



Jive Interactive Intranet

Cloud User Guide

Jive Extensions

Notices

For details, see the following topics:

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

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Aurea global support

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

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

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

You can also find the setup files on [Support Portal](#).

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

1

Jive Extensions

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

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

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

For details, see the following topics:

- [Supported browsers](#)

Supported browsers

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

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

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

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

Important notes and restrictions:

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

2

Jive Extensions: Tiles

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

For details, see the following topics:

- [Advanced Document Viewer tile](#)
- [Advanced HTML tile](#)
- [Advanced Search tile](#)
- [Audio tile](#)
- [Calendar tile](#)
- [Content Filter tile](#)
- [Countdown tile](#)
- [Create a Post tile](#)
- [Formatted Text tile](#)
- [Grid Layout tile](#)
- [Jive Poll tile](#)
- [News Stream tile](#)
- [Recent Content tile](#)
- [RSS tile](#)
- [Slideshow tile](#)
- [Social Media tile](#)
- [Visibility Rules of JEP tiles](#)
- [General Settings of JEP tiles](#)

Advanced Document Viewer tile

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

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

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

Document Viewer Tile



✓ **Tile saved**

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

▶ **Visibility Rules**

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

▶ **General Settings**

Adjust various display options and messaging.

▶ **Document Viewer**

Select document and display parameters.

☐ Import / Export tile configuration?

 **SAVE TILE SETTINGS**

CANCEL

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Document Viewer Tile



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

Search Document

Select...

- ☐ Suppress document title and author information
- ☐ Suppress "Share", "Like", and "Comment" links
- ☐ Suppress content badges (e.g. Official, Final, Outdated)

CONTINUE

CANCEL

- ☐ Import / Export tile configuration?



SAVE TILE SETTINGS

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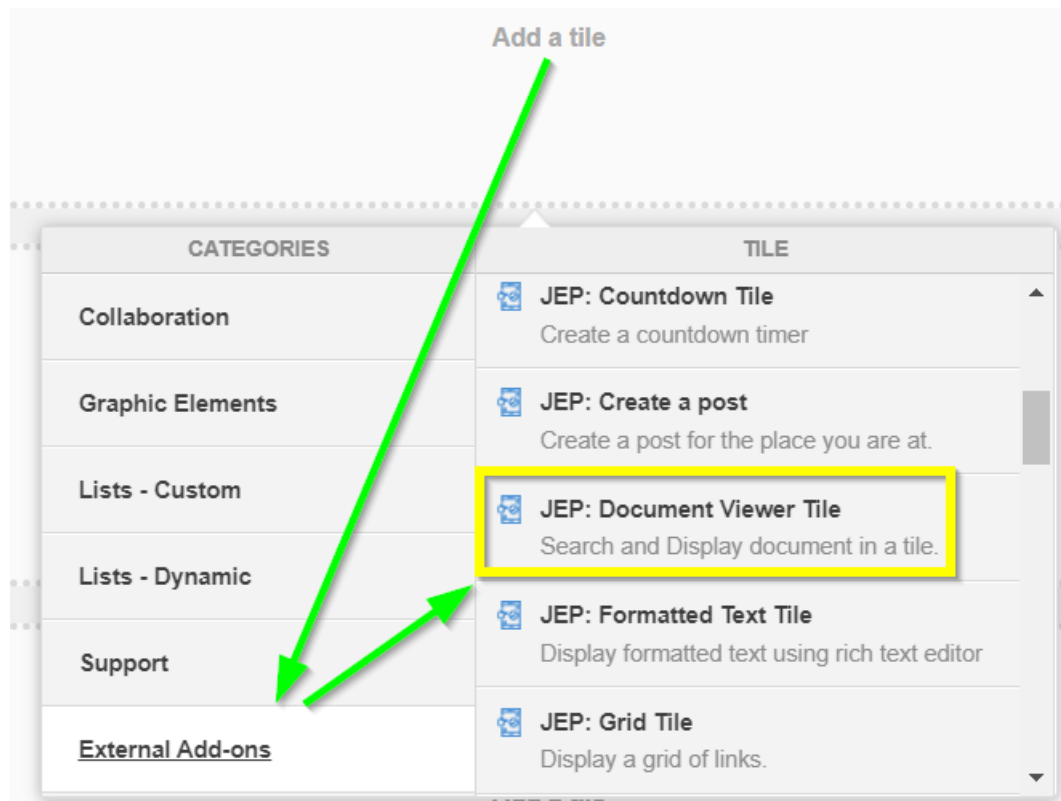
Creating Advanced Document Viewer tiles

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.

☐ Import / Export tile configuration?

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Visibility Rules

General Settings

Document Viewer Settings

Configuring General Settings

To set up general tile settings:

1. Select **Gear Icon > General settings** .
2. Configure the general settings. For the detailed instructions, see [General Settings of JEP tiles](#) on page 156.
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 151.
3. Click **Save Tile Settings**.

Configuring Advanced Document Viewer Settings

To configure settings specific to Advanced Document Viewer tiles:

Document Viewer Tile 

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

Search Document


☐ Suppress document title and author information

☐ Suppress "Share", "Like", and "Comment" links

☐ Suppress content badges (e.g. Official, Final, Outdated)

CONTINUE **CANCEL**

☐ Import / Export tile configuration?

 **SAVE TILE SETTINGS** **CANCEL** © 2020 Created by Jive Software

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

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

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

4. Click **Save Tile Settings**.

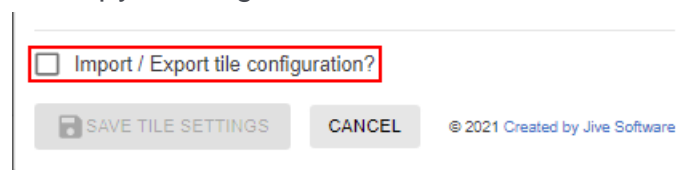
Advanced Document Viewer is configured successfully.

Copying settings from another tile

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

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

To copy settings from another tile of the same type:

A screenshot of a web interface showing a dialog box. At the top, there is a checkbox labeled 'Import / Export tile configuration?'. Below the checkbox, there are two buttons: 'SAVE TILE SETTINGS' and 'CANCEL'. To the right of the buttons, there is a small 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.

Advanced HTML tile

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

Advanced HTML tiles:

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

ADVANCED HTML TILE - DEMO








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 156.
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 151.
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

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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

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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](#) in the Jive 9.x Community Manager Help.

