



# SigningHub for SharePoint Installation Guide

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**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](mailto:support@signinghub.com)

Support Skype [ascertia.support](https://www.skype.com/join/ascertia.support)

Ascertia provides formal support agreements with all product sales. Contact [sales@signinghub.com](mailto:sales@signinghub.com) 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

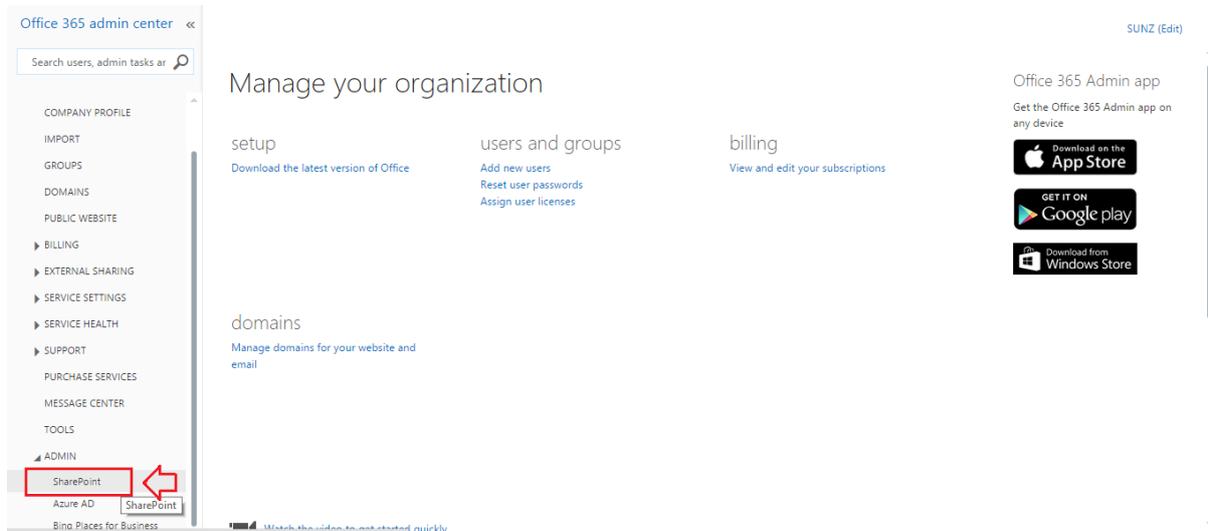
In order to install the SigningHub for SharePoint app, you need to install the SharePoint catalog site first, as the app is installed on the SharePoint catalog site. In case, catalog site is already installed, move to the next step i.e. installing SigningHub for SharePoint.

To install the SharePoint catalog site,

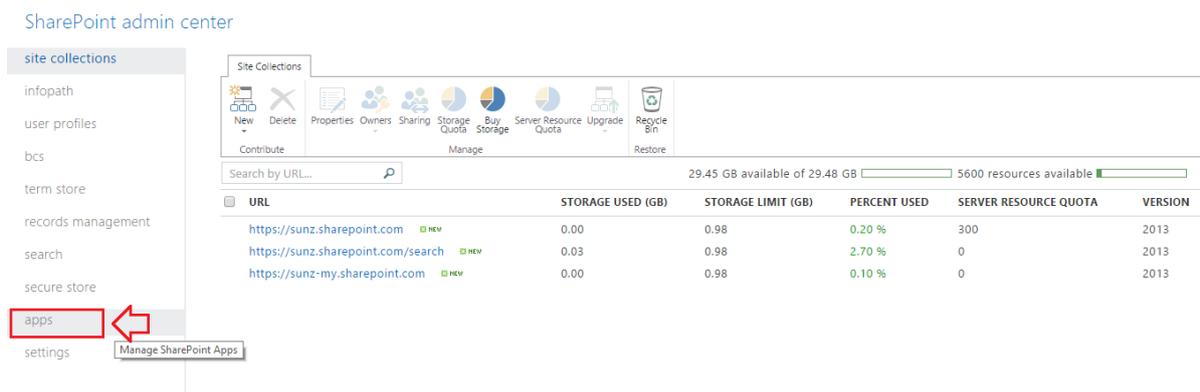
1. Log into your Office 365 account.
2. Click the “Admin” option from the Office 365 screen, as marked with an arrow on the below screen.



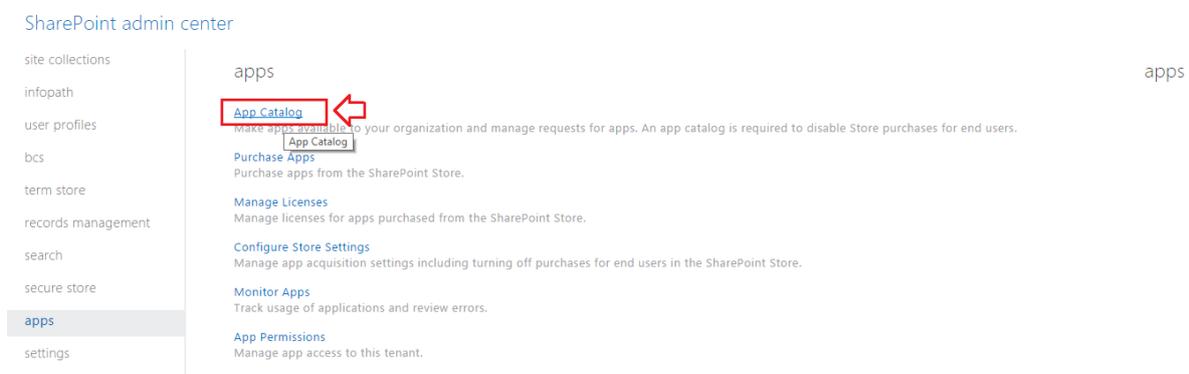
- The Office 365 admin center screen will appear. Click the "SharePoint" option under the "ADMIN" menu from left panel.



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

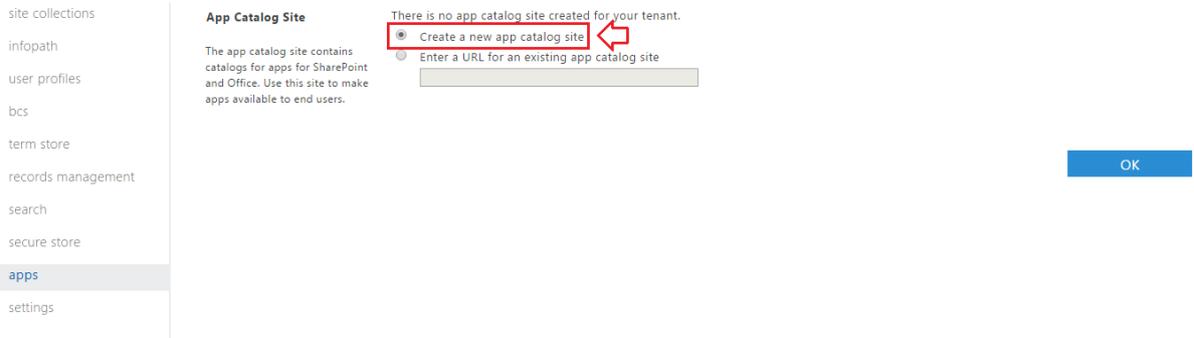


- From the next appearing screen, click the "App Catalog" option to create a catalog site for your app.



- 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 center



- 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.

SharePoint admin center

Create App Catalog Site Collection

**Title** Application Catalog

**Web Site Address** https://sunz.sharepoint.com /sites/ catalog

**Language Selection** Select a language: English

**Time Zone** (UTC-08:00) Pacific Time (US and Canada)

**Administrator** Nita.Davis

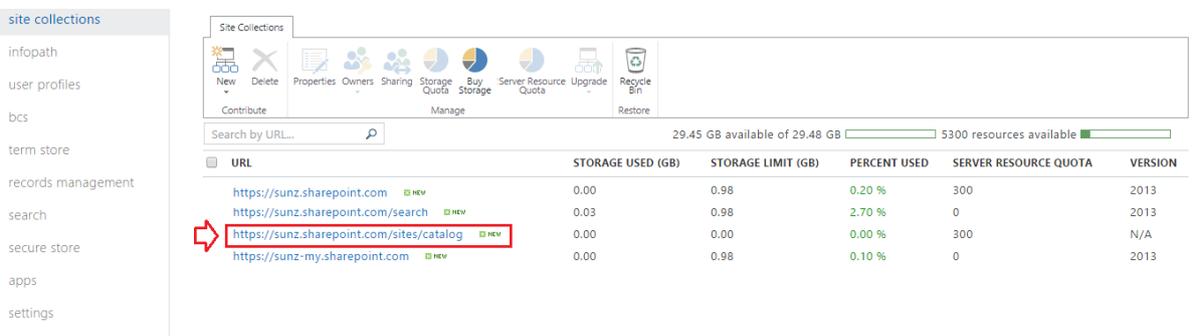
**Storage Quota** 1 GB

**Server Resource Quota** 300 resources of 5600 resources available

OK Cancel

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

SharePoint admin center



## 2.3 Installing the SigningHub for SharePoint app

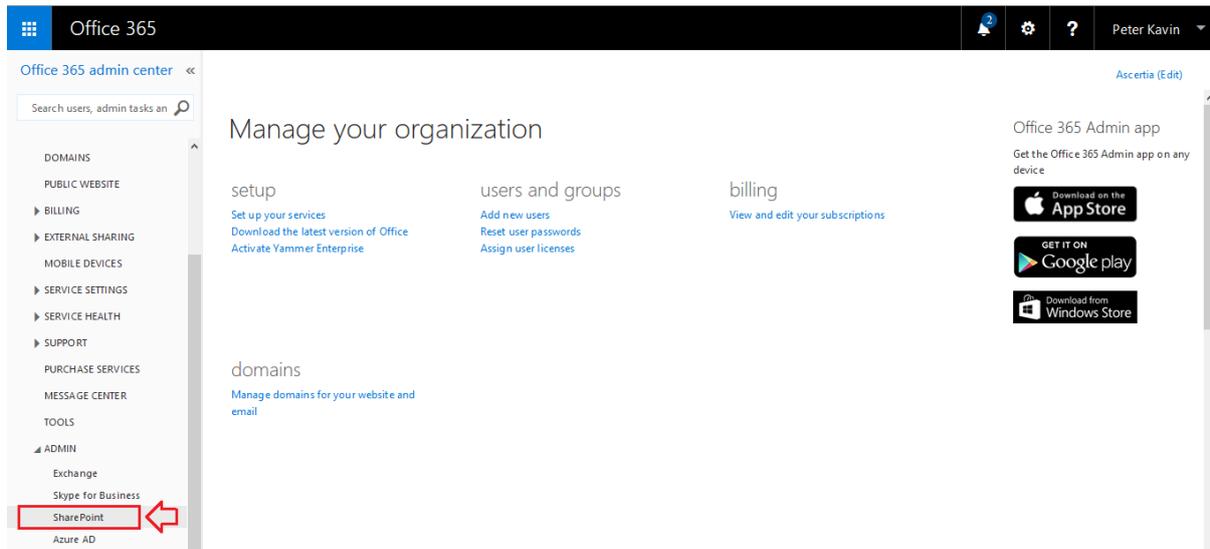
Once the SharePoint catalog site is installed, you can proceed to the SigningHub for SharePoint app installation from the SharePoint app store.

