



# Sitecore Intranet Portal 3.2

# Content Features

# Documentation

*A Conceptual Overview for SIP Architects and Developers*

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# Chapter 1

## Sitemap and Breadcrumbs

As part of customizing a Sitecore Intranet Portal solution, it is often necessary to change which templates should be included in the Sitemap and Breadcrumbs.

### 1.1 Adding and Removing Templates to be Displayed

The templates that are included in the sitemap and breadcrumbs are specified in the corresponding xslt renderings.

For example, to add or remove what templates should be included in the breadcrumb, edit the **/xsl/Intranet.BreadCrumbs.xslt** file and locate the parameter called **includetemplates**. This line holds all the names of the included templates separated by pipes ("|").

```
<!--parameters -->
<xsl:param name="lang" select="'en'"/>
<xsl:param name="" id="" select="''"/>
<xsl:param name="sc_item"/>
<xsl:param name="sc_currentitem"/>
<xsl:param name="includetemplates"
  select="''|intranet.faqsection|intranet.faqitem|.../>
```

The sitemap uses the same approach with an **includetemplates** parameter. The sitemap code is located in **/xsl/Intranet.Sitemap.xslt**.

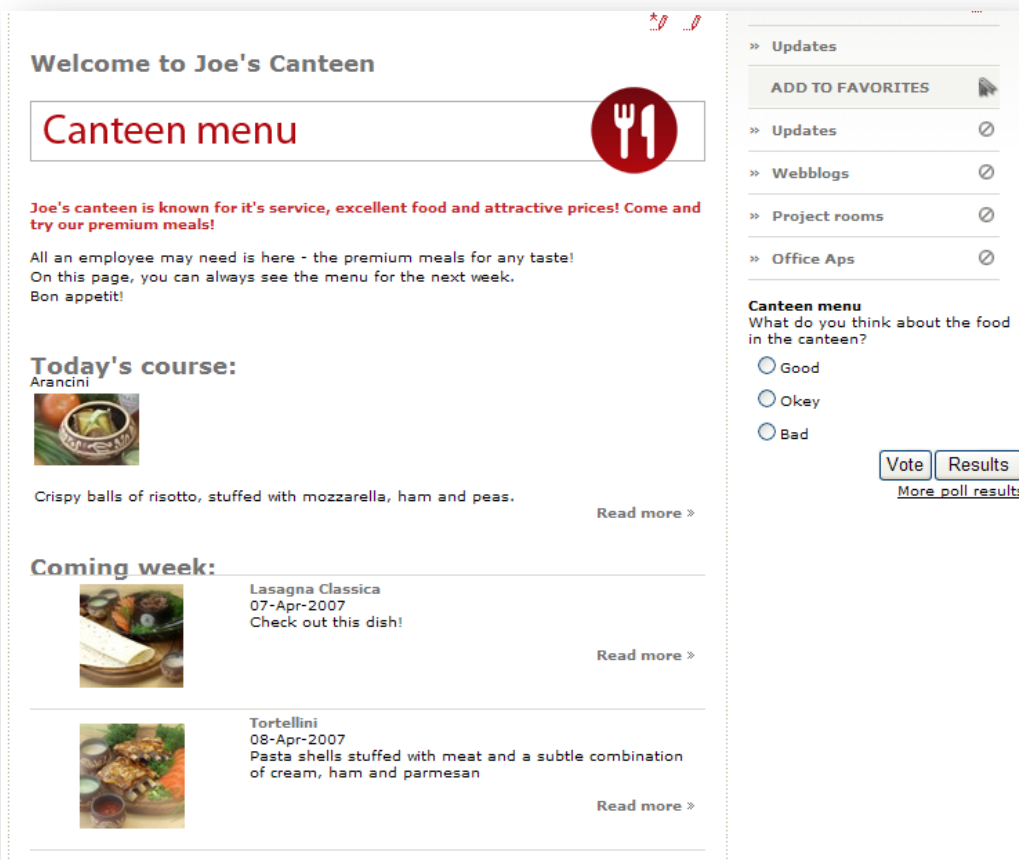
# Chapter 2

## Canteen

The Intranet Portal comes with several predefined areas common to most Intranet sites. Here we will use the pre-defined Canteen section to describe how to manipulate data on the portal.

### 2.1 Overview

The canteen is used to display information from one or more canteens within an organization. It can also be used to inform users about any places where they can eat and about the menus available.



Menus can be added to each canteen to display upcoming meals to intranet users. For more information about creating menus see “2.2 Creating Menus”, on page 7

Each user in a profile should select which canteen they are associated with. It can be done using the Properties button or going directly to the preferred canteen and using link “Set as my preferred canteen” in the personal area. Then, when the user selects the Canteen item on the front-end, they will be redirected to the canteen of their choice.

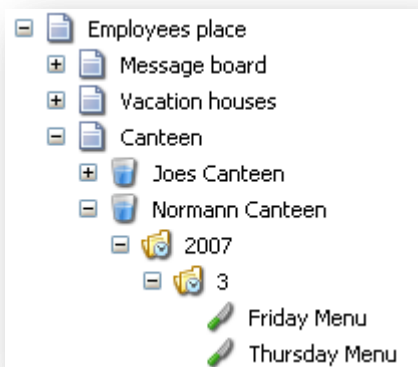
The rendering for the Canteen is designed to display five forthcoming menus.

Over time, a large amount of menus may be created under a canteen item. To make maintenance easier, Sitecore Intranet moves menu items automatically into a folder structure as follows:

**[canteenitem]/yyyy/MM/[menuitem]**

Where **[canteenitem]** is the canteen name, **yyyy** is the year, **MM** is the month, and **[menuitem]** is the menu item name.


This functionality is constructed to work only when menus are created from the front-end. Therefore, editors using the backend as the editor should take care to place new menus according to the structure already defined.

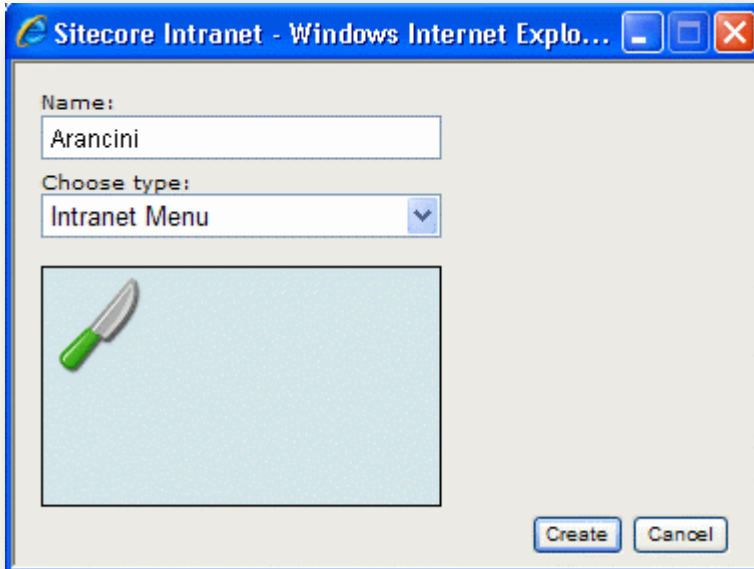


There is a custom webpart for displaying the menu for the current day, based on the canteen chosen by the current user.



## 2.2 Creating Menus

To create a menu from the front-end, select the Create button (  ) and in the **Choose type:** field select **Intranet Menu**. Enter the name of the new dish in the field and click **Create**.



The Menu Item will appear. Below is the description of its fields:

- **Date**  
The date for which this menu is valid. A calendar selector is available here for ease of selection.
- **Headline**  
The headline which is displayed when the menu item is selected.
- **Short Intro**  
The short description shown in the upcoming menu list and when a menu item is selected.
- **Image**  
The image displayed on the right when the menu item is selected.
- **Body**  
The main text of the menu.

The following fields are available through the Properties dialog:

- **Top Image**  
The image which is displayed in the Today's course section.
- **List Image**  
The image which is displayed in the list of the upcoming meals for the next few days.
- **Title**  
The title of today's menu.

All other fields have the same meaning as in any other Sitecore Intranet item.

Canteen front-end view and where the field entry data is displayed:

Welcome to Joe's Canteen

## Canteen menu

Joe's canteen is known for it's service, excellent food and attractive prices! Come and try our premium meals!

All an employee may need is here - the premium meals for any taste!  
On this page, you can always see the menu for the next week.  
Bon appetit!

**Today's course:**  
Arancini Title



Top Image

Crispy balls of risotto, stuffed with mozzarella, ham and peas. Read more >

**Coming week:**

 **Lasagna Classica** Date  
07-Apr-2007  
Check out this dish! Read more >

**Short Intro**

 **Tortellini**  
08-Apr-2007  
Pasta shells stuffed with meat and a subtle combination of cream, ham and parmesan Read more >

**List Image**

Menu item front-end view and where the field entry data is displayed:

This content is available in: **English**

## Arancini

09-Apr-2007

**Crispy balls of risotto, stuffed with mozzarella, ham and peas.** Short Intro

Crispy balls of risotto, stuffed with mozzarella, ham and peas, served with rocket and our Italian sweet pepper and fresh red pesto dips. Image



**Body**

---

**Author** > Anders Demo  
> anders@addemo.net

**Last updated:** 4/9/2007 1:51:41 AM

**Notes** This is my first menu item.



# Chapter 3

## Calendar

Another predefined feature of the Sitecore Intranet Portal is the Calendar. This is a global **Upcoming events** feature for the intranet.

### 3.1 Functionality

The Calendar provides the following functionality:

- Search events by date, activity type or a text string in the title or description (Activity Calendar view).
- See the events planned for any month or the nearest events.
- Create and edit events or take part in polls (Activity Calendar view).

On the front-page the calendar feature is displayed in the calendar view. The Activity view is described below.

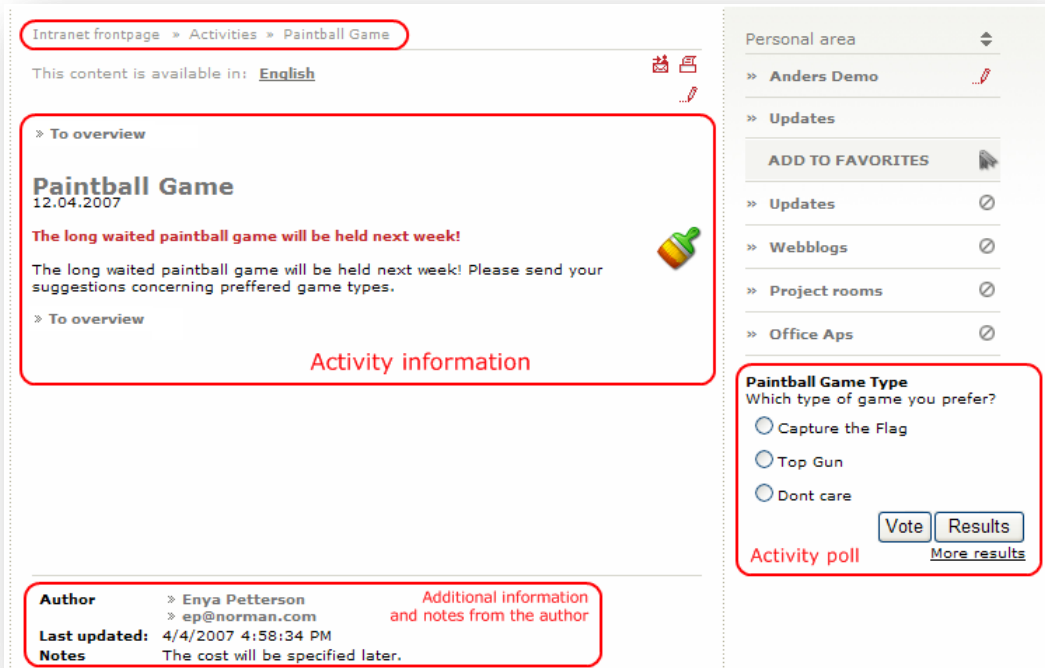


The feature consists of the calendar view at the top and the upcoming events list.

The calendar view represents the calendar itself and has red circle marks on the dates with some activities assigned. The current date is marked with grey color. The upcoming events are sorted by date; each title is linked to the corresponding activity.

Click on a date to see the list of upcoming events (all activities on that day *or* later).

Click the activity title to go to the activity details page:



The screenshot shows the activity details page for a 'Paintball Game' scheduled for 12.04.2007. The page is divided into several sections:

- Breadcrumb:** Intranet frontpage » Activities » Paintball Game
- Language:** This content is available in: [English](#)
- Activity Information:**
  - Title: **Paintball Game**
  - Date: 12.04.2007
  - Text: **The long waited paintball game will be held next week!**
  - Text: The long waited paintball game will be held next week! Please send your suggestions concerning preferred game types.
  - Link: [» To overview](#)
- Activity poll:**
  - Title: **Paintball Game Type**
  - Text: Which type of game you prefer?
  - Options:
    - Capture the Flag
    - Top Gun
    - Dont care
  - Buttons: [Vote](#) [Results](#)
  - Text: [More results](#)
- Author and Notes:**
  - Author: [» Enya Petterson](#) (Additional information and notes from the author)
  - Author: [» ep@norman.com](#)
  - Last updated: 4/4/2007 4:58:34 PM
  - Notes: The cost will be specified later.
- Personal area:**
  - Anders Demo
  - Updates
  - ADD TO FAVORITES
  - Updates
  - Webblogs
  - Project rooms
  - Office Aps

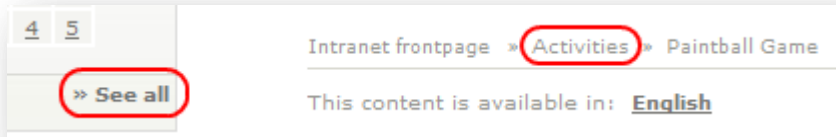
The page in the image above contains the following elements:

- Information about the activity.  
This element contains the information about the activity and its date. Clicking **To overview** brings a user back to the calendar view.
- Activity poll.  
Polls can be attached to any event. This can be done from the back-end by filling the poll field of the activity item. For more information about Polls see “Chapter 6 Quick Polls”, on page 29.
- Additional information and notes.  
This element contains information about the author of the event, the last update date and any other notes from the author.