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

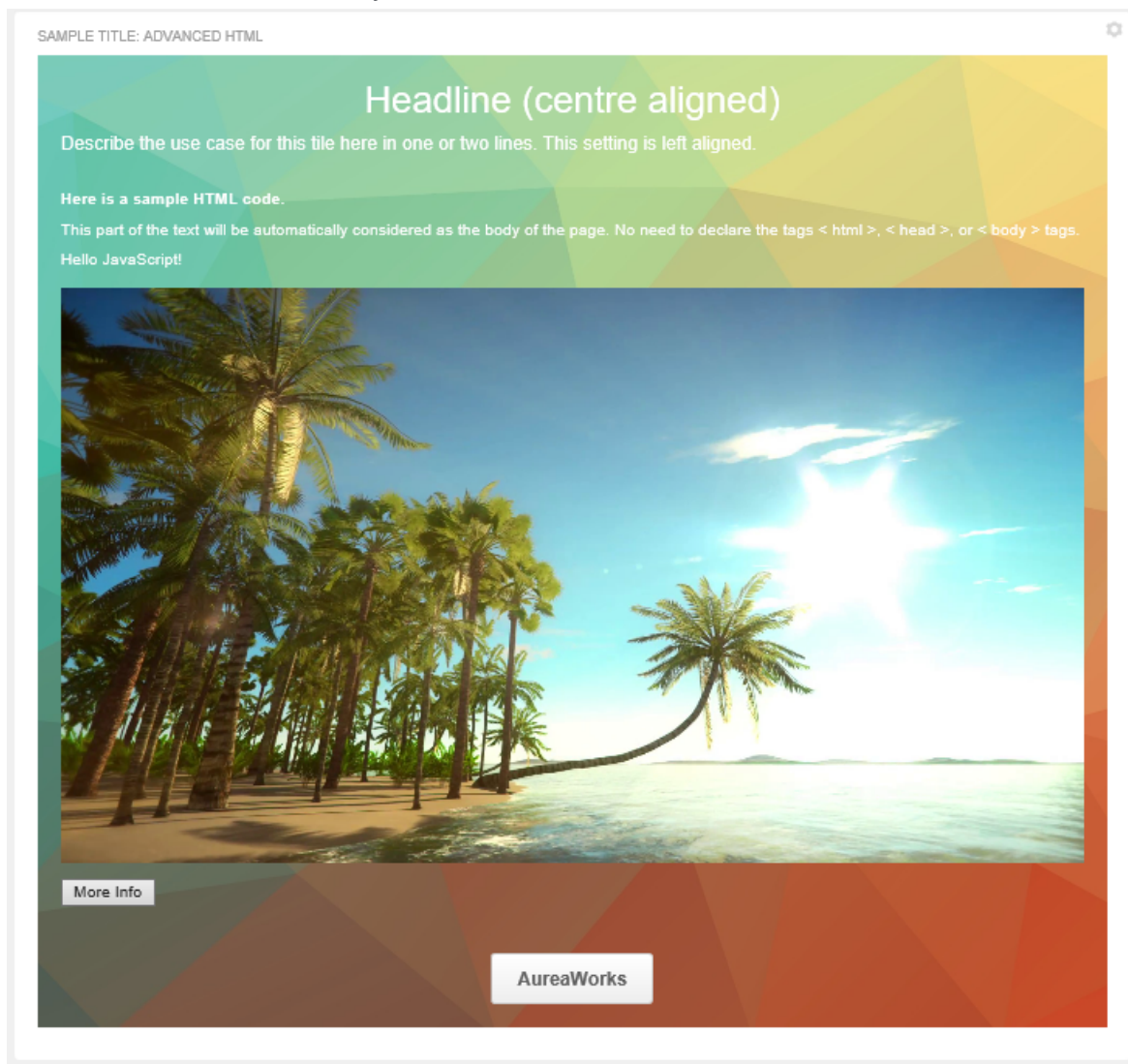
CANCEL

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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 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>
```

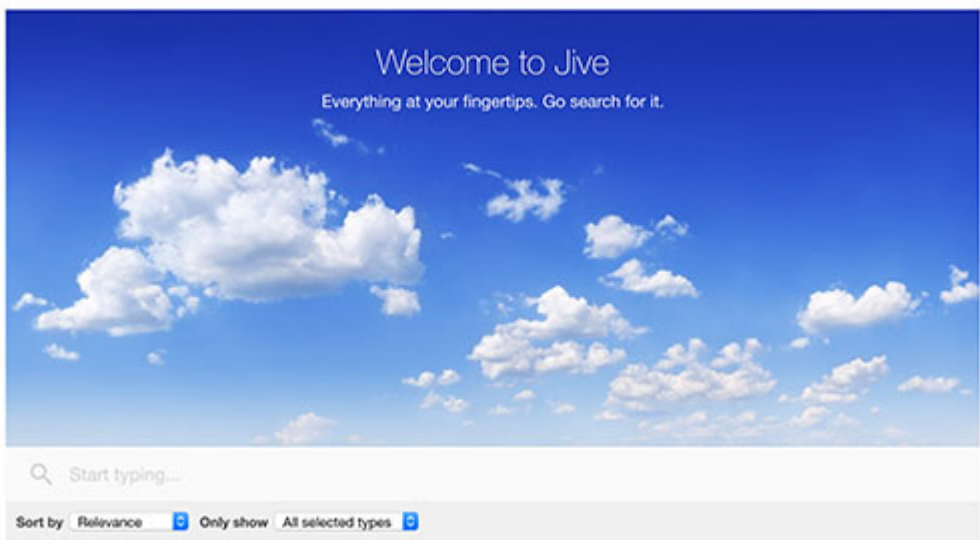
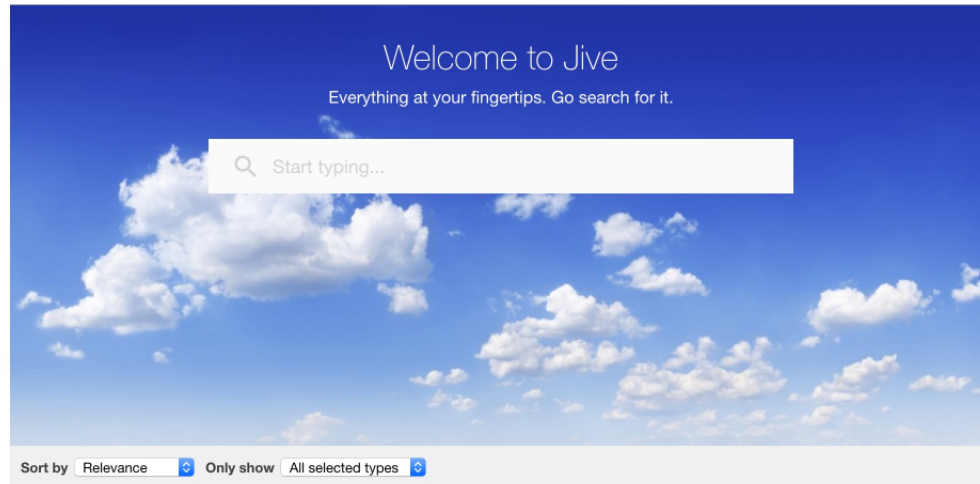
Advanced Search tile

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

Advanced Search tile:

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

JIVE EXTENSION PACK - ADVANCED SEARCH TILE



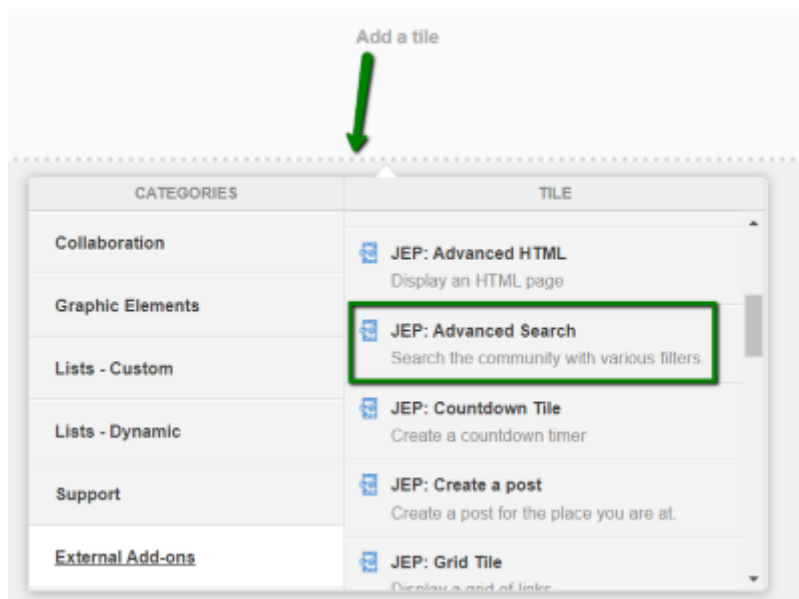
Creating Advanced Search tiles

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

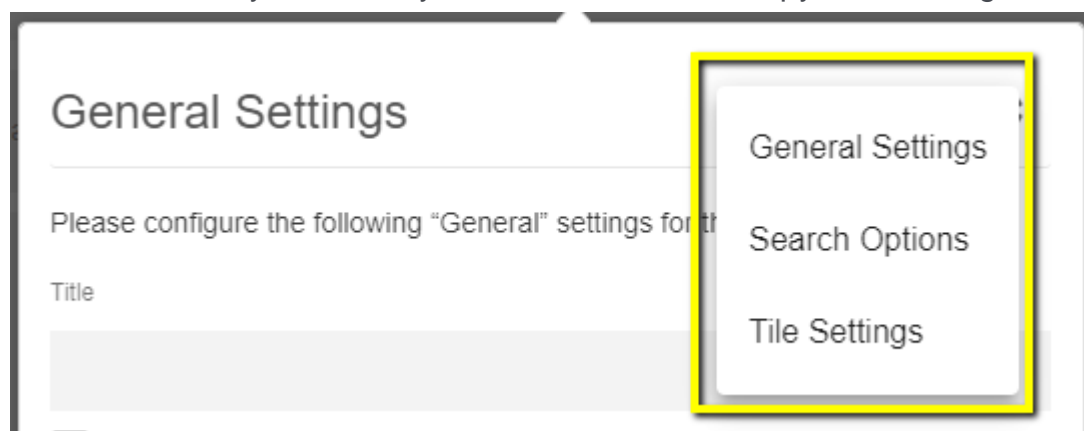
Adding Advanced Search tile

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 156.
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

Start typing...

Label text

Search

Will only be visible to screen readers

Style

Spotlight



Link color

3778c7

Number of results

10



Columns

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.

Options	Description
Link color	The link color. You can use the color picker to select one.
Number of results	The number of search results to be displayed.
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.

☒ Places

☒ Tasks

☒ Blog Posts

☒ Ideas

☒ Documents

☒ Status updates

☒ Polls

☒ Videos

☒ Discussions

☒ Events

☒ 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**.

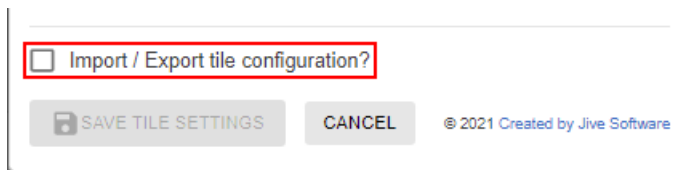
Advanced Search is configured successfully.

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:



☐ Import / Export tile configuration?

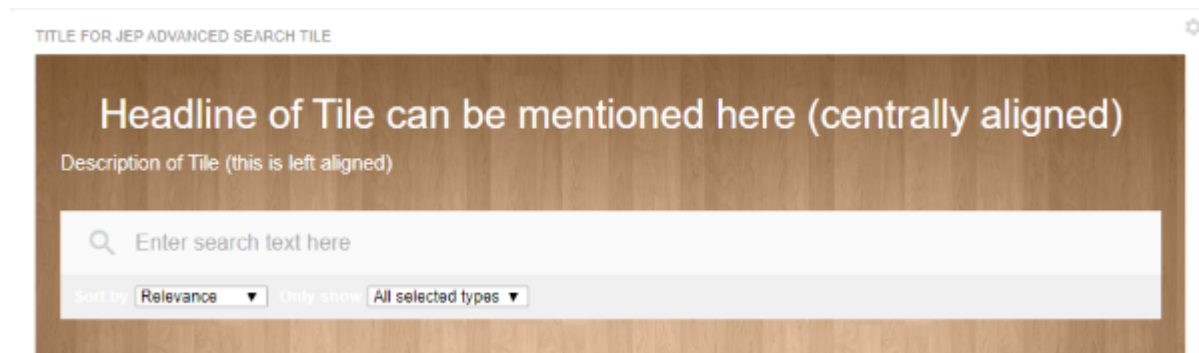
 SAVE TILE SETTINGS CANCEL © 2021 Created by Jive Software

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

An example of Advanced Search tile

An Advanced Search may look like this.

Example 1



TITLE FOR JEP ADVANCED SEARCH TILE

Headline of Tile can be mentioned here (centrally aligned)

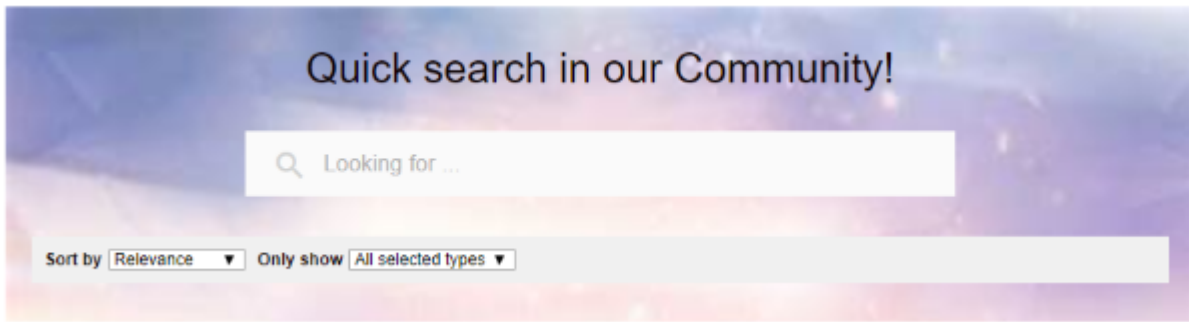
Description of Tile (this is left aligned)

Enter search text here

Sort by: Relevance Only show: All selected types

- **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



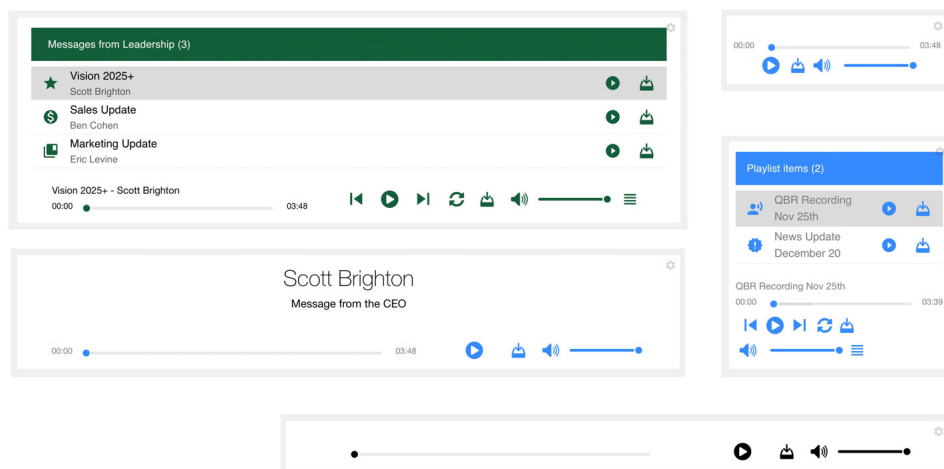
- **General Settings:**
 - Headline: Quick search in our Community!
 - Background Image URL
- **Search Settings:**
 - **Design Options > Placeholder Text** : Looking for ...
 - **Style:** Hero

Audio tile

A soundboard with highly customizable player controls.

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

- Aides sequencing of audio tracks, besides allowing playback control – looping the tracks continuously.
- Enables users to configure a list of audio files or podcasts to be played on a place page.
- Comes with two layouts (Player and Player with Playlist) and has configurable branding settings to adjust to your corporate design.
- Allows for your configurations to be saved for reuse.



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

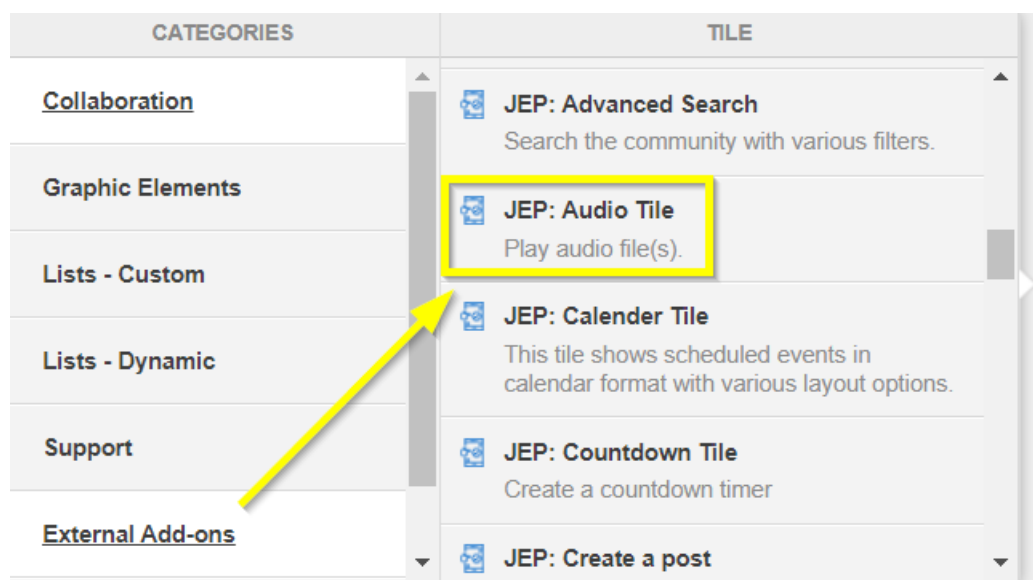
Creating Audio tiles

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 this tile:

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 156.
- 3. Click **Save Tile Settings**.

Configuring Audio tile-specific settings

To configure settings specific to Audio tiles:

Configuring **Player Settings** of Audio tile

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

Audio Tile 

Please fill in the required field below:

Title

Plavlist

Player

Player + List

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



#368CFF

Controls Hover Color



#0069B4

Text Color



#7D7D7D

Header Text Color



#FFFFFF

Row Hover Color



#F3F3F3

- (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

 queue_music

Audio file URL *

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

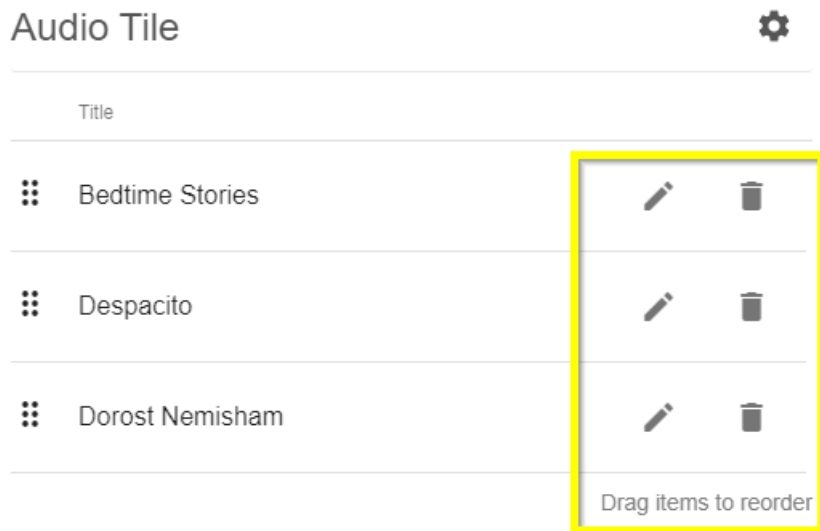
SAVE

CANCEL

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

Options	Description
Title	(Mandatory) Track title.
Description	Track description.
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**.

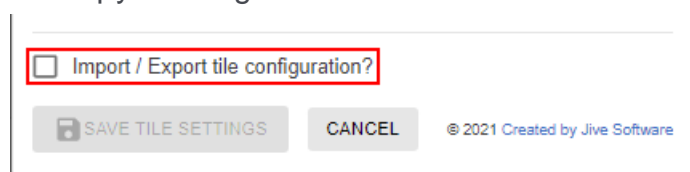
Audio tile is configured successfully.

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.

Calendar tile

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

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

Calendar tile:

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

Calendar Settings



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
 Curate Tool Group

Group place events by color

Place	B/G 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	

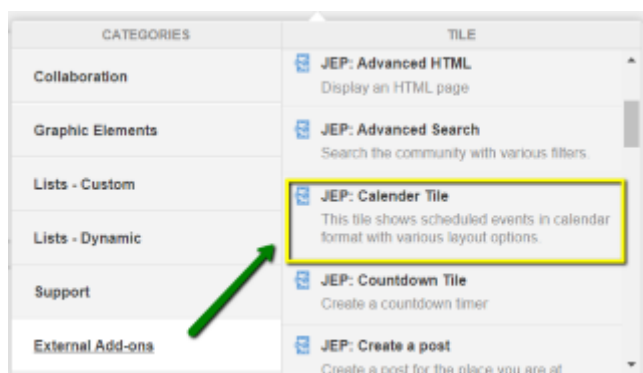
Creating Calendar tiles

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 156.
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 151.
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 *

09:00 AM x
06:00 PM x

- **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**

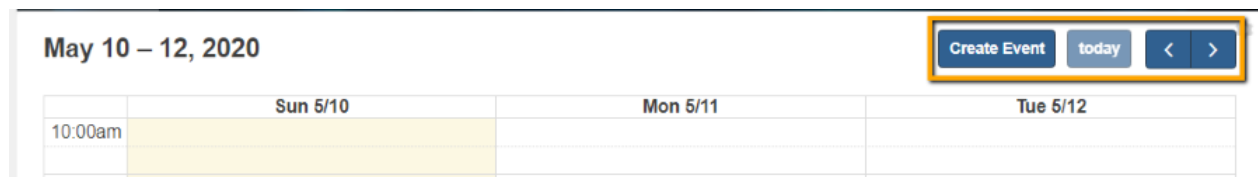
To set the display hours, select the **Day start time** and **Day end time** using the time picker.

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:

☐ Import / Export tile configuration?

SAVE TILE SETTINGS

CANCEL

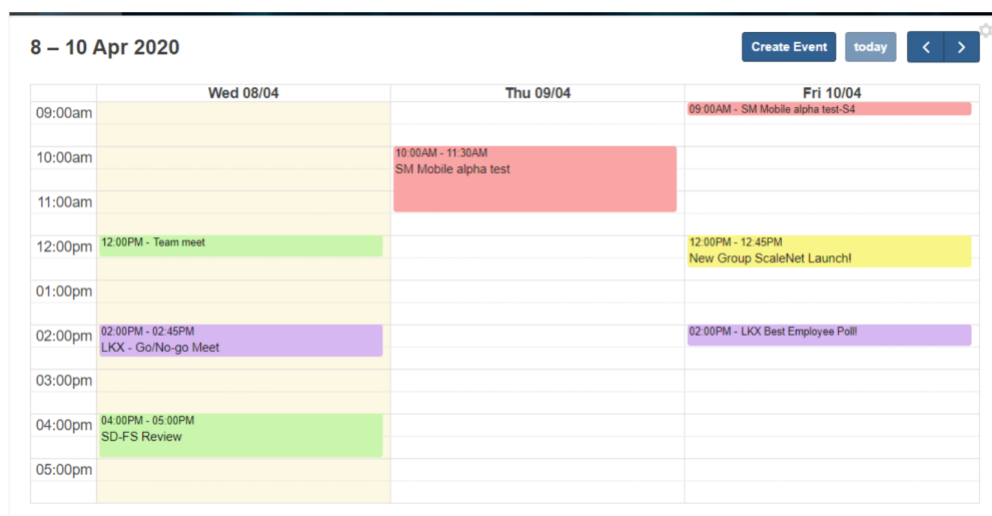
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Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

An example of 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

Content Filter tile

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

Each value corresponds to 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

Dropdown A

Dropdown B

Dropdown C

Dropdown D

Section B

Dropdown A

Value B, Value D

☒ Check All

☒ Uncheck All

Value A

☒ Value B

Value C

☒ Value D

Value E

Value F

Section C

Dropdown 1

Dropdown 2

Dropdown 3

Dropdown 4

Dropdown 5

Section D

Dropdown A

Dropdown B

Dropdown C

Search

JEP TAG FILTER TILE

SBU's

Retail

...

Retail-Americas

Retail - Asia

Retail EMEA

Retail Australia

Retail Canada

Projects

CCT

...

KPGG

...

LCQ

LCQ

...

LCQ 2019

LCQ - Support 2019-2023

Places

Groups

...

Spaces

Spaces

...

Trainee Space

Test Space

SME Space

Plans

BCP

...

DRM

...

Project Plans

...

QA Plans

...

Type to filter by text

Type to filter by text

automation

Sort Content

Sort by date created: newest...

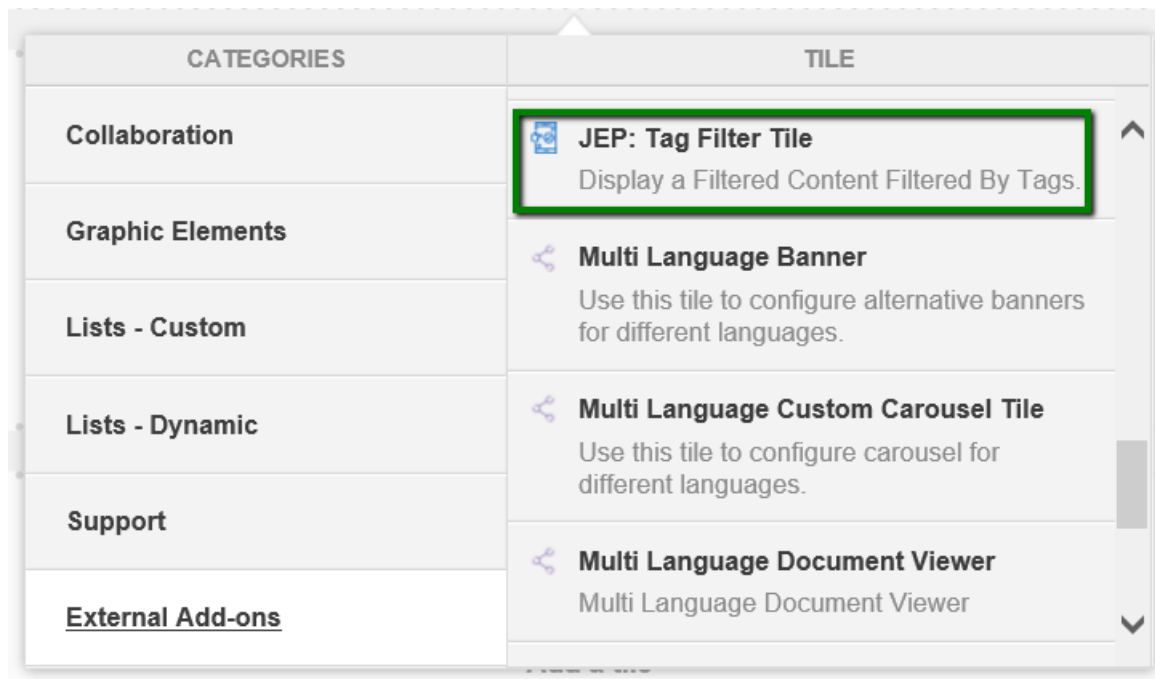
Creating Content Filter tiles

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:

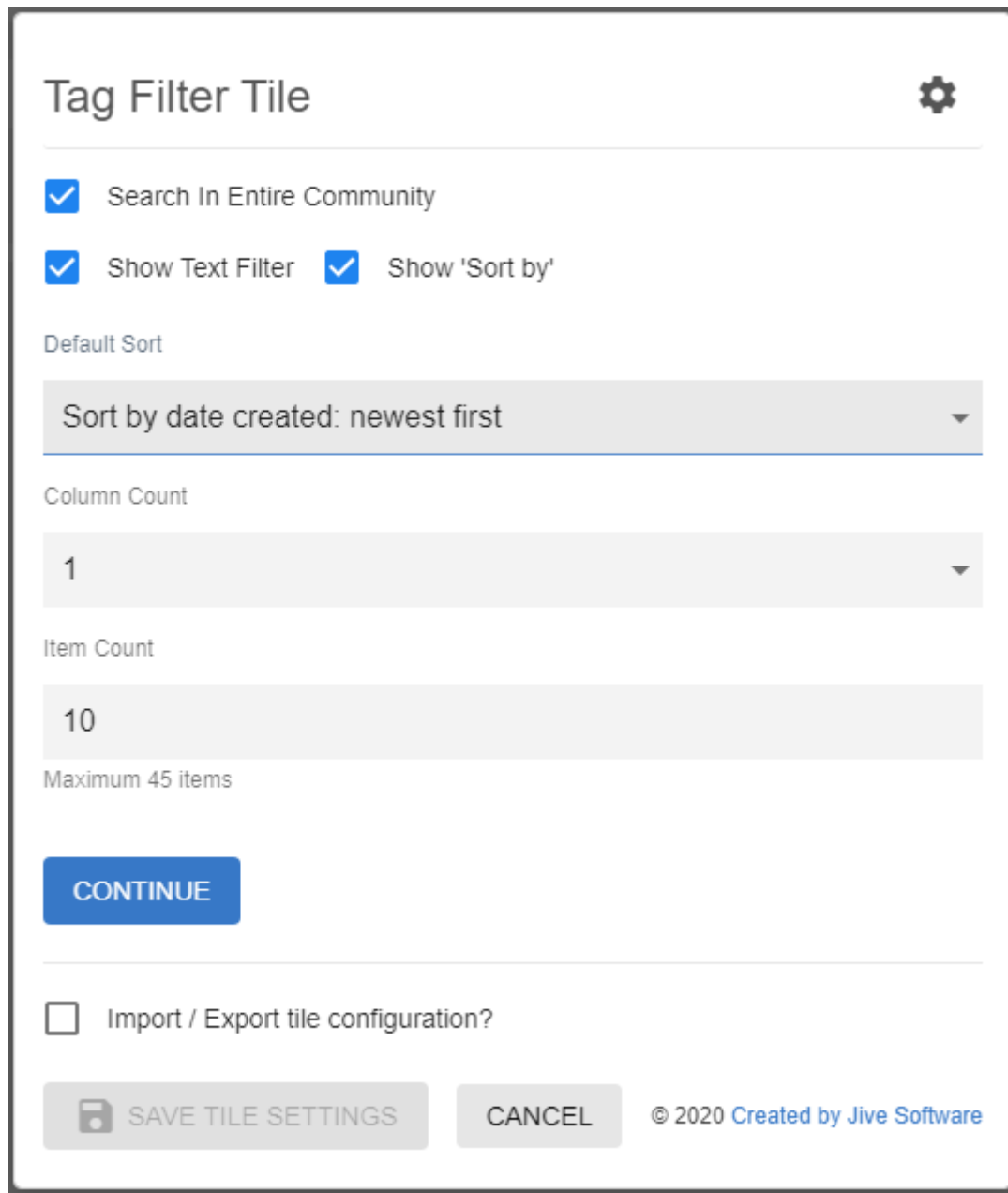
1. Select **Gear Icon > General settings** .
2. Configure the general settings. For the detailed instructions, see [General Settings of JEP tiles](#) on page 156.
3. Click **Save Tile Settings**.

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 a configuration window titled "Tag Filter Tile" with a gear icon in the top right corner. The window contains several settings:

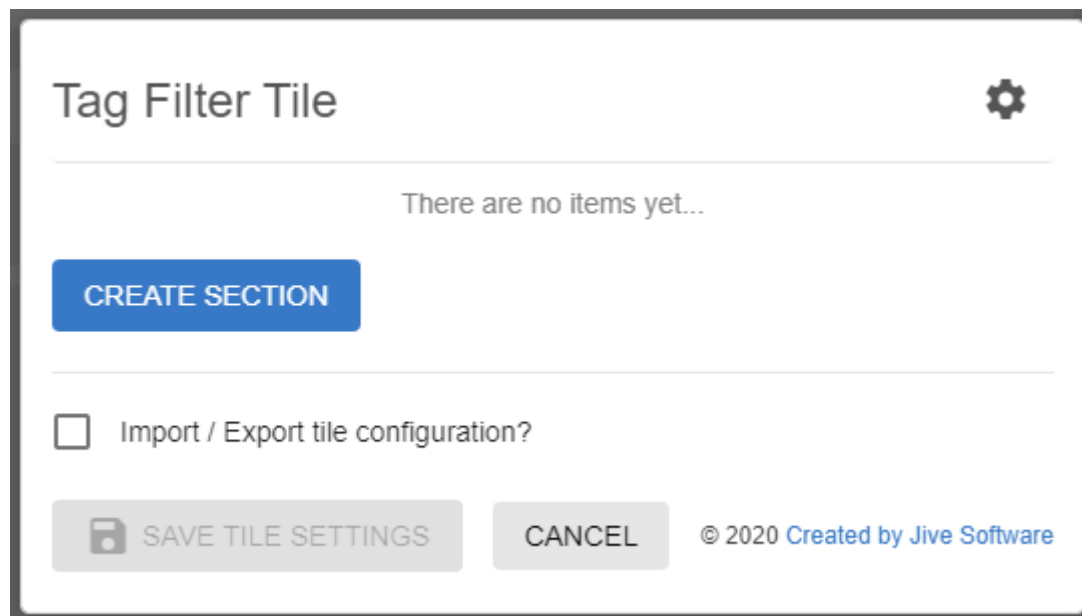
- ☒ Search In Entire Community
- ☒ Show Text Filter ☒ Show 'Sort by'
- Default Sort: A dropdown menu showing "Sort by date created: newest first".
- Column Count: A dropdown menu showing "1".
- Item Count: A dropdown menu showing "10".
- Maximum 45 items
- A blue "CONTINUE" button.
- ☐ Import / Export tile configuration?
- At the bottom, there are three buttons: "SAVE TILE SETTINGS" (with a floppy disk icon), "CANCEL", and 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.

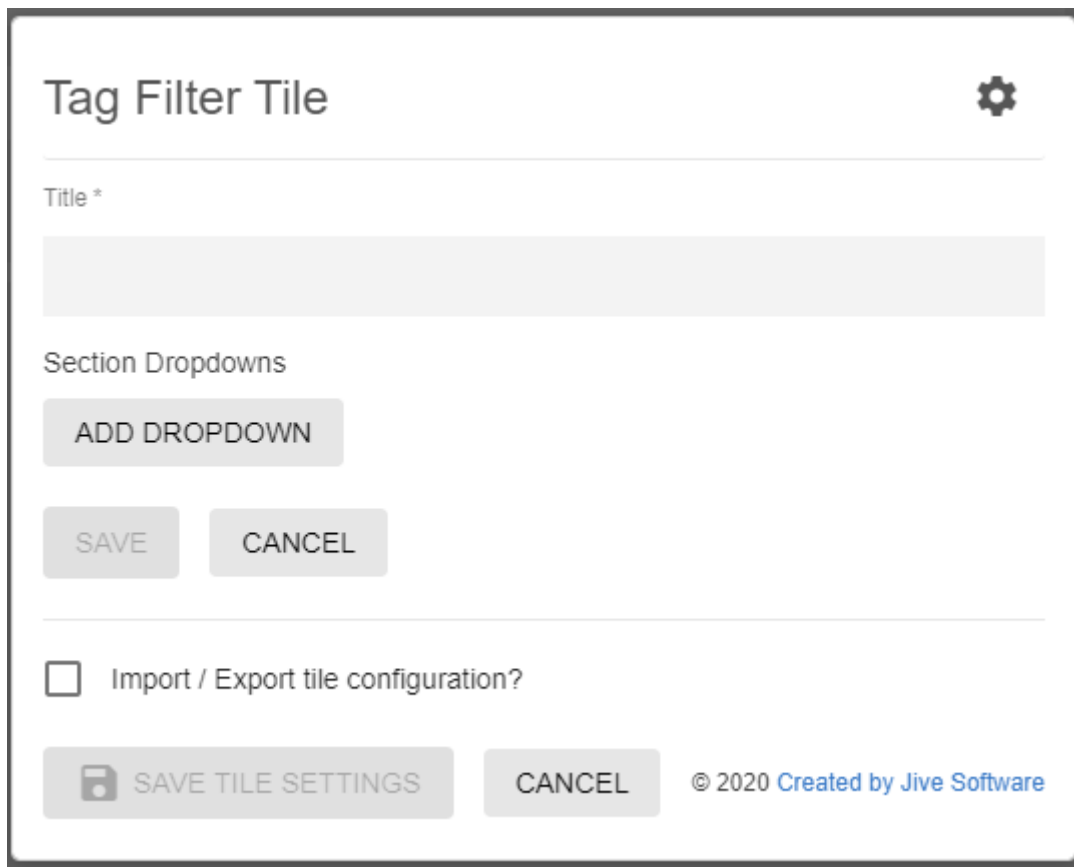
6. Select the **Column Count** to be displayed in the search results (1-3).
7. Specifying the **Item Count**, that is, the number of search items to be displayed in the search results.
8. Click **Continue** to move to the next screen.

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 *" label followed by a large text input field. Underneath is a "Section Dropdowns" section containing an "ADD DROPDOWN" button. Below this are "SAVE" and "CANCEL" buttons. A horizontal line separates this from a checkbox labeled "Import / Export tile configuration?". At the bottom, there is a "SAVE TILE SETTINGS" button with a floppy disk icon, a "CANCEL" button, and 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.

Tag Filter Tile 

Title *


Section Dropdowns

Dropdown 1 *

ADD DROPDOWN


SAVE CANCEL

☐ Import / Export tile configuration?




 SAVE TILE SETTINGS CANCEL © 2020 Created by Jive Software



- d) Repeat these steps to add as many section titles with their drop-down values as required.
- e) Click **Save**, which is enabled after at least one section is configured, to save the section settings.



13In the next screen, the sections configured can be managed as follows:




Tag Filter Tile 



Title



 **Section 1**  


1. Dropdown1  

2. Dropdown 2  

 **Section 2**  


1. S2 Dropdown 1  

2. S2 Dropdown 2  

Drag items to reorder 

CREATE SECTION **CONTINUE**


☐ Import / Export tile configuration?

 **SAVE TILE SETTINGS** **CANCEL** © 2020 Created by Jive Software

- a) Edit the section configurations using the pencil icon.
- b) Delete the section configuration using the trash can icon.
- c) Rearrange the sections along with the dropdowns by dragging the items appropriately.

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?

 SAVE TILE SETTINGS

CANCEL


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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**.

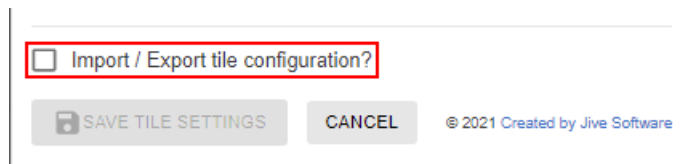
Content Filter tile is configured successfully.

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:

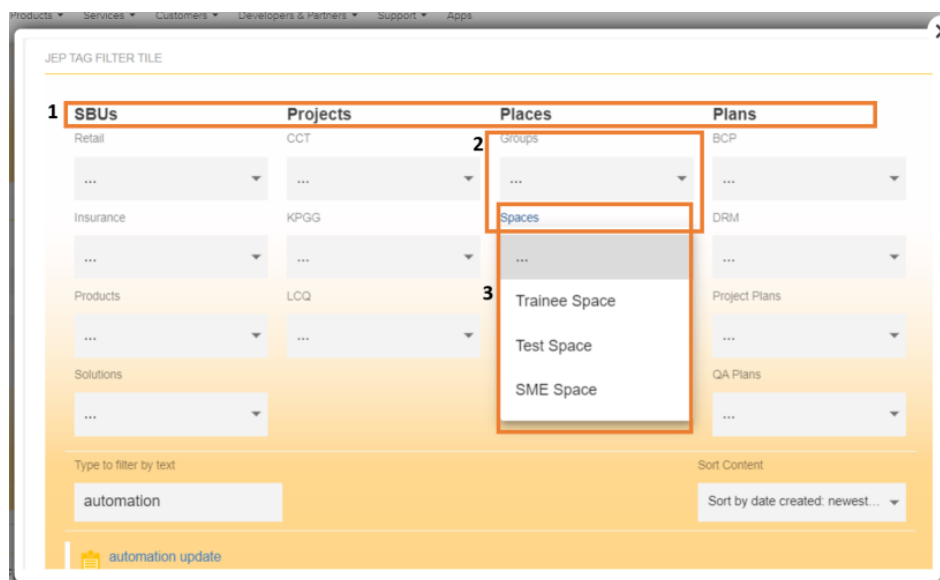


Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

An example of Content Filter tile

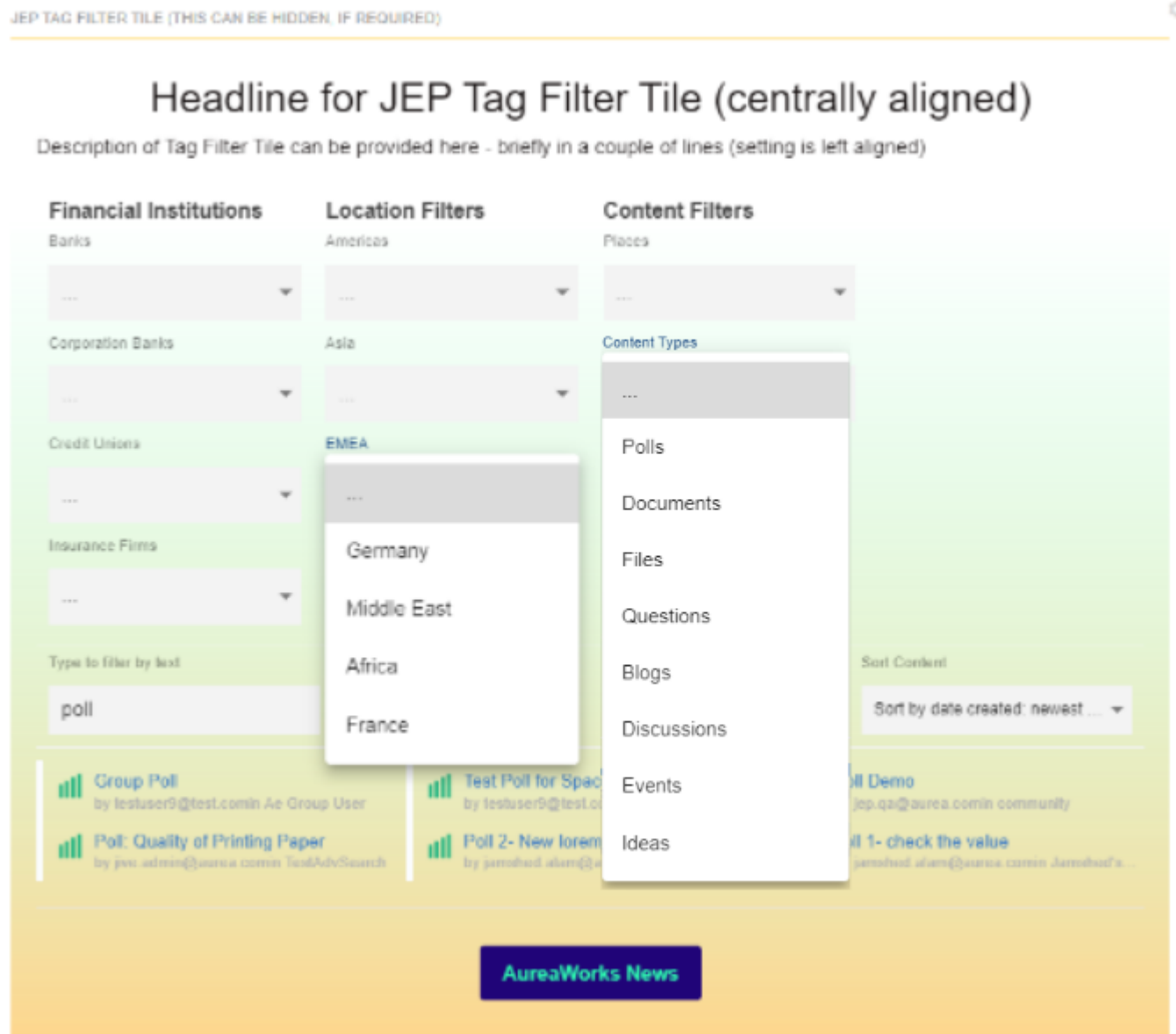
An Content Filter may look like this.

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



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 Space1

[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 'Need a Guide?' section. It features four filter columns: Locations, Topics, Artifacts, and People. Below these filters is a list of search results, each with an icon, a title, and a byline. A 'Get your latest updates here!' button is located at the bottom right of the results area.

Locations	Topics	Artifacts	People
BLR	Business-related	Docs	Roles
IT	BCP	How-To	Interns
CHN	Technical	Interactive	Contacts
IT	...	Video	PMO
DHL	Internal Communications	Trainings	
IT-Tech	...	Onsite	
KOL			
IT-Ops			

	Longevity@work by jive.admin@aurea.comin JEP Experienc...		Any training on Site emergencies? by jive.admin@aurea.comin JEP Experienc...		How-To Series: Manage Downtimes by jive.admin@aurea.comin JEP Experienc...
	Test Discussion for Tag by testuser9@test.com		New Tests by jive.test1in JEP Experience Center		

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

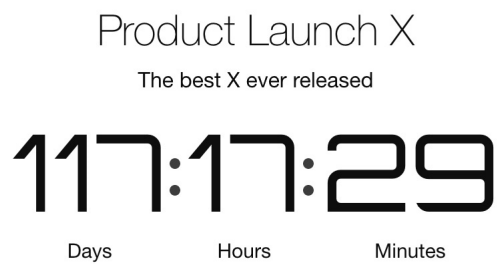
Note: Multi-select values are connected with the AND operator.

Countdown tile

Simple Tile that displays a configurable countdown in various styles.

Countdown tile:

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



Date

February 10, 2020 1:00 AM

Timezone

GMT-4:00

Display Settings



Show Days



Show Hours



Show Minutes



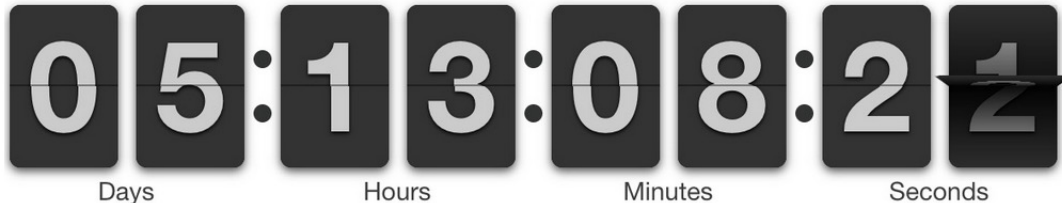
Show Seconds



Show Labels

Display Style

Flip



SAVE COUNTDOWN SETTINGS

CANCEL

Creating Countdown tiles

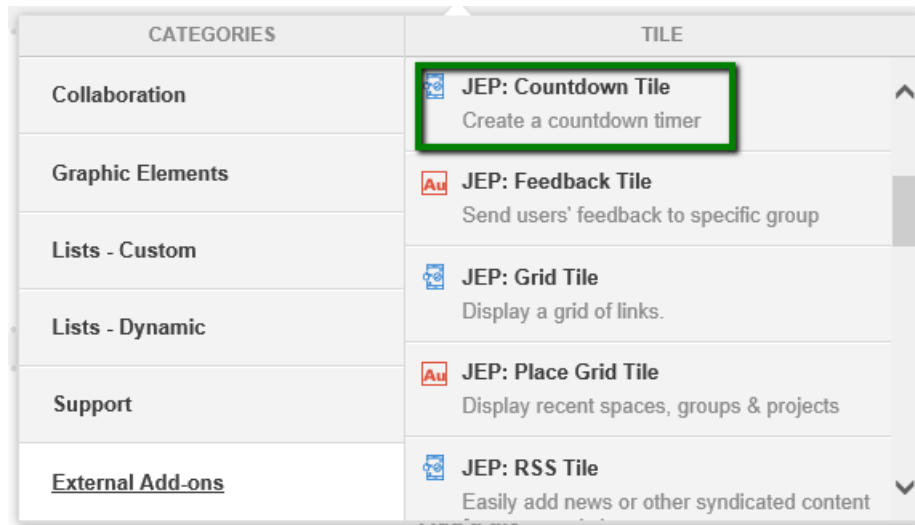
Here you can find details on adding and configuring Countdown tiles.

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 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 © 2019 Created by Jive Software

Configuring General Settings

To set up general tile settings:

1. Select **Gear Icon > General settings**.
2. Configure the general settings. For the detailed instructions, see [General Settings of JEP tiles](#) on page 156.
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 *

2019-09-14

Time

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.

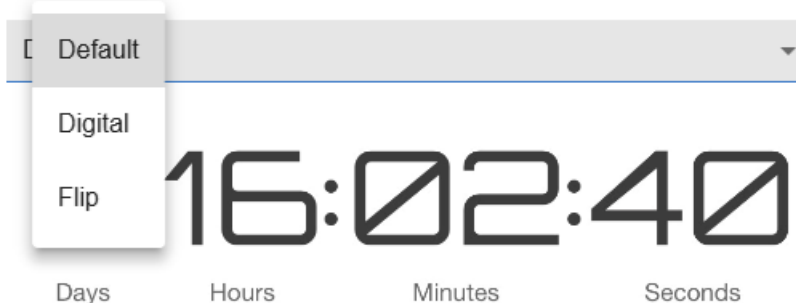
3. In **Display Settings**, configure the display settings.

Display Settings

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

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

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:

☐ Import / Export tile configuration?

SAVE TILE SETTINGS
CANCEL
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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 Countdown tile

An Countdown may look like this.

The tile can look like this with different display styles:

Figure 1: Countdown display style: Flip

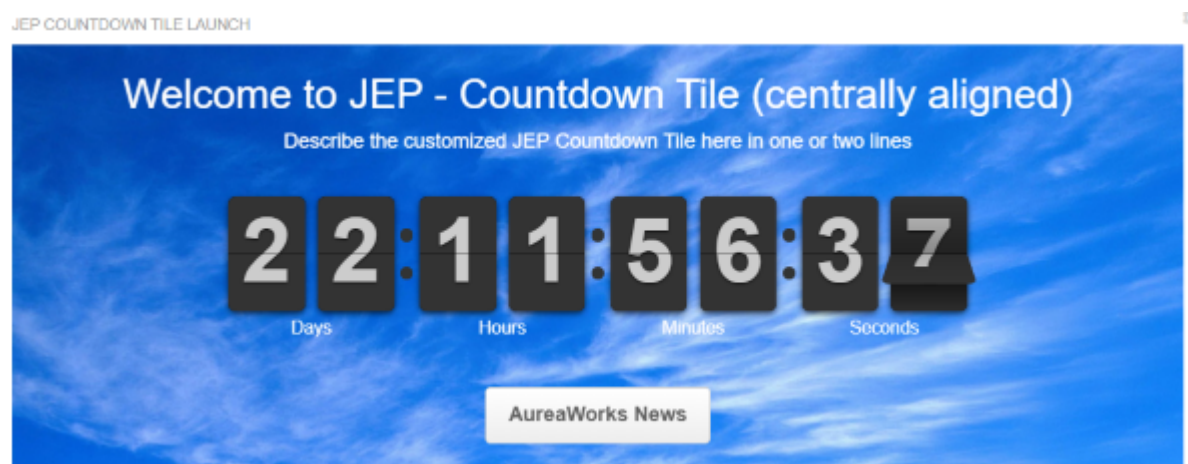


Figure 2: Countdown display style: Digital

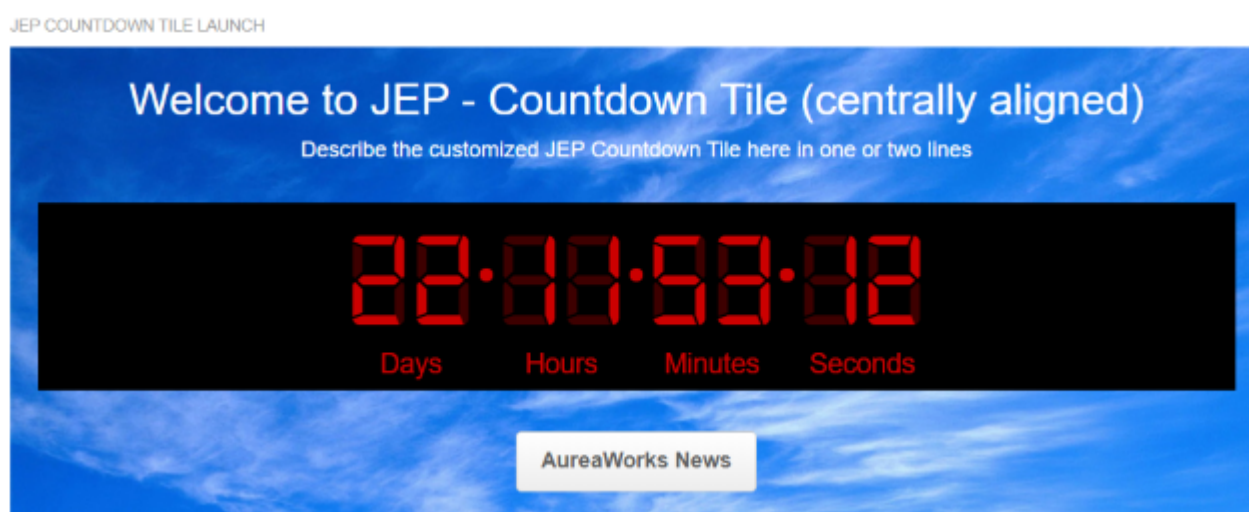
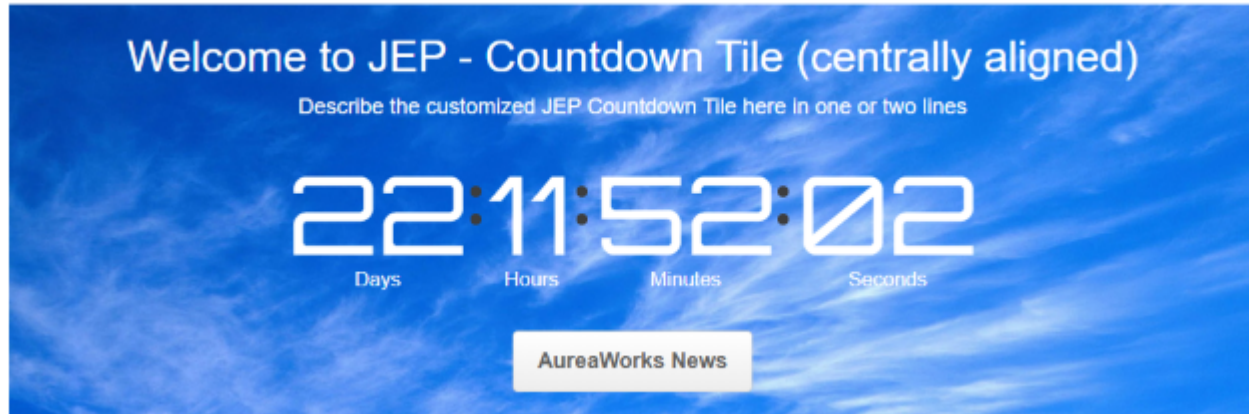


Figure 3: Countdown display style: Default

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

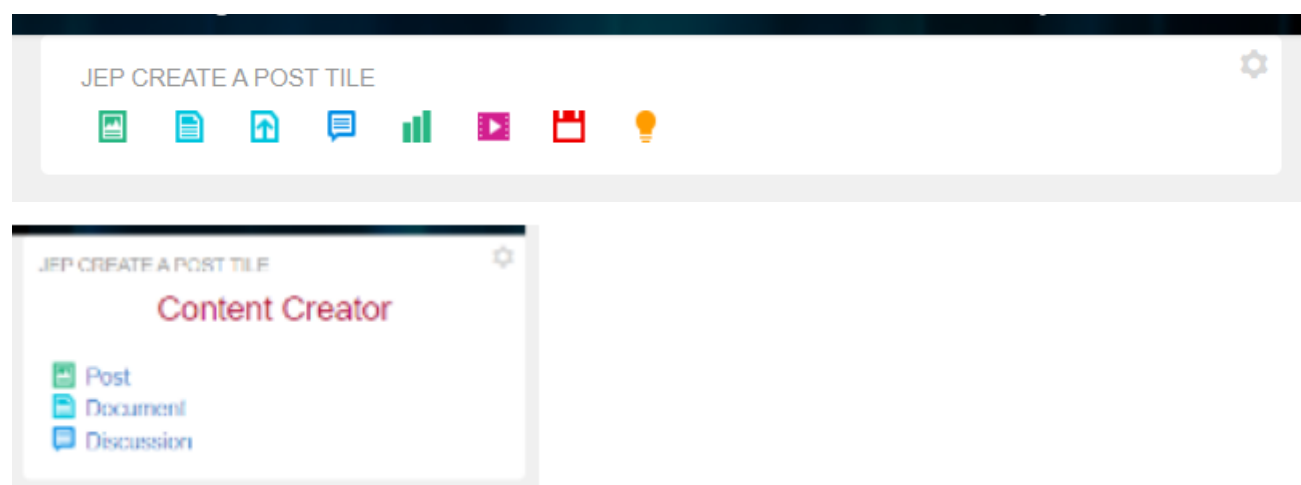
Create a Post tile

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

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

Create a Post tile:

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



Create a Post Options



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

Content types



Set the types of results to return.



Files



Idea



Document



Discussion



Poll



Video



Blog Post



Event

SAVE CREATE A POST SETTINGS

CONTINUE

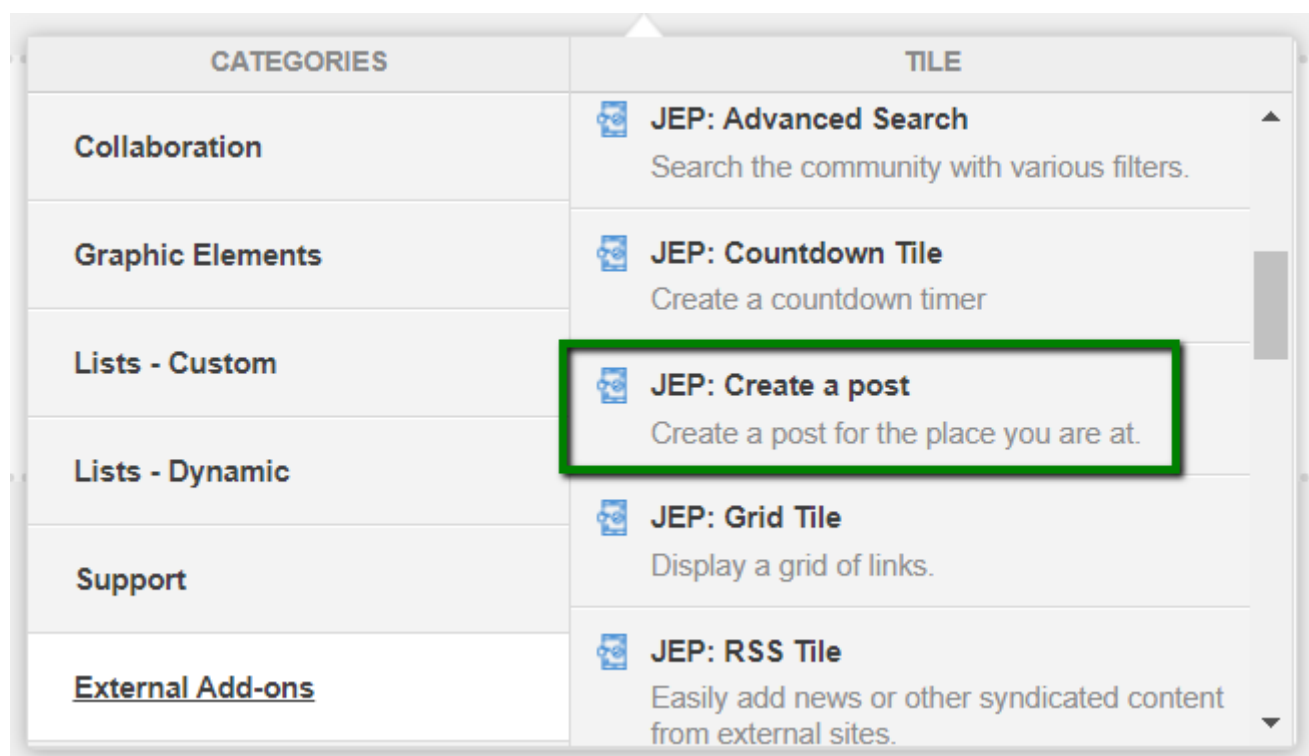
Creating Create a Post tiles

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**.



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 156.
3. Click **Save Tile Settings**.

Configuring Create a Post tile-specific settings

To configure settings specific to Create a Post tiles:

Create a Post Options


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

Content types 

SAVE CREATE A POST SETTINGS


CONTINUE

☐ Import / Export tile configuration?


 SAVE TILE SETTINGS

CANCEL

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

SAVE CREATE A POST SETTINGS **CONTINUE**

☐ Import / Export tile configuration?

 **SAVE TILE SETTINGS** **CANCEL** © 2019 Created by Jive Software

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

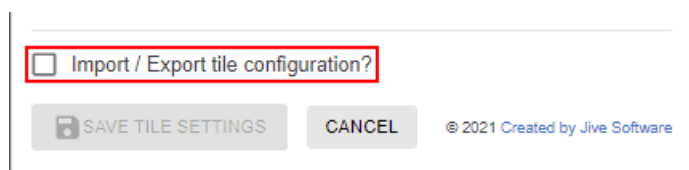
Create a Post tile is configured successfully.

Copying settings from another tile

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

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

To copy settings from another tile of the same type:

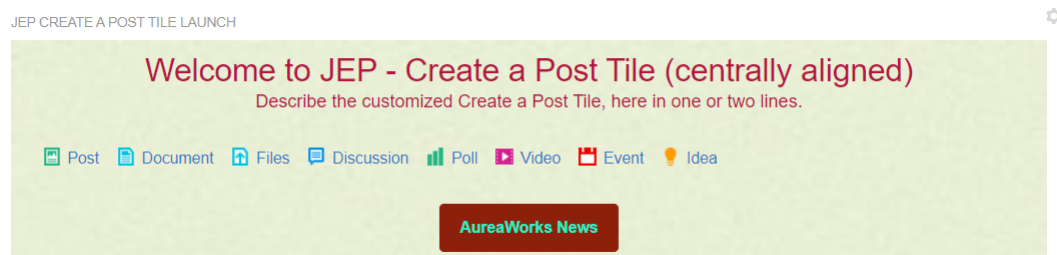


Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

An example of Create a Post tile

An Create a Post may look like this.

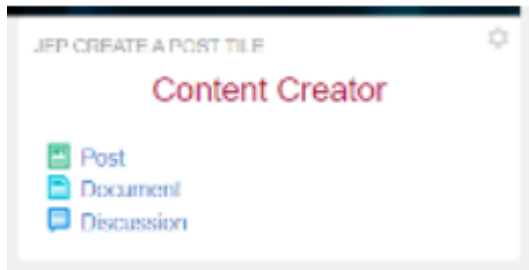
Example 1



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

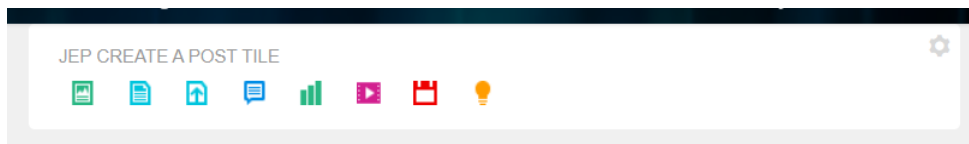
- **Open link in new window?:** Enabled
- **Action Alignment:** Center
- **Create a Post Options:**
 - **Content Type:** Enabled all

Example 2



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

Example 3



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

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

Formatted Text tile

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

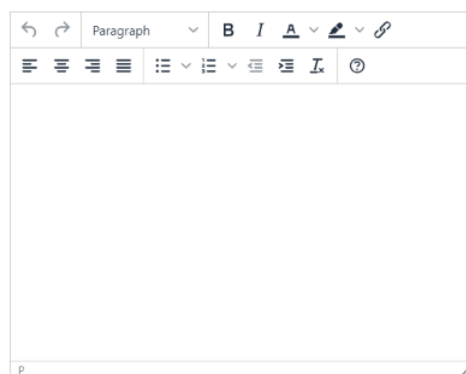
Tile height automatically adjusts to content height. Visibility of tile can be enabled or disabled via Visibility Rules. Formatted Text tile:

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

Formatted Text Settings

Please configure the following settings for this tile and continue:

Add Text



CONTINUE


☐ Import / Export tile configuration?



SAVE TILE SETTINGS

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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

Creating Formatted Text tiles

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

Adding Formatted Text tile

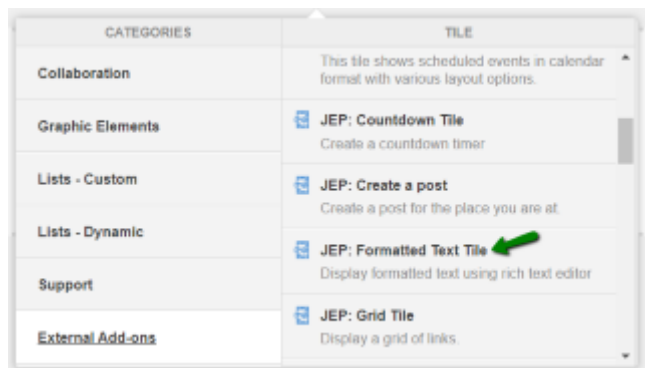
To add the tile to the page:

1. Go to the place where you want to add a new tile.
2. Open the relevant Activity or Custom page and edit it.

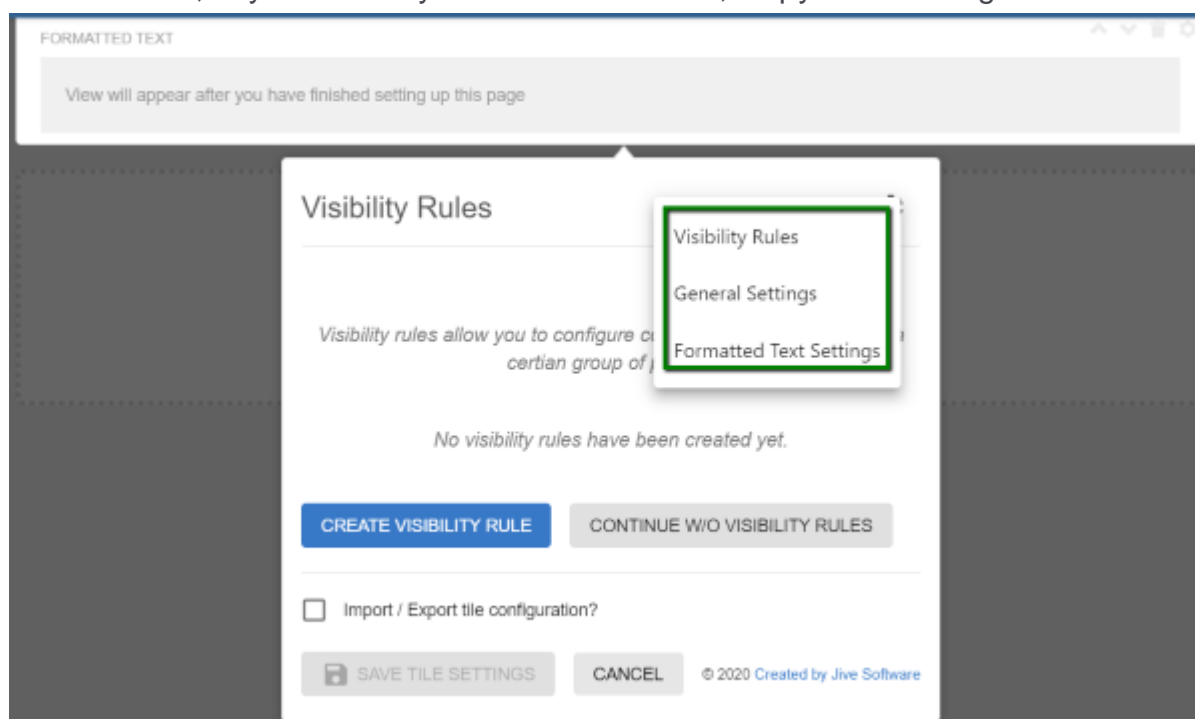
AUREA CONFIDENTIAL

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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 156.
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 151.
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

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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?

SAVE TILE SETTINGS

CANCEL

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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

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Paragraph

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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](#)

P

CONTINUE

☐ Import / Export tile configuration?



SAVE TILE SETTINGS

CANCEL

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Grid Layout tile

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

Grid Layout tile:

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



5 Small Business Stories To Inspire You

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

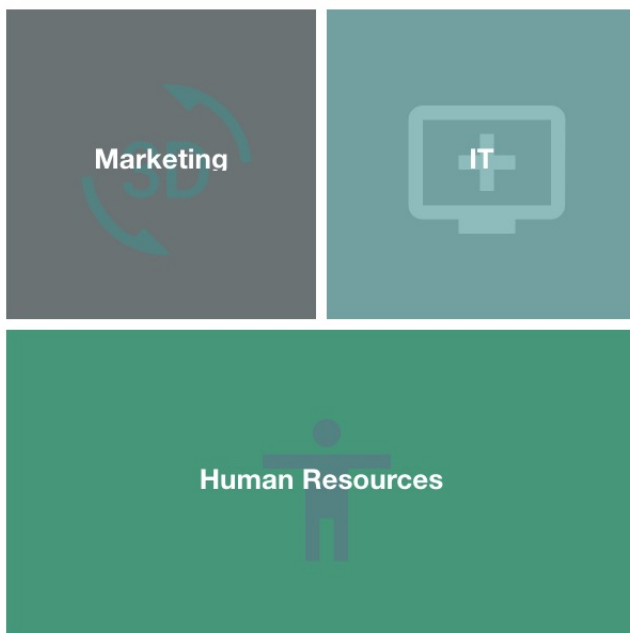


5 Small Business Stories To Inspire You

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



Quick Links



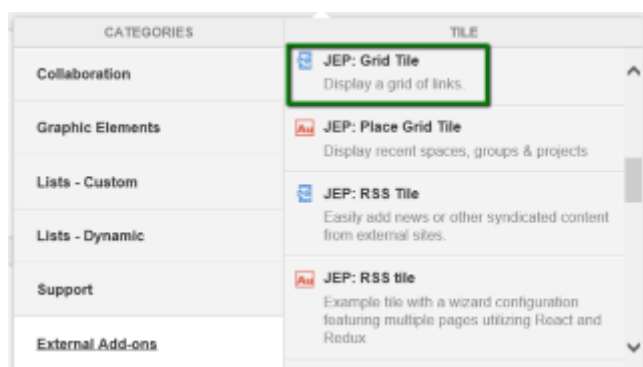
Creating Grid Layout tiles

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

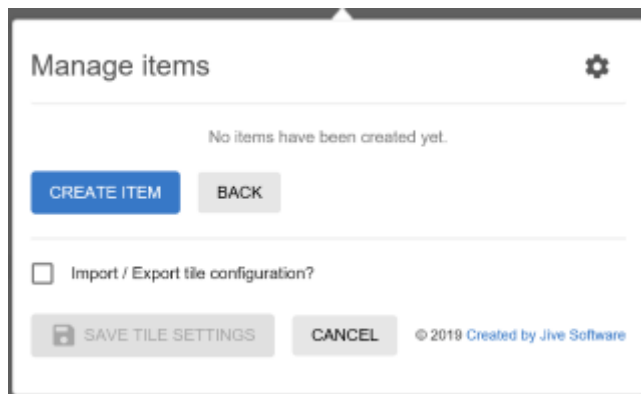
To set up general tile settings:

1. Select **Gear Icon > General settings**.
2. Configure the general settings. For the detailed instructions, see [General Settings of JEP tiles](#) on page 156.
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:

A screenshot of the 'Create item' form. At the top, it says 'Create item' with a gear icon. Below that, there are four input fields: 'Title' (text), 'Title Size *' (dropdown menu with 'H3' selected), 'Description' (text), and 'Link' (text with 'http://' entered). Below the 'Link' field is a checkbox labeled 'Open link in new window?'.

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

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

Background Type *

Image Url

Image URL *

Background Position *

center center

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

Background Type *

Background Color

Background Color *

Icon Picker

Please Select Material UI Icon

Icon Style

Light

- a **Background Color**. Additionally, here a suitable icon can be selected from those available in the **Icon Picker**, along with an **Icon Style** (either **Light** or **Dark**).

5. Select one of the following options to configure the grid **Item Size**:

Item Size

Square 2X2

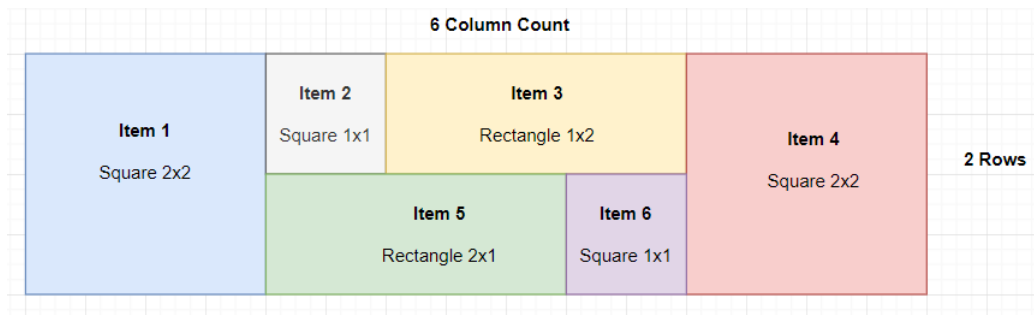
Square 1X1

Rectangle 2X1

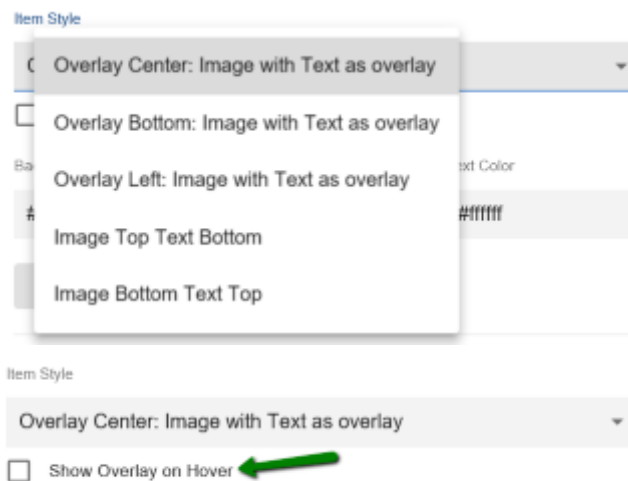
Rectangle 1X2

- 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.

Background Color	Background Opacity	Text Color
#5F9EA0	0.7	#ffffff

8. Create as many Items as required with similar configurations.

9. Click **Save Tile Settings**.

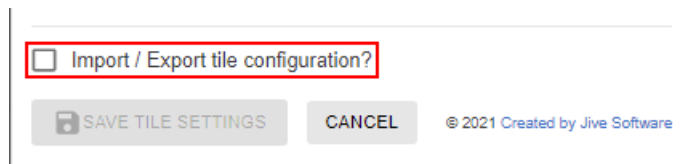
Grid Layout tile is configured successfully.

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.

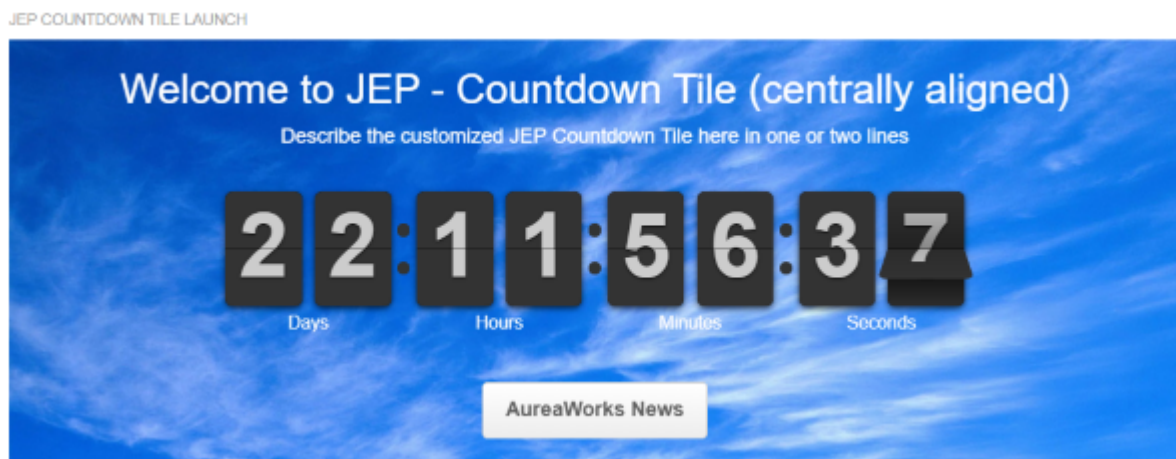
To copy settings from another tile of the same type:



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
  }
]
}

