




# NEW HIRES SPOTLIGHT WEB PART FOR SHAREPOINT

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TECHNICAL DOCUMENTATION

Torpedo


Francisco Ferreira | Torpedo.pt  
18/03/2024

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# 1 DOCUMENT VERSION HISTORY

Table 1 - Name and Document Content

DOCUMENT NAME	CONTENT
trpd_spo_newhiresspotlight_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	13/10/2023	Arsénio Ferraz	23/11/2023	Bruno Teixeira	23/11/2023
1.0.0.10	Francisco Ferreira	30/01/2024	Bruno Teixeira	30/01/2024	Bruno Teixeira	30/01/2024
1.0.0.14	Francisco Ferreira	09/02/2024	Bruno Teixeira	09/02/2024	Bruno Teixeira	09/02/2024
1.0.0.15	Francisco Ferreira	22/02/2024	Bruno Teixeira	22/02/2024	Bruno Teixeira	22/02/2024
1.0.0.18	Francisco Ferreira	06/03/2024	Bruno Teixeira	06/03/2024	Bruno Teixeira	06/03/2024
1.0.0.20	Francisco Ferreira	07/03/2024	Bruno Teixeira	07/03/2024	Bruno Teixeira	07/03/2024
1.0.0.21	Francisco Ferreira	18/03/2024	Bruno Teixeira	18/03/2024	Bruno Teixeira	18/03/2024


## 1.2 DISTRIBUTION

Table 3 - Distribution List

NAME	COMPANY	BOARD
trpd_spo_newhiresspotlight_technicaldocumentation.pdf	Torpedo.pt	Marketplace

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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 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.

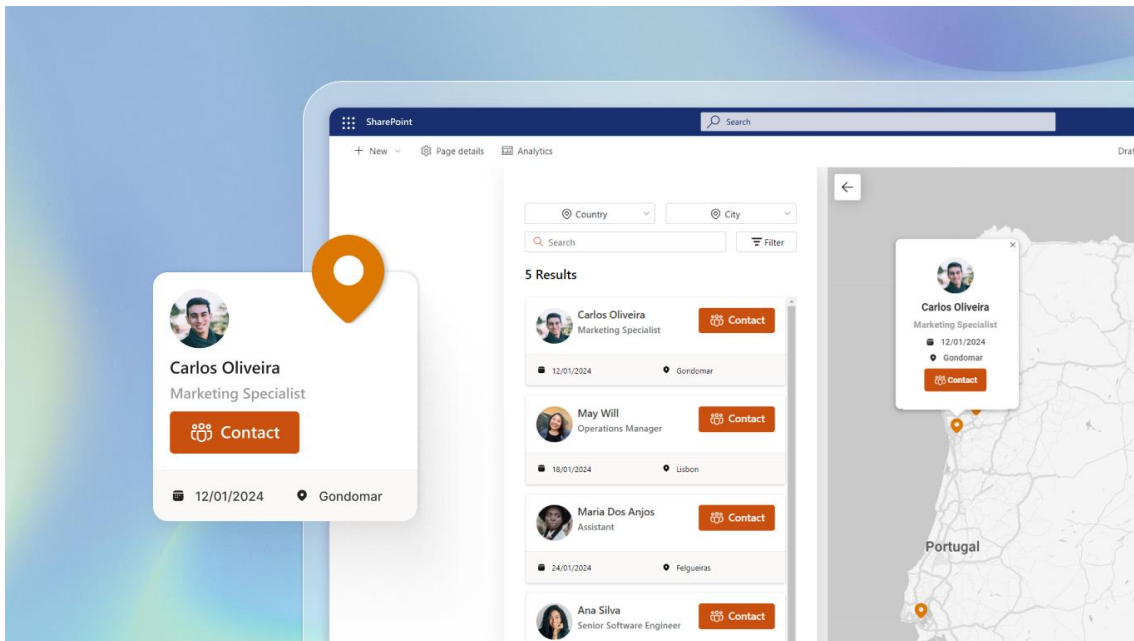



Figure 1 - Web Part Teaser

### 2.2 BRIEF DESCRIPTION OF THE PRODUCT

The **New Hires Spotlight Web Part for SharePoint** provides a list of all users who have recently joined an organization. Through your left panel, it's possible to view some details of these users, such as a photograph, name, position, date of entry, location of their workstation, and contacts. This panel also allows the application to filter and search for collaborators.

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Furthermore, the web part provides an intuitive map with all employees, where it is possible through your navigation aims to visualize users' details. In addition, New Hires Spotlight Web Part for SharePoint allows viewing in full-screen and split-screen mode.

