

SigningHub for SharePoint

Installation Guide

ASCERTIA LTD

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1 Introduction

1.1 Scope

This manual describes how to install and uninstall SigningHub for SharePoint. The app is used to bridge the SharePoint and SigningHub platforms, so that users may sign their Office and PDF documents through their SharePoint accounts.

1.2 Intended Readership

This manual is intended for the SigningHub administrators responsible for app installation and initial configurations. It is assumed that the reader has a basic knowledge of SharePoint platform.

1.3 Installation Types

The SigningHub for SharePoint app can be installed in two different ways, i.e.

- 1. Office365 installation
- 2. On-premise installation

1.4 Technical support

Ascertia has a dedicated support team that provides product technical assistance, integration assistance and general customer support. Ascertia Support can be accessed in the following ways:

Support Email

support@signinghub.com

Support Skype ascertia.support

Ascertia provides formal support agreements with all product sales. Contact <u>sales@signinghub.com</u> for more details.



2 Office 365 Installation

The SigningHub for SharePoint app installation that is done on the Microsoft Office 365 subscription, is called an Office 365 installation. This installation type is available on both the trial and paid accounts of Office 365.

2.1 Installation Prerequisites

There are two prerequisites of Office 365 installation, i.e.

- 1. Office365 account should be created, and SharePoint should be configured in it.
- 2. The user installing the SigningHub for SharePoint app should have SharePoint Admin rights.

2.2 Installing the SharePoint catalog site

In order to install the SigningHub for SharePoint app, you need to install the SharePoint catalog site first, as the app is installed on the SharePoint catalog site. In case, catalog site is already installed, move to the next step i.e. installing SigningHub for SharePoint.

To install the SharePoint catalog site,

- 1. Log into your Office 365 account.
- 2. Click the "Admin" option from the Office 365 screen, as marked with an arrow on the below screen.





3. The Office 365 admin center screen will appear. Click the "SharePoint" option under the "ADMIN" menu from left panel.

Office 365 admin center «				SUNZ (Edit)
Search users, admin tasks ar p	Manage your orga	inization		Office 365 Admin app Get the Office 365 Admin app on
	setup	users and groups	billing	any device
DOMAINS	Download the latest version of Office	Add new users Reset user passwords Assign user licenses	View and edit your subscriptions	
PUBLIC WEBSITE				
EXTERNAL SHARING SERVICE SETTINGS				Uindows Store
SERVICE HEALTH	domains			I
SUPPORT PURCHASE SERVICES	email			
MESSAGE CENTER TOOLS				
ADMIN SharePoint Azure AD Biog Blace for Burlinger				

4. The SharePoint admin center screen will appear. Click the "apps" option from left panel.

SharePoint admin center									
site collections	Site Collections								
infopath	🎘 🗙 📑 🕹 🎎 🌖 🌗								
user profiles	New Delete Properties Owners Sharing Storage Buy Sen Quota Storage	ver Resource Upgrade Recycle Quota							
bcs	Contribute Manage	Restore							
term store	Search by URL 2		29.45 GB available of 29.48	3 GB L	5600 resources available				
	URL	STORAGE USED (GB)	STORAGE LIMIT (GB)	PERCENT USED	SERVER RESOURCE QUOTA	VERSION			
records management	https://sunz.sharepoint.com	0.00	0.98	0.20 %	300	2013			
search	https://sunz.sharepoint.com/search	0.03	0.98	2.70 %	0	2013			
secure store	https://sunz-my.sharepoint.com	0.00	0.98	0.10 %	0	2013			
apps									
settings Manage SharePoint	Apps								

5. From the next appearing screen, click the "App Catalog" option to create a catalog site for your app.





6. In case if you have already got an app catalog site, choose the "Enter a URL for an existing app catalog site" option and specify the URL in the provided field. Alternatively, choose the "Create a new app catalog site" option and click OK.

