
AQL Manage Broken Permissions – User Manual

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Prepared by



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INTRODUCTION

1.1 Purpose

This documentation provides comprehensive guidelines and step-by-step instructions for configuring AQL's Manage Broken Permissions webpart.

1. Step by Step Configuration

2.1 Add webpart to the page

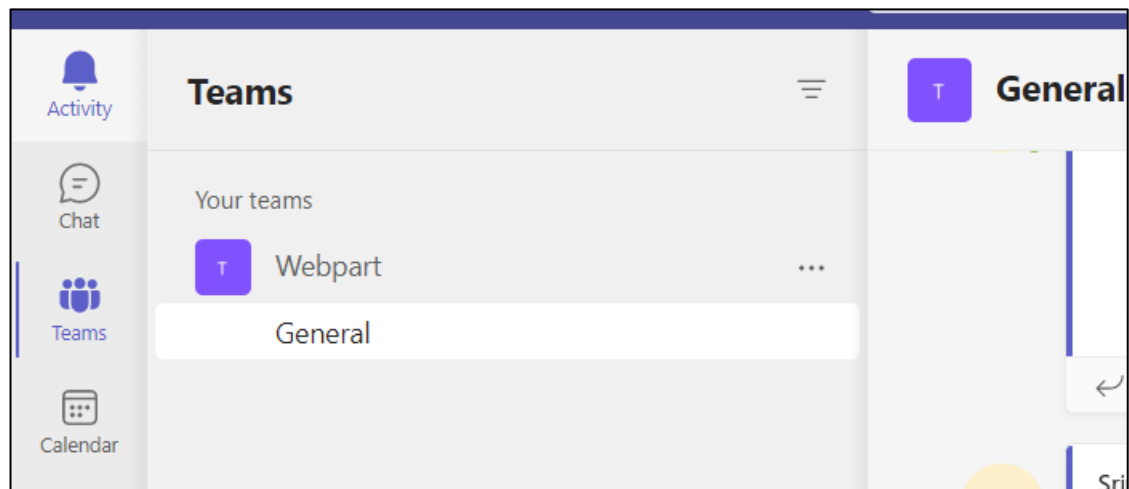
1. Go to the page where you want to add the web part.
2. If the page is not already in edit mode, click Edit at the top right of the page.
3. Hover above or below an existing web part and you'll see a line with a circled + like this



4. Click on the "+" button and you will see a list of web parts to choose from. Enter **AQL Manage Broken Permissions** keyword in Search box and then you will see the webpart. Click on the webpart to add it to the page.
5. To configure the webpart please follow [Configure webpart.](#)

2.2 Add webpart to the team's tab

1. Go to Teams.
2. Move to a channel in Teams where you want to add the webpart(solution). In the below picture, we have activated **General** channel in **Webpart**.



3. Select + to add a new tab on the channel.



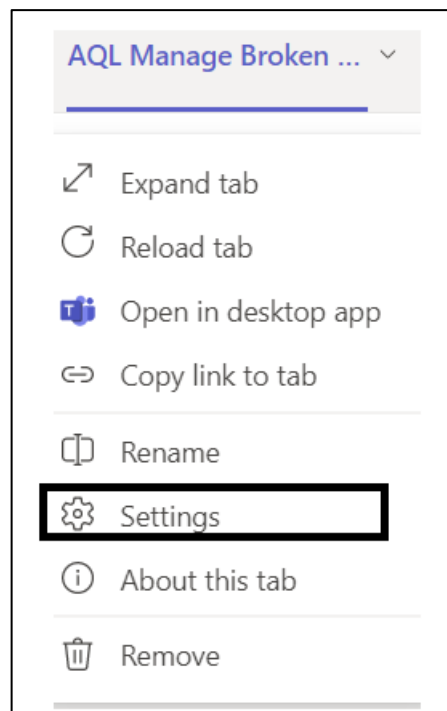
4. Search **AQL Manage Broken Permissions** and from results select the **AQL Manage Broken Permissions** webpart.
5. Select **Save** to confirm the tab to be installed on the channel.

