




# FAQS WEB PART FOR SHAREPOINT

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TECHNICAL DOCUMENTATION

Torpedo – Serviços de Informática, Lda.


Torpedo.pt  
11/07/2024

	<b>TECHNICAL DOCUMENTATION</b>	<b>Date:</b> 17/06/2024
		<b>Revision No.:</b> 1.1.0.50

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# 1 DOCUMENT VERSION HISTORY

Table 1 - Name and Document Content

DOCUMENT NAME	CONTENT
trpd_spo_faqs_technicaldocumentation.pdf	Technical Documentation

## 1.1 VERSION HISTORY


Table 2 - Version History

VERSION HISTORY						
VERSION N°.	AUTHOR	DATE	REVISIO NED BY	DATE OF REVISION	APPROVE D BY	APPROVAL DATE
1.0.0.1	Francisco Ferreira	13/10/ 2023	Bruno Teixeira	15/11/2023	Bruno Teixeira	15/11/2023
1.0.0.2	Francisco Ferreira	24/01/ 2024	Bruno Teixeira	24/01/2024	Bruno Teixeira	24/01/2024
1.1.0.41	Francisco Ferreira	07/02/ 2024	Bruno Teixeira	07/02/2024	Bruno Teixeira	07/02/2024
1.1.0.42	Francisco Ferreira	22/03/ 2024	Bruno Teixeira	22/03/2024	Bruno Teixeira	22/03/2024
1.1.0.49	Francisco Ferreira	17/06/ 2024	Bruno Teixeira	17/06/2024	Bruno Teixeira	17/06/2024
1.1.0.50	Henrique Serafim	11/07/ 2024	Bruno Teixeira	11/07/2024	Bruno Teixeira	11/07/2024


## 1.2 DISTRIBUTION

Table 3 - Distribution List

NAME	COMPANY	BOARD
trpd_spo_faqs_technicaldocumentation.pdf	Torpedo.pt	Market Place

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## 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 in out-of-the-box SharePoint Online. 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.

