

ABC Connect Site Admins:

**Start
Here.**

1

As site admin, you'll be expected to manage the content for your organization's site on the intranet.

2

This primarily involves adding, editing, and deleting items and files from lists and libraries in SharePoint Online.

3

4

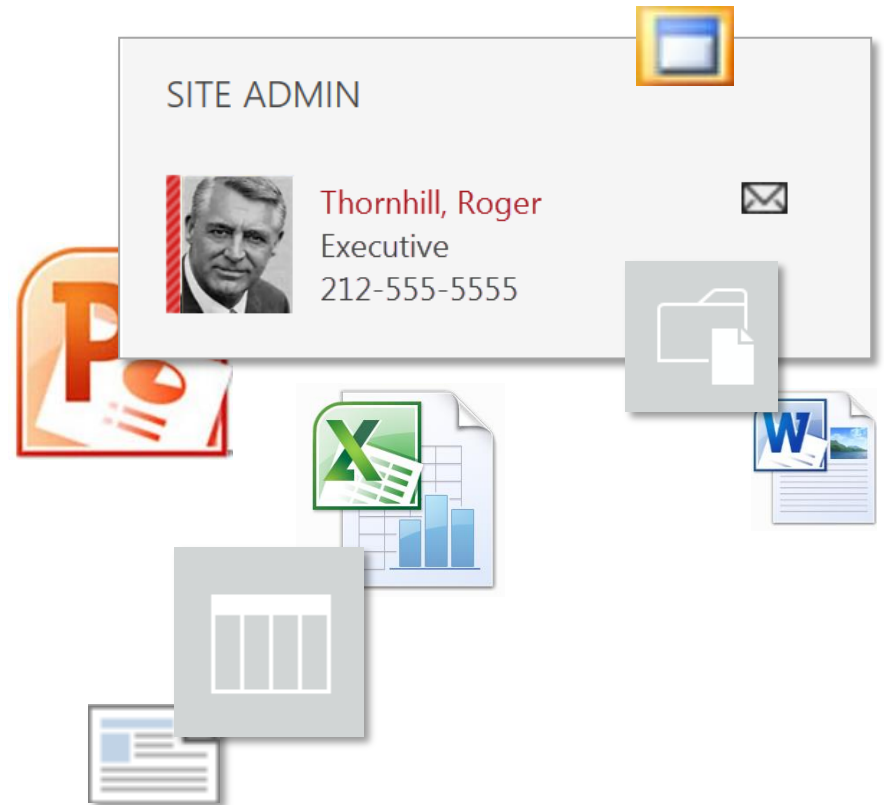
5

However, you may also be expected to add, edit, or delete web parts or pages.

6

7

8



Learn more.

[Introduction to New Connect Sites \(Doc\)](#)



1

Connect sites work differently in the new version. For example, content is managed behind-the-scenes in the Site Contents, and not on the page. Also, there are a lot of new web parts.

2

For that reason, we offer instructor-led training courses that follow an “ask-the-expert” approach:

3

- Connect Clinic for End Users
- Connect Clinic for Site Admins

4

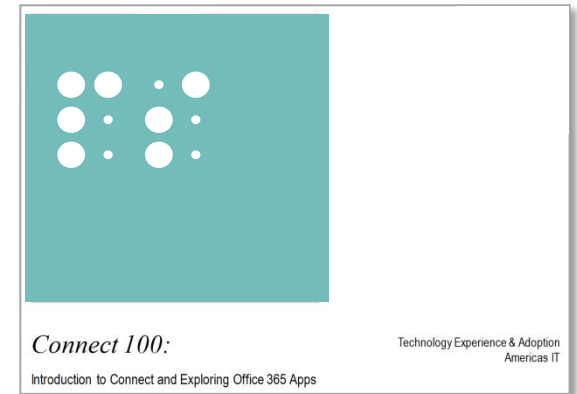
Bring your specific questions to a class.

5

6

7

8



Learn more.

