

VisualSP Help System 2016 Installation Procedure

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Rev 0 for VSP 5.2.0.0

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Introduction

VisualSP Help System is a SharePoint Help System with the main goal of enabling sustainable SharePoint adoption in the organization. It provides SharePoint end users the in-context, on-demand help and training they need to be successful working within SharePoint.

The Help and Training items are made available to information workers through the context sensitive Help tab and informational icons (i) that appear throughout the SharePoint interface.

BROWSE HELP FILES UB	Sites Page conte	ext help	Image: System Account Image: System Account Image: State Image: State Image: State
Enable Edit Mode	Create a Create a Create new documents		s Check out a Check out document version document document to another library to Outlook
Home Documents		Share More	Inline help through informational icons.
Calendar Tasks Contacts Site Contents	Name Master Sales Contract Product Catalog	ि ट्री Sort and filter items	x ked Out To
✓ EDIT LINKS	 Product Slick - Master Product Slick Sales Booking Procedures Sales Commissions Tracking 	June 30 Syste June 30 Syste June 30 Syste June 30 Syste June 30 Syste	tem Account tem Account tem Account tem Account tem Account tem Account tem Account
	Sales Projections	···· June 30 🗌 Syste	tem Account

Watch the system overview video: <u>http://sharepoint-videos.com/products/visualsp/</u> <u>visualsp-video-showcase/#overview</u>

After installation, please refer to the <u>customization/evaluation guide</u> to learn how to customize the system to your needs.

It is very important to follow all steps **<u>exactly</u>** as they appear below.

Familiarize Yourself with the VisualSP Help System Architecture

During the installation process, you will need to make a number of decisions about how the VisualSP System will be set up. Although any settings can be easily changed at a later time, the more you understand about the architecture of the VisualSP Help System at the beginning, the less time you will have to spend trying to figure out which things need to be changed and how to change them.

It will take you about 5-minutes to read <u>Appendix A: Overview of VisualSP Help System Architecture</u> at the end of this manual. It is written from a non-technical perspective and loaded with diagrams to make it very easy to quickly comprehend.

Back up Your SharePoint Environment

Before installing VisualSP, it is vitally important that you perform a full backup of your complete SharePoint environment just as you would before you install any other 3rd party software.



Note: If you are installing a **trial edition of VisualSP**, we recommend that you install it to a **development** or **testing / staging** environment. Do not install a trial edition in a **production** environment.

Copy Files to the SharePoint Server

Place the installation files in C:\VisualSP\ folder on the server.

The installation requires two files:

Note:

- VisualSPInstaller.exe VisualSP Help System Installer application
- VisualSP2013HelpItems.zip VisualSP Help System farm hub content containing videos, documents and images (trial version file: VisualSP2013HelpItems_trial.zip)



Do not unzip the VisualSP2013HelpItems.zip file! For a current list of all content provided by VisualSP Help System, please see: <u>SharePoint 2013 Videos list</u> <u>Help Content layout in SharePoint interface</u>

Create the VisualSP Farm Hub Site Collection

In Central Administration, create a new site collection to serve as the VisualSP Farm Hub. This site collection will provide Help Items to the entire SharePoint farm.

You may create this site collection under any web application within your farm. However, **DO NOT** create this site collection on any Web Application that you intend to also host a VisualSP Web Application Hub. If you want each site collection in your farm to be able to render Help Items from the Farm Hub, a Web Application Hub, and to also host its own Help Items that are unique to that site collection, you will want to create a new separate Web Application just for the VisualSP Farm Hub.

Web Application: (see notes) Title – VisualSP Farm Hub URL – VisualSPFarmHub	Web Application Select a web application. To create a new web application go to New Web Application page.	Web Application:
Site Template – Team Site Note: If you already created this site collection as part of a Trial installation, you may	Title and Description Type a title and description for your new site. The title will be displayed on each page in the site.	Title: VisualSP Farm Hub Description:
skip this step and continue to use the existing VisualSP Farm Hub.	Web Site Address Specify the URL name and URL path to create a new site, or choose to create a site at a specific path. To add a new URL Path go to the Define Managed Paths page.	URL: http:// /sites/ VisualSPFarmHub
	Template Selection	Select a template: Collaboration Enterprise Publishing Custom Team Site Biog Developer Site Project Site Community Site
During the installation, you will be given the opportunity to have the installer		

th automatically upload the Help Content (that is, the videos, documents,

screenshots, and icons that are rendered to the end users as the packaged content and Help Items) to a SharePoint site. It will upload it to the Site Assets library of the selected site. It is important that all users have Read permissions to the library where this content is uploaded. For ease of management, we recommend that be uploaded to the VisualSP Farm Hub.

