Bonzai Intranet Guide

VERSION 2.2.16

Aurea

Unlimited Possibility

Notices

Third-party Acknowledgments

The following third party trademarks may appear in one or more Aurea® user guides:

» Amazon is a registered trademark of Amazon Technologies, Inc.

» Apache and Derby are trademarks of the Apache Software Foundation.

» Chrome is a trademark of Google Inc.

» Eclipse is a registered trademark of the Eclipse Foundation, Inc.

» HP-UX is a registered trademark of Hewlett-Packard Development Company, L.P.

» IBM, AIX, DB2, and WebSphere are registered trademarks of International Business Machines Corporation.

» Intel and Pentium are trademarks of Intel Corporation in the U.S. and/or other countries.

» JBoss is a registered trademark, and CentOS is a trademark, of Red Hat, Inc. in the U.S. and other countries.

» Linux is a registered trademark of Linus Torvalds.

» Microsoft, Active Directory, Internet Explorer, SharePoint, SQL Server, Visual Studio, and Windows are registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries.

» Mozilla and Firefox are registered trademarks of the Mozilla Foundation.

» Netscape is a registered trademark of AOL Inc.

» Oracle and Java are registered trademarks of Oracle and/or its affiliates.

» Progress and OpenEdge are registered trademarks of Progress Software Corporation or one of its subsidiaries or affiliates in the U.S. and other countries.

» Red Hat and Red Hat Enterprise Linux are registered trademarks of Red Hat, Inc. in the U.S. and other countries.

» SAP and SAP NetWeaver are registered trademarks of SAP SE in Germany and in several other countries.

» SUSE is a registered trademark of SUSE, LLC.

» Sybase is a registered trademark of Sybase, Inc. in the United States and/or other countries.

» Ubuntu is a registered trademark of Canonical Limited in the United States and/or other countries.

» UNIX is a registered trademark of The Open Group in the United States and other countries.

All other marks contained herein are for informational purposes only and may be trademarks of their respective owners.

Table of Contents

1. Overview

Bonzai Intranet is a pre-built platform for SharePoint and Office 365. Bonzai Intranet helps companies accelerate the productivity of every single team member with an affordable digital workplace that enables communication, collaboration and engagement.

Technical overview

This section describes at a high level the technical architecture of the Bonzai Intranet solution and can be used as a high-level technical reference for the product.

Bonzai Intranet is a solution that is built on the Microsoft SharePoint platform that provides additional capabilities and features for an attractive and flexible digital workplace.

High level components

The Bonzai Intranet Platform is composed of a number of components that work together to provide all the necessary capabilities.

Below are the Bonzai Intranet components:

Bonzai Intranet administration (BIA)

BIA is a hosted application by Bonzai Intranet that is accessed through username and password over SSL.

It is implemented as a provider-hosted SharePoint Add-in that authenticates using OAuth. This ensure that no unsecure data is passed to BIA and that all actions are performed in the context of the currently logged in user in Office 365.

BIA provides the following capabilities:

» **Ability to provision sites to a Bonzai Intranet environment**: BIA allows your organization to provision additional sites and features to the targeted Bonzai Intranet Site Collection. This is done using CSOM based on the Microsoft Patterns and Practices framework recommended by Microsoft.

» **Ability to change various Bonzai Intranet settings in your environment**: BIA stores a number of different Bonzai Intranet settings that can be easily changed by an authenticated BIA administrator that is part of your organization. These settings are then pushed down to all users.

» **Ability to add and change various sites to an existing Bonzai Intranet environment**: BIA administrators can quickly and easily create new sites with an existing Bonzai Intranet Site Collection as well as enable Bonzai Intranet features. These sites and features are configured within BIA with executes the remote provisioning code on the selected Site Collection.
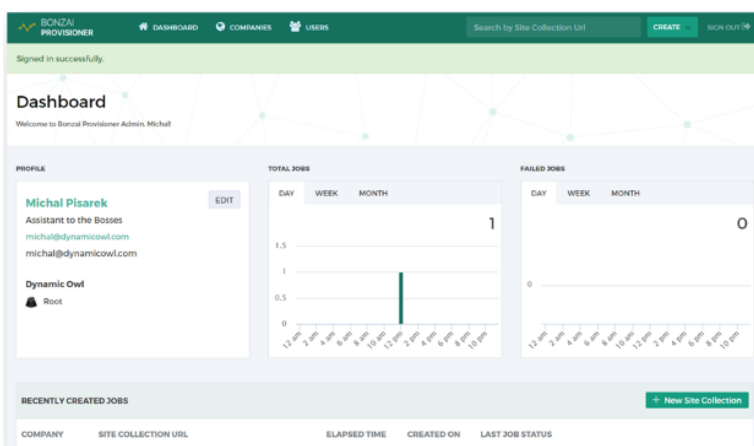
Figure 1: Bonzai Intranet Dashboard

Bonzai Intranet CDN

The Bonzai Intranet CDN provides a robust, secure and fast way to host the various static files that Bonzai Intranet uses for its functionality. All the files that are stored within BIA are identical across customers and are stored in using Amazon Web Services S3 leveraging CloudFront to distribute the files to over 70 edge locations around the world.

When a user requests content from their Intranet the browser requests content from SharePoint as well as the javascript files from the Bonzai Intranet CDN and execute them to provide the functionality that Bonzai Intranet provides.

> **Note:**
>
> Data is never sent to or from the Bonzai Intranet CDN as it functions simply as a high speed, robust and read only file system.

Bonzai Intranet telemetry

Bonzai Intranet collects anonymous Telemetry in order to understand usage patterns of the product that can help influence product decision and performance.

All telemetry is completely anonymous and is sent per page view to the `https://subspace.bonzaicloud.com` domain via HTTPS.

Bonzai settings

Bonzai settings are configured in BIA and are retrieved via the `https://fleet.bonzaicloud.com` domain over HTTPS.

The image below shows Bonzai specific settings for a client that are used throughout the product.
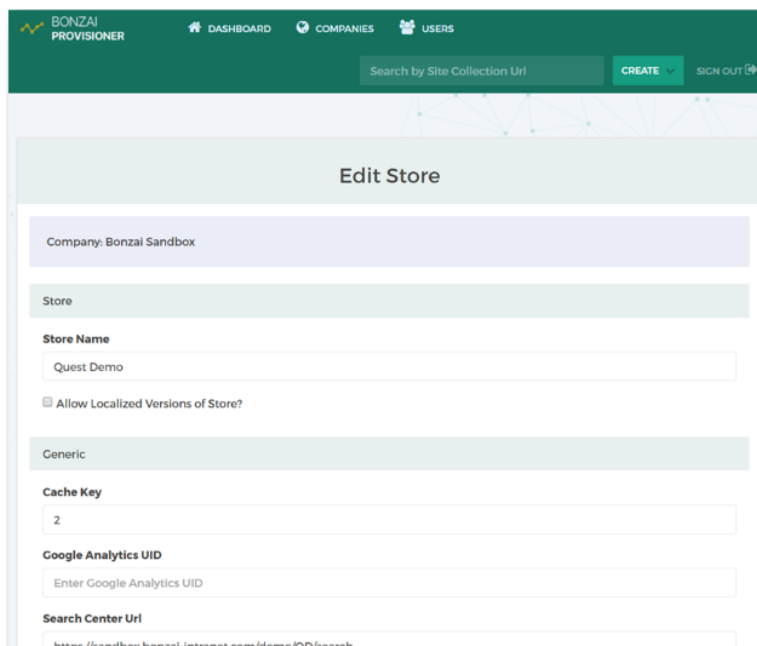
Figure 2: Bonzai Intranet specific settings

For Bonzai Intranet version 2.1 and above the settings are performed on Brick.
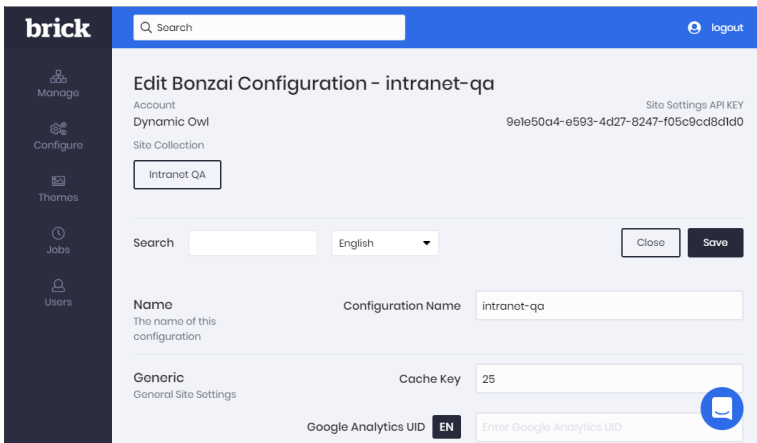
*Figure 3: Bonzai Intranet settings on **Brick***

Brick

Brick is a serverless application by Bonzai Intranet that is accessed through Amazon Cognito over SSL. Brick provides the following capabilities:

» Provides the ability to change theme in your environment and publish customized css files through CDN.

» Provides the ability to change various Bonzai settings in your environment: Brick stores a number of different Bonzai settings that can be easily changed by an authenticated Brick user. These settings are then pushed down to all users.
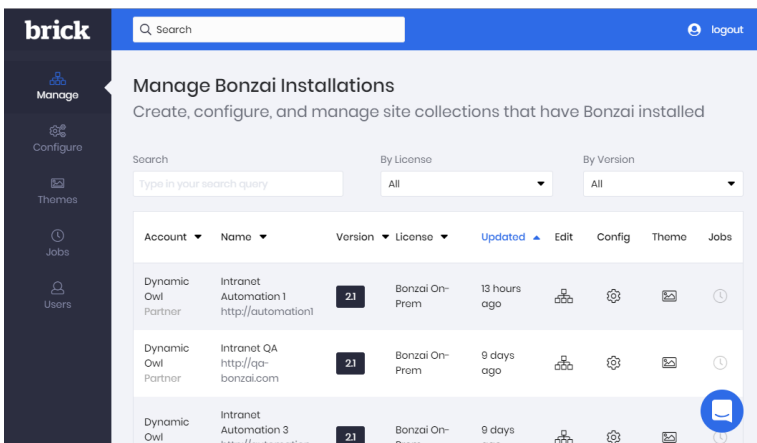
Figure 4: Manage Bonzai Intranet installations on BRICK

> **Note:**
> BRICK is available for Bonzai Intranet user with version 2.1 and above.

Bonzai Intranet SharePoint architecture

The user interface and all other content for Bonzai Intranet is stored within your SharePoint Site Collection in either Office 365 or SharePoint On-Premise deployments.

The following lists the elements that are used to construct the Bonzai Intranet Guide solution which is based on Microsoft and SharePoint best practices:

SharePoint content types

Bonzai Intranet is constructed using a number of content types that define the types of constructs that are made available to users including page types, documents and items.

All content types are automatically provisioned to the Bonzai Intranet environment using BIA for Office 365 or Feature Receivers for On-Premise deployments.

Bonzai Intranet provisions the following Content Types which can be found under the Bonzai Intranet Content Types in Site Collection Settings:

Content Type Name	Parent	Usage
Advanced Links	Item	Used to define an advanced link.
Comment Item	Item	Defines the comment objects that are stored in Bonzai Intranet.
Document Base	Document	Defines a base document content type that is used for the **Document Portal** feature.
Event Page	Page	Defines the content type for an event.
Favourite Document	Item	Defines the content type for an item that is set as favorite through the **Document Portal** functionality.
Favourite Sites	Item	Defines the content type for an item that is set as favorite through the **Site Directory** functionality.
Feedback	Item	Defines the content type for a piece of feedback that is created by the **Feedback** web part.
Generic Page	Page	Define the content type for a generic page.
Home Page	Page	Defines the content type for a home page.
Important Message	Item	Defines the content type for an important message.
Landing Item	Item	Defines the content type for a landing item.
Link to Document Base	Link to a Document	Defines a base link to document content type that is used for the **Document Portal** feature.
Location Page	Page	Defines the content type for a location page.
Marketplace Item	Item	Defines the content type for a marketplace item.
News Page	Page	Defines the content type for a news page.
People Listing	Item	Defines the content type of a people listing item.
Popular Searches	Item	Defines the content type of popular searches.
Service Page	Page	Defines the services page content type.
Site Directory Category Item	Item	Defines the content type for a **Site Directory** category.
Site Directory Item	Item	Defines the content type for a **Site Directory** item.
Spotlight Page	Page	Defines the content type for a spotlight page.

Content page layouts

Content Page layouts allow users to enter in content such as news, events, locations and generic pages.

Each content page is created using standard SharePoint components such as **Content Types** and an associated page layout. Additional functionality in pages such as social actions, contacts, feedback and related links are created through custom React client side code that is embedded into the page.

Page layouts contain custom metadata and publishing fields that can be used to add HTML text, embed content and web parts. Bonzai Intranet Page Layouts allow for web parts to be added to any web part Zone as well as Publishing regions.

The following content page layouts are part of Bonzai Intranet:

Content Page Layout Name	Description
Event Page	Shows information about an event
News Page	Shows a news article or announcement
Spotlight Page	Spotlights a user or other type of achievement in an organization
Generic Page	Stores general web content in a standard format
Generic Page Full Width	Stores general web content in a full width design
Location Page	Stores information about a location

Landing page layouts

Landing Page Layouts are used to insert web parts and include a selection of different templates and layouts that can be used to structure content for users.

The following landing page layouts are part of Bonzai Intranet:

Landing Page Layout Name	Description
Home Page 1	Five row and three column layout
Home Page 2	Three row and two column layout
Home Page 1 (4 Column)	Four columns and multiple row layout
Home Page 2 (4 Column)	Four columns and multiple row layout
Landing Page 1	Two row and three column layout
Landing Page 2	Two row and two column layout with sidebar
Landing Page 3	Three row with two columns with sidebar
Landing Page 4	Three row layout
Landing Page 1 (4 Column with Header)	Four column layout with header
Landing Page 1 (4 Column)	Four column layout with no header
Landing Page 1 (4 Column with Header)	Four column layout with header and left side bar
Landing Page 1 (4 Column)	Four column layout with no header and left side bar
Landing Page Search Results	Designed specifically to show search results and the document portal
Landing Page with Header	Show a header in the landing page

Web parts

Bonzai Intranet comes with a wide range of web parts that provides a range of functionality including roll-ups, favoriting and other functionality.

Each web part is custom developed by the Bonzai Intranet team using the latest client side technologies and includes custom properties that make it extremely easy for content authors to configure as opposed to using complex **Content Search** web parts to achieve the same result.

All Bonzai Intranet web parts can be used to display content across different sites and views as opposed to out of the box SharePoint web parts which are limited to the current site.

The following web parts are part of Bonzai Intranet:

Advanced Links Web Part

Shows a list of links that can be targeted and organized including an icon set. Items are pulled in real time using custom Bonzai Intranet client side code.
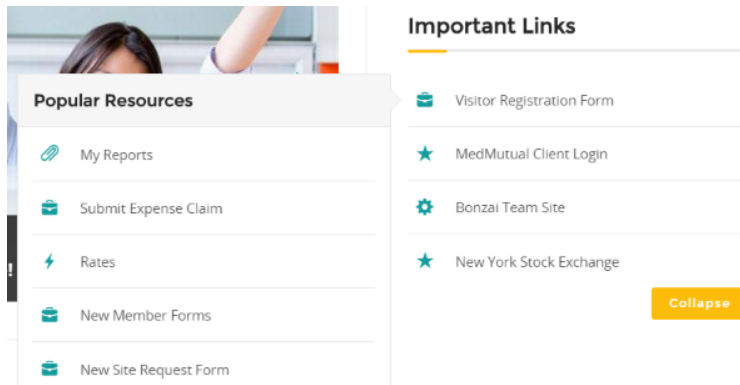
Figure 5: Advanced Links

Delve Web Part (Discontinued in Bonzai Intranet 1.6)

Shows a list of links that can be targeted and organized including an icon set.

Items are pulled in real time using custom Bonzai Intranet client side code.

Provides the ability to query the office graph and return items such as recently viewed and recently edited.

Items are pulled using the office graph API's .
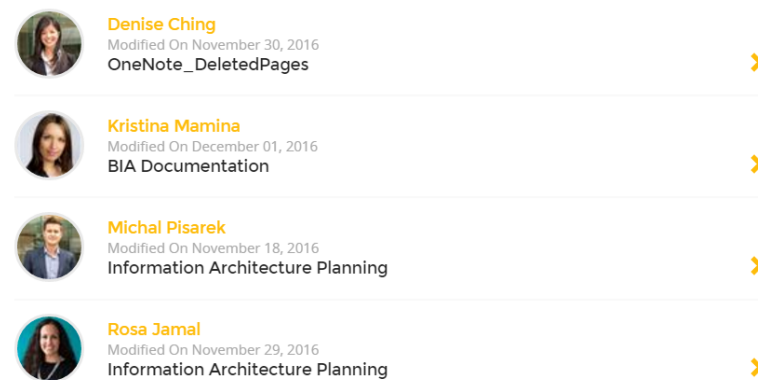
Figure 6: Delve

Document Portal Search Web Part

Provides the ability to create a search box with full type ahead capabilities and is frequently used as part of the document portal.

Items are shown using type-ahead search that query the SharePoint search service as users type in a search term.
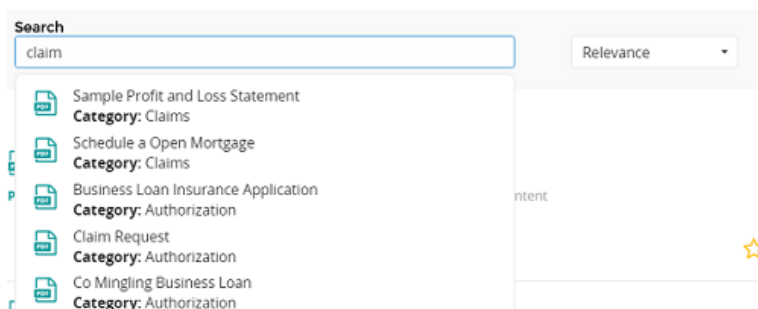
Figure 7: Document portal search

Documents Table Rollup Web Part

Shows documents in a table like format that is like a SharePoint view. Items are pulled in real time using custom Bonzai Intranet client side code.

Documents Roll Up Web Part

Shows documents in a single or two column list from a library and view.

Items are pulled in real time using custom Bonzai Intranet client side code leveraging REST and JSOM.

Figure 8: Document roll up

Employee Directory Web Part

Provides a wide range of configuration options and functionality including type-ahead people search, type-ahead filters and results display configuration.

This web part relies on SharePoint people search results from the user profile service.

Figure 9: Employee directory

Events Roll Up Web Part

Rolls up events from single view and shows relevant details such as date, category, time and social actions.

Items are pulled in real time using custom Bonzai Intranet client side code.

Figure 10: Events roll up

Favourite Documents Web Part

Shows a list of favourite documents from the **Document Portal** feature and is specific to the currently logged in user.

Figure 11: Favourite document

Feedback Web Part

Provides the ability to gather feedback from users which is sent to a central list. Multiple configuration options exist including title, message, button text and confirmation text.

Figure 12: Feedback

Important Messages Web Part

Provides the ability to create targeted messages that can be shown with differing priorities and options.
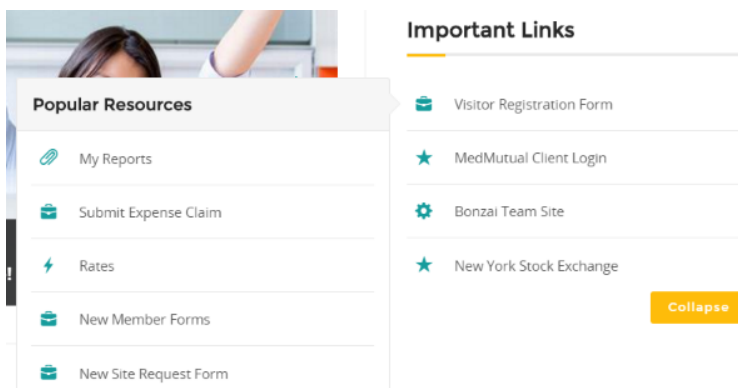
Figure 13: Important message

Landing web part

Provides the ability to display multiple images in a grid like format that can be used for multiple purposes such as listing applications, images or systems.

Applications

Job Postings | CRM | IS Support
Oracle | Policies | Reports
Timesheets | Training Calendar

Figure 14: Landing

Location Web Part

Shows a list of locations and has type-ahead search functionality as well as the ability to contact locations directly from the listing:

Search

Calgary Regional Office

450 - 1 Street SW, Calgary, Alberta, Canada, T2P 5H1

+1 608 472 547

+1 608 965 475

CalgaryOffice@bankgroup.com

7AM - 6 PM Monday to Friday

More Info

New York Office

604 Union St New York, NY 11215 United States

+1 347-429-7030

+1 347-429-7032

newyork@bankgroup.com

7am - 7pm Monday to Saturday

More Info
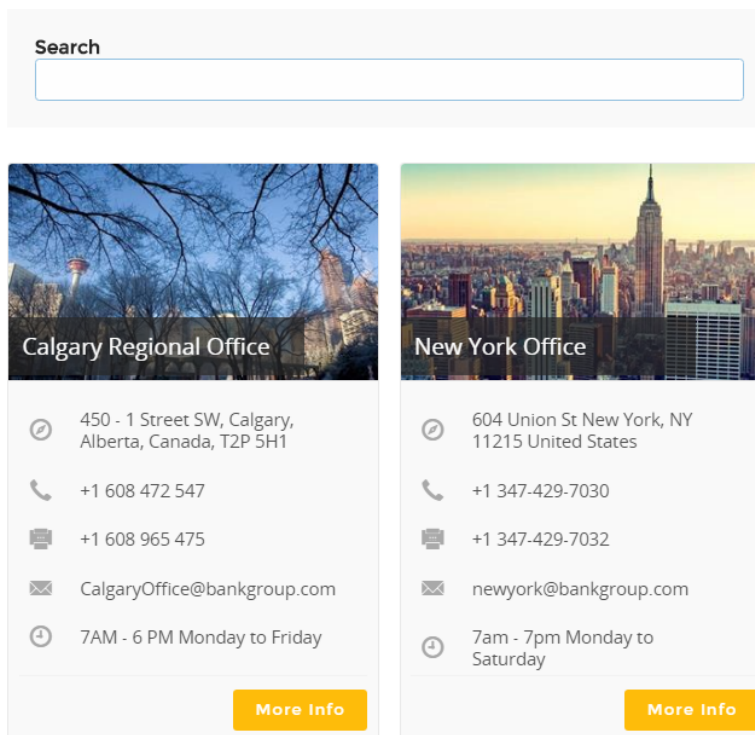
Figure 15: Location

Marketplace Roll Up Web Part

Shows the latest items that have been posted onto the marketplace and includes options to limit the number of results shown.

Figure 16: Market place roll up

Market Place Web Part

Shows the full listing of marketplace items and allows user to post items to buy, sell and exchange.
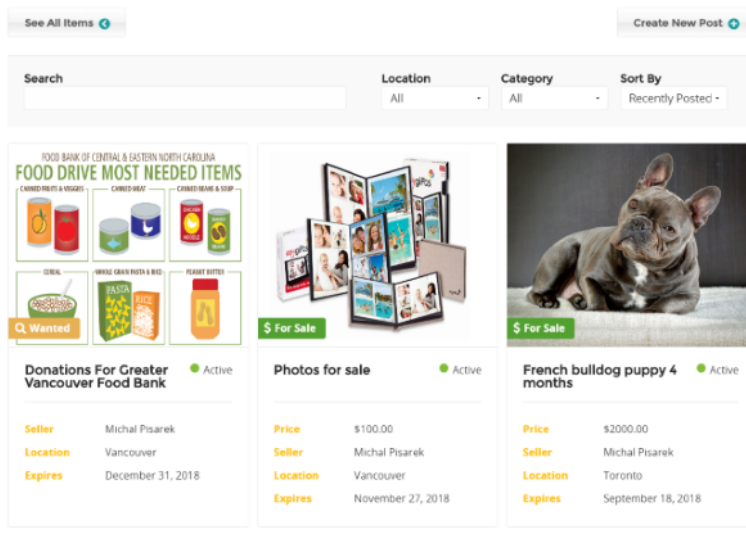
Figure 17: Market Place

News Roll Up Web Part

Shows a collection of news items from a view.

Configuration options exist to show items from other sites, number of items to be displayed and the name of the web part.

Items are pulled in real time using custom Bonzai Intranet client side code.
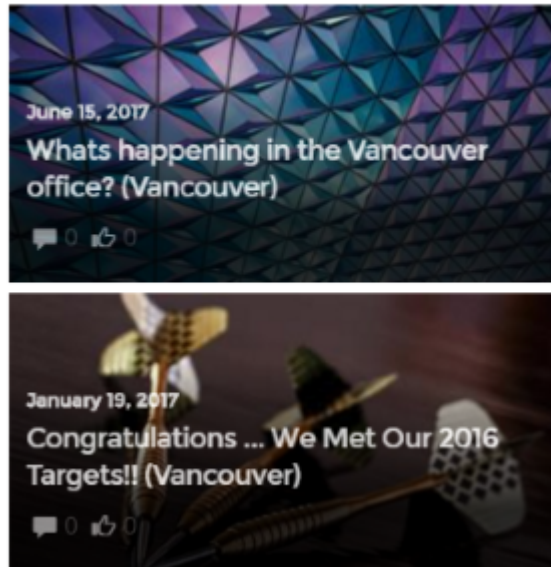
Figure 18: News roll up

Pages Roll Up Web Part

Shows a list of pages from a view.

Configuration options exist to show items from other sites, number of items to be displayed and the name of the web part.

Items are pulled in real time using custom Bonzai Intranet client side code.

Figure 19: Pages roll up

People Listing Web Part

Shows a listing of people with associated information such as email, job title and image.

Figure 20: People Listing

Site Directory Web part

Allows an organization to define a listing of sites including categories, colors, owners and details. Site can then be set as favorite by individual users.

Figure 21: Site Directory

Slider Web Part

Shows news stories in an attractive large slider format with the title, date and social action shown.

Items are pulled in real time using custom Bonzai Intranet functionality.

Figure 22: Slider

Spotlight Roll up Web Part

Shows a Spotlight Story about a group or an individual within an organization.

Figure 23: Spotlight roll up

Tabbed Web Part

Shows multiple web parts in an attractive tabbed like format or in an accordian format.
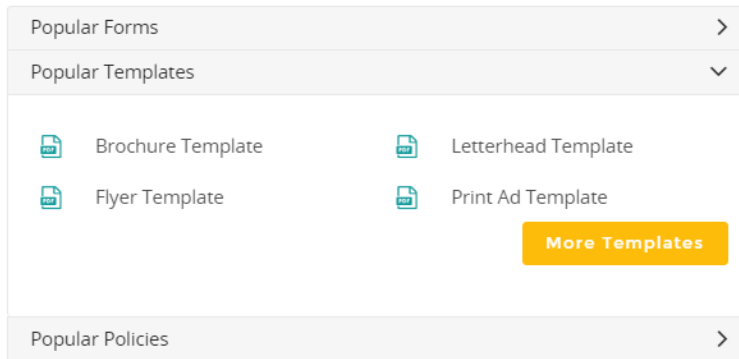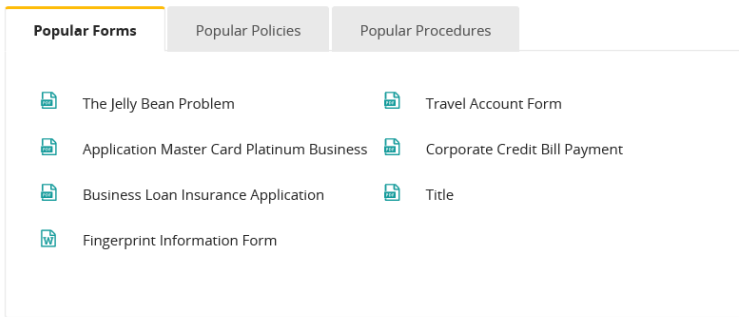
Figure 24: Tabbed

Search display templates

Bonzai Intranet has a number of search display templates for the SharePoint Content Search web part including people, news, locations and others.

This allows for organizations to use a combination of Bonzai Intranet web parts or Content Search web parts in a way that is transparent to users.

Currently the following Content Search Display Templates are available:

Display Template Name	Usage
Bonzai Intranet CSWP Advanced Links – List with Icons	Shows links with icons that can be aggregated across multiple libraries, sites and site collections using the **Content Search** web part.
Bonzai Intranet CSWP Advanced Links – Text Only	Shows links with text that can be aggregated across multiple libraries, sites and site collections using the Content Search web part.
Bonzai Intranet CSWP Advanced Links – Tiles	Shows links with tiles that can be aggregated across multiple libraries, sites and site collections using the Content Search web part.
Bonzai Intranet CSWP Document Portal Item	Displays Document Portal items that includes additional metadata and favoriting capabilities.
Bonzai Intranet CSWP Documents Display 1 Column	Shows documents in a single column can be aggregated across multiple libraries, sites and site collections using the Content Search web part. There are also two other slots available for additional managed properties to be displayed if necessary.

