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| Create Site Map using Site & List Auditing |
| User Guide |
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| **06/13/2017** |

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

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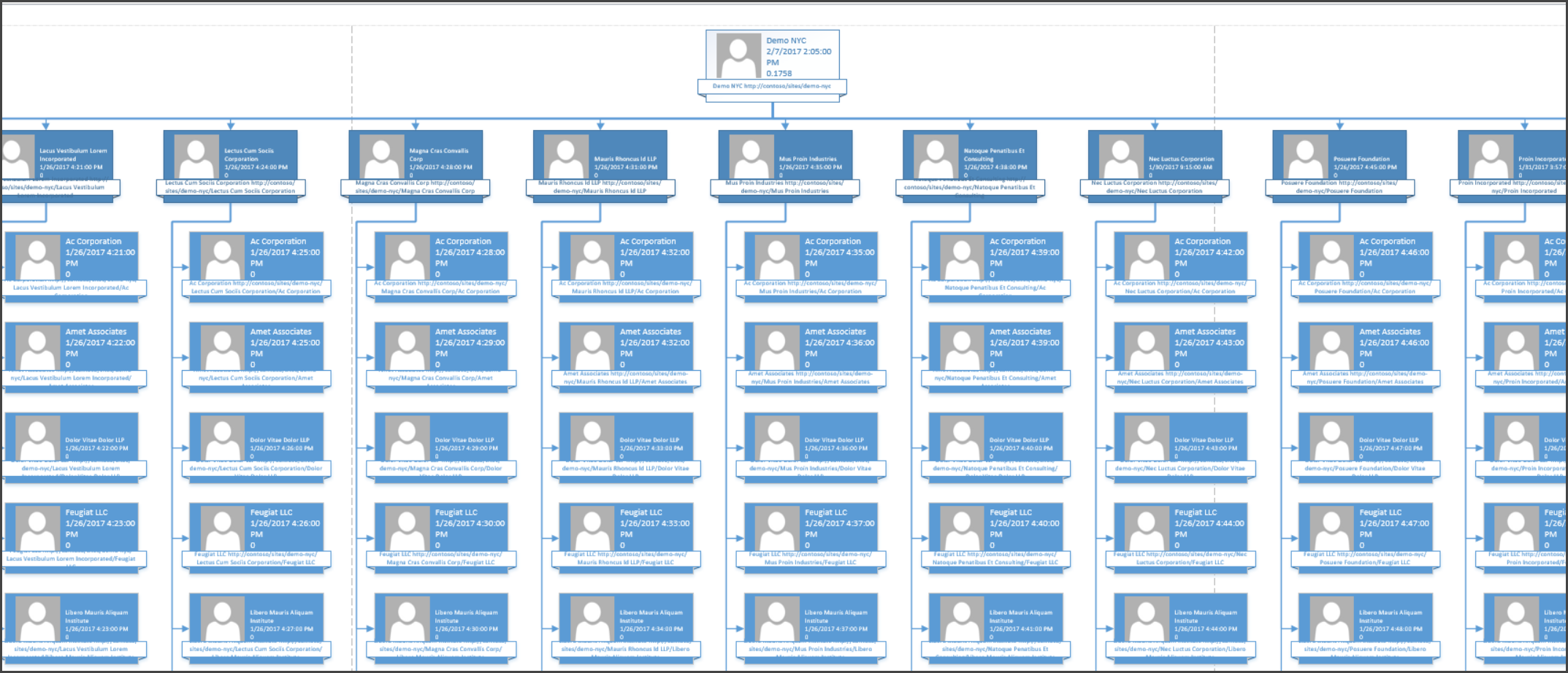
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# Introduction

This utility is part of the SharePoint Essentials Toolkit TM Suite. This utility is used to manage found in SharePoint sites.

