



## Virto Workflows for Office 365

### **User and Installation Guide**

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# Start Working with Workflows For Office 365

## Activating Activities Kit for SharePoint Online

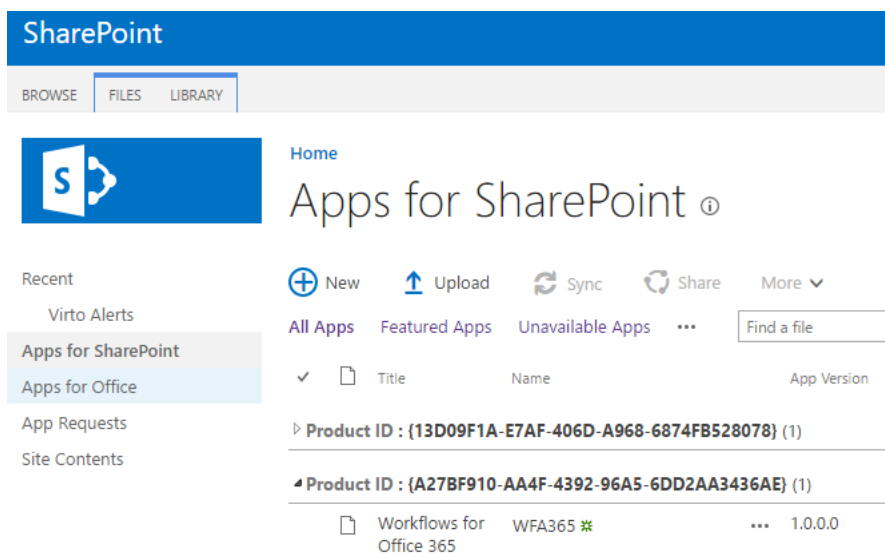
In order to begin using the add-in

1) Download Workflows for Office 365 by Virto from the product page [Link](#)

2) Add it in the app catalog on your site in "Apps for SharePoint".

You will find the app catalog library by navigating to your Office 365 admin center, selecting "SharePoint" under the "Admin" section, then the "apps" navigation link left and then App Catalog under the listed links.

Depending on your O365 subscription plan you will need to navigate to your app catalog directly using the web address: [https://\[your\\_domain\\_name\].sharepoint.com/sites/AppCatalog/](https://[your_domain_name].sharepoint.com/sites/AppCatalog/).



3) Go to the site where you will add Workflows for Office 365 by Virto:

4) Choose the link "From Your Organization", click "Workflows for Office 365 by Virto" icon and trust it.

Home

## Site Contents ▸ Your Apps

Your Apps

Find an app

Apps You Can Add

From Your Organization


Manage Licenses

Your Requests


SharePoint Store

### Apps from your organization

Newest Name



Workflows for Office 365  
[App Details](#)



Staging Calendar for Office 365 by Virto  
[App Details](#)

5) Once you have installed Virto Workflows for Office 365 please open the add-in from the Site Contents.

Please click install Button if required.

Once you can see green OK button, please type URL of Site within current site collection, where you want to publish Virto workflows.

Click Activate.

← Back to site Virto Workflow Activities for SharePoint Online

## Virto Workflow Activities for SharePoint Online

Installation Subscription

Workflows for Office 365 by Virto feature has been successfully installed within current Site Collection [OK](#)

To create and publish workflows using [SharePoint Designer 2013](#), please activate Workflows for Office 365 by Virto feature on any site within current Site Collection.

**Activate Workflows for Office 365 by Virto feature on:**

[Activate](#)

Absolute URL (https://example.sharepoint.com/sites/wak/test)

**Activated on:**  
You have no sites on which feature is activated.

6) Once you have activated Virto Workflows for Office 365 on a particular site, you can run SharePoint Designer 2013, connect to that site and you will be able to see all Virto custom actions in the list of activities.

[← Back to site](#) Virto Workflow Activities for SharePoint Online

## Virto Workflow Activities for SharePoint Online

Installation Subscription

Workflows for Office 365 by Virto feature has been successfully installed within current Site Collection [OK](#)

To create and publish workflows using [SharePoint Designer 2013](#), please activate Workflows for Office 365 by Virto feature on any site within current Site Collection.

**Activate Workflows for Office 365 by Virto feature on:**

Activate

Absolute URL (https://example.sharepoint.com/sites/wak/test)

**Activated on:**

https://virtosoft.sharepoint.com

Deactivate

https://virtosoft.sharepoint.com/444.00

Deactivate

If you have questions or need any help with Workflows for Office 365 by Virto, please [contact us](#)

# Virto Workflows for Office 365

## Email processing

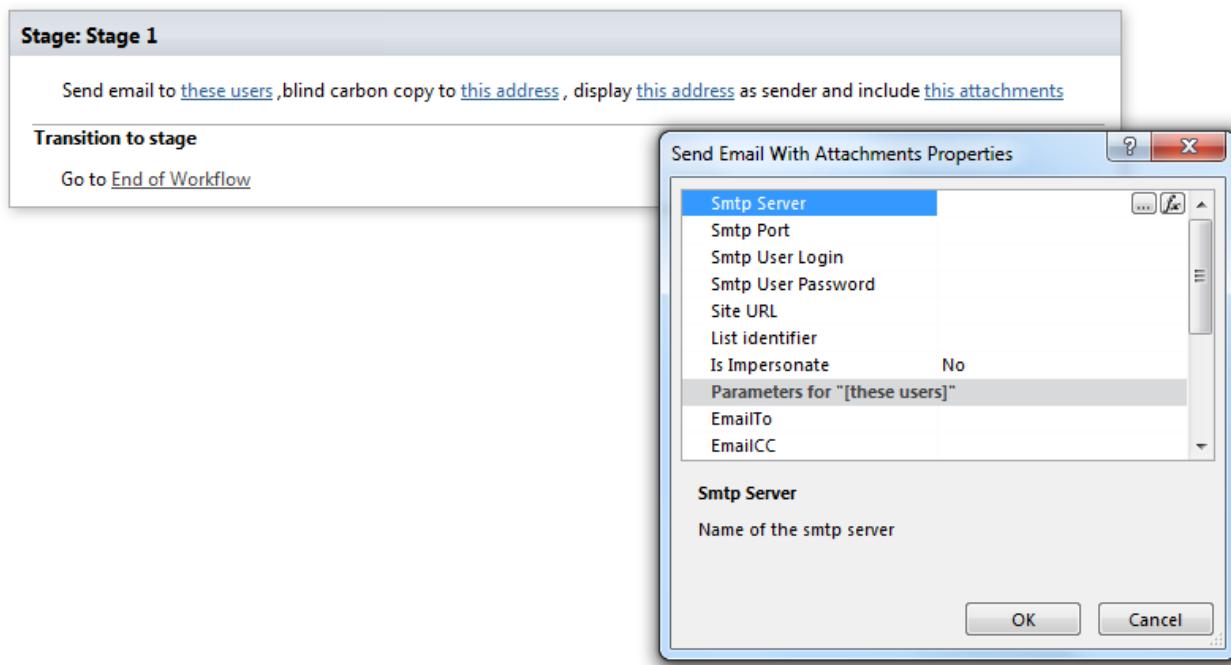
### Send email with attachments

This activity allows sending html formatted email/emails with multiple attachments via Smtplib server. Multiple attachments are supported. Both http and https requests are supported.

#### SharePoint Workflow Designer Phrase

Send email to these users, blind carbon copy to this address, display this address as sender and include this attachments.

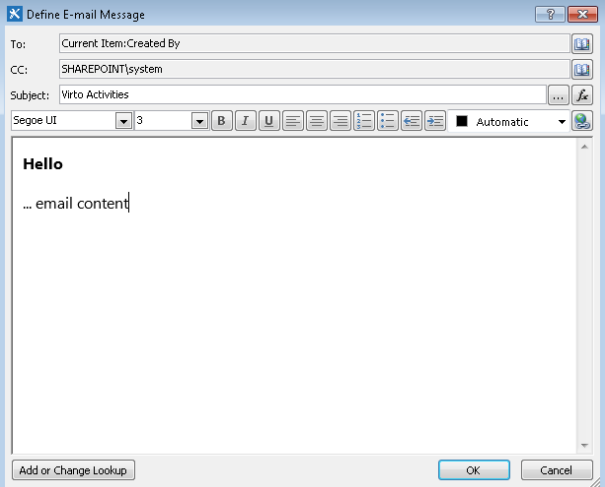
The SMTP server parameters are required. If you want to use Office 365 SMTP server type the following SMTP server name: smtp.office365.com, SMTP server port: 587 (<https://support.office.com/en-us/article/POP-and-IMAP-settings-for-Outlook-Office-365-for-business-7fc677eb-2491-4cbc-8153-8e7113525f6c>)



#### Parameters

Input parameters

Parameter	Description	Example
-----------	-------------	---------

these users	Email message and destination email address	
this address	Optional. Blind carbon copy	virto@virto.com
this address	Optional. Sender email address	me@virto.com
this attachments	Direct web links to attachments (semicolon delimited)	https://myportal.sharepoint.com/ /Documents/t1.txt; https://testsite/imgs/t1.jpg;
Smtp Server	Name of smtp server	smtp.mycompany.com
Smtp Port	The port used for smtp transactions	25, 2525
Smtp User Login	User login for smtp server	mycompany\john, john@mycompany.com
Smtp User Password	User password for smtp server	Pa\$\$word
List identifier	Optional. The value could be list name, guid or list URL (the web site relative URL)	Documents [%Workflow Context: List ID %] 107 /Lists/Tasks
Is impersonate	Ignore permissions of the user, which initiated workflow. Execute activity under the Application Pool identity	Yes/No

## Example



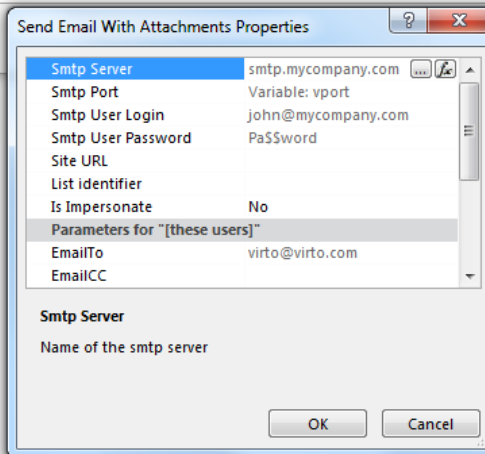
#### Stage: Stage 1

Set Variable: vport to 587

then Send email to [virto@virto.com](mailto:virto@virto.com) ,blind carbon copy to [this address](#) , display [me@virto.com](mailto:me@virto.com) as sender and include [https://www.virtosoftware.com/Cms\\_Dat...](https://www.virtosoftware.com/Cms_Dat...)

#### Transition to stage

Go to [End of Workflow](#)



Send Email With Attachments Properties

Smtp Server	smtp.mycompany.com
Smtp Port	Variable: vport
Smtp User Login	john@mycompany.com
Smtp User Password	PaSSword
Site URL	
List identifier	
Is Impersonate	No
Parameters for "[these users]"	
EmailTo	virto@virto.com
EmailCC	

**Smtp Server**  
Name of the smtp server

OK Cancel

## List processing

### Publish list item

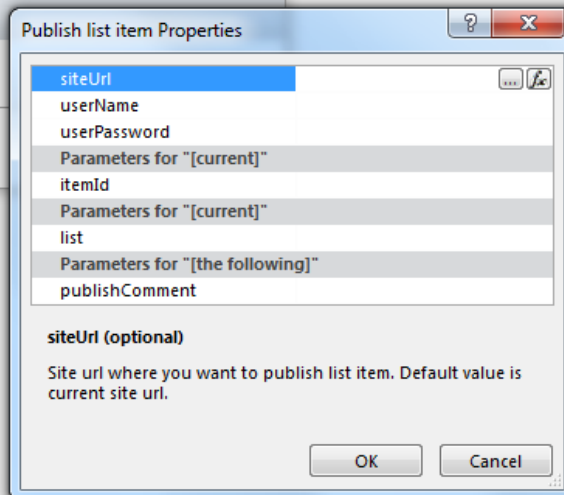
This activity finds the document by ID and submits the file for content approval with the specified comment.

#### Stage: Stage 1

Publish [current](#) list item in [current](#) list with [the following](#) comment

#### Transition to stage

Go to [End of Workflow](#)



Publish list item Properties

siteUrl
userName
userPassword
Parameters for "[current]"
itemId
Parameters for "[current]"
list
Parameters for "[the following]"
publishComment

**siteUrl (optional)**  
Site url where you want to publish list item. Default value is current site url.

OK Cancel

### Parameters

#### Input parameters

Parameter	Description	Example
Current list item id (optional)	List item id where you want to publish list item. Default value is current workflow context list item id.	[%Current item: ID%]
Current list (optional)	List id (guid) or name where you want to publish list item. Default value is current workflow context list.	[%Workflow Context: List ID%]

The following comment	Publishing comment. Required for publishing.	
Site URLs (optional)	The URLs of a SharePoint site where you want to publish list item. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]subSite
User name (optional)	User login name who you want the workflow must be run under	
User password (optional)	User password who you want the workflow must be run under	

Example

**Stage: Stage 1**

Publish Current Item:ID list item in [%Workflow Context:List ID%] list with Hello! ) comment

---

**Transition to stage**

Go to End of Workflow

## Set field value (extended)

This activity finds the list item by id and updates value of specified field.

**Stage: Stage 1**

Set the following value for the following field in current list item in current list.

---

**Transition to stage**

Go to End of Workflow

## Parameters

Input parameters

Parameter	Description	Example
The following value	Field value which value you want to assign to the field.	New value
The following field	Field name or ID which value you want to update.	Title
Current list item (optional)	List item ID which you want to get. Default value is current workflow context list item ID.	[%Current item: ID%]
Current list	List ID (guid) or name where you want to set list item field value. Default	[%Workflow Context: List ID%]

	value is current workflow context list.	
Site URLs (optional)	The URLs of a SharePoint site where you want to set list item field value. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]subSite
User name (optional)	User login name who you want the workflow must be run under	
User password (optional)	User password who you want the workflow must be run under	

Example

## Rename document

This activity finds the document by ID of list item and sets a new document name and title.

**Note:** The activity doesn't modify file extension or content type.

## Parameters

Input parameters

Parameter	Description	Example
Current item id (optional)	List item id where you want to rename document. Default value is current workflow context list item id.	[%Current item: ID%]

Current list (optional)	List id (guid) or name where you want to rename document. Default value is current workflow context list.	[%Workflow Context: List ID%]
New document name	New document name.	
Site URLs (optional)	The URLs of a SharePoint site where you want to rename document. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl;  [%Workflow Context:Current Site URL%]subSite
User name (optional)	User login name who you want the workflow must be run under	
User password (optional)	User password who you want the workflow must be run under	

## Example

**Stage: Stage 1**

Rename document in Current Item:ID item in Workflow Context:List ID list with New name

---

**Transition to stage**

Go to End of Workflow

## Get parent folder name

This activity returns name of the parent folder of an item.

**Stage: Stage 1**

Get parent folder name of current list item in current list and store it in Variable: variable1

---

**Transition to stage**

Go to End of Workflow

**Get parent folder name Properties**

siteUrl

Parameters for "[current]"

itemId

Parameters for "[current]"

list

Parameters for "[variable]"

retVal

Variable: variable1

**siteUrl (optional)**  
Site url where you want to get parent folder name of list item. Default value is current site url.

OK Cancel

## Parameters

Parameter	Description	Example
Current list item (optional)	List item ID which parent folder name you want to get. Default value is current workflow context list item ID.	[%Current item: ID%]

Current list (optional)	List ID (guid) or name where you want to get parent folder name of list item. Default value is current workflow context list.	[%Workflow Context: List ID%]
Site URL(optional)	The URLs of a SharePoint site where you want to get parent folder name of list item. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl;  [%Workflow Context:Current Site URL%]subSite
Variable	Contains folder name of list item. If item is located in root list folder empty string is returned.	

#### Example

**Stage: Stage 1**

Get parent folder name of Current Item:ID list item in Workflow Context:List ID list and store it in Variable: FolderName

---

**Transition to stage**

Go to End of Workflow

## Get parent folder URL

This activity returns the server relative URL of the parent folder of an item.

**Stage: Stage 1**

Get parent folder url of current list item in current list and store it in Variable: variable2

---

**Transition to stage**

(Insert go-to actions with conditions for transitioning to the stage)

Get parent folder url Properties

siteUrl

Parameters for "[current]"

itemId

Parameters for "[current]"

list

Parameters for "[variable]"

retVal Variable: variable2

**siteUrl (optional)**

Site url where you want to get parent folder server relative url of list item. Default value is current site url.

OK Cancel

#### Parameters

Parameter	Description	Example
Current list item (optional)	List item ID which parent folder server relative URL you want to get. Default	[%Current item: ID%]

	value is current workflow context list item ID.	
Current list (optional)	List ID (guid) or name where you want to get parent folder server relative URL of list item. Default value is current workflow context list.	[%Workflow Context: List ID%]
Site URL(optional)	The URLs of a SharePoint site where you want to get parent folder server relative URL of list item. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl;  [%Workflow Context:Current Site URL%]subSite
Variable	Contains folder server relative URL of list item.	

Example

**Stage: Stage 1**

Get parent folder url of Current Item:ID list item in Workflow Context:List ID list and store it in Variable: FolderName

**Transition to stage**

Go to End of Workflow

## Get field value from list item

This activity extracts values from field from list items at specified list and store result in Variable.

**Stage: Stage 1**

Get the following field value from current list item in current list and store it in Variable: variable .

**Transition to stage**

Go to End of Workflow

Get field value from list item Properties

siteUrl  
Parameters for "[the following]"  
field  
Parameters for "[current]"  
itemId  
Parameters for "[current]"  
list  
Parameters for "[variable]"  
retVal Variable: variable

**siteUrl (optional)**  
Site url where you want to get list item field value. Default value is current site url.

OK Cancel

## Parameters

### Input parameters

Parameter	Description	Example
The following field	Field name which value you want to get.	Title, Due Date, Task Status
Current list item	List item ID which field value	[%Current item: ID%]

(optional)	you want to get. Default value is current workflow context list item ID.	
Current list (optional)	List ID (guid) or name where you want to get list item field value. . Default value is current workflow context list.	[%Workflow Context: List ID%]
Site URL(optional)	The URLs of a SharePoint sites (semicolon delimited). If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]subSite

## Example

**Stage: Stage 1**

Get Title field value from Current Item:ID list item in Workflow Context:List ID list and store it in Variable: title .

**Transition to stage**

Go to End of Workflow

## Loop through list items and update list items

This activity allows looping through list items and updating multiple list item fields.

**Stage: Stage 1**

Loop through all list items in current list and bulk update item

**Transition to stage**

Go to End of Workflow

**Loop through list items and update item Properties**

siteUrl  
 userName  
 userPassword  
 Parameters for "[all]"  
 filter  
 Parameters for "[current]"  
 list  
 Parameters for "[bulk update]"  
 bulkUpdate

**siteUrl (optional)**  
 Site url where you want to update list items. Default value is current site url.

OK Cancel

## Parameters

### Input parameters

Parameter	Description	Example
All (optional)	List view id (or name) or caml query (<View><Query><Where> ... </Where> </Query></View>) for getting list item(s).	<View> <Query> <Where><Contains><FieldRef Name='Title' /><Value Type='Text'>test</Value></Contains></W

		here> </Query> </View>
Current list (optional)	List id (guid) or name where you want to get list item url. Default value is current workflow context list.	[%Workflow Context: List ID%]
Bulk update	Bulk update for list item. FieldName = FieldValue splitted by Enter key. Use <%FieldName%> in the right part of equation to reference list item value for the field.	Description=Test Description Start Date=2010-12-10T12:30:00 Published=1 Choice=My Choice #3 Lookup=12;#
Site URLs (optional)	The URLs of a SharePoint site where you want to update list item. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]subSite
User name (optional)	User login name who you want the workflow must be run under	
User password (optional)	User password who you want the workflow must be run under	

## Example

**Stage: Stage 1**

Loop through [all](#) list items in [Workflow Context:List ID](#) list and [Title=updatedTask Status=Completed](#) item

**Transition to stage**

Go to [End of Workflow](#)

## Loop through list items and update field value

This activity allows looping through list items and updates items field value.