Display Template Name	Usage
Bonzai Intranet CSWP Documents Display 2 Columns	Shows documents in two columns can be aggregated across multiple libraries, sites and site collections using the Content Search web part. There are also two other slots available for additional managed properties to be displayed if necessary.
Bonzai Intranet CSWP Event Item	Shows events pages in a list that can be aggregated across multiple libraries, sites and site collections using the Content Search web part.
Bonzai Intranet CSWP News Item	Shows news pages in a list that can be aggregated across multiple libraries, sites and site collections using the Content Search web part.
Bonzai Intranet CSWP Pages Display One Column	Shows generic pages in two columns that can be aggregated across multiple libraries, sites and site collections using the Content Search web part.
Bonzai Intranet CSW Pages Display Two Column	Shows generic pages in a single column that can be aggregated across multiple libraries, sites and site collections using the Content Search web part.
Bonzai Intranet CSWP Spotlight Item	Shows spotlight pages in a list that can be aggregated across multiple libraries, sites and site collections using the Content Search web part.

Bonzai Intranet applications

Bonzai Intranet Applications are Single Page Applications (SPA) written completely in client side code that provide a range of functionality such as marketplace, location directory and site directory.

All applications are developed using the Bonzai Intranet Framework and Bonzai Intranet API that leverage our own custom framework using `react.js`.

The following applications are part of Bonzai Intranet:

Application Name	Usage
Marketplace	Allows user to create and post items in a marketplace including buy, sell, exchange and giveaways .
Location Directory	Allows an organization to show a list of locations that can be searched on and presented. Provides integration with phones and Google maps.
Site Directory	Allows an organization to show a list of sites that can be categorized and displayed to users. Users can individually favourite sites also.
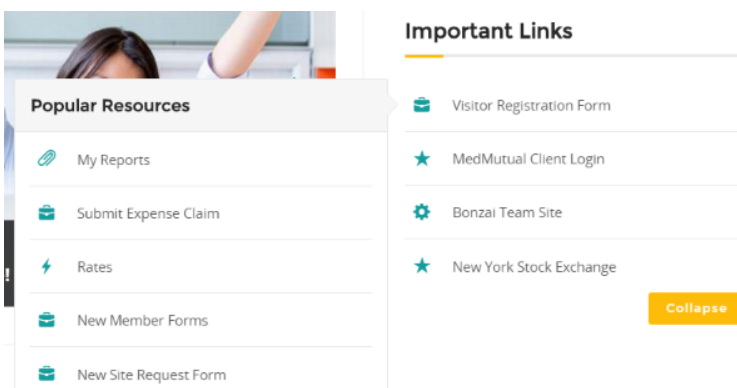
Bonzai Intranet Applications

Bonzai Intranet navigation

Bonzai Intranet provides various types of navigation functionality that allows an organization to define a hierarchy within that can be visible including the top main mega-menu, header links and footer links.

Navigation is driven by SharePoint Term Sets that allow users to create a hierarchy, define links to internal SharePoint content or external urls, and define a name for each link.

Bonzai Intranet also uses a number different performance optimizations for navigation such as local storage so that navigation appears to be instant to users.

Bonzai Intranet masterpage

Bonzai Intranet uses a custom masterpage that contains a number of additional attributes used to load javascript libraries.

As per Microsoft best practices the Bonzai Intranet masterpage does not remove any SharePoint components and as part of the Bonzai Intranet service we ensure that any changes that Microsoft makes are tested before being released to clients.

For more information about customer masterpages, see Master pages in the SharePoint Add-in model

Bonzai Intranet architecture differentials

Bonzai Intranet is a unique offering combining maximum flexibility, security and extensibility.

Some of the architectural items that make Bonzai Intranet unique as opposed to custom built or other third party solutions is the following:

» **All content is stored within your SharePoint environment**: Bonzai Intranet does not store any physical content as part of your implementation. All items are stored using standard SharePoint libraries and lists which ensures that content is completely secure, can be easily backed up and remains even if the Bonzai Intranet application is removed. In addition, any type of policies such as Information Rights Management, Records Management or Data Loss Prevention can be applied to Bonzai Intranet.

» **We use client side code exclusively**: Nothing on Bonzai Intranet requires server side code which is in line with Microsoft best practices. This results in a smaller footprint on your SharePoint sever, the ability to seamlessly migrate from On-Premise to the cloud and the ability to quickly update our codebase from the Bonzai Intranet CDN without any downtime.

» **Created using React.js and the most modern tooling available**: We use the best tooling available from everywhere. This resulted in us using the best modern tooling available including **React.js**, **Webpack**, **Gulp** and a number of modern javascript libraries.

» **You can use both SharePoint and Bonzai Intranet Web Parts**: Since we built on SharePoint you can use any of the existing and newly created web parts that SharePoint and Microsoft is developing.

» **Easily Integrate third party tools**: If you have existing third party tools or web parts that you have developed then they can easily be integrated into Bonzai Intranet. We have tested Bonzai Intranet with many third-party solutions and have integrated in industry leading tools such as **Nintex Forms** and **Workflow** into the product.

» **Engineered to support the SharePoint Framework**: Microsoft is currently working on a new development model called the SharePoint Framework. This framework is designed to support client side written applications such as Bonzai Intranet by providing additional tooling. The current version of the SharePoint Framework only supports web parts but in the future when Microsoft provides the ability for custom page layouts and other attributes Bonzai Intranet makes use of these capabilities.

Bonzai Intranet cloud components

Bonzai Intranet Cloud Components 1.6

Cloud component for users having Bonzai Intranet 1.6 and below
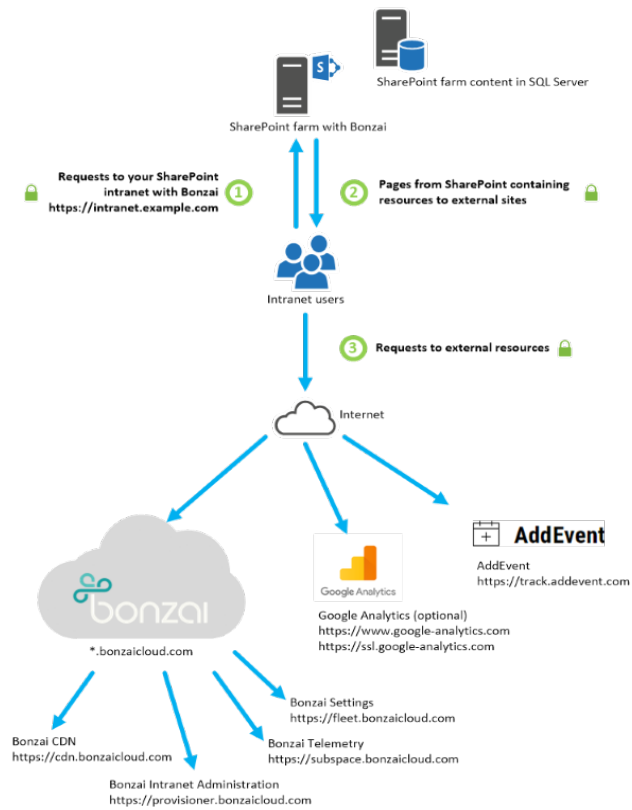
Screenshot 1: How users access the external resources for intranets running on-premises SharePoint
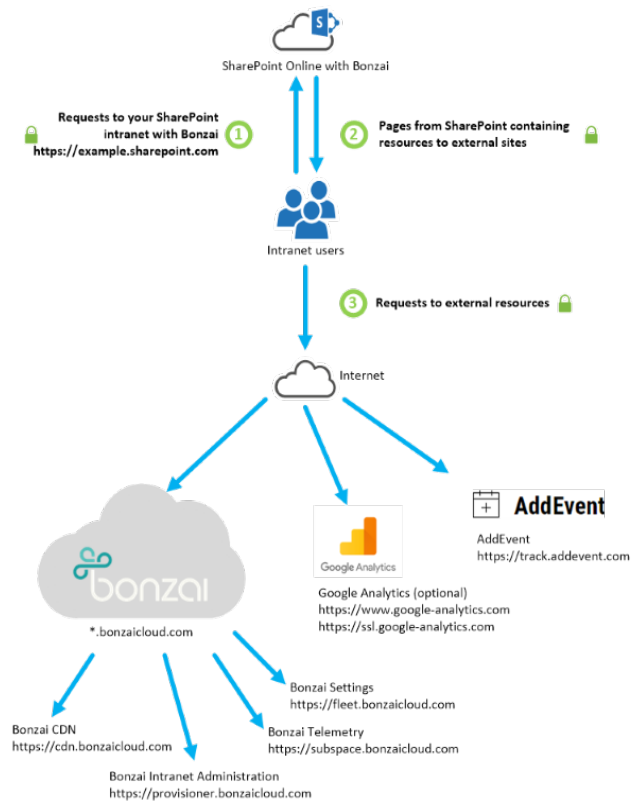
Screenshot 2: How users access the external resources for intranets running SharePoint Online

Bonzai Intranet Cloud Components 2.1

Cloud component for users having Bonzai Intranet 2.1 and above.
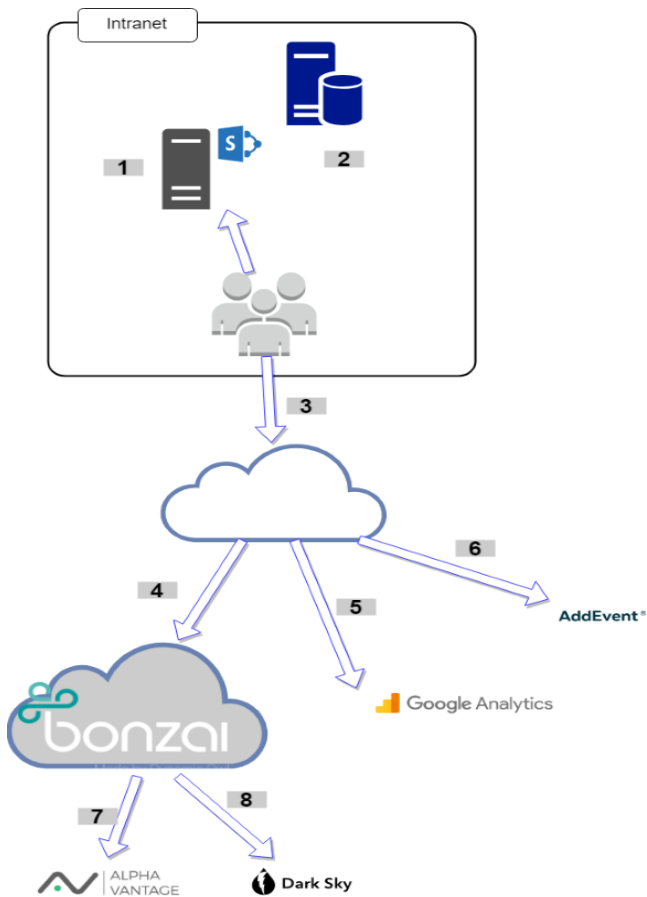
Screenshot 3: How users access the external resources for intranets running on-premises SharePoint

Key to the figure above:

1. Request to your SharePoint intranet with Bonzai

2. Data is stored within SharePoint SQL Server

3. Requests sent from intranet users browsers

4. Following endpoints exist in Bonzai Cloud:

» CDN https://cdn.bonzaicloud.com

» Telemetry https://subspace.bonzaicloud.com

» Brick: https://cloud.brick.bot

» Settings: https://fleet2.bonzaicloud.com

» BIA: https://provisioner.bonzaicloud.com

5. If configured data published to Google Analytics

6. AddEvent is used for Add to Calendar functionality

7. Alphavantage is reached over Bonzai Cloud for Stocks data.

8. DarkSky is reached over Bonzai Cloud for Weather data.

While your content and intranet assets live inside SharePoint, Bonzai Intranet runs primarily as a client-side application in the browser. These client-side scripts and assets are stored in our cloud hosted securely on the internet. While we make an effort to communicate the individual host names used by our services to our customers, the service URLs may change at any time.

For best results, we recommend whitelisting `*.bonzaicloud.com` in your firewall.

At the time of publication, the following services exist and are used by Bonzai Intranet:

- » Content Distribution Network (CDN)
- » BRICK
- » Intranet Administration (BIA)
- » Telemetry
- » Settings

Content distribution network (CDN)

We host JavaScript (.js files) and Cascading Style Sheet (.css files) resources in our CDN that are used to provide web part, page layout and the majority of the user experience within Bonzai Intranet. These are read only files.

This enables us to provide you with updates to Bonzai Intranet in response to Microsoft changes without the need to package up and deploy new Bonzai Intranet and branding farm solutions resulting in down time.

A user's browser caches these files locally during their session so as to not require reaching out to the internet on every page load.

Our CDN is hosted in **Amazon CloudFront** and is geo-redundant, provides enterprise-grade high performance, is secured with HTTPS.

Access to the Bonzai Intranet CDN is necessary for Bonzai Intranet to work as expected.

> **Note**:
> Requests to the Bonzai Intranet CDN are over HTTPS to the URL:https://cdn.Bonzaicloud.com.

Brick

Brick site is used to customize theme and configurations of core Bonzai Intranet functionality for your intranet. It contains settings and configurations that Bonzai Intranet uses to hook into the SharePoint services and web applications in your farm.

Also it can provide the Theming interface to change the theme of your intranet. Typically, Brick is accessed only by administrators to make and review configurations.

> **Note:**
> Requests to Brick are over HTTPS to the URL: https://cloud.brick.bot.

Bonzai Intranet intranet administration (BIA)

The Bonzai Intranet Intranet Administration site is used to configure the core Bonzai Intranet functionality for your intranet. It contains settings and configurations that Bonzai Intranet uses to hook into the SharePoint services and web applications in your farm.

BIA is accessed only by administrators to make and review configurations.

> **Note:**
> Requests to BIA are over HTTPS to the URL: https://provisioner.bonzaicloud.com

Bonzai Intranet telemetry

We anonymously monitor what features in Bonzai Intranet are being actively used. This helps us to focus our development efforts based on how users are interacting with the product and help guide the product lifecycle in terms of new features, bug fixes and improvement.

Also we use this data to see if Bonzai Intranet's features are impacting the performance of your intranet so we can make performance improvements. Any data that is sent to is anonymized and shows us the action a user performed but never the data they entered or were working with.

> **Note:**
> Requests to Bonzai Intranet Telemetry are over HTTPS to the URL:https://subspace.bonzaicloud.com

Requests to the Bonzai Intranet analytics service send the following telemetry:

Field	Description
Request_Id	A GUID for each request
User_Id	A GUID for each user that is also stored within a cookie in the user's browser. This GUID is never associated with a username or other identifying information and if a user deletes his cookie a new ID is generated the next time he accesses Bonzai Intranet.
Resource	This records a relative path to the resource requested, without storing the full URL that may contain server names or fully qualified domain names. The same Bonzai Intranet feature can be used throughout a site collection so we use this to better understand where in your site you are using them. > **Note** > This field contains information in the path, for example in the list and library name, as well as item and document names.
Component	This tells us the Bonzai Intranet feature being used in the request.
Version	The version of Bonzai Intranet that is running in your intranet site.
User_Agent	The user agent text reported by the user's browser
User_Action	Describes the what the user did with the Bonzai Intranet component
User_Property	Describes a property of the action
User_Value	Provides a numerical measurement of the property acted on by the component
Transmitted_At	The date and time the call was made to the Bonzai Intranet Telemetry service

For example, the following telemetry data is sent to Bonzai Intranet when a user made a request to the Marketplace home page:

```
b82ee7e5-494d-11e6-a33c-4df15c384e50
23b4852b-5fed-4b74-9a43-b352826be4d9
/marketplace/Pages/default.aspx
MARKETPLACE
1.5.0.0
Mozilla/5.0 (Macintosh; Intel Mac OS X 10_11_5) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/51.0.2704.103 Safari/537.36
COUNT
active ads
0
2016-06-13 23:01:23
```

Figure 25: VaultBox configuration tab

Bonzai Intranet settings

Bonzai Intranet looks up your intranet settings from the Bonzai Intranet Settings service. This service provides configurations for a number of Bonzai Intranet features, as well it provides the locations of your intranet's files in the Bonzai Intranet CDN.

> **Note:**
> Requests to Bonzai Intranet Settings are over HTTPS to the URL: https://fleet.bonzaicloud.com

Frequently asked questions

Question: Can I create my own custom page layouts within Bonzai Intranet?

Answer: Yes, you can, but Bonzai Intranet is not responsible for any issues that may occur now or in the future upgrades for these layouts.

Question: Can I create my own custom web parts and show them within Bonzai Intranet?

Answer: Yes, you can, but Bonzai Intranet is not responsible for any issues that may occur now or in the future upgrades for these web parts however if correctly created there is very little chance of issues occurring.

Question: Can I create my own display templates and use them within Bonzai Intranet?

Answer: Yes, you can but Bonzai Intranet is not responsible for any issues that may occur now or in the future upgrades for these templates however if correctly created there is very little chance of issues occurring.

Question: Can I add or override CSS on Bonzai Intranet to change the look and feel?

Answer: Yes, you can, but Bonzai Intranet is not responsible for any issues that may occur now or in the future upgrades for these templates however if correctly created there is very little chance of issues occurring.

Question: Can I add or change any javascript files that Bonzai Intranet uses?

Answer: As with SharePoint you can add your own custom javascript files but you are not allowed to alter our current javascript that is part of the product.

Question: Can I change elements in the standard Masterpage that Bonzai Intranet ships with?

Answer: You can, but it's not recommended and we won't be able to support you if any issues occur.

Question: How do you ensure that Microsoft updates don't break Bonzai Intranet?

Answer: We work closely with Microsoft and have access to versions of SharePoint that are not available to the public. Bonzai Intranet also performs constant regression testing on multiple tenants to be proactively notified of any issues. Finally, our Bonzai Intranet Framework abstracts a lot of the Microsoft changes and ensure that code continues to function.

Question: Can I deploy Bonzai Intranet to team sites?

Answer: At the moment Bonzai Intranet is only meant for publishing sites due to the dependence on the page model for publishing and structure.

Third-Party services

In addition to the Bonzai Intranet services accessed from the Bonzai Intranet Cloud, Bonzai Intranet makes use of other third-party services that may require users to be able to connect.

Google analytics

Bonzai Intranet supports Google Analytics (https://www.google-analytics.com) by letting you specify your Google Analytics ID into the Bonzai Intranet Intranet configuration in BIA (older versions provided this interface in the Bonzai Intranet Intranet Settings for the farm).

This feature is optional and we only use an analytics ID that you provide to us or configure yourself in BIA.

This ID is configurable only by administrators and you can change it or remove it at any time. We don't have access to your Google Analytics account, so we cannot view the data that is collected. Google Analytics is optional.

If you do not configure Bonzai Intranet to use a Google Analytics ID, it does not attempt to track analytic data. There is no impact on the performance or behavior of your intranet whether or not you chose to use Google Analytics.

> **Note:**
> Requests to Google Analytics are over HTTPS to the URL: https://www.google-analytics.com.

AddEvent

We use AddEvent(http://www.addevent.com) to provide an easy-to-use interface for users to add events into their preferred calendaring applications.

AddEvent is a web service that provides on-the-fly event creation.

When users create an event in Bonzai Intranet, AddEvent is used to create the calendar item that they can add to their calendar.

No data is stored by the Add Event service and all data is communicated through a secure HTTPS tunnel.

> **Note:**
> Requests to Google Analytics are over HTTPS to the URL: https://track.addevent.com.

Alphavantage & DarkSky

We use Alphavantage and DarkSky to provide weather and stock information within your intranet.

Users retrieve data from those services using Bonzai Intranet Cloud so no direct access is needed.

Bonzai Intranet multi-lingual support

Bonzai Intranet provides support for multi-lingual and multi-location based intranets through our custom based multi-lingual engine and support.

These capabilities allow for organizations to create rich intranets that can support multiple languages in the most user friendly way from an end-user, authoring and administration perspective.

The Bonzai Intranet multi-lingual feature are as below:

» Support for any authoring language

» Support for multiple content languages

» Flexibility in content and site structure

» Support for multi-lingual content targeting

» Supports many langauges

» Both content, administration and authoring experience

» Bonzai Intranet UI translated to other languages

> **Note:**
> SharePoint Variations are not used as it was found that the native SharePoint variations feature is routinely criticized as being overall complex, unreliable and cumbersome. Instead a simpler version for Bonzai Intranet is written.

Components

The Bonzai Intranet multi-lingual support is made of the following components:

- » Single Site Collection, multiple sites

- » Navigation header, footer and important links

- » Equivalent page for multiple languages

- » Bonzai Intranet Components translated

- » Content Targeting uses the multi-lingual elements

System requirements and supported platforms

Here you can find information about the required system elements for the application and the supported platforms. The system requirements listed here should be met before using the application.

Required software is noted below, with an emphasis on the following terms:

- » **Certified** - this release was tested specifically against this configuration.

- » **Supported** - this release was not tested against this specific configuration, though it remains supported as differences between it and the certified software are minimal or not applicable to Bonzai.

	Certified	Supported
Operating system	Windows Server 2016 with .NET Framework 4.5	Windows Server 2012 R2 with .NET Framework 4.5
SharePoint	SharePoint 2016 SharePoint Online	SharePoint 2013 SP 1 or higher
Database	MS SQL 2016 Standard	The versions of Microsoft SQL that SharePoint supports (SharePoint 2013, SharePoint 2016)
Web browser	Microsoft Edge (latest version) Google Chrome (latest version)	Microsoft Edge (latest version) Google Chrome (latest version)

Supported Office 365 subscriptions

Bonzai is supported for use with the following Office 365 plans that include SharePoint Online:

- » Office 365 Enterprise E1, E3, E5, F1

- » Office 365 Education

- » Microsoft 365 Business Standard (formerly Office 365 Business Premium)

- » Microsoft 365 Business Basic (formerly Office 365 Business Essentials)

For more information, see Office 365 Platform Service Description on the Microsoft Documentation portal.

In addition to the Office 365 plans, Bonzai is supported in the SharePoint Online plans:

- » SharePoint Online Plan 1

- » SharePoint Online Plan 2

For more information, see SharePoint Online Service Description on the Microsoft documentation portal.

SharePoint Online Plan 1 Limitations

SharePoint Online Plan 1 does not include the web content management-related search features and other enterprise features: Content Search, Catalog-Item Reuse, Items Matching a Tag, Pages, Pictures, Popular Items, Recently Changed Items,

Recommended Items, Videos, Web Pages, and Wiki pages. While these features are useful in your intranet, Bonzai does not require them to function.

The following plans use SharePoint Online Plan 1:

» Office 365 Enterprise E1, F1

» Office 365 Education

» Microsoft 365 Business Standard (formerly Office 365 Business Premium)

» Microsoft 365 Business Basic (formerly Office 365 Business Essentials)

Frontline (F1) limitations

Users with a Frontline (F) subscription (previously called "Kiosk") cannot be administrators of SharePoint Online and cannot see the SharePoint Online navigation menus. To properly administer SharePoint Online you will require at least one user who has an E1, E3, or E5 license.

Support service level agreement (SLA)

Our goal is to resolve issues and answer questions submitted by Bonzai Intranet customers.

When a ticket gets submitted via the Bonzai Intranet Knowledge Base, a member of the Bonzai Intranet support team responds within a timely manner.

We strive to provide a first response within an hour if the ticket is submitted during our business hours, or within the first hour within our support hours if the ticket is submitted outside our business hours.

In most cases, the first response contains the answer or resolution. However, if an issue or question requires additional investigation, our team keeps our customers updated as we work towards a resolution.

Standard support hours:

Monday through Friday 8:00am – 5:00pm Pacific Time, excluding Canadian holidays.

Standard support is provided only for Bonzai Intranet related questions or issues and excludes issues related to SharePoint, other 3rd party applications and customizations applied by the customer without the knowledge of the Bonzai Intranet team.

If customers require additional support to cover non-Bonzai Intranet related topics, an additional support package with a monthly cost may be arranged.

2. Configuration

Before you start using Bonzai Intranet you have to make some configurations. Here you can learn about such configurations.

Content targeting - Overview

Bonzai IntranetContent Targeting allows your organization to target content to users based on attributes that are defined by administrators.

This allows your organization to choose the best way to present content to your users providing them with a fully dynamic content experience that can be customized to your needs.

Content targeting components

The following components make up the Bonzai Intranet Content Targeting functionality:

User Content Target Filter

The filter is available on all Bonzai Intranet pages and allows a user to change their content targeting options.


Figure 26: User content target filter

Bonzai Intranet Web Parts

Bonzai Intranet Web Parts display content to users and can be enabled for content targeting.

When a Web Part has content targeting enabled it only shows content to users based on the targeting options that they have selected.

This allows you maximum flexibility in Bonzai Intranet as you can have different Web Parts on the same page with some web parts respecting content targeting options and not others.
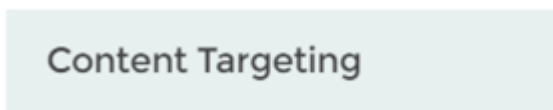
Figure 27: You can enable content targeting by selecting the checkbox

Content Targeting Metadata for content

All Bonzai Intranet content has the ability to be content targeted including news, events, spotlight, links and documents.

Authors simply choose the values that they want to apply to the content and Bonzai Intranet ensures that the correct content is displayed to users.

Figure 28: Target options

Content Targeting Configuration Options

The configuration options for content targeting allows your organization to enable or disable content targeting throughout Bonzai Intranet.
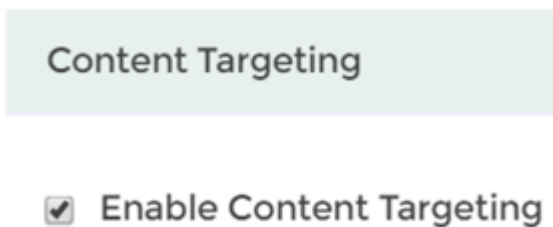

Figure 29: Enable or disable content targeting

When you disable the check box, the following items are removed from the user interface of Bonzai Intranet:

» **Web part Content Targeting Option** - Web Parts does not have the Content Targeting Option visible to end user.

» **Page Layout Content Targeting Tab** - Page based content including news, events, spotlight and generic pages does not see the **Content Targeting** tab available to them.

» **Content Targeting Filter** - Users do not see the Content Targeting Filters available to them.

Content Targeting Enabled Web Parts

The following Bonzai Intranet Web Parts support the Content Targeting feature in Bonzai Intranet:

When you disable the check box, the following items are removed from the user interface of Bonzai Intranet:

» **Advanced Links Web Part** - Can be used to target links to specific users

» **Document Roll Up Web Part** - Can be used to target documents to specific users

» **Documents Table Roll Up Web Part** - Can be used to target documents in a table format to specific users

» **Events Roll Up Web Part** - Can be used to target events to specific users

» **Important Messages Web Part** - Can be used to target important messages to specific users

» **Landing Web Part** - Can be used to target graphical icons to specific users

» **Locations Web Part** - Can be used to target locations to specific users

» **News Roll Up** - Used to target news to specific users

» **Pages Roll Up** - Used to target specific pages to users

» **People Listing Web Part** - Used to show specific users in a people list to users

Using content targeting

Content Targeting allows your organization to define a taxonomy of terms that can be applied to content.

Users can then see the content that is pertinent to them depending on how they set up their targeting options.

Each users targeting options are specific to themselves and can be changed either by the user or through other means such as a PowerShell script to update the Content Target Option user profile property associated with each user.

Content targeting terminology

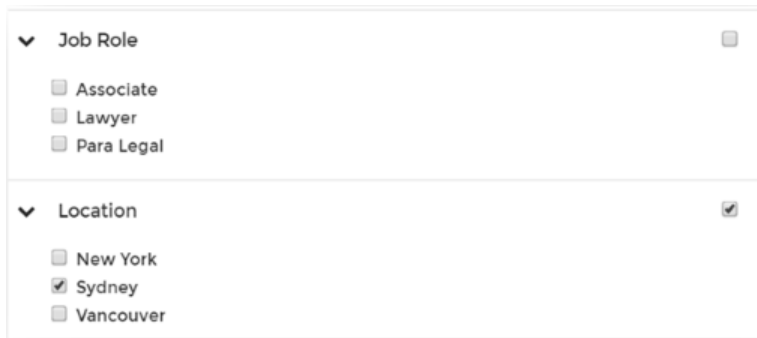Below are some terminology specific to content targeting:

Figure 30: Illustration of content targeting terminology

Content targeting category

A Content Targeting Category is a category of options that you wish to target content on. In the above example there are two Content Targeting Categories:

» Location

» Job Role

Please note that users cannot select the category itself but only options within the category. If a user would like to select all options within a particular category, then they simply click on the check box to the right of the category and all will be selected.

Content targeting option

Each Content Targeting Category has a number of Content Targeting Options. In the above example the following are options:

» New York, Sydney and Vancouver are options for the Location Category

» Associate, Lawyer and Para Legal are option for the Job Role Category

Example of targeted content

Following are the most common way to target content to users on yourBonzai Intranet:

» **By Location/Region** - Users have a list of locations that they can choose from to have content

» **By Department** - Users have a list of departments that they can choose to see the appropriate content

» **By Job Role** - Content such as news or documents can be targeted to a particular job role

Content targeting logic

Here you can know how does Content Targeting work in Bonzai Intranet.

