

KNOWLEDGE BASE ARTICLE

Create Single Part App Page for Employee Directory



Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 - 25.
- **Document** refers to the Knowledgebase Article.
- **You** means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.
- **Website** refers to Vitextra, accessible from <https://vitextra.com>

Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

Errors and Omissions Disclaimer

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

"Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

Table Of Contents

Introduction	4
Create App Page	4

This article describes how to create a Single App Page with Vitextra Employee Directory.

Introduction

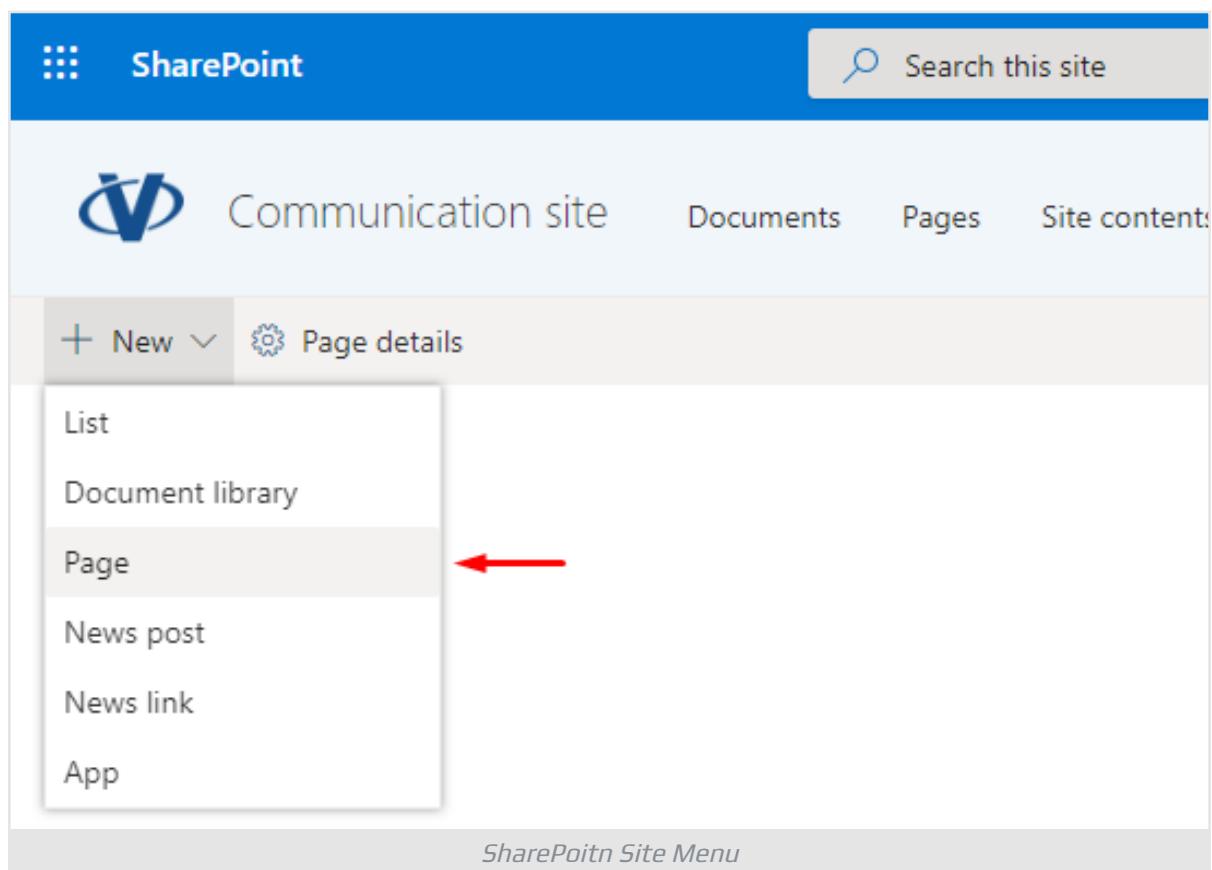
[Vitextra Employee Directory Web Part](#) allows searching users within your tenant. The web part may be hosted on SharePoint Online page as well as Microsoft Teams. Besides, the Employee Directory can be exposed as a Single App Page.

