



Integrating Business Portal 3.0 with Microsoft® Office SharePoint® Portal Server 2003: A Natural Fit

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Introduction

Microsoft Dynamics™ GP Business Portal provides a role-based portal solution that gives employees access to business information and applications, with integration to Microsoft Dynamics GP and Microsoft Dynamics SL. Because it is built on Microsoft® Windows® SharePoint® Services, Business Portal also delivers the rich document and team collaboration capabilities, easy Web page construction, and other team-based activities inherent in Windows SharePoint Services.

Microsoft Office SharePoint Portal Server 2003 enables businesses to develop an intelligent portal that seamlessly connects users, teams, and knowledge so that people can take advantage of relevant information across business processes to help them work more efficiently. Also built on Windows SharePoint Services, SharePoint Portal Server's strength lies in its aggregation, personalization, and search functionality.

This shared core component—Windows SharePoint Services—makes the two solutions easy to integrate. Using SharePoint Portal Server as the corporate portal linking Business Portal centers and information pages, you can connect users who need to access Business Portal information as well as other Web sites, data sources, applications, and Web services. Many organizations can benefit from integrating Business Portal into SharePoint Portal Server, which offers additional aggregation, personalization, searching, and browsing capabilities.

By using Business Portal and SharePoint Portal Server together, you'll be able to manage more sites, data sources, and applications, and give your users greater abilities to customize their interactions with the system.

This paper describes the following information:

- Instructions for installing and configuring Business Portal and SharePoint Portal Server on the Default Web Site
- A brief overview of the situations where you can benefit most from using the solutions together
- Detailed direction on how the solutions can be integrated to maximize the value of both

Integration points

There are three key opportunities for integrating the two systems: navigation, search, and My Site. Instructions for creating these integrations are included later in this white paper.

Navigation Links to the Business Portal centers can become part of SharePoint Portal Server's site directory and can be accessed through SharePoint Portal Server's role-based personalization capabilities and other rich navigation elements.

Search SharePoint Portal Server's search engine can index and aggregate multiple Business Portal centers and content sources. The relevancy ranking and best-bet technology in SharePoint can ensure that Business Portal content and pages are discovered quickly and efficiently.

My Site SharePoint Portal Server's My Site area, which provides personalized points of access for employees, can also be used as a window into Business Portal announcements and other time-critical information.

Integration scenarios

In most integration scenarios, organizations will use the various centers in Business Portal to provide their team members with role-based access to back office business information. In addition, they'll use SharePoint Portal Server to give their employees access to other data sources, applications, and Web sites, along with the ability to personalize the portal.

Examples of situations where your organization could benefit from integrating the two solutions include:

- You use a number of Business Portal centers in addition to specific SharePoint Portal Server topic areas. You want to present aggregated information within a portal, including content managed in Business Portal centers, as well as content on Windows SharePoint Services sites, topic sites created by experts within the company, and other Internet or intranet sites.
- You want to organize your Windows SharePoint Services sites (including Business Portal) within the SharePoint Portal Server site directory. Sites can be sorted, filtered, and grouped, making them much easier to find and manage.
- You want to be able to search your Business Portal sites as well as other Windows SharePoint Services sites, Web sites, and network files (such as Exchange Public Folders and Lotus Notes) by using SharePoint Portal Server.
- You want to draw on SharePoint Portal Server's ability to send alerts to users when specific search criteria are met.

- You are using Business Portal, but you also want each of your users to have their own personalized "My Site," which allows them to aggregate and access the content, applications, and Web services they use every day, such as their Calendar, Inbox, key documents, and personally relevant links and news. You can also publish information, documents, and best practices to your organization on the public view of My Site.
- You want to be able to submit Business Portal information pages both to SharePoint Portal Server topic areas and to the My Site page. For example, you want benefits information permanently listed on a Human Resource topic area page, but you also want to highlight it on the My Site page as an announcement during your open enrollment dates.

When Business Portal and SharePoint Portal Server are used together, SharePoint Portal Server can become the corporate portal your employees use to access your Business Portal sites and lists, as well as multiple data sources outside the portal that are relevant to them and their roles. Integrating the two solutions can save your organization time and resources.

Installing SharePoint Portal Server before installing Business Portal

The following procedure describes how to install and configure SharePoint Portal Server on the Web site where you plan to install Business Portal.

Note: These instructions assume that you are installing Business Portal and SharePoint Portal Server on the Default Web Site in Internet Information Services (IIS). The instructions also assume that you will install the Server Farm version of Windows SharePoint Services.

1. Install SharePoint Portal Server.

When you install SharePoint Portal Server, choose the **Install without database engine** option. This option allows you to create the configuration database on a SQL server you choose. When you use this option, you must create a new configuration database using the SharePoint Portal Server administration site.

The installation process automatically installs and extends the Windows SharePoint Services virtual servers. Refer to the SharePoint Portal Server installation instructions for more information.

