

KWizCom Corporation

File Controller App

User Guide

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INTRODUCTION

GENERAL

This document provides all the information needed to install, evaluate and deploy this KWizCom product:

- Product Overview
- Installation Guide
- Administration Guide

PRODUCT OVERVIEW

KWizCom's File Controller app enables you to enforce file size limits and to define which file types are allowed for upload on a list/library level.

Why did we build it?

SharePoint online does not enable configuring max allowed upload file size and blocked file types. This means that SharePoint online tenant administrators cannot define and enforce a more flexible policy, which allows for different file types and sizes in different SharePoint implementations.

With the KWizCom's File Controller app, you can now fine tune file size and file-type rules for different scenarios, such as:

- For a media library, allow AVI, MP4 and WMV file types, file size smaller than 50 MB
- For a product design document all only .docx file types, file size smaller than 10 MB.

KEY FEATURES

| Feature | KWizCom File Controller app |
|---|-----------------------------|
| Allow configuration of max uploaded file size in a list/library level | √ |
| Allow defining both allowed or blocked file types in a list/library level | √ |

INSTALLATION

SOFTWARE REQUIREMENTS

SERVER REQUIREMENTS

- SharePoint online (Office 365)

CLIENT REQUIREMENTS

- Windows 7+
- Microsoft Internet Explorer 10+, Mozilla Firefox (Latest version), Google Chrome (Latest version).

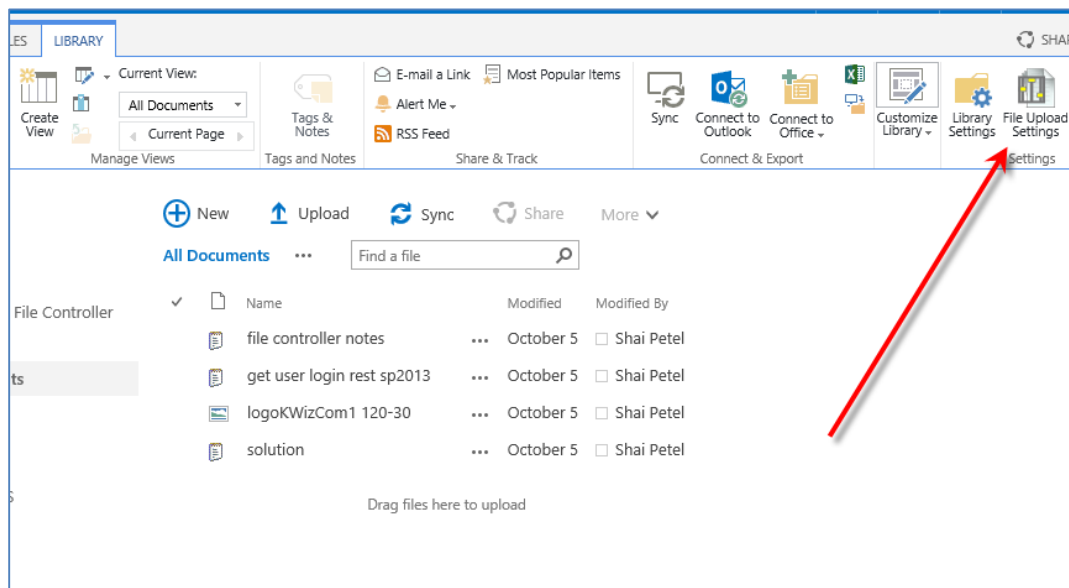
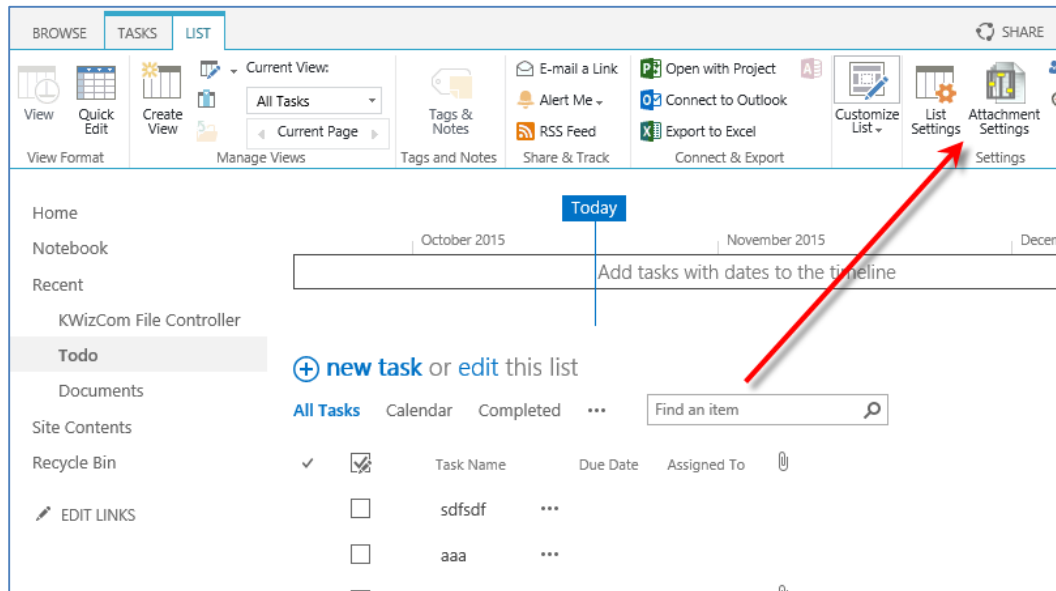
INSTALLATION PROCEDURE

