



INSTALLATION DOCUMENTATION

Saketa Employee Directory Pro

Installation and Configuration Guide

How to deploy the app to a Microsoft 365 tenant, add it to a SharePoint site as a full-page app, and activate the licence.

Document	Installation and Configuration Guide
Version	1.0 September 2026
Publisher	Saketa, a Praval Company
Audience	Microsoft 365 and SharePoint administrators

Document Information

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Product	Saketa Employee Directory Pro (SPFx solution)
Document version	1.0, September 2026
Audience	Microsoft 365 tenant and SharePoint administrators
Related documents	Product Guide, Microsoft Graph API Permissions, Support Document

In the steps below, bold text is a screen element to click, and the symbol > separates steps in a navigation path. Screenshots show a sample tenant, so your site names and app versions will differ.

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1. Before you begin

- You need to be a Microsoft 365 **Global Administrator** or **SharePoint Administrator**, with access to the SharePoint admin center and the tenant App Catalog, and a **Site Owner** on each site where the app will be added.
- SharePoint profile services must be activated, with an incremental directory synchronization from Active Directory or Microsoft Entra ID. The employee data shown by the app comes from these profiles.
- SharePoint search must be activated and crawled.
- You need the `.sppkg` package and a licence key (trial or full).

Steps 2 and 3 are done once per tenant. Steps 4 to 6 are repeated for each site where the directory is published.

2. Upload the app to the tenant App Catalog

Sign in to the **SharePoint admin center**, select **More features** and, under **Apps**, click **Open**.

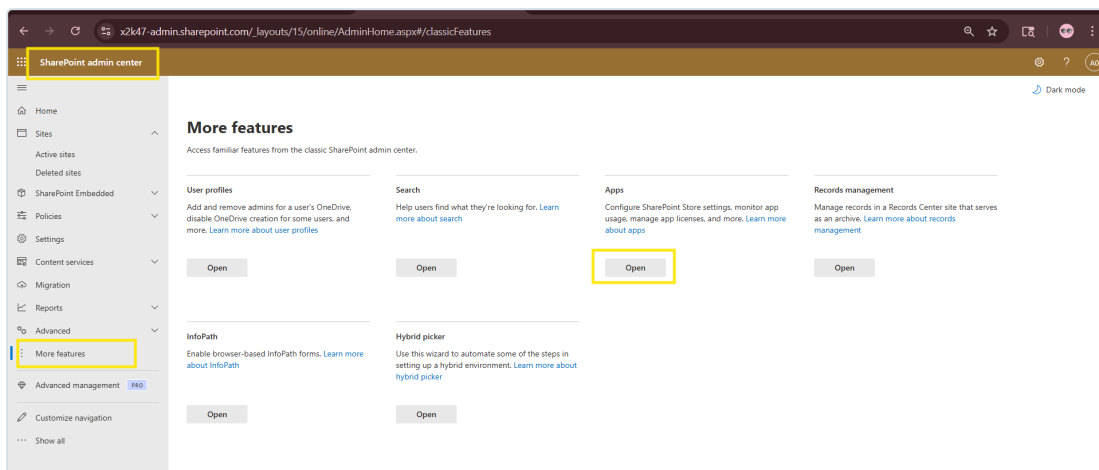


Figure 1: Opening the Apps page from More features in the SharePoint admin center

On the **Manage apps** page, click **Upload**, select the `.sppkg` package and enable the app once it is added. If an earlier version is already present, choose **Replace** in the dialog to upgrade it. After upload, confirm the app is listed with State = Enabled and Valid app package = Yes.

