Sphereon Add-ins
for SharePoint Online

Installation Guide

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PREREQUESITES

1. Download the add-in packages

Go to https://sphereon.com/downloads/Sharepoint/add-ins/prod and download the desired (-online) app packages.

Index of /downloads/Sharepoint/add-ins/prod

Name	Last modified	Size	Description
Parent Directory		-	
Sphereon Addin basement prod-online.zip	2018-08-22 09:42	10K	
Sphereon Blockchain Addins prod-online.zip	2018-08-22 09:42	7.4K	
Sphereon Conversion Addins prod-online.zip	2018-08-22 09:42	10K	
prod-on-premise.zip	2018-07-31 11:55	18K	

Sphereon Addin basement prod-online.zip (required)
You will need this package to be able to link and configure our service with your SharePoint environment.

Sphereon Blockchain Addins prod-online.zip
You will need this package to be able to use the Blockchain Sign and Verify functions.

Sphereon Conversion Addins prod-online.zip
You will need this package to be able to use the PDF Conversion functions.

> **Note:**
> The above are the installation packages for a Production installation.
> When testing: the parent directory also contains packages for /test and /acc that correspond to the Test resp. the Acceptance deployments of the Sphereon Add-in Cloud Provider.

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2. Signup and register on store.sphereon.com

In order to use the Sphereon APIs you need a **consumer key** and a **secret value**.

To obtain these you must signup at https://store.sphereon.com

Click on Sign up.
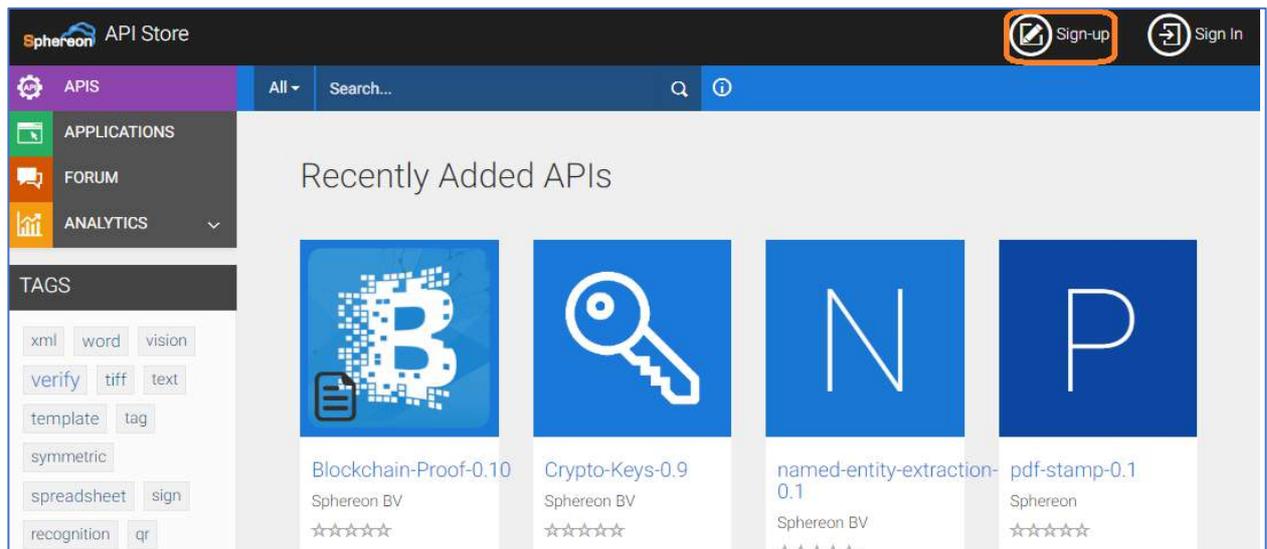
Enter your account details
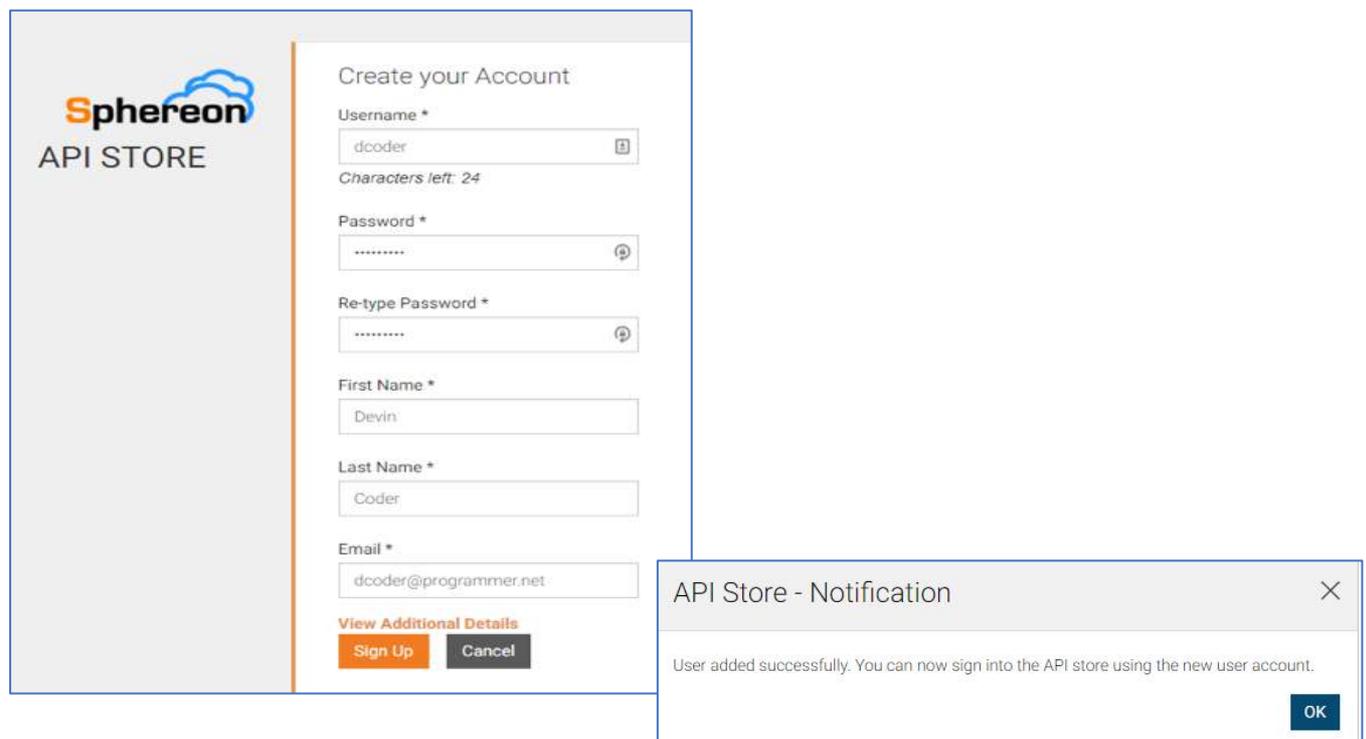
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Log in with the user name and password that you just entered in the Sign up screen.
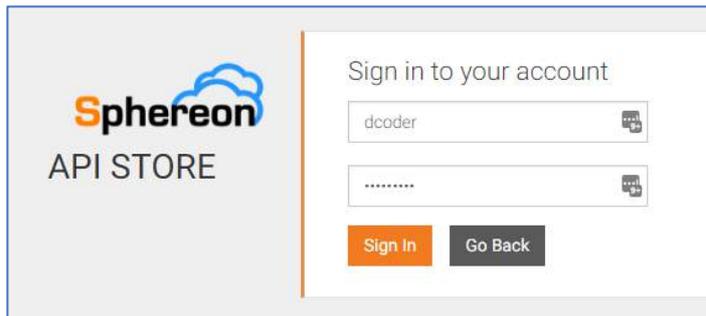
You will need to define and configure a so-called Application, which will consist of one (or more) APIs and that you will use for your project.

