



GovernPoint

SharePoint Governance & Copilot Readiness Analyzer

SharePoint Search this site

GovernPoint Live 15:56 Full-Scan

General Libraries Lists Pages Web Parts History Recycle Bin Copilot / AI Agent

Back to General

Copilot Readiness - Top 10 Critical Sites
42 sites analyzed - sorted by lowest score first

View All 47 Sites Re-analyze All

73 Avg. Readiness 27 sites at or above	1 Fully Ready	40 Partially Ready	1 Not Ready	2 SharePoint Agents across 1 site	5 Inaccessible
--	------------------	-----------------------	----------------	---	-------------------

Search by site name...

Score	Readiness	Agents	Section Scores
53	Not Ready	0 Agents	Discovery: 80%, Metadata: 12%, Access: 50%, Sources: 100%
64	Partially Ready	0 Agents	Discovery: 88%, Metadata: 16%, Access: 70%, Sources: 100%
66	Partially Ready	2 Agents	Discovery: 92%, Metadata: 12%, Access: 75%, Sources: 100%
67	Partially Ready	0 Agents	Discovery: 96%, Metadata: 8%, Access: 80%, Sources: 90%

COMPLETE USER MANUAL

Step-by-Step Guide · All Features · Governance Analysis · Copilot Readiness · Remediation

Version 1.0 | Platform: SharePoint Online (Microsoft 365) | For: Site Owners & Administrators

Table of Contents

1. Product Overview	5
1.1 What is GovernPoint?	5
1.2 Key Benefits at a Glance	5
1.3 Supported Platforms	6
2. Getting Started	7
2.1 Opening GovernPoint	7
3. Navigation & Interface	8
3.1 The Six Main Tabs	8
3.2 Site vs. Tenant Scope	9
3.3 Site Selector & Sub-Sites	10
3.4 Dark Mode	10
4. Understanding GovernPoint Scores	12
4.1 The 0-100 Scoring Scale	12
4.2 Governance Categories	13
4.3 Individual Check Statuses	13
5. General Tab	15
5.1 Dashboard Components	15
5.2 Add-ins & SPFx Package Inventory	16
6. Libraries Tab	22
6.1 Libraries Dashboard	22
6.2 Library Detail View	23
Stale Content Analysis	23
Duplicate Content Detection	24
Version Bloat Analysis	25
6.3 Library Navigation	25
7. Lists Tab	27
7.1 Lists Dashboard	27
7.2 List Governance Categories	27
8. Pages Tab	30
8.1 Pages Dashboard	30
8.2 Page Governance Categories	31
8.3 Broken Link Scanner	31
8.4 Web Part Inventory	32
9. AI Agents Tab - Copilot Readiness	34

9.1 Overview Sub-Tab	34
9.2 Agent Inventory Sub-Tab	35
9.3 Per Library Sub-Tab	36
9.4 Remediation Actions Sub-Tab	37
10. AI Agents - Tenant-Wide View	41
10.1 Starting a Tenant Scan	41
10.2 Results Dashboard	41
Summary Statistics Bar	41
Site Cards	42
10.3 View Modes & Search	43
10.4 Drilling Into a Site	43
11. History Tab	44
11.1 Trend Windows	44
11.2 Score History Charts	45
11.3 Hub Site Peer Benchmarking	45
11.4 Selecting Items to Review	46
12. Tenant View - Risk Dashboards	47
12.1 Library Risk Dashboard (Tenant)	47
12.2 List & Pages Risk Dashboards	48
13. One-Click Remediation	50
13.1 Available Remediation Actions	50
13.2 Remediation Result Statuses	51
13.3 Parallel Execution Behaviour	51
14. Simplified Dashboard	52
14.1 Dashboard Components	52
14.2 Viewing the Full Dashboard	53
15. Settings & Configuration	54
15.1 General Settings	54
15.2 Library Settings	55
15.3 List Settings	55
15.4 Pages & Copilot Settings	56
15.5 Score Configuration (Advanced)	56
15.6 Troubleshooting Common Issues	56
GovernPoint is not loading	56
I see "Access Denied" errors	56
My score changed unexpectedly	57
16. Hidden SharePoint Lists Provisioned by GovernPoint	57

- [16.1 When Are They Created?](#)..... 57
- [16.2 The Four Provisioned Lists](#)..... 57
- [16.3 ScoreConfig - Column Schema](#)..... 58
- [16.4 The Three *ScoreHistory Lists - Column Schema](#) 58
- [16.5 Safe to Delete?](#) 59
- [16.6 Accessing the Lists Directly](#)..... 59
- [17. Licensing & Feature Visibility](#)..... 61
 - [17.1 License Types](#) 61
 - [17.2 License Status Messages](#) 61
 - [17.3 Feature Availability by License Scope](#)..... 62

01

Product Overview

What GovernPoint is, who uses it, and what it does

1. Product Overview

1.1 What is GovernPoint?

GovernPoint is a SharePoint Governance and Copilot-Readiness dashboard that helps site owners and IT administrators audit, secure, and optimize their SharePoint environments. It provides real-time health scores and actionable insights for document libraries, lists, and site pages across both individual sites and entire tenants.

Key Features & Benefits

- Unified Governance View:** Monitor Content Governance, Access & Permissions, and Information Architecture from a single pane of glass.
- Copilot Readiness:** Ensure your data is structured and secured properly before enabling Microsoft Copilot to prevent over-sharing or data leaks.
- Real-Time Health Scoring:** View dynamic "Category Scores" and an overall "Site Score" to quickly identify areas requiring attention.
- Actionable Insights:** Drill down into specific libraries to see "Key Findings" like versioning issues, external sharing risks, or missing retention labels.

1.2 Key Benefits at a Glance

Feature / Setting	Description
Governance Scoring	Receive a 0-100 score for Libraries, Lists, and Pages across six governance categories - updated every time you run an analysis.
Copilot Readiness	Discover whether your SharePoint sites meet Microsoft Copilot's requirements and precisely what is preventing full readiness.
One-Click Remediation	Apply fixes - enable versioning, reset permissions, enable search indexing - directly from the dashboard without navigating to admin pages.
Tenant-Wide Analysis	Scan every site in your Microsoft 365 tenant simultaneously and see a ranked list of the highest-risk sites.

Historical Trends	Track score changes with 30/60/90-day windows, trend indicators, and hub site peer-benchmarking charts.
AI Agent Inventory	Automatically discover all SharePoint Agents (.agent files) across your tenant and audit their individual health scores.
Simplified Owner View	Site owners see a friendly card-based summary - no SharePoint jargon, just clear issues and recommended actions.
Dark Mode Support	Full light and dark theme support, automatically inherited from your SharePoint site theme.

1.3 Supported Platforms

Platform	Support Level	Notes
SharePoint Online	Full Support	Primary platform - all features available.
SharePoint Full Page	Full Support	Can be deployed as a standalone full-page web part.
Dark / Light Theme	Automatic	Inherits the SharePoint site theme automatically.
SharePoint On-Premises	Not Supported	GovernPoint requires SharePoint Online.

i NOTE

GovernPoint is deployed as a .sppkg package via the SharePoint App Catalog by your tenant administrator.

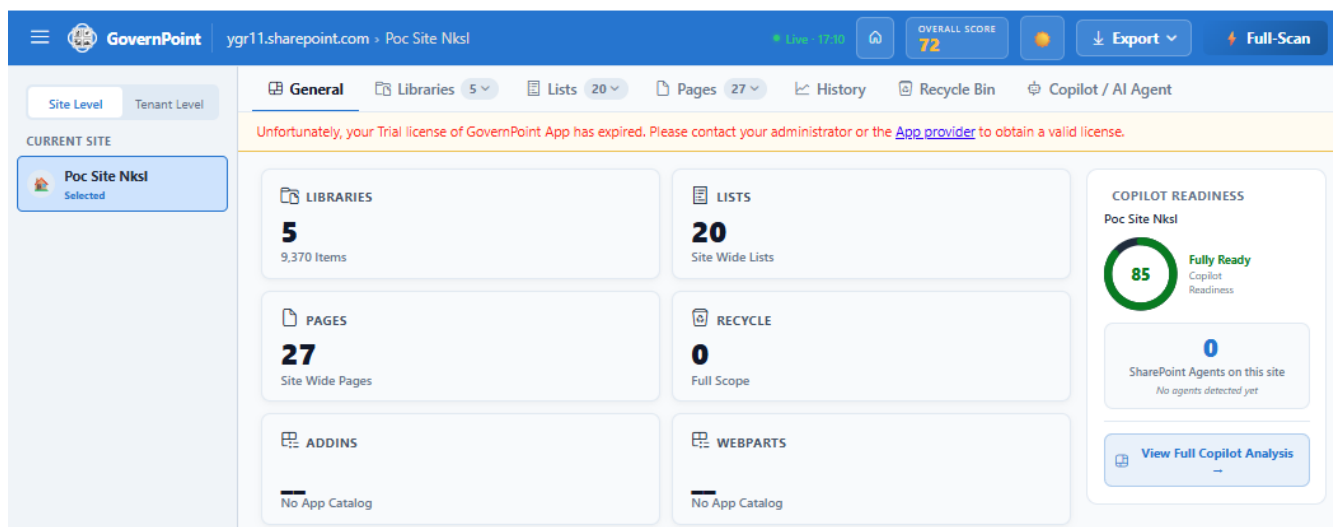


Figure 1.1 - GovernPoint main dashboard - General tab with governance score, navigation tabs, and site selector.

02

Getting Started

Accessing GovernPoint and understanding your view

2. Getting Started

2.1 Opening GovernPoint

GovernPoint appears as a web part on a SharePoint modern page. Once your administrator has added the web part, navigate to that page in any browser.

Step-by-Step: Opening GovernPoint for the First Time

- 1 Open your browser and navigate to your SharePoint Online site.
- 2 Click on the page where GovernPoint has been deployed (e.g., the "Governance Dashboard" page).
- 3 Wait a few seconds - GovernPoint automatically loads and begins analyzing your site.
- 4 You will see either the Full Dashboard (administrators) or the Simplified Dashboard (site owners) based on your role.

✓ TIP
 Ask your SharePoint administrator for the direct URL to the GovernPoint page.
 Pin the page to your SharePoint site navigation bar for one-click access.

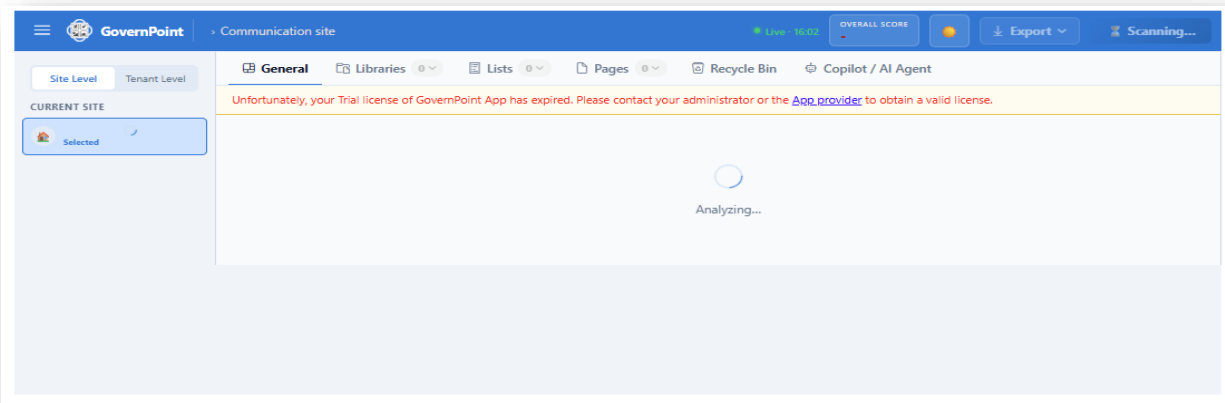


Figure 2.1 - GovernPoint loading screen showing progress indicator while initializing.

03

Navigation & Interface

Tabs, scope selector, site picker, and theming

3. Navigation & Interface

3.1 The Six Main Tabs

GovernPoint has following primary navigation tabs. Each tab covers a distinct area of SharePoint governance:

#	Tab Name	What It Analyzes
1	General	Overall site health score, content counts (Libraries, Lists, Pages, Recycle Bin), Add-ins & SPFx package inventory
2	Libraries	Document library governance: versioning, permissions, metadata, duplicate content, stale files, version bloat
3	Lists	SharePoint list governance: retention, permissions, metadata, indexing, ownership, duplicate items
4	Pages	Site page governance: versioning, broken links, web parts, search indexing, permissions
5	Webparts	Total available Webparts across site/tenant.
6	Add-ins	Total available Addins across site/tenant.
7	AI Agents	Copilot Readiness scoring, SharePoint Agent inventory, per-library readiness, prioritized remediation
8	History	Historical score trends (30/60/90 days), chart views, hub site peer-benchmarking

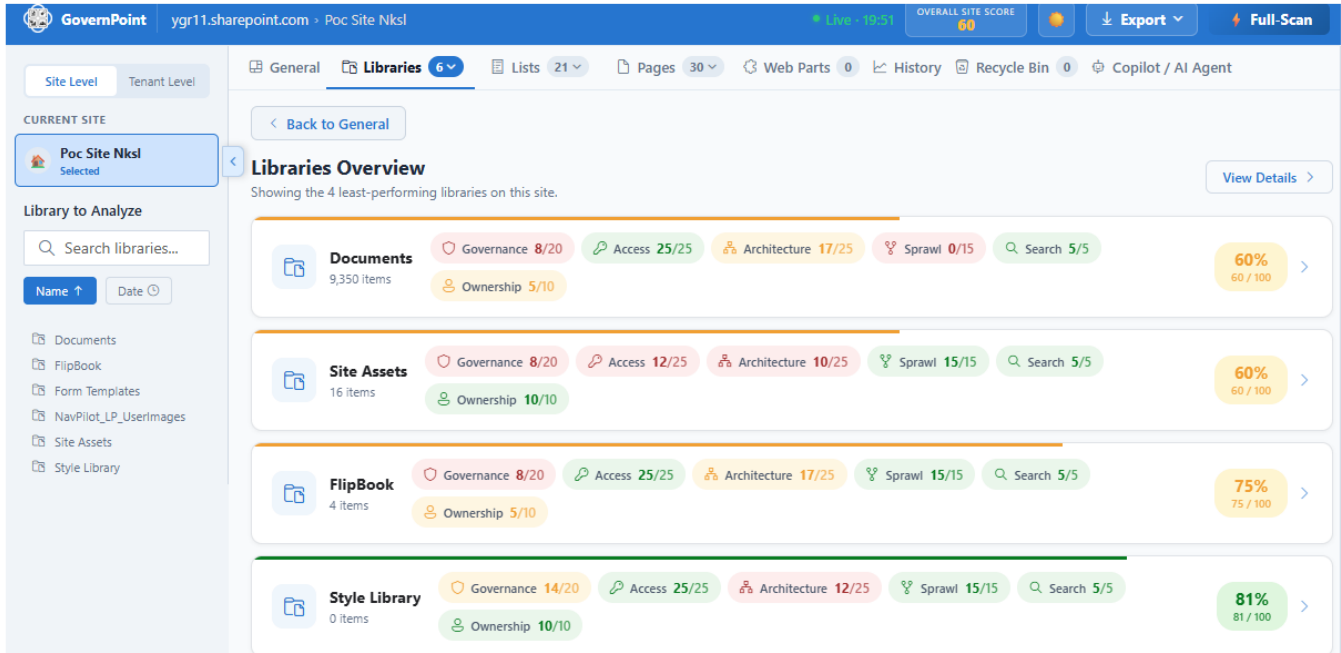


Figure 3.1 - All navigation tabs visible at the top of the GovernPoint dashboard.

3.2 Expand All / Collapse All

At the top of each analysis tab (Libraries, Lists, Pages, and AI Agents), two buttons let you expand or collapse all accordion sections simultaneously:

- Expand All - opens every category accordion to show full details
- Collapse All - collapses all accordions to show just the section headers and scores

This is useful when you want to quickly scan all categories or focus on specific sections without scrolling through expanded content.

3.3 Site vs. Tenant Scope

The scope toggle at the top-left switches between two analysis modes:

Mode	Scope	Use When
Site View	Analyzes one selected SharePoint site in full detail	You want to deep-dive a specific site or run remediation
Tenant View	Scans ALL sites in your Microsoft 365 tenant simultaneously	You want a risk ranking across the entire organisation

★ **IMPORTANT**

Switching to Tenant View triggers a SharePoint REST Search query (`/_api/search/query`) to discover every site collection the signed-in user can access. No Microsoft Graph API or tenant-admin consent is required - GovernPoint runs entirely in the user's own permission context.

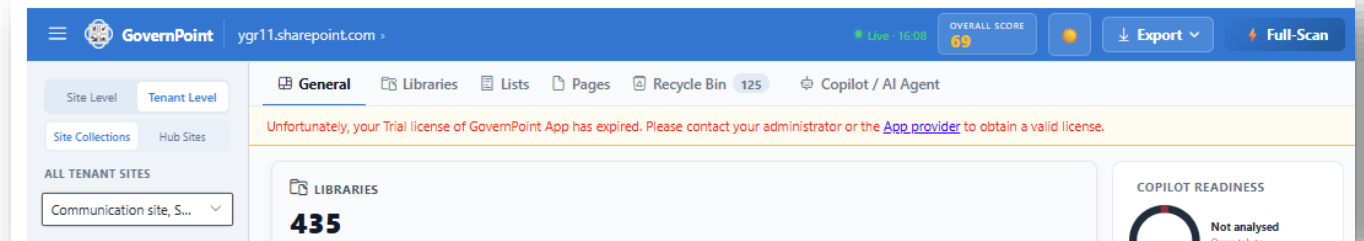


Figure 3.2 - Scope toggle showing Site View and Tenant View options with site selector dropdown.

