

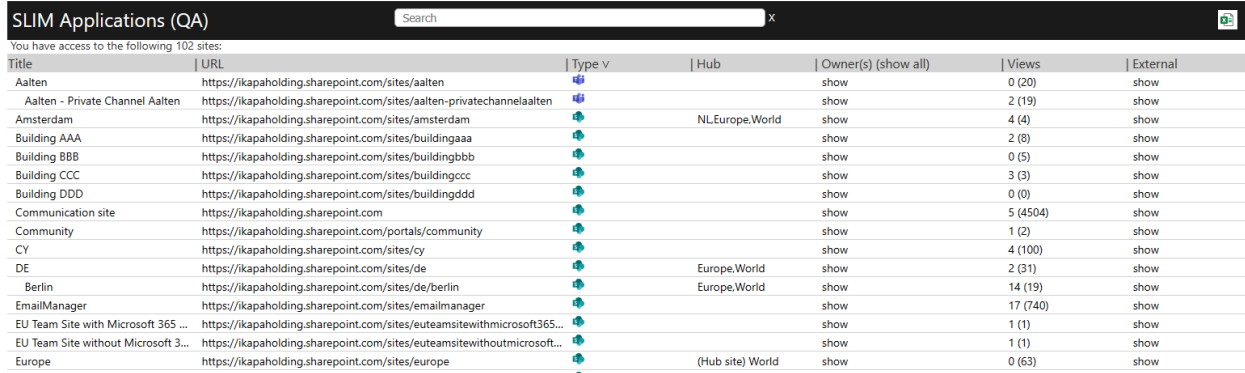
# Membership 1.1 Administrator Guide

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## 1. Introduction

The Membership App shows a list with accessible sites and subsites by using search. The App is packaged as an SPFx web part and can be added to a SharePoint page.



Title	URL	Type v	Hub	Owner(s) (show all)	Views	External
Aalten	https://ikapaholding.sharepoint.com/sites/aalten			show	0 (20)	show
Aalten - Private Channel Aalten	https://ikapaholding.sharepoint.com/sites/aalten-privatechannelaalten			show	2 (19)	show
Amsterdam	https://ikapaholding.sharepoint.com/sites/amsterdam		NL.Europe.World	show	4 (4)	show
Building AAA	https://ikapaholding.sharepoint.com/sites/buildingaaa			show	2 (8)	show
Building BBB	https://ikapaholding.sharepoint.com/sites/buildingbbb			show	0 (5)	show
Building CCC	https://ikapaholding.sharepoint.com/sites/buildingccc			show	3 (3)	show
Building DDD	https://ikapaholding.sharepoint.com/sites/buildingddd			show	0 (0)	show
Communication site	https://ikapaholding.sharepoint.com			show	5 (4504)	show
Community	https://ikapaholding.sharepoint.com/portals/community			show	1 (2)	show
CY	https://ikapaholding.sharepoint.com/sites/cy			show	4 (100)	show
DE	https://ikapaholding.sharepoint.com/sites/de		Europe.World	show	2 (31)	show
Berlin	https://ikapaholding.sharepoint.com/sites/de/berlin		Europe.World	show	14 (19)	show
EmailManager	https://ikapaholding.sharepoint.com/sites/emailmanager			show	17 (740)	show
EU Team Site with Microsoft 365 ...	https://ikapaholding.sharepoint.com/sites/euteamsitewithmicrosoft365...			show	1 (1)	show
EU Team Site without Microsoft 3...	https://ikapaholding.sharepoint.com/sites/euteamsitewithoutmicrosoft...			show	1 (1)	show
Europe	https://ikapaholding.sharepoint.com/sites/europe		(Hub site) World	show	0 (63)	show

The App shows the sites in an alphabetical order and the subsites are shown indented. The App automatically determines if a site is connected to Microsoft Teams and private channels are shown with a pad lock.

Clicking on a link opens the selected site in a new tab.

