

People Directory User Guide

Aerie Consulting, LLC
110 West Canal Street
Winooski, VT 05404

April 10, 2016
Version 1.0.1



Table of Contents

Introduction	3
Scope & Purpose	3
Process Overview.....	3
Getting Started.....	4
Prerequisites	4
Accessing the App.....	5
Navigating the App.....	5
My Dashboard.....	5
New Ticket Button.....	6
Frequently Asked Questions	7
Personalizing People Directory	9
Additional Support.....	9
Request an Assessment.....	9
Contact Us	10
Review the App.....	10



Introduction

The introduction section explains the general objective of the People Directory App.

Scope & Purpose

The People Directory App is intended to provide a fast and responsive approach to finding people in your organization. Using it will provide greater visibility into employee skills, projects and contact information.

Process Overview

Office 365 users can now see, search, and discover employees across offices, departments and locations. Using the People Directory will connect employees to each other with the click of a button. It includes full integration with Delve, Skype for Business and Outlook for a seamless way to find and collaborate with other employees.

People Directory Features:

- > Displays past projects, skills, contact information and more
- > Search for people by location, office, job title, department, or any other employee profile data
- > Each User' s Card displays:
 - o Photo
 - o Link to Email User
 - o Link to User' s Delve Page
 - o Link to Call or Message User via Skype for Business



- > Responsive Design for mobile friendly use
- > Printable view for easy printing of contacts

Getting Started

If the People Directory App has already been downloaded and deployed to your Office 365 tenancy, this section will provide a general walkthrough of the app features, and how to get started. If it hasn't been deployed, visit the Microsoft SharePoint Store to download the People Directory.

Prerequisites

In order to achieve optimum results, you should ensure the following steps have been taken before deploying the People Directory App.

- Ensure users have a photo associated with their SharePoint User Profile. This can be achieved in any of the following three ways:
 - Synchronize photos from Active Directory. [Learn more.](#)
 - Allow users to update their own profile image. [Learn more.](#)
 - Have an administrator use PowerShell to script photo updates. [Learn more.](#)
- For Internet Explorer or Microsoft Edge browsers, add the URL of the App site into your trusted sites zone. [Learn more.](#)

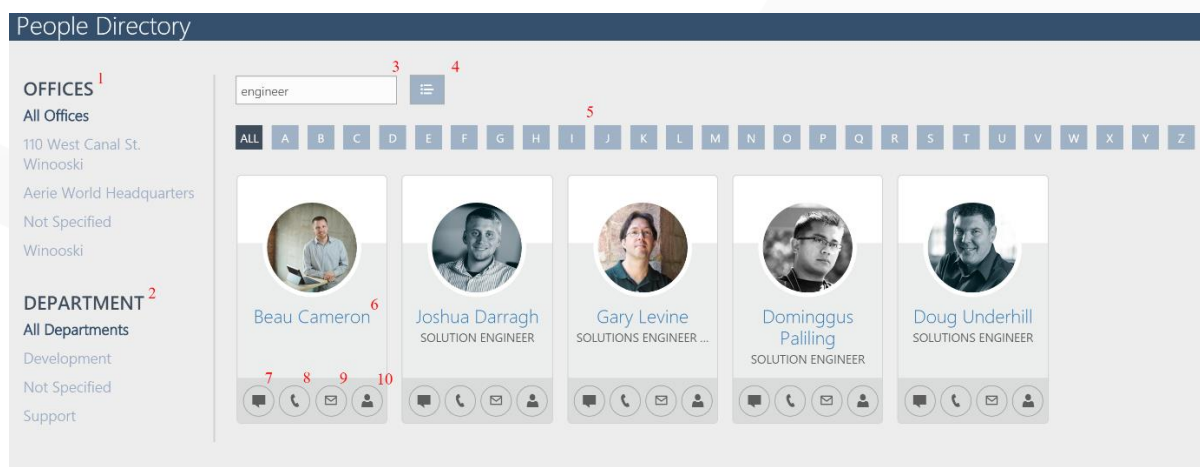


Accessing the App

After downloading People Directory, you can open it from the https://yourtenancy.sharepoint.com/yoursite/_layouts/viewlsts.aspx page or you can create a link to open the app from your desired location.