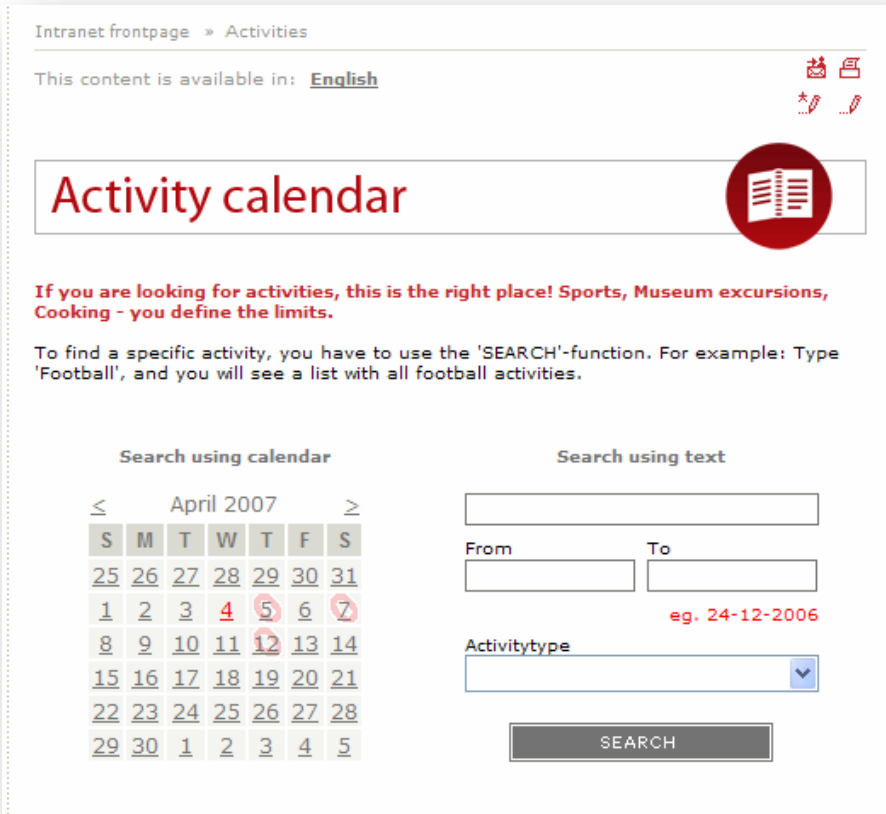
At the top of the event page there is the breadcrumb with the links **Activities » Paintball Game** (see the screenshot above). Clicking **Activities** will redirect you to the **Activity Calendar**.

### 3.2 Activity Calendar

The Activity Calendar view adds two additional features to the common calendar: search and event creation. To access this view you should either click **See all** in the Calendar view or click **Activities** in the Activity view:



The following page will appear:



With the help of the search form you can search activities by date, activity type or a text string in the title or description:

**Search using calendar**

≤ April 2007 ≥

S	M	T	W	T	F	S
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

**Search using text**

game

From: 4/4/2007 To: 12/1/2007  
eg. 24-12-2006

Activitytype: Corporate

SEARCH

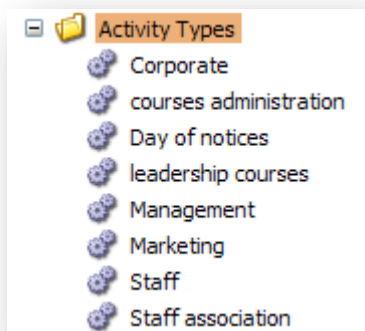
---

4/12/2007 **Paintball Game**  
The long waited paintball game will be held next week!

### 3.3 Activity Types

In Sitecore Intranet activities are grouped by activity types. Users with the appropriate rights can rename, add or remove activity types from the back-end. Activity types are stored at;

**/sitecore/content/Intranet/Site config/Activity types:**



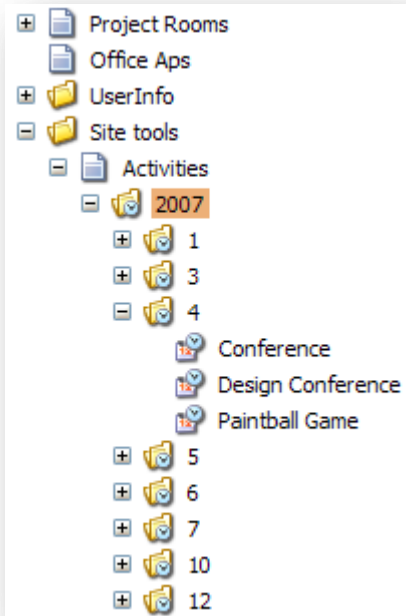
By choosing an activity type in the search form users can list particular events, for example, all events related to **Staff association**.

### 3.4 Creating Activity Items

Activity items are stored at

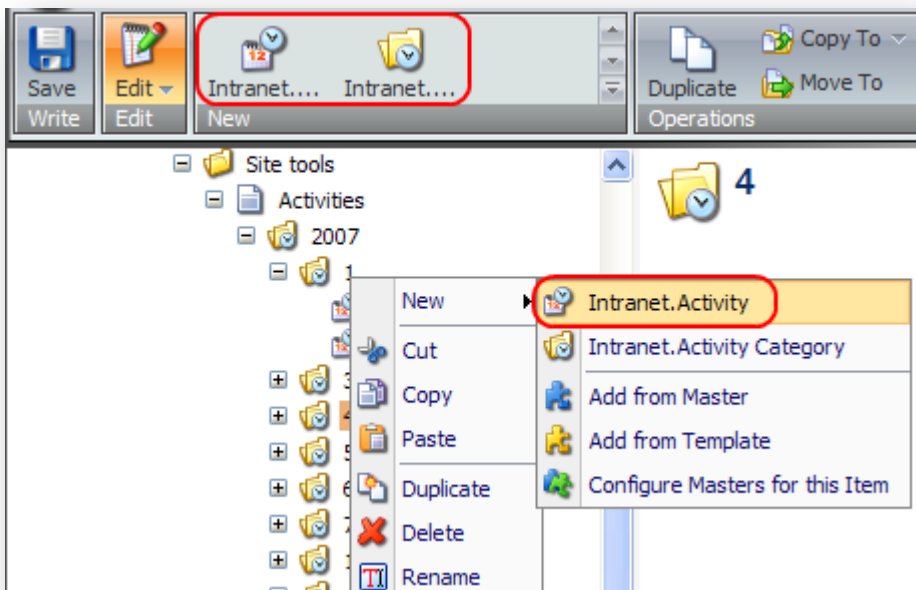
**/Intranet/Home/Site Tools/activities**


The activities are grouped by year and month.

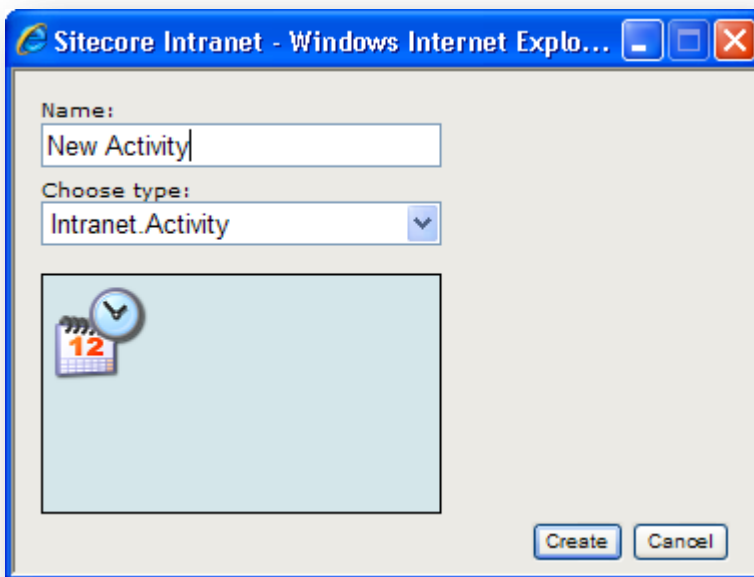


Each Activity can be assigned one or more activity types. Activities can be created either from the backend by users with appropriate rights or from front-end by using the 'Create' button.

To create an Activity from the backend, navigate to the appropriate year and month (or create them using the **Intranet.Activity Category**) and use the **Intranet.Activity** option to create an activity:



To create an Activity from the front-end, click on the Create button (  ) and enter the Activity name in the prompt dialog which will appear:

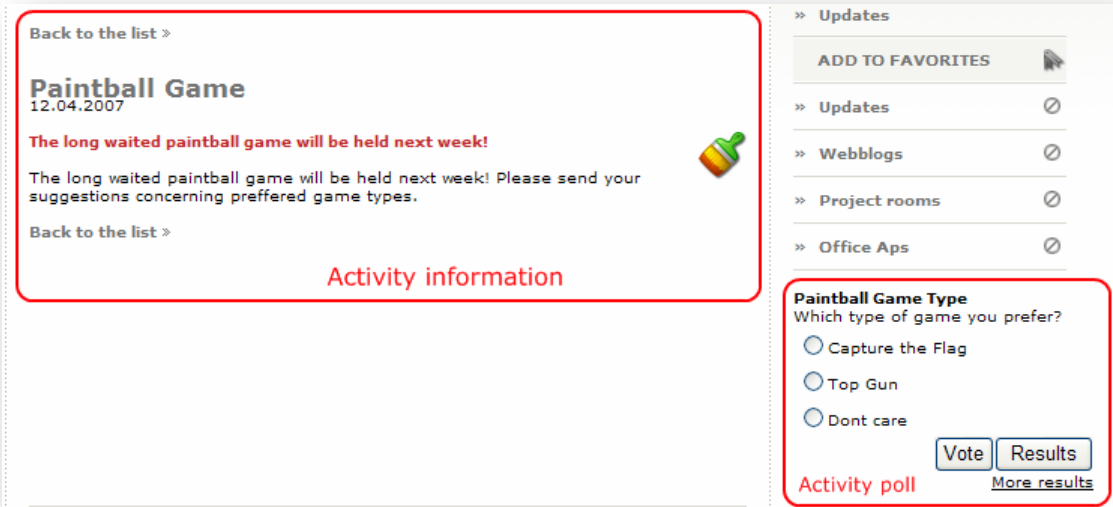


Click **Create** and fill in the Activity item fields.

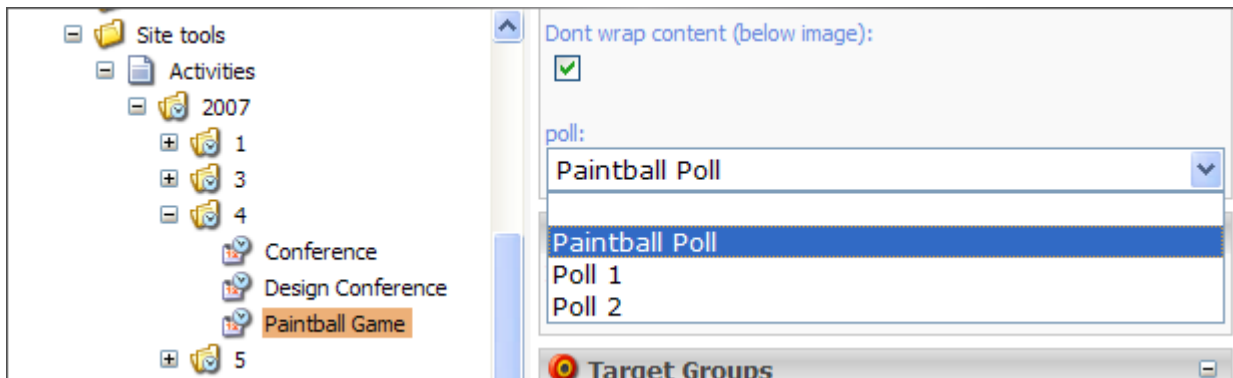
To choose the activity type, select the Properties button in the Edit group on the Page Editor tab.

### 3.5 Attaching Polls to Activities

Sitecore Intranet includes the poll feature which can be attached to activity items.



This allows to get information about what people think of the event quickly and unobtrusively. To attach a poll to activity, login to backend, navigate to this activity in the Content Editor, select a poll in the **poll** field and save the item.

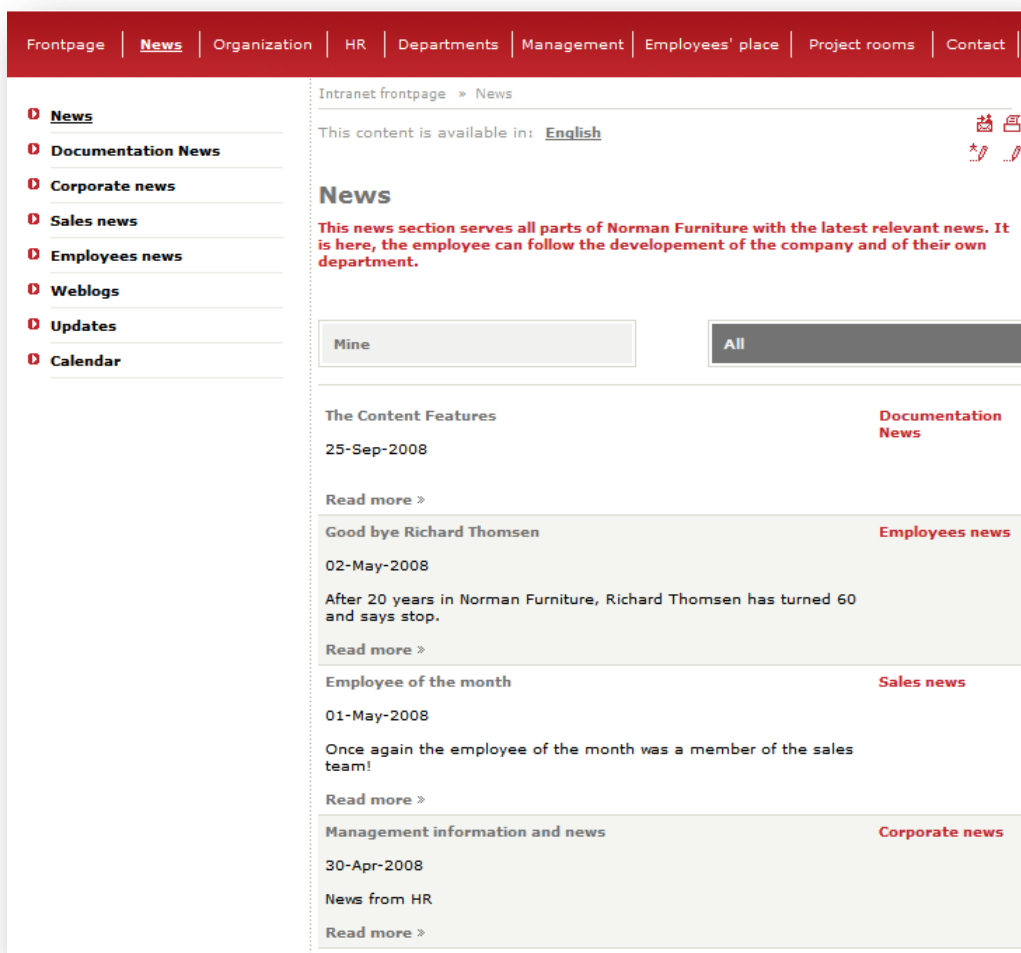


In the demonstration site polls are stored under **/Intranet/Home/HR/Quick polls**. Site administrators can define the location of poll items. For more information about Polls see “Chapter 6 Quick Polls”, on page 29.

