

SLIM Companion Explorer 2.2 Administrator Guide

2022/06/20

1. Introduction.....	3
2. Installation.....	4
2.1 Basic installation SharePoint	4
2.2 Starting the tool via a link.....	4
2.3 Installation of the optional Explorer App (SharePoint Online only).....	6
2.4 Installation OneDrive for Business	10
2.5 Deploying a new release	11
2.6 Retracting a release.....	11
2.7 Browser Settings.....	11
2.8 Dependency on SharePoint search	12
2.9 Removing the tool	12
2.10 Starting the tool in a specific site and library.....	12
2.11 Configuring Google Maps	13
2.12 Viewing Office email attachments in the browser (SharePoint Online and OneDrive only)	14
3. Configuration options.....	16
3.1 Customize appearance	16
3.2 Performance for large lists (SharePoint Online only).....	17
Appendix A Instructions to allow multiple downloads in Chrome.....	18
Appendix B Instructions to allow multiple downloads in Opera.....	18
Appendix C Instructions to allow multiple downloads in Edge.....	18
Appendix D Metadata mapping	19
Appendix E Excluding sites, libraries or folders by name	22
Appendix F Excluding context menu options	22
Appendix G Including custom managed paths.....	24
Appendix H Including list IDs.....	25
Appendix I Using starturl and hide other libraries/list and subsites.....	26
Appendix J Configuring the fields to show under the Properties option.....	27
Appendix K Disable custom metadata dialog and metadata extraction.....	28
Appendix L Custom column names	29
Appendix M Quick Search	32

1. Introduction

SLIM Companion Explorer is a browser-based tool that mimics File Explorer and allows users to access SharePoint using an intuitive and efficient interface.

Throughout this document SharePoint is used to refer to SharePoint Online, OneDrive for Business, SharePoint 2013, SharePoint 2016, and SharePoint 2019.

The details of the supported browsers, client operating systems and SharePoint versions are provided in the SLIM Companion Explorer release notes (see <https://www.slimapplications.com/product/explorer/>).

2. Installation

2.1 Basic installation SharePoint

This section describes the basic installation of the tool. The steps to install the optional App are provided in the section 2.2.

The SLIM Companion Explorer tool consists of 4 files:

- SLIM_Companion_Explorer.aspx
- SLIM_Companion_Explorer.js
- zipInflate.js
- properties.txt

The following prerequisites need to be met:

1. The files listed above are available
2. Account with “Add and Customize Pages” permission to install the tool.
3. End-users need to have read permissions (i.e., “Can view”) for the 5 files listed above.

The following installation steps need to be executed:

1. Upload the 4 files to a library (e.g., SiteAssets) in root of your SharePoint tenant.
2. Grant read access to the files by configuring the permissions to “Can view” for the target audience.

2.2 Starting the tool via a link

In typical deployments a link is created by the Office 365 Administrator to provide easy access to the tool for users .

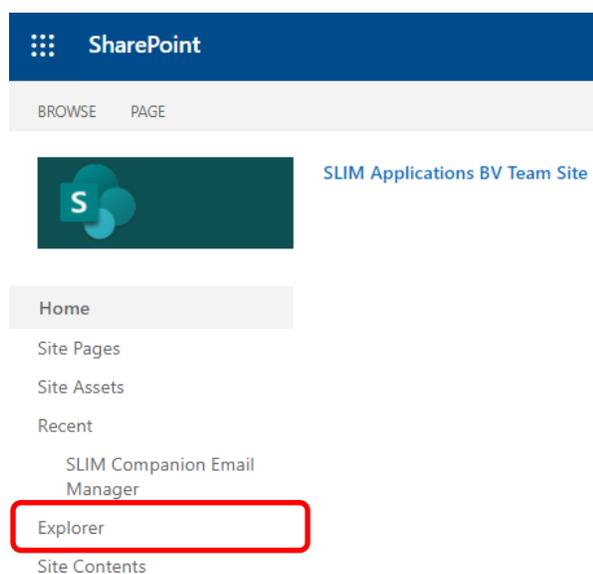


Figure 1. Screenshot of SharePoint system after adding a link to the Explorer tool.

The recommended way of using links is to upload to the tool to a single location in your SharePoint system and then use links from the various sites that refer to this central location.

The syntax is as follows:

https://<yourservername>/<sitename>/<libraryname>/SLIM_Companion_Explorer.aspx?startsite=<siteurl>

For example, if the Explorer tool is installed in the SiteAssets library of the Support site and the tool should open in the site named "ProjectX" use the following link

https://slimapplications.sharepoint.com/support/SiteAssets/SLIM_Companion_Explorer.aspx?startsite=https://slimapplications.sharepoint.com/sites/ProjectX

Note #1: use the full URL including the protocol and domain name like slimapplications.sharepoint.com for the startsite parameter

NB: make sure that the URL of the start site provided is valid by simply opening the link in a separate tab or window.

2.3 Installation of the optional Explorer App (SharePoint Online only)

The optional Explorer App needs to be installed via the SharePoint Admin Center and allows deployment of the Explorer tool to all libraries in a site or all sites in a tenant. The App simplifies access to the tool for users by adding a button to the SharePoint ribbon.



Figure 2. SharePoint modern view with the additional “Explorer” button.

Download the App 2.0 from our web site

https://www.slimapplications.com/wp-content/uploads/2021/10/ExplorerApp_2.0.0.22.zip

For sites using the classic view download the Explorer App 1.1

<https://www.slimapplications.com/wp-content/uploads/2020/03/SLIM-Companion-Explorer-App-1.1.0.0.zip>

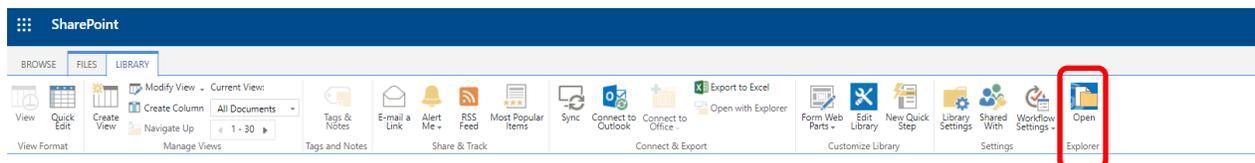


Figure 3. SharePoint classic view with the additional “Explorer” button.

Important: the optional Explorer App 2.0 requires that the Explorer tool (aspx file) is installed in the “SiteAssets” library in the root of your tenant.

Make sure you have downloaded the Explorer App 2.0 and the company/organization specific Explorer tool.

The following steps need to be executed to install the optional Explorer App:

1. Browse to the library named “SiteAssets” in your site.

If this library does not exist create it by browsing to “Site contents” in your SharePoint site and then use “New” | “App” and select an “Asset Library” to create the library named “SiteAssets” (use this exact name without additional spaces).

