ROOTFUSION

Contents

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Adding the Web Part to a page

To add the Web Part, you must be able to edit a page inside which the Web Part will be added. You must have at least the permissions obtained by being added to the default *<Site Name>* Members SharePoint group for the site.

1. From the page in which you want to add the Web Part, look for and click the **Edit Page** command.

NOTE: If the **Edit Page** command is disabled, you may not have the permissions to edit the page. Contact your administrator.

2. In the Web Part zone that you want to add the Web Part to, click **Add a Web Part**.
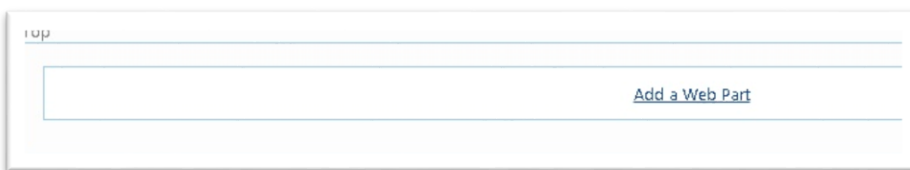
NOTE: The interface maybe different if you are on a 'subsite', please refer to the SharePoint documentation if your screen layout is different.

3. Under Categories, select the category **Apps**, select the Web Part **ROOTFUSION Active Directory Address Book**, and then click **Add** . When you select the Web Part, it's information will be displayed in **About the part.**

#ROOTFUSION
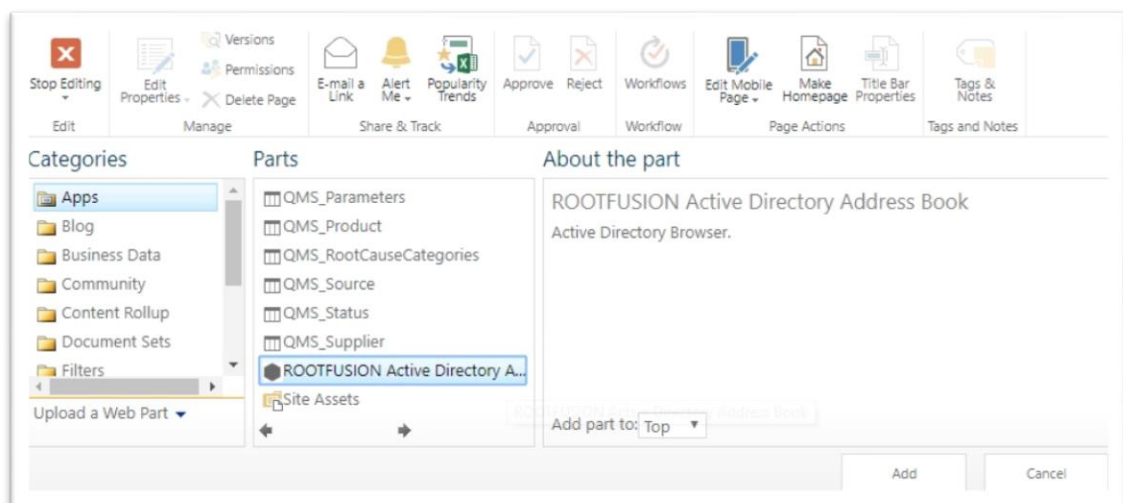
4. When you finished editing the page, on the **Page** tab, click **Stop Editing.**
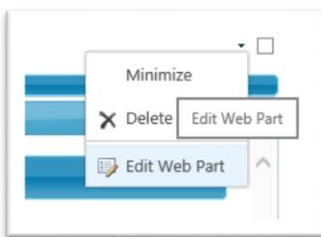
#ROOTFUSION
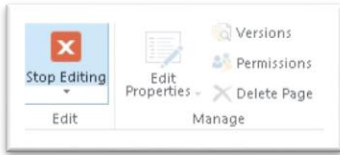
Modifying the Web Part settings

In order to be able to edit the settings of the Web Part, you must set the page in **Edit** mode
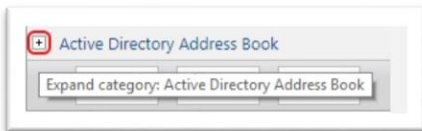
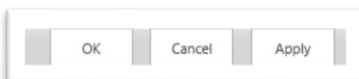1. From the page containing the Web Part, click the **Edit Page** command.

2. Point to the Web Part, click the down arrow, and then click **Edit Web Part.**

3. On the right pane called **ROOTFUSION Active Directory Address Book** expand the category **Active Directory Address Book**.

4. When you finished editing the properties, apply your settings by clicking on the **OK** or **Apply** button.

The Web Part settings

The setting category **Active Directory Address Book** contains various options that will allow you to customize and connect the Web Part to your Azure AD or to a SharePoint list.

If you connect the Web Part to a SharePoint list, you will need to use the '**Management Console**' or download the tool *SPADListLoader* from our web site to create the SharePoint list structure. This tool can also connect directly to your local AD and feed the SharePoint list as a scheduled task.