☒ Post to the channel about this tab

Back

Save

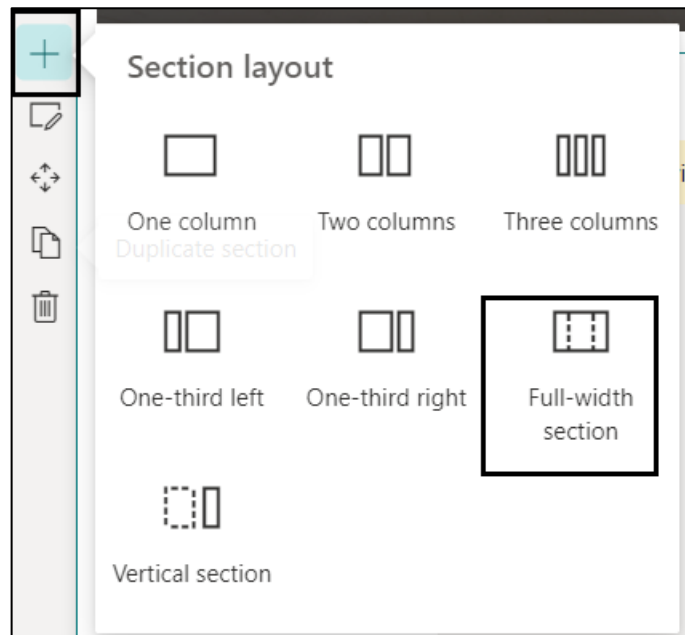
6. Webpart will be added to the Teams Tab.
7. Click on **the down** arrow next to name and click on **settings** to configure the webpart as shown below.



8. To configure the webpart please follow [Configure webpart.](#)

2.3 Add webpart to the SharePoint page full width column section

1. Go to the page where you want to add the web part.
2. If the page is not already in edit mode, click Edit at the top right of the page.
3. Click on plus icon in the page's left corner and select Full-Width section as show below.



4. Select the **AQL Manage Broken Permissions** webpart.
5. To configure the webpart please follow [Configure webpart](#).

2.4 Registration form

Note: Registration form will appear till the form is not submitted. After Submission, the trial period will start.

Fill below required field and click on **Continue** to start trial

Register to start the trial

Name *

First Name
Last Name

Work Email *

Work email

Job Title *

Job Title

Company *

Company Name

Country/region *

United States

Phone Number *

Phone Number

☐ I agree to the [terms & conditions](#) and [privacy policy](#).

☐ I authorize AQL Technologies to use my account information and contact me for any purpose regarding this product, other services & products or any promotional offers.

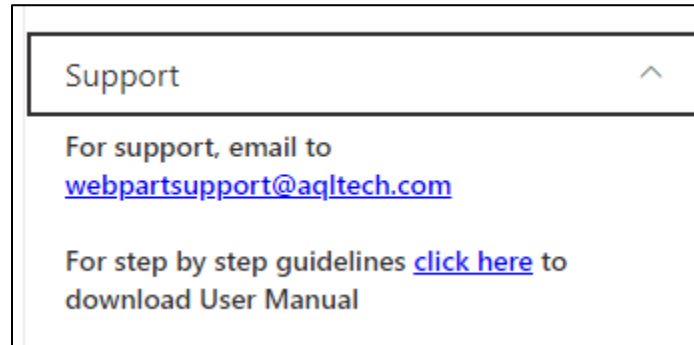
Continue

2.5 Configure webpart

1. Support Section

Expand **Support** Accordion

From this section, admins can download the user manual to setup the webpart.

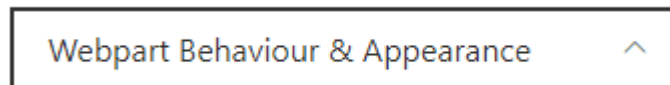


2. Configure webpart with required fields

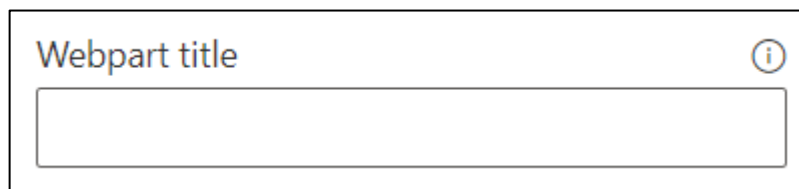
- a) Click on **the Edit** button at the top left corner of webpart.



- b) Expand the **Webpart Behavior & Appearance**.



- c) Enter a relevant name for webpart which will be shown on top of the webpart



- d) Select the number of items to be displayed in a single page for the pagination format.

Select records per page

- e) Enter the message that will be shown when no records are available.

