



Newsletter Pro

Installation & User Instructions

SharePoint 2013 or later
Office 365 Compatible

Version 2.0.0.0
June 2016



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Description

The Newsletter Pro is a SharePoint Add-in that publishes the news and announcements. News can be created and grouped based on customizable category (Ex: Area / Division / Department / Region) and associate with corresponding image for better look. Publish news easily with few simple steps. You can display the News and Announcements using five different build-in templates. News are shown based on the Published Date and Expiry Date, it can be removed from display when required. News pages (web/app parts) can be displayed on bigger screens too.

Features

The following are the major features of Newsletter Pro:

1. 5 different views to show the newsletters.
2. Option to add and remove the newsletters.
3. Option to order the newsletters.
4. Option to group the news based on Category.
5. Option to add internal or external links for read more feature
6. Easy to Install and use.

Prerequisites

Before installing the solutions, you need to make sure that you have any one of the following installed on your server(s):

1. Office 365
2. SharePoint Server 2016 Standard / Enterprise
3. SharePoint Server 2013 Standard / Enterprise
4. SharePoint Foundation 2013

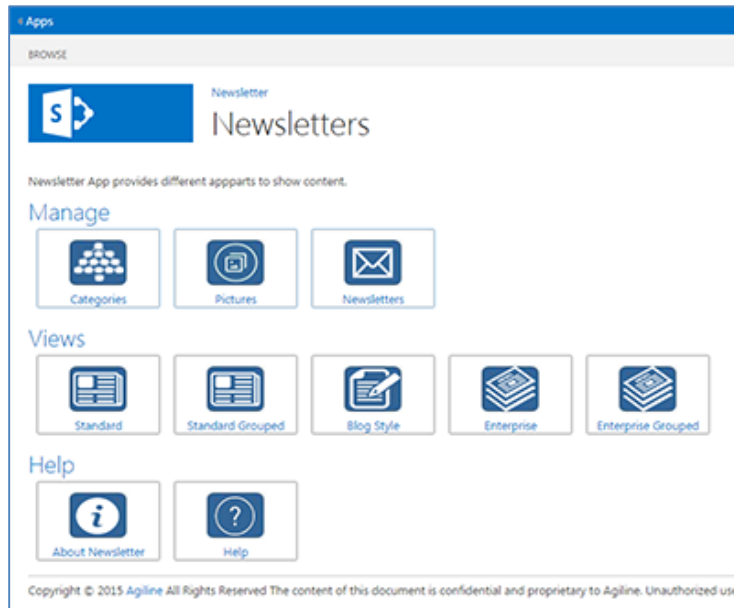
Installation

Add Newsletter Pro from the SharePoint Store (Office Store)

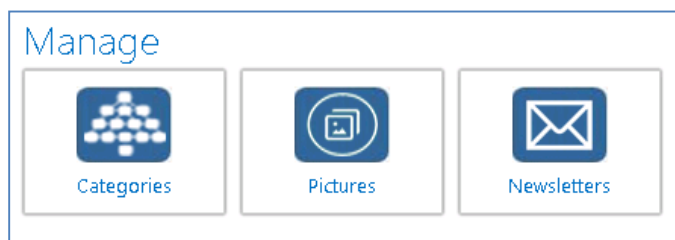
1. Login to SharePoint Site. Ensure that the user account that is performing this procedure is a member of the site Owners group.
2. Click the **Settings** icon, and click View **Site Contents**, and then on the Site Contents page, click **Add an App**.
3. Click **SharePoint Store** from quick launch.
4. Browse / Search the SharePoint Store to find **Newsletter Pro** Add-in.
5. Click on **Newsletter Pro** and then hit **ADD** button.
6. In the Grant Permission to an App dialog box, if you trust the app, click **Allow Access**.
7. Newsletter Pro will be added to your site. You can see it in Site Contents page.

Configuring Newsletter Pro.

1. Select **Newsletter Pro** from **Site Contents** page.
2. You will be taken to the app web site.



3. We can manage **Categories**, **Newsletters** and **Pictures** list



Categories

Categories list contains the newsletter categories. Add or remove categories in this list to refer in newsletter list along with show order values.

Pictures

Pictures library is the repository for the images you can add in newsletters.

