QuickHelp™ SharePoint Add-in

Contents

QuickHelp™ SharePoint Add-in

Overview

Installing the QuickHelp Add-in in your SharePoint environment creates another access point for your users, as well as creates the opportunity to drive traffic to your SharePoint site.

The QuickHelp Add-in is compatible with SharePoint 2013 or newer. For additional information, please see QH_SharePoint_AddIn_OneSheet.pdf.
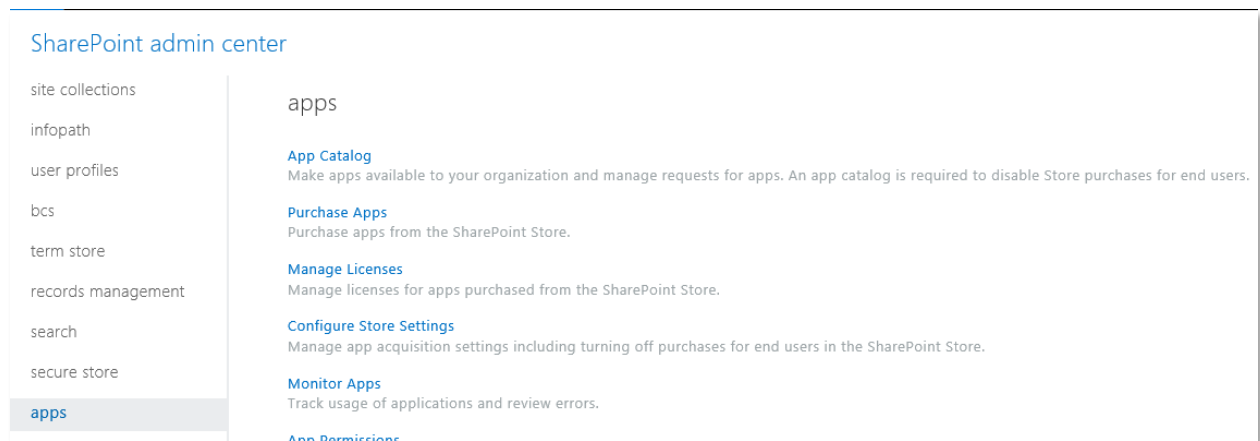
📒 Before You Begin

Before you can install the QuickHelp Add-in, you must have an app catalog in SharePoint. If you don't have an app catalog, please use this Microsoft Guide to configure it:
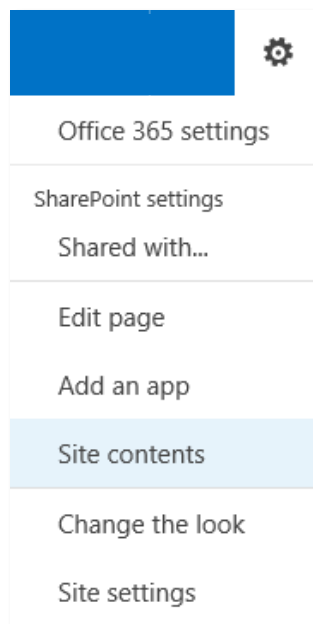
- https://technet.microsoft.com/en-us/library/fp161234.aspx

App Catalog

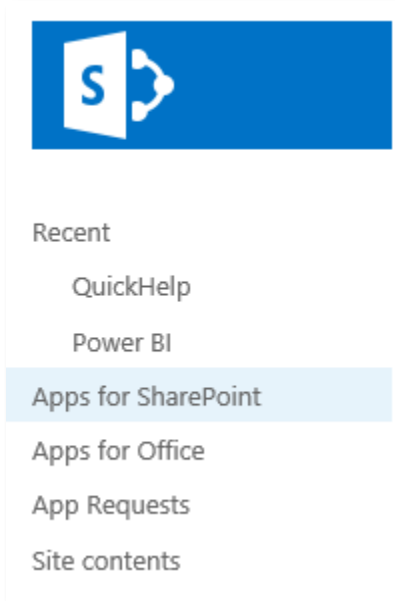### Adding the QuickHelp Add-in to the app catalog

