




CELEBRATIONS SPOTLIGHT FOR SHAREPOINT

TECHNICAL DOCUMENTATION

Torpedo – Serviços de Informática, Lda.

Torpedo.pt
12/07/2024

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1 DOCUMENT VERSION HISTORY

Table 1 - Name and Document Content

DOCUMENT NAME	CONTENT
trpd_spo_celebrationsspotlight_technicaldocumentation.pdf	Technical Documentation

1.1 VERSION HISTORY


Table 2 - Version History

VERSION HISTORY						
VERSION N°.	AUTHOR	DATE	REVISIONED BY	DATE OF REVISION	APPROVED BY	APPROVAL DATE
1.0.0.0	Francisco Ferreira	12/07/2024	Bruno Teixeira	12/07/2024	Bruno Teixeira	12/07/2024


1.2 DISTRIBUTION

Table 3 - Distribution List

NAME	COMPANY	BOARD
trpd_spo_celebrationsspotlight_technicaldocumentation.pdf	Torpedo.pt	Marketplace

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2 SUMMARIES

2.1 OBJECTIVE

Web Parts are modules of functionality that you can add to SharePoint Online. These modules are created by development teams and allow adding more functionalities to those already existing from scratch in SharePoint. The web parts are delivered in a package format (files with '.sppkg' extension), allowing to install several web parts in the customer's SharePoint Online tenant.

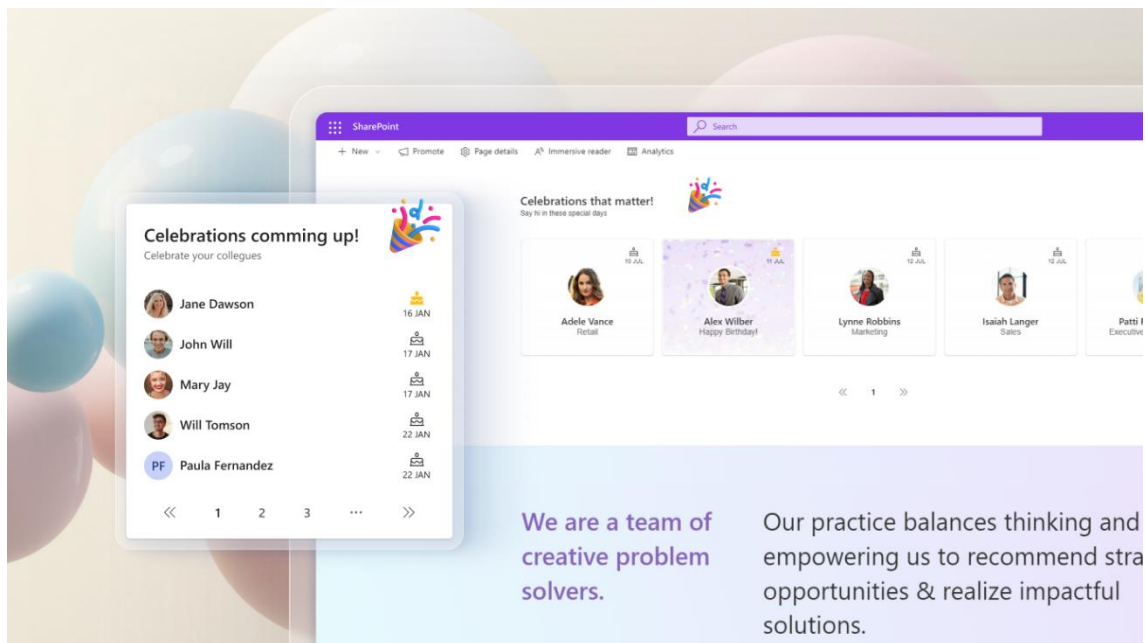



Figure 1 - Web Part Teaser

2.2 BRIEF DESCRIPTION OF THE PRODUCT

Introducing **Celebrations Spotlight for SharePoint**, an innovative web part designed for SharePoint Online that revolutionizes how companies celebrate and recognize their employees. This powerful tool centralizes all significant employee celebrations and offers a visually impactful and highly customizable experience. This web part allows organizations to list and display important employee celebrations, such as work anniversaries, personal birthdays, and employee


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welcome days. It offers three distinct layouts — small, medium, and large — catering to various viewing preferences.