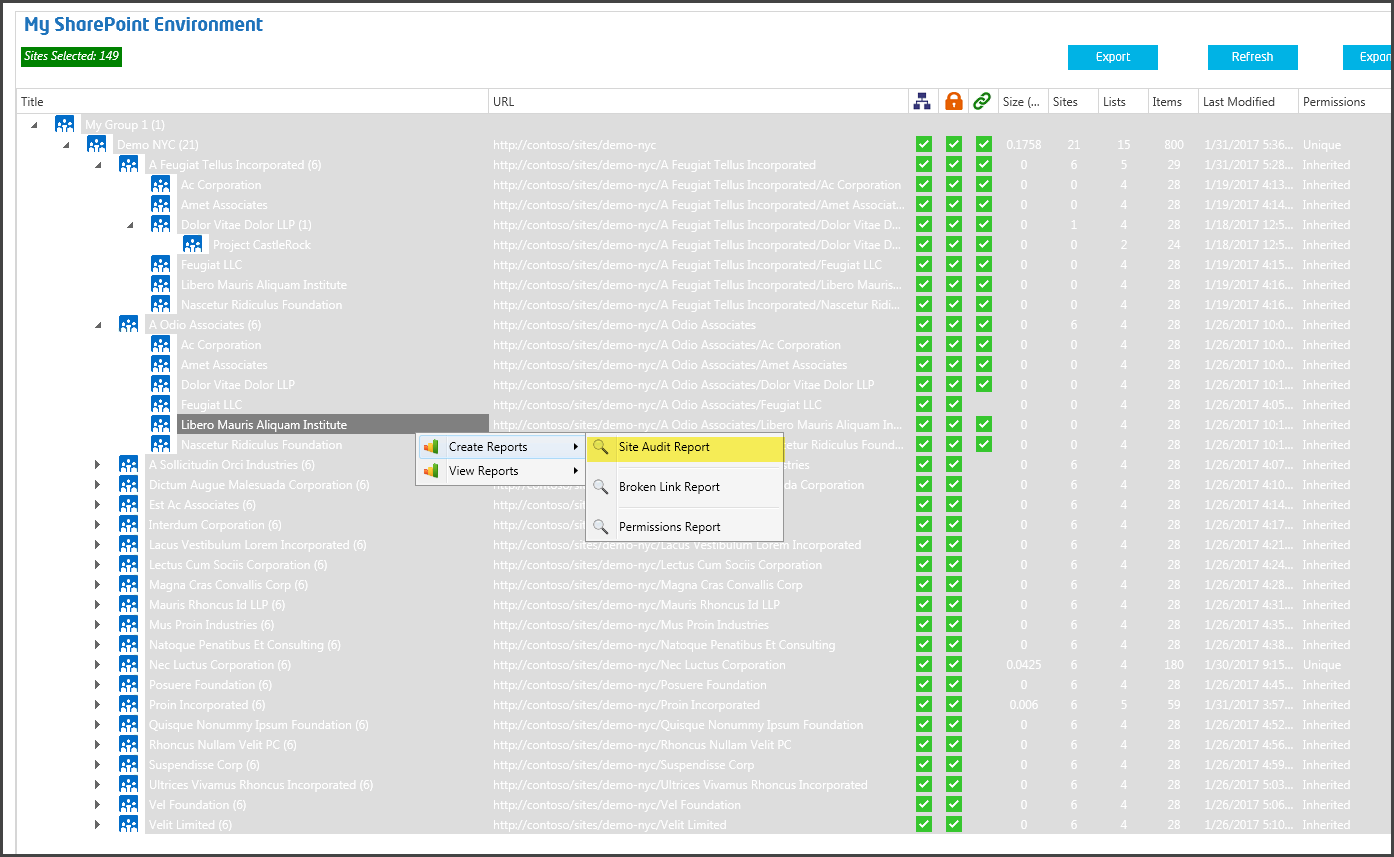
# Minimum Requirements

* SharePoint Essentials Toolkit v5.2.0.0 or higher
* Microsoft Visio 2010 or higher

