



SONA for SharePoint Online

Installation and User Manual

Product	SONA
Platform	SharePoint Online (Microsoft 365)
Document type	Installation and User Manual
Version	1.14.4.0
Last updated	May 27, 2026

Contents

1	About this manual.....	3
2	Installation.....	4
3	QuickStart.....	4
4	Subscriptions.....	7
5	Configuring your channel.....	8
5.1	Section: Settings.....	8
5.2	Section: Selection.....	8
5.3	Section: Overview.....	9
5.4	Run.....	10
6	Additional Features.....	11
6.1	Onscreen banner.....	11
6.2	Hide progress bar.....	11
6.3	“Add to SONA” button.....	11
7	Create more channels.....	13
8	Handlebars templates for SONA.....	14
8.1	Download and install the package.....	14
8.2	Enable templates.....	14
8.3	Configure templates.....	15
8.4	Edit template.....	16
8.5	Test a template.....	17
9	Advanced properties.....	18

1 About this manual

This manual helps you install, activate, and administer Orangehill SONA in SharePoint Online. It covers initial deployment, licensing, channel configuration, and advanced settings used in enterprise environments.

In scope: app installation (tenant-wide or per-site), trial activation and subscription conversion, channel creation and configuration, templates (Handlebars) deployment, and editing advanced JSON properties.

Out of scope: hardware player configuration, TV/screen mounting, and network/security architecture outside Microsoft 365.

2 Installation

Get the app from the SharePoint store and select the type of installation.

"Enable this app and add it to all sites" → if you want SONA to be available on every site or want to display pages from any site.

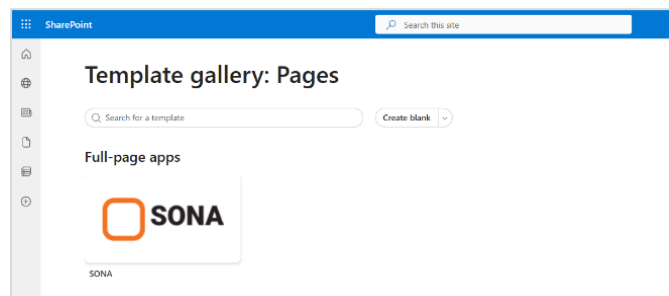
"Only enable this app" → if you do not want the app to be available in every site by default. SONA can display pages from any site but pages from sites without the SONA app installed will have limited control options.

If you selected *"Only enable this app"* go to the site where you want to install SONA or create a new site. From *"Site contents"* select *"New"* → *"App"* and choose *"Orangehill SONA"*.

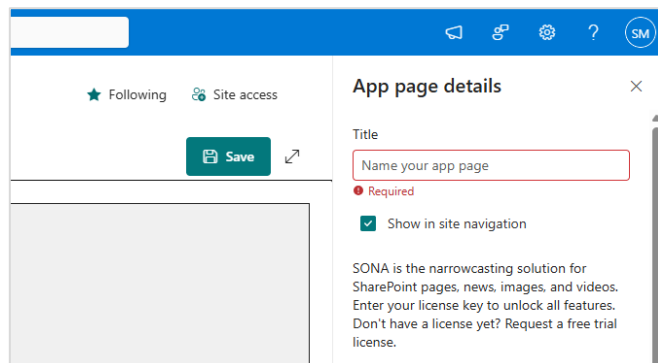
3 QuickStart

Start by creating a new SONA channel.

- Navigate to a page on your site and select *"New"* → *"Page"*
- Select *"SONA"* under *"Full-page apps"*
- Click *"Use this template"*



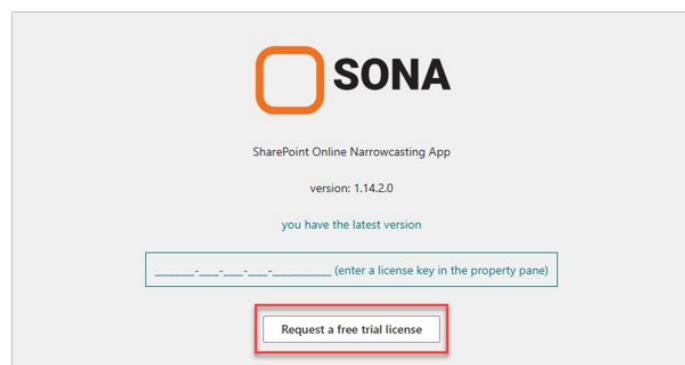
- Enter a title for the app-page. This will be the name for your registered channel.
- Ignore all other options for now - these will be addressed later - and click *"Save"*



- Press *"Request a free trial license"* (a new browser tab will be opened) and go through the steps

A license key will be displayed on your screen and sent to you via email.