# Chapter 4

## News

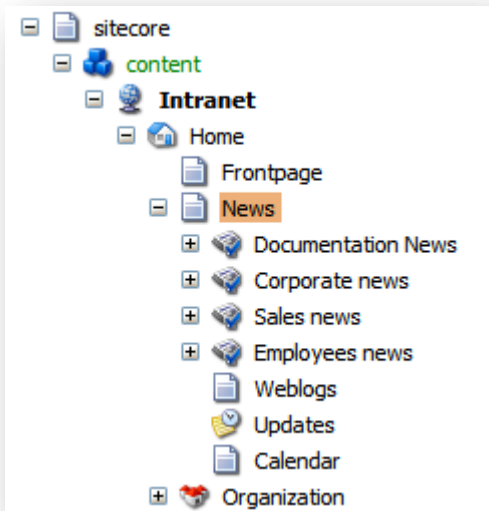
The News content feature provides the functionality to create and render the news. For example, this is how a sample news page looks like:





## 4.1 Typical News Storage Setup

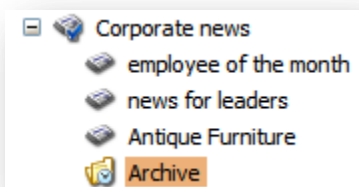
A typical News storage is described below. Such News storage is used in the Norman Furniture demo site.



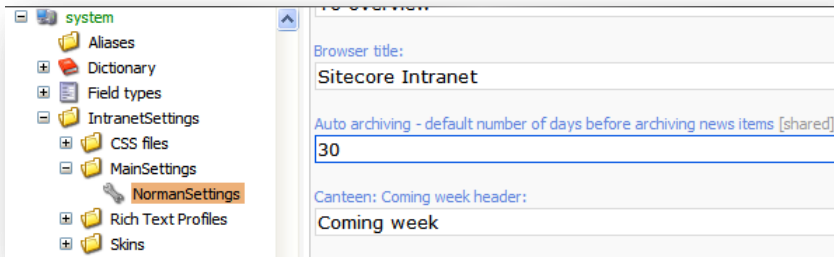
The News root item is any content item with the following assignments:

- *Intranet Main* layout.
- *Intranet NewsFrontpage* rendering.
- *Intranet.NewsSection* branch.

The News Section items under the News root item have the *Intranet.NewsSection* template assigned which controls all the required functionality. The Archive folder is created automatically when creating a new News section.



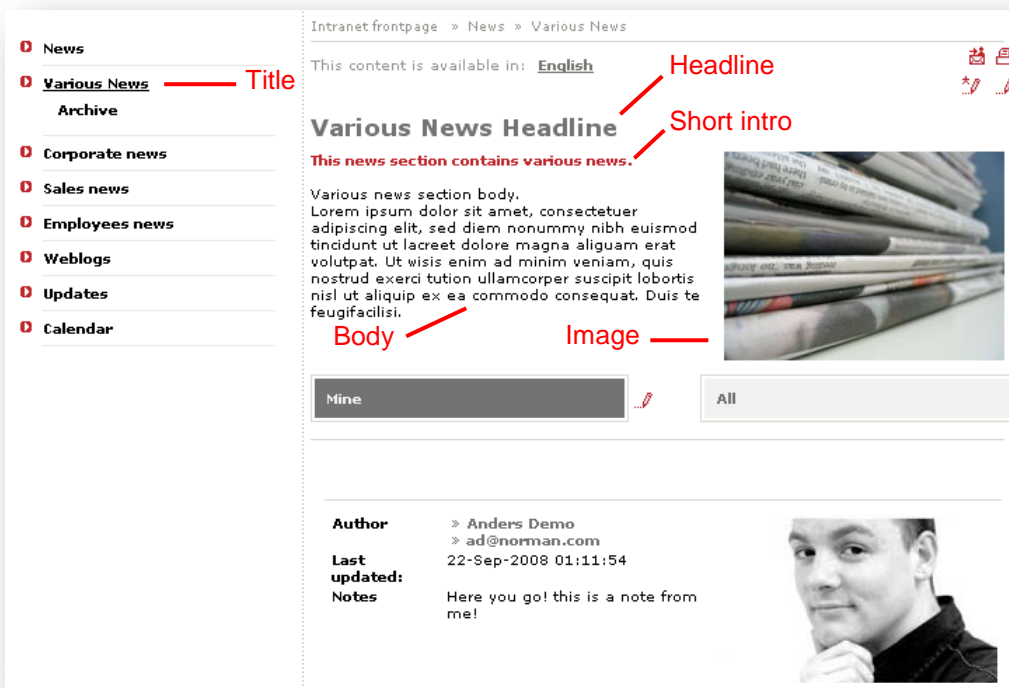
You can enable automatic archiving of news items (this is disabled by default) by filling out the "Auto archiving" field on a MainSettings item (located under /sitecore/system/IntranetSettings/MainSettings). For instance:



Developers can implement automatic archiving of other content types by creating an archiving task class that inherits from the *Sitecore.Intranet.Tasks.ArchivingTaskBase* class and specifying relevant values for the *ItemDateFieldName*, *ArchiveRootTemplateID*, *SectionTemplateID* and *ItemTemplateIDs* attributes.

#### 4.2 The News Section Description

News sections are created via the *Intranet.NewsSection* branch. The following image shows how the News Section is rendered. Further after the image you can read the fields description.



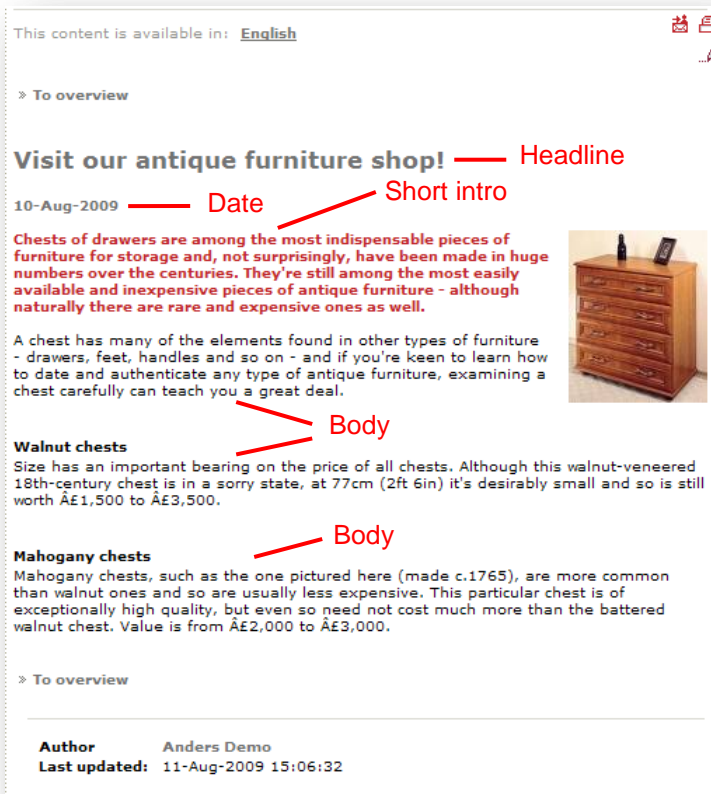
- Title (available through the Properties dialog)  
This field is rendered in menus, for instance, in the left navigation menu.

- **Headline**  
This field is rendered as a title on the News Section page.
- **Short intro**  
This field is rendered under the headline.
- **Image**  
This field is rendered on the right side of the news section column.
- **Body**  
This field contains the news section description.

### 4.3 The News Item Description

News items represent the news messages themselves. They are created via the *Intranet.NewsItem* branch.

News item front-end view and where the field entry data is displayed:



This content is available in: [English](#)

» To overview

**Visit our antique furniture shop!** — **Headline**

10-Aug-2009 — **Date**      **Short intro**

**Chests of drawers are among the most indispensable pieces of furniture for storage and, not surprisingly, have been made in huge numbers over the centuries. They're still among the most easily available and inexpensive pieces of antique furniture - although naturally there are rare and expensive ones as well.**

A chest has many of the elements found in other types of furniture - drawers, feet, handles and so on - and if you're keen to learn how to date and authenticate any type of antique furniture, examining a chest carefully can teach you a great deal.

**Walnut chests** — **Body**

Size has an important bearing on the price of all chests. Although this walnut-veneered 18th-century chest is in a sorry state, at 77cm (2ft 6in) it's desirably small and so is still worth £1,500 to £3,500.

**Mahogany chests** — **Body**

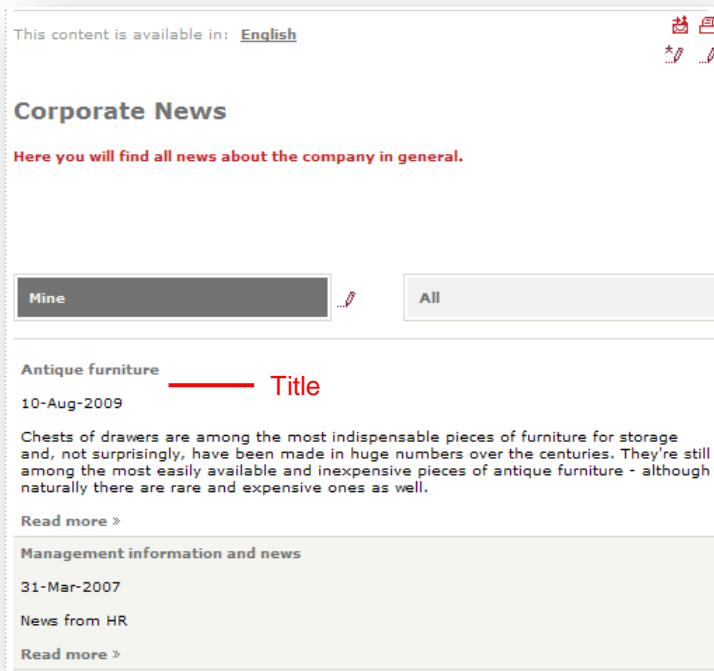
Mahogany chests, such as the one pictured here (made c.1765), are more common than walnut ones and so are usually less expensive. This particular chest is of exceptionally high quality, but even so need not cost much more than the battered walnut chest. Value is from £2,000 to £3,000.

» To overview

---

**Author**      Anders Demo  
**Last updated:** 11-Aug-2009 15:06:32

News section item front-end view and where the field entry data is displayed:



Below is the description of the News item fields:

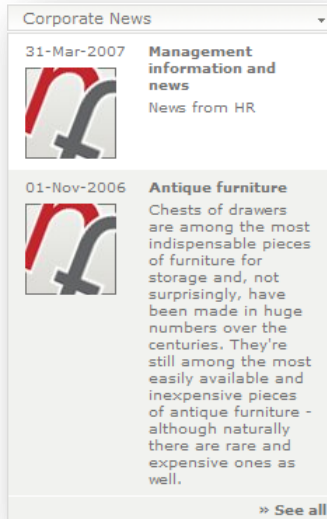
- **Title** (available through the Properties dialog)  
This field is rendered in the news lists, for instance on the front page.
- **Headline**  
This field is rendered as a title of the news item, for instance on the news list page.
- **Date**  
This field is rendered under the headline. The date is automatically set to today's date when a user creates a news item. If you want to disable this feature, edit the Intranet.NewsItem branch and clear the Date field. To turn the feature on again, on the View tab select the Raw Values checkbox and fill the Date field of the branch with the value 00000000T000000.
- **Short intro**  
This field is rendered under the date.
- **Body**  
This field contains the news message body.

#### 4.4 The News Feature Architecture

The following items provide the News feature functionality.

### News WebPart templates

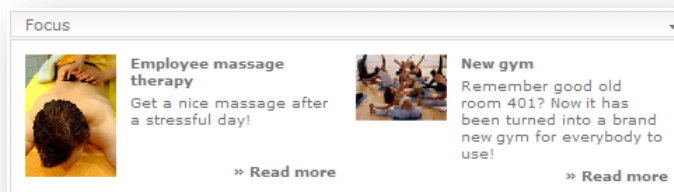
- /sitecore/templates/Intranet/Intranet.Webpart.NewsList  
Corporate News webpart is based on this template and displays the news list on the front page of your portal.



- /sitecore/templates/Intranet/Intranet.Webpart.TopNews1  
Top News webpart is based on this template and displays the top news on the front page of your portal.



- /sitecore/templates/Intranet/Intranet.Webpart.TopNewsTeasers  
Top News Teasers webpart is based on this template and displays top news teasers on the front page of your portal.



**Note:** the Intranet.Webpart.NewsList web part only displays items with the Date field filled.

## News Item templates

- /sitecore/templates/Intranet/Intranet.NewsArchive - has no branch, created automatically
- /sitecore/templates/Intranet/Intranet.NewsItem – template for news items.
- /sitecore/templates/Intranet/Intranet.NewsSection – it's a container for news items. All news should be created under this item type.

## SubLayouts

- /sitecore/layout/Sublayouts/Intranet NewsArchive – it is used to view a news archive.

The Following sublayouts are used to render appropriate webparts (see the **News WebPart templates** list):

- /sitecore/layout/Sublayouts/Intranet WebPart NewsList
- /sitecore/layout/Sublayouts/Intranet WebPart TopNews1
- /sitecore/layout/Sublayouts/Intranet WebPart TopNewsTeasers

## Renderings

- /sitecore/layout/Renderings/Intranet NewsFrontpage – it makes sense to use this rendering in the Intranet section where all the news is stored.
- /sitecore/layout/Renderings/Intranet NewsItem – it is used to view the specific news.
- /sitecore/layout/Renderings/Intranet NewsList – it is used to view the specific news section.

# Chapter 5 Weblog

The weblog for Sitecore Intranet is a feature much like traditional blogs. The feature provides the front-end interface for creating and editing posts and blogs for extranet users.


## 5.1 Overview

User can create a blog, post several blog entries to it, and visitors can post comments on the blog entries. It is also possible to manage blogs from the back-end.

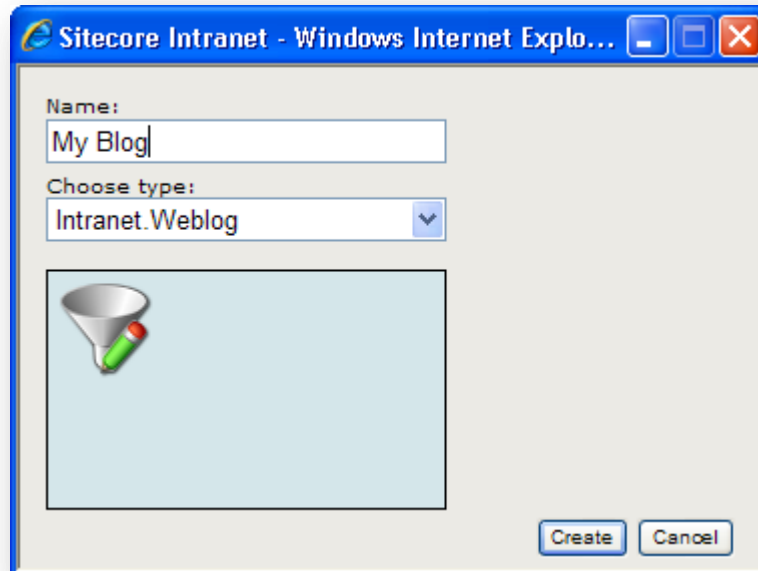


## 5.2 Creating a Blog

Blogs are made of regular Sitecore items, and can be created in any part of the site. In our example we have the following setup:

All blogs are stored under the following item: **Employees' place » Blogs**. The Blogs item has the **Intranet.Weblog** branch assigned, which is triggered by the Create button (  ). Below we provide the instructions on creating a blog in Sitecore Intranet from front-end.