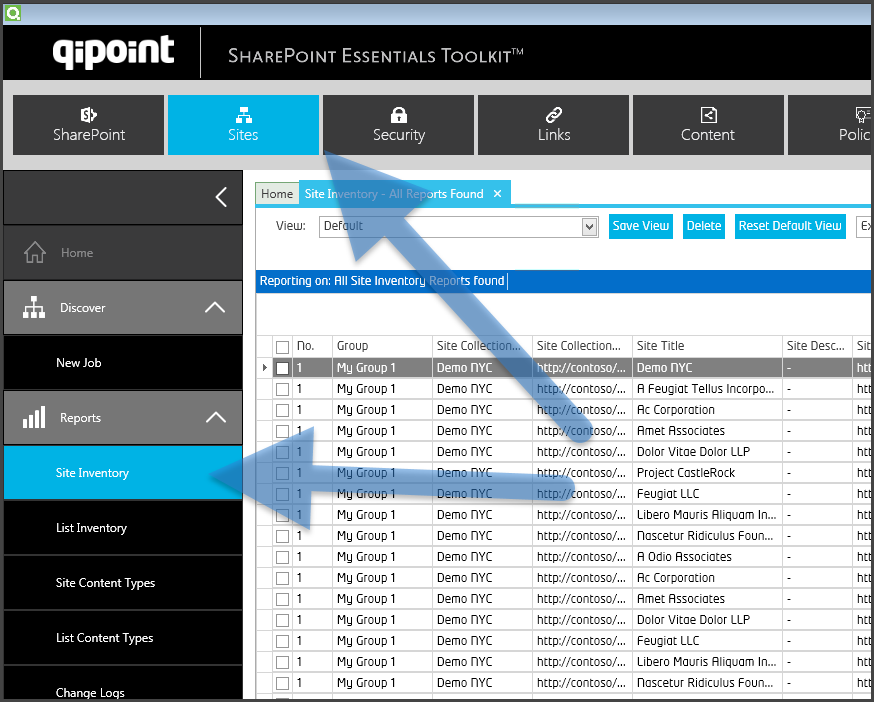


## Steps

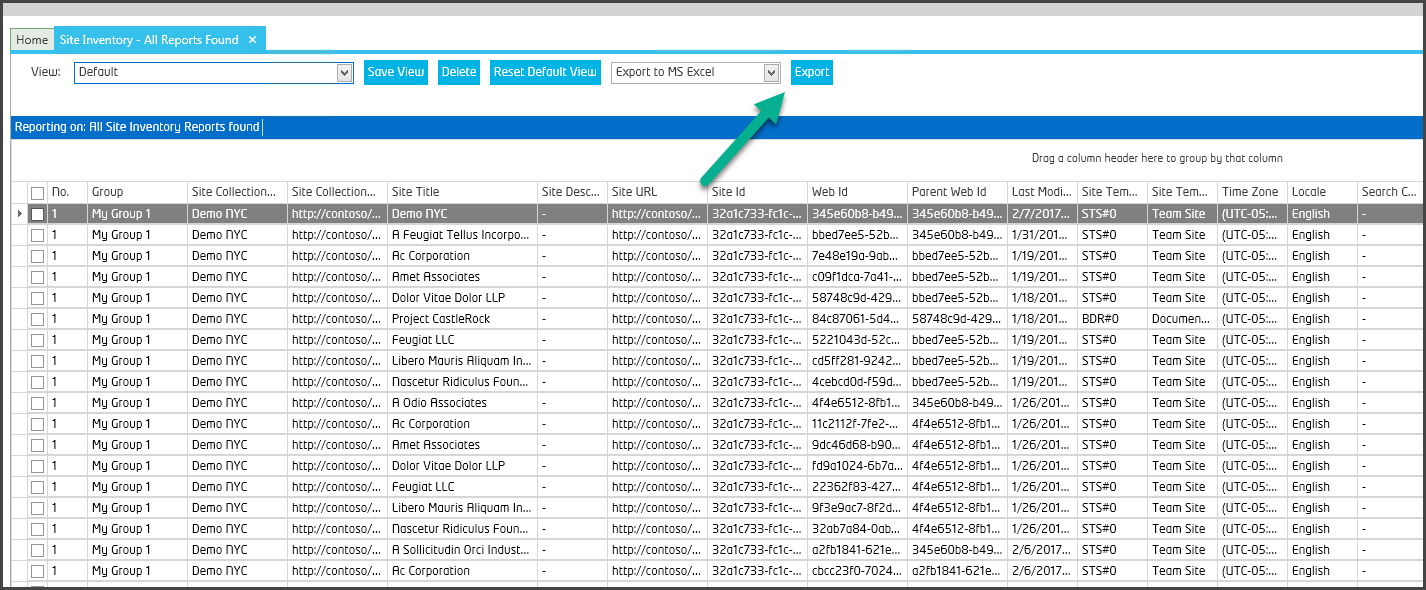
1. Open SharePoint Essentials Toolkit
2. If you have not done so already, create Site Audit reports for the sites you want to build a Site Map for. To do this, select multiple Sites from the Home Page Dashboard, right click and select ‘Create Reports->Site Audit Report’. See Site & List Auditing User Manual for more information.



