

Jive Interactive Intranet

Cloud Administrator Guide

Jive Extensions: Tiles

Notices

For details, see the following topics:

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

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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

Advanced Document Viewer 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attributes to display are configurable – author details, shares, comments, likes, and also structured outcomes (Final, Outdated, and Official).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- Suppress content badges (e.g. Official, Final, Outdated)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

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

For details, see the following topics:

- [Installing Advanced Document Viewer Tile add-on](#)
- [Creating Advanced Document Viewer tiles](#)
- [Copying settings from another tile](#)

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.

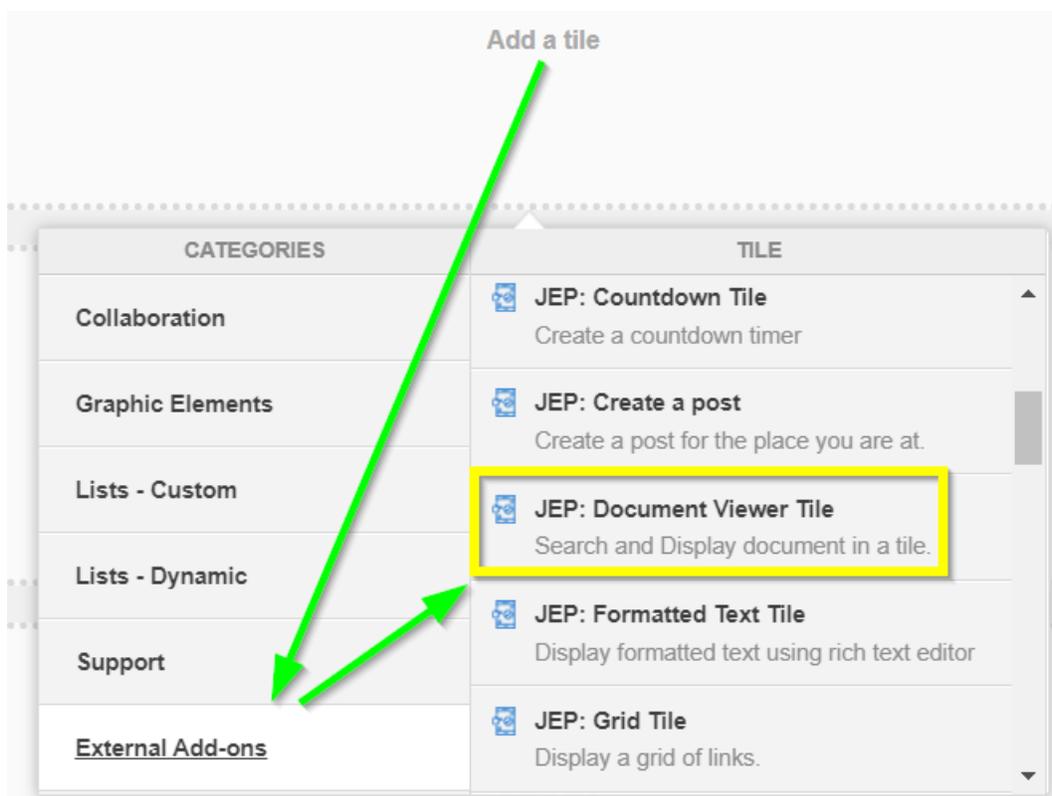
Creating Advanced Document Viewer tiles

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 allow you to configure to a certain group of user based on p membership or Language (System P

You can add a rule by clicking "Create Visibility Rule" or continue without rule to display the same Tile content to all users.

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 168.
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 163.
3. Click **Save Tile Settings**.

Configuring Advanced Document Viewer Settings

To configure settings specific to Advanced Document Viewer tiles:

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**.

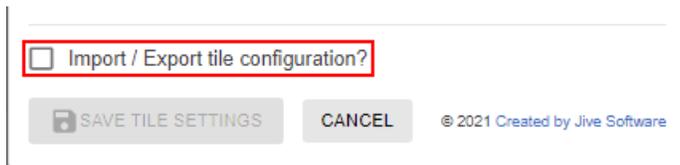
Advanced Document Viewer is configured successfully.

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:



The screenshot shows a dialog box with a checkbox labeled "Import / Export tile configuration?" which is highlighted with a red rectangle. Below the checkbox are two buttons: "SAVE TILE SETTINGS" and "CANCEL". At the bottom right of the dialog, there is a copyright notice: "© 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.

2

Advanced HTML tile

Advanced HTML tiles:

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

ADVANCED HTML TILE - DEMO



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

For details, see the following topics:

- [Installing Advanced HTML Tile add-on](#)
- [Creating Advanced HTML tiles](#)
- [Copying settings from another tile](#)
- [An example of Advanced HTML tile](#)

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 Search the community with various filters.
Lists - Custom	 JEP: Countdown Tile Create a countdown timer
Lists - Dynamic	 JEP: Grid Tile Display a grid of links.
Support	 JEP: Place Grid Tile Display recent spaces, groups & projects
<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.

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 168.
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 163.
3. Click **Save Tile Settings**.

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 configuration?

 SAVE TILE SETTINGS

CANCEL

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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 the page. No need to declare <html>, <head>, or <body> tags.

SAVE HTML

Import / Export tile configuration?



SAVE TILE SETTINGS

CANCEL

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Insert the HTML code within `<div> ... </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 173.

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:

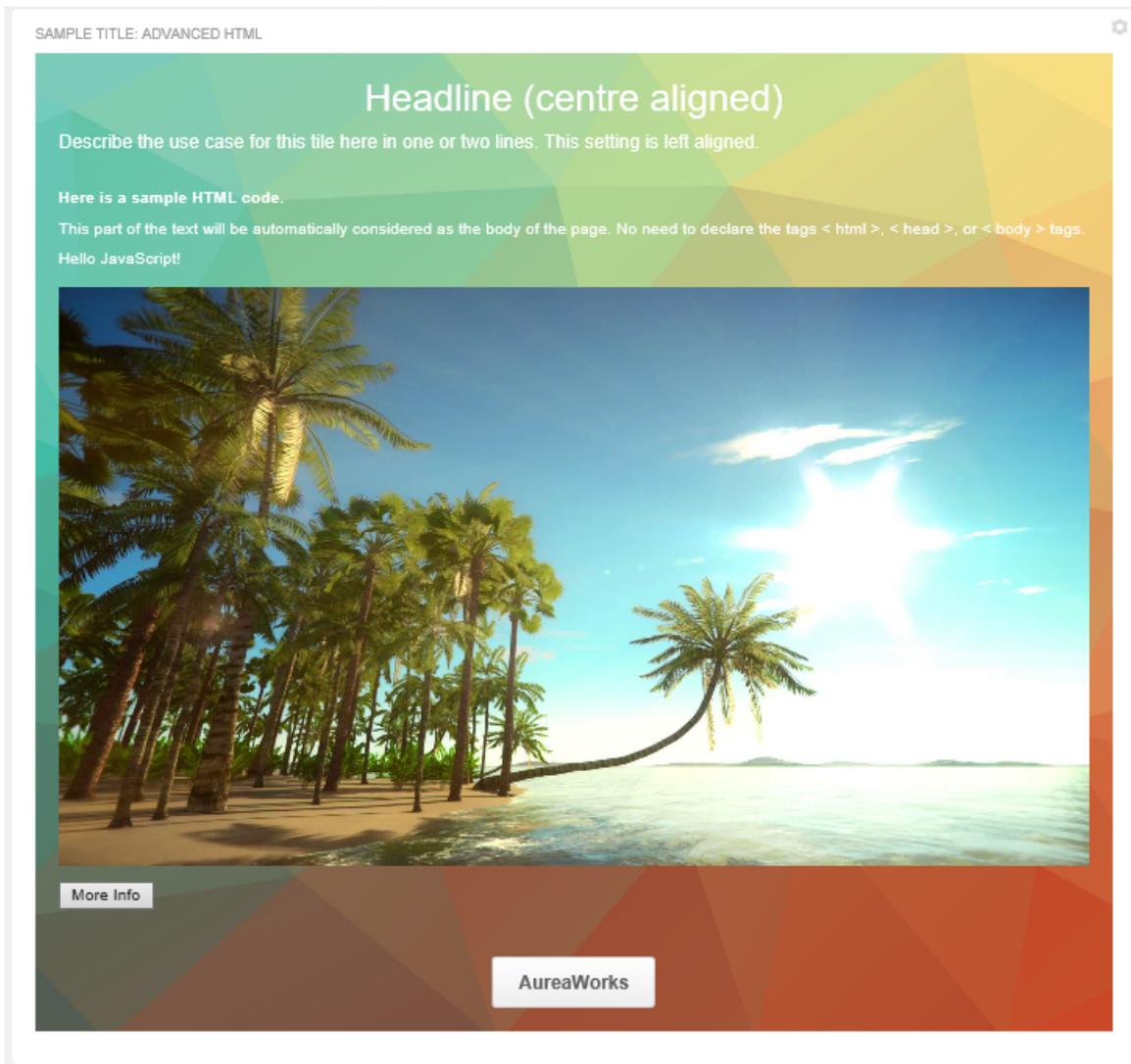
Import / Export tile configuration?

