

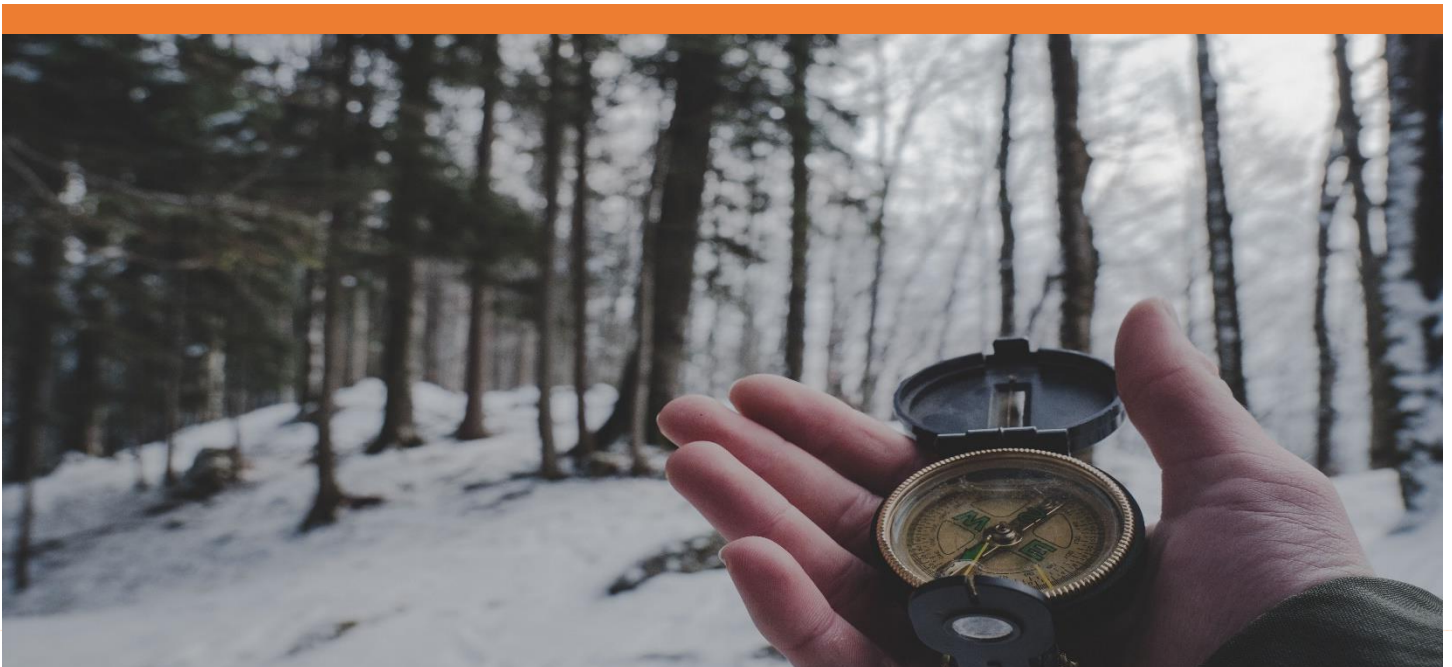
# SHAREPOINT COMPASS

*By Total Solutions Incorporated*

## System User Guide

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SHAREPOINT ONLINE



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# SharePoint Compass by Total Solutions

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## Overview

Thank you for purchasing SharePoint Compass by Total Solutions. The Compass navigation tool allows you to quickly and easily enhance the navigation experience of your SharePoint environment. With a simple installation and configuration process, you can have your new navigation ready in minutes, not hours.

SharePoint Compass by Total Solutions is a license-based, downloadable software package to be installed on SharePoint as a web part on your intranet. It can be installed On-Premises from SharePoint 2013 forward, Online, or on Hybrid environments, in the Classic or Modern SharePoint user interface, and it remains consistent across all of the above-stated platforms.

Users with Page Design permissions will be allowed to install and configure SharePoint Compass by Total Solutions to add and remove links, change text colors, background colors, add icons, etc. You can also choose whether the navigation menu pushes other content down or sits on top of the page content.

Advanced features available in some license types allow users to use custom CSS to configure the solution above and beyond the inherent configuration options. Additional features allow for users to choose to alter the navigation on some sites while leaving the inherited global navigation intact, allowing for a more personalized look-and-feel for groups or units.

After reading this guide you will be able to do the following:

- Download and Install SharePoint Compass
- Register SharePoint Compass
- Add SharePoint Compass to your environment
- Create Initial Navigation setup
- Upgrading SharePoint Compass to the latest version

SharePoint Compass is brought to you by:

**Total Solutions, Incorporated**

1514 Washington Blvd. Suite 210

Detroit, MI 48226

Main Support Line: 1-800-626-1316

## Prerequisites

In order for SharePoint Compass to function as designed, the follow 'Prerequisites' must be accomplished:

- Designate or create the site collection on which you plan to install Compass
- An App Catalog must be created for the site collection
- For advanced CSS functionality, the site collection must be configured to accept 'Custom Scripts'.

Reference link to the following instructions for your SharePoint Online tenant:

### Site Collection

Refer to the 'Creating a Site Collection' and 'Add Compass to a Site Collection' sections (pages XX thru XX) in this document for detailed instructions.

### App Catalog

Refer to the following TechNet article for instructions:

<https://social.technet.microsoft.com/wiki/contents/articles/36933.create-app-catalog-in-sharepoint-online.aspx>

### User Custom Scripts - Enabled

Refer to the following TechNet article for instructions:

<https://social.technet.microsoft.com/wiki/contents/articles/37533.sharepoint-online-how-to-enable-custom-script.aspx>



Keep in mind that the *User Custom Scripts – Enabled* step can take up to 24 hours to take effect.

## Installation

This section outlines how to download and install SharePoint Compass onto your SharePoint environment. These instructions assume that 'Prerequisites' for your SharePoint environment are in place. *See Prerequisites section.*

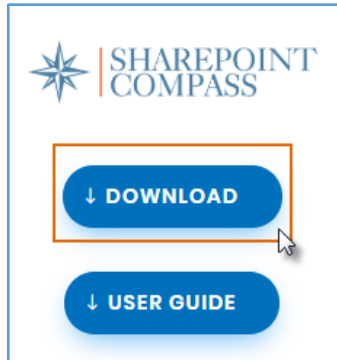
### Downloading the Software Package

To begin the install process, navigate to the Total Solutions – Product page: [www.totalsol.com/products](http://www.totalsol.com/products)

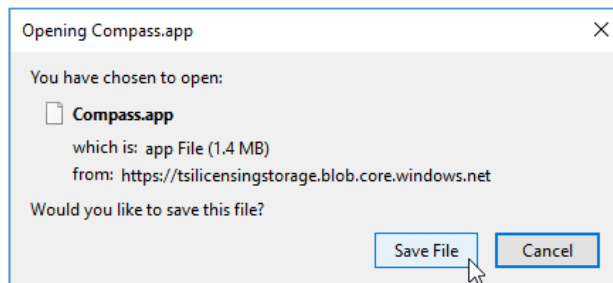
1. Locate and click the **DOWNLOAD** button to acquire the latest version of SharePoint Compass.



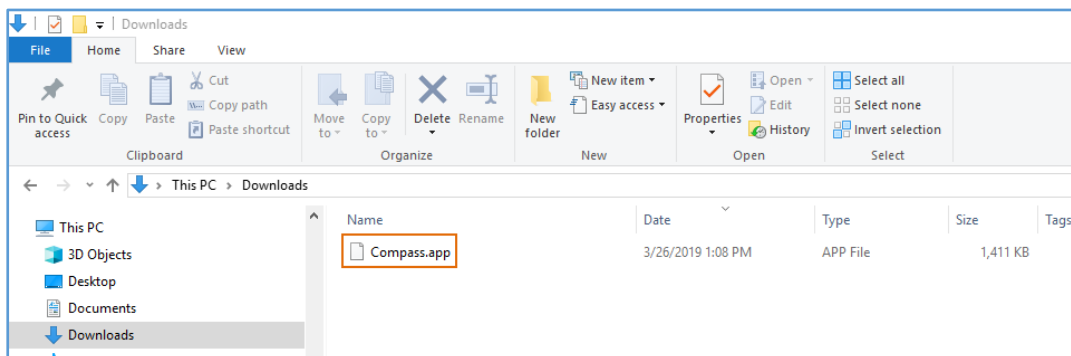
Download the latest version of SharePoint Compass from [www.totalsol.com](http://www.totalsol.com)



2. *Would you like to save this file?* dialog is presented for opening the **Compass.app** installation file. Click **Save File** to initiate the software download.



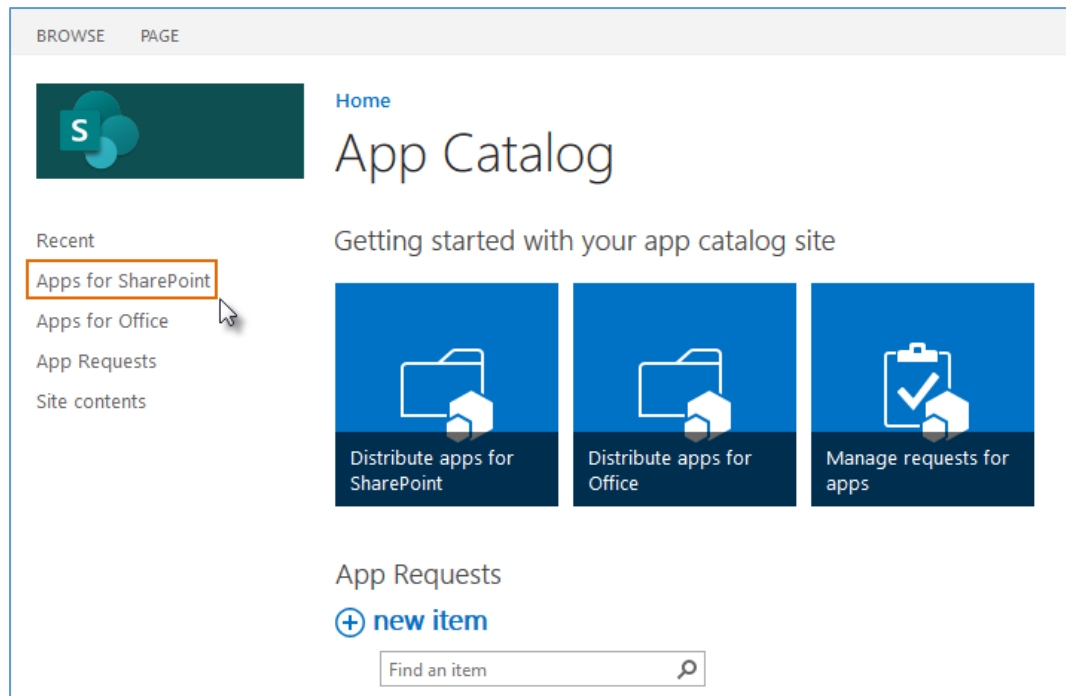
3. Download Successful! **Compass.app** installation file is saved to your system's default download directory.



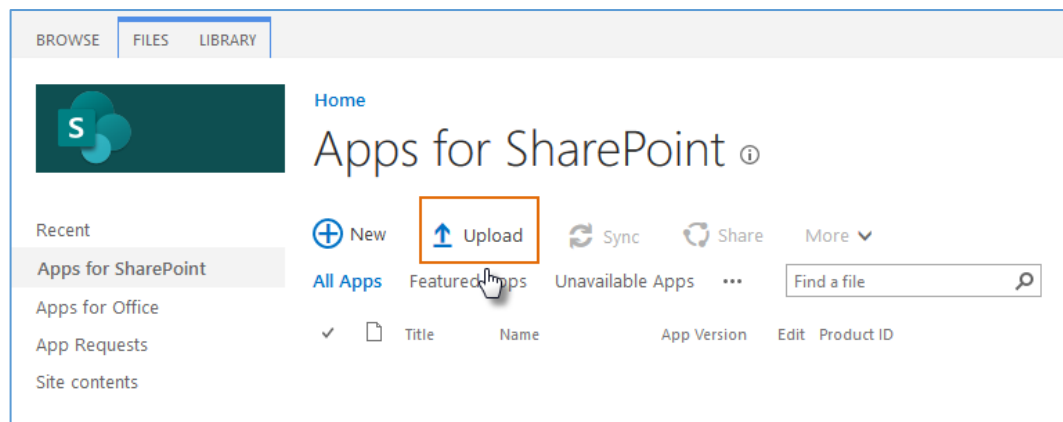
## Add to App Catalog

Once the software package has been downloaded, the Compass.app file must be added to the App Catalog for your site collection.

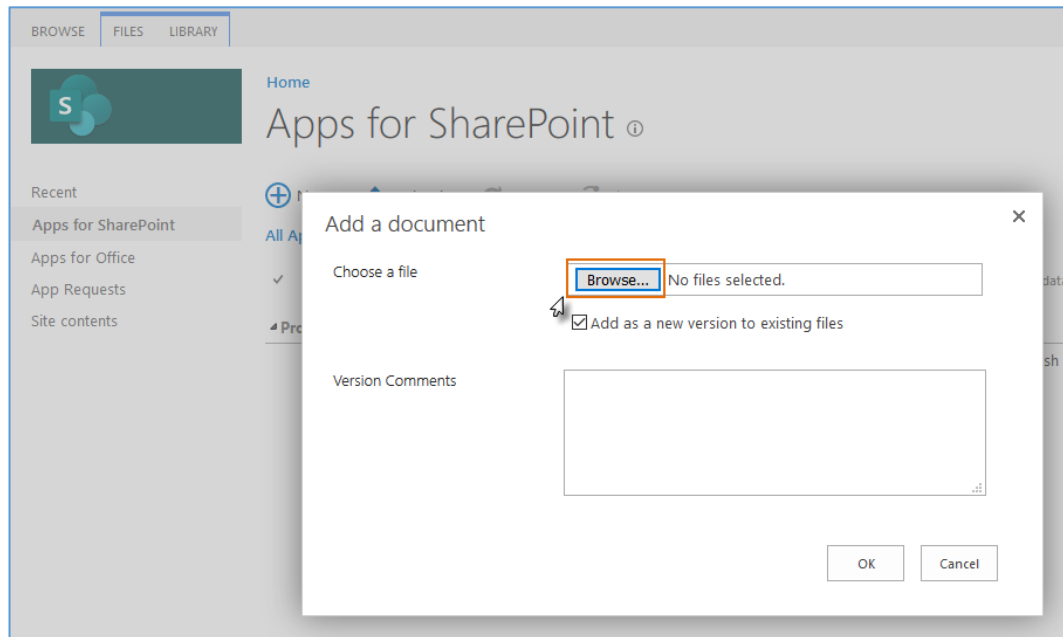
1. Navigate to the site collection App Catalog. Locate and click '**Apps for SharePoint**' on the Left Navigation menu.



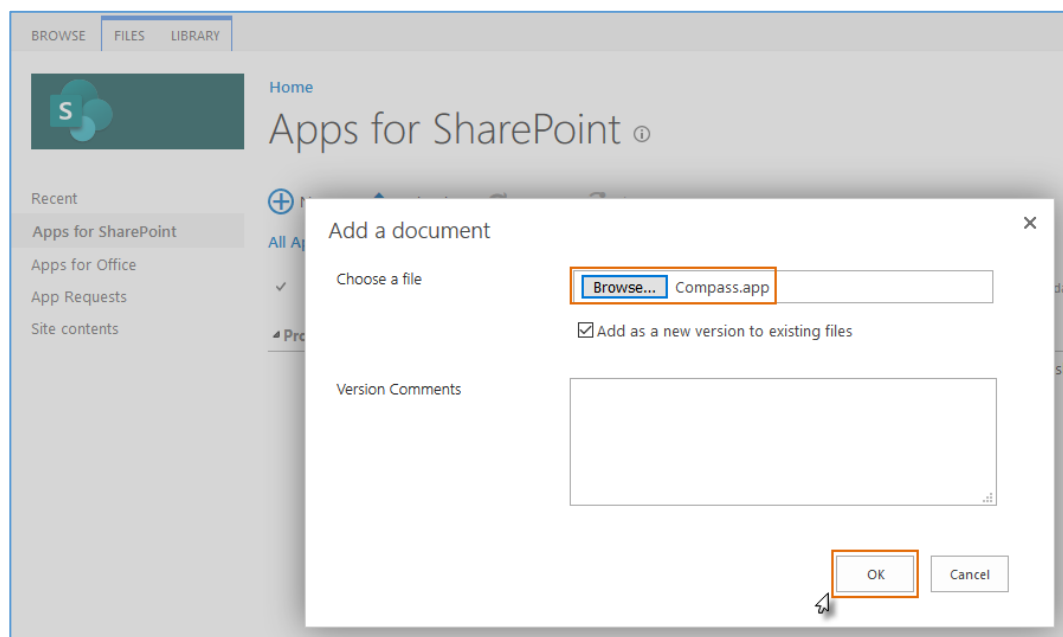
2. At the top of the Apps for SharePoint page, click **Upload** to upload a document from your computer.