2. When the SharePoint Portal Server installation is complete, the Configure Server Farm Account Settings page is displayed. Specify an account for the **Portal Site Application Pool Identity**.
3. On the Specify Configuration Database Settings for <ServerName> page, select **Create configuration database**.

Enter the SQL server name in the **Database server** field. The **Configuration Database Name** is optional; you can use the default name or you can rename it.

4. On the Configure Server Farm Account Settings page, enter a **Contact E-mail address**. All other settings are optional.

5. On the Configure Server Topology page, click the **Change Components** button located near the bottom of the page.
6. On the Change Component Assignments page, select **Web, Index,** and **Search**. Select a server name from the **Job Server** list.
7. To create a SharePoint Portal Server site, click the **SharePoint Portal Server** link on the left side of the page.
8. Under **Portal Site and Virtual Server Configuration**, click **Create a portal site**. Enter a site name and site owner information. Accept the default information for the **Virtual Server** and the **URL**.
9. After SharePoint finishes extending the Web site, you can install Business Portal on it. For more information, refer to the Business Portal Installation Guide.

Installing SharePoint Portal Server after Business Portal has been installed

The following procedure describes how to install SharePoint Portal Server on a Web site where Business Portal has already been installed.

Note: These instructions assume that you are installing Business Portal and SharePoint Portal Server on the Default Web Site in IIS. The instructions also assume that you have installed the Server Farm version of Windows SharePoint Services.

1. When you install SharePoint Portal Server, choose the **Install without database engine** option. This option allows you to create the configuration database on a SQL server you choose.
2. When the SharePoint Portal Server installation is complete, the Configure Server Farm Account Settings page is displayed. Specify an account for the **Portal Site Application Pool Identity**.
3. On the Specify Configuration Database Settings for <ServerName> page, select **Create configuration database**.
Enter the SQL server name in the **Database server** field. The **Configuration Database Name** is optional; you can use the default name or you can rename it.
4. On the Configure Server Farm Account Settings page, enter a **Contact E-mail address**. All other settings are optional.
5. On the Configure Server Topology page, click the **Change Components** button located near the bottom of the page.
6. On the Change Component Assignments page, select **Web, Index,** and **Search**. Select a server name from the **Job Server** list.
7. To create a SharePoint Portal Server site, click the **SharePoint Portal Server** link on the left side of the page.
8. Under **Portal Site and Virtual Server Configuration**, click **Create a portal site**. Enter a site name and site owner information. Accept the default information for the **Virtual Server** and the **URL**.

9. Next, you must reconnect the content database for Business Portal. Open the SharePoint Central Administration page (**Start > Administrative Tools > SharePoint Central Administration**).
 10. Click **Windows SharePoint Services**.
 11. On the Central Administration page, click **Configure virtual server settings**.
 12. On the Virtual Server List page, click **Default Web Site**.
 13. On the Virtual Server Settings page, click **Manage content databases**.
 14. On the Manage Content Databases page, click **Add a content database**. Enter the Business Portal content database name and the capacity settings.
- Note:** The default capacity settings are 9000 and 15000; they can be changed if necessary.
15. Create a path exclusion for the Business Portal virtual directory.
From a command prompt, change the directory to *c:\program files\common files\microsoft shared\web server extensions\60\bin*.
Type **stsadm.exe -o addpath -url http://<ServerName>/businessportal -type exclusion**.
 16. Create a path exclusion for the CrystalReportViewers11 virtual directory.
From the same command prompt, type **stsadm.exe -o addpath -url http://<ServerName>/crystalreportviewers11 -type exclusion**.
 17. Update the web.config file (located in C:\inetpub\wwwroot).

Note: These settings apply only to version 3.0 of Business Portal.

