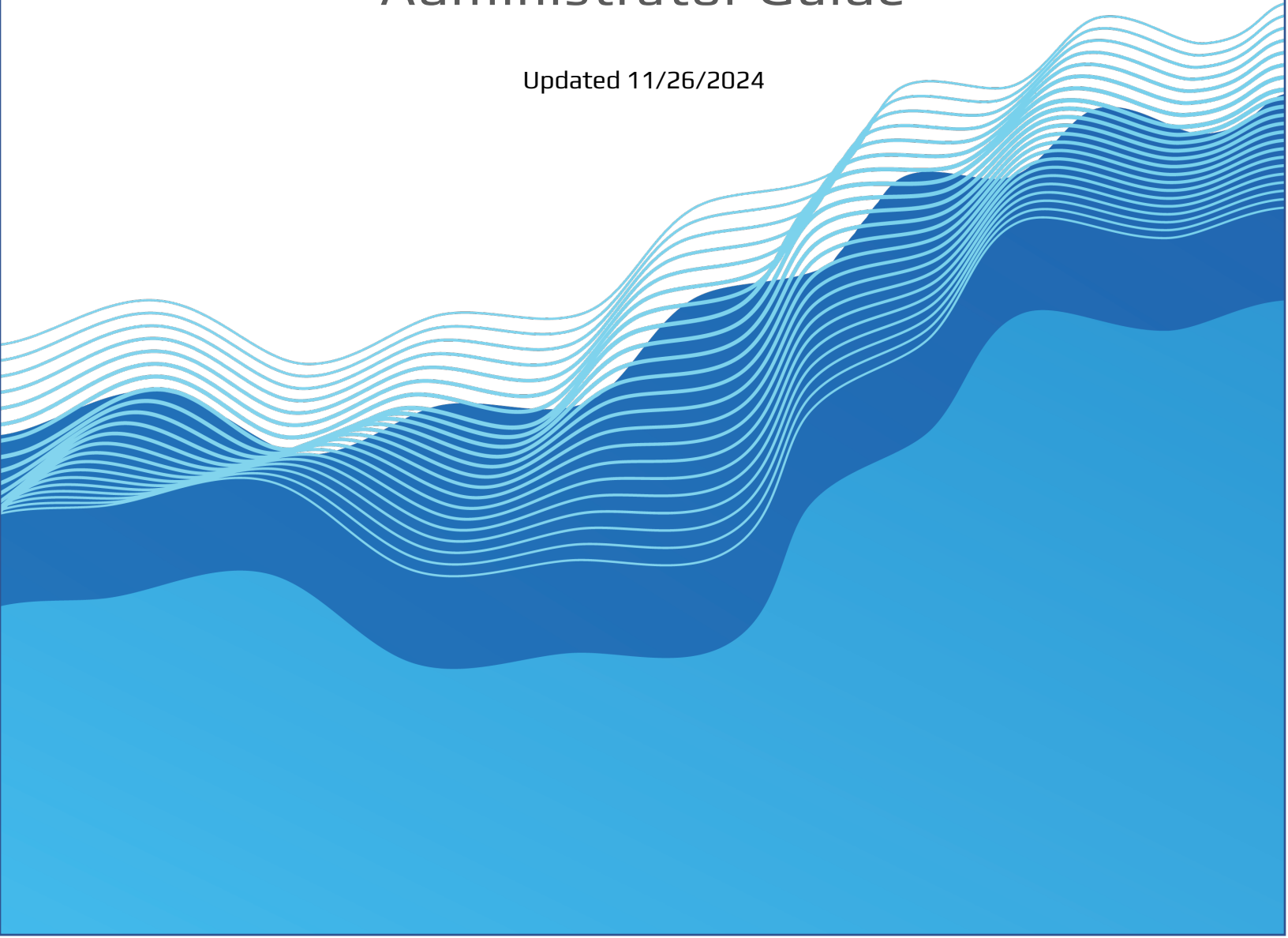




Smart Tiles

Administrator Guide

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Contents

Copyright	2
Contents	3
Introduction	5
Product Overview	5
Key Features	5
Target Audience	5
Getting Started.....	7
Prerequisites	7
SharePoint Online Access	7
Modern SharePoint Experience.....	7
Basic Understanding of SharePoint	7
Installation	8
Product Activation	8
Adding Smart Tiles.....	8
Step-by-Step Instructions	8
Tips for Effective Tile Layouts.....	11
Use Full-Width Sections.....	11
Organize by Categories.....	11
Keep It Simple.....	11
Advanced Features	12
Using Smart Tiles in Full-Width Sections.....	12
Customizing Hover Effects	12
Integrating with Other Web Parts.....	13
Combining with Text Web Parts.....	13

