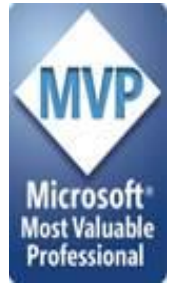# Compliance and Document Collection with External Parties

Thursday, April 8, 2021

12 - 1 PM Eastern Time

Peter Carson

- President, Extranet User Manager
- Office Apps and Services Microsoft MVP
- peter.carson@extranetusermanager.com
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- Twitter @carsonpeter
- President Toronto SharePoint User Group

2008 — Envision IT built custom Extranet solution

2010

IMPACT AWARDS Winner

2012 — Extranet User Manager (EUM) Installer created

Office 365

Office 365 support

2016

Azure B2B support

User-Centric EUM Login Teams, SPFx, and Flow

2019

2017

Partner Program launched

2014

2009

2011 — Productization of code base begins

2015 — EUM Brand and Website launched

METALOGIX BEST OF BREED

International Association of Microsoft Channel Partners ™

Apps Development Partner Award 2015
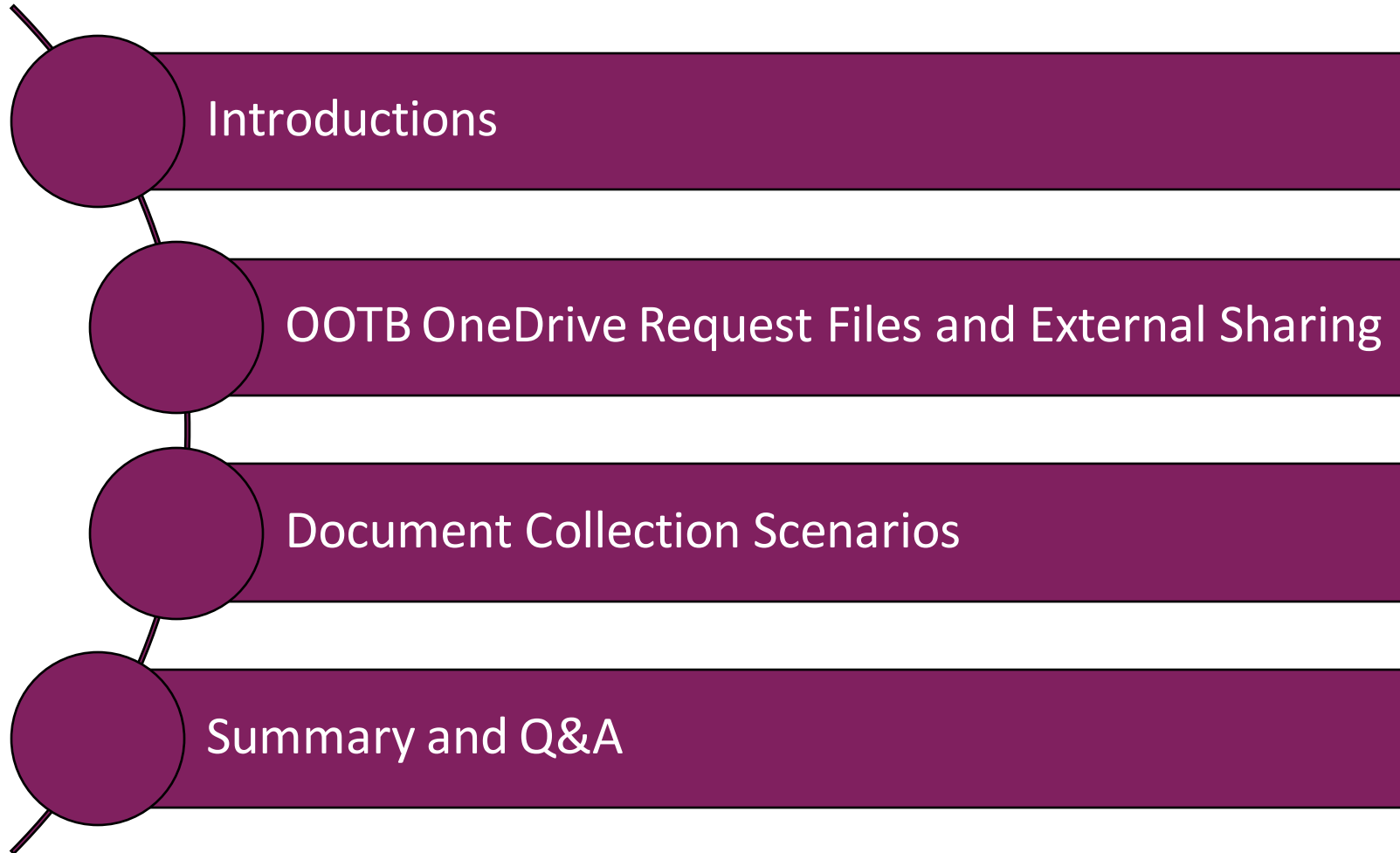WINNER - CANADA Region

