kintivo

Installation Instructions

Kintivo Forms for SharePoint
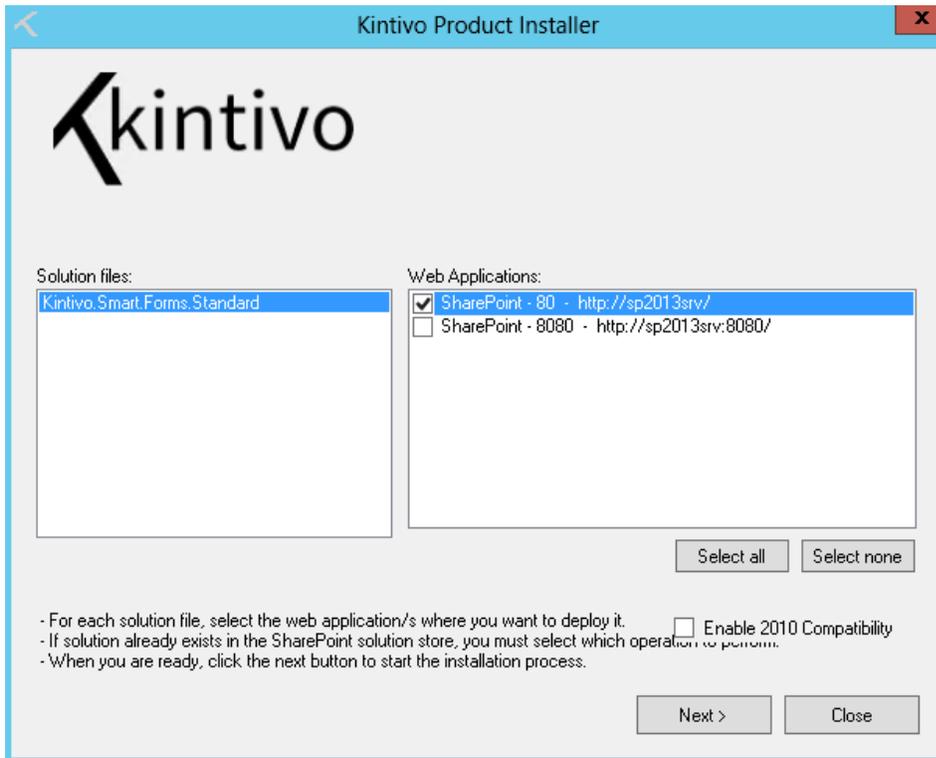
Installation Option 1 – Use the setup file

Note: Keep ALL installation files together in the same folder prior to running setup.

1) Copy the zip file to your SharePoint server.
2) Extract the zip file into a folder you can remember.
3) Using Windows Explorer, navigate to the folder containing the extracted files.
4) Right click the "Setup" file, Run as Administrator, and follow the instructions:
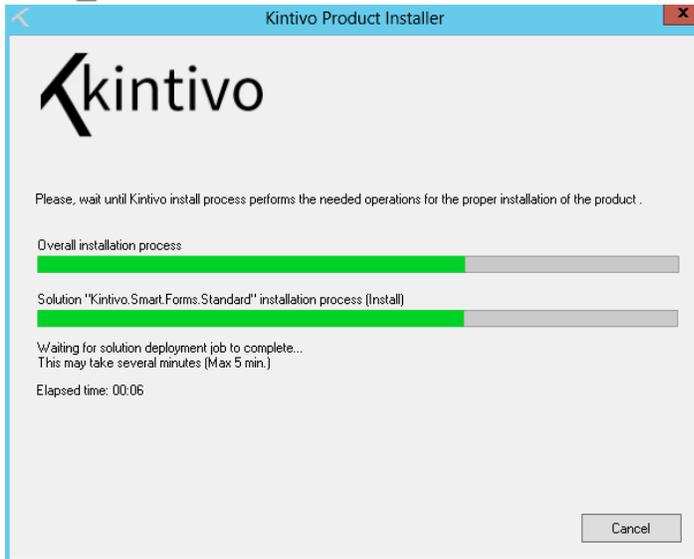

Screen 1 – Click Next

Screen 2 – Select the Web Applications you want to run this Web Part on (you can change this at any time in the future from your Central Administration site). Click Next.

