




CELEBRATIONS SPOTLIGHT ACE FOR SHAREPOINT

TECHNICAL DOCUMENTATION

Torpedo – Serviços de Informática, Lda.

Torpedo.pt
25/07/2024

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1 DOCUMENT VERSION HISTORY

Table 1 - Name and Document Content

DOCUMENT NAME	CONTENT
trpd_spo_celebrationsspotlightace_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	25/07/2024	Bruno Teixeira	25/07/2024	Bruno Teixeira	25/07/2024


1.2 DISTRIBUTION

Table 3 - Distribution List

NAME	COMPANY	BOARD
trpd_spo_celebrationsspotlightace_technicaldocumentation.pdf	Torpedo.pt	Marketplace

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2 SUMMARIES

2.1 OBJECTIVE

Adaptive Card Extensions (ACEs) are customizable and interactive components used within the Microsoft Viva Connections platform. These extensions are built on Adaptive Cards technology, enabling the creation of responsive and visually appealing cards designed to present information clearly within Microsoft Teams and SharePoint. **ACEs** allow for seamless data integration and display within Microsoft Teams or SharePoint, enhancing efficiency and decision-making. They support interactive elements, providing a more engaging user experience, and are highly customizable to meet specific needs while ensuring a consistent visual presentation across devices.

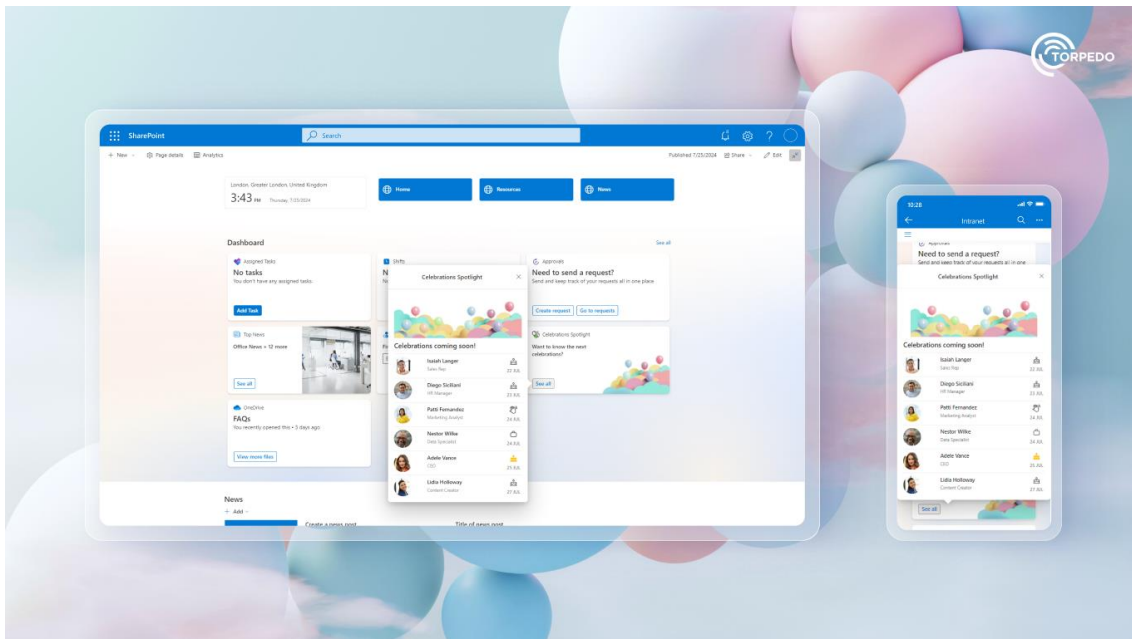



Figure 1 - ACE Teaser

2.2 BRIEF DESCRIPTION OF THE PRODUCT

The **Celebrations Spotlight ACE for SharePoint** is an innovative Adaptive Card Extension designed to keep organization members informed about upcoming


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celebrations. Whether it's personal birthdays, work anniversaries, or new joiner welcomes, this extension revolutionizes the way your team stays connected and acknowledges important milestones.