Set permissions on the Site Assets library to grant the Read Permission Level to all users.

Install the VisualSP Help System

It is very important to follow all steps **<u>exactly</u>** as they appear below.

1. Log into one of your SharePoint Web Front-End servers as a SharePoint Server Administrator. It is not necessary to install VisualSP on each SharePoint server. The installation will be automatically installed on all other web front-end servers in the farm.



Note: Make sure you are logged in to a **SharePoint Web Front End** server as a **SharePoint Server Administrator**

- 2. Double click on the **VisualSPInstaller.exe** file to begin the installation.
- 3. On the Welcome screen, click Next to continue.

8	VisualSP Install	er		x
Welcome! Thank you for choosir	ng VisualSP Help System!			
The installer will guid System within your S To begin the installa and that you can ins the required system	de you through the steps rec SharePoint Farm. Ition process we must first ch Itall SharePoint Solution Pack checks.	uired to install the N eck that SharePoint ages (WSPs). Click N	/isualSP H is installe Next to sta	lelp d irt
	Cancel	< Back	Next >	

4. **On the System Check screen**, if all system checks pass, click Next to continue. If it encounters issues, correct them and run the installer again. Click *Next* when all items pass the system check.

S VisualSP Installer	_ 🗆 X
System Check	
In order to install the VisualSP Help System SharePoint Solution Package th SharePoint Farm must exist, you must be a Farm Administrator, and the req services must be started.	e juired
SharePoint is installed and configured.	
🔗 The SharePoint Admin Service is running.	
🐼 The SharePoint Timer Service is running.	
Interpret of the second sec	
The VisualSP Solution is installed.	
Cancel < Back	Next >

5. On the EULA screen, read the End User License Agreement. If you accept the license, click the checkbox to indicate your acceptance and click Next.



- 6. **On the License screen,** select the appropriate choice for your installation.
 - a. Select the first option if either: a) you have purchased VisualSP but cannot enter your license key at the moment; or b) you are upgrading or reinstalling. If upgrading or reinstalling, VisualSP will find your previous license key and you shouldn't have to enter it again.
 - b. Select the second option if you are evaluating VisualSP for your organization. You will have 30-days to try out the product. You do not need a license key during the trial period. We suggest selecting VisualSP Enterprise Trial so you can experience all available options. To explore the differences between Enterprise, Standard, and Express Editions, <u>click here</u> or click on the link on this install screen.
 - c. Select the last option if you have purchased VisualSP and have your license key. Copy the license key and paste it in the large white box that will appear on this screen after selecting this option.
 - d. Click *Next*.

8	VisualSP Installer	_		x				
License If you have a license key you can specify it now or provide it later via Central Administration.								
O I want to use an existing key	already provided or I will provide the key later.							
 I want to use a trial version: I will provide the key now. <u>Visit the VisualSP versions page 1</u>	VisualSP Standard Trial VisualSP Enterprise Trial VisualSP Express Trial VisualSP Standard Trial to learn more about the different versions of V	isualSP	1					
	Cancel < Back	N	ext >					

7. **On the Select Web Applications screen**, select the checkboxes for **all** Web Applications which might play **any role** in the VisualSP Help System. Consider which web applications host site collections that may provide Help Items to itself or any other site collection. Also consider any web application that hosts any site collection that may need to display Help Items through the VisualSP Help Tab Ribbon, VisualSP Inline Help, or the VisualSP Web Part.

In most organizations, you will select all web applications unless there are some that you are certain will never need to provide or consume VisualSP Help Items.

Click *Next*.

