

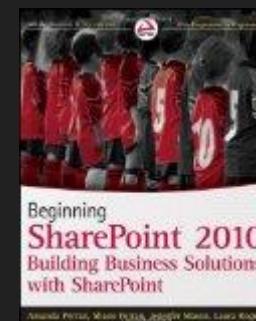
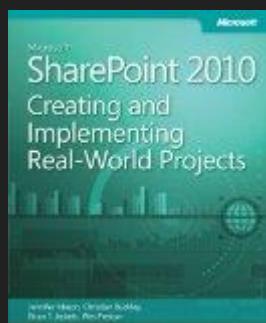
# 10 No Code Tricks for Making Awesome SharePoint Solutions

Jennifer Mason , Rackspace Hosting

# About me...



@jennifermason



# What is Adoption?

A photograph of a young man with dark hair, smiling, sitting outdoors. He is wearing a dark sweater over a light-colored collared shirt. He is leaning forward, resting his arms on a light-colored surface, likely a laptop. The background is blurred green foliage.

# What's in it for me?

Users want solutions that help them work better. Tell them a story with your data that draws them in.

# All About the User!

What would your users say about the solutions within your environment?



“I can find everything I need, without having to dig in multiple places”

“It is easy to find all the content I need to complete my day to day tasks”

“It is easy for me to tell when new content has been added to the site”

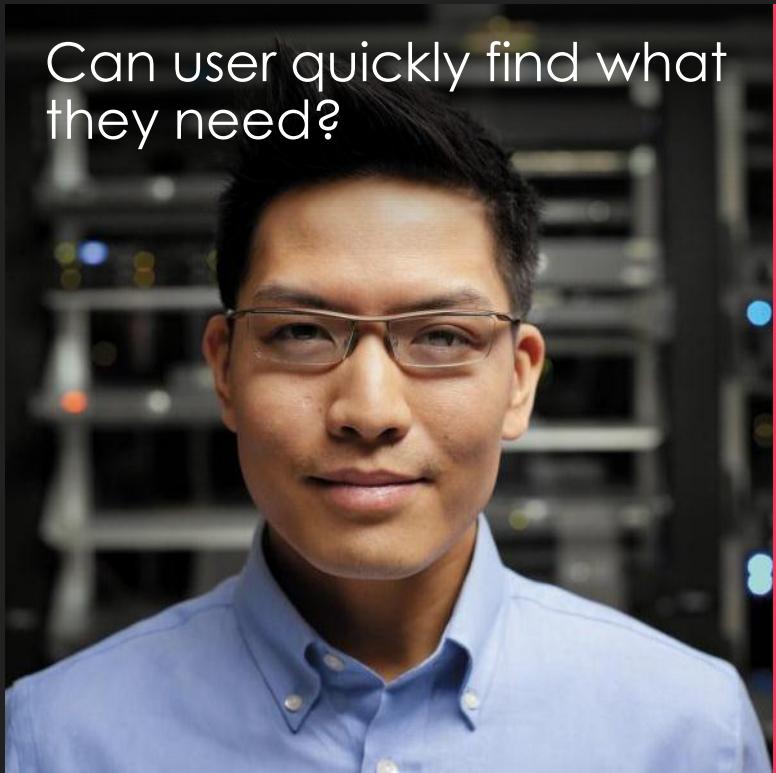


The technology is only one small part of the equation. If you don't understand your users, you can't build adoptive solutions.

# Tip #1- Plan, Plan & Plan More!

- A good SharePoint solutions comes from understanding who your users are and what they need to do.
- Start with the business and worry about the tech last!
- Develop a Process for Building Solutions