Linking to Document Libraries	13
Best Practices	14
Maintain Consistent Branding	14
Organize Content Logically	14
Keep It Simple.....	14
Use Descriptive Titles and Captions.....	14
Regularly Update Content	14
Leverage Full-Width Sections	15
Uninstalling	16
Frequently Asked Questions	17
Can I use Smart Tiles on classic SharePoint pages?.....	17
How can I reset the Smart Tiles configuration?.....	17
Conclusion	18
Appendices.....	19
Additional Resources.....	19
Contact Information	19

Introduction

Product Overview

The Smart Tiles web part is a powerful tool that enables users to create visually appealing and intuitive navigation menus for their SharePoint sites. With this web part, users can easily add tiles that represent different pages or sections of their site and arrange them in a grid. The web part provides a seamless and efficient navigation experience, making it easier for users to find and access important information on the site.

Smart Tiles web part offers a great way to enhance site navigation and improve productivity. Users can customize the tiles to their liking and arrange them in the order that best suits their needs. This makes it easier for them to navigate the site and find the information they need quickly and efficiently.

Key Features

Responsive Design. The tool adapts to different screen sizes, ensuring a seamless experience on all devices.

Customizable Tile, Icon, and Font Size. Users can adjust the size of the tiles, icons, and font to their liking.

Rich Color Palette. A wide range of colors is available to choose from, allowing users to create a unique look and feel for their site.

Predefined Icon Sets. Users can choose from a variety of pre-designed icon sets, saving time and effort in creating custom icons.

Target Audience

This Administrator Guide for Smart Tiles is intended for SharePoint Online administrators, site owners, and IT professionals responsible for managing and optimizing SharePoint environments. The guide is particularly beneficial for those seeking to enhance user engagement and improve navigation within their organization's SharePoint sites.

This guide assumes a basic understanding of SharePoint Online and its features, making it suitable for both beginners and experienced users. Administrators will gain valuable insights into effectively configuring Smart Tiles, allowing them to create visually appealing and user-friendly layouts that meet their users' needs. Additionally, the guide serves as a reference for troubleshooting common issues and following best practices, enabling administrators to maximize the benefits of Smart Tiles within their SharePoint Online environments.

Getting Started

To effectively utilize Smart Tiles in SharePoint Online¹, it's important to familiarize yourself with the prerequisites and the SharePoint interface. This section will guide you through the essential steps to get started.

Prerequisites

Before you begin, ensure that you have the following:

SharePoint Online Access

You need to have access to a SharePoint Online site where you can add and configure Smart Tiles. This typically requires appropriate permissions, such as being a site owner or administrator.

Modern SharePoint Experience

Smart Tiles are designed for the modern SharePoint experience. Ensure that your site is using the modern UI², as Smart Tiles are not supported on classic pages³.

Basic Understanding of SharePoint

Familiarity with navigating SharePoint Online and its features will help you make the most of Smart Tiles. If you're new to SharePoint, consider reviewing introductory materials or tutorials.

¹ Cloud version of SharePoint, a web-based collaborative platform within Microsoft 365 provides an extensive range of capabilities to store, share, and manage digital information, content, and knowledge of an organization.

² Modern SharePoint UI is available in SharePoint 2019 and SharePoint Online. Modern SharePoint UI is not compatible with Classic SharePoint UI. Server-side web parts and other UI extensions such as Ribbon Elements, User Controls not supported by Modern UI.

³ User interface (UI) that is available in SharePoint 2013/2016/2019/Online. Classic UI based on server-side rendering.

By ensuring you have the necessary access and understanding of the SharePoint interface, you'll be well-prepared to start adding and configuring Smart Tiles.