- Copy the license key to your clipboard
- Return to the SONA channel tab
- Click *"Edit"* to open the property pane



- Paste the license key in the input box and click "verify". The current page will be registered as a SONA channel
- Click "Save" to finish

For templates support see "Handlebars templates for SONA"

License key

XXXXXXXX-XXXX-XXXX-XXXX-XXXXXXXXXXXX

verify

License is active (trial expires on 3/3/2026)

Registered channels:

1) **SONA.aspx** 🗑️

2) empty slot

To start narrow-casting you first need content on SharePoint pages. Prepare a few sample pages in the current site to get started. Then add them to the SONA channel:

- Select section "Selection"
- Click "+ Add slides"

SETTINGS
GENERAL SETTINGS

SELECTION
ORGANIZE PAGES AND MEDIA

OVERVIEW
OVERVIEW OF ALL SLIDES

RUN
START THE NARROWCASTING

SELECTION

Select from a site Search

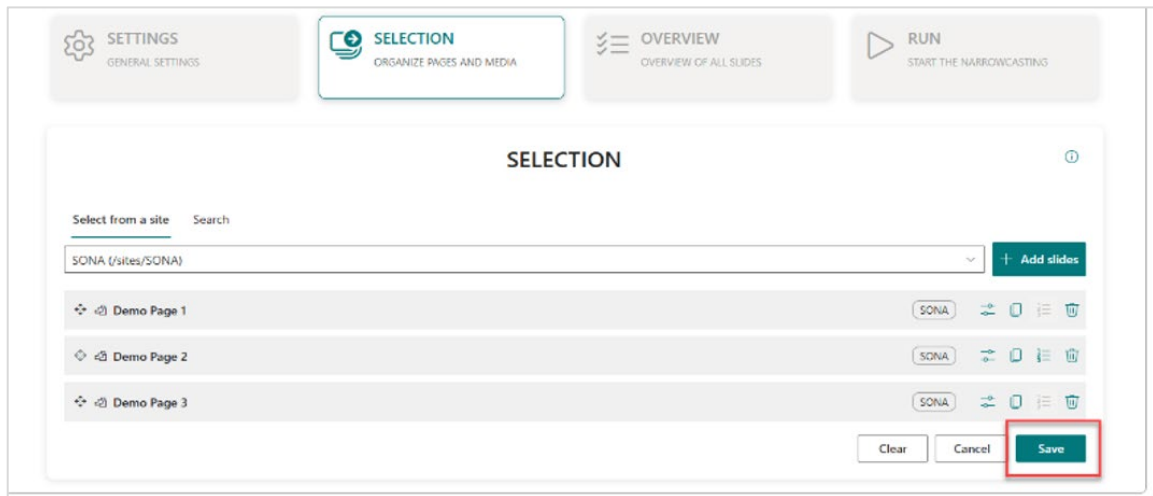
SONA (/sites/SONA)
+ Add slides

Clear Cancel Save

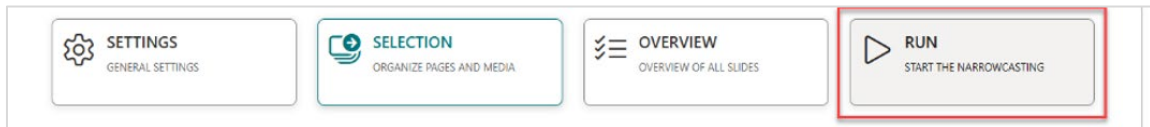
- Navigate to "Site Pages" and select pages

	SONA > Site Pages	
	Name ↑	Date Modified
<ul style="list-style-type: none"> <li style="background-color: #e0e0e0; padding: 5px;">Site <li style="padding: 5px;">From a link 	<div style="display: flex; align-items: center;"> ✔ 📄 Demo-Page-1.aspx November 6, 2025 </div>	<div style="display: flex; align-items: center;"> ✔ 📄 Demo-Page-2.aspx August 19, 2025 </div>
	<div style="display: flex; align-items: center;"> ✔ 📄 Demo-Page-3.aspx September 1, 2025 </div>	<div style="display: flex; align-items: center;"> 📄 Demo-Page-4.aspx November 6, 2025 </div>

- Click "Save"



- Start the narrowcasting show, click "Run"



4 Subscriptions

After activation, a trial license is valid for a period of 2 weeks. After this period, you will need to convert your trial license into a paid subscription.

To keep SONA active, or to change an existing subscription, please visit:

<https://sona.orangehill.nl/subscription>.