2018

EUM V4 Launched

2021

EUM Products Website Relaunched

Customers around the Globe

100+ Customers Deployed Globally

Agenda

Introductions

OOTB OneDrive Request Files and External Sharing

Document Collection Scenarios
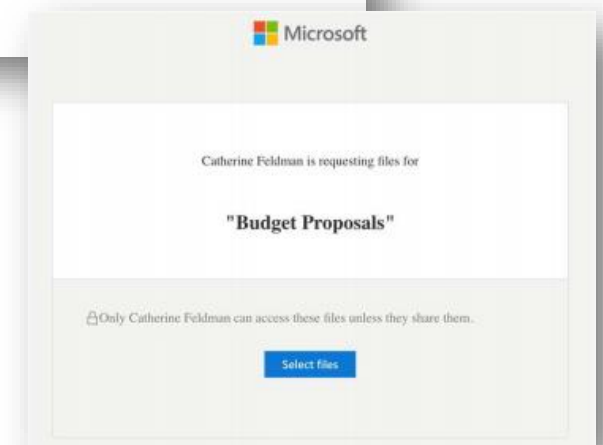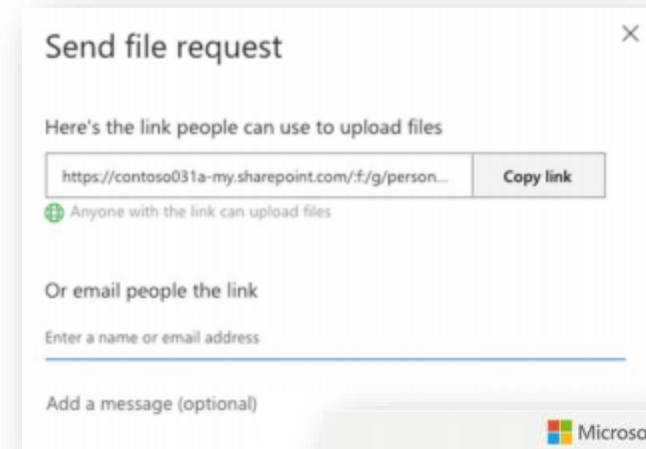
Summary and Q&A

Microsoft Forms Poll

3. How do you currently share documents with external parties? *

☐ OneDrive

☐ SharePoint Online

☐ Teams

☐ FTP

☐ Third Party File Sharing Solutions (Box, Dropbox, etc.)

https://bit.ly/3wwph9D

Request Files

- Ask colleagues and external guest users to upload files to a folder

- Uploaders can only see their own content

- Single link can be used for many uploaders

Send file request

Here's the link people can use to upload files

https://contoso031a-my.sharepoint.com/:f:/g/person...   Copy link

🌐 Anyone with the link can upload files

Or email people the link

Enter a name or email address

Add a message (optional)

■■ Microsoft

Catherine Feldman is requesting files for

"Budget Proposals"

🔒Only Catherine Feldman can access these files unless they share them.

