# Sphereon Add-ins for SharePoint Online

**Installation Guide** 



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# PREREQUESITES

#### 1. Download the add-in packages

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

Index of /downloads/Sharepoint/add-ins/p					
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.

#### 2. Signup and register on store.sphereon.com

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

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

Click on Sign up.



#### Enter your account details

Sphereon API STORE	Create your Account Username * dcoder Characters left: 24 Password *		
	Re-type Password *		
	Coder Email * dcoder@programmer.net View Additional Details Sign Up Cancel	API Store - Notification User added successfully. You can now sign into the API store using the new user account.	<

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 <u>ADD APPLICATION</u>.

and the state of the
a collection of APIs and to subscribe ited access by default.
Actions 11
💿 View 🎤 Edit
📅 Delete
1

Choose and enter a name for the Application that is going to use.

Sph	ereon API Store		dcor
	APPLICATIONS	APPLICATION LIST	
0	APIS		
-	FORUM	Add Application	
liii	ANALYTICS ~	An application is a logical collection to one API multiple times with diffe	on of APIs. Applications allow you to use a single access token to invoke a collection of APIs and to subscribe erent SLA levels. The DefaultApplication is pre-created and allows unlimited access by default.
		Name*	MyBlockchainApp
			Characters left: 55
		Per Token Quota	Unlimited   Allows unlimited requests  This feature allows you to assign an API request quota per access token. Allocated quota will be shared among all the subscribed APIs of the application.
		Description	Add Cancel

You can leave the Per Token Quota as is. Optionally, you can enter a Description for your Application.

Next, go to the APIS section.

Sph	API Store				dcoder -
	APPLICATIONS		N LIST 🖉 EDIT		
0	APIS				
-4	FORUM	MyBlo	ockchainA	рр	
líú	ANALYTICS 🗸				
		Details	Production Keys	Sandbox Keys Subscriptions	
			Status	APPROVED	
			Per Token Quota	Unlimited Allows unlimited requests	
				This feature allows you to assign an API request quota per access token. Allocated quota will be shared among all the subscribed APIs of the application.	
			Description	Not Given	

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.

Sph	API Store					dcoder +
0	APIS	GO BACK				
	APPLICATIONS					
-	FORUM	Blockchain-I	Proof - 0.1	0		
hìi	analytics 🗸					
			Version:	0.10	Applications	
		34740	By:	Sphereon BV	MyBlockchainApp	•
			Updated:	19/Jul/2018 04:24:54 AM CEST	Tiers	
			Status:	PUBLISHED	Unlimited	•
			Rating:	*****	Subscribe	



Click on the [Stay on this page] button.

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.

Sph	Sphereon API Store						
۲	APIS	GO BACK					
	APPLICATIONS						
-1	FORUM	Blockchain-Proof - 0.10					
1	ANALYTICS ~						

Repeat steps 7 and 8 for all of the API's below:

B		
Easy-Blockchain	Crypto-Keys	Storage
0.10	0.9	0.7
Sphereon BV	Sphereon BV	Sphereon BV
****	****	*****

Go back to the APPLICATION section and open the Production Keys tab.

Sph	ereon API Store						dcoder -
	APPLICATIONS	APPLICATION LIST	EDIT				
0	APIS						
-4	FORUM	MyBlockc	hainApp				
h	analytics 🗸						
		Details Produc	ction Keys Sandbox Keys	Subscriptions			
		No Keys     No keys are ge     Grant Types	s Found enerated for this type in this appli	cation.			
		The application ca	in use the following grant types to	o generate Access T	okens. Based on the a	pplication requirement, you can er	hable or
		Refresh Toker	n SAML2		Implicit	Password	
		VWA-NTLM	Client Crede	ential	Code	-	
		Callback URL					

