

FORMSVIEWER APP INSTALLATION

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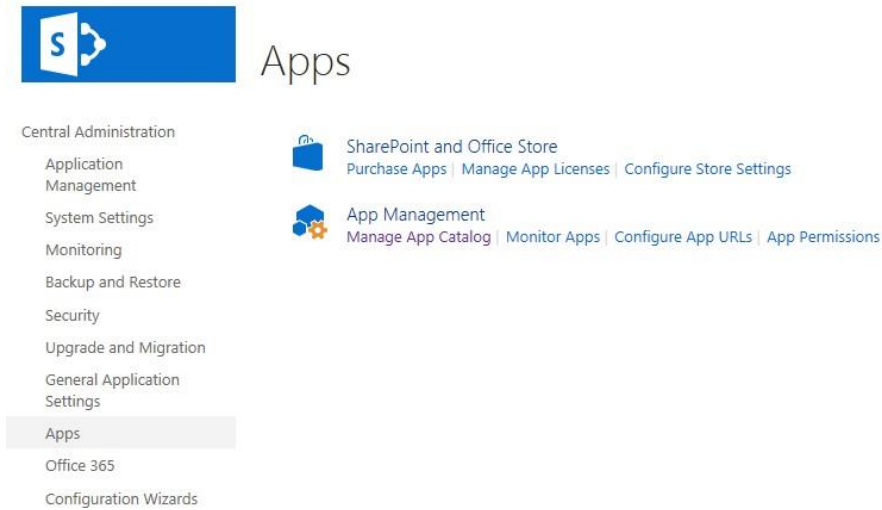
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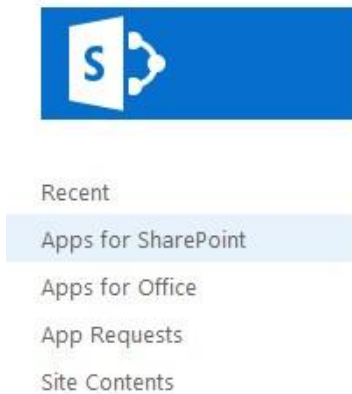
INSTALLING THE FORMSVIEWER APP – ON-PREMISE INSTALL

(For O365 installation, proceed to page 2)

1. Locate the downloaded zip file and un-zip it.
2. Log in as a **Site Collection Admin** and navigate to your SharePoint Central Admin, and select apps > Manage App Catalog.



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



4. Select the + New App button and browse to the .app file to upload.
5. Once your file has uploaded it will be available in your site collection as an app.

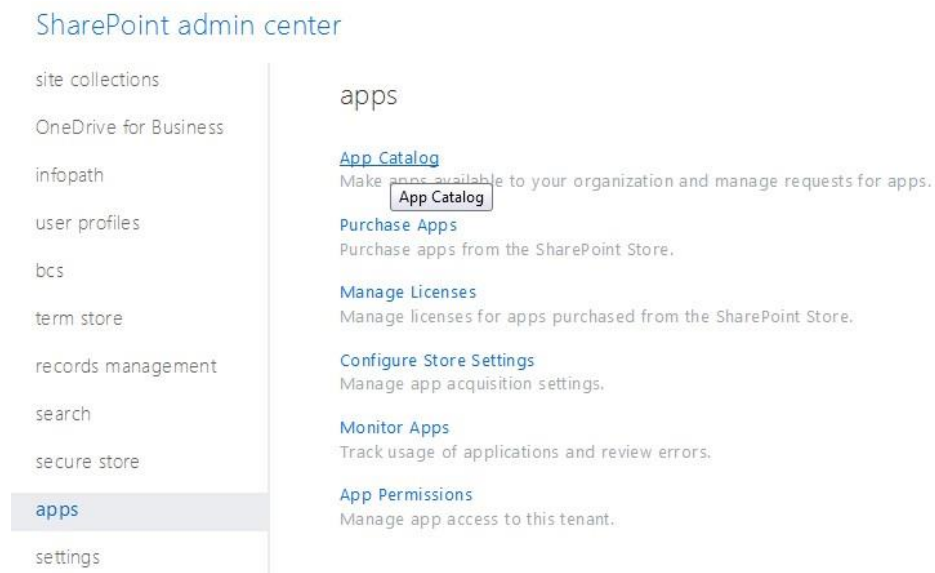


INSTALLING THE FORMSVIEWER APP – OFFICE 365 SITE INSTALL

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. In the sidebar, click apps.
6. Click App Catalog