1. From the SharePoint Admin Center, navigate to the app catalog.
   a. Find the app catalog URL from the list of site collections
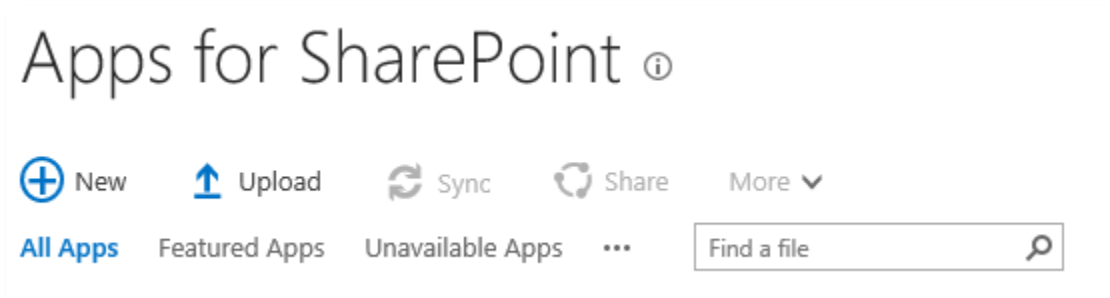   or
   b. Click apps > App Catalog

2. From the Settings gear in the upper-right-hand corner, choose Site Contents.

3. From the menu on the left, choose *Apps for SharePoint*.

4. Click Upload.

5. Browse to where the QuickHelp Add-in (.app) has been saved and upload it.

QuickHelp™ SharePoint Add-in

Deployment Options

Once the Add-in has been uploaded to the App Catalog, you have two options for deployment: Tenant deployment and Site Collection deployment.

📄 Tenant deployment

Using the Tenant deployment method, the Add-in is added to the Site Contents in the App Catalog. From there, it can be deployed to multiple sites at one time.
1. When using this method, you only need to register the QuickHelp Add-in one time.
2. When using this method, you will **not** have access to app parts.
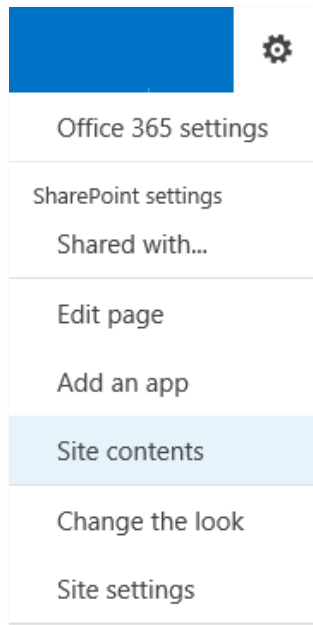
📄 Site Collection deployment

Using the Site Collection deployment method, the Add-in is added to the Site Contents for each individual site collection.
3. When using this method, you must register the Add-in for each Site Collection.
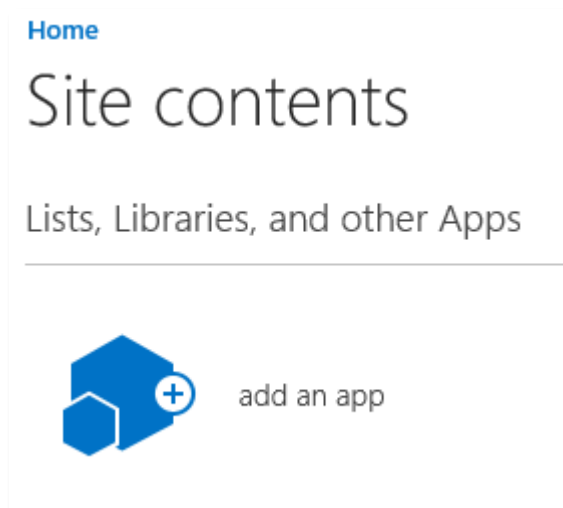4. When using this method, you will have access to app parts.
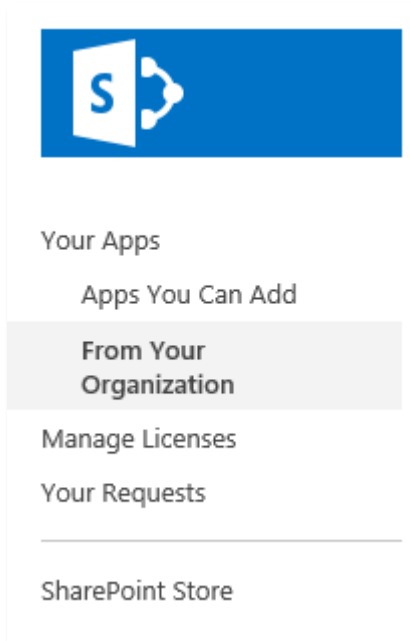
Tenant Deployment