The App also show other key characteristics such a hub sites, owners, views and whether the site is configured with external sharing.

The search bar at the top allows for efficient searching across the list with sites. The list can also be exported in CSV format by clicking the Excel icon.

The Type and External columns also provide filtering capabilities. For example, only show Teams connected sites.

Membership 1.1 is specifically developed for use with SharePoint Online. It can handle very large environments where the user has access to 500+ sites. The app will automatically make successive calls to retrieve a complete list.

## 2. Installation

This section describes the installation of the Membership app.

### 2.1 Prerequisites

The following prerequisites need to be met:

1. Account with permissions to add the App to the tenant or a site app catalog.
2. Account with permissions to install the App in a site collection and create/edit a page

3. Zip file with the App files

## 2.2 Installation

Execute the following instructions.

### 2.2.1 Installation of the App

- download the zip file from our web site (link provided in the welcome email)
- unpack the zip file
- browse to the tenant app catalog or a site app catalog
- upload the sppkg file and click “Deploy” to enable the App

### 2.2.2 Add the App to a site

- browse to a site and open “Site Contents”
- click on “New” and select “Add”
- click on “Membership”

Note: if the app is deployed to a site app catalog then select that site

### 2.2.3 Upload supporting files

- browse to the “Site Assets” library in the site
- upload the js + txt + html files

### 2.2.4 Create a page to display the Membership Web Part

- open “Site Contents” and browse to the “Site Pages” library
- under “New” select “Web Part Page”  
*if the Web Part Page is not available add the “Web Part Page” Content Type to the “Site Pages” library*
- enter a name, e.g., Membership
- select one of the layout templates, e.g., Full Page, vertical
- save location: Site Pages
- click “Create”
- click “Add Web Part”
- click on “Advanced”, select the Membership web part and click “Add”
- click “Stop Editing” to save the page

The steps to customize the Membership web part are described in the following section.

## 2.3 Configuration

The configuration of the Membership app is controlled by the MembershipProperties.txt file. This file contains entries in the syntax <Property>,key,<value>

For example, the following lines configures the app to use 6 threads:

```
THREADS,key,6
```

The table below lists the available configuration options. The fields marked with \* are relevant for SharePoint Online.

Property	Example value	Description
MODE*	SEARCH	MODE is the method used to list the sites [SEARCH REST API HYBRID] NB: for SharePoint Online only SEARCH is supported
THREADS	6	Number of parallel threads. Use a value of 6 or less.
PRIMARYURL*	slim.sharepoint.com	# PRIMARYURL contains the FQDN without protocol details and without trailing / For SharePoint Online use the tenant FQDN
AAMLIST	slim.sharepoint.com	AAMLIST contains a list separated by : characters of the Alternate Access Mappings that need to be replaced by the PRIMARYURL
EXCLUDEDSITES*	Catalog Site:App Catalog:AppCatalog	EXCLUDEDSITES contains a list separated by : characters with site names that need to be excluded
PROGRESSBAR*	hide	PROGRESSBAR shows or hides the progress bar. This is only used for mode == HYBRID. Allowed values: show hide
PROGRESSTATS*	show	PROGRESSTATS shows or hides the progress statistics. This is only used for mode == HYBRID. Allowed values: show hide
HIGHPERMISSIONLEVEL	176	Validation requests will only be treated as success if the high byte is equal or larger than this value. Read permission level == 176, Edit == 432, Full Control == 2147483647 Not supported with SharePoint Online
SHOWSAVEASCsv*	show	Show link to save the list with sites
CONTENTCLASSLIST*	STS_Site:STS_Web:STS_Site WebTemplate%3AGROUP	CONTENTCLASSLIST contains a list separated by : characters of the different content classes that need to be used for searching
PARAMETERS*	&rowlimit=500&trimduplicates=false	PARAMETERS contains a string that is appended to the search URL. It starts

