

### **KNOWLEDGE BASE ARTICLE**

# How to Install a Vitextra Product in SharePoint Online



# Disclaimer

For the purposes of this Disclaimer:

- **Company** (referred to as either "the Company", "We", "Us" or "Our" in this Disclaimer) refers to Vitextra SIA, LV-1009 Riga, Matise iela 61 25.
- **Document** refers to the Knowledgebase Article.
- You means the individual accessing the Document, or the company, or other legal entity on behalf of which such individual is accessing or using the Document, as applicable.

- Website refers to Vitextra, accessible from https://vitextra.com

#### Disclaimer

The information contained in the Document is for general information purposes only.

The Company assumes no responsibility for errors or omissions in the contents of the Document.

In no event shall the Company be liable for any special, direct, indirect, consequential, or incidental damages or any damages whatsoever, whether in an action of contract, negligence, or other torts, arising out of or in connection with the use of the contents of the Document. The Company reserves the right to make additions, deletions, or modifications to the contents in the Document at any time without prior notice.

#### **Errors and Omissions Disclaimer**

The information given by the Document is for general guidance on matters of interest only. Therefore, errors can occur even if the Company takes every precaution to ensure that the Document's content is current and accurate. Plus, given the changing nature of laws, rules, and regulations, there may be delays, omissions, or inaccuracies in the information contained in the Document.

The Company is not responsible for any errors or omissions, or for the results obtained from the use of this information.

#### Fair Use Disclaimer

The Company may use copyrighted material that the copyright owner has not explicitly authorized. The Company is making such material available for criticism, comment, news reporting, teaching, scholarship, or research.

The Company believes this constitutes a "fair use" of any such copyrighted material as provided for in section 107 of the United States Copyright law.

If You wish to use copyrighted material from the Document for your own purposes that go beyond fair use, You must obtain permission from the copyright owner.

#### "Use at Your Own Risk" Disclaimer

All information in the Document is provided "as is", with no guarantee of completeness, accuracy, timeliness or of the results obtained from the use of this information, and without warranty of any kind, express or implied, including, but not limited to warranties of performance, merchantability and fitness for a particular purpose.

The Company will not be liable to You or anyone else for any decision made or action taken in reliance on the information given by the Service or for any consequential, special or similar damages, even if advised of the possibility of such damages.

#### Contact Us

If you have any questions about this Disclaimer, You can contact Us by email: support@vitextra.com.

# Table Of Contents

Introduction	4
Preconditions	4
Environment	4
Required Permissions	4
Installation package	4
Installation	5
API Access	8
Summary	9
Terms	10

# Introduction

In today's digital landscape, enhancing your **SharePoint Online** environment with custom solutions can significantly improve productivity and user experience.

Vitextra offers a range of SPFx-based products designed to extend the functionality of SharePoint and **Microsoft Teams**.

This article provides a step-by-step guide on how to install a Vitextra product in your SharePoint Online environment, ensuring you have the necessary prerequisites and permissions for a smooth installation process.

# Preconditions

## Environment

Vitextra **SPFx**-based products may be installed only on Microsoft 365 (SharePoint Online, Microsoft Teams).

### **M** Warning

Vitextra SPFx products can not be installed on SharePoint on-premise 2016/2019.

## **Required Permissions**

#### **Tenant Admin Access**

You must have the SharePoint Administrator role in your Microsoft 365 tenant. This role grants you the authority to manage the **App Catalog** and install apps across the SharePoint Online environment.

#### App Catalog Permissions

Within the App Catalog site, you need to have *Full Control* permissions. This allows you to upload, manage, and delete apps, including SPFx packages.

#### **User Permissions for End Users**

While not directly related to installation, ensure that users who will be using the SPFx web parts have the necessary permissions to access the site and its content. This typically includes at least Read permissions on the site where the web part will be deployed.

## Installation package

First, you need to download the Smart Tiles package. You can obtain it from the Vitextra Download Center or **Microsoft AppSource**.

## 🖓 Tip

The Download Center often provides the latest updates and features more quickly than AppSource.

Download the zip file (\*.zip) of the product and unpack it to somewhere on your computer.

🗣 i 💆	📊 🔻   Do	wnloads										
File	Home	Share	View									
Navigation pane •	Preview Details Panes			-	E Medium id	ons + v	Sort by •		olumns 👻 I columns to fit	<ul> <li>☐ Item check boxe</li> <li>✓ File name extens</li> <li>✓ Hidden items</li> </ul>	ions Hid	e selected items
			PC > Data (D:) > D					current	vic.vi			1.0
<ul> <li>₹ ⇒</li> </ul>	• т 🔻	<ul> <li>This</li> </ul>	PC > Data (D:) > D	ownloads						`	ۍ د	earch Dowr
Name			<u>^</u>		Туре		Size					
📙 Vite	dra.Employ	eeDirecto	ry.2020Q2		File f	older						
🙀 Vite	dra.Employ	eeDirecto	ry.2020Q2.zip		Winf	RAR ZIP arch	ive	15 KB				
		File Navigati pane	Home Share Preview pane The Details pane Panes		IS Large ico Small ico EEE Details Layout	ons ▼ ▼	Sort by • Current	view		ensions Hide selecte items		ns
		← -		a (D:) > Downloads	<ul> <li>Vitextra.Er</li> </ul>	nployeeDire	tory.20200	Q2	√ Ū	Search Vitextra.Em	ployeeDii	те ,Р
		Name	^		Туре	Size	2					
		📄 er	nployee-directory.sppl	g	SPPKG File		17 KB					
								,				
Extracted installation package (.sppkg)												

