




# CONTACTS DIRECTORY SPLIST WEB PART FOR SHAREPOINT

---

TECHNICAL DOCUMENTATION

Torpedo – Serviços de Informática, Lda.


Torpedo.pt  
17/06/2024

	<b>TECHNICAL DOCUMENTATION</b>	<b>Date:</b> 17/06/2024
		<b>Revision No.:</b> 1.0.0.38

## INDEX

---


<b>1</b>	<b>DOCUMENT VERSION HISTORY .....</b>	<b>1</b>
1.1	Version History.....	1
1.2	Distribution.....	1
<b>2</b>	<b>SUMMARIES .....</b>	<b>3</b>
2.1	Objective .....	3
2.2	Brief Description of The Product.....	3
<b>3</b>	<b>REQUIREMENTS.....</b>	<b>5</b>
<b>4</b>	<b>INSTALLATION .....</b>	<b>7</b>
<b>5</b>	<b>WEB PART ADDITION .....</b>	<b>9</b>
<b>6</b>	<b>WEB PART CONFIGURATION .....</b>	<b>11</b>

	<b>TECHNICAL DOCUMENTATION</b>	<b>Date:</b> 17/06/2024
		<b>Revision No.:</b> 1.0.0.38

## FIGURE INDEX

---


Figure 1 - Web Part Teaser .....	3
Figure 2 - Add SharePoint App .....	7
Figure 3 - Add ".sppkg" file to be installed.....	7
Figure 4 - Enable the app to be available to all sites .....	8
Figure 5 - Edit page in SharePoint Online.....	9
Figure 6 - Add one column section or full-width section in SharePoint Online ....	9
Figure 7 - Button to add web parts .....	10
Figure 8 - Add Contacts Directory SPList Web Part for SharePoint.....	10
Figure 9 - Edit web part .....	11
Figure 10 - Configure Contacts Directory SPList Web Part for SharePoint.....	11
Figure 11 - Contacts Directory SPList Web Part for SharePoint (Listing Mode)...	13
Figure 12 - Contacts Directory SPList Web Part for SharePoint (Cards Mode) ....	14

	<b>TECHNICAL DOCUMENTATION</b>	<b>Date:</b> 17/06/2024
		<b>Revision No.:</b> 1.0.0.38

## TABLE INDEX

---

Table 1 - Name and Document Content .....	1
Table 2 - Version History .....	1
Table 3 - Distribution List .....	1
Table 4 - PeopleDirectory list columns and data types.....	5
Table 5 - PeopleDirectoryPhotos list columns and data types.....	5
Table 6 - Allowed permissions levels for using the web part .....	6
Table 7 - Allowed permissions levels for installing the web part .....	6

	<b>TECHNICAL DOCUMENTATION</b>	<b>Date:</b> 17/06/2024
		<b>Revision No.:</b> 1.0.0.38

# 1 DOCUMENT VERSION HISTORY

Table 1 - Name and Document Content

DOCUMENT NAME	CONTENT
trpd_spo_contactsdirectorysplist_technicaldocumentation.pdf	Technical Documentation

## 1.1 VERSION HISTORY


Table 2 - Version History

VERSION HISTORY						
VERSION N°.	AUTHOR	DATE	REVISIONED BY	DATE OF REVISION	APPROVED BY	APPROVAL DATE
1.0.0.1	Francisco Ferreira	27/10/2023	Arsénio Ferraz	16/11/2023	Arsénio Ferraz	16/11/2023
1.0.0.30	Francisco Ferreira	06/02/2024	Bruno Teixeira	06/02/2024	Bruno Teixeira	06/02/2024
1.0.0.31	Francisco Ferreira	04/03/2024	Bruno Teixeira	04/03/2024	Bruno Teixeira	04/03/2024
1.0.0.32	Francisco Ferreira	05/03/2024	Bruno Teixeira	05/03/2024	Bruno Teixeira	05/03/2024
1.0.0.33	Francisco Ferreira	20/03/2024	Bruno Teixeira	20/03/2024	Bruno Teixeira	20/03/2024
1.0.0.38	Francisco Ferreira	17/06/2024	Bruno Teixeira	17/06/2024	Bruno Teixeira	17/06/2024


## 1.2 DISTRIBUTION

Table 3 - Distribution List

NAME	COMPANY	BOARD
trpd_spo_contactsdirectorysplist_technicaldocumentation.pdf	Torpedo.pt	Market place

	TECHNICAL DOCUMENTATION	Date: 17/06/2024
		Revision No.: 1.0.0.38

Page intentionally left blank.