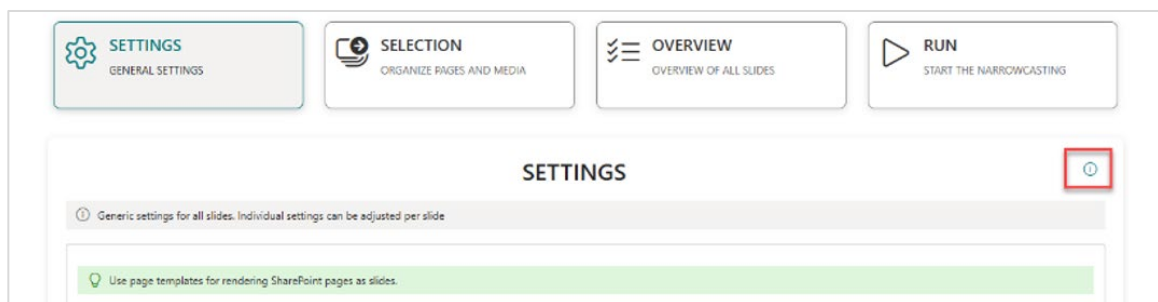
5 Configuring your channel

Now that you have started your first SONA channel, let's look at how to configure it in more detail.

5.1 Section: Settings

In section "Settings" you can set default settings for all slides.

- Press the info button for additional information
- Press "Save" to store if any changes are made
- For templates support see chapter *"Handlebars templates for SONA"*

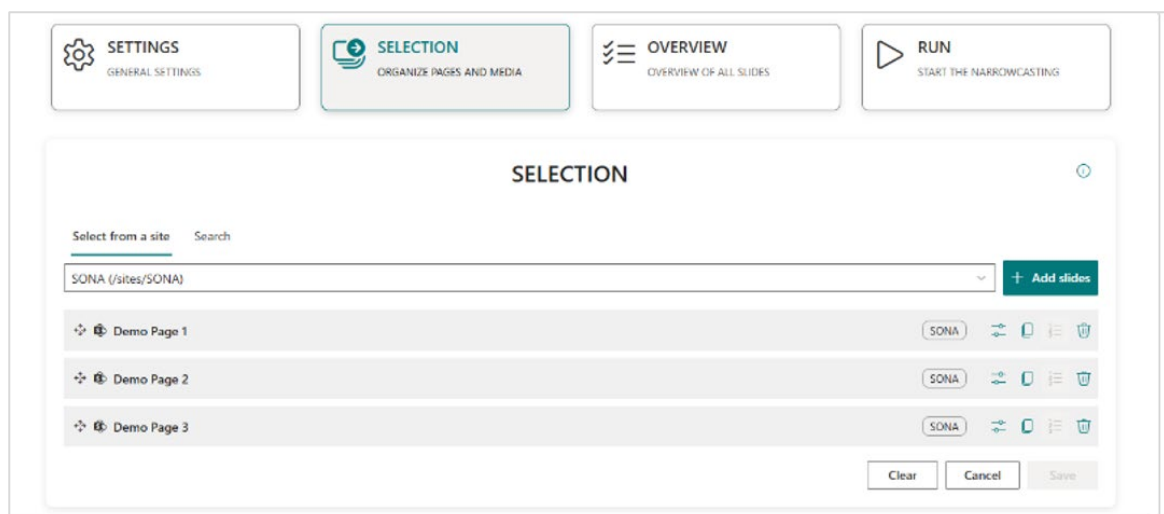


5.2 Section: Selection

In section "Selection" you select which SharePoint pages are used in the current narrowcasting channel. You can also select images and videos.

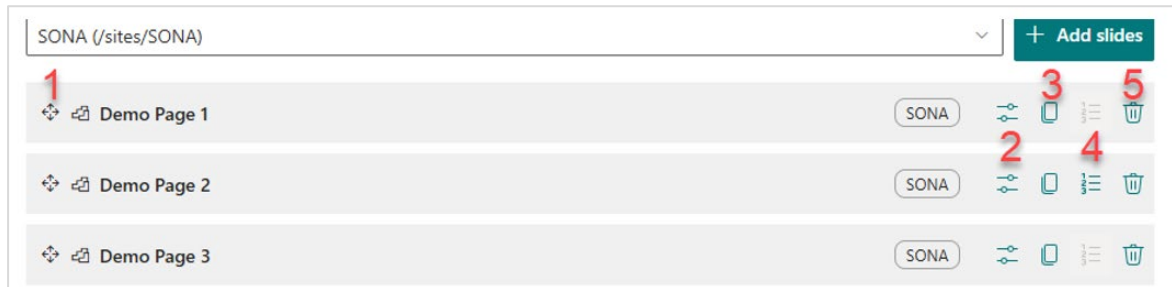
- Use the dropdown to select pages or media from a different site.
- Use the "Search" tab to find pages or media for which you do not know the exact location.

The search result displays site labels to indicate in which site the item is stored.



