



Jive Interactive Intranet

Cloud Administrator Guide

Jive Extensions: Quick Links Add-on and Tile

Notices

For details, see the following topics:

- [Notices](#)
- [Third-party acknowledgments](#)

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Aurea global support

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- 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

Quick Links add-on

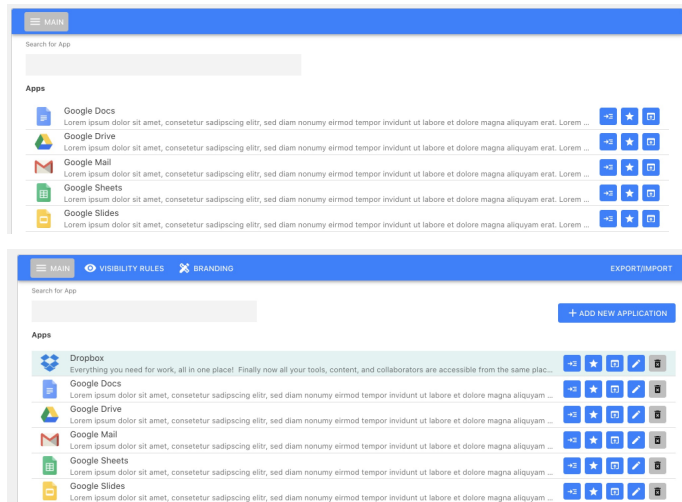
With the Quick Links add-on:

- 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.

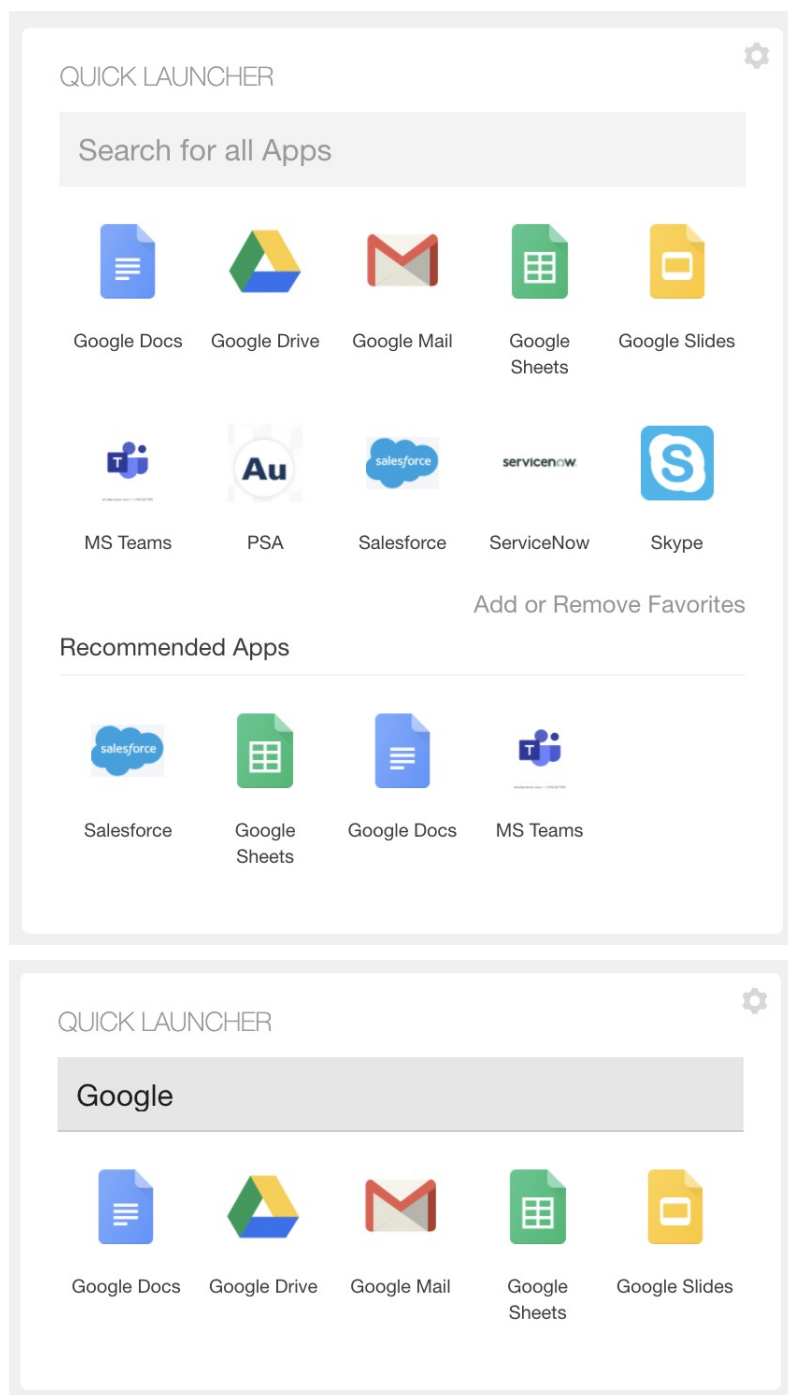
And community managers have the ability to configure the catalog items:

- 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



Preview Tile



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.

For details, see the following topics:

- [Installing Quick Links Add-on](#)
- [Configuring Quick Links Add-on](#)
- [Accessing the Quick Links add-on](#)
- [Managing the Apps List for the Quick Links add-on](#)
- [Creating Apps Viewer tiles](#)
- [Examples of Apps Viewer tile and configured Apps list](#)

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-on` or `<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 9.

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 11-Step 8 on page 11 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

☐ Match all rules ☒ Match any rule

SAVE **CANCEL**

5. Select either Profile Field or User Group.

ADD RULE

Profile Field - Title

Type *

☒ Profile Field ☐ User Group

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

☐ Match all rules ☒ Match any rule

SAVE **CANCEL**

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SAVE SETTINGS

Branding

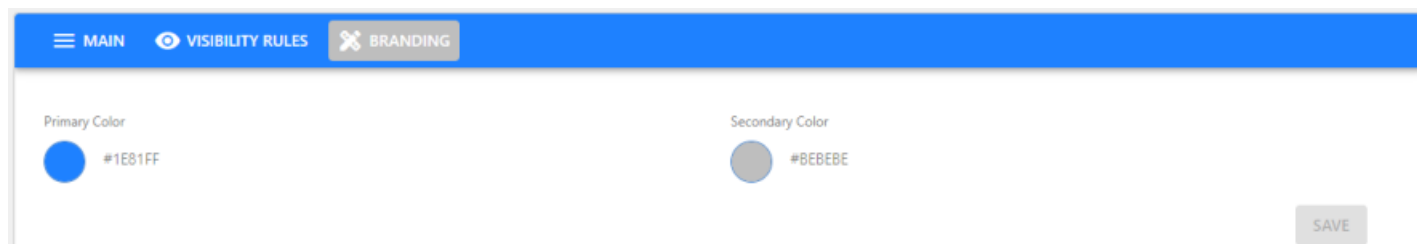
Here are the details on adding apps to the Apps List.

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.








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 Display a poll on a page
Lists - Custom	 JEP: Quick Launcher Tile Display a list of apps.
Lists - Dynamic	 JEP: RSS Tile Easily add news or other syndicated content from external sites.
Support	 JEP: RTE
<u>External Add-ons</u>	

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

Please configure the following "General" settings for the tile.

Title

☐ Display tile title?

Headline ▼

Description ▼

Background image ▼

Action Link ▼

HTML ▼

Font Settings ▼

SAVE GENERAL SETTINGS 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](#).
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

☒ Show Icon


Title Size (px) *

13

SAVE

CONTINUE


☐ Import / Export tile configuration?

 SAVE TILE SETTINGS

CANCEL

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2. In **Apps Viewer**, provide the layout for the Apps to be displayed as list or grid:

Apps View Tile 

Layout

☒ List

☒ Grid

Grid Items Per Page

10

Columns

5

☒ Show Title ☒ Show Icon

Title Size (px) *

11

☐ Import / Export tile configuration?