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 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>
  <p id="demo">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.</p>
  <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>
```

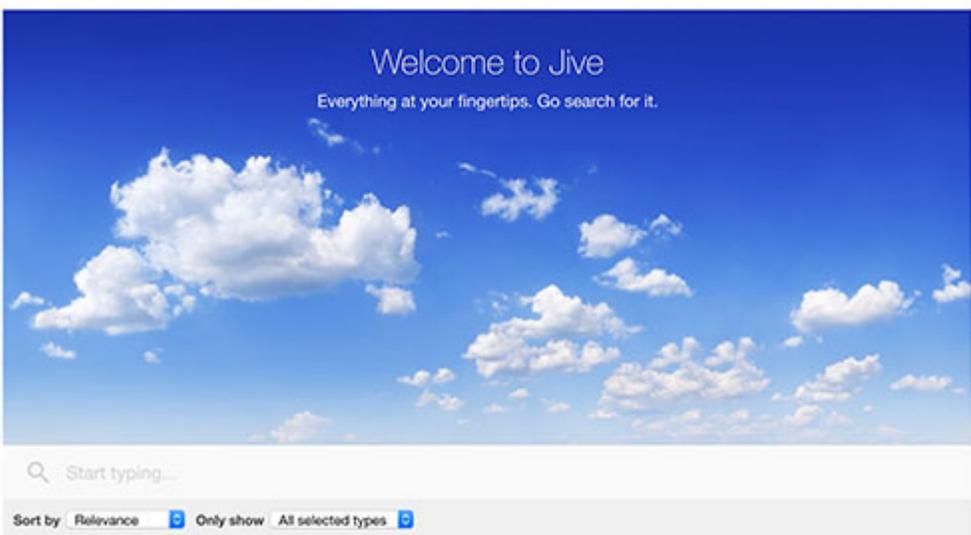
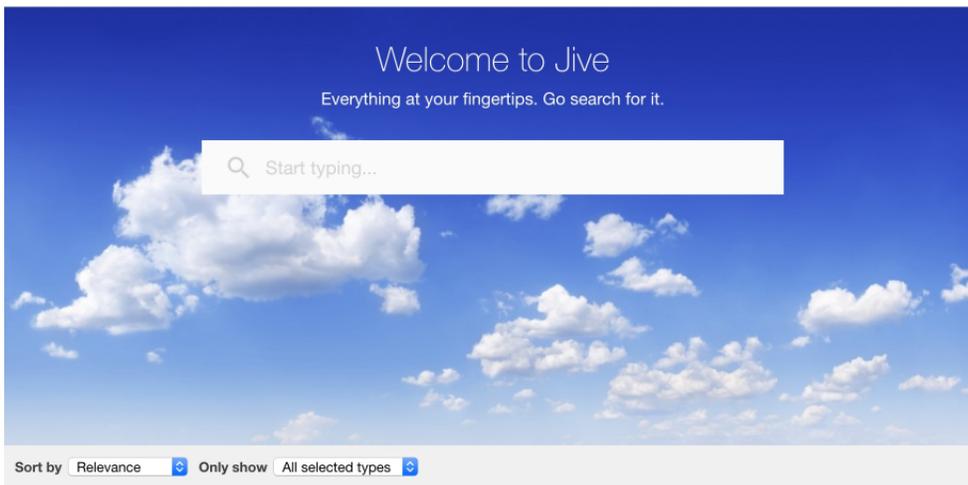
3

Advanced Search tile

Advanced Search tile:

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

JIVE EXTENSION PACK - 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.

For details, see the following topics:

- [Installing Advanced Search Tile add-on](#)
- [Creating Advanced Search tiles](#)
- [Copying settings from another tile](#)
- [An example of Advanced Search tile](#)

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

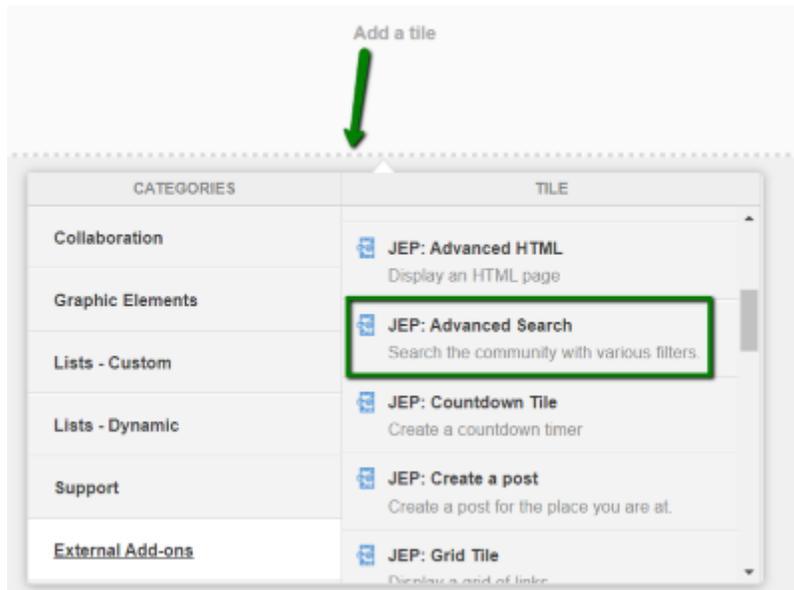
Here you can find details on adding and configuring Advanced Search tiles.

Adding Advanced Search tile

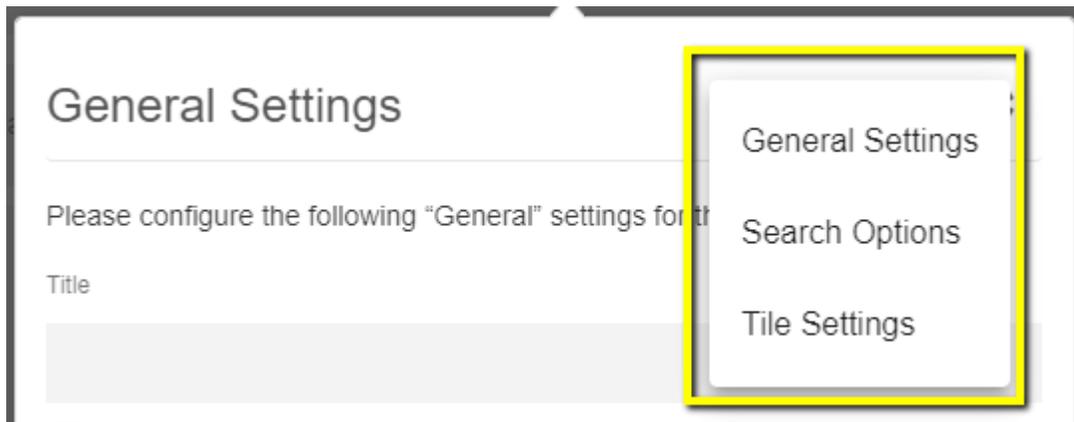
To add the tile to the page:

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**.



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 168.
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:

Search Options



Please configure the following “Search” options for this tile:

Design options ^

Placeholder text

Label text

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, <code>Start Typing</code> .
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.
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.
Columns	The number of columns to be displayed. 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.

Content types ^

Set the types of results to return.

<input checked="" type="checkbox"/> Places	<input checked="" type="checkbox"/> Tasks	<input checked="" type="checkbox"/> Blog Posts
<input checked="" type="checkbox"/> Ideas	<input checked="" type="checkbox"/> Documents	<input checked="" type="checkbox"/> Status updates
<input checked="" type="checkbox"/> Polls	<input checked="" type="checkbox"/> Videos	<input checked="" type="checkbox"/> Discussions
<input checked="" type="checkbox"/> Events	<input checked="" type="checkbox"/> People	

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

Search filters

Show search filters?

Set the types of filters based on "Content type" to use. At least two filters will need to be selected for the filter to show up.

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.

Places filter

Select places where results will be returned from. If a place is not defined and the tile is added to the Homepage, the entire community will be searchable. Otherwise, the current place the tile is in will be searchable.

Search 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**.

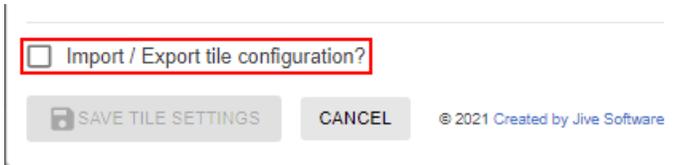
Advanced Search is configured successfully.

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:

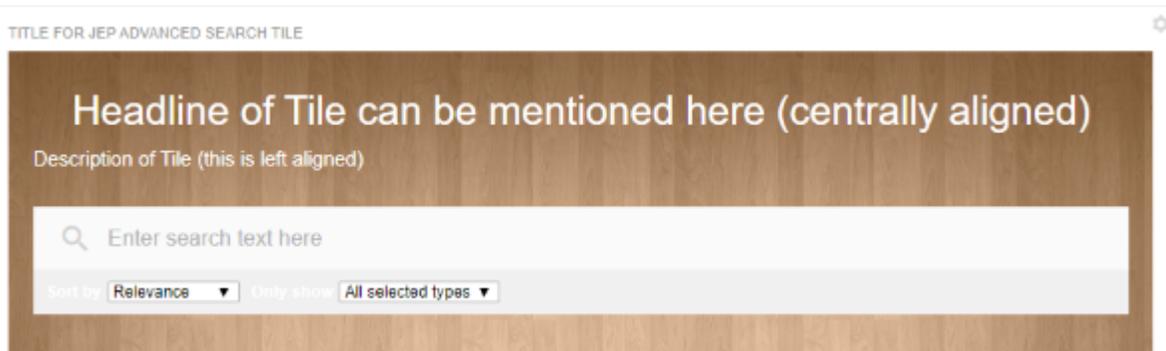


Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

An example of Advanced Search tile

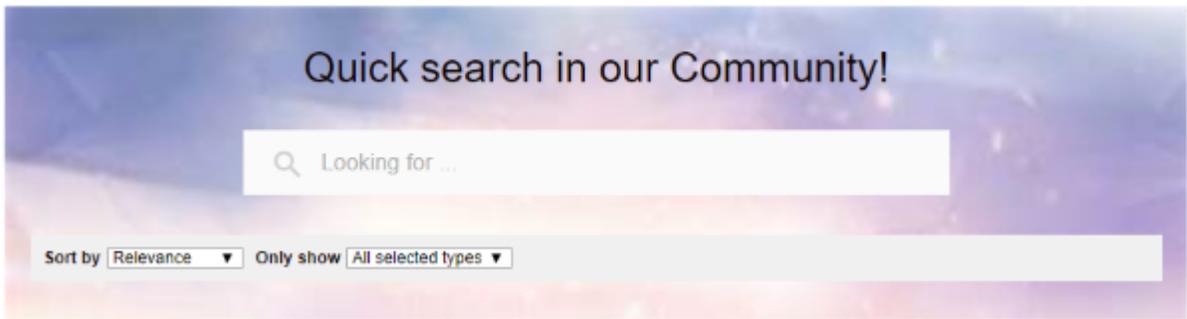
An Advanced Search may look like this.

Example 1



- **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



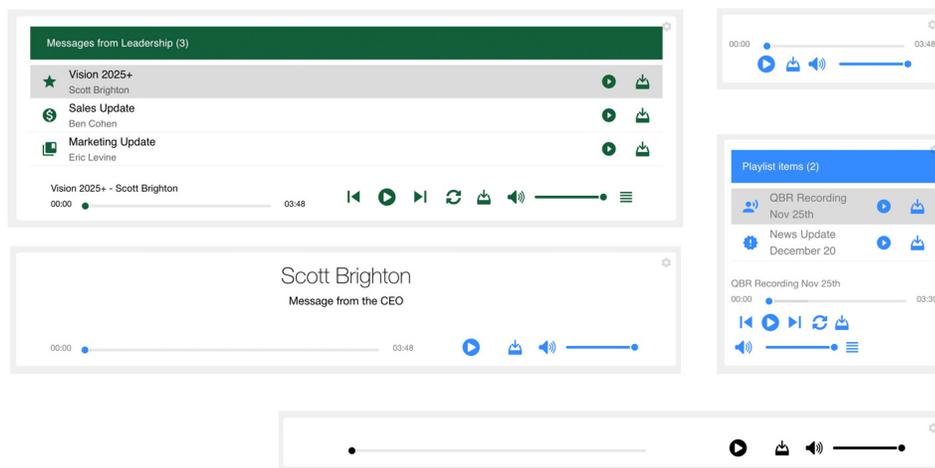
- **General Settings:**
 - **Headline:** Quick search in our Community!
 - **Background Image URL**
- **Search Settings:**
 - **Design Options > Placeholder Text :** Looking for ...
 - **Style:** Hero

4

Audio tile

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.



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

A soundboard with highly customizable player controls.

For details, see the following topics:

- [Installing Audio Tile add-on](#)
- [Creating Audio tiles](#)
- [Copying settings from another tile](#)

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.

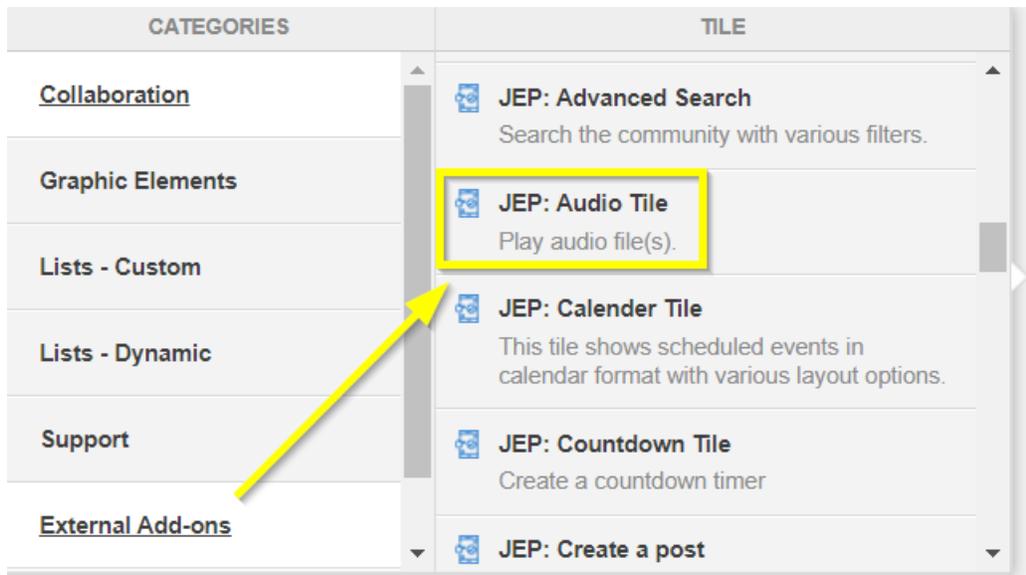
Creating Audio tiles

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

Display tile title?

- Headline ▼
- Description ▼
- Background image ▼
- Action Link ▼
- HTML ▼
- Font Settings ▼

SAVE GENERAL SETTINGS

CONTINUE

Import / Export tile configuration?

 SAVE TILE SETTINGS

CANCEL

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Audio Tile

Please configure the following "General" settings for th

Title

General Settings

Player Settings

Audio Items

Configuring General Settings

To set up general tile settings:

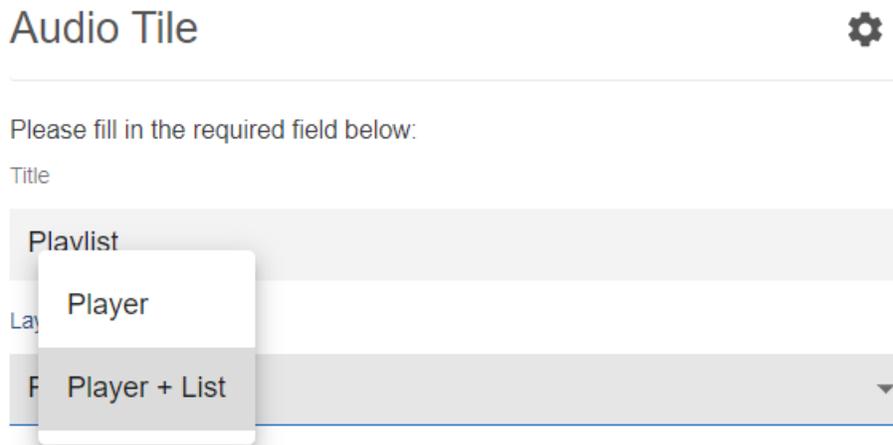
1. Select **Gear Icon > General settings** .
2. Configure the general settings. For the detailed instructions, see [General Settings of JEP tiles](#) on page 168.
3. Click **Save Tile Settings**.

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:



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

Player + List

Player settings

- Play/Pause
- Next/Previous
- Volume
- Download
- Progress Bar
- Audio Title
- Play 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	Tracking the active audio which also aids easy pause/resume feature.
Audio Title	Displaying the name of the audio tracks.
Play Mode	When displayed, toggle to: <ul style="list-style-type: none"> • Play in order: Playing the tracks in sequence. • List in loop: After all tracks are played, repeating playing the tracks, starting from the first track. • Single loop: Playing all tracks in sequence once and thereafter stop. • Shuffle Playback: Playing all tracks by shuffling the sequence.

On a tile, the controls are displayed as follows:



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

Branding colors

Controls Color



Controls Hover Color



Text Color



Header Text Color



Row Hover Color



- (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



There are no items yet...

CREATE ITEM

BACK

8. Provide the track details as appropriate:

Audio Tile



Title *

Description

Icon

Audio file URL *

Supported File Formats: mp3, wav(not Edge/IE), ogg(not Edge/IE)

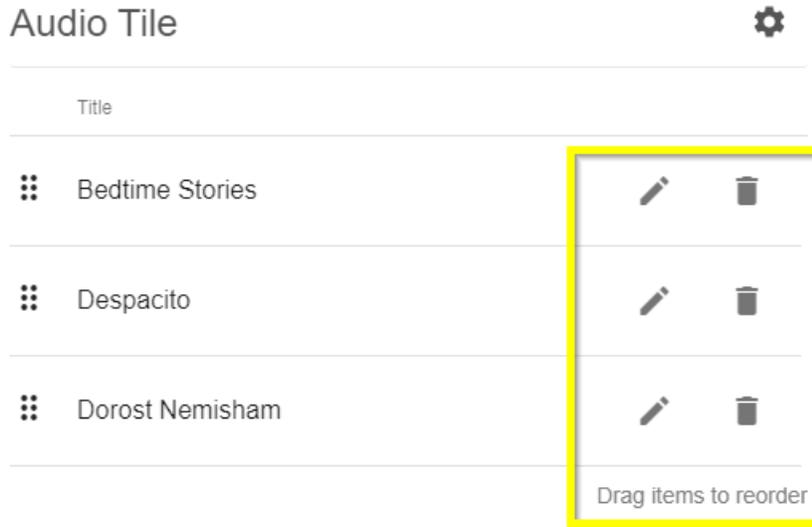
SAVE

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.
Icon	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.



10 Click **Continue** to save the **Audio Settings**.

11 Click **Save Tile Settings**.

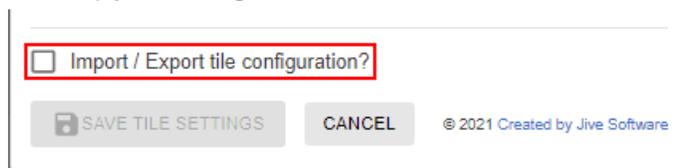
Audio tile is configured successfully.

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.

5

Calendar tile

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

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

Places	▼
Events	▼
Layout	▲

Describe the layout type to display calendar grid in view

Layout *

- Agenda 1 Day 3 Days
- Week (Mo-Fr) Month

Day start time *

09:00 AM x

Day end time *

06:00 PM x

CONTINUE

Import / Export tile configuration?

 SAVE TILE SETTINGS

CANCEL

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Calendar Settings



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

Places ^

Select the places for events

New Group ✕
 NM Space ✕
✕ v

Curate Tool Group ✕

Group place events by color

Place	BG Color	Text Color
New Group		
NM Space		
Curate Tool Group		

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			

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: SD-FS Review

Thursday (09 Apr. 2020)

- 10:00AM - 11:30AM: SM Mobile alpha test
- 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

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 SD-FS Review
05:00pm	

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

For details, see the following topics:

- [Installing Calendar Tile add-on](#)
- [Creating Calendar tiles](#)
- [Copying settings from another tile](#)
- [An example of Calendar tile](#)

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.

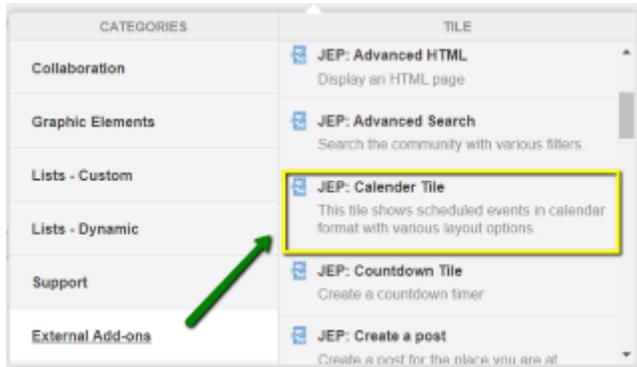
Creating Calendar tiles

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:

Title

Display tile title?

Headline ▼

Description ▼

Background image ▼

Action Link ▼

SAVE GENERAL SETTINGS
CONTINUE

Import / Export tile configuration?

📁 SAVE TILE SETTINGS
CANCEL
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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 168.
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 163.
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.

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

Places ^

Select the places for events

Please select at least one place to set event for.

Type place name... ▼

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

Events
^

Control the visibility of event attributes.

Title

Time

Author

Location

Likes Count

View Count

Comment Count

Counts and author details are visible on hover card.

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:

Layout
^

Describe the layout type to display calendar grid in view

Layout *

Agenda

1 Day

3 Days

Week (Mo-Fr)

Month

Day start time *

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**

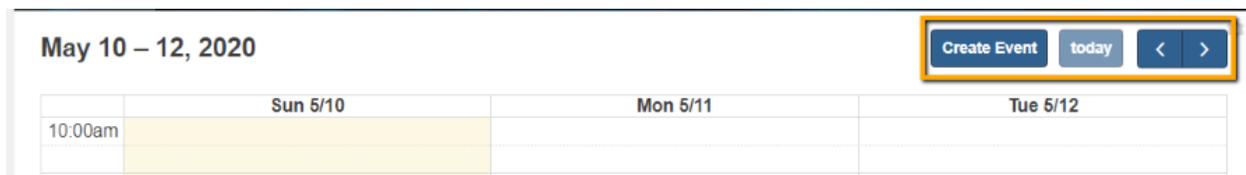
To set the display hours, select the **Day start time** and **Day end time** using the time picker.

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 **< >**.

