Microsoft Viva

Viva Glint: Ask the Expert series
Advanced Configuration in Viva Glint

May 13, 2025

Webinar Recording and Privacy

- This webinar is being recorded
- The recording will be available on the Viva Community post-event.
- Participant names will be visible to others during the meeting.
- We advise against using external AI bots to protect personal information and in the spirit of [Responsible AI](#).

Agenda

- Welcome & Introductions

- Advanced Configuration in Viva Glint

- Q&A

Today's hosts

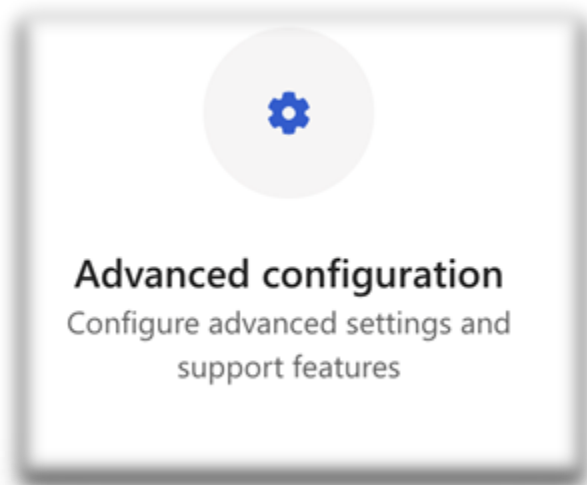**Shawna Baker**

Sr. Customer Experience
Program Manager
Nebraska, USA

Jason Thomas

Sr. People Scientist
Nebraska, USA

and meeting moderators Julie Morris & Kathryn Bowen
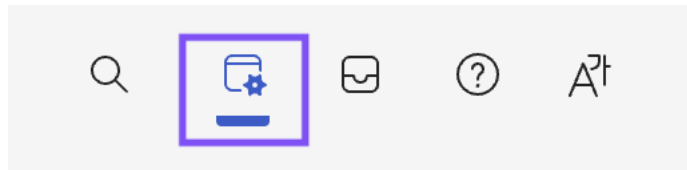
Advanced Configuration

Microsoft Viva Glint offers **Advanced Configuration** options which **allow users to view and modify advanced platform settings and perform complex data updates.**
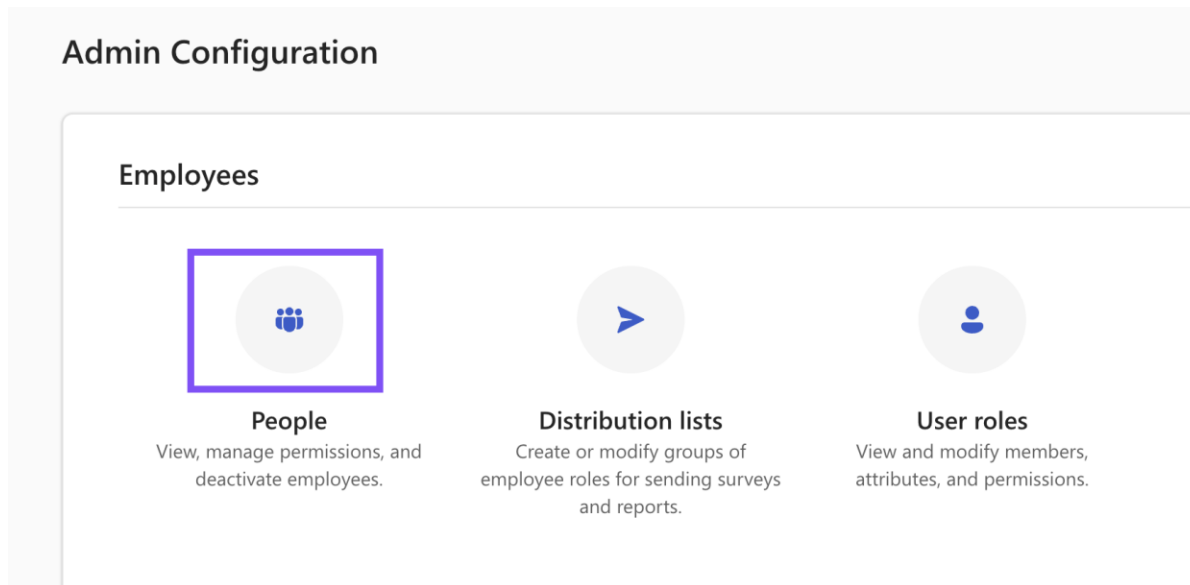
Advanced configuration
Configure advanced settings and support features

