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.

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

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

**Engineering News**

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**

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From: System Account
Expires: 2 Week

**General Meeting**

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From: System Account
Expires: 2 Week

Newsletter: Standard Grouped

**Company News**

**General Meeting**

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From: System Account
Expires: > 1 Week

**Quality Info**

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From: System Account
Expires: > 1 Week

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From: System Account
Expires: > 1 Week
Newsletter: Blog Style

Engineering News
September 21, 2015
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.

by System Account, Expires in 2 Week days.

HR News
September 21, 2015
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.

by System Account, Expires in 2 Week days.

General Meeting
September 21, 2015
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by System Account, Expires in 2 Week days.

Newsletter: Enterprise

Engineering News
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Published by: System Account
Published On: September 21, 2015
Expires In: 2 Week

HR News
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.

Published by: System Account
Published On: September 21, 2015
Expires In: 2 Week

General Meeting
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Published by: System Account
Published On: September 21, 2015
Expires In: 3 Week

Department News
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.

Published by: System Account
Published On: September 21, 2015
Expires In: 2 Week
Newsletter: Enterprise Grouped

Company News

- General Meeting
  - 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.
  - Published By: System Account
  - Published On: September 21, 2013
  - Expires In: 1 Week

Quality Info

- 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 'Random' 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 (e.g. hand-lettered ' INCIDENTS
  - Published By: System Account
  - Published On: September 21, 2013
  - Expires In: 1 Week

Human Resource

HR News

- 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. There is also an unknown type specimen book which is thought to have been made 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.
  - Published By: System Account
  - Published On: September 21, 2013
  - Expires In: 1 Week

Department News

- Company is a popular belief. 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.
  - Published By: System Account
  - Published On: September 21, 2013
  - Expires In: 1 Week

Newsletter: Item View

Engineering News

- Category: Operations
- Publish Date: 6/9/2016
- Expiry Date: 6/19/2016
- Published By: System Account

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.

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