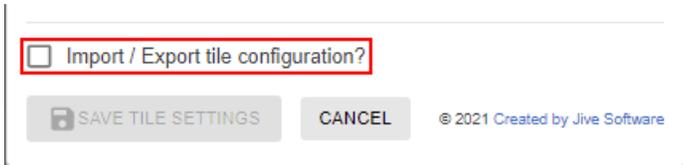


Copying settings from another tile

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:

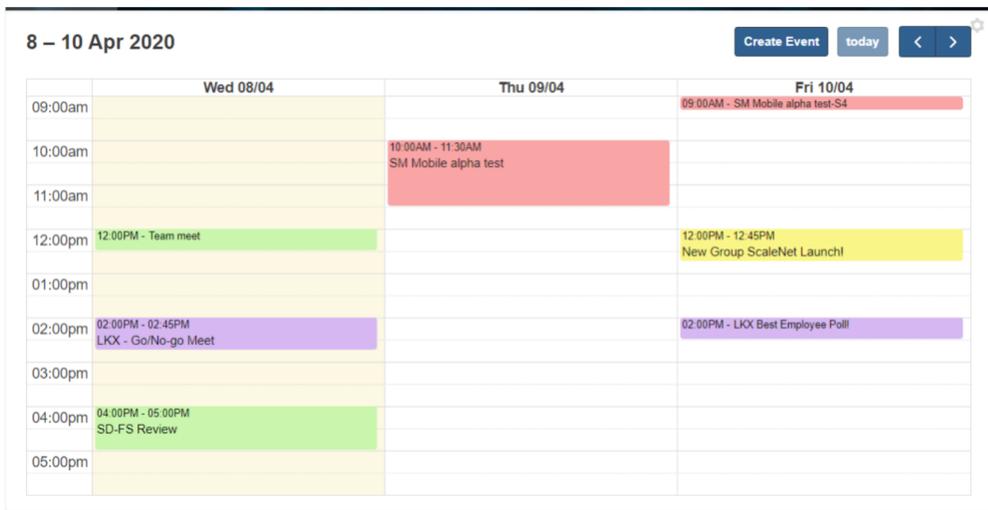


Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

An example of Calendar tile

An Calendar may look like this.

Example of Calendar tile with 3 Days layout



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
● SD-FS Review

Thursday (09 Apr. 2020)

- 10:00AM - 11:30AM
● SM Mobile alpha test
- 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

6

Content Filter tile

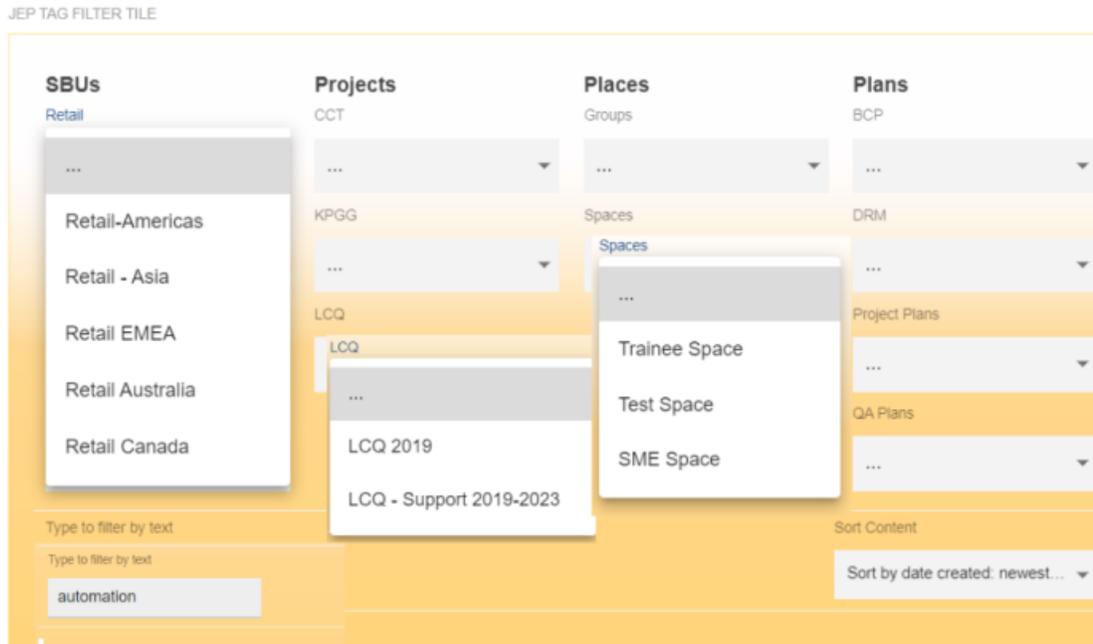
Each value corresponds to one or more tags, based on which the search results are displayed. Moreover, the search feature can be configured for specific places or globally in the entire community and the results can be chronologically displayed in different sorting sequences.

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

FILTER TAG TILE ⚙

Section A	Section B	Section C	Section D
Dropdown A	Dropdown A	Dropdown 1	Dropdown A
Dropdown B	Value B, Value D	Dropdown 2	Dropdown B
Dropdown C	<input checked="" type="checkbox"/> Check All <input checked="" type="checkbox"/> Uncheck All	Dropdown 3	Dropdown C
Dropdown D	Value A <input checked="" type="checkbox"/> Value B Value C <input checked="" type="checkbox"/> Value D Value E Value F	Dropdown 4	
		Dropdown 5	



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

For details, see the following topics:

- [Installing Content Filter Tile add-on](#)
- [Creating Content Filter tiles](#)
- [Copying settings from another tile](#)
- [An example of Content Filter tile](#)

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.

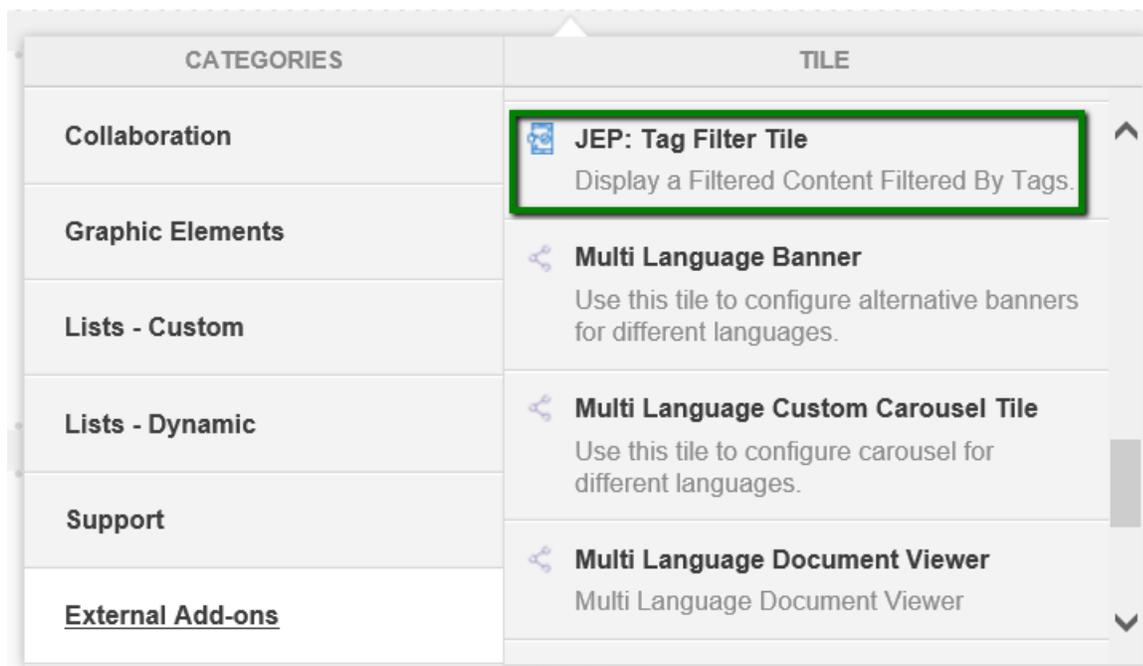
Creating Content Filter tiles

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

Please configure the following "General" settings for t

Title

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 168.
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** .

The screenshot shows the configuration interface for a 'Tag Filter Tile'. At the top, there is a title 'Tag Filter Tile' and a gear icon. Below the title, there are three checked checkboxes: 'Search In Entire Community', 'Show Text Filter', and 'Show 'Sort by''. Underneath, there are three dropdown menus: 'Default Sort' set to 'Sort by date created: newest first', 'Column Count' set to '1', and 'Item Count' set to '10'. A note below the 'Item Count' dropdown states 'Maximum 45 items'. At the bottom left, there is a blue 'CONTINUE' button. Below that, there is an unchecked checkbox labeled 'Import / Export tile configuration?'. At the very bottom, there are two buttons: 'SAVE TILE SETTINGS' (disabled) and 'CANCEL'. In the bottom right corner, there is a copyright notice: '© 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.

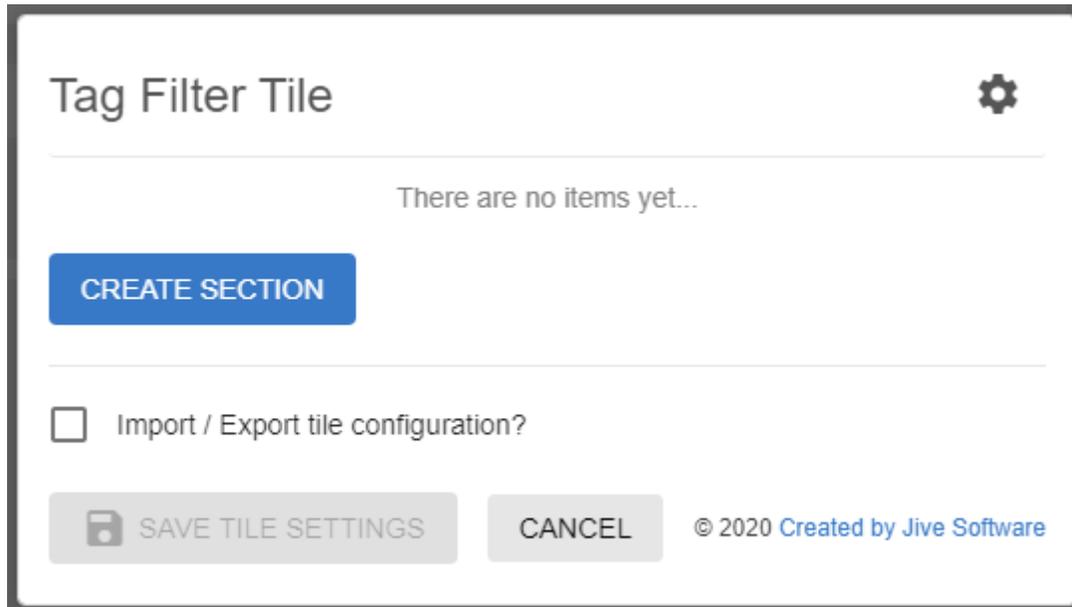
4. Enable the Sort feature - **Show 'Sort' by**.

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.
- 10 Click **the gear icon > Manage Sections** .



- 11 Click **Create Section** to create multiple sections to group the respective drop-down filters.
- 12 In the **Create Section** screen, do the following:

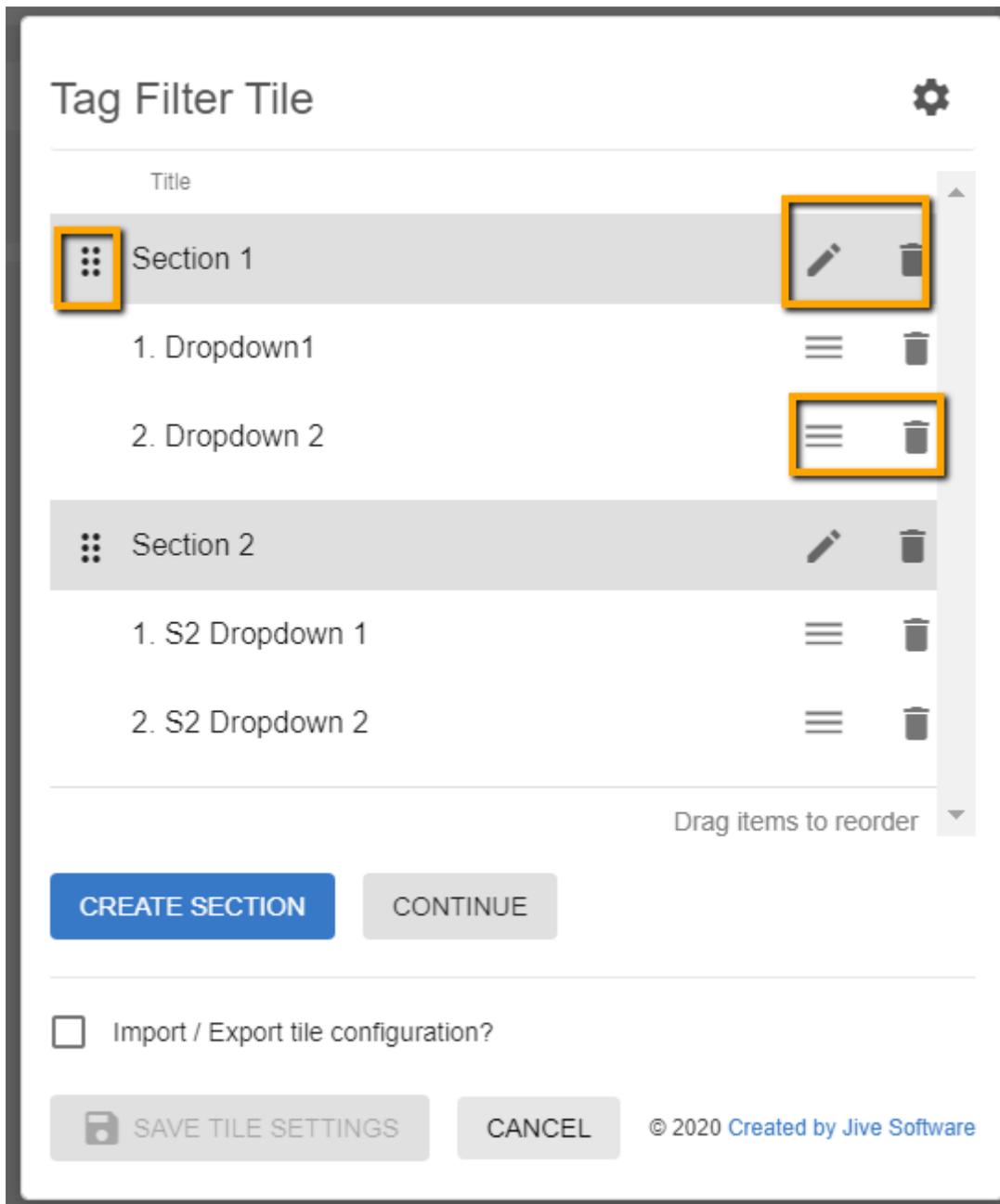
The screenshot shows a configuration window titled "Tag Filter Tile" with a gear icon in the top right corner. Below the title is a "Title *" field with a light gray input area. Underneath is the "Section Dropdowns" section, which contains an "ADD DROPDOWN" button, a "SAVE" button, and a "CANCEL" button. At the bottom of the window, there is a checkbox labeled "Import / Export tile configuration?". Below the checkbox are two buttons: "SAVE TILE SETTINGS" (with a floppy disk icon) and "CANCEL". In the bottom right corner, there is a copyright notice: "© 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.

The screenshot shows the 'Tag Filter Tile' configuration interface. At the top, there is a title 'Tag Filter Tile' and a gear icon for settings. Below the title is a 'Title *' field. Underneath is a 'Section Dropdowns' section with a 'Dropdown 1 *' field. To the right of this field is a control bar with an up arrow, a down arrow, and a trash icon, all enclosed in a yellow box. Below the dropdown field is an 'ADD DROPDOWN' button. At the bottom of the form are 'SAVE' and 'CANCEL' buttons. A checkbox labeled 'Import / Export tile configuration?' is also present. At the very bottom, there is a 'SAVE TILE SETTINGS' button with a floppy disk icon, another 'CANCEL' button, and the text '© 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:



- 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.

14 Click 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?

[!\[\]\(baf5f2c22e62c38fe20a99696addda36_img.jpg\) SAVE TILE SETTINGS](#) [CANCEL](#) © 2020 [Created by Jive Software](#)

Tag Filter Tile 

Edit Dropdown: "S2 Dropdown 1"

Option List

Option 1



Tag 1

Add one tag per option

ADD NEW OPTION

SAVE **CANCEL**

Import / Export tile configuration?

 **SAVE TILE SETTINGS** **CANCEL** © 2020 Created by 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.

15 Verify the Content Filter Tile screen to ensure that the configurations are completed successfully.

16 Click **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

1. **Sections** configured are: SBUs, Projects, Places, Plans
2. In (Section) Places: Groups and Spaces are configured as dropdown values
3. (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 Institutions
Banks
...
Corporation Banks
...
Credit Unions
...
Insurance Firms
...
Type to filter by text
poll

Location Filters
Americas
...
Asia
...
EMEA
...
Germany
Middle East
Africa
France

Content Filters
Places
...
Content Types
...
Polls
Documents
Files
Questions
Blogs
Discussions
Events
Ideas

Sort Content
Sort by date created: newest ...

Group Poll
by testuser9@test.com in Ae Group User
Test Poll for Spec
by testuser9@test.o
Poll: Quality of Printing Paper
by jwu_admin@aura.com in TestAdvSearch
Poll 2- New lorem
by jerothad_alam@e

oll Demo
jep.qz@aura.com in community
oll 1- check the value
jerothad_alam@aura.com in Jerothad's ...

AureaWorks News

1. **Sections** configured are: Financial Institutions, Location Filters, Content Filters
2. 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

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 Institutions

Banks

Corporation Banks

Credit Unions

Insurance Firms

Location Filters

Americas

Asia

EMEA

Content Filters

Places

Content Types

Type to filter by text

Sort Content

Sort by title

 **Group Poll**
by testuser9@test.comin Ae Group User

 **Poll Demo**
by jep.qa@aurea.comin community

 **poll 1- check the value**
by jamshed.alam@aurea.comin Jamshed's...

 **Poll: Quality of Printing Paper**
by jive.admin@aurea.comin TestAdvSearch

 **Poll 2- New lorem**
by jamshed.alam@aurea.comin Jamshed's...

 **Test Poll for Space1**
by testuser9@test.comin AE Space 1

AureaWorks News

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

Example 3

The screenshot shows a 'GUIDES TRACKER' interface with a search filter titled 'Need a Guide?'. It features four columns of multi-select dropdowns: 'Locations' (BLR, IT, CHN, DHL, KOL, IT-Tech, IT-Ops), 'Topics' (Business-related, BCP, Technical, Internal Communications), 'Artifacts' (Docs, How-To, Interactive, Video, Trainings, Onsite), and 'People' (Roles, Interns, Contacts, PMO). Below the dropdowns, search results are displayed in three columns, including 'Longevity@work', 'Any training on Site emergencies?', 'How-To Series: Manage Downtimes', 'Test Discussion for Tag', and 'New Tests'. A blue button at the bottom right says 'Get your latest updates here!'.

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.

7

Countdown tile

Countdown tile:

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



Date

February 10, 2020 1:00 AM

Timezone

GMT-4:00

Display Settings

- Show Days
- Show Hours
- Show Minutes
- Show Seconds
- Show Labels

Display Style

Flip



SAVE COUNTDOWN SETTINGS

CANCEL

Simple Tile that displays a configurable countdown in various styles.

For details, see the following topics:

- [Installing Countdown Tile add-on](#)
- [Creating Countdown tiles](#)
- [Copying settings from another tile](#)
- [An example of Countdown tile](#)

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.

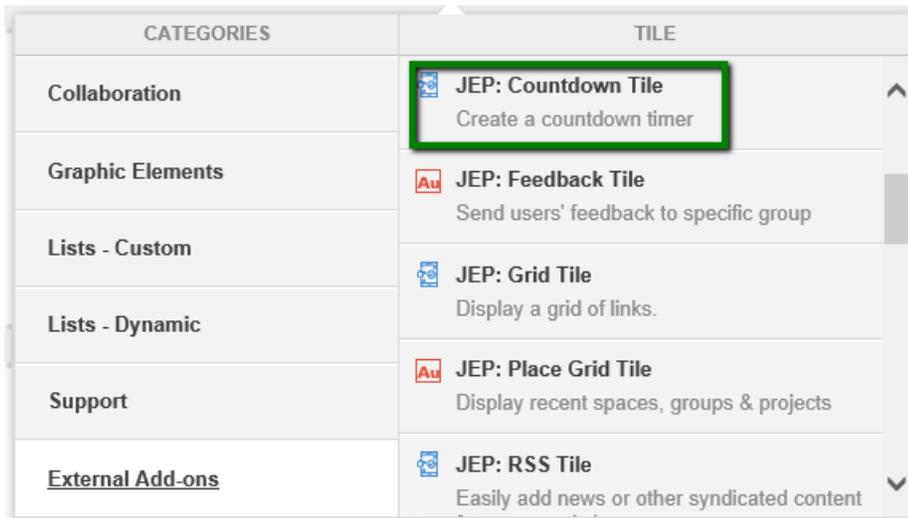
Creating Countdown tiles

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

Please configure the following "General" settings

Title

Display tile title?

Headline ▼

Description ▼

Background image ▼

Action Link ▼

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 168.
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 "Countdown" settings for this tile:

Date *	Time
2019-09-14	6:17:41
Timezone	
GMT+5:00 ▼	

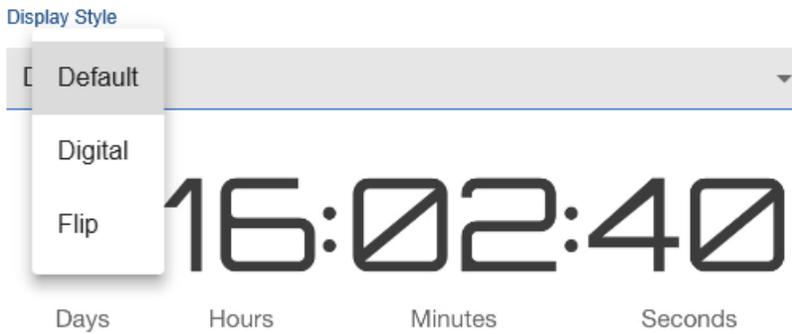
Options	Description
Date	Enter a valid date.
Time	Enter valid time.
Timezone	Select a timezone from the provided list.

