



Admin Guide

**Installation and
Activation**

SPPAS Installation and Activation for SharePoint Online

SPPAS VERSION

This guide is suitable for installing SPPAS
version 1.x.x.x and higher

Version 1.0

April 17, 2023

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Section 1

Before you begin

This section outlines the permissions you will need before beginning the installation procedure. To begin, carefully follow the instructions.

1.1 Required Permissions

- To install SPPAS, you must be a **Global Office 365 Admin** or **SharePoint administrator**.
- You need to be the **Site Collection Administrator** for the Site Collection you are installing SPPAS on
- You need to be a **Power BI administrator** or a User with permission to install Power BI apps.

Section 2

Purchase a SPPAS Subscription

This step explains how you can purchase a subscription for **SPPAS**.



We provide free 14 days trial. If you want to try it before you purchase a subscription, you can skip this section.

Before We Begin

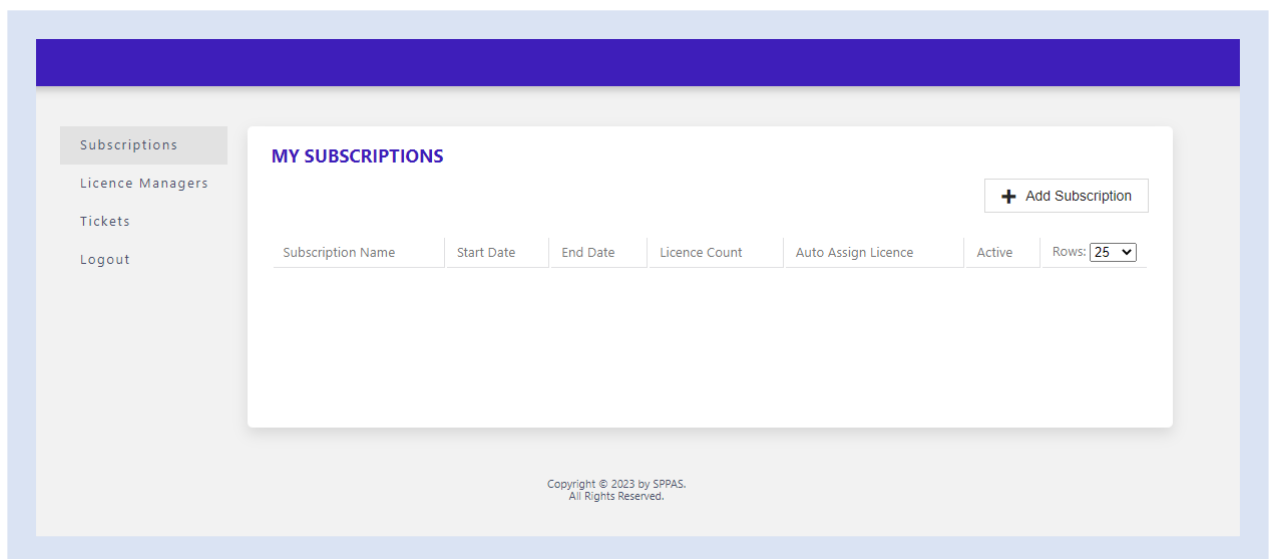
- You need to be a **Global Office 365 Admin**

2.1 Register an Account

Go to <https://platform.sppas.net>. Login in with your Microsoft work account

1.2 Subscribe to a plan

From the portal



1. add a subscription by clicking the **Add Subscription** button.
2. Fill the form and complete the purchase.

Section 3

Pre-Installation

The prerequisites for installing SPPAS are all covered in this section. This entails obtaining the most recent SPPAS SPFx version by submitting a trial request.

3.1 Submit a trial request.

To access our trial page, go to <https://www.sppas.net/> and select Download at the top right corner.

Fill in the trial request form.

You will receive an email with the link to download the package.

3.2 Extract the SPPAS SPFx File

Open the downloaded archive file and extract the contents. You will see a readme.txt, a PDF installation guide, and the sppas.sppkg file in the ZIP archive.

Section 4

Install SPPAS in your app catalog

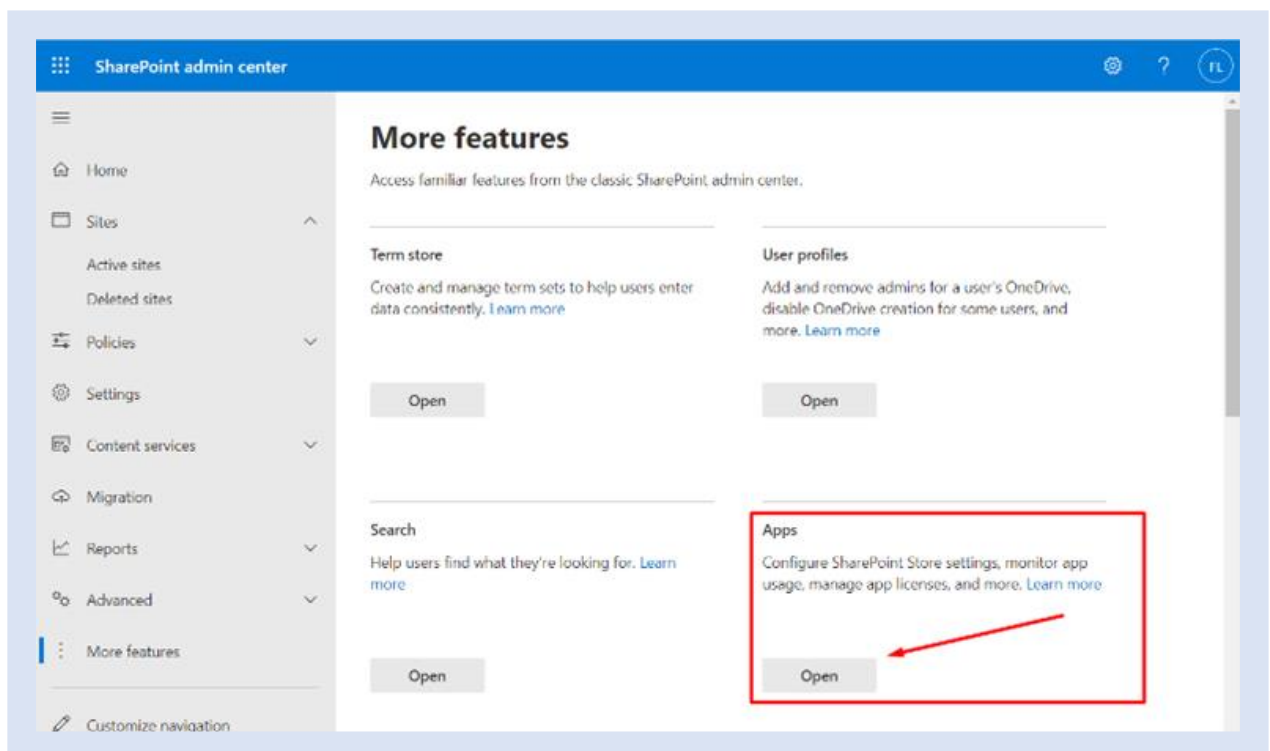
This section will help you install the SPPAS SPFx in the team site you created earlier.