VisualSP Installer	_ □	x
Select Web Applications		
Select all Web Applications that will provide content for the VisualSP Help Syst display content through the VisualSP Help Ribbon, VisualSP Inline Help, or the VisualSP Web Part.	tem or	
✓ http://c4968397007:3695/ (SharePoint Central Administration v4)		
✓ http://c4968397007/ (SharePoint - 80)		- 1
✓ http://c4968397007:8080/ (SharePoint - 8080)		
		- 1
		- 1
		- 1
		- 1
		- 1
		- 1
	N.	
Cancel < Back	Next	>



Note: The Central Administration web application is clicked and the option is greyed out, by default, and cannot be changed.

- 8. **On the Automatically Activate the VisualSP Consumer Feature screen**, the VisualSP Consumer Feature allows a site collection to display the VisualSP Help Ribbon, VisualSP Inline Help, and the VisualSP Web Part.
 - a. The first check box refers to ALL EXISTING site collections on the web applications you selected on the previous screen. We recommend that you check this box unless A) Most of the sites collections in the selected web applications should not display VisualSP Help Items; or B) You are upgrading or re-installing and wish to honor existing settings in those site collections.
 - b. The second box refers to ALL NEW site collections that will be created in ALL Web Applications (regardless of whether they were checked on the previous screen or not). We recommend that this be checked, unless you didn't select all Web Applications on the previous screen.
 - c. Click *Next*.

VisualSP Installer	-		x					
Automatically Activate the VisualSP Consumer Feature								
The VisualSP Consumer Feature allows a site collection to display the VisualSP Help Ribbon, VisualSP Inline Help, and the VisualSP Web Part.								
The below setting will be applied to all existing site collections in the previously selected Web Applications. You may want to leave this unchecked if: A) Most of these Site Collections should not display VisualSP Help Content; or B) You are upgrading or re-installing and wish to honor existing settings.								
 Automatically activate the VisualSP Consumer Feature in all existing site col may take considerable time in a large farm.) 	lectio	ns (T	his					
The below setting will be applied to all new site collections, in all Web Applications. If unchecked, you will have to manually activate the Feature on any new Site Collections. You may want to leave this unchecked if you did not check all existing Web Applications on the previous screen.								
 Automatically activate the VisualSP Consumer Feature on ALL NEW Site Collections (Recommended) 								
Cancel < Back	N	ext >						

9. On the Select Help Provider Hub Sites screen:

- I. In the text box for **Farm Scoped Help Provider Site Collection URL**, enter the full http (or https) path to the site collection you created earlier to serve as the *VisualSP Farm Hub*.
- II. The **Web Application Scoped Help Provider Sites** section is optional. These can be easily added or changed later from Central Administration. All site collection in all Web Applications will be able to consume Help Items from the VisualSP Farm Hub. However, there may be other Web Applications that will also need its own Help Items in addition to, or instead of, those provided by the VisualSP Farm Hub. For each Web Application that will need its own Help Items, enter the full URLs to the site collection that will serve as the VisualSP Web Application Hub for all site collections in that web application.
- III. Click *Next*.

68	VisualSF	P Installer	_	D X
Select Help Provi	ider Hub Sites			
Manage help cont collection. A Farm Web Application F	ent in a VisuaISP Hub site in Hub can provide help conte Hub can provide help conten	stead of managing it in eac nt throughout the SharePo t throughout that Web App	h site int farm. A plication.	
Farm Scoped Help	Provider Site Collection URL	http://c4968397007/sites	/visualspfar	mhub
Web Application S	coped Help Provider Sites (c	optional - Standard and Ent	erprise vers	ions only)
http://c4968	397007:3695/ (SharePoint	Central Administration v4	4)	
Site Collecti	on Url:			- 1
http://c4968	397007/ (SharePoint - 80)			
Site Collecti	on Url: http://c4968397007	/sites/finance		
http://c4968	397007:8080/ (SharePoint	- 8080)		
Site Collecti	on Url:			
				~
				~
	Cancel	< Back	N	ext >



Note: DO NOT create a Web Application Hub for the web application that hosts the VisualSP Farm Hub!

