User Manual

ARK for SharePoint-2007

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Chapter 1

1 About ARKSP (Admin Report Kit for SharePoint)

1.1 About ARKSP

Admin Report Kit for SharePoint (ARKSP) is a powerful configuration and usage reporting tool for Microsoft Office SharePoint Server 2007 and Windows SharePoint Services 3.0. ARKSP presents information across web applications, sites, site collection and lists in SharePoint in a simple report format.

ARKSP collects configuration information about Windows SharePoint Services, Sites, Site Collection, Web and List Configuration and List Details etc. and reports them in a format for use by SharePoint Administrators. ARKSP also presents the usage information about site collection and list items. ARKSP supports current version of Microsoft Office SharePoint Server 2007 and Windows SharePoint Services 3.0 only.

1.2 Who can use ARKSP?

Organizations running Microsoft Office SharePoint Server 2007 (or) Windows SharePoint Services 3.0 can greatly benefit from ARKSP. It is a powerful reporting tool collects configuration information about Windows SharePoint Services, Sites, Site Collection, Web and List Configuration and List Details etc. and reports them in a format for use by SharePoint Administrators.

1.3 System Requirements

Processor	Intel Pentium Processor
Disk Space & Memory	512 MB RAM and minimum of 15 MB of free disk space
Operating System	Windows Server 2003 (or) Windows Server 2008 with .NET Framework 3.0 or higher with the latest service packs.
Software	Microsoft Office SharePoint Server 2007 (MOSS) (or) Windows SharePoint Services 3.0 (64-bit / 32-bit platform) with latest Service Pack Microsoft Data Access Components (MDAC) v2.8 only
Database	Microsoft SQL Server 2008 (Enterprise / Standard / Developer / Express edition) or Microsoft SQL Server 2005 (Enterprise / Standard / Developer / Express edition) running in local / remote computer with latest Service Pack.

NOTE: ARKSP must be installed in the **web front-end server / application server** in the SharePoint farm.

1.4 How to activate the software?

Once you purchase the software online or through any one of our resellers, you will receive a sale notification through e-mail from our sales department. We will send you an e-mail with the necessary instructions to activate the software.

In case you do not receive an e-mail from our sales team after you purchase the software, please send the following information to our sales department at sales@vyapin.com with the sales order number:

- **Company Name:** End-user Company Name
- **Location:** City & Country for the Company Name given above

Please allow 12 to 24 hours from the time of purchase for our sales department to process your orders.

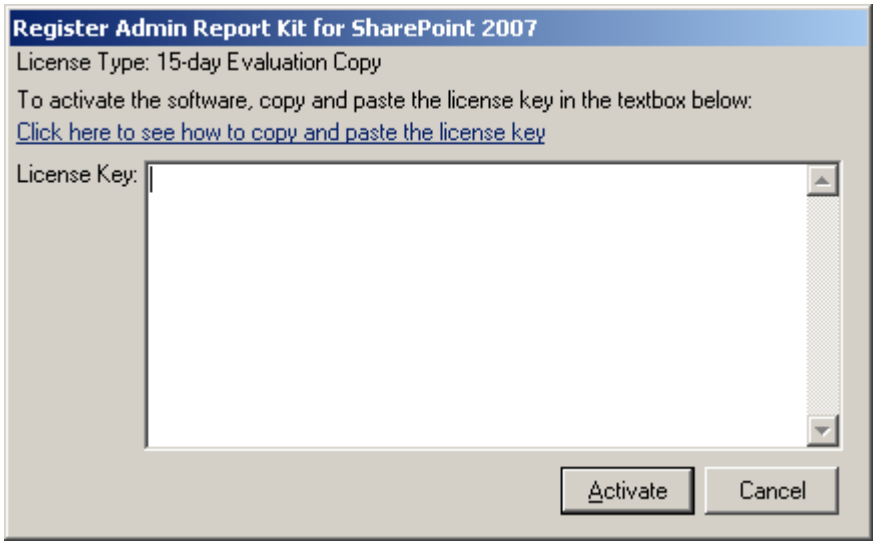


Image 1 - Activate screen

Perform the following steps to activate the software:

1) Download evaluation/trial copy of software from the respective product page available in our website at http://www.vyapin.com/

2) Install the software on the desired computer.

3) You will receive a license key through e-mail as soon as the purchase process is complete.

4) Click 'Activate' in Help -> About -> Activate menu to see the Activate dialog (as shown in Image 1).

5) Copy the license key sent to you through email, and pastes it in the 'License Key' textbox. For help on how to copy the license key, click 'Click here to see how to copy and paste the license key' link in the Activate dialog (as shown in Image 2).

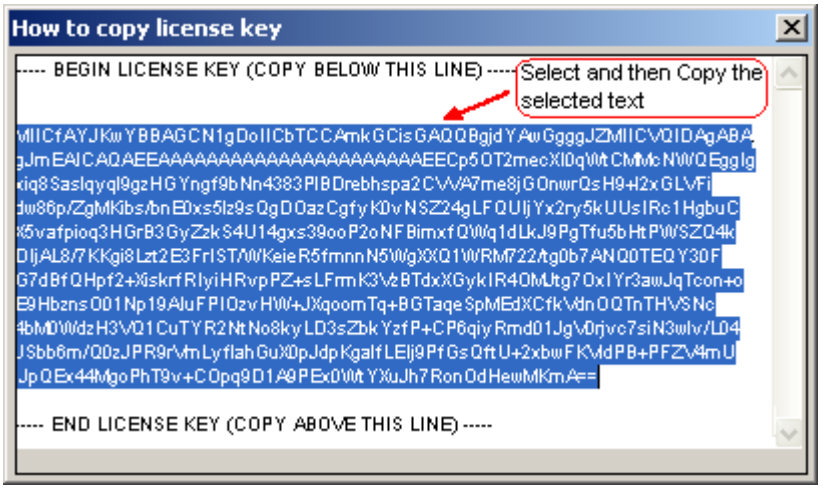


Image 2 - How to copy license key screen

Chapter 2

2 ARKSP Reports

2.1 Web Application Reports

ARK for SharePoint 2007 provides the following built-in reports in the web application reports category:

Report Name	Description	Fields
Blocked File Types	Displays the list of blocked file extensions configured in the web application	Web Application, Blocked File Types
Content Databases	Displays properties of the content databases in each web application	Web Application, Database Name, Database Status, Database Server, Current Number of Sites, Site Level Warning, Maximum Number of Sites, Disk Size Required For Backup (in MB)
Data Retrieval Settings	Displays information about data retrieval settings such as data retrieval services, limit response size, data source timeout etc.	Web Application, Inherit Central Administration Application Settings, Data Retrieval Services, Limit Response Size (in KB), Data Source Time-out (in seconds), Services Enabled, Update Support Enabled

Page Visits	Displays information about all the pages that are visited in the web application	Web Application, Site URL, Page URL, User, Client IP Address, Visited Date
Self Service Site Management	Displays information about self service site creation settings for each web application	Web Application, Self Service Site Creation Enabled, Require Secondary Contact
Site Collection Administrators	Displays information about the site collection administrators configured for the site collections	Web Application, Site Collection URL , Created Date, Primary Administrator, Primary Administrator Login Name, Primary Administrator E-Mail, Secondary Administrator, Secondary Administrator Login Name, Secondary Administrator E-Mail
Site Collection Features	Displays information about activated features and its dependency details in site collections	Web Application, Site URL, Feature Name, Feature Folder Name, Description, Action Dependency Feature, Hidden
Site Collection Quotas and Locks	Displays information about the site collection storage settings and lock settings	Web Application, Site URL, Owner Login Name, Quota Template, Storage Maximum Level (in MB), Current Storage Used (in MB), Storage Warning Level (in MB), Read Locked, Write Locked
Site Collection Summary	Displays site collection information such as site URL, owner name, email etc.	Web Application, Site URL, Created Date, Last Item Modified Date, Last Content Modified Date, Last Security Modified Date, Primary Owner Name, Primary Owner Display Name, Primary Owner E-Mail, Secondary Owner Name,

		Secondary Owner Display Name, Secondary Owner E-Mail, Number of Sub webs, Number of Users, Number of Groups, Number of Alerts
Site Collection Workflow Templates	Displays information about the workflow templates configured in each site collection	Web Application, Site URL, Workflow Template Name, Description, Associations, In Progress, Permissions
Web Application E-Mail Settings	Displays information about the e-mail settings for the web application	Web Application, From Address, Reply To Address, Outbound SMTP Server
Web Application Features	Displays information about activated features and its dependency details for all web applications	Web Application, Feature Name, Feature Folder Name, Description, Action Dependency Feature, Hidden
Web Application General Settings	Displays web application general settings information such as default time zone, default quota template, maximum number of alerts etc.	Web Application, Default Time Zone, Default Quota Template, Presence Enabled, Maximum Upload Size (in MB), Alerts Enabled, Alerts Limited, Maximum Alerts, RSS Feeds Enabled, Blog API Enabled, Blog API Authentication Enabled, Security Validation Enabled, Security Validation Expires, Security Validation Timeout (in minutes), Send Login Credentials By E-Mail, Event Handlers Enabled, Delete Log Entries, Log Retention Period (in days), Recycle Bin Enabled, Recycle Bin Cleanup Enabled, Recycle Bin Retention Period (in days), Second Stage Recycle Bin Quota (in percentage)
Web Application Summary	Displays web application information such as application pool name, content database, version etc.	Web Application, Version, Host Name, Port Number, Zone, Allow Anonymous, Authentication Mode, Authentication Provider, Use Secure Sockets Layer, Application Pool Name, Application Pool Status, Identity Type, User Name,

		Number of Content Databases, Content Databases
Web Application Use Confirmation and Deletion	Displays information about the confirmation and deletion settings for unused web site collections	Web Application, Send Unused Site Collection E-Mail Notification, Send Notifications After (in days), Unconfirmed Site Collection Deletion Enabled, Number of Notifications Before Deletion
Web Application User Permissions	Displays user permissions defined for each web application	Web Application, User Permissions
Web Part Pages Security	Displays security information for web parts and web part pages in each web application	Web Application, Allow Web Parts To Communicate, Allow Access To Web Part Catalog

2.2 Site Reports

ARK for SharePoint 2007 provides the following built-in reports in the site reports category:

Report Name	Description	Fields
Alerts	Displays information about all the alerts created for notifying the changes	Web URL, Web Title, List URL, List Name, Item Name, Alert Title, Owner, Set for, Alert Type, Alert Filter, Alert Frequency, Alert Status, Email Recipient, Alert Day, Alert Time
Audit - Deleted Lists	Audit report displays the deleted lists in each site in the last 'N' days or for the given date range	Web URL, Web Title, List URL, Occurred, Performed By
Audit - Deleted Sites	Audit report displays the deleted sites in the last 'N' days or for the given date range	Web URL, Web Title, Site Name, Occurred, Performed By
Audit - Group Created	Audit report displays the groups created in each site in the last 'N' days or for the given date range	Web URL, Web Title, Group Name, Occurred, Performed By
Audit - Group Deleted	Audit report displays the group deleted in each site in the last 'N' days or for the given date range	Web URL, Web Title, Group ID, Occurred, Performed By

Audit - Group Member Added	Audit report displays the list of newly added members in a Group in the last 'N' days or for the given date range	Web URL, Web Title, User Name, Group Name, Occurred, Performed By
Audit - Group Member Deleted	Audit report displays the list of deleted members from a Group in the last 'N' days or for the given date range	Web URL, Web Title, User Name, Group Name, Occurred, Performed By
Audit - Page Visits	Audit report displays the web pages visited in each site in the last 'N' days or for the given date range	Web URL, Web Title, Page URL, Occurred, Performed By
Audit - Permission Inheritance Changed	Audit report displays permissions inheritance changes in sites, lists, folders and items in each site in the last 'N' days or for the given date range	Web URL, Web Title, Event Name, URL ,Occurred, Performed By
Audit - Permission Level Added	Audit report displays permission levels added or created details in each site in the last 'N' days or for the given date range	Web URL, Web Title, URL, Permission Level, Occurred, Performed By
Audit - Permission Level Deleted	Audit report displays permission levels that are deleted in each site in the last 'N' days or for the given date range	Web URL, Web Title, URL, Permission Level ID, Occurred, Performed By
Audit - Permission Level Modified	Audit report displays permission levels modified in each site in the last 'N' days or for the given date range	Web URL, Web Title, URL, Permission Level, Occurred, Performed By

Audit - Permissions Changed	Audit report displays the permission changes performed in Groups/Users in each site in the last 'N' days or for the given date range	Web URL, Web Title, URL, Groups/Users ,Occurred, Performed By
Audit – Search	Audit report displays the search queries and scope used in each site in the last 'N' days or for the given date range	Web URL, Web Title, Query, Search Scope, Occurred, Performed By
List Templates	Displays information about all the list templates available in the site	Web URL, Web Title, List Template, Internal Name, Description, Document Template, Type, Base Type, Category Type, On Quick Launch, Is Custom Template
Invited Users - Feature Status	Displays all invited users to the site and their permissions, activation status for SharePoint Enterprise Site Collection feature and Enterprise Site feature	Web URL, Web Title, Enterprise Site Collection Features, Enterprise Site Features, Account Display Name, Account Name, Account Type, Permission Levels
Page Hits	Displays the number of times a web page has been visited in each site	Web URL, Web Title, File URL, Total Hits, Recent Month Hits, Recent Day, Recent Day Hits
Page Hits - Monthly Usage	Displays the number of times a page in a site has been visited in a given month range or all months in the last 31 months along with last accessed date	Web URL, Web Title, Page URL, Last Accessed Date, Total Hits, Month1, Month2,....., Month31

Recycle Bin Summary	Displays recycle bin summary information like total number of items, last deleted date, total size of deleted item etc.	Web URL, Web Title, Last Item Deleted Date, Last Item Deleted By, Total size (in MB)
Regional Settings	Displays the Regional Settings configured in a SharePoint site	Web URL, Web Title, Locale, Time Zone, Calendar, Alternate Calendar, Work Days, First Day of Week, First Week of Year, Start Time, End Time, Time Format
Site Columns	Displays all the site columns that are available in the site	Web URL, Web Title, Column Name, Type Internal Name, Type Display Name, Group, Description, Required, Default Value, Push Changes To Lists, ReadOnly Field, Used In Web Content Types, Version
Site Content Types	Displays all the site content types that are available in the site	Web URL, Web Title, Content Type, Description, Group, Document Template, Document Template URL, Read Only, Version, Column References
Site Features	Displays information about activated features and its dependency details in each site	Web URL, Web Title, Feature Name, Feature Folder Name, Description, Action Dependency Feature, Hidden
Site Hits Summary	Displays a summary of site visits	Web URL, Web Title, Total Hits, Recent Month Hits, Recent Day, Recent Day Hits
Site Hits Summary - Monthly Usage	Displays the number of times a site has been visited in a given month range or all months in the last 31 months	Web URL, Web Title, Total Hits, Month1, Month2,....., Month31

Site Group Settings	Displays information about groups available in each site	Web URL, Web Title, Group Name, Account Type, Inherit Permissions, View Membership, Edit Membership, Join/Leave Group, Auto Accept, Permission Levels
Site Permission Levels	Displays information about permission levels defined in each site	Web URL, Web Title, Permission Level, Description, Permissions
Site Permissions	Displays information about site permissions (groups and users) defined in each site	Web URL, Web Title, Groups/Users, Account Type, Description, Group Owner, Permission Levels, Members
Site Visitors	Displays the number of times users have visited each site.	Web URL, Web Title, User, Total Hits, Recent Month Hits, Recent Day, Recent Day Hits
Site Visitors - Monthly Usage	Displays the number of times an user has visited each site in a given month range or all months in the last 31 months along with last accessed date	Web URL, Web Title, Site Visitors, Last Accessed Date, Total Hits, Month1, Month2,....., Month31
Site Security	Displays site security information like allow anonymous access, authentication mode etc.	Web URL, Web Title, Allow Anonymous Access, Anonymous State, Allow Unsafe Updates, Authentication Mode, Has External Security Provider, Inherits Role Assignments, Inherits Role Definitions, Request Access Enabled, Request Access E-Mail

