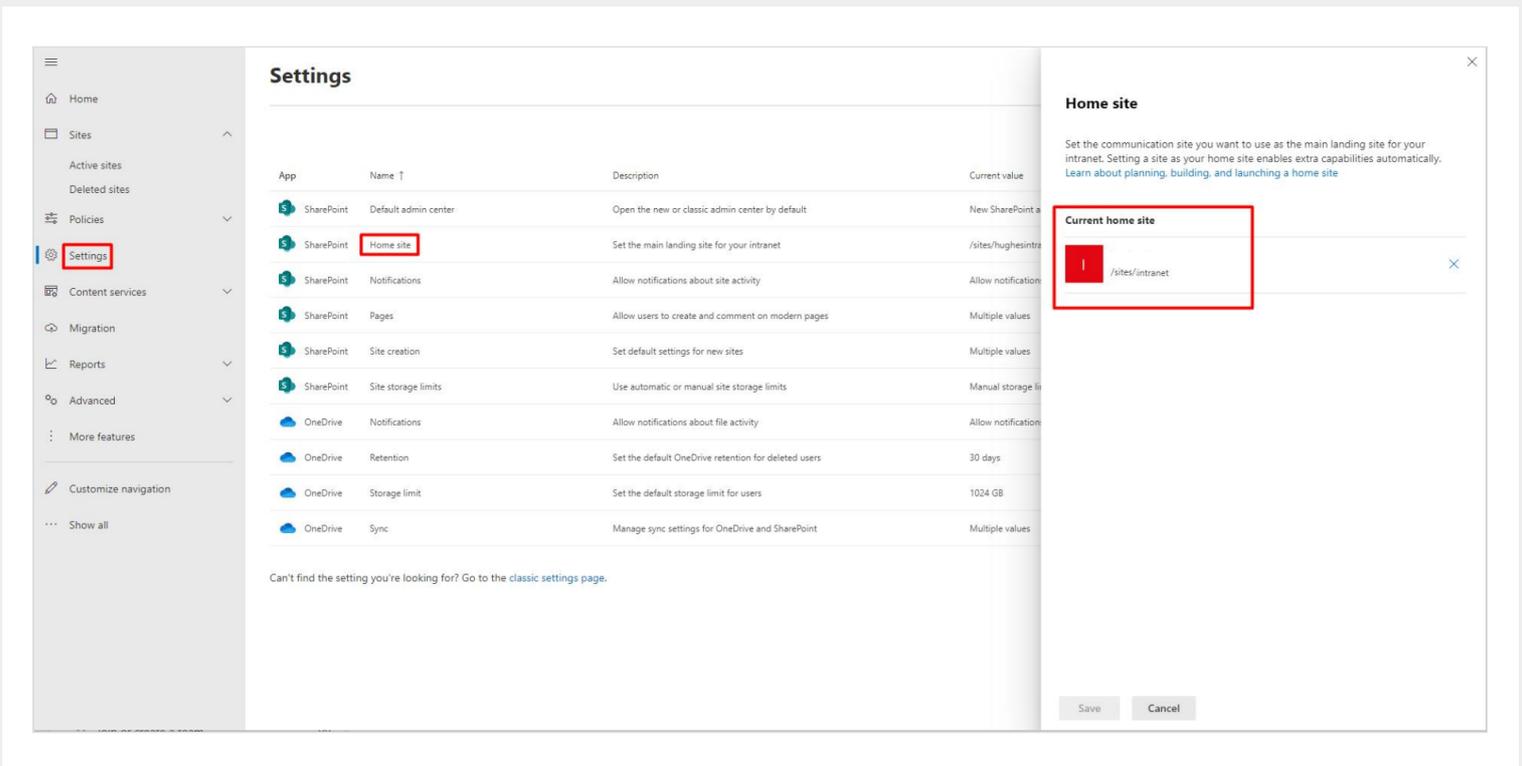


Can't see the Viva web parts in your page web part catalogue?

