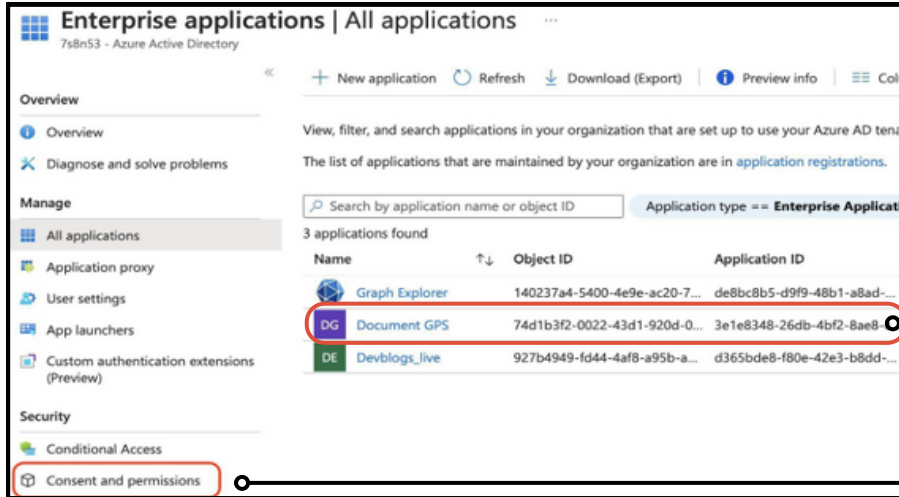


# Document GPS Installation Guide

For administrators utilizing Azure or have access to Enterprise Applications, please follow the steps below. Otherwise, proceed to **STEP 3**



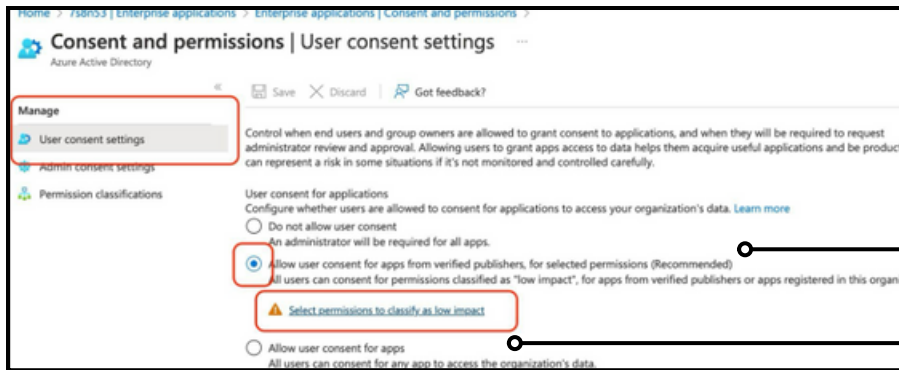
1

A

**Clean-Up:** Ensure no previous Document GPS entries are in Enterprise Applications or App Registration. If you've tested the app before, remove any related entries.

B

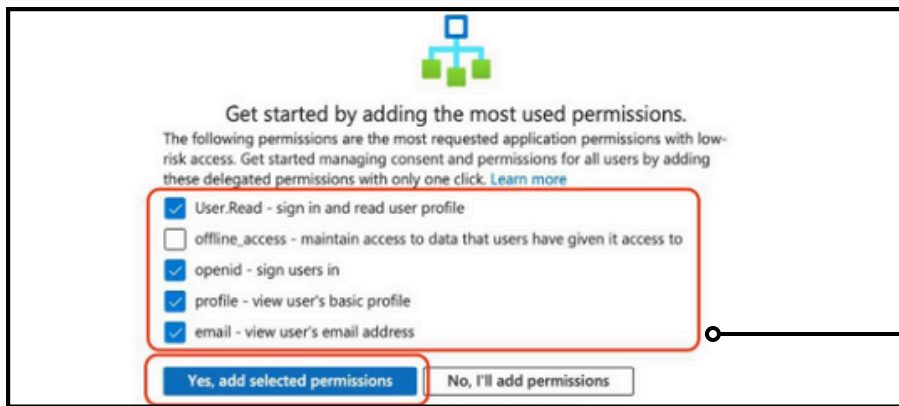
**Consent and Permissions:** In Enterprise Applications, go to **Security > Consent and Permissions**.