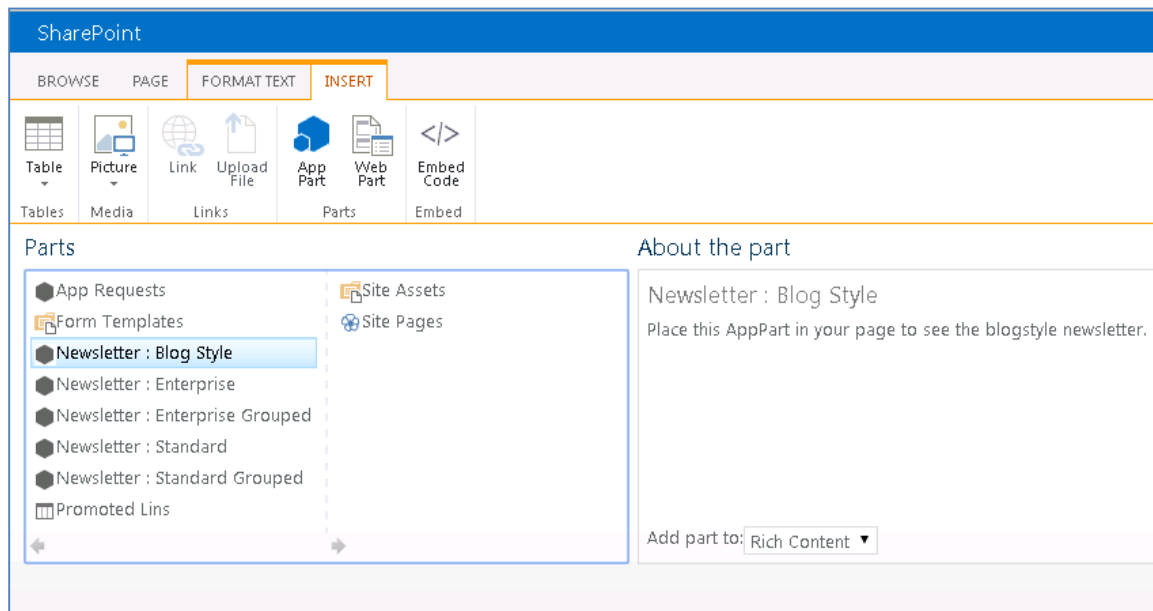
Newsletters

Newsletters list is the repository for all the newsletter information. Below are the field description.

Field Name	Description
Title	Title of newsletter
Body	Body of newsletter (Rich text editor, you can format the content).
Category	Value from category list. Used to farm grouping.
Publish Date	The date on which a newsletter is planned to be published.
Expiry Date	The date after which a newsletter should not be displayed.
Show	Yes/No option to show/hide newsletter immediately even though valid publish date.
Show Order	Order in which newsletter will be shown. Always ascending in all app parts.
Image URL	Image URL to be shown along with newsletter.
Read More URL	Optional Read More links can be added. It might be internal or external links.