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

Display Settings

<input checked="" type="checkbox"/> Show Days	<input checked="" type="checkbox"/> Show Hours
<input checked="" type="checkbox"/> Show Minutes	<input checked="" type="checkbox"/> Show Seconds
<input checked="" type="checkbox"/> Show Labels	

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



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

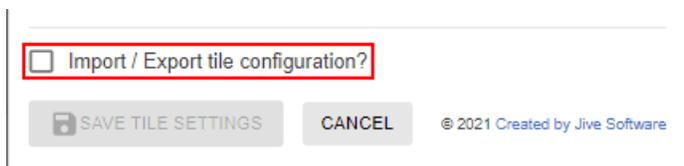
Countdown tile is configured successfully.

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

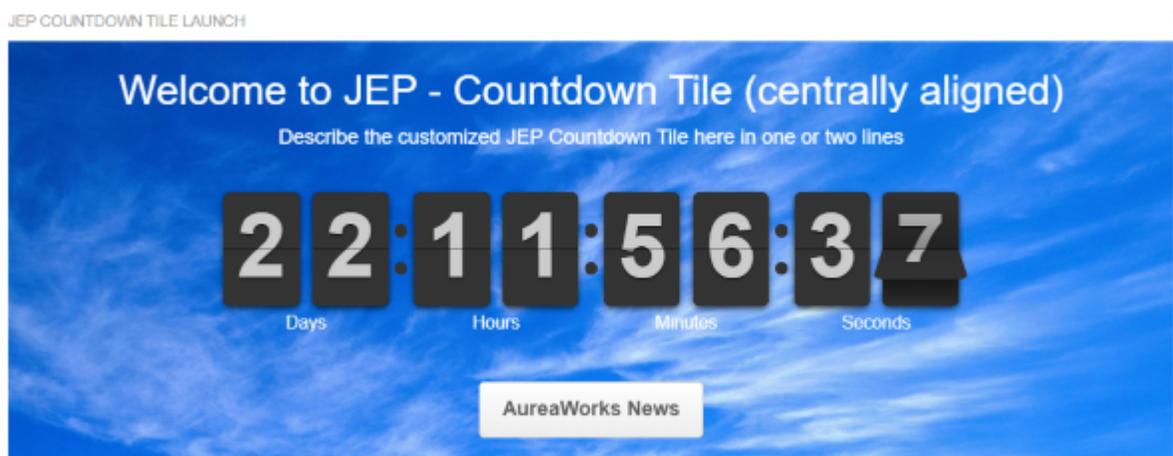
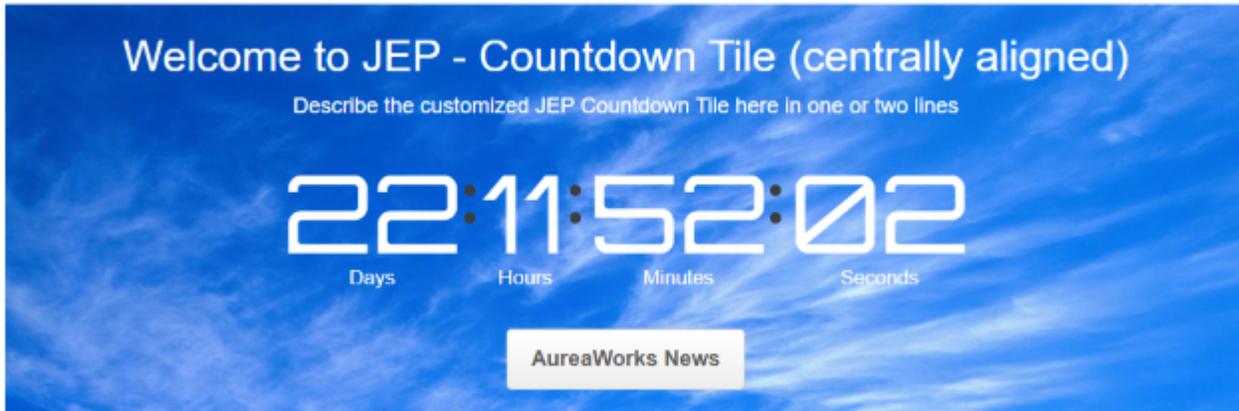


Figure 2: Countdown display style: Digital



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

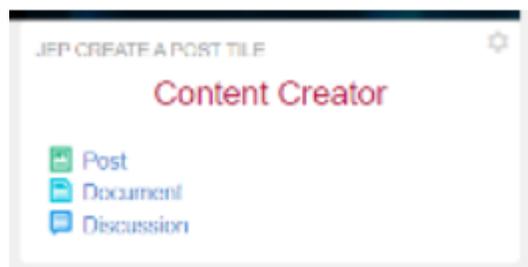
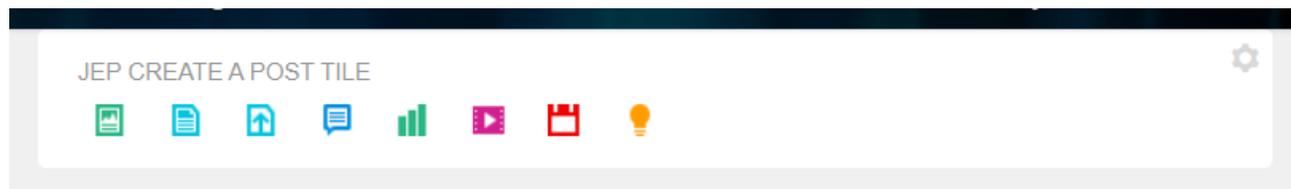
8

Create a Post tile

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.

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Files | <input checked="" type="checkbox"/> Idea | <input checked="" type="checkbox"/> Document |
| <input checked="" type="checkbox"/> Discussion | <input checked="" type="checkbox"/> Poll | <input checked="" type="checkbox"/> Video |
| <input checked="" type="checkbox"/> Blog Post | <input checked="" type="checkbox"/> Event | |

SAVE CREATE A POST SETTINGS

CONTINUE

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

For details, see the following topics:

- [Installing Create a Post Tile add-on](#)
- [Creating Create a Post tiles](#)
- [Copying settings from another tile](#)
- [An example of Create a Post tile](#)

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 Create a post for the place you are at.
Lists - Dynamic	 JEP: Grid Tile Display a grid of links.
Support	 JEP: RSS Tile Easily add news or other syndicated content from external sites.
<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.

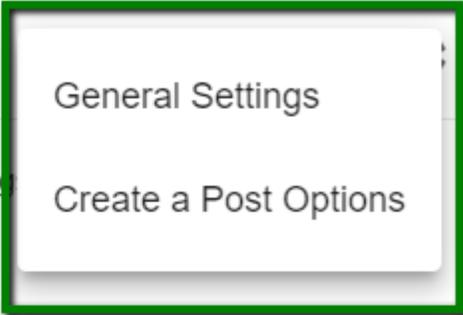
General Settings

Please configure the following "General" settings

Title

 Display tile title?

Headline	▼
Description	▼
Background image	▼
Action Link	▼

 Import / Export tile configuration?
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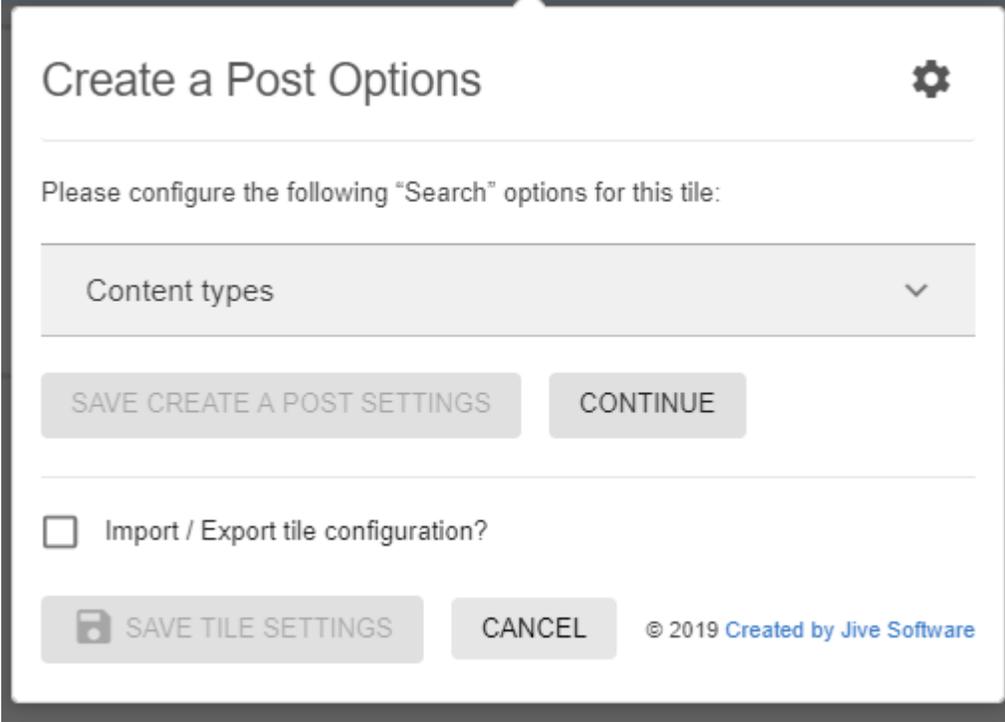
Configuring General Settings

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 168.
3. Click **Save Tile Settings**.

Configuring Create a Post tile-specific settings

To configure settings specific to Create a Post tiles:



The screenshot shows a configuration dialog box titled "Create a Post Options" with a gear icon in the top right corner. Below the title, there is a horizontal line and the text "Please configure the following 'Search' options for this tile:". A dropdown menu is visible with "Content types" selected and a downward arrow. Below the dropdown are two buttons: "SAVE CREATE A POST SETTINGS" and "CONTINUE". A horizontal line separates this section from the next. Below the line is a checkbox labeled "Import / Export tile configuration?". At the bottom, there are two buttons: "SAVE TILE SETTINGS" (with a save icon) and "CANCEL". To the right of the "CANCEL" button is the copyright notice "© 2019 Created by Jive Software".

Create a Post Options 

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

Content types 

Set the types of results to return.

Blog Post Document Files

Discussion Poll Video

Event Idea

Import / Export tile configuration?

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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.

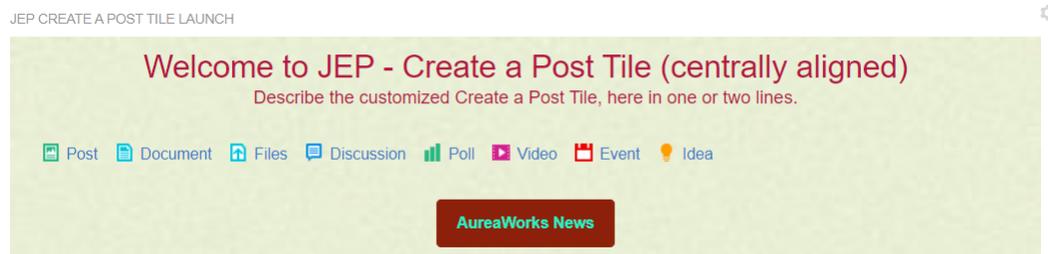
To copy settings from another tile of the same type:

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.

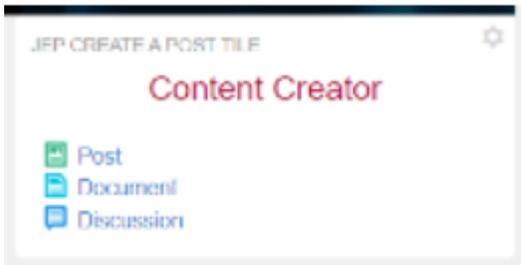
Example 1



- **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

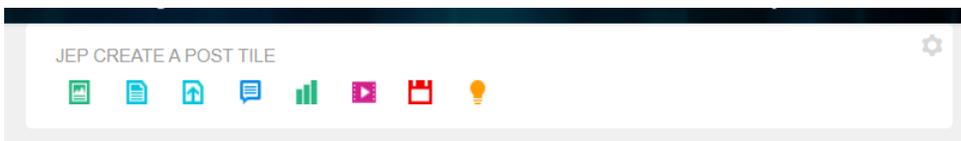
- **Open link in new window?:** Enabled
- **Action Alignment:** Center
- **Create a Post Options:**
 - **Content Type:** Enabled all

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.

9

Formatted Text tile

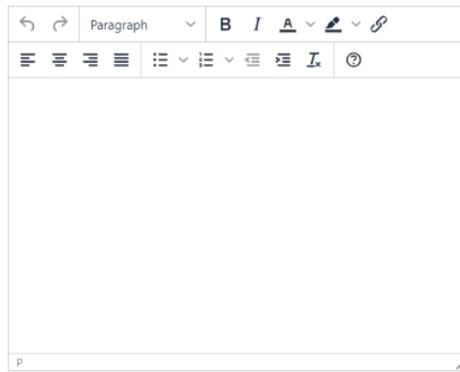
Tile height automatically adjusts to content height. Visibility of tile can be enabled or disabled via Visibility Rules. Formatted Text tile:

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

Formatted Text Settings

Please configure the following settings for this tile and continue.

Add Text



The image shows a Rich Text Editor (RTE) interface. At the top, there is a toolbar with various icons for text formatting: undo, redo, paragraph style (set to 'Paragraph'), bold (B), italic (I), text color (A), background color (brush), and link (chain). Below the toolbar are icons for bulleted list, numbered list, decrease indent, increase indent, strikethrough (Ix), and help (question mark). The main area is a large, empty text box. At the bottom left of the text box, the letter 'P' is visible, indicating the current paragraph style.

CONTINUE

Import / Export tile configuration?

 SAVE TILE SETTINGS

CANCEL

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Edit Visibility Rule

Edit "EU-Region"

Title *

EU-Region

Rules

ADD RULE

Language - German 

Security Group - Tools Security 

Profile Field - Department 

Type *

Language Profile Field Security Group

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 RULE

Condition

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

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

For details, see the following topics:

- [Installing Formatted Text Tile add-on](#)
- [Creating Formatted Text tiles](#)
- [Copying settings from another tile](#)
- [An example of Formatted Text tile](#)

Installing Formatted Text Tile add-on

Formatted Text 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 **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.

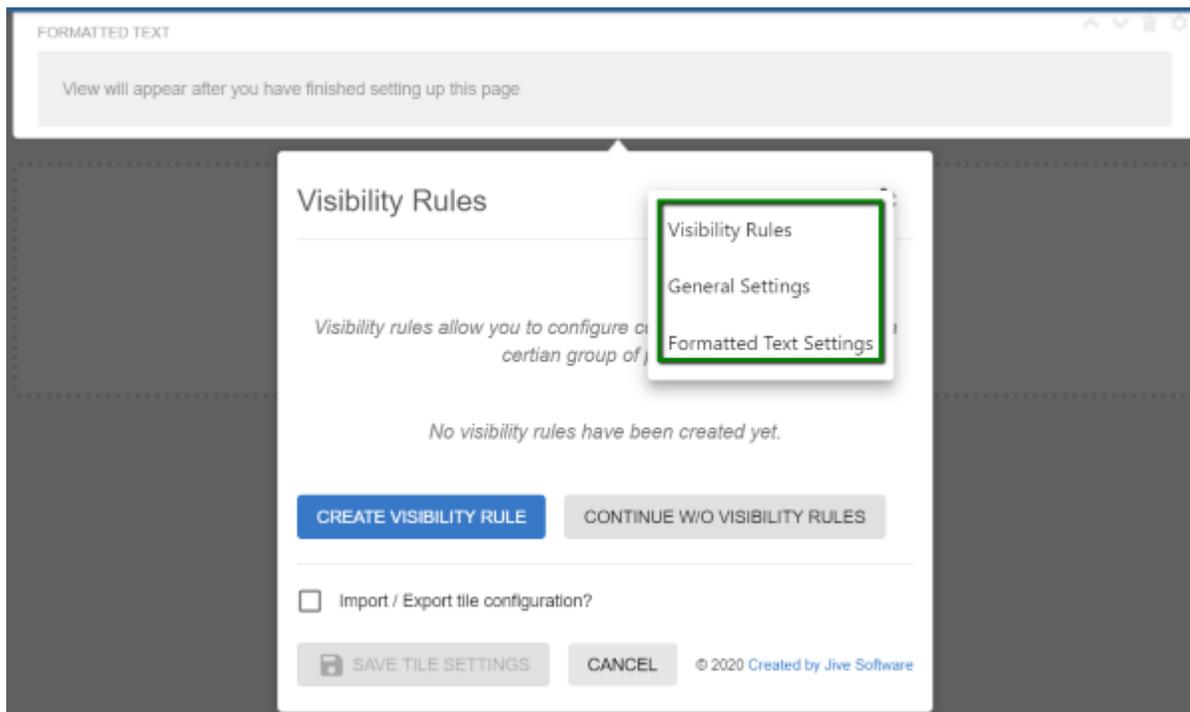
Adding Formatted Text tile

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.



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 168.
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 163.
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.

Formatted Text Settings

Please configure the following settings for this tile and continue:

Add Text

↶ ↷ Paragraph ▾ **B** *I* A ▾  ▾ 

    ☰ ▾ ☰ ▾ ↶ ↷ *I*_x ?

CONTINUE

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 configuration?
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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.

Minutes - 3-Apr

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

Rich text editor toolbar and content area. The toolbar includes undo, redo, paragraph style, bold, italic, text color, background color, link, bulleted list, numbered list, indent, outdent, strikethrough, and help. The content area contains the following text:

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](#)

CONTINUE

Import / Export tile configuration?

SAVE TILE SETTINGS

CANCEL

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10

Grid Layout tile

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



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

For details, see the following topics:

- [Installing Grid Layout Tile add-on](#)
- [Creating Grid Layout tiles](#)
- [Copying settings from another tile](#)
- [An example of Grid Layout tile](#)

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.
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.

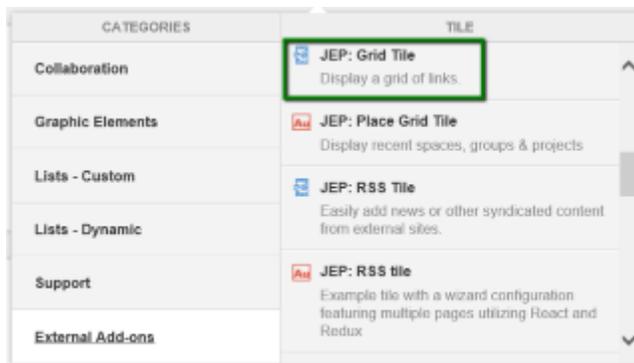
Creating Grid Layout tiles

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

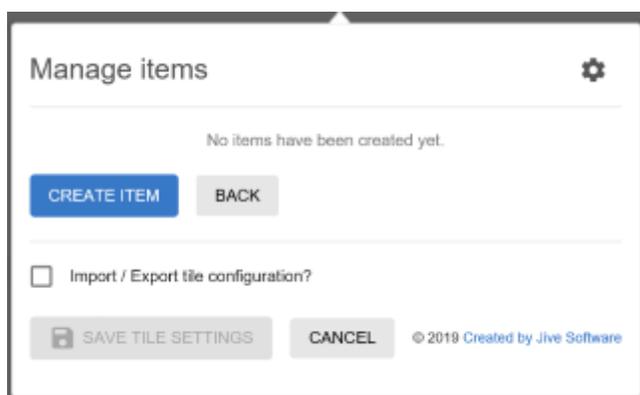
To set up general tile settings:

1. Select **Gear Icon > General settings** .
2. Configure the general settings. For the detailed instructions, see [General Settings of JEP tiles](#) on page 168.
3. Click **Save Tile Settings**.

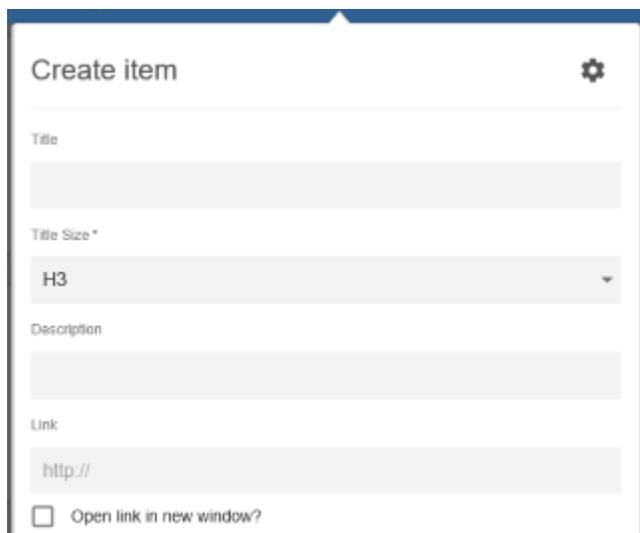
Configuring Grid Layout tile-specific settings

To configure settings specific to Grid Layout tiles:

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



3. For each Grid Item, specify the following:



- 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**:

Item Size

Square 2X2

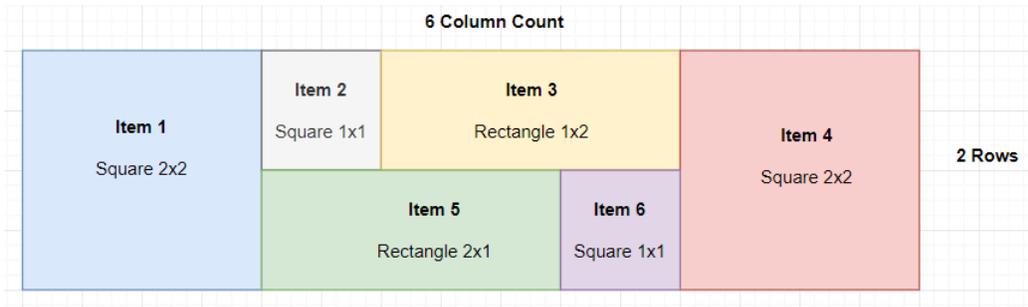
Square 1X1

Rectangle 2X1

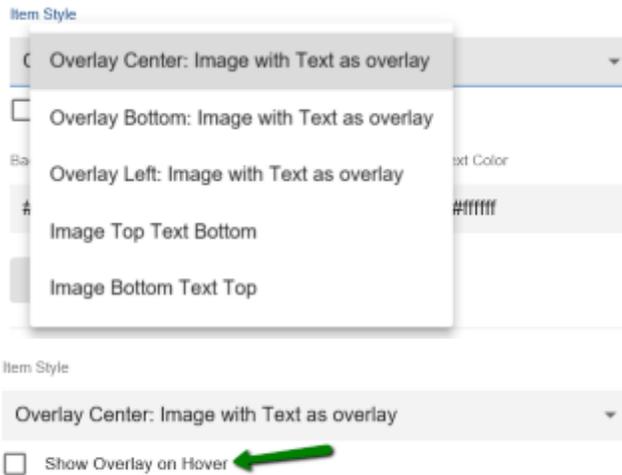
Rectangle 1X2

- 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. 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**.

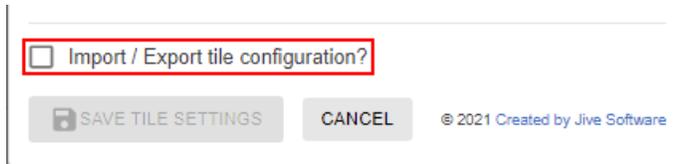
Grid Layout tile is configured successfully.

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.

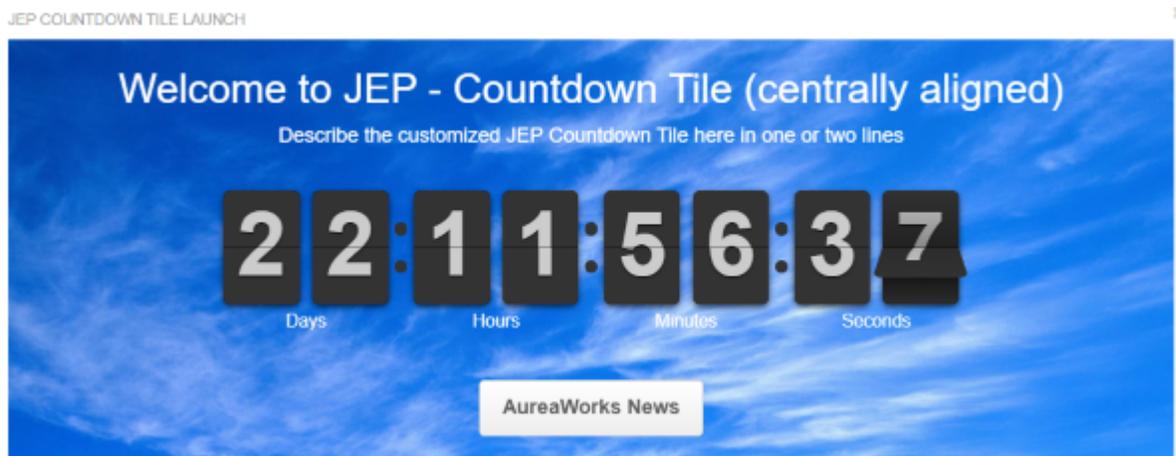
To copy settings from another tile of the same type:



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.



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": "square2X2",
    "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": "square1X1",
"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": "square1X1",
"backgroundPosition": "center_bottom",
"id": 6
}
]
}
```