To download and install this app please follow these steps:

- Browse the product page on Microsoft's Office app store.
- Install the free version. This version includes a message that indicates that this is a free trial version.
- After installing the app, 1st time you go to the app page you'll be notified that you need also to install the "KWizCom Apps Foundation" app (in case it is not already installed).
This is a vendor-hosted app which includes shared-utilities used by all KWizCom apps, and needs to be installed and trusted at the tenant level by your tenant admin. This needs to be done only once, afterwards it will be available for all sites in the SharePoint tenant.
For more information and download link please visit the [KWizCom Apps Foundation web page](#).

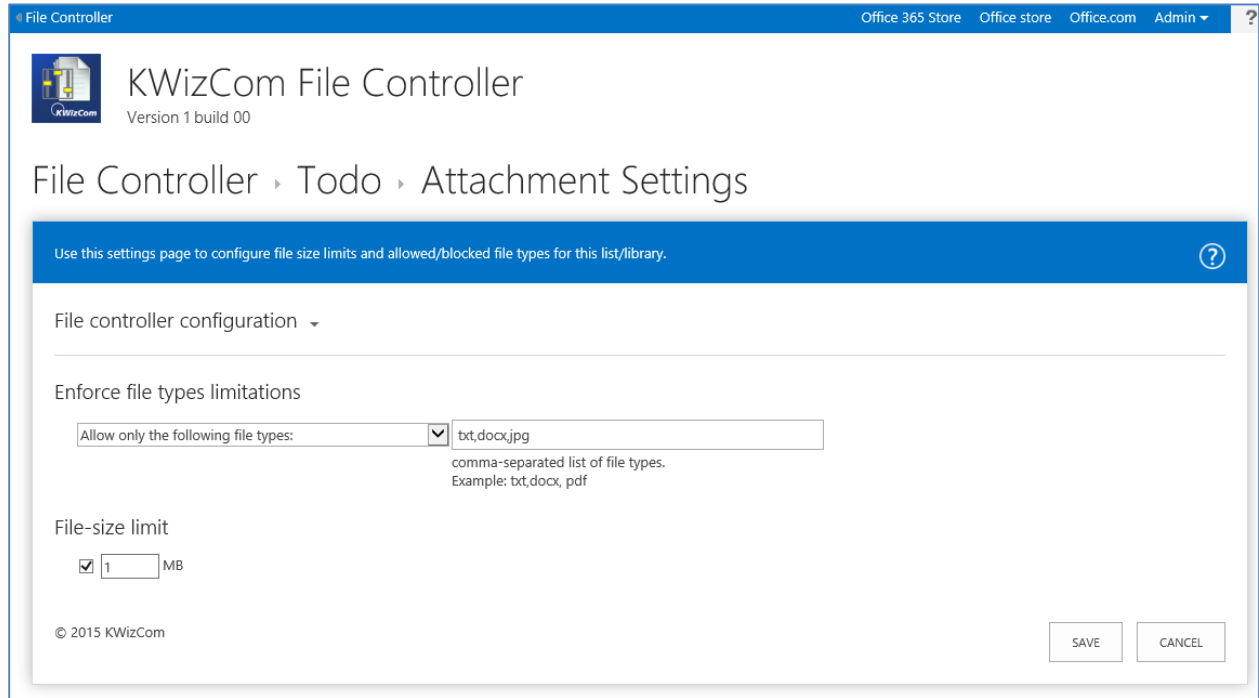
ADMINISTRATION GUIDE

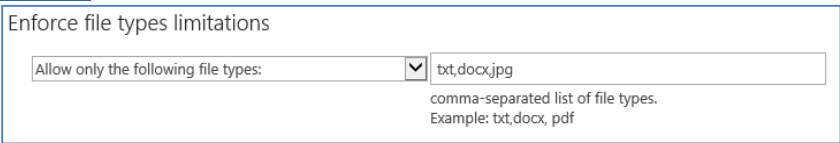
After you install the File Controller app, you will see its ribbon button in every list's "List" ribbon and every library's "Library" ribbon:



Click this button to configure file size & type limitations for the list/library.