Main features of the web part:

- **Intuitive layouts:** Small, medium, and large layouts provide visually pleasing and efficient viewing experiences.
- **Flexible data sources:** Use user-customizable field mapping to retrieve information from SharePoint lists or specific IDs.
- **Advanced filtering:** Filter celebrations by type (personal, work, welcome) and timeline (recent, current, future), with selectable time intervals (one week, two weeks, one month).
- **Extensive customization:** Easily personalize the title, subtitle, and display of a "party popper" icon for added festive flair.

Celebrations Spotlight for SharePoint enhances corporate culture by facilitating easy recognition of employee milestones. With its intuitive interface, advanced filtering options, and robust customization capabilities, this web part empowers organizations to celebrate achievements effectively.

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3 REQUIREMENTS

For the correct functioning of the **Celebrations Spotlight for SharePoint**, the following requirements are necessary:

- Microsoft SharePoint Online;
- Microsoft Entra ID
- SharePoint List
 - Celebrations

Table 4 - Celebrations list columns and data types

COLUMN	TYPE
Title	Single Line of Text (Required)
Name	Single Line of Text (Required)
Email	Single Line of Text (Required)
Birthday	Date and Time
Department	Single Line of Text
Image	Thumbnail
EntryDate	Date and Time
Modified	Date and Time
Created	Date and Time
Created By	Person or Group
Modified By	Person or Group

- Permission level for using the web part
 - Contributor or higher (permission to add, edit records in SharePoint lists);


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Table 5 - Allowed permissions levels for using the web part


PERMISSION LEVEL	ACCESS RIGHTS
View	Users can view lists, libraries, and items, but cannot add, edit, or delete them
Contribute	Add, view, update and delete list items and documents
Edit	Edit, add, and delete lists; view, add and update list items
Full Control	Full control over the site, lists, libraries, and settings

- The permission level for installing the web part
 - Tenant Administrators;
 - Access to the SharePoint Application Center (app catalog) to deploy web parts;

Table 6 - Allowed permissions levels for installing the web part

PERMISSION LEVEL	ACCESS RIGHTS
Full Control	Full control over the site, lists, libraries, and settings

To know more about permissions on SharePoint Online click [here](#)

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4 INSTALLATION

The solution consists of a “.sppkg” file that will have to be added to the SharePoint Online Tenant's AppCatalog through the SharePoint Application Center.

Using a Tenant administrator account, access the SharePoint Online [application catalog](#).



Figure 2 - Add SharePoint App

Add the “.sppkg” file to be installed.

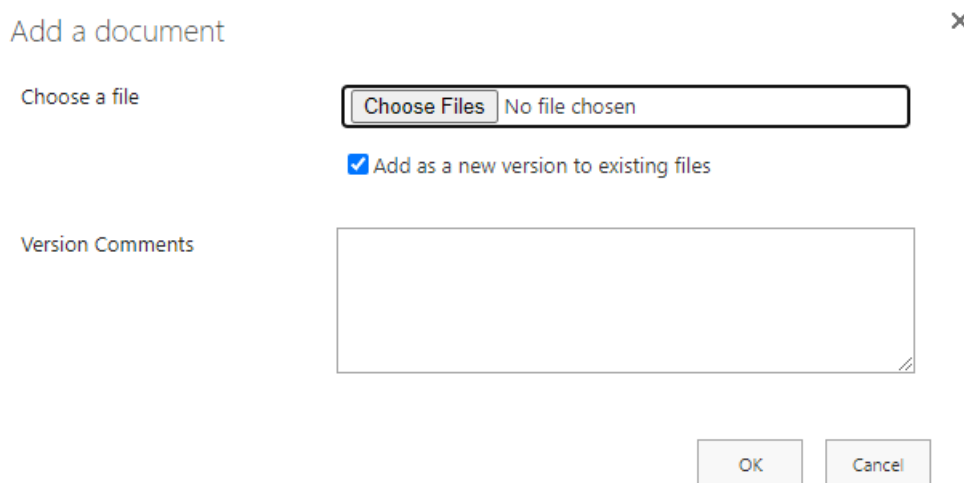



Figure 3 - Add ".sppkg" file to be installed

Enable the application to be available to all sites.