SharePoint admin o	center		
site collections	App Catalog Site	There is no app catalog site created for your tenant.	
infopath	The app catalog site contains	 Create a new app catalog site Enter a URL for an existing app catalog site 	
user profiles	and Office. Use this site to make		
bcs	apps available to end users.		
term store		01	
records management		Ŭ K	
search			
secure store			
apps			

7. In case of selecting new catalog site option above, the Create App Catalog Site Collection screen will appear. Specify the catalog site information accordingly. Add your SharePoint Admin name in the "Administrator" field and click OK.

harePoint admin center	
Create App Catalog Site Collection	
Title	Application Catalog
Web Site Address	https://sunz.sharepoint.com • /sites/ •
Language Selection	Select a language: English
Time Zone	(UTC-08:00) Pacific Time (US and Canada)
Administrator	Nita Davis:
Storage Quota	1 GB
Server Resource Quota	300 resources of 5600 resources available
	OK Cancel

8. A new catalog will be created and displayed in the SharePoint admin center, as marked on the below image.

SharePoint admin center								
site collections	Site Collections							
infopath								
user profiles	New Delete Properties Owners Sharing Storage Buy Quota Storage Quota	Upgrade Recycle						
bcs	Contribute Manage	Restore	5 62 1 - k 6 22 42 6					
term store	search by URL D	29.4	5 GB available of 29.48 G	8	5300 resources available			
	URL	STORAGE USED (GB)	STORAGE LIMIT (GB)	PERCENT USED	SERVER RESOURCE QUOTA	VERSION		
records management	https://sunz.sharepoint.com	0.00	0.98	0.20 %	300	2013		
search	https://sunz.sharepoint.com/search	0.03	0.98	2.70 %	0	2013		
	https://sunz.sharepoint.com/sites/catalog	0.00	0.00	0.00 %	300	N/A		
secure store	https://sunz-my.sharepoint.com	0.00	0.98	0.10 %	0	2013		
apps								
settings								



2.3 Installing the SigningHub for SharePoint app

Once the SharePoint catalog site is installed, you can proceed to the SigningHub for SharePoint app installation from the SharePoint app store.

To install the SigningHub for SharePoint app from SharePoint app store,

- 1. Login to your Office 365 account.
- 2. Click the "Admin" option from the Office 365 screen, as marked with an arrow on the below screen.

	Purchase
I Office on your PC	lestell ever
Excel PowerPoint Outlook OneNote	Language: English Change language Troubleshoot installation
e or tablet? Get Office on your devices to set up email and Office 365 apps on your device borate with Office Online	
	I Office on your PC



3. The Office 365 admin center screen will appear. Click the "SharePoint" option under the "ADMIN" menu from left panel.

III Office 365				🔮 🧔 ? Peter Kavin 🔻
Office 365 admin center «				Ascertia (Edit)
Search users, admin tasks an O DOMAINS	Manage your orga	nization		Office 365 Admin app Get the Office 365 Admin app on any device.
PUBLIC WEBSITE	setup	users and groups	billing	Download on the
BILLING	Set up your services	Add new users	View and edit your subscriptions	App Store
EXTERNAL SHARING	Download the latest version of Office Activate Yammer Enterprise	Reset user passwords Assign user licenses		GET IT ON
MOBILE DEVICES				Soogle play
SERVICE SETTINGS				Download from
SERVICE HEALTH				Windows Store
SUPPORT				
PURCHASE SERVICES	domains			
MESSA GE CENTER	Manage domains for your website and			
TOOLS	email			
ADMIN				
Exchange				
Skype for Business				
SharePoint				

