

# **Cloud Administrator Guide**

**Jive Extensions** 



# **Notices**

For details, see the following topics:

- Notices
- Third-party acknowledgments

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# Aurea global support

If you encounter a problem while using an Aurea product or require assistance with downloading the software or upgrading a product release, please, try to:

- Search the articles on the Aurea Knowledge Base for solutions to your issues.
- Search the product documentation and other product-related information that are also available on Support Central.

If you still cannot find a solution, open a ticket on Aurea Support Central. Information about the support organization is available on Support Portal as well.

You can also find the setup files on Support Portal.

For information about purchasing an upgrade or professional services, contact your account executive. If you do not know who your account executive is, or for other queries, contact us through our website.

# **1** Jive Extensions

Jive Extensions includes multiple add-ons, plug-ins, tiles, and integrations which:

- Elevate experience: Create visually appealing places, distribute content, and make your overall community look and feel more interesting.
- Make it easier: Simplify administrative workflows and processes within Jive.
- Add essential connections: Solutions that help to implement Jive as the work hub and integrate it into legacy systems, like SharePoint.

Jive Extensions from Aurea allows you to maximize your platform investment and extend your solution. Meet your unique business needs, increase the speed of innovation, and drive a tailored experience with our continually expanding library of extensions.

For details, see the following topics:

Supported browsers

## **Supported browsers**

Jive works with most current web browsers. Note that if you need to use Content Editor features, such as cut and paste, script access to the clipboard must be enabled.

- Microsoft Edge (Chromium-based).
- Apple Safari\* (on Macs only).
- Mobile Safari on iPhone and iPad for iOS 11 and later. (For a browser-independent native iOS phone app, be sure to look for the Jive Daily: Intranet on the go app, if your community uses it, in the App Store.)
- Mobile Chrome on Android devices for Android 8 and later. (For a browser-independent native Android phone app, be sure to look for the Jive Daily: Intranet on the go app, if your community uses it, in Google Play.)
- Mozilla Firefox\*.
- Google Chrome\*.

\* Google Chrome, Mozilla Firefox, Apple Safari, and Microsoft Edge browsers are released frequently. Jive Software makes every effort to test and support the latest version.

**Note:** The recommended minimum screen resolution for desktop devices is 1024 x 768. Results may vary if you use zoom to adjust your view to levels other than 100%.

#### Important notes and restrictions:

- Chromebook is not supported.
- Beta versions of web browsers are not supported, but they are quickly added to the supported list after they're formally released.
- Apps are not supported on mobile devices. These features may not work correctly on mobile devices.

# **2** Jive Extensions: Tiles

*Jive Extensions include multiple tiles that enhance user experience when using Jive.* 

For details, see the following topics:

- Advanced Document Viewer tile
- Advanced HTML tile
- Advanced Search tile
- Audio tile
- Calendar tile
- Content Filter tile
- Countdown tile
- Create a Post tile
- Formatted Text tile
- Grid Layout tile
- Jive Poll tile
- News Stream tile
- Recent Content tile
- RSS tile
- Slideshow tile
- Social Media tile
- Visibility Rules of JEP tiles
- General Settings of JEP tiles
- Allowing JavaScript usage for specific users

#### **Advanced Document Viewer tile**

This is a user-friendly tile to display any document within the tile.

Document attributes to display are configurable – author details, shares, comments, likes, and also structured outcomes (Final, Outdated, and Official). This tile:

- Shows a document on any tile page
- Allows configure document attributes
- Supports visibility rules

#### **Document Viewer Tile**

#### \$

#### Tile saved

Your tile is now configured and ready for publishing. You can make any changes to these settings using the links below.

#### Visibility Rules

Manage multiple visibility rules based on language preference, profile field, and security groups.

#### General Settings

Adjust various display options and messaging.

#### Document Viewer

Select document and display parameters.

Import / Export tile configuration?

SAVE TILE SETTINGS

CANCEL

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#### **Document Viewer Tile**

Please configure the following "Document Viewer" options for this tile:

#### Search Document

Select 👻			
Suppress document title and author information			
Suppress "Share", "Like", and "Comment" links			
Suppress content badges (e.g. Official, Final, Outdated)			
CONTINUE CANCEL			
Import / Export tile configuration?			
SAVE TILE SETTINGS	CANCEL	© 2020 Created by Jive Software	

## Installing Advanced Document Viewer Tile add-on

Advanced Document Viewer Tile is installed from the Add-ons page.

#### **Fastpath:** User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to install add-ons.

- 1. In the user interface, click on your avatar in the upper-right corner, and then select **Add-ons** to open the Add-ons page.
- 2. On the **Add-ons** tab, select **All Add-ons** on the right, and then select **Available** at the center of the page to see all available add-ons.
- 3. Find Advanced Document Viewer Tile in the list and click Install next to it.
- 4. In the **Confirm Install** box, select if the add-on should be visible to all users:
  - Clicking Install now makes it available for all community users immediately.
  - Clicking **Preview** makes it available only to you. After you have verified the setup, you will need to make the add-on available to other community users.
- 5. To verify that the add-on is installed, go to **Add-ons** tab, then select **All Add-ons** > **Installed** and find the add-on in the list.

The Advanced Document Viewer Tile add-on is installed.

## **Creating Advanced Document Viewer tiles**

Here you can find details on adding and configuring Advanced Document Viewer tiles.

#### **Adding Advanced Document Viewer tile**

To add the tile to the page:

- 1. Go to the place where you want to add a new tile.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select JEP: Advanced Document Viewer Tile under Tiles.



The tile is added to the page and you need to configure it. You can configure the tile anew or, if you already have similar tiles, copy the settings from another tile.

Document Viewer Tile		
	Visibility Rules	
	General Settings	
Visibiliy Rules allow you to configure to a certain group of user based on membership or Language (System	Document Viewer Settings	
memberenip er zanguage (eyeleni		
You can add a rule by clicking "Crea without rule to display the same Tile	ate Visibility Rule" or continue e content to all users.	
CREATE VISIBILITY RULE CC	ONTINUE W/O VISIBILITY RULES	
Import / Export tile configuration?		
SAVE TILE SETTINGS	ANCEL © 2020 Created by Jive Software	
Visibiliy Rules allow you to configure to a certain group of user based on membership or Language (System ) You can add a rule by clicking "Create without rule to display the same Tile CREATE VISIBILITY RULE CO Import / Export tile configuration? SAVE TILE SETTINGS CA	Document Viewer Settings	

#### **Configuring General Settings**

To set up general tile settings:

- 1. Select Gear Icon > General settings .
- 2. Configure the general settings. For the detailed instructions, see General Settings of JEP tiles on page 162.
- 3. Click Save Tile Settings.

#### **Configuring Visibility Rules**

To set up general tile settings:

- 1. Select Gear Icon > Visibility Rules .
- 2. Configure a new visibility rule or select an existing one. For the detailed instructions on creating new rules, see Visibility Rules of JEP tiles on page 157.
- 3. Click Save Tile Settings.

#### **Configuring Advanced Document Viewer Settings**

To configure settings specific to Advanced Document Viewer tiles:

Document Viewer Tile		
Please configure the following "Document Viewer" options for this tile: Search Document		
-		
Suppress document title and author information		
Suppress "Share", "Like", and "Comment" links  Suppress content bodges (e.g. Official Final Outdated)		
CONTINUE CANCEL		
Import / Export tile configuration?		
SAVE TILE SETTINGS CANCEL © 2020 Created by Jive Software		

- 1. Click the gear icon > Document Viewer Settings .
- 2. Under **Search Document**, select the document you want to be displayed in the tile.
- 3. Select display options:

Options	Description
Suppress document title and author information	When selected, hides the title and author information.
Suppress "Share", "Like", and "Comments" links	When selected, hides share, like, and comments links.
Suppress content badges (e.g. Official, Final, Outdated)	When selected, hides the outcome badge.

Hiding the document details may be useful, for example, for using a single document as a 'table of contents' of a place. Or for reusing a list of useful links between several places.

4. Click Save Tile Settings.

Advanced Document Viewer is configured successfully.

#### Copying settings from another tile

Use the currently configured settings of a tile in another environment or instance by using the **Import / Export tile configuration?** option.

**Note:** The Export/Import feature is also a great way to save previous configurations as a backup.

To copy settings from another tile of the same type:

Import / Export tile config	juration?	
SAVE TILE SETTINGS	CANCEL	© 2021 Created by Jive Software

Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

## Advanced HTML tile

Flexible HTML tile that allows you to insert HTML and JavaScript to improve the look and feel of your community.

Advanced HTML tiles:

- Support HTML and JavaScript
- Adjust height automatically to content
- · Are permission-based for high security

ADVANCED HTML TILE - DEMO



## Installing Advanced HTML Tile add-on

Advanced HTML Tile is installed from the Add-ons page.

#### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to install add-ons.

- 1. In the user interface, click on your avatar in the upper-right corner, and then select **Add-ons** to open the Add-ons page.
- 2. On the **Add-ons** tab, select **All Add-ons** on the right, and then select **Available** at the center of the page to see all available add-ons.
- 3. Find Advanced HTML Tile in the list and click Install next to it.
- 4. In the **Confirm Install** box, select if the add-on should be visible to all users:
  - Clicking Install now makes it available for all community users immediately.
  - Clicking **Preview** makes it available only to you. After you have verified the setup, you will need to make the add-on available to other community users.
- 5. To verify that the add-on is installed, go to **Add-ons** tab, then select **All Add-ons** > **Installed** and find the add-on in the list.

The Advanced HTML Tile add-on is installed.

## **Creating Advanced HTML tiles**

Here you can find details on adding and configuring Advanced HTML tiles.

#### Adding Advanced HTML tile

To add the tile to the page:

- 1. Go to the place where you want to add a new tile.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select JEP: Advanced HTML under Tiles.

CATEGORIES	TILE
Collaboration	JEP: Advanced HTML Display an HTML page
Graphic Elements	JEP: Advanced Search
Lists - Custom	JEP: Countdown Tile
Lists - Dynamic	Create a countdown timer
Support	JEP: Grid Tile Display a grid of links.
External Add-ons	► JEP: Place Grid Tile Display recent spaces, groups & projects

The tile is added to the page and you need to configure it. You can configure the tile anew or, if you already have similar tiles, copy the settings from another tile.

#### **Configuring General Settings**

To set up general tile settings:

- 1. Select Gear Icon > General settings .
- 2. Configure the general settings. For the detailed instructions, see General Settings of JEP tiles on page 162.
- 3. Click Save Tile Settings.

#### **Configuring Visibility Rules**

To set up general tile settings:

- 1. Select Gear Icon > Visibility Rules .
- 2. Configure a new visibility rule or select an existing one. For the detailed instructions on creating new rules, see Visibility Rules of JEP tiles on page 157.
- 3. Click Save Tile Settings.

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#### Configuring Advanced HTML Settings

To configure settings specific to Advanced HTML tiles:

## Advanced HTML Tile

Please configure the following "HTML" settings for this tile:

HTML Markup \*

Input HTML here

Markup will be injected into the body of the the page. No need to declare <html>, <head>, or <body> tags.

SAVE HTML		
Import / Export tile configura	tion?	
SAVE TILE SETTINGS	CANCEL	© 2020 Created by Jive Software

- 1. Click the gear icon > HTML .
- 2. Define HTML code with or without Java script.

HTML

\$

Please configure the following "HTML" settings for this tile:

HTML Markup *		
Input HTML here		
Markup will be injected into the body of the <body> tags.</body>	the page. No ne	eed to declare <html>, <head>, or</head></html>
Import / Export tile configuration	1?	
SAVE TILE SETTINGS	CANCEL	© 2019 Created by Jive Software

Insert the HTML code within  $< div > \ldots < /div >$  to wrap the content, as the tile already provides the html, head, and body tags.

**Caution:** All JavaScript is stripped out from the HTML configurations for users who are not added to the defined Security Group. For more information, see Allowing JavaScript usage for specific users on page 167.

#### 3. Click Save Tile Settings.

On saving the settings, the message confirming the Advanced HTML configurations appears.

4. Save tile settings.

Advanced HTML is configured successfully.

## **Copying settings from another tile**

Use the currently configured settings of a tile in another environment or instance by using the **Import / Export tile configuration?** option.

**Note:** The Export/Import feature is also a great way to save previous configurations as a backup.

To copy settings from another tile of the same type:



Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

#### An example of Advanced HTML tile

An Advanced HTML may look like this.



- General Settings:
  - Title: Sample Title: Advanced HTML
  - Display Tile Title: Selected
  - Headline: Headline (center aligned)

- **Description**: Describe the use case for this tile here in one or two lines. This setting is left aligned.
- Description Alignment: Left
- Background Image URL
- Padding: 20px (all around)
- Action label + URL: AureaWorks and a link provided
- HTML: Code with JavaScript provided

```
<div>
 <h4>Here is a sample HTML code. </h4>
 This part of the text will be automatically considered as the
body of the page. No need to declare the tags < html >, < head >, or < body >
tags.
  <div>
   <div id="demo text"></div>
   <br/>
   <div id="demo image"></div>
  </div>
 <button type="button" onclick="buttonClick()" id="more">More Info</button>
</div>
<script>
function buttonClick() {
. . .
</script>
```

## **Advanced Search tile**

Highly configurable search tile featuring a hero image, type-ahead results, and content type filtering that can be used to query content from multiple places or community-wide.

Advanced Search tile:

- · Allows piking multiple places
- · Allows all content types, people, places
- · Has configurable front-end filters





## Installing Advanced Search Tile add-on

Advanced Search Tile is installed from the Add-ons page.

#### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to install add-ons.

- 1. In the user interface, click on your avatar in the upper-right corner, and then select **Add-ons** to open the Add-ons page.
- 2. On the **Add-ons** tab, select **All Add-ons** on the right, and then select **Available** at the center of the page to see all available add-ons.
- 3. Find Advanced Search Tile in the list and click Install next to it.
- 4. In the **Confirm Install** box, select if the add-on should be visible to all users:
  - Clicking Install now makes it available for all community users immediately.
  - Clicking **Preview** makes it available only to you. After you have verified the setup, you will need to make the add-on available to other community users.
- 5. To verify that the add-on is installed, go to **Add-ons** tab, then select **All Add-ons** > **Installed** and find the add-on in the list.

The Advanced Search Tile add-on is installed.

## **Creating Advanced Search tiles**

Here you can find details on adding and configuring Advanced Search tiles.

#### Adding Advanced Search tile

To add the tile to the page:

- 1. Go to the place where you want to add a new tile.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select JEP: Advanced Search Tile under Tiles.

	Add a tile
CATEGORIES	TILE
Collaboration	JEP: Advanced HTML Display an HTML page
Graphic Elements	JEP: Advanced Search
Lists - Custom	Search the community with various filters.
Lists - Dynamic	JEP: Countdown Tile Create a countdown timer
Support	JEP: Create a post Create a post for the place you are at.
External Add-ons	JEP: Grid Tile

The tile is added to the page and you need to configure it. You can configure the tile anew or, if you already have similar tiles, copy the settings from another tile.

General Settings	
Ceneral Cettings	General Settings
Please configure the following "General" settings for	<sup>t/</sup> Search Options
Title	Tile Settings

#### **Configuring General Settings**

To set up general tile settings:

- 1. Select Gear Icon > General settings .
- 2. Configure the general settings. For the detailed instructions, see General Settings of JEP tiles on page 162.
- 3. Click Save Tile Settings.

#### **Configuring Advanced Search Settings**

To configure settings specific to Advanced Search tiles:

- 1. Click the gear icon > Search Options .
- 2. Specify the **Design Options** settings:

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# Search Options

Please configure the following "Search" options for this tile:

Design options	^
Placeholder text	
Start typing	
Label text	
Search	
Will only be visible to screen readers	
Style	Link color
Spotlight -	# 3778c7
Number of results	Columns
10 -	1 -
	Will default to one column for narrow and mobile display.

Options	Description
Placeholder text	The text that is displayed as default text to guide the user, for example, Start Typing.
Label text	The text that is displayed on the Tile to screen readers.
Style	The style used to display the Search feature with Spotlight or Hero effect.

Options	Description
Link color	The link color. You can use the color picker to select one.
Number of results	The number of search results to be displayed.
	The number of columns to be displayed.
Columns	In the multi-column layout, the results are displayed row- wise, that is, from left to right.

3. Select the desired **Content types** for the search results.



4. Enable the **Show search filters?** to display the various content types to use.

Search filters		^
Show search filte	ers?	
Set the types of filters bas be selected for the filter to	ed on "Content type" to use. At show up.	least two filters will need to
Tasks	Blog Posts	✓ Ideas
Documents	Status updates	Polls
Videos	Discussions	Events

5. In the **Places filter** screen, select the places to search content from or enable to search in the entire community.



6. Set an external site for search purposes in the Jive Community by providing Link text and Link URL.

External search	^
Link text	
Link URL	
http://	

- 7. Click **Save Search Settings** at the bottom of the screen to save the specified configurations for the Tile Search options configured.
- 8. Click **Continue** to configure the Tile further.
- 9. Click Save Tile Settings.

Advanced Search is configured successfully.

## Copying settings from another tile

Use the currently configured settings of a tile in another environment or instance by using the **Import / Export tile configuration?** option.

**Note:** The Export/Import feature is also a great way to save previous configurations as a backup.

To copy settings from another tile of the same type:

Import / Export tile configu	uration?	
SAVE TILE SETTINGS	CANCEL	© 2021 Created by Jive Software

Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

## An example of Advanced Search tile

An Advanced Search may look like this.

#### Example 1

'LE FOR J	JEP ADVANCED SEARCH TILE	
н	leadline of Tile can be mentioned here (centrally aligned)	
Descrip	ption of Tile (this is left aligned)	
Q	Enter search text here	l
Sort b	v Relevance ▼ Only show All selected types ▼	
111		

- General Settings:
  - Tile Title: Title for JEP Advanced Search Tile
  - Display Tile Title: < Enabled>
  - **Headline**: Headline of Tile can be mentioned here (centrally aligned)
  - **Description**: Description of Tile (this is left aligned)
  - Background Image URL
- Search Settings:
  - Design Options Placeholder Text: Enter search text here
  - Style: Spotlight

#### Example 2

1	Quick search in our Community!
	Q Looking for
Sort by Relevance V	Only show All selected types V

- General Settings:
  - Headline: Quick search in our Community!
  - Background Image URL
- Search Settings:
  - **Design Options > Placeholder Text** : Looking for ...
  - Style: Hero

## Audio tile

A soundboard with highly customizable player controls.

Useful in playing audio files, like corporate podcasts, on any place page, the Audio tile allows for various user-defined audio files to be configured. The tile also:

- Aides sequencing of audio tracks, besides allowing playback control looping the tracks continuously.
- Enables users to configure a list of audio files or podcasts to be played on a place page.
- Comes with two layouts (Player and Player with Playlist) and has configurable branding settings to adjust to your corporate design.
- Allows for your configurations to be saved for reuse.
| Vision 2025+<br>Scott Brighton         |  | •              |                                 |
|--|--|----------------|---------------------------------|
| Sales Update<br>Ben Cohen              |  | •              |                                 |
| Marketing Update<br>Eric Levine        |  | • •            | Playlist items (2)              |
| Vision 2025+ - Scott Brighton<br>00:00 | 03:48 Ⅰ 〇 ▶ ♂ 쓰 ◀೫                     | • ≣            | QBR Recording Nov 25th          |
|  |  |                | News Update     December 20     |
|  | Scott Brighton<br>Message from the CEO | ¢              | QBR Recording Nov 25th 00:00 03 |
| 00:00 👩                                | 03:48 💽 📥                              | <b>∢</b> » ——• |                                 |
|  |  |                |                                 |

**Note:** Supported audio file formats: mp3, wav (not Edge or Internet Explorer), ogg (not Edge or Internet Explorer).

# Installing Audio Tile add-on

Audio Tile is installed from the Add-ons page.

### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to install add-ons.

- 1. In the user interface, click on your avatar in the upper-right corner, and then select **Add-ons** to open the Add-ons page.
- 2. On the **Add-ons** tab, select **All Add-ons** on the right, and then select **Available** at the center of the page to see all available add-ons.
- 3. Find Audio Tile in the list and click Install next to it.
- 4. In the **Confirm Install** box, select if the add-on should be visible to all users:
  - Clicking Install now makes it available for all community users immediately.
  - Clicking **Preview** makes it available only to you. After you have verified the setup, you will need to make the add-on available to other community users.
- 5. To verify that the add-on is installed, go to **Add-ons** tab, then select **All Add-ons** > **Installed** and find the add-on in the list.

The Audio Tile add-on is installed.

# **Creating Audio tiles**

Here you can find details on adding and configuring Audio tiles.

## Adding Audio tile

To add the tile to the page:

- 1. Go to the place where you want to add a new tile.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select JEP: Audio Tile under Tiles.



The tile is added to the page and you need to configure it. You can configure the tile anew or, if you already have similar tiles, copy the settings from another tile.

# Audio Tile

\$

Please configure the following "General" settings for this tile:

Title

Г

Display tile title?

Headline	~
Description	~
Background image	~
Action Link	~
HTML	~
Font Settings	~
SAVE GENERAL SETTINGS CONTINUE	

Import / Export tile configurat	ion?		
SAVE TILE SETTINGS	CANCEL	© 2	2020 Created by Jive Software
Audio Tile			General Settings
Please configure the following "General" settings for th		Player Settings	
Title			Audio Items

## **Configuring General Settings**

To set up general tile settings:

- 1. Select Gear Icon > General settings .
- 2. Configure the general settings. For the detailed instructions, see General Settings of JEP tiles on page 162.
- 3. Click Save Tile Settings.

### **Configuring Audio tile-specific settings**

To configure settings specific to Audio tiles:

Configuring Player Settings of Audio tile

- 1. Click the gear icon > Player Settings .
- 2. Enter a Title as headline of playlist.
- 3. Choose a Layout from the options:

Audio Tile	\$
Please fill in the required field below: Title	
Plavlist	
Lay Player	
F Player + List	Ŧ

Options	Description
Player	Displays the Player buttons.
Player List	Displays the Audio list along with the Player buttons.

4. If Player List is selected, select the options for displaying the Player Settings:

Layout				
Playe	er + List			Ŧ
Player	settings			
P	lay/Pause	<b>~</b>	Next/Previous	
<b>V</b>	olume	<b>~</b>	Download	
P	rogress Bar	<b>~</b>	Audio Title	
🗸 Р	lay Mode		Reload	

Options	Description			
Play/Pause	(Mandatory) Displaying the toggle button.			
Next/Previous	Moving to the Previous/Next track.			
Volume	Controlling the audio volume.			
Download	Providing the user an option to download the track.			
Progress bar	bar Tracking the active audio which also aids easy pause/resume feature.			
Audio Title	Displaying the name of the audio tracks.			
	When displayed, toggle to:			
	<ul> <li>Play in order: Playing the tracks in sequence.</li> </ul>			
Play Mode	<ul> <li>List in loop: After all tracks are played, repeating playing the tracks, starting from the first track.</li> </ul>			
	<ul> <li>Single loop: Playing all tracks in sequence once and thereafter stop.</li> </ul>			
	<ul> <li>Shuffle Playback: Playing all tracks by shuffling the sequence.</li> </ul>			

On a tile, the controls are displayed as follows:

Bedtim	e Stories - Jay Chou		14	•	NI.	0	ماد	-		_	
00:00	•	03:48		•						=	
	Progress bar		Prev Pl	ay/Paus	e Next	Reload	l Dnloa	d Volu	ume	Play M	lode

5. Select the **Branding colors** as required, for:



- (Player) Controls Color and (Player) Controls Hover Color
- Text Color of the audio track name
- (Playlist) Header Text Color
  - (Audio track) Row Hover Color
- 6. Click **Continue** to save the **Audio Settings**. Configuring **Audio Items** of Audio tile
- 7. Add, update, and delete audio tracks in the tile. To add an audio track, select **Create Item**.

Audio Tile		۵
	There are no items yet	
CREATE ITEM	BACK	

8. Provide the track details as appropriate:

Audio Tile	\$
Title *	
Description	
Icon	
<b>≕</b> , queue_music	
Audio file URL *	
Supported File Formats: mp3, wav(not Edge/IE), ogg(not Edge/IE)	
SAVE CANCEL	

**Note:** Supported audio file formats: mp3, wav (not Edge or Internet Explorer), ogg (not Edge or Internet Explorer).

Options	Description
Title	(Mandatory) Track title.
Description	Track description.
lcon	Track icon. Use the icon picker to select an icon.
Audio File URL	(Mandatory) URL of the track file.

9. To edit the audio tracks, use the pencil icon to edit it, trashcan-icon to delete it and drag the tracks configured to move them up/down the playlist.

Au	dio Tile		\$
	Title		
H	Bedtime Stories	1	Î
H	Despacito	1	Î
H	Dorost Nemisham	1	Î
		Drag items	to reorder

10Click **Continue** to save the **Audio Settings**. 11Click **Save Tile Settings**.

Audio tile is configured successfully.

# Copying settings from another tile

Use the currently configured settings of a tile in another environment or instance by using the **Import / Export tile configuration?** option.

**Note:** The Export/Import feature is also a great way to save previous configurations as a backup.

To copy settings from another tile of the same type:



- 1. Open the tile from which you want to copy the settings.
- 2. Select Import / Export tile configuration? to copy the entire tile configuration.
- 3. On the instance where the tile is to be recreated, add a new tile of the same type and click **Import / Export tile configuration?**.
- 4. Delete the code displayed and paste the configuration data copied.
- 5. Click Update configuration data to save the settings.
- 6. Click **Save Tile Settings** to save all the configured settings.

# Calendar tile

A user-friendly tile that displays Jive native events in various calendar layouts.

The Calendar tile can be configured to present events of one or more places. Apart from the standard events attributes (Title, Time, Organizer), other attributes can be displayed, such as Likes count, View count, and Comment count. The tile also offers different layout options, such as events to be displayed for current day, week, or month.

Calendar tile:

- Displays events in various layouts.
- Allows configuring meta data of events.
- Allows creating new events from the tile.

Calendar Settings	۵
Please configure the following "Calendar" options for this tile:	
Places	~
Events	~
Layout	^
Describe the layout type to display calendar grid in view Layout *	
Agenda     Agenda	
Day start time * Day end time *	
09:00 AM × 06:00 PM	х
CONTINUE	
Import / Export tile configuration?	
SAVE TILE SETTINGS CANCEL © 2020 Created by Jac	ve Software

#### Calendar Settings

Please configure the following "Calendar" options for this tile:

Places		^
Select the places for eve	nts	
New Group (	xoup 🔇	× •
Group place events by c	olor	
Place	BG Color	Text Color
New Group		$\bullet$
NM Space		
Curate Tool Group		

	Wed 08/04	Thu 09/04	Fri 10/04
09:00am			09:00AM - SM Mobile alpha test-S4
10:00am		10:00AM - 11:30AM SM Mobile alpha test	
11:00am			
12:00pm	12:00PM - Team meet		12:00PM - 12:45PM New Group ScaleNet Launch!
01:00pm			
02:00pm	02:00PM - 02:45PM LKX - Go/No-go Meet		02:00PM - LKX Best Employee Poll!
03:00pm			
	04:00PM - 05:00PM		

۵

8 – 10 A	pr 2020			Create Event
Wednesd	lay (08 Apr. 2020)			*
12:00PM	- 12:30PM			
• Team m	neet			
02:00PM	- 02:45PM			
• LKX - G	Go/No-go Meet			
04:00PM	- 05:00PM			
SD-FS	Review			
Thursday	(09 Apr. 2020)			
10:00AM	- 11:30AM			
SM Mol	bile alpha test			
02:15PM	- 02.45PM			
SM Mol	bile - KL Signoff			
Friday (10	0 Apr. 2020)			
09:00AM	- 09:20AM			
SM Mol	bile alpha test-S4			
12:00PM	- 12:45PM			
New Gr	roup ScaleNet Launch!			
02:00PM	- 02:30PM			
LKX Be	est Employee Poll			*
8 April	2020		Create Event	today < >
		Wednesday		
09:00am				
10:00am				
11:00am				
12:00pm	12:00PM - Team meet			
01:00pm				
02:00pm	02:00PM - 02:45PM LKX - Go/No-go Meet			
03:00pm				
04:00pm	04:00PM - 05:00PM			
04.00pm	SD-FS Review			
05:00pm				

# Installing Calendar Tile add-on

Calendar Tile is installed from the Add-ons page.

### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to install add-ons.

- 1. In the user interface, click on your avatar in the upper-right corner, and then select **Add-ons** to open the Add-ons page.
- 2. On the **Add-ons** tab, select **All Add-ons** on the right, and then select **Available** at the center of the page to see all available add-ons.
- 3. Find Calendar Tile in the list and click Install next to it.

- 4. In the **Confirm Install** box, select if the add-on should be visible to all users:
  - Clicking Install now makes it available for all community users immediately.
  - Clicking **Preview** makes it available only to you. After you have verified the setup, you will need to make the add-on available to other community users.
- 5. To verify that the add-on is installed, go to **Add-ons** tab, then select **All Add-ons** > **Installed** and find the add-on in the list.

The Calendar Tile add-on is installed.

## **Creating Calendar tiles**

Here you can find details on adding and configuring Calendar tiles.

## Adding Calendar tile

To add the tile to the page:

- 1. Go to the place where you want to add a new tile.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select JEP: Calendar Tile under Tiles.



The tile is added to the page and you need to configure it. You can configure the tile anew or, if you already have similar tiles, copy the settings from another tile.

General Settings	¢
Please configure the following "General" settings for this tile:	
Display tile title?	
Headline	~
Description	~
Background image	~
Action Link	~
SAVE GENERAL SETTINGS CONTINUE	
Import / Export tile configuration?	
SAVE TILE SETTINGS CANCEL © 2020 Created by Jin	ve Software

### **Configuring General Settings**

To set up general tile settings:

- 1. Select Gear Icon > General settings .
- 2. Configure the general settings. For the detailed instructions, see General Settings of JEP tiles on page 162.
- 3. Click Save Tile Settings.

## **Configuring Visibility Rules**

To set up general tile settings:

- 1. Select Gear Icon > Visibility Rules .
- 2. Configure a new visibility rule or select an existing one. For the detailed instructions on creating new rules, see Visibility Rules of JEP tiles on page 157.
- 3. Click Save Tile Settings.

## **Configuring Calendar tile-specific settings**

To configure settings specific to Calendar tiles:

- 1. Click the gear icon > Calendar Tile Settings .
- 2. Enter the **Place(s)** to set the events.



3. Select the **Event** attributes to be displayed for an event:

Events		^
Control the visibility of ev	ent attributes.	
✓ Title	Time	<ul> <li>Author</li> </ul>
Location	Likes Count	View Count
Comment Coun	t	
Counts and author deta	ails are visible on hover card	1.

An event can be distinguished by the following attributes: Title, Time, Author, Location, Likes Count, View Count, and Comment Count.

4. Describe the **Layout** to be displayed when the configuration of the tile is rendered:

to displa	y calenda	r grid in view		
$\bigcirc$	1 Day	۲	3 Days	
$\bigcirc$	Month			
		Day end time *		
	to displa	to display calenda	to display calendar grid in view          1 Day       Image: Constraint of the state of the	to display calendar grid in view O 1 Day O 3 Days O Month Day end time *

- Agenda: Select the maximum number of events to be displayed from the dropdown values 1, 3, 5, 10, 25
- 1 Day (Today), with event start/end times
- **3 Days** (Today + 2 days), with event start/end times
- Week (Monday to Friday), with event start/end times
- Month

To set the display hours, select the **Day start time** and **Day end time** using the time picker.

5. Select **Continue** to save the settings.

#### 6. Click Save Tile Settings.

Calendar tile is configured successfully.

After the tile is rendered, you can use the options on the upper right to browse events: **Create Event**, display events for **Today**, browse events for days previously or in future < >.

May 10	– 12, 2020		Create Event today < >
	Sun 5/10	Mon 5/11	Tue 5/12
10:00am			
11.00			

# Copying settings from another tile

Use the currently configured settings of a tile in another environment or instance by using the **Import / Export tile configuration?** option.

```
Note: The Export/Import feature is also a great way to save previous configurations as a backup.
```

To copy settings from another tile of the same type:



Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

## An example of Calendar tile

An Calendar may look like this.

### Example of Calendar tile with 3 Days layout

8 – 10 /	Apr 2020		Create Event today < >
	Wed 08/04	Thu 09/04	Fri 10/04
09:00am			09:00AM - SM Mobile alpha test-S4
10:00am		10:00AM - 11:30AM SM Mobile alpha test	
11:00am			
12:00pm	12:00PM - Team meet		12:00PM - 12:45PM New Group ScaleNet Launch!
01:00pm			
02:00pm	02:00PM - 02:45PM LKX - Go/No-go Meet		02:00PM - LKX Best Employee Poll!
03:00pm			
04:00pm	04:00PM - 05:00PM SD-FS Review		
05:00pm			

### Calendar Settings:

- Select various places with text color Black and different background colors
- Event: All attributes selected
- Layout: 3 Days

### Example of Calendar tile with Agenda layout

8 – 10 Apr 2020	Create Event
Wednesday (08 Apr. 2020)	*
12:00PM - 12:30PM	
Team meet	
02:00PM - 02:45PM	
LKX - Go/No-go Meet	
04:00PM - 05:00PM	
<ul> <li>SD-FS Review</li> </ul>	
Thursday (09 Apr. 2020)	
10:00AM - 11:30AM	
<ul> <li>SM Mobile alpha test</li> </ul>	
02:15PM - 02:45PM	
SM Mobile - KL Signoff	
Friday (10 Apr. 2020)	
09:00AM - 09:20AM	
SM Mobile alpha test-S4	
12:00PM - 12:45PM	
New Group ScaleNet Launch!	
02:00PM - 02:30PM	
LKX Best Employee Poll!	-

### Calendar Settings:

- Select various places with text color Black and different background colors
- Event: All attributes selected
- Layout: Agenda

# **Content Filter tile**

This tile enhances search functionality via a multi-select feature that enables you to customize multiple sections each having various drop-down (search) values.

Each value corresponds to on or more tags, based on which the search results are displayed. Moreover, the search feature can be configured for specific places or globally in the entire community and the results can be chronologically displayed in different sorting sequences.

Content Filter tile:

- Has fully adaptable sections and drop-downs (multi-select)
- · Allows assigning of each value to one or more tags
- Returns results that are searched based on drop-down value (tag) selection



# Installing Content Filter Tile add-on

Content Filter Tile is installed from the Add-ons page.

### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to install add-ons.

- 1. In the user interface, click on your avatar in the upper-right corner, and then select **Add-ons** to open the Add-ons page.
- 2. On the **Add-ons** tab, select **All Add-ons** on the right, and then select **Available** at the center of the page to see all available add-ons.
- 3. Find Content Filter Tile in the list and click Install next to it.
- 4. In the **Confirm Install** box, select if the add-on should be visible to all users:
  - Clicking Install now makes it available for all community users immediately.

- Clicking **Preview** makes it available only to you. After you have verified the setup, you will need to make the add-on available to other community users.
- 5. To verify that the add-on is installed, go to **Add-ons** tab, then select **All Add-ons** > **Installed** and find the add-on in the list.

The Content Filter Tile add-on is installed.

# **Creating Content Filter tiles**

Here you can find details on adding and configuring Content Filter tiles.

## **Adding Content Filter tile**

To add the tile to the page:

- 1. Go to the place where you want to add a new tile.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select JEP: Content Filter Tile under Tiles.



The tile is added to the page and you need to configure it. You can configure the tile anew or, if you already have similar tiles, copy the settings from another tile.

Tag Filter Tile	General settings
Please configure the following "General" settings for t	Filter settings
	Manage Sections
Display tile title?	
Headline	~
Description	~
Background image	~
Action Link	~
Font Settings	~
CONTINUE	
Import / Export tile configuration?	
SAVE TILE SETTINGS CANCEL ©	2020 Created by Jive Software

## **Configuring General Settings**

To set up general tile settings:

- 1. Select Gear Icon > General settings .
- 2. Configure the general settings. For the detailed instructions, see General Settings of JEP tiles on page 162.
- 3. Click Save Tile Settings.

## **Configuring Content Filter tile-specific settings**

To configure settings specific to Content Filter tiles:

Configuring Filter Settings of Content Filter tile

1. Click the gear icon > Filter Settings .

Tag Filter Tile	۵
Search In Entire Community	
Show Text Filter 🖌 Show 'Sort by'	
Default Sort	
Sort by date created: newest first	-
Column Count	
1	-
Item Count	
10	
Maximum 45 items	
CONTINUE	
Import / Export tile configuration?	
SAVE TILE SETTINGS CANCEL © 2020 Created by Jive	Software

- 2. Enable **Search in the Entire Community**; else the search will default to the current place.
- 3. Enable or disable the Text Filter.
- 4. Enable the Sort feature Show 'Sort' by.
- 5. Select the **Default Sort** sort by Date, Activity, or Title.

- 6. Select the **Column Count** to be displayed in the search results (1-3).
- 7. Specifying the **Item Count**, that is, the number of search items to be displayed in the search results.
- 8. Click **Continue** to move to the next screen.

```
Configuring Manage Sections of Content Filter tile
```

9.

10Click the gear icon > Manage Sections .

Tag Filter Tile		\$
There a	are no items ye	
CREATE SECTION		
Import / Export tile configuration	on?	
SAVE TILE SETTINGS	CANCEL	© 2020 Created by Jive Software

11Click **Create Section** to create multiple sections to group the respective drop-down filters.

12In the Create Section screen, do the following:

Tag Filter Tile	*
Title *	
Section Dropdowns	
ADD DROPDOWN	
SAVE CANCEL	
Import / Export tile configuration?	
SAVE TILE SETTINGS CANCEL © 2020 Created by Jive	Software

- a) Enter the section **Title**.
- b) Click Add Dropdown to add the list of drop-down values.
- c) Use the **^** and **v** drop-down values to rearrange the drop-down values within a defined section.