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Do you trust Celebrations Spotlight for SharePoint? ✕

The client-side solution you are about to deploy contains full trust client side code. The components in the solution can, and usually do, run in full trust, and no resource usage restrictions are placed on them.



Celebrations Spotlight for SharePoint

This client side solution will get content from the following domains:

SharePoint Online

Make this solution available to all sites in the organization

Please go to the API Management Page to approve pending permissions. These are the permissions that need to be reviewed: Microsoft Graph, Directory.Read.All; Microsoft Graph, Directory.ReadWrite.All; Microsoft Graph, Group.Read.All; Microsoft Graph, Group.ReadWrite.All; Microsoft Graph, GroupMember.Read.All; Microsoft Graph, GroupMember.Read.All; Microsoft Graph, User.Read.All

Deploy
Cancel


Figure 4 - Enable the app to be available to all sites

4.1 GRANT API ACCESS PERMISSIONS

For its correct functioning, **Celebrations Spotlight for SharePoint** requires permissions to use the Microsoft Graph API, to obtain information from all user profiles saved in Entra ID.

For this, using a tenant administrator account, access the SharePoint Online application catalog and go to **“Advanced”** and then **“API access”**.

All pending requests will appear and all requests from the **“trpd-spo-wp-celebrations”** package must be accepted to guarantee the proper functioning of the web part.

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4.2 MAPPING BIRTHDAYS TO AZURE AD EXTENSION ATTRIBUTE (ENTRA ID MODE)

1 - Creating the Application in Azure

a) Access Azure Portal:

I - Open a web browser and navigate to <https://portal.azure.com>.

b) Create a New Application (App Registration):

I - In the Azure portal, go to Azure Active Directory > App registrations > New registration.


II - Fill in the required fields:

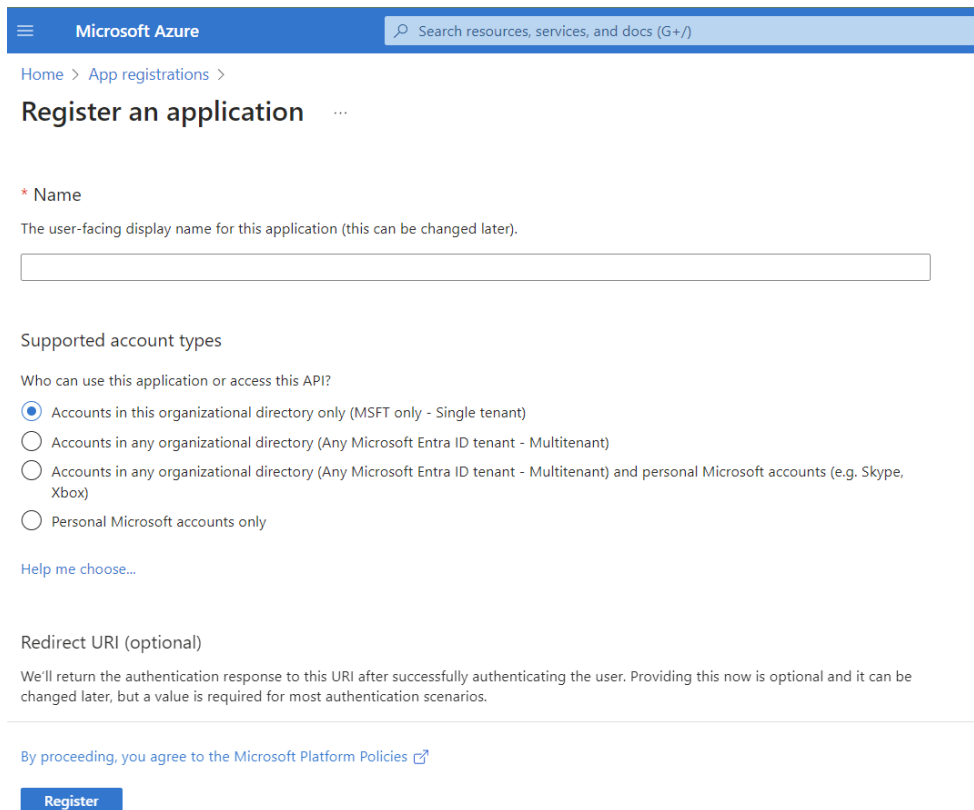
III - **Name:** Name your application.

