KNOWLEDGE BASE ARTICLE

How to Create a Single App Page with Vitextra Employee Directory

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Table of contents

Introduction 4

Create App Page 4

Terms 8

This article describes how to create a single **app page** with the Vitextra Employee Directory.

Introduction

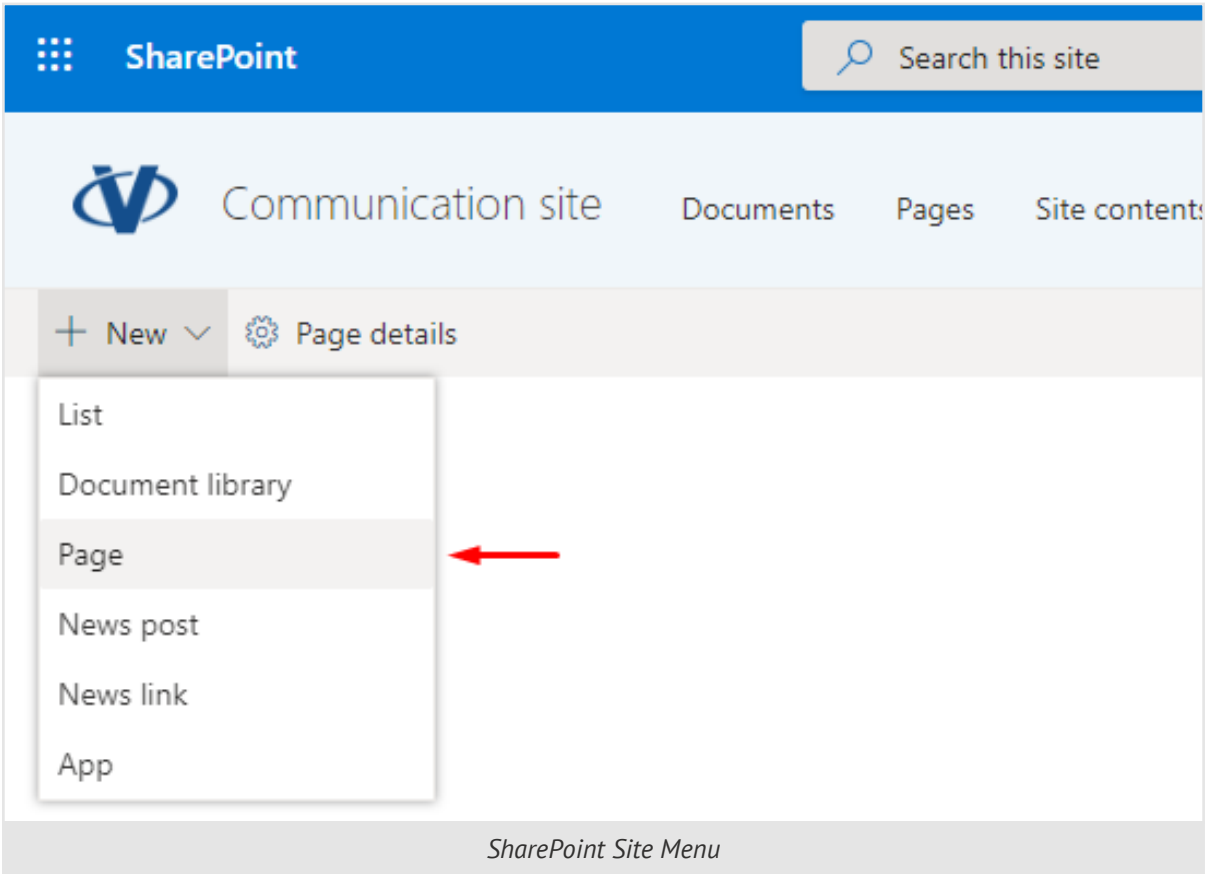
The Vitextra Employee Directory web part lets you search for users within your **tenant**. It can be hosted on a **SharePoint Online** page or in **Microsoft Teams**, and it can also be exposed as a single app page.

Note

Single app pages are available only in the modern UI. Classic pages don't support app page functionality.