3.4 Site Selector & Sub-Sites

In Site View, the site selector dropdown lets you switch between the current site and any sub-sites (child sites). Each entry shows a colour-coded type badge:

Badge	Color	Site Type
ROOT	Gold / Orange	The root site collection of the tenant
HUB	Microsoft Blue	A SharePoint Hub site
TEAM	Purple	A Microsoft Teams-connected site
COMM	Green	A SharePoint Communication site
SUB	Violet	A sub-site (child of current collection)

3.5 Dark Mode

GovernPoint inherits the dark or light theme from your SharePoint environment automatically. All charts, cards, tables, and text adjust for full readability in both themes. You can also toggle the theme in the web part property pane settings.

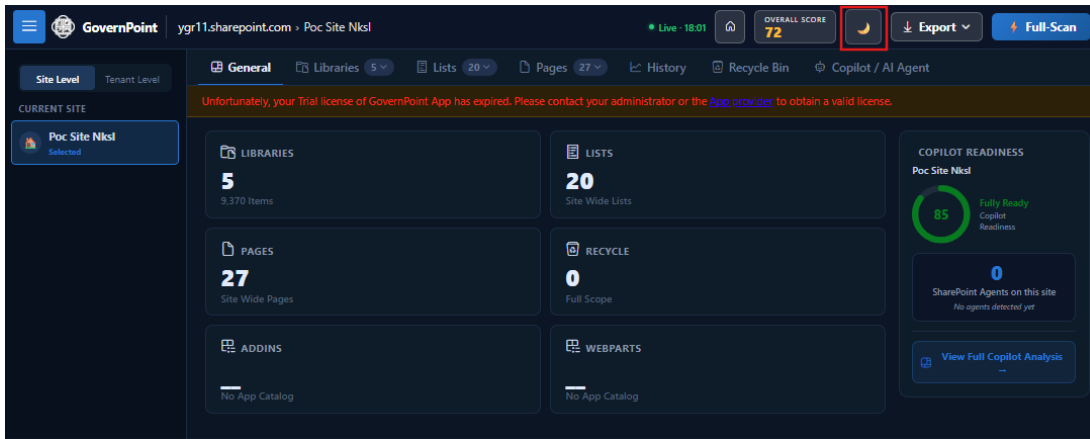


Figure 3.3 - GovernPoint in dark mode showing full colour-adjusted layout.

04

Understanding Scores




How scores are calculated, color bands, and check statuses

4. Understanding GovernPoint Scores

4.1 The 0-100 Scoring Scale

Every item analyzed by GovernPoint - whether a library, list, or site page - receives a score from 0 to 100. The score is calculated by running a series of governance checks, each worth a set number of points. The final score is the percentage of total possible points earned.

Score Color Bands

Score Range	Indicator	Status	Action Required
80 - 100	 Green	Healthy / Fully Ready	No action needed - maintain current state
60 - 79	 Amber	Moderate / Partially Ready	Review and improve highlighted checks
0 - 59	 Red	Critical / Not Ready	Immediate action required on FAIL items

4.2 Overall Site Score Calculation

The overall site score is calculated as an equal-weighted average of all four governance categories:

Category	Weight	What It Covers
Libraries	25%	Governance score across all document libraries
Lists	25%	Governance score across all SharePoint lists
Pages	25%	Governance score across all site pages
Copilot Readiness	25%	Readiness score for Microsoft Copilot & AI Agents

How to see the breakdown:

Hover your mouse over the Overall Score donut chart on the General Tab. A tooltip will appear showing each category's individual score and its contribution to the total.

i NOTE

The overall score is shown in Site Mode only. In Tenant Mode, per-site scores are shown individually on each site card. A single overall score does not apply at the tenant level

4.3 Governance Categories

All checks are grouped into governance categories. Each category has its own sub-score. The overall item score is the weighted combination of all category scores.

4.4 Individual Check Statuses

Each check within a category returns one of three statuses:

Status	Color	Indicator	What It Means
PASS	Green	✓	Check fully passed - no action needed.
WARN	Amber	▲	Partial pass or warning - improvement recommended.
FAIL	Red	✗	Check failed - action is required.

✓ TIP

Hover over any Section Score Chip in the dashboard to see a full per-check breakdown. Each check shows its label, status icon (✓ ▲ ✗), and points earned vs. maximum possible.

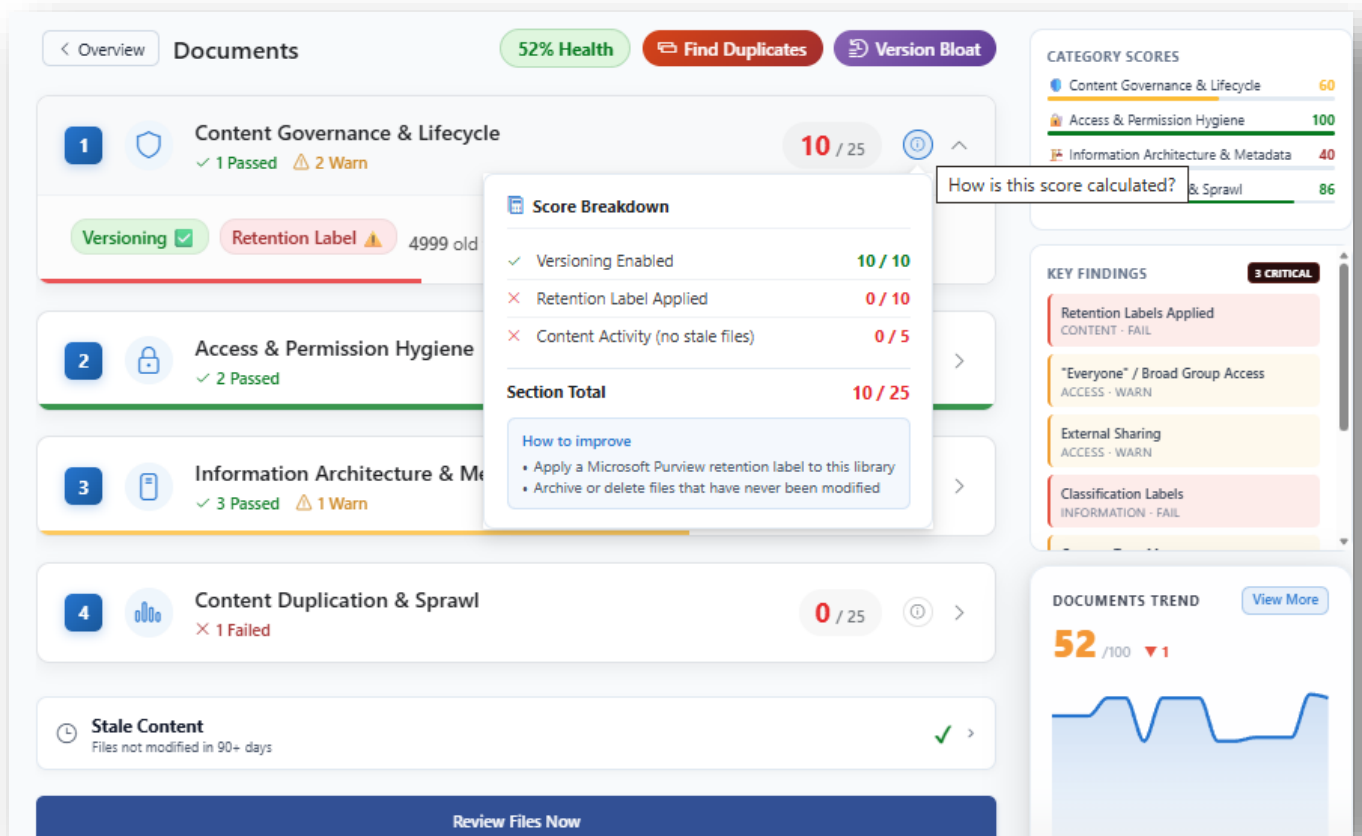


Figure 4.1 - Score breakdown callout showing per-check points, earned vs. maximum, and PASS/WARN/FAIL statuses.

05 General Tab

Overall site health, content counts, and add-in inventory

5. General Tab

The General tab is the landing screen when GovernPoint first opens. It provides a high-level governance health overview for the selected SharePoint site.

5.1 Dashboard Components

Feature / Setting	Description
Overall Score Donut	A large animated circular gauge displaying the combined Copilot Readiness score (0-100) with color-coded fill indicators (green, amber, and red) once the site readiness analysis is completed.
Libraries Count	Total number of document libraries on the site. Click to jump to the Libraries tab.
Lists Count	Total number of SharePoint lists. Click to jump to the Lists tab.
Pages Count	Total number of modern site pages. Click to jump to the Pages tab.
Recycle Bin Items	Count of items in the site Recycle Bin (first-stage). Admins see combined first + second stage.
Add-ins Installed	Legacy SharePoint Add-in packages deployed on the site.
SPFx Webparts	Modern SharePoint Framework client-side solution packages.

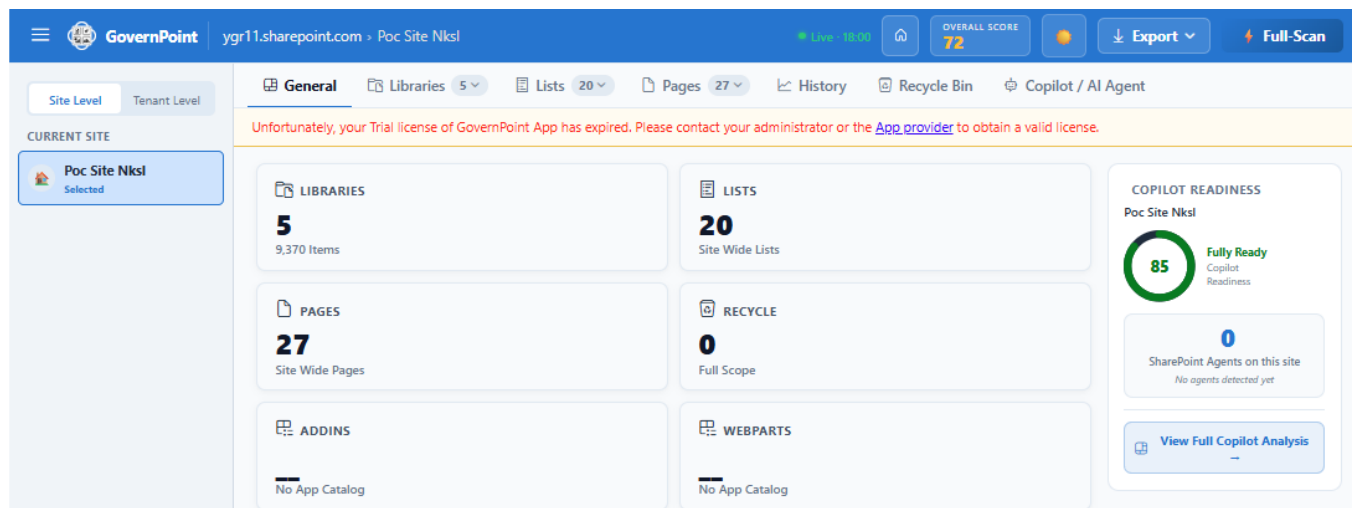


Figure 5.1 - General tab showing the overall score donut, content count cards, and governance category accordions.

5.2 Add-ins & SPFx Package Inventory

GovernPoint lists all SharePoint Add-ins and SPFx packages installed on the site. Use the search box within each section to filter by name. This inventory helps identify outdated, unknown, or potentially risky components running on your site.

✓ TIP

Legacy Add-ins may stop working as Microsoft deprecates older SharePoint APIs. Unknown SPFx packages could indicate unauthorized apps have been deployed.

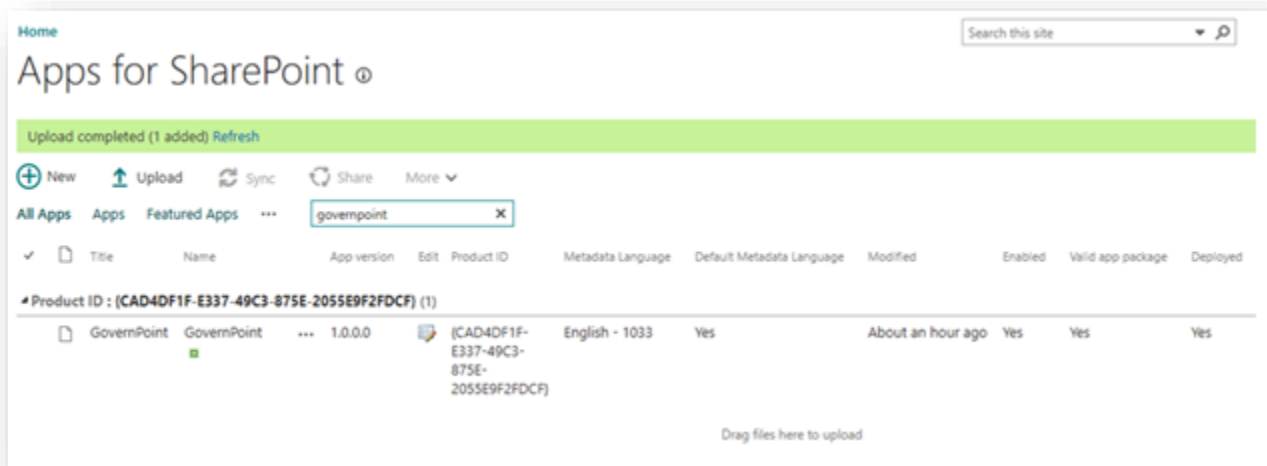


Figure 5.3 - Add-ins and SPFx package inventory sections on the General tab with search filtering.

5.3 Add-ins & SPFx Webpart

The General Tab includes two dedicated sections for auditing installed packages in your SharePoint App Catalog: SPFx Web Parts and Classic Add-ins. Together, they give you full visibility of what is installed across your environment.

i NOTE

The size threshold for listing large stale files individually is configurable in the property pane (default: 10 MB, range: 5-100 MB).

Increase the threshold if you only want to see truly large files flagged individually.

What are SPFx Web Parts?

SPFx Web Parts are modern SharePoint extensions packaged as .sppkg files and deployed through the App Catalog. GovernPoint audits these packages for governance health - checking whether they are properly documented, up to date, and deployed at the right scope.

What are Classic Add-ins?

Classic SharePoint Add-ins are legacy .app packages that use Azure ACS (Access Control Service) authentication. Microsoft has announced the retirement of SharePoint Add-ins on April 2, 2026. Any classic Add-ins still running after that date will stop working. GovernPoint flags these and helps you plan migration.

Web Parts Analysis

Stat Cards (General Tab)

When you open the General Tab, GovernPoint displays four summary cards for Web Parts:

Card	What it shows
Total Packages	Total number of .sppkg files in the App Catalog
Tenant-Wide	Packages deployed globally to all sites (SkipFeatureDeployment = true)
Stale (>180 days)	Packages not updated in 180 or more days
No Description	Packages missing a description in the App Catalog

Each card is color-coded: green (healthy), orange (attention needed), or red (critical action required). Hover over the information icon on any card to see a tooltip with details and suggested actions.

Web Parts Detail Tab

Click a stat card or navigate to the Web Parts tab to see the full analysis. The detail view includes:

- Health Distribution Donut Chart - shows how many packages are Healthy, Moderate Risk, High Risk, or Critical
- Average Score by Category - a bar chart showing average scores across the four scoring categories
- Search box - filter packages by name or filename

- Expand All / Collapse All - toggle all package details at once

Each package is displayed as an expandable card showing:

- Package name, filename, version number, and days since last update
- Status badges: TENANT WIDE, STALE, DUPLICATE, NO DESC
- Health status label: Healthy / Moderate Risk / High Risk / Critical

Web Parts Scoring (0-100)

Each package receives a score out of 100 across four categories:

Category	Max Points	What is checked
Deployment Health	30 pts	Package is enabled; site-scoped (not tenant-wide); standard activation
Version & Age	25 pts	Not stale (updated within 180 days); has a version string
Governance	25 pts	Has a description; is not a duplicate
Security	20 pts	Site-scoped deployment; first-party or trusted publisher

Score thresholds:

Score	Status
80 - 100	Healthy
60 - 79	Moderate Risk
40 - 59	High Risk
Below 40	Critical

Expanding a Web Part Card

Click the arrow on any package card to expand its details. There are five sub-tabs:

1. Overview - All checks briefly in a 2x2 grid
2. Deployment - Whether the package is enabled, its deployment scope, and whether it is deployed tenant-wide
3. Version & Age - Version number, last modified date, and staleness flag
4. Governance - Whether a description is present; whether the package is internal or third-party
5. Security - Deployment scope check; whether the publisher is trusted

Each check shows a green tick (pass) or warning icon (fail), with a plain-English explanation.