Although the Content Targeting mechanism seems simple it is extremely versatile and powerful. The Bonzai Intranet Content Targeting feature has been created considering the following guidelines:

» If users do not choose to filter any content, then all content are displayed to them

» If authors do not choose any targeting options, then this content is displayed to all users

» Authors have the ability to target content across multiple categories. For example, show a news article to users in Vancouver and New York that are lawyers

The logic that is applied to content targeting is the following:

» **Selected options within a single category have the "OR" operator applied** - For example, if an author selects 'Vancouver' and 'New York' as options in the 'Location' category then that content is visible to all users who are either in Vancouver OR New York

» **Selected options across categories have the "AND" operator applied** - For example, if an author selects 'Vancouver' and 'New York' as options in the 'Location' category and selects 'Lawyer' in the 'Job Role' category then this content is visible to all users who are either in Vancouver OR New York AND are lawyers

» **If no options are selected in a category, then it is shown to all users** - For example, if an author doesn't select any values for 'Location' then that content is visible to all users regardless of location. This stops the case of an author not selecting any options and the content not being visible to anyone within the organization

Content targeting example

The following is a list of common content targeting use cases and how users can see content. It serves to explain how the Content Targeting logic is applied.

Use Case 1

Content Target Options Applied	User Target Options Applied
Content Target Options New York:	> Job Role ∨ Location 　☐ New York 　☐ Sydney 　☐ Vancouver

End Result and Description

Visible Item: User see the item since they have not selected a particular category to filter on and hence can see all items

Use Case 2

Content Target Options Applied	User Target Options Applied
Content Target Options New York;	> Job Role ∨ Location ☐ New York ☐ Sydney ☑ Vancouver

End Result and Description

Not Visible: Content is targeted to New York only but user has indicated that they are only interested in Vancouver content.

Use Case 3

Content Target Options Applied	User Target Options Applied
Content Target Options New York;	> Job Role ∨ Location ☑ New York ☐ Sydney ☐ Vancouver

End Result and Description

Visible Item: Content is targeted to New York and user has indicated that they are interested in New York content.

Use Case 4

Content Target Options Applied	User Target Options Applied
Content Target Options New York;	∨ Job Role ☑ Associate ☐ Lawyer ☑ Para Legal ∨ Location ☐ New York ☐ Sydney ☐ Vancouver

End Result and Description

Visible Item: Content is targeted to all users in New York regardless of Job Role since no Job Role target options were selected.

User has indicated they are interested in content for associates and para legals but since they haven't specified a location it is assumed they are interested in all content regardless of location.

Content is visible to the user because of this configuration.

Use Case 5

Content Target Options Applied	User Target Options Applied
Content Target Options New York; Sydney; Vancouver;	**>** Job Role **∨** Location ☐ New York ☐ Sydney ☐ Vancouver

End Result and Description

Visible Item : Content is targeted to users that belong to New York OR Sydney OR Vancouver.

Since the user made no choice about locations it is assumed they are interested in content for all locations hence content is visible.

Use Case 6

Content Target Options Applied	User Target Options Applied
Content Target Options New York; Sydney; Vancouver;	**>** Job Role **∨** Location ☐ New York ☐ Sydney ☑ Vancouver

End Result and Description

Visible Item: Content is targeted to users that belong to New York OR Sydney OR Vancouver.

The user has specified they are interested in content only in Vancouver which corresponds to one of the options hence the item is visible

Use Case 7

Content Target Options Applied	User Target Options Applied
Content Target Options Vancouver; Lawyer;	**Job Role** ☐ Associate ☑ Lawyer ☐ Para Legal **Location** ☐ New York ☐ Sydney ☑ Vancouver

End Result and Description

Visible Item : Content is targeted to users that are in Vancouver AND are lawyers.

The user has specified they are interested in content only in Vancouver that corresponds to lawyers hence content is visible.

Content targeting technical documentation

This section details the technical configuration of the Content Targeting feature in Bonzai Intranet. This feature is composed of a number of different components including:

» **User Profile Properties** to store the Content Target Options that a user has selected

» **Content Targeting Columns** that are bound to the various Content Types to allow authors to specify how content should be targeted

» **Content Targeting Term Sets** that provide the options for both users and authors to choose

» **Content Targeting Funnel** that provides users with the interface to change their options

Content targeting - Technical overview

The Bonzai Intranet content targeting feature uses standard SharePoint components of user profiles and metadata to allow content to be targeted to users. From a technical perspective the content targeting feature is designed in the following way:

» All users have **four custom user profile** fields that add to their profile. These fields are used to store the content target options for the specific user.

» **Four Term Sets** are created to store each category of Content Target Options. These terms sets are linked to the custom user profile properties, to the content target options columns attached to Bonzai Intranet Content Types and also provide the values that users can choose from in the Content Target funnel.

» **Four site columns** are created and attached to the appropriate Bonzai Intranet Content Type. These site columns point the Terms Sets above and allow authors to be able to attach the appropriate metadata to content

This approach provides the following benefits and capabilities to Bonzai Intranet:

» SharePoint Search can be used to aggregate and target content since both user profile fields and columns are crawled. This allows for many possibilities including aggregation of content that is targeted across anywhere in Bonzai Intranet

» User profile fields can be populated on behalf of users by populating the data in the user profile. A typical example would be to synchronize data from Active Directory to the User Profile Service and have the targets option pre-filled on behalf of

users

» A maximum of 4 content targeting categories can be created to target content

User profile properties

A user profile property is created in the User Profile service that stores content targeting options for users.

These profile properties stores the Content Targeting options for users and can also be used to insert content target options automatically on behalf of users:

Configuration Options Field One	Value
Property Settings Name	ContentTargetOptionsOne
Property Settings Display Name	Content Target Options One
Type	String (Multi Value)
Length	3600
Multivalue Separator	Comma: A,B,C
Pick a Term Set for this Property	Content Target Options One
Sub-type of Profile	Default User Profile
Policy Setting	Optional
Default Privacy Settings	Only Me
Edit Settings	Allow users to edit this property

Configuration Options Field Two	Value
Property Settings Name	ContentTargetOptionsTwo
Property Settings Display Name	Content Target Options Two
Type	String (Multi Value)
Length	3600
Multivalue Separator	Comma: A,B,C
Pick a Term Set for this Property	Content Target Options
Sub-type of Profile	Default User Profile
Policy Setting	Optional
Default Privacy Settings	Only Me
Edit Settings	Allow users to edit this property

Configuration Options Field Three	Value
Property Settings Name	ContentTargetOptionsThree
Property Settings Display Name	Content Target Options Three
Type	String (Multi Value)
Length	3600

Configuration Options Field Three	Value
Multivalue Separator	Comma: A,B,C
Pick a Term Set for this Property	Content Target Options
Sub-type of Profile	Default User Profile
Policy Setting	Optional
Default Privacy Settings	Only Me
Edit Settings	Allow users to edit this property

Configuration Options Field Four	Value
Property Settings Name	ContentTargetOptionsFour
Property Settings Display Name	Content Target Options Four
Type	String (Multi Value)
Length	3600
Multivalue Separator	Comma: A,B,C
Pick a Term Set for this Property	Content Target Options
Sub-type of Profile	Default User Profile
Policy Setting	Optional
Default Privacy Settings	Only Me
Edit Settings	Allow users to edit this property

See below for the property and policy settings:

Property Settings

Specify property settings for this property. The name will be used programmatically for the property by the user profile service, while the display name is the label used when the property is shown. After the property is created the only property setting you can change is the display name.

Name: *

ContentTargetOptions

Display Name: *

Content Target Options

Edit Languages

Type:

string (Multi Value) ▼

Length:

3600

Multivalue Separator

Comma: A,B,C,... ▼

Pick a Term Set for this property:

Content Target Options ▼

Sub-type of Profile

Please select the sub-type of user profiles with which you want to associate this profile property.

☑ Default User Profile Subtype

Figure 31: Property Settings

Policy Settings

Specify the privacy policy you want applied to this property. Select the Replicate check box if you want the property to display in the user info list for all sites. To replicate properties, the default privacy must be set to Everyone and the User can override check box must not be selected.

Policy Setting:

Optional ▼

Default Privacy Setting:

Only Me ▼

☐ User can override
☐ Replicable

Edit Settings

Specify whether users can change the values for this property in their user profile. Users with the Manage Profile permission can edit any property value for any user.

◉ Allow users to edit values for this property
○ Do not allow users to edit values for this property

Display Settings

Specify whether or not the property is displayed in the profile properties section on the My Site profile page.

☐ Show in the profile properties section of the user's profile page

Maximum number of values to show before displaying ellipsis:

1 ▼

☐ Show on the Edit Details page
☐ Show updates to the property in newsfeed (only compatible with SharePoint 2010 newsfeeds)

Figure 32: Policy Settings

Term sets

The following term sets are created to store the options that are visible to users and authors.

> **Note:**
> After these term sets are created their names can be changed to align with what the actual content categories are call.
> For example, Content Target Options One can be named to Locations without any impact.

Configuration Option Term Set One	Value
Term Set Name	Content Target Options One
Term Group	Bonzai Intranet

Configuration Option Term Set Two	Value
Term Set Name	Content Target Options Two
Term Group	Bonzai Intranet

Configuration OptionTerm Set Three	Value
Term Set Name	Content Target Options Three
Term Group	Bonzai Intranet

Configuration Option Term Set Four	Value
Term Set Name	Content Target Options Four
Term Group	Bonzai Intranet
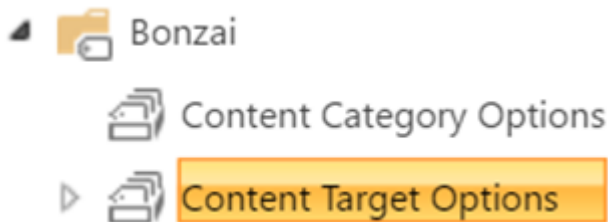
Figure 33: Terms Set

Term set configuration for content targeting funnel

The content targeting funnel for end users uses the various Term Sets that are defined to show the options to users.

However, the funnel displays the first term as the label and all subsequent terms under this as options. Therefore, in order to display an option like this to user in the funnel:
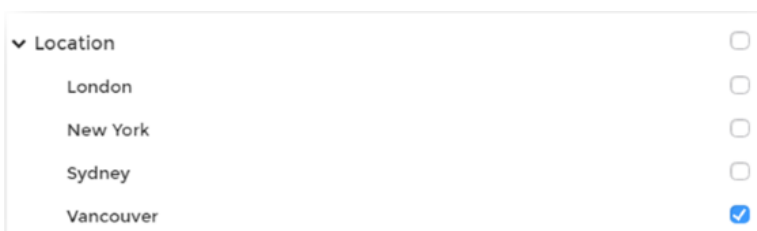
Figure 34: Terms set configuration funnel

The term set has to be configured in the following way:
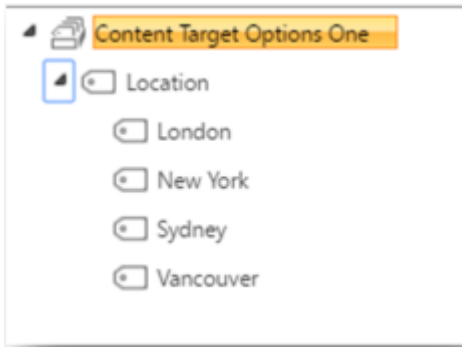
Figure 35: Terms set configuration

Content targeting column

This column is used to allow users to enter in content targeting options for all content within Bonzai Intranet. This column name can be changed to the content category for easier content authoring for users.

For example, Content Target Option One can be rename to Location which then automatically updates in the page layouts and associated content types:

Configuration Options Column One	Value
Column Name	Content Target Options One
Column Group	Bonzai Shared Columns
Internal Name	OwlContentTargetOptionsOne
Column Type	Managed Metadata
Allow Multiple Values	True
Term Set Settings	Points to Content Target Options One

Configuration Option Column Two	Value
Column Name	Content Target Options Two
Column Group	Bonzai Shared Columns
Internal Name	OwlContentTargetOptionsTwo
Column Type	Managed Metadata
Allow Multiple Values	True
Term Set Settings	Points to Content Target Options Two

Configuration Option Column Three	Value
Column Name	Content Target Options Three
Column Group	Bonzai Shared Columns
Internal Name	OwlContentTargetOptionsThree
Column Type	Managed Metadata
Allow Multiple Values	True
Term Set Settings	Points to Content Target Options Three

Configuration Option Column Four	Value
Column Name	Content Target Options Four
Column Group	Bonzai Shared Columns
Internal Name	OwlContentTargetOptionsFour
Column Type	Managed Metadata
Allow Multiple Values	True
Term Set Settings	Points to Content Target Options Four

Using SharePoint search and content targeting

TheBonzai Intranet Web Part support content targeting for a single list or library.

However, due to the architecture that has been implemented SharePoint search can be used to aggregate and also target content using the Content By Search Web Part in combination with the various Bonzai Intranet display templates that have been created.

This combination offers an almost unlimited set of possibilities to aggregate and present content to users in any fashion. In order to use a Content By Search Web Part to show targeted content the following search query has to be entered:

```
{|owstaxIdOwlContentTargetOptionsOne:{User.ContentTargetOptionsOne}} OR

-owstaxIdOwlContentTargetOptionsOne:"GTSet|#bf19bc58-7191-4bb2-af90-703fe2babc04")

AND

{|owstaxIdOwlContentTargetOptionsTwo:{User.ContentTargetOptionsTwo}} OR

-owstaxIdOwlContentTargetOptionsTwo:"GTSet|#a821dbdc-123f-4a45-8d28-776e19a45502")

AND

{|owstaxIdOwlContentTargetOptionsThree:{User.ContentTargetOptionsThree}} OR

-owstaxIdOwlContentTargetOptionsThree:"GTSet|#73efcc88-348f-4748-9591-
5eef7e35419c")

AND

{|owstaxIdOwlContentTargetOptionsFour:{User.ContentTargetOptionsFour}} OR

-owstaxIdOwlContentTargetOptionsFour:"GTSet|#ae5857006-9cd4-4213-84f5-
dae1ae8db0c2")
```

In Pseudo Code:

```
{|owstaxIdOwlContentTargetOptionsOne:{User.ContentTargetOptionsOne}} OR

-owstaxIdOwlContentTargetOptionsOne:"GTSet|#Term Set ID of the Content Target One
Options")
```

The search query mimics the in-built Bonzai Intranet search functionality and is constructed the following ways:

» `({|owstaxIdOwlContentTargetOptionsOne:{User.ContentTargetOptionsOne}}` - This is a special search syntax that tells SharePoint search to expand the user profile properties (this is what the "{|" symbol performs) and to see if any of the properties that are part of the item match the user.

In essence it is doing an OR operation for all user profile properties for the current user against the item.

» `-owstaxIdOwlContentTargetOptions:"GTSet|#bf19bc58-7191-4bb2-af90-703fe2babc04` - This syntax says that if Content Target Options one is blank then return true. This is the same as in the Bonzai Intranet content targeting implementation as if a user has not selected any values as part of targeting we assume that an item should be visible to everyone.

The `GTSET|` operator provides this capability to say match on any metadata value and the - operator in front of it is doing the inverse.

Content targeting limitations

Below are the limitations in the Content Targeting feature in Bonzai Intranet:

» A maximum of 4 categories are allowed: Only four categories are allowed in the content targeting functionality. Bonzai Intranet recommends that a maximum of two categories unless there is a specific business need and purpose.

» Each option must be unique regardless of category: Each option that is used must be unique across all categories

» If using the content by search web parts to aggregate content then users MUST have selected options as part of their profile, otherwise content will not appear correctly. This is slightly different to the Bonzai Intranet implementation as it is assumed that if a user doesn't select any options are part of the content targeting options that they want to see all content. Unfortunately the SharePoint search mechanism doesn't allow this functionality currently.

The following items cannot be targeted using the Content Targeting feature in Bonzai Intranet:

» Header Links

» Footer Links

» Mega Menu items

» Contacts on pages

SharePoint online

SharePoint Online cannot synchronize custom user profile properties from an on-premises Active Directory (AD) or Azure AD (AAD).

In scenarios where content targeting values are populated in AD or AAD a custom script or application is needed to copy the values from the directory into the user properties.

For more information on how the SharePoint Online profile synchronization works, see Information about user profile synchronization in SharePoint Online.

Metadata - Overview

This Section explains how Bonzai Intranet uses the SharePoint managed metadata service and provides details about the properties that are involved in configuring metadata-related features.

From a governance and administrative perspective, using SharePoint's Term Store can be extremely important, therefore the Bonzai Intranet product makes use of this feature to drive its navigation, topic tags, and content targeting.

The use of this feature, however, can become especially complicated in scenarios where Bonzai Intranet is utilized on several site collections and there is a desire to reuse terms rather than duplicate them.

Bonzai Intranet Considerations

To be used by Bonzai Intranet, any Site Collection's term sets for Navigation and Content Targeting must exist within a single Term Group. The same does not apply to the Document Category, Page Category, or Tag term sets, which can exist in a separate Term Group, is desired.

For example, using the dummy BankGroup company:
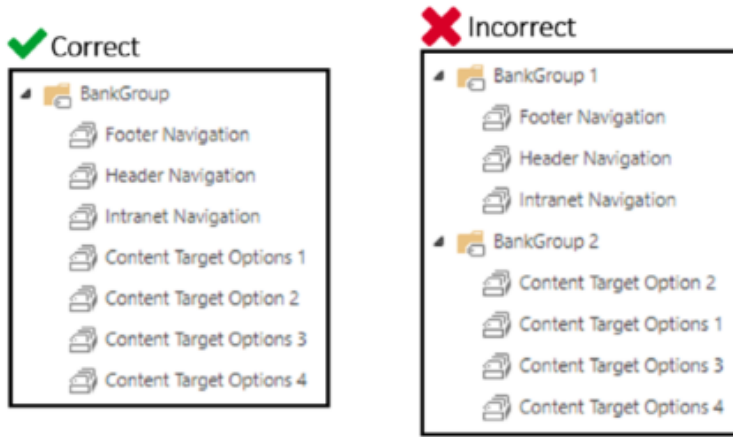
Figure 36: Bonzai Intranet Consideration

Metadata structure

This section details the metadata structure in Bonzai Intranet.

Site Collection

Each Bonzai Intranet site collection is associated with a term group in a managed metadata service. Different Bonzai Intranet site collections can:

» **Share the same term group** -This is common in scenarios where the site collections use the same navigation, content targeting, and document portal settings.

» **Have unique term groups** - For scenarios where site collections require different navigation and have different configurations for content targeting and the document portal.

» **Have unique term groups, but reuse some term sets** -This can be configured in scenarios where some of the metadata needs to be shared with other site collections but other metadata needs to be unique. In this scenario the different site collections reference different metadata term groups, but terms are reused.

For more information on sharing or reusing terms, see Using Metadata Across Multiple Site Collections.

Term Group

The term group is a top-level container for term sets in a managed metadata service associated with the web application containing the site collection.

Bonzai Intranet references this group in the site collection property bag and in the Bonzai Intranet Administration (BIA) settings store, for the purposes of the Navigation and Content Targets.

Term Sets

Within the Bonzai Intranet term set, there are term sets for the mega navigation, document portals, and content targeting.

Below table details the term sets:

Term Set	Purpose
Document Category	Terms for the Document Category (OwlDocPortalCategory) site column
Page Category	Terms for the Page Category (OwlPageCategory) site column
Tags	Terms for the Tags (OwlTags) site column
Intranet Navigation	Terms for the mega navigation items
Header Links	Terms for the header navigation items

Term Set	Purpose
Footer Navigation	Terms for the footer navigation items
» Content Target Options One » Content Target Options Two » Content Target Options Three » Content Target Options Four	Terms for content targeting

Metadata configuration

This section details the location and purpose of metadata configurations in Bonzai Intranet.

Site Collection Property Bag

Bonzai Intranet uses two keys stored in the site collection property bag (SPSite.RootWeb.AllProperties) to locate the Term Group used by the site collection during the installation of Bonzai Intranet.

In order to successfully activate the Bonzai Intranet_Common site collection feature, these properties must exist.

Bonzai Intranet Intranet Administration (BIA) Settings Store

Administrators can configure metadata properties in the BIA settings store https://provisioner.bonzaicloud.com/portal. Using the Site Collection ID, Bonzai Intranet queries the BIA settings store web service at https://fleet.bonzaicloud.com to get metadata settings.

Figure 37: Term Store Settings in BIA

Figure 38: Content Targeting Settings in BIA

Property	Detail
Group Name	The name of the Term Group in the Managed Metadata Service containing the term sets needed for Bonzai Intranet
TermStore Name	Contains the Managed Metadata Service application name (found in Term Store Management)
TermStore Group Guid	The GUID of the Term Group in the Managed Metadata Service containing the term sets needed for Bonzai Intranet
Header Links TermsetGuid	The GUID of the Header Links termset in the group
Footer TermsetGuid	The GUID of the Footer Navigation termset in the group
Navigation TermsetGuid	The GUID of the Intranet Navigation termset in the group
» Content Target Group 1 » Content Target Group 2 » Content Target Group 3 » Content Target Group 4	The GUIDs of the content target termsets

Using metadata across multiple site collections

A Common Use Case

Maintain identical Navigation across two separate Bonzai Intranet Site Collections. Rather than having to maintain the navigation in two places, it is preferable to make the change once, and have it reflected on both site collections.

The topics in this section illustrate the different ways this can be achieved, and the advantages and disadvantages of each.

Reuse terms

Terms, and their children, within a Term Set can be reused in another Term Set. This ensures that a term need not be duplicated and maintained in more than one location.

In the scenario to the right, Bonzai Intranet's Footer Navigation is replicated from its parent Company ("BankGroup") to its German subsidiary ("BankGroup Germany").

Considerations

» The term's settings and properties are synced between the source and its 'reuses'.

» The term can be modified in either the source location or its reused location. This can be problematic if the owner of the Source Terms does not want others to be able to make modifications to the terms.

» Only the terms themselves are reused, the Term Set itself (i.e. the container) is not, therefore an identical Term Set needs to be created in the secondary location and needs to be maintained independently. In addition, because any Custom Sort order is applied at the term set level, this will also need to be manually duplicated.

» Even though the children of a term are included when a term is reused, the sort order of its children is not preserved.

» This method allows the owner of the Secondary Term Set ("BankGroup Germany") to add their own unique terms to the list.
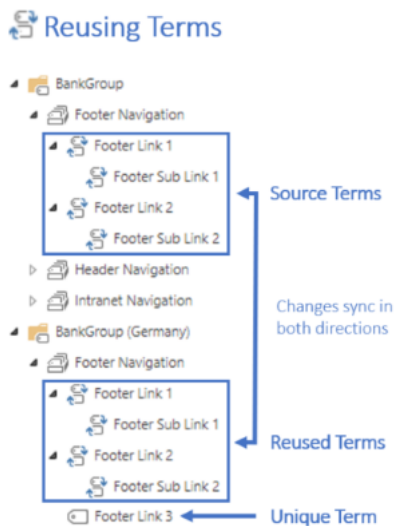
Figure 39: Reusing Terms
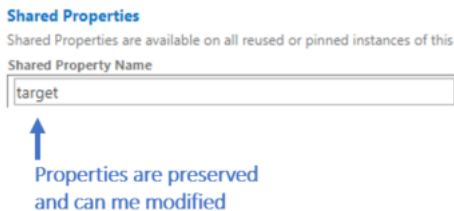
Figure 40: Shared properties

Pin terms with children

Terms, and their children, within a Term Set can be reused in another Term Set. This ensures that a term need not be duplicated and maintained in more than one location.

In the scenario to the right, Bonzai Intranet's Footer Navigation is replicated from its parent Company ("BankGroup") to its German subsidiary ("BankGroup Germany").

Consideration

» The term's settings and properties are synced between the source and its 'pins'.

» The term can only be modified in its source location. This is ideal if the owner of the Source Terms does not want others to be able to make modifications to the terms.

» Only the terms themselves are reused, the Term Set itself (i.e. the container) is not, therefore an identical Term Set needs to be created in the secondary location and needs to be maintained independently. In addition, because any Custom Sort order is applied at the term set level, this will also need to be manually duplicated.

» Even though the children of a term are included when a term is reused, the sort order of its children is not preserved.

» This method allows the owner of the Secondary Term Set ("BankGroup Germany") to add their own unique terms to the list.
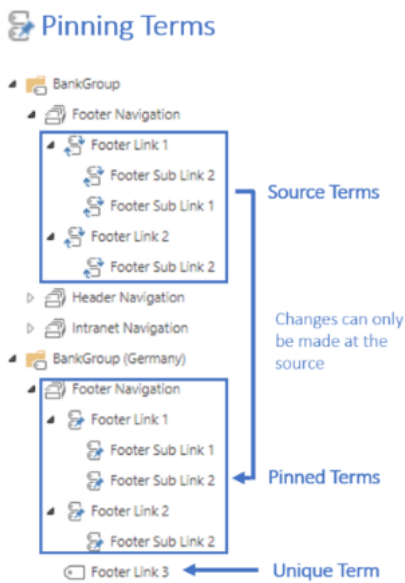
Figure 41: Pinning Terms
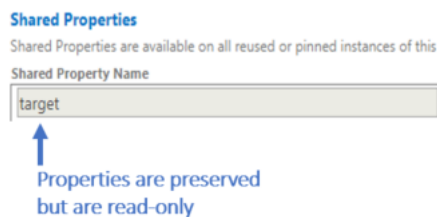
Figure 42: Shared properties

Copy term with children

Terms, and their children, within a Term Set can also be copied and moved to another Term Set. This allows for reuse of an existing term but does not maintain any connection between the copy and the source.

This is useful in cases where it is preferable to use an existing term merely as a starting point to build upon.

In the scenario to the right, Bonzai Intranet's Footer Navigation is replicated from its parent Company ("BankGroup") to its German subsidiary ("BankGroup Germany").

Considerations

» The term's settings and properties are copied, on a one-time basis, between the source and its 'copies'.

» Changes in the source are not pushed down to its copy.

» Only the terms themselves are reused, the Term Set itself (i.e. the container) is not, therefore an identical Term Set needs to be created in the secondary location and needs to be maintained independently. In addition, because any Custom Sort order is applied at the term set level, this also needs to be manually duplicated.

» The sort order of any term's children is preserved.
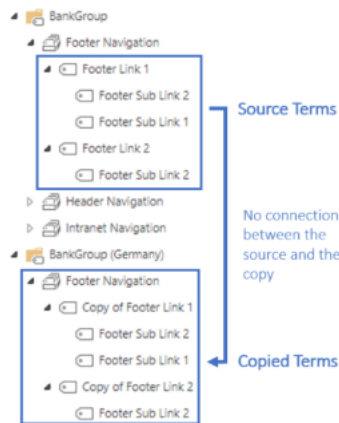
Figure 43: Copying terms

Infrastructure - Overview

Sometimes you may need to replicate the Bonzai Intranet content from production to a non-production environment for testing, troubleshooting, UAT, or some other similar purpose.

Also you may create a Bonzai Intranet site collection in a non-production environment and wish to migrate the content into the production environment.

Microsoft supports moving the sites using the database attach method and a site collection backup and restore.

You also have the option of using a third party tool, though this method is supported only by the product's vendor and not Microsoft.

With a site running Bonzai Intranet, there are additional configurations that you may need to implement once the content has been moved from the source site to the destination.

Below topics explains these configurations to assist you with migrating your content.

Environments

Learn about migrating a Bonzai Intranet site collection from two sample environments - a "source" environment to a second "destination" environment.

In both environments the URL for the Bonzai Intranet site is `https://bankgroup.bonzai-intranet.com`.

You can consider this migration scenario is one where we are moving the site to a new farm and keeping the same URL.

Prerequisites for migration

Do the following before attempting to migrate a Bonzai Intranet site collection irrespective of the method used:

1. Go through the below guides:

» Attach or detach content databases in SharePoint Server

» Prepare to back up and restore farms in SharePoint 2013

2. Consult the Bonzai Intranet installation documentation or use an existing farm configured with Bonzai Intranet.

The following items are required in the destination farm:

»

»   Web application - By default the web application has a content database which does not need to have the same name as the database in the source environment.

In fact, for simplicity it may be easier if it is not named the same. For example `CONTENT` on source side can be named as `CONTENT_TEMP` on destination side.

»   Blob Cache configured for the web application

»   Object Cache accounts configured for the web application

»   Services created and running:

»   Managed Metadata Services

»   Search Service Application

»   Set `PreferredName` managed property to sortable

»   User Profiles Service Application with Bonzai Intranet properties:

»   ImportantMessagesDismissed

»   SiteDirectoryFavourites

»   WeatherLocation

»   WeatherMeasure

3. Bonzai Intranet solutions deployed in the destination environment (installation is outside the scope of this guide)

4. Any third-party solutions for features used in the source site collection deployed in the destination farm (installation and configuration is outside the scope of this guide)

5. Any other applicable customizations you require (installation and configuration is outside the scope of this guide)

Content migration methods

There are two methods for migrating SharePoint content out of the box:

»   Database Attach

»   Site Collection Backup and restore

> **Note:**
> There are third-party tools that can also be used to migrate a Bonzai Intranet site. Consult the product's documentation for migrating a site collection.
> Follow all prerequisite and post-migration steps outlined in this guide.

Database attach

This method works best when Bonzai Intranet is the only site collection in the content database and for content databases with multiple site collections that are all being migrated together.

Do not use this approach directly if the content database contains site collections you do not wish to migrate -- you need to move them to a new content database or perform a site collection backup and restore.