Site Settings	Displays site settings information like time zone, theme, template etc.	Web URL, Web Title, Description, Time Zone, Theme, Template, Quick Launch Enabled, Tree View Enabled, RSS Enabled
Site Summary	Displays site summary information like author, created date, web size(in MB) and number of sub webs etc.	Web URL, Web Title, Author, Created Date, Last Item Modified Date, Web Size (in MB), Number of Sub webs, Number of Users, Number of Groups, Number of Lists, Number of Alerts, Number of Content Types, Number of Site Columns
Site Activity	Displays the first and last activity performed on the SharePoint site for last 'N' days or for the given date range.	Web URL, Web Title, First Activity Date, First Activity - User Name, First Activity - Transaction, Last Activity Date, Last Activity - User Name, Last Activity – Transaction
Web Pages	Displays information about all the web pages that are available in each site	Web URL, Web Title, Web Page Title, Web Page URL, Author, Web Part Title, Created On, Last Modified, Page Size (in KB), Total Size (in KB)
Web Parts	Displays information all the web parts available in each site, user who created the web part etc.	Web URL, Web Title, Web Part Title, Web Part Name, Parent Folder, Author, Created On, Last Modified, Size (in KB)
Web Parts Utilization	Displays information about utilization (size, used web pages, etc.) of all the web parts in the site's web part gallery	Web URL, Web Title, Web Part Title, Web Part Name, Web Page Title, Web Page URL, Parent Folder, Author, Created On, Last Modified, Size (in KB)

2.3 List Reports

ARK for SharePoint 2007 provides the following built-in reports in the list reports category:

Report Name	Description	Report Fields
Audit – Checked-In Items	Audit report displays the list items checked-in in the last 'N' days or for the given date range	Web URL, Web Title, List Name, Item URL, Occurred, Performed By
Audit – Checked-Out Items	Audit report displays the list items checked-out in the last 'N' days or for the given date range	Web URL, Web Title, List Name, Item URL, Occurred, Performed By
Audit – Copied Items	Audit report displays the list items that are copied to another location in the last 'N' days or for the given date range	Web URL, Web Title, List Name, Source URL, Destination URL, Occurred, Performed By
Audit – Deleted Items	Audit report displays the list items deleted in the last 'N' days or for the given date range	Web URL, Web Title, List Name, Item URL, Occurred, Performed By
Audit – Profile Changed	Audit report displays the changes details about the content types in the connected list in the last 'N' days or for the given date range	Web URL, Web Title, List Name, Content Type Name, Group Name, Performed On, Performed By

Audit – Renamed Items	Audit report displays the list items that are renamed in the last 'N' days or for the given date range	Web URL, Web Title, List Name, Old Name, New Name, Occurred, Performed By
Audit – Restored Items	Audit report displays the list of items that are restored from the Recycle Bin in the last 'N' days or for the given date range	Web URL, Web Title, List Name, Item URL, Occurred, Performed By
Audit – Updated Items	Audit report displays the list items added or modified in the last 'N' days or for the given date range	Web URL, Web Title, List Name, Item URL, Occurred, Performed By
Audit – Visited Items	Audit report displays the list items visited in the last 'N' days or for the given date range or for the given date range	Web URL, Web Title, List Name, Item URL, Item Type, Item Name, Occurred, Performed By, Display Name, Full Name, Designation, Company Name
Checked Out Documents (Library only)	Displays the list of documents that are checked out in a library	Web URL, Web Title, Item URL, Created By, Created Date, Size (in MB), Checked Out By, Checked Out Date, Check Out Status
File Types	Displays the file types available in the document library	Web URL, Web Title, Base Template, List Name, File Type, Count, Total Size (in MB)
List Activity	Displays the first and last activity performed on the list for last 'N' days or for the given date range	Web URL, Web Title, List URL, List Name, First Activity - Item Name, First Activity - Item URL, First Activity Date, First Activity - User Name, First Activity - Transaction, Last Activity - Item URL, Last Activity - Item Name, Last Activity Date, Last Activity

		- User Name, Last Activity – Transaction
Last Modified Items	Displays the list of items that are Modified in last 'N' days or for the given date range	Web URL, Web Title, Item URL, Item Name, Modified By - User Name, Modified By - Display Name, Modified Date, Size (in MB))
Last Deleted Items	Displays the list of items that are Deleted in last 'N' days or for the given date range	Web URL, Web Title, Item URL, Item Name, Deleted By - User Name, Deleted By - Display Name, Deleted Date, Created By - User Name, Created Date, Last Modified By - User Name, Last Modified Date, Size (in MB)
List Columns	Displays all the columns available in the list	Web URL, Web Title, Base Template, List Name, Column Name, Type, Description, Required, Default Value, ReadOnly Field, Version
List Folders Security	Displays information about the Groups/Users and their permissions assigned to each folder and its sub-folders in the connected list.	Web URL, Web Title, Base Template, List Name, Folder Name, Folder URL, Groups/Users, Permission Levels
List General Settings	Displays general settings information about the list such as versioning enabled, version limit, etc.	Web URL, Web Title, Base Template, List Name, Description, Attachments Enabled, On Quick Launch Bar, Permission Inheritance, Versioning Enabled, Minor Versions Enabled, Folder Creation Enabled, RSS Enabled, Major Version Limit, Major With Minor Version Limit, Unique Role Assignments, Force Check Out, Allow Content Types, Allow Everyone To View Items

List Hits	Displays the information about number of times a list has been visited in the last 'N' days or for the given date range	Web URL, Web Title, List Name, Total Hits, Recent Month Hits, Last Accessed Day, Last Accessed Day Hits
List Hits - Monthly Usage	Displays the information about number of times a list has been visited in the last 31 months or for the given date range	Web URL, Web Title, List Name, Total Hits, Month1, Month2,....., Month31
List Item Security	Displays information about the users and their permissions assigned to each list item	Web URL, Web Title, Base Template, List Name, Item URL, Item Name, Groups/Users, Permission Levels
List Item Summary	Displays summary information about the list items such as created by, created date, size etc.	Web URL, Web Title, Base Template, List Name, Item URL, Item Name, Created By, Created Date, Modified By, Modified Date, Size (in MB)
List Permissions	Displays information about list permissions defined for each user / group	Web URL, Web Title, Base Template, List Name, Groups/Users, Account Type, Description, Group Owner, Permission Levels, Group Members
List Summary	Displays summary information about the list such as size, number of users, number of columns, etc.	Web URL, Web Title, Base Template, List Name, Item URL, Item Name, Created By, Created Date, Modified By, Modified Date, Has Published Version, Content Type, Number of Attachments, Attachments, Size (in MB)

List Views	Displays all the views available for the list	Web URL, Web Title, Base Template, List Name, View Name, View Type, Default View, Display Items in Batches, Number of Items to Display
List Visits	Displays information about the list items that are accessed in last 'N' days or for the given date range	Web URL, Web Title, List Name, Item URL, Item ID, Total Visit Count, Item Name, Item Visit URL, Visit Count, Action, Visited By, Visited Date, Visited Time
List Workflow Settings	Displays information about workflow details in the list	Web URL, Web Title, Base Template, List Name, Workflow Template, Workflow Name, Description, Created Date, Modified Date, Task List, History List, Allow Manual Start, Auto Start Workflow On Item Creation, Auto Start Workflow On Item Change, Permissions
List Workflow Status – Cancelled	Displays workflow task details for each list item in the list, whose workflow status is 'Cancelled'	Web URL, Web Title, Base Template, List Name, Item URL, Item Name, Workflow Name, Initiator, Started On, Last Run, Task Title, Task Assigned To, Due Date, Task Status, Outcome
List Workflow Status – Completed	Displays workflow task details for each list item in the list, whose workflow status is 'Completed'	Web URL, Web Title, Base Template, List Name, Item URL, Item Name, Workflow Name, Initiator, Started On, Last Run, Task Title, Task Assigned To, Due Date, Task Status, Outcome

List Workflow Status - Error Occurred	Displays workflow task details for each list item in the list, whose workflow status is 'Error Occurred'	Web URL, Web Title, Base Template, List Name, Item URL, Item Name, Workflow Name, Initiator, Started On, Last Run, Task Title, Task Assigned To, Due Date, Task Status, Outcome
List Workflow Status – Failed	Displays workflow task details for each list item in the list, whose workflow status is 'Failed'	Web URL, Web Title, Base Template, List Name, Item URL, Item Name, Workflow Name, Initiator, Started On, Last Run, Task Title, Task Assigned To, Due Date, Task Status, Outcome
List Workflow Status - In Progress	Displays workflow task details for each list item in the list, whose workflow status is 'In Progress'	Web URL, Web Title, Base Template, List Name, Item URL, Item Name, Workflow Name, Initiator, Started On, Last Run, Task Title, Task Assigned To, Due Date, Task Status, Outcome
List Workflow Status - Not Started	Displays workflow task details for each list item in the list, whose workflow status is 'Not Started'	Web URL, Web Title, Base Template, List Name, Item URL, Item Name, Workflow Name, Initiator, Started On, Last Run, Task Title, Task Assigned To, Due Date, Task Status, Outcome
Newly Added Items	Displays the list of items that are created in last 'N' days or for the given date range	Web URL, Web Title, Item URL, Item Name, Created By - User Name, Created By - Display Name, Created Date, Size (in MB)
Version History (Library only)	Displays information about all the versions available for each file in the document library	Document URL, Latest Version, Number of Versions, Version ID, Created By, Created Date, Modified By, Modified Date, Size (in MB)

2.4 Change Log Reports

Change Log Reports display information about the newly added, last modified and last deleted items in a SharePoint list (library, default built-in list or custom list) for a period of last N days or for the number of days in a data range. ARKSP retrieves change information using SharePoint objects from the content database to present the reports to the user.

ARKSP generates this report for the number of the days configured in Change Log setting in SharePoint Central Administration site. By default, SharePoint retrieves change log data for 15 days.

ARKSP can generate change log based reports for the maximum duration (days) the change log data is maintained in the content database. The last date from which log data is maintained in the content database can be determined as follows: [Last run time of the timer job corresponding to the web application - Number of days in Change Log retention settings]

You can view the last run time of timer job by clicking on the Change Log job corresponding to the destination web application using [Central Administration > Operations > Timer Job Definitions] link in SharePoint Central Administration site.

You can view the status, progress, start time and server of the Change Log job using [Central Administration > Operations > Timer Job Status] link in SharePoint Central Administration site.

You can view / modify the scheduled run time of the Change log job using the command line SharePoint Administration Tool (stsadm.exe) as shown in the article mentioned below:

Windows SharePoint Services - Job-change-log-expiration: Stsadm property http://technet.microsoft.com/en-us/library/cc424964.aspx

Office SharePoint Server - Job-change-log-expiration: Stsadm property http://technet.microsoft.com/en-us/library/cc424949.aspx

Please read the information given below to view the reports that are based on change log information.

Report Category	Report Name	Description
List	**Newly Added Items**	Displays the list of items that are created in last 'N' days or for the given date range.
List	**Last Modified Items**	Displays the list of items that are Modified in last 'N' days or for the given date range.
List	**Last Deleted Items**	Displays the list of items that are Deleted in last 'N' days or for the given date range.
List	**List Activity**	Displays the first and last activity performed on the list for last 'N' days or for the given date range.
Site	**Site Activity**	Displays the first and last activity performed on the SharePoint site for last 'N' days or for the given date range.

2.5 Usage Analysis Reports

Usage analysis reports display detailed information about usage of Sites and Lists in a SharePoint server. ARKSP gathers usage information from STS and IIS log files to present the reports to the user. Please read the information given below to view the reports that are based on log files.

ARKSP collects information from **STS log files** for the reports stated below. These reports require STS logging to be enabled to generate the report. Enable the "Enable Logging" and "Enable usage analysis processing" options in the "Usage Analysis Processing" section in SharePoint Central Administration.

Report Category	Report Name	Description
Site	**Page Hits**	Displays the number of times a web page has been visited in each site.
Site	**Page Hits Monthly Usage**	Displays the number of times a page in a site has been visited in a given month range or all months in the last 31 months along with last accessed date.
Site	**Site Visitors**	Displays the number of times users have visited each site.
Site	**Site Visitors - Monthly Usage**	Displays the number of times a user has visited each site in a given month range or all months in the last 31 months along with last accessed date.
Site	**Site Hits Summary**	Displays a summary of site visits.
Site	**Site Hits Summary - Monthly Usage**	Displays the number of times a site has been visited in a given month range or all months in the last 31 months.
List	**List Hits**	Displays the information about number of times a list has been visited in the last 'N' days
List	**List Hits Monthly Usage**	Displays the number of times a list has been visited in a given month range or all months in the last 31 months.

CHAPTER 2 – ARKSP Reports

ARKSP collects information from **IIS log files** for the reports stated below. These reports require IIS logging to be enabled to generate the report. Enable the "Enable Logging" option in IIS for the web application.

Report Category	Report Name	Description
Web Application	**Page Visits**	Displays information about all the pages that are visited in the web application.
List	**List Visits**	Displays information about the list items that are accessed in last 'N' days

The above mentioned IIS log files based reports require IIS Log Files Directory to be configured to process IIS log file data and generate the reports successfully.

NOTE: If you are running ARKSP on Windows Server 2008, please ensure 'ODBC Logging' is installed on the server to generate the above mentioned IIS reports successfully.

Steps to verify whether 'ODBC Logging' is installed on the server:

1) In ARKSP installed server, click Start, point to Administrative Tools, and then click Server Manager.
2) In the Server Manager Hierarchy pane, expand Roles, and then click Web Server (IIS).
3) In the Web Server (IIS) pane, scroll to the Role Services section.
4) On the Role Services page, ensure ODBC Logging (available under Health and Diagnostics node) is checked.
5) On the Role Services page, click Cancel.

If 'ODBC Logging' is not installed on the server, please perform the steps to install it on the server:

1) In ARKSP installed server, click Start, point to Administrative Tools, and then click Server Manager.
2) In the Server Manager Hierarchy pane, expand Roles, and then click Web Server (IIS).
3) In the Web Server (IIS) pane, scroll to the Role Services section, and then click Add Role Services.
4) On the Select Role Services page of the Add Role Services Wizard, select ODBC Logging (available under Health and Diagnostics node).
5) On the Select Role Services page, click Next.
6) On the Confirm Installation Selections page, click Install.
7) On the Results page, click Close.

2.6 Audit Reports

ARKSP provides Audit Reports across Site Collections and Lists. You have to enable audit settings in MOSS / WSS to view the reports in ARKSP. Please follow the instructions given below to enable the audit settings.