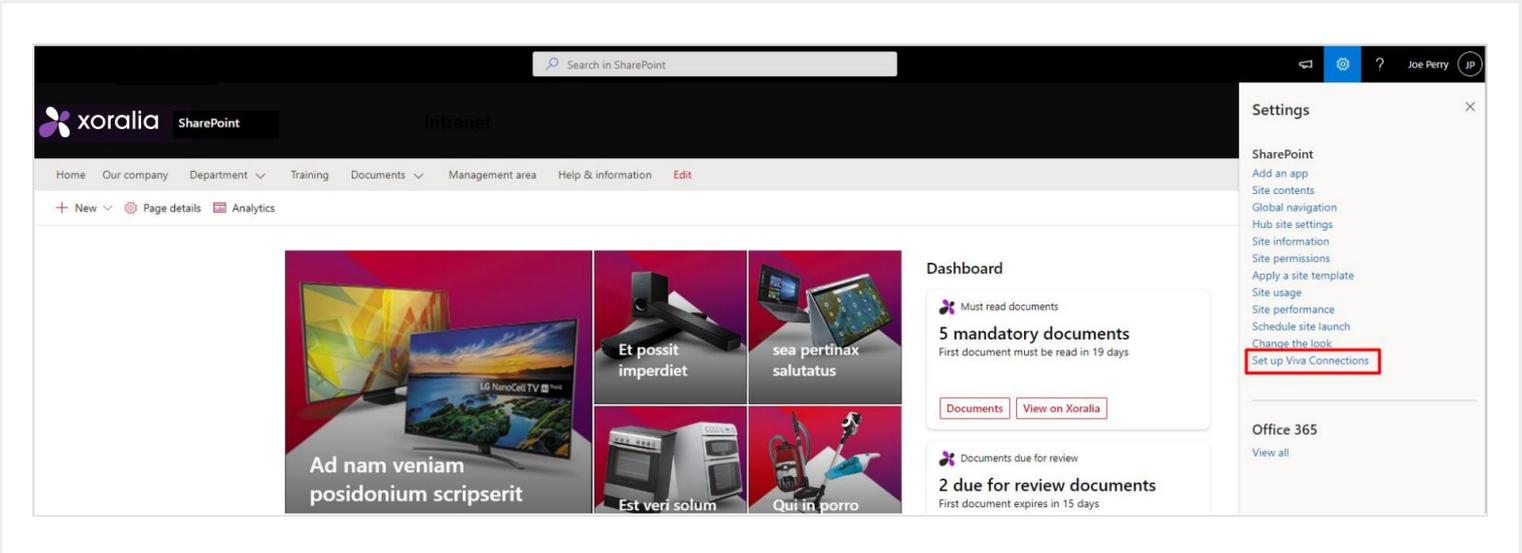
The issue is likely because the site or page you're trying to add the web part onto has not been set as a Home site by the SharePoint administrator. VIVA extensions are limited to only being available on Home sites.

See below instructions on how to make a site a Home site to allow for VIVA extension web parts.