4. The SharePoint admin center screen will appear. Click the "apps" option from left panel.

III Office 365	Admin				↓ ² ✿	?
SharePoint admin	center					
site collections	Site Collections					
infopath	🔚 🗙 🔚 🦀 🦀 🌒 🌒 🌒					
user profiles	New Delete Properties Owners Sharing Storage Buy Server Resourc Quota Storage Quota	e Upgrade Recycle Bin				
bcs	Contribute Manage	Restore				
term store	⚠️You are approaching the maximum resource usage limit.					
records management	Search by URL P	5.96	GB available of 6.01 GB		10 resources available	1
search	URL	STORAGE USED (GB)	STORAGE LIMIT (GB)	PERCENT USED	SERVER RESOURCE QUOTA	VERSION
	https://mysigninghub.sharepoint.com	0.01	0.98	1.20 %	300	2013
secure store	https://mysigninghub.sharepoint.com/portals/community	0.00	1024.00	0.00 %	0	2013
apps	https://mysigninghub.sharepoint.com/portals/hub	0.00	1024.00	0.00 %	0	2013
	https://mysigninghub.sharepoint.com/search	0.03	0.98	2.70 %	0	2013
settings	https://mysigninghub.sharepoint.com/sites/emooy.com	0.00	10.00	0.04 %	300	2013
	https://mysigninghub-my.sharepoint.com	0.00	0.98	0.20 %	0	2013



5. From the next appearing screen, click the "App Catalog" option to create a catalog site for your app.



6. Now from the next appearing screen, click the "Site Contents" option.



7. Click the "add an app" option.





8. Click the "SharePoint Store" option from the left panel.

III Office 365					\$?	Peter Kavin	•
					🗘 SHARE	☆ FOLLOW	
Your Apps	Home Site Conte	nts → Your A	pps				^
Apps You Can Add	Noteworthy						
From Your Organization Manage Licenses Your Requests SharePoint Store	Document Library Popular built-in app App Details	Custom List Popular built-in app App Details	Tasks Popular built-in app App Details	Site Mallbox Popular built-in app App Details			
	Apps you can add	Newest Name					
	Document Library	Form Library	Wiki Page Library	Picture Library			*

9. In the next appearing screen, search "SigningHub".

emooy.com ► Add Apps ►				USA \$ -> English (United States) -> ?
Share	ePoint Stor	е		signinghub D
Price	Featured Apps			4
All				contemport
Free			+ + C B Https://kirknessassociates-Jd88	cti secure
Categories	Revenues 365	- 100 - 1	7 wp Company Details	Norm Clarific Projects Jonandia
All	RMENT Firmaer Firma Ret	54	Companies Filter the lat.	Name: Fred Acts
Business	SideKick 365 xRM	iGlobe CRM Office	Countration Contrast Associates Live Contrast Contrast Contrast Contrast Contrast	Instant Consulting
Clocks & Calendars	Enterprise Telefon	365	Kascur CRM	Practice 0.24
Communication				
Content Management	Most Relevant High	est Rating Lowest Price	Name Newest	
CRM	- 0	- 0		
Editor's Picks	22	22	(V)	N Q
Education	SIDEKICK 365 XRM	SideKick365	Actionspace	
Employee Interaction	Enterprise	Forms	be effective	
File Converters & Viewers	SideKick 365 xRM	SideKick365 Forms	Actionspace for Office 365 and SharePoint	OneNote Class Notebook Creator
Financial Management	***** \$14.99	\$1.49	****	*****



10. The SigningHub for SharePoint app will be retrieved. Click it to install.

emooy.com ► Add Apps ►		USA \$ -> English (United States) -> ?	Î
Share	ePoint Store	signinghub X	
Price	Most Relevant Highest Rating Lowest Price Name Newest		
All			
Free	icu		
Categories			
All	Signing Hub for		
Business	SharePoint Online		
Clocks & Calendars			
Communication	riee V		
Content Management			
CRM		Previous I Next	
Editor's Picks			
Education			
Employee Interaction			
File Converters & Viewers			
Financial Management			
			~

11. From the next appearing screen, click the "Add It" button.

emooy.com ► Add Apps ►	USA S - English (United States) - ?
SigningHub for SharePoir	signinghub ×
Signing-Lob for sharefield Share using SigningHub Ascertia Example two-sig agreement ACME.docx Add Contacts Add Contacts Add Exercise This Piercy I Prepare Center	VERSION 1.0.00 VERSION 1.0.00 RATING ************************************



