

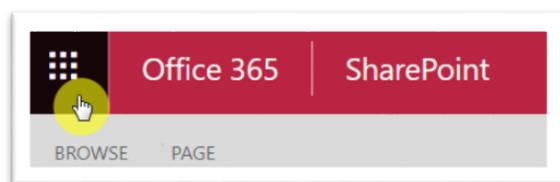
FORMSVIEWER APP INSTALLATION

OVERVIEW

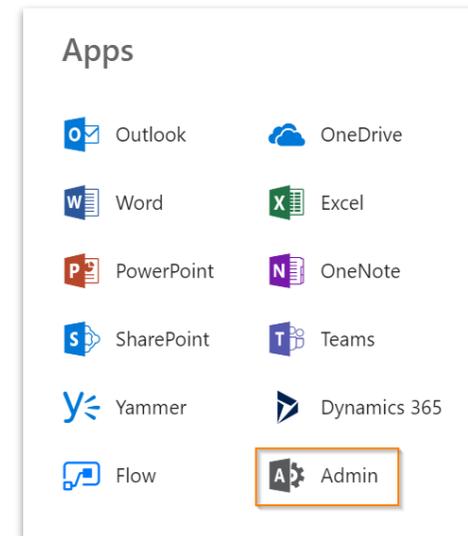
This document explains the steps to install the FormsViewer app in SharePoint O365. If you are installing FormsViewer On Premise, please follow the [On Prem installation document](#) or contact support@qdabra.com for assistance.

INSTALLING THE FORMSVIEWER APP

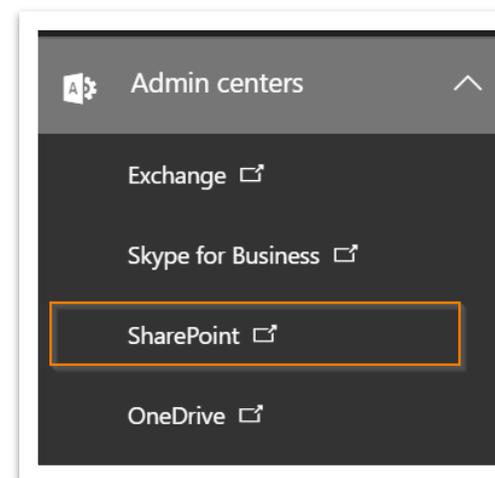
1. Locate the downloaded zip file and un-zip it.
2. Navigate to your SharePoint Online (365) environment and click the menu icon in the top left of the screen that has an icon with nine dots:



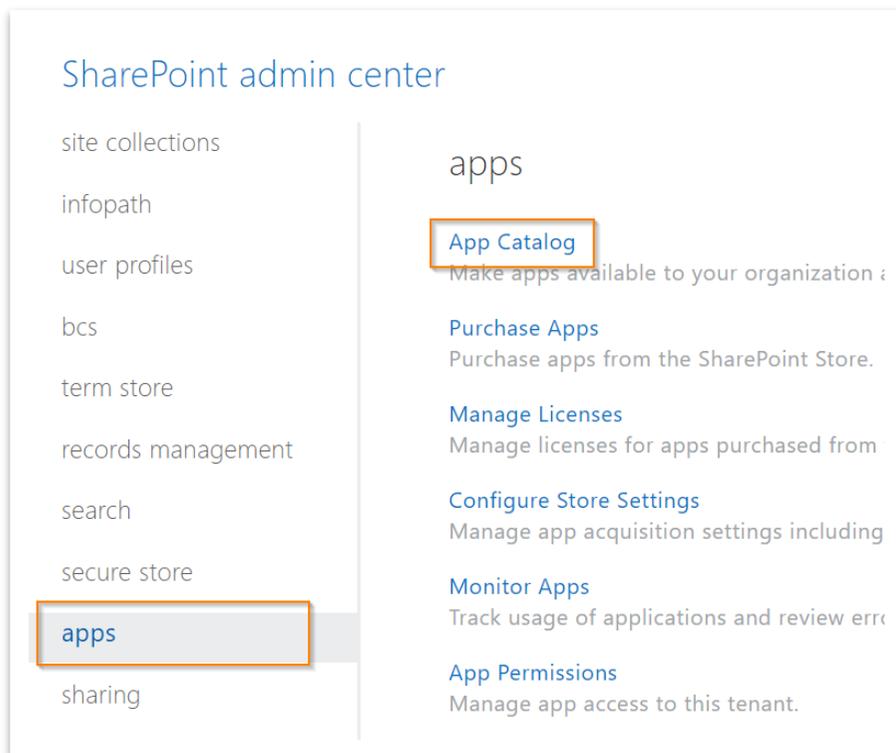
3. Click the **Admin** tile.



