



People Directory

Installation Manual 2010

Version 2.0.0

Contents

1	Introduction	3
2	Installation Requirements.....	4
2.1	Recommended Hardware and Software	4
2.2	Permissions.....	4
3	Pre-Installation	5
3.1	Enabling Session States	5
4	Installing People Directory.....	6
4.1	Deploying the Solution	6
4.2	Copy the Resource Files.....	11
5	Configuring People Directory.....	12
5.1	Activate the Site Collection Feature.....	12
5.2	Create a People Directory Site.....	13
6	Uninstalling People Directory	16
6.1	Deactivate the Feature.....	16
6.2	Uninstall the Solution	18
7	Language Packs	21
8	License Manager	24
8.1	Activate the product manually	27

1 Introduction

The People Directory solution enables your business to publish a traditional staff directory in SharePoint. People information is pulled from SharePoint's user profiles which can be populated by the users, Active Directory and/or another line-of-business application.

People Directory displays contact information similar to the traditional staff list and enables users to quickly find people, filtering by first name, last name, department, job title and office using wild. Use partial word filters or the simple letter filters for first name and last name to locate the person or people you're looking for.

The People Directory web part uses online presence information allowing you to see when staff members are online and/or available, plus calendar and location information if Microsoft Exchange Server 2003 or later is being used.

Actions ▾

First Name

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 | All

Last Name

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 | All

Find

Clear All

Results 1-8




Picture	Name	jobtitle	workphone	workemail
	<input type="checkbox"/> Adrian Bushnell	Analyst	01457896548	adrian@products.com
	<input type="checkbox"/> Kelly Honold	Account Administrator	01478520369	kelly@accounting.com
	<input type="checkbox"/> Malik Kong	Developer	01478963258	malik@development.com

Figure 1 – People Directory

This installation manual is intended for SharePoint Administrators installing the People Directory solution on a Microsoft Office SharePoint 2010 server farm.

2 Installation Requirements

Before proceeding with the People Directory solution installation, please ensure the following requirements are met.

2.1 Recommended Hardware and Software

To increase the performance of People Directory under heavy load, it is recommended to scale up/out your search servers.

Please visit the following location for details:

Microsoft SharePoint Server 2010: <http://technet.microsoft.com/en-us/library/cc262485.aspx>

Microsoft Foundation 2010: <http://technet.microsoft.com/en-us/library/cc288751.aspx>

2.2 Permissions

The following permissions are required to complete all the steps outlined in this installation manual.

- Installation account will need to be a member of the local administrators group on the server where the setup wizard is run with permissions to the Config Database.
Required to complete the installation only.
- The application pool account will need Connect and Execute permissions on the SQL Search databases.
Required to configure views.
- Farm Administrator with rights to add solutions and manage solutions deployment.
Required during installation and to upload/manage license keys in License Manager in order to activate a product licenses.
- SSP Administrator with rights to modify search settings.
Required to create a new Managed Property, initial crawls and update the search scope.
- SSP Administrator with rights to manage user profiles.
Required to create a new Managed Property and import user profiles.
- A site collection administrator on the site collection where the product will be installed.
Required to activate the Site Collection Feature.

3 Pre-Installation

3.1 Enabling Session States

It is recommended that Session States are enabled for People Directory in order to recall modified views. By default, Session States are enabled.

To enable session state across the entire farm

1. On the taskbar, click **Start**, point to **Administrative Tools**, and then click **SharePoint 3.0 Central Administration**.
2. In the top navigation bar, click the **Application Management** tab.
3. On the Application Management page, in the **Office SharePoint Servers Shared Services** section, click **Configure session state**.
4. On the Configure Session State page, in the **Enable Session State** section, select the **Enable Session State** check box to enable session state for the farm.
5. To specify the duration of sessions, in the **Timeout** section, enter a number (in minutes) in the **Session should be timed out after (minutes)** box. The default is 60 minutes.
6. Click **OK** to save the session state configuration.

4 Installing People Directory

This section outlines the procedure for installing People Directory to a single Microsoft Office SharePoint Server 2010

Important: Before proceeding with the installation, please check that the account you are using to install People Directory has the appropriate permissions outlined in section **2.1 – Recommended** Hardware and Software

To increase the performance of People Directory under heavy load, it is recommended to scale up/out your search servers.

Please visit the following location for details:

Microsoft SharePoint Server 2010: <http://technet.microsoft.com/en-us/library/cc262485.aspx>

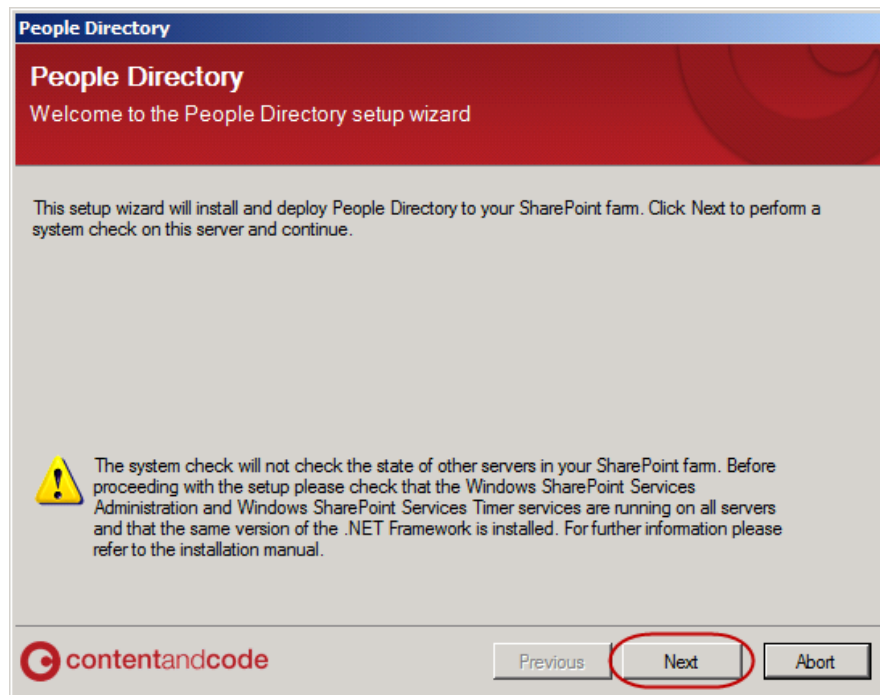
Microsoft Foundation 2010: <http://technet.microsoft.com/en-us/library/cc288751.aspx>

Permissions.

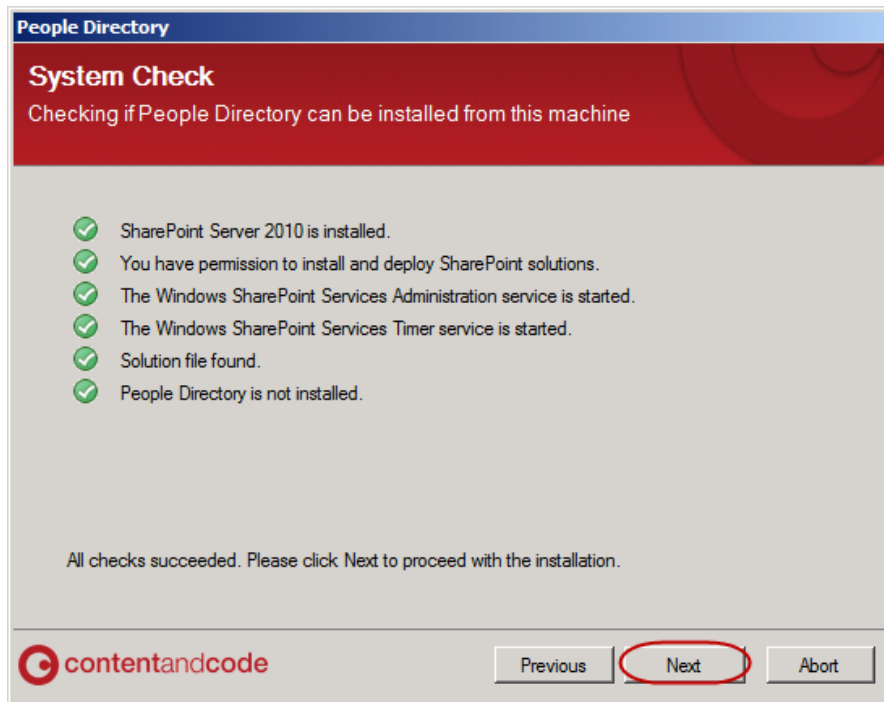
4.1 Deploying the Solution

Follow these steps to install and deploy People Directory to one or more web applications.

1. Open **ccPeopleDirectoryInstaller.exe**

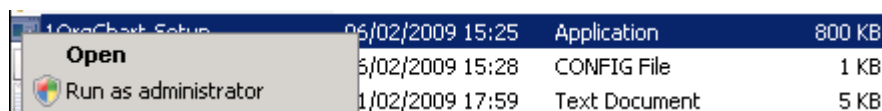


2. Click **Next**



3. The setup will perform a systems check to ensure the server meets the installation requirements. If one of the checks fails, simply abort the installation, and then resolve the issue before running the setup again.

