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| SharePoint Site & List Auditing 2015™ |
| User Manual |
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| **6/20/2016** |

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This document will provide users with instructions on how to use QIPoint’s SharePoint Site & List Auditing™ tool.

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# Introduction

This utility is a part of the SharePoint Essentials Toolkit TM Suite. This utility is used to manage and help report on SharePoint site and list settings.

Specifications

# Installation & Minimum Requirements

Please see the SharePoint Essentials Toolkit – User Guide for installation instructions.

## Minimum Hardware Recommendations

**Processor:** Minimum Dual-Core, 3GHz. Recommended Quad-Core 3GHz or higher  
We recommend Quad-Core 3GHz processor or higher when scheduling more than 20 Jobs at one time.

**RAM:** Minimum 4GB. Recommended 8GB or higher  
We recommend at least 4GB of available RAM for sites less than 200GB and less than 10K items to scan, 6GB RAM free for sites with 200GB to 500GB or with 10-100K items to scan, 8+GB available RAM for sites with 500GB+ or with 100K items or more to scan. NOTE: You can reduce the RAM required by breaking down URL scan jobs into separate smaller jobs, such as create a single job per List/Library to run at different time intervals (rather than all Lists/Libraries at once in a single job which would require more memory/RAM utilization).

**Hard Disk:** 100MB Available Hard Disk Space (for the application files, logs, temp files and reports). This is in addition to the disk space required by the SharePoint Essentials Toolkit.

## Supported SharePoint Versions

Microsoft SharePoint Office 365  
Microsoft SharePoint Server 2016  
Microsoft SharePoint Foundation 2013   
Microsoft SharePoint Server 2013  
Microsoft SharePoint Foundation 2010  
Microsoft SharePoint Server 2010

## Local Machine & Windows System Permissions Required

Please see the SharePoint Essentials Toolkit User Manual.

## Anti-Virus, Offline Sync Folders (i.e. Google Drive, OneDrive, Drop Box, etc) and Performance

Please see the SharePoint Essentials Toolkit User Manual.

# SharePoint User Permissions Required

Users require specific permissions to be able to use the tool, see below for the specific permission levels required:

**View Items -** View items in lists and documents in document libraries.

**Open Items -** View the source of documents with server-side file handlers.

**View Versions -** View past versions of a list item or document.

**View Web Analytics Data -** View reports on Web site usage.

**Browse Directories** - Enumerate files and folders in a Web site using SharePoint Designer and Web DAV interfaces.

**View Pages -** View pages in a Web site.

**Browse User Information -** View information about users of the Web site.

**Use Remote Interfaces -** Use SOAP, Web DAV, the Client Object Model or SharePoint Designer interfaces to access the Web site.

**Open -** Allows users to open a Web site, list, or folder in order to access items inside that container.

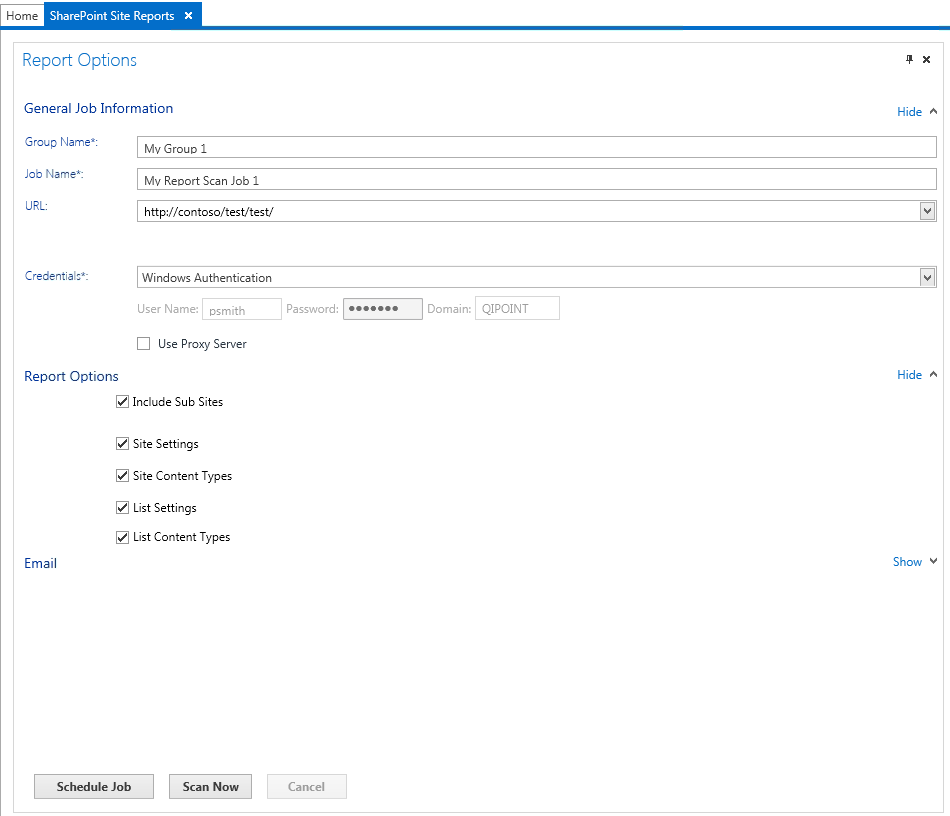
## Office 365 Accounts

* When scanning Office 365 SharePoint sites, an Organizational account must be used, such as [user@mycompany.com](mailto:user@mycompany.com) or [user@mycompany.onmicrosoft.com](mailto:user@mycompany.onmicrosoft.com). Microsoft accounts (Windows Live IDs) such as [user@live.com](mailto:user@live.com) or [user@hotmail.com](mailto:user@hotmail.com), are not currently supported for authentication.