FILE TYPE AND SIZE LIMIT SETTINGS PAGE



| Property | Description |
|---------------------------------------|---|
| <p>Enforce file types limitations</p> | <p>This property allows you to select between 3 options:</p> <ul style="list-style-type: none"> Allow all file types (default) Allow only the following file types when selecting this option you'll see an additional textbox where you should type the allowed file extensions, comma separated. <u>Example:</u>  Block the following file types when selecting this option you'll see an additional textbox where you should <p>IMPORTANT: these settings cannot override SharePoint online settings, so you cannot allow a file type which is blocked by SharePoint online.</p> |

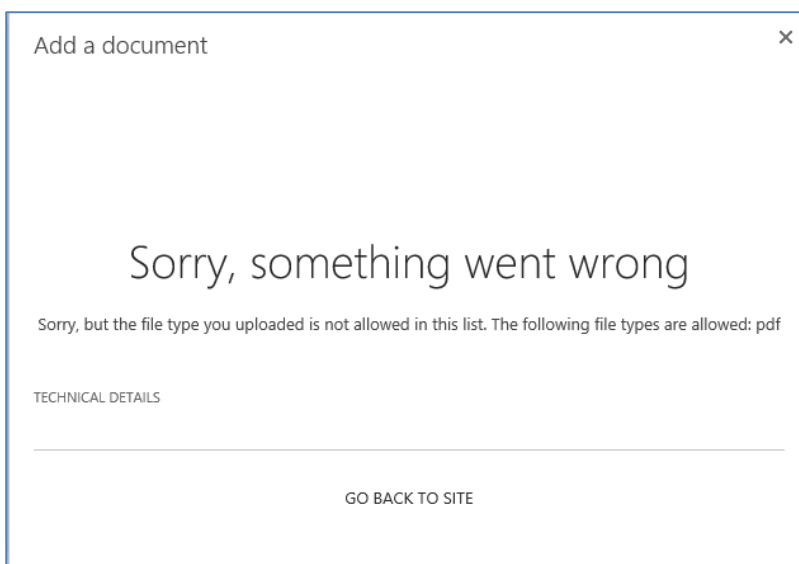
| | |
|-----------------|---|
| | type the blocked file extensions, comma separated. |
| File-size limit | Specify the max allowed size (MB) for files uploaded to this list/library. The configured file size limit must be smaller than SharePoint online's limit, you cannot go beyond that limit. |

END-USER EXPERIENCE

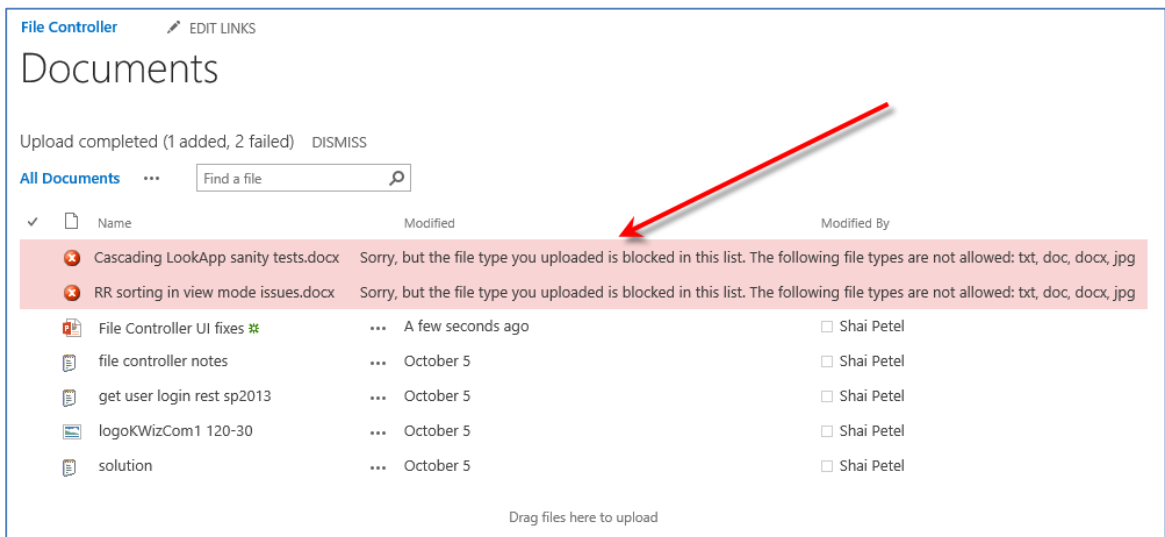
Once file-size and file-type limits have been configured, end-users will be prompted when trying to upload/attach files that do not comply with the File Controller configurations.