12. Click the "Continue" button.

Office Store	Contact support	Sign in
Confirm that you wish to add the app		
For your security, before we add your app, we need to confirm that you came from your organization or team SharePoint site. Click Continue to go back to your SharePoint site at https://mysigninghub.sharepoint.com/sites/emooy.com/ Jayouts/15/storefrom.aspx?taak=OfficeRedirect and finish installing the app. If you don't recognize this site, please go back to your organization's site and try to add the app again.		
^т SН		
SigningHub for SharePoint Online		
Licenses: 1 from Ascertia Limited.		
$\star \star \star \star \star \star (0)$		
The most secure way to sign any document using advanced digital signatures		
Continue		

13. From the next appearing screen, select the "Add this app to Catalog" option and then click the "Return to site" button.

emooy.com ⊁ Add.	Apps ►	?
SH	You just got this app for everyone in your organization. SigningHub for SharePoint Online	e
Add this app to	emooy.com	
You can add this a more apps.	pp later on any site you can manage, or return to the SharePoint Store to	get
	Return to si	

14. A confirmation dialog will appear, click the "Trust it" button.

emooy.com ⊁ Add Apps ⊁		
Do you trust SigningHub for SharePoint C	online? ×	
Let it edit or delete documents and list items in this site collection. Let it edit or delete documents and list items in this site. Let it access basic information about the users of this site. Allow application access to user profiles: Read View the Terms & Conditions from Ascertia Limited. View the privacy statement from Ascertia Limited.	SigningHub for SharePoint Online	
⇔	Trust it Cancel	



15. The SigningHub for SharePoint app will be installed in your SharePoint account and displayed on the Site Contents screen.





3 On-premise Installation

The SigningHub for SharePoint app installation that is done on privately deployed SharePoint services, is called an on-premise installation.

3.1 Installation Prerequisites

There are three prerequisites of on-premise installation, i.e.

- 1. Microsoft SharePoint Server 2013 Standard, Microsoft SharePoint Server 2013 Enterprise, or Microsoft SharePoint Foundation with Service Pack 1 should be configured.
- 2. Environment for SharePoint apps should be configured, for details see the link <u>https://technet.microsoft.com/en-us/library/fp161232.aspx</u>
- 3. The SharePoint "User Profile Service Application" service should be started. Ensure that the "User Profile Synchronization" task is configured with the "Use SharePoint Profile Synchronization" option.

3.2 Installing the SharePoint catalog site

To go for an on-premise installation of the SigningHub for SharePoint app, you need to install the SharePoint catalog site first, as the app is installed on the SharePoint catalog site. In case, catalog site is already installed, move to the next step i.e. installing SigningHub for SharePoint.

To install the SharePoint cataog site,

1. Browse your on-premise SharePoint Admin URL and click the "Apps" option, as marked with an arrow on the image below.





2. Click the "Manage App Catalog" option, as marked with an arrow on the image below.



3. Choose the "Create a new app catalog site" option and click OK, as marked with an arrow on the below image. Alternatively, if you have already got an app catalog site, choose the "Enter a URL for an existing app catalog site" option and specify the URL in the provided field.

SharePoint		Newsfeed	OneDrive	Sites	VM-SPSIT\Admi	inistrator -	₿?
						🔿 sh	ARE [D]
s >	Manage App Catalog 🛛						
Central Administration				v	Veb Application:	http://vm-sp	sit/ -
Application Management	App Catalog Site	The celested web application does not have an app estaled site asso	oristed to it				
System Settings	The app catalog site contains catalogs for apps for SharePoint and	Create a new app catalog site	ociated to n				
Monitoring	Office. Use this site to make apps available to end users.	 Enter a URL for an existing app catalog site 					
Backup and Restore	Learn about the app catalog site.						
Security							
Upgrade and Migration							
General Application Settings							ОК
Apps							
Office 365							
Configuration Wizards							