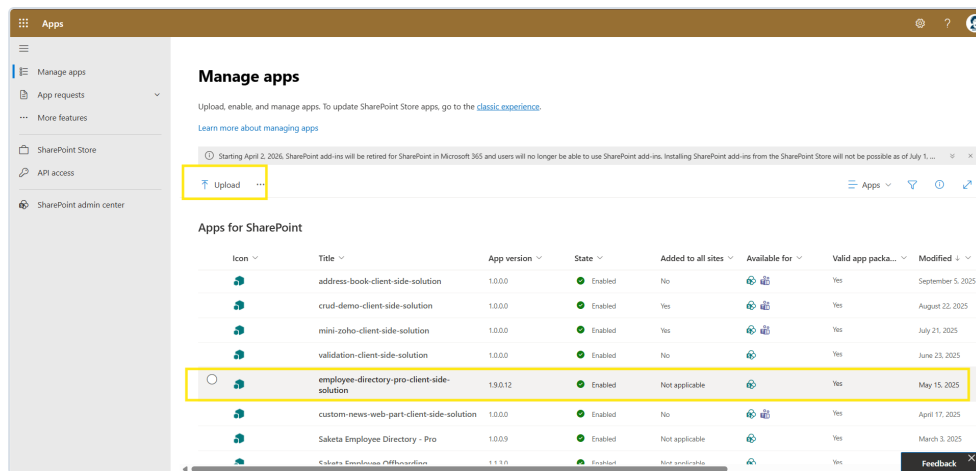


Figure 2: Uploading the package on the Manage apps page

3. Approve the API permissions

The app requests Microsoft Graph permissions. Until a tenant administrator approves them, the directory listing and the Pro Mesh tiles cannot load their data.

1. In the **SharePoint admin center**, go to **Advanced > API access**.
2. Review the pending requests raised by the Saketa Employee Directory Pro package.
3. Select each request and click **Approve** (or **Reject** to decline it).
4. Confirm each approved permission now appears under Approved requests.

Approval is tenant-wide. Each permission and the reason it is needed are listed in the *Microsoft Graph API Permissions* document.

4. Add the app to a site

Open the target site, go to **Site contents** and look for the Employee Directory app. If it is already listed, continue to Section 5.

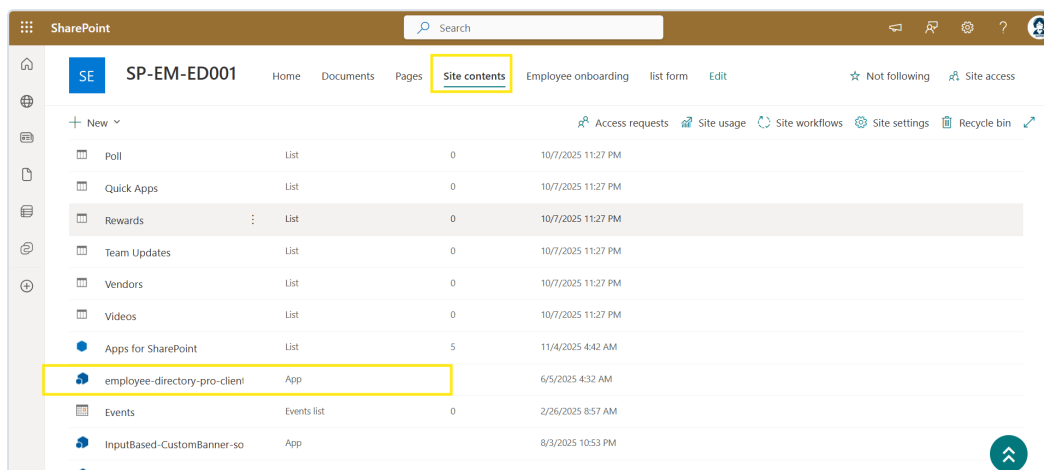


Figure 3: Confirming in Site contents that the app is installed

If it is not there, click **+ New** and choose **App**.