In the destination farm, ensure there is no site collection present in the path where you intend the migrated Bonzai Intranet site collection to reside.

For example, if Bonzai Intranet is going in the root site collection ("/") of a web application, ensure there is no site collection at the root.

Another example, if it is going in `/sites/Bonzai`, ensure this path does not already exist. If the path exists, the database attach into SharePoint fails and the site collection will not be present in the farm.

> **Note:**
> This applies for all site collections in the database. If you are attaching a database that contains Bonzai Intranet and other site collections, none of the paths used by these site collections should exist in the destination web application otherwise the attach will fail.

Below are the steps to migrate using Database Attach:

Step1 - Determine the content database)

In the source farm, determine the content database used by the Bonzai Intranet site collection. This can be done in Central Administration or PowerShell.

Central Administration

1. Navigate to Application Management, View all site collections.

2. Select the web application and site collection.

3. In the table on the right the Database Name row will contain the database name.

PowerShell

1. Log in to one of the SharePoint servers in the farm as a farm administrator.

2. Open an elevated SharePoint Management Shell.

3. Run the following Powershell. (`<url>` is the URL of the Bonzai Intranet site collection)

```
$site = Get-SPSite -Identity <url>
```

```
$site.ContentDatabase
```

For example:

```
$site = Get-SPSite -Identity https://bankgroup.bonzai-intranet.com
```

```
$site.ContentDatabase
```


Figure 44: Getting the database name in PowerShell

In this example, the database name is `BONZAIDEMO_Content_Bankgroup`

Step 2 - Detach and reattach database in SQL Server

How you achieve this depends on your requirements, environment, and available tools (e.g. backup/restore, detach/reattach, 3rd party migration, copy database wizard, etc).

The details for moving a SQL Server database between instances is out of scope for this guide.

To summarize, you have to copy the content database from the source environment to the destination environment and make it available in the destination SQL Server.

At the end of this step the source content database containing Bonzai Intranet should be online in the destination SQL Server instance.

Step 3 - Set Database Permissions

Usually, the production and non-production environments do not share the same service accounts. Once the database is online in SQL Server it is necessary to grant permissions for the destination farm service accounts to the content database.

Grant database role permissions to the attached content database for the following accounts:

» Farm service account (i.e. the account running the SharePoint Timer Service) - `db_owner`

» Farm administrator who attachs the database to SharePoint (i.e. the account you are logged into the SharePoint server with) - `db_owner`

» Web application pool account - `SPDataAccess`

Open the destination instance in SQL Server Management Studio. And perform the following steps:

1. Navigate to **Security > Logins**.

2. Select one of the accounts listed above, right click, click **Properties**.

3. Navigate to the **User Mapping** page.

4. Check the **Map** check box for the attached content database and select the **db_owner** database role permission (SPDataAccess for the web application pool account).

5. Click OK.

Repeat for the other accounts.

Step 4 - Attach the database in SharePoint

Attaching the database can only be performed in PowerShell. In the destination farm:

1. Log in to one of the SharePoint servers in the farm as a farm administrator.

2. Open an elevated SharePoint Management Shell

3. Run the following Powershell, where:

» `<databasename>` is the name of the attached database

» `<BonzaiWebApplication>` is the GUID, Name, URL, or `SPWebApplication` object for the destination web application

```
Mount-SPContentDatabase -Name <databasename> -WebApplication <BonzaiWebApplication>
```

For example:

```
Mount-SPContentDatabase -Name "BONZAIDEMO_Content_Bankgroup" -WebApplication "BankGroup"
```

The output contains many blocking errors and non-blocking errors and warnings which must be resolved.

Watch for any errors related to Bonzai Intranet solutions (e.g. missing solutions) and resolve before proceeding.
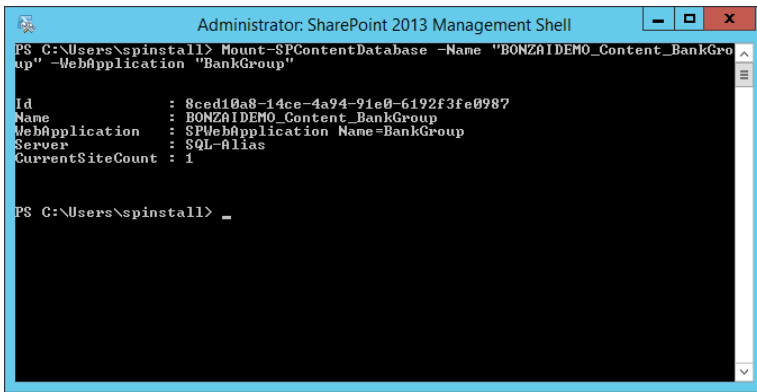
Figure 45: Attaching the migrated content database

Once the database is attached it appears in the list of databases for the Web Application. This can be verified in either Central Administration or PowerShell.

Verify in Central Administration

Navigate to **Application Management** > **Manage content** databases and select the web application.

Verifying in PowerShell

1. Log in to one of the SharePoint servers in the farm as a farm administrator.

2. Open an elevated SharePoint Management Shell

3. Run the following in Powershell, where:

» `<BonzaiWebApplication>` is the GUID, Name, URL, or `SPWebApplication` object for the web application where the database was just attached

`$wa = Get-SPWebApplication -Identity <BonzaiWebApplication>`

`$wa.ContentDatabases`

For example:

`$wa = Get-SPWebApplication -Identity "BankGroup"`

`$wa.ContentDatabases`
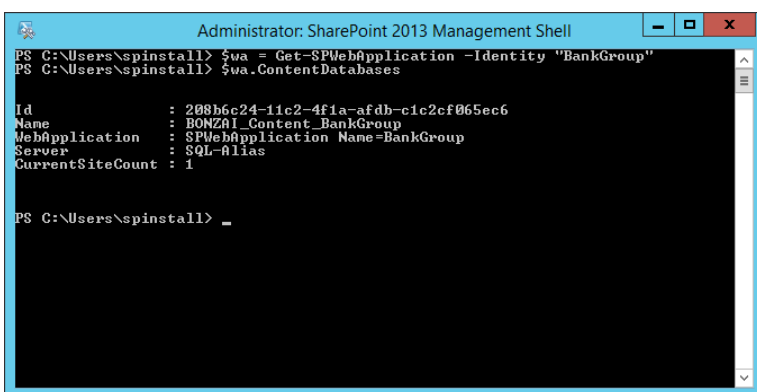
Figure 46: Verifying the migrated content database in PowerShell

Continue to the post-migration steps to configure Bonzai Intranet in the destination environment.

Site collection backup / restore

This method works best if you have other site collections in the source content database where Bonzai Intranet is stored and you do not wish to migrate them, or if you have other site collections in the destination environment that you do not wish to overwrite or conflict. This approach may also work with host named site collections.

> **Note:**
>
> Recommended method is **Database Attach** method.

This process is performed using PowerShell:

1. Log in to one of the SharePoint servers in the source farm as a farm administrator.

2. Open an elevated SharePoint Management Shell

3. Run the following Powershell, where:

» `<BonzaiSiteCollection>` is the GUID, Name, URL, or SPSite object for the site collection where Bonzai Intranet resides

» `<Path>` is the full directory and filename to the backup file to create

```
Backup-SPSite -Identity <BonzaiSiteCollection> -Path <Path>
```

Example:

```
Backup-SPSite -Identity https://bankgroup.bonzai-intranet.com -Path
D:\temp\BankgroupSiteCollection.bak
```
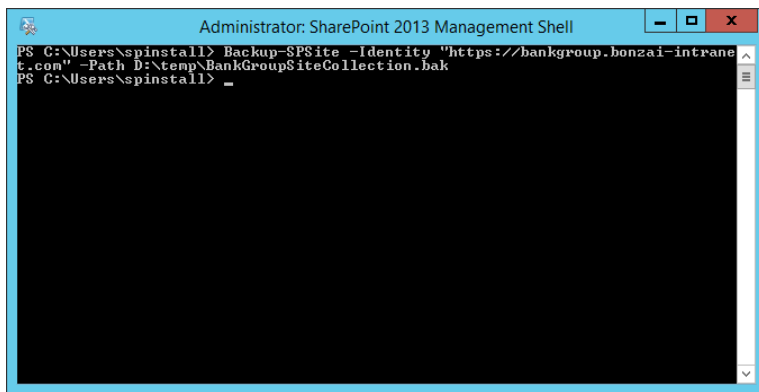

Figure 47: Backing up the site collection in the source farm

4. Copy the backup file or make it available on a file share to the destination servers.

5. Log in to one of the SharePoint servers in the destination farm as a farm administrator.

6. Open an elevated SharePoint Management Shell

7. Run the following Powershell, where:

» `<BonzaiSiteCollection>` is the URL for the site collection where Bonzai Intranet in the destination web application

» `<Path>` is the full directory and filename to the backup file to restore from

```
 Restore-SPSite -Identity <BonzaiSiteCollection> -Path <Path>
```

Example:

```
Restore-SPSite -Identity https://bankgroup.bonzai-intranet.com -Path
D:\temp\BankgroupSiteCollection.bak
```
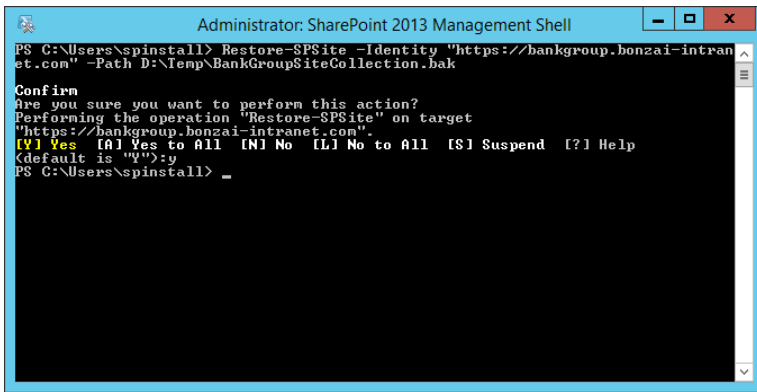
Figure 48: Restoring the site collection in the destination farm

Continue to the post-migration steps to configure Bonzai Intranet in the destination environment.

Post-migration steps

Once the content has been migrated, you should be able to navigate to the Bonzai site, though it may not appear as expected.

There are configuration steps that you need to perform in order to make Bonzai work in the destination environment.
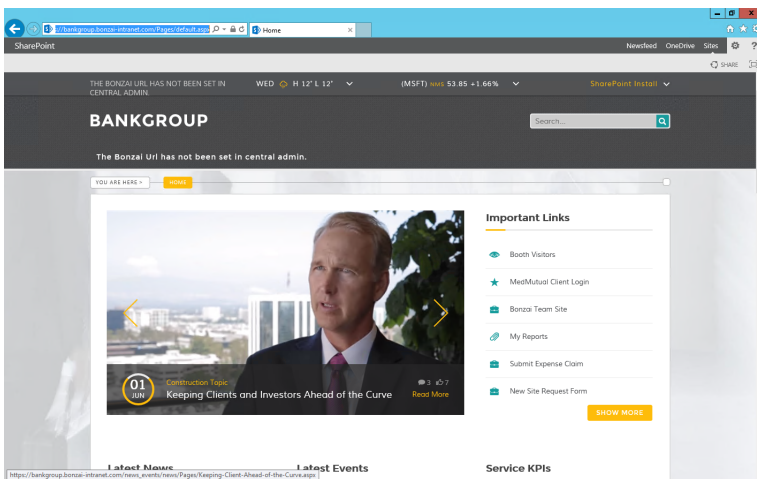
Figure 49: Freshly attached site collection.

> In the image, note the "BONZAI URL" errors and missing mega navigation.

Managed metadata

Bonzai Intranet uses Managed Metadata for Document and Page categories and all navigation (mega navigation, header, footer). There is an out of the box tool that we can use to export the metadata from the source farm and import into the destination farm.

This procedure is documented on Bart Kuppens's blog: http://blog.kuppens-switsers.net/sharepoint/migrate-managed-metadata-between-farms.

> **Note:**
>
> All the term groups in the source metadata service will be exported.

Bonzai Intranet uses Managed Metadata for Document and Page categories and all navigation (mega navigation, header, footer).

There is an out of the box tool that can be used to export the metadata from the source farm and import into the destination farm.

This procedure is documented on Bart Kuppens's blog: http://blog.kuppens-switsers.net/sharepoint/migrate-managed-metadata-between-farms. Note that all the term groups in the source metadata service will be exported.

Run the following PowerShell in the source farm:

1. Log in to one of the SharePoint servers in the source farm as a farm administrator.

2. Open an elevated SharePoint Management Shell

3. Run the following Powershell script, where:

`<Path>` is the full path (local file system or UNC share) and file name to a cabinet file (.CAB) to export the metadata into.

```
$mmsApplication = Get-SPServiceApplication | ? {$_.TypeName -eq "Managed Metadata
Service"}
```

```
$mmsProxy = Get-SPServiceApplicationProxy | ? {$_.TypeName -eq "Managed Metadata
Service Connection"}
```

```
Export-SPMetadataWebServicePartitionData $mmsApplication.Id -ServiceProxy $mmsProxy
-Path <Path>
```

For example:

```
$mmsApplication = Get-SPServiceApplication | ? {$_.TypeName -eq "Managed Metadata
Service"}
```

```
$mmsProxy = Get-SPServiceApplicationProxy | ? {$_.TypeName -eq "Managed Metadata
Service Connection"}
```

```
Export-SPMetadataWebServicePartitionData $mmsApplication.Id -ServiceProxy $mmsProxy
-Path "F:\temp\mms.cab"
```
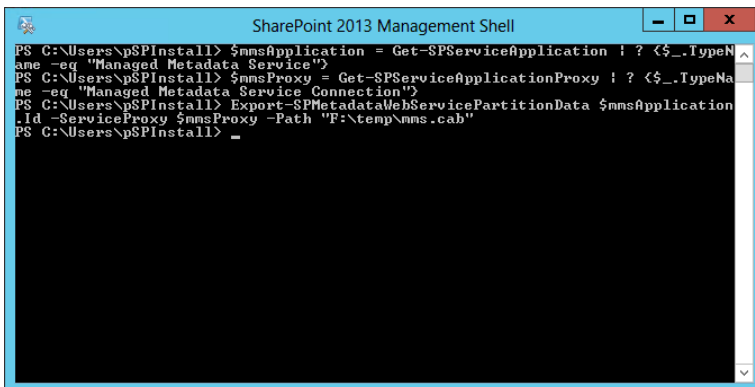

Figure 50: Exporting the metadata with PowerShell

> **Note:**
> In multi-server farms, copy the cabinet file to a local drive on the destination farm's SQL Server. Share the folder where it resides with the SQL Server service account (alternatively share with Everyone). If you share a folder on another server this process does not work because the cmdlet issues a SQL query that is executed on the local SQL Server.

Run the following PowerShell in the destination farm:

1. Log in to one of the SharePoint servers in the destination farm as a farm administrator.

2. Open an elevated SharePoint Management Shell

3. Run the following PowerShell script, where:

`<Path>` is the full path (local file system or UNC share) and file name to a cabinet file (.CAB) to import the metadata from.

```
$mmsApplication = Get-SPServiceApplication | ? {$_.TypeName -eq "Managed Metadata
Service"}
```

```
$mmsProxy = Get-SPServiceApplicationProxy | ? {$_.TypeName -eq "Managed Metadata
Service Connection"}
```

```
Import-SPMetadataWebServicePartitionData $mmsApplication.Id -ServiceProxy $mmsProxy
-Path <Path> -OverwriteExisting
```

For example:

```
$mmsApplication = Get-SPServiceApplication | ? {$_.TypeName -eq "Managed Metadata
Service"}
```

```
$mmsProxy = Get-SPServiceApplicationProxy | ? {$_.TypeName -eq "Managed Metadata
Service Connection"}
```

```
Import-SPMetadataWebServicePartitionData $mmsApplication.Id -ServiceProxy $mmsProxy
-Path "\\sqlserver\restore\mms.cab" -OverwriteExisting
```
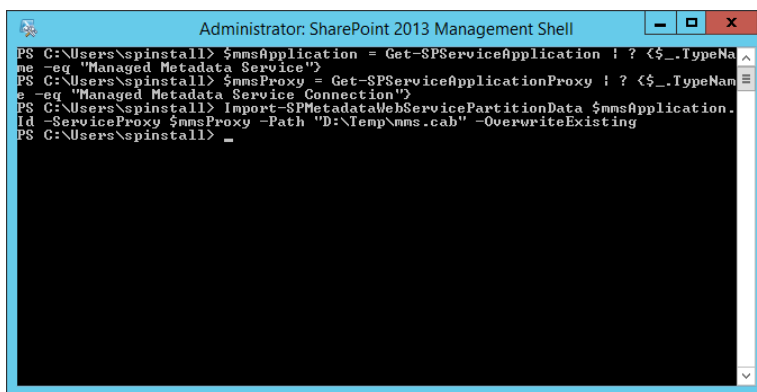

Figure 51: Importing the metadata into the destination farm

Import errors

You may receive the error, `Import-SPMetadataWebServicePartitionData`. This error indicates that you do not have permission to use the bulk load statement when attempting to import the metadata.
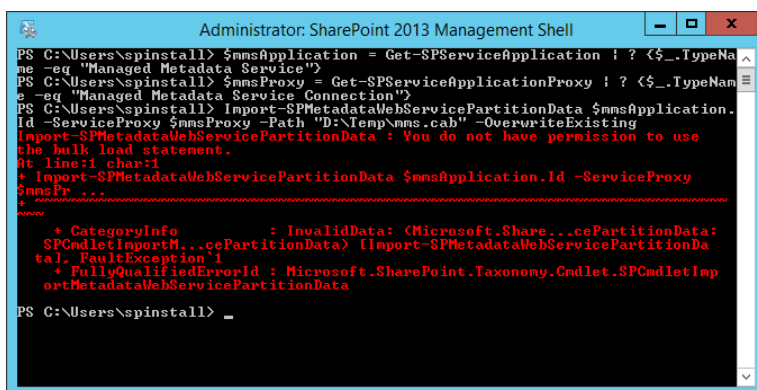
Figure 52: The bulk load error

This error happens if the service application pool used by the Managed Metadata service does not have the bulkadmin SQL Server database permission.

The steps detailed in this section are from http://www.lucacostante.com/item/5-import-spmetadatawebservicepartitiondata-you-do-not-have-permission-to-use-the-bulk-load-statement.html

To determine the account name and database name, run the following commands in the PowerShell window:

```
$mmsApplication.ApplicationPool
```

```
$mmsApplication.Database.Name
```

The service account pool and metadata service database name gets displayed.

For example:
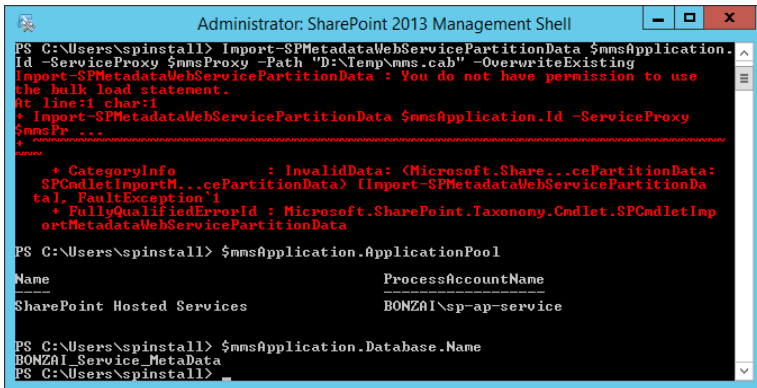
Figure 53: Getting the service application pool service account and metadata database name

In this example, the service application pool account is `BONZAI\sp-ap-service` and the database name is `BONZAI_Service_MetaData.` Now, do the following:

1. Open SQL Server management Studio and grant the bulkadmin server role for the service account.

2. Navigate to **Security**> **Server Roles** >**bulkadmin**.

3. Add the service application application pool service account.
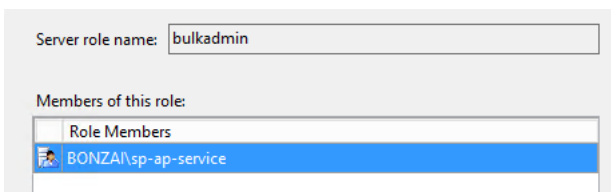
Figure 54: Adding the service account to the bulkadmin role

Return to the PowerShell window on the SharePoint server and re-run the `Import-SPMetadataWebServicePartitionData cmdlet`.

For example:
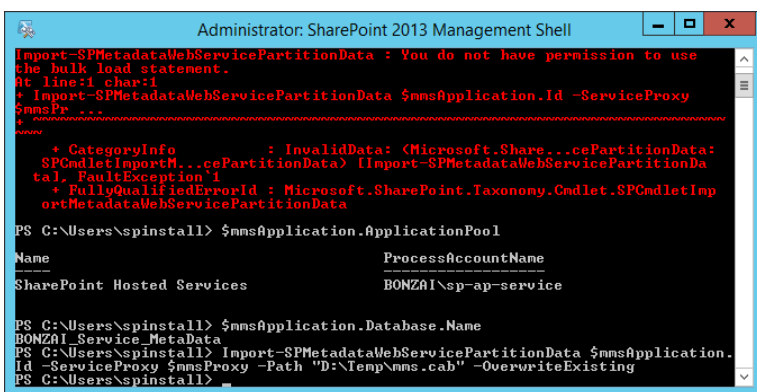
Figure 55: Successfully importing after granting the service account the bulkadmin role

In SharePoint farms where SQL Server is dedicated to its own machines, the cabinet must be put on a local drive on the SQL Server and shared. If not, `Import-SPMetadataWebServicePartitionData` generates an **Access Denied** error.

Bonzai Intranet central administration configuration

Configure the Bonzai Intranet settings in Central Administration. For navigation copy the term store values from the Bonzai Intranet Site collection settings page to the Central Administration Bonzai Intranet Settings page. Also, ensure the Bonzai

Intranet URL is specified.

Now browse to the site, you can see the navigation and errors have disappeared.

For example, see below image:
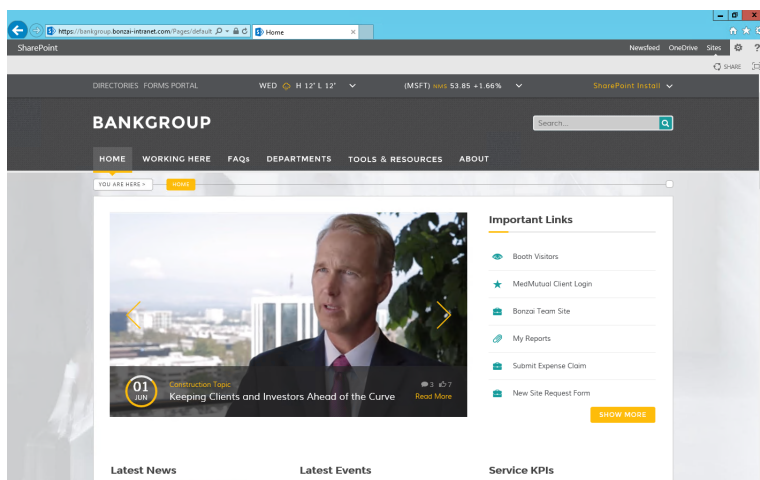
Figure 56: The Bonzai Intranet site after setting the Bonzai Intranet configurations in Central Administration

Search configuration

In the source site collection,

1. Go to **Site Settings** > **Export Search Configurations**.

2. Export to an XML file and copy to the destination farm.

In the destination farm,

1. Go to **Site Settings** > **Import Search Configuration**

2. Import the XML file.

In **Site Settings**,

1. Go to **Result Sources**

2. Perform a search crawl to add all the newly attached content to the index.

> **Note:**
> If you are copying data to a site collection that previously contained data, it is recommended to perform an index reset to clear out the data that is removed from the site but is still in the search index (i.e. this removes duplicate search results and non-existent items)

Migrate user accounts

If the source and destination environments are in the same active directory domain, all existing users, groups, and security should work in the destination environment exactly as it did in the source. In this scenario no further user migration is necessary.

It is common for production and non-production environments to exist in different domains, in which case the user objects in the migrated site collection is not in the correct domain and users are not able to access the site.

SharePoint has the ability to migrate user accounts using the **Move-SPUser PowerShell cmdlet**.

Using this tool is out of scope for this guide, however provided below is a simple example for a claims-based web application that migrates users into the "Bonzai Intranet" domain.

> **Note:**
>
> For your environment you would need to make modifications to this script.

```
$web = Get-SPWeb -Identity https://bankgroup.bonzai-intranet.com

foreach ($user in $web.Users)

{

$username = ($user.LoginName -split "`\\")[1]

$newUserLogin = "i:0#.w|bonzai\$username"

Write-Output "Migrating $($user.LoginName) to $newUserLogin..."

Move-SPUser -Identity $user -NewAlias $newUserLogin -IgnoreSID

}
```

This script does not work if the users do not share the same username (i.e. `sAMAccountName`) in both the source and destination domains or if the accounts do not exist in the destination domain.

The script does not migrate active directory security groups nor any internal names like NT AUTHORITY.

The script throws an exception for any user that cannot be migrated, though these can be ignored if they are expected.

Employee directory - Overview

The Bonzai Intranet People Hub (or Employee Directory) web part provides a simple and easy-to-use interface whereby users may search for people within the organization.

It provides capabilities such as filtering, type-ahead search, alphabetical filters and multiple display options. Searches may be based on one or more properties associated with the users (by way of the User Profile Service), increasing the searchability of people within the Employee Directory.

This web part is designed to help connect and find users quickly and easily based on user data from such systems such as Active Directory or other external sources.

The web part provides many features such as:

» Ability to customize the filters that users can use to filter users on

» Ability to customize the metadata that users see without the need for custom code

» Ability to show have wildcard search enabled

» Ability to customize the typeahead search experience for users to organizational needs

» Ability to see users in a list or grid format

Default search configuration

Bonzai Intranet Employee Directory ships with a default configuration of search-able and display properties, which may be easily customized.

The following screenshot depicts the default Employee Directory search:
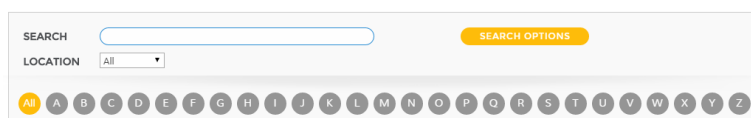
Figure 57: Default Employee Directory search

In addition to the free-form search box, property-specific search filter criteria may be specified. In the above image, the Location property may be specified to filter results.

By default, Employee Directory performs type-ahead search of the standard SharePoint User Profile properties, and displays the Name, Role, Location and Picture in the results drop-down as depicted in the following screenshot:
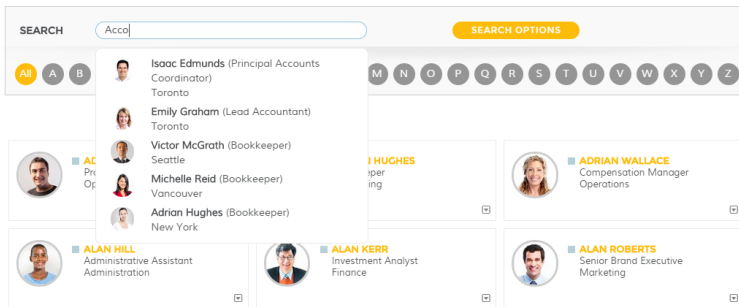
Figure 58: Type-ahead search

Both of these behaviors may be customized to suit an organization's needs. The following is an example of the search filter criteria and type-ahead results configured to display Department and Mobile Phone information:
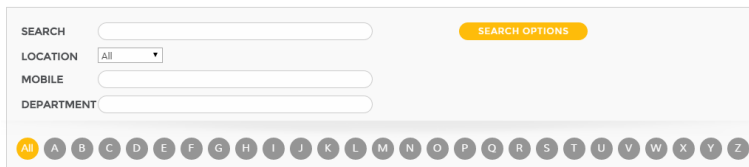
Figure 59: Search filter criteria and type-ahead

Type-ahead quick results:
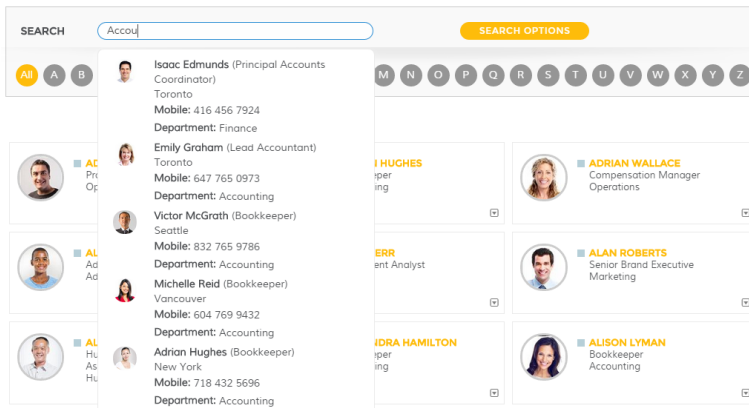
Figure 60: Type-ahead quick search

Employee directory search customization

Customization of the Employee Directory search filter and type-ahead quick results display is performed by modifying the Employee Directory web part properties, as below:
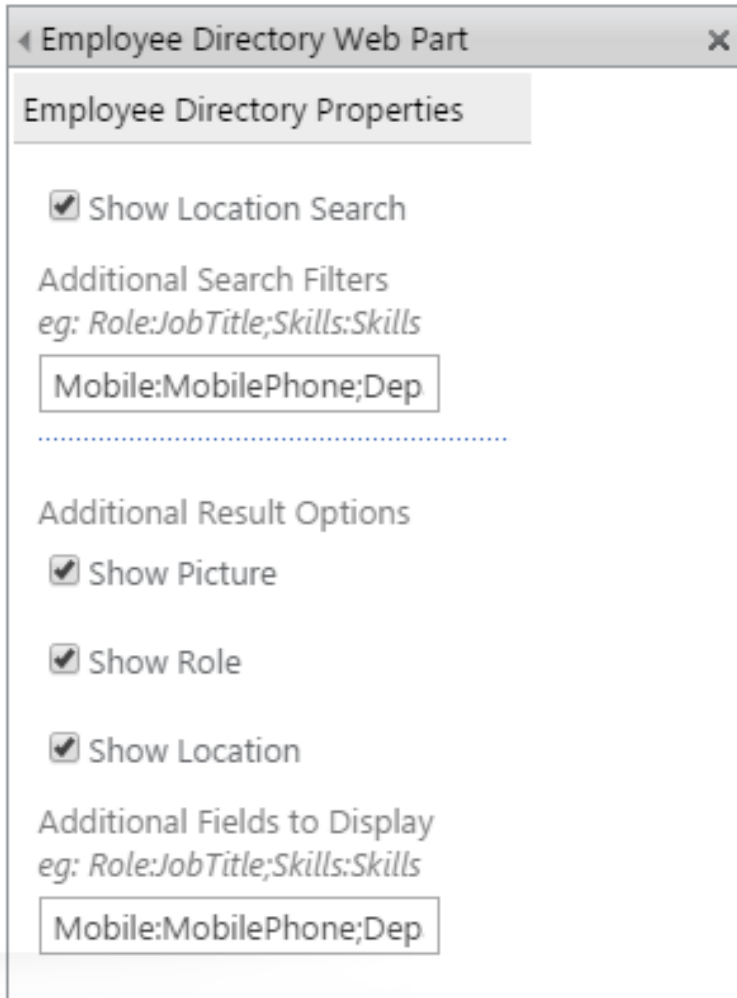
Figure 61: Employee Directory web part properties for quick results display

The default Employee Directory display and filter properties have a checkbox configuration to enable / disable their use. Additional properties may be configured by populating the corresponding text box with a semi-colon delimited list in the following format:

```
Display Name:Managed Property
```

The Display Name may be any alphanumeric text value, while the Managed Property must match what is configured in the search schema section of the search service application.