2. Upload the 4 files from the Explorer zip file for your company/organization to the “SiteAssets” library.

SiteAssets

Name	Modified	Modified By	+ Add column
properties.txt	Monday at 1:11 PM	Paul de Jong	
SLIM_Companion_Explorer.aspx	A few seconds ago	Paul de Jong	
SLIM_Companion_Explorer.js	A few seconds ago	Paul de Jong	
zipInflate.js	March 2	Paul de Jong	

Figure 4. Contents of SiteAssets library after uploading the 4 files.

3. Browse to <https://admin.microsoft.com/> and in the “Admin centers” section select the “SharePoint Admin Center” link

4. Select “apps” in the left-hand side navigation and click on “App Catalog”

5. Click on the link “Apps for SharePoint”

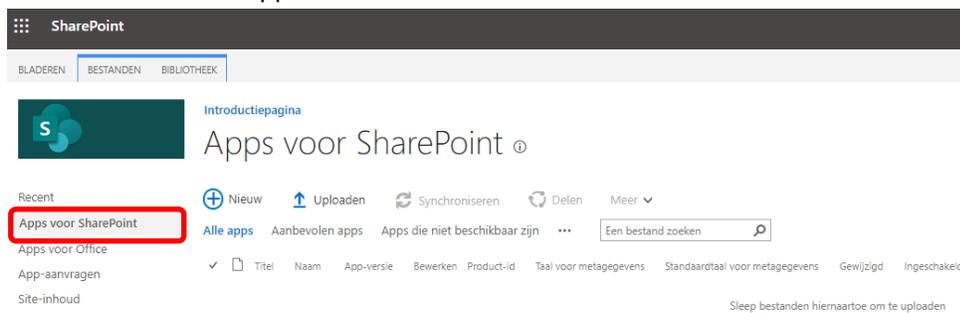


Figure 5. Apps for SharePoint.

6. Upload the Explorer.sppkg file using the “Upload” button

7. Only select the checkbox for “Make this solution available to all sites in the organization” if you plan to deploy the App tenant wide. In all other cases leave the checkbox unchecked.

Do you trust Explorer?

The client-side solution you are about to deploy contains full trust client side code. The components in the solution can, and usually do, run in full trust, and no resource usage restrictions are placed on them.

This client side solution will get content from the following domains:

SharePoint Online

Make this solution available to all sites in the organization

This package contains an extension which will be automatically enabled across sites. You can control this setting using the Tenant Wide Extensions list at the app catalog site collection



Explorer

Deploy

Cancel

Figure 6. Confirmation screen Explorer App.

8. Click Deploy

Apps for SharePoint

[New](#)
[Upload](#)
[Sync](#)
[Share](#)
[More](#)

[All Apps](#)
[Featured Apps](#)
[Unavailable Apps](#)

Title	Name	App Version	Edit	Product ID	Metadata Language	Default Metadata Language	Modified	Enabled	Valid App Package	Deployed	Tenant Deployed	App Package Error Message
Explorer	explor	2.0.0.11		{0058323C-720D-4380-BD39-EBE1F6605F33}	Yes		Yesterday at 04:25	Yes	Yes	Yes	No	No errors.

Drag files here to upload

Figure 7. Apps for SharePoint after uploading the “Explorer” App.

9. Browse to a SharePoint site

10. Select “Settings” | “Add an app”

11. In the left-hand menu select the link “From Your Organization”

This shows a list with available apps.

My apps

Search by app name or publisher

Filters

- All
- From my organization
- From SharePoint Store

Apps you can add

These are SharePoint Store or custom apps allowed by your organization. Built-in apps can be found in the [classic experience](#).



Explorer

My organization

Add

Find more apps in SharePoint Store

→

Figure 8. Page with the available Apps.

12. Wait a short while (this may take up to a minute) until the App is installed and available

+ New ▾

Contents Subsites

 Name	Type	Items	Modified
 Documents	Document library	3	5-5-2021 09:07
 Form Templates	Document library	0	1-5-2021 02:04
 Site Assets	Document library	2	22-9-2021 03:12
 Style Library	Document library	0	10-4-2021 17:14
 Email Manager	App		13-8-2021 02:41
 Explorer	App		22-9-2021 03:14
 Site Pages	Page library	1	10-4-2021 17:14

Figure 9. Site Contents with the available “Explorer” App.

Testing:

1. Browse to a Document library, Picture library or Asset library in your SharePoint site
2. Check if the button “Explorer” is shown in the ribbon (for modern view).

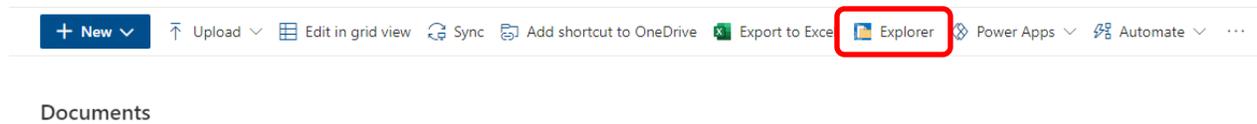


Figure 10. Document library (modern view) with the Explorer button.

3. Open the tool by clicking the “Explorer” button and verify that the Explorer tree is shown in the browser.

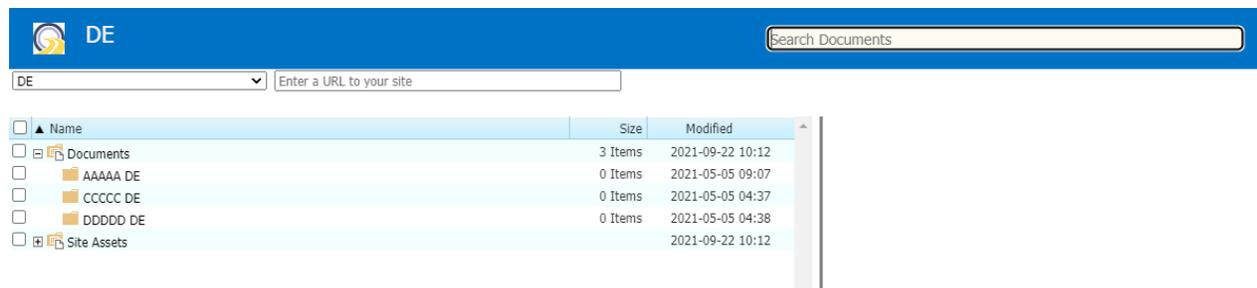


Figure 11. Explorer tree

2.4 Installation OneDrive for Business

SLIM Companion Explorer can also be used to work with OneDrive for Business. The files need to be uploaded to a central location to avoid installing the files for each user separately. The use of the app is highly recommended to simplify deployment across the user’s OneDrive sites.