App Catalog

1. Navigate to the App Catalog.
2. From the Settings gear in the upper-right-hand corner, choose Site Contents.
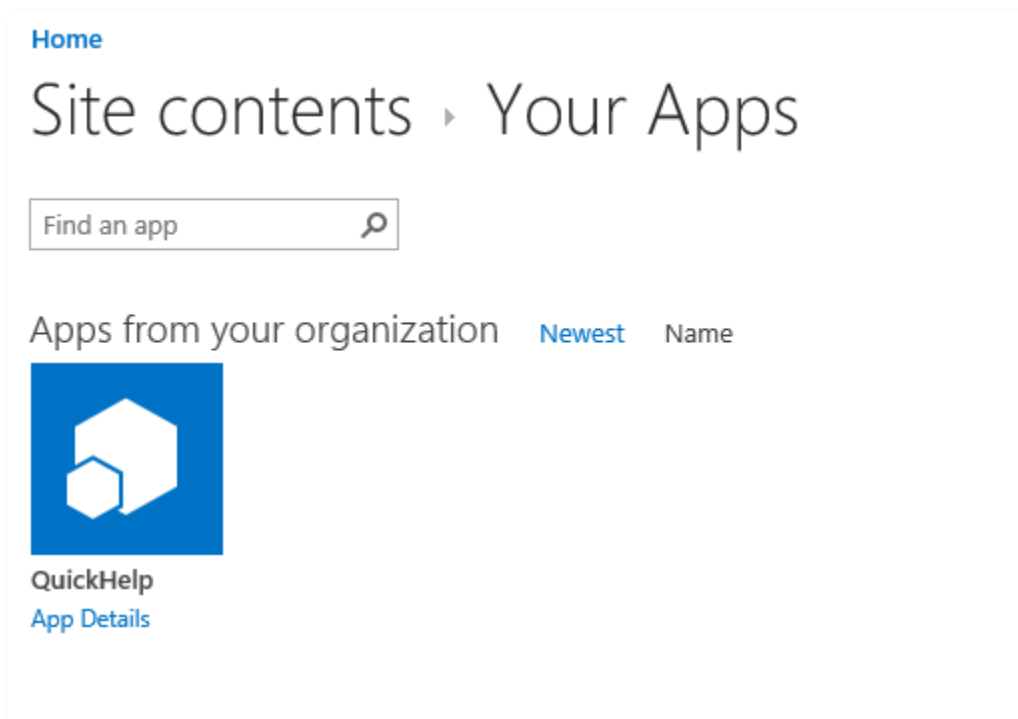
Office 365 settings

SharePoint settings
Shared with...