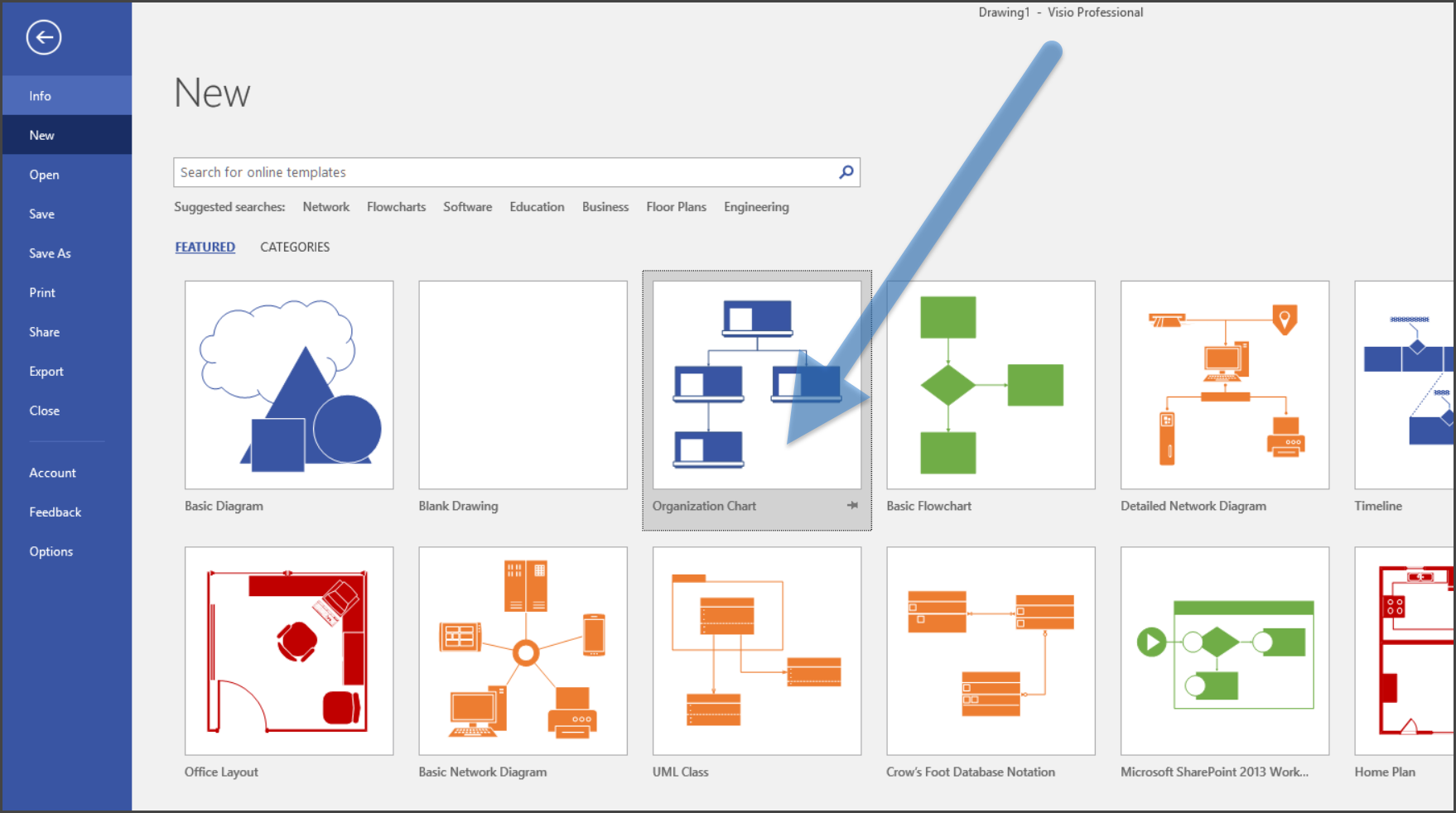
1. After you have created the Site Audit reports, click Sites from Top Navigation, then select Site Inventory Report from the Left Navigation.