The installation needs to be done by a user with administrative permissions.

Installation:

1. Unpack the zip file with the OneDrive files on your local computer
2. Browse to the root of the OneDrive site
https://yourcompany-my.sharepoint.com/_layouts/15/viewlsts.aspx?view=14
3. Create a new library named “SiteAssets” (use exact spelling without the enclosing “ characters).
4. Upload the 5 files
5. Grant read permissions to the planned users

The following steps need to be made by the individual users to enable the tool in OneDrive:

1. Browse to your OneDrive site
https://ikapa-my.sharepoint.com/personal/paul_de_jong_ikapa_onmicrosoft_com/_layouts/15/viewlsts.aspx?view=14
2. Use New App to add an app
3. In the left-hand menu select the link “From Your Organization”
This shows a list with available apps.
4. Click “Explorer” App and in the popup window about click “Trust It”

Testing:

1. Browse to a document library in OneDrive for Business (browser).
2. Verify that the button “Explorer” is visible in the ribbon.
3. Click on the “Explorer” button to open the tool.

2.5 Deploying a new release

Deploying a new release is as simple as adding a version to the existing documents. The users will automatically start using the latest version the next time they open the Explorer tool. A message will be shown to the users if they need to refresh the page.

2.6 Retracting a release

A release can be retracted by restoring a previous version. Open the aspx’s document Version History and restore the version of choice.

2.7 Browser Settings

SLIM Companion Explorer requires the following browser settings:
approve “downloading multiple files” on Chrome, Edge, and Opera

Chrome, Edge, and Opera may show a warning message when downloading multiple files. The user needs to “Approve” this one time by clicking the “Apply button”. Users can also pro-actively modify their browser settings (see Appendices A, B and C for instructions).

Note: the approval for downloading multiple files is not necessary when using the “Download & Zip” functionality since that generates a single zip file.

2.8 Dependency on SharePoint search

SLIM Companion Explorer tree lists the various subsites and libraries in the specified SharePoint site. The subsites are determined by using SharePoint search. Hence if the search is not available the subsites will not be shown and only the libraries will be shown. The search results only include subsites the user has access to because the search results are security trimmed.

The search bar (Explorer 1.6 and later) for SharePoint Online users also depends on search. The search result list will only contain items that have been indexed and that are accessible for the current user.

2.9 Removing the tool

Browse to the document library where the 4 files have been uploaded. Delete all 4 files. No further action required.

In case the optional App is installed execute the following steps:

- browse to site content and select the ... to remove the App
- wait for the request to complete
- delete the App from the recycle bin
- browse to the App catalog and under apps open the “Apps for SharePoint”
- click ... and choose “remove” to remove the App

2.10 Starting the tool in a specific site and library

SLIM Companion Explorer 1.6 and later support opening the tool in a specific site and library. This might be useful to automatically direct users to the proper location in SharePoint. For instance, it can be used in Microsoft Teams as a separate tab to open the Teams files in a File Explorer like way.

The syntax is as follows:

`https://<yourservername>/<libraryname>/SLIM_Companion_Explorer.aspx?starturl=<yourstartlocation>`

For example, if the tool is installed in the SiteAssets library and the tree should open in the site named “MyTeamSite” with the library named “Shared Documents” use the following link

`https://slimapplications.sharepoint.com/SiteAssets/SLIM_Companion_Explorer.aspx?starturl=https://slimapplications.sharepoint.com/sites/MyTeamSite/Shared Documents`

Note #1: the starturl parameter is in lowercase.

Note #2: the URL for the site+library does not contain parts like /Forms/AllItems.aspx

Note #3: use the full URL including the protocol and domain name like slimapplications.sharepoint.com

Make sure that the start location provided is valid by simply opening the link in a separate tab or window.

The parameters STARTURLOTHERLIBRARIES and STARTURLOTHERSUBSITES in the properties.txt file can be used to hide other libraries/list or subsites. See Appendix I.

2.11 Configuring Google Maps

SLIM Companion Explorer 1.8 and later provide integration with Google Maps. Users can view selected document(s) or all documents on a map. The tool can also be used for geotagging documents by using Google Maps.

Administrators do not have to add and configure web parts or add custom scripts for individual libraries. Explorer will detect if the library contains a column of type location and then adds the option “View in Google Maps” to the libraries’ context menu.

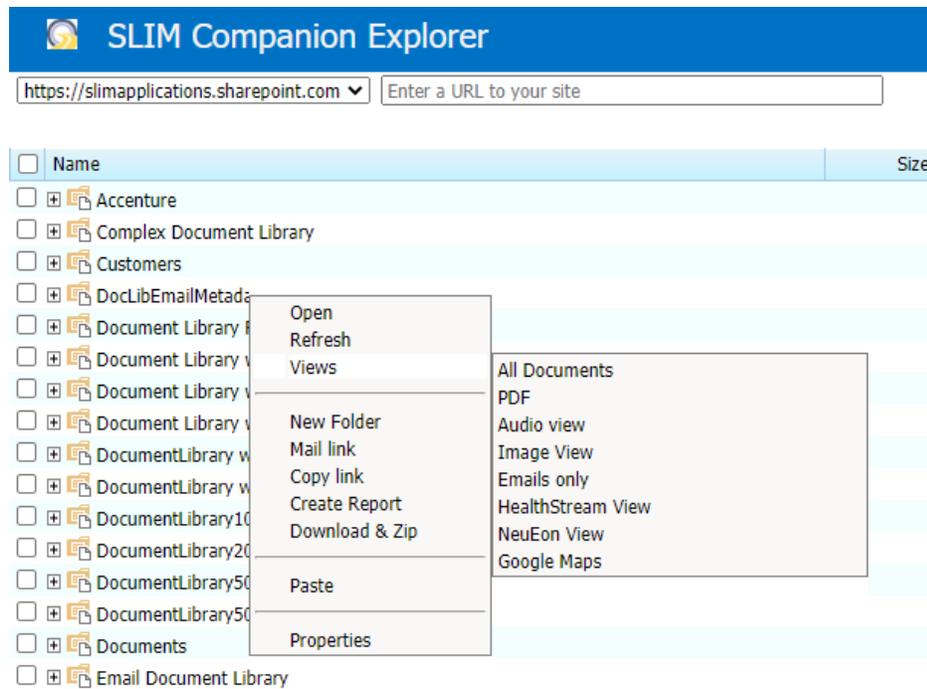


Figure 12. Library with the option “View in Google Maps”

The use of Google Maps requires the specification of the key through the properties.txt file.

```
# type, property name in original file (case sensitive), SharePoint internal column name
# Configuration
GOOGLE,key,AIzaSyBwBc3VgBpHl7Mi54nXHW8rSfzpzAmgxxxx
#LISTS,key,101:109:700:851
#HEADERTITLE,key,SLIM Applications
#HEADERMENU,key,hide
#HEADERCOLOR,key,#FF4337
#HEADERLOGO,key,img-jpg-wsp-red.jpg
#HEADERSITES,key,hide
# type, property name in original file (case sensitive), SharePoint internal column name
# Maps
GOOGLE,key,AIzaSyBwBc3VgBpHl7Mi54nXHW8rSfzpzAmgxxxx
```

Figure 13. Google Maps key in the properties.txt file

NB: only change the value part and do not change the “GOOGLE,key,” part.