Select files

Unstructured Extranets with Microsoft 365 External Sharing

- **External Sharing in Microsoft 365 strongly supports ad-hoc collaboration**

- **Sharing documents with a few to a few dozen external people**

- **Secure Link sharing to sites, libraries, and documents**
  - Anyone with the link (Anonymous)
  - People in your Organization
  - People with existing access
  - Specific people
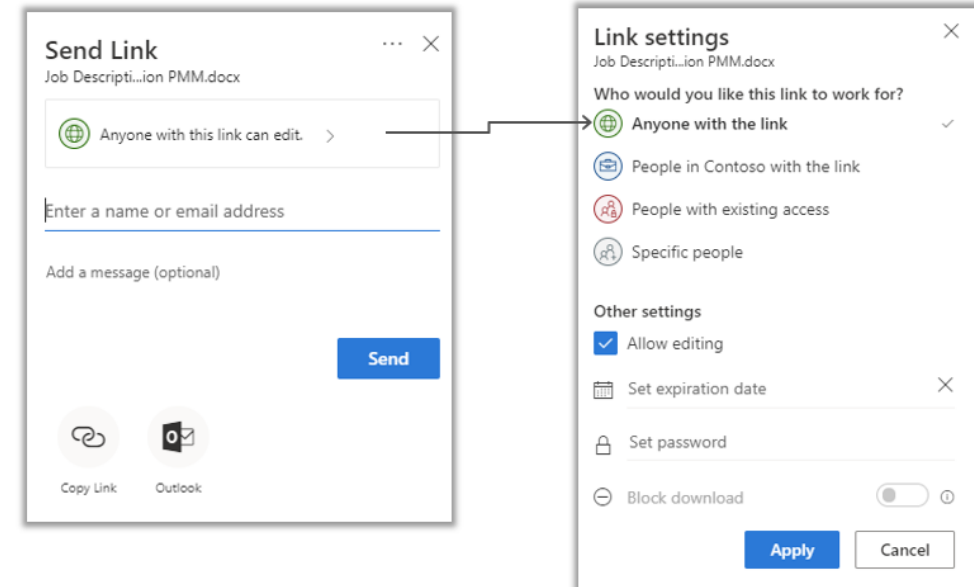
Top 5 External Sharing Configuration Tips

1. Consider <u>all</u> sharing use cases when setting your Organization-level external sharing policies

2. Do not be afraid of the "Anyone" link sharing, you can limit access on a site by site basis

3. Please do not skip over the additional sharing settings:
   - Limit sharing by domain
   - Guests must sign in using the same account invitations were sent to (this should be checked!)
   - Verification code must reauthenticate in x days

4. Enforce a default link setting on a site by site basis
   - We recommend People with Existing Access

5. Consider ways to templatize your sites so your external sharing structure stays consistent

Sharing ⓘ

Use these settings to control sharing at the organization level in SharePoint and OneDrive.

External sharing

Content can be shared with:

SharePoint   OneDrive

Most permissive

Anyone
Users can share files and folders using links that don't require sign-in.

New and existing guests
Guests must sign in or provide a verification code.

Existing guests
Only users already in your organization's directory.

Least permissive

Only people in your organization
No external sharing allowed.

You can further restrict sharing for each individual site and OneDrive. Learn how

Scenario One – Financial Reporting

- **Parent organization with dozens of subsidiaries**
  - Publicly traded
  - Subsidiaries are their own legal entities with independent financial reporting
- **Monthly, quarterly, annual, and audit reporting packages**
  - Strict schedules to collect, review, and roll up
- **Finance staff at subsidiaries may be responsible for one or multiple subsidiaries**

