

Download and Import Custom Apps



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This guide covers all available Schoolwires features and functionality. Features included in your contract may vary.

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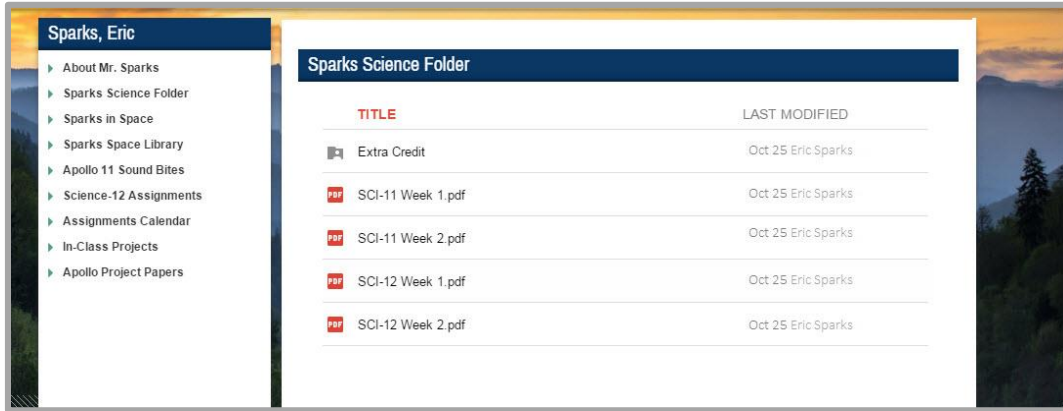
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Introduction

You've learned that there is a new custom app available for you to download, install and use on your site. You may have heard about it from Schoolwires literature, a tweet, talking with a support representative or in a user group meeting. You want the app for your site, but are unsure of what to do to get it. This guide addresses where you find custom apps and how you download them. It also covers how to import a custom app to your site.

Here you see an example of the Google Folder App.



Custom App Download

You'll find custom downloadable apps on SHARE, the Schoolwires Community & Support Network. Navigate to the site and Download channel.

Here's how you download a custom app.

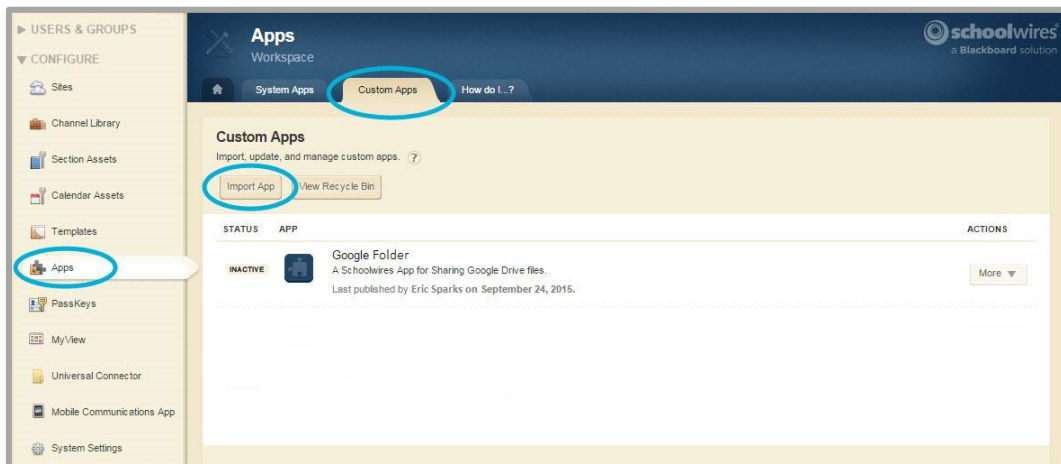
1. Navigate to [Share Site Custom App Downloads](#).
2. Locate the Google Folder App file and save the .zip file to your workstation.

Custom App Import

Once you download a custom app, you are ready to import it. Before you begin, make sure that your User Passport has the Extended Privilege *Manage apps in Configure* set to ACTIVE.

Here's how you import a custom app.