Edit page

Add an app

Site contents

Change the look

Site settings

3. Click *add an app*

Home

Site contents
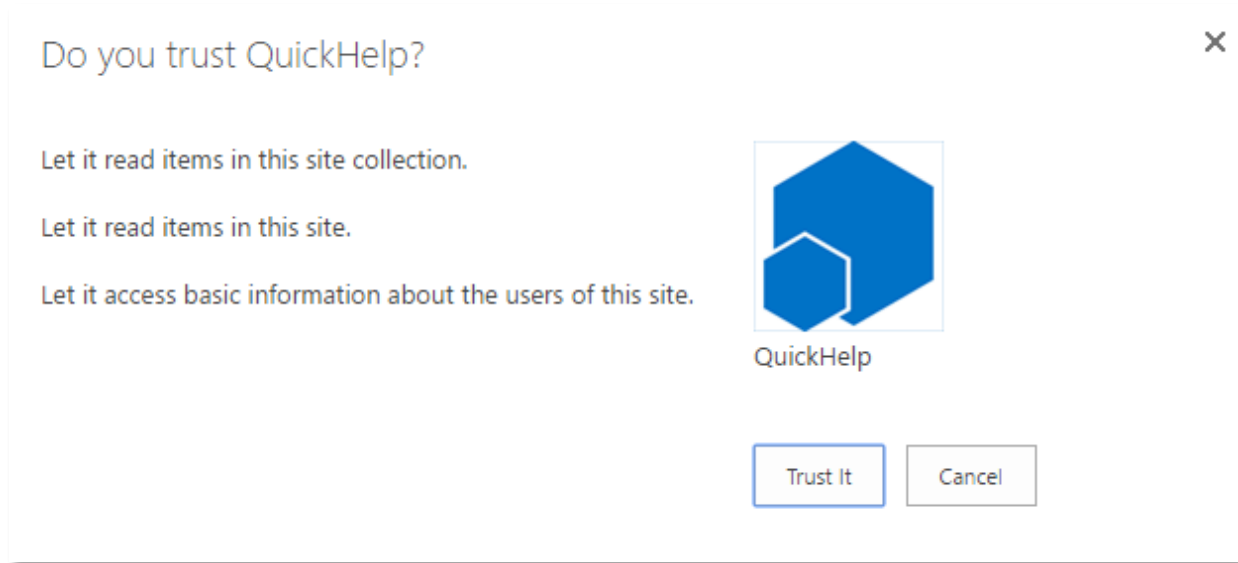
Lists, Libraries, and other Apps

add an app

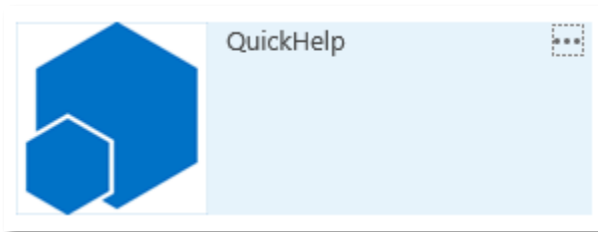4. From the left-hand menu, click *From Your Organization.*
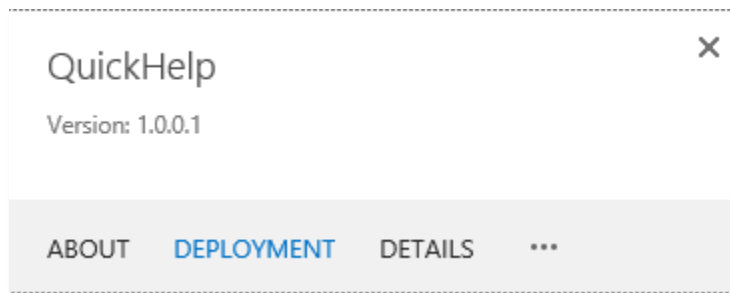

5. Then click *QuickHelp.*

6. You will be prompted to trust the Add-in. The QuickHelp add-in requires permission to read data from site, site collection and user profile. It uses site and site collection to get appropriate URLs and it uses user profile to get user's first/last name and email. Click *Trust It.*

7. Once the application is added, return to Site Contents.
8. Hover over the QuickHelp Add-in and click on the ellipsis.

9. Click *Deployment.*

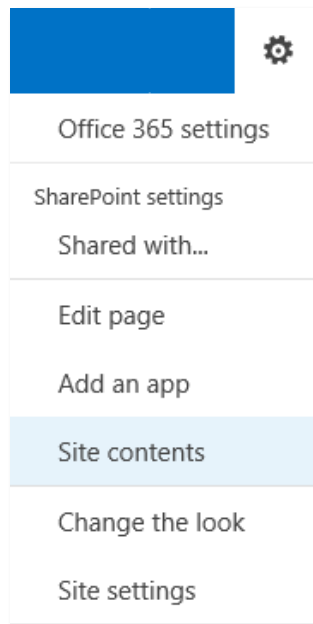10. From here, your SharePoint Admin can add QuickHelp to any specific Site Collection, Managed Path or Site Template.

