# ERUD TEGO

# DETAILED PERMISSIONS - USER DOCUMENTATION

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# INTRODUCTION

This document explains how to install and use the Detailed permissions extension application on your SharePoint Online site.

To continue on this document, you must have added the application "Detailed permissions" by Eruditego on from the SharePoint Store to your tenant store (validation that should be done by the IT service). Your administrator need also to authorize application permissions to make it work (see section "Permission Autorization" for more info.

# INSTALLATION

You can install the extension using 2 approaches :

## INSTALLATION ON A SPECIFIC SITE

To install the Detailed Permissions extension on a site, follow the steps :

- Connect to your SharePoint site
- Go on site content
- Click on "New" > "Application"
- On application "Detailed Permissions" click on "Add"

After a few minutes, application shall be deployed on the site. The component is available on all document libraries of the site (you need to install it on subsite if you need it there).

## INSTALLATION GLOBALLY ON THE TENANT

Global installation requires to be done by an administrator. To do so :

- Connect to the global App Catalog of the tenant
- Open catalog with the "classic experience"
- Select the application "Detailed permission"
- Click on "Deploy" in the menu
- Select "Deploy on all sites" check box and validate the form

The extension will be added on all sites of the platform, so no more action shall be done.

# PERMISSIONS AUTHORIZATION

This part explains how to authorize the application to read content of the Active Directory Groups, these actions must be done by a platform administrator.

- Connect on SharePoint Administration web interface
- In menu "Advanced", click on "API Access"
- If authorizations "Group.Read.All" and "User.Read.All" are not approved, approve them.

# USAGE

To use the "Detailed permissions" extension, connect on any Document Library and select a file or a folder. The "Detailed permissions" menu will appear in you SharePoint site :
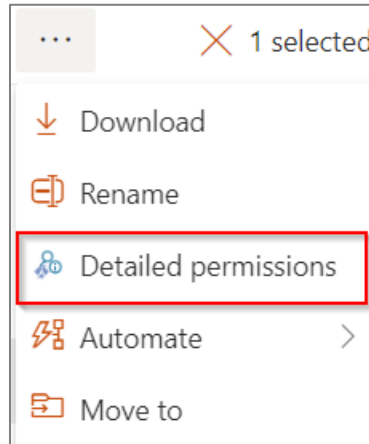


When clicking on the menu, the Detailed permissions form will appear :



On the top of the component you will find :

- The name of the file or folder you're analyzing
- A command allowing users, that have permission management authorization, to set if the current item shall inherit permissions or have custom ones.

Then a Pivot menu is available with the 4 different pages you can access in the extension :

- Permissions tab: Display access on the selected item with possibility to explore SharePoint and Active Directory Groups
- Check permissions: Allow you to select a user and see what permissions apply to him and in which SharePoint groups he has been added to (Note that you need to have manage permissions to access this tab)
- Check access hierarchy: This part allow you to see the hierarchy of inheritance of your items
- Administrators: Show current site administrators

## Permissions Tab

The Permissions Tab show the current permissions of the item you've selected. As a result you will see all groups and users that have access to your document or folder.
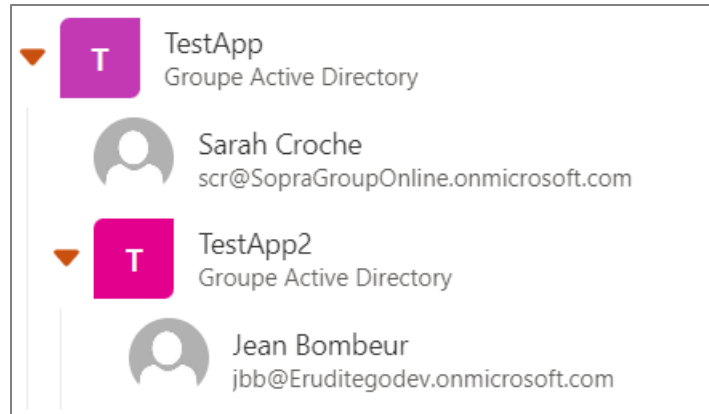


