

---

**KNOWLEDGE BASE ARTICLE**

---

## Upgrade Employee Directory from 1.\* to 2.\*



# 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](mailto:support@vitextra.com).

# Table Of Contents

<b>Introduction</b>	4
<b>Installation package</b>	4
<b>Installation</b>	5
<b>API Access</b>	7
<b>License Update</b>	7

This article describes how to update the Employee Directory to the latest version.

## Introduction

The new version of [Employee Directory](#) was released in August 2020. There are two new core features:

- Employee availability to plan a meeting
- Recent documents created by the employee

Also the new version support 22 languages.

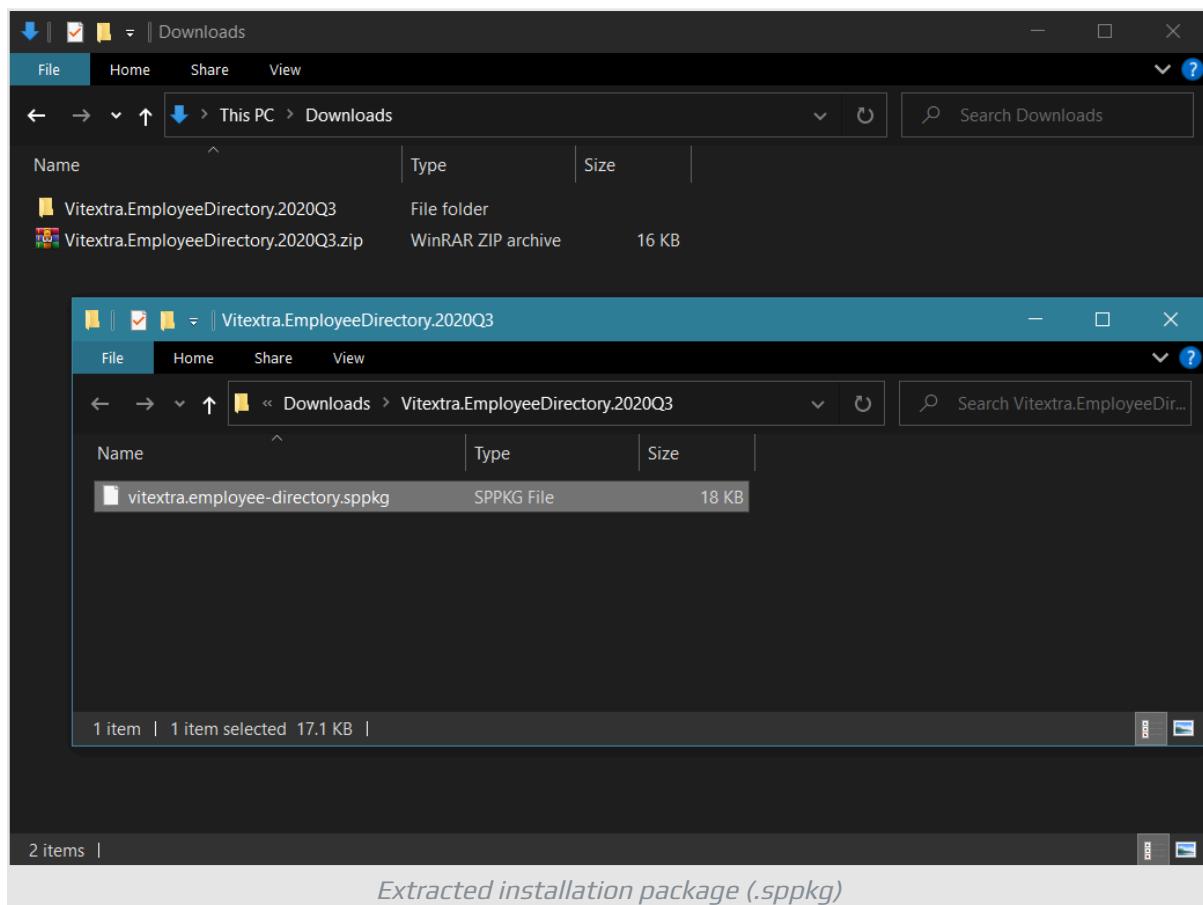
This article describes how to update the existing installed app to the new version.