- From the 'Add a document' dialog, click the **Choose Files** button and use Explorer to locate the file you wish to upload.



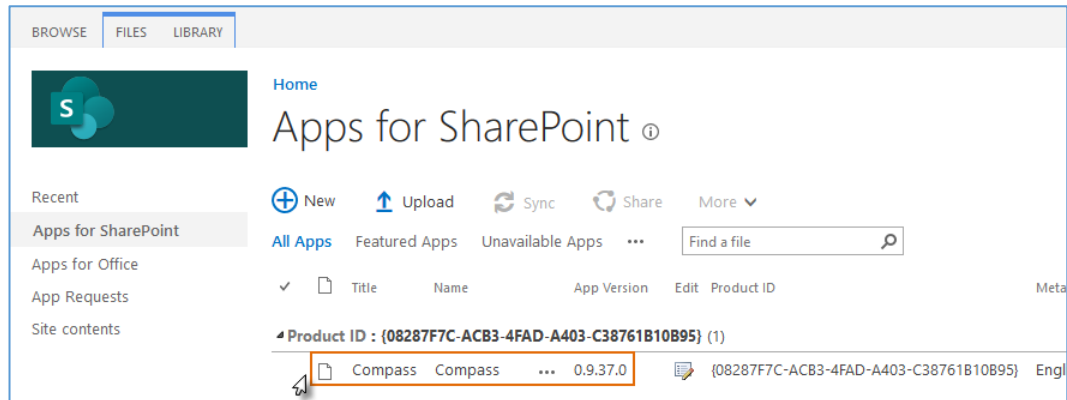
- Locate the **Compass.app** installation file previously saved to your system's default download directory and click **Open**.
- Once the document has been located and selected, click **OK** on the *Add a document* dialog to upload the **Compass.app** install file.



Eureka! The latest SharePoint Compass install has now been added to the site collection App Catalog. It can be deployed on any available site in the site collection through SharePoint Compass Configuration.



Download the latest version of SharePoint Compass from [www.totalsol.com](http://www.totalsol.com)



## Create a Site Collection

A new Team Site Collection (classic mode) must be created to which we will provision the Compass configuration data. If the site collection exists already, simply add Compass to the desired site collection.



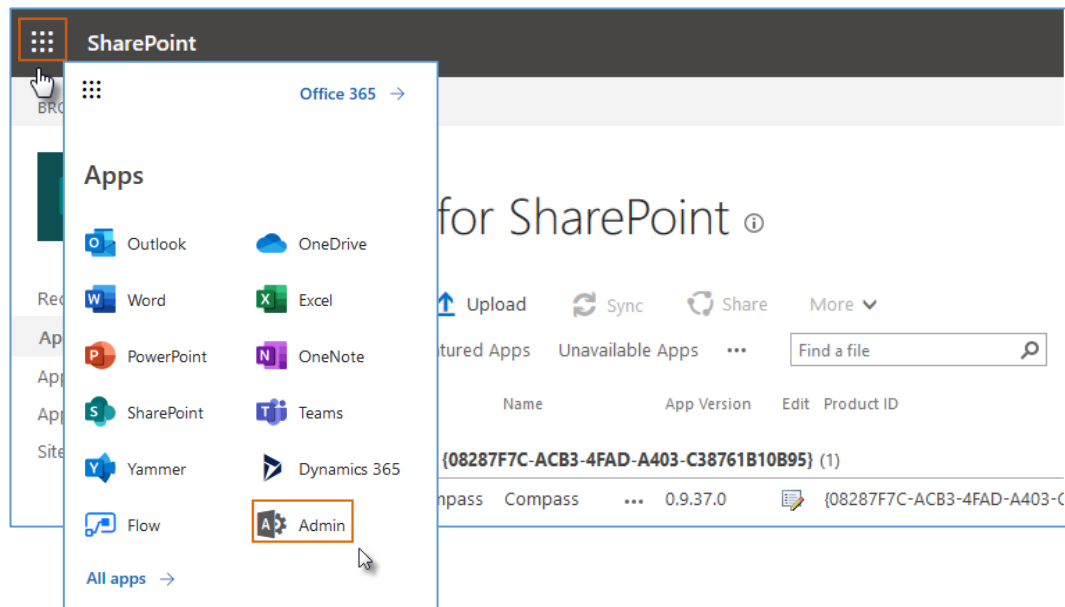
See *Add Compass to a Site Collection* for detailed instructions.

To Create a Site Collection, complete the following steps...

1. Visit the Admin Center by accessing the App Launcher (waffle) in the upper left-hand corner of your SharePoint screen. Click the **Admin** link to enter the Admin Center.



Use the 'waffle' icon to access App Launcher menu

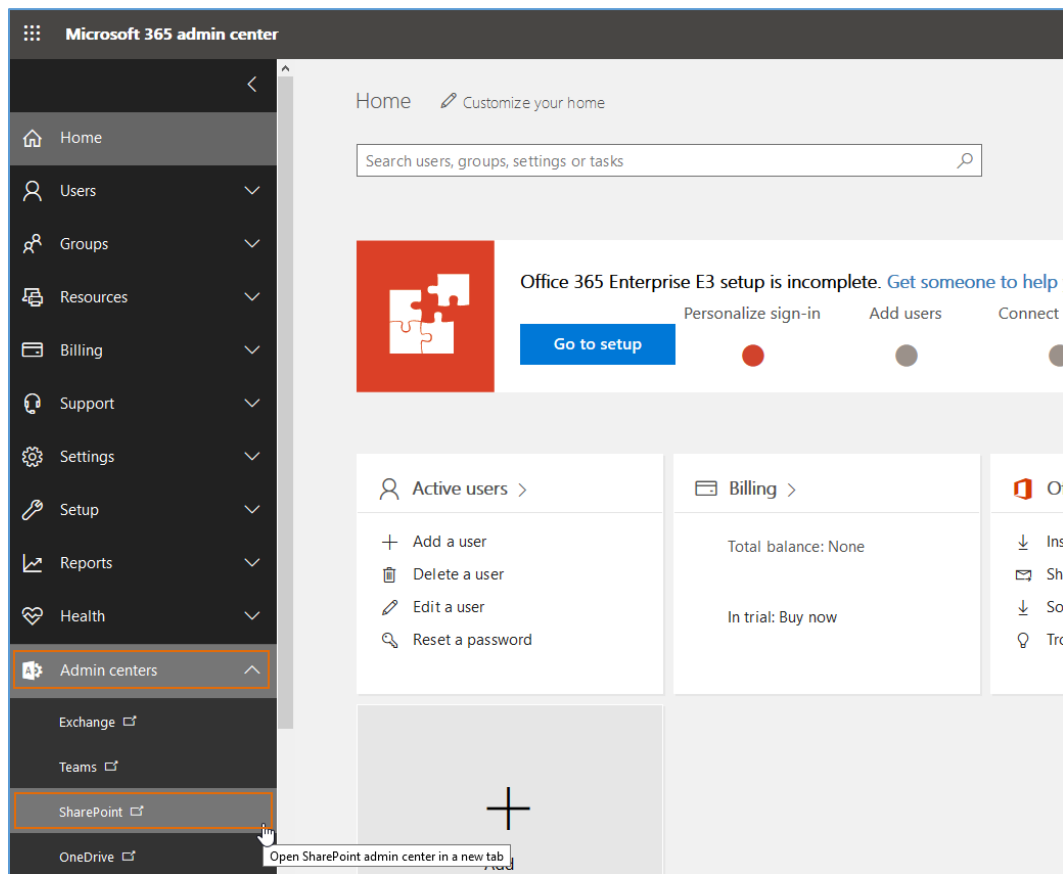


2. Locate the Admin Center link on the Left Navigation pane. Click the **Admin Centers...** menu heading to expand the menu.

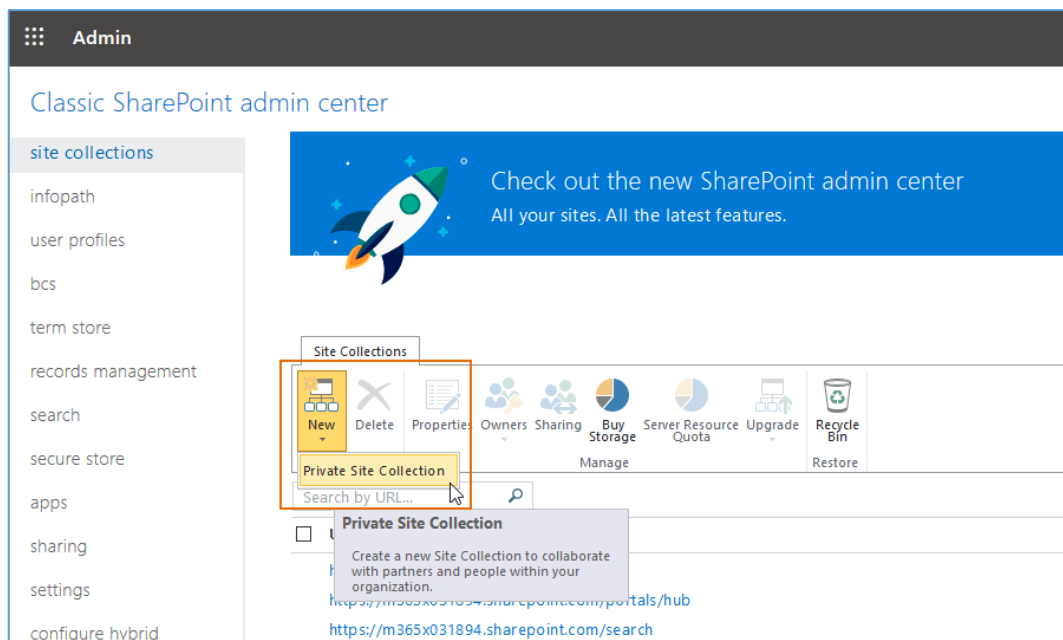





- Click **SharePoint** to open the admin center for your SharePoint site collection.

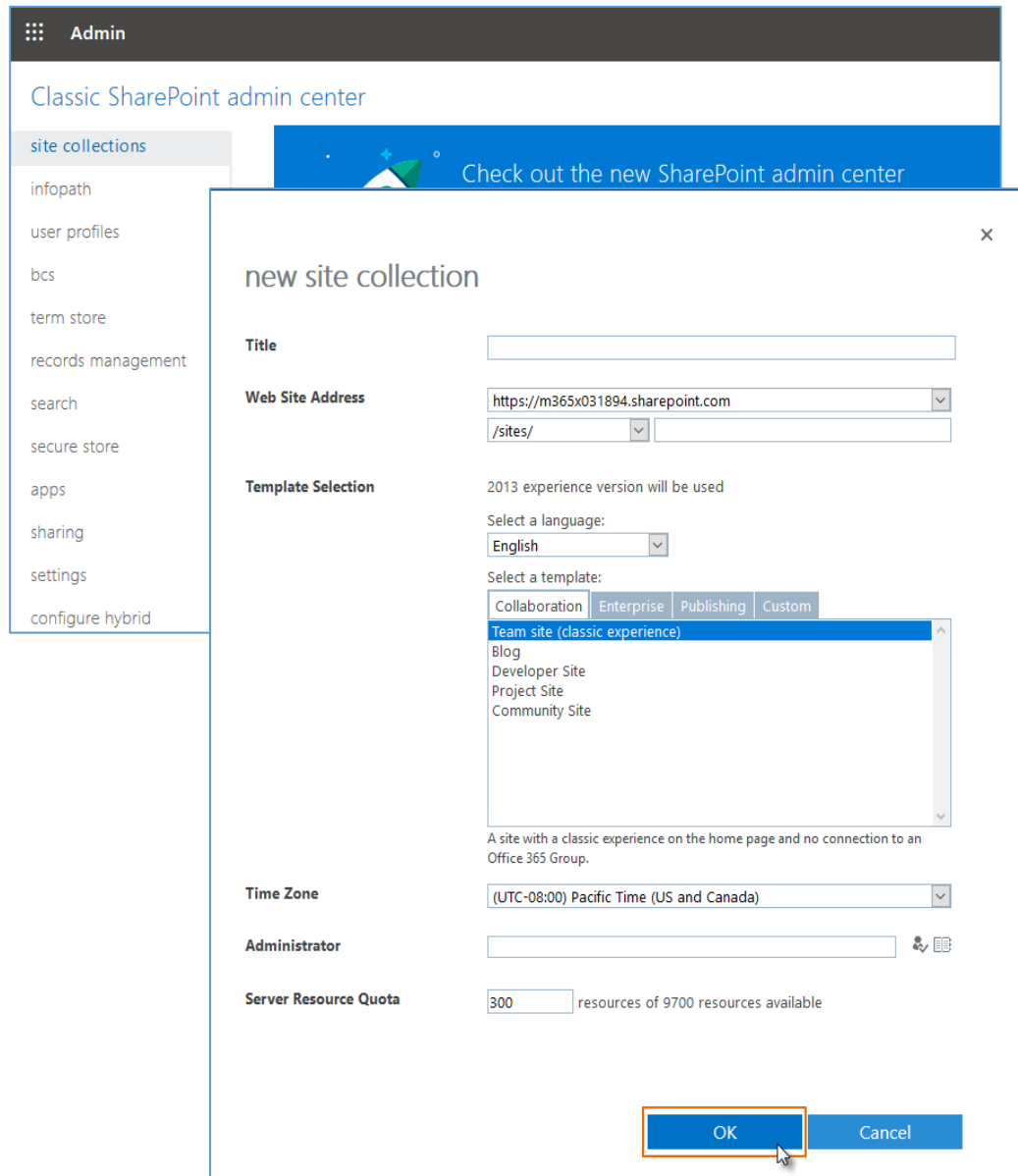


- From the Admin Center dashboard ribbon (center of the screen), click **New** and select **Private Site Collection**.



5. Fill out the details for the new site on the new site collection form. Click **OK** to save settings and create your new site collection.

 Site creation may take a moment to complete. Progress is displayed on the site collection dashboard to indicate when site creation is complete.



**Admin**

Classic SharePoint admin center

site collections

infopath

user profiles

bcs

term store

records management

search

secure store

apps

sharing

settings

configure hybrid

Check out the new SharePoint admin center

### new site collection

**Title**

**Web Site Address**

https://m365x031894.sharepoint.com

/sites/

**Template Selection**

2013 experience version will be used

Select a language:

English

Select a template:

Collaboration Enterprise Publishing Custom

Team site (classic experience)

Blog

Developer Site

Project Site

Community Site

A site with a classic experience on the home page and no connection to an Office 365 Group.