Add-ins Analysis

Retirement Warning Banner

At the top of the Add-ins section, GovernPoint shows a prominent warning banner indicating:

- The Microsoft Add-ins retirement date: April 2, 2026
- The number of days remaining
- The count of High and Critical add-ins that need immediate attention

The banner color changes based on urgency:

- Red - fewer than 90 days remaining
- Orange - fewer than 180 days remaining
- Yellow - fewer than 365 days remaining

Stat Cards (General Tab)

GovernPoint displays four summary cards for Add-ins:

Card	What it shows
Total Add-ins	Total number of classic .app add-ins requiring migration
Provider-Hosted	Add-ins using Azure ACS authentication (highest urgency)
SP-Hosted	SharePoint-hosted add-ins (lower urgency, no ACS dependency)
Abandoned	Add-ins with no updates in over one year

Add-ins Scoring (0-100)

Each add-in is scored across four categories:

Category	Max Points	What is checked
Retirement Risk	30 pts	Provider-Hosted (highest risk, 0 pts) vs. SP-Hosted (lower risk, up to 30 pts)
Migration Readiness	30 pts	Has description; has version string; is SP-Hosted type
Permissions Level	25 pts	Based on declared permissions (Full Control = 0 pts, View Only = 25 pts)
Lifecycle Health	15 pts	Has version; not abandoned; modified within 365 days

Urgency levels (instead of standard health scores):

Urgency	Condition
Critical	Provider-Hosted AND abandoned - immediate action required
High	Provider-Hosted (any status) OR SP-Hosted and abandoned
Medium	SP-Hosted, not updated in 365+ days
Low	SP-Hosted, actively maintained

Add-ins Detail Tab

The Add-ins tab shows each add-in as an expandable card with:

- Add-in name, filename, version, and days since last update
- Status badges showing urgency level (CRITICAL, HIGH, MEDIUM, LOW) and add-in type (PROVIDER-HOSTED)
- Color coding: red (Critical), orange (High), yellow (Medium), green (Low)

Five sub-tabs per add-in:

1. Overview - All checks briefly
2. Retirement Risk - Add-in type, active status, urgency level, and guidance
3. Migration - Documentation, version, hosting type, and suggested migration path
4. Permissions - Permission level badge and risk assessment
5. Lifecycle - Version, abandonment check, last modified date

Migration Note: The recommended migration path for classic Add-ins is: SPFx Web Parts (for UI extensions) + Power Automate (for workflows).

Scope Selection (Site, Site Collection, Hub)

Both Web Parts and Add-ins support three scanning scopes, selectable via buttons on the stat cards (in Tenant View):

Scope	What is scanned
Tenant Level	The tenant-level App Catalog
Site Collection	The current site and all its sub-sites
Hub Site	All hub sites and their associated member sites

A confirmation dialog appears before changing scope to warn about performance impact. A loading overlay with spinner is shown while the App Catalog is being read.

Site Level vs. Tenant Level Behavior

Feature	Site Level	Tenant Level
Stat card sub-label	"Current Site"	"Tenant-wide [type]"
Scope buttons	Not shown	Shown on each card
Refresh button	Not shown	Available in tab header
Overall score	Included	Hidden (not applicable across tenant)
Clickable cards	Navigate to detail tab	Show scope dialog

Key Remediation Guidance

For Web Parts:

- Review tenant-wide packages and limit deployment scope where possible
- Update or retire packages not modified in over 180 days
- Add descriptions to all packages in the App Catalog list
- Remove duplicate packages to keep the catalog clean

For Add-ins:

- Prioritize migration of Provider-Hosted add-ins to Microsoft Entra ID registered apps (formerly Azure AD)
- For SharePoint-hosted add-ins, identify SPFx or Power Platform alternatives
- Review and reduce permission scopes during migration (principal of least privilege)
- Decommission abandoned add-ins before the April 2026 retirement deadline

06

Libraries Tab

Document library governance analysis and scoring

6. Libraries Tab

The Libraries tab provides detailed governance analysis for every document library on your SharePoint site.

6.1 Libraries Dashboard

The dashboard view shows a ranked list of your lowest-scoring libraries - your governance "hot spots" that need the most attention.

Feature / Setting	Description
Top-N Risk Libraries	Shows the lowest-scoring libraries (default: 10, configurable 1-20 in settings).
Library Name	Click the name to open the full detail view for that library.
Overall Score	Combined governance score for the library (0-100) with colour indicator.
Section Score Chips	Compact chips for each governance category. Hover to see a per-check breakdown callout.
Last Modified	Date and time the library or its contents were last changed.
Search Box	Filter the library list by name in real time.
Sort Options	Sort by score (worst first), name (A-Z / Z-A), or last modified date.

Total available Webparts across site/tenant.

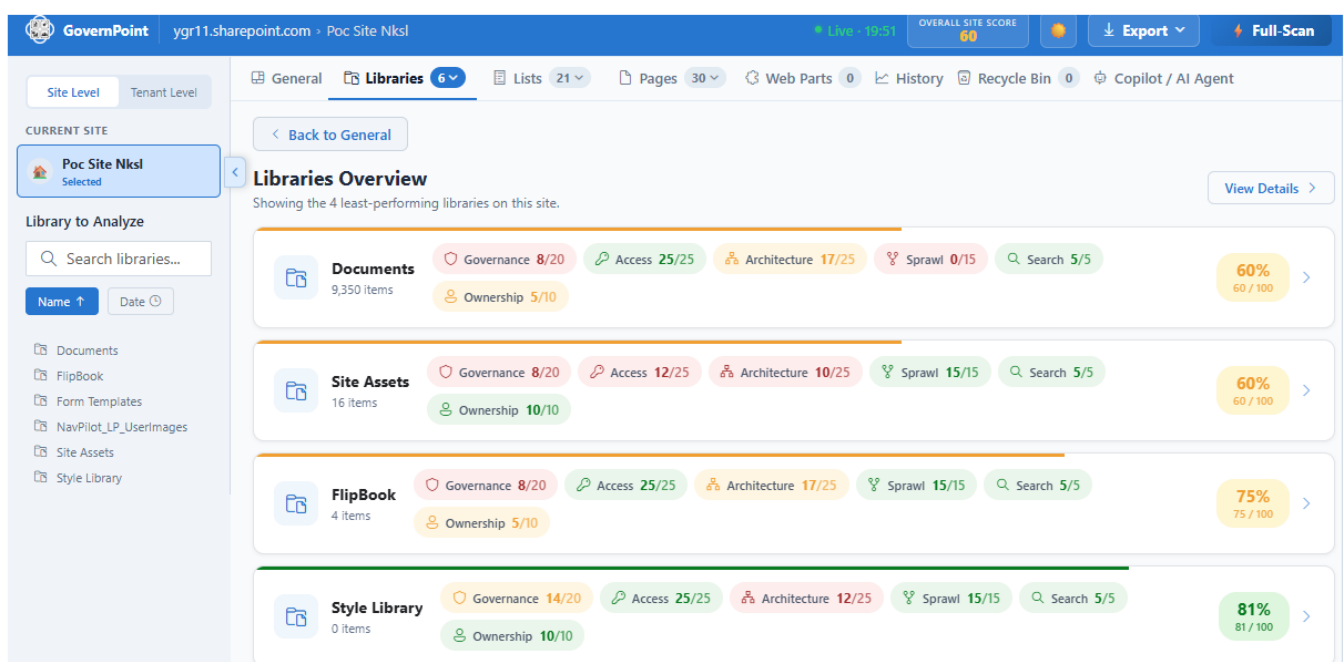


Figure 6.1 - Libraries Dashboard showing top at-risk libraries ranked by score with section score chips.

6.2 Library Detail View

Click any library name to open the detail view. This shows the full governance breakdown for that specific library across all applicable categories.

Stale Content Analysis

Identifies files that have not been modified recently, grouped by age:

Age Band	Indicator	Recommended Action
181 - 365 days old	Amber warning	Review content; archive or update if still relevant
Over 365 days old	Red critical	Archive or delete - content is likely outdated
Large stale files (above threshold)	Listed individually	Prioritise review of large files consuming significant storage

i NOTE

The size threshold for listing large stale files individually is configurable in the property pane (default: 10 MB, range: 5-100 MB).

Increase the threshold if you only want to see truly large files flagged individually.

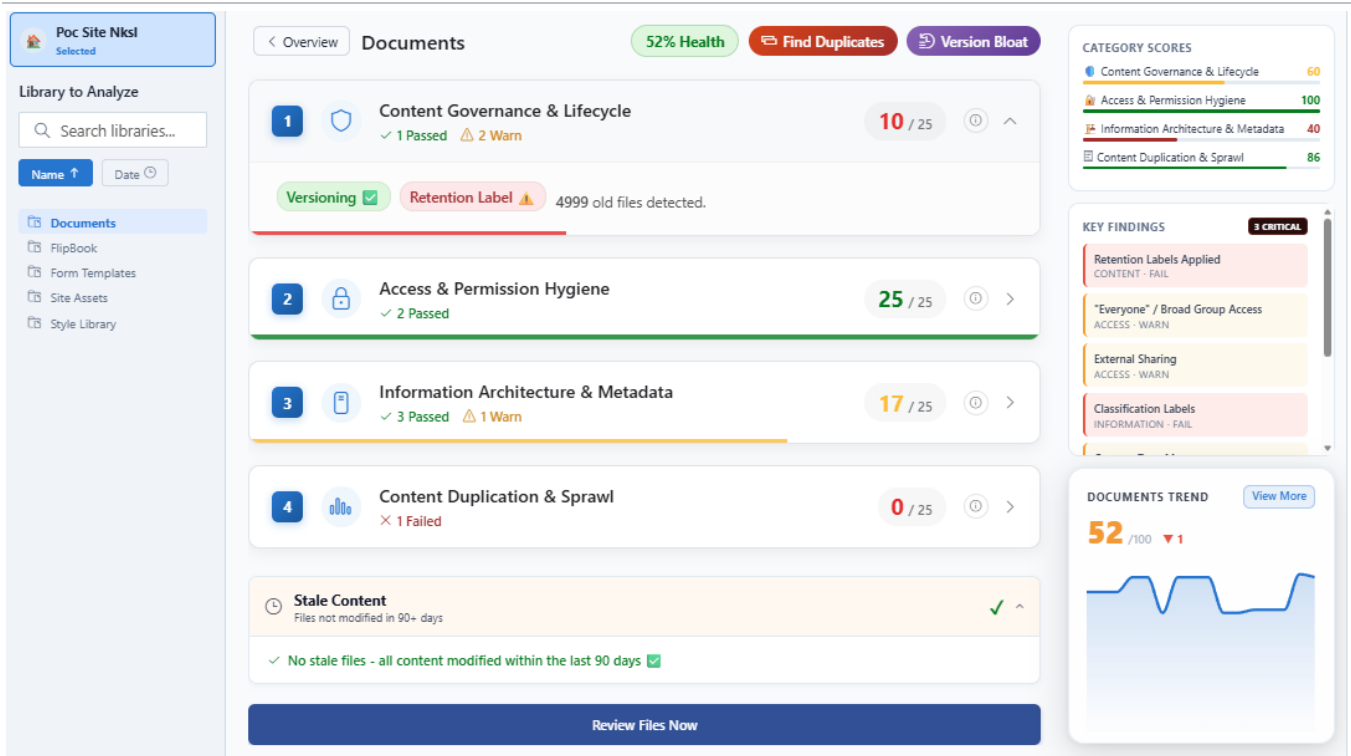


Figure 6.2 - Library detail view showing stale content analysis with colour-coded age bands and file sizes.

Duplicate Content Detection

GovernPoint scans all document libraries on the site and automatically identifies likely duplicate files. The detection runs entirely in the browser after a single data fetch per library - no additional server-side processing is required. Results are grouped so you can quickly see which files exist in multiple locations, how much combined storage they consume, and where each copy is stored.

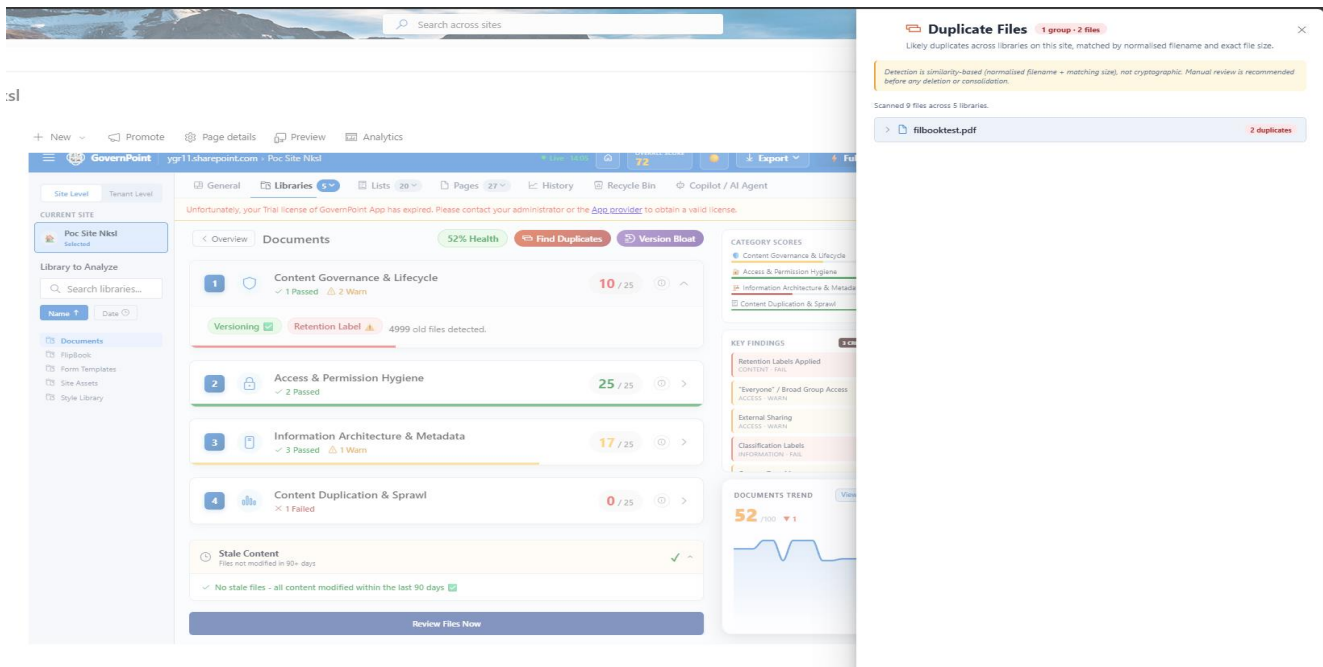


Figure 6.3 - Duplicate content detection showing grouped similar files with size and date comparisons.

Version Bloat Analysis

Files with an excessive number of saved versions are flagged with their total version count and estimated storage consumed by version history. Use the one-click "Enable Versioning" remediation (with a 50-version limit) to prevent future bloat.

✓ TIP

Set a Major Version Limit of 50 on all document libraries. This preserves meaningful history while preventing uncontrolled storage growth. GovernPoint's one-click fix applies this limit automatically.

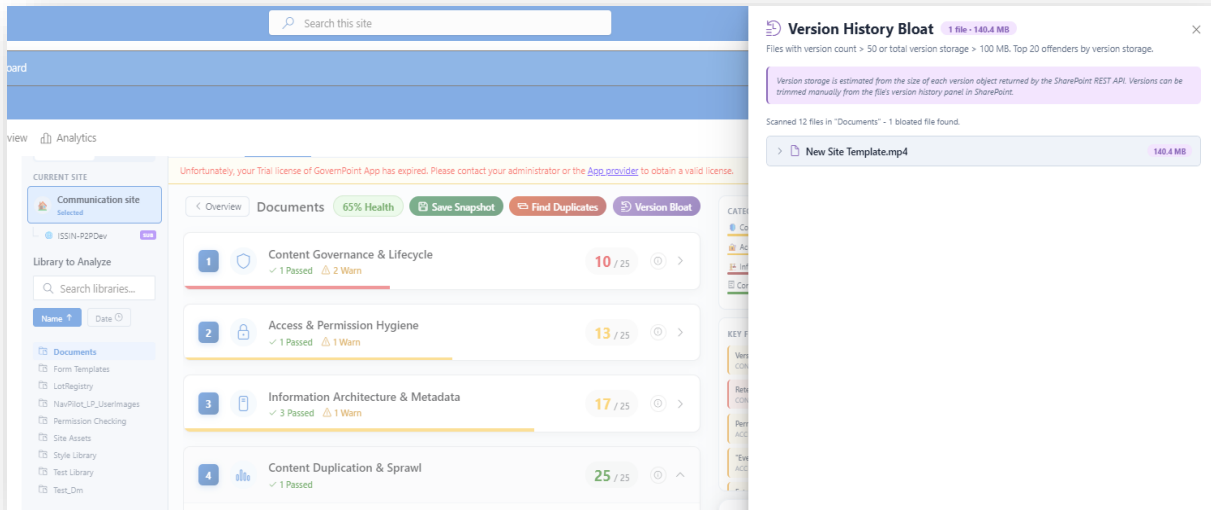
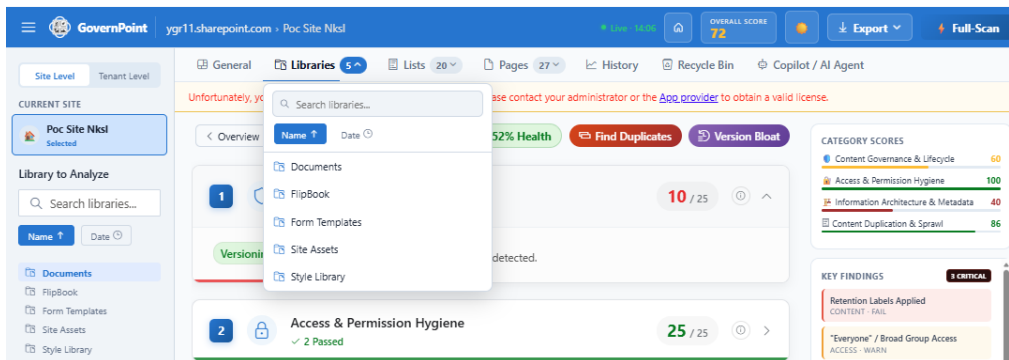


Figure 6.4 - Version bloat analysis showing files with excessive version counts and storage impact.

6.3 Library Navigation

Use the navigation dropdown at the top of the libraries tab to quickly switch between libraries. A search box within the dropdown filters by name. The dropdown also offers sort options (name A-Z, score worst-first, last modified).



