

Jive Interactive Intranet

## Cloud User Guide

Jive Extensions: Quick Links Add-on and Tile

# Notices

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For details, see the following topics:

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

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# Aurea global support

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

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

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

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

# 1

## Quick Links add-on

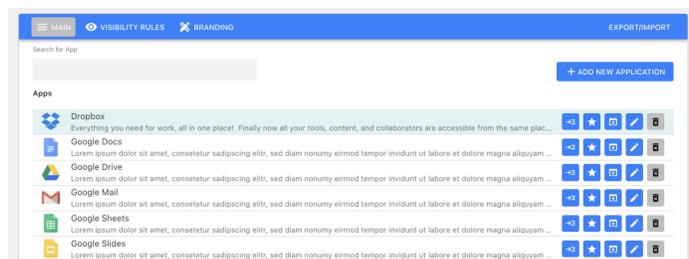
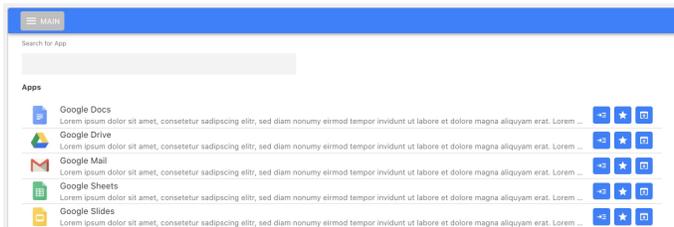
With the Quick Links add-on:

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

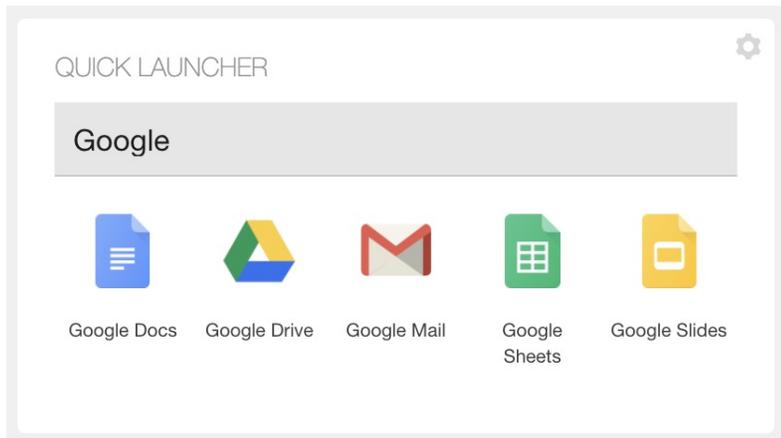
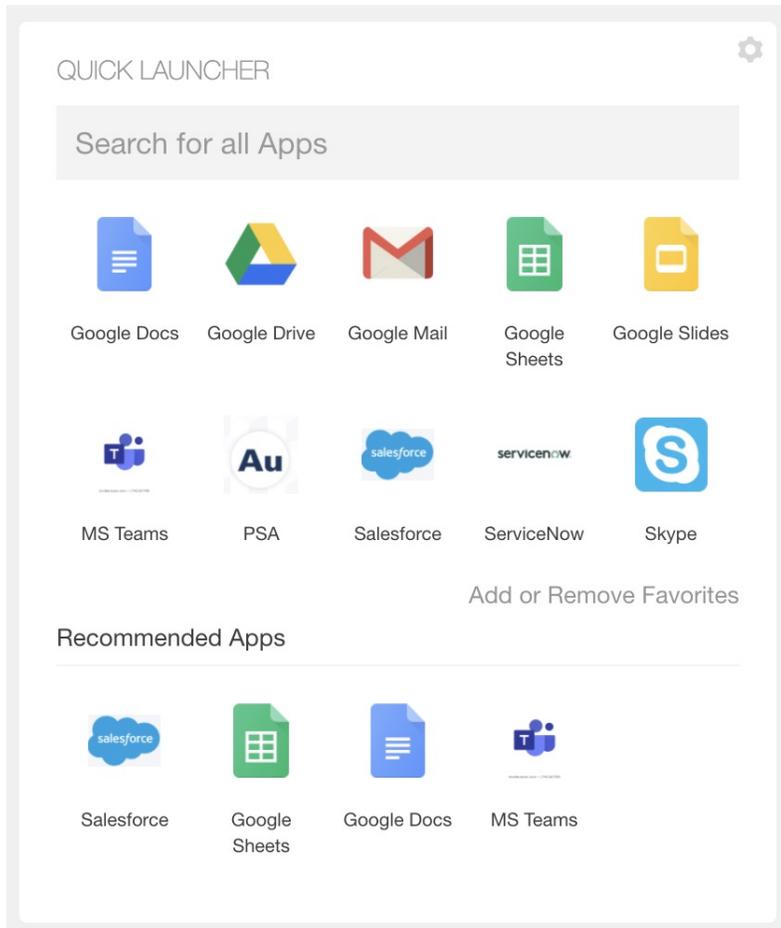
And community managers have the ability to configure the catalog items:

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

### Preview Add-on



### Preview Tile



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

For details, see the following topics:

- [Accessing the Quick Links add-on](#)
- [Creating Apps Viewer tiles](#)
- [Examples of Apps Viewer tile and configured Apps list](#)

## 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:

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### Fastpath:

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

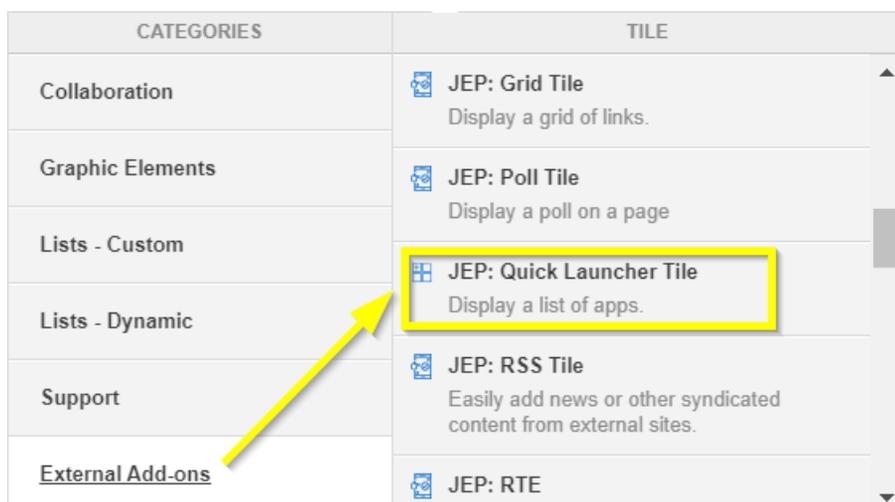
## Creating Apps Viewer tiles

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

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 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 © 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](#).
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** .

The screenshot shows the 'Apps View Tile' configuration window. At the top left is the title 'Apps View Tile' and a gear icon. Below the title is a 'Layout Type' dropdown menu set to 'List'. Underneath is a 'List Items Per Page' input field with the value '5'. There are two checked checkboxes: 'Show Title' and 'Show Icon'. Below these is a 'Title Size (px)\*' input field with the value '13'. At the bottom left are 'SAVE' and 'CONTINUE' buttons. At the bottom right is an unchecked checkbox for 'Import / Export tile configuration?'. At the very bottom are 'SAVE TILE SETTINGS' and 'CANCEL' buttons, followed by the copyright notice '© 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

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Import / Export tile configuration?

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

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

4. Specify **Title Size**.

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

6. Click **Save Tile Settings**.

Apps Viewer tile is configured successfully.

## **Examples of Apps Viewer tile and configured Apps list**

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

The tile can look like this with different display styles.

## List layout in Apps Viewer tile, 4 Items per page

Figure 1: Apps Viewer display style: Flip

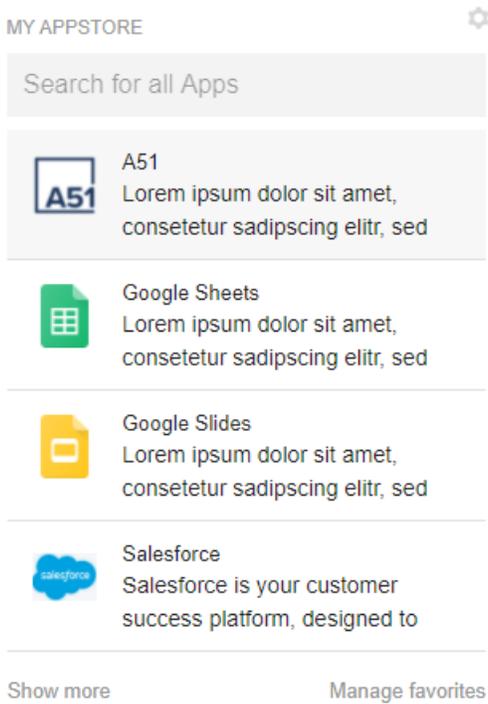


Figure 2: Apps Viewer display style: Digital

QUICK LAUNCHER



Search for all Apps



Google Sheets

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Google Slides

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Salesforce

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



ServiceNow

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

Show More

Add or Remove Favorites

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

MY APPSTORE 

Search for all Apps

 A51	 Google Sheets
 Google Slides	 Salesforce

**servicenow.**  
ServiceNow

Manage favorites 

QUICK LAUNCHER 

Search for all Apps

 Google Sheets	 Google Slides
 Salesforce	<b>servicenow.</b> ServiceNow

Show More      Add or Remove Favorites

## Apps List configured in the Quick Links add-on

MAIN EXPORT/IMPORT

Search for App

+ ADD NEW APPLICATION

Apps

- A51**  
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- Dropbox**  
Everything you need for work, all in one place! Finally now all your tools, content, and collaborators are accessible from the same place. Dropb...
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- PSA**  
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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, w...
- Skype**  
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SAVE SETTINGS

MAIN VISIBILITY RULES BRANDING

Search for App

Apps

- Google Docs**  
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- Google Drive**  
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- MS Teams**  
The hub for teamwork in Microsoft 365 Invite everyone you work with to chat, meet, call, and collaborate all in one place, no matter where you are.