**Time Zone**

(UTC-08:00) Pacific Time (US and Canada)

**Administrator**

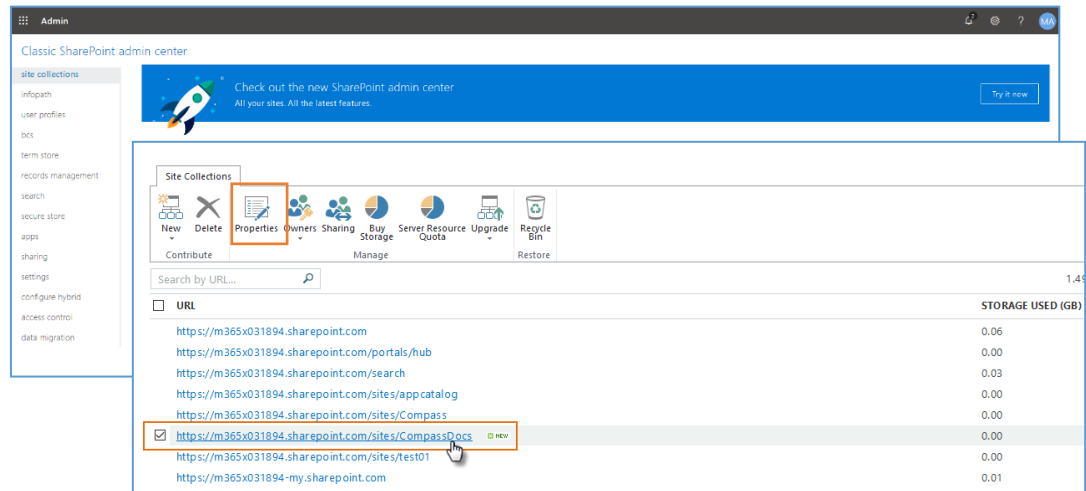
**Server Resource Quota**

300 resources of 9700 resources available

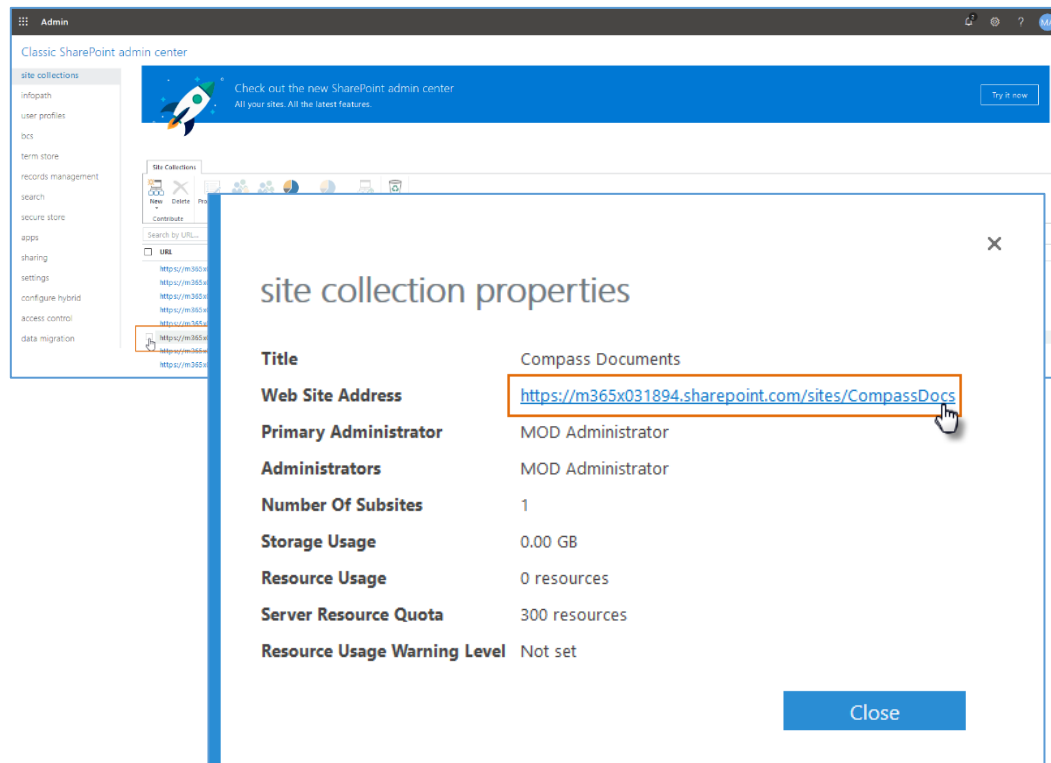
**OK** **Cancel**

Once the site collection is created, permission must be configured to determine who will have access rights.

- Site collection creation task complete. Click the check box left of the newly created site URL. Click the **Properties** button on the ribbon above the site list to access site properties.



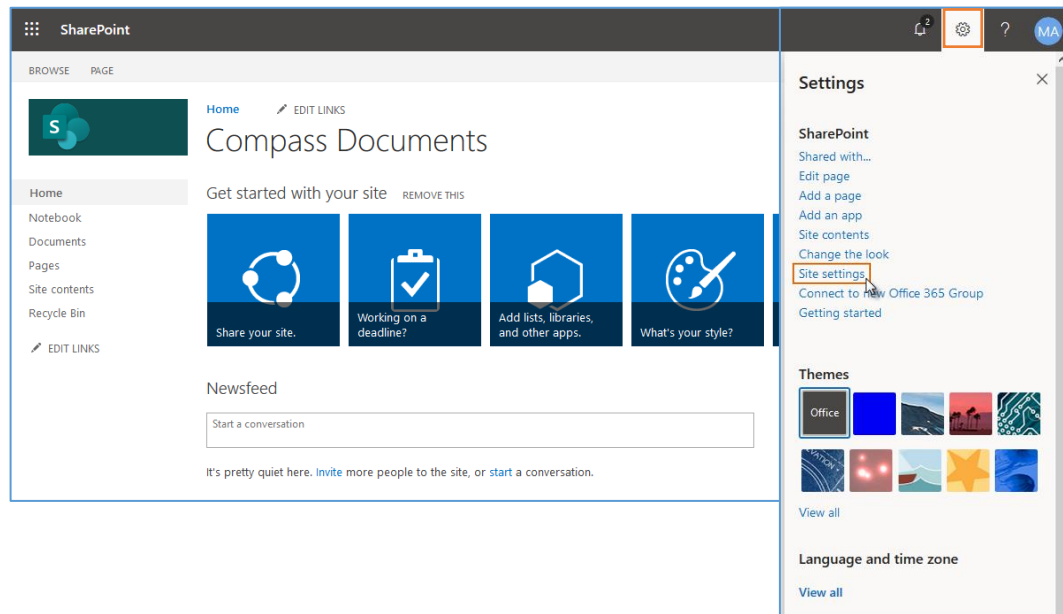
- Click the **Web Site Address** link to access the site for configuration.



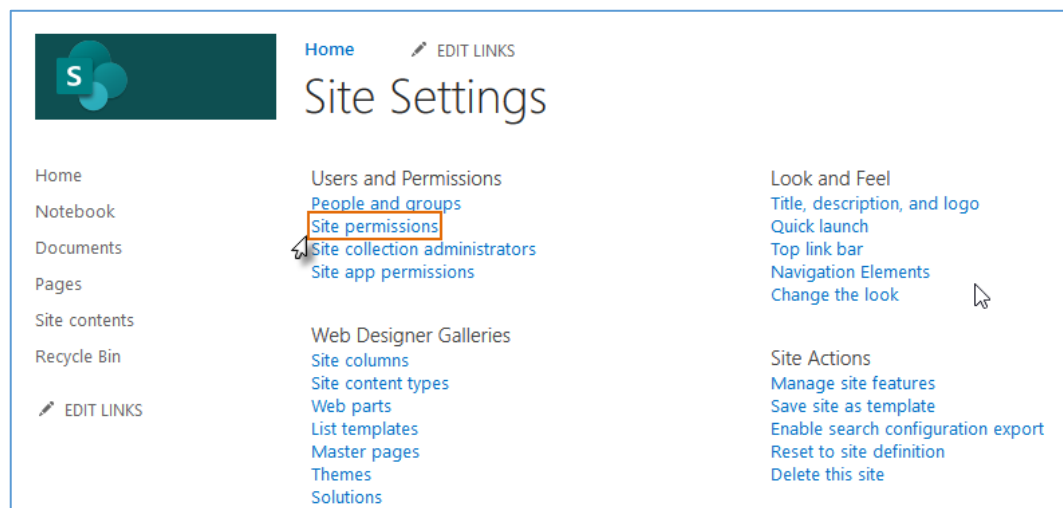
- From the site home page, click the settings icon (gear) in the upper right corner to expand the **Settings** menu. Choose **Site Settings** from the list.



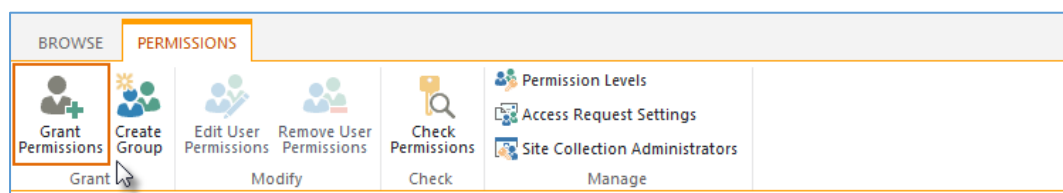
Click the 'gear' icon for access to the Settings menu



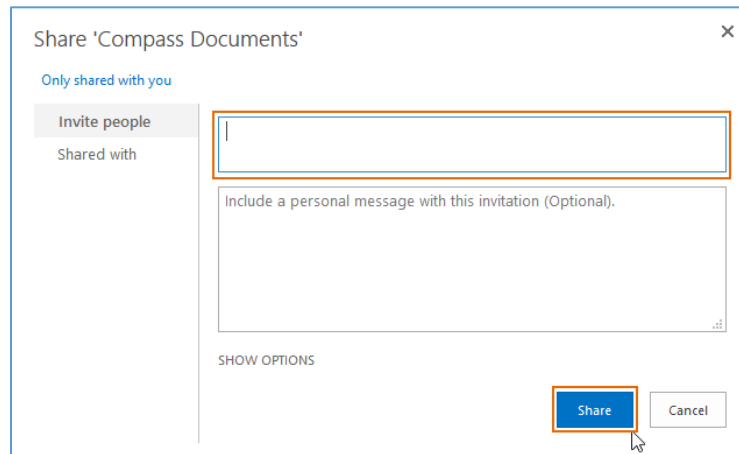
- Locate the **Users and Permissions** group. Click the **Site Permissions** link to access user permissions for the site.



- Click to activate the **Permissions** tab atop the Site Permissions page. Locate and click the **Grant Permissions** option on the ribbon.



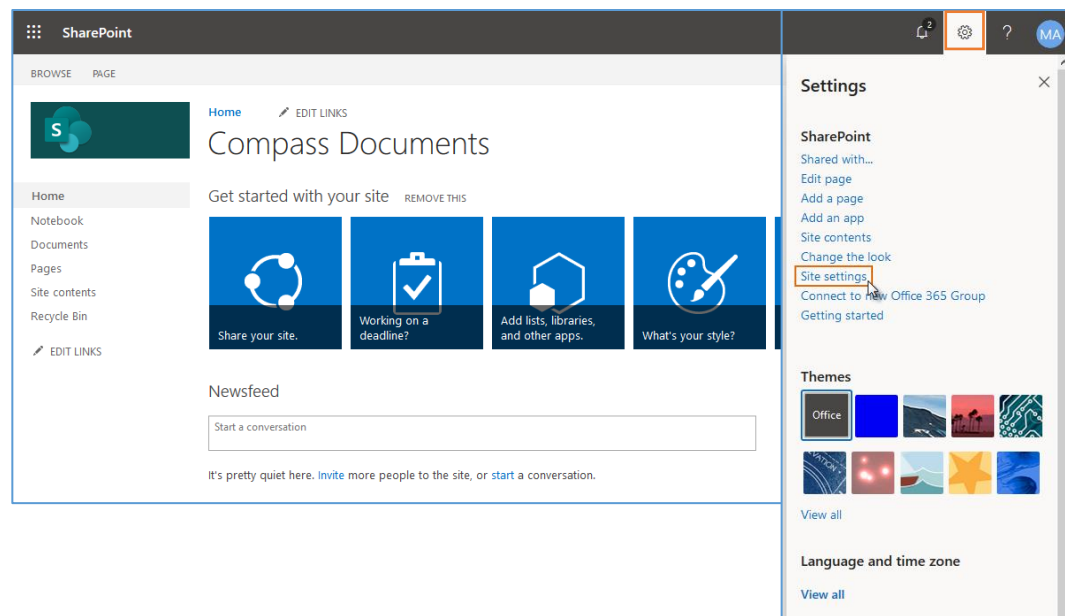
11. Finally, add permissions for all users you wish to have access to your site by adding them to the *Invite People* list. Click **Share** to save new permissions.



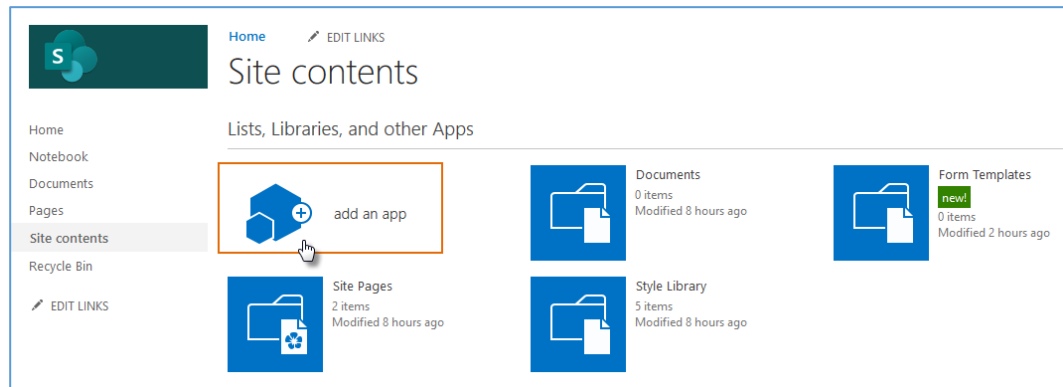
## Add Compass to a Site Collection

When you are ready to add SharePoint Compass to your Site Collection, complete the following steps...

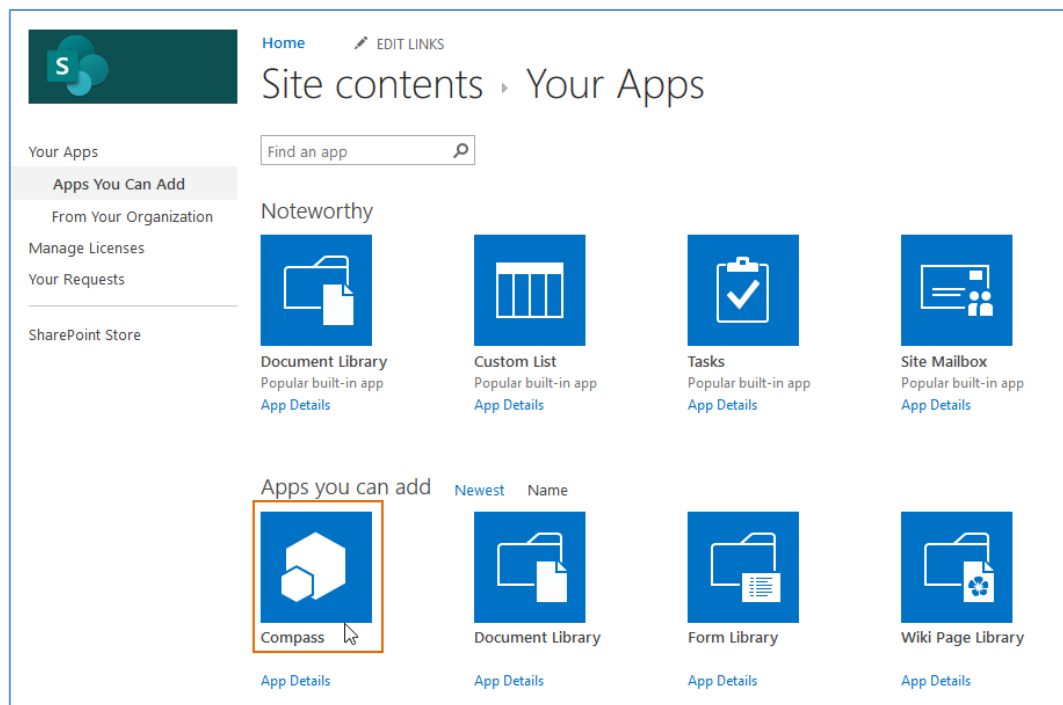
1. From the site home page, click the settings icon (gear) in the upper right corner to expand the **Settings** menu. Choose **Site Settings** from the list.