- To create a blog from front-end navigate to the Blogs item and select the Create button.
- In the prompt dialog enter the name of the new blog and click **Create**.



After the blog item is created it becomes the **Blog root** item. All the posts in this blog are stored under it. Below is the description of its fields and their location on the front-end.

- **Title**  
The blog title shown in the menu on the left.




- **Headline**  
The headline shown when the blog is selected.
- **Short Intro**  
The short introduction description shown under the headline.
- **Body**  
Some descriptive text about the blog.



The **Author section** of the Weblog represents the person who created this blog, but not necessarily the person who writes the posts in it. Many people may contribute to one blog turning it into a community journal.

Blog front-end view and where the field entry data is displayed:


This content is available in: [English](#)  

[<< Back to list](#)

**My Sitecore Blog** Name of blogger

Welcome to my blog! Short Intro

This blog is about Intranet documentation for the most part. Body

 Image of blogger

Anders is a great blog writer. Description of blogger

---

### My first blog entry

**4/10/2007 12:00:11 PM**

Vulputate fringilla orci, ad ligula. Magna et, adipiscing consectetur, sed velit. Justo ac justo, vitae in suspendisse. Et quis dolor, porta diam praesent, magnis in. Sit hendrerit, donec porttitor, tortor molestie. Et a urna, rutrum turpis, rhoncus curabitur. Diam malesuada in, maecenas vestibulum ac. Ornare amet.

Eget morbi, praesent ullamcorper eros, magna nullam sed. Risus lacinia etiam. Aenean molestie, dolor iaculis, placerat sodales sed. Vestibulum eget erat.

**Comments (date ascending):**


**Date:** 06/04 - 2007 17:15

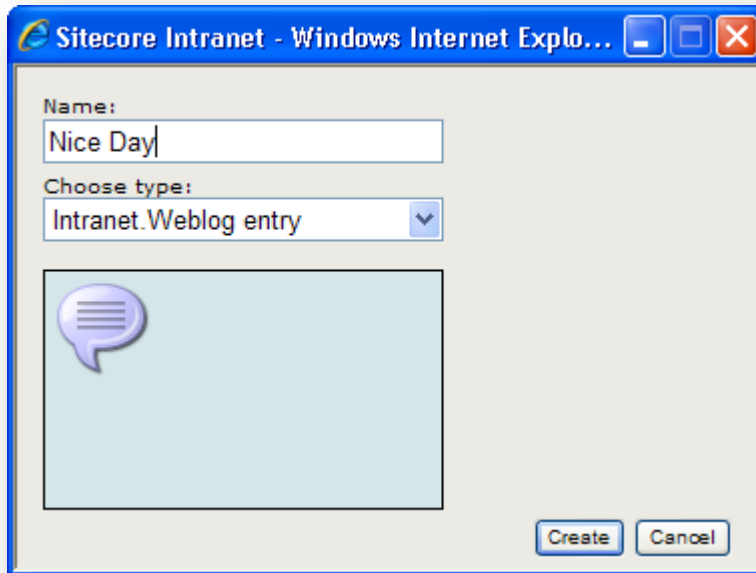
**Name:** Max

**E-mail:** mn@sitecore.net

**This is not correct**  
I don't agree! This is not correct, let's do it my way.

### 5.3 Creating Posts

To create a blog post from front-end, navigate to the blog root item, in our case stored at **/Intranet/Home/Employees place/Blogs/My Blog**, and click the Create button . The **Weblog Entry** prompt dialog will appear.



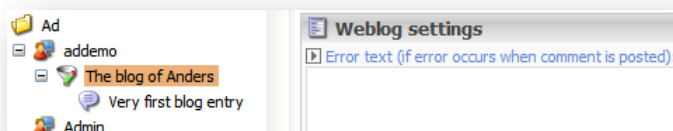
Enter the entry name and click **Create**.

Fill the fields provided by the branch:

- **Title** (available through the Properties dialog)  
The entry title.
- **Corporate Title** (available through the Properties dialog)  
The title in Corporate language.
- **Headline**  
The headline is shown in the post list and when the post is selected.
- **Short body (optional)**  
Fill this field if the body of the post is too long to render it in the post list.
- **Body**  
The main text of the post.

### 5.4 Blog Settings

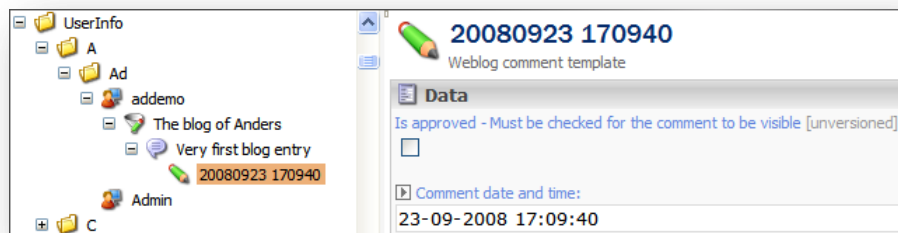
The blog settings are stored in the “Weblog settings” section of a weblog root item, for instance:



Administrators can set up the front-end behavior using these settings.

Here is the description of the settings available:

- **Error text**  
The text shown if an error occurs when a comment is posted.
- **Receipt**  
The text shown if a comment is posted successfully.
- **Validation required** (can be changed from frontend through the Properties dialog)  
Defines whether a user must enter a given phrase to post a comment.
- **Validation description**  
The text the user is presented with, describing how to post the comment with validation.
- **Validation string** (can be changed from frontend through the Properties dialog)  
The phrase a user should enter if validation is enabled.
- **Name of Blogger**  
The name of the person who writes in this blog.
- **Description of Blogger**  
A brief intro about the blogger.
- **Image of Blogger**  
The image of the blogger.
- **Notify emails** (can be changed from frontend through the Properties dialog)  
The email of the blogger which receives notifications when comments to blog entries are posted.
- **Post comments directly**  
Specifies whether comments should be displayed on the front-end immediately after they are posted. If not enabled, a blogger must explicitly mark **Is approved** on each comment posted via the front-end.



Global settings for blogs, such as date/time format, notification sender email, button titles and others are stored in the **Weblog settings** item found at:  
**/system/IntranetSettings/WeblogSettings/Weblog Settings.**

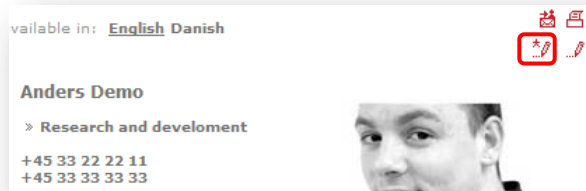
All blog settings will be read from the blog root item if they exist, or from the global "Weblog Settings" item as a fallback.

**Note:**

For solutions upgraded from SIP 2.1 and SIP 2.2, the BlogSettings item which is a settings item located below the blog root, is still supported. If no value is specified for a field on the blog root, the value of the BlogSettings item will be used.

## 5.5 Personal Weblogs

Personal Weblogs provides all users with the possibility to create personal blogs. By default, the Intranet.PersonalWeblog branch is assigned to the Intranet.UserProfile template. This means that each user can create a personal weblog by clicking the “Create” button on their profile:



If a user has a personal blog, a link to it will be displayed on the user's profile page:



Personal weblogs have the same blog settings available as normal blogs. Most of the fields can be edited using the front-end editor by the user, except for the “Error text”, “Receipt”, “Validation description” and “Post comments directly” settings.

You can add or remove fields to/from the Intranet.PersonalWeblog template to make more or fewer settings available to users (the global "Weblog Settings" item will be used as a fallback if a requested field is not present or is not filled in the blog root item).

To disable blog creation for some or all users, deny the Create right on their user profile item.

# Chapter 6

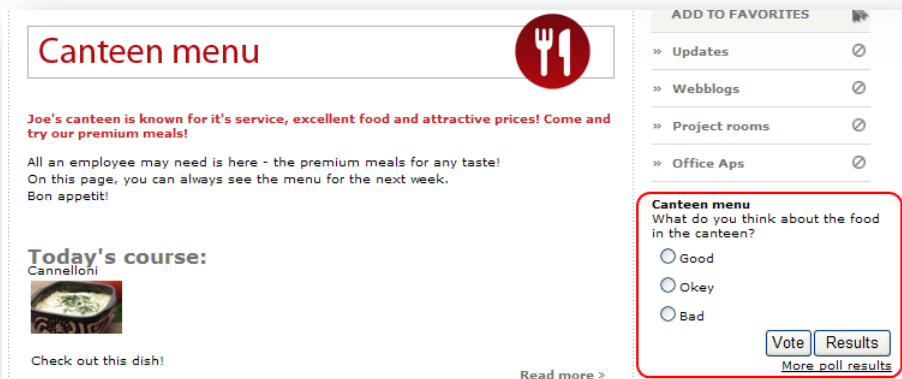
## Quick Polls

The Quick Poll feature allows intranet administrators and editors to set up polls and receive opinions from intranet users.

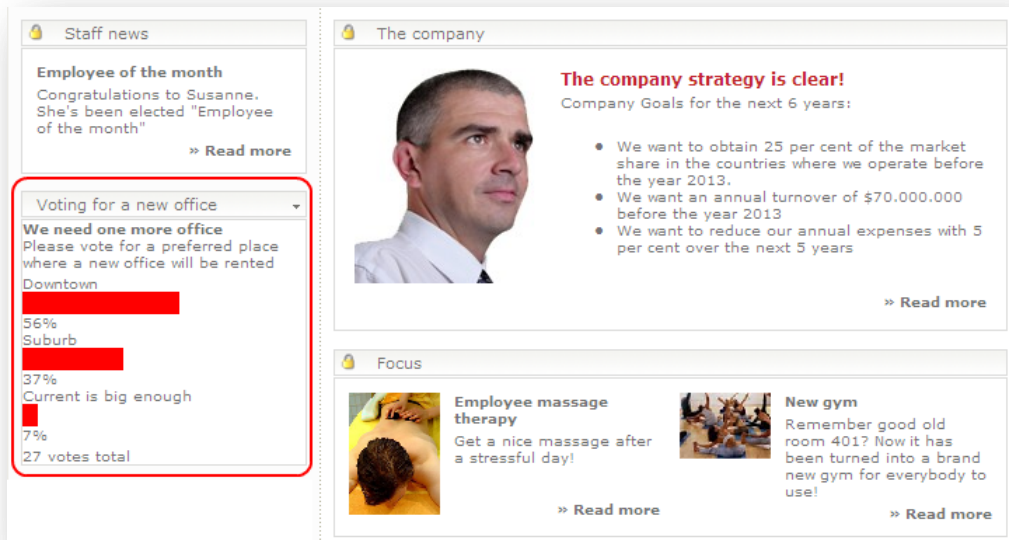
### 6.1 Overview

There are two possible ways of displaying quick polls: as a context poll linked to a content item and as a web part on the portal page.

Polls attached to content items are displayed in the context section on the right. For example, take a look at the poll attached to the Canteen item:



Polls on the portal page may be useful when you need to perform whole company voting. In this case it looks like this:

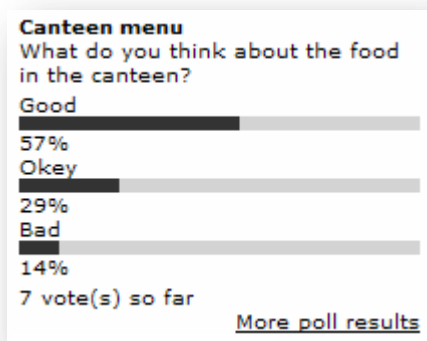


## 6.2 Using the Polls

Select a radio button and click **Vote** to vote in the poll or click **Results** to view the current poll results.

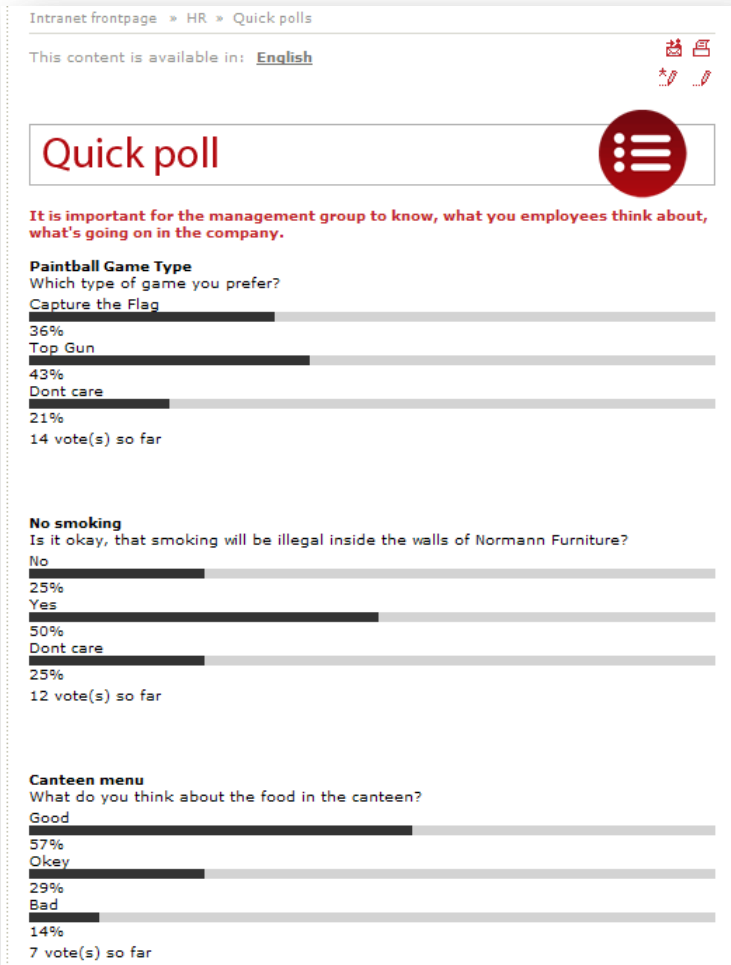


You will see the following:



You can only vote once in each poll.

Click **More poll results** to view all currently active polls with their results.