1. In *Site Manager*, expand CONFIGURE and select Apps. The Apps Workspace opens on the **System Apps** tab.

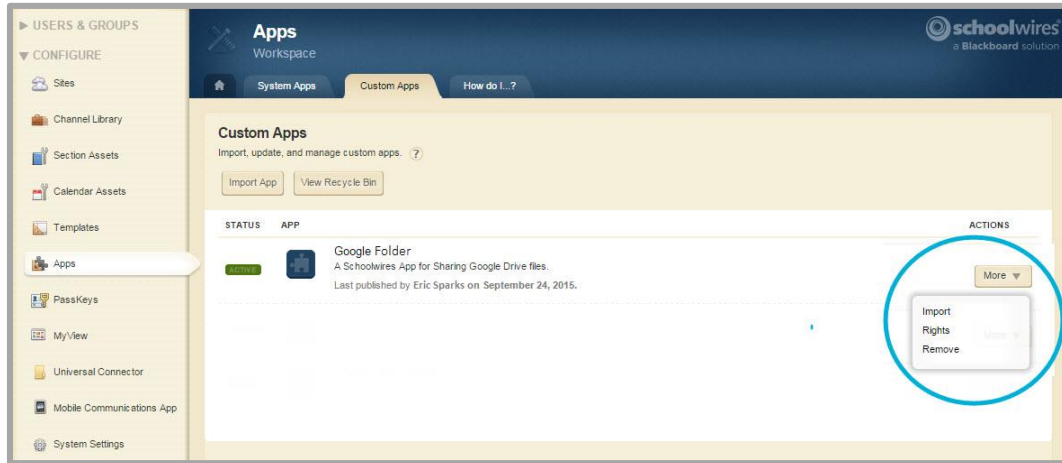


2. Click **Custom Apps**.
3. Click **Import App**, locate and select the custom app zip file that you downloaded from Share. The App is installed and displays on the **Custom Apps** tab.
4. When you are ready to make the app available for use, click INACTIVE under STATUS. It becomes ACTIVE.



Manage Custom Apps

Once you import a custom app, you'll find options allowing you to *Import* the app again, set *Rights* and *Remove* the app.



Click **More** to the right of a custom app that you wish to manage and select an option to get started.

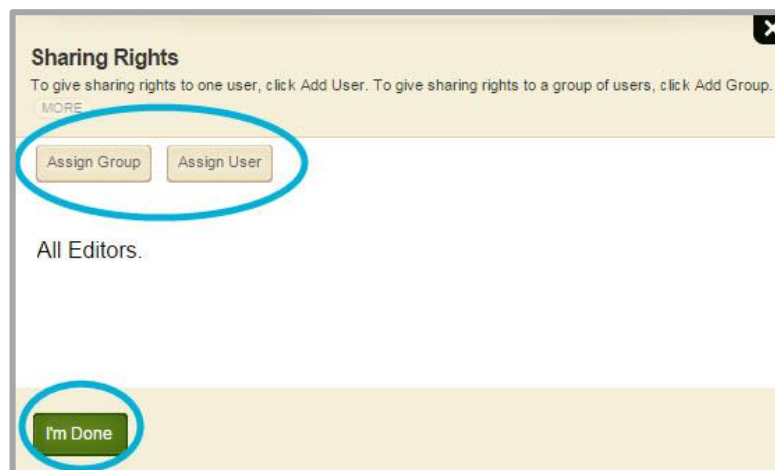
Import

Choose this option in the drop-down list to import the custom app again. Locate and select the zip file, just as you did when you initially imported the custom app.

Rights

Choose this option to limit who can use the app. By default, All Editors can use the app on their pages.

If you wish to limit access, click the option in the drop-down list and complete the Sharing Rights dialog. You can assign rights by Groups or by Users, or both.



Click the *Assign Group* and **Assign User** buttons, select specific groups and individual users and click **Add**. Click **I'm Done** to exit the Sharing Rights dialog.

Remove

Choose this option to remove the custom app. Click **Yes** on the confirmation dialog that displays.