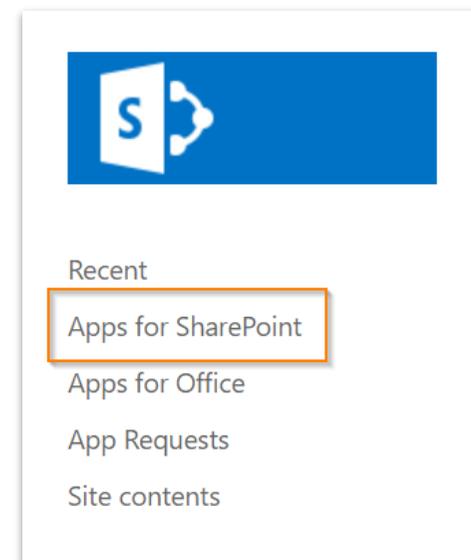
4. In the sidebar, expand **Admin Centers** and click **SharePoint**.



5. Go to **apps** → **App Catalog**.



6. Once you have navigated to your **App Catalog**, select the **Apps for SharePoint** option from the side menu.

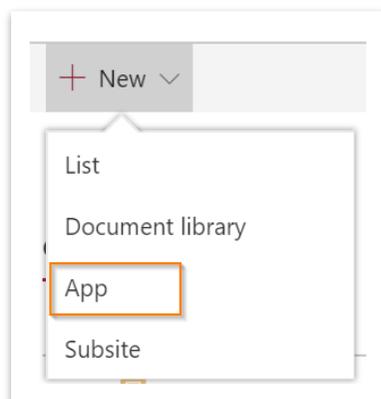


7. Click on **+New** button, browse to the .app file to upload, and confirm the upload.

8. Once your file has uploaded, FormsViewer will be available in your site collection as an app.

INSTALLING THE APP ON A SITE

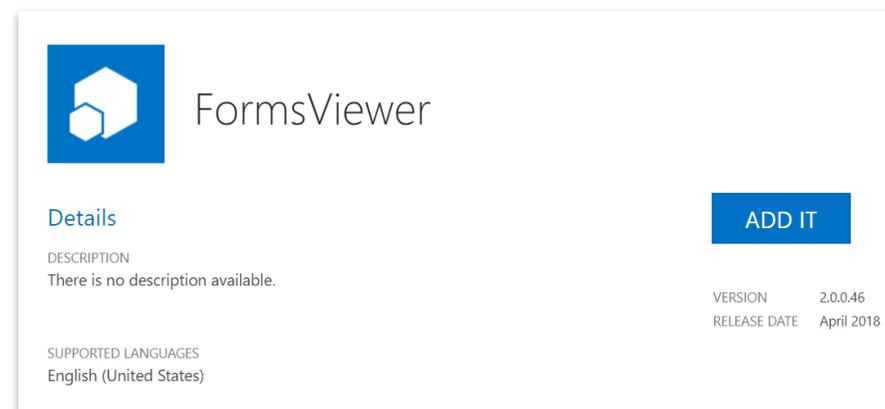
1. Navigate to the SharePoint site where you would like to install FormsViewer.
2. Click the Gear icon in the header bar and click **Site contents**.
3. In the sub-header of the Site Contents page, click **+New**, and then click **App**. This should take you to the Your Apps page.