# Performing a Site Audit

## Start a Site Audit

1. Open “SharePoint Essentials ToolkitTM”
2. Click on the “Site Reports” tab at the top
3. Click on the “Scan Site” button
4. A new tab will appear called “SharePoint Site Reports”



1. Complete the form. Fields with an asterisk \* indicate required fields

See “Report Options” (next section) for a description of each field.

Each of these ‘check box’ options represent reports that can be generated.

**NOTE:** Some options will be disabled/hidden depending on the version you are using.

1. Click “Scan Now” button to start the audit

## Scan Options

### Job Name

This is the Name of the job. A folder will be created in the report directory for every job. You can use the same Job Name to group reports.

### URL

This is the absolute URL to the site you want to audit.   
Enter the URL of the site. Do not include the page path.

**Example:** <https://companyportal/sites/hr>

### Credentials

Select the authentication type and enter the credentials used to access this site.

### Report Options

**Include Sub Sites** – Audit includes all sub sites (of the given URL).

**Site Settings** – Collects site settings in the audit such as Site Descriptions, Permission Inheritance, Site & Web GUIDs, Site Template, Time Zone, Locale, Lists Count, Item Count, Size, Site Collection Administrators, Navigation settings, SharePoint Designer Settings.

**Site Content Types** – Collects the content types for the site.

**List Settings** – Collects list information for the site(s) being scanned/audited.

**List Content Types** – Collects the content types for all lists. This is useful to see where custom content types are being used (for example: from a Content Type Hub).

For more details on these reports, see “All Site Audit Reports” section

# Scheduling Scan Jobs

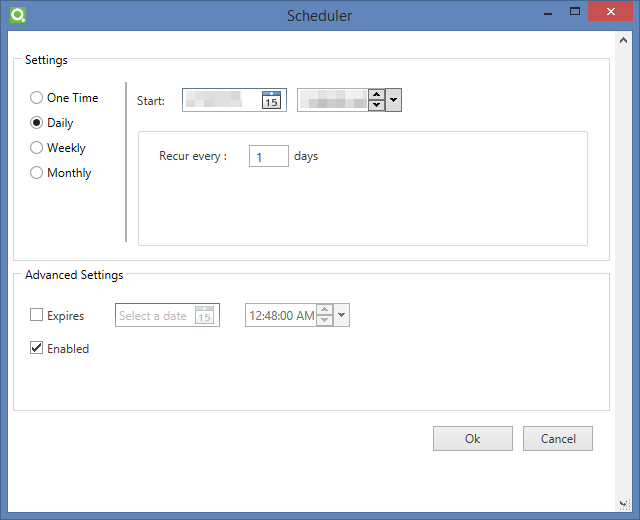
This product includes a built in scheduler (Enterprise version only) which allows you to scan sites on a schedule. Scheduled jobs run faster than jobs manually run as they do not have to write logs to the UI (user interface).

**TIP:** Ensure the “QIPoint Essentials Service” (Windows Service) is running before trying to schedule a job. See [Setup & Configuration](#_Scheduling_Scan_Jobs) section.

## Schedule a Job

Once you complete the Scan Options page, click the “Schedule Job” button once ready to schedule this job. A window will appear to set the date, time and recurrence of this scan job.

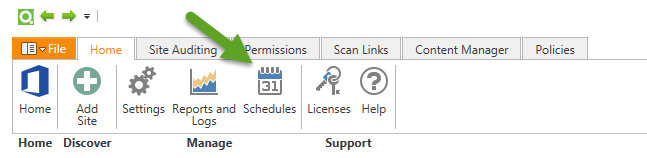
NOTE: You must use “Windows Authentication (Custom)” instead of “Windows Authentication” in order to save the credentials with the job. Passwords are encrypted.



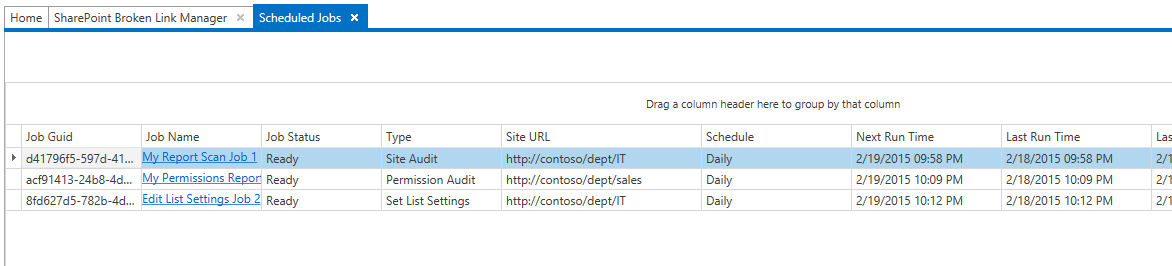
Complete the scheduler setup and click OK to save the scheduled job.