## SharePoint Workflow Designer Phrase



**Stage: Stage 1**

Get items from [List identifier](#) using [Caml Query](#) , and set [Field Name](#) to [Field Value](#)

**Transition to stage**

Go to [End of Workflow](#)

**Loop Through List Items and Update Field Properties**

Site URLs

Folder Path

Is Impersonate

No

User name

User password

Parameters for "[List identifier]"

List identifier

Parameters for "[Caml Query]"

Caml Query

Parameters for "[Field Name]"

**Site URLs (optional)**

The URLs of a SharePoint sites(semicolon delimited). If the value field is empty, current site will be used.

OK

Cancel

**Parameters**

Input parameters

Parameter	Description	Example
Site URLs (optional)	The URLs of a SharePoint sites (semicolon delimited) where you want to update field value. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]subSite
Folder Path (optional)	The web site relative URL of a list folder from which results will be returned	/Folder /Folder/Subfolder
Is impersonate	Ignore permissions of the user which initiated workflow. Execute activity under the Application Pool identity.	Yes/No
User name (optional)	User login name who you want the workflow must be run under	User name (optional)
User password (optional)	User password who you want the workflow must be run under	User password (optional)
List identifier	List for querying. The value could be list name, list base template, guid (not supported with multiple sites) or list URL (The web site relative URL). ). If the value field is empty, current list will be used.	Documents [%Workflow Context: List ID %] 107 /Lists/Tasks
Caml Query	CAML query that will be run	<View Scope='RecursiveAll'> <Query> <Where>

		<pre> &lt;Contains&gt;   &lt;FieldRef Name='FileLeafRef' /&gt;   &lt;Value Type='File'&gt; .docx &lt;/Value&gt; &lt;/Contains&gt; &lt;/Where&gt; &lt;OrderBy&gt;   &lt;FieldRef Name='ID' /&gt; &lt;/OrderBy&gt; &lt;/Query&gt; &lt;ViewFields&gt;   &lt;FieldRef Name='FileLeafRef' /&gt;   &lt;FieldRef Name='FileRef' /&gt; &lt;/ViewFields&gt; &lt;RowLimit&gt;10&lt;/RowLimit&gt; &lt;/View&gt; </pre>
Field Name	Display field name	Status
Field value	New field value	NEW_VALUE

Example

**Stage: Stage 1**

Get items from Test List Name using Caml Query , and set Test Field to NEW\_VALUE and save to Variable: dictionary1

---

**Transition to stage**

Go to End of Workflow

## Get list items (CAML)

This activity allows getting list items using CAML Query from any site.

**SharePoint Designer phrase**

### Stage: Stage 1

Get items from [List identifier](#) using [Caml Query](#) and save to [Variable: dictionary](#)

#### Transition to stage

Go to [End of Workflow](#)

Get List Items (CAML) Properties

Item Count	
Site URLs	
Folder Path	
Is Impersonate	No
Parameters for "[List identifier]"	
List identifier	
Parameters for "[Caml Query]"	
Caml Query	
Parameters for "[dictionary]"	
Items	Variable: dictionary

**Item Count (optional)**  
The number of items in the dictionary

OK Cancel

## Parameters

### Output parameters

Parameter	Description	Example
Items	The dictionary that represents the items	Variable:Items
Item Count	The number of items in the dictionary	Variable:Count

### Input parameters

Parameter	Description	Example
List identifier	List for querying. The value could be list name, list base template, guid (not supported with multiple sites) or list URL (The web site relative URL). ). If the value field is empty, current list will be used.	Documents [%Workflow Context: List ID %] 107 /Lists/Tasks
Caml Query	CAML query that will be run	<View Scope='RecursiveAll'> <Query> <Where> <Contains> <FieldRef Name='FileLeafRef' /> <Value Type='File'> .docx </Value> </Contains> </Where> </Query> </View Scope>

		</Where> <OrderBy> <FieldRef Name='ID' /> </OrderBy> </Query> <ViewFields> <FieldRef Name='FileLeafRef' /> <FieldRef Name='FileRef' /> </ViewFields> <RowLimit>10</RowLimit> </View>
Folder Path	The web site relative URL of a list folder from which results will be returned	/Lists/ListName/Folder1/SubFolder
Site URLs	The URLs of a SharePoint sites (semicolon delimited). If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl;  [%Workflow Context:Current Site URL%]subSite

## Example

**Stage: Get List Items**

Get items from /Lists/Tasks/ using [Caml Query](#) and save to Variable: dictionary  
 then Set Variable: index to 0

**Loop: 1**

The contents of this loop will run Variable: count times

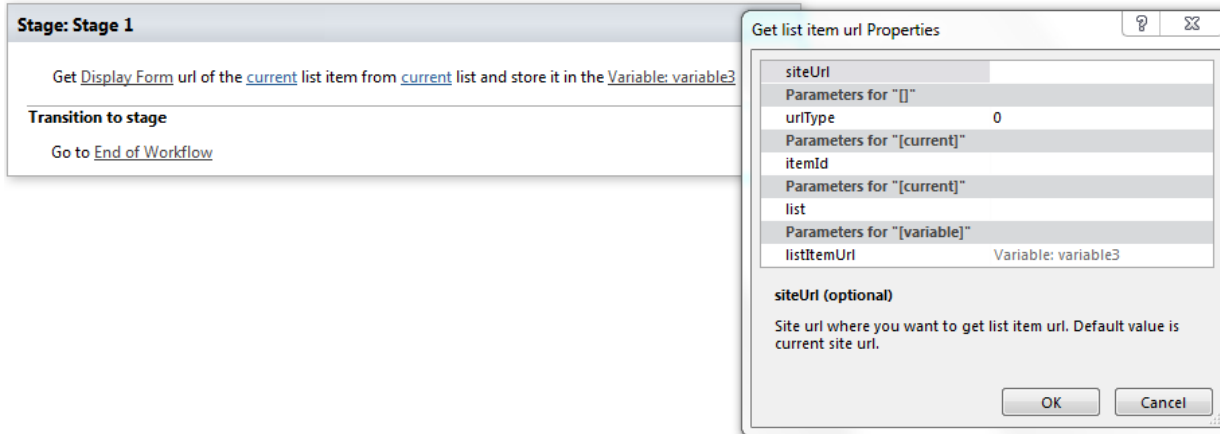
Get ([%Variable: index%])/Title from Variable: dictionary (Output to Variable: itemTitle )  
 then Log [%Variable: itemTitle%] to the workflow history list  
 then Calculate Variable: index plus 1 (Output to Variable: calc )  
 then Set Variable: index to Variable: calc

**Transition to stage**

Go to End of Workflow

## Get list item url

This activity returns Display Form or Edit Form for selected list item.

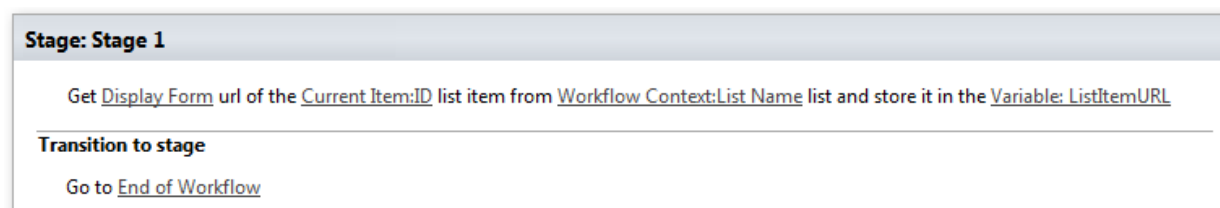


## Parameters

Input parameters

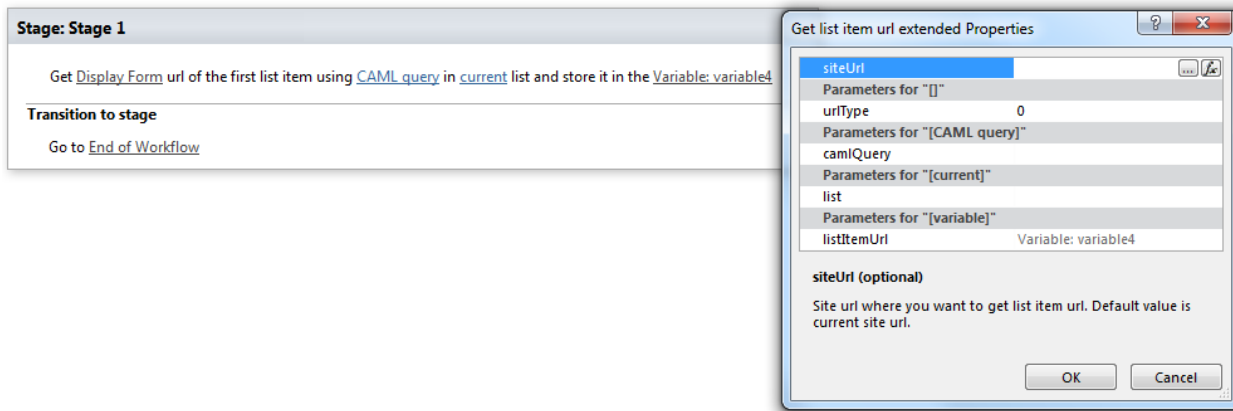
Parameter	Description	Example
Display Form	Output url format: <ul style="list-style-type: none"> <li>Display Form – link on list item display form</li> <li>Edit Form – link on list item edit form</li> </ul>	
Current item (optional)	List item ID which url you want to get. If the value field is empty, current item ID will be used.	[%Variable:ItemID%], Current Item:ID
Current list (optional)	Title or id(guid) of list where you want to get list item url. If the value field is empty, current list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks
SiteURL (optional)	The URL of a SharePoint site where you want to get list item url. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
Variable	List item URL	

Example



## Get list item url extended (using CAML query)

This activity returns Display Form or Edit Form for the first list item using CAML query.

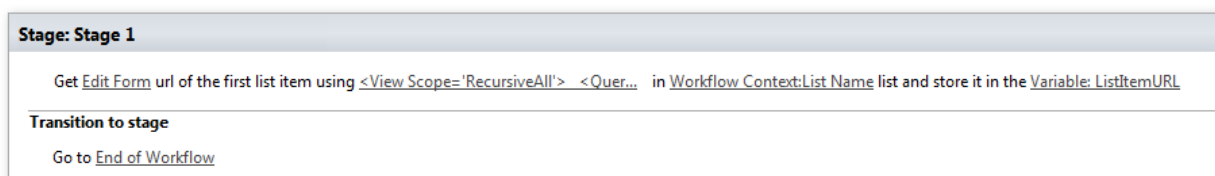


## Parameters

Input parameters

Parameter	Description	Example
Display Form	Output url format: <ul style="list-style-type: none"> <li>Display Form – link on list item display form</li> <li>Edit Form – link on list item edit form</li> </ul>	
CAML query	CAML query for getting list item(s).	<Query><Where> ... </Query></Where>
Current list (optional)	Title or id(qualid) of list where you want to get list item url. If the value field is empty, current list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks
SiteURL (optional)	The URL of a SharePoint site where you want to get list item url. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
Variable	List item URL	

Example



## Get field values from list

This activity extracts values from field from filtered list items at specified list and store result in dictionary.

Stage: Stage 1

Get the following field values from all items in current list and store them in Variable: variable6

Transition to stage

Go to End of Workflow

## Parameters

Input parameters

Parameter	Description	Example
The following field	Field name which values you want to get from the list.	Title, Task Status
All (optional)	List view name or ID, or CAML query for list items those you want to get field values from.	All items, <Query><Where> ... </Query></Where>
Current list	List name or id(quid) those you want to get field values from. If empty, current workflow context list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks
Variable	After successful workflow execution contains field values from processed list items.	

Example

Stage: Stage 1

Get Title field values from all items in Workflow Context:List ID list and store them in Variable: Values

Transition to stage

Go to End of Workflow

## Add/Remove folder

This activity allows to delete or create folder in a list or in a library on specified site.

SharePoint Designer phrase

### Stage: Stage 1

Add folder in [this list](#) at [this path](#)

#### Transition to stage

(Insert go-to actions with conditions for transitioning to the stage)

**Add/Remove Folder Properties**

Site URL

Is Impersonate No

Parameters for "[Method]"

Method 0

Parameters for "[this list]"

List identifier

Parameters for "[this path]"

Folder Path

**Site URL (optional)**

The URL of a SharePoint site. If the value field is empty, current site will be used

OK Cancel

## Parameters

### Input parameters

Parameter	Description	Example
Method	Add or Remove	Add(0), Remove(1)
List identifier	The URL of the library or of the list where the folder will be created/removed. The value could be list name, guid or list url (the web site relative URL. If the value field is empty, current list will be used.	Documents [%Workflow Context: List ID %] /Lists/Tasks
Site URL	The URL of a SharePoint site. If the value field is empty, current list will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]subSite
Folder Path	The path where the folder will be created/removed. The workflow action will create all folders included into the path. You can use absolute URL, domain	http://contoso/sites/site/Lists/ListName/Folder1/SubFolder /sites/site/Lists/ListName/Folder1/SubFolder /Lists/ListName/Folder1/SubFolder /Folder1/SubFolder



	relative URL, site relative URL, list relative URL	
--	--	--

Example

**Stage: Add/Remove folder**

Remove folder in [%Workflow Context:List.ID%] at /FolderForRemoving

---

**Transition to stage**

Go to End of Workflow

## Copy or Move folder

This activity allows you to copy or move a folder (with or without subfolders) in a list or in a library (including the same list/library) on the specified site.

SharePoint Designer phrase

then **Copy** this folder in current list to this folder in current list, copy subfolders Yes .

## Parameters

Input parameters

Parameter	Direction	Type	Description
Method	Required	Drop down	Copy or move
Source list	Optional	String	The list which contains folder. The value can be list name, guid or list url(the web site relative URL). If the value is empty, current list will be used.
Source folder	Required	String	Source folder url relative to list url. Examples: Folder 001; Folder 001/Sub folder 001; Folder 001/Sub folder 001/Sub sub folder 001
Destination list	Optional	String	The destination list where item(s) will be copied/moved to. The value can be list name, guid or list url (the web site relative URL). If the value is empty, current list will be used.
Destination folder	Required	String	Destination folder url relative to list url. Examples: Folder 002; Folder 002/Sub folder 002; Folder 002/Sub folder 002/Sub sub folder 002
Source site url	Optional	String	Absolute url of a source SharePoint site. If the value field is empty, current site will be used. Example: https://mycompany.sharepoint.com/
Destination site url	Optional	String	Absolute url of a destination SharePoint site. If the value field is empty, current site will be used. Example: https://mycompany.sharepoint.com/sites/mysite
User name	Optional	String	User login name who you want the workflow must be run under.
User	Optional	String	User password who you want the workflow must be run under.

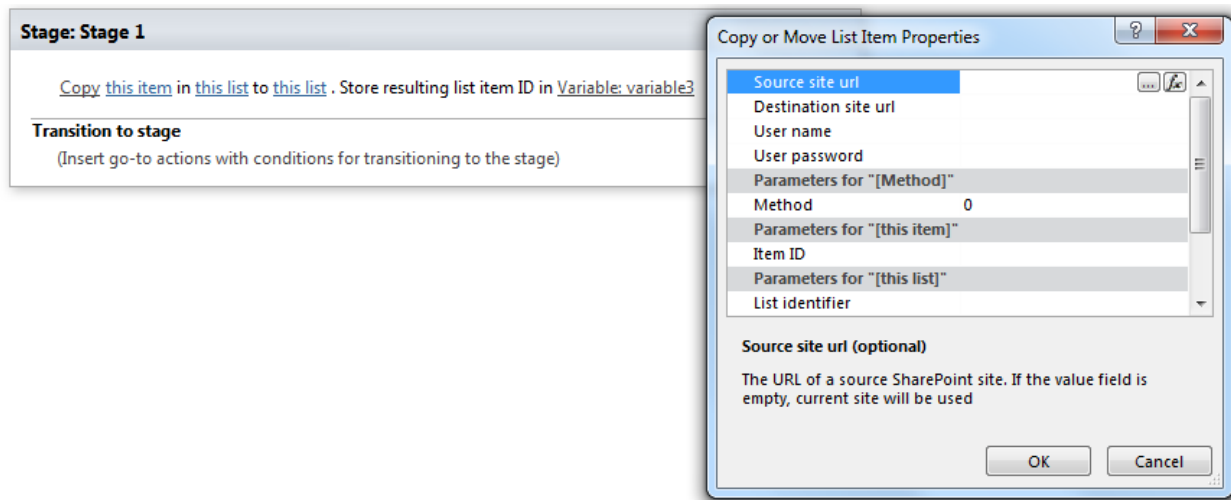
password			
Copy subfolders	Required	Drop down	Copy/move all subfolders in specified folder.
Copy attachments	Required	Drop down	Copy items attachments for generic lists (including calendar, task, etc.)
Overwrite documents	Required	Drop down	Overwrite existing documents for document libraries.

Example

then Copy Folder 002 in Documents list to Folder 002 in Documents list, copy subfolders Yes .

## Copy or Move List Item

This action copies list items.



### Parameters

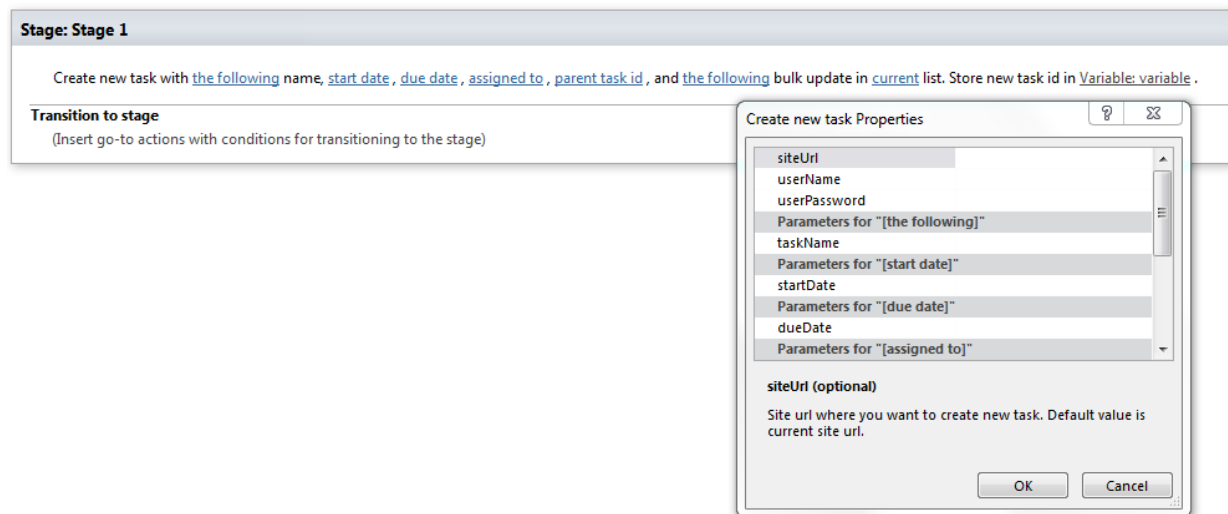
Parameter	Description	Example
Method	Copy or Move	
Item ID	The ID of source item	5, [%Variable:ItemID%], Current Item:ID
This list (optional)	The list where the item is stored. The value could be list name, quid or list url (the web relative URL). If value field is empty, current list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks
This list (optional)	The destination list where the item will be copied\moved. The value could be list name, quid or list url (the web relative URL). If value field is empty, current list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks
Source site URL (optional)	The URL of a source SharePoint site. If the value field is empty, current site	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl;

	will be used.	[%Workflow Context:Current Site URL%]subSite
Destination site URL (optional)	The URL of a destination SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl;  [%Workflow Context:Current Site URL%]subSite
User name (optional)	User login name who you want the workflow must be run under	
User password (optional)	User password who you want the workflow must be run under	

## Create new task

This activity allows to create a SharePoint task and returns task id.

**Note:** Using this activity you can create child tasks for new element. For example, a user creates a Summary Task 1 and then the workflow would create Task 2 as a child of Summary Task 1, etc.