The instruction to configure a Google Maps key are described in <https://www.slimapplications.com/wp-content/uploads/2020/11/Instructions-to-use-SLIM-Companion-Explorer-with-Google-Maps.pdf>

2.12 Viewing Office email attachments in the browser (SharePoint Online and OneDrive only)

SLIM Companion Explorer 2.0.6 and later support viewing of Office email attachments directly in the browser. This also applies to Office files in zip files that can be viewed in the browser without downloading the entire zip file.

This feature uses a central library as a cache location in the cloud. The Office files do not need to be downloaded to the end users’ local machine for viewing. This feature increases the adoption of SharePoint Online, increases user productivity, eliminates need to have Office apps installed on the end users’ computer (e.g. mac OS) and reduces exposure of sensitive content via the local computer (compliance).

Execute the following steps to configure this central cache location in a separate site:

1. Login as site collection admin (or other role with permissions to create a new site)
2. Create a new site. For example: OfficeCache.
3. Browse to the newly created site and create a library. For example: Cache
4. Browse to the Settings page of the library and click “Permissions for this document library”
 - stop inheriting permissions
 - remove existing groups (3x)
 - grant access to “everyone except external users” with permission level = Contribute
5. Browse to the Settings page of the library and select “Versioning Settings”
 - Require content approval: checked
 - Draft Item Security = Only users who can approve items (and the author of the item)
 - click “OK”

6. Browse to the Settings page of the library and select “Advanced settings”:
 - “Allow items from this document library to appear in search results?” No
 - click “OK”
7. Edit the properties.txt file¹ and change the parts marked in bold
VIEWOFFICEATTACHMENTSSHAREPOINTONLINE,key,**show**
VIEWOFFICEATTACHMENTSSHAREPOINTONLINEURL,key,<**url of the cache library**>
For example, <https://slimapplications.sharepoint.com/sites/OfficeCache/Cache>

The cache library has the following characteristics.

1. The site is not directly accessible for users.
2. Users can only open the cache library.
3. Users will only see their own document(s) because of the configuration of the library with content approval.
Documents from other users are not visible.
4. The documents in the cache library are not indexed by the search engine.
5. Cached documents are automatically purged when the user views a different Office attachment, and the cached document(s) exceeds the threshold (1 hour).
6. Purged Office documents are not placed in the site’s recycle bin; they are permanently deleted.
7. The site collection administrator who created the site can view all documents present in the Cache library.

Testing

Login as User A, open the cache library in the site and upload a document

Login as User B, open the cache library in the site and upload a document

User B can only see his/her own document

User A can only see his/her own document

Login as site collection administrator: both documents are visible

¹ This can be done in multiple ways. One way is to download the properties.txt file, apply changes, save the file and upload the modified file. Another way is to edit the properties.txt file directly in the browser using the standard SharePoint Online’s “Open in Text Editor”.

3. Configuration options

The JavaScript code of the tool is obfuscated and minimized. A typical fragment will look like

```
for(var a=0;a<l;a++){v704.push({name:v1005[k].name,Created:m[a].Created,Size:m[a].Size,Uniqueld:v1005[k].Uniqueld,
```

The “Settings” menu option in the tool allows users to modify selected settings for SLIM Companion Explorer. The changed values are only valid throughout the user’s session and the original values (centrally managed) will be used when re-opening the tool. The changed values from one user does not affect the behavior of the tool for other users.

3.1 Customize appearance

The properties.txt file allows for customization of the tool’s appearance.

```
# Configuration
INCLUDEMANAGEDPATHS,key,sites:teams
INCLUDELISTS,key,101:109:115:700:851
EXCLUDESITES,key,SLIM Companion Explorer App:App Catalog Site:App Catalog
EXCLUDELIBRARIES,key,Form Templates:style_library:cataloge/hubsite
EXCLUDEFOLDERS,key,Forms:_m:_t:_v:1
INCLUDESITEOPTIONS,key,OpenInSharePoint:HR:MailLink:CopyLink
INCLUDELIBRARYOPTIONS,key,OpenInSharePoint:Refresh:HR:Sort:Views:NewFolder:MailLink:CopyLink:DownloadZip:CreateReport:HR:Paste:HR:Properties
INCLUDEFOLDEROPTIONS,key,OpenInSharePoint:Refresh:HR:Sort:NewFolder:MailLink:CopyLink:MailAsAttachment:CreateReport:DownloadZip:Export:HR:Paste:HR:Rename>Delete:HR:Properties
INCLUDEDOCUMENTOPTIONS,key,Preview:PreviewInSharePoint:Attachments:ViewInGoogleMaps:ViewInApp:EditInApp:HR:MailLink:CopyLink:MailAsAttachment:Download:DownloadZip:Export:Versions:HR:Copy:Move:HR:Rename>Delete:HR:Properties
INCLUDELIBRARYPROPERTIES,key,Name:URL:Item count:Modified:Template:ForceCheckout
INCLUDEFOLDERPROPERTIES,key,Name:URL
INCLUDEDOCUMENTPROPERTIES,key,Name:URL:Size:Modified:Modified by:Check in/out:Document Properties:<custom fields separated by : characters>
STARTUROTHERLIBRARIES,key,hide
STARTUROTHERSUBSITES,key,hide
GOOGLE,key,AIzaSyRy_g0x257w8S49CIWv6_5kVqLVzprfE
HEADERTITLE,key,<site>
HEADERMENU,key,hide
HEADERCOLOR,key,#E4032E
HEADERLOGO,key,logo.png
HEADERSITES,key,hide
HEADERSUBSCRIPTION,key,show
```

Figure 14. Customization options in the properties.txt file

A # character at the start of the line indicates that the line is commented out. The LISTS field controls which library types are displayed in the Explorer tree. The default behavior is to show lists of types 101 (Document Library), 109 (Picture Library), 700 (MySite Document Library) and 851 (Asset Library). The colon character “:” is used to separate multiple values.