The above screenshot shows the configuration required to both query as well as display results from the Mobile and Department managed properties.

Managed properties

Below is the Managed Properties screen in the Search Schema:

Search Service Application: Managed Properties
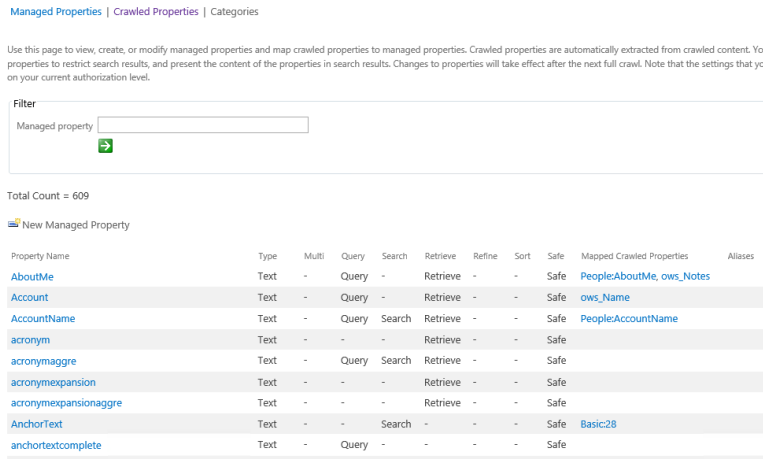
Figure 62: Managed Properties screen

> **Note:**
> The Search Schema may be defined in Central Administration as well as in the Bonzai Intranet Site Collection. Each of the Managed Properties is mapped to one or more crawled properties. If mapped to more than one crawled property a single search will return any matching results from the crawled properties.

A crawled property is created by the SharePoint Search Service for each of the User Profile Properties that contains values. These values may be populated in a number of ways, including:

» Importing values from Active Directory

» Editing values in the user MySite Profile Pages

Managed property to user profile property mapping

Employee Directories are a key component of any intranet, enabling staff to find each other using various criteria over and above simple Name or Location search.

Bonzai Intranet provides an attractive and easily-customized Employee Directory, flexible enough to meet the needs of most organizations.

The below table is a listing of the default mapping of Managed Properties to the corresponding User Profile Property Display Name and User Profile Property Internal Name:

Managed Property	User Profile Property Display Name	User Profile Property Internal Name
UserName	User Name	UserName
PreferredName	Name	PreferredName
FirstName	First Name	FirstName
LastName	Last Name	LastName
WorkPhone	Work Phone	WorkPhone
JobTitle	Job Title	SPS-JobTitle
AboutMe	About Me	AboutMe
Responsibilities	Ask Me About	SPS-Responsibility
WorkEmail	Work Email	WorkEmail
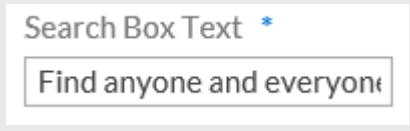
Managed Property	User Profile Property Display Name	User Profile Property Internal Name
MobilePhone	Mobile Phone	CellPhone
<none>*	Fax	Fax
<none>*	Home Phone	HomePhone
OfficeNumber	Office	Office
BaseOfficeLocation	Office Location	SPS-Location
Department	Department	Department
<none>*	Manager	Manager
<none>*	Proxy addresses	SPS-ProxyAddresses
<none>*	Assistant	Assistant
PastProjects	Past Projects	SPS-PastProjects
Skills	Skills	SPS-Skills
Schools	Schools	SPS-School
<none>*	Birthday	SPS-Birthday
Interests	Interests	SPS-Interests
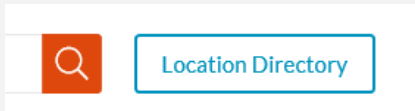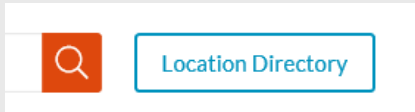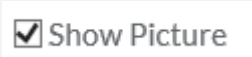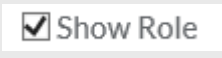
*There exists no Managed Property for this User Profile Property in a default SharePoint 2013 installation. A new Managed Property needs to be created and mapped to the crawled User Profile Property to enable search on these values.

People hub configuration

There are many configuration options for the People Hub web part. Please find the following configuration options below:

General Options

Option Name	Usage	Screenshot
Result Source	The SharePoint result source that is used to show the results.	Result Source * Employee Directory
Search Box Text	The label that is shown by default in the search box.	Search Box Text * Find anyone and everyone
Alphabetical Filter Field	Ability to show or hide the sort drop down.	Alphabetical Filter Field *eg: PreferredName, FirstName* PreferredName

Option Name	Usage	Screenshot
Items Per Page	The number of items shown per page.	1 - 30 › 750 Results Found
Enable Wildcard Search	Whether a wildcard is added to each search term. If this option is enabled, it provides great recall (more results come back) but lower precision (the results are less accurate). It is recommended to have this setting disabled by default if you are a large organization.	☐ Enable Wildcard Search
Trim Duplicates	Option to disable the Trim Duplicates option in SharePoint search. In our experience the search engine sometimes thinks a user is a duplicate when in fact they are not. Recommendation is to have this disabled.	☐ Trim Duplicates
Additional Link Text	[🔍] [Location Directory] Allows to you to configure a link that appears next to the search box to provide a quick link to another area. This setting defines the text in the box.	Additional Link Text Location Directory
Additional Link URL	[🔍] [Location Directory] Allows to you to configure a link that appears next to the search box to provide a quick link to another area. This setting defines the URL that a user is redirected to	Additional Link Url /locations
Show Picture	Shows or removes the picture from the typeahead search.	☑ Show Picture
Show Role	Shows or removes the Job Role from the typeahead search.	☑ Show Role
Show Location in Results	Shows or removes the location from the typeahead search.	☑ Show Location in Results

Additional fields to display

Here you can define additional pieces of metadata in the type ahead search box:

Additional Fields to Display
eg: Role:JobTitle;Skills:Skills

Phone:WorkPhone;Lanua

Figure 63: Additional metadata definition

These fields appear when a search is triggered for a user:
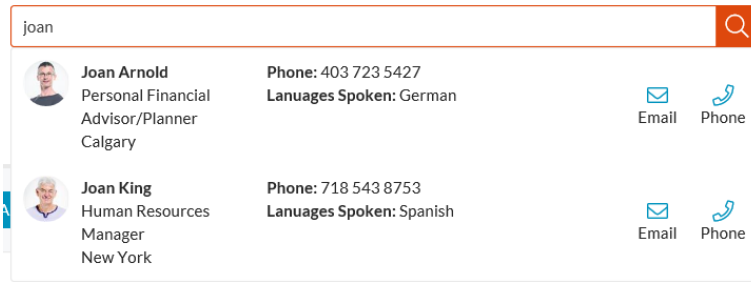
Figure 64: Fields that appear on search

Additional Search Filters

Figure 65: Additional search filters

This allows you to define the filters that needs to be visible on the People Hub web part.

They are entered in the format `Label:Managed` Property and can be used to create your own custom filters for people.
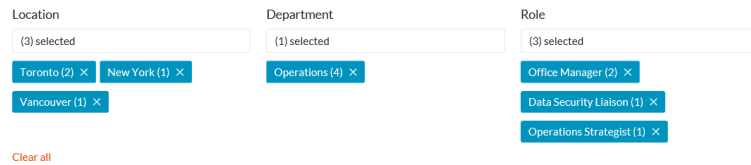
Figure 66: Custom filters

Sort Order

This defines the order in which the search filters are returned.
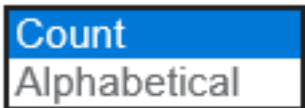
Figure 67: Sort order

If **Count** is chosen, then the filters is sorted by Count, as below, with options that correspond to the most hits on the top:

Location

Suggestions	
☐ Toronto	29
☐ Calgary	25
☐ Vancouver	25
☐ New York	23
☐ Houston	18
☐ Chicago	12
☐ San Francisco	12
☐ Seattle	9
☐ Edmonton	9
☐ Victoria	9

Figure 68: Sorting according to count

If Alphabetical is chosen, then the filters is returned in Alphabetical order:

Location

Suggestions	
☐ Calgary	25
☐ Chicago	12
☐ Edmonton	9
☐ Houston	18
☐ New York	23
☐ San Francisco	12
☐ Seattle	9
☐ Toronto	29
☐ Vancouver	25
☐ Victoria	9

Figure 69: Sorting alphabetically

> Note:
>
> Default and recommended value is count.

List View additional results information

Allows for any metadata to be displayed in the List View of the People Hub.

They are entered in the format `Label:Managed` Property and shown in the order that they are entered.

Figure 70: List view additional results information

Figure 71: List view of people hub

Grid view additional results information

Allows for any metadata to be displayed in the Grid View of the People Hub.

Figure 72: Grid view additional results information

They are entered in the format `Label:Managed:Icon` property so that you can use an Icon from the Font Awesome library to show a beautiful icon next to the results.

Figure 73: Grid view

Frequently asked questions

Can I use data from other sources to drive the Employee Directory?

Yes, you can. If this data is available in the SharePoint search index then this can be used to drive the employee directory and common sources are Active Directory, Workday or other systems.

The most common approach is by integrating a third-party system and having that data available in Active Directory. This data can then be pushed to the SharePoint User Profile service which is then crawled by the search crawler.

Are there any tools that you recommend that makes the process of updating profiles easier?

Yes, we recommend having a look at https://www.hyperfish.com/ who have a great product that helps collect and maintain user data that then can be surfaced in the Employee Directory. If you would like more information, please let us know.

Can I have more than one People Hub in my Bonzai Intranet?

Yes, you can. If you are a large organization then having a central People Hub and then maybe others for departments, projects or locations can be very beneficial.

Navigation - Overview

Bonzai Intranet Online includes a global navigation **Mega Menu** that provides a simple, flexible and beautiful navigation interface that is available throughout the Intranet. Through simple configuration, the navigational items presented may be configured as best suits the needs or the organization, without any dependency on the underlying site structure.

This section provides an overview of the steps required to configure the Mega Menu navigation for Bonzai Intranet Online.

Steps to configure the mega menu

By utilizing the Managed Navigation functionality within SharePoint Online, we can easily create a simple, flexible and highly usable Mega Menu navigation for Bonzai Intranet Online.

Follow the below steps to configure a Mega Menu navigation:

Site Navigation Configuration

The first step in configuring the Mega Menu is to set the SharePoint Site Navigation settings to meet our needs. As a Site Owner or Site Collection Administrator, navigate to the Bonzai Intranet Online site and open 'Site Settings' from within the 'cog' at the top right-hand side of the page:
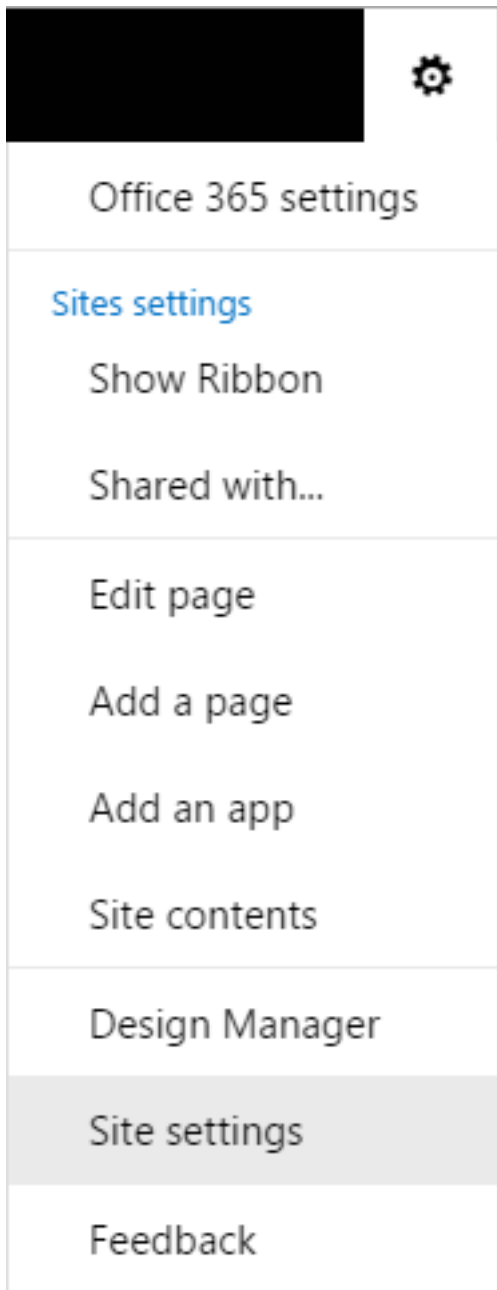
Figure 74: Site navigation configuration

Navigation

Within the 'Look and Feel' section, click the 'Navigation' link. Confirm that the settings are appropriate for the Bonzai Intranet Online site collection.

Ensure that both the **Global Navigation** and **Current Navigation** items are configured to use **Managed Navigation** as pictured below:
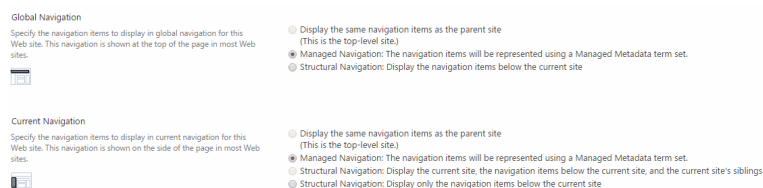
Figure 75: Navigation

Managed Navigation: Term Set

The navigation items is contained in a Term Set, which needs to be created for this purpose. In the 'Managed Navigation: Term Set' section click the 'Create Term Set' button to create a new Term Set called 'Site Navigation'.

This Term Set is stored within the Bonzai Intranet Online Site Collection and configured for the purpose of Site Navigation, as pictured:
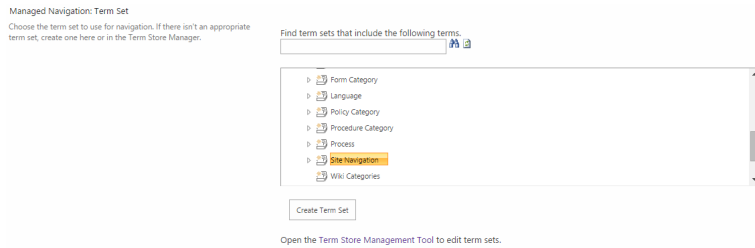
Figure 76: Managed Navigation: Term Set

Managed Navigation: Default Page Settings

To ensure the Site Navigation Term Set contains only the items that are necessary for navigation via the Mega Menu, the **Managed Navigation: Default Page Settings** must be configured as follows:
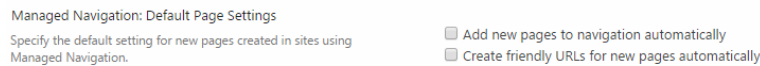
Figure 77: Managed Navigation: Default Page Settings

Once completed, click **OK** at the bottom of the page to return to 'Site Settings'.

Term Store Management

Managed Navigation utilizes items stored in the Term Store, and it's via the Term Store Management Tool that these items are created and configured.

The Term Store Management Tool is access from the 'Site Administration' section of 'Site Settings':
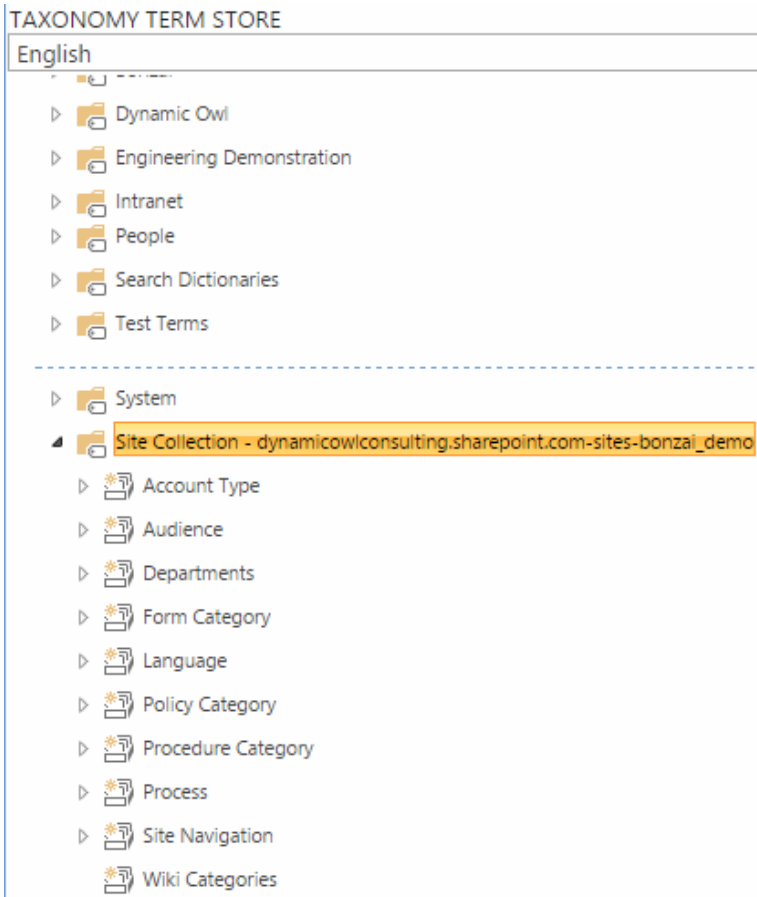
Figure 78: Term Store Management

For Bonzai Intranet Online navigation, we is working with the **Site Navigation** Term Set that is created in the local Site Collection-`[tenantname]-sites-[sitename]`, where `[sitename]` is the name of the Bonzai Intranet Online intranet site within your tenant (example pictured above).

Configuring the Term Set for Navigation

When configuring terms to be used for navigation there are a number of considerations, the first of which is to ensure that the Term Set is 'Available for Tagging' and 'Use this Term Set for Site Navigation', as below:
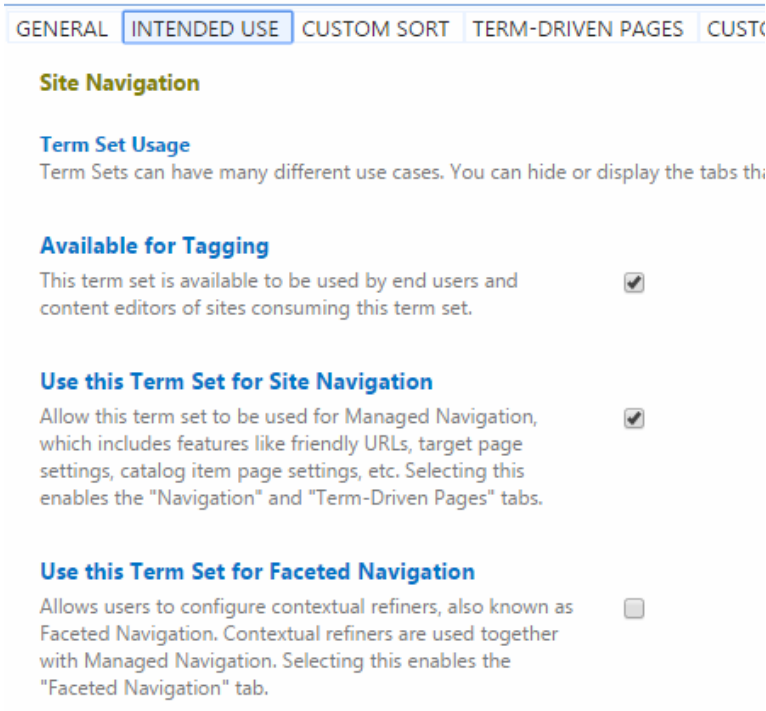
Figure 79: Configuring the Term Set for Navigation

Creating and Configuring Terms

Once Terms have been created they must be configured before they are useful for navigation purposes. The following describes the necessary configuration steps, using the 'Home' throughout this example:
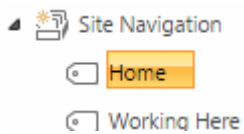
Figure 80: Site Navigation - Home

On the 'Navigation' tab of the Term item the 'Simple Link or Header' option needs to be selected, and a value specified for the Url that the link will target, in this example the target is '~sitecollection/'. This is a relative path to the root of the current (Bonzai Intranet Online) site collection.

Figure 81: Navigation tab

Any terms that target sites or pages within the Bonzai Intranet Online site collection should start with this relative path to the site collection.

Sub-site Navigation Settings

When creating sub-sites within the Bonzai Intranet Online Site Collection, the 'Managed Navigation: Default Page Settings' options must be configured as per the following:

Figure 82: Managed Navigation: Default Page Settings

3. Using

Most application settings are defined by Support when Bonzai Intranet is provisioned for an organization. However, there are several settings users can change. Here you can learn about such settings.

Branding - Overview

To make a great Intranet you need great visuals! In Bonzai Intranet Intranet we have a range of areas where images are used to help enhance the user experience including:

» Beautifully styled images on roll up web parts such as news, events and sliders.

» Roll up image headers on pages such as news, events and locations.

» Navigation styled images for web part such as landing items.

» Bonzai Intranet composite images from the Advanced Links web part and the Font Awesome Icon set.

» Landing page image headers on the Landing Pages.

Below topics describe the various images that Bonzai Intranet users, how the concept of image renditions helps you ensure consistent and the some tips and tricks to make your Intranet look amazing.

Where are images used in Bonzai Intranet?

Images are used in Bonzai in several places throughout the platform as seen below:

Web Parts

Many of the web parts that we have in Bonzai show images, particularly for visually engaging content such as the News, Events, Slider and Spotlight web parts.
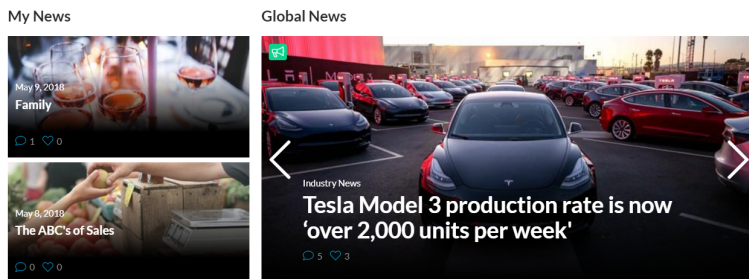
Figure 83: Images in web parts

Page Layouts

Many of the page layouts that we have in Bonzai allow you to have an image in the header such as the News, Events, Spotlight, Location and Services pages.
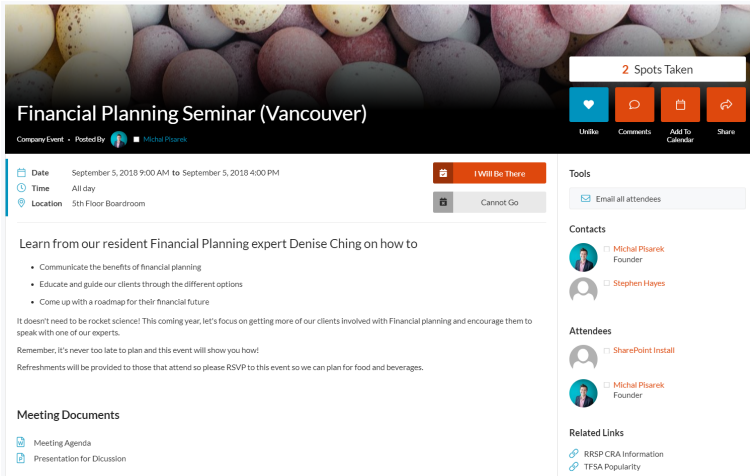
Figure 84: Images in page layouts

Page headers in landing pages

For the various landing pages in Bonzai that allow you to insert web parts you can also add a header image to help add visual flair. Ensure that you choose a page layout that has "Header" in the name so that this area works correctly.
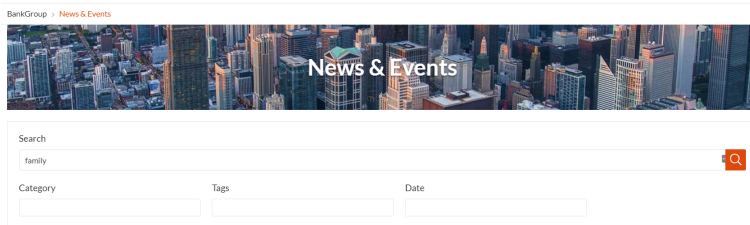
Figure 85: Images in page headers in landing pages

Content Areas

You can place images anywhere in content such as pages or web part zones. This allows you to break up your content.

Marketplace

The Bonzai marketplace feature allows for end users to be able to post items for sale, give away or wanted. They can also attach any images to the entry that can be displayed.
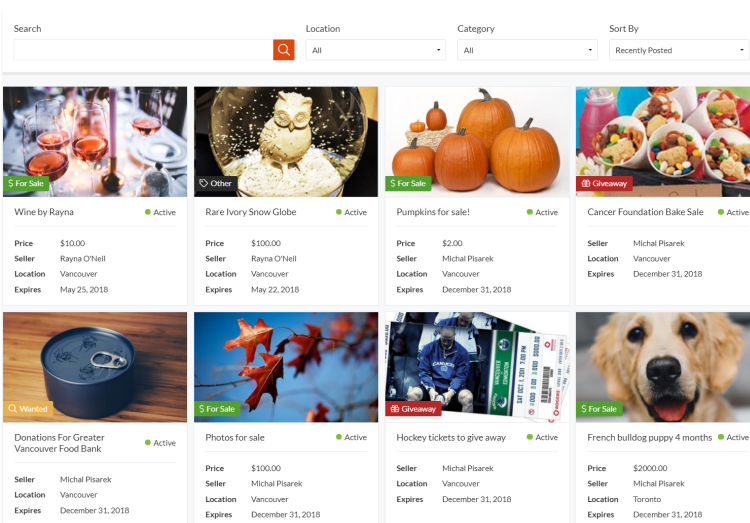
Figure 86: Images in marketplace

What to know about using images in Bonzai Intranet?

Everyone loves images and in Bonzai Intranet we have tried to make these as easy as possible to use.

However, before you begin there is a couple of things to note which makes things easier.

Image renditions

Image rendition ensures you get the perfect image used.

When you upload a new image to a SharePoint environment using renditions, such as Bonzai Intranet, the system automatically crops your image into a number of different resolutions to satisfy different uses for this image **(see Alter Rendition of Image)**. You can think of renditions as different "versions" of the same image.

In many of the web parts you see images. Bonzai Intranet automatically ensures that you use an image rendition which is a smaller, pixel-perfect version of the image, so you do not need to get your marketing team to give you an image with the perfect dimensions. Just make sure its larger than the rendition as noted below.

For instance, if you upload a 20MB image to use as the featured image on the slider then you can do that, and we will ensure that we use a smaller rendition on the web part.

Alter rendition of image

You can alter the rendition of a particular image.