```

Jive Poll tile

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

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

Jive Poll tile:

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

Figure 4: Jive Poll tile in narrow column



A screenshot of a Jive Poll tile in a narrow column. The tile has a title "English Poll" with a small bar chart icon. Below the title is a subtitle "This is the poll body created by RTE". The poll body contains two options: "Yes" and "No", each with a green dashed square checkbox. At the bottom of the tile is a blue button labeled "VOTE". A gear icon for settings is in the top right corner.

Figure 5: Jive Poll tile in wide column

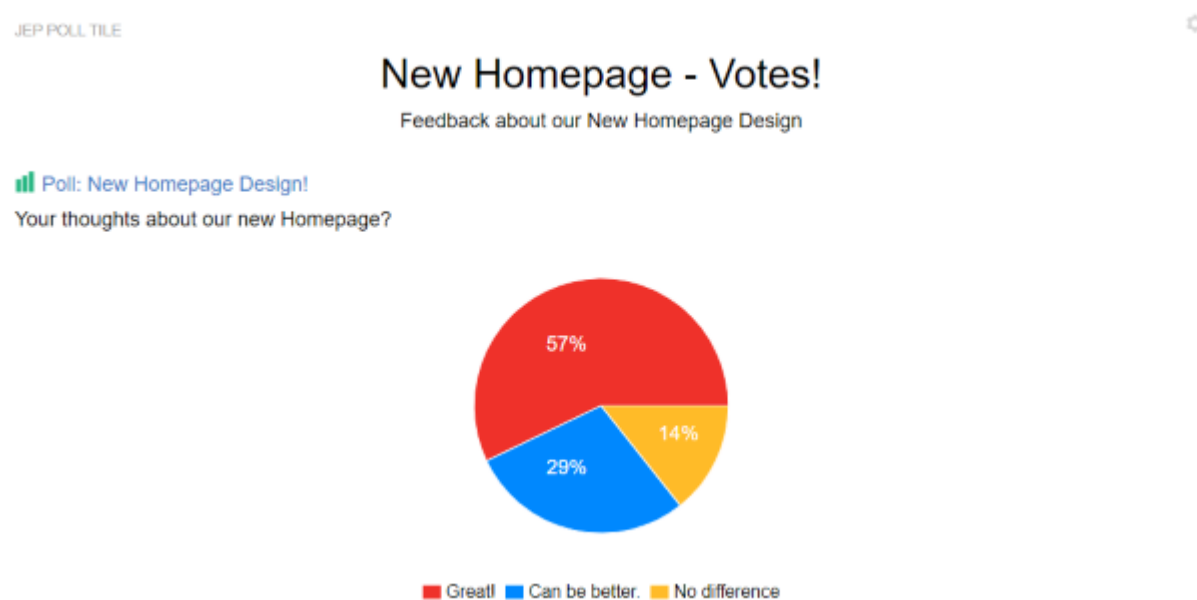


Figure 6: Jive Poll tile in hero column

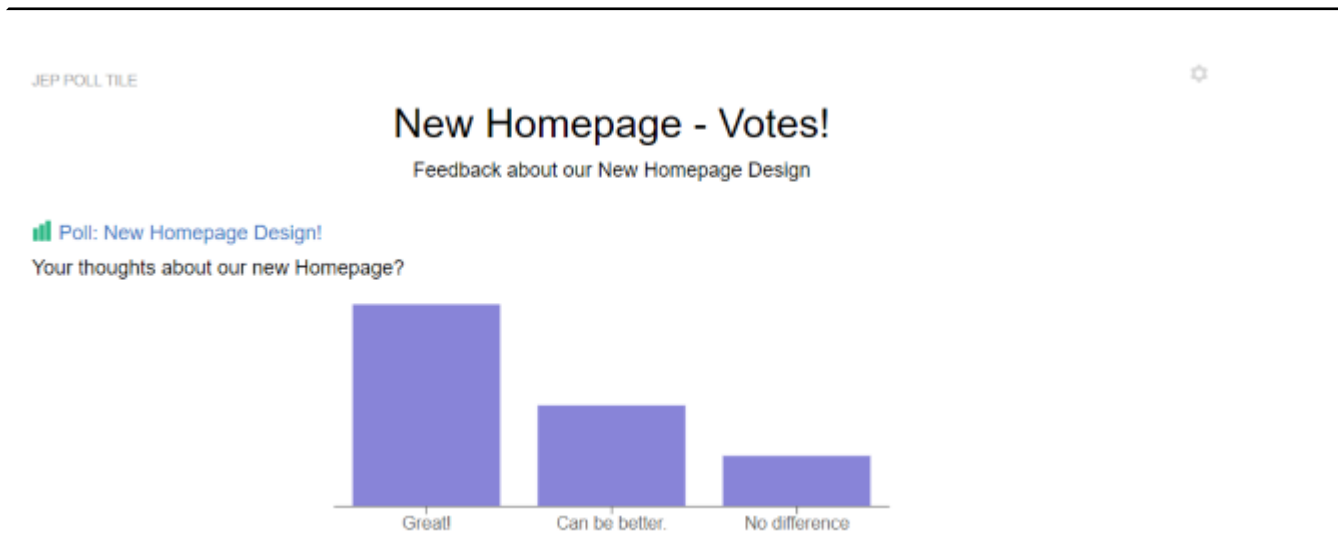
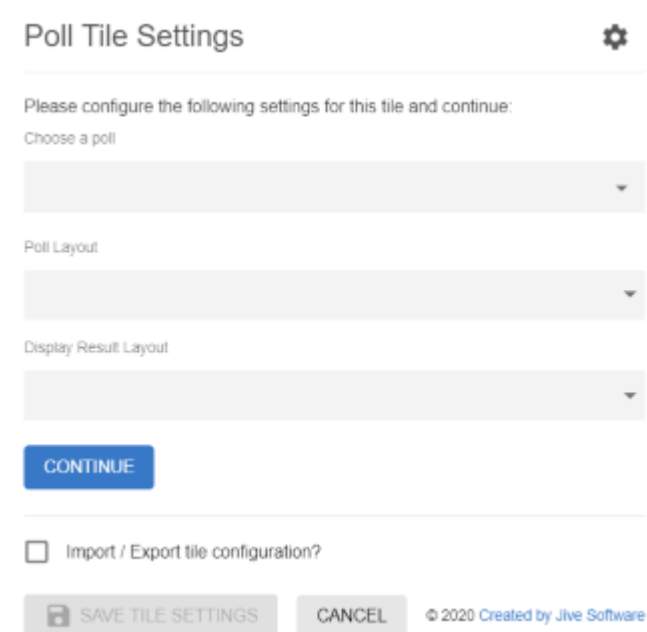


Figure 7: Jive Poll tile configuration options



The figure shows the "Poll Tile Settings" configuration screen. It includes a gear icon for settings. The instructions are: "Please configure the following settings for this tile and continue:". The settings are:

- Choose a poll: [Dropdown menu]
- Poll Layout: [Dropdown menu]
- Display Result Layout: [Dropdown menu]

There is a blue "CONTINUE" button. Below the settings, there is a checkbox for "Import / Export tile configuration?". At the bottom, there are buttons for "SAVE TILE SETTINGS" and "CANCEL", and a copyright notice: "© 2020 Created by Jive Software".

Figure 8: 

Poll Tile Settings



Please configure the following settings for this tile and continue:

Choose a poll

Poll Layout

Display Result Layout

Bar Chart

Pie Chart

Jive Native

☐ Import / Export tile configuration?



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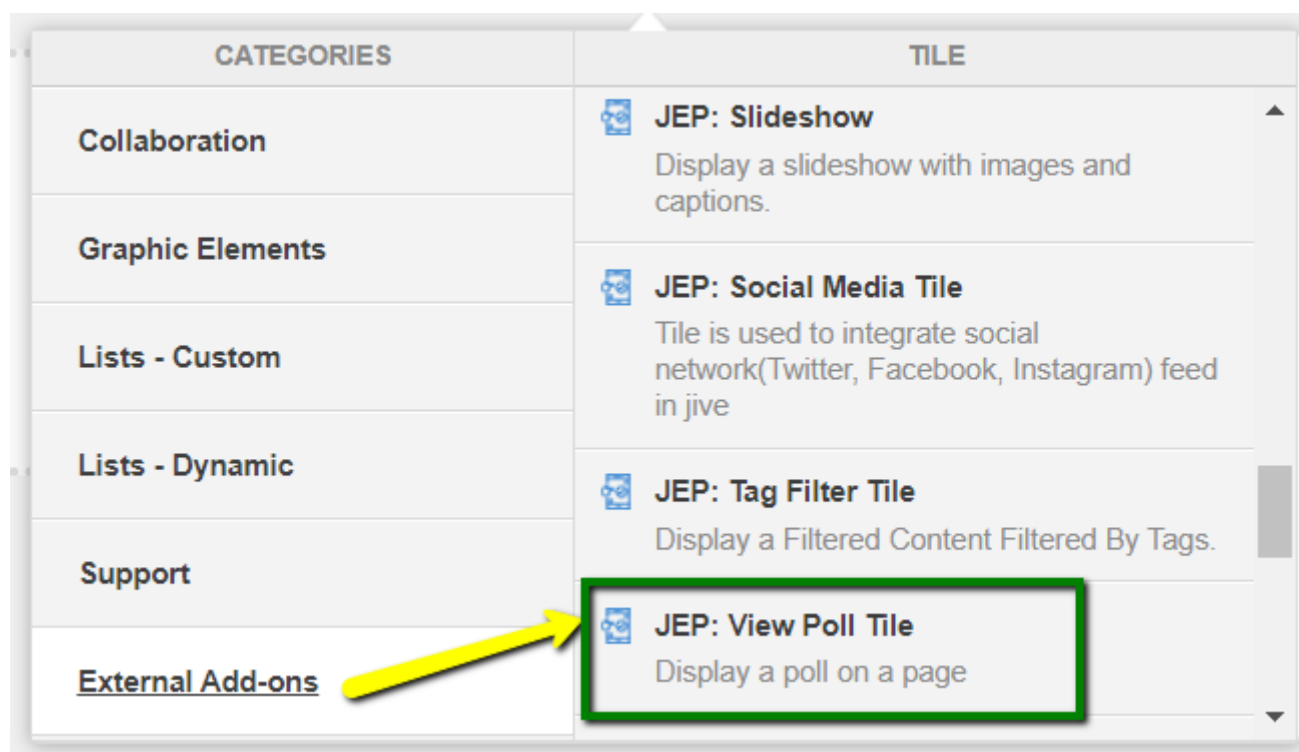
Creating Jive Poll tiles

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

Adding Jive Poll tile

To add the tile to the page:

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



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

Visibility Rules

Visibility rules allow you to configure con... certian group of pe

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

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 156.
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 151.
3. Click **Save Tile Settings**.

Configuring Jive Poll tile-specific settings

To configure settings specific to Jive Poll tiles:

The screenshot shows the 'Poll Tile' configuration window. At the top, there's a title 'Poll Tile' and a gear icon. Below the title, a message says 'Please configure the following settings for this tile and continue:'. The first setting is 'Choose a poll', which is a dropdown menu. Below that is a checkbox labeled 'Show Poll Description' which is checked. The next setting is 'Poll Layout', which is a dropdown menu. Below that is 'Display Result Layout', which is also a dropdown menu. At the bottom left is a blue 'CONTINUE' button. Below the 'CONTINUE' button is a checkbox labeled 'Import / Export tile configuration?' which is unchecked. At the very bottom, there are two buttons: 'SAVE TILE SETTINGS' (disabled) and 'CANCEL'. To the right of these buttons is the copyright notice '© 2020 Created by Jive Software'.

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

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

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

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

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

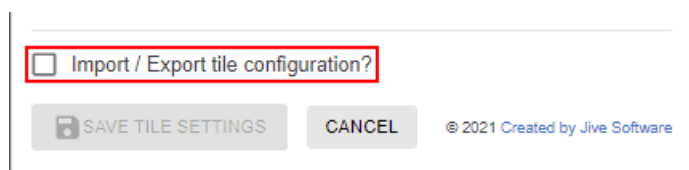
Jive Poll tile is configured successfully.

Copying settings from another tile

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

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

To copy settings from another tile of the same type:



☐ Import / Export tile configuration?

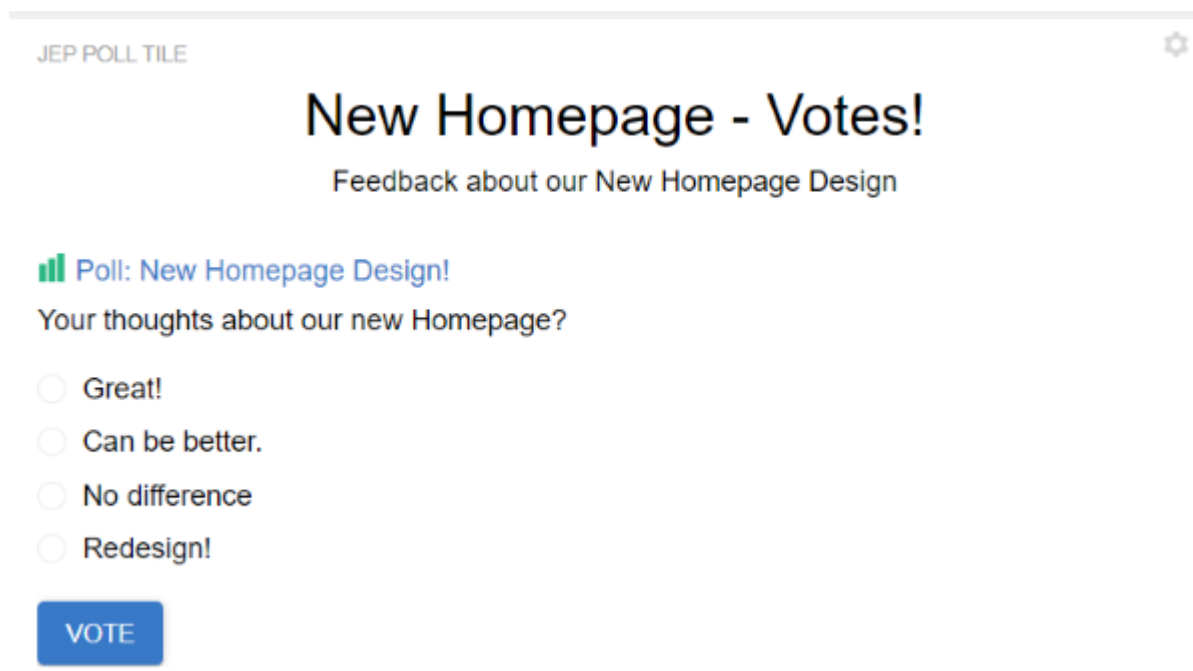
SAVE TILE SETTINGS CANCEL © 2021 Created by Jive Software

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

An example of Grid Layout tile

An Jive Poll may look like this.


Figure 9: Jive Polltile with Poll Layout: Simplified Vote



JEP POLL TILE

New Homepage - Votes!

Feedback about our New Homepage Design

 Poll: New Homepage Design!

Your thoughts about our new Homepage?

☐ Great!

☐ Can be better.

☐ No difference

☐ Redesign!

VOTE

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

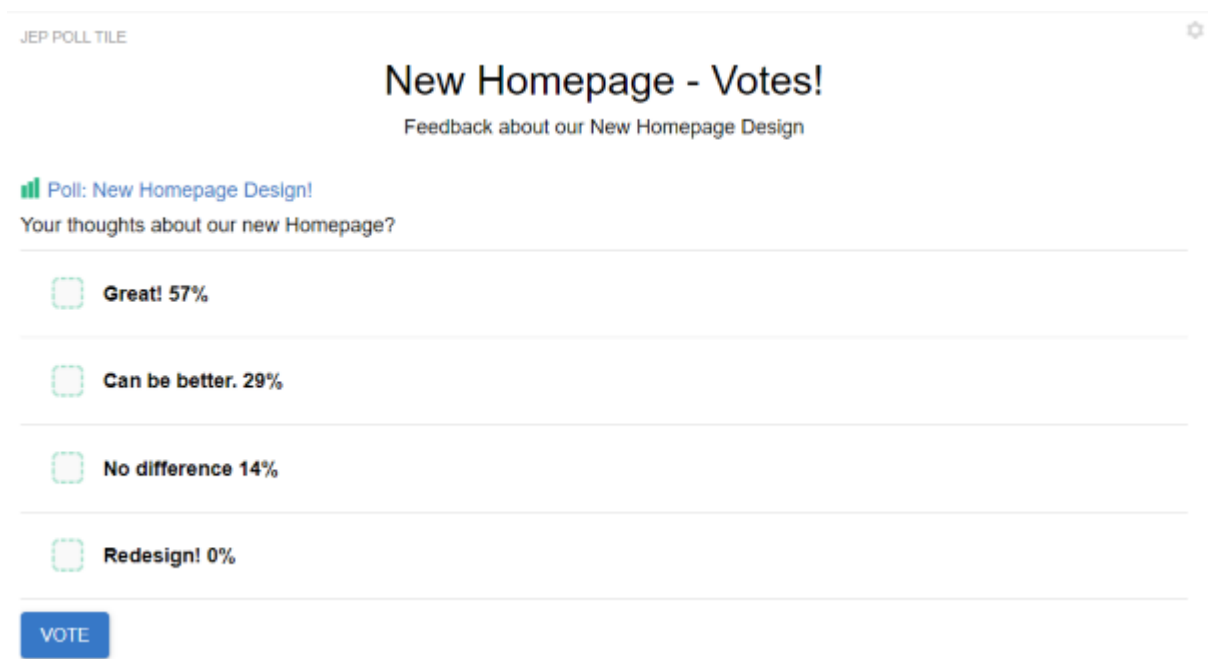


Figure 11: Jive Polltile with Display Result Layout: Bar Graph

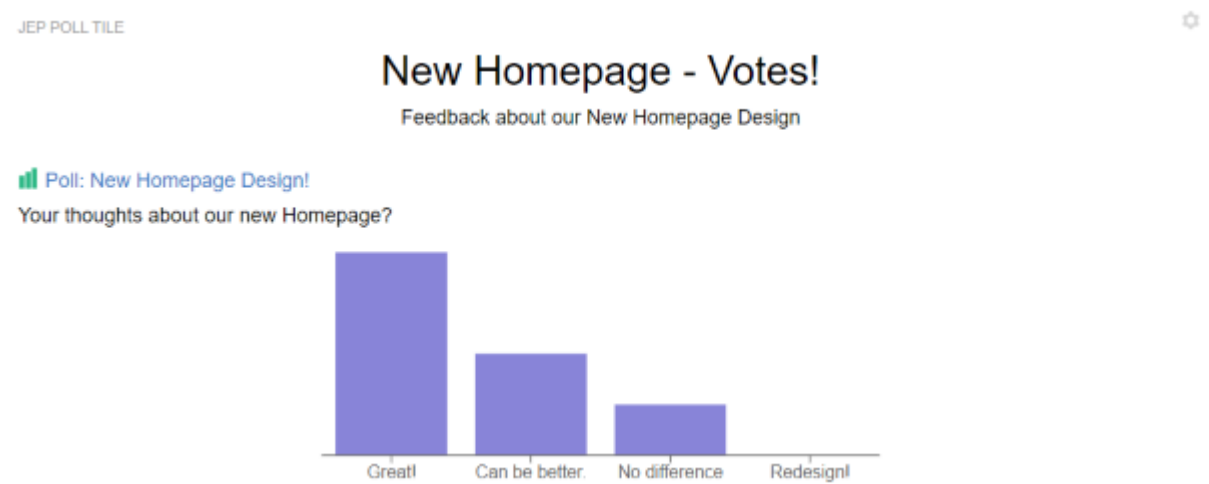


Figure 12: Jive Polltile with Display Result Layout: Pie Chart

JEP POLL TILE



New Homepage - Votes!

Feedback about our New Homepage Design

Poll: New Homepage Design!

Your thoughts about our new Homepage?

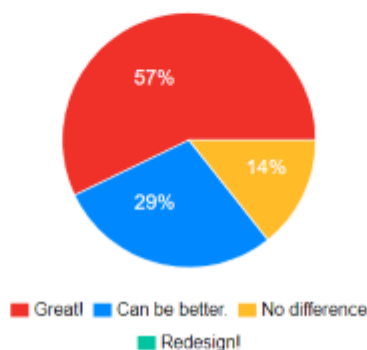


Figure 13: Jive Polltile with Display Result Layout: Jive Native

JEP POLL TILE

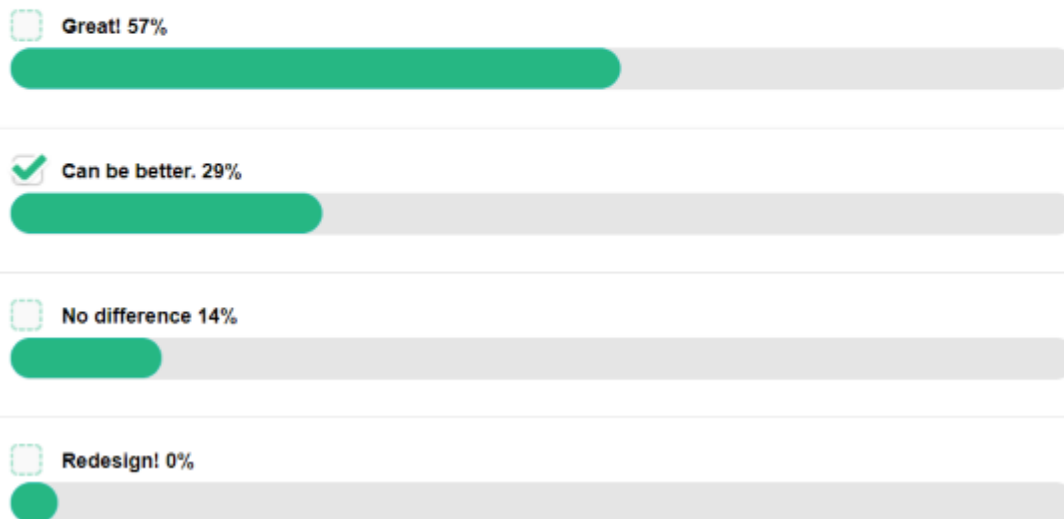


New Homepage - Votes!

Feedback about our New Homepage Design

Poll: New Homepage Design!

Your thoughts about our new Homepage?



News Stream tile

The tile displays the push and custom streams configured on the News Page within the tile. This enables you to bring the same dynamic content as on the Home page

to any other page in your community, like Department, Country, and Business Unit home pages.

News Stream tile allows:

- Pushing streams anywhere
- Pushing custom streams anywhere

Recent Content tile

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

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

Recent Content tile:

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

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

Show Content Layout *

List ▼

Content Alignment *

Standard ▼

Select Place

▼

Content Count *

10

Range: (1 - 50)

☒ Show "Load More"

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

JEP RECENT CONTENT TILE



Latest on Test-related Topics

Quick look at the updated Test contents



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 Users. Playbook for Test Users. Playbook for Test Users. Playbook for Test Users. Playbook for Test Users. Playbook for Test Users. Playbook for Test...