**Note:** If your connecting app provides a callback URL (like MS-flow) you can enter this in the "Callback URL" field.

Sphe	API Store					dcoder -
	APPLICATIONS	APPLICATION LIST				
0	APIS					
-1	FORUM	MyBlocko	hainA	qc		
١ <u>ش</u>	ANALYTICS ~					
		Details Produ	iction Keys	Sandbox Keys Subsc	riptions	
		No Key: No keys are g	s Found enerated for t	his type in this application.		
		Grant Types				
		The application c disable grant type	an use the foll s for this app	owing grant types to generati lication.	e Access Tokens. Based on the app	lication requirement, you can enable or
		🗸 Refresh Toke	n	SAML2	- Implicit	Password
		WA-NTLM		<ul> <li>Client Credential</li> </ul>	Code	
		Callback URL				
		https://europe-0	01.consent.a	zure-apim.net/redirect		

Now click on the [Generate Keys] button at the bottom of the screen.

Sph	API Store	ه 💽 ه	coder <del>-</del>
	APPLICATIONS	O APPLICATION LIST O EDIT	
0	APIS		
	FORUM	MyBlockchainApp	
la:	ANALYTICS 🗸		
0111		Details Production Keys Sandbox Keys Subscriptions	
		No Keys Found No keys are generated for this type in this application.	
		Grant Types The application can use the following grant types to generate Access Tokens. Based on the application requirement, you can enable or disable grant types for this application.	
		Refresh Token SAML2 Implicit Password	
		VIWA-NTLM VICIEnt Credential VICIEnt Credential	
		Callback URL	
		https://europe-001.consent.azure-apim.net/redirect	
		Scopes	
		No Scopes Found.	
		Access token validity period	
		3600 Seconds	
		Generate keys	

Show Keys			
consumer Key			
consumer Secret			
			Ē
Grant Types			
he application can use th isable grant types for this	ie following grant types to gene s application.	rate Access Tokens. Based on the ap	plication requirement, you can enable
Refresh Token	SAML2	Implicit	Password
WA-NTLM	Client Credential	Code	
allback URL			
https://europe-001.cons	ent.azure-apim.net/redirect		
Update Generate a Test Acce ccess Token	ess Token		Ē
Update Generate a Test Acce ccess Token bove token has a validity	ess Token  period of <b>3600</b> seconds. And th	ne token has ( <b>am_application_scope</b>	default ) scopes.
Update Senerate a Test Acce ccess Token bove token has a validity Scopes	ess Token  period of <b>3600</b> seconds. And th	ne token has ( <b>am_application_scope</b>	default ) scopes.
Update eenerate a Test Acce ccess Token bove token has a validity Scopes No Scopes Found	ess Token  period of <b>3600</b> seconds. And th	ne token has ( <b>am_application_scope</b>	default ) scopes.
Update eenerate a Test Acce ccess Token bove token has a validity Scopes No Scopes Found Validity period	ess Token  period of <b>3600</b> seconds. And th	ne token has ( <b>am_application_scope</b>	default ) scopes.

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.

# 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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Configure the Sphereon PDF Conversion Add-in	24

#### Register the add-in client

1. Go to - <u>https://<your-site>.sharepoint.com/ layouts/15/AppRegNew.aspx</u>

App Information	Client ld:		
The app's information, including app id, secret, title, hosting un and redirect un.	72a5d4e6-451c-11e7-a919-92ebcb67fe33	Generate	
	Client Secret:		
		Generate	
	Title:		
	Sphereon addins		
	App Domain:		
	sp-addins.sphereon.com		
	Example: "www.contoso.com"		
	Redirect URI:		
	https://sp-addins.sphereon.com/dev/provide ×		
	Example: "https://www.contoso.com/default.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

#### Upload app package

- Go to the site collections section in your SharePoint admin portal -<u>https://<your-site>-</u> 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.