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- 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 1: Apps Viewer display style: Flip

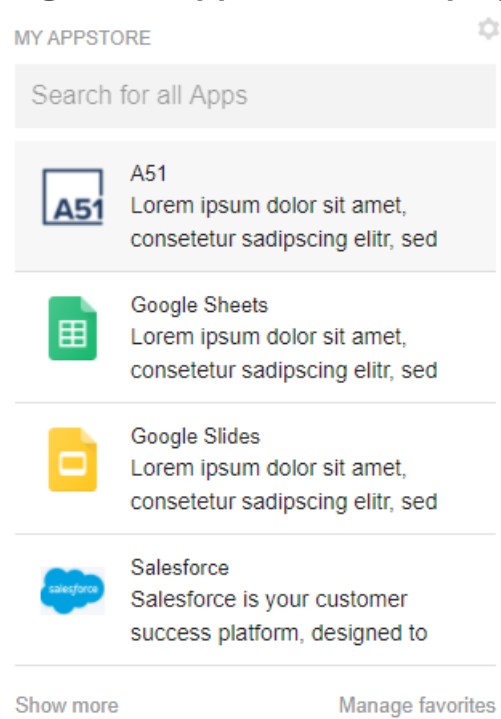


Figure 2: Apps Viewer display style: Digital

QUICK LAUNCHER



Google Sheets

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Google Slides

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Salesforce

Salesforce is your customer success platform, designed to help you sell, service, market, analyze, and connect with your customers.

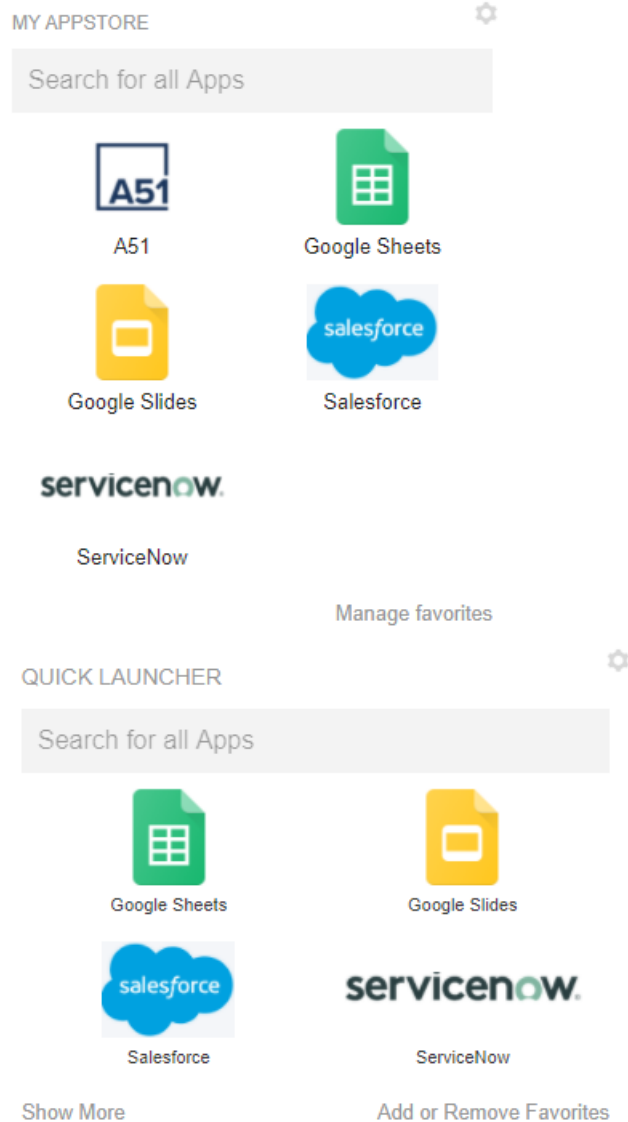


ServiceNow

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](#)[Add or Remove Favorites](#)

Grid layout in Apps Viewer tile, 4 Items per page and 2 columns



Apps List configured in the Quick Links add-on



































































MAIN

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...	    
	Dropbox 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...	    
	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...	    
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SAVE SETTINGS






















MAIN

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 magna aliquyam erat. Lorem ipsum dol...	  
	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...	  
	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...	  
	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...	  
	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...	  
	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.	