 0  0



Maya Bhatt in JEP Walkthroughs
8 days ago Modified 2 days ago

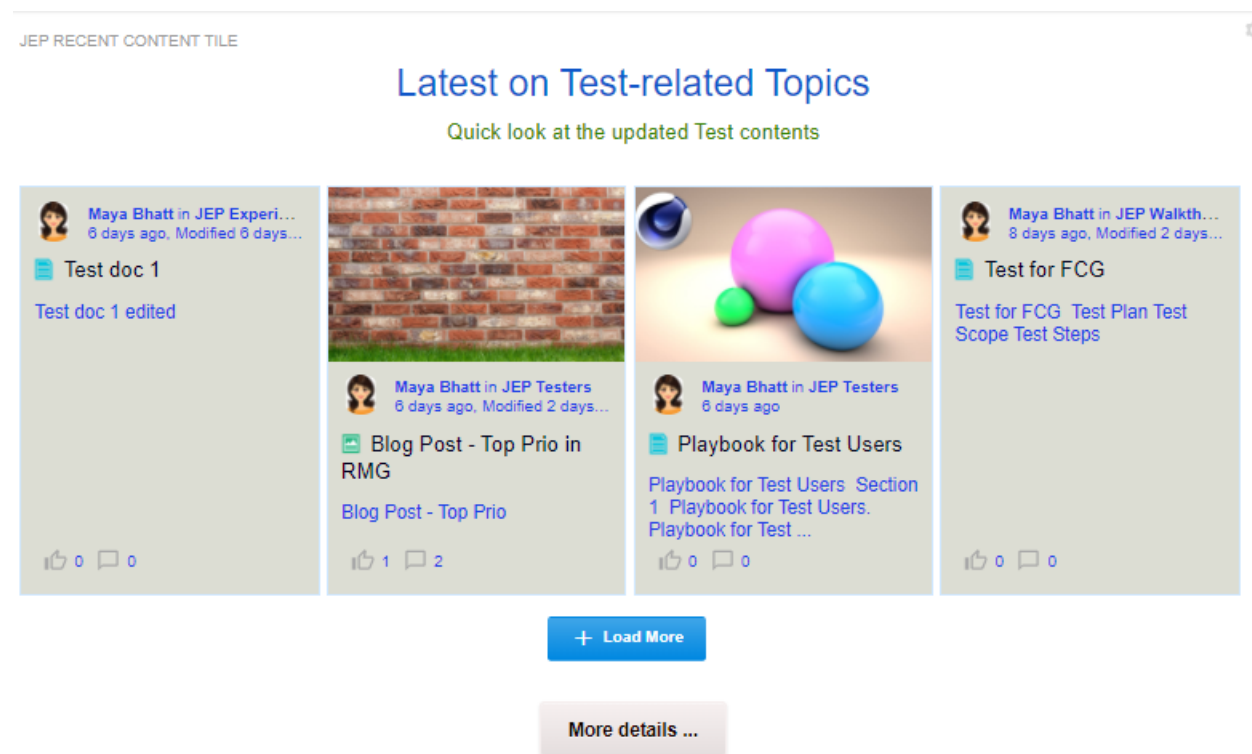
 **Test for FCG**

Test for FCG Test Plan Test Scope Test Steps

 0  0

+ Load More

More details ...



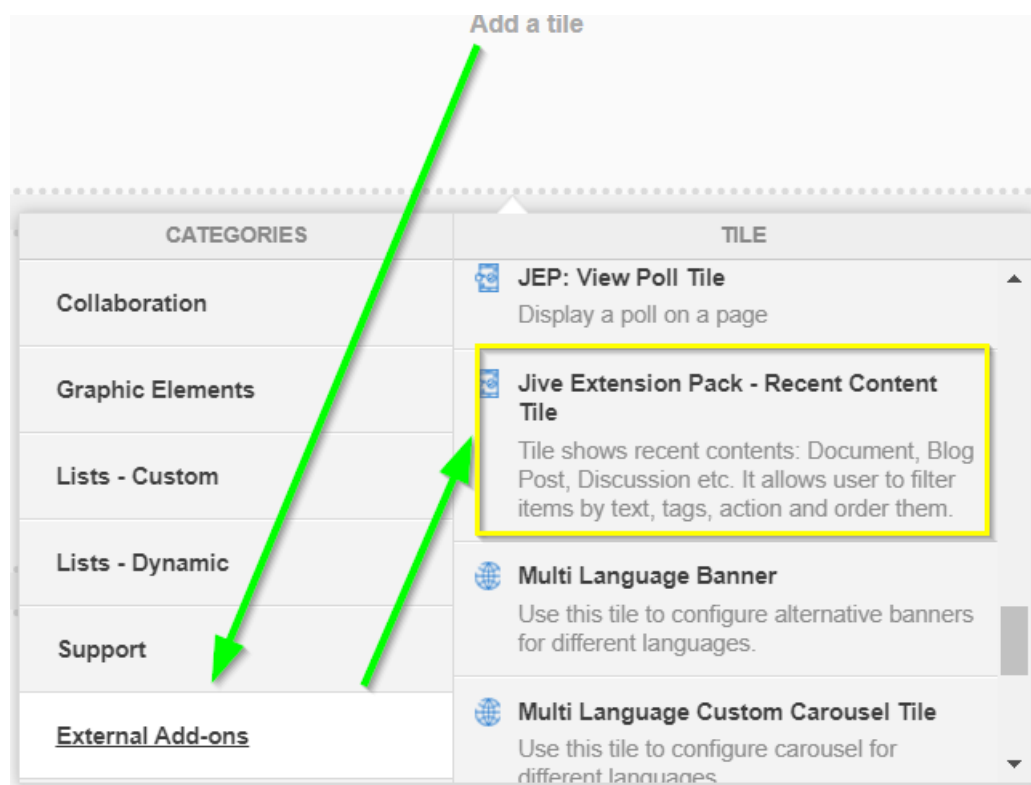
Creating Recent Content tiles

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 tile.

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 156.
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?


SAVE TILE SETTINGS

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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**.

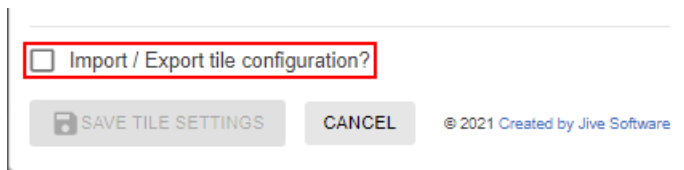
Recent Content tile is configured successfully.

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:



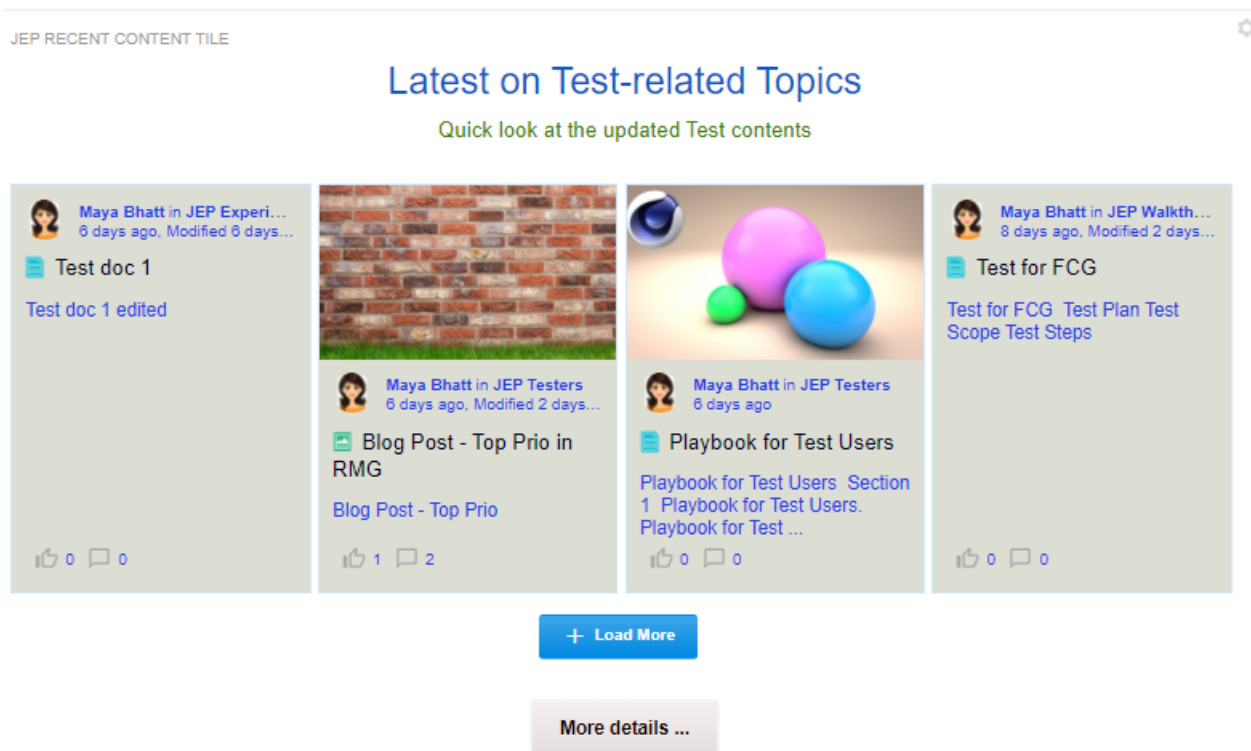
Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

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](#)

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

The configuration example is attached: [Recent Content – Sample2.txt](#)

RSS tile

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

RSS tile:

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

Figure 16: RSS tile in hero column

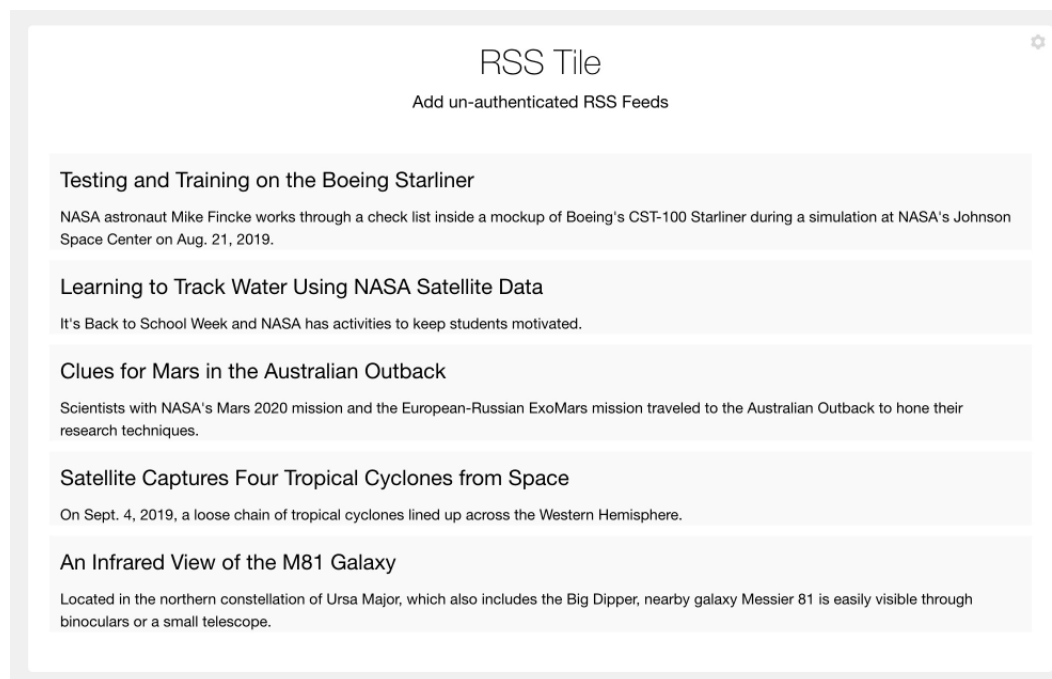
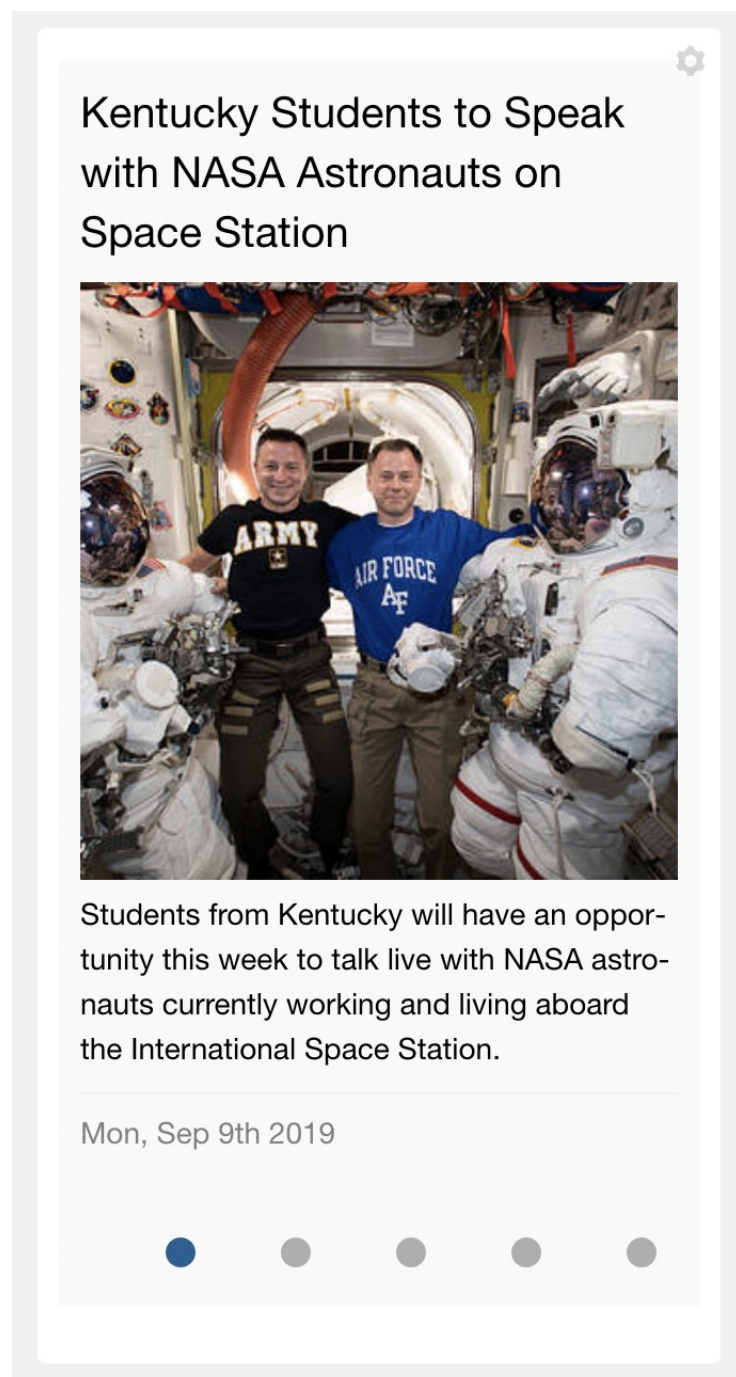


Figure 17: RSS tile in wide column

Figure 18: RSS tile in narrow column



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 156.
- 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.
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.

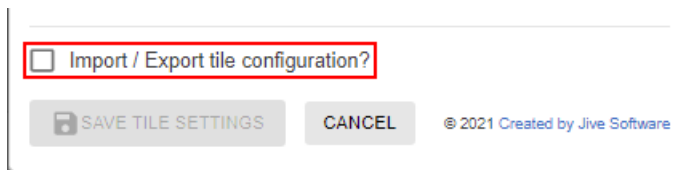
Copying settings from another tile

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:

☐ Import / Export tile configuration?

 SAVE TILE SETTINGS

CANCEL

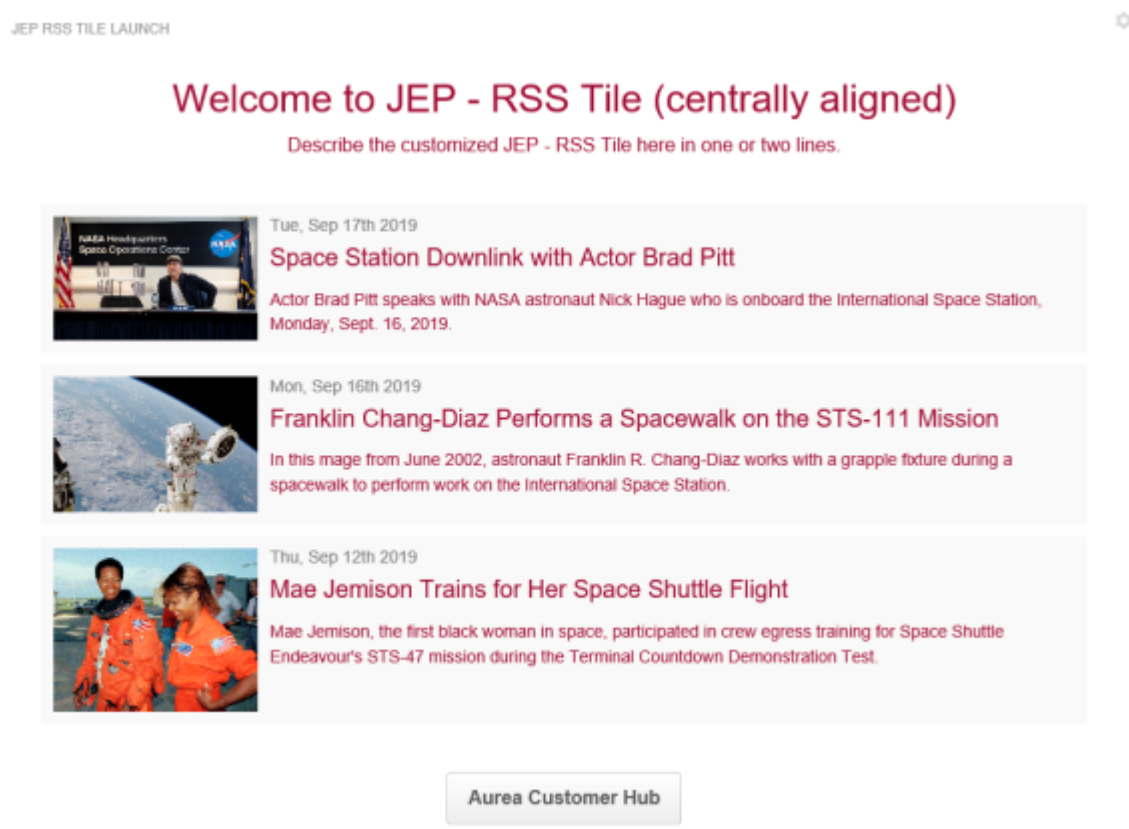
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Select **Import / Export tile configuration?** to copy or paste the entire tile configuration to another tile of the same type.

An example of 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**

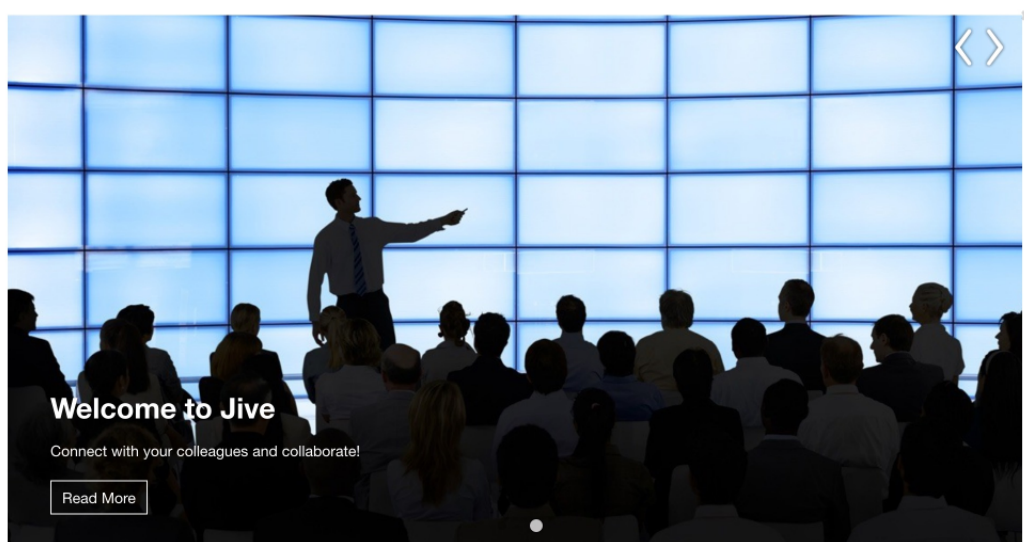
- **Background position:** Top center
- **Padding:** 25px (all around)
- **Action label with Action URL:** AureaWorks News with link URL
- **Open link in new window?:** Enabled
- **Action Alignment:** Center
- **RSS Settings:**
 - **RSS url:** https://www.nasa.gov/rss/dyn/lg_image_of_the_day.rss
 - **Style:**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

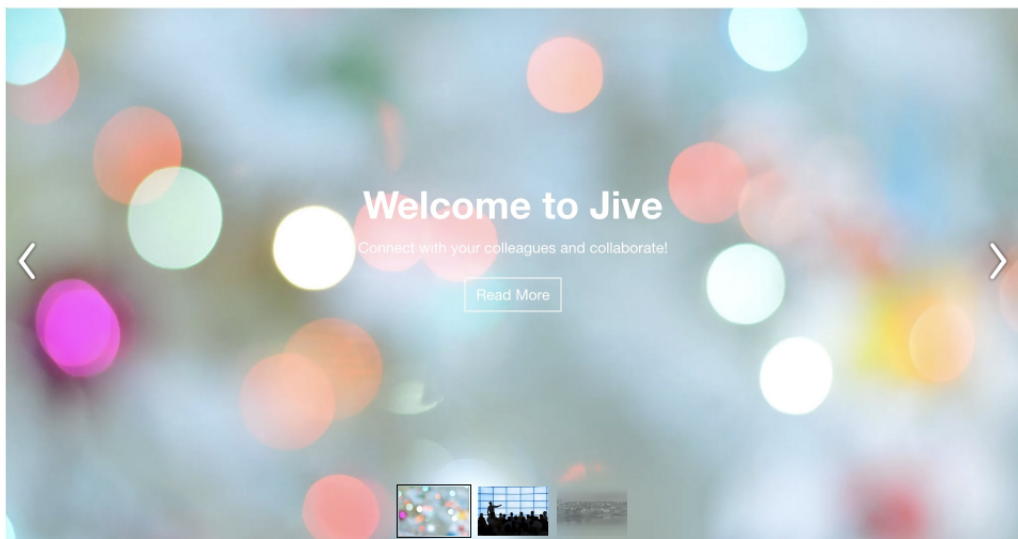
Slideshow tile

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

Slideshow tile has:

- Beautiful layout
- Various designs
- Flexible configuration





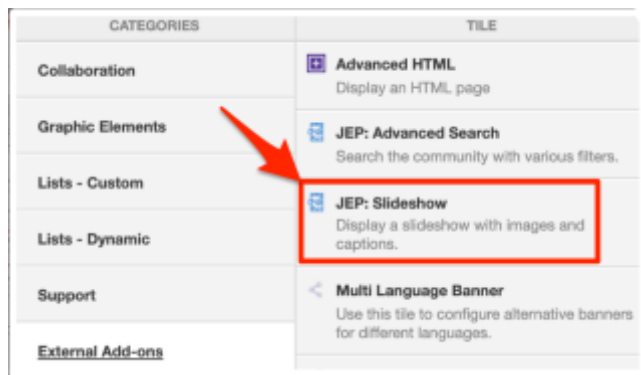
Creating Slideshow tiles

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

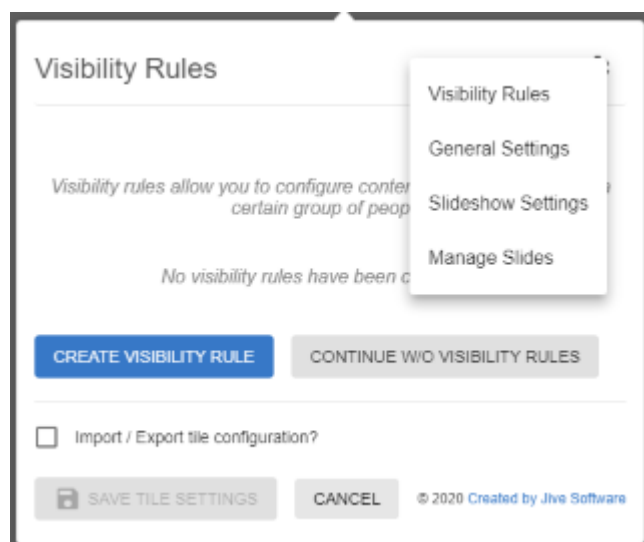
Adding Slideshow tile

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 156.
3. Click **Save Tile Settings**.

Configuring Visibility Rules

To set up general tile settings:

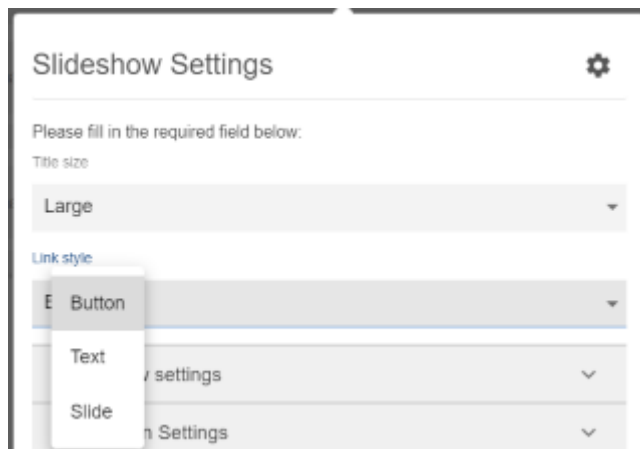
1. Select **Gear Icon > Visibility Rules**.
2. Configure a new visibility rule or select an existing one. For the detailed instructions on creating new rules, see [Visibility Rules of JEP tiles](#) on page 151.
3. Click **Save Tile Settings**.

Configuring Slideshow tile-specific settings

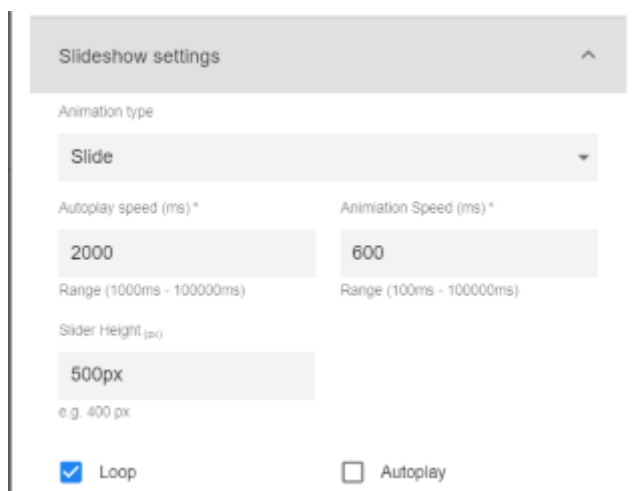
To configure settings specific to Slideshow tiles:

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).

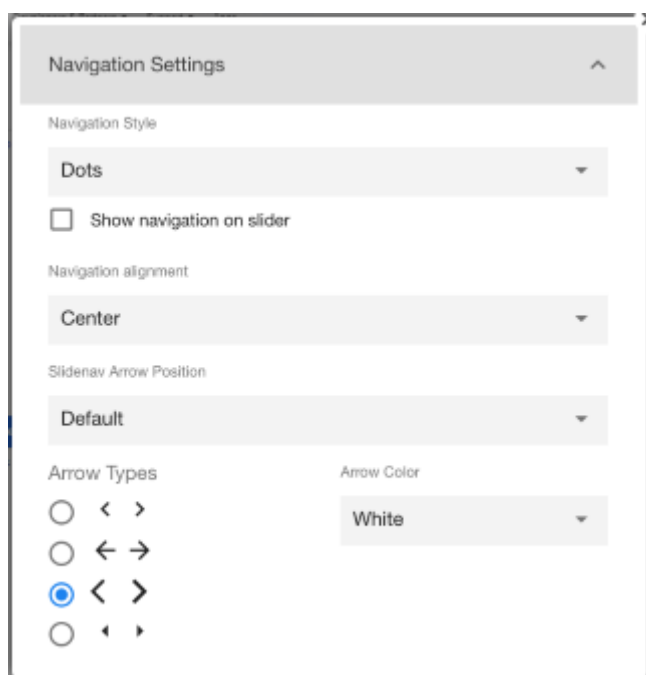


3. Set Animation settings using different options available:



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

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



The screenshot shows a 'Navigation Settings' panel with the following options:

- Navigation Style:** A dropdown menu currently set to 'Dots'.
- Show navigation on slider:** An unchecked checkbox.
- Navigation alignment:** A dropdown menu currently set to 'Center'.
- Slidenav Arrow Position:** A dropdown menu currently set to 'Default'.
- Arrow Types:** Four radio button options for different arrow styles. The third option, which features a left arrow and a right arrow, is selected.
- Arrow Color:** A dropdown menu currently set to 'White'.

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

Configuring **Manage Slides** settings of Slideshow tile

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

Create Slide 

Select Content to Create Item

[Search for Content](#)

Search content 

Update Item Information

Title *

Description

Text Color

Image URL *

URL *

Action URL

URL Label

URL Label

☐ Open in new Window

Overlay Settings 

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


Overlay Settings 

Image Overlay Position

Background color

Background color opacity

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

- Specify the **Background color opacity**

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

11Repeat Steps Step 6 on page 131-Step 10 on page 133 to create as many slides as required.

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

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

14Click **Save Tile Settings**.

Slideshow tile is configured successfully.

Copying settings from another tile

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

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

To copy settings from another tile of the same type:

☐ Import / Export tile configuration?

SAVE TILE SETTINGS

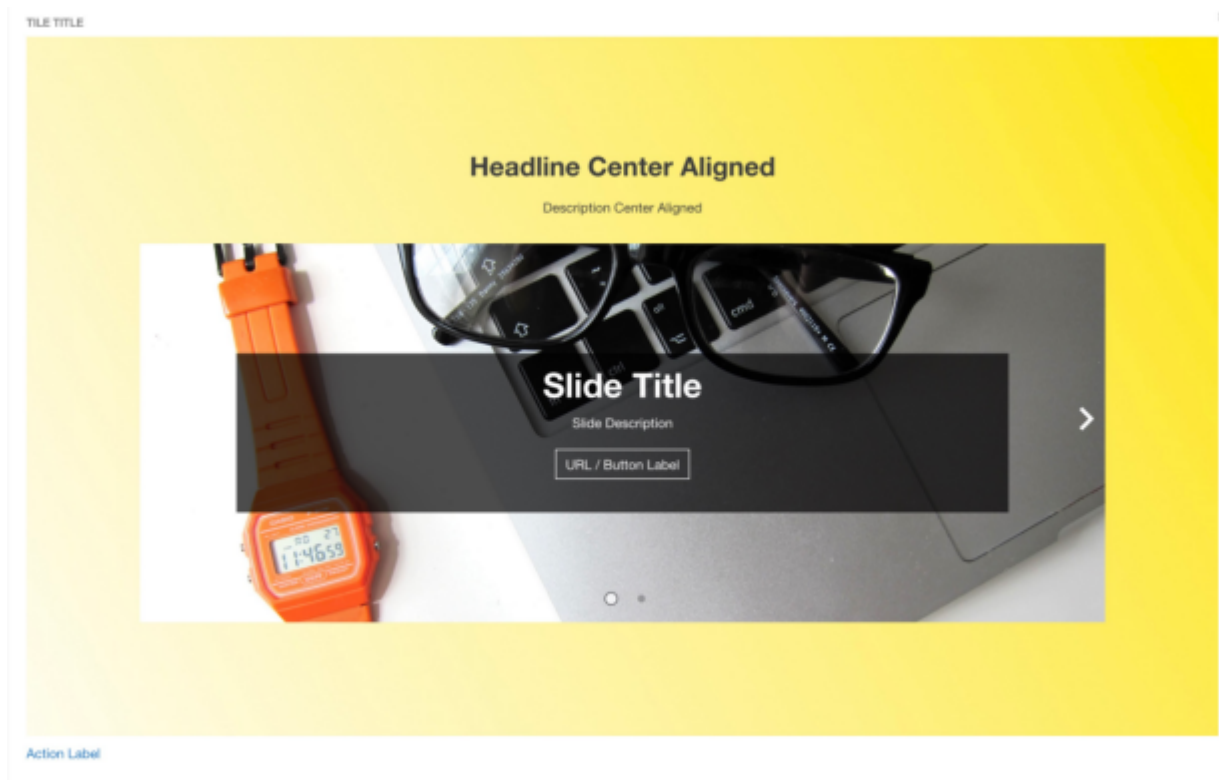
CANCEL

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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 Slideshow tile

An Slideshow may look like this.



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

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

Social Media tile

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

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

- Facebook Page
- Twitter
- Instagram

SOCIAL MEDIA TILE



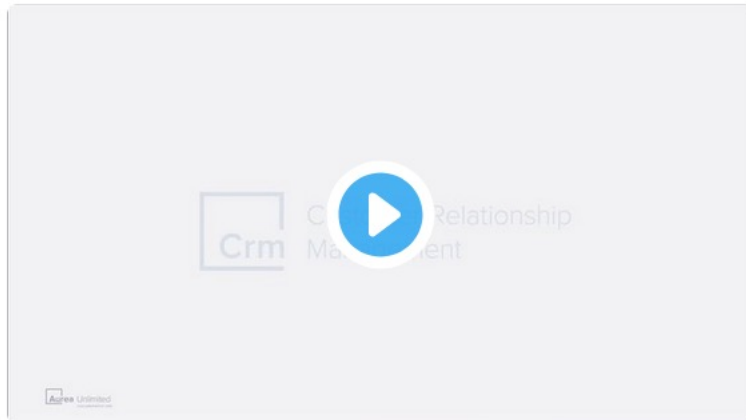
Tweets by @JiveSoftware



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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](#)




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




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15,075 likes


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

 Like Page


to ensure seamless communication

Featured Speaker




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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

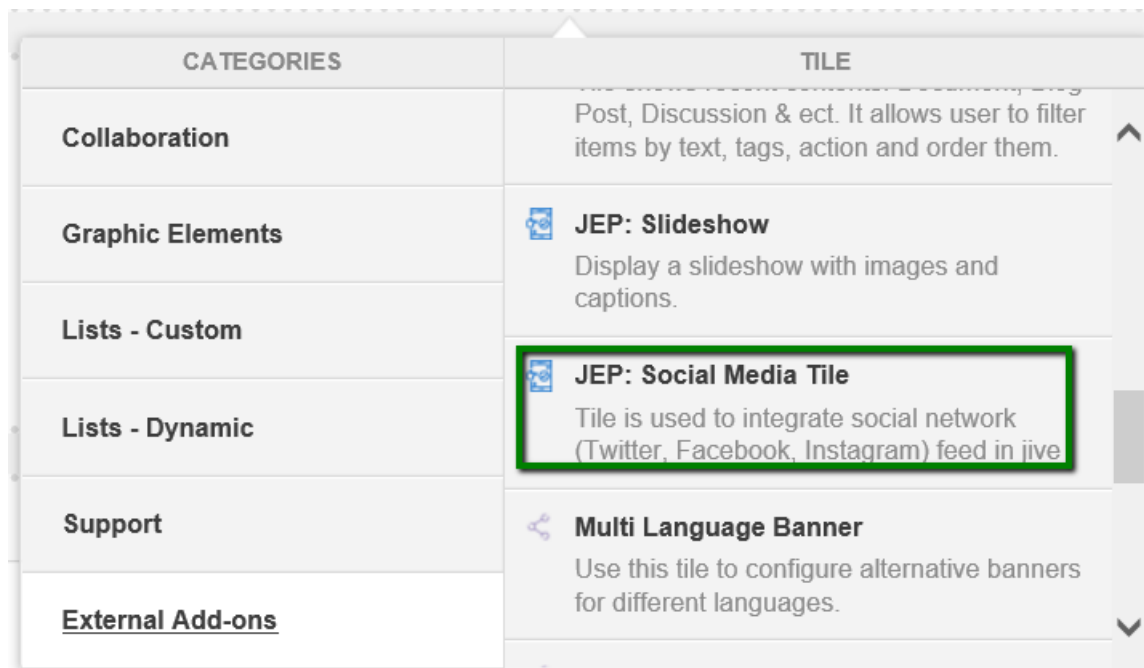
Creating Social Media tiles

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**.