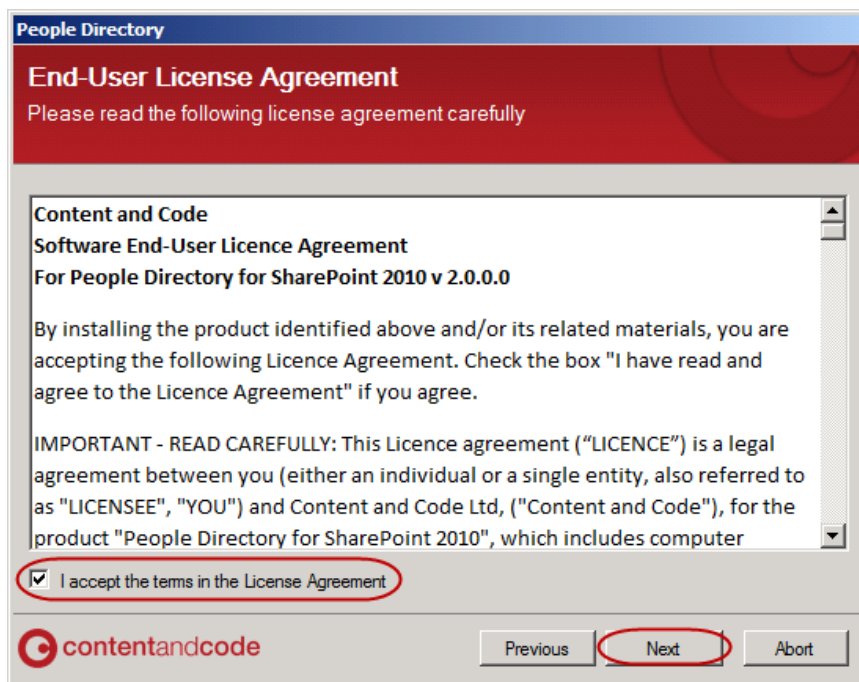
Important: When installing to a SharePoint farm running on **Windows Server 2008** with **User Account Control (UAC) enabled**, the installation permissions must be **elevated** using the Right-click > Run as administrator option (see below)



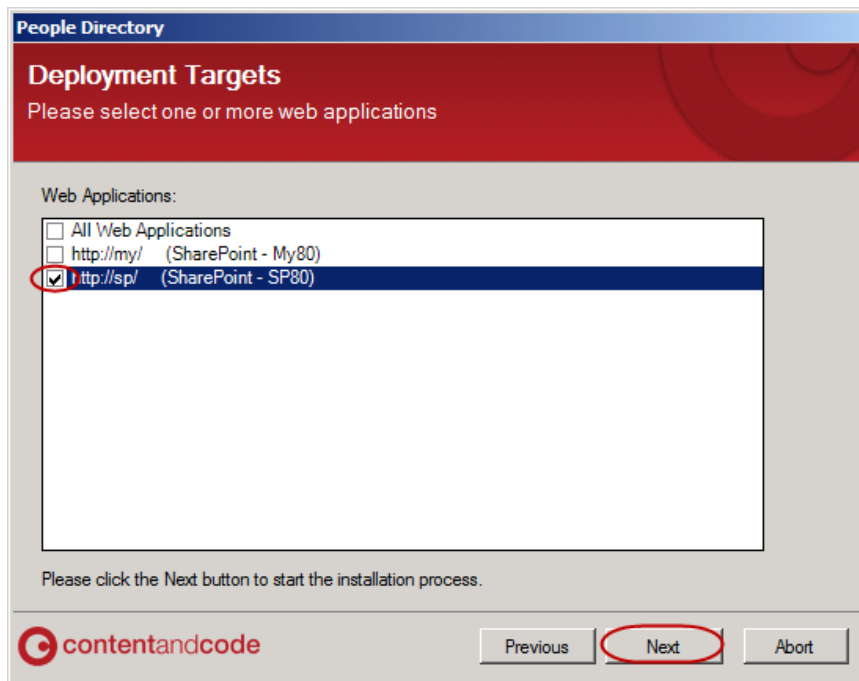
Failure to do so will result in a System Check error for the Windows SharePoint Service Timer service check.

4. When the System Check is successfully complete, click **Next**
5. Read and then agree to the terms of the licensing agreement by selecting **I accept the terms in the License Agreement**.

6. Click **Next**

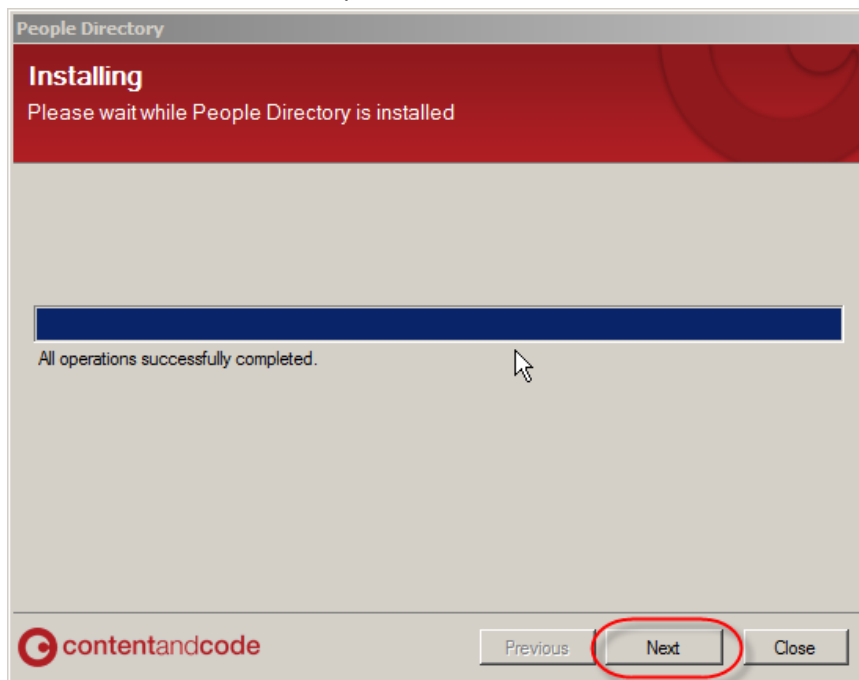


7. Select the Web Application where you intend to deploy People Directory.
8. Click **Next**

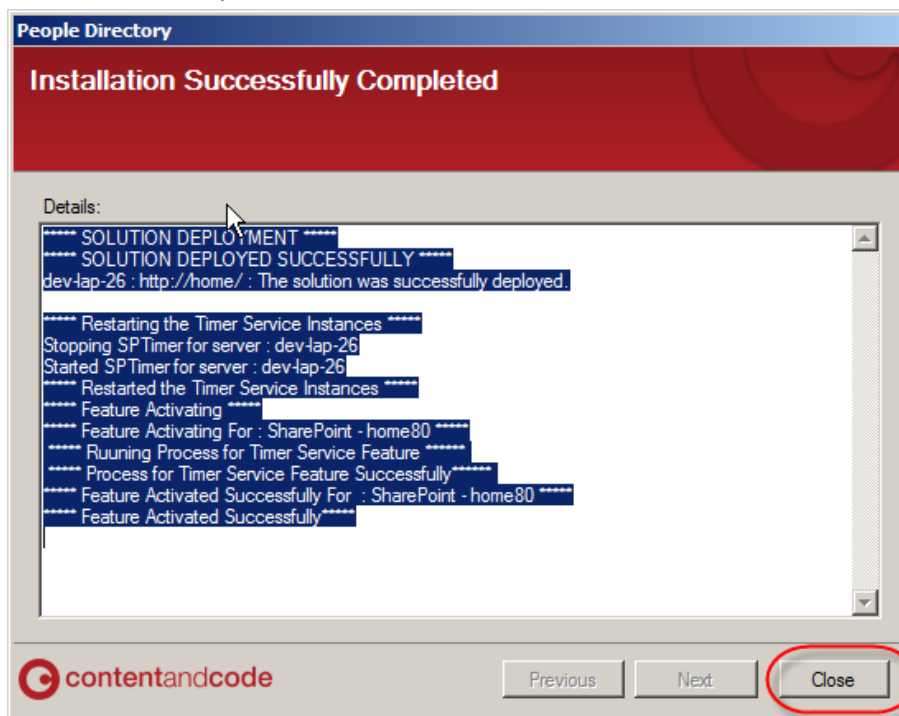


Note: If you need to install People Directory to more than one web application, select multiple web applications.

9. When the installation is complete, click **Next**



10. Click **Close** to complete the installation



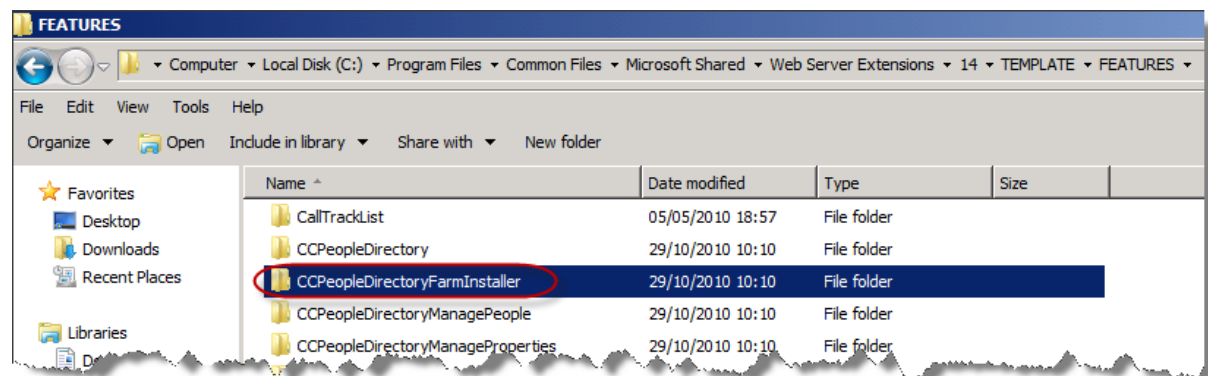
4.2 Copy the Resource Files

Once the installer is complete, the resource files for People Directory may need to be copied to your Virtual Directory. To do this, follow these steps:

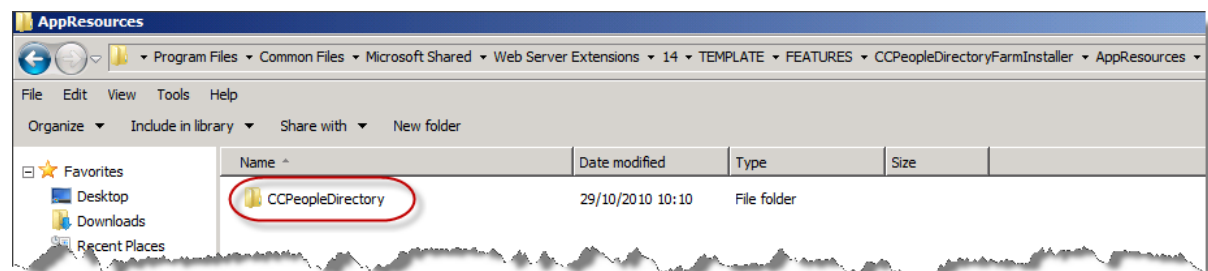
1. Navigate to the following folder:

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\14\Features

2. Locate the following folder: **CCPeopleDirectoryFarmInstaller**

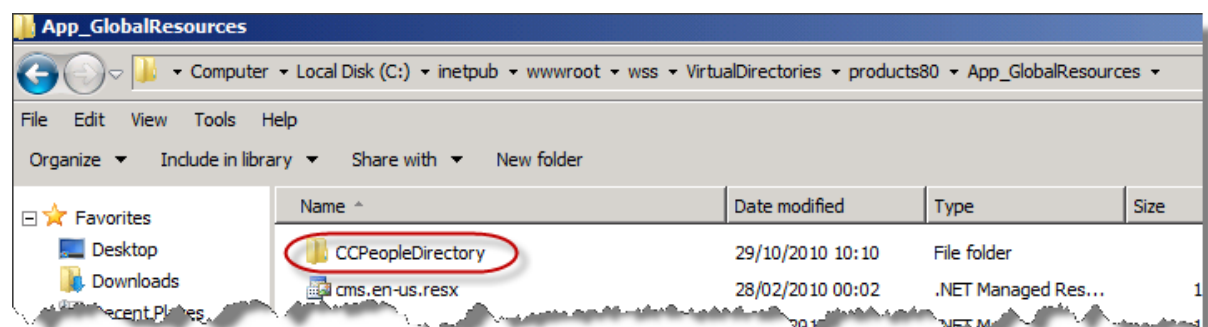


3. Open the folders until reaching **CcPeopleDirectory**



4. Copy the folder **CcPeopleDirectory** and place it in the follow location:

C:\inetpub\wwwroot\wss\VirtualDirectories**Your Web Application here**\App_GlobalResources

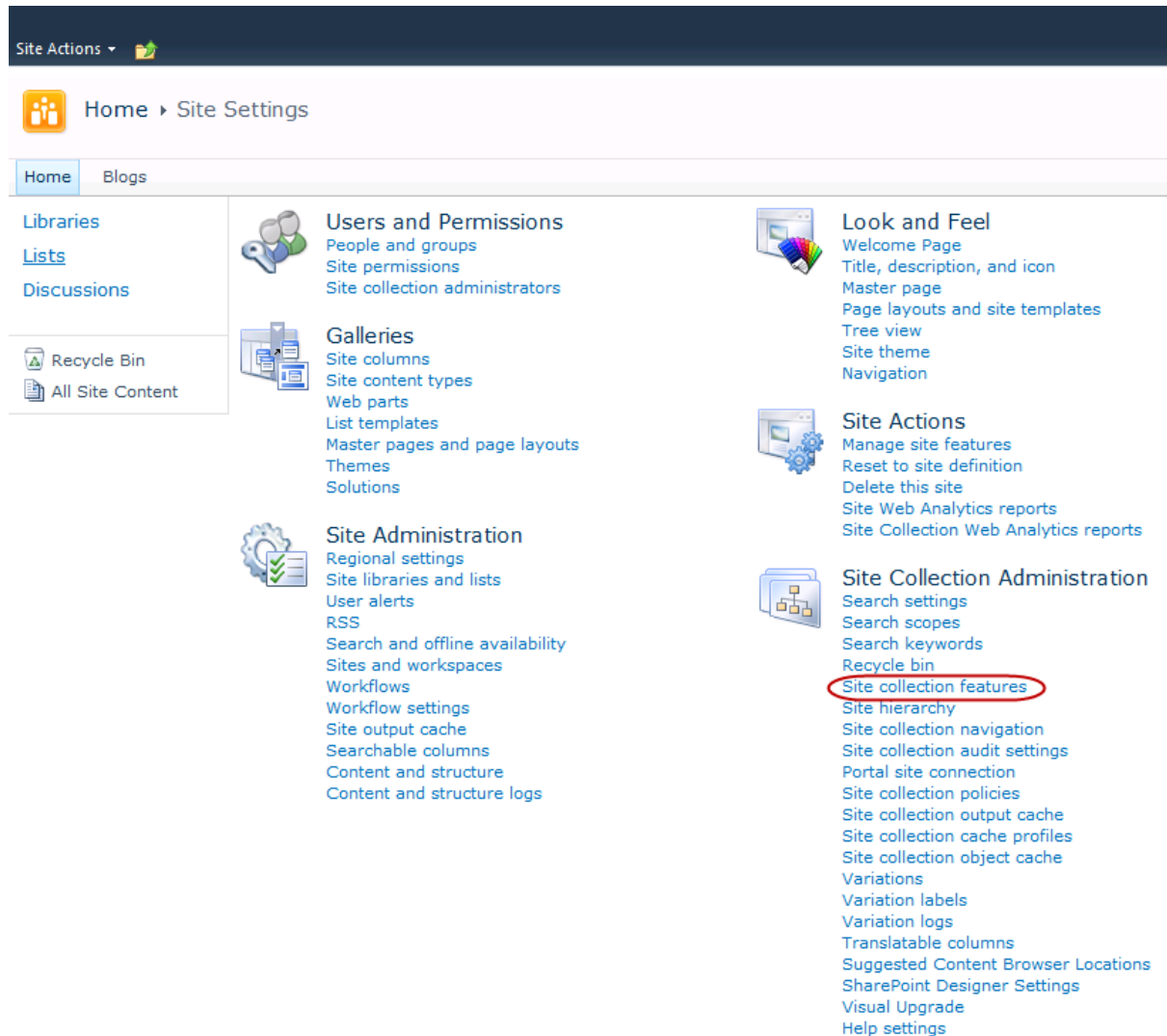


5 Configuring People Directory

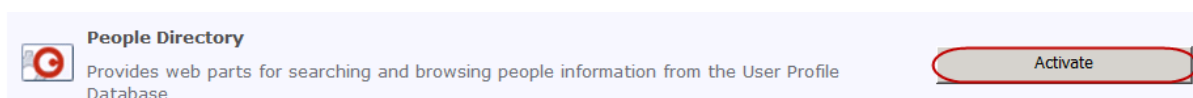
5.1 Activate the Site Collection Feature

Follow these steps to activate the People Directory site collection feature.

1. Open the top level site in your site collection.
2. Go to **Site Actions > Site Settings**
3. Under **Site Collection Administration**, click **Site Collection Features**.



4. Click **Activate People Directory**.



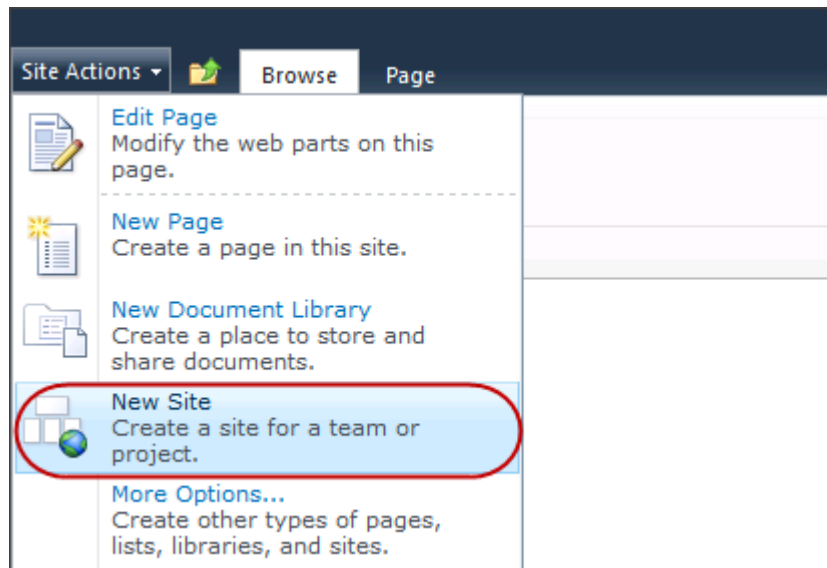
Congratulations!

A Site definition is and the People Directory web parts are now available and ready to use.