Intranet frontpage » HR » Quick polls

This content is available in: [English](#)

## Quick poll

**It is important for the management group to know, what you employees think about, what's going on in the company.**

**Paintball Game Type**  
Which type of game you prefer?

Capture the Flag	36%
Top Gun	43%
Dont care	21%

14 vote(s) so far

**No smoking**  
Is it okay, that smoking will be illegal inside the walls of Normann Furniture?

No	25%
Yes	50%
Dont care	25%

12 vote(s) so far

**Canteen menu**  
What do you think about the food in the canteen?

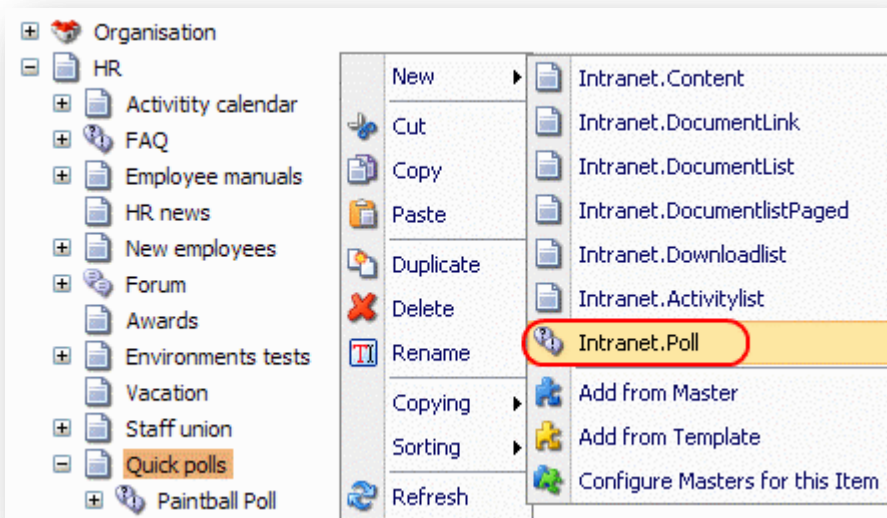
Good	57%
Okey	29%
Bad	14%

7 vote(s) so far

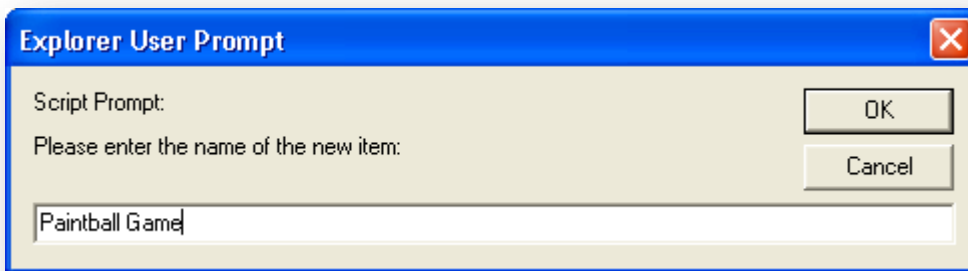
### 6.3 Creating Polls

In the current version of Sitecore Intranet polls should be created from the back-end.

To create a new poll, navigate to the **Quick polls** item, right-click on it and use the **Intranet.Poll** branch.



Enter the name of the poll:

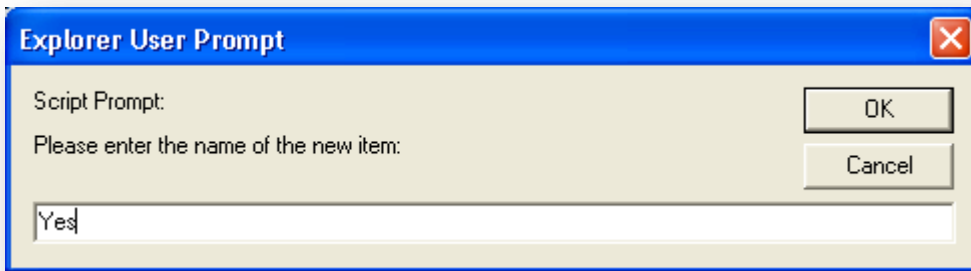
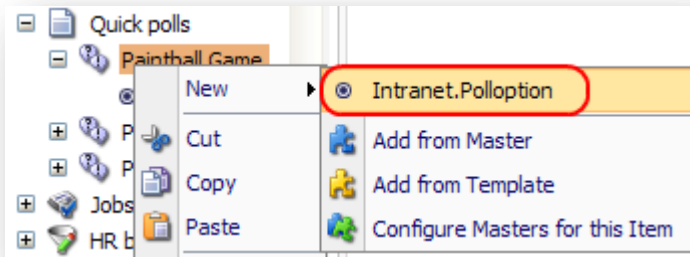


Fill in the fields of the **Intranet.Poll** template:

- **Body**  
A brief description of the poll. Shown above the **question**.
- **Question**  
The poll question.
- **Startdate/Enddate**  
The time interval during which the poll is active. . If no dates are entered, voting is always allowed for this poll.
- **Link**  
The link to the item where polls are stored. For example: **/Intranet/Home/HR/Quick polls**.
- **Result button text**  
The linked text displayed below the poll. Clicking on it displays the current results.



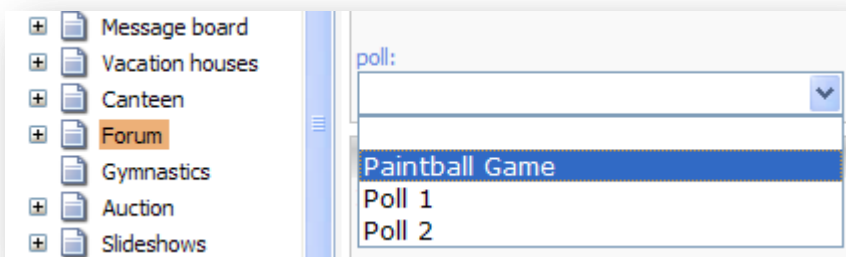
Save the poll item and create the poll options using the **Intranet.Polloption** branch:



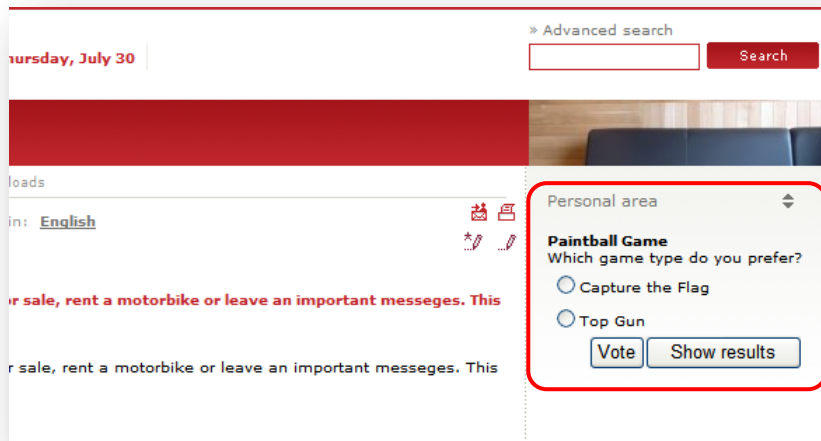
It's only necessary to enter the name of the poll option – it will be displayed next to the radio button.

#### 6.4 Attaching the poll to a content item

Now attach the poll to an item which contains the poll field, for example, the Forum item:



Navigate to the Forum item on the front-end and you will see your newly created poll:



## 6.5 Displaying the poll as a web part

In order to display a poll as a web part, perform the following steps:

- 1) Create a new item called "poll" under `/sitecore/content/Intranet/Site config/Portal/Frontpage.ZoneLeft/` using the **WebPart Framework/Web Part Node** template.
- 2) Fill the **Reference to webpart** field with the value **sitecore/layout/Renderings/QuickPoll**.
- 3) Change the template of the Home item (most likely it's "Intranet.FrontPage") by adding a new lookup type field called "poll" with the appropriate source (point it at where all your polls are placed)
- 4) Go to the Home item and choose the appropriate poll in the **poll** field

## 6.6 Testing Polls by Using "Debug Mode"

Besides registering the vote itself, the poll also sets a cookie on the user's computer in order to indicate that the user already has voted for that specific poll. In development and debug scenarios it might be useful to be able to vote several times on the same poll. Instead of clearing the cookies manually, there is also a small helper in the QuickPoll web control that renders the quick poll.

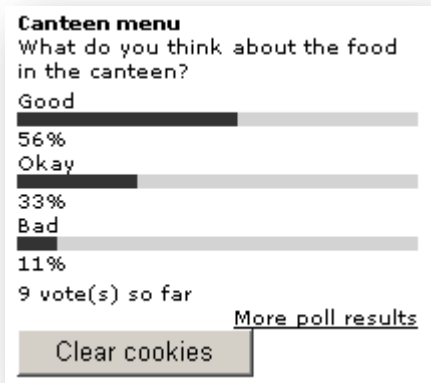
In the layout that contains the quick poll (e.g. `/layouts/Intranet.Main.aspx`) there is a server control that looks something like the following:

```
<intranet:QuickPoll runat="server" ...
```

This control has a boolean property called **Debug**. If this is set to **true**, then a button will be rendered below the quick poll that enables the developer to clear the cookie.

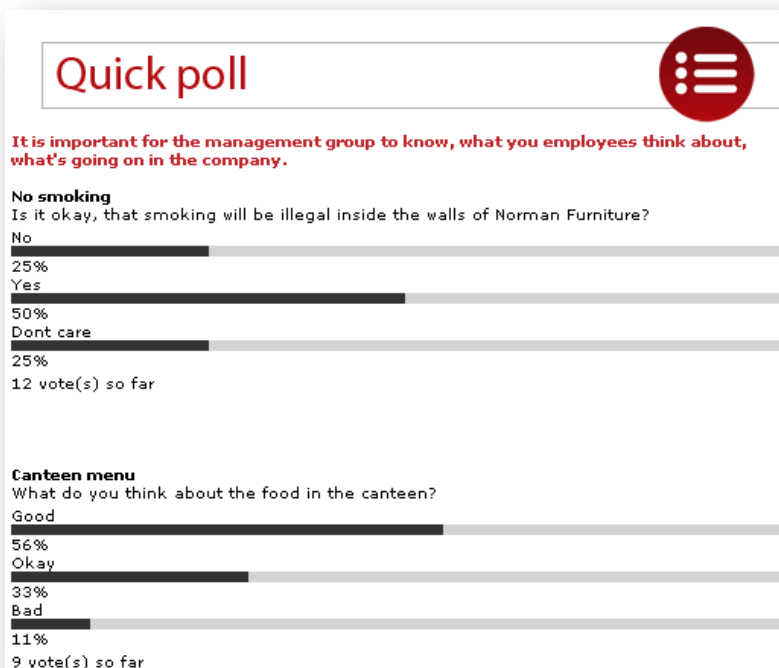
```
<intranet:QuickPoll runat="server" AllowVote="true" Debug="true" ID="mainPoll" ...
```

**Note:** Remember to set it back to **false** before releasing the poll to a live environment. Also, you will probably want to clear the "votes" field for each poll option when you are done testing the poll.

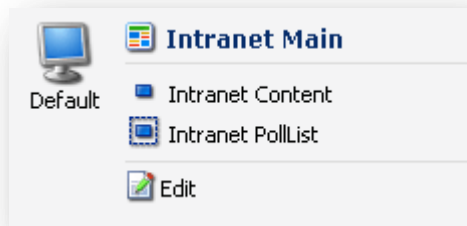


### 6.7 Showing a List of Poll Results

It is possible to show a list of poll results like the one below:



This is done by adding the sublayout **Intranet PollList** on the item or template that should display the list.



The sublayout will loop through all the subitems and show them if they are built from the **Intranet.Poll** template.

# Chapter 7

## Forum

The forum module makes it possible to create forums throughout the intranet.

### 7.1 Overview

This feature allows forum discussions and gives user the facility to post comments to them.



Clicking on the topic title displays the full text of the topic.

This content is available in: [English](#)

**Topic 4**

**Adipiscing suscipit, blandit orci. Commodo eget, tristique cras integer, diam sed. Eget sit molestie, pede massa, odio platea donec.**

Adipiscing suscipit, blandit orci. Commodo eget, tristique cras integer, diam sed. Eget sit molestie, pede massa, odio platea donec. Fusce diam proin. Et id laoreet. Elit ipsum. Purus ac, lorem pede. Tellus vehicula a.

» [To overview](#) » [New entry](#)

---

**Author** » [Inga Swanson](#)  
» [is@norman.com](#)

**Last updated:** 4/11/2007 1:46:45 PM



## 7.2 Creating a New Topic

Selecting the Create button (  ) creates a new forum topic.

## 7.3 Adding Comments to a Topic

To add a comment to a topic you should do the following:

In the topic view, click either the **Create** button, or **New entry**. Both allow you to create comments but the difference is that **Create** allows you to specify the author of the comment, while **New entry** makes the user who creates the comment the author.

To read a comment you simply need to click it.

## 7.4 Answering Comments

When a comment is clicked, the **Answer** link is displayed on the right.

To answer to the comment, click either the **Create** button, or **Answer**. Both allow you to create answers but the difference is that **Create** allows you to specify the author of the answer, while **Answer** makes the user who answers the author.

This content is available in: [English](#)    
 

### Topic 4

**Adipiscing suscipit, blandit orci. Commodo eget, tristique cras integer, diam sed. Eget sit molestie, pede massa, odio platea donec.** 

Adipiscing suscipit, blandit orci. Commodo eget, tristique cras integer, diam sed. Eget sit molestie, pede massa, odio platea donec. Fusce diam proin. Et id laoreet. Elit ipsum. Purus ac, lorem pede. Tellus vehicula a.

» [To overview](#) » [Answer](#)

<b>Author:</b> Anders Demo	<b>Date:</b> 11-04-2007 13:49
<b>Email:</b>	
<b>Great post!</b> This is a great post!	

Headline	Author	Date
Great post!	Anders Demo	11-04-2007 13:49
<a href="#">I totally agree</a>	James Owen	11-04-2007 13:50

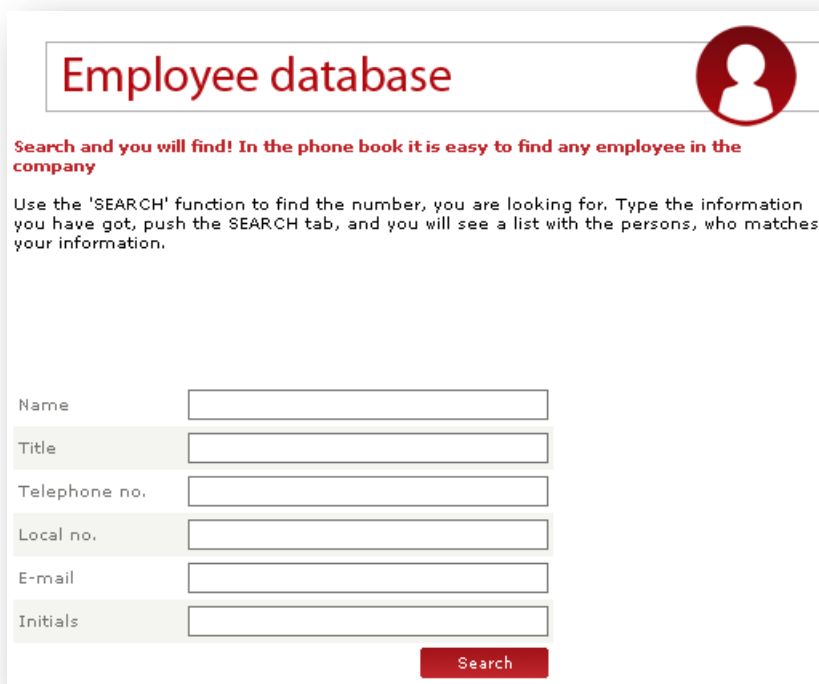
# Chapter 8


## Phonebook and Pager

The phonebook and pager are useful tools for contacting other employees throughout a large organization.