# Installation

Step-by-Step Instructions:

- 1. From Microsoft 365 admin center navigate to SharePoint Admin Center.
- 2. Go to More Features and click the Open button under the Apps heading:

	SharePoint admin center	Q 🐵 ?					
≡		More features					
ណ៍	Home	Access familiar features from the classic SharePoint admin center.					
	Sites						
	Policies	Term store         User profiles           Create and manage term sets to help users enter         Add and remove admins for a user's OneDrive,					
٢	Settings	data consistently. Learn more disable OneDrive creation for some users, and more. Learn more					
Ģ	Migration	Open Open					
°0	Advanced	Open Open					
÷	More features						
		Search Apps					
8	OneDrive admin center	Help users find what they're looking for. Learn more Learn usage, manage app licenses, and more. Learn more					
Ø	Customize navigation	more usage, manage applicenses, and more, ceam more					
	Show all	Open Open					
SharePoint Admin Center							

3. Click on **App Catalog** to manage your SharePoint applications.

 Apps						ø ?		
Manage apps								
 	Upload, enable, and manage apps. To update SharePoint Store apps, go to the <u>classic experience</u> . Learn more about managing apps  T Upload ····							
Apps for SharePoint					— , 443 ,			
lcon $\vee$	Title $ \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! $	App version $ \smallsetminus $	State $\vee$	Added to all sites $ \smallsetminus $	Available for $ \smallsetminus $	Valid app packa $\vee$		
<b>*</b>	Vitextra List Filter	3.4.9.0	Enabled	Yes	லு ஸ்	Yes		
<b>T</b>	Vitextra Announcements Carousel	1.0.9.0	Enabled	Yes	லு வீர்	Yes		
	Vitextra Employee Directory	5.9.6.0	Enabled	Yes	லு ஸீ	Yes		
	Sh	arePoint App	s Administra	ation				

4. Click on the **Upload** button and select the extracted .sppkg file.

### **M** Warning

Make sure to extract the .zip archive before uploading. You must upload the extracted .sppkg file, not the .zip file itself.

5. After uploading the package, SharePoint Online will prompt you to trust the solution. This is a security measure to ensure that the app meets your organization's compliance standards. Click **install** to confirm the installtion.

III Apps		۵ ?
=		×
8Ξ Manage apps	Manage apps	Enable app
App requests ~	Upload, enable, and manage apps. To upda	
··· More features	Learn more about managing apps	Vitextra Smart Tiles
🛱 SharePoint Store	<ol> <li>Starting April 2, 2026, SharePoint add-ins wi</li> </ol>	The app package has finished uploading. Would you like to enable the app now?
	↑ Upload …	The app you're about to enable will have access to data by using the identity of the person using it. Enable this app only if you trust the developer or publisher.
	Apps for SharePoint	This app gets data from:
	lcon ∨ Title ∨	https://vitextra-storage.azureedge.net/spfx-tiles
		App availability
	Vitextra 5	Only enable this app
	Vitextra l	is Selecting this option makes the app available for site owners to add from the My apps page. Learn how to add an app to a site
	Vitextra Vitextra	-
	Carousel	Selecting this option adds the app automatically so site owners don't need to.
	Vitextra F Directory	
	Vitextra E Details	Enable app Cancel
	Deploy co	nfirmation

6. Once the package is deployed, it will appear in the list of installed client-side packages, confirming that the installation was successful.



# **API Access**

To ensure the installed application has the necessary permissions to access the API, go to the **Pending** under **App Requests** heading in the left navigation menu.

Here, you can approve any API access requests that may have been generated during the installation process.



# Summary

In summary, installing a Vitextra product in SharePoint Online involves several key steps: ensuring you have the right environment and permissions, downloading and uploading the installation package, and managing API access.

By following these steps, you can successfully integrate Vitextra solutions into your SharePoint environment, enhancing its functionality and user experience.

# Terms

### App Catalog

App Catalog is a special SharePoint site that stores apps for SharePoint, Teams, and other Microsoft 365 services. Global or SharePoint administrators can upload and manage applications from AppSource marketplace, custom-developed apps, or 3rd party apps for your organization's internal use. There can be only one App Catalog in a tenant.

#### AppSource

Microsoft App Source is a global online marketplace with applications and services created for Microsoft 365, Dynamics 365, Power BI, Power Platform, and other Microsoft services. AppSource allows you to purchase and deploy applications in the organization's tenant.

### **Microsoft Teams**

A chat-based collaboration platform for business communications with useful features for online meetings, live events, document sharing.

### SharePoint Framework (SPFx)

Model for building client-side web-part, components, and extensions for SharePoint Online, SharePoint On-premises, and Microsoft Teams. SPFx customizations are based on JavaScript and support Modern UI natively.

### SharePoint Online

Cloud version of SharePoint, a web-based collaborative platform within Microsoft 365 provides an extensive range of capabilities to store, share, and manage digital information, content, and knowledge of an organization.