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

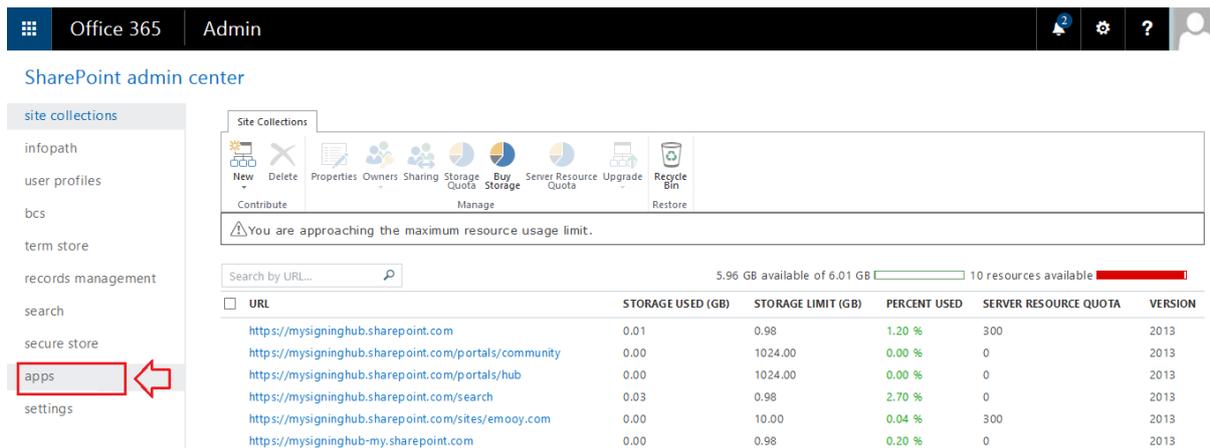
1. Login to your Office 365 account.
2. Click the “Admin” option from the Office 365 screen, as marked with an arrow on the below screen.



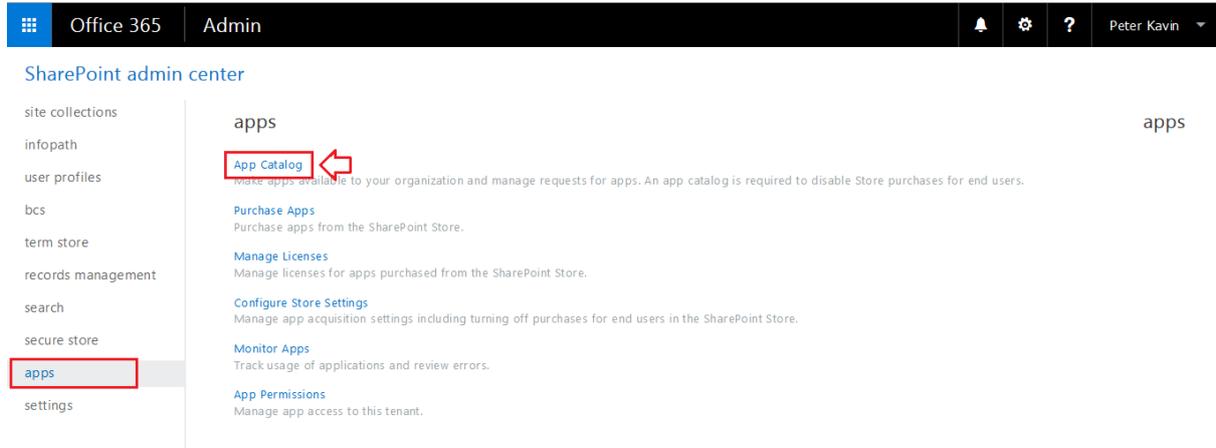
- The Office 365 admin center screen will appear. Click the "SharePoint" option under the "ADMIN" menu from left panel.



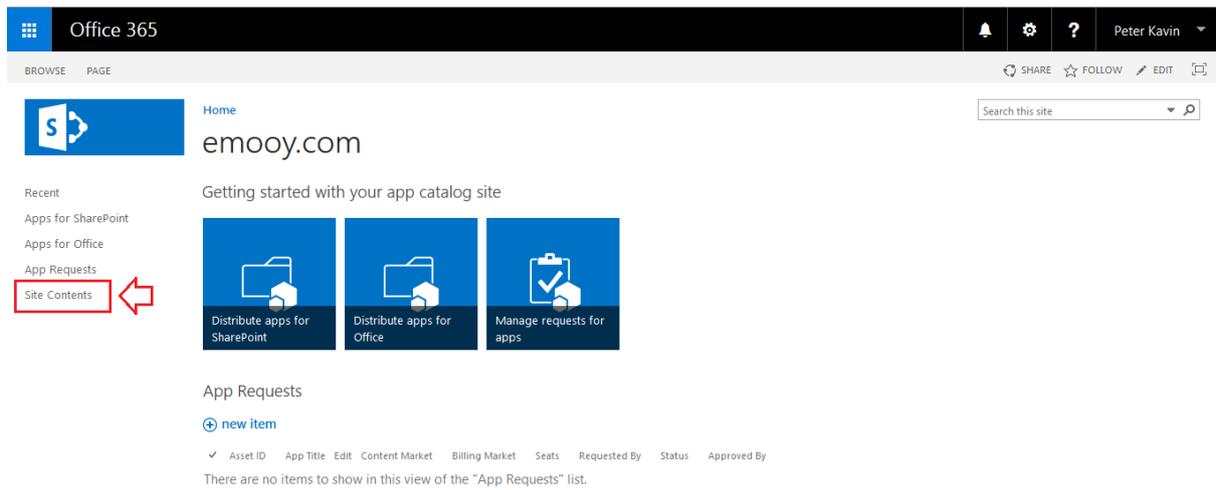
- The SharePoint admin center screen will appear. Click the "apps" option from left panel.



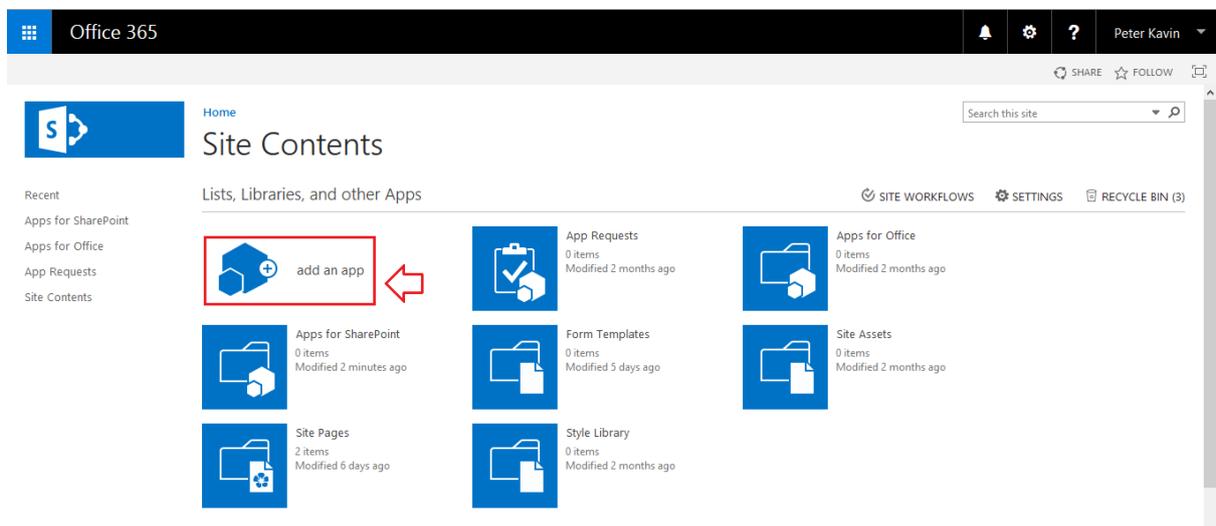
- From the next appearing screen, click the "App Catalog" option to create a catalog site for your app.



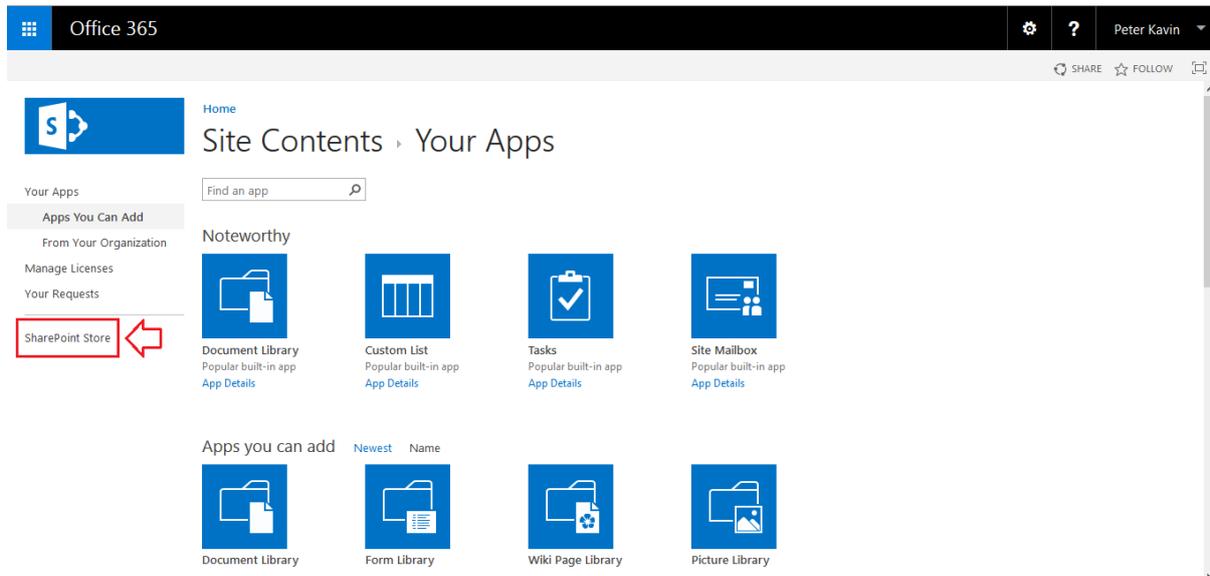
- Now from the next appearing screen, click the "Site Contents" option.