10. On the Upload Content screen:

- A. Check the box *beside Upload content to a content hub*.
- B. For the Help Content File, click the *browse* button, select the *c:\VisualSP\ VisualSP2013HelpItems.zip* you uploaded to the server earlier.
- C. For Locale, leave the *English* option selected.
- D. In the Help Content section,
 - I. Help Content refers to the videos, documents, screenshots, and icons that are displayed to users. The installer will automatically upload this content to a SharePoint site of your choice. For ease of management, we recommend that it be uploaded to the VisualSP Farm Hub, but you may choose any site in any site collection. It is vitally important that all users have the Read Permission Level on the Site Assets library of the site whose path you enter in this section.
 - II. Check the box if you want any existing Help Content in that Site Assets library to be overwritten. If you have previously installed a trial edition of VisualSP, and have customized any of the Help Content, you may want to leave this box unchecked.

E. In the Help Ribbon Items section,

- Help Items refers to the help icons and links that users click on in the Help Ribbon, the Inline Help Menu, and the VisualSP Web Part to view the Help Content. In most cases, you will enter the URL to the VisualSP Farm Hub here to have those Help Items automatically uploaded there.
- II. If any Help Items in the selected Site Collection have been customized, and you don't
 - want to lose those customizations, you may want to leave the **Overwrite Help Items** option, unchecked. If you know you want to start over fresh, then check this box. If you are unsure, we recommend that you export the existing Help Items to the XML format, before continuing (See the **Customizing and Enhancing the VisualSP** *Help System* document for instructions) so you can safely check the box to overwrite those items.
- F. Click Next.

8	V	isualSP Instal	ler	-		X
Jpload Content						
If you were provided v uploaded to a specifie	vith default cont d Site Collectior	tent you can cho n.	ose to have that cor	itent		$\left<\right>$
Upload content to a	content hub					
The VisualSP content items can be stored in In most cases, both H	file contains bo n different locati lub URLs will be	th content and H ions and you can the Farm Provid	elp items pointing t n choose to just uplo er Hub URL.	o that co ad one o	ntent. Ti r the oti	hes her
Help Content File:					Browse	
Locale: E	nglish 👻					
Help Content						5
Ove	rwrite Content:					
Content Hub Site	Collection URL:	http://c4968397	'007/sites/visualspfa	rmhub		
-Help Ribbon Items						
Overw	rite Help Items:					
Help Provider Site	Collection URL:	http://c496839	7007/sites/visualspfa	armhub		
		Cancel	< Back	N	levt >	



Notes regarding VisualSP Express:

If you are installing VisualSP Express, you will need to manage Help items at each site collection instead of being able to do it from a central location.

After the installation, even though VisualSP will be active across all site collections, the Help tab and Informational icons will not show up in a site collection unless Help items are declared at that site collection.

The list of Help items can be imported by first exporting the list of Help items from the hub. The Help items can also be created one by one and they will start showing up at the appropriate Help location.

Please refer to the <u>customization/evaluation guide</u> to learn more about how to customize the Express version.

11. On the Customize Help Tab Text screen, enter the name and description you would like to appear on the Help Tab Ribbon. The Tab Description appears when a user moves the mouse cursor over the tab. These can always be changed later. We recommend leaving the default settings unless you have a particular need to change them.

	Shar _{Help it}	ems for the Visu	ualSP system (\	Version: VisualS	SP Enterprise		
BROWSE	HELP FILES	r SharePoint 20 LIBRARY	16 - 5.2.0.1)				
Enable Edit Mode	Document Library reference	quick Create a column	Create a view	elete a column	Create new documents	Upload a docum Upload multiple reating Documents	ent documents
	againere riter er r	la Ann	columno una v	10115	-		
Customi Specify a value	ize Help Tab T the text for the ' for each languag	ext VisualSP Help ta ge installed in th	ib and associa ie farm. d and Enterny	ated descriptio	n. You may s	pecify 🚯	
En	glish (1033)	uonai - Standar	d and enterpr	ise versions or	цу)	^	
1	ab Label:	Help Help items for f	the VisualSP s	ystem			
	ab Description:					~	
			Cancel	< Bac	:k	Next >	

12. On the **Turn on Inline Help Settings** screen, we recommend checking the box to **Turn on the VisualSP Inline Help feature by default.** This setting will cause all site collections where the VisualSP Consumer Feature has been activated to immediately begin to display Inline Help content as shown here. Each individual user can then disable or enable the feature as desired.