## Viewing & Managing Scheduled Jobs

You can view all scheduled jobs and their status’ by clicking on “Scheduled Jobs” from the Home page ribbon.



The following tab will open where you can view saved scheduled jobs.



From here you can view reports & logs for each scheduled job. In addition, you can also manually execute the job (‘Run Now’), or modify or delete scheduled jobs.

NOTE: Only applicable reports and logs will be shown.



# Licensing

## Components

The SharePoint Essentials ToolkitTM by QIPoint may have multiple components activated to provide more functionality.

To view what components are installed, on the ribbon, click Home -> Licenses.

## Changing the license type of a component

1. Start “SharePoint Essentials ToolkitTM”
2. From the “Home” Ribbon tab, click on “Licenses”
3. Click on “Manage” beside the product you want to changing licenses for
4. Select the **Version** of the application component you would like to activate, example, change to “Enterprise” for the Enterprise version.
5. If you have a paid license key, enter it in the “License Key” text box
6. Click “Apply”
7. Close any open tabs in order for the new licensing options to become available (or hidden if downgrading the license). The new options will appear once the tab is reloaded. You do not need to shut down the application or restart your machine.

## Obtaining a License

There are three ways you can purchase a license

1. Online: visit <https://store.qipoint.com/>
2. Call us at 1-855-747-6468
3. Email us at [sales@qipoint.com](mailto:sales@qipoint.com)

You may place your order and receive a license key with a PO# or Credit Card

## Transferring a License

You may need to transfer the license if the machine was lost, stolen, re-formatted, or if you would like to assign a license to another user. Contact us to obtain a new license activation key at [support@qipoint.com](mailto:support@qipoint.com).

# Reports

## Opening the Report

Once a scan is complete you can open the report in several ways:

* 1. When a scan is complete, you will have a hyperlink on the top right (above the “Active Log”) that has links to each available Site Audit report, they will open in grid view
  2. Once you open a report in grid view, you can click “Export” to view the report in CSV/PDF/Excel format
  3. All Audits: From the “Site Auditing” ribbon tab, click on one of the reports you wish to view, there are 7 types of base ‘global’ audit reports you may further customize:
     + All Site Info Report: This report contains all site information for all sites that have been audited/scanned
     + All List Info Report: This report contains all list information for all sites that have been audited/scanned
     + All Site Permissions Report: This report contains all site permissions for all sites that have been audited/scanned
     + All List Permissions Report: This report contains all list permissions for all sites that have been audited/scanned
     + All Site Content Types Report: This report contains all site content types for all sites that have been audited/scanned
     + All List Content Types Report: This report contains all list content types for all sites that have been audited/scanned
     + Site Size Report: This report contains a graphical chart report on Site Collection storage sizes for all sites that have been audited/scanned
     + For more information on these reports, see “All Site Audit Reports” section
  4. From the home page, you can right click on a site that you wish to preview, and click “View” and select the report you wish to view
  5. “Last Modified” field: For Site Info and List Info Reports, this column represents the last time the site settings, list settings or content was modified.
  6. To view all reports (in CSV format): from the ribbon, click on the “Home” tab, then click on “Reports and Logs”, windows explorer will open with the CSV reports and log files
     + Alternatively, you can manually navigate to this path. Open Windows Explorer and navigate to the path where the reports are stored (check “Settings”), the default location is in the user’s My Documents folder under “QIPoint\Reports”

# All Site Audit Reports

The Site Auditing product can generate many reports, here are the standard reports that can then be further customized and saved by the tool:

## Site Information Report

#### Summary

The “Site Info Report” provides a report on SharePoint sites in bulk, for example: it can scan all production sites you specify, and provide a grid view summary of all of their settings. These settings can be filtered, grouped and sorted to match your criteria. The customized ‘View’ can then be saved as a custom report for export or future review. The sites can be logically partitioned into groups, such as ‘Production’ or ‘Human Resources’ or ‘Projects’ and then exported, emailed to corresponding Site Owners/Champions/Leads.

The Site Info reports can be generated per site, site collection or for multiple/all site collections.

#### Example Metadata Captured in Audit

* Size of the site
* GUIDS of site and webs
* Site Template used
* Time Zone set
* Locale
* Last Modified Date (of content or settings change)
* Navigation settings
* number of sub sites
* number of lists
* total number of list items
* Hits
* Bandwidth
* Site Collection Admins
* If the site is using Inherited Permissions
* SharePoint Designer settings
* If Customizing of Master Pages is enabled
* More…

#### Usage: Example Custom Reports

An example of some custom reports could be

* “Sites greater than 1GB”
* “Team Sites greater than 1GB and not modified in last 6 months”
* “Sites not modified in the last 6 months”
* “Sites with more than 10 sub sites”
* “Sites with unique permissions”
* “All Project (template) Sites”
* …

## List Information Report

#### Summary

The “List Info Report” provides a report on SharePoint lists in bulk, for example: it can scan all production sites you specify and reports on their lists, and provide a grid view summary of all of their lists settings. These settings can be filtered, grouped and sorted to match your criteria. The customized ‘View’ can then be saved as a custom report for export or future review. The sites can be logically partitioned into groups, such as ‘Production’ or ‘Human Resources’ or ‘Projects’ and then exported and emailed to corresponding Site Owners/Champions/Leads.

