



UTILITY BELT FOR SHAREPOINT

TECHNICAL DOCUMENTATION

Torpedo – Serviços de Informática Lda
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1 DOCUMENT VERSION HISTORY

Table 1 - Name and Document Content

DOCUMENT NAME	CONTENT
Trpd_spo_ext_utility_belt_technicaldocumentation.pdf	Technical Documentation

1.1 VERSION HISTORY

Table 2 - Version History

VERSION HISTORY						
NO.	AUTHOR	DATE	REVISIONED BY	REVISION DATE	APPROVED BY	APPROVAL DATE
1.0.0	Henrique Serafim	05/03/2025	Henrique Serafim	05/03/2025	Henrique Serafim	05/03/2025



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2 SUMMARIES

2.1 OVERVIEW

The "**Utility Belt for SharePoint**" is a comprehensive solution designed to enhance productivity and streamline content management within SharePoint Online. This solution bundles three powerful SPFx extensions: Copy Webparts, Copy Page to Site, and Clone List Item. Each extension offers unique functionalities that simplify various tasks, making it easier for users to manage and replicate content across different sites and pages.

2.1.1.1 COPY WEBPARTS AND SECTIONS

Overview: The "**Copy Webparts and Sections**" extension allows users to copy controls from one SharePoint page to another while retaining their original section and column structure. This tool is particularly useful for duplicating complex page designs without manually recreating each element.

For detailed technical documentation, please refer to [technical documentation](#)

2.1.1.2 COPY PAGE TO SITE

Overview: The "**Copy Page to Site**" extension simplifies the process of copying or moving site pages between different site collections or webs in SharePoint Online. This extension provides a streamlined solution for efficient content management.

For detailed technical documentation, please refer to [technical documentation](#)

2.1.1.3 CLONE LIST ITEM

Overview: The "**Clone List Item**" extension offers a powerful solution for duplicating items from one list to the same list in SharePoint. It ensures accurate copying of all item properties, including metadata and custom fields, and supports attachments.



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For detailed technical documentation, please refer to [technical documentation](#)

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 **Utility Belt 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 PERMISSION LEVELS

You must have the necessary permissions to add and manage SharePoint apps on your site.



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4 INSTALLATION

Follow these steps to install the Utility Belt for SharePoint from the Microsoft App Source or SharePoint store:

4.1 ACCESS THE APP SOURCE OR SHAREPOINT STORE

Navigate to the Microsoft App Source or the SharePoint store from your SharePoint site.

4.2 SEARCH FOR UTILITY BELT

In the search bar, type "Utility Belt" and locate the app in the search results.

4.3 ADD THE APP TO YOUR SHAREPOINT SITE

Click on the app and select "Add to Site" or "Get It Now" to add the app to your SharePoint site.

4.4 CONFIRM INSTALLATION

Follow the prompts to confirm the installation. You may need to provide necessary permissions for the app to function correctly.

4.5 DEPLOY THE APP

Once the app is added, go to your Site Contents and locate the Utility Belt app and click on the app to deploy it to your site.



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4.6 ACTIVATE THE EXTENSION

After deployment, ensure the Utility Belt extension is activated on your site. This might involve configuring the app settings according to your needs.