Tag Filter Tile	\$
Title *	
Section Dropdowns Dropdown 1* ADD DROPDOWN	^ ~ <b>I</b>
SAVE CANCEL	
Import / Export tile configuration?	
SAVE TILE SETTINGS CANCEL	© 2020 Created by Jive Software

- d) Repeat these steps to add as many section titles with their drop-down values as required.
- e) Click **Save**, which is enabled after at least one section is configured, to save the section settings.
- 13In the next screen, the sections configured can be managed as follows:

Tag Filter Tile	\$
Title	<u> </u>
Section 1	1
1. Dropdown1	= 1
2. Dropdown 2	
Section 2	∕ ≣
1. S2 Dropdown 1	= 1
2. S2 Dropdown 2	= 1
	Drag items to reorder
CREATE SECTION CONTINUE	
Import / Export tile configuration?	
SAVE TILE SETTINGS CANCEL	© 2020 Created by Jive Software

- a) Edit the section configurations using the pencil icon.
- b) Delete the section configuration using the trash can icon.
- c) Rearrange the sections along with the dropdowns by dragging the items appropriately.
- 14Click on the 3-horizontal-lines-icon beside the dropdown row to further configure the Dropdowns.

Tag Filter Tile	\$
Edit Dropdown: "S2 Dropdown 1" Option List	
ADD NEW OPTION	
SAVE CANCEL	
Import / Export tile configuration?	
SAVE TILE SETTINGS CANCEL © 2020 Cre	ated by Jive Software

Tag Filter Tile	\$
Edit Dropdown: "S2 Dropdown 1" Option List Option 1	Î
Tag 1 Add one tag per option	
ADD NEW OPTION SAVE CANCEL	-
Import / Export tile configuration? SAVE TILE SETTINGS CANCEL © 2020 Created by	y Jive Software

- a) The **Edit** option is displayed, where the options and tag values for dropdowns can be added by selecting **Add New Option**.
- b) Provide the description for Option 1, along with the Tag 1 value in the subsequent screen.
- c) Continue to create as many Options with Tags as required.
- d) Click **Save**, which is enabled after at least one option is configured, to save the options settings.
- 15Verify the Content Filter Tile screen to ensure that the configurations are completed successfully.

### 16Click Save Tile Settings.

Content Filter tile is configured successfully.

# Copying settings from another tile

Use the currently configured settings of a tile in another environment or instance by using the **Import / Export tile configuration?** option.

```
Note: The Export/Import feature is also a great way to save previous configurations as a backup.
```

To copy settings from another tile of the same type:



Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

# An example of Content Filter tile

An Content Filter may look like this.

### Example 1

SBUs	Projects	Places	Plans
Retail	CCT	2 Groups	BCP
	·	<b>▼</b>	·
Insurance	KPGG	Spaces	DRM
	¥	•	
Products	LCQ	3 Trainee Space	Project Plans
	×	Test Space	
Solutions		SME Space	QA Plans
	<b>•</b>	SME Space	
Type to filter by text			Sort Content
Type to filter by text			Sort Content

- 1. Sections configured are: SBUs, Projects, Places, Plans
- In (Section) Places: Groups and Spaces are configured as dropdown values
- (Dropdown) Spaces is configured with Trainee Space, Test Space, and SME Space configured as Option value

#### Example 2

```
JEP TAG FILTER TILE (THIS CAN BE HIDDEN, IF REQUIRED)
```

# Headline for JEP Tag Filter Tile (centrally aligned)

Description of Tag Filter Tile can be provided here - briefly in a couple of lines (setting is left aligned)

Financial Institutio	ns	Location Filter	5	Content Filters	
Banks		Americas		Places	
	*		Ŧ		
Corporation Banks		Asia		Content Types	
	*		*		
Credit Uniona		EMEA		Polls	
	*			Documents	
Insurance Firms		Germany		Files	
	*	Middle East		Questions	
Type to filter by best		Africa	_	Blogs	Sort Content
poli		France		Discussions	Sort by date created: newest $\bullet$
III Group Poll by testuser9@test.co	min Ae Grou	p User all b	est Poll for Space	Events	<b>ill Demo</b> jep.qa@aurea.comin.community
III Pol: Quality of Pri by jve.admin@aurea	nting Pape	till p	Poll 2- New Ioren y jarrahad alarr@	Ideas	II 1- check the value jamshod alam@auroa.comin.damshod'a
			AureaWor	'ks News	

- 1. Sections configured are: Financial Institutions, Location Filters, Content Filters
- In (Section) Location Filters: Americas, Asia, EMEA are configured as dropdown values
- 3. In the Dropdown EMEA: Germany, Middle East, Africa, and France are configured as Option values
- 4. Search is filtered by text "poll", and the results are shown in three columns.
  - Column Count = 3
  - Item Count = 6

Financial Institutions	•	Location Filte	ers	Content Filters Places		
	•		Ŧ		Ŧ	
Corporation Banks		Asia		Content Types		
	•		•		*	
Credit Unions		EMEA				
	-		*			
nsurance Firms						
	Ŧ					
ype to filter by text						Sort Content
poll						Sort by title
IIII         Group Poll by testuser9@test.comin           IIII         Poll Demo by jep.qa@aurea.comin	Ae Gro	up User III nity III	poll 1- check the by jamshed.alam@ Poll: Quality of I by jive.admin@au	e value @aurea.comin Jamshed's Printing Paper rea.comin TestAdvSearch	IIIPolby jIIITestby f	II 2- New lorem amshed.alam@aurea.comin Jamshed's. st Poll for Space1 lestuser9@test.comin AE Space1

In this case, the search results are additionally rearranged by: Sort Content option: Sort by Title.

### Example 3

Locations BLR	Topics Business-related		Artifacts Docs		People Roles	
IT	BCP	•	How-To	•	Interns	•
СНИ	Technical		Interactive		Contacts	
IT .		•	Video	•	PMO	*
DHL	Internal Commnications		Trainings			
IT-Tech	•	•	Onsite	•		
KOL						
IT-Ops	r					
Longetivity@work by jive.admin@aurea.comin	JEP Experienc Any tra	iining on idmin@au	Site emergencies? rea.comin JEP Experienc	Hov	r-To Series: Manage Downtim re.admin@aurea.comin JEP Expe	es ienc
Test Discussion for Tag	New Te	ests est1in JEF	<sup>o</sup> Experience Center			

The Tag Filter here displays search results based on multi-select dropdown values in each section (Location, Topics, Artifacts and People).

In the Filter Settings, the following were disabled:

- Search in Entire Community (so the tag-related search is restricted to current Place)
- Search by Text (so the tag-related search is subject to the tags matching the Sections > Dropdowns > Options > Tag value )
- Show 'Sort by' (so search results are not auto-sorted)

The results are shown in three columns:

- Column Count = 3
- Item Count = 6

**Note:** Multi-select values are connected with the AND operator.

# **Countdown tile**

Simple Tile that displays a configurable countdown in various styles.

Countdown tile:

- Comes in three different styles
- Has various configurations
- Is easy to use



Date



# Installing Countdown Tile add-on

Countdown Tile is installed from the Add-ons page.

### **Fastpath:** User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to install add-ons.

- 1. In the user interface, click on your avatar in the upper-right corner, and then select **Add-ons** to open the Add-ons page.
- 2. On the **Add-ons** tab, select **All Add-ons** on the right, and then select **Available** at the center of the page to see all available add-ons.
- 3. Find Countdown Tile in the list and click Install next to it.
- 4. In the **Confirm Install** box, select if the add-on should be visible to all users:
  - Clicking Install now makes it available for all community users immediately.
  - Clicking **Preview** makes it available only to you. After you have verified the setup, you will need to make the add-on available to other community users.
- 5. To verify that the add-on is installed, go to **Add-ons** tab, then select **All Add-ons** > **Installed** and find the add-on in the list.

The Countdown Tile add-on is installed.

# **Creating Countdown tiles**

Here you can find details on adding and configuring Countdown tiles.

### Adding Countdown tile

To add the tile to the page:

- 1. Go to the place where you want to add a new tile.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select JEP: Countdown under Tiles.



The tile is added to the page and you need to configure it. You can configure the tile anew or, if you already have similar tiles, copy the settings from another tile.

General Settings	General Settings
Please configure the following "General" settings	Countdown Settings
Display tile title?	
Headline	~
Description	~
Background image	~
Action Link	~
SAVE GENERAL SETTINGS CONTINU	JE
Import / Export tile configuration?	
SAVE TILE SETTINGS CANCEL	© 2019 Created by Jive Software

## **Configuring General Settings**

To set up general tile settings:

- 1. Select Gear Icon > General settings .
- 2. Configure the general settings. For the detailed instructions, see General Settings of JEP tiles on page 162.
- 3. Click Save Tile Settings.

### **Configuring Countdown tile-specific settings**

To configure settings specific to Countdown tiles:

- 1. Click the gear icon > Countdown Settings .
- 2. In Countdown Settings, specify the following details:

Countdown Settings	\$	
Please configure the following "Counto	lown" settings for this tile:	
Date *	Time	
2019-09-14	6:17:41	
Timezone		
GMT+5:00		-

Options	Description	
Date	Enter a valid date.	
Time	Enter valid time.	
Timezone	Select a timezone from the provided list.	

3. In **Display Settings**, configure the display settings.

Display Settings					
<b>~</b>	Show Days	<b>~</b>	Show Hours		
$\checkmark$	Show Minutes	<b>~</b>	Show Seconds		
$\checkmark$	Show Labels				

4. In **Display Style**, select the display style.

Disp	lay Style			
۵	Default			-
	Digital			
l	Flip	16:	02	:40
	Days	Hours	Minutes	Seconds

- 5. Verify the Countdown Tile screen to ensure that the configurations are completed successfully.
- 6. Click Save Tile Settings.

Countdown tile is configured successfully.
# **Copying settings from another tile**

Use the currently configured settings of a tile in another environment or instance by using the **Import / Export tile configuration?** option.

**Note:** The Export/Import feature is also a great way to save previous configurations as a backup.

To copy settings from another tile of the same type:



Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

# An example of Countdown tile

An Countdown may look like this.

The tile can look like this with different display styles:

#### Figure 1: Countdown display style: Flip



#### Figure 2: Countdown display style: Digital

JEP COUNTDOWN TILE LAUNCH



Figure 3: Countdown display style: Default

JEP COUNTDOWN TILE LAUNCH



- General Settings:
  - Title: JEP Countdown Tile Launch
  - Display tile title?: Enabled
  - Headline: Welcome to JEP Countdown Tile (centrally aligned)
  - Headline Alignment: Center
  - **Description**: Describe the customized Countdown Tile here in one or two lines
  - Background Image URL
  - Background position: Top center
  - **Padding**: 20px (all around)
  - Action label with Action URL: AureaWorks News with link URL
  - Open link in new window?: Enabled
  - Action Alignment: Center
- Countdown Settings:
  - Date: 2019-09-14
  - Time: 6:17:41
  - **Timezone**: GMT + 5:00
  - Display Settings: Enabled all options
  - Display Style: See the three illustrated images based on different styles

# Create a Post tile

Helps users to easily create content on any page similar to the Activity page experience.

All or selected content can be configured on a specific page. The tile provides different presentation styles: displays only the content type icons, if configured in a column with minimum width, for example, in the center column. Or displays the content types as a list, if configured in the left or right side bar columns.

Create a Post tile:

- Creates Jive native content type intuitively on any page.
- Supports all column layouts.
- Supports views as icons, text, or as a list of posts.



# Create a Post Options

Please configure the following "Search" options for this tile:

Content types			^
Set the types of results to	return.		
✓ Files	🗹 Idea	Document	i i
Discussion	🗹 Poll	Video	
Blog Post	Event		
SAVE CREATE A POS	TSETTINGS	CONTINUE	

# Installing Create a Post Tile add-on

Create a Post Tile is installed from the Add-ons page.

#### Fastpath: User interface: Your avatar > Add-ons

- A user must have at least Manage System permissions to install add-ons.
- 1. In the user interface, click on your avatar in the upper-right corner, and then select **Add-ons** to open the Add-ons page.
- 2. On the **Add-ons** tab, select **All Add-ons** on the right, and then select **Available** at the center of the page to see all available add-ons.
- 3. Find Create a Post Tile in the list and click Install next to it.
- 4. In the **Confirm Install** box, select if the add-on should be visible to all users:
  - Clicking Install now makes it available for all community users immediately.

- Clicking **Preview** makes it available only to you. After you have verified the setup, you will need to make the add-on available to other community users.
- 5. To verify that the add-on is installed, go to **Add-ons** tab, then select **All Add-ons** > **Installed** and find the add-on in the list.

The Create a Post Tile add-on is installed.

# **Creating Create a Post tiles**

Here you can find details on adding and configuring Create a Post tiles.

### Adding Create a Post tile

To add the tile to the page:

- 1. Go to the place where you want to add a new tile.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select JEP: Create a Post under Tiles.

CATEGORIES	TILE
Collaboration	JEP: Advanced Search Search the community with various filters.
Graphic Elements	JEP: Countdown Tile Create a countdown timer
Lists - Custom	JEP: Create a post
Lists - Dynamic	JEP: Grid Tile
Support	Display a grid of links.
External Add-ons	JEP: RSS Tile Easily add news or other syndicated content from external sites

The tile is added to the page and you need to configure it. You can configure the tile anew or, if you already have similar tiles, copy the settings from another tile.

General Settings	General Settings
Please configure the following "General" setting	Create a Post Options
Display tile title?	
Headline	~
Description	~
Background image	~
Action Link	~
SAVE GENERAL SETTINGS	IUE
Import / Export tile configuration?	
SAVE TILE SETTINGS CANCEL	© 2019 Created by Jive Software

### **Configuring General Settings**

To set up general tile settings:

- 1. Select Gear Icon > General settings .
- 2. Configure the general settings. For the detailed instructions, see General Settings of JEP tiles on page 162.
- 3. Click Save Tile Settings.

# **Configuring Create a Post tile-specific settings** To configure settings specific to Create a Post tiles:

Create a Post Options		\$
Please configure the following "Search	" options fo	r this tile:
Content types		~
SAVE CREATE A POST SETTINGS	co	NTINUE
Import / Export tile configuration?	)	
SAVE TILE SETTINGS	CANCEL	© 2019 Created by Jive Software

Create a	Post Optio	ons		\$
Please configu	re the following "S	earch" options for	r this tile:	
Content ty	/pes			^
Set the types	of results to return.			
🗹 Blog F	Post 🗹	Document	✓ Files	
🗹 Discu	ssion 🔽	Poll	Video	
Event		ldea		
SAVE CREA	TE A POST SETT	rings CO	NTINUE	
Import / Export tile configuration?				
SAVE T	ILE SETTINGS	CANCEL	© 2019 Created by Jiv	e Software

- 1. Click the gear icon > Create a Post Options .
- 2. Select the required **Content types** to be created.
- 3. Click Continue.
- 4. Verify the tile settings to ensure that the configurations are completed successfully.
- 5. Click Save Tile Settings.

Create a Post tile is configured successfully.

# Copying settings from another tile

Use the currently configured settings of a tile in another environment or instance by using the **Import / Export tile configuration?** option.

**Note:** The Export/Import feature is also a great way to save previous configurations as a backup.

To copy settings from another tile of the same type:



Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

# An example of Create a Post tile

An Create a Post may look like this.

#### Example 1



- General Settings:
  - Title: JEP Create a Post Tile Launch
  - Display tile title?: Enabled
  - **Headline**: Welcome to JEP Create a Post Tile (centrally aligned)
  - Headline Alignment: Center
  - **Description**: Describe the customized Create a Post Tile here in one or two lines.
  - Background Image URL
  - Background position: Top center
  - **Padding**: 20px (all around)
  - Action label with Action URL: AureaWorks News with link URL

- Open link in new window?: Enabled
- Action Alignment: Center
- Create a Post Options:
  - Content Type: Enabled all

### Example 2



- General Settings:
  - Title: JEP Create a Post Tile
  - Display tile title?: Enabled
  - Headline: Content Creator
  - Headline Alignment: Center
- Create a Post Options:
  - Content Type: Blog Post, Document, and Discussion enabled

#### Example 3



- General Settings:
  - Title: JEP Create a Post Tile
- Create a Post Options:
  - Content Type: Enabled all

If configured in center column, where the column width is not broad enough, only the content icons are displayed.

# **Formatted Text tile**

This tile provides a simplified of adding text to a tile page similar to the widely used Formatted Text widget.

Tile height automatically adjusts to content height. Visibility of tile can be enabled or disabled via Visibility Rules. Formatted Text tile:

- Supports content creation using RTE features
- Is responsive
- Supports visibility rules

) 7	Para	agrapi	h	~	в	Ι	A	~	<u>e</u> ~	8	
: =	₹	≣	i≣	~ ]	≣ ~	⊡	ì	<u>T</u> *	0		

Edit Visibility Rule	\$
Edit "EU-Region"	
EU-Region	
Rules	
ADD RULE	
Language - German	~
Security Group - Tools Security	~
Profile Field - Department	^
Type * <ul> <li>Language</li> <li>Profile Field</li> <li>Security Group</li> </ul> Field Name *	
Department Provide a profile field by "Name". (case and space sensitive) Field Value *	
IT-PSA	
Provide the value of the profile field. (case and space sensitive) Is the profile field value a date?	
DELETE RUL	E
Condition O Match all rules  Match any rule	

### Welcome to this page!

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat, sed diam voluptua. At vero eos et accusam et justo duo dolores et ea rebum. Stet clita kasd gubergren, no sea takimata

You should know:

```
    Link A
```

Link B

**Happy Browsing** 

# Installing Formatted Text Tile add-on

Formatted Text Tile is installed from the Add-ons page.

### Fastpath: User interface: Your avatar > Add-ons

0

A user must have at least Manage System permissions to install add-ons.

- 1. In the user interface, click on your avatar in the upper-right corner, and then select **Add-ons** to open the Add-ons page.
- 2. On the **Add-ons** tab, select **All Add-ons** on the right, and then select **Available** at the center of the page to see all available add-ons.
- 3. Find Formatted Text Tile in the list and click Install next to it.
- 4. In the **Confirm Install** box, select if the add-on should be visible to all users:
  - Clicking Install now makes it available for all community users immediately.
  - Clicking **Preview** makes it available only to you. After you have verified the setup, you will need to make the add-on available to other community users.
- 5. To verify that the add-on is installed, go to **Add-ons** tab, then select **All Add-ons** > **Installed** and find the add-on in the list.

The Formatted Text Tile add-on is installed.

# **Creating Formatted Text tiles**

Here you can find details on adding and configuring Formatted Text tiles.

### **Adding Formatted Text tile**

To add the tile to the page:

- 1. Go to the place where you want to add a new tile.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select JEP: Formatted Text Tile under Tiles.



The tile is added to the page and you need to configure it. You can configure the tile anew or, if you already have similar tiles, copy the settings from another tile.

FORMATTED TEXT			> × ≤ ○
View will appear after you ha	ve finished setting up this page		
	Visibility Rules	Visibility Rules	
	Visibility rules allow you to configure or certian group of p	General Settings Formatted Text Settings	
	No visibility rules have bee	en created yet.	
	CREATE VISIBILITY RULE CONTINU	E WO VISIBILITY RULES	
	Import / Export tile configuration?		
	SAVE TILE SETTINGS	© 2020 Created by Jive Software	

### **Configuring General Settings**

To set up general tile settings:

- 1. Select Gear Icon > General settings .
- 2. Configure the general settings. For the detailed instructions, see General Settings of JEP tiles on page 162.
- 3. Click Save Tile Settings.

### **Configuring Visibility Rules**

To set up general tile settings:

- 1. Select Gear Icon > Visibility Rules .
- Configure a new visibility rule or select an existing one. For the detailed instructions on creating new rules, see Visibility Rules of JEP tiles on page 157.
- 3. Click Save Tile Settings.

### **Configuring Formatted Text tile-specific settings**

To configure settings specific to Formatted Text tiles:

- 1. Click the gear icon > Formatted Text Settings .
- 2. Add text to be displayed in the tile when the tile settings are saved and rendered.

You can use the various RTE features available to enhance the UI effects of the text.



### 3. Click Save Tile Settings.

Formatted Text tile is configured successfully.

### Copying settings from another tile

Use the currently configured settings of a tile in another environment or instance by using the **Import / Export tile configuration?** option.

**Note:** The Export/Import feature is also a great way to save previous configurations as a backup.

To copy settings from another tile of the same type:

Import / Export tile config	uration?	
SAVE TILE SETTINGS	CANCEL	© 2021 Created by Jive Software

Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

# An example of Formatted Text tile

An Formatted Text may look like this.



ú

Description comes here

Minutes of Meeting

#### Go/No-Go Call-3.

Participants: Dev teams ABC & XYZ projects.

#### Agenda

- Review of MoM actions Call-1 & Call-2
- Status of Open Items, New Issues, Forecast plans

#### Actions:

- · Actions for ABC team:
  - Action 3-1
  - Action 3-2
  - Action 3-3
- · Actions for XYZ team:
  - Action 3-4
  - Action 3-5
- Other actions
  - Action 3-6

Final Plan to be released on 16-Apr.

### Formatted Text Settings

Please configure the following settings for this tile and continue:

Default EU-Region

#### Add Text



Import / Export tile configuration?

SAVE TILE SETTINGS

CANCEL

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# Grid Layout tile

Highly configurable and flexible tile to enhance your community. Teaser internal and external stories, build visual navigation and highlight whats important.

Grid Layout tile:

- Provides flexible grid layout
- Is fully responsive
- Has an icon library



5 Small Business Stories To Inspire You

Running a business, no matter what size, isn't easy. At Forbes Small Business, we try to keep you informed with stories about businesses that are confronting interesting challenges.



5 Small Business Stories To Inspire You

Running a business, no matter what size, isn't easy. At Forbes Small Business, we try to keep you informed with stories about businesses that are confronting interesting challenges.



# Quick Links



# Installing Grid Layout Tile add-on

Grid Layout Tile is installed from the Add-ons page.

#### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to install add-ons.

1. In the user interface, click on your avatar in the upper-right corner, and then select **Add-ons** to open the Add-ons page.

Ċ.

- 2. On the **Add-ons** tab, select **All Add-ons** on the right, and then select **Available** at the center of the page to see all available add-ons.
- 3. Find Grid Layout Tile in the list and click Install next to it.
- 4. In the **Confirm Install** box, select if the add-on should be visible to all users:
  - Clicking Install now makes it available for all community users immediately.
  - Clicking **Preview** makes it available only to you. After you have verified the setup, you will need to make the add-on available to other community users.
- 5. To verify that the add-on is installed, go to **Add-ons** tab, then select **All Add-ons** > **Installed** and find the add-on in the list.

The Grid Layout Tile add-on is installed.

# **Creating Grid Layout tiles**

Here you can find details on adding and configuring Grid Layout tiles.

### Adding Grid Layout tile

To add the tile to the page:

- 1. Go to the place where you want to add a new tile.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select JEP: Grid Layout under Tiles.



The tile is added to the page and you need to configure it. You can configure the tile anew or, if you already have similar tiles, copy the settings from another tile.

### **Configuring General Settings**

To set up general tile settings:

- 1. Select Gear Icon > General settings .
- 2. Configure the general settings. For the detailed instructions, see General Settings of JEP tiles on page 162.
- 3. Click Save Tile Settings.

### **Configuring Grid Layout tile-specific settings**

To configure settings specific to Grid Layout tiles:

- 1. Click the gear icon > Items .
- 2. Create grid items using Manage Items > Create Item .

Manage item	าร		۵
	No items h	have been creat	ied yet.
CREATE ITEM	BACK	ian?	
SAVE TILE SE	ETTINGS	CANCEL	© 2019 Created by Jive Software

3. For each Grid Item, specify the following:

Create item	¢
Title	
Title Size *	
НЗ	*
Description	
Link	
http://	
Open link in new window?	

- Item Title
- Title Size: H1, H2, H3, or H4
- Brief **Description**
- Add a Link, with the relevant option to Open link in new window?

4. The Background type for a grid Item can be provided as:

Background Type *	
Image Url	*
Image URL *	
Background Position *	
center center	*

- an **Image Url** along with the **Background Position**. The **Background Position** displays the part of the image, as specified:
  - left top/center/bottom
  - right top/center/bottom
  - center top/center/bottom

Background Type *	
Background Color	*
Background Color*	
Icon Picker	
Please Select Material UI Icon	
Icon Style	
Light	*

- a Background Color. Additionally, here a suitable icon can be selected from those available in the Icon Picker, along with an Icon Style (either Light or Dark).
- 5. Select one of the following options to configure the grid Item Size:

ltem	Size	
٤	Square 2X2	
Iter	Square 1X1	L
¢	Rectangle 2X1	ge
	Rectangle 1X2	01
Ba		J

- Square-shaped: occupying: 2 columns/2 rows or 1 column/1 row
- Rectangular: occupying: 2 columns/1 row or 1 column/2 rows

#### Example:

		6 Column Coun	t		
Item 1	<b>Item 2</b> Square 1x1	Item 3 Rectangle	1x2	ltem 4	2 Rows
Square 2X2	F	Item 5 Rectangle 2x1	<b>Item 6</b> Square 1x1	Square 2x2	

6. Choose an Item Style for displaying the grid item.



The Item details can also be displayed only on Hovering, if **Show Overlay on Hover** is configured.

7. Specify the Background Color, Background Opacity (0.1 to 1.0) and Text Color per Grid Item.



- 8. Create as many Items as required with similar configurations.
- 9. Click Save Tile Settings.

Grid Layout tile is configured successfully.

# Copying settings from another tile

Use the currently configured settings of a tile in another environment or instance by using the **Import / Export tile configuration?** option.

```
Note: The Export/Import feature is also a great way to save previous configurations as a backup.
```

To copy settings from another tile of the same type:

Import / Export tile config	uration?		
SAVE TILE SETTINGS	CANCEL	© 2021 Created by Jive Software	

Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

### An example of Grid Layout tile

An Grid Layout may look like this.

JEP COUNTDOWN TILE LAUNCH



For this example, we used the following configuration:

```
"generalsettings": {
 "gridSpacing": "small",
 "footer": {
 "actionAlign": "center",
 "actionExternal": false,
 "actionUrl": ""
  "actionLabel": ""
 },
 "header": {
 "headlineAlign": "center",
 "descriptionAlign": "center",
 "headline": ""
 },
 "customTitle": "What's happening on Jive - Our Collaborative Hub",
 "columnCount": "6",
 "body": {
```

```
"backgroundPosition": "top center",
  "textColor": "#000000"
  }
 },
"gridSpacing": "small",
"saved": true,
"options": {},
"columnCount": "6",
"items": [
   "itemStyle": "imageTextOverlay",
  "backgroundOpacity": "0.3",
  "description": "Connect, Collaborate, and Share - Get Started",
"mediaType": "imageUrl",
  "titleSize": "h1",
  "title": "Welcome to Your Jive Community",
  "textColor": "#ffffff",
   "overlayColor": "#5F9EA0",
   "iconStyle": "light",
   "url": "https://jep-qa.jiveon.com/places",
   "imageUrl":
"https://jep-qa.jiveon.com/resources/statics/1003/skyline%252Bbanner.jpg",
  "showOverlayOnHover": false,
"itemSize": "scuare2X2",
   "backgroundPosition": "left top",
   "id": 1
  },
  "itemStyle": "imageTextOverlay",
  "backgroundOpacity": "0.3",
  "description": "Read the Security Blog",
  "mediaType": "imageUrl",
  "titleSize": "h2",
  "title": "Security Updates",
  "textColor": "#ffffff"
  "overlayColor": "#5F9EA0",
  "iconStyle": "light",
  "url":
"https://jep-qa.jiveon.com/community/information-technology-it/blog/2019/12/04/december-se
   "imageUrl":
"https://jep-qa.jiveon.com/resources/statics/1003/map%252Bbanner.jpg",
   "showOverlayOnHover": false,
   "itemSize": "rectangle2X1",
   "backgroundPosition": "center center",
   "id": 2
 },
  {
  "itemStyle": "imageTextOverlay",
  "backgroundOpacity": "0.3",
  "description": "Watch Now",
  "mediaType": "imageUrl",
  "titleSize": "h2",
  "title": "Latest All Hands Recording",
  "textColor": "#ffffff",
  "overlayColor": "#5F9EA0",
  "iconStyle": "light",
   "url": "https://jep-qa.jiveon.com/content",
   "imageUrl":
"https://jep-qa.jiveon.com/resources/statics/1003/people%252Bbanner%2B%25281%2529.jpg",
   "showOverlayOnHover": false,
  "itemSize": "rectangle2X1",
   "backgroundPosition": "center center",
   "id": 3
  },
   "itemStyle": "imageTextOverlay",
  "backgroundOpacity": "0.4",
   "description": "Take Tour Now",
   "mediaType": "imageUrl",
```

```
"titleSize": "h2",
   "title": "Tour The New Offices",
   "textColor": "#ffffff"
  "overlayColor": "#5F9EA0"
  "iconStyle": "light",
  "url": "https://jep-qa.jiveon.com/content",
  "imageUrl":
"https://jep-qa.jiveon.com/resources/statics/1003/office%252Bbanner%2B%25281%2529.jpg",
   "showOverlayOnHover": false,
   "itemSize": "scuare1X1",
  "backgroundPosition": "center bottom",
   "id": 4
  },
   "itemStyle": "imageTextOverlay",
  "backgroundOpacity": "0.3",
  "description": "Access the Experts here!",
"mediaType": "imageUrl",
   "titleSize": "h2",
  "title": "Travel & Expense Policy Changes",
  "textColor": "#ffffff",
  "overlayColor": "#5F9EA0",
  "iconStyle": "light",
"url": "https://jep-qa.jiveon.com",
 "imageUrl": "https://jep-qa.jiveon.com/resources/statics/1003/planelanding.jpg",
   "showOverlayOnHover": false,
   "itemSize": "rectangle2X1",
   "backgroundPosition": "right bottom",
   "id": 5
  },
  {
  "itemStyle": "imageTextOverlay",
  "backgroundOpacity": "0.1",
  "description": "New Blog Available",
  "mediaType": "imageUrl",
  "titleSize": "h2",
  "title": "CEO Blog"
  "textColor": "#ffffff"
  "overlayColor": "#5F9EA0",
  "iconStyle": "light",
"url": "https://jep-qa.jiveon.com",
  "imageUrl":
"https://jep-qa.jiveon.com/resources/statics/1003/Blog-Banner-1024x469.png",
  "showOverlayOnHover": false,
"itemSize": "scuare1X1",
  "backgroundPosition": "center bottom",
   "id": 6
  }
]
}
```

# **Jive Poll tile**

User-friendly tile that presents the Jive Native Poll in a tile.

Tile view can be restricted to selected Users or User Groups by configuring Visibility Rules. Tile supports two layouts for display – Simplified and Jive Native vote. Different graphical presentations of Poll results include: Bar Graph, Pie Chart, and Jive Native Graph. Jive Poll tile:

- Displays Jive Native Poll in a Tile
- Uses configurable Visibility Rules
- Includes various graphical illustrations of Poll results

### Figure 4: Jive Poll tile in narrow column



### Figure 5: Jive Poll tile in wide column

JEP POLL TILE

### New Homepage - Votes!

Feedback about our New Homepage Design



Figure 6: Jive Poll tile in hero column

JEP POLL TILE

### New Homepage - Votes!

Feedback about our New Homepage Design

I Poll: New Homepage Design!

Your thoughts about our new Homepage?



### Figure 7: Jive Poll tile configuration options

Poll Tile Settings		\$
Please configure the following setti Choose a poll	ings for this tile	and continue:
		*
Poll Layout		
		¥
Display Result Layout		
		*
CONTINUE		
Import / Export tile configurati	ion?	
SAVE TILE SETTINGS	CANCEL	© 2020 Created by Jive Software
-igure 8: 🗵		

Poll Tile Settings	¢
Please configure the following settings for this tile and continue: Choose a poll	
	*
Poll Layout	
	*
Display Result Layout	
Bar Chart	*
Pie Chart	
Jive Native	
import / Export tile configuration?	
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### Installing Jive Poll Tile add-on

Jive Poll Tile is installed from the Add-ons page.

#### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to install add-ons.

- 1. In the user interface, click on your avatar in the upper-right corner, and then select **Add-ons** to open the Add-ons page.
- 2. On the **Add-ons** tab, select **All Add-ons** on the right, and then select **Available** at the center of the page to see all available add-ons.
- 3. Find Jive Poll Tile in the list and click Install next to it.
- 4. In the **Confirm Install** box, select if the add-on should be visible to all users:
  - Clicking Install now makes it available for all community users immediately.
  - Clicking **Preview** makes it available only to you. After you have verified the setup, you will need to make the add-on available to other community users.
- 5. To verify that the add-on is installed, go to **Add-ons** tab, then select **All Add-ons** > **Installed** and find the add-on in the list.

The Jive Poll Tile add-on is installed.

# **Creating Jive Poll tiles**

Here you can find details on adding and configuring Jive Poll tiles.

### Adding Jive Poll tile

To add the tile to the page:

- 1. Go to the place where you want to add a new tile.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select Jive Poll under Tiles.



The tile is added to the page and you need to configure it. You can configure the tile anew or, if you already have similar tiles, copy the settings from another tile.

Visibility Rules			
	Visibility Rules		
	General Settings		
Visibility rules allow you to configure con certian group of pe	Select a poll for voting		
No visibility rules have been created yet.			
CREATE VISIBILITY RULE CONTINU	E W/O VISIBILITY RULES		
Import / Export tile configuration?			
SAVE TILE SETTINGS CANCEL	© 2020 Created by Jive Software		

# **Configuring General Settings**

To set up general tile settings:

- 1. Select Gear Icon > General settings .
- 2. Configure the general settings. For the detailed instructions, see General Settings of JEP tiles on page 162.
- 3. Click Save Tile Settings.

### **Configuring Visibility Rules**

To set up general tile settings:

- 1. Select Gear Icon > Visibility Rules .
- 2. Configure a new visibility rule or select an existing one. For the detailed instructions on creating new rules, see Visibility Rules of JEP tiles on page 157.
- 3. Click Save Tile Settings.

# **Configuring Jive Poll tile-specific settings**

To configure settings specific to Jive Poll tiles:

Poll Tile	\$		
Please configure the following settings for this tile and continue: Choose a poll			
	-		
Show Poll Description			
Poll Layout			
	•		
Display Result Layout			
	Ŧ		
CONTINUE			
Import / Export tile configuration?			
SAVE TILE SETTINGS CANCEL © 2020 Created by Ji	ve Software		

- 1. Click the gear icon > Select a Poll for Voting .
- 2. Choose a poll from any Jive place for displaying in the tile.
- 3. Select a poll layout:

Options	Description	
Simplified Vote	Displays Choices as Radio buttons	
Jive Native Vote	Displays Choices similar to the out-of-the-box behavior	

4. In **Display Result Layout**, select an options to display the poll result layout from: Bar Graph, Pie Chart, and Jive Native layout.

**Note:** When the tile is rendered, the labels in the graph along with vote counts are displayed on hovering over the graph details.

- 5. Click **Continue** to save the selected poll settings.
- 6. Click Save Tile Settings.

Jive Poll tile is configured successfully.

# Copying settings from another tile

Use the currently configured settings of a tile in another environment or instance by using the **Import / Export tile configuration?** option.

**Note:** The Export/Import feature is also a great way to save previous configurations as a backup.

To copy settings from another tile of the same type:

Import / Export tile configu	uration?	
SAVE TILE SETTINGS	CANCEL	© 2021 Created by Jive Software

Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

# An example of Grid Layout tile

An Jive Poll may look like this.

Figure 9: Jive Polltile with Poll Layout: Simplified Vote



Figure 10: Jive Polltile with Poll Layout: Jive Native Vote

JEP POLL TILE

New Homepage - Votes!

Feedback about our New Homepage Design

Four thoughts about our new Homepage?

Great! 57%

Can be better. 29%

No difference 14%

Redesign! 0%

VOTE

### Figure 11: Jive Polltile with Display Result Layout: Bar Graph

JEP POLL TILE

### New Homepage - Votes!

Feedback about our New Homepage Design



#### Figure 12: Jive Polltile with Display Result Layout: Pie Chart


# **News Stream tile**

The tile displays the push and custom streams configured on the News Page within the tile. This enables you to bring the same dynamic content as on the Home page to any other page in your community, like Department, Country, and Business Unit home pages.

News Stream tile allows:

- Pushing streams anywhere
- Pushing custom streams anywhere

# Installing News Stream Tile add-on

Open a support with the Support to install and configure this tile.

# **Recent Content tile**

User-friendly and easy to configure tile that displays recent content from one or multiple places.

This tile allows users to filter by content type, search text string, tags, content actions (for example, Structured Outcomes). Additionally, it provides various layout options to display the content and its attributes, like showing or hiding author, title, and date details, number of comments and likes, content icons.

Recent Content tile:

- · Displays recent content of one or multiple places
- · Has configurable layouts and metadata
- Includes large amount of filters

Restriction: Shared Content cannot be displayed due to an API limitation.

Show Content Layout \*

List	*
Content Alignment *	
Standard	•
Select Place	
	Ŧ
Content Count *	
10	
Range: (1 - 50) Show "Load More"	
Layout	~
Filters	~
Sort	~
Content Types	~
Display Settings	~

JEP RECENT CONTENT TILE

### Latest on Test-related Topics

Quick look at the updated Test contents



More details ...



# Installing Recent Content Tile add-on

Open a support with the Support to install and configure this tile.

# **Creating Recent Content tiles**

Here you can find details on adding and configuring Recent Content tiles.

### **Adding Recent Content tile**

To add the tile to the page:

- 1. Go to the place where you want to add a new tile.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select JEP: Recent Content Tile under Tiles.



The tile is added to the page and you need to configure it. You can configure the tile anew or, if you already have similar tiles, copy the settings from another tile.

Recent Content Tile	General Settings
Please configure the following "General" settings for th	Content Settings
Display tile title?	
Headline	~
Description	~
Background image	~
Action Link	~
Font Settings	~
CONTINUE	
Import / Export tile configuration?	
SAVE TILE SETTINGS CANCEL ©	2020 Created by Jive Software

# **Configuring General Settings**

To set up general tile settings:

- 1. Select Gear Icon > General settings .
- 2. Configure the general settings. For the detailed instructions, see General Settings of JEP tiles on page 162.
- 3. Click Save Tile Settings.

