

Work with the MiniBase App



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This guide covers all available Schoolwires features and functionality. Features included in your contract may vary.

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Introduction

The Blackboard Schoolwires MiniBase App allows you to create, manage and deploy lists for the visitors of your website to use. You could use a MiniBase App to display Staff or School Directories, or lists of places like sport venues. Users can search a MiniBase App for a specific record or present it as an organized list of information.

Happy Valley High School
Show me and I forget. Teach me and I remember. Involve me and I learn.

Home About Us **Our School** Administration Programs of Study Athletics Activities Staff Alumni Calendar

Staff

- [Staff Directory](#)

Happy Valley High School ▸ [Our School](#) ▸ [Staff](#)

First Name	Last Name	Email	Phone Number
Lily	Jones	ljones@hvdsd.org	(814) 555-1356
Xia	Brown	xbrown@hpsd.org	(814) 555-8375
Levi	Williams	lwilliams@hvdsd.org	(814) 555-2573
Luis	Campbell	lcampbell@hvdsd.org	(814) 555-8264
Rachel	Wilson	rwilson@hvdsd.org	(814) 555-0982
Angela	Henry	ahenry@hvdsd.org	(814) 555-0371

Add a MiniBase App

You can add a MiniBase App to a page through Design View or create it through App Manager.

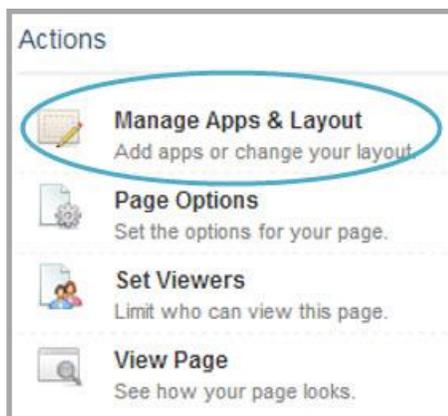
Add a MiniBase App Using Design Mode

Here's how you add a MiniBase App to a page through Design Mode.

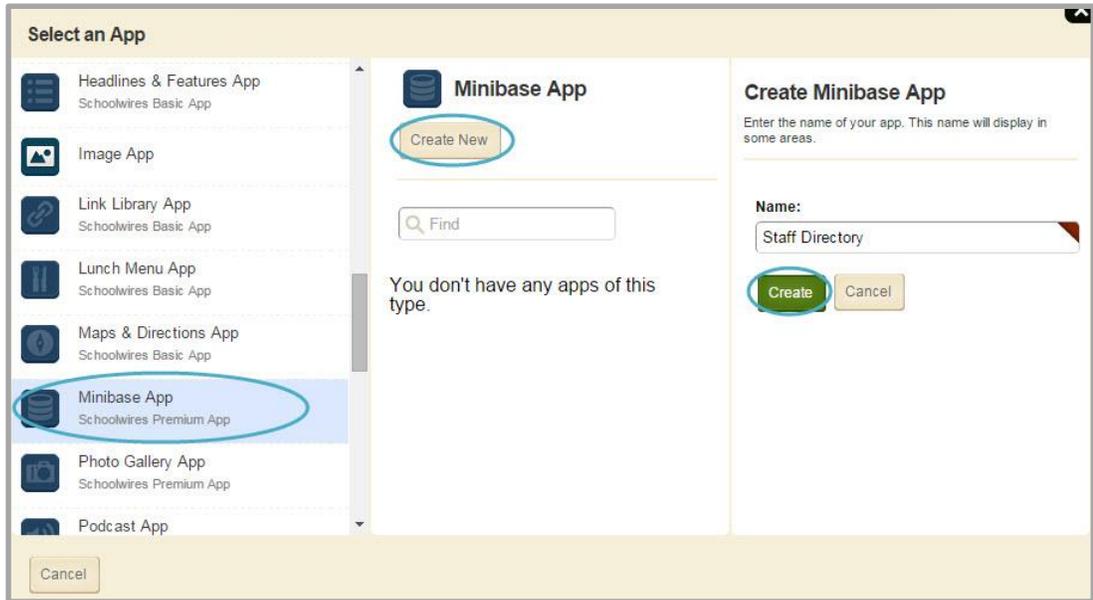
1. In *Site Manager*, navigate to the section workspace to which you wish to add your MiniBase App.
2. Create a new page, or click on the **Actions** drop-down to the right of a page you have already created and select *Edit Page*.



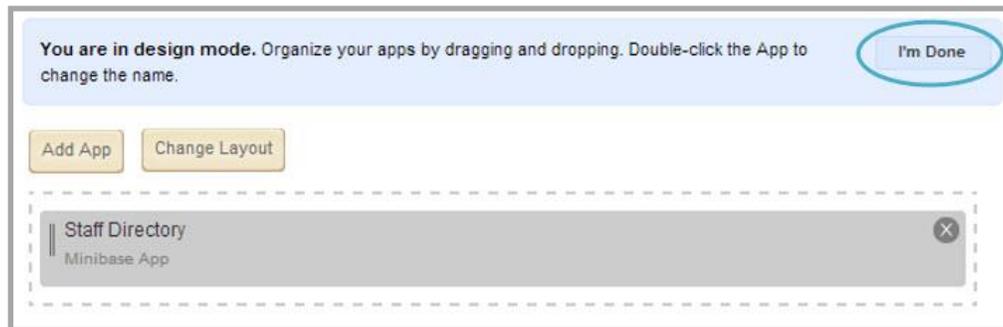
3. Under **Actions**, click *Manage Apps & Layout*. The page opens in Design mode.



4. Click **Add App**. The Select an App dialog displays.
5. Select the App you wish to add in the first column. A list of existing Apps and **Create New** displays in the second column.
6. Click **Create New**.



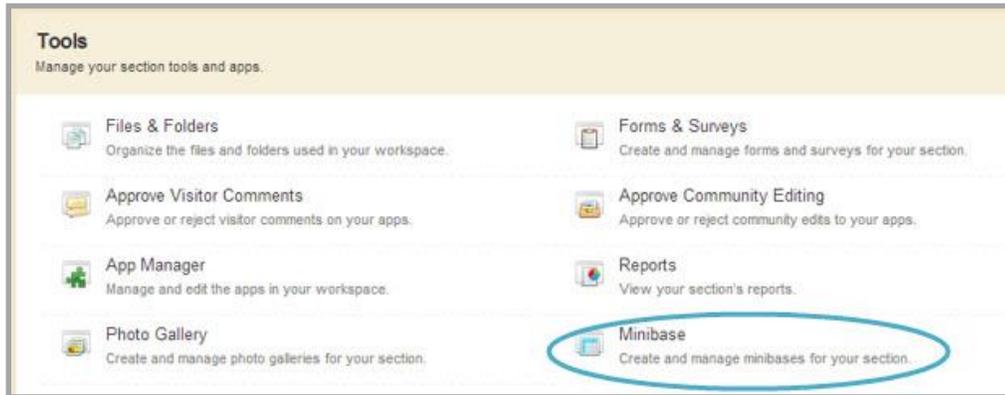
7. Enter a name for the app.
8. Click **Create**. You are returned to the page in Design mode.
9. Click **I'm Done** to return to the page in Edit Mode.



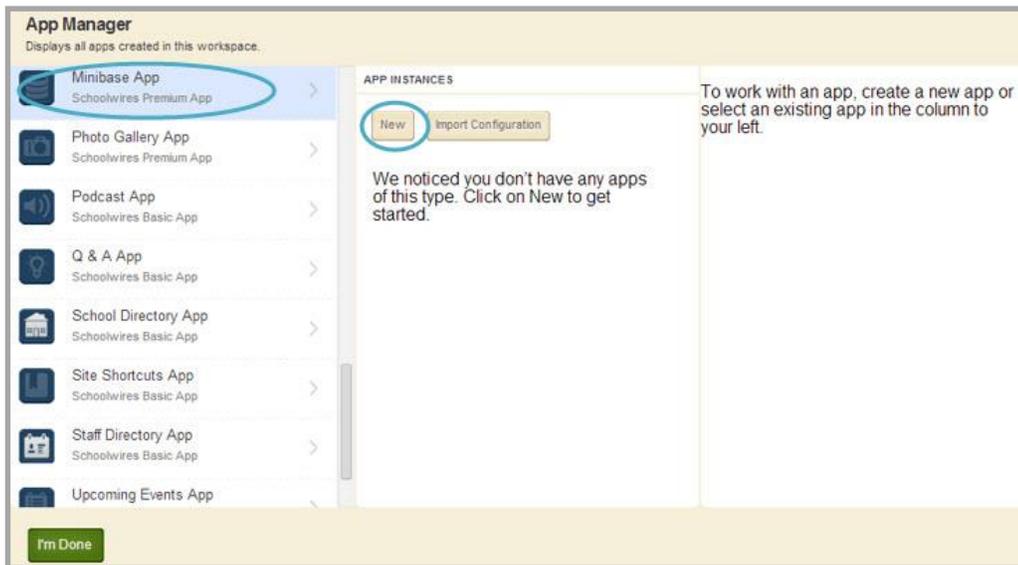
Add a MiniBase App through App Manager

Here's how you create a MiniBase app through App Manager.

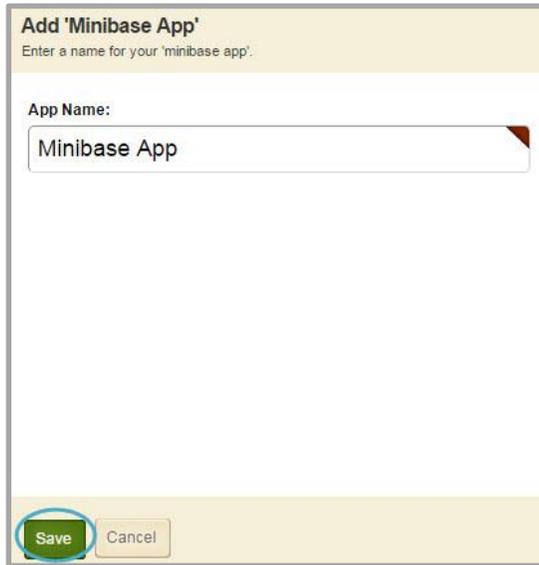
1. In *Site Manager*, navigate to the section workspace to which you wish to add your MiniBase App.
2. Select the **Tools** tab and click on MiniBase.