IV - **Supported account types:** Choose an appropriate option, such as "Accounts in this organizational directory only" or "Accounts in any organizational directory".

V - **Redirect URI (optional):** Leave blank for this example.

VI - Click Register

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Microsoft Azure Search resources, services, and docs (G+)

Home > App registrations >

Register an application

*** Name**

The user-facing display name for this application (this can be changed later).

Supported account types

Who can use this application or access this API?

- Accounts in this organizational directory only (MSFT only - Single tenant)
- Accounts in any organizational directory (Any Microsoft Entra ID tenant - Multitenant)
- Accounts in any organizational directory (Any Microsoft Entra ID tenant - Multitenant) and personal Microsoft accounts (e.g. Skype, Xbox)
- Personal Microsoft accounts only

[Help me choose...](#)

Redirect URI (optional)

We'll return the authentication response to this URI after successfully authenticating the user. Providing this now is optional and it can be changed later, but a value is required for most authentication scenarios.

By proceeding, you agree to the [Microsoft Platform Policies](#)

Register

Figure 5 - Register an Azure application

c) Obtain Tenant ID

- I - After registering the application, go to **Azure Active Directory > Properties**.
- II - Copy the value of **Directory (tenant) ID**. This is your `TENANT_ID`.

d) Obtain Client ID (Application ID):

- I - On the overview page of your registered application, find **Application (client) ID**. Copy this value for your `CLIENT_ID`.

e) Generate Client Secret:

- I - In the application's page, go to Certificates & secrets > New client secret.

II - Configure a new client secret:

III - Description: Optionally describe the secret.

IV - Expires: Set the expiration or choose **Never**.

V - Click **Add** and copy the generated secret. This is your `CLIENT_SECRET`.

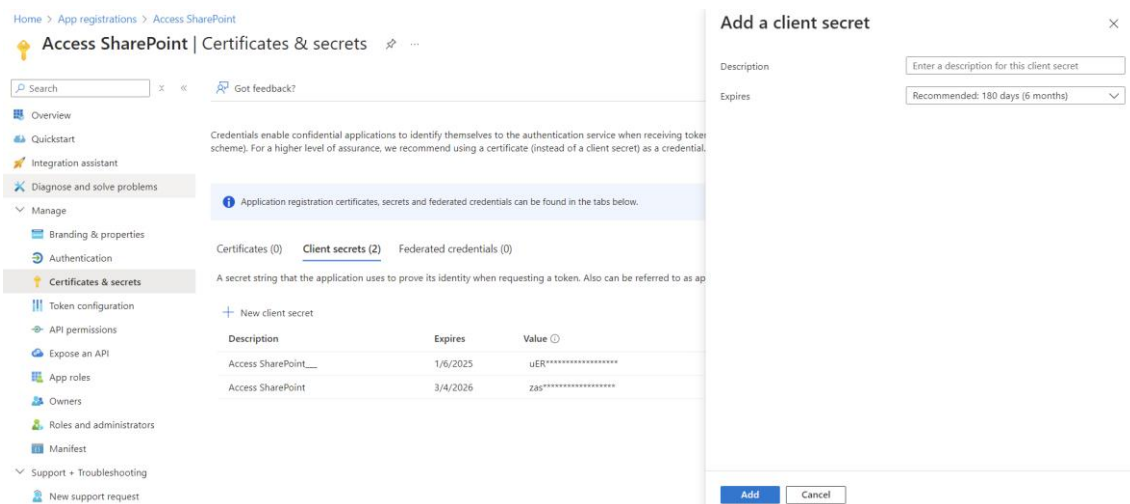


Figure 6 - Add a client secret

a) Add API Permissions


I - On the application's page, navigate to **API permissions** > **Add a permission**.

