

Chapter 5

practice environment setup guide

For Chapter 5, “Search for information and people,” use the practice files from the SP2016SBS\Ch05 folder. For practice file download instructions, see the book’s introduction.

The practice environment for this chapter includes a Team site with libraries, lists, files, webpages, and settings that need to be set up so that you can perform the practice tasks in this chapter. These settings are provided within the Chapter5.wsp file in the SP2016SBS\Ch05 folder, which contains the template for the Team site. The Chapter5.wsp file provides the lists, libraries, files, and pages that you will require for the practice tasks. If you have sufficient rights, you can create a new practice site from a .wsp file that contains a site template.

To create the practice environment, the following high-level steps must be completed:

1. Upload the Chapter5.wsp file to the Solution Gallery of the site collection and activate the template.
2. Create the site based on the custom site template.

After you have completed the practice tasks, you might want to remove the templates and the sites. For the cleanup, the following high-level steps must be completed:

1. Delete the site.
2. Delete the template from the Solution Gallery.

The following sections in this guide provide detailed instructions for these high-level steps.

Create the environment for the practice tasks

Step 1: Upload and activate the template



IMPORTANT Verify that you have sufficient rights to upload files to the Solution Gallery of a site collection. For more information, see Appendix A, "SharePoint 2016 user permissions and permission levels," in the book.

1. In your browser, open the top-level SharePoint site in the site collection where you want to create the practice site and sign in if prompted.
2. In the upper right of the page, select the **Settings** gear icon, and then select **Site settings**. The Site Settings page of the top-level site is displayed.
3. In the **Web Designer Galleries** section, select **Solutions** to display the Solution Gallery.



TIP If you are using SharePoint Online and Solutions is not displayed under Web Designer Galleries, you need to enable scripting on your top-level site. For instructions on how to turn on scripting for the SharePoint Online site, see "Turn scripting capabilities on or off" at <https://support.office.com/en-gb/article/Turn-scripting-capabilities-on-or-off-1f2c515f-5d7e-448a-9fd7-835da935584f>.

4. On the **Solutions** tab of the ribbon, select **Upload Solution** to open the Add A Document dialog.
5. In the **Add a document** dialog, select **Browse**.
6. In the **Choose File to Upload** dialog, go to the practice folder for this chapter, select the **Chapter5.wsp** file, and then select **Open**.
7. In the **Add a document** dialog, select **OK** to upload the file.
8. In the **Solution Gallery - Activate Solution** dialog, select **Activate**. The Solution Gallery is displayed. Validate that the site template has been uploaded and activated.

Step 2: Create the practice site

1. Browse to the SharePoint site that you want to use as the parent of the new practice site.
2. Select **Settings**, and then select **Site contents**.
3. On the **Site Contents** page, scroll to the bottom of the page and select **new subsite**.
4. On the **New SharePoint Site** page, in the **Title** box, enter a name for the new site, such as *Team site*.
5. Optionally, in the **Description** box, enter a description, such as *SharePoint SBS Chapter 5 Practice Site*.
6. In the URL name box, enter **chapter5**. Make a note of the full URL, because you will need it to open this site for the practice tasks.
7. In the **Template Selection** section, select the **Custom** tab, and select the **Chapter5 Team Site** template, which is now available.
8. Leave all other options at their default values, and select **Create**. The new Team site is created and its home page is displayed.



IMPORTANT After you have created the practice site, for on-premises SharePoint deployments you might need to wait at least 30 minutes for the content to be indexed and shown in the search results. For SharePoint Online deployments, you might need to wait at least 10 minutes.

Clean up after the practice tasks have been completed

Step 1: Delete the Team practice site



IMPORTANT Verify that you have sufficient rights to delete a site.

1. In your browser, open the Team site that you want to delete and sign in if prompted.

2. On the **Settings** menu, select **Site settings**. The Site Settings page is displayed.
3. In the **Site Actions** section, select **Delete this site**. The Delete This Site page is displayed.
4. Select **Delete** to delete the site. In the confirmation page that is displayed, select **Go To Site** to return to the original parent site.

Step 2: Remove the site template



IMPORTANT Verify that you have sufficient rights to delete .wsp files from the Solution Gallery of a site collection.

1. In your browser, open the top-level SharePoint site where you previously uploaded the .wsp file. Sign in if prompted.
2. On the **Settings** menu, select **Site settings**. The Site Settings page is displayed.
3. In the **Web Designer Galleries** section, select **Solutions**. The Solution Gallery is displayed.
4. On the **Solution Gallery - Solutions** page, select the template that you want to remove by clicking or tapping its leftmost column. Then, on the **Solutions** tab of the ribbon, select **Deactivate**.
5. In the **Solution Gallery - Deactivate Solution** dialog, on the **View** tab, select **Deactivate**.
6. On the **Solution Gallery - Solutions** page, select the template that you want to remove, validate that it has been deactivated by checking its **Status** column, and then on the **Solutions** tab, select **Delete**. In the confirmation message box, select **OK** to complete the removal of the site template. The Solution Gallery - Solutions page is redisplayed. Verify that the site template has been removed.