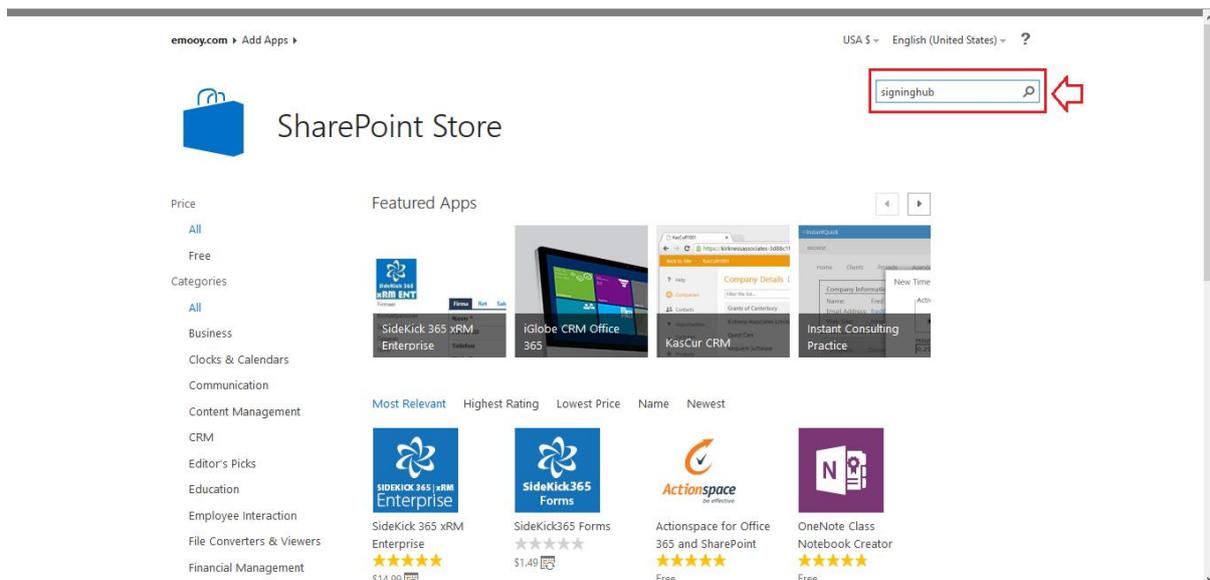
- Click the "add an app" option.



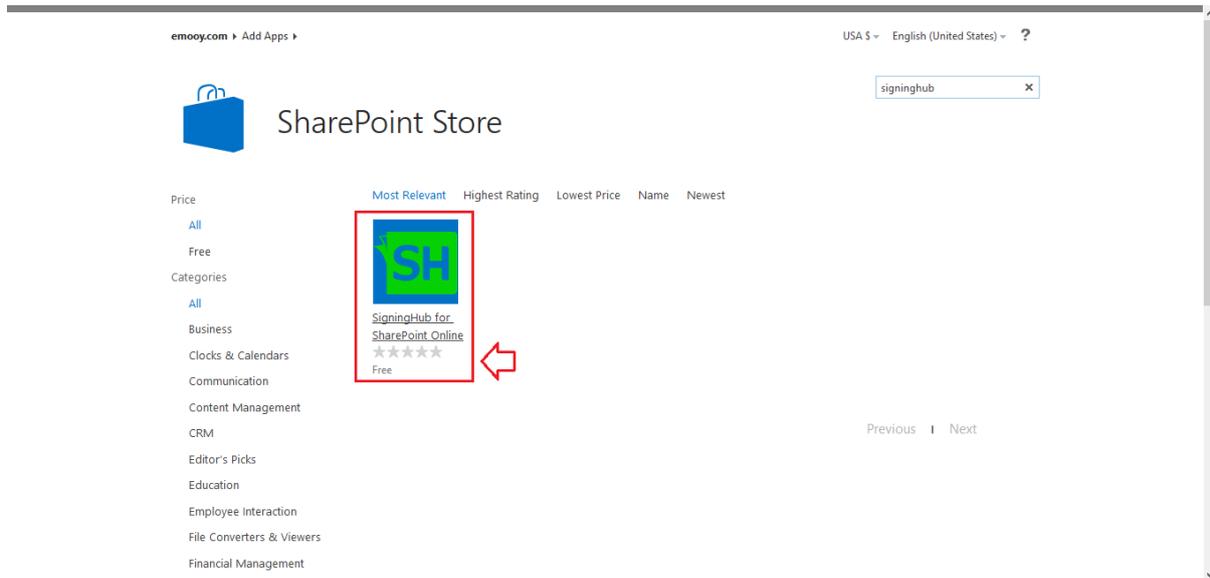
8. Click the "SharePoint Store" option from the left panel.



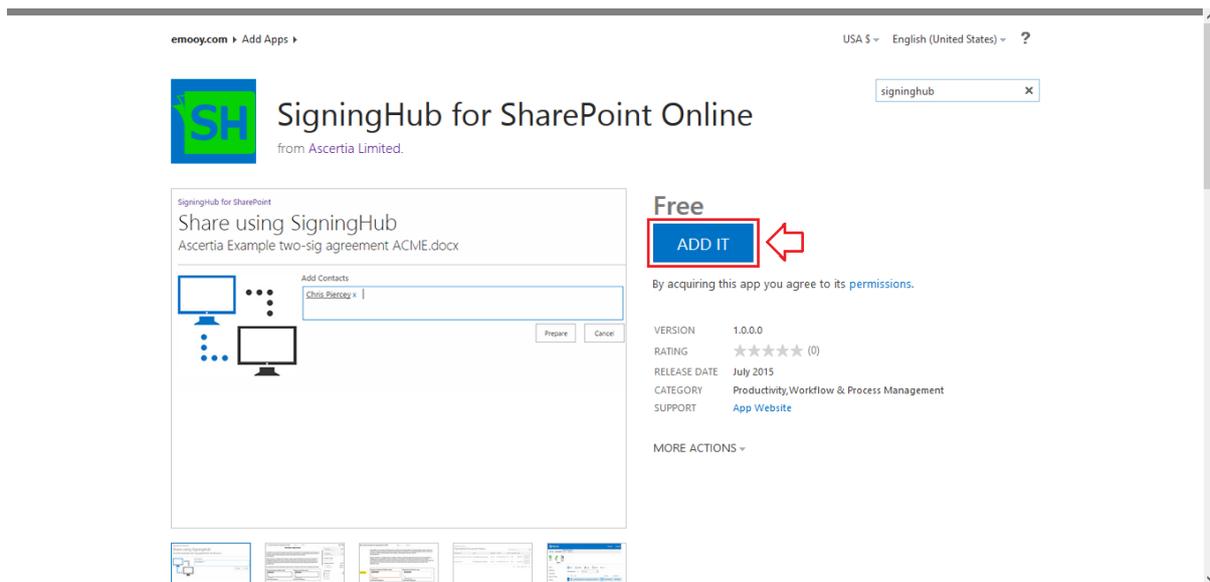
9. In the next appearing screen, search "SigningHub".



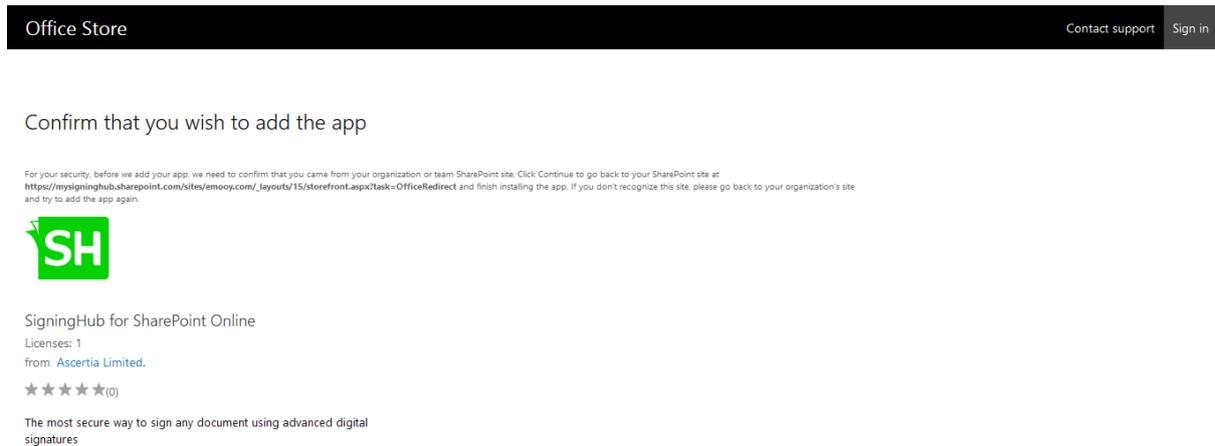
10. The SigningHub for SharePoint app will be retrieved. Click it to install.



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



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/\\_layouts/15/storefront.aspx?task=OfficeRedirect](https://mysigninghub.sharepoint.com/sites/emooy.com/_layouts/15/storefront.aspx?task=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.

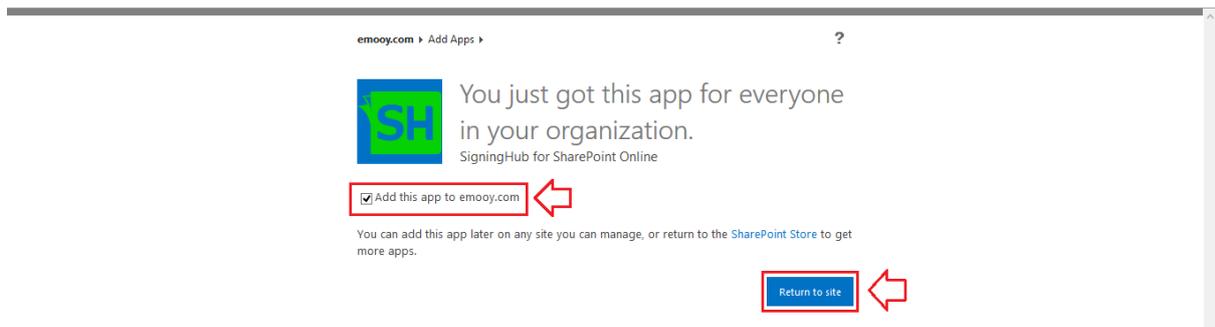


SigningHub for SharePoint Online  
Licenses: 1  
from [Ascertia Limited](#).  
★★★★★(0)

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 > ?