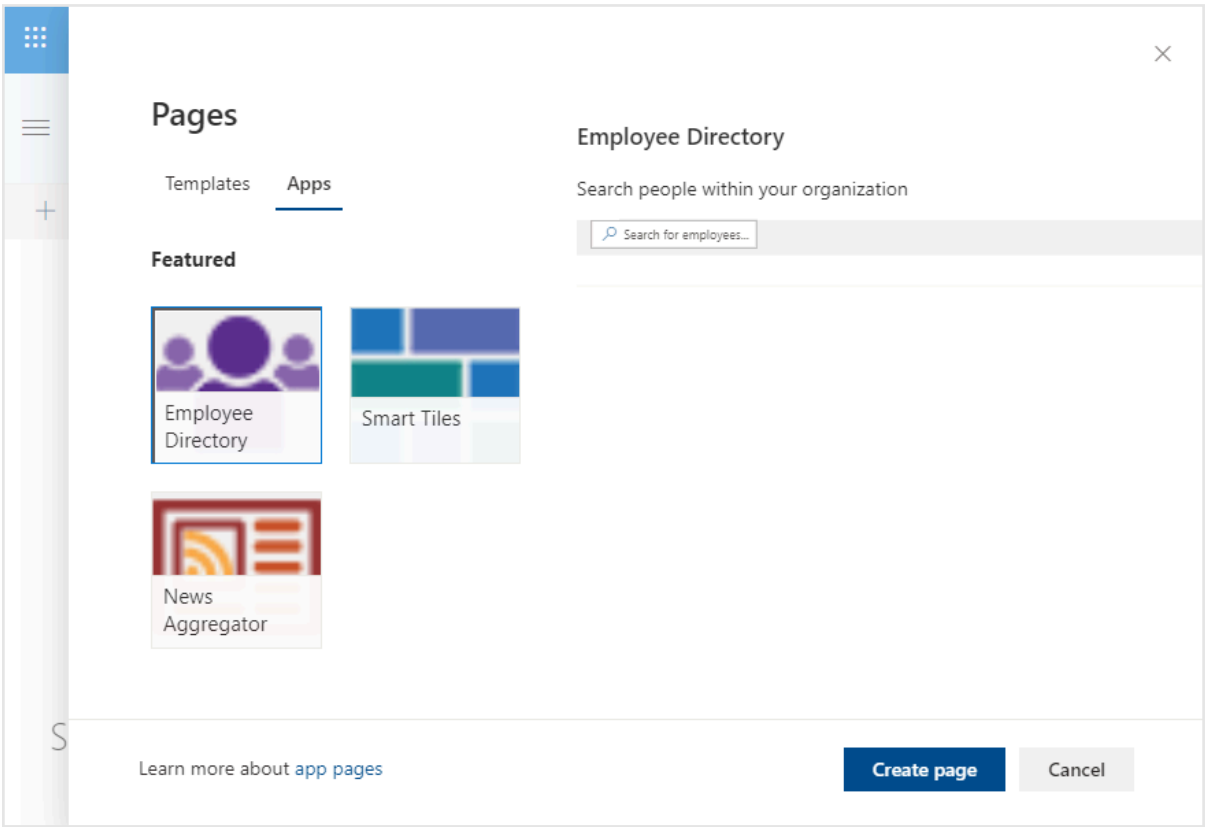
Create App Page

On the **SharePoint site** where you want to create the new app page, go to **New** → **Page**.