[Access MyDevelopment to view IT Training Calendar](#)
[View AM IT Training Calendar](#)



Finished
Site

1 In addition to training courses, you can get site help from:

2 • **Technology Service Center (TSC)**

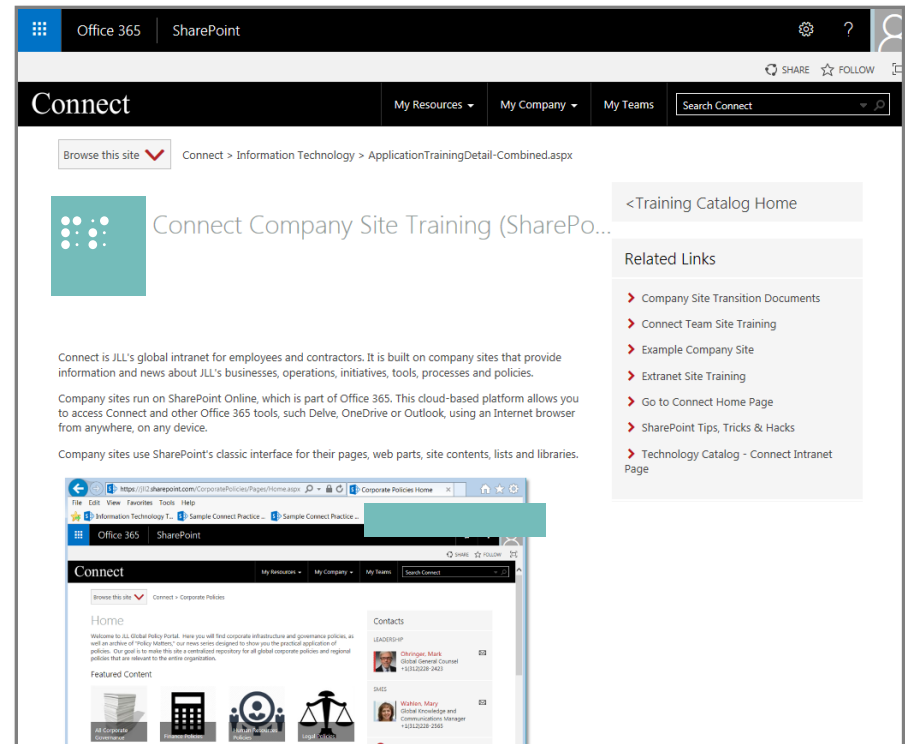
Contact for technical issues such as broken links or web parts, if you can't access your site or password issues.

3 • **Connect User Experience team**

Contact for training issues such as development, content management, and how-to questions.

4
5
6 • **Technology Training Catalog
Connect Site page**

Reference a wide variety of helpful documents and videos.



Understand your site structure.

1

When your site was moved to the new version of Connect, the migration team set up your lists and libraries on the back-end (in your Site Contents) and your pages and web parts on the front-end.

2

3

They documented this structure in a *transition document*. Before performing any site admin tasks, it's important to review this document, your Site Contents, and your pages to understand the structure.

4

5

6

7

8



Finished Site

This document is current as of 3/12/2016.

Connect Training and Transition: HR - Global

Connect Training: [Populating the Default Company Site Structure with Content](#)

***NOTE: When adding items to documents, do NOT "Add an app." Simply add the items to an existing list or library, and tag them according to where you want them to show up (see guide below).**

Home page: <https://ll2.sharepoint.com/HR/Pages/Home.aspx>

Home Page	Content Location	Tagging	Sorting	Item Limit
"Regional Information" Featured Content	Regional Promoted Links list	-	Order	3
Global FAQ	FAQ list	Featured: Yes Region: AM, AP, and EMEA (all 3 must be selected)	Sort Order	10
"Documents" Refiners	Topic columns	These values are populated by the Topic values assigned to the Documents below.	By amount	-
Documents	Global Documents library	Region: AM, AP, and EMEA (all 3 must be selected)	Rank	-
"Global Call..." FAQ	FAQ list	Topic: "Global Call International Numbers"	Sort order	4
"Leadership" contacts	Contacts list	Featured: Yes Contact Type: Leadership Region: AM, AP, and EMEA (all 3 must be selected)	Sort order	3
"SMEs" contacts	Contacts list	Featured: Yes Contact Type: SME Region: AM, AP, and EMEA (all 3 must be selected)	Sort order	3
"Site Contacts" contacts	Contacts list	Featured: Yes Contact Type: "Site Administrator" Region: AM, AP, and EMEA (all 3 must be selected)	Sort order	3
Related Links	Related Links list	Featured: Yes Region: AM, AP, and EMEA (all must be present)	Rank	10

Learn more.