Installation

Please refer the following knowledge base article:

[KB10035: How to Install a Vitextra Product in SharePoint Online](#)

Product Activation

Please refer the following knowledge base article:

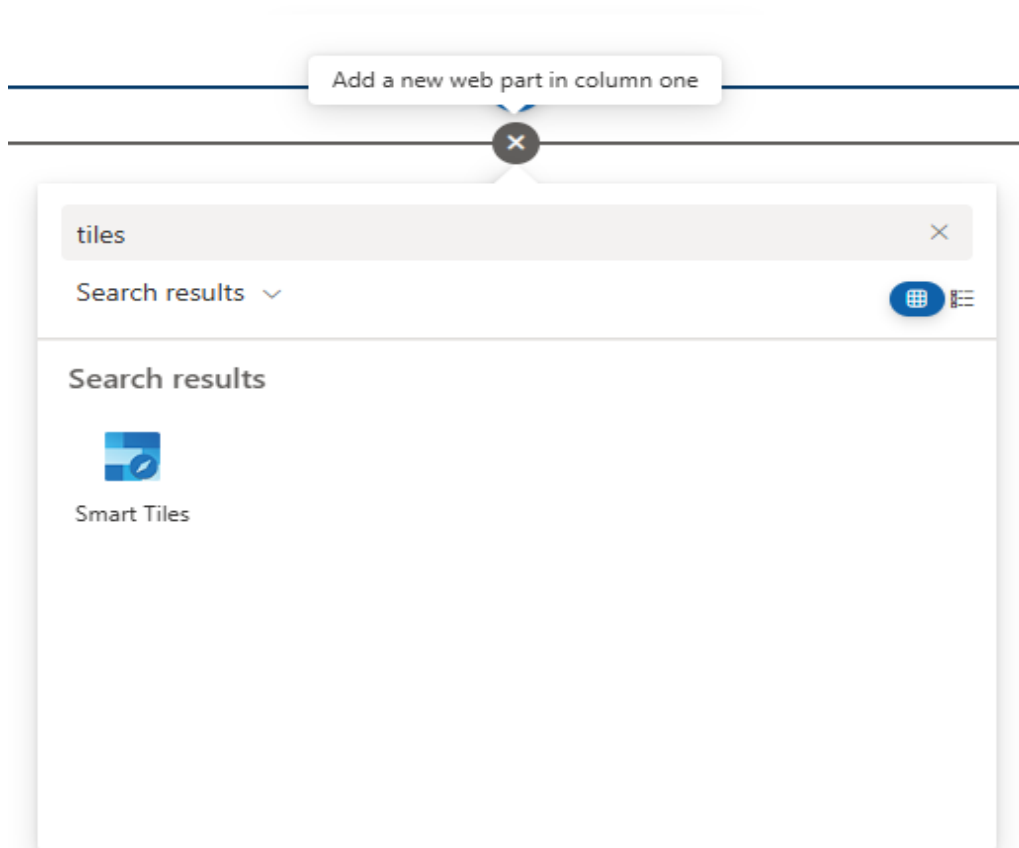
[KB10206: Purchase and Assign Licenses for Vitextra Products](#)

Adding Smart Tiles

To enhance your SharePoint Online site with Smart Tiles, follow these straightforward steps to add them to your desired page. This process will help you create an engaging and visually appealing navigation experience for your users.

Step-by-Step Instructions

1. Navigate to the page where you want to add the Smart Tiles. Click the Edit button located at the top right corner of the page. This will enable you to make changes to the content and layout.
2. Hover your mouse over an existing section or below it until you see a horizontal line with a plus sign (+) appear. Click on this plus sign to open the Web Part gallery.



3. *Figure 1. Web Part Gallery*

4. In the Web Part gallery, you can browse through the available web parts. You can either scroll through the list or use the search bar at the top to quickly find the "Smart Tiles" web part.
5. Once you locate the Smart Tiles web part, click on it to add it to your page. The tiles will appear in the section you selected, ready for configuration.
6. After adding the Smart Tiles, you can customize their appearance and settings. Click on the "Edit web part" button to open the configuration panel on the right side of your screen. Here, you can adjust various options such as tile size, colors, and icons to match your site's branding.