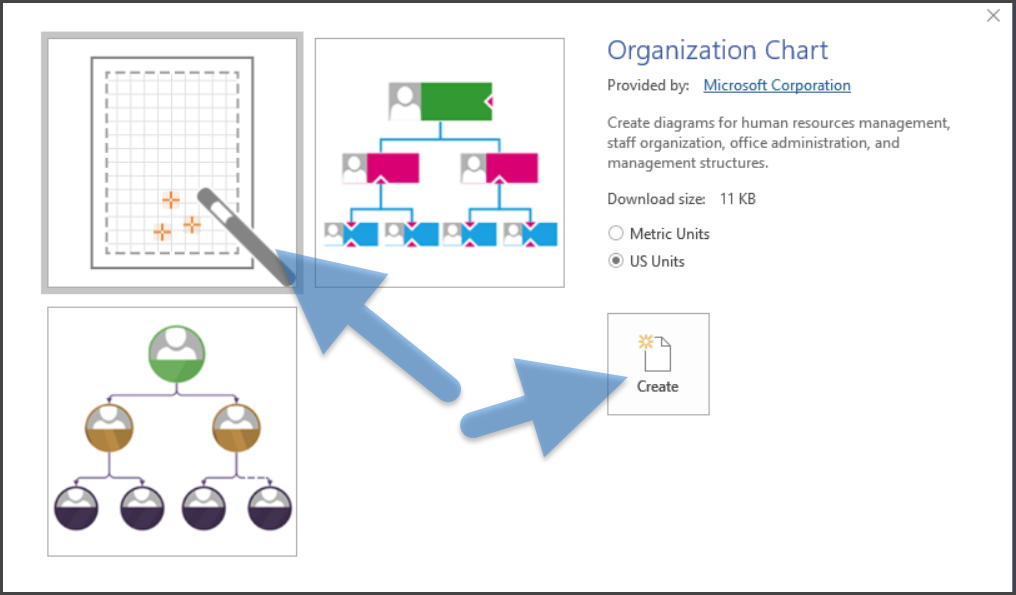
1. This will launch a new window for all ‘All Site Inventory’ for the sites you selected.
2. OPTIONAL - Filter the sites and site collections you do not want in the site map
3. Click the Export button at the top of the window



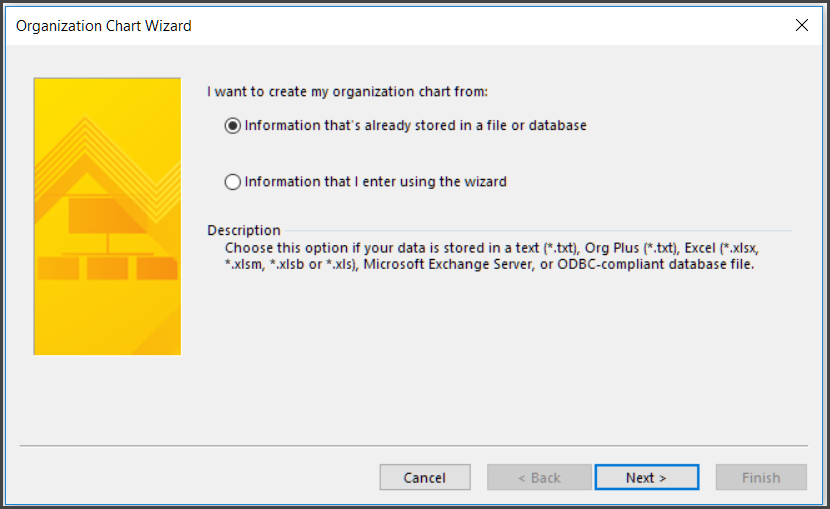
1. In MS Excel, click File->Save As and save the file.
2. Open MS Visio
3. In MS Visio, click File->New
4. Select Organization Chart