## Parameters

### Input parameters

Parameter	Description	Example
The following name	Title of task	
Start date (optional)	Start date	
Due date (optional)	Due date	
Assigned to (optional)	SharePoint group id or name, user id or login name or email delimited by “,” or “;” who you want to assign the task to.	
Parent task id (optional)	Integer id of parent task. The parent task string supports Parent Task ID or	12, [%Variable:ParentID%]

	path to parent task. Otherwise a summary task would be created in root.	
The following bulk update (optional)	Bulk update string. Includes field name and field value lines. FieldName = FieldValue1 splitted by Enter key.	Description=Test Description Start Date=2010-12-10T12:30:00 Published=1 Choice=My Choice #3 Lookup=12;#
Current list	List id (guid) or name where you want to create new task. Default value is current workflow context list.	http://mysharepoint/Lists/Tasks
Site URLs (optional)	The URLs of a SharePoint site where you want to create new task. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl;  [%Workflow Context:Current Site URL%]subSite
User name (optional)	User login name who you want the workflow must be run under	
User password (optional)	User password who you want the workflow must be run under	

## Example

**Stage: Stage 1**

Create new task with New Task name, 12/12/2016 12:00:00 AM, 12/13/2016 12:20:00 PM, admin@virtosoftware.com, Variable: ParentID, and Description=Test DescriptionStart Date bulk update in Workflow Context:List ID list. Store new task id in Variable: NewTaskID.

**Transition to stage**

Go to End of Workflow

## Copy or Move Document

Activity allows to copy/move document to a folder. Cross site copy/move is also supported.

### SharePoint Designer phrase

**Stage: Copy/Move Document**

Copy document from Source URL to DestinationUrl

**Transition to stage**

Go to End of Workflow

## Parameters

### Input parameters

Parameter	Description	Example
-----------	-------------	---------

Method	Copy or Move	Copy(0), Move(1)
SourceUrl	The URL of the document to be copied/moved. You can use absolute URL as well as web site relative URL.	[%Current Item: Encoded Absolute URL%] /Source Documents/report.xls  https://contoso/SiteUrl/LibraryName/FolderName/DocumentName.docx  [%Workflow Context:Current Site URL%]/siteURL//Source Documents/report5.xls  /Documents/report.xls
DestinationUrl	The URL where the source document will be copied/moved. You can use absolute URL as well as web site relative URL	https://contoso/SiteUrl/LibraryName/FolderName  [%Workflow Context:Current Site URL%]/siteURL/Source Documents  /Documents/
SiteURL	The URL of a SharePoint site. If the value field is empty, current site will be used.	[%Workflow Context:Current Site URL%]/ https://contoso/SiteUrl/
Overwrite	Overwrite a file if there is a file with the same name	Yes/No

## Example

Stage: Copy/Move Document
Move document from [%Current Item:Encoded Absolute URL%] to http://contoso/archive/reports
<b>Transition to stage</b> Go to End of Workflow

## Copy/Move Attachments

This activity allows to copy/move attachments from list item to other folder. Cross site copy is supported.

SharePoint Designer phrase

### Stage: Stage 1

Copy document from [Source URL](#) to [Destination Url](#)

#### Transition to stage

(Insert go-to actions with conditions for transitioning to the stage)

Copy or Move document Properties

Site URL

Overwrite Yes

Parameters for "[Method]"

Method 0

Parameters for "[Source URL]"

SourceUrl

Parameters for "[Destination Url]"

DestinationUrl

Site URL (optional)

The URL of a SharePoint site. If the value field is empty, current site will be used

OK Cancel

## Parameters

### Output parameters

Parameter	Description	Example
URLs	Returns a list of copied files	Variable:fileURLs

### Input parameters

Parameter	Description	Example
Method	Copy or Move	Copy(0), Move(1)
ItemID	The ID of the source item.	Variable:ItemID
List identifier	The list where the item will be stored. The value could be list name, guid or list url (the web site relative URL). If the value field is empty, current list will be used.	[%Workflow Context: List ID %] /Lists/Tasks Tasks
DestinationUrl	The URL where the source folder will be copied/moved. You can use absolute URL as well as web site relative URL	https://contoso/SiteUrl/LibraryName/FolderName  [%Workflow Context:Current Site URL%]/siteURL/Source Documents  /Documents/
SiteURL	The URL of a SharePoint site. If the value field is empty,	[%Workflow Context:Current Site URL%]/ https://contoso/SiteUrl/

	current site will be used.	
Overwrite	Overwrite a file if there is a file with the same name	Yes/No

## Example

**Stage: Copy/Move Attachment**

Copy attachments from Current Item:ID from [%Workflow Context:List ID%] to [%Workflow Context:Current Site URL%]...

then Get (0) from Variable: FileURLs (Output to Variable: filePath )

then Log [%Variable: filePath%] to the workflow history list

---

**Transition to stage**

Go to End of Workflow

## Create List Item (extended)

This activity finds the list by url and creates list item. The activity triggers create event.

**Stage: Stage 1**

Create item with fields values in this list (Output to Variable: item ID1 )

---

**Transition to stage**

Go to End of Workflow

**Create List Item (by Verto) Properties**

**Site URLs**

User name

User password

Parameters for "[fields values]"

FieldValues

Parameters for "[this list]"

List identifier

Parameters for "[item ID]"

Item ID                      Variable: item ID1

**Site URLs (optional)**

The URLs of a SharePoint sites(semicolon delimited). If the value field is empty, current site will be used.

OK      Cancel

## Parameters

### Input parameters

Parameter	Description	Example
Field values	Dictionary contains field values for setting in created item	
This list	List for querying. The value could be list name, list base template, guid (not supported with multiple sites) or list URL (this web site relative URL). If the value field is empty, current list will be used.	Documents [%Workflow Context: List ID %] 107 /Lists/Tasks

Variable: item ID	Return integer value, ID of created item	
Site URLs (optional)	The URLs of a SharePoint sites (semicolon delimited). If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl;  [%Workflow Context:Current Site URL%]subSite
User name (optional)	User login name who you want the workflow must be run under	
User password (optional)	User password who you want the workflow must be run under	

Example

**Stage: Stage 1**

Build {...} Dictionary (Output to Variable: FieldValues )  
 then Create item with Variable: FieldValues in Workflow Context:List Name (Output to Variable: item ID )

---

**Transition to stage**

Go to End of Workflow

## Get list item ID by unique ID (extended)

When you create new list item using OOTB Create new item action it returns guid of newly created list item. If you want to get integer id of newly created list item, you can use the following Virto action. This action allows user to get list item integer ID by unique ID (guid) and saves it to a variable.

**Stage: Stage 1**

Get list item integer id by unique id in current list and save it to Variable: variable .

---

**Transition to stage**

Go to End of Workflow

## Parameters

Input parameters

Parameter	Description	Example
Site URL (optional)	The URLs of a SharePoint site where you want to get list item integer id. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl;  [%Workflow Context:Current Site



		URL%]subSite
Unique ID	Unique ID (guid) of list item which integer ID you want to get.	[%Variable:created%] 799e2825-a30c-4652-8d05-7af9f7d2f9b9
List (optional)	List ID (guid) or name where you want to get list item integer ID. If the value field is empty, current workflow context list will be used.	Documents [%Workflow Context: List ID %] 107 /Lists/Tasks
Variable	Variable to save the integer ID. If list item is not found by unique ID returns -1.	

## Example

### Stage: Stage 1

Create item in [TestCustomList](#) (Output to [Variable: create](#) )

then Log [Created item unique id: \[%Variable: c...](#) to the workflow history list

then Get list item integer id by [\[%Variable: create%\]](#) in [TestCustomList](#) list and save it to [Variable: variable](#) .

then Log [Newly create list item integer id : \[...](#) to the workflow history list

### Transition to stage

Go to [End of Workflow](#)

## Rename folder

This action allows user to rename a folder.

### Stage: Stage 1

Set [the following](#) name for [this](#) folder in [current](#) list on [current](#) site

### Transition to stage

Go to [End of Workflow](#)

### Rename folder Properties

userName

userPassword

overwriteCurrentItemVer... No

Parameters for "[the following]"

newFolderName

Parameters for "[this]"

folderPath

Parameters for "[current]"

list

Parameters for "[current]"

### userName (optional)

User login name who you want the workflow must be run under.

OK

Cancel

## Parameters

## Input parameters

Parameter	Description	Example
The following name	New folder name	
This folder	Folder name/path which you want to rename.	Folder001; Top Folder/Sub Folder 1/Sub Folder 2
Current list (optional)	List id (guid) or name where you want to rename folder. If the value is empty the current workflow context list will be used.	[%Workflow Context: List ID%]
Current site URLs (optional)	The URLs of a SharePoint site where you want to rename folder. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]subSite
User name (optional)	User login name who you want the workflow must be run under	
User password (optional)	User password who you want the workflow must be run under	
Overwrite Current Item Version	If versioning is enabled in the list and this flag is set to true the latest item version will be overwritten.	Yes/No

## Example

**Stage: Stage 1**

Set [SalesDocs](#) name for [Top Folder/Sub folder 1/sub folder2](#) folder in [Workflow Context:List Name](#) list on [Workflow Context:Current Site URL](#) site

Transition to stage

Go to [End of Workflow](#)

## Does item exist in document library

This activity checks if an item exists in a document library.

**Stage: Stage 1**

Check whether current item from current document library exist in document library at document library [with folder] url and store result in Variable: variable

**Transition to stage**  
Go to End of Workflow

Does item exist in document library Properties

siteUrl

Parameters for "[current]"

itemId

Parameters for "[current]"

list

Parameters for "[document library [with folder]]"

destinationUrl

Parameters for "[variable]"

retVal

Variable: variable

**siteUrl (optional)**  
Site url where you want to check existence of the item. If empty workflow context site url will be taken.

OK

Cancel

Parameters

Input parameters

Parameter	Description	Example
Current item (optional)	Item id which existence you want to check. If value is empty, the current item ID library from workflow context will be used.	5, [%Variable:ItemID%], Current Item:ID
Current document library (optional)	Document library id (guid) or title which item existence you want to check. If value is empty, the current document library from workflow context will be used.	/sites/my site/Documents/Subfolder 1/Subfolder2; /Root Documents Library
Document library [with folder]	Destination URL. Relative URL of document library [with folder].	/sites/my site/Documents/Subfolder 1/Subfolder2; /Root Documents Library
Variable	Variable (set by this activity). Contains true if item exists in destination library.	
Site URL (optional)	The URLs of a SharePoint site where you want to check a document library for an item.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl;  [%Workflow Context:Current Site URL%]subSite

Example

**Stage: Stage 1**

Check whether Current Item:ID item from [%Workflow Context:List ID%] document library exist in document library at Documents/Sub Folder 1/Sub Folder 2 url and store result in Variable: exist

**Transition to stage**  
Go to End of Workflow

## String activities

### Split string

This activity allows splitting string by specified substring to the string array.

SharePoint Designer phrase

Stage: Split String
Split <a href="#">this string</a> by <a href="#">this symbols</a> (Output to <a href="#">Variable: dictionary</a> )
<b>Transition to stage</b>
Go to <a href="#">End of Workflow</a>

### Parameters

Output parameters

Parameter	Description	Example
SplitResult	The dictionary that represents a collection of substrings	Variable:splitResult

Input parameters

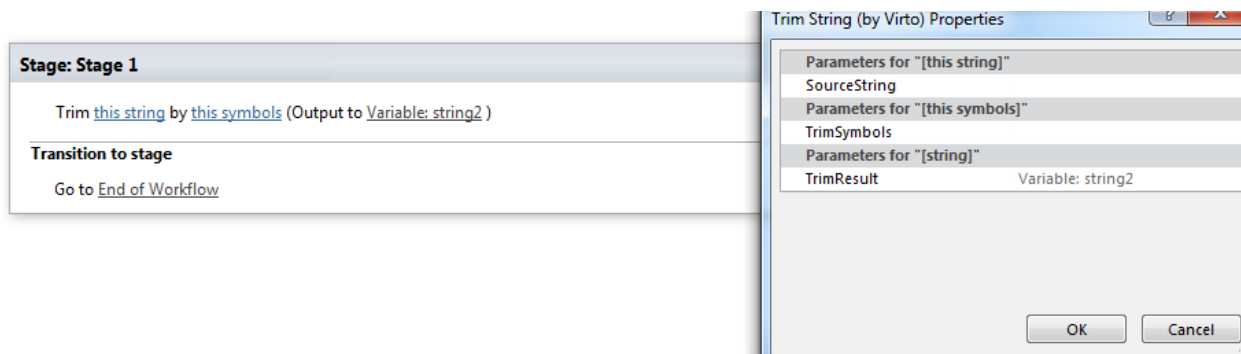
Parameter	Description	Example
Source String	Source string	test1;test2;test3;test4
Separate Symbols	Separator string	; , #;

Example

Stage: Split String
Split <a href="#">test1; test 2; test 3; test 4</a> by <a href="#">;</a> (Output to <a href="#">Variable: strings</a> )
then Get <a href="#">(1)</a> from <a href="#">Variable: strings</a> (Output to <a href="#">Variable: string</a> )
then Log <a href="#">[%Variable: string%]</a> to the workflow history list
<b>Transition to stage</b>
Go to <a href="#">End of Workflow</a>

### Trim string

This activity allows removing symbols from the text and store result in variable.

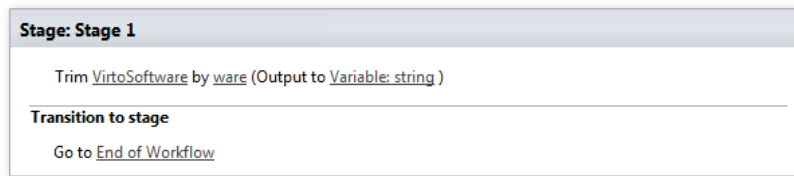


## Parameters

Input parameters

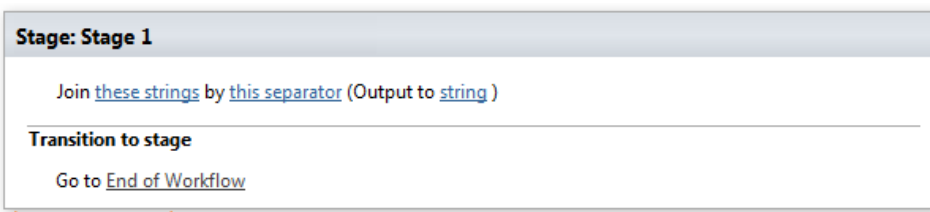
Parameter	Description	Example
This string	String from which all leading and trailing occurrences of trim symbols will be removed.	Any string
This symbols	Symbols to be removed.	Any symbols
Variable:string	Trimmed string.	

Example



## Join strings

This activity concatenates a specified separator between each element of a specified array.



## Parameters

Input parameters

Parameter	Description	Example
This string	String that will be concatenated.	Any strings.

This separator	Any symbol.	Any symbol.
Output to string	Result strings	

Example

**Stage: Stage 1**

Build {...} Dictionary (Output to [Variable: Strings](#) )  
 then Join [Variable: Strings](#) by # (Output to [string](#) )

---

**Transition to stage**

Go to [End of Workflow](#)

## Convert date to a string

This activity converts date to a string in custom format and stores the result.

**Stage: Stage 1**

Convert [the following](#) date to string using [the following](#) format. Store result in [Variable: variable1](#) .

---

**Transition to stage**

Go to [End of Workflow](#)

## Parameters

Input parameters

Parameter	Description	Example
The following date	DateTime value which you want to convert to string.	CurrentItem:Created 12/12/2016
The following format (optional)	.Net format string which you want to use for converting date to string. See MSDN online for custom date time formats.	M/d/yyyy M/d/yy MM/dd/yy MM/dd/yyyy yy/MM/dd yyyy-MM-dd dd-MMM-yy
Variable	retVal (set by this activity). Contains result of DateTime conversion to string.	

Example

**Stage: Stage 1**

Convert Current Item:Created date to string using yyyy-MM-dd format. Store result in Variable: CreatedDate .

**Transition to stage**

Go to End of Workflow

## Decode web text

This activity decodes text with URL or HTML decoders and stores the result.

**Stage: Stage 1**

Decode this text using Url Decoder and store in Variable: variable

**Transition to stage**

Go to End of Workflow

## Parameters

Input parameters

Parameter	Description	Example
This text	Text which you want to decode	
This Decoder	Decoding mode	URL or HTML decoders
Variable	Returns decoded text	

Example

**Stage: Stage 1**

Decode Current Item:Name using Url Decoder and store in Variable: Web text

**Transition to stage**

Go to End of Workflow

## Encode web text

This activity encodes text with URL or HTML encoders and stores the result.

**Stage: Stage 1**

Encode [this text](#) using [Url Encoder](#) and store in [Variable: variable1](#)

**Transition to stage**

Go to [End of Workflow](#)

**Parameters**

Input parameters

Parameter	Description	Example
This text	Text which you want to encode	
This encoder	Encoding mode	URL encoder, URL path encoder, HTML encoder, HTML attribute encoder
Variable	Returns encoded text	

Example

**Stage: Stage 1**

Encode [Current Item:Name](#) using [Url Encoder](#) and store in [Variable: Web text](#)

**Transition to stage**

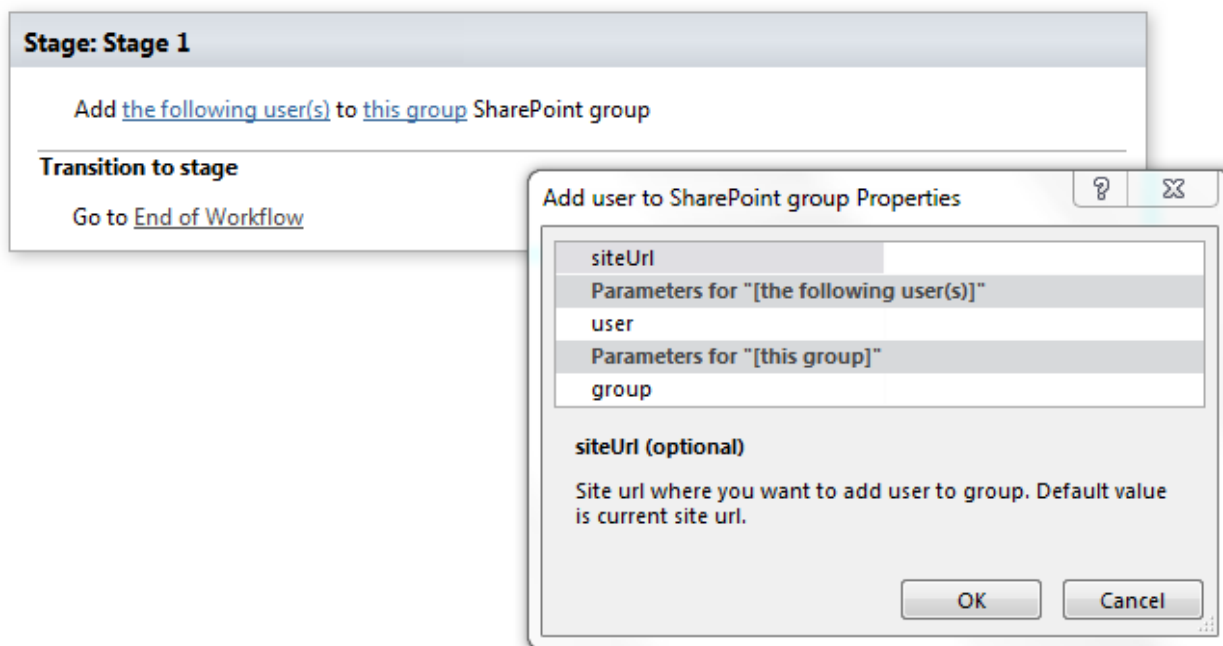
Go to [End of Workflow](#)

***SharePoint Permissions processing*****Add user to SharePoint group**

This activity adds user to existing SharePoint group.

SharePoint Designer phrase



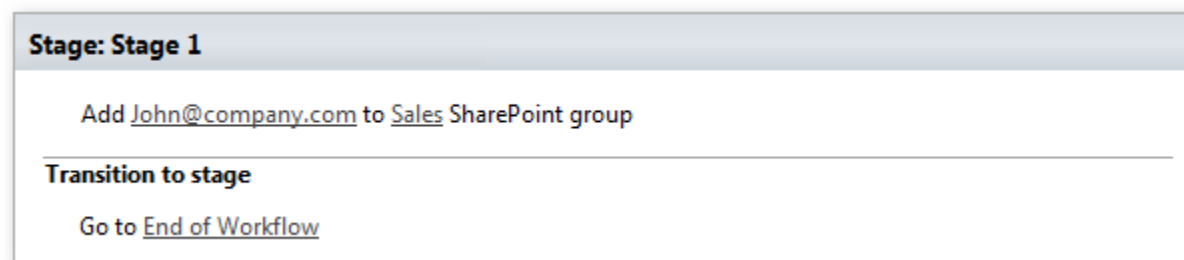


## Parameters

Input parameters

Parameter	Description	Example
The following user(s)	User login name, e-mail. Allowed multiple users or groups separated ';'.	"mycompany\john; john@gmail.com"
This group	Name or ID of the SharePoint group.	Home owners, 4, Home Viewers
SiteURL (optional)	The URL of the site collection to which the user account is being added. Default value is current site collection.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example



**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

Stage: Stage 1

App Step

The actions of this step can read from and write to all items in this site.