2010 Mode – If you are running SharePoint 2013 in "SharePoint 2010 Mode", be sure to check the "Enable 2010 Compatibility" checkbox.

Note: As a SharePoint best practice, we recommend you not deploy 3rd party solutions to your Central Administration Web Application, including this one.

Screens 3 & 4 – Wait a few moments while the installation process does its thing. After it's done, you will see the "Installation process successfully completed" message. Click Close.

If the installation failed for any reason, see "Installation Option 2 – Use PowerShell" below.

Now just go to the site you want to use and <u>activate the "Kintivo Smart Forms" Feature</u>.

See the "***For Administrators***" section below for instructions on activating SharePoint Features.

Congratulations, you are now ready to start building forms!
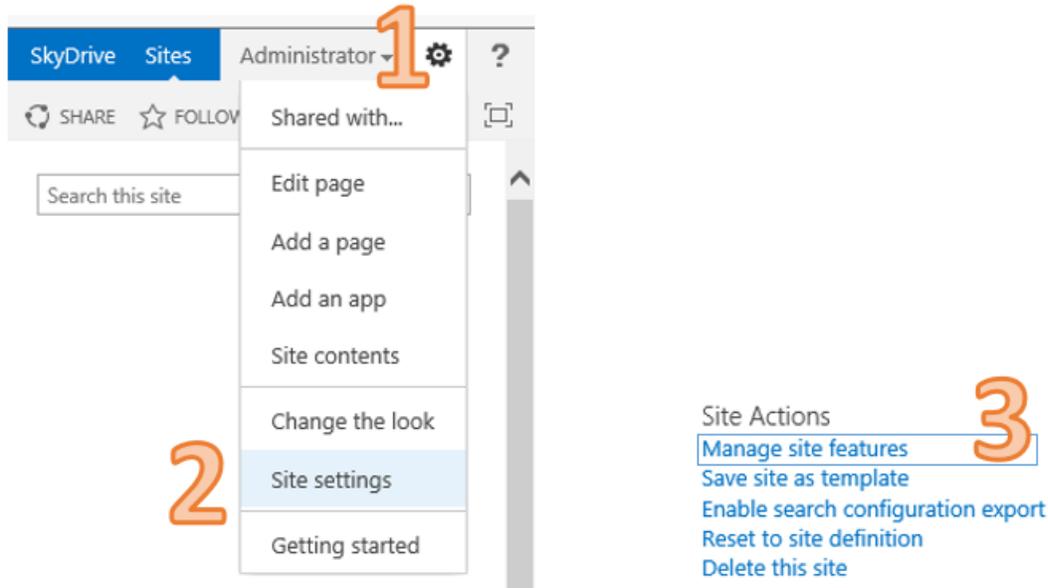Read the included User Manual to get started.

For Administrators

Please ensure the SharePoint Form Web Part installation has occurred, <u>and has been activated on the site you wish to use</u>.

A) Go to the site you wish to use.
B) Ensure the following Feature has been activated: "Kintivo Smart Forms"

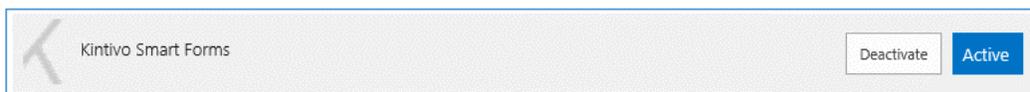Go to: Site Actions / Site Settings / Site collection features

Note: If you go to Site Settings and don't see the Site Collection Administration Section as above #3, it's one of two things:

1. You are not at the Top Level Site Collection – Go to the Top Level Site Collection from the Site Settings page by clicking on "Go to top level site settings."
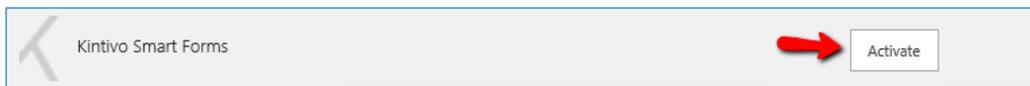

2. You are not signed-in as a Site Collection Administrator – Sign Out, sign back in as a Site Collection Administrator.

From the Site collection features page, scroll down to the "Kintivo Smart Forms" feature and ensure it says "Active" (see below).