- From the Lists, Libraries and other Apps area, click **Add an App**.



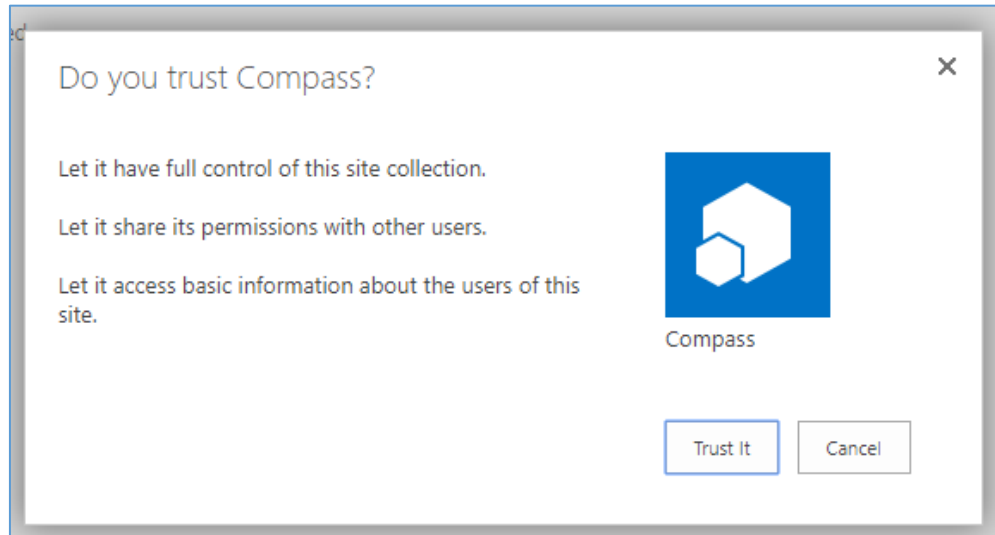
- From the *Apps You Can Add* area, locate the **Compass** icon. Click it to initiate the Compass install.



4. 'Do you trust Compass?' dialog is presented. Read through the controls Compass will access. If you approve, click the **Trust It** button to begin installation.



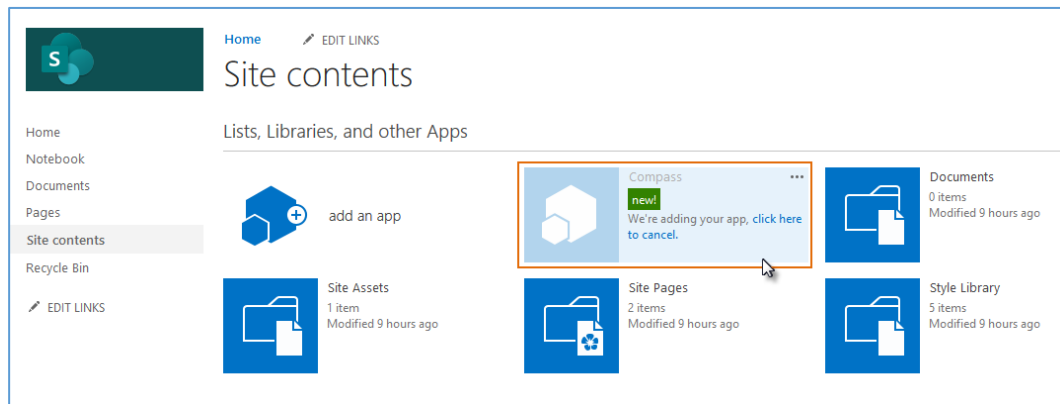
'Cancel' returns your view to the previous page



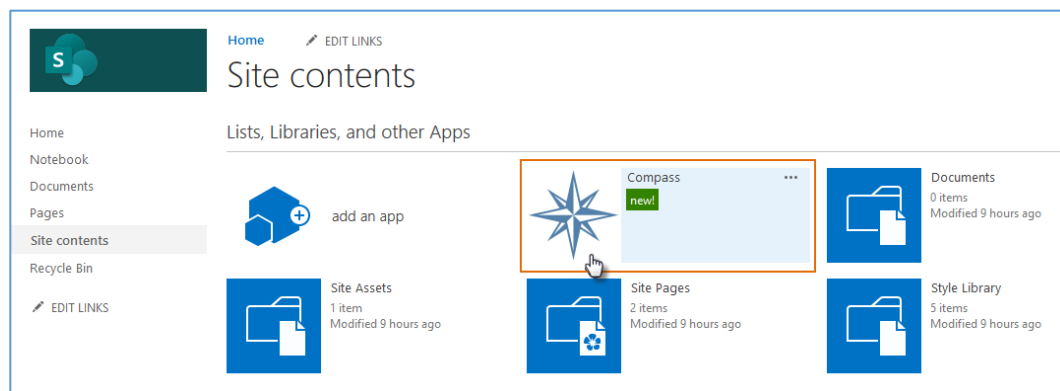
Installation in Progress... Wait for the App to be provisioned. Once installation is complete the Compass app is displayed in the Site Contents list.



You may have to refresh the page to see when it is completed.

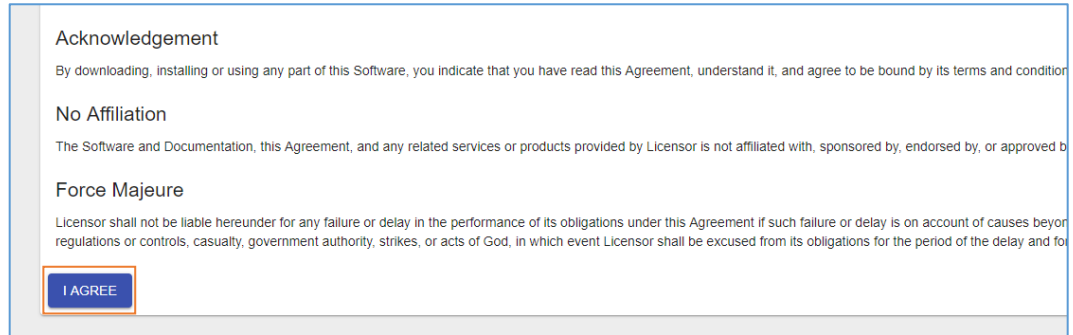


5. Click on the **Compass** link in the Site Contents to launch the Compass application.



For first-time installs the user is required to agree to the **SharePoint Compass End User License Agreement (EULA)** and authorize Compass to install data to the designated site collection.

6. Carefully read the EULA terms. If you accept the terms, click the **I AGREE** button at the bottom of the page to continue.



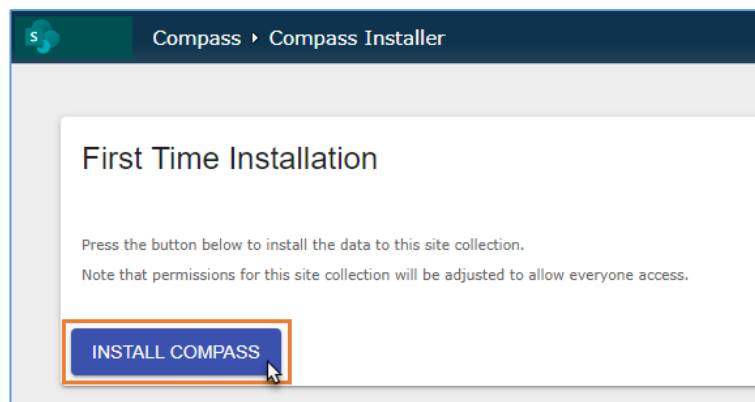
**Acknowledgement**  
By downloading, installing or using any part of this Software, you indicate that you have read this Agreement, understand it, and agree to be bound by its terms and conditions.

**No Affiliation**  
The Software and Documentation, this Agreement, and any related services or products provided by Licensor is not affiliated with, sponsored by, endorsed by, or approved by the Licensor.

**Force Majeure**  
Licensor shall not be liable hereunder for any failure or delay in the performance of its obligations under this Agreement if such failure or delay is on account of causes beyond its control, including but not limited to, regulations or controls, casualty, government authority, strikes, or acts of God, in which event Licensor shall be excused from its obligations for the period of the delay and for a reasonable time thereafter.

**I AGREE**

7. Click the **INSTALL COMPASS** button, to allow SharePoint Compass to install data on the site collection.



**Compass ▶ Compass Installer**

**First Time Installation**

Press the button below to install the data to this site collection.  
Note that permissions for this site collection will be adjusted to allow everyone access.

**INSTALL COMPASS**



Permissions for the site collection will be adjusted to allow everyone access to Compass. Be sure to adjust permissions as needed.



## Compass Registration and Licensing

Once SharePoint Compass is installed on your site collection, it must be registered for use. Activation of Compass will require New Registration and purchasing of a Rate Plan to obtain a license. The following procedures outline the basic registration and licensing procedure.

For New Registration, complete the following steps...

1. Fill out the *Register* form completely and click the **Register** button. The newly registered user is sent a confirmation message to the email listed on the form.



Email will be sent to  
john.smith@mycompany.biz

### Register

HAVE A KEY? [LOGIN](#)

Name \*

John Smith

Email \*

john.smith@mycompany.biz

Password \*

.....

Must be 8 or more characters

Confirm Password \*

.....

Company \*

My Company

Phone \*

123-555-0123|

**REGISTER**

Please Check Your Email for a confirmation message

2. Check the registered email account for the *Product Licensing – Confirmation* link. Click the link to confirm and validate your email address.

Confirm your TSI Account

 Product Licensing  
To: Kendall Mitchell

[↩ Reply](#)
[↩ Reply All](#)
[→ Forward](#)
[...](#)

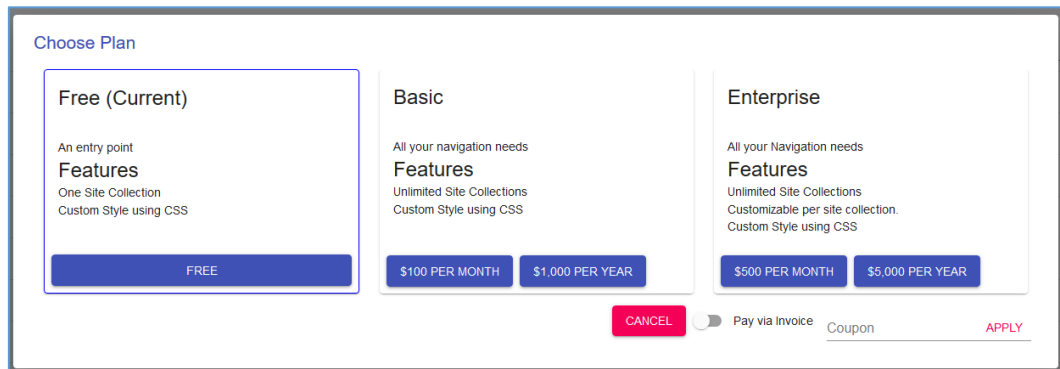
Mon 4/1/2019 7:33 PM

Click Here to confirm <https://tsilicensing.azurewebsites.net/api/ValidateEmail?email=kmitchell@totalsol.com&token=3091c55c-e1f4-4aba-8fcd-4fb81bf24c8a>

- Clicking to confirm returns view to the Registration page where you can *Choose a Rate Plan*. Click the button for the desired rate plan.



Email will be sent to  
john.smith@mycompany.biz

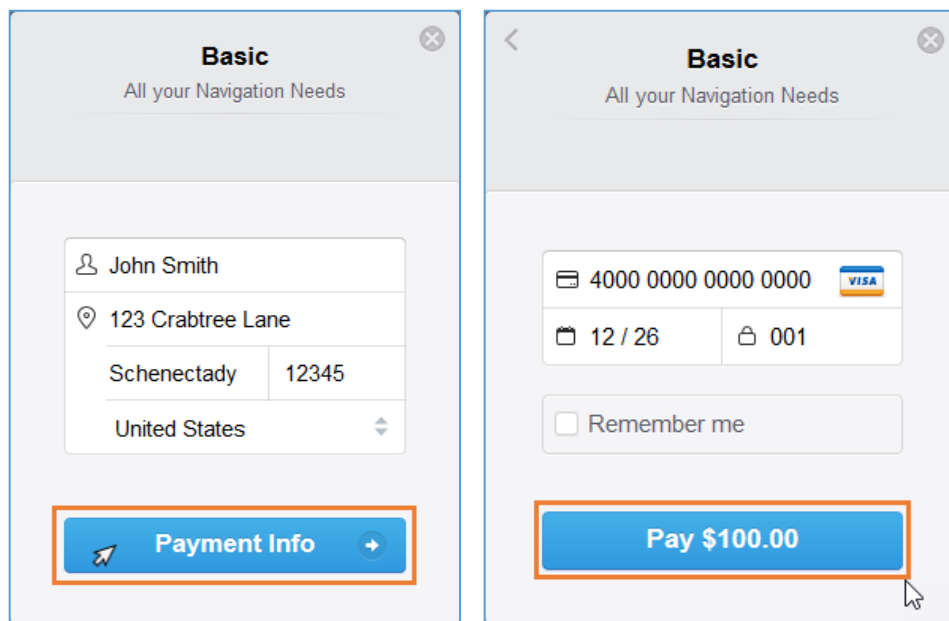


- **Pay via Invoice** – Our system will automatically send the registered user an electronic invoice, which they can pay anytime up to 30 days after registration. Will allow the user to obtain the license immediately.
- **Coupon** – Have a coupon for Compass? Provide a valid coupon code and click **APPLY** to add the featured discount

- Enter required information to purchase plan and click the **Payment Info** button.
- Enter Credit or Debit Card info. Click the **Pay** button to purchase your software license.



No payment information is  
required for the Free Plan

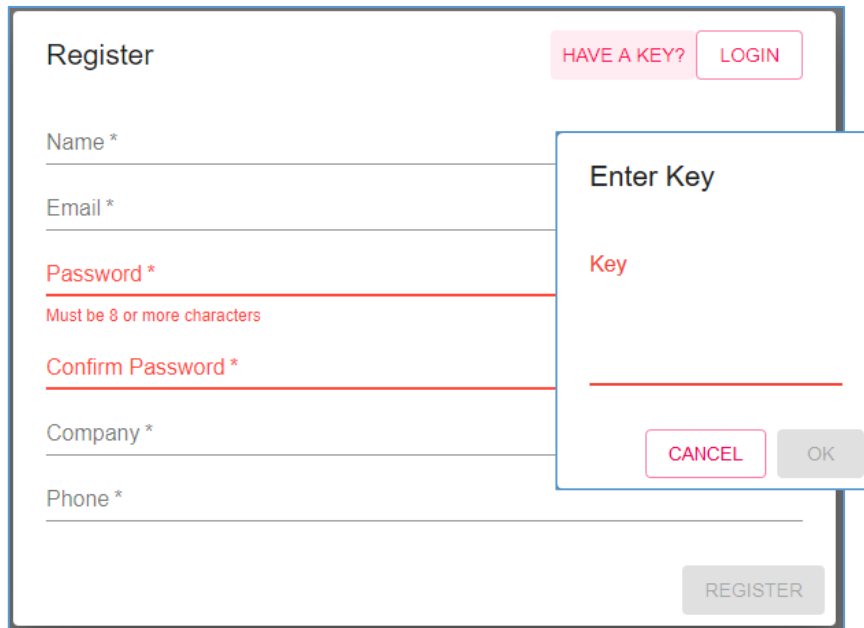


## Registration – Existing License Key

If you have a license key that has not yet been registered...

- Click **HAVE A KEY?**, left of the Login button on the Registration Form to register.

