


SPO COPY PAGE TO SITE EXTENSION

TECHNICAL DOCUMENTATION


Torpedo – Serviços de Informática, Lda

Torpedo.pt
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1 DOCUMENT VERSION HISTORY


Table 1 - Name and Document Content

DOCUMENT NAME	CONTENT
TRPD-SPO-EXT-Copy-Page-to-Site	Technical documentation


1.1 VERSION HISTORY

Table 2 - Version History

VERSION HISTORY						
N°.	AUTHOR	DATE	REVISIONED BY	DATE OF REVISION	APPROVED BY	APPROVAL DATE
1	<ul style="list-style-type: none"> Henrique Serafim 	22/01/2024	Bruno Teixeira	26/01/2024	Bruno Teixeira	26/01/2024
1.0.0.11	<ul style="list-style-type: none"> Henrique Serafim 	30/01/2024	Bruno Teixeira	15/02/2024	Bruno Teixeira	15/02/2024

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2 SUMMARIES

2.1 OVERVIEW

The Torpedo Copy Page Site Extension is a SharePoint Framework (SPFx) extension designed to simplify the process of copying or moving site pages between different site collections or webs in SharePoint Online. This technical documentation provides a step-by-step guide on how to install, configure, and deploy the extension to all sites for efficient content management.

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3 REQUIREMENTS

Before proceeding with the installation and deployment of the Torpedo Copy Page Site Extension, ensure that the following requirements are met:

3.1 SHAREPOINT ONLINE ENVIRONMENT

The extension is designed specifically for SharePoint Online. Ensure you have an active SharePoint Online environment.

3.2 APP CATALOG


A functioning App Catalog is required in your SharePoint Online environment to deploy the Torpedo SPFx package.

3.3 PERMISSION LEVELS


Users initiating the installation and activation processes should have sufficient permissions in the SharePoint Online environment, including the ability to deploy solutions to the App Catalog and activate extensions on site collections.

3.4 TORPEDO SPFX PACKAGE

Obtain the Torpedo SPFx package, ensuring it is appropriately configured for your SharePoint Online environment.

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4 INSTALLATION

4.1 DEPLOY AND ACTIVATE TORPEDO SPFX PACKAGE

Deploy the Torpedo SPFx package to the App Catalog in your SharePoint Online environment.

4.1.1 DEPLOY TO A SPECIFIC SITE

- Navigate to the site collection where you want to add the Torpedo Copy Page Site Extension.
- Go to the Site Contents page.
- Upload and deploy the Torpedo SPFx package to the specific site's app catalog.
- Activate the extension from the Site Contents page.


4.1.2 DEPLOY TO ALL SITES

- Upload the Torpedo SPFx package to the App Catalog.
- During deployment, check the option "Enable this app and add it to all sites" in the deploy modal/panel.


4.2 ACTIVATE EXTENSION ON SITE COLLECTION

After deploying the Torpedo SPFx package, activate the extension on the desired site collection:

- Go to the Site Contents page.
- Activate the Torpedo Copy Page Site Extension.