	<b>TECHNICAL DOCUMENTATION</b>	<b>Date:</b> 17/06/2024
		<b>Revision No.:</b> 1.0.0.38

## 2 SUMMARIES

### 2.1 OBJECTIVE

Web Parts are modules of functionality that you can add to SharePoint Online. These modules are created by development teams and allow adding more functionalities to those already existing from scratch in SharePoint. The web parts are delivered in a package format (files with '.sppkg' extension), allowing to install several web parts in the customer's SharePoint Online tenant.

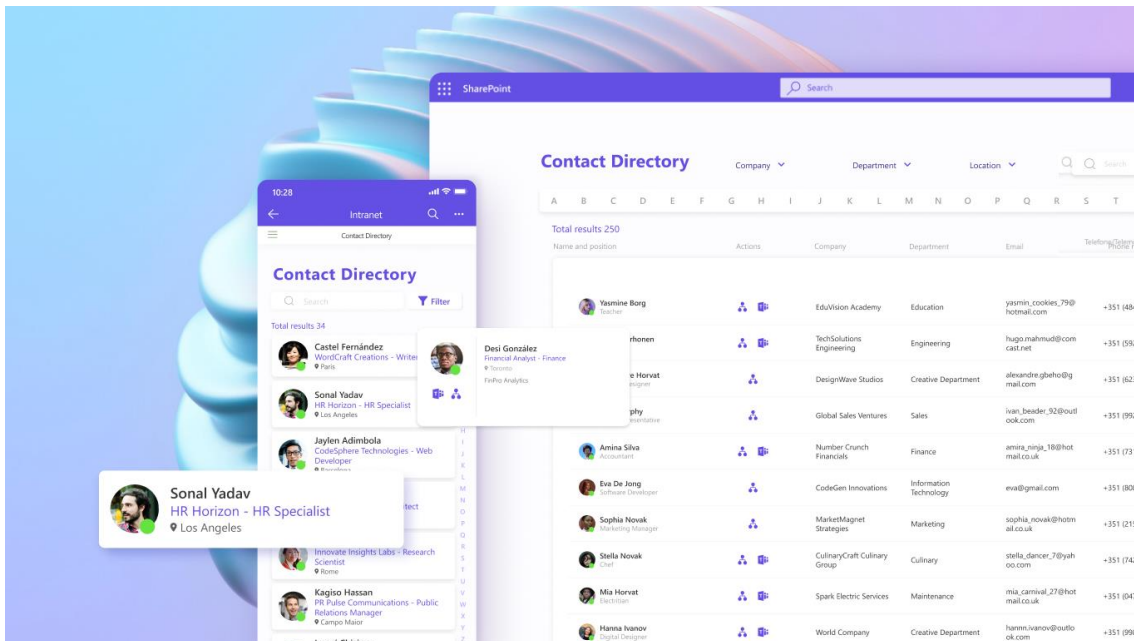



Figure 1 - Web Part Teaser

### 2.2 BRIEF DESCRIPTION OF THE PRODUCT

Elevate your organizational collaboration with the **Contacts Directory SPlist Web Part for SharePoint**, a robust SPFx web part meticulously designed to enhance connectivity and streamline access to vital employee information.


Main features of the web part:

	<b>TECHNICAL DOCUMENTATION</b>	<b>Date:</b> 17/06/2024
		<b>Revision No.:</b> 1.0.0.38

- **Comprehensive Employee Listing:** Present a holistic overview of all collaborators within your organization.
- **Interactive Actions Column:** Foster quick and efficient interactions with colleagues through a dedicated actions column.
- **Dynamic Filtering:** Refine searches by company, department, and location for pinpoint accuracy.
- **Versatile Viewing Modes:** Tailor your experience with a choice between the organized list view or the visually engaging card view.