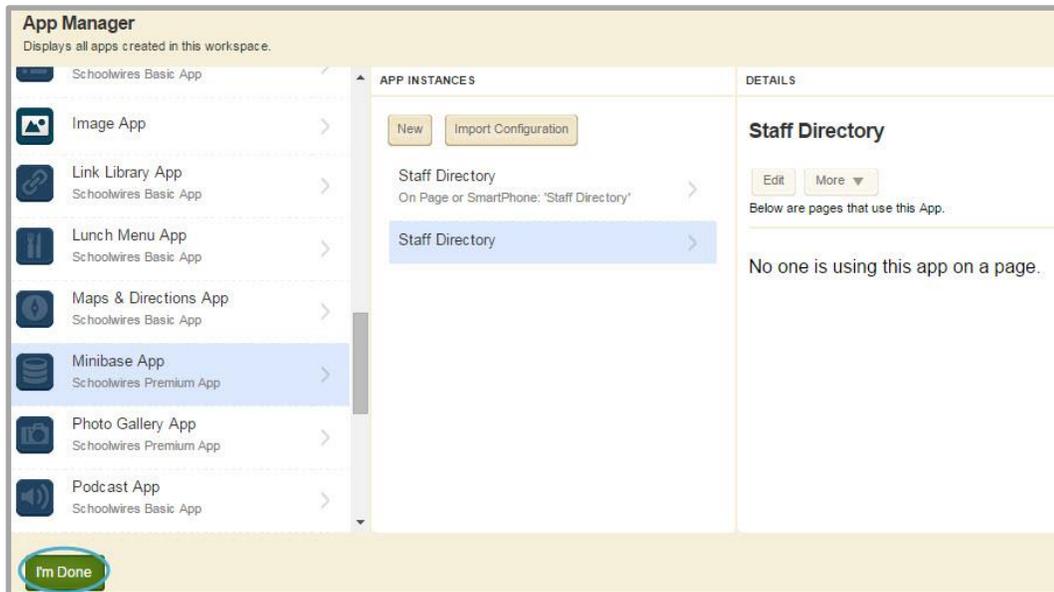
3. In the App Instances column, click on **New**



- 4. Enter a name for your App, once finished click **Save**.



- 5. Click **I'm Done**. You are ready to edit your MiniBase App.



Manage MiniBase Fields

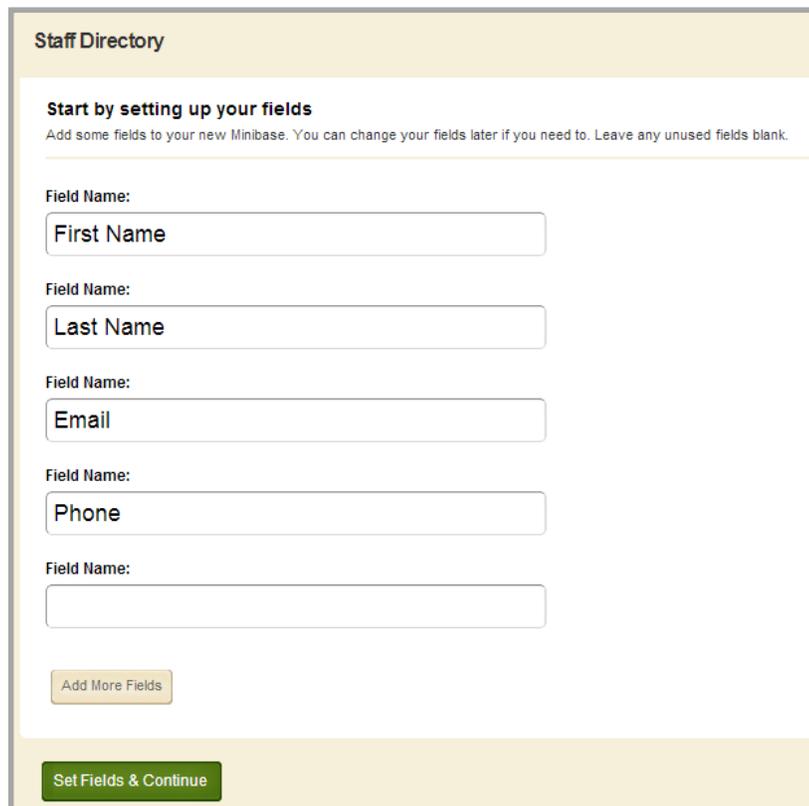
After you have created your MiniBase you will need to add fields. The maximum number of fields you can have in a MiniBase is 30.

You have the option to add fields to your MiniBase the first time you edit the App. You can add additional fields, edit current fields and delete fields on the **Fields** tab in MiniBase Options.

Add MiniBase Fields to a New MiniBase

Here's how you add fields to a new MiniBase.

1. In *Site Manager*, navigate to the workspace in which your MiniBase App is located.
2. Edit your MiniBase App. Since your MiniBase has no fields, you will be prompted to add fields.
3. Add your fields. If you need additional fields, click **Add More Fields**.



The screenshot shows a web interface for setting up a MiniBase. At the top, it says "Staff Directory". Below that, there is a section titled "Start by setting up your fields" with a sub-instruction: "Add some fields to your new Minibase. You can change your fields later if you need to. Leave any unused fields blank." There are five input fields, each preceded by the label "Field Name:". The first four fields contain the text "First Name", "Last Name", "Email", and "Phone" respectively. The fifth field is empty. Below the fields is a button labeled "Add More Fields". At the bottom of the form is a green button labeled "Set Fields & Continue".

4. Once finished, click **Set Fields & Continue**.

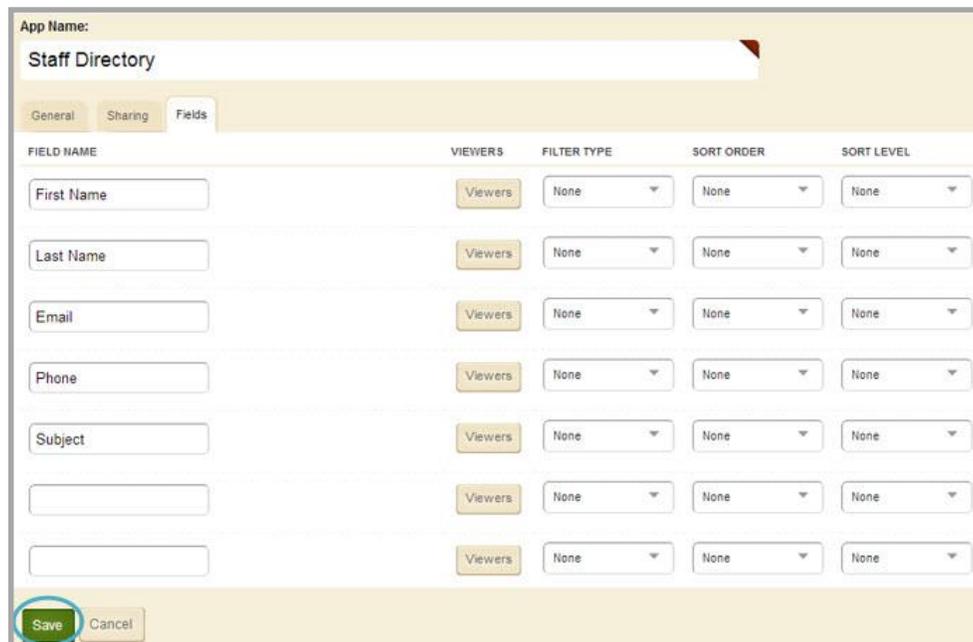
Add MiniBase Fields to an Existing MiniBase

Here's how you add additional fields to an existing MiniBase.

1. In *Site Manager*, navigate to the workspace in which your MiniBase is located.
2. Edit your MiniBase App.
3. Click **Options**.



4. Navigate to the **Fields** tab.



5. Add your desired fields.
6. Click **Save**.

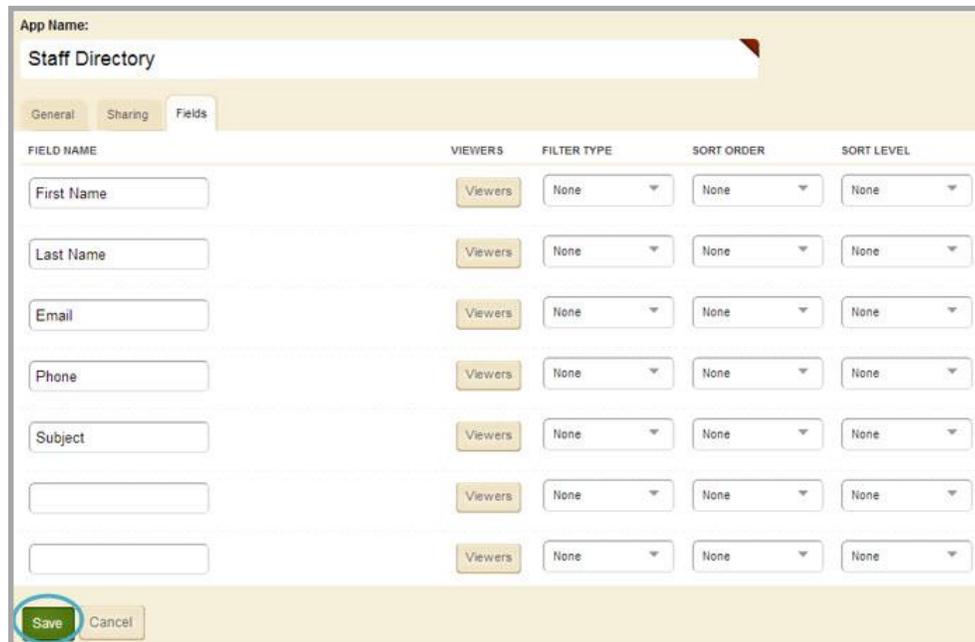
Edit MiniBase Fields

Here’s how you edit MiniBase fields.

1. In *Site Manager*, navigate to the workspace in which your MiniBase is located.
2. Edit your MiniBase App.
3. Click on **Options**.