VisualSP Farm Hub 📝 EDIT LINKS	
Site Assets 🛛	
🕂 New 🅂 Upload 😅 Sync 😲 Sl	nare More 🗸
All Documents ··· Find a file	م
✓ 🗋 Name	
1033	× punt
📧 help-icon-callout-blue 🗶	Sort and filter items in a list
🚯 VisualSF	PInstaller
Turn On Inline Help Settings	Cb
Specify the default settings for the VisualSP In	line Help feature.
Charlester have believe to establish defends states of	ha lalian I lala fantum ta "On" la site collectione
where the VisualSP Inline Help feature is enabled	he inline Help feature to "On". In site collections d, each user will begin to immediately see in-
feature as desired.	it, Each user can then disable or enable the
✓ Turn on the VisualSP Inline Help feature by	default (Recommended).
Cancel	< Back Next >

13. On the Confirm Installation screen, click Next.

S VisualSP Installer	_ D X
Confirm Installation The installer is ready to perform the requested tasks.	()
Click 'Next' to install the VisualSP Solution Package to the Farm.	
Cancel < Back	Next >

14. When the installation finishes, you should see the success message. Click **OK**, and then **Close**.

63	VisualSP Installer	
Finished! The installer ha	as completed processing the requested tasks.	
Restarting the Sto Sta The SharePoint	SharePoint Admin Service opping SPAdminV4 service on c4968397007 arting SPAdminV4 service on c4968397007 t Admin Service was successfully restarted.	
Restarting the	ShareDoint Timer Service	=
Restarting the	Installation Complete	x
	The VisualSP Help System has been successfully installed. T for choosing VisualSP Help System for your SharePoint help	hank you o needs!
1	[ок
Setting the Vise The VisualSP H	ualSP Hub Site settings lub Site settings were successfully applied.	
Enabling the V http://c4968 http://c4968 http://c4968	isualSP Consumer Feature 8397007:3695 8397007:3695/sites/Help 3397007	~
	Cancel < Back	Close

Test the Solution

Once the VisualSP Help System is installed, the Help tab and Informational Icons should be available across all site collections if you installed the Standard or Enterprise version and followed the the recommendations in this guide.



If you installed **VisualSP Express** Edition, Help Items will have to be created in each site collection level before they will display.

Look for the Help tab and Informational icons in the following types of pages:

- 1. Web page
- 2. List and Library pages
- 3. List and Library Settings pages
- 4. Site Settings page
- 5. And more...



Below are a few examples to test out the functionality.



Note: The content might differ from below in your installation dependent on your configuration and latest updates.

Page

0						
BROWSE PA	AGE HELP				🚯 (10) 📿 SHARE 🏠 FOLLOW 📮	SYNC 🖌 EDIT 🖂
SharePoint in Plain English	Team Site home page quick Wiki Page quick reference	Create a web page Check out a Edit	t a web age the layout of a web page	₩ Work with tables Add lists and libraries to web pages ✓ Delete a web page	Change look and reel Customize Top Navigation V customize Top Navigation V customize the tree view	Use Inline Use the Help Help
Overview	Quick Reference	Web Page Creation	Page Editing		Site Look and Feel	VisualSP Help System

Document library

BROWSE HELP FILES LIBRARY			(8) 📢	🕽 share 🕁 follow 🛛
Document Library quick reference Create a Column view	Create new documents	Check in a Check out a document document to another library	Connect a library to Outlook	Use Inline Use the Help Help Tab
Quick Reference Columns and Views	Creating Documents	Managing Documents	Office Integration	VisualSP Help System

Tasks list

BROWSE	HELP TASKS LIST					
Tasks List quick reference	Create a Create a column view	Create a Tasks List	Copy from a spreadsheet to a list	Edit a list item	Connecting task list to Outlook	Use Inline Use the Help Help
Quick Reference	Columns and Views	Tasks List Management	General List	Videos	Office Integration	VisualSP Help System

Calendar list

BROWSE	HELP EVENTS CALENDAR				(5)	🗘 SHARE 🟠 FOLLOW
Calendar quic reference	Cverlay multiple calendars	Create a Calendar	Create a Create a column view	Copy from a spreadsheet to a list 📅 Edit a list item	Connect a calendar to Outlook X Export list data to Excel Open list data with Access	Use Inline Use the Help Help Tab
Quick Reference	e Calendar Help	Calendar Management	Columns and Views	General List Videos	Office Integration	VisualSP Help System



Pop-up dialog box showing video help

Try out the solution in various site collections within the farm to make sure all videos, documents and images appear as expected.