11

Jive Poll 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

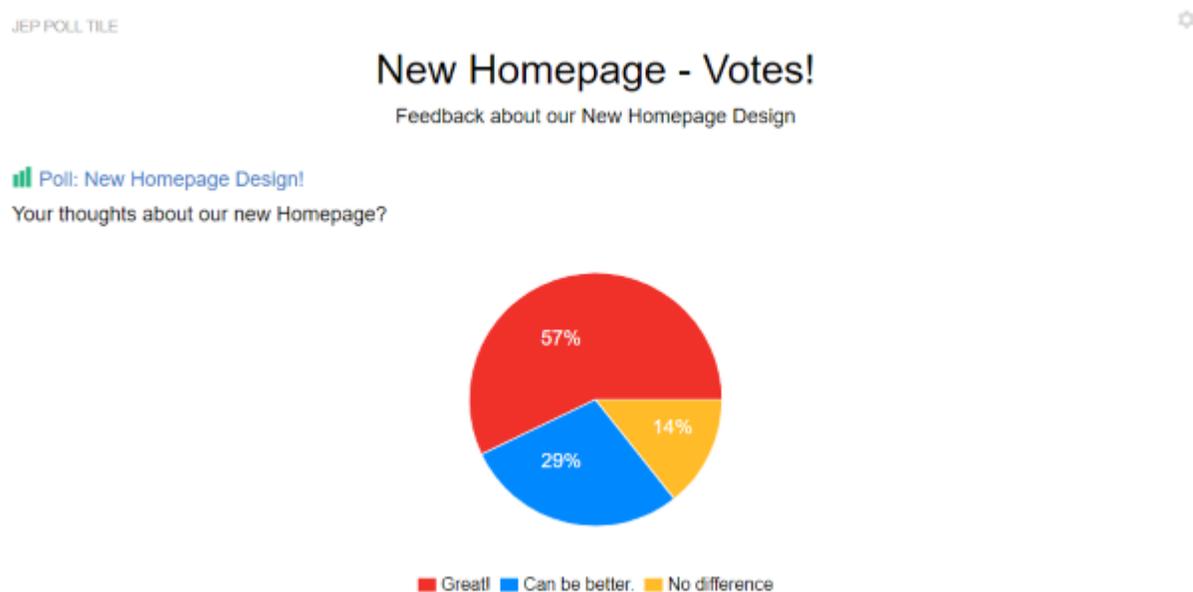


Figure 6: Jive Poll tile in hero column

JEP POLL TILE



New Homepage - Votes!

Feedback about our New Homepage Design

Poll: New Homepage Design!

Your thoughts about our new Homepage?

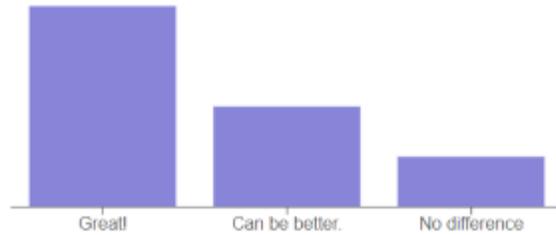


Figure 7: Jive Poll tile configuration options

Poll Tile Settings



Please configure the following settings for this tile and continue:

Choose a poll

Poll Layout

Display Result Layout

CONTINUE

Import / Export tile configuration?

SAVE TILE SETTINGS

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Figure 8:



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

For details, see the following topics:

- [Installing Jive Poll Tile add-on](#)
- [Creating Jive Poll tiles](#)
- [Copying settings from another tile](#)
- [An example of Grid Layout tile](#)

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.

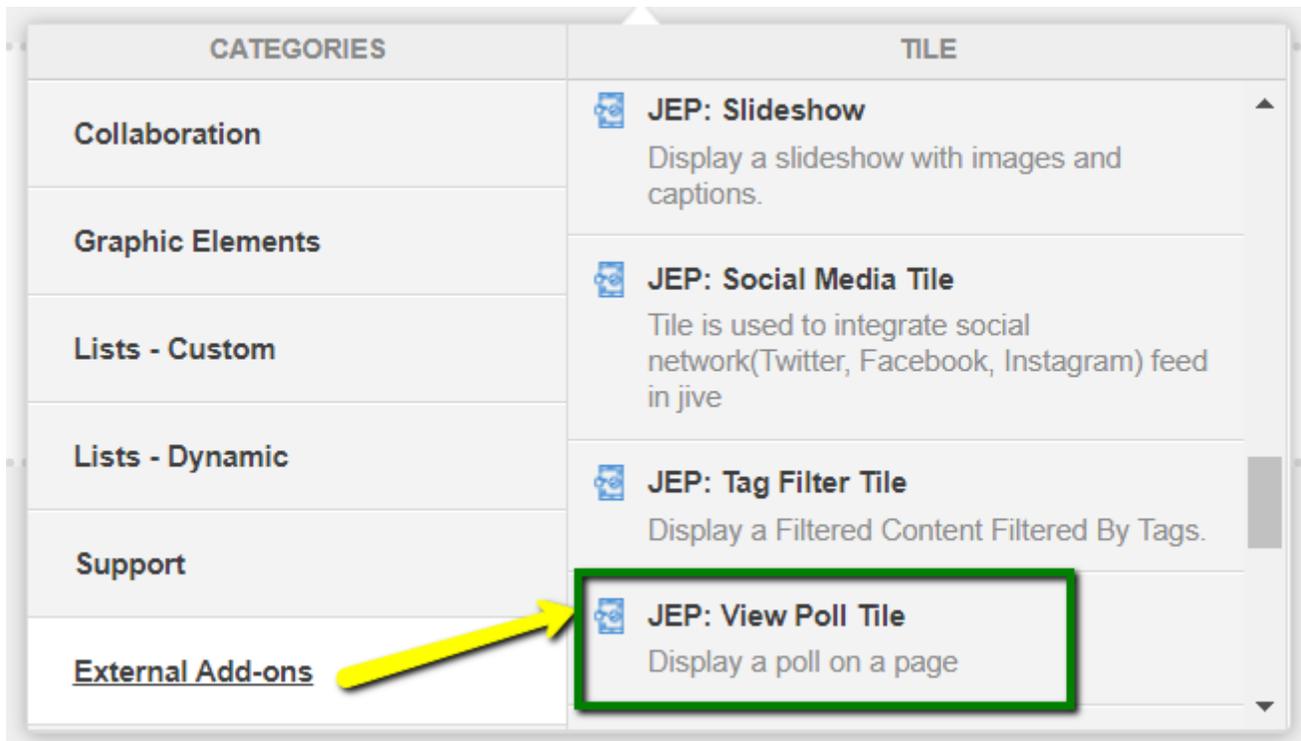
Creating Jive Poll tiles

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

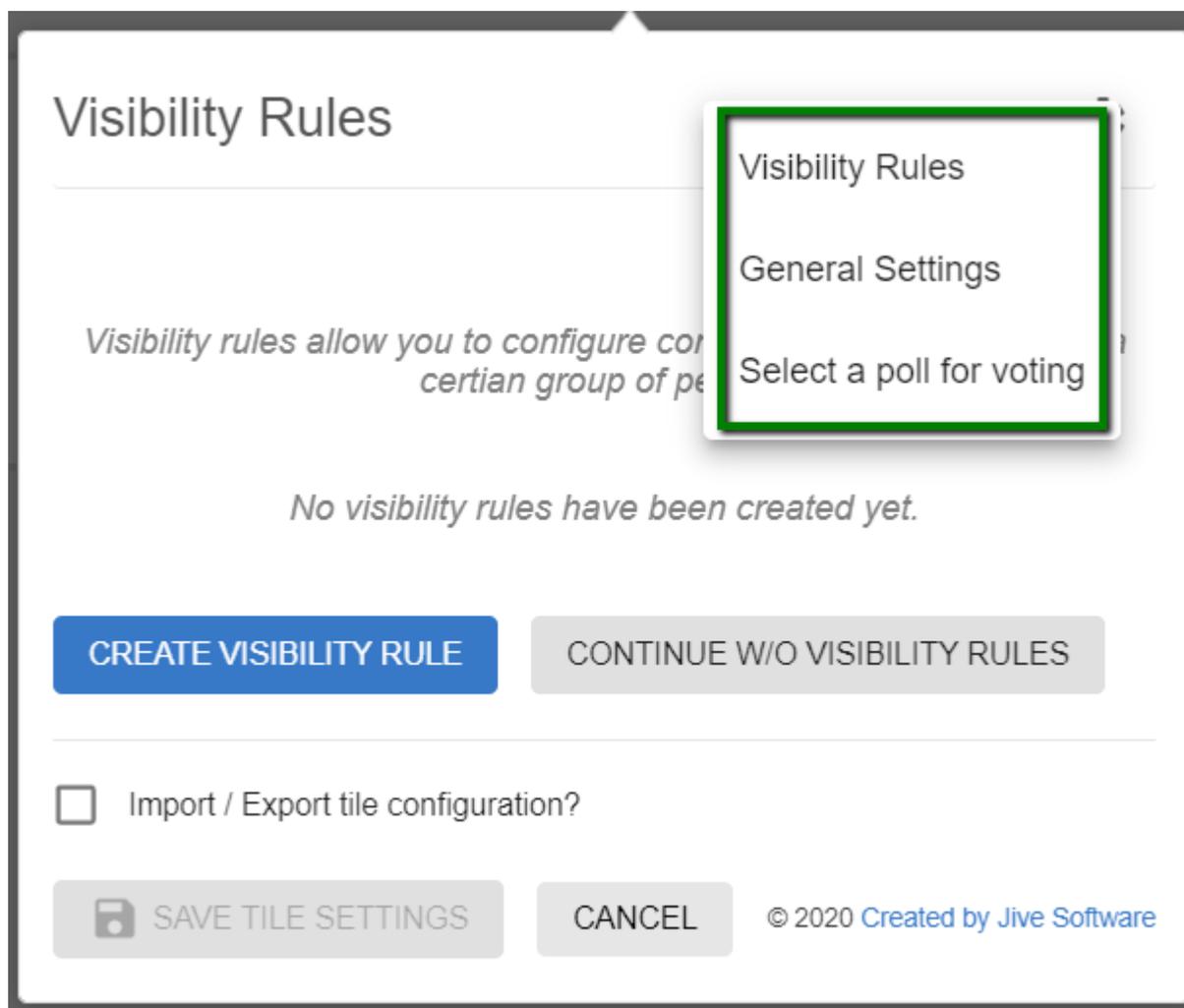
Adding Jive Poll tile

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.



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 168.
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 163.
3. Click **Save Tile Settings**.

Configuring Jive Poll tile-specific settings

To configure settings specific to Jive Poll tiles:

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**.

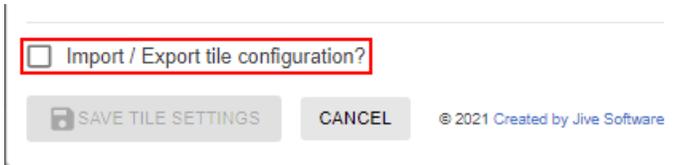
Jive Poll tile is configured successfully.