6.4 Expand All / Collapse All

At the top of the Libraries tab, two buttons allow you to control all accordion sections at once:

- Expand All - Opens every governance category section for all libraries simultaneously. Useful when you want a complete view of all findings.
- Collapse All - Closes all sections, returning to the compact dashboard view.

You can still expand or collapse individual sections by clicking on them directly.

6.5 Search Indexing Remediation

GovernPoint now includes a one-click fix to enable Search Indexing on document libraries that are currently excluded from SharePoint Search and Microsoft Copilot.

When this appears:

If a library has its "No Index" flag set (NoCrawl = true), it will not appear in search results and Copilot cannot read its content. GovernPoint flags this and offers a one-click fix.

How to apply:

1. Open the Libraries tab and expand a library's detail view.
2. Look for the Index Feature Enablement section.
3. If the check is failing, click the Fix button next to the "Search Indexing" check.
4. Confirm the dialog - GovernPoint removes the NoCrawl flag so the library becomes searchable.

Note: After enabling indexing, SharePoint needs to re-crawl the library. New content will appear in search results after the next scheduled crawl (usually within 24 hours).

6.6 Clickable Item Navigation

Library names and file names in the analysis results are clickable links. Clicking a library name opens that library directly in SharePoint in a new browser tab. This allows you to immediately act on findings without having to manually navigate to the correct location.

07 Lists Tab

SharePoint list governance analysis

7. Lists Tab

The Lists tab analyzes all SharePoint lists on your site - and scores them across six governance categories.

7.1 Lists Dashboard

Similar in layout to the Libraries dashboard. Shows your lowest-scoring lists ranked by governance score, with search, sort, and section score chips.

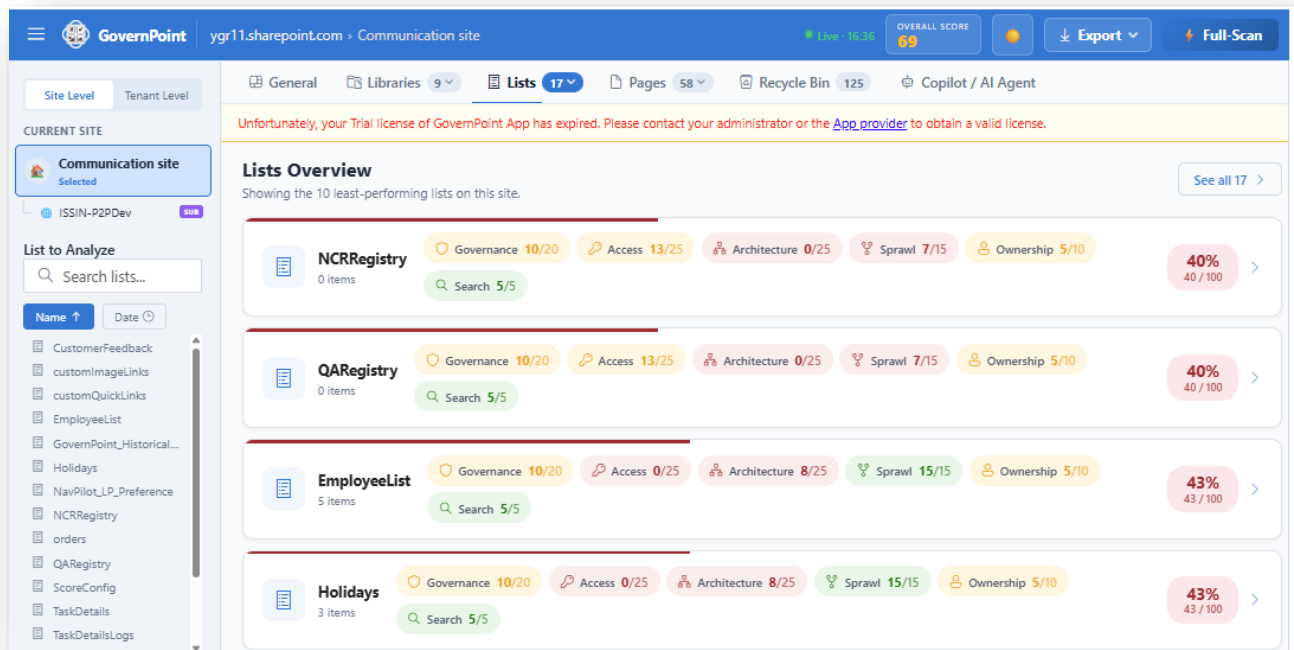


Figure 7.1 - Lists Dashboard showing ranked at-risk lists with type labels and governance score chips.

7.2 List Governance Categories

Feature / Setting	Description
Content Governance & Lifecycle	Item retention, archival status, age analysis of list items.

Access & Permission Hygiene	Permission inheritance on the list and individual items, unique permissions count.
Information Architecture & Metadata	Metadata column usage, content type enablement, required field completion rate.
Content Duplication & Sprawl	Duplicate list item detection.
List Ownership & Accountability	Whether the list has an assigned owner and accountability tracking.
Index Feature Enablement	Search indexing enabled (NoCrawl=false), SharePoint features active.

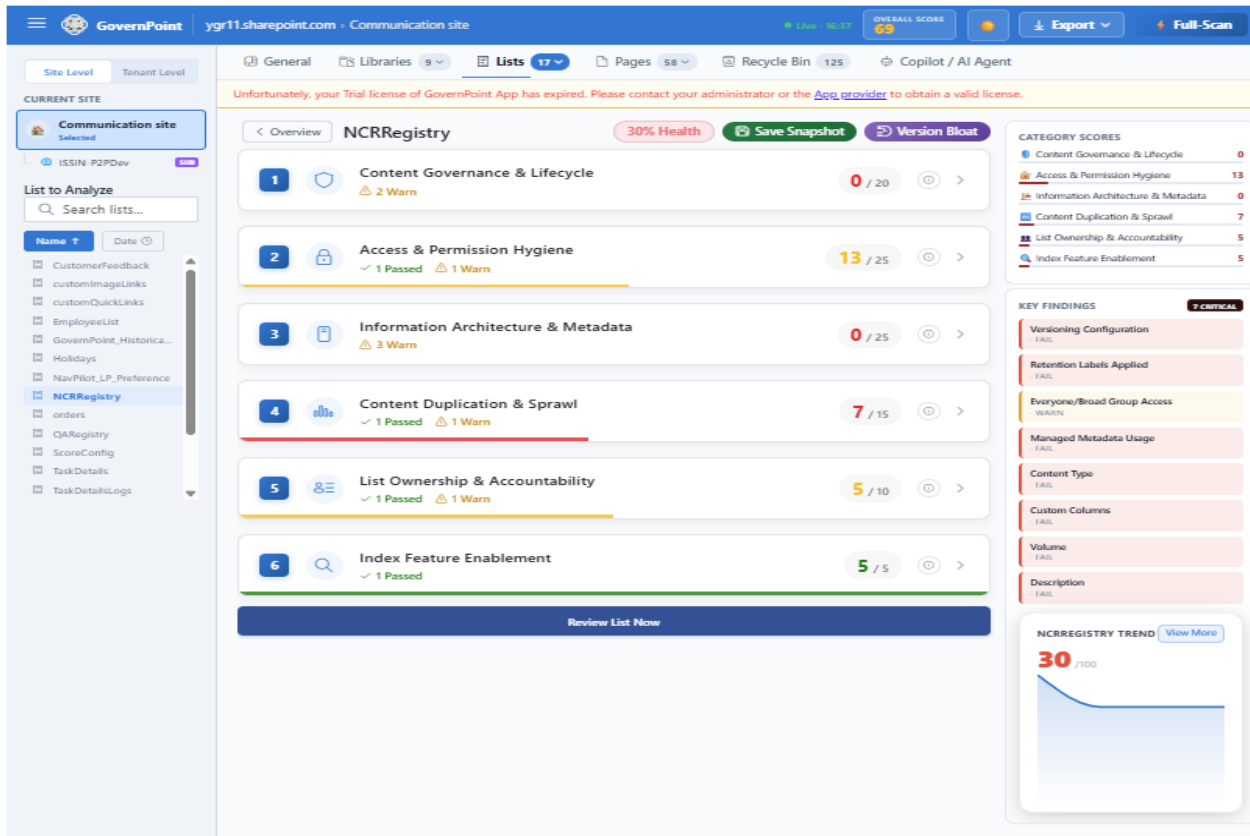


Figure 7.2 - List detail view with all six governance category accordions expanded showing check results.

7.3 Expand All / Collapse All

At the top of the Lists tab, use the Expand All and Collapse All buttons to open or close all governance category sections at once across all lists. Individual sections can still be toggled independently.

7.4 Search Indexing Remediation

If a SharePoint list has search indexing disabled, GovernPoint flags it under the Index Feature Enablement category. A one-click Fix button is available to enable indexing directly from the dashboard.

How to apply:

1. Open the Lists tab and expand a list's detail view.
2. Find the Index Feature Enablement section.
3. Click Fix on the failing search indexing check.
4. Confirm - GovernPoint enables the index flag on that list.

7.5 Clickable Item Navigation

List names in the analysis results are clickable. Clicking a list name opens it directly in SharePoint in a new browser tab.

08

Pages Tab

Site page governance, broken links, and web part inventory

8. Pages Tab

The Pages tab analyzes all modern site pages published on your SharePoint site.

8.1 Pages Dashboard

Ranked overview of your lowest-scoring pages with section score chips, search, and sort. Click any page name to open the detail view.

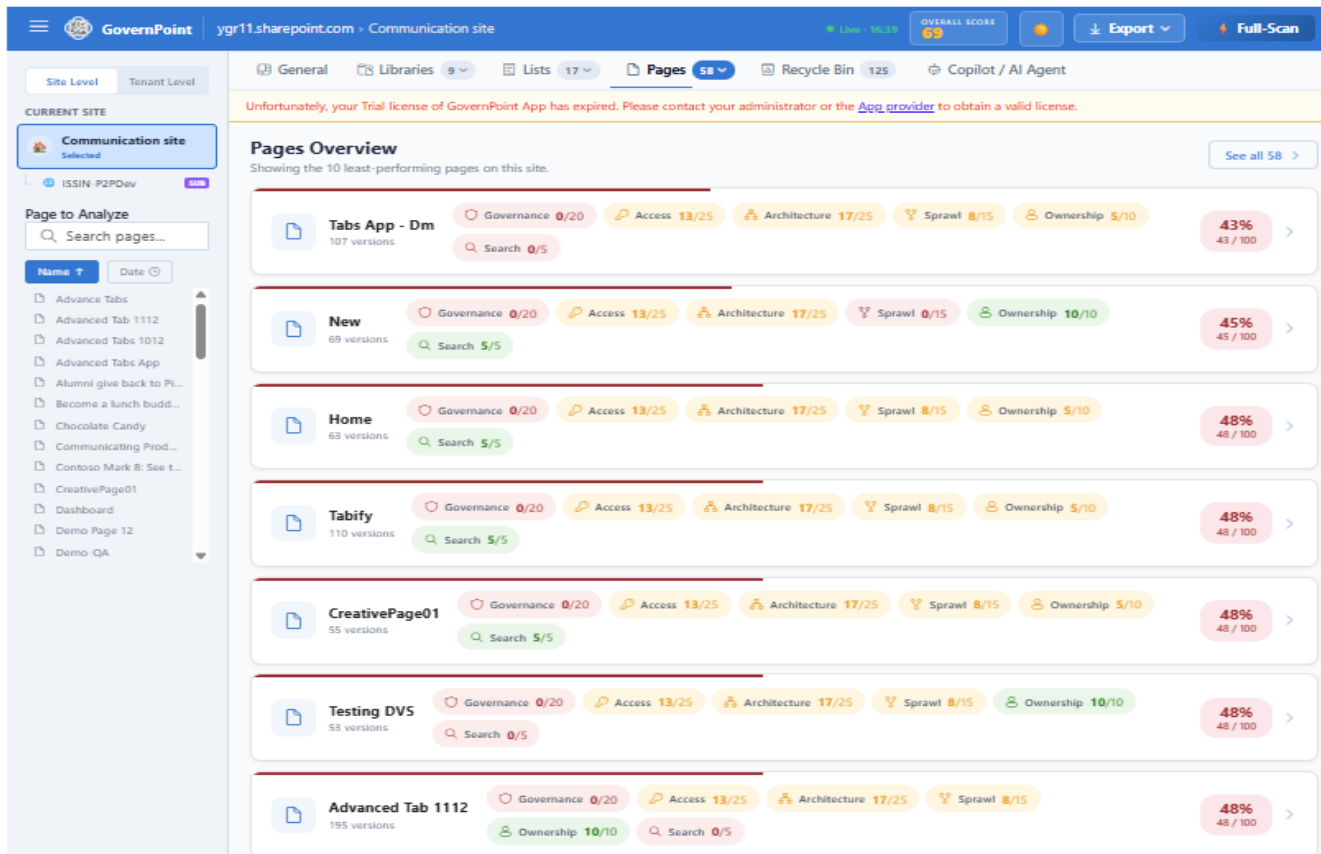


Figure 8.1 - Pages Dashboard showing at-risk pages ranked by governance score.

8.2 Page Governance Categories

Feature / Setting	Description
Content Governance & Lifecycle	Page version history, content age, archive or delete recommendations.
Access & Permission Hygiene	Page-level permission inheritance, unique permissions.
Information Architecture & Metadata	Page metadata, required properties, content type assignment.
Content Duplication & Sprawl	Duplicate or near-identical page content detection.
Index Feature Enablement	Whether the page is included in SharePoint Search and Copilot results.
Site Ownership & Accountability	Page owner assignment and last review date.

8.3 Broken Link Scanner

The Broken Link Scanner checks every hyperlink embedded in your site pages and reports their status. This is especially valuable before decommissioning sites or restructuring navigation.

Running the Broken Link Scanner

- 1 Navigate to the Pages tab and open the detail view for a page.
- 2 Click the "Scan Links" button in the page header area.
- 3 Wait for the progress indicator - each link is checked individually.
- 4 Review the results table: each link shows its URL, resolved status, and failure reason.
- 5 Click any broken link row to see the full URL and recommended fix.

Link Status	Indicator	Meaning
Valid	Green check	Link resolves correctly - no action needed
Broken	Red cross	Link returns an error (404, 500, etc.) - update or remove

Unknown	Amber warning	Could not be checked (CORS restriction on external site) - verify manually
---------	---------------	--

i NOTE

Browser security (CORS) prevents GovernPoint from checking external sites that do not explicitly allow cross-origin requests.

This is expected behaviour - not a GovernPoint limitation. Manually verify these links in a browser.

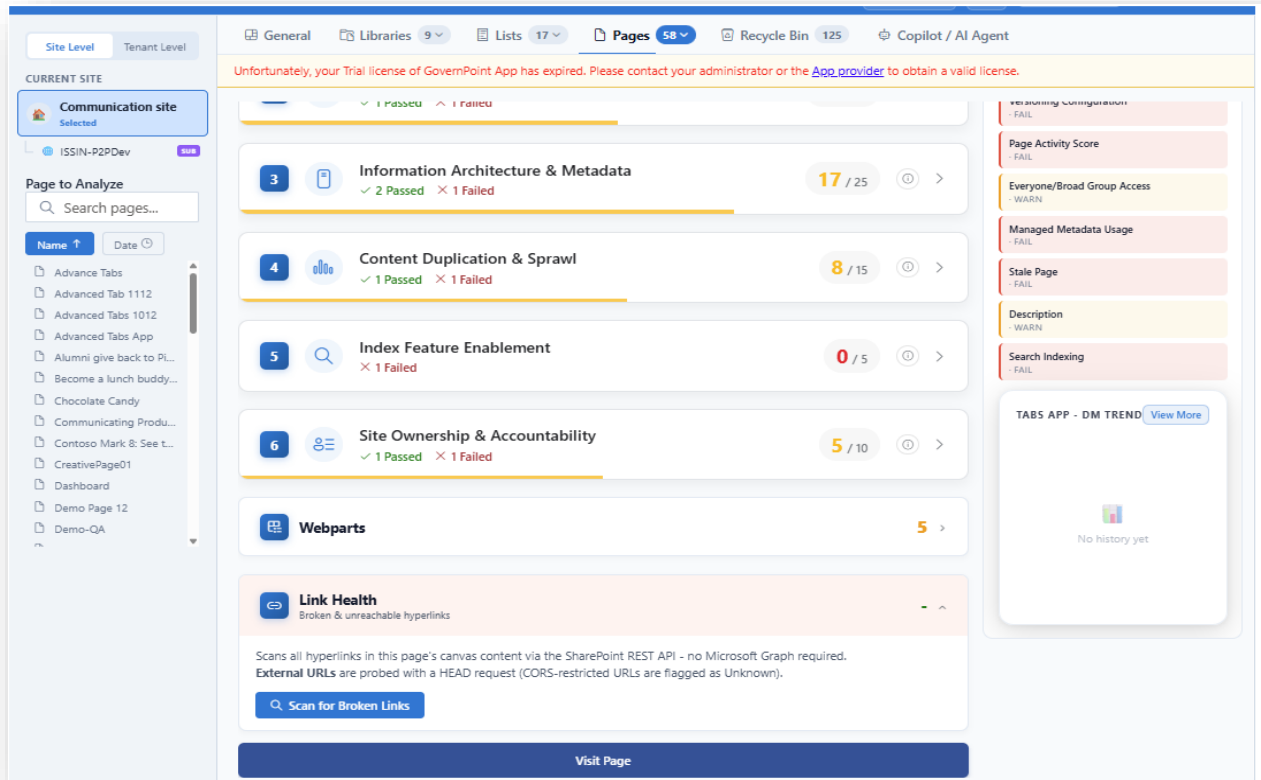


Figure 8.2 - Broken Link Scanner results table showing broken, valid, and unknown link statuses with reasons.