#### Example Metadata Captured in Audit

* List Titles
* List Descriptions
* List GUIDS
* Last Modified Date (of content or settings change)
* Visibility (hidden or visible list)
* Template Ids
* Template Names
* Who Should See Drafts
* Inherited Permissions or Unique
* Item Count
* Versioning state (on or off)
* Major versions setting
* Minor versions setting
* Require Content Approval
* If the list is Included in Search Results
* Allow Offline Download setting
* If New Folder button available
* Parent Site
* More…

#### Usage: Example Custom Reports

An example of some custom reports could be

* “Lists with Versioning Off”
* “Lists with no Major Version limits set”
* “Lists with Unique Permissions”
* “Lists not modified in the last 6 months”
* …

The List Info reports can be generated per site, site collection or for multiple/all site collections.

## Site Content Types Report

#### Summary

The “Site Content Types Report” provides a report on all of the content types used by sites in bulk (across a single site or multiple sites). Multiple reports could be generated from this information, such as it can be used to locate where specific content types are being used.

#### Example Metadata Captured in Audit

* Content Type names
* Content Type GUIDS
* Content Type group
* Hidden
* Parent Content Type
* Read Only
* Display Form template used
* Edit Form template used
* New Form template used
* Scope
* Parent Site
* More…

#### Usage: Example Custom Reports

An example of some custom reports could be

* “List of all Sites where Custom Content Type 1 is used”
* “List of all Sites where a corrupt Content Type is used based on GUID”
* “List of all sites where Custom Edit Form 1 is used”
* …

## List Content Types Report

#### Summary

The “List Content Types Report” provides a report on all of the content types used by lists in bulk (across a single site or multiple sites). Multiple reports could be generated from this information, such as it can be used to locate where specific content types are being used.

#### Example Metadata Captured in Audit

* Content Type names
* Content Type GUIDS
* Content Type group
* Hidden
* Parent Content Type
* Read Only
* Display Form template used
* Edit Form template used
* New Form template used
* Scope
* Parent Site
* List info
* More…

#### Usage: Example Custom Reports

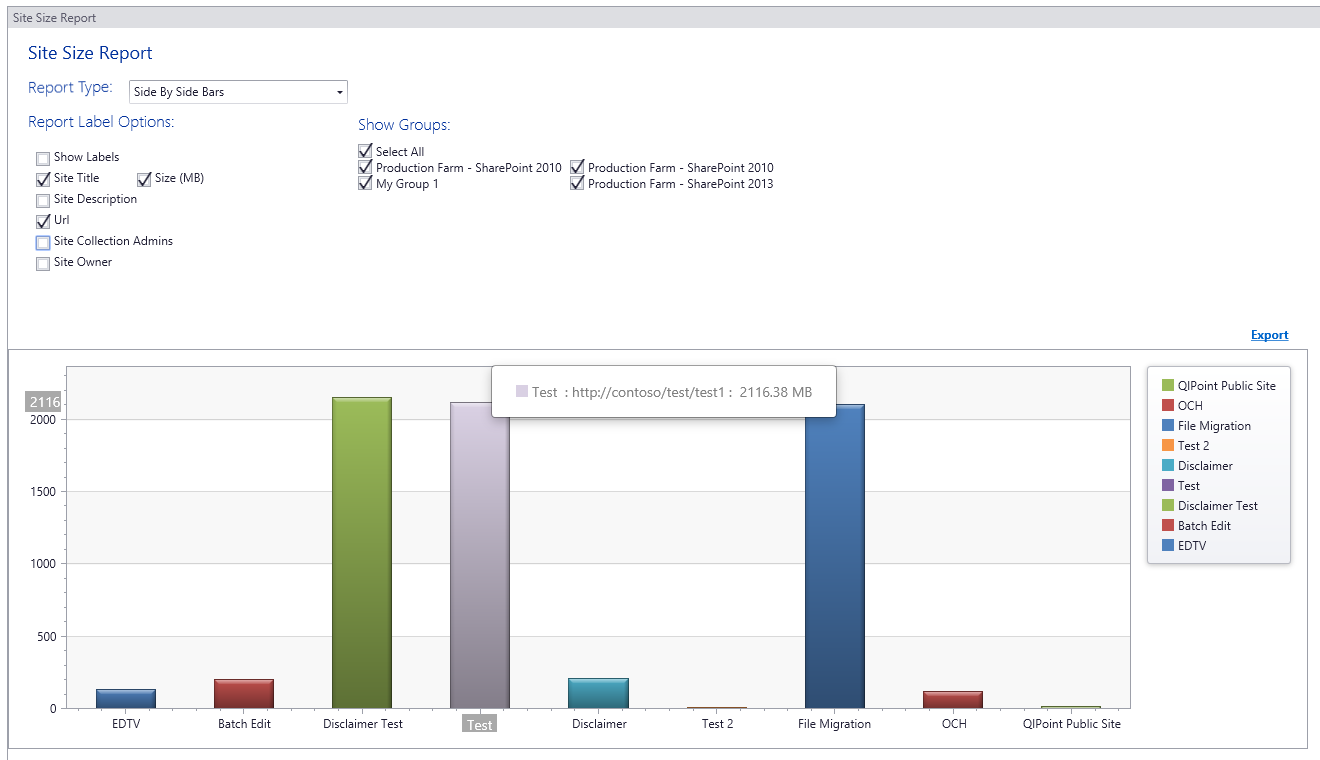
An example of some custom reports could be