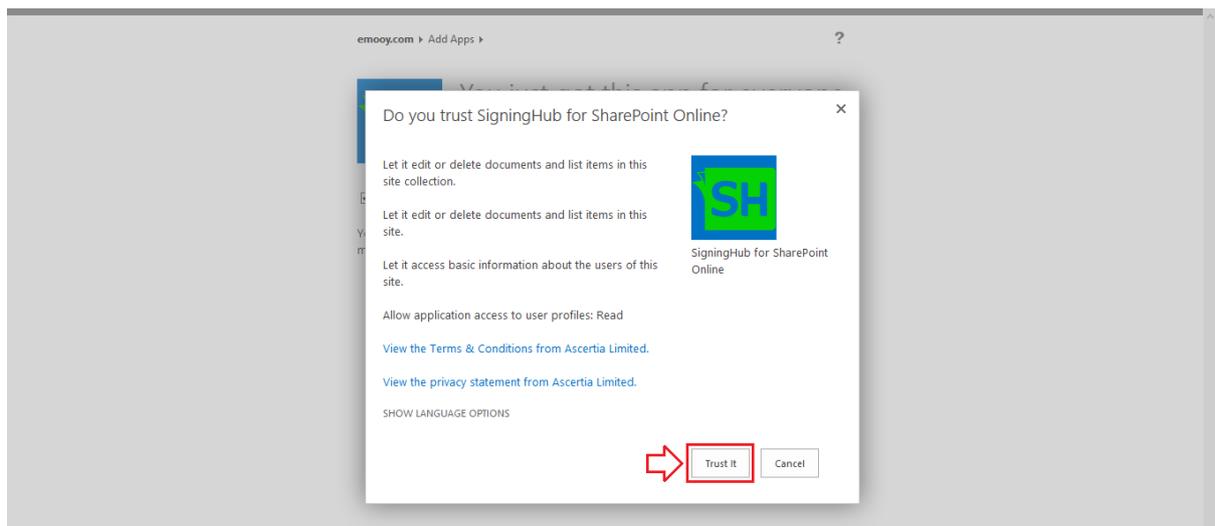
You just got this app for everyone in your organization.  
SigningHub for SharePoint Online

Add this app to emooy.com ←

You can add this app later on any site you can manage, or return to the [SharePoint Store](#) to get more apps.

**Return to site** ←

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



emooy.com > Add Apps > ?

Do you trust SigningHub for SharePoint 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

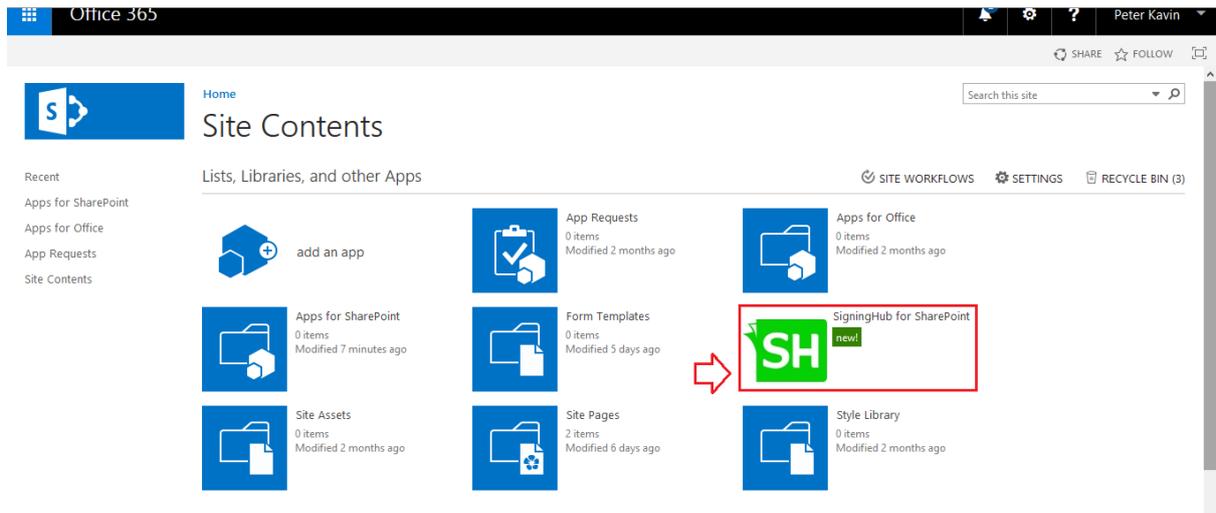
[View the Terms & Conditions from Ascertia Limited.](#)

[View the privacy statement from Ascertia Limited.](#)

SHOW LANGUAGE OPTIONS

**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.

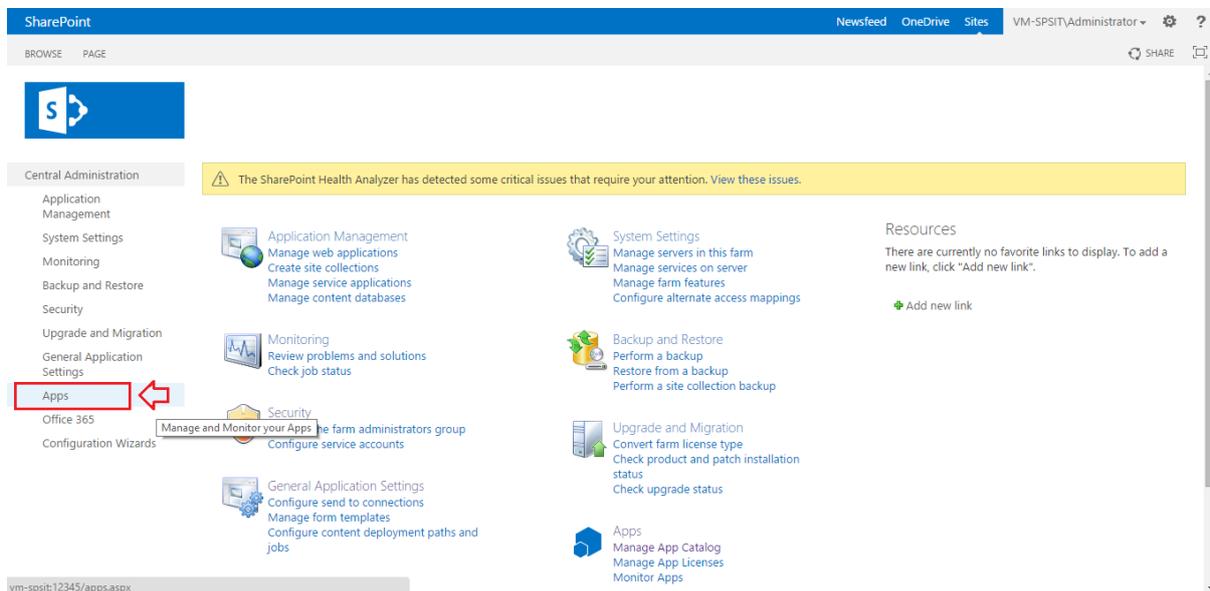
1. Microsoft SharePoint Server 2013 Standard, Microsoft SharePoint Server 2013 Enterprise, or Microsoft SharePoint Foundation with Service Pack 1 should be configured.
2. Environment for SharePoint apps should be configured, for details see the link <https://technet.microsoft.com/en-us/library/fp161232.aspx>
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

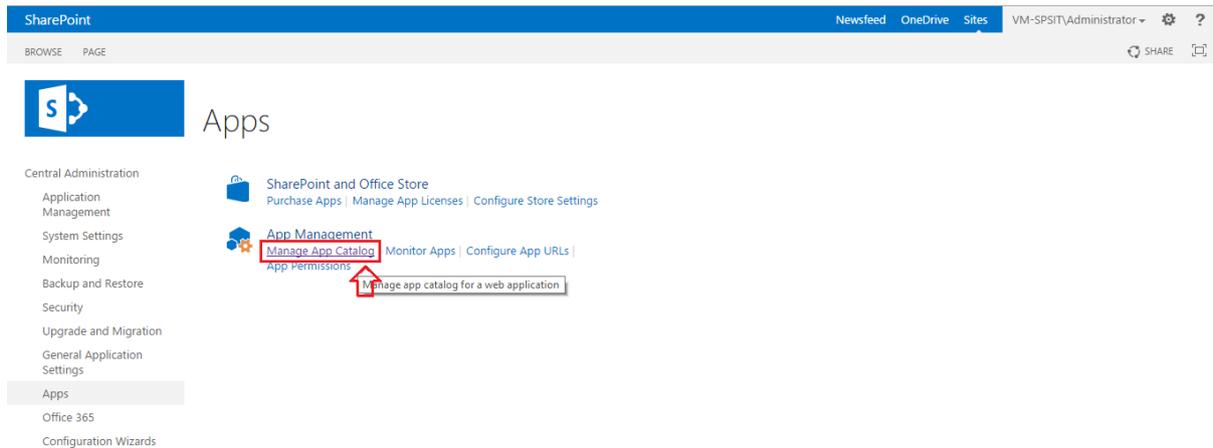
To go for an on-premise installation of the SigningHub for SharePoint app, you need to install the SharePoint catalog site first, as the app is installed on the SharePoint catalog site. In case, catalog site is already installed, move to the next step i.e. installing SigningHub for SharePoint.

To install the SharePoint catalog site,

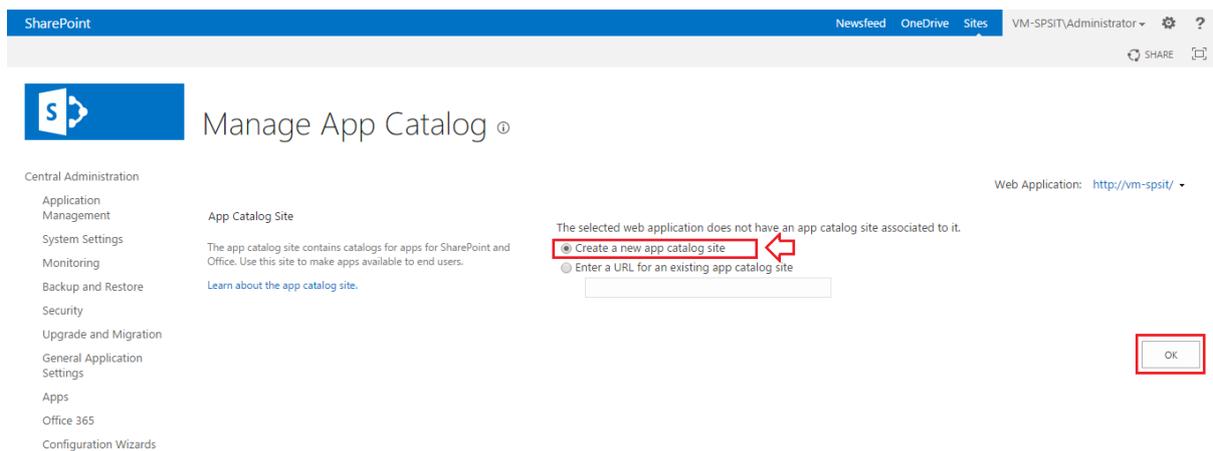
1. Browse your on-premise SharePoint Admin URL and click the "Apps" option, as marked with an arrow on the image below.