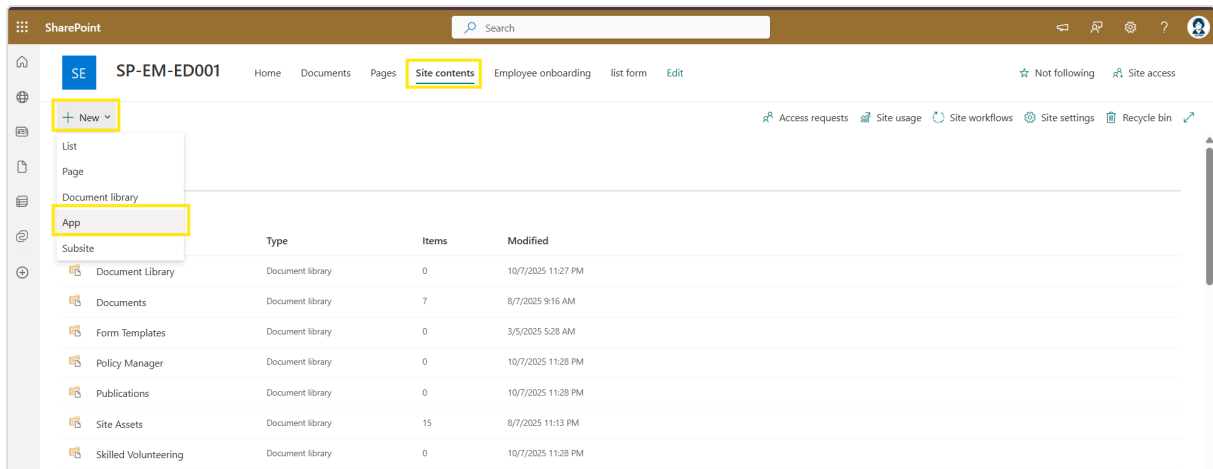


Figure 4: Adding an app from Site contents, using New > App

On the **My apps** page, find **Saketa Employee Directory - Pro** and click **Add**. Once it finishes installing, the app appears in Site contents.

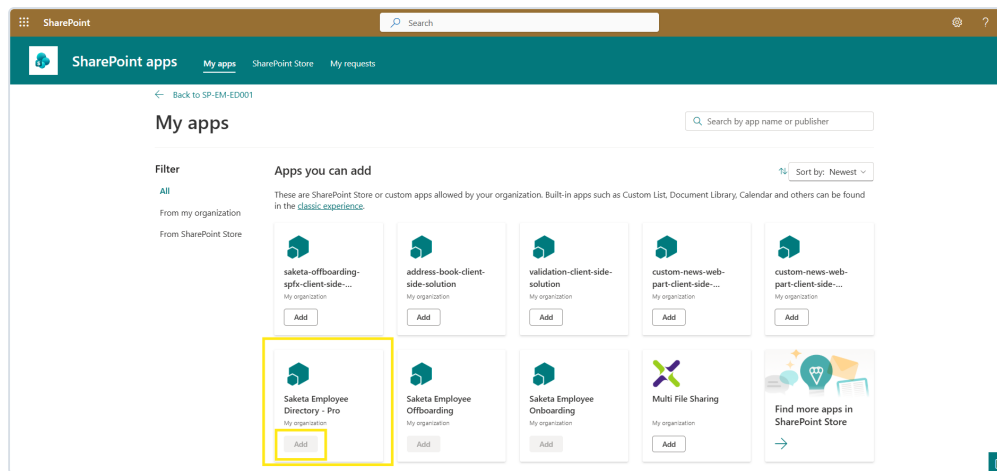


Figure 5: Adding Saketa Employee Directory - Pro from the My apps page

5. Create the full-page app page

From the site home page, click **+ New** and select **Page**.

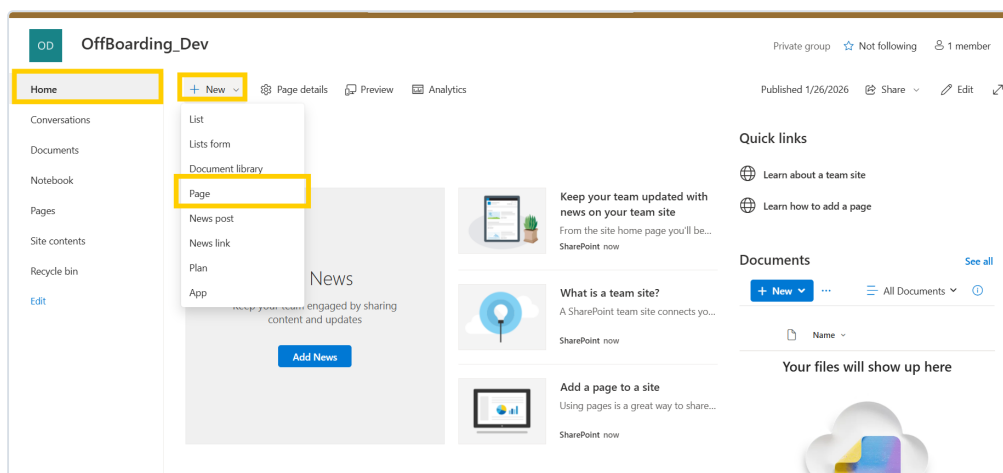


Figure 6: Creating a page from the site home, using New > Page

In the template gallery, under **Full-page apps**, select **Employee Directory WebPart**.

