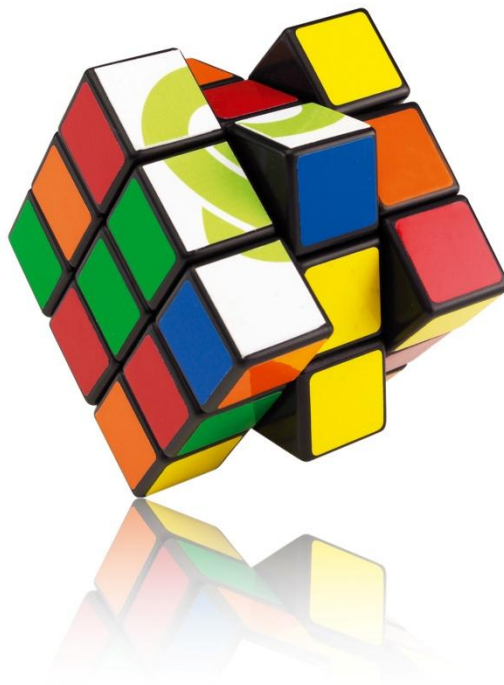


Installation and user guide

SharePoint Document Lookup

Last change: 29.10.2009

Version: 2.0




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1. Introduction

The Document Lookup field type allows you to select a document via a selector tool. In contrast to the standard attachment capability of the Microsoft SharePoint it's possible to add a description to each document.

The Document Lookup supports MOSS 2007/WSS 3.0.

2. Product Overview

After installing the Document Lookup field type, a new Share Point field type is available for using.

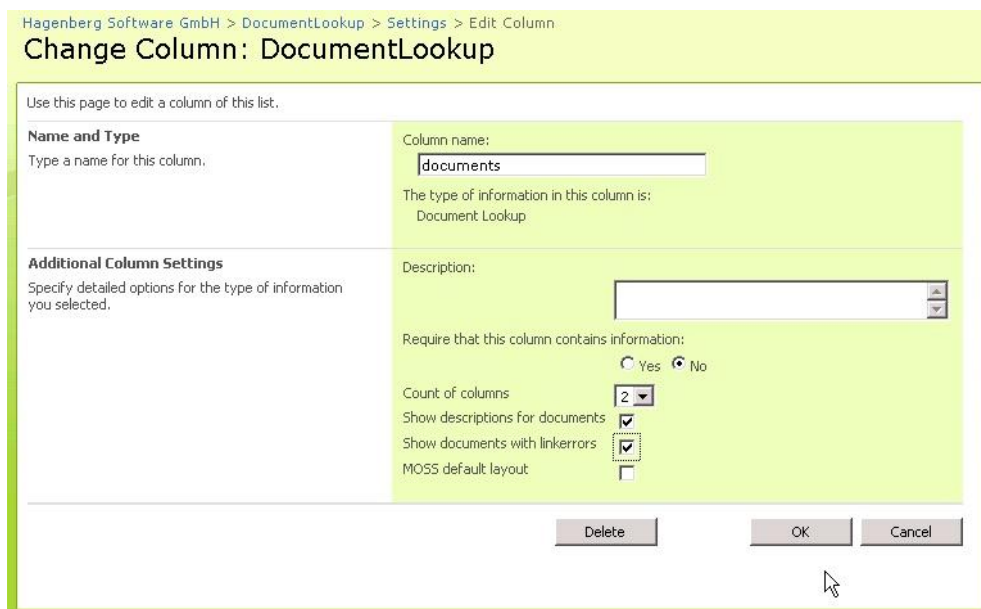


Figure 1: Change column settings

The new field type offers different configuration properties:

- **Count of columns**
The documents are displayed in one or more columns. The number of columns can be customized.
- **Show description for documents**
If this property is checked, the descriptions of the documents are shown under the URL of each document in the display mode.
- **Show documents with errors**
If this property is checked, documents with errors (Access denied, File not

found) are displayed, otherwise only the documents of the item which have no errors are displayed.

The Document Lookup can be used like any other field type in different lists or document libraries.

Adding a document is quite easy – just click the button *Browse...* select a document, enter a description and click the button *Add document*. It's possible to upload several documents to an document library. After uploading it's quite simple to select a document and click the *OK* button.