Scenario Two – Distributing and Tracking Emergency Plans

- **Emergency Preparedness Response Plans (EPRP) to Community First Responders along river systems**
  - Police, fire, hospital, municipal
- **Documents authored in SharePoint Online and Published to secure Azure Website**
- **Email notifications are sent out to first responders to notify them of a new EPRP version**
- **Power BI dashboard provides visibility to who has downloaded documents**
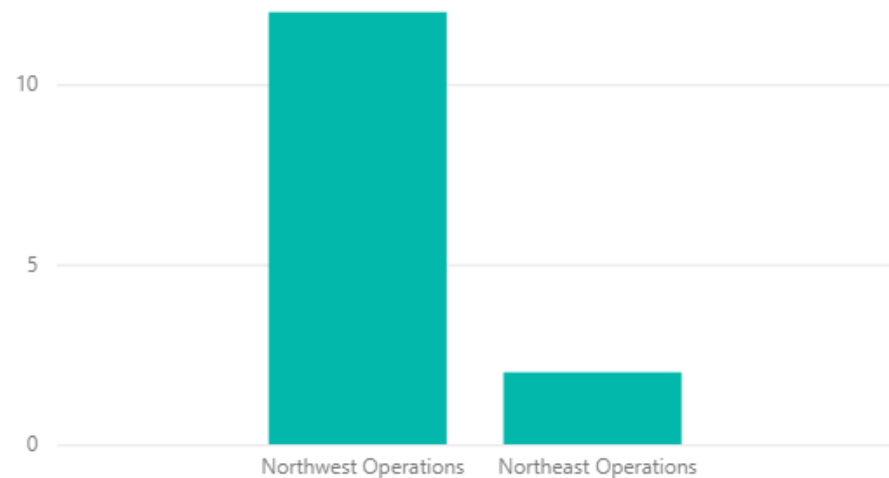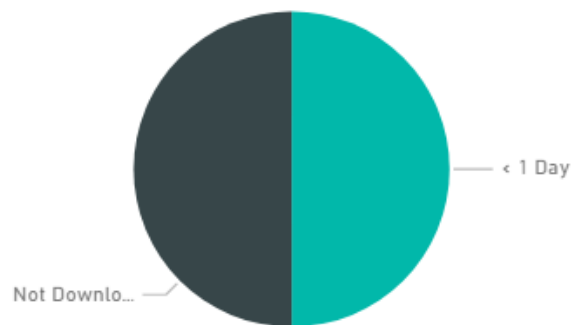
Date Published

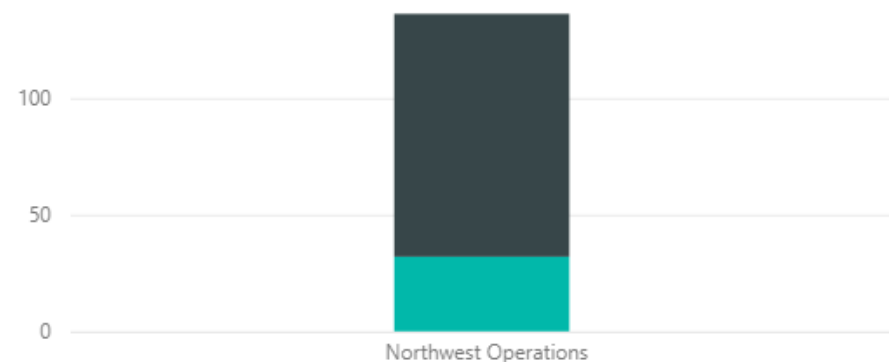| 30/01/2020 | 20/02/2020 |

Published by Region

Number of Documents by Days to Download Bucket

Downloaded by Region and Days to Download Bucket

Days to Download Bu... ● < 1 Day ● Not Downloaded

DisplayName	Downloaded	Not Downloaded
User10	12	0
User12	4	11
User13	0	12
User14	0	12
User15	0	12
User16	0	12
User17	0	12
User21	1	11
User22	3	10
User23	0	12
User6	12	0
Total	**32**	**104**