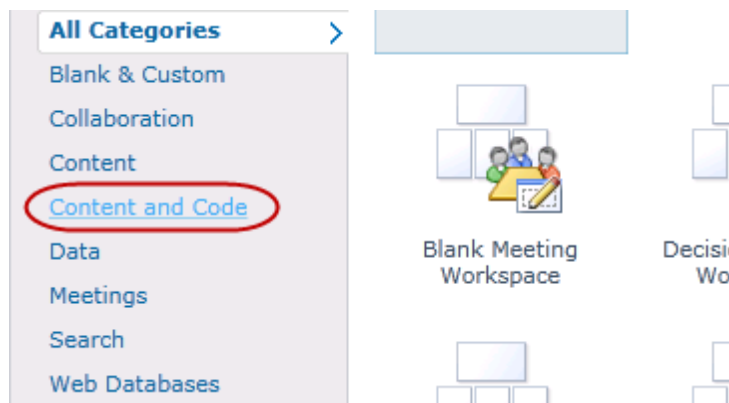
5.2 Create a People Directory Site

Note: If you require People Directory in any other language than English, please follow the instructions in Section 7: Language Packs.

1. Browse to the location where you want to add the People Directory site.
2. From the **Site Actions** click **New Site**.




3. Under **All Categories**, click **Content and Code**



- In the Template section, click **People Directory Site** template.



- Enter a Site Name and URL

Search Installed Items 

People Directory Site

Type: Site
Categories: Content and Code

This template allows to create a site with ready to use People Directory web parts.

http://sp/<URL name>

- Click **Create** and the following screen will appear.

Site Actions

Browse

Page

SP2010\setup

People Directory

I Like It

Tags & Notes

People Directory

Home

Actions

View: Default View

First Name

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

All

Last Name

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

All

Find

Clear All

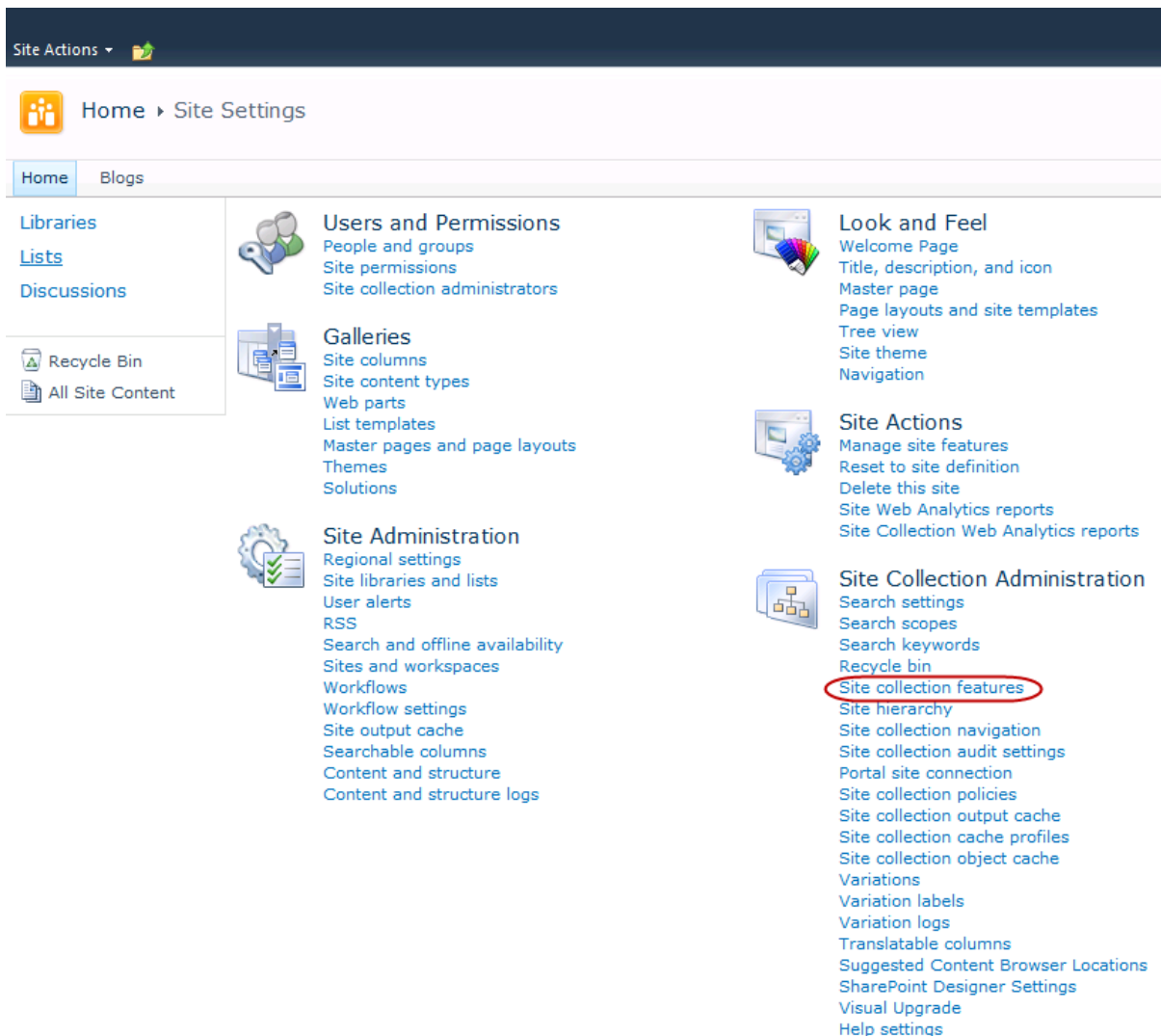
Please select filter options and desired view to get the search results.

6 Uninstalling People Directory

6.1 Deactivate the Feature

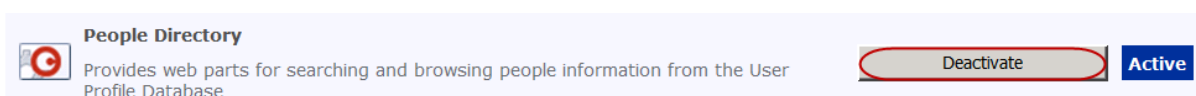
To prevent users from adding additional People Directory web parts to pages, you can deactivate the People Directory. This will remove the web parts from the web part gallery but existing instances (i.e. web parts that have already been added to a page) will continue to function.

1. Open the top level site in your site collection
2. Go to **Site Actions > Site Settings**
3. Below the section **Site Collection Administration**, click **Site Collection Features**



The screenshot shows the SharePoint 'Site Settings' page. The breadcrumb trail is 'Home > Site Settings'. The left sidebar contains links for 'Libraries', 'Lists', 'Discussions', 'Recycle Bin', and 'All Site Content'. The main content area is divided into several sections: 'Users and Permissions', 'Galleries', 'Site Administration', 'Look and Feel', 'Site Actions', and 'Site Collection Administration'. The 'Site Collection Features' link under 'Site Collection Administration' is circled in red.

4. For the People Directory feature, click **Deactivate**



The screenshot shows the 'People Directory' feature control bar. It includes the 'People Directory' icon and name, a description: 'Provides web parts for searching and browsing people information from the User Profile Database', and two buttons: 'Deactivate' (highlighted with a red border) and 'Active'.

5. When prompted with a warning, click **Deactivate this feature**



You are about to deactivate the People Directory feature.

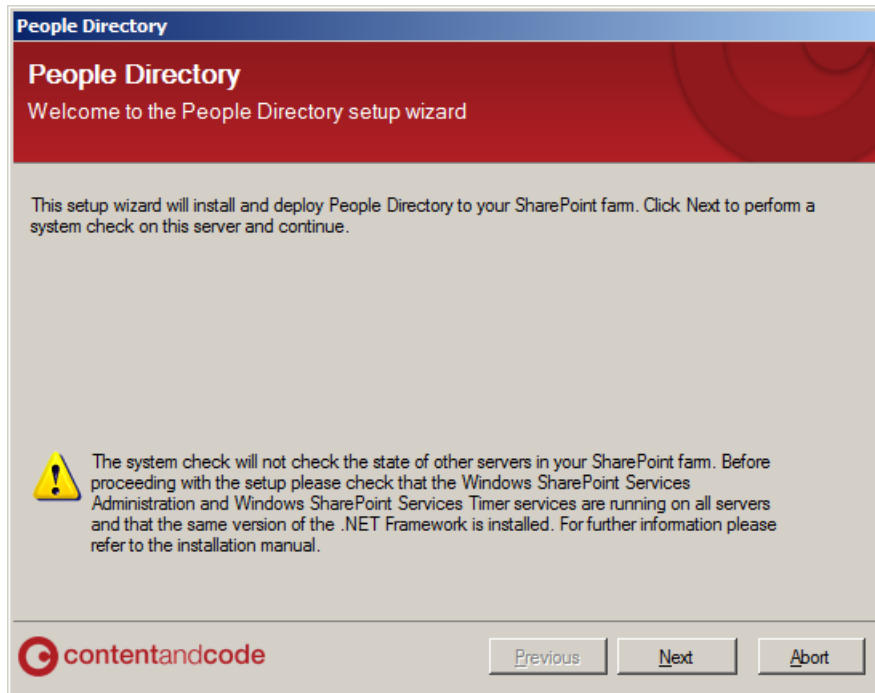
If you deactivate this feature, any user data or customizations associated with this feature might be lost. In addition, any active features that depend on this feature might fail to function.