Go to the APPLICATIONS section, click ADD APPLICATION.
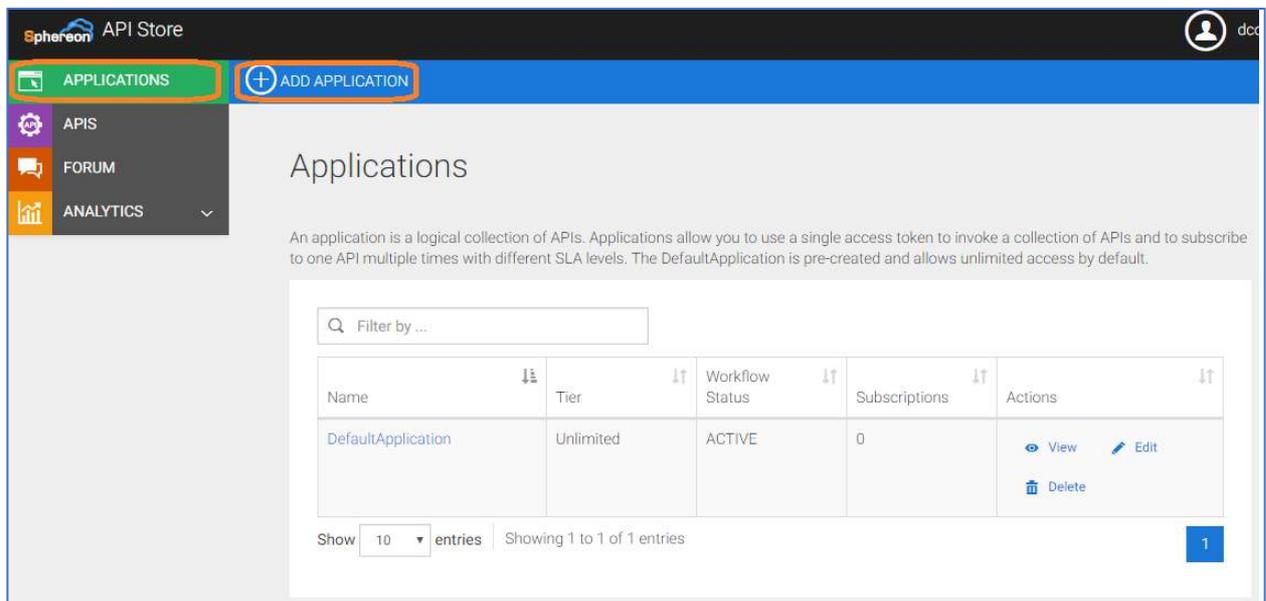
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Choose and enter a name for the Application that is going to use.
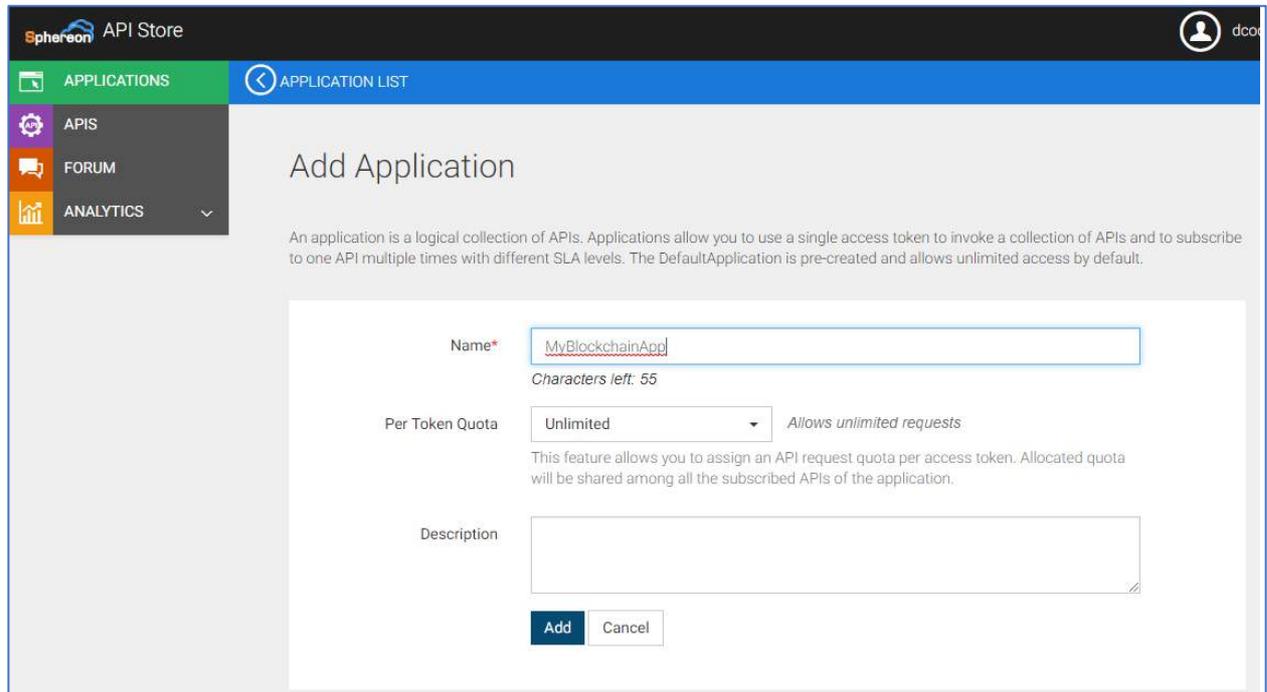
You can leave the Per Token Quota as is. Optionally, you can enter a Description for your Application.

Next, go to the APIS section.
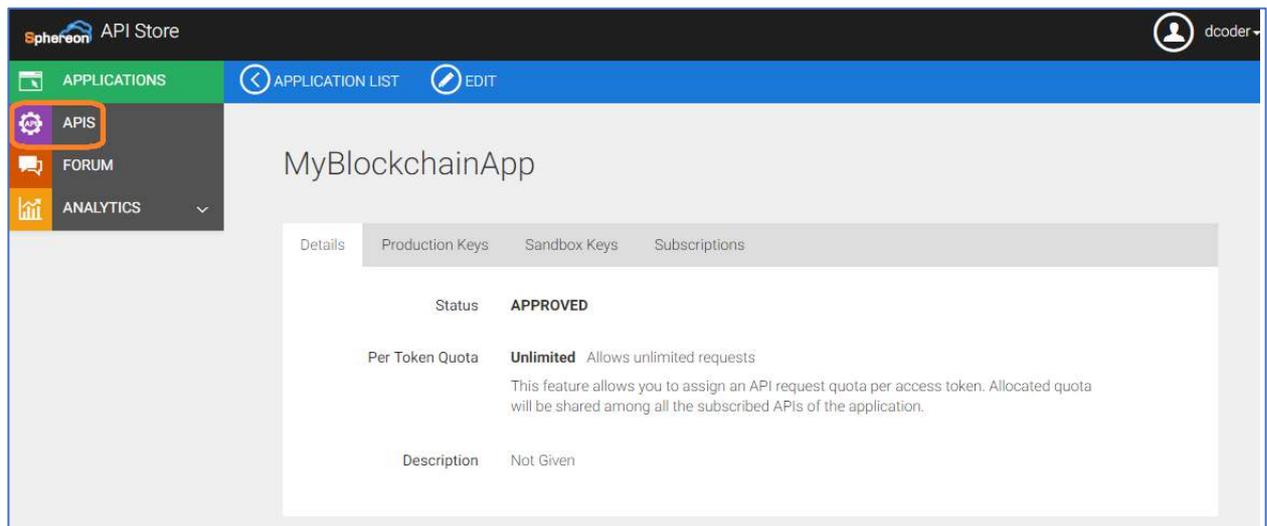
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The APIS Section will display publicly available APIs.

Click on <u>Blockchain-Proof</u> API.
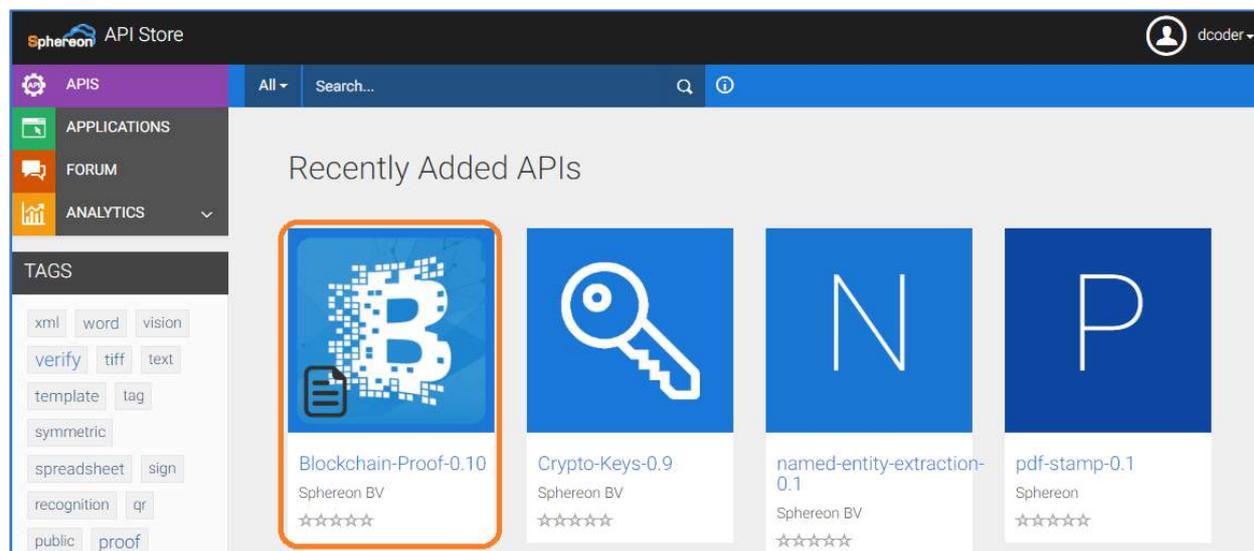
Next, select your Application from the drop-down menu and click the [Subscribe] button to subscribe (and link) the API to your new Application.
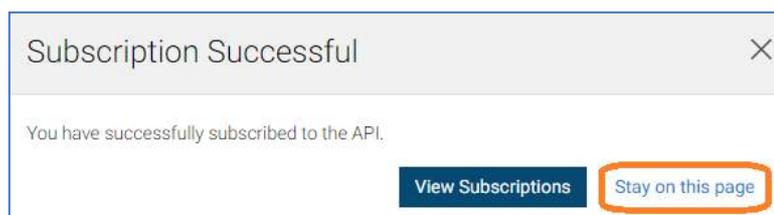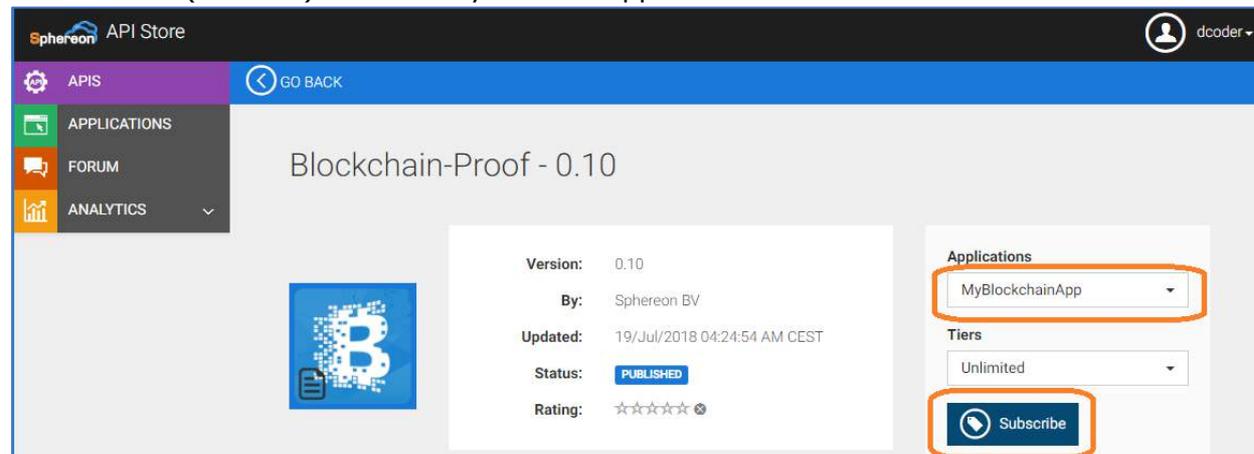
Click on the [Stay on this page] button.