# Navigation Tips & Tricks



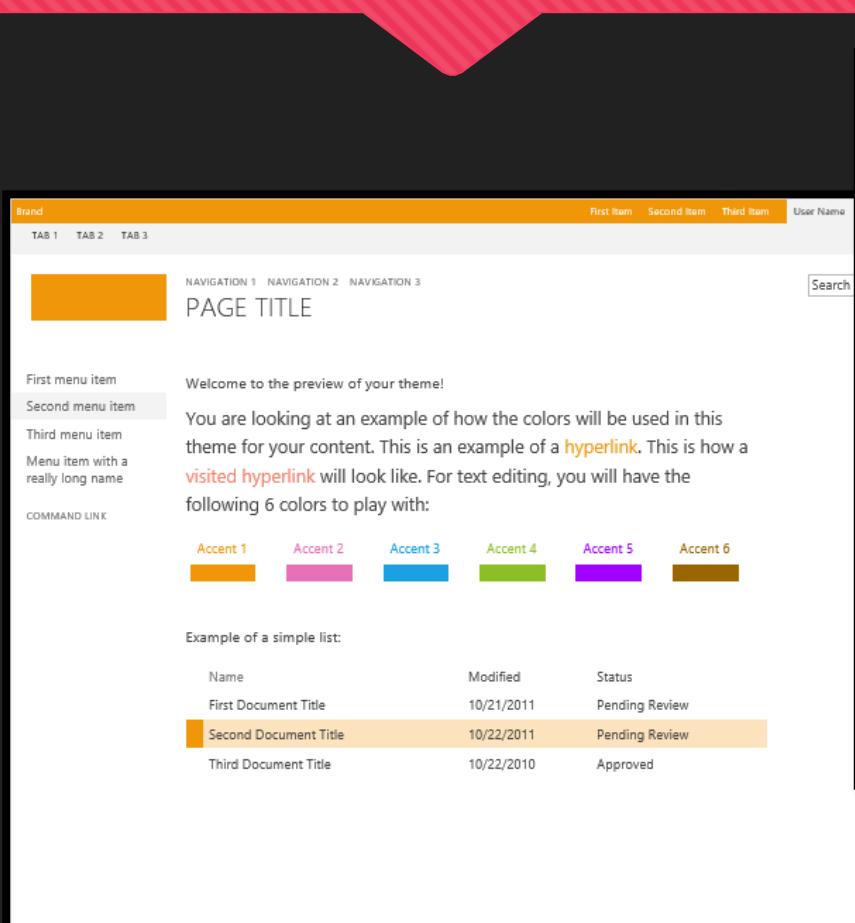
Can user quickly find what they need?

- Seattle & Oslo Styles
- Promoted Links List



How quickly can users find data when they need it when they have no idea where to start?

# Tip #2- Seattle vs Oslo



Brand

TAB 1 TAB 2 TAB 3

First menu item  
Second menu item  
Third menu item  
Menu item with a really long name  
COMMAND LINK

NAVIGATION 1 NAVIGATION 2 NAVIGATION 3

PAGE TITLE

Search

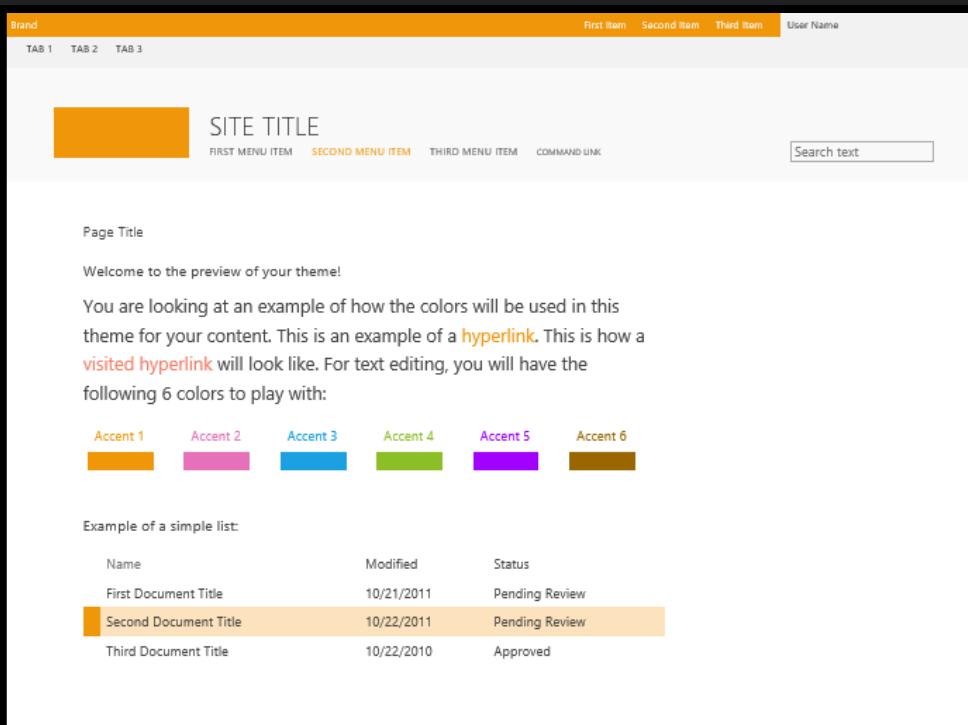
Welcome to the preview of your theme!