### 8.1 The phonebook

The phonebook allows employees to search for colleagues and view their contact information, department, job description, etc.



**Employee database** 

**Search and you will find! In the phone book it is easy to find any employee in the company**

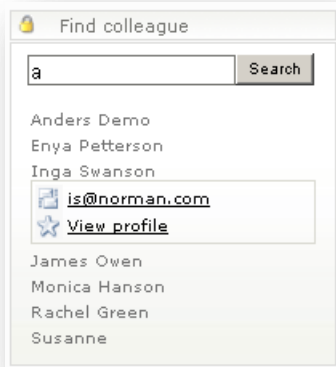
Use the 'SEARCH' function to find the number, you are looking for. Type the information you have got, push the SEARCH tab, and you will see a list with the persons, who matches your information.

Name	<input type="text"/>
Title	<input type="text"/>
Telephone no.	<input type="text"/>
Local no.	<input type="text"/>
E-mail	<input type="text"/>
Initials	<input type="text"/>



## 8.2 The Pager

The pager is a web part that allows the employees to quickly look up information about their colleagues.



The phonebook and pager requires user profiles to be stored as items in Sitecore.

For more information about managing user profiles and creating new user profile fields, please refer to the **User Administration** section in the **Sitecore Intranet Core Concepts** document.

## 8.3 Search by Name or Initials

The search engine in the phonebook and pager searches for individual words, not for a substring. So a search for "Peter Jones" will match fields like "Peter A. Jones" and "Susan Peterson Jones".

If the “*Also search in username when searching for initials*” (PhonebookSearchInUsername) setting in the MainSettings item is checked, the username will be used as a fallback when searching by initials (but only for user profiles where the "Initials" field is empty).

## 8.4 Displaying new User Profile Fields in Search Results

Displaying new user profile fields in the search results of the Pager and/or the Phonebook requires custom development:

- If you haven't already done so, download the available source code for the product
- Copy the **Intranet.Phonebook.ascx** files (**ascx**, **ascx.cs**, **ascx.designer**) to your project-specific folder
- Change the namespace in all 3 files from **Sitecore.Intranet.Layouts** to match your usual project namespaces
- Create a sublayout node in Sitecore and set the path to your new sublayout
  - Change the layout for the **Intranet.Employee** template to use the new sublayout
- Follow the same steps for the **Intranet.WebPart.Pager.ascx**, including creating a new sublayout node for the Pager web part
  - Locate the Pager web part located by default at;  
**/Site config/Portal/FrontPage.ZoneLeft.Pager**

- Enter the ID of the new sublayout into the **Reference to Web Part** field

## 8.5 Extending: Making new User Profile Fields Searchable

Without any modifications the phone book searches the following fields: name, initials, title, phone, local, and email. Whereas, the pager searches the following fields: name and initials.

Making additional fields searchable requires custom development, and involves the following two steps;

1. Modify the sublayout **/layouts/Intranet.Phonebook** to reflect the new field both in the user interface (adding a search field) and in the **ObjectDataSource** that is located on the page.
2. Implement a custom search class that makes the actual lookup. The default employee search that comes with Sitecore Intranet (also indicated by the **ObjectDataSource**) is the method:  
**Sitecore.Intranet.DataService.GetEmployees(string name, string title, string phone, string local, string email, string initials)**

### 8.5.1 Modifying the sublayout and code-behind

Start by adding the new field to the template if you haven't already done so. An example could be **privatephone**.

The next step is to make a copy of the layout **/layouts/Intranet.Phonebook** and modify the markup to add a search field for the new field.

```
<tr class="PhoneBookrowStyle">
  ...
  ...
</tr>
<tr class="PhoneBookRowStyle">
  <td colspan="2" align="right"><asp:ImageButton ID="imgbtnSearch" runat="server"
  OnClick="ImageButton1_Click" /></td>
</tr>
```

Next modify the **ObjectDataSource** declaration and add a new **QueryStringParameter**

```
<asp:ObjectDataSource ID="ObjectDataSource1" runat="server" SelectM...
  <SelectParameters>
    <asp:QueryStringParameter ConvertEmptyStringToNull="False"
    ...
    <asp:QueryStringParameter convertEmptystringToNull="False"
      DefaultValue="" Name="privatephone"
      QueryStringField="privatephone" Type="String" />
  </SelectParameters>
</asp:ObjectDataSource>
```

Also change **SelectMethod** and **TypeName** so that they point to a custom search class/method that you will implement

```
SelectMethod="GetEmployees" TypeName="MyNamespace.MyDataClass"
```

Next you will need to implement the **ImageButton1\_Click** event that fires when the search button is clicked. In the original sublayout this is hardcoded to use the standard fields, so this needs a custom implementation when custom fields are used.

The main purpose of this method is to gather the values from the fields, build a query string, and redirect to the same page but with the parameters of the search in the query string.

The button click event could contain code looking something like the following:

```
Response.Redirect(string.Concat(new object[] {
    Context.Item.Paths.GetFriendlyUrl(), "?name=", this.qName,
    "&loc=", this.qLoc, "&title=", this.qTitle, "&mail=", this.qEmail, "&phone=",
    this.qPhone, "&init=", this.qInitials, "&privatephone=", this.qPrivatePhone
    "&sort=", this.qSortExpression, "&dir=",
        this.qSortDirection, "&pagenum=", this.qPageNumber
    }), true);
```

Notice that here the values come from private members. When using private members, make sure you initialize them with the values of the controls (typically done on **Page\_Load**). Also notice that sorting of the results are actually enabled on the result. This means that this would need to be set on the **GridView** as well.

Also remember to insert any localized strings in **Page\_Load**, for example:

```
this.lblEmail.Text = IntranetSettings.GetMainSettingValue("dlheaderemail");
```

### 8.5.2 Create a Custom Search Class

To implement a custom search class, copy the code for the original **GetEmployees** method from the **DataService** class.

Modify the code to take your custom fields as extra parameters (in this example, you would add an extra parameter called **privatephone** of type string) and to only return items that match this criteria.

To make it easy to output the information in the sublayout, the **IntranetItem** base class implements an indexer, so that you can use `item["fieldname"]` to output the values of your newly added fields. Alternatively, you might want to create a custom **EmployeeItem** class that inherits from the **Sitecore.Intranet.DataItems.Employee** item and adds extra properties for your custom fields. Make sure that your search method instantiates your custom **EmployeeItem** instead of the default **EmployeeItem** class.

# Chapter 9

## Message Board (Tagwall)

The message board (or Tagwall) is a place where the users can make quick announcements to other intranet users. It can be used for short messages, announcing garage sales, selling old stuff etc.


### 9.1 Overview


The message board is a useful place to put messages that are not the sort of messages you would want on a corporate news bulletin, but could be of general use within the company or to other employees. It can be used for many things, similar to classified adverts in newspapers for instance.

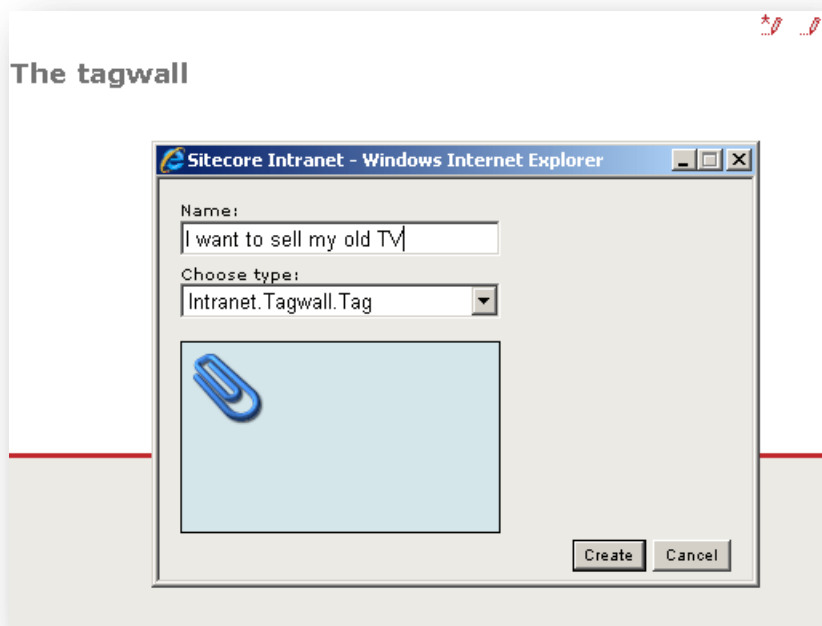
### Message board

**Put your old television for sale, rent a motorbike or leave an important messages. This is the messageboard!**

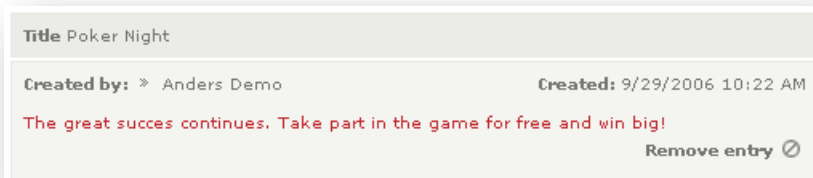
To leave a message on the board, you have to choose the pen with a little star. Write your message and remember to save!

<b>Title</b> Joke	
<b>Created by:</b> »	<b>Created:</b> 9/29/2006 11:13 AM
- delivered by James Jantzen, Production dep.	
<b>Title</b> Poker Night	
<b>Created by:</b> » Anders Demo	<b>Created:</b> 9/29/2006 10:22 AM
The great succes continues. Take part in the game for free and win big!	
<a href="#">Remove entry</a> 	
<b>Title</b> Two wide screen televisions for sale	
<b>Created by:</b> »	<b>Created:</b> 9/28/2006 4:27 PM
If you need a new TV - give me a call!	

Users create new messages by clicking on the Create button (  ) and selecting the **Intranet.Tagwall.tag** option in the **Choose type:** field. Then enter a title for the item and click **Create**.



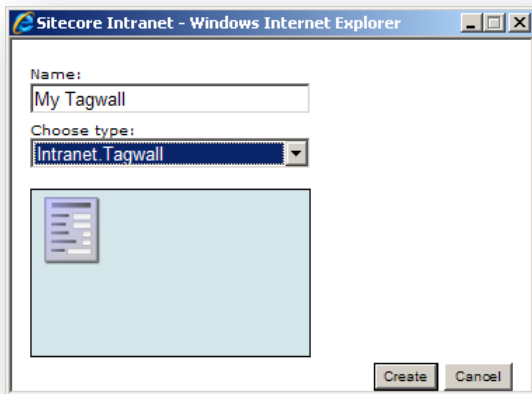
Users can delete messages for which they are the author directly from the list, just click **Remove entry**.



## 9.2 Setting up a Message Board

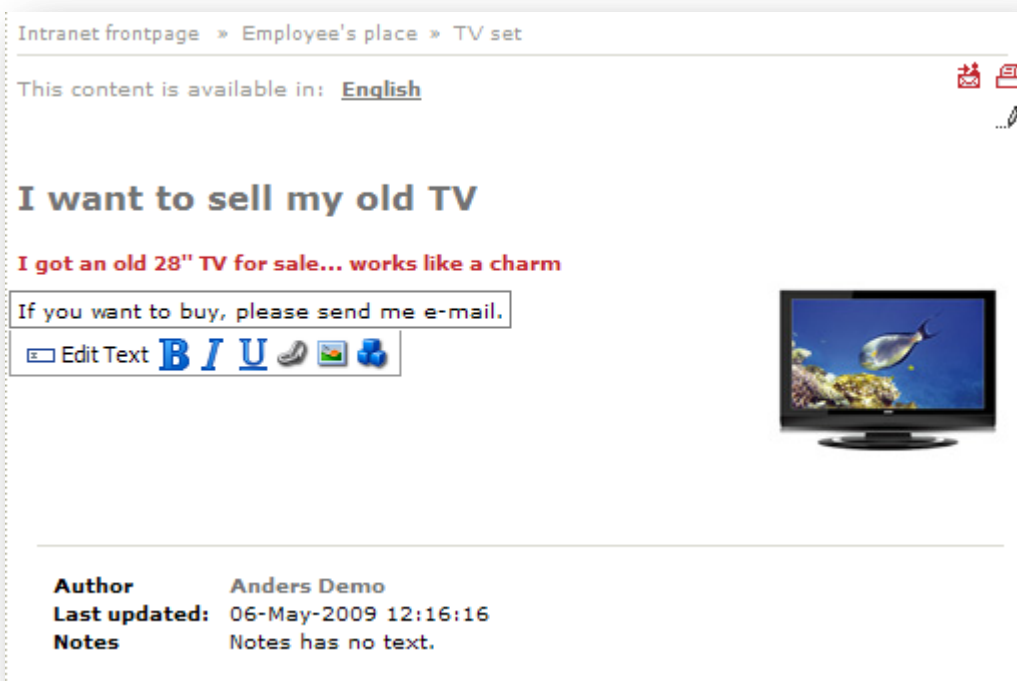
Message boards are based on the template **/templates/Intranet/Intranet.Tagwall**. This template inherits from the standard **Intranet.Content** template so it behaves just like this. The template uses the sublayout **layout/Sublayouts/Intranet Tagwall** to display the list of messages on the board.

Setting up a message board doesn't require any configuration. Just create a new item based on the **Intranet.Tagwall** branch:



Messages can be created from either the front-end or the backend. Make sure that you select the **Intranet.Tagwall.Tag** branch.

When creating messages, notice that only the **Short intro** field will be shown in the list. Users must click the item to see the body of the message:



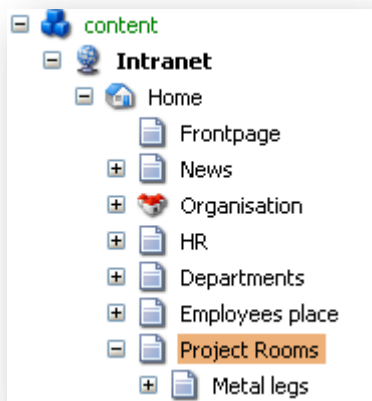
# Chapter 10


## Project Rooms

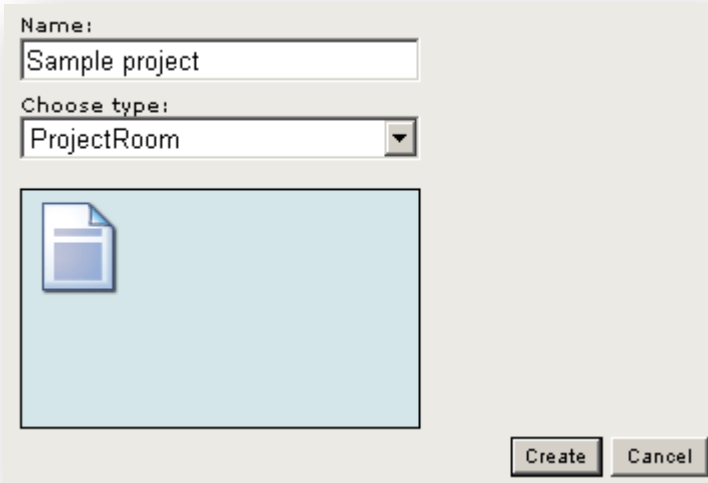
Project rooms are areas on the intranet dedicated to a team working on a specific project or in a specific department. Project rooms in Sitecore Intranet Portal are merely containers for other types of functionality like message boards, FAQs, forums, document libraries etc. It gives a project team a place to store the knowledge they gather on a project and communicate over distances in forums.

