




# **COPY PAGE TO SITE: AN EXTENSION FOR SHAREPOINT**

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TECHNICAL DOCUMENTATION

Torpedo – Serviços de Informática, Lda


Torpedo.pt  
26/03/2024

	<b>TECHNICAL DOCUMENTATION</b>	<b>Date:</b> 26/03/2024
		<b>Revision N°:</b> 1.0.0.13


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# 1 DOCUMENT VERSION HISTORY


Table 1 - Name and Document Content

DOCUMENT NAME	CONTENT
trpd_spo_ext_copypagetosite_technicaldocumentation.pdf	Technical documentation


## 1.1 VERSION HISTORY

Table 2 - Version History

VERSION HISTORY						
N°.	AUTHOR	DATE	REVISIONED BY	DATE OF REVISION	APPROVED BY	APPROVAL DATE
1.0.0.0	<ul style="list-style-type: none"> <li>Henrique Serafim</li> </ul>	22/01/2024	Bruno Teixeira	26/01/2024	Bruno Teixeira	26/01/2024
1.0.0.11	<ul style="list-style-type: none"> <li>Henrique Serafim</li> </ul>	30/01/2024	Bruno Teixeira	15/02/2024	Bruno Teixeira	15/02/2024
1.0.0.13	<ul style="list-style-type: none"> <li>Francisco Ferreira</li> </ul>	26/03/2024	Bruno Teixeira	26/03/2024	Bruno Teixeira	26/03/2024

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## 2 SUMMARIES


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### 2.1 OVERVIEW

The **Copy Page to Site: an extension for SharePoint** 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

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Before proceeding with the installation and deployment of the **Copy Page to Site: an extension for SharePoint**, 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

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### 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 **Copy Page to Site: an extension for SharePoint**.
- 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 **Copy Page to Site: an extension for SharePoint**.

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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.

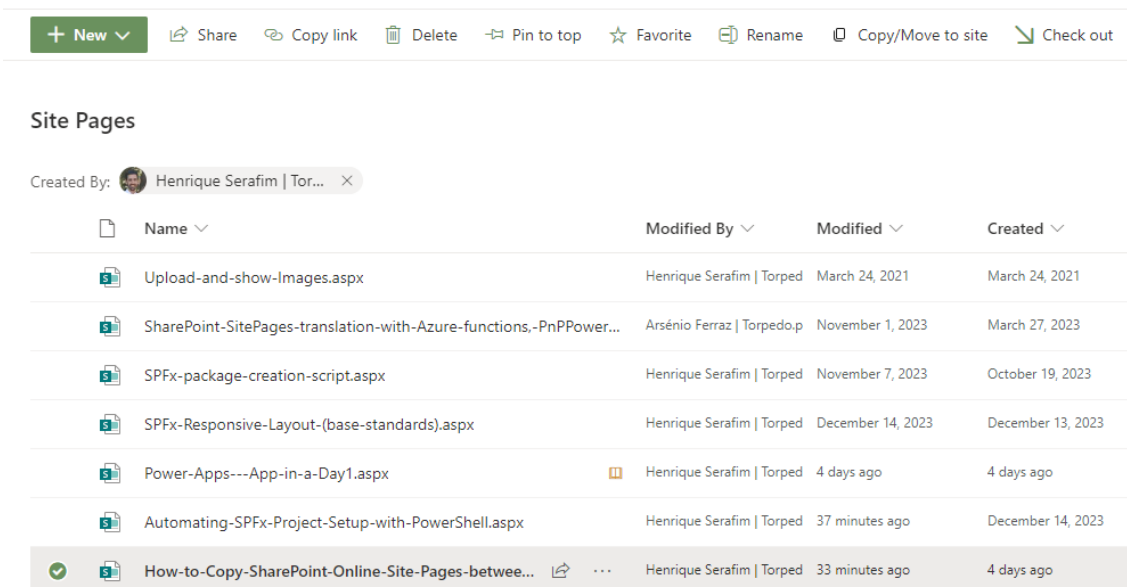



Figure 1 - 'Copy/Move to Site' button on command bar

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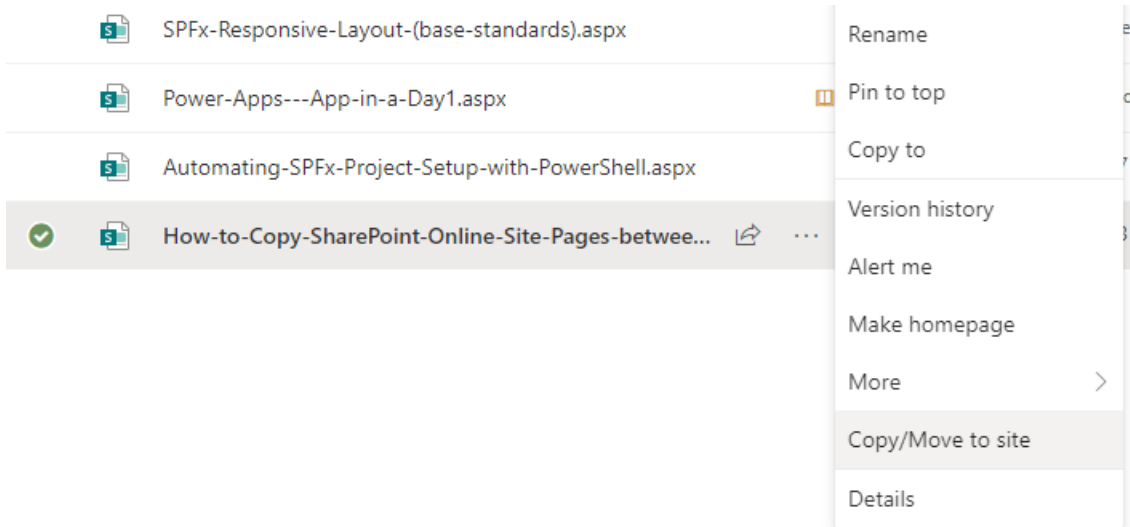


Figure 2 - 'Copy/Move to Site' button on context menu

## 5.2 MODAL

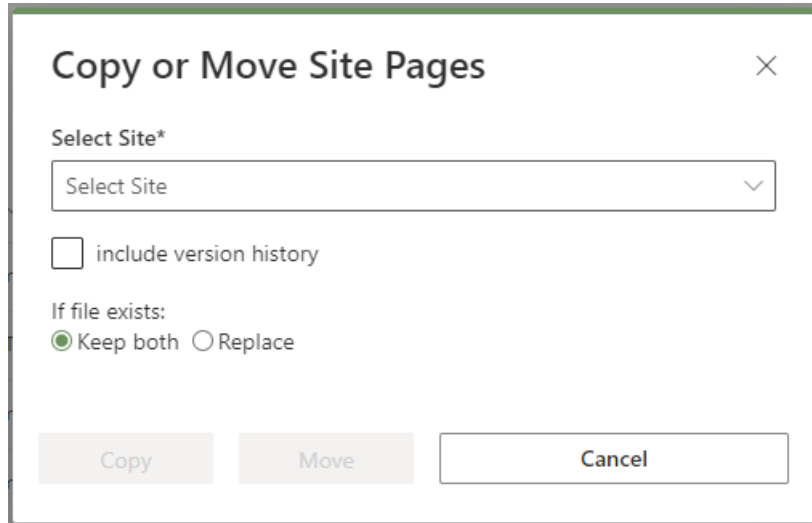



Figure 3 - Modal

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


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### 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

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The **Copy Page to Site: an extension for SharePoint** 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.