You are looking at an example of how the colors will be used in this theme for your content. This is an example of a [hyperlink](#). This is how a [visited hyperlink](#) will look like. For text editing, you will have the following 6 colors to play with:

Accent 1 Accent 2 Accent 3 Accent 4 Accent 5 Accent 6

Example of a simple list:

Name	Modified	Status
First Document Title	10/21/2011	Pending Review
Second Document Title	10/22/2011	Pending Review
Third Document Title	10/22/2010	Approved



Brand

TAB 1 TAB 2 TAB 3

First item Second item Third item User Name

SITE TITLE

FIRST MENU ITEM SECOND MENU ITEM THIRD MENU ITEM COMMAND LINK

Search text

Page Title

Welcome to the preview of your theme!

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Accent 1 Accent 2 Accent 3 Accent 4 Accent 5 Accent 6

Example of a simple list:

Name	Modified	Status
First Document Title	10/21/2011	Pending Review
Second Document Title	10/22/2011	Pending Review
Third Document Title	10/22/2010	Approved

Start over

Drop an image here

CHANGE REMOVE

Colors

Site layout

Seattle

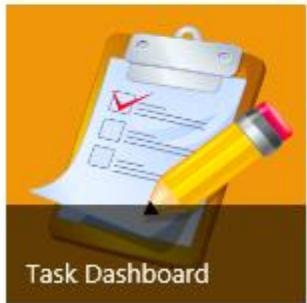
Fonts

Segoe UI Light  
Segoe UI

# Tip #3- Promoted Links

## Home

Each of the links below opens a sample dashboard page. The dashboards are created using only OOTB tools available in the browser, SPD, Excel, InfoPath or Visio.



# A Personal Experience

Audience Targeting

Filtered Views

Well Defined Pages



# Tip #4- Audience Targeting

Office 365

Outlook Calendar People Yammer OneDrive Sites ... Admin Jennifer Ann

BROWSE PAGE

SHARE FOLLOW EDIT

Simple Dashboards

Search this site

Home

Each of the links below opens a sample dashboard page. The dashboards are created using only OOTB tools available in the browser, SPD, Excel, InfoPath or Visio.

Task Dashboard Document Dashboard Project Dashboard Visio Example

 **Reminder!**

This is a reminder message that only shows up for people who are site owners. Please remember you are a site owner and are responsible for the content within.

 Jennifer Ann Mason  
solutions for the business

 @jennifermason

# Tip #5- Filtered Views

○ [Me]  
○ [Today]

Office 365

BROWSE PAGE

Outlook Calendar People Yammer OneDrive Sites ... Admin Jennifer Ann

SHARE FOLLOW EDIT

 My Active Tasks

<input checked="" type="checkbox"/>	Task Name	Due Date	Assigned To
<input type="checkbox"/>	Task One	... January 20	Jennifer Ann
<input type="checkbox"/>	Task Two	... January 25	Jennifer Ann
<input type="checkbox"/>	Task Three	... January 23	Jennifer Ann
<input type="checkbox"/>	Task Four	... 6 days ago	Jennifer Ann
<input type="checkbox"/>	Task Eight	... April 23	Jennifer Ann
<input type="checkbox"/>	Task Nine	... 6 days ago	Jennifer Ann