[Reference a Site's Transition Document \(Doc\)](#)

[Understand a Site's Default Lists Libraries and Web Parts \(Doc\)](#)

Populate your site with content.

1

Once you understand how your site is structured, you can correctly populate it with content.

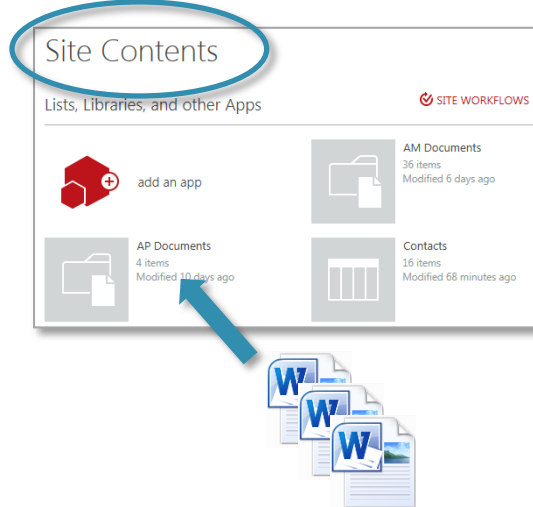
2

3

This consists of adding items to lists and uploading files to libraries in your Site Contents.

4

5



6

7

8

Learn more.

- [Populate Contacts on a Connect Site \(Doc\)](#)
- [How to Populate Contacts on Your Connect Site \(Vid\)](#)
- [Populate Documents on a Connect Site \(Doc\)](#)
- [How to Populate Documents on Your Connect Site \(Vid\)](#)
- [Populate Related Links on a Connect Site \(Doc\)](#)
- [How to Populate Related Links on Your Connect Site \(Vid\)](#)
- [Populate Featured Content on a Connect Site \(Doc\)](#)
- [How to Populate Featured Content on Your Connect Site \(Vid\)](#)
- [Populate FAQs on a Connect Site \(Doc\)](#)
- [Populate News on a Connect Site \(Doc\)](#)
- [How to Populate the News Carousel on a Connect Site \(Vid\)](#)
- [Populate the Image Carousel on a Connect Site \(Doc\)](#)
- [How to Populate the Image Carousel on Your Connect Site \(Vid\)](#)
- [Choose a Video Display Option for a Classic Page \(Doc\)](#)
- [Implement Video on a Connect Page \(Doc\)](#)
- [Image Sizing Guidelines for Connect Sites \(Doc\)](#)
- [Edit Image Renditions in Connect Sites \(Doc\)](#)
- [Use QuickEdit to Modify a Classic List or Library \(Doc\)](#)
- [Use QuickEdit to Modify a Classic List or Library \(Vid\)](#)
- [Use Explorer to Manage Files in Classic Libraries \(Doc\)](#)
- [Restore Deleted Objects from a Site's Recycle Bin \(Doc\)](#)



1

In addition to the navigation bars at the top of your site's pages, Connect sites have a Browse menu. By default, it contains links to the pages in your site.

2

To make it easier for your users to find content, you can optionally customize this menu by:

3

- Hiding page links.
- Adding links to Internet (such as a helpful website) or intranet (such as a site document) resources.
- Order the links.
- Add headings to group links.

4

5

6

7

8



PAGE EXAMPLES	QUERY EXAMPLES	LEARN MORE
JLL Blank 1 Column Page Example	Query Examples for Contacts Web Part	Customizing the Browse Menu in a Company Site (PDF)

Learn more.

[Customize the Browse Menu in a Connect Site \(Doc\)](#)

[How to Customize the Browse Menu in Your Connect Site \(Vid\)](#)



Understand usage patterns.