Before We Begin

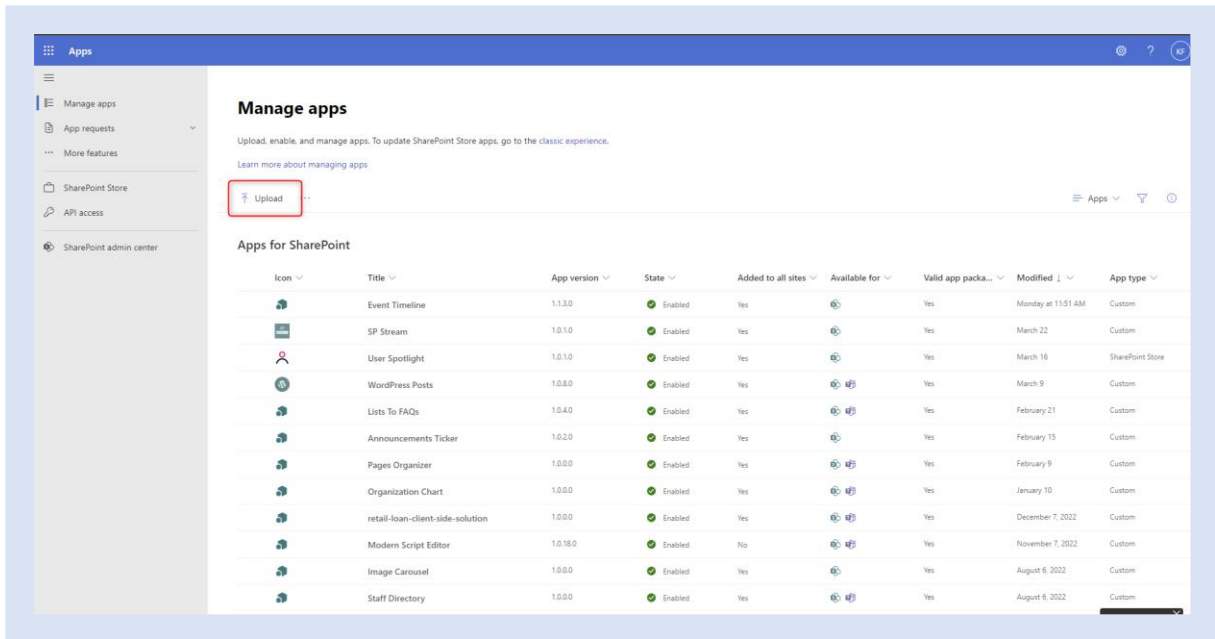
- You need to be a **Global Office 365 Admin** or **SharePoint Administrator**.

4.1 Go to SharePoint administration Site

Head over to your SharePoint administration page. Select **More features** from the left menu. Then in the **Apps** section from SharePoint admin, click **Open**.

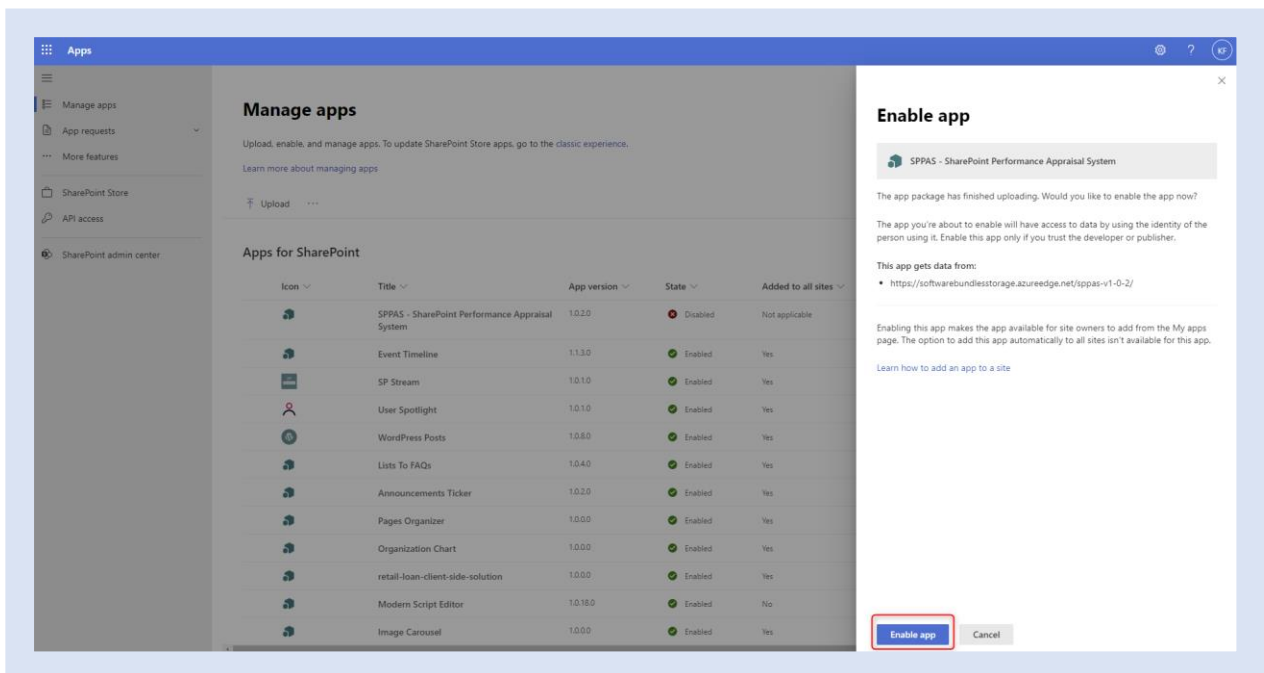


You will arrive at your App Catalog site. Click Upload

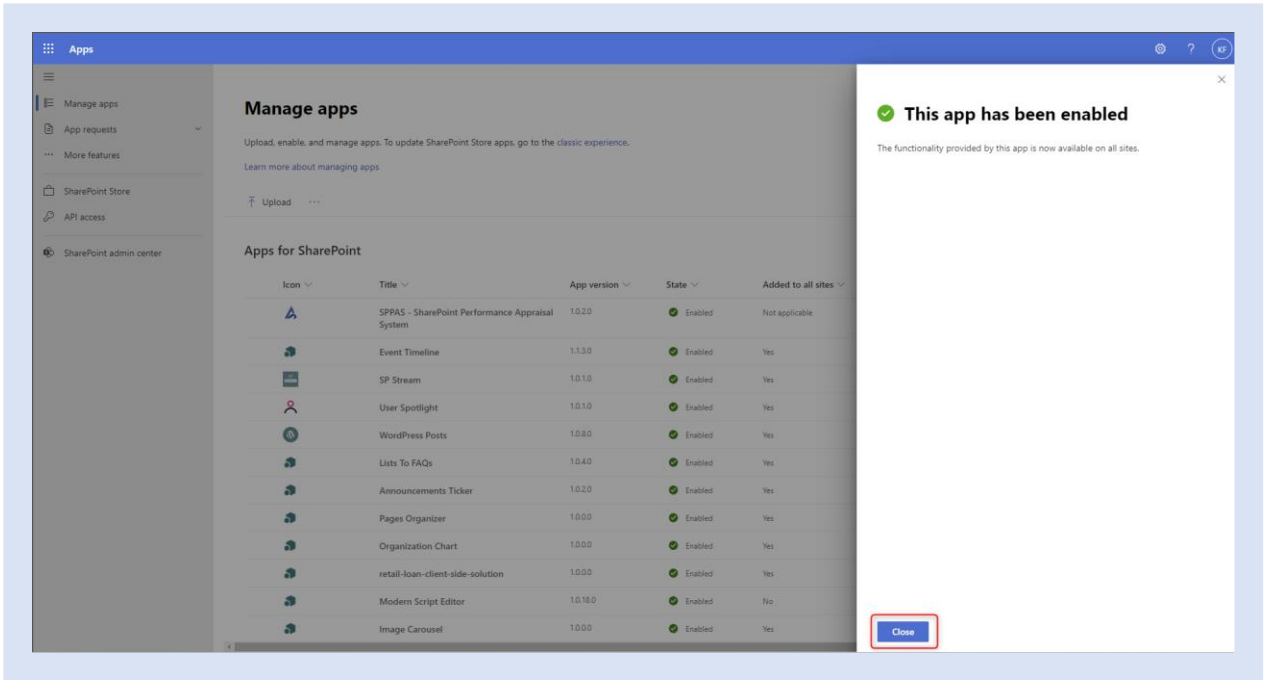


Find the sppas.sppkg file you extracted earlier and click **Open**.