Adding an App Part to a Page

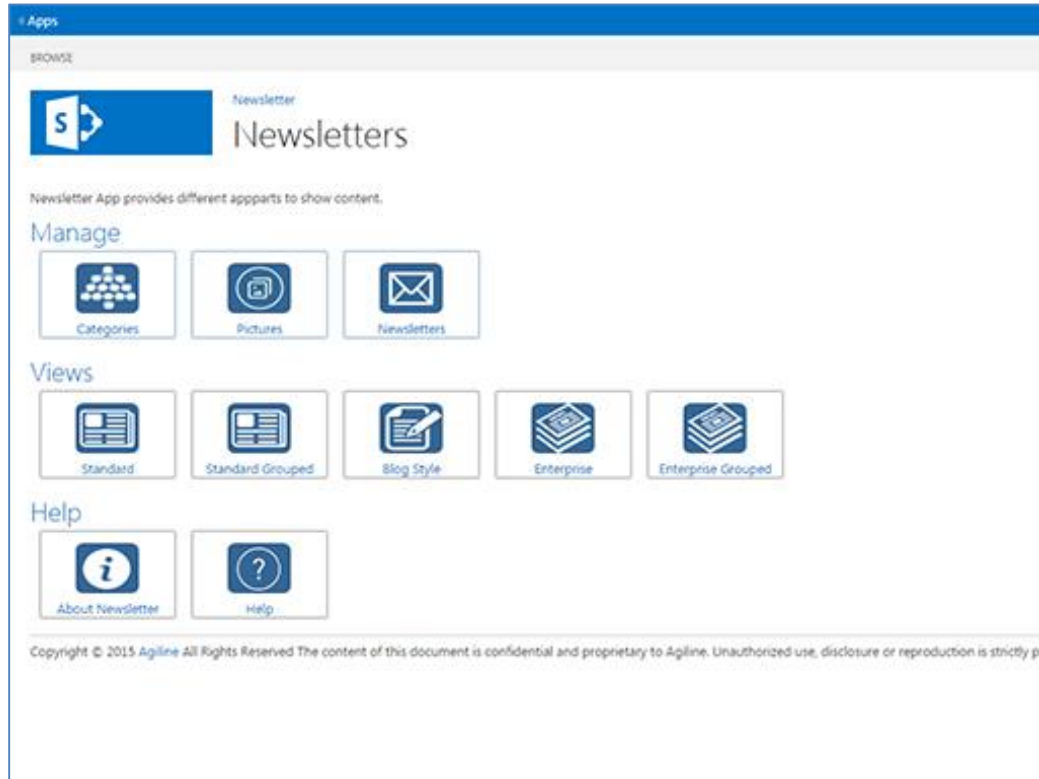
1. Navigate to the page where you want to add an app part.
2. Click the **Settings** icon, and **Edit Page** option.
3. Click on **App Part** from the Insert ribbon tab.
4. Select **Newsletter : <<View Name>>** from the parts list. There are five build-in template where newsletter to be shown in different styles.
5. Click on **Add** button to insert app part to a page.



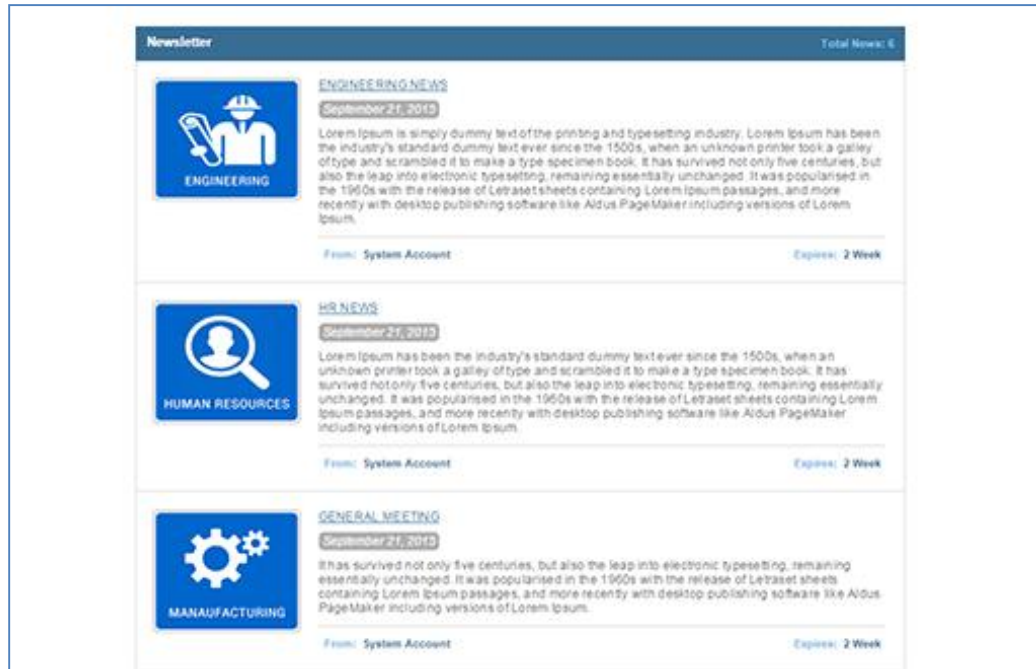
6. Adjust the height of the web part if required.
7. Click the **Save** icon for the **Page** ribbon to save the page.