# **Configuring Recent Content tile-specific settings** To configure settings specific to Recent Content tiles:

Recent Content Tile	\$
Please fill in the required field below: Show Content Layout *	
List	Ŧ
Content Alignment *	
Standard	~
Image Size * 🕐	
Cover	~
Select Place	
	Ŧ
Content Count *	
10	
Range: (1 - 50) Show "Load More"	

Layout		~
Filters		~
Sort		~
Content Types		~
Display Settings		~
CONTINUE		
Import / Export tile configurat	iion?	
SAVE TILE SETTINGS	CANCEL	© 2020 Created by Jive Software

- 1. Click the gear icon > Content Settings .
- 2. Content Layout: Content can be displayed in two layouts:
  - Display as a **List**:
    - Content Alignment:
      - Standard (all images left)

Inverted (images alternating left/right)

- Display in Grid (Card) style:
  - Grid Item Type:
    - Dynamic (each card has its own height according to content).
    - Fixed (each card has the same fixed height).
  - Specify the number of Grid Columns.
- 3. Image Size:
  - Select **Cover** to fill the image area completely. Note the image may be cropped in the process.
  - Select **Contain** to shrink or expand the image to fit the within image area.

In both cases the image aspect ratio is maintained.

4. Select **Place**: Next specify the Place(s) from where the results are to be searched.

- 5. **Content Count**: Provide the number of results to be displayed with/without the **Load More** option.
- 6. Layout: Choose the colors for displaying the results contents, background, and border.
- 7. **Filters**: Select the relevant Filter(s) for displaying the results by Text string, Tag, or Action.
- 8. **Sort**: Specify the order of results to be sorted.

9. Content Types: Choose the Jive content types to be searched and displayed.
 10Display Settings: Select the content attributes to be displayed in the results.
 11Click Continue.

Recent Content tile is saved successfully.

12Click Save Tile Settings.

Recent Content tile is configured successfully.

# Copying settings from another tile

Use the currently configured settings of a tile in another environment or instance by using the **Import / Export tile configuration?** option.

**Note:** The Export/Import feature is also a great way to save previous configurations as a backup.

To copy settings from another tile of the same type:



Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

### An example of Recent Content tile

An Recent Content may look like this.

### Recent Content in the grid layout Figure 14: Recent Content in grid layout



- General Settings:
  - Tile Title: JEP Recent Content Tile
    - Display Tile Title: Enabled
  - Headline: Latest on Test-related Topics (centrally aligned)

- **Description**: Quick look at the updated Test contents
- Action button More details with link enabled
- Content Settings
  - Displayed in Fixed Grid style
    - Column count: 4 with the Load More option enabled
  - Content Types: All are enabled

The configuration example is attached: Recent Content - Sample1.txt

### Recent Content in the list layout Figure 15: Recent Content in the list layout

JEP RECENT CONTENT TILE



### • General Settings:

- Tile Title: JEP Recent Content Tile
  - Display Tile Title: Enabled
- Headline: Latest on Test-related Topics (centrally aligned)

- **Description**: Quick look at the updated Test contents
- Action button More details with link enabled
- Content Settings:
  - Displayed in List Standard style
    - Column count: 4 with the Load More option enabled
  - Content Types: All are enabled

The configuration example is attached: Recent Content - Sample2.txt

# **RSS** tile

Simple, easy-to-configure tile used to display unauthenticated (public) RSS feeds to your community pages.

RSS tile:

- · Has two layouts to choose from with Various settings
- Supports for feed images

### Figure 16: RSS tile in hero column



Figure 17: RSS tile in wide column

### Figure 18: RSS tile in narrow column

Kentucky Students to Speak with NASA Astronauts on Space Station



Students from Kentucky will have an opportunity this week to talk live with NASA astronauts currently working and living aboard the International Space Station.

Mon, Sep 9th 2019



# Installing RSS Tile add-on

RSS Tile is installed from the Add-ons page.

**Fastpath:** User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to install add-ons.

- 1. In the user interface, click on your avatar in the upper-right corner, and then select **Add-ons** to open the Add-ons page.
- 2. On the **Add-ons** tab, select **All Add-ons** on the right, and then select **Available** at the center of the page to see all available add-ons.
- 3. Find **RSS Tile** in the list and click **Install** next to it.
- 4. In the **Confirm Install** box, select if the add-on should be visible to all users:
  - Clicking Install now makes it available for all community users immediately.
  - Clicking **Preview** makes it available only to you. After you have verified the setup, you will need to make the add-on available to other community users.
- 5. To verify that the add-on is installed, go to **Add-ons** tab, then select **All Add-ons** > **Installed** and find the add-on in the list.

The RSS Tile add-on is installed.

# **Creating RSS tiles**

Here you can find details on adding and configuring RSS tiles.

### Adding RSS tile

To add the tile to the page:

- 1. Go to the place where you want to add a new tile.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select JEP: RSS Tile under Tiles.

CATEGORIES	TILE
Collaboration	JEP: RSS Tile
Graphic Elements	from external sites.
Lists - Custom	JEP: Slideshow Display a slideshow with images and captions.
Lists - Dynamic	JEP: Social Media Tile
Support	Tile is used to integrate social network (Twitter, Facebook, Instagram) feed in jive
External Add-ons	JEP: Tag Filter Tile Display a Filtered Content Filtered By Tags.

The tile is added to the page and you need to configure it. You can configure the tile anew or, if you already have similar tiles, copy the settings from another tile.

General Settings	General Settings
Please configure the following "General" settings for the	RSS Settings
Title	Settings
Display tile title?	Tile Settings
Headline	~
Description	~
Background image	~
Action Link	~
CONTINUE	
Import / Export tile configuration?	
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### **Configuring General Settings**

To set up general tile settings:

- 1. Select Gear Icon > General settings .
- 2. Configure the general settings. For the detailed instructions, see General Settings of JEP tiles on page 162.
- 3. Click Save Tile Settings.

### Configuring RSS tile-specific settings

To configure settings specific to RSS tiles:

RSS settings	\$
Please fill in the required field below: RSS url *	
Style *	
	*
Item count *	*
Show Date Show Image (if provided by RSS)	

- 1. Click the gear icon > RSS Settings .
- 2. Provide the following details:

Open In New Window

Options	Description
RSS url	Provide a valid RSS feed URL.
Style	Select any of the feed display options as required: Headlines only / Full content / News Carousel.
Item count	Specify the number of items to be displayed for the RSS feed.
Show Date	Enable to display the date of the items in feed.
Show Image	Enable (if provided by RSS) to display the images, if any, for the items in the feed.
Open in a New Window	Enable to view the item details in a new window when the item link is selected.

- 3. Verify the RSS Tile screen to ensure that the configurations are completed successfully.
- 4. Click Save Tile Settings.

RSS tile is configured successfully.

# Copying settings from another tile

Use the currently configured settings of a tile in another environment or instance by using the **Import / Export tile configuration?** option.

**Note:** The Export/Import feature is also a great way to save previous configurations as a backup.

To copy settings from another tile of the same type:

ation?	
CANCEL	© 2021 Created by Jive Software
(	tion? CANCEL

Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

# An example of RSS tile

An RSS may look like this.

### Figure 19: RSS tile example

JEP RSS TILE LAUNCH



### • General Settings:

- Title: Main Title for the RSS Tile
- Display tile title?: Enabled
- Headline: Welcome to JEP RSS Tile (centrally aligned)
- Headline Alignment: Center
- **Description**: Describe the customized RSS Tile here in one or two lines.
- Background Image URL

- Background position: Top center
- **Padding**: 25px (all around)
- Action label with Action URL: AureaWorks News with link URL
- Open link in new window?: Enabled
- Action Alignment: Center
- RSS Settings:
  - RSS url: https://www.nasa.gov/rss/dyn/lg\_image\_of\_the\_day.rss
  - Style: Full content
  - Item count: 3
  - Show Date: Enabled
  - Show image: Enabled
  - Open in New Window: Enabled

# **Slideshow tile**

Beautiful and versatile tile that makes it easy to highlight information in your community. The tile provides a variety of layouts and configurations to ensure maximum configurability for your needs.

Slideshow tile has:

- Beautiful layout
- Various designs
- Flexible configuration





# Installing Slideshow Tile add-on

Slideshow Tile is installed from the Add-ons page.

### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to install add-ons.

- 1. In the user interface, click on your avatar in the upper-right corner, and then select **Add-ons** to open the Add-ons page.
- 2. On the **Add-ons** tab, select **All Add-ons** on the right, and then select **Available** at the center of the page to see all available add-ons.
- 3. Find **Slideshow Tile** in the list and click **Install** next to it.
- 4. In the **Confirm Install** box, select if the add-on should be visible to all users:
  - Clicking Install now makes it available for all community users immediately.
  - Clicking **Preview** makes it available only to you. After you have verified the setup, you will need to make the add-on available to other community users.
- 5. To verify that the add-on is installed, go to **Add-ons** tab, then select **All Add-ons** > **Installed** and find the add-on in the list.

The Slideshow Tile add-on is installed.

# **Creating Slideshow tiles**

Here you can find details on adding and configuring Slideshow tiles.

### **Adding Slideshow tile**

To add the tile to the page:

- 1. Go to the place where you want to add a new tile.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select JEP: Slideshow under Tiles.



The tile is added to the page and you need to configure it. You can configure the tile anew or, if you already have similar tiles, copy the settings from another tile.

Visibility Rules	-
-	Visibility Rules
	General Settings
Visibility rules allow you to configure conter certain group of peop	Slideshow Settings
No visibility rules have been c	Manage Slides
CREATE VISIBILITY RULE CONTINUE W/O VISIBILITY RULES	
Import / Export tile configuration?	
SAVE TILE SETTINGS CANCEL	© 2020 Created by Jive Software

### **Configuring General Settings**

To set up general tile settings:

- 1. Select Gear Icon > General settings .
- 2. Configure the general settings. For the detailed instructions, see General Settings of JEP tiles on page 162.
- 3. Click Save Tile Settings.

### **Configuring Visibility Rules**

To set up general tile settings:

- 1. Select Gear Icon > Visibility Rules .
- Configure a new visibility rule or select an existing one. For the detailed instructions on creating new rules, see Visibility Rules of JEP tiles on page 157.
- 3. Click Save Tile Settings.

### **Configuring Slideshow tile-specific settings**

To configure settings specific to Slideshow tiles:

Configuring Slideshow Settings of Slideshow tile

- 1. Click the gear icon > Slideshow Settings .
- 2. Specify Image Overlay settings: Select Title size, Link style (Button, Text, Slide).

Slideshow Settings	۵
Please fill in the required field below: Title size	
Large	*
Link style	
E Button	*
Text , settings	~
Slide n Settings	~

3. Set Animation settings using different options available:

Slideshow settings	^
Animation type	
Slide	*
Autoplay speed (ms) *	Animiation Speed (ms)*
2000	600
Range (1000ms - 100000ms)	Range (100ms - 100000ms)
Slider Height (px)	
500px	
e.g. 400 px	
🛃 Loop	Autoplay

- Animation type: Slide / Fade
- Autoplay speed and Animation Speed
- Slider Height
- Choose Loop or Autoplay
- 4. Set Navigation Settings of the slides:

Navigation Settings		^
Navigation Style		
Dots		*
Show navigation on slider		
Navigation alignment		
Center		*
Slidenav Arrow Position		
Default		*
Arrow Types	Arrow Color	
$\circ$ $\cdot$ $\cdot$	White	*
$\bigcirc \leftrightarrow \rightarrow$		
$\odot$ $\langle$ $\rangle$		
0,,,		

- Navigation Style: None, Dots, Thumbnails
- Navigation Alignment: Left, Center, Right, Justify
- Select Arrow Types to display
- Choose Arrow Color: Light or Dark

Configuring Manage Slides settings of Slideshow tile

- 5. Click the gear icon > Manage Slides .
- 6. Select Create Slide to start creating slides.

Create Slide	\$	;
Select Content to Create Item Search for Content		
Search content		
Update Item Information		
Title *		
Description		
Text Color		
Image URL *		
LIRI *		
Action URL		
URL Label		
URL Label		
Open in new Window		
Overlay Settings	~	

- 7. Select **Content to Create Item**: Provide the Content information or Search for existing Content in the community to pre-fill details of element, such as title, description, link, image.
- 8. Specify the slide details, such as Title, Description, Text Color, Image URL, URL (that is, Action URL) and URL Label Action URL, Action Label.
- 9. In the Overlay Settings, provide the following:

Overlay Settings	^
Image Overlay Position	
Background color	· ·
$\bigcirc$	
Background color opacity	
	*

- Image Overlay Position (Left, Right, Center, Top, Bottom, None)
- Select Background color using the Color picker

• Specify the Background color opacity

10Click **Save** to save the slide settings.

11Repeat Steps Step 6 on page 136-Step 10 on page 138 to create as many slides as required.

12Use the pencil icon to Edit Slide and Trash Can icon to delete slide.

13Select **Continue** after saving the slide information.

### 14Click Save Tile Settings.

Slideshow tile is configured successfully.

### Copying settings from another tile

Use the currently configured settings of a tile in another environment or instance by using the **Import / Export tile configuration?** option.

**Note:** The Export/Import feature is also a great way to save previous configurations as a backup.

To copy settings from another tile of the same type:

Import / Export tile configu	uration?	
SAVE TILE SETTINGS	CANCEL	© 2021 Created by Jive Software

Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

# An example of Slideshow tile

An Slideshow may look like this.



- General Settings:
  - Tile Title: Tile Title
  - Display Tile Title: Enabled
  - Headline Center
  - Description Center
  - Background Image URL

- Padding: 120px
- Action label + URL
- Slideshow Settings:
  - Center Aligned
  - Headline H1
  - Navigation Style: Dots
  - Navigation alignment: Center
  - Slidenav pos: default
  - Arrow color: white
  - Link Style: Button
  - Background: #000000
  - **Opacity**: 0.7
  - Size: 400px
- Slide:
  - Slide Title
  - Slide Description
  - URL + URL Label

# Social Media tile

Integrate Twitter, Facebook, and Instagram posts with ease into your community pages. Tile requires no HTML knowledge and is easy to configure.

Social Media tile supports thew following social media out-of-the-box:

- Facebook Page
- Twitter
- Instagram

# SOCIAL MEDIA TILE Tweets by @JiveSoftware Image: Software @JiveSoftware @JiveSoftware @JiveSoftware Image: Software Image: Software



event.on24.com/eventRegistrat...



# Installing Social Media Tile add-on

Social Media Tile is installed from the Add-ons page.

### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to install add-ons.

- 1. In the user interface, click on your avatar in the upper-right corner, and then select **Add-ons** to open the Add-ons page.
- 2. On the **Add-ons** tab, select **All Add-ons** on the right, and then select **Available** at the center of the page to see all available add-ons.
- 3. Find **Social Media Tile** in the list and click **Install** next to it.
- 4. In the **Confirm Install** box, select if the add-on should be visible to all users:
  - Clicking Install now makes it available for all community users immediately.
  - Clicking **Preview** makes it available only to you. After you have verified the setup, you will need to make the add-on available to other community users.
- 5. To verify that the add-on is installed, go to **Add-ons** tab, then select **All Add-ons** > **Installed** and find the add-on in the list.

The Social Media Tile add-on is installed.

# **Creating Social Media tiles**

Here you can find details on adding and configuring Social Media tiles.

### Adding Social Media tile

To add the tile to the page:

- 1. Go to the place where you want to add a new tile.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select JEP: Social Media Tile under Tiles.

CATEGORIES	TILE
Collaboration	Post, Discussion & ect. It allows user to filter items by text, tags, action and order them.
Graphic Elements	JEP: Slideshow Display a slideshow with images and
Lists - Custom	captions.
Lists - Dynamic	Tile is used to integrate social network (Twitter, Facebook, Instagram) feed in jive
Support	Multi Language Banner
External Add-ons	Use this tile to configure alternative banners for different languages.

The tile is added to the page and you need to configure it. You can configure the tile anew or, if you already have similar tiles, copy the settings from another tile.
General Settings Please configure the following "General" settin Title	General Settings <sup>g</sup> Social Media Settings
Display tile title?	
Headline	~
Description	~
Background image	~
Action Link	$\checkmark$
CONTINUE	
Import / Export tile configuration?	
SAVE TILE SETTINGS CANCE	© 2020 Created by Jive Software

# **Configuring General Settings**

To set up general tile settings:

- 1. Select Gear Icon > General settings .
- 2. Configure the general settings. For the detailed instructions, see General Settings of JEP tiles on page 162.
- 3. Click Save Tile Settings.

#### **Configuring Social Media tile-specific settings**

To configure settings specific to Social Media tiles:

- 1. Click the gear icon > Social Media Settings .
- 2. Select one of the media options: Twitter, Facebook, or Instagram.

Sr	ocial Ma	dia Setting	js	\$
16	Twitter	-		
Pl€ Pl€	Facebook	uired field belo Iedia *	W:	
l.	Instagram			-
Insta	agram Post Emb	ed Code		
C	ONTINUE	CANCEL		
	Import / Exp	ort tile configurat	ion?	
Ĩ	<b>3</b> SAVE TILE	ESETTINGS	CANCEL	© 2020 Created by Jive Software

3. If you selected Twitter, configure the following settings:

Please fill in the required field below:	
Please Select Social Media *	
Twitter	*
Twitter feed type *	
Profile Timeline	•
Nu List Timeline	
Collection	
Ma Moment	

Options	Description
	(Mandatory) Select any of the standard Twitter feed type from the available options:
	Profile Timeline: Displays public Tweets from any user on Twitter.
Twitter feed type	• List Timeline: Shows Tweets from public Lists that you own and/or subscribe to.
	• Collection: Shows Tweets from a curated collection.
	<ul> <li>Moment: Shows Tweets from a public moment.</li> </ul>

\$

# Social Media Settings Please fill in the required field below: Please Select Social Media\* Twitter Twitter Twitter feed type\* Profile Timeline

Twitter Username

Number of posts

Max Height

Show Replies

Theme

Aria Polite

\_\_\_\_\_

Chrome

Options	Description		
Twitter Username	Twitter username prefixed by the handle.		
Number of posts	Number of posts (maximum 20) to be displayed within the tile.		
Max Height	Maximum height to be displayed within the tile.		
Show Replies	Enable to display the responses to the Twitter post.		
Theme	Select the light or dark theme.		
Aria Polite	Aria Profile as defined in Twitter post.		
	Used to pick the display settings provided in the dropdown:		
	• noheader		
Chrome	• nofooter		
	<ul> <li>noborders</li> </ul>		
	<ul> <li>transparent</li> </ul>		
	<ul> <li>no scrollbars</li> </ul>		

4. If you selected Facebook, configure the following settings:

So	cial Media S	settings			¢
Plea:	se fill in the required as Select Social Media *	field below:			
Fa	cebook				*
Face	book Page Url *				
Heigl	nt				
Face	book Tabs				
	Timeline	Events		Messages	
	Use Small Header	Hide Cover Photo			
	Show Friend's Face	s			
	Hide the custom cal	l to action button (if available	e)		



CANCEL

Options	Description
Facebook Page Url	A valid Facebook Page URL.
Height	Height of display.
Facebook Tabs	One or more the Facebook Tabs: Timeline, Events, and Messages.
Use Small Header	Small Header to be used or the default Header in Facebook.
Hide Cover Photo	Enabling display or hiding the Cover Photo.
	Enabling display or hiding Friend's Faces.
Show Friend's Faces	Attention: User must be logged into Facebook to enable display of Friend's Faces.
Hide the custom call to action button (if available)	Enable or hide the custom call to action button.

5. If you selected Instagram, include the Embed code from the relevant Instagram Post.



To embed code from Instagram:

- 1. Log in to Instagram.
- Search or select the relevant post and then select the Details (three dots) icon on top right.
- 3. Select Embed and copy the code.
- 4. In Instagram Post Embed Code of the tile, paste the code.
- 6. Verify the Social Media Tile screen to ensure that the configurations are completed successfully.
- 7. Click Save Tile Settings.

Social Media tile is configured successfully.

# Copying settings from another tile

Use the currently configured settings of a tile in another environment or instance by using the **Import / Export tile configuration?** option.

**Note:** The Export/Import feature is also a great way to save previous configurations as a backup.

To copy settings from another tile of the same type:

Import / Export tile config	uration?	
SAVE TILE SETTINGS	CANCEL	© 2021 Created by Jive Software

Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

# An example of Social Media tile

An Social Media may look like this.



- General Settings:
  - Title: Title for Social Media Tile Example
  - Display tile title?: Enabled
  - **Headline**: Welcome to JEP Social Media Tile (center aligned)
  - **Description**: Describe this sample Social Media Tile in one or two lines.
  - Background Image URL
  - Background position: Top center
  - Padding: 20px all around
  - Text color: 030203
  - Action label + URL: AureaWorks News and link provided
  - Action Alignment: Center
- Social Media Settings:
  - Social Media: Facebook
  - Facebook Page Url: https://www.facebook.com/fans.of.jive
  - Facebook Tabs: Timeline, Events, Messages enabled
  - Use Small Header: Enabled

#### Social Media tile connected to Facebook Figure 21: Social Media tile connected to Facebook

JEP SOCIAL MEDIA TILE LAUNCH

# Welcome to JEP - Social Media Tile (center aligned)

Describe this customized JEP Social Media Tile in one or two lines.



- General Settings:
  - Title: Title for Social Media Tile Example
  - Display tile title?: Enabled
  - **Headline**: Welcome to JEP Social Media Tile (center aligned)
  - **Description**: Describe this sample Social Media Tile in one or two lines.
  - Background Image URL
  - Background position: Top center
  - Padding: 20px all around
  - Text color: 030203

- Action label + URL: AureaWorks News and link provided
- Action Alignment: Center
- Social Media Settings:
  - Social Media: Twitter
  - Twitter Username: @TheBorisBecker
  - Number of posts: 2
  - Max Height: 500
  - Theme: dark

#### Social Media tile connected to Instagram Figure 22: Social Media tile connected to Instagram

JEP BOCIAL MEDIA TILE LAUNCH

Welcome to JEP - Social Media Tile (center aligned) Describe this customized JEP Social Media Tile in one or two lines.



#### General Settings:

- Title: Title for Social Media Tile Example
- Display tile title?: Enabled
- **Headline**: Welcome to JEP Social Media Tile (center aligned)
- **Description**: Describe this sample Social Media Tile in one or two lines.
- Background Image URL
- Background position: Top center
- Padding: 20px all around

- Text color: 030203
- Action label + URL: AureaWorks News and link provided
- Action Alignment: Center
- Social Media Settings:
  - Social Media: Instagram
  - Instagram post embed code:

```
<blockquote class="instagram-media" data-instgrm-captioned
data-instgrm-permalink="https://www.instagram.com/p/tsxp1hhQTG/?utm_source=ig_embed&a</pre>
 data-instgrm-version="13" style=" background:#FFF; border:0;
border-radius:3px; box-shadow:0 0 1px 0 rgba(0,0,0,0.5),0 1px 10px 0
rgba(0,0,0,0.15); margin: 1px; max-width:540px; min-width:326px;
padding:0; width:99.375%; width:-webkit-calc(100% - 2px);
width:calc(100% - 2px);"><div style="padding:16px;"> <a</pre>
href="https://www.instagram.com/p/tsxp1hhQTG/?utm source=ig embed&utm campaign=lc
 style=" background: #FFFFF; line-height:0; padding:0 0;
text-align:center; text-decoration:none; width:100%;" target=" blank">
<div style=" display: flex; flex-direction: row; align-items: center;">
 <div style="background-color: #F4F4F4; border-radius: 50%; flex-grow:</pre>
 0; height: 40px; margin-right: 14px; width: 40px;"></div> <div
style="display: flex; flex-direction: column; flex-grow: 1;
justify-content: center;"> <div style=" background-color: #F4F4F4;
border-radius: 4px; flex-grow: 0; height: 14px; margin-bottom: 6px;
width: 100px;"></div> <div style=" background-color: #F4F4F4;</pre>
border-radius: 4px; flex-grow: 0; height: 14px; width:
60px;"></div></div></div></div></div></div></div>
style="display:block; height:50px; margin:0 auto 12px; width:50px; "><svg
 width="50px" height="50px" viewBox="0 0 60 60" version="1.1"
xmlns="https://www.w3.org/2000/svg"
xmlns:xlink="https://www.w3.org/1999/xlink"><g stroke="none"</pre>
stroke-width="1" fill="none" fill-rule="evenodd"><g</pre>
transform="translate(-511.000000, -20.000000)" fill="#0000000"><q><path
 d="M556.869,30.41 c554.814,30.41 553.148,32.076 553.148,34.131
C553.148,36.186 554.814,37.852 556.869,37.852 C558.924,37.852 560.59,36.186 560.59,34.131 C560.59,32.076 558.924,30.41 556.869,30.41
M541,60.657 C535.114,60.657 530.342,55.887 530.342,50 C530.342,44.114
 535.114,39.342 541,39.342 c546.887,39.342 551.658,44.114 551.658,50
C551.658,55.887 546.887,60.657 541,60.657 M541,33.886 C532.1,33.886 524.886,41.1 524.886,50 C524.886,58.899 532.1,66.113 541,66.113
C549.9,66.113 557.115,58.899 557.115,50 C557.115,41.1 549.9,33.886
541,33.886M565.378,62.101C565.244,65.022564.756,66.606564.346,67.663
 C563.803,69.06 563.154,70.057 562.106,71.106 C561.058,72.155
560.06,72.803 558.662,73.347 C557.607,73.757 556.021,74.244
553.102,74.378C549.944,74.521548.997,74.552541,74.552C533.003,74.552
532.056,74.521 528.898,74.378 C525.979,74.244 524.393,73.757 523.338,73.347 C521.94,72.803 520.942,72.155 519.894,71.106
c518.846,70.057 518.197,69.06 517.654,67.663 c517.244,66.606
516.755,65.022 516.623,62.101 C516.479,58.943 516.448,57.996 516.448,50
 C516.448,42.003 516.479,41.056 516.623,37.899 C516.755,34.978
517.244,33.391 517.654,32.338 C518.197,30.938 518.846,29.942
519.894,28.894 C520.942,27.846 521.94,27.196 523.338,26.654
c524.393,26.244 525.979,25.756 528.898,25.623 c532.057,25.479
533.004,25.448 541,25.448 C548.997,25.448 549.943,25.479 553.102,25.623
 C556.021,25.756 557.607,26.244 558.662,26.654 C560.06,27.196
561.058,27.846 562.106,28.894 C563.154,29.942 563.803,30.938
564.346,32.338 C564.756,33.391 565.244,34.978 565.378,37.899
c565.522,41.056565.552,42.003565.552,50c565.552,57.996565.522,58.943
 565.378,62.101 M570.82,37.631 C570.674,34.438 570.167,32.258
569.425,30.349 C568.659,28.377 567.633,26.702 565.965,25.035
c564.297,23.368 562.623,22.342 560.652,21.575 c558.743,20.834
556.562,20.326 553.369,20.18 C550.169,20.033 549.148,20 541,20
c532.853,20 531.831,20.033 528.631,20.18 c525.438,20.326 523.257,20.834
 521.349,21.575 C519.376,22.342 517.703,23.368 516.035,25.035
C514.368,26.702 513.342,28.377 512.574,30.349 C511.834,32.258
511.326,34.438 511.181,37.631 C511.035,40.831 511,41.851 511,50
```

```
c511,58.147 511.035,59.17 511.181,62.369 c511.326,65.562 511.834,67.743
  512.574,69.651 C513.342,71.625 514.368,73.296 516.035,74.965
c517.703,76.634 519.376,77.658 521.349,78.425 c523.257,79.167
525.438,79.673 528.631,79.82 C531.831,79.965 532.853,80.001 541,80.001
 C549.148,80.001 550.169,79.965 553.369,79.82 C556.562,79.673
558.743,79.167 560.652,78.425 C562.623,77.658 564.297,76.634
565.965,74.965 C567.633,73.296 568.659,71.625 569.425,69.651
C570.167,67.743 570.674,65.562 570.82,62.369 C570.966,59.17 571,58.147
  571,50 C571,41.851 570.966,40.831
570.82,37.631"></path></g></g></svg></div><divstyle="padding-top:
  8px;"> <div style=" color:#3897f0; font-family:Arial,sans-serif;</pre>
font-size:14px; font-style:normal; font-weight:550; line-height:18px;">
View this post on Instagram</div></div><div style="padding: 12.5% 0;"></div> <div style="display: flex; flex-direction: row;
margin-bottom: 14px; align-items: center;"><div> <div</pre>
style="background-color: #F4F4F4; border-radius: 50%; height: 12.5px;
  width: 12.5px; transform: translateX(0px) translateY(7px);"></div>
<div style="background-color: #F4F4F4; height: 12.5px; transform:</pre>
rotate(-45deg) translateX(3px) translateY(1px); width: 12.5px;
flex-grow: 0; margin-right: 14px; margin-left: 2px;"></div> <div</pre>
style="background-color: #F4F4F4; border-radius: 50%; height: 12.5px;
  width: 12.5px; transform: translateX(9px)
translateY(-18px);"></div></div><div style="margin-left: 8px;"> <div</pre>
style=" background-color: #F4F4F4; border-radius: 50%; flex-grow: 0;
height: 20px; width: 20px; "></div> <div style=" width: 0; height: 0;
border-top: 2px solid transparent; border-left: 6px solid #f4f4f4;
border-bottom: 2px solid transparent; transform: translateX(16px)
translateY(-4px) rotate(30deg)"></div></div><div style="margin-left:
auto;"> <div style=" width: 0px; border-top: 8px solid #F4F4F4;
border-right: 8px solid transparent; transform:
translateY(16px);"></div> <div style=" background-color: #F4F4F4;
flex-grow: 0; height: 12px; width: 16px; transform:
translateY(-4px);"></div> <div style=" width: 0; height: 0; border-top:
8px solid #F4F4F4; border-left: 8px solid transparent; transform:
translateY(-4px) translateX(8px);"></div></div></div></div></div</pre>
style="display: flex; flex-direction: column; flex-grow: 1;
justify-content: center; margin-bottom: 24px;"> <div style="
background-color: #F4F4F4; border-radius: 4px; flex-grow: 0; height:
14px; margin-bottom: 6px; width: 224px;"></div> <div style="background-color: #F4F4F4; border-radius: 4px; flex-grow: 0; height:
14px; width: 144px;"></div></div></a><p style=" color:#c9c8cd;
font-family:Arial,sans-serif; font-size:14px; line-height:17px;
margin-bottom:0; margin-top:8px; overflow:hidden; padding:8px 0 7px;
text-align:center; text-overflow:ellipsis; white-space:nowrap;"><a</pre>
href="https://www.instagram.com/p/tsxp1hhQTG/?utm source=ig embed&utm campaign=lc
  style=" color:#c9c8cd; font-family:Arial,sans-serif; font-size:14px;
  font-style:normal; font-weight:normal; line-height:17px;
text-decoration:none;" target=" blank">A post shared by Instagram
(@instagram)</a></div></blockquote> <script async
src="//www.instagram.com/embed.js"></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script></script
```

# **Visibility Rules of JEP tiles**

Visibility Rules allow you to target content of a tile to a specific audience based on profile field information, language, and user group membership.

These optional settings are available for most of the JEP Tiles.

A visibility rule determines the users, to whom the content in the tile is displayed.

Visibility Rules		\$
Visibility rules allow you to co certian	onfigure conte group of peo	ent that is only visible to a ple.
No visibility rule	es have been	created yet.
CREATE VISIBILITY RULE	CONTINUE	W/O VISIBILITY RULES
Import / Export tile configurati	on?	
SAVE TILE SETTINGS	CANCEL	© 2020 Created by Jive Software

- Select Create Visibility Rule to configure who should be able to view the tile.
- Select Continue w/o Visibility Rules to proceed with configuring other settings of the tile.

Creating visibility rules

Create Visibility Rule	\$
Title *	
Rules	
ADD RULE	
Condition O Match all rules  O Match any rule	
SAVE VISIBILITY RULE CANCEL	
Import / Export tile configuration?	
SAVE TILE SETTINGS CANCEL © 2020 Created by Jive	Software

A visibility rule has the following attributes:

- Title: Name of the rule. Recommended to use short titles.
- Rules: The rule is based on one or more of the following:
  - Language
  - Profile Field
  - Security Group
- Condition:
  - Match all rules: Content is displayed if user applies to all rules
  - Match any rule: Content is displayed if user applies to any of the rules

Visibility Rule Types:

• Language: Select a (Jive Preference) Language from the dropdown Rules

ADD RULE	
Language	^
Type *	
O Language ○ Profile Field ○ Security Group	
Language *	
Select	•
DELETE RULE	Ξ

• **Profile field**: Specify any Jive profile field name and corresponding value. Values are case and space sensitive

Rules

ADD RULE	
Profile Field	^
Type *	
O Language 💿 Profile Field O Security Group	
Field Name *	
Provide a profile field by "Name". (case and space sensitive)	
Field Value *	
Provide the value of the profile field. (case and space sensitive)	
Is the profile field value a date?	

DELETE RULE

• Security / User groups: Provide one or multiple user group names (OR correlation). User Group Names are case and space sensitive

Rules

ADD RULE

Security Group	^
Type *	
🔘 Language 🔘 Profile Field 🧿 Security Group	
Security Group *	
Supports multiple groups seperated by a comma. (case and space sensitive)	
DELETE RULE	Ξ

# **General Settings of JEP tiles**

General Settings contain the main tile settings.

1. Specify the Title of the tile.



- 2. Enable **Display tile title?** to make the tile title visible.
- 3. Define **Headline**, set **Headline Alignment** (Left, Right, Center, or Justify) and a corresponding **Text Color**.

Headline			^
Headline			
Headline Alignme	nt	Text color	
Center	v	#000000	
Description			^
Description Description			^
Description Description			^
Description Description Description	headline and descr	iption on the same line?	^
Description Description Description Description Alignme	headline and descr	iption on the same line?	^

- 4. Provide **Description** and set the **Description Alignment** (Left, Right, Center, or Justify).
- 5. Set the Background image, Background position, Text Color, and Padding.

Backgrou	nd image			^
Background in	mage		Background position	1
https://je	p-qa.jiveon.com/	resources/s×	Top center	-
Background in surrounding p	mage will be sized bas adding.	ed on the		
Padding				
Тор	Right	Bottom	Left	
30	20	30	20	
Text color				

6. Define action link as follows:

#000000

Action Link		^
Action label		
Action URL		
http://		
Open link in new window?		
Action Alignment		
Center -		
Action colors		
Text color	Background color	
#606060	#FFFFF	
Hover text color	Hover background color	
#4A85CD	#F2F2F2	
Use a flatter button		

- a) Define the **Action label** and **Action URL**, enable **Open link in new window?** to open the Action URL in a new window.
- b) Set the Action Alignment and Action Colors to display the button on hover.
- c) Select **Use a flatter button** to display the Action button as a flat/elevated button respectively.
- 7. Define HTML code with or without Java script.

HTML

\$

Please configure the following "HTML" settings for this tile:

HTML Markup *		
Input HTML here		
Markup will be injected into the body of the <body> tags.</body>	the page. No ne	eed to declare <html>, <head>, or</head></html>
SAVE HTML		
Import / Export tile configuration	1?	
SAVE TILE SETTINGS	CANCEL	© 2019 Created by Jive Software

Insert the HTML code within  $< div > \ldots < /div > to wrap the content, as the tile already provides the html, head, and body tags.$ 

**Caution:** All JavaScript is stripped out from the HTML configurations for users who are not added to the defined Security Group. For more information, see Allowing JavaScript usage for specific users on page 167.

8. Select a font from Google Font Library.

 Font Settings
 ^

 Please select font
 \_

 Please select System font or Google Font
 \_

# Allowing JavaScript usage for specific users

Enable Javascript in HTML of General Settings.

For security reasons, access to add JavaScript is limited.

**Caution:** All JavaScript is stripped out from the HTML configurations for users who are not added to the defined Security Group.

We recommend to create a specialized user group and add users to the group as follows:

- 1. Create a user group ( Admin Console > People > Create > User Group ) with user group name as jep\_html\_js\_approved.
- Add one or more users, who should be able to add JavaScripts to the HTML, to this group.

# **3** Jive Extensions: Add-ons

*Jive Extensions includes multiple add-ons that enhance user experience when using Jive.* 

For details, see the following topics:

- Admin Essentials add-on
- Advanced Navigation add-on
- Ask Me Anything add-on
- Author Change add-on
- Content Curator add-on
- Email Signature add-on
- Forms and Surveys App add-on
- GDPR add-on
- Ghost Publish add-on
- Microsoft Teams add-on
- Multiple Languages add-on
- Quick Links add-on
- Remove Followers add-on
- Social Group Sync add-on
- User Group Sync add-on

# Admin Essentials add-on

The Admin Essentials add-on helps to change social group URLs and bulk-adding users to the social groups (by username, ID, or email address).

The Admin Essentials add-on allows group administrators the option to add users to the group while skipping the general invitation/accept/approval process for group membership. Users can be added in bulk to social groups and the URL of the social group can be changed.

With Admin Essentials add-on, users gain access to the following features:

- Add members (in bulk) all social group administrators and owners (of the related social group).
- Add members (single) only users from specifically configured user groups.
- Rename social group URL only users from specifically configured user groups.

# Figure 23: The options that the Admin Essentials add-on adds to social group configuration



# Installing Admin Essentials Add-on

Open a support with the Support to install this add-on.

# **Configuring Admin Essentials Add-on**

Admin Essentials Add-on is an add-on that uses user groups for determining access.

Fastpath: Admin Console > Permissions > User Groups

Fastpath: Advanced Admin Console > People > Management > Create User Group

Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

### **Configuring user groups for Admin Essentials**

The Admin Essentials add-on uses user groups to provide secure access to the add-on features.

To configure user groups for the Admin Essentials add-on:

1. Go to the user group configuration page:

- Admin Console > Permissions > User Groups
- Advanced Admin Console > People > Management > Create User Group
- 2. Under General Settings, enter a user group name and click Create Group.

For this example, we are creating a URL Rename Permission Group user group.

- 3. Add the concerned administrators as members to this user group.
- 4. Save the changes.

#### Applying user groups to Admin Essentials

Add the preconfigured user group (or groups) to the Admin Essentials Add-on configuration to allow using the **Rename social group URL** feature.