 Overdue Tasks

Edit	Task Name	Due Date	Assigned To	% Complete
	Task One	1/20/2014	Jennifer Ann	0 %
	Task Three	1/23/2014	Jennifer Ann	0 %
	Task Two	1/25/2014	Jennifer Ann	0 %
	Task Eight	4/23/2014	Jennifer Ann	0 %
	Task Four	4/24/2014	Jennifer Ann	0 %
	Task Nine	4/24/2014	Jennifer Ann	0 %
	Task Ten	4/26/2014		0 %
	Task Five	4/28/2014		0 %

 Tasks Grouped by Phase

<input checked="" type="checkbox"/>	Task Name	Start Date	Due Date	Assigned To	Project	Associated Project Phase
	Associated Project Phase : Phase 1: Requirements (2)					
	Associated Project Phase : Phase 2: Design (6)					
	Associated Project Phase : Phase 3: Development (2)					

 Tasks Due this Week

<input checked="" type="checkbox"/>	Task Name	Due Date	Assigned To	% Complete
<input type="checkbox"/>	Task Six	... Tomorrow		45 %

# Tip #6- Use Pages & Connected Web Parts to build Dashboards

Office365

BROWSE PAGE

Outlook Calendar People Yammer OneDrive Sites ... Admin Jennifer Ann

SHARE FOLLOW SYNC EDIT

Search this site

### Project Dashboard

#### Select a Project

Select	Title
Project Eight	
Project Five	
Project Four	
Project Nine	
Project One	
Project Seven	
Project Six	
Project Ten	
Project Three	
Project Two	

#### Project Summary

Vivamus a tellus. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Proin pharetra nonummy pede. Mauris et orci. Aenean nec lorem.

Project Manager: Jennifer Ann SharePoint Evangelist, Shar...

#### Project Documents

Name	Modified
SPTechCon_BuildingBusinessSolutions_Boston13	January 21
SPTechCon_SimpleDashboards_Boston13	January 21

### Project Tasks

Task Name

Task One

Task Two

Task Three

Task Four

Task Five

Task Six

Task Seven

Task Eight

Task Nine

Task Ten

Office 365

BROWSE PAGE

Outlook Calendar People Yammer OneDrive Sites ... Admin Jennifer Ann

SHARE FOLLOW SYNC EDIT

#### My Active Tasks

Task Name	Due Date	Assigned To
Task One	January 20	Jennifer Ann
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Task Three	January 23	Jennifer Ann
Task Four	6 days ago	Jennifer Ann
Task Eight	April 23	Jennifer Ann
Task Nine	6 days ago	Jennifer Ann

#### Tasks Grouped by Phase

Associated Project Phase : Phase 1: Requirements (2)

Associated Project Phase : Phase 2: Design (6)

Associated Project Phase : Phase 3: Development (2)

#### Overdue Tasks

Task Name	Due Date	Assigned To	% Complete
Task One	1/20/2014	Jennifer Ann	0 %
Task Three	1/23/2014	Jennifer Ann	0 %
Task Two	1/25/2014	Jennifer Ann	0 %
Task Eight	4/23/2014	Jennifer Ann	0 %
Task Four	4/24/2014	Jennifer Ann	0 %
Task Nine	4/24/2014	Jennifer Ann	0 %
Task Ten	4/26/2014		0 %
Task Five	4/28/2014		0 %