On the next screen, click **Enable app**.



You will see a notification that the app has been enabled. Click **Close**



The screenshot shows the 'Manage apps' page in the SharePoint admin center. A notification banner at the top right states 'This app has been enabled' with a green checkmark icon. Below the banner, a table lists various apps installed on the site. The first row in the table is highlighted, corresponding to the 'SPPAS - SharePoint Performance Appraisal System' app.

Icon	Title	App version	State	Added to all sites
	SPPAS - SharePoint Performance Appraisal System	1.0.2.0	Enabled	Not applicable
	Event Timeline	1.1.3.0	Enabled	Yes
	SP Stream	1.0.1.0	Enabled	Yes
	User Spotlight	1.0.1.0	Enabled	Yes
	WordPress Posts	1.0.0.0	Enabled	Yes
	Lists To FAQs	1.0.4.0	Enabled	Yes
	Announcements Ticker	1.0.2.0	Enabled	Yes
	Pages Organizer	1.0.0.0	Enabled	Yes
	Organization Chart	1.0.0.0	Enabled	Yes
	retail-loan-client-side-solution	1.0.0.0	Enabled	Yes
	Modern Script Editor	1.0.18.0	Enabled	No
	Image Carousel	1.0.0.0	Enabled	Yes

A 'Close' button is located at the bottom right of the notification banner.

Section 5

Create a Team Site

This section requires creating a team site (**not linked to a group**) which will be the site that will store SPPAS data and users will access the app from.



Important:

We recommend you use a team site not linked to a group.

Before We Begin

- You need to be a **Global Office 365 Admin** or **SharePoint Administrator**.

5.1 Sign-in to SharePoint Admin.

Sign-in to SharePoint admin center.

5.2 Create a Team Site

Select **Active Sites**, then click + **Create site** and choose the **Other option**.

SharePoint admin center

Active sites

Use this page to sort and filter sites. [Learn more](#)

1 Active sites

2 + Create Edit Permissions

Site name

- Blank
- Communication site
- Development Site
- Digital Initiative Public Relations
- Holland
- Mark B Project Team
- Retail
- Sales and Marketing
- Sample Team Site
- Tenant Wide
- Test1**
- test3
- Theme
- U.S. Sales

Create a site

Choose the type of site you would like to create or learn more about [team sites](#) and [communication sites](#).

Team site
Create a private space to collaborate with your team.

- Track and stay updated on project status
- Share team resources and co-author content
- All site owners and members publish site content

Communication site
Share information that engages and informs viewers.

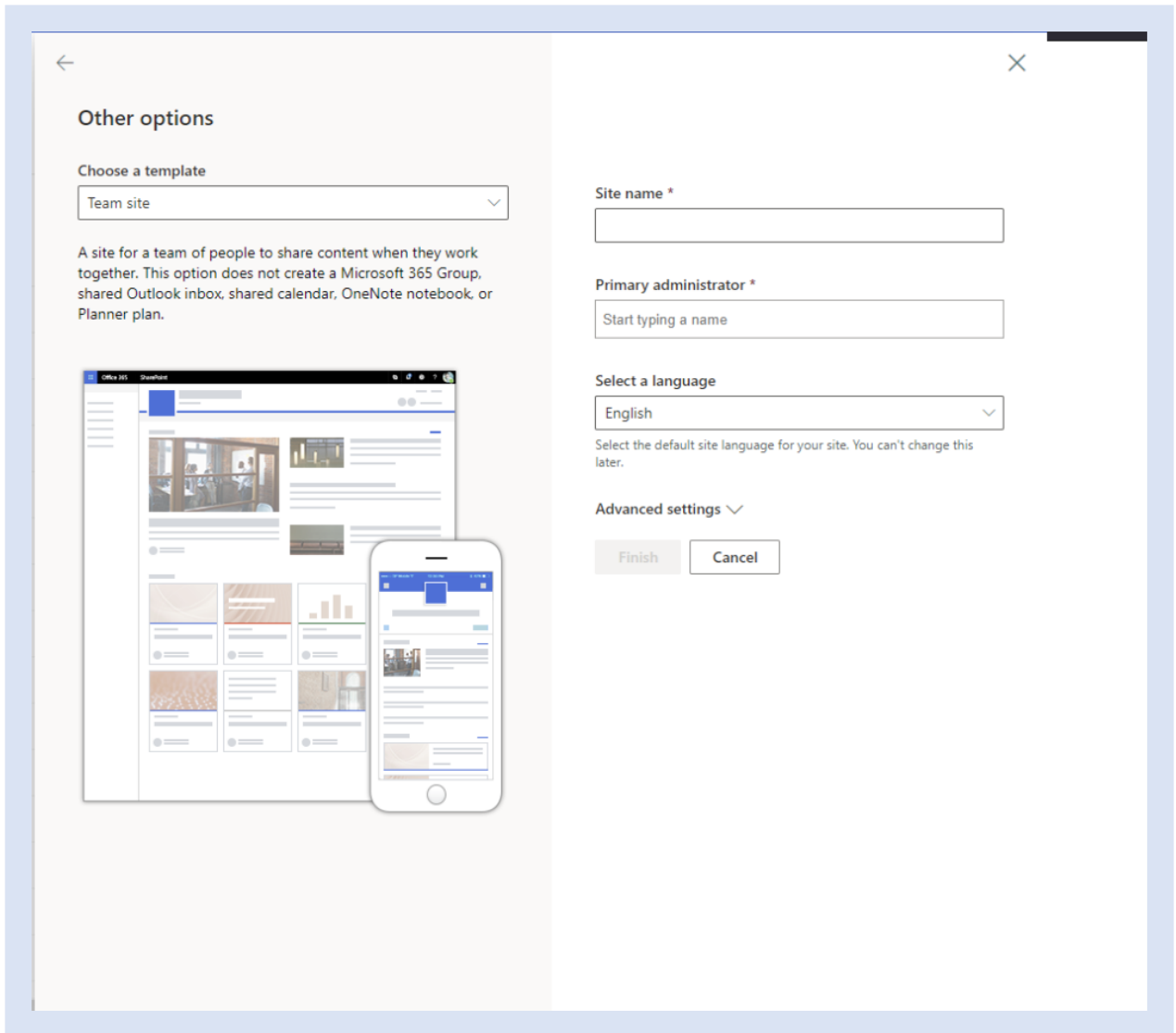
- Create portals or subject-specific sites
- Engage dozens or thousands of viewers
- Few content authors and many site visitors

Need to move content or sites to Microsoft 365? It's easy!