2. Enter your license key on the Enter Key dialog and click **OK** to submit.



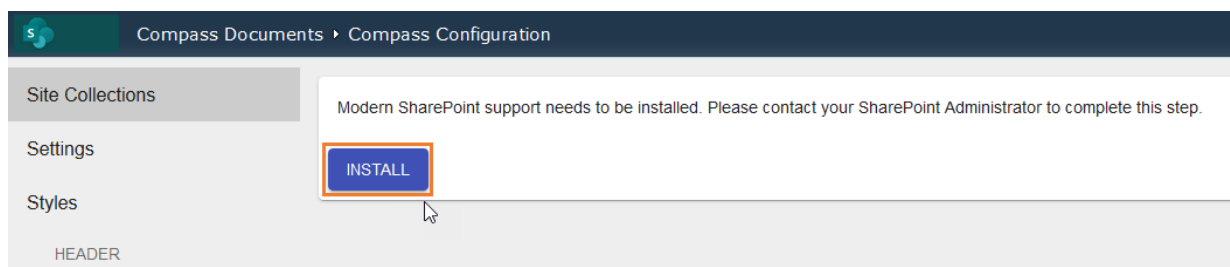
The image shows a 'Register' dialog box with the following fields: Name \*, Email \*, Password \*, Confirm Password \*, Company \*, and Phone \*. There are 'HAVE A KEY?' and 'LOGIN' buttons at the top right, and a 'REGISTER' button at the bottom right. An 'Enter Key' sub-dialog is open over the Password and Confirm Password fields, containing a 'Key' input field and 'CANCEL' and 'OK' buttons. A red error message 'Must be 8 or more characters' is visible below the Password field.

## Compass Configuration

Once you've installed SharePoint Compass and registered your license, the following procedures will guide you through the process to initially configure SharePoint Compass and set-up your navigation before rolling it out to your Intranet users.

## Modern SharePoint Support

You may need to install Modern SharePoint support. Simply click the install button and you will be ready to go...



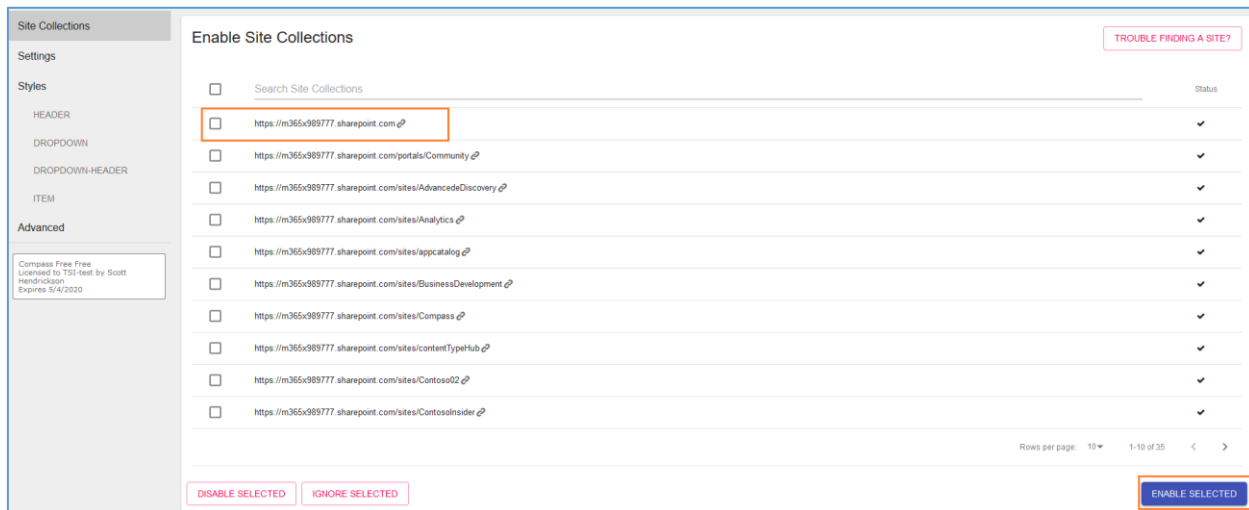
## Site Collections

### Adding Compass to your Site Collection

Adding SharePoint Compass to a site collection is quite easy. Just complete the following steps...

1. Select the desired site using the checkboxes in the action pane of the *Site Collections* page.

2. Click **ENABLE SELECTED** at the bottom of the pane to enable Compass on the selected site. Compass is now enabled on the site collection.

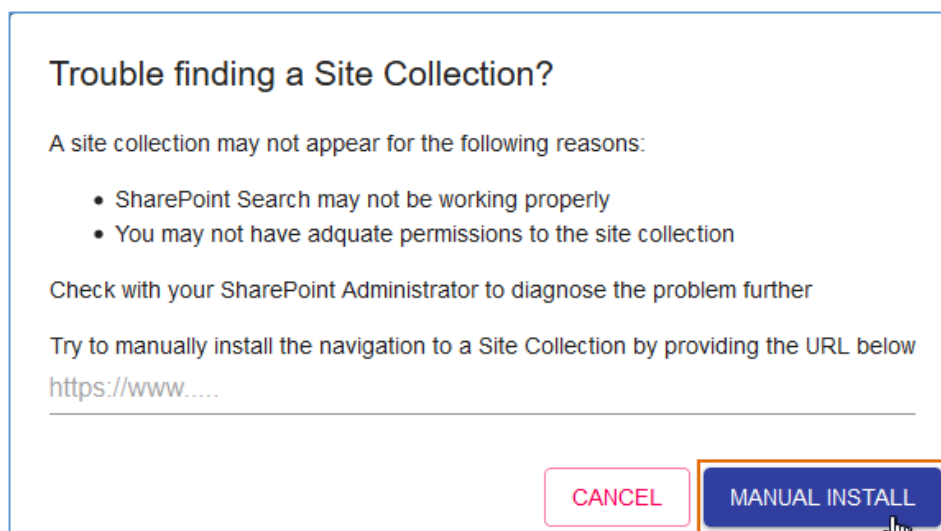


! Remember that there may be more than one-page worth of site collections, which you can access by paging at the bottom-right of the site collection pane.

## Adding Compass to your Site Collection - Manually

If you don't see the site collection that you would like to install SharePoint Compass on...

1. Click the **TROUBLE FINDING A SITE?** in the upper-right of the Site Collections page.
2. Enter the desired URL on the site address line. Click the **MANUAL INSTALL** button.



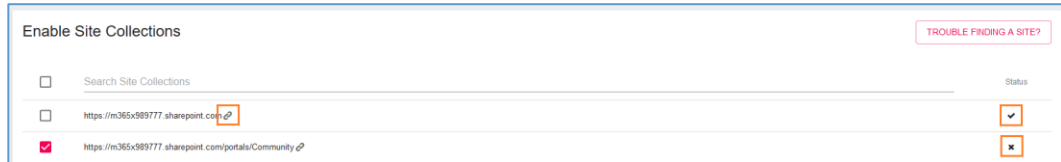
! You must include the 'http://www.' OR 'https://www.' URL structure in order for the manual installation to work appropriately

To verify that SharePoint Compass is installed, check the status to the right of the site collection pane. A status indicator will tell you if the app has been installed on that site collection previously.

- If the app is actively enabled, a **checkmark** icon will so indicate.
- An **X** indicates that the app is not enabled.



Image view has been magnified for visual effect



Enable Site Collections		TROUBLE FINDING A SITE?
<input type="checkbox"/>	Search Site Collections	Status
<input type="checkbox"/>	https://m365x989777.sharepoint.com	✓
<input checked="" type="checkbox"/>	https://m365x989777.sharepoint.com/portals/Community	X

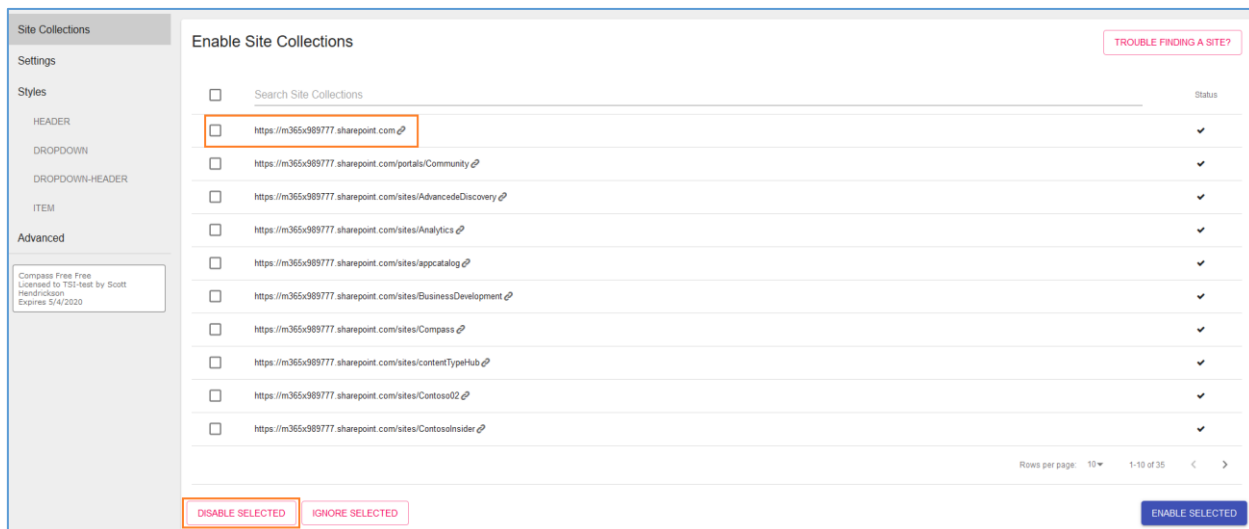
You can click on the **chain link** icon next to the site collections to access the site where you've installed the tool.

## Remove Compass from your Site Collection

At any time, you can Disable SharePoint Compass from a site collection...

1. Simply select the desired site using the checkboxes in the action pane of the *Site Collections* page.
2. Click **DISABLE SELECTED** at the bottom of the pane to uninstall Compass from the selected site(s).

Compass is now removed from the site collection.



Enable Site Collections		TROUBLE FINDING A SITE?
<input type="checkbox"/>	Search Site Collections	Status
<input type="checkbox"/>	https://m365x989777.sharepoint.com	✓
<input type="checkbox"/>	https://m365x989777.sharepoint.com/portals/Community	✓
<input type="checkbox"/>	https://m365x989777.sharepoint.com/sites/AdvancedDiscovery	✓
<input type="checkbox"/>	https://m365x989777.sharepoint.com/sites/Analytics	✓
<input type="checkbox"/>	https://m365x989777.sharepoint.com/sites/appcatalog	✓
<input type="checkbox"/>	https://m365x989777.sharepoint.com/sites/BusinessDevelopment	✓
<input type="checkbox"/>	https://m365x989777.sharepoint.com/sites/Compass	✓
<input type="checkbox"/>	https://m365x989777.sharepoint.com/sites/contentTypeHub	✓
<input type="checkbox"/>	https://m365x989777.sharepoint.com/sites/Cortoso02	✓
<input type="checkbox"/>	https://m365x989777.sharepoint.com/sites/CortosoInsider	✓

Rows per page: 10 1-10 of 36

DISABLE SELECTED IGNORE SELECTED ENABLE SELECTED



By clicking to select several site collections at a time, you can perform the add or remove for multiple site collections at once.

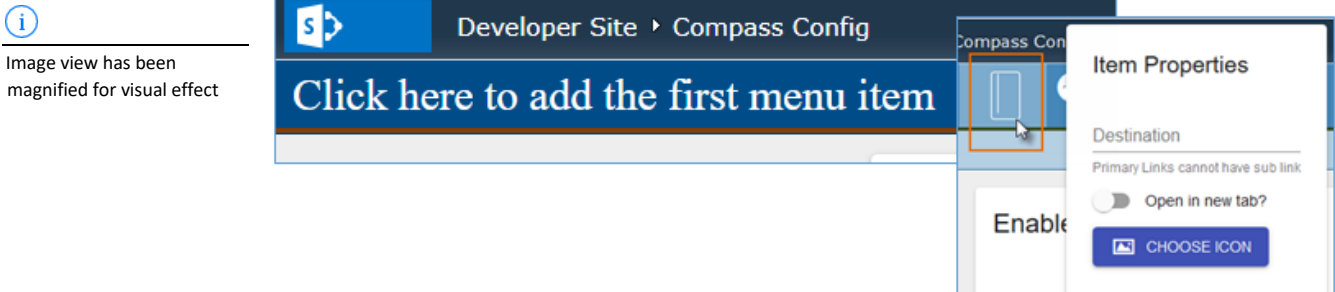
## Creating Navigational Structure

### Adding Menu Items

You are now ready to start creating Compass navigation for your site.

To add the first navigation option for your menu's top level...

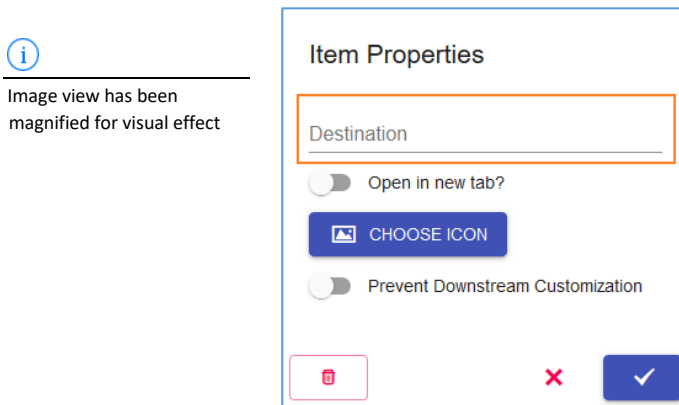
1. Click on the navigation bar in the area labeled 'Click here to add the first menu item'.
2. Enter the desired name or label into the box.




### Configuring your Menu Items

Once a Menu Item is labeled, you can give it a link and configure it further. The following steps outline how to fully configure menu items.

1. Click the header link you wish to edit. *Item Properties* window is displayed.
2. In the **Destination** field, enter the URL for the location you would like the link to take users.

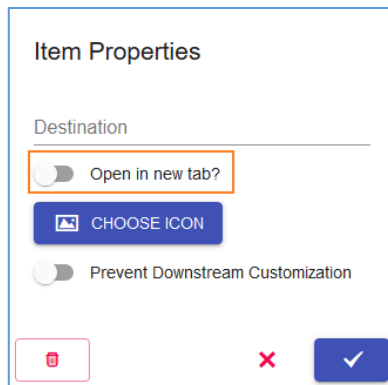


 You must include the 'http://www.' OR 'https://www.' in the Destination URL in order for the link to work properly. (e.g. http://www.NewDestinationLink.com)

- If you want the *Destination* link to open in a new tab in your browser when clicked, toggle the **Open in New Tab?** switch to the 'On' position.

**Optional**

Leaving in the OFF position opens the link in the current browser window

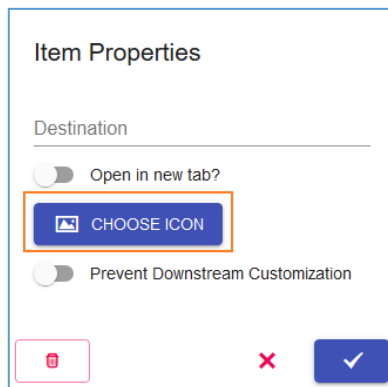


The 'Item Properties' dialog box shows the 'Destination' section. The 'Open in new tab?' toggle switch is highlighted with an orange box and is currently in the 'Off' position. Below it is a 'CHOOSE ICON' button. At the bottom, there are three buttons: a trash icon, a red 'X' (cancel), and a blue checkmark (confirm).

- You can choose to add an icon to a menu item by clicking the **Choose Icon** button.