Display message for no results

2. Features

2.1. Webpart Title

- Admin can set the webpart title that will appear at the top of the webpart.
- To add the webpart title admin need to follow point **(d)** in [Configure webpart.](#)

2.2. Pagination

- Admin can set the number of lists to be displayed in a single page for the pagination format.
- Admin can enter the number for pagination on **point (e)** in [Configure webpart.](#)

2.3. Display Message for No Results

- Admin can define the message to be shown when no records are available from **point (f)** in [Configure webpart.](#)

2.4. Include/Exclude Hidden Lists from Search results

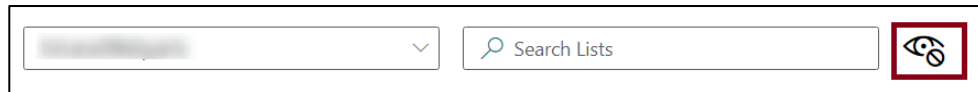
- Admin can include/exclude the hidden list from search. Follow the below steps to include/exclude hidden list.
 - Enter site collection URL in the search box and click on **Search** button.

Enter Sharepoint site URL to Manage Broken Permissions

- Select Site from dropdown as show below

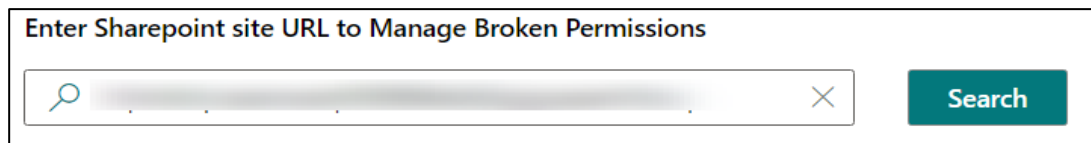


- c. Click on the eye icon as shown below



2.5. List Search

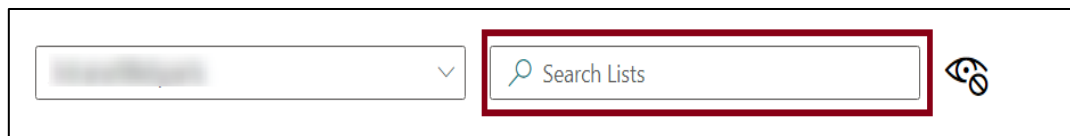
1. Admin can search the list
 - a. Enter Site collection URL in search box and click on **Search** button



- b. Select site from dropdown as show below



- c. Search the lists from below search bar



2.6. Site level permission

2.6.1. Get Site level Permission

2. Admin can see the User/Group permission assigned on site level.
3. Admin can export permission to the CSV file as well.
4. Follow the below points to get site level permission.
 - a) Enter site collection URL in search box and click on **Search** button



Enter Sharepoint site URL to Manage Broken Permissions

Search

- b) Select site from dropdown as show below

- c) Expand the tab under **Site** Section
d) Under **the Get Permissions** tab, admins can see the details like name, type and permission columns.

Site

✓ AQL Intranet Webparts

Check Permissions At Site Level Export All Permissions


Get Permissions Broken Permissions

Name	Type	Permission
Communication site Owners	SharePoint Group...	Full Control
Communication site Visitors	SharePoint Group...	Read
Communication site Members	SharePoint Group...	Edit
Limited Access System Group For Web 6f5f314a-cb21-	SharePoint Group...	Web-Only Limited Access

Export To CSV

- e) Admin can also export the Get Permission table to CSV file by clicking on the **Export to CSV** button which is at the end of the table as shown below.




Get Permissions			Broken Permissions
Name	Type	Permission	
Communication site Owners	SharePoint Group...	Full Control	
Communication site Visitors	SharePoint Group...	Read	
Communication site Members	SharePoint Group...	Edit	
Limited Access System Group For Web 6f5f314a-cb21	SharePoint Group...	Web-Only Limited Access	
 Export to CSV			

2.6.2. Get Site level Broken Permission

1. Admin can see the broken permission on site level.
2. Admin can export permission in the CSV file as well.
3. Follow the below points to get broken permissions.
 - a) Enter site collection URL in the search box and click on **search** button.

Enter Sharepoint site URL to Manage Broken Permissions



Search

- b) Select a site from dropdown as show below

- c) Expand the tab under **Site** section
- d) Under the **Broken Permission tab**, all broken permissions will be shown in the table with the list name, user, permission, and action column.