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:



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

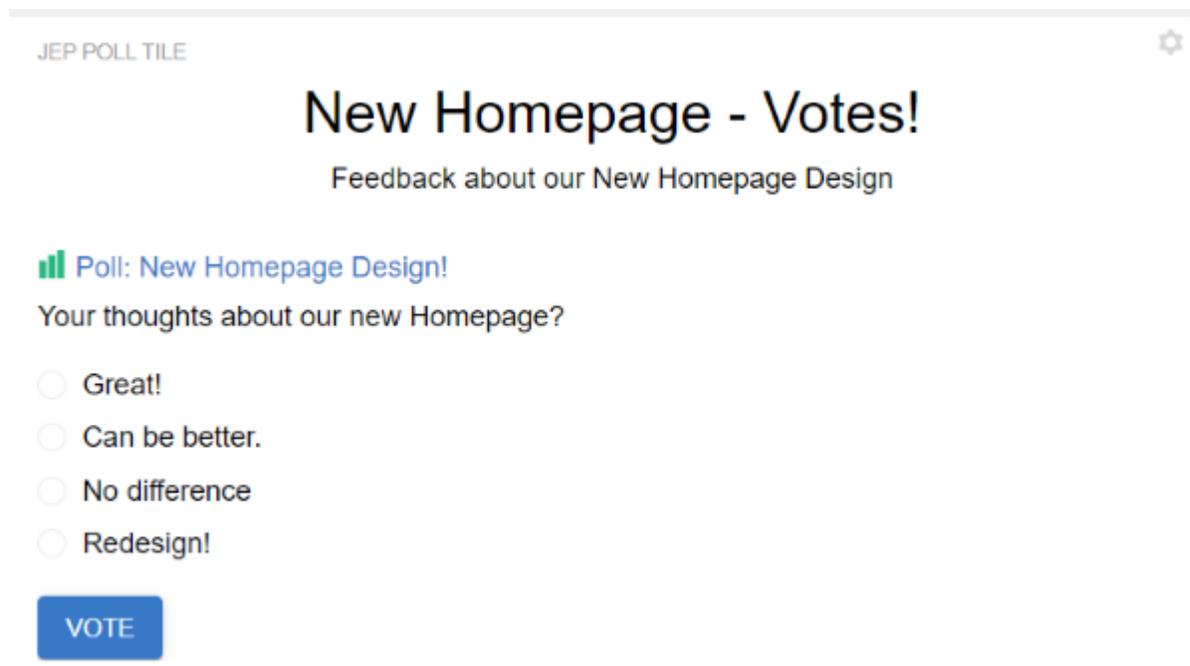


Figure 10: Jive Polltile with Poll Layout: Jive Native Vote

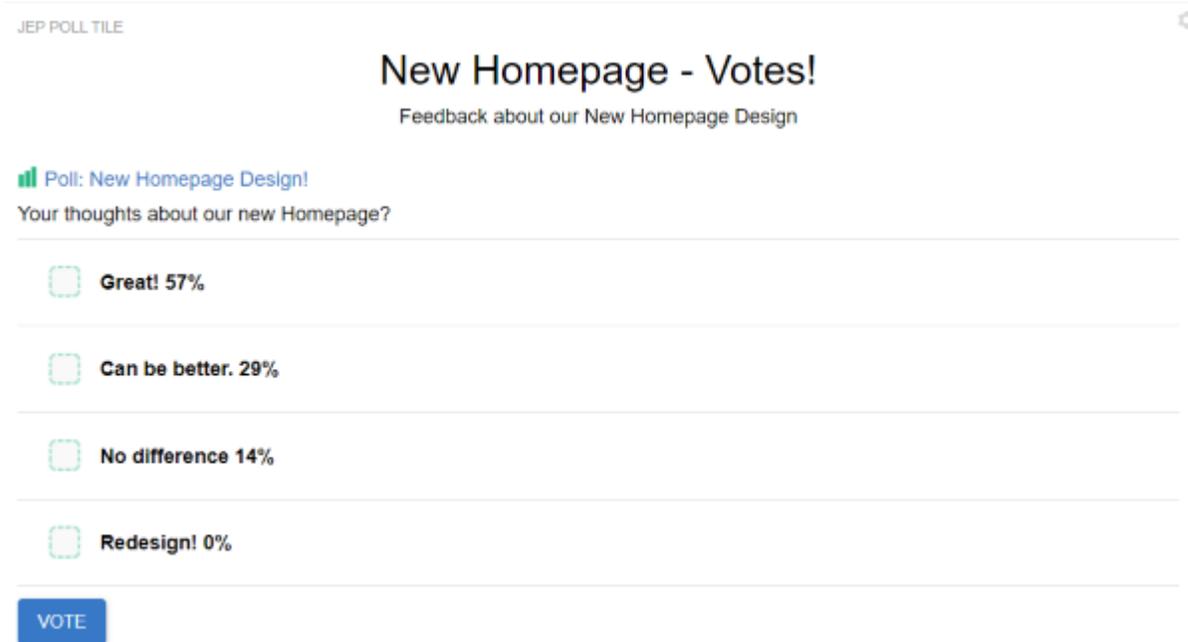


Figure 11: Jive Polltile with Display Result Layout: Bar Graph



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

JEP POLL TILE



New Homepage - Votes!

Feedback about our New Homepage Design

Poll: New Homepage Design!

Your thoughts about our new Homepage?

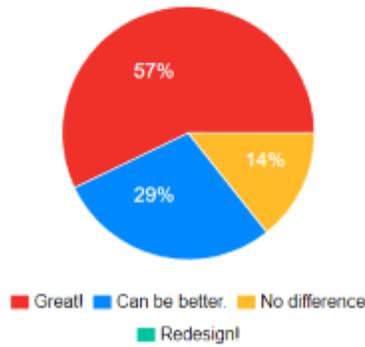


Figure 13: Jive Polltile with Display Result Layout: Jive Native

JEP POLL TILE

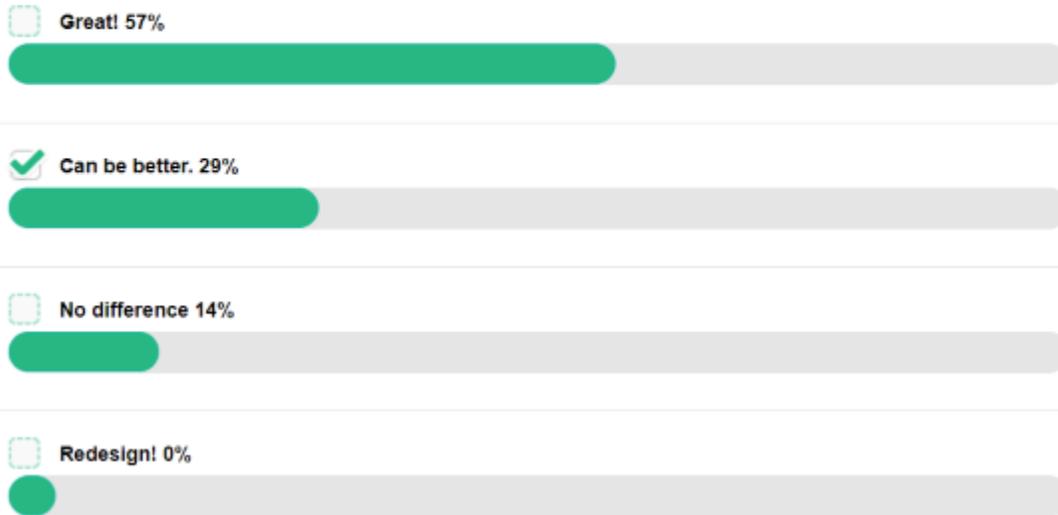


New Homepage - Votes!

Feedback about our New Homepage Design

Poll: New Homepage Design!

Your thoughts about our new Homepage?



12

News Stream tile

News Stream tile allows:

- Pushing streams anywhere
- Pushing custom streams anywhere

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.

For details, see the following topics:

- [Installing News Stream Tile add-on](#)

Installing News Stream Tile add-on

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

13

Recent Content tile

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

▼

Content Count *

10

Range: (1 - 50)

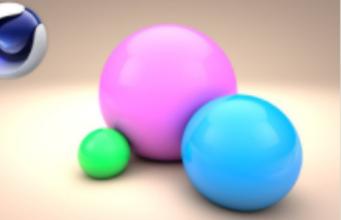
Show "Load More"

Layout	▼
Filters	▼
Sort	▼
Content Types	▼
Display Settings	▼



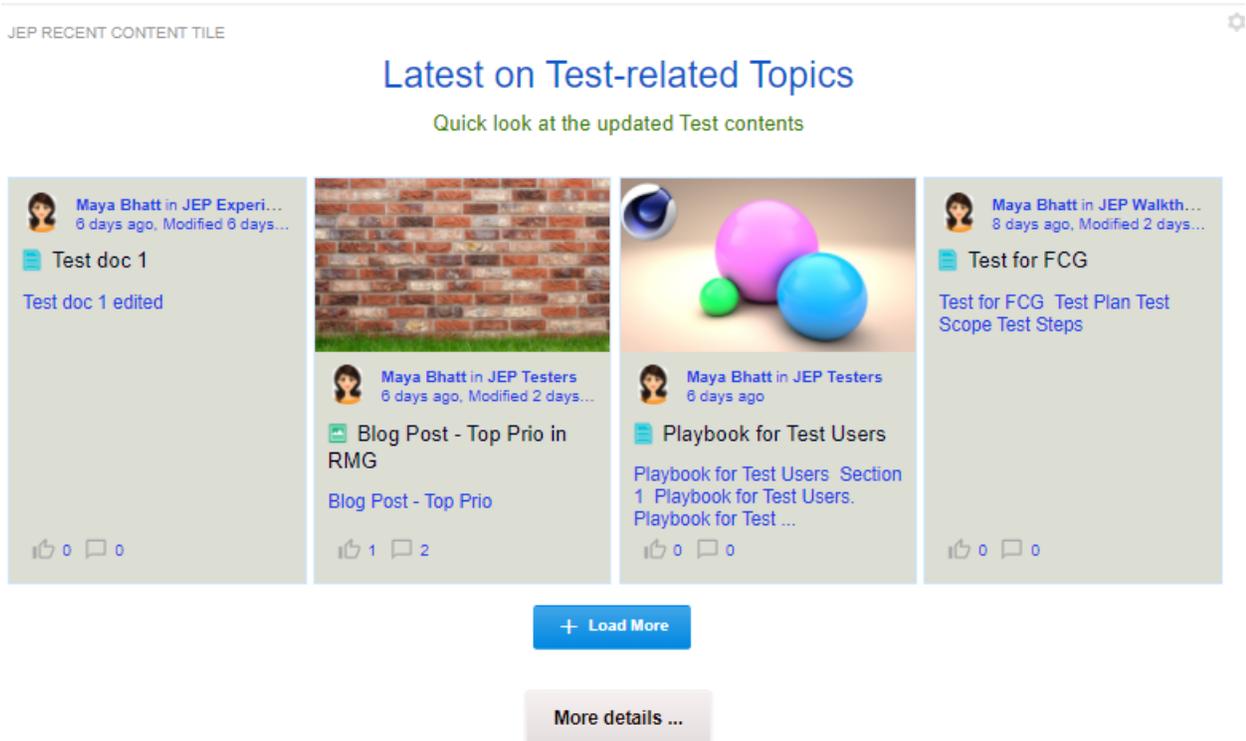
Latest on Test-related Topics

Quick look at the updated Test contents

-  **Maya Bhatt** in JEP Experience Center
6 days ago Modified 6 days ago
 **Test doc 1**
Test doc 1 edited
 0  0
-   **Maya Bhatt** in JEP Testers
6 days ago Modified 2 days ago
 **Blog Post - Top Prio in RMG**
Blog Post - Top Prio
 1  2
-   **Maya Bhatt** in JEP Testers
6 days ago
 **Playbook for Test Users**
Playbook for Test Users Section 1 Playbook for Test Users. Playbook for Test...
 0  0
-  **Maya Bhatt** in JEP Walkthroughs
8 days ago Modified 2 days ago
 **Test for FCG**
Test for FCG Test Plan Test Scope Test Steps
 0  0

+ Load More

More details ...



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

For details, see the following topics:

- [Installing Recent Content Tile add-on](#)
- [Creating Recent Content tiles](#)
- [Copying settings from another tile](#)
- [An example of Recent Content tile](#)

Installing Recent Content Tile add-on

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

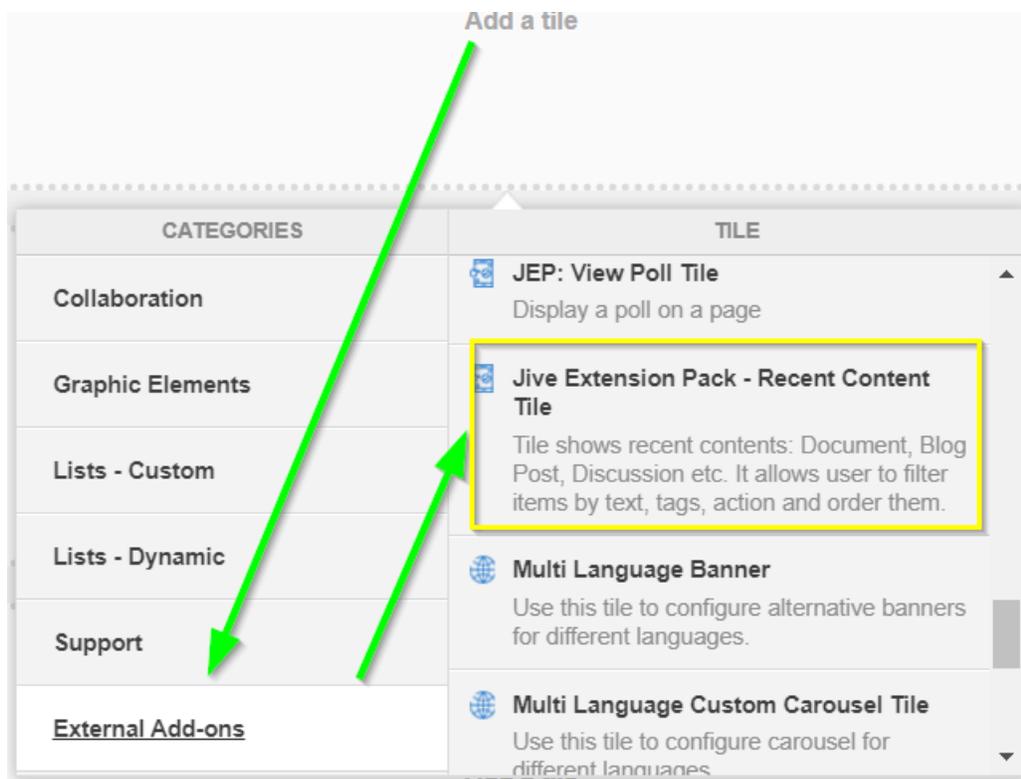
Creating Recent Content tiles

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

Please configure the following "General" settings for the

Title

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 168.
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

Content Alignment *

Standard

Image Size * 

Cover

Select Place

Content Count *

10

Range: (1 - 50)



Show "Load More"

Layout	▼
Filters	▼
Sort	▼
Content Types	▼
Display Settings	▼

[CONTINUE](#)[CANCEL](#) Import / Export tile configuration?[!\[\]\(af58c4011ea1aee0fd715be69e2a87ac_img.jpg\) SAVE TILE SETTINGS](#)[CANCEL](#)

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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.
- 10 **Display Settings:** Select the content attributes to be displayed in the results.
- 11 Click **Continue**.

Recent Content tile is saved successfully.

- 12 Click **Save Tile Settings**.

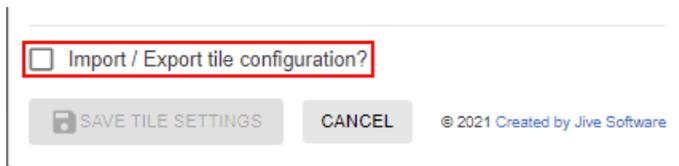
Recent Content tile is configured successfully.

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:



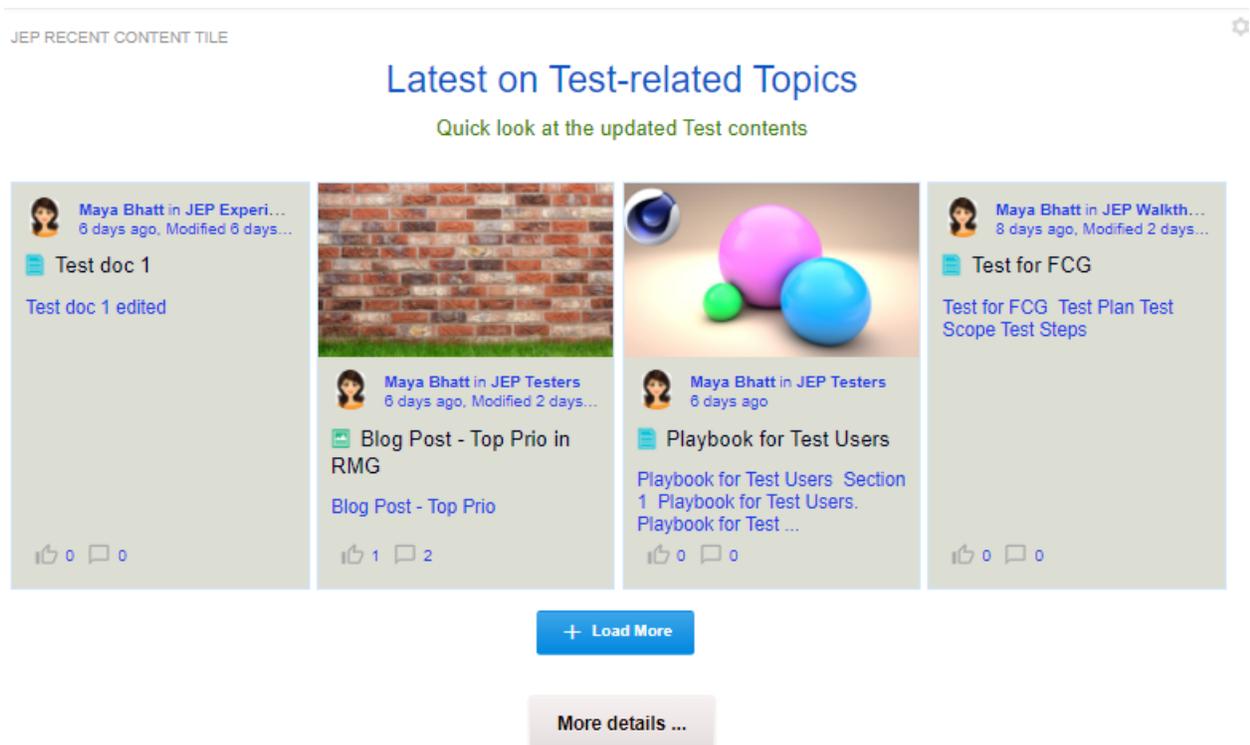
Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