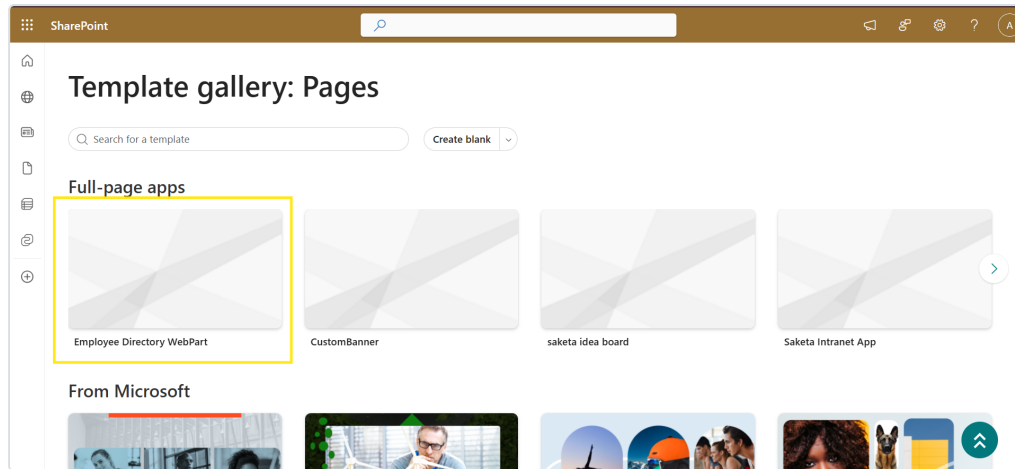


Figure 7: The Employee Directory WebPart template in the Full-page apps gallery

Review the preview and click **Use this template** to create the page.

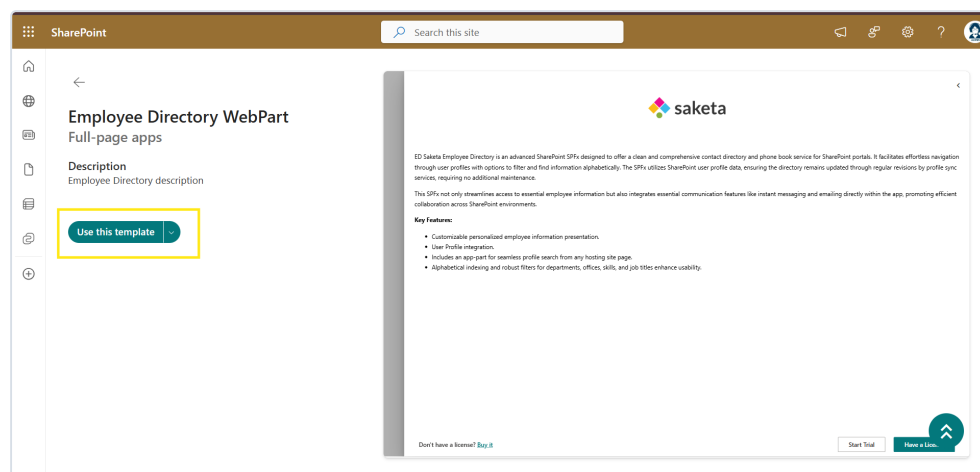


Figure 8: The template preview, with Use this template

Enter a name for the page in the **App page details** pane, then save and publish it. Select **Show in site navigation** if you want employees to reach the directory from the site menu, and supply an **OrgChartURL** if your organization uses the org-chart link in the employee detail panel.