		with & and may contain multiple name value pairs.
VALIDATESEARCHRESULTS*	Optimized	Validate search results [Skip Optimized Full]. Using skip will not perform checks, using Optimized will use search to identify Teams connected sites and Full will result in multiple checks for each search result
VALIDATIONLISTTITLES	Site Pages:Site Assets:Pages	VALIDATIONLISTTITLES contains the title(s) of the library/list used to validate Access. Not supported with SharePoint Online.
EXCLUDEDFAQDNS*	slimapplications- my.sharepoint.com	XCLUDEDFAQDNS contains a list of FAQDNS without protocol separated by : characters
FORMATTING*	Advanced	FORMATTING controls the formatting of the results. Supported options are [Basic,Advanced]
DOCUMENTLIBRARYTEAMS*	shared documents	DOCUMENTLIBRARYTEAMS contains the name of the document library that is automatically created in Teams connected sites.
TITLE*	<Company name>	Title shown in the header. It is only used when FORMATTING == Advanced.
BACKGROUNDCOLOR*	#1A1A1A	Background color header bar (only used when FORMATTING == Advanced)
TEXTCOLOR*	#FFFFFF	Text color in header bar (only used when FORMATTING == Advanced)
EXCLUDEDOWNERS*	System Account	EXCLUDEDOWNERS contains a list with owners separate by : characters that need to be hidden (case insensitive)
WAITTIMEREQUESTS	100	WAITTIMEREQUESTS is the wait time in ms between successive requests. The default value is 100 ms but it may need to be increased for tenants with many sites to avoid getting throttled (i.e. get 429 responses). Not relevant for SharePoint Online.
SHOWOWNERS	true	Display the column with owner(s). The default is to hide the column.
SHOWVIEWS	true	Display the column with views details. The default is to hide the column.
SHOWEXTERNAL	true	Display the column with external sharing. The default is to hide the column.

Changing the MembershipProperties.txt file, saving and then reloading the SharePoint page with the

Membership web part is sufficient to check the changes.

## 2.4 Caption

The Membership App allows for displaying a caption to inform users about the functionality of the Membership App. For example, provide further details on the columns displayed.

This is controlled via the MembershipCaption.html file. Modify the html code to suit the needs for your organization.

Note: the html file is optional.

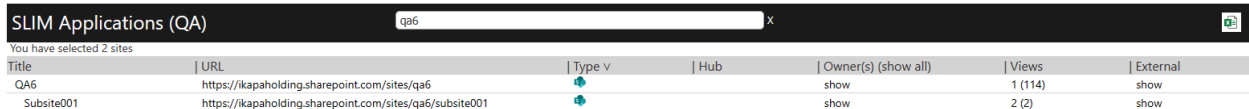
## 2.5 Security

The search results are security trimmed.

The users need to have read access to the site where the Membership App is deployed.

## 2.6 Owner(s) details

The column “Owner(s)” is only visible when the parameter SHOWOWNERS has been set to the value true. After clicking the link “show” the SharePoint group and user details are retrieved. The tool also retrieves the name of the Microsoft 365 Group (if present) and shows a link to open the Entra page (formerly known as Azure AD) with the users present as owner.



Title	URL	Type v	Hub	Owner(s) (show all)	Views	External
QA6	https://ikapaholding.sharepoint.com/sites/qa6			show	1 (114)	show
Subsite001	https://ikapaholding.sharepoint.com/sites/qa6/subsite001			show	2 (2)	show

The link “show all” in the column header will retrieve the details for all sites. This may take some time because separate requests are made.

Note: users need to have read access to the Entra page with the Microsoft 365 Group details.

## 2.7 External sharing details

The column “External” is only visible when the parameter SHOWEXTERNAL has been set to the value true. Clicking the link “show” opens the external sharing settings page from SharePoint Admin center in a separate tab.

Note: users need to have read access to the SharePoint Admin center to view the external sharing details.

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