Main features of the web part:

- **Comprehensive listing** of recently joined users.
- **Access to key user details** like profile pictures, names, positions, entry dates, workstation locations, and contact information.
- **Intuitive left panel interface** for easy navigation and information access.
- **Robust filtering and search capabilities** for efficient user lookup.
- **Interactive map display** for visualizing the geographical distribution of employees.
- **Seamless navigation** to explore user details on the map.
- **Full-screen and split-screen viewing modes** for customizable user experience.

Experience seamless integration and enhanced collaboration within your organization with **New Hires Spotlight Web Part for SharePoint**. Effortlessly track and manage newly joined team members, access vital details such as profiles, positions, and contact information, and optimize your workflow with intuitive filtering and search functionalities. Elevate your SharePoint experience today with **New Hires Spotlight Web Part for SharePoint**.



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### 3 REQUIREMENTS


For the correct functioning of the **New Hires Spotlight Web Part for SharePoint**, the following requirements are necessary:

- Microsoft SharePoint Online;
- 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
Country	Single Line of Text
EntryDate	Date
Phone	Single Line of Text
Location	Single Line of Text
UserGUID	Single Line of Text
Birthday	Date and Time
Modified	Date and Time
Created	Date and Time
Created By	Person or Group
Modified By	Person or Group

- PeopleDirectoryPhotos

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*Table 5 - PeopleDirectoryPhotos list columns and data types*

COLUMN	TYPE
Title	Single Line of Text
UserGUID	Single Line of Text
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 permission 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 permission 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.

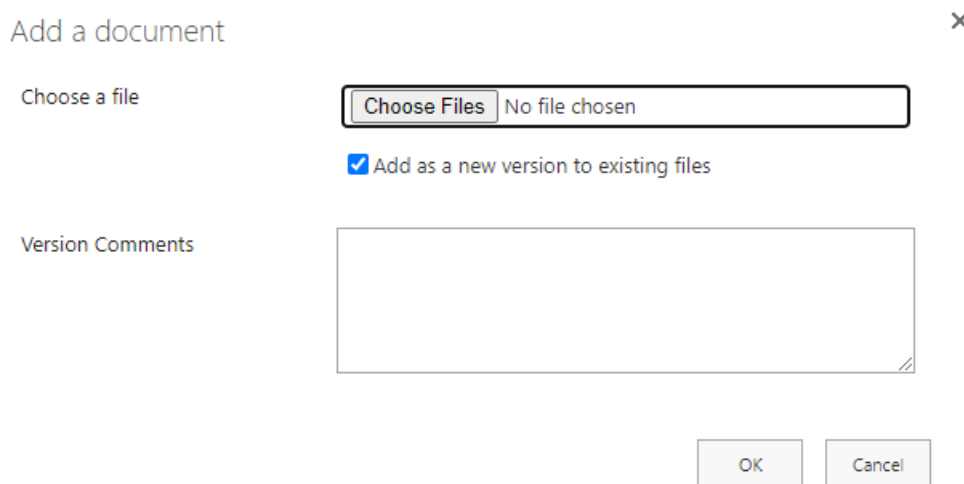



Figure 3 - Add .sppkg file to be installed

Enable the application to be available to all sites.

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Do you trust New Hires Spotlight 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.



New Hires Spotlight 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.

Deploy

Cancel


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

## 4.1 GENERATE GOOGLE MAPS API KEY

The **New Hires Spotlight Web Part for SharePoint** requires a key for the Google Maps API, without which it will not be able to render the map with all the recent collaborators.

The user will need to access the [Google Maps documentation](#) and generate a new key if they do not already have one. This key should then be placed in the appropriate section of the web part properties panel. To create it, they should follow these steps:

- 1- Go to the **Google Maps Platform > Credentials** page.
- 2- On the **Credentials** page, click **Create credentials > API key**. The **API key created** dialog displays your newly created API key.
- 3- Click **Close**. The new API key is listed on the **Credentials** page under **API keys**.