Enter Sharepoint site URL to Manage Broken Permissions

Search

- b) Select site from dropdown as show below

- c) Expand the tab under **site** section
- d) Click on **the Export all permissions** button. After that excel will be downloaded.

Site

✓ AQL Intranet Webparts

Check Permissions At Site Level

Export All Permissions

Get Permissions

Broken Permissions

List Name

User

Permissions

Action

Applicant Demo

Communication site Owners
Communication site Visitors
Communication site Members...
MOD Administrator

Full Control
Contribute
Edit
Full Control



Applications

Communication site Owners
Communication site Visitors
Communication site Members...

Full Control
Read
Edit



AQL Applicants

Communication site Owners
Communication site Visitors

Full Control
Contribute



2.6.4. Edit Site level permission

1. Admin can edit the site level permission from SharePoint site permission page.
2. Follow the below points to navigate the permission page.

- a) Enter site collection URL in search box and click on **search** button




Enter Sharepoint site URL to Manage Broken Permissions

Search

- b) Select site from dropdown as show below

- e) Expand the tab under **site** section
- c) Click on the **Edit** icon so it will navigate SharePoint site level permission page.

Site

✓ AQL Intranet Webparts 

Check Permissions At Site Level Export All Permissions

2.6.5. Check user permissions details on site level

1. Admin can check the permission based on the user.
 2. Follow the below points to check permission.
- a) Enter site collection URL in search box and click on **Search** button