Transform your organizational collaboration with the **Contacts Directory SPList Web Part for SharePoint**. Streamline access to employee information, encourage quick interactions, and cultivate a more connected and engaged workplace. Select the operational mode that aligns with your organizational structure, delivering a seamless and tailored experience for your users.



	<b>TECHNICAL DOCUMENTATION</b>	<b>Date:</b> 17/06/2024
		<b>Revision No.:</b> 1.0.0.38

### 3 REQUIREMENTS

For the correct functioning of the **Contacts Directory SPList Web Part for SharePoint**, the following requirements are necessary:

- Microsoft SharePoint Online;
- SharePoint Lists
  - PeopleDirectory


*Table 4 - PeopleDirectory list columns and data types*

COLUMN	TYPE
Title	Single Line of Text (Required)
Name	Single Line of Text
Position	Single Line of Text
Company	Single Line of Text
Department	Single Line of Text
Email	Single Line of Text
Phone	Single Line of Text
Location	Single Line of Text
UserGUID	Single Line of Text
Modified	Date and Time
Created	Date and Time
Created By	Person or Group
Modified By	Person or Group

- PeopleDirectoryPhotos

*Table 5 - PeopleDirectoryPhotos list columns and data types*

COLUMN	TYPE
Title	Single Line of Text (Required)
UserGUID	Single Line of Text

	<b>TECHNICAL DOCUMENTATION</b>	<b>Date:</b> 17/06/2024
		<b>Revision No.:</b> 1.0.0.38

Base64	Multiple Lines of Text
Modified	Date and Time
Created	Date and Time
Created By	Person or Group
Modified By	Person or Group

- Permission level for using the web part
  - Contributor or higher (permission to add, edit records in SharePoint lists);

*Table 6 - Allowed permissions levels for using the web part*

PERMISSION LEVEL	ACCESS RIGHTS
Contribute	Add, view, update and delete list items and documents
Edit	Edit, add, and delete lists; view, add and update list items
Full Control	Full control over the site, lists, libraries, and settings

- The permission level for installing the web part
  - Tenant Administrators;
  - Access to the SharePoint Application Center (app catalog) to deploy web parts;


*Table 7 - Allowed permissions levels for installing the web part*

PERMISSION LEVEL	ACCESS RIGHTS
Contribute	Add, view, update and delete list items and documents
Edit	Edit, add, and delete lists; view, add and update list items
Full Control	Full control over the site, lists, libraries, and settings

---

*To know more about permissions on SharePoint Online click [here](#)*

---

	<b>TECHNICAL DOCUMENTATION</b>	<b>Date:</b> 17/06/2024
		<b>Revision No.:</b> 1.0.0.38

## 4 INSTALLATION

The solution consists of a “.sppkg” file that will have to be added to the SharePoint Online Tenant's AppCatalog through the SharePoint Application Center.

Using a Tenant administrator account, access the SharePoint Online [application catalog](#).



Figure 2 - Add SharePoint App

Add the “.sppkg” file to be installed.