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Besides the Blockchain-Proof API, you also need to subscribe to the following APIs:
- Easy-Blockchain
- Crypt-Keys
- Storage

Click on GO BACK to return to the APIS page.
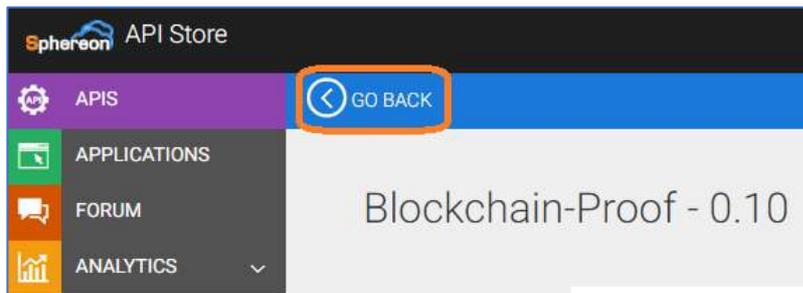
Repeat steps 7 and 8 for all of the API's below:
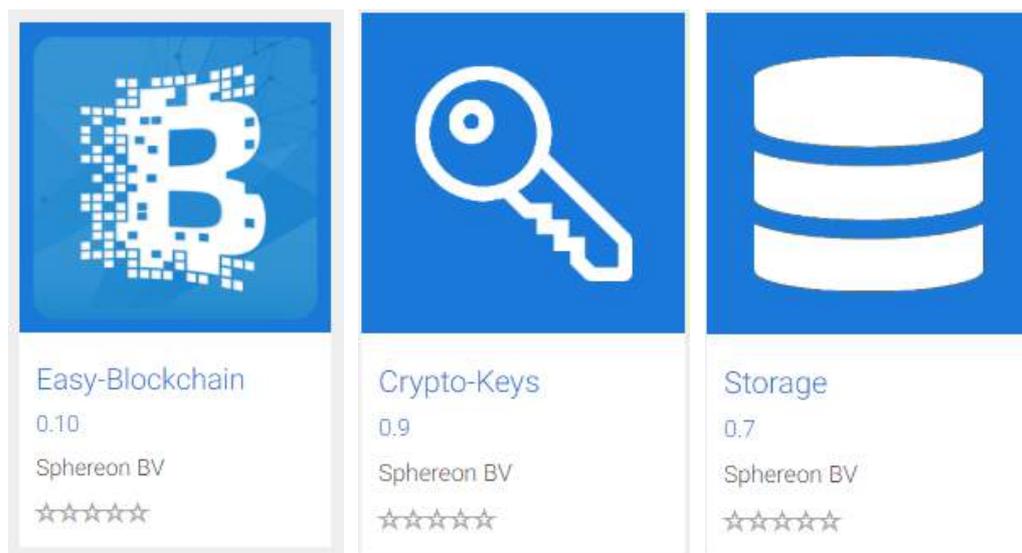
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Go back to the APPLICATION section and open the Production Keys tab.
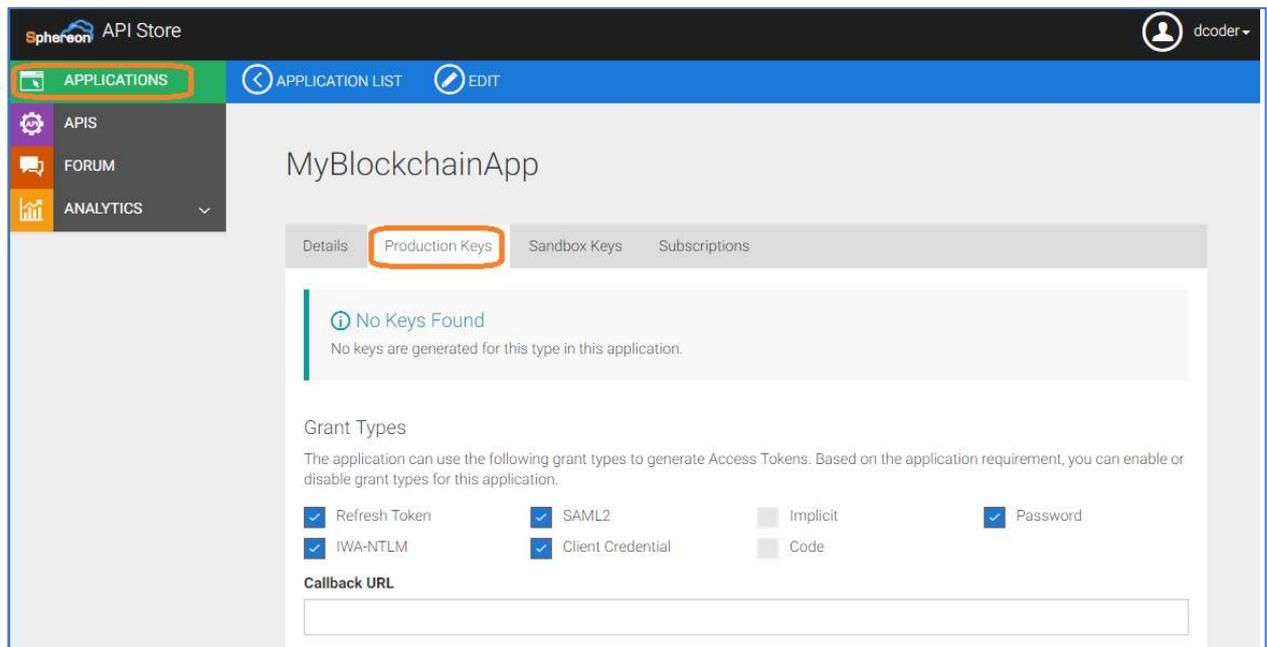
Note: If your connecting app provides a callback URL (like MS-flow) you can enter this in the "Callback URL" field.
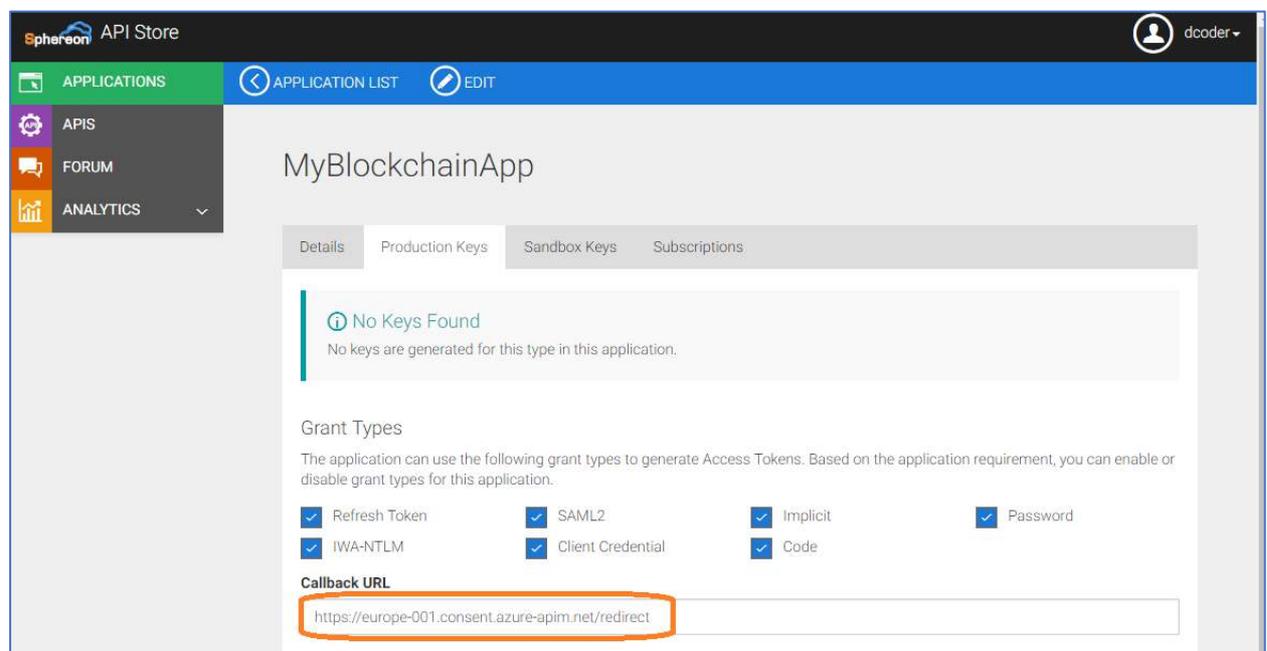
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Now click on the [Generate Keys] button at the bottom of the screen.
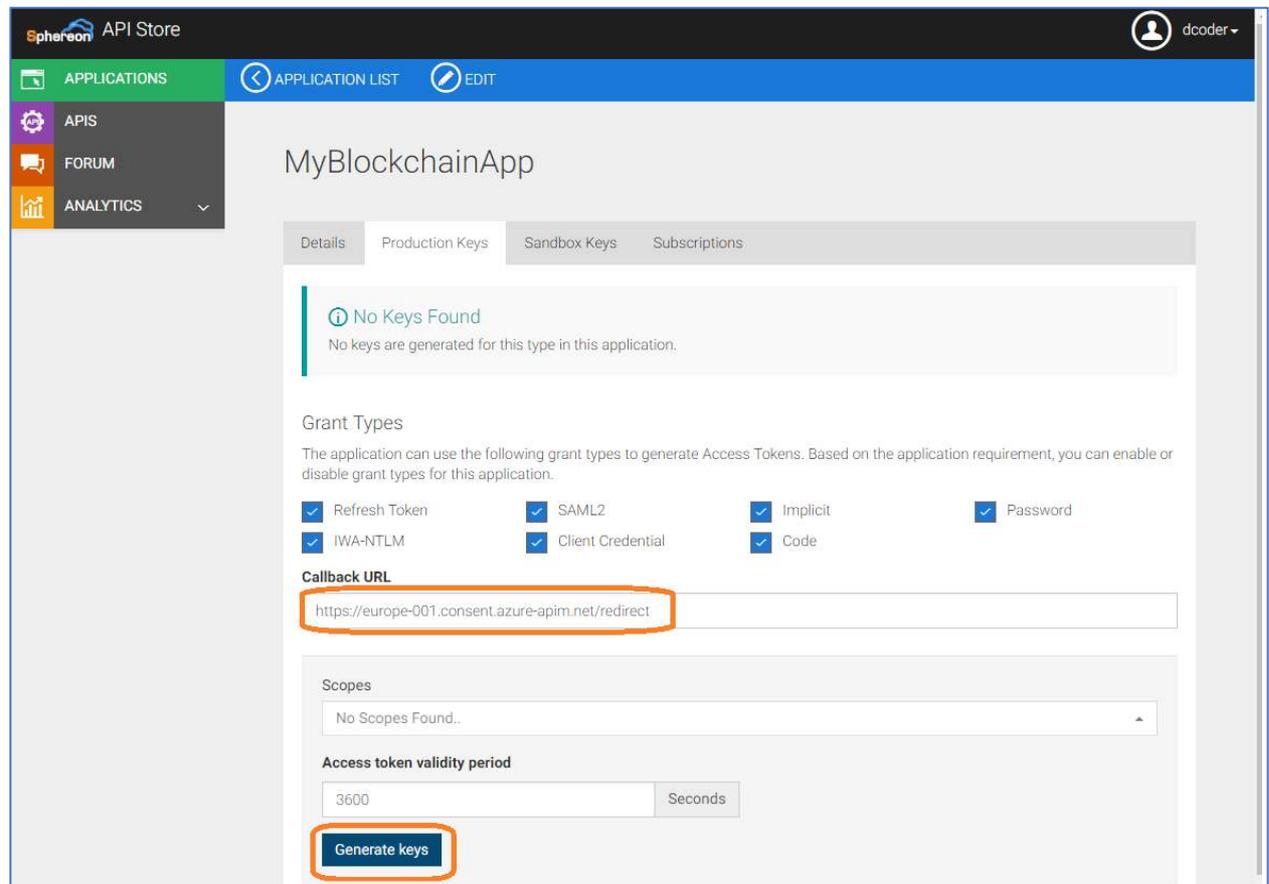
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If your keys are hidden, you can click on the [Show keys] button.

