

INSTALLATION GUIDE

PROJECT SYNC SERVICE

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REFERENCES

This guide is part of **ThorApps – Project Sync Service** product documentation. We encourage you to click through the links below to learn about using the ProjectSync app:

1. Installation Guide (this document)
2. [Environment Setup Guide](#)
3. [User Guide](#)
4. [Purchasing Guide](#)
5. [Uninstall Guide](#)

OVERVIEW

This guide will help you to install Project Sync Service to your SharePoint site through the SharePoint App Catalog.

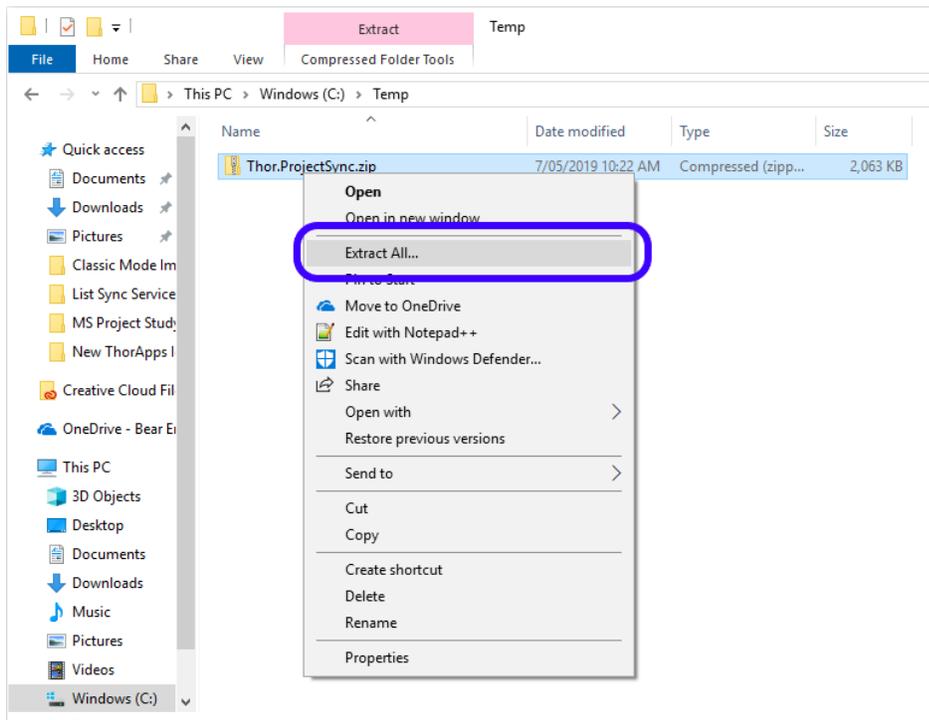
PREREQUISITES

To follow this guide, you will need the following:

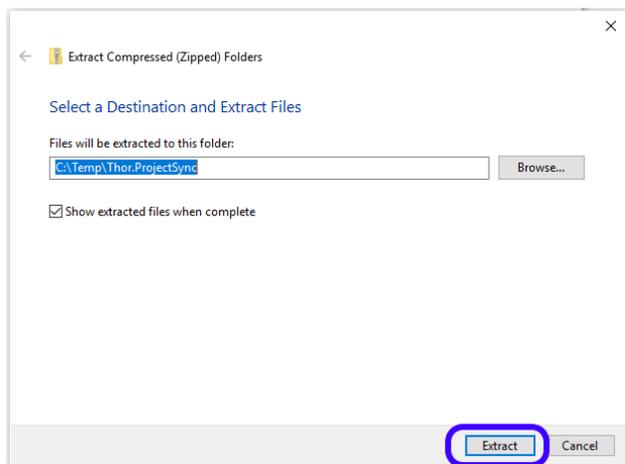
- A SharePoint Online PWA site collection
- Site collection or Site Owner permission on the site
- An understanding of basic SharePoint terminology and navigation

DOWNLOAD THE PROJECT SYNC SERVICE

Click [HERE](#) to download the Thor.ProjectSync.zip file. Save it to a convenient location (such as C:\Temp). Right click on the .zip file and select “Extract All...”