4. Navigate to the **Fields** tab.



5. Make the desired edits to your fields.
6. Click **Save**.

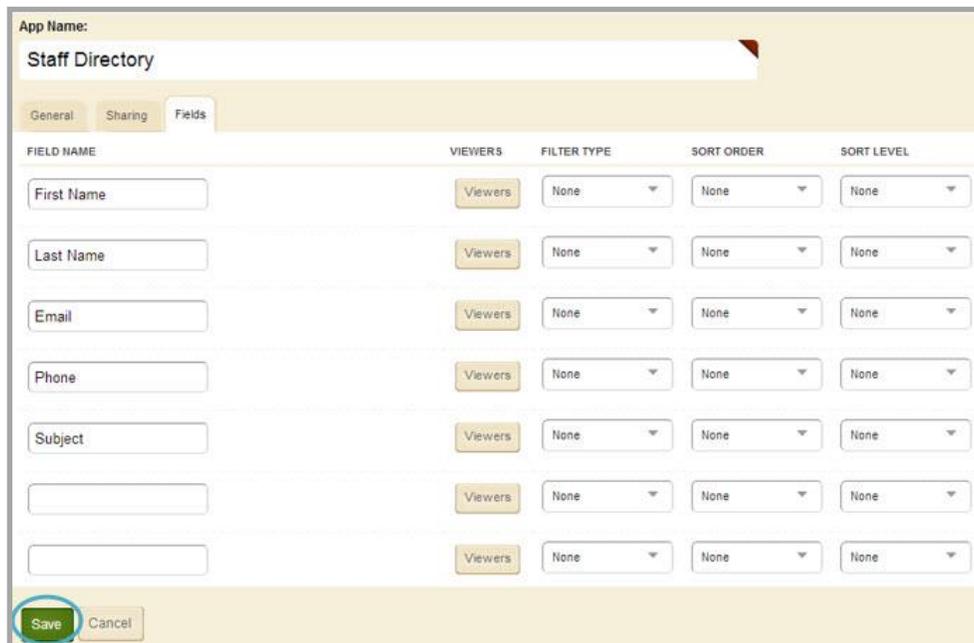
Delete MiniBase Fields

Here's how you delete MiniBase fields.

1. In *Site Manager*, navigate to the workspace in which your MiniBase is located.
2. Edit your MiniBase App.
3. Click on **Options**.



4. Navigate to the **Fields** tab.



5. Delete your desired fields.
6. Click **Save**.

Add Viewers to a MiniBase Field

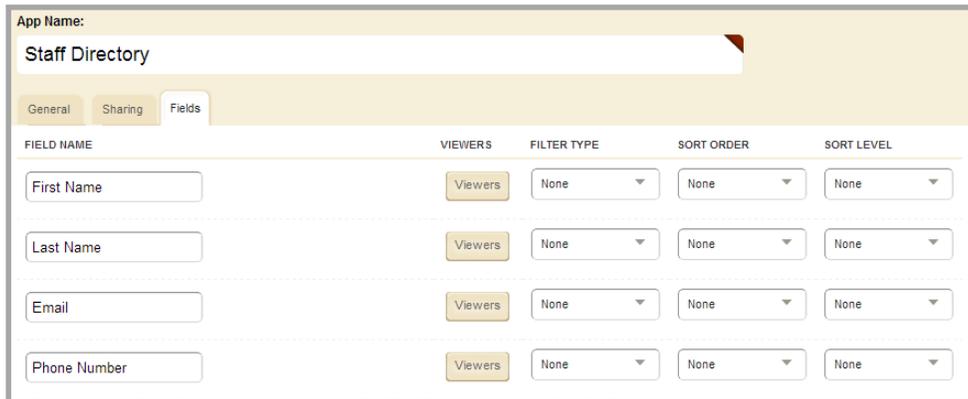
Adding viewers to a MiniBase field will limit the users who are able to view the content within the field.

Here's how you add Viewers to a MiniBase Field.

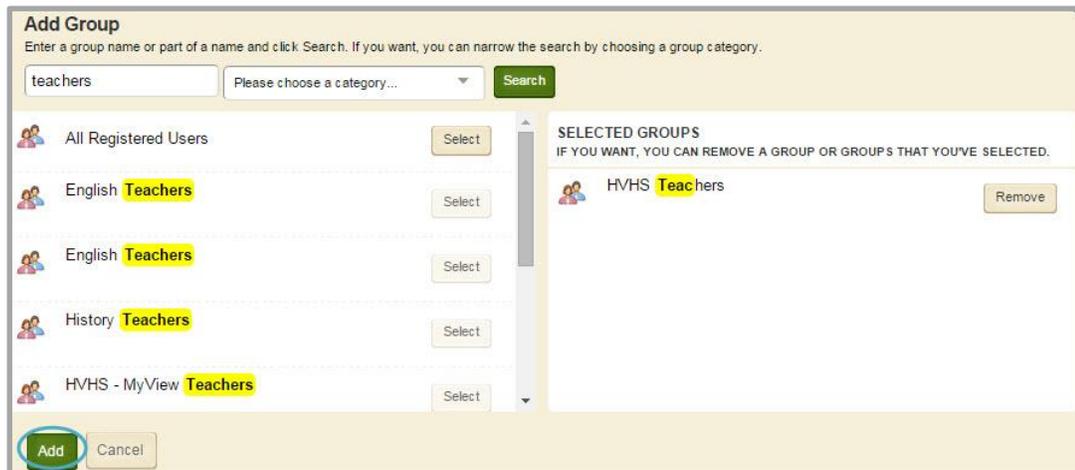
1. In *Site Manager*, navigate to the workspace in which the MiniBase is located.
2. Edit the MiniBase App.
3. Click **Options**.



4. Navigate to the **Fields** tab.
5. Click **Viewers** to the right of the field.



6. Click **Assign Group** to assign a group of users, or click **Assign User** to assign single users.
7. Search for the group or users you wish to add.



8. Once finished, click **Add**.
9. Click **Save**.

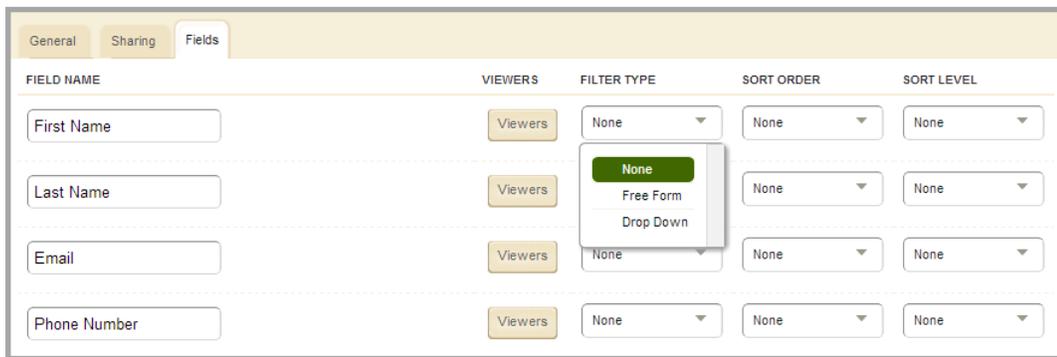
Make a MiniBase Field Searchable

Here's how you make a field searchable.

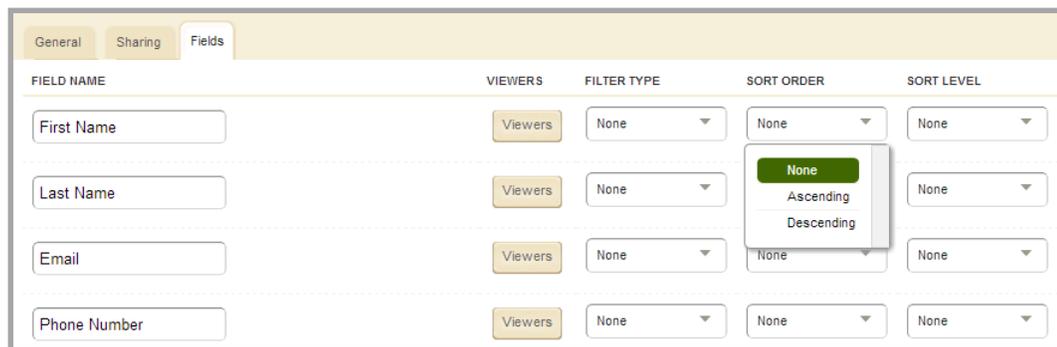
1. In *Site Manager*, navigate to the workspace in which the MiniBase is located.
2. Edit the MiniBase App.
3. Click **Options**.



4. Navigate to the **Fields** tab.



5. Select a Filter Type.
 - a. None Filter Type is the default and it means that field will not be searchable.
 - b. Free Form Filter type allows a visitor to enter a letter or letters to search for an item. It is useful when you have a lot of data to search.
 - c. Drop Down Filter Type allows a visitor to choose from a list of items for the search. This type of filter is generally applied when you have a short list of data.
6. Once you have selected the Filter Type, you will need to determine the Sort Order.



- a. Ascending is lowest to highest or A to Z
- b. Descending is highest to lowest or Z to A

7. Next choose a Sort Level of fields in the display. You can have up to four sort levels. .

FIELD NAME	VIEWERS	FILTER TYPE	SORT ORDER	SORT LEVEL
First Name	Viewers	None	None	None
Last Name	Viewers	None	None	None
Email	Viewers	None	None	None
Phone Number	Viewers	None	None	None

- a. Sort level 1 will sort output first by a data field (Primary Sort)
- b. Sort level 2 will add a second sort level by a data field (Secondary Sort)
- c. Sort levels 3 and 4 will further delineate sorting

8. Once finished, click **Save**.

App Name: Staff Directory

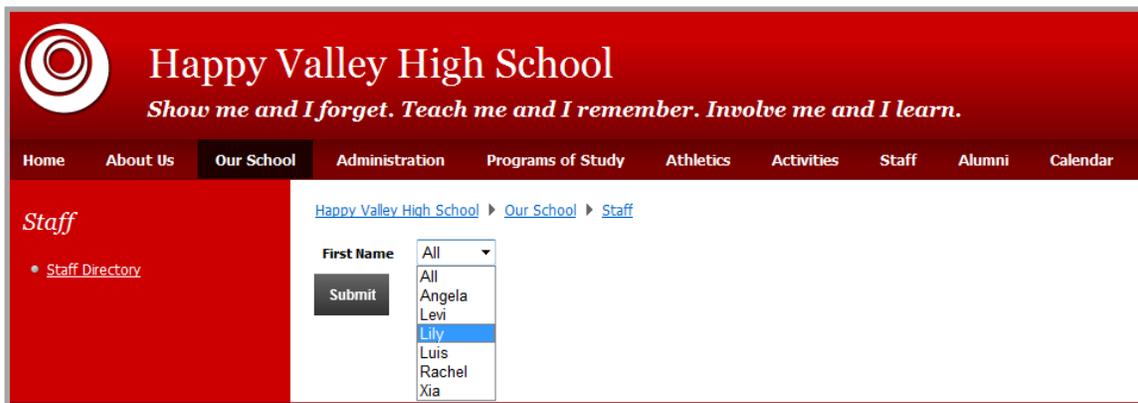
FIELD NAME	VIEWERS	FILTER TYPE	SORT ORDER	SORT LEVEL
First Name	Viewers	Drop Down	Ascending	1
Last Name	Viewers	None	None	None
Email	Viewers	None	None	None
	Viewers	None	None	None
	Viewers	None	None	None
	Viewers	None	None	None
	Viewers	None	None	None

Save Cancel

Here is an example of a MiniBase with Free Form filter type.