[Deactivate this feature](#)

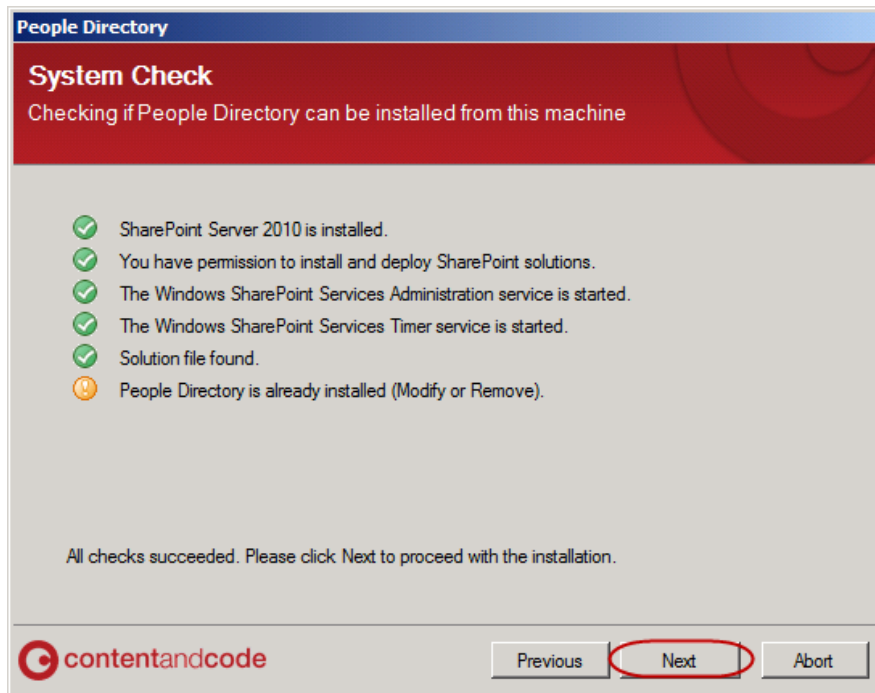
6.2 Uninstall the Solution

To completely un-install People Directory from your farm, log on to the server from which you installed People Directory and locate your installation file and follow these steps.

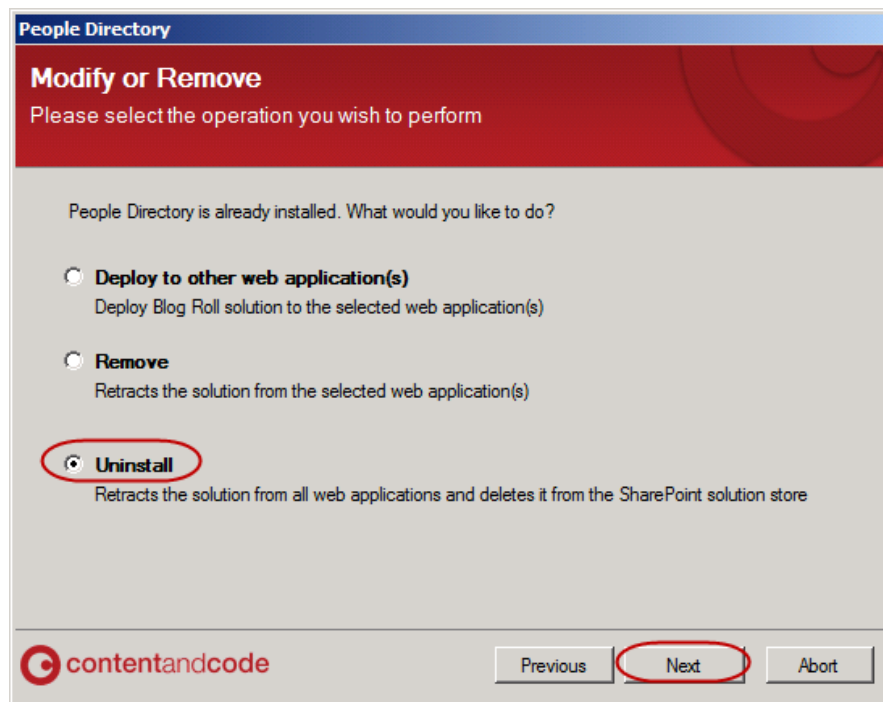
1. Run **ccPeopleDirectoryInstaller.exe**
2. Click **Next**



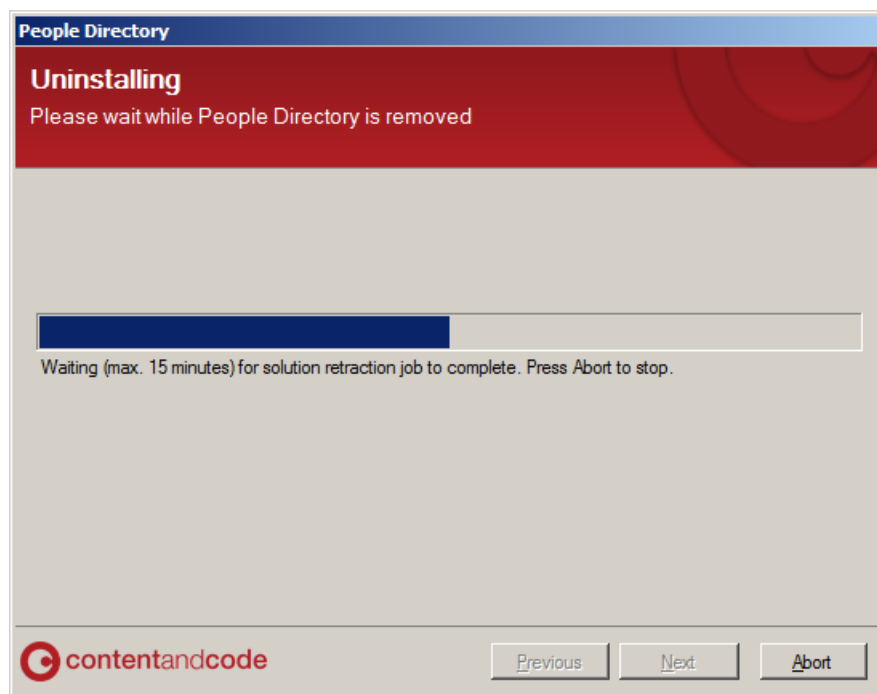
3. Once the System Check is complete, click **Next**



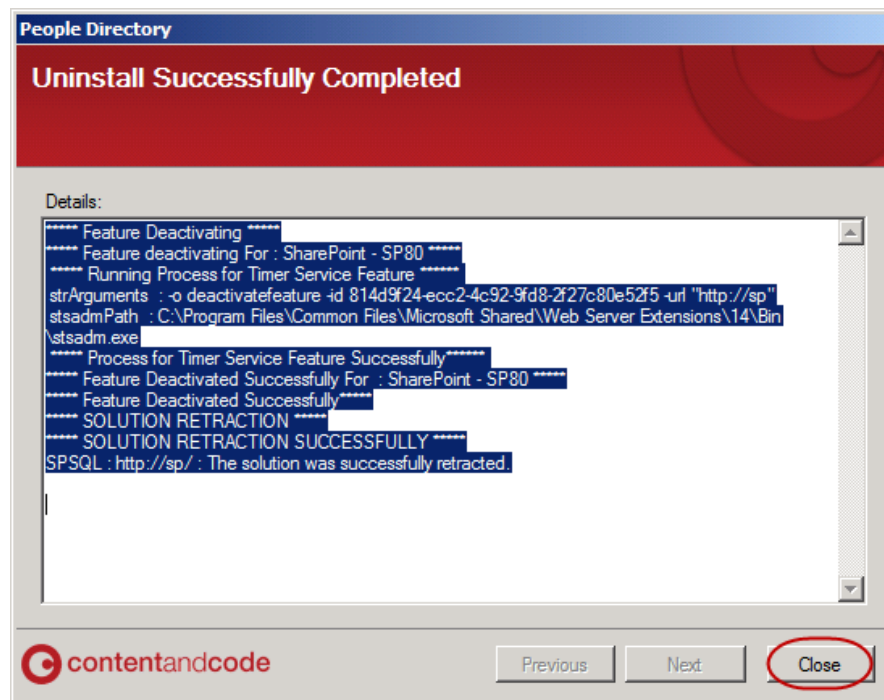
4. Select **Uninstall**
5. Click **Next**



6. Once the uninstall is complete, click **Next**
7. The details of the uninstall procedure will be displayed



8. Click **Close**



Note: Any People Directory web parts that have been added to your site must be deleted manually.

7 Language Packs





If you require People Directory to appear in a different language than English then you will need to install a People Directory language pack.

A list of available language packs for People Directory can be downloaded from the Content and Code People Directory site.