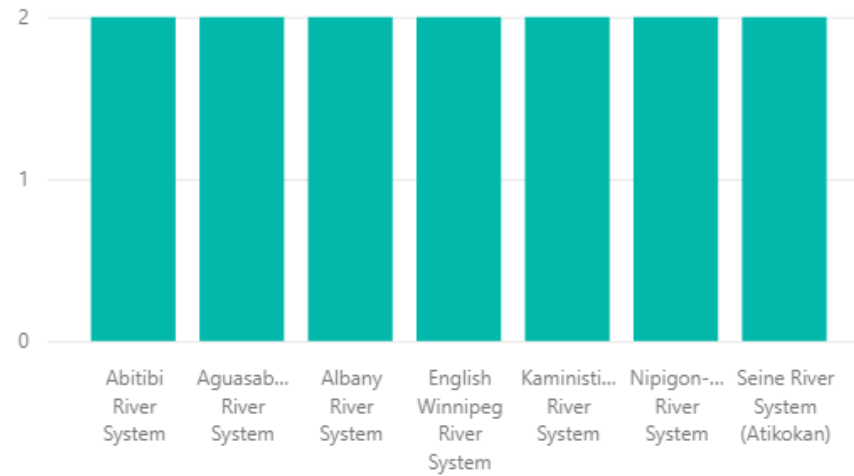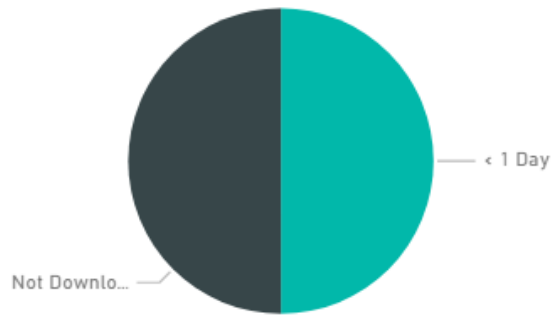| DisplayName	Document Name	Days to Download Bucket
User10	116-PLAN-ADM-0003 Rev 2	< 1 Day
User10	116-PLAN-ADM-0004 Rev 2	< 1 Day
User10	127-PLAN-ADM-0004 Rev 2	< 1 Day
User10	127-PLAN-ADM-0005 Rev 2	< 1 Day
User10	143-PLAN-ADM-0003 Rev 2	< 1 Day
User10	143-PLAN-ADM-0004 Rev 2	< 1 Day
User10	173-PLAN-ADM-0004 Rev 2 (002)	< 1 Day
User10	173-PLAN-ADM-0005 Rev 2	< 1 Day
User10	278-PLAN-ADM-0003 Rev 1	< 1 Day
User10	278-PLAN-ADM-0004 Rev 1	< 1 Day
User10	PL6-PLAN-ADM-0005 Rev 1	< 1 Day
User10	PL6-PLAN-ADM-0006 Rev 1	< 1 Day
User12	116-PLAN-ADM-0003 Rev 2	Not Downloaded
User12	116-PLAN-ADM-0004 Rev 2	Not Downloaded
User12	127-PLAN-ADM-0004 Rev 2	Not Downloaded

Date Published

30/01/2020   20/02/2020

Region
☐ Northeast Operations
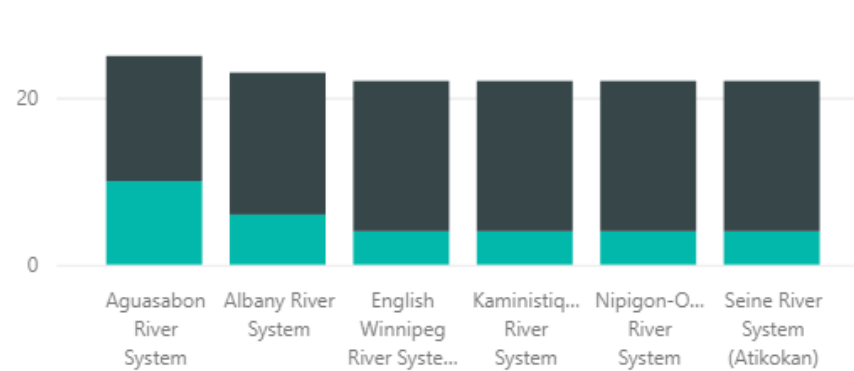☐ Northwest Operations