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





Recent

Apps for SharePoint

Apps for Office

App Requests

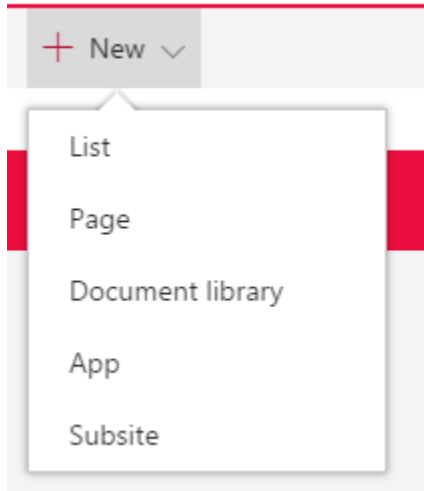
Site Contents

8. Select the + New App button, browse to the .app file to upload, and confirm the upload.
9. Once your file has uploaded, the FormsViewer will be available in your site collection as an app.

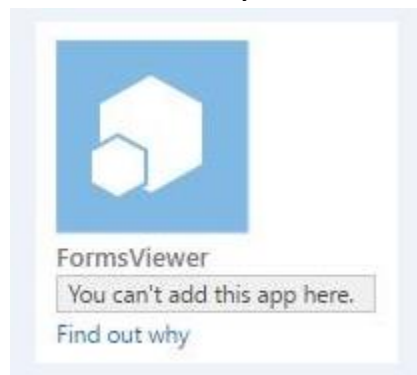


INSTALLING THE APP ON A SITE

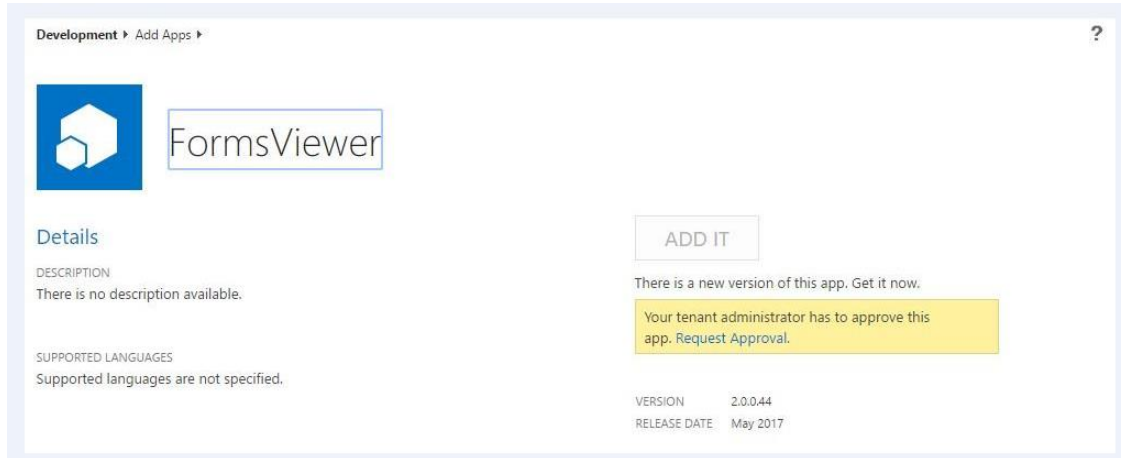
1. Navigate to the SharePoint site where you would like to install FormsViewer.
2. Click the Gear icon in the header bar and click **Site contents**.
3. In the sub-header of the Site Contents page, click + New, and then click App. This should take you to the Your Apps page.