Main features of the ACE:

- **Personalized Data Sources:** Customize the source of information, whether from specific lists or data from Entra ID.
- **Event Types:** Choose the types of celebrations to display: personal birthdays, work anniversaries, and new joiner welcomes.
- **Timeline Configuration:** Set the timeline and number of days in advance to show upcoming celebrations.
- **Intuitive Design:** The card features a user-friendly design that makes it easy to see at a glance who is celebrating soon.
- **Detailed View:** By clicking the see all button, users can access a comprehensive list of individuals with upcoming celebrations.

The **Celebrations Spotlight ACE for SharePoint** enhances workplace cooperation by ensuring everyone stays informed about important personal and professional milestones. Its customizable and interactive design not only boosts morale but also fosters a more connected and collaborative work environment.

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3 REQUIREMENTS

For the correct functioning of the **Celebrations Spotlight ACE 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 ACE
 - Viewer (permission to view records in SharePoint lists);


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Table 5 - Allowed permissions levels for using the ACE


PERMISSION LEVEL	ACCESS RIGHTS
View	Users can view lists, libraries, and items, but cannot add, edit, or delete them

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

Table 6 - Allowed permissions levels for installing the ACE

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](#).

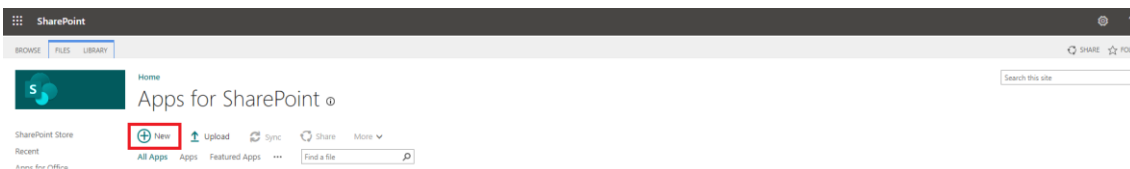


Figure 2 - Add SharePoint App

Add the “.sppkg” file to be installed.

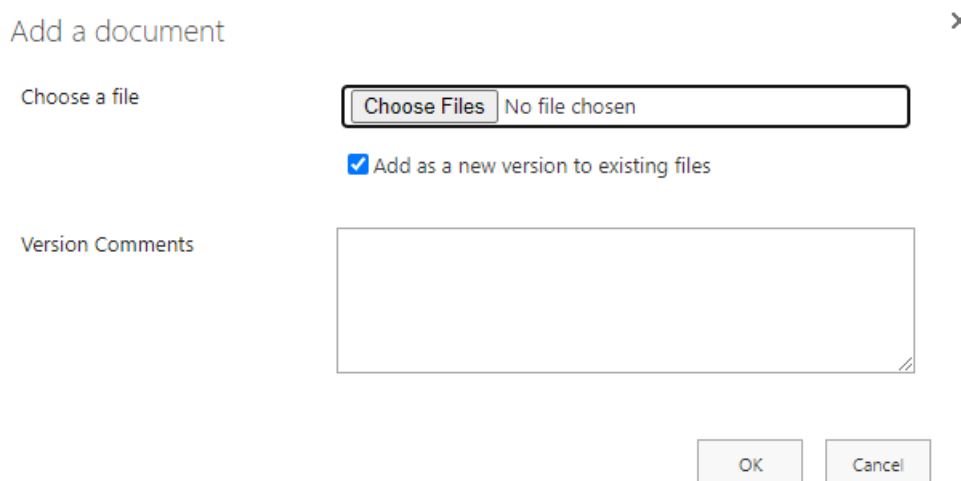



Figure 3 - Add ".sppkg" file to be installed

Enable the application to be available to all sites.