Click “Extract”.

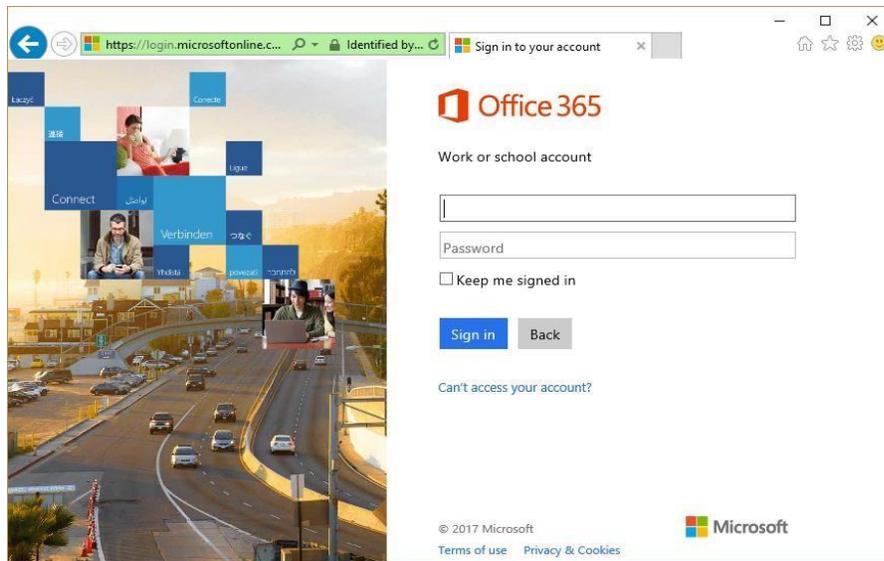


ADD THE PROJECT SYNC SERVICE .APP FILES TO THE APP CATALOG

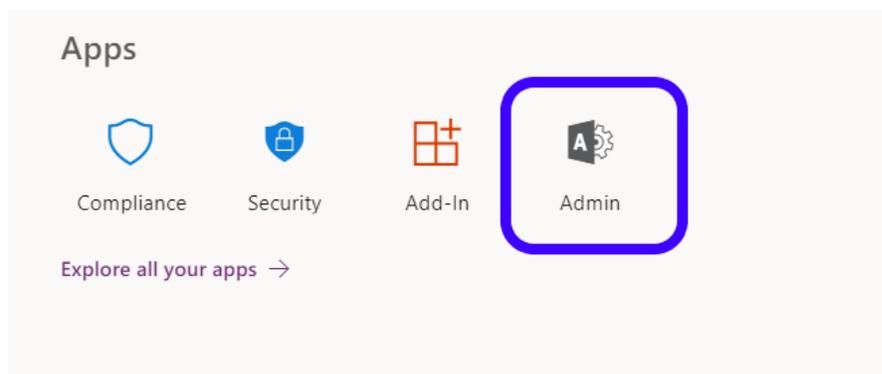
Open a browser and enter <https://portal.office.com/> into the address bar.

You'll be prompted to login with your O365 account.