#### Tasks Due this Week

Task Name	Due Date	Assigned To	% Complete
Task Six	Tomorrow		45 %

# Social Interaction

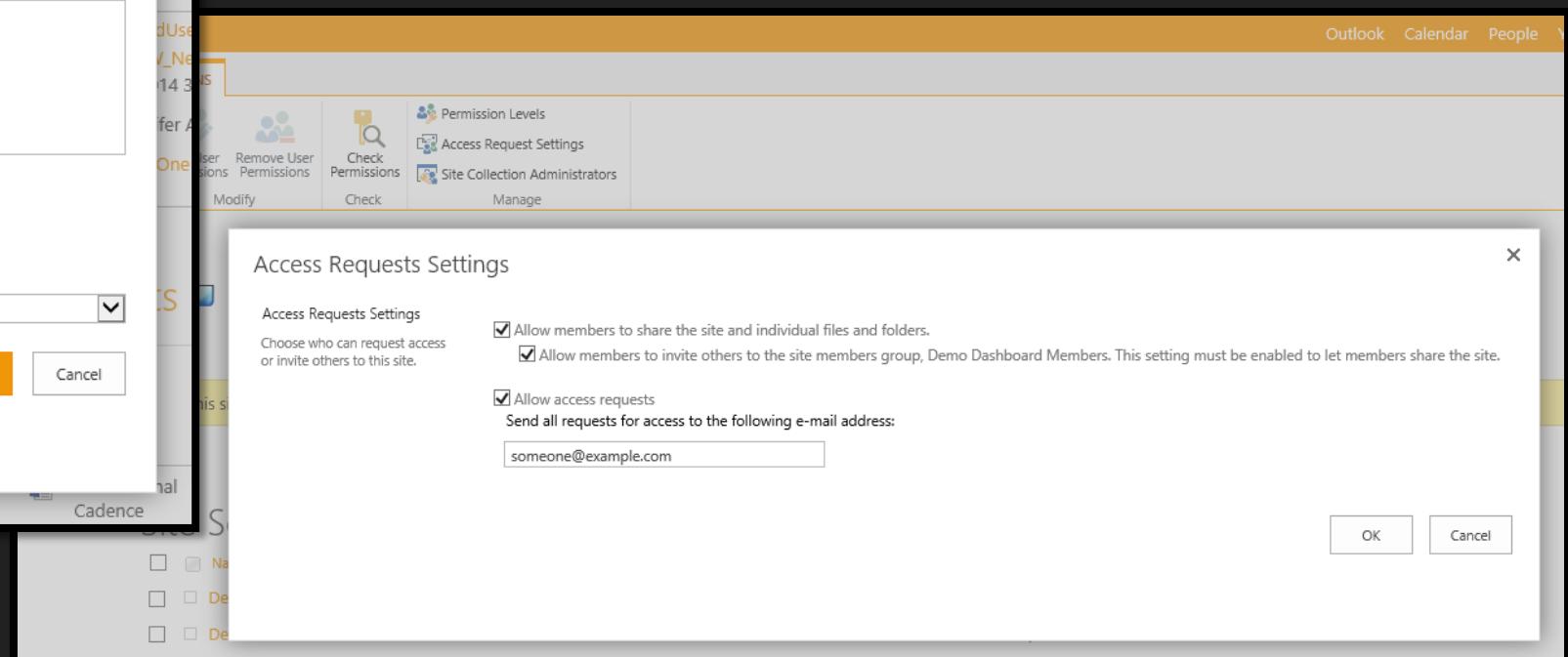
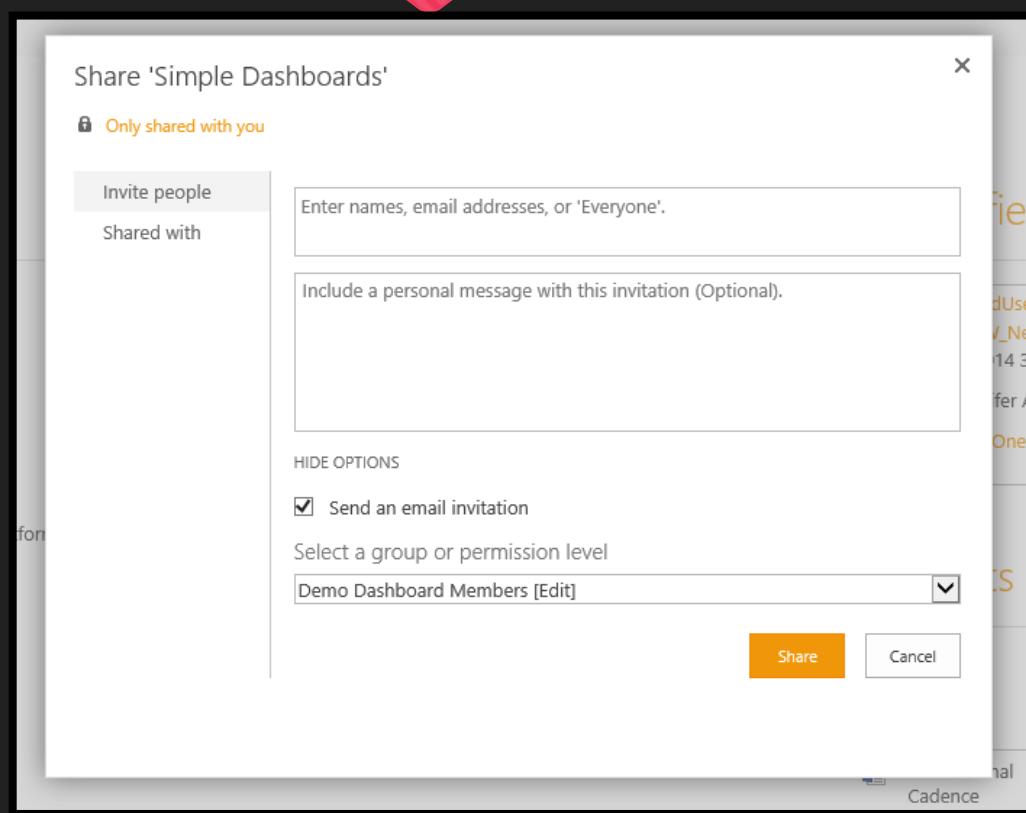
Share