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



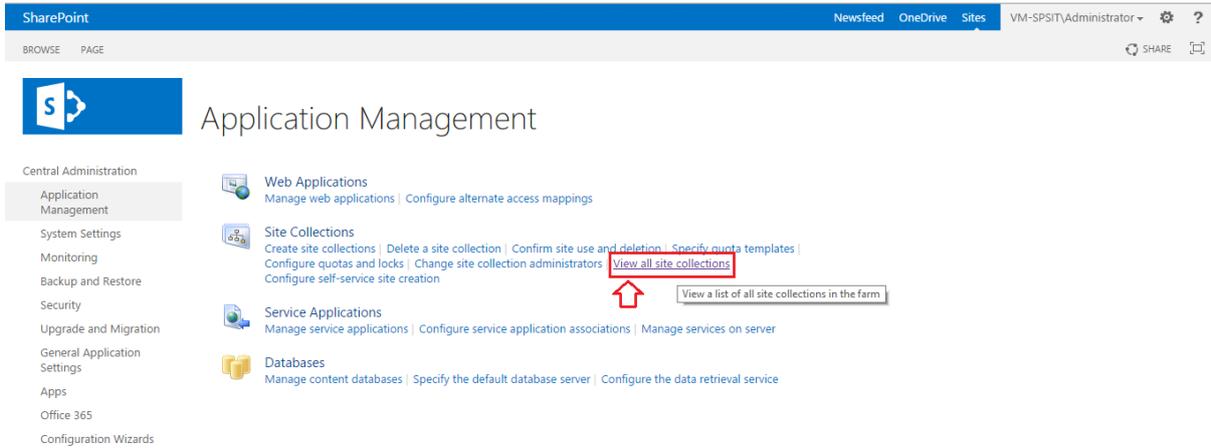
- Choose the "Create a new app catalog site" option and click OK, as marked with an arrow on the below image. Alternatively, if you have already got an app catalog site, choose the "Enter a URL for an existing app catalog site" option and specify the URL in the provided field.



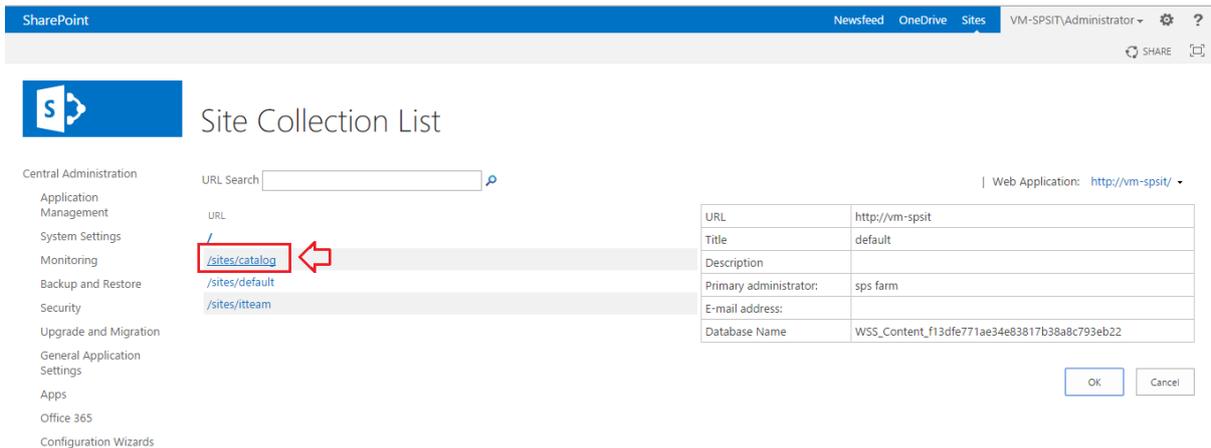
- In case of selecting new catalog site option above, the Create App Catalog Site Collection screen will appear. Specify the catalog site information accordingly. Add your SharePoint Admin name in the "Administrator" field and click OK.

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

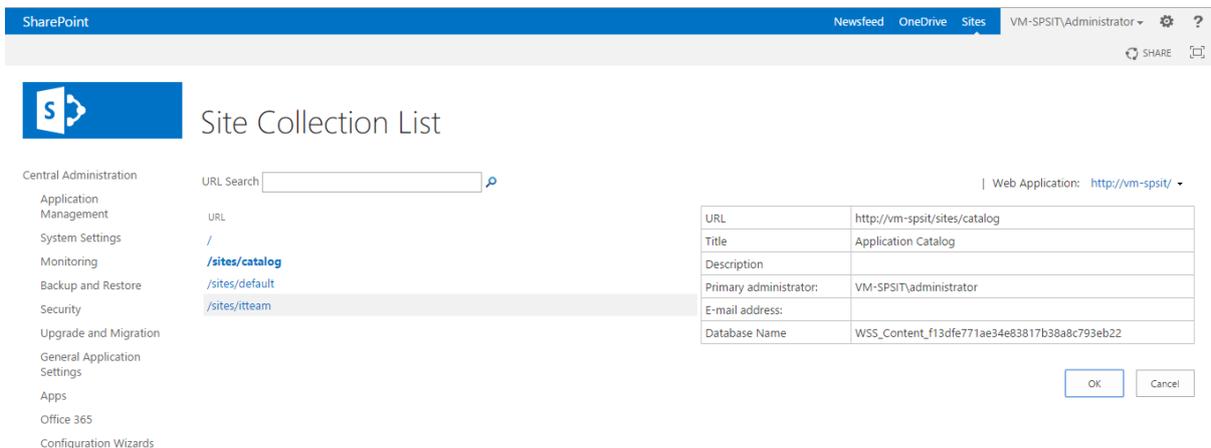
- From the next appearing screen, click the "View all site collections" option, as marked with an arrow on the image below.



- Now click the catalog site name.



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

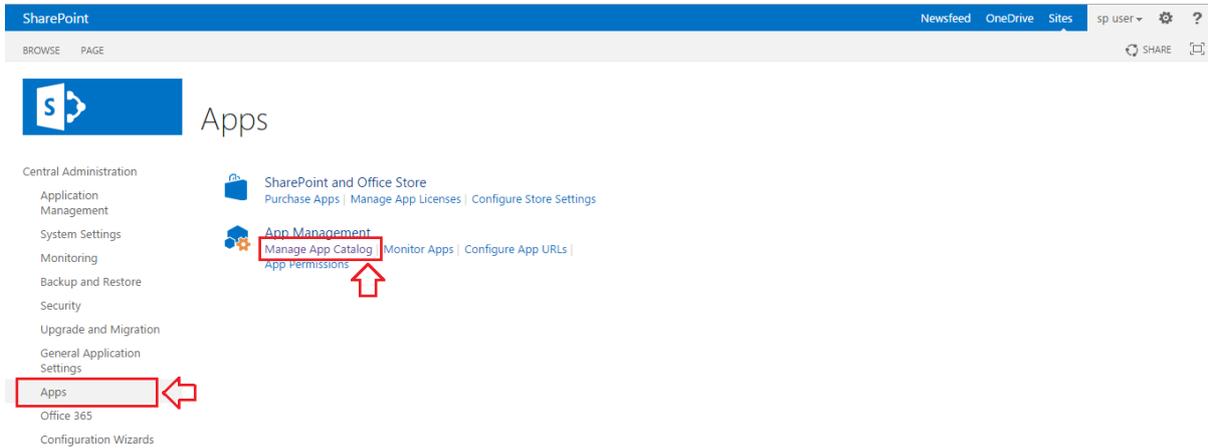


### 3.3 Installing the SigningHub for SharePoint app

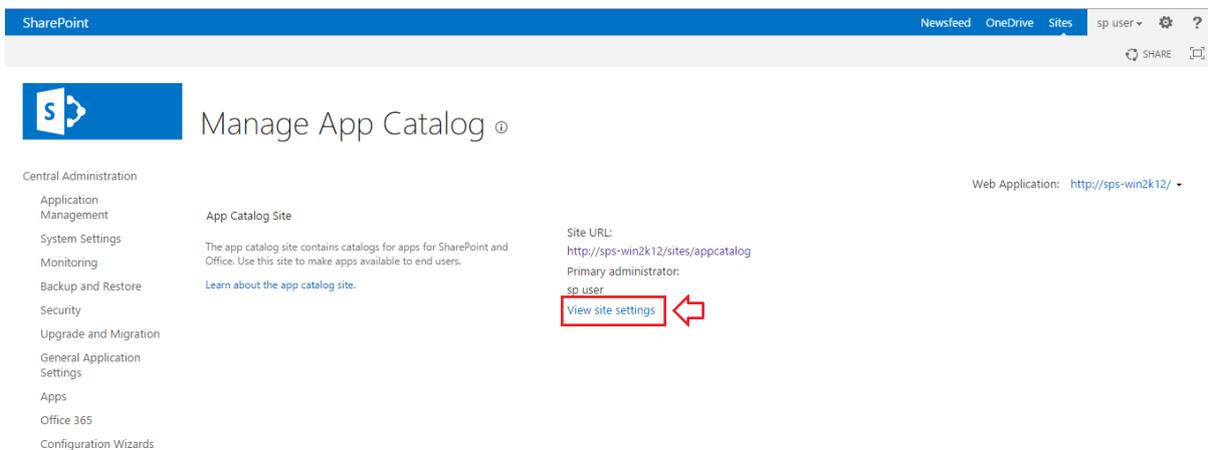
Once the SharePoint catalog site is installed, you may proceed to the SigningHub for SharePoint app installation from the SharePoint app store.

