



Employee Directory

User Guide

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2. Introduction

2.1 Product Description

Vitextra Employee Directory allows us to search for people within the organization and view detailed information.

Employee Directory supports two types of the data source to search for people:

- SharePoint User Profiles
- Azure AD

The web part is based on the Microsoft SharePoint Framework and is compatible with SharePoint Online. SharePoint on-premise is not supported.

2.2 Product Features

- Search users within Azure AD
- Search users within SharePoint User Profiles
- Display User Presence status
- Microsoft Teams Integration
- Dark Mode for SharePoint and Microsoft Teams
- Create a Single Part App Page support
- View Free/Busy status of the user
- View Recent Documents of the user

3. Installation

3.1 Required Permissions

To perform the installation, you must have the Tenant Admin role assigned to you.

3.2 Software Requirements

Employee Directory Web Part is designed to deploy on Microsoft 365 environment. There is no special software or system requirements.

3.3 API Permissions

Employee Directory uses Microsoft Graph to get data. The following permissions are required for the web part to work:

- User.Read.All
- Directory.Read.All
- Presence.Read.All
- Calendars.Read

First two of them required to get information about users in Azure AD. **Presence.Read.All** required to get user presence information. The last **Calendars.Read** is for getting free/busy status of users¹.

API permission requests must be approved when the Employee Directory will be deployed.

¹ More details about permissions and API endpoints used by the Employee Directory see in the [Technical Overview](#) document [2]

3.4 Product Package

The installation package of the Employee Directory that is available on the download page (<https://vitextra.com/en/downloads>) contains a single file:

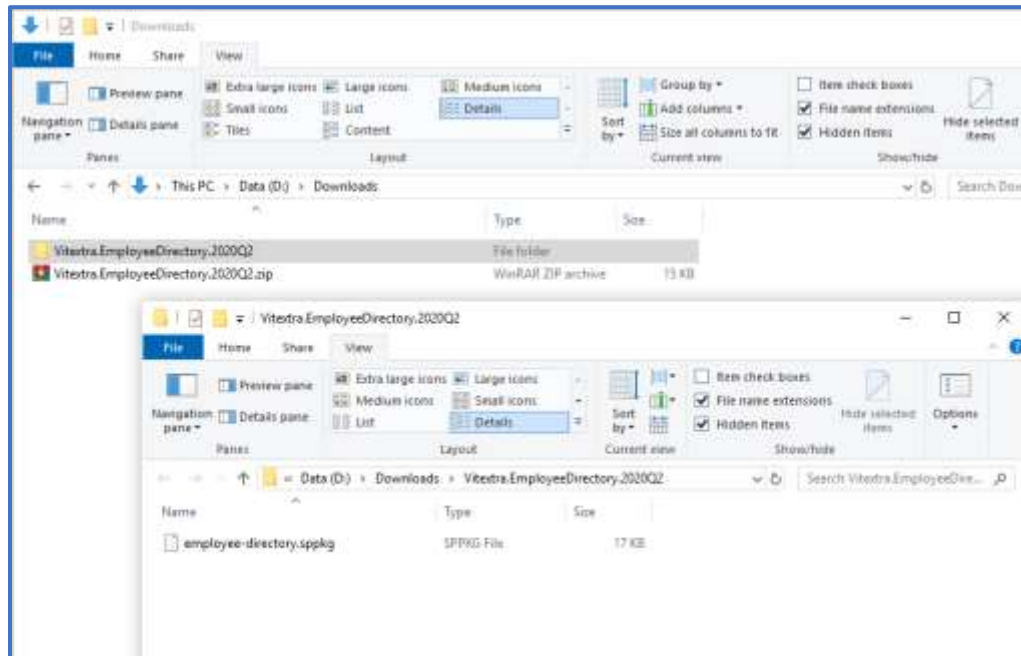


Figure 1. Employee Directory. Installation Package

3.5 Deploy Employee Directory

1. Extract downloaded installation package
2. From [Microsoft 365 admin center](#), go to **SharePoint Admin Center**. Select **More Features** and click the **Open** button under **Apps** heading:

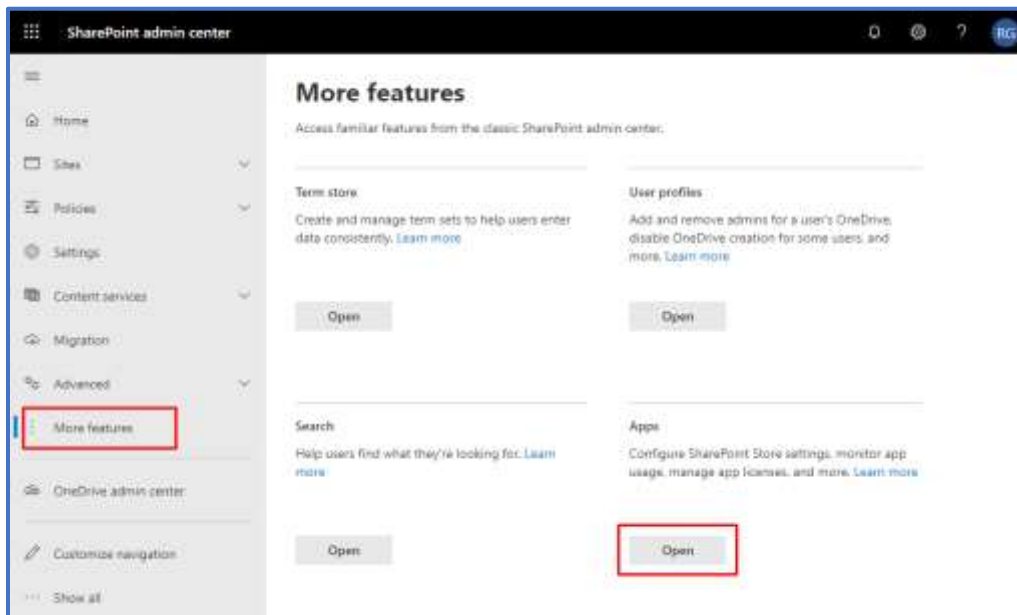


Figure 2. SharePoint Admin Center

3. Select **App Catalog**

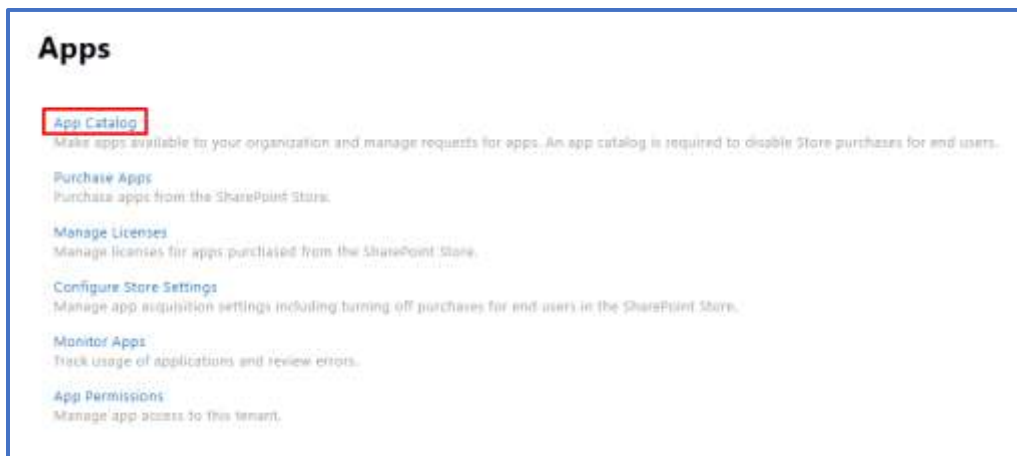


Figure 3. SharePoint Apps Settings

4. Select **Apps for SharePoint:**

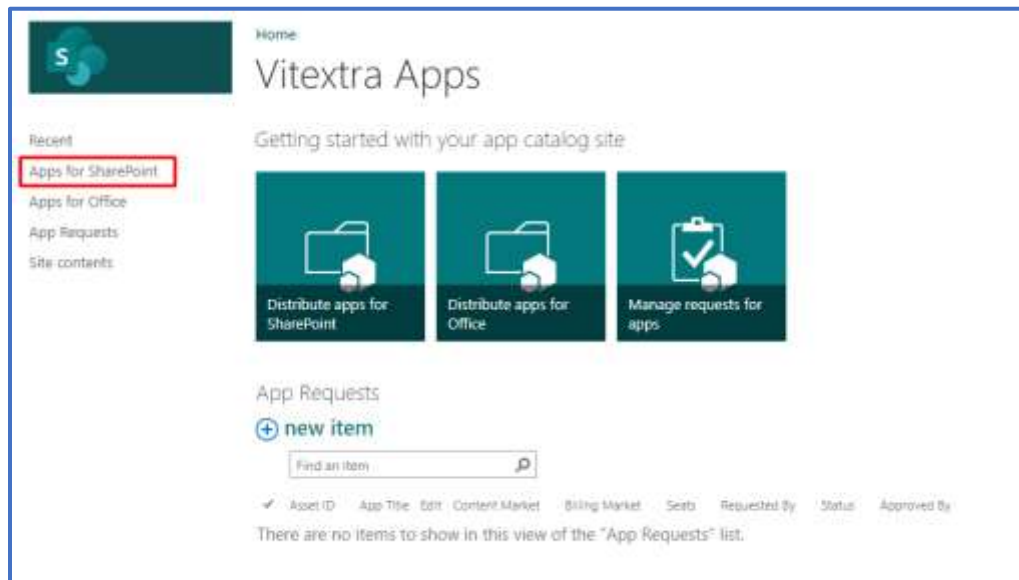


Figure 4. SharePoint App Catalog

5. Upload extracted *vitextra.employee-directory.sppkg* file to the Apps library:

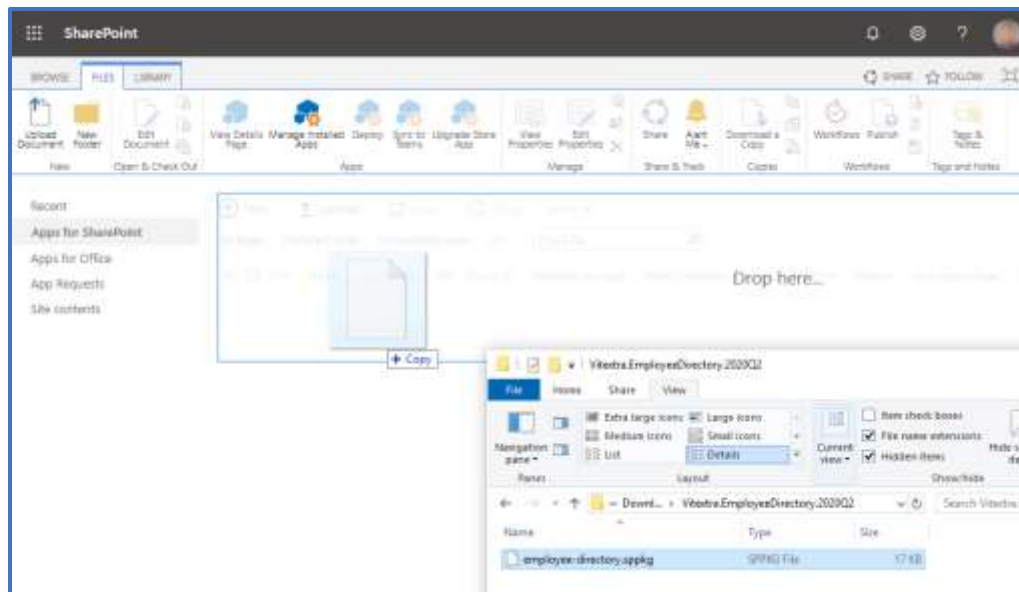
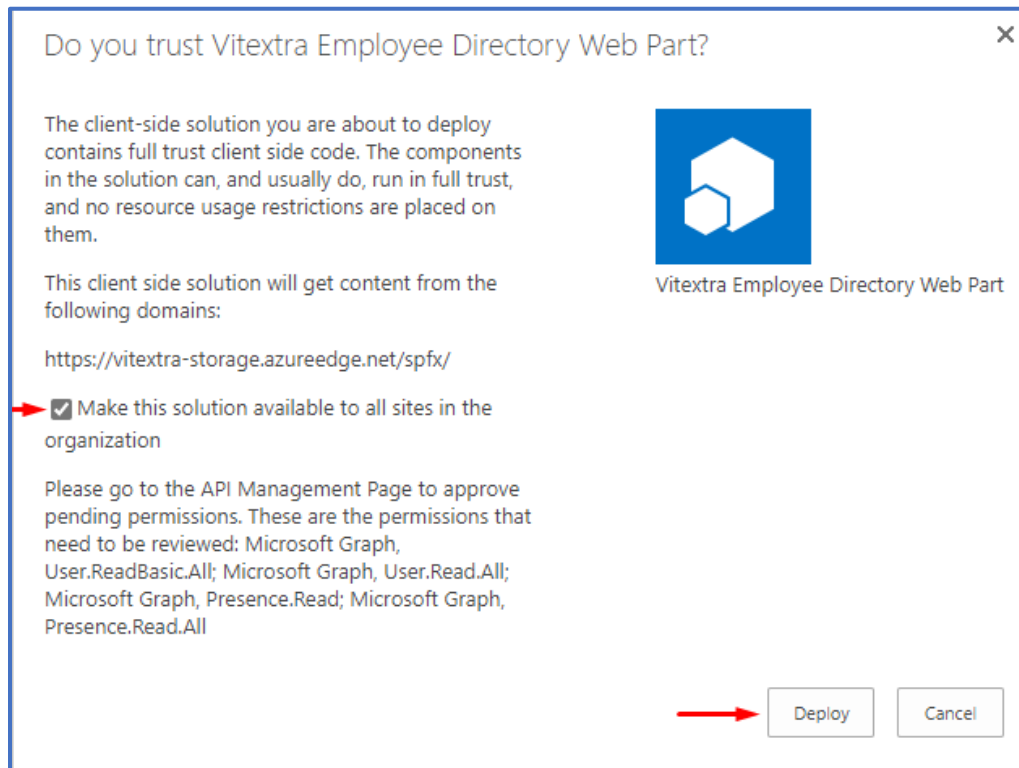


Figure 5. SharePoint App Catalog

6. After uploading the package, mark the **“Make this solution available to all sites in the organization”** checkbox and select **Deploy** to confirm the operation.