### 10.1 Setting up a Project Room

Project rooms can be created anywhere in the content tree. In this example they are located under a section call **Project rooms**. The item has the branch **ProjectRoom** assigned, making it possible to create new project rooms below it from either the front-end or the back-end.



To create a new project room from the front-end, click the Create button (  ) and enter a name for the project room.



Since the project room is simply a subtree of the intranet content tree, you can create any number of subitems based on any of the available templates.

#### 10.1.1 Default Project Room Items

After the project room has been created, it will contain a number of initial subitems.



In a standard Sitecore Intranet Portal installation, the following subitems will be created:

- **Download List:** a list for the project documents and other files that need to be shared with all the project members
- **Forum:** a forum that the members can use for communication
- **Tagwall:** a message board for publishing messages and news about the project.

If you want your project rooms to have a different set of initial subitems, simply modify the subitems that are defined below the **Projectroom** branch. You can also duplicate the **Projectroom** branch to create different types of project rooms with different sets of initial subitems.



# Chapter 11

## Slideshow

Slideshows are used for displaying a number of pictures in a sequence. It can be used to create different galleries on the intranet. Examples include company events such as product launches, parties, workshops etc.

### 11.1 Overview

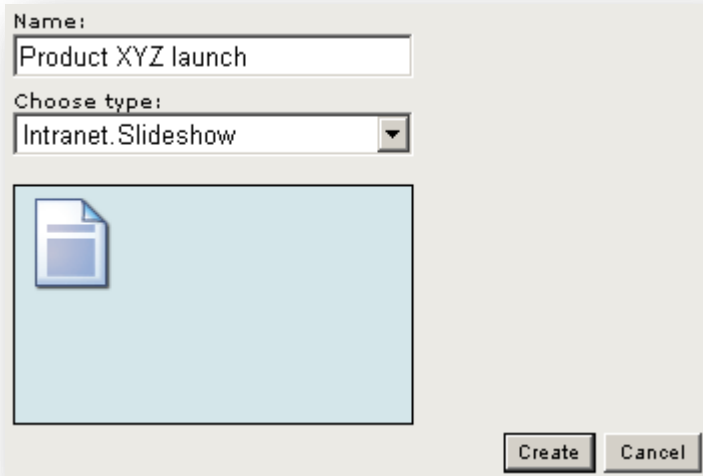
A slideshow is divided into two regions; the current image being displayed and a list with thumbnails of all the images in the gallery.



Note that the slideshow will automatically scale the images down to thumbnail size, and that the current image will be scaled to fit into the slideshow viewer.

## 11.2 Setting up a Slideshow

To create a new slideshow, create a new content item based on the **Intranet.Slideshow** branch:



### 11.2.1 Setting Slideshow Properties

For each slideshow, you can specify the maximum image size, how many seconds each picture should be displayed when playing the slideshow and define the folder where all the images of a slideshow are stored.

By default, these properties can only be edited using the Sitecore backend. If you wish to make the fields available in the Page Editor, simply select the **"Show this field in the Properties dialog"** check box for each field.

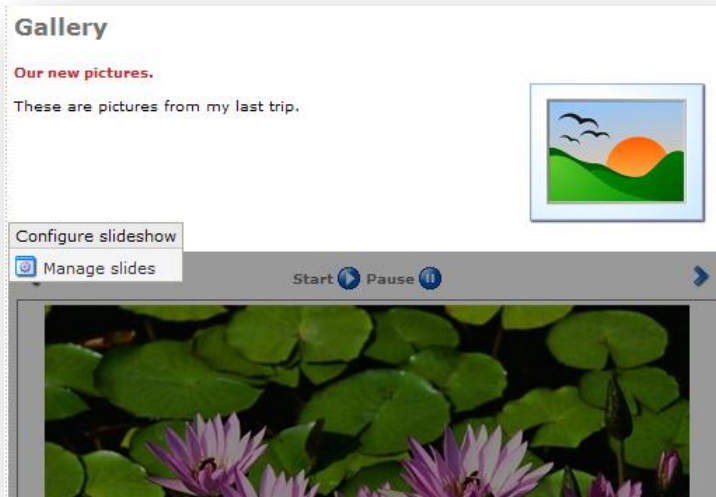


## 11.3 Using the Page Editor to Manage Slideshows

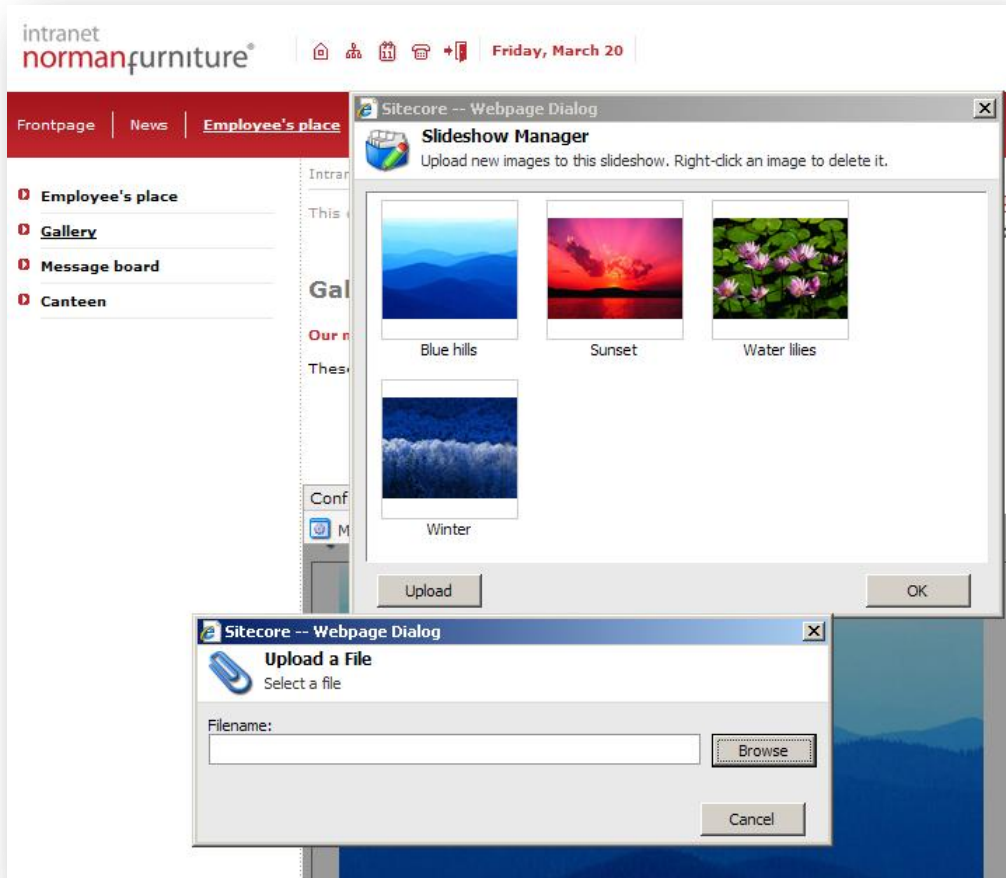
### 11.3.1 Adding Images to a Slideshow

Typically, employees will use the Page Editor for managing slideshow images. The Page Editor allows the users to upload and delete pictures.

To upload images in the Page Editor click **Configure Slideshow** and then **Manage slides**.

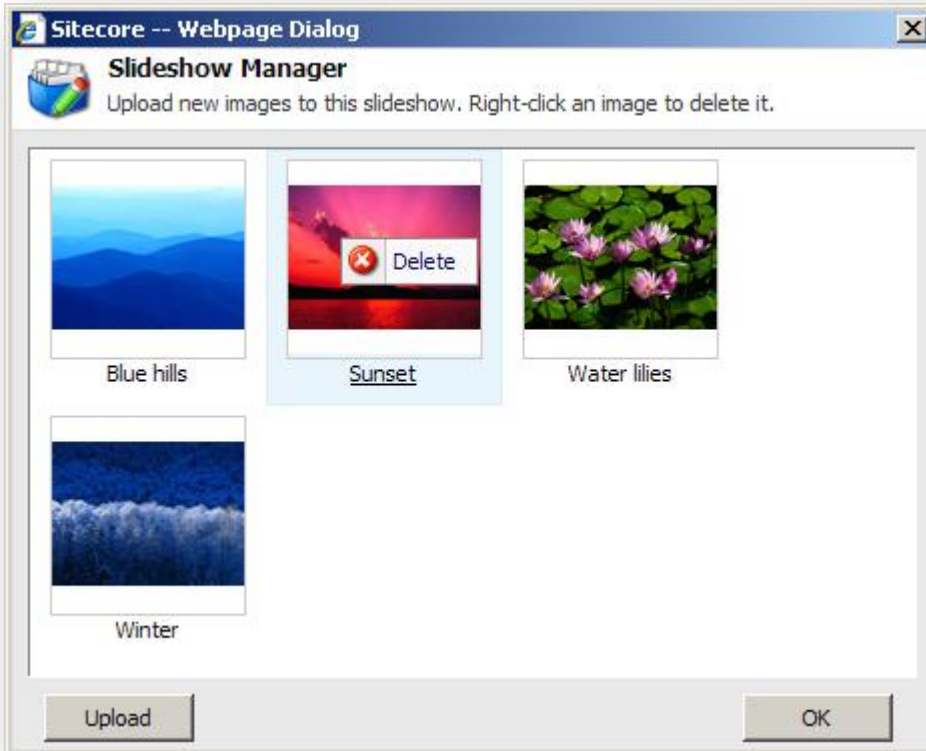


In the Slideshow Manager click **Upload** and locate the images on the local computer.



### 11.3.2 Deleting Images from a Slideshow

When using the Page Editor to edit the slideshow, users can delete images from the slideshow. In the Page Editor click **Configure slideshow** then click **Manage slides**. In the Slideshow Manager window right click on the image and select **Delete**.



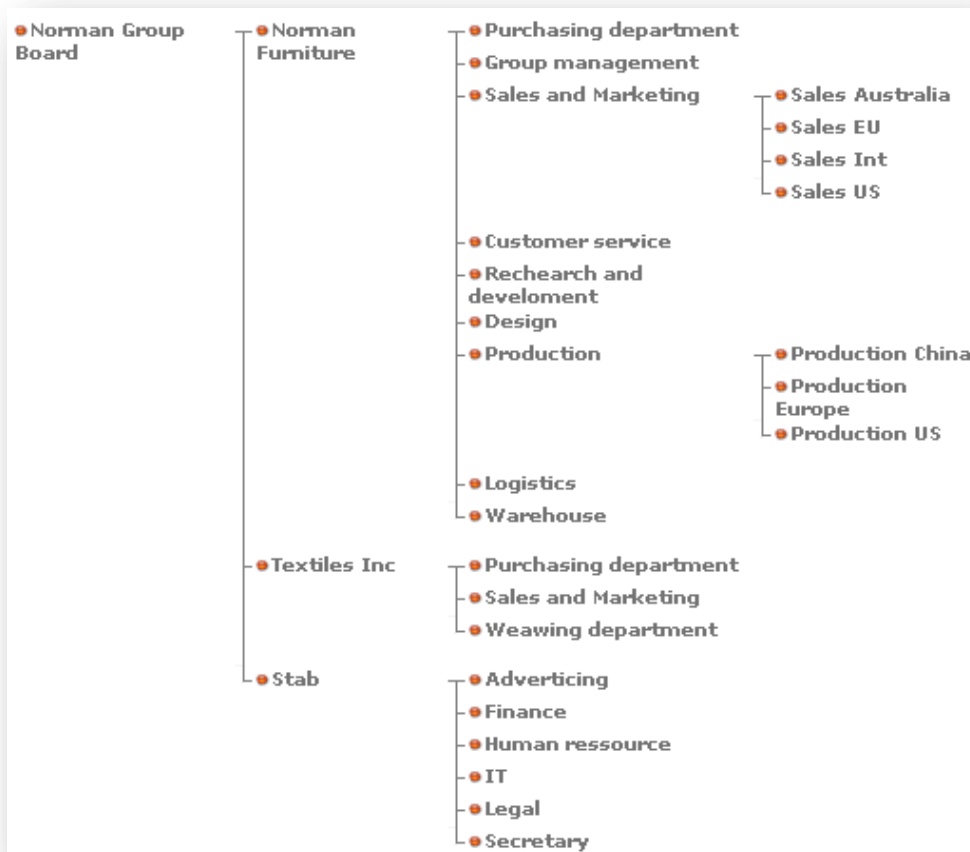
# Chapter 12

## Organization Chart

The Organization chart is a graphic tree style representation that can be used for the company hierarchy, showing departments.

### 12.1 Overview

The organization chart shows the hierarchy of the company. It shows a number of groups or departments as a tree structure, where each department refers to another department.



Intranet users can be assigned to any given department in the tree.


Click on a department to see the employees associated with it:

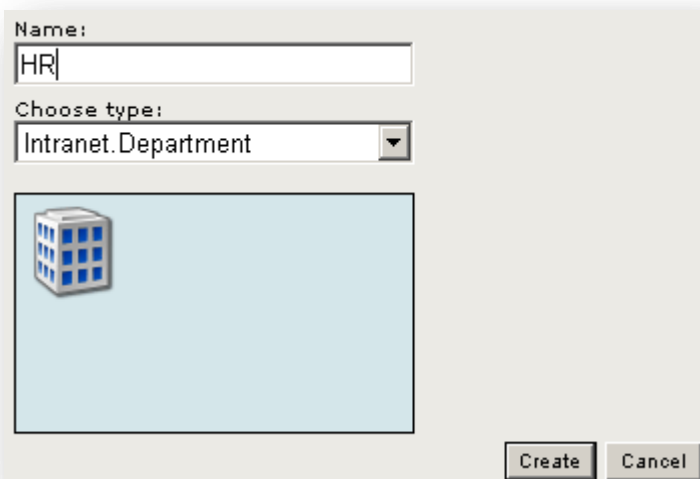
<b>Employee</b>	<b>Location</b>
» <b>Anders Demo</b>	Copenhagen
» <b>Enya Petterson</b> HR Manager +45 0000 0005 ep@norman.com	Copenhagen
» <b>Inga Swanson</b> Production Manager is@norman.com	Copenhagen
» <b>James Owen</b> Designer jo@norman.com	Copenhagen
» <b>Monica Hanson</b> Sales Manager +45 0000 0010 mh@norman.com	Copenhagen
» <b>Peter Stevens</b> CEO +45 0000 0004 ps@norman.com	Copenhagen

Clicking the name of an employee will jump to the user profile for that employee.