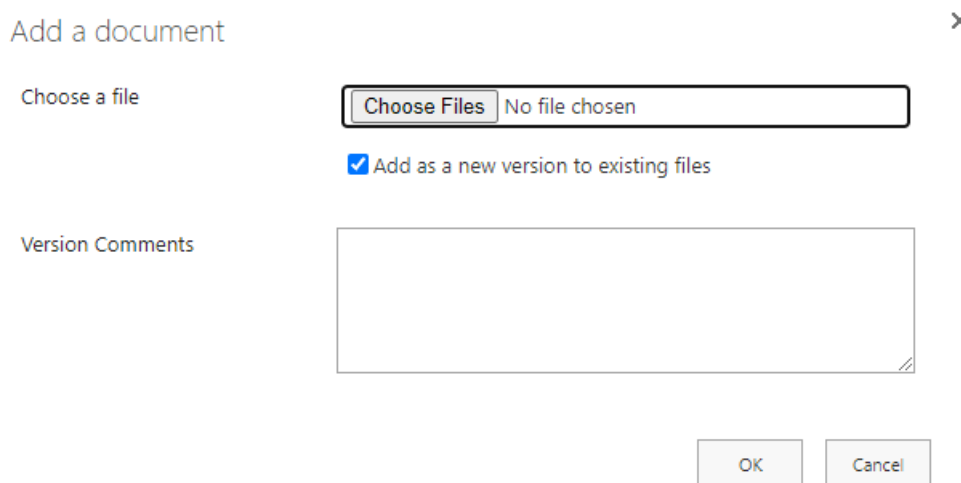



Figure 3 - Add ".sppkg" file to be installed

Enable the application to be available to all sites.

	<b>TECHNICAL DOCUMENTATION</b>	<b>Date:</b> 17/06/2024
		<b>Revision No.:</b> 1.0.0.38

Do you trust Contacts Directory SPList Web Part for SharePoint? ✕

The client-side solution you are about to deploy contains full trust client side code. The components in the solution can, and usually do, run in full trust, and no resource usage restrictions are placed on them.



Contacts Directory SPList Web Part for SharePoint


This client side solution will get content from the following domains:

SharePoint Online

Make this solution available to all sites in the organization

If you clear this setting, users won't be able to add the web part to pages. The web part will continue to work if it was already added to pages.

*Figure 4 - Enable the app to be available to all sites*

	<b>TECHNICAL DOCUMENTATION</b>	<b>Date:</b> 17/06/2024
		<b>Revision No.:</b> 1.0.0.38

## 5 WEB PART ADDITION

To add a web part to a SharePoint Online page, you must first edit the page.

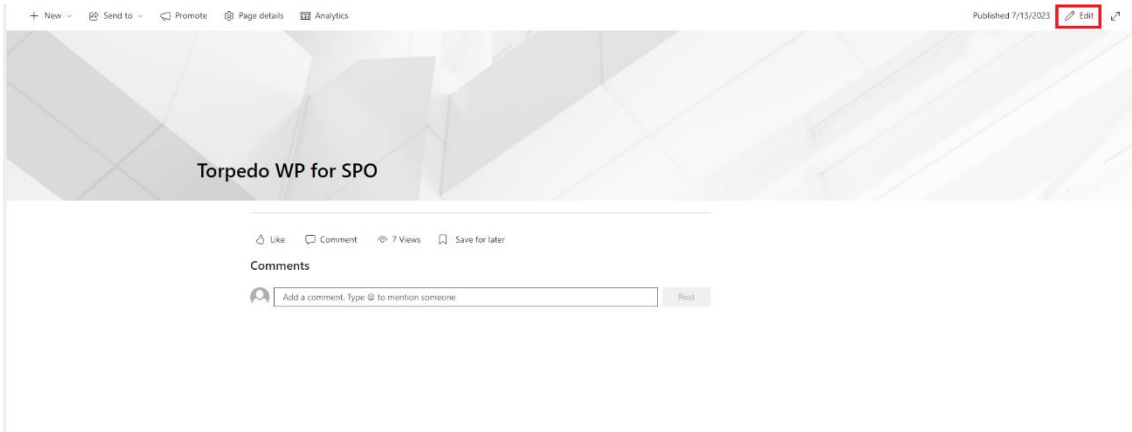


Figure 5 - Edit page in SharePoint Online

After editing the page it's possible to change sections, add or remove web parts. Add a one-column or full-width section as shown in the following figure.

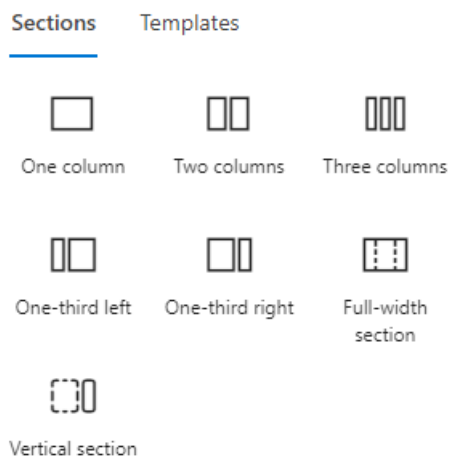



Figure 6 - Add one column section or full-width section in SharePoint Online

	<b>TECHNICAL DOCUMENTATION</b>	<b>Date:</b> 17/06/2024
		<b>Revision No.:</b> 1.0.0.38

After adding the section, it's possible to include the **Contacts Directory SPList Web Part for SharePoint** within it.