SharePoint Groups can be opened to see their content by clicking on the arrow on the left:



If the group contains Active Directory groups, and if your administrator has provided permissions to the application, you are able to open a see the content of the Active directory groups, even though they are imbricated one inside another:

If you have needed permissions, 2 features are also available in addition to what have been shown:

- Add a user to a group: This feature allows you to add a user or an Active Directory Group to a SharePoint group;
- Remove permission: This feature allows you to remove a permission given on the item or a user from a SharePoint group.

## Check permissions Tab

This tab is only accessible if you have the permission to enumerate the permissions. If not, the tab will be invisible.

This tab allow you to select a user or an Active Directory group and check what is its effective permissions on the item, plus you see the SharePoint Groups he is member of :
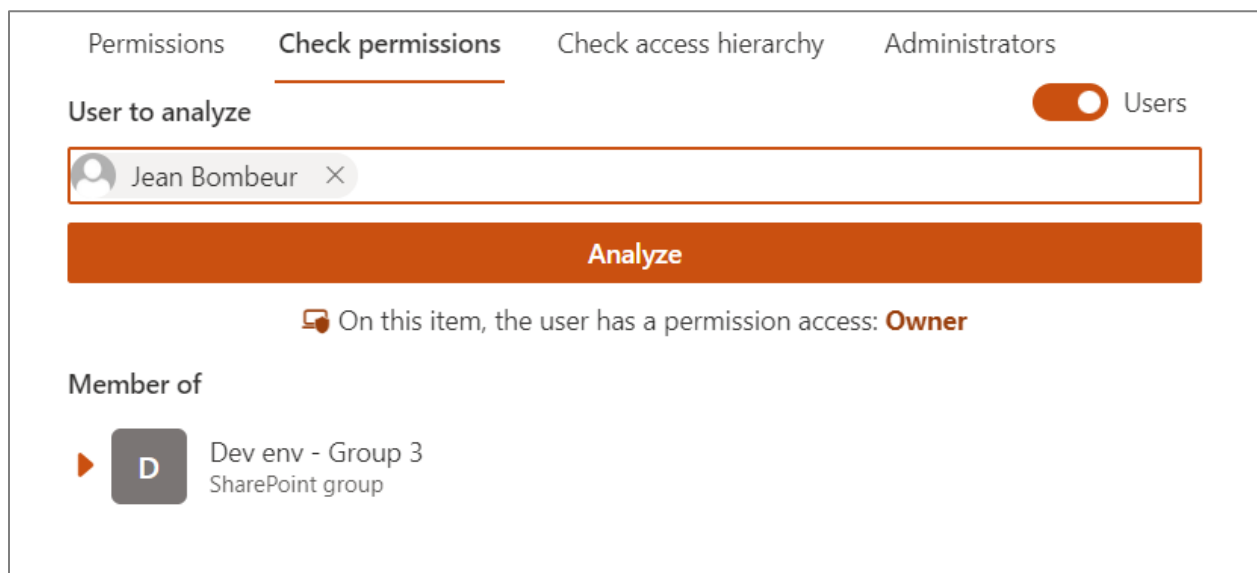


## Check access hierarchy

This tab allows you to see the hierarchy of inheritance of the different object of you site, children or parent of the current selected item:

When using this page, you can check the children folders of the current item, load the parents of the item, and see if each item inherit permissions or has specific ones. With the magnifier icon, you can access to the advance permissions page.

## Administrators

This page allow you to see the administrator of the site, this tab is only visible for site collection administrators.



# LICENCING

The component is provided with a 15 days Trial period. When the period expires, you can contact us to get your paid licence at commerce@eruditego.fr or connect on your web site here : https://eruditego.fr/index.php/html-web-part/

# SUPPORT

If you encounter any issue, please contact us by email: support@eruditego.fr