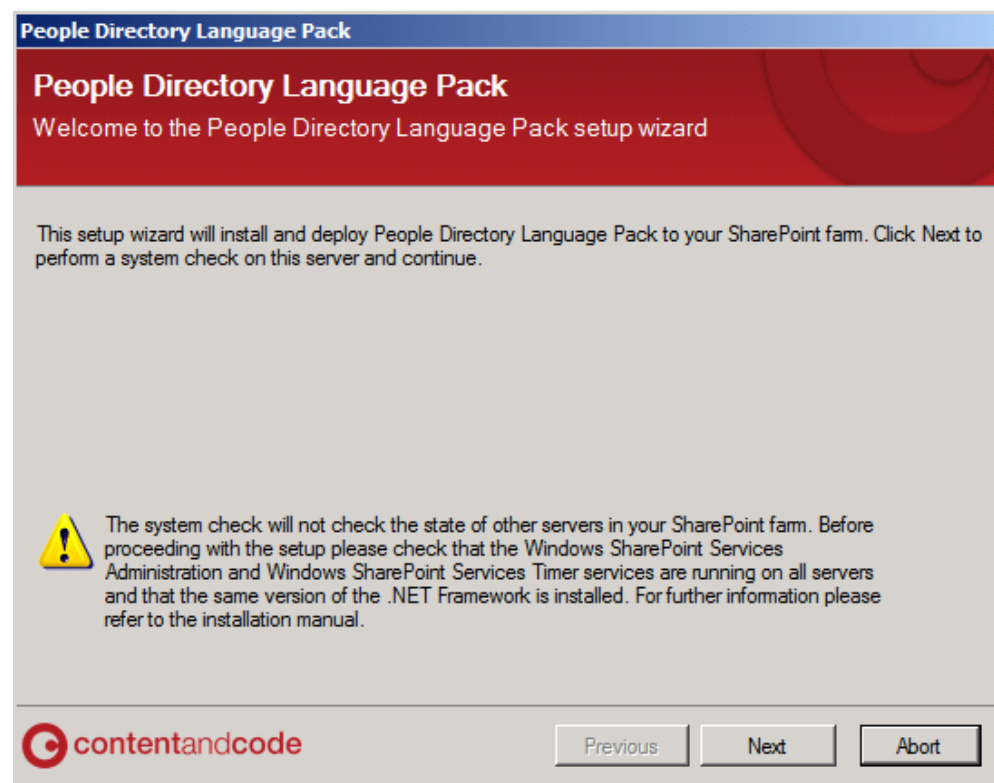
<http://www.contentandcode.com/webparts/PeopleDirectory>

To install a Language Pack follow these steps:

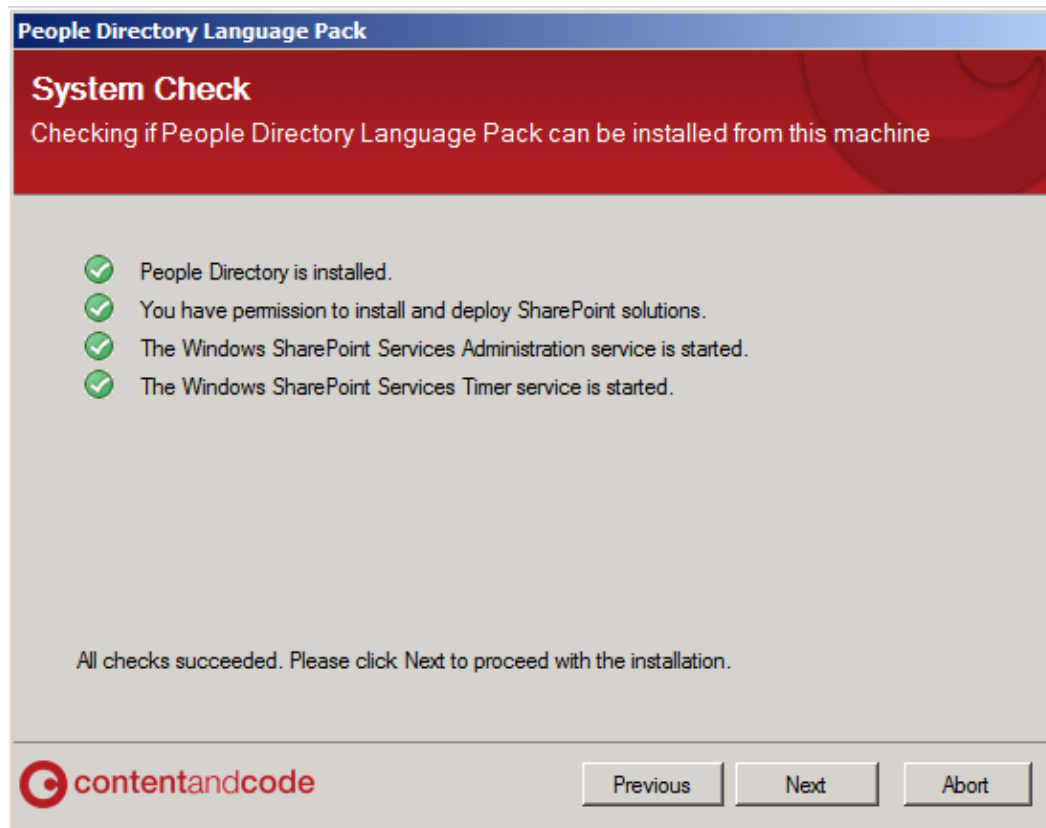
1. Unzip the Language Pack file downloaded from the Content and Code website.

Name	Date modified	Type	Size
Resources	22/09/2009 10:27	File Folder	
 CcPeopleDirectoryLanguagePackInstaller	16/09/2009 20:42	Application	167 KB
 CcPeopleDirectoryLanguagePackInstall...	16/09/2009 20:00	XML Configuratio...	1 KB
 InstallerLog	22/09/2009 10:34	Text Document	2 KB
 LanguagePacks	28/08/2009 17:47	XML Document	1 KB

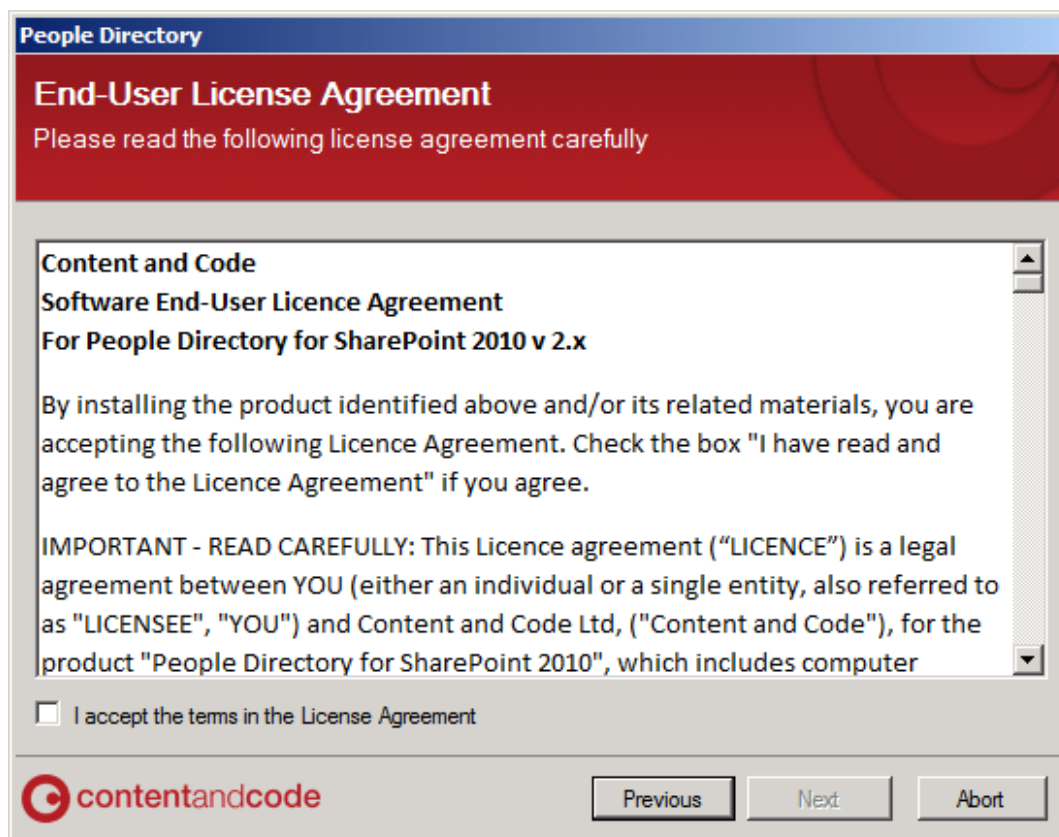
2. Click on **CcPeopleDirectoryLanguagePackInstaller.exe**



