

Before Downloading the App

Access Policies sp Manager

March 2014

Table of Contents

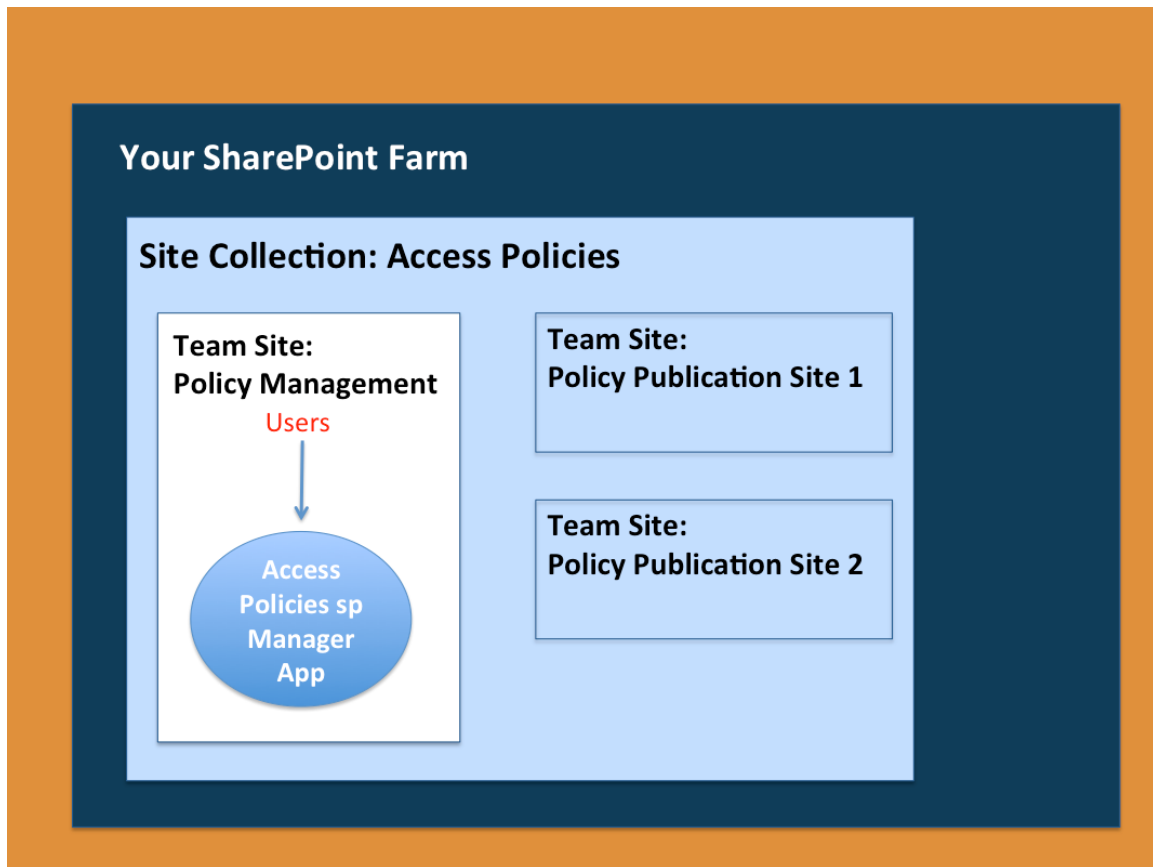
Introduction	3
Recommendations	4
Summary	7

Introduction

Thank you for considering Access Policies sp Manager. Before you download the App, please read and consider the following recommendations.

Recommendations

- In Microsoft's instructions for downloading an App, they suggest that you first go to the SharePoint site where you want to install the app. Although not required, we recommend that you set up a new Site Collection and a new Team Site within the Site Collection in which to install the App.
- We suggest the following structure:



- As recommended above, the Team Site in which the App will be downloaded will be called Policy Management (although you may name it whatever you like).

- When setting up the Policy Management Team Site (the site in which to download the App), we further suggest
 - That you follow the following Naming convention for the standard access groups
 - For Visitors: Policy Reviewers
 - For Members: Policy Owners
 - For Owners: App Administrators
 - These group names relate to the three types of users within the app, each having different access rights (see the User Guide for more information).
 - That you break inheritance in the new site by selecting the option to use Unique Permissions as illustrated below.

Test Site [EDIT LINKS](#)

Site Contents › New SharePoint Site

Title and Description

Title:

Description:

Web Site Address

URL name: <https://cfmpartneronline.sharepoint.com/sites/tes.../>

Template Selection

Select a language:

Select a template:

Collaboration Enterprise Duet Enterprise

- Team Site
- Blog
- Project Site
- Community Site

A place to work together with a group of people.

Permissions

You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users.

User Permissions:

- Use same permissions as parent site
- Use unique permissions

Note: If you select **Use same permissions as parent site**, one set of user permissions is

- You are now ready to download the App.

Summary

Before downloading the App:

1. Create a new Site Collection within your SharePoint farm.
2. Create a new Team Site within the new Site Collection in which to download the App.
 - a. Use the suggested group naming convention
 - i. For Visitors: Policy Reviewers
 - ii. For Members: Policy Owners
 - iii. For Owners: App Administrators
 - b. Break inheritance in the new site by selecting the option to use Unique Permissions