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



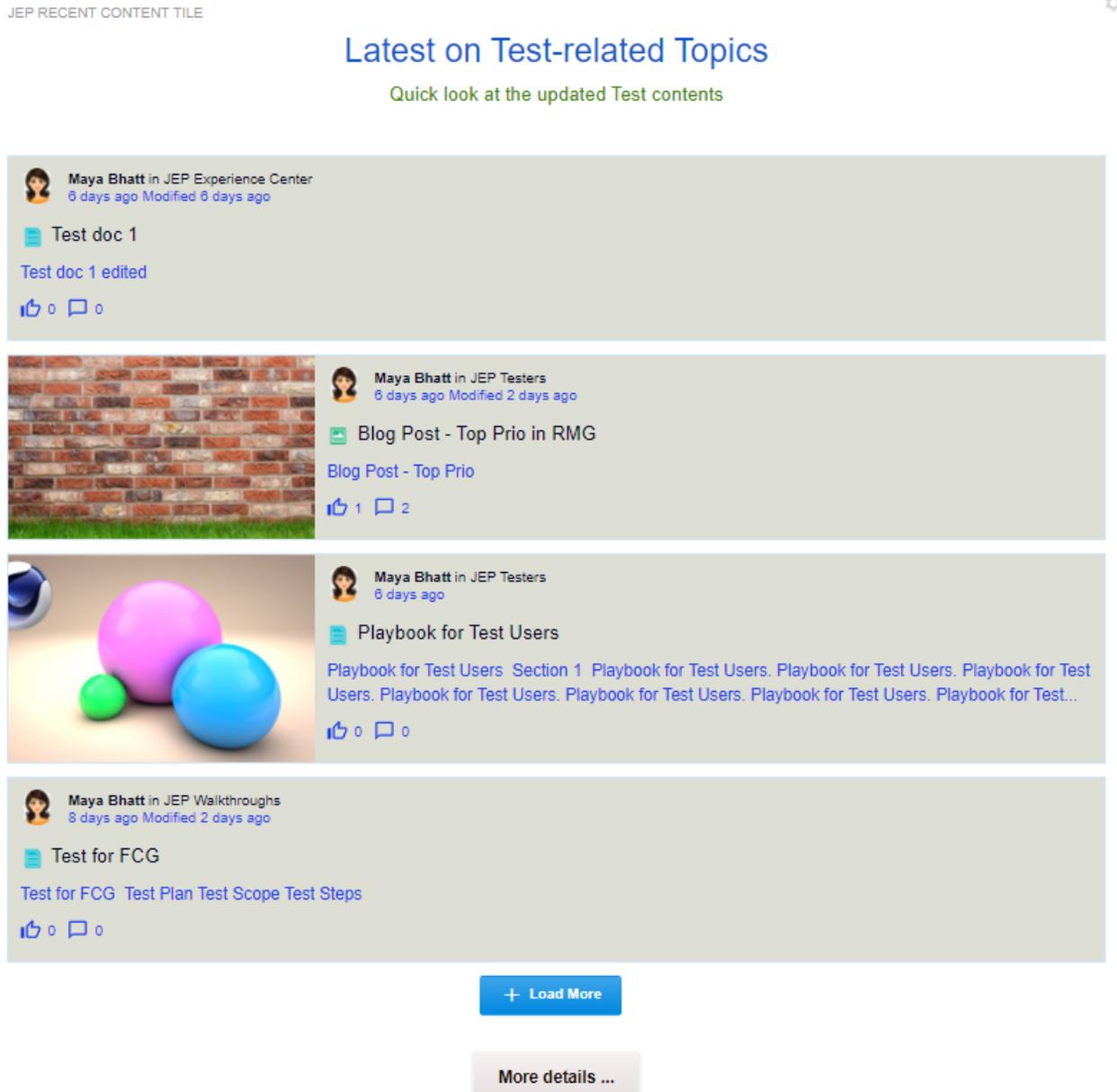
- **General Settings:**
 - **Tile Title:** JEP Recent Content Tile
 - **Display Tile Title:** Enabled
 - **Headline:** Latest on Test-related Topics (centrally aligned)

- **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



- **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](#)

14

RSS tile

RSS tile:

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

Figure 16: RSS tile in hero column

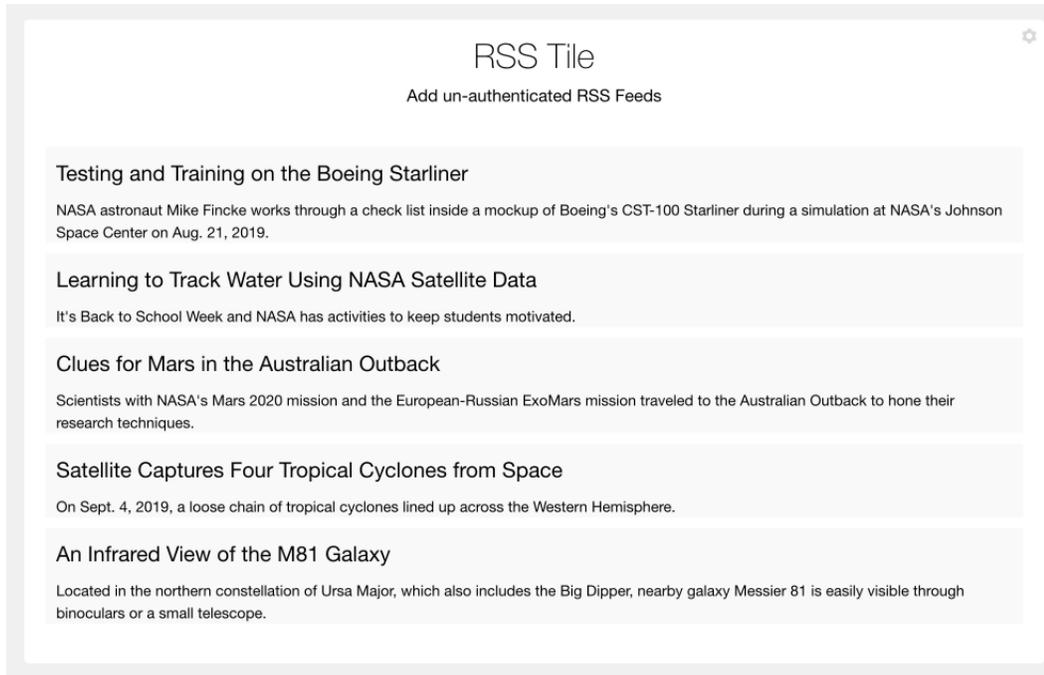


Figure 17: RSS tile in wide column

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

● ● ● ● ●

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

For details, see the following topics:

- [Installing RSS Tile add-on](#)
- [Creating RSS tiles](#)
- [Copying settings from another tile](#)
- [An example of RSS tile](#)

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 Easily add news or other syndicated content from external sites.
Graphic Elements	
Lists - Custom	 JEP: Slideshow Display a slideshow with images and captions.
Lists - Dynamic	
Support	 JEP: Social Media Tile Tile is used to integrate social network (Twitter, Facebook, Instagram) feed in jive
<u>External Add-ons</u>	 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

Please configure the following "General" settings for the

Title

Display tile title?

Headline



Description



Background image



Action Link



CONTINUE

Import / Export tile configuration?



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General Settings

RSS Settings

Settings

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 168.
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)

Open In New Window

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

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.

Options	Description
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**.

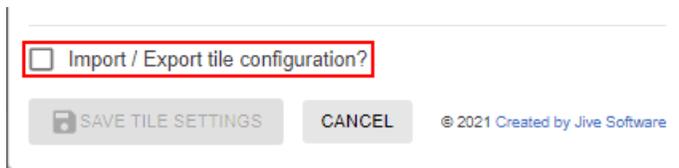
RSS tile is configured successfully.

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:

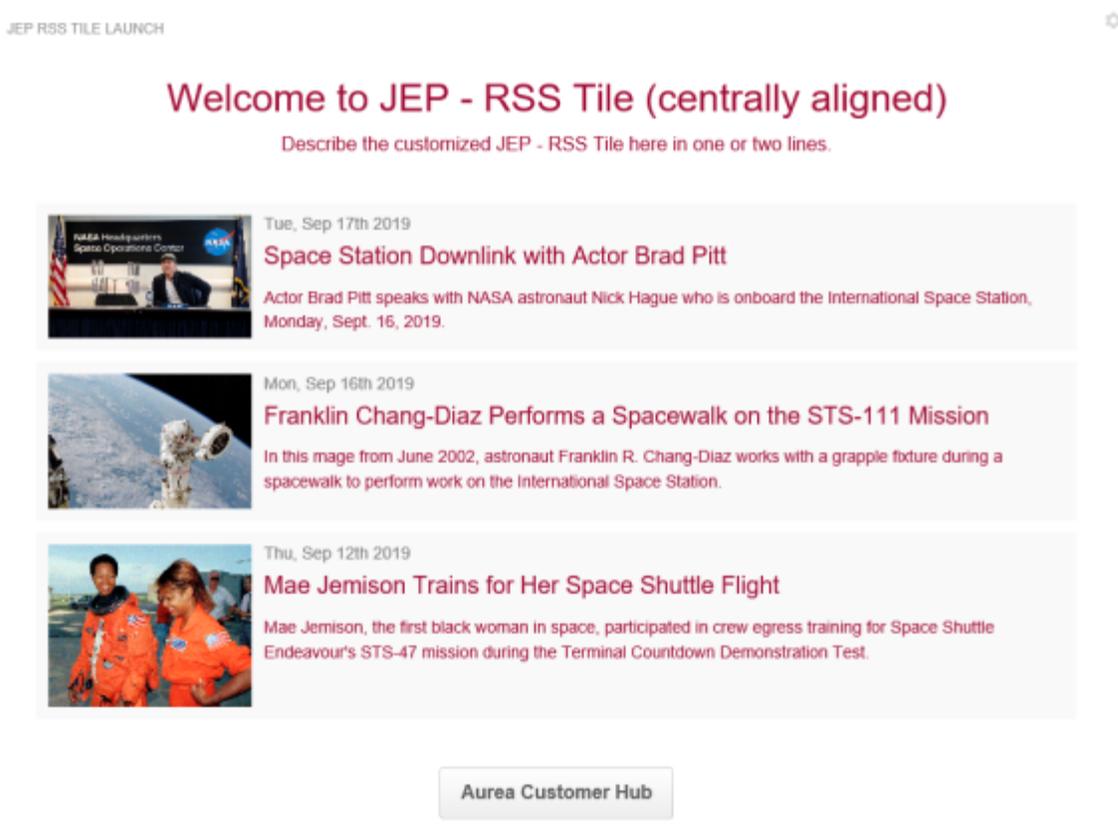


Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

An example of RSS tile

An RSS may look like this.

Figure 19: RSS tile example



- **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.

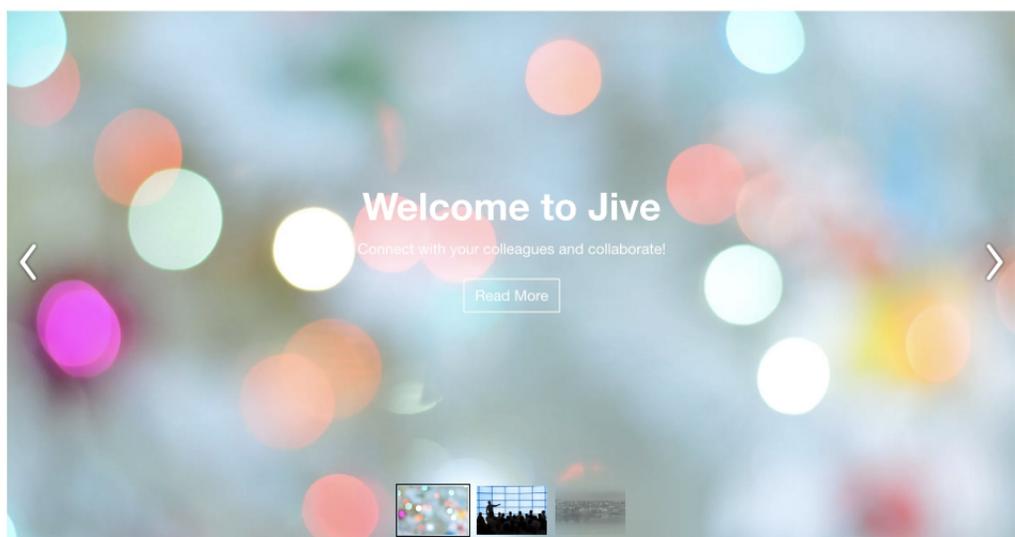
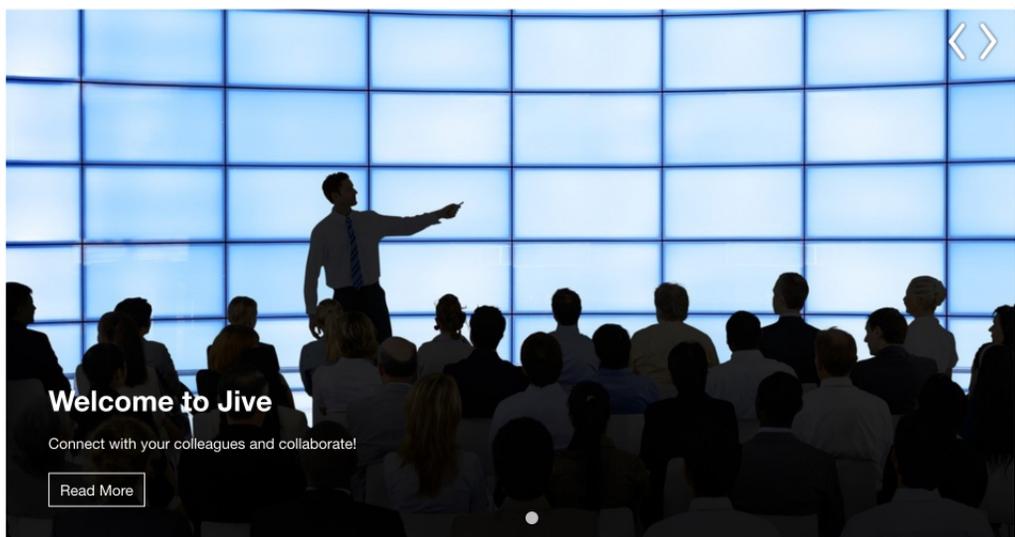
- **Background Image URL**
- **Background position:** Top center
- **Padding:** 25px (all around)
- **Action label with Action URL:** AureaWorks News with link URL
- **Open link in new window?:** Enabled
- **Action Alignment:** Center
- **RSS Settings:**
 - **RSS url:** https://www.nasa.gov/rss/dyn/lg_image_of_the_day.rss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

15

Slideshow tile

Slideshow tile has:

- Beautiful layout
- Various designs
- Flexible configuration



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.

For details, see the following topics:

- [Installing Slideshow Tile add-on](#)
- [Creating Slideshow tiles](#)
- [Copying settings from another tile](#)
- [An example of Slideshow tile](#)

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.

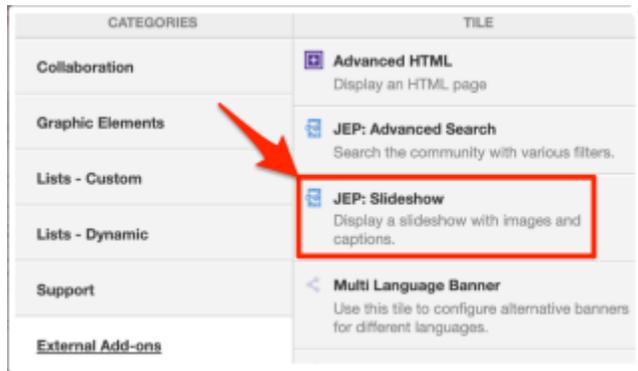
Creating Slideshow tiles

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

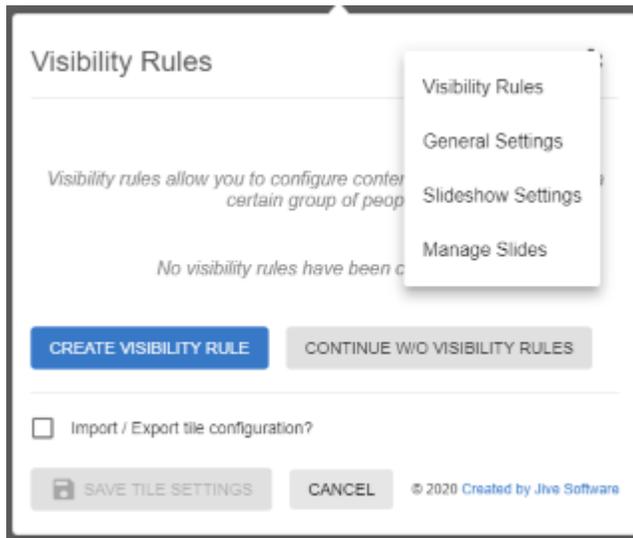
Adding Slideshow tile

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.



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 168.
3. Click **Save Tile Settings**.

Configuring Visibility Rules

To set up general tile settings:

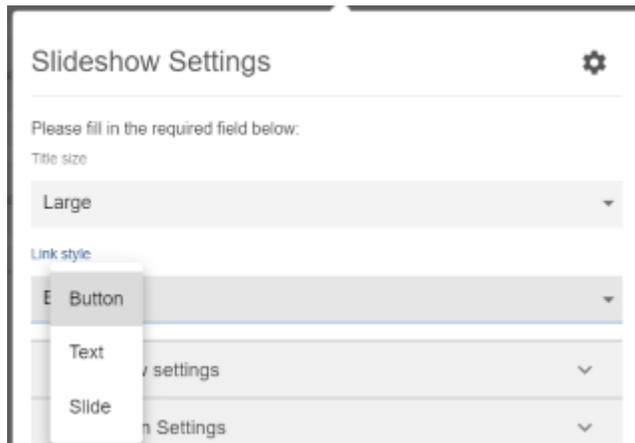
1. Select **Gear Icon > Visibility Rules** .
2. Configure a new visibility rule or select an existing one. For the detailed instructions on creating new rules, see [Visibility Rules of JEP tiles](#) on page 163.
3. Click **Save Tile Settings**.