2	ite Collections	
×16 ×	ew Delete	Properties Owners Sharing Storage Buy Quota Storage Storage Quota Storage Manage Resource Upgrade Bin Restore
Se	arch by URL	
	URL	
	https://sp https://sp https://sp https://sp https://sp	hereon.sharepoint.com hereon.sharepoint.com/portals/community hereon.sharepoint.com/portals/hub hereon.sharepoint.com/search hereon.sharepoint.com/sites/apps hereon.sharepoint.com/sites/circle-dev
	https://sp	hereon.sharepoint.com/sites/discovery
	https://sp	hereon.sharepoint.com/sites/gilde
	https://sp	hereon.sharepoint.com/sites/kw1c
	https://sp	hereon-my.sharepoint.com

Site Collections Site Collections New Delete Contribute	Owners Sharing Storage Quota	Buy Storage Server Resource Upgrade Project Web Quota	Rename Add Website Domain Public Website Restore	
Search by URL	Add Support Partner	1.03 TB available	of 1.03 TB	<u> </u>
URL			STORAGE USED	(GB)
https://virtualdeve	loper.sharepoint.com		0.40	
https://virtualdeve	loper.sharepoint.com/	portals/community	0.00	
https://virtualdeve	loper.sharepoint.com/	/portals/hub	0.00	
https://virtualdeve	loper.sharepoint.com/	search	0.03	
https://virtualdeve	loper.sharepoint.com/	'sites/adappteam	0.00	
https://virtualdeve	loper.sharepoint.com/	sites/BSG	0.00	
https://virtualdeve	loper.sharepoint.com/	sites/catalogue	0.00	
https://virtualdeve	loper.sharepoint.com/	/sites/d	0.01	

3. Next, select the menu-item Manage Administrators.

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



5. Next, open the apps menu, then click on App Catalog



6. Click the <u>Distribute apps for SharePoint</u> tile:



 If you have not yet done so, go to <u>https://sphereon.com/downloads/Sharepoint/add-ins/prod</u> 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.



#### Install the app(s)

1. Go to the site contents of your root site <u>https://<your-site>.sharepoint.com/ layouts/15/viewlsts.aspx</u> and click the <u>New</u> button, then select <u>List</u>

	Office 365	SharePoint
<u>و</u> م	Search	Test
н	ome	Sphereon Teamsite
D	ocuments	
Ap	pps in Testing	+ New ~
Sa	amples	List
De	eveloper Center	Page Site usage has n
PE	DF Library	Document library Track visits, view trendi
Pa	ages	App Go to Site usage
Sit	te contents	Subsite
Ø Ec	dit	Contents Subsites

Create a list called "Sphereon"

20			
Name			
Sphereon			
Description			
	22.2		
Show in site	navigation		

P Search	test Connexion V Development Pr	oject Management			Office 365 settings
Home	TS	Team Site		ſ	Add an app
Documents	$+$ New $\sim$			🚮 Site usage	Site contents
Calendar	🖻 Fasks	Tasks list	60	8/11/2017 11:24 AM	Getting started
Corporate Documents	🖾 Images	List	6)	9/24/2016 3:34 AM	Site information
Site Contents	MicroFeed	LBT	2	4/20/2017 6:02 PM	Site permissions
User Profile	MosaicTilesApp	App		5/11/2016 1:11 PM	
	MyTiles	List	1	11/29/2015 10:34 AM	
Edit	Pages	List	5)	10/9/2017 12:54 PM	
	Site Collection Images	List	0	9/24/2016 3:34 AM	
	😵 Site Pages	Page library	5	9/24/2016 3:34 AM	
	2 Tasks	Tasks list	20	9/24/2016 6:19 AM	
	TimeSheet Application	App		11/30/2014.2:45 PM	
	Workflow Tasks	Tasks list	2	2/15/2016 1:15 PM	

2. Go back to the site contents and select Add an app

3. Then select the desired Sphereon add-in and <u>Trust it</u>:

Your Apps	Find an app	P			
Apps You Can Add			Do you trust Sph	ereon addins?	×
From Your Organization	Noteworthy				
Manage Licenses					
Your Requests					
SharePoint Store			Let it have full contro	al of this site collection.	1
	Document Library	Custom List		1.7.11.1.	
	Popular built-in app App Details	Popular built-in app App Details	Let it have full contro	N OF this site.	
	Children and a series	CHP SSOA	Let it share its permis	ssions with other users.	
			Let it access basic inf	formation about the users of this	Sphereon addins
	Apps you can add	Newest Name	site.		
			SHOW LANGUAGE OPTI	ONS	
					Trust It Cancel
	Sphereon Blockchain	Sphereon Conversion			
	Addins Online	Addins	App Details	side-solution	
	App Details	App Details		App Details	

Repeat this for all Sphereon add ins that you require.