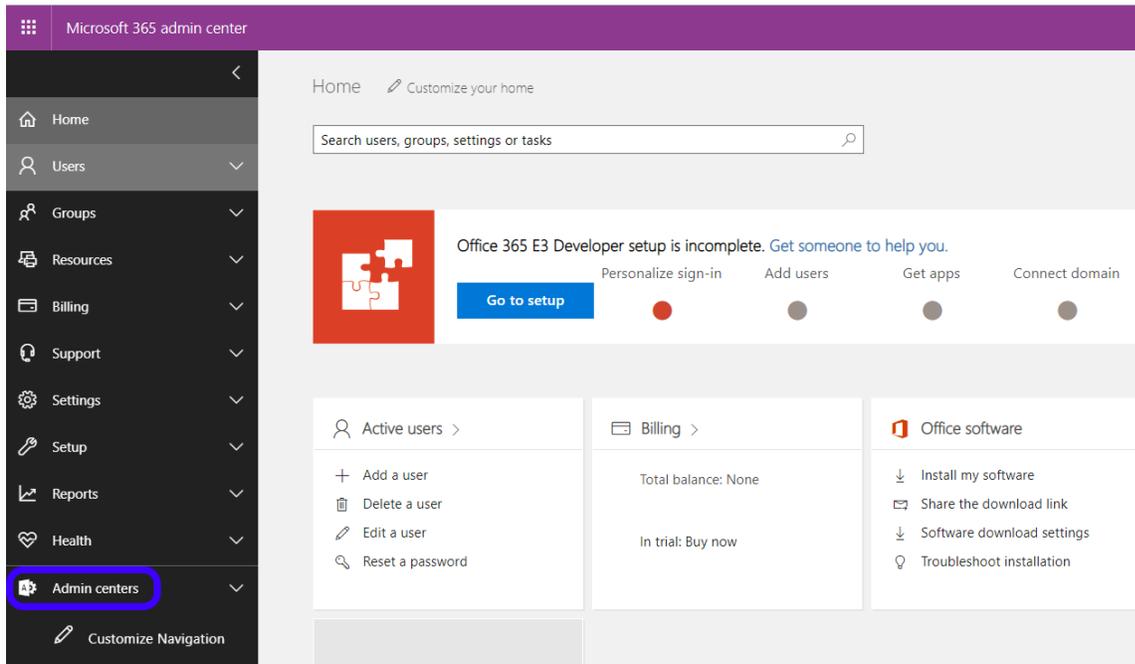
Enter your username and password and click "Sign in".



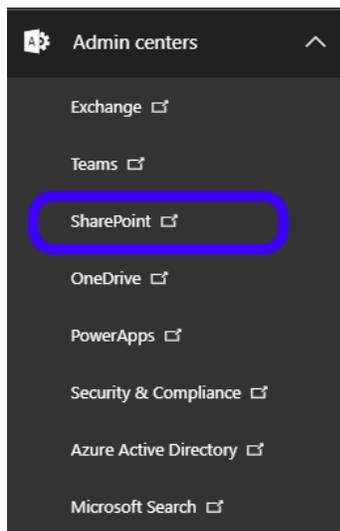
Locate and click the "Admin" tile.



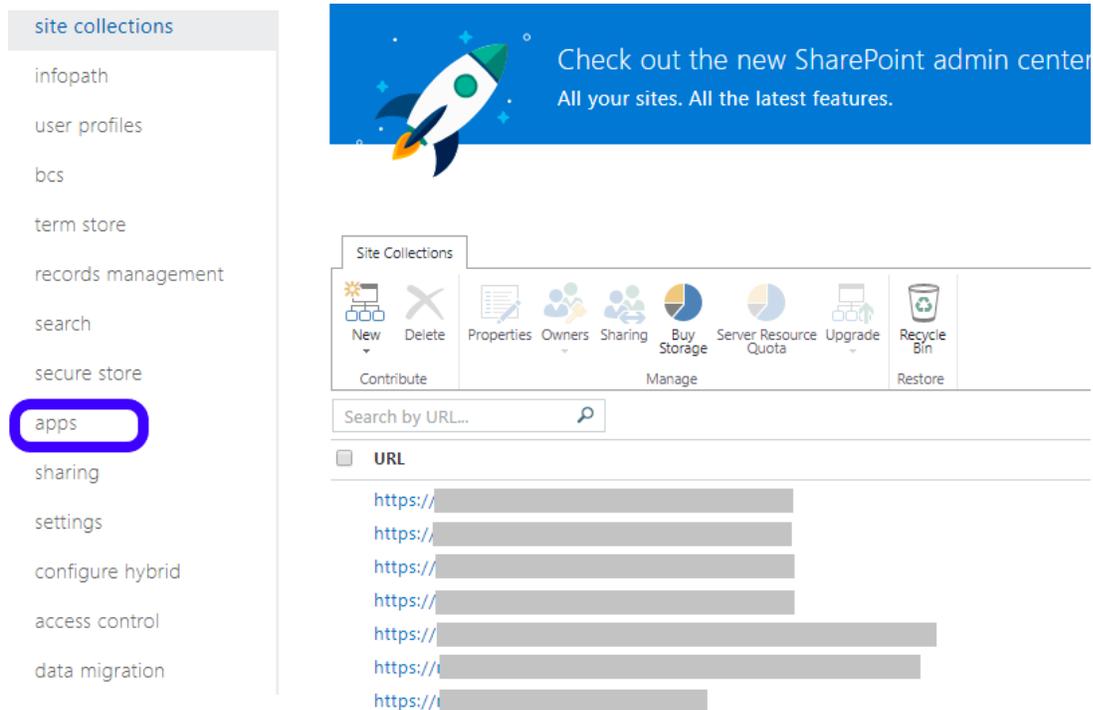
In the left menu, scroll down to and click on “Admin centers” (you may need to click “Show All” to find the Admin centers).