11. Once that configuration is completed, please allow up to 30 minutes for QuickHelp to be deployed to the designated locations.
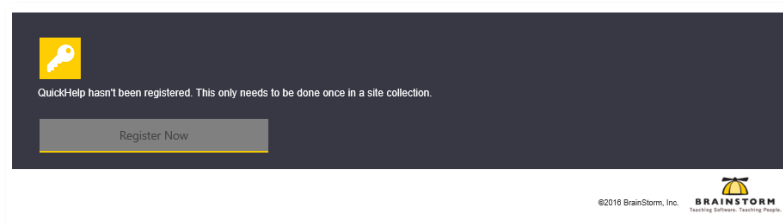
Registration

You can register QuickHelp before or after deploying the Add-in to multiple sites.

1. Navigate to the App Catalog.
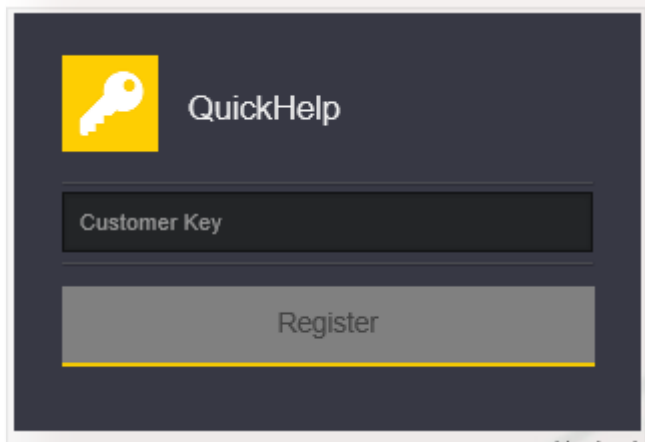2. From the Settings gear in the upper-right-hand corner, choose Site Contents.

3. Click on the QuickHelp Add-in.
4. The Add-in will tell you if it needs to be registered.

📒 NOTE:

Prior to registering QuickHelp, please send the SharePoint tenant where QuickHelp is to be added to your BrainStorm team. E.g. companyname-XXXXXXXXXXXXXX.sharepoint.com. When using the Tenant deployment method, you will only need to provide the tenant of the app catalog, not each individual site collection to which you have deployed QuickHelp.

5. Click *Register Now*.
6. You will be redirected to a registration page.

7. Enter the BrainStorm-provided license key, agree to the terms and conditions and click *Register*.
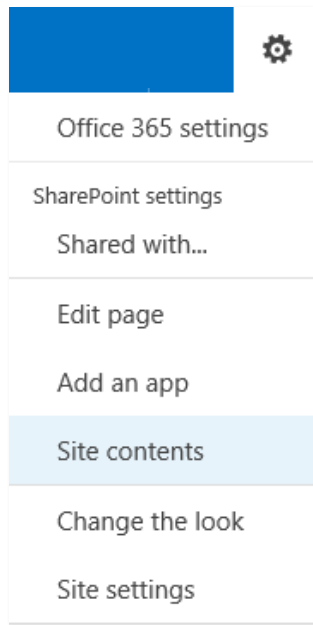
Page configuration

When using the Tenant deployment method, you will not have access to app parts when editing pages in individual site collections. When using this method, the QuickHelp Add-in will appear in the Site Contents for each site collection chosen in Step 10, but each site collection will need to be edited individually to display links to the QuickHelp Add-in.
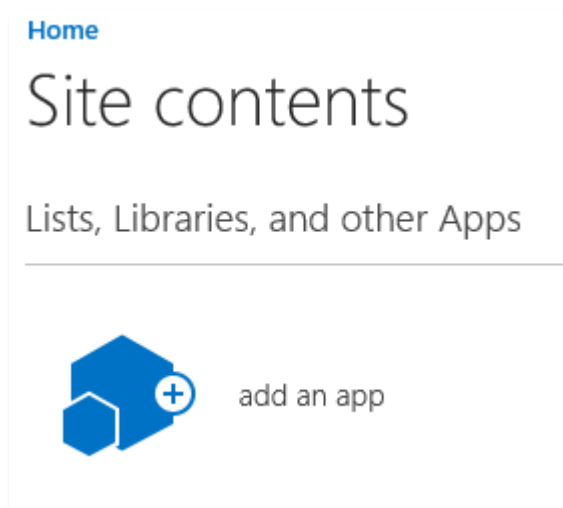
QuickHelp™ SharePoint Add-in