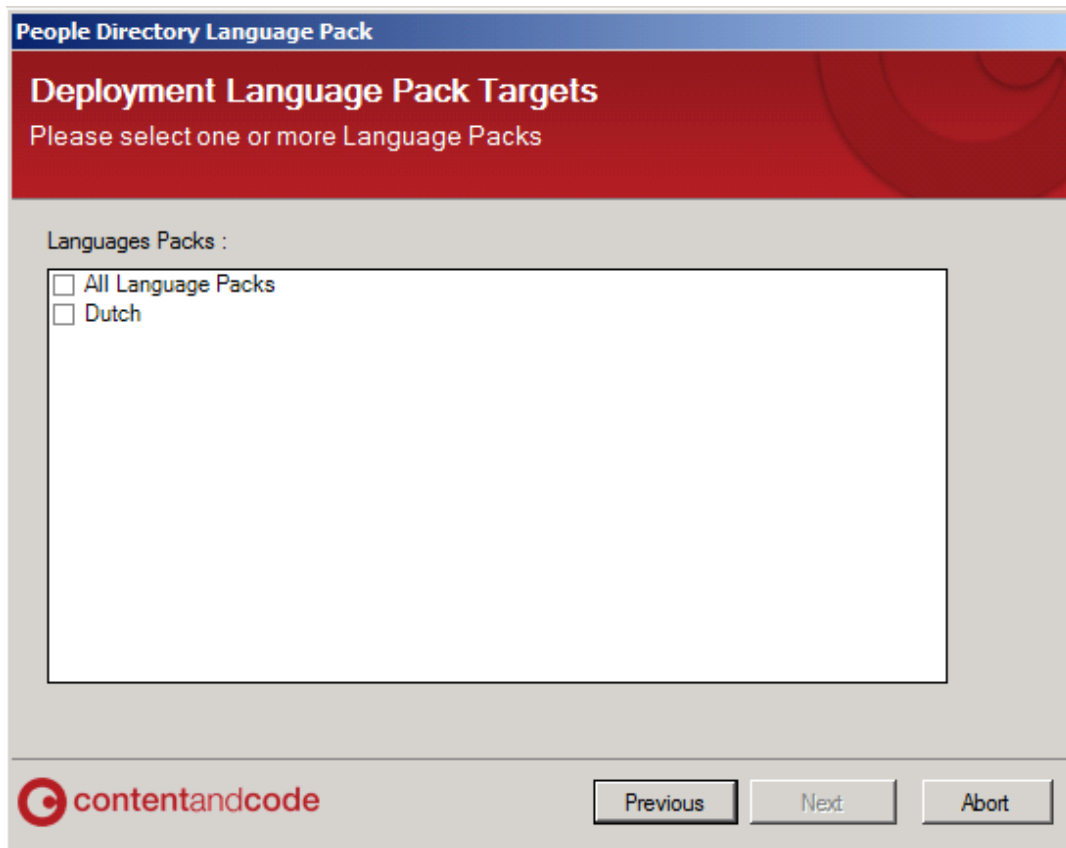
3. Click on Next



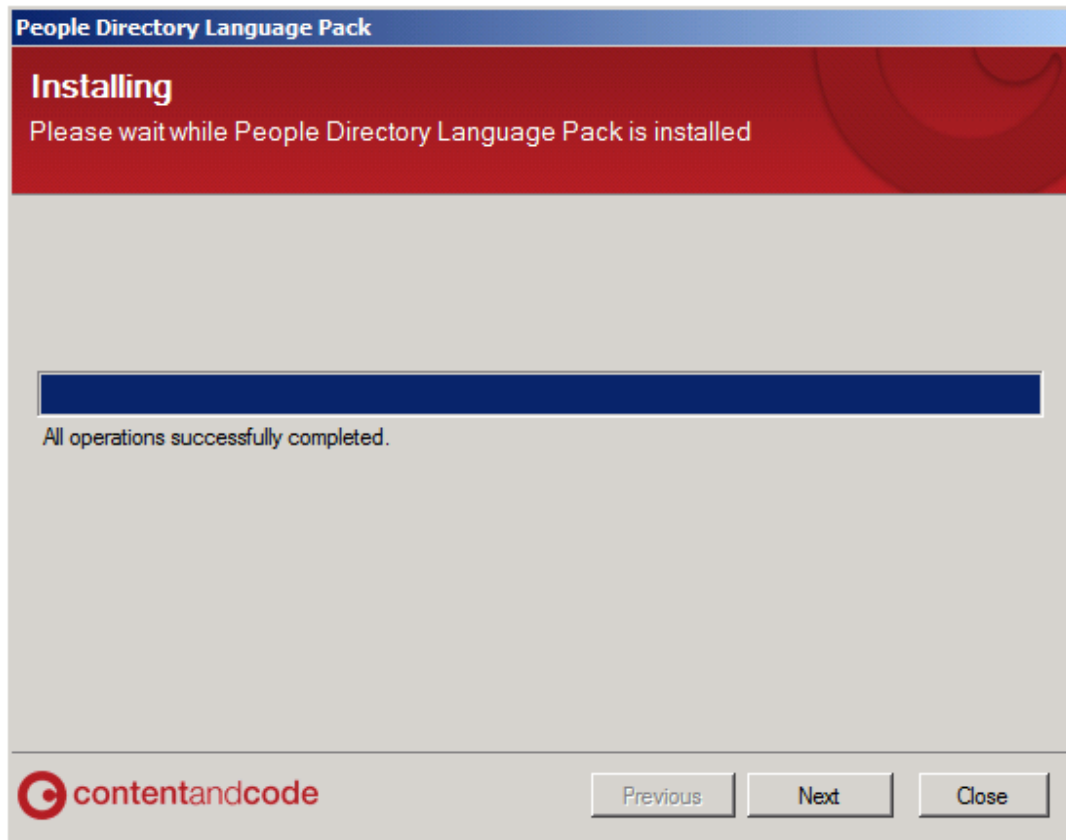
4. Click on Next



5. Read and then agree to the terms of the licensing agreement by selecting **I accept the terms in the License Agreement.**



6. Select the languages required and click on Next

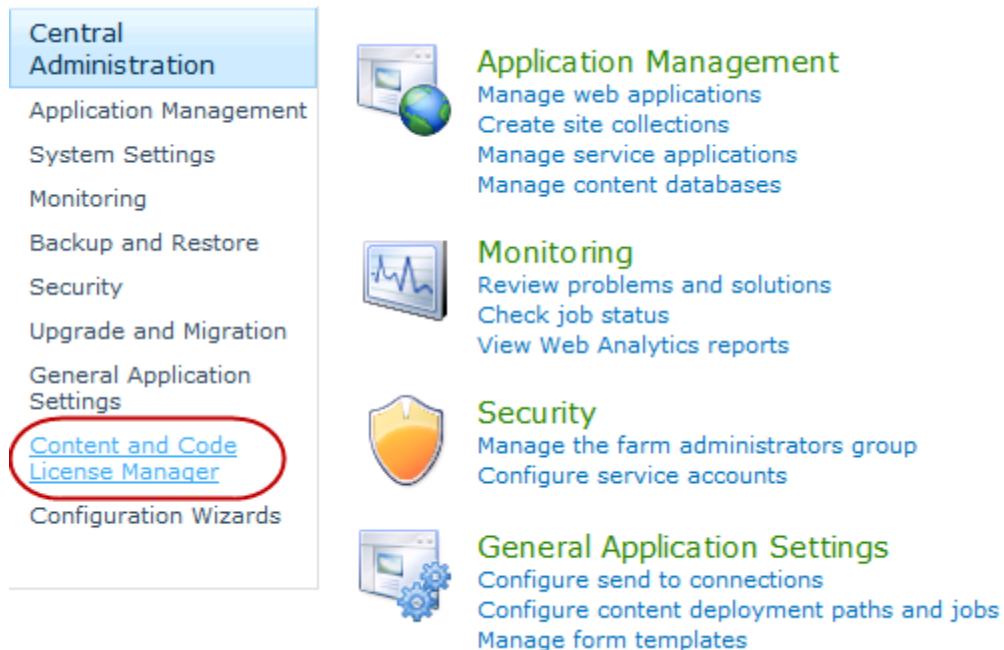


7. Click on Close

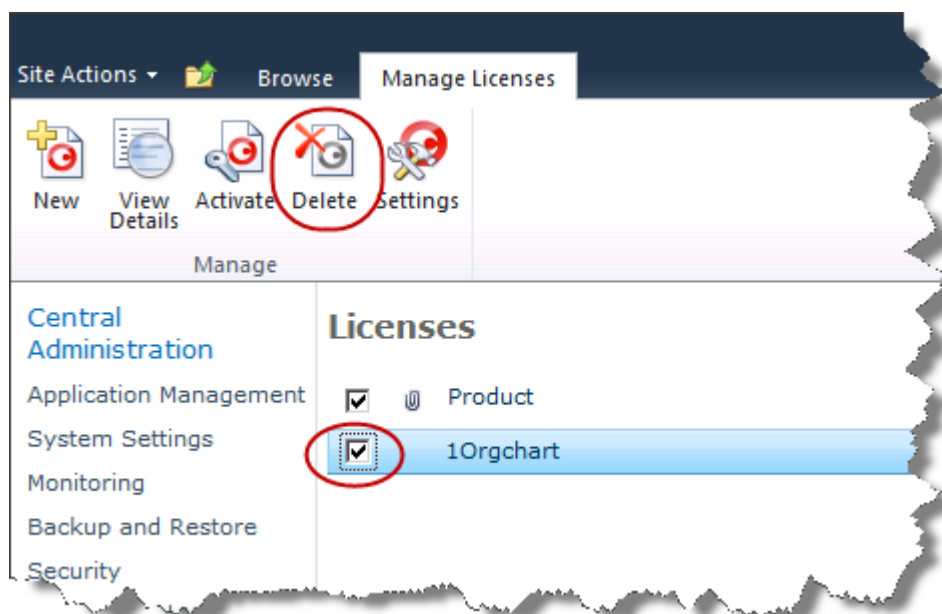
8 License Manager

To activate your product, please follow these steps.

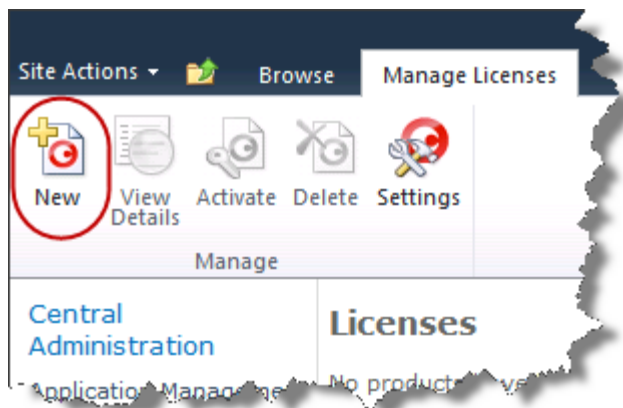
1. In **Central Administration**, click on **Content and Code License Manager**



2. Delete the current trial key of your product (Ensure that the selected license key is a Trial Key)




- Once deleted, click **New** in the ribbon



- Enter the License Key that license key provided within the Licensing email.

Enter Product License

Please copy the License Key into the form below and click on **Verify** followed by **Next**. If you have any problems copying the License Key information then please contact product.support@contentandcode.com.