Click “SharePoint”.



The “SharePoint admin center” will open in a new browser tab.
In the left menu, click “Apps”.



If you have not already configured an App Catalog, you should do so now on this page before continuing:

Follow step 1 in this Microsoft guide:

<https://support.office.com/en-us/article/Use-the-App-Catalog-to-makecustom-business-apps-available-for-your-SharePoint-Online-environment0b6ab336-8b83-423f-a06b-bcc52861cba0>

Click "App Catalog".

The screenshot shows the SharePoint Admin Center interface. On the left is a navigation pane with the following items: site collections, infopath, user profiles, bcs, term store, records management, search, secure store, **apps** (highlighted), sharing, settings, configure hybrid, access control, and data migration. The main content area features a blue banner with a rocket icon and the text: "Check out the new SharePoint admin center. All your sites. All the latest features." Below the banner, the word "apps" is displayed, followed by a red-bordered box around the "App Catalog" link. Underneath, there are several links: "Purchase Apps" (Purchase apps from the SharePoint Store), "Manage Licenses" (Manage licenses for apps purchased from the SharePoint Store), "Configure Store Settings" (Manage app acquisition settings including turning off purchases for end users in the SharePoint Store), "Monitor Apps" (Track usage of applications and review errors), and "App Permissions" (Manage app access to this tenant).

Click "Apps for SharePoint".

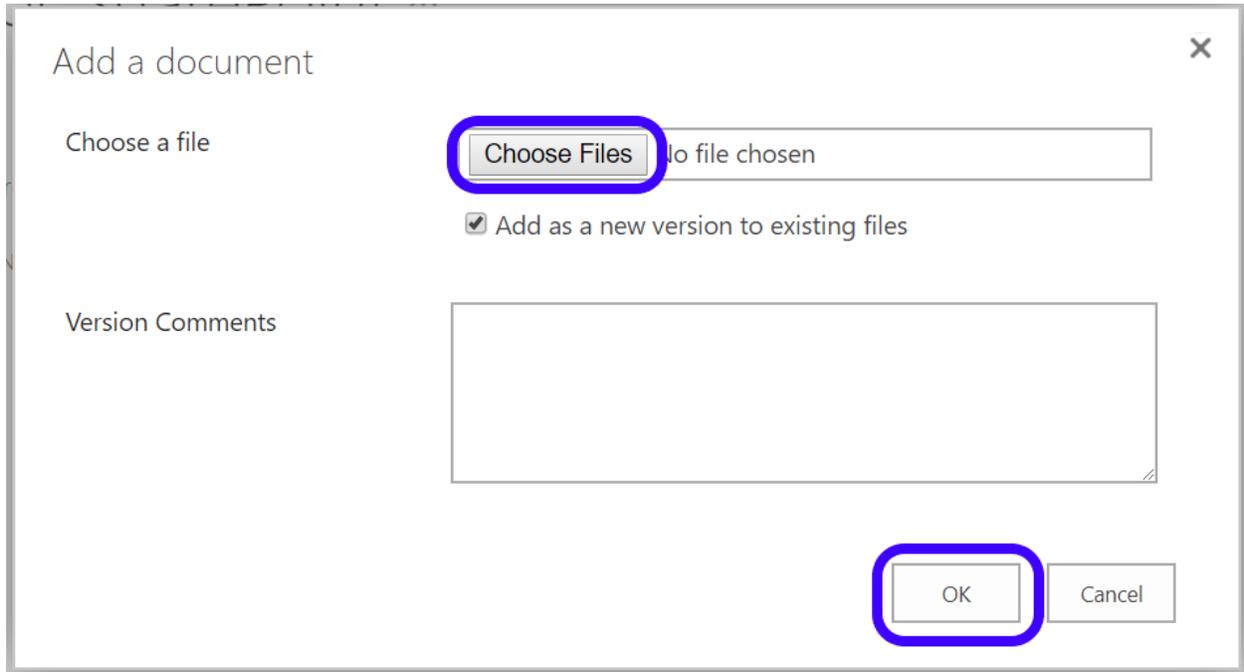
The screenshot shows the "App Catalog" home page. At the top left is the SharePoint logo. Below it is a "Recent" list with "Apps for SharePoint" circled in red. The main heading is "App Catalog" with a "Home" link above it. Below the heading is the text "Getting started with your app catalog site". There are three blue tiles with icons and text: "Distribute apps for SharePoint", "Distribute apps for Office", and "Manage requests for apps".