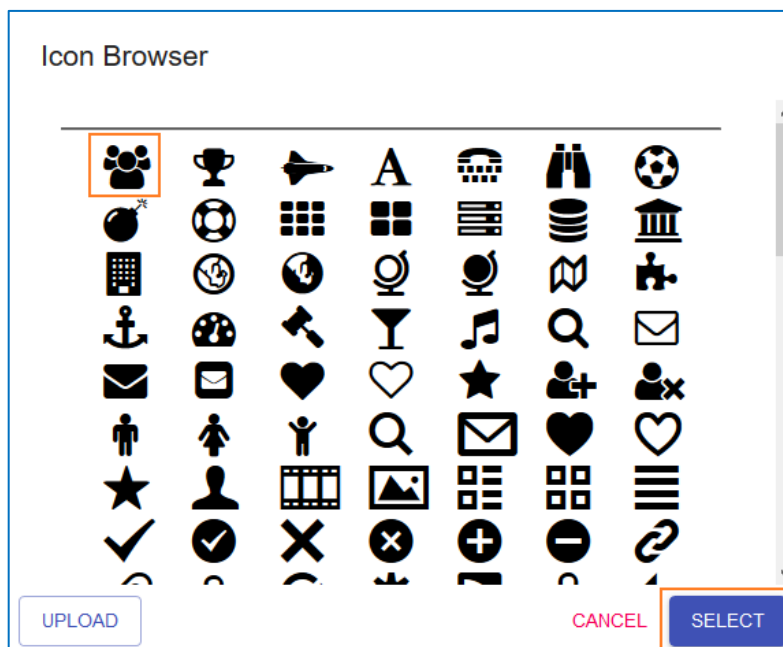
**Optional**

A menu item can remain a text label only. Adding an icon is optional



The 'Item Properties' dialog box shows the 'Destination' section. The 'CHOOSE ICON' button is highlighted with an orange box. The 'Open in new tab?' toggle switch is in the 'Off' position. At the bottom, there are three buttons: a trash icon, a red 'X' (cancel), and a blue checkmark (confirm).

- Choose a preset icon or upload one. To use a preset icon, click to select it and click the **Select** button.

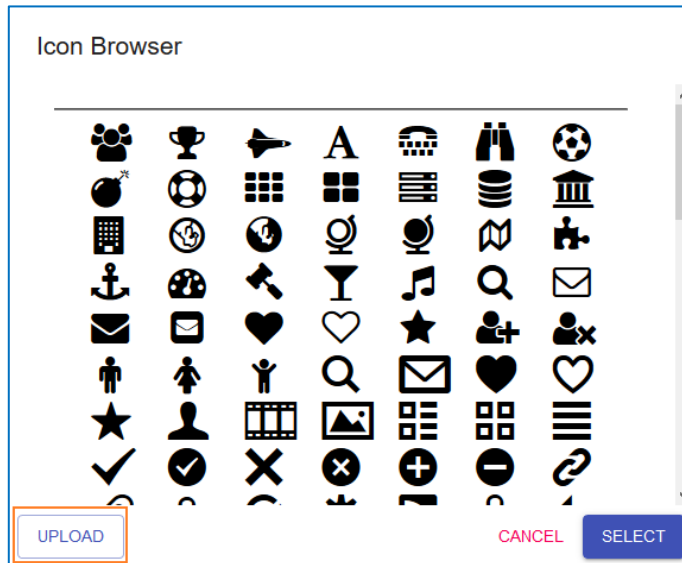


The 'Icon Browser' dialog box displays a grid of various icons. The first icon in the top-left corner (a group of people) is highlighted with an orange box. At the bottom, there are three buttons: 'UPLOAD', 'CANCEL', and 'SELECT'. The 'SELECT' button is highlighted with an orange box.

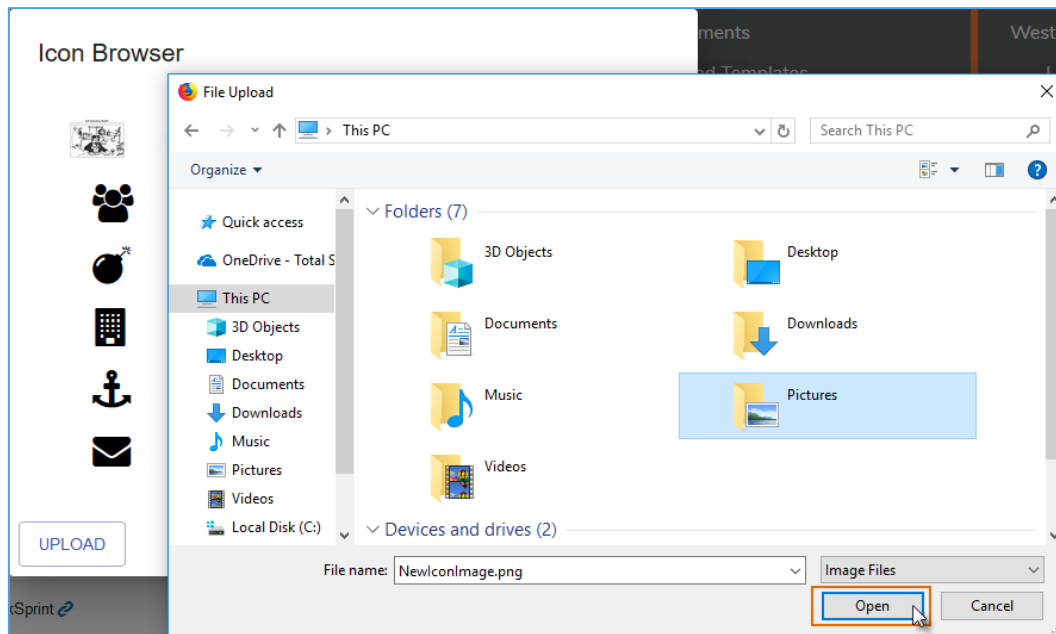
6. Optional: If you want to upload an image of your own, click the **Upload** button in the lower left of the pane.


#### Optional

Uploading a custom icon is optional. A menu item can remain a text label.



7. Use Explorer to locate and upload the desired image file. Select and click **Open** to complete upload.



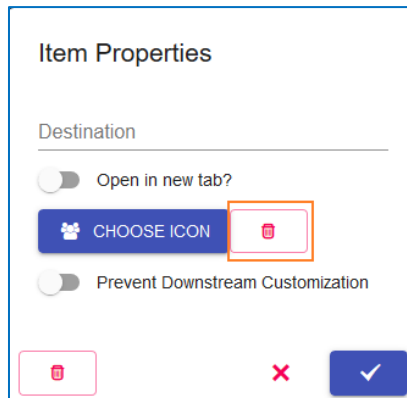
 The 'NewIconImage.png' will be highlighted and available in the Icon Browser window immediately after image upload.



8. Optional: To delete an icon from a menu item, simply click the *Delete* button next to the menu item's icon selection button.



**Icon Delete** is represented by 'Garbage Pail' icon to the right of 'CHOOSE ICON'

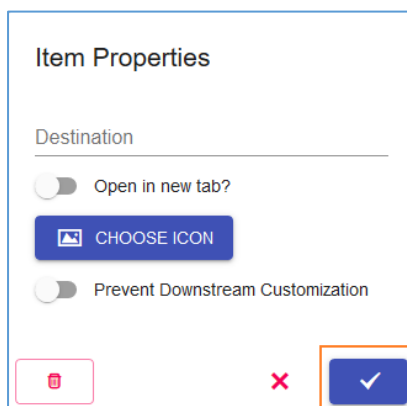


The screenshot shows the 'Item Properties' pane. Under the 'Destination' section, there are two toggle switches: 'Open in new tab?' and 'Prevent Downstream Customization'. Below these is a blue button labeled 'CHOOSE ICON' with a small icon to its left. To the right of this button is a red square button with a white trash can icon. At the bottom of the pane, there are three buttons: a red square button with a white trash can icon, a red 'X' button, and a blue square button with a white checkmark icon.

9. Once you are happy with your menu item's configuration, you can click **Save** (lower right of pane).



**Save** is represented by a solid 'checkmark' button

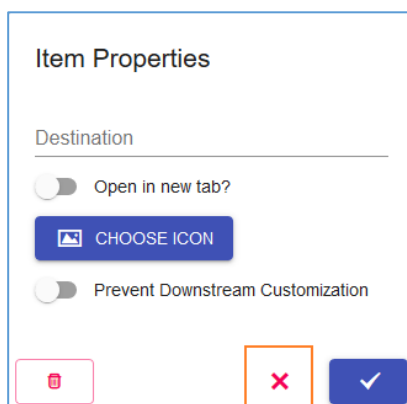


The screenshot shows the 'Item Properties' pane. Under the 'Destination' section, there are two toggle switches: 'Open in new tab?' and 'Prevent Downstream Customization'. Below these is a blue button labeled 'CHOOSE ICON' with a small icon to its left. At the bottom of the pane, there are three buttons: a red square button with a white trash can icon, a red 'X' button, and a blue square button with a white checkmark icon. The blue checkmark button is highlighted with a red box.

10. Optional: To discard or undo any menu item changes, click **Cancel** (lower right of pane).



**Cancel** is represented by a red 'X' to the left of Save



The screenshot shows the 'Item Properties' pane. Under the 'Destination' section, there are two toggle switches: 'Open in new tab?' and 'Prevent Downstream Customization'. Below these is a blue button labeled 'CHOOSE ICON' with a small icon to its left. At the bottom of the pane, there are three buttons: a red square button with a white trash can icon, a red 'X' button, and a blue square button with a white checkmark icon. The red 'X' button is highlighted with a red box.

11. Optional: To delete an item, click Delete (lower left of pane) to eliminate the menu item entirely.

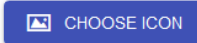


**Item Delete** is represented by a 'Garbage Pail' button, bottom left of the pane




Item Properties

Destination

☐ Open in new tab?



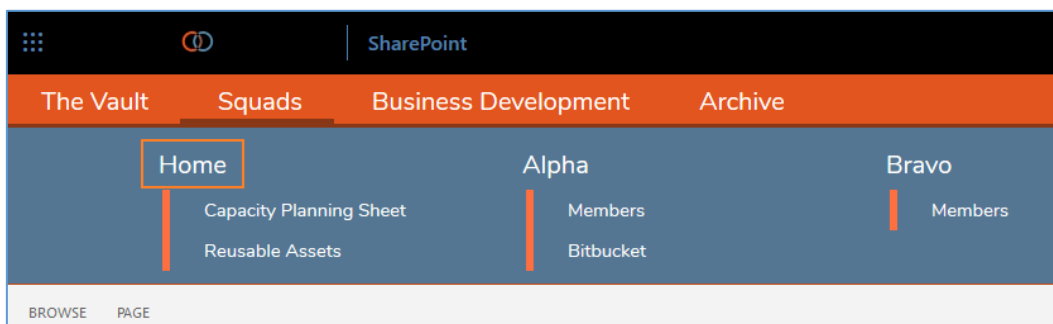
☐ Prevent Downstream Customization

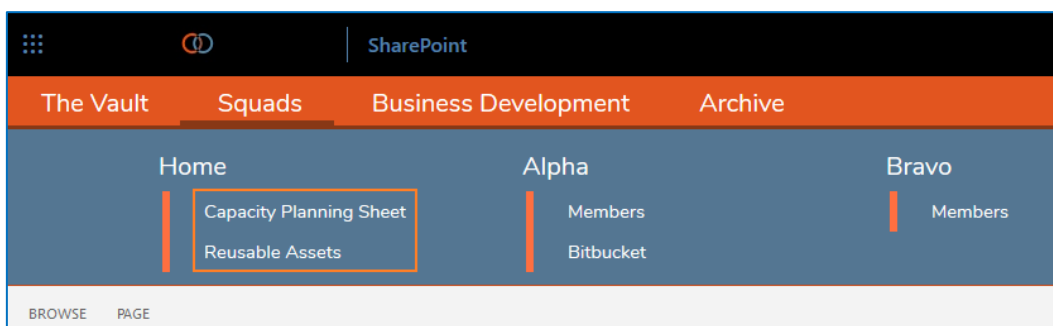
## Adding Parent and Children Menu Items

Once you've added menu items to your header, you can add menu items within the dropdown. The following examples outline some of the 'Parent and Child' menu item possibilities. The basic 'Add Menu Item' procedure still applies here.

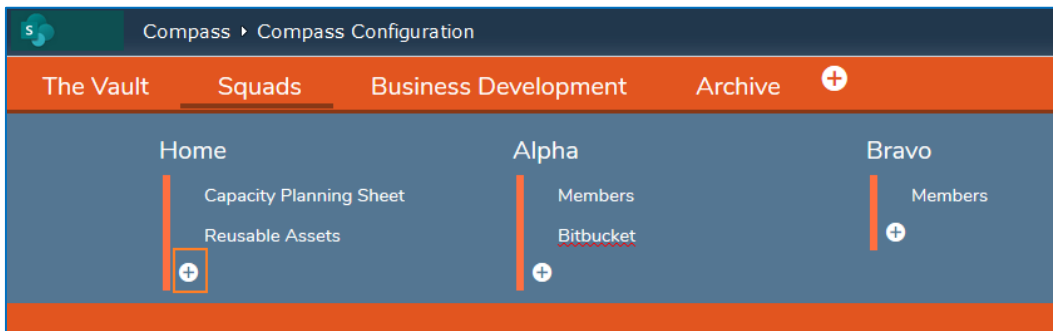
- You can add links to the 'Dropdown-Header' which act as 'Parent' menu items. They will appear as indicated below.



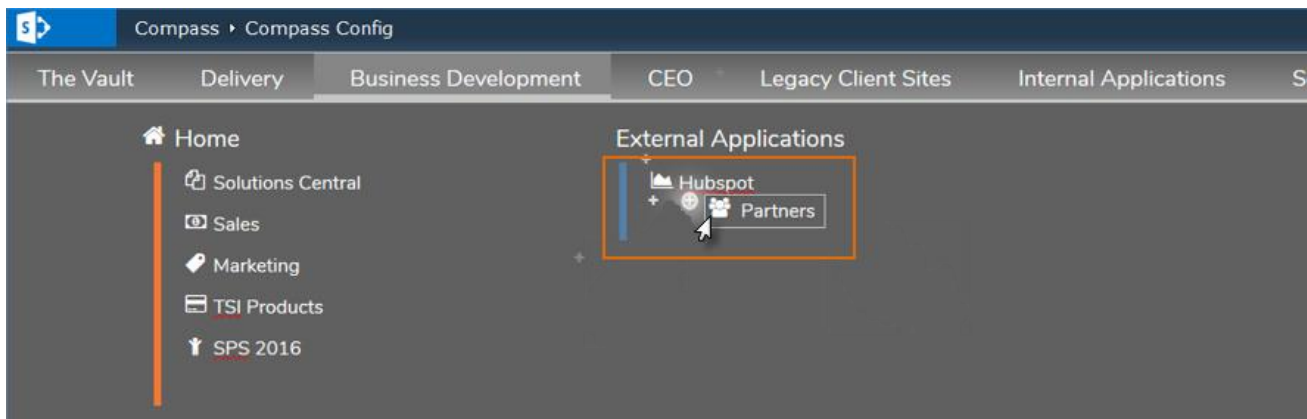
- Each parent can have 'children' below it. In this example *Capacity Planning Sheet* and *Reusable Assets* sub-menu items are considered 'Children' to 'Parent' *Home*.



- To add additional links to the page you can always click the 'plus' icon in wherever you want to add a link and it will add it to that area.

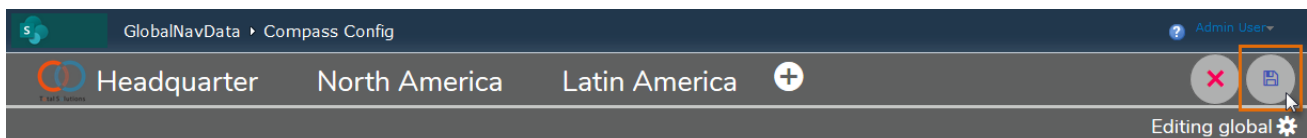


- If you need to move links, you can easily drag and drop an item from one place to another. Simply place the mouse pointer on the item, holding the 'select' mouse button down move the item to its new location and release.

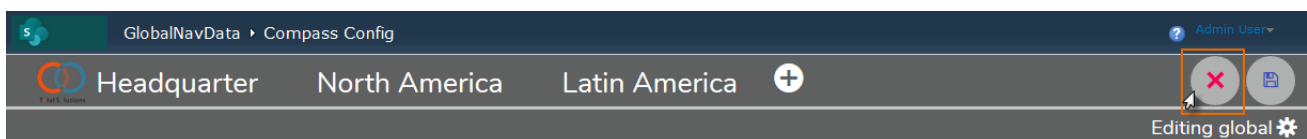


## Save and Cancel Menu Item Changes

- When you are done building out navigation, click the **Save** button on the navigation bar (upper right) so that you don't lose your work!