Here is an example of a MiniBase with Drop Down filter type.



Manage MiniBase Records

You can add records individually, import multiple records, edit, delete, purge and export records.

Add Records

When adding records to your MiniBase you have the option to add records individually or import multiple records from a CSV file.

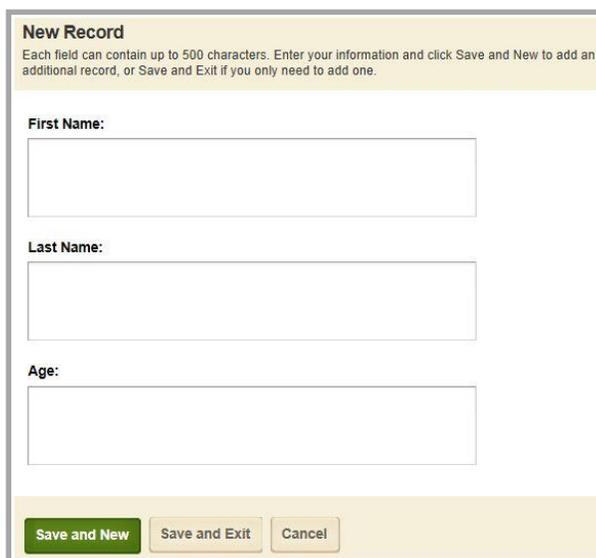
Add Individual Records

Here's how you add individual records to a MiniBase.

1. In *Site Manager*, navigate to the workspace in which your MiniBase is located.
2. Edit the MiniBase App.



3. Click **New Record**. The New Record window displays. The fields that are in the New Record window will be the same as the fields you entered when you created the MiniBase.
4. Enter the information required.

A screenshot of the 'New Record' form. At the top, it says 'New Record' and provides instructions: 'Each field can contain up to 500 characters. Enter your information and click Save and New to add an additional record, or Save and Exit if you only need to add one.' Below this are three input fields: 'First Name:', 'Last Name:', and 'Age:'. At the bottom, there are three buttons: 'Save and New', 'Save and Exit', and 'Cancel'.

5. Click **Save and Continue** if you wish to add more records. Click **Save and Exit** when you are finished adding records. The Records window returns as the active window.

Import Records

Create a Comma Separated Values (CSV) file using a spreadsheet like Microsoft® Excel. Be certain to save the file as a CSV file. Fields names in the CSV file must correspond to the fields you created for the MiniBase and they must be in the same order as the fields in the MiniBase. The field names must comprise the Header Row in the CSV file.

	A	B	C	D
1	FirstName	LastName	EmailAddress	School
2	Rachel	Wilson	rwilson@hvsd.org	High School
3	John	Smith	jsmith@hvsd.org	Middle School
4	Eric	Sparks	esparks@hvsd.org	High School

Here’s how you import records into a MiniBase.

1. After you have created the CSV file, access your Site, Subsite or Section Workspace.
2. Edit the MiniBase app to which you would like to import records.
3. Click **Import**. The Import wizard displays.



4. Click **Browse**. Browse your computer for the CSV file you created.



5. Select the CSV file you created.
6. Click **Next**. At this point, you can preview your imported records or cancel the import.
7. Click **Import**. The Records window will return as the active window.



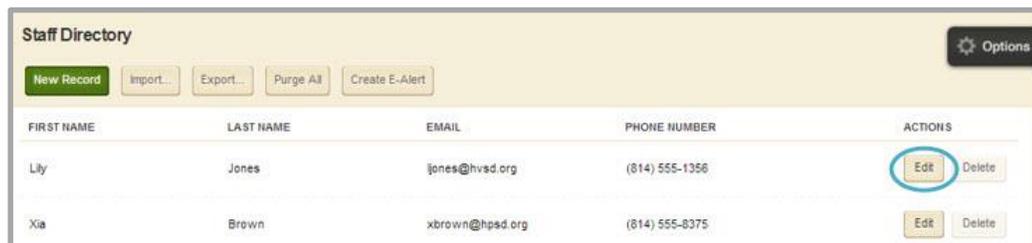
Edit Records

You can edit records individually or export all of your records and reimport them.

Edit Records Individually

Here's how you edit individual records.

1. In *Site Manager*, navigate to the workspace containing the page with the MiniBase App you wish to edit.
2. Click **Actions** to the right of the page and select *Edit Page* from the dropdown list. The page opens in Edit Mode.
3. Click on the MiniBase App. The app opens.
4. Click **Edit** to the right of the record. The Edit Record dialog displays.



5. Make changes to the record.
6. Click **Save**. The record is updated and you are returned to the workspace.

Edit Multiple Records

If you need to edit multiple records in a MiniBase App, edit your records in a CSV file. When you are finished editing your records, purge the records from the MiniBase App and import your updated CSV file.

Here's how you edit multiple records.

1. In *Site Manager*, navigate to the workspace in which the MiniBase is located.
2. Edit the MiniBase App.
3. Click **Export** at the top of the window. The **Export** wizard displays.

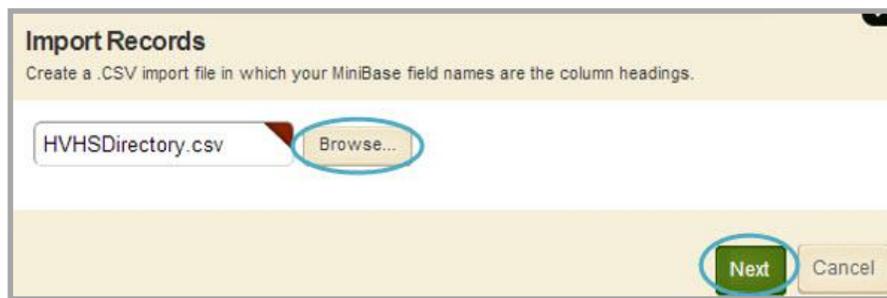


4. Click **Save**.
5. Edit the CSV file.
6. In *Site Manager*, edit the MiniBase app.

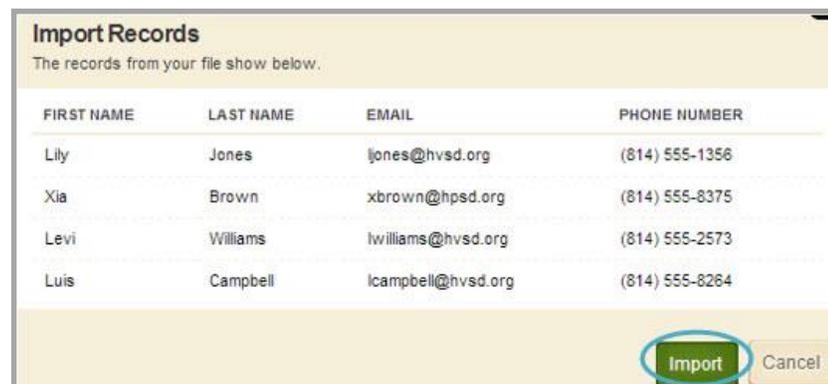
- In the Details column, click **Purge All**.



- A confirmation message displays. If you are sure you wish to purge all records in the MiniBase, click **Yes**.
- Click **Import** at the top of the window. The Import wizard displays.
- Click **Browse**. Browse your computer for the CSV file you created.



- Select the CSV file.
- Click **Next**. At this point, you can preview your imported records or cancel the import.



- Click **Import**. The Records window will return as the active window.

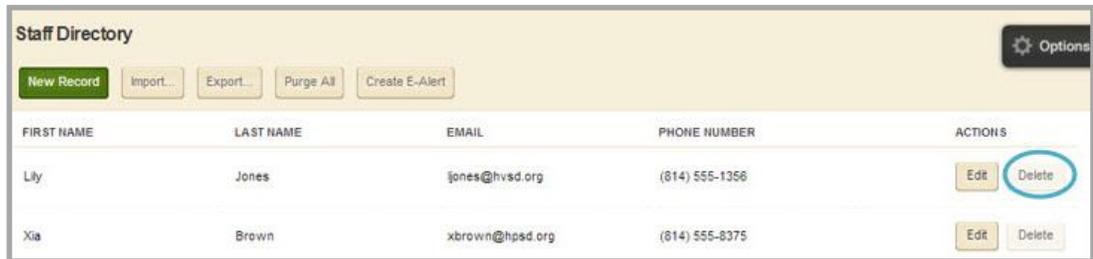
Delete Records

When deleting records from a MiniBase, you have the options to delete records individually or purge all records.

Delete Individual Records

Here's how you delete a single record from a MiniBase.

1. In *Site Manager*, navigate to the workspace where your MiniBase is located.
2. Edit the MiniBase App.
3. To the right of the record, click **Delete**.



FIRST NAME	LAST NAME	EMAIL	PHONE NUMBER	ACTIONS
Lily	Jones	ljones@hvsd.org	(814) 555-1356	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
Xia	Brown	xbrown@hpsd.org	(814) 555-8375	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

4. A confirmation window displays, to delete the record, click **Yes**.



Purge All Records

Here's how you purge all records from a MiniBase.

1. In *Site Manager*, navigate to the workspace in which your MiniBase is located.
2. Edit the MiniBase App.
3. Click **Purge All**.



4. A confirmation message displays, to purge all records, click **Yes**.



Export Records

Once you have added records to your MiniBase, you may want to export the records to a CSV file.

Here's how you export records from a MiniBase.

1. In *Site Manager*, navigate to the workspace in which the MiniBase is located.
2. Edit the MiniBase App
3. Click **Export** at the top of the window. The **Export** wizard displays.



4. Click **Save**. You will be able to determine where the CSV file will be saved.

You can now open the CSV file and manipulate your records.

Manage MiniBase App Display Format

When creating a MiniBase you can choose from three different views: *Table*, *List* and *Custom* view.