To install the SigningHub for SharePoint app,

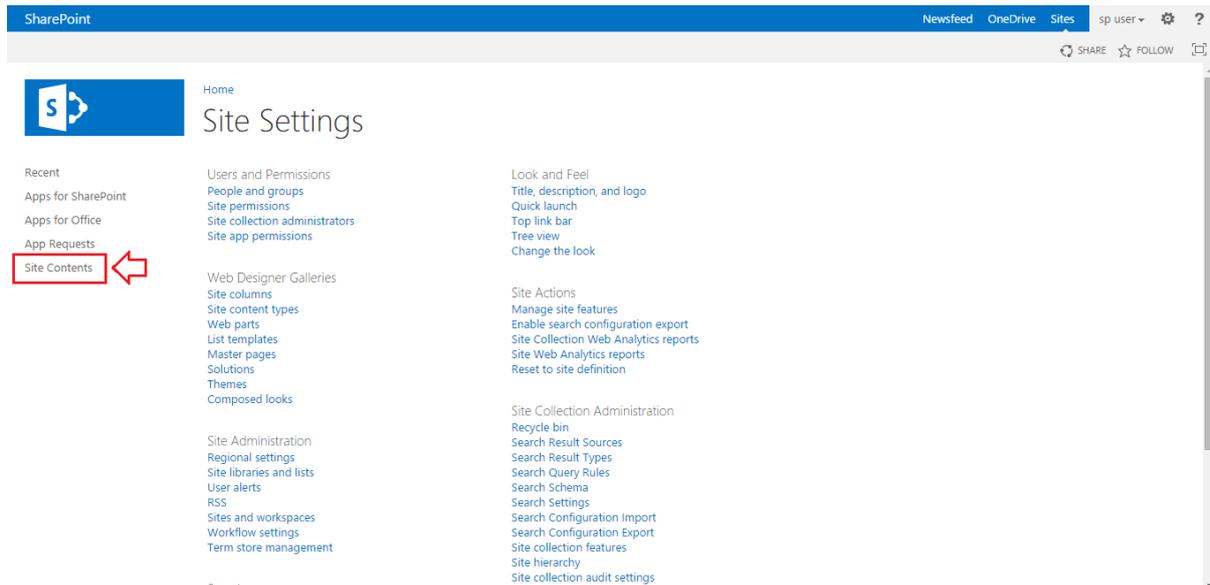
1. Browse your on-premise SharePoint Admin URL.
2. Click the "Apps" option from the left panel, and then click the "Manage App Catalog" option.



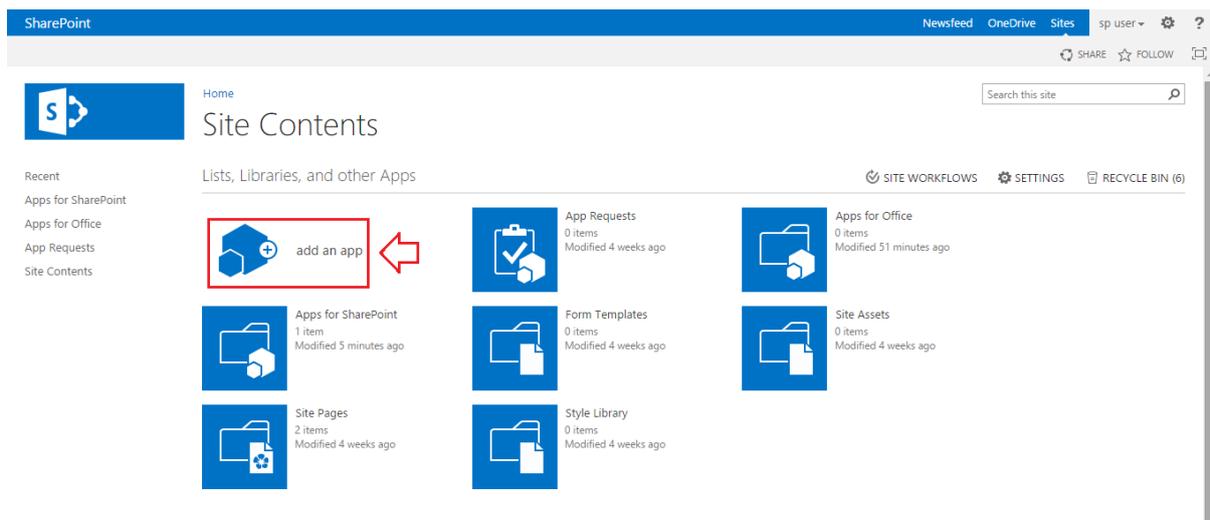
3. Click the "View Site Settings" option from the next appearing screen.



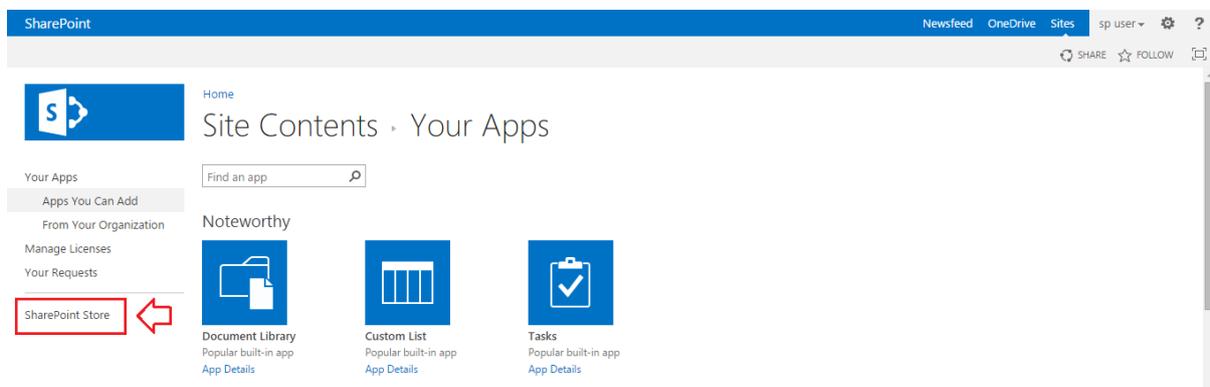
4. The "Site Settings" screen will appear, click the "Site Contents" option.



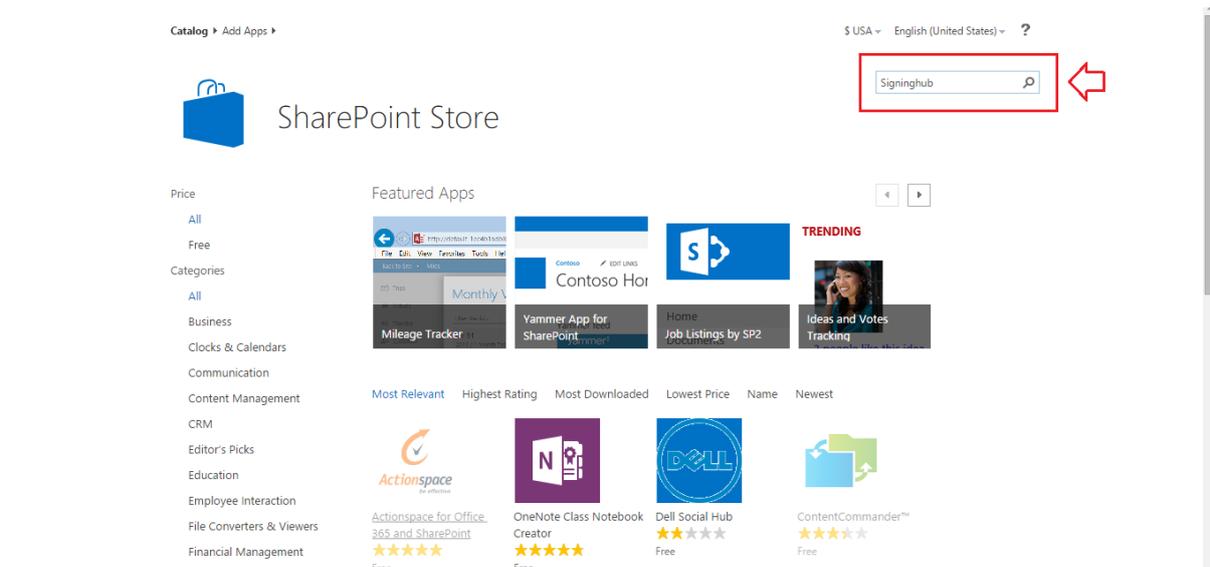
5. Click the "add an app" option.



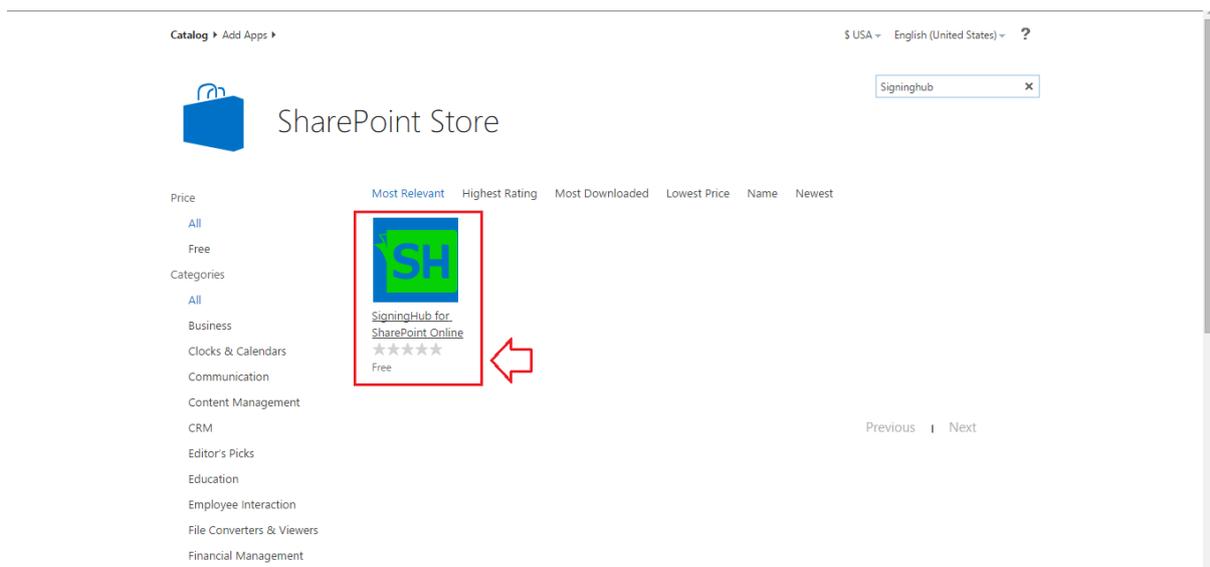
6. Click the "SharePoint Store" option from the left panel.



