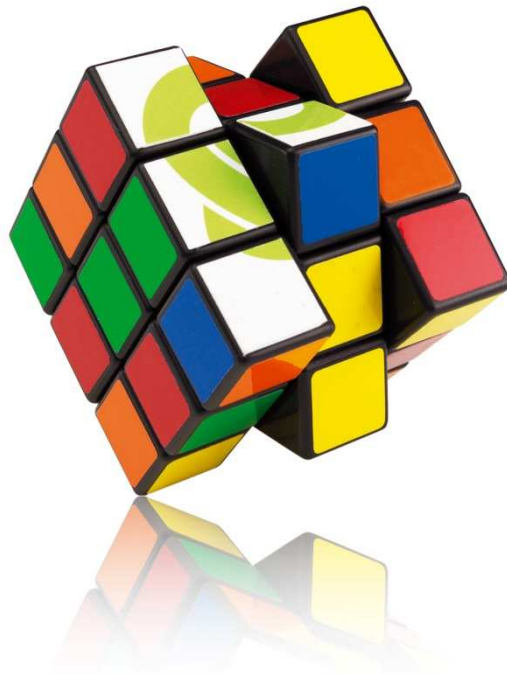



Installation and user guide

SharePoint Memo Management

last change: 23.03.2009

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	Installation and user guide	Version 1.0	Page 2 of 11
	SharePoint Memo Management		-

Document history

Version	State	Person	Change	Date
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Version	Description
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	Installation and user guide	Version 1.0	Page 3 of 11
	SharePoint Memo Management		-

Table of contents

1.	Introduction.....	4
2.	Product Overview	4
2.1.	Preparing a Custom List	4
2.2.	Configuration of the Web Part.....	5
2.3.	Web Part	8
3.	Installation Guide	9
3.1.	Server requirements	9
3.2.	Installation.....	9
4.	Component Activation.....	9
5.	FAQ – Errors and configuration settings.....	10
6.	Contact.....	11
6.1.	Company Headquarters	11
6.2.	Branch Office.....	11
6.3.	E-Mail Addresses.....	11

	Installation and user guide	Version 1.0	Page 4 of 11
	SharePoint Memo Management		-

1. Introduction

Memo Management is a solution which allows users to create memorandums on SharePoint. Each memo shows not only the contents of memos but also who has written the memo and the specified date. Four kinds of skins and several options are provided to display memos. Memo Management supports MOSS 2007/WSS 3.0.

2. Product Overview

After installing Memo Management, it is necessary to prepare a new custom list for Memo Management and to configure the web part.

2.1. Preparing a Custom List



Figure 1: Preparing a Custom List

The custom list has to contain columns as follows:

1. Two *Single line of texts*
2. One *Date and Time*

It is done by the *Create Column* link as shown in Figure 2.



Figure 2: Adding Columns

We suppose two text columns whose names are *Task* and *Description* respectively, and one date column whose name is *Date* in this documentation.

At the last, adding the column *Created By* to the view. The list view looks like Figure 3.

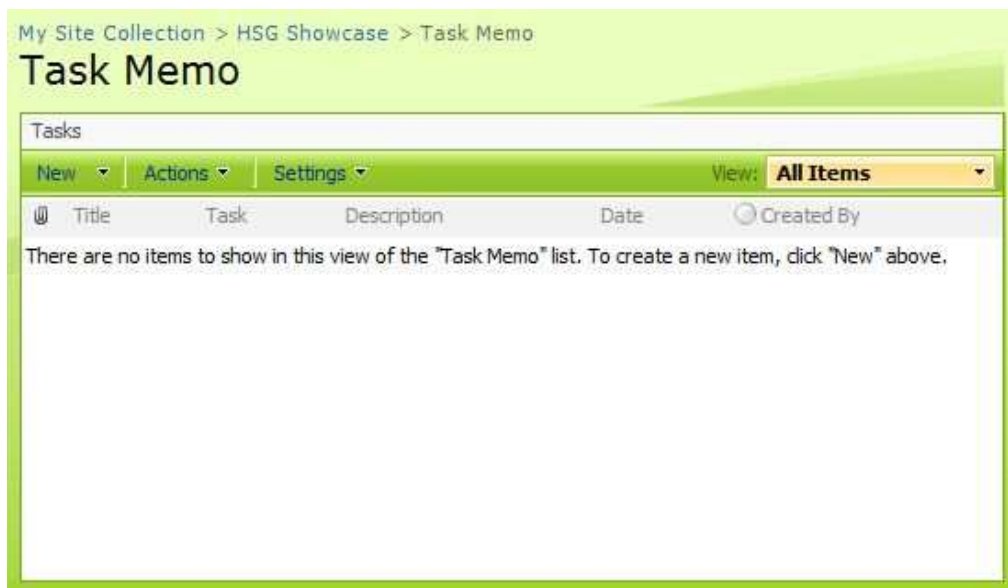


Figure 3: Adding a Poll Item

Copy the URL of this list. We use it in the next section.