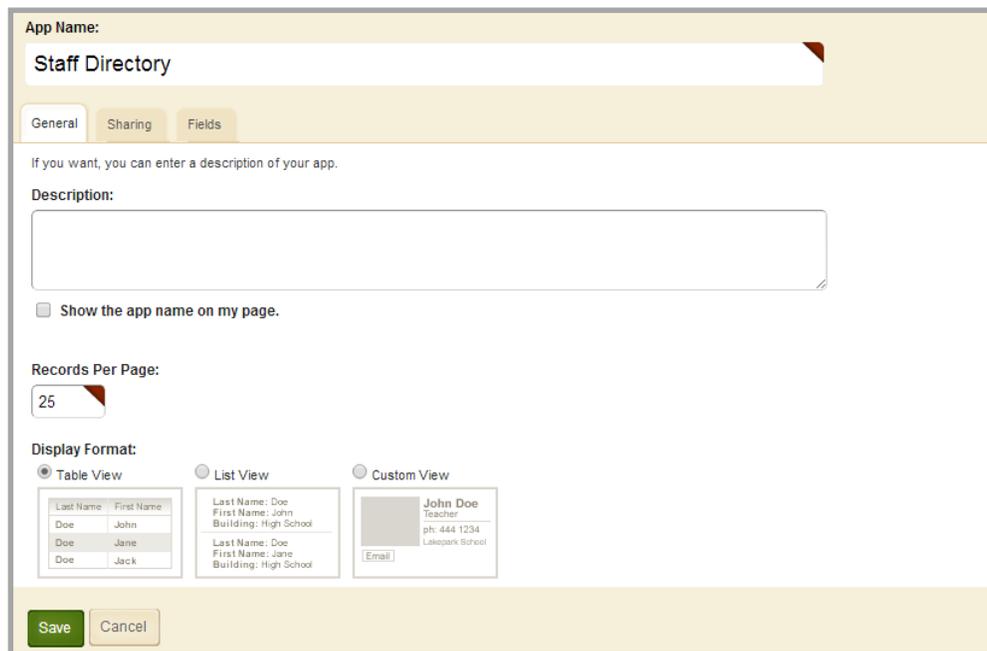
Change the MiniBase App Display Format

Here's how you change the Display Format for your MiniBase App

1. In *Site Manager*, navigate to the workspace in which the MiniBase is located.
2. Edit the MiniBase App.
3. Click **Options**.



4. Navigate to the **General** tab.



5. Under Display Format choose a view.
6. Once finished, click **Save**.

Table View

The default view for a MiniBase App is *Table* view. Here is an example of a MiniBase using *Table* view.

The screenshot shows a web interface for Happy Valley High School. At the top, there is a red header with the school's logo and name, along with the motto: "Show me and I forget. Teach me and I remember. Involve me and I learn." Below the header is a navigation menu with links for Home, About Us, Our School, Administration, Programs of Study, Athletics, Activities, Staff, Alumni, and Calendar. The "Our School" menu is active, and a sub-menu for "Staff" is open, showing a "Staff Directory" link. The main content area displays a table with the following data:

First Name	Last Name	Email	Phone Number
Lily	Jones	ljones@hvdsd.org	(814) 555-1356
Xia	Brown	xbrown@hpsd.org	(814) 555-8375
Levi	Williams	lwilliams@hvdsd.org	(814) 555-2573
Luis	Campbell	lcampbell@hvdsd.org	(814) 555-8264
Rachel	Wilson	rwilson@hvdsd.org	(814) 555-0982
Angela	Henry	ahenry@hvdsd.org	(814) 555-0371

List View

Here is an example of a MiniBase App using *List* view.

The screenshot displays a web application interface for Happy Valley High School. At the top, there is a red header with the school's logo on the left and the name 'Happy Valley High School' in white. Below the name is the school's motto: 'Show me and I forget. Teach me and I remember. Involve me and I learn.' A dark red navigation bar contains several menu items: Home, About Us, Our School (which is highlighted), Administration, Programs of Study, Athletics, Activities, Staff, Alumni, and Calendar. The main content area has a red sidebar on the left with the word 'Staff' and a link to 'Staff Directory'. The main content area on the right shows a breadcrumb trail: 'Happy Valley High School > Our School > Staff'. Below this is a numbered list of six staff members, each with their first name, last name, email address, and phone number.

Happy Valley High School > Our School > Staff

- 1.**
First Name: Lily
Last Name: Jones
Email: liones@hvsd.org
Phone Number: (814) 555-1356
- 2.**
First Name: Xia
Last Name: Brown
Email: xbrown@hpsd.org
Phone Number: (814) 555-8375
- 3.**
First Name: Levi
Last Name: Williams
Email: lwilliams@hvsd.org
Phone Number: (814) 555-2573
- 4.**
First Name: Luis
Last Name: Campbell
Email: lcampbell@hvsd.org
Phone Number: (814) 555-8264
- 5.**
First Name: Rachel
Last Name: Wilson
Email: rwilson@hvsd.org
Phone Number: (814)555-0982
- 6.**
First Name: Angela
Last Name: Henry
Email: ahenry@hvsd.org
Phone Number: (814) 555-0371

Custom View

Here is an example of a MiniBase App using *Custom* view.

The screenshot displays a web application interface for Happy Valley High School. At the top left is the school's logo, a stylized 'H' inside a circle. To its right is the school name 'Happy Valley High School' and the motto 'Show me and I forget. Teach me and I remember. Involve me and I learn.' Below this is a navigation menu with items: Home, About Us, Our School (selected), Administration, Programs of Study, Athletics, Activities, Staff, Alumni, and Calendar. The main content area is titled 'Staff' and includes a sub-link for 'Staff Directory'. A table lists staff members with columns for First Name, Last Name, Email Address, and Phone Number.

First Name	Last Name	Email Address	Phone Number
Lily	Jones	ljones@hvdsd.org	(814) 555-1356
Xia	Brown	xbrown@hpsd.org	(814) 555-8375
Levi	Williams	lwilliams@hvdsd.org	(814) 555-2573
Luis	Campbell	lcampbell@hvdsd.org	(814) 555-8264
Rachel	Wilson	rwilson@hvdsd.org	(814) 555-0982
Angela	Henry	ahenry@hvdsd.org	(814) 555-0371

Manage a Custom MiniBase View

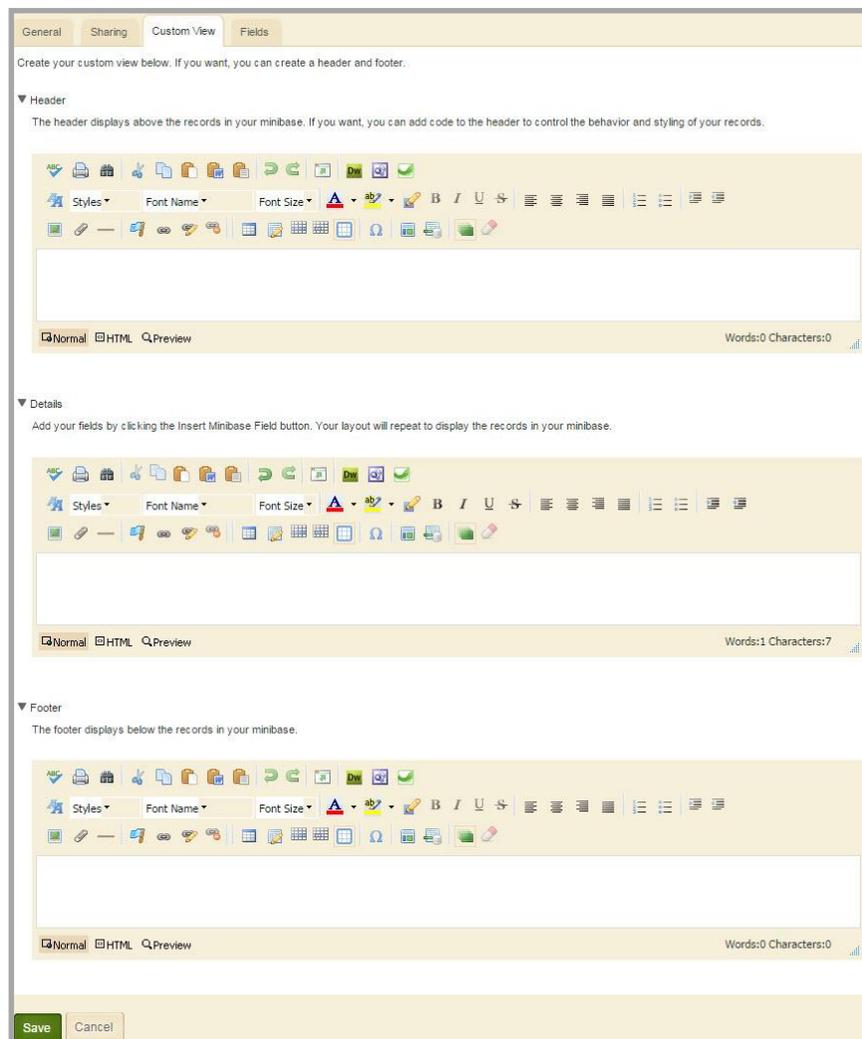
Once you have created your MiniBase App, you can create a Custom MiniBase View.

Custom View Tab

After selecting *Custom* view, the **Custom View** tab displays. This tab is where you will create your Custom view.



Click the arrow to open the **Header**, **Details** or **Footer** tabs.



Add Custom MiniBase Fields

You can use HTML code to create custom fields in a custom view MiniBase.

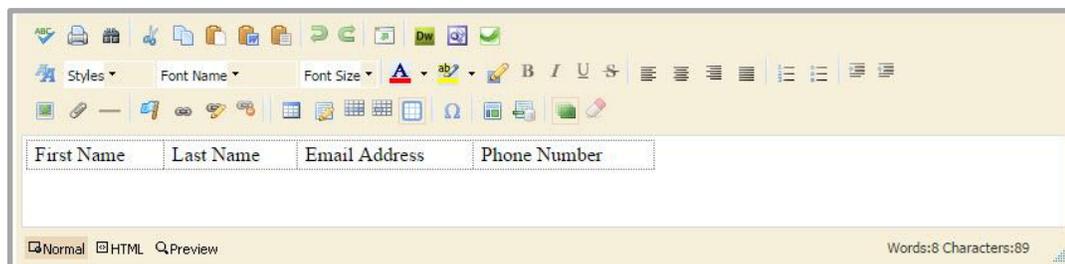
Create an Email Field

Here's how to create an email field.