Migrate your on-premises sites and file shares to Microsoft 365 using [Migration Manager](#).

Other options **3**

Create a new team site without a Microsoft 365 Group, or a Document center, Enterprise wiki, Publishing portal, or Project Web App site.



- Give your new team site a name and, in the **Primary administrator**, select yourself as primary administrator.
- Select a language for your site and timezone.

Click **Finish**.

Section 6

Install SPASS in the Team Site

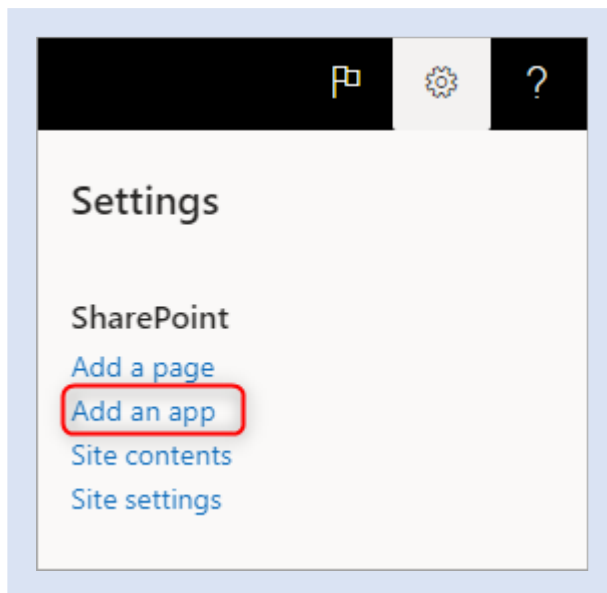
This section will help you install the SPPAS SPFx in the team site you created earlier.

Before We Begin

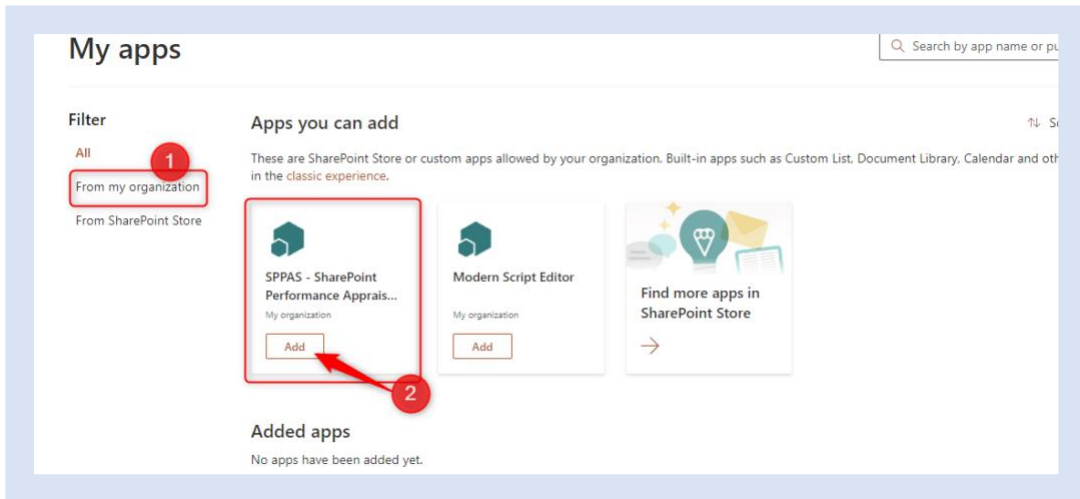
- You need to be a **Site Collection Administrator** and **Global Office 365 Admin** or **SharePoint Administrator**.

6.1 Install SPPAS on Team Site


From the Team site you just created, go to **Settings**  and then select **Add an app**.

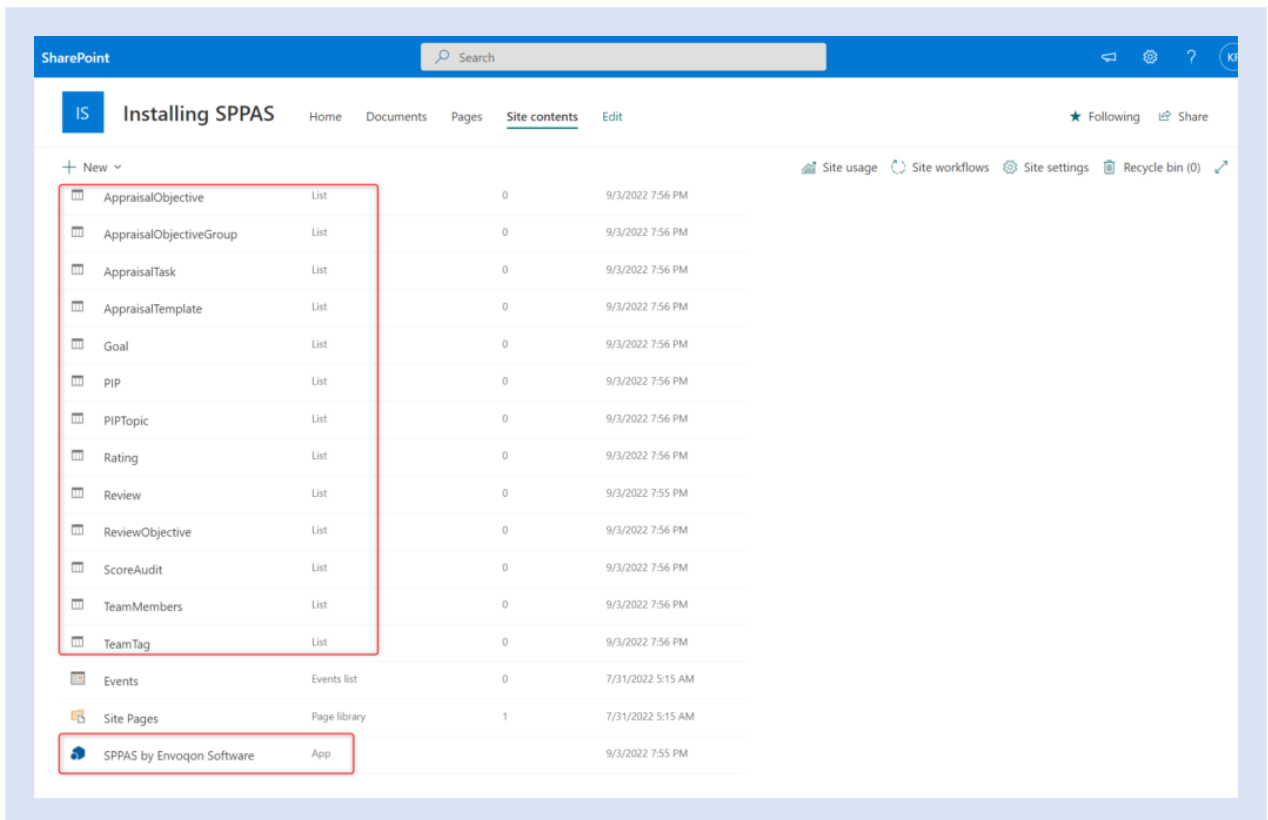


On the filter on the left, choose **From my organisation**. Search for SPPAS and select to install on the site.