To configure user groups for the Admin Essentials add-on:

- 1. Go to User interface: Your avatar > Add-ons > All Add-ons > Installed .
- 2. Find Admin Essentials in the list, click the gear icon > Settings .

Figure 24: Admin Essentials add-on settings

jive	News	Browse -	Apps •	Showcase	1	•
Add-ons	Apps I	Management	Communi	y Authorizations		
Storage Pr API Servic Analytics S	roviders æs Services		Admin A cloud fi	Essentials Settings rendly version for some of the original Admin Essentials features		
All Add-o	ons	Title		Apps Sec	urity	
		Rer	name URL	0	]	
		Bul	k Add Group	) Members	-	
		Serv	ice URL			
		This	Add-on requir	es connectivity to a network service.		
		http:/	//localhost:809	0		
		۲	Advanced Se	ttings		

3. Under App Security, click the gear icon next to Rename URL.

User groups with access to the Change Group URL feature are listed here. By default, the **All registered users** user group is used.

4. Remove **All registered users** and add the user groups which should have access to the feature.

Figure 25: Configuring user groups for the Rename social group URL feature

Manage App User Groups	×
Rename URL	
A_URL Rename Permission Group	
User groups who can see this app.	
A_URL Rename Permission Group (3 members)	×
Note: You can add or modify user groups in the Admin Console	
	Save Changes

In this example, we are adding the URL Rename Permission Group user group.

5. Save the changes.

Social group administrators and owners who are members of the specified user group (URL Rename Permission Group in the example) will be able to access the **Rename Group URL** feature of the Admin Essentials add-on. And, consequently, users who do not belong to the specified user groups will not have access to the feature.

# Using the Admin Essentials add-on

Here you can find details on using the Admin Essentials add-on.

Admin Essentials adds options for changing social group URLs and adding users (in bulk or one by one) to the social groups without the hassle of inviting users first (and waiting for them to accept invitations).

To access the Admin Essentials actions:

- 1. Go to the landing page of the concerned social group, where the add-on is to be configured. Select **Manage** > **Settings**.
- 2. Click the gear icon to change the advanced social group settings.

Figure 26: Opening Enabled Features and Content Types settings

Enabled Features ar	d Content Types		đit
Blogs	Documents	Discussions & Questions	
Polls	Projects	Videos	
🞽 Status Updates	Events	🥊 Ideas	

This opens the **Enabled Features and Content Types** settings with the add-on actions.

Figure 27: The options that the Admin Essentials add-on adds to social group configuration



## Adding members one-by-one with Admin Essentials

Administrators can add several members one-by-one while skipping the general invitation/accept/approval process for group membership.

- 1. Go to the social group where members are to be added in bulk without inviting them.
- 2. Click Manage > Settings of the group.
- 3. Click Enable Features and Activity > gear icon .
- 4. Click Add Members.

Enable Fea	atures	and Content Types		×
Group Features Select which feature	es you wa	nt enabled in your group.		
✓ ■ Blogs	⊡ Doc	${\it f}$ Admin Essentials : Add Memb $\times$	✓ Videos	
Status Updates	₽ E	Admin Essentials Addon-on Group /groups/admin-essentials-addon-on-group Lookup users to add (not invite) to the group.		
Apps Configure which ap <u>7</u> Add Members 7 Add Members (1)	ops you v Bulk)	Select Users to Add		
F Rename Group	URL •			

5. Follow the instructions on the screen display. E-mail Signature

### **Bulk-adding members with Admin Essentials**

Administrators can add several members in bulk while skipping the general invitation/accept/approval process for group membership.

To add members in bulk:

- 1. Go to the social group where members are to be added in bulk without inviting them.
- 2. Click Manage > Settings of the group.
- 3. Click Enable Features and Activity > gear icon .
- 4. Click Add Members (Bulk).

Enable	Admin Essentials : Add Members (Bulk)	$\times$	×
Group Fea Select whic Image: Blog Image: Blog	Admin Essentials Addon-on Group /groups/admin-essentials-addon-on-group Bulk add members (not invite) to the group. Simply paste a list of Jive User IDs (i.e. 1234), Jive user email addresses, or Jive usernames 1 per line into the box below and click Bulk Add Member(s)		
Status Up Apps Configure v Add Me Add Me Rename Apply	Depending on how many users are being added this process might take several minutes. Please wait for it to complete before leaving this dialog box.  Bulk Add Member(s) Cancel		

5. Follow the instructions on the screen display. E-mail Signature

#### Changing social group URL with the Admin Essentials add-on

Administrators can change the name and URL of the social group.

Social Group Administrators (of the related Social Group) who are NOT members of the predefined user groups (A\_URL Rename Permission Group in our example), will not be able to access the Rename Group URL feature of the Admin Essentials add-on.

- 1. Go to the social group where members are to be added in bulk without inviting them.
- 2. Click Manage > Settings of the group.
- 3. Click Enable Features and Activity > gear icon .
- 4. Click Rename Group URL.



- 5. Select Unlock Rename Form.
- 6. Provide the new group URL as indicated.
- 7. Click Rename Group to save the settings.

# **Advanced Navigation add-on**

This add-on allows customizing the look and experience of your Jive instance's navigation. Advanced Navigation was created because global navigation is critical to a site's usability, and assists to drive users down key paths so they are able to find what they are looking for.

With Advanced Navigation, you gain the following benefits to create the site navigation that is most beneficial to your organization and users:

- · Replace or add individual links to the existing header navigation of Jive
- Administer the navigation structure of your menu with easy drag and drop editing
- Create horizontal and vertical Menus
- Add images or text elements to your menus
- Translate navigation items in all Jive supported languages

- Utilize our large icon library to highlight elements
- Fully responsive so your menu renders as intended on any browser or device
- Fine-grained control over menu item styling
- Visibility rules: show or hide items based on profile information or user group membership with navigation that is relevant to your users needs

Improve your staff's Jive experience, learn which pages and paths are most visited and engaging, and continually optimize your menus to present the content and places most valuable to your user base.



🏟 SE			EXPC	DRT/IM	PORT
Mega M	nu Items				
	News	/	P	=	Î
	Locations	/	P	=	Î
	Business	/	P	=	Î
H	My tools	/	P	=	Î
	Helpdesk	/	P	=	Î
			Drag	g Item 1	To Sort
		CREATE NEW	MEN	U ITEM	4

SETTINGS 💿 VISIBILITY RULES 🗮	MENU					EXPORT/IMPOR
GENERAL SETTINGS MAIN NAVIGATION	DROPDOWN	PANEL				
Open Dropdown On Define what should happen when the event is set to	o 'click'. This also ap	plies to mobiles.	Click			¥
Click Event Behaviour Define what should happen when the event is set to	o 'click'. This also ap	plies to mobiles.	First click wil	open a sub men	u, second click will clos	se the sub menu 👻
Effect	Spe	ed		L	ine-height	
Slide		ast		Ŧ	100	
Shadow		Horizontal	Vertical	Blur	Spread	Color
Define the shadow of the main navigation	Enabled	5px	5рх	10px	Зрх	#383838
Logo and Url	Logo Image Url		Logo Link		Width	Height
Page that a user goes to when they click the logo	https://community.jivesoftware		/news			30px
			Insert URL with "htt path "/"	p(s)://" or relative		
Cache Time (Minutes) Define time for cache to saved at user's browser.			0			
Menu Position Place Mega Menu above/below jive header or merg	e them		Merged with	Jive Header		*

: '	My tools					ľ	$\equiv$	Î
: 1	Helpdesk					1	≡	Î
Title *		Target type *		URL*	Target *			
Helpdes	sk	URL	*	https://community.jivesoftware.com/				Ŧ
				Insert URL with "http(s)://" or relative path "/"				
con		Layout *		Visibility Rule *	Tab Column Width*			
🗰 an	droid	Grid	*	Show for all				Ŧ
Translatio	ons			HR Central				
CREATE	ENEW TRANSLATION			Users in Aurea				
Translate - German			Global onsultans				~	
				Departement- QA			SAVE	

# Installing Advanced Navigation Add-on

Open a support with the Support to install this add-on.

# Configuring access to the Advanced Navigation Add-on

Advanced Navigation Add-on is an add-on that uses user groups for determining access. Only the members added to this user group can access and configure the Advanced Navigation Add-on configuration settings.

#### Fastpath: Admin Console > Permissions > User Groups

Fastpath: Advanced Admin Console > People > Management > Create User Group

Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

#### **Configuring user groups for Advanced Navigation**

The Advanced Navigation add-on uses user groups to provide secure access to the add-on features.

To configure user groups for the Advanced Navigation add-on:

1. Go to the user group configuration page:

- Admin Console > Permissions > User Groups
- Advanced Admin Console > People > Management > Create User Group
- 2. Under General Settings, enter a user group name and click Create Group.

For this example, we are creating a Advanced Navigation add-on editors user group.

- 3. Add the concerned administrators as members to this user group.
- 4. Save the changes.

#### Applying user groups to Advanced Navigation

Add the preconfigured user group (or groups) to the Advanced Navigation Add-on configuration to allow users of this group to use the add-on.

#### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

To configure user groups for the Advanced Navigation add-on:

- 1. Go to User interface: Your avatar > Add-ons > All Add-ons > Installed .
- 2. Find Advanced Navigation in the list, click the gear icon > Settings .
- 3. Under App Security, click the gear icon next to Advanced Navigation.

User groups with access to the Advanced Navigation add-on editors feature are listed here. By default, the **All registered users** user group is used.

4. Remove **All registered users** and add the user groups which should have access to the feature.

In this example, we are adding the Advanced Navigation add-on editors user group.

5. Save the changes.

Members of the specified user groups (Advanced Navigation add-on editors in the example) can now configure and use the Advanced Navigation add-on.

# Configuring the Advanced Navigation Add-on: Initial setup

After installing the Advanced Navigation Add-on you need to finish the initial setup of the add-on.

- 1. Go to User interface: Your avatar > Add-ons > All Add-ons > Installed .
- 2. Find Advanced Navigation in the list, click the gear icon > Settings .
- 3. Click **Configure Now** and a list of files that need to be synced with the root space will be shown:

**Note:** If all the files are up to date, no sync is required.

- 4. When clicking on Sync, if the add-ons are running on a different domain than the Jive application (secure mode - default behavior), enter the credentials of the current user, which has to be non-federated account and having full admin access permission:
- 5. Once the sync is completed all the status icons should be a checkmark. The custom header code that needs to be added in Jive will be shown.
- 6. Copy the displayed custom header code.
- 7. Click Save and Save and Activate on the next screen.
- 8. Go to **Your avatar** > **Themes** > **Advanced** > **Custom Header** to configure the community theme.
- 9. Add the HTML code, generated in Step Step 6 on page 179, in the **Customer header HTML** box.

#### 10Save and Publish this new theme.

11Go to the configuration page via the URL: <instance URL>/apps/mega-menu-addon to configure the Advanced Navigation Add-on.

Now you can configure the Advanced Navigation set up access (as described in Configuring access to the Advanced Navigation Add-on on page 178) and then create your Advanced Navigation (as described in Configuring Advanced Navigation on page 180).

# **Configuring Advanced Navigation**

Here are the ways to customize Jive menu with the Advanced Navigation Add-on.

The Configuration Panel:

#### Fastpath:

- Apps > Advanced Navigation
- Create Menu > Advanced Navigation Configuration >
- Direct Link: <instance URL>/apps/mega-menu-add-on

To configure the Advanced Navigation Add-on, ensure the appropriate user is added to the user group (for example, Advanced Navigation add-on editors). For more information, see Configuring access to the Advanced Navigation Add-on on page 178.

## **General settings**

Here you can find the general settings of a menu.


## **General Settings > General Settings**

	MENU							(PORT/IMPORT
GENERAL SETTINGS MAIN NAVIGATION	DROPDOWN PAI	NEL						
Open Dropdown On Define what should happen when the event is set to	click'. This also applies t	to mobiles.	Click					-
Click Event Behaviour Define what should happen when the event is set to	click'. This also applies	to mobiles.	First click will op	oen a sub me	enu, second cl	ick will close t	he sub menu	•
Effect	Spee	d			Line-height			
Slide	▼ Fa	st		*	100			
Shadow		Horizontal	Vertical	Blur		Spread	Color	
Define the shadow of the main navigation	Enabled	5px	5px	10px		Зрх		#383838
Logo and Url	Logo Image Url		Logo Link		Width		Height	
Page that a user goes to when they click the logo	https://commun	ity.jivesoftware	/news				30px	
			Insert URL with "http(s); path "/"	//" or relative				
Cache Time (Minutes) Define time for cache to saved at user's browser.			0					
Menu Position Place Mega Menu above/below jive header or merge	them		Above Jive Head	der				Ŧ
Make Mega Menu Sticky Menu will stay fixed on scroll			Enabled					
						SAVE	GO TO VISI	BILIY RULES
2020 Created by Jive Software								SAVE SETTINGS

- Open Dropdown on:
  - Hover
  - Click
- Effect for panel / dropdown
  - None
  - Fade
  - Slide
  - Push site content is pushed down
- Speed of panel rendering: Fast / Medium / Slow
- Line Height: Defines the height of the hover background
- Shadow
- Logo: Link to Logo image file
- URL: Target link when click on logo
- Cache Time: Time before Menu structure is updated
  - Greater values can improve performance
- Menu Position:
  - Show Menu above standard Jive header bar
  - Show Menu below standard Jive header bar
  - Merge Menu with standard Jive header bar

## General Settings > General Settings : Main Navigation : Main Menu - general

					EXPORT/IMP
GENERAL SETTINGS MAIN NAVIGATION DROPDOWN PA	NEL				
review:					
lenu Height	Padding (top and bottom)	20py			
ettings define the overall height of the menu bar.	Padding (top and bottom)	Min: 15px			
Menu Width Jefine the width of menu bar		1260px			
Nenu Background he background color for the main menu har. Set each value to transparent	for a		From	То	
utton' style menu.	Enabled		#0D7BFF		#2284FF
1enu Padding		Тор	Right	Bottom	Left
adding for the main menu bar.		5px	0px	5px	Орх
1enu Border	Color	Тор	Right	Bottom	Left

## Main Navigation (Top Level)

- Preview
- Menu Height
- Menu Width (set 40 px less than Global Theme width configured)
- Menu Background Color
- Menu Padding
- Menu Border

Item Font Color	Size		Family	Tra	insform	Weight	Di	coration
Ihe font to use for lach top level menu #FFFFFF tem.	14px		Inherit	τ (	JPPERCASE	* Normal (400)	*	None
tem Font (Hover)	(			Color	v	leight	Decon	ation
et the font to use for each top level menu iter	i (on hover).			#F8F	250	Normal (400)	▼ Nor	ne r
tem Background The background color for each top level menu i ransparent if you've aiready set a background i	tem. Tip: Set these value color on the menu bar.	s to	Enabled		From RGBA	(255, 255, 255, 0)	To RGE	8A(255, 255, 255, 0)
tem Background (Hover) The background color for a top level menu iter	ı (an haver).		Enabled		From RGBA	(255, 255, 255, 0)	To RGI	3A(255, 255, 255, 0)
tem Background (Active) The background color for a top level active mer	u item.		Enabled		From RGBA	(255, 255, 255, 0)	To RGE	3A(255, 255, 255, 0)
tem Border		Color		Тор	Right	Bottom		Left
tem border	Enabled	$\bigcirc$	#FFFFFF	Орх	Орх	Орх		Орх
tem Border (Hover)								
tem Border (Hover) tem Border (Hover)	Enabled							
tem Border (Hover) em Border (Hover) tem Spacing lefine the size of the gap between each top lev	Enabled			Opx 15px				
tem Border (Hover) tem Border (Hover) tem Spacing Jeffre the size of the gap between each top lev tem Pladling	Enabled			Opx 15px Left	Opx Right	2рх Тор		Opx Bottom
tem Border (Hover) tem Border (Hover) tem Spacing define the size of the gap between each top lev tem Padding, at the border to display on each top level men	Enabled			Opx 15px Left 10px	Opx Right 10px	2рх 2рх Тор Орх		Opx Bottom Opx
tem Border (Hover) tem Spacing define the size of the gap between each top lev tem Padding et the border to display on each top level men tem Divider	Enabled			Opx 15px Left 10px	Opx Opx Right 10px	2px 2px 0px olor	Glew 0	Opx Bottom Opx Dpacity

General Settings > General Settings : Main Navigation : Top Level Menu Items

### **Top Level Menu Items**

- Font: Family Supports various font families, Size, Color, Text Transform, Weight, Decoration, Alignment
- Font hover: Color, Weight, Decoration
- **Background Color**, can be single color or a gradient from/to shade: on Menu hover and when active
- Item Spacing
- Item Padding (left, right)
- item Divider: Enabled/Disabled, Color and Opacity



General Settings > General Settings : Dropdown Panel: Panel Settings

GENERAL SETTINGS MAIN NAVIGATION	PDOWN PANEL					
Preview:						
Menu Column	Top Stories		Image Preview			
<b>û</b> Menu Item 1	Top Story 1 Lorem ipsum dolor sit amet, cor elitr, sed diam nonumy eirmod t	isetetur sadipscing empor invidunt ut				
🏛 Menu Item 2	labore et dolore magna aliquyar Read more	n erat.				
El Menu Item 3	From HR Loren ipsum dolor sit amet, co elitr, sed diam nonumy eimod labore et dolore magna aliquya Read more		Dunny Image	nmy Ir	nage	
Panel Background Set a background color for a whole sub menu.	Z Enabled		From #DDDDDD	То	#FFFFFF	
Dropdown Panel width relative to Menu width Dropdown Mega Panel width.		100%				
Panel Padding		Тор	Right	Bottom	Left	
Set the padding for the whole sub menu. Set these values Opx If go edge-to-edge.	you wish your sub menu content to	10px	10px	10px	10px	
Panel Border	Color	Тор	Right	Bottom	Left	
set the border to display on the sub menu. C Enabled	#FF0000	Орх	0px	0px	Орх	
Column Padding		Тор	Right	Bottom	Left	
set this to define the amount of space around each widget / set	or menu items within the sub menu.	10px	10px	10px	10px	

### Dropdown Panel

- Preview
- Panel background
- Panel width in percent
- Panel padding
- Panel border: Color and size
- Column Padding

### General Settings > General Settings : Dropdown Panel: Grid (Column)

Grid (Column)								
Column Title	Color	Size	Family		Transform	Weight	Decoration	
Set the font for third level menu items	#173046	14px	Inherit	*	Normal +	Normal (400)	▼ None	*
when they're displayed in a Mega Menu.								
Column Title Padding				Тор	Right	Bottom	Left	
Set the padding for the	column title.			10px	10px	10px	10px	
Column Title Border	olumo title.		Color	Тор	Right	Bottom	Left	
Set the border for the c		Enabled	#173046	0px	0px	0px	0px	

Grid (column)

- Title: Family, Size, Color, Transform (Normal/Capitalize Words/UPPER CASE/lower case), Weight (Light/Bold/Normal), Decoration(None/Underline), Align (Center/Left/Right)
- Font: family, size, color, transform, weight, decoration, alignment
- Padding
- Border

Submenu item (level	2)										
tem Title	Color		Size		Fami	ly		Transform	Weight	t	Decoration
Set the font for second level menu	#00	0000	14px		In	herit	*	Normal	* Nor	mal (400)	None *
items when they're displayed in a Mega Menu.	•										
Item Font (Hover)							Color		Weight		Decoration
Set the font style on ho	over.							173046	Normal (4	•00) 👻	None 👻
Item Background								From		То	
Set the background col	lor for second lev	el menu item	5.		✓	Enabled		$\bigcirc$	RGBA(255, 255, 2	55, 0)	RGBA(255, 255, 255, 0)
tem Background (Ho	over)							From		То	
Set the background ho	ver color for seco	nd level men	u items.		$\checkmark$	Enabled		$\bigcirc$	RGBA(255, 255, 2	(55, 0)	RGBA(255, 255, 255, 0)
Item Padding							Тор	Rig	ht	Bottom	Left
Set the padding for the	e second level me	nu items.					10px	1	0px	10px	10px
tem Border				Color		Color (H	over)	Тор	Right	Bottom	Left
Set the border for the s	second level men	u 🗾	Enabled		#8A8A8A		#3DF173	Onv	Opy	104	Onv

General Settings > General Settings : Dropdown Panel: Sub-level 1

Sub-menu item (Level 2)

- Item Title: Family, Size, Color, Transform (Normal/Capitalize Words/UPPER CASE/lowercase), Weight (Light/Bold/Normal), Decoration(None/Underline), Align (Center/Left/Right)
- Item Font (hover): color, weight, decoration
- Item Background
- Item Background (hover)
- Item **Padding** (top, right, bottom, left)
- item Border

### General Settings > Gen+eral Settings : Dropdown Panel: Third Level Menu Items

Third Level Menu Iter	ms											
Item Title Set the font for third level menu items when they're	Color #000	0000	Size 14px		Fami In	<sup>ly</sup> herit	¥	Transform Normal	¥	Weight Normal (400)	Ť	None -
displayed in a Mega Menu.												
Item Font (Hover) Set the font style on ho	ver.						Color		Weigl	ht		Decoration
,,							•	787878	No	rmal (400)	٣	None *
Item Background Set the background cole	or for third level	menu items.			_			From			To	
					$\checkmark$	Enabled		$\bigcirc$	RGBA(25	5, 255, 255, 0)	$\bigcirc$	RGBA(255, 255, 255, 0)
Item Background (Ho	iver)							From			То	
Set the background how	ver color for third	l level menu ite	ms.		$\checkmark$	Enabled		$\bigcirc$	RGBA(25	5, 255, 255, 0)	$\bigcirc$	RGBA(255, 255, 255, 0)
Item Padding							Тор	P	Right	Bottom		Left
set the padding for the	third level menu	items.					10px		10px	10px		10px
Item Border				Color		Color (H	over)	Тор	R	ight	Bottom	Left
Set the border for the ti	hird level menu i	iems.	Enabled		#BCBCBC		#090909	0px		0px	1px	Opx
						-						

Third Level Menu item

- Item Title: Family, Size, Color, Transform (Normal/Capitalize Words/UPPER CASE/lowercase), Weight (Light/Bold/Normal), Decoration(None/Underline), Align (Center/Left/Right)
- Item Font (hover): color, weight, decoration
- Item Background
- Item Background (hover)
- Item **Padding** (top, right, bottom, left)
- Item Border

Save configuration on page.

Confirm all settings with Save Advanced Navigation Settings.

## **Elements of Visibility Rules**

Here you can find the visibility rules that define visibility of elements in a menu.

### **Create Visibility Rule**

🔅 SETTINGS	O VISIBILITY RULES	≡ MENU	EXPORT/IMPORT
	Visibiliy Rules all Vou can add	ow you to configure Mega Meru content to be displayed only to a certain group of user based on profile field information a rule by clicking "Create Visibility Rule" or continue without rule to display the same Mega Menu content to all users.	
		CREATE NEW VISIBILITY RULE	GO TO MENU

- 1. Click Create Visibility Rule to add a rule.
- 2. Enter a Title for the rule.
- 3. Click Add Rule.

These configured Visibility Rules appear on different levels of Menu configurations (as explained in the respective sections in this document) with the following options:

- Show for All: Default visible to all.
- The configured Visibility Rules can be selected on each menu item.

### Manage Rules

Profile Field - Title

- 1. Select Profile **Field Name**. All the Profile Fields configured in the Admin Console are displayed as values in a dropdown.
- 2. Enter Profile Field Value.
- 3. Specify the **Condition** for the user's profile field value to match all/any rule.
- 4. Click Save and Save Advanced Navigation Settings to save updates.

## **Elements of Menu Settings**

Here you can find the menu settings that define the contents of a menu.

### Menu Settings > Create new menu item

🔅 SETTINGS 🛛 O VISIBILITY RULES						EXPORT/II	MPORT
		No Items	found				
					CREATI	NEW MENU ITE	м
🔅 SETTINGS 🛛 🗿 VISIBILITY RULES						EXPORT/IN	MPORT
Mega Menu Items							
II New Item 1						∕ ≡	Î
Title*	Target type *		URL*	T	arget *		
New Item 1	URL	*			Same Tab		*
			Insert URL with "http(s)://" or relativ	e path "/"			
lcon	Layout *		Visibility Rule *	T	ab Column Width*		
	Grid	*	Show for all	*	25%		*
Translations							
CREATE NEW TRANSLATION							
						Drag Item	To Sort
					CREATE	NEW MENU ITEN	N

Main Main - Item:

- Item Title
- Item Target/URL Type:
  - None
  - Content Picker: Search and select a Jive content
  - Place Picker: Search and select a Jive place
  - URL > Set Target URL
  - Target > Set Target
- Item Icon Select Icon from Library
- Item Layout:
  - None
  - Grid: Menu Sub Menus are displayed in a multi-column/row Layout
  - Vertical Tab Sub Menus are displayed in a single Column
- Tab Column Width

### Menu Settings > Manage Menu Items

Use the manage icons:

- To edit (pencil icon).
- To add/access sub-menu items (three-lines icon).
- To delete (trash can icon).
- To re-arrange the item: drag and drop within the list.

Menu Settings > Main Menu > Translation for various languages

Menus can be configured in various languages:

- 1. Click Create New Translation.
- 2. Select the Language in which the Main Menu is to be displayed.
- 3. Provide the **Title** in the respective Language.
- 4. Item Target/URL Type :
  - None
  - Content Picker provide the content in the respective language.
  - Place Picker provide the Place, the user is to be navigated to.
  - URL Specify the dedicated target URL link (internal/external).

### Menu Settings > Creating Dropdown Menus

				EXPORT/IMPORT
lega Menu Items				
New Item 1				/ 📃 🕯
				Drag Item To Sc
				CREATE NEW MENU ITEM
settings 💿 visib				EXPORT/IMPOR
ew Item 1 View: grid				
: 📝 🔋	Grid Row			ADD COLUMN
: 📝 🗊	Grid Row	lcon	Visibility Rule *	ADD COLUMN
itte* New Grid 1	Grid Row	lcon	Visibility Rule *Show for all	ADD COLUMN
itte*	Grid Row	lcon	Visitality Rule * Show for all	ADD COLUMN
If the *	Grid Row	ton No items found	Visibility Rule + Show for all	ADD COLUMN SAVE
E C Tree*	Grid Row	kon No Rens found	vastato, fuse * Show for all	ADD COLUMN SAVE Drag Item To Sc

To create/access dropdown menus:

- 1. Click the burger/three-lines icon.
- 2. Click the pencil icon to add/edit details.
  - Sub-Menu Title, Icon, Visibility Rule
- 3. Click Save.

Menu Settings > Creating menus for the Dropdown menus - Vertical Tab Style

SETTINGS O VISIBILITY RULE					EXPORT/	MPORT
Mega Menu Items						
New Item 1					/ =	Î
Title *	Target type *	URL*		Target *		
New Item 1	URL	*		Same Tab		*
		Insert URL with "http(s);//" or relative pa	th "/"			
loon	Layout *	Visibility Rule *		Tab Column Width*		
	Vertical Tab	<ul> <li>Show for all</li> </ul>	*	25%		*
Translations						
CREATE NEW TRANSLATION						
					<u> </u>	
					SAV	E
					0	7.0
					Drag ite	n 10 Son
				CREAT	E NEW MENU ITE	IM

To create the Dropdown menus in Vertical layout:

- 1. Select the Layout as Vertical Tab and set the % for Tab Column Width.
- 2. Specify the other details: Title, URL Type (Content Picker/Place Picker/URL), URL(Place/Content/URL, Icon, Visibility Rules as appropriate.
- 3. Click **Save** to save the Settings.

settings 🤇			EXPORT/IMPORT
ew Item 1 View: gri	d		
. /	Grid Row		ADD COLUMN
+ * 🖸 🖌 +	< 3/12 >		
Column 1			
No I	Items found		
. /	Grid Row		ADD COLUMN
		No Itams found	
			Drag Item To S
			100 0014

- To add more Dropdown menus, click Add Column / Add Row.
- To delete a Dropdown menu, click the appropriate trashcan icon.
- Click Save.

### Menu Settings > Creating menus for the Dropdown menus - Grid Style

SETTINGS 💿 VISIBILITY RULES 🗮 MENU	EXPORT/IMPO
iew item 1 View: grid	
🗄 🖍 📋 Grid Row	ADD COLUM
E 2 2 8 + <3/12>	
No Items found	
	Drag Item To
	ADD ROW

To create the Dropdown menus as a Grid:

1. Select the Layout as Grid

Note: Tab Column Width is disabled.

- 2. In the screen, use the edit set of icons highlighted to:
  - Pencil icon: edit the column and provide the sub-menu details: Title, URL Type (Content Picker/Place Picker/URL), URL(Place/Content/URL, Icon, Visibility Rules as appropriate
  - Mobile icon: Show/Hide menu in mobile
  - Trashcan icon: Delete column
  - + icon: add another sub-menu/element.

This opens the Create Item screen

- Adjust the column width in the grid display by increasing/decreasing the parameter "< 4/12 >" or you can work with the numbers to decide the columns to be displayed a large/narrow column.
- 4. Click Add Column / Add Row to add more columns in the same row or to create a new row in the Grid layout.

🔅 SETTINGS 🛛 O VISIBILITY RULES				EXPORT/IM
Create Item				
Type * Navigation Item				Ŧ
Title *	Target type *	URL*	Target *	
	URL	*	Same Tab	*
		Insert URL with	h "http(s)://" or relative path "/"	
lcon		Visibility Rule *		
		Show fo	or all	*
Translations				
CREATE NEW TRANSLATION				
				SAVE CANCEL

On the Create Item screen:

- 1. Select Type:
  - Navigation Item: Directs the user based on the Content, Place or URL configured.
  - Image: Use this feature to illustrate images.
  - Text: Can be used to add Text to an Image or to display a Preview text.
- Accordingly provide the other details on the screen: URL Type (Content Picker/Place Picker/URL), URL(Place/Content/URL, Icon, Visibility Rules as appropriate.
- 3. To create the sub-menu in various languages, click **Create New Translation** and provide the specific details.
- 4. Click **Save** to save the Settings.
- 5. Click Save Menu Settings to save all the configured settings.

### Menu Settings > Creating menus for the Dropdown menus - "None" Style

ega Menu Items				
New Item 1				✓ = í
itle *	Target type *	URL*	Target *	
New Item 1	URL	Ŧ	Same Tab	
		Insert URL with "http(s);//" or relati	ve path "/"	
ion	Layout *	Visibility Rule *	Tab Column Width*	
	None	Show for all	▼ 25%	
ranslations				
CREATE NEW TRANSLATION				

To create a Menu/Sub-menu as a Title which can be directly selected via a link:

- 1. Select the Layout as None.
- 2. Specify the other details: Title, URL Type (Content Picker/Place Picker/URL), URL(Place/Content/URL, Icon, Visibility Rules as appropriate.

- 3. Click Save to save the Settings.
- 4. Click Save Advanced Navigation Settings to save all the configured settings.

## Exporting and importing Menu configuration

The Export/Import feature is a great way to use a configured Menu on another instance – or to save previous configurations as a backup.

To use the currently configured settings in the Advanced Navigation add-on on another environment or instance:

- 1. On the Advanced Navigation configuration panel, click **Export/Import**.
- 2. Copy data.
- 3. Click **Save** to save the Settings.
- 4. Click **Save Menu Settings** to save all the configured settings.

## **Examples of Advanced Navigation configuration**

A Advanced Navigation may look like this.

For the exported configuration, refer to the attached file AdvancedNavigation-ExportedConfiguration.txt.zip.

Sample Main Menu:

<u> O</u> <u>News</u>	<u>Business</u>	Our Culture	<u>My tools</u>	<u>∰</u> <u>Helpdesk</u>	
Contont	Deeple N	ouro Curront			

Sample Grid Menu:

Aurea O News Business Our Culture	My_tools   🚊 Helpdesk	
Teams	Corporate Strategy	More about our Teams
Finance	Security Compliance	Explanation of the Team Structure can be provided here. For HR - here is the description. Explanation of the Team Structure can be provided here.
IT Services	Disaster Recovery Framework	For HR - here is the description. Explanantion of the Team Structure can be provided here. For HR - here is the description. Explanantion of the Team
HR		Structure can be provided here. For HR - here is the description. Explanantion of the Team Structure can be provided here. For HR - here is
IT Ops		the description. Explanantion of the Team Structure can be provided here. For HR - here is the description. Explanantion of the Team Structure can be
		provided here. For HR - here is the description. Explanantion of the Team Structure can be provided here. For HR - here is the description. Explanantion of the Team Structure can be provided here. For HR - here is the description.

Sample Tab Menu:

[	Aurea	0 News	Business	Our	Culture	<u>My tools</u>	🚊	Helpdesk
	About Us							
	Our Story							
	Reader's Club							
	Top N Trending	)						

# Ask Me Anything add-on

A must-have for Ask Me Anything (or AMA) sessions, the Q&A tile displays questions and answers in real time. Make it easy for users to ask questions while hosts can easily see which questions need to be answered in a dedicated interface.

The Ask Me Anything add-on adds a powerful communication channel for business leaders to Jive by allowing employees to ask questions in their name. It combines the power of Jive with a dedicated, easy-to-use Ask Me Anything interface for employees and executives (Hosts). Ask Me Anything is built for organizations in need of an effective way to run questions and answers (Q&A) sessions to build trust in leadership, align employees with corporate goals and initiatives, and learn what employees really think. Ask Me Anything empowers leaders, especially in large organizations, to communicate effectively and drive alignment on strategic initiatives and corporate goals.

### How it works

You add an Ask Me Anything tile to a dedicated place, and this starts an AMA session.

Note: Only one session can be held in one place at a time.

Users who go to this place, immediately see the tile with an invitation for asking questions:

Activity	Content	Images	People	Subspa	ces and Projects	anal	ytics Ev	vents			
Question	n 📮 Discu	ission 🔳	Blog Post	Files	Document	Poll	Video	Event	🥊 Idea		
AMA TILE Ask your My que	question! —	pout								Ask Now	\$
Last ref	resh time: 2	5/02/2021, 0	)1:02:42 pr	n			all	~	date	created: newest first   ~	

Here the users can:

. . . . . . . . . . . .

- Submit their questions in the tile.
- Before submitting a question, verify if a similar question has already been posted by filtering by *Answered*, *Unanswered*, or *All questions*.
- Sort the questions to look up the chronological listing of questions.
- Vote (by liking) and comment on the questions posted by others.

All asked questions are published to the place of your choice as items of the Question content type. They also are tagged. Based on these tags, you can later sort the questions into content categories.

Next is a specialized interface for Hosts – the persons who answer the questions. They don't need to configure anything, only go to **Pencil icon** > **Ask Me Anything** - **Host View**. This opens the Host View specifically designed for viewing and answering questions.

Ask me Anytning Add-on						
Ask Me Anything - Host View	Last Refresh: 25/02/2021, 01:04:24 pm	all	$ $ $\sim$	date create  $\lor$	November   ~	ŧ
<ul> <li>Jive tester21, 39 minutes ago But my original question was about</li> </ul>						

Hosts for one or more sessions configured in any of the Ask Me Anything tiles in your Community can:

- View all the questions posted by the users in the sessions by accessing the Host View ( Pencil icon > Ask Me Anything - Host View ).
- Filter the questions in the dropdown by Answered, Unanswered, All questions.
- Sort the questions to look up the chronological listing of questions.
- View the questions by filtering on the relevant session.
- View the questions based on the filter combinations. For example, filtering can be set to *Unanswered*, *Recent questions*, or questions asked in the 21-Feb RCA session.
- Enable or disable the auto refresh the stream of questions and responses.
- Export all filtered sets of questions with responses by using the **Download** icon.

**Note:** @-mentions are not supported in the Host View. This should be remediated in the next releases.

### Terms used

- **AMA** Ask Me Anything, or AMA, is in interview format when one person shares information with the others in the form of questions and answers during a specified period.
- AMA session An AMA session is a defined period when the Host or Hosts answer questions from the audience. AMA usually includes some preparation time when the questions are gathered and a 'live' period when the Host answers the questions in real time.
- **Host** When talking about Ask Me Anything, the Host is the person who answers questions. Each session must have one or more Hosts.

## Installing Ask Me Anything Add-on

Ask Me Anything Add-on is installed from the Add-ons page.

### **Fastpath:** User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to install add-ons.

- 1. In the user interface, click on your avatar in the upper-right corner, and then select **Add-ons** to open the Add-ons page.
- 2. On the **Add-ons** tab, select **All Add-ons** on the right, and then select **Available** at the center of the page to see all available add-ons.
- 3. Find Ask Me Anything Add-on in the list and click Install next to it.
- 4. In the **Confirm Install** box, select if the add-on should be visible to all users:
  - Clicking Install now makes it available for all community users immediately.
  - Clicking **Preview** makes it available only to you. After you have verified the setup, you will need to make the add-on available to other community users.
- 5. To verify that the add-on is installed, go to the **Add-ons** tab, then select **All Add-ons** > **Installed** , and find the add-on in the list.

The Ask Me Anything Add-on is installed.

## Configuring access to hosting features of the Ask Me Anything Add-on

Ask Me Anything Add-on is an add-on that uses user groups to determine access.

### Fastpath: Admin Console > Permissions > User Groups

# Fastpath: Advanced Admin Console > People > Management > Create User Group

### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

## Configuring user groups for Ask Me Anything

The Ask Me Anything add-on uses user groups to provide secure access to the add-on features.

To configure user groups for the Ask Me Anything add-on:

1. Go to the user group configuration page:

- Admin Console > Permissions > User Groups
- Advanced Admin Console > People > Management > Create User Group
- 2. Create a permission group whose members should be able to host AMA meetings and add AMA hosts as members of this group.

For example, you can name this user group as ask-me-anything-hosts-group.

3. Save the changes.

## Applying user groups to Ask Me Anything

Add the preconfigured user group to the Ask Me Anything Add-on configuration to allow users of this group to host AMA meetings.

### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

To configure user groups for the Ask Me Anything add-on:

- 1. Go to User interface: Your avatar > Add-ons > All Add-ons > Installed .
- 2. Find Ask Me Anything in the list, click the gear icon > Settings .

