

When to Use

Use the People Finder page type to create a directory that lists people or organizations with their contact information. This page type can be used on a dynamic site only. The People Finder page:

- ▶ Provides a fast and easy search to find people/organizations.
- ▶ Displays phone numbers and other important contact information.
- ▶ Allows people to edit certain (but not all) aspects of their own profile.
- ▶ Allows you to control which fields are displayed, searchable and editable.

Examples of when to use

- ▶ To set up a Directory page with employee or member organizations, photos and contact information.

People Finder Page Sections & Fields

<i>Page Section</i>	<i>Field Name/Item</i>	<i>Description of usage</i>
Search Settings		These fields control how search results are returned and displayed. You can also provide information for linking to an organizational chart.
	Max Returned Results	The maximum number of records you want returned when searching the directory.
	Results Per Page	The number of results displayed per page of search results. Default is 10 records. Depending on the format of your search results, you may wish to display fewer results on each page.
	Return ALL or NONE For Empty Search	If no results match the user's search criteria, you can have the system return all directory records or none.
	Search Button Text	This text is displayed on the search button on the published page.
	Add New Profile Button Text	This is the button users of the directory click to add a new profile to the contact list. You can change the button text if you wish. This button only appears if the Allow Add/Delete checkbox is checked in the People Finder Settings section of the page.
	Org Chart URL	If you have an organization chart, you can link to its location (URL) on your intranet. When users are viewing records, they can click a link to view the chart.

<i>Page Section</i>	<i>Field Name/Item</i>	<i>Description of usage</i>
People Finder Settings	New Profile Criteria	You can configure the directory to display a NEW indicator beside listings that have been recently added. Enter the number of days you want a new record to be flagged NEW for.
	Image Scaling	You can define a fixed height and width in pixels for pictures displayed in the search results and in the edit profile mode. Scaling the images makes them a consistent size and allows flexibility when designing the page layout.
	Allow any user to edit any record	Check this checkbox to allow all directory users to edit any profile, including their own. This field defaults to unchecked.
	Allow users to Edit own profile	<p>Check this checkbox to allow people to edit their own profile only.</p> <p>If the Allow any user to edit any record checkbox is checked, this field is unavailable. This field defaults to checked.</p> <p>If you DO NOT want people to edit ANY records, make sure you uncheck this checkbox and the one directly above it.</p> <p>If you check the Allow Details Screen checkbox, users can view the details of other records but not edit them.</p>
	Allow content providers to edit any profile.	<p>This defaults to checked and allows Content Providers with access to this page to edit profiles when they are logged into the ACM.</p> <p>Unchecking this checkbox means that Content Providers cannot edit profiles.</p>
	Allow Details Screen?	<p>Checking this checkbox allows users of the directory to view additional details for each directory listing. When you select this option, a Details link is displayed with each record. Clicking on the link displays additional profile information.</p> <p>The information displayed on search results and on the details screen is controlled by the settings in the Advanced Layout Options section of the page. Advanced Layout Options are only available to your site administrator when they edit the People Finder page.</p> <p>Note: If you have checked the Allow any user to edit any record checkbox, this field is unavailable. This is because when you edit a profile; all details are displayed so the Detail Screen would be redundant.</p>

Page Section	Field Name/Item	Description of usage
	Allow Add/Delete	Check this checkbox to put the Add New Profile button on the page. Clicking this button allows users to create a new profile to display in the directory. You can change the text displayed on this button in the Add New Profile Button Text field.
	Image Checker	This administrative tool can be used when importing a large number of photos into the system when initially setting up a directory page. However, we recommend that you create your directory by adding profiles individually using the published People Finder page rather than by using the Image Checker, as this will create more complete records.
Other Text Fields		<p>These fields can be used to collect additional information on each directory listing. For each of the Text Fields, type in the label for the field, indicating to the users what they must put in that field.</p> <p>For example. You could use Text Field One to collect the name of the work committee that each employee has joined. Type in <i>Work Committee</i> in the Text Field One field. The published text field will appear as follows:</p> <div data-bbox="625 997 1209 1150" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">WORK COMMITTEE: <input style="width: 150px; height: 20px;" type="text"/></p> <p style="text-align: center;">TEXT FIELD TEST LABEL: <input style="width: 150px; height: 20px;" type="text"/></p> </div> <p>Note: You do not need to enter the colon. It is added automatically. These fields cannot be added to the Search portion (in Advanced Layout Options) of the People Finder page type.</p>
Other HTML Fields		<p>These fields accept HTML code and can be used to provide a field for a “My Personal Web Site”, or other such field into which people can enter a link.</p> <p>In the following example, we have entered Personal Web Page in the HTML Field One in the Page Editor.</p> <div data-bbox="467 1444 1133 1507" style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> <p style="text-align: center;">PERSONAL WEB PAGE: Vancity Savings Credit Union</p> </div> <p>User's must enter a link using complete HTML formatting: Vancity Savings Credit Union</p> <p>When published the link will be visible as part of the profile.</p>

Special Features

People Finder Stylesheet

The People Finder page requires additional formatting information in the **PageTypes.css** file. Without this formatting information, the various views (Search, Details, Edit Profile) of the PeopleFinder will not be displayed correctly.