* “All Lists where Custom Content Type 1 is used”
* “All Lists where a corrupt Content Type is used based on GUID”
* “All Read Only Content types”
* …

## Site Size Report (Graphical Chart)

This report provides a graphical representation of site collections by Size.

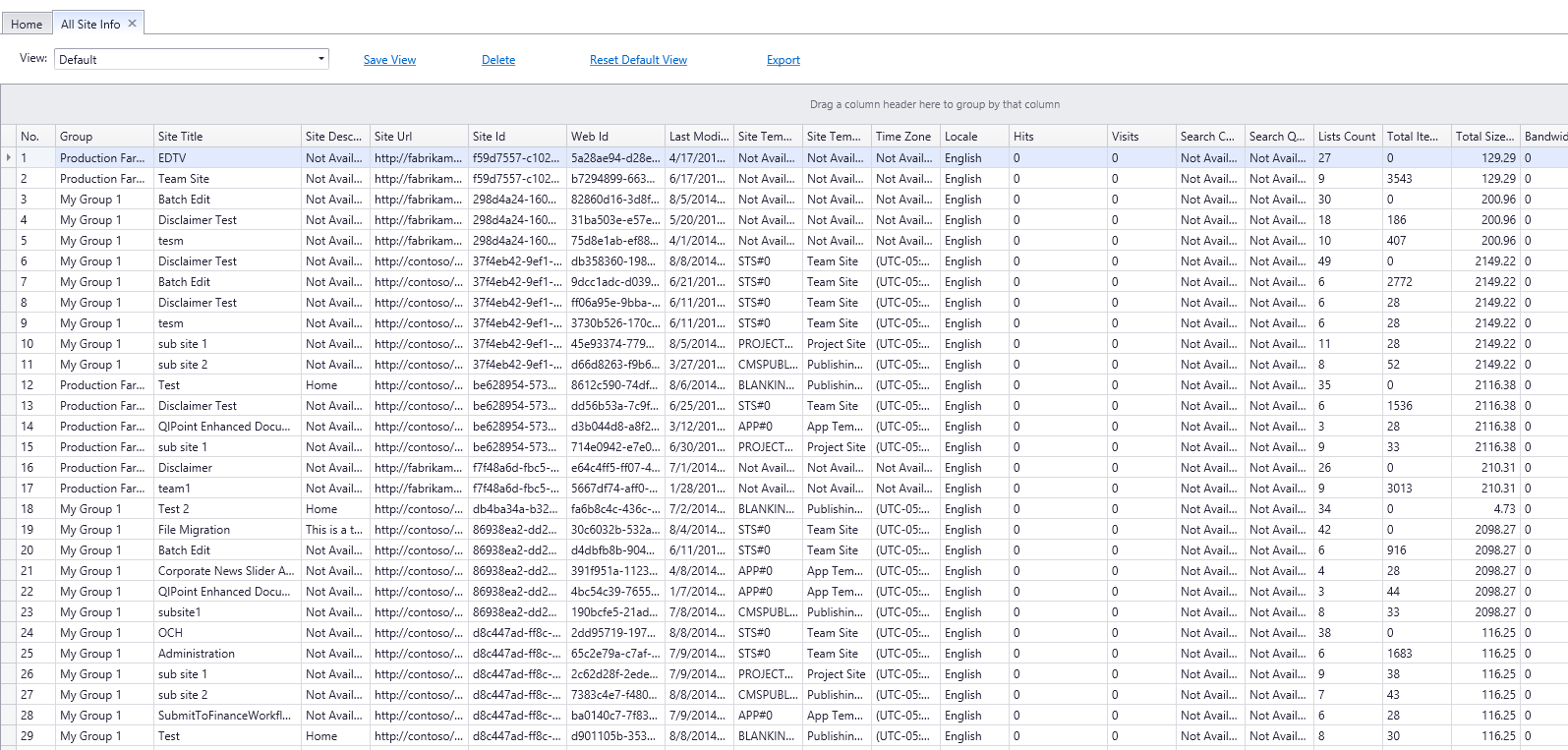
Filter by Groups (Tip: Groups can be changed from the home page by right clicking and clicking ‘Rename”) to view different environments if needed.



## Grid View Report

All reports can be viewed in a ‘Grid View’, see screenshot below:

Example Grid View:



## Customizing the Report

You can filter, sort, search and group the results from the scan job.