In the **SafeControls** node, add the following sections:

```
<SafeControl Assembly="Microsoft.Office.DataParts, Version=11.0.0.0,
Culture=neutral, PublicKeyToken=71e9bce111e9429c"
Namespace="Microsoft.Office.DataParts" TypeName="*" Safe="True" />
<SafeControl Assembly="Microsoft.SharePoint.Solutions.GreatPlains,
Version=11.0.0.0, Culture=neutral, PublicKeyToken=71e9bce111e9429c"
Namespace="Microsoft.SharePoint.Solutions.GreatPlains" TypeName="*" Safe="True"
/>
<SafeControl Assembly="Microsoft.SharePoint.WebParts.QuickQuote,
Version=11.0.0.0, Culture=neutral, PublicKeyToken=71e9bce111e9429c"
Namespace="Microsoft.SharePoint.WebParts.QuickQuote" TypeName="*" Safe="True"
/>
<SafeControl Assembly="Microsoft.BusinessPortal.Common.UI, Version=3.0.0.0,
Culture=neutral, PublicKeyToken=31bf3856ad364e35"
Namespace="Microsoft.BusinessPortal.Common.UI.WebParts" TypeName="*"
Safe="True" />
<SafeControl Assembly="Microsoft.BusinessPortal.PortalPages,
Culture=neutral, PublicKeyToken=31bf3856ad364e35"
Namespace="Microsoft.BusinessPortal.PortalPages.Executable"
TypeName="RegionalSettings" Safe="True" />
<SafeControl
Assembly="Microsoft.Applications.BusinessDesk.Dynamics,Culture=neutral,
PublicKeyToken=31bf3856ad364e35"
Namespace="Microsoft.Applications.BusinessDesk.Dynamics" TypeName="*"
Safe="True" />
<SafeControl Assembly="Microsoft.BusinessFramework.Portal,
Culture=neutral, PublicKeyToken=31bf3856ad364e35"
```

```

Namespace="Microsoft.BusinessFramework.Portal.Shell.WebControls"
TypeName="Navigation" Safe="True" />
    <SafeControl Assembly="Microsoft.BusinessFramework.Portal,
Culture=neutral, PublicKeyToken=31bf3856ad364e35"
Namespace="Microsoft.BusinessFramework.Portal.Shell.WebControls"
TypeName="WebPartXmlMap" Safe="True" />
    <SafeControl Assembly="Microsoft.BusinessFramework.Portal,
Culture=neutral, PublicKeyToken=31bf3856ad364e35"
Namespace="Microsoft.BusinessFramework.Portal.Shell.WebControls"
TypeName="UrlPageWebPart" Safe="True" />
    <SafeControl Assembly="Microsoft.BusinessFramework.Portal,
Culture=neutral, PublicKeyToken=31bf3856ad364e35"
Namespace="Microsoft.BusinessFramework.Portal.Shell" TypeName="BPDefaultPage"
Safe="True" />
    <SafeControl Assembly="Microsoft.BusinessFramework.Portal,
Culture=neutral, PublicKeyToken=31bf3856ad364e35"
Namespace="Microsoft.BusinessFramework.Portal.Shell" TypeName="AGNMenu"
Safe="True" />
    <SafeControl Assembly="Microsoft.BusinessFramework.Portal,
Culture=neutral, PublicKeyToken=31bf3856ad364e35"
Namespace="Microsoft.BusinessFramework.Portal.Administration"
TypeName="AC_ModifyURLPage" Safe="True" />
    <SafeControl Assembly="Microsoft.BusinessFramework.Portal,
Culture=neutral, PublicKeyToken=31bf3856ad364e35"
Namespace="Microsoft.BusinessFramework.Portal.Administration"
TypeName="AC_ModifyPortalPage" Safe="True" />
    <SafeControl Assembly="Microsoft.BusinessFramework.Portal,
Culture=neutral, PublicKeyToken=31bf3856ad364e35"
Namespace="Microsoft.BusinessFramework.Portal.Administration"
TypeName="AC_CreatePortalPage" Safe="True" />
    <SafeControl Assembly="Microsoft.BusinessFramework.Portal,
Culture=neutral, PublicKeyToken=31bf3856ad364e35"
Namespace="Microsoft.BusinessFramework.Portal.Administration"
TypeName="AC_CreateHelpPage" Safe="True" />
    <SafeControl
Assembly="Microsoft.BusinessFramework.UI.ResultViewers.RVWebParts,
Culture=neutral, PublicKeyToken=31bf3856ad364e35"
Namespace="Microsoft.BusinessFramework.UI.ResultViewers.RVWebParts.WebParts"
TypeName="*" Safe="True" />

```

In the **httpModules** node, add the following sections:

```

<!--<add name="Session"
type="System.Web.SessionState.SessionStateModule"/>-->
<add name="EnterpriseInitializationModule"
type="Microsoft.BusinessFramework.Security.EnterpriseInitializationModule,Microsoft.BusinessFramework" />
<add name="BPHomeRedirectModule"
type="Microsoft.BusinessFramework.Portal.Shell.BPHomeRedirectModule,Microsoft.BusinessFramework.Portal" />
<add name="Session" type="System.Web.SessionState.SessionStateModule" />

```

Configuring the connection between Business Portal and SharePoint Portal Server

After both applications have been installed, the first step of the integration process is to configure the connection between Business Portal and SharePoint Portal Server. Configuring the connection allows Business Portal pages to be submitted as listings to SharePoint Portal Server topic areas.

1. In Business Portal, open the **Configure Connection to Portal Site** page. **Site Settings > General Settings > Configure Connection to Portal Site**
2. In the **Portal Configuration** area, click **Connect to Portal Site**, then enter the URL of your SharePoint Portal Server and the portal name.

Home Help

BusinessPortal
Configure Connection to Portal Site

Use this page to connect your Web site to a Windows SharePoint Services-compatible portal site. This connection will provide your users the ability to categorize lists, connect to user profiles, link to portal search, and more.