The selected slides are presented in a list in viewing order. Each slide has buttons for slide specific actions:

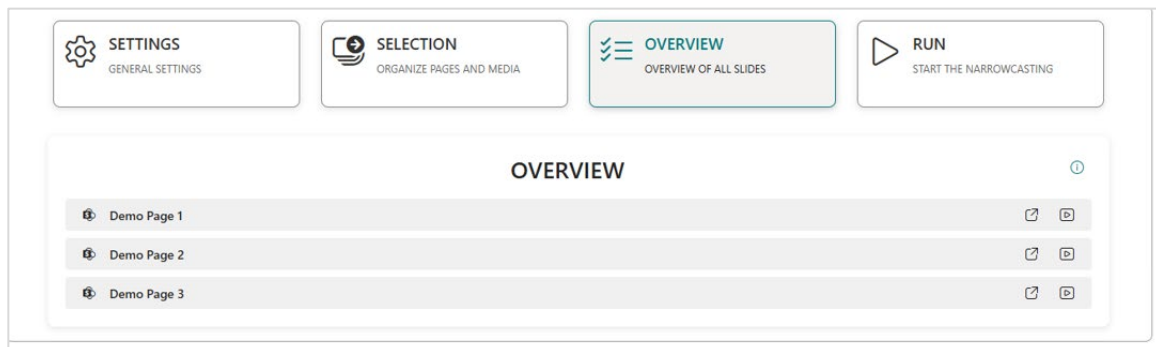
1. Use drag and drop to change the order of the slides
2. Preview of the slide and slide specific settings
3. Duplicate a slide
4. Read more on the next slide (only in combination with templates and multiple text web parts)
5. Remove the slide from the show



5.3 Section: Overview

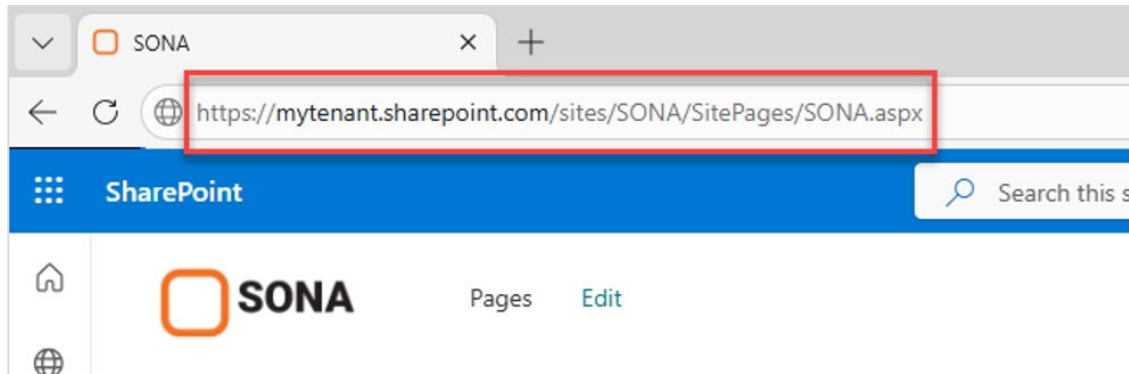
In section "Overview" you see a list of all slides in the show.

- Use the buttons on the right to open the original page (or image or video) in a new browser tab or,
- open the slide in preview mode in a new browser tab.

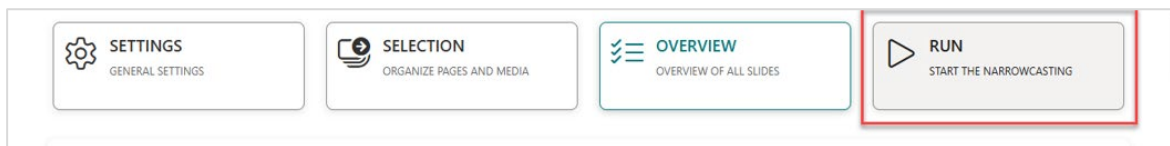


5.4 Run

You now have configured a channel, and it can be shown on 1 or more screens (e.g. canteen, reception). On each screen open a web browser, login to SharePoint and navigate to your SONA channel and enter the UIRL of your SONA channel (the URL can be found in the address bar).



- Button "Run" starts the narrowcasting on the current screen in full screen mode.
- Press "Esc" to stop the show.