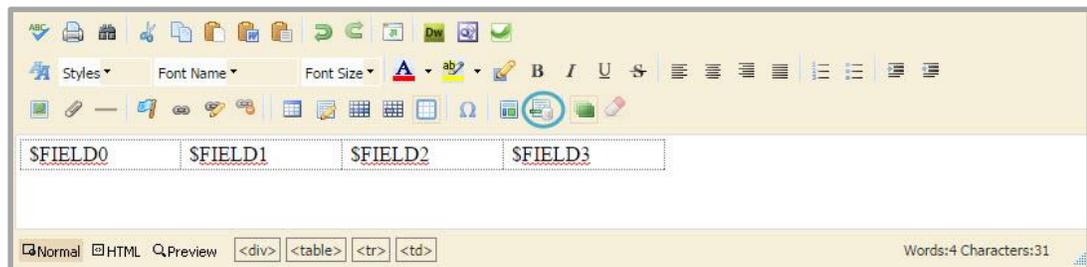
1. In *Site Manager*, navigate to the workspace in which the MiniBase is located.
2. Edit the MiniBase App.
3. Add an Email Address field to your configuration, if you do not have one already.
4. Click **Options** and navigate to the **Custom View** tab.



5. Click the arrow to expand the **Header** tab.
6. Insert a table with one row and enter a MiniBase field name in each cell.



7. Expand the **Details** tab.
8. Insert a table with one row and the same number of columns as the table in the **Header**.
9. In all cells insert the field number for the appropriate field by clicking the **Insert MiniBase Field** icon and selecting the field.



10. In the Email Address cell, type the word Email after the field name.
11. Navigate to HTML view.
12. In the Email Address cell, add the following code in front of the field name and the word Email.

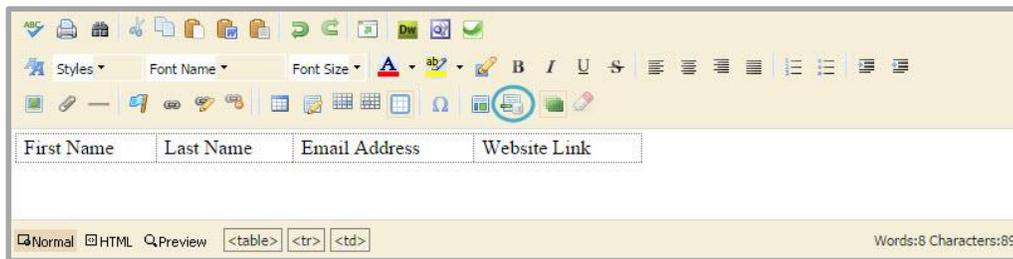
Create an HTML Link Field

Here's how to create an HTML link field.

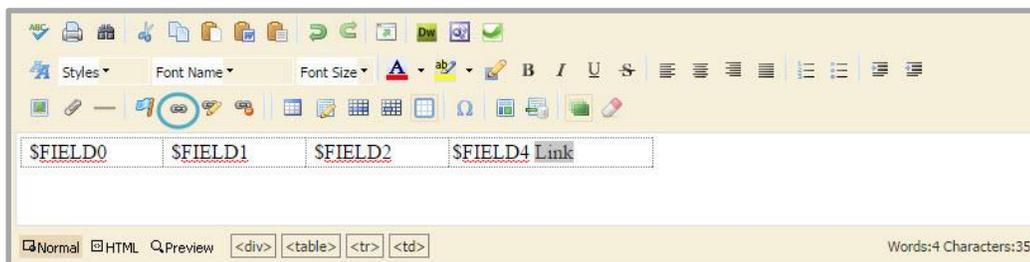
1. In *Site Manager*, navigate to the workspace in which the MiniBase is located.
2. Edit the MiniBase App.
3. Add a field for your link to your configuration, if you do not have one already.



4. Click **Options** and navigate to the **Custom View** tab.
5. Click the arrow to expand the **Header** tab.
6. Insert a table with one row and enter a MiniBase field name in each cell.



7. Click the arrow to expand the **Details** tab.
8. Insert a table with one row and the same number of columns as the table in the **Header**.
9. In all cells insert the field number for appropriate field by clicking the **Insert MiniBase Field** icon and selecting the field.
10. In the Link cell, type the word Link after the field name and highlight it.



11. Select the **Insert Link** icon. The Insert Link wizard displays.

19. Click **Save**.

The screenshot displays the 'Fields' configuration page for the MiniBase App. At the top, there are tabs for 'General', 'Sharing', 'Custom View', and 'Fields'. Below the tabs, a message reads: 'Create your custom view below. If you want, you can create a header and footer.' There are expandable sections for 'Header' and 'Footer'. The 'Details' section is expanded, showing instructions: 'Add your fields by clicking the Insert Minibase Field button. Your layout will repeat to display the records in your minibase.' Below this is a rich text editor toolbar with various icons for text formatting and insertion. The editor content shows three text boxes labeled '\$FIELD0', '\$FIELD1', and '\$FIELD2', followed by a blue 'Link' button. At the bottom of the editor, there are options for 'Normal', 'HTML', 'Preview', and '<div>', along with a status indicator 'Words:4 Characters:70'. At the very bottom of the page, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a green circle.

Create a File Link Field

To create a file link field in your custom view MiniBase, you will need to create a field called File. You will then need to upload your files into the workspace *Files & Folders* and use the *Get Link* option under the **More** dropdown for those files. The link will need to be pasted into the appropriate file field for each record.

Edit Record
Enter your record information. Each record can contain up to 500 characters.

Year:
2014

File Name:
Academics Calendar

File Link:
http://c2.tc.schoolwires.net/cms/lib/TC00000006/cen
tricity/Domain/8802/Calendar14.docx

Save Cancel

Here’s how to create a file link field.

1. In *Site Manager*, navigate to the workspace in which the MiniBase is located.
2. Navigate to the **Tools** tab and click *Files & Folders*.
3. Upload the files you wish to link.
4. Locate the link for each file by clicking the **More** drop-down to the right of the file and select *Get Link*.

FILE NAME	SIZE	MODIFIED	ACTIONS
<input checked="" type="checkbox"/> Calendar14.docx	10.96 KB	8/26/2015 3:40:11 PM	Move More ▼
<input checked="" type="checkbox"/> Calendar15.docx	11.06 KB	8/26/2015 3:40:11 PM	Rename Get Link ▼ Delete
<input checked="" type="checkbox"/> Calendar16.docx	11.07 KB	8/26/2015 3:40:12 PM	Move

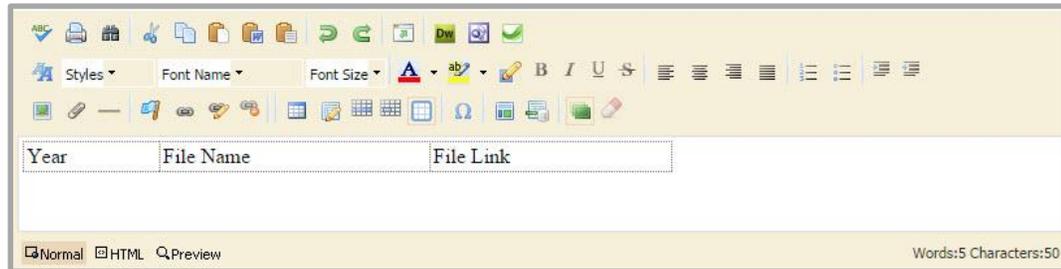
5. Copy the Full Web Address and paste the links for each file in the File Link field in the appropriate record in your MiniBase App.
6. Edit the MiniBase App.
7. Click **Options**.

Staff Directory Options

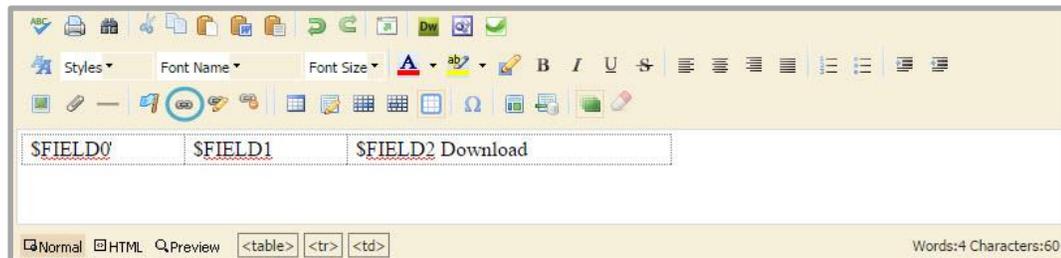
New Record Import... Export... Purge All Create E-Alert

FIRST NAME	LAST NAME	EMAIL	ACTIONS
Rachel	Wilson	rwilson@hvsd.org	Edit Delete

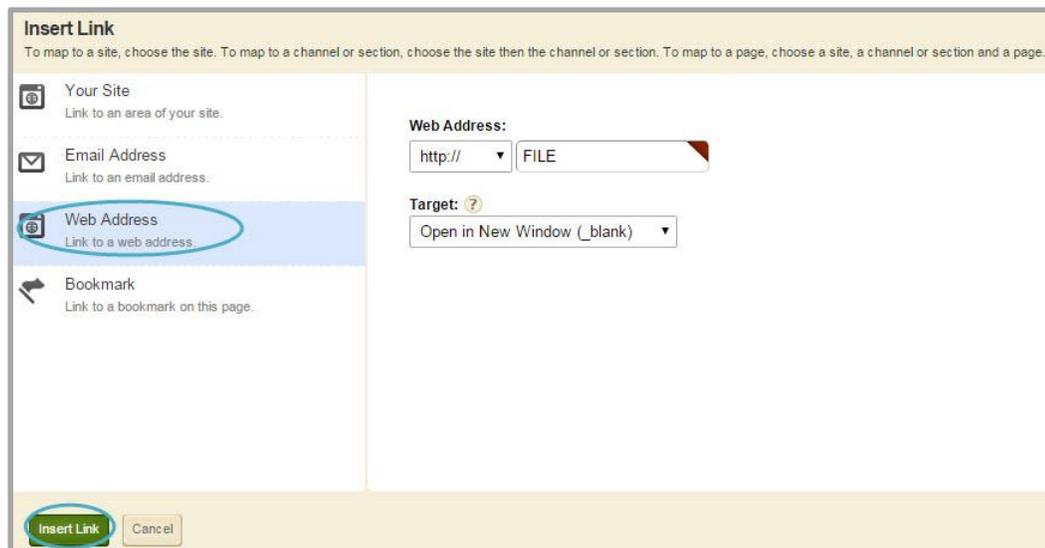
8. Navigate to the **Custom View** tab.
9. Click the arrow to expand the **Header**.
10. Insert a table with one row and enter your MiniBase field names in each cell across.



11. Click the arrow to expand the **Details**.
12. Insert a table with one row and the same number of columns as the table in the **Header**.
13. In all cells insert the field number for appropriate field by clicking the **Insert MiniBase Field** icon and selecting the field.
14. In the File Link cell, type the word Download after the field name and highlight it.