- If you are unhappy with your changes, you can always click the **Cancel** button on the navigation bar (upper right) to revert back to previous menu configuration.

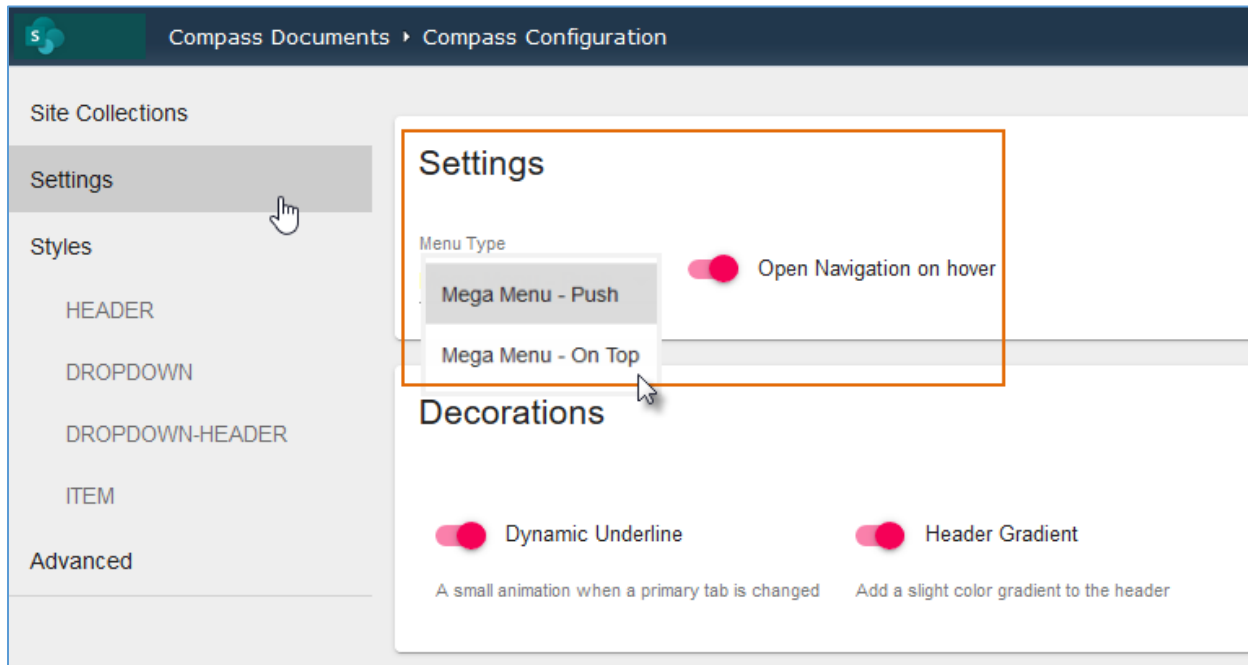


## Settings and Decorations

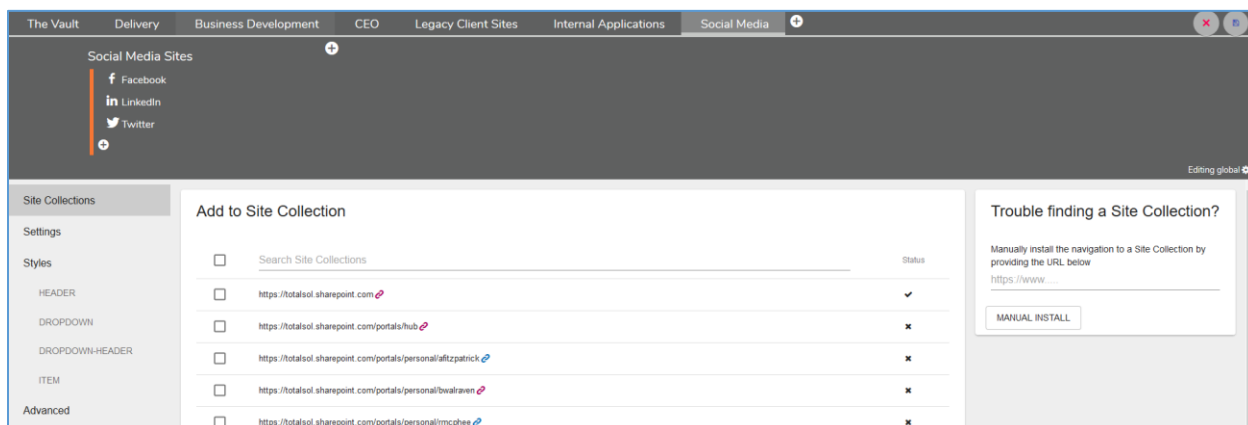
Now that the structure of your navigation is ready, you can click on the 'Settings' or 'Styles' tabs and begin to personalize your SharePoint Compass.

### Settings

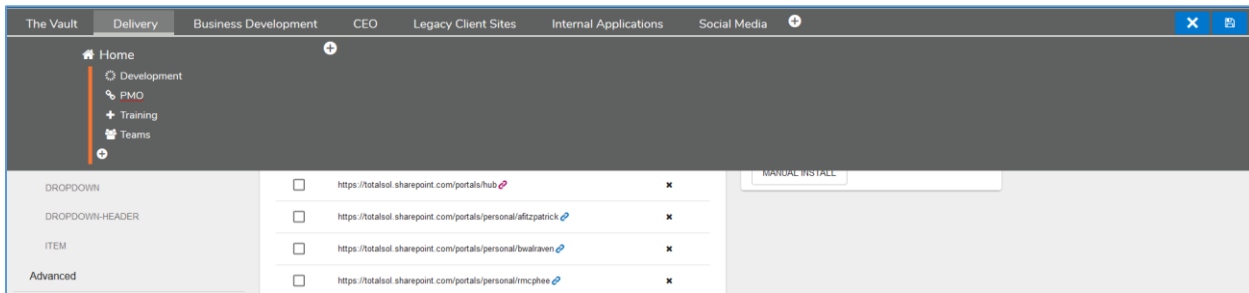
On the Settings menu, you can choose whether your navigation menu, when you click on it, will push the rest of your content down the page or if it will sit on top using the 'Menu Type' selector shown below.



**Mega Menu – Push:** Pushes content down on the page when a Compass menu is selected/ expanded.



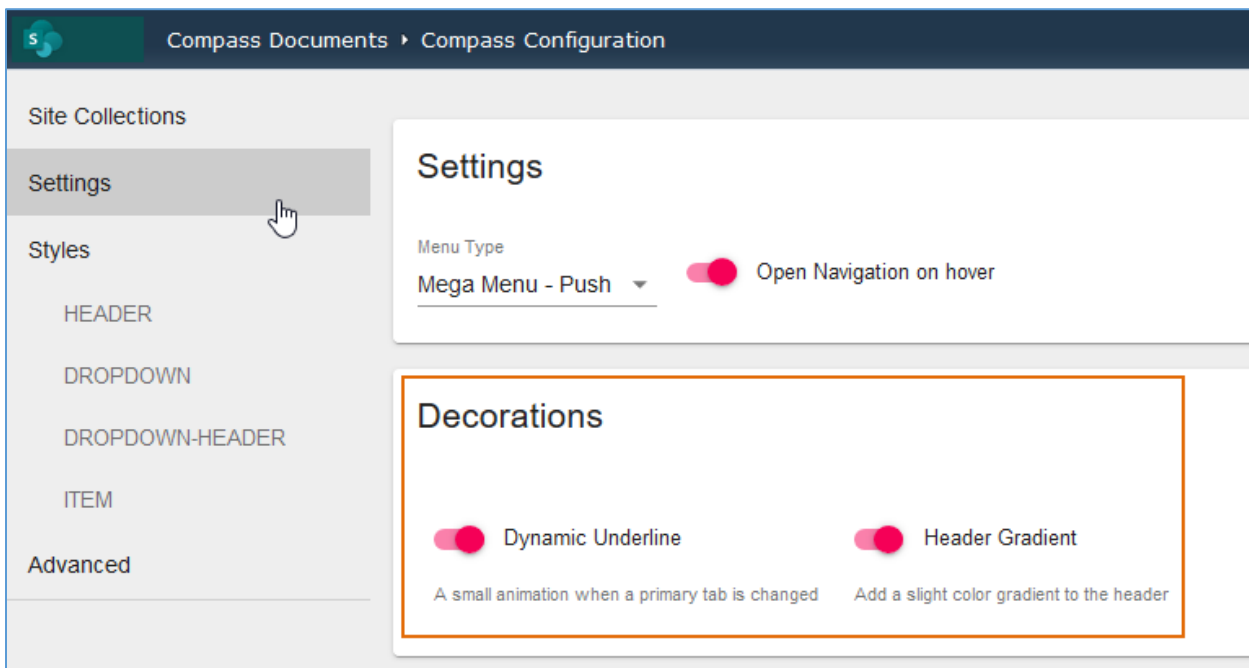
**Mega Menu – On Top:** Leaves content in place and the Compass menu overlays the page covering content while the menu is selected/ expanded.



**Open Navigation on Hover:** As the mouse/ cursor hovers over the navigation menu, the Menu Type setting is executed without having to click.

## Decorations

The Decorations menu allows you to add some preset decorations to your navigation menus. The decoration elements take effect when you interact and click.



**Dynamic Underline:** Underline animation is activated as you select different tabs and menus.

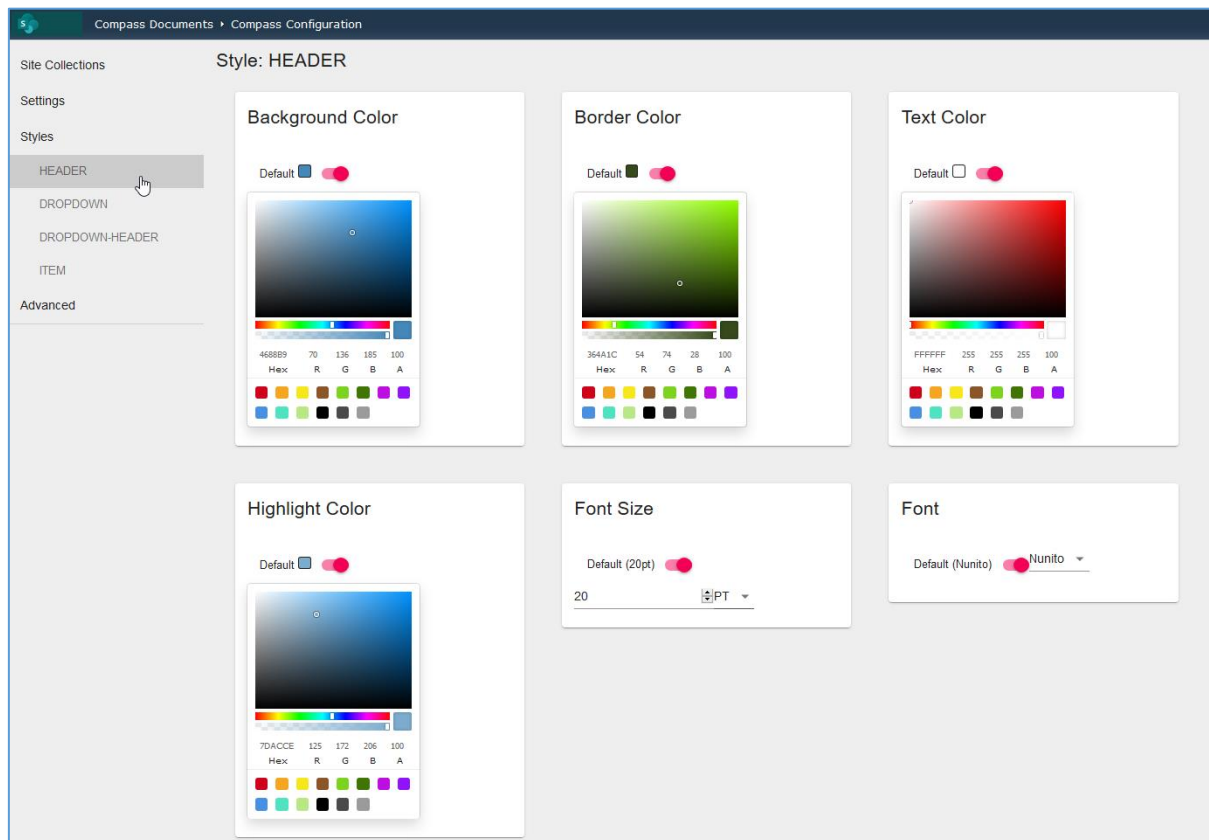
**Header Gradient:** Visual aesthetic – Shows a slight gradient on menu header, based on the color chosen.

## Styles (Look and Feel)

On the *Styles* pages, you can change the font, font size, background color, border color and text color of various components of your navigation. To change from the defaults, complete the following steps...

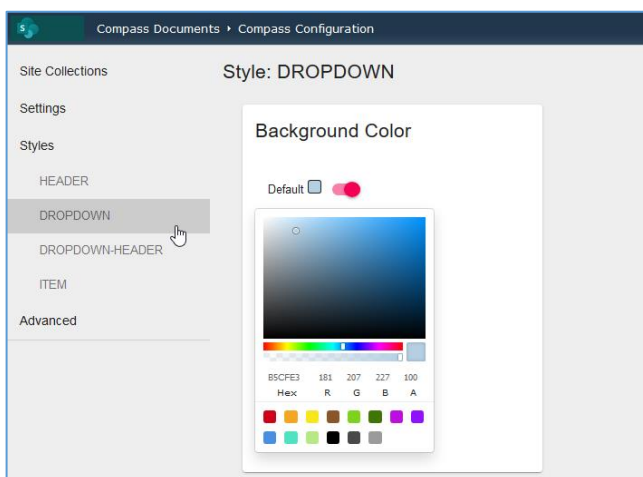
1. For each *Styles* page, click the toggle for each attribute to activate or deactivate as desired. Below is a basic overview of the available *Styles* pages.

**HEADER:** Changes the attributes for Header (Title Bar) for your custom menus.

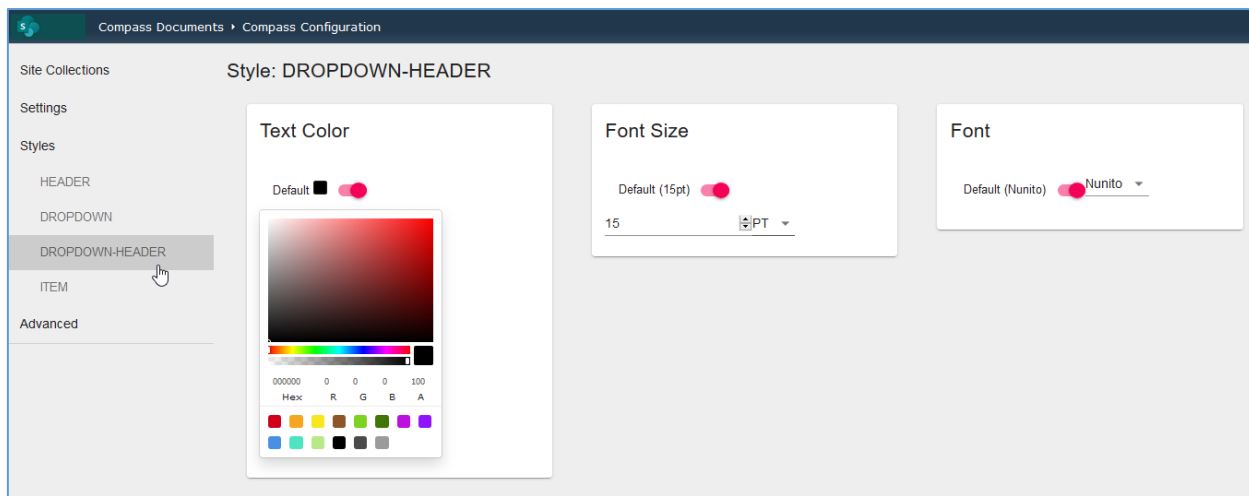


### Dropdown

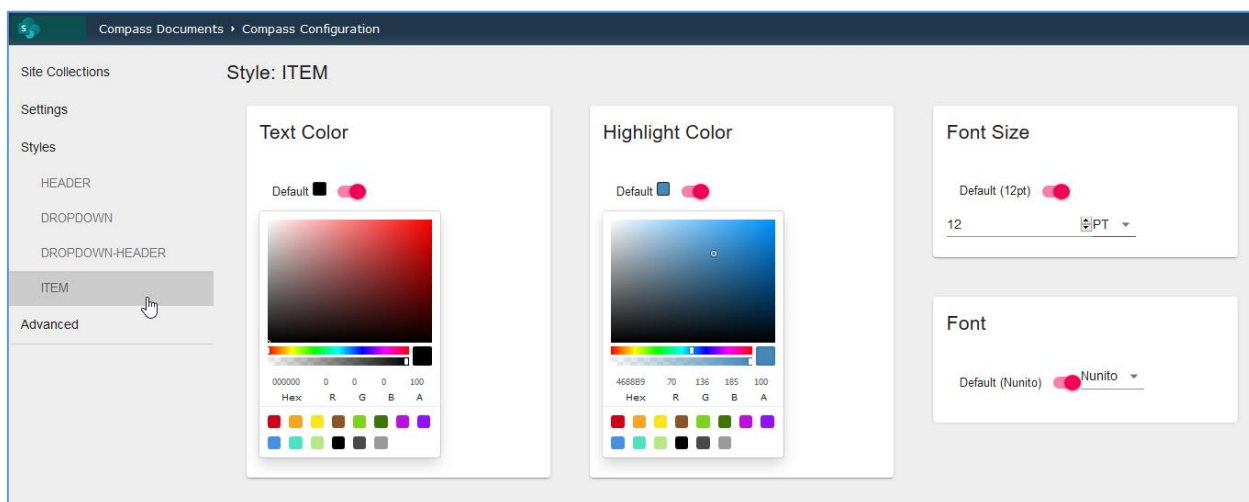
Changes the Background color of the menu dropdown for Compass menus



**Dropdown – Header:** Changes the color and font for the Header (Title Bar) on your custom dropdown menus.



**Item:** Changes the highlight color, font and font size of items selected on your custom menus.



- When you are done updating your styles, click the save icon in the upper right corner to save your work.