Un-install VisualSP Help System

If you need to un-install VisualSP for any reason, run the VisualSP installer again.

1. On the Welcome screen, click *next*.



2. On the System Check screen, if all system checks pass, click Next to continue. If it encounters issues, correct them and run the installer again. Click *Next* when all items pass the system check.

8	VisualSP Installer
Syst	tem Check
In Sł se	order to install the VisualSP Help System SharePoint Solution Package the harePoint Farm must exist, you must be a Farm Administrator, and the required ervices must be started.
0	SharePoint is installed and configured.
9	The SharePoint Admin Service is running.
ø	The SharePoint Timer Service is running.
9	The current user is a Farm Administrator.
9	The VisualSP Solution is installed.
	Cancel < Back Next >

3. On the EULA screen, read the End User License Agreement. If you accept the license, click the checkbox to indicate your acceptance and click Next.



4. On the Repair, Upgrade, or Uninstall screen, select Uninstall and click Next.



5. **On the Feature Deactivation screen,** check the box to Deactivate VisualSP Features. If you will be reinstalling VisualSP, it's safe to leave it unchecked.



6. On the Confirm Installation screen, click *Next* to begin uninstalling VisualSP.

8	VisualSP Installe	r	_ 🗆 X
Confirm Installation The installer is ready to perform	the requested tasks.		
Click 'Next' to remove VisualS	SP from the Farm.		
	Cancel	< Back	Next >

7. When VisualSP finishes uninstalling, click **OK**, and **Close**.

6	VisualSP Installer	_ □	x
Finished! The installer has c	ompleted processing the requested tasks.		
Restarting the Sha Stopp Startir	rePoint Admin Service ing SPAdminV4 service on c4968397007 SPAdminV4 service on c4968397007		^
The SharePoint Ac	Removal Complete		^
Restarting the Sha Stopp Startin	The VisualSP Help System has been successful	y removed	d.
The SharePoint Tir Uninstalling the Vi C4968397007 :		ОК	:
C4968397007 : C4968397007 : C4968397007 : C4968397007 : C4968397007 : The VisualSP Solut	http://c4968397007:3695/ : The solution was successfully retr http://c4968397007:8080/ : The solution was successfully retr http://c4968397007/ : The solution was successfully retracted http://c4968397007:3695/ : The solution was successfully retr http://c4968397007:8080/ : The solution was successfully retr http://c4968397007:8080/ : The solution was successfully retr	acted. acted. I. racted. racted.	
Restarting the Sha Stopp Startin	irePoint Admin Service ing SPAdminV4 service on c4968397007 ig SPAdminV4 service on c4968397007		~
	Cancel < Back	Close	

Note: All of the media (videos, help documents, help screenshots) populated

in the VisualSP Farm Hub site collection will still remain. You can go ahead and delete the data and/or the site collection completely if you don't need it anymore.

To get more information on the VisualSP Help System, please don't hesitate to contact us: <u>http://www.VisualSP.com</u> <u>vsp-support@visualsp.com</u> 630-786-7026

Appendix A: Overview of VisualSP Help System Architecture

To effectively manage help content in the VisualSP Help System, you need to understand where help items and help content are stored, as well as how help items are provided to and consumed by a particular site collection. Let's take a look at the architecture of the VisualSP Help System and understand some important terms.

Help Content

Help Content is the instructional content and resources that users need. Individual media items are often referred to as **Help Assets**. The VisualSP Help System supports a variety of different media types such as: videos, images, documents, web pages, and Adobe Flash. You can even use custom EMBED or OBJECT tags to display content from sites like YouTube, Vimeo, and many other sites. Help content can live in any location that your users can access whether locally on your intranet or anywhere on the Internet. If your employees can access it, it can be used as help content.