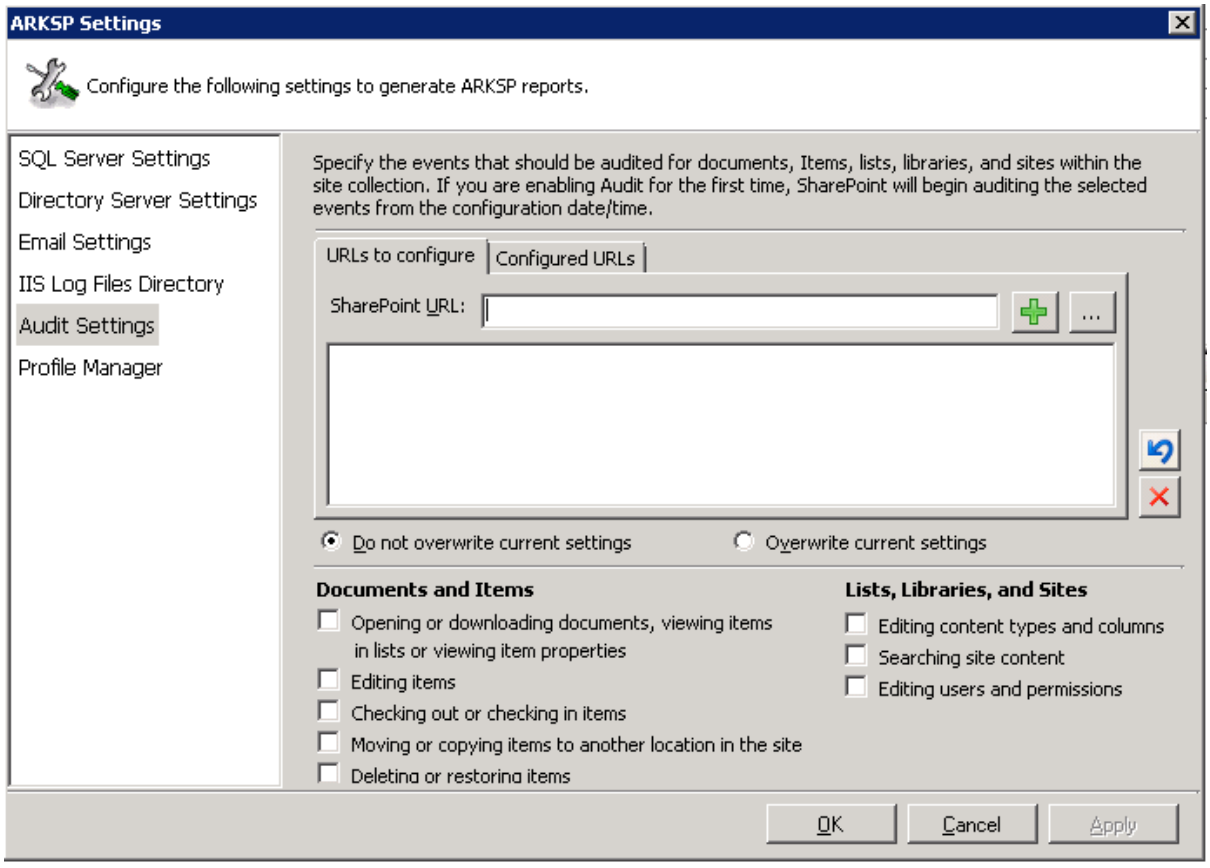
a) **How to configure audit settings in Microsoft Office SharePoint Server 2007 (MOSS)?**

Please visit http://office.microsoft.com/en-us/sharepoint-server-help/configure-audit-settings-for-a-site-collection-HA010099726.aspx?pid=CH101237681033 to View the detailed information about how to configure audit settings in MOSS.

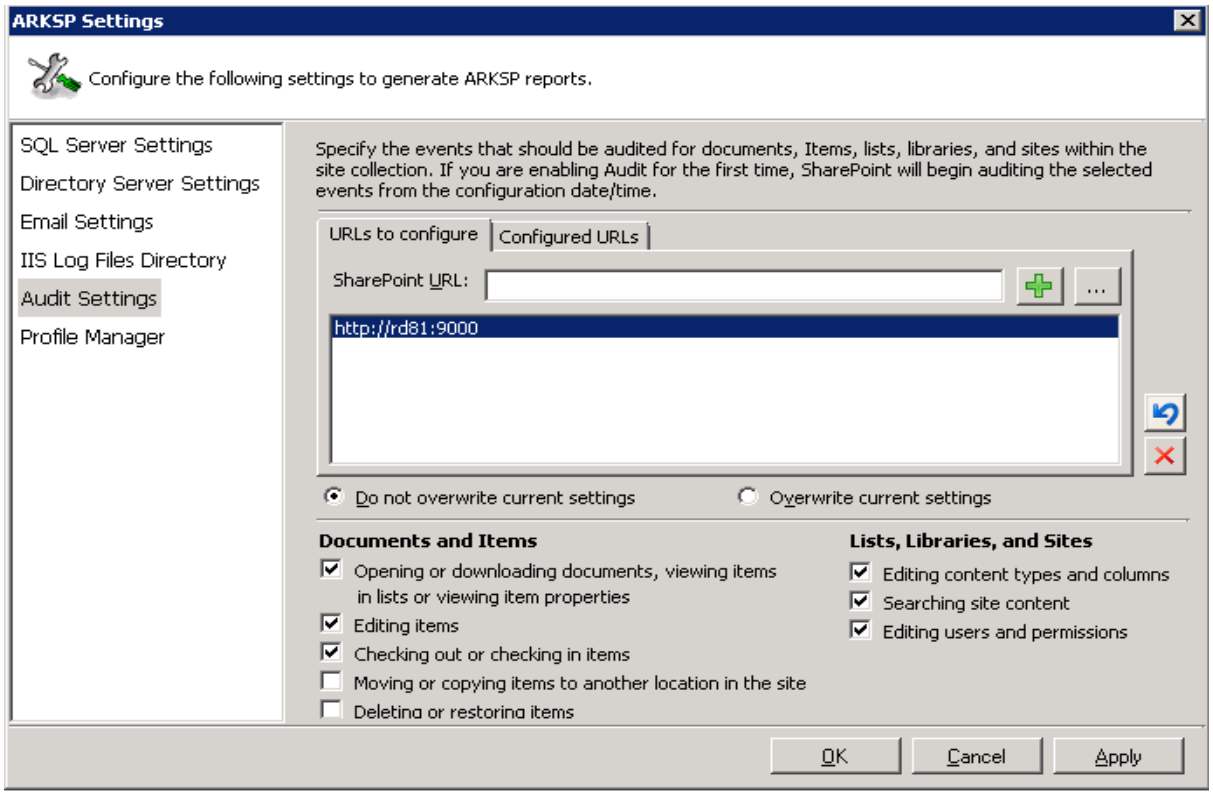
You can also configure audit settings in MOSS using 'Audit Settings Manager' in ARKSP.

Audit Settings

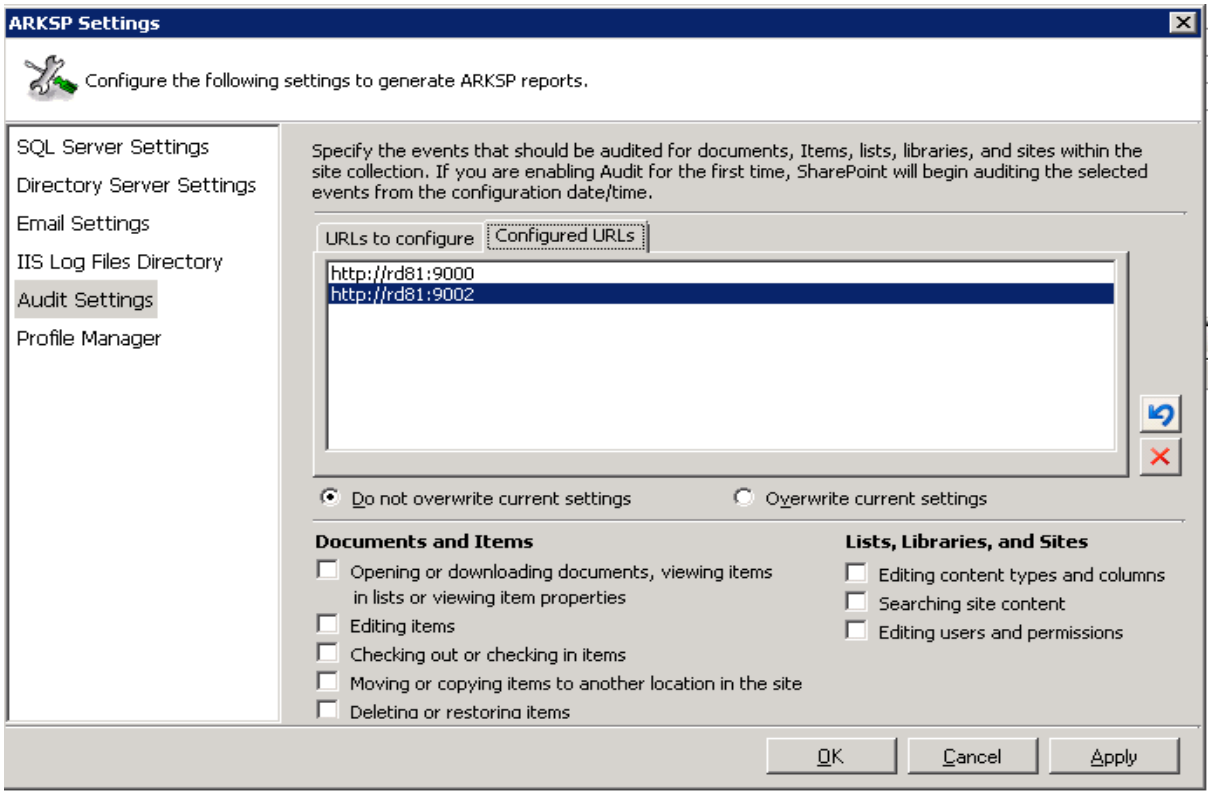
In Tools menu, click ARKSP Settings->Audit Settings node. Audit Settings Manager dialog will be displayed as shown below:



Click Added URLs tab to add site collection URL(s) and specify the events that should be audited for documents, items, lists, libraries, and sites within the site collection.

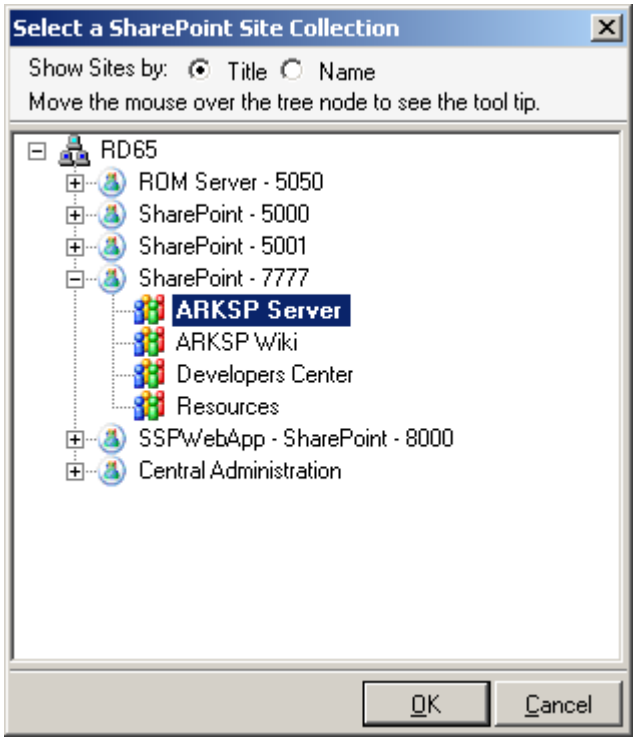


Click Configured URLs tab to view the site collection URL(s) and its audit events that are already set using ARKSP.



To add the site collection URL,

1) **Enter** a valid site collection URL and click Add (or) Click **'Browse...'** button to choose URL(s). This will display a window as shown below:



2) To remove a site collection URL, select the URL from the URL list box and Click ***Remove*** button to *remove* the selected URL.
3) Click ***OK*** button to *configure* the audit events for the selected site collection URL(s).

ARKSP Settings

ARKSP requires the following settings to be configured to generate reports.

Settings	Description
SQL Server Settings	ARKSP maintains its application database(s) in SQL Server. To create and maintain database in SQL Server, specify the SQL Server (Enterprise / Standard / Developer / Express edition) and authentication method. The user account specified must have sufficient privileges to create and delete the database in SQL Server.
Directory Server Settings	ARKSP uses the Directory Server to retrieve AD information like group membership, user information etc. Specify the Global Catalog Server for the Directory Server Name and the corresponding user credentials.
E-mail Settings	ARKSP will use the SMTP Server and From Address to e-mail the reports to the respective recipients.
IIS Log Files Directory	ARKSP uses IIS log files for generating a few reports. Specify the IIS Log Files Directory for each front-end web server in the SharePoint farm to run such reports.
Audit Settings	Specify the events that should be audited for documents, Items, lists, libraries, and sites within the site collection. If you are enabling Audit for the first time, SharePoint will begin auditing the selected events from the configuration date/time.
Profile Manager	ARKSP can store your logon information for SharePoint sites using Windows Stored User Names and Passwords applet. The stored profiles will be used to connect to SQL Server when necessary.

Chapter 3

3 Using ARKSP

3.1 How to get started with ARKSP?

Before beginning to use ARK for SharePoint 2007 to generate reports, you must enable a few settings and configure the application database as outlined below:

SharePoint Settings

1) **SharePoint user permissions -** ARKSP uses the currently logged on user account while running Quick Reports (under interactive mode) and uses 'Run As' account while running Power Reports task (run as a scheduled task or using Run Now option) to generate the corresponding reports.
   ARKSP requires the above mentioned user account to be:
   a) Member of administrators group in SharePoint Server and Database Server
   [This will be useful if you are generating reports for multiple SharePoint sites residing in different web applications]
   OR
   b) Application pool user account of a web application
   [This will be useful if you are generating reports for a single web application hosting the SharePoint site]
   OR
   c) Farm Administrators group of the SharePoint farm

   Recommendation: It may be of help to use a domain admin account who is member of administrators group in SharePoint and the SQL Servers to generate the SharePoint reports for all web applications seamlessly.

2) **Audit Settings -** ARKSP provides Audit Reports across Site Collections and Lists available in SharePoint web application. You have to enable audit settings in MOSS / WSS to view these reports in ARKSP.
3) **Usage Analysis Settings -** ARKSP presents usage information about various SharePoint objects namely, web application, site and list item as recorded in the

STS / IIS log files. In order to generate these reports successfully, you need to enable STS / IIS logging in SharePoint and IIS respectively.

SQL Server Settings

ARKSP uses SQL Server database for its data storage to generate SharePoint reports. ARKSP requires SQL Server 2005 (Enterprise / Standard / Express editions) to connect and create a database. ARKSP will connect to the specified SQL Server based on the authentication mode and user credential to manage its own application databases. You have to specify the suitable SQL Server settings in ARKSP to view these reports in ARKSP.

ARKSP uses the USER ACCOUNT based on the SQL authentication mode set in SQL Server settings in ARKSP to create database and store report data.

The USER ACCOUNT denotes the currently logged on user account while running Quick Reports (under interactive mode) and denotes the 'Run As' account while running Power Reports task (run as a scheduled task or using Run Now option). You can also use an exclusive SQL user account to create and manage its own application database. Please note that ARKSP requires the USER ACCOUNT to have sufficient privileges to create, add and delete database in the SQL server.

ARKSP Features

ARKSP features are broadly classified as follows:

A. **Quick Reports -** Provides a set of SharePoint configuration, permissions, usage and audit reports for web application, site collection, site and list and their items. This task option is ideally suited for quick glance of the current SharePoint information.
B. **Custom Reports -** Facilitates customizing ARKSP's Quick Reports output by selecting the desired fields and their field order.
C. **Power Reports -** The Power Reports uses 'Task' based approach that allows you to select multiple reports with customized (sub-set) fields, defines report criteria and schedule export of reports periodically. This feature will enable the user to export multiple reports for several sites / lists in SharePoint at periodic intervals.

3.2 ARKSP Settings

ARKSP requires the following settings to be configured to generate reports.