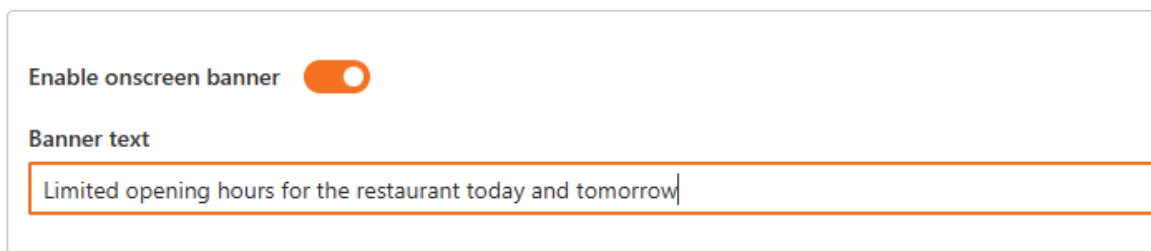
6 Additional Features

Go to **"Settings"** to enable additional features to further enhance your SONA-experience.

6.1 Onscreen banner

If you have an important message that needs to be visible on every slide, you can make use of the onscreen banner in the **"Settings"** section.

- Switch it on, type your message and click **"Save"**:



Enable onscreen banner

Banner text

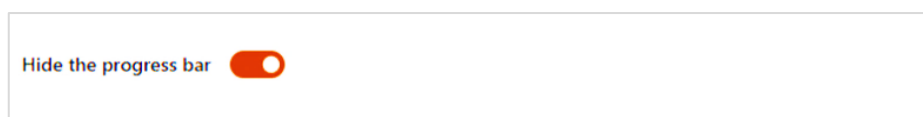
Limited opening hours for the restaurant today and tomorrow

The banner will appear at the bottom of every slide. The style of the banner can be adjusted in **"Advanced properties"** (see corresponding chapter 9). This requires CSS knowledge. E.g:

```
{
  ...
  "bannerText": "Limited opening hours for the restaurant today and tomorrow",
  "bannerStyle": { "backgroundColor": "orange" }
  ...
}
```

6.2 Hide progress bar

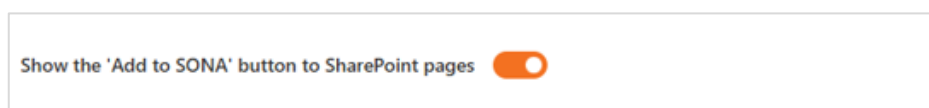
When narrowcasting is running, a progress bar is displayed at the bottom of the screen. It indicates the number of slides and the time left for the next slide to appear. This progress bar can be hidden in the **"Settings"** section:



Hide the progress bar

6.3 "Add to SONA" button

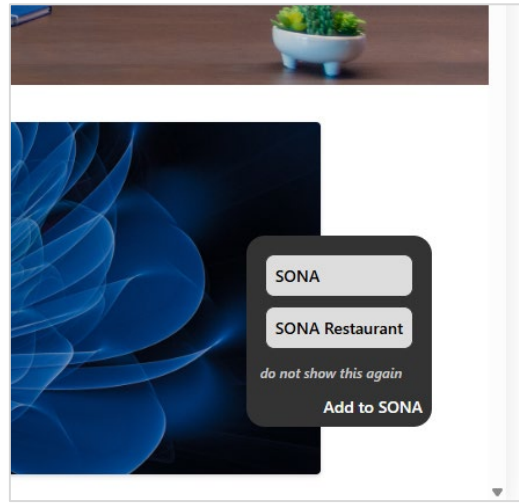
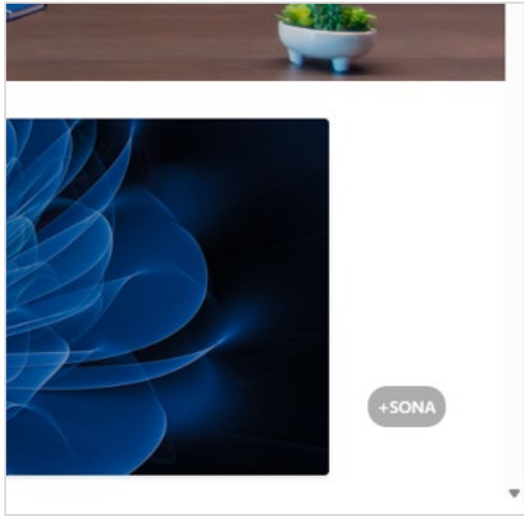
Adding pages to you channel can be simplified by using the on page **"Add to SONA"** button. You can switch it on in the **"Settings"** section (this personal setting is automatically stored in your browser):



Show the 'Add to SONA' button to SharePoint pages

The button will be visible at the bottom right of the page. If you have more than one channel you can select from a list.

Example:



7 Create more channels

If you want to show different content on a second or third screen you can create a new SONA channel. The trial license comes with a total of 3 channels.