License Key

UYFDjZ3hpZtT0/2mkJl1JbnhzetDFPQIv29
 rxRlsc+138hFQdcCh7WeB8tT/ANEVALITo7
 YFajbeweHE7Boo8BQNVCGs74/tQ2/+EE5cV
 +HjxYse1R8T0ocGnHLyDPRYSHSi4zK+yGuw
 BCu9BGLtPRcuRhmow+PioufIHAY6DeCqjaH

Verify

Product Key is Valid. Press Next to continue.

Product Name 1OrgChart 2010

Version 5

Edition Full

Expiration Date 8/7/2010


Next **Cancel**

- Click **Verify** and confirm that the details displayed are correct.
- Click **Next**

7. Click **Activate** to complete

Activate Product License

To activate your license online please verify the details below and click Activate.



Product Name	1OrgChart 2010
Version	5
Edition	Full
Expiration Date	8/13/2010 10:23:45 AM
License Key	UYFDjZ3hpZtT0/2mkJl1JbnhzetDFPQIv29 rxRlsc+138hFQdcCh7WeB8tI/ANEVALITo7 YFajbeweHE7Boo8BQNVCGs74/tQ2/+EE5cV +HjxYse1R8T0ocGnHLyDPRYSHSi4zK+yGuw BCu9BGLtPRcuRhmow+PioufIHAY6DeCaMKB

Activate the product manually

ActivateCancel

8.1 Activate the product manually


Once you have verified your license key, you can activate the product manually or online.

To activate the product manually, follow these steps:

1. Click **Activate the product manually**

Activate Product License

To activate your license online please verify the details below and click Activate.

 contentandcode

Product Name

1OrgChart 2010

Version

5

Edition

Full

Expiration Date

8/7/2010 5:17:15 PM

License Key

UYFDjZ3hpZtT0/2mkJl1JbnhzetDFPQIv29
rxRlsc+138hFQdcCh7WeB8tT/ANEVALITo7
YFajbeweHE7Boo8BQNVCGs74/tQ2/+EE5cV
+HjxYse1R8T0ocGnHLyDPYSHSi4zK+yGuw
BCu9BGLtPRcuRhmow+PioufIHAY6DeCqjaH

Activate the product manually


Activate

Cancel

2. Copy the Unique Activation Number (UAN) provided

Activate Product Manually

To activate your product, please follow the steps below.



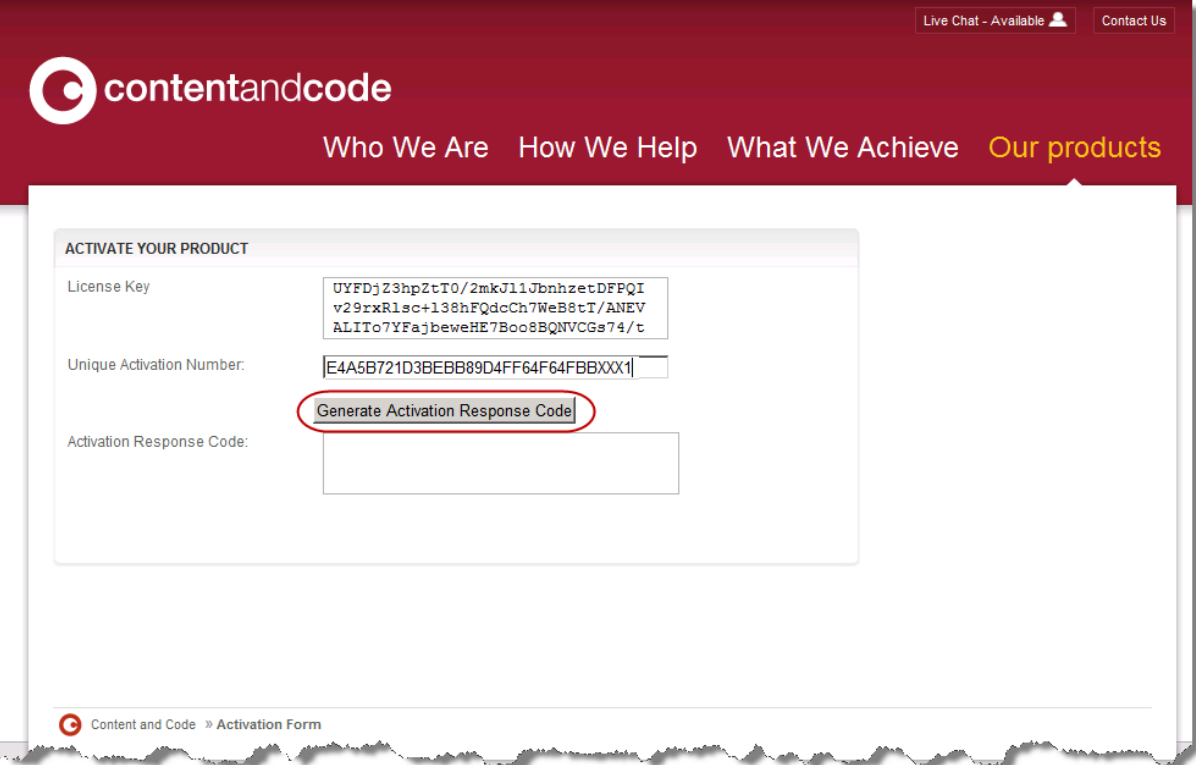
Step 1: Generate UAN
Generate a Unique Activation Number and copy it to your clipboard.
UAN


Step 2: Retrieve your new Offline License Key
Visit the [Content and Code Licensing Site](#) and use the Unique Activation Number to retrieve your new product license key.
<https://licensing.contentandcode.com/CcActivationWebService/LicenseActivationForm.aspx>


Step 3: Activate the product offline
Paste the Activation Response Code into the following text box and click "Activate".
ARC

3. Click on the link provided within **Step 2: Retrieve your new Offline License Key**

4. Within the online form, enter your **License Key** followed by your **UAN**



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ACTIVATE YOUR PRODUCT

License Key: UYFDjZ3hpZtT0/2mkJl1JbnhzetDFPQI
v29rxRlsc+138hFQdcCh7WeB8tI/ANEV
ALITo7YFajbeweHE7Boo8BQNVCGs74/t

Unique Activation Number: E4A5B721D3BEBB89D4FF64F64FBBXX1

[Generate Activation Response Code](#)

Activation Response Code:

 Content and Code » Activation Form

5. Click **Generate Activation Response Code**
6. Once your **ARC** has been generated, copy the generated text into the **ARC** field provided in **Step 3: Activate the product offline**

Activate Product Manually

To activate your product, please follow the steps below.



Step 1: Generate UAN

Generate a Unique Activation Number and copy it to your clipboard.

UAN

8934D41BFE7010975623D4E07EC4A32A

Step 2: Retrieve your new Offline License Key

Visit the [Content and Code Licensing Site](https://licensing.contentandcode.com/CcActivationWebService/LicenseActivationForm.aspx) and use the Unique Activation Number to retrieve your new product license key.

<https://licensing.contentandcode.com/CcActivationWebService/LicenseActivationForm.aspx>

Step 3: Activate the product offline

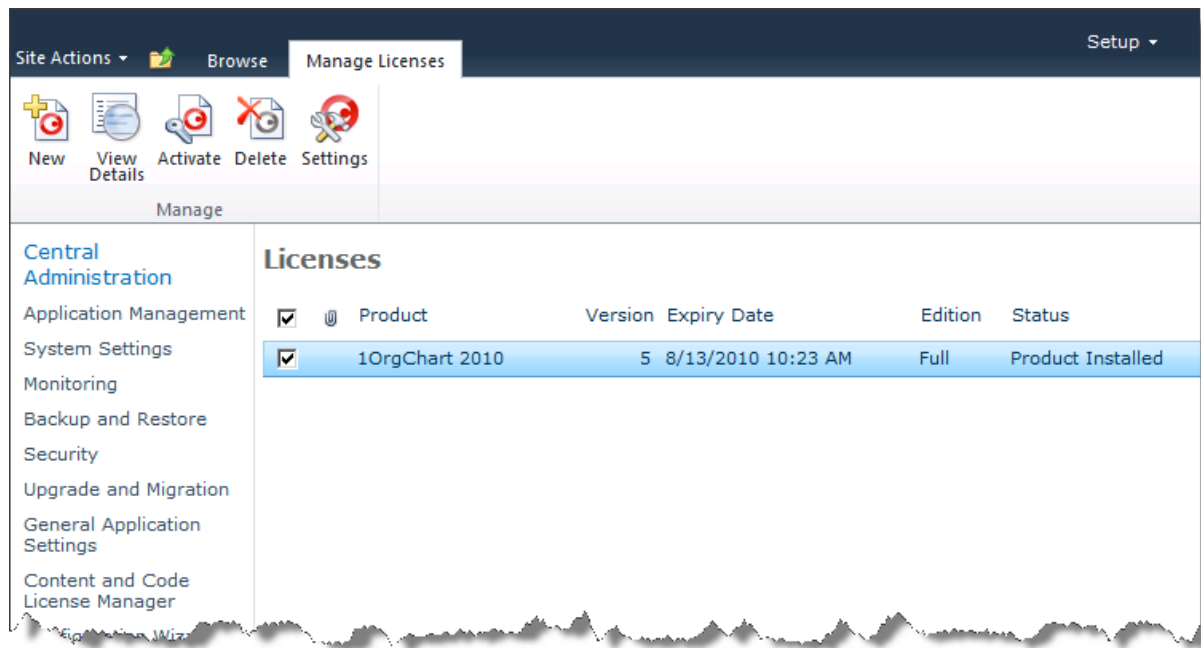
Paste the Activation Response Code into the following text box and click "Activate".

ARC

Activate

Cancel

7. Click **Activate**



The People Directory license key has now been successfully applied.