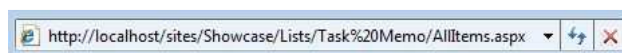


Figure 4: Copying the URL of the list

2.2. Configuration of the Web Part

To configure the web part, choosing the customization interface.

It requires filling in five text boxes. The entry *List (view)* is a link to the view of the custom list. The other four entries are names of column which are in the custom list. The type of *Date* column is necessary to be *Date and Time*. For example, we can configure it as shown in Figure 5.

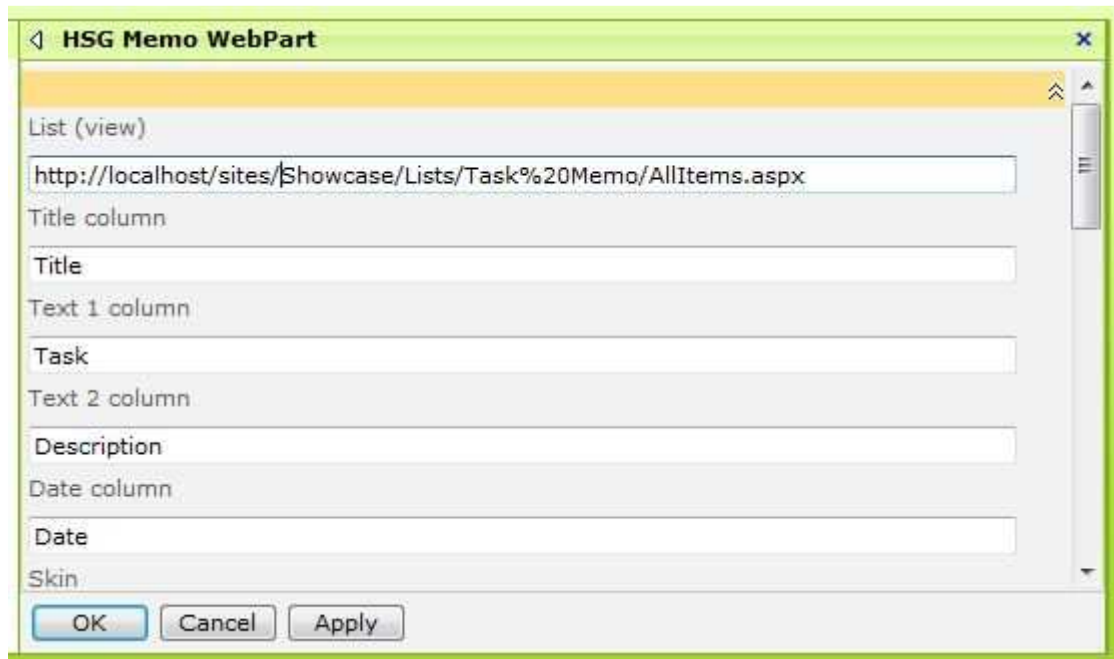


Figure 5: Configuration Example

Click “OK” and save the configuration.

Moreover, there are several options for displaying the web part. There are four skins available for the web part as shown in Figure 6, 7, 8, and 9.



Figure 6: Skin 1


	Installation and user guide	Version 1.0	Page 7 of 11
	SharePoint Memo Management		-



Figure 7: Skin 2



Figure 8: Skin 3



Figure 9: Skin 4

It is also possible to change the way to display each memo. *Number of Memo* specifies how many memos should be displayed in the web part. *Number of memos in a row* specifies how many memos should be displayed in one row. It is convenient to use *Show scrollbars* option for long memos. For Instance, it can be customized as following:

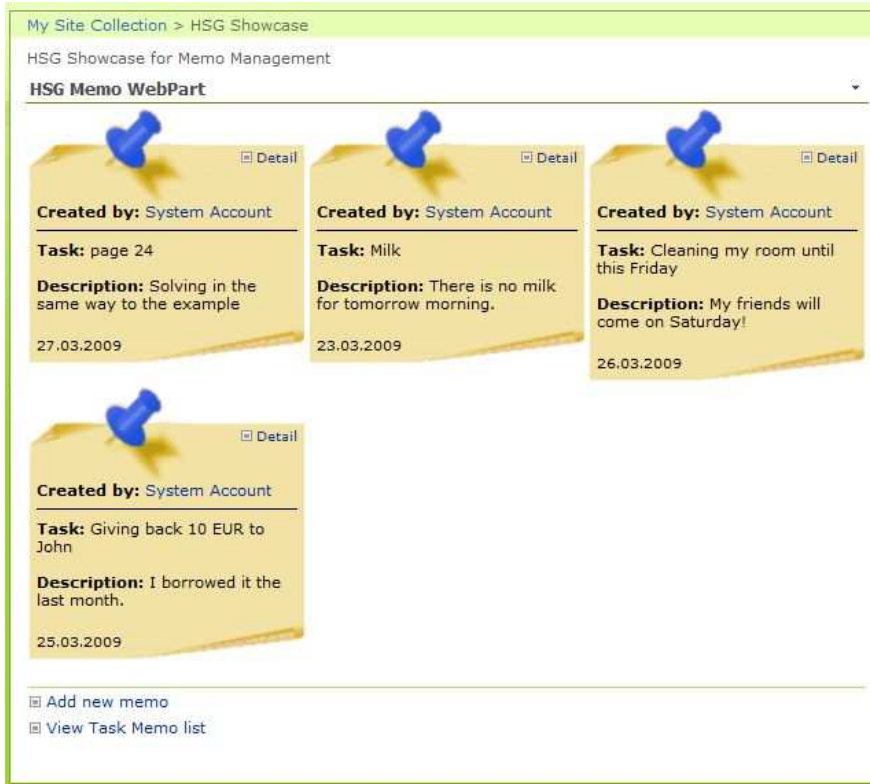



Figure 10: Example of the customization

2.3. Web Part

The Web Part shows the contents which are specified in the configurations.



Figure 11: Web Part

	Installation and user guide	Version 1.0	Page 9 of 11
	SharePoint Memo Management		-

By clicking *Add new memo*, users can add a new memo to the custom list. To take a look at the list of memo, use the link *View Task Memo list*. The detail of each memo is available by clicking *Detail*.

3. Installation Guide

3.1. Server requirements

A server with either Microsoft Windows SharePoint Services 3.0 (with Service Pack 1) or Microsoft Office SharePoint Server 2007 Standard/Enterprise (with Service Pack 1) is required.

3.2. Installation

The standard install path to WSS 3.0 or MOSS 2007 is *C:\Program Files\Common Files\Microsoft Shared\web server extensions\12* and all necessary program components are installed there.

1. Login to the front-end server of your SharePoint farm as local administrator.
2. Extract *HSGMemoMgmtx32Setup.msi* file from the zip folder.
3. Double click the msi file to run the setup.

ATTENTION: User must be local administrator and MOSS farm administrator!

4. The IIS reset is automatically preceded by the setup process.
5. If an error occurs during the installation, please read the FAQ's in section 5.
6. Install the SharePoint Memo Management on each front-end server of your farm and repeat step 1 to 4.
7. You are ready to use the SharePoint Memo Management.

4. Component Activation

In order to register and activate your components start the HSG Activation Wizard.


	Installation and user guide	Version 1.0	Page 10 of 11
	SharePoint Memo Management		-



Figure 12: Activator


Copy the displayed activation key to your clipboard and send it to licensing@hagenberg-software.at or simply click on the displayed link. You will receive an activation file, which can be imported using the Activator.

5. FAQ – Errors and configuration settings

- 1) You receive the following error during installation process: **Deployment wasn't successfully! Please try it manually from the startmenu.**
 - a. The error occurs if the SharePoint runs on a distributed environment (Backend- and Frontend-Server). Please retry the deployment process manually from the Windows startmenu (All Programs → Hagenberg Software → SharePoint Memo Management → HSG Memo Management - Deployment).

- 2) You find the following error in the installation log-file: **"Object reference not set to an instance of an object"**
 - a. This error seems to occur if the user which is installing the solution has insufficient rights (e.g. is not SharePoint farm admin). Please retry the deployment process manually from the Windows startmenu (All Programs → Hagenberg Software → SharePoint Memo Management → HSG Memo Management - Deployment).

- 3) You find the following error / warning in the installation log-file: **"<XXX>.wsp" does not exist in the solution store**

	Installation and user guide	Version 1.0	Page 11 of 11
	SharePoint Memo Management		-

- a. The warning occurs if the desired SharePoint solution is installed for the first time. The installer tries to uninstall a previous version of this product, but for the first installation there is no previous version.
- b. The warning may occur during uninstalling the SharePoint solution. This happens if the solution was retracted / deleted manually from the SharePoint before.

6. Contact

6.1. Company Headquarters

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You are interested in more HSG SharePoint Products? You need information on other MOSS solutions by Hagenberg Software GmbH? You would like to receive a call from our MOSS specialists?: sales@hagenberg-software.at