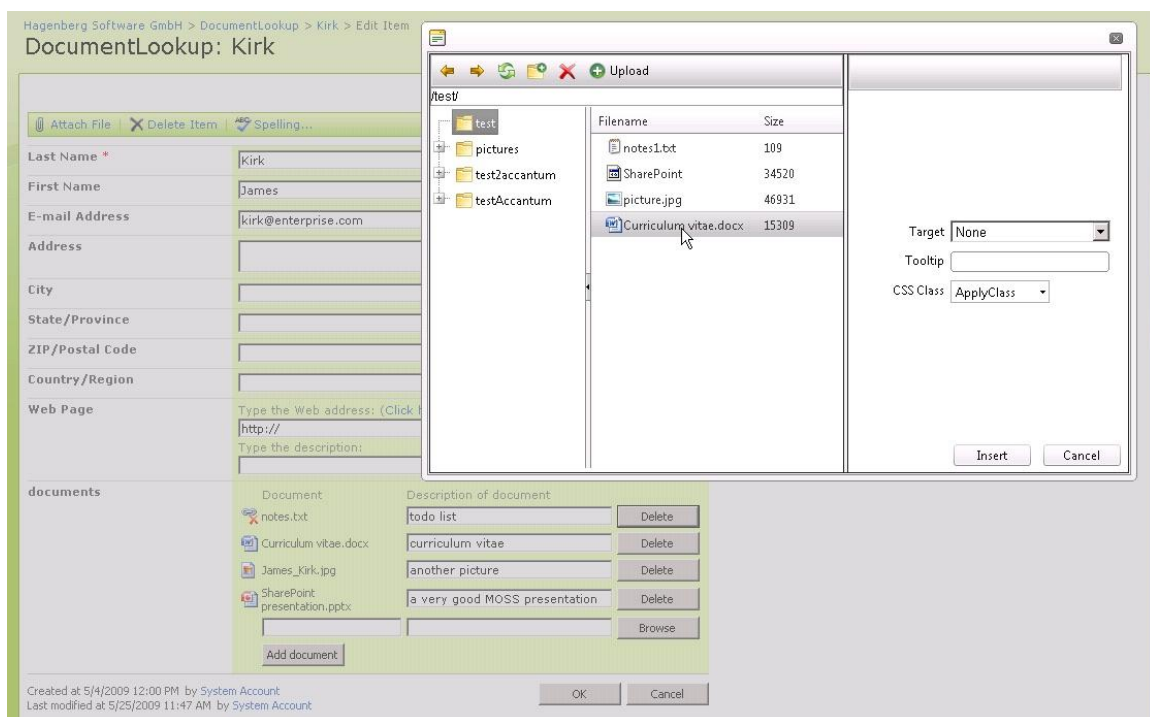



Figure 2: Browsing a picture

There are 2 different file browser dialogs available.

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2.1. MOSS file selector dialog (only MOSS)

The MOSS file selector is the standard file selector of SharePoint. The MOSS file selector is not available on WSS3.0. By default the MOSS file selector is used (Figure 3).

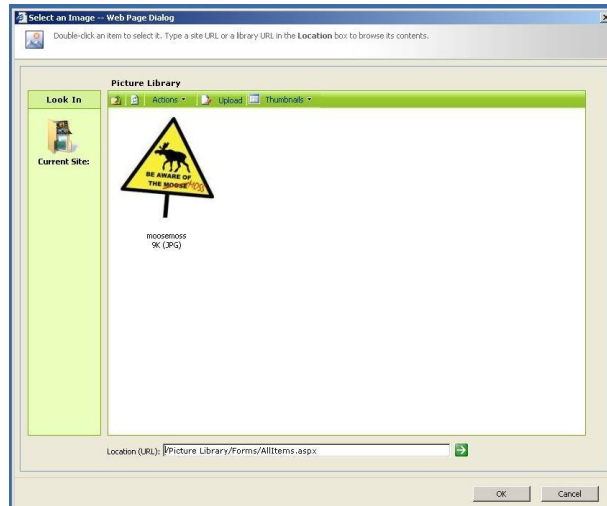


Figure 3: MOSS standard file selector

2.2. AJAX document upload dialog (optional for MOSS)

If Document Upload is running on MOSS, both the MOSS standard file selector in Figure 3 and the AJAX Document Upload dialog in Figure 4 are available. Only the AJAX Document Upload is available if running WSS 3.0. The explorer displays all content of available picture and document libraries in the current web.

Advantages of AJAX document upload dialog:

- Upload documents from local file system
- Create, delete folders
- Delete documents from Document Libraries