### Tip

Old versions are not retired. You can continue to use them without affecting your license.

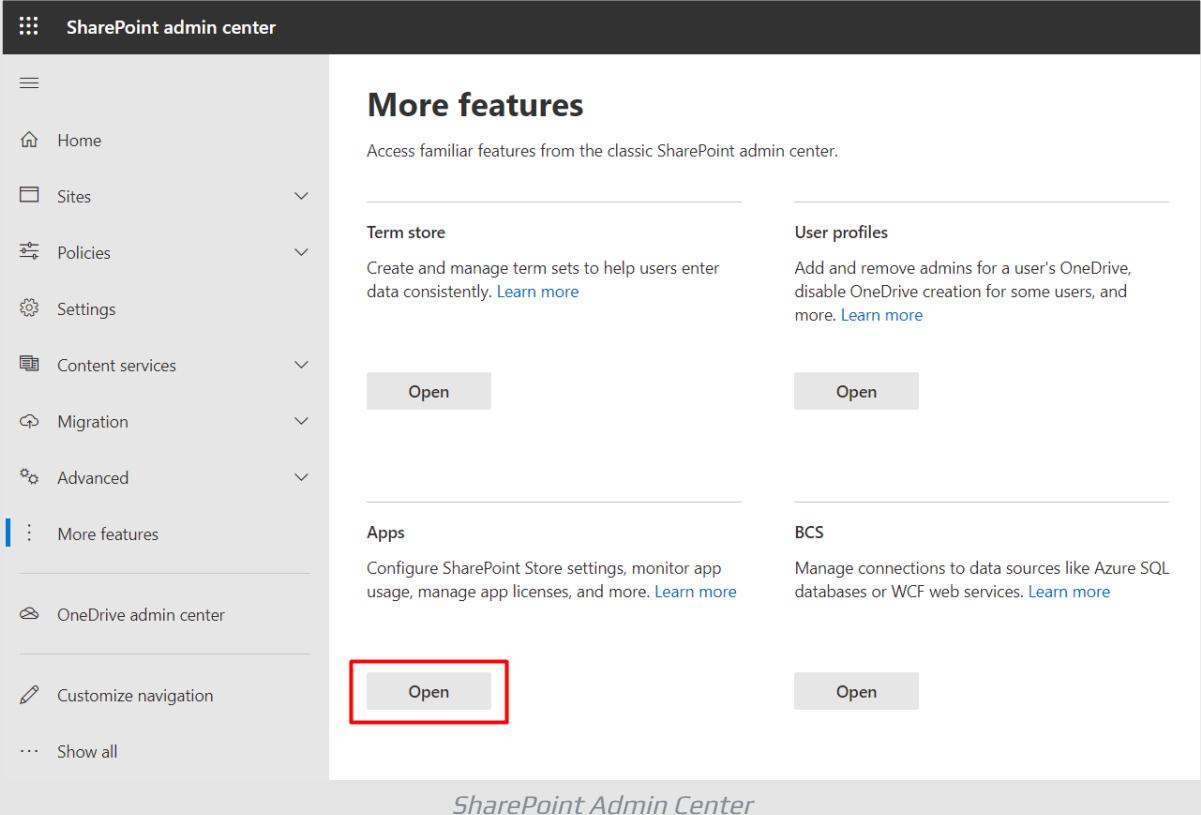
## Installation package

Download the [zip file](#) ( and unpack it to somewhere on your computer.