### Filtering

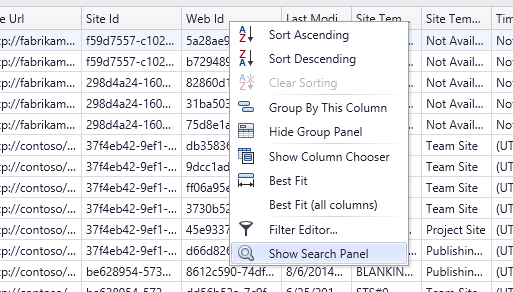
To filter the data based on a field, put your mouse over the column header that you want to filter by. You should see a filter icon, select it and choose the values you only want to have shown in the grid

### Advanced Filtering

To filter the data based on a field using advanced criteria, right click on the column header and select “Filter Editor”. You can now add criteria to filter the results

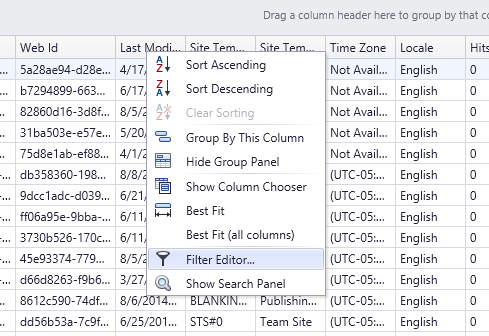
### Searching within the Report

Right Click on any column header and select “Show Search Panel”. The search panel will appear and you can enter any value to search the grid, results will be highlighted

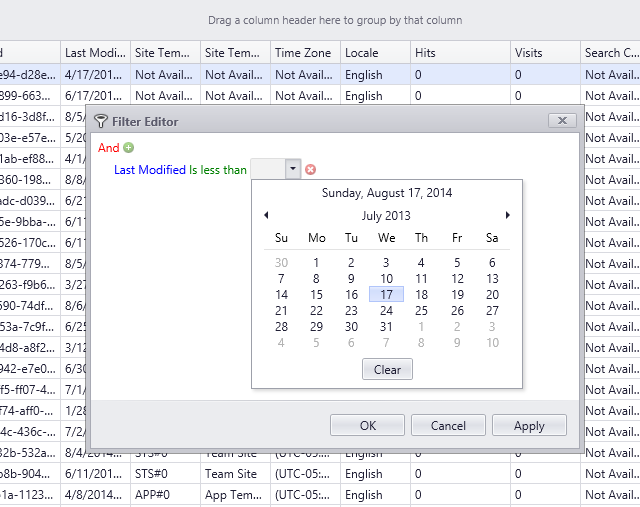


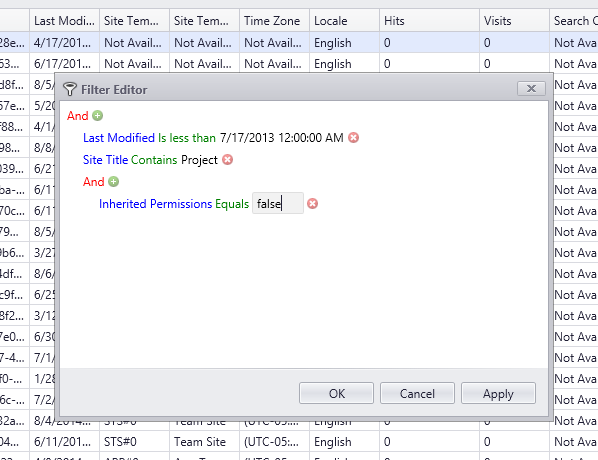
### Filtering Queries

You may also filter the report by using queries. Right click the column header and select “Filter Editor” to add criteria to filter the results



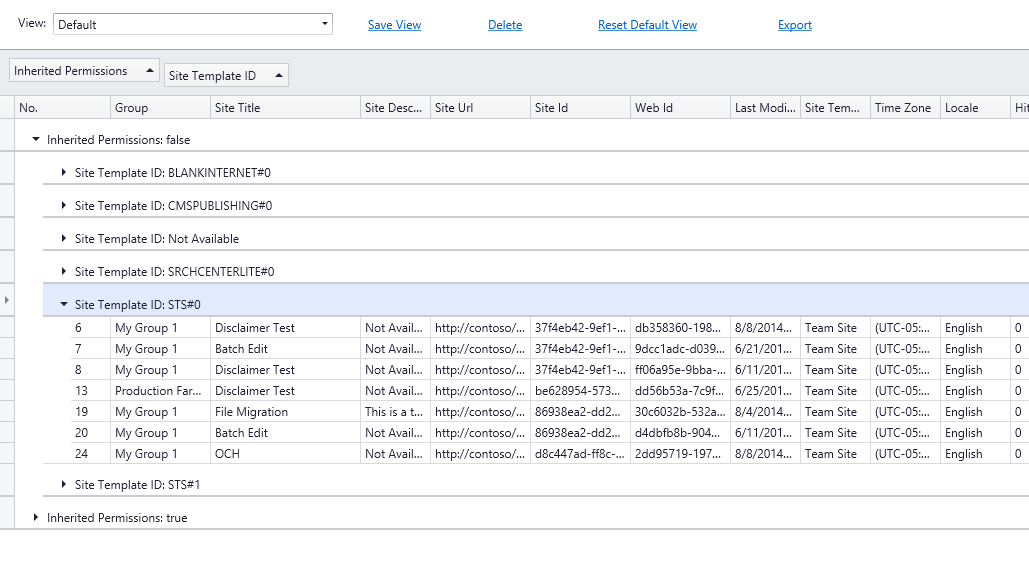
Add a single filter criteria or multiple filters/logic, including grouping IF/AND/OR statements