Enter Sharepoint site URL to Manage Broken Permissions

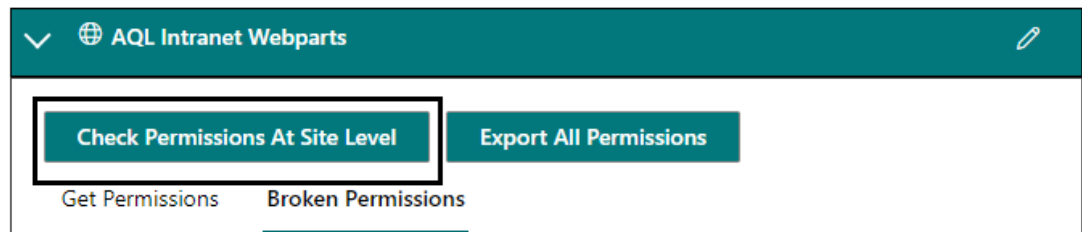
Search

- b) Select site from dropdown as show below

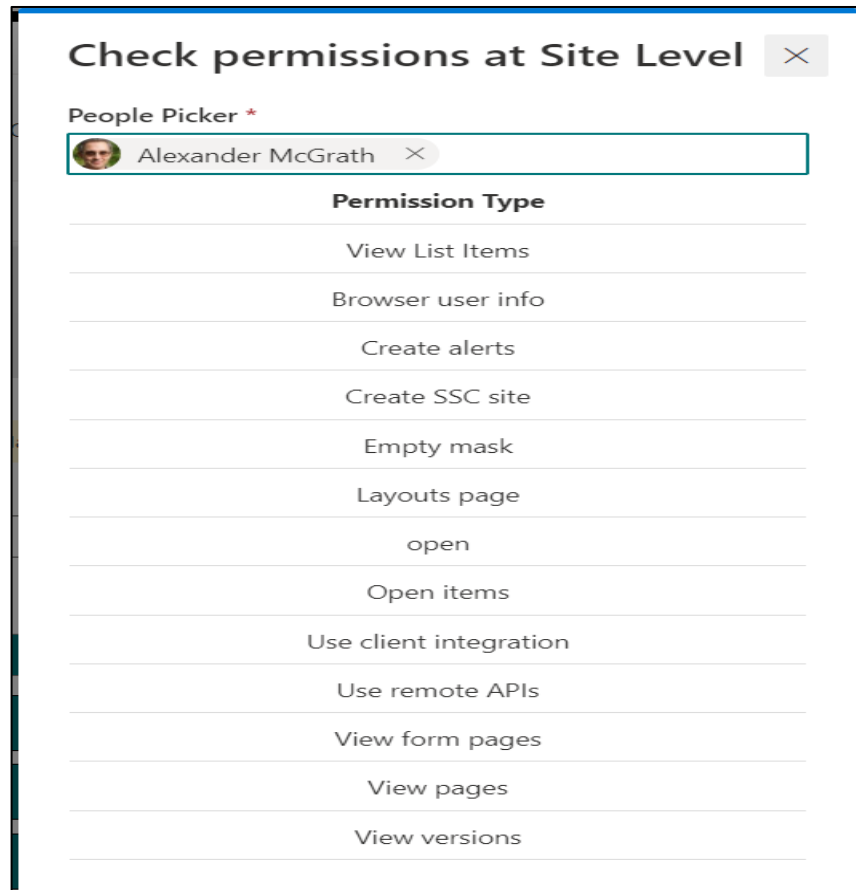


- c) Expand the tab under **site** section
- d) Click on **Check Permission at Site Level** button

Site



- e) Enter username in the people picker and all permission types will be displayed



2.7. List/Library level permission

2.7.1. Get List/Library level Permission

1. Admin can see the User/Group permission assigned on List/Library.



2. Admin can export permission in the CSV file as well.
3. Follow the below points to get list/library level permission.
 - a) Enter site collection URL in search box and click on **search** button

Enter Sharepoint site URL to Manage Broken Permissions

×

Search

- b) Select site from dropdown as show below

▼

- c) All list/library will be shown in the accordion format under List/Library Section.
 - d) Expand List/Library accordion, under the **Get Permissions tab** admin can see details like name, type, and permission columns with details.

Applications

Total Items: 1
Total Broken Permissions: [Get Count](#)

Check Permissions **Export All Permissions**

Get Permissions Broken Permissions Shared Links

Name	Type	Permission
Communication site Owners	SharePoint Group...	Full Control
Communication site Visitors	SharePoint Group...	Read
Communication site Members	SharePoint Group...	Edit

Export To CSV

- e) Admin can also export the Get permission table to CSV file by clicking on **Export to CSV** button at the end of table.



Applications

Total Items: 1
Total Broken Permissions: [Get Count](#)

Check Permissions

Export All Permissions

Get Permissions

Broken Permissions

Shared Links

Name	Type	Permission
Communication site Owners	SharePoint Group...	Full Control
Communication site Visitors	SharePoint Group...	Read
Communication site Members	SharePoint Group...	Edit

Export To CSV

2.7.2. Get List/Library Broken Permission

1. Admin can see the list/library broken permission.
2. Admin can export permission to the CSV file as well.
3. Follow the points below to get broken permission.
 - a) Enter site collection URL in search box and click on **search** button

Enter Sharepoint site URL to Manage Broken Permissions

Search

- b) Select site from dropdown as show below

- c) All list/library will be shown in the accordion format under **List/Library Section**.



- d) Expand List/Library accordion, under the **Broken Permission** tab, all broken permissions will show in table with List Item Name, User, Permission, and Action column.

Applications

Total Items: 1
Total Broken Permissions: 1

Check Permissions Export All Permissions

Get Permissions Broken Permissions Shared Links

List Item Name/Item Id	User	Permissions	Action
Test	Communication site Owners Communication site Visitors Communication site Members SharingLinks.3a39f66f-104b-46ce-9089-5c0u.cjtenantjdb5454216a1a8272e084bd	Full Control Read Edit Contribute System.LimitedEdit.	

Export To CSV

- e) Using the **Edit** icon (which is present in Action column) admin will be redirected to list/library item SharePoint permission page for editing the list/library item permission.
- f) Admin can also export the Broken permission table to CSV file by clicking on **Export to CSV** button at the end of table.

Applications

Total Items: 1
Total Broken Permissions: 1

Check Permissions Export All Permissions

Get Permissions Broken Permissions Shared Links

List Item Name/Item Id	User	Permissions	Action
Test	Communication site Owners Communication site Visitors Communication site Members SharingLinks.3a39f66f-104b-46ce-9089-5c0u.cjtenantjdb5454216a1a8272e084bd	Full Control Read Edit Contribute System.LimitedEdit.	

Export To CSV

2.7.3. Get List/Library Shared Links

1. Admin can see the shared links items.
2. Admin can export permission to the CSV file as well.
3. Follow the points below to get broken permission.
 - a) Enter site collection URL in search box and click on **search** button

Enter Sharepoint site URL to Manage Broken Permissions

✕

Search

- b) Select site from dropdown as show below

▼

- c) All list/library will be shown in the accordion format under **List/Library Section**.
 - d) Expand List/Library accordion, under **Shared Links tab**, all shared link Items will be shown under List Item Name, User, User Type, Permission, and Action columns.