4. In case of selecting new catalog site option above, the Create App Catalog Site Collection screen will appear. Specify the catalog site information accordingly. Add your SharePoint Admin name in the "Administrator" field and click OK.

s >	Create App Catalog				
Central Administration					
Application Management				ОК	Cancel
System Settings Monitoring	Web Application Select a web application.	Web Application: http://vm-spsit/ •			
Backup and Restore Security	To create a new web application go to New Web Application page.				
Upgrade and Migration General Application Settings Apps Office 365 Configuration Wizards	Title and Description Type a title and description for your new site. The title will be displayed on each page in the site.	Title: Application Catalog Description:			
	Web Site Address Specify the URL name and URL path to create a new site, or choose to create a site at a specific path. To add a new URL Path go to the Define Managed Paths page.	URL: http://vm-spsit //sites/			
	Primary Site Collection Administrator Specify the administrator for this site collection. Only one user login can be provided; security groups are not supported.	User name: VM-SPSIT\administrator	& œ		
	End Users Specify the users or groups that should be able to see apps from the app catalog.	Users/Groups:	å ₂		
	Quota Template Select a predefined quota template to limit resources used for this site collection. To add a new quota template, go to the Manage Quota Templates page.	Select a quota template: No Quota • Storage limit: Number of invited users:			

5. A new catalog will be created in your SharePoint deployment. To view it, click the "Application Management" option.



OK Cancel



6. From the next appreaing screen, click the "View all site collections" option, as marked with an arrow on the image below.

SharePoint	Newsfeed OneDrive Sites VM-SPSIT\Administrator - 🕸 ?
BROWSE PAGE	C SHARE [□]
S	Application Management
Central Administration	Web Anstanting
Application Management	Manage web applications Configure alternate access mappings
System Settings	Site Collections
Monitoring	Create site collections Delete a site collection Continm site use and <u>reletions</u> [Sneety] units templates Configure quotas and locks Change site collection administrators View all site collections
Backup and Restore	Configure self-service site creation
Security	Service Applications
Upgrade and Migration	Manage service applications Configure service application associations Manage services on server
General Application Settings	Databases Manage content databases Snerify the default database senior Configure the data retrieval seniore
Apps	manage content databases specing the denous database server contigure the data relifered service
Office 365	
Configuration Wizards	

7. Now click the catlog site name.

SharePoint		1	Newsfeed OneDrive Sites VM-SPSIT\Administrator - 🌣 ?
			🖓 SHARE [🗆]
S	Site Collection List		
Central Administration	URL Search		Web Application: http://ym-spsit/ -
Application Management	URL .	URL	http://vm-spsit
System Settings		Title	default
Monitoring	/sites/catalog	Description	
Backup and Restore	/sites/default	Primary administrator:	sps farm
Security	/sites/itteam	E-mail address:	
Upgrade and Migration		Database Name	WSS_Content_f13dfe771ae34e83817b38a8c793eb22
General Application Settings			
Apps			OK Cancel
Office 365			
Configuration Wizards			

8. The details of the catalog site will be displayed in the right table.





3.3 Installing the SigningHub for SharePoint app

Once the SharePoint catalog site is installed, you may proceed to the SigningHub for SharePoint app installation from the SharePoint app store.

To install the SigningHub for SharePoint app,

- 1. Browse your on-premise SharePoint Admin URL.
- 2. Click the "Apps" option from the left panel, and then click the "Manage App Catalog" option.