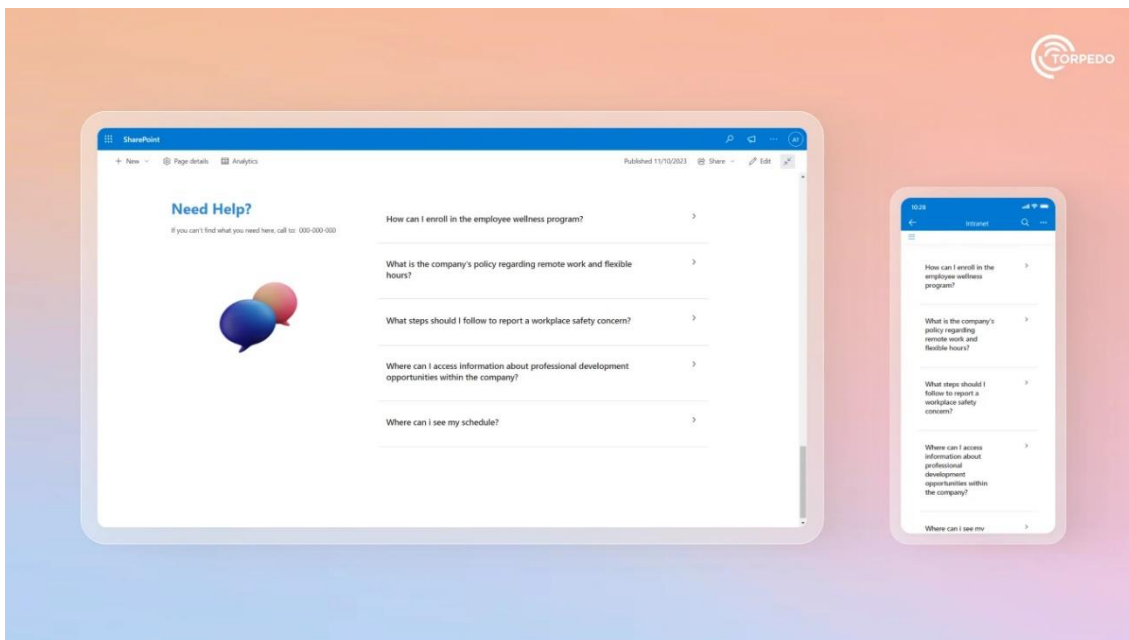



Figure 1 - Web Part Teaser

### 2.2 BRIEF DESCRIPTION OF THE PRODUCT

Elevate your organization's collaboration to new heights with the **FAQs web part for SharePoint**. This sophisticated solution is meticulously crafted to enhance your SharePoint environment, offering an unparalleled approach to managing frequently asked questions. Designed for seamless integration and user-friendly customization, **FAQs web part for SharePoint** is poised to revolutionize how you present and navigate essential information within your collaborative workspace.


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Main features of the web part:

- **Dynamic List Selection:** Tailor your FAQs presentation by choosing a specific SharePoint list from your site, providing a dynamic source for your information.
- **Intuitive Accordion Interface:** Navigate FAQs effortlessly through an intuitive accordion-style interface, ensuring an engaging and straightforward user experience.
- **Sorting Parameter Options:** Customize the order of FAQs with sorting parameter options, facilitating a logical and user-friendly sequence for information delivery.
- **Top N FAQs Display:** Control the focus of information by setting a maximum limit (Top N) for the number of FAQs displayed, maintaining clarity and relevance.
- **Category-Based Filtering:** Categorize FAQs using a designated column in your SharePoint list, allowing users to select specific categories for streamlined content access.
- **Logo and Web Part Width Customization:** Achieve visual cohesion by adjusting the width of both the logo and the web part, ensuring seamless integration within your SharePoint environment.

Elevate collaboration, streamline information access, and transform your SharePoint experience with the **FAQs web part for SharePoint**.



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### 3 REQUIREMENTS

For the correct functioning of the **FAQs web part for SharePoint**, the following requirements are necessary:

- Microsoft SharePoint Online;
- Lists
  - FAQs;


*Table 4 - FAQs list columns and data types*

COLUMN	TYPE
Title	Single Line of Text (Required)
Answer	Multiple Lines of Text (Required)
ShowMore	Single Line of Text
Category	Choice (Required)
Location	Single Line of Text
Logo	Thumbnail
Modified	Date and Time
Created	Date and Time
CreatedBy	Person or Group
ModifiedBy	Person or Group

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

*Table 5 - Allowed permissions levels to using the web part*

PERMISSION LEVEL	ACCESS RIGHTS
Contribute	Add, view, update and delete list items and documents

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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 6 - Allowed permissions levels for installing the web part*

PERMISSION LEVEL	ACCESS RIGHTS
Full Control	Full control over the site, lists, libraries, and settings

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

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## 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.