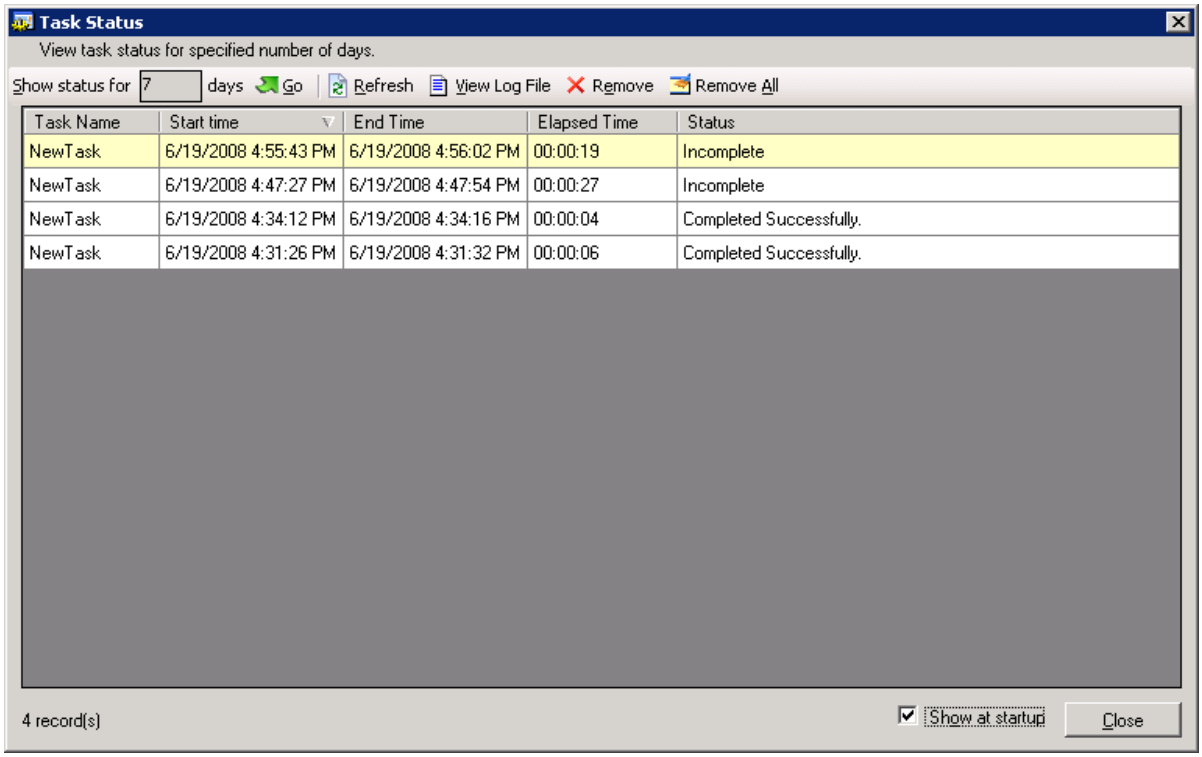
Settings	Description
SQL Server Settings	ARKSP maintains its application database(s) in SQL Server. To create and maintain database in SQL Server, specify the SQL Server (Enterprise / Standard / Developer / Express edition) and authentication method. The user account specified must have sufficient privileges to create and delete the database in SQL Server.
Directory Server Settings	ARKSP uses the Directory Server to retrieve AD information like group membership, user information etc. Specify the Global Catalog Server for the Directory Server Name and the corresponding user credentials.
Email Settings	ARKSP will use the SMTP Server and From Address to e-mail the reports to the respective recipients.
IIS Log Files Directory	ARKSP uses IIS log files for generating a few reports. Specify the IIS Log Files Directory for each front-end web server in the SharePoint farm to run such reports.
Audit Settings	Specify the events that should be audited for documents, Items, lists, libraries, and sites within the site collection. If you are enabling Audit for the first time, SharePoint will begin auditing the selected events from the configuration date/time.
Profile Manager	ARKSP can store your logon information for SharePoint sites using Windows Stored User Names and Passwords applet. The stored profiles will be used to connect to SQL Server when necessary.

3.3 Task Status

To view and manage task status of a selected task:

Select **Tools > Show Task Status** from the main window or Click Task Status from Power Reports Actions Pane.

The **Task Status** dialog appears as shown below:



You can perform the following actions in the Task Status dialog:

a) **Show status for <n> days:** Upon clicking Go button, displays task history entries of all tasks that were run within the specified number of days.

b) **Refresh:** Reloads the task history entries and updates the newly run tasks (if any).

c) **View log file:** Displays activity log of the currently selected task history item.

d) **Remove:** Removes the currently selected task history entry and its associated log folders and files.

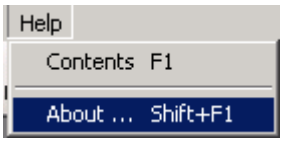
e) **Remove all:** Removes all task history entries and their associated log folders and files that are currently displayed.

3) Click **Close** button to close this window.

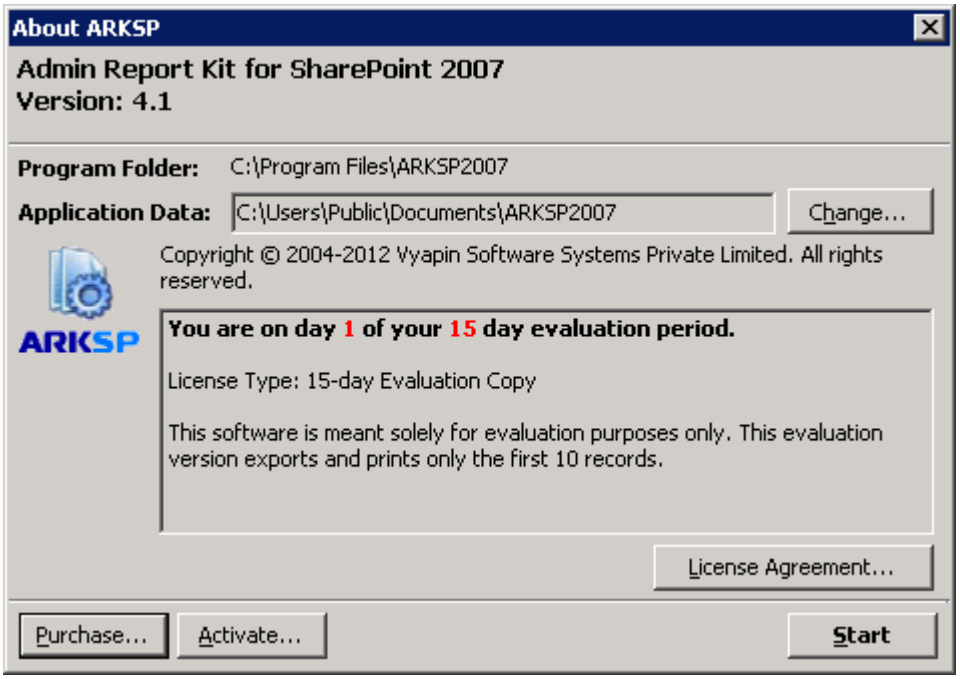
3.4 Change Application Data folder location

ARKSP enables you to change **Application Data** folder location, where its application settings and error log are stored, at any time after installing ARKSP software. To change the Application Data folder location, perform the following steps given below:

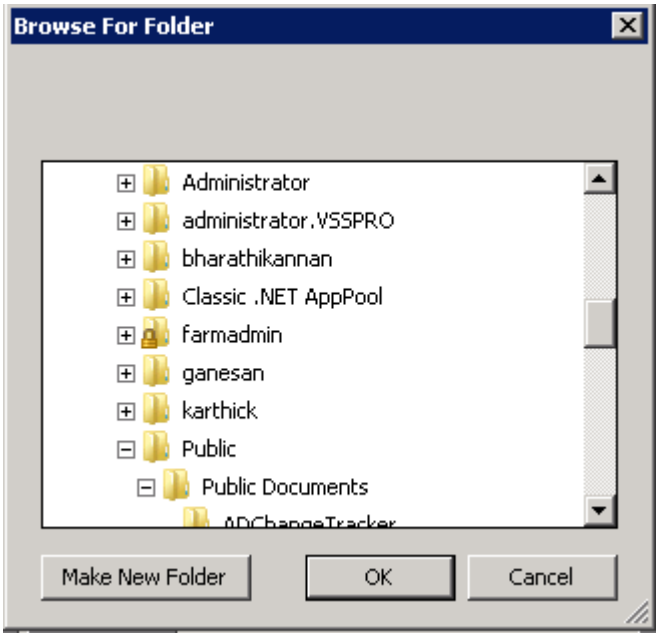
1) Select **About** ... from **Help** menu



2) The **About ARKSP** dialog appears as shown below:

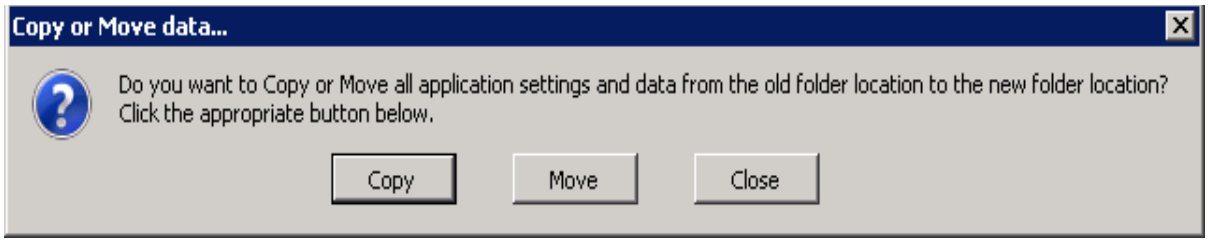


3) Click **Change...** button to change **Application Data** folder location of ARKSP application. The Browse For Folder location dialog will appear as shown below:



4) Select a desired folder location and Click OK. The folder location can be local drives or mapped network drives.

5) ARKSP provides an option to copy or move the existing ARKSP application settings and error log to the new location once you change the Application Data Folder. Once you specify the new Application Data folder location, ARKSP will prompt you to copy or move existing ARKSP application settings to the new location as shown below:



6) Click the desired action **(Copy / Move / Close)** to proceed. ARKSP will use the new Application Data folder location henceforth.

Chapter 4

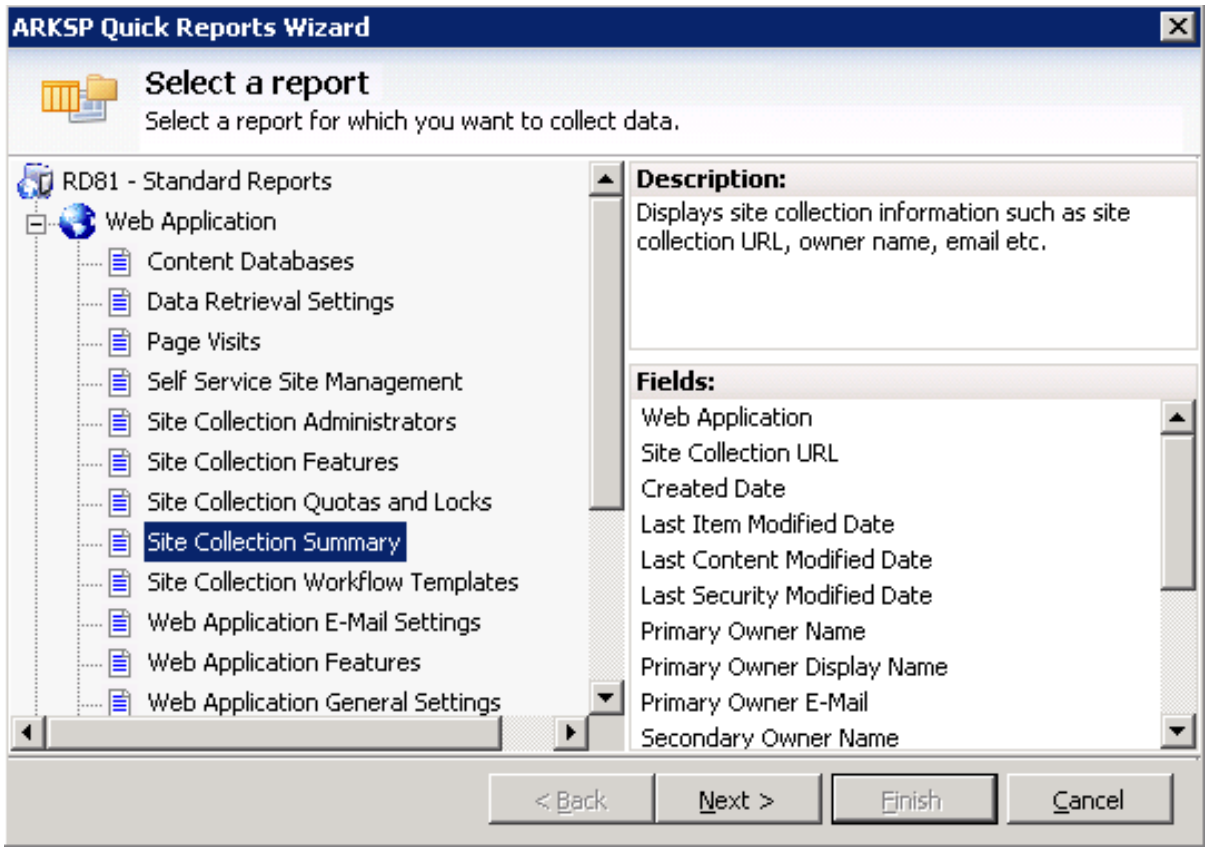
4 Quick Reports

4.1 How to generate a Web Application Report?

Web Application Reports

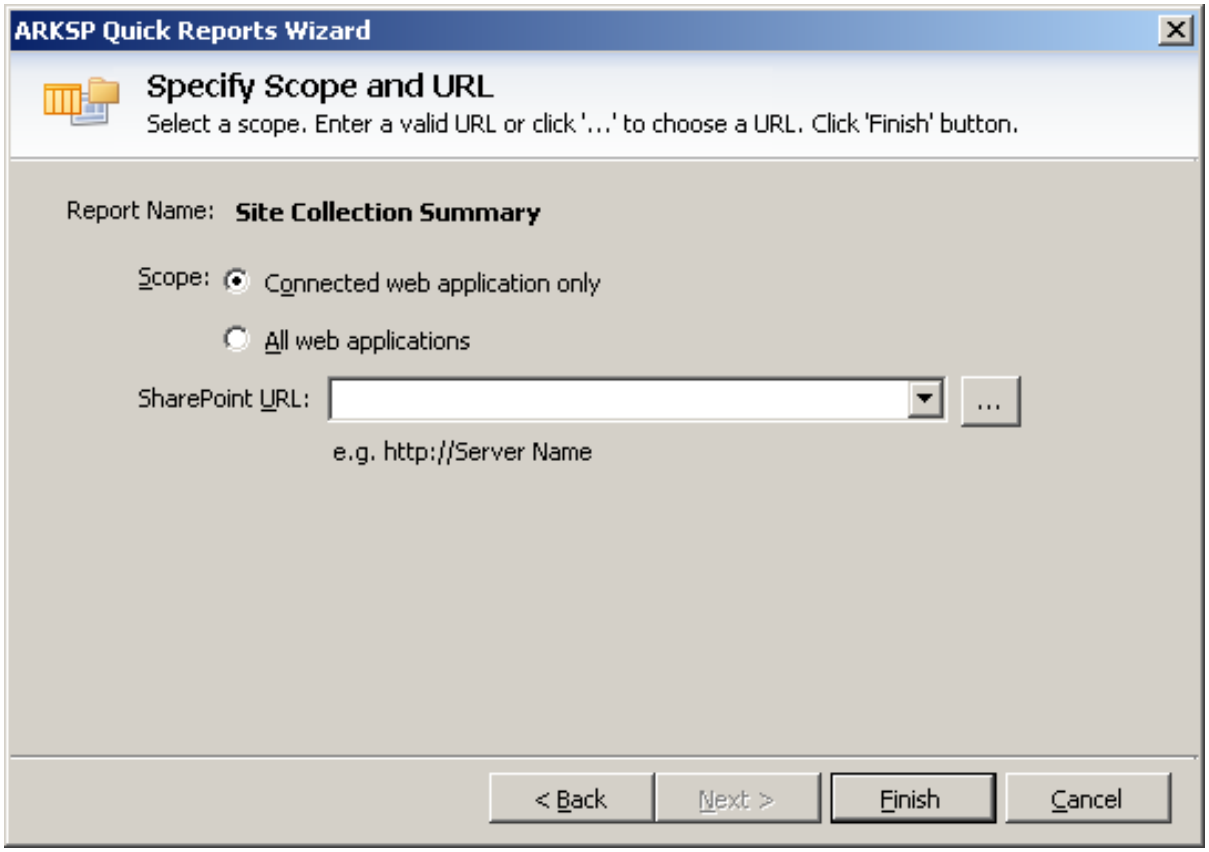
Web application reports deal with providing information about the web application configured in SharePoint server.