#### **Configure the Sphereon Add-in**

1. Open the just created Sphereon list and click the <u>Sphereon Setup</u> menu-item:

III Office 365 Sha	arePoint	
P Search	Test Connexion V Development Project Management Real Estate SearchCenter SitesDemo V User Profile Health_And_Wellne	255
Home Notebook	TS Team Site Sphereon document conversion options	
Documents	🕂 New 🖉 Quick edit 🚳 Export to Excel 🧬 Flow 🗸 👁 Power Apps 🗸 🔊 Sphereon setup 🛛 DocuSion 🗸 🚥	
Calendar Corporate Documents	Sphereon	
Site Contents	Title V +	

2. In the configuration screen paste the client secret you saved in §1.3,

🖐 sphere	en
< Back	
Authentication	
Authentication mode	
OAuth2	~
Registration status	Not Registered Please go to http://sharepoint-url/_layouts/15/AppRegNew.aspx and enter the information below App Id: "72a5d4e6-451c-11e7-a919-92ebcb67fe33" (without quotes). Do not press "Generate"! Press "Generate" for App Secret and paste the generated value into the Sharepoint App Secret field below Title: "Sphereon add-in". App Domain: "sp-addins.sphereon.com". Redirect URI: "https://sp-addins.sphereon.com/provider/setup".
Sharepoint App Secret	••••••
	Save

Select <u>OAuth2</u> as authentication mode.

Press the <u>Save</u> button.

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

3. Under "Sphereon Microservice Authorization" you will need to enter a **<u>consumer</u> key** and a **secret value**. (For more information on how to obtain these, see PREREQUISITES at the

beginning of this manual)

ereon			
2			
Sphereon Microservice Authorization	Operating mode	Blockchain settings	Vision
EXPIRING 🗸			
***************************************	*		
*****	*		
	ereon Sphereon Microservice Authorization EXPIRING ************************************	Sphereon Microservice Authorization     Operating mode     EXPIRING     ************************************	ereon Sphereon Microservice Authorization Operating mode Blockchain settings EXPIRING ************************************

4. Next click <u>Operating mode</u> tab.

< Back Save	e				
Authentication	Sphereon Mic	roservice Authorization	Operating mode	Blockchain settings	Visio
Sharepoint au	thentication mo	ode			
Sharepoint au OAuth2	ithentication mo	ode 🗸			
Sharepoint au OAuth2 OAuth2 setti	ithentication mo	ode V			
Sharepoint au OAuth2 OAuth2 setti Registration	ithentication mo ings n status	Registered & authenti	cated		

Connection type     DIRECT       Processing mode     INTERACTIVE		
Processing mode INTERACTIVE		
Public URL https:// .sharepoint.com/	point.com/	
Direct connection URL https:// .sharepoint.com/		
When using workflow you need to install a custom package for your Share	point far	
Generate & download		

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

Processing Mode options:

INTERACTIVEA Status page is displayed that shows messages of all the<br/>processing steps that are executed.BACKGROUNDAll the processing is done in the background without<br/>displaying a Status page.