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

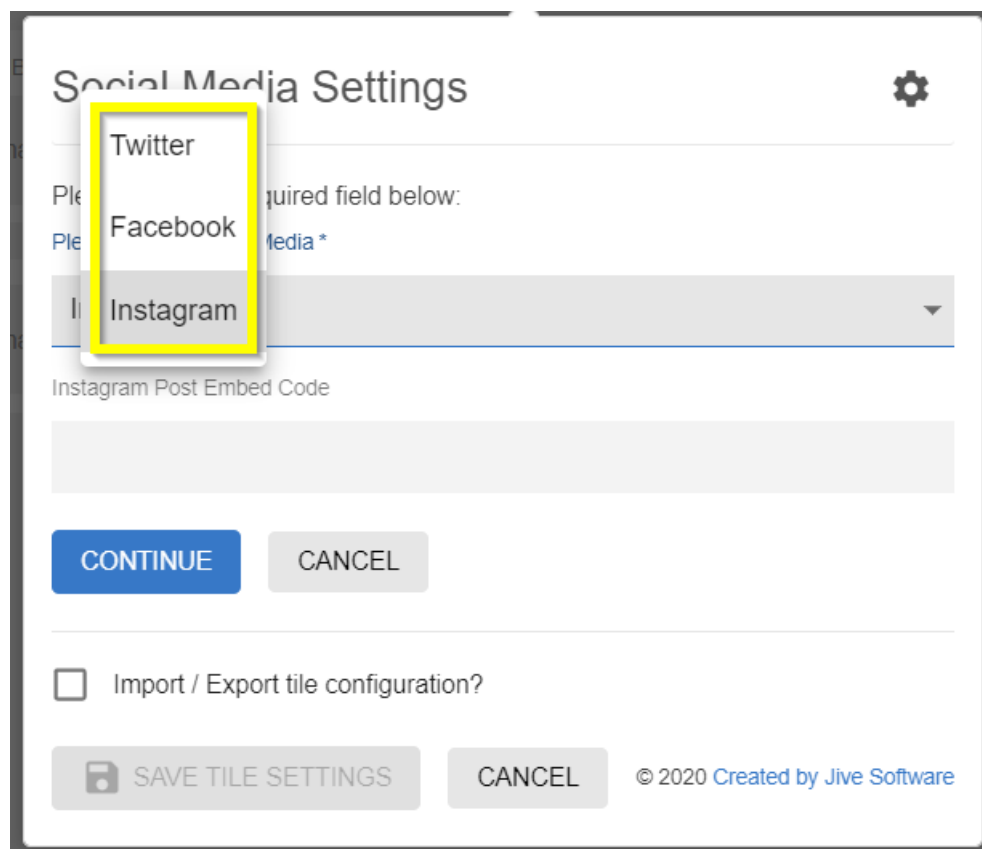
To set up general tile settings:

1. Select **Gear Icon > General settings** .
2. Configure the general settings. For the detailed instructions, see [General Settings of JEP tiles](#) on page 156.
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.



Social Media Settings

Please fill in the required field below:

Please Select Social Media *

Twitter
Facebook
Instagram

Instagram Post Embed Code

CONTINUE CANCEL

☐ Import / Export tile configuration?

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

Please fill in the required field below:

Please Select Social Media *

Twitter

Twitter feed type *

Profile Timeline

List Timeline

Collection

Moment

Options	Description
Twitter feed type	<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:

☐ Import / Export tile configuration?

SAVE TILE SETTINGS

CANCEL

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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 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

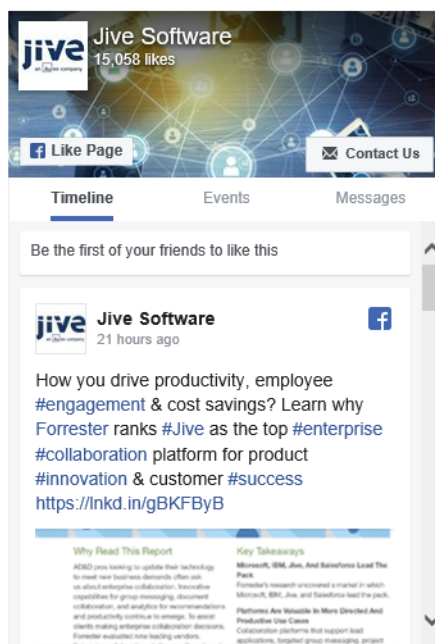
Figure 21: Social Media tile connected to Facebook

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"><path
d="M556.869,30.41 C554.814,30.41 553.148,32.076 553.148,34.131
C553.148,36.186 554.814,37.852 556.869,37.852 C558.924,37.852
560.59,36.186 560.59,34.131 C560.59,32.076 558.924,30.41 556.869,30.41
M541,60.657 C535.114,60.657 530.342,55.887 530.342,50 C530.342,44.114
535.114,39.342 541,39.342 C546.887,39.342 551.658,44.114 551.658,50
C551.658,55.887 546.887,60.657 541,60.657 M541,33.886 C532.1,33.886
524.886,41.1 524.886,50 C524.886,58.899 532.1,66.113 541,66.113
C549.9,66.113 557.115,58.899 557.115,50 C557.115,41.1 549.9,33.886
541,33.886M565.378,62.101C565.244,65.022564.756,66.606564.346,67.663
C563.803,69.06 563.154,70.057 562.106,71.106 C561.058,72.155
560.06,72.803 558.662,73.347 C557.607,73.757 556.021,74.244
553.102,74.378C549.944,74.521548.997,74.552541,74.552C533.003,74.552
532.056,74.521 528.898,74.378 C525.979,74.244 524.393,73.757
523.338,73.347 C521.94,72.803 520.942,72.155 519.894,71.106
C518.846,70.057 518.197,69.06 517.654,67.663 C517.244,66.606
516.755,65.022 516.623,62.101 C516.479,58.943 516.448,57.996516.448,50
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
533.004,25.448 541,25.448 C548.997,25.448 549.943,25.479 553.102,25.623
C556.021,25.756 557.607,26.244 558.662,26.654 C560.06,27.196
561.058,27.846 562.106,28.894 C563.154,29.942 563.803,30.938
564.346,32.338 C564.756,33.391 565.244,34.978 565.378,37.899
C565.522,41.056565.552,42.003565.552,50C565.552,57.996565.522,58.943
565.378,62.101 M570.82,37.631 C570.674,34.438 570.167,32.258
569.425,30.349 C568.659,28.377 567.633,26.702 565.965,25.035
C564.297,23.368 562.623,22.342 560.652,21.575 C558.743,20.834
556.562,20.326 553.369,20.18 C550.169,20.033 549.148,20 541,20
C532.853,20 531.831,20.033 528.631,20.18 C525.438,20.326 523.257,20.834
521.349,21.575 C519.376,22.342 517.703,23.368 516.035,25.035
C514.368,26.702 513.342,28.377 512.574,30.349 C511.834,32.258
511.326,34.438 511.181,37.631 C511.035,40.831 511,41.851 511,50
```