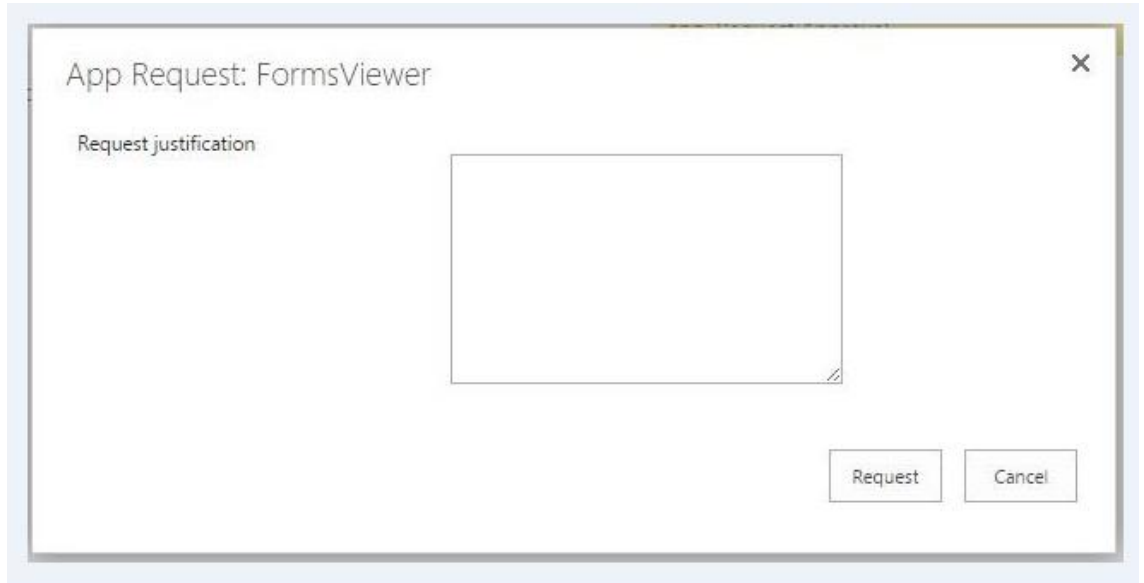
4. Click in the search box, type **FormsViewer**, then press enter.
5. Locate FormsViewer in the search results, and click it (note: the app name may be slightly different depending on the FormsViewer edition you are installing (e.g. FormsViewer Europe)).
6. If you see a message saying "**You can't add this app here.**", carry out the following steps a-e. If not, you can skip to step 7.
 - a. Click the **Find out why** link.



- b. This will take you to a page with the app's name and a **Request approval** link in a yellow box. Click the **Request Approval** link.



- c. This will bring up a box for requesting approval. Add an explanation for the request if you would like to do so, and then click **Request**.



- d. 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).
- e. After the request is approved, repeat steps 1 to 5.
7. You should see a screen with the app name and an ADD IT button. Click ADD IT





FormsViewer

Details

DESCRIPTION
There is no description available.

SUPPORTED LANGUAGES
Supported languages are not specified.

ADD IT

VERSION 2.0.044
RELEASE DATE May 2017

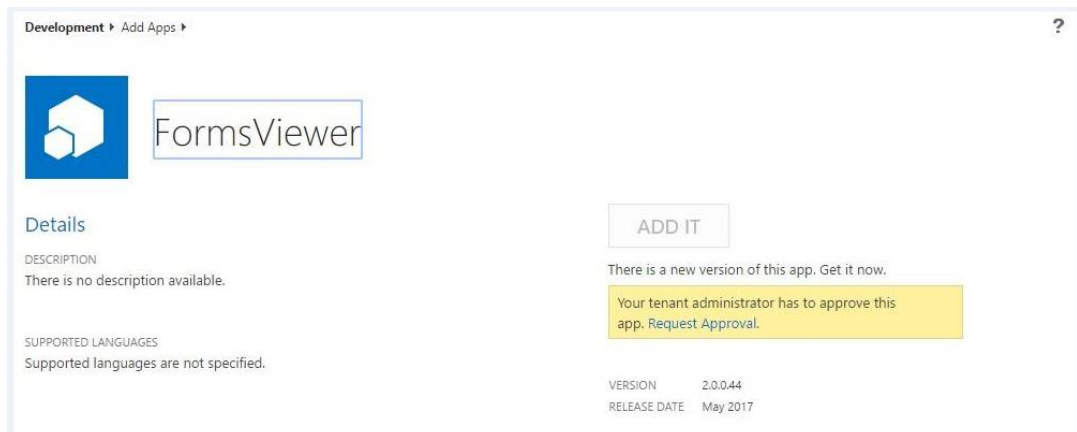
8. Wait for the app to install (this takes about 10 minutes)