C

**Verification:** Select **Allow user consent** settings for apps with verified publishers (Recommended).

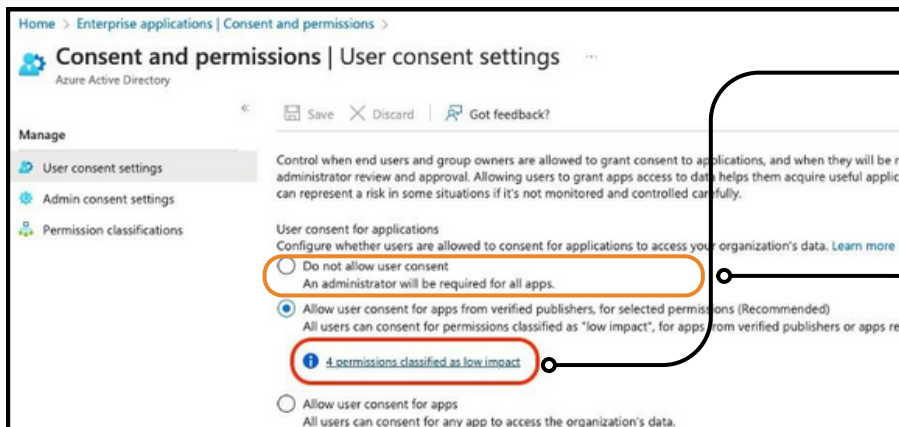
Click **Select permissions to classify as low impact**.



D

**Permissions:** Add the recommended permissions

- User.Read
- openid
- profile
- email



Verify the "User consent settings" show **4 permissions classified as low impact**.

**Alternatively:** you can select **"Do not allow user consent"**.

**Recommendation:** Allow the specified permissions but depending on your environment it could work without.

# 2

A

## Login Link:

Copy the provided login link and paste it into the Azure account tab.

Replace "TenantID" with your Primary Domain or Tenant ID.

[https://login.microsoftonline.com/TenantID/adminconsent?client\\_id=3e1e8348-26db-4bf2-8ae8-c1149962ddb0](https://login.microsoftonline.com/TenantID/adminconsent?client_id=3e1e8348-26db-4bf2-8ae8-c1149962ddb0)

Note: this link contains the correct Application ID for Document GPS 3e1e8348-26db-4bf2-8ae8-c1149962ddb0

External Identities	Name	7s8n53	Users
Roles and administrators	Tenant ID	8518ff17-c4e2-4220-9885-c10358e85405	Groups
Administrative units	Primary domain	7s8n53.onmicrosoft.com	Applications
Delegated admin partners	License	Azure AD Premium P2	Devices

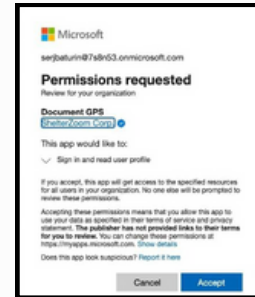
For example: [https://login.microsoftonline.com/shelterzoom.com/adminconsent?client\\_id=3e1e8348-26db-4bf2-8ae8-c1149962ddb0](https://login.microsoftonline.com/shelterzoom.com/adminconsent?client_id=3e1e8348-26db-4bf2-8ae8-c1149962ddb0).

B

## Admin Consent:

Open the login link in your browser.

On the Permissions requested screen, click **Accept**.