Portal Configuration

To connect to a portal site, enter the URL and a friendly name for the portal.
[Show me more information.](#)

Do not connect to portal site
 Connect to portal site

Portal Web Address:

Example: http://server/portal/

Portal Name:

OK Cancel

3. Click **OK**.

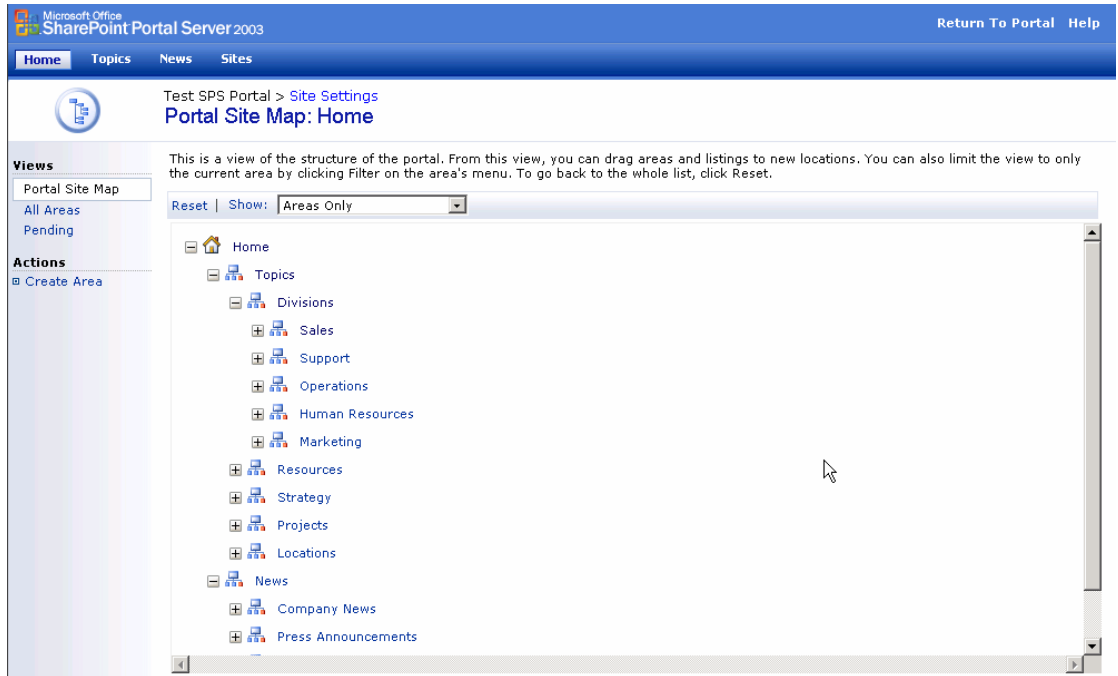
Integrating Business Portal content with SharePoint Portal Server navigation

SharePoint Portal Server's navigation hierarchy is a collection of portal areas, and it is the first point of integration for the two systems. You can list any Business Portal page—centers, information pages, document libraries, or lists—in any portal area, thus making them available to users navigating the portal.

SharePoint Portal Server areas and portal navigation

In SharePoint Portal Server, portal areas provide navigation for finding and browsing all types of content, ranging from single documents to any complete site. When you install SharePoint Portal Server, it provides a default set of portal areas.

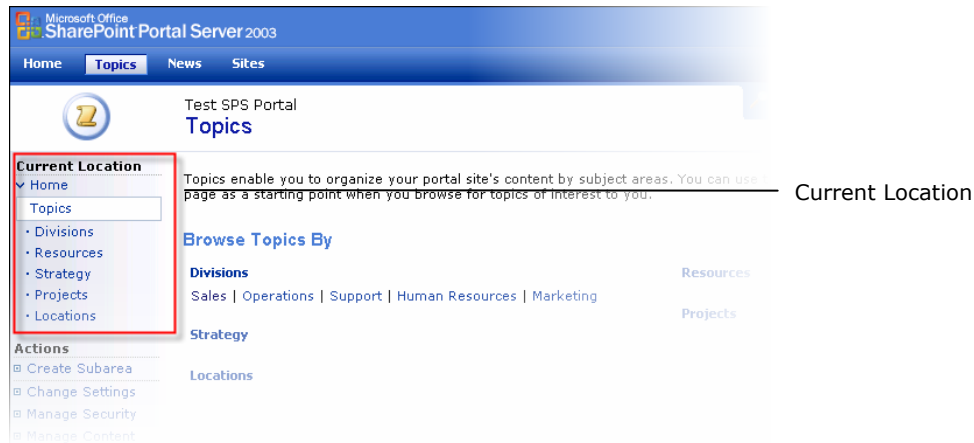
To view or modify this navigation hierarchy, click **Manage Portal Site** on the SharePoint Portal Server **Home** page to open the **Portal Site Map: Home** page.



By adding, moving, renaming, or deleting areas, you can change the view of the portal site for users. The top level of areas under the Home area forms the primary navigation for the portal site. These top-level areas appear on the SharePoint navigation bar.



Areas under the top-level areas appear as you navigate through the portal site. For example, if you click the Topics tab, the sub-areas under Topics appear in the Current Location area of the page.