4. Click in the search box, type **FormsViewer**, then press enter.
5. Locate FormsViewer in the search results, and click it.
The app name may be slightly different depending on the FormsViewer edition you are installing (e.g. FormsViewer Europe).

NOTE: If you're seeing this message "You can't add this app here.", click on **Find out why**. Then, follow the steps in the section **REQUEST FOR APP APPROVAL**.

6. Next, you should see a screen with the app name. Click the **ADD IT** button.

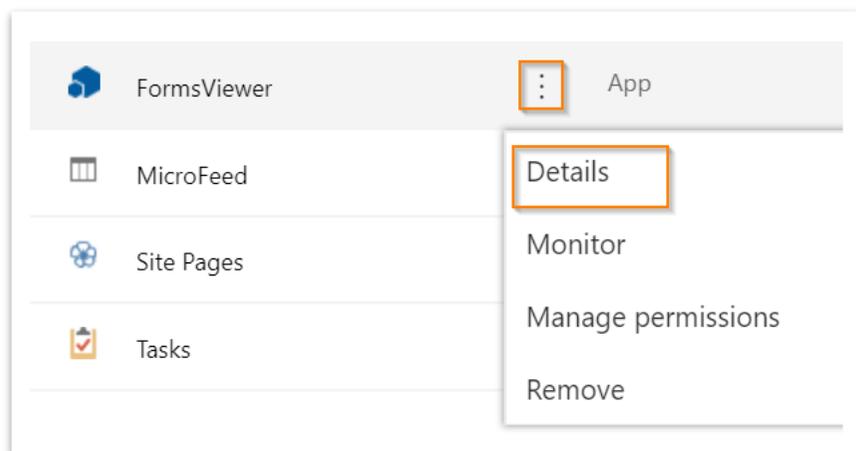


7. Wait for the app to install (this takes about 10 minutes).

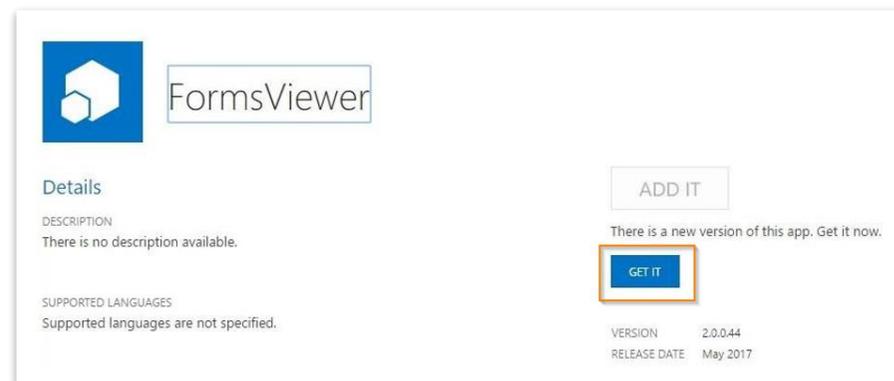
UPGRADING AN EXISTING APP

Although most FormsViewer updates take place automatically, there are times when you need to install an updated .app file.

1. If you originally installed FormsViewer by uploading its .app file to the Admin Center, do the same, replacing the file that was previously added.
2. Navigate to the SharePoint site where you would like to upgrade FormsViewer.
3. Go to the Site Contents of the site where it was previously installed and locate the current app.
4. Hover the mouse over the app's row in the list, click the **Show Actions** button (...) and then click **Details**.



5. A message will display saying that a new version of the app is available. Click the **GET IT** button.



6. Wait for the app to update (this takes about 10 minutes).

NOTE: If the **GET IT** button is disabled and there is a Request Approval link, follow the steps in the section **REQUEST FOR APP APPROVAL**.