As already stated, Bonzai Intranet generates renditions of your images with all the correct resolutions. However, depending on the images you upload, you may find that the cropping of a particular image is not ideal.

For instance, consider a picture of a person where only the torso is showing.

Figure 87: Improper Image

In such scenarios, the renditions of any image can be easily overridden to allow you to select a better part of your image to showcase. This should not be confused with globally altering the dimensions of a rendition.

Below are the steps to alter image rendition:

1. Navigate to the Image Library where your image is stored.

2. Locate the image in the library.

3. Change view to **Thumbnail**. Hover over the image and select the ellipsis menu (three dots) on the image, then click on **Edit Renditions**.
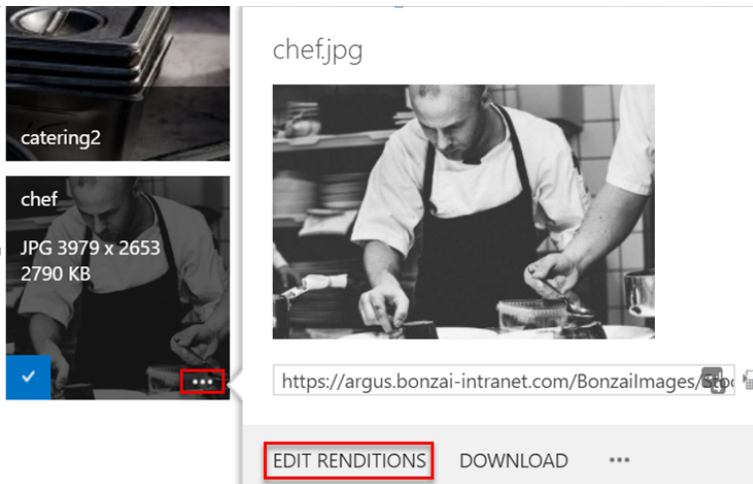
Figure 88: Edit Redentions

4. On the next page, you can see a list and preview of all the renditions created for this single image. Locate the rendition you wish to modify, and click the link **Click to change**.

Bonzai Page Layout Rollup Image

1330 x 260
https://argus.bonzai-intranet.com/BonzaiImages/Stock Images/chef.jpg?RenditionID=7

Click to change

Figure 89: Click to change

5. Simply drag the box over the part of the image you wish to utilize. Notice a full-size preview of the image shows at the bottom of this screen.

Select a portion of the image to use for this rendition.

Figure 90: select a portion

6. Due to SharePoint caching, it may seem that the new rendition has not taken effect. To force it to refresh, return to the list of renditions for the image, and this time click on the link to the image rendition. Once you see the image load, click refresh in the browser and you should see the image change.

Figure 91: Click on the link to the image rendition

Once the image has refreshed, you should see the changed rendition on your content.

Figure 92: Corrected image

Large image or small image

Large Images are better than smaller ones.

Since we use image renditions you can upload your crazy large images and when a user loads a page they won't download that 20MB image that you uploaded but a smaller sized and pixel perfect rendition.

if you upload an image that is too small for the rendition that is needed, for example a very small image for a "Landing Page Header Image", then we need to stretch it out which makes it pixelated.
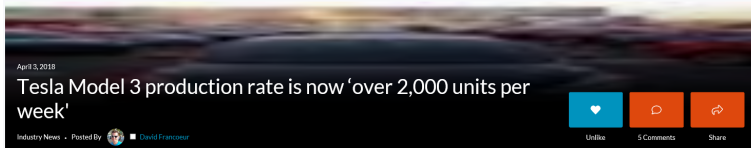
Figure 93: Small image uploaded as part of the header which is automatically stretched
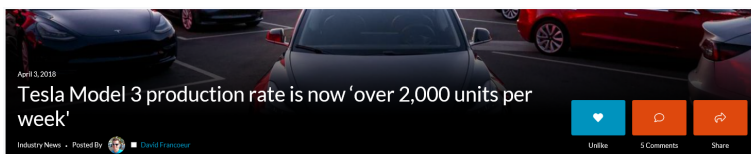
Figure 94: Same image as above but with the correct resolution and rendition applied

Handling dark or all white images

Dark or all white images may not look great on all web parts.

Our web parts often show an image in the background with text on top. In order to do this, we apply a gradient to the bottom of the image so that we can overlay white text on top of it. If you have darker or all white images, then the tint may drown out the image.

For example, below is an image that you want to use for a news story header:

Figure 95: Image for news story header

The image contains a lot of white so when this is placed on the page it looks like this.

Figure 96: Image with clear text
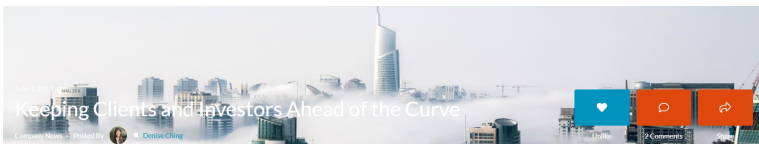
Figure 97: Image with unclear text

In general, it is recommend that you use images with lots of color and to make sure that they look good on pages when you upload them.

Look at some of the below examples of how amazing images on page headers can look in Bonzai Intranet:
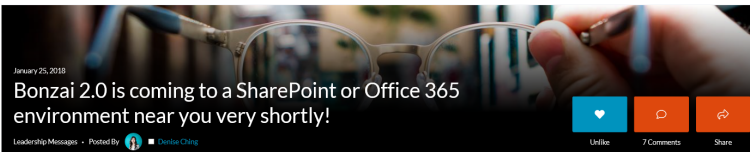
Where are image rendition used in Bonzai Intranet?

As part of Bonzai Intranet we create and deploy several images renditions. Please find the list of all image renditions and where they are used within Bonzai Intranet:

Bonzai Intranet Featured Slider

This is the image rendition used for the Featured Slider web part and is made for a two-web part zone. You can also adjust this rendition if you want to have a three column slider by adjusting the width.

Width: 660px

Height: 330px
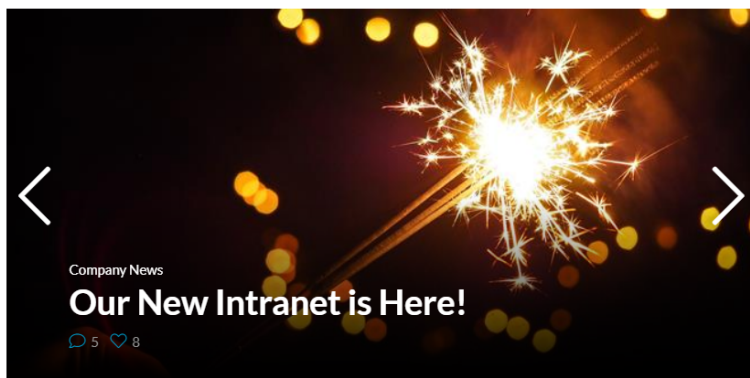
Figure 98: Bonzai Intranet feature slider

Bonzai Intranet Spotlight Roll Up

Roll up image on the Employee Spotlight web part. This rendition are automatically applied when the web part is rendered.

Width: 660px

Height: 330px
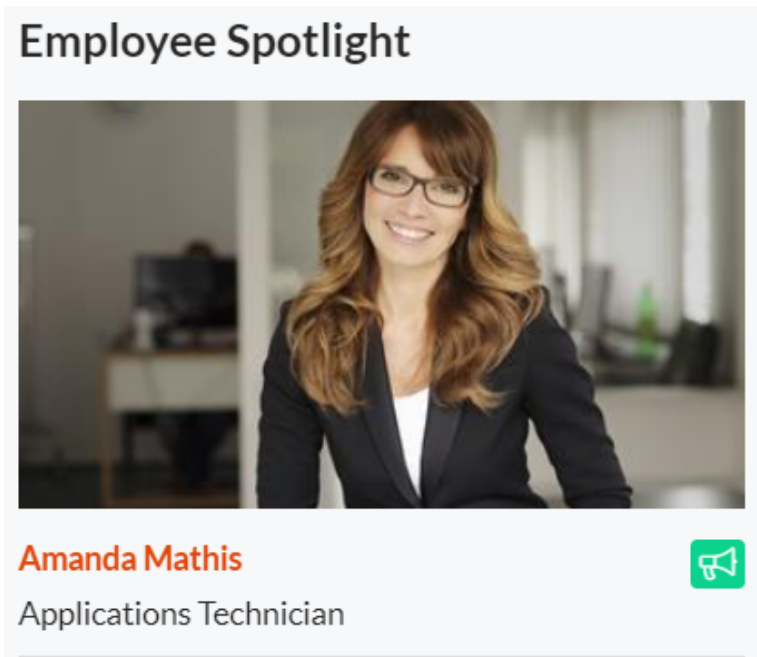
Figure 99: Bonzai Intranet Spotlight Roll Up

Bonzai Intranet Page Layout Rollup Image

This image rendition is used in the headers for news, events, locations and spotlight items. This rendition MUST be applied when a page is created otherwise the image may stretch.

Width: 1330px

Height: 260px

Figure 100: Bonzai Intranet Page Layout Rollup Image

Bonzai Intranet Locations Image

Image associated with Locations Roll Up web part. This rendition is automatically applied when the web part is rendered.

Width: 336px

Height: 197px
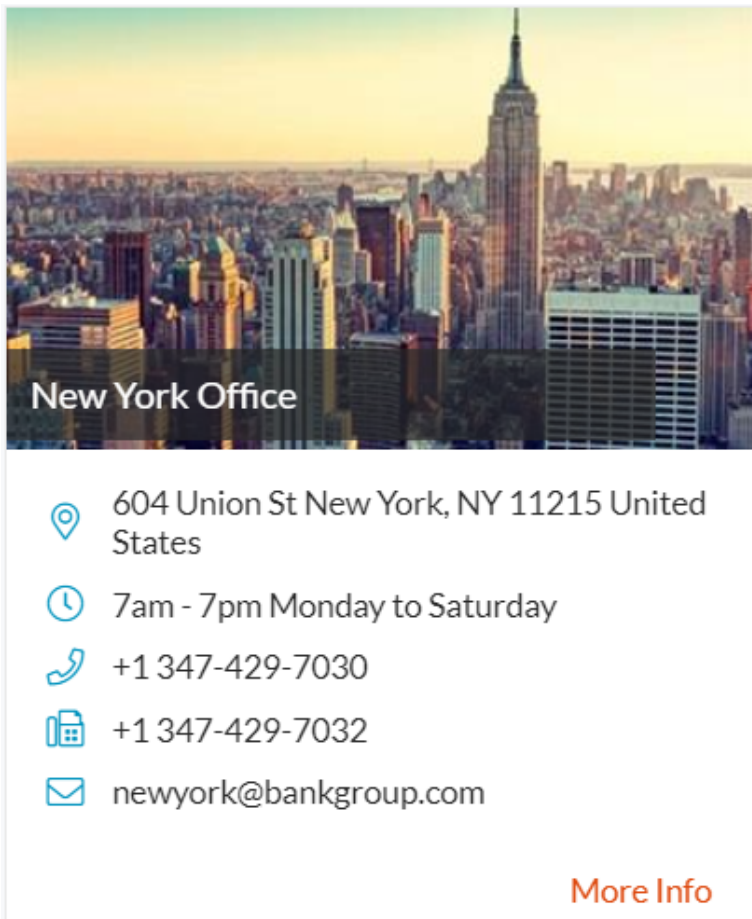
Figure 101: Bonzai Intranet Locations Image

Bonzai Intranet Header Image

This is the image rendition that should be used when for any landing page Roll Up images so that it looks optimal. This is not automatically applied and should be selected when creating the page.

Width: 1330px

Height: 149px

Figure 102: Bonzai Intranet Header Image

Bonzai Intranet Marketplace Image

Image that is used in the marketplace rollup web part and the Marketplace web part. This rendition is automatically applied when the web part is rendered.

Width: 336px

Height: 197px
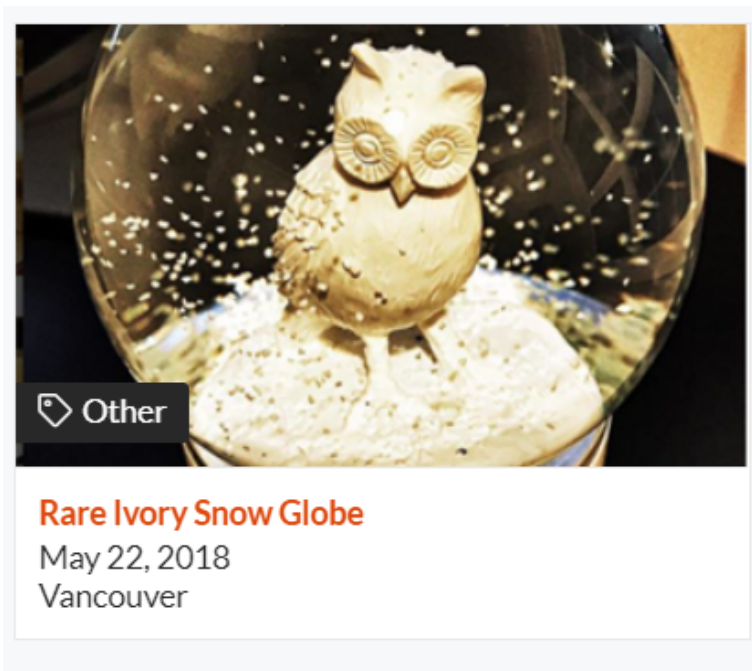
Figure 103: Bonzai Intranet Marketplace Image

Bonzai Intranet Site Directory Image

Image associated with any Site Directory items. This rendition is automatically applied when the web part is rendered.

Width: 60px

Height: 60px
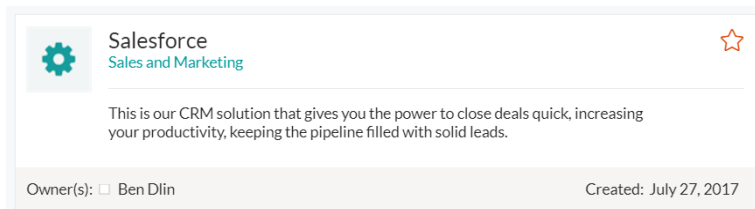
Figure 104: Bonzai Intranet Site Directory Image

Bonzai Intranet Locations Image Small

Image rendition used in responsive mode for the location directory. This rendition is automatically applied when the web part is rendered in responsive mode only.

Width: 479px

Height: 180px

Figure 105: Bonzai Intranet Locations Image Small

Bonzai Intranet Spotlight Roll Up Small

Roll Up Image for the Employee Spotlight web part when in responsive mode. This rendition is automatically applied when the web part is rendered in a mobile device.

Width: 479px

Height: 200px

Figure 106: Bonzai Intranet Spotlight Roll Up Small

Bonzai Intranet Landing Page Image One Column

Used for the landing web part for images when in a single column. This rendition is automatically applied when the web part is rendered.

Width: 1330px

Height: 745px
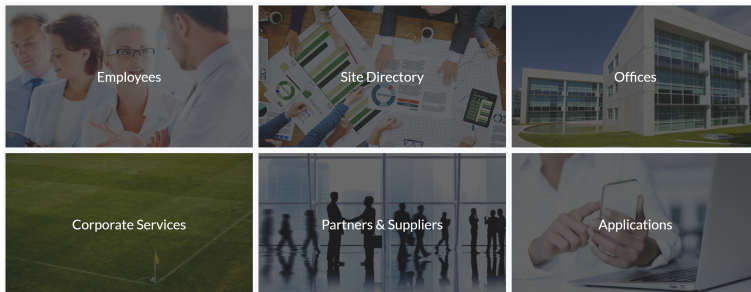
Figure 107: Bonzai Intranet Landing Page Image One Column

Bonzai Intranet Landing Page Image Two Column

Used for the landing web part for images when in two columns. This rendition is automatically applied when the web part is rendered.

Width: 665px

Height: 380px
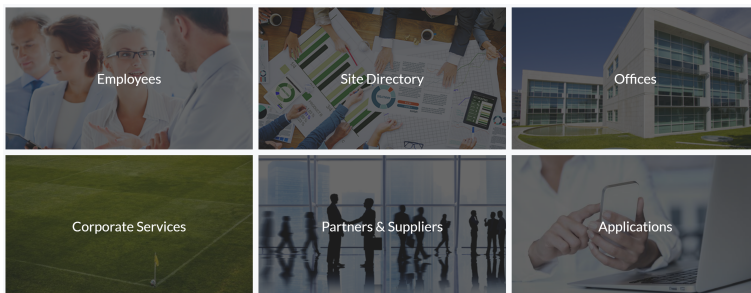
Figure 108: Bonzai Intranet Landing Page Image Two Column

Bonzai Intranet News Roll Up Double Tile

Used for the News Roll Up web part when paging of two items is enabled. This rendition is automatically applied when the web part is rendered.

Width: 320px

Height: 161px
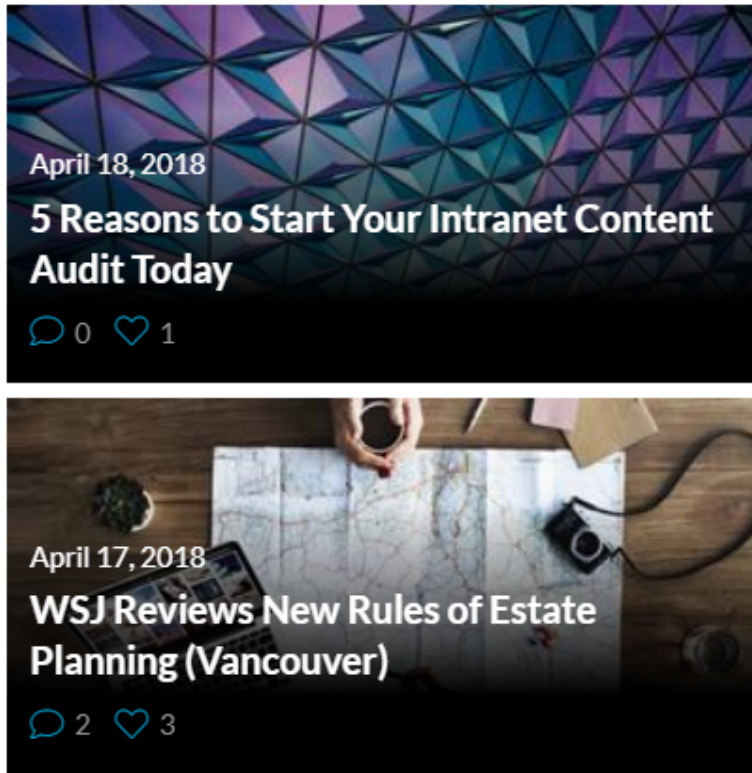
Figure 109: Bonzai Intranet News Roll Up Double Tile

Bonzai Intranet News Roll Up Single Tile

Image used when the News Roll Up web part shows more than 3 items per page. This rendition is automatically applied when the web part is rendered.
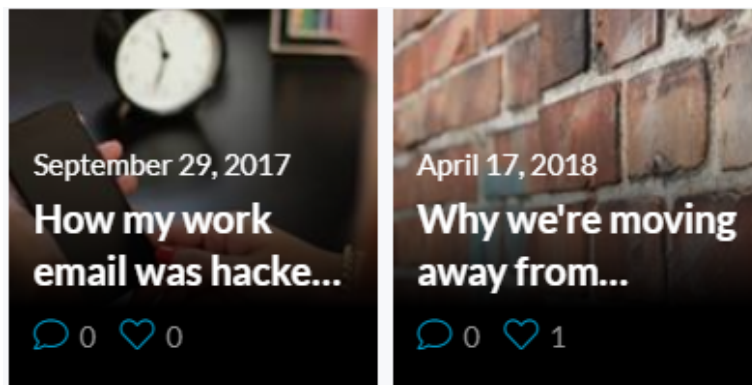
Width: 160px

Height: 164px

Figure 110: Bonzai Intranet News Roll Up Single Tile

Bonzai Intranet Event Roll Up Tile

Image that is associated with the event tiles view for the Events web part. This rendition is automatically applied when the web part is rendered.

Width: 336px

Height: 197px
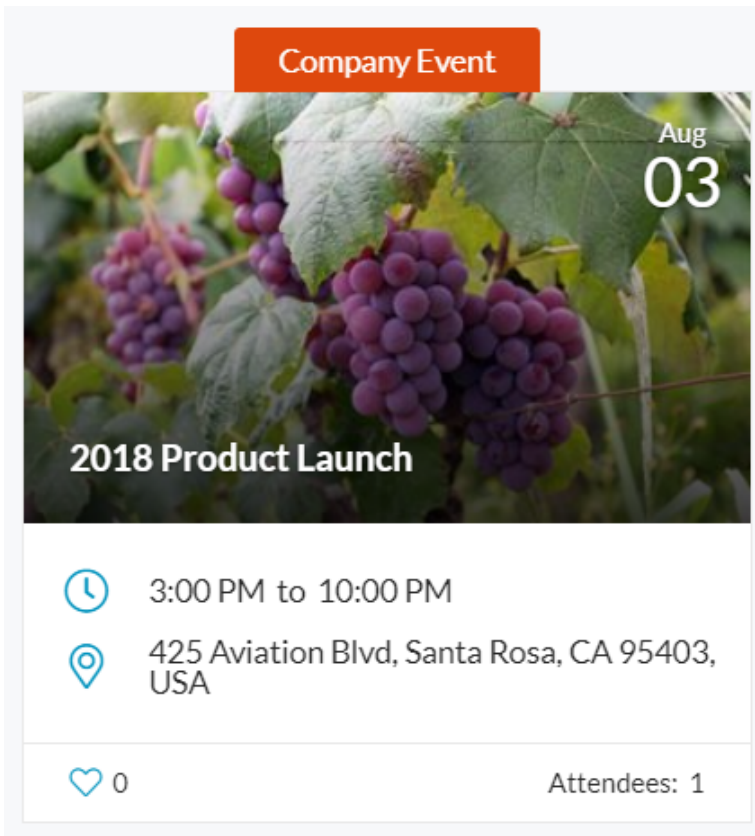
Figure 111: Bonzai Intranet Event Roll Up Tile

Bonzai Intranet Search Card Image

Any images that are returned in the content search experience for Bonzai Intranet such as news, events or spotlight items use this rendition.

Width: 160px

Height: 100px

Figure 112: Bonzai Intranet Search Card Image

Bonzai Intranet logos

This topic has details about all the logos that can be used in Bonzai Intranet.

> **These four logos are mandatory in Bonzai Intranet**
>
> » **logo.png:** Used for the Navigation Logo.
>
> » **logo-sticky.png:** Used for the Navigation Logo when you scroll. This can be the same as the logo.png if you don't want the logo to change when people scroll.
>
> » **logo-footer.png:** Used for the footer.
>
> » **logo-system.png:** Used for system pages.

Navigation Logo

This is the logo that is shown to the left-hand side of the navigation. This is a small logo and it can be of any shape and is shown on the Intranet navigation.
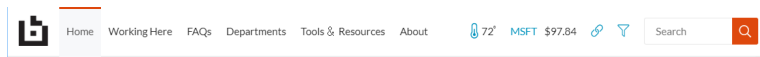

Figure 113: Navigation Logo

Follow the below guidelines when designing a logo for the navigation area:

» Logo must be in PNG format with transparent backgrounds.

» File should be named: logo.png (otherwise your logo does not work!)

» Height should be 80px exactly (not less, not more).

» If you want to have a full horizontal logo instead of an icon), its width should be within 150px.

» Even though Bonzai Intranet resizes the header logo to be displayed with a max-height of 40px, the png file should be exported twice its size (80px) to avoid any blurriness.

» Always export logos without margins. Do not leave any empty space in the sides of the logo, if any, this could make the logo look smaller.

Navigation Sticky Logo

Another effect that can be used in Bonzai Intranet is the ability to change the navigation once a scroll occurs. This can be a great way to have the navigation change colour, but this can affect the logo. For a sticky navigation logo follow all the guidance above but name this file as `logo-sticky.png`.

Footer Logo

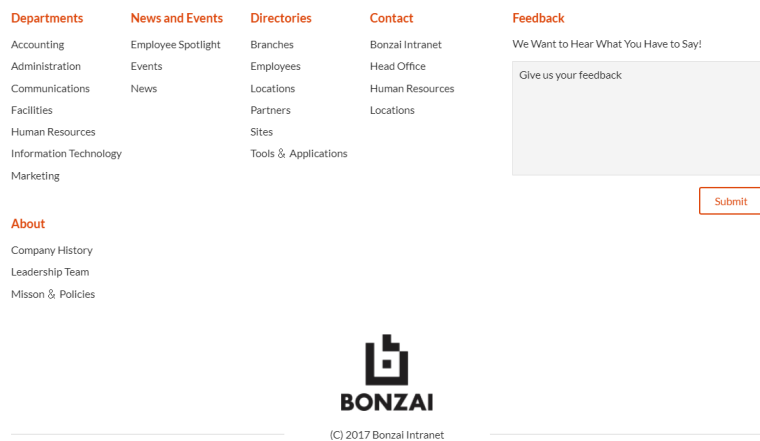The footer logo is the logo that is shown at the bottom of each intranet page.

Figure 114: Footer Logo

Follow the below guidelines when designing a logo for the footer:

» Must be in PNG format with transparent backgrounds.

» File should be named: logo-footer.png

If you would like a more horizontal logo:

» Max suggested width = 250px

» Max suggested height = 60px

If you would like a more vertical logo:

» Max suggested width = 250px

» Max suggested height = 100px

System Logo

The system logo is used when administrators go into the Site Settings page of SharePoint. When designing a logo for the system pages please follow these guidelines:

» Must be in PNG format.

» File should be named: logo-system.png

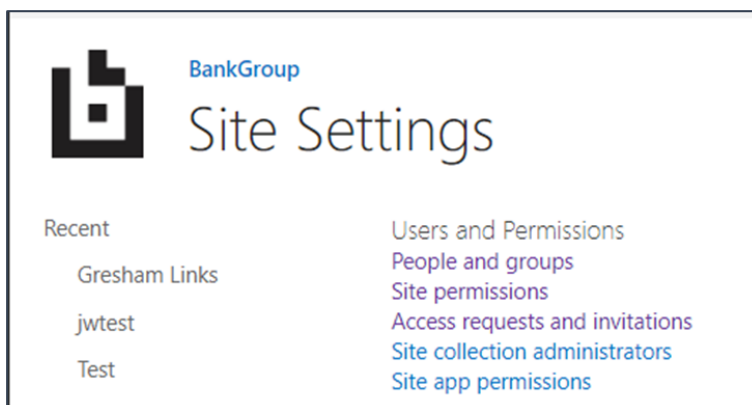» Max width = 150px (anything under this is ok)

» Height should be 50px.

Figure 115: System logo

FAQ on image rendition

How we use image renditions?

Bonzai Intranet uses Image Renditions everywhere in the platform for speed and the user experience. When a Bonzai Intranet is deployed we provision several image renditions that we use for web parts and other features.

ID	Name	Width	Height
	Add new item		
1	Display Template Picture 3 Lines	100px	100px
2	Display Template Picture On Top	304px	100px
3	Display Template Large Picture	468px	220px
4	Display Template Video	120px	68px
5	Bonzai Featured Slider	660px	330px
6	Bonzai Spotlight Rollup	350px	197px
7	Bonzai Page Layout Rollup Image	1330px	260px
8	Bonzai Background Image	1920px	1024px
9	Bonzai Locations Image	336px	197px
10	Bonzai Header Image	1330px	149px
11	Bonzai MarketPlace Image	336px	197px
12	Bonzai Site Directory Image	60px	60px
13	Bonzai Locations Image Small	479px	180px
14	Bonzai Spotlight Rollup Small	479px	200px
15	Bonzai General Page Full Width Image	1330px	300px
16	Bonzai Landing Image One Column	1330px	745px
17	Bonzai Landing Image Two Column	665px	380px
18	Bonzai News Rollup Double Tile	320px	161px
19	Bonzai News Rollup Single Tile	160px	164px
20	Bonzai Event Rollup Tile	336px	197px
21	Bonzai Search Card Image	160px	100px

Figure 116: Image dimensions

Can you change the rendition ID?

Yes, you can although there shouldn't be any reason to. When a user loads a Bonzai Intranet page we retrieve the rendition values by name, so they can have any ID that is assigned. Please do not change the rendition names as this will cause issues.

Can you change image renditions dimensions?

Yes, you can but the only rendition dimension that you would typically change would be the Featured Slider rendition so that you can have a slider that goes across 3 or 4 columns.

Content search - Overview

Bonzai Intranet Content Search experience provides a rich compelling search based on the SharePoint and Office 365 search technology. The Bonzai Intranet Intranet Content search experience is composed of the following elements:

Bonzai Intranet Search Box Web Part

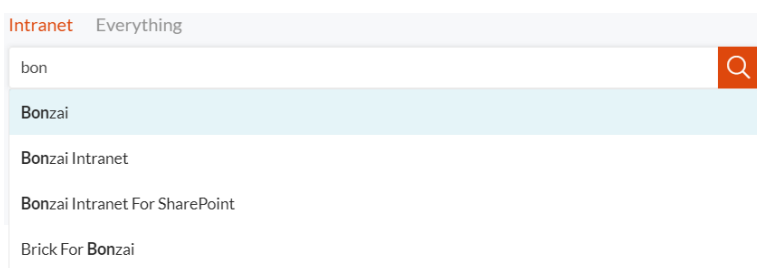This web part provides the ability to search and filter content. It also provides search suggestions for users.