- ✓ Review and edit reporting thresholds in the Details or Surveys section.

- ✓ Manage advanced survey settings, like Sensitive Comments.

- ✓ Import external, historical data from a previous employee survey vendor.

- ✓ Export a detailed snapshot of employee data at the time of a past survey launch.

- ✓ Update employee data that is tied to a closed survey to correct reporting.

- ✓ Perform uploads to update custom access.

- ✓ Monitor Advanced Configuration tasks that are still running in the Running Jobs section.
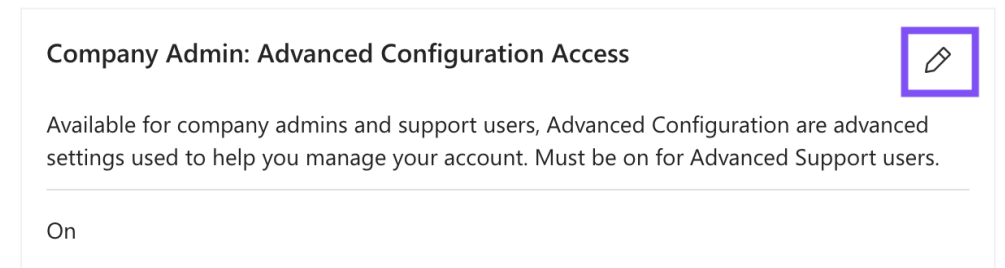
Advanced Configuration - Permissions
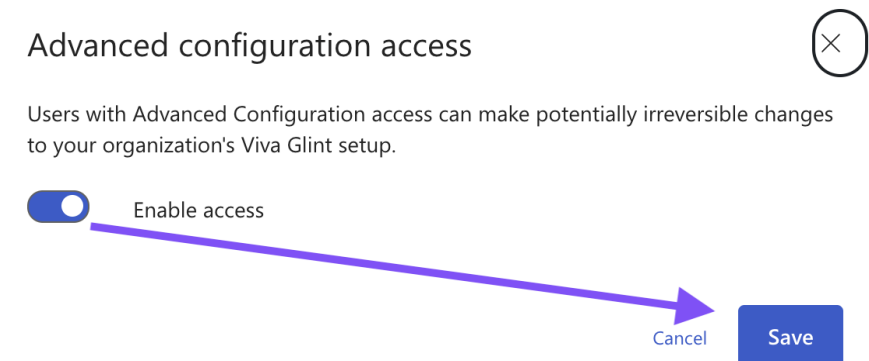
#1 - Click on **Configuration**

#2 - Click on **People** under **Employees**

#3 - Click on **pencil icon**

#4 – Enable Access and click **Save**

Advanced Configuration – Learn Resources

Advanced Configuration

Details

Surveys

Users

External Import

Data Apps

Uploads

Running Jobs

[Advanced Configuration: Details](#)

[Advanced Configuration: Surveys](#)

[Advanced Configuration: Users](#)

[Advanced Configuration: External Import](#)

[Advanced Configuration: Data Apps](#)

[Advanced Configuration: Uploads](#)

[Advanced Configuration: Running Jobs](#)

Q&A

Register for this month's events

Building Psychological Safety
Ask

Ask the Experts: Confidentiality & Suppression
May 19, 12pm SGT

Appendix