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Do you trust Celebrations Spotlight ACE 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 ACE 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, Group.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 ACE 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-ace-celebrations-spotlight**" package must be accepted to guarantee the proper functioning of the ACE.

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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:

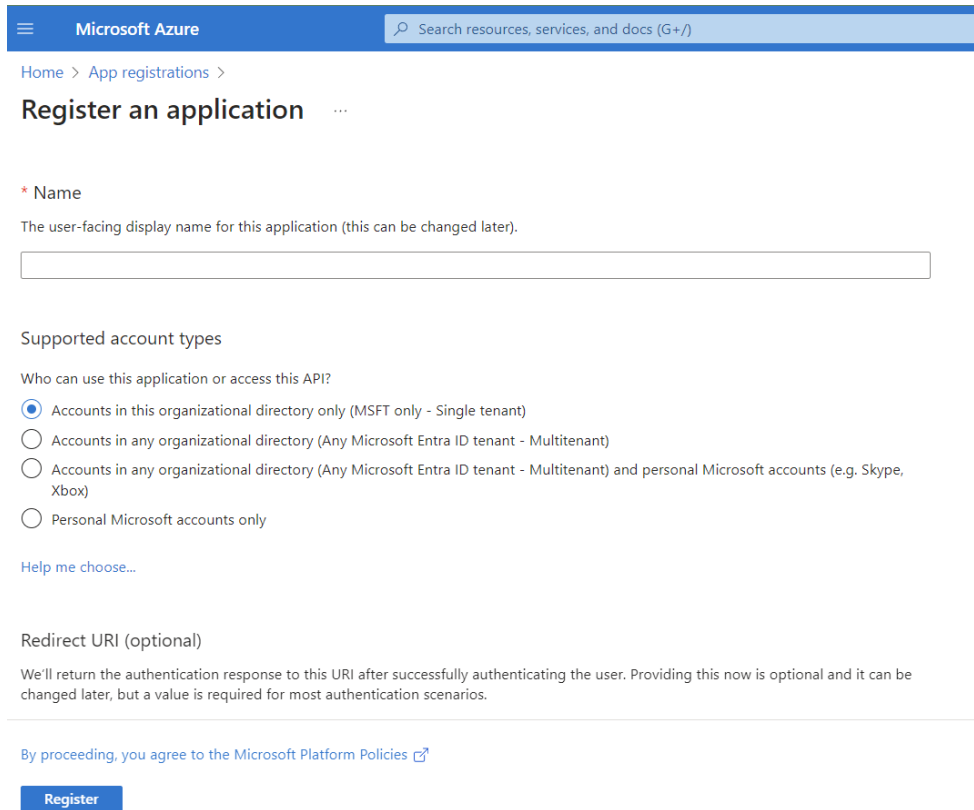
III - **Name:** Name your application.

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`.