For example, to only show Picture enter the following line
LISTS,key,109

The HEADERTITLE field is the text shown in the header of the page. See figure below.



Figure 15. SLIM Companion Explorer header with the HEADERTITLE (marked in green), the HEADERLOGO (marked in amber), the HEADERMENU (marked in grey) and the HEADERSITES (marked in red).

The HEADERTITLE can contain a static text, but it can also be used with dynamic replacement tags to show the title of the current site or the URL of the current site. The following example shows the syntax

for using these dynamic replacement tags.

HEADERTITLE,key,<site> (<url>)

The HEADERLOGO refers to an image in the same location of Explorer tool. The HEADERCOLOR denotes the color of the header background.

The HEADERBACKBUTTON adds a button below the HEADERTITLE. This is typically used with the menu's in the right hand side hidden.

HEADERMENU,key,hide

The color of the section below the header can be changed using the following property

SUBHEADERCOLOR,key,#f0efeb

Another special property is the behavior of folders after uploading items. By default, the folder will expand after uploading items.

It is possible to modify this behavior using the property

OPENFOLDERAFTERUPLOAD,key,false

This will prevent the expanding of the folder after uploading items. Note: if the folder was already expanded then the contents will be refreshed to show the current items present.

3.2 Performance for large lists (SharePoint Online only)

This feature was introduced in Explorer 2.2.5. The performance for large lists exceeding the list view threshold can be improved by setting the following parameters in the properties.txt file:

MAXIMUMTHREADSLARGELISTS,key,3

OPTIMIZE LARGELIST,key,true

SCALEFACTORLARGELIST,key,1.5

MAXIMUMTHREADSLARGELISTS allows the use of multiple parallel processes when a list exceeds the list view threshold. The default value is 3 but it can be modified via the properties.txt to suit your environment's requirements.

OPTIMIZE LARGELIST can have values true (default) or false. In the former case a smart way is used to increase performance. This uses search. Hence when the search is not working properly this approach is not recommended. Change the value to false in the properties.txt to disable this way of optimization.

The SCALEFACTORLARGELIST allows the use of an adaptive ID range when processing requests for large lists. Instead of using a fixed ID range it will increase the range if possible. In case of errors, it automatically scales down to the original value (5000). The scale factor is typically a value between 1 and 2. For example 1.5

Appendix A Instructions to allow multiple downloads in Chrome

Users can change the setting in the top bar.

Alternatively, they can open

`chrome://settings/contentExceptions#multiple-automatic-downloads`

and under “Automatic Downloads” | Manage Exceptions add the hostname for SharePoint (e.g. *.sharepoint.com) and for behavior click “Allow”

Click “Done” 2x and then close the settings tab

Appendix B Instructions to allow multiple downloads in Opera

Users can change the setting in the popup window the first time they download multiple files.

Alternatively, they can open

`opera://settings/contentExceptions#multiple-automatic-downloads`

and under “Automatic Downloads” | Manage Exceptions add the hostname for SharePoint (e.g. *.sharepoint.com) and for behavior click “Allow”

Click “Done” and close the settings tab

Appendix C Instructions to allow multiple downloads in Edge

Users can change the setting in Edge

Open <edge://settings/content/automaticDownloads>

Disable “Ask when a site tries to download multiple files automatically (recommended)”

Or use the “Add” button to add your SharePoint URL

Appendix D Metadata mapping

The Explorer tool allows mapping of metadata from several file types to SharePoint columns available on your system. This mapping is established through the properties.txt file.

An example of a properties file is listed below. For example, the metadata field “Subject” from PDF files is mapped to a SharePoint column with the internal name “Subject”.

```
# type, property name in original file (case sensitive), SharePoint internal column name
# PDF metadata
PDF,Title,Title
PDF,Author,_Author
PDF,Subject,Subject
PDF,Keywords,Keywords
PDF,Create Date,Creation_x0020_Date
PDF,Modify Date,Modification_x0020_Date
PDF,Creator,Application
PDF,Producer,Producer
PDF,Source Modified,Compression
PDF,Company,Conversation
# JPG metadata
JPG,GPSPLatitudeRef,JPG_x003A_GPS_x0020_Latitude_x0020_Ref
JPG,GPSPLatitude,JPG_x003A_GPS_x0020_Latitude
JPG,GPSPLongitudeRef,JPG_x003A_GPS_x0020_Longitude_x0020_Ref
JPG,GPSPLongitude,JPG_x003A_GPS_x0020_Longitude
JPG,GPSPAltitudeRef,JPG_x003A_GPS_x0020_Altitude_x0020_Ref
JPG,GPSPAltitude,JPG_x003A_GPS_x0020_Altitude
JPG,GPSPImgDirectionRef,JPG_x003A_GPS_x0020_Img_x0020_Direction_x0020_Ref
JPG,GPSPImgDirection,JPG_x003A_GPS_x0020_Img_x0020_Direction
...
```

Instructions:

1. A # character at the beginning of a line denotes the line is a comment

2. Enter mapping details using the following syntax:

<type>,<source property name>,<SharePoint column name (internal name)>

NB: there are no additional spaces

3. The supported values for <type> are:

PDF, JPG, GIF, PNG, TIF, BMP, SVG, OFFICE, HTML, EMAIL, AUDIO and VIDEO

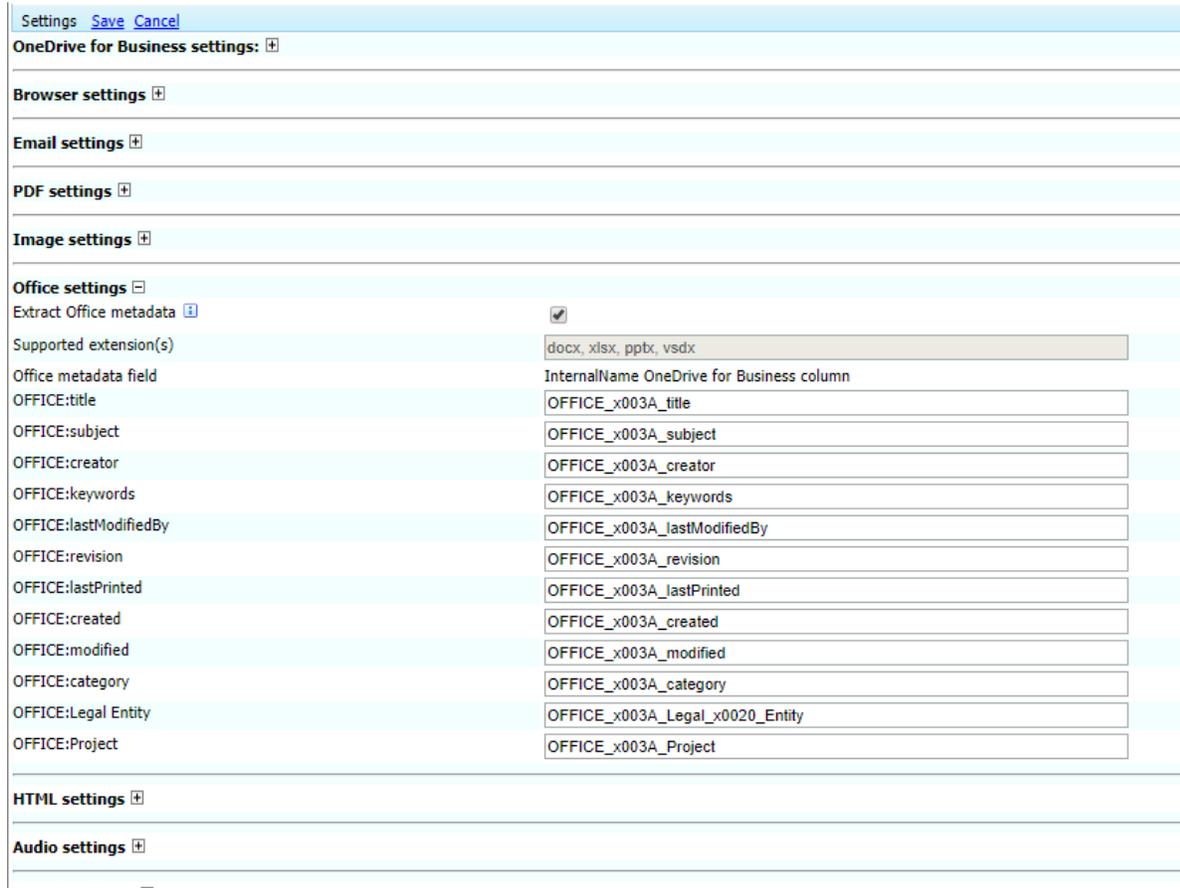
NB: the values are capitalized.

4. The <source property name> values are extracted from the source files for PDF, OFFICE, HTML, EMAIL, AUDIO and VIDEO.

For images the property names are best determined using SLIM Companion Explorer. Upload a document to SharePoint, right-click on the document and select Properties to list the available properties. See figure 15.

Update the properties file on your local computer and upload the file to the same location as the Explorer tool.

The mapped properties are listed under Settings.



The screenshot shows a settings interface with several expandable sections. The 'Office settings' section is expanded, revealing a table of mapped properties. The 'Extract Office metadata' checkbox is checked. The 'Supported extension(s)' field contains 'docx, xlsx, pptx, vsdx'. The 'Office metadata field' is set to 'InternalName OneDrive for Business column'. Below this, various Office metadata fields are mapped to specific column names.

Office metadata field	InternalName OneDrive for Business column
OFFICE:title	OFFICE_x003A_title
OFFICE:subject	OFFICE_x003A_subject
OFFICE:creator	OFFICE_x003A_creator
OFFICE:keywords	OFFICE_x003A_keywords
OFFICE:lastModifiedBy	OFFICE_x003A_lastModifiedBy
OFFICE:revision	OFFICE_x003A_revision
OFFICE:lastPrinted	OFFICE_x003A_lastPrinted
OFFICE:created	OFFICE_x003A_created
OFFICE:modified	OFFICE_x003A_modified
OFFICE:category	OFFICE_x003A_category
OFFICE:Legal Entity	OFFICE_x003A_Legal_x0020_Entity
OFFICE:Project	OFFICE_x003A_Project

Figure 18. Screenshot of the “Settings” page showing the mapped properties for Office files.

There are separate sections for Email, PDF files, Images, Office files, HTML files and audio files.

Appendix E Excluding sites, libraries or folders by name

The tool supports excluding sites, libraries, or folders from the tree. Classic examples are the “_w” folders in Picture libraries, the “Form Templates” libraries or an app catalog site.

Execute the following steps to excluded items from the Explorer tree.

1. Download the properties.txt file from your SharePoint system.
2. Open the file in an editor.

Add the following lines if they are not present.

```
# Configuration
EXCLUDEDSITES,key,SLIM Companion Explorer App:App Catalog Site:App Catalog
EXCLUDEDLIBRARIES,key,Form Templates:Style Library:_catalogs/hubsite
EXCLUDEDFOLDERS,key,Forms:_w:_t:_vti
```

3. Specify the sites to be excluded in the row containing “EXCLUDEDSITES”. Separate the sites using a semi-colon character.
4. Change the EXCLUDEDLIBRARIES and EXCLUDEDFOLDERS if necessary.
5. Save the properties.txt file and upload the file to your SharePoint library. Overwrite the existing properties.txt file. Refresh the Explorer tool to ensure the modified properties.txt file is loaded.

Appendix F Excluding context menu options

The tool supports excluding context menu options for sites, libraries, folders, and documents. For example, using the properties.txt it is possible to hide the option “Mail as Attachment” for end-users.

Execute the following steps to excluded context menu options.

1. Download the properties.txt file from your SharePoint system.
2. Open the file in an editor.

Add the following lines if they are not present. The location in the properties.txt file is not relevant.

```
INCLUDEDSITEOPTIONS,key,OpenInSharePoint:HR:MailLink:CopyLink
INCLUDEDLIBRARYOPTIONS,key,OpenInSharePoint:HR:Refresh:Views:NewFolder:MailLink:CopyLink:Download&Zip:CreateReport:HR:Paste:HR:Properties
INCLUDEDFOLDEROPTIONS,key,OpenInSharePoint:Refresh:HR:NewFolder:MailLink:CopyLink:MailAsAttachment:CreateReport:Download&Zip:Export:HR:Paste:HR:Rename>Delete:HR:Properties
INCLUDEDDOCUMENTOPTIONS,key,Preview:PreviewInSharePoint:Attachments:ViewInGoogleMaps:ViewInApp>EditInApp:HR:MailLink:CopyLink:MailAsAttachment:Download:Download&Zip:Export:Versions:HR:
```

Copy:Move:HR:Rename>Delete:HR:Properties

3. Specify the options to be included in the row containing "INCLUDEDSITEOPTIONS". Separate the options using a semi-colon character.
4. Change the INCLUDEDLIBRARYOPTIONS, INCLUDEDFOLDEROPTIONS and INCLUDEDDOCUMENTOPTIONS properties if necessary.
5. Save the properties.txt file and upload the file to your SharePoint library. Overwrite the existing properties.txt file. Refresh the Explorer tool to ensure the modified properties.txt file is loaded.