Click "Upload".

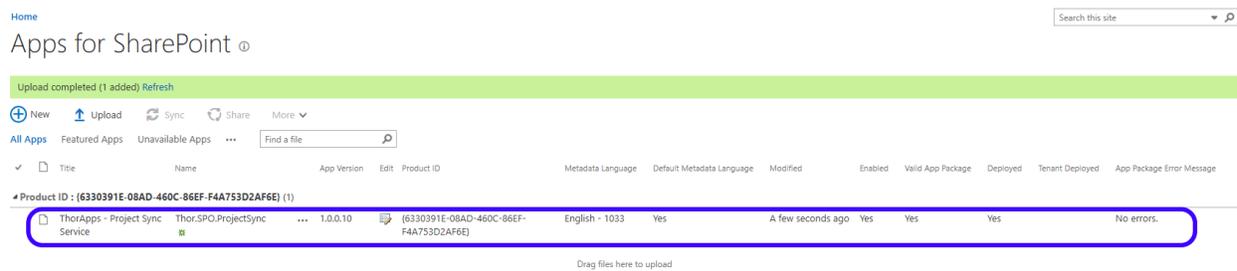
The screenshot shows the "Apps for SharePoint" page. At the top left is the SharePoint logo. Below it is a "Recent" list with "Apps for SharePoint" highlighted. The main heading is "Apps for SharePoint" with a "Home" link above it. Below the heading is a navigation bar with "New", "Upload" (circled in red), "Sync", "Share", and "More" options. Below the navigation bar is a search bar labeled "Find a file". Below the search bar is a table with columns: Title, Name, App Version, Edit, Product ID, Metadata Language, Default Metadata Language, Modified, and Enabled. Below the table is a "Drag files here to upload" area.

Click "Choose Files".

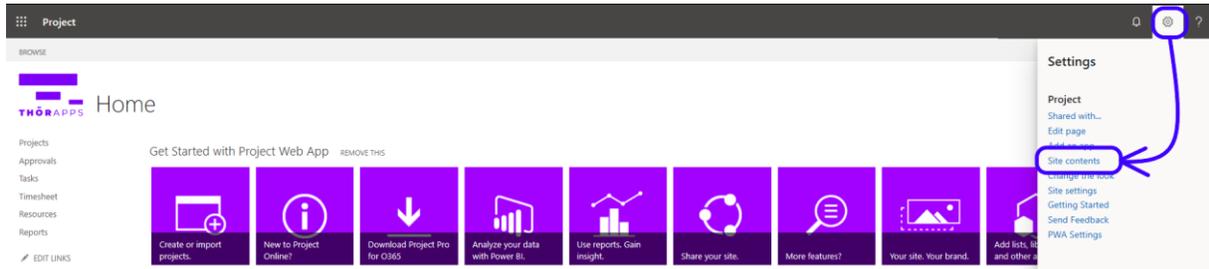
Browse to the "Thor.SPO.ProjectSync.app" located in the folder you extracted earlier and click "OK" .