Click ***File -> Quick Reports*** to invoke **ARKSP Quick Reports Wizard.**

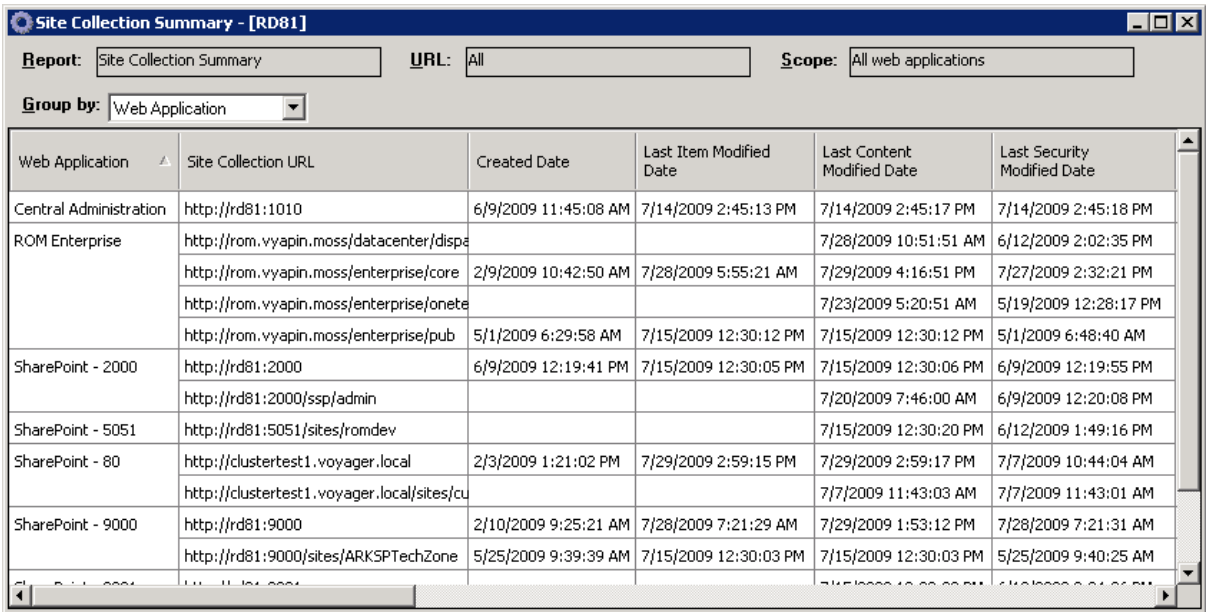


Perform the following steps to run a quick report under the Web Application category:

1) **Select** a report and click **Next** button (when a report scope is applicable, otherwise click the Finish button). This will display a window as shown below:



2) **Choose** a report scope:
   - **a)** 'All web applications' - Collects the report data for all web applications configured in SharePoint
   - **b)** 'Connected web application only' - Collects report data for the specified web applications only.
3) Type a valid 'Web Application URL or Click button to choose a web application.
4) Click **Finish** button to view the selected report.



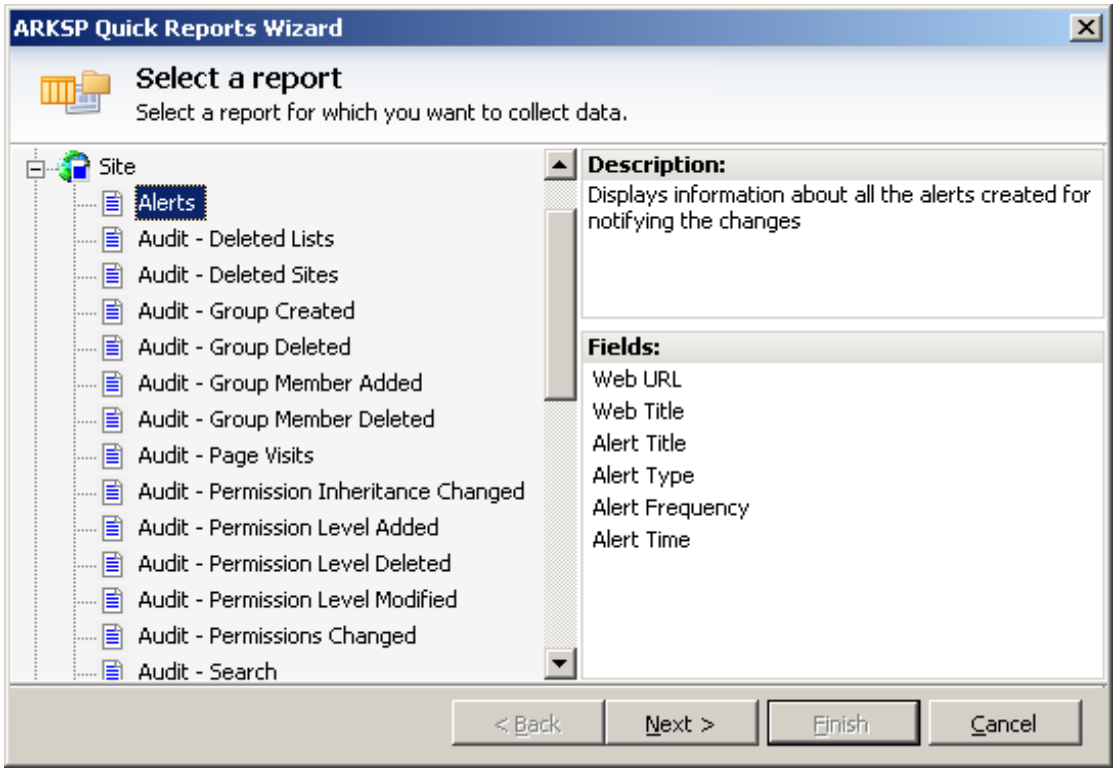
Web Application	Site Collection URL	Created Date	Last Item Modified Date	Last Content Modified Date	Last Security Modified Date
Central Administration	http://rd81:1010	6/9/2009 11:45:08 AM	7/14/2009 2:45:13 PM	7/14/2009 2:45:17 PM	7/14/2009 2:45:18 PM
ROM Enterprise	http://rom.vyapin.moss/datacenter/dispa			7/28/2009 10:51:51 AM	6/12/2009 2:02:35 PM
	http://rom.vyapin.moss/enterprise/core	2/9/2009 10:42:50 AM	7/28/2009 5:55:21 AM	7/29/2009 4:16:51 PM	7/27/2009 2:32:21 PM
	http://rom.vyapin.moss/enterprise/onete			7/23/2009 5:20:51 AM	5/19/2009 12:28:17 PM
	http://rom.vyapin.moss/enterprise/pub	5/1/2009 6:29:58 AM	7/15/2009 12:30:12 PM	7/15/2009 12:30:12 PM	5/1/2009 6:48:40 AM
SharePoint - 2000	http://rd81:2000	6/9/2009 12:19:41 PM	7/15/2009 12:30:05 PM	7/15/2009 12:30:06 PM	6/9/2009 12:19:55 PM
	http://rd81:2000/ssp/admin			7/20/2009 7:46:00 AM	6/9/2009 12:20:08 PM
SharePoint - 5051	http://rd81:5051/sites/romdev			7/15/2009 12:30:20 PM	6/12/2009 1:49:16 PM
SharePoint - 80	http://clustertest1.voyager.local	2/3/2009 1:21:02 PM	7/29/2009 2:59:15 PM	7/29/2009 2:59:17 PM	7/7/2009 10:44:04 AM
	http://clustertest1.voyager.local/sites/cu			7/7/2009 11:43:03 AM	7/7/2009 11:43:01 AM
SharePoint - 9000	http://rd81:9000	2/10/2009 9:25:21 AM	7/28/2009 7:21:29 AM	7/29/2009 1:53:12 PM	7/28/2009 7:21:31 AM
	http://rd81:9000/sites/ARKSPTechZone	5/25/2009 9:39:39 AM	7/15/2009 12:30:03 PM	7/15/2009 12:30:03 PM	5/25/2009 9:40:25 AM

4.2 How to generate a site report?

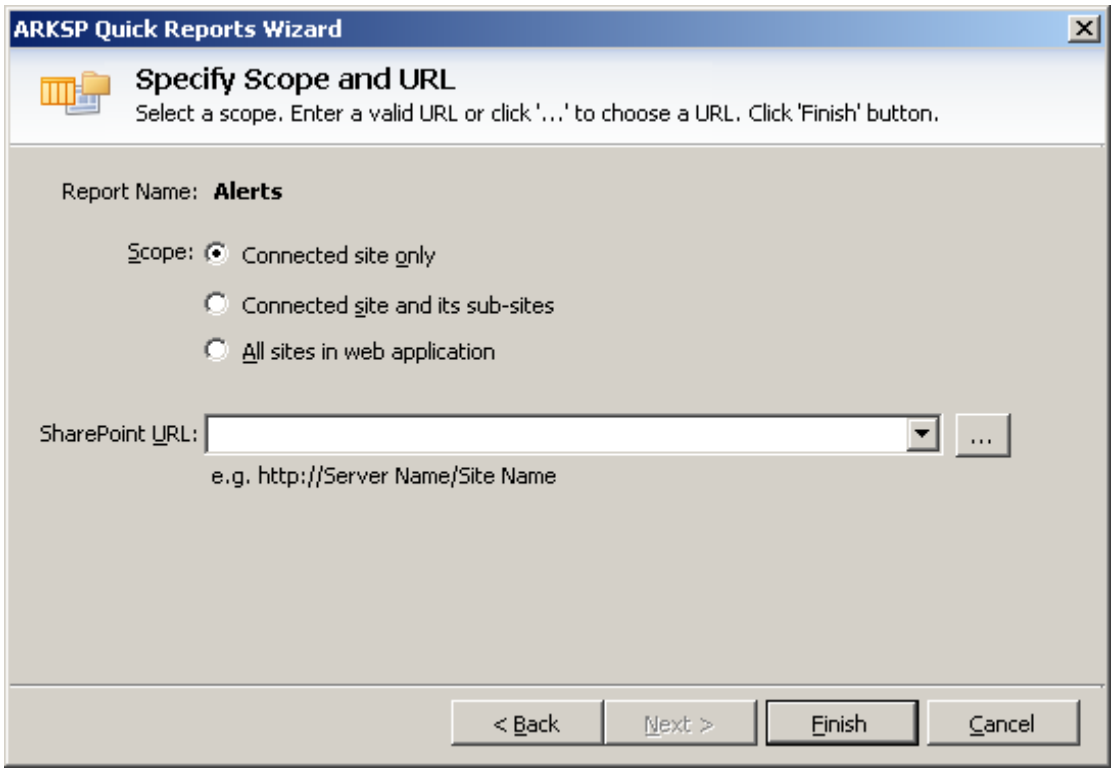
Site Reports

Site Reports provide useful configuration and usage information about the connected site. ARKSP provides not only currently connected site information, but also its sub-sites.

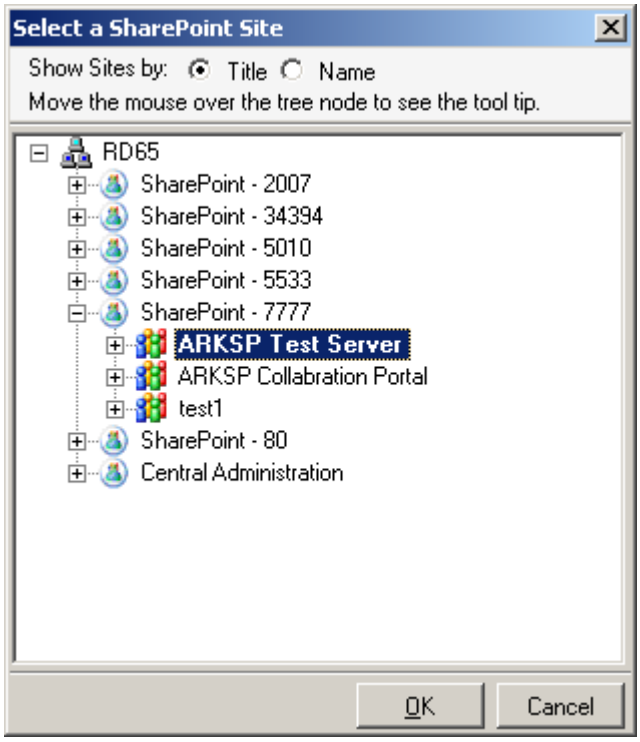
1) Click ***File ->Quick Reports*** to invoke **ARKSP Quick Reports Wizard.**



2) **Select** any desired report and Click **Next** button to continue. This will display a window as shown below:

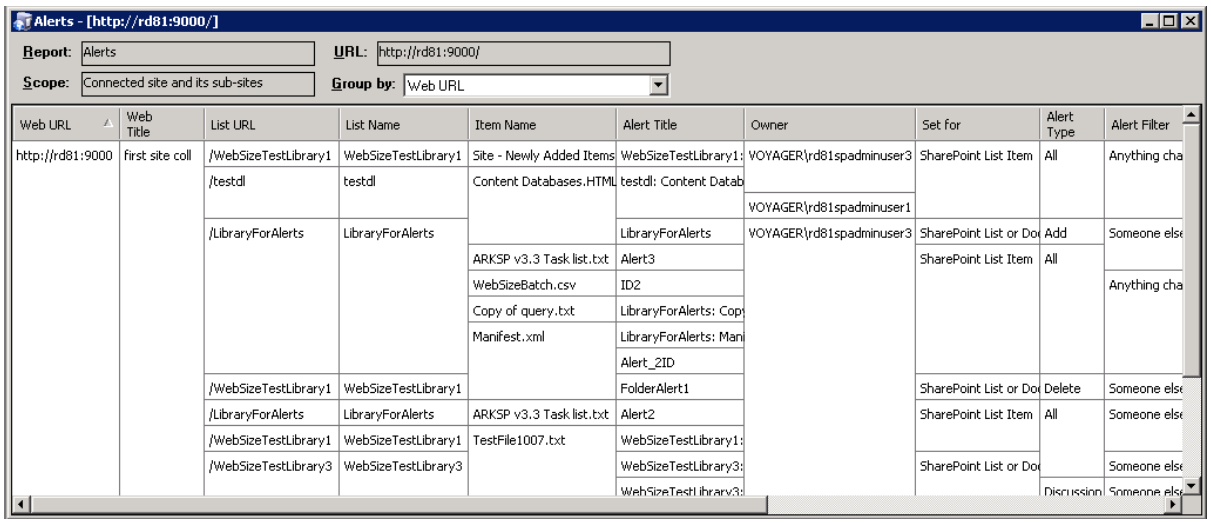


3) Select any of the following scopes for the report to be viewed:
   a) **All sites in web application -** If URL entered is a valid Web Application URL, ARKSP retrieves report information for all the sites, including sub-sites and top level sites, in the web application
   b) **Connected site and its sub-sites -** Retrieves report information for the connected site and its sub-sites
   c) **Connected site only -** Retrieves report information for the connected site only.
4) By default, **All sites in web application** option will be selected.
5) To Connect to a particular Site:
   a) Type full URL of the site in the format http://servername:port number/sitename (or)
   b) Click ***button*** to show the **Select a SharePoint Site** dialog as shown below.



c) Select the required site and Click ***OK*** button.

6) Click ***Finish*** button in the wizard to view the report.