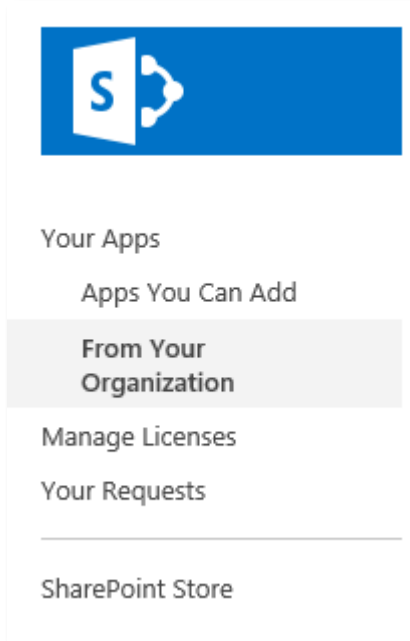## Site Collection Deployment

Site Collection

1. Navigate to the desired site collection.
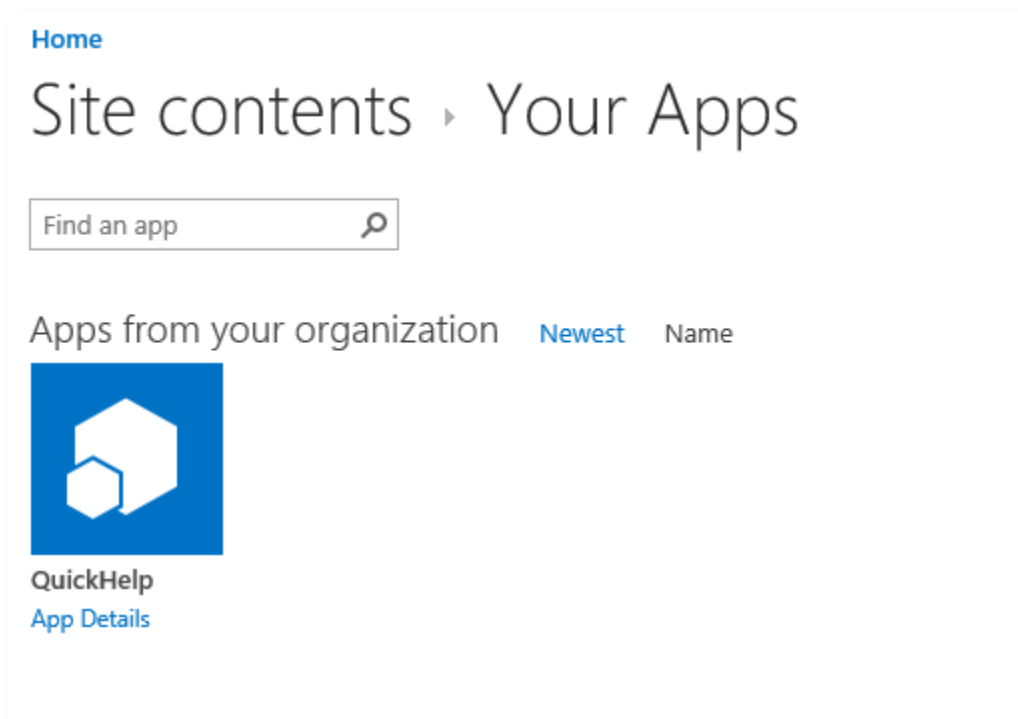2. From the Settings gear in the upper-right-hand corner, choose Site Contents.
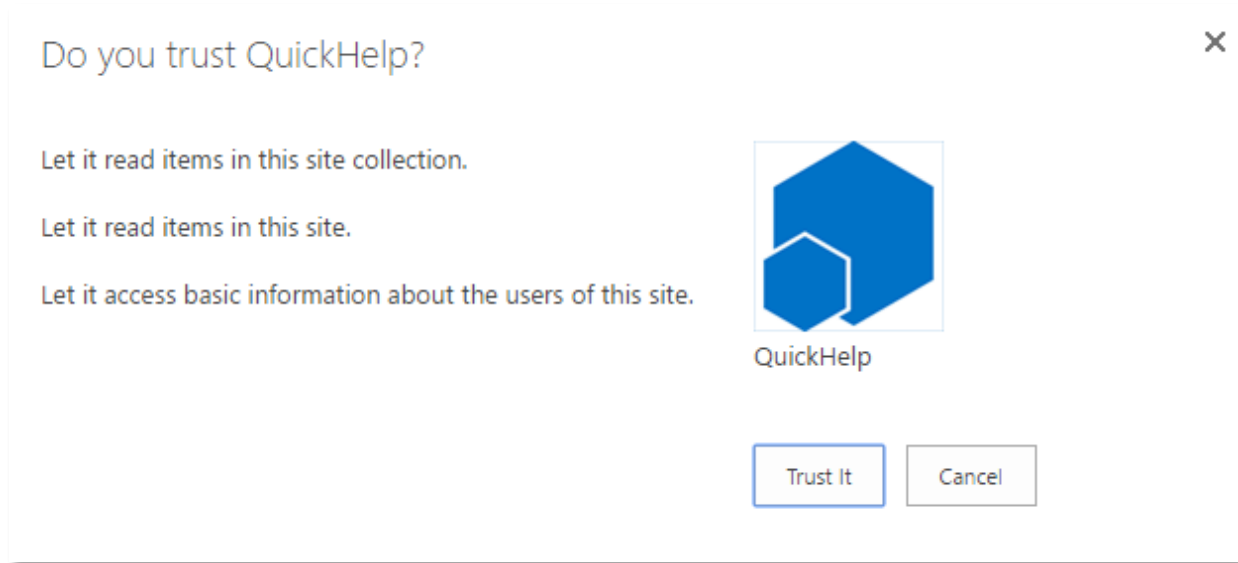