Figure 28: Ask Me Anything add-on settings

×

3. Under App Security, click the gear icon next to Ask Me Anything.

Figure 29: Ask Me Anything add-on security settings

×

User groups with access to the hosting options of the **Ask Me Anything** add-on are listed here. By default, the **All registered users** user group is used.

4. Remove All registered users and add the user group which should have access to the feature, for example, ask-me-anything-hosts-group.

### 5. Click Save Changes.

6. Click **Save and Activate** to apply the changes.

Members of the specified user groups (ask-me-anything-hosts-group in the example) can now configure and use the Ask Me Anything add-on.

## Setting up Ask Me Anything tiles

Ask Me Anything tiles are designed to work in places dedicated to AMA sessions. Here you can find details on settings up a place with a tile for such sessions.

## Adding Ask Me Anything tile

Generally, Ask Me Anything tiles are added in spaces dedicated to AMA sessions.

To add the tile to the page:

- 1. Go to the place that should be dedicated to hosting AMA sessions or create a new one.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select Jive Extensions Pack - Ask Me Anything Tile under Tiles.



The tile is added to the page and you need to configure it. You can configure the tile anew or, if you already have similar tiles, copy the settings from another tile.

×

## **Configuring General Settings**

To set up general tile settings:

- 1. Select Gear Icon > General settings .
- 2. Configure the general settings. For the detailed instructions, see General Settings of JEP tiles.
- 3. Click Save Tile Settings.

## **Configuring Ask Me Anything Settings**

To configure settings specific to Ask Me Anything tiles:

- 1. Click the gear icon > Ask Me Anything Settings .
- 2. Specify the following details:



Options	Description
	The name of the user – the Ask Me Anything Host – to whom the questions can be raised. Responses from only this user will be shown in the tile.
Host	Attention: The Hosts must have at least Moderation permissions in the place where the answers are published for their answers to be marked as correct.
	The name of the configured session.
Session Name	The tile supports configuring multiple sessions in advance, each session managed by the same or different Hosts. But only one session can be run at the same time.
	The place to which questions are published.
Target Place	The tile supports publishing to different places to help manage questions after the sessions.
Tile Height	The height of the tile. It should be set suitably for optimizing the tile visual appearance on the interface. The minimum tile height is 740.
Additional Tags	Custom tag (or a list of comma-separated tags) that will be added to the questions posted in this session automatically. This may be useful for filtering based on tags.
Mark Host reply as correct answer	When selected, the reply of the Host is marked as Correct Answer and displayed on top of all the comments in the relevant thread. Additionally, this ensures that all questions are automatically marked as answered when the Host replies.
	Attention: The Hosts must have at least Moderation permissions in the place where the answers are published for their answers to be marked as correct.
<u> </u>	When selected, the tile content (that is, the stream of
Enable auto refresh	questions and answers) refreshes itself. Otherwise, users will need to press the <b>Refresh</b> button to update the list.

## 3. Click Continue.

4. Verify the Ask Me Anything settings to ensure that the configurations are completed successfully.

- 5. Click Save Tile Settings.
- 6. Click **Save** to save the page.

Ask Me Anything tile is configured successfully.

## Copying settings from another tile

Use the currently configured settings of a tile in another environment or instance by using the **Import / Export tile configuration?** option.

**Note:** The Export/Import feature is also a great way to save previous configurations as a backup.

To copy settings from another tile of the same type:



Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

## Best practices for community managers

Some prep work may help you to make the sessions more successful. Here are the details you may want to consider.

### Planning for hosting AMA sessions

Due to the nature of AMA, it is prudent to create a dedicated place to hold the sessions. It can be a space with a category for every session. Or a space with projects to publish the questions of each session. Once you decide on the structure, you should create and configure the necessary places to hold AMA sessions and archive the questions after the sessions.

As the Ask Me Anything tile allows publishing questions to other places, you need only one (or few) places configured specifically to hold the sessions. Countdown tiles may be especially useful for marking the time before the start of a session and the duration of a session itself. You can find a possible place setup in How an AMA place may look like on page 200.

### Planning a session

**Choose a topic** A session may be dedicated to a specific topic, like 'Ask CEO anything about the recent policy change'. Or make it broad, about a product or company in general. The duration of the session usually depends on the topic.

Select a speaker Usually, people get questions for senior management. Thus the choice of the speaker (Host) may dictate the topic and 'make or break' the session.

- **Create a blog** Creating a blog post about the Host may be useful to introduce the Host and provide a kick start for users.
- **Establish the rules** Establishing and publishing the rules helps to conduct the meetings in order. This may also help you to correctly remove off-topic questions.
- **Decide the timing** The 'live' AMA sessions are usually planned for the time appropriate for the main audience. But keep in mind that the Host must be online during this live time period, answering questions.
- **Provide time to submit questions** Opening the session for submitting questions at least a week before the session is good practice. Employees will be able to think on questions and vote on the ones they like. This also allows the ones who cannot attend to participate.

#### **Provide ways to submit questions** • A list of sample questions may be helpful for users to formulate their questions.

- Providing a way for users to publish questions anonymously, for example, by email, may be valuable for some users. You can then add these questions into the group as they come in, or possibly save some to be added as 'live' questions if the AMA session slows down.
- Periodically downloading the questions and sending them to the Host should give the Host time to go through the question list and prepare answers for the most voted and the most interesting ones. Then they can copy and paste their responses and feel more in control during the session.
  - Anticipate what might be asked based on common FAQs from your audience. The Host can have responses to those questions ready ahead of time. It's also helpful to have important documentation on hand, like user guides, product info, and news bulletins that the Host can reference quickly if they don't know the answer.
- **Prepare rewards** Giving in the participants, both the Host and the user who asked questions, reward badges may help to recognize the active participants. This may also serve as a way to monitor participation statistically.

### During the session

- Actually sticking to the 'live' time period raises the value of the 'live' time. The Host can prepare answers if they want, but answers should not be published until the actual 'live' time.
- An assistant or community manager should assist in feeding and answering the questions during the live period.
- If there are duplicate questions, the Host or a community manager can respond, but by @mentioning the other question to save time and eliminate confusion for those watching or participating at a later time.

- Consider having a community manager edit the submitted questions to ensure the question title makes sense if seen in a search box or activity stream.
- If the AMA session is held in a location where English is not the local language, consider having answers posted in English and the local language so that everyone feels included.

### After the session

- Leaving the questions available allows other users may also find the answers interesting. Additionally, this helps to ensure transparency and allows non-attendees and new hires to find information later.
- Session statistics can be gathered from the place analytics, the DES Explorer, and the Cloud Analytics Reports.
- You can create content categories and automatically move questions to those categories based on tags. For more information, see Managing content categories from user interface in the Cloud Community Manager Help.

## How an AMA place may look like

Here is an example of how an Ask Me Anything place may look like.

### Figure 30: A place during an AMA session

	Ask Me Anything! ~		Follow Actions • (1)	
Formatted Test tile	This week: Ask Scott anything! Post your question to Scott below. He will respond real time for the next 60minutes. An opportunity not to r Please make sure to follow the community guidelines.	miss.	Session ends in	Countdowr
Ask Me Anything tile	Ask your question!	k Now	TODAY'S GUEST:	Grid Layout
	Last refresh time: 15/04/2021, 09:46:24 pm all 🗸	first   ~		
	Michelle, April 15, 2021 7:08 PM What are you most excited about in the Jive vision?	• 2		
	hemant, April 13, 2021 2:16 PM     How was the growth last quarter     Soutt B, April 13, 2021 2:17 PM     It was great	<b>i</b>		
	hemant, April 13, 2021 3:13 PM     What is the impact of COVID-19 2nd wave on business?     Scott B, April 13, 2021 3:14 PM     Not significant	<b>6</b> 2	Scott B As CEO of Aurea. Scott leads our executive team in defining our mission and strategy – which he balances with his passion for spending time with a	
	EMMA, April 13, 2021 1:35 PM     When will we host another customer conference?     Soci III, April 13, 2021 1:35 PM     Soci IIII, April 13, 2021 1:35 PM     Soci III, April 13, 2021 1:35 PM	• 2	objectives and ensuring our solutions are designed to deliver success.	

For this example, we used:

- An Ask Me Anything tile for asking questions and viewing answers.
- A Formatted Text tile to hold the description of the AMA session.
- A Countdown tile to show the time left before the AMA session end.
- A Grid Layout tile to present the Host.

# Author Change add-on

A user-friendly add-on that helps in changing the owner of the Jive content. Access to this add-on can be restricted to specific authorized users.

This feature is useful if you have frequently used or high-impact content that was authored by a user, who has left the company. The Author Change Add-on allows another user to be the author of the content so that the new author will henceforth be responsible for the content and its maintenance. Additionally, the owner change history can be viewed.

Author Change add-on:

- Allows changing the authorship of Jive documents
- Manages access to this feature
- Provides a history of authorship changes

**Attention:** The Author Change changes the author only for the **document** content type.

	ACTIONS		
(	🗹 Edit		
1	Manage versions		
ł	• Move		
[	Create a Copy		
(	8 Delete		
(	View as PDF		
(	Add to featured content		
(	Feature on your profile		
	Mark as Reserved		
	O Mark as Final		
	O Mark as Official		
	O Mark for Action		
	O Mark as Success		
	O Mark as Outdated		
	APP ACTIONS		
	<ol> <li>Change Owner</li> </ol>		
	2 Change Owner History		
	_		
🛽 Ch	ange Document Owner : Cl	hange Owner	×
Select	t a user to make the new owner of this document.		
Sa	ave Cancel		
1			

Changed By jive admin jive.admin@aurea.com	New Owner jive tester7 jive.tester7	Previous Owner Jive Tester jive.tester	Timestamp 2019-12-11 10:11 am	<b>^</b>
jive admin jive.admin@aurea.com	Jive Tester jive.tester	jep qa jep.qa@aurea.com	2019-11-29 1:33 pm	
jive admin jive.admin@aurea.com	jep qa jep.qa@aurea.com	jive test1 jive.test1	2019-11-29 1:32 pm	
jive admin iive.admin@aurea.com	jive test1 iive.test1	jive admin iive.admin@aurea.com	2019-11-13 12:03 am	-

## Installing Author Change Add-on

Open a support with the Support to install this add-on.

## **Configuring Author Change Add-on**

Author Change Add-on is an add-on that uses user groups for determining access.

Fastpath: Admin Console > Permissions > User Groups

Fastpath: Advanced Admin Console > People > Management > Create User Group

Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

## **Configuring user groups for Author Change**

The Author Change add-on uses user groups to provide secure access to the add-on features.

Fastpath: Admin Console > Permissions > User Groups

Fastpath: Advanced Admin Console > People > Management > Create User Group

To configure user groups for the Author Change add-on:

1. Go to the user group configuration page:

- Admin Console > Permissions > User Groups
- Advanced Admin Console > People > Management > Create User Group
- 2. Under General Settings, enter a user group name and click Create Group.

For this example, we are creating an Author Change Permissions Group user group.

- 3. Add the concerned administrators as members to this user group.
- 4. Save the changes.

## Applying user groups to Author Change

Add the preconfigured user group (or groups) to the add-on configuration to allow using the Author Change Add-on.

### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

To configure user groups for the Author Change add-on:

- 1. Go to User interface: Your avatar > Add-ons > All Add-ons > Installed .
- 2. Find Author Change in the list, click the gear icon > Settings .

Figure 31: Author Change add-on settings



3. Under App Security, click the gear icon next to Author Change Add-on. Figure 32: Author Change add-on security settings



### Included apps

Title

Author Change Add-On



### Service URL

This Add-on requires connectivity to a network service.

http://localhost:8090

Advanced Settings

User groups with access to the add-on features are listed here. By default, the **All registered users** user group is used.

4. Remove **All registered users** and add the user groups which should have access to the feature.

In this example, we are adding the Author Change Permissions Group user group.

### Figure 33: Configuring user groups for the Author Change add-on

Manage App User Groups	~
Rename URL	
A_URL Rename Permission Group	
User groups who can see this app.	
A_URL Rename Permission Group (3 members)	×
Note: You can add or modify user groups in the Admin Console	
	Save Changes

5. Save the changes.

Members of the specified user groups (Author Change Permissions Group in the example) can now use the Author Change add-on.

## Using the Author Change add-on

Author Change adds an action for changing the content author for documents.

Fastpath: Document

**Attention:** The Author Change changes the author only for the **document** content type.

## Changing document author

To change the author of a document with the Author Change add-on:

- 1. Go to the document whose author you want to change.
- 2. Click Actions > Change Owner .

🖸 Edit 🗠	Share 🌣 Actions 🗸
	Following In:
	Following
🖒 Like • 0 💭 Comm	✓ Inbox
	New Stream
	Bookmark 0
	📚 Manage versions
	• Move
	Create a copy
	Oelete
Global Reach	込 View as PDF
Impact 0	Add to featured content
Sentiment Neutral 0	Feature on your profile
	O Mark as Reserved
	O Mark as Outdated
	O Mark for Action
	O Mark as Success
	O Mark as Official
	O Mark as Final
	Change Owner
	Schange Owner History

3. In the following pop-up, click **Select a user** and in the **Select People** screen, choose the new author via the different selection options provided.

Select People	$\times$
Browse Following Organizational Chart Search Newest	
tester7 Search More options	
Sort by: Relevance Username	
jive tester7         jive.tester7@aurea.com	

### 4. Click Save.

The document author is changed to the user you have specified.

## Viewing the history of the author changes

To view the history of changes:

- 1. Go to the document whose history you want to look into.
- 2. Click Actions > Change Owner .

🗹 Edit 🗠	Share
	Following In:
D O Comr	Following
-	Inbox
	New Stream
	Bookmark 0
	🔯 Give a Badge
	📚 Manage versions
	Ð Move
	Create a copy
	Oelete
	View as PDF
	<ul> <li>Add to featured content</li> </ul>
	O Mark as Reserved
ch	O Mark as Outdated
******	O Mark for Action
Neutral 0	O Mark as Success
	<ul> <li>Mark as Official</li> </ul>
	O Mark as Final
	Change Owner
	Change Owner History
	_

This opens the list of owner changes for the relevant document.

2	Change Document Ov	vner : Chang	ge Owner History			$\times$
	Changed By jive admin jive.admin@aurea.com	New Owner jive tester7 jive.tester7	Previous Owner jive admin jive.admin@aurea.com	Timestamp 2019-12-24 7:17 pm	*	
					-	
	Close					

## **Content Curator add-on**

The Content Curator add-on adds options for bulk managing Jive contents within a single Jive instance.

**Attention:** The Content Curator add-on supports the following Jive content types: Documents, Uploaded files, Discussions, Blog posts, Ideas, Polls, and Videos.

## **Installing Content Curator Add-on**

Open a support with the Support to install this add-on.

## **Configuring Content Curator Add-on**

Content Curator Add-on is an add-on that uses user groups for determining access.

Fastpath: Admin Console > Permissions > User Groups

Fastpath: Advanced Admin Console > People > Management > Create User Group

Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

## **Configuring user groups for Content Curator**

The Content Curator add-on uses user groups to provide secure access to the add-on features.

To configure user groups for the Content Curator add-on:

1. Go to the user group configuration page:

- Admin Console > Permissions > User Groups
- Advanced Admin Console > People > Management > Create User Group
- 2. Under General Settings, enter a user group name and click Create Group.

For this example, we are creating a Content Curator Security user group.

- 3. Add the concerned administrators as members to this user group.
- 4. Save the changes.

## Applying user groups to Content Curator

Add the preconfigured user group (or groups) to the Content Curator Add-on configuration to allow users of this group to use the add-on.

To configure user groups for the Content Curator add-on:

- 1. Go to User interface: Your avatar > Add-ons > All Add-ons > Installed .
- 2. Find Content Curator in the list, click the gear icon > Settings .
- 3. Under App Security, click the gear icon next to Content Curator.

User groups with access to the Content Curator Security feature are listed here. By default, the **All registered users** user group is used.

4. Remove **All registered users** and add the user groups which should have access to the feature.

In this example, we are adding the Content Curator Security user group.

### Figure 34: Configuring user groups for the Content Curator add-on

×
×
Save Changes

5. Save the changes.

Members of the specified user groups (Content Curator Security in the example) can now configure and use the Content Curator add-on.

## **Using the Content Curator add-on**

Here you can find details on using the Content Curator add-on.

### Fastpath: Main menu > Apps > Content Curator

Tags: Add, Remove or Overwrite	<ul> <li>Bulk-manage tags for a selected set of content.</li> <li>Select by tag across the community or from a place.</li> <li>Remove tags beginning with the # sign en masse.</li> </ul>
Categories: Add, Remove or Overwrite	Bulk-manage categories for a selected set of content in a container.
	Note: Blogs do not support categories.
Bulk Move of Contents	Easily move content from a space, group, project, or blog to another space, group, project, or blog on your site. For example, for a blog: Select <b>Blog</b> > <b>Edit Selected</b> <b>Items</b> displays the following screen:

## **Bulk-managing content**

To bulk manage Jive contents within a single Jive instance:

1. Go to Main menu > Apps > Content Curator or open the URL <your Jive instance>/apps/curate-tool.

The Content Curator configuration page is displayed.

2. Select the place where a mass update of the metadata is required.

For example, click in the **Select Group** field and choose the concerned group name.

The contents from the selected place are loaded into the list.

- 3. You can select up to 100 at a time to affect using this tool.
- 4. Click Edit selected items to change the tags or categories.

There is also an option here to bulk move the selected documents mass move documents from one place to another.

- 5. Select the content items that you wish to manage in bulk mode.
- 6. Make the changes and **Save All Changes**.

A confirmation screen appears.

	This action cannot be undone!	-
You have selected Add Tags	4 items and are going to apply the following changes: JEP,Comms,Jive	
Remove Tags	new	
Overwrite Tags	No changes	
Add Categories	JEP	
Remove Categories	No changes	
Overwrite Categories	No changes	
Move To	No change	
Remove # Tags	No	
Confirm changes	Go back to previous screen	

7. Select Confirm Changes.

This displays the processed status of the Updated Content is displayed.

Upo	dating Content	
	Complete!	
Processed 4 of 4 items.	Successful: 4	Errors: 0
Return to All Items		

# **Email Signature add-on**

A flexible add-on that is used to ensure your employees use corporate-approved signatures created with ease. Create multiple signature templates based on an unlimited array of form input fields and advanced HTML.

Email Signature add-on:

- Supports advanced HTML
- Supports unlimited form fields
- Allows creating virtually unlimited signatures

Select Your Template: Aurea Template
Signature Preview
Aurea
Name
Mail Phone
Mobile G Skype sures.com
SELECT
Click 'SELECT' when preview looks correct.

"E-mail Signature Addon" konfigurieren

Aurea Template			
Title			
Aurea Template			
Template HTML			
<table <="" style="border-spacing: 0; mso-table-lspace: 0pt; mso-table-rspace: 0pt;" th="" valign="top"><th>width="100%" heig</th><th>ght=""</th></table>	width="100%" heig	ght=""	
cellspacing="0" cellpadding="0" border="0" bgcolor="" align="left">			
<td he<="" style="border-collapse:collapse: font-size:1px: line-height:1px:" th=""><th>iaht="32"&gt;</th><th></th></td>	<th>iaht="32"&gt;</th> <th></th>	iaht="32">	
Template Fields			
Title	EDIT	DELETE	
Name	EDIT	DELETE	
	SAV	E CANCEL	

#### "E-mail Signature Addon" konfigurieren

rea Template			
Template Fields			
Title		EDIT	DELETE
Title	Placeholder		
Title	Title		
	Key (KeyWord for ma	apping to HTML template)	
Field Description	{{title}}		
Default Value			
Title			

## Installing Email Signature Add-on

Open a support with the Support to install this add-on.

## **Configuring Email Signature Add-on**

Use the Email Signature Add-on to create signature templates for users to base their signatures upon.

### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

For an example, refer to the sample HTML text attached.

## **Opening Email Signature add-on for editing templates**

Creating and editing signature templates is done on the Email Signature add-on configuration page. Here is the way to open this page.

To open the Email Signature add-on configuration page:

- 1. Go to User interface: Your avatar > Add-ons > All Add-ons > Installed .
- 2. Find Email Signature in the list, click the gear icon > Settings .

Figure 35: Email Signature add-on settings



E-mail Signature Addon F Addon to generate E-mail Signature on the fly

Read and write Nov 25, 2019

The Email Signature Add-on configuration screen is displayed.

3. Select **Configure now** to create or edit e-mail multiple signature templates.

E-mail Signature Addon Settings	
Addon to generate E-mail Signature on the fly	
Included tiles	
Tile and type	Categories
E-mail Signature Tile Custom_view	External Add-ons
Included apps	
Title	Apps Security
E-mail Signature Addon	¢
Ormster UDI	
Service URL	
This Add-on requires connectivity to a network service.	
This Add-on requires connectivity to a network service.	
A configuration file was found for this service. Configure Now	
This Add-on requires connectivity to a network service.  http://localhost A configuration file was found for this service. Configure Now  Advanced Settings	

This opens the **Configure "Email Signature Add-on"** page with the following options available:

- Add New Template (or Edit next to New Template -2 in the example, in case it is not already used) to create a new template
- Edit to edit an existing template
- Delete to delete an existing template
- Save to finally save all changes to the settings.

### Figure 36: The Configure "Email Signature Add-on" page

Configure "E-mail Signature Addon"

E-mai signatue themplates		*
Aurea Template	EDIT	DELETE
New Template - 2	EDIT	DELETE
New Template - 3	EDIT	DELETE
ADD NEW TEMPLATE		
		-
SAVE CANCEL		

## Creating signature templates with Email Signature add-on

Create and edit email signature templates with the Email Signature add-on.

To create signature templates with the Email Signature add-on:

1. On the Email Signature Add-on configuration page, click **Add New Template** (or **Edit** next to an existing template, in case it is not already used).

A **New Template - <n>** screen appears for creating a new signature template.

Figure 37: Adding a new template

onfigure "E-mail Signature Addon"		
New Template - 3		
Title		
New Template - 3		
Template HTML		
<div class="sample-html"></div>		* *
Templete Cialde		
template metus		
ADD NEW FIELD		
	SAME	CANCEL

- 2. Change the **Title** of the template.
- 3. Add HTML code for the new signature under **Template HTML**.

For an example, refer to the sample HTML text attached.

4. Click **Add New Fields** under **Template Fields** to add fields on the Signature Form by providing the details of the fields.

You can add, for example, First Name, Last Name, Title, Department, Location, and other Contact details.

Configure "E-mail Signatur	re Addon"	
New Template - 4		
Template Fields		1
New field - 1	EDIT DELETE	
⊤rie New field - 1	Placeholder Please Enter New field - 1	ł
Field Description	Key (Key/Word for mapping to HTML temptate) {{newfield-1}}	
Default Value		
ADD NEW FIELD		
	SAVE CANCEL	Ŧ

5. For a new field, specify:

Options	Description
Title	The name of the field to be displayed on the form.
Placeholder	The text to be displayed within the field.
Field Description	The text to appear below the field as a help text on the information expected.
Key (KeyWord for mapping to HTML template)	The text that will match the keyword defined in the HTML template for this field.
Default Value	The text that will appear in the Preview.

- 6. Add as many fields as required to capture the user signature information, by following Steps Step 4 on page 218-Step 5 on page 219.
- 7. Click **Save** to save the field-related data provided.
- 8. Click Save in the Configure "Email Signature Add-on" screen.

Configure "E-mail Signature Addon"			
E-mai signatue themplates			*
Aurea Template	EDIT	DELETE	
New Template - 2	EDIT	DELETE	
New Template - 3	EDIT	DELETE	
ADD NEW TEMPLATE			
SAVE CANCEL			Ŧ

9. Click Save and Activate in the Email Signature Add-on settings screen.

E-mail Signature Addon Settings	
Addon to generate E-mail Signature on the fly	
Included tiles	
Tile and type	Categories
E-mail Signature Tile Custom_view	External Add-ons
Included apps	
Title	Apps Security
E-mail Signature Addon	0
Service URL	
This Add-on requires connectivity to a network service.	
http://localhost	
A configuration file was found for this service. Configure Now	
<ul> <li>Advanced Settings</li> </ul>	
Save and Activate Cancel	

# Using the Email Signature add-on to create personalized signatures

Here you can find details on using the Email Signature add-on to create your own personalized signature (or signatures) based on the provided templates.

Fastpath: Content item

1. Go to Main menu > Apps > Email Signature Add-on .

The E-Mail Signature Generator screen is displayed.

💁 E-mail Signature Addon	
Email Signature Generator	Select Your Template: Aurea Template 👻
Enter your information: Aurea Template	Signature Preview
Tite Title	Aurea
Name Name	Name TTLE E-Mail Phone Mobile
Plane Please enter vour Phone Number	aurea.com
Mabie Mobile	SELECT
Please provide your Moove number Skype	Click 'SELECT' when preview looks correct.
skype	
Mail @aurea.com	
Your E-Mail address	

2. Choose the appropriate signature template from the templates provided in **Select Your Template**.

E-mail Signature Addon			
Email Signature Generator		Select Your Template	Aurea Template
Enter your information: Aurea Template	Signature Preview		New Template - 2
Tee Tide	Aurea		New Template - 3
Name Name	Name TITLE E-Mail Phone Mobile Skype aurea com		
Please enter your Phone Number Mobile Mobile	SELECT		
Plese provide your Mobile number Skryn Skrype	Click 'SELECT' when preview looks corre	ect.	
Mai @aurea.com Your E4fai/address			

3. Under Enter your information: <selected template name>, fill in the actual details in the various fields displayed below.

The user information is simultaneously reflected in the **Signature Preview** beside, with the default value being replaced by the actual user information.

4. Click Select when the Signature Preview details appear correct.

The following message appears: Your signature has been copied to your clipboard!

5. Paste the contents into your preferred email application's signature.

Caution: In Mac Mail, clear the Always match my default message font check box.

# Forms and Surveys App add-on

The Forms and Surveys App allows users to create, edit, and publish forms and analyze form results. The form data resides in the middleware server and can be exported in different formats. Users can choose to publish the results of the form as a document in Jive.

# Installing Forms and Surveys Add-on

Open a support with the Support to install this add-on.

# **Configuring Forms and Surveys Add-on**

Forms and Surveys Add-on is an add-on that uses user groups for determining access.

Fastpath: Admin Console > Permissions > User Groups

Fastpath: Advanced Admin Console > People > Management > Create User Group

Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

## Configuring user groups for Forms and Surveys App

The Forms and Surveys App add-on uses two user groups to provide secure access to the add-on features.

#### Fastpath: Admin Console > Permissions > User Groups

# Fastpath: Advanced Admin Console > People > Management > Create User Group

To configure user groups for the Forms and Surveys App add-on:

- 1. Go to the user group configuration page:
  - Admin Console > Permissions > User Groups
  - Advanced Admin Console > People > Management > Create User Group
- 2. Create user groups for the Forms and Surveys Add-on:
  - forms-surveys-admins: Members are administrators and authors of Forms and Surveys App.
  - forms-surveys-authors: Members are authors of Forms and Surveys App.

### Applying user groups to Forms and Surveys App

Add the preconfigured user group (or groups) to the Forms and Surveys Add-on configuration to allow users of this group to use the add-on.

#### **Fastpath:** User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

To enable users to manage the Forms and Surveys App add-on:

- 1. Go to User interface: Your avatar > Add-ons > All Add-ons > Installed .
- 2. Find Forms and Surveys App in the list, click the gear icon > Settings .
- 3. Under App Security, click the gear icon next to Forms and Surveys App.

Figure 38: Forms and Surveys App add-on security settings

Forms and Surveys Add-On

Forms and Surveys Submission Add-On

- 4. If **All Registered Users** are to access the Forms and Surveys App and create forms:
  - a) Select the gear icon next to Forms and Surveys Add-on and enter **All Registered Groups**.
  - b) In the /apps/forms-and-surveys-app > click on Configuration Console > Ensure "All Registered Users are Authors" is enabled.
- 5. If only selected users are to access the Forms and Surveys App and create forms:
  - a) Select the gear icon next to Forms and Surveys Add-on and enter the corresponding user groups, for example, forms-surveys-authors or forms-surveys-editors.
- 6. Click Configure Now.

This opens a modal window.

- 7. Wait for confirmation that the middleware service URL was saved and click **Save** and Close.
- 8. Click Save and Activate now.

# Creating and editing forms with the Forms and Surveys App

Here you can find details on creating and editing forms with the Forms and Surveys App.

# Accessing the form list of the Forms and Surveys App

Here you can find details on accessing the form/survey list of the Forms and Surveys App.

To open the list of forms in the Forms and Surveys App, use one of the following options:

• Go to Pencil icon > Create Forms/Survey .



• Go to Apps > Forms and Surveys App .

jive	News	People	Apps -		
	Select an	App to launc	h		
Activity					
Discussion					
e <b>cent Acti</b> er <del>•</del>	Jive D	aily Hosted for Android	r Jive	Daily Hosted fo	riOS
	Forms a	and Surveys A	22		

- Enter the following URL: <your Jive instance>apps/forms-and-surveys-app.
- Go to Action > Create form/Survey .



The following screen is displayed, listing all forms created so far under the tab MY FORMS/SURVEYS. (The other tab SHARED FORMS/SURVEYS lists all those forms where the currently logged-in user has been added as a co-author.)

Forms and Surveys App			
			CONFIGURATION CONSOLE
Filter by search			+ CREATE FORM/SURVEY
	MY FORMS/SURVEY	S SHARED FORMS/SURVEYS	
Form/Survey Preview Title	Responses	Last modified	
Default title - 1568965812172	0	Sep 20, 2019 07:50:14 AM	2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
Nm form with Template	0	Sep 20, 2019 06:39:52 AM	2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3
JEP Form-1 Title	0	Sep 20, 2019 05:42:12 AM	2 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3 3

The user can either:

- Create a new form/survey by selecting + CREATE FORM/SURVEY.
- Edit an existing form/survey by selecting the relevant form title from the list displayed under Form/Survey Preview Title.

## Creating and editing forms with the Forms and Surveys App

Here you can find details on using the Forms and Surveys App.

#### Attention:

Forms/Surveys Admin: Can configure App and access all Forms and Survey from all users.

Forms/Surveys Co-author: Can access the App and create, update, delete their own Forms/Survey.

1. On the list of forms, create a new form/survey by selecting + CREATE FORM/SURVEY.

OR Edit an existing form/survey by selecting the relevant form title from the list displayed under Form/Survey Preview Title.

A new form can be configured using the various form fields.

2. Provide a suitable **Title** for the new form and click **Create Form/Survey**.

Create Form/Survey	
Form/Survey Preview Title * JEP Form-1 Title	
Following Characters are not allowed: @!#\$%^&*()\	-={}\[\] \\/";:`.,~No?<>
CREA	TE FORM/SURVEY

3. Use the form fields displayed on the top in the subsequent screen to configure the overall form:

Forms and Surveys App							
BACK TO ALL FORMS/SURVEYS						CON	FIGURATION CONSOLE
JEP Form-1 Title						DELETE FORM	VIEW PREVIEW
	CONFIGURATION	FIELDS	CONDITIONS	RESULTS	URL		
Form/Burvey Preview Title * JEP Form-1 Title	-						

Options	Description
Configuration tab	Provide details here to set the overall configuration of the form.
Fields tab	Provide the information items (fields) to be displayed on the form.
Conditions tab	Add conditions, based on which the fields will be displayed on the form.
Results tab	Displays the inputs provided by the user, after they complete and submit the form.

- At any point in time, select **Delete Form** on the top right corner to remove this form from the app.
- Select **View Preview** to have a glimpse of the configured form that will be displayed to the user.
- 4. On the **Configuration** tab:

BACK TO ALL FORMS/SURVEYS						CONFIGURATION CONSOL
EP Form-1 Title						8 DELETE FORM
	CONFIGURATION	FIELDS	CONDITIONS	RESULTS	URL	
formSurvey Preview Title 1 IEP Form-1 Title						
formBurvey Preview Description This <u>SEP</u> Form-1 will be used to collect data	for a sample survey.					
Form/Survey Preview Image URL						
ublish Location			Form S	itart Date and Time		
Vublish Location ) In a Place ) Specific People ) Public			Form 5     Form E	itart Date and Time		
ublish Location ) In a Pisoe ) Specific People ) Public ) Hildden			Form 5     Form 5	itart Date and Time		
Ublah Location ) In a Piace ) Specific People ) Public ) Hidden	Multiple Times?		Form E     Form E     Save S	itart Date and Time	Native Content	
Natish Losation I In a Place Specific People Public Hidden Allow Users To Complete This Form I Anonymous Submission	Multiple Times?		Form 5 Form 5 Save 5	itart Date and Time ind Date and Time ubmission as Jive	Native Content	
Naliho Loaston ) na Pisea ) Specific People B Public Holden Adorymou Submission Copping Start Page Daplay Ent Page	Multiple Times?		Form E Form E Save S Manage Co-au + ADD LSE	Itan Date and Time ind Date and Time ubmission as Jive athor(s)	Native Content	

Options	Description					
Form/SurveyPreview Description	nter a brief description of this form					
Form/SurveyPreview Image URL	Provide the URL for the image to be displayed in the external object (which represents the form) published in a place					
Publish Location	Specify the Place, where the configured form can be viewed					
	<ul> <li>In a Place: Place: Form/Survey will be published as an external object in a Jive place. User can only select a place he/she has access to</li> </ul>					
	<ul> <li>Hidden: Form/Survey will not be published as an external object in a Jive place but can be accessed via direct link by Admins, Authors, and Co-Authors</li> </ul>					
	<ul> <li>Specific People: Form/Survey will not be published as an external object in a Jive place but can be accessed via direct link by Participants (and Admins, Authors, and Co-Authors)</li> </ul>					
	<ul> <li>Public: Form/Survey will not be published as an external object in a Jive place but can be accessed via direct link by any registered user</li> </ul>					

• Enable/disable the following form elements as required:

Options	Description
Form Start/End date and time	The time period during which the form will be active/valid.
Allow users to complete this Form multiple times	Allows the author to enable/disable multiple submissions of the Form/Survey. Default: Single submission
Anonymous submission	If enabled, User details will not be sent when submitting the completed form
Display Start/End Pages	If disabled, will not display the Welcome and Thank you pages in the form
	If enabled:
Save submission as	<ul> <li>can save to a selected Place as Document / Blog Post / Question / Discussion</li> </ul>
Jive native content	<ul> <li>a TEMPLATE tab also appears on top of the screen along with the other tabs to facilitate the same functionality</li> </ul>
Manage Co-authors	Select to add users (from a drop-down list), who can also author this form. In addition, the co-authors and their details will be listed below this field.

5. Click **Save** to save the configurations.

OR **Save And Publish**: Saves the form and publishes in the selected place (usage if **Publish Location: In a Place** is selected).

6. On the Fields tab, click Select Field:

orms and Surveys App							
ACK TO ALL FORMS/SURVE	YS						CONFIGURATION CONSOL
P Form-1 Title							
	CONFI	GURATION	FIELDS	CONDITIONS	RESULTS	URL	
Select Field					Configure	Start Page	
I Textbox	⊠ E-Mail Address						
• Radiobox (Single Select)	I≣ Dropdown (Single Select				Configure	End Page	
🛗 Date	Textarea						
C Yes/No	🔦 Legal						
▲ File Upload	★ Rating						
% Link	# Numbers						
66 Info Text (No Input)	Checkbox (Multi Select)						
Profile Fields (Hidden)							

Items under **Select Field** can be selected as appropriate to set up various input fields on the form.

Textbox	Select to add text inputs fields.
Radiobox	Select to allow user to pick an option from several options displayed via radio buttons. Use + Add Option to add as many options to be displayed on the form.
Date	Select if the user is to input a date.
Yes/No	Select if user is to input either Yes or No.
Link	Select to accept a URL as input.
Info Text	Select to allow user to provide free-flow text as input.
E-Mail address	Select to capture an email address input type.
Dropdown	Select to allow user to pick an option from several options displayed via a drop-down list. Use + Add Option to add as many drop-drop values to be displayed on the form.
Textarea	Select to allow user to provide free-flow text within an area frame.
Legal	Select to allow "I accept/ I don't accept" agreements.
Rating	Select to facilitate the user to evaluate. Specify Number of Steps as the rating scale and also the Shape of the rating icon.

### Table 1: Available Fields

Numbers	Input field which accepts numeric values only.
Checkbox	Select to allow user to pick an option from several options displayed as check-boxes.

7. On the Fields tab, click Configure Start Page:

Edit Start Page		Welcome to Form	
Start Page Title * Welcome to Form		Please be aware that all responses to this survey are anonymous. No personal identifiable information will be included in reporting, to ensure responses cannot be linked back to individual.	
Start Page Description		START	
Background Image Url			
Start Button * Start			
Layout Image in the background	-		
Links: + ADD LINK			
SAVE	E CANCEL		

Use the fields available here for displaying a Welcome note to introduce the form to the user. This will be displayed to the user before they can start providing inputs in the form.

8. On the Fields tab, click Configure End Page:

BA Edit End Page	Thank you for filling out the form
JEF End Page Tide * Thank you for filling out the form	RM
End Page Description	
e Background Image Url	
Layout Image in the background	
ADD LINK	

Use the fields available here for displaying a closure note or a thank you message for providing the inputs on the form. This screen will be displayed to the user after successfully submitting the form/survey.

9. On the **Conditions** tab, specify conditions to help decide when a field is to be displayed or hidden on the form so as to seek user's inputs selectively.

Forms and Surveys App							
BACK TO ALL FORMS/SURVEYS						CONFIGURATION	CONSOLE
JEP Form-1 Title						e DELET	TE FORM
	CONFIGURATION	FIELDS	CONDITIONS	RESULTS	URL		
+ ADD NEW CONDITIONAL RULE							
Conditions							
There are no any conditional rule							
SAVE							

All fields can be used to build conditions, except Info Text and Checkbox.

Any one of the following Condition parameters can be selected:

- is equal to
- is not equal to
- contains
- does not contain
- ends with
- does not end with
- starts with
- does not start with

Only fields matching the condition will be displayed to the user.

10Select + Add New Conditional Rule to add several rules.