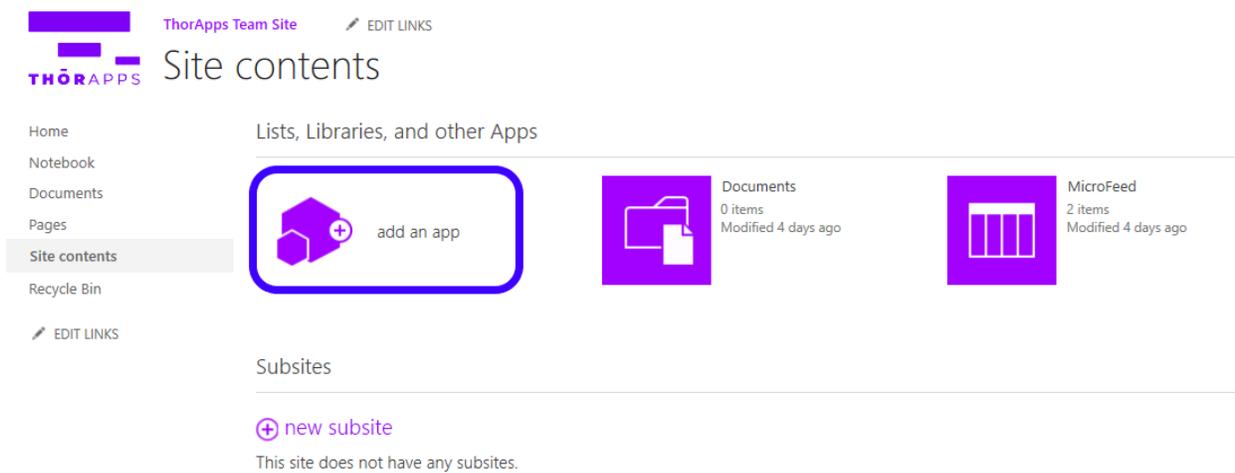
The uploaded .app file should now appear in the Apps for SharePoint list.



In the browser, navigate to your SharePoint Online PWA site.
Click the cog icon in the upper right and select "Site Contents".



Click "add an app".



Click “ThorApps – Project Sync Service”

THORAPPS Site contents ▸ Your Apps

Your Apps Find an app

Apps You Can Add

- From Your Organization
- Manage Licenses
- Your Requests
- SharePoint Store

Noteworthy

- Document Library**
Popular built-in app
[App Details](#)
- Custom List**
Popular built-in app
[App Details](#)
- Tasks**
Popular built-in app
[App Details](#)
- Site Mailbox**
Popular built-in app
[App Details](#)

Apps you can add Newest Name

- ThorApps - Project Sync Service**
Popular built-in app
[App Details](#)
- Document Library**
Popular built-in app
[App Details](#)
- Form Library**
Popular built-in app
[App Details](#)
- Wiki Page Library**
Popular built-in app
[App Details](#)

Set your preferred language and click “Trust It”.

Do you trust projectsync.thorappsdev.com?

Let it create or delete document libraries and lists in this site collection.

Let it share its permissions with other users.

Let it access basic information about the users of this site.

Let it have administrative access to the PWA site collection.

Let it have read access to data in all projects.

Let it have read access to enterprise resources.

Let it read reporting data from all projects.

HIDE LANGUAGE OPTIONS

Select Installation Language

English (United States)

Trust It Cancel

Wait for the app to install.



Site contents

Projects

Approvals

Tasks

Timesheet

Resources

Reports

EDIT LINKS

Lists, Libraries, and other Apps

	add an app		Form Templates 0 items Modified 3 months ago		Project Detail Pages 5 items Modified 3 months ago
	PWA Data Connections 357 items Modified 3 months ago		PWA Reports 204 items Modified 3 months ago		PWA Templates 0 items Modified 3 months ago
	Style Library 5 items Modified 3 months ago		TestList 0 items Modified 2 months ago		ThorApps - Project Sync Service new!

Installation should now be complete.

NOW WHAT?

You now have **ThorApps – Project Sync Service** installed.

Clicking into the app will take you through the install wizard of setting up an environment. If you would like directions on how to do this, follow the [Environment Setup Guide](#).

If you would like directions on purchasing a subscription, follow the [Purchasing Guide](#).

ANY QUESTIONS?

Contact our team of specialists at info@thorapps.com.