▼ ≡ Applications
✎

Total Items: 1
Total Broken Permissions: 1

Check Permissions
Export All Permissions

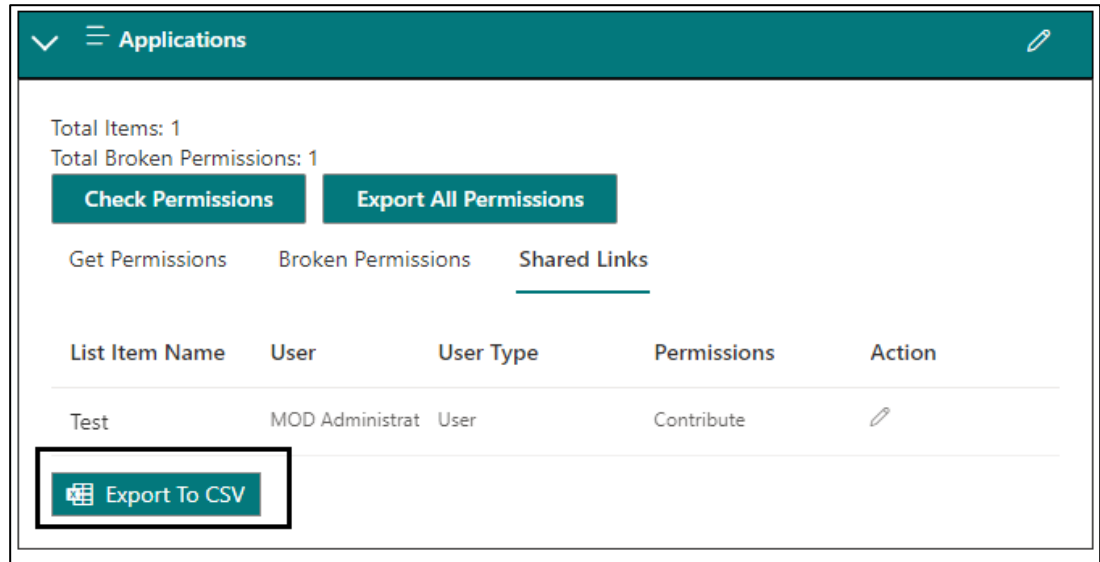
Get Permissions
Broken Permissions
Shared Links

List Item Name	User	User Type	Permissions	Action
Test	MOD Administrat	User	Contribute	✎

✎ Export To CSV

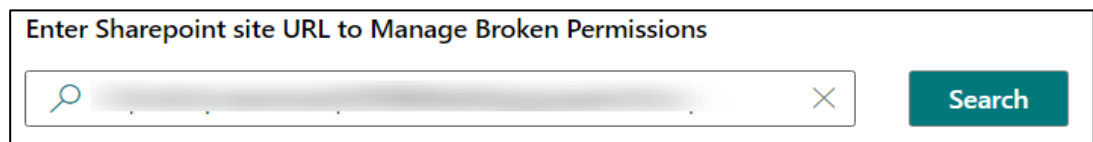
- e) When admin clicks on the **Edit** icon (which is present in Action column) they will be redirected to list/library item SharePoint permission page for editing the list/library item permission.

- f) Admin can also export the Broken permission table in CSV file by clicking on **Export to CSV** button at the end of table.



2.7.4. Export all permission in single excel

1. Admin can download single excel with all list level permissions.
2. Follow the below points to export the excel.
 - a) Enter site collection URL in search box and click on **search** button



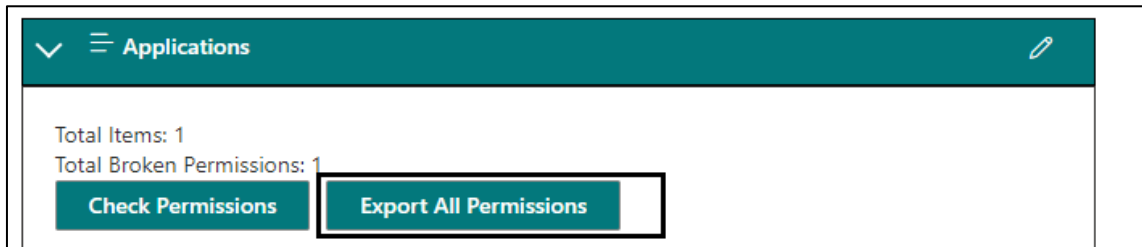
The screenshot shows a search box with the placeholder text 'Enter Sharepoint site URL to Manage Broken Permissions'. The search box contains a magnifying glass icon on the left and a close icon (X) on the right. A 'Search' button is located to the right of the search box.