II - Select **Microsoft Graph** > **Application permissions**.

III - Search for and add the following permissions:

1. User.ReadWrite.All
1. Directory.ReadWrite.All

IV - After adding these permissions, click **Grant admin consent** to grant the permissions.

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Request API permissions ×

← All APIs



Microsoft Graph

<https://graph.microsoft.com/> [Docs](#)

What type of permissions does your application require?

Delegated permissions

Your application needs to access the API as the signed-in user.

Application permissions

Your application runs as a background service or daemon without a signed-in user.

Select permissions expand all


×

Permission	Admin consent required
> IdentityRiskyUser	
User (1) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> User.ReadWrite.All ⓘ Read and write all users' full profiles Yes 	

Figure 7 - Request API permissions

2 - Configuring the PowerShell Script

- a) Setting Up the Configuration File (local.settings.json):
- b) Define the configuration settings:
- c) Replace placeholders with your Azure details (TENANT_ID, CLIENT_ID, CLIENT_SECRET) and customize EXTENSION_ATTRIBUTE and LOG_FILE_PATH.

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```

{
  "Values": {
    "TENANT_ID": "<your_tenant_id>",
    "CLIENT_ID": "<your_client_id>",
    "CLIENT_SECRET": "<your_client_secret>",
    "EXTENSION_ATTRIBUTE": "<extension_attribute_name>",
    "LOG_FILE_PATH": "<full_path_to_log_file>"
  }
}

```

Figure 8 - Configuration file structure

3 - Running the PowerShell Script

a) Open PowerShell:

- I - Launch PowerShell on your machine or Azure Cloud Shell.

b) Navigate to Script Directory


- I - Use `cd` to move to your script and `local.settings.json`.

c) Execute the Script


