Default Values App

User Guide
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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 **Default Values app** you can configure default values for column types which do not have default values support with SharePoint out-of-the-box. You can also configure **dynamic default values**, meaning: different default values for different users/groups, and default values which depend on default values of other columns.

KEY FEATURES

<table>
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<th>Feature</th>
<th>KWizCom Default Values app</th>
<th>SharePoint Out-of-the-box</th>
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<td>Configure default values for column types such as <em>Person</em> and <em>Lookup</em> (out-of-the-box SharePoint doesn't enable you to configure default values for these column types.)</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Configure different default values for different users/groups.</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Use dynamic token and reference other columns' default values.</td>
<td>✓</td>
<td></td>
</tr>
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INSTALLATION

SOFTWARE REQUIREMENTS

SERVER REQUIREMENTS
- SharePoint Server/Foundation 2013 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 please follow these steps:

  Install the free version. This version includes a message that indicates that this is a free trial version.
ADMINISTRATION GUIDE

SETTING-UP A FIELD DEFAULT VALUE

After you install the Default Values app, you will see its ribbon button in every list’s “List” ribbon:

Clicking this ribbon button will open the list’s Default Values settings page:
This settings page allows you to create default value rules, each rule defines a default value for a field, depending on various conditions.

To setup a Default Value rule, follow these steps:

1. Select a column for which you wish to set up a default value, in the “Select a column” drop-down:

   ![Select a Column](image)
2. Create a new rule by clicking the “new rule” link:

![New Rule Section]

A new rule definition section will appear:

![Rule Definition Section]

3. To setup a rule you need to:
   a. Type/select a default value for the selected column. Depending on the column type, the Default value control will display the appropriate control. In this example, the column is of “Assigned To”, so a Person field control appears.

   b. Setup conditions
      These conditions define when the field validation rule should be applied.

![Conditions Section]

4. After you save the rule by clicking “Apply” or “Save” this rule will appear below the “All Rules” section:
To edit an existing rule, simply click the “Edit” link appearing on the left side of each existing rule.