You can use the portal site map to add, remove, move, or rename areas and listings to change the navigation structure or the content organization of the portal site. In addition, you can set security levels for these areas, selecting the users or site groups who have access to each area. For additional information, please refer to SharePoint Portal Server's online Help at <http://www.microsoft.com/technet/prodtechnol/office/sps2003/default.aspx>.

Adding a Business Portal page to a SharePoint Portal Server area

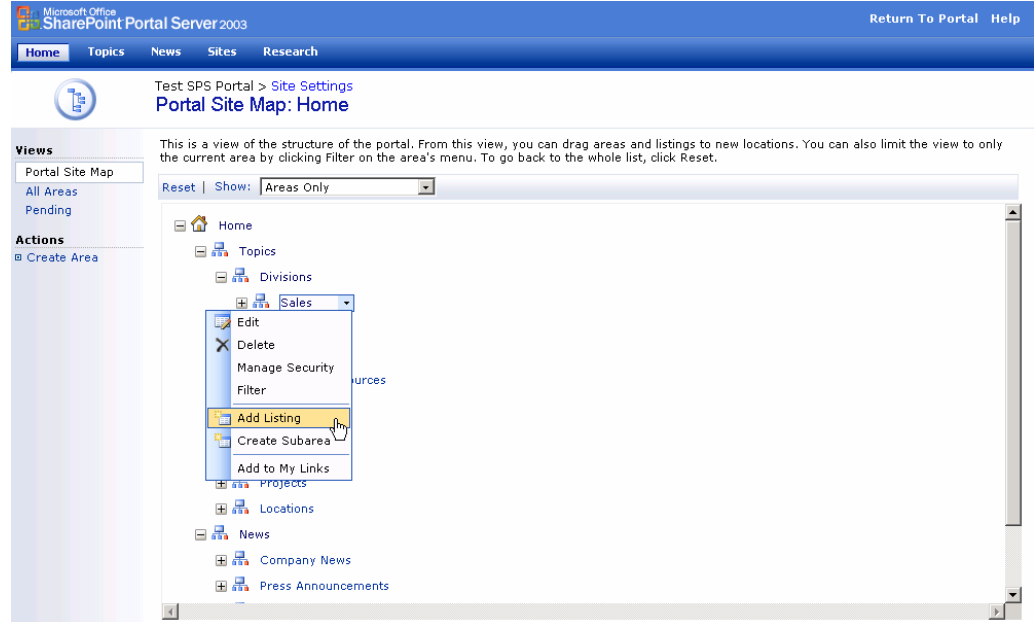
While you can add any Business Portal page to the SharePoint Portal Server navigation hierarchy, at a minimum, you should add Business Portal centers as listings in relevant areas. Users can then find these linked centers through the portal's navigation structure. In addition, users can search site links and area listings, and top-level Business Portal centers can appear as part of search results that might also include other content sources. In this way, Business Portal centers for specific topics such as Human Resources or Sales can be discovered through the corporate portal.

There are a number of methods you can use to list a Business Portal page in a SharePoint Portal Server portal area. Many pages have a link in the **Actions** area for adding a listing to that page. For example, within the default **Sites** area, you can click **Add Link to Site** to add a listing for a Business Portal center page. Many pages also include a **Manage Content** link in the **Actions** area that you can use to add listings. Finally, you can use the portal site map to add listings to any of the portal areas. In all cases, the basic procedure is the same.

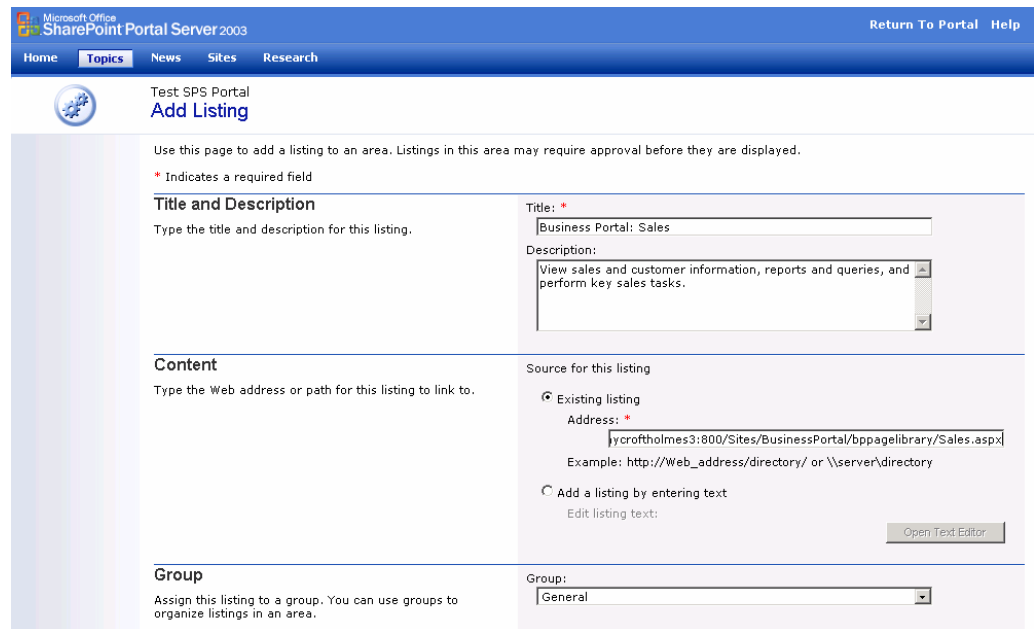
The following procedure describes using the portal site map to add a Business Portal page to the portal navigation hierarchy.