3.6 Approve API Permissions

In SharePoint Admin Center, go to **Advanced** – **API Access** and approve permission requests regarding Employee Directory package.

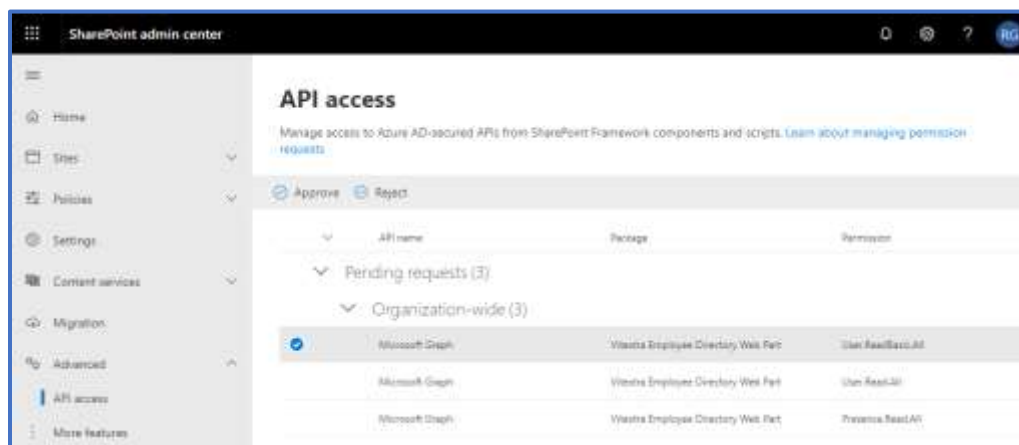


Figure 6. SharePoint API Access Settings

3.7 Sync Employee Directory to Microsoft Teams

To make the web part available for Microsoft Teams, select the app in SharePoint App Catalog and select **FILES – Sync to Teams** on the ribbon:

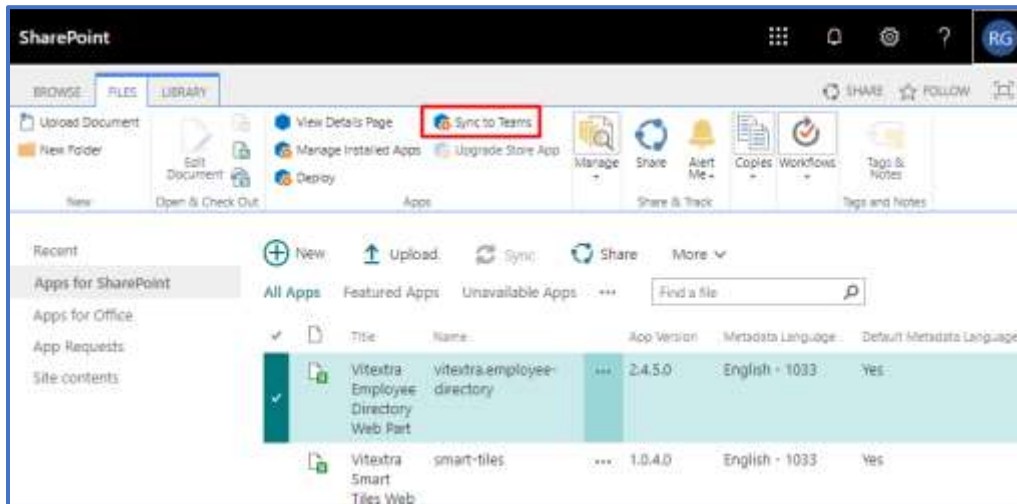
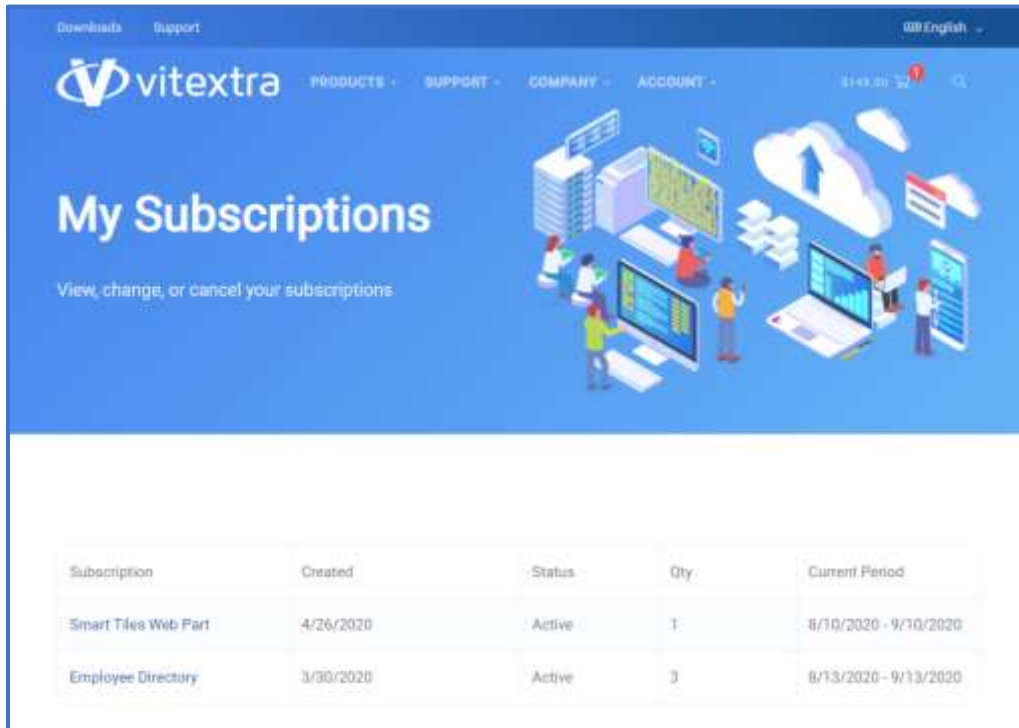


Figure 7. SharePoint App Catalog

4. Product Activation

To activate the Employee Directory:

1. Open the [My Subscriptions](#) page on the vitextra.com website and sign in to view the list of your subscriptions.



Subscription	Created	Status	Qty.	Current Period
Smart Tiles Web Part	4/26/2020	Active	1	8/10/2020 - 9/10/2020
Employee Directory	3/30/2020	Active	3	8/13/2020 - 9/13/2020