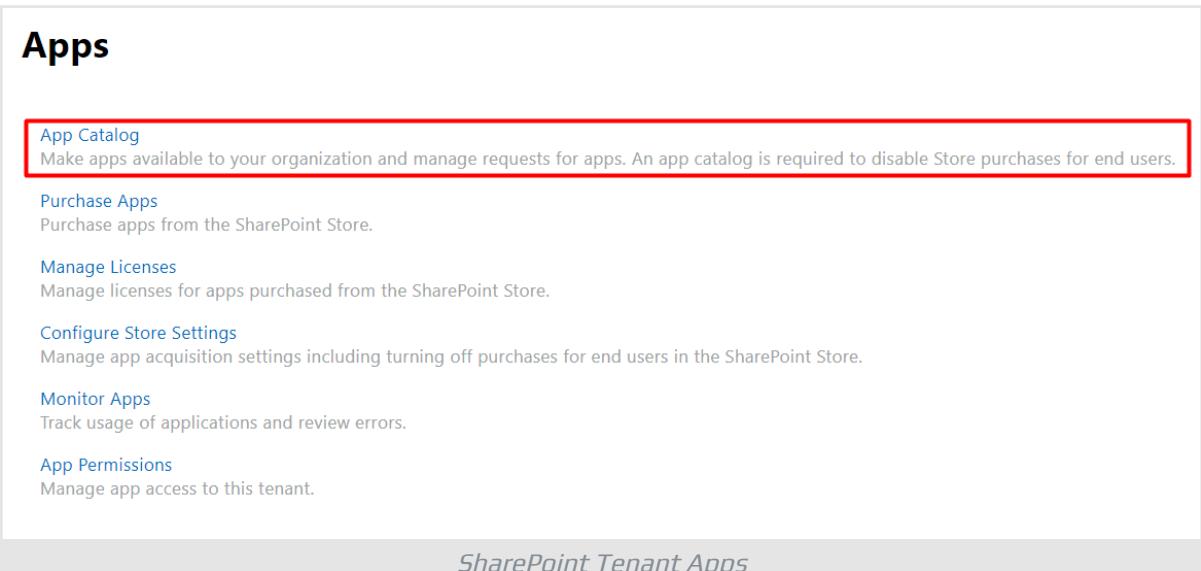
# Installation

From SharePoint Admin Center go to **More Features** and click Open button under **Apps** heading:



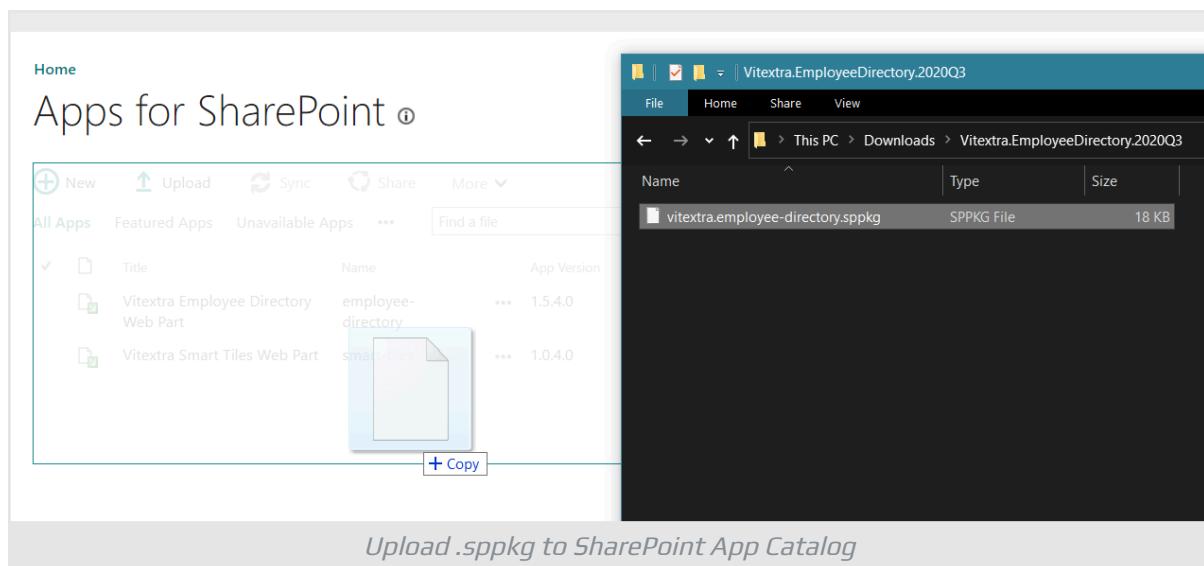
The screenshot shows the SharePoint Admin Center interface. On the left, there's a navigation menu with options like Home, Sites, Policies, Settings, Content services, Migration, Advanced, and More features (which is currently selected and highlighted with a blue bar). Below the navigation is a link to the OneDrive admin center. On the right, there are two main sections: 'Term store' and 'User profiles'. Under 'Term store', there's a brief description and an 'Open' button. Under 'User profiles', there's a brief description and an 'Open' button. Below these sections is a 'Apps' section with a brief description and an 'Open' button. The 'Open' button in the 'Apps' section is highlighted with a red box. At the bottom of the page, there's a footer bar with the text 'SharePoint Admin Center'.