If you want to connect the Web Part to your Azure Active Directory via our **Azure AD Bridge**, please contact us through the contact form on our web site at www.rootfusion.com . We'll send you the instructions to configure your Azure portal and the connection via our Azure AD Bridge.

1. *Activate the redirection to a SIP Client*:
   When checked, a click on the picture associated to the profile of the user will open a chat window through your default SIP client.

2. *Automatically check for update when application starts:*
   Will check, during the load process, if a newer version is available and will display a reminder in the footer of the frame.

3. *Client Authorization Key:*
   Will contains the provided key, this parameter should be left to 'none' if you are not registered to use our Azure AD Bridge.

4. *Client Identification:*
   Will contains the application id authorized to communicate with the Azure AD Bridge, this parameter should be left to 'none' if you are not registered to use the Azure AD Bridge.

5. *Data Source:*
   Select 'Azure AD Service' if you purchased a license to access the bridge, or select 'SharePoint List' for accessing a list on the site collection.
   By default the application as the demo mode activated with the value set to: <u>None</u>.

6. *Default User Picture:*
   Allows you to change the default picture. Used when there is no picture associated to the user entry. You should provide a URL pointing to a valid image (can be a PNG, JPG or any common file format supported by your browser).
   The default value point to: <u>../Images/UserNotAvailable.jpg.</u>

7. *Group By:*
   Define the default grouping applied to the data when the Web Part is displayed.
   The users can still change the grouping manually when browsing the Address Book.

8. *Leave the search area expanded:*
   When checked, the top container with the search functionality will be automatically expanded on each reload on the App/Web Part.

9. *License Data:*
   This is your license key for Azure AD Bridge: this parameter should be left to 'undefined' if you are not registered to use our Azure AD Bridge.

10. *Request Type:*
    Only apply if you are populating the user's data through the Azure AD Bridge.
    - "Active user(s) only" is the default mode and will specify, to the bridge, to skip the users which have been disabled on the active directory.
    - "All users" will return all the users, including the disabled accounts.
    - "Unfiltered" will skip any filtering applied on the bridge and return any data

available from the users defined on your active directory. This setting is provided as a "support/test" option, to allow you to inspect the raw data from your active directory but it is not intended to be used in production, as it will likely populate incomplete data to the Address Book.

11. *Server Address:*
    This setting is intended for 'advanced' usage when you have to be redirected to a private server reserved for your company or if you have requested to have an internal implementation of the bridge.
    The default value Is set to: https://adgraphrootfusion.azurewebsites.net.

12. *SharePoint List Name:*
    If you are populating the App/Web Part with the Azure AD bridge, you should leave the parameter with the value "N/A".

    This field contains the name of the SharePoint list containing all the user's data. The list definition could be find at the end of this page.

    REM: The SharePoint list must be defined on the same WebSite where the add-ins are installed.

13. *Site Administrator:*
    Mail address of the site owner.

14. *Tenant for the User Picture:*
    This field should stay with the default value 'Auto' when you are populating the data through the Azure AD bridge. If you have configured the Web Part to use a SharePoint list then you should input the name of the tenant associated to your SharePoint subscription.
    If you don't provide the correct value, the application will not be able to show the correct picture associated with each user account.

15. *Theme:*
    Allows you to choose from one of our predefined theme.

The SharePoint list definition

If you are not interested to buy our Azure AD bridge connector, you may configure the application to collect the user data from a "Custom SharePoint List".

To be compatible with our Web Part the list must contain, at least, the following columns:

Column	Type
Title	Single line of text
UserPrincipalName	Single line of text
Display_Name	Single line of text
Department	Single line of text
JobTitle	Single line of text
EMail	Single line of text
StreetAddress	Single line of text
City	Single line of text
State	Single line of text
PostalCode	Single line of text
Country	Single line of text
TelephoneNumber	Single line of text
Mobile	Single line of text
Modified	Date and Time
Created	Date and Time
Created By	Person or Group
Modified By	Person or Group

Note: Because the application uses the 'internal' name of the column, they must have the exact name and cannot be renamed to fix any typo. If you misspelled a name you must remove the column and recreate it with the right text.
You can use the '*Management Console*' or download the tool SPADListLoader from our web site to create the SharePoint list structure. This tool can also connect directly to your AD and feed the SharePoint list as a scheduled task.

The Management Console

Don't try to use the 'Connection/Tenant' part of the *Management Console* without having been requested by ROOTFUSION's support team to do this. This interface is provided as a "support/test" option, allowing to validate the connection with our Azure AD Bridge, and to diagnose issues.

1. *Create list*:
   Will create a blank list with all the needed columns in order to use it as a source for the Address Book Web Part.
   To be able to use this functionality, you must provide a valid 'List name' and have the right permission on the 'web site'. Any empty value or name already used by a SharePoint list will generate an error message.

2. *Connection parameters*:
   Have to be filled with the information provided by ROOTFUSION.

3. *Filtering:*
   Letting the value at "*Default*" will keep the current filtering applied to your Azure AD Bridge and will return the same number of users as the Web Part interface. If you set the filtering to "*None*", the bridge will collect all the possible entries from your AD and return to you the amount of un filtered accounts.