1. In SharePoint Portal Server, click **Manage Portal Site** in the **Actions** area of the page.
2. Expand the navigation hierarchy to display the area you want to add a Business Portal page to.

- Open the drop-down menu for the area and click **Add Listing**.

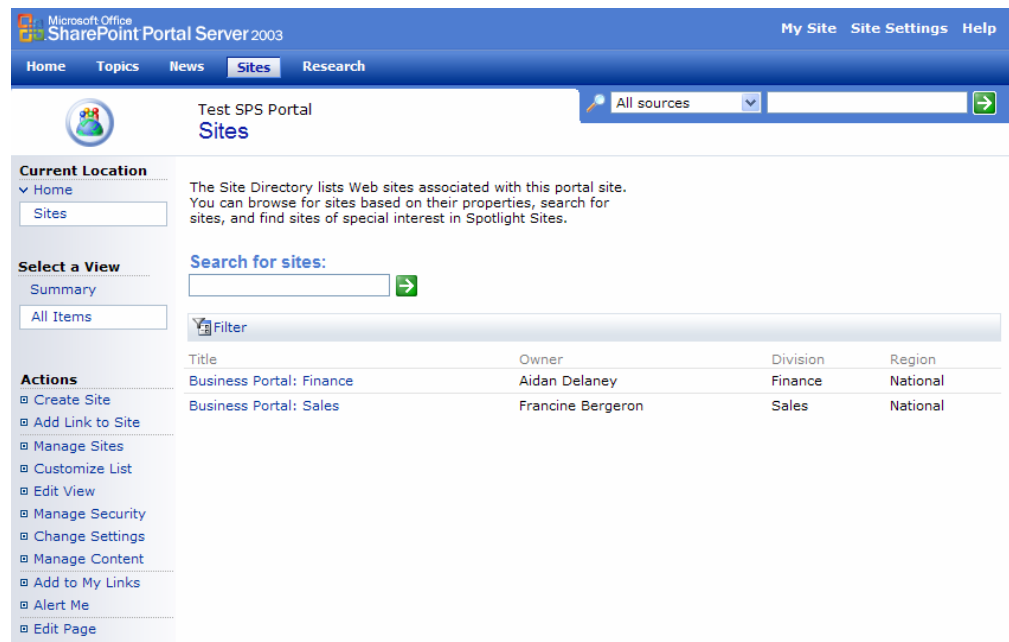


- The **Add Listing** page appears. Enter the title and description of the Business Portal page you want to add to the site directory, then mark **Existing listing** and enter the URL of the page.



- You can also assign this listing to a group and associate an image with it. For additional information, please refer to SharePoint Portal Server's online Help at <http://www.microsoft.com/technet/prodtechnol/office/sps2003/default.mspx>.

6. If you want to add this listing to more than the selected portal area, click **Change Location**.
In the **Change location** dialog box, mark the areas you want this listing to appear in, and then click **OK**.
7. Select the audience you want this Business Portal content targeted to, then click **Add**.
8. Click **OK** to add the page to the site area.
9. Verify that the Business Portal page has been added to the SharePoint Portal Server area you selected. For example, to check that you successfully added Business Portal pages to the Sites area, click the **Sites** tab in the Navigation bar, and then click **All Items** in the **Select a View** list.



Integrating Business Portal content with SharePoint Portal Server search

When you create listings in SharePoint Portal Server areas for Business Portal pages, the text of those listings is automatically included in SharePoint Portal Server searches, but the content of those Business Portal pages is not. To include Business Portal content in searches, you first need to establish Business Portal pages as SharePoint Portal Server content sources. Then, you must establish a search scope for the Business Portal pages.

Note: Because of security considerations, we recommend that you add only Microsoft Business Portal document libraries and lists as content sources. We do not recommend that you make information pages available through SharePoint Portal Server's search. The search crawler would have access based on the account specified for the search crawler, and it might display information in search results summaries that users are not authorized to view. For example, if you add the Customers page as a content source, unauthorized users might be able to

view customer data in a search summary, even though they don't have access to the Customers page in Business Portal.

Establishing Business Portal document libraries and lists as content sources

While you can add individual pages as content sources, the following procedure shows how to establish Business Portal document libraries and lists as SharePoint Portal Server content sources.