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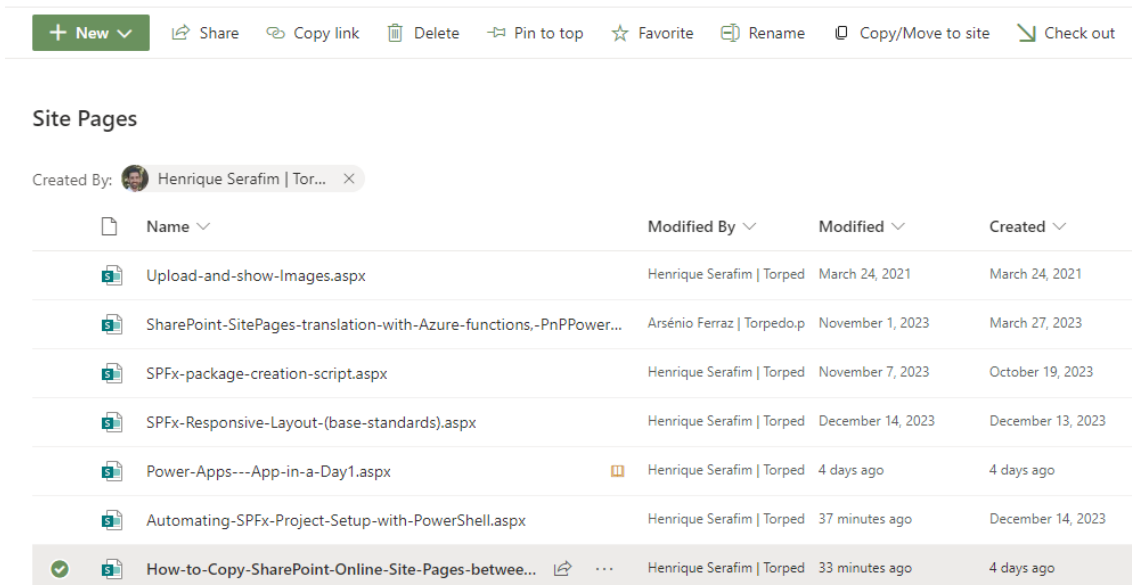
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5 USER INTERFACE

5.1 'COPY/MOVE TO SITE' BUTTON


The 'Copy/Move to Site' button dynamically appears when one or more site pages are selected, or you can select the page, click on the three dots and it will appear as an option in the context menu.



The screenshot shows the SharePoint command bar for a list of site pages. The 'Copy/Move to site' button is highlighted in the command bar. Below the command bar, the 'Site Pages' list is displayed, showing a table of site pages with columns for Name, Modified By, Modified, and Created.

Name	Modified By	Modified	Created
Upload-and-show-Images.aspx	Henrique Serafim Torped	March 24, 2021	March 24, 2021
SharePoint-SitePages-translation-with-Azure-functions,-PnPPower...	Arsénio Ferraz Torpedo.p	November 1, 2023	March 27, 2023
SPFx-package-creation-script.aspx	Henrique Serafim Torped	November 7, 2023	October 19, 2023
SPFx-Responsive-Layout-(base-standards).aspx	Henrique Serafim Torped	December 14, 2023	December 13, 2023
Power-Apps---App-in-a-Day1.aspx	Henrique Serafim Torped	4 days ago	4 days ago
Automating-SPFx-Project-Setup-with-PowerShell.aspx	Henrique Serafim Torped	37 minutes ago	December 14, 2023
How-to-Copy-SharePoint-Online-Site-Pages-betwee...	Henrique Serafim Torped	33 minutes ago	4 days ago

Figure 1 - 'Copy/Move to Site' button on command bar

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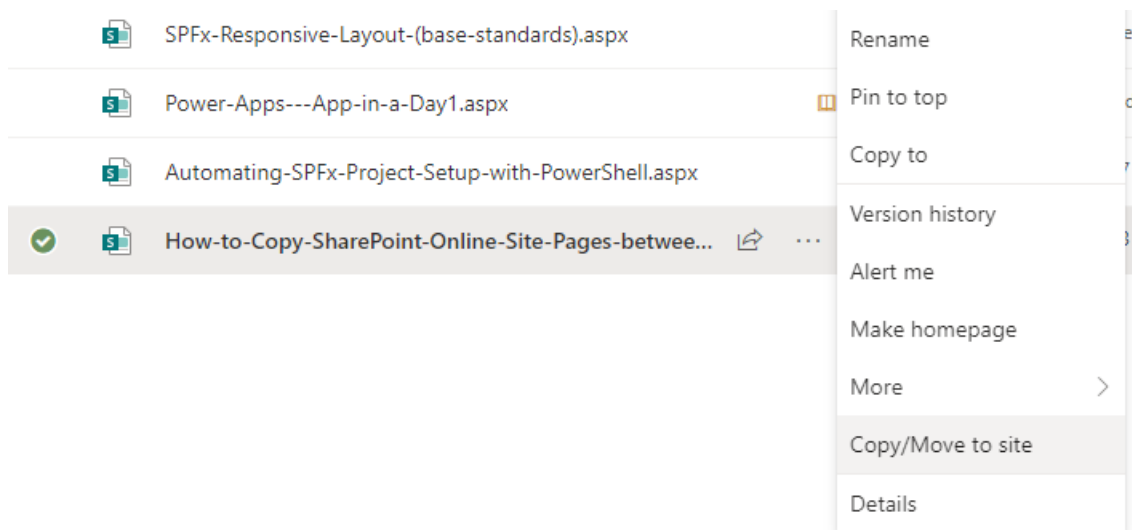


