

Rehmani Consulting, Inc.

VisualSP[™] 2013 Version Update Procedure

Note:

• It is advisable to **back up** your SharePoint environment before installing any 3rd party software including VisualSPTM

The following steps need to be performed on your SharePoint Web Server by a SharePoint Server Administrator.

Take inventory of VisualSP[™] files

Note: The update may contain either or both of the files listed below.

- VisualSPInstaller.exe VisualSPTM Installer
- VisualSP2013HelpItems.zip VisualSPTM farm hub content containing videos, documents and images

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

Note: Do not unzip the VisualSP2013HelpItems.zip file!

Update VisualSP[™]

Please follow the steps <u>exactly</u> as they appear below.

Note: Make sure you are logged in to the web server as a SharePoint Server Administrator

Double click on the VisualSPInstaller.exe file to start the application.

SharePoint-Videos.com VisualSP Installer
Welcome! Thank you for choosing SharePoint-Videos.com VisualSP Help System!
The installer will guide you through the steps required to install the VisualSP Help System within your SharePoint Farm.
To begin the installation process we must first check that SharePoint is installed and that you can install SharePoint Solution Packages (WSPs). Click Next to start the required system checks.
Cancel < Back Next >

Click **Next** to continue.

🛃 si	iharePoint-Videos.com VisualSP Installer	
Sys	stem Check	
Ir Si Si	n order to install the VisualSP Help System SharePoint Solution Package the sharePoint Farm must exist, you must be a Farm Administrator, and the required services must be started.	
9	SharePoint is installed and configured.	
9	The SharePoint Admin Service is running.	
9	The SharePoint Timer Service is running.	
9	The current user is a Farm Administrator.	
9	The VisualSP Solution is installed.	
	Cancel < Back Next >	

If all system checks pass and shows VisualSPTM is installed, click Next to continue.

SharePoint-Videos.com VisualSP Installer	×
EULA Please read and agree tomthe SharePoint-Videos.com end-user license agreement (EULA) to continue.	
End User License Agreement (EULA)	
END-USER LICENSE AGREEMENT FOR VisualSPTM. IMPORTANT: PLEASE READ THE TERMS AND CONDITIONS OF THIS LICENSE AGREEMENT CAREFULLY BEFORE CONTINUING WITH THIS PROGRAM INSTALL: Rehmani Consulting, Inc. End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and {INSERT COMPANY NAME}. for the Rehmani Consulting, Inc. software product(s) identified above which may include associated software components, media, printed materials, and "online" or electronic documentation ("SOFTWARE PRODUCT"). By installing, copying, or otherwise using the SOFTWARE PRODUCT"). By installing, copying, or otherwise using the represents the entire agreement concerning the program between you and Rehmani Consulting, Inc. (referred to as "licenser"), and it supersedes any prior proposal, representation, or understanding between the parties. If you do not agree to the terms of this EULA, do not install or use the SOFTWARE PRODUCT.	
The SOFTWARE PRODUCT is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. The SOFTWARE PRODUCT is licensed, not sold.	
1. GRANT OF LICENSE. The SOFTWARE PRODUCT is licensed as follows:	
$\overline{\mathbf{v}}$ I agree to the terms and conditions of the EULA.	
Cancel < Back Next >	j

Read the End User License Agreement. If you agree with the agreement, click the checkbox to indicate your agreement and click Next



Click Upgrade or Repair radio button (for update to continue) and click Next

🚱 SharePoint-Videos.com VisualSP Installer		
License		
If you have a license key you can specify it now or provide Administration.	it later via Central	
$\mathbb C$ I want to use an existing key already provided or I will provide	the key later.	
$\ensuremath{\mathbf{\bullet}}$ I will provide the key now.		
Cancel	< Back	Next >

If a **License Key** is provided to you as part of the upgrade, copy it and paste it in this box. Otherwise, select the option to **provide the key later**. Click **Next**

NarePoint-Videos.com VisualSP Installer	_ 🗆 🗙
Web Applications	
The VisualSP Solution Package contains Web Application resources which must be deployed to any Web Application that will utilize the help capabilities. Select the Web Applications to deploy to.	
http://demo2010a:2010/ (SharePoint Central Administration v4)	
✓ http://finweb.contoso.com/ (Finance Web)	
↓ http://hrweb.contoso.com/ (HR Web)	
http://www.contoso.com/ (Internet)	
http://intranet.contoso.com/ (Intranet)	
http://itweb.contoso.com/ (IT Web)	
http://lcaweb.contoso.com/ (LCA Web)	
Cancel < Back Ne	xt >

Select the checkboxes for all the web applications where VisualSPTM Help System is installed and need to be updated.