- b) Select site from dropdown as show below



The screenshot shows a dropdown menu with a blurred selection and a downward arrow icon on the right.

- c) All List/Library will be shown in the accordion format under **List/Library Section**.
 - d) Expand List/Library, click on **Export All Permission** button to export all the permissions.



Applications

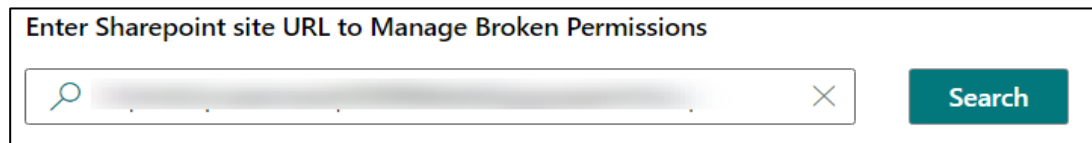
Total Items: 1
Total Broken Permissions: 1

Check Permissions Export All Permissions

2.7.5. Edit List/Library level permission

1. Admin can edit the list/library level permissions from SharePoint List/Library permission page.
2. Follow the below points to navigate the permission page.

- a) Enter site collection URL in search box and click on **search** button



Enter Sharepoint site URL to Manage Broken Permissions

Search

- b) Select site from dropdown as show below



- c) All List/Library will be shown in the accordion format under List/Library Section.
- d) Expand List/Library and click on **Edit** button to navigate SharePoint list/library level permission page.



Applications

Edit

2.7.6. Check User permissions details on list/library level

1. Admin can check the permissions based on the user.
 2. Follow the below points to check permissions.
- a) Enter site collection URL in search box and click on **search** button.



Enter Sharepoint site URL to Manage Broken Permissions

- b) Select site from dropdown as show below

- c) All List/Library will be shown in the accordion format under **List/Library Section**.
d) Expand List/Library and click on **Check Permission**.

Applications

Total Items: 1
Total Broken Permissions: 1

Check Permissions Export All Permissions

Get Permissions Broken Permissions Shared Links

Name	Type	Permission
Communication site Owners	SharePoint Group...	Full Control
Communication site Visitors	SharePoint Group...	Read
Communication site Members	SharePoint Group...	Edit

Export To CSV

- e) Enter username in people picker and all permission types will be display.

Check Permissions for List

People Picker *

Alexander McGrath

Permission Type

Read list items



2.7.7. Total Item count

1. Admin can see the item count.
2. Follow the points below to see the count.
 - a) Enter site collection URL in search box and click on **search** button

Enter Sharepoint site URL to Manage Broken Permissions

Search

- b) Select site from dropdown as show below

- c) All List/Library will be shown in the accordion format under **List/Library Section**.
- d) Expand List/Library, under this you can see Total Items

Applications

Total Items: 1

Total Broken Permissions: 1

Check Permissions

Export All Permissions

2.7.8. Total Broken Permission count

1. Admin can see the broken permission count.
2. Follow the points below to see the count.
 - a) Enter site collection URL in search box and click on **search** button

Enter Sharepoint site URL to Manage Broken Permissions

Search

- b) Select site from dropdown as show below



AQL MANAGE BROKEN PERMISSIONS – USER MANUAL

Reachit@aqltech.com
(773) 817-3632

3.0	06/24/2022	Devnarayan Joshi	AQL	Added Some Feature and fixed bug
4.0	07/27/2022	Devnarayan Joshi	AQL	UI Enhancement
18.0	11/15/2022	Devnarayan Joshi	AQL	Added Support Section
19.0	1/9/2023	Srinivas Gadde	AQL	Added user manual in Property pane to download
26.0	03/23/2023	Aishwarya Kamble	AQL	Fixed Issue.
29.0	05/15/2023	Aishwarya Kamble	AQL	Fixed issues
41.0	11/25/2024	Srinivas Gadde	AQL	Fixed issues

Document Approval				
Version	Name	Title & Company	Date	Signature

QA Review and Approval				
Version	Name	Title & Company	Date	Signature