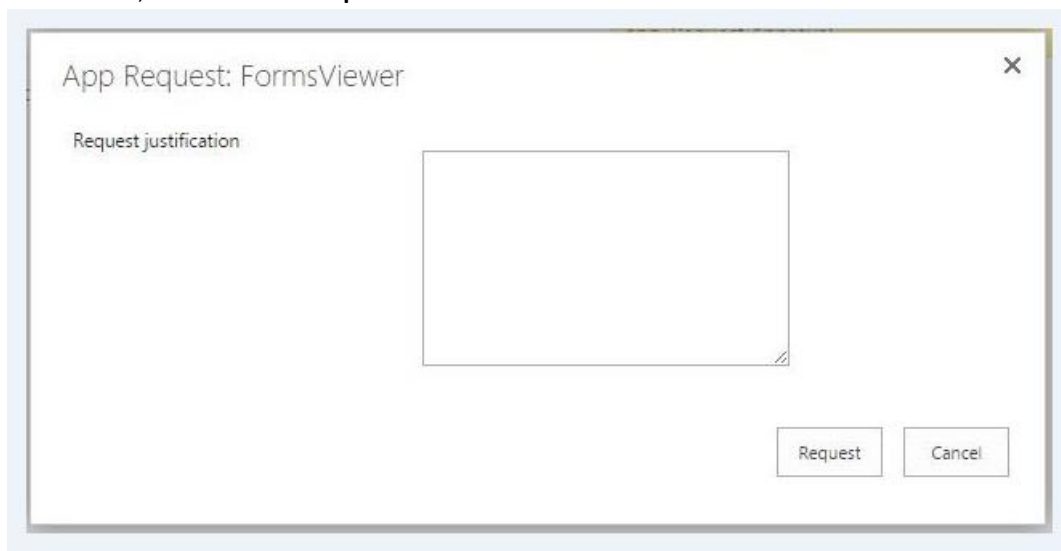
UPGRADING AN EXISTING APP

Although most FormsViewer updates take place automatically, there are occasionally times when there is a necessity 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 ... and then click Details. This will open a page with the app name, and an ADD IT button.
5. If the ADD IT button is disabled and there is a yellow box with a Request Approval link, carry out the following steps a-e. If not, proceed to step 6.
 - a. Click the **Request Approval** link



- b. This will bring up a box for requesting approval. Add an explanation for the request if you would like to do so, and then click **Request**.



- c. 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).



d. After the request is approved, repeat steps 2-4.

6. Click the **ADD IT** button.



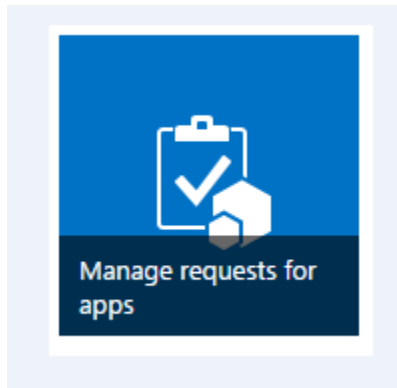
7. Wait for the app to update (this takes about 10 minutes)



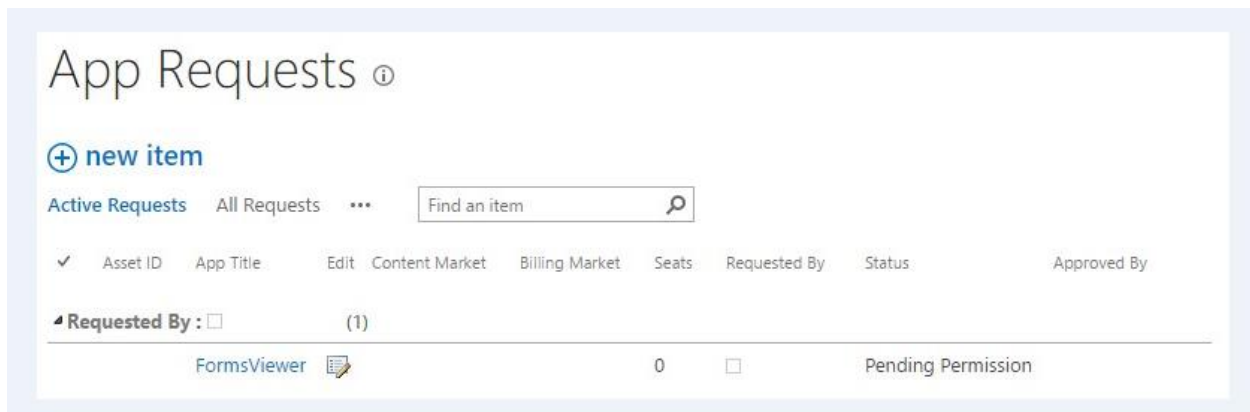
APPROVING THE APP REQUEST

These are the steps to carry out after you or someone else has submitted an approval request to install FormsViewer.

1. Go into the App Catalog in the Admin Center, similar to when uploading the .app file, but instead of clicking Apps for SharePoint, click Manage requests for apps.



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



3. Click on the app's name. This should bring up an approval screen.



Approve or Reject App Request ⓘ

Title	FormsViewer
Permission Requested	Let it create or delete document libraries and lists in this site collection. Let it share its permissions with other users. Let it access basic information about the users of this site. Allow application access to user profiles: Read
Justification	
Comments for this request	

4. Click Approve.



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