

DIGITAL CONTENT SAMPLE **Configuration Guide**

This Configuration Guide was created for FRHI employees to help them configure ONE FRHI intranet portal on SharePoint.



MS Word was used as the authoring tool, to create the Configuration Guide.



We followed the client branding and style preferences along with the Microsoft Manual of Style for Technical Publications (MSTP) guidelines to develop the content.



The Configuration Guide document includes most of the standard sections namely cover page, table of contents, chapters, and helpful tips.



ONE FRHI
CONNECT. GROW. LIVE.

myfrhi.com

Configuration Guide

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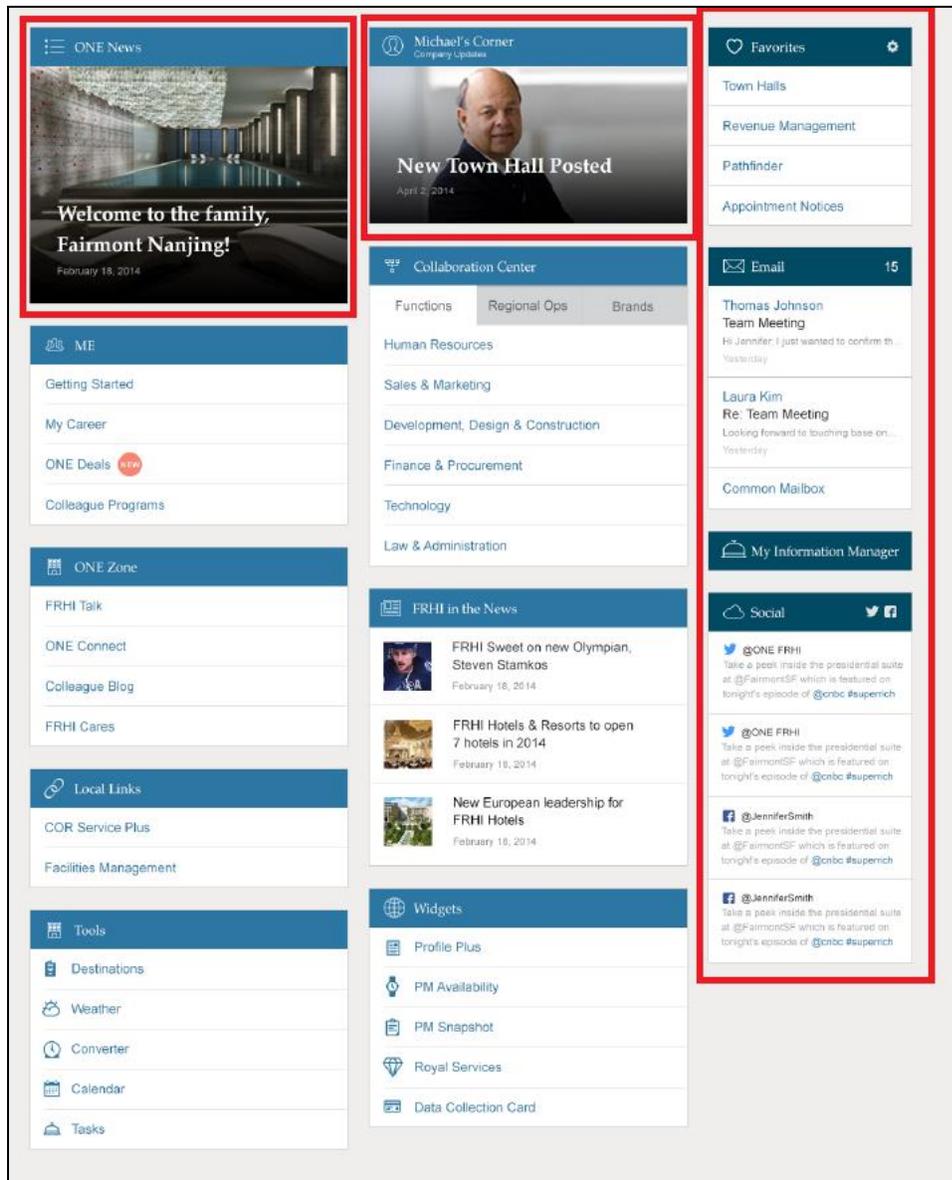
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Home Page Personalization

You can personalize the home page of myfrhi.com portal by rearranging widgets anywhere in the screen except for the zones highlighted in the following image.