Write down or copy the keys. You will need them during the installation process.

Note: You can always revisit this page.

Note: There are separate keys for Production and Sandbox (Test) environments.

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INSTALLATION

These following sections of this document describe how to install the Sphereon add-ins.

The Sphereon SharePoint Add-in will provide Menu items for function that link them to Sphereon's cloud API content services.
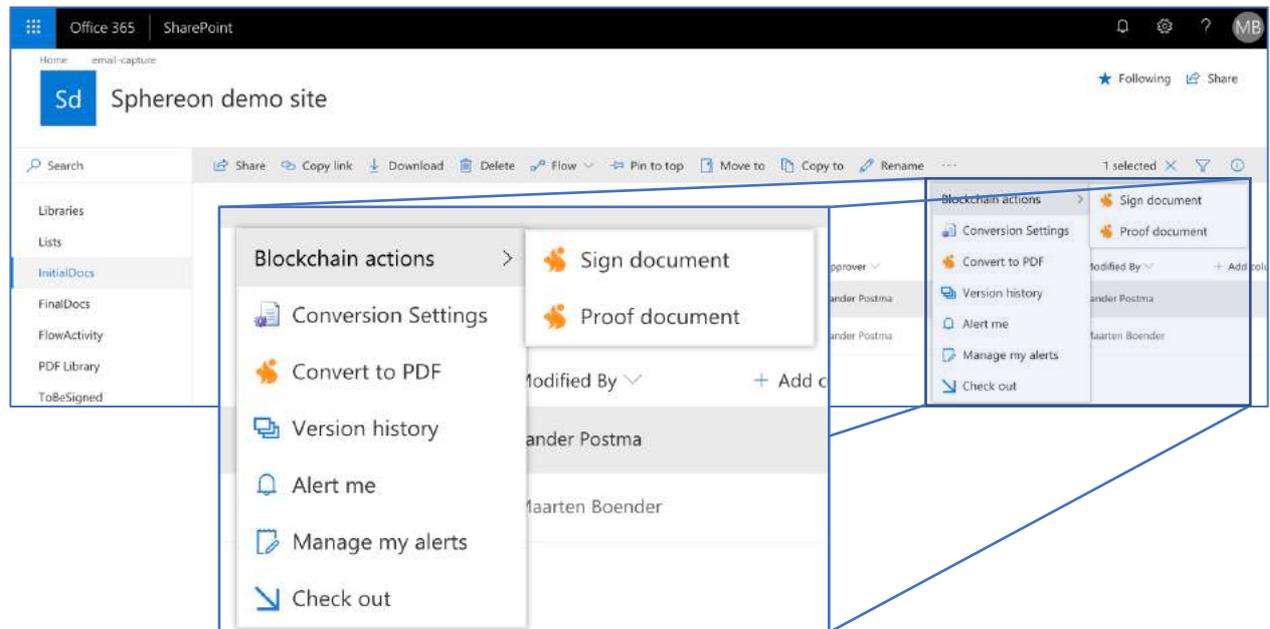
Installation steps

The steps are:

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Register the add-in client

1. Go to - https://<your-site>.sharepoint.com/_layouts/15/AppRegNew.aspx
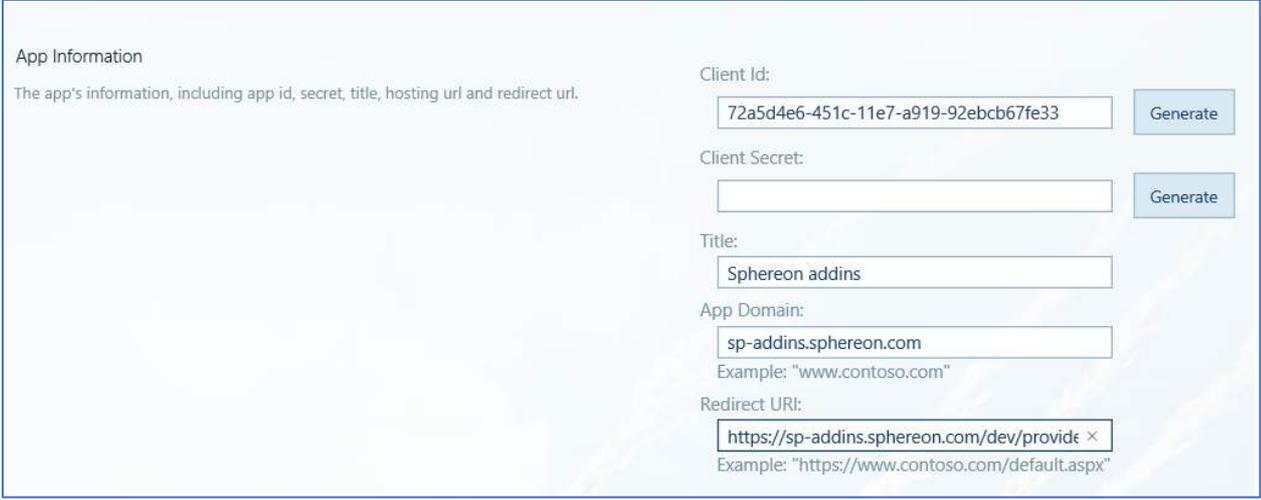
2. Use the Sphereon provider client id: 72a5d4e6-451c-11e7-a919-92ebcb67fe33

3. After the client secret click "Generate"

4. **Save this value**, f.i. in your password vault.
   (You will need this in the Configuration step, later.)

