

Xoralia webparts and Viva adaptive card extensions

Xoralia web parts

Web parts are the core components that build value in any SharePoint intranet site. To keep your organisation using the intranet as a high-value resource, Xoralia provides 4 bolt-on web parts. These include:

All documents library web part

This web part displays all documents within document libraries that have been synced with Xoralia to allow the end user to browse. Note the document libraries must be selected to show by the Site Owner within the web part properties in order for the web part to work correctly.

Must read documents web part (targeted)

This web part is targeted to end users within the intranet and will show them documents that have been assigned to them to read.

Documents due for review web part (targeted)






This web part is targeted to end users within the intranet to show the user documents they have been assigned to maintain the validity of, and therefore shows them documents pending update or documents that have expired (review lapsed).

Org-wide documents due for review web part

This web part is most helpful for managers or the compliance team and displays all documents across all documents libraries and document owners in Xoralia that have expired.

Your must read documents









You have 10 new mandatory reads

- US size document 8.5 x 11 inches** (Word icon)  
Read by: 25/02/2022
Expires: 29/01/2022
- Corporate Governance Policy** (Excel icon) 
Read by: 29/03/2022
Expires: 14/06/2022
Version: v1.0
Contact: Michelle Drewett
- Employee Code of Conduct Policy** (Word icon) 
Read by: 10/04/2022
Expires: 11/08/2022
Version: 5.3
Contact: Example Owner
- Removing a document from Xor...** (Word icon) 
Read by: 05/05/2022
Expires: 03/03/2023
Version: 6.0
Contact: Department name

<< 1 2 3 >>

Your documents due for review









You have 4 documents due for review

- Information Security Policy** (Word icon)  
Review by: 03/10/2021
Expires: 02/11/2021
Version: 3.0
- Example Document** (Word icon)  
Review by: 24/01/2022
Expires: 23/02/2022
Version: 1.2.3
- Anti-discrimination policy** (Word icon)  
Review by: 23/02/2022
Expires: 25/03/2022
Version: v2
- New document amendments ex...** (Word icon)  
Review by: 31/03/2022
Expires: 30/04/2022
Version: v1.0

1

<< 1 2 3 ... >>

Org-wide documents due for review

- Anti-discrimination policy** (Word icon)  
Last Updated: 19/04/2022
Expires: 25/03/2022
Document Owner: Michelle Drewett, Am...
Version: v2
- Attendance, vacation and time...** (Word icon)  
Last Updated: 19/04/2022
Expires: 28/04/2022
Document Owner: Michelle Drewett, Ha...
Version: version 3
- Budget codes example** (Excel icon)  
Last Updated: 18/01/2022
Expires: 06/01/2022
Document Owner: John Scott
Version: 1
- Corporate Governance Policy** (Excel icon)  
Last Updated: 21/03/2022
Expires: 14/06/2022
Document Owner: Michelle Drewett
Version: v1.0

<< 1 2 3 ... >>

Documents

Search document titles...

Filters

Filter by:

All tags

All contacts

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

Clear filters

Annual Leave Policy

Review by: 11/03/2023

Last Updated: 13/05/2022

Read by: 21/07/2022

Expires: 10/04/2023

Version: 2.5 (May 2022)

Contact: HR Service desk

Assigned

Must read

HR processes

Staff policies

Company car policy

Review by: 21/03/2023

Last Updated: 29/04/2022

Read by: 02/06/2022

Expires: 20/04/2023

Version: 2.8 (April 2022)

Contact: HR Service desk

Assigned

Read

Benefits

Staff policies

Disciplinary process

Last Updated: 29/04/2022

Read by: 09/06/2022

Version: 5.5 (April 2022)

Contact: HR Service desk

Assigned

Must read

HR processes

Line Managers

<< 1 2 3 ... >>

[Click here to view Xoralia web parts installation instructions >](#)

Viva addon extensions

Viva extensions are a powerful tool that can help utilise productivity. Xoralia's adaptive card extensions deliver notifications directly to your Viva account, so that you never have to miss a thing! These include:

Must read documents VIVA extension card

This VIVA extension shows the user the documents they have been assigned to read and attest to.

Documents due for review VIVA extension card

This VIVA extension shows the user the documents they own that are pending their review.

Expired documents VIVA extension card

This VIVA extension shows the user the documents they own that have expired (review date lapsed).

The image displays three VIVA extension cards, each with the Xoralia logo and two buttons: 'Documents' and 'View on Xoralia'.

- Card 1:** 10 mandatory documents. You have 10 documents that have been assigned for you to read.
- Card 2:** 3 expired documents. You have 3 documents that have expired and require your attention.
- Card 3:** 2 documents due for review. First document expires in 8 days.

[Click here to view Xoralia extension card installation instructions >](#)