4. *Reset*:
   Will clear all the input fields and reset them to their default value.

5. *Refresh*:
   Call the Azure AD bridge and populate the "*Data Infos*" and " *Tenant Infos* " with the resulting answer.

This call will not force the AD data to be refreshed and will use a cache mechanism if the latest requested data are not obsolete (maximum 2h of retention).

6. *Force Refresh*:
Call the Azure AD Bridge and force it to clear the cache and refresh the query made on the AD.
This option could be used to force a refresh of the AD data if any change was made and you don't want to wait for the expiration of the cache.

7. *Data Infos*:
Display all the information related to the cache, creator of the data and size of the list. If any issue was encountered, an extra box will appear with the content of the error message.

8. *Tenant Infos*:
Display all the information related to your Tenant. You could use this info to check if you tenant name is correctly configured.

Frequently Asked Questions

- Is it possible to remove the top title of the Web Part?

  If you have the permissions to edit the Web page, you can configure Web Part appearance.

  1) Set the page in "Edit" mode.
  2) Open the setting panel associated to the Web Part
 3) Go to the "Appearance" tab

  Now you will see the appearance property "*Chrome Type*" which will allow you to specify whether the title bar and border of the Web Part frame are displayed.

- The Web Part does not show my SharePoint list users:

  Verify the permission associated with the SharePoint Application and allow it to access your SharePoint list.
  When you have any issue when requesting the data, first, go back to your 'Site Contents' and open the permissions of the application 'ROOTFUSION Active Directory Address Book '.

  Click on the 3 dots '…' and then click on 'PERMISSIONS':
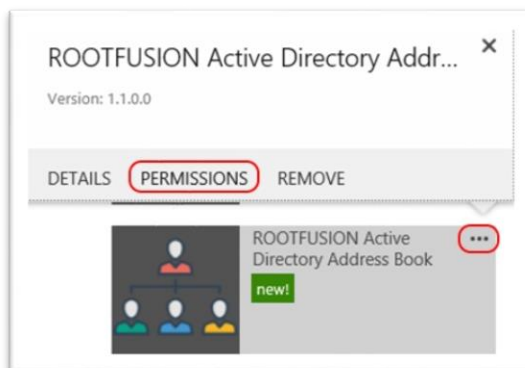
  Confirm that the application is allowed to read items from your SharePoint list and click on '**here**' link to trust the application:
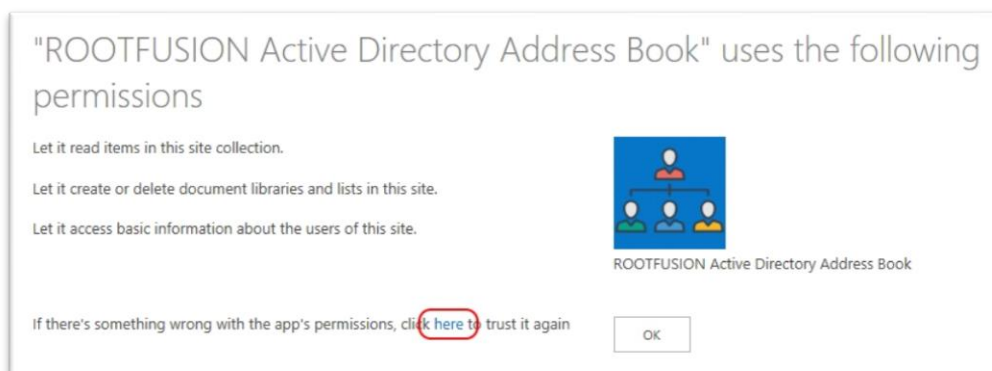
- I can't see the pictures associated with the users:

  If you are populating the Web Part through a SharePoint list, please, verify the Web Part setting and validate that the property " *Tenant for the User Picture*" is not set to "Auto" but is containing your *[Tenant name]*.

  The Web Part is querying the following URL to obtain the user pictures from SharePoint online:
  https://[TenantName].sharepoint.com/_layouts/15/userphoto.aspx?size=M&accountname=[UserPrincipalName]

- The Web Part does not display the default user picture:

  If you have defined a custom " *Default User Picture",* please, verify that:
  - The URL provided is working on your browser
  - The URL is available through the HTTPS protocol to avoid security issue when accessing the file from the SharePoint domain
  - The URL is part of your SharePoint tenant. If it's not the case, please, verify the security settings of your browser to avoid cross domain issues
  Otherwise check the Web Part setting and reset the value to the default one (as seen in point **6)**

- I only see the first phone/mobile number for user(s) with multiple phone entries:

  This is a current limitation when connecting via the Azure AD Bridge, due to the AD Graph API (provided by Microsoft) which does not support multiple entries for the mobile/phone numbers. We are looking forward an improved version of the API from Microsoft.
  If you really need to display more than 1 mobile number and/or more than 1 phone number, you should use the Web Part connected with a SharePoint list (instead of Azure AD Bridge). To feed the SharePoint list with the local Active Directory users information, use our tool SPADListLoader (available on our web site).