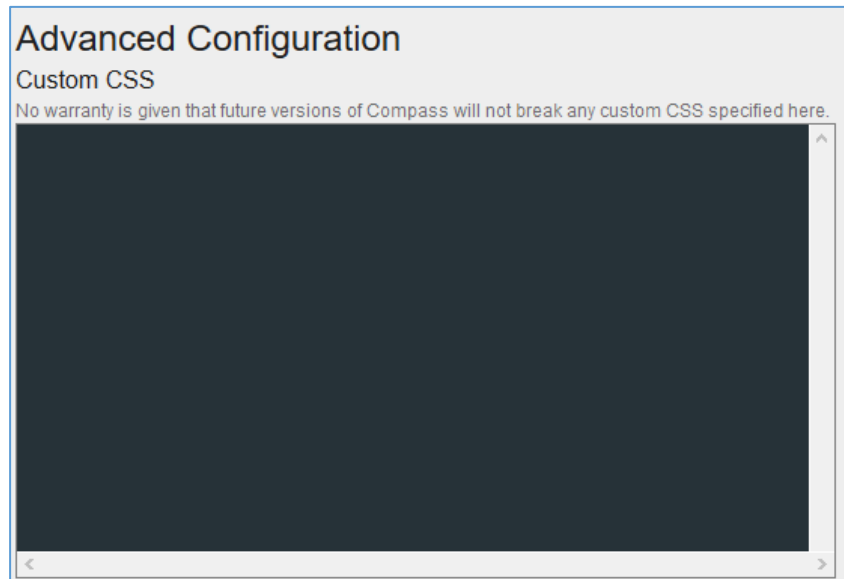



Colors can be selected in color picker by entering hex code and RGB values, as well as the color slider.

## Advanced Features

### Custom Styling

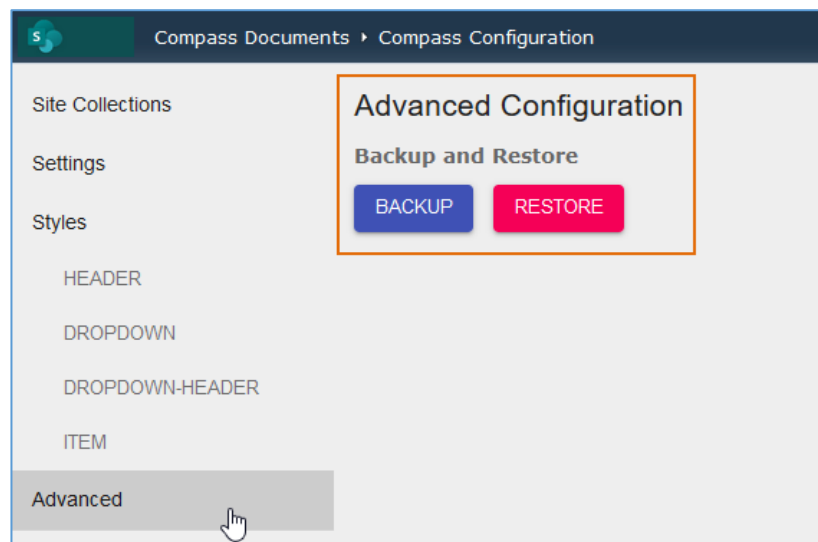
For those SharePoint Compass users with the Basic or Premium license, SharePoint Compass is customizable through the use of user-provided custom CSS. The *Advanced* tab will allow you to enter your custom code in the *Advanced Configuration - Custom CSS* box.



 You may need to re-implement any custom CSS when upgrading to a new version of SharePoint Compass as no warranty is given that future versions will not break the custom code within this box.

### Backup and Restore

You can use the 'Backup' and 'Restore' buttons on this page to save your navigational links and styling as needed, as seen below.





## Pricing & Payment

Pricing for SharePoint Compass is license-based, with three license levels, as illustrated below.

FEATURES	FREE	BASIC	ENTERPRISE
Globally Consistent Navigation	✓	✓	✓
Supports SP 2013 & Newer, SP Online	✓	✓	✓
Classic & Modern UI	✓	✓	✓
Unlimited Site Collections	✓	✓	✓
Drag-and-Drop Editor	✓	✓	✓
Multiple Navigation Styles	✓	✓	✓
Parent/Child Navigation Relationships	✓	✓	✓
Real-time Style Customization	✓	✓	✓
Library of Code-Free Decorations	✓	✓	✓
Custom CSS with Real-Time Preview	✓	✓	✓
All Updates for Life of Subscription	✓	✓	✓
One Site Collection	✓		
Unlimited Site Collections		✓	✓
One Navigation Design	✓	✓	
Unlimited Navigation Designs			✓
Per-Site Collection Customization			✓
Propagate Changes to Downstream Navigation			✓
Lock Portions of Navigation Customization			✓
Per-Site Collection CSS & Styles			✓
Monthly Price	FREE	\$100/month	\$500/month
Annual Price	FREE	\$1,000/year	\$5,000/year

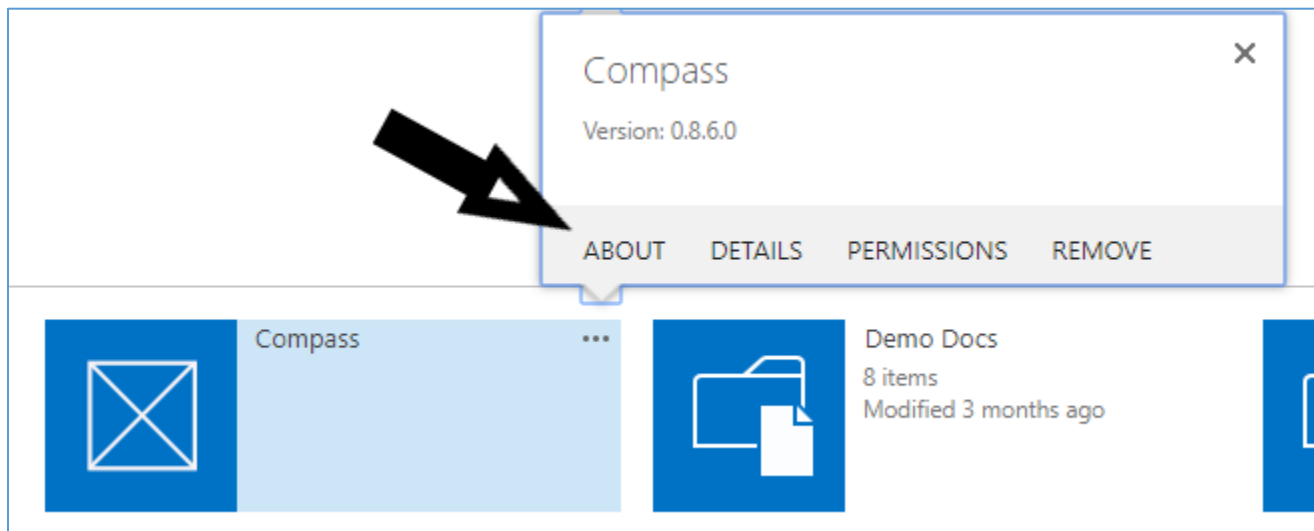
## Upgrade

**Attention:** Before you begin, refer to the User Guide of the appropriate version for up-to-date Upgrade Instructions

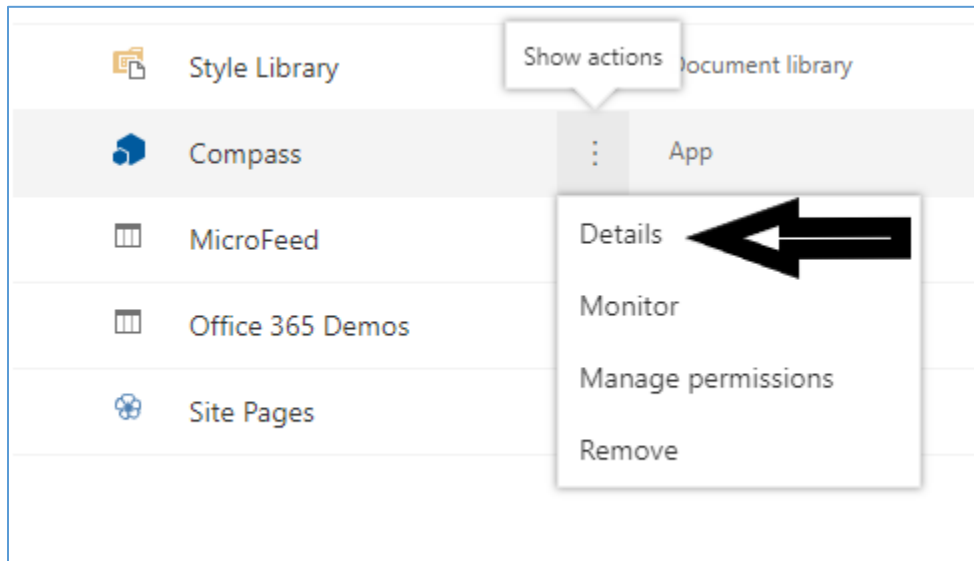
To upgrade to the most recent version of SharePoint Compass by Total Solutions, complete the following steps...

1. Take note of the Prerequisites in the User Guide for your current Compass install.
2. Next, download the latest version of Compass as outlined in the Installation Instructions.
3. Upload the newly downloaded version to the App Catalog, choosing to replace the existing version.
4. After uploading the new version to the App Catalog, navigate to the Site Collection created for the Compass configuration data.
5. Click the gear in the upper-right hand corner to access the Settings menu. Click to access Site Contents.
6. Locate the Compass App icon and click the ellipses.

Select the indicated action within the Compass application for classic/modern as shown below:

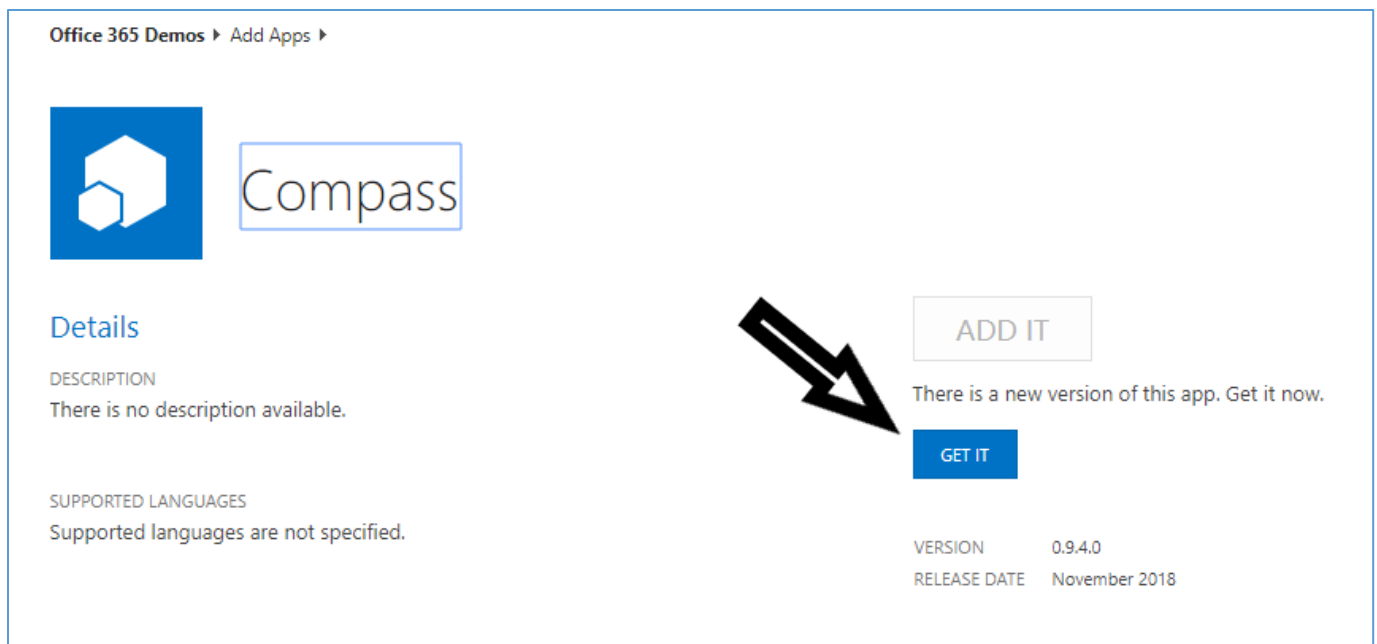


### How to Update in Classic Mode

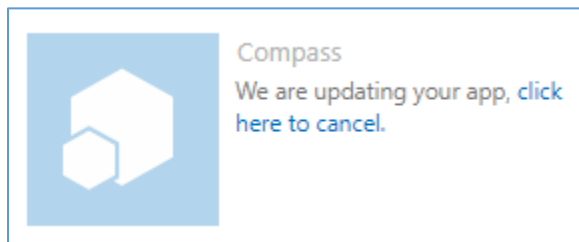


### How to Update in Modern Mode




Click “Get It” under the new version available alert.



Wait for SharePoint to finish upgrading the instance of Compass.



### How Compass looks while Upgrading in Classic Mode

	Style Library	Document library	5	7/31/2018 12:54 AM
	Compass	App		8/31/2018 7:47 AM
	MicroFeed	List	2	8/3/2018 7:44 AM

### How Compass looks while Upgrading in Modern Mode

*Note: you may have to refresh the page to see when it is completed.*

Once the upgrade is complete, click the Compass instance in the Site Contents and follow the screens to accept the EULA to finish the upgrade process.

In some instances, depending on the previous version, Compass will prompt to install the latest SharePoint Modern support.

## F.A.Q.

The following are frequently asked questions regarding the installation, customization, and usage of SharePoint Compass by Total Solutions.

**Q:** What do I do about SharePoint's Out of the Box Navigation once I install SharePoint Compass?

**A:** There are several ways to handle SharePoint's OOTB Navigation once you've installed our product. The easiest way to encourage users to use SharePoint Compass is to simply delete the links in the out-of-the-box navigation.