

BadgerSoft ABC Topic List — User Manual



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Table of Contents

- [Introduction](#)
- [Getting Started](#)
- [Preparing your SharePoint List](#)
- [Adding the Web Part](#)
- [Adding the Web Part in Microsoft Teams](#)
- [Configuration](#)
- [Step 1: Select a List](#)
- [Step 2: Pick a Display Style](#)
- [Step 3: Configure the Detail View](#)
- [Display Styles](#)
- [Grouped](#)
- [Tabbed](#)
- [Tabbed \(Circular\)](#)
- [Column Layout \(Grouped only\)](#)
- [Number of Columns](#)
- [Flowing Columns](#)
- [Detail View \(Modal\)](#)
- [Adding Detail Fields](#)
- [Display Options per Field Type](#)
- [Display Name & Show Display Name](#)
- [Separators](#)
- [Hide Empty Fields](#)
- [Profile Click Behavior](#)
- [Items with a Direct Link](#)
- [Web Part Title](#)
- [Licensing](#)
- [Supported Languages](#)
- [FAQ](#)

Introduction

The **BadgerSoft ABC Topic List** web part transforms any SharePoint list into a clear, browsable A-Z overview with a configurable detail view. It is designed for intranet editors, HR teams, IT, and knowledge managers who need a no-code way to publish topic directories, glossaries, policy indexes, or staff overviews.

Key features:

- Three display styles: Grouped, Tabbed, and Tabbed (circular)
- Multi-column layout with flowing or equal-height columns
- Rich detail panel (modal) with per-field display options
- 20+ field display variants (headings, pills, tags, personas, dates, currency, images, ratings, location, ...)
- Direct-link mode (item opens an external URL instead of the modal)
- Theme-aware — works in SharePoint Online and Microsoft Teams
- Available in 5 languages

Getting Started

Preparing your SharePoint List

Any standard SharePoint list works. Items are grouped by the first letter of the **Title** column, so make sure your list has meaningful titles.

Column	Type	Purpose
Title	Single line of text	Used as the topic name and for A-Z grouping
<i>Any other columns</i>	Any supported type	Shown in the detail view (modal)



Items whose Title does not start with a letter (A-Z) are grouped under "#".

Supported field types in the detail view include: Text, Note (rich text), Choice / MultiChoice, Person / PersonMulti, Lookup, Date/Time, Number, Currency, URL, Yes/No, Image / Thumbnail, Attachments, Location, Rating, Calculated, Likes, and Managed Metadata (Taxonomy).

Adding the Web Part

1. Navigate to the SharePoint page where you want the topic list.
2. Click **Edit** in the top-right corner.
3. Click the + button to add a new web part.
4. Search for "**ABC Topic List**" in the web part gallery.

5. Click it to add it to your page.
6. The web part shows a placeholder prompting you to configure it. Click the **Configure** button (or the pencil icon) to open the property pane.

Adding the Web Part in Microsoft Teams

1. Add a new tab to your Teams channel.
2. Select **SharePoint** and choose the page containing the ABC Topic List web part — or add the web part directly to a Teams tab.
3. To configure the web part in Teams, click the **tab name** at the top and select **Settings** from the dropdown.

Configuration

Open the property pane by editing the page and clicking the pencil icon on the web part.

Step 1: Select a List

Choose a SharePoint list from the **Select a list** picker. Only standard (non-hidden) lists in the current site are shown. Once you select a list, the web part loads its fields so you can configure the detail view.

Step 2: Pick a Display Style

Use the **Display style** dropdown to pick one of:

Style	Description
Grouped	All letter sections are visible at once, arranged in 1–4 columns
Tabbed	One letter at a time, selected via tabs across the top (transparent style)
Tabbed (circular)	Same as Tabbed, but with rounded "pill" tabs

Step 3: Configure the Detail View

By default, clicking an item opens a modal showing the item's **Title** and **Description**. Use the **Detail view** group to add and configure additional fields, custom labels, and how each field is rendered.

Display Styles

Grouped

Every letter that has at least one item is shown as its own section, with the letter as a header followed by the list of topics. Sections are arranged in 1–4 columns (see [Column Layout](#)). This is the default layout

and is ideal for medium-sized lists where users want to scan everything at once.

Tabbed

Letters are shown as horizontal tabs across the top. Click a tab to see the topics for that letter. Use this layout for longer lists where a single-page overview would be too dense.

Tabbed (Circular)

Same behaviour as Tabbed, but the tabs are rendered as rounded "pill" buttons for a softer visual style.

Column Layout (Grouped only)

The column controls only appear when the **Grouped** display style is selected.

Number of Columns

Use the **Number of columns** slider (1–4) to choose how many columns the letter sections are arranged in.

Flowing Columns

The **Flowing columns** toggle controls how letter sections are placed across columns:

Mode	Behavior
Equal column heights (default)	Equal-width columns. Each letter section keeps its own column slot — sections do not flow across columns.
Heights flow through	CSS column flow. Sections wrap naturally from one column to the next, balancing column heights for a more compact look.



Tip: Use **Flowing columns: Heights flow through** for long alphabetical lists where you want to minimize empty space at the bottom.

Detail View (Modal)

When a user clicks a topic, a modal opens showing details about that item. By default, only the title and a built-in description are shown. To customise the modal, configure fields under **Detail view** → **Detail fields**.

Adding Detail Fields

1. Click **Manage fields** to open the configuration panel.
2. Click **Add** to add a new row.
3. For each row, select:
 - **Field** — the SharePoint column to show.
 - **Display as** — how to render the value (the options change based on the field type).
 - **Display name** — an optional custom label (defaults to the SharePoint column title).
 - **Show display name** — toggle whether the label is shown above the value.
4. Drag rows to reorder them. The order in this list is the order shown in the modal.