After accepting, you should see the following output for **Response Code 422**.

```
{
  "data": {
    "response_code": 422,
    "error_code": "",
    "title": "state token mismatch",
    "detail": "state token mismatch"
  }
}
```

In some cases, it has been observed that once the correct app is listed in Enterprise Apps, granting admin consent alone might resolve the issue without enabling user consent for the required permissions.

If the correct app is successfully listed, administrators can check whether granting admin consent alone resolves the issue before proceeding further.

C

Return to the Azure admin panel, and you should find Document GPS listed in the Enterprise applications section with the correct ID: **3e1e8348-26db-4bf2-8ae8-c1149962ddb0**.

Once Document GPS is confirmed, users should be able to log in to the Document GPS Outlook add-in.

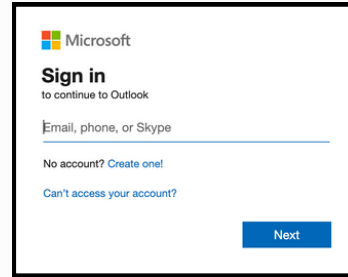
Name	Object ID	Application ID	Homepage URL	Created on
Graph Explorer	140237af-5400-4e9e-ac2...	d68bc05-d99-481-abad-93486a725064	https://developer.microso...	03/08/2023
Document GPS	74d1b302-0022-43d1-920...	3e1e8348-26db-4bf2-8ae8-c1149962ddb0	https://gps.shelterzoom.c...	15/08/2023
Devblogs_live	927b4949-6544-4af8-a95...	d365bde6-80e-42e3-b8d4-2c40d3a2b2e0	https://devblogs.microsof...	22/03/2023

# 3

## Microsoft 365 Admin Setup for Document GPS

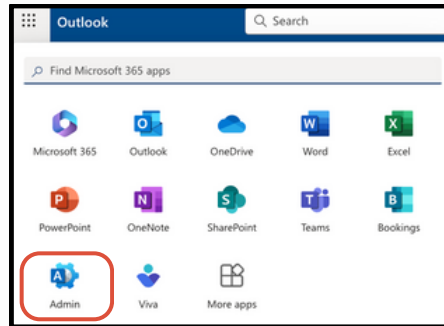
A

Sign in to Outlook with the admin account:  
<https://outlook.office.com/mail/>



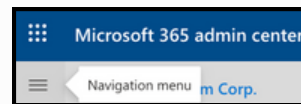
B

Click the square with 9 dots (top-left corner), and select **Admin**.



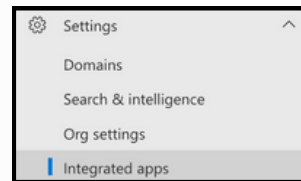
C

In the Microsoft 365 Admin Center, open the **Navigation menu**.



D

Go to **Settings > Integrated Apps**, and click **Add-ins**.



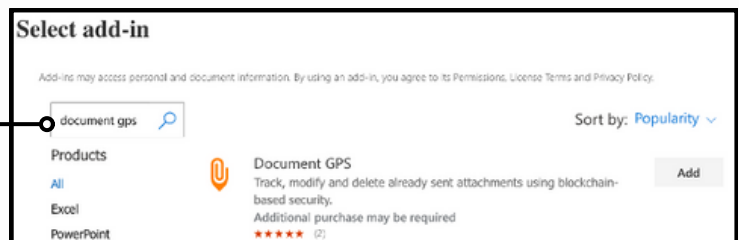
E

Select **Deploy Add-in > From Store**, then click **Next**.



F

Search for **Document GPS**, click **Add**, then **Continue**.



G

Configure **Add-in screen > Choose User Assignment (Everyone, Specific Users) > choose Deployment Method (Fixed, Available, or Optional) > hit Deploy at the bottom > Next > Close**

*Wait until the next day, and check Outlook for successful installation. Document GPS should appear in the ribbon.*

FOR FURTHER ASSISTANCE, YOU MAY CONTACT  
[SUPPORT@SHELTERZOOM.COM](mailto:SUPPORT@SHELTERZOOM.COM)