```
C511,58.147 511.035,59.17 511.181,62.369 C511.326,65.562 511.834,67.743
512.574,69.651 C513.342,71.625 514.368,73.296 516.035,74.965
C517.703,76.634 519.376,77.658 521.349,78.425 C523.257,79.167
525.438,79.673 528.631,79.82 C531.831,79.965 532.853,80.001 541,80.001
C549.148,80.001 550.169,79.965 553.369,79.82 C556.562,79.673
558.743,79.167 560.652,78.425 C562.623,77.658 564.297,76.634
565.965,74.965 C567.633,73.296 568.659,71.625 569.425,69.651
C570.167,67.743 570.674,65.562 570.82,62.369 C570.966,59.17 571,58.147
571,50 C571,41.851 570.966,40.831
570.82,37.631"></path></g></g></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=lo
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>
```


Visibility Rules of JEP tiles

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

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

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

Visibility Rules




Visibility rules allow you to configure content that is only visible to a certian group of people.

No visibility rules have been created yet.

CREATE VISIBILITY RULECONTINUE W/O VISIBILITY RULES

☐ Import / Export tile configuration?

 SAVE TILE SETTINGS

CANCEL

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

Creating visibility rules

Create Visibility Rule



Title *

Rules

ADD RULE

Condition



Match all rules



Match any rule

SAVE VISIBILITY RULE

CANCEL



Import / Export tile configuration?



SAVE TILE SETTINGS

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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

Rules

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

General Settings of JEP tiles

General Settings contain the main tile settings.

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

General Settings



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

Title

Title for Advanced HTML Tile



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

Center

Text color

#000000

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

Background position

https://jep-qa.jiveon.com/resources/⌵ ×

Top center ▾

Background image will be sized based on the surrounding padding.

Padding

Top

Right

Bottom

Left

30

20

30

20

Text color

#000000

6. Define action link as follows:

Action Link ^

Action label

Action URL

http://

☐ Open link in new window?

Action Alignment

Center ▼

Action colors

Text color

#606060

Background color

#FFFFFF

Hover text color

#4A85CD

Hover background color

#F2F2F2

☐ Use a flatter button

- a) Define the **Action label** and **Action URL**, enable **Open link in new window?** to open the Action URL in a new window.
- b) Set the **Action Alignment** and **Action Colors** to display the button on hover.
- c) Select **Use a flatter button** to display the Action button as a flat/elevated button respectively.

7. Define HTML code with or without Java script.

HTML



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

HTML Markup *

Input HTML here

Markup will be injected into the body of the 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](#) in the Jive 9.x Community Manager Help.

8. Select a font from Google Font Library.

Font Settings



Please select font



Please select System font or Google Font

3

Jive Extensions: Add-ons

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

For details, see the following topics:

- [Admin Essentials add-on](#)
- [Ask Me Anything add-on](#)
- [Author Change add-on](#)
- [Content Curator add-on](#)
- [Email Signature add-on](#)
- [Forms and Surveys App add-on](#)
- [GDPR add-on](#)
- [Ghost Publish add-on](#)
- [Microsoft Teams add-on](#)
- [Multiple Languages add-on](#)
- [Quick Links add-on](#)
- [Remove Followers add-on](#)

Admin Essentials add-on

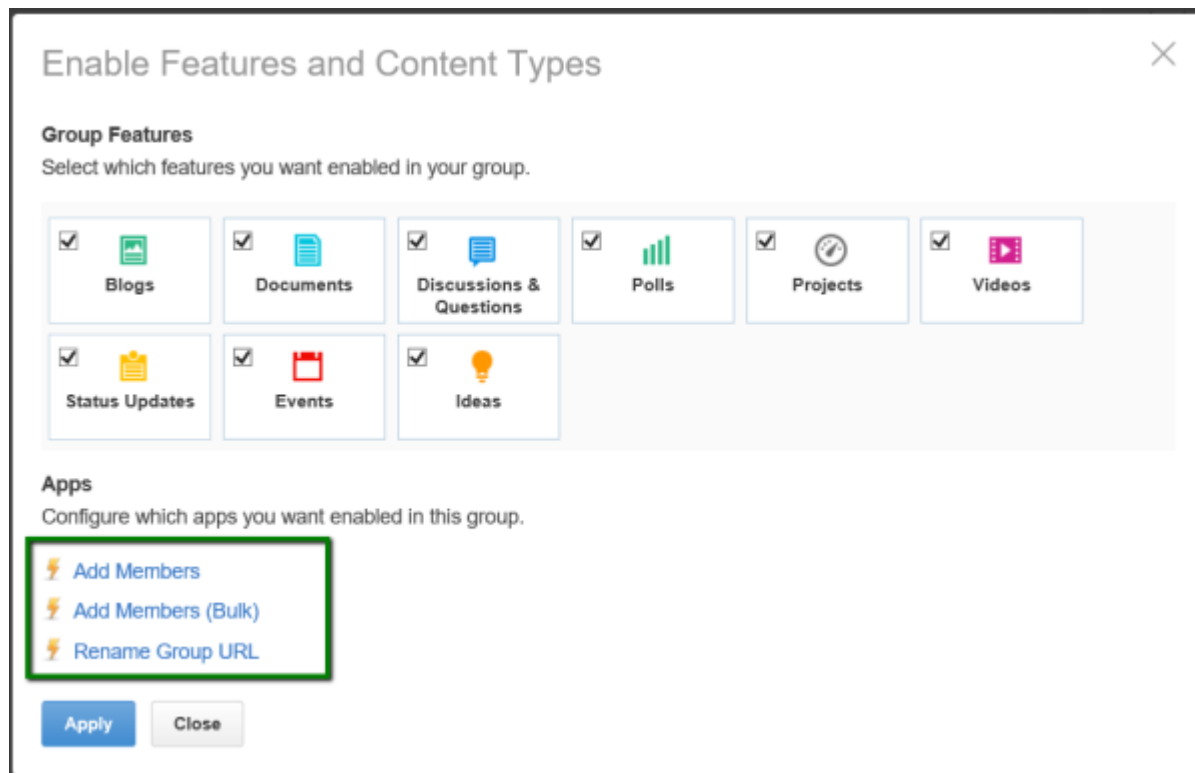
The Admin Essentials add-on helps to change social group URLs and bulk-adding users to the social groups (by username, ID, or email address).

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

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

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

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



Using the Admin Essentials add-on

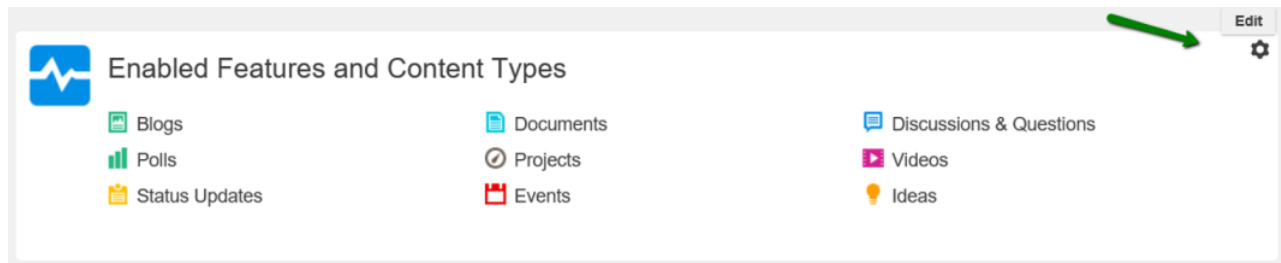
Here you can find details on using the Admin Essentials add-on.

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

To access the Admin Essentials actions:

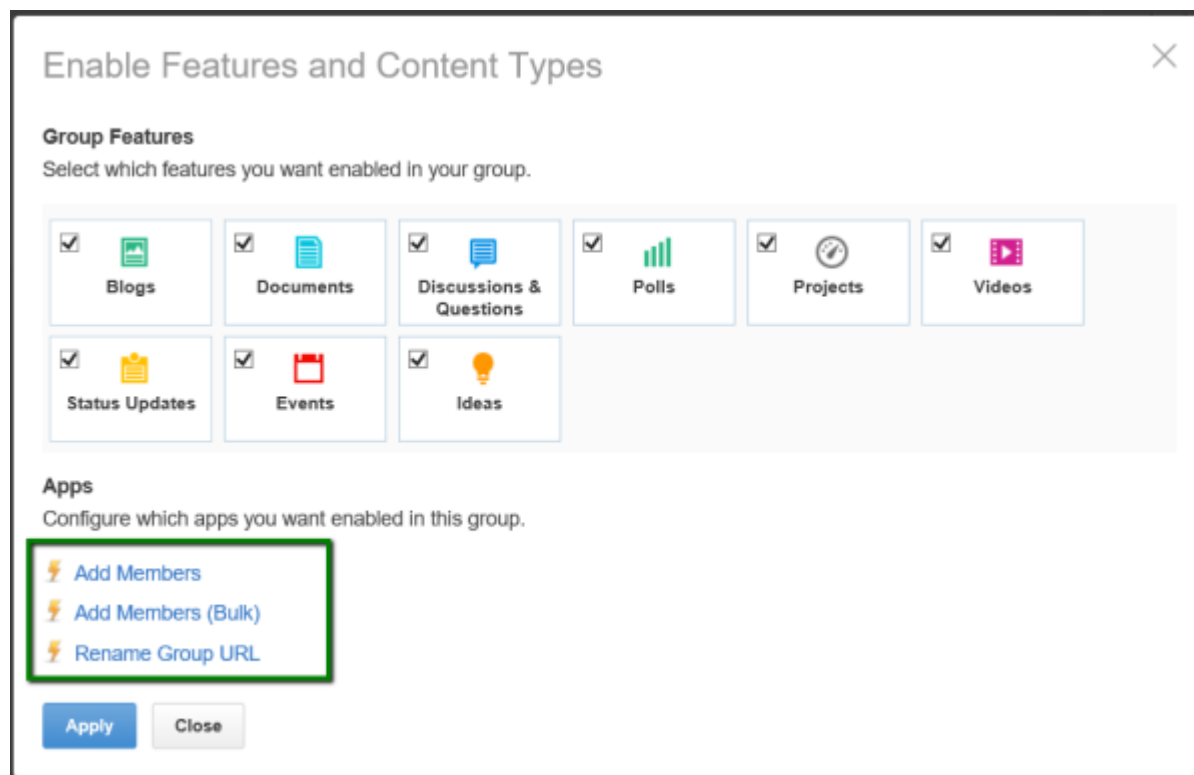
1. Go to the landing page of the concerned social group, where the add-on is to be configured. Select **Manage > Settings**.
2. Click the gear icon to change the advanced social group settings.

Figure 24: Opening Enabled Features and Content Types settings



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

Figure 25: The options that the Admin Essentials add-on adds to social group configuration

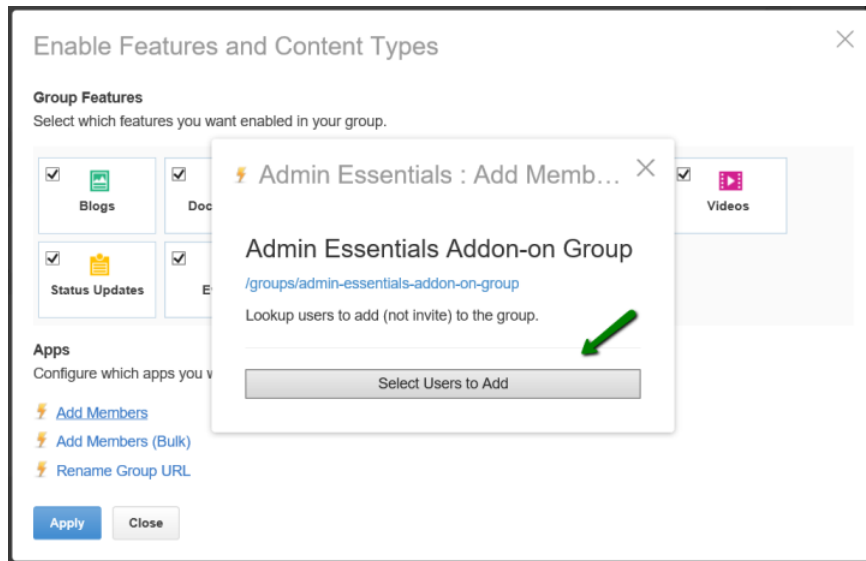


Adding members one-by-one with Admin Essentials

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

1. Go to the social group where members are to be added in bulk without inviting them.
2. Click **Manage > Settings** of the group.

3. Click **Enable Features and Activity** > gear icon .
4. Click **Add Members**.



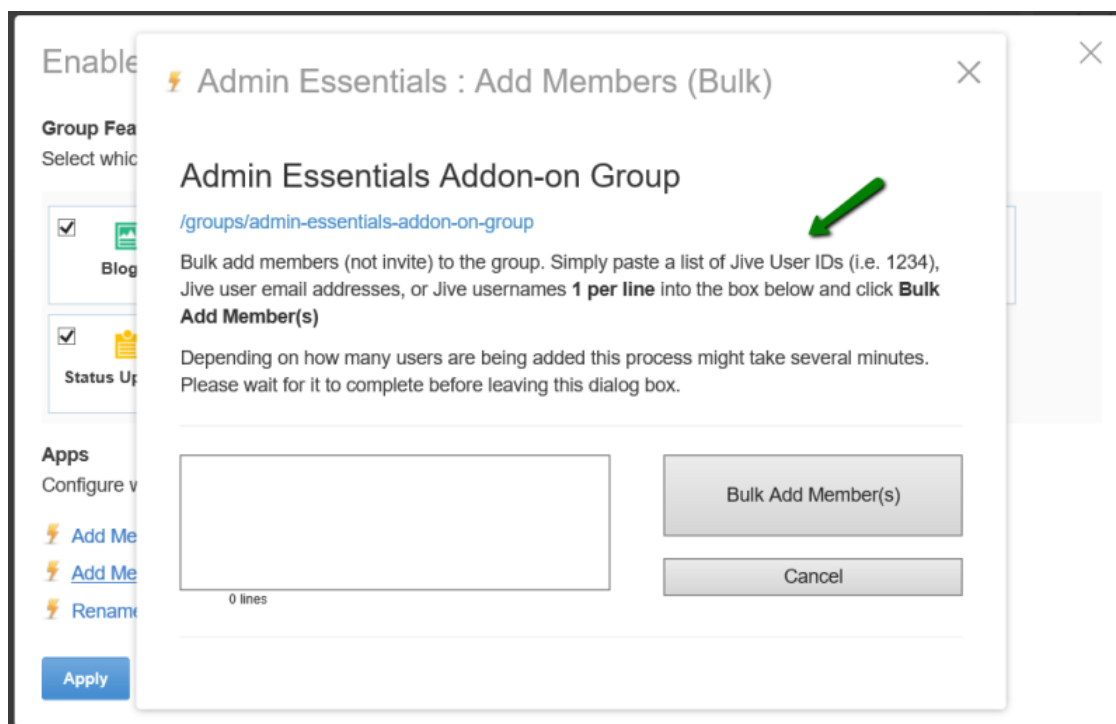
5. Follow the instructions on the screen display. E-mail Signature

Bulk-adding members with Admin Essentials

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

To add members in bulk:

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



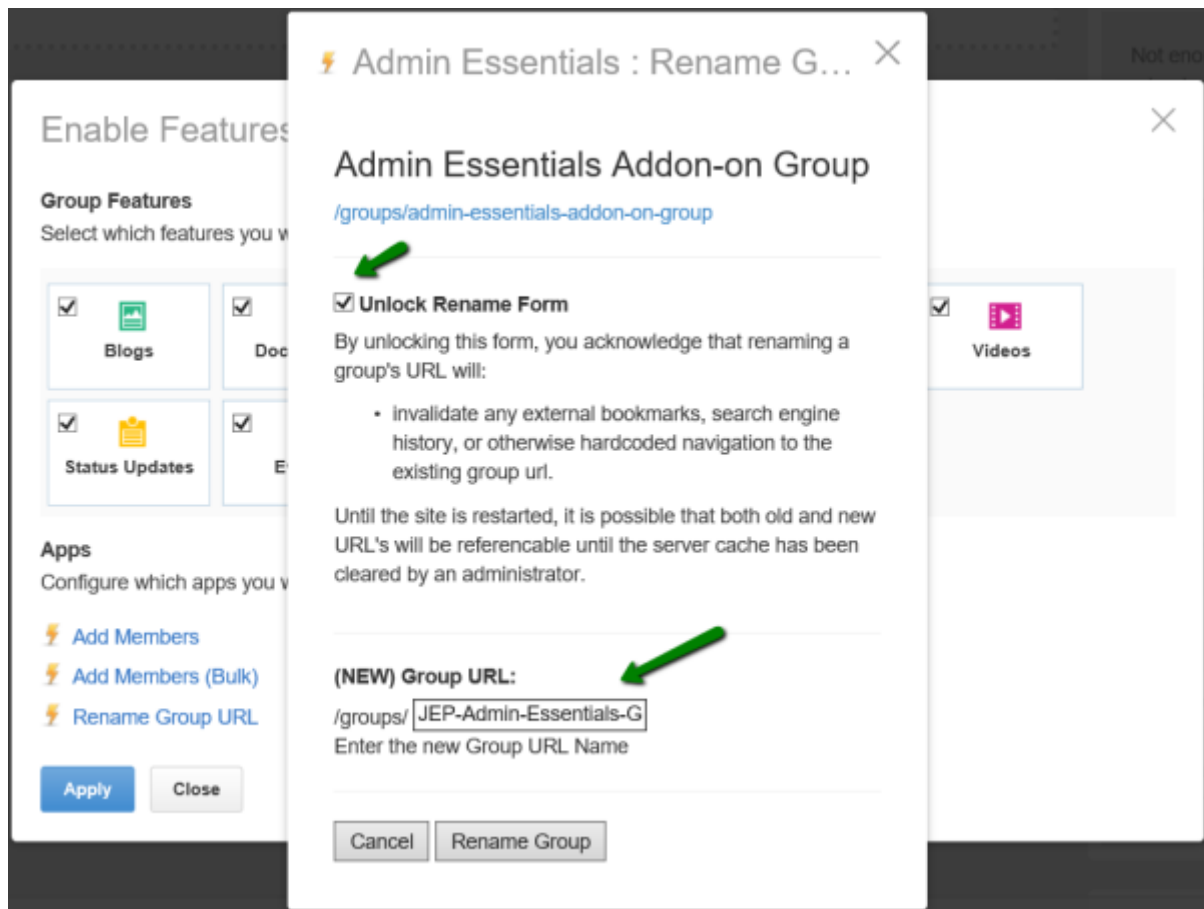
5. Follow the instructions on the screen display. E-mail Signature

Changing social group URL with the Admin Essentials add-on

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

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

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



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

Ask Me Anything add-on

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

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

How it works

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

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

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

Here the users can:

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

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

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

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

- View all the questions posted by the users in the sessions by accessing the Host View (**Pencil icon > Ask Me Anything - Host View**).
- Filter the questions in the dropdown by *Answered*, *Unanswered*, *All questions*.
- Sort the questions to look up the chronological listing of questions.
- View the questions by filtering on the relevant session.

- View the questions based on the filter combinations. For example, filtering can be set to *Unanswered*, *Recent questions*, or questions asked in the *21-Feb RCA session*.
- Enable or disable the auto refresh the stream of questions and responses.
- Export all filtered sets of questions with responses by using the **Download** icon.

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

Terms used

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

Author Change add-on

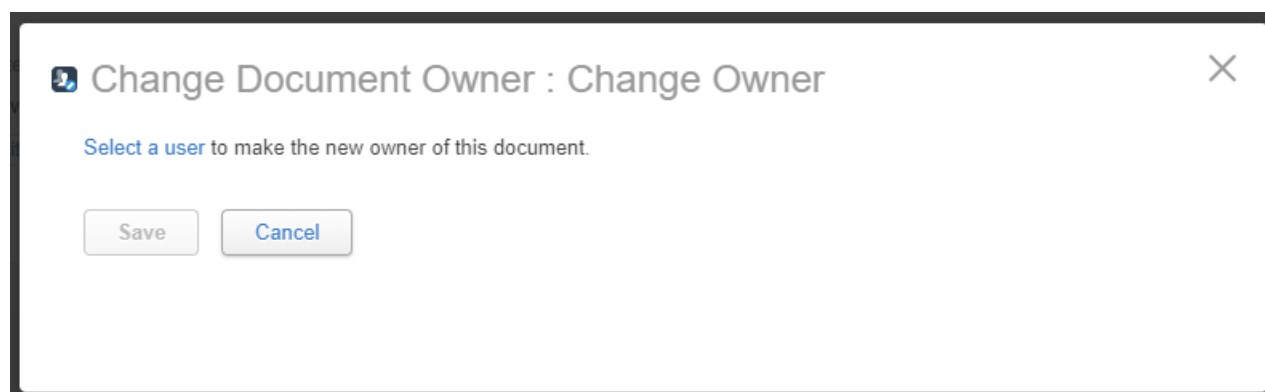
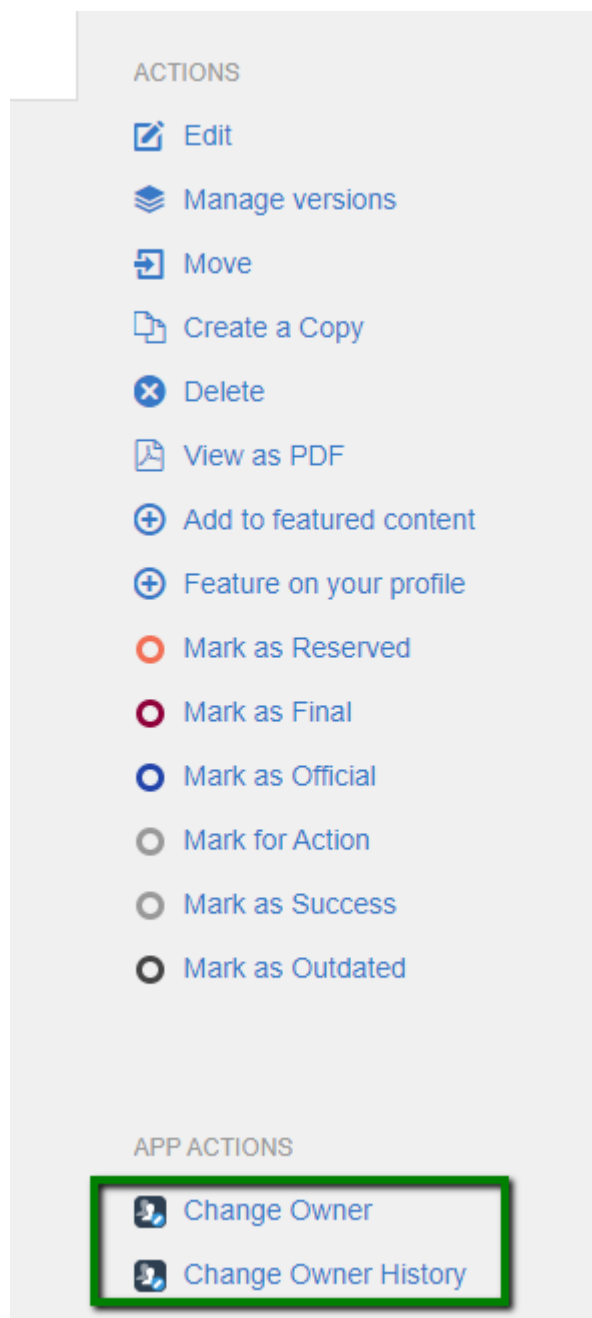
A user-friendly add-on that helps in changing the owner of the Jive content. Access to this add-on can be restricted to specific authorized users.

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

Author Change add-on:

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

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



Change Document Owner : Change Owner History			
Changed By	New Owner	Previous Owner	Timestamp
jive admin jive.admin@aurea.com	jive tester7 jive.test7	Jive Tester jive.test7	2019-12-11 10:11 am
jive admin jive.admin@aurea.com	Jive Tester jive.test7	jep qa jep.qa@aurea.com	2019-11-29 1:33 pm
jive admin jive.admin@aurea.com	jep qa jep.qa@aurea.com	jive test1 jive.test1	2019-11-29 1:32 pm
jive admin jive.admin@aurea.com	jive test1 jive.test1	jive admin jive.admin@aurea.com	2019-11-13 12:03 am

Close

Using the Author Change add-on

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

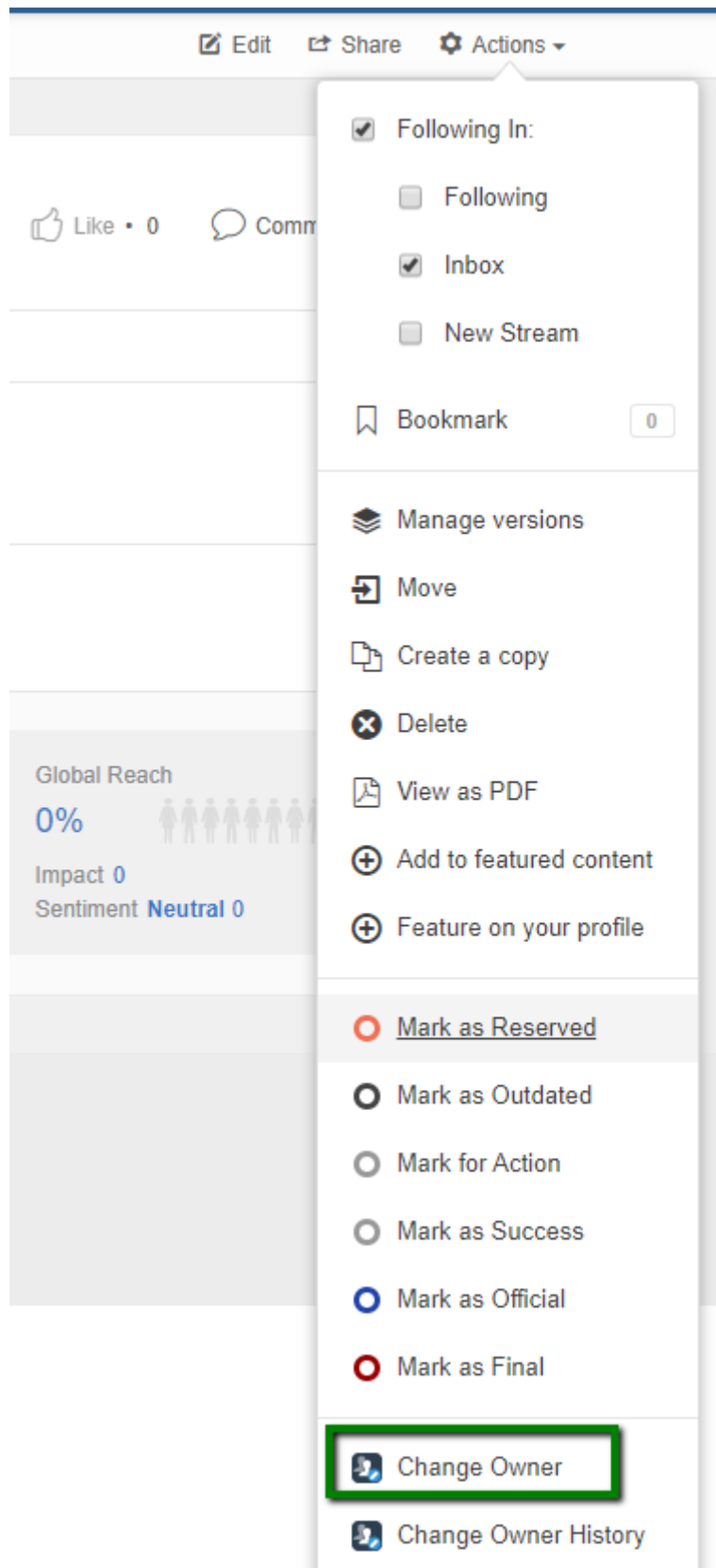
Fastpath: Document

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

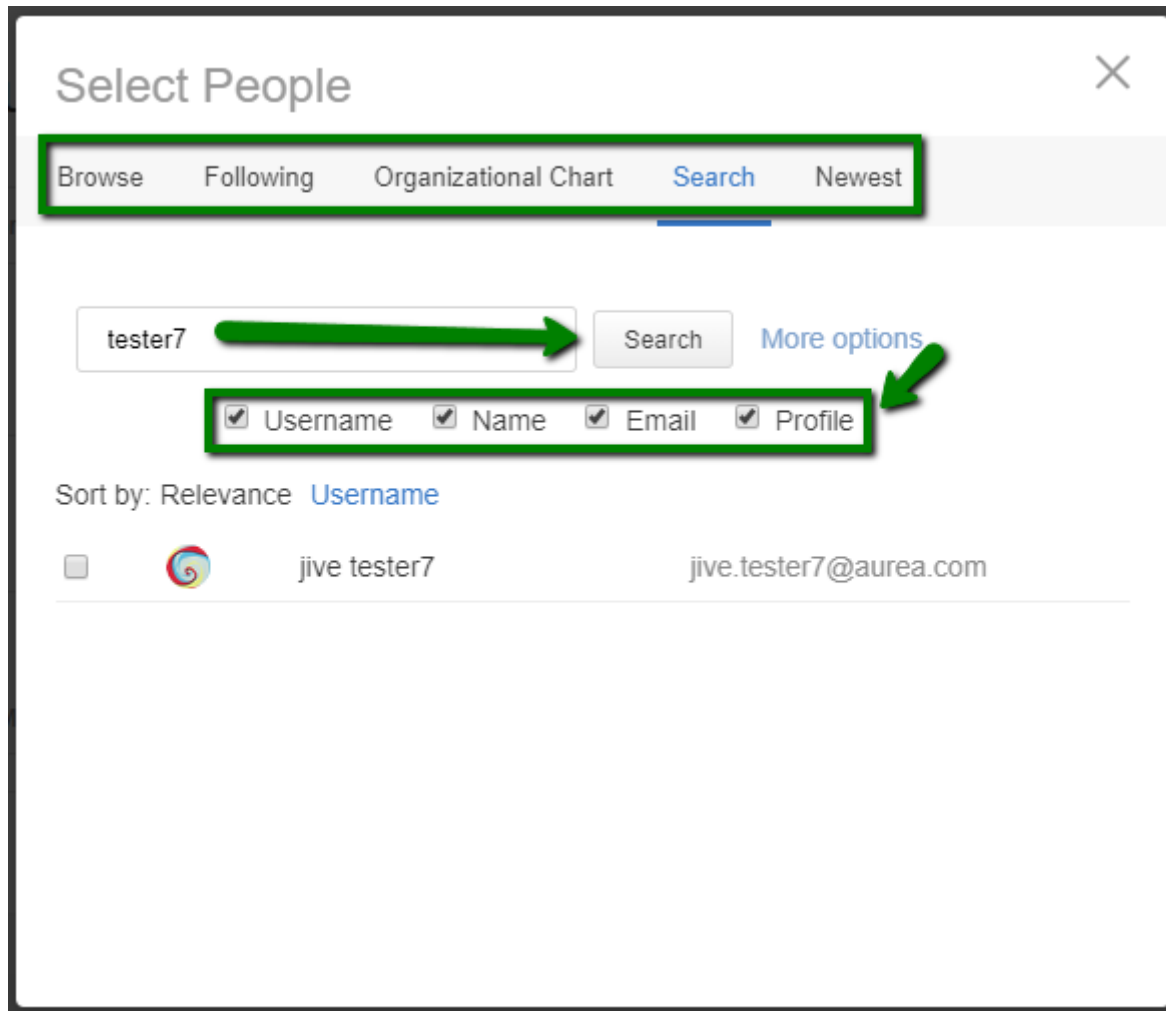
Changing document author

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

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



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



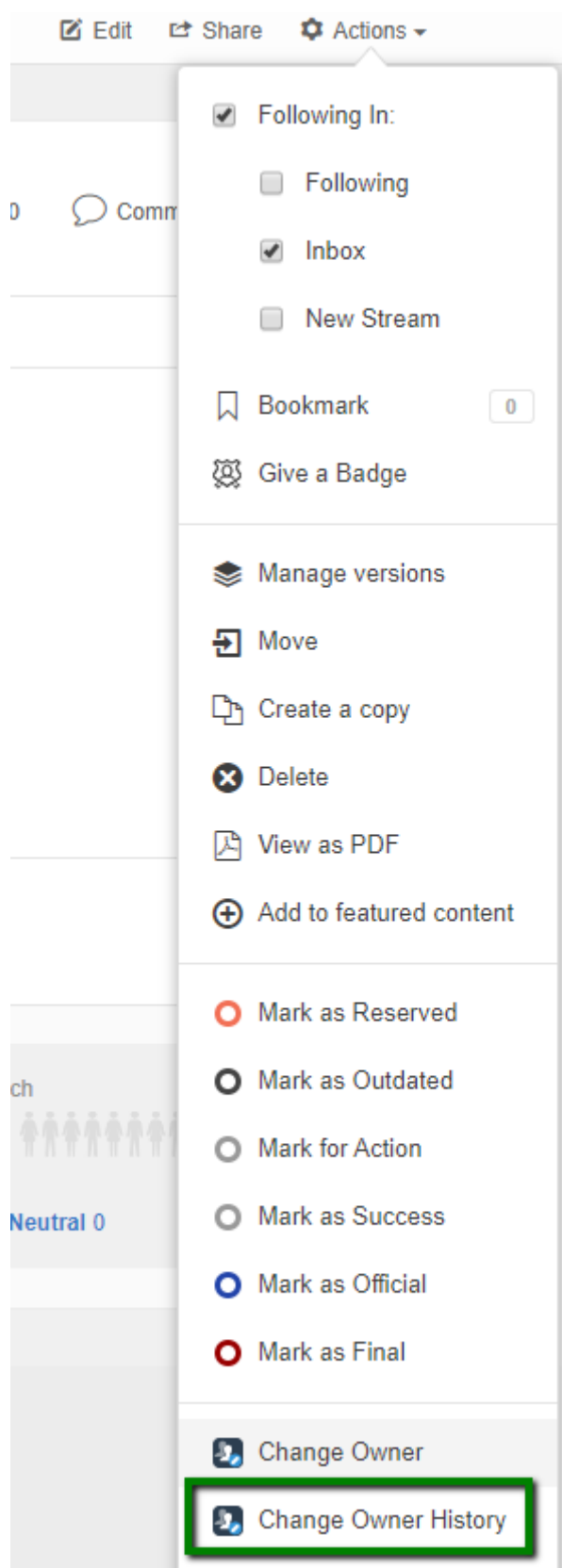
4. Click **Save**.

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

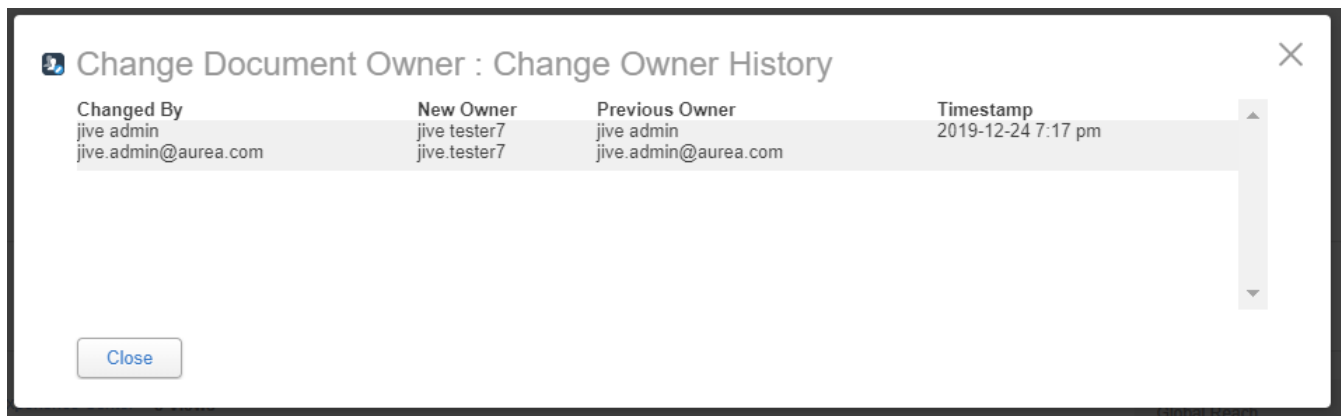
Viewing the history of the author changes

To view the history of changes:

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



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



Content Curator add-on

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

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

Using the Content Curator add-on

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

Fastpath: Main menu > Apps > Content Curator

Tags: Add, Remove or Overwrite

- Bulk-manage tags for a selected set of content.
- Select by tag across the community or from a place.
- Remove tags beginning with the # sign en masse.

Categories: Add, Remove or Overwrite

Bulk-manage categories for a selected set of content in a container.

Note: Blogs do not support categories.

Bulk Move of Contents

Easily move content from a space, group, project, or blog to another space, group, project, or blog on your site.

For example, for a blog: Select **Blog > Edit Selected Items** displays the following screen:

Bulk-managing content

To bulk manage Jive contents within a single Jive instance:

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

The Content Curator configuration page is displayed.

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

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

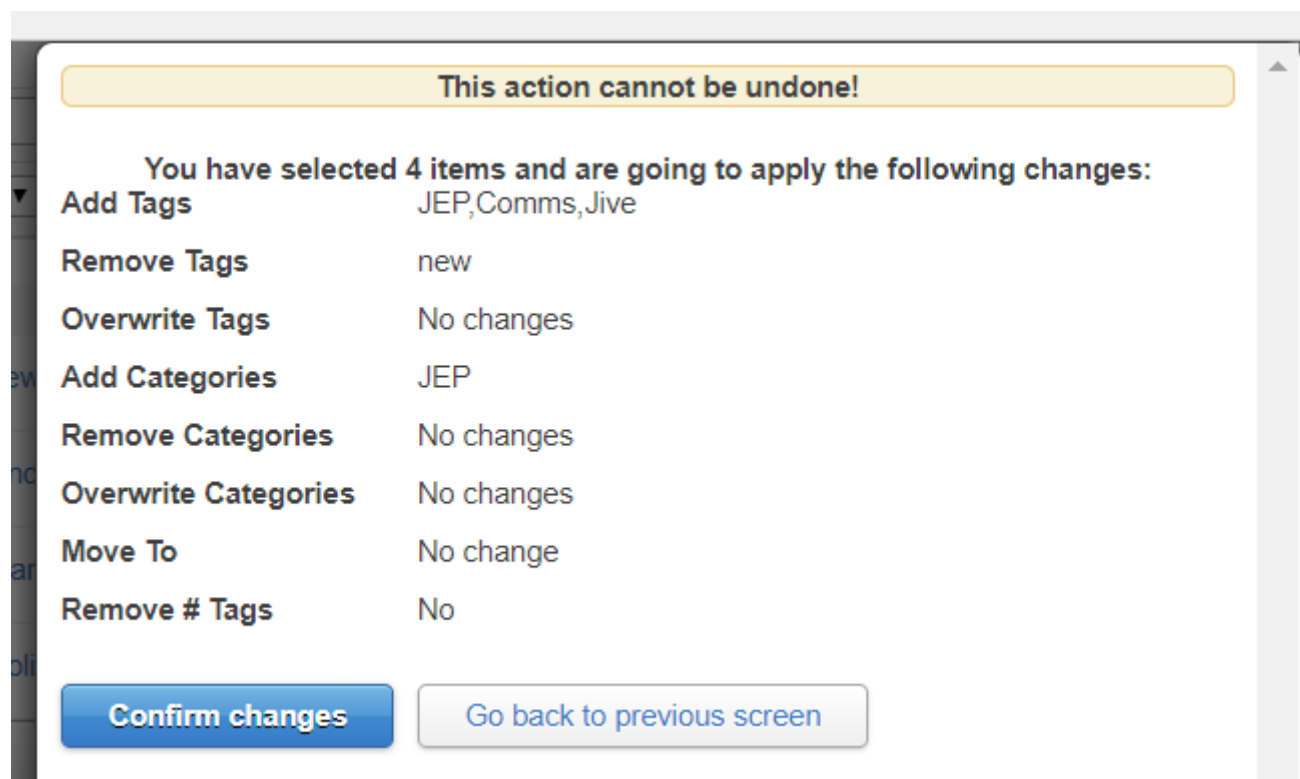
The contents from the selected place are loaded into the list.

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

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

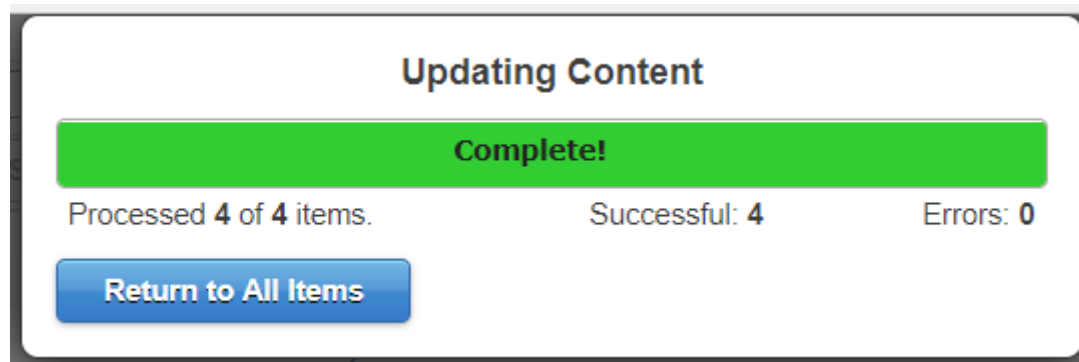
5. Select the content items that you wish to manage in bulk mode.
6. Make the changes and **Save All Changes**.

A confirmation screen appears.



7. Select **Confirm Changes**.

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



Email Signature add-on

A flexible add-on that is used to ensure your employees use corporate-approved signatures created with ease. Create multiple signature templates based on an unlimited array of form input fields and advanced HTML.

Email Signature add-on:

- Supports advanced HTML
- Supports unlimited form fields
- Allows creating virtually unlimited signatures

A screenshot of the "E-mail Signature Addon" web application. The interface has a blue header with "Email Signature Generator" and a dropdown menu set to "Aurea Template". The main area is divided into two columns. The left column, titled "Enter your information: Aurea Template", contains form fields for Title, Name, Phone, Mobile, Skype, and Mail. The right column, titled "Signature Preview", shows a preview of the signature with the Aurea logo and contact information. A "SELECT" button is at the bottom of the preview, and a yellow note says "Click 'SELECT' when preview looks correct."

„E-mail Signature Addon“ konfigurieren

Aurea Template

Title

Aurea Template

Template HTML

<table valign="top" style="border-spacing: 0; mso-table-lspace: 0pt; mso-table-rspace: 0pt;" width="100%" height="" cellpadding="0" cellspacing="0" border="0" bgcolor="" align="left">
<tbody><tr>
<td style="border-collapse: collapse; font-size: 10px; line-height: 1.2; height: 32px;"></td>

Template Fields

Title	EDIT	DELETE
Name	EDIT	DELETE

SAVE

CANCEL

„E-mail Signature Addon“ konfigurieren

Aurea Template

Template Fields

Title	EDIT	DELETE
Title	Placeholder	
Title	Title	
Field Description	Key (KeyWord for mapping to HTML template)	
	{{title}}	
Default Value		
Title		

Using the Email Signature add-on to create personalized signatures

Here you can find details on using the Email Signature add-on to create your own personalized signature (or signatures) based on the provided templates.

Fastpath: Content item

1. Go to **Main menu > Apps > Email Signature Add-on** .

The **E-Mail Signature Generator** screen is displayed.

The screenshot shows the 'Email Signature Generator' interface. On the left, under the heading 'Enter your information: Aurea Template', there are input fields for Title, Name, Phone, Mobile, Skype, and Mail. The 'Signature Preview' on the right shows a sample signature with the Aurea logo and contact details. A 'SELECT' button is visible below the preview.

2. Choose the appropriate signature template from the templates provided in **Select Your Template**.

This screenshot shows the same interface as the previous one, but with the 'Select Your Template' dropdown menu open. The menu lists 'Aurea Template', 'New Template - 2', and 'New Template - 3'. The 'Aurea Template' is currently selected.

3. Under **Enter your information: <selected template name>**, fill in the actual details in the various fields displayed below.

The user information is simultaneously reflected in the **Signature Preview** beside, with the default value being replaced by the actual user information.

4. Click **Select** when the **Signature Preview** details appear correct.

The following message appears: *Your signature has been copied to your clipboard!*

5. Paste the contents into your preferred email application's signature.

Caution: In Mac Mail, clear the **Always match my default message font** check box.

Forms and Surveys App add-on

The Forms and Surveys App allows users to create, edit, and publish forms and analyze form results. The form data resides in the middleware server and can be exported in different formats. Users can choose to publish the results of the form as a document in Jive.

Installing Forms and Surveys Add-on

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

Creating and editing forms with the Forms and Surveys App

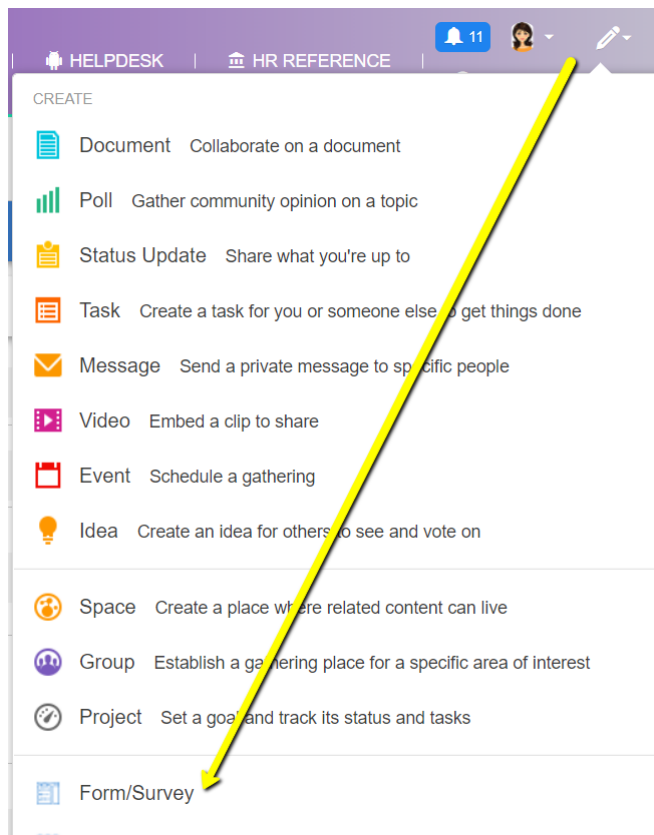
Here you can find details on creating and editing forms with the Forms and Surveys App.

Accessing the form list of the Forms and Surveys App

Here you can find details on accessing the form/survey list of the Forms and Surveys App.

To open the list of forms in the Forms and Surveys App, use one of the following options:

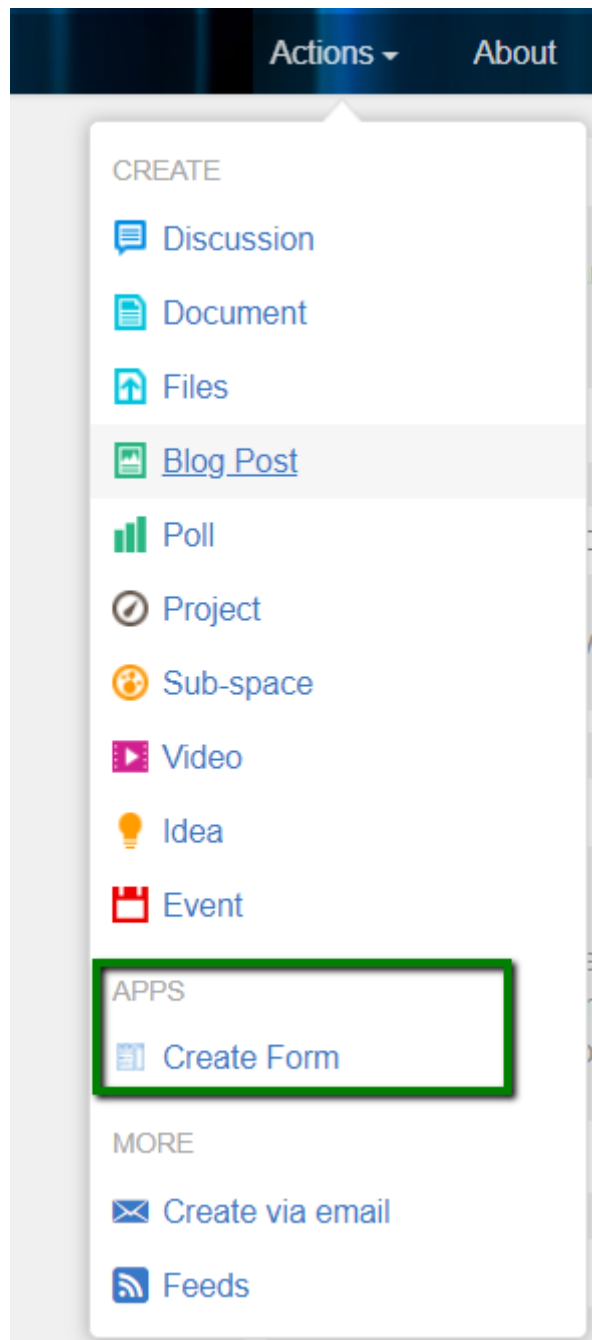
- Go to **Pencil icon > Create Forms/Survey** .



- Go to **Apps > Forms and Surveys App** .



- Enter the following URL: `<your Jive instance>apps/forms-and-surveys-app`.
- Go to **Action > Create form/Survey** .



The following screen is displayed, listing all forms created so far under the tab MY FORMS/SURVEYS. (The other tab SHARED FORMS/SURVEYS lists all those forms where the currently logged-in user has been added as a co-author.)

Forms and Surveys App

CONFIGURATION CONSOLE

Filter by search

+ CREATE FORM/SURVEY

MY FORMS/SURVEYS SHARED FORMS/SURVEYS

Form/Survey Preview Title	Responses	Last modified	
Default title - 1568965812172	0	Sep 20, 2019 07:50:14 AM	
Nm form with Template	0	Sep 20, 2019 06:39:52 AM	
JEP Form-1 Title	0	Sep 20, 2019 05:42:12 AM	

The user can either:

- Create a new form/survey by selecting + CREATE FORM/SURVEY.
- Edit an existing form/survey by selecting the relevant form title from the list displayed under Form/Survey Preview Title.

Creating and editing forms with the Forms and Surveys App

Here you can find details on using the Forms and Surveys App.

Attention:

Forms/Surveys Admin: Can configure App and access all Forms and Survey from all users.

Forms/Surveys Co-author: Can access the App and create, update, delete their own Forms/Survey.

1. On the list of forms, create a new form/survey by selecting + CREATE FORM/SURVEY.

OR Edit an existing form/survey by selecting the relevant form title from the list displayed under Form/Survey Preview Title.

A new form can be configured using the various form fields.

2. Provide a suitable **Title** for the new form and click **Create Form/Survey**.

Create Form/Survey

Form/Survey Preview Title *

JEP Form-1 Title

Following Characters are not allowed: @!#\$%^&*() \ - + = { } [] | \ / ' " ; , . ~ N e ? < >

CREATE FORM/SURVEY

3. Use the form fields displayed on the top in the subsequent screen to configure the overall form:

Forms and Surveys App

BACK TO ALL FORMS/SURVEYS

CONFIGURATION CONSOLE

JEP Form-1 Title

DELETE FORM

VIEW PREVIEW

CONFIGURATION FIELDS CONDITIONS RESULTS URL

Form/Survey Preview Title *

JEP Form-1 Title

Options	Description
Configuration tab	Provide details here to set the overall configuration of the form.
Fields tab	Provide the information items (fields) to be displayed on the form.
Conditions tab	Add conditions, based on which the fields will be displayed on the form.
Results tab	Displays the inputs provided by the user, after they complete and submit the form.

- At any point in time, select **Delete Form** on the top right corner to remove this form from the app.
- Select **View Preview** to have a glimpse of the configured form that will be displayed to the user.

4. On the **Configuration** tab:

Forms and Surveys App

BACK TO ALL FORMS/SURVEYS CONFIGURATION CONSOLE

JEP Form-1 Title DELETE FORM

Form/Survey Preview Title
JEP Form-1 Title

Form/Survey Preview Description
This JEP Form-1 will be used to collect data for a sample survey.

Form/Survey Preview Image URL

Publish Location
☐ In a Place
☐ Specific People
☒ Public
☐ Hidden

Form Start Date and Time
☐ Form Start Date and Time
☐ Form End Date and Time

Allow Users To Complete This Form Multiple Times?
☒ Allow Users To Complete This Form Multiple Times?
☐ Anonymous Submission
☐ Display Start Page
☐ Display End Page

Save Submission as Live Native Content
☐ Save Submission as Live Native Content

Manage Co-author(s)