Figure 117: Bonzai IntranetSearch box web part

Bonzai Intranet Search Refinement Web Part

Provides a rich filtering experience for content including multiple selections per value, a clear all options and option filters. It makes the process of filtering content simple, beautiful and intuitive.
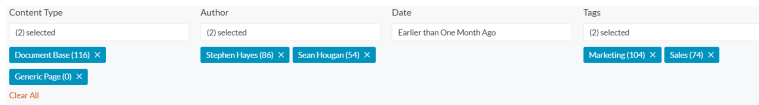

Figure 118: Search Refinement web part

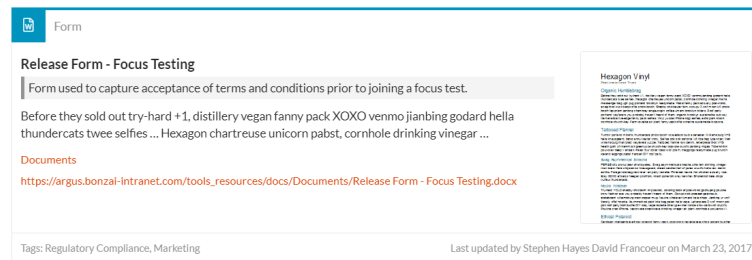## Bonzai Intranet Search Results Templates

Figure 119: Search Results Templates

Bonzai search results templates

For each type of content in your intranet Bonzai Intranet has an amazing result template so that you can easily and quickly find the results.
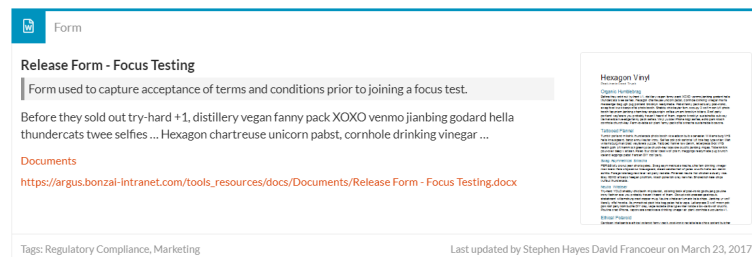
Figure 120: Search Results Templates

Search box web part

The Bonzai Intranet Search Box web part provides the ability to search for content in a rich interactive way. It is used instead of the out of the box search box web part as it provides additional capabilities.
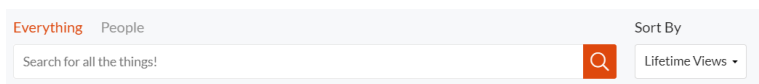
Figure 121: Search box web part

Search Box Options

The Bonzai Intranet Search Box web part provides the following options:

Show Search Sort Dropdown - Provides the ability to show or hide the sorting for search. The following options are available for sorting:
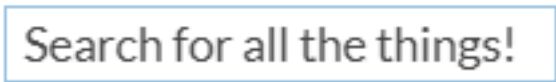
Figure 122: Show search box

» Relevance

» Date (Newest)

» Date (Oldest)

» Lifetime Views

» Recent Views

Search Box Placeholder Text - This is the text that can be visible in the search box to provide additional context to users. This is shown on the search box in a light grey text.
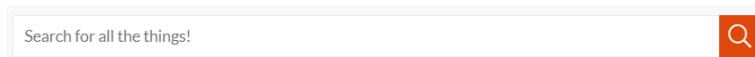

Figure 123: Search Box Placeholder Text

Search Navigation - This shows the navigation tabs that are defined as part of the search settings for the site and mimics the out of the box functionality of SharePoint.
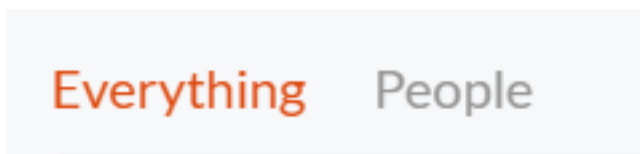
Figure 124: Search Navigation

Search refinement web part

The Search Refinement web part is an extremely powerful way to filter content within Bonzai using the SharePoint search engine. As opposed to the out of the box SharePoint refiner web part it provides the following capabilities:

» Ability to select multiple values in a filter

» Ability to configure your own custom filters

» Ability to filter down filters

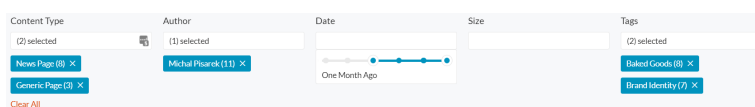» Ability to quickly clear all search filters

Figure 125: Search Refinement web part

This web part can be used in conjunction with a search results or content by search web part to provide rich filtering capabilities and provides a simple, beautiful user experience to users.

Search refinement web part options

The search refinement web part offers the following configuration options:

Result Source

This is the result source that refinement values are retrieved from. This should be the same as any Search Results web part or Content By Search web part so that consistency is enforced.
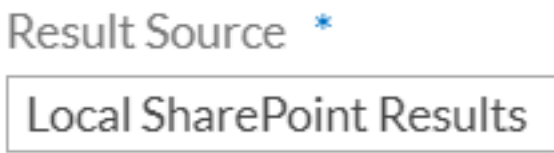

Figure 126: Result Source

Filters

Filter defines the refinement filters that is defined for users. They are entered in the format Label:Managed Property.

Figure 127: Filters

Sort Order

Defines the order in which the refinement values are returned and can be either alphabetical or count.
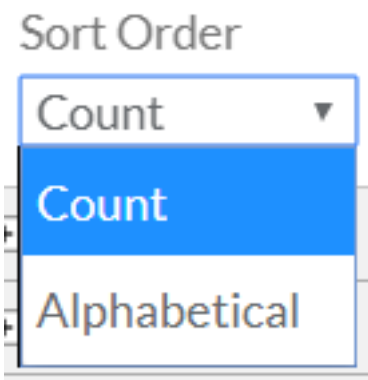
Figure 128: Sort order

Result types

Each type of content that is returned in the content search experience has a specific template that provides an intuitive result for users. For Bonzai content we leverage various pieces of metadata and taxonomy to provide additional context to users and provide a rich and engaging search experience.

> **Note:**
> Any other search results that are returned are based on the out of the box SharePoint search experience.

News result type

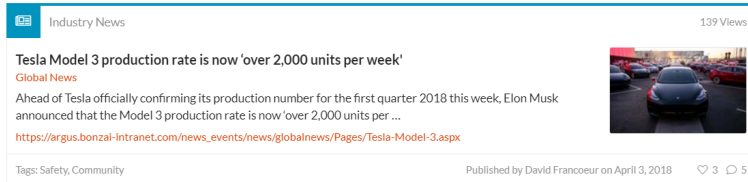*Figure 129: News Result Type*

The news type shows the following information:

» News Title

» News Icon

» Site Name and Link

» URL

» Search Snippet

» News Page Category

» Published By

» Published Date

» Tags

» Comment Count

» Likes Count

» View

The following managed properties are used for this result type:

| Item	Mapped Managed Property
News Title	Title
Site Name and Link	SiteTitle
URL	Path
News Image	OwlNewsPageImage
Search Snippet	HitHighlightedSummary
News Page Category	OwlNewsPageCategory
Published By	OwlNewsPageAuthor
Published Date	OwlNewsPagePublishDate
Tags	OwlTags
Likes Count	LikesCount
Views	ViewsLifeTime
Comment Count	Clients side call and not mapped to a managed property

Event result type
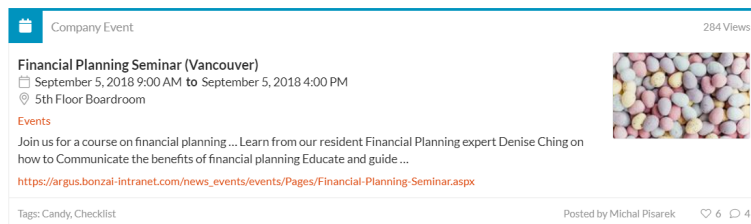
Figure 130: Event result

The event type shows the following information:

- » Event Title
- » Event Icon
- » Site Name and Link
- » URL
- » Search Snippet
- » Event Category
- » Posted By
- » Start Date and Time
- » End Date and Time
- » Event Location
- » Tags
- » Comment Count
- » Likes Count
- » View

The following managed properties are used for this result type:

Item	Mapped Managed Property
Event Title	Title
Site Name and Link	Site Title
URL	Path
Image	OwlEventPageImage
Search Snippet	HitHighlightedSummary
Event Category	OwlEventPageCategory
Posted By	OwlEventPagePostedBy
Start Date and Time	OwlEventPageStartDate
End Date and Time	OwlEventPageEndDate
Event Location	OwlEventPageLocation
Tags	OwlTags
Like Count	LikesCount

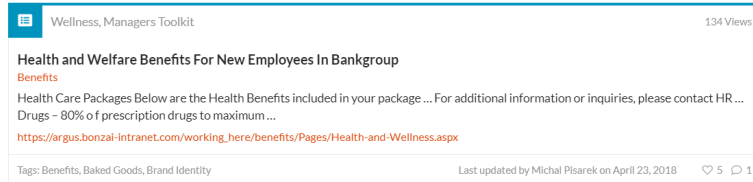| Item	Mapped Managed Property
Views	ViewsLifeTime
Comment Count	Clients side call and not mapped to a managed property

Generic page result type

Figure 131: Generic Page Result

The generic page type shows the following information:

» Page Title

» Page Icon

» Site Name and Link

» URL

» Search Snippet

» Generic Page Category

» Published By

» Published Date

» Tags

» Comment Count

» Likes Count

» Views

The following managed properties are used for this result type:

Item	Mapped Managed Property
Page Title	Title
Site Name and Link	SiteTitle
URL	Path
Search Snippet	HitHighlightedSummary
Generic Page Category	OwlPageCategory
Published By	ModifiedBy
Published Date	LastModifiedTime
Tags	OwlTags
Like Count	LikesCount
Views	ViewsLifeTime
Comment Count	Clients side call and not mapped to a managed property

Spotlight page result type

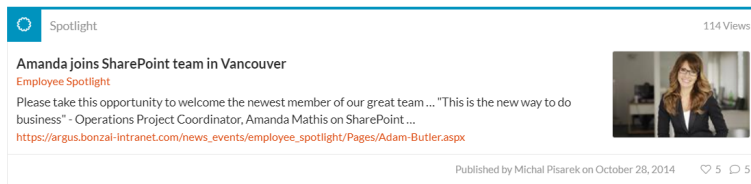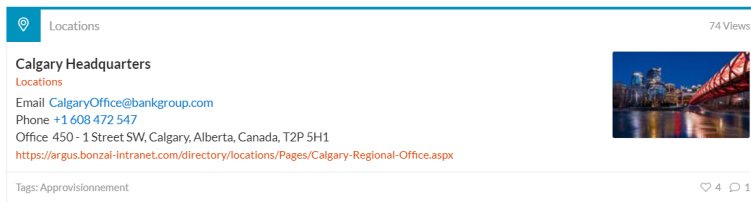*Figure 132: Spotlight Page Result*

The spotlight page type shows the following information:

» Page Title

» Page Icon

» Site Name and Link

» URL

» Search Snippet

» Published By

» Published Date

» Tags

» Comment Count

» Likes Count

» Views

The following managed properties are used for this result type:

Item	Mapped Managed Property
Page Title	Title
Site Name and Link	SiteTitle
URL	Path
Image	OwlSpotlightPageImage
Search Snippet	HitHighlightedSummary
Published By	OwlSpotlightPageAuthor
Published Date	OwlSpotlightPagePublishDate
Tags	OwlTags
Like Count	LikesCount
Views	ViewsLifeTime
Comment Count	Clients side call and not mapped to a managed property

Location page result type

Figure 133: Location Page Result

The location page type shows the following information:

» Page Title

» Page Icon

» Site Name and Link

» URL

» Email

» Phone

» Office Location

» Published By

» Tags

» Comment Count

» Likes Count

» Views

The following managed properties are used for this result type:

Item	Mapped Managed Property
Page Title	Title
Site Name and Link	SiteTitle
URL	Path
Search Snippet	HitHighlightedSummary
Email	OwlLocationPageEmail
Phone	OwlLocationPagePhone
Office Location	OwlLocationPageAddress
Tags	OwlTags
Like Count	LikeCount
Views	ViewLifeTime
Comment Count	Clients side call and not mapped to a managed property

Person result type
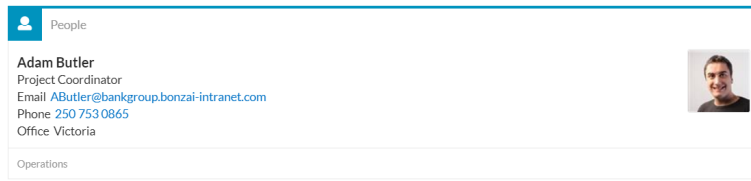
Figure 134: Person Result

The person type shows the following information:

» Name

» Job Title

» Email

» Phone

» Office

» Department

» Image

The following managed properties are used for this result type:

Item	Mapped Managed Property
Name	PreferredName
Image	PictureURL
Job Title	JobTitle
Email	WorkEmail
Phone	WorkPhone
Office	OfficeNumber
Department	Department

Advanced link result type
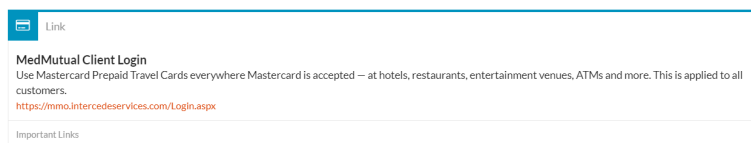
Figure 135: Advanced Link Result

The advanced link type shows the following information:

» Link Name

» Link Icon

» Link Description

» Link URL

» Link Category

The following managed properties are used for this result type:

Item	Mapped Managed Property
Link Name	Title
Link Icon	OwlLinksIcon
Link Description	OwlLinksComment
Link URL	OwlLinksUrl
Link Category	OwlLinksGroup

Site directory result type
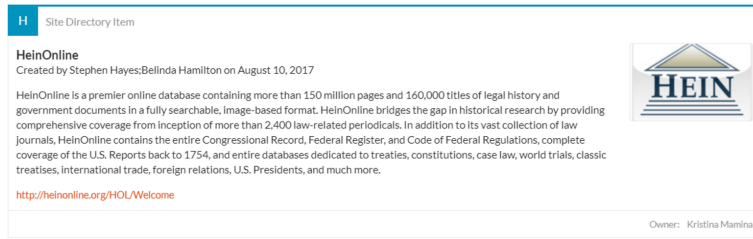
Figure 136: Site Directory Result

The site directory type shows the following information:

» Item Name

» Site Directory Description

» Site Directory Link

» Owner

The following managed properties are used for this result type:

Item	Mapped Managed Property
Item Name	Title
Link Description	OwlSiteDirectorySiteDescription
Link Icon	OwlSiteDirectorySiteImage
Owner	OwlSiteDirectorySiteOwner

Site result type
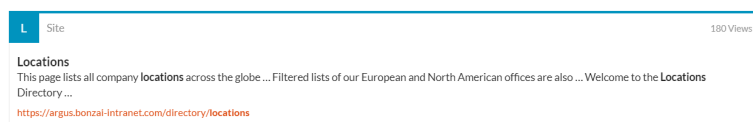
Figure 137: Site Result

The site type shows the following information:

» Site Name

» Search Snippet

» URL

» Views

The following managed properties are used for this result type:

Item	Mapped Managed Property
Site Name	SiteTitle
Search Snippet	HitHighlightedSummary
URL	Path
Views	ViewsLifeTime

Document base and link to document result type
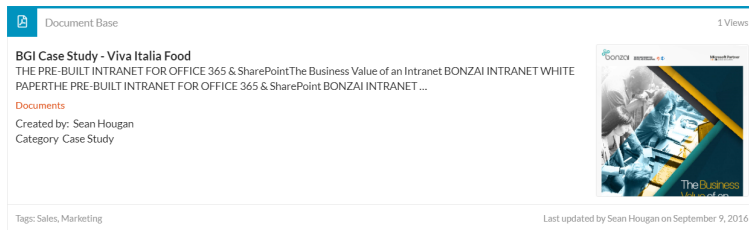
Figure 138: Document Base and Link to Document Result

The site type shows the following information:

» Content Type

» Document Name

» Search Snippet

» Document Site Location

» Category

» Tags

» Updated By

» Updated Date

» Views

The following managed properties are used for this result type:

Item	Mapped Managed Property
Content Type	ContentType
Document Name	Title
Search Snippet	HitHighlightedSummary
Tags	OwlTags
Updated By	LastModifiedTime
Updated Date	ModifiedBy
Views	ViewsCountLifetime
Document Site Location	SiteTitle
Category	HitHighlightedSummary OwlDocPortalCategory

Document portal

The Document Portal web part is a powerful way to surface related content to your users and provide additional capabilities such as filtering, search, favoriting and popular searches.

This web part is used to aggregate related content such as forms, policies, procedures in a single place for users.

The web part provides many additional features such as:

» Ability to customize the filters that users see

» Ability to customize the metadata that users see without the need for custom code

» Ability to show pre-defined common searches

» Ability for users to favorite items that are stored on a per user basis

» Ability to see content in a list or grid format

Document Portal Technical Implementation

The Document Portal web part is implemented as a client side react component that runs within the context of the browser (this is the same approach as all Bonzai Intranet web parts). All queries are made with a client-side REST call to the search service to get items, paging as well as filter values.

Intranet usage

The Document Portal can be used in multiple ways in your Bonzai Intranet. Here are some commonly used examples:

» Forms Portal

» Policies and Procedures Area

» Marketing Collateral Portal

» Human Resources Content
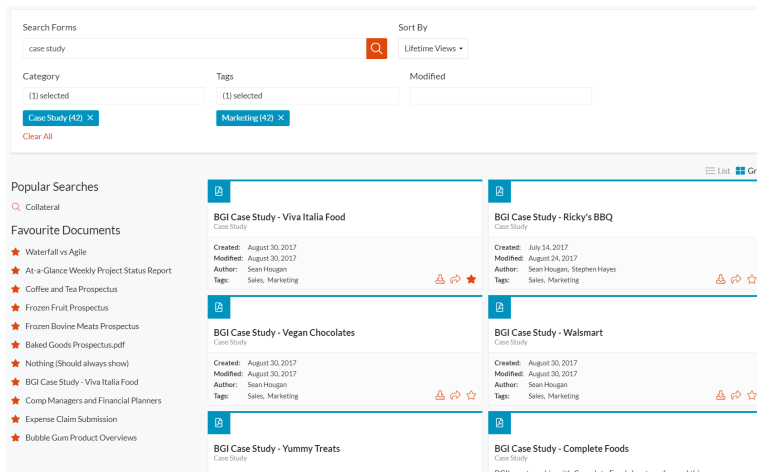
Figure 139: Intranet usage

Document portal configuration

There are many configuration options for the Document Portal. Following are the configuration options:

Result Source: The SharePoint result source that is used to show the results.

Result Source *

Document Portal

Figure 140: Result source configuration option

Search Label: The label that is shown by default in the search box.

Search Forms

Figure 141: Search label configuration option

Show sort dropdown: Ability to show or hide the sort drop down.

Sort By

Relevance ▾

Figure 142: Sort dropdown configuration option

Items Per Page: The number of items shown per page.

1 - 30 ›

750 Results Found

Figure 143: Items per page configuration option

Enabled Wildcard Search: Whether a wild card is added to each search term. If this option is enabled, it provides great recall (more results come back) but lower precision (the results are less accurate). Recommendation is to have this setting disabled by default.

☐ Enable Wildcard Search

Figure 144: Wildcard search configuration option

Trim Duplicates: Enables or disables the Trim Duplicates option in SharePoint search.

☐ Trim Duplicates

Show Results: Whether to show results or not. Commonly used to only use the Search Box functionality of the web part.

Show Popular Searches: Shows the popular searches on the web part.

Popular Searches

🔍 Collateral

Figure 145: Popular searches configuration option

Show Favourite Documents: Show the favourite documents and allows users to favourite documents.

Favourite Documents

⭐ Waterfall vs Agile

⭐ At-a-Glance Weekly Project Status Report

Figure 146: Favourite document configuration option

Show Document Previews: Shows a live preview of the document.

Figure 147: Document previews configuration option

Additional search filters

This allows you to define the filters that are visible on the Document Portal web part. They are entered in the format `Label:Managed` Property.
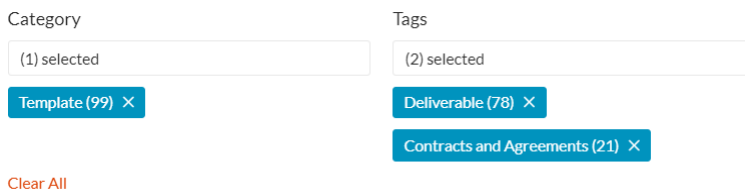
Figure 148: Additional Search Filters

List View Additional Results Information

Allows for any metadata to be displayed in the List View of the document portal. They are entered in the format Label:Managed Property.
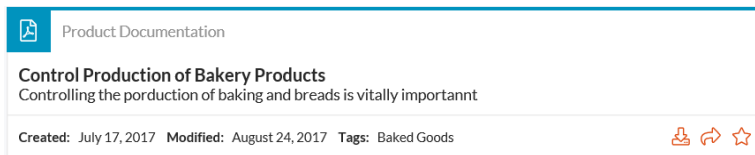
Figure 149: List View Additional Results Information

Grid View Additional Results Information

Allows for any metadata to be displayed in the Grid View of the document portal. They are entered in the format `Label:Managed Property.`

Figure 150: Grid View Additional Results Information

Bonzai Intranet type ahead search

The Bonzai Intranet Type ahead search experience is designed to provide your Intranet users the ability to quickly find any content that exists in their SharePoint environment.

This experience is available on any page in Bonzai Intranet by simply clicking and expanding the search box.

Figure 151: Type ahead search

This search capability relies on the underlying SharePoint search engine and supports a full range of scenarios including external content, the SharePoint Search Service appliance and standard configuration of search.

The typeahead search has the following features:

» Ability to configure the search verticals to specific customer scenarios

» Intuitive display templates for various types of results

» Support for SharePoint search suggestions

» Support for SharePoint query rules that include promoted results

» Ability to redirect users to a main search pages

» Quick and powerful search without needing to go to a search center

» Search term high lighting

Result types

Each type of content that is returned in the type ahead have a specific template that provides an intuitive result for users. For Bonzai Intranet content we leverage various pieces of metadata and taxonomy to provide additional context to users.

News result type

The news type shows the following information:

» News Title

» New Icon (consistent for all news articles)

» News Page Category

The following managed properties are used for this result type:

Item	Mapped Managed Property
News Title	Title
Search Snippet	HitHighlightedSummary
News Category	OwlNewsPageCategory

Event result type

Sep 05 **Financial Planning Seminar (Vancouver)**
Company Event   9:00 AM - 4:00 PM   ⊙ 5th Floor Boardroom

Sep 15 **Pie Baking 101**
Social   12:00 AM - 12:00 AM   `Past`

Figure 152: Event result type

The events type shows the following information:

» Event Date

» Event Title

» Event Category

» Start and End Times

» Event Location

» Past indicator if the event is in the past

The following managed properties are used for this result type:

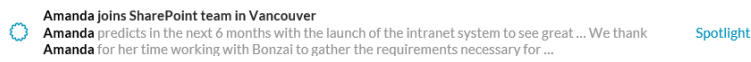| Item	Mapped Managed Property
Event Title	Title
Event Date	OwlEventPageStartDate
Event Category	OwlEventPageCategory
Start Time	OwlEventPageStartDate
End Time	OwlEventPageEndDate
Event Location	OwlEventPageLocation

Spotlight page

Figure 153: Spotlight page result type

The spotlight type shows the following information:

»   Spotlight title

»   Search Snippet

»   Spotlight Icon

»   Spotlight Label

The following managed properties are used for this result type:

Item	Mapped Managed Property
Spotlight Title	Title
Search Snippet	HitHighlightedSummary

Location page
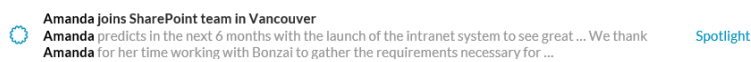
Figure 154: Location page result type

The location type shows the following information:

»   Location Name

»   Location Address (linked to emailand clickable)

»   Location Number (linked to telephoneand clickable)

»   Location Address (linked to Google Mapsand clickable)

The following managed properties are used for this result type:

Item	Mapped Managed Property
Spotlight Title	Title
Search Snippet	HitHighlightedSummary

People item
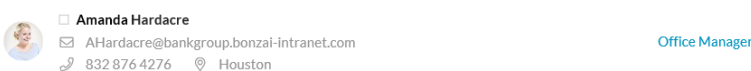
Figure 155: People item result type

The People item shows the following information:

»   Person Name

»   Email Address (linked to email and clickable)

»   Phone Number (linked to telephone and clickable)

»   Office Location

»   Job Title

The following managed properties are used for this result type:

Item	Mapped Managed Property
Person Name	PreferredName
Email Address	WorkEmail
Phone Number	WorkPhone
Office Location	OfficeNumber
Job Title	JobTitle

List result type

Global News - Tasks
Task list for workflow.   List

Figure 156: List result type

The list type shows the following information:

» List Name

» List Icon

» List Description

No mapping of managed properties is customized here as part of Bonzai since this is a standard SharePoint search result.

Generic page

Pay and Compensation
Compensation | Upon successful completion of your 3 months probationary period at Bankgroup, your   Page
annual salary is reviewed based on the following criteriaHow and whether you have met your ...
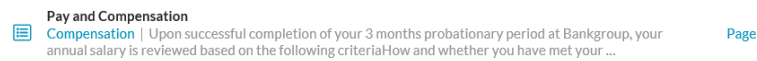
Figure 157: Generic page result type

The Generic Page type shows the following information:

» Page Name

» Page Icon

» Generic Page Category

» Search Snippet

The following managed properties are used for this result type:

Item	Mapped Managed Property
Page Name	Title
Page Category	OwlPageCategory
Search Snippet	HitHighlightedSummary

Site

News and Events
NA Welcome to Your Publishing SiteThese links will help you get started ... Remove OOTB web parts via   Site
PowerShell
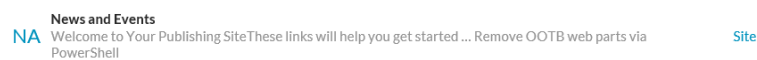
Figure 158: Site result type

The Site type shows the following information:

» Site Name

» Search Snippet

» Site Name Icon (comprised from the first two letters of the site)

No mapping of managed properties is customized here as part of Bonzai since this is a standard SharePoint search result.
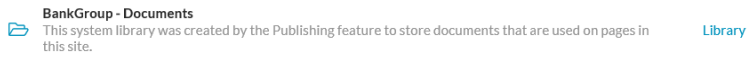
Library

Figure 159: Library result type

The Site type shows the following information:

» Library Name

» Search Snippet from SharePoint search

» Site Name Icon (comprised from the first two letters of the site)

No mapping of managed properties is customized here as part of Bonzai since this is a standard SharePoint search result.

General document

Figure 160: General document result type

The Site type shows the following information:

» Document Name

» Search Snippet from SharePoint search

» Document Icon (Generated from the type of document)

No mapping of managed properties is customized here as part of Bonzai since this is a standard SharePoint search result.

Advanced link

Figure 161: Advance link result type

The Site type shows the following information:

» Link Name

» Link Icon (Taken from the icon used to create the link)

» Search Snippet from SharePoint search

» Link Description

The following managed properties are used for this result type:

Item	Mapped Managed Property
Link Name	Title
Link Icon	OwlLinksIcon
Search Snippet	HitHighlightedSummary
Link Description	OwlLinksComment

Image

Figure 162: Image result type

The Image result type shows the following information:

» Image Name

» Image Title

No mapping of managed properties is customized here as part of Bonzai since this is a standard SharePoint search result.

Site Directory Item

Figure 163: Site Directory Item result type

The site directory result shows the following information:

» Site Directory Item Name

» Site Directory Item Description

» Link Icon

Item	Mapped Managed Property
Site Directory Item Name	Title
Site Directory Item Description	HitHighlightedSummary

Document portal item

The Document Portal item has some intelligence built in to take advantage of the Document Description column. If this column is populated, then the description will show in the result:

If this column is not populated then we will show the hit highlighted summary from the search index:
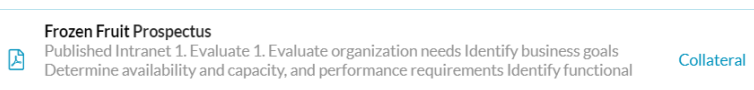
Figure 164: Document Portal Item result type

The document portal result shows the following information:

» Document Title

» Document Category

Item	Mapped Managed Property
Document Name	Title
Document Category	OwlDocPortalCategory
Content Type	SPContentType
Document Description	OwlDocPortalDescription

Result type - Frequently asked questions

Can I create my own custom result types?

Currently this is not possible, and the result types are set.

How does Bonzai determine what result template to use for the particular result types that we have?

We have our own custom logic that we use to determine this.