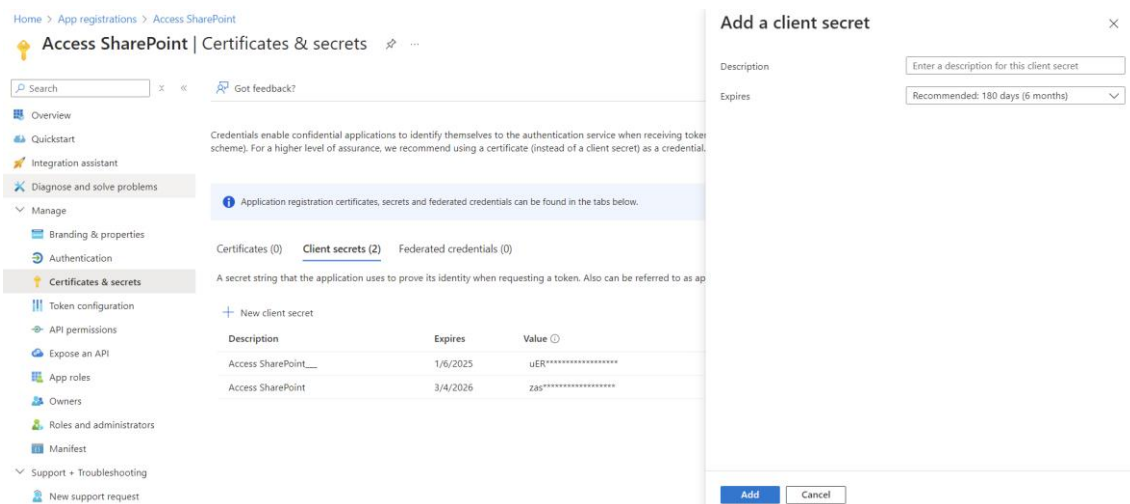


Figure 6 - Add a client secret

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

[Add permissions](#) [Discard](#)

Figure 7 - Request API permissions

2 - Read the [instructions step by step](#) and run the PowerShell Script

a) Open PowerShell:

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

b) Execute the Script


- I - Run the script with


```

.\Update-Birthdays.ps1 -TENANT_ID
"your_tenant_id" -CLIENT_ID "your_client_id" -
CLIENT_SECRET "your_client_secret" -
EXTENSION_ATTRIBUTE "your_extension_attribute" -
LOG_FILE_PATH "C:\PathToLogFile.txt".
      
```

c) Check Logs:

- I - Confirm actions in LOG_FILE_PATH.

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5 SETTING UP VIVA CONNECTIONS FOR A SHAREPOINT SITE

1 - Ensure Prerequisites

- a) Confirm that the organization has the necessary Microsoft 365 licenses, including SharePoint and Microsoft Teams.
- b) Verify that the user has SharePoint admin and Teams admin roles.

2 - Create a Viva Connections Experience

- a) Open the [Microsoft 365 admin center](#) and go to the "**Microsoft Viva**" section.