6.2 Verify that SPPAS is installed

After you've installed an app, you can find it in the **Site Contents** page. Go to **Settings** , select **Site contents**, and your app will be listed.



Verify that additional lists have been created.

Section 7

Create a full-page app in SharePoint

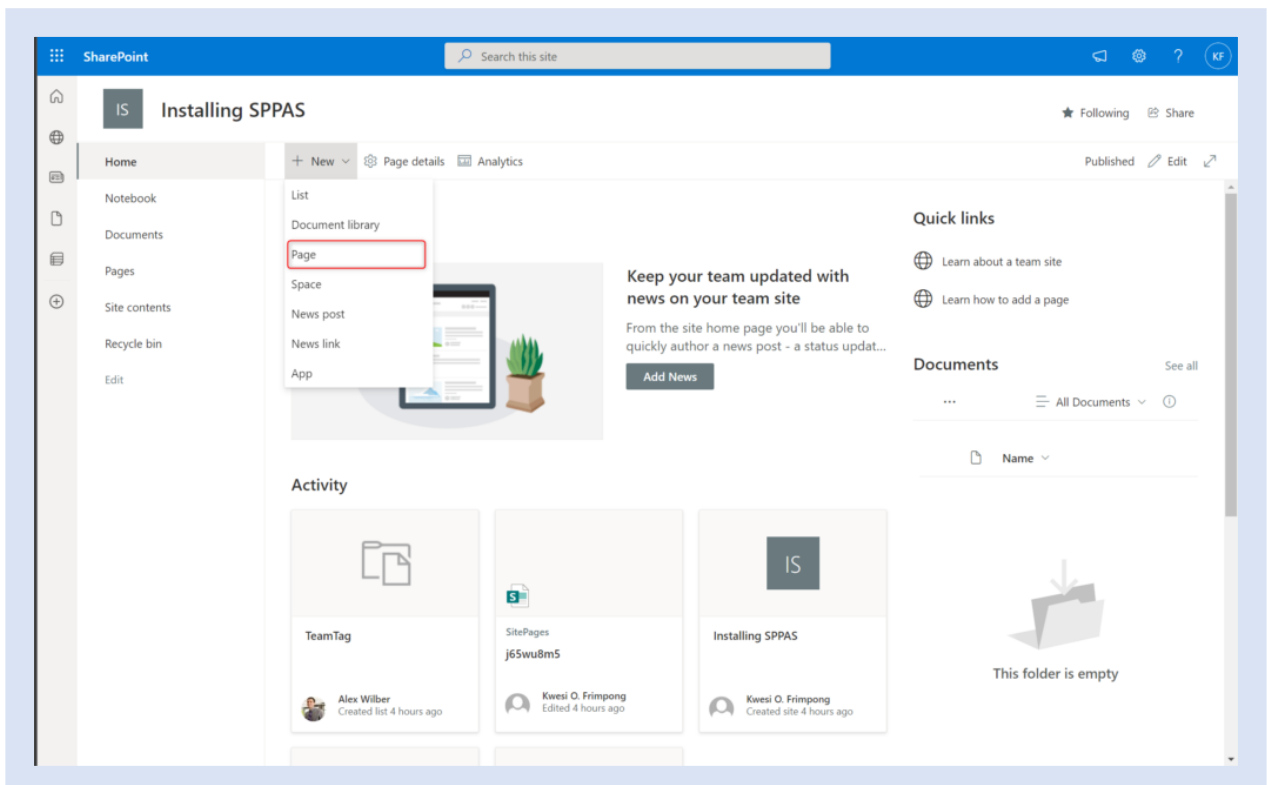
This section will guide you create a page for the SPPAS SPFx in the team site you created earlier.

Before We Begin

- You need to be a **Site Collection Administrator**

7.1 Create A Page

From the **home page** of your site, click **New** and then click **Page**.



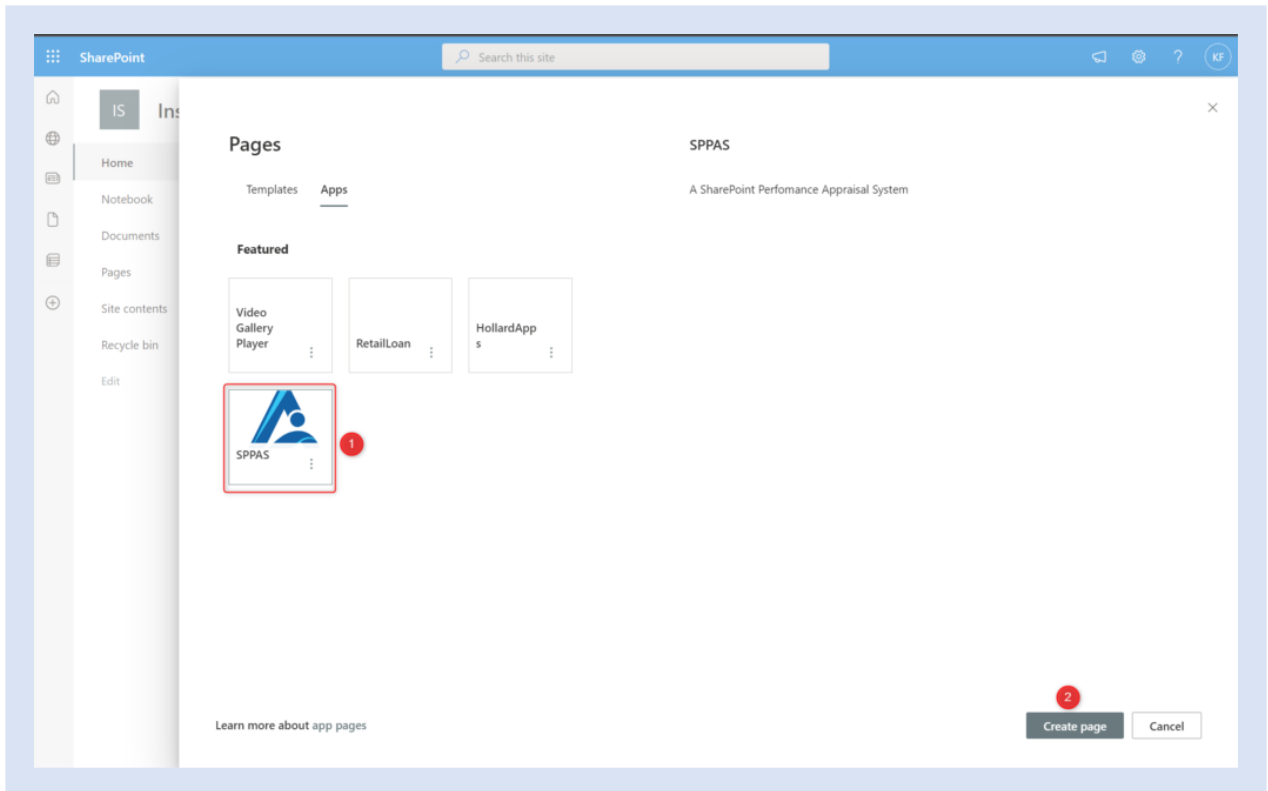
7.2 Add SPPAS to page

Click the **Apps** tab.

- Select the SPPAS app you installed.

If it does show immediately, click the templates tab, then the app tab again.

You should not be worried if the preview shows there is an error.