## Go to App Catalog

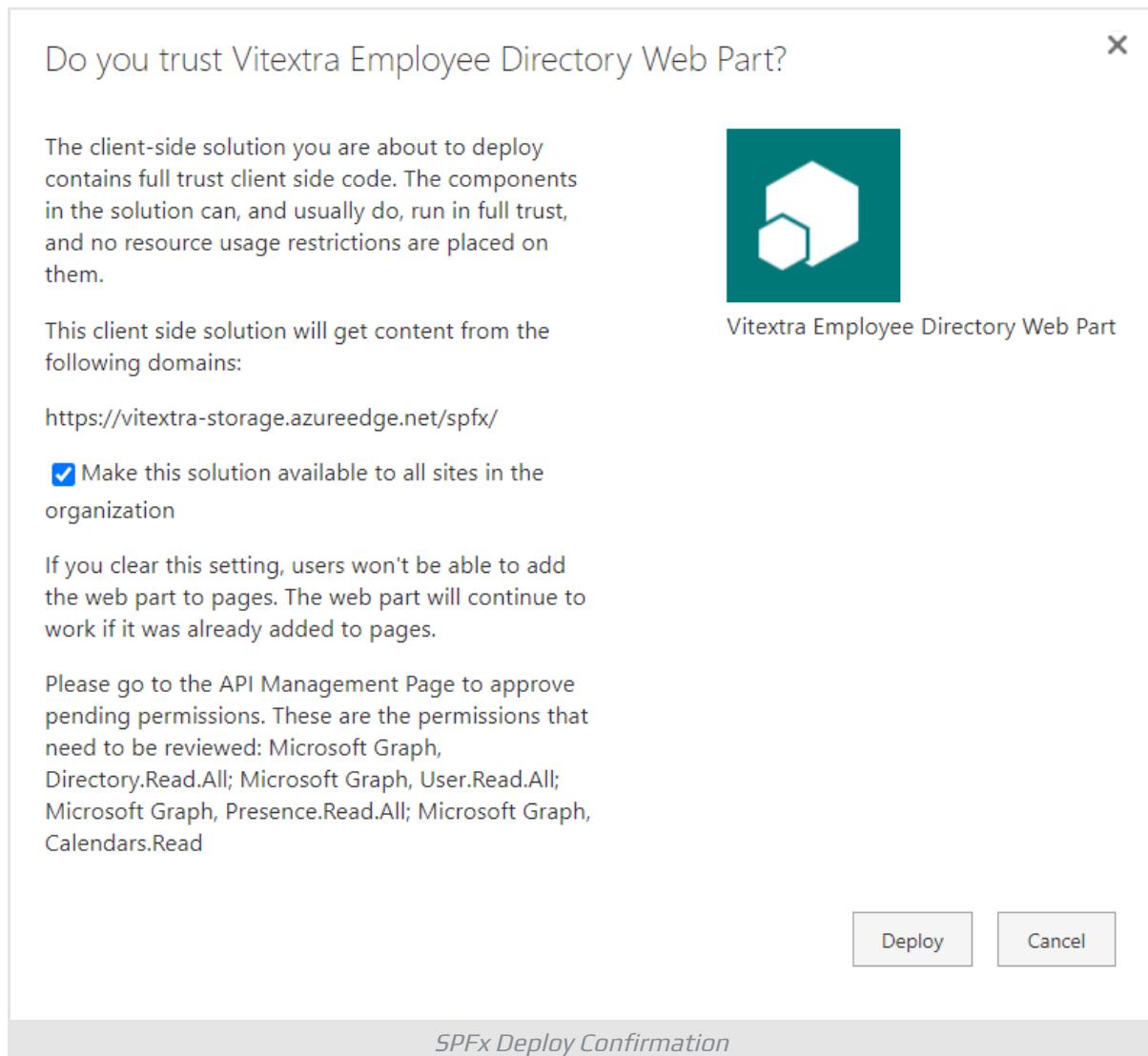


The screenshot shows the 'Apps' page within the SharePoint Tenant Apps interface. At the top, there's a heading 'Apps'. Below it is a section titled 'App Catalog' with a sub-section 'Purchase Apps'. Further down are sections for 'Manage Licenses', 'Configure Store Settings', 'Monitor Apps', and 'App Permissions'. A red box highlights the 'App Catalog' section. At the bottom of the page, there's a footer bar with the text 'SharePoint Tenant Apps'.

Open **Apps for SharePoint** and upload the extracted .sppkg file.



Confirm you trust the app, check **Make this solution available to all sites in the organization**, and click **Deploy**.



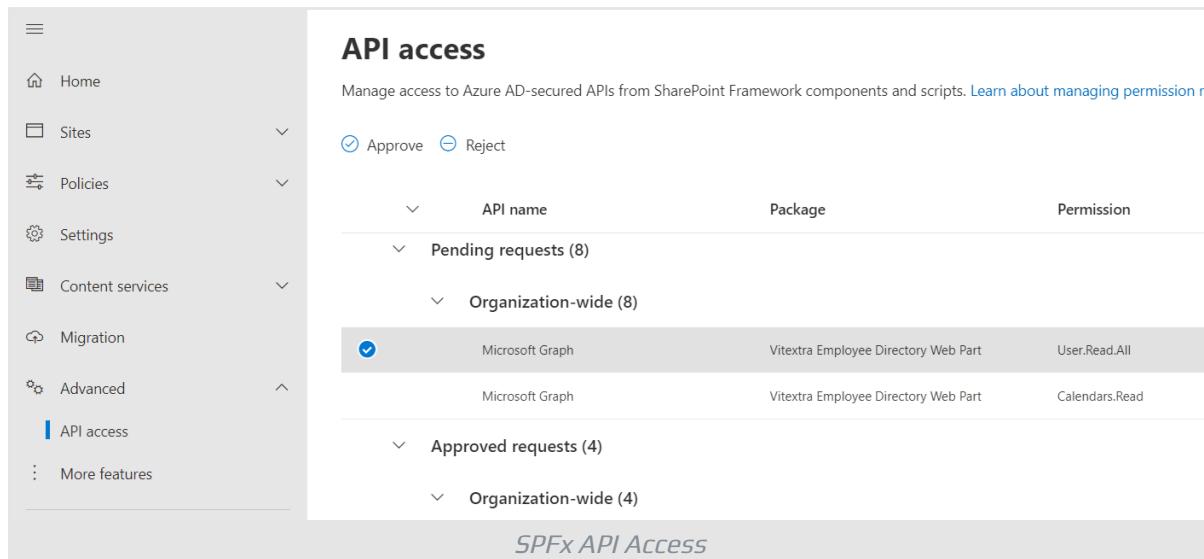
Once the new version of Employee Directory is deployed you'll see it in the list of installed client-side packages.

## API Access

Go to **API Access** section in SharePoint Admin Center to make sure the installed application has the necessary permission to the API. Expand **Pending Request** heading and approve API access requests.

### Note

The new version of the Employee Directory app has new required permission (**Calendars.Read**) to get the user's availability status.



The screenshot shows the SharePoint Admin Center's API access page. The left sidebar has a 'Pending requests (8)' section under 'API access'. The main content area shows a table with columns: API name, Package, and Permission. There are two entries for Microsoft Graph: one with 'User.Read.All' permission and one with 'Calendars.Read' permission. The table has a header row with 'API name', 'Package', and 'Permission'. Below the table, there are sections for 'Approved requests (4)' and 'Organization-wide (4)'.

API name	Package	Permission
Microsoft Graph	Vitextra Employee Directory Web Part	User.Read.All
Microsoft Graph	Vitextra Employee Directory Web Part	Calendars.Read

## License Update

The update process, as well as downgrade one, does not affect your subscription or license. No additional action is required.

### Note

There are no additional expenses associated with the update of cloud-based Vitextra solutions.