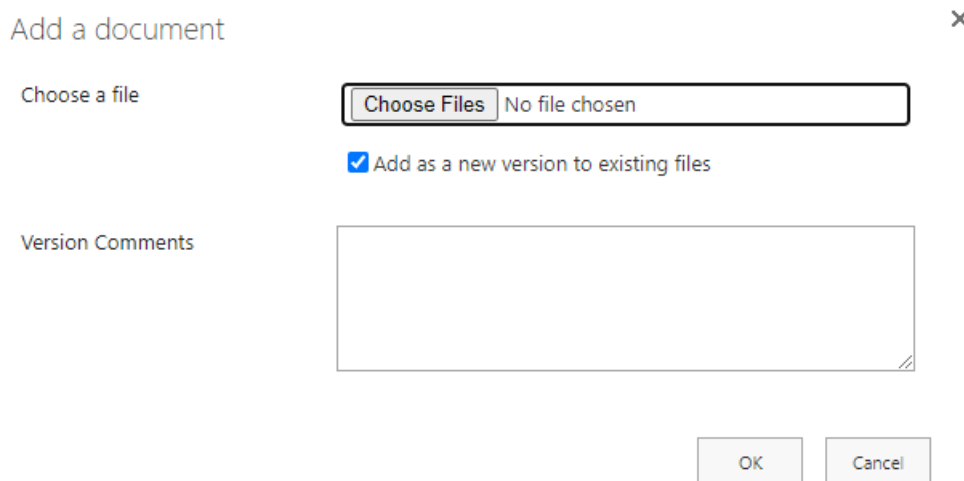



Figure 3 - Add .sppkg file to be installed

Enable the application to be available to all sites.

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Do you trust FAQs 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.

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

SharePoint Online

Make this solution available to all sites in the organization




FAQs Web Part for SharePoint

Deploy

Cancel

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

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## 5 WEB PART ADDITION

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

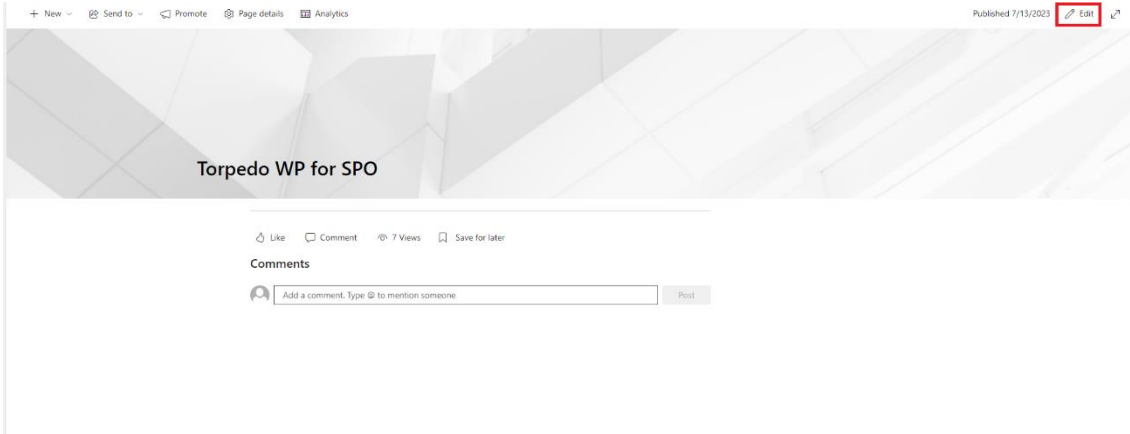


Figure 5 - Edit page in SharePoint Online

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

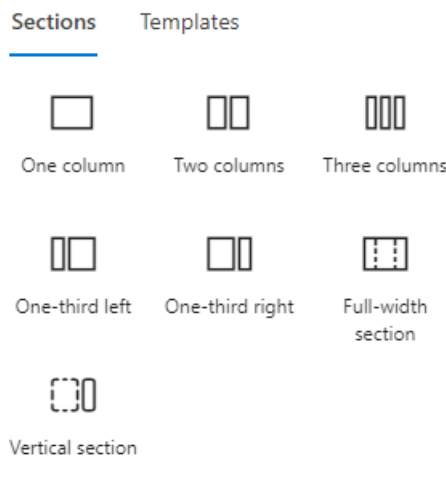


Figure 6 - Add one column or full-width section in SharePoint Online

After adding the section, it's possible to include the **FAQs 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.


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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 **FAQs 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.