Remove all permissions on current item in current list.

Transition to stage

Go to End of Workflow

## Get members of SharePoint group

This activity returns collection of SharePoint group members. Supports “Distinguished Name” or “Account Name” output format.

SharePoint Designer phrase

Stage: Stage 1

Get members of this SharePoint group. Store users collection in the following Variable: variable .

Transition to stage  
(Insert go-to actions with conditions for transitioning to the stage)

Get members of SharePoint group Properties

siteUrl

Parameters for "[this]"

group

Parameters for "[variable]"

users

No builder specified.

siteUrl (optional)

Site url where you want to add user to group. Default value is current site url.

OK

Cancel

### Parameters

Input parameters

Parameter	Description	Example
This group	Name or ID of the SharePoint group.	Home owners, 4, Home Viewers
SiteURL (optional)	The URL of the site collection to which the user account is being added. Default value is current site collection.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
Variable	Result is Dynamic value	[{"ID": "27", "LoginName": "i:0#.f membership john.joe@contoso.microsoft.com", "Email": "john.doe@contoso.onmicrosoft.com",

		"Name":"John Doe" }, { "ID": "23", "LoginName": "i:0#.f membership jane.doe@contoso.microsoft.com", "Email": "jane.doe@contoso.microsoft.com", "Name":"Jane Doe" }}
--	--	---

Example

**Stage: Stage 1**

Get members of Sales SharePoint group. Store users collection in the following Variable: dictionary .

---

**Transition to stage**  
 (Insert go-to actions with conditions for transitioning to the stage)

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

**Stage: Stage 1**

**App Step**

The actions of this step can read from and write to all items in this site.  
  
 Remove all permissions on current item in current list.

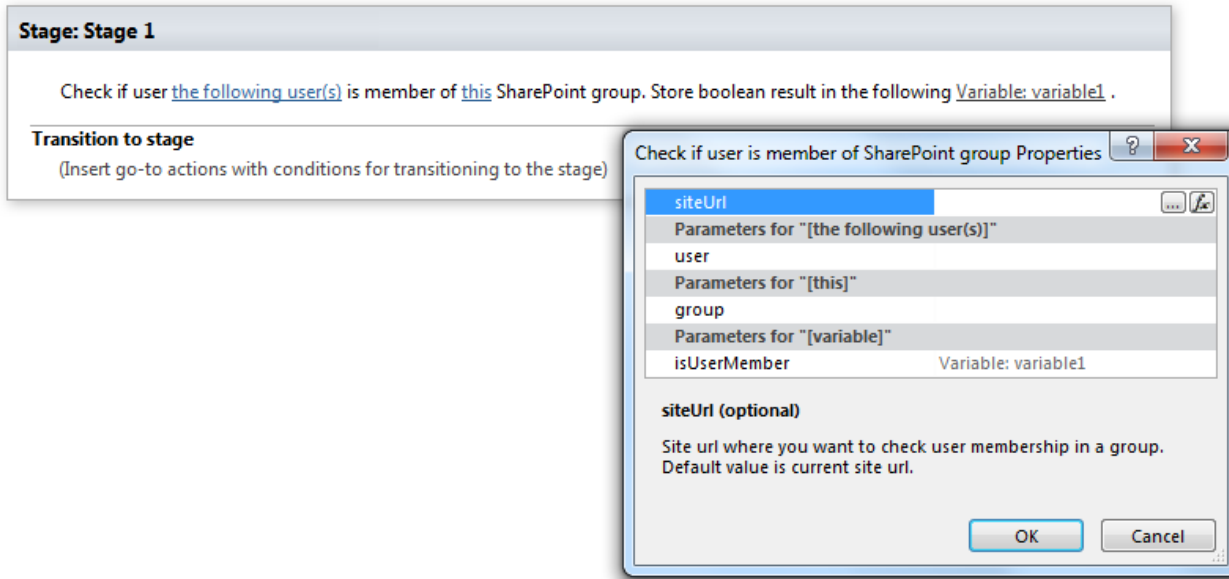
---

**Transition to stage**  
 Go to End of Workflow

## Check if user is a member of SharePoint group

This condition checks that user is member of specified SharePoint group.

SharePoint Designer phrase

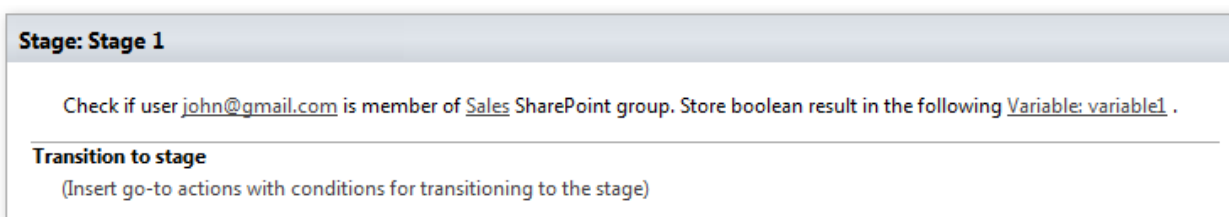


## Parameters

Input parameters

Parameter	Description	Example
The following user(s)	User login name, e-mail. Allowed multiple users or groups separated ';'.	"mycompany\john; john@gmail.com"
This group	Name or id of the SharePoint group.	Home Owners, Home Viewers, 5
SiteURL (optional)	The URL of the site collection to which the user account is being added. Default value is current site url.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
Variable	Override current permissions	No – a new permission will be added to existed permissions Yes – a new permission will override (remove) all old permissions

Example



**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

**Stage: Stage 1**

**App Step**

The actions of this step can read from and write to all items in this site.

Remove all permissions on [current](#) item in [current](#) list.

---

**Transition to stage**

Go to [End of Workflow](#)

## Grant Permission on list item

This activity grants permission on the list item. You can override or append user grant permissions.

Value of permission field by default can be one of the following values:

None  
 Guest  
 Reader  
 Contributor  
 Web designer  
 Administrator  
 Editor  
 System

SharePoint Designer phrase

**Stage: Stage 1**

Grant [Reader](#) permission on [current](#) list item in [current](#) list to [user\(s\)/group\(s\)](#) . Override current unique permissions [No](#) .

---

**Transition to stage**

(Insert go-to actions with conditions for transitioning to the stage)

**Grant permissions on list item Properties**

siteUrl	
Parameters for "[ ]"	
permissionslevels	Reader
Parameters for "[current]"	
itemId	
Parameters for "[current]"	
list	
Parameters for "[user(s)/group(s)]"	
usersgroups	
Parameters for "[variable]"	

**siteUrl (optional)**

Site url where you want to grant permissions on list. Default value is current site url.

OK Cancel

The activity supports multi permission assignment. Use ‘,’ or ‘;’ separator to grant several permission.

## Parameters

Input parameters

Parameter	Description	Example
The following	Permission level string. Multi permission assignments are supported. Use ‘,’ or ‘;’ separator to grant several permission. Example:	Guest, Reader, Editor, etc.
Current item	Item ID. If the value field is empty, current item ID will be used.	[%Variable:ItemID%], Current Item:ID
Current list	Title or Url of chosen list. If the value field is empty, current list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks
SiteURL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
User(s)/group(s)	User login, e-mail, group name, group ID	“user@domain”, “domain\user”. It allows multiple values separated by a semicolon.
Variable	Override current permissions	No – a new permission will be added to existed permissions Yes – a new permission will override (remove) all old permissions

## Example

**Stage: Stage 1**

Grant Reader permission on Current Item:ID list item in [%Workflow Context:List ID%] list to Sales . Override current unique permissions No .

**Transition to stage**

Go to End of Workflow

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

## Example

**Stage: Stage 1**

**App Step**

The actions of this step can read from and write to all items in this site.

Remove all permissions on current item in current list.

**Transition to stage**

Go to End of Workflow

## Grant Permission on list

This activity grants permission on the list. You can override or append user or group grant permissions. Value of permission field by default can be one of the following values:

None  
 Guest  
 Reader  
 Contributor  
 Web designer  
 Administrator  
 Editor  
 System

SharePoint Designer phrase

**Stage: Stage 1**

Grant Reader permission on current list to user(s)/group(s) . Override current unique permissions No .

**Transition to stage**  
 (Insert go-to actions with conditions for transitioning to the stage)

**Grant permissions on list Properties**

siteUrl	
Parameters for "[ ]"	
permissionslevels	Reader
Parameters for "[current]"	
list	
Parameters for "[user(s)/group(s)]"	
usersgroups	
Parameters for "[variable]"	
overridepermissions	No

**siteUrl (optional)**

Site url where you want to grant permissions on list. Default value is current site url.

OK Cancel

The activity supports multi permission assignment. Use ',' or ';' separator to grant several permission. Example: "Approve, Read, View Only".

## Parameters

Input parameters

Parameter	Description	Example
The following	Permission level string. Multi permission assignments are supported. Use ';' or ',' separator to grant several permission. Example:	Guest, Reader, Editor, etc.
Current list	Title or Url of chosen list. If the value field is empty, current list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks
SiteURL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
User(s)/group(s)	User login, e-mail, group name, group ID	"user@domain", "domain\user". It allows multiple values separated by a semicolon.
Variable	Override current permissions	No – a new permission will be added to existed permissions Yes – a new permission will override (remove) all old permissions

Example

**Stage: Stage 1**

Grant Reader permission on Workflow Context:List ID list to Sales . Override current unique permissions No .

**Transition to stage**

Go to End of Workflow

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example



**Stage: Stage 1**

**App Step**

The actions of this step can read from and write to all items in this site.

Remove all permissions on current item in current list.

**Transition to stage**

Go to End of Workflow

## Grant Permission on site

This activity grants permission on the site. You can override or append user or group grant permissions.

Value of permission field by default can be one of the following values:

None  
 Guest  
 Reader  
 Contributor  
 Web designer  
 Administrator  
 Editor  
 System

SharePoint Designer phrase

**Stage: Stage 1**

Grant Reader permission on site to user(s)/group(s) . Override current unique permissions No .

**Transition to stage**  
(Insert go-to actions with conditions for transitioning to the stage)

**Grant permissions on site Properties**

siteUrl	
Parameters for "[]"	
permissionslevels	Reader
Parameters for "[user(s)/group(s)]"	
usersgroups	
Parameters for "[variable]"	
overridepermissions	No

**siteUrl (optional)**  
Site url which you want to grant permissions on. Default value is current site url.

OK Cancel

The activity supports multi permission assignment. Use ',' or ';' separator to grant several permission. Example: "Approve, Read, View Only".

## SharePoint Workflow Designer Phrase

Grant this level permission on site url to this members. Override current permissions: No

### Parameters

Input parameters

Parameter	Description	Example
The following	Permission level string. Multi permission assignments are supported. Use ',' or ';' separator to grant several permissions. Example:	Guest, Reader, Editor, etc.
SiteURL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
User(s)/group(s)	User login, e-mail, group name, group ID	"user@domain", "domain\user". It allows multiple values separated by a semicolon.
Variable	Override current permissions	No – a new permission will be added to existed permissions Yes – a new permission will override (remove) all old permissions

Example

**Stage: Stage 1**

Grant Reader permission on site to Sales . Override current unique permissions No .

**Transition to stage**

(Insert go-to actions with conditions for transitioning to the stage)

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

Stage: Stage 1

App Step

The actions of this step can read from and write to all items in this site.  
  
Remove all permissions on current item in current list.

Transition to stage

Go to End of Workflow

## Remove all permissions from list item

This activity removes all permission assignment from list item, breaking list permission inheritance if necessary.

SharePoint Designer phrase

Stage: Stage 1

Remove all permissions on current item in current list.

Transition to stage  
(Insert go-to actions with conditions for transitioning to the stage)

Remove all permissions from list item Properties

siteUrl

Parameters for "[current]"

itemId

Parameters for "[current]"

list

siteUrl (optional)

Site url where you want to remove all permissions from list item. Default value is current site url.

OK
Cancel

### Parameters

Input parameters

Parameter	Description	Example
Current item	Item ID. If the value field is empty, current item ID will be used.	[%Variable:ItemID%], Current Item:ID
Current list	Title or Url of chosen list. If the value field is empty, current list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks
SiteURL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

## Example

**Stage: Stage 1**

Remove all permissions on Current Item:ID item in Workflow Context:List ID list.

**Transition to stage**

Go to End of Workflow

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

## Example

**Stage: Stage 1**

**App Step**

The actions of this step can read from and write to all items in this site.

Remove all permissions on current item in current list.

**Transition to stage**

Go to End of Workflow

## Remove all permissions from list

This activity removes all permission assignment from list, breaking list permission inheritance if necessary.

### SharePoint Designer phrase

**Stage: Stage 1**

Remove all permissions on current list.

**Transition to stage**

(Insert go-to actions with conditions for transitioning to the stage)

Remove all permissions from list Properties

siteUrl

Parameters for "[current]"

list

siteUrl (optional)

Site url where you want to remove all permissions from list.  
Default value is current site url.

OK

Cancel

## Parameters

Input parameters

Parameter	Description	Example
Current list	Title or Url of chosen list. If the value field is empty, current list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks
SiteURL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example

**Stage: Stage 1**

Remove all permissions on [current](#) list.

---

**Transition to stage**  
(Insert go-to actions with conditions for transitioning to the stage)

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

**Stage: Stage 1**

**App Step**

The actions of this step can read from and write to all items in this site.  
  
Remove all permissions on [current](#) item in [current](#) list.

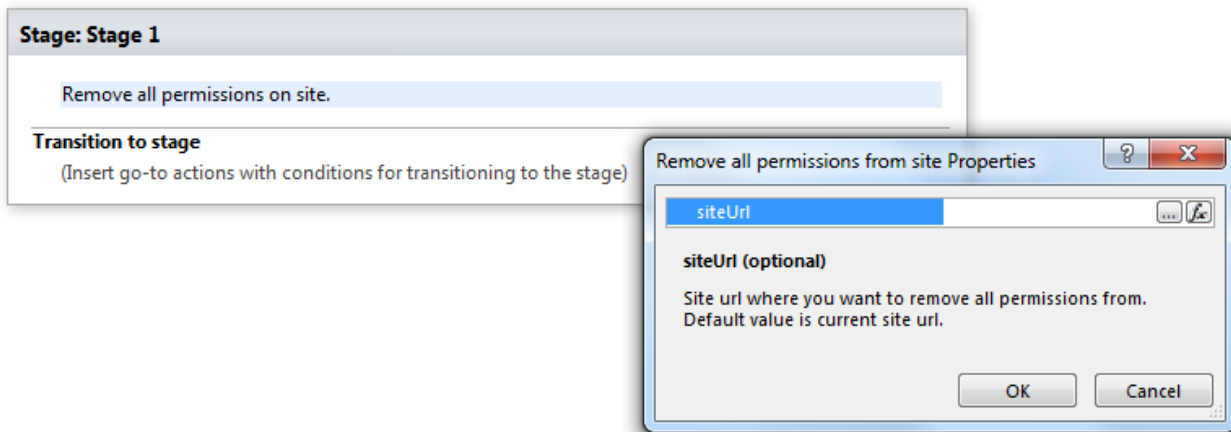
---

**Transition to stage**  
Go to [End of Workflow](#)

## Remove all permissions from site

This activity deletes all roles assigned to users on site.

SharePoint Designer phrase

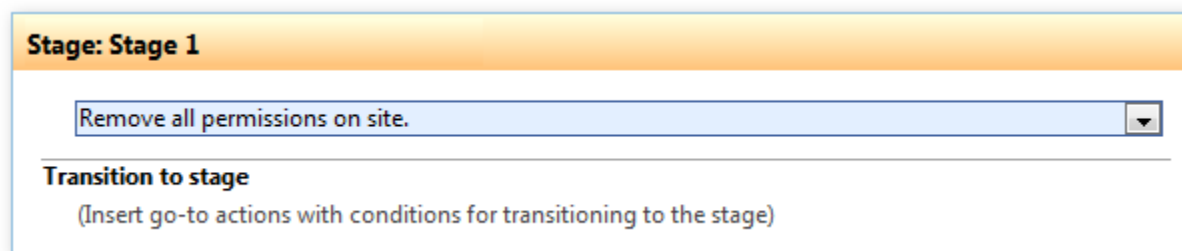


## Parameters

Input parameters

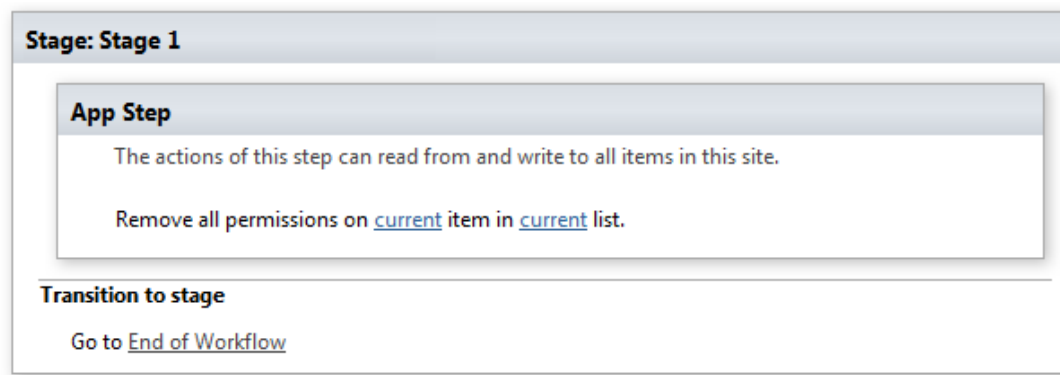
Parameter	Description	Example
SiteURL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example



**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

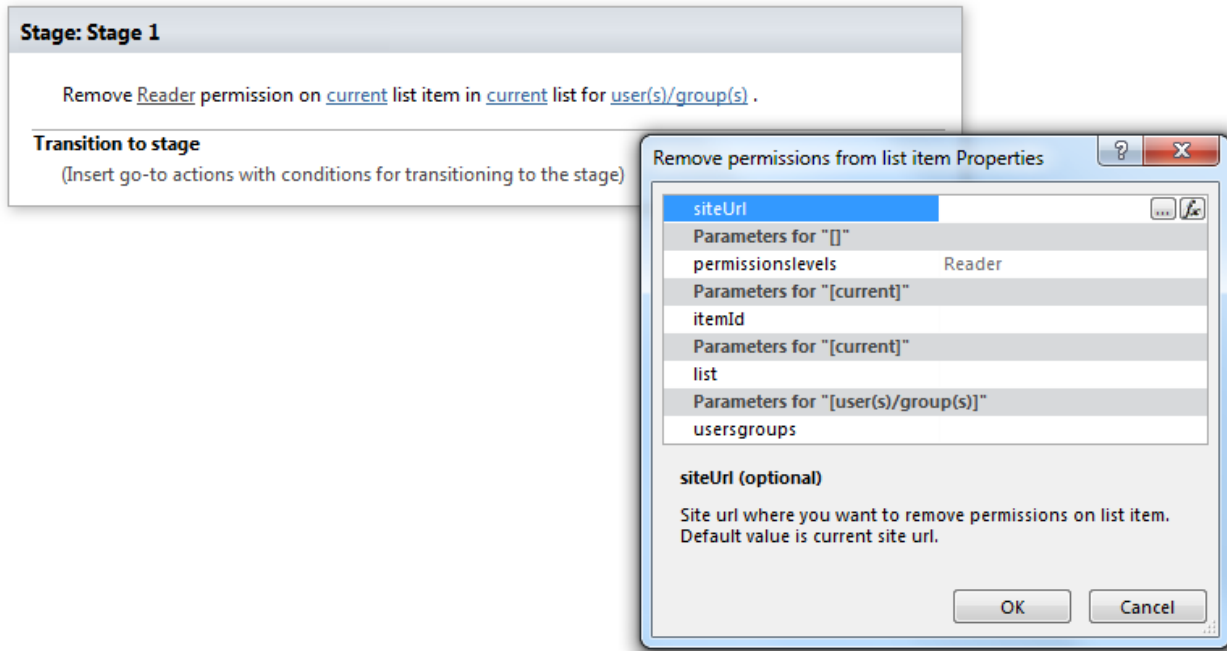
Example



## Remove permissions from list item

This activity removes permission assignment from list item.