Figure 8. List of Subscriptions

2. Select **Employee Directory** in the list of subscriptions
3. Select **Assign License** button:

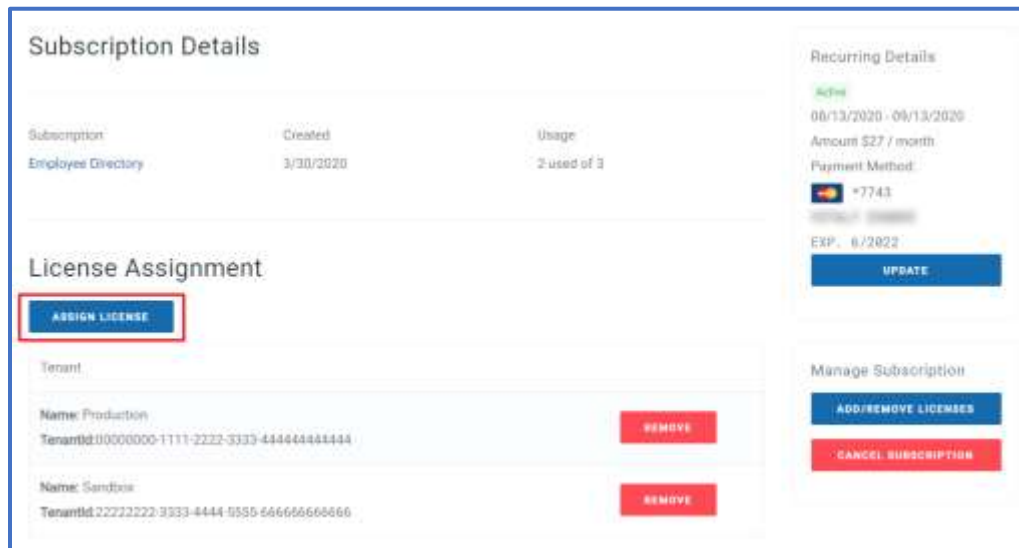


Figure 9. Subscription Details

- In the dialog, type-in name of your environment and identifier of your tenant² and select **Submit**.

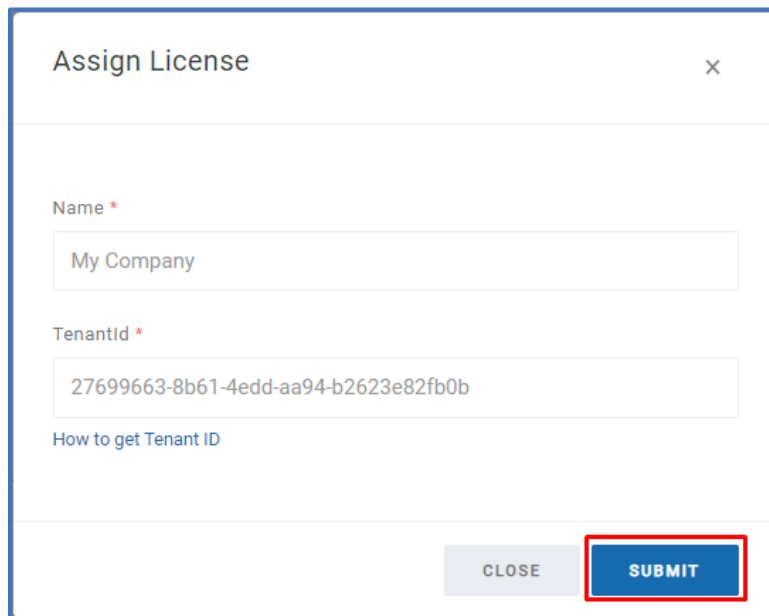


Figure 10. Assign License Dialog

² See [How to find your Office 365 Tenant ID](#) article in Vitextra knowledgebase [1]

If activation has been successful, the product status will be automatically changed to **Activated**.

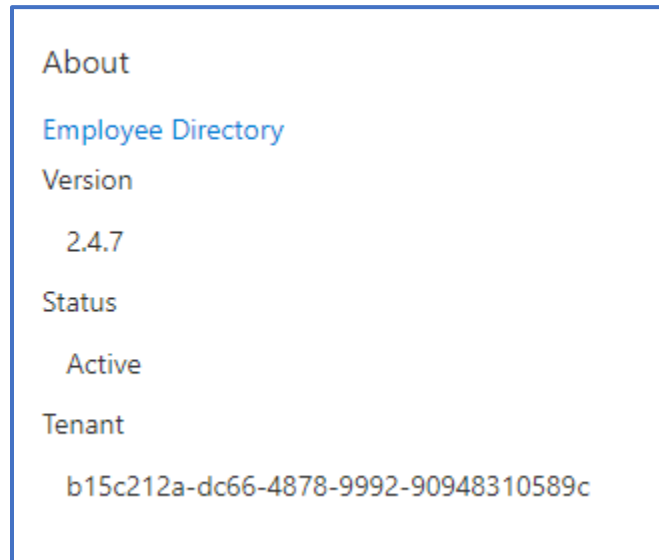


Figure 11. Status of Employee Directory Web Part

5. Updating

To update the Employee Directory web part:

1. Download the latest installation package from the downloads page
2. Extract the package
3. Upload the sppkg file to SharePoint App Catalog and replace the existing file

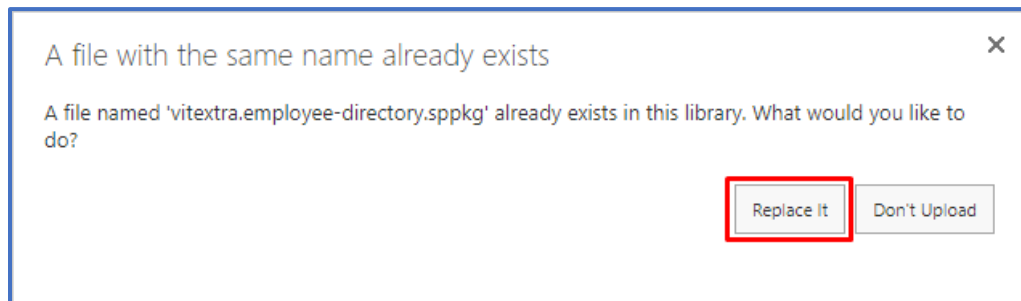


Figure 12. Replace app package confirmation

4. Perform Sync Employee Directory to Microsoft Teams operation if needed

Note

The update of the Employee Directory does not require any additional operations. The updating procedure does not affect your subscription or license — no extra fees or payments.