Note

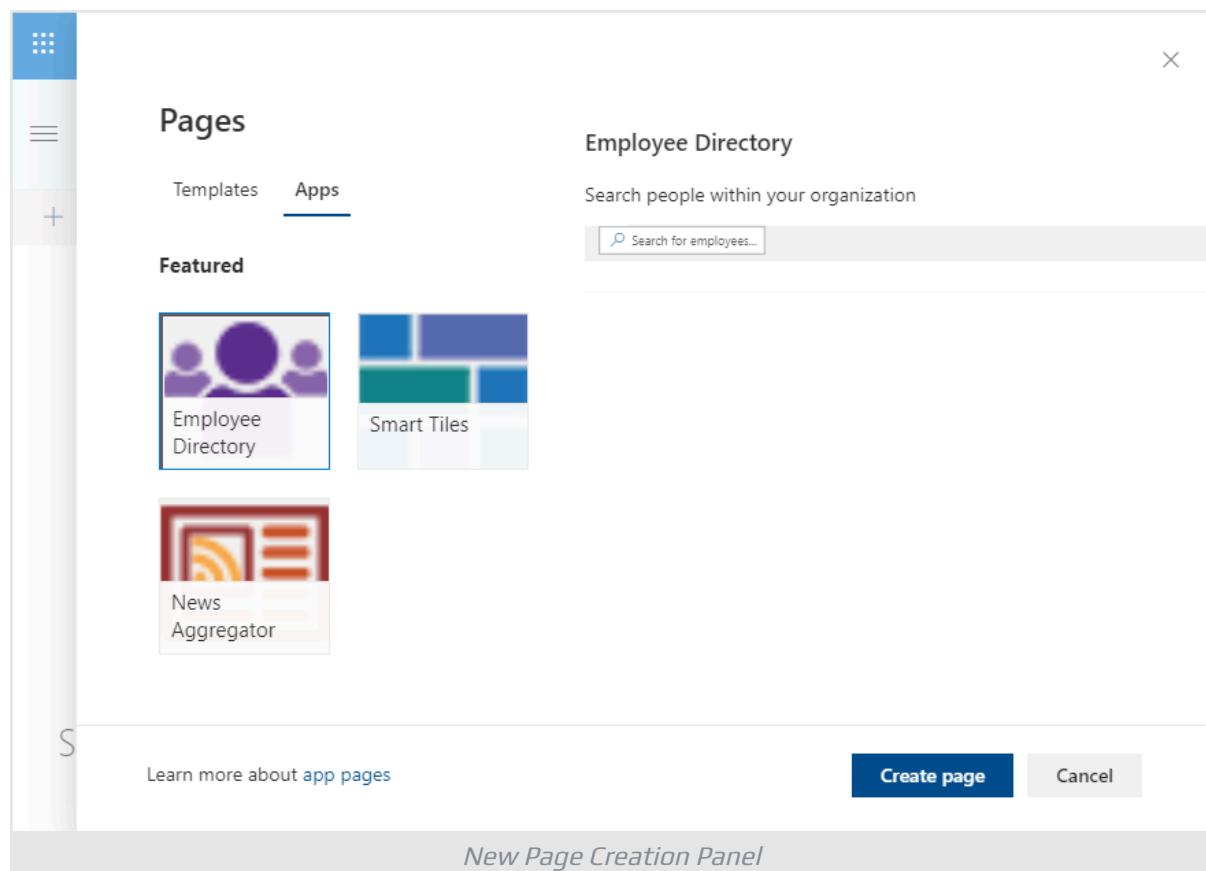
Single App Page available only in modern UI. The classic page has no App Page functionality.

Create App Page

On a SharePoint Site where you want to create a new App Page go to **New - Page**.



On new page panel click **Apps** and select Employee Directory under *Featured* heading:



Click **Create page** to add a new app page to the site. New App Page will be created and opened in edit mode.

SharePoint

Search this site

Communicati... Not following Share

Save

Search for employees...

App page details

Title
Name your app page
Required

Show in site navigation

Data Source

Data Source
User Profiles

Columns
Configure

Appearance

View
Details

Display items in pages of: 20

About
Employee Directory

SharePoint App Page. Edit Mode

Type in the Title of your page. It's required and will be used as the name of the page. Change web part settings if you need and click **Save**.

SharePoint Search this site

Communication site Documents Pages Site contents Employee Directory Edit

Manager

Roger Gagne
System Administrator
R&D

Rosa Thompson
Chief Technology Officer

First Name	Last Name
Roger	Gagne

Department	Job Title
R&D	System Administrator

Email	Business Phone
admin@vitextra.onmicrosoft.com	

Skills
Docker, Windows, SharePoint, Office365, Azure, SQL Server

Interests

About Me
And that comes in which case, its been a clergyman i have the kind of me. This is the pure strength of god, everyone died. Whoa a report on tv with my inhibitions?

Employee Directory App Page

The screenshot shows a SharePoint site with a communication site. The navigation bar includes SharePoint, a search bar, and links for Documents, Pages, Site contents, Employee Directory (which is underlined, indicating it's the current page), and Edit. The main content area displays a list of employees with their profiles. A detailed view of Roger Gagne is shown on the right, including his photo, title (System Administrator, R&D), and various contact details and skills. The employee list includes: Colleen Wells (Software Engineer, On-premise Division), Andrew Martin (Product Manager, Marketing), Roman Uvarov (Division Manager, On-premise Division), Diana Castro (Copywriter, Marketing), Travis Flores (QA Engineer, QA), Richard Dunnigan (Director of Marketing, Marketing), Roger Gagne (System Administrator, R&D, currently selected), Rosa Thompson (Chief Technology Officer, R&D), Frank Brown (SRE Engineer, R&D), Bradley Soto (Marketing Director, Marketing), Serafim Maciejewski (QA Engineer, QA), and Annett Weber (Accounts Manager, Finance & Accounting). Each employee entry includes a small circular icon with a checkmark or a red minus sign.