Published by River System

DisplayName	Downloaded	Not Downloaded
User10	12	0
User12	4	11
User13	0	12
User14	0	12
User15	0	12
User16	0	12
User17	0	12
User21	1	11
User22	3	10
User23	0	12
User6	12	0
Total	**32**	**104**

Number of Documents by Days to Download Bucket

Downloaded by River System and Days to Download Bucket

Days to Download Bu... ● < 1 Day ● Not Downloaded

DisplayName	Document Name	Days to Download Bucket
User10	116-PLAN-ADM-0003 Rev 2	< 1 Day
User12	116-PLAN-ADM-0003 Rev 2	Not Downloaded
User13	116-PLAN-ADM-0003 Rev 2	Not Downloaded
User14	116-PLAN-ADM-0003 Rev 2	Not Downloaded
User15	116-PLAN-ADM-0003 Rev 2	Not Downloaded
User16	116-PLAN-ADM-0003 Rev 2	Not Downloaded
User17	116-PLAN-ADM-0003 Rev 2	Not Downloaded
User21	116-PLAN-ADM-0003 Rev 2	Not Downloaded
User22	116-PLAN-ADM-0003 Rev 2	Not Downloaded
User23	116-PLAN-ADM-0003 Rev 2	Not Downloaded
User6	116-PLAN-ADM-0003 Rev 2	< 1 Day
User10	116-PLAN-ADM-0004 Rev 2	< 1 Day
User12	116-PLAN-ADM-0004 Rev 2	Not Downloaded
User13	116-PLAN-ADM-0004 Rev 2	Not Downloaded
User14	116-PLAN-ADM-0004 Rev 2	Not Downloaded