Examples:

1. When trying to upload a single file using the "Upload" button and that file type is blocked, you get the following error page:

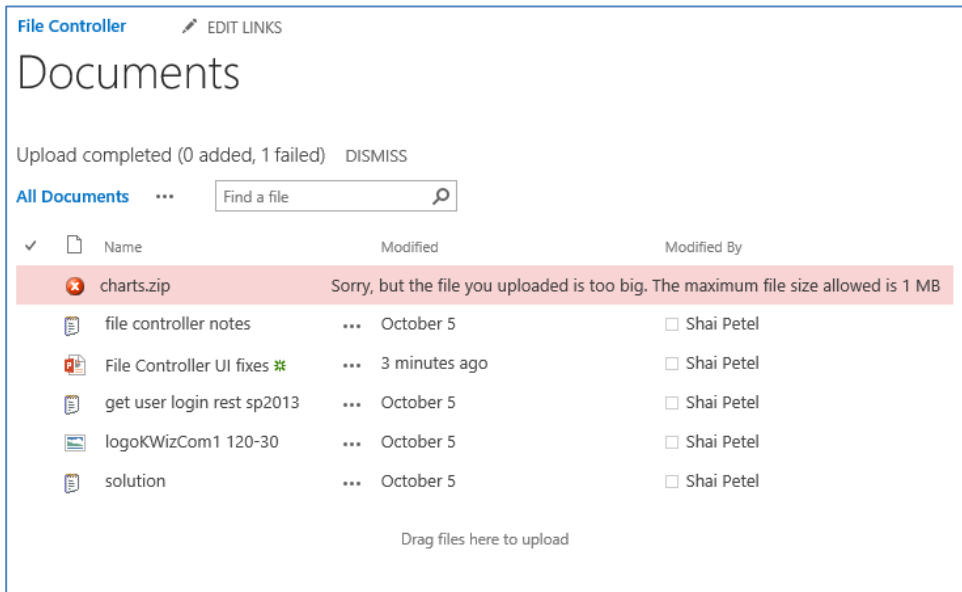


2. When trying to upload multiple files, some of blocked types to a library:

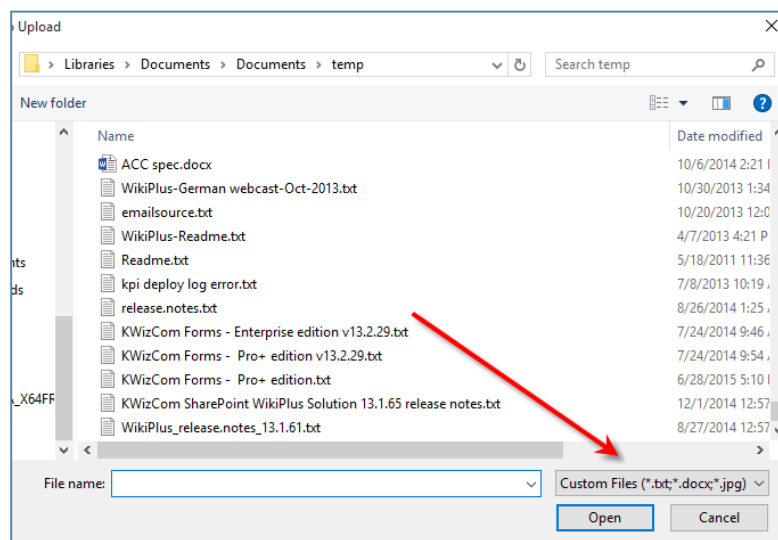


For each of the blocked files an error icon and message will be displayed and these files will not be uploaded.

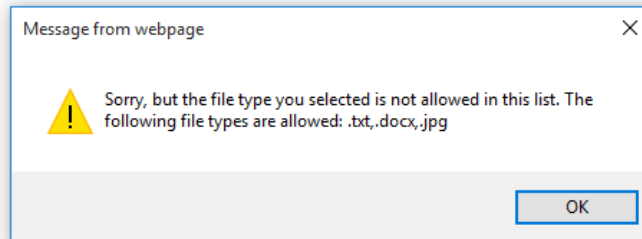
3. When trying to upload a file bigger than the max allowed file size, an error icon and message will be displayed instead of the file:



4. When attaching a file to a list:
 - a. When browsing to choose a file to upload, the "Browse" window will show by default only the allowed types:



- b. If the user selects a blocked file type/bigger than size limit he will be prompted immediately when trying to save the item:



OK, SO HOW DOES THIS WORK?

The File Controller app is a SharePoint-hosted app which uses “behind the scenes” an additional provider-hosted app called “KWizCom Apps Foundation”. This additional app includes a remote event receiver that checks the file type and size before the item is actually saved, and if the file does not comply with the configured rules – it cancels the file upload/attachment.

This mechanism relies on O365 API which calls remote event receivers upon various events.