3. Click the "View Site Settings" option from the next appearing screen.





4. The "Site Settings" screen will appear, click the "Site Contents" option.

SharePoint			Newsfeed	OneDrive	Sites	sp user 🕶	ø	?
					🗘 SH	IARE 🏠 FOL	LLOW	[0]
Recent Apps for SharePoint Apps for Office App Requests Site Contents	Home Site Settings Users and Permissions People and groups Site permissions Site collection administrators Site collections Themes Composed looks Site Administration Regional settings Site libraries and lists User alerts	Look and Feel Title, description, and logo Quick launch Top link bar Tree view Change the look Site Actions Manage site features Enable search configuration export Site Collection Web Analytics reports Site Veb Analytics reports Reset to site definition Site Collection Administration Recycle bin Search Result Sources Search Result Sources Search Querg Rules Search Setimes			0 5*	AARE ☆ FOU	LLOW	
	Sites and workspaces Workflow settings Term store management	Search Configuration Import Search Configuration Export Site collection features Site hierarchy Site collection audit settings						Ţ

5. Click the "add an app" option.



6. Click the "SharePoint Store" option from the left panel.





7. In the next appearing screen, search "SigningHub".

Catalog ► Add Apps ►				\$ USA - English (United States) -	?
Sharel	Point Store			Signinghub	
Price	Featured Apps			4	
All				TRENDING	
Free	Che Edit View Ferceites Tools Hel		s S	TRENDING	
Categories	Baceto Sino 🔸 Miles				
All	manual Monthly V	Contoso hor			
Business	el Tractor	Yammer App for	Home	Ideas and Votes	
Clocks & Calendars	Mileage Tracker	SharePoint_	Documents by SP2	Tracking	
Communication					
Content Management	Most Relevant Highest Ratio	ng Most Downloaded	Lowest Price Name	Newest	
CRM					
Editor's Picks	$\overline{\mathbf{A}}$	N Q.	(news		
Education	Actionspace			9	
Employee Interaction	be effective				
File Converters & Viewers	Actionspace for Office Or 365 and SharePoint Cr	neNote Class Notebook eator	Dell Social Hub	ContentCommander™	
Financial Management	****	****	Free	Free	
	Fre	2e			

8. The SigningHub for SharePoint app will be retrieved. Click it to install.

Catalog ► Add Apps ►	\$ USA ~ English (United States) ~ ?
Shar	rePoint Store
Price	Most Relevant Highest Rating Most Downloaded Lowest Price Name Newest
All	
Free	
Categories	
All	Signing Hub for
Business	SharePoint Online
Clocks & Calendars	
Communication	
Content Management	
CRM	Previous I Next
Editor's Picks	
Education	
Employee Interaction	
File Converters & Viewers	
File Converters & viewers	



9. From the next appearing screen, click the "Add It" button.

Catalog + Add Apps +	\$ USA + English (United States) + ?
SigningHub for SharePoint C	Signinghub ×
SigningHub for sharehoet Share using SigningHub Ascertia Example two-sig agreement ACME.docx Add Contacts	ADD IT ↓↓↓ vs acquiring this app you agree to its permissions. VS acquiring this app you agree to its permissions. VERSION 1.0.0.0 MATING ★★★★★ (0) Excessed Excess Management DUPORT App Website

10. Click the "Continue" button.

Office Store	Contact support	Nita Davis 🔻	Sign out
Confirm that you wish to add the app			
For your security, before we add your spp. we need to confirm that you came from your organization or team SharePoint site. Click Continue to go back to your SharePoint site at http://kps- wink/t12/ites/appcatalog/_apports/J5/ktorefromt.aspzttaak=OfficeRedirect and finish installing the app. If you don't recognize this site, please go back to your organization's site and try to add the app again.			
SigningHub for SharePoint Online Licenses: 1 from Ascertia Limited.			
The most secure way to sign any document using advanced digital signatures			

11. From the next appearing screen, select the "Add this app to Catalog" option and then click the "Return to site" button.





12. A confirmation dialog will appear, click the "Trust it" button.

G	ttalog ⊁ Add Apps ▶	?
S Vi m	You just got this app Do you trust SigningHub for SharePoint On Let it edit or delete documents and list items in this site collection. Let it edit or delete documents and list items in this site. Let it access basic information about the users of this site. Allow application access to user profiles: Read View the Terms & Conditions from Ascertia Limited. View the privacy statement from Ascertia Limited.	o for everyone line? × SigningHub for SharePoint online
	⊳	Trust It Cancel

13. The SigningHub for SharePoint app will be installed in your SharePoint account and displayed on the Site Contents screen.