5. The App domain is sp-addins.sphereon.com

6. The Redirect URI is https://sp-addins.sphereon.com/start

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Upload app package

1. Go to the site collections section in your SharePoint admin portal - https://<your-site>-admin.sharepoint.com/_layouts/15/online/SiteCollections.aspx

2. Check your app catalog site (name can vary) and select <u>Owners</u> from the ribbon.
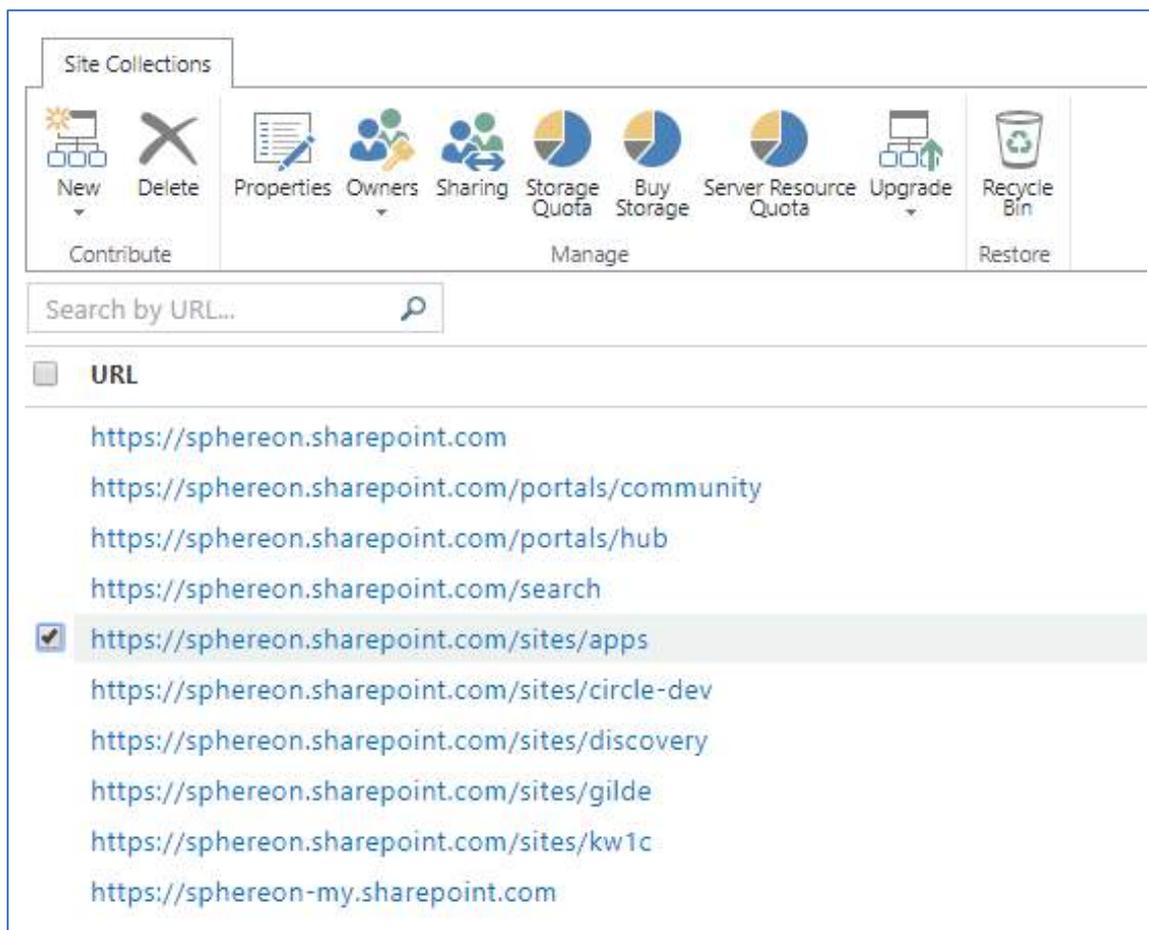
3. Next, select the menu-item <u>Manage Administrators</u>.

4. Make sure your account is in the list of Site Collection Administrators

5. Next, open the <u>apps</u> menu, then click on <u>App Catalog</u>
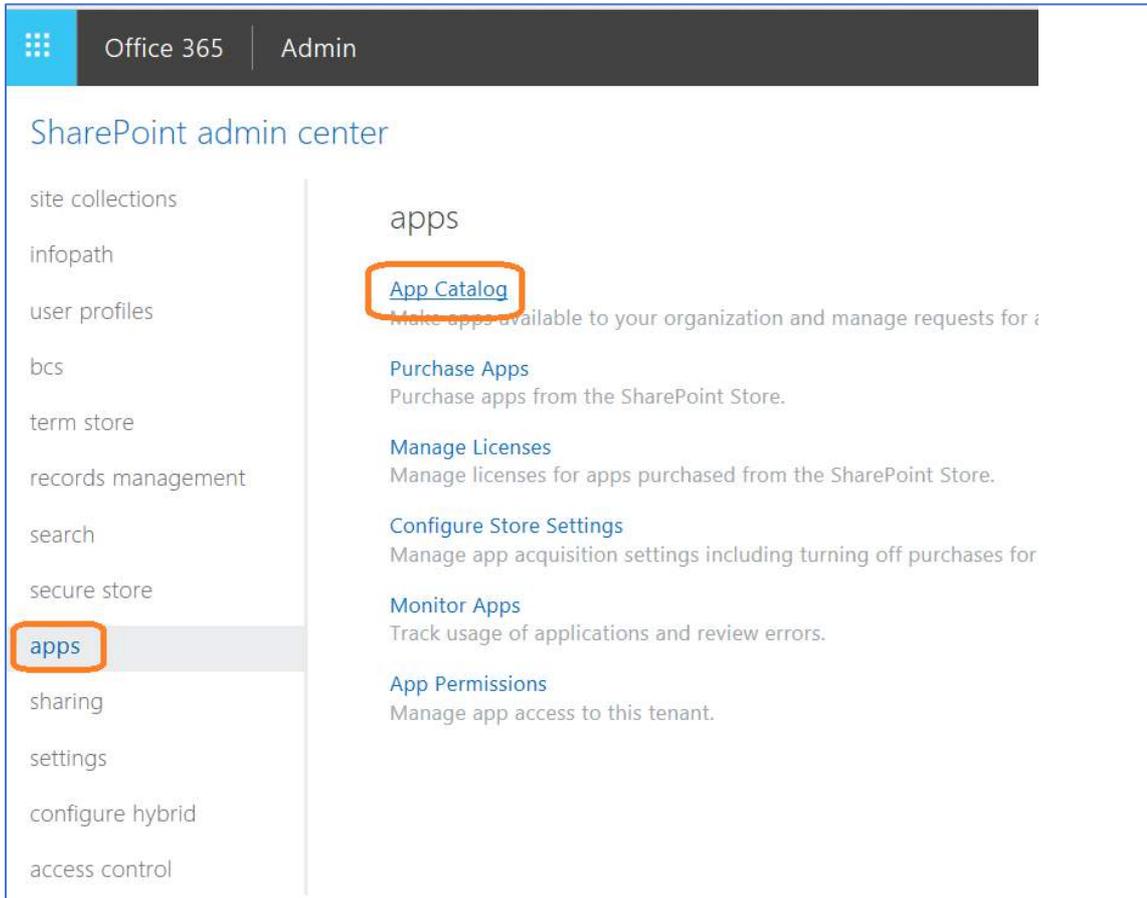
6. Click the <u>Distribute apps for SharePoint</u> tile:
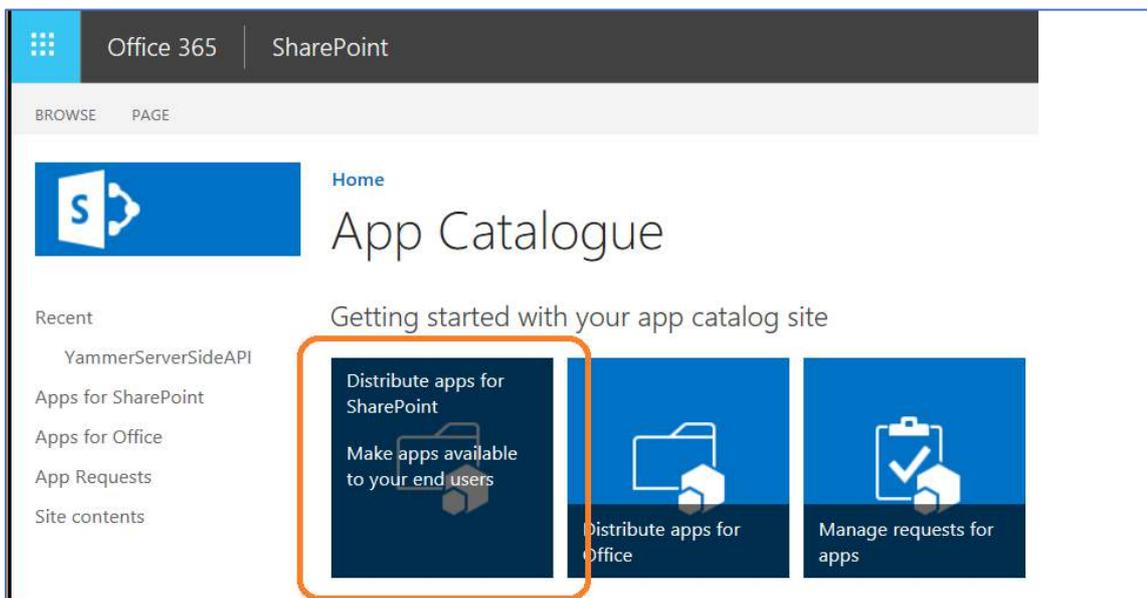
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7. If you have not yet done so, go
   to https://sphereon.com/downloads/Sharepoint/add-ins/prod and download the
   desired (-online) app packages.