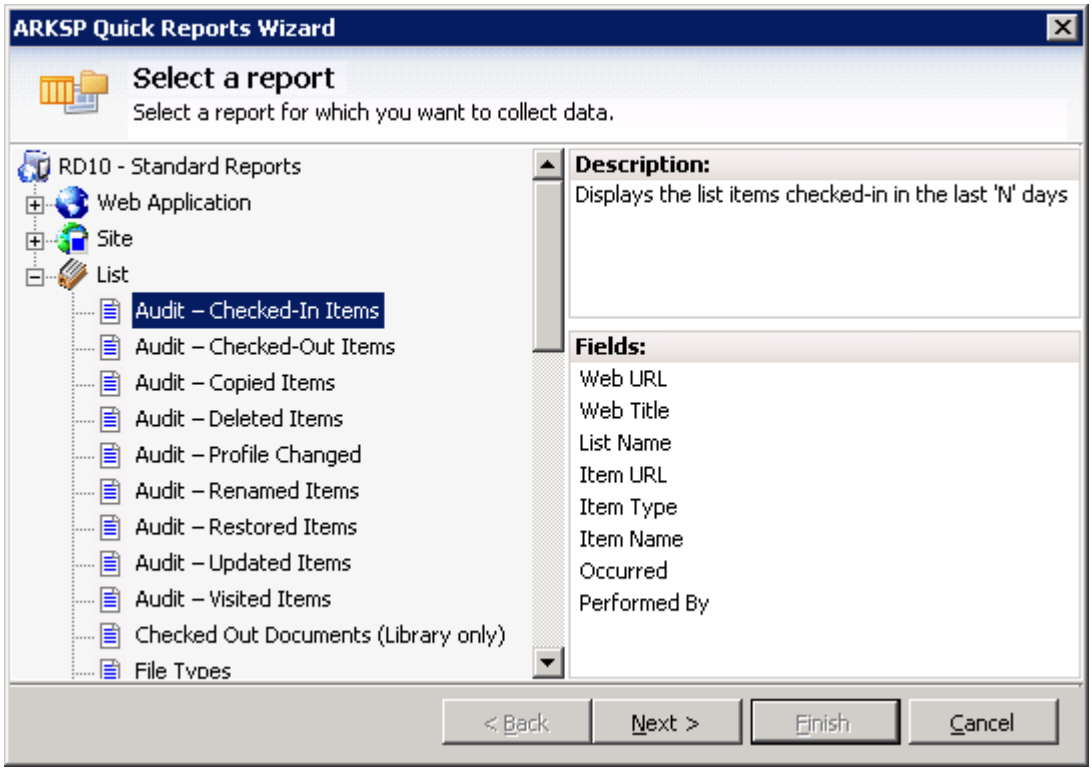
4.3 How to generate a list report?

List Reports

List report shows detailed information about all the list types such as document library, picture library, contacts etc., and this report provides configuration information, users, columns, and views information based on the scope and URL specified.

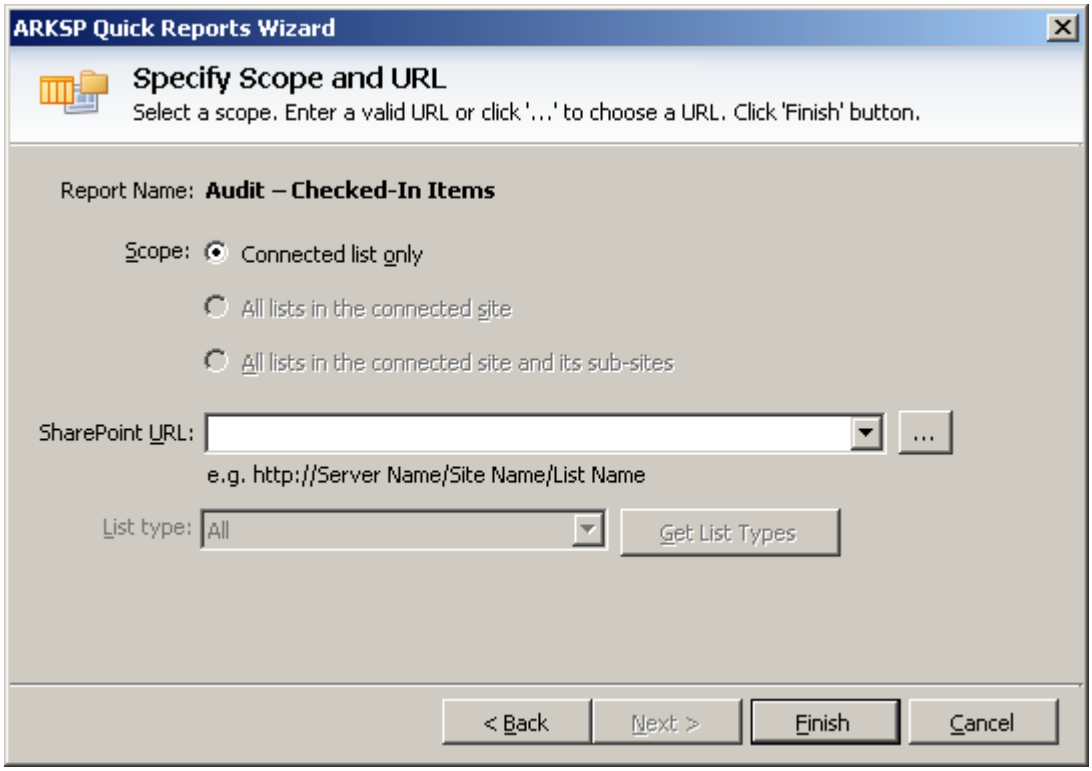
For the Document Library, Picture Library, Form Library, ARKSP reports size of the list, number of folders and files, top folders and files in the list, file types present in the list such as DOC, XLS, HTML, PPT etc.

Click ***File ->Quick Reports*** to invoke **ARKSP Quick Reports Wizard.**



Select any desired report and click **Next** to continue.

This will display a window as shown below:



Select any of the following scopes for the report to be viewed:

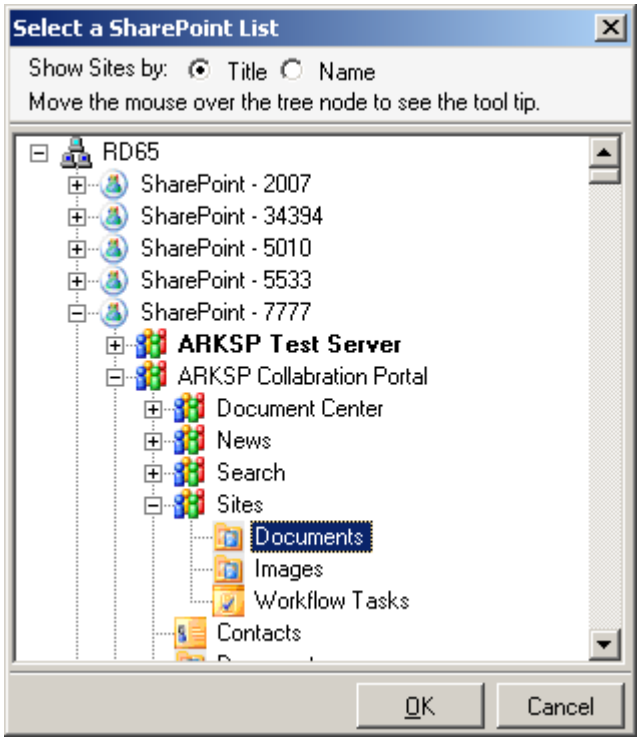
a) **All lists in the connected site and its sub-sites -** If URL entered is a valid site URL, ARKSP retrieves report information for all lists in the connected site and its sub-sites.
b) **All lists in the connected site -** Retrieves report information for all the lists in the connected site.
c) **Connected list only -** Retrieves report information for the connected list only.

By default, **all lists in the connected site and its sub-sites** option will be selected.

To connect to a particular site or list:

a) Type full URL of the site in the format http://servername:port number/sitename or http://servername:port number/sitename/listname for the scope option selected. (or)

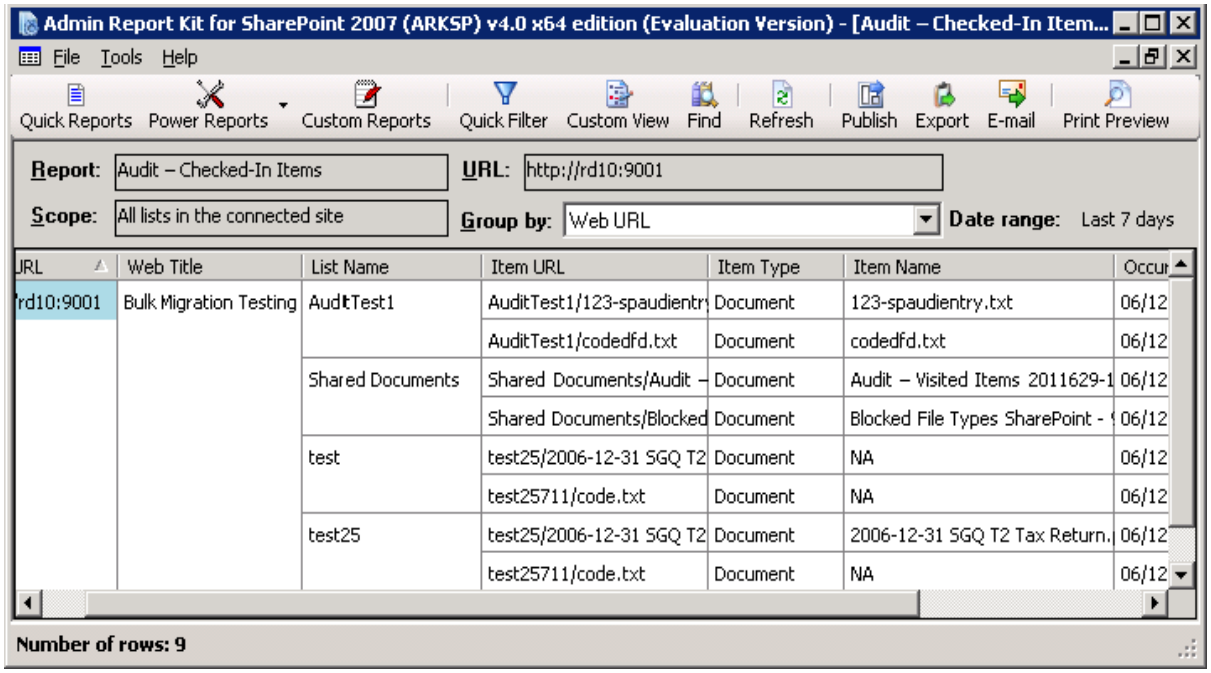
b) You can also click ***button*** to show the Select a SharePoint List or Select a SharePoint Site dialog as shown below



When you select **All lists in the connected site and its sub-sites** or **All lists in the connected site** option, you may view the report data only for the lists that belongs to a particular list template (e.g. Document Library, Picture Library).

Click **Get List Templates** button to enumerate all the lists that are available in the selected URL. By default, 'All' will be selected, which collects data for all the lists in the site.

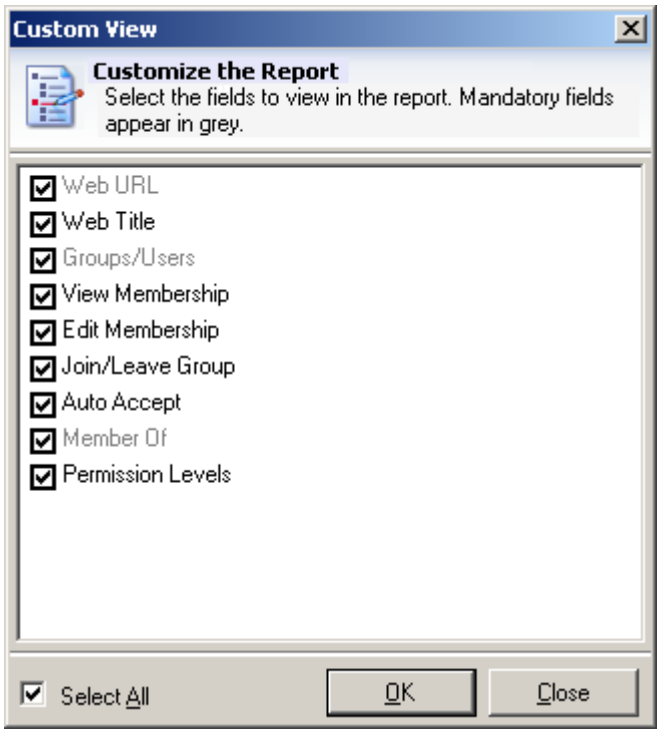
Click **Finish** button to view the report.



4.4 Custom View

Click

button in the toolbar. Select the fields to view in the report.

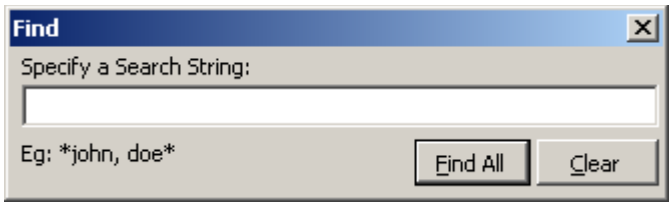


Click **OK** button to **view** the *customized report data* in the grid.

4.5 Find Data

To search for data in a report, Click

button and just type the character(s) or words you want to find in the find edit box, available in the find window, and then Click the Find All button.



You can use the "*" wildcard character in the search criteria. The "*" wildcard character acts as a place holder for zero or more characters. However, note that you cannot use the "?" wildcard character in the search criteria.

For instance, if you want to search for an 'URL' in a report, Type URL, without quotations, in the edit box, and then, Click on **Find** Button. For all the matches found, ARKSP highlights the corresponding columns in the grid.

NOTE: The search criteria should not be enclosed within quotation marks.

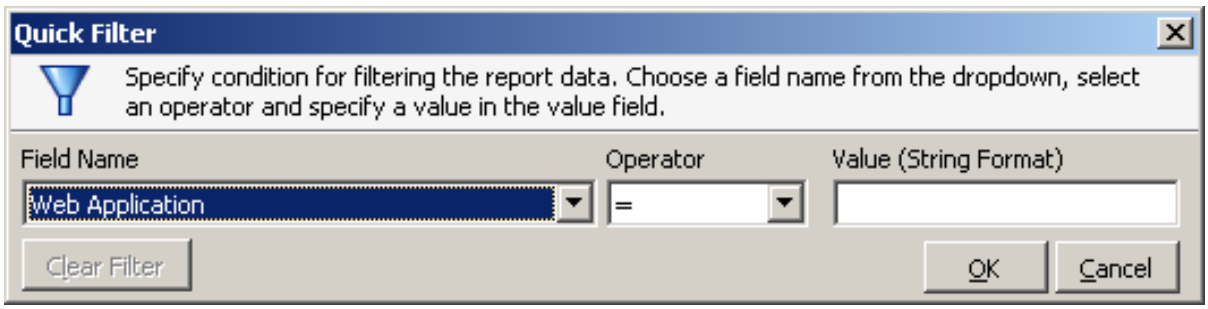
The following table summarizes the behaviour of the find feature.

john doe	Searches the report for **john doe** followed by zero characters.
*/default.aspx	Searches the report for /**default.aspx** starting with zero or more characters and ending with zero characters
library	Searches the report for **library** starting with zero or more characters and ending with zero or more characters.
Document Center*	Searches the report for **Document Center** starting with zero characters and ending with zero or more characters.

4.6 Filter Data

Click

button in the toolbar to specify the conditions for filtering report data.



Select a field from the drop-down and specify the value for filtering the report data. Click OK button to view the data filtered report.

4.7 Refresh Data

ARKSP displays data from the local data store until the data is refreshed.

To **"Refresh"** data, Click

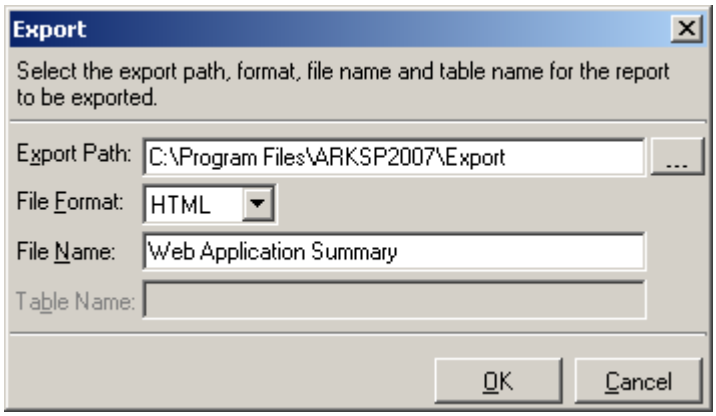
button in the toolbar to recollect the data from the SharePoint again.

NOTE: Once you closed the report window and generate the same report again, ARKSP collects the fresh data from the SharePoint.

