

KWizCom Corporation



Conditional Formatting App

User Guide

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Company Headquarters

KWizCom

95 Mural Street, Suite 600

Richmond Hill, ON

L4B 3G2 Canada

E-mail: info@KWizCom.com

Web site: <http://www.kwizcom.com>

Sales

E-mail: sales@KWizCom.com

Telephone: +1-905-370-0333

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INTRODUCTION

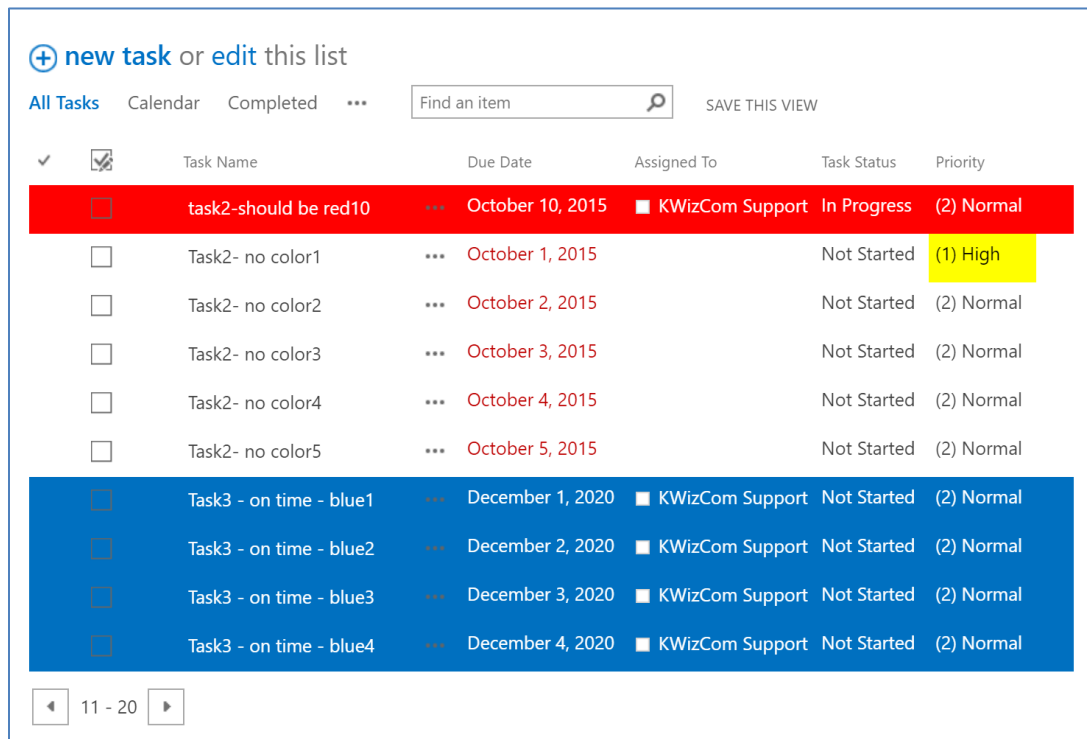
GENERAL

This document provides all the information needed to install, evaluate and deploy this KWizCom product:

- Product Overview
- Installation Guide
- Administration Guide

PRODUCT OVERVIEW

With the Conditional Formatting app you can quickly highlight data in your list/library views, by configuring conditional formatting logic rules. You don't need SharePoint Designer or any technical skills!



new task or edit this list

All Tasks Calendar Completed ... Find an item SAVE THIS VIEW

✓		Task Name	Due Date	Assigned To	Task Status	Priority
<input type="checkbox"/>		task2-should be red10	October 10, 2015	KWizCom Support	In Progress	(2) Normal
<input type="checkbox"/>		Task2- no color1	October 1, 2015		Not Started	(1) High
<input type="checkbox"/>		Task2- no color2	October 2, 2015		Not Started	(2) Normal
<input type="checkbox"/>		Task2- no color3	October 3, 2015		Not Started	(2) Normal
<input type="checkbox"/>		Task2- no color4	October 4, 2015		Not Started	(2) Normal
<input type="checkbox"/>		Task2- no color5	October 5, 2015		Not Started	(2) Normal
<input type="checkbox"/>		Task3 - on time - blue1	December 1, 2020	KWizCom Support	Not Started	(2) Normal
<input type="checkbox"/>		Task3 - on time - blue2	December 2, 2020	KWizCom Support	Not Started	(2) Normal
<input type="checkbox"/>		Task3 - on time - blue3	December 3, 2020	KWizCom Support	Not Started	(2) Normal
<input type="checkbox"/>		Task3 - on time - blue4	December 4, 2020	KWizCom Support	Not Started	(2) Normal

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KEY FEATURES

Feature	KWizCom Conditional Formatting app
Configure conditional formatting rules for specific column	✓
Configure conditional formatting rules for entire rows	✓
Support dynamic tokens such as [Me] and [Today]	✓

INSTALLATION

SOFTWARE REQUIREMENTS

SERVER REQUIREMENTS

- SharePoint Server 2013/2016 configured for app hosting
- SharePoint online (Office 365)

CLIENT REQUIREMENTS

- Windows 7+
- Microsoft Internet Explorer 9+, Mozilla Firefox (Latest version), Google Chrome (Latest version).