Search verticals

The type ahead search feature allows you to create and specify which vertical you want to appear, the search result source that is used, the search redirect page and the number of results that are returned.
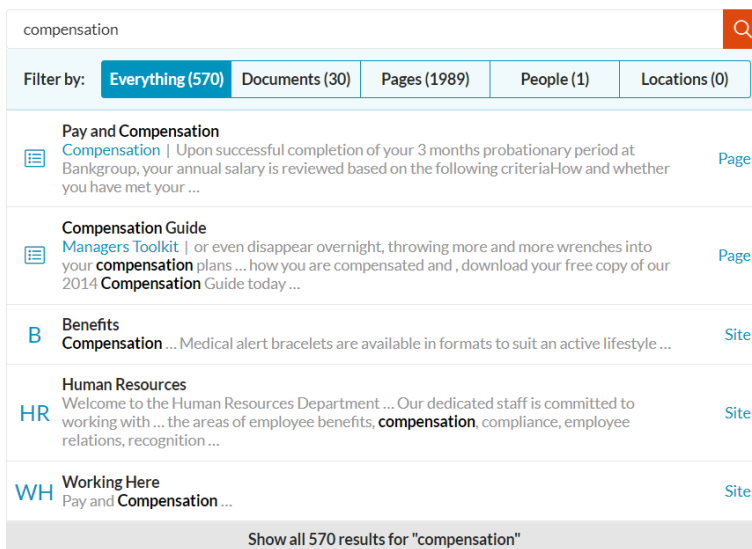
Figure 165: Type ahead search feature

Search vertical configuration

A search vertical for the typeahead consists of the following configuration options:

Search vertical name

Each search vertical can have its own name that corresponds to the items that are being returned when the filter is selected. In the following examples the following search vertical names have been configured:

» Everything

» Documents

» Pages

» People

» Locations
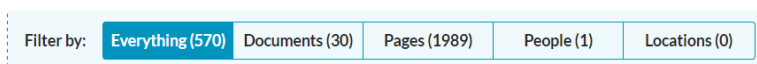
Figure 166: Search vertical name

The number next to the name in brackets corresponds to the number of results for the search term. For example, the everything search vertical will return 570 items for the keyword searched.

Result source

Each Search Vertical is associated with a SharePoint result source. This means that any results sources that are configured in your SharePoint or Office 365 environment can be used in the type ahead search. This offers an unlimited amount of options and flexibility in term of what is returned.

To use a result source in a search vertical, ensure that the result source exists and has been configured in your SharePoint environment.

Search redirect page

For each search vertical an associated search redirect page can be defined. This ensure that if a user cannot find the result that they are looking for in the typeahead a user can either press enter or click on the below link to be redirected to a results page. As part of this redirection the search term is also passed through.
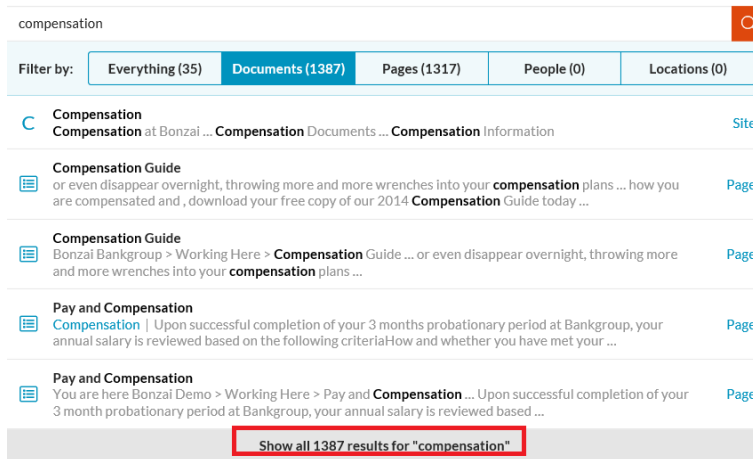
Figure 167: Search redirect page

Brick configuration

The configuration of the typeahead search is performed through Brick. This allows you to easily add and change the type ahead instantly.

Figure 168: Brick configuration

The default configuration is as follows:

```
[{"name":"Intranet","resultSource":"Bonzai Intranet Results","searchMoreUrl":"/search/Pages/intranet.aspx"},
{"name":"Everything","resultSource":"Local SharePoint Results","searchMoreUrl":"/search/Pages/results.aspx"},
{"name":"Documents","resultSource":"Document Portal","searchMoreUrl":"/doc-portal"},{"name":"People","resultSource":"Employee Directory By Relevance","searchMoreUrl":"/people"},{"name":"Locations","resultSource":"Locations","searchMoreUrl":"/locations"}]
```

The format to add new items or change items is the following JSON object string:

```
[ {"name":"<Vertical Name>","resultSource":"<Result Source Name>","searchMoreUrl":"<Search Redirect URL>"},
{"name":"<Vertical Name 2>","resultSource":"<Result Source Name 2>","searchMoreUrl":"<Search Redirect URL 2>"},
{"name":"<Vertical Name X>","resultSource":"<Result Source Name X>","searchMoreUrl":"<Search Redirect URL X>"} ]
```

This string accepts the following parameters:

» **Vertical Name:** The label that appears on top of the search tab

» **Result Source:** The result source to be used for the search vertical

» **Search More UL:** The URL that the user will be redirected to if a search is triggered. This format must be the full site collection name

Best bets (promoted results)

The typeahead search box also supports best bets that allows you to specify a search result for a key word. This capability is based on the SharePoint Query Rules capability with promoted results as documented at https://docs.microsoft.com/en-us/sharepoint/manage-query-rules

Any promoted result that is defined as part of the result source for the search vertical appears at the top of the result in a high lighted format.
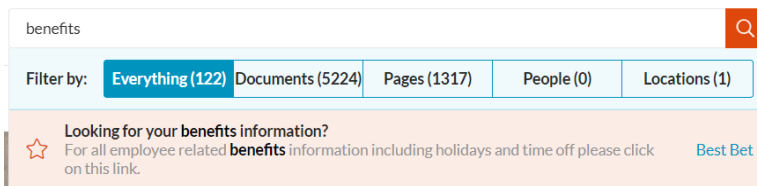
Figure 169: Best bet promoted result

Search suggestions

The typeahead search functionality also contains search suggestions. This is based on the out of the box SharePoint search engine and can be configured per the following documentation in Microsoft portal:

» Manage query suggestions in SharePoint Server

» Customize query suggestions in SharePoint Search for Office 365

The search suggestions appear at the top of the type ahead search box and are done in real time as the user searches.
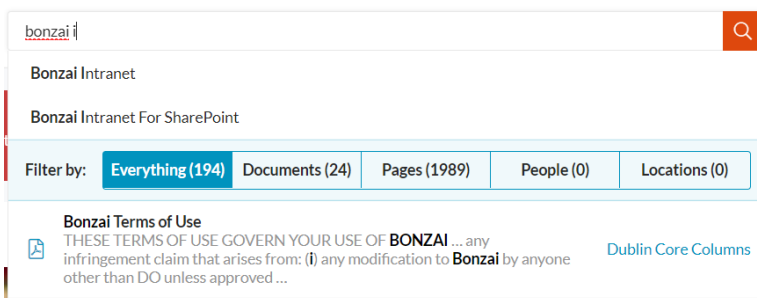
Figure 170: Search suggestion

Standard search vertical examples

Some examples of various search verticals are contained below. These verticals contain common types of content and use cases that we have found are particularly applicable to an Intranet or Digital Workplace.

Everything vertical

Description: This search vertical returns everything in the search index. This is typically mapped to the Local SharePoint Results search result source that is part of SharePoint Online and On-Premise.

Search Result Source Configuration: Local SharePoint Results

Intranet vertical

Description: This search vertical returns only content in the Intranet. It shows pages, links and other items but doesn't show items such as favorite sites, comments, images or non Intranet related content

Search Result Source Configuration: Bonzai Intranet Intranet Results

Documents vertical

Description: Returns documents only and can be particularly use if an organization has a large number of documents within the organization.

Search Result Source Configuration: Documents (for all documents across the entire Intranet) OR Document Portal (just for documents within the Intranet)

People vertical

Description: Returns people only and is used to quickly find people and their contact details.

Search Result Source Configuration: Employee Directory By Relevance (returns employees but by relevance)

Locations vertical

Description: Returns items from the locations directory including offices, branches or any other way that it is configured in Bonzai Intranet.

Search Result Source Configuration: Locations

Weather - Overview

With Bonzai Intranet you can provide your users with the ability to set and change their weather preferences. This personalization provides engagement as well as knowing the conditions for a location.
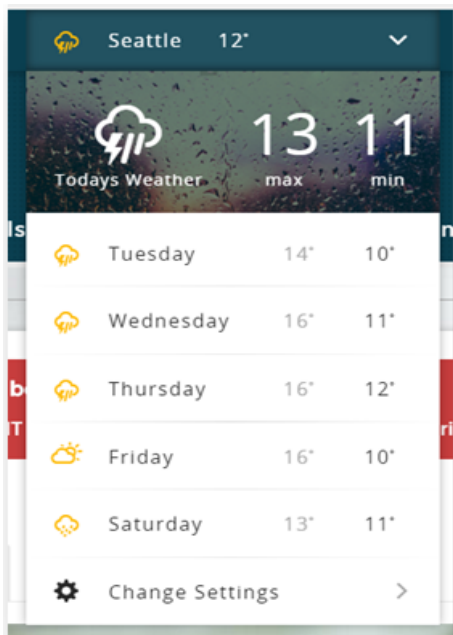
Figure 171: Weather

Bonzai Intranet weather technical implementation

The Bonzai Intranet weather widget is composed of the following components:

User profile properties

There are three User Profile Properties that are used to store weather information per user:

Latitude

This field stores the latitude for a weather location and is used to specify the value that is passed into the Dark Sky weather query. Since this is a user profile field it can be populated on behalf of the users so that when they log in they see a preset weather. If this value is blank for the current user, Bonzai Intranet will use the default value specified in the settings store.

Figure 172: Property Settings - Latitude

Longitude

This field stores the longitude for a weather location and is used to specify the value that is passed into the Dark Sky weather query.

Since this is a user profile field it can be populated on behalf of the users so that when they log in they see a preset weather. If this value is blank for the current user, Bonzai Intranet uses the default value specified in the settings store.

Figure 173: Property Settings - Longitude

City

This field stores the display name for a weather location and is used to specify the location name that is displayed in the weather widget UI.

Since this is a user profile field it can be populated on behalf of the users so that when they log in they see a preset weather. If this value is blank for the current user, Bonzai Intranet uses the default value specified in the settings store.

Figure 174: Property Settings - Longitude

Weather Measure

The Weather Measure field stores the option to show weather in degrees Celsius or Fahrenheit.

This field can also be set on behalf of users by populating the appropriate user profile property. If this value is blank for the current user, Bonzai Intranet uses the default value specified in the settings store.

Figure 175: Property Settings - Weather measure

Weather user interface

The Weather User interface consists of two components. The weather drop down that shows the current temperature, today's minimum and maximum weather and a 5 day forecast:
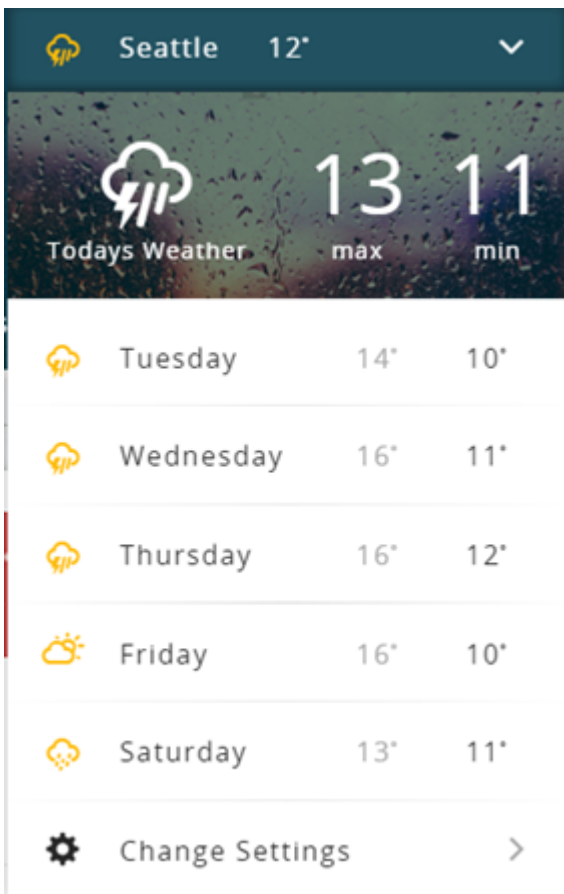

Figure 176: Weather drop-down

The change settings panel allows user to change both their locations and their units. The type-ahead search provides choices from Dark Sky weather to make the process of choosing a location quick and easy:
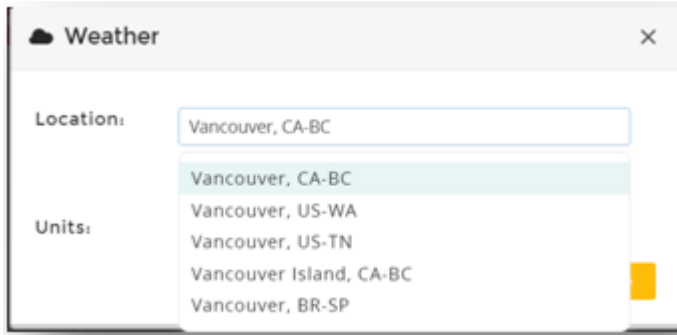
Figure 177: Change settings panel

Weather API

Currently Bonzai Intranet uses the Dark Sky Weather API that provides all weather information. The format of the API call looks like this:

> https://722w54cyci.execute-api.us-west-2.amazonaws.com/production/weather?latitude=43.653226&longitude=-79.38318429999998&lang=en&units=us

> **Note:**
> If your location cannot be found or is unavailable then you should contact Dark Sky for further clarification.

Weather default values

In the Bonzai Intranet Intranet Administration there are various options with the weather available:

Figure 178: Weather options

Option Name	Description
Weather Woeid	This is a legacy field that maintains backwards compatibility with older versions of Bonzai Intranet. New Bonzai Intranet installations can disregard this.
Location Latitude	Specifies the default weather location's latitude.

Option Name	Description
Location Longitude	Specifies the default weather location's longitude.
City	Specifies the default weather location's display name.
Measure	Selects the default weather measure.
Enable Widget	Determines if the weather widget is available or not for users to see.

Specifying default weather on a per-user basis

Learn how to specify the default weather location on a per users basis.

For example, if you have offices in London, New York and Vancouver, it is desirable that on login you are shown weather information for the current location.

Below are the steps to achieve this:

1. Gather the latitudes and longitudes for the weather locations you wish to populate.

To populate the weather for users you first need to get the latitudes and longitudes for the locations that you wish to enter. The latitude and longitude is the standard way to store location based items and this is used in Bonzai Intranet.

To find the latitude and longitude for your location, see http://latlong.net

2. Determine the weather measures for users.

In addition to setting the Weather Location the measure must also be set. Set **C** for Celsius and **F** for Fahrenheit measures.

3. Update the user profile properties.

Now it is needed to populate the Weather Measure, Latitude, Longitude, and City fields for each user. This can be easily done with a script or synchronized from Active Directory.

Promoted items - Overview

The Bonzai Intranet promoted items feature allow you to promote items within Bonzai Intranet.

Item promotion can be used for two main use cases:

>> **Promote Items:** In this case you can show items in any order, such as date, but want to call out specific item that is visually different than the others. The promoted items feature shows a call out on the specific item that.

>> **Pin Items:** In this case you can have some items appears in front of others – essentially pinning an item so that it appears first. A great example of this would be the ability to have an event that appear first in a list with all other events coming after it in alphabetical order.

The promoted item feature is available on most web part in Bonzai Intranet and can be configured quickly and easily.

Promoted items configuration

Promoted items depends on below information:

Marking an Item as Promoted

To mark an item as being promoted simply check the **Promote Item** checkbox. This appears both in pages as well as list items that support this feature.

*Figure 179: Enable **Promote Item***

Enable the Web Part for Item Promotion

By default, Web Parts will not show items marked as promoted in a different way that non-promoted items. To do this the web part must have the **Show Promoted Items** checkbox enabled.

Enable **Show Promoted Items**

Pinning vs promoting configuration

Using the promotion capabilities in Bonzai Intranet Intranet there are two main scenarios that you can implement: promotion and pinning.

Item Promotion

Promoting items using the Bonzai Intranet promotion capabilities simply shows the promoted icon next to any items that are promoted. The use case of this would be to call out specific items in a list of content such as news, events, documents, pages or any other supported options.

Figure 180: Item promotion

Pinning

Pinning is the concept of having one item appear in the first position of a list of items regardless of the sort order that is applied. Using the Bonzai Intranet promotion capabilities this is easily achievable.

There are several ways that pinning can be used:

» **Featured Story**: You have a news story that appears on the slider but you want to make sure that it always appears first. You can use Bonzai Intranet to pin that item so that it always appears first.

» **Pinned Event**: You have an event that you want to appear before all other events. A common example is that you have the Christmas Party coming up and you would like that to appear in the list, regardless of date, and all the other events after it. You can use Bonzai Intranet and a view to make this happen.

To enabled pinning you need to create a view that supports the pinning requirement. To do this you can take any existing view that you have, such as **Upcoming Events,** and sort by **Promote Item** descending and then by date as seen below:
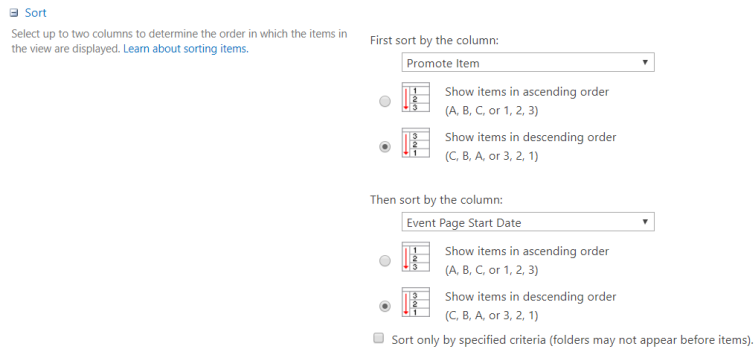

Figure 181: Pinning implementation

This ensures that the promoted items are on top of the list in date order with any other items that are not promoted being shown after them.

Web parts that support promoted items

The following web part support the promoted items capability:

» News Roll Up web part

» Events Roll Up web part

» Slider web part

» Document Roll Up

» Document Table Roll Up

» Pages Roll Up web part

» People Listing web part

When **Show Promoted Items** is enabled for the web part any item that has the promoted flag set shows an icon on the web part.

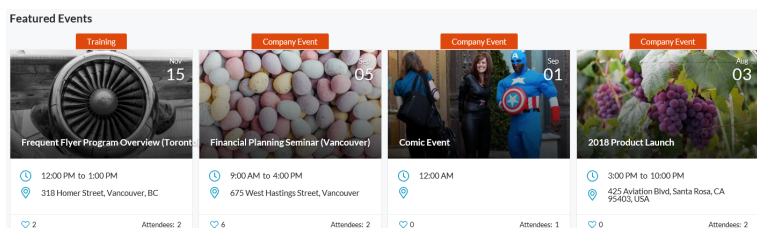The image below shows an Events web part with **Show Promoted Items** option disabled:

Figure 182: Show Promoted Items - Disabled

If the option is enabled, and the item has the flag set, then an icon will appear to show that the item has been promoted as can be seen below:
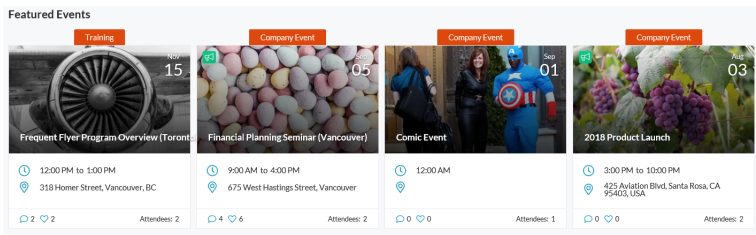
Figure 183: Show Promoted Items - Enabled

Branding options

You can easily change the colour of the **Promoted Item** icon by entering a value in the **Colors** section of Brick.

This allows you to have a promoted item icon that matches your branding.

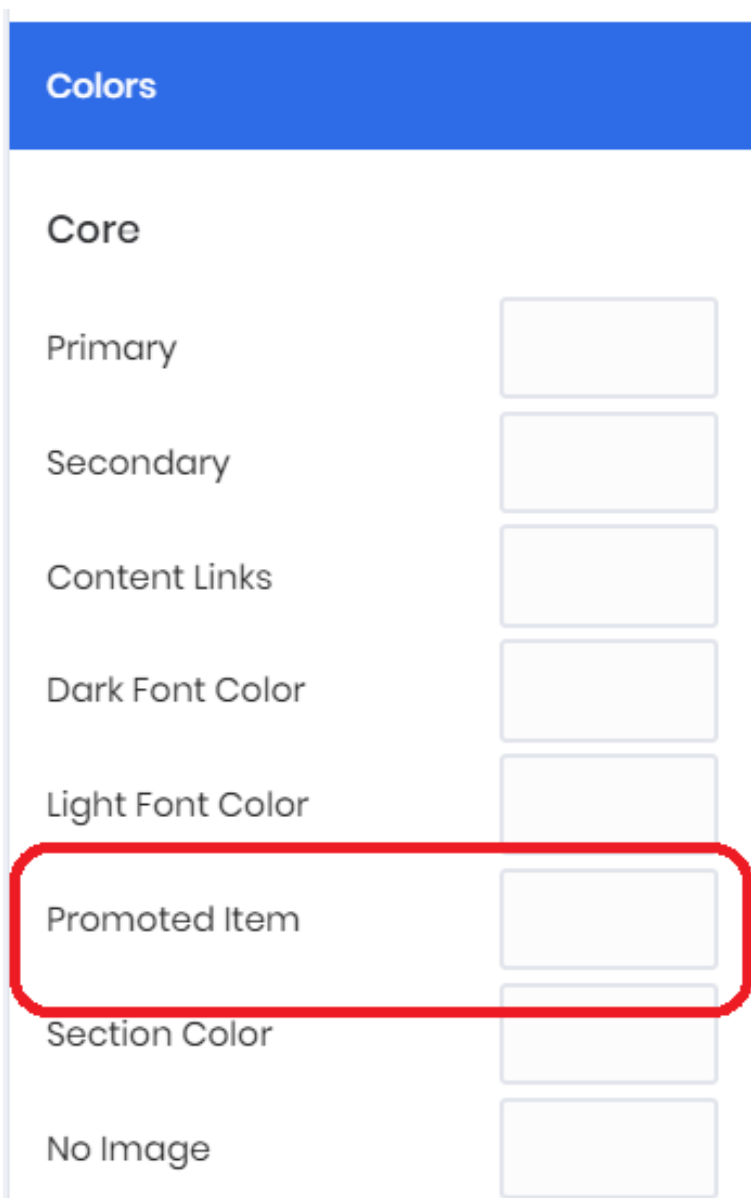*Figure 184: Change color of promoted items*

Social - Overview

Bonzai Intranet for SharePoint has a number of social capabilities that allow for rich interaction in terms of commenting, liking and sharing content throughout your Intranet.

This section of the guide details the capabilities of social interactions within Bonzai Intranet and a number of options that can be configured.

Bonzai Intranet has a number of social features that are designed to promote engagement and collaboration within your Intranet. The social features are as follows:

Commenting

Bonzai Intranet provides users the ability to comment on various types of content such as news, events and generic pages. Bonzai Intranet supports two types of commenting experiences – Bonzai Intranet commenting and Yammer Embedded comments.

Bonzai Intranet inbuilt commenting feature

Bonzai Intranet commenting provides a simple mechanism for users that do not have, or cannot use, Yammer to comment on content in the context of a page as seen below:
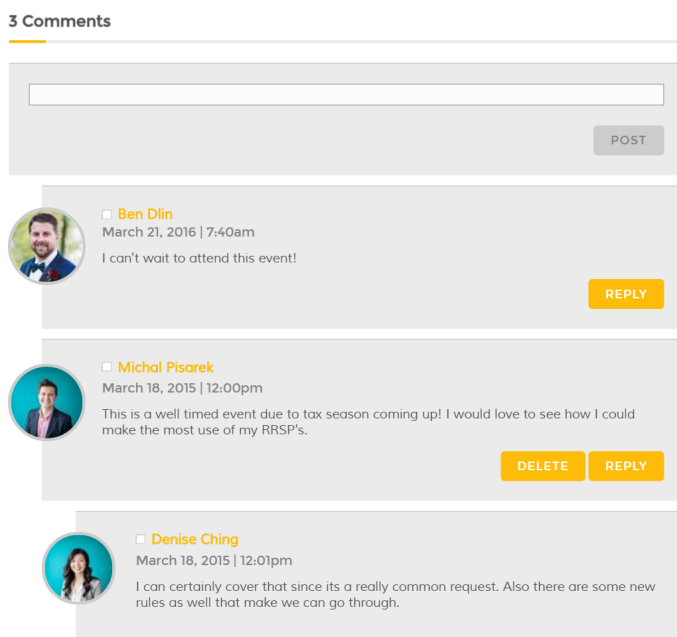

Figure 185: Bonzai Intranet Inbuilt Commenting Feature

All comments are tied to the users authenticated account and are tracked along with the time for each comment.

Commenting capabilities include the ability to reply to a comment, delete my own comments and post multiple comments on the same article.

All comments are stored in a list on the site that the content is stored and are in no way tied to the native social features of SharePoint 2013 or SharePoint 2016 which are not receiving any additional investment from Microsoft.

Yammer embedded commenting

For customers on Office 365 or customers would like to user Yammer, Bonzai Intranet allows the ability to embed the Yammer functionality into Bonzai Intranet to provide commenting.

Using the embedded Yammer commenting in Bonzai Intranet is the same as the current embedded Yammer in Office 365 for Delve and the video portal.

Users can create comments, @mention users and have threaded conversations. These conversation, since they are stored in Yammer, can also be surfaced in other areas of Bonzai Intranet by embedding a Yammer feed into a page.
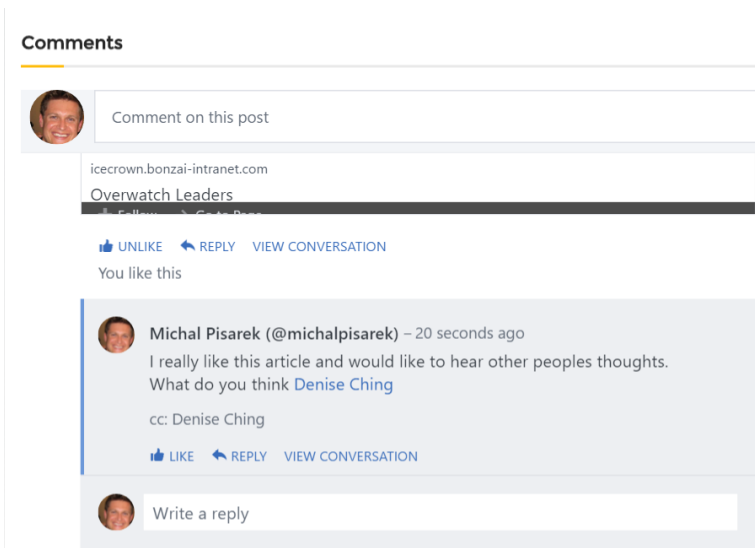
Figure 186: Yammer Embedded Commenting

Please note that since the comments are stored in Yammer that any Bonzai Intranet Web Parts or pages will not show the number of comments associated with the content.

Liking

Users can like and unlike content within Bonzai Intranet using the Like button on the actions area in each page.

Regardless of the commenting engine used the likes are stored within SharePoint and is visible on all web parts and pages:
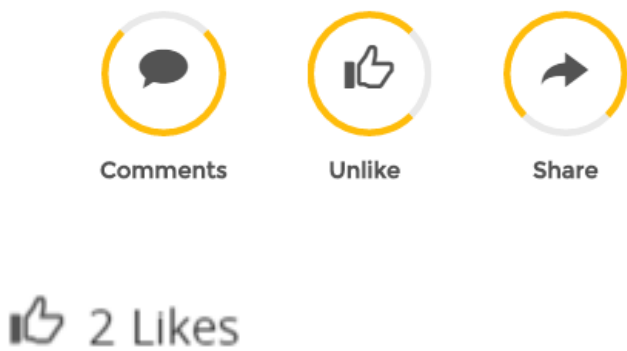

Figure 187: Liking

Bonzai Intranet vs Yammer commenting feature comparison

The following table shows the feature comparison between using the inbuilt Bonzai Intranet commenting and Yammer:

Capability	Bonzai Commenting	Yammer Commenting
Ability to @mention users in a comment	Not Available	Available
Ability to see the number of comments associated with a page	Available	Not Available
See the number of comments associated with a news or events in a Web Part	Available	Not Available
See the number of likes a page has received	Available	Available

Capability	Bonzai Commenting	Yammer Commenting
Like a person's comment	Not Available	Available
See a centralized stream of comments	Not Available	Available

Office 365 - Yammer integration

Yammer is a separate product that is currently in the process of being integrated into Office 365 but Microsoft has some limitations, including the following:

» Separate profiles in Yammer and Office 365

» Users can store documents both in Yammer and Office 365 that can be confusing

» Users sometimes need to authenticate to both products when using the Yammer embed functionality