4 Uninstalling SigningHub for SharePoint

To uninstall the SigningHub for SharePoint app, you need to remove it from the "Site Contents" and "SharePoint Apps Catalog" sections.

4.1 Removing SigningHub for SharePoint from Site Contents

To remove the SigningHub for SharePoint app from the "Site Contents" section,

- 1. Login to your Office 365 account.
- 2. Click the "Site Contents" option from the Home screen.

5>	Home PEDITLIN SUNZ Tea	am Site				Search this site	۵ *
Home	Get started with y	OUT site REMOVE THIS					
Notebook Documents Recent SigningHub for SharePoint Site Contents Recycle Bin	Share your site.	Working on a deadline?	Add lists, libraries, and other apps.	What's your style?	Your site. Your brand.	Keep email in context.	
EDIT LINKS	Newsfeed			Docur	ments		
	Start a conversation			Hev Nev	v 🚹 Upload 📿 S	Share	
	It's pretty quiet here. Inv	ite more people to the site, o	r start a conversation.	✓ □	Name Drag files here to	o upload	

3. Select the SigningHub for SharePoint app, click the details option from it and then click the "Remove" option, as marked with arrows on the below screen. A confirmation message will be displayed click Ok to confirm the removing activity.

5	Home redit LINKS Site Contents	Search this site 🔹 🖉
Home Notebook Documents Recent SigningHub for	Lists, Libraries, and other Apps add an app Documents Oitems Modified 2 weeks ago	SigningHub for SharePoint Version: 1.0.00 ABOUT DETAILS PERMISSIONS REMOVE
Site Contents Recycle Bin C EDIT LINKS	MicroFeed 2 items Modified 8 days ago	Point Content of the sector of
	Site Pages 2 items Modified 8 days ago	

SigningHub for SharePoint will be removed from the "Site Contents" section.



4.2 Removing SigningHub for SharePoint from SharePoint Apps Catalog

Once the SigningHub for SharePoint app is removed from the "Site Contents" section, proceed to remove it from the "SharePoint Apps Catalog" section.

To remove the SigningHub for SharePoint app from the "SharePoint Apps Catalog" section,

- 1. Login to your Office 365 account.
- 2. Click the "Admin" option from the Office 365 screen, as marked with an arrow on the below screen.

Office 365			📌 🏟 ? Nita Davis 👻
			♀ Share ☆ Follow [□]
OneDrive	Excel Online	One Admin	Search this site 🔹 🔎
			🖉 SITE WORKFLOWS 🛛 🛱 SETTINGS 🛛 🗟 RECYCLE BIN (0)
SigningHub for SharePoint		My apps	Form Templates Ditems Modified 8 days ago
Site Contents	MicroFeed 2 items	Site Assets	Site Pages 2 items
Recycle Bin	Modified 8 days ago	Modified 2 weeks ago	Modified 8 days ago
P EDIT LINKS			
	Style Library 5 items Modified 2 weeks ago		

3. The Office 365 admin center screen will appear. Click the "SharePoint" option under the "ADMIN" menu from left panel.

Office 365 admin center «				SUNZ (Edit)
Search users, admin tasks an O	Manage your orga	nization		Office 365 Admin app Get the Office 365 Admin app on any
IMPORT GROUPS DOMAINS PUBLIC WEBSITE	Setup Download the latest version of Office	users and groups Add new users Reset user passwords Assign user licenses	billing View and edit your subscriptions	Gente Gownload on the App Store Get IT ON COOgle play
BILLING EXTERNAL SHARING SERVICE SETTINGS SERVICE HEALTH	domains			Download from Windows Store
▶ SUPPORT PURCHASE SERVICES MESSAGE CENTER TOOLS	Manage domains for your website and email			
ADMIN SharePoint Azure AD				