SharePoint Designer phrase



### Parameters

Input parameters

Parameter	Description	Example
The following	Permission level string. Multi permission assignments are supported. Use ';' or ',' separator to grant several permissions. Example:	Approve, Read, View Only.
Current item	Item ID. If the value field is empty, current item ID will be used.	[%Variable:ItemID%], Current Item:ID
Current list	Title or Url of chosen list. If the value field is empty, current list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks
SiteURL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
User(s)/group(s)	User login, e-mail, group name, group ID	"user@domain", "domain\user". It allows multiple values separated by a semicolon.

## Example

**Stage: Stage 1**

Remove Reader permission on Current Item:ID list item in Workflow Context:List ID list for Sales .

**Transition to stage**

Go to End of Workflow

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

## Example

**Stage: Stage 1**

**App Step**

The actions of this step can read from and write to all items in this site.

Remove all permissions on current item in current list.

**Transition to stage**

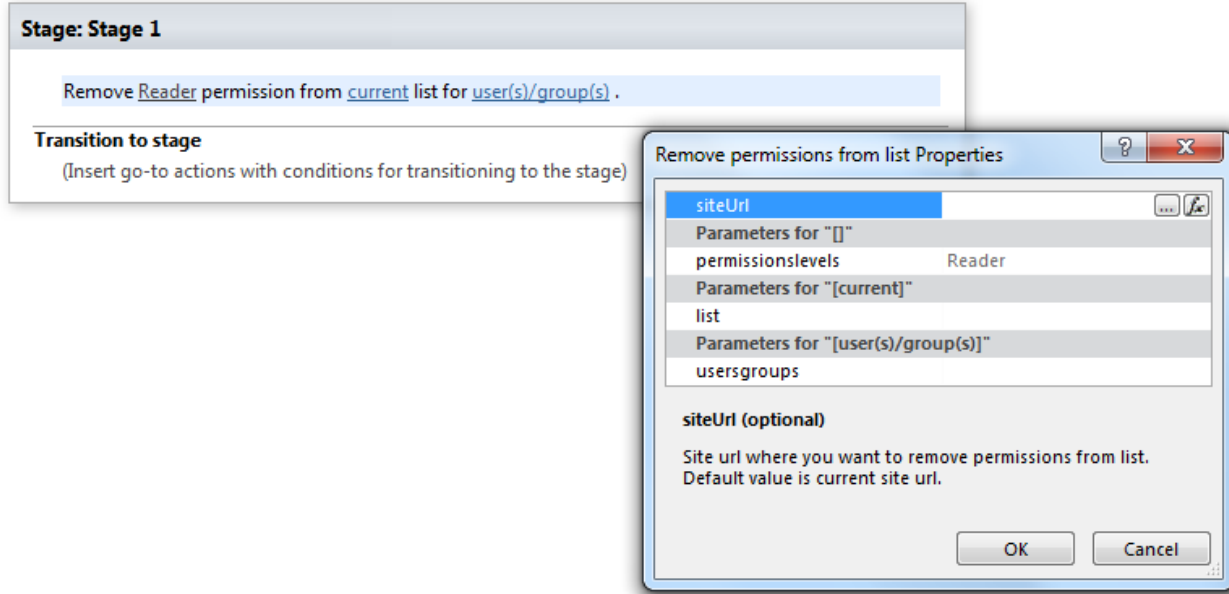
Go to End of Workflow

## Remove permissions from list

This activity removes permission assignment from list.

SharePoint Designer phrase



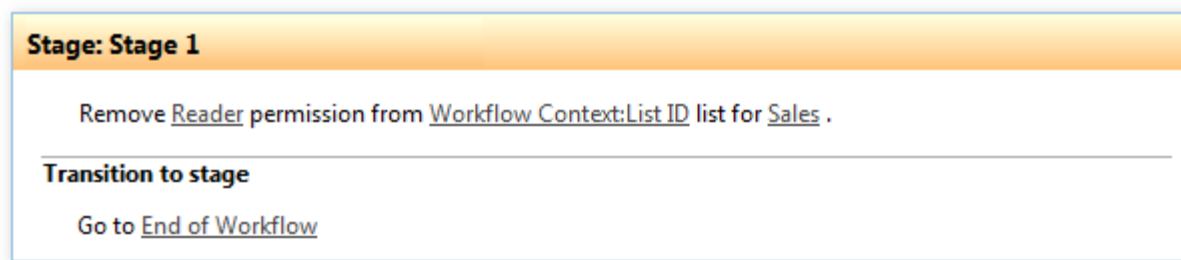


## Parameters

Input parameters

Parameter	Description	Example
The following	Permission level string. Multi permission assignments are supported. Use ';' or ',' separator to grant several permission. Example:	Approve, Read, View Only.
Current list	Title or Url of chosen list. If the value field is empty, current list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks
SiteURL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
User(s)/group(s)	User login, e-mail, group name, group ID	"user@domain", "domain\user". It allows multiple values separated by a semicolon.

Example



**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

The screenshot shows a workflow configuration window titled "Stage: Stage 1". Inside, there is an "App Step" section with the text: "The actions of this step can read from and write to all items in this site." Below this, it says: "Remove all permissions on current item in current list." At the bottom, under "Transition to stage", it says: "Go to End of Workflow".

## Remove permissions from site

This activity removes permission assignment from site.

SharePoint Designer phrase

The screenshot shows a workflow configuration window titled "Stage: Stage 1" with the text: "Remove Reader permission on site for user(s)/group(s) .". Below this, under "Transition to stage", it says: "Go to End of Workflow". Overlaid on this is a dialog box titled "Remove permissions from site Properties". The dialog box has a "siteUrl" field, a "Parameters for '[]'" section with "permissionslevels" set to "Reader", and a "Parameters for '[user(s)/group(s)]'" section with "usersgroups". Below these is an optional "siteUrl" field with a description: "Site url which you want to remove permissions from. Default value is current site url." At the bottom are "OK" and "Cancel" buttons.

## Parameters

Input parameters

Parameter	Description	Example
The following permission	Permission level string.	Reader, Guest, Editor, etc.
Site URL (Optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

User(s)/group(s)	User login, e-mail, group name, group ID	"user@domain", "domain\user". It allows multiple values separated by a semicolon.
------------------	--	---

Example

**Stage: Stage 1**

Remove [Editor](#) permission on site for [Sales](#) .

---

**Transition to stage**

Go to [End of Workflow](#)

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

**Stage: Stage 1**

**App Step**

The actions of this step can read from and write to all items in this site.  
  
Remove all permissions on [current](#) item in [current](#) list.

---

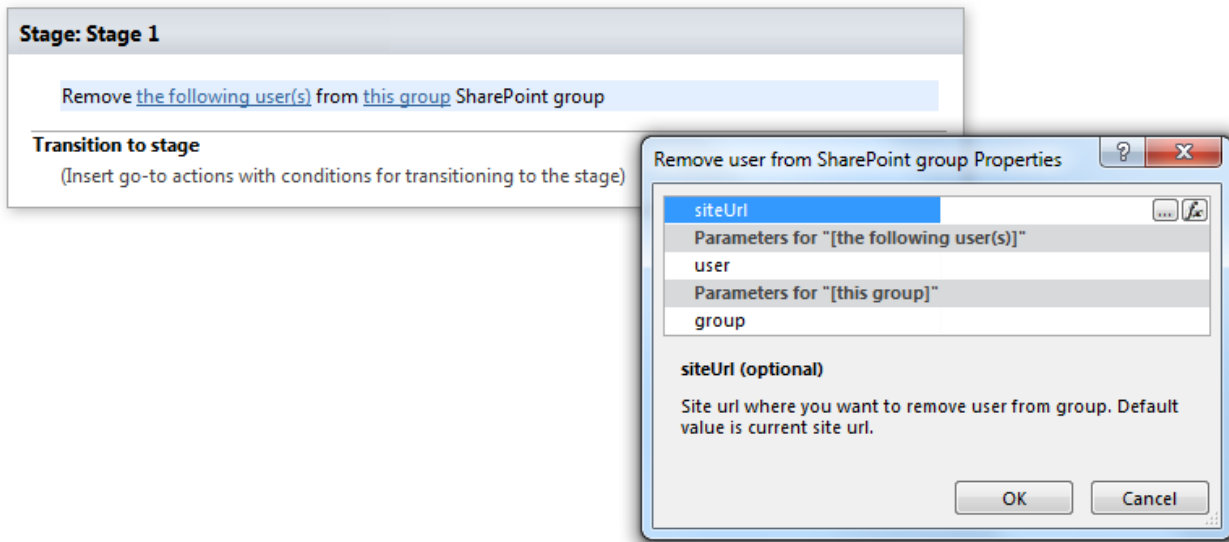
**Transition to stage**

Go to [End of Workflow](#)

## Remove user from SharePoint group

This activity allows removing member from a SharePoint group.

SharePoint Designer phrase



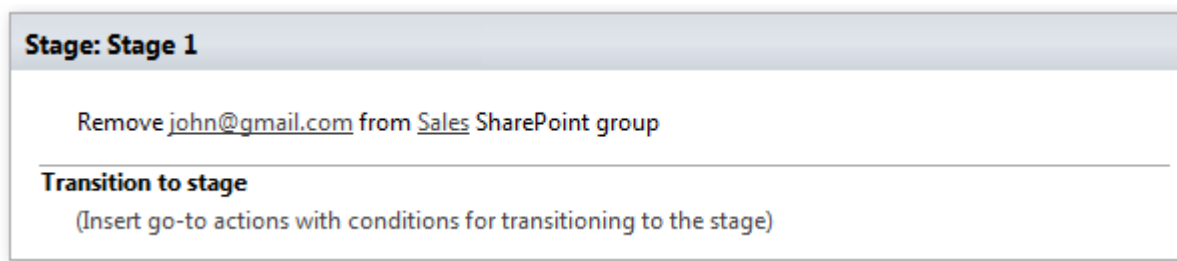
If the user or secure group doesn't exist, this method does nothing.

## Parameters

Input parameters

Parameter	Description	Example
The following user(s)	User login name, e-mail. Allowed multiple users or groups separated ';'.	"mycompany\john; john@gmail.com"
this group	Name or ID of the SharePoint group.	Home owners, 4, Home Viewers
SiteURL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example



**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

Stage: Stage 1

App Step

The actions of this step can read from and write to all items in this site.  
  
Remove all permissions on current item in current list.

Transition to stage

Go to End of Workflow

## Remove user from all site groups

This activity removes a member from all SharePoint site groups.

SharePoint Designer phrase

Stage: Stage 1

Remove the following user from all SharePoint site groups

Transition to stage

Go to End of Workflow

Remove user from all site groups Properties

SiteUrl

Parameters for "[the following user]"

User

SiteUrl (optional)

Site url where you want to remove user from group. Default value is current site url.

OK Cancel

If the user or secure group doesn't exist, this method does nothing.

### Parameters

Input parameters

Parameter	Description	Example
The following user(s)	User login name, e-mail. Allowed multiple users or groups separated ';'. 	"mycompany\john; john@gmail.com"
SiteURL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example

Stage: Stage 1

Remove john@gmail.com from all SharePoint site groups

Transition to stage

Go to End of Workflow

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

**Stage: Stage 1**

**App Step**

The actions of this step can read from and write to all items in this site.

Remove all permissions on current item in current list.

**Transition to stage**

Go to End of Workflow

## Restore list item permissions inheritance

This activity restores inheriting permission from Parent for specified list item.

SharePoint Designer phrase

**Stage: Stage 1**

Restore inheriting permissions on current item in current list.

**Transition to stage**

Go to End of Workflow

**Restore list item permissions inheritance Properties**

siteUrl  
Parameters for "[current]"  
itemId  
Parameters for "[current]"  
list

**siteUrl (optional)**

Site url where you want to restore inheriting permissions on list. Default value is current site url.

OK Cancel

### Parameters

Input parameters

Parameter	Description	Example
Current item	Item ID. If the value field is empty, current item ID will be used.	[%Variable:ItemID%], Current Item:ID
Current list	Title or Url of chosen list. If	Tasks

	the value field is empty, current list will be used.	[%Workflow Context:List Name%] /Lists/ Tasks
Site URL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example

**Stage: Stage 1**

Restore inheriting permissions on Current Item:ID item in Workflow Context:List Name list.

**Transition to stage**  
Go to End of Workflow

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

**Stage: Stage 1**

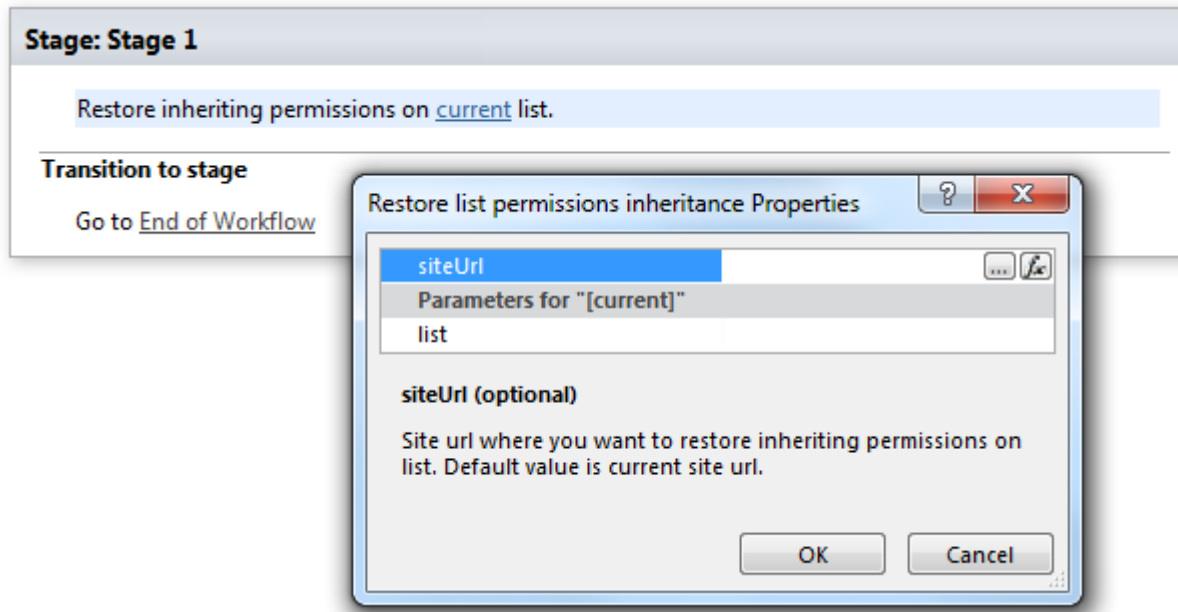
**App Step**  
The actions of this step can read from and write to all items in this site.  
  
Remove all permissions on current item in current list.

**Transition to stage**  
Go to End of Workflow

## Restore list permissions inheritance

This activity restores inheriting permission from Parent for specified list.

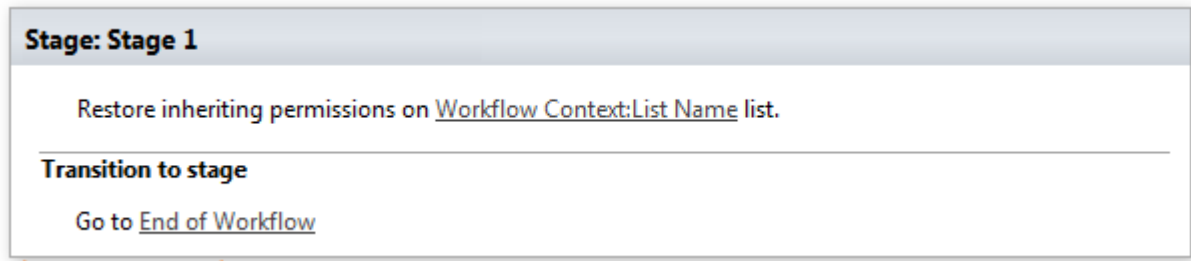
SharePoint Designer phrase



**Parameters**  
Input parameters

Parameter	Description	Example
Current list	Title or Url of chosen list. If the value field is empty, current list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks
Site URL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example



**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example



**Stage: Stage 1**

**App Step**

The actions of this step can read from and write to all items in this site.

Remove all permissions on current item in current list.

**Transition to stage**

Go to End of Workflow

## Restore site permissions inheritance

This activity restores inheriting permission from Parent for specified site.

SharePoint Designer phrase

**Stage: Stage 1**

Restore inheriting permissions on current site.

**Transition to stage**

Go to End of Workflow

### Parameters

Input parameters

Parameter	Description	Example
Site URL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example

**Stage: Stage 1**

Restore inheriting permissions on Workflow Context:Current Site URL site.

**Transition to stage**

Go to End of Workflow

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

Stage: Stage 1

App Step

The actions of this step can read from and write to all items in this site.

Remove all permissions on [current](#) item in [current](#) list.

Transition to stage

Go to [End of Workflow](#)

## Stop list item permissions inheritance

This activity stops inheriting permission from Parent for specified list item.

SharePoint Designer phrase

Stage: Stage 1

Stop inheriting permissions on [current](#) item in [current](#) list.

Transition to stage

Go to [End of Workflow](#)

Stop list item permissions inheritance Properties

siteUrl

Parameters for "[current]"

itemId

Parameters for "[current]"

list

siteUrl (optional)

Site url where you want to stop inheriting permissions on list. Default value is current site url.

OK

Cancel

### Parameters

Input parameters

Parameter	Description	Example
Current item	Item ID. If the value field is empty, current item ID will be used.	[%Variable:ItemID%], Current Item:ID
Current list	Name or Url of chosen list. If the value field is empty, current list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks

Site URL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
---------------------	--	---

Example

**Stage: Stage 1**

Stop inheriting permissions on Current Item:ID item in [%Workflow Context:List Name%] list.

---

**Transition to stage**

Go to End of Workflow

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

**Stage: Stage 1**

**App Step**

The actions of this step can read from and write to all items in this site.

Remove all permissions on current item in current list.

---

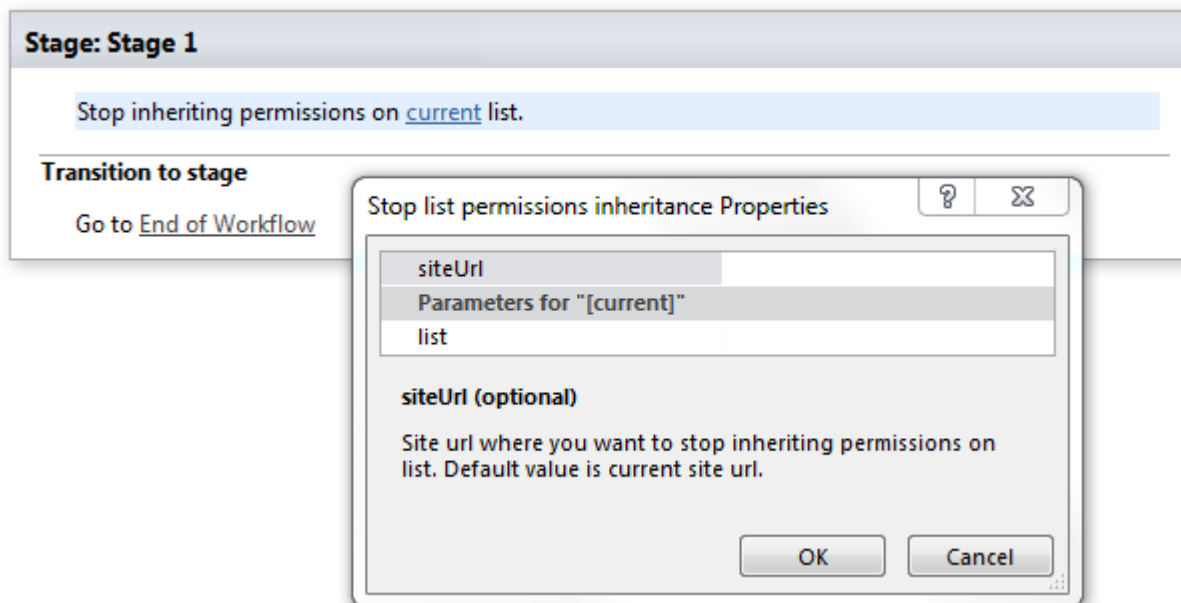
**Transition to stage**

Go to End of Workflow

## Stop list permissions inheritance

This activity stops inheriting permission from Parent for specified list.