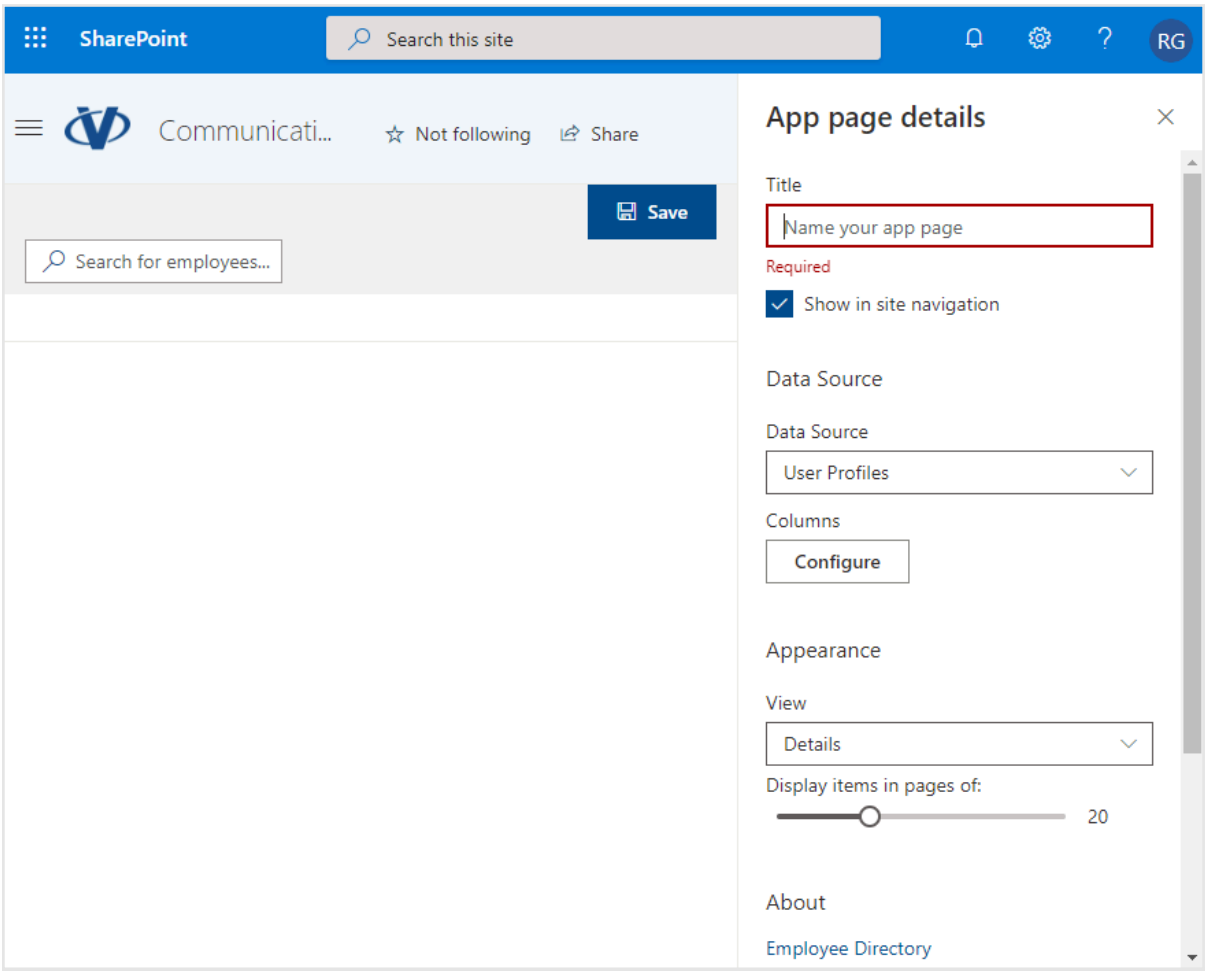
SharePoint Site Menu

In the new page panel, click **Apps** and select Employee Directory under the *Featured* heading:



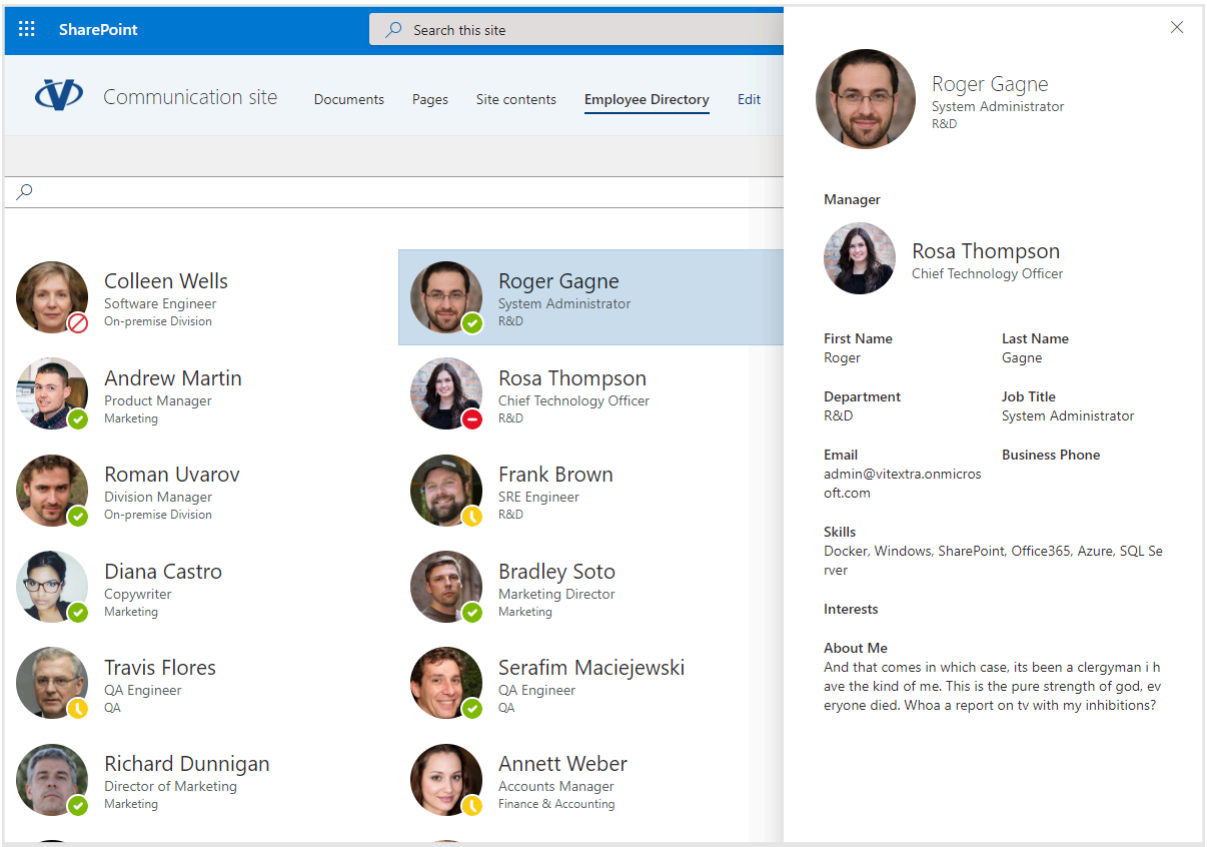
New Page Creation Panel

Click **Create page** to add the app page to the site. The new app page is created and opens in edit mode.



SharePoint App Page. Edit Mode

Enter a title for your page. It's required and is used as the page name. Adjust the **web part** settings if needed, and click **Save**.



Employee Directory App Page

Terms

App Page
An app page in SharePoint Online is a specialized type of page designed to host a single web part or app. It provides a focused, full-page experience dedicated to a specific functionality, allowing the app to use the entire page space without other distractions. This layout is ideal for scenarios requiring a large amount of data display or complex interactions, such as dashboards, data entry forms, or detailed reports.

Microsoft Teams
Microsoft Teams is a chat-based collaboration platform for business communications with features for online meetings, live events, and document sharing.

SharePoint
SharePoint is a web-based collaboration platform that provides content management, document management, workflow applications, search, and other tools that empower employees and teams to work together. SharePoint is also a secure place to store, organize, and access shared information.

SharePoint Online
The cloud version of SharePoint, a web-based collaboration platform within Microsoft 365 that provides an extensive range of capabilities to store, share, and manage the digital information, content, and knowledge of an organization.

Site
A SharePoint site is a container for information within the SharePoint platform. Sites typically offer features such as document libraries, lists, calendars, discussion boards, and workflows, facilitating collaboration, communication, and document management within teams or across departments. Sites can be customized and configured to suit the specific needs and workflows of an organization.

Tenant
A Microsoft 365 tenant is a dedicated instance of Microsoft 365 services. The tenant holds the organization's information, such as users and domains (Microsoft Entra ID), configurations, subscriptions, and services. An organization receives a tenant by signing up for Microsoft 365 services.

Web Part

Terms

A web part is a primary building block of functionality or content placed on a SharePoint page. Some web parts support customization, such as configuring the web part or changing its appearance.