- I - Run the script with `.\birthdaysSync.ps1`.

d) Check Logs:

- I - Confirm actions in `LOG_FILE_PATH`.

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5 WEB PART ADDITION

To add a web part to a SharePoint Online page, you must first edit the page.

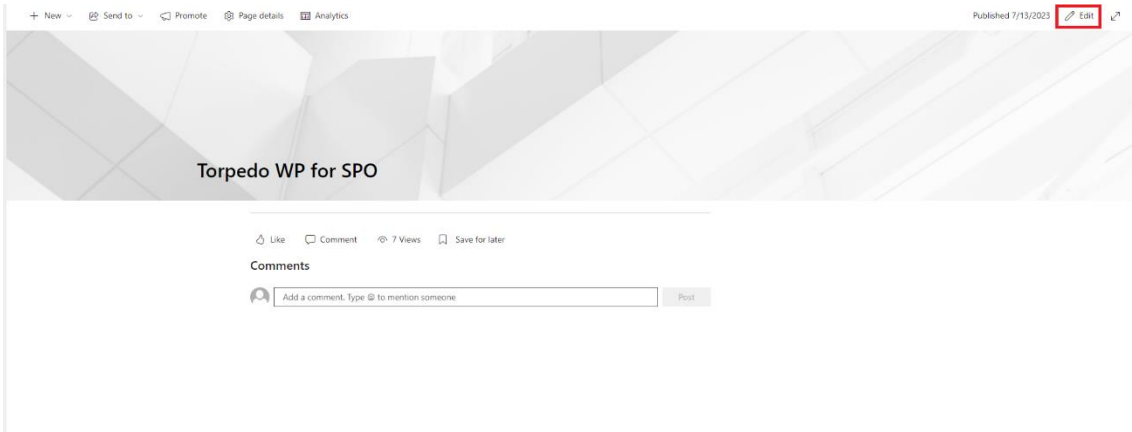


Figure 9 - Edit page in SharePoint Online

After editing the page it's possible to change sections, add or remove web parts. Add one of the available sections as shown in the following image.

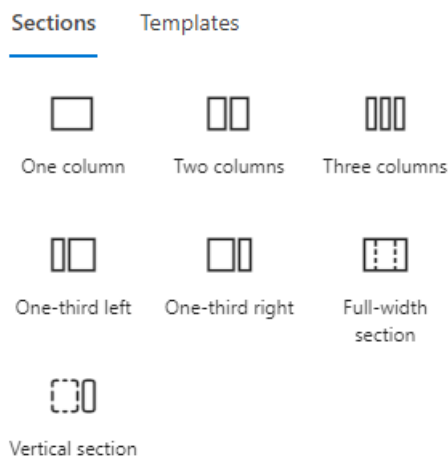



Figure 10 - Add one section in SharePoint Online

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After adding the section, it's possible to include the **Celebrations Spotlight for SharePoint** web part within it.

Still in page editing mode in SharePoint Online, it is possible to add web parts by clicking on the + button that appears in each section zone, as shown in the figure below.



Figure 11 - Button to add web parts

A popup will appear with all the web parts available for use in SharePoint Online. To add the **Celebrations Spotlight for SharePoint** web part, you can scroll through the list of options or filter the results by searching. Click on the web part to add it to the page.

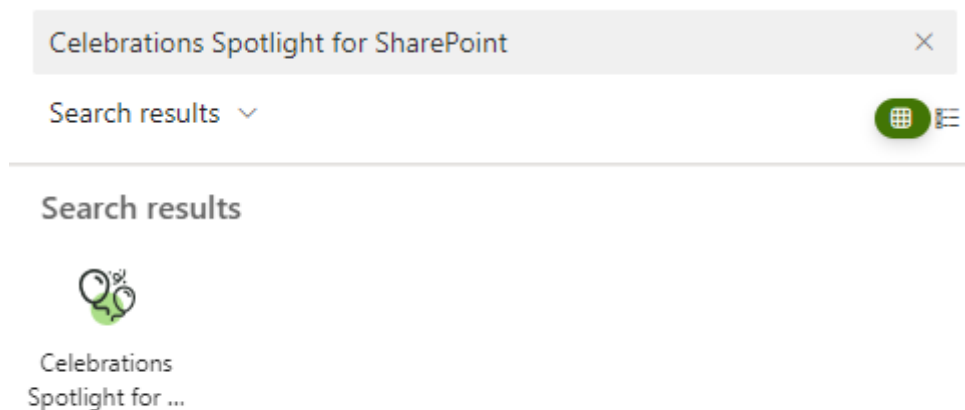



Figure 12 - Add Celebrations Spotlight for SharePoint

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6 WEB PART CONFIGURATION

To configure the web part, click on the option to edit the web part.

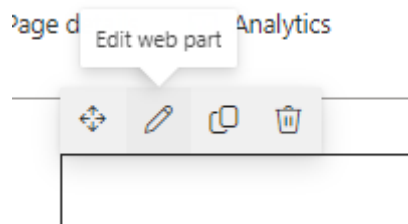


Figure 13 - Edit web part

Next, a right-side panel will appear with all configurable properties for the web part.

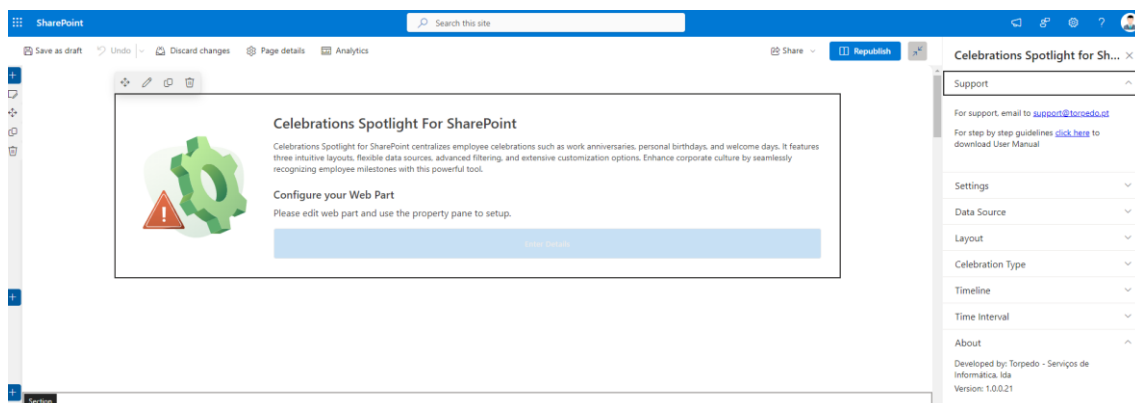



Figure 14 - Configure Celebrations Spotlight for SharePoint