Still in page editing mode in SharePoint Online, it is possible to add web parts by clicking on the + button that appears in each section zone, as shown in the figure below.



Figure 7 - Button to add web parts

A popup will appear with all the web parts available for use in SharePoint Online. To add the **Contacts Directory SPList Web Part for SharePoint**, you can scroll through the list of options or filter the results by searching. Click on the web part to add it to the page.

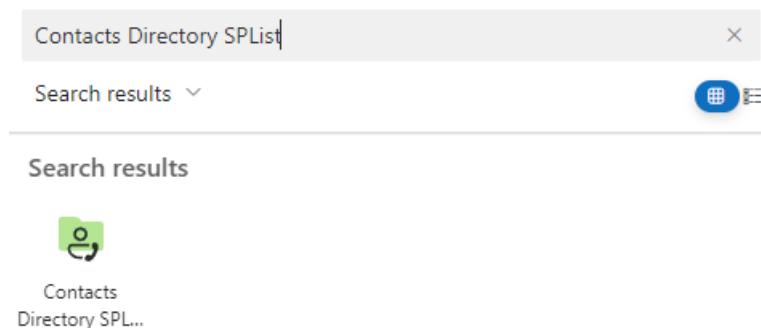



Figure 8 - Add Contacts Directory SPList Web Part for SharePoint

	<b>TECHNICAL DOCUMENTATION</b>	<b>Date:</b> 17/06/2024
		<b>Revision No.:</b> 1.0.0.38

## 6 WEB PART CONFIGURATION

To configure the web part, click on the option to edit the web part.

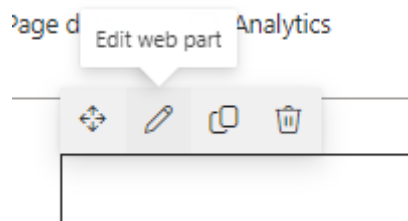


Figure 9 - Edit web part

Next, a right-side panel will appear with all configurable properties for the web part.

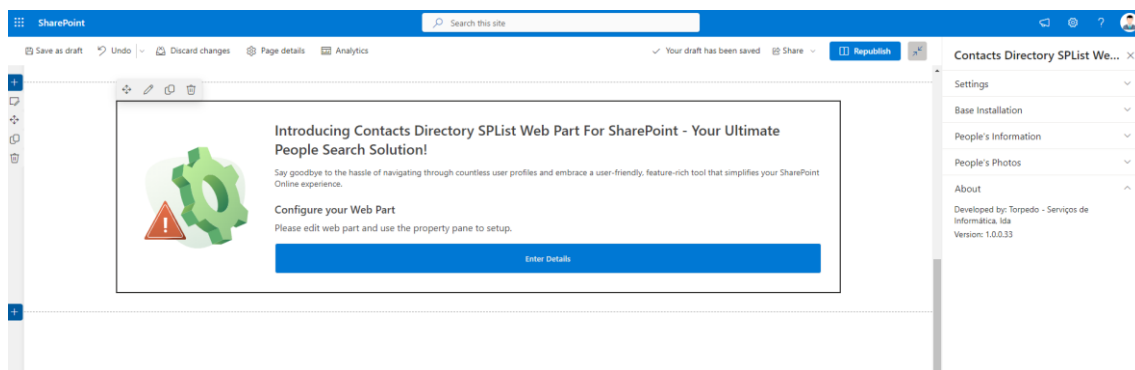



Figure 10 - Configure Contacts Directory SPLIST Web Part for SharePoint

The properties panel of **Contacts Directory SPLIST Web Part for SharePoint** is structured in five big groups: **Settings**, **Base Installation**, **People's Information** and **People's Photos**.