Display Options per Field Type

Field type	Available "Display as" options
Single line of text	Heading, Normal text
Multiple lines of text	Rich text, Plain text
Person / Person (multi)	Photo + name + email, Photo + name, Photo + name + title, Name, Email, Name + email, Name + title
Choice / MultiChoice	Plain text, Pill, Tag
Date and Time	Date (short), Date (long), Date + time (short), Date + time (long)
Number	Number
Currency	Currency (with locale-aware symbol), Number (no symbol)
Hyperlink (URL)	Link, Link with icon
Yes/No (Boolean)	Yes / No, Checkbox (icon)
Image / Thumbnail	Image (small), Image (medium), Image (large)
Attachments	File list
Lookup / Lookup (multi)	Plain text, Pill, Tag
Calculated	Text
Location	Address, Address with map link
Rating	Stars, Number

Field type	Available "Display as" options
Likes	Number
Managed Metadata	Plain text, Pill, Tag

Display Name & Show Display Name

- **Display name** lets you override the SharePoint column title with a friendlier label (e.g. "Department" instead of "Dept_x0020_Code").
- **Show display name** toggles whether the label is rendered above the value. Turn it off for clean, label-less rows (useful for headings and rich text).

Separators

Add a — **Separator** — row to split the modal into visual sections. Separators have two display options:

- **Default** — neutral horizontal line.
- **Brand color** — horizontal line in the SharePoint theme's brand color.

Separators are always shown, even when **Hide empty fields** is enabled.

Hide Empty Fields

Toggle **Hide empty fields** to omit fields that have no value for the current item. This keeps the modal tidy when items have inconsistent data. Separators are exempt from this rule.

Profile Click Behavior

When at least one configured detail field is a **Person** or **Person (multi)** field, an extra **Profile click behavior** dropdown appears in the **Detail view** group:

Option	Behavior
Default (Microsoft 365 profile)	Names link to the SharePoint person card (/_layouts/15/me.aspx)
No link	Names are rendered as plain text
Custom link	Names link to a URL pattern you provide

When **Custom link** is selected, a **Custom link URL** text field appears. Use the tokens {email} and {loginName} — they are URL-encoded automatically.



Example: `https://intranet/people/{email}` becomes `https://intranet/people/user%40contoso.com`.

Items with a Direct Link

Sometimes a topic should not open a detail modal at all — instead it should jump straight to an external URL (a SharePoint page, a Wiki article, an external system, ...).

Use the **Items with a direct link** group to enable this:

1. Toggle **Enabled** on.
2. Select a **URL field** — must be a Hyperlink (URL) column on your list.
3. Optionally toggle **Hide link icon** if you don't want the small "open in new tab" icon next to such items.

Items that have a value in the selected URL field will open that URL (in a new tab) on click. Items without a URL value still open the normal detail modal — so you can mix linked and non-linked topics in the same list.

Web Part Title

Click the title text at the top of the web part (while in edit mode) to change it. The title is editable inline — no need to open the property pane. Leave it empty to hide the title in display mode.

Licensing

The BadgerSoft ABC Topic List requires a license for full configuration access. The license is checked when you open the property pane (settings panel) — **not** during normal page viewing. End-users viewing the topic list are never affected by license status.

- Licensed: Full access to all configuration options.
- Unlicensed: A banner is shown in the property pane with information on how to obtain a license.

License status is visible on the **About** page in the property pane.

For licensing inquiries, visit m365.badgersoft.nl.

Supported Languages

The web part interface is available in:

Language	Code
English	en-us
Dutch	nl-nl
French	fr-fr
German	de-de
Spanish	es-es

The language is automatically determined by the user's SharePoint language setting.

FAQ

Q: What types of SharePoint lists can I use? A: Any standard SharePoint list with a Title column. Hidden and system lists are not shown in the list picker.

Q: How are items sorted? A: Items are sorted alphabetically by Title (case-insensitive) and grouped by their first letter. Titles starting with a number, symbol, or non-Latin character are grouped under "#".

Q: Can I use this in Microsoft Teams? A: Yes. The web part works as a SharePoint web part on a page, as a Teams tab, and as a full-page app. To configure it in Teams, click the tab name and select "Settings".

Q: Can I show images, ratings, or rich text in the detail view? A: Yes. The detail view supports 20+ display variants including rich text (HTML), images at three sizes, star ratings, currency with locale-aware symbols, location with optional map link, attachments, Yes/No checkboxes, and styled choice pills/tags.

Q: Can a topic open an external URL instead of the detail modal? A: Yes — use the **Items with a direct link** group: toggle **Enabled** on and select a Hyperlink column as **URL field**. Items that have a URL value will open it in a new tab. Items without a URL still open the normal detail modal.

Q: Why don't the column-layout options appear? A: The **Number of columns** slider and the **Flowing columns** toggle are only available for the **Grouped** display style. They do not apply to the Tabbed layouts.

Q: Does the web part respect SharePoint permissions? A: Yes. Users can only see items that they have access to based on standard SharePoint list permissions.

Q: Does the web part support dark mode? A: Yes. The web part respects the SharePoint theme, including dark themes and custom color schemes.

Q: How does currency formatting work? A: Currency fields are formatted using the **Currency Locale** configured on the SharePoint column itself (e.g. EUR for nl-NL, USD for en-US, GBP for en-GB). No extra configuration is needed in the web part.