6. Uninstalling

To uninstall the Employee Directory, go to SharePoint App Catalog and delete the app package:

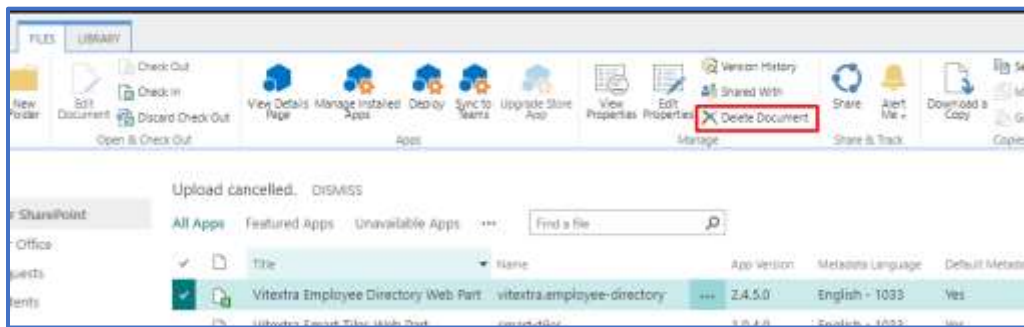


Figure 13. Remove app package from the catalog

7. Employee Directory Setup

7.1 Adding the web part to a page

To add Employee Directory web part to SharePoint page:

1. Go to the page where you want to add the Employee Directory web part to. Only the modern page supported.
2. Select **Edit** to enter the edit page mode:

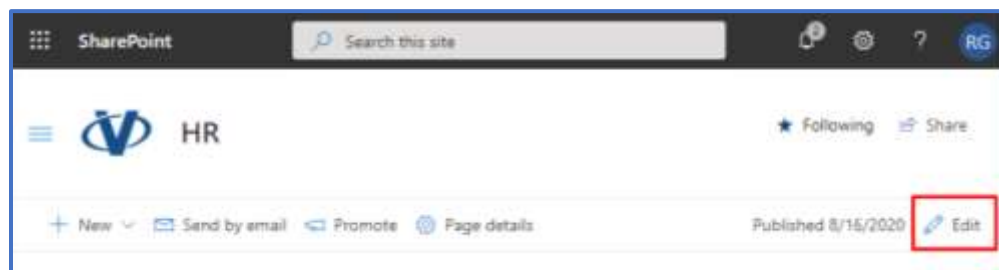


Figure 14. Edit SharePoint page

3. Click **Plus** sign in the section where you want to add the web part and select **Vitextra Employee Directory**:

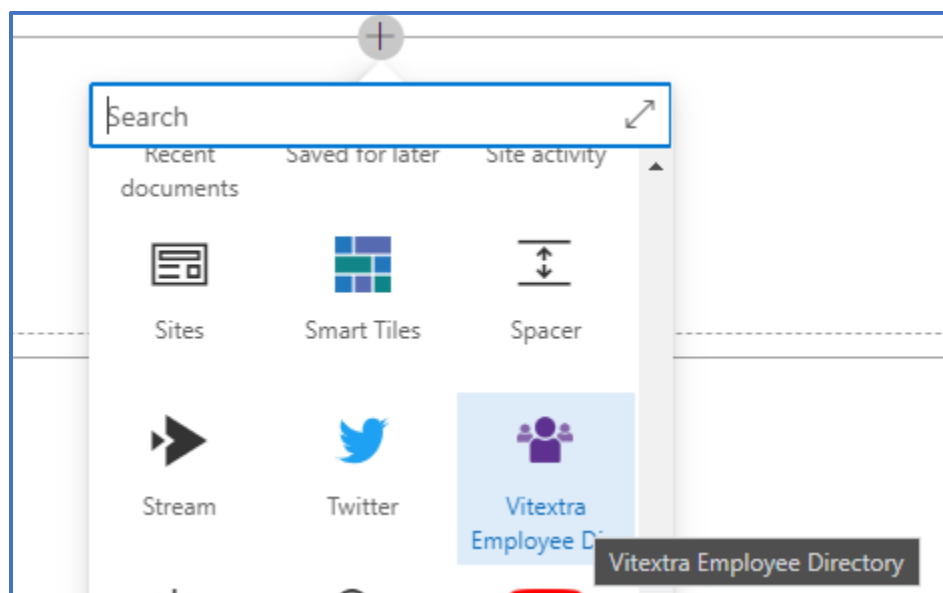


Figure 15. Select Web Part

7.2 Creating a Single Part App Page

To create an Employee Directory single part app page:

1. Select **New – Page**:

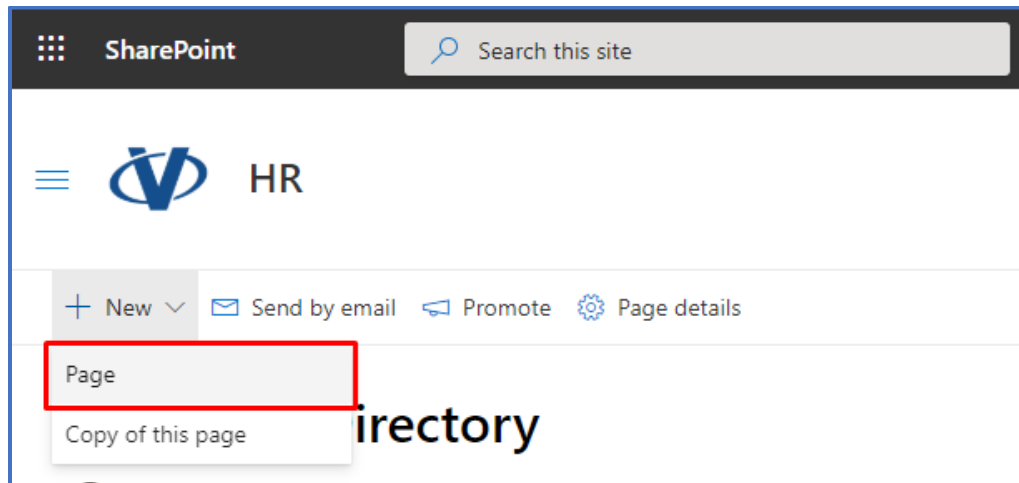


Figure 16. New Page Menu Item

2. Switch to **Apps** tab and select **Vitextra Employee Directory** in the list of web parts. Then click **Create page** to create a new page:

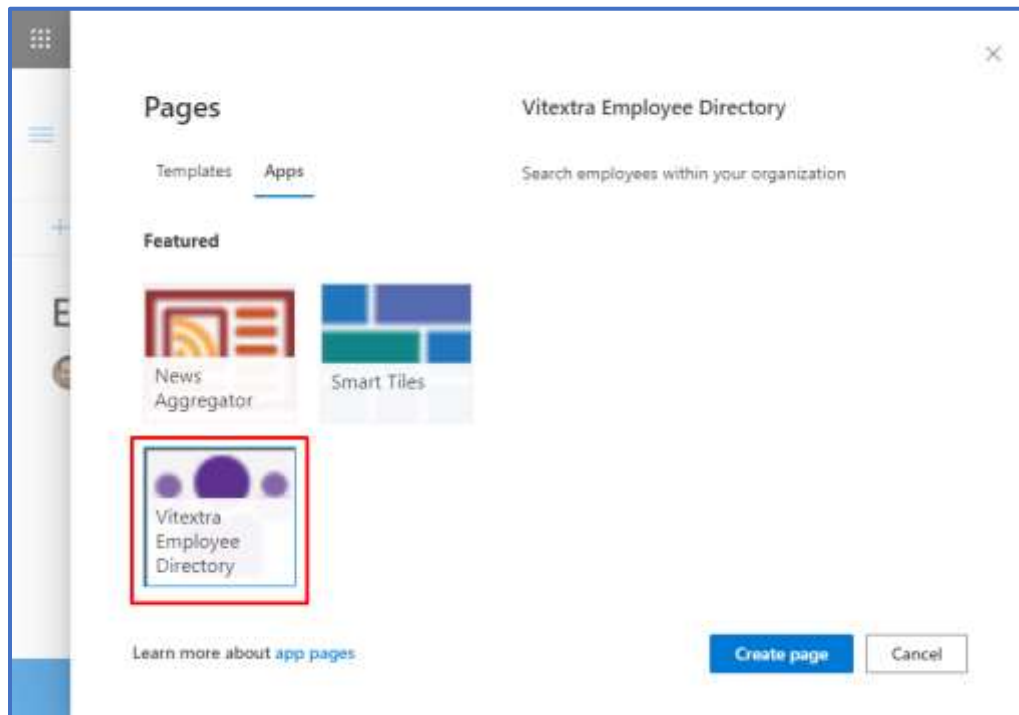


Figure 17. Creating a Single App Part Page

7.3 Add the Web Part to Teams Channel

To add Employee Directory to Microsoft Teams channel:

1. In the channel where you want to add Employee Directory select **Plus** sign on the tabs:

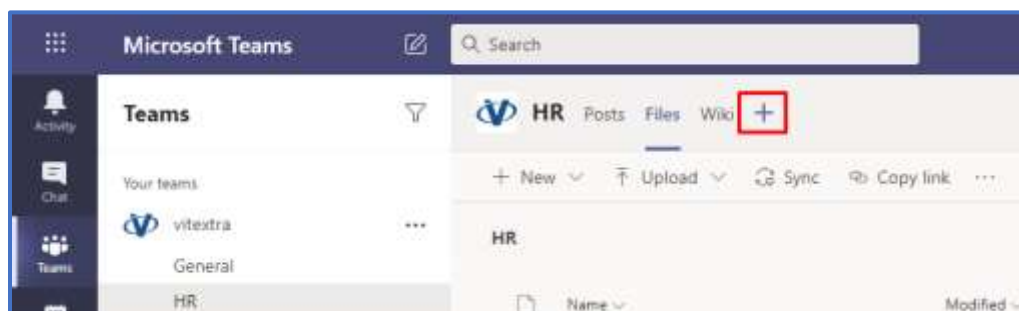


Figure 18. Adding Tab to Microsoft Teams Channel

2. Find **Vitextra Employee Directory** in the list of available apps:

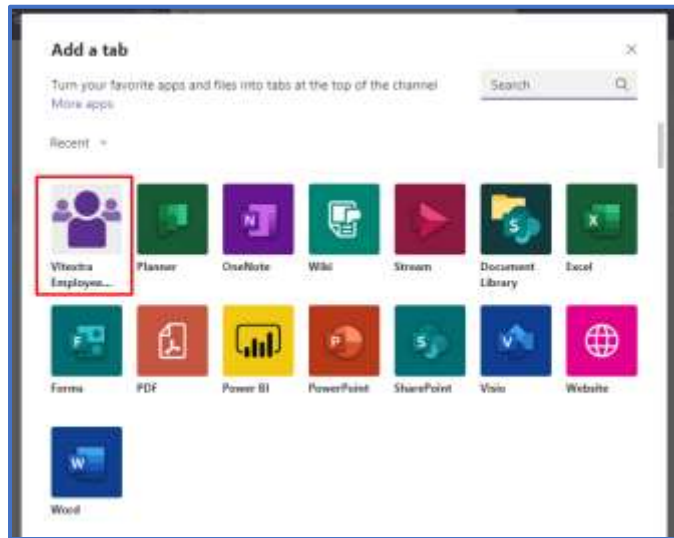


Figure 19. Teams App Catalog

3. Confirm the action by clicking the **Save** button:

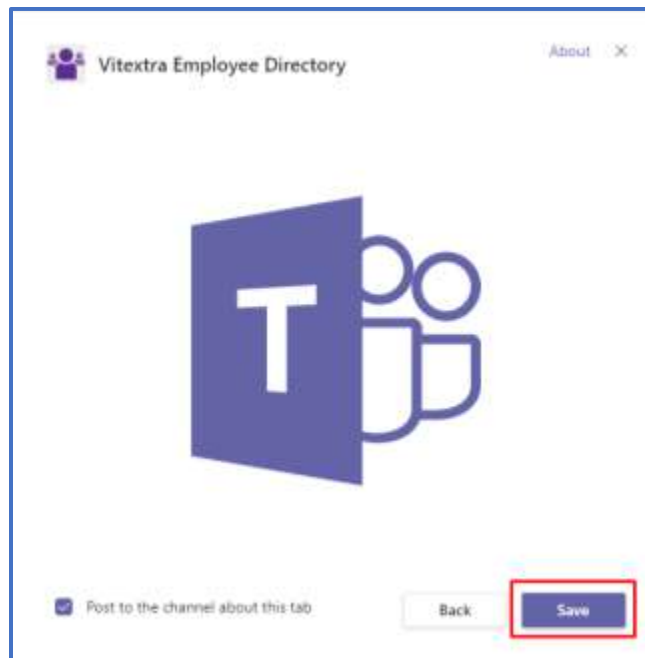


Figure 20. Adding the app confirmation

7.4 Add the Web Part as Personal App in Teams

To add Employee Directory to Microsoft Teams as a personal app:

1. Select “...” sign in the right navbar to see available apps and click **More apps**:

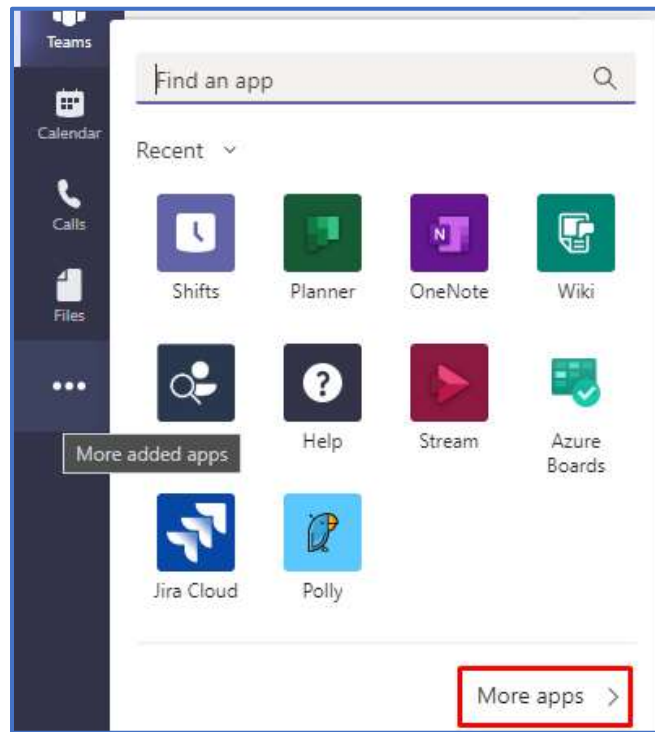


Figure 21. Adding a personal app to Microsoft Teams

2. Search **Vitextra Employee Directory** in the Apps gallery and select it:

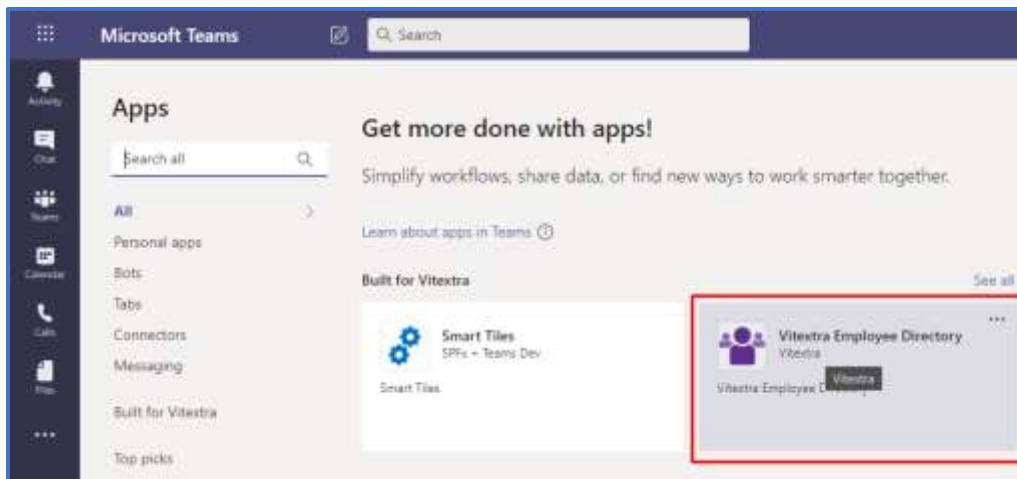


Figure 22. Apps Gallery

3. Click **Add** button to add the web part as a personal app:

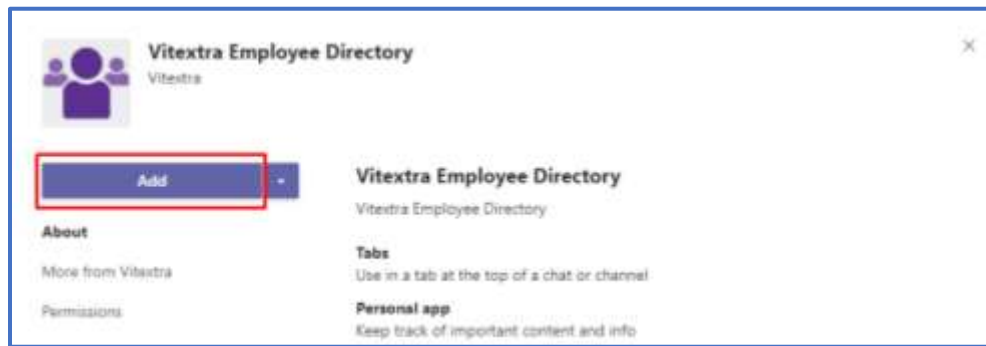


Figure 23. Confirmation of adding personal app

 **Note**

Vitexra Employee Directory in personal app mode does not support configuration. Therefore, the app works with default settings.

8. Employee Directory Configuration

8.1 Data Source

Employee Directory supports two types of data source:

User Profiles

A Search-based data source. All the data comes from SharePoint User Profiles service.

Azure AD

Azure Active Directory – cloud-based identity service provider and access management service.

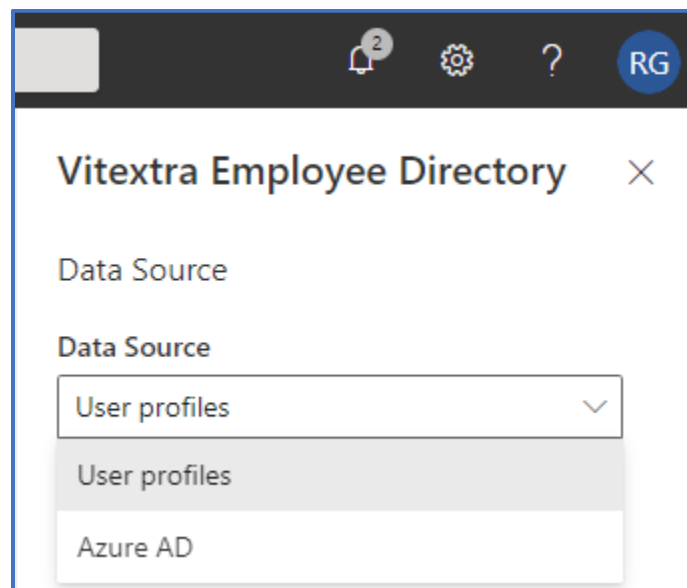


Figure 24. Select Data Source for the Web Part

Table 1. Comparison of the data sources

	User Profiles	Azure AD
Searchable attributes	All public properties of the user profile	Only the attributes listed below: <ul style="list-style-type: none"> • employeeld • department • jobTitle • givenName • surname • mail • state • city • country
Excluding disabled accounts	In some cases, it is necessary to do additional work on the part of administrators ³	All disabled accounts excluded automatically by design
Keyword Query Language⁴	Supported	Not supported
Search Analytics to provide more relevant data	Supported	Not supported

8.2 Columns

You can customize the columns in the details view, as well as their order and labels.