#### 5. Verify the configuration variables:

#### **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:

	test Connexion V Development Project Management Real Estate SearchCenter SitesDemo V User Profile Health_And_Wellness 1
Home	TS Team Site Sphereon document conversion options
Documents	🛓 Download 📋 Delete 📑 Move to 🗈 Copy to Blockchain actions 🗸 DocuSign 🗸 🝙 Conversion settings \cdots
Calendar	Documents

2. You will need to provide an access token and configure the variables:

Convert to PDF settings for Docum	Default convert to PDF settings	
Sphereon API key	2db9cdd5-39fc-301e-bc8e-64e937b99	991d
Engine type	PREMIUM	~
PDF format/version	PDF/A 1b	~
Compression type	ADVANCED	~
Save mode	Separate document	~
Save mode non-pdf source files	Separate document	~
Target site		~
Target library		~
Content-type		~
Copy metadata		

(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!

#### **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**

< Back Save			
Convert to PDF settings fo	r InitialDocs Default convert to PDF settings		
Engine type			
	PREMIUM	~	
Compression type			
	ADVANCED	~	
PDF format/version			
	PDF/A 1b	~	
Save mode			
	Separate document	~	
Save mode non-pdf sour	ce files		
	Separate document	~	
Target Site		~	
Target Library		~	
Copy metadata	0		
Content type		~	

The following parameters can be set for the PDF Conversion:

Engine type Compression type PDF format/version Save mode	Select the type of engine you want to use. Select the level of compression. Select the sub-type PDF specification. 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.

#### 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.

II Office 365	SharePoint				<i>2</i> ⁰ ⊗ ? M
Sd Sphe	reon demo site				🛨 Following 🖄 Share
Search	🔄 Share 🕤 Copy link 🛓 Download	Delete of Flow 🗸 🕂 Pin t	to top 📑 Move to	Copy to 🥜 Rename	$\cdots$ 1 selected $\times$ $\nabla$ $\bigcirc$
Libraries	InitialDocs			<ul> <li>Sign document</li> <li>Proof document</li> </ul>	Blockchain actions >
InitialDocs	🗋 Name 🖂	Stage 😒	Reviewer $\sim$	Approver 🗠	Sconvert to PDF todified By 🗠
FinalDocs	S-elgordo-180708-00002.jt	pg : Final	Sander Postma	Sander Postma	Version history ander Postma
FlowActivity PDF Library	🔒 🧨 5-elgordo-180708-00002.p	df Initial Upload	Sander Postma	Sander Postma	Alert me     faarten Boender     Manage my alerts     Check out
Sphereon-docs Recycle bin Edit	sphereon				
	Progress				
stum to classic SharePoir	Status [INFO] [2018-10-17 07:25:18] We are [INFO] [2018-10-17 07:25:18] 1 docu [INFO] [2018-10-17 07:25:24] File 5-e [INFO] [2018-10-17 07:25:24] File 5-e	processing your sign request. One r ment was selected to sign. igordo-180708-00002 jpg registered igordo-180708-00002 jpg is pending	noment please i on chain 'd769a0a74 g registration on chair	131c400d0ac5aaf64f7b1986 1°187bda6ffeef6fe33db29f8	6447495e01e6ce88dedb4a260e231a649 6643f8804b3a776f5599d1a7ec1901639ed5f5

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

#### 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 dropdown menu.

Search	🖻 Share 😞 Co	opy link 🚽 Download 🔋 Dele	te ₀r <sup>e</sup> Flow ∽ -t¤ P	in to top 📑 Move to	Copy to 🧷 Renam	e ··· 1 selected	d×⊽ ()
ibraries ists	InitialDo	cs			Sign document Proof document	Blockchain actions	×
InitialDocs	🗋 Na	ame $\sim$	Stage 😒	Reviewer 🗠	Approver 😒	Convert to PDF	fodified By $\sim$
FinalDocs FlowActivity PDF Library		5-elgordo-180708-00002.jpg	: Final Initial Upload	Sander Postma Sander Postma	Sander Postma Sander Postma	Alert me     Manage my alerts     Check out	ander Postma 1aarten Boender
ToBeSigned							
ToBeSigned Sphereon-docs Recycle bin Edit	spher sack	reon					
ToBeSigned Sphereon-docs Recycle bin Edit	Spheres	reon					



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