1. From any SharePoint Portal Server portal site area, open the Add Content Source page.
Site Settings > Configure search and indexing > Add content source

Microsoft Office
SharePoint Portal Server 2003

Return To Portal Help

Home Topics News Sites Research

Test SPS Portal > Site Settings > Configure Search and Indexing > Manage content sources
Add Content Source

Use this page to add a content source.

Content Type
Select a content type.

Exchange Server public folder
 File share
 Web page or Web site

Any content, from a single Web page to an entire Web site. This includes SharePoint Portal Server portal sites and Windows SharePoint Services sites.

Next > Cancel

2. On the **Add Content Source** page, select **Web page or Web site** and click **Next**.

Microsoft Office
SharePoint Portal Server 2003

Return To Portal Help

Home Topics News Sites Research

Test SPS Portal > Site Settings > Configure Search and Indexing > Manage content sources
Add Content Source: Web page or Web site

Use this page to specify the options for this content source.

* Indicates a required field

Address and Description
Enter an address and description of the Web site to include in the content index.

Address: *
http://mycroftholmes3:800/Sites/BusinessPortal/_layouts/1033/viewlsts.aspx
Examples:
http://example.microsoft.com/my_page.htm, or
http://example.microsoft.com

Description: *
Business Portal's main document libraries and lists page

Crawl Configuration
Page depth specifies how far to follow each series of links, starting from each link in the content source. Site hops, which occur when a link from one Web site leads to another site, can be also be limited.
Note: The crawl configuration for SharePoint Portal Server portal sites and Windows SharePoint Services sites should use the default value, **This Site - follow all links for this site**.
Including content in adaptive updates will make changes will show up more quickly in search results, but updates will use more server resources.

This site - follow links to all pages on this site
 This page only
 Custom - specify page depth and site hops:

Limit page depth:
2

Limit site hops:
1

Participate in adaptive updates

< Back Finish Cancel

3. In the **Address and Description** section, enter the URL of the main document libraries and lists page, for example:
`http://ServerName/Sites/BusinessPortal/_layouts/1033/viewlsts.aspx`.

4. In the **Description** field, enter a description.
5. In the **Crawl Configuration** section, click **Custom – specify page depth and site hops**.
6. Select the **Limit page depth** check box, and then type 2 to specify that only two links will be followed and indexed within this site.
7. Select the **Limit site hops** check box, and then type 1. This specifies that only one link to another site will be indexed.
8. To include this content source in adaptive updates, select the **Participate in adaptive updates** check box.
9. Click **Finish**. On the **Created Web page or Web site Content Source** page, you can configure how the Business Portal content will be indexed. For more information, refer to the SharePoint Portal Server documentation.

Specifying a search scope

To make it easier for users to specify what kind of information they want to search for, you can establish a search scope. When a user enters search terms, they can select one of the search scopes you've defined from the list next to the Search field, allowing for more tightly targeted searches. For example, if a user wanted to search for a particular keyword, but only within Business Portal document libraries, they would select "Business Portal document libraries and lists" as the search scope.

The following procedure shows how to set up a search scope for Business Portal document libraries and lists.

1. From any SharePoint Portal Server portal site area, open the **Add Search Scopes** page.
Site Settings > Manage search scopes>New Search Scopes
2. On the **Add Search Scopes** page, enter the scope name.

Microsoft Office
SharePoint Portal Server 2003

Return To Portal Help

Home Topics News Sites Research

Test SPS Portal > Site Settings > Manage Search Scopes
Edit Search Scope

Edit Search Scope
* Indicates a required field

Name Type a name for this search scope.	Name * Business Portal document libraries and lists
Topics and Areas Select Include all contents if this search scope should include all areas and content source groups. Select Include no topic or area in this scope if this search scope should not include any area or topic contents. Select Limit the search scope to items in the following topics or areas and then click Change areas to select topics or areas for this search scope. The selected area and all of its subareas will be included in this search scope.	<input type="radio"/> Include all contents <input checked="" type="radio"/> Include no topic or area in this scope <input type="radio"/> Limit the search scope to items in the following topics or areas Topics and Areas None Change areas
Content Source Groups Content sources outside the portal can be grouped into certain types, and you may want to limit your search scope to exclude or include particular content source groups. Select Include all content sources if this search scope is not limited to certain content source groups. Select Exclude all content sources to limit the search scope to only the default content source for this portal. To limit the search scope to particular content source groups, select	<input type="radio"/> Exclude all content sources <input type="radio"/> Include all content sources <input checked="" type="radio"/> Limit the scope to the following groups of content sources: <input checked="" type="checkbox"/> Business Portal's main document libraries and lists page <input type="checkbox"/> Non-portal content <input type="checkbox"/> People

3. In the **Topics and Areas** section, select **Include no topic or area in this scope**.
4. In the **Content Source Groups** section, select **Limit the scope to the following groups of content sources**, and then click the check box for the content source name you defined in the previous procedure.
5. Click **OK**.

Publishing Business Portal information on My Site

In SharePoint Portal Server, users can create personalized sites—called My Site—that provide a place to save and share their own work, and a way to find other people in the organization and see their work. You can access My Site by clicking **My Site** at the top of any SharePoint Portal Server site area.