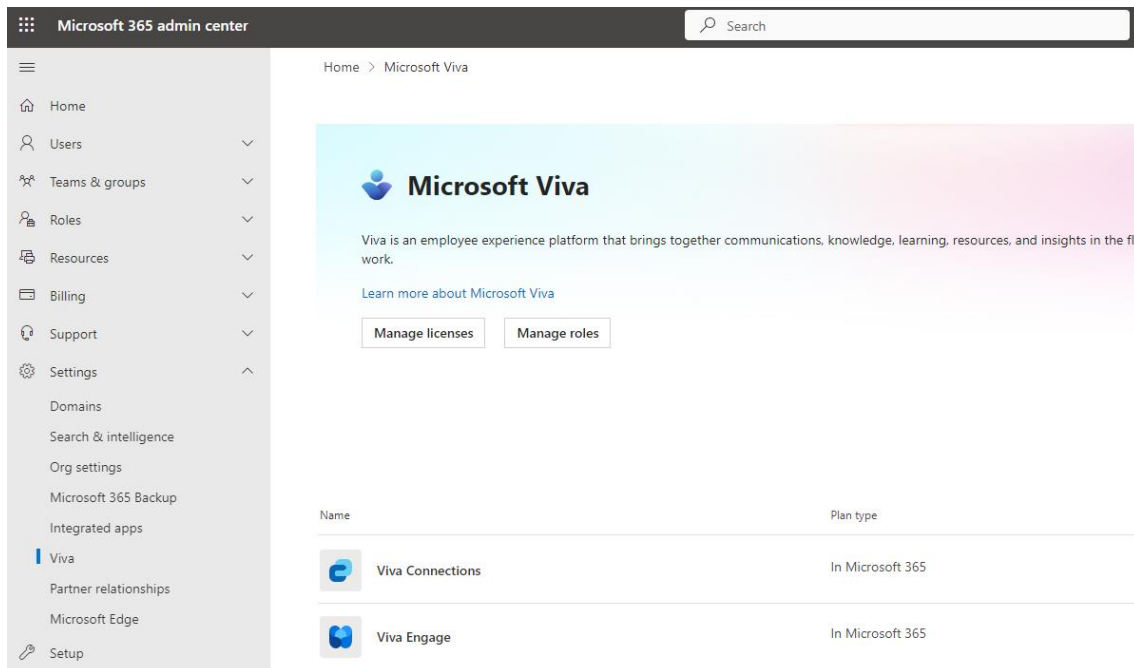



Figure 8 - Microsoft 365 admin center

- b) Select "**Viva Connections**", click "**Create and manage Viva Connections experiences**" and then click on "**Create new**".
- c) Select "**Build from an existing portal to set a home site**".
- d) Choose the url of the home site that you want to use.

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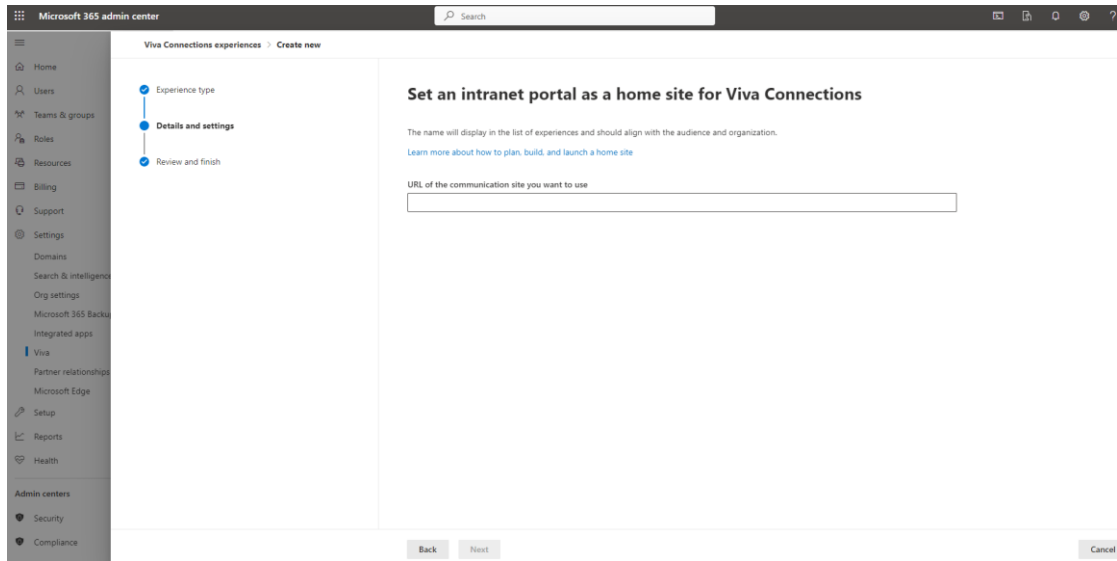


Figure 9 - Choose the URL of the Experience Home Site

3 - Assign Permissions and Choose Audience

- a) In the Viva Connections settings, navigate to "**Permissions**".
- b) Select "**Assign Permissions**" to define who can view and manage the Viva Connections experience.