SharePoint Designer phrase

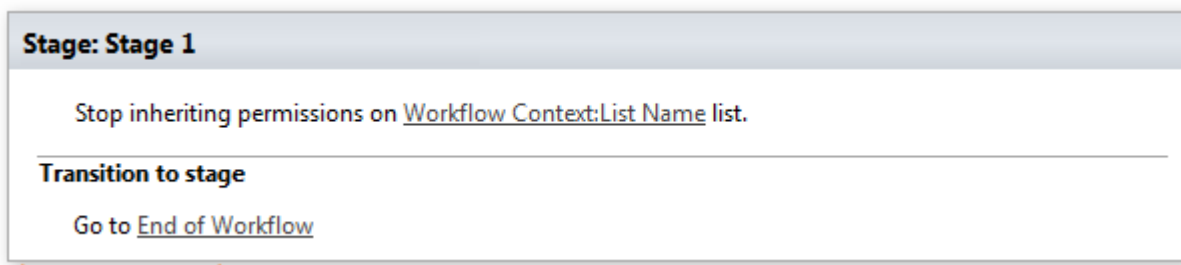


## Parameters

Input parameters

Parameter	Description	Example
Current list	Title or Url of chosen list. If the value field is empty, current list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks
Site URL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example



**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

Stage: Stage 1

App Step

The actions of this step can read from and write to all items in this site.

Remove all permissions on current item in current list.

Transition to stage

Go to End of Workflow

## Stop site permissions inheritance

This activity stops inheriting permission from Parent for specified site.

SharePoint Designer phrase

Stage: Stage 1

Stop inheriting permissions on site.

Transition to stage

Go to End of Workflow

Stop site permissions inheritance Properties

siteUrl

siteUrl (optional)

Site url which you want to stop inheriting permissions on.  
Default value is current site url.

OK

Cancel

### Parameters

Input parameters

Parameter	Description	Example
Site URL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example

**Stage: Stage 1**

Stop inheriting permissions on site.

**Transition to stage**

Go to [End of Workflow](#)

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

**Stage: Stage 1**

**App Step**

The actions of this step can read from and write to all items in this site.  
  
Remove all permissions on [current](#) item in [current](#) list.

**Transition to stage**

Go to [End of Workflow](#)

## Get SharePoint Site Group Names

This activity allows to get current site group names and store the result in variable.

**Stage: Stage 1**

Get current site groups names (Output to [Variable: dictionary2](#) )

**Transition to stage**

Go to [End of Workflow](#)

### Parameters

Input parameters

Parameter	Description	Example
Variable:dictionary	Result Site Group names	

Example

Stage: Stage 1

Get current site groups names (Output to [Variable: Groups](#) )

Transition to stage

Go to [End of Workflow](#)

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

Stage: Stage 1

App Step

The actions of this step can read from and write to all items in this site.  
  
Remove all permissions on [current](#) item in [current](#) list.

Transition to stage

Go to [End of Workflow](#)

Get all site users

This activity allows to get current site user names and store the result in variable.

Stage: Stage 1

Get all site users of [this](#) site and store them in [Variable: variable](#) .

Transition to stage

Go to [End of Workflow](#)

Parameters  
Input parameters

Parameter	Description	Example
This site (optional)	Site URL which users you want to get. Default value is current site url.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
Variable:dictionary	After successful workflow execution contains users collection if site.	

Example

**Stage: Stage 1**

Get all site users of Workflow Context:Current Site URL site and store them in Variable: users.

---

**Transition to stage**

Go to End of Workflow

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

**Stage: Stage 1**

**App Step**

The actions of this step can read from and write to all items in this site.

Remove all permissions on current item in current list.

---

**Transition to stage**

Go to End of Workflow

## Get SharePoint user from user information list

This activity allows to get the SharePoint user from a user information list and store the result in variable.

**Stage: Stage 1**

Get the following SharePoint user from user information list and store it in Variable: variable

---

**Transition to stage**

Go to End of Workflow

Get SharePoint user from user information list Properties ? X

siteUrl	
Parameters for "[the following]"	
user	
Parameters for "[variable]"	
retVal	No builder specified.

**siteUrl (optional)**

Site url where you want to get the user. Default value is current site url.

OK Cancel

### Parameters

Input parameters

Parameter	Description	Example
siteURL (optional)	Site URL where you want to get the user. Default value is current site url.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
The following user	User id, login name or email which you want to get.	john@virtosoft.com
Variable:dictionary	After successful workflow execution contains user	



	information.	
--	--------------	--

Example

Stage: Stage 1

Get [john@virtosoft.com](#) SharePoint user from user information list and store it in [Variable: UserProps](#)

Transition to stage

Go to [End of Workflow](#)

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

Stage: Stage 1

App Step

The actions of this step can read from and write to all items in this site.

Remove all permissions on [current](#) item in [current](#) list.

Transition to stage

Go to [End of Workflow](#)

Remove all list item permissions for user(s)/group(s)

This activity removes all permission assignments from a list item for user(s)\group(s), breaking list permission inheritance if necessary.

SharePoint Designer phrase

Stage: Stage 1

Remove all permissions for [the following](#) user(s)/group(s) from [current](#) list item in [current](#) list.

Transition to stage

Go to [End of Workflow](#)

Remove all list item permissions for user(s)/group(s) Properties

siteUrl

Parameters for "[the following]"

usersgroups

Parameters for "[current]"

itemId

Parameters for "[current]"

list

siteUrl (optional)

Site url where you want to remove user(s)/group(s) permissions from.

Default value is current site url.

OK

Cancel

## Parameters

Input parameters

Parameter	Description	Example
The following user(s)/group(s)	User(s)/group(s) for which you want to remove permissions from list item.	User id, login name, email, group name
Current item	List item ID which you want to remove user(s)/group(s) permissions from. If the value field is empty, current item ID will be used.	[%Variable:ItemID%], Current Item:ID
Current list	Name or list ID (guid) which item you want to remove user(s)/group(s) permissions from. If the value field is empty, current list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks
SiteURL (optional)	The URL of a source SharePoint site where you want to remove user(s)/group(s) permissions from. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example

**Stage: Stage 1**

Remove all permissions for [john@gmail.com](#) user(s)/group(s) from [Current Item:ID](#) list item in [Workflow Context:List ID](#) list.

**Transition to stage**

Go to [End of Workflow](#)

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

Stage: Stage 1

App Step

The actions of this step can read from and write to all items in this site.

Remove all permissions on [current](#) item in [current](#) list.

Transition to stage

Go to [End of Workflow](#)

## Remove all list permissions for user(s)/group(s)

This activity removes all permission assignments from a list for user(s)\group(s), breaking list permission inheritance if necessary.

SharePoint Designer phrase

Stage: Stage 1

Remove all permissions for [the following](#) user(s)/group(s) from [current](#) list.

Transition to stage

Go to [End of Workflow](#)

Remove all list permissions for user(s)/group(s) Properties

siteUrl

Parameters for "[the following]"

usersgroups

Parameters for "[current]"

list

siteUrl (optional)

Site url where you want to remove user(s)/group(s) permissions from. Default value is current site url.

OK

Cancel

### Parameters

Input parameters

Parameter	Description	Example
The following user(s)/group(s)	User(s)/group(s) for which you want to remove permissions from list.	User id, login name, email, group name
Current list	Name or list ID (guid) which item you want to remove user(s)/group(s) permissions from. If the value field is empty, current list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks
SiteURL (optional)	The URL of a source SharePoint site where you want to remove	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

	user(s)/group(s) permissions from. If the value field is empty, current site will be used.	
--	--	--

Example

**Stage: Stage 1**

Remove all permissions for john@gmail.com user(s)/group(s) from current list.

---

**Transition to stage**

Go to End of Workflow

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

**Stage: Stage 1**

**App Step**

The actions of this step can read from and write to all items in this site.  
  
Remove all permissions on current item in current list.

---

**Transition to stage**

Go to End of Workflow

## Remove all site permissions for user(s)/group(s)

This activity removes all permission assignments from a site for user(s)\group(s), breaking list permission inheritance if necessary.

SharePoint Designer phrase

**Stage: Stage 1**

Remove all permissions for the following user(s)/group(s) on site.

---

**Transition to stage**

Go to End of Workflow

Remove all site permissions for user(s)/group(s) Properties

siteUrl

Parameters for "[the following]"  
usersgroups

**siteUrl (optional)**  
Site url where you want to remove user(s)/group(s) permissions from.  
Default value is current site url.

OK Cancel

## Parameters

Input parameters

Parameter	Description	Example
The following user(s)/group(s)	User(s)/group(s) for which you want to remove permissions from site.	User id, login name, email, group name
SiteURL (optional)	The URL of a source SharePoint site where you want to remove user(s)/group(s) permissions from. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example

**Stage: Stage 1**

Remove all permissions for [john@gmail.com](#) user(s)/group(s) on site.

**Transition to stage**

Go to [End of Workflow](#)

**Note:** We recommend you to run all Virto Permissions actions inside App Step to avoid failing of your subsequent actions inside the workflow.

Example

**Stage: Stage 1**

**App Step**

The actions of this step can read from and write to all items in this site.

Remove all permissions on [current](#) item in [current](#) list.

**Transition to stage**

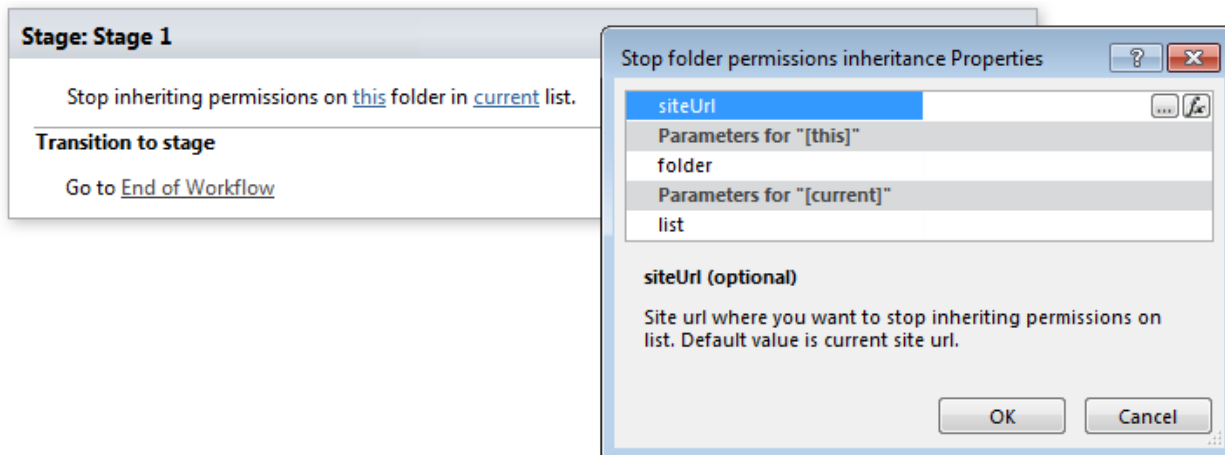
Go to [End of Workflow](#)

## Stop folder permissions inheritance

This activity stops inheriting permission from parent for specified folder.

### SharePoint Designer phrase

Stop inheriting permissions on [this](#) folder in [current](#) list.

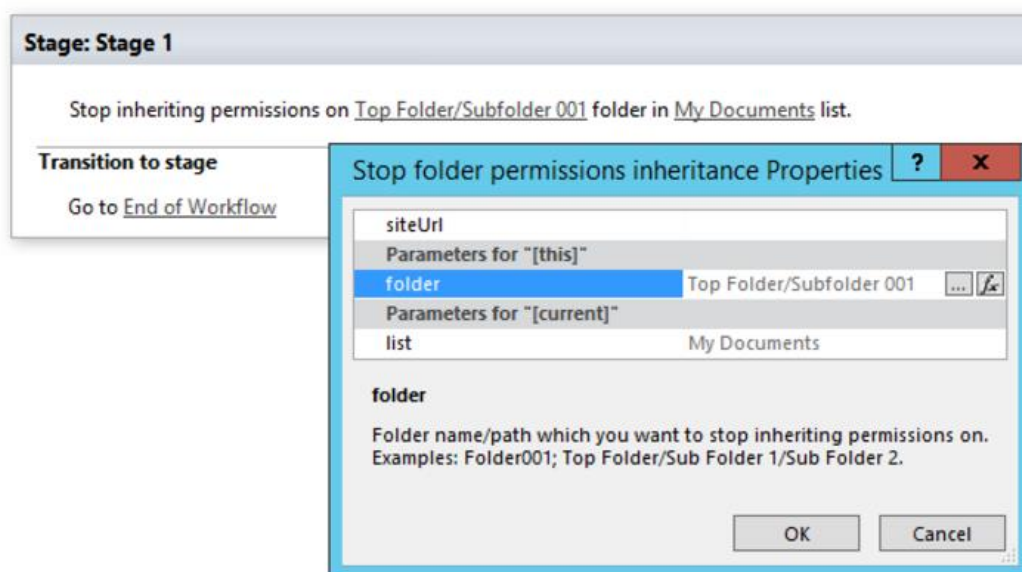


## Parameters

Input parameters

Parameter	Description	Example
this folder	Folder path inside selected list/document library	Folder 001; Top Folder/Sub folder 1/sub folder2
current list	Name or Url of chosen list. If the value field is empty, current list will be used.	Tasks; [%Workflow Context:List Name%] /Lists/ Tasks
siteUrl	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example

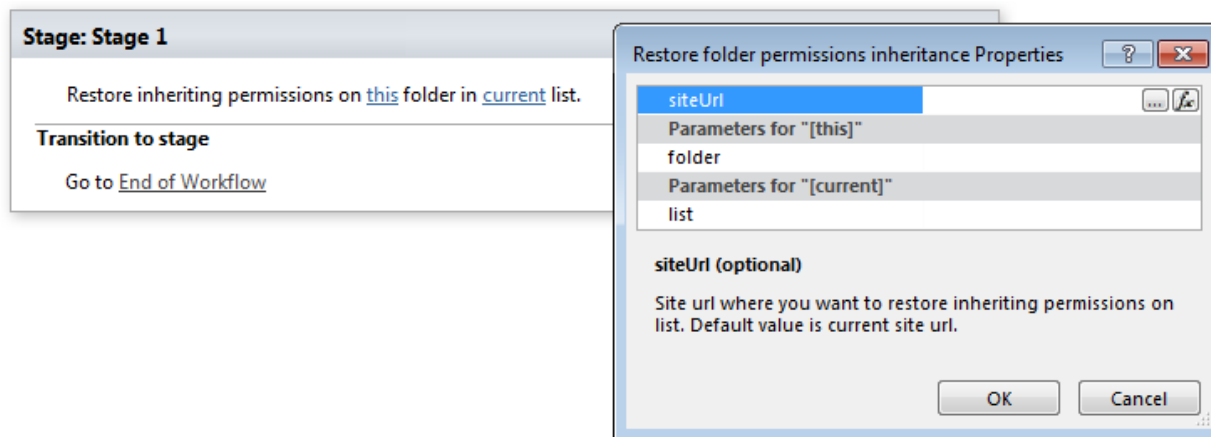


## Restore folder permissions inheritance

This activity restores inheriting permission from parent for specified folder.

## SharePoint Designer phrase

Restore inheriting permissions on this folder in current list.

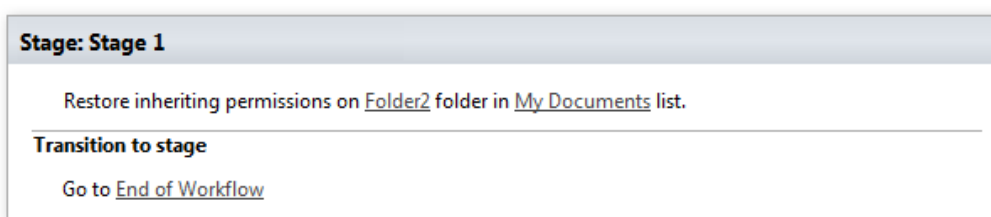


### Parameters

Input parameters

Parameter	Description	Example
this folder	Folder path inside selected list/document library	Folder 001; Top Folder/Sub folder 1/sub folder2
current list	Name or Url of chosen list. If the value field is empty, current list will be used.	Tasks; [%Workflow Context:List Name%] /Lists/ Tasks
siteUrl	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

### Example



## Grant permissions on folder

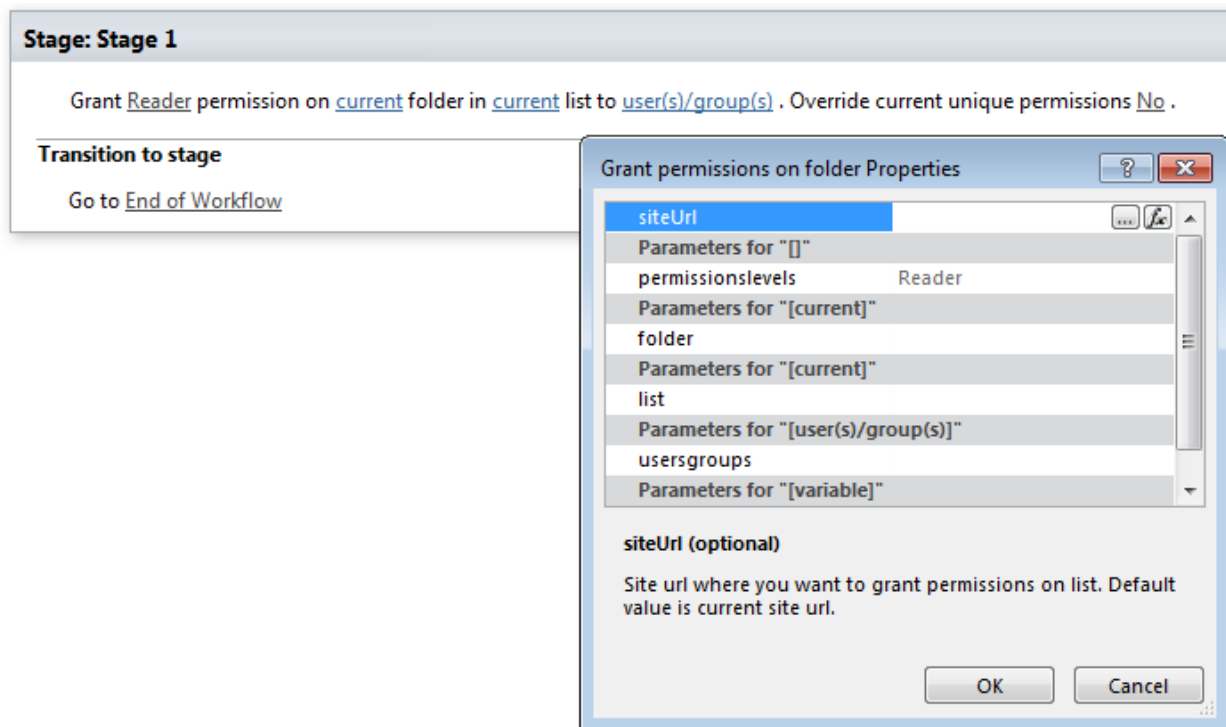
This activity grants permission on specified folder. You can override or append user grant permissions. Value of permission field by default can be one of the following values:

None  
Guest  
Reader

Contributor  
Web designer  
Administrator  
Editor  
System

## SharePoint Designer phrase

Grant Reader permission on current folder in current list to user(s)/group(s). Override current unique permissions No.



## Parameters

Input parameters

Parameter	Description	Example
siteUrl	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
Permission level	Permission level	None; Guest; Reader; Contributor; Web designer; Administrator; Editor; System
current folder	Folder path inside selected list/document library	Folder 001; Top Folder/Sub folder 1/sub folder2
current list	Name or Url of chosen list. If the value field is empty, current list will be used.	Tasks; [%Workflow Context:List Name%] /Lists/ Tasks
User(s)/group(s)	User login, e-mail, group name, group ID	"user@domain", "domain\user". It allows multiple values separated by a semicolon.
Variable	Override current permissions	No – a new permission will be added to existed permissions Yes – a new permission will override



		(remove) all old permissions
--	--	------------------------------

Example

**Stage: Stage 1**

Grant Reader permission on Folder 22 folder in current list to Home Owners. Override current unique permissions No .

**Transition to stage**

Go to End of Workflow

## Remove permissions from folder

This activity removes permissions from specified folder. Value of permission field by default can be one of the following values:

None  
Guest  
Reader  
Contributor  
Web designer  
Administrator  
Editor  
System

## SharePoint Designer phrase

Remove Reader permission on this folder in current list to user(s)/group(s).