When you first receive your People Finder page, be sure to edit the PageTypes.css. The styles required for the page to display correctly are displayed in the following illustration:

```

/*****PEOPLEFINDER*/

/*peoplefinder profile styling*/
.ipf_pfprofile {background: #cccccc; width: 680px; border: 1px solid #B2AF9C; padding: 10px; margin: 0 0 10px 0;}
.ipf_pfprofile_info {border: 1px solid #999999; width: 500px; margin: 10px 0 0 0; background: #ffffff;}
.ipf_pfprofile_info td, .ipf_pfprofile_info th {background: #efefef; padding: 5px;}
.ipf_pfprofile_info th {text-align: right; font-weight: normal; font-size: 9px; font-weight: bold;
text-transform: uppercase; color: #666666; font-family: verdana; width: 30%;}
.ipf_pfprofile_info td {font-size: 12px; font-family: verdana;}
.ipf_pfprofile_frame{border: 1px solid #999999; padding: 10px; float: left; background: dddddd; margin: 0 10px 0 0;}
.ipf_pfprofile_frame img {border: 1px solid #666666;}
.ipf_pfprofile_frame .ipf_pfprofile_edit {font-size: 10px; margin: 5px 0 0 0; font-family: verdana; background:
url(..images/edit_profile.gif) 0 0 no-repeat;
padding: 0 0 5px 20px; }
.ipf_pfprofile_frame .ipf_pfprofile_edit img {border: 0;}

/*peoplefinder search table styling*/
.ipf_pf_table {border: 1px solid #B2AF9C; border-collapse: collapse; width: 680px; margin: 0 0 10px 0;}
.ipf_pf_table th {font-size: 11px; text-align: right; font-weight: normal; width: 30%;}
.ipf_pf_table .rowa td, .ipf_pf_table .rowa th {background: #efefef;}
.ipf_pf_table .rowb td, .ipf_pf_table .rowb th {background: #e4e4e4;}
.ipf_pf_table td, .ipf_pf_table th{padding: 4px; border-bottom: 1px solid #ffffff; vertical-align: middle;
font-size: 11px; font-family: verdana;}
.ipf_pf_table .ipf_instruct {padding: 10px 4px 10px 4px; color: #999999; font-size: 10px; font-style: italic;
text-transform: uppercase;}
input {background: #ffffff !important}

```

Advanced Layout Options

When site administrators edit the People Finder page, they will see an additional section at the bottom of the Page Editor titled **Advanced Layout Options**. This section allows site administrators to change the layout and fields on the People Finder search, search results, details screen and edit mode screens.



Each section of the Advanced Layout Options includes an HTML editor window that contains default layout HTML code. This code can be edited to remove unwanted fields from sections, or to alter the layout and styles.

- ADVANCED LAYOUT OPTIONS
Usable View Layout

SEARCH FIELD LAYOUT

```

<table class="ipf_pf_table">
  <tr class="rowa">
    <td colspan="2" class="ipf_instruct">Please fill out or
the bottom fields to run the PeopleFinder.</td>
  </tr>
  <tr class="rowb">
    <th>First Name:</th>
    <td><ironpoint>ProfileFirstName</ironpoint></td>
  </tr>

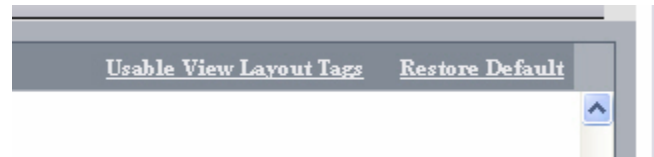
  <tr class="rowa">
    <th>Last Name:</th>
    <td><ironpoint>ProfileLastName</ironpoint></td>
  </tr>

```

For each of the pages that are displayed when using the People Finder (Search page, Search Results page, Details page, Edit Profile page), there is an HTML editor window. Each section is described below.

Editor window links

Each editor window has two links at the top right corner of the window.



Usable View Layout Tags link – this link displays a listing of all tags that are permissible in this section of the People Finder page.

ITEM	DISPLAY TAG	EDIT ATTRIBUTE
First Name	ProfileFirstName	N/A
Last Name	ProfileLastName	N/A
Nick Name	ProfileNickName	N/A
Title	ProfileTitle	N/A
Company	ProfileCompany	N/A

(Note: this is a view-only window)

Restore Default link – if you want to restore the original HTML code for this section, click on the Restore Default link. All original tags and fields will be restored and any custom HTML code removed.

Search Field Layout Section

You can remove fields that appear on the Search page of the People Finder. You cannot include the **Other Text** and **Other HTML** fields on the Search page.

Returned Search Item Layout Section

The fields in this section are displayed in the search results when a user searches the directory.

Detail Layout Section

The fields in this section are displayed on the Details screen.

Edit Profile Layout Section

The fields in this section are displayed on the Edit Profile page.

Making Fields Non-editable

By default, all fields are editable on the Edit Profile page. To make a field non-editable, add **editable='false'** as follows:

```
<tr>
  <th>Name:</th>
  <td><ironpoint editable='false'>ProfileFirstName</ironpoint>&nbsp;&nbsp;&nbsp;&
    <ironpoint editable='false'>ProfileLastName</ironpoint></td>
</tr>
```

The first sample below shows the fields set to **editable**:

NAME:	<input type="text" value="Steve"/>	<input type="text" value="Simons"/>
NICKNAME:	<input type="text" value="Stepho"/>	

The following sample shows the same fields set to **non-editable**:

NAME:	Steve Simons	
NICKNAME:	<input type="text" value="Stepho"/>	

People Finder Page Tips!

- ▶ **Creating People Finder Profiles:** You cannot create a People Finder record if a User Account doesn't already exist in the Active CM. Therefore if you want to create a People Finder profile for Bob Smith with the User Name bsmith, his account in the ACM must also have the User Name bsmith.
- ▶ This page type can be used on a dynamic site only.