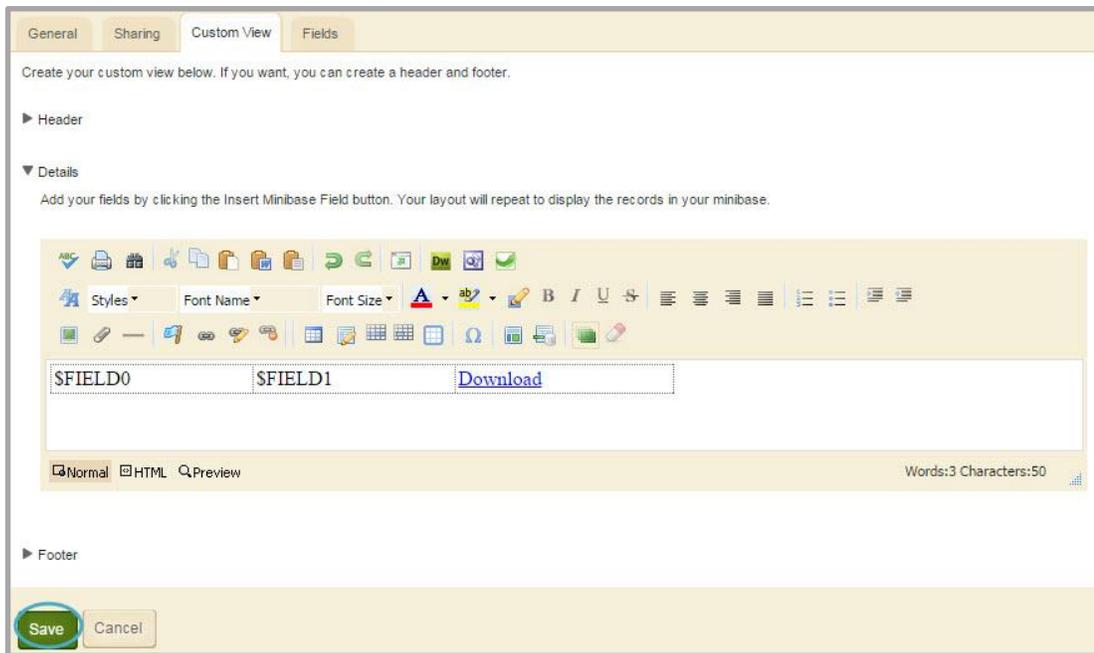
15. Click the **Insert Link** icon. The Insert Link wizard displays.
16. Choose to insert a Web Address.
17. In the Web Address field type FILE.
18. Choose a target for your link.
19. Click **Insert Link**.



20. Navigate to HTML view.
21. In the Link cell, delete the <http://FILE> and replace it with the field number for that field.



22. Click Normal to return to the previous view.



23. Click **Save**.

Create a Photo Field

To create a photo field in your custom MiniBase view, you will need to create a new field called Photo or Image. For each record you will add the photo file name, for example, *MrSmith.jpg*, then you will upload the file into the workspace *Files & Folders*.

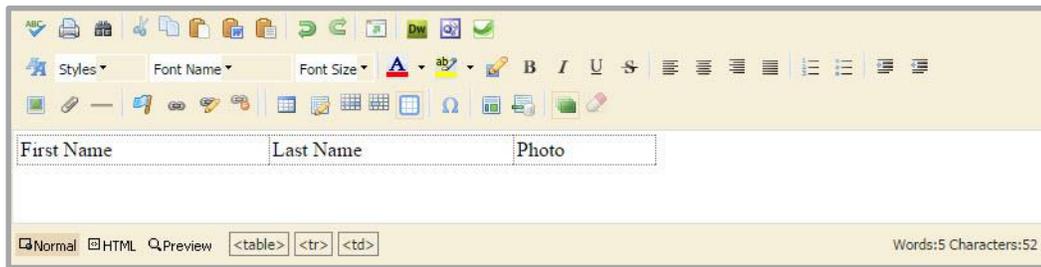
Here's how to create a photo field.

1. In *Site Manager*, navigate to the workspace in which the MiniBase is located.
2. Navigate to the **Tools** tab and click *Files & Folders*.
3. Upload the files you wish to link to. You might want to create a new folder if you have a large amount of images. Also be sure to resize your images prior to uploading them into *Files & Folders*.
4. Locate the link for one of the photos by clicking the **More** drop-down to the right of the link and select *Get Link*.
5. Copy the Full Web Address.
6. Edit the MiniBase App.

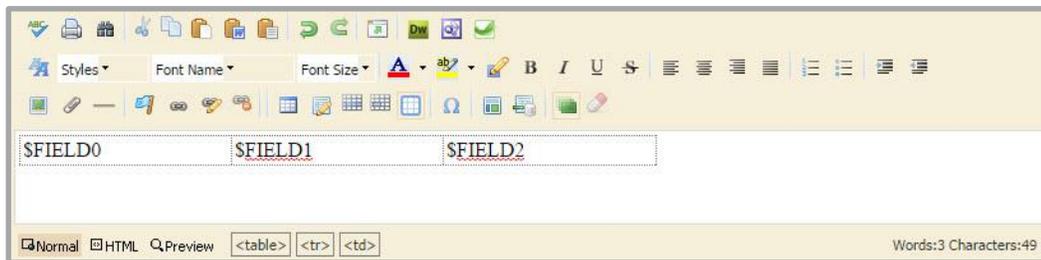
FIRST NAME	LAST NAME	EMAIL	ACTIONS
Rachel	Wilson	rwilson@hvsd.org	Edit Delete

7. Click **Options** and navigate to the **Custom View** tab.
8. Click the arrow to expand the **Header**.

9. Insert a table with one row and enter your MiniBase field names in each cell across.



10. Click the arrow to expand the **Details**.
 11. Insert a table with one row and the same number of columns as the table in the **Header**.
 12. In all cells insert the field number for appropriate field by clicking the **Insert MiniBase Field** icon and selecting the field.



13. Navigate to HTML view.
 14. In the Photo cell, enter the following code.
``



15. Replace the file name for that photo with the field number for the Photo field.
 16. Click Normal to return to the previous view.
 17. Click **Save**.

Manage MiniBase App Configurations

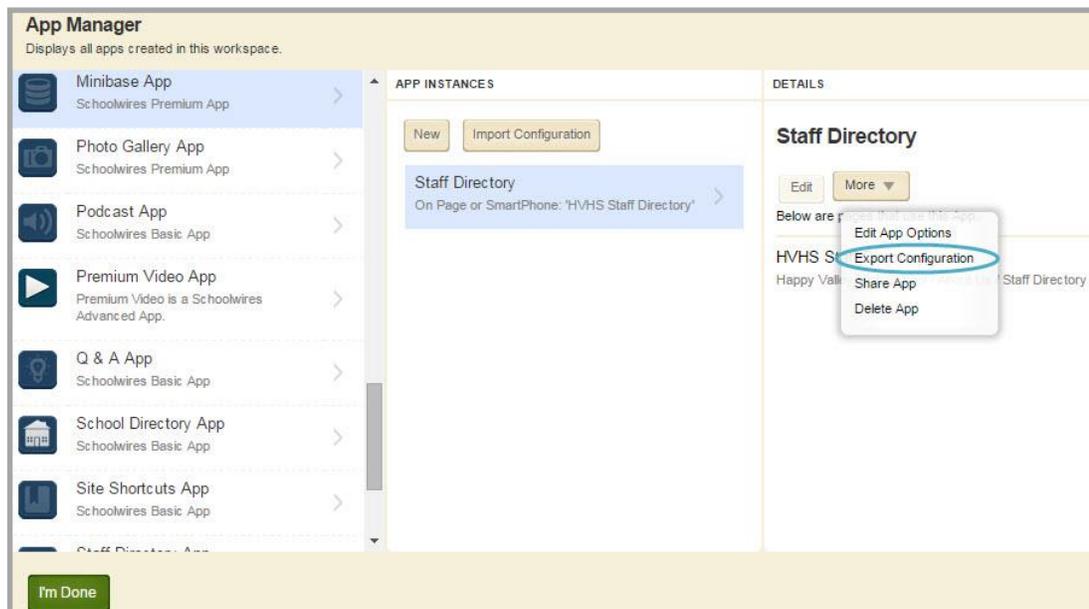
After you have finished creating your MiniBase App you may want to export the MiniBase App configuration. Once you export the configuration you could save it to keep as a backup, use it to create a similar MiniBase App in another section or send it to another user so they can create a similar MiniBase.

After you create a MiniBase App you have the option to import a MiniBase configuration. A MiniBase configuration is the structure of an existing MiniBase App. It includes Field Names, Filter Types, Sort Orders and Sort Levels. The configuration does not include the records in the MiniBase App.

Export a MiniBase App Configuration

Here's how you export a MiniBase App Configuration.

1. In *Site Manager*, navigate to the workspace in which your MiniBase App is located.
2. Click the **Tools** tab.
3. Select MiniBase.
4. In the Details column, click on **More**.
5. Select **Export Configuration**.

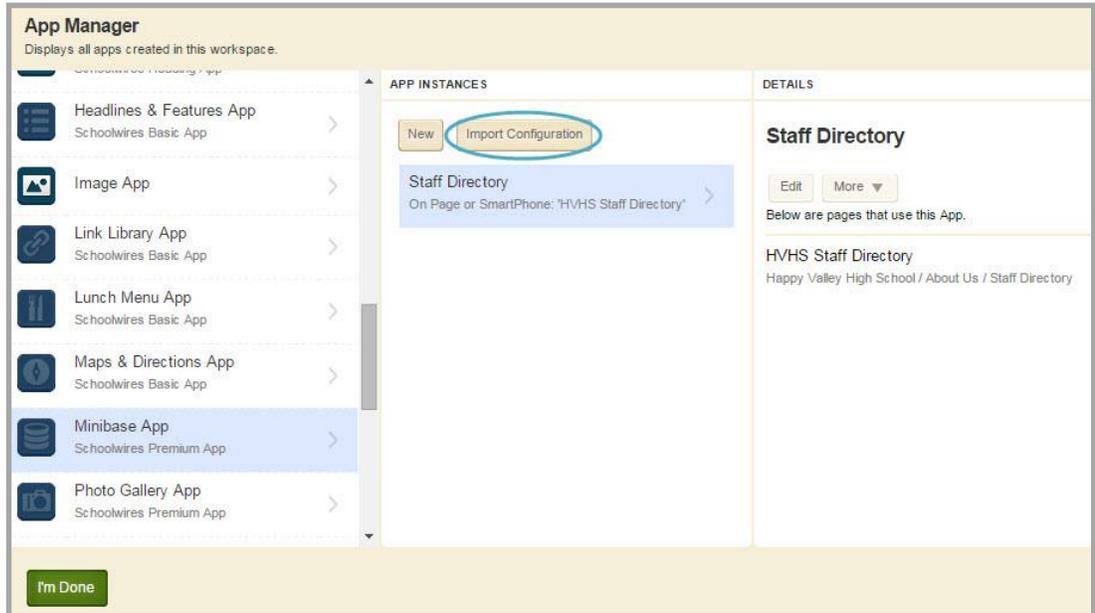


6. Click **Save**. You will be able to determine where the MiniBase App Configuration zip folder will be saved.
7. Click **I'm Done**.

