

# ArtfulBits Follow-Up Column

*for Microsoft® SharePoint®*



## User Guide

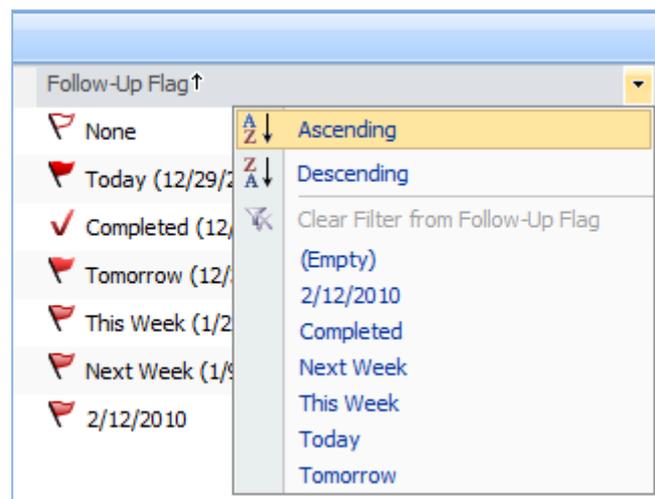
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### Overview

Follow-Up Column enables due date flags similar to Outlook follow-up functionality. Applying of flags to the list item allows adding of visual reminder in a natural way. Such feature releases from necessity of keeping in mind routine things like "What I have to do today" or "What I will need to finish in next two weeks". Users can also use different calendars like Gregorian, Japanese Emperor Era, Korean Tangun Era, Hijri, etc. Follow-Up Column supports two-way conversion between ArtfulBits Follow-Up and standard SharePoint Date and Time column.

Department	Tasks	Status	Details	Explanation
Management	Weekly meeting	✓	Completed (10/4/2017)	Expired
Management	New worker workflow set-up	🚩	Expired (11/11/2017)	Expired
Management	Discuss monthly budget	🚩	Expired (10/10/2017)	Expired
Management	Conference to Munich, Germany	🚩	Expired (11/13/2017)	Expired
Management	Meet up with CEO	🚩	Expired (11/3/2017)	Expired
Management	Evaluation of department reports	🚩	This Week (12/21/2017)	This Week
Sales Department	Call to Media-Saturn rep	🚩	Expired (10/10/2017)	Expired
Sales Department	Close the deal	✓	Completed (10/2/2017)	Expired
Sales Department	Visit conference in London	🚩	Expired (10/24/2017)	Expired
Logistics	Ship cargo to Media-Saturn	✓	Completed (10/2/2017)	Expired
Logistics	Ship cargo to OEBC	✓	Completed (10/6/2017)	Expired
Logistics	Ship cargo to Montrium	🚩	Expired (10/10/2017)	Expired

The component derives from Date and Time column behavior so you can filter and sort values in this column by standard action:



Follow-Up column includes several flags with dates, such as Today, Tomorrow, This Week, Next Week or can be associated with custom date.

## Feature List

Feature	SharePoint 2010	SharePoint 2013	SharePoint 2016
Set flag with due date from predefined list: Today, Tomorrow, This Week, Next Week or Custom	✓	✓	✓
Different options of follow-up visualization using combinations of flag, text and date	✓	✓	✓
Support of sorting and filtering features	✓	✓	✓
Support of different calendars (Gregorian, Japanese Emperor Era, Korean Tangun Era, Hijri, etc.)	✓	✓	✓
Supported Datasheet view	✓	✓	✓
Two-way conversion between ArtfulBits Follow-Up and standard SharePoint Date and Time column	✓	✓	✓
Language pack support (desired localization could be added by request)	✓	✓	✓

## Why ArtfulBits Follow-Up Column?

Main purpose of Follow-Up Column component is items flagging with due date option (messages, meeting request, tasks, events, etc). Follow-Up Column is useful for great Outlook experience enhanced by integration with SharePoint lists.

## How to Use

To use Follow-Up column you must select appropriate option in the list of available columns in the Create Column page. In the Follow-Up Special Settings section you can change default settings in order to adjust column mode to your needs. You can display only status image (flag) in the display form and list view form and can add the description mode (date, text, text and date). You can choose whether show completed items or not.

### Follow-Up Special Settings

Specify special Follow-Up options.

Show status image (flag)

Show description as:

None

Date

Text

Text & Date

Show Complete option

#### Column Conversion

Allows to convert an existing SharePoint Date and Time column to ArtfulBits Follow-Up column. All existing data will be kept and not affected.

Select an existing Date and Time column and click 'Convert' button to convert it to ArtfulBits Follow-Up column

