APPLIED LOGIC

Configuration Instructions and User Manual

Solution – SharePoint Permission Checker

Script Information:

Business process	Checking the level of permissions assigned to single documents uploaded in the SharePoint
Goal	Easiness to check permission levels for each document to proceed with further actions on granting or removing access levels
Input information	Installation of Package is required based on criteria of using Azure Groups
User role	SharePoint Administrator; Apps Catalogue;

Configurations and Installations

Step 1 – Configure SharePoint User Permissions

Path: SharePoint Administration Center > More Features > Apps > Site Settings

Make sure that proper permissions are assigned to the account on SharePoint for installing the packages.

The user that will be uploading packages should be granted the permissions of SharePoint Administrator and should have Apps Catalogue permissions. To set up the Apps Catalogue Permissions, follow the next steps to set up permissions for the user which will be doing the installation of the packages:

1. Go to Microsoft 365 Admin Center - https://admin.microsoft.com/
2. Log in with your Office 365 Account on Admin Center
3. Click **Show All** on the left panel of Microsoft 365 Admin Center
4. Select SharePoint and go to SharePoint Admin Center
5. Click **More Features** on the left panel of SharePoint Admin Center
6. Click **Open** under More Features >> Apps to Open portal for managing applications
7. Click the Settings Icon on the top right panel and select **Site Settings**
8. On the Site Settings Page Click **Site Permissions**
9. Click on button **Site Collection Administrators** and add a user in the pop-up window to grant permissions to Apps Catalogue

Step 2 – Install Package on SharePoint Admin Center

Path: SharePoint Administration Center > More Features > Apps

To install the packages, apply following steps:

10. Go to Microsoft 365 Admin Center - https://admin.microsoft.com/
11. Log in with your Office 365 Account on Admin Center
12. Click **Show All** on the left panel of Microsoft 365 Admin Center
13. Select SharePoint and go to SharePoint Admin Center
14. Click **More Features** on the left panel of SharePoint Admin Center
15. Click **Open** under More Features >> Apps to Open portal for managing applications
16. Click **Upload** and select the packages to upload, or drag and drop the files to this page
17. After uploading file, it will pop-up a message with two options:
    a. Option 1 - **Enable App**
    b. Option 2 - **Enable App and Add to all Sites**
18. Select Option 2 to make sure that Permissions Checker is working for all SharePoint Sites and click **Confirm**

19. Enabling can also be done later, after the upload, by selecting the file and clicking button **Enable** and going through Step 17 and 18

*Note: When Azure Groups are **not** used, after clicking Check Permissions on SharePoint Site for the first time, to activate the "Show Users" during checking permissions, it will send the request on approving to API Access page on the SharePoint Admin Center on the left side panel to approve or reject the requests on viewing who has the permissions on which documents in any Document Library:*

API access

Manage access to Azure AD-secured APIs from SharePoint Framework components and scripts.
Learn about managing permission requests

	API name	Package	Permission	Last requested
⌄	Pending requests (0)			
⌄	Approved requests (3)			
	⌄ Organization-wide (3)			
	Microsoft Graph	-	Directory.Read.All	-
	Microsoft Graph	-	Group.Read.All	-
	Microsoft Graph	-	GroupMember.Read.All	-

Using Permissions Checker

Step 1 – Use Permissions Checker

Path: SharePoint Site > Document Library > Select Document > Check Permissions

User can check the permissions inside any document library, for one document at a time, by going through following steps:

1. Go to any SharePoint Site
2. Open any Document Library (i.e. any folder with uploaded documents)
3. Select any file to check the permissions
4. Click `...` on the ribbon inside the Document Library
5. Click **Check Permissions**
6. On popping up window after clicking **Check Permissions**, click **Show Users** and it will drill down a list with users who have access to documents with indication on what kind of access is granted to the user.

*Note: If permissions checker is not installed or enabled, user will not see the button **Check Permissions**.*

**Note2**: If permissions checker is installed and enabled, user will be able to click the button, but on the first click on **Show Users** it will not drill down the list of users, unless SharePoint Administrator Approves the action.

Step 2 – Deactivate or Uninstall Package on SharePoint Admin Center

Path: SharePoint Administration Center > More Features > Apps

In Stop checking permissions on new Sites, user can click **Stop adding to new sites** on **Manage Apps** Page.

If the user wants to stop using the solution of Permission Checker, it can be removed by selecting the package on the **Manage Apps** page and clicking **Delete.** It will remove the Permissions Checker on existing SharePoint Sites as well.

Manage apps

Upload, enable, and manage apps. To update SharePoint Store apps, go to the classic experience.

Learn more about managing apps

⬚ Stop adding to new sites   ▤ View app details   ↓ Download   🗑 Delete   ⋯   ✕ 1 selected   ☰ Apps

Apps for SharePoint

	Icon ∨	Title ∨	App version ∨	State ∨
✓	🧊	sp-modules-client-side-solution	1.0.0.0	✓ Enabled

Progress Report

Expected Output	Show Permissions per each uploaded file, per user, with list of permissions
Results Obtained and Comments	Follow steps: 1. Go to any SharePoint Site 2. Open any Document Library (i.e. any folder with uploaded documents) 3. Select any file to check the permissions 4. Click `⋯` on the ribbon inside the Document Library 5. Click **Check Permissions** 6. On popping up window after clicking **Check Permissions**, click **Show Users** and it will drill down a list with users who have access to documents with indication on what kind of access is granted to the user.

Output Generated:

Name	Permission Level	
Team Site Owners	Full Control	Hide Users

Title	Email
System Account	
Team Site Owners	TeamSite@applogicinc.onmicrosoft.com

Name	Permission Level	
Team Site Visitors	Read	Hide Users

Title	Email

Name	Permission Level	
Team Site Members	Edit	Hide Users

Title	Email
Team Site Members	TeamSite@applogicinc.onmicrosoft.com

Status	**Passed**