³ See article "[Exclude accounts from search results](#)" from Vitextra knowledgebase [3]

⁴ More information about KQL (Keyword Query Language) - <https://docs.microsoft.com/en-us/sharepoint/dev/general-development/keyword-query-language-kql-syntax-reference>

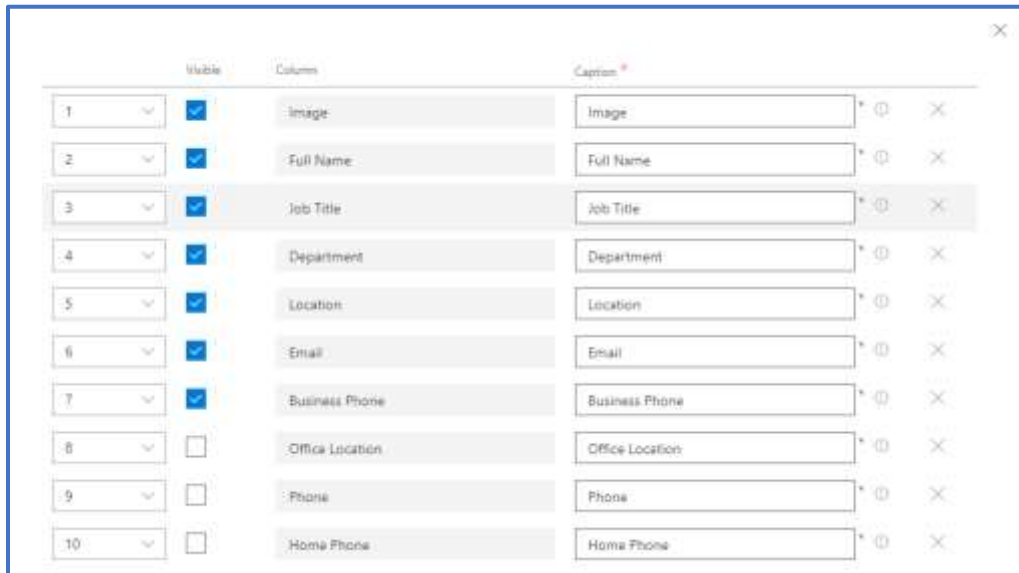


Figure 25. Configure columns for Details view

8.3 Predefined Query

Predefined query used to set default search query that applied by default. In the case of user search, the predefined query appended to it.

If you use User Profiles as a data source, you able to define KQL⁵ to meet your requirements. Some samples of using the predefined query:

Table 2. Sample predefined queries

Requirement	Predefined Query
Exclude employees from a specific department (ex. "Sales Department")	<code>-Department:"Sales Department"</code>
Show employees only from a specific department	<code>Department:"Sales Department"</code>
Exclude employee which job title is empty	<code>-JobTitle:""</code>
Show everyone employee	<code>*</code>

⁵ Keyword Query Language

Show employee which given name starts with "A" `FirstName:"A*"`

You can combine queries to specify the search scope.

8.4 View

Employee Directory supports two types of layout:

Contact

Each search result presented by persona card with the following employee information:

- Profile picture
- Full Name
- Job Title
- Department

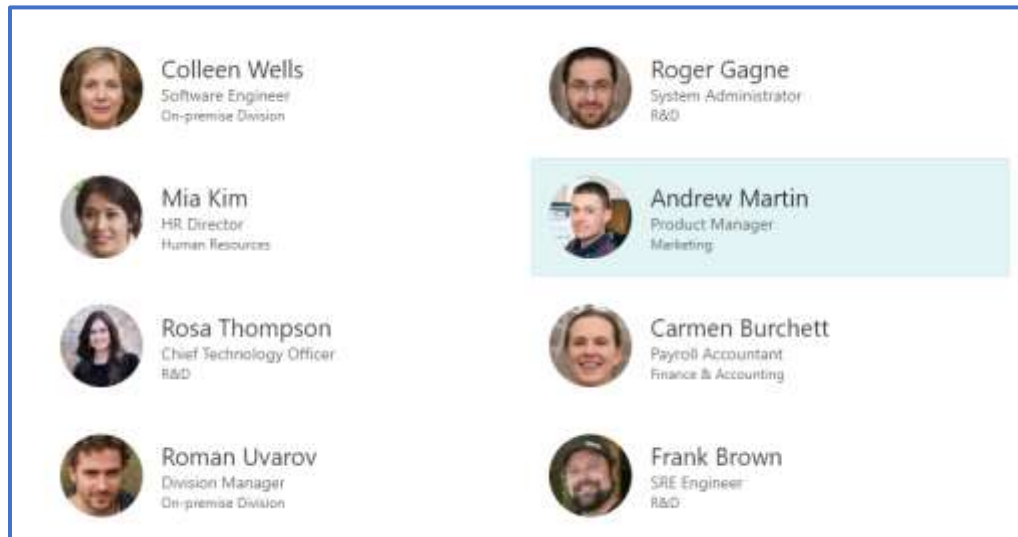
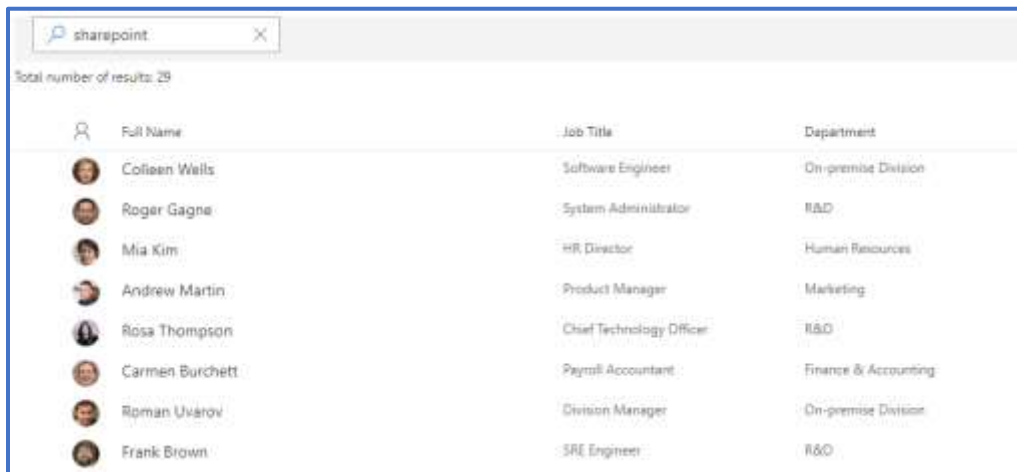


Figure 26. Contact View of search results

Details

Tabular view of the search results. Columns of the table customizable via Columns settings.



sharepoint

Total number of results: 29









	Full Name	Job Title	Department
	Cofleen Wells	Software Engineer	On-premise Division
	Roger Gagne	System Administrator	R&D
	Mia Kim	HR Director	Human Resources
	Andrew Martin	Product Manager	Marketing
	Rosa Thompson	Chief Technology Officer	R&D
	Carmen Burchett	Payroll Accountant	Finance & Accounting
	Roman Uvarov	Division Manager	On-premise Division
	Frank Brown	SRE Engineer	R&D

Figure 27. Details View

8.5 Page Size

You can specify the number of items to display on the page. Users can load more data with the **Load more data** button presented under the search results.

9. References

- [1] Vitextra SIA, "How to find your Office 365 Tenant ID," 30 3 2020. [Online]. Available: <https://vitextra.com/en/support/kb/10034>.
- [2] Vitextra SIA, "Employee Directory. Technical Overview," 14 8 2020. [Online]. Available: <https://vitextra.com/docs/Employee%20Directory.%20Technical%20Overview.pdf>.
- [3] Vitextra SIA, "Exclude accounts from search results," 8 8 2020. [Online]. Available: <https://vitextra.com/en/support/kb/10045>.