   You will need the Sphereon Addin basement prod-online.zip package to be able to
   link and configure our service with your SharePoint environment.

   (For more information on how to obtain these, see PREREQUISITES at the
   beginning of this manual)

8. You will need to extract the app packages from the zip archives.

9. In Office 365, click the "Upload" button and upload the latest app packages.
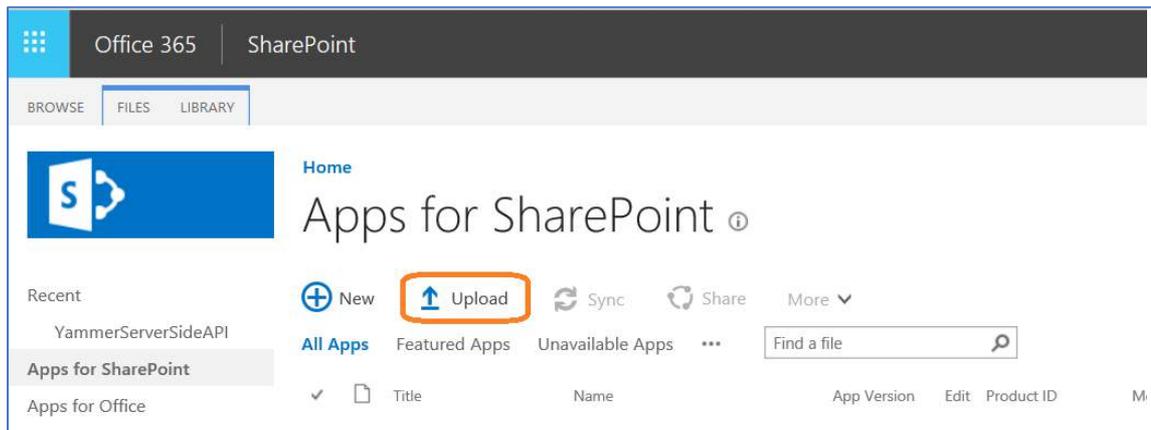
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Install the app(s)

1. Go to the site contents of your root site
   https://<your-site>.sharepoint.com/_layouts/15/viewlsts.aspx
   and click the New button, then select List
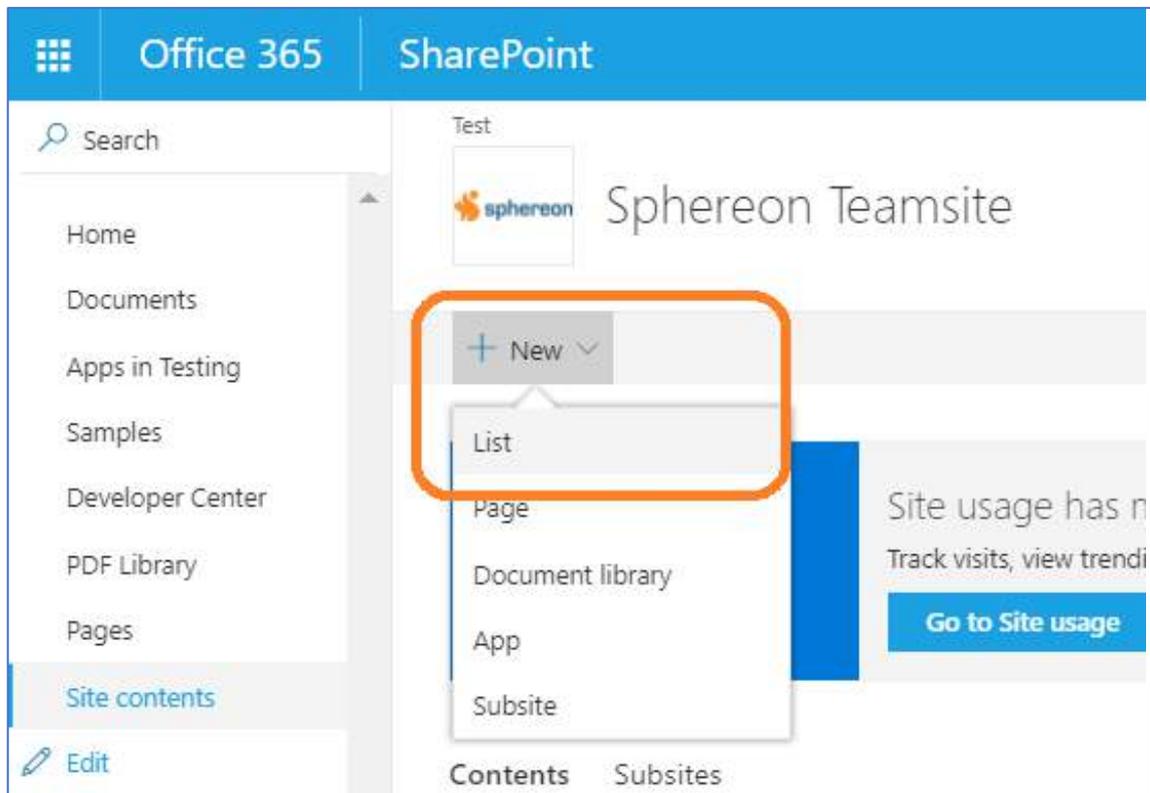
Create a list called "Sphereon"

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2. Go back to the site contents and select <u>Add an app</u>
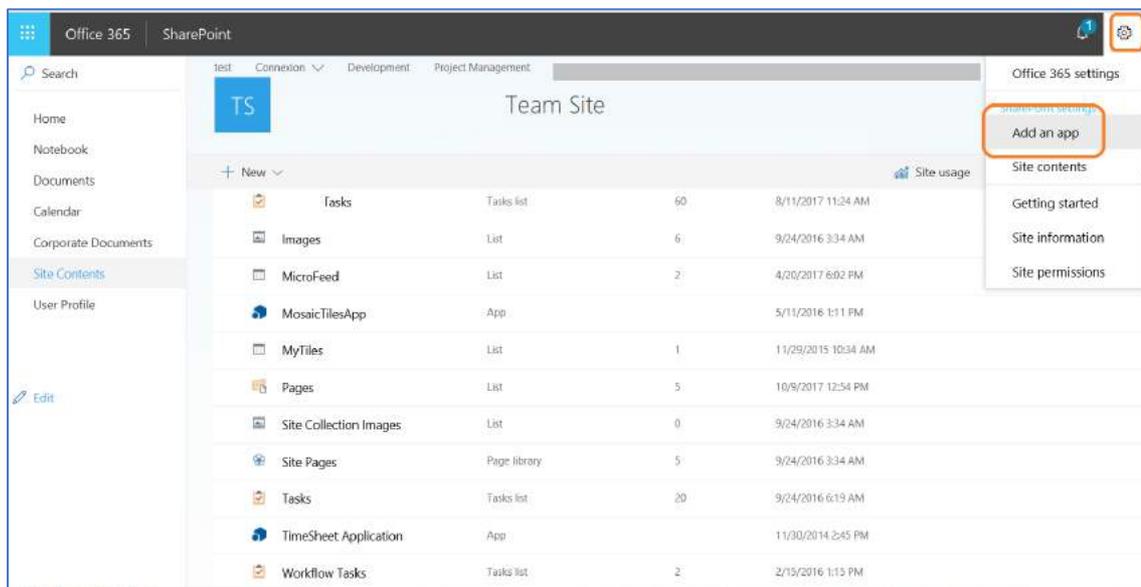
3. Then select the desired Sphereon add-in and <u>Trust it</u>:
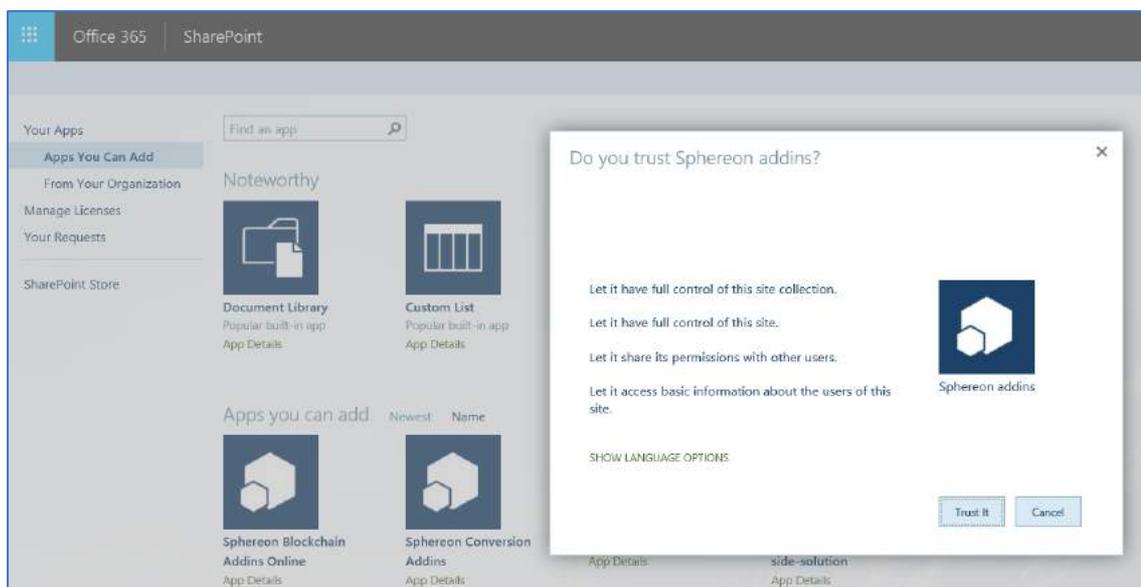
Repeat this for all Sphereon add ins that you require.