Follow

Rankings & Likes



# Tip #7- Sharing Content



# Tip #8- Follow Important Content

Office 365

BROWSE

Search everything

My Documents

Followed Documents

Shared with Me

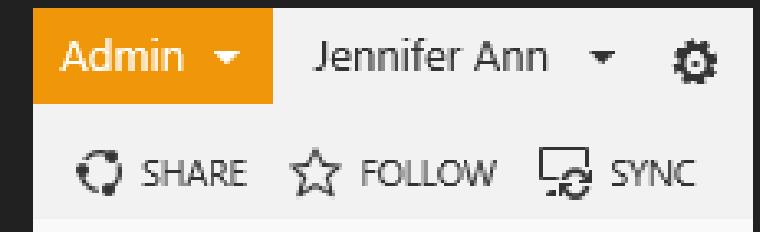
## Docs I'm following

IT_ToolSet_Boston13 <a href="https://jennifer.sharepoint.com/sites/Team/Shar...">https://jennifer.sharepoint.com/sites/Team/Shar...</a> <a href="#">Stop following</a>	SPTechCon Schedule <a href="https://jennifer.sharepoint.com/sites/Team/Sha...">https://jennifer.sharepoint.com/sites/Team/Sha...</a> <a href="#">Stop following</a>
--	---

Suggested documents to follow

ExecutiveCommitteeMeeting <a href="https://.../Shared Documents/ExecutiveCommitteeMeeting.v...">https://.../Shared Documents/ExecutiveCommitteeMeeting.v...</a> <a href="#">Follow</a>
RequestApprovalProcess <a href="https://.../Shared Documents/RequestApprovalProcess.vdw">https://.../Shared Documents/RequestApprovalProcess.vdw</a> <a href="#">Follow</a>
The SharePoint 2013 Information Workers To... <a href="https://.../Shared Documents/IT_ToolSet_Boston13.pptx">https://.../Shared Documents/IT_ToolSet_Boston13.pptx</a> <a href="#">Follow</a>
Using Out of the Box Web Parts <a href="https://.../Simple Dashboards_SPSRedmond.pptx">https://.../Simple Dashboards_SPSRedmond.pptx</a> <a href="#">Follow</a>
SPTechCon_SimpleDashboards_Boston13 <a href="https://.../SPTechCon_SimpleDashboards_Boston13.pdf">https://.../SPTechCon_SimpleDashboards_Boston13.pdf</a> <a href="#">Follow</a>

[SHOW MORE](#)



# Tip #9- Ratings & Likes

## Settings ▶ Rating Settings

### Rating settings

Specify whether or not items in this list can be rated.