8.4 Web Part Inventory

Each page analysis includes a full inventory of web parts in use on that page. This helps identify legacy web parts, third-party components, and parts that may affect Copilot indexing quality.

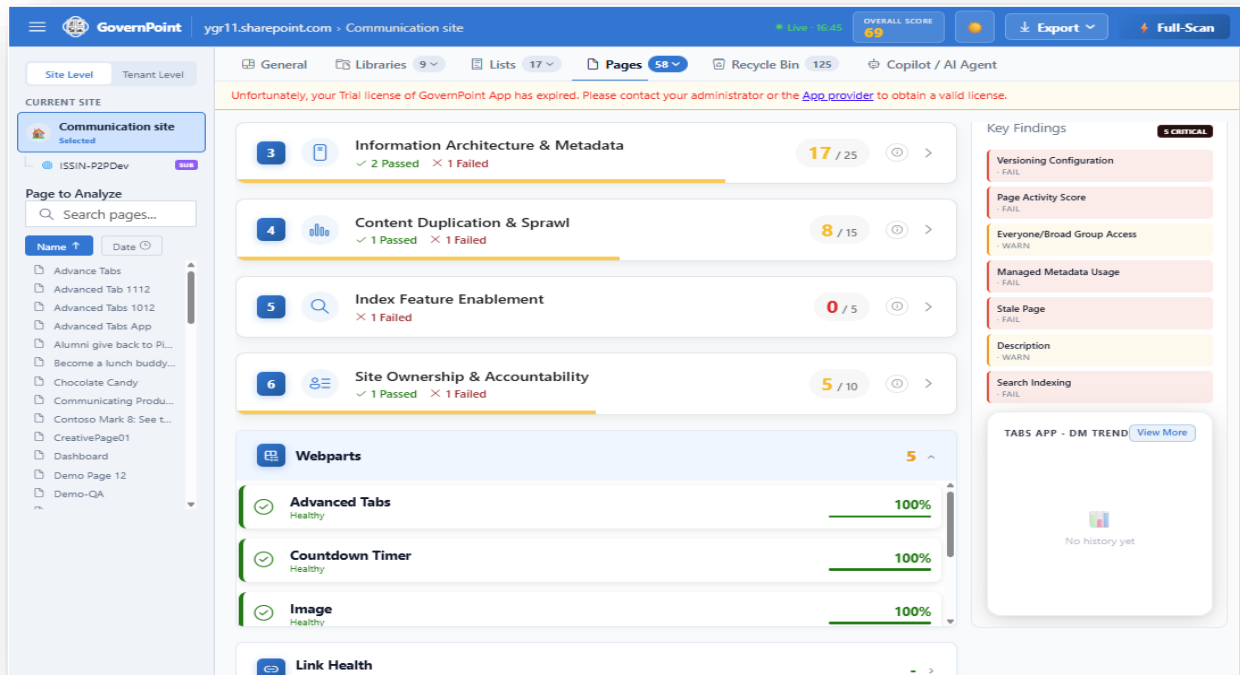


Figure 8.3 - Web part inventory listing all web parts deployed on a selected site page.

8.5 Expand All / Collapse All

At the top of the Pages tab, use the Expand All and Collapse All buttons to open or close all governance category sections at once. Individual sections can still be expanded or collapsed by clicking on them.

8.6 Search Indexing Remediation

Pages excluded from SharePoint Search are flagged under the Index Feature Enablement category. A one-click fix is available to enable indexing for pages that are currently not crawled.

How to apply:

1. Open the Pages tab and expand a page's detail view.
2. Find the Index Feature Enablement section.
3. Click Fix on the failing check.
4. Confirm - GovernPoint removes the NoCrawl flag so the page appears in search results and Copilot results.

8.7 Clickable Item Navigation

Page names in the analysis results are clickable. Clicking a page name opens it directly in SharePoint in a new browser tab.

09

AI Agents Tab

Copilot Readiness scoring, Agent inventory, and one-click fixes

9. AI Agents Tab - Copilot Readiness

The AI Agents tab is GovernPoint's most advanced feature. It analyzes your SharePoint environment specifically for Microsoft Copilot and SharePoint Agent readiness - and provides a clear, prioritised remediation plan.

★ IMPORTANT

Microsoft Copilot uses SharePoint Search to find and retrieve your content. If your libraries are not indexed, your permissions are broken, or your metadata is missing, Copilot will give incomplete or incorrect answers. GovernPoint's Copilot Readiness score (0-100) tells you exactly how well your site supports Copilot.

9.1 Overview Sub-Tab

The Overview sub-tab shows your overall Copilot Readiness score and a breakdown by each of the four scoring categories.

Copilot Readiness Scoring Categories

Category	Max Points	What It Measures	Why It Matters for Copilot
Discoverability	25 pts	Search indexing of libraries and site pages	Copilot can only find content that SharePoint Search has indexed
Metadata	25 pts	Content types, metadata columns, structured properties	Rich metadata lets Copilot understand what documents are about
Access	40 pts	Permission inheritance, unique permissions, accessibility	Copilot respects permissions - broken access leads to wrong results
Content Sources	10 pts	Content organisation and source configuration	Proper source setup ensures Copilot queries the right repositories

Based on your score, GovernPoint displays one of three readiness badges:

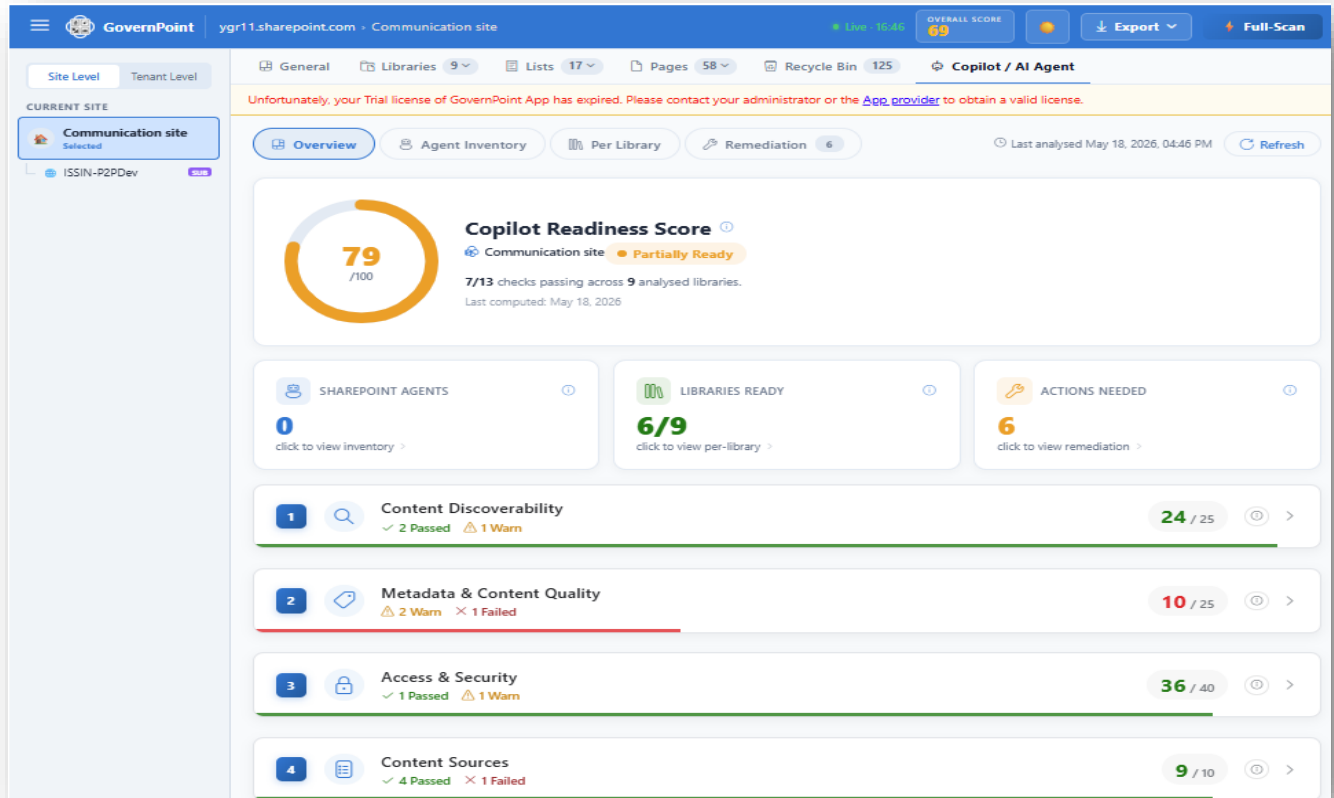
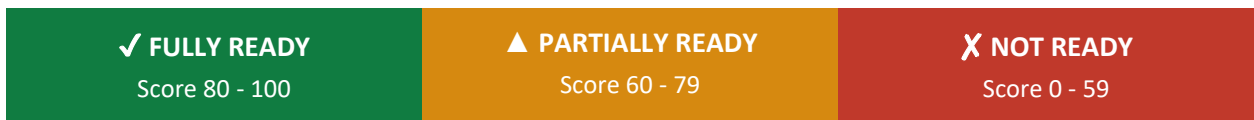


Figure 9.1 - Copilot Readiness Overview showing overall score, readiness badge, and category breakdown bars.

9.2 Agent Inventory Sub-Tab

The Agent Inventory sub-tab discovers and displays all SharePoint Agents (.agent files) found across your site's document libraries.

Feature / Setting	Description
Agent Name	Display name of the agent (filename without the .agent extension).
Library	Which document library contains this agent file.
Created By / When	Author and creation date of the agent.
Last Modified	When the agent was last updated and by whom.
Days Since Modified	How long since the agent was last changed - helps identify stale agents.

Health Score	0-100 score based on 5 agent-specific governance checks.
Expand Agent	Click to see all 5 individual health checks with pass/fail status.
Search	Filter agents by name using the real-time search box.

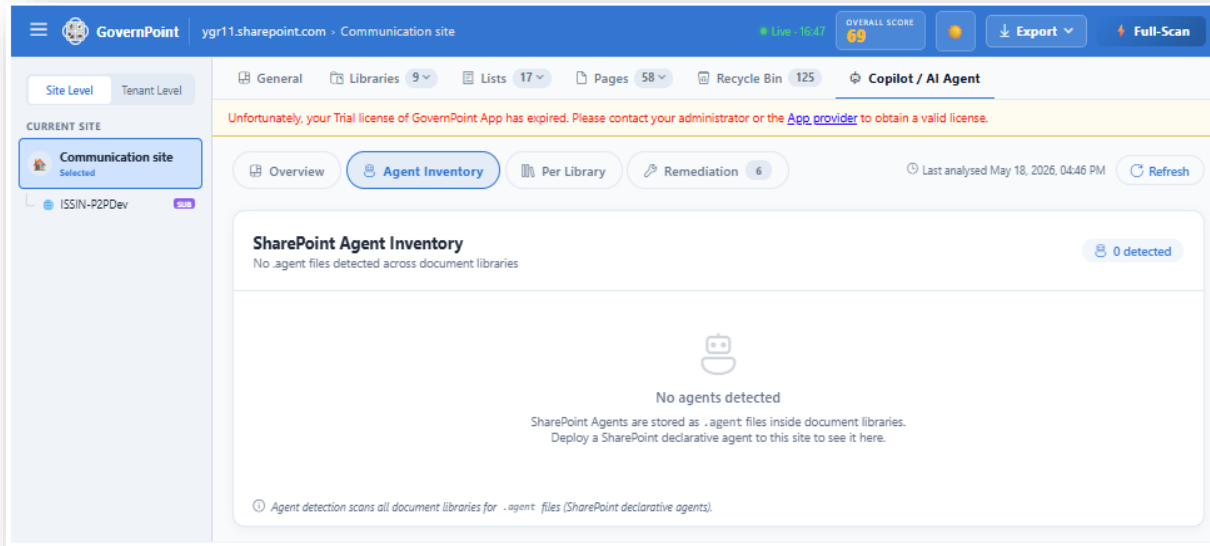


Figure 9.2 - Agent Inventory sub-tab showing all detected SharePoint Agents with health scores and check details.

i NOTE

If the Agent Inventory is empty, no .agent files have been deployed to this site. Agents are created through Microsoft Copilot Studio or SharePoint Agent Builder.

9.3 Per Library Sub-Tab

Shows Copilot readiness at the individual library level. Each library card displays:

- Library name and total item count.
- Readiness level badge: Ready (green), Partial (amber), Not Ready (red).
- Number of governance checks passed vs. total checks run.
- Expandable list of individual checks with pass/fail status.
- Direct link to the library settings page for manual fixes.

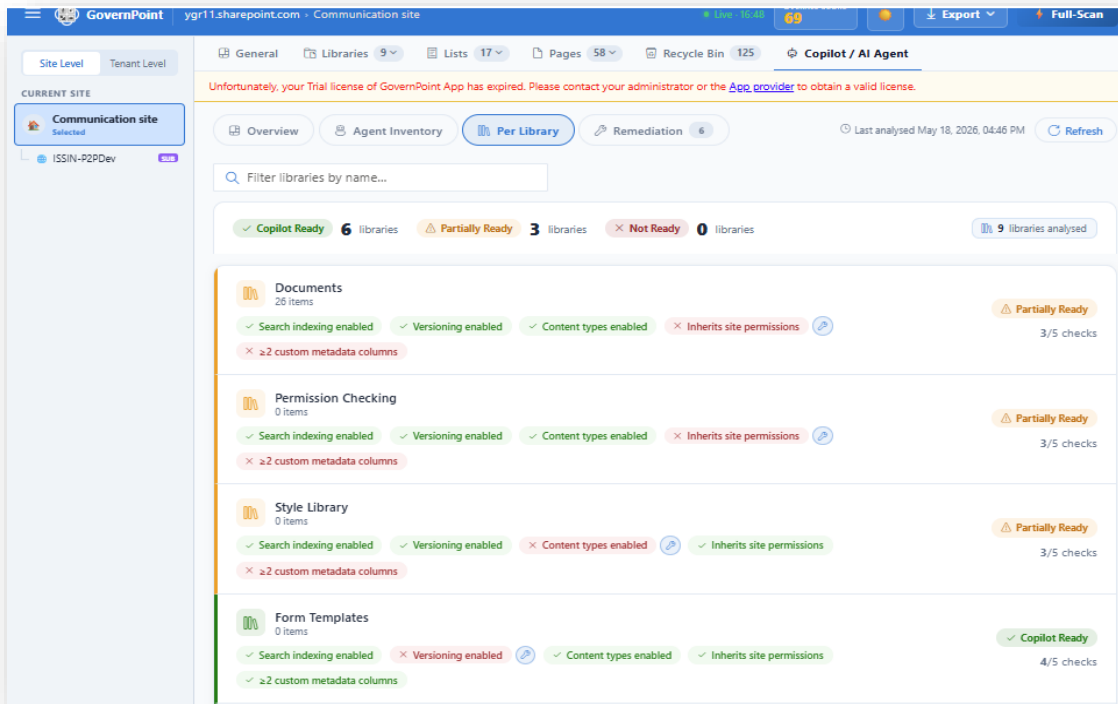


Figure 9.3 - Per Library sub-tab showing Copilot readiness badges and check details for each document library.

9.4 Remediation Actions Sub-Tab

Lists all fixable issues in priority order with estimated score gains and step-by-step fix instructions.

Feature / Setting	Description
Priority Badge	Critical (red) → High (amber) → Medium (blue). Always fix Critical items first.
Estimated Score Gain	Points your Copilot Readiness score will increase if this action is completed.
Affected Items	Which specific libraries or pages are impacted by this issue.
How to Fix	Plain-English step-by-step instructions. Also available as "Copy to Clipboard".
Apply Fix Button	For the 7 supported check types, apply the fix with one click from this tab.

9.5 Average Score Summary

At the top of the AI Agents tab, a new Average Score section displays:

- The average Copilot Readiness score calculated across all libraries on the site.
- A count showing how many libraries were included in the calculation.
- A color-coded indicator (green / amber / red) based on the average score band.

This gives you an instant snapshot of overall Copilot readiness before drilling into individual libraries.

9.6 Feature Descriptions on Checks

Each Copilot Readiness check now includes a feature description - a short explanation of why that check matters for Copilot and AI Agents. These descriptions appear directly on the check card and help you understand the impact of each issue without needing technical knowledge.

Example:

- *"Search Indexing - Copilot can only find and retrieve content that has been indexed by SharePoint Search. Libraries excluded from search are invisible to Copilot."*

9.7 Info Icons

An information icon (i) appears next to each check name in the Copilot Readiness view. Hover over it to see additional detail about what the check measures and what action is recommended if it fails.

9.8 Expand All / Collapse All (Agent Inventory)

In the Agent Inventory sub-tab, use the Expand All and Collapse All buttons to open or close all agent detail cards at once. This is useful when you have many agents and want to review all their checks in one view.

Supported One-Click Remediations

Check ID	What It Fixes	Scope
site_crawl	Enables SharePoint Search crawling at the site level	Site-wide
lib_crawl	Enables search indexing on specific libraries	Per library
lib_versioning	Turns on major versioning with a 50-version limit	Per library
content_types	Enables content type management on libraries	Per library
permissions	Resets permission inheritance on affected libraries	Per library
pages_search	Enables search indexing for the Site Pages library	Site Pages library
pages_versioning	Turns on versioning for the Site Pages library	Site Pages library

How to Apply a One-Click Fix - Step by Step

- 1 Click the "AI Agents" tab and select the "Actions" sub-tab.
- 2 Locate the remediation action you want to apply. Start with Critical (red) priority items.
- 3 Click the "Apply Fix" or "Cancel" to abort button on the action card.
- 4 A confirmation dialog appears showing exactly what will be changed. Read it carefully before proceeding.
- 5 A loading spinner replaces the dialog body while the fix is being applied.
- 6 A success (green), partial success (amber), or failure (red) message appears with details.
- 7 GovernPoint automatically re-analyzes the site to reflect the score improvement.