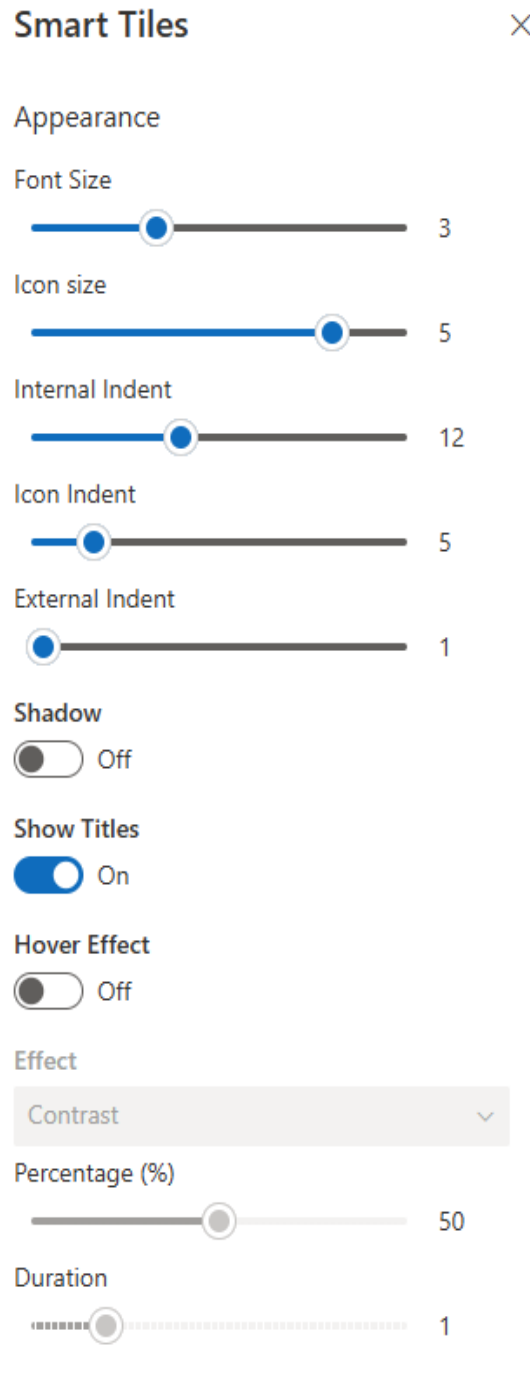


Figure 2. Smart Tiles Configuration Pane

- Once you've configured your Smart Tiles to your liking, make sure to save your changes. Click the Publish button at the top right to make your updates live for all users.

Tips for Effective Tile Layouts

Use Full-Width Sections

Consider adding Smart Tiles to a full-width section⁴ to maximize visual impact. This allows your tiles to span the entire width of the page, creating a more immersive experience.

Organize by Categories

Group related tiles together to help users navigate easily. For example, you might have tiles for different departments, resources, or frequently accessed documents.

Keep It Simple

Avoid overcrowding the section with too many tiles. A clean and organized layout enhances usability and makes it easier for users to find what they need.

⁴ Full-width section in SharePoint Online is a layout option that allows content to span the entire width of the page, providing a more immersive and visually impactful presentation for elements like images and videos.

Advanced Features

The Smart Tiles web part in SharePoint Online not only enhances navigation but also offers advanced features that can significantly improve user experience and site functionality. This section will explore these features, providing insights on how to leverage them effectively.

Using Smart Tiles in Full-Width Sections

One of the standout features of Smart Tiles is the ability to use them in full-width sections. This layout option allows your tiles to span the entire width of the page, creating a more immersive and visually impactful experience. To implement this:

1. **Add a Full-Width Section:** Before adding Smart Tiles, ensure you have created a full-width section on your page. Click the + icon to add a new section and select the Full-width section option from the layout choices.
2. **Move Smart Tiles:** After adding the Smart Tiles web part, you can easily drag and drop it into the full-width section. This maximizes the visual space and enhances the overall design of your site.

Using Smart Tiles in full-width sections is particularly effective for showcasing important information, such as announcements, key resources, or featured content, making it easily accessible to users.