Navigating the App

App Features [Default View]:



- 1 Office Refiner: Refine contacts by the Office they work in
- 2 Department Refiner: Refine contacts by the Department they work
- 3 Filter Box: Search or filter contacts by typing in this filter box
- 4 List/Card View Toggle: Switch between list and card view for selected contacts (see fig. 2)

- 5 Last Name Filters: Filter contacts by the first letter in their last name
- 6 Switch to Profile View: Open the detailed profile view for a contact
- 7 Instant Message: Open Skype for Business to chat with contact
- 8 Phone: Initiate a Skype for Business phone call
- 9 Email: Send an email using your local mail client
- 10 View Delve Content: Open the selected contact's Delve page

App Features [Fig. 2 – Showing Print Icon]:

The screenshot shows the 'People Directory' app interface. At the top, there is a search bar containing the text 'engineer' and a print icon. Below the search bar is a navigation menu with letters A through Z, and 'ALL' is selected. The main content area displays a table of search results for 'engineer'.


NAME	JOB TITLE	WORK PHONE	MOBILE PHONE	WORK E-MAIL	DELVE PROFILE
Beau Cameron			8025780844	bcameron@aerieconsulting.com	
Joshua Darragh	Solution Engineer	802-448-1182 Ext. 104	8023496480	josh@aerieconsulting.com	
Gary Levine	Solutions Engineer Level III	802-448-1180	8027773144	gary@aerieconsulting.com	
Domingus Palling	Solution Engineer	(802)777-4332	8027774332	dpalling@aerieconsulting.com	
Doug Underhill	Solutions Engineer	8028728655	8028728655	doug@aerieconsulting.com	


On the left side of the interface, there are sections for 'OFFICES' and 'DEPARTMENT'. The 'OFFICES' section lists 'All Offices' with addresses: '110 West Canal St. Winooski', 'Aerie World Headquarters', 'Not Specified', and 'Winooski'. The 'DEPARTMENT' section lists 'All Departments' with categories: 'Development', 'Not Specified', and 'Support'.

App Features [Fig. 3 – Showing Profile View]:



People Directory





Joshua Darragh

SOLUTION ENGINEER
110 West Canal St. Winooski

Send Email
josh@aerieconsulting.com

Work
802-448-1182 Ext. 104

Mobile
8023496480

SKILLS

PAST PROJECTS


Interests
Football

ABOUT ME

Building on my background in business and accounting, I initially taught myself how to use SharePoint to help previous employers in the healthcare segment strengthen their business and communications systems. Now with Aerie, I've continued to develop my SharePoint skills and use my broad business background and client-side experience to understand client goals and craft customized SharePoint solutions to meet their needs.

RESPONSIBILITIES

Underwater Brewers
Dark Roast Flavor Tricks

Go To Delve Profile 

Frequently Asked Questions

Q: I installed the People Directory App, but I'm not seeing any photos. How do I get my photos to show up?

A: If you're using Internet Explorer or the Edge browser, you'll need to add the App URL into your Trusted Sites Zone. [Learn more.](#)

Q: I installed the People Directory App and it's showing more contacts than I want to display. Can I filter the list of people returned?

A: Yes! If you're syncing your users in Office 365 with Active Directory, make sure you're only synchronizing the accounts you want shown in the People Directory. Additionally, you can further refine results by adding your own custom KML search query to the 'Configuration List' in the App. The configuration list can be found at:

<http://yourtenancy.sharepoint.com/yoursite/peopledirectory/lists/configuration>. [Learn More on KQL](#).

Q: Can the app be customized to include my own fields or information?

A: Yes, but only by Aerie Consulting. Customizing your app from its original state may render it unusable.

Q: Can the People Directory App be themed to match my corporate brand?

A: Yes, but only by Aerie Consulting. Changing css or themes in the People Directory may render the application unusable.

Personalizing People Directory

Personalizing People Directory should only be done under the guidance of Aerie Consulting. Any changes made to the app without consent of Aerie Consulting may render the application unusable.

Additional Support

For more support regarding the People Directory App [visit our website](#) or send an email to support@erieconsulting.com

Request an Assessment

[Schedule an assessment](#) with one of our technicians for a full walk-through of how to optimize the People Directory.



Contact Us

Feel free to call us at 802.448.1195 with any questions, concerns or suggestions you may have about the app.

Review the App

Your feedback is very important to us, and is helpful in developing useful updates to the People Directory App. [Please take a minute to review the app on the Microsoft Office Store.](#)