WARNING

Review the confirmation dialog carefully - permission changes can affect who can access content. If a fix reports "Access Denied", you do not have sufficient permissions. Contact your SharePoint administrator.

Library-level fixes use parallel processing - a failure on one library does not stop fixes on others.

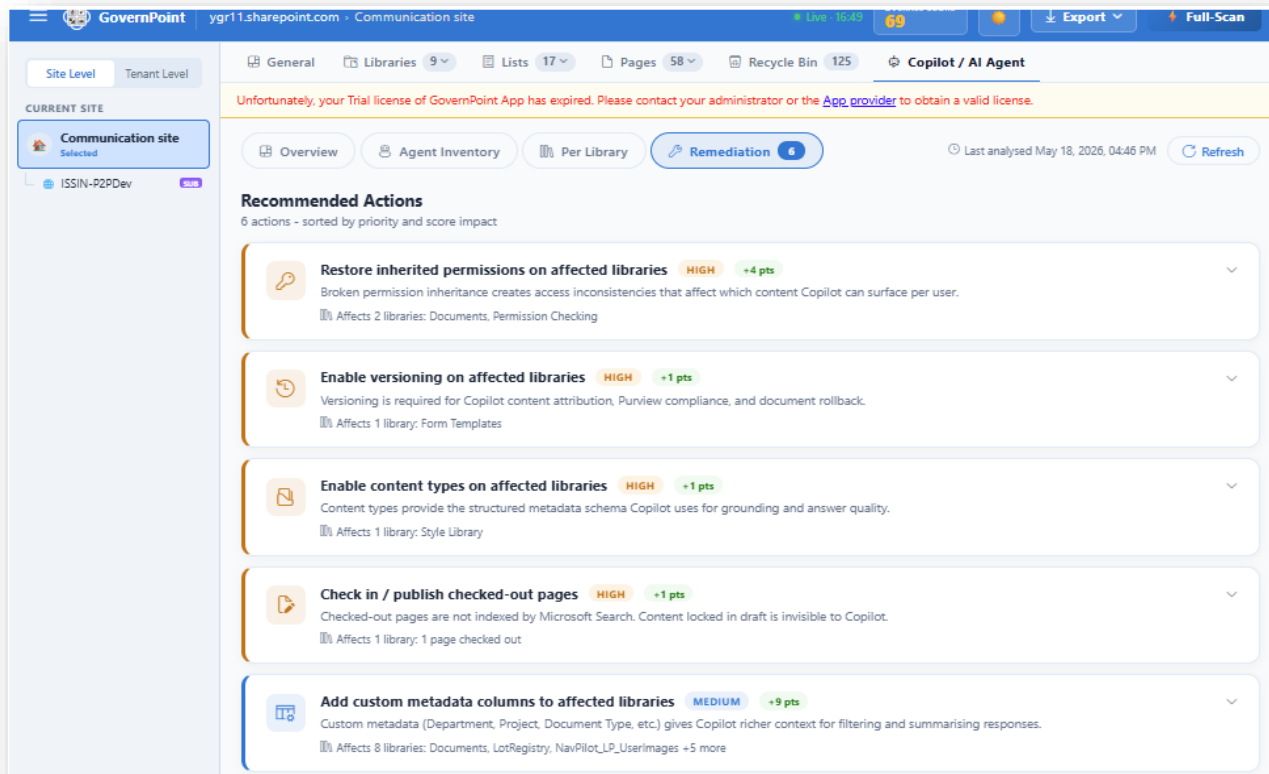


Figure 9.4 - Remediation Actions sub-tab showing prioritised fixes with estimated score gains and one-click apply buttons.

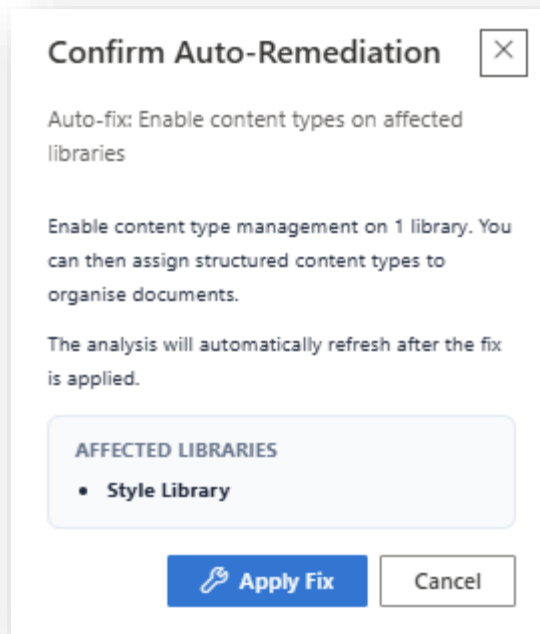


Figure 9.5 - Remediation confirmation dialog showing what will change, with loading spinner during execution.

10

Tenant-Wide Copilot Readiness

Scanning all sites, result grid, and drill-down

10. AI Agents - Tenant-Wide View

In Tenant View, the AI Agents tab scans every site you can access and ranks them by Copilot Readiness.

10.1 Starting a Tenant Scan

- 2 Click on the "Analyse All Sites" button.
- 3 A confirmation dialog appears - click "Start Analysis" to begin.
- 4 GovernPoint scans sites in batches of 3 simultaneously using parallel processing.
- 5 A progress bar shows sites scanned vs. total (e.g., "47 / 312 sites").
- 6 Results populate the grid as each batch completes - no need to wait for all sites.

★ **IMPORTANT**

Scanning large tenants (100+ sites) can take several minutes. Results are cached for the current browser session - you can return to the page without rescanning. Sites that return throttling errors (429/503) are automatically retried with exponential back-off.

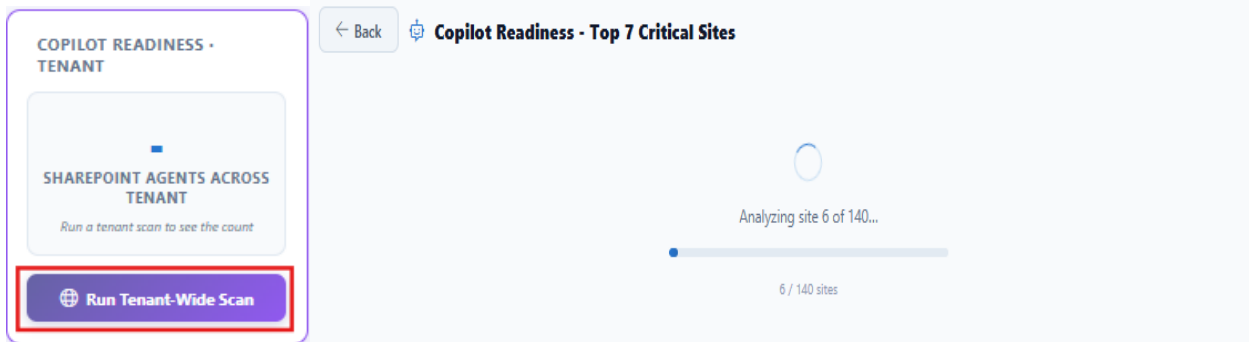


Figure 10.1 - Tenant-wide Copilot scan in progress showing progress bar, scanned count, and early results.

10.2 Results Dashboard

Summary Statistics Bar

Displayed at the top of the results grid:

- Average Score - mean Copilot Readiness score across all successfully scanned sites.
- Fully Ready - count of sites scoring 80-100 (green).
- Partially Ready - count of sites scoring 60-79 (amber).
- Not Ready - count of sites scoring 0-59 (red).
- Total Agents - total SharePoint Agents found across all scanned sites.
- Errors - count of sites that could not be scanned (permissions, throttling, archived).

Site Cards

Each site is displayed as a rich card showing:

- Rank badge (#1, #2, #3 - most at-risk first, with colour gradient from red to green).
- Animated donut chart with the overall Copilot Readiness score.
- Site display name and direct URL link.
- Readiness status badge (Fully Ready / Partially Ready / Not Ready).
- Agent count chip - hover to see up to 12 agent names for that site.
- Four category rows with progress bars: Discoverability, Metadata, Access, Content Sources.
- Hover tooltips on each category row showing individual check results.

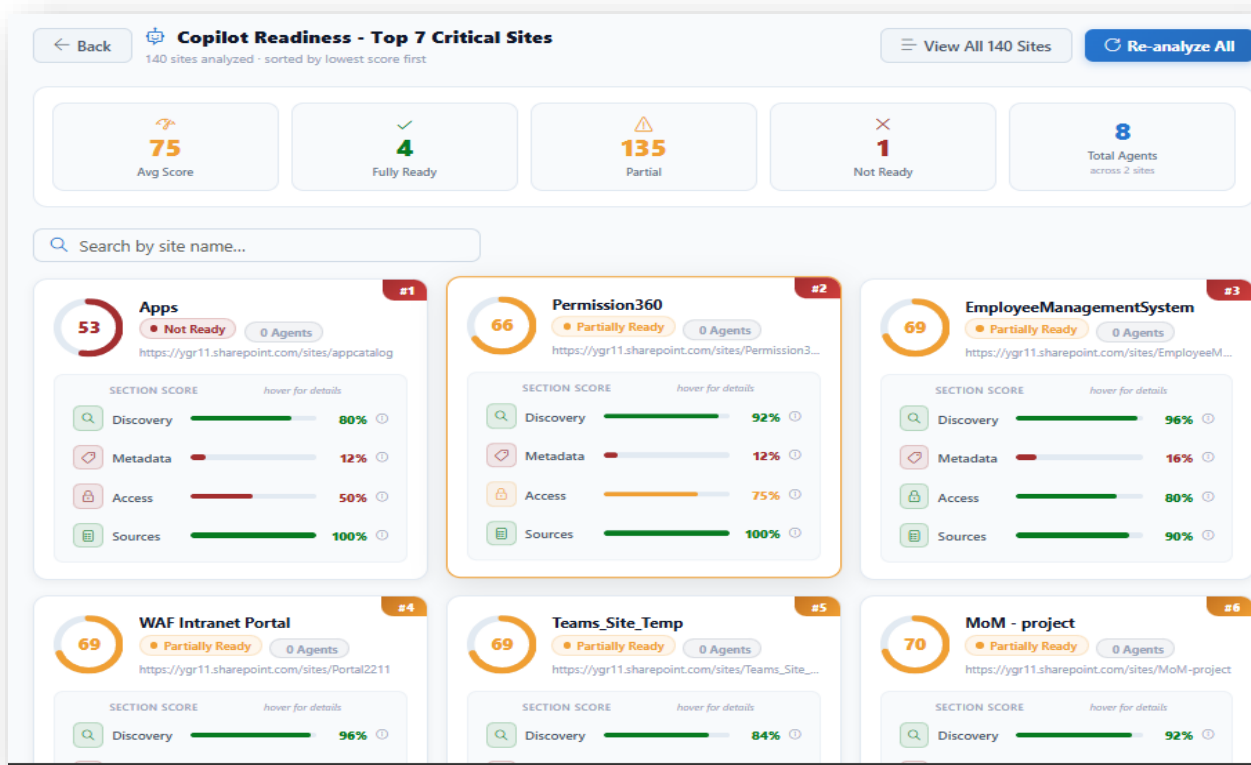


Figure 10.2 - Tenant Copilot Readiness results grid with ranked site cards showing scores and category bars.

10.3 View Modes & Search

View Mode	Description	When to Use
Top View	Shows only the top-N most at-risk sites (configurable: 1-50, default: 10)	Quick identification of your highest-priority sites
All View	Paginated view of all scanned sites (12 per page) with search filtering	Full inventory review or finding a specific site

Use the search box in All View to filter site cards by name in real time. Pagination controls (Previous / Next / page numbers) appear below the grid.

10.4 Drilling Into a Site

Click any site card to switch into single-site view for that site. GovernPoint runs a full Copilot Readiness analysis and shows all four sub-tabs (Overview, Agents, Libraries, Actions) for that specific site.

10.5 Search & Filter

When viewing the Tenant-Wide Copilot Readiness results, a Search and Filter bar is available above the site cards:

Search Box:

Type any part of a site name to instantly filter the results. The grid updates in real time as you type.

Filter by Site Type:

Click a site type button to show only sites of that type:

Button	Shows
All	All sites (default)
Root	Root site collections
Hub	SharePoint Hub sites
Team	Microsoft Teams-connected sites
Comm	Communication sites
Sub	Sub-sites

Use these filters together to quickly narrow down results - for example, show only Hub sites that are Not Ready.

10.6 Overall Score Not Shown in Tenant View

In Tenant View, the Overall Site Score donut is not displayed. This is by design - a combined score across all sites in a tenant would not be meaningful. Each site card shows its own individual Copilot Readiness score instead.

11

History Tab

Score trends, chart views, and hub peer benchmarking

11. History Tab

The History tab tracks governance score changes over time, helping you measure the impact of improvements and identify sites that are regressing.

11.1 Trend Windows

For each item type (Libraries, Lists, or Pages) GovernPoint calculates trend statistics across three rolling windows:

Window	Latest Score	Score Change (Delta)	Additional Stats
30-Day	Most recent score in window	Change from earliest to latest	Average score, scan count
60-Day	Most recent score in window	Change from earliest to latest	Average score, scan count
90-Day	Most recent score in window	Change from earliest to latest	Average score, scan count

A trend direction indicator (↑ improving / ↓ declining / → stable) is shown for each window.

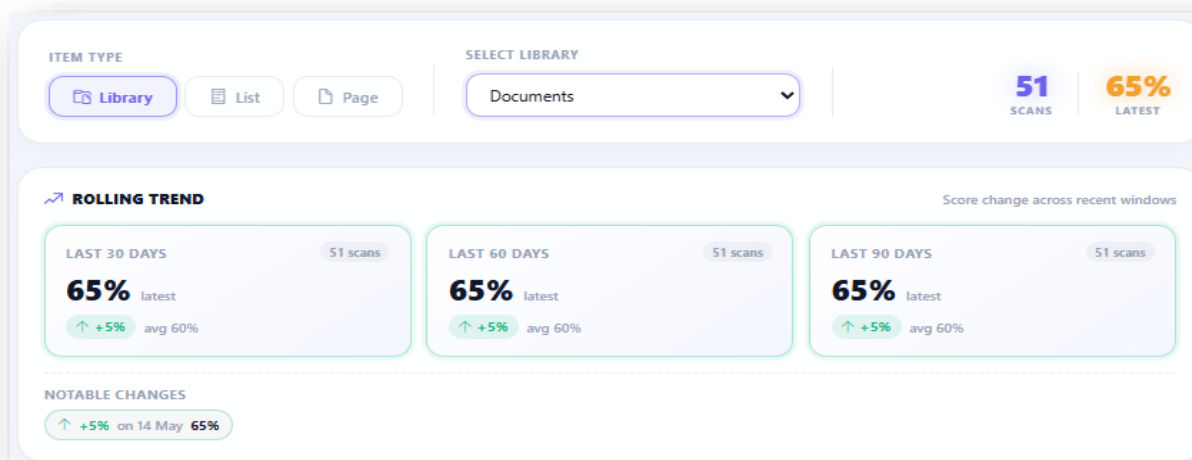


Figure 11.1 - History tab showing 30/60/90-day trend windows with delta indicators and scan statistics.

11.2 Score History Charts

Click the chart icon on any trend window to open the full-screen interactive chart. Choose from four chart types:

Chart Type	Best For	Visual Style
Area Chart	Seeing overall trend with emphasis on magnitude	Filled area below the score line
Line Chart	Clean comparison of score progression over time	Simple line without fill
Horizontal Bar Chart	Comparing individual scan scores	Bars oriented left-to-right
Vertical Bar Chart	Timeline view of each scan point	Vertical bars on a time axis



Figure 11.2 - Score history chart in Area Chart mode showing score progression with annotations.

11.3 Hub Site Peer Benchmarking

If your site belongs to a Hub Site, a peer comparison chart shows how your site compares to the other sites in that hub.

- Bar chart with each hub member site shown as a coloured bar.
- "This Site" bar is highlighted with a distinct colour for easy identification.
- A horizontal reference line shows the hub average score.
- Hover any bar to see the exact site name and score.



Figure 11.3 - Hub Site peer benchmarking chart with "This Site" highlighted and hub average reference line.

11.4 Selecting Items to Review

- 1 Use the item type selector to choose Libraries, Lists, or Pages history.
- 2 Use the item dropdown to select the specific library, list, or page.
- 3 The trend windows and chart update automatically.
- 4 Use the Notable Changes section to jump to the dates of the largest score movements.

12

Tenant Risk Dashboards

Library, List, and Pages risk across all tenant sites

12. Tenant View - Risk Dashboards

In Tenant View, the Libraries, Lists, and Pages tabs display site-collection-level risk dashboards rather than single-site detail views. These show the top 10 most at-risk sites across your entire tenant.

12.1 Library Risk Dashboard (Tenant)

Feature / Setting	Description
Site Name	Display name of the SharePoint site with a clickable link.
Risk Score	Aggregated library governance score for all libraries on that site.
Site Type Badge	ROOT / HUB / TEAM / COMM / SUB badge indicating the site type.
Top Issues	Summary of the most critical library governance issues found.
Drill Down	Click to expand the site card and see individual library details.
Scope Control	Can be limited to specific site collections rather than all tenant sites.