Note: Please Do Not select the checkbox showing the Central Administration web application (unless instructed by a SharePoint-Videos.com authorized professional). Doing this will make the Help tab appear in Central Administration which is not the desired functionality.

🛃 SharePoint-Videos.com VisualSP Installer	_ 🗆 ×
Help Provider Hub Sites	
The VisualSP Help System allows you to specify a Site Collection to serve as the Hub Site for the Farm and an additional Site Collection for each Web Application to allow Web Application specific help items.	
Farm Scoped Help Provider Site Collection URL: http://intranet.contoso.com/sites/visualspfarmh	ub
Web Application Scoped Help Provider Sites	
http://demo2010a:2010/ (SharePoint Central Administration v4) Site Collection Url:	
http://finweb.contoso.com/ (Finance Web)	
Site Collection Url:	
http://hrweb.contoso.com/ (HR Web) Site Collection Url:	
http://www.contoso.com/ (Internet)	
Site Collection Url:	
Late	-
Cancel < Back Next	:>

The Farm Scoped Help Provider Site Collection URL is the URL of the existing VisualSPTM Farm Hub site collection.

Optional

Set the **Site Collection URL** for the site collection in each web application that would serve as the hub for the Help content for that web application. If the field is left blank, the VisualSPTM Farm Hub will serve the content for that (those) web application(s).

NarePoint-Videos.com VisualSP Installer	_ 🗆 ×
Upload Content	
If you were provided with default content you can choose to have that content uploaded to a specified Site Collection.	
☑ Upload content to a content hub	
The VisualSP content file contains both content and help items pointing to that content. These i can be stored in different locations and you can choose to just upload one or the other. In most both Hub URLs will be the Farm Provider Hub URL.	tems t cases,
Help Content File: C:\VisualSP\VisualSP2013HelpItems.zip Brow	vse
Locale: English	
Help Content	
Overwrite Content:	
Content Hub Site Collection URL: http://intranet.contoso.com/sites/visualspfarmhub	
Help Ribbon Items	
Overwrite Help Items:	
Help Provider Site Collection URL: http://intranet.contoso.com/sites/visualspfarmhub	
Cancel < Back Next	>

If a content package (in form of a zip file) has been provided with this update, click the **Upload content to a content hub** checkbox and provide the location for the Help items zip file in *C*:*VisualSP* Note: Leave the **Locale** selection to **1033** which is the code for American English

In the **Help Content** and **Help Ribbon Items** sections, both will be the URL of the VisualSPTM Farm Hub site collection. Note: Click on the **Overwrite Content** and **Overwrite Help Items** only if you wish to replace the existing Help items in your VisualSPTM Farm Hub site collection. Otherwise, leave the checkboxes **unchecked**.

SharePoint-Videos.com VisualSP Installer	'×
Feature Activation In order for the VisualSP Help System Ribbon to appear in a Site Collection the VisualSP Consumer Feature must be activated in that Site Collection.	8
To activate this Feature in all Site Collections within the target Web Applications check the box below (existing activations will be reset if checked and unaffected if not checked). Note that in a large Farm the could take considerable time. Enable VisualSP Consumer Feature across all Site Collections	iis
Cancel < Back Next >	

Leave the checkbox **unchecked** to not make any changes to existing activations for VisualSPTM across all site collections in your environment.

Note: Check this checkbox only if you wish to reset the activation of VisualSPTM across all site collections. Any site collections where VisualSPTM was previously deactivated, would then become active.

SharePoint-Videos.com VisualSP Installer		
Confirm Installation The installer is ready to perform the requested tasks.		
Click 'Next' to repair the VisualSP deployment.		
Cancel	< Back	Next >

Click Next to confirm update of the system.