Firstly, all the lists necessary for the correct functioning of the web part can be created by accessing the "**Base Installation**" menu and clicking on "Setup". Thus, the tenant administrator will be able to select these lists or use his lists.

The **Settings** group lets the user specify the **name** of the web part, which will be the name that will appear in the header of the web part.

	TECHNICAL DOCUMENTATION	Date: 17/06/2024
		Revision No.: 1.0.0.38

In the **People's Information** group are the properties that concern the information of all the people in the listing. Here it is possible to select the **list** that contains all the people's information according to the requirements of the web part. It is also possible to map the fields in the list with the fields in the selected table. Thus, the user can decide what to show in each of the fields in the listing.

Finally, In the **People's Photos** group, the user must select the list that contains the **photos** of the users. This list must be following the list of requirements, and the **UserGUID** field of both lists must have the same value, to map the user and their respective photograph.

Once the republish button at the top of the page is pressed, the web part will render looking similar to the one shown below.



### Contacts Directory SPList Web Part for SharePoint

Company    Department    Location       

**All**   A   B   C   D   E   F   G   H   I   J   K   L   M   N   O   P   Q   R   S   T   U   V   W   X   Y   Z

Total Results 1015

Name and Position	Actions	Company	Department	Email	Telephone/Cel...	Location
<b>AT</b> Alex Turner Software Engineer		Tech Innovators Lc	Development	alex.turner@exa...	+1 (555) 234-5678	Innovation Town
<b>AS</b> Ana Silva Senior Software Engineer		Tech Solutions Ltd.	Software Developm...	ana.silva@techso...	(555) 123-4567	Headquarters
<b>AW</b> Ava Wilson Sales Representative		Sales Solutions Ltd.	Sales	ava.wilson@exa...	+1 (555) 789-0123	Sales Town
<b>AO</b> Carlos Oliveira Marketing Specialist		Tech Solutions Ltd.	Marketing	carlos.oliveira@t...	(555) 123-4567	Regional Office - E
<b>CB</b> Chris Black Graphic Designer		Creative Designs Agency	Design	chris.black@exa...	+1 (555) 456-7890	Design City
<b>DL</b> Daniel Lee Research Scientist		Research Innovations Inc.	Research	daniel.lee@exam...	+1 (555) 901-2345	Research City
<b>ED</b> Ella Davis Product Manager		Product Innovations Lc	Product Management	ella.davis@exam...	+1 (555) 234-5678	Product City
<b>EB</b> Emily Brown Manager		Innovate Inc.	It	emily.brown@ex...	4921358706	New York
<b>EB</b> Emily Brown Engineer		Techcorp	It	emily.brown@co...	8293704615	Sydney










Figure 11 - Contacts Directory SPList Web Part for SharePoint (Listing Mode)

### Contacts Directory SPList Web Part for SharePoint

Company  Department  Location

**All** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Total Results 1015

 <p><b>Alex Turner</b> Development Innovation Town Development alex.turner@example.com +1 (555) 234-5678</p>	 <p><b>Ana Silva</b> Software Development Headquarters Software Development ana.silva@techsolutions.com (555) 123-4567</p>	 <p><b>Ava Wilson</b> Sales Sales Town Sales ava.wilson@example.com +1 (555) 789-0123</p>
 <p><b>Carlos Oliveira</b> Marketing Regional Office - East Marketing carlos.oliveira@techsolutions.com (555) 123-4567</p>	 <p><b>Chris Black</b> Design Design City Design chris.black@example.com +1 (555) 456-7890</p>	 <p><b>Daniel Lee</b> Research Research City Research daniel.lee@example.com +1 (555) 901-2345</p>
 <p><b>Ella Davis</b> Product Management Product City Product Management ella.davis@example.com +1 (555) 234-5678</p>	 <p><b>Emily Brown</b> It New York It emily.brown@example.com 4921358706</p>	 <p><b>Emily Brown</b> It Sydney It emily.brown@company.com 8283704815</p>

« 1 2 3 4 ... 9 »

Figure 12 - Contacts Directory SPList Web Part for SharePoint (Cards Mode)