When you enable ratings, two fields are added to the content types available for this list and a rating control is added to the default view of the list or library. You can choose either "Likes" or "Star Ratings" as the way content is rated.

Allow items in this list to be rated?

Yes

No

Which voting/rating experience you would like to enable for this list?

Likes

Star Ratings

## Documents by Type

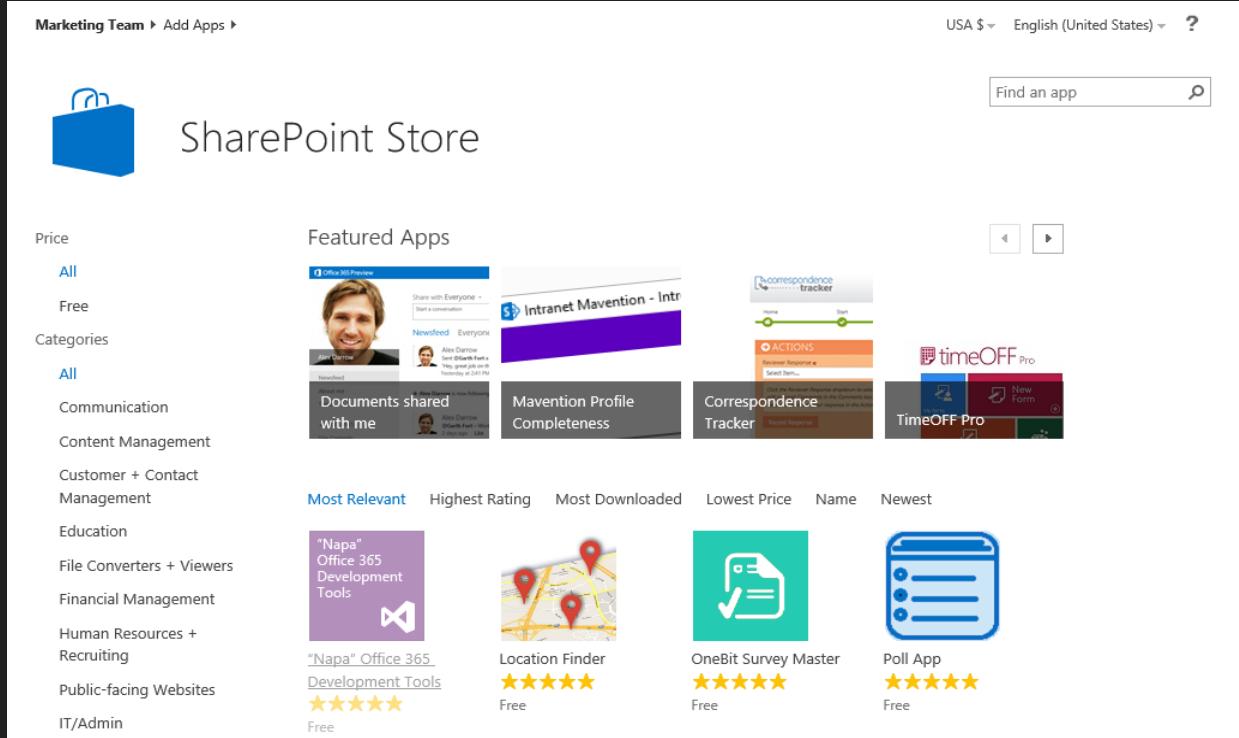
✓	Name	Modified	Modified By	Rating (0-5)
<b>Type :  (9)</b>				
	A Traditional Cadence	... January 21	Jennifer Ann	 1
	Examples	... January 21	Jennifer Ann	 0

# SharePoint Apps

Filter Apps by Category

Apps vary in cost from \$0 to \$x per User

Create your own apps to deploy to your internal store or the Office Marketplace.