The web part property panel is structured into six major groups: **Settings**, **Data Source**, **Layout**, **Celebration Type**, **Timeline**, and **Time Interval**.

- **Settings:** This section defines the title and subtitle of the web part and toggles the visibility of the party popper icon in the header.
- **Data Source:** Specifies the data source for employee celebrations, with options for a SharePoint list or Entra ID. If a SharePoint list is selected, the site and list must be specified, along with the mapping of all relevant fields. There is also an option to create a list with the appropriate structure and dummy data using the "Create List" button. When Entra ID is selected, an

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Entra ID group can be chosen to display, with options to include guest members and to include or exclude disabled accounts. Similar to the SharePoint list option, all Entra ID fields must be mapped. For the "Birthday" field, only one of the user's Entra ID extension attributes can be assigned, with the birthday information pre-mapped to the chosen extension attribute using the script provided by the team. All instructions for synchronizing birthdays are in the 4.2 section.

- **Layout:** This section allows for the selection of the layout to be used. If the "Large" layout is chosen, the image and background for the cards of employees celebrating their birthdays today must also be selected.
- **Celebration Type:** Filters the celebrations based on their type.
- **Timeline:** Filters the celebrations based on their timeline.
- **Time Interval:** Specifies the number of days for the celebration search.

After pressing the republish button, all the organization's celebrations will be displayed according to the configured settings.

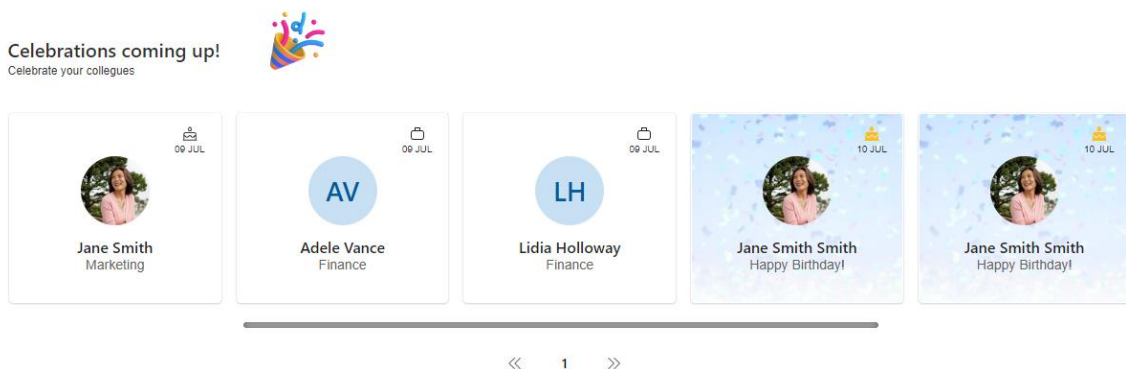


Figure 15 - Celebrations Spotlight for SharePoint (Large Layout)