pennsylvania
interactive

USER GUIDE

ICON BAR
03/18/2020

1. INTRODUCTION

The Icon Bar solution was created to provide Agencies with the capability of having a secondary navigation level.

2. TURNING ON ICON BAR

2.1. Login to your respected AUTH website (e.g.: https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx), go to the **subsite** you would like the unique icon bar to be under

   2.1.1. Click ⚙

   2.1.2. Click "Site settings"

   2.1.3. Under Site Actions, Click "Manage site features"

      2.1.3.1. Activate "PA.SpEnterprise.IconBar_List"

3. ADDING ITEMS TO THE ICON BAR

3.1. To add content to the icon bar

   3.1.1. Login to your respected AUTH website (e.g.: https://auth-agency.pa.egov.com/sites/dcnr/Pages/default.aspx), go to the homepage

   3.1.2. Click ⚙

   3.1.3. Click "Site contents"

   3.1.4. Click IconBar

   3.1.5. Click ⊕ new item

3.2. Fill out the form:

   3.2.1. **NOTE:** There is a character limit of 15 max for the Title on the front end

3.2.2. **NOTE:** You can only have 8 tiles max on the homepage and 15 tiles max on subsites

3.3. Click Save

4. NOTES

4.1. Available icon images can be found on the PAI training website: https://training.pa.egov.com/SharePoint2013/Agency-Template-Features/Pages/Icons-List.aspx

4.2. If there is nothing filled out the icon bar will not show

4.3. Subsites can have their own individual icon bar

4.4. The icon color is selected through the color theme user option