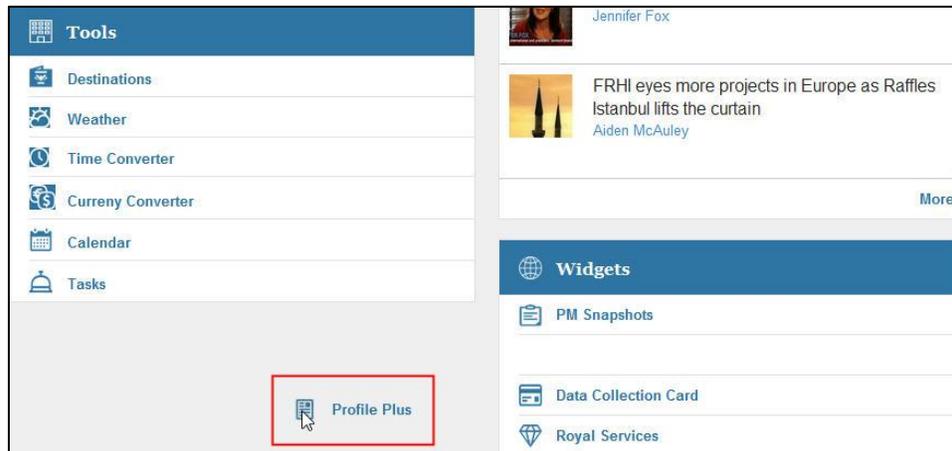


Personalizing the Widgets

You can add and personalize all the widgets listed in the Widgets section.

The following are the steps to add the Profile Plus widget from the Widgets section on the home page:

1. Drag **Profile Plus** anywhere in the screen except for the zones highlighted in the image shown earlier.

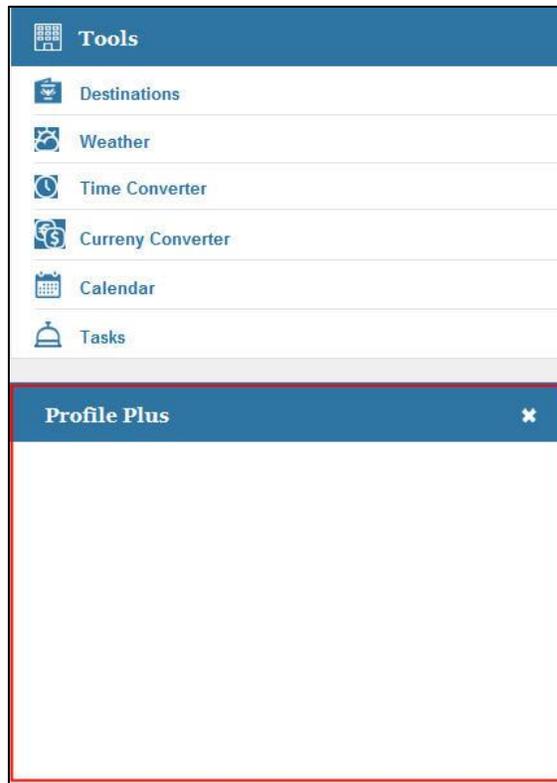


A confirmation dialog box is displayed.



2. Click **OK**.

The Profile Plus widget is added to the home page.



Profile Plus widget is struck through in the Widgets section.



After the Profile Plus widget is added to the home page, you can drag this widget anywhere in the personalization zone.



