

USER GUIDE

ICON BAR 03/18/2020

1. INTRODUCTION

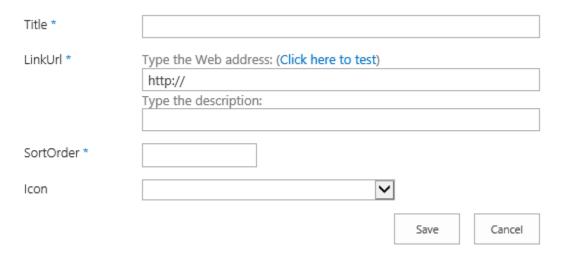
The Icon Bar solution was created to provide Agencies with the capability of having a secondary navigation level.

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
 - new item
 - 3.1.5. Click
- 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