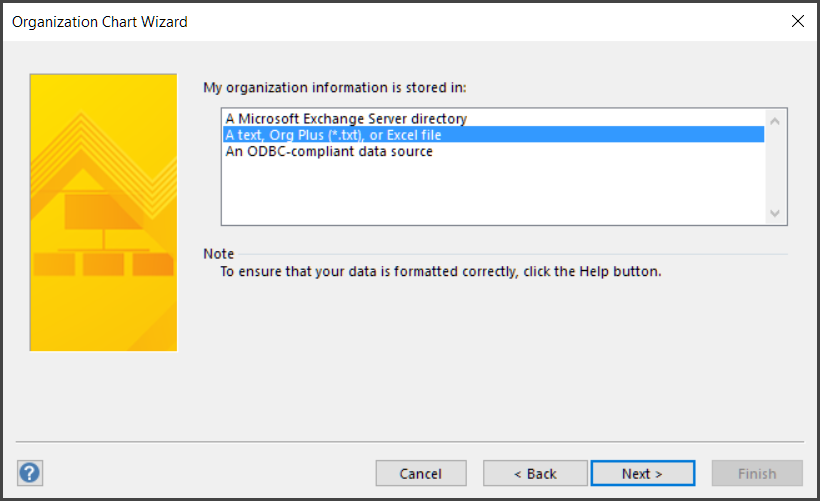
1. Click Create



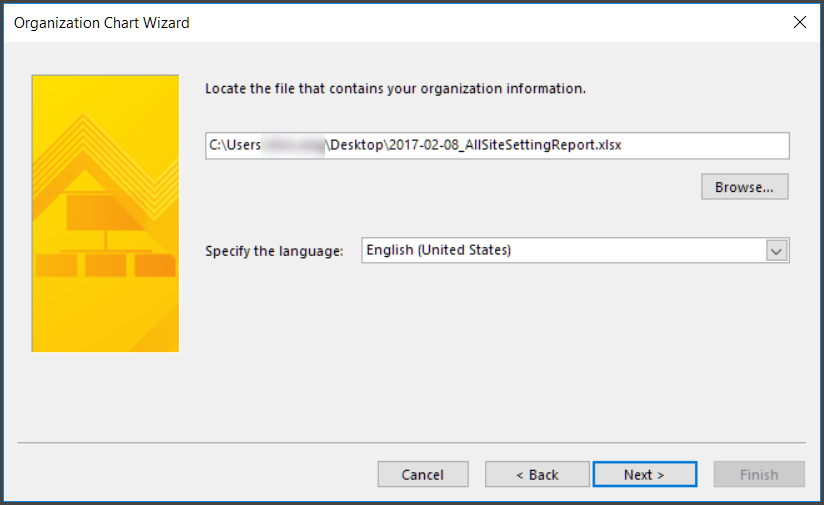
1. Click Next



1. Click Next

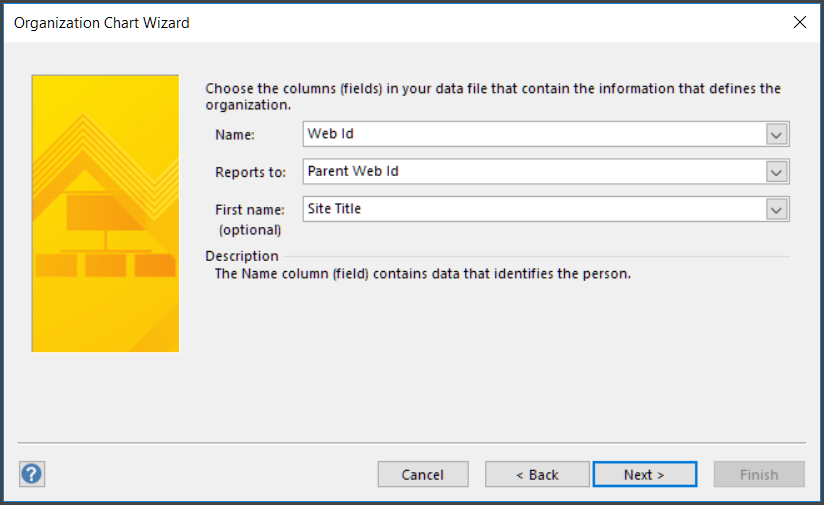


1. Click Browse and locate the Site Inventory report we saved in Step 7, click Next

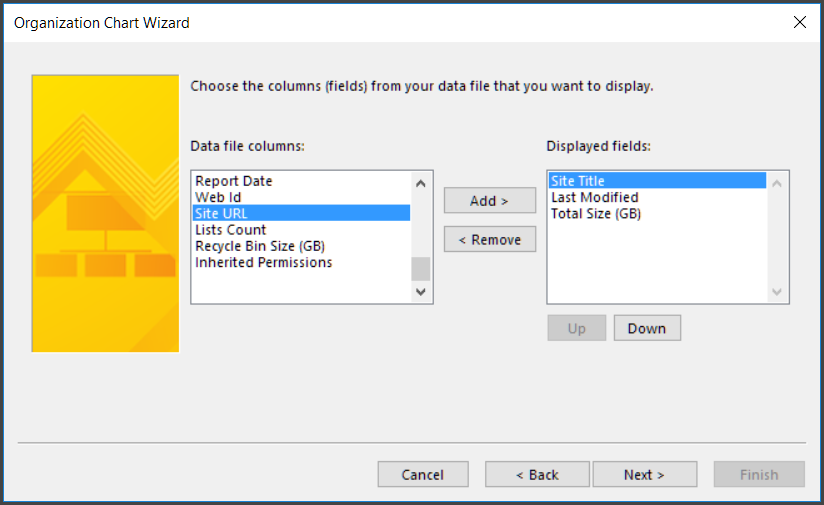


1. Select options below and click Next