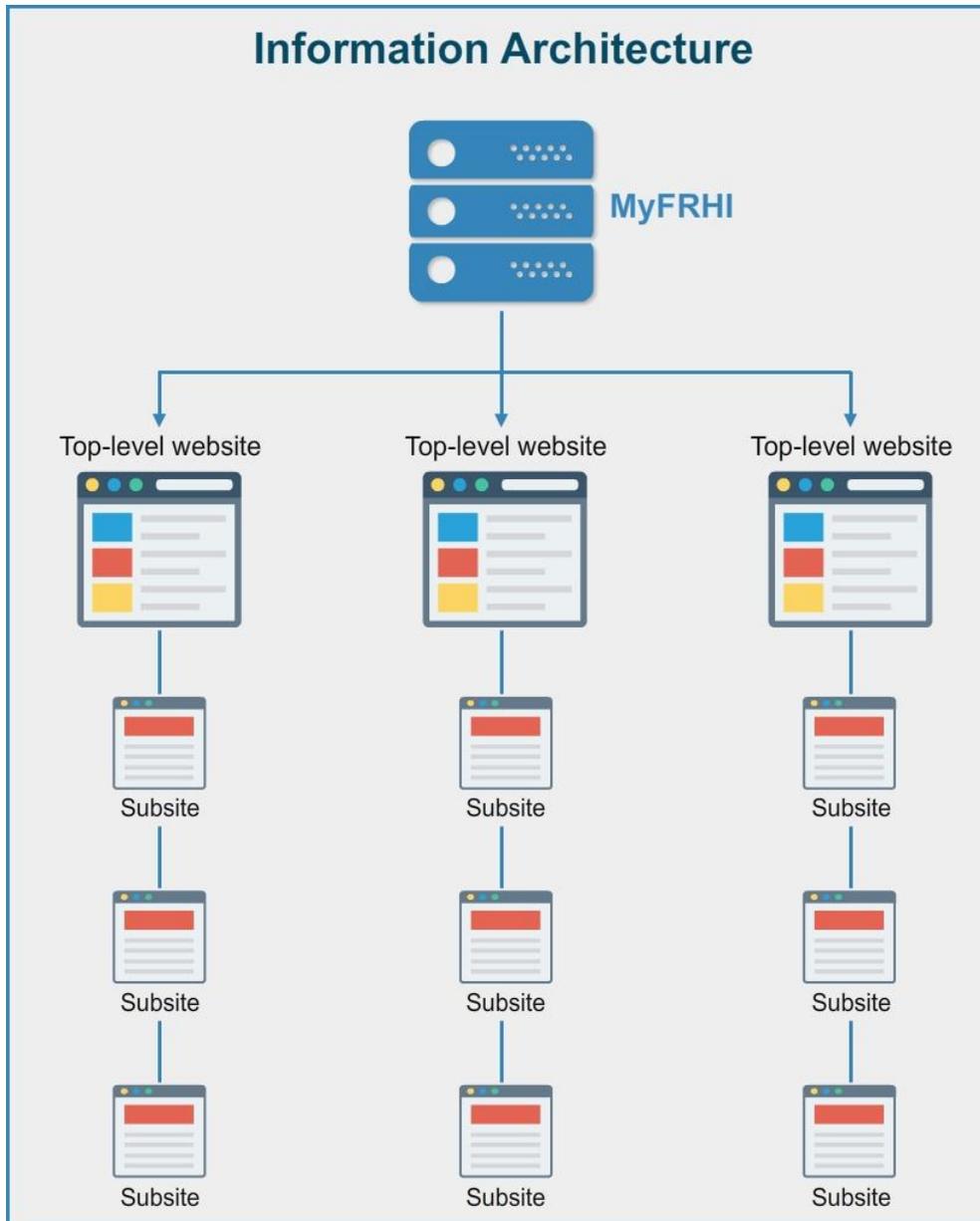
To close the Profile Plus widget, in the upper-right corner of the Profile Plus widget, click .

Site and Subsites

The myfrhi.com portal is a collection of top-level sites and various subsites. A subsite can be a department site, region, brand, property, any business area, or a team site.

The top-level site contains various subsites in which the content is divided into separate and distinct manageable sites. Each top-level site can have numerous subsites, and each subsite can further have multiple subsites. Depending on the editors' requirements, the subsites can be restructured.

The following diagram displays the hierarchy of sites and subsites.