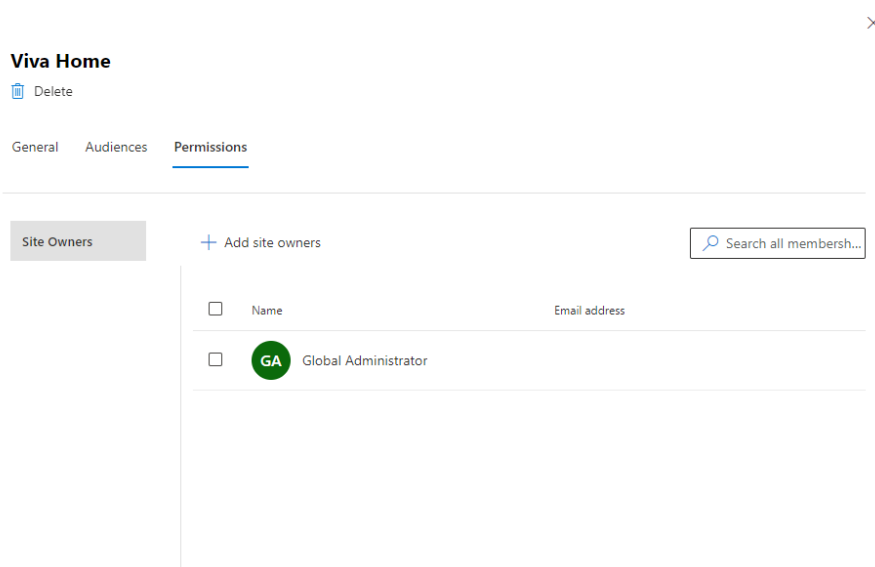



Figure 10 - Assign Permissions

- c) Choose the primary audience by selecting the appropriate user groups or individuals.

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Viva Home

 Delete

General **Audiences** Permissions

Promote this experience to everyone in your organization, or scope it to specific audiences by filtering by license type, filtering by Azure Active Directory security groups and Microsoft 365 Groups, or both.

[Learn more about adding and editing audiences](#)

Audience details

This experience is targeted to everyone in your organization

License type

Everyone

Figure 11 - Choose the audience

- d) Save these settings to ensure that only the designated users have access.

4 - Publish the Experience

- a) Click "**Edit status**" and enable the experience.

Viva Home

 Delete


General **Audiences** Permissions

Experience name Viva Home	URL .../VivaHome	Status Enabled Edit status
License type Everyone	Default language English	Experience description None

Figure 12 - Edit status

5 - Add the Viva Connections to Teams

- a) Open the [Teams admin center](#).
- b) Navigate to "**Teams apps**" > "**Manage apps**".

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c) Search for "**Viva Connections**" and add it to the list of allowed apps.

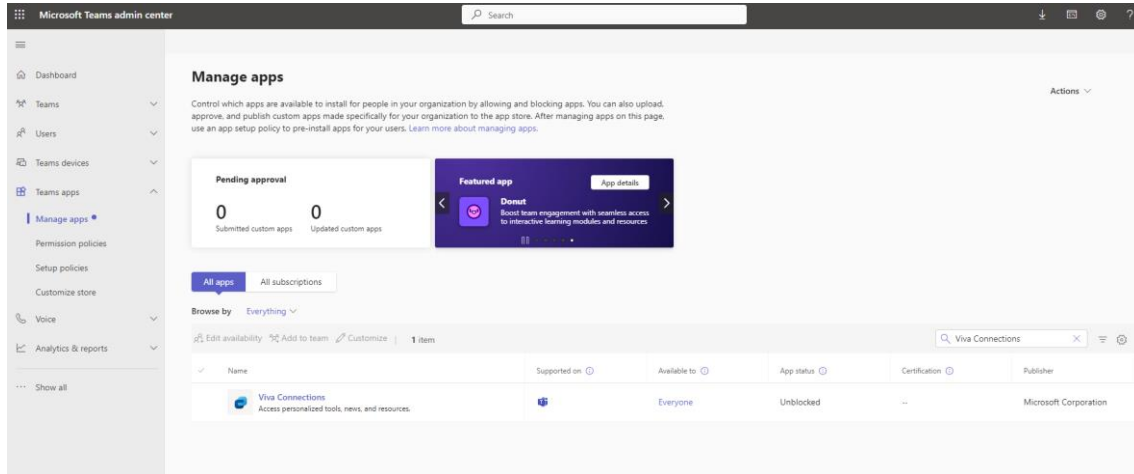



Figure 13 - Add the Viva Connections to Teams

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6 CREATING THE DASHBOARD

6 - Create a Dashboard


- a) Access the SharePoint home site.
- b) Click "**Settings**" (gear icon) and select "**Manage Viva Connections**".
- c) Click "**Create Dashboard**" or "**View Dashboard**".