Comments

- HR is used to add a separator between the options
 - the order is relevant
 - the names for the options are case sensitive
-

Appendix G Including custom managed paths

SharePoint Online only supports the managed paths /sites and /teams. On-premise SharePoint systems allow the use of custom managed paths (e.g. /support). The custom paths need to be configured in the properties.txt file to ensure the list with sites in the Explorer tree and the sites drop-down list contain all sites.

Administrators can configure the custom managed paths used via property “INCLUDEDMANAGEDPATHS” in the properties.txt file

Execute the following steps to include custom managed paths.

1. Download the properties.txt file from your SharePoint system.
2. Open the file in an editor.

Add the following line if this is not present. The location in the properties.txt file is not relevant.

INCLUDEDMANAGEDPATHS,key,teams:sites

3. Specify the managed paths to be included using a semi-colon character as a separator.
 4. Save the properties.txt file and upload the file to your SharePoint library. Overwrite the existing properties.txt file. Refresh the Explorer tool to ensure the modified properties.txt file is loaded.
-

Appendix H Including list IDs

Explorer supports multiple lists. The lists specified in the property INCLUDEDLISTIDS are shown.

By default, the following list types are shown: 101:109:115:700:851 with

101 = Document library

109 = Picture library

115: Forms library

700: MySite document library

851 = Asset Library

Administrators can configure which lists are shown via the property “INCLUDEDLISTIDS” in the properties.txt file

Execute the following steps to include custom managed paths.

1. Download the properties.txt file from your SharePoint system.

2. Open the file in an editor.

Add the following line if this is not present. The location in the properties.txt file is not relevant.

```
INCLUDEDLISTIDS,key,101:109:115:700:851
```

3. Specify the lists to be included using a semi-colon character as a separator.

4. Save the properties.txt file and upload the file to your SharePoint library. Overwrite the existing properties.txt file. Refresh the Explorer tool to ensure the modified properties.txt file is loaded.

Appendix I Using starturl and hide other libraries/list and subsites

If the tool should only show the library specified through the starturl parameter then configure the following parameters in the properties.txt file.

Execute the following steps to hide libraries/list and/or subsites:

1. Download the properties.txt file from your SharePoint system.
2. Open the file in an editor.

Add the following lines if they are not present. The location in the properties.txt file is not relevant.

```
STARTURLOTHERLIBRARIES,key,hide  
STARTURLOTHERSUBSITES,key,hide
```

3. Save the properties.txt file and upload the file to your SharePoint library. Overwrite the existing properties.txt file. Refresh the Explorer tool to ensure the modified properties.txt file is loaded.

To revert to the original configuration comment out the lines by adding a # character at the beginning of the line or remove the lines.

Appendix J Configuring the fields to show under the Properties option

This section is relevant if the Explorer tool should only show specific fields under the Properties option for libraries, folders and documents.

Execute the following steps to configure the fields shown:

1. Download the properties.txt file from your SharePoint system.
2. Open the file in an editor.

Add the following lines if they are not present. The location in the properties.txt file is not relevant.

```
INCLUDEDLIBRARYPROPERTIES,key,Name:URL:Item count:Modified:Template
INCLUDEDFOLDERPROPERTIES,key,Name:URL:Modified:Modified by
INLUDEDDOCUMENTPROPERTIES,key,Name:URL:Size:Modified:Modified by:Document
Properties<custom fields separated by : characters>
```

The fields to be shown are separated by semicolon characters. In the above example the fields Name, URL, Item count, Modified and Template are shown for libraries.

The “Document Properties” is a special field that is only available for documents. It will add a separate section with the properties that are extracted from the document itself. For example, EXIF metadata or PDF keywords.

The custom fields are simply appended by using a semicolon character as separated. The simplest way to find the names to be used is to use a wildcard to list the names.

```
INLUDEDDOCUMENTPROPERTIES,key,*
```

3. Save the properties.txt file and upload the file to your SharePoint library. Overwrite the existing properties.txt file. Refresh the Explorer tool to ensure the modified properties.txt file is loaded.

To revert to the original configuration comment out the lines by adding a # character at the beginning of the line or remove the lines.

Appendix K Disable custom metadata dialog and metadata extraction

The custom metadata dialog windows can be disabled by changing the following line in the properties.txt file

```
CUSTOMMETADATADIALOG,key,false
```

The supported values are true and false. Disabling the dialog results in documents being uploaded with the default document content type.

It is possible to hide the custom metadata dialog and extract metadata from the uploaded documents.

This is controlled via the following property

```
CUSTOMMETADATAENABLED,key,true
```

The combination of CUSTOMMETADATADIALOG=false and CUSTOMMETADATAENABLED=true is useful when the Explorer tool is mainly used for uploading one type of documents (e.g., emails) and the email metadata need to be extracted.

Appendix L Custom column names

Explorer shows by default the same columns (Modified, Type and Size) as Windows Explorer.

This can be customized to show the fields of interest. For example, for SharePoint systems containing primarily emails it is possible to show key email metadata. The custom column can also be sorted via the parent folder's context menu. The following properties have been added to the properties.txt file:

DYNAMICCOLUMNNAMES contains the internal column names.

DYNAMICCOLUMNLABELS contains the labels that are shown at the top of the Explorer tree.

DYNAMICCOLUMNTYPES contains the type. This is necessary to properly format the values (e.g., date, or file size, icon for attachments, ...).

The following table lists the supports column types.

ID	Type	Comment
1	Number	
2	Single line of text	
4	Date Time	The date time is shown in the user's local time.
6	Choice	
100	Size	
101	Importance	
102	Sensitivity	
103	Attachments	

Which custom columns can be selected?

CheckoutType

Length

Name

ServerRelativeUrl

UniqueId

UIVersionLabel (this shows the version as 2.1)

plus custom columns that are include into the content type(s).

Not all standard SharePoint fields are available. For example, the Modified By field. Please let us know which columns of interest are not available.