## 12.2 Setting up the Organization Chart

Each item in the organization chart (or tree) is based on the "Intranet.Department" template.

To create a new department in the front-end editor, navigate to node that should serve as the parent department and create a new by clicking on the Create button (  ) and enter a name for the department.



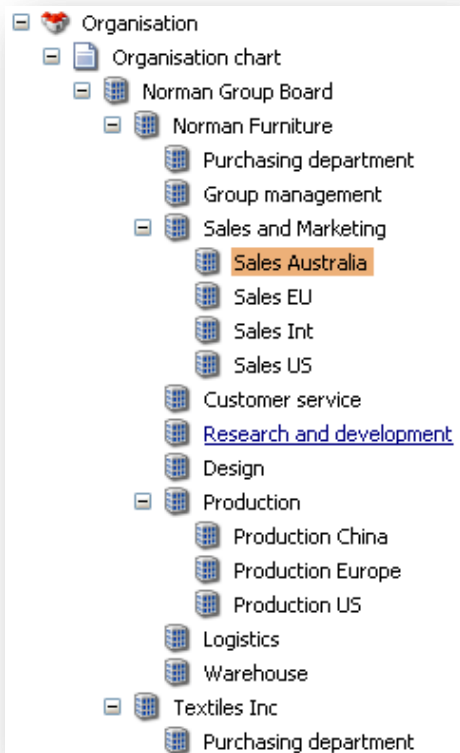
Name:  
HR

Choose type:  
Intranet.Department

Create Cancel

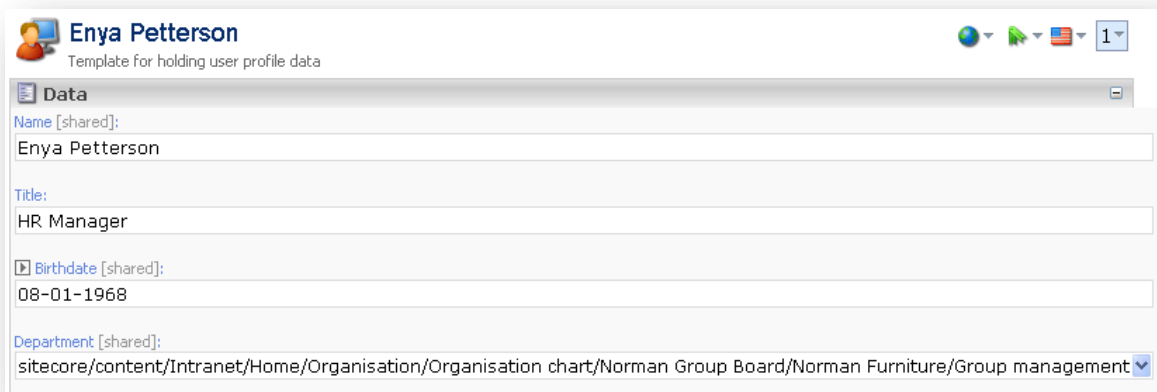


In the Sitecore client, an organization chart will look something like this:



### 12.3 Assigning Employees to Departments

Each employee can be assigned to a department. The information is stored as a part of the user's profile. Users' profiles are stored under the **/Intranet/Home/UserInfo/** item and are based on the alphabetical hierarchy with 2 levels of nestedness.



If the drop-down **Department** field does not show any departments, it might be caused by an invalid source for the field on the **UserProfile** template.

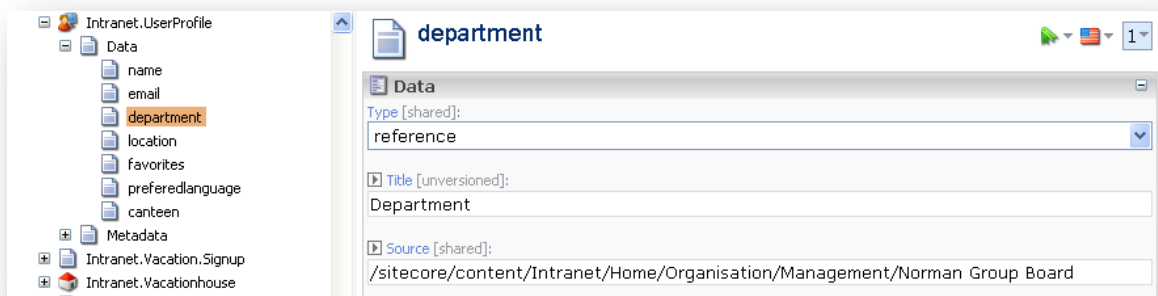
## 12.4 Assigning Skins to Departments

You can associate each department with a skin. This is for example useful if you wish to use different colors or images for different departments. All users assigned to a specific department will automatically use the skin assigned to that department instead of the default skin.

## 12.5 Moving or Renaming the Organization Chart

The organization chart and departments can be moved and renamed just like any other item. However there is one important issue to be aware of when doing so. Users are probably referring to the department, and renaming or moving the item can potentially break this relationship. In this scenario, remember to update the references.

If the entire organization chart tree is moved, please check that the source for the **department** field in the **Data** section of the **Intranet.UserProfile** still points to the correct node. Otherwise, the administrators might not be able to assign or change departments for user profiles.



If you move or rename the organization chart or any of the departments, also make sure that any custom code that automatically assigns departments (for example based on Active Directory properties) still work.


# Chapter 13

## Vacation House Booking

Companies that own and rent out vacation houses to their employees can take advantage of the vacation house booking module in Sitecore Intranet. It provides an easy way for the users to view the availability of the different houses in different weeks.

### Florida

**Nullam scelerisque, tristique sed nunc. Laoreet taciti, laborum vitae massa. Eros pellentesque neque, commodo aliquam, aliquam pellentesque. Habitant semper dapibus, leo phasellus, imperdiet non.**



Eget morbi, praesent ullamcorper eros, magna nullam sed. Risus lacinia etiam. Aenean molestie, dolor iaculis, placerat sodales sed. Vestibulum eget erat. Quis lectus mauris, in non. Mus elit, eget facilisi, mauris diam. Sed justo magna. Magna tempus, ipsum quis, magnis quis nec. Turpis pretium sed, amet ultricies wisi, massa at sed. Neque id sagittis, mauris magna massa.

Eu non vitae, eu in lectus, hendrerit in. Ante id taciti, nibh arcu tristique. Nullam scelerisque, tristique sed nunc. Laoreet taciti, laborum vitae massa. Eros pellentesque neque, commodo aliquam, aliquam pellentesque. Habitant semper dapibus, leo phasellus, imperdiet non. Quam a lectus, sit nec, mi torquent. Sollicitudin augue ac, enim et. Donec potenti, risus ipsum amet, massa luctus elit. Ac facilisi. Rutrum volutpat, aliquam sed congue. Justo montes, tempor dictum.

Period	\$	DKK
Week 52, 1 och 7-15	500	2.600
Other weeks	200	1.100

Week [» Ask for rent](#)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23
24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46
47	48	49	50	51	52																	

If a user is interested in renting the house, they can sign up for a specific house and week by clicking the **Ask for rent** link:

### Vacation Signup

1. Write Name, email and phone number

2. Ad favorite week and also your second and third favorite

You will get an answer immediately!

**The vacation houses may NOT be handed over to other persons!**

Name

Position and department

E-mail

Phone

Name of the house	Preferred week	Alternative
Florida	<input type="text" value="Choose"/>	<input type="text" value="Choose"/> <input type="text" value="Choose"/>

Often vacation houses will have an associated evaluation page, where the employees have the option to evaluate the vacation house after their vacation and share their experiences with the rest of the organization. The evaluation functionality can also be used to discuss the destination in general.

### Share your experiences

**Write about your holiday here, when you have spent it in Florida. The information could be useful for others.**

---

» **Children**

Is Sydney a nice destination to visit with children?

Whenever a booking request has been submitted, an administrator will receive an email describing the details. The administrator is then responsible for reserving the actual house in the requested week.

### 13.1 Configuring the Vacation Signup Page

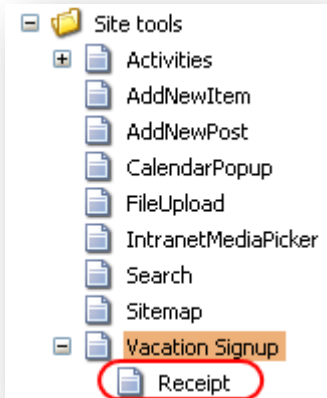
In the current version of the module, the Vacation Signup page is hard-coded to **/content/Intranet/Home/site tools/Vacation signup**, and it is therefore currently only possible to have one set of settings for the vacation signup page.

The fields on this item define the various labels and settings that are used on the vacation page, including the **Mail recipient** field which is specifies the e-mail address that will receive the booking requests.

### 13.1.1 Specifying a Custom Confirmation Page

When the user signs up for a vacation house, a confirmation page is shown after the booking e-mail has been sent to the administrator.

By default, the booking confirmation page is called **Receipt** and is located below the vacation signup item:



The receipt is built using the standard **Intranet.Content** template. However the item can be located anywhere on the site as this can be changed using the field **Redirect url** on the vacation signup item:

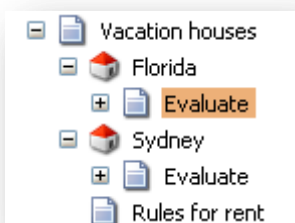


## 13.2 Creating New Vacation Houses

Vacation houses are based on the **Intranet.Vacationhouse** template, and can be created from the **Intranet.Vacationhouse branch**.

Vacation house items can be created anywhere in the content structure.

It is a good idea to create an Evaluation page as a subitem to each vacation house. This item should normally be created from the **Intranet.ForumContainer** branch. This allows employees to create threads for discussing their experiences:




This is how a sample vacation house page looks:

### My House Headline

**My House short intro.**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Phasellus vulputate lorem nec tellus. Aliquam rhoncus lobortis enim. Mauris varius justo id erat. Nunc auctor ultrices sem. Donec at ligula quis nisl pellentesque malesuada. Quisque pede libero, eleifend ac, facilisis pretium, posuere eu, metus. In fringilla, lorem quis blandit interdum, orci erat porta lectus, at sollicitudin felis massa pellentesque turpis. Praesent eget nisi. Maecenas quis magna. Phasellus ac pede. Sed fermentum lobortis risus. Sed id dolor a mauris tincidunt congue.



Period	\$	DKK
Week 52, 1 och 7-15	500	2.600
Other weeks	200	1.100

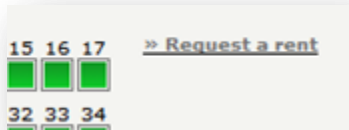
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	<a href="#">» Request a rent</a>
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	
35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	
52																	

Here is the description of the fields of the Intranet.Vacationhouse template:

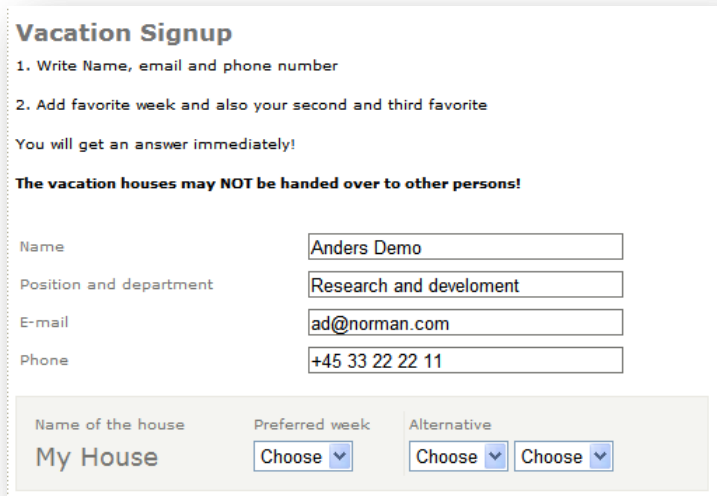
- Title
  - This field is used in menus.
- Headline
  - This field defines the title on the vacation house page.
- Short intro
  - This field is rendered under the title.
- Image.
  - This field is rendered on the right side of the vacation house page column.
- Body.
  - This field contains the vacation house description and is rendered next to the image.

The Reservation template section is described in the following paragraphs.

Notice that you should specify a "Rent text" to get a title for the link (The "Request a rent" link in our example).



When a user clicks this link, one is redirected to the Vacation Signup email form:



**Vacation Signup**

1. Write Name, email and phone number

2. Add favorite week and also your second and third favorite

You will get an answer immediately!

**The vacation houses may NOT be handed over to other persons!**

Name: Anders Demo

Position and department: Research and development

E-mail: ad@norman.com

Phone: +45 33 22 22 11

Name of the house: My House

Preferred week: Choose

Alternative: Choose Choose

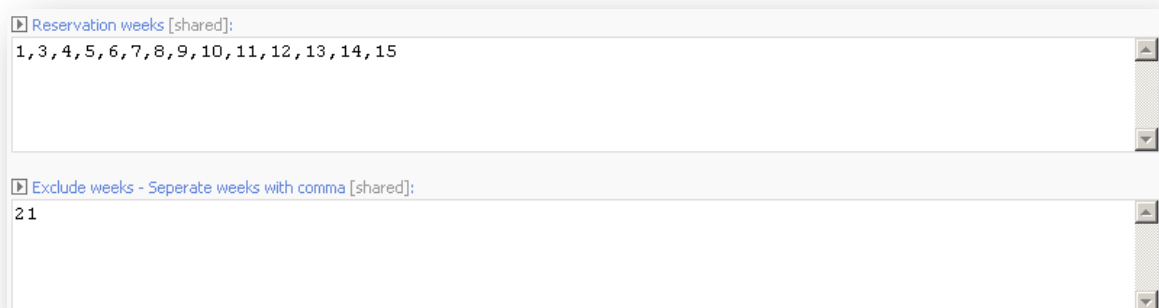
If no "From" email address is specified, the sendpage\_mailsenderaddress and sendpage\_mailsendername fields from the main settings item will be used.

### 13.3 Setting Reserved Weeks

Vacation house items should be based on the **Intranet.Vacationhouse** template. The template contains a field called **Reservation weeks**. This field is a comma separated list of the week numbers where the house is booked.

### 13.4 Exclude Weeks from Being Reserved

For each vacation house, an administrator can specify that one or more weeks are not available for bookings. This is done by specifying the week numbers as a comma-separated list in the **Exclude weeks** field:



Reservation weeks [shared]:  
1, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

Exclude weeks - Seperate weeks with comma [shared]:  
21