Dashboard

The Dashboard is an interactive experience for your organization's mobile app. You can view the Dashboard and then add or edit cards for easy access to SharePoint pages, web content, and apps.



Figure 14 - View Dashboard

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7 ADDING THE CELEBRATIONS SPOTLIGHT ACE FOR SHAREPOINT TO A DASHBOARD

7 - Add the Celebrations Spotlight ACE

- a) Open the newly created dashboard.
- b) Click on "**Edit**".
- c) Click on "**Add a card**".
- d) Search for "**Celebrations Spotlight ACE for SharePoint**" and add it to the dashboard.

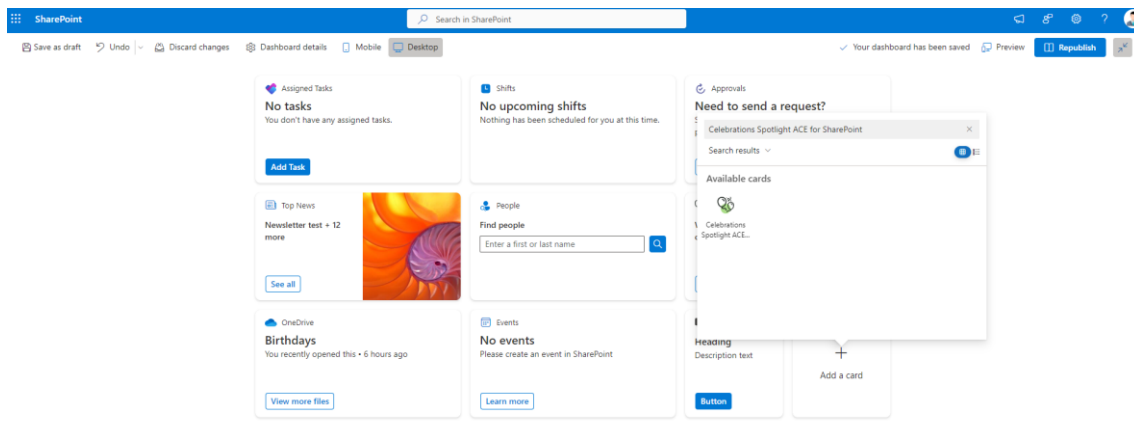



Figure 15 - Add Celebrations Spotlight ACE for SharePoint to the Dashboard

8 - Configure the Celebrations Spotlight ACE

- a) Click on the settings icon (gear icon) on the Celebrations Spotlight ACE card.
- b) The ACE properties panel is structured into 6 main groups: **Settings**, **Data Source**, **Celebration Type**, **Timeline**, **Time Interval**, and **Audience Targeting**.
 - I - Initially, you can set the card size to medium or large.
 - II - **Settings:** This section defines the title and subtitle of the ACE and toggles the visibility of the party popper icon in the header.

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III - 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 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.


IV - Celebration Type: Filters the celebrations based on their type.

V - Timeline: Filters the celebrations based on their timeline.

VI - Time Interval: Specifies the number of days for the celebration search.

Through the 'Audience Targeting' group, you can also define the audience who will be able to view this card on their dashboard.