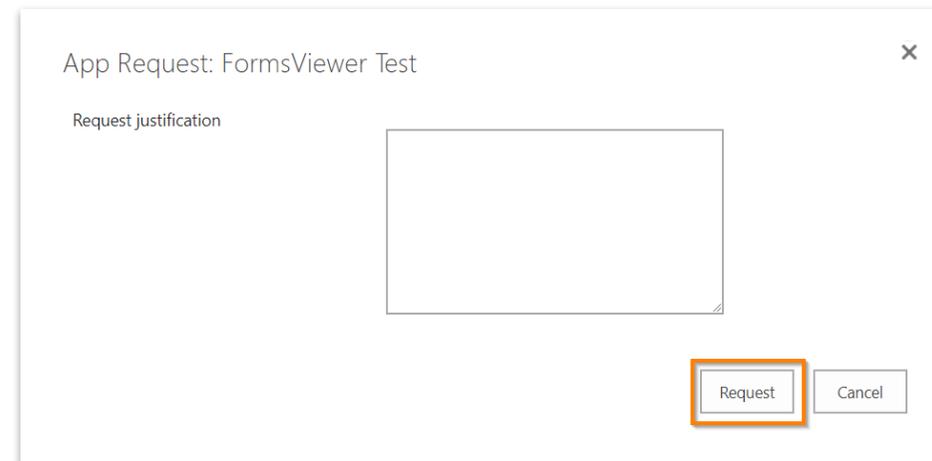
REQUEST FOR APP APPROVAL

When the app requires organization-level permissions, the requestor will need approval from an Office 365 admin to continue with the installation.

1. In the App's Details page, click on **Request Approval** link.



2. Next, add an explanation for the request and then click **Request**.

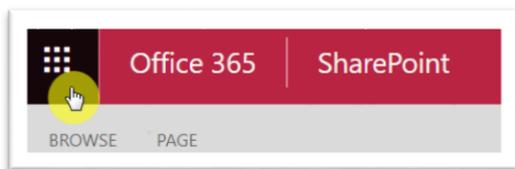


3. Approve the request in the Admin center or ask an admin to do so. (Please see the section **Approving the App Request** for the steps to do this).

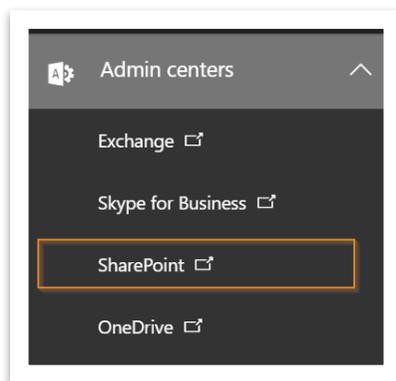
APPROVING THE APP REQUEST

The following steps are intended for site collection admins who can approve or reject the request in the app catalog.

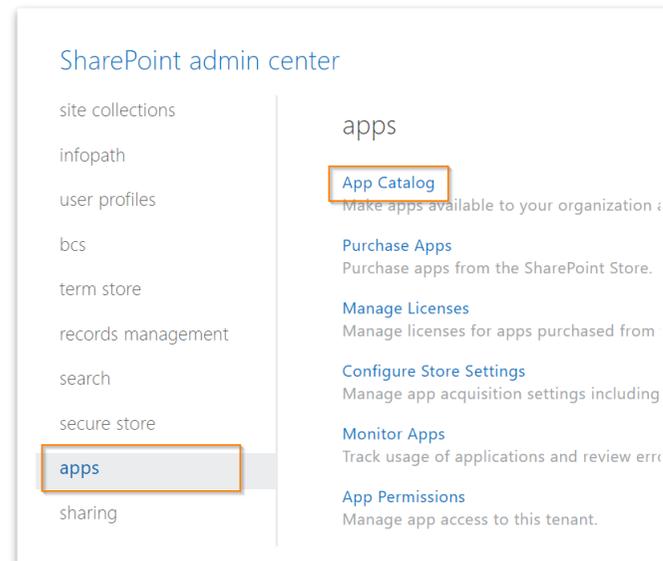
1. Navigate to your SharePoint Online (365) environment and click the menu icon in the top left of the screen:



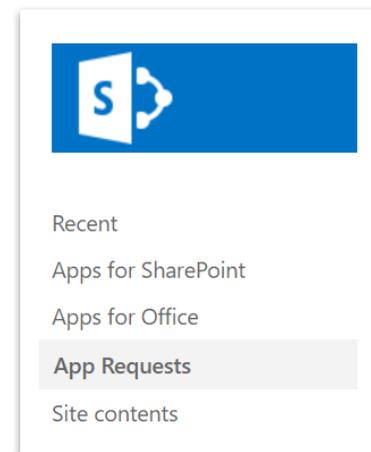
2. Click the Admin tile.
3. In the sidebar, expand **Admin Centers** and click **SharePoint**.



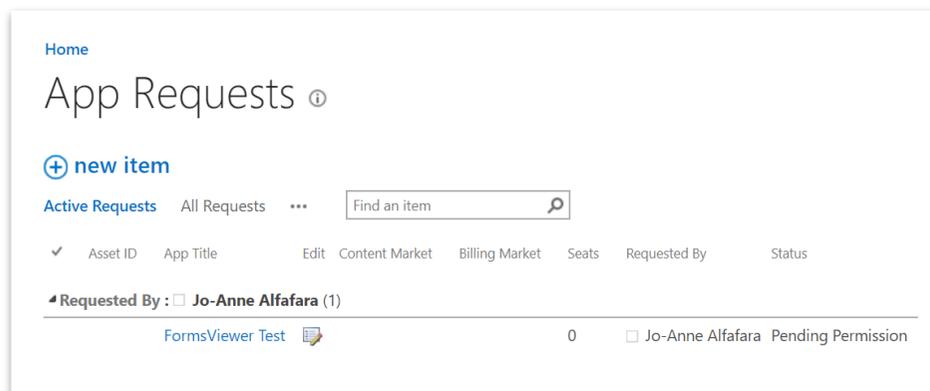
4. Go to **apps** → **App Catalog**.



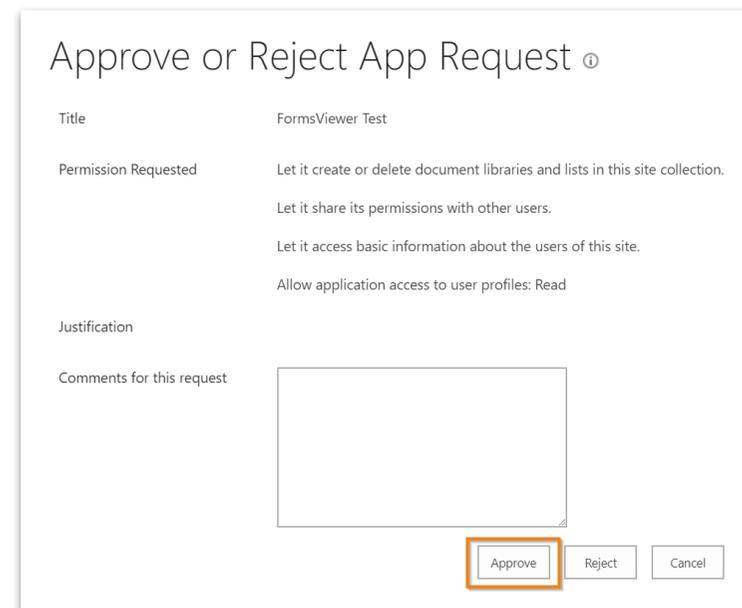
5. Once you have navigated to your **App Catalog**, select the **Apps Requests** option from the side menu.



6. You should see that the FormsViewer app is pending approval.



7. Click on the app's name. This should bring up an **Approve or Reject App Request** screen.



8. Click **Approve**. After the request is approved, you should now be able to add the app to the site.

CONTACT INFORMATION

Qdabra Software
218 Main Street,
Suite 731,
Kirkland, WA 98033

Phone: 877.544.2389
Email: Support@Qdabra.com
Website: <http://www.qdabra.com>
Community: <http://www.infopathdev.com>