Configuring Slideshow tile-specific settings

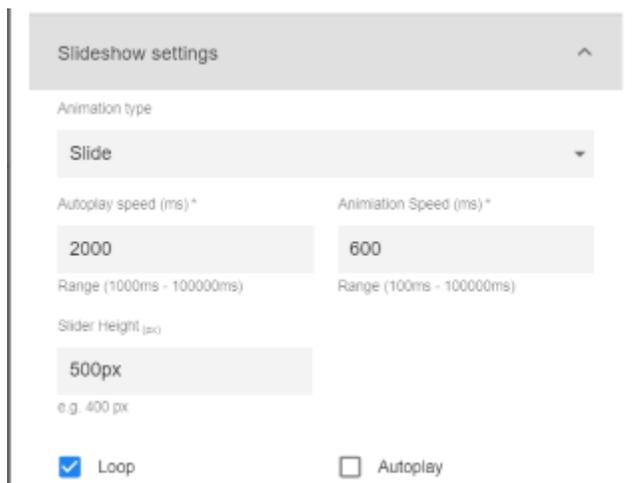
To configure settings specific to Slideshow tiles:

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).

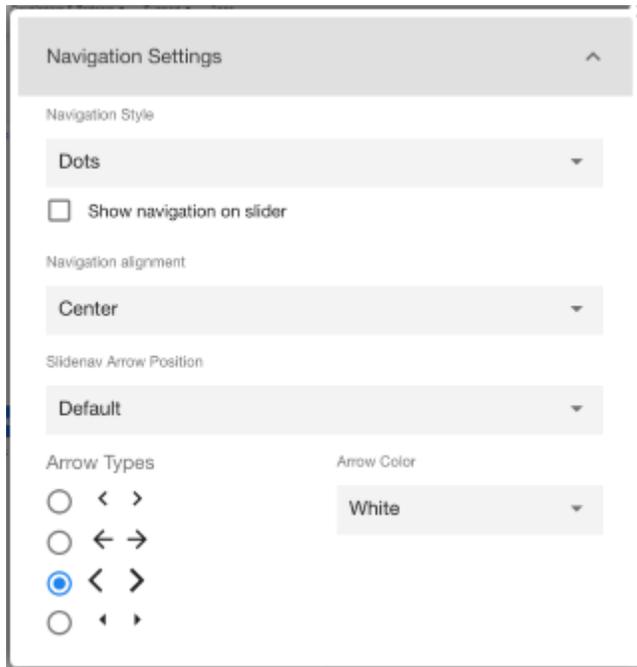


3. Set Animation settings using different options available:



- **Animation type:** Slide / Fade
- **Autoplay speed** and **Animation Speed**
- **Slider Height**
- Choose **Loop** or **Autoplay**

4. Set **Navigation Settings** of the slides:



- **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.

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:

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

- Specify the **Background color opacity**

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

11 Repeat Steps Step 6 on page 140-Step 10 on page 142 to create as many slides as required.

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

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

14 Click **Save Tile Settings**.

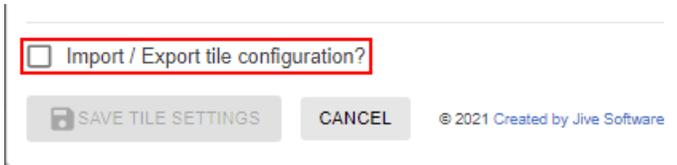
Slideshow tile is configured successfully.

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:



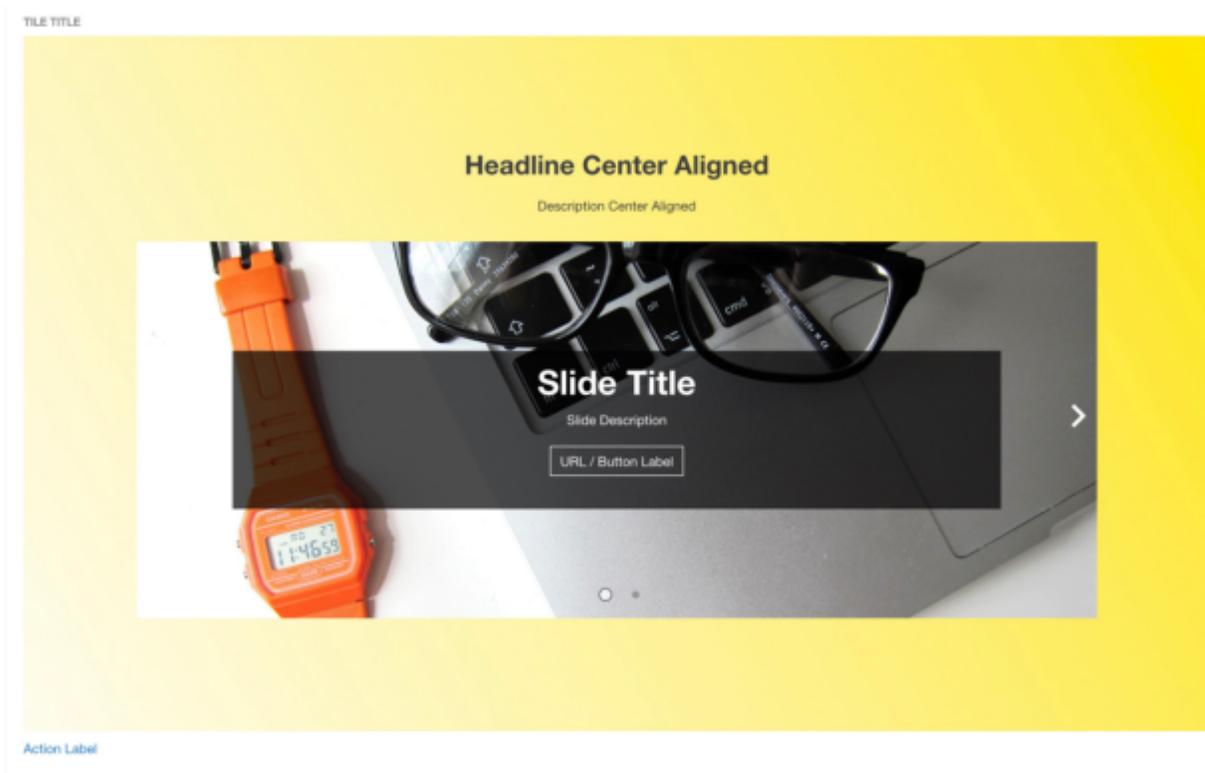
Import / Export tile configuration?

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

16

Social Media tile

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

- Facebook Page
- Twitter
- Instagram

SOCIAL MEDIA TILE



Tweets by @JiveSoftware



Jive Software
@JiveSoftware



How do you help sales teams close more deals?
Learn how [@AureaSoftware's #CRM + #Jive](#)
Interactive Intranet work together to enable [#sales](#) to
access critical information for managing & closing
more deals. [#socialselling jivesoftware.com/#demo](#)



9h



Jive Software
@JiveSoftware



You're invited! Learn how to leverage [#technology](#) to
talk to 100k employees at once!
[event.on24.com/eventRegistrat...](#)

100,000 Employees at Once
Jive Software
 15,075 likes
 Featured Speaker
 What You Will Learn:
 • 10 step-by-step approach on how to leverage technology to talk to 100k+ employees at once
 • how to find an effective communication platform to your needs
 • what roles should you seek after to ensure seamless communication
 Like Page
 Contact Us
 Be the first of your friends to like this
Jive Software
 9 hours ago
 How do you help sales teams close more deals? Learn how Aurea's **#CRM** + **#Jive** Interactive Intranet work together to enable **#sales** to access critical information for managing & closing more deals. **#socialselling**
#collaborationsolutions
#collaborativeworking
<https://www.jivesoftware.com/#demo>
 Like Comment Share

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

For details, see the following topics:

- [Installing Social Media Tile add-on](#)
- [Creating Social Media tiles](#)
- [Copying settings from another tile](#)
- [An example of Social Media tile](#)

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 captions.
Lists - Custom	 JEP: Social Media Tile Tile is used to integrate social network (Twitter, Facebook, Instagram) feed in jive
Lists - Dynamic	
Support	 Multi Language Banner Use this tile to configure alternative banners for different languages.
<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.

General Settings

Please configure the following "General" settings:

Title

Display tile title?

Headline ▼

Description ▼

Background image ▼

Action Link ▼

CONTINUE

Import / Export tile configuration?

SAVE TILE SETTINGS CANCEL © 2020 Created by Jive Software

Configuring General Settings

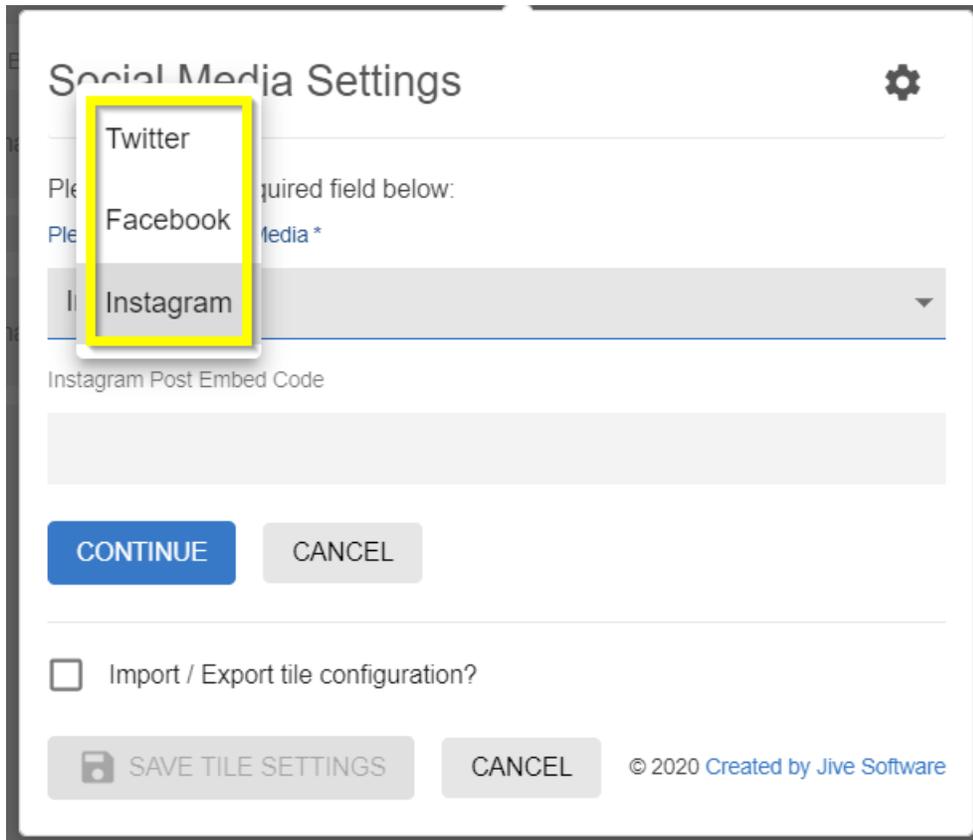
To set up general tile settings:

1. Select **Gear Icon > General settings** .
2. Configure the general settings. For the detailed instructions, see [General Settings of JEP tiles](#) on page 168.
3. Click **Save Tile Settings**.

Configuring Social Media tile-specific settings

To configure settings specific to Social Media tiles:

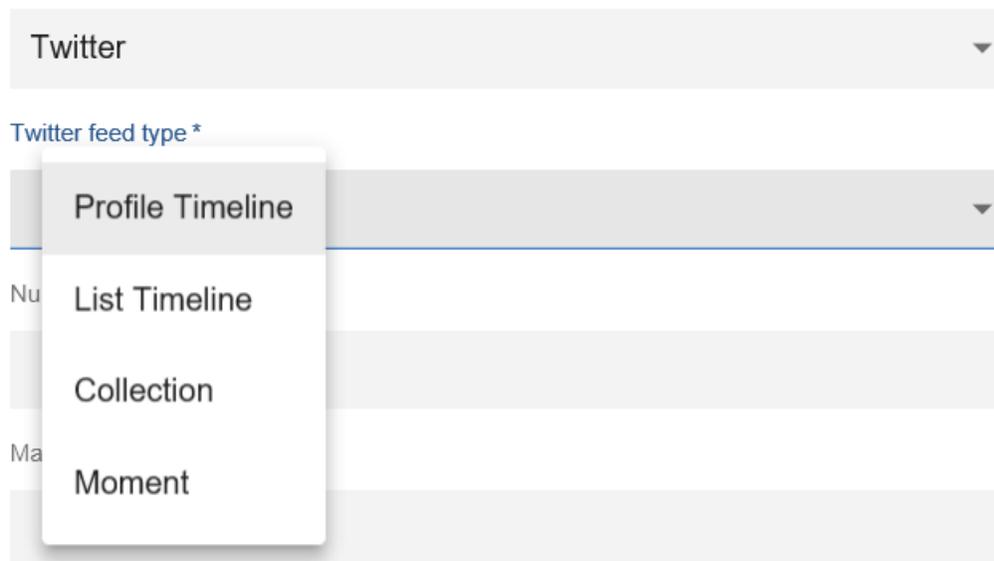
1. Click **the gear icon > Social Media Settings** .
2. Select one of the media options: Twitter, Facebook, or Instagram.



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

Please fill in the required field below:

Please Select Social Media *



Options	Description
<p>Twitter feed type</p>	<p>(Mandatory) Select any of the standard Twitter feed type from the available options:</p> <ul style="list-style-type: none"> • Profile Timeline: Displays public Tweets from any user on Twitter. • List Timeline: Shows Tweets from public Lists that you own and/or subscribe to. • Collection: Shows Tweets from a curated collection. • Moment: Shows Tweets from a public moment.

Social Media Settings



Please fill in the required field below:

Please Select Social Media *

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.
Chrome	Used to pick the display settings provided in the dropdown: <ul style="list-style-type: none">• noheader• nofooter• noborders• transparent• no scrollbars

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

Social Media Settings



Please fill in the required field below:

Please Select Social Media *

Facebook

Facebook Page Url *

Height

Facebook Tabs

- Timeline
- Events
- Messages
- Use Small Header
- Hide Cover Photo
- Show Friend's Faces
- Hide the custom call to action button (if available)

CONTINUE

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.
Show Friend's Faces	Enabling display or hiding 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.

Social Media Settings



Please fill in the required field below:

Please Select Social Media *

Instagram

Instagram Post Embed Code

To embed code from Instagram:

1. Log in to Instagram.
 2. 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**.

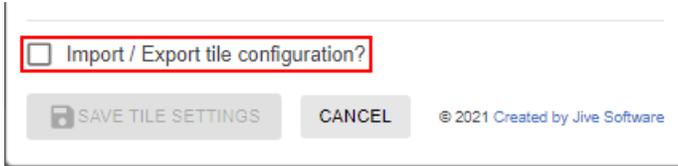
Social Media tile is configured successfully.

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:



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.

Social Media tile connected to Twitter

Figure 20: Social Media tile connected to Twitter

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.

Tweets by @TheBorisBecker



Boris Becker
@TheBorisBecker

Can't wait to watch it

<https://twitter.com/piersmorgan/status/1173968608634068993>



8m



Boris Becker
@TheBorisBecker

Word

<https://twitter.com/CNN/status/1173919564964474880>



3h



Boris Becker
@TheBorisBecker

It's [#power](#) [#Netflix](#) [@50cent](#)



17h

[Embed](#)

[View on Twitter](#)

AureaWorks News

- **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.



AureaWorks News

- **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



- **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/tsxplhhQTG/?utm_source=ig_embed&a
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
href="https://www.instagram.com/p/tsxplhhQTG/?utm_source=ig_embed&utm_campaign=lo
style=" background:#FFFFFF; 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:
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;
border-radius: 4px; flex-grow: 0; height: 14px; width:
60px;"></div></div></div><div style="padding: 19% 0;"></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"
stroke-width="1" fill="none" fill-rule="evenodd"><g
transform="translate(-511.000000, -20.000000)" fill="#000000"><g><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
516.755,65.022 516.623,62.101C516.479,58.943 516.448,57.996516.448,50
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
533.004,25.448 541,25.448C548.997,25.448 549.943,25.479 553.102,25.623
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></g></svg></div><div style="padding-top:
8px;"> <div style=" color:#3897f0; font-family:Arial,sans-serif;
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
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:
rotate(-45deg) translateX(3px) translateY(1px); width: 12.5px;
flex-grow: 0; margin-right: 14px; margin-left: 2px;"></div> <div
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
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
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
href="https://www.instagram.com/p/tsxplhhQTG/?utm_source=ig_embed&utm_campaign=1c
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></p></div></blockquote> <script async
src="//www.instagram.com/embed.js"></script>
```

17

Visibility Rules of JEP tiles

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 configure content that is only visible to a certian group of people.

No visibility rules have been created yet.

CREATE VISIBILITY RULE **CONTINUE W/O VISIBILITY RULES**

Import / Export tile configuration?

 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

Condition

Match all rules Match any rule

Import / Export tile configuration?

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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

ADD RULE

Language ^

Type *

- Language Profile Field Security Group

Language *

-- Select --

DELETE RULE

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

Rules

ADD RULE

Profile Field ^

Type *

Language Profile Field 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 separated by a comma. (case and space sensitive)

DELETE RULE

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

18

General Settings of JEP tiles

1. Specify the **Title** of the tile.

General Settings

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

Title



Display tile title?

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 Alignment Text color



Description ^

Description

Display the headline and description on the same line?

Description Alignment

Center ▼

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

Background image ^

Background image

<https://jep-qa.jiveon.com/resources/> ×

Background image will be sized based on the surrounding padding.

Background position

Top center ▼

Padding

Top	Right	Bottom	Left
30	20	30	20

Text color

#000000

6. Define action link as follows:

Action Link ^

Action label

Action URL

Open link in new window?

Action Alignment

Center ▼

Action colors

Text color	Background color
<input type="text" value="#606060"/>	<input type="text" value="#FFFFFF"/>
Hover text color	Hover background color
<input type="text" value="#4A85CD"/>	<input type="text" value="#F2F2F2"/>

Use a flatter button

- Define the **Action label** and **Action URL**, enable **Open link in new window?** to open the Action URL in a new window.
- Set the **Action Alignment** and **Action Colors** to display the button on hover.
- 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 the page. No need to declare <html>, <head>, or <body> tags.

SAVE HTML

Import / Export tile configuration?

 SAVE TILE SETTINGS

CANCEL

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Insert the HTML code within `<div> ... </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 173.

8. Select a font from Google Font Library.

Font Settings 

Please select font



Please select System font or Google Font

General Settings contain the main tile settings.

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Allowing JavaScript usage for specific users

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`.
2. Add one or more users, who should be able to add JavaScripts to the HTML, to this group.

Enable Javascript in HTML of General Settings.