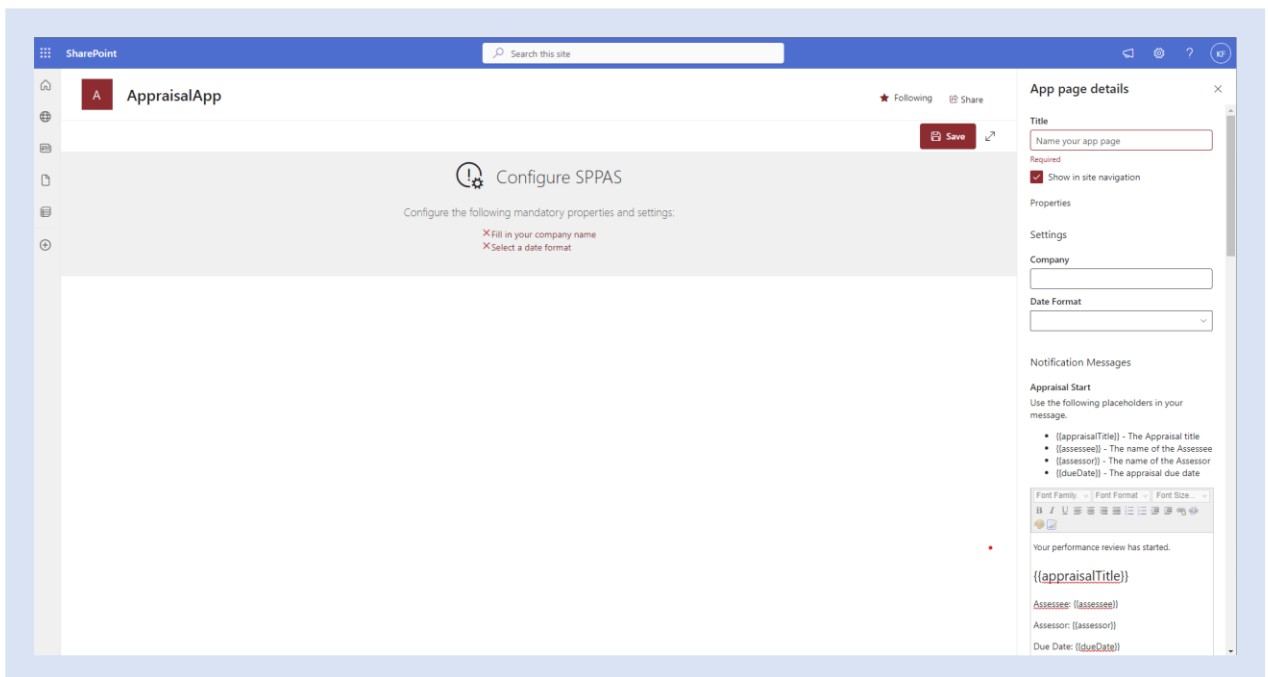


Click **Create page**.

Wait while the application installs

7.3 Give the page a Name

In the **App page details** pane on the right



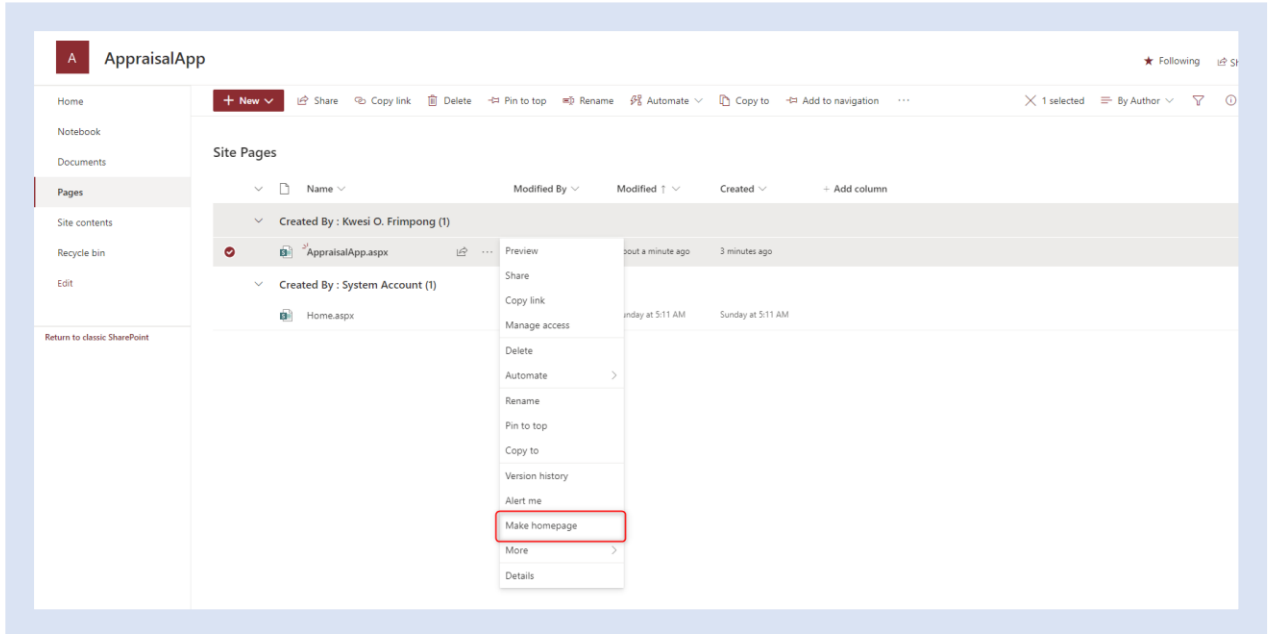
- Enter a name for your page.
- Clear the **Show in site navigation** checkbox
- Fill in the other options may be available in the **App page details** pane.

7.4 Publish the Page

When you are ready for the page to be visible to your page viewers, click **Save**.

7.5 Make the page Home Page

Go to **Site Contents > Site Pages**.



1. Select the page you publish above.
2. Click on the more (ellipses icon), and select **Make homepage**

Section 8

Install the Power BI report

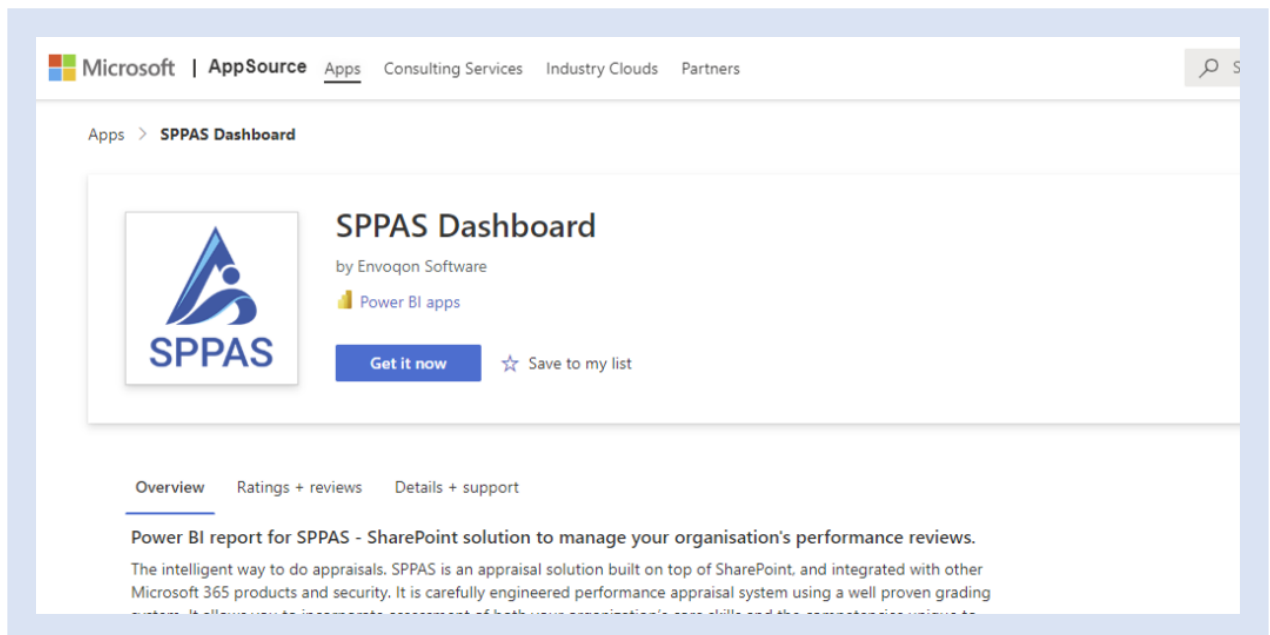
This section will help you install the Power BI report.