Customizing Hover Effects

Hover effects add an interactive element to your Smart Tiles, enhancing user engagement. You can configure hover effects to provide visual feedback when users mouse over a tile. This can include changes in color, size, or shadow effects, making the navigation experience more dynamic.

To set up hover effects:

1. **Edit the Smart Tiles Web Part:** Access the configuration panel by clicking the "Edit web part" button.

2. **Select Hover Effect Options:** In the appearance settings, choose the desired hover effects that align with your site's design and user experience goals.

Integrating with Other Web Parts

Smart Tiles can be effectively integrated with other web parts to create a cohesive and functional site layout. For example, you can place Smart Tiles alongside text web parts, image galleries, or document libraries to provide context and enhance navigation.

Combining with Text Web Parts

Use text web parts to provide descriptions or instructions related to the tiles, guiding users on how to interact with the content.

Linking to Document Libraries

Create tiles that link directly to document libraries or lists, allowing users to access important files quickly.

Best Practices

Implementing Smart Tiles effectively requires thoughtful consideration of design, usability, and user engagement. Here are some best practices to ensure you maximize the benefits of Smart Tiles in your SharePoint Online environment:

Maintain Consistent Branding

Ensure that the design of your Smart Tiles aligns with your organization's branding guidelines. Use consistent colors, fonts, and icon styles to create a cohesive look across your site. This not only enhances visual appeal but also reinforces brand identity.

Organize Content Logically

Group related tiles together to create a logical flow of information. For example, categorize tiles by department, project, or type of resource. This organization helps users find what they need quickly and intuitively, improving overall navigation.

Keep It Simple

Avoid overcrowding your page with too many tiles. A clean and uncluttered layout enhances usability and allows users to focus on the most important content. Aim for a balance between providing enough information and maintaining a visually appealing design.

Use Descriptive Titles and Captions

Ensure that each tile has a clear and descriptive title or caption. This helps users understand the purpose of each tile at a glance, making navigation more efficient. Avoid jargon or overly technical language that may confuse users.

Regularly Update Content

Keep your Smart Tiles current by regularly reviewing and updating the content they link to. This ensures that users always have access to the most relevant and timely information, enhancing their experience and trust in the site.

Leverage Full-Width Sections

Utilize full-width sections for your Smart Tiles to create a more immersive experience. This layout maximizes screen space and allows for more visually impactful presentations of important content.

Uninstalling

Step-by-step instructions to remove Smart Tiles application from your tenant:

1. From Microsoft 365 admin center navigate to SharePoint Admin Center.
2. Go to More Features and click the Open button under the Apps heading:
3. Click on App Catalog to manage your SharePoint applications.
4. Select the Vitextra Smart Tiles in the list of available SharePoint application and click on the Remove button.
5. Confirm the operation.

Frequently Asked Questions

Can I use Smart Tiles on classic SharePoint pages?

No, Smart Tiles are only supported on modern SharePoint pages. Ensure you are using the modern UI for optimal functionality.

How can I reset the Smart Tiles configuration?

To reset the configuration, simply remove the Smart Tiles web part from the page and re-add it. This will allow you to start fresh with the configuration settings.

Conclusion

In this guide, we explored the powerful capabilities of Smart Tiles in SharePoint Online, highlighting their role in enhancing navigation and user engagement. By effectively adding and configuring Smart Tiles, you can create visually appealing layouts that streamline access to important resources and improve overall site functionality.

We discussed the various configuration options available, including appearance settings and tile management, as well as advanced features like full-width sections and hover effects. Implementing best practices ensures that your Smart Tiles not only align with your organization's branding but also provide a seamless user experience.

As you continue to leverage Smart Tiles, remember to regularly update content, monitor user interactions, and troubleshoot any issues that may arise. By doing so, you'll foster a dynamic and engaging environment that meets the needs of your users.

Thank you for taking the time to explore this guide. We hope it empowers you to unlock the full potential of Smart Tiles in your SharePoint Online sites.

Appendices

Additional Resources

KB10042: Create Tile Navigation for SharePoint Site

<https://vitextra.com/en/support/kb/10042>

Contact Information

For further assistance or inquiries regarding Smart Tiles, please reach out to the Vitextra support team. You can contact us via email at support@vitextra.com. Our team is ready to provide tailored support and guidance based on your specific needs.