

Template and Gallery Manager for SharePoint 2007 End User Guide

Solution Description

The Template and Gallery Manager solution provides a way to look at a variety of galleries from many different site collections and bring it all together. It is intended for use by SharePoint Site Owners, and by SharePoint technical administrators. The solution provides a page for each different kind of gallery, as shown by the available tabs:

- Site Template Gallery
- List Template Gallery
- Web Part Gallery
- Master Page Gallery

From each of these pages, you can add or edit items, and actions are provided to delete or email links to gallery items.

Solution Category: Workplace Accessories

Primary Design Pattern: Matrix

When to Use This Solution

This solution will save time for anyone who must manage the contents of the SharePoint galleries in a site collection. It can also be used any time value can be created by keeping lists, sites, or web part pages standard across site collections.

To understand the value of the solution, consider the following example: A department creates its own list for tracking team tasks called "Team Task Tracking." Each team has a separate list that was created from a single list template. The list is used throughout the department within various team sites. A senior manager decides that this list is working well in this department and should be used in all departments. The Site Owner downloads the "Team Task Tracking" list template by finding it on the solution's List Template Gallery page and clicking the item. He or she then uploads it to the other departments' site collections by using the "Add Item" link for each site collection, accessed from the same page. The Site Owner can also use the page to verify that the template is available to all sites. When an update is made to the template, the owner can quickly remove all the old versions and upload the new one to all sites.

How to Use the Template and Gallery Manager Solution

Setup

It is recommended that you start by setting up an instance of the Template and Gallery Manager solution that shows information from a large number of site collections. Then, introduce the solution to the site owners of those various sites. If they note that they only use certain sites, and are not interested in all sites that are rolled up in the solution, then simply create a new, separate instance of the Template and Gallery Manager solution

that displays only the sites that particular site owner is interested in. (For more on creating a new solution, see the Solution Setup Guide.)

Viewing Items

An organization where people who use multiple SharePoint sites or regularly work with many departments will benefit from the ability to see the template galleries from many site collections in one place. Seeing them together will enable administrators to take the next step of determining what sites, lists, and pages would make sense to be standard across sites.

To see all the Site Templates available to each site collection, click the Site Templates tab. The templates are grouped by site, so you know who is using which templates. Do the same for the other tabs to understand the different list templates, web parts, and master pages being used.

Adding and Editing Items

All the items are grouped by site and list, and a link is provided to “Add Item...” at the bottom of each list grouping. Also, each item displays the “Edit” icon on the left side. This means that to add a new template or update an existing template’s name or description, you do not need to navigate through the site’s settings to the Gallery page. You can simply start from your central management point – the Template and Gallery Manager solution.

Acting on Items

The solution provides two ways to act on items displayed.

Delete Item from Gallery

First, you can delete items with the Delete Item from Gallery action. As you may have experienced, you cannot save a list or site template with the same name as an existing template. Thus, you must first delete the existing template if you want to update it. The native SharePoint interface requires you to edit a template and then click the Delete link on the edit page. This series of clicks can be unintuitive and tedious, especially when deleting multiple items. The Delete Item action allows you to delete many templates at once. This is useful for updating one or more existing templates with a new version or performing a cleanup of old, unnecessary templates.

Email Link to Template or Page

Another useful option is to send another site owner a shortcut to a gallery item with the Email Link to Template or Page action. If an owner has an interest in using the same site or list template that is available to another site collection, you can use this to send them the template file’s link so they can download it and then upload it to their own site.

Note: You cannot create an action that will copy or move template files because these files are of a special type not supported by the Create or Publish action types.