4.8 Export Report

Click

button in the toolbar to export report data. **Export** *Options dialog* will be displayed as shown below:

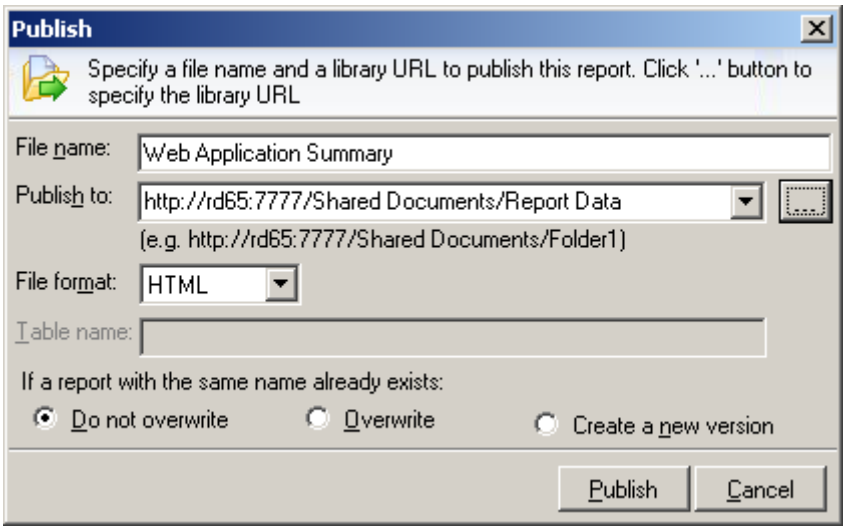


1) **Select** or enter a valid export path, where the report should be stored.
2) **Enter** a valid file name for the report to be stored.
3) **Select** a file type / file format for the export file. If the file type is 'MDB', you can additionally specify the table name.
4) Click **OK** button to save the report in the specified path.

4.9 Publish Report

Click

button in the toolbar to publish the report to a SharePoint Library. **Publish** *dialog* will be displayed as shown below:



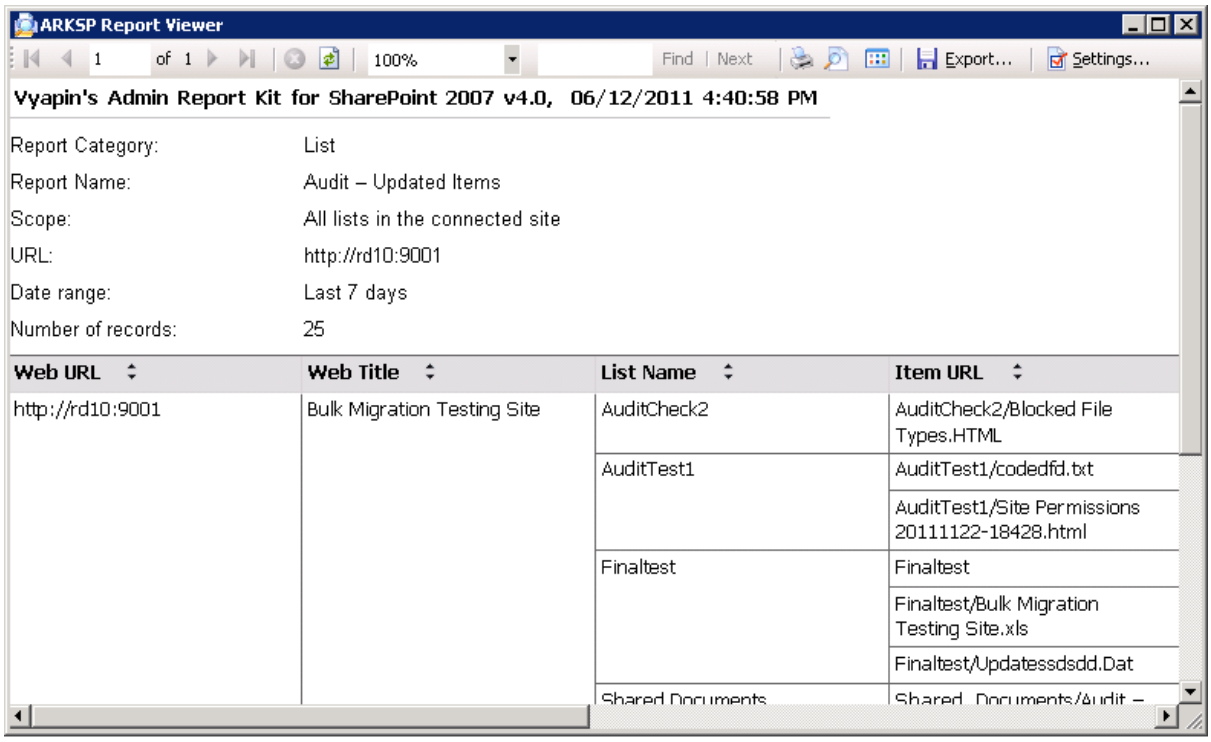
1) **Enter** a file name for the report to be published.
2) **Select** a SharePoint library or folder location, where the report should be published.
3) **Select** a file format in which report should be published. If the publish type is 'MDB', you can additionally specify the table name.
4) **Select** a report existence check option as required.
5) Click **Publish** button to publish the report to a SharePoint library or folder or Click Cancel to cancel the operation.

4.10 Print Report

Preview & Print Report

Click

the button in the toolbar to preview and print reports. This will bring up the report viewer and will be displayed as shown below.



1) Click the **Navigation** buttons

to navigate through the report pages.
2) Click the **Stop** Rendering button to stop report rendering the report.
3) Click the **Refresh** button to reprocess the report and reload the data from the cache.
4) Click the **Print** button to print the report.
5) Click the **Print Layout** button to toggle between the print preview and the report viewer page.
6) Click the **Page Setup** button to change the print parameters of the page layout.

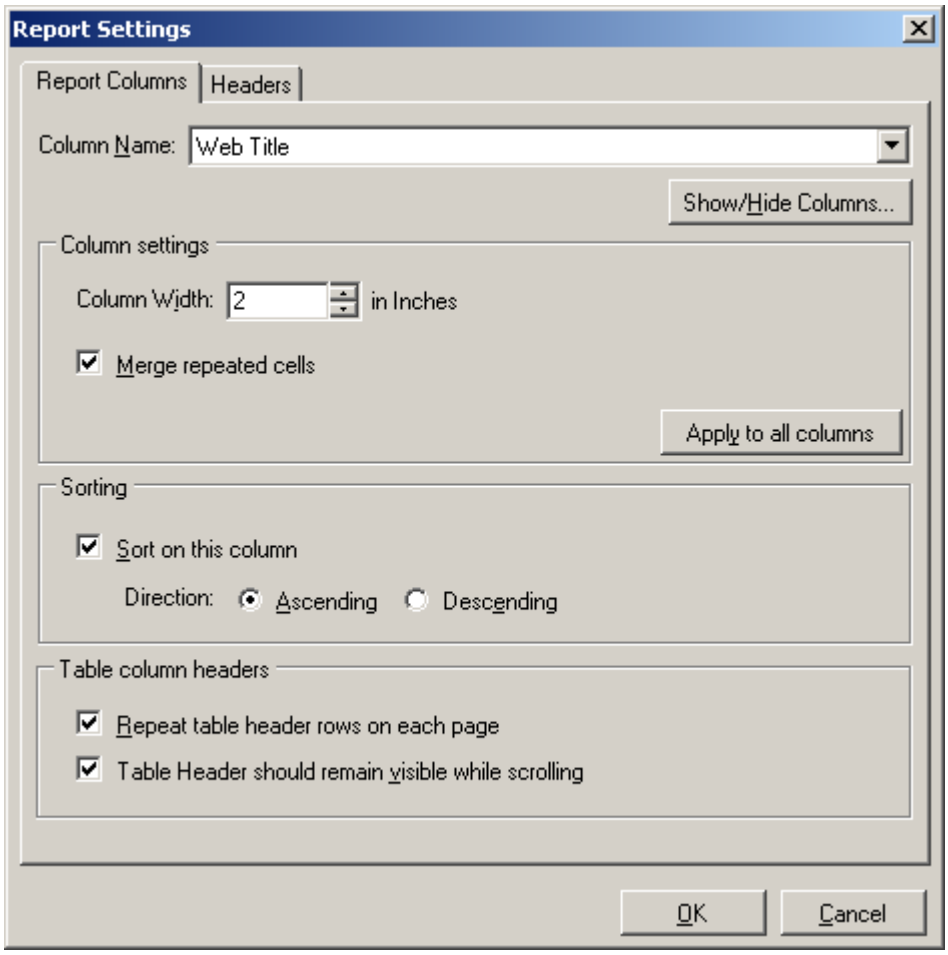
7) Select the **Zoom control** 100% to enlarge or shrink the view size of the report.

8) Click the **Find** button Find to find specific text within a report. The search is case-insensitive and begins at the page that is currently selected. Wildcards and Boolean search operators are not supported.

9) Click the **Next** button Next to search for subsequent occurrences of the same search field value.

10) Click the **Export** button Export... to export the report data in HTML, CSV, MDB, PDF, XLS and TIFF file formats.

11) Click the **Report Settings** button Report Settings... to control the appearance of the report data. Or Press Alt + S



To modify the Column Settings:

Column width: The width of the report column can be increased up to a maximum of 10 inches (default 2 inches for all columns). Specify the values in the Column width text box to display the report columns with the specified column width.

Merge repeated Cells: Select the

checkbox to enable cell merging for the currently selected column. This option enables the data in the specified column to be merged together if its rows are repeated with same values.

Apply to all columns: Click the

button to apply the settings of the currently selected column to all the available report columns. By using this, the width and cell merging settings of the currently selected column can be applied to all other columns.

Sorting: You can interactively change the sort order while viewing a report by clicking the icon (located next to the column header name) to sort them in ascending or descending order.

NOTE: The interactive sort done using the icon is only for interactive viewing purposes and will not be reflected in the exported data. In order to "export" the data in a particular sorted order, you must instead use the report settings

checkbox to regenerate the report with the specified sort direction for that column.

To modify the Table column header settings:

Select the

checkbox to display table header rows on each page on which the table appears.

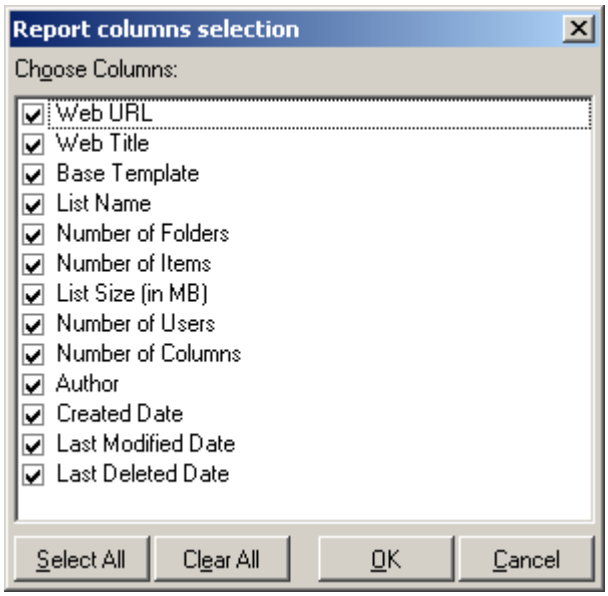
Select the

checkbox to use a fixed header with the table. When you choose this option, the table header remains visible on the screen while the user scrolls down the page.

Showing and hiding the Report columns:

Click **Show/Hide Columns** button

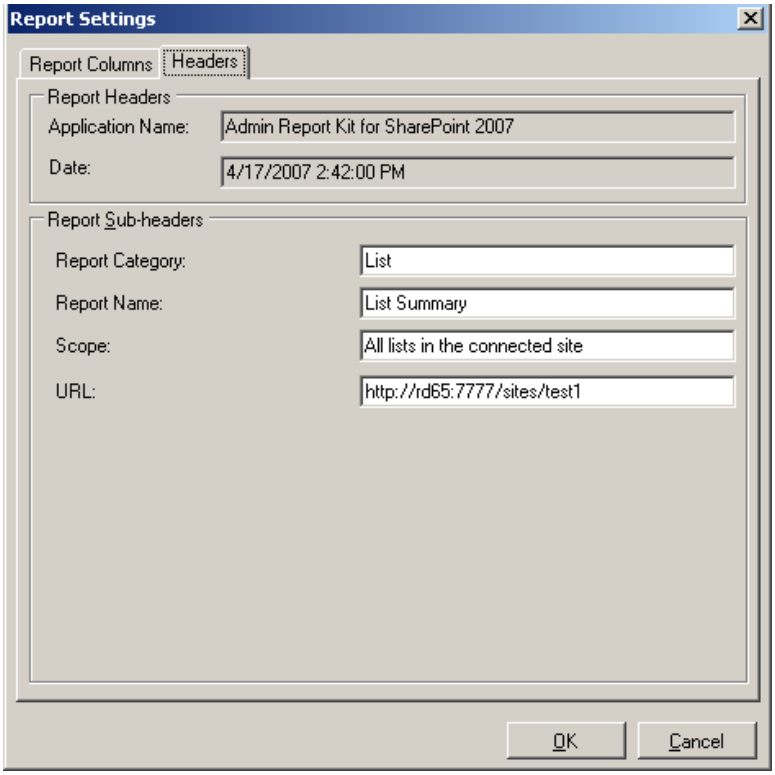
to select/remove the columns to view and export them.



Report Headers:

Select the

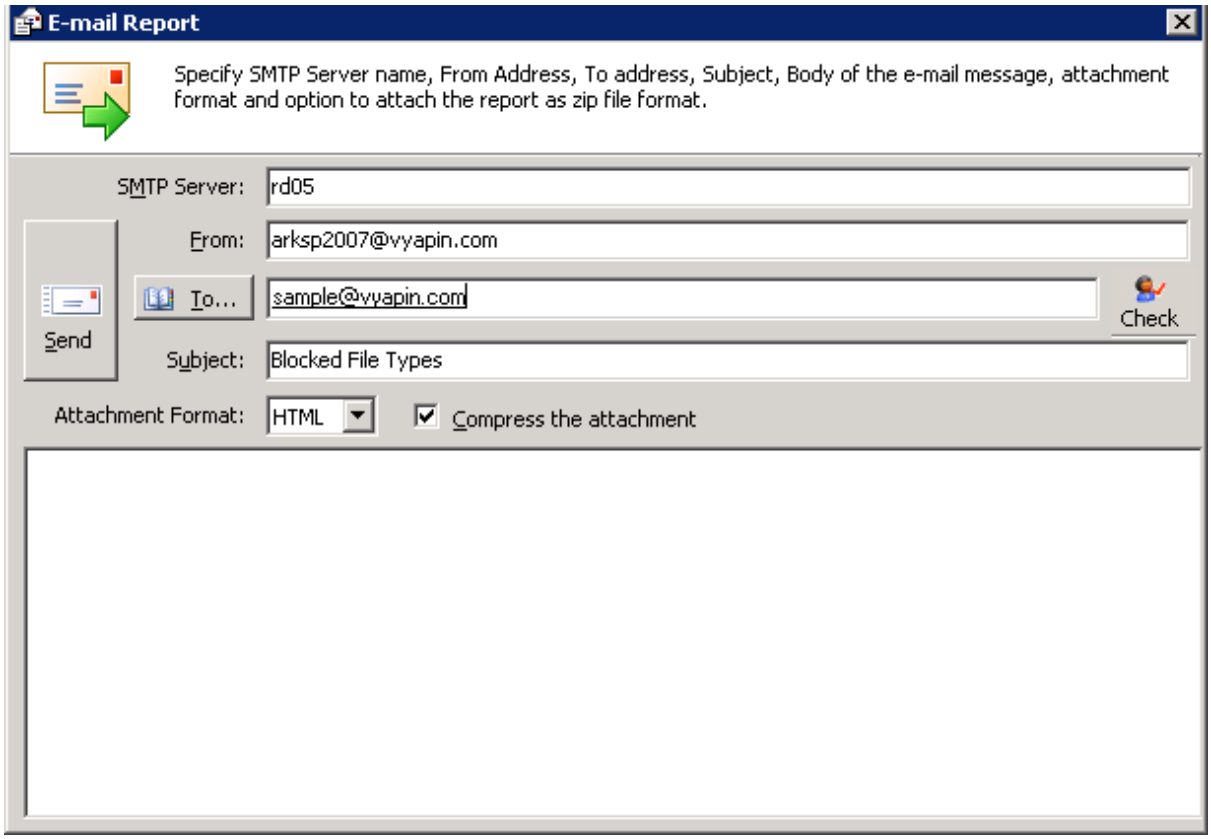
tab to view and edit the report sub-headers for the current report data.