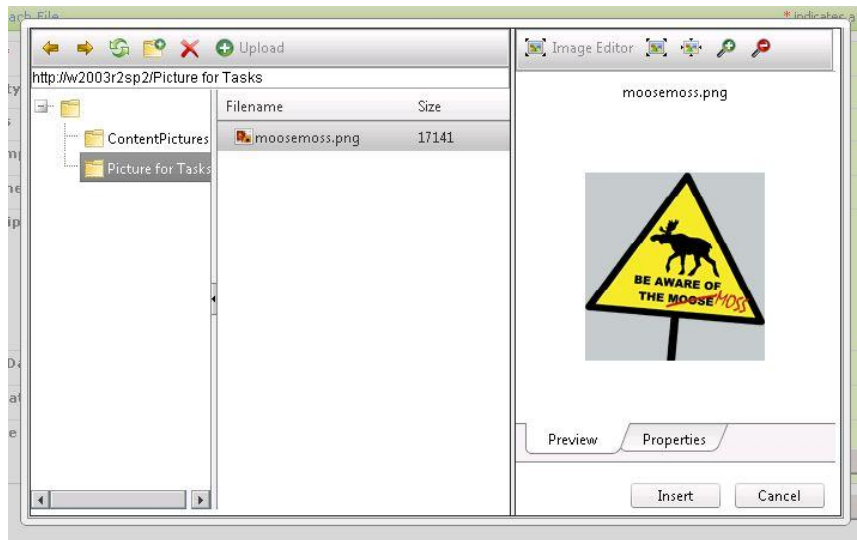


Figure 4: AJAX Document Upload Dialog

By clicking *Insert*, the URL of chosen document is inserted. After saving the items, the document is shown in the display view of the item as follows.

2.3. Document Lookup in display mode

In addition to the edit mode each document is provided with an associated icon which depends on the file extension. The document title is linked to the physical document in the document library. If the document is renamed, moved or deleted the link is no longer valid and the associated icon will change into a red cross.



Figure 5: Viewing the element in MOSS default layout

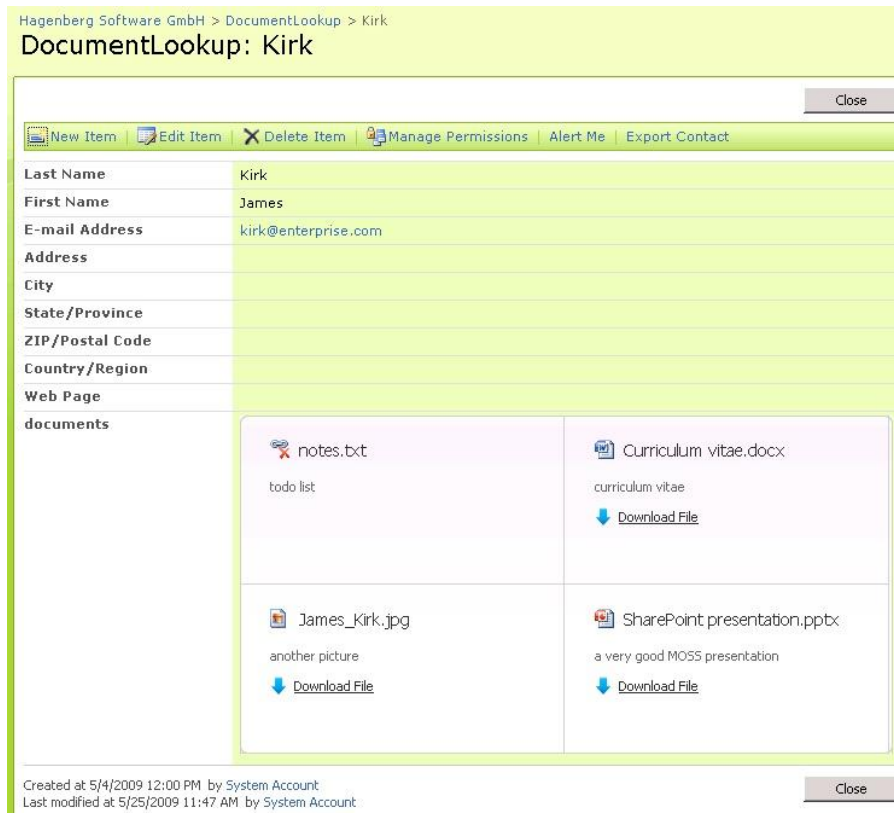


Figure 6: Viewing the element in modern HSG layout

3. Installation Guide

3.1. Server requirements

A functional server with either Microsoft Windows SharePoint Services 3.0 or Microsoft Office SharePoint Server 2007 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* an all necessary program components are installed there.

1. Login to the front-end server of your SharePoint farm as local administrator.
2. Extract the files from the zip folder.
3. Double click the setup.bat file to run the setup. If you do not want to create a log file during the installation you can also double click the msi file to run the setup.

ATTENTION: User must be local administrator and farm administrator!

4. The IIS reset is automatically done by the setup process.

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5. If an error occurs during the installation, please read the FAQ's in section **Fehler! Verweisquelle konnte nicht gefunden werden..**
6. Install the SharePoint "WhatsNew" Webpart on each front-end server of your farm and repeat step 1 to 4.
7. You are ready to use the SharePoint "WhatsNew" Webpart.
8. Step 3.3 is optional for MOSS and required for WSS. The AJAX document upload dialog will be enabled.