Before We Begin

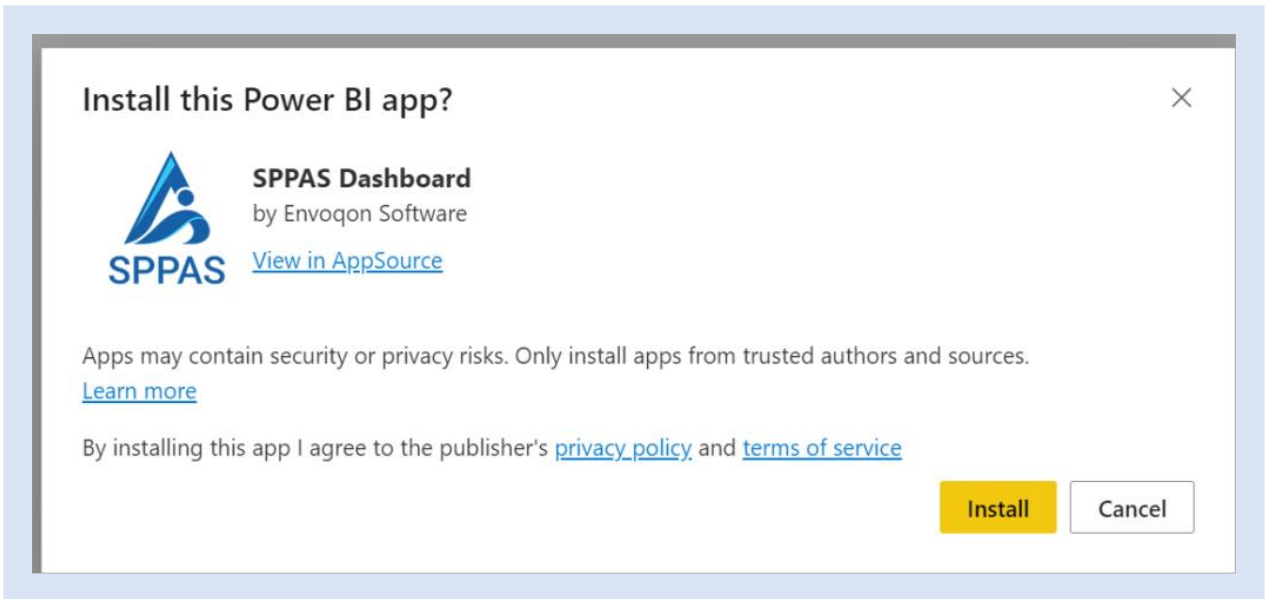
- You need to be a Power BI admin or a User with permission to installed an app.

8.1 Install the Power BI app

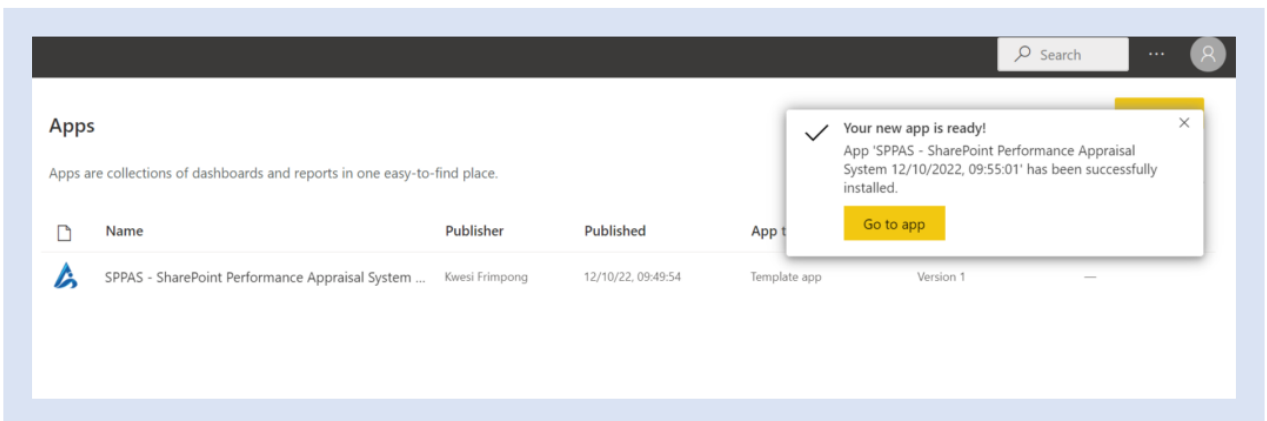
Go to <https://appsource.microsoft.com> and search for **SPPAS Dashboard** or use this direct [link](#).



Then, select **Get it now**. Confirm that you want to install this app.



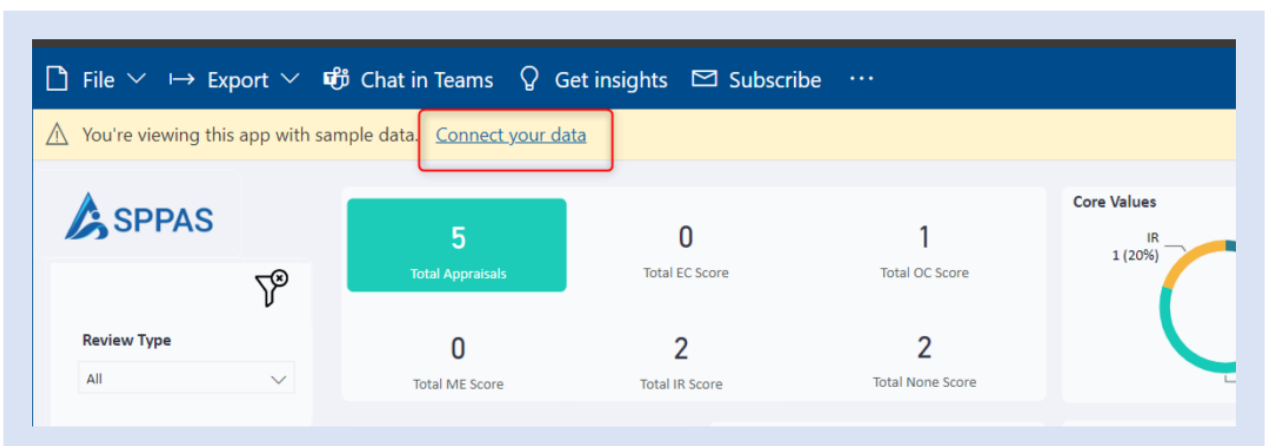
The Power BI service displays a success message once the app is installed.