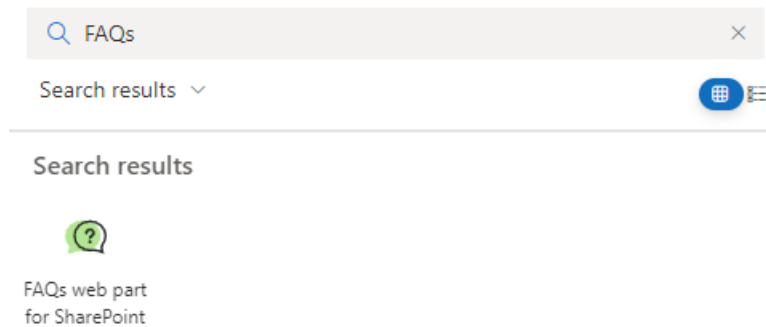



Figure 8 - Add FAQs web part for SharePoint

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## 6 WEB PART CONFIGURATION

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

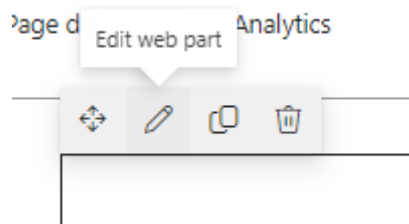


Figure 9 - Edit web part

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

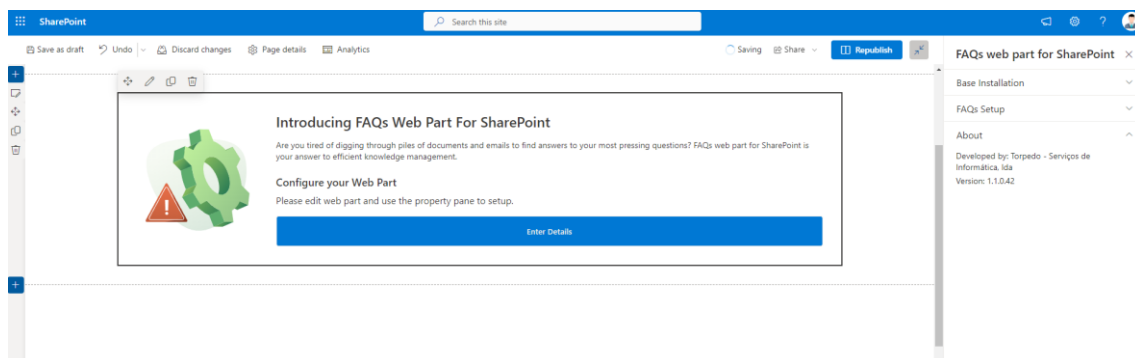



Figure 10 - Configure FAQs web part for SharePoint

The property panel of the **FAQs web part for SharePoint** is divided into two main groups: **Base Installation** and **FAQs Setup**.

Within the **Base Installation** group, user can create the necessary list for the proper functioning of the web part, in case they do not already have a list with the correct structure. If the user chooses to create the list, it is automatically populated with some dummy data.

Finally, it is possible to set up the list to be displayed in the **FAQs Setup** group. Users must specify the site where the selected list is located and then choose the list containing all the FAQs to be presented. Additionally, the user can define a sorting field for the list and a top number of items to display. By default, this value

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is set to zero, indicating that all items from the list will be displayed. Lastly, user can filter list items by category and specify the width of both the logo and the web part.

Upon pressing the **Republish** button at the top of the page, the web part will render, appearing as shown below.

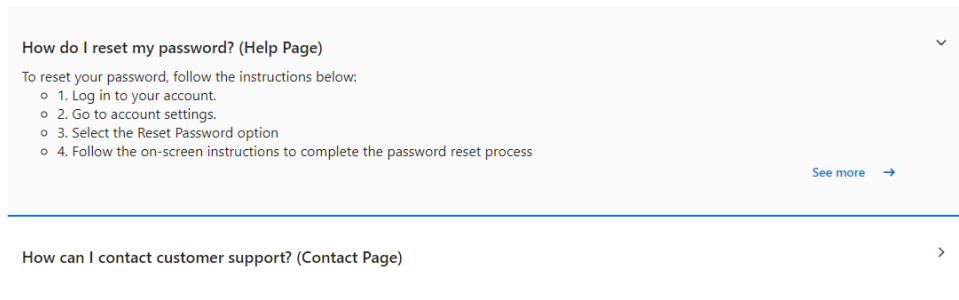


Figure 11 - FAQs web part for SharePoint