

MANDATORY READING NOTIFICATIONS FOR SHAREPOINT

TECHNICAL DOCUMENTATION

Torpedo – Serviços de Informática Lda
19/09/2025

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1 DOCUMENT VERSION HISTORY

Table 1 - Name and Document Content

DOCUMENT NAME	CONTENT
trpd_spo_mandatory_reading_notifications_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	Nuno Martins	19/09/2025	Henrique Serafim	06/10/2025	Bruno Teixeira	06/10/2025

1.2 DISTRIBUTION

Table 3 - Distribution List

NAME	COMPANY	BOARD
trpd_spo_mandatory_reading_notifications_technicaldocumentation.pdf	Torpedo.pt	Marketplace



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2 SUMMARIES

2.1 OBJECTIVE

Extensions are components developed to customize and expand the experience in SharePoint Online. Created by development teams, they allow the behavior and interface of SharePoint to be adapted to the specific needs of the organization, adding functionalities that do not exist natively on the platform.

2.2 BRIEF DESCRIPTION OF THE PRODUCT

The **Mandatory Reading Notifications for SharePoint** extension was designed to ensure that organizations can deliver mandatory messages directly on their SharePoint sites. These notifications are displayed in a pop-up format when users access the site and must be read and accepted before they can access the content.

Developed in **SPFx (SharePoint Framework)**, the extension provides administrators with a reliable and structured way to manage critical communications. All notifications are stored in a dedicated SharePoint list, while user interactions, such as reading confirmations, are recorded in a separate list. This ensures that administrators can not only deliver important messages but also track which users have viewed and accepted them.

By combining mandatory visibility with a robust logging system, **Mandatory Reading Notifications for SharePoint** guarantees compliance, accountability, and consistency across the organization's SharePoint environment.



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3 REQUIREMENTS

For the correct functioning of the **Mandatory Reading Notifications for SharePoint**, the following requirements are necessary:

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

Table 4 - Allowed permissions levels for using the extension

PERMISSION LEVEL	ACCESS RIGHTS
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 extension
 - Tenant Administrators;
 - Access to the SharePoint Application Center (app catalog) to deploy extensions;

Table 5 - Allowed permissions levels for installing the extension

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



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



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4 INSTALLATION

Follow these steps to install **Mandatory Reading Notifications for SharePoint** from Microsoft AppSource or the SharePoint Store:

4.1 ACCESS APPSOURCE OR THE SHAREPOINT STORE

Navigate to Microsoft AppSource or the SharePoint Store from your SharePoint site.

4.2 SEARCH FOR MANDATORY READING NOTIFICATIONS FOR SHAREPOINT

In the search bar, type “**Mandatory Reading Notifications for SharePoint**” and locate the application developed by “Torpedo – Serviços de Informática, Lda” in the search results.

4.3 ADD THE EXTENTION TO YOUR SHAREPOINT SITE

Click the extension and select **Add to Site** or **Get It Now** to add the application to your SharePoint site.

4.4 CONFIRM THE INSTALLATION

Follow the instructions to confirm the installation. You may need to grant the required permissions for the extension to function properly.



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4.5 DEPLOY THE EXTENSION

After adding the extension, go to **Site Contents**, locate the **Mandatory Reading Notifications for SharePoint** application, and click on it to deploy it to your site.

4.6 ACTIVATE THE EXTENSION

After deployment, ensure that the **Mandatory Reading Notifications for SharePoint** extension is activated on your site. This may involve configuring the application settings according to your needs.

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5 EXTENSION CONFIGURATION

5.1 CONFIGURATION MODE

To enter the configuration mode of the extension, simply add **"?usernotificationdialog=true"** to the URL of the site where you want to add the notifications.

If the user has administrative permissions, the configuration menu will appear.

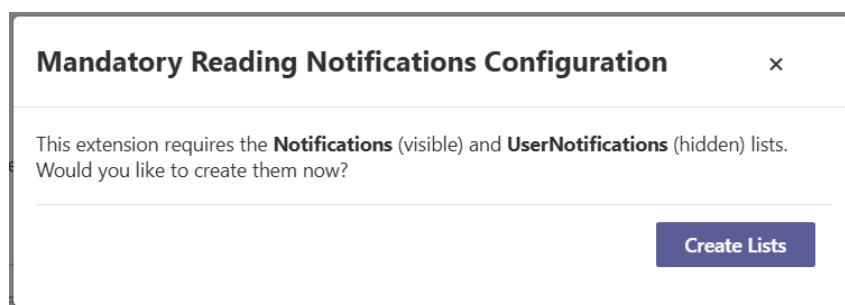


Figure 1 - Configuration Menu

5.2 LIST CREATION

This extension depends on two lists, **Notifications** and **UserNotifications**. Once in configuration mode, simply press the **Create Lists** button to create them.



Figure 2 - Create Lists Button

Once the creation process is completed, a success message will be displayed.