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Configure the Sphereon Add-in

1. Open the just created Sphereon list and click the Sphereon Setup menu-item:
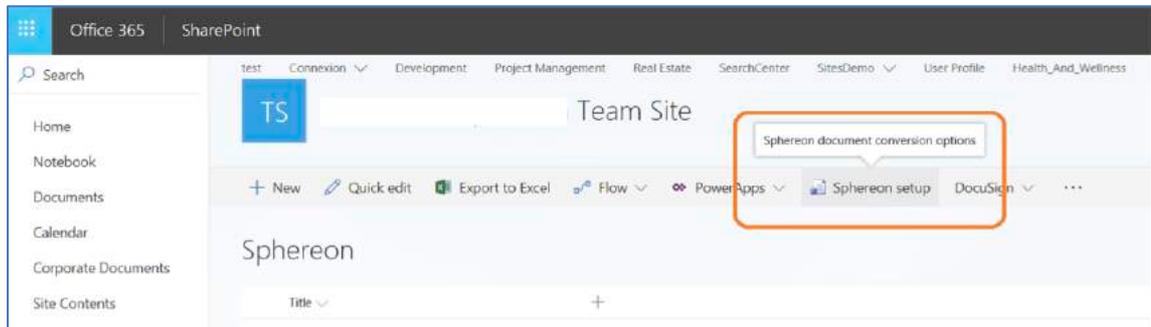
2. In the configuration screen paste the client secret you saved in §1.3,
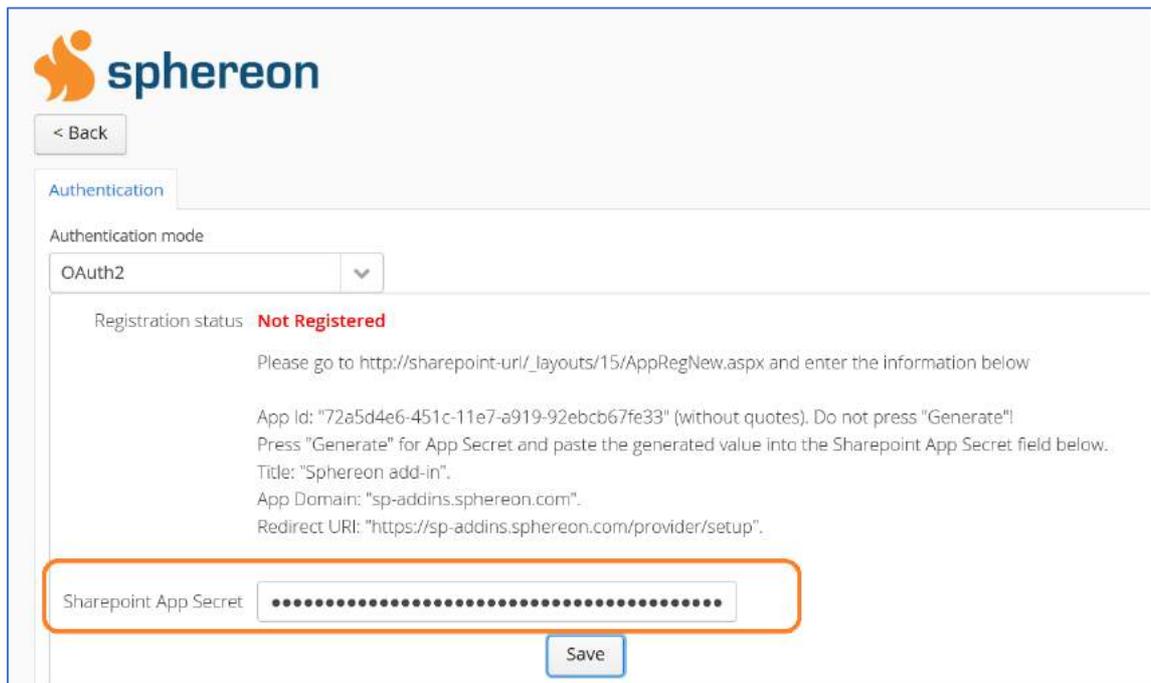
Select OAuth2 as authentication mode.

Press the Save button.

Note. If you are connected to an older backend version you will now need to press the back button and client Sphereon Setup again.

3. Under "Sphereon Microservice Authorization" you will need to enter a **consumer key** and a **secret value**.
(For more information on how to obtain these, see PREREQUISITES at the beginning of this manual)

4. Next click <u>Operating mode</u> tab.
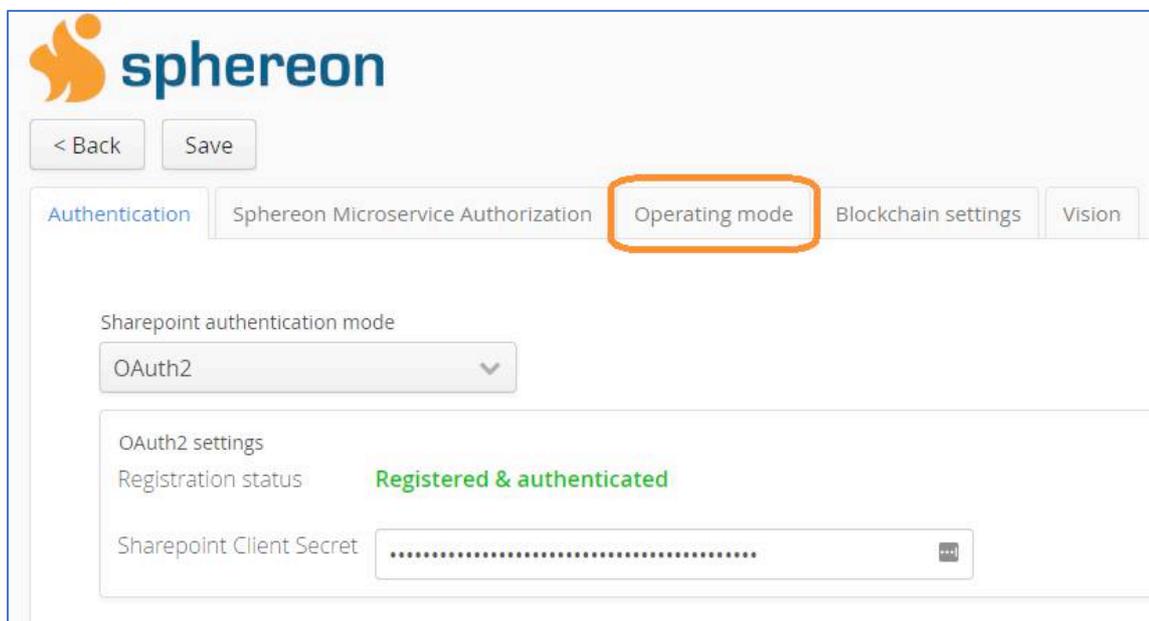
5. Verify the configuration variables:

For SharePoint Online installations you can leave these settings alone, except for the option "Processing Mode".

Processing Mode options:

INTERACTIVE   A Status page is displayed that shows messages of all the processing steps that are executed.

BACKGROUND   All the processing is done in the background without displaying a Status page.