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## 5 WEB PART ADDITION

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

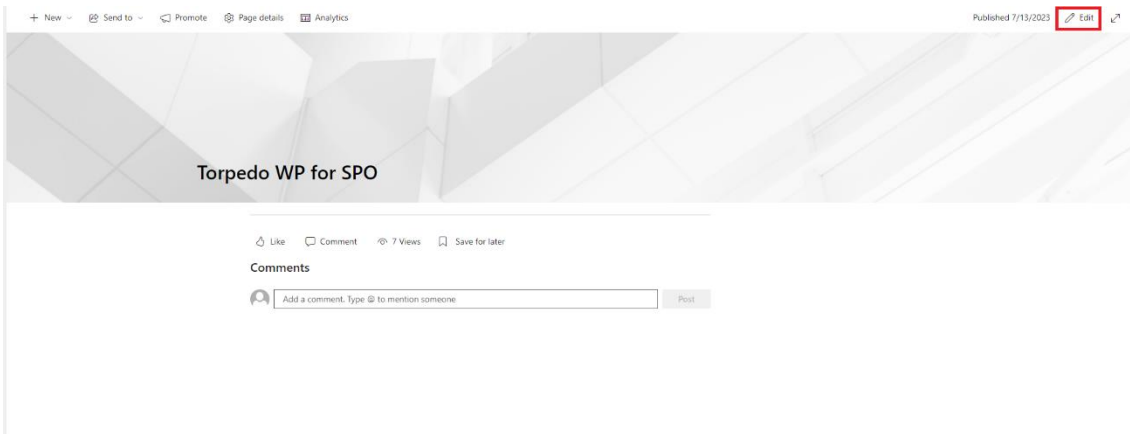


Figure 5 - Edit page in SharePoint Online

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.

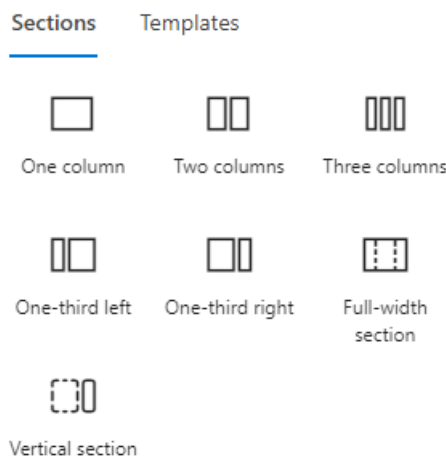


Figure 6 - Add one column or full-width section in SharePoint Online

After adding the section, it's possible to include the **New Hires Spotlight 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 **New Hires Spotlight 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 New Hires Spotlight 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.

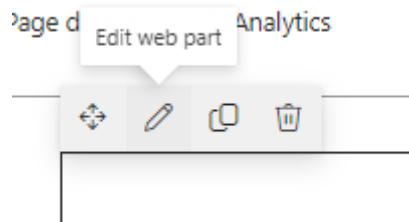


Figure 9 - Edit Web Part

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

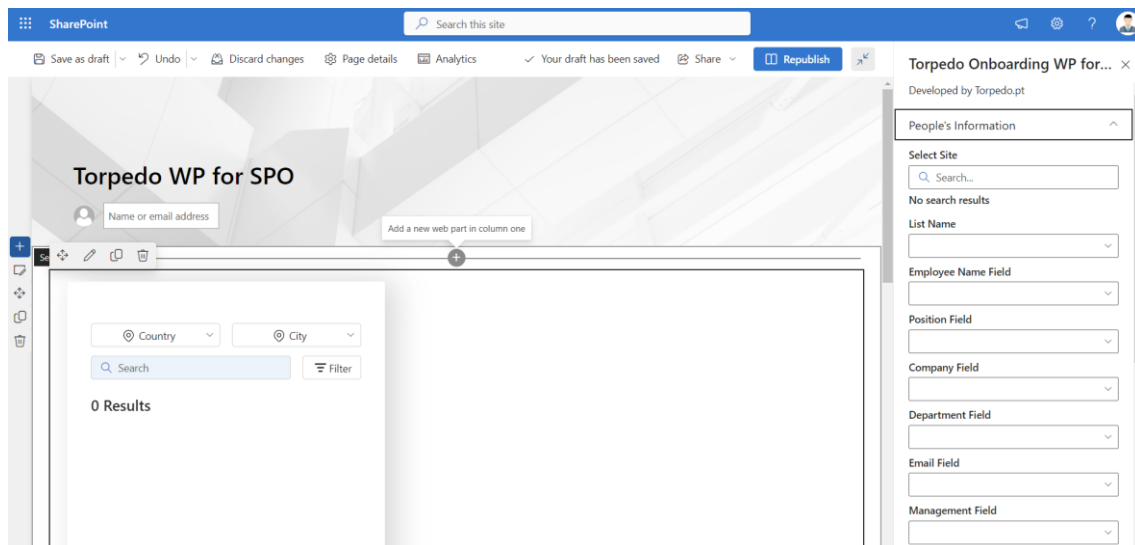



Figure 10 - Configure New Hires Spotlight Web Part for SharePoint

The **New Hires Spotlight Web Part for SharePoint** properties panel is structured into seven large groups: **People's Information**, **People's Photos**, **People's Range**, **Map** and **Licenses**.