Import a MiniBase App Configuration

Here is how you import a MiniBase App configuration.

1. In *Site Manager*, navigate to the workspace where you wish to add the MiniBase App.
2. Click the **Tools** tab.
3. Select MiniBase.
4. In the App Instances column, click on **Import Configuration**.



5. Click **Browse**. Browse your computer for the MiniBase App Configuration zip file you received. If the file was emailed to you, you will need to save it to your computer so you can access it.
6. Select the MiniBase App Configuration zip file.
7. Click **Import**.



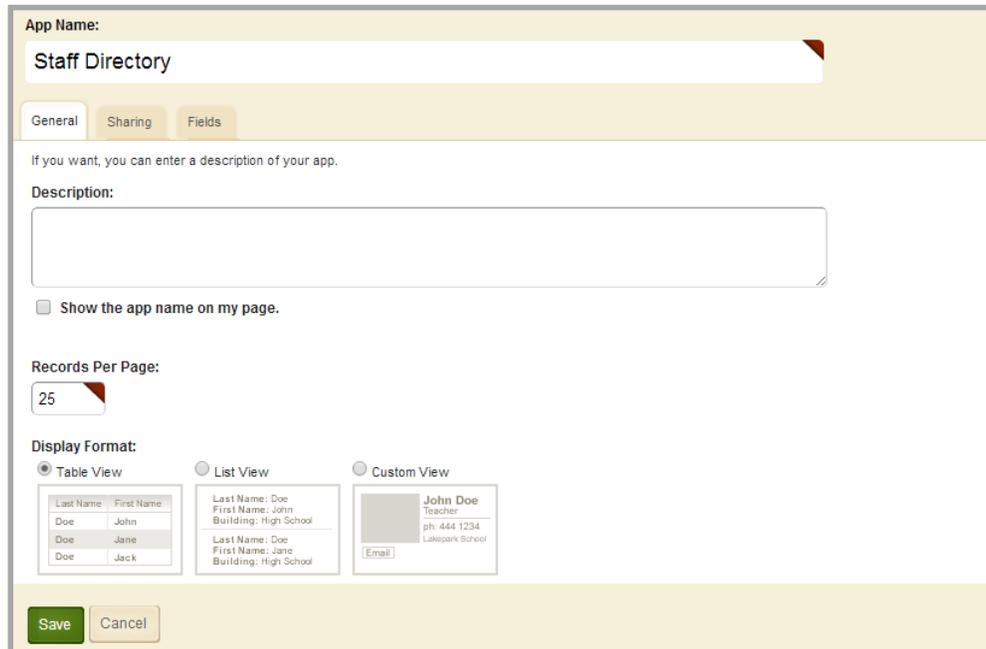
Manage MiniBase App Options

Here’s how you edit MiniBase App Options.

1. In *Site Manager*, navigate to the workspace where the MiniBase is located.
2. Edit the MiniBase App.
3. Click **Options**.



4. Make your desired changed, then click **Save**.



General tab

In the **General** tab, you can edit the app name, choose to show the App Name on the page, edit how many records show per page and choose a display format.

The screenshot shows the 'General' tab configuration for a MiniBase App named 'Staff Directory'. It includes a description field, a checkbox for 'Show the app name on my page', a 'Records Per Page' dropdown set to 25, and three display format options: 'Table View' (selected), 'List View', and 'Custom View'. Each format shows a preview of how data is displayed. At the bottom are 'Save' and 'Cancel' buttons.

Sharing tab

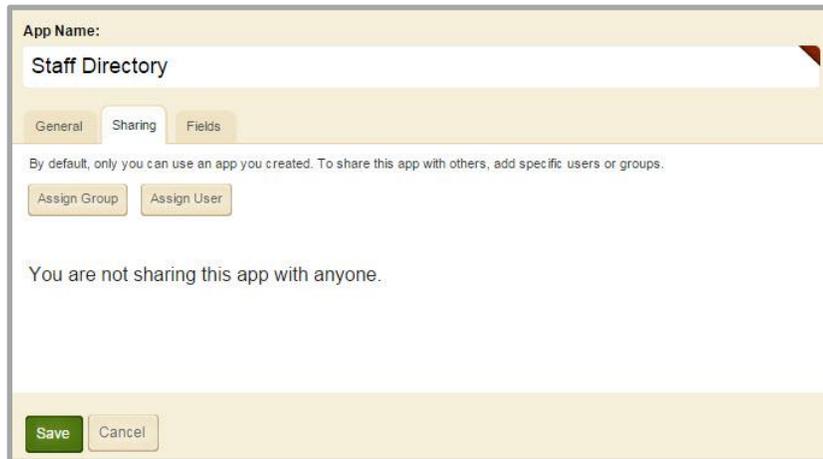
In the Sharing tab, you can share the MiniBase App with single users or a group of users. Here's how you assign users to share the app.

1. In *Site Manager*, navigate to the workspace where the MiniBase App is located.
2. Edit the MiniBase App.
3. Click **Options**.

The screenshot shows the 'Staff Directory' app interface. At the top right, there is an 'Options' button with a gear icon, which is circled in blue. Below the header are buttons for 'New Record', 'Import...', 'Export...', 'Purge All', and 'Create E-Alert'. A table below shows a list of records with columns for 'FIRST NAME', 'LAST NAME', 'EMAIL', and 'ACTIONS'. The 'ACTIONS' column for the first record contains 'Edit' and 'Delete' buttons.

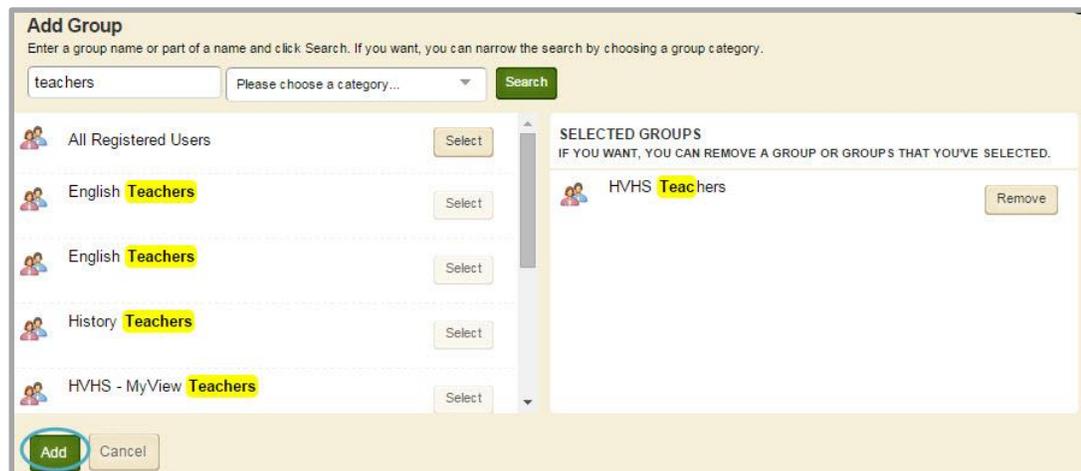
FIRST NAME	LAST NAME	EMAIL	ACTIONS
Rachel	Wilson	rwilson@hvsd.org	Edit Delete

4. Navigate to the **Sharing** tab.



The screenshot shows the 'Staff Directory' app configuration page. At the top, the 'App Name' is 'Staff Directory'. Below it are three tabs: 'General', 'Sharing', and 'Fields'. The 'Sharing' tab is active. A message states: 'By default, only you can use an app you created. To share this app with others, add specific users or groups.' Below this message are two buttons: 'Assign Group' and 'Assign User'. A status message reads: 'You are not sharing this app with anyone.' At the bottom of the panel are 'Save' and 'Cancel' buttons.

5. Click **Assign Group** to assign a group of users, or click **Assign User** to assign single users.
6. Search for the group or users you wish to add.
7. Once finished, click **Add**.



The screenshot shows the 'Add Group' dialog box. At the top, it says: 'Enter a group name or part of a name and click Search. If you want, you can narrow the search by choosing a group category.' Below this is a search input field containing 'teachers', a dropdown menu labeled 'Please choose a category...', and a 'Search' button. A list of groups is shown on the left, each with a 'Select' button: 'All Registered Users', 'English Teachers', 'English Teachers', 'History Teachers', and 'HVHS - MyView Teachers'. On the right, under 'SELECTED GROUPS', there is a section with the text 'IF YOU WANT, YOU CAN REMOVE A GROUP OR GROUPS THAT YOU'VE SELECTED.' Below this, 'HVHS Teachers' is listed with a 'Remove' button. At the bottom of the dialog are 'Add' and 'Cancel' buttons.

8. Click **Save**.

Fields tab

On the **Fields** tab, you can add, edit or delete fields in your MiniBase App, set Viewers for each field and make a specific field searchable.

The screenshot shows the configuration interface for the 'Staff Directory' app. At the top, the 'App Name' is 'Staff Directory'. Below this are tabs for 'General', 'Sharing', 'Custom View', and 'Fields'. The 'Fields' tab is active, displaying a table with columns for 'FIELD NAME', 'VIEWERS', 'FILTER TYPE', 'SORT ORDER', and 'SORT LEVEL'. The table contains seven rows, each with a text input field for the field name, a 'Viewers' button, and three dropdown menus for filter type, sort order, and sort level. The first three rows are pre-filled with 'First Name', 'Last Name', and 'Email'. The last three rows have empty text input fields. At the bottom of the interface are 'Save' and 'Cancel' buttons.

FIELD NAME	VIEWERS	FILTER TYPE	SORT ORDER	SORT LEVEL
First Name	Viewers	None	None	None
Last Name	Viewers	None	None	None
Email	Viewers	None	None	None
	Viewers	None	None	None
	Viewers	None	None	None
	Viewers	None	None	None
	Viewers	None	None	None