3. Click *add an app*

4. From the left-hand menu, click *From Your Organization*.

Your Apps
  Apps You Can Add
  From Your Organization
Manage Licenses
Your Requests

SharePoint Store

5. Then click *QuickHelp*.

Home

Site contents ▸ Your Apps

Find an app

Apps from your organization   Newest   Name
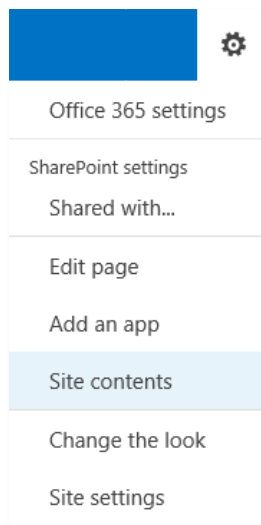
QuickHelp
App Details

6. You will be prompted to trust the Add-in. The QuickHelp add-in requires permission to read data from site, site collection and user profile. It uses site and site collection to get appropriate URLs and it uses user profile to get user's first/last name and email. Click *Trust It.*
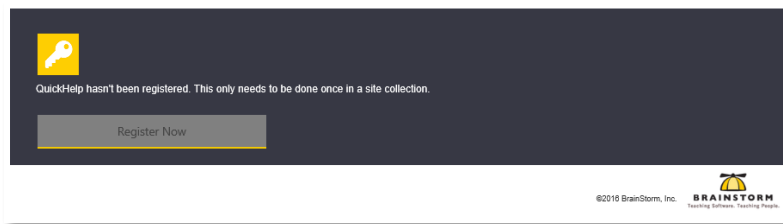

Registration

You register QuickHelp after deploying the Add-in to a single site collection. With the Site Collection deployment, it must be registered for each site collection.

1. Navigate to the App Catalog.
2. From the Settings gear in the upper-right-hand corner, choose Site Contents.
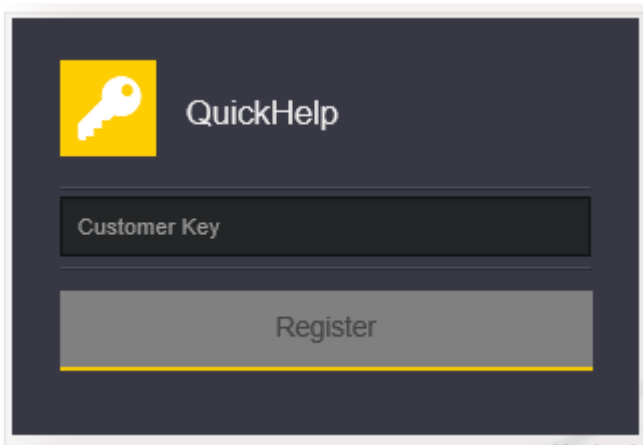
3. Click on the QuickHelp Add-in.
4. The Add-in will tell you if it needs to be registered.