Select a Column... ▼

Convert

## Release Notes

Version	Notes
v2.1 (May 16, 2017)	<b>New Features:</b> <ul style="list-style-type: none"><li>• Added SharePoint 2016 support</li></ul>
v2.0 (May 06, 2013)	<b>Improvements:</b> <ul style="list-style-type: none"><li>• Added SharePoint 2013 support</li><li>• Added Russian and German localization</li></ul>
v1.61 (June 09, 2011)	<b>Bugs Fixed:</b> <ul style="list-style-type: none"><li>• Fixed column settings update</li></ul>
v1.6 (June 01, 2011)	<b>Improvements:</b> <ul style="list-style-type: none"><li>• Added support for new licensing model (ArtfulBits License Manager v1.4)</li><li>• Added "Save site as template" support</li></ul>
v1.5 (November 16, 2010)	<b>New Features:</b> <ul style="list-style-type: none"><li>• Added Russian and German localization</li></ul> <b>Bugs Fixed:</b> <ul style="list-style-type: none"><li>• Fixed minor issues</li></ul>
v1.4 (August 9, 2010)	<b>New Features:</b> <ul style="list-style-type: none"><li>• Added Datasheet view support</li></ul>
v1.31 (July 08, 2010)	<b>Bugs Fixed:</b> <ul style="list-style-type: none"><li>• Fixed error with 6622 Event ID in Event Viewer (Field type DummyField has duplicated definition)</li></ul>
v1.3 (June 11, 2010)	<b>Improvements:</b> <ul style="list-style-type: none"><li>• Allowed filtering of Follow-Up column values in List View (SharePoint 2007 only)</li><li>• Improved new/edit Follow-Up value behavior (no page postback occurred on value changing)</li><li>• Set date to today on item completed with empty follow-up date</li><li>• Improved Setup Wizard</li></ul> <b>Bugs Fixed:</b> <ul style="list-style-type: none"><li>• Fixed Follow-Up column in Calendar list view (now column returns DateTime value type)</li></ul>
v1.2 (May 13, 2010)	<b>New Features:</b> <ul style="list-style-type: none"><li>• SharePoint 2010 support added</li></ul>
v1.1 (February 01, 2010)	<b>Bugs Fixed:</b> <ul style="list-style-type: none"><li>• Problem with product version (Setup Wizard only)</li></ul>

<p>v1.1 (January 12, 2010)</p>	<p><b>New Features:</b></p> <ul style="list-style-type: none"> <li>• Added <b>Complete</b> option (completed icon is shown when user mark item as completed)</li> <li>• Added different calendars support (Gregorian, Japanese Emperor Era, Korean Tangun Era, Hijri, etc.)</li> <li>• Added Follow-Up field conversion (two way conversion between ArtfulBits Follow-Up and standard SharePoint Date and Time column)</li> <li>• Added Follow-Up column tooltip in List View</li> </ul> <p><b>Improvements:</b></p> <ul style="list-style-type: none"> <li>• Improved List View filtering by Follow-Up field (added <b>Expired, Today, This Week</b>, etc. in filter options)</li> <li>• Improved Setup Wizard</li> </ul>
<p>v1.0 (November 02, 2009)</p>	<p><b>Initial Release</b></p>

## See Also



### [Cascaded Lookup Column](#)

Cascaded Lookup Column allows building relationship between parent and child columns, the data selected in one field will determine the options presented in another.



### [Category Column](#)

Category Column allows tracking, organizing and grouping list items. Outlook 2007 approach for elements categorization, easy indicator color changing and using of advanced tooltip, provide a high professional component style.



### [Column Data Adapter](#)

Column Data Adapter is an extension component providing ability to use ArtfulBits Columns in Microsoft Access forms, reports and Microsoft Excel.



### [Column Permissions](#)

Column Permissions allows you to manage access to list content on column level. Permissions can be assigned for individual users and for SharePoint groups as well and are effective in forms and list views, as well as in the SharePoint Alerts, RSS, Datasheet and even during exporting to Excel and opening with Access.



### [Cross-Site Lookup Column](#)

Use Cross-Site Lookup Column for getting data from any site within site collection. Component includes a powerful function of searching over lookup list. This function provides substring matching in selected column which is very useful for large lists (over 50-100 items).



### [Discussion Column](#)

Need to organize well formatted conversation in the list item without enabling list versioning? Discussion Column is the right choice. Component allows entering rich text with formatting, images, tables, hyperlinks and other features.



### [Email Web Part](#)

ArtfulBits Email Web Part allows sending e-mail messages directly from Microsoft SharePoint site. You can notify task assigned users, send gratitude or just send regular e-mail message, etc.



### [Image Upload Column](#)

Quick and simple way of uploading pictures. Image Upload Column provides with ability to select a picture using file browsing dialog, upload and display it in the list view.



### [KPI Column](#)

KPI (Key Performance Indicator) Column is simple graphical scorecards that can be used to evaluate business data against business goals. With this column you reduce risk to overlook information about the status of value.



### [Link to Document Column](#)

Link to Document Column allows referencing files and folders placed at Document Library and provides easy and intuitive way to download files directly from column. Use this column to provide a browsing interface that allows users to browse to an object to link to instead of typing a URL.



### [Parent Selector Column](#)

Parent Selector Column is used for organizing hierarchical relations in SharePoint list. Picker dialog allows choosing data from large lists. Standard Lookup column can be easily converted to Parent Selector column and vice versa.



### [Password Change Web Part](#)

Password Change Web Part allows users to change their own passwords from within the SharePoint environment using standard text box interface (current password, new password and confirm new password).



### [Password Expiration Web Part](#)

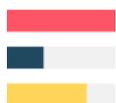
Password Expiration Web Part enables Active Directory users to be notified via Web Part interface that their passwords are about to expire. It also automatically sends out email notifications to users before the password expiration date.

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### **Professional Calendar Web Part**

Professional Calendar Web Part provides following key benefits: it allows combining events from different SharePoint Lists, from any SharePoint Site, in one Calendar view; allows specifying different color sets for different event sources; supports on-the-fly AJAX-enabled editing features in Outlook like style; and other enhanced functionalities.



### **Progress Column**

Progress Column provides users with the ability to make SharePoint lists more visualized by displaying numerical data on the page using percentage-based progress bar. Professional progress bar style will make your SharePoint list really modern and stylish.



### **Video**

Video Column and Video Web Part are powerful controls made for uploading, managing, linking and playing video files. These controls support variety of video files that can be uploaded from computer, or linked from SharePoint library or streamed from direct URL.

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## **Remarks**

Information in this document may be outdated. Please, visit [www.artfulbits.com/sharepoint](http://www.artfulbits.com/sharepoint) for the latest product version.