3.3. Configuration for AJAX Document Upload dialog (optional on MOSS)

To enable the AJAX Document Upload dialog, it is necessary to configure *Internet Information Service* (Web.Config) by activating a web application feature to use the AJAX Document Upload dialog (Telerik Control). The configuration of Telerik Controls is described in the documentation of the HSG SharePoint Web.Config Modifier.

4. Component Activation

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

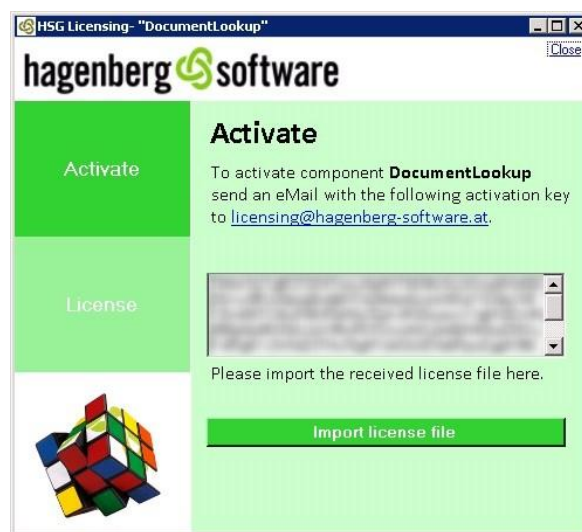
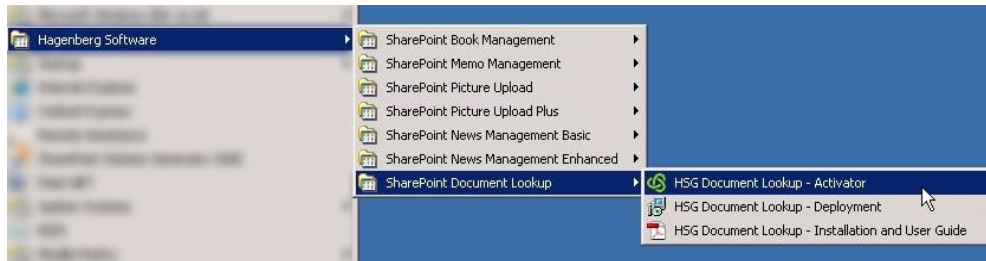



Figure 7: Activator

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.

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5. FAQ – Errors and configuration settings

- 1) The following error occurs in WSS/MOSS:
 - a) **“No ScriptManager found! - Read installation guide.”**
 No Script Manager was found in the master page. Just read documentation of HSG SharePoint Web.Config Modifier.

- 2) The following error occurs when starting the product setup:
 - a) **“This installation requires WSS 3.0 or MOSS 2007.”**
 WSS 3.0 or MOSS 2007 could not be found on your target system. Please install one of these products and retry the installation.


 - b) **“You need to be a farm administrator to install SharePoint Document Lookup.”**
 You are not a farm administrator of the current WSS 3.0/MOSS 2007. Please be sure, that you have the sufficient rights and retry the installation.

 - c) **“You need to be an administrator to install SharePoint Document Lookup.”**
 You are not an administrator of the target system. Please be sure, that you have the sufficient rights and retry the installation.

 - d) **“This installation requires HSG Web.config Modifier for Ajax 3.5.”**
 HSG Web.config Modifier for Ajax 3.5 is not installed on your target system. Please install the product and retry the installation. The setup can be downloaded from <http://www.hagenberg-software.at>.

 - e) **“This installation requires HSG Web.config Modifier for Telerik.”**
 HSG Web.config Modifier for Telerik is not installed on your target system. Please install the product and retry the installation. The setup can be downloaded from <http://www.hagenberg-software.at>.


 - f) **“A later version of SharePoint Document Lookup is already installed. Setup will now exit.”**
 The version of the setup you want to install is older than your current installed version of SharePoint Document Lookup. Please download an

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actual version of the product from the Hagenberg Software SharePoint product homepage (<http://www.hagenberg-software.at>).

g) **“Deployment wasn’t successfully! Please try it manually from the startmenu.”**

There was an error during the SharePoint solution installation. The solution deployment can be executed manually with the deployment link in the start menu. Go to Start->Programs->Hagenberg Software->SharePoint <Product> -> and click on the HSG <Product> Deployment link. A batch file is executed, which deployed the solution on the SharePoint.

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6. Hagenberg Software GmbH

6.1. Company Headquarters

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A-4232 Hagenberg/Mühlkreis

E-Mail: office@hagenberg-software.at

Web site: <http://www.hagenberg-software.at>

6.2. Branch Office

Hagenberg Software GmbH
Mariahilfer Straße 47/5
A-1060 Wien

6.3. E-Mail Addresses

Technical Support: support@hagenberg-software.at

Questions concerning the licensing process: licensing@hagenberg-software.at

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