Images


Newsletter: Home




Newsletter: Standard




Newsletter Total News: 6

ENGINEERING  **ENGINEERING NEWS**
September 27, 2013
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

From: System Account Expires: 2 Week

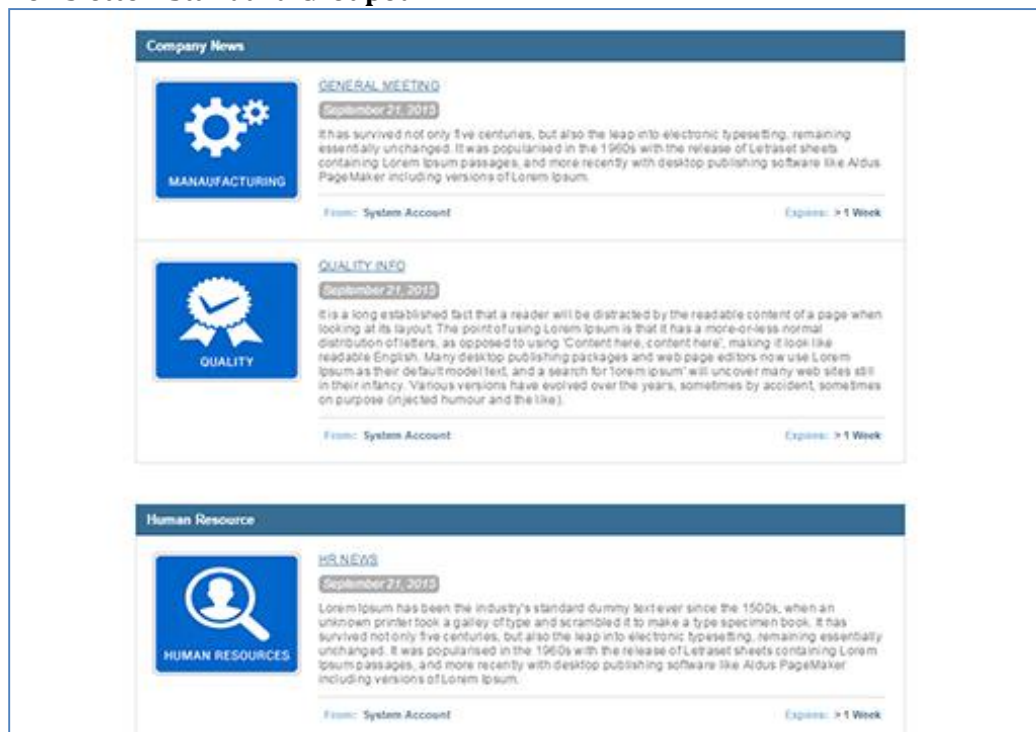
HUMAN RESOURCES  **HR NEWS**
September 27, 2013
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MANUFACTURING  **GENERAL MEETING**
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From: System Account Expires: 2 Week


Newsletter: Standard Grouped



Company News


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From: System Account Expires: > 1 Week

QUALITY  **QUALITY INFO**
September 27, 2013
It is a long established fact that a reader will be distracted by the readable content of a page when looking at its layout. The point of using Lorem Ipsum is that it has a more-or-less normal distribution of letters, as opposed to using 'Content here, content here', making it look like readable English. Many desktop publishing packages and web page editors now use Lorem Ipsum as their default model text, and a search for 'Lorem Ipsum' will uncover many web sites still in their infancy. Various versions have evolved over the years, sometimes by accident, sometimes on purpose (injected humour and the like).

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Human Resource

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From: System Account Expires: > 1 Week

Newsletter: Blog Style

Engineering News
September 21, 2015

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By System Account, Expires in 2 Week days

HR News
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General Meeting
September 21, 2015

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By System Account, Expires in 2 Week days

Newsletter: Enterprise

			Total News
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Department News	<p style="font-size: x-small;">Contrary to popular belief, Lorem Ipsum is not simply random text. It has roots in a piece of classical Latin literature from 45 BC, making it over 2000 years old. Richard McClintock, a Latin professor at Hampden-Sydney College in Virginia, looked up one of the more obscure Latin words, consectetur, from a Lorem Ipsum.</p> <p style="font-size: x-small;">Published By: System Account Published On: September 21, 2015 Expires In: 2 Week</p>		 FINANCE


Newsletter: Enterprise Grouped

Company News

General Meeting

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MANUFACTURING

Quality Info

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QUALITY

Human Resource

HR News

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HUMAN RESOURCES

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Newsletter: Item View

Newsletter Total News: 6

ENGINEERING NEWS

Engineering News



Category: Operations

Publish Date: 6/9/2016

Expiry Date: 6/19/2016

Published By: System Account

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Expires: 2 Week

HUMAN RES

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Expires: 2 Week

MANUFACTURING

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