Forms and Surveys App						
BACK TO ALL FORMS/SURVEYS						CONFIGURATION CONS
JEP Form-1 Title						會 DELETE FO
	CONFIGURATION	FIELDS	CONDITIONS	RESULTS	URL	
+ ADD NEW CONDITIONAL RULE						
onditions						
here are no any conditional rule						
SAVE						
OT WE						

11For each condition, specify the condition that should match the value in the form field, based on which one or more form fields are to be displayed.

IF				
Profile Field *				-
Condition *				•
Value *				
SHOW				
Profile Field *				*
SAVE	CANCEL			

12The **Results** tab displays the results of the data captured after the form has been submitted by the user. Selected or ALL Results can be exported as JSON or CSV formats. The number of items/page can be customized.

BACK TO ALL FORMS/SURVEYS						CON	FIGURATION CONSO
JEP Form-1 Title						會 DELETE FORM	VIEW PREVIEW
	CONFIGURATION	FIELDS	CONDITIONS	RESULTS	URL		
DELETE SELECTED     Filter by search						XPORT ALL AS JSON	EXPORT ALL AS C
# Date Submitted (UTC)			Profile Field - First f	lame			
					items pe	r page 25	

13On the **URL** tab, on creating a form, the URL is automatically created. This link can be copied and used to access the configured form.

Forms and Surveys App							
BACK TO ALL FORMS/SURVEYS						CON	FIGURATION CONSOLE
JEP Form-1 Title						B DELETE FORM	⊙ VIEW PREVIEW
	CONFIGURATION	FIELDS	CONDITIONS	RESULTS	URL	TEMPLATE	
This is the direct link to your Form/Su	rvey, permissions apply per c	onfiguration ev	en when sharing the li	nk directly			
https://jivedemo-jep-qa.jivecustom.co	om/apps/forms-and-surveys-a	pp?formId=293	8&placeId=0				
COPY TO CLIPBOARD							

# Submitting a form using the Forms and Surveys App

Here you can find details on accessing and submitting forms using the Forms and Surveys App.

- 1. Go to Main menu > Apps > Forms and Surveys App .
- 2. Select the configured form under **My Forms/Surveys** or **Shared Forms/Surveys** appropriately, then go to the **URL** tab and **Copy the URL**.
- 3. Use the link to complete the form.
- 4. Click **Submit** to submit the form.

# **Functional Overview**

Here is a functional overview of the Forms and Surveys Add-on.

### Form/Survey Builder

The solution supports the following field types:

- Textbox (Text input field)
- Radiobox (Single select)
- Dropdown (Single Select)
- Yes/No (Single Select)
- Rating (Single select)
- Checkbox (Multi Select)
- Date (Date picker)
- Link (Text input field with URL validation)
- Email (Text input field with E-Mail Pattern validation)
- Numbers (Text input field with Number (0-9) Pattern validation)
- Legal (I accept/ I decline agreements)
- Info text (No input field)
- Profile Field (No visible to user)

Each field except "Info Text" and "Profile Field" provide the following settings:

- Title
- Description
- Required/Mandatory
- Conditional Rule

Info Text:

- Title
- Description

Profile Field:

- Title
- Dropdown to select profile field

### Settings of each Form/Survey

- Title of Form (To be used on the external object)
- Description of Form (To be used as the "preview description" on the external object)
- Preview image (To be used on the external object)
- Form Fields

If a field is deleted from the configuration all associated entries from existing submission are deleted (cleared) as well

- Startpage: A page that is displayed to the user before seeing the Form/Survey:
  - Setting to Enable / Disable (Default = enabled)
  - Headline (Plain Text)\*
    - Color theme: light, medium, dark
  - Description (Plain Text)
    - Color theme: light, medium, dark
  - Under description, the start page will display a message indicating it the survey is anonymous or not as follows:

Please be aware that this survey is not anonymous. All responses can be linked back to the individual by the survey author.

- Background Image URL
  - Specify position
- Start Button Display Name
- Additional Links
  - Display Name
  - URL
  - Color theme: light, medium, dark
- Endpage: A page that is displayed to the user after successfully submitting the Form/Survey
  - Setting to Enable / Disable (Default = enabled)
  - Headline (Plain Text)\*
    - Color theme: light, medium, dark
  - Description (Plain Text)
    - Color theme: light, medium, dark
  - Background Image URL
    - Specify position
  - End Button Display Name
  - Additional Links
    - Display Name
    - URL
    - Color theme: light, medium, dark

- Submission: Allows the Author to enable/disable multiple submissions of the Form/Survey
  - Default setting: Single Submissions
    - Error message in case user tries to access survey again
- Anonymity: If enabled no PII will be tracked/saved from the users who completes the Form/Survey
  - Jive User ID will be stored in DB (one way SHA encryption) to verify if user has already submitted the form
  - System wide setting that defines which fields can not be stored / used in conditional field > see global settings
  - If enabled information will be displayed on the startpage, external object and on the form submission page itself that this Form/Survey is anonymous
- Location: Allows the Author to specify the place in Jive where the Form/Survey should be published as an external object
  - In a Place: Place picker to select place: Form/Survey will be published as an external object in a Jive place
    - User can only select a place he/she has access to
  - Hidden: Form/Survey will not be published as an external object in a Jive place but can be accessed via direct link by Co-Authors
    - Hide option via setting
  - Specific People: Form/Survey will not be published as an external object in a Jive place but can be accessed via direct link
    - Hide option via setting
  - Public: Form/Survey will not be published as an external object in a Jive place but can be accessed via direct link
    - Hide option via setting
- Authors: Allows the Author to define additional (Co-)Authors
  - Provides same level of access as author has
- Publish Result: If enabled all submissions will be posted as a native Jive Content
  - User can select: Document, Blog Post, Question, Discussion
  - Place picker to select place where result will be published
  - Editor to define template look and feel
- Start Date/Time:
  - Define the date and time on which a user can fill out form/survey
  - External Object will be posted at the time the user clicks "Save and Publish"
    - "Start Button" on start page is not visible until start time is reached. Instead of "Start Button" message is displayed "The Form/Survey is closed until

DD.MM.YYYY - HH:MM"." Time is displayed in users local time. External Object does not indicate start or end time

- The (Co)author should be able change date/time anytime
- End Date/Time:
  - Define the date and time on which a user can no longer fill out form/survey
    - "Start Button" on start page is not visible after the end time is reached. Instead
      of "Start Button" message is displayed "The Form/Survey was closed on
      DD.MM.YYYY HH:MM"." Time is displayed in users local time. External
      Object does not indicate start or end time
  - The (Co)author should be able change date/time anytime
- Save: Saves the form but **does not** publish in the selected place
- Save and Publish: Saves the form **and** publishes in the selected place
- Delete within the Forms and Survey App: Deletes the Form/Survey, and all its associated data (submissions) **but not** submission posted as Jive native content and not the external object
  - Add Alert to inform the user that external object will not be deleted
  - If the Form/Survey is deleted and a user clicks on "Start Survey" within the external object we will display a explanatory message to the user that this Form/Survey has been deleted.
- Delete the external object from Jive UI: This only deletes the external object leaving the Form/Survey and its associated data (submissions) untouched
  - Save and Publish will create the external object again if it was previously deleted via Jive UI

#### **Conditional Fields**

All Fields can be used to build conditions except "Info Text" and "Checkbox (multi select)"

- Condition parameter:
  - is equal to
  - is not equal to
  - contains
  - does not contain
  - ends with
  - does not end with

- starts with
- does not start with

Only fields matching the condition will be displayed to the user. Examples:

- Only show Field F if Field A equals UK (Implication: Hidden if Field A not equal UK)
- Only show Field G if Field A equals Germany (Implication: Hidden if Field A not equal Germany)

### Global Settings for All Forms/Survey

Specify:

- Which profile fields to be always captured
- Which profile fields the user can select
- Which fields shouldn't be captured if anonymity is enabled
  - Which fields can be used in "profile field" field

#### Permission

#### Form/Survey specific permission

- Forms and Survey Admin: Can configure App and access all Forms and Survey from all users
- Forms and Survey (Co)Author: Can access the App and create, update, delete their own Forms/Survey
  - Admin can either allow all users (ARU) to create (CRUD) Forms/Survey or just a specific jive user group
- Forms and Survey Submitter (=All registered user): Can submit/take a Form
  - If a Form/Survey is published in a specific place only users who have access to this place and view permission on external objects can submit/take the Form/Surve
- Full Export of all data as CSV

In conjunction with each submission the following attributes are saved by default

- Jive User ID (SHA encrypted)
- Date and Time (UTC) of submission
- Any metadata specified in the global settings

### **External Object**

The solution can publish the Form/Survey as an external Object in Jive.

• External Objects need to be enabled on place level by adding the Forms and Survey Stream Integration

# **GDPR** add-on

GDPR add-on helps to make Jive GDPR-compliant by removing the Personally Identifiable Information (PII) of a user from the system. This add-on gives the user the ability to remove or download the information from the system.

# Installing GDPR Add-on

Open a support with the Support to install this add-on.

# **Configuring GDPR Add-on**

GDPR Add-on is an add-on that uses user groups for determining access to the add-on configuration.

Fastpath: Admin Console > Permissions > User Groups

Fastpath: Advanced Admin Console > People > Management > Create User Group

Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

### Configuring user groups for GDPR

The GDPR add-on uses user group to provide secure access to the add-on configuration.

To configure user groups for the GDPR add-on:

- 1. Go to the user group configuration page:
  - Admin Console > Permissions > User Groups
  - Advanced Admin Console > People > Management > Create User Group
- 2. Under General Settings, enter a user group name and click Create Group.

For this example, we are creating a JEP\_GDPR\_Addon Workflow user group.

- 3. Add the concerned administrators as members to this user group.
- 4. Save the changes.

### Applying user groups to GDPR

Add the preconfigured user group (or groups) to the GDPR Add-on configuration to allow users of this group to use the add-on.

#### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

To configure user groups for the GDPR add-on:

- 1. Go to User interface: Your avatar > Add-ons > All Add-ons > Installed .
- 2. Find GDPR in the list, click the gear icon > Settings .
- 3. Under App Security, click the gear icon next to Anonymize Users.

User groups with access to the add-on configuration are listed here. By default, the **All registered users** user group is used.

4. On the **Manage App User Groups** page, remove **All registered users** and add the user groups which should have access to the add-on.

In this example, we are adding the JEP\_GDPR\_Addon Workflow user group.

- 5. Save the changes.
- 6. Click Configure now.
- 7. Click Save and Activate to apply the changes.

Members of the specified user groups (JEP\_GDPR\_Addon Workflow in the example) can now configure and use the GDPR add-on.

# Setting up the GDPR anonymization criteria for automatically anonymizing users

Here you can find details on setting up the anonymization criteria for the GDPR add-on.

To set up the GDPR anonymization criteria for automatically anonymizing users:

- 1. Go to User interface: Your avatar > Add-ons > All Add-ons > Installed .
- 2. Find GDPR in the list, click the gear icon > Settings .
- 3. Click Configure Now.
- 4. On the **Configure GDPR Add-on** page, configure the settings as per the description provided for each criterion.

For example, **Anonymize Users**, as shown in the screen shot below. Navigate through the criteria by clicking on the screen number (1, 2, ...).

### Configure "GDPR Add-On"

Anonymize Users	Ves  No Fachles (Dischlas the entire Anonymine Users feature both for Manual and Automated Tark
Days since Last Modification Date	30         In order for Users to be Anonymized the Last Modification Date (i.e. when the User was Disabled) has to be more than the specified number of Days ago. When set to zero, this criteria is ignored.
Federated Validation	$\odot$ Yes $\bigcirc$ No When Enabled, Users have to be Federated (and Disabled) in order to be Anonymized.
Remove Profile Photos?	● Yes ○ No If the Profile Photos should be deleted when the Users are Anonymized.

5. Click **Save** to save the configured GDPR Add-on criteria.

According to the configured settings of the GDPR Add-on criteria, users are automatically anonymized as per the defined schedule.

**Attention:** In the configuration, 1 Day = 24h and not 1 Calendar day.

Users, whose User IDs have been provided in the Task Report Users criteria during the GDPR Add-on configuration, will receive a notification in their Inbox listing the users, who have been anonymized via automated anonymization.

For information on setting the Cron job, you can refer to Cron Expression Generator & Explainer - Quartz.

# Manually anonymizing users with GDPR add-on

Here you can find details on using the GDPR add-on to manually anonymize users.

#### Fastpath: the pencil icon > Anonymize User

To manually anonymize users:

1. On the Jive user interface, go to the pencil icon > Anonymize User .

		📭 🙆 🖉 🖉 🖉
ſ	CREA	
		Document Collaborate on a document
son	all	Poll Gather community opinion on a topic
	Ľ	Status Update Share what you're up to
		Task Create a task for you or someone else to get things done
	$\checkmark$	Message Send a private message to specific people
		Video Embed a clip to share
		Event Schedule a gathering
	•	Idea Create an idea for others to see and vote on
	٢	Space Create a place where related content can live
		Group Establish a gathering place for a specific area of interest
	Ø	Project Set a goal and track its status and tasks
	<b>888</b>	Anonymize Users

The following screen is displayed:

	Username, Name or Email:	Se	earch
ers available to be Anon	ymized		Users to be Anonymized (Max 10)
aRvZFPSoT2032	First Name Last Name	Add	No Users have been selected to be Anonymized
CAOSvaLce2031	First Name Last Name	Add	
ve.tester9@aurea.com	jive tester9	Add	
	nmuserChromoSkills12 admr12	٨dd	

2. On the GDPR Add-on page, search for the user or users to be anonymized by providing their exact and complete username or name or email.

🛗 GDPR Add-On			
	Username, Name or Email: jiv	e.tester9@aurea.com	earch
Users available to be Anonymiz	ed		Users to be Anonymized (Max 10)
jive.tester9@aurea.com	jive tester9	Add	No Users have been selected to be Anonymized.
		Апо	nymize

Or, if the user or users are already listed on the screen under the column **Users** available to be Anonymized, then select the concerned user or users and add a maximum of 10 users to the **Users to be Anonymized (Max 10)** column.

🛗 GDPR Add-On					
	Username, Name or Email:				
		Se	arch		
Users available to be And	onymized		Users to be Anonymized (Max 10	D)	
laRvZFPSoT2032	aRvZFPSoT2032 First Name Last Name		jive.tester9@aurea.com	jive tester9	Remove
iCAOSvaLce2031	First Name Last Name	Add			
nmuser12@ddd.com	nmuserChromeSkills12 gdpr12	Add			
		Anor	nymize		

- 3. Select the concerned user names from the left column listing the (deactivated) users meeting the anonymization criteria defined and add (--->) to the right column.
- 4. Click Anonymize User.

On successful anonymization, the GDPR Add-on overwrites the user profile values of the anonymized users. Thereafter, these users will not be visible via **Advanced Admin Console** > **People** > **Search Users** under their original usernames.

Profile fields are overwritten by the GDPR Add-on according to the following logic:

Profile Field	Field Value after Anonymization
Username	userTemplate.set <b>Username</b> (RandomStringUtils.randomAl- phabetic(10) + userToBeAnonymized.getID());
E-Mail	userTemplate.set <b>Email</b> (RandomStringUtils.randomAlpha- betic(10) + userToBeAnonymized.getID() + "@localhost")
First Name	First Name
Last Name	Last Name
Other Profile Fields: alphanumeric	Profile Field Name
Other Profile Fields: numeric	123456789
Other Profile Fields: date	current date
Other Profile Fields: multi-select	none selected
Other Profile Fields: single select	remains unchanged
Other Profile Fields: URL	Jive instance URL
Other Profile Fields: Boolean	remains unchanged

# **Ghost Publish add-on**

This add-on allows you to author, collaborate, and publish any type of document or blog post on behalf of another employee at your organization.

Ghost Publish allows you to configure detailed publishing permissions down to the editor, author, place and expiration date, and more:

- Schedule publishing of documents and blog posts in the future
- Update ghost published content after it has been made live in your community
- Ghost publish from any place in the community

- Support content with images, videos, and attachments
- · Collaborate on documents and subsequently publish as a blog post

Figure 39: A secure, compliant permissions interface to ensure that a particular user can only post on behalf of another in a specific place for a given period of time

Ghost Publish Cor	nfiguration Add-on						
Ghost Author Re	lationships					Ŧ	Create Relationship
Editor	Author	Place	Expiration Date	Document	Blogpost	Status	Actions
Administrator	Tanja Summer	Global Communication	Jun 10, 2020			Active	$\checkmark \oslash$
Alexander Schuster	Jon Doe	Human Resources	Jul 31, 2020	$\checkmark$		Active	10
Alexander Schuster	Amine Bousnina	Human Resources	Jul 31, 2020			Active	10
Alexander Schuster	Alam Jammy	Human Resources	Jul 24, 2020			Active	10
Andre Barbosa	Amine Bousnina	Ghost Writers Group	Jun 11, 2020			Inactive	$\sim$
1 user2	Administrator	Human Resources	Jun 11, 2020			Active	10
Maya Bhatt	Tommy Winter	Showcase JEP	Jun 19, 2020			Active	10
Maya Bhatt	Tommy Winter	Ghost Writers Group	Jun 19, 2020			Inactive	1° Ø
Maya Bhatt	Alina Friday	Showcase JEP	Jun 19, 2020			Active	10
Maya Bhatt	IT Support	Showcase JEP	Jun 19, 2020			Active	$i \oslash$
			< Previous	Next >			

Figure 40: Easy to use interface to ghost publish content from anywhere in the community

Please reach out to you	r Administrator for assistanc	ce.
Author* Select Author		
Place*		
Select Place	$\sim$	
Document O Publishing Schedule	Blog Post	
PUBLISH CL	OSE	

# Supported content types

Here you can find the list of content types supported by the Ghost Publish.

Content type	Create	Update
Blog Post		
Document		
Question		
Discussion		
Upload Files		

**Note:** Source content type: Upload Files can be ghost-published as the respective content type only.

# Installing Ghost Publish Add-on

Open a support with the Support to install this add-on.

# **Configuring the Ghost Publish Add-on**

Ghost Publish Add-on is an add-on that uses user groups for determining access.

### Fastpath: Admin Console > Permissions > User Groups

Fastpath: Advanced Admin Console > People > Management > Create User Group

#### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

Note that the Ghost Publish add-on uses two user groups: members of the first one are able to ghost publish; members of the second one are able to manage ghost author relationships.

## **Configuring user groups for Ghost Publish**

The Ghost Publish add-on uses user groups to provide secure access to the add-on features.

To configure user groups for the Ghost Publish add-on:

1. Go to the user group configuration page:

- Admin Console > Permissions > User Groups
- Advanced Admin Console > People > Management > Create User Group
- 2. Create a permission group whose members should be able to ghost publish.

For example, this user group may be called Ghost Publish Add-On Editors.

3. Create a permission group whose members should be able manage ghost author relationships.

For example, this user group may be called Ghost Publish Configuration Admin.

- Add the appropriate users as members to the user groups created in Steps Step 2 on page 250 and Step 3 on page 250.
- 5. Save the changes.

## **Ghost Publish**

Add the preconfigured user groups to the Ghost Publish Add-on configuration to allow users of these groups to use the add-on.

#### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

To configure user groups for the Ghost Publish add-on:

- 1. Go to User interface: Your avatar > Add-ons > All Add-ons > Installed .
- 2. Find Ghost Publish in the list, click the gear icon > Settings .
- 3. Under App Security, click the gear icon next to Ghost Publish App.

User groups with access to the ghost publish feature are listed here. By default, the **All registered users** user group is used.

4. Remove **All registered users** and add the user groups which should have access to the ghost publish feature.

In this example, we are adding the Ghost Publish Add-On Editors user group.

- 5. Click Save Changes.
- 6. Under App Security, click the gear icon next to Ghost Publish Config App.

User groups with access to the ghost author relationships are listed here. By default, the **All registered users** user group is used.

7. Remove **All registered users** and add the user groups which should have access to the ghost author relationships.

In this example, we are adding the Ghost Publish Configuration Admin user group.

- 8. Click Save Changes.
- 9. Click Configure now.

10Click Save and Activate to apply the changes.

Members of the specified user groups (Ghost Publish Configuration Admin and Ghost Publish Add-On Editors in the example) can now use the Ghost Publish add-on.

# Managing author relationships for the Ghost Publish Add-on

Users with access to **Ghost Publish Config App** of the Ghost Publish Add-on can create and manage ghost author relationships. When set up, these relationships allow an editor to post on behalf of an author.

### Fastpath:

- Pencil icon > Ghost Publish Configuration Add-On
- <instance URL>/apps/ghost-publish-configuration-add-on

## **Creating Ghost Author Relationships**

To create Ghost Author Relationships:

1. Go to the Ghost Publish Configuration Add-on page:

- Pencil icon > Ghost Publish Configuration Add-On
- <instance URL>/apps/ghost-publish-configuration-add-on

💶 😰 - 🖉 -
CREATE
IIII Poll Gather community opinion on a topic
Status Update Share what you're up to
📃 Task Create a task for you or someone else to get the gs done
Message Send a private message to specific per
▶ Video Embed a clip to share
Event Schedule a gathering
👷 Idea Create an idea for others to see and rote on
Space Create a place where related ontent can live
Group Establish a gathering place for a specific area of interest
Project Set a goal and track its status and tasks
Form/Survey
m Anonymize Users
Ghost Publish Configuration Add-on

**Note:** If you don't see the menu item but are a member of the user group, log out and then log back in.

2. Click + Create Relationship.



3. Provide appropriate details.
| Create Relationship |          |                 |        |
|---------------------|----------|-----------------|--------|
| Editor              |          | Author          |        |
| Search              | $\sim$   | Search          | $\sim$ |
| Place (Optional)    |          | Expiration Date |        |
| Search              | $\sim$   | Sep 10, 2021    |        |
| ✓ Document          | Blogpos  | t 🔽 V           | ïdeo   |
| ✓ Discussion        | Question | n 🔽 F           | iles   |
| SAVE                |          |                 |        |

Options	Description		
Editor	User who publishes on behalf of Author.		
Author	User in who's name the content is created.		
Place (Optional)	Limit the permission to a particular place or leave blank to allow ghost publishing into Any Place.		
<b>Expiration Date</b> Time until which the permission is granted.			
Content types	Check appropriately the content types to be ghost-published.		

4. Save to add the Editor to user group (Ghost Publish Add-On Editors) automatically to access the Ghost Publish Action Modal.

Ghost Author Relationship created successfully.

**Note:** Editor needs to log out of Jive and log back in to see the **Ghost Publish** action.

### **Managing Ghost Author Relationships**

To manage Ghost Author Relationships:

1. Go to the Ghost Publish Configuration Add-on page:

- Pencil icon > Ghost Publish Configuration Add-On
- <instance URL>/apps/ghost-publish-configuration-add-on

Ghost Publish Cor	figuration Add-on					
Ghost Author Re	lationships					+ Create Relationship
Editor	Author	Place	Expiration Date	Content Types	Status	Actions
Maya Bhatt	jive tester26	JEP Experience Ce	Jan 1, 2100	🖪 📄 📮 🔽	Active	/ 0
nmuser12 gp12	nmuser11 gp11	WM Space1 JVPSS	Jul 9, 2099	🖾 📄 🛤 🔽	Active	$\checkmark \oslash$
Maya Bhatt	jive tester8	Any Place	Sep 26, 2026	🖪 📄 📮 🖪 🚹	Active	r Ø
Maya Bhatt	Alam Jammy	JEP Walkthroughs	Jun 26, 2026	P 📄 🔽	Active	$i \oslash$
jive tester10	Maya Bhatt	③ JEP Experience Ce…	Jun 20, 2025		Active	/ 0
jive tester7	Maya Bhatt	③ JEP Walkthroughs	Jun 22, 2023		Active	r Ø
nmuser1 vrules1	nmuser5 vrules5	M GP Private Gro	Sep 9, 2021	🖾 📄 💷 🔽 🚹	Active	$i \oslash$
nmuser1 vrules1	nmuser72 files72	M SEP Target Gr	Sep 9, 2021	ß	Active	i Ø
hemant manwani	Maya Bhatt	Advanced Docume	Sep 8, 2021	<b>A</b>	Active	$i \oslash$
Maya Bhatt	Jive tester77	Any Place	Sep 5, 2021	🖪 📄 💷 🖪 🚹	Active	r Ø

- 2. Pencil: Modify an existing relationship (Expiration Date and Content Types).
- 3. **Disabled**: Deactivate relationship user will no longer be able to publish on behalf of the Author.

Usage notes:

- Relationships once created are permanently retained for audit purposes.
- Members in the Ghost Publish Configuration Admin are notified 7 days before the concerned Ghost Publish Relationships expires.

# Ghost-publishing content with the Ghost Publish add-on

Here you can find details on how to publish content items by using the Ghost Publish add-on.

Fastpath: Content item

The Ghost Publish add-on provides the feature of publishing and cross-publishing the source content, such as documents, discussions, questions, or blog post. Source content type: Upload Files can be ghost-published as the respective content type only.

**Note:** It is possible to Ghost Publish the same content multiple times into different places.

- 1. Create a source content item (such as a document or a blog post) anywhere in the community and publish it.
- 2. Go to Actions > Ghost Publish to view the Action : Ghost Publish dialog box.

Author* Place* Select Author Post as* Select Post as* Date and Time (UTC) - Optional Time				
Select Author     Select Place       Post as*     Date and Time (UTC) - Optional       Select     V		Place*		Author*
Post as* Date and Time (UTC) - Optional Select		Select Place	$\sim$	Select Author
Select Date Time	al	Date and Time (UTC) - Optiona		Post as*
	Time	Date	$\sim$	Select

- 3. Specify details: Author, Place, content type to be posted as (Post as), schedule Date and Time (optional).
- 4. Click Publish.

Content is scheduled for publishing.

Content is published in target place with a delay of up to 2 minutes.



# Notification messages of the Ghost Publish add-on

Here you can find details the types of notifications of the Ghost Publish add-on.

#### Success/Warning/Error Messages



This content will be published by [Editor] on [Date and Time] in [Place] on behalf of [Author]. Cancel publishing of content.

**Error (Red)** This content ghost published by [Editor] on [Date and Time] in [Place] on behalf of [Author] failed to publish. Please click here to try again.

# Microsoft Teams add-on

Easily integrate Jive with Microsoft Teams. "Click to connect" makes it simple to start or join a Teams chat from within Jive, while other features let you see users' Teams status within Jive, leverage Jive search, and more.

Microsoft Teams add-on:

- · Allows starting a Microsoft Teams chat from Jive
- Displays Microsoft Teams user's statuses in Jive
- Gives the ability to search and reference Jive content from Microsoft Teams



TEAMS ST	ATUS	\$
		^
Filter fo	llowers	Q
	Abdiel Gutierrez	Away 🕔 👽 Chat
	Amy Doberman Sr. Manager, Emplo	Unknown 🔘 That
	David Rivard Director of Marketing	Offline 🛞
	David Gephardt Sales Manager	Unknown 🔘 That
	David Nixon	Offline 🗵

🗔 Jive	e > Places	teams	×
•••	<b>Teams Gro</b> Group - Foll Teams Grou	owing p	
•••	<b>CTI Team</b> Group Private Grou	Internal up for CTI Team Members	
3	<b>IT (Help D</b> Space The Informa	<b>esk)</b> tion Technology team is here to help you be your best at the company.	
•••	<b>HR Worki</b> Group This is a priv	ng Group - PRIVATE vate place for the HR team to develop and collaborate on policies before publishing to all employees.	
			•••

# Setting up the Microsoft Teams Add-on

The Microsoft Teams Add-on adds connections from Jive to Microsoft Teams and back. Here you find the details on installing and configuring all add-on components.

#### Fastpath:

- Admin Console > People > Global Profile Settings
- Advanced Admin Console > People > Settings > Global Profile Settings

A user must have at least Manage System permissions to configure the profile fields. We recommend you set up the integration in this order:

- 1. Open a support with the Support to install this add-on.
- 2. Set up the Jive side as follows:
  - a) Add a dedicated profile field that will hold the Microsoft Teams username for Jive users. Even though you can use a pre-existing text field, we strongly recommend adding a new specialized field. For details, see Configuring a profile field for Microsoft Teams on page 259.
  - b) Configure the add-on to use the dedicated profile field, as described in Designating a profile field to be used by Microsoft Teams on page 265.
  - c) Test the Teams Chat functionality, as described in Testing Teams Chat on page 266.

- d) Test the Teams Status tile, as described in Testing Teams Status tile on page 268.
- e) Additionally, you can restrict access to the Microsoft Teams Add-on functionalities by employing user groups. For more information, see Configuring access to Microsoft Teams Add-on on page 279.
- 3. Set up the Microsoft Teams side as follows:
  - a) On the Microsoft Teams side, install the Jive App for Microsoft Teams, as described in Installing the Jive App for Microsoft Teams on page 272.
  - b) Test the Jive search, as described in Testing Jive Search from Jive App for Microsoft Teams on page 275.

#### Configuring a profile field for Microsoft Teams

The Microsoft Teams add-on uses user groups to provide secure access to the add-on features.

#### Fastpath:

- Admin Console > People > Global Profile Settings
- Advanced Admin Console > People > Settings > Global Profile Settings

A user must have at least Manage System permissions to configure the profile fields. To configure user groups for the Microsoft Teams add-on:

1. Go to the configuration page:

- Admin Console > People > Global Profile Settings
- Advanced Admin Console > People > Settings > Global Profile Settings

2. Create a new text field with the following parameters:

- Filed Type: Text field
- Field name: The name of the field to be used, for example, msTeamsUsername
- LanguageDisplay Name: The label for the field in English, for example, MS Teams Username
- **Required**: Cleared at least until the add-on setup is finished and tested.

You can set the Visibility and Attributes options however you wish.

**Attention:** We recommend leaving the **Required** attribute unchecked (and the field an option one) at least for an initial period while users are trained on the new solution.

For this example, we are using MSTeamsUsername as the field name and MS Teams Username as the display name in English. The field is also set as optional.



People	Global Profile Settings		?
Search Users	Use the form below to give the profile field a variable n	ame, a display name and an optional desc	ription. If the type
Add Users	of this field is a list, you will enter the options for the list	t below. Finally, choose the field attributes	then click "Finish"
Global Profile Settings	to create the profile field.		
Directory Server	Name and Type		
Single Sign-On	Name and Type		
User Registration	Field Name: * MSTeamsUsername		
Password Reset	Type: Text Field (One or two senten	ces of text.)	
Org Chart			
Locale and Language	Translations		
	Language Display Name	Description	Delete
	English * MS Teams Username	Type your MS Teams username here	DELETE ×
	ADD TRANSLATION		
	Visibility		
	☑ Users may edit the visibility for this profile field		
	Default		
	Everyone except external contributors		
	O Liser's connections		
	O User's colleagues		
	O User's connections & colleagues		
	O Private to the user		
	Attributes		
	Required		
	Users must enter a value for this field.		
	Filterable		
	Users can filter based on this field.		
	The value of this field will show up in search results	S.	
	✓ Editable		
	Whether or not the value of the field can be chang	ed by the user.	
	* Required Field		
	FINISH CANCEL		

Once the profile field is added, the values must be populated for the users in the community before the features in the integration will function properly. This can be done manually or through any form of automation, such as User Sync.

#### **Installing Microsoft Teams Add-on**

Microsoft Teams Add-on is an add-on that is installed from the Add-ons page. The add-on also must be signed.

#### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to install add-ons.

Attention: This add-on requires connectivity to Jive Cloud Shared Services.

#### Installing from a package

To install Microsoft Teams Add-on from a zipped package:

- 1. Unzip the provided add-on archive.
- 2. Open the definition.json file and copy the id field from the file.



- 3. Go to the **Add-ons** page: In the user interface, click on your avatar in the upper-right corner, and then select **Add-ons**.
- 4. On the Add-ons tab, select All Add-ons on the right, and then click Ctrl+Upload Package (Windows) or CMD+Upload Package (MAC) that the add-on package can be signed.

Nev Nev	rs Support	Rewards	People	Apps +	. 4	۰.	1-	٩
Add-ons	Apps Management	t Commu	inity Authorizati	ons				
Storage Provid	ers 🖌	All Add-ons	: Installed					
API Services	A	vdd-ons are a sintegrations. The	ecure way of e ese include:	extending the Jive Platform with third-party				
Analytics Servi	es	<ul> <li>Using a stor or ESP) to s place.</li> </ul>	rage provider store and sync	outside Jive (an External Storage Provider, hronize binary files uploaded to a Jive	U	pload Packa	ige	
		<ul> <li>Providing co solution usi</li> </ul>	ommunity data ing the Analytic	to your external business intelligence cs service.				
		<ul> <li>Bringing ext integrations</li> </ul>	ternal data inte s using Jive AP	o Jive or sharing Jive data with third-party Pls.				
		<ul> <li>Building you</li> </ul>	ur own Add-on	to bring internal systems into Jive.				

5. Paste the add-on ID you've copied in Step Step 2 on page 262 into the sign package field and then click **Sign**.

Add-ons	Apps Managem	Community Authorizations
Storage Pro	oviders	Upload Package
API Service	S	Do you want to upload your local .jive package to this community or preview it first?
Analytics Se	ervices	Browse No file selected
All Add-o	ns	bowse No me selected.
		Install now Preview Cancel
		Image: Preview: Make this service visible only to you. If there are tiles associated with this add-on, you can preview them in a private or private (unlisted) group.
		Sign Package
		The user assigned to an add-on package may be granted <b>Full Access</b> access. This will permit access to the Core API on behalf of any valid Jive user.
		To sign your add-on before uploading it, enter its UUID in the form field below and click Sign

6. Copy the generated signature string.

#### Sign Package

The user assigned to an add-on package may be granted **Full Access** access. This will permit access to the Cor API on behalf of any valid Jive user.

To sign your add-on before uploading it, enter its UUID in the form field below and click Sign

2b963a40-02e2-429c-af7f-8891850fd72e

Sign

Copy the signature string below and paste it into your definition.json. Remember to rebuild your add-on package before uploading it.

7. Open the unzipped add-on folder from Step Step 1 on page 262. Open the definition.json and paste the signature string at the following line:

"jiveServiceSignature": "<<< replace me >>>"



- 8. Save the definition.json file.
- 9. Compress all the files contained in this folder into a ZIP archive (including the updated definition.json) and name the archive.

**Attention:** The archive must have exactly the same name and structure as the original folder.

- 10Go back to the Jive Add-ons page and, if you closed the page, click Upload Package.
- 11On the **Upload Package** page, choose the newly compressed package file and then click **Install Now**.
- 12To verify that the add-on is installed, go to the **Add-ons** tab, then select **All Add-ons** > **Installed** , and find the add-on in the list.

The Microsoft Teams Add-on is installed. Now you need to configure the add-on, as described in Designating a profile field to be used by Microsoft Teams on page 265.

# Designating a profile field to be used by Microsoft Teams

Add the profile field you decided to use to the Microsoft Teams Add-on configuration.

#### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

To designate a profile field to be used by the Microsoft Teams add-on:

- 1. Go to User interface: Your avatar > Add-ons > All Add-ons > Installed .
- 2. Find Microsoft Teams in the list, click Settings .

Figure 41: Microsoft Teams add-on settings

		Installed	Available			Advance	ed Settings
Add-on N	lame			Permissions	Last Updated	Action	
i <mark>N</mark> T	Microsoft Teams Enables integration with Micros	oft Teams fo	r group	Read and write Full Access	Mar 24, 2021 Version: 1.0.4	Settings	
	communication		3F			Uninstall	

3. Click Configure Now.

#### Service URL

This Add-on requires connectivity to a network service.
https://ps-chats-addon.aws-us-east-1-prod.svc.jivehosted.com
A configuration file was found for this service.
Configure Now...

Cancel
Cancel
Cancel

4. In the **Configure "Microsoft Teams"** dialog box, select the field that is used to keep the Microsoft Teams username.

This can be a specially created field or one of the existing fields. For this example, we are using a newly created field:

Microsoft Te	ams ID	
MS Teams	Username	~

- 5. Click **Save** to save the selection, and then click **Close** to close the dialog box.
- 6. Click Save and Activate to apply the changes.

# **Testing Teams Chat**

Once a profile field is designated, you can test the Teams Chat functionality.

To see how Teams Chat works, you need to have a user account populated with the Microsoft Teams account – a *Teams User* account.

1. Go to any location where you can see a link to the Teams User profile: content item or comment posted by the Teams User, or a notification on the Activity or News page about the actions of this user.

For example, Amy Doberman is a Jive user that has a Microsoft Teams username set in her profile.



2. Hover over the user's name or avatar until the hover card appears.

# A **Teams Chat** button **I** is added to the hover card.



3. Click

If the user has Microsoft Teams username added, like Amy in this example, this opens the prompt asking whether you would like to chat with the user.

Teams Ch	nat	×
Would you like to Microsoft Teams	o chat with <b>Amy Dob</b> ?	erman in
Yes	No	

If you try to chat with a user who doesn't have any Microsoft Teams account linked (like with Amanda Wood here), an appropriate notification appears.



4. Click Yes.

A new browser window opens entitled **Join Conversation** that prompts you to either download or launch the desktop Microsoft Teams app or use the web app to start the chat session. Select your preferred option and proceed.

Once Microsoft Teams opens, you can be assured that the add-on is working properly.

### **Testing Teams Status tile**

To test the tile, add a new tile with the default settings and verify that it works for the Teams User.

To add the tile to the page:

- 1. Go to a Jive place where you safely add and test a new tile.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select JEP: Teams Status Tile under Tiles.



The tile is added to the page.

Teams Status Tile	General Settings
Please configure the following "General" settings for Title	Data Settings
Display tile title?	
Headline	~
Description	~
Background	~
Action Link	~
HTML	~
Font Settings	~
SAVE GENERAL SETTINGS	
Import / Export tile configuration?	
SAVE TILE SETTINGS CANCEL © 2	021 Created by Jive Software

- 5. Under **General Settings**, in **Title**, specify a title for the tile and select the **Display tile title** check box.
- 6. Click Continue.
- 7. On the Teams Status Tile screen, click the **Save Tile Settings** button to complete the configuration.



8. Click **Save** at the bottom of the Activity page to save the changes.

Once the Activity page is saved, the new tile requires signing in to Microsoft Teams:

MS TEAMS STATUS TILE	\$
Sign Into Microsoft Teams	
Please sign in into the Microsoft Teams to fetch users status.	

