



USER GUIDE

ENTERPRISE SUBSCRIPTIONS

08/08/2019

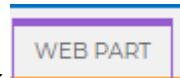
1. INTRODUCTION

This application allows Agencies to link SharePoint lists and document libraries to a subscription service. General users who wish to subscribe to these lists and libraries will be able to do so through web enabled buttons. The subscribers will have the ability to manage their subscriptions across multiple agencies. Agencies can create/manage as many subscriptions as they would like.

2. ADDING THE WEBPART TO A PAGE

- 2.1. Go to the page you would like to add the Subscription sign up
- 2.2. Edit the page
- 2.3. In the zone you would like to add the Subscription sign up, click “Add a Web Part”
 - 2.3.1. Under Categories, PAI Enterprise, Select PA.SpEnterprise.Subscriptions - SubscribeButton
 - 2.3.2. Click Add
- 2.4. Once added to the page, click the checkbox in the upper right-hand corner

- 2.4.1. In the editing toolbar click



- 2.4.2. Click Properties
- 2.4.3. Fill out the two items in the Subscription Options section:

Subscription Options

Please enter the Subscription ID to associate with the Subscribe Button

Please enter the Header Text to display on the Subscribe Button

- 2.4.3.1. Your Subscription ID can be found in the URL of the Admin view of the subscriptions
 - 2.4.3.1.1. Go to the Admin: <https://apps.pa.gov/subscriptions/login>
 - 2.4.3.1.2. Click on the Subscription Setting you would like to add
 - 2.4.3.1.3. In the URL grab everything after settings/ for example everything in bold: [https://apps.pa.gov/subscriptions/admin/settings/**dd605dcd-**](https://apps.pa.gov/subscriptions/admin/settings/dd605dcd-)

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- 2.4.4. Ignore all other settings, Click OK at the bottom
- 2.5. Check in and Publish the page

3. SEARCH/ADDING/DOWNLOADING USERS

- 3.1. Go to the Admin: <https://apps.pa.gov/subscriptions/login>
- 3.2. Select the Settings button of the Subscribable you would like to view
- 3.3. Under Subscribers, you can search for a person, add a Subscriber or download the list of subscribers
 - 3.3.1. To add a subscriber, click +Add Subscriber then add the email address
 - 3.3.2. To Download click Download, you will receive an excel document