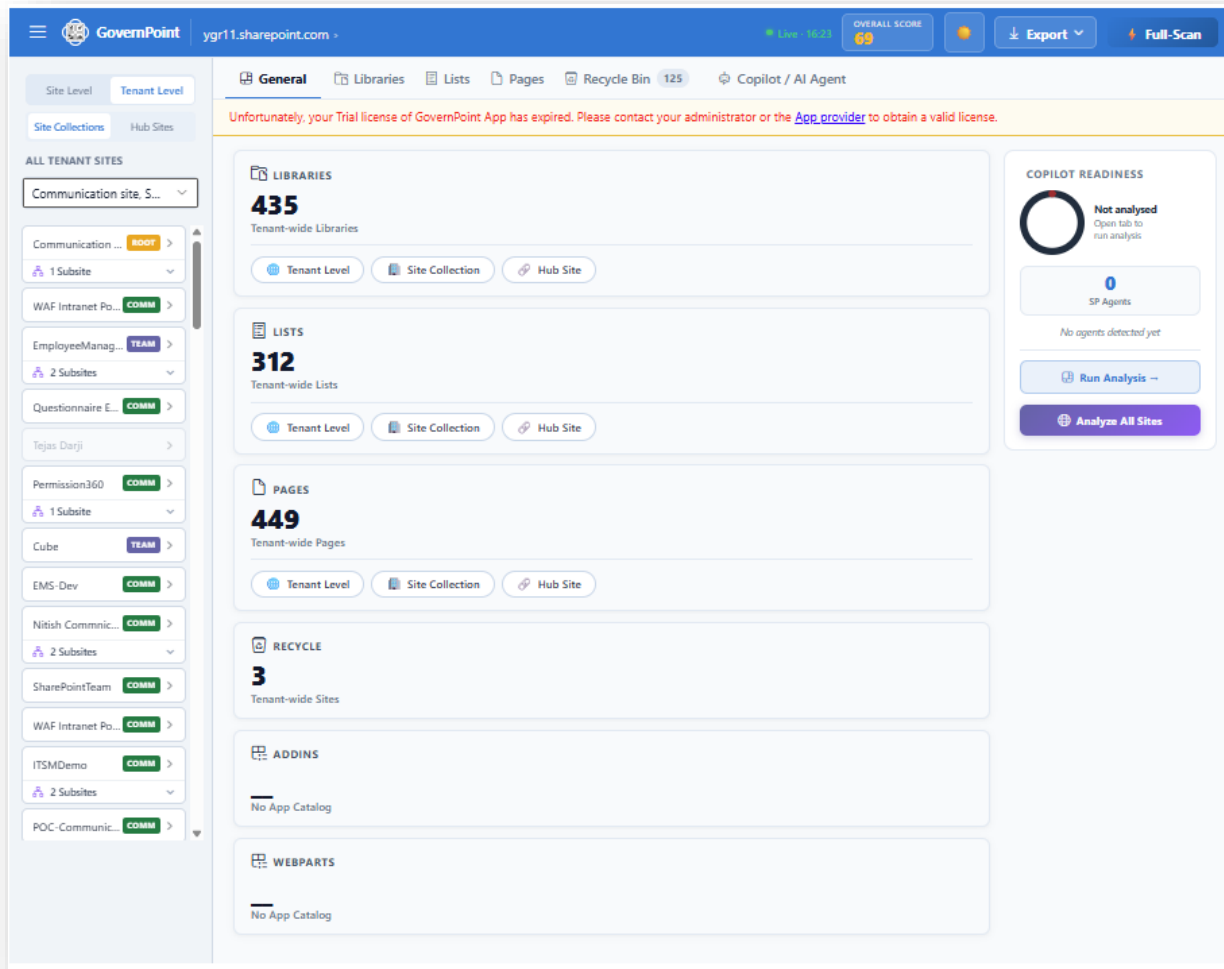


Figure 12.1 - Tenant-level Library Risk dashboard showing top 10 at-risk sites with risk scores and issue summaries.

12.2 List & Pages Risk Dashboards

Identical dashboards exist for Lists Risk and Pages Risk in Tenant View. All three follow the same layout: ranked top-10 at-risk sites, aggregated risk score, and drill-down capability. Each can be scoped to specific site collections.

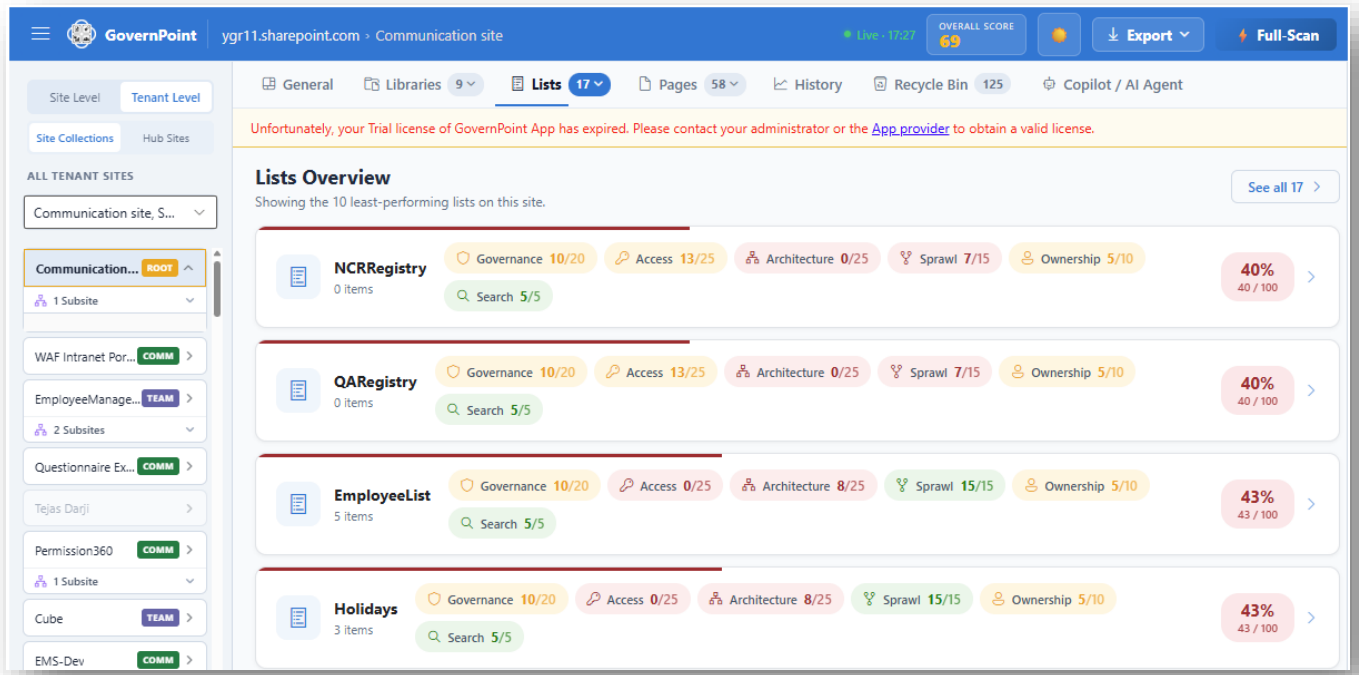


Figure 12.2 - Tenant-level Lists Risk and Pages Risk dashboards showing ranked at-risk sites.

12.3 Search & Filter on Risk Dashboards

All three tenant risk dashboards (Library Risk, Lists Risk, Pages Risk) include a Search and Filter bar:

- Search Box - Filter the site list by site name in real time.
- Site Type Filter - Filter by Root, Hub, Team, Communication, or Sub-site to narrow results to a specific type of site.

This is especially useful in large tenants where hundreds of sites may be listed.

13

One-Click Remediation

Applying fixes directly from the GovernPoint dashboard

13. One-Click Remediation

GovernPoint provides remediation actions that apply common governance fixes directly from the dashboard - without navigating to SharePoint admin settings pages.

13.1 Available Remediation Actions

Feature / Setting	Description
Enable Versioning	Turns on major versioning on a library or list and sets a 50-version limit. Prevents unlimited version growth and enables Copilot document history access.
Reset Permission Inheritance	Removes unique permissions from a library or list and resets it to inherit from the parent site. Use carefully - this affects who can access the content.
Reset Item Inheritance	Removes unique permissions from individual items (e.g., pages that have broken inheritance). Applies to all uniquely-permissioned items in the library.
Enable Content Types	Turns on content type management for the library, enabling structured document templates and richer metadata.
Enable Search Indexing	Removes the "No Index" flag (NoCrawl=false) so SharePoint Search and Copilot can crawl and index the library's content.

⚠ WARNING

You must have Manage Permissions rights on the target library or list to apply remediation actions. If the "Fix" button is hidden, you likely do not have sufficient permissions - contact your SharePoint administrator.

"Reset Permission Inheritance" is irreversible via GovernPoint - ensure you have documented any custom permissions before applying.

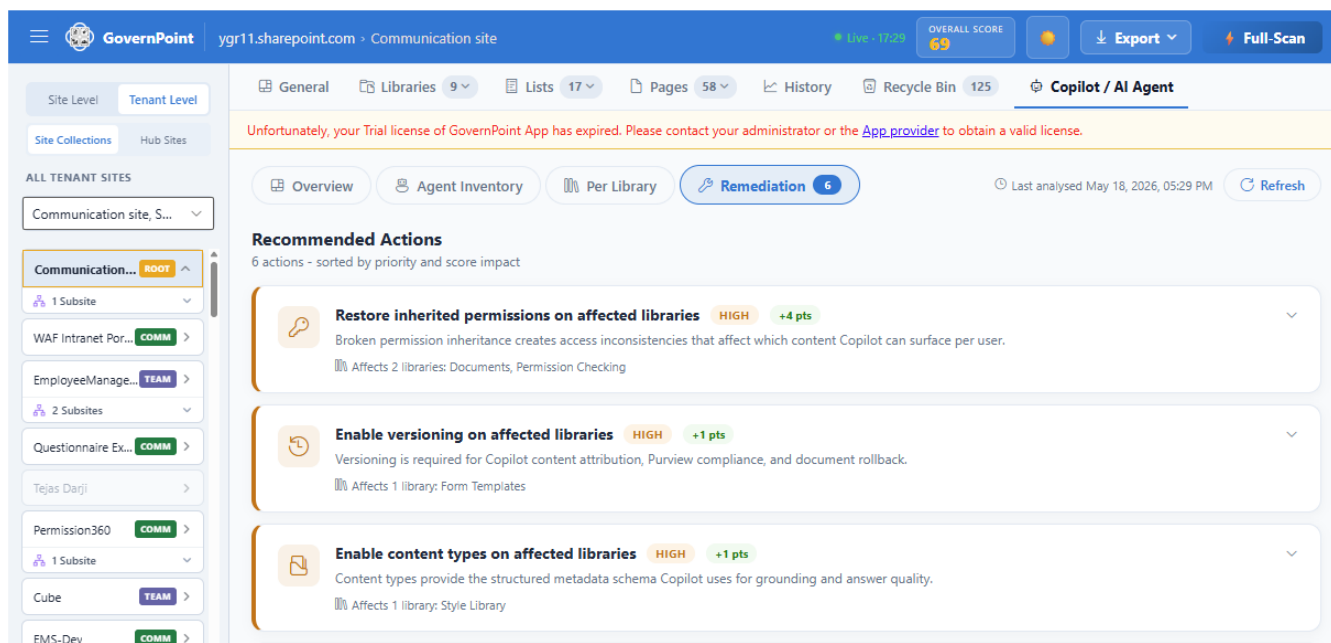


Figure 13.1 - Remediation fix buttons appearing inline on check rows within governance accordion sections.

13.2 Remediation Result Statuses

After applying any remediation action, GovernPoint shows one of three outcome states:

Outcome	Color	What It Means
All Succeeded	Green	Every targeted library, list, or page was fixed successfully. GovernPoint automatically updates the score.
Partially Succeeded	Amber	Some items were fixed, but others failed. The result message lists which items succeeded.
All Failed	Red	No items were fixed. Review the error details and check that you have the correct permissions.

What happens during execution:

1. You click Apply Fix - a confirmation dialog appears showing exactly what will change.
2. After confirming, the dialog body is replaced with a loading spinner while the fix runs.
3. The Cancel button is disabled during execution - wait for the result.
4. Once complete, the outcome is shown inside the dialog (green / amber / red).
5. If successful, GovernPoint automatically re-analyzes the site - no manual refresh needed.

★ **IMPORTANT**

If you see "Access Denied", you do not have sufficient permissions on that item. Contact your SharePoint administrator. A failed fix on one library does not block fixes on other libraries - all targets are processed independently.

13.3 Parallel Execution Behavior

Remediation that targets several libraries runs in parallel with Promise.allSettled semantics - a failure on one library never aborts fixes on the others. The result toast reports successes and failures individually.

Outcome	Message Color	What Happened
All Succeeded	Green toast + green result	Every targeted library was fixed. Score re-analysis starts automatically.
Partially Succeeded	Amber toast + amber result	Some libraries were fixed; others failed. Check the detail for which ones failed.
All Failed	Red toast + red result	No libraries were fixed. Review the error detail and check your permissions.

13.4 Deep Link Integration

Each remediation dialog includes a deep link button that opens the relevant SharePoint settings page directly. This allows manual review before applying the automated fix, or manual remediation if you prefer to do it yourself.

14 Simplified Dashboard

Plain-English site owner view with top issues

14. Simplified Dashboard

The Simplified Dashboard is displayed to site members and visitors who are not administrators. It presents governance information in plain, non-technical language suitable for any SharePoint user.

14.1 Dashboard Components

Feature / Setting	Description
Personalised Greeting	Good morning/afternoon/evening with the user's first name. Time-of-day greeting creates a welcoming, approachable experience.
Score Circle	Large circular score (0-100) with colour-coded fill (green/amber/red) giving instant visual health status.
Health Verdict	"Looking good" (80+) · "A few things to tidy up" (50-79) · "Needs your attention" (<50)
Verdict Description	One plain-English sentence explaining what the score means in practical terms.

Open the Site	Direct link to view the SharePoint site.
Top 3 Issues	The three most critical governance issues, ranked by severity - each with an emoji icon, title, description, and action button.
Severity Badges	"Action needed" (FAIL severity) or "Heads up" (WARN severity) to indicate urgency.
Empty State	If there are no issues: "You're all caught up!" celebration message.

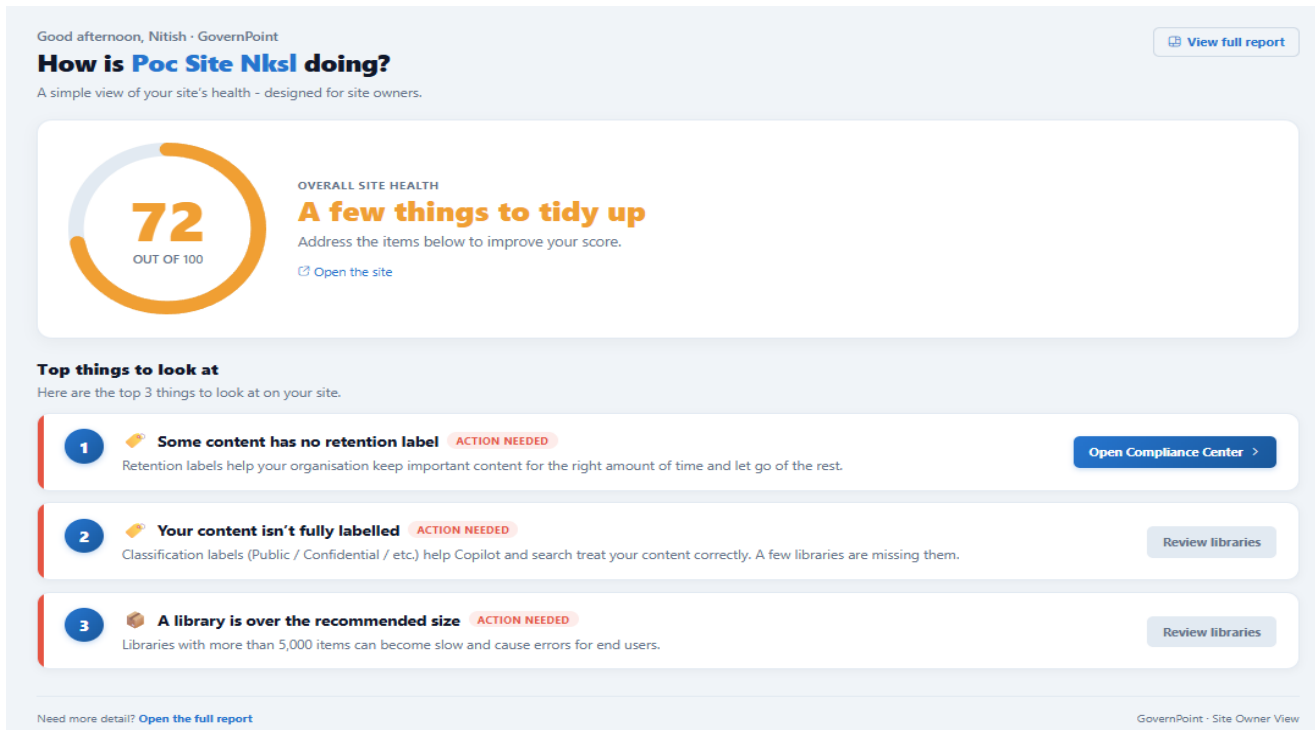


Figure 14.1 - Simplified Dashboard showing health verdict, score circle, and top 3 issues with action buttons.

14.2 Viewing the Full Dashboard

Administrators who want to see what site owners see can use the "Force Simplified View" property pane setting. They will also see a "View full report" button at the top of the simplified view that switches back to the full dashboard for their current session only.