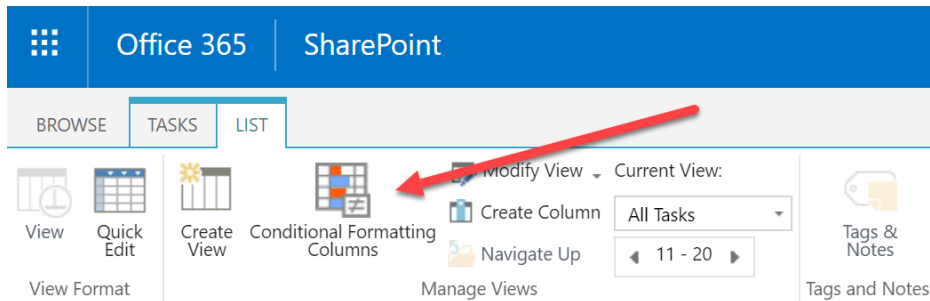
INSTALLATION PROCEDURE

To download and install this app follow the instructions in the [app's web page](#).

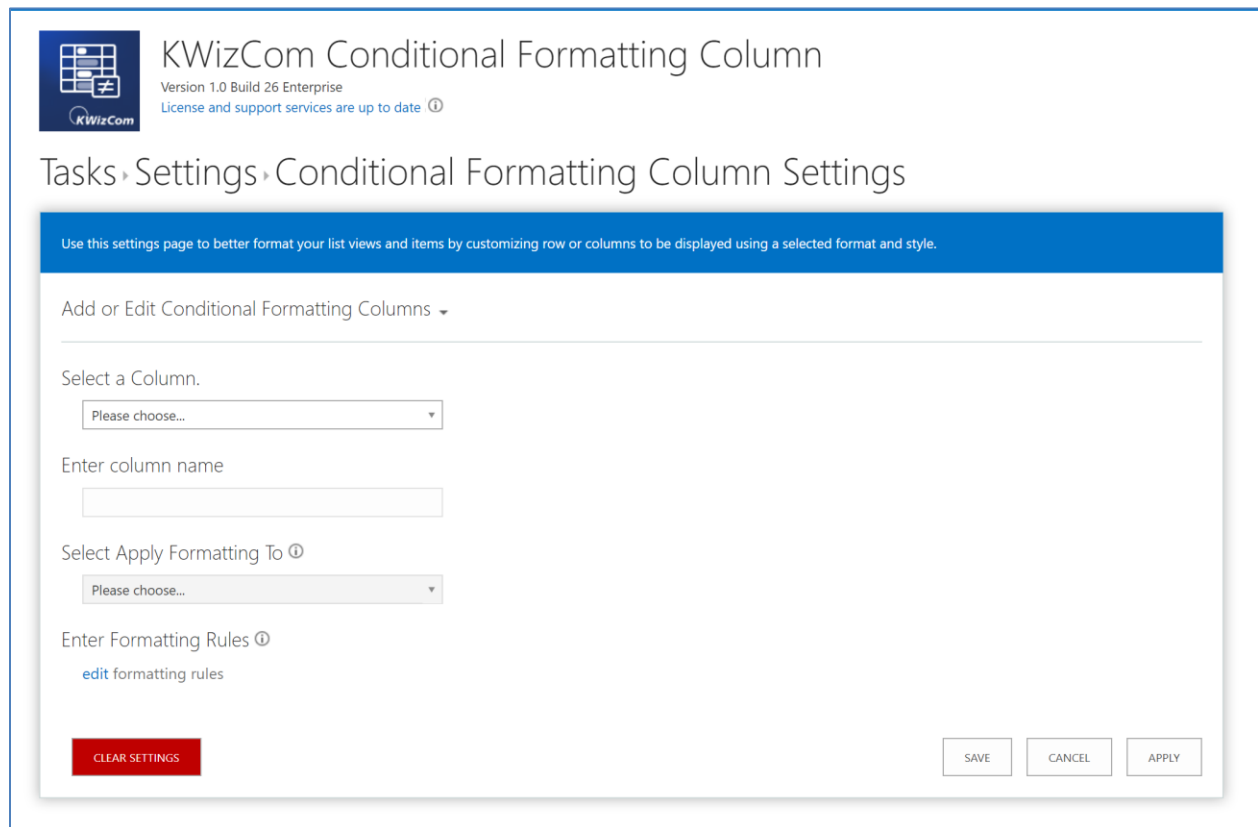
ADMINISTRATION GUIDE

SETTING-UP CONDITIONAL FORMATTING

After you install the Conditional Formatting app, you will see its ribbon button in every list's "Manage Views" ribbon:

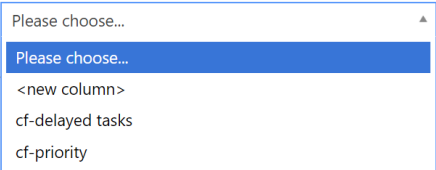
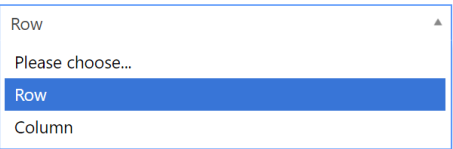



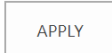


Clicking this ribbon button will open the list's Conditional Formatting settings page:



This settings page allows you to create a new Conditional formatting column or to edit existing conditional formatting columns in the list.

The page includes the following properties:

Property	Description
Select a Column. 	<new column> - select this option to create a new conditional formatting column. Each column includes a conditional formatting rule. OR You can select to edit any of the existing conditional formatting columns if already created previously.
Enter column name <input type="text" value="cf-delayed tasks"/>	Type the column name.
Select Apply Formatting To ⓘ 	Select whether you want to apply the formatting to an entire row or column.
Enter Formatting Rules ⓘ edit formatting rules	This part displays the existing rules if configured, click “edit” to edit existing rules and add new ones.
	Click to remove the conditional formatting settings from the list
  	Save – save settings and redirect to the list Cancel – cancel all changes and redirect to the list Apply – save settings and remain in the settings page

Example:

The following list view:

[+ new task](#) or [edit this list](#)

All Tasks Calendar Completed ... [SAVE THIS VIEW](#)

<input checked="" type="checkbox"/>	<input type="checkbox"/>	Task Name	Due Date	Assigned To	Task Status	Priority
<input type="checkbox"/>	<input checked="" type="checkbox"/>	task2-should be red10	October 10, 2015	KWizCom Support	In Progress	(2) Normal
<input type="checkbox"/>	<input type="checkbox"/>	Task2- no color1	October 1, 2015		Not Started	(1) High
<input type="checkbox"/>	<input type="checkbox"/>	Task2- no color2	October 2, 2015		Not Started	(2) Normal
<input type="checkbox"/>	<input type="checkbox"/>	Task2- no color3	October 3, 2015		Not Started	(2) Normal
<input type="checkbox"/>	<input type="checkbox"/>	Task2- no color4	October 4, 2015		Not Started	(2) Normal
<input type="checkbox"/>	<input type="checkbox"/>	Task2- no color5	October 5, 2015		Not Started	(2) Normal
<input type="checkbox"/>	<input type="checkbox"/>	Task3 - on time - blue1	December 1, 2020	KWizCom Support	Not Started	(2) Normal
<input type="checkbox"/>	<input type="checkbox"/>	Task3 - on time - blue2	December 2, 2020	KWizCom Support	Not Started	(2) Normal
<input type="checkbox"/>	<input type="checkbox"/>	Task3 - on time - blue3	December 3, 2020	KWizCom Support	Not Started	(2) Normal
<input type="checkbox"/>	<input type="checkbox"/>	Task3 - on time - blue4	December 4, 2020	KWizCom Support	Not Started	(2) Normal

Has the following conditional formatting columns configured:

Select a Column.

Enter column name

Select Apply Formatting To

Enter Formatting Rules

[edit formatting rules](#)

Background Color	Font Color	Conditions
<input style="background-color: red; width: 20px; height: 15px; display: inline-block; vertical-align: middle;" type="checkbox"/>	<input type="checkbox"/>	(Task Status is not equal to 'Completed' AND Due Date is less than '[Today]' AND Assigned To contains '[Me]')
<input style="background-color: blue; width: 20px; height: 15px; display: inline-block; vertical-align: middle;" type="checkbox"/>	<input type="checkbox"/>	(Task Status is not equal to 'Completed' AND Due Date is greater than '[Today]')

This one is the reason why rows are highlighted with red and blue background according to their status and DueDate column values,

AND

Select a Column.

cf-priority

Enter column name

cf-priority

Select Apply Formatting To ⓘ



Column

Display formatting in ⓘ

Priority

Enter Formatting Rules ⓘ

[edit](#) formatting rules

Background Color	Font Color	Conditions
		(Priority is equal to '(1) High')

This conditional formatting column highlights the “Priority” column with yellow background if the value is “High”.