Follow these steps to start a new channel:

- Navigate to a page on your site and select "New" → "Page"
 - Select "SONA" under "Full-page apps"
 - Enter a title for the app-page (this will be the name for your new channel) and click "Save"
 - Click "Edit" to open the property pane
 - Enter the license key or click "use this key" if SONA has found an existing key
-
- Press "register this URL as a channel"
 - And Click "Save" to finish

License key

verify

found a key: xxxxxxxx-xxxx-xxxx-xxxx-xxxxxxxxxxxx

use this key

License is limited for this url (trial expires on 3/3/2026)

Registered channels:

1) SONA.aspx 🔗

2) register this url as channel

3) empty slot

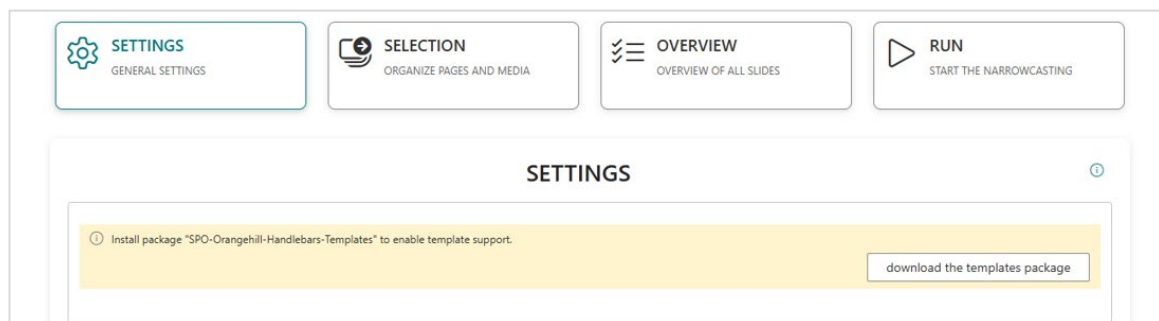
8 Handlebars templates for SONA

8.1 Download and install the package

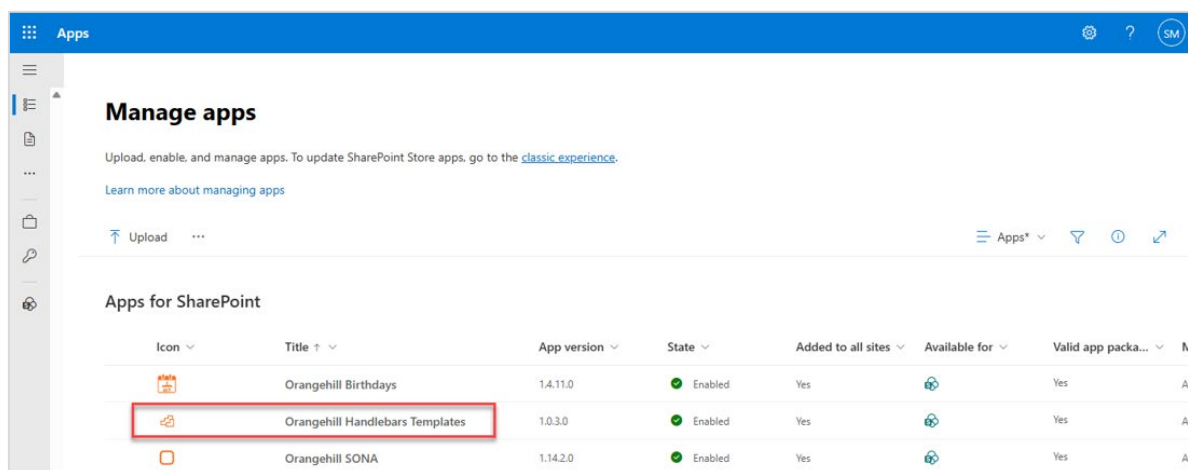
Instead of displaying the SharePoint page as it is rendered by SharePoint, it is also possible to use a template that picks content from the SharePoint page. This gives more control over the look of the slide. SONA comes with 4 different pre-installed templates, which can be easily modified with the built in SharePoint-editor. The templates are built in HTML and CSS and use handlebars to display dynamic data. Read more on handlebars here: <https://handlebarsjs.com/>. Additional handlebars helpers have been included. Information can be found here: <https://github.com/helpers/handlebars-helpers>.