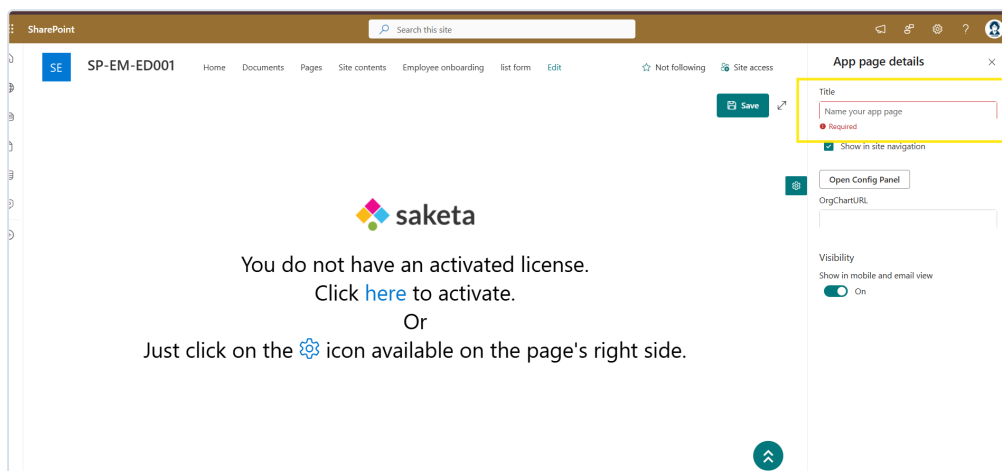


Figure 9: Naming the page and saving it. The app reports that no licence is active yet

6. Activate the licence

A new page shows the message “You do not have an activated license” until a key is submitted.

1. Click the **Settings** (gear) icon on the right side of the page, or the **here** link in the message. The settings screen opens.
2. For a full licence, enter the licence key and click **Submit**, leaving the **Is trial** checkbox clear.
3. For a trial licence, select **Is trial** first, then enter the key and click **Submit**.
4. If the app has already been activated with a valid licence, skip this step.

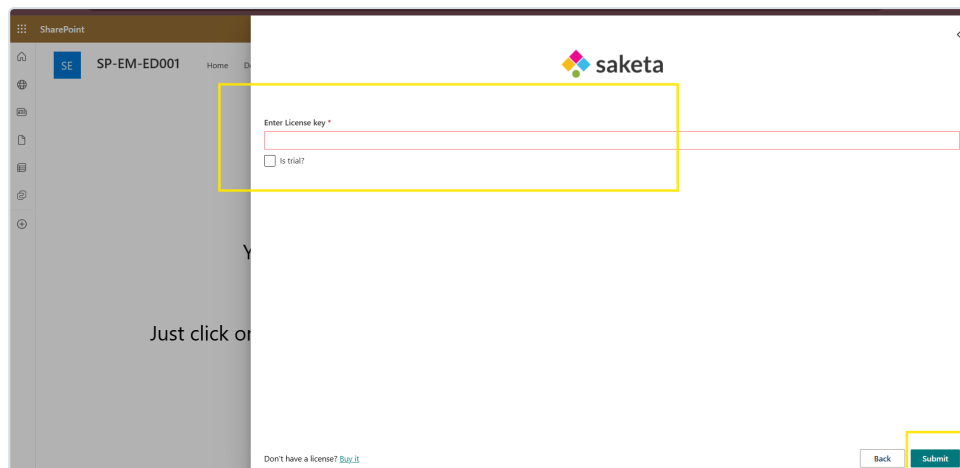


Figure 10: Entering the licence key. Select *Is trial* for a trial licence, then *Submit*

Once the licence is accepted the directory loads and the app is ready to use. Administrators can then configure filters, theme, profile fields and export access from the App Settings panel, as described in the *Product Guide*.

7. Troubleshooting

Symptom	Likely cause	What to do
The full-page app template is not listed	The app is not added to this site, or the package is not enabled at tenant level	Check Site contents (Section 4) and Manage apps (Section 2)
The page reports that no licence is activated	No key submitted, or the key has expired	Submit a valid key as in Section 6, or contact support if it is rejected
The directory is empty or shows few employees	Profile synchronization or the search crawl is incomplete, or the Graph permissions are not approved	Check profile sync and search, then Advanced > API access

Symptom	Likely cause	What to do
Employee records are missing individual fields	Those properties are empty in the SharePoint user profile	Populate the profile properties at source
Filter dropdowns are empty	No filter fields configured, or the chosen properties are unpopulated	Select the filter fields in App Settings > ED Filters
The Mesh menu does not appear	The tenant is not on the Pro licence, or the Graph permissions are not approved	Check the licence, then approve the permissions (Section 3)
External or guest accounts appear	Exclude External Accounts is set to No	Set it to Yes in App Settings > ED Filters
Export is not available to users	Export access is restricted to administrators	Set Export access to Everyone in App Settings

8. Support

Email support@saketa.com, or use the contact form at <https://saketa.com/contact-us/>. Knowledge base articles are at <https://helpdesk.saketa.com/>.

When reporting an installation issue, include your tenant name, the site URL, the app version shown on the Manage apps page, the step at which the problem occurred and a screenshot of any error. Full support terms are in the *Support Document*.