Based on the permissions granted by the administrator, editors can perform the following tasks:

1. Create sites

2. Create document libraries, picture libraries, and other lists
3. Create and modify pages
4. Manage permissions

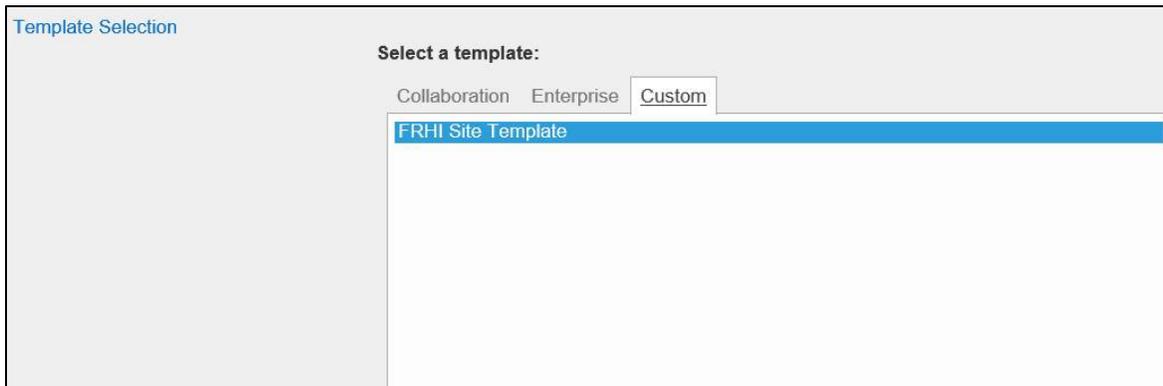
Site Templates

A site template is a pre-designed webpage that determines the overall look and feel of a website.

Using Site Templates

The myfrhi.com portal is designed keeping the requirements of various departments, regions, and brands in mind. Even though the portal offers four site templates to create a subsite in the portal, you must use the FRHI Site Template only.

FRHI Site Template

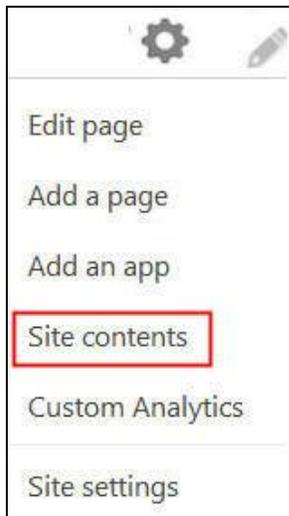


FRHI Site Template: This is a customized site template, developed specifically for myfrhi.com portal editors. Use this site template to create subsites for various departments.

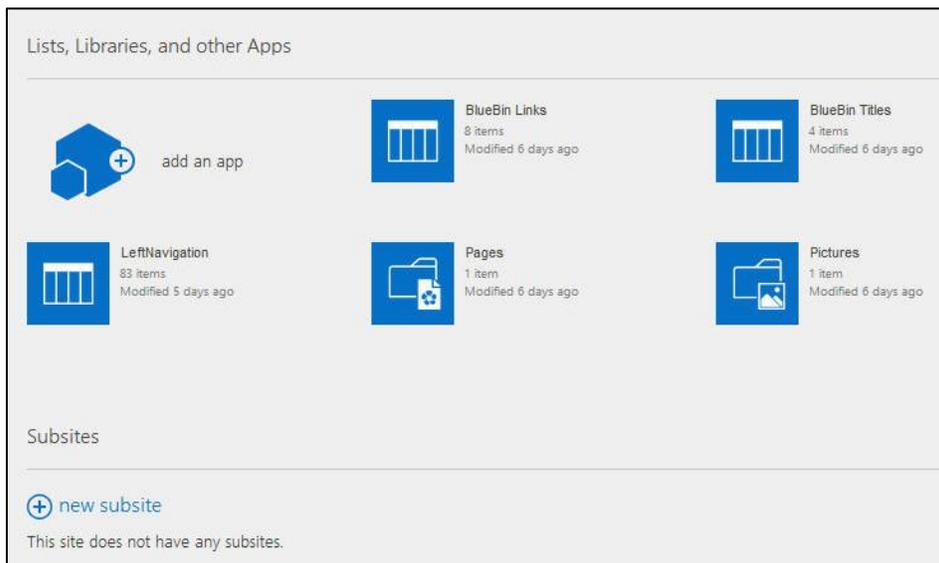
Creating a Subsite

The following are the steps to create a new subsite:

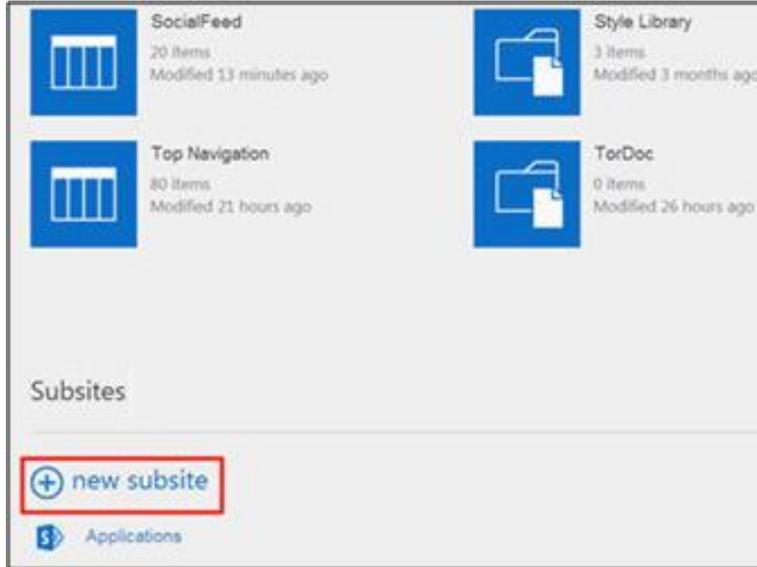
1. Go to the site under which you want to create a subsite.
2. On the upper-right corner of the site page, click **Settings**  , and then click **Site contents**.



The Site contents page is displayed.



3. On the Site contents page, under **Subsites**, click **new subsite**.



The new subsite dialog box is displayed.

Title and Description

Title:

Description:

Web Site Address

URL name:

Template Selection

Select a template:

Collaboration Enterprise **Custom**

FRHI Site Template

FRHI Site Template

Permissions

You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users.

Note: If you select **Use same permissions as parent site**, one set of user permissions is shared by both sites. Consequently, you cannot change user permissions on your new site unless you are an administrator of this parent site.

User Permissions:

Use same permissions as parent site

Use unique permissions

Navigation

Display this site on the Quick Launch of the parent site?

Yes No

Display this site on the top link bar of the parent site?

Yes No

Navigation Inheritance

Use the top link bar from the parent site?

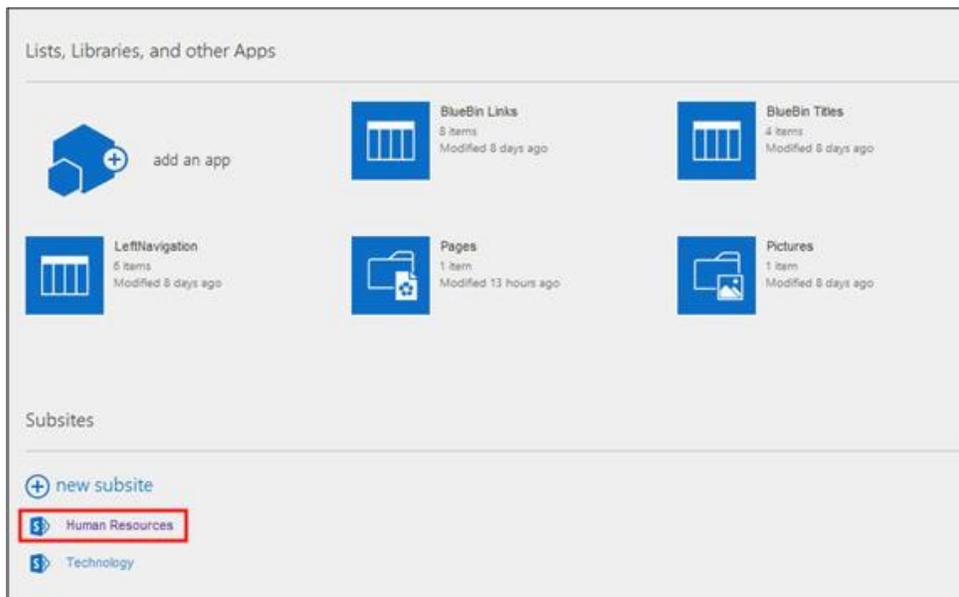
Yes No

5. Complete the required details in the new site dialog box.

Field	Description
Title	Type the name of the subsite.
Description	Type a brief description of the subsite.
URL	Type the name of the subsite without any space. This becomes part of the website address of the subsite. For example, in front of myfrhi.com/functions/ type humanresources . The website address will be: myfrhi.com/functions/humanresources
Template Selection	Click the required site template. For example, to create a department site, on the Custom tab, click Department .
User Permissions	Click the required option. You have the option of inheriting the permissions of the parent site or creating separate permissions for the site.
Navigation	Ignore this settings group.
Navigation Inheritance	Ignore this settings group.