8.2 Enable templates

To enable templates in SONA it is required to install the Orangehill handlebars templates package (spo-orangehill-handlebars-templates.sppkg) separately. If the package is not yet installed there will be a download button visible that reads "Download the templates package" in the "Settings" section:

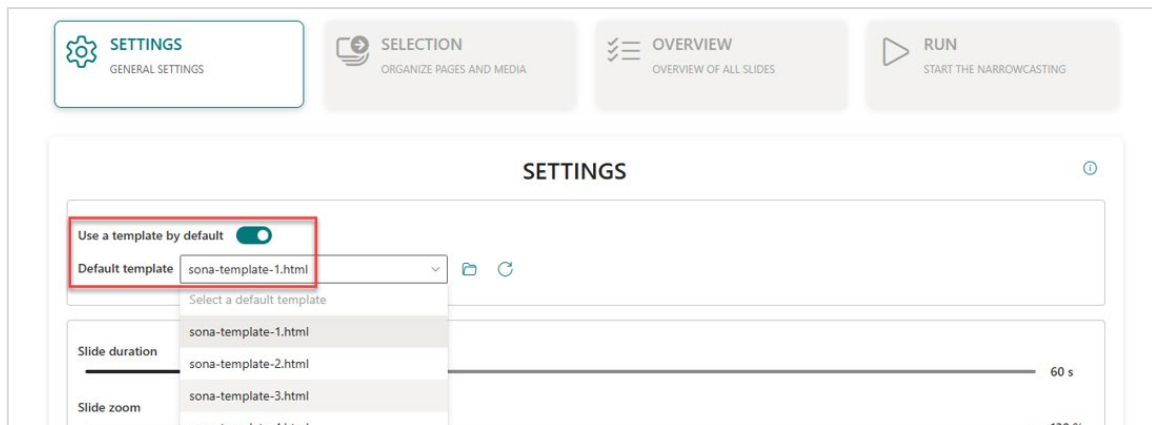


- Click the button "Download the templates package" or download directly from <https://sharepoint.orangehill.nl/downloads/spo-orangehill-handlebars-templates.sppkg>
- Navigate to the tenant app catalog
"SharePoint admin center" → "More features" → "Apps"
- Drag and drop the package (or use the "upload" button)
- Select "Enable this app and add it to all sites"
- Click "Enable app"

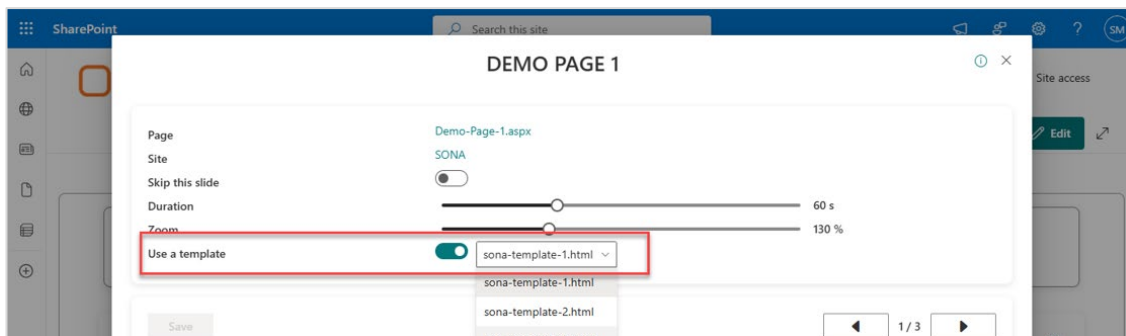


8.3 Configure templates

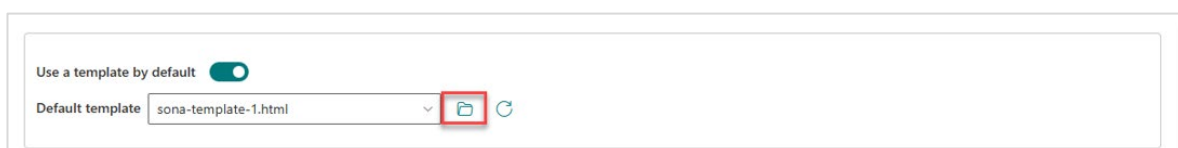
Back in the SONA channel you can now enable templates and select a default template.

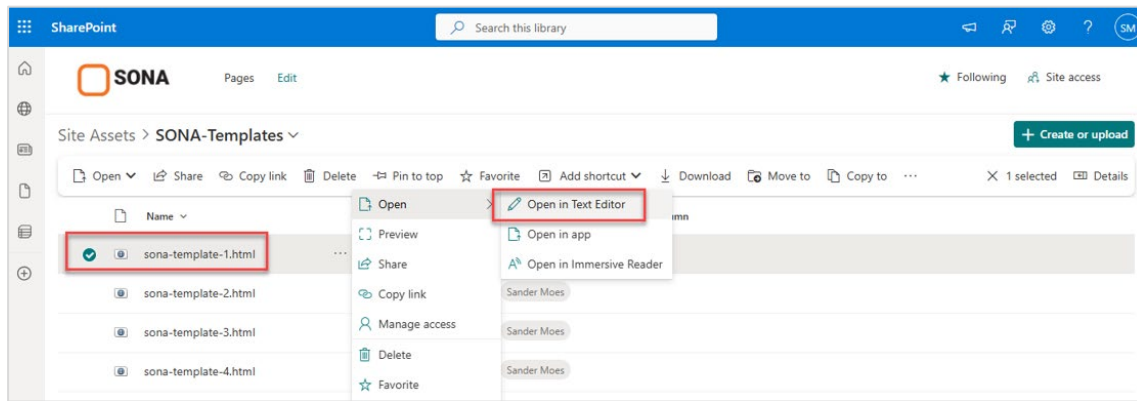


This can be overruled per slide in selection "Selection"



Templates are html files stored in a folder in de SiteAssets library. The templates can be edited using the standard SharePoint text editor. You can also add your own templates to the folder. To manage your templates simply click the folder button in the "Settings" section.