Figure 2 - 'Copy/Move to Site' button on context menu

5.2 MODAL

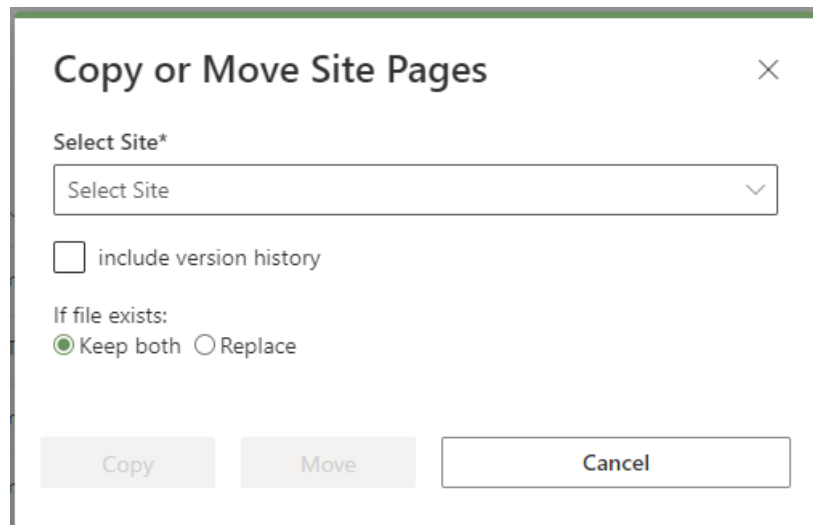



Figure 3 - Modal

The modal is accessible by clicking the 'Copy/Move to Site' button.

5.2.1 MODAL COMPONENTS

5.2.1.1 DESTINATION SELECTION

Choose the destination site collection or web for the page transfer.


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5.2.1.2 VERSION HISTORY CHECKBOX


A checkbox allows the user to decide whether to retain version history during the transfer.

5.2.1.3 ACTION BUTTONS

- 1 - **Copy:** Initiates the copy operation;
- 2 - **Move:** Initiates the move operation;
- 3 - **Cancel:** Closes the modal.

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6 USAGE


6.1 STEP-BY-STEP

- 1 - **Navigate to Site Page:** Go to the site page you want to copy, and select one or more pages.
- 2 - **Activate 'Copy/Move to Site' button:** The 'Copy/Move to Site' button appears dynamically upon selecting pages.
- 3 - **Access Modal:** Click the 'Copy/Move to Site' button to open the modal.
- 4 - **Configure transfer settings:** Choose the destination site and decide whether to retain version history using the modal components.
- 5 - **Initiate Operation:** Choose between 'Copy' or 'Move' based on your requirements.
- 6 - **Complete operation:** The operation progresses, and the user is notified upon completion.

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7 CONCLUSION

The Torpedo Copy Page Site Extension enhances SharePoint Online content management by providing a streamlined solution for transferring site pages. By following this technical documentation, users can integrate and utilize the extension efficiently, ensuring a smooth and controlled process for copying or moving site pages with or without version history retention.