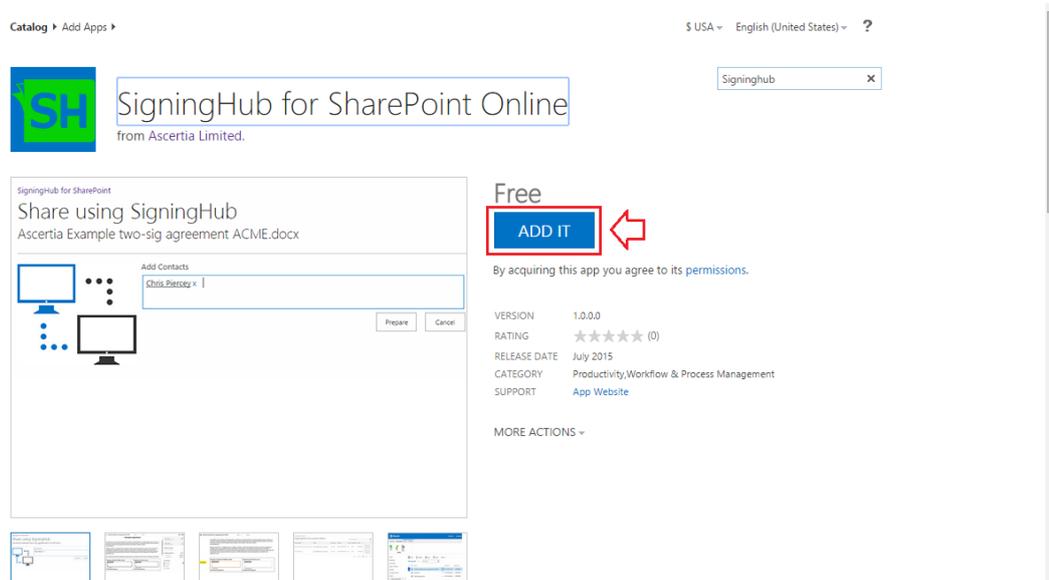
7. In the next appearing screen, search “SigningHub”.



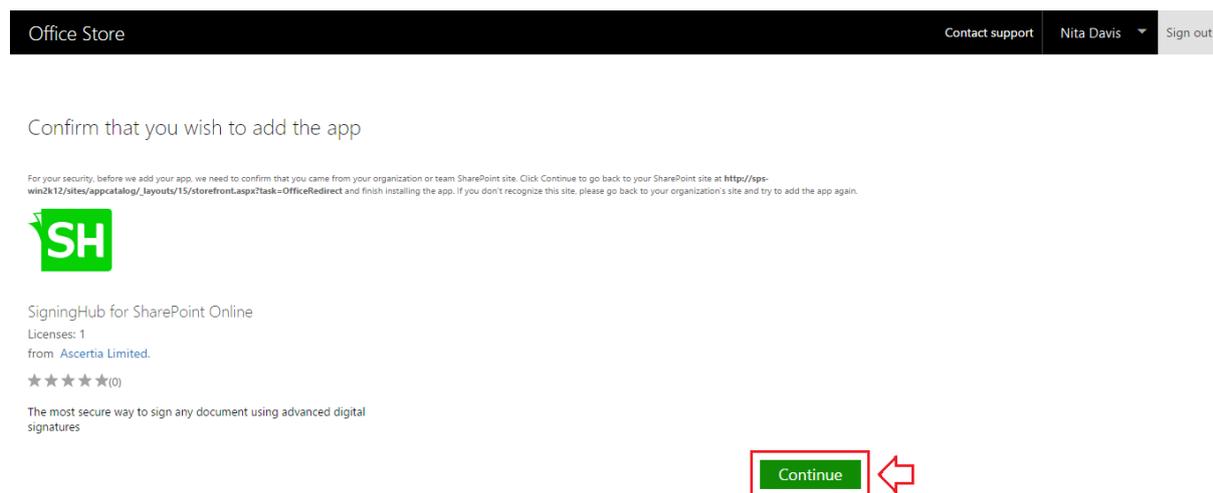
8. The SigningHub for SharePoint app will be retrieved. Click it to install.



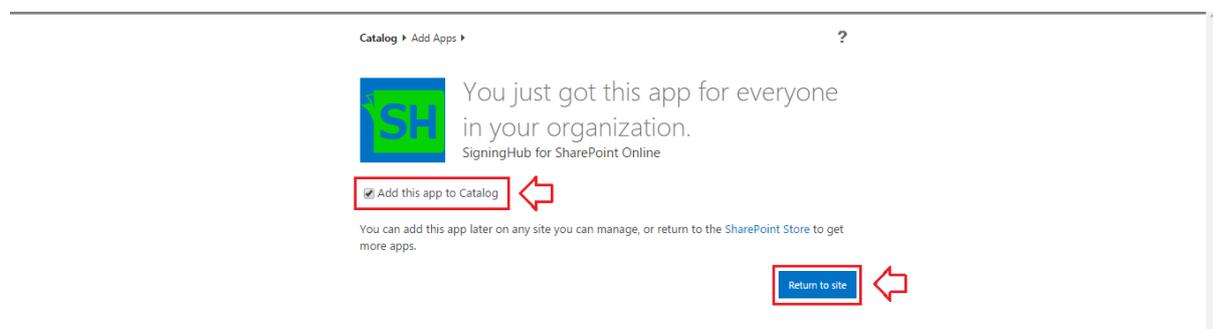
9. From the next appearing screen, click the "Add It" button.



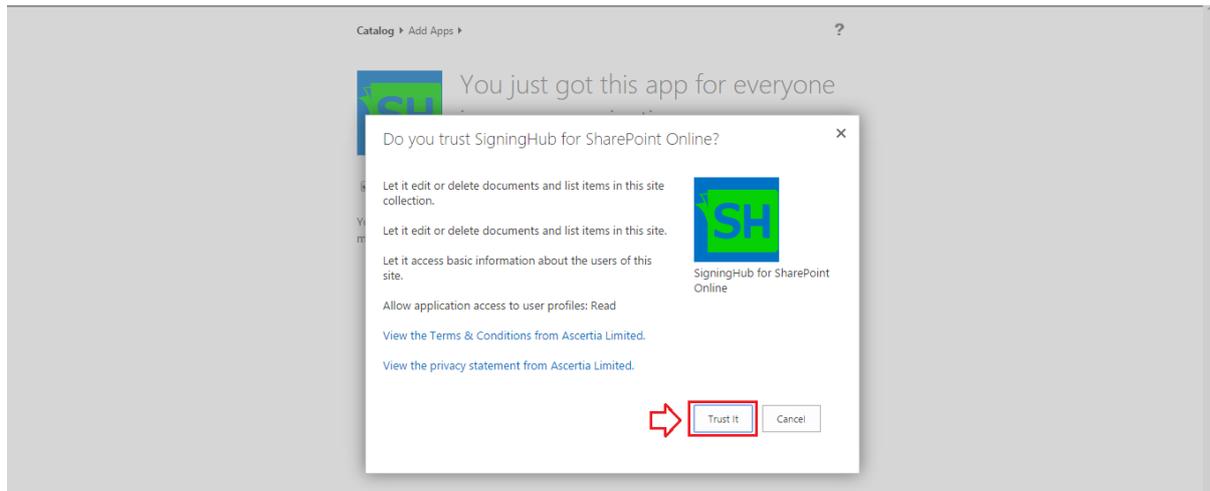
10. Click the "Continue" button.



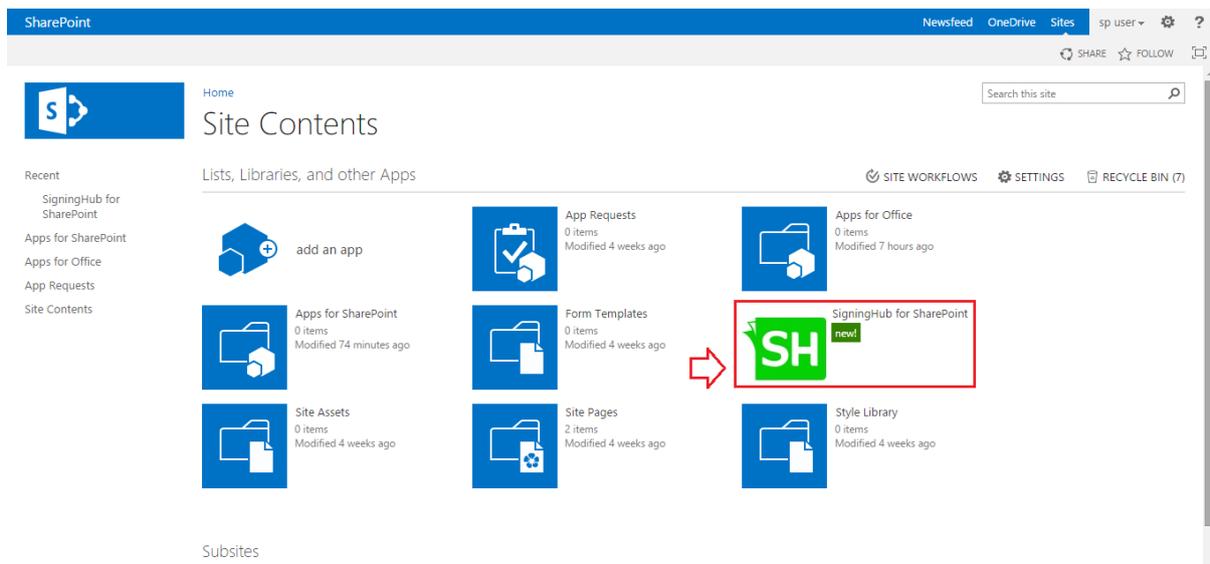
11. From the next appearing screen, select the "Add this app to Catalog" option and then click the "Return to site" button.