✓ TIP

Enable "Force Simplified View" in the property pane to ensure all users - regardless of permission level - see the simplified owner view.

This is recommended for intranet rollouts where a clean, non-technical view is preferred.

15 Settings & Configuration

Property pane options and scoring customisation

15. Settings & Configuration

GovernPoint is configured through the web part property pane. Click the Edit (pencil) icon on the web part to open it.

i NOTE

Only SharePoint Site Owners and Administrators with Manage Web permissions can access the property pane. Settings changes apply to all users of that GovernPoint instance.

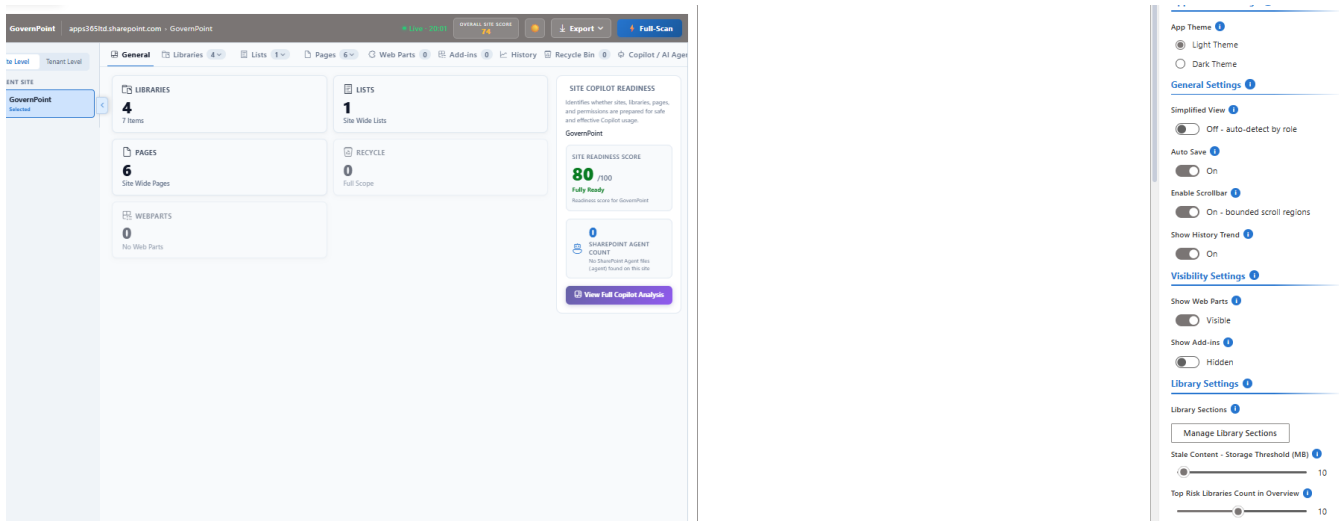


Figure 15.1 - GovernPoint property pane showing all configuration sections and settings options.

15.1 Appearance Settings

Feature / Setting	Description
App Theme	Light or Dark. Default: Light Theme.

15.2 General Settings

Feature / Setting	Description
Auto Save	ON/OFF - Automatically saves a governance score snapshot to the history list on every analysis. Default: ON.

Show History Trend	ON/OFF - Shows or hides the History tab in the navigation. Default: ON.
Simplified View	ON/OFF - Forces ALL users (including administrators) to see the simplified owner view. Default: OFF.
Enable Scroll Bar	Limits panel height with internal scrolling. Turn off to show all content at full height.

15.3 Visibility Settings

Feature / Setting	Description
Show Web Parts	ON / OFF - Shows or hides the Web Parts sections on the General Tab. When OFF, the Web Parts stat cards and detail tabs are not displayed. Default: OFF.
Show Add-ins	ON / OFF - Shows or hides the Add-ins sections on the General Tab. When OFF, the Add-ins cards and detail tabs are not displayed. Default: OFF.

15.4 Library Settings

Feature / Setting	Description
Stale Content Threshold	Files larger than this size that are also stale are listed individually. Range: 5-100 MB. Default: 10 MB.
Top Risk Libraries Count	Number of at-risk libraries shown in the Libraries dashboard overview. Range: 1-20. Default: 10.
Configure Library Accordions	Choose which governance category sections appear in the Libraries tab and in what order.

15.5 List Settings

Feature / Setting	Description
Top Risk Lists Count	Number of at-risk lists shown in the Lists dashboard. Range: 1-20. Default: 10.
Configure List Accordions	Customise which governance sections appear in the Lists tab and their display order.

15.6 Pages & Copilot Settings

Feature / Setting	Description
Top Risk Pages Count	Number of at-risk pages shown in the Pages dashboard. Range: 1-20. Default: 10.
Top Critical Sites (Copilot)	Number of at-risk sites shown in the Copilot Readiness Top View. Range: 1-50. Default: 10.
Configure Pages Accordions	Customise which governance sections appear in the Pages tab.

15.7 Score Configuration (Advanced)

Site collection admin users can customise scoring weights by editing the ScoreConfig SharePoint list:

- 1 Open the property pane and click "Open ScoreConfig List" (visible to users with Manage Web permissions).
- 2 The ScoreConfig list opens in a new browser tab.
- 3 Each list item represents one scoring parameter with a Title (check key) and Value (weight).
- 4 Edit the Value field to change how GovernPoint weights individual checks.
- 5 Changes take effect immediately on the next analysis run - no deployment needed.

⚠ WARNING

Incorrect ScoreConfig values can produce unexpected scoring behaviour. GovernPoint uses built-in default values if any entry is missing or invalid - it will not crash. Only modify ScoreConfig if you fully understand the governance checks and your organisation's scoring priorities.

15.7 Troubleshooting Common Issues

GovernPoint is not loading

- Verify the app has been correctly deployed from the SharePoint App Catalog.
- Clear your browser cache (Ctrl+Shift+Delete) and refresh the page.
- Try in a private/incognito browser window to rule out cached credentials.

I see "Access Denied" errors

- Single-site scans: Requires at least Read permission on the site.

- Remediation actions: Requires Manage Permissions or Site Administrator rights.
- Tenant View: Requires the signed-in user to have at least Read access to other site collections in the tenant. GovernPoint discovers tenant sites through the SharePoint REST Search API (no Microsoft Graph and no tenant-admin consent is required).

My score changed unexpectedly

- Open the History tab to see exactly when the score changed.
- Review "Notable Changes" - it highlights the largest score movements with dates.
- Consider recent site changes: new libraries, permission changes, or content additions all affect scores.

✓ TIP

For GovernPoint deployment or technical issues, contact your SharePoint administrator.
 For governance best practices, refer to the Microsoft 365 adoption documentation at adopt.microsoft.com.

16. Hidden SharePoint Lists Provisioned by GovernPoint

GovernPoint stores its configuration and history in SharePoint lists on the site that hosts the web part. The lists are created Hidden - they do not appear in Site Contents, Quick Launch, or the Lists app. Administrators can still open them directly by URL when they need to fine-tune scoring weights or audit historical scans.

16.1 When Are They Created?

Provisioning runs on every page load and is idempotent. If all four lists exist with the expected columns, nothing changes. If a list is missing it is created; if only a column is missing (e.g. after a GovernPoint upgrade adds a new metric) just that column is added. Existing data is never modified or deleted.

16.2 The Four Provisioned Lists

List Title	Purpose	Created Hidden	Template
ScoreConfig	Stores configurable scoring weights, section labels, and tab metadata. The single source of truth for every weight referenced by the dashboard.	Yes	Generic (100)
LibraryScoreHistory	Daily score snapshots for each document library scanned by GovernPoint. Powers the Library tab on the History view and hub-peer benchmarking.	Yes	Generic (100)
ListScoreHistory	Daily score snapshots for each custom list scanned	Yes	Generic (100)

	by GovernPoint. Powers the Lists view on the History tab.		
PageScoreHistory	Daily score snapshots for each site page scanned by GovernPoint. Powers the Pages view on the History tab.	Yes	Generic (100)

16.3 ScoreConfig - Column Schema

ScoreConfig contains one row per scoring check. Each row maps a stable ScoreKey to a numeric weight; the GovernPoint dashboard reads this list on load and uses the weights to compute every category and overall score. If the list is missing, deleted, or fails to load, GovernPoint falls back to built-in default values so scoring continues to work.

Column	Type	Description
Title	Text (built-in)	Required by SharePoint. Set to the same human-readable label as ScoreTitle.
TabType	Choice	Which dashboard tab the score belongs to (General, Library, List, Pages, Copilot).
Section	Choice	Governance category inside the tab (Content Governance, Access & Permissions, etc.).
ScoreTitle	Text (255)	Human-readable label shown on the scoring breakdown UI.
ScoreKey	Text (100)	Stable internal key used by the dashboard to look up the weight. Never edit this.
Score	Number (0-100,000)	The actual weight or threshold value applied by the scoring engine.
Description	Multi-line text	Short explanation of what the score measures and how it is calculated.

16.4 The Three *ScoreHistory Lists - Column Schema

LibraryScoreHistory, ListScoreHistory and PageScoreHistory share an identical schema. Each row records the result of a single scan for a single library, list, or page - captured as a snapshot in time. Together these tables back the entire History tab, including the score trend charts, the Notable Changes annotations, and the hub-peer benchmark.

Column	Type	Description
Title	Text (built-in)	Item title (the library / list / page name at the time of scan).

ComponentId	Text	The SharePoint GUID of the scanned library, list, or page.
ItemUrl	Text	Absolute URL of the scanned item, used for cross-site benchmarking.
Score	Number	Final overall score (0 - 100) recorded by this scan.
ScanDate	Text (ISO 8601)	Timestamp of the scan; stored as text to preserve millisecond precision.
GovScore	Number	Content Governance category score for this scan.
AccessScore	Number	Access & Permissions category score for this scan.
ArchScore	Number	Information Architecture category score for this scan.
SprawlScore	Number	Content Sprawl / duplication category score for this scan.
OwnerScore	Number	Ownership category score (reserved for future scoring rules).
IndexScore	Number	Search-indexing category score for this scan.
MaxOverallScore	Number	Maximum possible score at the time of the scan - used when the weights change so historical scores remain comparable.

16.5 Safe to Delete?

Yes, but with two caveats:

- **Deleting ScoreConfig:** GovernPoint reverts to built-in default weights. Any custom weights you set are lost. The list will be re-created with default seed rows on the next page load.
- **Deleting a *ScoreHistory list:** All historical scans for that content type are lost permanently. The list will be re-created empty on the next page load and history will begin accumulating from zero.

Because the provisioning routine is idempotent, deleting a list never causes a runtime error - at worst it resets the affected feature to its initial state.

16.6 Accessing the Lists Directly

Because the lists are hidden, they are not linked from anywhere in the SharePoint UI. To open them in the browser, navigate to:

- https://<your-site>/Lists/ScoreConfig
- https://<your-site>/Lists/LibraryScoreHistory
- https://<your-site>/Lists/ListScoreHistory
- https://<your-site>/Lists/PageScoreHistory

Users with site collection admin role can open ScoreConfig from the property pane via the "Open ScoreConfig List" button.

17

Licensing & Feature Visibility

License types, status messages, and what each license unlocks

17. Licensing & Feature Visibility

17.1 License Types

GovernPoint uses a subscription-based licensing model managed via the Apps365 app catalog. The license type determines which sites and users can access the full dashboard. On every page load, GovernPoint checks the license silently - no action is required from end users.

License Type	Scope	Who Can Use It
SingleSite	One SharePoint site	All users of that site.
SiteCollection	An entire site collection	All users across sites in the collection.
Tenant	Entire Microsoft 365 tenant	All users across the whole organization.
Trial	One SharePoint site	All users of that site.

17.2 License Status Messages

GovernPoint displays a colored notification banner at the top of the dashboard for license states that require attention. The table below describes every possible state.

Status	What You See	Action Required
Active (no warning)	No banner - full dashboard shown normally.	None.
Expiring soon	Red banner: Your license will expire in X days.	Contact your administrator or App provider (apps365ltd.com).
Trial (active)	Red banner: You are using the Trial version - expires in X days.	Contact the App provider to purchase a full license before expiry.
Trail In Used	Banner showing trial has already used.	Purchase a full license - only one Trial per organization is allowed.

Trial expired	Controls disabled. Banner showing trial expired.	Purchase a full license to re-enable all features.
License expired	Controls disabled. Your license has expired.	Contact your administrator or App provider to renew.
No license found	Red banner: You are using the Trial version - expires in X days.	Contact your administrator or App provider at apps365ltd.com.

★ **IMPORTANT**

When controls are disabled, the GovernPoint dashboard loads in read-only mode and analysis cannot be run.
 License validation occurs automatically on every session start - no manual refresh needed.
 The license status banner is visible only to users affected by it. Full-license users see no banner.

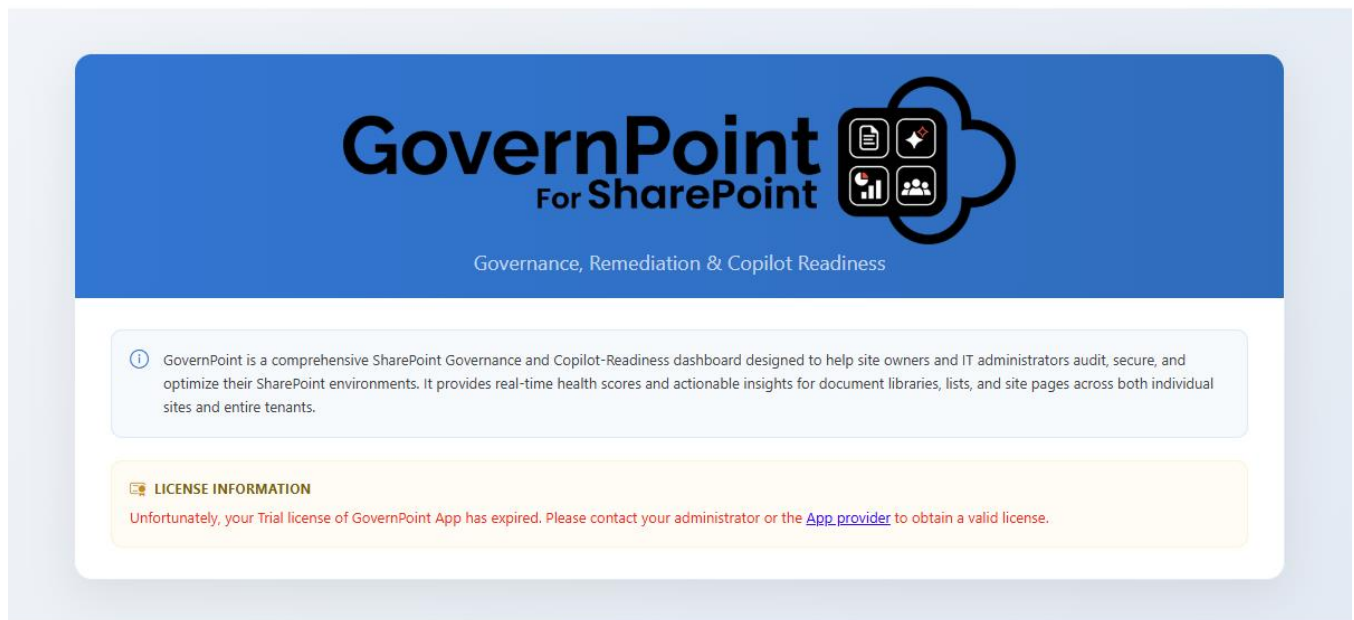


Figure 15.2 - Trial license of GovernPoint App has expired.

17.3 Feature Availability by License Scope

Feature	Trial	SingleSite	SiteCollection	Tenant
Single-site governance analysis	Yes	Yes	Yes	Yes
All six analysis tabs	Yes	Yes	Yes	Yes
One-click remediation	Yes	Yes	Yes	Yes
Copilot Readiness (site level)	Yes	Yes	Yes	Yes

Score history & trends	Yes	Yes	Yes	Yes
Tenant-wide analysis	No	No	Site Collection only	Yes - all sites
Tenant Copilot Readiness scan	No	No	Site Collection only	Yes - all sites
Tenant risk dashboards	No	No	Site Collection only	Yes - all sites

18

Export & Reporting

License types, status messages, and what each license unlocks

18. Export & Reporting

GovernPoint allows you to export governance analysis data in two formats: PDF and Excel (.xlsx). This makes it easy to share findings with stakeholders, keep records of governance audits, or track progress over time.

18.1 How to Export

Export buttons are available on each analysis tab. Look for the Export button in the tab header area.

Step by step:

1. Run an analysis on the tab you want to export (Libraries, Lists, Pages, or Copilot Readiness).
2. Wait for the analysis to be completed and results to load.
3. Click the Export button in the top-right area of the tab.
4. Choose your format:
 - o Export to PDF - generates a formatted report document.
 - o Export to Excel - generates a spreadsheet with all data rows.
5. The file downloads automatically to your browser's default download folder.

18.2 What Is Included in Each Export

Tab	PDF Export Includes	Excel Export Includes
Libraries	All libraries with scores, category breakdowns, and top findings	All libraries with score columns per category and check results
Lists	All lists with scores and governance category results	All lists with full check data in columns
Pages	All pages with scores, broken link summary, and web part counts	All pages with governance check results
Copilot Readiness	Overall score, per-library readiness, and remediation actions	Per-library readiness data with check pass/fail status

18.3 Exporting in Tenant View

When in Tenant View, the export includes data for the currently selected site - not all tenant sites at once. To export data for multiple sites, select each site individually and export separately.

Tip: Use Excel export when you need to sort, filter, or do further analysis on the governance data. Use PDF export when you need a formatted report to share with management or stakeholders.

Visit our website for latest updates and support.

<https://governpoint.com>