**Stage: Stage 1**

Remove Reader permission on this folder in current list for user(s)/group(s) .

**Transition to stage**

Go to End of Workflow

Remove permissions from folder Properties

siteUrl

Parameters for "[ ]"

permissionslevels

Parameters for "[this]"

folder

Parameters for "[current]"

list

Parameters for "[user(s)/group(s)]"

usersgroups

siteUrl (optional)

Site url where you want to remove permissions on list item.  
Default value is current site url.

OK

Cancel

## Parameters

Input parameters

Parameter	Description	Example
siteUrl	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
Permission level	Permission level	None; Guest; Reader; Contributor; Web designer; Administrator; Editor; System
this folder	Folder path inside selected list/document library	Folder 001; Top Folder/Sub folder 1/sub folder2
current list	Name or Url of chosen list. If the value field is empty, current list will be used.	Tasks; [%Workflow Context:List Name%] /Lists/ Tasks
User(s)/group(s)	User login, e-mail, group name, group ID	"user@domain", "domain\user". It allows multiple values separated by a semicolon.

Example

**Stage: Stage 1**

Remove Reader permission on Departments/Sales folder in Company structure list for Helpdesk members.

**Transition to stage**

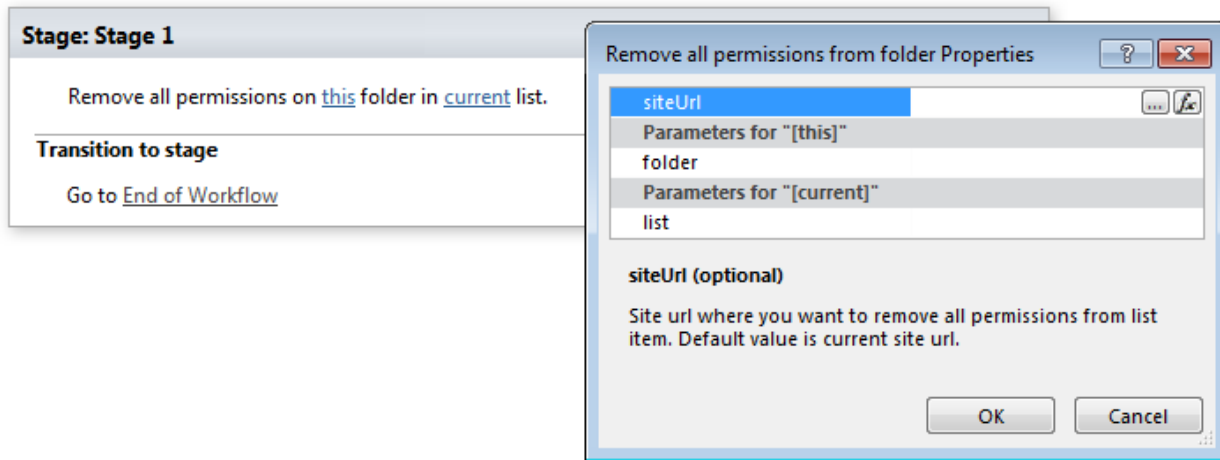
Go to End of Workflow

## Remove all permissions from folder

This activity removes all permission assignment from specified folder.

### SharePoint Designer phrase

Remove all permission on this folder in current list.

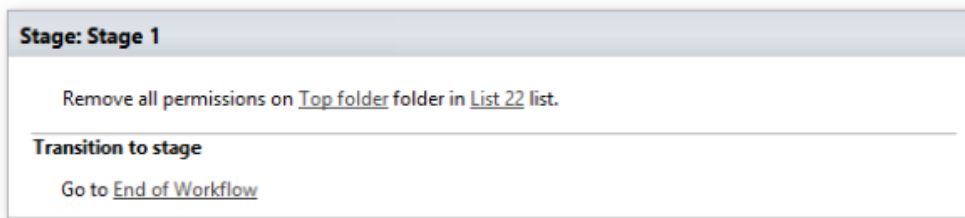


## Parameters

Input parameters

Parameter	Description	Example
siteUrl	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
this folder	Folder path inside selected list/document library	Folder 001; Top Folder/Sub folder 1/sub folder2
current list	Name or Url of chosen list. If the value field is empty, current list will be used.	Tasks; [%Workflow Context:List Name%] /Lists/ Tasks

Example



## Remove all folder permissions for user(s)/group(s)

This activity removes all permission assignments from specified folder for user(s)/group(s).

### SharePoint Designer phrase

Remove all permissions for the following user(s)/group(s) from this folder in current list.

**Stage: Stage 1**

Remove all permissions for [the following](#) user(s)/group(s) from [this](#) folder in [current](#) list.

**Transition to stage**

Go to [End of Workflow](#)

Remove all folder permissions for user(s)/group(s) Properties

siteUrl

Parameters for "[the following]"

usersgroups

Parameters for "[this]"

folder

Parameters for "[current]"

list

**siteUrl (optional)**  
Site url where you want to remove user(s)/group(s) permissions from.  
Default value is current site url.

OK

Cancel

## Parameters

Input parameters

Parameter	Description	Example
siteUrl	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
The following user(s)/group(s)	User login, e-mail, group name, group ID	"user@domain", "domain\user". It allows multiple values separated by a semicolon.
this folder	Folder path inside selected list/document library	Folder 001; Top Folder/Sub folder 1/sub folder2
current list	Name or Url of chosen list. If the value field is empty, current list will be used.	Tasks; [%Workflow Context:List Name%] /Lists/ Tasks

Example

**Stage: Stage 1**

Remove all permissions for [Home Members](#) user(s)/group(s) from [Folder 22](#) folder in [List 33](#) list.

**Transition to stage**

Go to [End of Workflow](#)

## Set default permission group

This activity sets default permission group.

**Stage: Stage 1**

Set [this group name](#) as [Visitor](#) permission group for [current](#) site

**Transition to stage**

Go to [End of Workflow](#)

## Parameters

Input parameters

Parameter	Description	Example
this group name	Group name or group (integer) ID.	Sales
Group type	Select from predefined values	Visitor/Member/Owner
Site Url (optional)	The site URL where you want to change default group. If the value is not specified, current workflow context site URL will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example

**Stage: Stage 1**

Set [SalesGroup](#) as [Visitor](#) permission group for [Workflow Context:Current Site URL](#) site

**Transition to stage**

Go to [End of Workflow](#)

## Set SharePoint group's owner

This activity sets SharePoint group's owner.

**Stage: Stage 1**

Set [this user](#) as owner of [this group](#) on [current](#) site.

**Transition to stage**

Go to [End of Workflow](#)

## Parameters

Input parameters

Parameter	Description	Example
this user	User name of new group owner.	v@virtovay.com, 10, Marketing group
This group	Group name or ID which you want to update group owner for.	Sales
Current site URL (optional)	The site URL where you want to change group owner. If the value is not	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

	specified, current workflow context site URL will be used.	
--	--	--

Example

**Stage: Stage 1**

Set [ceo@virto.com](#) as owner of [HQ](#) on [Workflow Context:Current Site URL](#) site.

---

**Transition to stage**

Go to [End of Workflow](#)

## Mathematical

### Calculate aggregate function

This activity finds list by url and calculates aggregate numerical function from a numeric column for selected item in list and store result in variable.

**Step 1**

Calculate [this function](#) on [this field](#) from [all](#) items at [list url](#) and store result in [Variable: variable](#)

### SharePoint Workflow Designer Phrase

Calculate [this function](#) on [this field](#) from [all](#) items at [list url](#) and store result in [variable](#)

### Parameters

Input parameters

Parameter	Description	Example
this function	Name of the aggregate function.	Available Functions: Count, Avg, Min, Max, Standard Deviation, Mode.
this field	<b>Optional.</b> Numerical field on which mathematical function will be performed. Field display name. Field unique ID (Guid). Field index (int). Not required for Count function.	FieldName 23 {F3DF15C2-F16E-4FD3-85F6-7EE05227A079}
All	<b>Optional.</b> List item filter. The filter string supports View Name, View ID and CAML string (<Where>...</Where>).	<View Scope='RecursiveAll'> <Query> <Where> <Contains> <FieldRef Name='FileLeafRef' />

	Empty filter returns all items.	<pre> &lt;Value Type='File'&gt; .docx &lt;/Value&gt; &lt;/Contains&gt; &lt;/Where&gt; &lt;OrderBy&gt;   &lt;FieldRef Name='ID' /&gt; &lt;/OrderBy&gt; &lt;/Query&gt; &lt;/View&gt; </pre>
list identifier	List name, list base template, guid or list url	Ex: http://mysharepoint/MyDocs/Shared%20Documents Ex: http://mysharepoint/Lists/List%20with%20Approve
Variable	This activity will place function result into an output variable (Double).	

### Available Functions

Name	Description
Count	Total number of items
Sum	The sum of items
Avg	Average of values from the specified column
Max	Smallest non-null value in the specified column
Min	Largest non-null value in the specified column
Standard Deviation	A measure of the variation in a distribution of values from the specified column, equal to the square root of the arithmetic mean of the squares of the deviations from the arithmetic mean; the square root of the variance <a href="http://en.wikipedia.org/wiki/Standard_deviation">http://en.wikipedia.org/wiki/Standard_deviation</a>
Mode	The mode is the value that occurs the most frequently in a data set or a probability distribution. <a href="http://en.wikipedia.org/wiki/Mode_%28statistics%29">http://en.wikipedia.org/wiki/Mode_%28statistics%29</a>

### Example

**Stage: Stage 1**

Calculate Min on Budget from all items at TestList and store result in Variable: Result

**Transition to stage**

Go to End of Workflow

## Calculate due date

This activity allows calculating due date from specific time.

**Stage: Stage 1**

Calculate due date from [this time](#) for 0 days, 0 hours, 0 minutes and store result in [Variable: due date result](#) .

**Transition to stage**

(Insert go-to actions with conditions for transitioning to the stage)

This method does not change the value of date. Instead, it returns a new date whose value is the result of this activity.

**Parameters**

Parameter	Description	Example
this time	Initial date for calculating due date.	Today, CurrentItem:DueDate
0 days, 0 hours, 10 minutes (optional)	A number of whole days, hours and minutes for due date.	

**Example****Stage: Stage 1**

Calculate due date from [Today](#) for 200 days, 12 hours, 30 minutes and store result in [Variable: due date result](#) .

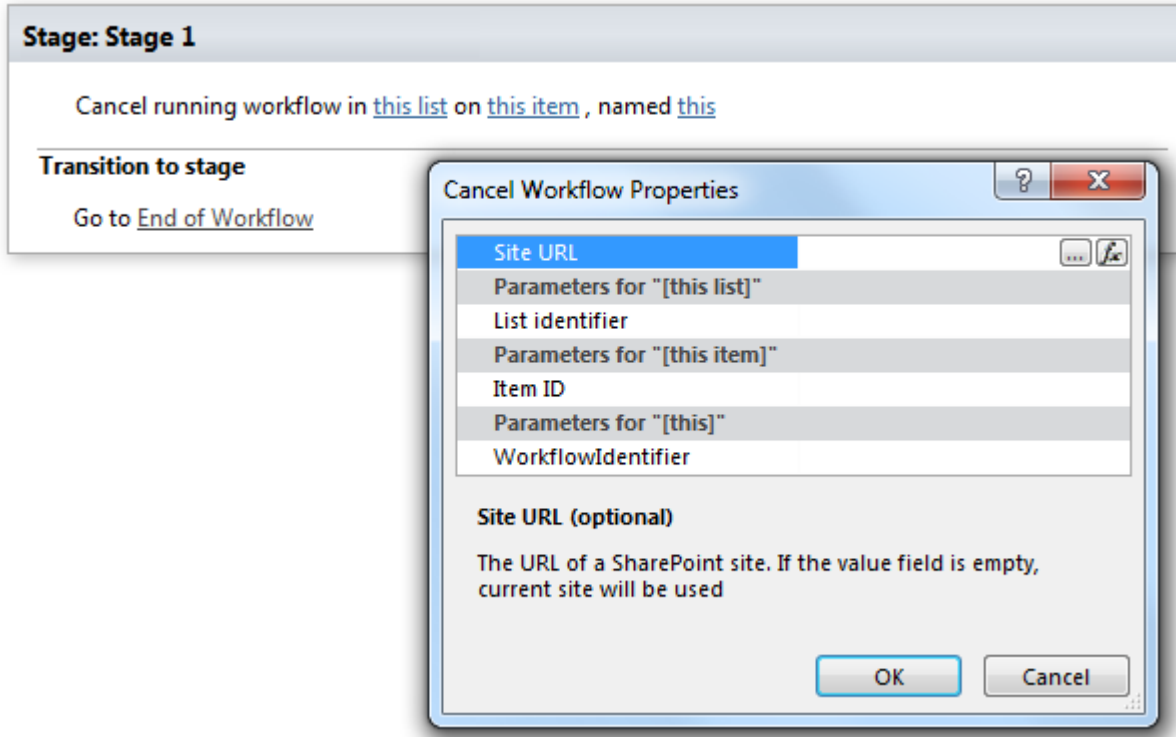
**Transition to stage**

Go to [End of Workflow](#)

**Workflow actions****Cancel running Workflow**

This activity cancels specific running workflows on the specific list for selected item.





You can use the activity to terminate list item workflow if an error occurs or the workflow stops responding.

**Note:** Canceling the workflow will set its status to Canceled and will delete all tasks created by the workflow.

### SharePoint Workflow Designer Phrase

Cancel running workflow in this list on this item, named this

### Parameters

Input parameters

Parameter	Description	Example
this list	Title or Url of chosen list. If the value field is empty, current list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks
this item	Item ID. If the value field is empty, current item ID will be used.	[%Variable:ItemID%], Current Item:ID
this	Workflow Identifier	Name of running workflow
SiteURL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example

### Stage: Stage 1

Cancel running workflow in Workflow Context:List ID on Current Item:ID , named Wf1

#### Transition to stage

Go to End of Workflow

## Cancel all workflows on list item

This activity cancels all running or faulting workflows for selected list item.

### Stage: Stage 1

Cancel all running workflows on current list item in current list

#### Transition to stage

Go to End of Workflow

### Cancel all running workflows on list item Properties

siteUrl

Parameters for "[current]"

itemId

Parameters for "[current]"

list

#### siteUrl (optional)

Site url where you want to cancel list item running workflows.  
Default value is current site url.

OK

Cancel

Note: Canceling the workflow will set its status to Canceled and will delete all tasks created by the workflow.

## Parameters

Input parameters

Parameter	Description	Example
current list item	List item ID which running workflow you want to cancel. If the value field is empty, current item ID will be used.	[%Variable:ItemID%], Current Item:ID
current list (optional)	List ID (guid) or name where you want to cancel list item running workflow. If the value field is empty, current list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks
SiteURL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example

Stage: Stage 1

Cancel all running workflows on Current Item:ID list item in Workflow Context:List ID list

Transition to stage

Go to End of Workflow

## Loop through list items and start workflow

This activity finds list by url and allows looping through list items and starting workflow for multiple list items.

Stage: Stage 1

Loop through all items at this list and start this workflow

Transition to stage

(Insert go-to actions with conditions for transitioning to the stage)

Loop through list items and start workflow Properties

Site URL

Parameters for "[all]"

Items Filter

Parameters for "[this list]"

List identifier

Parameters for "[this workflow]"

Workflow Identifier

Site URL (optional)

The URL of a SharePoint site. If the value field is empty, current site will be used

OK Cancel

### Parameters

Parameter	Description	Example
All (optional)	List item filter. The filter string supports View Name, View ID and CAML string (<Where>...</Where>). Empty filter returns all items.	http://mysharepoint/MyDocs/Shared%20Documents
this list	List identifier. The value could be list name, guid or list url (the web site relative url). If the value field is empty, current list will be used.	[%Variable:ItemID%], Current Item:ID
This workflow	Name of existing workflow to run	Name of existing workflow to run
SiteURL (optional)	The URL of a SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example

**Stage: Stage 1**

Loop through <Where>... items at Workflow Context:List Name and start Approval

**Transition to stage**

Go to End of Workflow

## Start another workflow

This activity finds the list item by ID and runs workflow.

**Stage: Stage 1**

Start SharePoint 2013 list workflow in this list on this item, named this

**Transition to stage**

Go to End of Workflow

**Start Another Workflow Properties**

Site URL

Parameters for "[this list]"

List identifier

Parameters for "[this item]"

Item ID

Parameters for "[this]"

WorkflowIdentifier

**Site URL (optional)**  
The URL of a SharePoint site. If the value field is empty, current site will be used

OKCancel

**Note:** If list item parameter is empty, current list item will be used.

**Note:** If workflow association is empty, default will be used.

## SharePoint Workflow Designer Phrase

Start SharePoint 2013 list workflow in this list on this item, named this

### Parameters

Input parameters

Parameter	Description	Example
this list	Title or Url of chosen list. If the value field is empty, current list will be used.	Tasks [%Workflow Context:List Name%] /Lists/ Tasks

this item	Item ID. If the value field is empty, current item ID will be used.	[%Variable:ItemID%], Current Item:ID
this	Workflow Identifier	Name of existing workflow to run
SiteURL (optional)	The URL of a source SharePoint site. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example

**Stage: Stage 1**

Start SharePoint 2013 list workflow in Workflow Context:List ID on Current Item:ID , named Wf2

---

**Transition to stage**

Go to End of Workflow

## Is workflow running on list item

This activity checks whether workflow is running on a list item and stores result in a variable.

**Stage: Stage 1**

Check whether this workflow is running on current list item in current list on current site. Store check result in Variable: workflowIsRunning .

---

**Transition to stage**

Go to End of Workflow

## Parameters

Input parameters

Parameter	Description	Example
This workflow	Workflow name which you want to check for running status.	Update item workflow
Current list item (optional)	List Item ID which workflow status you want to check. If the value not specified, current workflow context item will be used.	[%Variable:ItemID%], Current Item:ID
current list (optional)	Title or Url of list which workflow status you want to check. If the value is not	Tasks [%Workflow Context:List Name%] /Lists/ Tasks

	specified, current workflow context list will be used.	
SiteURL (optional)	The URL of a source SharePoint site which workflow status you want to check. If the value field is empty, current site will be used.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
Variable (set by this activity)	After successful workflow execution contains flag whether workflow is running on list item or not.	

## Example

### Stage: Stage 1

Check whether Deleteltem workflow is running on Current Item:ID list item in Workflow Context:List ID list on Workflow Context:Current Site URL site. Store check result in Variable: workflowIsRunning1 .

#### Transition to stage

Go to End of Workflow

## Administration Actions

### Create SharePoint group

This activity adds a new SharePoint group to current site.

### Stage: Stage 1

Create SharePoint group with the following name, with this description description and make this user the owner, only Group Members can view, only Group Owner can edit, add the following members.

#### Transition to stage

Go to End of Workflow

### SharePoint Workflow Designer Phrase

Create SharePoint group with the following name, with this description and make this user the owner, only Group Members can view, only Group Owner can edit, add the following members.

### Parameters

Input parameters

Parameter	Description	Example
The following group	Name of the new SharePoint group	My custom group, [%Variable:groupName%]
this description	<b>Optional.</b> Description of the new group.	My custom group with custom permissions
Current site	<b>Optional.</b> The URL of a source SharePoint site. If	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl;

	the value field is empty, current site will be used.	[%Workflow Context:Current Site URL%]/subSite
this user	<b>Optional.</b> Single User login or Group name. The owner can change anything about the group such as adding and removing members or deleting the group. Only one user or group can be the owner. If user is empty, the user who created the Web site will be used.	"user@domain". It allows multiple values separated by a semicolon.
Who can view	Specify who has permission to see the list of group members: Group Member (default) or Everyone.	"user@domain". It allows multiple values separated by a semicolon.
Who can edit	Specify who has permission to edit the list of group members: Group Owner (default) or Group Members.	"user@domain"
the following members	<b>Optional.</b> The members of the group. Use ',' or ';' separator to identify multiple users.	"user@domain1";"user2@domain"

## Example

**Stage: Stage 1**

Create SharePoint group with [SEO](#) name, with [SEO](#) description and make [john@virto.com](#) the owner, only [Everyone](#) can view, only [Group Members](#) can edit, add [john@virto.com](#), [mary@virto.com](#) members.

**Transition to stage**

Go to [End of Workflow](#)

## Rename SharePoint group

This activity renames a SharePoint group.