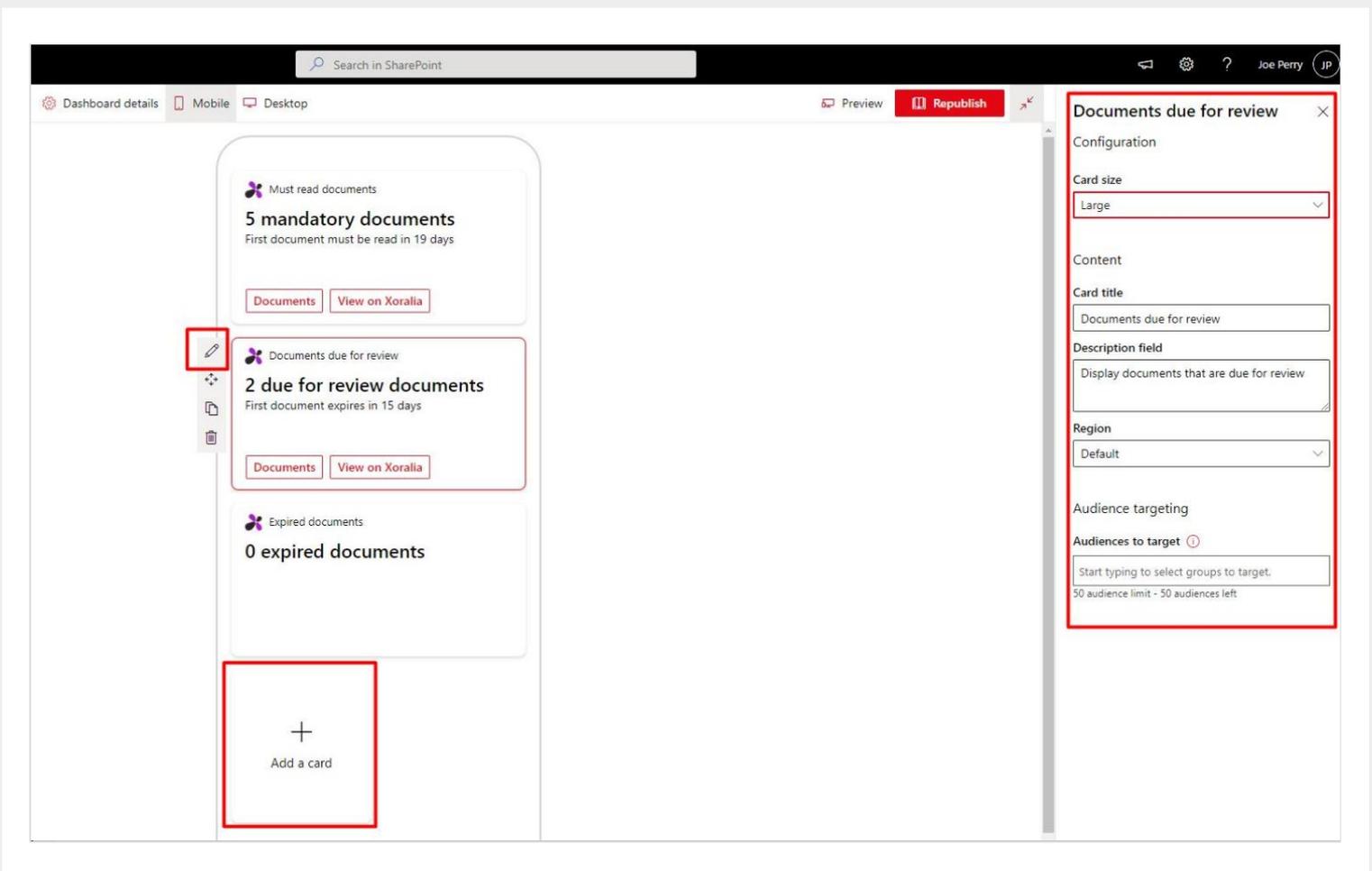
1. Open SP admin center. Click settings > click Home site and add URL.



2. Once step one is complete, in the site, you should see 'Set up Viva Connections'!



3. Now click on 'Add a card' > Choose webpart / card > For configuration, click edit icon. Then click Republish.



4. In the main site, you can now edit the page and add webpart 'Dashboard for Viva Connection'

The screenshot shows a SharePoint page editor interface. At the top, there are navigation options: 'Undo', 'Discard changes', 'Page details', and 'Analytics'. A status bar indicates 'Your page has been saved' and a 'Republish' button. The main content area features a dashboard webpart with a grid of six cards. The top-left card is a large banner for 'LG NanoCell TV' with the text 'Ad nam veniam posidonium scripsertit' and a 'LEARN MORE' link. The other five cards contain Latin placeholder text: 'Et possit imperdiet', 'sea pertinax salutatus', 'Est veri solum ipsum', and 'Qui in porro saepe'. Below the grid is a 'News' section with an 'Add' button and two image thumbnails. To the right, a sidebar titled 'Dashboard for Viva Connecti...' contains a description of the dashboard's purpose and a 'Maximum number of cards to show' slider set to 3. The dashboard webpart itself displays three sections: 'Must read documents' with 5 mandatory documents (first due in 19 days), 'Documents due for review' with 2 documents (first due in 15 days), and 'Expired documents' with 0 expired documents. Each section has 'Documents' and 'View on Xoralia' buttons.