[ADD USERS](#)

SAVE **SAVE AND PUBLISH** **RESET TO PREVIOUS CONFIGURATION**

Options	Description
Form/Survey Preview Description	Enter a brief description of this form
Form/Survey Preview Image URL	Provide the URL for the image to be displayed in the external object (which represents the form) published in a place
Publish Location	<p>Specify the Place, where the configured form can be viewed</p> <ul style="list-style-type: none"> • In a Place: Place: Form/Survey will be published as an external object in a Jive place. User can only select a place he/she has access to • Hidden: Form/Survey will not be published as an external object in a Jive place but can be accessed via direct link by Admins, Authors, and Co-Authors • Specific People: Form/Survey will not be published as an external object in a Jive place but can be accessed via direct link by Participants (and Admins, Authors, and Co-Authors) • Public: Form/Survey will not be published as an external object in a Jive place but can be accessed via direct link by any registered user

- Enable/disable the following form elements as required:

Options	Description
Form Start/End date and time	The time period during which the form will be active/valid.
Allow users to complete this Form multiple times	Allows the author to enable/disable multiple submissions of the Form/Survey. Default: Single submission
Anonymous submission	If enabled, User details will not be sent when submitting the completed form
Display Start/End Pages	If disabled, will not display the Welcome and Thank you pages in the form
Save submission as Jive native content	<p>If enabled:</p> <ul style="list-style-type: none"> • can save to a selected Place as Document / Blog Post / Question / Discussion • a TEMPLATE tab also appears on top of the screen along with the other tabs to facilitate the same functionality
Manage Co-authors	Select to add users (from a drop-down list), who can also author this form. In addition, the co-authors and their details will be listed below this field.

5. Click **Save** to save the configurations.

OR **Save And Publish**: Saves the form and publishes in the selected place (usage if **Publish Location: In a Place** is selected).

6. On the **Fields** tab, click **Select Field**:

The screenshot displays the 'Forms and Surveys App' configuration interface. At the top, there's a navigation bar with 'BACK TO ALL FORMS/SURVEYS' and 'CONFIGURATION CONSOLE'. Below this, a blue header bar shows 'JEP Form-1 Title' and a red 'DELETE FORM' button. The main configuration area has tabs for 'CONFIGURATION', 'FIELDS' (which is active), 'CONDITIONS', 'RESULTS', and 'URL'. On the left, a 'Select Field' panel lists various input types: Textbox, E-Mail Address, Radiobox (Single Select), Dropdown (Single Select), Date, Textarea, Yes/No, Legal, File Upload, Rating, Link, Numbers, Info Text (No Input), Checkbox (Multi Select), and Profile Fields (Hidden). The right side of the 'FIELDS' tab shows 'Configure Start Page' and 'Configure End Page' sections.

Items under **Select Field** can be selected as appropriate to set up various input fields on the form.

Table 1: Available Fields

Textbox	Select to add text inputs fields.
Radiobox	Select to allow user to pick an option from several options displayed via radio buttons. Use + Add Option to add as many options to be displayed on the form.
Date	Select if the user is to input a date.
Yes/No	Select if user is to input either Yes or No.
Link	Select to accept a URL as input.
Info Text	Select to allow user to provide free-flow text as input.
E-Mail address	Select to capture an email address input type.
Dropdown	Select to allow user to pick an option from several options displayed via a drop-down list. Use + Add Option to add as many drop-drop values to be displayed on the form.
Textarea	Select to allow user to provide free-flow text within an area frame.
Legal	Select to allow "I accept/ I don't accept" agreements.
Rating	Select to facilitate the user to evaluate. Specify Number of Steps as the rating scale and also the Shape of the rating icon.

Numbers	Input field which accepts numeric values only.
Checkbox	Select to allow user to pick an option from several options displayed as check-boxes.

7. On the **Fields** tab, click **Configure Start Page**:

The screenshot shows the 'Edit Start Page' dialog in the 'Forms and Surveys App'. The dialog is split into two main sections. On the left is a configuration panel with the following fields: 'Start Page Title *' (containing 'Welcome to Form'), 'Start Page Description' (empty), 'Background Image Url' (empty), 'Start Button *' (containing 'Start'), 'Layout' (set to 'Image in the background'), and 'Links' (with an '+ ADD LINK' button). At the bottom of this panel are 'SAVE' and 'CANCEL' buttons. On the right is a preview of the start page. The preview has a white background with the title 'Welcome to Form' in bold. Below the title is a paragraph of text: 'Please be aware that all responses to this survey are anonymous. No personal identifiable information will be included in reporting, to ensure responses cannot be linked back to individual.' Below this text is a blue 'START' button.

Use the fields available here for displaying a Welcome note to introduce the form to the user. This will be displayed to the user before they can start providing inputs in the form.

8. On the **Fields** tab, click **Configure End Page**:

Use the fields available here for displaying a closure note or a thank you message for providing the inputs on the form. This screen will be displayed to the user after successfully submitting the form/survey.

9. On the **Conditions** tab, specify conditions to help decide when a field is to be displayed or hidden on the form so as to seek user's inputs selectively.

All fields can be used to build conditions, except **Info Text** and **Checkbox**.

Any one of the following Condition parameters can be selected:

- is equal to
- is not equal to
- contains
- does not contain
- ends with
- does not end with
- starts with
- does not start with

Only fields matching the condition will be displayed to the user.

10 Select **+ Add New Conditional Rule** to add several rules.

The screenshot shows the 'Forms and Surveys App' configuration console. At the top, there's a header with 'BACK TO ALL FORMS/SURVEYS' and 'CONFIGURATION CONSOLE'. Below this is a blue bar for 'JEP Form-1 Title' with a 'DELETE FORM' button. The main area has tabs for 'CONFIGURATION', 'FIELDS', 'CONDITIONS' (selected), 'RESULTS', and 'URL'. Under the 'CONDITIONS' tab, there's a blue button labeled '+ ADD NEW CONDITIONAL RULE' with a green arrow pointing to it. Below this button, it says 'Conditions' and 'There are no any conditional rule...'. At the bottom left is a 'SAVE' button.

11 For each condition, specify the condition that should match the value in the form field, based on which one or more form fields are to be displayed.

The screenshot shows a dialog box for configuring a conditional rule. It has two sections: 'IF' and 'SHOW'. In the 'IF' section, there's a dropdown for 'Profile Field *', a dropdown for 'Condition *', and a text input for 'Value *'. In the 'SHOW' section, there's a dropdown for 'Profile Field *'. At the bottom are 'SAVE' and 'CANCEL' buttons.

12 The **Results** tab displays the results of the data captured after the form has been submitted by the user. Selected or ALL Results can be exported as JSON or CSV formats. The number of items/page can be customized.

The screenshot shows the 'Forms and Surveys App' interface. At the top, there's a header with 'BACK TO ALL FORMS/SURVEYS' and 'CONFIGURATION CONSOLE'. Below this, a blue bar displays 'JEP Form-1 Title' with 'DELETE FORM' and 'VIEW PREVIEW' buttons. A navigation bar includes 'CONFIGURATION', 'FIELDS', 'CONDITIONS', 'RESULTS' (active), and 'URL'. The main area has a 'DELETE SELECTED' button, a search filter, and 'EXPORT ALL AS JSON' and 'EXPORT ALL AS CSV' buttons. A table header shows columns for '#', 'Date Submitted (UTC)', and 'Profile Field - First Name'. A 'Items per page' dropdown is set to 25. A footer note states 'Result table is automatically being updated every 2 minutes'.

13 On the **URL** tab, on creating a form, the URL is automatically created. This link can be copied and used to access the configured form.

The screenshot shows the 'Forms and Surveys App' interface with the 'URL' tab selected. The header and navigation bar are the same as the previous screenshot. The main area displays a message: 'This is the direct link to your Form/Survey, permissions apply per configuration even when sharing the link directly'. Below this, a URL is shown: <https://jivedemo-jep-qa.jivecustom.com/apps/forms-and-surveys-app?formid=2938&placeld=0>. A 'COPY TO CLIPBOARD' button is located at the bottom.

Submitting a form using the Forms and Surveys App

Here you can find details on accessing and submitting forms using the Forms and Surveys App.

1. Go to **Main menu > Apps > Forms and Surveys App**.
2. Select the configured form under **My Forms/Surveys** or **Shared Forms/Surveys** appropriately, then go to the **URL** tab and **Copy the URL**.
3. Use the link to complete the form.
4. Click **Submit** to submit the form.

GDPR add-on

GDPR add-on helps to make Jive GDPR-compliant by removing the Personally Identifiable Information (PII) of a user from the system. This add-on gives the user the ability to remove or download the information from the system.

Installing GDPR Add-on

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

Ghost Publish add-on

This add-on allows you to author, collaborate, and publish any type of document or blog post on behalf of another employee at your organization.

Ghost Publish allows you to configure detailed publishing permissions down to the editor, author, place and expiration date, and more:

- Schedule publishing of documents and blog posts in the future
- Update ghost published content after it has been made live in your community
- Ghost publish from any place in the community

- Support content with images, videos, and attachments
- Collaborate on documents and subsequently publish as a blog post

Figure 26: A secure, compliant permissions interface to ensure that a particular user can only post on behalf of another in a specific place for a given period of time


Ghost Publish Configuration Add-on

Ghost Author Relationships + Create Relationship


Editor	Author	Place	Expiration Date	Document	Blogpost	Status	Actions
Administrator	Tanja Summer	Global Communication	Jun 10, 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	
Alexander Schuster	Jon Doe	Human Resources	Jul 31, 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Active	
Alexander Schuster	Amine Bousnina	Human Resources	Jul 31, 2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Active	
Alexander Schuster	Alam Jammy	Human Resources	Jul 24, 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	
Andre Barbosa	Amine Bousnina	Ghost Writers Group	Jun 11, 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Inactive	
1 user2	Administrator	Human Resources	Jun 11, 2020	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Active	
Maya Bhatt	Tommy Winter	Showcase JEP	Jun 19, 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	
Maya Bhatt	Tommy Winter	Ghost Writers Group	Jun 19, 2020	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inactive	
Maya Bhatt	Alina Friday	Showcase JEP	Jun 19, 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	
Maya Bhatt	IT Support	Showcase JEP	Jun 19, 2020	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Active	

< Previous Next >

Figure 27: Easy to use interface to ghost publish content from anywhere in the community




Action : Ghost Publish




Publishing content on behalf of another user requires a corresponding Ghost Author Relationship to be set up and active. Please reach out to your Administrator for assistance.

Author*



Place*



Post as*

☐ Document ☐ Blog Post

Publishing

☐ Schedule

PUBLISH

CLOSE

Supported content types

Here you can find the list of content types supported by the Ghost Publish.

Content type	Create	Update
Blog Post		
Document		
Question		
Discussion		
Upload Files		

Note: Source content type: Upload Files can be ghost-published as the respective content type only.

Installing Ghost Publish Add-on

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

Ghost-publishing content with the Ghost Publish add-on

Here you can find details on how to publish content items by using the Ghost Publish add-on.

Fastpath: Content item

The Ghost Publish add-on provides the feature of publishing and cross-publishing the source content, such as documents, discussions, questions, or blog post. Source content type: Upload Files can be ghost-published as the respective content type only.

Note: It is possible to Ghost Publish the same content multiple times into different places.

1. Create a source content item (such as a document or a blog post) anywhere in the community and publish it.
2. Go to **Actions > Ghost Publish** to view the **Action : Ghost Publish** dialog box.

3. Specify details: **Author**, **Place**, content type to be posted as (**Post as**), schedule **Date and Time (optional)**.
4. Click Publish.

Content is scheduled for publishing.

Content is published in target place with a delay of up to 2 minutes.

Notification messages of the Ghost Publish add-on

Here you can find details the types of notifications of the Ghost Publish add-on.

Success/Warning/Error Messages

Success (green)

Ghost publish is scheduled successfully.

This content was published by [Editor] on [Date and Time] in [Place] on behalf of [Author]. Go to Content. Update Content.

Warning (orange)

This content will be published by IT Spokesperson on Monday, July 13, 2020 9:09 AM in Showcase JEP on behalf of IT Team. Cancel publishing of content.

This content will be published by [Editor] on [Date and Time] in [Place] on behalf of [Author]. Cancel publishing of content.

Error (Red)

This content ghost published by [Editor] on [Date and Time] in [Place] on behalf of [Author] failed to publish. Please click here to try again.

Microsoft Teams add-on

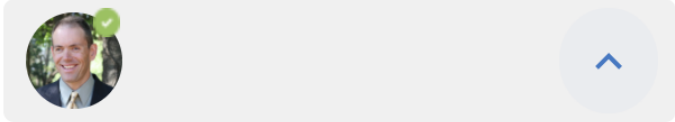
Easily integrate Jive with Microsoft Teams. "Click to connect" makes it simple to start or join a Teams chat from within Jive, while other features let you see users' Teams status within Jive, leverage Jive search, and more.


Microsoft Teams add-on:


- Allows starting a Microsoft Teams chat from Jive
- Displays Microsoft Teams user's statuses in Jive
- Gives the ability to search and reference Jive content from Microsoft Teams

The screenshot shows a Jive user profile for Amy Doberman. The profile includes a profile picture, name, department (Human Resources), email (amy.dobler@go.jivesoftware.com), location (Switzerland), and phone number ((555) 555-1212). The profile also shows 666 points and Level 3 status. A red box highlights a Microsoft Teams icon in the bottom left corner of the profile card, which is part of the 'Click to connect' feature mentioned in the text. The background shows a Jive feed with a post by Amy Doberman titled 'What is the Care' and a post by Cyber Threat Intelligence titled 'Cyber Threat Intelligence'.


TEAMS STATUS









Abdiel Gutierrez


Away 


 Chat




Amy Doberman

Sr. Manager, Emplo...


Unknown 


 Chat




David Rivard

Director of Marketing


Offline 


 Chat




David Gephardt


Sales Manager


Unknown 

 Chat



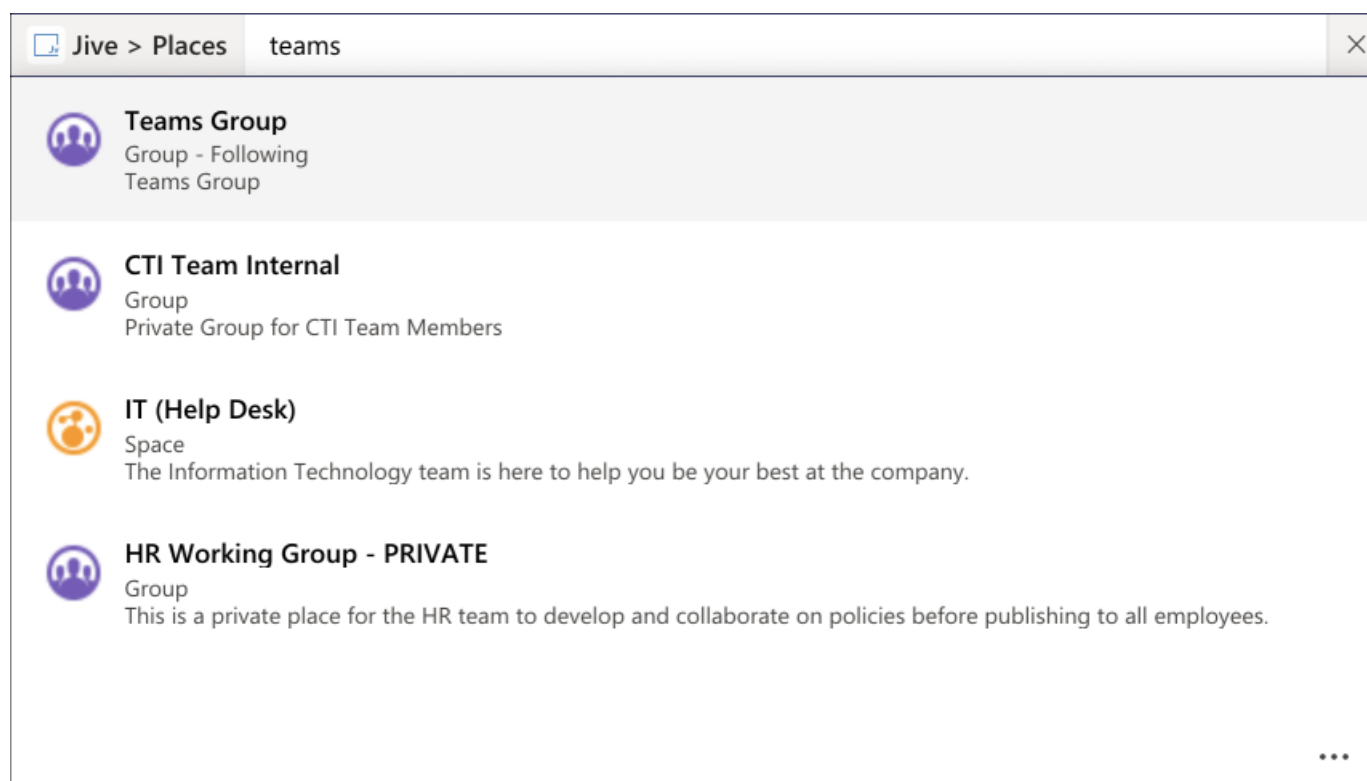
David Nixon

Offline 

 Chat

AUREA CONFIDENTIAL

198







Creating Teams Status tiles

Here you can find details on adding and configuring Teams Status tiles.

Adding Teams Status tile

To add the tile to the page:

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

CATEGORIES	TILE
Graphic Elements	 SE Search Customizable search experience
Lists - Custom	 SE Slider Animated image slider
Lists - Dynamic	 Teams Status Tile This tile enable Users to view user online status in Microsoft Teams and start a conversation.
Support	 To Do Track all of your tasks in one place.
<u>External Add-ons</u>	
Custom Tiles	User Usage

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

Teams Status Tile

Please configure the following "General" settings for

Title

☐ Display tile title?

Headline

Description

Background

Action Link

HTML

Font Settings

SAVE GENERAL SETTINGS CONTINUE

☐ Import / Export tile configuration?

SAVE TILE SETTINGS CANCEL © 2021 Created by Jive Software

Configuring General Settings

To set up general tile settings:

1. Select **Gear Icon > General settings** .
2. Configure the general settings. For the detailed instructions, see [General Settings of JEP tiles](#) on page 156.
3. Click **Save Tile Settings**.


Configuring Teams Status tile-specific settings

To configure settings specific to Teams Status tiles:

Configuring **Slideshow Settings** of Teams Status tile

1. Click **the gear icon > Data Settings** .
2. In **Data Settings**, specify the following details:

Teams Status Tile



Please configure the following "Data Settings" for this tile:

Users retrieved for each data query

10

Status refresh interval (s)

15

(e.g., 20)

Name font size (px)

Description font size (px)

16

12

(e.g., 16)

(e.g., 12)


☐ Display group members

Enabling this option will display the members of a group instead of followers.

CONTINUE

CANCEL

☐ Import / Export tile configuration?

 SAVE TILE SETTINGS

CANCEL

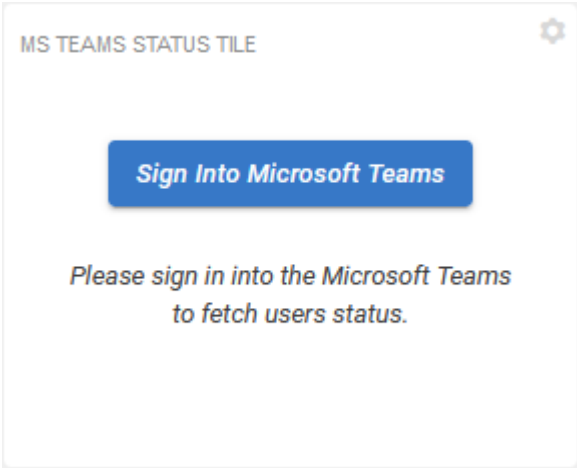
© 2021 [Created by Jive Software](#)

Options	Description
Users retrieved for each data query	The number of Microsoft Teams users to be displayed in the list. Depending on the Display group members option, members of the Jive place or followers of the current users are displayed.
Status refresh interval (s)	The refresh rate of the list, in seconds.
Name font size (px)	The font size of the tile title, in px.
Description font size (px)	The font size of the tile description, in px.

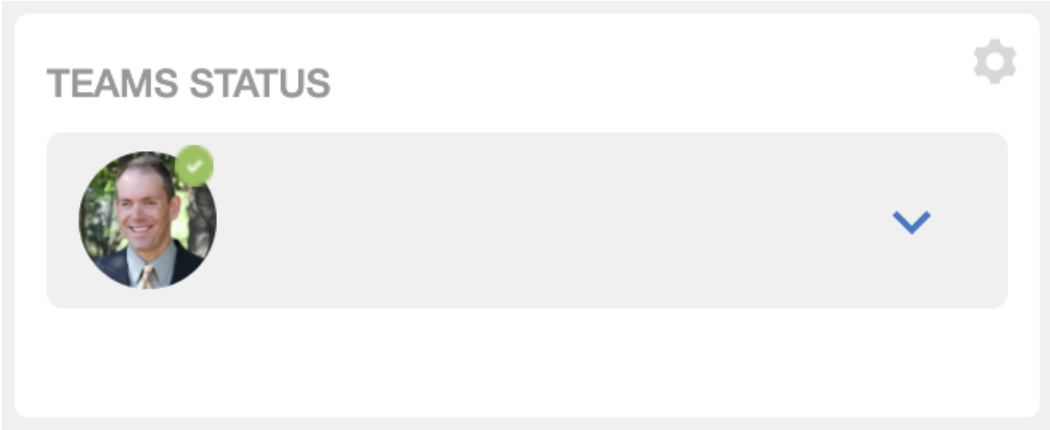
Options	Description