As administrator, you can use My Site to provide information, including Business Portal pages, to specific audiences within SharePoint. In turn, My Site users can rapidly identify time-critical information. For example, you might always want benefits information listed as a Human Resources topic area within SharePoint Portal Server, but you might also want to highlight the link to this page on users' personal sites during open enrollment periods. You can specify different publication or expiration dates for the two listings.

To include links within My Site for a Business Portal information page, complete the following steps:

1. From any SharePoint Portal Server portal site area, open the **Targeted Links on My Site** page.
Site Settings > Manage targeted links on My Site
2. On the **Targeted Links on My Site** page, click **Add Listing**. The **Add Listing** page appears.

Microsoft Office
SharePoint Portal Server 2003

Return To Portal Help

Home Topics News Sites Research

Test SPS Portal
Add Listing

Use this page to add a listing to an area. Listings in this area may require approval before they are displayed.

* Indicates a required field

Title and Description
Type the title and description for this listing.

Title: *
Benefits Information for Open Enrollment

Description:
The period for making changes to your benefits package will open soon. Refer to this site for more information about available benefits.

Content
Type the Web address or path for this listing to link to.

Source for this listing

Existing listing
Address: *
http://mycroftholmes3:800/Sites/BusinessPortal/bppagelibrary/Be
Example: http://Web_address/directory/ or \\server\directory

Add a listing by entering text
Edit listing text:
Open Text Editor

Group
Assign this listing to a group. You can use groups to organize listings in an area.

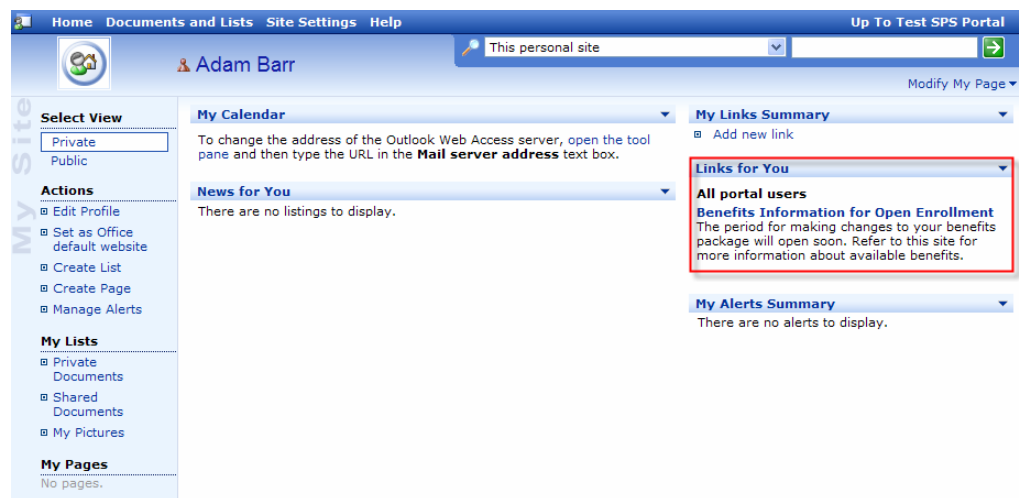
Group:
General

3. Enter a title and description of the Business Portal page you want to add.

4. Click **Existing listing**, and then enter the URL of the Business Portal information page.
5. Select the audience you want this Business Portal content targeted to, then click **Add**.
6. Click **OK** to submit the item to My Site. The listing will now appear in the Links for You Web Part on the My Site page for users in the audience you selected.

By default, targeted links added to My Site do not display descriptions. If you want users to see descriptions, complete the following steps:

1. Go to My Site, click **Modify My Page** at the top of the page, and then click **Shared View**.
2. Click the arrow for the **Links for You** Web Part, and then click **Modify Shared Web Part**. The page opens in design mode with the selected Web Part outlined with a dotted yellow line. The properties for the **Links for You** Web Part are displayed on the right side of the page.
3. Change the Display Template property from **Minimum** to **Normal** and click **OK**. The link will now appear with its description on My Site for the targeted users.



For more information, refer to SharePoint Portal Server's online help at <http://www.microsoft.com/technet/prodtechnol/office/sps2003/default.mspx>. Choose "Personalizing the Portal Site," then choose "Modify pages on My Site."

For more information on targeting links and audiences on My Site, refer to "Working with Content in Areas," then "Working with News Items," then "About News."

Related links

See the following resources for further information:

- Microsoft Windows SharePoint Services at <http://www.microsoft.com/WindowsServer2003/technologies/sharepoint/default.aspx>
- Microsoft Dynamics GP Business Portal or Microsoft Dynamics SL Business Portal at <http://www.microsoft.com/businesssolutions/businessportal.aspx>
- Microsoft Office SharePoint Portal Server 2003 at <http://office.microsoft.com/home/office.aspx?assetid=FX010909721033>



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