A new subsite is created.

You are redirected to the site contents page and the new subsite is listed under **Subsites**.



Pages

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Page Templates

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Using Page Templates

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Creating a Page

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Editing a Page

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Editing a Page from the PAGE Tab

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Editing a Page from the Settings Icon

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Editing Toolbars

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PAGE Tab in Normal Mode

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PAGE Tab in Edit Mode

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FORMAT TEXT Tab

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INSERT Tab

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WEB PART Tab

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PUBLISH Tab

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FILES Tab

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ITEMS Tab

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LIST Tab

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LIBRARY Tab

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Saving and Publishing a Page

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Saving a Page

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Publishing a Page

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Publishing a Page from the PAGE or FORMAT TEXT Tab

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Publishing a Page from the PUBLISH Tab

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Publishing a Page from the Pages Library

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Unpublishing a Page

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Unpublishing a Page from the PAGE Tab

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Unpublishing a Page from the Pages Library

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Tracking Version History of a Page

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Tracking Version History of a Page from the PAGE Tab

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Tracking Version History of a Page from the Pages Library

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Restoring an Earlier Version of a Page

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Common Editing Features

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Checking Out a Page

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By Clicking Edit Page

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By Clicking Check Out

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Checking In a Page

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Discarding a Check Out

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Overriding a Check-Out

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Lists and Libraries

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Adding a List

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Importing a List from Microsoft Office Excel

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Adding a Library

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Adding, Editing, and Deleting an Item in a List

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Adding an Item from the ITEMS Tab

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Adding an Item from Shortcut Menu

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Editing an Item from the ITEMS Tab

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Editing an Item from Shortcut Menu

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Deleting an Item from the ITEMS Tab

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Deleting an Item from Shortcut Menu

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Uploading or Adding, Editing, and Deleting a File in a Library

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Uploading or Adding a File

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Creating a New Document in the Library

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Editing a File in a Library

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Checking Out and Checking In a File in a Library

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Deleting a File from a Library

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Changing the List or Library View

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Adding and Deleting a Folder in a List or Library

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Setting Unique Permissions for a List or Library

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Setting Unique Permissions for an Item or a File

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Versioning

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Restoring an Earlier Version

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Restoring an Earlier Version of an Item

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Restoring an Earlier Version of a File

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Viewing an Earlier Version

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Viewing an Earlier Version of an Item

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Viewing an Earlier Version of a File

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Major and Minor Versions

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Version Numbering

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Web Parts

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Types of Web Parts

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FRHI Blue Bin

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FRHI Blue Box Content

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FRHI Content Editor

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Content Editor

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FRHI Banner

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Left Navigation

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Picture Library Slide Show Web Part

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Document Folder Selector

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FRHI in the News

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FRHI Image Viewer

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Document Tree View web part

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Script Editor

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WP Security

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Adding a Web Part

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Editing a Web Part

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Adding Content to a Web Part

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Adding a Text

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Adding a Table

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Adding an Image or a Link

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Groups, Permission Levels, and Permissions

Inheritance

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Groups

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Default OneFRHI Groups

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Creating a New Group

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Adding a User or an Editor to a Group

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Permission Levels

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Adding a New Permission Level

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Editing Permission Levels for Group Members

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Collaboration Tools

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Adding a Collaboration Tool as a Web Part

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FRHI Discussion Board

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Starting a New Discussion

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Replying to a Discussion

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FRHI Announcement

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Posting a New Announcement

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FRHI Survey

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Creating a Survey

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Responding to a Survey

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Calendar

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Creating an Event in the Calendar

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Changing View of the Calendar

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Syncing the FRHI Calendar with Outlook Calendar

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Helpful Tips

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Setting Alerts

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Restoring Deleted Content

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Guidelines for Uploading Content

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