Display group members	For groups, indicates if followers or members of a group are listed in the tile. When cleared, the tile displays group followers; when selected, the tile displays group members. For spaces and projects, the tile always displays followers as these types of places cannot have members.

3. Click **Save Tile Settings**.

The Teams Status tile is configured successfully.



If you haven't authenticated recently with Microsoft Teams, you will be asked to enter your credentials. Once the sign in is confirmed, the tile should display your Microsoft Teams status. The header may look differently based on the status of the actual user.

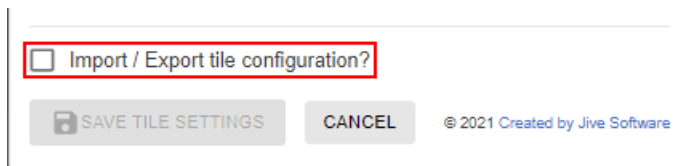


Copying settings from another tile

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

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

To copy settings from another tile of the same type:



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

Requirements for the Microsoft Teams connection

To use the connection between Jive and Microsoft Teams, you need to meet the following requirements.

On the Jive side

As a Jive community user, you need to add your Microsoft Teams username to your Jive profile.

To add your Microsoft Teams username to your Jive profile:

1. Open your Jive community.
2. Go to **Avatar > Edit Profile**.
3. Find the box that holds the Microsoft Teams username and fill it in.

It may be named like **MS Teams Username** or similar. If you cannot find this field, contact your Jive community administrator.

4. Click **Finished** to save the profile.

Now you can open chats with other users from Jive and likewise, other users can open a chat with you from Jive.

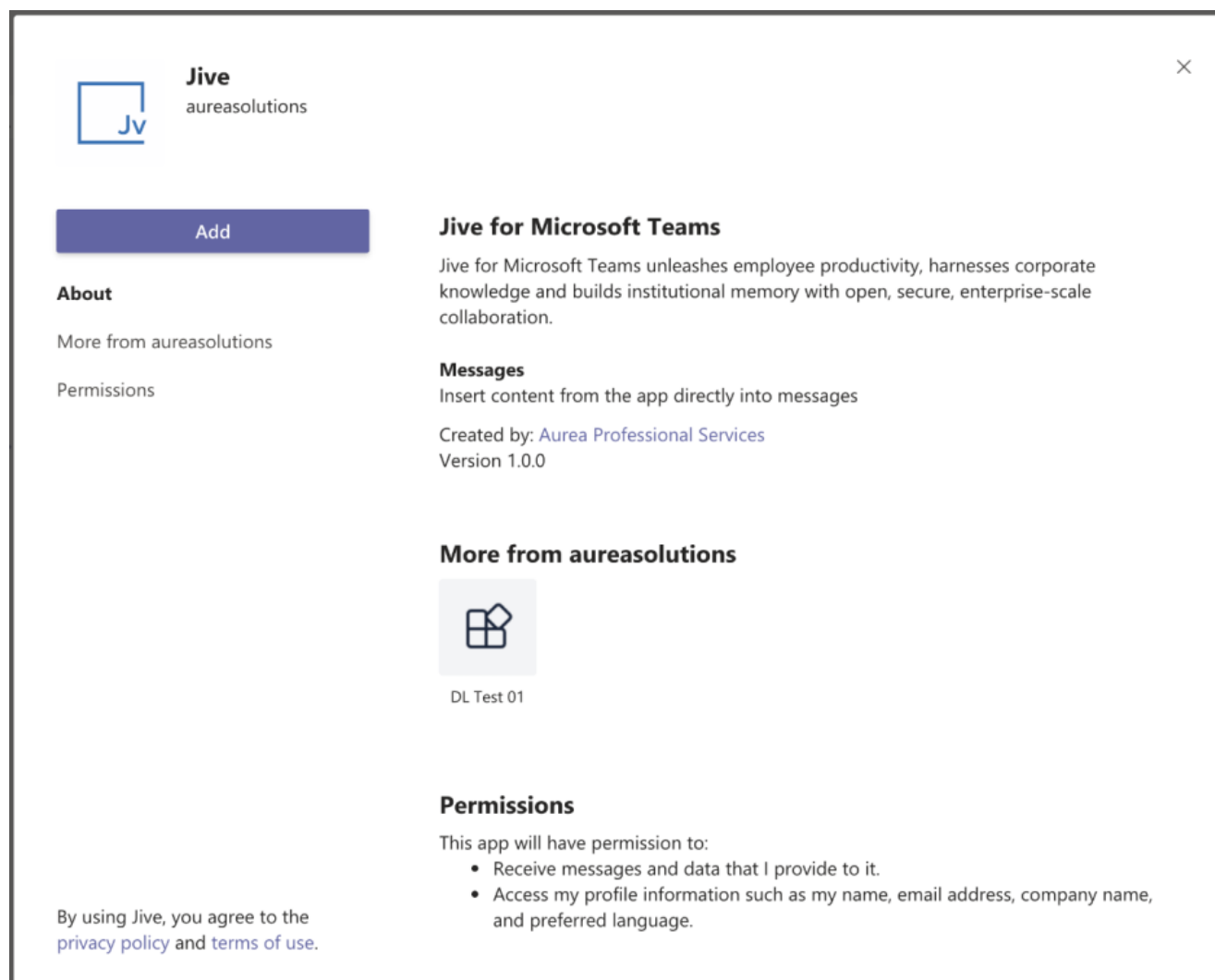
On the Microsoft Teams side

In Microsoft Teams, you need to add the Jive App for Microsoft Teams to the list of your active add-ons.

Use any way comfortable for you to find and install the Jive App for Microsoft Teams to Microsoft Teams. Here you can find one of the available ways – from the left navigation. For other ways and more information on apps in Microsoft Teams, see [Add an app to Microsoft Teams](#) article on the Microsoft Support Portal.

To add Jive App for Microsoft Teams to your add-ons list:

1. Open Microsoft Teams.
2. Go to **Apps** on the left of Microsoft Teams, then search for Jive App for Microsoft Teams.



3. Select the Jive App for Microsoft Teams app and, once a description screen opens, click **Add**.

Once you've added the app, you can search and reference Jive content, people, and places directly from Microsoft Teams.

Accessing Microsoft Teams from Jive


From Jive, you can quickly check the user's status in Microsoft Teams from the Teams Status tile and switch to a Microsoft Teams chat from a user's hover card.

If your community manager has enabled the Microsoft Teams connection in your community and you meet the [Requirements for the Microsoft Teams connection](#) on page 204, you can see other user's Microsoft Teams on the tile and switch to chats from Jive.


Using



Click  from a user's hover card or from the Teams Status tile to switch to Microsoft Teams and start (or continue) a chat with this user.



666 points **Level 3**

Top Badges 


Amy Doberman

DEPARTMENT
Human Resources

EMAIL
amy.dobler@go.jivesoftware.com

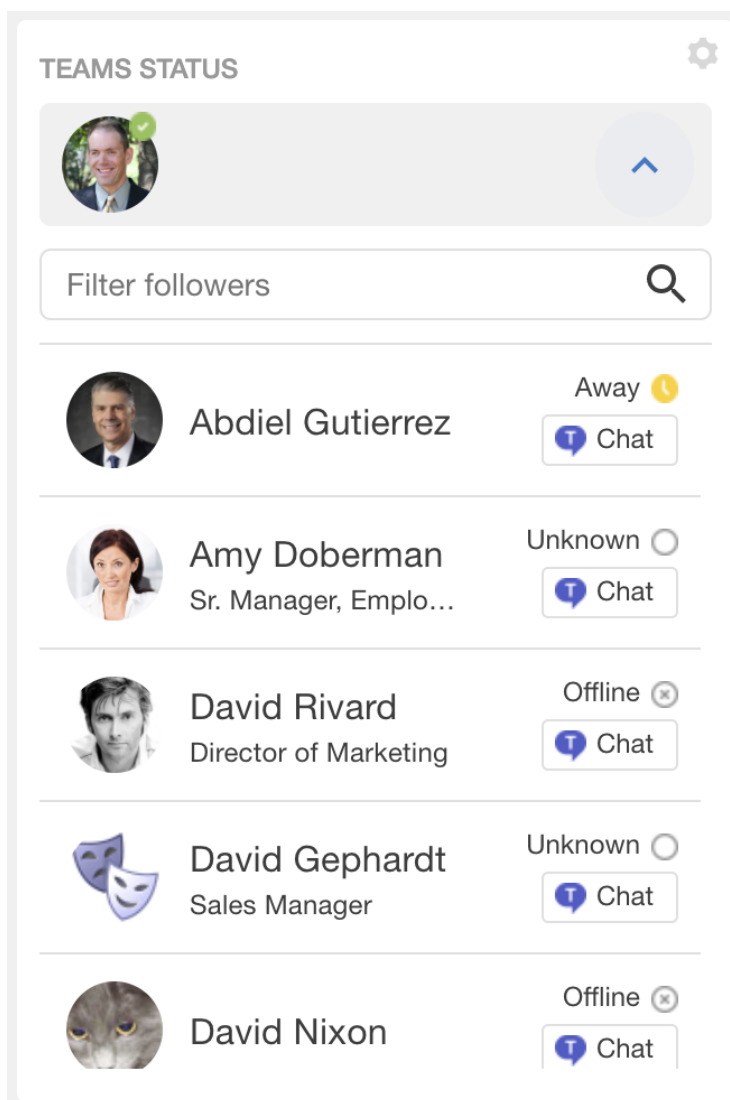
LOCATION
Switzerland


PHONE NUMBER
(555) 555-1212

 [Follow](#) [Message](#)

From the Teams If a Teams Status tile is added to a place, it shows its followers. For a group, the tile can alternatively show group members (if set so).

Status tiles



- The status is displayed as it is set in Microsoft Teams.
- Clicking  starts (or continues) a chat with this user.
- If a user's status in the list is blank, the user's Microsoft Teams username is likely not set in their profile.
- If a user's status is **Unknown**, the user may not be configured properly in Microsoft Teams.

Note that you may be prompted to sign in to Microsoft Teams if, for example, you've signed out or are logging in from a new device.

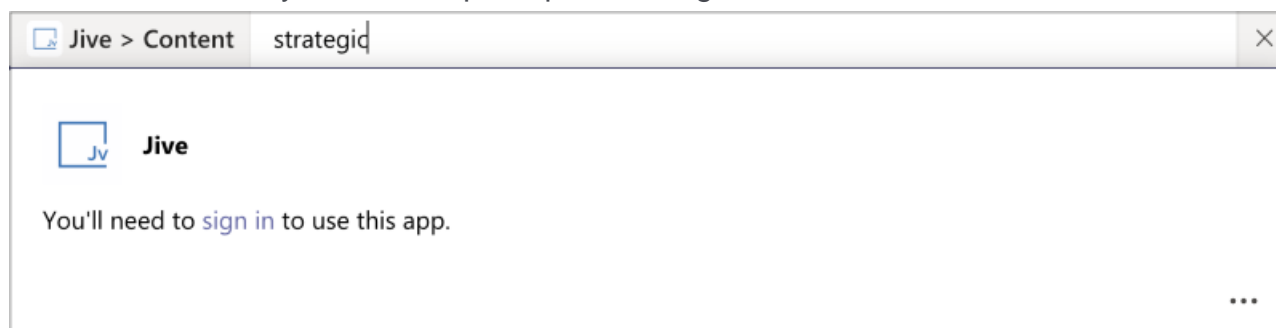
Accessing Jive from Microsoft Teams

From Microsoft Teams, you can search and reference Jive content, people, and places.

If your Microsoft Teams administrators have installed the Jive App for Microsoft Teams, and you meet the [Requirements for the Microsoft Teams connection](#) on page 204, you can search and reference Jive content from Microsoft Teams.

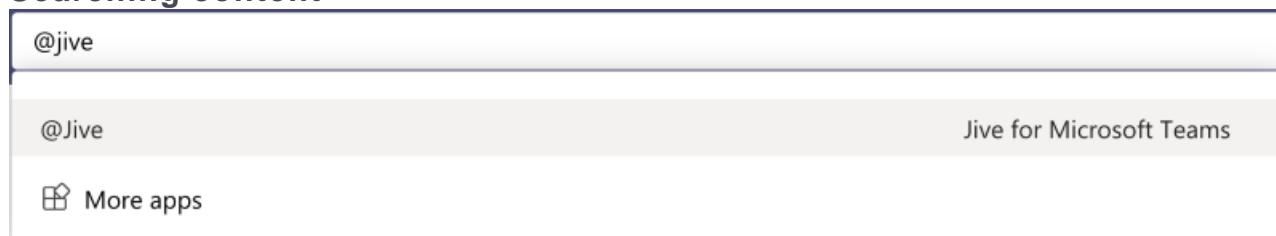
Signing in to Jive

On the first use, you will be prompted to sign in to Jive.

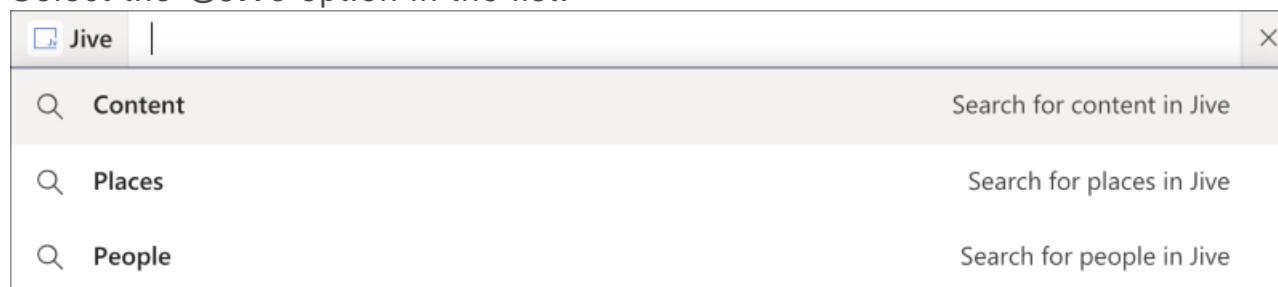



Click **sign in** and provide your Jive credentials.

Searching content



1. Click on the search box at the top of the screen and type @jive.
2. Select the **@Jive** option in the list.



3. Select what you want to search for and type the phrase you want to search for. Similarly, you can search and reference Jive content when you type a message: type @jive or click .

Troubleshooting the Microsoft Teams add-on

Here are some tips for troubleshooting the most common questions about the Microsoft Teams add-on.

Teams Status tile does not update user's status

This may be caused by several reasons.

Status is blank	If a user's status in the list is blank, the user's Microsoft Teams username is likely not set in their profile. Check the user's profile settings and verify that the Microsoft Teams username is specified in the designated profile field correctly.
Status is Unknown	If a user's status is Unknown , the user may not be configured properly in Microsoft Teams. Check the user's account in Microsoft Teams.

The Chat button is not displayed

If the **Chat** button is not shown, the user's Microsoft Teams username is likely not set. Check the user's profile settings and verify that the Microsoft Teams username is specified in the designated profile field correctly.

@jive is not available in Microsoft Teams

For the Jive search to work:

1. Your company administrators must install the Jive App for Microsoft Teams in Microsoft Teams. If you don't see in the list of available apps, contact your Microsoft Teams administrators.
2. You must add the app to your list, as described in [On the Microsoft Teams side](#) on page 204.

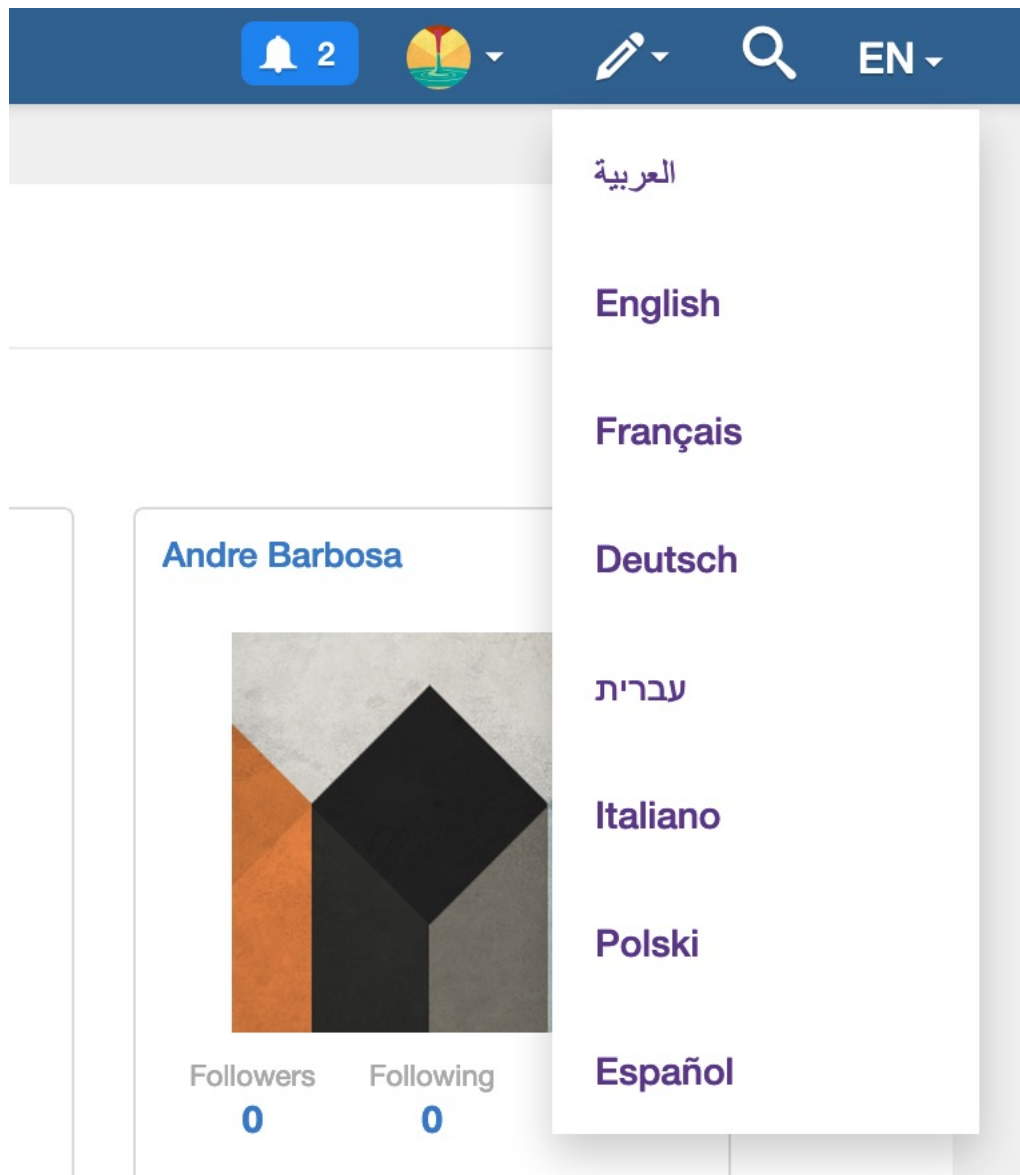
Multiple Languages add-on

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

Multiple Languages add-on:

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

Note: Types of Jive contents excluded by the : Status Updates, Tasks, Messages, and Events.



Manage Content Languages



Language:

English



Save

Language

Content

French

French

Unlink

German

English document - Oc
28 [FR] [DE]

Unlink

Arabic



Search

Link

Create

Linking content to the Multiple Languages add-on

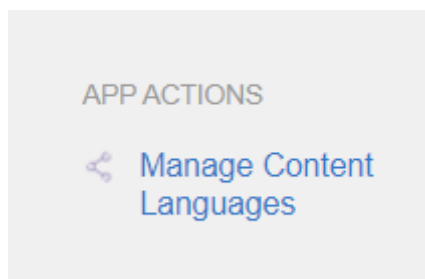
Here you can find details on linking content in different languages with the Multiple Languages add-on.

Fastpath: Content item, **Actions > Manage Content Languages**

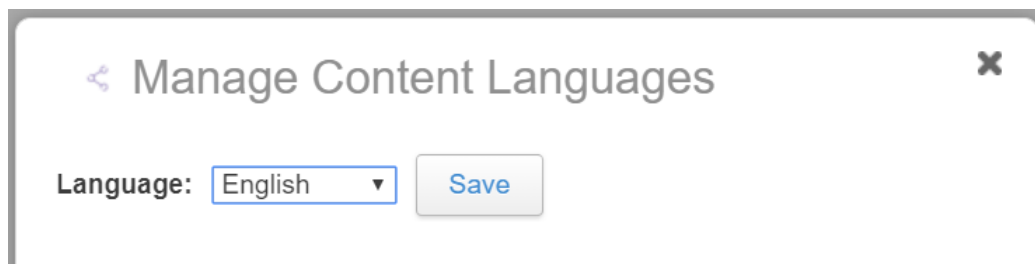
To link a content item with the Multiple Languages Add-on:

1. Go to the content item you want to link.
2. Click **Actions > Manage Content Languages**.

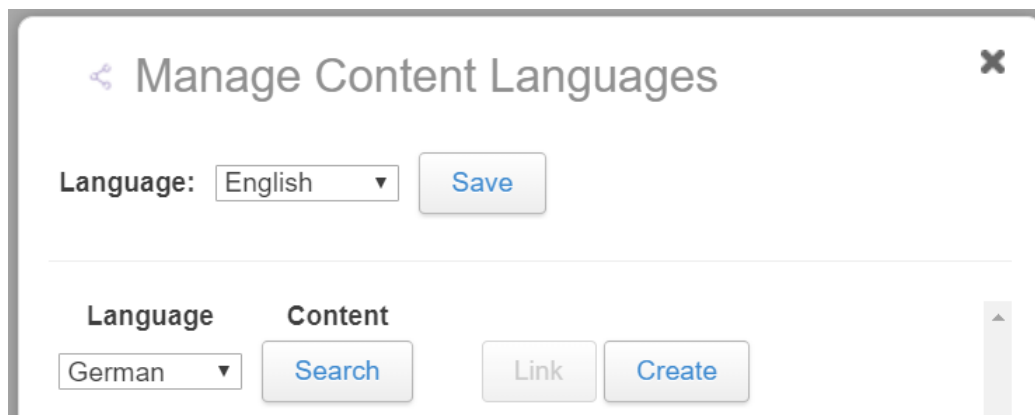
Attention: User should be a member of the `Multi-Language Editors` group to be able to view this option.



3. Select the **Language** of the current content, for example, English, and click **Save**.



The content language has been set successfully. The screen to create or link other language versions is displayed.



4. Create the other language versions by selecting the appropriate language and click **Create**.

For example, select German as **Language** and then click **Create**.

Manage Content Languages

Language: English Save

Language	Content
German	Sample Documents [DE] Unlink

Chinese Search Link Create

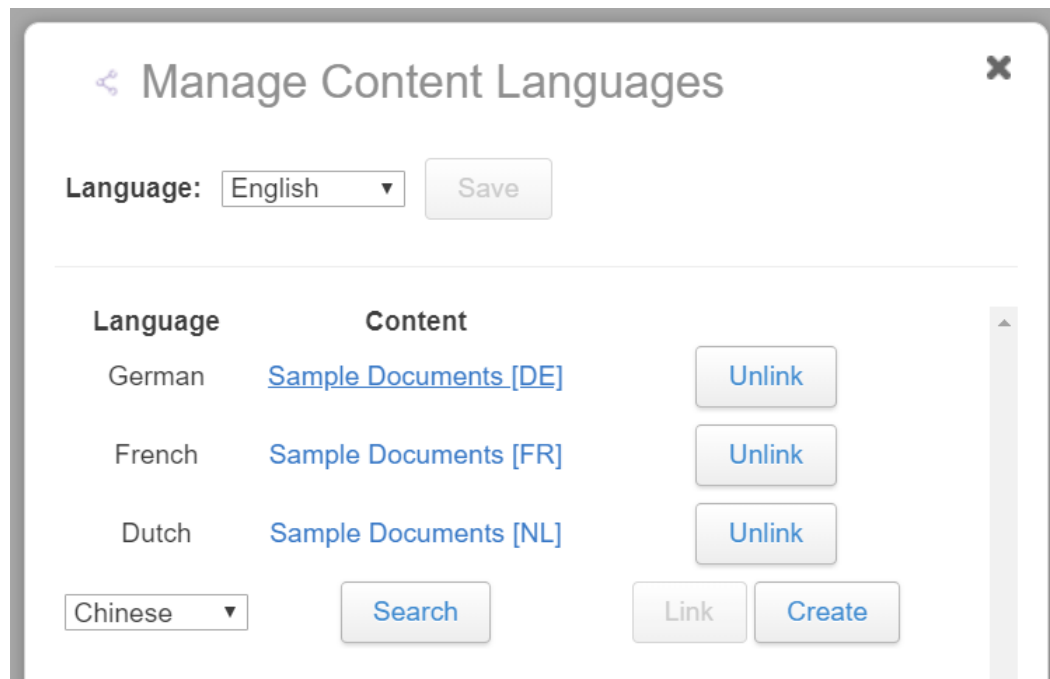
The document is created for the German version. Click the title to navigate to it and translate it manually.

5. If the content to be linked already exists in another language within the community, click **Search** next to the appropriate language.

On selecting the appropriate document, the Multiple Languages Add-on adds it as a linked content.

Attention: Only content of same content type can be linked, like all documents, all blog posts.

6. Similarly continue to create in other languages and translate the contents, as appropriate.



7. To remove a linked content, click **Unlink** option next to the appropriate linked content.

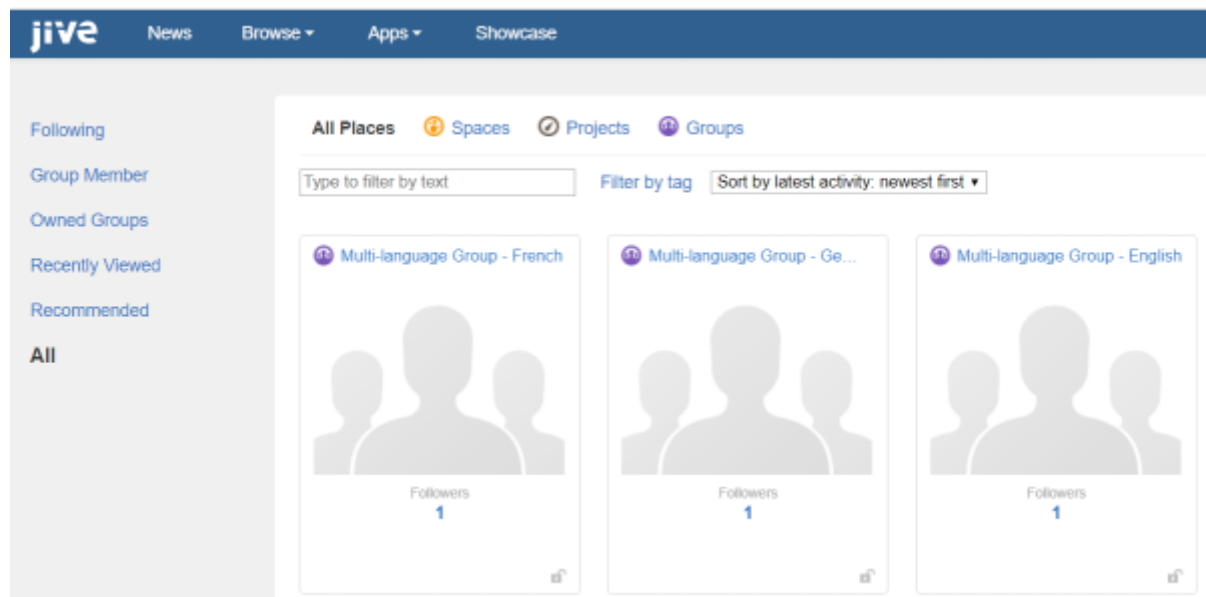
Linking places to the Multiple Languages add-on

Here you can find details on linking places with different languages with the Multiple Languages add-on.

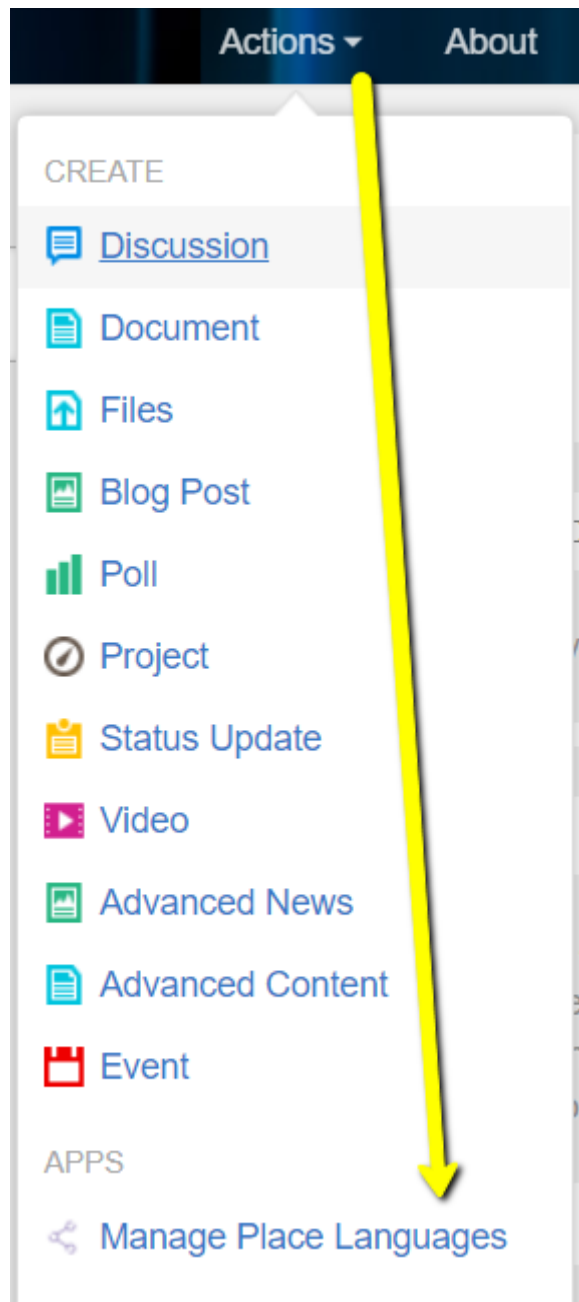
Fastpath: Place to be linked, **Actions > Manage Place Languages**

To link a place with the Multiple Languages Add-on:


1. Create places for different languages to be linked subsequently via Multiple Languages Add-on.




2. Go to one the prepared places.
3. Click **Actions > Manage Place Languages** .




4. Select the **Language** of the current Group (for example, English) and then click **Save**.


 Manage Place Languages

You're editing:  Multi-language Group - English


Language:


English 

Save


 Language specific places can be linked with corresponding places in other languages. After linking places together, for each page you'll be able to select their counterpart in the corresponding place.

5. Select the other linked place language (for example, German), click **Search**, then select a place from the list, and close the window.


 Manage Place Languages

You're editing:  Multi-language Group - English


Language:

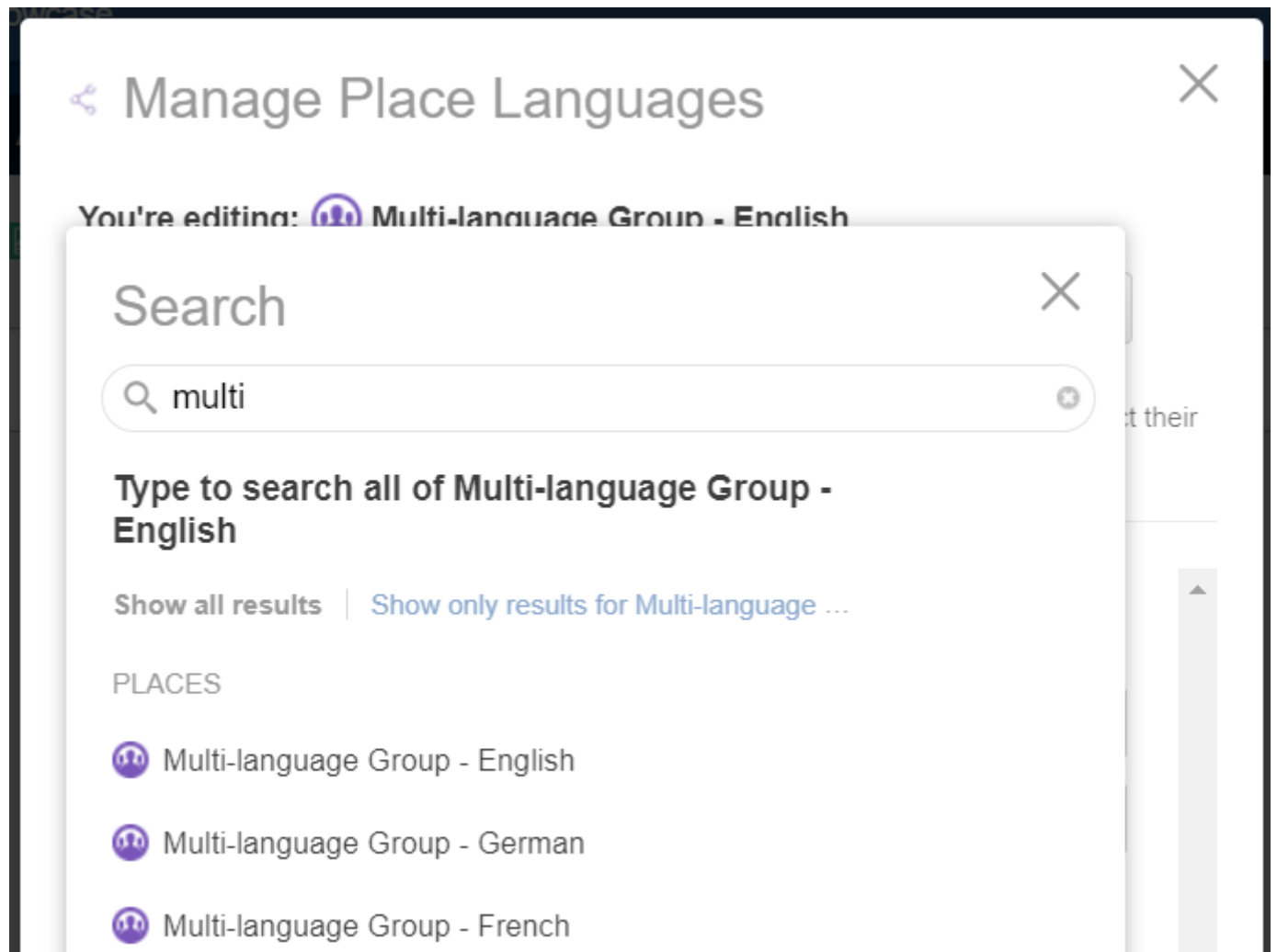
English 

Save

 Language specific places can be linked with corresponding places in other languages. After linking places together, for each page you'll be able to select their counterpart in the corresponding place.

Linked places

Language	Place	
German 	<div>Search</div>	<div>Link</div>



Manage Place Languages

You're editing: **Multi-language Group - English**

Language: English Save

Language specific places can be linked with corresponding places in other languages. After linking places together, for each page you'll be able to select their counterpart in the corresponding place.

Linked places

Language	Place	
German	Multi-language Group - German	Unlink
French	Multi-language Group - French	Unlink

Arabic Search Link

The place has been linked.

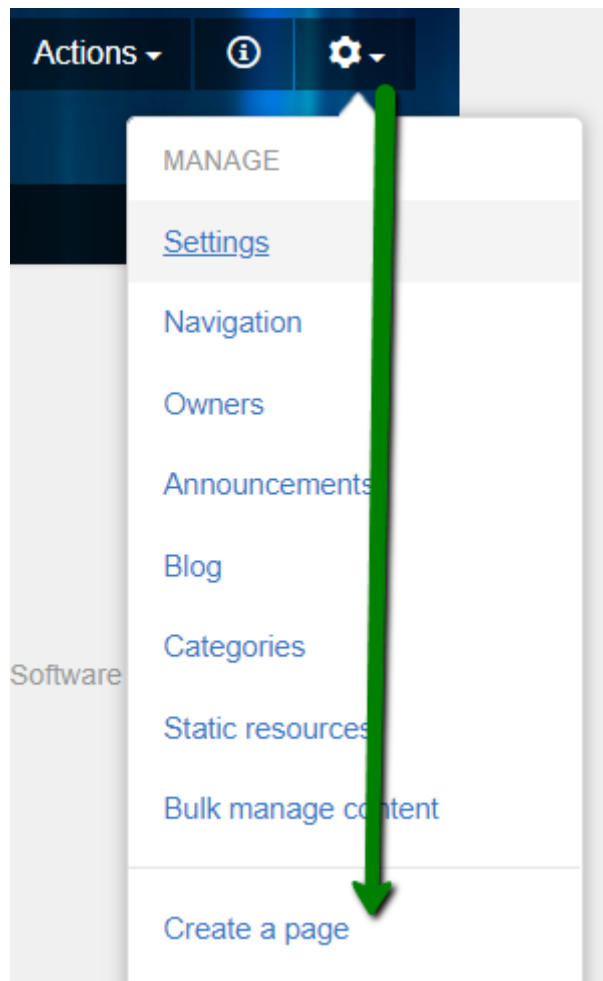
Linking place pages to the Multiple Languages add-on

Here you can find details on linking place pages with different languages with the Multiple Languages add-on.

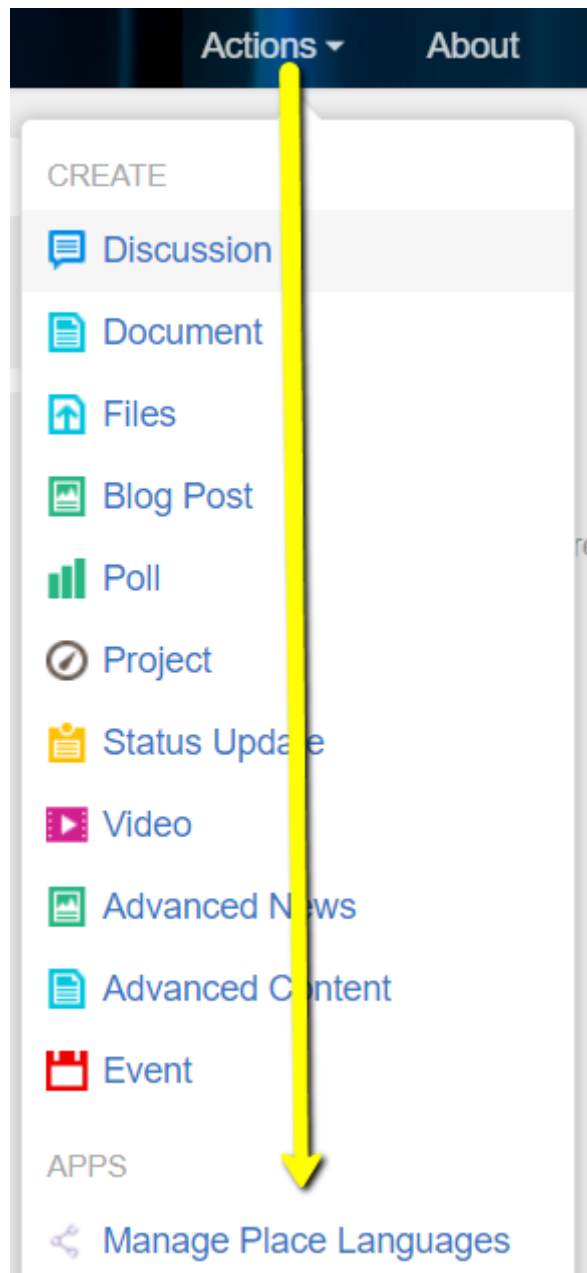
Fastpath: Place pages to be linked, **Actions > Manage Place Languages**

To link place pages with the Multiple Languages Add-on:

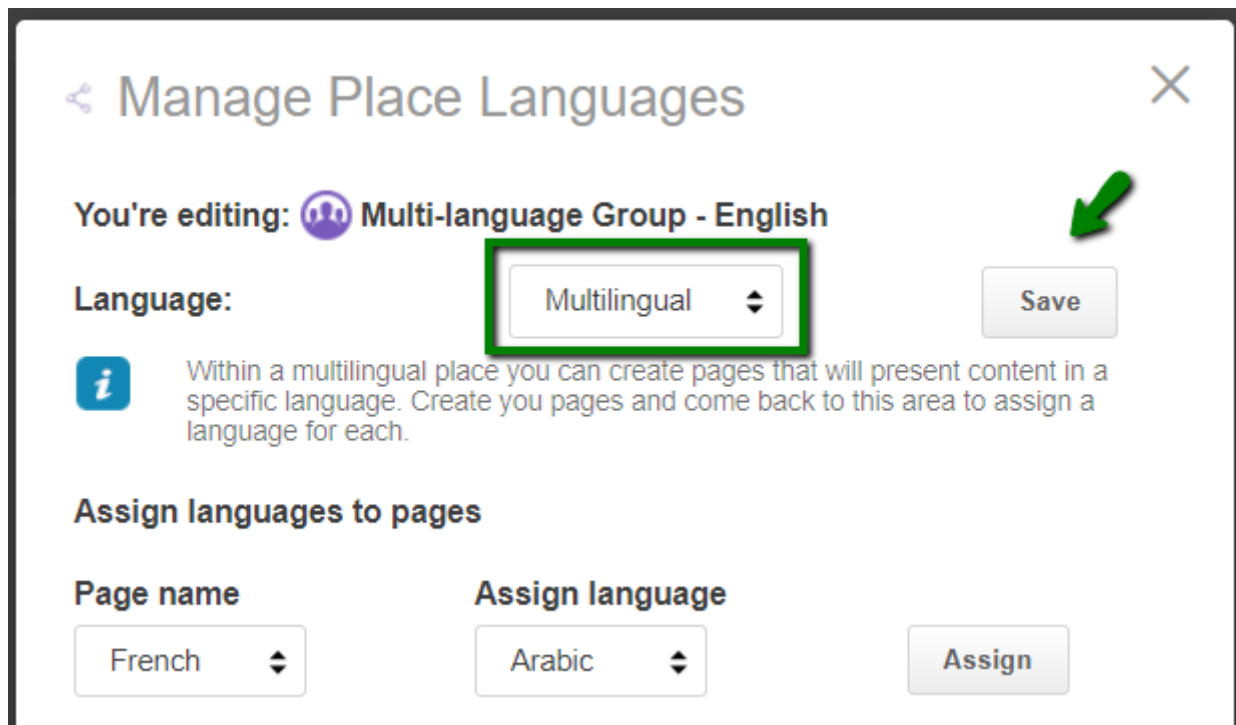
1. Create custom pages for different languages to be linked subsequently via Multiple Languages Add-on. Use **Manage > Create a Page**.




2. Go to one of the custom pages, for example, English.
3. Click **Manage > Manage Place Languages** .





4. In **Language**, change to **Multilingual** and click **Save**.





Manage Place Languages

You're editing:  **Multi-language Group - English**

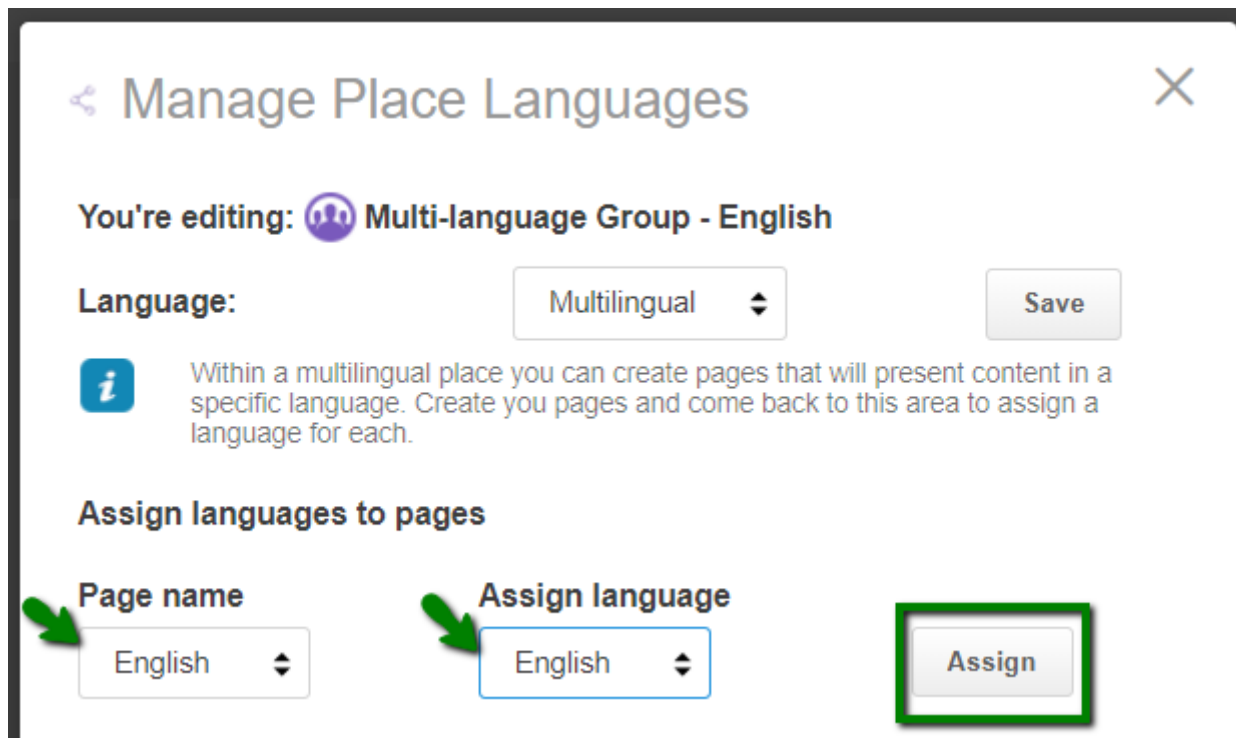
Language: Multilingual 

 Within a multilingual place you can create pages that will present content in a specific language. Create you pages and come back to this area to assign a language for each.


Assign languages to pages


Page name	Assign language	
French 	Arabic 	Assign


5. In **Assign languages to pages**, select the **Page name** and the language to be linked to it under **Assign language**, and then click **Assign**.





Manage Place Languages

You're editing:  **Multi-language Group - English**


Language: Multilingual 

 Within a multilingual place you can create pages that will present content in a specific language. Create you pages and come back to this area to assign a language for each.


Assign languages to pages

Page name	Assign language	
English 	English 	Assign


6. Continue to link the other custom pages based on the languages opted.



Manage Place Languages

You're editing:  **JEP Walkthroughs**

Language: Multilingual ▼ Save

 Within a multilingual place you can create pages that will present content in a specific language. Create you pages and come back to this area to assign a language for each.

Page name	Assigned language	
French	French	Unassign
English	English	Unassign
German	German	Unassign

Pages successfully linked.

Quick Links add-on

Quick Links add-on allows community managers to create a list of applications, pages, links, directories, and tools so users can 'favorite' them for quick access. The accompanying tile can be placed on any page within Jive.

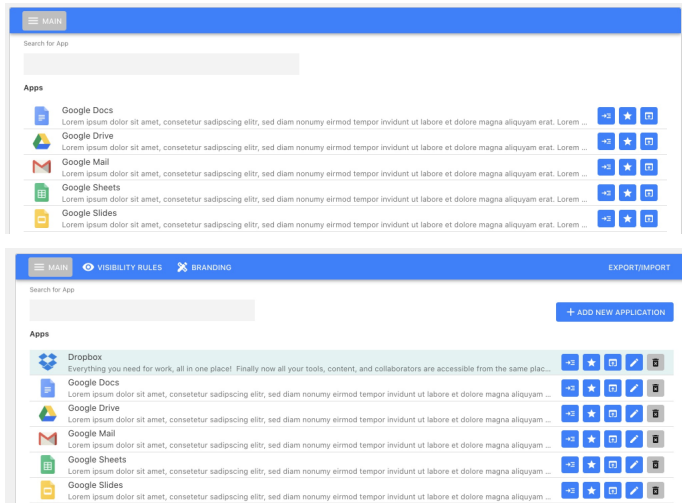
With the Quick Links add-on:

- Users can search for items within this catalog and choose which they want to be able to access easily.
- Once users favorite an item, it will show up in the Quick Links tile with other items they've favorited in the past.
- Below those items that a user favorites are recommended items configurable per tile.

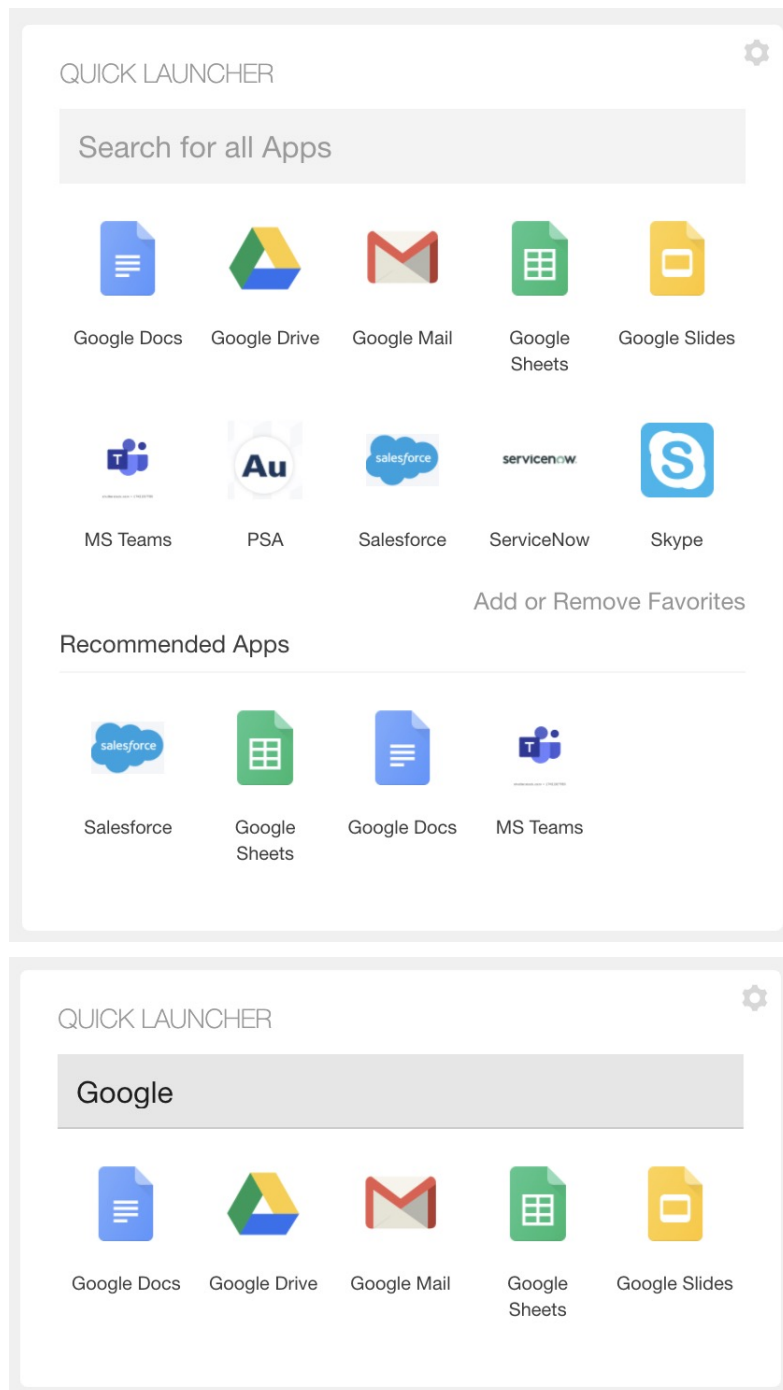
And community managers have the ability to configure the catalog items:

- Display the Title, Description, Image, Launch URL, and Icon for the users to see in their catalog.
- Support visibility rules that make catalog items only available to certain groups of users.
- Display items in multiple languages while users view the catalog.
- Branding to align add-on with Jive color theme.

Preview Add-on



Preview Tile



Accessing the Quick Links add-on

Here you can find details on accessing the Quick Links add-on.

The Quick Links add-on accessible via:

Fastpath:

- **Apps > Quick Links Add-on**
-

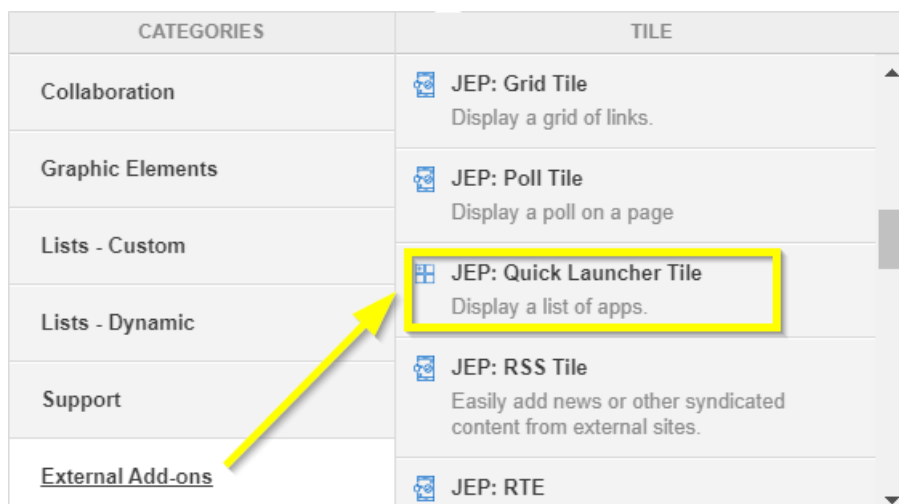
Creating Apps Viewer tiles






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

Adding Apps Viewer tile

To add the tile to the page:

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



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

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

Apps View Tile

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

Title

☐ Display tile title?

Headline ▼

Description ▼

Background image ▼

Action Link ▼

HTML ▼

Font Settings ▼

SAVE GENERAL SETTINGS CONTINUE

☐ Import / Export tile configuration?

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 156.
3. Click **Save Tile Settings**.

Configuring Apps Viewer tile-specific settings


To configure settings specific to Apps Viewer tiles:

Configuring **Slideshow Settings** of Apps Viewer tile

1. Click **the gear icon > Apps Options**.

Apps View Tile

Layout Type

List 

List Items Per Page


5

☒ Show Title ☒ Show Icon


Title Size (px) *

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☐ Import / Export tile configuration?

 SAVE TILE SETTINGS © 2020 [Created by Jive Software](#)

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

Apps View Tile 

Layout

☒ List ☒ Grid

Grid Items Per Page

10

Columns

5

☒ Show Title ☒ Show Icon

Title Size (px) *

11

☐ Import / Export tile configuration?

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- If **List** layout, specify the number of App Items to be listed per page:
 - Shows 5 Apps by default.
 - Click **Show More** to show the next 5 or **Show All** to show all apps.
- If **Grid** layout, specify the number of App Items to be displayed and number of columns in the grid.
 - Shows 9 Apps by default.
 - Click **Show More** to show the next 9 or **Show All** to show all apps.

3. Optionally, select App Title / App Icon to be displayed.

4. Specify **Title Size**.

5. Click **Save** and **Continue**.

6. Click **Save Tile Settings**.

Apps Viewer tile is configured successfully.

Examples of Apps Viewer tile and configured Apps list

An Apps Viewer and a configured Apps List may look like this.

The tile can look like this with different display styles.

List layout in Apps Viewer tile, 4 Items per page
Figure 28: Apps Viewer display style: Flip

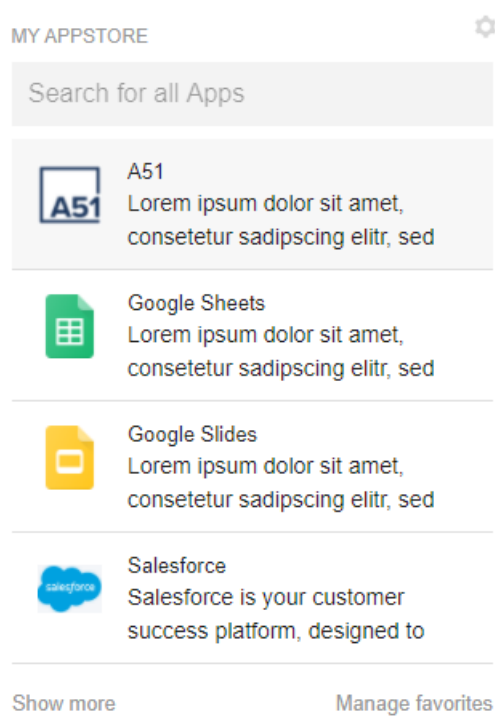


Figure 29: Apps Viewer display style: Digital

QUICK LAUNCHER



Search for all Apps



Google Sheets
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Google Slides
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consetetur sadipscing elitr. Lorem ipsum
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Salesforce
Salesforce is your customer success
platform, designed to help you sell, service,
market, analyze, and connect with your
customers.



ServiceNow
ServiceNow allows employees to work the
way they want to, not how software dictates
they have to. And customers can get what
they need, when they need it.


Show More

Add or Remove Favorites


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

MY APPSTORE


Search for all Apps




A51




Google Sheets



Google Slides



Salesforce




ServiceNow


Manage favorites

QUICK LAUNCHER


Search for all Apps




Google Sheets



Google Slides



Salesforce



ServiceNow

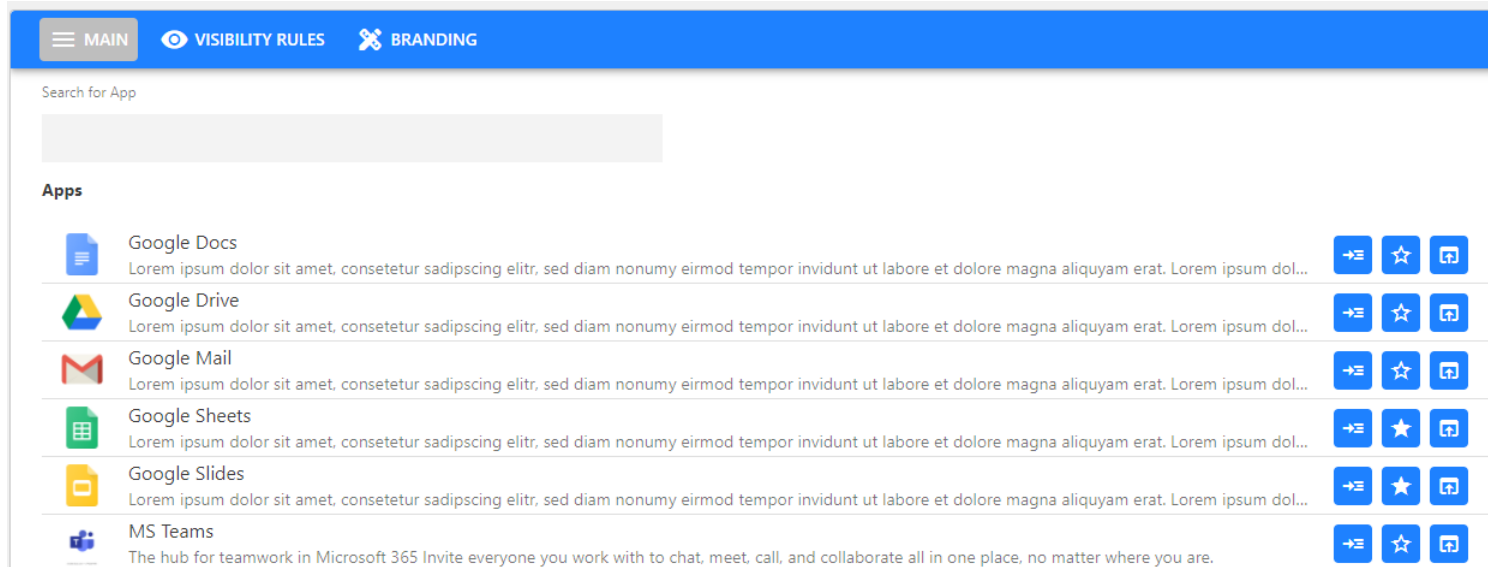
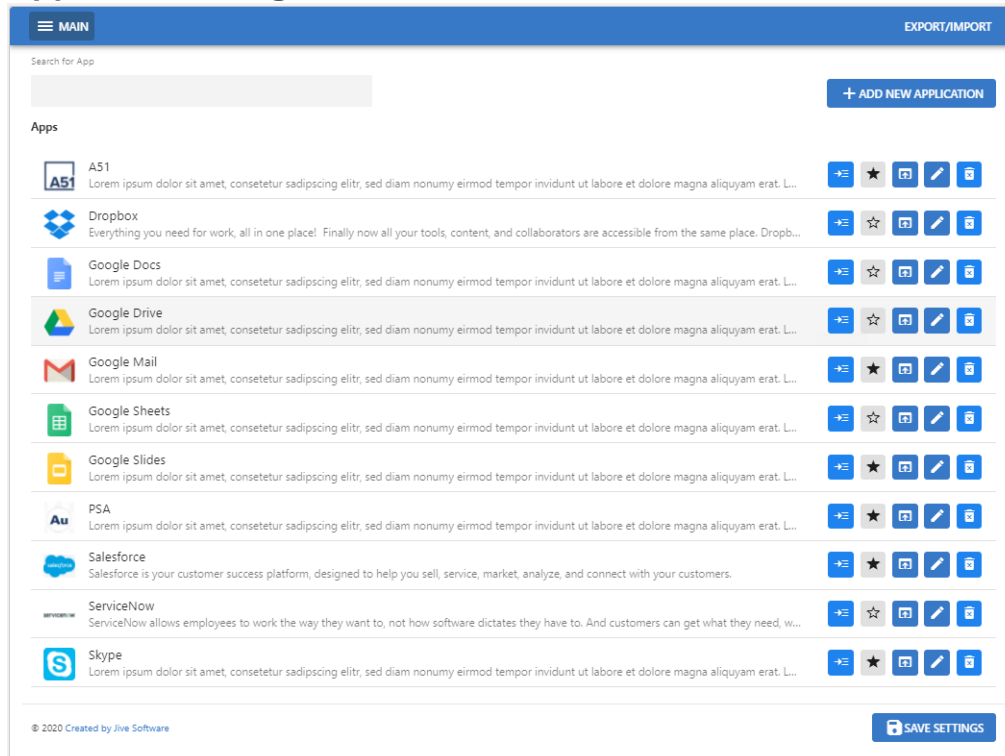
Show More

Add or Remove Favorites

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Apps List configured in the Quick Links add-on



Remove Followers add-on

Give your users the power to manage who follows them. An easy and simple way to review the list of followers and remove users from following you.

Remove Followers add-on allows you to:

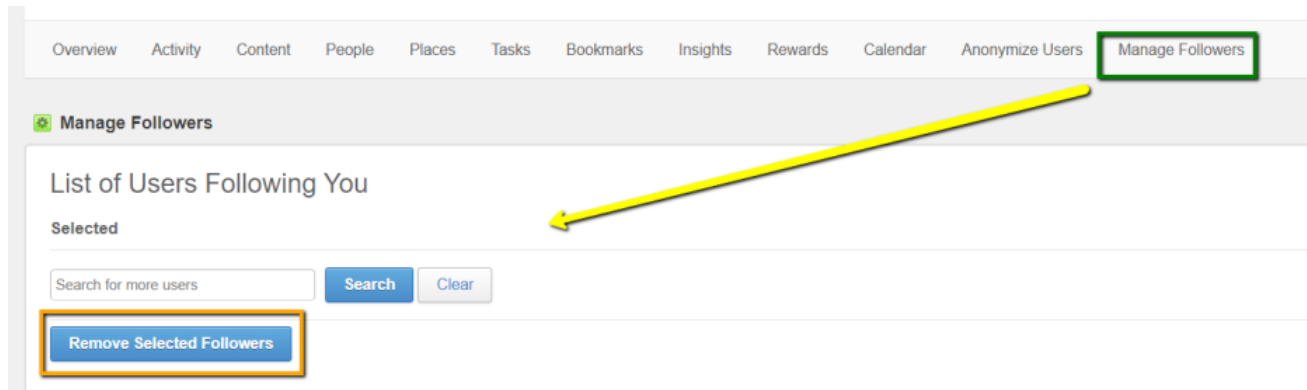
- Review list of all followers
- Make people unfollow you without notifying them

Removing followers with the Remove Followers add-on

Here you can find details on using the Remove Followers add-on to remove followers without notifications.

Fastpath: Your avatar > View Profile > Manage Followers

1. Go to the **Manage Followers** tab on your profile page: **Your avatar > View Profile > Manage Followers** .
2. In **List of Users Following You**, select the users you want to remove and click **Remove Selected Followers**.



The selected users are removed from your followers without any notifications sent.