1

After your site is up and running for awhile, it's helpful to view popularity statistics to understand usage patterns. This can help you leverage your successes and fix your shortfalls.

2

3

4

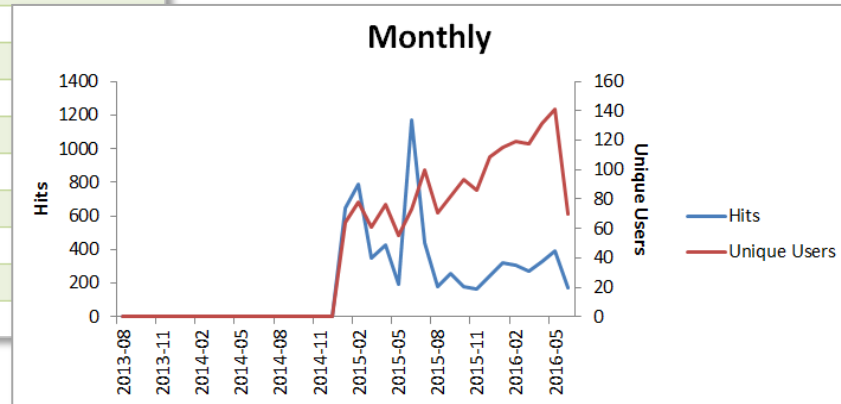
5

6

7

8

Day	Hits	Unique Users
2016-05-31	17	7
2016-06-01	12	6
2016-06-02	12	8
2016-06-03	24	8
2016-06-04	1	1
2016-06-05	1	
2016-06-06	16	
2016-06-07	14	
2016-06-08	18	
2016-06-09	19	
2016-06-10	25	
2016-06-11	11	
2016-06-12	4	
2016-06-13	17	



Learn more.

[View SharePoint Popularity Statistics in a Connect Site \(Doc\)](#)



1

If you discover, perhaps after examining usage patterns, that your site could benefit from edited or new pages or web parts, you'll need to update your site structure.

2

For example, you want to change the sort order of your Contacts or add a new page with an embedded video.

3

4

5

6

7

8

This process likely involves tasks on both the front-end (to your pages) and the back-end (to your Site Contents).

You'll also want to update your transition document to reflect any updates.

Learn more.

[Connect Site Admin Best Practices \(Doc\)](#)

[Queries and Tagging: How Connect Pages Display Content \(Doc\)](#)

[Queries and Tagging: How Connect Pages Display Content \(Vid\)](#)

[Add a New Page to a Connect Site \(Doc\)](#)

[Add or Edit a Connect Page's Description \(Doc\)](#)

[Delete a Connect Page \(Doc\)](#)

[Hide Breadcrumbs on a Connect Page \(Doc\)](#)

[Build a New Contacts Web Part on a Connect Site \(Doc\)](#)

[Hide the View All Contacts Link on a Connect Page \(Doc\)](#)

[Build a New Documents Web Part on a Connect Site \(Doc\)](#)

[Build a New Related Links Web Part on a Connect Site \(Doc\)](#)

[Build a New Featured Content Web Part on a Connect Site \(Doc\)](#)

[Build a New FAQ Web Part on a Connect Site \(Doc\)](#)

[Build a New News Carousel Web Part on a Connect Site \(Doc\)](#)

[Build a New Image Carousel Web Part on a Connect Site \(Doc\)](#)

[Add a New Topic or Subtopic to a Connect Site \(Doc\)](#)

[Add a Pie Chart Navigation Web Part to a Connect Site \(Doc\)](#)

[Add a Refinement Web Part to a Connect Page \(Doc\)](#)

[Add a Search Box Web Part to a Connect Page \(Doc\)](#)

[Edit a Web Part's Title in a Connect Site \(Doc\)](#)

[Edit a Web Part's Query in a Connect Site \(Doc\)](#)

[Edit a Web Part's Sort Order in a Connect Site \(Doc\)](#)

[Edit a Web Part's Display Number in a Connect Site \(Doc\)](#)

[Edit a Web Part's Template in a Connect Site \(Doc\)](#)

[Edit a Web Part's Property Mappings in a Connect Site \(Doc\)](#)