9. Click on the Sign into Microsoft Teams.

If you haven't authenticated recently with Microsoft Teams, you will be asked to enter your credentials. Once the sign in is confirmed, the tile should display your Microsoft Teams status. The header may look differently based on the status of the actual user.



10Click on the down arrow to view the list of users.

TEAMS ST	ATUS	\$
		^
Filter fo	llowers	Q
	Abdiel Gutierrez	Away 🕓 💶 Chat
	Amy Doberman Sr. Manager, Emplo	Unknown 🔘 That
	David Rivard Director of Marketing	Offline 💌 💿 Chat
	David Gephardt Sales Manager	Unknown 🔘 That
	David Nixon	Offline 🔊

- 11To make sure the user statuses are accurate, reach out to one or more of the people you see in the list and ask them to update their status in Microsoft Teams. The tile should update within 15 seconds to reflect the update.
  - If a user's status in the list is blank, the user's Microsoft Teams username is likely not set in their profile.
  - If a user's status is **Unknown**, the user may not be configured properly in Microsoft Teams.

12For any user in the list, click **Chat** on the right. This should initiate a chat session with the user, just like the Teams Chat functionality described in Testing Teams Chat on page 266.

If the **Chat** button is not shown, the user's Microsoft Teams username is likely not set.

#### Installing the Jive App for Microsoft Teams

Jive App for Microsoft Teams is installed on Microsoft Teams.

Before installing Jive App for Microsoft Teams on Microsoft Teams, you must do the following:

- Install the Microsoft Teams Add-on, as described in Installing Microsoft Teams Add-on on page 262.
- Test and validate the Teams Status tile on at least one space, as described in Testing Teams Status tile on page 268.

**Attention:** You must be a Microsoft Teams administrator to install the Jive App for Microsoft Teams.

To install Jive App for Microsoft Teams on Microsoft Teams:

- 1. Open Microsoft Teams and go to Apps.
- 2. Click Upload a custom app and select Upload for <your organization>.



3. Select the ZIP file you have been provided and click Open.

Wait a few seconds for the app to install. Once the Jive App for Microsoft Teams is installed, it appears in your list of available apps.



**Note:** Once installed, the app becomes available to all users, but it needs additional configuration before it can be used.

Add the Jive App for Microsoft Teams app to the user's apps list 4. Click on the app tile in Microsoft Teams to open the app details.



5. Click **Add** to 'activate' the app for your user. This is a necessary step for *every* user that wishes to use the app in Microsoft Teams. The installation done in Step Step 3 on page 273 merely makes it *available*.

Once the app is added, you can test and use the Jive Search.

D J	live		$\times$
Q	Content	Search for content in Jive	
Q	Places	Search for places in Jive	
Q	People	Search for people in Jive	

# **Testing Jive Search from Jive App for Microsoft Teams**

Once you've added the Jive App for Microsoft Teams to your account in Microsoft Teams, you should test the Jive Search capabilities.

To search Jive from Microsoft Teams:

- 1. Open Microsoft Teams, using either the desktop app or the web interface. Signing in to Jive
- 2. On the first use, you will be asked to sign in to Jive. Once this happens, click **sign in** and provide your Jive credentials.

Jive > Content	strategid	$\times$
Jv Jive You'll need to sign	in to use this app.	
		•••

Searching Jive from the Microsoft Teams search

3. Click on the search box at the top of the screen and type @jive.

@jive	
@Jive	Jive for Microsoft Teams
🕆 More apps	

4. Select the @Jive option in the list.

	ive	×
Q	Content	Search for content in Jive
Q	Places	Search for places in Jive
Q	People	Search for people in Jive

5. Select **Content** in the list and type a phrase that you want to search on.

🗔 Jiv	e > Content	strategy	×
	Tesla Accou by Miguel Bra Latest Activity	nt Strategy cchini in Sales: Account Strategy : 10/23/2020 09:26 PM	
	Advanced II by Neil Dholal Latest Activity	<b>1sights Strategy Workshop</b> kia in Action Room - Haven : 08/18/2020 06:53 PM	
	<b>Microservic</b> by Derrick Fra Latest Activity	es - Architectural Strategy nklin in Rick Frantz's Blog : 01/11/2020 09:00 AM	
	CMSWire: A by Kim Sylvest Latest Activity	Strategy for Intranet Success, From Day One to Day 1,000 re in Marketing : 07/24/2018 09:44 AM	
	Bold strateg	y by @ATT to keep running the carniva	

6. Similar to content, try searching people and places.



🗔 Jive	> Places teams	$\times$
•••	<b>Teams Group</b> Group - Following Teams Group	
•••	<b>CTI Team Internal</b> Group Private Group for CTI Team Members	
3	<b>IT (Help Desk)</b> Space The Information Technology team is here to help you be your best at the company.	
	HR Working Group - PRIVATE Group This is a private place for the HR team to develop and collaborate on policies before publishing to all employees.	
		•••

Accessing Jive search from the chat app

- 7. Go to a chat window in Teams and find the compose message area.
  - A **J** icon is added for the Jive App for Microsoft Teams app.

Suggestions	
Jive Jive for Microsoft Teams	
@jive	
A/ ! / 😳 @F 😳 🔂 🔛 👷 🕹 🚺 …	$\triangleright$

8. Click the **J** icon and try searching Jive content, people, and places similarly to Steps Step 5 on page 275-Step 6 on page 276.



Accessing Jive search when typing a message

9. From the compose message area, type @Jive (similarly to Step Step 3 on page 275).

Sugg	estions									
v	<b>Jive</b> Jive fo	or Micr	osoft <sup>-</sup>	Teams	;					
@iive										
<b>_</b> ]										

10Select **Jive App for Microsoft Teams** and try searching Jive content, people, and places similarly to Steps Step 5 on page 275-Step 6 on page 276.

What can I do?	•
Q Content	Search for content in Jive
Q Places	Search for places in Jive
Q People	Search for people in Jive
Jive	

### Configuring access to Microsoft Teams Add-on

Microsoft Teams Add-on uses user groups for determining access to its features.

Fastpath: Admin Console > Permissions > User Groups

Fastpath: Advanced Admin Console > People > Management > Create User Group

#### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

#### **Configuring user groups for Microsoft Teams**

Here you can find how to add dedicated user groups for the Microsoft Teams add-on.

To configure user groups for the Microsoft Teams add-on:

1. Go to the user group configuration page:

• Admin Console > Permissions > User Groups

- Advanced Admin Console > People > Management > Create User Group
- 2. If required, create a permission group whose members should be able to see and
  - use 📕 on hover cards and in user profiles.
- 3. If required, create a permission group whose members should be able to use the Teams Status tiles.
- 4. If required, create a permission group whose members should be able to map a Jive field for the Microsoft Teams.
- 5. Add the concerned administrators as members to these user groups.
- 6. Save the changes.

Microsoft Teams Settings

#### Applying user groups to the Microsoft Teams add-on

Add the preconfigured user group (or groups) to the Microsoft Teams Add-on configuration to allow users of this group to use the add-on.

#### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

To configure user groups for the Microsoft Teams add-on:

- 1. Go to User interface: Your avatar > Add-ons > All Add-ons > Installed .
- 2. Find Microsoft Teams in the list, click the gear icon > Settings .
- 3. Under App Security, click the gear icon next to Microsoft Teams.

Figure 42: Microsoft Teams add-on security settings

Enables integration with Microsoft Teams for group communication		
Included tiles		
Tile and type	Categories	
Teams Status Tile Custom_view	External Add-ons	
Included apps		
Title	Apps Security	
Teams Chat Action	*	
Teams Auth	\$	
Teams User Mapping	*	

User groups with access to the add-on features are listed here. By default, the **All registered users** user group are used.

- 4. If necessary, replace the **All registered users** user group to allow access only to the users of the dedicated groups:
  - Under Teams Chat Action, specify the user group whose members should be able to see and use 🖤 on hover cards and in user profiles.

- Under Teams Auth, specify the user group whose members should be able to use the Teams Status tiles.
- Under Teams User Mapping, specify the user group whose members should be able to map a Jive field for the Microsoft Teams.
- 5. Click **Save and Activate** to apply the changes.

# **Creating Teams Status tiles**

Here you can find details on adding and configuring Teams Status tiles.

### Adding Teams Status tile

To add the tile to the page:

- 1. Go to the place where you want to add a new tile.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select JEP: Teams Status Tile under Tiles.



The tile is added to the page and you need to configure it. You can configure the tile anew or, if you already have similar tiles, copy the settings from another tile.

Teams Status Tile	General Settings
Please configure the following "General" settings for	Data Settings
Title	
Display tile title?	
Headline	~
Description	~
Background	~
Action Link	~
HTML	~
Font Settings	~
SAVE GENERAL SETTINGS CONTINUE	
Import / Export tile configuration?	
SAVE TILE SETTINGS CANCEL © 2	2021 Created by Jive Software

# **Configuring General Settings**

To set up general tile settings:

- 1. Select Gear Icon > General settings .
- 2. Configure the general settings. For the detailed instructions, see General Settings of JEP tiles on page 162.
- 3. Click Save Tile Settings.

# **Configuring Teams Status tile-specific settings**

To configure settings specific to Teams Status tiles:

Configuring Slideshow Settings of Teams Status tile

- 1. Click the gear icon > Data Settings .
- 2. In Data Settings, specify the following details:

Teams Status Tile		\$
Please configure the following "Data Settings" for this tile:		
Users retrieved for each data query		
10		-
Status refresh interval (s)		
15		
(e.g., 20)		
Name font size (px)	Description font size (px)	
16	12	
(e.g., 16)	(e.g., 12)	
Display group members		
Enabling this option will display the members	of a group instead of followers.	
CONTINUE		
Import / Export tile configuration?		
SAVE TILE SETTINGS	CANCEL © 2021 Created by Jive	Software

Options	Description	
Users retrieved for each data query	The number of Microsoft Teams users to be displayed in the list. Depending on the <b>Display group members</b> option, members of the Jive place or followers of the current users are displayed.	
Status refresh interval (s)	The refresh rate of the list, in seconds.	
Name font size (px)	The font size of the tile title, in px.	
Description font size (px)	The font size of the tile description, in px.	

Options	Description
Display group members	For groups, indicates if followers or members of a group are listed in the tile. When cleared, the tile displays group followers; when selected, the tile displays group members. For spaces and projects, the tile always displays followers as these types of places cannot have members.

#### 3. Click Save Tile Settings.

The Teams Status tile is configured successfully.



If you haven't authenticated recently with Microsoft Teams, you will be asked to enter your credentials. Once the sign in is confirmed, the tile should display your Microsoft Teams status. The header may look differently based on the status of the actual user.



# **Copying settings from another tile**

Use the currently configured settings of a tile in another environment or instance by using the **Import / Export tile configuration?** option.

```
Note: The Export/Import feature is also a great way to save previous configurations as a backup.
```

To copy settings from another tile of the same type:



Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

# **Requirements for the Microsoft Teams connection**

To use the connection between Jive and Microsoft Teams, you need to meet the following requirements.

# On the Jive side

As a Jive community user, you need to add your Microsoft Teams username to your Jive profile.

To add your Microsoft Teams username to your Jive profile:

- 1. Open your Jive community.
- 2. Go to Avatar > Edit Profile .
- 3. Find the box that holds the Microsoft Teams username and fill it in.

It may be named like **MS Teams Username** or similar. If you cannot find this field, contact your Jive community administrator.

4. Click Finished to save the profile.

Now you can open chats with other users from Jive and likewise, other users can open a chat with you from Jive.

# On the Microsoft Teams side

In Microsoft Teams, you need to add the Jive App for Microsoft Teams to the list of your active add-ons.

Use any way comfortable for you to find and install the Jive App for Microsoft Teams to Microsoft Teams. Here you can find one of the available ways – from the left navigation. For other ways and more information on apps in Microsoft Teams, see Add an app to Microsoft Teams article on the Microsoft Support Portal.

To add Jive App for Microsoft Teams to your add-ons list:

- 1. Open Microsoft Teams.
- 2. Go to **Apps** on the left of Microsoft Teams, then search for Jive App for Microsoft Teams.



3. Select the Jive App for Microsoft Teams app and, once a description screen opens, click **Add**.

Once you've added the app, you can search and reference Jive content, people, and places directly from Microsoft Teams.

# **Accessing Microsoft Teams from Jive**

From Jive, you can quickly check the user's status in Microsoft Teams from the Teams Status tile and switch to a Microsoft Teams chat from a user's hover card.

If your community manager has enabled the Microsoft Teams connection in your community and you meet the Requirements for the Microsoft Teams connection on page 285, you can see other user's Microsoft Teams on the tile and switch to chats from Jive.

# Using

Click from a user's hover card or from the Teams Status tile to switch to Microsoft Teams and start (or continue) a chat with this user.

	Amy Doberman DEPARTMENT Human Resources EMAIL amy.dobler@go.jivesoftware.co m LOCATION Switzerland PHONE NUMBER (555) 555-1212
Follow Message	

**From** If a Teams Status tile is added to a place, it shows its followers. For a group, the tile can alternatively show group members (if set so). **Teams** 

Status tiles	TEAMS STATUS	¢ ^ Q
	Abdiel Gutierrez	Away 🕓 💶 Chat
	Amy Doberman Sr. Manager, Emplo	Unknown 🔘 That
	David Rivard Director of Marketing	Offline 💿
	David Gephardt Sales Manager	Unknown 🔘 💶 Chat
	David Nixon	Offline 🐼

- The status is displayed as it is set in Microsoft Teams.
- Clicking starts (or continues) a chat with this user.
- If a user's status in the list is blank, the user's Microsoft Teams username is likely not set in their profile.
- If a user's status is **Unknown**, the user may not be configured properly in Microsoft Teams.

Note that you may be prompted to sign in to Microsoft Teams if, for example, you've signed out or are logging in from a new device.
# Accessing Jive from Microsoft Teams

From Microsoft Teams, you can search and reference Jive content, people, and places.

If your Microsoft Teams administrators have installed the Jive App for Microsoft Teams, and you meet the Requirements for the Microsoft Teams connection on page 285, you can search and reference Jive content from Microsoft Teams.

#### Signing in to Jive

On the first use, you will be prompted to sign in to Jive.

Jive > Content	strategic	$\times$
Jv Jive You'll need to sign	in to use this app.	

Click sign in and provide your Jive credentials.

#### Searching content

@jive	
@Jive	Jive for Microsoft Teams
🖹 More apps	

- 1. Click on the search box at the top of the screen and type @jive.
- 2. Select the @Jive option in the list.

	live	×
Q	Content	Search for content in Jive
Q	Places	Search for places in Jive
Q	People	Search for people in Jive

3. Select what you want to search for and type the phrase you want to search for. Similarly, you can search and reference Jive content when you type a message: type @jive or click ].

# **Troubleshooting the Microsoft Teams add-on**

Here are some tips for troubleshooting the most common questions about the Microsoft Teams add-on.

#### Teams Status tile does not update user's status

This may be caused by several reasons.

- **Status is blank** If a user's status in the list is blank, the user's Microsoft Teams username is likely not set in their profile. Check the user's profile settings and verify that the Microsoft Teams username is specified in the designated profile field correctly.
- Status is Unknown If a user's status is Unknown, the user may not be configured properly in Microsoft Teams. Check the user's account in Microsoft Teams.
- Too long update interval The data in the tile is updated on schedule. Check Tile Settings > Data Settings > Status refresh interval (s) to make sure the update interval is not too long. The default interval is 15 sec.

The Chat 🞴 button is not displayed

If the **Chat** button is not shown, the user's Microsoft Teams username is likely not set. Check the user's profile settings and verify that the Microsoft Teams username is specified in the designated profile field correctly.

#### @jive is not available in Microsoft Teams

For the Jive search to work:

- 1. Your company administrators must install the Jive App for Microsoft Teams in Microsoft Teams. For more information, see Setting up the Microsoft Teams Addon on page 258.
- 2. You must add the app to your list, as described in On the Microsoft Teams side on page 285.

# Multiple Languages add-on

Highly configurable search tile featuring a hero image, type-ahead results, and content type filtering that can be used to query content from multiple places or community-wide.

Multiple Languages add-on:

- Allows piking multiple places
- Allows all content types, people, places
- Has configurable front-end filters

**Note:** Types of Jive contents excluded by the : Status Updates, Tasks, Messages, and Events.





# Installing Multiple Languages Add-on

Open a support with the Support to install this add-on.

# Configuring access to the Multiple Languages Add-on

Multiple Languages Add-on is an add-on that uses user groups for determining access.

Fastpath: Admin Console > Permissions > User Groups

Fastpath: Advanced Admin Console > People > Management > Create User Group

Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

### Configuring user groups for Multiple Languages

The Multiple Languages add-on uses user groups to provide secure access to the add-on features.

To configure user groups for the Multiple Languages add-on:

1. Go to the user group configuration page:

- Admin Console > Permissions > User Groups
- Advanced Admin Console > People > Management > Create User Group
- 2. Create a permission group whose members should be able to manage changes to the settings of the Multiple Languages Add-on.

For example, this user group may be called Multi-Language Admins.

jive		Jive SBS Logged in as maya.bha
Overview System Space	Blogs People Permissions Mobile Ad	dd-ons Video Events Ideas
Management Settings		
User Search Create User	Create User Group	
Create User Group	Use this dialog to create a user group and enable role badges for	or it. Role badges provide a visual cue to quickly identify community users and their responsibilities. After creating the user group, you should edit the properties to
User Relationships	assign members and admins to the group. Keep in mind that only	y members will get a role badge.
Org Chart	After adding users, you can go to the Permissions tab to assign t	this user group the permissions it needs. For more about permissions, see Managing Permissions.
	Note: When you create a user group name that corresponds to a	a federated (directly managed) group, then the new user group will be read only.
	General Settings	
	User Group Name:	Multi-Language Admins
	Description (optional):	Members of this Group can manage the console configuration of the Multi- language addon
	Visible to News Admins: Allows this group to be selected as part of a News audience.	⊛ Yes © No
	Role Badge	
	Role Badge:	Enabled Disabled
	Badge Image (16 x 16):	Choose File No file chosen
	Role:	Select role T
	Create Group Cancel	

3. Create a permission group whose members should be able to use the features of the Multiple Languages Add-on.

For example, this user group may be called Multi-Language Editors.

- 4. Add the concerned administrators as members to these user groups.
- 5. Save the changes.

### Applying user groups to Multiple Languages

Add the preconfigured user group (or groups) to the Multiple Languages Add-on configuration to allow users of this group to use the add-on.

#### **Fastpath:** User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

To configure user groups for the Multiple Languages add-on:

- 1. Go to User interface: Your avatar > Add-ons > All Add-ons > Installed .
- 2. Find Multiple Languages in the list, click the gear icon > Settings .

Figure 43: Multiple Languages add-on settings



3. Under App Security, click the gear icon next to Multi-Language. Figure 44: Multiple Languages add-on security settings

Included apps	
Title	Apps Security
Multi-Language	*

User groups with access to the add-on features are listed here. By default, the **All registered users** user group is used.

4. Remove **All registered users** and add the user groups which should have access to the feature, for configuration and usage.

In this example, we are adding the Multi-Language Admins and Multi-Language Editors user groups.

#### Figure 45: Configuring user groups for the Multiple Languages add-on

Manage App User Groups	×
Change Document Owner	
Find a user group to add	
User groups who can see this app.	
Author Change Permissions Group (3 members)	×
Note: You can add or modify user groups in the Admin Console	
	Save Changes

#### 5. Save the changes.

Members of the specified user groups (in this example, Multi-Language Admins and Multi-Language Editors) can now configure and use the Multiple Languages add-on.

# **Configuring Multiple Languages Add-on**

Here you can details on Multiple Languages Add-on requires configuration before usage.

#### Fastpath:

- Apps menu > Multiple Languages Add-on
- <your instance>/apps/multi-language-app-addon

1. Go to the **Settings** page of the Multiple Languages add-on:

- Apps menu > Multiple Languages Add-on
- <your instance>/apps/multi-language-app-addon



The Settings page of the Multiple Languages Add-on is displayed.

Available Languages	Default	Language Profile Field				
Arabic Chinese		Preferred Language				
Czech     Danish     Dutch     English		Map Profile Field Values to languages Danish N				
Finnish French		English E French F				
German Greek Hebrew		Change Preference (Interface Language) on switch				
Hungarian Italian Japanese		Change Language Profile Field on switch Use Language Profile Field to determine				
Korean Norwegian Polish		dropdown active state Keep Preference (Interface Language) in sync with Language Profile Field				
Russian Spanish						
Swedish 🗍 Thai						
Content Available in Use	r Language Mode?					
Exclude Editors from	n "Content Available Mode"					
Debug Enabled						
Save Reset						

2. Under **Available Languages**, select all the languages that should be made available for the users and the default language, which will be chosen automatically as the default Interface language.

Available Languages	Default
Arabic	
Chinese	
Czech	
Danish	
Dutch	
English	
Finnish	
French	
German	
Greek	
Hebrew	
Hungarian	
🔲 Italian	
Japanese	
Korean	
Norwegian	
Polish	
Portuguese	
Russian	
Spanish	
Swedish	
🗆 Thai	

3. Select the Language Profile Field value from the dropdown options and provide the respective field values to be mapped against the Available Languages selected, as shown in the Map Profile Field Values to languages table.

Language	Profile	Field	
----------	---------	-------	--

Preferred Language

#### Map Profile Field Values to languages

\$

Dutch	NL
English	EN
French	FR
German	DE
Italian	IT
Spanish	SP

- Change Preference (Interface Language) on switch
- Change Language Profile Field on switch
- Use Language Profile Field to determine dropdown active state
- Keep Preference (Interface Language) in sync with Language Profile Field

Configuration options:

- Language Switch
- Avatar > Edit Profile > Language Profile Field
- Avatar > Preferences > (Preference) Language

Refer to the following matrix:

						Char from	nge via EN to	a Droj ) FR	odowi	n			Char Prefe	nge via ered L	a Edit ang f	Profi rom E	le N to I	R	Char Lang	ige via juage	a Pref from	erenc EN to	e FR	
	COI	NFIGU	JRATI	ON		E	Before			After			E	Before	9		After		1	Before			After	
	Change Preference (Interface Language) on switch	Change Language Profile Field on switch	Use Language Profile Field to determine dropdown active state	Keep Preference (Interface Language) in sync with Language Profile Field		Preferred Language	Preference (Interface language)	Label in dropdown	Preferred Language	Preference (Interface language)	Label in dropdown		Preferred Language	Preference (Interface language)	Label in dropdown	Preferred Language	Preference (Interface language)	Label in dropdown	Preferred Language	Preference (Interface language)	Label in dropdown	Preferred Language	Preference (Interface language)	Label in dropdown
Config 2	×	×	×			EN	EN	EN	ED	FN	ED		EN	EN	EN	FR	EN	FR	EN	EN	EN	EN	ED	EN
Config 3	x	x	^			EN	EN	EN	FR	FR	FR		EN	EN	EN	FR	EN	EN	EN	EN	EN	EN	FR	FR
Config 4	~	x				EN	EN	EN	FR	EN	EN		EN	EN	EN	FR	EN	EN	EN	EN	EN	EN	FR	FR
Config 5	х					EN	EN	EN	EN	FR	FR		EN	EN	EN	FR	EN	EN	EN	EN	EN	EN	FR	FR
Config 6	x		х			EN	EN	EN	EN	FR	EN		EN	EN	EN	FR	EN	FR	EN	EN	EN	EN	FR	EN
Config 7	х	х	х	х		EN	EN	EN	FR	FR	FR		EN	EN	EN	FR	FR	FR	EN	EN	EN	FR	FR	FR
						Char from	nge via EN to	a Droj o FR	Dodown Change via Edit Profile Change via Preferent Prefered Lang from EN to FR Language from EN					erenc EN to	e FR									
	1 Minute cache for Language Switch to reflect changes																							

- 4. In **Content available in User Language Mode**, select one of the following values as appropriate:
  - Select **Message** to configure a message to be displayed on content and places which informs the user that the content or place is also available in their selected language.

E Aren 0 Otras	Net Oakh		_	
Content Available in User Language	Message 🖨	,	Arabic	هذا المحتوى متّاح باللغة العربية
Mode?		t.	Dutch	Deze inhoud is ook beschikbaar in het Ned
Exclude Editors from Content Available in		E	English	This content is also available in English.
User Language?		F	French	Ce contenu est également disponible en fre
Debug Enabled?		The second s	German	Dieser Inhalt ist auch in deutscher Sprache
		Message Text:	Hebrew	תוכן זה זמין גם בעברית.
		1	Italian	Questo contenuto è disponibile anche in ita
		F	Polish	Ta treść jest również dostępna w języku pol
				Этот контент также доступен на русском
		\$	Spanish	Este contenido también está disponible en

Enable Redirect to automatically redirect the user the correct language (not recommended)



- else, select None as set by default.
- 5. Exclude Editors from Content Available in User Language: This option disables the message or redirect chosen above for Authors.
- 6. **Debug Enabled**: Debug is a developer only feature to support issue analysis.
- 7. Click Save.

# Linking content to the Multiple Languages add-on

Here you can find details on linking content in different languages with the Multiple Languages add-on.

#### Fastpath: Content item, Actions > Manage Content Languages

To link a content item with the Multiple Languages Add-on:

- 1. Go to the content item you want to link.
- 2. Click Actions > Manage Content Languages .

Attention: User should be a member of the Multi-Language Editors group to be able to view this option.



3. Select the Language of the current content, for example, English, and click Save.

< Manage Content Languages	×
Language: English   Save	

The content language has been set successfully. The screen to create or link other language versions is displayed.

< Manage Content Languages	×
Language: English v Save	
LanguageContentGermanImage: SearchLinkCreate	

4. Create the other language versions by selecting the appropriate language and click **Create**.

For example, select German as Language and then click Create.

< Manage (	Content Lang	lages	x
Language: English	▼ Save		
Language	Content		<b></b>
German Samp	le Documents [DE]	Unlink	
Chinese •	Search	Link Create	

The document is created for the German version. Click the title to navigate to it and translate it manually.

5. If the content to be linked already exists in another language within the community, click **Search** next to the appropriate language.

On selecting the appropriate document, the Multiple Languages Add-on adds it as a linked content.

**Attention:** Only content of same content type can be linked, like all documents, all blog posts.

6. Similarly continue to create in other languages and translate the contents, as appropriate.

< Mana	age Content Lang	uages	×
Language: E	nglish <b>v</b> Save		
Language	Content		
German	Sample Documents [DE]	Unlink	
French	Sample Documents [FR]	Unlink	
Dutch	Sample Documents [NL]	Unlink	
Chinese •	Search	Link Create	

7. To remove a linked content, click **Unlink** option next to the appropriate linked content.

### Linking places to the Multiple Languages add-on

Here you can find details on linking places with different languages with the Multiple Languages add-on.

```
Fastpath: Place to be linked, Actions > Manage Place Languages
```

To link a place with the Multiple Languages Add-on:

1. Create places for different languages to be linked subsequently via Multiple Languages Add-on.

ji¥e News	Browse • Apps • Showcase		
Following	All Places 🛞 Spaces 🖉 Pr	ojects 🛛 🚳 Groups	
Group Member	Type to filter by text	Filter by tag Sort by latest activity: new	vest first •
Owned Groups			
Recently Viewed	Multi-language Group - French	Multi-language Group - Ge	Multi-language Group - English
Recommended			
All			
	Followers	Followers	Followers
	uî -	nî -	u <sup>^</sup>

- 2. Go to one the prepared places.
- 3. Click Actions > Manage Place Languages .



4. Select the Language of the current Group (for example, English) and then click Save.

Manage Place Languages You're editing:  Outline Multi-language Group - English				
Lang	uage:	English	\$	Save
i	Language specific place languages. After linking counterpart in the corres	s can be linked w places together, f ponding place.	rith correspondir or each page yo	ng places in other ou'll be able to select their

5. Select the other linked place language (for example, German), click **Search**, then select a place from the list, and close the window.

Langu	uage:	English	;	Save
i	Language specific pla languages. After linki counterpart in the cor	aces can be linked with con ng places together, for eac rresponding place.	responding places ir h page you'll be able	1 other 2 to select the



< Manage Place Languages					×	
You're editing:	🚇 Multi-langu	age Group	- Englis	h		
Language:		English	-		Save	
Language languages counterpa	specific places can s. After linking place rt in the correspond	n be linked w es together, fo ding place.	ith corresp or each pa	onding place ge you'll be a	es in other able to selec	t their
Language	, Place					
German	Multi-langu	lage Group	- Germa	in	Unlink	
French	Multi-langu	lage Group	- French	n [	Unlink	
Arabic 💠	Search				Link	

The place has been linked.

# Linking place pages to the Multiple Languages add-on

Here you can find details on linking place pages with different languages with the Multiple Languages add-on.

### Fastpath: Place pages to be linked, Actions > Manage Place Languages

To link place pages with the Multiple Languages Add-on:

1. Create custom pages for different languages to be linked subsequently via Multiple Languages Add-on. Use **Manage** > **Create a Page**.

Actions	- i ¢-
	MANAGE
	Settings
	Navigation
	Owners
	Announcements
	Blog
Software	Categories
	Static resources
	Bulk manage content
	Create a page

- 2. Go to one of the custom pages, for example, English.
- 3. Click Manage > Manage Place Languages .



4. In Language, change to Multilingual and click Save.

You're editing: 🐽	Multi-language Group - English	<b>/</b>	
Language:	Multilingual 🗢	Save	
<i>i</i> Within a multili specific langua	Within a multilingual place you can create pages that will present content in a specific language. Create you pages and come back to this area to assign a language for each.		
language for e			

5. In **Assign languages to pages**, select the **Page name** and the language to be linked to it under **Assign language**, and then click **Assign**.

< M	anage Place l	_anguages	$\times$
You're	editing: 🚇 Multi-lan	guage Group - English	
Langu	lage:	Multilingual 🖨	Save
i	Within a multilingual place you can create pages that will present content in a specific language. Create you pages and come back to this area to assign a language for each.		
Assig	n languages to pages		
Page Eng	name \A	Assign language English     ≑	Assign

6. Continue to link the other custom pages based on the languages opted.

< Manage Place Languages				
You're editing:	JEP Walkthroughs			
Language:	Multilingual <b>•</b>	Save		
Within a multilingual place you can create pages that will present content in a specific language. Create you pages and come back to this area to assign a language for each.				
Page name	Assigned language			
French	French	Unassign		
English	English	Unassign		
German	German	Unassign		

Pages successfully linked.

# **Quick Links add-on**

Quick Links add-on allows community managers to create a list of applications, pages, links, directories, and tools so users can 'favorite' them for quick access. The accompanying tile can be placed on any page within Jive.

With the Quick Links add-on:

- Users can search for items within this catalog and choose which they want to be able to access easily.
- Once users favorite an item, it will show up in the Quick Links tile with other items they've favorited in the past.
- Below those items that a user favorites are recommended items configurable per tile.

And community managers have the ability to configure the catalog items:

- Display the Title, Description, Image, Launch URL, and Icon for the users to see in their catalog.
- Support visibility rules that make catalog items only available to certain groups of users.
- Display items in multiple languages while users view the catalog.
- Branding to align add-on with Jive color theme.

#### Preview Add-on

	N				
sarch for A	App				
pps					
F	Google Docs Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat.	Lorem	+2 ·	* 🗉	
	Google Drive Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat.	Lorem	+E -	* 🗉	Ē
Μ	Google Mail Lorem Ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat.	Lorem	-12	* 🗉	
E	Google Sheets Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat.	Lorem	-1	* 💷	Ē
	Google Slides Lorem iosum dolor sit amet, consetetur sadioscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliguyam erat.	Lorem	÷Ξ.	* 🗉	
=			EXO		
E MA	MAL 🐼 VISIBILITY RULES 💥 ERANGING		EXPI	DRT/IMPC	ORT
E MA Search for	IN VIEBELTY BULES 🗙 ERANGING	+ ADI	EXPI	DRT/IMPC	ORT
E MA Search for Apps	NIT O VISIBILITY RULES X ERANDING	+ ADI	EXPI	DRT/IMPC PLICATIO	ORT
E MA Search for Apps	Orybox     Construct and a second provide the same place.	+ ADI	EXP D NEW AP	DRT/IMPC PLICATIO	OR1 DN
E MA Search fo Apps	VYSBILITY RULES X BRANDHO      VAD      Propox      Evenything you need for work, all in one place! Finally now all your tools, content, and collaborators are accessible from the same plac      Coogle Docs      Leven isoun divid or sit and, consteture sadipscing site, sed diam monumy eimed tempor invidunt ut labor et doire magna allegyam	+ ADI + 3 + 3	EXP D NEW AP	PLICATIO	DRT NC
E MA Search for Apps	VAD     VAD     VAD     VAD     VAD     VAD      VAD	+ ADI +2 1 +2 1	EXPI		DRT DN
E MA Search for Apps E	O VIDELITY RULES REALONG      Propoot      Complex Comments      Propoot      Propoot      Comments      Propoot      Propoot	+ AD	EXP		ORT
Search for Apps	VOURDELTY RULES      KERANDING      FOR      Complex      Complex	+ ADI +3 1 +2 1 +2 1 +2 1	EXP	PLICATIO	ORT

#### **Preview Tile**

QUICK LAUI	NCHER				\$
Search fo	or all Apps				
Ē		Μ			
Google Docs	Google Drive	Google Mail	Google Sheets	Google Slides	
đ	Au	salesforce	servicenow.	8	
MS Teams	PSA	Salesforce	ServiceNow	Skype	
			Add or Rem	ove Favorites	
Recommend	led Apps				
salesforce					
Salesforce	Google Sheets	Google Docs	MS Teams		
QUICK LAUN	NCHER				¢
Google					
		Μ			
Google Docs	Google Drive	Google Mail	Google Sheets	Google Slides	

# Installing Quick Links Add-on

Quick Links Add-on is installed from the Add-ons page.

Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to install add-ons.

- 1. In the user interface, click on your avatar in the upper-right corner, and then select **Add-ons** to open the Add-ons page.
- 2. On the **Add-ons** tab, select **All Add-ons** on the right, and then select **Available** at the center of the page to see all available add-ons.
- 3. Find Quick Links Add-on in the list and click Install next to it.
- 4. In the **Confirm Install** box, select if the add-on should be visible to all users:
  - Clicking Install now makes it available for all community users immediately.
  - Clicking **Preview** makes it available only to you. After you have verified the setup, you will need to make the add-on available to other community users.
- 5. To verify that the add-on is installed, go to the **Add-ons** tab, then select **All Add-ons** > **Installed** , and find the add-on in the list.

The Quick Links Add-on is installed.

### **Configuring Quick Links Add-on**

Quick Links Add-on is an add-on that uses user groups for determining access.

Fastpath: Admin Console > Permissions > User Groups

Fastpath: Advanced Admin Console > People > Management > Create User Group

#### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

### Configuring user groups for Quick Links

The Quick Links add-on uses user groups to provide secure access to the add-on features.

To configure user groups for the Quick Links add-on:

1. Go to the user group configuration page:

- Admin Console > Permissions > User Groups
- Advanced Admin Console > People > Management > Create User Group
- 2. Create a permission group whose members should be able to manage and configure the Apps List of the Quick Links Add-on.

For example, this user group may be called Quick Links Config Admin.

3. Create a permission group whose members should be able to manage and configure the Apps Viewer tile of the Quick Links Add-on.

For example, this user group may be called app quick links admins.

- 4. Add the concerned administrators as members to these user groups.
- 5. Save the changes.

### Applying user groups to Quick Links

Add the preconfigured user group (or groups) to the Quick Links Add-on configuration to allow users of this group to use the add-on.

#### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

To configure user groups for the Quick Links add-on:

- 1. Go to User interface: Your avatar > Add-ons > All Add-ons > Installed .
- 2. Find Quick Links Add-on in the list, click the gear icon > Settings .
- 3. Under App Security, click the gear icon next to Quick Links Apps Lists.

User groups with access to management and configuration of the add-on Apps List are listed here. By default, the **All registered users** user group is used.

4. If required, remove **All registered users** and add the user groups which should have access to the feature.

In this example, we are adding the Quick Links Config Admin user group.

5. Under App Security, click the gear icon next to Quick Links Config.

User groups with access to management and configuration of the Apps Viewer tile are listed here. By default, the **All registered users** user group is used.

6. Remove **All registered users** and add the user groups which should have access to the feature.

In this example, we are adding the app\_quick\_links\_admins user group.

7. Save the changes.

Members of the specified user groups can now configure the Apps List and the Apps Viewer tile of the Quick Links add-on.

### Accessing the Quick Links add-on

Here you can find details on accessing the Quick Links add-on and the QLA Configuration Panel.

The Quick Links add-on and the QLA Configuration Panel accessible via:

#### Fastpath:

- Apps > Quick Links Add-on
- Create Menu > Quick Links Configuration or Create Menu > Quick Links -Apps List
- Directlink:<instance URL>/apps/quick-links-configuration-add-onOr<instance URL>/apps/quick-links-list-add-on

**Attention:** The QLA Configuration Panel for the Quick Links add-on is accessible only to the members added in the user groups added to the add-on configuration under **Quick Links Config**, as described in Applying user groups to Quick Links on page 318.

# Managing the Apps List for the Quick Links add-on

Here you can find details on managing the Apps List for the Quick Links add-on QLA Configuration Panel.

### Configuring the app

Here are the details on adding apps to the Apps List.

To configure the app:

- 1. Go to the QLA Configuration Panel:
  - Apps > Quick Links Add-on
  - Create Menu > Quick Links Configuration or Create Menu > Quick Links
     Apps List
  - Direct link: <instance URL>/apps/quick-links-configuration-add-on Or <instance URL>/apps/quick-links-list-add-on
- 2. Click Add New Application.
- 3. The default language is **EN**. To add details in other available languages, click **+Add** displayed next to **EN**.
- 4. Provide the App Title, Description.
- 5. Provide **App Icon** image URL; a preview of the icon is displayed.
- 6. Specify the App Launch URL.
- 7. Select appropriate **Visibility Rules** to configure the visibility of apps.
- 8. Click Save and then Save Settings.
- 9. Repeat Steps Step 2 on page 319-Step 8 on page 319 to add more apps to create the Apps List.

Quick Links Apps List is configured successfully.