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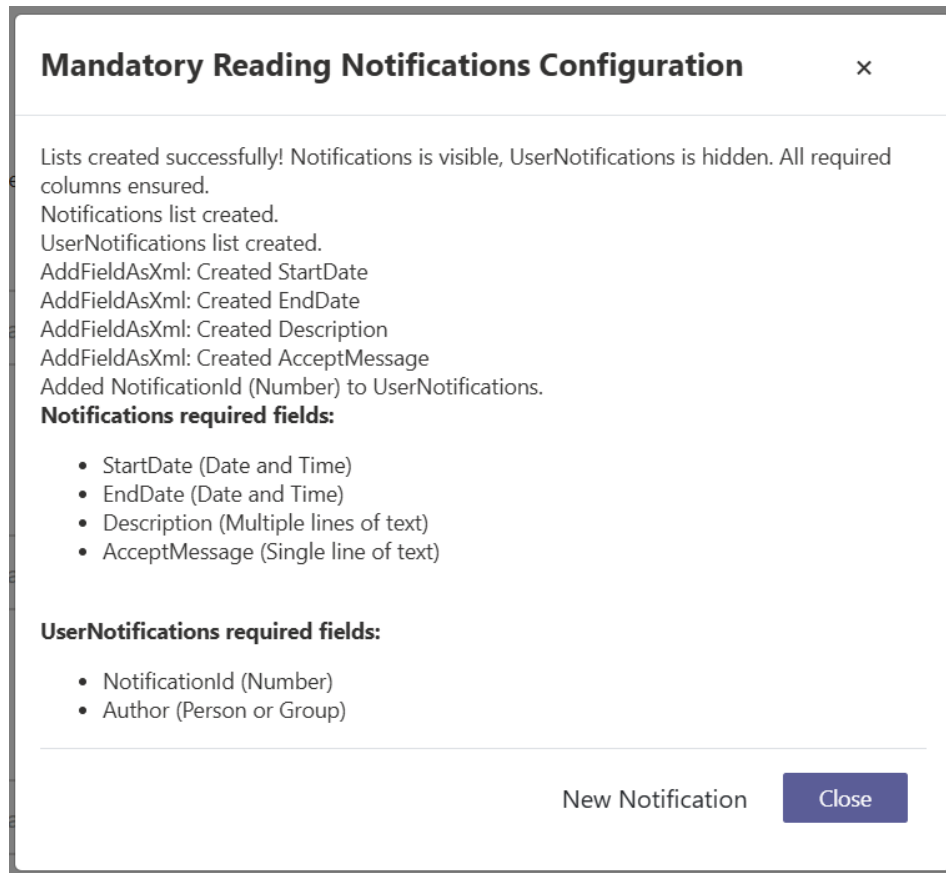


Figure 3 - Lists Created Successfully

After the list is successfully created, visitor permissions will need to be changed to account for the need to be able to add registries to the **UserNotifications** list.

5.3 CREATE PERMISSION

1. On the top right corner of your site, click the gear and choose **Site Permissions**. Then press **Advanced permission settings**.
2. On the top there will be an option **Permission Levels**.

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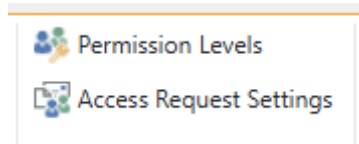


Figure 4 - Permission Levels

3. Select the **Contribute** permission, scroll down and copy it. This will open a new page, here you will make the following changes.

- Add the name **"Add without Editing and Deleting"**.
- Deselect **"Edit items"**.
- Deselect **"Delete items"**.
- Deselect **"Delete Versions"**.

- ☒ Add Items - Add items to lists and add documents to document libraries.
- ☐ Edit Items - Edit items in lists, edit documents in document libraries, and customize Web Part Pages in document libraries.
- ☐ Delete Items - Delete items from a list and documents from a document library.
- ☒ View Items - View items in lists and documents in document libraries.
- ☐ Approve Items - Approve a minor version of a list item or document.
- ☒ Open Items - View the source of documents with server-side file handlers.
- ☒ View Versions - View past versions of a list item or document.
- ☐ Delete Versions - Delete past versions of a list item or document.
- ☒ Create Alerts - Create alerts.
- ☒ View Application Pages - View forms, views, and application pages. Enumerate lists.

Figure 5 - Changed options

4. Save your new permission.

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5.4 GIVING VISITORS PERMISSION

1. Access your **UserNotifications** list, it is hidden by default, so you will need to navigate there using **"/Lists/UserNotifications/AllItems.aspx"**.
2. On the top right corner, click the gear and choose **List Settings**. Then go to **Permissions for this list**.
3. On the top left corner you will select **Stop Inheriting Permissions**. You will be prompted with a confirmation, go ahead and accept.



Figure 6 - Stop Inheriting Permissions

4. Now select the **Visitor** group and press **Edit User Permissions**.

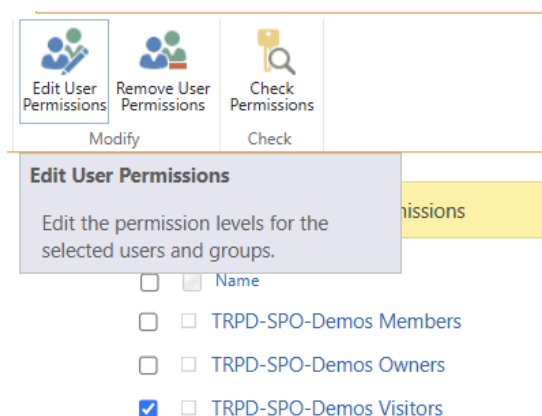


Figure 7 - Select group and edit permissions

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5. Give the Visitors the permission that was created before **“Add without Editing and Deleting”**, and save.

Permissions:

- ☐ Full Control - Has full control.
- ☐ Design - Can view, add, update, delete, approve, and customize.
- ☐ Edit - Can add, edit and delete lists; can view, add, update and delete list items and documents.
- ☐ Contribute - Can view, add, update, and delete list items and documents.
- ☐ Read - Can view pages and list items and download documents.
- ☐ Restricted View - Can view pages, list items, and documents. Documents can be viewed in the browser but not downloaded.
- ☒ Add without Editing and Deleting

Figure 8 - Add without Editing and Deleting

5.5 CREATING NEW NOTIFICATIONS

In this same menu, after the lists have been created, you will have the option to create a notification by pressing the **New Notification** button.

New Notification

Figure 9 - New Notification Button

The **Notifications** list will also open in a new window, here you can create, edit and delete notifications.