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

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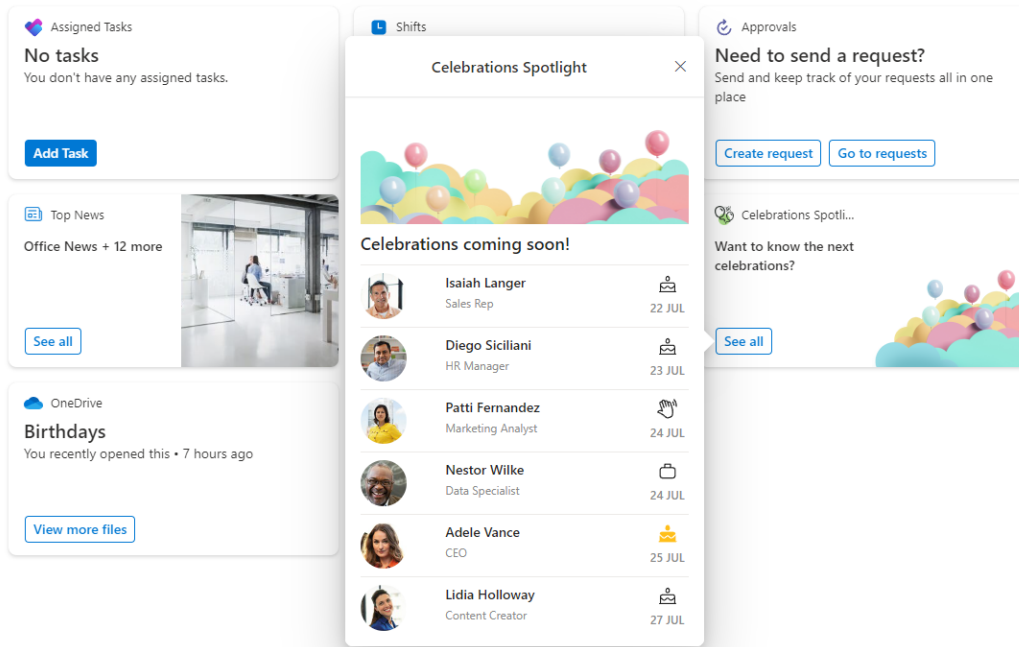


Figure 16 - Celebrations Spotlight ACE for SharePoint

8 ADDING THE DASHBOARD TO A SHAREPOINT SITE

9 - Navigate to the SharePoint Home Site


- a) Access the SharePoint home site where the dashboard will be added.

10 - Edit the SharePoint Page

- a) Click "**Edit**" at the top right of the page.

11 - Add the Dashboard to the Page

- a) Click on the "+" icon to add a new web part.
- b) Search for "**Dashboard**" and select the dashboard created earlier.

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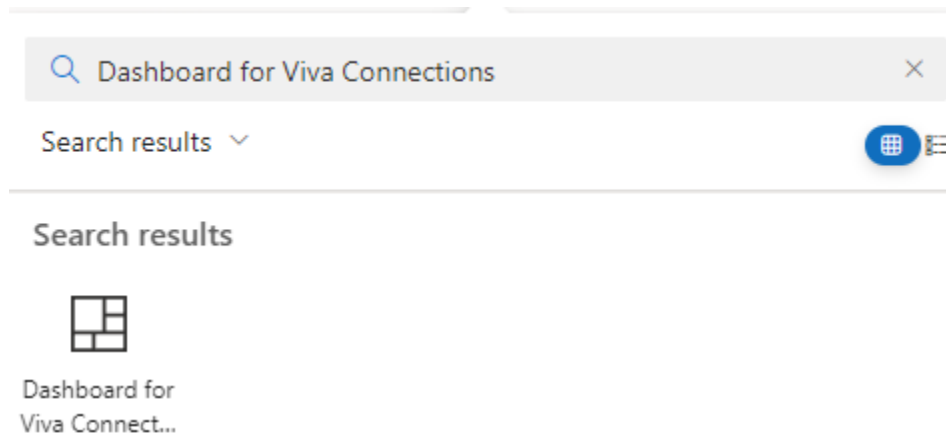


Figure 17 - Add the Dashboard

- c) Adjust the placement and size of the dashboard web part as needed.

12 - Publish the Changes

- a) After adjusting the layout, click "**Republish**" to make the dashboard live on the site.