**Stage: Stage 1**

Rename [this group](#) to [this](#)

**Transition to stage**

Go to [End of Workflow](#)

**Rename SharePoint group Properties**

SiteURL

Parameters for "[this group]"

GroupName

Parameters for "[this]"

NewGroupName

**SiteURL (optional)**

Site url where you want to rename SharePoint group. If empty current site url will be used.

OK Cancel

## Parameters

Input parameters

Parameter	Description	Example
this group	Current name of the SharePoint group	My custom group, [%Variable:groupName%]
this	New name of the SharePoint group	My custom group, [%Variable:groupName%]
site url	<b>Optional.</b> The URL of the site collection where the group is being renamed. Default value is current site collection.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

Example

**Stage: Stage 1**

Rename Sales to SalesGroup

Transition to stage

Go to End of Workflow

## Delete SharePoint group

This activity removes SharePoint group from the current site.

**Stage: Stage 1**

Delete the following SharePoint group

Transition to stage

Go to End of Workflow

Delete SharePoint group Properties

siteUrl

Parameters for "[the following]"

groupName

siteUrl (optional)

Site url where you want to delete SharePoint group. If empty current site url will be used.

OK Cancel

## SharePoint Workflow Designer Phrase

Delete the following SharePoint group

## Parameters

Input parameters



Parameter	Description	Example
The following group	Name of the SharePoint group	My custom group, [%Variable:groupName%]
Site URL	<b>Optional.</b> The URL of the site collection where the group is being deleted. Default value is current site collection.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite

## Example

### Stage: Stage 1

Delete [SEO](#) SharePoint group

#### Transition to stage

Go to [End of Workflow](#)

## Create SharePoint site

This activity creates a new SharePoint site.

### Stage: Stage 1

Create new site in [current](#) site with [the following](#) title, [the following](#) description, [the following](#) url, 1033 locale using [this](#) template. Inherit permissions [Yes](#), inherit navigation [Yes](#). Store full url of created site in Variable: [variable2](#).

#### Transition to stage

Go to [End of Workflow](#)

## Parameters

### Input parameters

Parameter	Description	Example
Current site (optional)	Parent site URL. Absolute site URL where you want to create a new SharePoint site. If the value is empty, current site URL will be used.	https://yourtenant.sharepoint.com/sites/parentsitesite
The following title	Title of the site which you want to create.	New name
The following description (optional)	Description of the site you want to create.	Description
The following URL	Site URL part. This URL will be added to parent site URL.	My subsite
Locale ID	Locale (language) ID which you want to create site with.	1033

This template	Site template.	Team Site (classic experience)
Inherit permissions	Inherit permissions from parent site.	Yes/No
Inherit navigation	Inherit top navigation bar from parent site.	Yes/No
Variable	Full URL of created site (set by this activity).	<a href="https://yourtenant.sharepoint.com/sites/parentsites/my">https://yourtenant.sharepoint.com/sites/parentsites/my</a> subsite

## Example

**Stage: Stage 1**

Create new site in [Workflow Context:Current Site URL](#) site with [SalesDocs](#) title, [SalesDocsDescription](#) description, [SalesDocs](#) url,

**Transition to stage**

Go to [End of Workflow](#)

1033 locale using [Team Site](#) template. Inherit permissions [Yes](#) , inherit navigation [Yes](#) . Store full url of created site in [Variable: New site](#) .

## Core Actions

### Pause

This activity causes a workflow to pause executing for a specified time interval in milliseconds.

**Stage: Stage 1**

Pause for [1000](#) milliseconds

**Transition to stage**

Go to [End of Workflow](#)

### Parameters

#### Input parameters

Parameter	Description	Example
1000	Pause duration in milliseconds.	500

## Example

Stage: Stage 1

Pause for 500 milliseconds

Transition to stage

Go to End of Workflow

# Import/export processing

## Import CSV to list

This activity allows importing records from CSV file into SharePoint list.

Stage: Stage 1

Import CSV file from URL to this list . And use this character as delimiter

Transition to stage

Go to End of Workflow

Import CSV to list Properties

Site URL

Parameters for "[URL]"

CSV file URL

Parameters for "[this list]"

List identifier

Parameters for "[this character]"

CSV file delimiter

Site URL (optional)

Site url. If the value field is empty, current site will be used

OK

Cancel

## Parameters

Input parameters

Parameter	Description	Example
CSV file URL	CSV file URL	c:\Task.csv http://externalsite.com/Task.csv http://sharepointportal/Shared%20Documents/CSVTest.csv
Site URL	Optional. Default value is current site collection.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
This list	Target list. If the value is empty, current list will be used.	http://mysharepoint/Lists/Tasks http://mysharepoint/Lists/Tasks/Folder
CSV file delimiter character	The delimiter character separating each field.	Any symbol.

Example

Stage: Stage 1

Import CSV file from <https://virtosoftware.sharepoint.com/site...> to [Workflow Context:List ID](#) . And use ; as delimiter

Transition to stage

Go to [End of Workflow](#)

## Azure Active Directory processing

You have to approve (under your Office 365 tenant admin account) Virto Workflows for Azure AD app to allow Virto Workflows to work with your Azure AD users.

# Virto Workflow Activities for SharePoint Online

Installation

Subscription

Office 365 Workflows allows to create and publish custom Workflows in SharePoint Online using SharePoint Designer ([PDF documentation](#))

Workflows for Office 365 by Virto feature has been successfully installed within current Site Collection  
If you are Office 365 tenant admin click [here](#) to allow Virto Workflows to work with Azure AD users in your tenant.

Upgrade

To create and publish workflows using [SharePoint Designer 2013](#), please activate Workflows for Office 365 by Virto feature on any site within current Site Collection.

Activate Workflows for Office 365 by Virto feature on:

Activate

Absolute URL (<https://example.sharepoint.com/sites/wak/test>)

## Get Azure AD user information

This activity allows receiving user's information from Active Directory and stores result in variable.

Stage: Stage 1

Get [the following](#) user information from Azure AD and store result in [Variable: variable1](#) .

Transition to stage

Go to [End of Workflow](#)

### Parameters

Input parameters

Parameter	Description	Example
Site URL	Optional. Site URL where	<a href="https://contoso/SiteUrl">https://contoso/SiteUrl</a> ;

	you want to run the workflow. Default value is current site URL.	https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
User	User e-mail or login name	<a href="mailto:john.doe@mycompany.onmicrosoft.com">john.doe@mycompany.onmicrosoft.com</a> , Jane.doe@mycompany.com
Variable	After successful workflow execution contains dictionary with user's attributes from Azure AD. Dictionary has the following keys (case sensitive): City, CompanyName, Country, Department, DisplayName, FacsimileTelephoneNumber, GivenName, JobTitle, Mail, MailNickname, Mobile, OtherMails, PostalCode, PreferredLanguage, State, StreetAddress, Surname, TelephoneNumber, UserPrincipalName	

#### Example

**Stage: Stage 1**

Get [john.doe@mycompany.com](mailto:john.doe@mycompany.com) user information from Azure AD and store result in Variable: variable .

then Count Items in Variable: variable (Output to Variable: count )

then Log Items count the dictionary : '%Variable: count' to the workflow history list

then Get GivenName from Variable: variable (Output to Variable: givenName )

then Log User's given name : '%Variable: givenName' to the workflow history list

then Get Country from Variable: variable (Output to Variable: country )

then Log User's country : '%Variable: country%' to the workflow history list

---

**Transition to stage**

Go to End of Workflow

## Set Azure AD user attribute

This activity allows setting user's attribute in Azure Active Directory.

### Stage: Stage 1

Set [this](#) value in [this](#) attribute for [the following](#) user in Azure AD.

#### Transition to stage

Go to [End of Workflow](#)

## Parameters

Input parameters

Parameter	Description	Example
Site URL	Optional. Site URL where you want to run the workflow. Default value is current site URL.	https://contoso/SiteUrl; https://contoso/Sites/SiteUrl; [%Workflow Context:Current Site URL%]/subSite
This value	Attribute value which you want to set.	John, Doe
This attribute	Attribute name which you want to update.	Givenname, Surname
User	User e-mail or login name	<a href="mailto:john.doe@mycompany.onmicrosoft.com">john.doe@mycompany.onmicrosoft.com</a> , Jane.doe@mycompany.com

Example

### Stage: Stage 1

Set [USA](#) value in [Country](#) attribute for [john.doe@mycompany.com](#) user in Azure AD.

then Get [john.doe@mycompany.com](#) user information from Azure AD and store result in [Variable: variable](#) .

then Get [Country](#) from [Variable: variable](#) (Output to [Variable: country](#) )

then Log [User's country](#) : '[%Variable: country%]' to the workflow history list

#### Transition to stage

Go to [End of Workflow](#)

## Date processing

### Convert Date from Local Time to UTC

This activity converts date from local time to UTC.

### Stage: Stage 1

Convert [this time](#) from local time in [\[Current Site\]](#) time zone to UTC and store result in [Variable: utc time](#)

#### Transition to stage

Go to [End of Workflow](#)

#### Convert from local time to UTC Properties

##### Parameters for "[this time]"

inputdate

##### Parameters for "[this]"

timeZoneId

-1



##### Parameters for "[utc time]"

retVal

Variable: utc time

#### timeZoneId

Time zone. Select from predefined values.

OK

Cancel

## Parameters

Input parameters

Parameter	Description	Example
This time	Inputdate. Time you want to convert to UTC time.	[%Variable:updatedDate%], [%CurrentItem:Created%]
Current site time zone	Time zone to convert	(UTC-09:00) Alaska (can be selected in dropdown menu)
Variable	Contains converted time	

## Example

### Stage: Stage 1

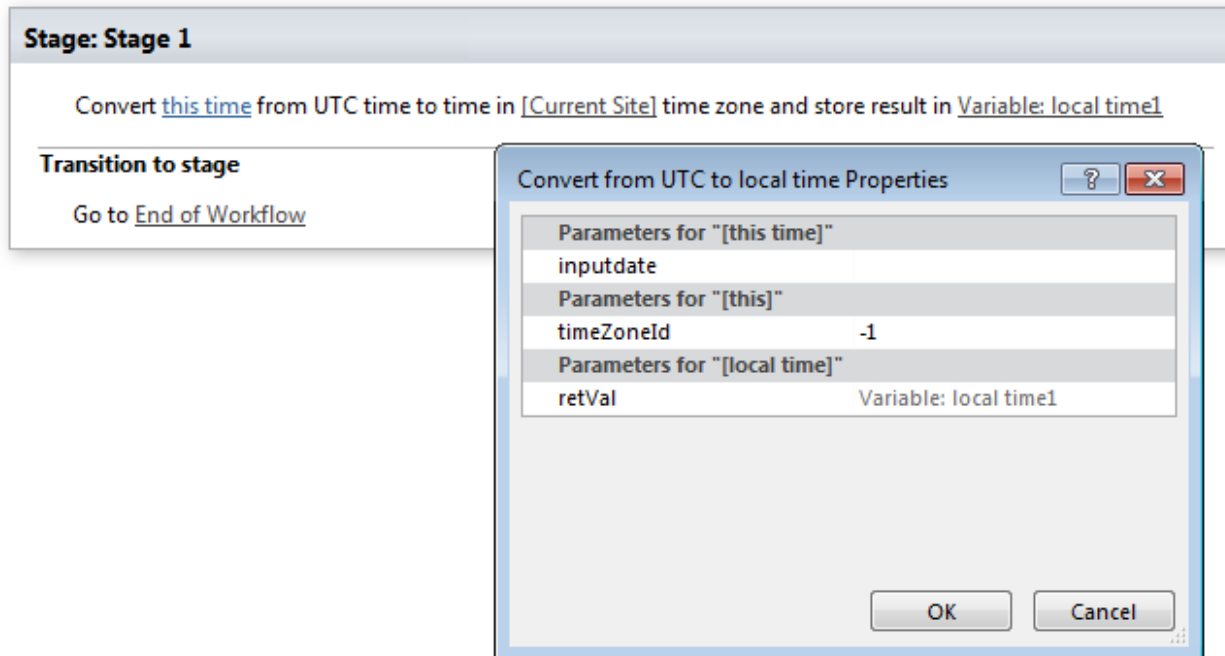
Convert [Current Item:Modified](#) from local time in [\(UTC-08:00\) Baja California](#) time zone to UTC and store result in [Variable: utc time2](#)

#### Transition to stage

Go to [End of Workflow](#)

## Convert date from UTC to local time

This activity converts date from UTC to local time.

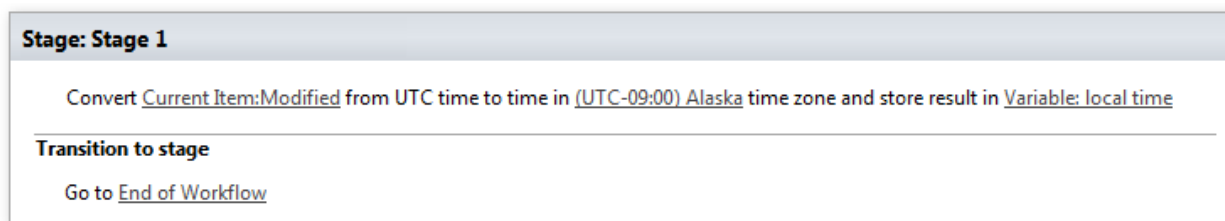


## Parameters

Input parameters

Parameter	Description	Example
This time	Inputdate. Time you want to convert from UTC time.	[%Variable:updatedDate%], [%CurrentItem:Created%]
Current site time zone	Time zone to convert time	(UTC-09:00) Alaska (can be selected in dropdown menu)
Variable	Contains converted time	

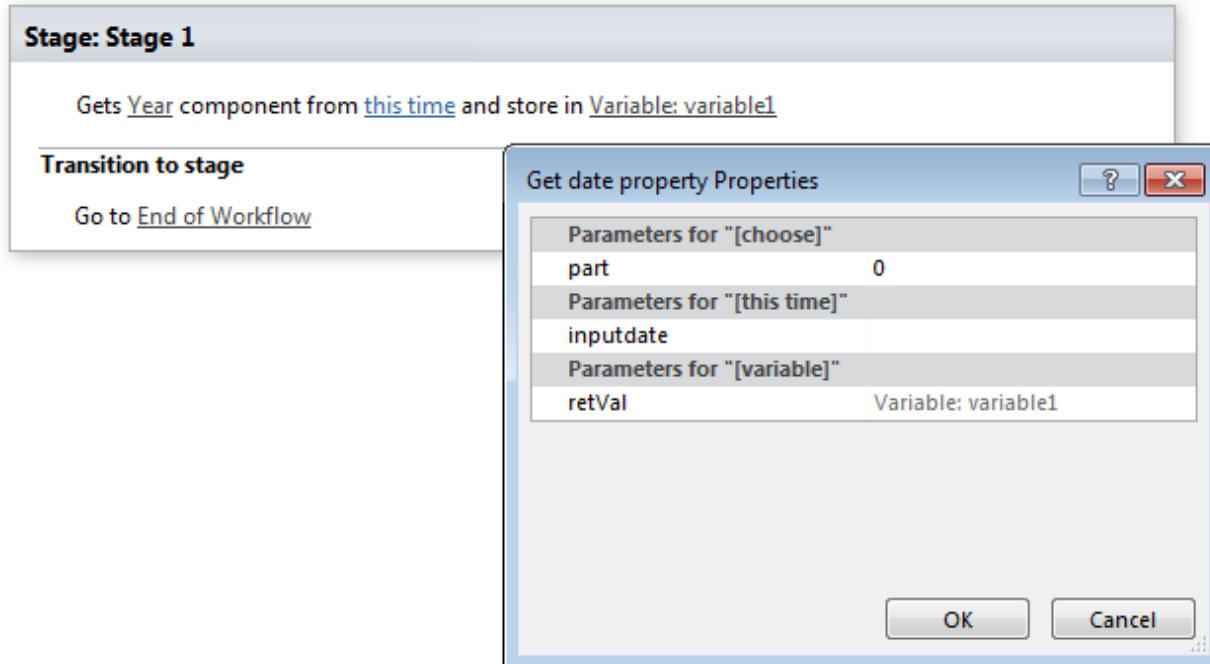
Example



## Get date property

This activity gets a date property and stores result in a variable.



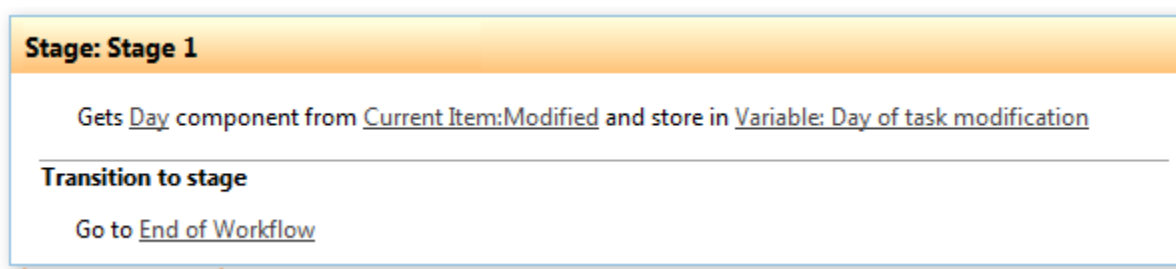


## Parameters

Input parameters

Parameter	Description	Example
Component	Date part type. Select it from predefined values.	Year, Month, Day, Hour, Minute, Second, Ticks, Day Of Week, Day Of Year, Week of Year
This time	Inputdate. Date value you want to get.	[%Variable:updatedDate%], [%CurrentItem:Created%]
Variable	Returns part of a date. If date is null returns -1.	

Example



## Image activities

### Resize Image

This activity resizes images.

then Resize [this image relative file url](#) image on [current](#) site, using width [200](#) pixels, height [200](#) pixels, smart cropping [Yes](#) . Save resized image to [current](#) folder.

#### Parameters

Input parameters

Parameter	Description	Example
listItemUrl (required)	String. A relative way to the image.	/sites/mySite/MyDocLib/Image_001.png; [%CurrentItem:Server Relative URL%]
siteUrl (optional)	String An absolute way to the image's site. If not defined, current site will be used.	https://mycompany/sharepoint.com/sites/site001
newWidth (required)	Int New image width.	
newHeight (required)	Int New image height.	
smartCropping (required)	Boolean. Use smart crop to keep aspect ratio	True, False.
destFolderUrl (optional)	String A relative way to a folder to save resized image. If not defined, current folder will be used.	/sites/MySite/MyDocLib/Folder 001

#### Example

then Resize [Current Item:Server Relative URL](#) image on [current](#) site, using width [200](#) pixels, height [200](#) pixels, smart cropping [Yes](#) . Save resized image to [/sites/wf/Source Documents/Folder 001](#) folder.

### Resize Image By One Side

This activity resizes images by one side.

then Resize [this image relative file url](#) image on [current](#) site based on [Width](#) side exactly = [300](#) pixels. Save resized image to [current](#) folder.

#### Parameters

Input parameters

Parameter	Description	Example
listItemUrl (required)	String A relative way to the image.	/sites/mySite/MyDocLib/Image_001.png; [%CurrentItem:Server Relative URL%]

siteUrl (optional)	String An absolute way to the image's site. If not defined, current site will be used.	https://mycompany/sharepoint.com/sites/site001
newValue (required)	Int New image value	
mode (required)	Choice	Width, Height, Long Size, Short Size.
destFolderUrl (optional)	String A relative way to a folder to save resized image. If not defined, current folder will be used.	/sites/MySite/MyDocLib/Folder 001

### Example

then Resize [Current Item:Server Relative URL](#) image on [current](#) site based on [Width](#) side exactly = [300](#) pixels. Save resized image to [/sites/wf/Source Documents/Folder 002](#) folder.

## Resize Image By Percentage

This activity allows to resize images by percentage.

then Resize [this image relative file url](#) image on [current](#) site by [80](#) percentage. Save resized image to [current](#) folder.

### Parameters

Input parameters

Parameter	Description	Example
listItemUrl (required)	String A relative way to the image.	/sites/mySite/MyDocLib/Image_001.png; [%CurrentItem:Server Relative URL%]
siteUrl (optional)	String An absolute way to the image's site. If not defined, current site will be used.	https://mycompany/sharepoint.com/sites/site001
newValue (required)	Int New image value in percents	
destFolderUrl (optional)	String A relative way to a folder to save resized image. If not defined, current folder will be used.	/sites/MySite/MyDocLib/Folder 001

### Example

then Resize [Current Item:Server Relative URL](#) image on [current](#) site by [80](#) percentage. Save resized image to [/sites/wf/Source Documents/Folder 003](#) folder.