### Editing the apps in the Apps List

Here are the details on editing the apps in the Apps List.

To edit the apps:

- 1. Go to the QLA Configuration Panel:
  - Apps > Quick Links Add-on
  - Create Menu > Quick Links Configuration or Create Menu > Quick Links
     Apps List
  - Direct link: <instance URL>/apps/quick-links-configuration-add-on Or <instance URL>/apps/quick-links-list-add-on
- 2. Use the Edit icons beside a configured App to:
  - Go to App details
  - Add App to Favorites
  - Launch the App link
  - Edit the App configuration
  - Delete the App from the App List
- 3. Click Save and then Save Settings.
- 4. Search for an app by entering the search text and on type-ahead, appropriate results are displayed.
- 5. To use the currently configured settings in the add-on on another environment or instance, click **Export/Import**.

### Managing visibility rules

Here are the details on managing apps visibility rules in the Apps List.

To add a visibility rule:

- 1. Go to the QLA Configuration Panel:
  - Apps > Quick Links Add-on
  - Create Menu > Quick Links Configuration or Create Menu > Quick Links
     Apps List
  - Direct link: <instance URL>/apps/quick-links-configuration-add-on Or <instance URL>/apps/quick-links-list-add-on
- 2. Click Visibility Rules.
- 3. To add rules, click Create New Visibility Rule.
- 4. Click Add Rule.

🚍 MAIN 💿 VISIBILITY RULES 💢 BRANDING	EXPORT/IMPORT
Title *	
Color	
This will help you easily identify which menu item is set to this visibility rule.	
Rules	
ADD RULE	
Condition	
O Match all rules 🔘 Match any rule	
	SAVE CANCEL

5. Select either Profile Field or User Group.

ADD RULE	
Profile Field - Title	^
Type * <ul> <li>Profile Field</li> <li>User Group</li> </ul>	
Field Name *	
Title	*
Provide a profile field by "Name". (case and space sensitive)	
Field Value*	
Provide the value of the profile field. (case and space sensitive) Is the profile field value a date?	
	DELETE RULE
Condition	
O Match all rules   Match any rule	
	SAVE CANCEL
© 2020 Created by Jive Software	

### Branding

Here are the details on adding apps to the Apps List.

To brand the Apps List:

- 1. Go to the QLA Configuration Panel:
  - Apps > Quick Links Add-on
  - Create Menu > Quick Links Configuration or Create Menu > Quick Links
     Apps List
  - Direct link: <instance URL>/apps/quick-links-configuration-add-on Or <instance URL>/apps/quick-links-list-add-on
- 2. Select Corporate Font-size, Font picker, and other parameters.

😑 MAIN 💿 VISIBILITY RULES  💥 BRANDING		
Primary Color #1E81FF	Secondary Color #BEBEBE	CAUE

# **Creating Apps Viewer tiles**

Here you can find details on adding and configuring Apps Viewer tiles.

### **Adding Apps Viewer tile**

To add the tile to the page:

- 1. Go to the place where you want to add a new tile.
- 2. Open the relevant Activity or Custom page and edit it.
- 3. Click Add a tile.
- 4. Under Categories, select External Add-ons, then select Quick Links Tile under Tiles.

CATEGORIES	TILE
Collaboration	JEP: Grid Tile  Display a grid of links.
Graphic Elements	JEP: Poll Tile
Lists - Custom	Elspiay a poil on a page
Lists - Dynamic	Display a list of apps.
Support	JEP: RSS Tile Easily add news or other syndicated content from external sites.
External Add-ons	🛃 JEP: RTE 💂

The tile is added to the page and you need to configure it. You can configure the tile anew or, if you already have similar tiles, copy the settings from another tile.

Apps View Tile	General Settings	
Please configure the following "General" settings for th	Apps Options	
Display tile title?		
Headline	~	
Description	~	
Background image	~	
Action Link	~	
HTML	~	
Font Settings	~	
SAVE GENERAL SETTINGS CONTINUE		
Import / Export tile configuration?		
SAVE TILE SETTINGS CANCEL ©	2020 Created by Jive Software	

### **Configuring General Settings**

To set up general tile settings:

- 1. Select Gear Icon > General settings .
- 2. Configure the general settings. For the detailed instructions, see General Settings of JEP tiles on page 162.
- 3. Click Save Tile Settings.

### **Configuring Apps Viewer tile-specific settings**

To configure settings specific to Apps Viewer tiles:

Configuring Slideshow Settings of Apps Viewer tile

1. Click the gear icon > Apps Options .
| Apps View Tile                  |        | \$                              |
|---------------------------------|--------|---------------------------------|
| Layout Type                     |        |                                 |
| List                            |        | •                               |
| List Items Per Page             |        |                                 |
| 5                               |        |                                 |
| Show Title<br>Title Size (px) * | 🗹 Shov | v Icon                          |
| 13                              |        |                                 |
| SAVE CONTINUE                   |        |                                 |
| Import / Export tile configurat | ion?   |                                 |
| SAVE TILE SETTINGS              | CANCEL | © 2020 Created by Jive Software |

2. In Apps Viewer, provide the layout for the Apps to be displayed as list or grid:

Apps View Tile		\$
List		
( Grid		*
Grid Items Per Page		
10		
Columns		
5		<b>~</b>
Show Title	SI	now Icon
11		
SAVE CONTINUE		
Import / Export tile configu	ration?	
SAVE TILE SETTINGS	CANCEL	© 2020 Created by Jive Software

- If List layout, specify the number of App Items to be listed per page:
  - Shows 5 Apps by default.
  - Click **Show More** to show the next 5 or **Show All** to show all apps.
- If **Grid** layout, specify the number of App Items to be displayed and number of columns in the grid.
  - Shows 9 Apps by default.
  - Click **Show More** to show the next 9 or **Show All** to show all apps.
- 3. Optionally, select App Title / App Icon to be displayed.
- 4. Specify Title Size.
- 5. Click Save and Continue.
- 6. Click Save Tile Settings.

Apps Viewer tile is configured successfully.

# Examples of Apps Viewer tile and configured Apps list

An Apps Viewer and a configured Apps List may look like this.

The tile can look like this with different display styles.

### List layout in Apps Viewer tile, 4 Items per page Figure 46: Apps Viewer display style: Flip

÷

MY APPSTORE

Search	for all Apps
A51	A51 Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed
	Google Sheets Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed
	Google Slides Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed
salesforce	Salesforce Salesforce is your customer success platform, designed to

Show more

Manage favorites

### Figure 47: Apps Viewer display style: Digital

#### QUICK LAUNCHER

Search for all Apps



#### Google Sheets

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat. Lorem ipsum dolor sit amet, consetetur sadipscing elitr. Lorem ipsum dolor sit amet, consetetur sadipscing...



#### Google Slides

Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat. Lorem ipsum dolor sit amet, consetetur sadipscing elitr. Lorem ipsum dolor sit amet, consetetur sadipscing...



#### Salesforce

Salesforce is your customer success platform, designed to help you sell, service, market, analyze, and connect with your customers.

#### ServiceNow

ServiceNow allows employees to work the way they want to, not how software dictates they have to. And customers can get what they need, when they need it.

Show More

servicencw

Add or Remove Favorites

### Grid layout in Apps Viewer tile, 4 Items per page and 2 columns

¢



	EXPORT/IMPORT
Search for App	+ ADD NEW APPLICATION
Apps	
A51 Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat. L.	
Stopbox Everything you need for work, all in one place! Finally now all your tools, content, and collaborators are accessible from the same place. Dropb.	
Google Docs Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat. L.	🗲 🛱 🖪 🖊 🖻
Google Drive Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat. L.	🔫 🌣 🖪 🖊 🖻
Google Mail Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat. L.	+= \star 🖪 🖊 🖻
Google Sheets Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat. L.	🔫 🌣 🖪 🖍 🖻
Google Slides Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat. L.	🔫 ★ 🗈 🖍 🖻
PSA Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat. L.	*= ★ 🖪 🖍 🖻
Salesforce Salesforce is your customer success platform, designed to help you sell, service, market, analyze, and connect with your customers.	*= * 🖪 🖍 🖻
ServiceNow ServiceNow allows employees to work the way they want to, not how software dictates they have to. And customers can get what they need, w.	🕶 🔯 🖪 🖊 🖻
Skype Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat. L.	
2020 Created by Jive Software	SAVE SETTINGS
E MAIN O VISIBILITY RULES 💥 BRANDING	
Search for App	
Apps	
Google Docs Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor	invidunt ut labore et dolore
Google Drive Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor	invidunt ut labore et dolore
Google Mail Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam popumy eirmod tempor	invidunt ut labore et dolore

### Apps List configured in the Quick Links add-on

	Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat. Lorem ipsum dol	
4	Google Drive Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat. Lorem ipsum dol	<b>≁≡ 🖈 🖬</b>
	Google Mail Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat. Lorem ipsum dol	<b>≁≡ 🔯 🖬</b>
B	Google Sheets Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat. Lorem ipsum dol	→= <b>★</b> 🗊
C	Google Slides Lorem ipsum dolor sit amet, consetetur sadipscing elitr, sed diam nonumy eirmod tempor invidunt ut labore et dolore magna aliquyam erat. Lorem ipsum dol	→= <b>★</b> 🗊
4	MS Teams The hub for teamwork in Microsoft 365 Invite everyone you work with to chat, meet, call, and collaborate all in one place, no matter where you are.	+= ☆ 🖬

# **Remove Followers add-on**

Give your uses the power to manage who follows them. An easy and simple way to review the list of followers and remove users from following you.

Remove Followers add-on allows you to:

- Review list of all followers
- Make people unfollow you without notifying them

# Installing Remove Followers Add-on

Open a support with the Support to install this add-on.

# **Configuring Remove Followers Add-on**

Remove Followers Add-on is an add-on that uses user groups for determining access.

#### Fastpath: Admin Console > Permissions > User Groups

Fastpath: Advanced Admin Console > People > Management > Create User Group

#### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

### **Configuring user groups for Remove Followers**

The Remove Followers add-on uses user groups to provide secure access to the add-on features.

To configure user groups for the Remove Followers add-on:

1. Go to the user group configuration page:

- Admin Console > Permissions > User Groups
- Advanced Admin Console > People > Management > Create User Group

2. Under General Settings, enter a user group name and click Create Group.

Overview System Spa	aces Blogs People Permissions Mobile Add-ons	Video Events Ideas
Management Settings		
User Search Create User	Create User Group	
User Group Summany		
User Relationships Org Chart	Use this dialog to create a user group and enable role badges for it. Role group. Keep in mind that only members will get a role badge. After adding users, you can go to the Permissions tab to assign this user Note: When you create a user group name that corresponds to a federal General Settings	e badges provide a visual cue to quickly identify community users and their respo r group the permissions it needs. For more about permissions, see <u>Managing Pe</u> ted (directly managed) group, then the new user group will be read only.
	User Group Name:	Manage Followers Group
	Description (optional):	Members of this Group can access Remove Followers app
	Visible to News Admins: Allows this group to be selected as part of a News audience.	⊛ Yes ◎ No
	Role Badge	
	Role Badge:	Enabled Isabled
	Badge Image (16 x 16):	Choose File No file chosen

For this example, we are creating a Manage Followers user group.

- 3. Add the concerned administrators as members to this user group.
- 4. Save the changes.

### Applying user groups to Remove Followers

Add the preconfigured user group (or groups) to the Remove Followers Add-on configuration to allow users of this group to use the add-on.

#### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

To configure user groups for the Remove Followers add-on:

- 1. Go to User interface: Your avatar > Add-ons > All Add-ons > Installed .
- 2. Find Remove Followers in the list, click the gear icon > Settings .

3. Under App Security, click the gear icon next to Remove Followers. Figure 48: Remove Followers add-on security settings

Storage Providers		Remove Followers App Settings	
API Services	~	App to provide functionality to a user to remove his/her followers.	
Analytics Services	Included	d anna	
All Add-ons	include	apps	
	Title		Apps Security
	Manag	e Followers App	*
	⊙ Ad	vanced Settings	

User groups with access to the Manage Followers feature are listed here. By default, the **All registered users** user group is used.

4. Remove **All registered users** and add the user groups which should have access to the feature.

In this example, we are adding the Manage Followers user group.

5. Save the changes.

Members of the specified user group (Manage Followers in the example) can now configure and use the Remove Followers add-on.

### Removing followers with the Remove Followers add-on

Here you can find details on using the Remove Followers add-on to remove followers without notifications.

Fastpath: Your avatar > View Profile > Manage Followers

- 1. Go to the **Manage Followers** tab on your profile page: **Your avatar** > **View Profile** > **Manage Followers**.
- 2. In List of Users Following You, select the users you want to remove and click **Remove Selected Followers**.

Overview	Activity	Content	People	Places	Tasks	Bookmarks	Insights	Rewards	Calendar	Anonymize Users	Manage Followers
🙋 Manage I	Followers										
List of Selected	Jsers F	ollowing	g You			÷					
Search for n	nore users		Search	h Clear							
Remove	Selected Fo	ollowers									

The selected users are removed from your followers without any notifications sent.

# Social Group Sync add-on

With Profile Sync add-ons, administrators are able to create a series of dynamic and flexible rules which is required when striving to maintain healthy places.

The Profile Sync add-on has two versions – one geared for **user groups** and the other for **social groups**.

As many of you know, social groups within Jive are designed to allow like-minded users to collaborate in a place that is relevant to their line of work and contributions to an organization. The administration and management of groups are designed to make sure that all the groups in your community are healthy and are delivering value to your organization. Having multiple empty or poor value groups in the community makes it more difficult to focus on and manage high-value activity, and can give a poor impression to users.

There are typically two main kinds of groups – those that provide business value at a global or strategic level, and those general groups that provide less value (either because of their purpose or their audience). Invest in the higher value groups by providing them with a greater level of support, and giving them more latitude regarding their activity levels.

Space and social group managers are responsible for starting, growing, managing, and monitoring their space or group – their 'place'.

Profile Sync add-ons aim to solve a series of problems to help maintain healthy groups, including:

- Managing membership in user groups or social groups with ease with configurable rules based on user's profile information.
- Simplifying onboarding new employees into the correct collaboration groups without the need of manually inviting them, allowing employees to collaborate from day 1.

- Automatically reassigning employees when they switch departments or roles within the organization keeping your memberships up to date and honest.
- Ensuring users have access to proper places that are most relevant to them.

With Profile Sync add-ons, administrators are able to create a series of dynamic and flexible rules, including, but not limited to the following:

- Expressions composed of a profile field name and value, for example, Department(Sales)
- Multiple field name and value pairs joined with & (AND operator) and , (OR operator), for example, Country(UK) & Location(London)
- Negating rules by adding ! in front a field name and value pair, for example, !Company(ABC Inc.)
- Employing the wildcard operator \* anywhere in the field name, for example, Title(\*Engineer\*)
- Adding multiple field values within parentheses using commas which denote an OR operator, for example, Location(UK, US)



# Installing Social Group Sync Add-on

Open a support with the Support to install this add-on.

# **Configuring Social Group Sync Add-on**

Social Group Sync Add-on is an add-on that uses user groups for determining access.

### Fastpath: Admin Console > Permissions > User Groups

Fastpath: Advanced Admin Console > People > Management > Create User Group

Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

### Configuring user groups for Social Group Sync

The Social Group Sync add-on uses user groups to provide secure access to the add-on features.

To configure user groups for the Social Group Sync add-on:

- 1. Go to the user group configuration page:
  - Admin Console > Permissions > User Groups
  - Advanced Admin Console > People > Management > Create User Group
- 2. Under General Settings, enter a user group name and click Create Group.

Overview	System	Spaces	Blogs	People	Permissions	Mobile	Add-ons	Video	Groups Navigation	Ideas			
Management	Setting	s											
User Search		Ci	reate Us	ser Grou	р								
Create User													
User Group S	ummary												
Create User (	Group												
User Relation	ships	Use this dialog to create a user group and enable role badges for it. Role badges provide a visual cue to quickly identify community users and their responsibilities. After creating the user group, you should edit the properties to assume methods and the transmission methods will be drawn b											
Org Chart			After adding	USERS NOU C	an go to the Permiss	ions tab to as	sion this user (	aroup the ne	rmissions it needs. For mo	e about ner	missions see Managing Permissions		
		Prince souring works, you can go to not i chimaeena souri se uo asagin una work group no perinasenana ni necus. PUI INNE 80/00, pcilitastitas, see managing, realizzante.									un uill be read only		
Howe, third you create a user group name user corresponds to a receased (arecey managed) group, then the new user group will be read only.								up will be read only.					
	General Settings												
	User Group Name:			social	social-group-sync-admins								
	Description (optional):												
			Visible:				● Ye	ns O No					
Role Badge													
			Role Bade	ge:			⊖ Er	nabled 🤇	Disabled				
			Badge Im	age (16 x 16	):		Choo	se File No f	file chosen				
			Role:				Selec	t role 🗸					
			Create Gro	up Cancel									

For this example, we are creating a social-group-sync-admins user group.

- 3. Add the concerned administrators as members to this user group.
- 4. Save the changes.

### Applying user groups to Social Group Sync

Add the preconfigured user group (or groups) to the Social Group Sync Add-on configuration to allow users of this group to use the add-on.

### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

To configure user groups for the Social Group Sync add-on:

- 1. Go to User interface: Your avatar > Add-ons > All Add-ons > Installed .
- 2. Find Social Group Sync in the list, click the gear icon > Settings .
- 3. Under App Security, click the gear icon next to Social Group Sync.

Figure 49: Social Group Sync add-on security settings

All Add-ons	Included apps								
	Title	Apps Security							
	Social Group Sync Add-on	*							
	Service URL								
	This Add-on requires connectivity to a network service.								
	https://ps-social-group-sync.aws-us-east-1-prod.svc.jivehosted.com								
	A configuration file was found for this service. Configure Now								
	Advanced Settings								
	Save and Activate Cancel								

User groups with access to the social-group-sync-admins feature are listed here. By default, the **All registered users** user group is used.

4. Remove **All registered users** and add the user groups which should have access to the feature.

In this example, we are adding the social-group-sync-admins user group.

### Figure 50: Configuring user groups for the Social Group Sync add-on

Manage App User Groups	
Social Group Sync Add-on	
Find a user group to add	
User groups who can see this app.	
All Registered Users	×
Social_Group_Sync_Admin (3 members)	×
Note: You can add or modify user groups in the Admin Console	
	Save Changes
	Save Change

- 5. Click Save Changes.
- 6. Click Configure now.
- 7. Click **Save and Activate** to apply the changes.
- 8. Click Save Changes.
- 9. Click Configure now.

10Click Save and Activate to apply the changes.

Members of the specified user groups (social-group-sync-admins in the example) can now configure and use the Social Group Sync add-on.

# Accessing the Social Group Sync add-on

Here you can find details on accessing the Social Group Sync add-on.

The Configuration Panel for setting the Social Group Sync Add-on rules is accessible via:

#### Fastpath:

- Pencil Icon > Social Group Sync
- Direct link: <instance URL>/apps/profile-social-group-sync-add-on

Attention: The Configuration Panel for the Social Group Sync Add-on is accessible only to the members added in the user groups added to the add-on configuration, as described in Applying user groups to Social Group Sync on page 338.

🗘 Rules 🔹 🏚 Settings		Search	<u>२</u> 🛨 Create
Expression	Group Name	Place ID	Actions
Location(EU)	Group B	2490	/ 0

## Creating rules for the Social Group Sync add-on

Here you can find details on creating rules for the Social Group Sync add-on.

#### Fastpath:

- Pencil Icon > Social Group Sync
- Direct link: <instance URL>/apps/profile-social-group-sync-add-on

**Attention:** The Configuration Panel for the Social Group Sync Add-on is accessible only to the members added in the user groups added to the add-on configuration, as described in Applying user groups to Social Group Sync on page 338.

To set the **Rule Configuration** for a new rule:

- 1. Go to the add-on Control Panel:
  - Pencil Icon > Social Group Sync
  - Direct link: <instance URL>/apps/profile-social-group-sync-add-on
- 2. Click Create+.
- 3. Add an **Expression** using the relevant Profile Field(s) of the users who need to be added.
- 4. Provide the **Group ID/Name** of the Group to which the selected users are to be added.

#### **Rule Configuration**

Define rule expression and group id/name to create a sync rule. The following expressions are supported:

- \* AND Operator: User needs to meet all attributes. Example: Country(UK)&Location(London)
- \* OR Operator: User needs to meet one of the attributes. Example: Country(UK,DE)
- \* NOT Operator: User must not meet the attribute. Example: !Company(ABC Inc.)
- \* WILDCARD Operator: User needs to meet partial attribute. Example: Department(IT\*) / Department(IT) ( Department H\*R)
- Multiple Operators can be combined. It is recommended to keep expressions simple. Example: Country(UK)&Location(London,Manchester)

#### List of available Profile Fields:

Title - Department - Phone Number - Email - Mobile Phone Number - Home Phone Number - Biography - Alternate Email - Location -Company - Availability - Facebook - Twitter - LinkedIn - Preferred Language - CountryCode - Field-24 - Field25 - Field26 - Field28 -Field29 - Field30 - Field31 - customphone - Address Street 1 - Address Street 2 - Address City - Address State or Province -Address Zip/Postal Code - Address Country

Expression*		
Expression		
Group*		
	 	×   ~
Save Close		

#### 5. Save the rule.

Group configuration created successfully.

# Editing and deleting rules for the Social Group Sync add-on

Here you can find details on editing and deleting rules for the Social Group Sync add-on.

#### Fastpath:

- Pencil Icon > Social Group Sync
- Direct link: <instance URL>/apps/profile-social-group-sync-add-on

Attention: The Configuration Panel for the Social Group Sync Add-on is accessible only to the members added in the user groups added to the add-on configuration, as described in Applying user groups to Social Group Sync on page 338.

To edit or delete an existing rule:

- 1. Go to the add-on Control Panel:
  - Pencil Icon > Social Group Sync
  - Direct link: <instance URL>/apps/profile-social-group-sync-add-on
- 2. To edit a rule, select the pencil icon provided for the rule.
- 3. To delete an existing rule, click the Trash Can icon.

Expression	Group Name
------------	------------

Location(EU)

Group B

**Caution:** Deleting a rule: Item with group will remove all users added by the rule during the next sync execution.

### **Synchronization**

Here you can find details on synchronizing the Social Group Sync add-on.

#### Fastpath:

- Pencil Icon > Social Group Sync
- Direct link: <instance URL>/apps/profile-social-group-sync-add-on

**Attention:** The Configuration Panel for the Social Group Sync Add-on is accessible only to the members added in the user groups added to the add-on configuration, as described in Applying user groups to Social Group Sync on page 338.

To edit or delete an existing rule:

- 1. Go to the add-on Control Panel:
  - Pencil Icon > Social Group Sync
  - Direct link: <instance URL>/apps/profile-social-group-sync-add-on
- 2. Go to Settings.



• Scheduled Sync Frequency: Cron job expression to define a schedule of sync.

**Note:** Use Help for more information on how to set up the Cron expression.

- Full Group Sync: Manual execution of sync.
- **Real Time Sync**: Real-time update on user profile change. Might impact system performance and should be disabled on large instances.

Note there may be a latent update of approximately 15 seconds in processing the synchronization results.

### Other

Here you can find other details.

- Users are added to or removed from the Jive Social Group as Members (and not as Admins) if their Profile data meets the requirements of the Expression.
- Users are added, only if they are not already a member of the Jive Social Group.
- Users can still be manually added to/removed from a Jive Social Group.
- Users who are added manually to a Jive Social Group will not be removed with rule update or deletion.

## User properties (profile fields) supported

Here you can find the list of supported profile fields.

All fields displayed in the List of available Profile Fields in the Rule Configuration are supported.

#### **Rule Configuration**

#### Define rule expression and group id/name to create a sync rule. The following expressions are supported:

- \* AND Operator: User needs to meet all attributes. Example: Country(UK)&Location(London)
- \* OR Operator: User needs to meet one of the attributes. Example: Country(UK,DE)
- \* NOT Operator: User must not meet the attribute. Example: !Company(ABC Inc.)
- \* WILDCARD Operator: User needs to meet partial attribute. Example: Department(IT\*) / Department(IT) ( Department H\*R)
- Multiple Operators can be combined. It is recommended to keep expressions simple. Example: Country(UK)&Location(London,Manchester)

#### List of available Profile Fields:

Title - Department - Phone Number - Email - Mobile Phone Number - Home Phone Number - Biography - Alternate Email - Location -Company - Availability - Facebook - Twitter - LinkedIn - Preferred Language - CountryCode - Field-24 - Field25 - Field26 - Field28 -Field29 - Field30 - Field31 - customphone - Address Street 1 - Address Street 2 - Address City - Address State or Province -Address Zip/Postal Code - Address Country

#### Note that:

- Alternate Email: This is displayed as Personal Email in the Admin Console > User Property field.
- Custom fields: Relate to user-defined fields. For example: CountryCode, customphone, Field-24, Field25.
- Address fields: Relate to the fields under Address in the Admin Console > User Property . For example: Street 1, Street 2, City, State or Province, Zip/Postal Code, Country.

Attention: Date fields are not supported.

## **Expressions in rules**

Here you can find the list of supported expressions in rules.

- Expressions comprise of a profile field name and value in parentheses, for example: Department(Sales)
- The field name should be an exact match of the Profile field name as given in the List of available Profile Fields on the Rules Configuration page:

#### List of available Profile Fields:

Title - Department - Phone Number - Email - Mobile Phone Number - Home Phone Number - Biography - Alternate Email - Location -Company - Availability - Facebook - Twitter - LinkedIn - Preferred Language - CountryCode - Field-24 - Field25 - Field26 - Field28 -Field29 - Field30 - Field31 - customphone - Address Street 1 - Address Street 2 - Address City - Address State or Province -Address Zip/Postal Code - Address Country

- Multiple field name and value pairs can be joined with:
  - AND operator a, where User needs to meet all attributes.

**Example:** Country(UK) & Location(London)

- OR operator ,, where User needs to meet one of the attributes. Example: Country(UK,US)
- WILDCARD operator \*, where User needs to meet partial attribute.

**Examples:** Department(IT\*), Department(IT), ( Department H\*R)

• NOT operator: !, where a rule can be negated by adding ! in front a field name and value pair.

Example: !Company(ABC Inc.)

**Important:** Multiple Operators can be combined. It is recommended to keep expressions simple. For example: Country (UK) & Location (London, Manchester)

## User Group Sync add-on

With Profile Sync add-ons, administrators are able to create a series of dynamic and flexible rules which is required when striving to maintain healthy places.

The Profile Sync add-on has two versions – one geared for **user groups** and the other for **social groups**.

As many of you know, social groups within Jive are designed to allow like-minded users to collaborate in a place that is relevant to their line of work and contributions to an organization. The administration and management of groups are designed to make sure that all the groups in your community are healthy and are delivering value to your organization. Having multiple empty or poor value groups in the community makes it more difficult to focus on and manage high-value activity, and can give a poor impression to users.

There are typically two main kinds of groups – those that provide business value at a global or strategic level, and those general groups that provide less value (either because of their purpose or their audience). Invest in the higher value groups by providing them with a greater level of support, and giving them more latitude regarding their activity levels.

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Profile Sync add-ons aim to solve a series of problems to help maintain healthy groups, including:

- Managing membership in user groups or social groups with ease with configurable rules based on user's profile information.
- Simplifying onboarding new employees into the correct collaboration groups without the need of manually inviting them, allowing employees to collaborate from day 1.
- Automatically reassigning employees when they switch departments or roles within the organization keeping your memberships up to date and honest.
- Ensuring users have access to proper places that are most relevant to them.

With Profile Sync add-ons, administrators are able to create a series of dynamic and flexible rules, including, but not limited to the following:

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- Multiple field name and value pairs joined with & (AND operator) and , (OR operator), for example, Country(UK)&Location(London)
- Negating rules by adding ! in front a field name and value pair, for example, !Company(ABC Inc.)
- Employing the wildcard operator \* anywhere in the field name, for example, Title(\*Engineer\*)
- Adding multiple field values within parentheses using commas which denote an OR operator, for example, Location(UK,US)



# Installing User Group Sync Add-on

Open a support with the Support to install this add-on.

# **Configuring User Group Sync Add-on**

User Group Sync Add-on is an add-on that uses user groups for determining access.

#### Fastpath: Admin Console > Permissions > User Groups

Fastpath: Advanced Admin Console > People > Management > Create User Group

### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

### Configuring user groups for User Group Sync

The User Group Sync add-on uses user groups to provide secure access to the add-on features.

To configure user groups for the User Group Sync add-on:

1. Go to the user group configuration page:

- Admin Console > Permissions > User Groups
- Advanced Admin Console > People > Management > Create User Group
- 2. Under General Settings, enter a user group name and click Create Group.

Overview System	Spaces Blogs People Permissions	Mobile Add-ons Video Events Narratives
Management Settings		
User Search	Create User Group	
Create User		
User Group Summary		
Create User Group		
User Relationships	Use this dialog to create a user group and enable assign members and admins to the group. Keep	e role badges for it. Role badges provide a visual cue to quickly identify commun in mind that only members will get a role badge.
Org Chart	After adding users, you can go to the Permission	s tab to assign this user group the permissions it needs. For more about permis-
Bulk User Upload	Note: When you create a user group name that	organized a subject to a federated (directly managed) group, then the new year group y
	Now. When you create a user group name that t	corresponds to a rederated (directly managed) group, then the new user group w
General Settings		
	User Group Name:	user-group-sync-admins
	Description (optional):	
	Visible:	🖲 Yes 🛛 No
	Role Badge	
	Role Badge:	Enabled
	Badge Image (16 x 16):	Choose File No file chosen
	Role:	Select role 🔻
	Create Group Cancel	

For this example, we are creating a user-group-sync-admins user group.

- 3. Add the concerned administrators as members to this user group.
- 4. Save the changes.

### Applying user groups to User Group Sync

Add the preconfigured user group (or groups) to the User Group Sync Add-on configuration to allow users of this group to use the add-on.

#### Fastpath: User interface: Your avatar > Add-ons

A user must have at least Manage System permissions to configure add-ons.

To configure user groups for the User Group Sync add-on:

- 1. Go to User interface: Your avatar > Add-ons > All Add-ons > Installed .
- 2. Find User Group Sync in the list, click the gear icon > Settings .
- 3. Under App Security, click the gear icon next to User Group Sync.

User groups with access to the user-group-sync-admins feature are listed here. By default, the All registered users user group is used.

4. Remove **All registered users** and add the user groups which should have access to the feature.

In this example, we are adding the user-group-sync-admins user group.

- 5. Click Save Changes.
- 6. Click **Configure now**.
- 7. Click **Save and Activate** to apply the changes.

Members of the specified user groups (user-group-sync-admins in the example) can now configure and use the User Group Sync add-on.

### Accessing the User Group Sync add-on

Here you can find details on asccessing the User Group Sync add-on.

The Configuration Panel for setting the User Group Sync Add-on rules is accessible via:

#### Fastpath:

- Pencil Icon > User Group Sync
- Direct link: <instance URL>/apps/profile-user-group-sync-add-on

**Attention:** The Configuration Panel for the User Group Sync Add-on is accessible only to the members added in the user groups added to the add-on configuration, as described in Applying user groups to User Group Sync on page 348.

🗘 Rules 🛛 🛱 Settings		Search	Q 🕂 Create
Expression	User Group Name	User Group ID	Actions

# Creating rules for the User Group Sync add-on

Here you can find details on creating rules for the User Group Sync add-on.

### Fastpath:

- Pencil Icon > User Group Sync
- Direct link: <instance URL>/apps/profile-user-group-sync-add-on

**Attention:** The Configuration Panel for the User Group Sync Add-on is accessible only to the members added in the user groups added to the add-on configuration, as described in Applying user groups to User Group Sync on page 348.

To set the Rule Configuration for a new rule:

1. Go to the add-on Control Panel:

- Pencil Icon > User Group Sync
- Direct link: <instance URL>/apps/profile-user-group-sync-add-on
- 2. Click Create+.
- 3. Add an **Expression** using the relevant Profile Field(s) of the users who need to be added.
- 4. Provide the **Group ID/Name** of the Group to which the selected users are to be added.

#### **Rule Configuration**

#### Define rule expression and group id/name to create a sync rule. The following expressions are supported:

- \* AND Operator: User needs to meet all attributes. Example: Country(UK)&Location(London)
- \* OR Operator: User needs to meet one of the attributes. Example: Country(UK,DE)
- \* WILDCARD Operator: User needs to meet partial attribute. Example: Department(IT\*) / Department(IT) ( Department H\*R)
- Mulitple Operators can be combined. It is recommended to keep expressions simple. Example: Country(UK)&Location(London,Manchester)

#### List of available Profile Fields:

Title - Department - Phone Number - Email - Mobile Phone Number - Home Phone Number - Biography - Alternate Email - Location -Company - Availability - Facebook - Twitter - LinkedIn - Preferred Language - CountryCode - Field-24 - Field25 - Field26 - Field28 -Field29 - Field30 - Field31 - customphone - Address Street 1 - Address Street 2 - Address City - Address State or Province -Address Zip/Postal Code - Address Country

Expression	*			
User Group	ID/Name *			
Please add a valid	user group id/name			
SAVE	CLOSE			

#### 5. Save the rule.

Group configuration created successfully.

# Editing and deleting rules for the User Group Sync add-on

Here you can find details on editing and deleting rules for the User Group Sync add-on.

#### Fastpath:

- Pencil Icon > User Group Sync
- Direct link: <instance URL>/apps/profile-user-group-sync-add-on

**Attention:** The Configuration Panel for the User Group Sync Add-on is accessible only to the members added in the user groups added to the add-on configuration, as described in Applying user groups to User Group Sync on page 348.

To edit or delete an existing rule:

1. Go to the add-on Control Panel:

- Pencil Icon > User Group Sync
- Direct link: <instance URL>/apps/profile-user-group-sync-add-on
- 2. To edit a rule, select the pencil icon provided for the rule.
- 3. To delete an existing rule, click the Trash Can icon.

Expression	Group Name	Group ID	Actions
Title(QAAnalyst)&Company(Jive)	NM Addon Group3	51023	<b>/</b> / ī

**Caution:** Deleting a rule: Item with group will remove all users added by the rule during the next sync execution.

### **Synchronization**

Here you can find details on synchronizing the User Group Sync add-on.

#### Fastpath:

- Pencil Icon > User Group Sync
- Direct link: <instance URL>/apps/profile-user-group-sync-add-on

**Attention:** The Configuration Panel for the User Group Sync Add-on is accessible only to the members added in the user groups added to the add-on configuration, as described in Applying user groups to User Group Sync on page 348.

To edit or delete an existing rule:

- 1. Go to the add-on Control Panel:
  - Pencil Icon > User Group Sync
  - Direct link: <instance URL>/apps/profile-user-group-sync-add-on
- 2. Go to Settings.



• Scheduled Sync Frequency: Cron job expression to define a schedule of sync.

**Note:** Use Help for more information on how to set up the Cron expression.

- Full Group Sync: Manual execution of sync.
- **Real Time Sync**: Real-time update on user profile change. Might impact system performance and should be disabled on large instances.

Note there may be a latent update of approximately 15 seconds in processing the synchronization results.

### Other

Here you can find other details.

- Users are added to or removed from the Jive User Group as Members (and not as Admins) if their Profile data meets the requirements of the Expression.
- Users are added, only if they are not already a member of the Jive User Group.
- Users can still be manually added to/removed from a Jive User Group.
- Users who are added manually to a Jive User Group will not be removed with rule update or deletion.

## User properties (profile fields) supported

Here you can find the list of supported profile fields.

All fields displayed in the **List of available Profile Fields** in the **Rule Configuration** are supported.

### **Rule Configuration**

Define rule expression and group id/name to create a sync rule. The following expressions are supported:

- \* AND Operator: User needs to meet all attributes. Example: Country(UK)&Location(London)
- \* OR Operator: User needs to meet one of the attributes. Example: Country(UK,DE)
- \* NOT Operator: User must not meet the attribute. Example: !Company(ABC Inc.)
- \* WILDCARD Operator: User needs to meet partial attribute. Example: Department(IT\*) / Department(IT) ( Department H\*R)
- Multiple Operators can be combined. It is recommended to keep expressions simple. Example: Country(UK)&Location(London,Manchester)

#### List of available Profile Fields:

Title - Department - Phone Number - Email - Mobile Phone Number - Home Phone Number - Biography - Alternate Email - Location -Company - Availability - Facebook - Twitter - LinkedIn - Preferred Language - CountryCode - Field-24 - Field25 - Field26 - Field28 -Field29 - Field30 - Field31 - customphone - Address Street 1 - Address Street 2 - Address City - Address State or Province -Address Zip/Postal Code - Address Country

#### Note that:

- Alternate Email: This is displayed as Personal Email in the Admin Console > User Property field.
- Custom fields: Relate to user-defined fields. For example: CountryCode, customphone, Field-24, Field25.
- Address fields: Relate to the fields under Address in the Admin Console > User Property . For example: Street 1, Street 2, City, State or Province, Zip/Postal Code, Country.

Attention: Date fields are not supported.

## **Expressions in rules**

Here you can find the list of supported expressions in rules.

- Expressions comprise of a profile field name and value in parentheses, for example: Department(Sales)
- The field name should be an exact match of the Profile field name as given in the List of available Profile Fields on the Rules Configuration page:

#### List of available Profile Fields:

Title - Department - Phone Number - Email - Mobile Phone Number - Home Phone Number - Biography - Alternate Email - Location -Company - Availability - Facebook - Twitter - LinkedIn - Preferred Language - CountryCode - Field-24 - Field25 - Field26 - Field28 -Field29 - Field30 - Field31 - customphone - Address Street 1 - Address Street 2 - Address City - Address State or Province -Address Zip/Postal Code - Address Country

- Multiple field name and value pairs can be joined with:
  - AND operator a, where User needs to meet all attributes.

**Example:** Country(UK) & Location(London)

- OR operator ,, where User needs to meet one of the attributes. Example: Country(UK,US)
- WILDCARD operator \*, where User needs to meet partial attribute.

**Examples:** Department(IT\*), Department(IT), ( Department H\*R)

**Important:** Multiple Operators can be combined. It is recommended to keep expressions simple. For example: Country(UK) &Location(London,Manchester)