Scenario Three – Engineering Drawing Package Review

- **Engineering 2D and 3D CAD drawings to be reviewed and approved by customers**
- **SAP integration**
- **Automation of drawing package preparation**
- **Workflow for approvals**
  - Internal engineering approval may be required first
  - Customer notification and approval
  - Reminder notifications
  - Approval completion updates SAP order status
- **Ability for customer to upload annotated or additional documents**
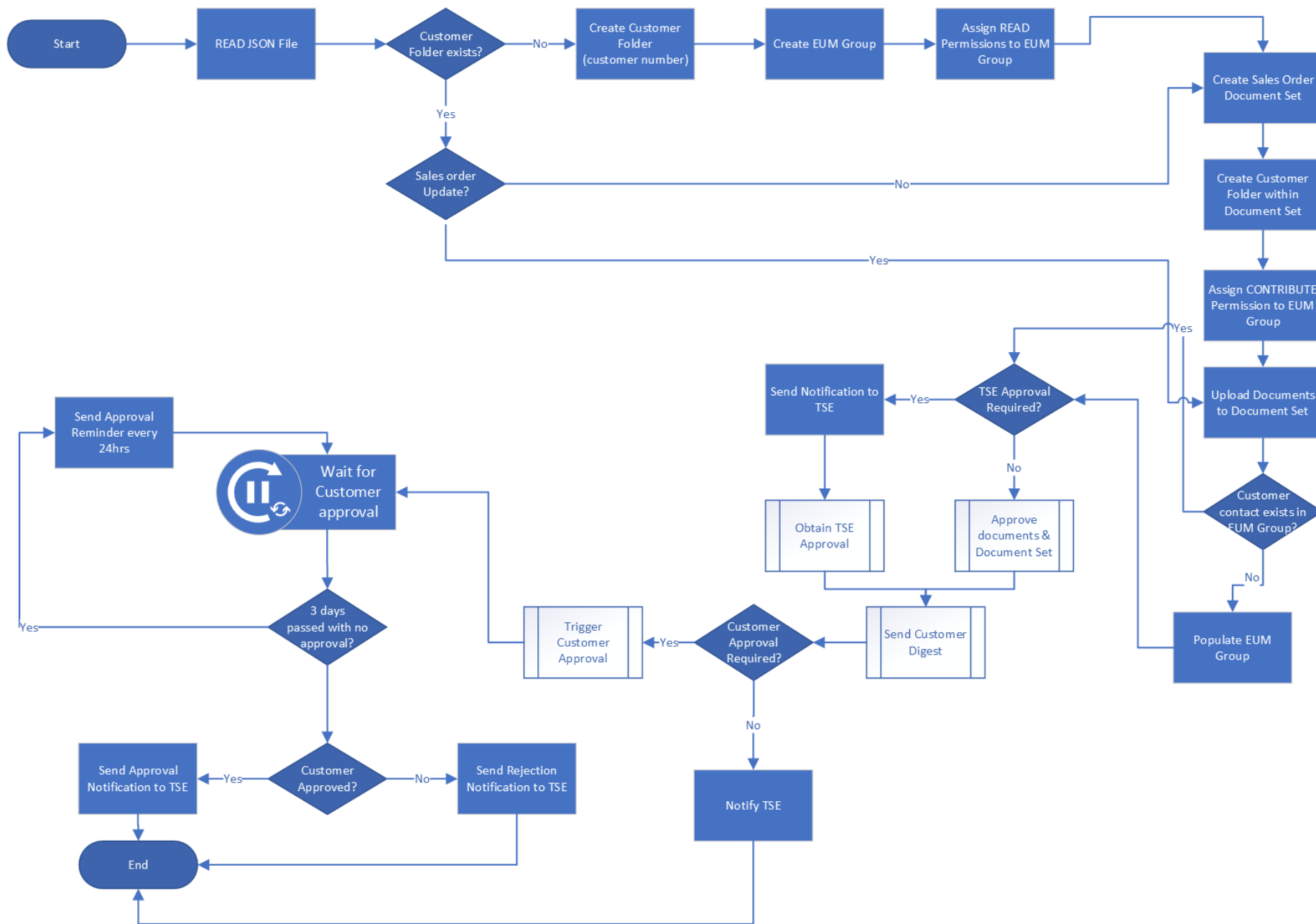
Extranet Documents

Customer Name: Merlin

Drawing Packages ▼

	Customer Approval	TSE Email	Location	Year
○ **5437113**	Not Started	tse@eum.co		2021
○ **5437118**	Not Started	tse@eum.co		2021
○ **5437119**	Not Started	tse@eum.co		2021
○ **5437121**	Not Started	tse@eum.co		2021

Name	Line Item	System Type	Mold No	Shipped
Customer Documents				

Customer Documents

Drop files here to upload

⇧

Scenario Four – Supplier Certifications

- **Annual compliance reporting requirements from suppliers**
  - Up to date insurance certificates
  - Signed code of conduct form
- **Simple portal to upload documents**
- **Auto-tagging based on logged in supplier**

Wrap-Up Points

- Request files works great for ad hoc file requests

- Drag and Drop Webpart provides a simplified upload experience for end users

- Choose a portal option that best suits your users needs

- Let us know your thoughts on Extranet Documents. We're very interested in customer feedback

Upcoming Series – Secure Development and SDLC

Strengthening Your Development Practices with Azure AD (Part 1 of 2)
April 20, 2021
12 pm – 1 pm EST

Microsoft 365 SDLC Best Practices (Part 2 of 2)
May 4, 2021
12 pm – 1 pm EST

Register for all upcoming events at http://eum.co/resources/events

Additional Webinars

Integrating Multiple Planner Boards into a Power BI Dashboard
May 20, 2021
12 pm – 1 pm EST

Register for all upcoming events at http://eum.co/resources/events

Thank you!

Questions?