The screenshot shows the SharePoint Store interface. At the top, there are dropdown menus for 'USA \$' and 'English (United States)', a search bar 'Find an app', and a help icon. The main heading is 'SharePoint Store'. On the left, there are filters for 'Price' (All, Free) and 'Categories' (All, Communication, Content Management, Customer + Contact Management, Education, File Converters + Viewers, Financial Management, Human Resources + Recruiting, Public-facing Websites, IT/Admin). The central area displays 'Featured Apps' and a grid of other apps. The 'Featured Apps' section includes 'Office 365 Preview', 'Intranet Mavention - Intro', 'Correspondence Tracker', and 'timeOFF Pro'. Below this, there are more app cards: 'Documents shared with me', 'Mavention Profile Completeness', 'Correspondence Tracker', and 'timeOFF Pro'. At the bottom, there are sorting options: 'Most Relevant', 'Highest Rating', 'Most Downloaded', 'Lowest Price', 'Name', and 'Newest'. Each app card includes a thumbnail, name, description, rating (5 stars), and price (Free).

Utilize Apps from within the SharePoint Store for common tasks and scenarios.



Before you develop anything from scratch you need to know first what is already available in the marketplace.

# Tip #10- Use Apps to

Simple Dashboards > Add Apps > SP2

SharePoint Store

Price: All, Free

Categories: All, Communication, Content Management, Customer + Contact Management, Education, File Converters + Viewers, Financial Management, Human Resources + Recruiting, Public-facing Websites, IT/Admin, Jobs, Lifestyle and Fun, Look & Feel, News + Weather, Printing + Faxing, Productivity

Sort: Most Relevant, Highest Rating, Most Downloaded, Lowest Price, Name, Newest

App	Description	Rating	Price
SP2 Corporate Jet Schedule	SP2 Corporate Jet Schedule	★★★★★	\$29.99
SP2 Power Search	SP2 Power Search	★★★★★	\$24.99
SP2 Feedback	SP2 Feedback	★★★★★	\$24.99
SP2 Grid Search	SP2 Grid Search	★★★★★	\$299.99
SP2 Acronyms	SP2 Acronyms	★★★★★	\$19.99
SP2 Job Listings	SP2 Job Listings	★★★★★	\$9.99
SP2 Site Owner Contact Form	SP2 Site Owner Contact Form	★★★★★	\$29.99
SP2 Company Dictionary	SP2 Company Dictionary	★★★★★	\$24.99
SP2 Daily Menu	SP2 Daily Menu	★★★★★	\$14.99
CAML Query Tester by SP2	CAML Query Tester by SP2	★★★★★	Free

Simple Dashboards > Add Apps > SP2

SP2 Job Listings from SP2

Developer

**\$9.99** for just me

**BUY IT**

**TRY IT** Free for 5 people for 15 days.

By acquiring this app you agree to its [permissions](#).

VERSION: 1.0.0.1, RATING: ★★★★★ (0), RELEASE DATE: January, 2013, CATEGORY: Human Resources + Recruiting, Jobs, SUPPORT: [App Website](#)

SP2 Current Job Listings

Check out the latest jobs available. Apply now!

**SharePoint Architect** ★ Headquarters: 12/29/2012

**SharePoint Consultant** Headquarters: 12/29/2012

**Petroleum Engineer** Field: 12/29/2012

**Details** **Reviews**

DESCRIPTION: Easily add job listings to your SharePoint portal.

Screenshots:

- Job Listings
- Job Details
- Job Application
- Job Search

# Keep in Touch!

- Twitter: @jennifermason
- [www.jenniferannmason.com](http://www.jenniferannmason.com)
- [Jennifer.Mason@Rackspace.com](mailto:Jennifer.Mason@Rackspace.com)