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Configure the Sphereon PDF Conversion Add-in

1. If you are using our Sphereon PDF Conversion Add-in, go to your <u>Documents</u> library and click <u>Conversion settings</u> menu-item:
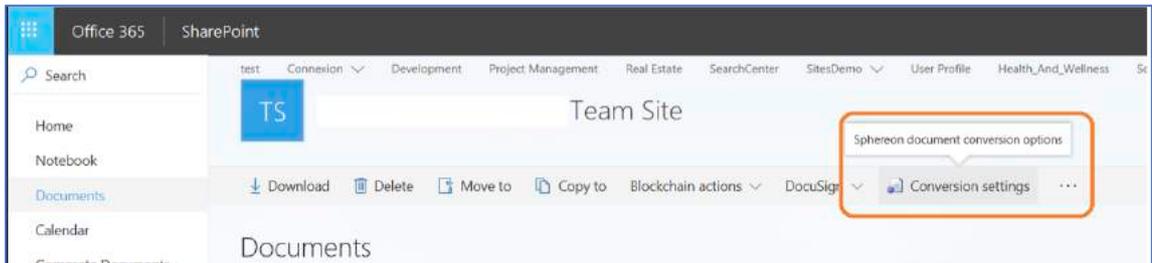
2. You will need to provide an access token and configure the variables:
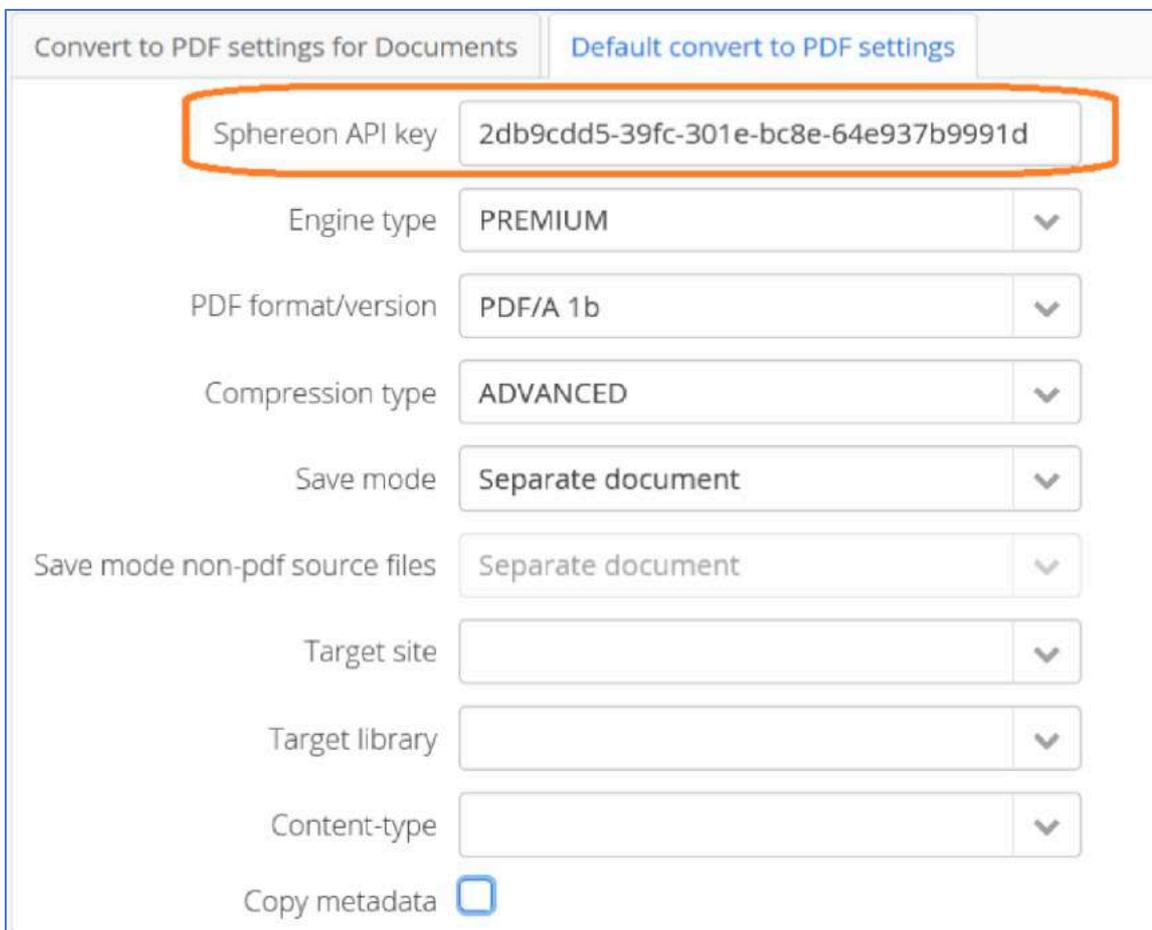
   (Details about these settings can be found on page 26 or in de API documentation which online on https://store.sphereon.com).

 For any questions, do not hesitate to contact us!

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Using the Sphereon PDF Conversion Add-in

You should now be able to use the new menu items in your document libraries.
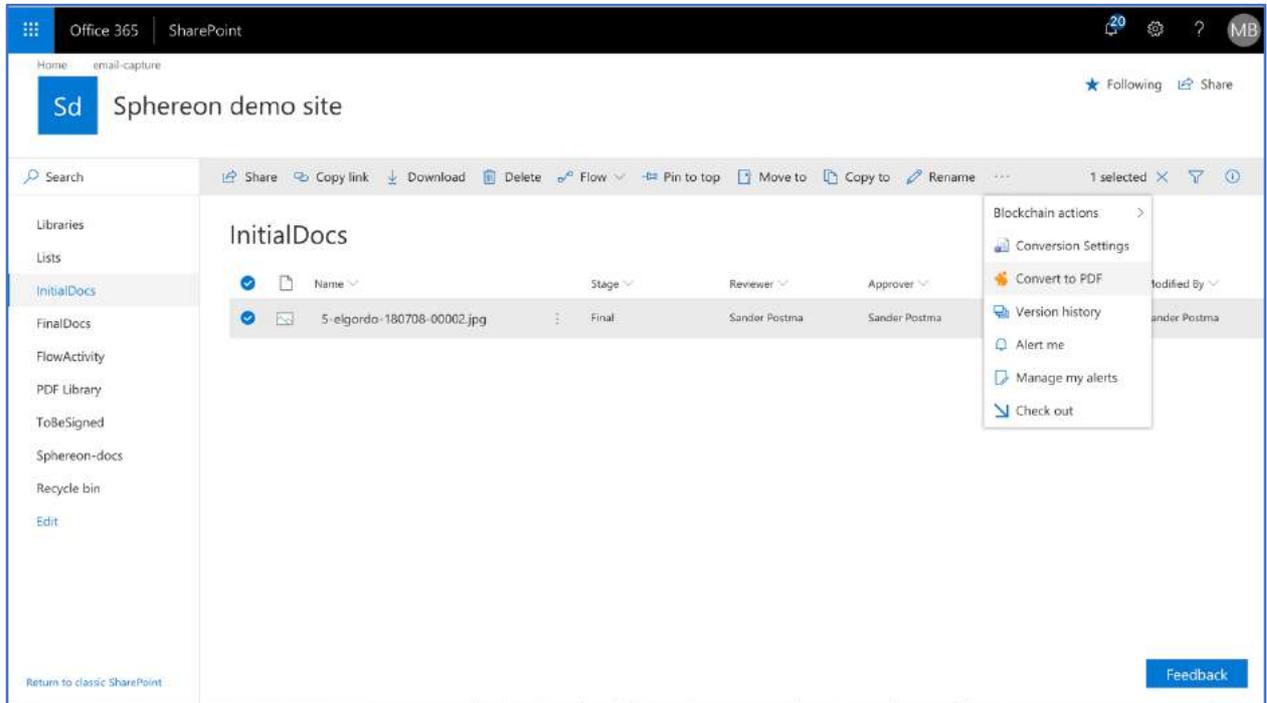
Just select a document and select Convert to PDF from the drop-down menu.

PDF Conversion settings

The following parameters can be set for the PDF Conversion:

Engine type   Select the type of engine you want to use.
Compression type   Select the level of compression.
PDF format/version   Select the sub-type PDF specification.
Save mode   Select if you want to either Replace a PDF file with
                                   the new PDF or as a Separate file or as a new
                                   Version of the PDF file.
Save mode non-pdf source files   The new PDF files for Non-PDF source files will be
                                   saved as a Separate file.
Target Site   Select the target Site to save the PDF file in.
Target Library   Select the target Library to save the PDF file in.
Copy metadata   Check this if you want to copy the associated
                                   metadata and column data to the target
                                   Site/Library.
Content type   Select a Content type for the new PDF file.

Default settings and Library specific settings

You can define these settings as the Default for all PDF conversions, as well as, define
settings to override these on the SharePoint Library level.

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Using the Sphereon Blockchain Add-in

The Blockchain Add-in enables you to Sign and Proof documents, or any object, on Blockchain.

Signing an object

When you Sign an object, Sphereon will create a standard SHA-256 hash-value, a kind of electronic fingerprint, which is a unique representation of a digital object. If anything in the object is changed, this will result in a different hash-value.
This hash-value is then appended to a block in a blockchain, where it is time-stamped and distributed over the peer-to-peer blockchain network.
When the network has checked and validate this transaction as a valid transaction, it is marked as registered.

Sphereon supports multiple blockchain infrastructures, such as BigchainDB, Ethereum, Factom, Hyperledger Fabric, Multichain, through a generic interface. You can specify which one to use in the Add-in settings.

Using the Blockchain Sign function in SharePoint

You can use the functions through the menu items in your document libraries.

Just select a document and select Blockchain actions-> Sign document from the drop-down menu.

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Verifying an object

When you want to Verify an object, Sphereon will again create the same standard SHA-256 hash-value, the electronic fingerprint, which is a unique representation of a digital object.

Sphereon will the search for the hash-value in the blockchain transactions. If the hash-value is found, the object was registered. Sphereon will return the related information, such as the timestamp.

Now, if anything in the object is changed, this will result in a different hash-value. Sphereon will then not be able to find it in the blockchain transactions. Sphereon will return that it could not find the information and therefor cannot guarantee the document as the original, authentic version.

Using the Blockchain Proof function in SharePoint

You can use the functions through the menu items in your document libraries.

Just select a document and select Blockchain actions-> Proof document from the drop-down menu.

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