4. The SharePoint admin center screen will appear. Click the "apps" option from left panel.

SharePoint admin center						
site collections	Site Collections					
infopath	🎘 🗙 🔲 📣 📣 🌙 🌗	A 10				
user profiles	New Delete Properties Owners Sharing Storage Buy Serv Quota Storage	ver Resource Upgrade Recycle Quota Bin	2			
bcs	Contribute Manage	Restor	e			
to see at a se	Search by URL 🔎	2	9.44 GB available of 29.48	GB	5000 resources available	
term store	URL	STORAGE USED (GB)	STORAGE LIMIT (GB)	PERCENT USED	SERVER RESOURCE QUOTA	VERSION
records management	https://sunz.sharepoint.com	0.00	0.98	0.30 %	300	2013
search	https://sunz.sharepoint.com/search	0.03	0.98	2.70 %	0	2013
	https://sunz.sharepoint.com/sites/catalog	0.00	1.00	0.29 %	300	2013
secure store	https://sunz.sharepoint.com/sites/emooy	0.00	1.00	0.20 %	300	2013
apps 🗘	https://sunz-my.sharepoint.com	0.00	0.98	0.10 %	0	2013
settings						

5. From the next appearing screen, click the "App Catalog" option.

SharePoint admin	center	
site collections	apps	apps
infopath		
user profiles	App Catalog Make approx a allable to your organization and manage requests for apps. An app catalog is required to disable Store purchases for end users. App Catalog	
bcs	Purchase Apps	
term store	Purchase apps from the SharePoint Store. Manage Licenses	
records management	Manage licenses for apps purchased from the SharePoint Store.	
search	Configure Store Settings Manage app acquisition settings including turning off purchases for end users in the SharePoint Store.	
secure store	Monitor Apps	
apps	Track usage of applications and review errors.	
settings	App Permissions Manage app access to this tenant.	

6. Now from the next appearing screen, click the "Apps for SharePoint" option.



Search this site 💌 🗩



7. The installed apps of SharePoint will be displayed. Click the details option from the SigningHub for SharePoint app, as marked with an arrow on the below image.

s	Home Search this site Apps for SharePoint	م +
Recent	🕀 New 🛕 Upload 🖉 Sync 🗘 Share More 🗸	
Apps for SharePoint	All Apps Featured Apps Unavailable Apps Find a file	
Apps for Office		
App Requests	I Title Name App Version Edit Product ID Metadata Language Default Metadata Language Modified Enabled	Valid App Pac
Site Contents	Product ID: (59AF7703-C55C-4DF5-930C-D26CB0374FE9) (1)	
	□ SigningHub SigningHubIntegration for 1.0.0.0 Image: [S9AF7703- English - 1033 Yes Wednesday at 4:32 AM Yes SharePoint □ C55C-4DF5-930C- D26CB0374FE9)	Yes
	Drag files here to upload	

8. A popup will appear showing app details, click the details option and then click the "Delete" option. A confirmation message will be displayed click Ok to confirm deletion.

s	Apps for SharePoint		Search this site 💌 🔎
Recent	🕀 New 🛕 Upload 💋 Sync 📢 Share More 🗸		
Apps for SharePoint Apps for Office App Requests Site Contents	All Apps Featured Apps Unavailable Apps Find a file V Title Name SigningHuble Product ID : (59AF7703-C55C-4DF5-930C-D26CB0374FE Changed by you of	p x addta Language n 7/8/2015 4:32 AM	Modified Enabled Valid App
Site Contents	SigningHub SigningHubIntegration for SharePoint OPEN SHARE	people poi Download ppCatalog/Sign fill Share Rename	Wednesday at 4:32 AM Yes Yes
		Copy Delete Version History Properties	

SigningHub for SharePoint will be removed from the "SharePoint Apps Catalog" section

*** End of Document ***