SharePoint-Videos.com VisualSP Installer	_ 🗆 ×
Finished!	
The installer has completed processing the requested tasks.	
Uninstalling the VisualSP Solution Package from the Farm demo2010a : http://caweb.contoso.com/ : The solution was successfully retracted. demo2010a : http://nww.contoso.com/ : The solution was successfully retracted. demo2010a : http://htweb.contoso.com/ : The solution was successfully retracted. demo2010a : http://itweb.contoso.com/ : The solution was successfully retracted.	×
Removing The Visua Adding th The Visual The VisualSP Help System has been successfully repaired. Thank you for choosing SharePoint-Videos.com VisualSP Help System for your SharePoint help needs!	
Installing demo2 demo2 demo2 demo2010a : http://intranet.contoso.com/ : The solution was successfully deployed. demo2010a : http://itweb.contoso.com/ : The solution was successfully deployed. demo2010a : http://icaweb.contoso.com/ : The solution was successfully deployed. The VisualSP Solution Package was successfully installed in the Farm.	
Setting the VisualSP Hub Site settings The VisualSP Hub Site settings were successfully applied.	
Uploading VisualSP content	💌
Cancel < Back	Close

Once the system is updated, it will show the above successful message.

Test out the Solution

The Help tab should be available in the following types of pages:

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



Below are a few examples to test out the functionality.

Note: The content might differ from below in your installation dependent on your configuration or the latest updates you have been provided.

Page

BROWSE	PAGE	HELP		
b Checking	out a page	for editing	🔮 Governance plan	Page quick reference
管 Creating a	a web page		Q Linking to other site content	Working with images on pages
📝 Editing a	web page		🔁 Page info doc	Working with tables on pages
			Page Help	

Document library

BROWSE	HELP	FILES	LIBRARY			
👜 Document	Library in	fo doc	L a (hecking in a document	Send a document to another library	📴 Connecting the library to Outlook
🛐 Document	Library q	uick referend	e 🚡 🤇	hecking out a document	1 Upload document to a library	
				reating a new document version	🎦 Upload multiple documents to a library	
Help	o docume	nts		Libra	ary videos	Office integration videos

Tasks list			
BROWSE HE	LP TASKS LIST		
🛐 List quick refere	nce 🛅 Creating a list Item	📴 Connecting task list to Outlool	k
	📒 Deleting items from a list	😹 Export list data to Excel	
	🧊 Editing an item in a list	🛕 Open list data with Access	
Help documents	List videos	Office integration videos	
Calendar lis	t		
BROWSE HEI	LP EVENTS CALENDAR		
👜 Calendar info do	c Creating a Calendar list	🧊 Editing an item in a list	🔀 Export list data to Excel
蟚 List quick refere	nce 📋 Creating a list Item	to overlaying multiple calendars	A Open list data with Access

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

List videos

Pop-up dialog box showing video help

Help documents

🛅 Deleting items from a list

SharePoint						×	Asif Rehma	ni 🗸 🤹
BROWSE PAGE HELP	SharePoir	nt-Videos.com Traini	ng: Creating a w	/eb page		^		💉 EDI
hecking out a page for editing						~		
Creating a web page								
📝 Editing a web page		07/w/japandu/16/darjargafi/	P = 0 D Haman Resources - Home - +		n = 0			
	SharePoint	Tack Help		Automotive star Autom	14-10- Q ?		_	
Home	55	Hanna Bertanon - Hit Dyness. 🖌 (2010)465		(here by de	p			-
Documents		Get started with your site amounts						
Community	Ourserst. Ovguarment				4			
Home	Tours Tales Record	Add a page New page name		* 📮				
Categories	Tage Calendar Tage Calendar	Shareyout size Lind And And Mappind Matteriol And Samples	uta	* tora			5	i
Members	Team Links Team Distantion	Newsfeed	Orani:					-
About	She Commun	The party gave from a total local people to the site, or shaft a	e D med	narts, at this week			tyle?	Your
Recent								3
Links								
Announcements	807		SI	narePoint-Videos.	com			
custom list	\frown				\odot			
contacts		00:24		0:01:36	S			
tasks						~		
Site Contents		CHICAGO ···· ·	4 аауз адо 🔛 Азії ке	nmani		-		
EDIT LINKS	a a	Employee 4	4 days ago 🛛 Asif Re	hmani				

Office integration videos

Un-install VisualSP[™]

If you need to un-install VisualSPTM for any reason, please perform the following procedure:



Click Next



Click Next

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<section-header><text><text><text><text></text></text></text></text></section-header>	EULA Please read and agree to (EULA) to continue.	omthe SharePoint-Videos.com e	nd-user license agree	ement	8
well as other intellectual property laws and treaties. The SOFTWARE PRODUCT is licensed, not sold. 1. GRANT OF LICENSE. I agree to the terms and conditions of the EULA.	End User END-USER LICENSE AGREE AND CONDITIONS OF THIS THIS PROGRAM INSTALL: f legal agreement between y NAME}. for the Rehmani CC include associated software documentation ("SOFTWAR SOFTWARE PRODUCT, you agreement represents the e Consulting, Inc. (referred t or understanding between install or use the SOFTWAR The SOFTWARE PRODUCT	EMENT FOR VisualSPTM. IMPORT. S LICENSE AGREEMENT CAREFUL Rehmani Consulting, Inc. End-Us- you (either an individual or a singl ionsulting, Inc. software product(s e components, media, printed ma RE PRODUCT"). By installing, copy a garee to be bound by the terms entire agreement concerning the to as "licenser"), and it supersedent the parties. If you do not agree to RE PRODUCT.	ANT: PLEASE READ TH LY BEFORE CONTINU: er License Agreement e entity) and {INSERT i) identified above whi terials, and "online" or ying, or otherwise usin of this EULA. This lice program between you s any prior proposal, ru o the terms of this EUI	HE TERMS ING WITH ("EULA") is a cOMPANY ch may electronic ig the nse and Rehmani epresentation, LA, do not	
✓ I agree to the terms and conditions of the EULA.	well as other intellectual prosold.	roperty laws and treaties. The SO	FTWARE PRODUCT is	licensed, not	~
I agree to the terms and conditions of the EULA.	1. GRANT OF LICENSE.				~
	✓ I agree to the terms and	d conditions of the EULA.	c Reals	Nexts	

Read the EULA and if you agree, click the checkbox and click $\ensuremath{\textit{Next}}$

SharePoint-Videos.com VisualSP Installer	x
Repair, Upgrade, or Uninstall	
An existing deployment of the VisualSP Help System was found. Select whether you wish to uninstall this existing deployment or repair the deployment by re-deploying.	
C Upgrade or Repair	
The upgrade or repair process will automatically retract the VisualSP Soluction Package from all Web Applications, remove it from the Solution Store, and then add the new VisualSP Solution Package to th Solution Store and perform a deployment. Existing Feature activations will not be affected.	ie
🖸 Uninstall	
The uninstall process will automatically retract the VisualSP Soluction Package and remove it from the Solution Store. Existing Feature activations will not be affected and if you are permanently removing the Solution Package then you should manually deactivate the VisualSP Features throughout the Farm.	he
Cancel < Back Next >	כ

Choose Uninstall then click Next

💈 SharePoir	nt-Videos.com V	isualSP Installer	
Feature Deactivation			
If you are permanently removing you disable all VisualSP Feature a Stapler Features.	the VisualSP Help S activations; this inclu	ystem it is recommend des the Provider, Consu	ed that umer, and
To deactivate all VisualSP Features Features activated with the VisualS activations and could cause upgrac you can safely leave the Features a take considerable time.	throughout the Farr P Solution Package de issues with Sharel ctivated. Note that i	n check the box below. uninstalled will result in Point. If you intend to m n a large Farm Feature (Leaving the orphaned Feature e-install VisualSP deactivation could
Deactivate VisualSP Features			
	Cancel	< Back	Next >

Click checkbox to **Deactivate VisualSP Features** from all site collections in the farm and then click **Next**

🚯 Sł	narePoint-Videos.com Visu	alSP Installer	-		x
Confirm Installation	nerform the requested tasks				
Click 'Next' to remove	VisualSP from the Farm.				
	Cancel	< Back	N	ext >	

Click **Next** to begin uninstallation of VisualSPTM from the farm.

63	SharePoint-Videos.com VisualSP Installer		x		
Finishe The in	d! staller has completed processing the requested tasks.				
Deacti Dea Dea	ivating the VisualSP Features activating Stapler Features activating Provider Features http://c4968397007 http://c4968397007/cites///cualSPEarmHub		^		
Der	Removal Complete	×	_		
The VisualSP Help System has been successfully removed.					
	ОК				
	http://c4968397007:8080/personal/administrator http://intranet.spel.com http://intranet.spel.com/sites/spvideos http://c4968397007:3695				
TL			~		
	<u>C</u> ancel < <u>B</u> ack	<u>C</u> lose	2		

VisualSPTM Help system has been uninstalled from the system.

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.