Note: If it's NOT active, click the "Activate" button.

Note: If the "Kintivo Smart Forms" Feature is not listed on the "Site collection features" page:

1. Make sure you are not accidently on the "Site features" page, which is not the same as the "Site collection features" page. You need to be a Site Collection Administrator to see the "Site collection features" page.

2. Ensure the solution has been deployed to the correct Web Application from your Central Administration site (see Installation Instructions).
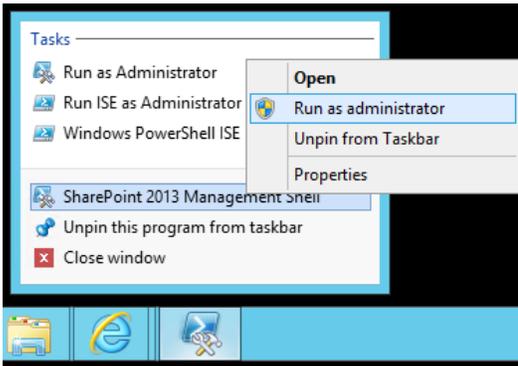
Installation Option 2 – Use PowerShell

The SharePoint Form Web Part also installs as a SharePoint 2013 Solution Package. It can be safely deployed and retracted using a Microsoft Windows PowerShell for SharePoint 2013 cmdlet.

Read more about adding SharePoint Solutions at Microsoft Technet.

Installation Steps

Follow these steps to add the SharePoint Form Web Part to your SharePoint 2013 Farm.

1. Fully extract this solution file to your SharePoint 2013 server: Smart.Forms.Standard.wsp and note the file location path.
2. From you SharePoint 2013 server, launch the PowerShell for SharePoint as Administrator.

3. Enter the following command, after replacing "c:\installs\ Kintivo.Smart.Forms.Standard.wsp" with the actual path noted in Step 1 above:

   Add-SPSolution -LiteralPath **c:\installs\Kintivo.Smart.Forms.Standard.wsp**

The solution still needs deployed.

4. Deploy the solution from SharePoint Central Admin.
   Click on "System Settings"

kintivo

Click on "Manage farm solutions"

Click on the "kintivo.smart.forms.standard.wsp" link.

Solution Management ⓘ

Name	Status	Deployed To
kintivo.smart.forms.standard.wsp	Not Deployed	None

Click on "Deploy Solution"

Solution Properties

Deploy Solution | Remove Solution | Back to Solutions

Name:	kintivo.smart.forms.standard.wsp
Type:	Core Solution
Contains Web Application Resource:	Yes
Contains Global Assembly:	Yes
Contains Code Access Security Policy:	No
Deployment Server Type:	Front-end Web server
Deployment Status:	Not Deployed
Deployed To:	None
Last Operation Result:	No operation has been performed on the solution.

Deploy Solution ⓘ

Solution Information

Information on the solution you have chosen to deploy.

Name:	kintivo.smart.forms.standard.wsp
Locale:	0
Deployed To:	None
Deployment Status:	Not Deployed

Deploy When?

A timer job is created to deploy this solution. Please specify the time at which you want this solution to be deployed.

Choose when to deploy the solution:
- ● Now
- ○ At a specified time:

  2/4/2015 📅 7 AM ▼ 00 ▼

Deploy To?

The solution contains Web application scoped resources and should be deployed to specific Web applications. Please choose the Web application where you want the solution to be deployed.

Choose a Web application to deploy this solution:

All content Web applications ▼

Warning: Deploying this solution will place assemblies in the global assembly cache. This will grant the solution assemblies full trust. Do not proceed unless you trust the solution provider.

OK   Cancel

Done. You may now ensure the Feature is Activated on the appropriate Site Collections, and start making forms using the Smart Form Web Part.