### Grouping

To group the results, drag the column header of the field you want to group by to the top of the results panel. You can also drag multiple panels and rearrange the group ordering by dragging columns left and right of each other



# Bulk Updating Site & List Settings

## Manually Updating Site and List Settings

If the user finds a Site or List with settings they need to correct:

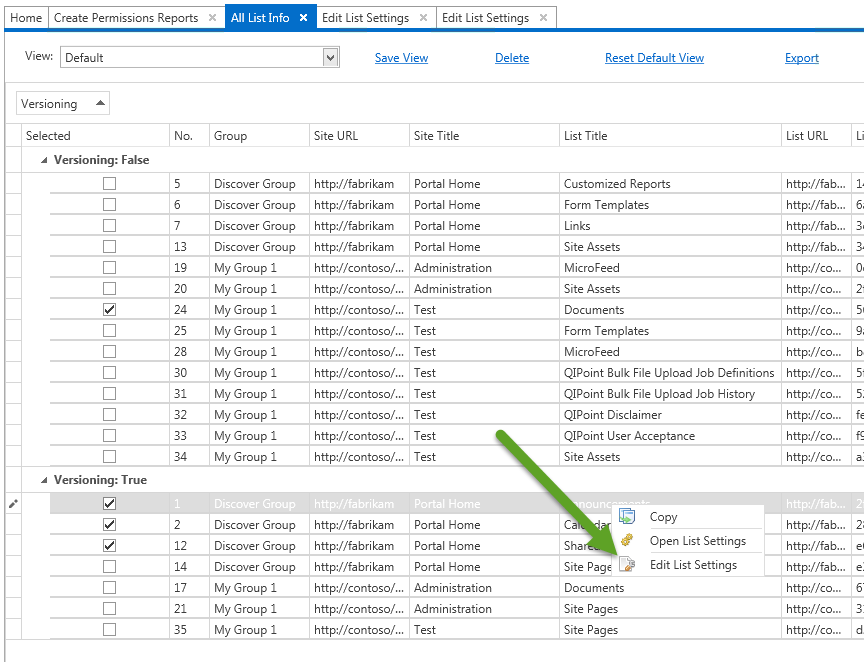
1. From the grid view report Select the sites/lists you wish to modify
2. Right click, and select “Open Site Settings” or “Open List Settings” (depending on the report being viewed)
3. The corresponding Site/List Settings page will open where you may update the settings for that item in SharePoint manually.

## Automatically Bulk Updating Site and List Settings (from the tool)

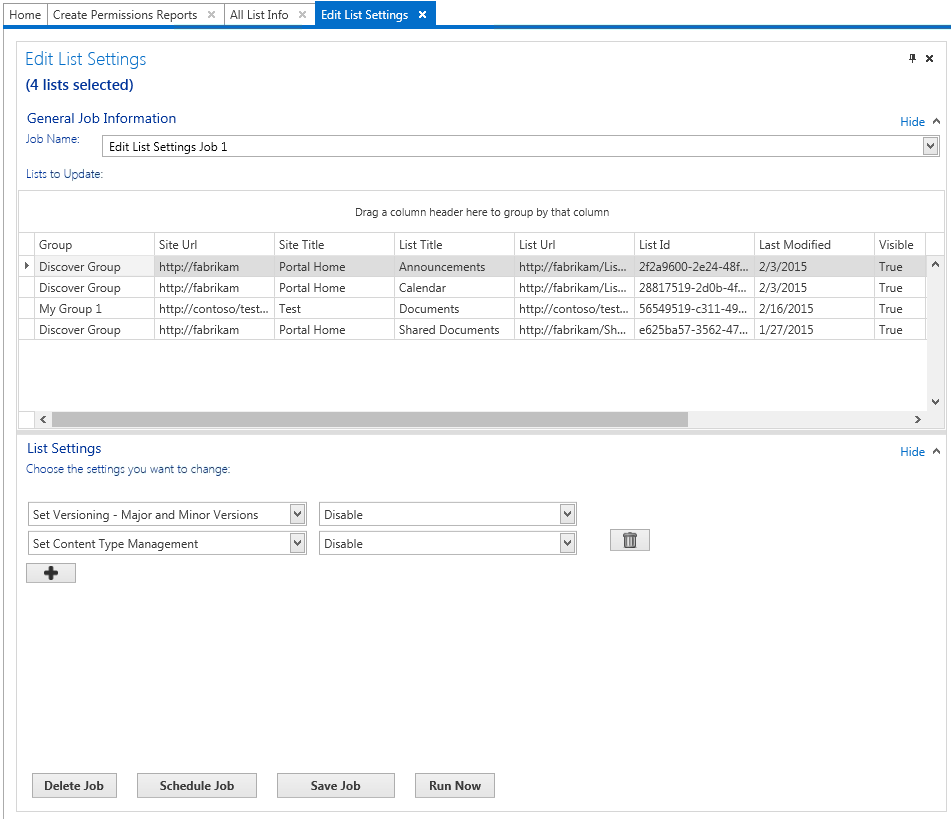
If the user finds a Site or List with settings they need to correct:

1. From the grid view report Select the sites/lists you wish to modify
2. Right click, and select “Edit Site Settings” or “Edit List Settings” (depending on the report being viewed)
3. This job can also be scheduled to keep these settings persisted

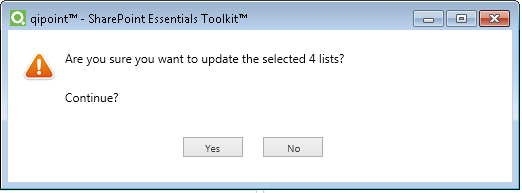
**Example:** Below we have selected 4 lists where we want to ensure Versioning is turned OFF and Turn OFF Management of Content Types.



1. The Edit Site/List Settings page will open where you can select the settings you wish to apply to the site / list.



1. Click “Run Now” to apply the changes immediately.
   1. Click “Save Job” to save the job for repeat use or to use later
   2. Click “Schedule Job” to enforce this setting on a schedule
2. The user will be prompted to confirm they want to make the change, click Yes to confirm and the changes will be applied



1. Done! You can right click a List from the grid and click Open List Settings to review changes

# Report Archives

When a report is created and there is a report that already exists for that scan (this occurs if it is the same site URL that is scanned and on the same day), the old report (and the related log file) will be renamed and moved to a folder called “Archive” in the same directory. The new report will then be created.

# Best Practices: Large Scan Jobs

For scanning environments with over 500 Site Collections or 5,000 lists in a scan job/project, we recommend the following:

1. See SharePoint Essentials Toolkit documentation for “Import Multiple Sites to Dashboard” in order to bulk import sites to the home page dashboard.
2. Split scan job into multiple jobs that can run in parallel.
3. Run the ‘split scan jobs’ (see #3 above) on different machines (requires additional user/machine licenses). This will offload some resources that can be accumulated from a single scan job. Example, run half on machine 1, other half on machine 2. They can be scheduled jobs with email alerts.

# Tips, Comments & Troubleshooting

* The utility can be paused to view the active logs and re-started as needed
* If you encounter “The remote name could not be resolved”, you can follow these commands to get your machine to find the site again:
  + From the Start menu
  + Click Run and type “cmd” (or search for ‘Command Prompt’ from the apps page)
  + In the Command prompt window, type “ipconfig /flushdns” and press enter
  + Then, type “ipconfig /registerdns” and press enter
  + Wait a minute and you should be able to browse and resolve the remote name (web site) correctly if it exists
  + Close the Command prompt window
* If you encounter “Could not load file or assembly 'Microsoft.IdentityModel, Version=3.5.0.0, Culture=neutral, PublicKeyToken=31bf3856ad364e35' or one of its dependencies. The system cannot find the file specified.”, a .NET framework component could be missing. Please download and install the Windows Identity Foundation component at <http://www.microsoft.com/en-us/download/details.aspx?id=17331>
* ONLY APPLIES TO Office 365: In some cases, if the Office 365 SharePoint site address/domain being resolved is using a CNAME, an error can occur in the tool “Forbidden” or “The communication object, System.ServiceModel.Channels.ServiceChannel, cannot be used for communication because it is in the Faulted state”. To resolve this issue, use the SharePoint address for the portal when performing the scan, such as <https://myportal.sharepoint.com>

# Technical Support

If you need technical assistance, not to worry! We offer several ways to get in touch with our support team.

**Email:** [support@qipoint.com](mailto:support@qipoint.com) (Average response time is 3-8hrs)

**Phone:** 917-633-5998 opt. 1

**Online Support Ticket System:** <http://support@qipoint.com>

We are here to help! Even if you are using the free version of our tools!

# Version Comparison

|  |  |  |
| --- | --- | --- |
| Feature | Professional | Enterprise |
| Audit SharePoint 2010 |  |  |
| Audit SharePoint 2013 |  |  |
| Audit Office 365 |  |  |
| Audit SharePoint Site Information |  |  |
| Report in customizable grid |  |  |
| Site Audit Report Filtering & Sorting |  |  |
| Searching within Report |  |  |
| Audit Specific Site for an individual Report |  |  |
| Export Reports to Excel |  |  |
| Site Audit Report Grouping |  |  |
| Save Custom Report Views |  |  |
| Scan Entire Site Collection in single job |  |  |
| Site Settings Audit Report |  |  |
| List Settings Audit Report |  |  |
| Edit Site Settings in bulk |  |  |
| Edit List Settings in bulk |  |  |
| Site Content Type Audit Report |  |  |
| List Content Type Audit Report |  |  |
| Site Collection Size Report |  |  |
| Schedule Scan Jobs |  |  |
| Export Reports to SharePoint List |  |  |