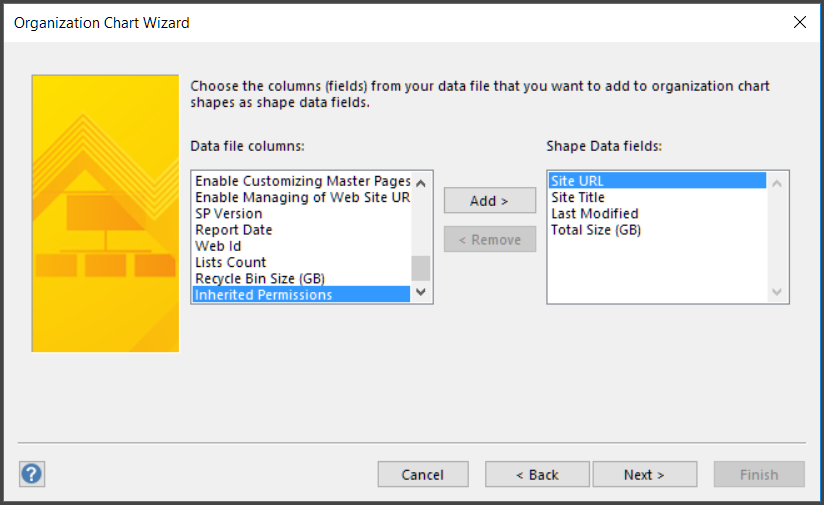
Note: You can change Web ID to Site URL depending on what you want to display in the Site shape in Visio.



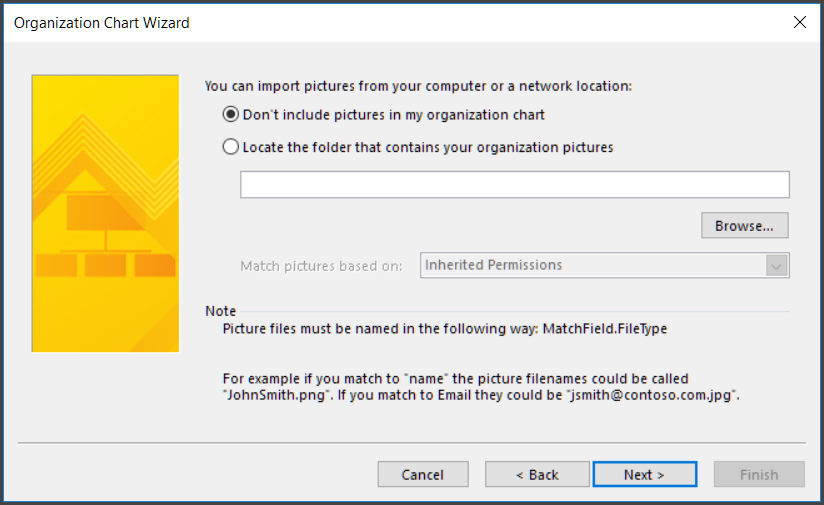
1. Select options below and click Next



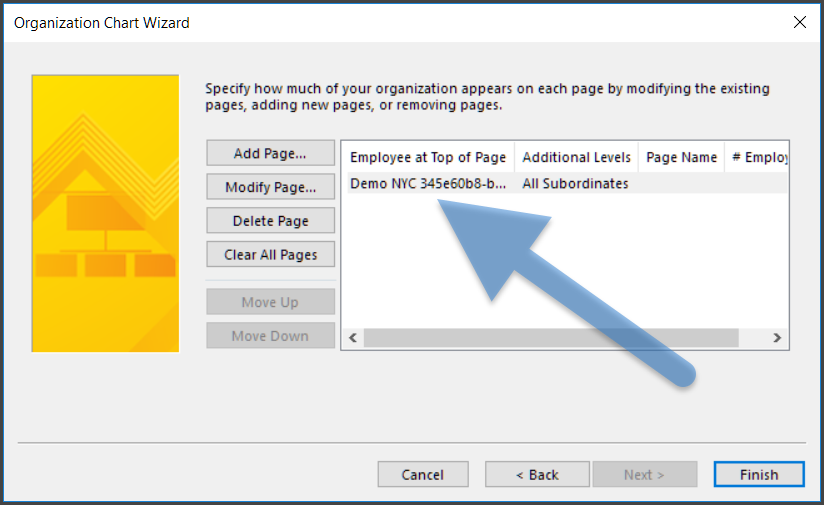
1. Select/verify options below and click Next