The VisualSP Help System comes with many professional videos, images, and documents to help your end users make better use of SharePoint. These Help Assets are typically added to the Site Assets library of the VisualSP Farm Hub when VisualSP is first installed.

Help Items

A Help Item is a definition of how to display a particular Help Asset within the VisualSP Help System. It links to the Help Content but doesn't *contain* the Help Content. A Help Item also defines how the content will appear to the user, such as which viewer to use and if it will be displayed in the VisualSP dialog box or opened in a new window. It defines all the aspects of how the links to the content are displayed in the VisualSP Help Ribbon and/or Inline Help.



Manage VisualSP Help Items List

Help Items are stored in a special SharePoint List called the **Manage VisualSP Help Items List**. When VisualSP is installed, and the provided Help Content is uploaded, pre-defined Help Items are also added to the Manage VisualSP Help Items List in the VisualSP Farm Hub.

		Help	ltems liv	e in a V	/isualS	P Help Ite	ms list.	
VisualS	P Farm Hub							
Ma	anage	VisualS	P Help I	tems	(i)	Items Per F	Page: 500 🗸 Locale:	Default 🗸
✓ lo	on Title	Grou	p Size	Viewer	Sequence	Scope	Inline Help Target	Permissions
Q	Add a lib the Quicl Launch	rary to Librar c and F	ry Look Mediun Teel	n Default Video Player		none	Calendars in View, RegularExpressionInlineH	elp
B	Add a lib the Quid Launch	rary to Librar c and F	ry Look Large Geel	Default Video Player	30	Inline Targets Only	Navigation bars - Edit Lin	ks
Q	Add a list Quick La	t to the List Sunch	ettings Mediun	n Default Video Player		List Settings Page		

Site Collections, Web Applications, and the SharePoint Farm

All SharePoint sites have to be in a SharePoint Site Collection. A SharePoint Site Collection is a group of SharePoint sites that share a common set of resources between them. It typically consists of many sites that are arranged in a hierarchical manner. However, it could also be a unique and separate, single SharePoint site. The Site Collection is the lowest level at which the VisualSP Help System can be managed.

If you are unfamiliar with what a SharePoint Web Application is, just think of it as a base URL in SharePoint, that is, everything in the URL before the first forward slash (/). For example, you may have one web application with URLs that begin with http://intranet and another web application with URLs that begin with http://projectsweb. These are two different web applications and each may contain numerous site collections.

A SharePoint Farm may be one or more SharePoint Servers that work together to power and manage any number of SharePoint Web Applications. Most organizations have only one production SharePoint Farm, but some organizations have multiple SharePoint Farms, depending on their needs.



The VisualSP Farm Hub

When VisualSP is first installed, the SharePoint Administrator creates a site collection to serve as the VisualSP Farm Hub. This site collection is designed to serve as the central location for storing and managing help items and help content the SharePoint Farm.



VisualSP Help Consumer

The VisualSP Help Consumer Feature must be activated on a site collection before it can display VisualSP Help to its users. Once activated, Inline Help can also be enabled or disabled for that particular site collection.



VisualSP Help Provider

This is a SharePoint Site Collection Feature that tells VisualSP how to serve up (or provide) the items in the VisualSP Help Items list to itself as well as other site collections that may inherit from this one. In the VisualSP Help Provider, you can enable inline help to be provided, enable or disable caching, and change the inline help icon to a custom icon.

Each Site Collection typically inherits help items from the VisualSP Farm Hub. If the VisualSP Provider Feature is activated on the site collection, the site collection may also have its own unique Help Items in addition to the Help Items it is inheriting.



VisualSP Web Application Hub

A SharePoint Farm can have only one VisualSP Farm Hub, but it can have as many VisualSP Web Application Hubs as it does SharePoint Web Applications. Each VisualSP Web Application Hub, can provide help content to all the site collections that are in that particular web application. It typically inherits help items from the VisualSP Farm Hub and may also have its own help content and help items that are unique to that particular web application. Each site collection may also have its own Help Items as well.

Each web application may have one site collection designated to be a VisualSP Web Application Hub. Help Items in this site collection will be provided to all site collections that are part of that web application.



Example Diagram of a Fully Deployed VisualSP Help System