📝 **NOTE:**

Prior to registering QuickHelp, please send the SharePoint tenant(s) where QuickHelp is to be added to your BrainStorm team. E.g. companyname-XXXXXXXXXXXXXX.sharepoint.com. When using the Site Collection deployment method, you will need to provide the tenant for each individual site collection to which you have deployed QuickHelp.

5. Click *Register Now*.
6. You will be redirected to a registration page.

7. Enter the BrainStorm-provided license key, agree to the terms and conditions and click *Register*.
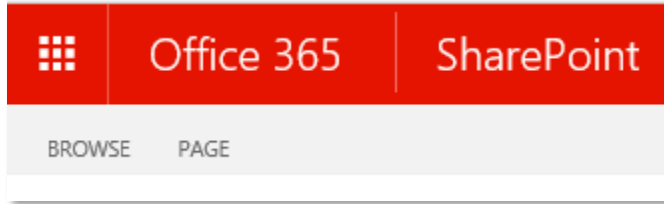
Page configuration

When using the Site Collection deployment method, you have access to app parts, so you can add the Add-in by following these instructions.
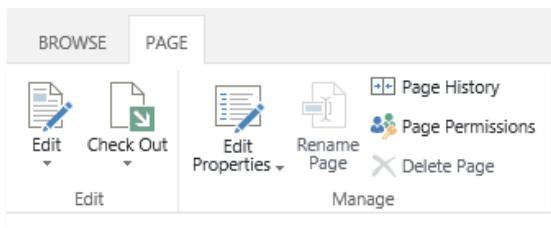
1. Navigate to the page where you want to add QuickHelp.
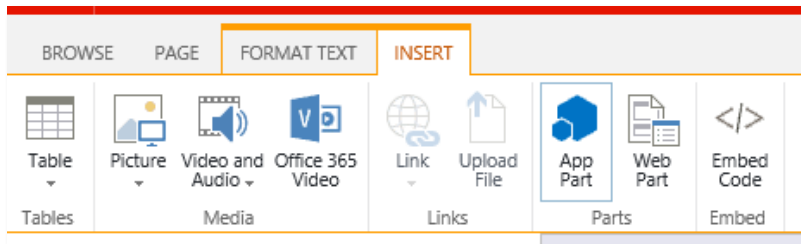
QuickHelp™ SharePoint Add-in
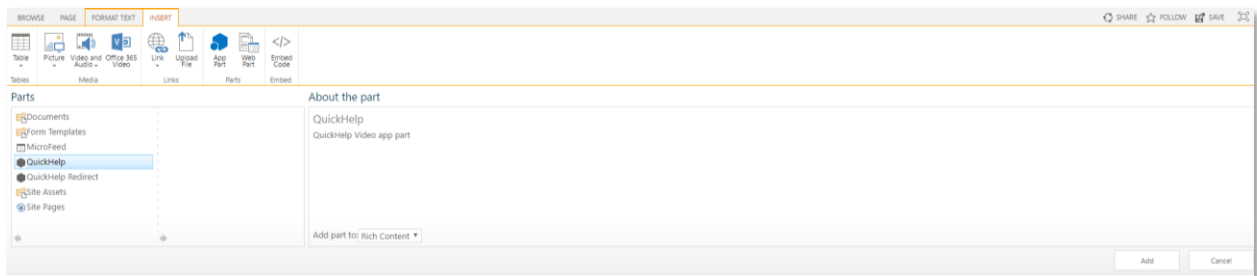
2. Click on the *Page* tab at the top.

3. Click the *Edit* icon.

4. Click the *Insert* tab, and then click the *App Part* icon.

5. From the *Parts* list, choose *QuickHelp*, then click *Add*.

6. The QuickHelp Add-in has been added to the page.