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



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



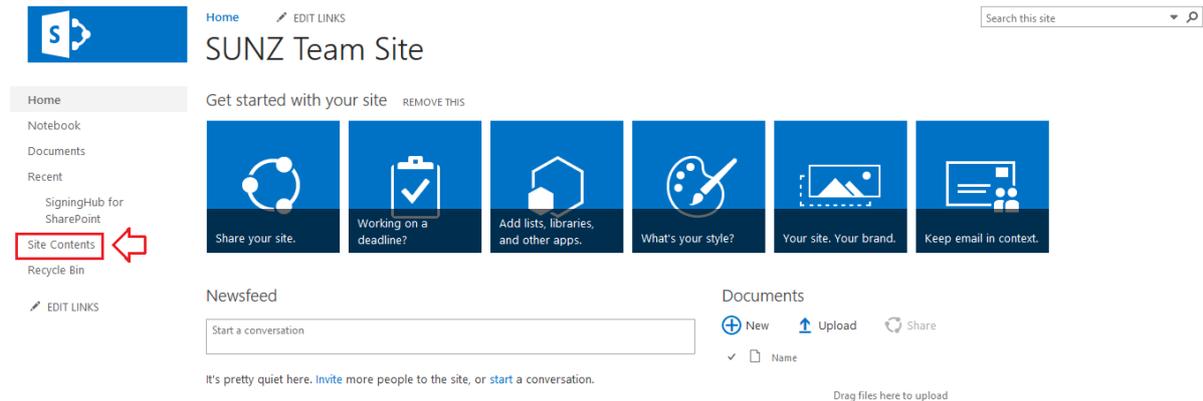
## 4 Uninstalling SigningHub for SharePoint

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

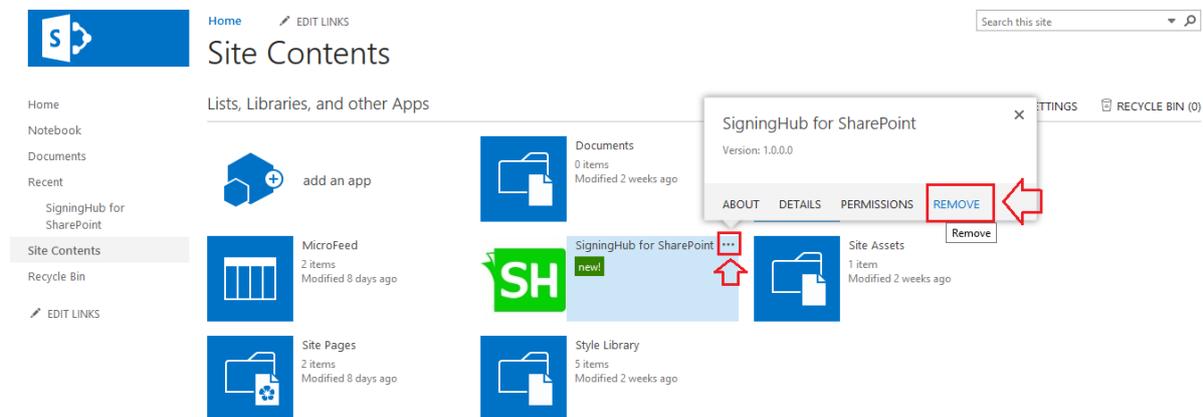
### 4.1 Removing SigningHub for SharePoint from Site Contents

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.



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.



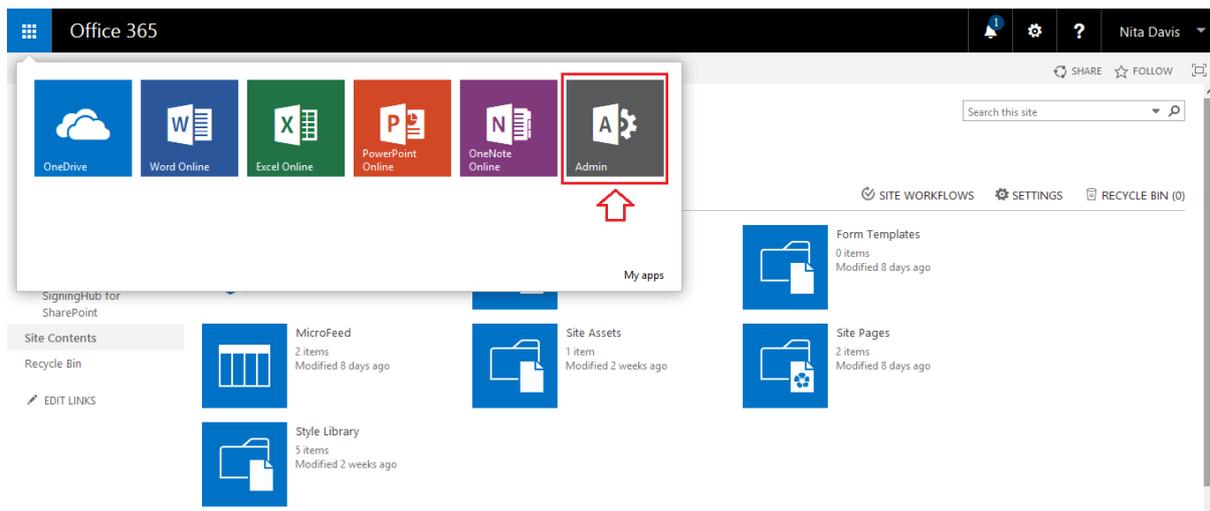
SigningHub for SharePoint will be removed from the "Site Contents" section.

## 4.2 Removing SigningHub for SharePoint from SharePoint Apps Catalog

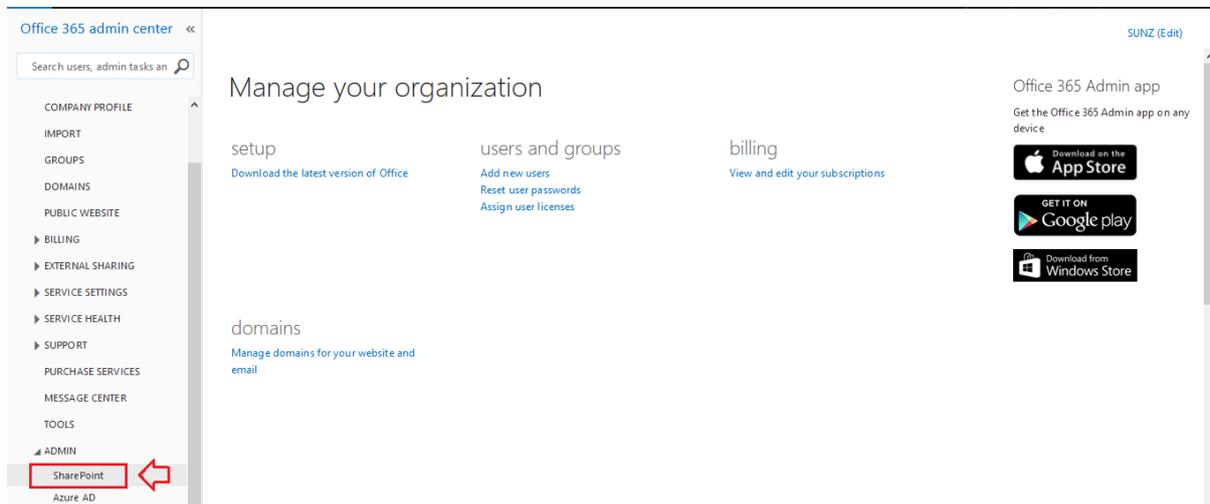
Once the SigningHub for SharePoint app is removed from the “Site Contents” section, proceed to remove it from the “SharePoint Apps Catalog” section.

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.



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



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

SharePoint admin center

URL	STORAGE USED (GB)	STORAGE LIMIT (GB)	PERCENT USED	SERVER RESOURCE QUOTA	VERSION
https://sunz.sharepoint.com	0.00	0.98	0.30 %	300	2013
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
https://sunz.sharepoint.com/sites/emooy	0.00	1.00	0.20 %	300	2013
https://sunz-my.sharepoint.com	0.00	0.98	0.10 %	0	2013

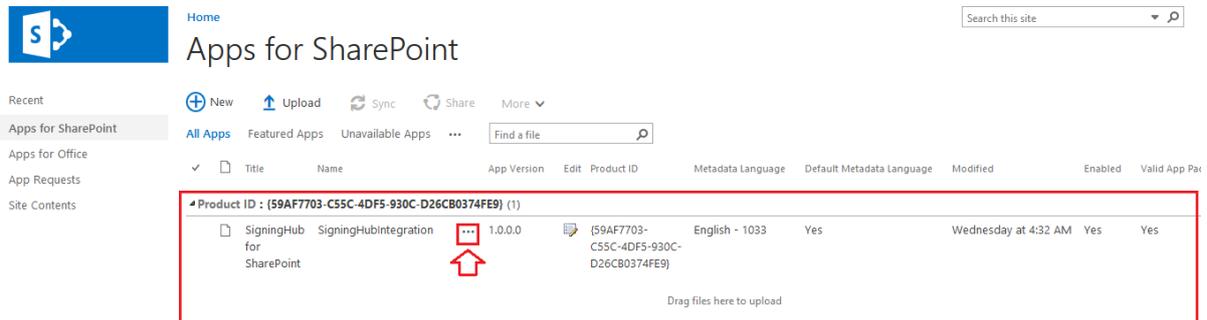
5. From the next appearing screen, click the "App Catalog" option.

SharePoint admin center

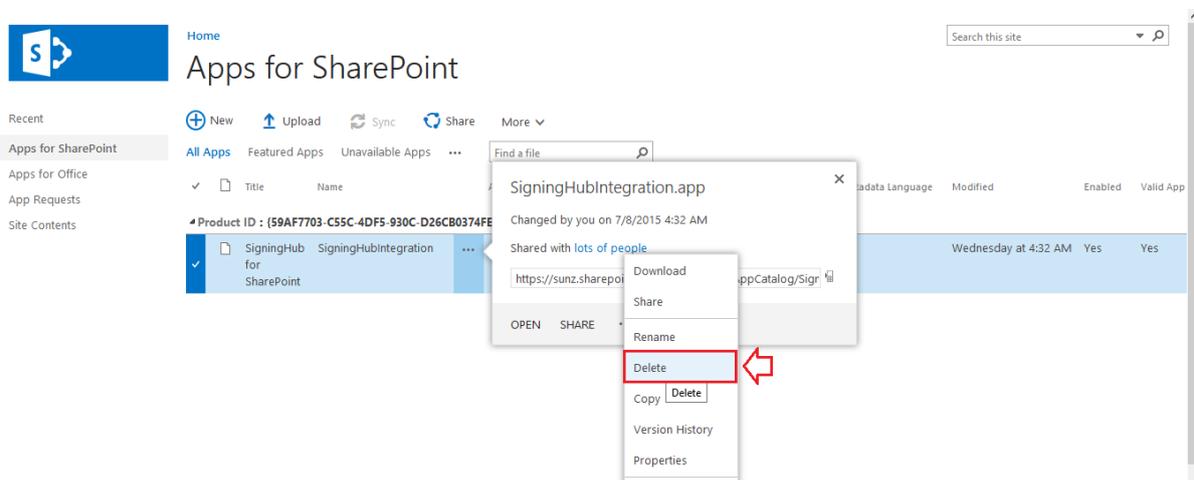
6. Now from the next appearing screen, click the "Apps for SharePoint" option.

## Installation Guide - SigningHub for SharePoint

- 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.



- 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.



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

\*\*\* End of Document \*\*\*