In the **People's Information** section, it is possible to specify the website and list that should be used to search for user information. Furthermore, it is necessary to map all the fields in this list. The users shown in the web part will be those who

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have a joining date between the beginning and end of the last month, compared to the current date.


The **People's Photos** section concerns the configuration of the structure that contains employees' photographs. Thus, it is possible to indicate the website and list that contains the photos, and it is also necessary to map the fields of the selected list.

Through the **People's Range** section, it will be necessary to specify the range of users to display based on finding the value of the **EntryDate** column. You may want to list users who joined the company in the last month, in the last three months, or within a custom date range. In the latter case, it will be necessary to specify the start and end dates. If the **Custom** option is selected and no date is specified, all results from the list will be displayed.

The **Map** section allows you to select the icon to be used in the map markers. Files in the formats ".jpeg", ".jpg", ".svg" and ".png" can be uploaded.

Finally, through the **Licenses** group, the user should specify the Google Maps API key to be used for rendering the map.

Once the republish button is pressed, it is possible to view the web part on the page as shown in the following image.

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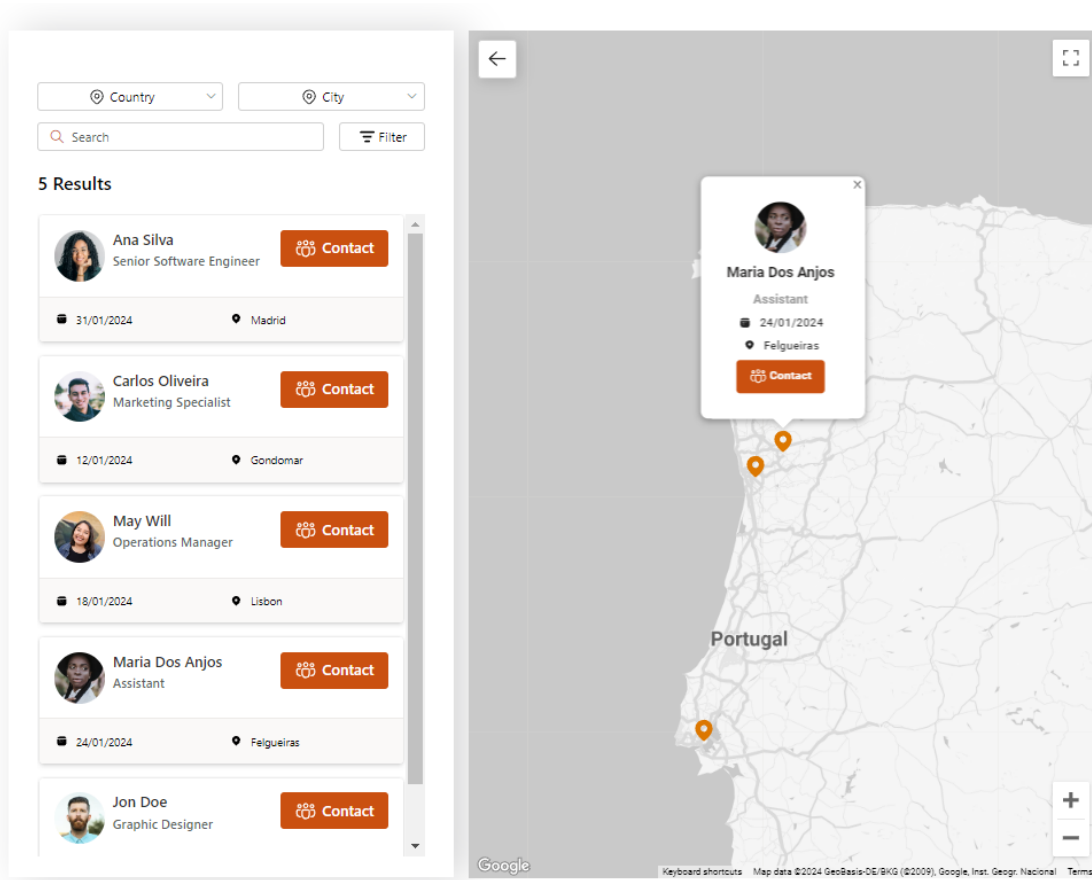


Figure 11 - New Hires Spotlight Web Part for SharePoint

It is then possible to view the information of recently added users in the form of cards, on the left side, and in the form of a map on the right side. In the left panel of the web part, it is possible to filter and search users. In the right panel, it is possible to navigate the map, expanding the map, as well as using zoom-in/zoom-out tools.