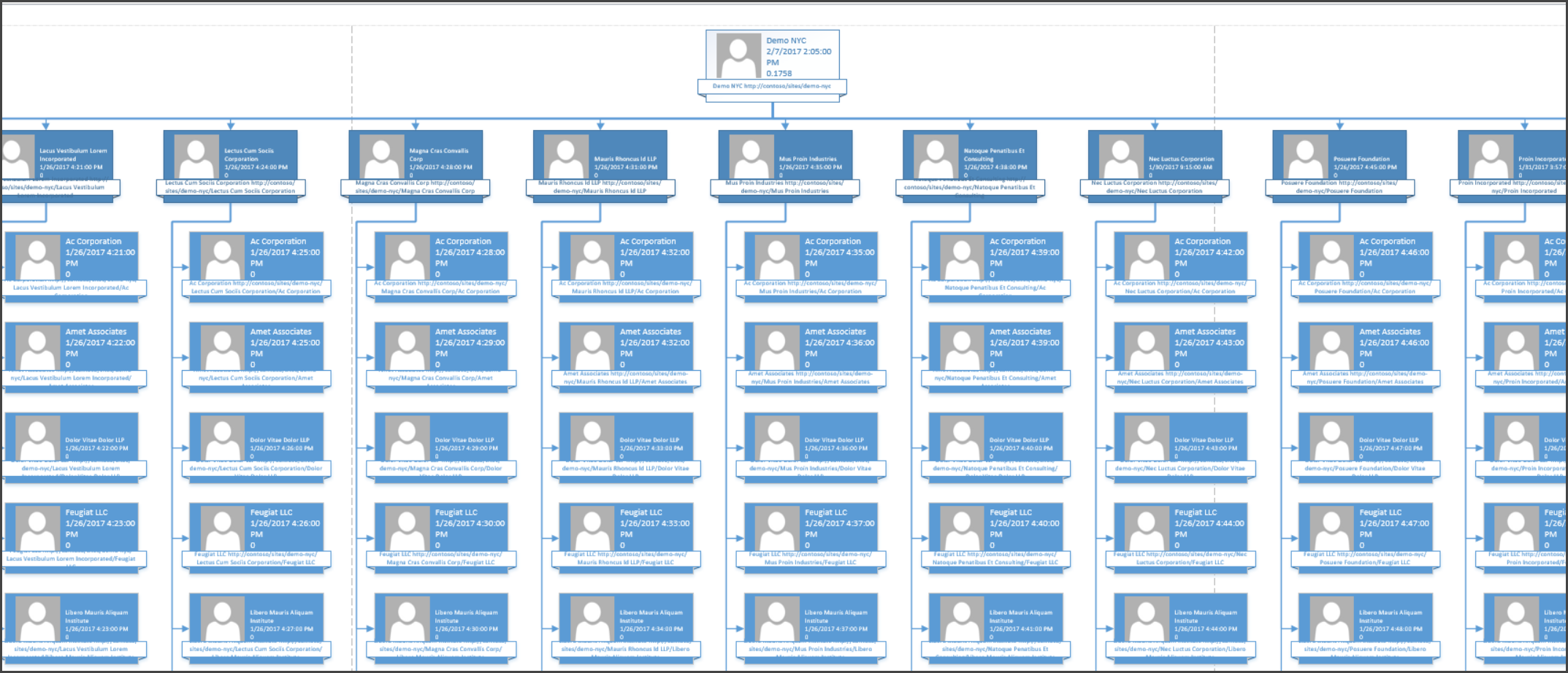
1. Select ‘Don’t include pictures in my organization chart’



1. You should see the root site(s) listed here



1. Click Finish and the SharePoint Site Map should be generated similar to below



# 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)

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

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

We are here to help!