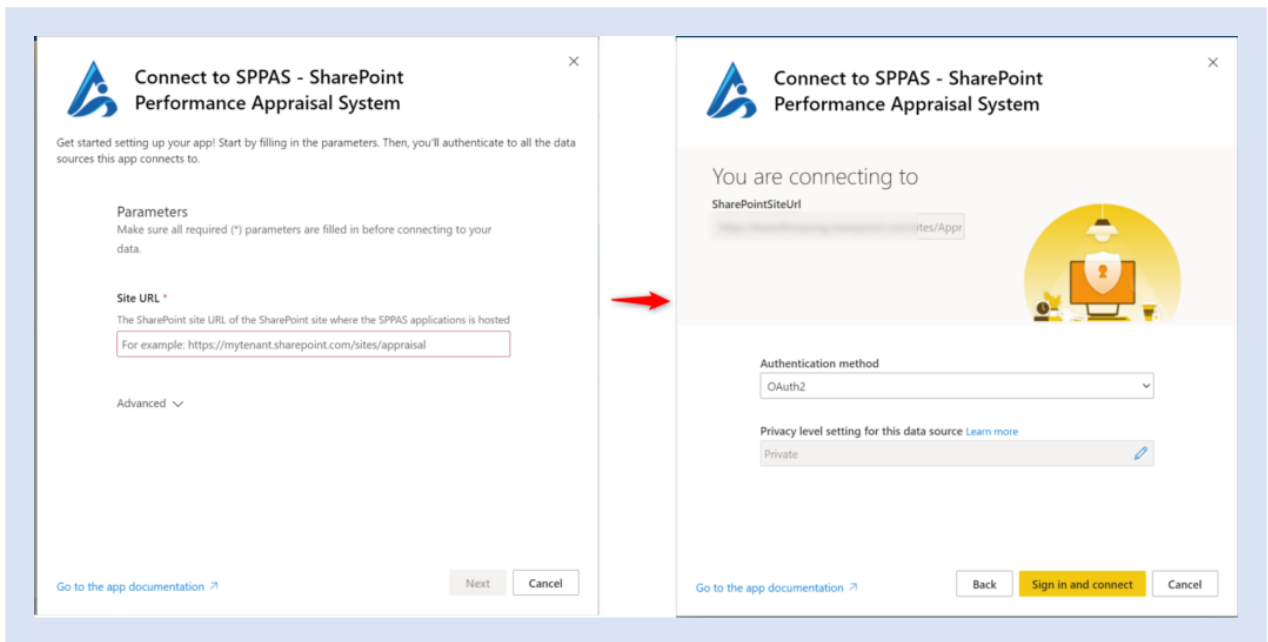
Select **Go to app**. The app opens, showing sample data.

8.2 Connect to your own data

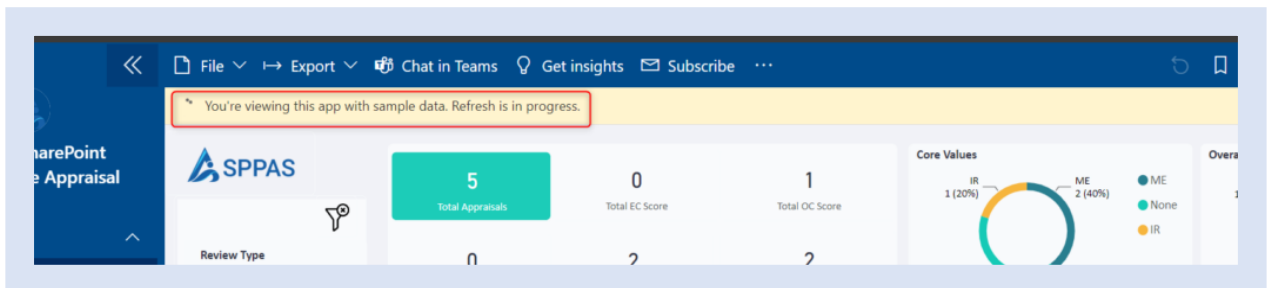
Select the **Connect your data** link on the banner at the top of the page.



This opens the parameters dialog, where you change the data source from the sample data to your own data source (see [known limitations](#)), followed by the authentication method dialog. You may have to redefine the values in these dialogs.



Once you've finished filling out the connection dialogs, the connection process starts. A banner informs you that the data is being refreshed, and that in the meantime you are viewing sample data.



Your report data will automatically refresh once a day, unless you disabled this during the sign-in process. You can also [set up your own refresh schedule](#) to keep the report data up to date if you so desire.

Section 9

Assign Users Licences

This section will guide you in assigning licences to users.

Before We Begin

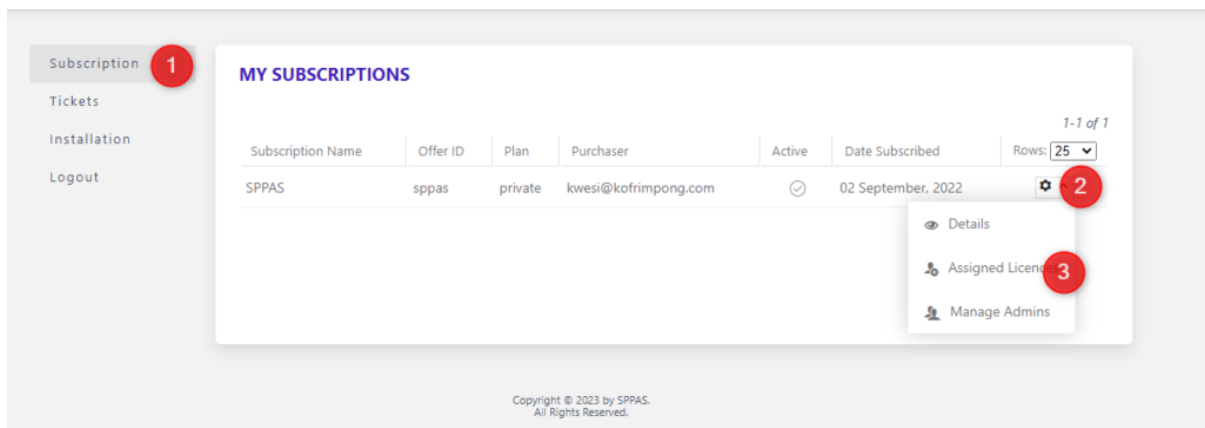
- You need to be a Global Administrator to assign licence.

9.1 Login to the Licence management portal

Go to <https://platform.sppas.net> and login using your Microsoft work account. This is the same account you used to purchase the licences in [step 1](#).

9.2 Assign licences to users

From the **Subscription** page, select the cog icon next to the subscription, and select **Assign Licences**.



Subscription Name	Offer ID	Plan	Purchaser	Active	Date Subscribed	Rows: 25
SPPAS	sppas	private	kyesi@kofrimpong.com	🟢	02 September, 2022	⚙️

- Details
- Assigned Licences
- Manage Admins

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From the **ASSIGNED LICENCES** page, Click Add User to add assign a licence to a single user or use the import button to assign licences to multiple users.