Example 1. Only show the column Size

DYNAMICCOLUMNNAMEs,key,Length
 DYNAMICCOLUMNLABELS,key,Size
 DYNAMICCOLUMNNTYPES,key,100

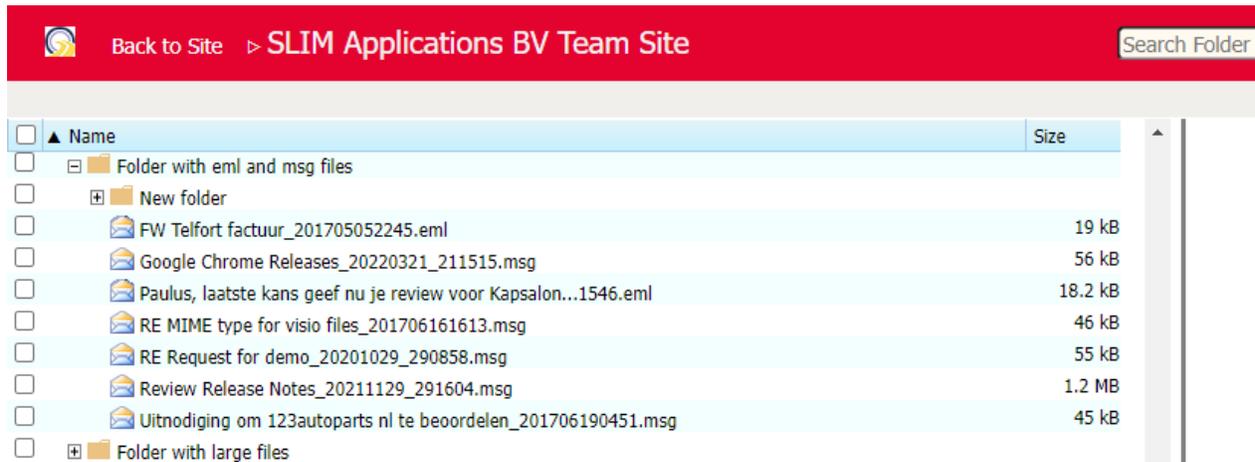


Figure 19. Explorer tree with only size column.

Example 2. Show Attachments, From, Received date and Size

DYNAMICCOLUMNNAMEs,key,EMAIL_x003A_Attachments:EMAIL_x003A_From:EMAIL_x003A_Received Date:Length
 DYNAMICCOLUMNLABELS,key,📎;From:Received:Size
 DYNAMICCOLUMNNTYPES,key,103:2:4:100

The values are separated by : characters. Do not include additional space.

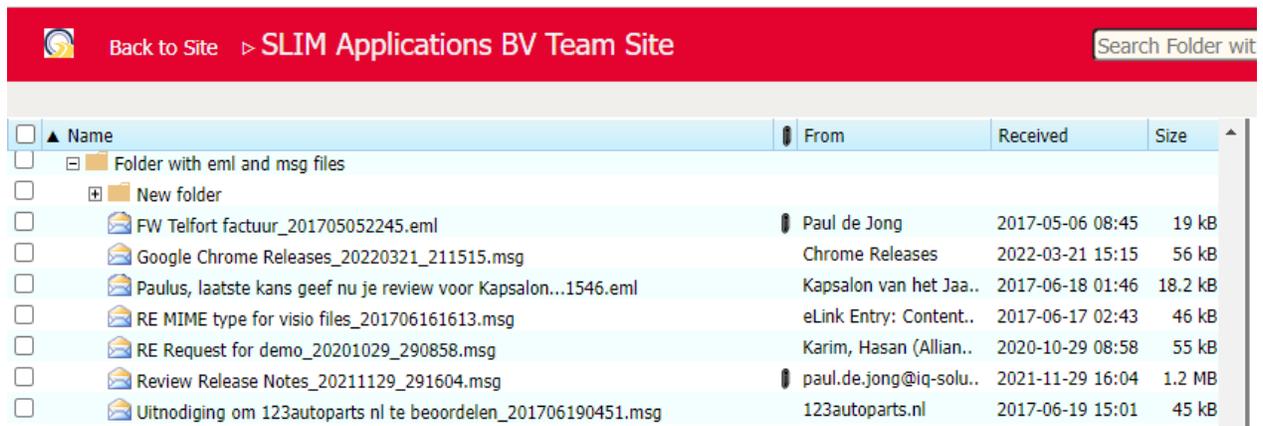


Figure 20. Explorer tree with 4 custom columns.

Important: use the Settings > List details to expand the library containing the custom columns to find the internal column names of interest.

Appendix M Quick Search

The “Quick Search” feature provides a simple and fast way to select items in a folder by entering part of a name. It does not use Microsoft search and only shows item in the selected folder. It does not show items in nested folder structures.

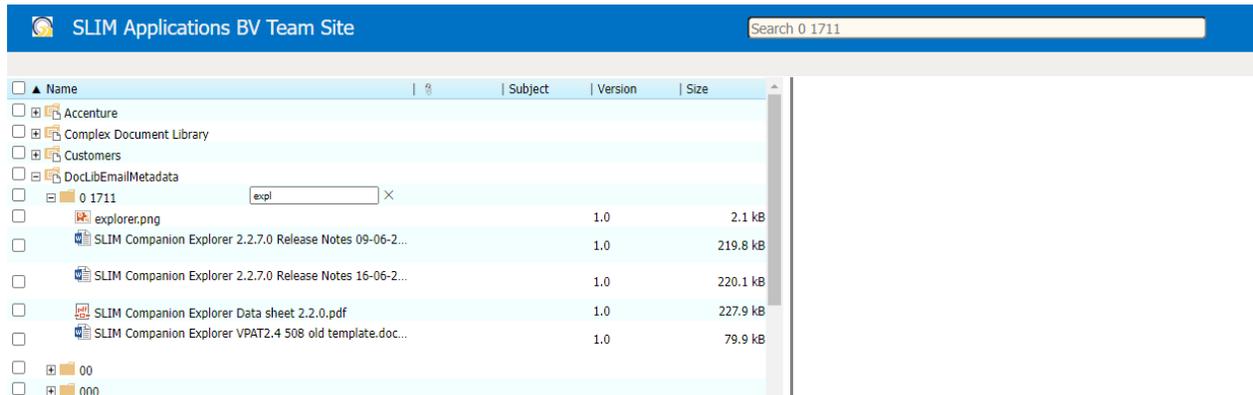


Figure 21. Explorer tree with Quick Search

The feature is enabled by default in Explorer 2.2.7 and up. It can be disabled by setting the parameter to hide. For example,
QUICKSEARCH,key,hide

To include the option into the context menu of sites, libraries or folders include the string QuickSearch into the corresponding property.

For example,

```

INCLUDEDSITEOPTIONS,key,OpenInSharePoint:HR:QuickSearch:MailLink:CopyLink
INCLUDEDLIBRARYOPTIONS,key,OpenInSharePoint:Refresh:HR:Sort:QuickSearch:Views:NewFolder:MailLink:CopyLink:Download
&Zip:CreateReport:HR:Paste:HR:Properties
INCLUDEDFOLDEROPTIONS,key,OpenInSharePoint:Refresh:HR:Sort:QuickSearch:NewFolder:MailLink:CopyLink:MailAsAttachme
nt:CreateReport:Download&Zip:Export:HR:Copy:Move:Paste:HR:Rename>Delete:HR:Properties

```

SLIM Applications
 Rotterdamseweg 402Y
 2629 HH Delft, The Netherlands
<https://www.slimapplications.com/>
info@slimapplications.com