To restore the original templates simply remove or rename the containing folder "SONA-Templates". When opening or refreshing a SONA channel the folder with templates will be created again.

8.4 Edit template

Templates are constructed with html and css and make use of handlebars placeholders.

To access the page context use object "pageContext". E.g. the page title can be displayed with "{{pageContext.Title}}". The entire page context can be viewed by using "{{JSONstringify pageContext 2}}"

The Orangehill handlebars templates package offers 2 additional controls.

- To display a QR code for the current page use:

```
<orh-qr-code value="{{pageContext.Url}}"></orh-qr-code>
```

"value" can be other urls as well.

- To display a clock with the current time use:

```
<orh-clock format="hhmm" />
```

For the current date use

```
<orh-clock format="dddd d MMMM" />
```

"format" is compatible with Moment.js (<https://momentjs.com/>)

Additional properties:

- "locale", e.g.:

```
locale="nl-NL"
```

```
locale="en-US"
```

default value is taken from the browser setting

- "timezone", e.g.:

```
timezone="America/Los_Angeles"
```

default value is taken from the browser setting

- Interval, e.g.:

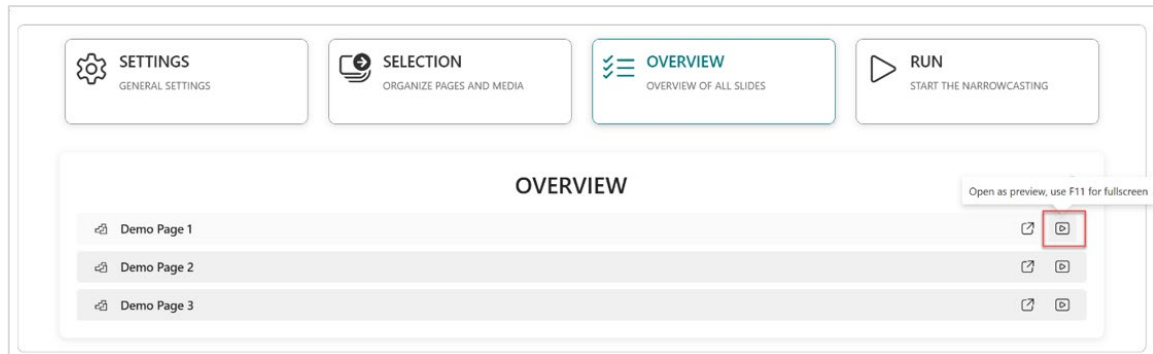
```
interval="1"
```

update interval in seconds (default 5)

8.5 Test a template

To test a template make sure it is set as default or activate it for a single slide. Then go to:

- section "Overview" and click the preview button.



9 Advanced properties

All SONA properties are stored in a JSON object which can be edited on page 2 of the property pane.

Most properties are set through the user interface of SONA. The following properties cannot be modified via the UI:

- **"templateFolderServerRelativeUrl"**:
Use is to store SONA templates in a different folder e.g. if you want all your templates in a central location.
- **"sitesQuery"**:
The sites-dropdown in section "Selection" can be narrowed down via this property, it is added to the default search query "contentclass:STS_Site"
- **"enableAutoPageReload"**:
When SONA cycles to the next page it reloads the previous page. Set it to false if you want skip this.
- **"enableKioskMode"**:
This is still in beta. It adds screen management for displaying a channel on multiple screens in different locations.

The screenshot shows the 'App page details' configuration window. The 'Advanced settings' section is expanded, revealing a 'properties' JSON object. The JSON object contains the following settings:

```

{
  "screenSize": null,
  "defaultDuration": 60,
  "defaultZoom": 130,
  "defaultUseTemplate": false,
  "templateFolderServerRelativeUrl":
  "/sites/SONA/SiteAssets/SONA-
  Templates",
  "templateServerRelativeUrls": [
    "/sites/SONA/SiteAssets/SONA-
    Templates/sona-template-1.html",
    "/sites/SONA/SiteAssets/SONA-
    Templates/sona-template-2.html".
  ]
}

```

Below the JSON editor, there are buttons for 'verify' and 'reset to default'.