4.11 E-mail Report

Click

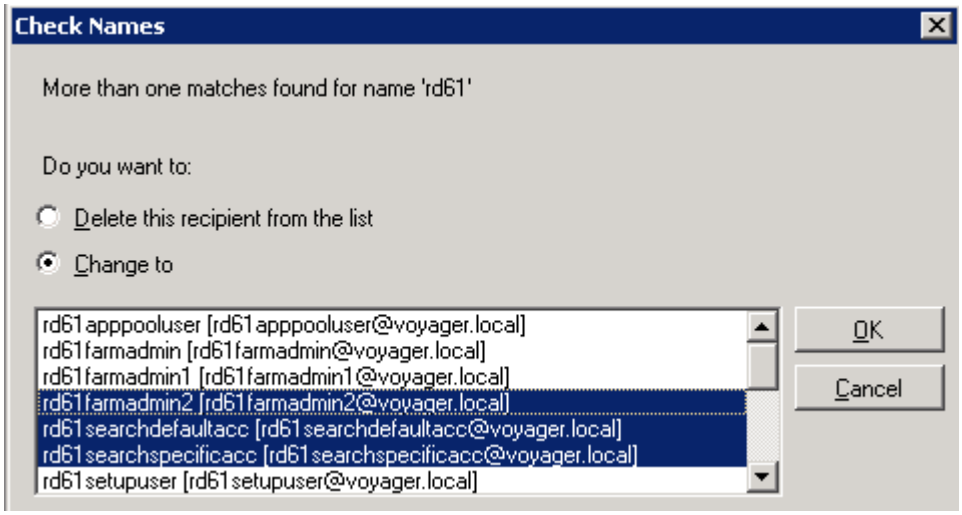
button in the toolbar to e-mail the report to e-mail recipients. E-mail dialog will be displayed as shown below:



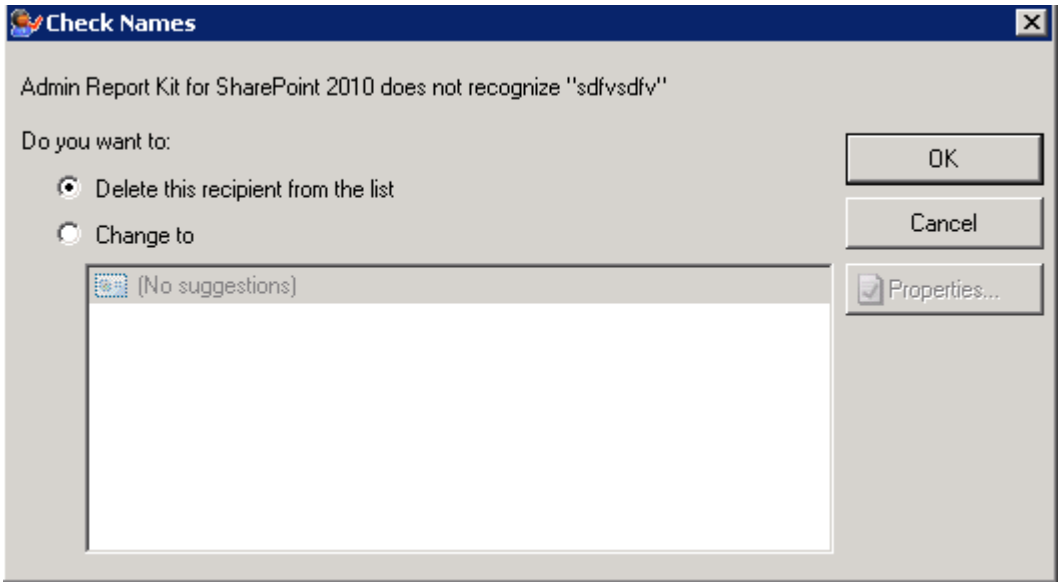
ARKSP provides the option to e-mail the reports generated using Quick Reports. For e-mailing reports, ARKSP requires SMTP Server, From E-mail Address, To E-mail Addresses (recipients separated by semicolon) and the report attachment format.

ARKSP provides check name feature for recipients' name. To check name, Click button. If name matches with trusted domain users in the Active directory, name entered in From Address text box will be replaced by corresponding active directory user.

If more there is more than one match, a dialog which contains matching Active Directory users will appear as shown below. You can select one or more usernames and click ***OK.***



If there is no match for the name entered by the user in Active Directory, a dialog will appear as shown below:



Select Delete option in the above dialog to remove the recipient name from To address text box. Click Cancel button to close this dialog and the unresolved recipient(s) will appear in red color.

Click **Send** button to send the report by e-mail to the selected recipients.

Chapter 5

5 Power Reports

5.1 About Power Reports

ARKSP provides an offline report generation tool called Power Reports. Power Reports tool allows the user to select multiple reports to be run for several SharePoint entities (namely, web applications, sites and lists), with powerful data filter options and finally run the reports at scheduled intervals. The Power Reports tool has the ability to export, publish, and print the reports to different network locations.

ARKSP Power Reports Wizard will help you create and store the settings for a task in the Power Reports Task Manager. The scheduled task will take the schedule settings (Schedule Type, Run As parameter) provided using the ARKSP Power Reports Wizard. The task will not run unless a valid password is specified for the Run As parameter.

Please note the following information prior to using the Power Reports Wizard:

a) The report that is scheduled will be created as a task in Windows Task Scheduler. The Schedule Manager allows you to export / publish the reports in different file formats (MDB, CSV, HTML, PDF, TIFF and XLS) to the desired path/location and/or print the scheduled reports.

b) The export option follows the naming convention: ***<<export path>>\<<task name>>\<<report generated date and time>>\<<report name>>***

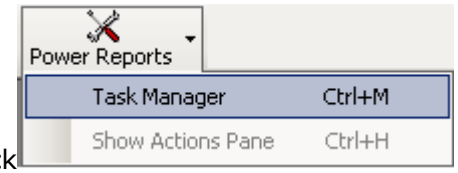
c) For each file format (MDB / HTML / CSV / XLS / TIFF / PDF), a separate file will be created based on report category. For example, in MDB file format, for each report category an MDB file will be created

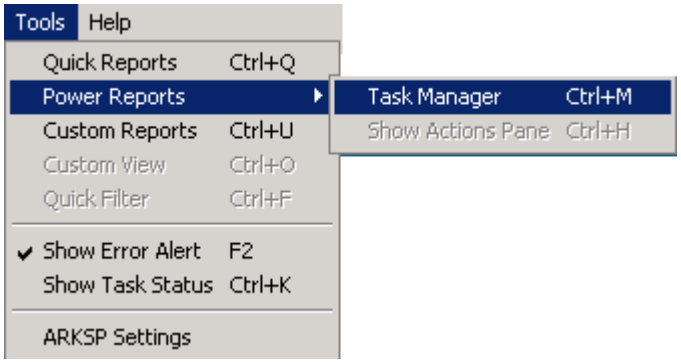
5.2 Task Manager

Power Reports Task Manager

The Power Reports Task Manager allows you to perform the following operations:

- **Create** a new task
- **Edit** an existing task
- **Copy** an existing task
- **Delete** a task
- **Run** the task immediately
- **Cleanup** task history
- **Task Activity View** shows the activity of each scheduled instance.

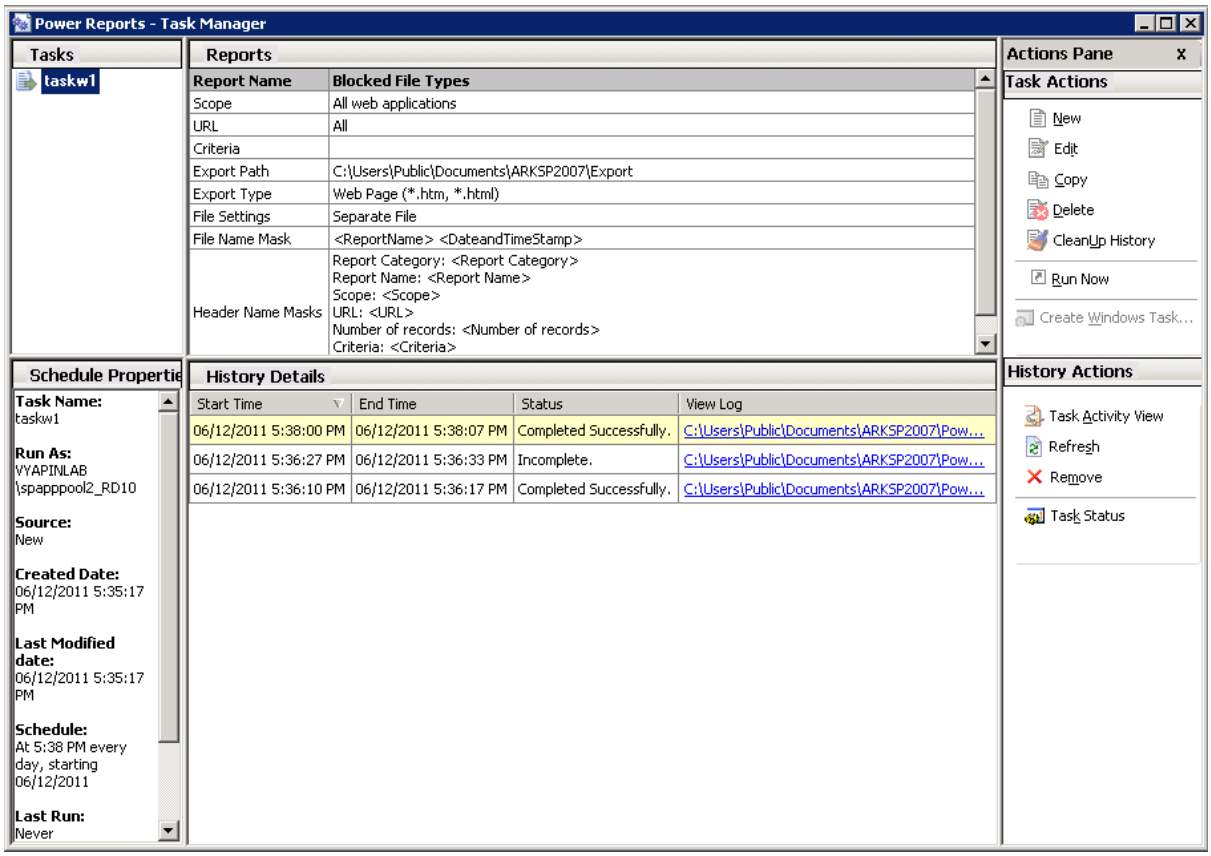
Click 

or select 

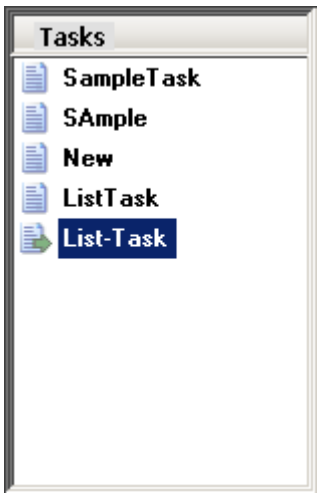
or press **CTRL+M** to open the *Task Manager* window.

CHAPTER-5–Power Reports

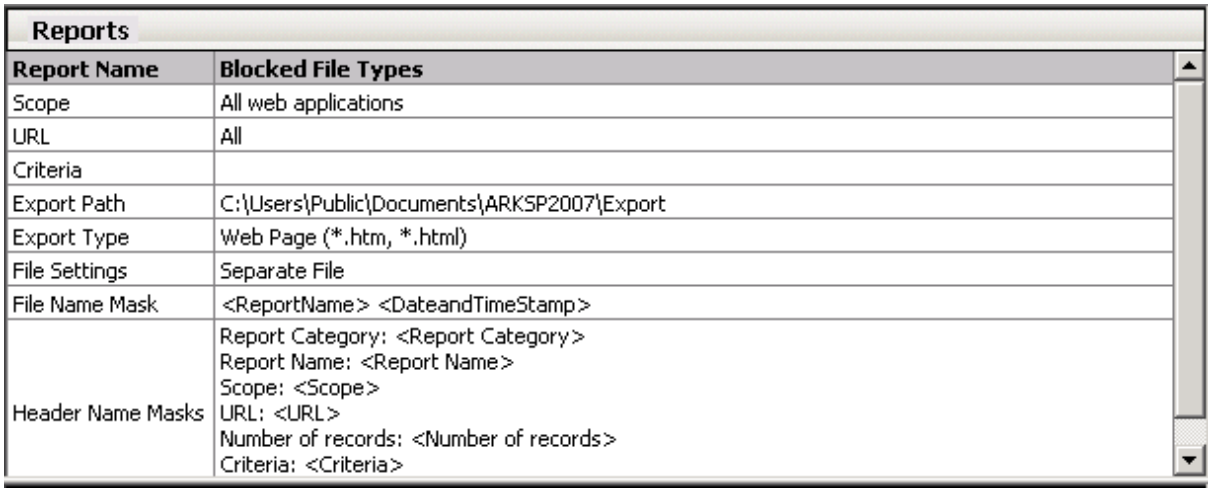
Task Manager User Interface



Task List Pane - Lists the tasks created by ARKSP. You can view the task details when you select / highlight a task.



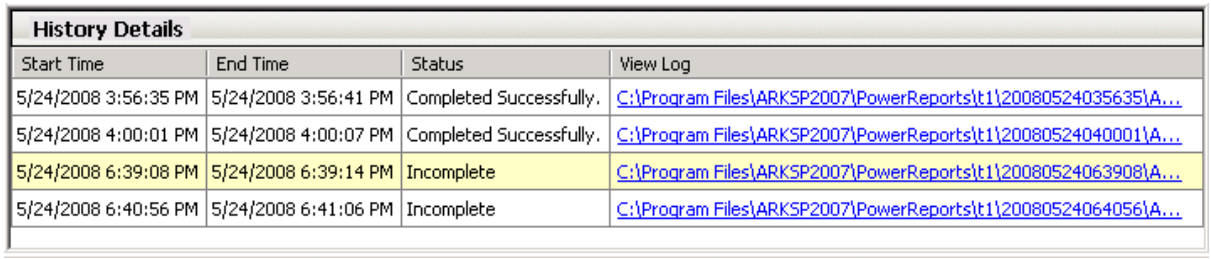
Report Settings Pane - This pane shows the report settings for the selected task.



Reports

Report Name	Blocked File Types
Scope	All web applications
URL	All
Criteria	
Export Path	C:\Users\Public\Documents\ARKSP2007\Export
Export Type	Web Page (*.htm, *.html)
File Settings	Separate File
File Name Mask	<ReportName> <DateandTimeStamp>
Header Name Masks	Report Category: <Report Category> Report Name: <Report Name> Scope: <Scope> URL: <URL> Number of records: <Number of records> Criteria: <Criteria>

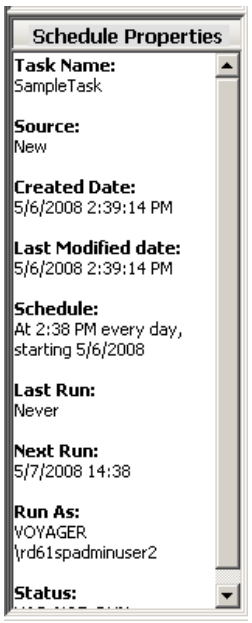
History Details Pane - The task history summarizes the scheduled invocation instances of the selected task in a table format. You can refer the 'Task Activity View' to view the details of a specific task schedule instance. You can view the errors in the log file listed in the 'View Log' field.



History Details

Start Time	End Time	Status	View Log
5/24/2008 3:56:35 PM	5/24/2008 3:56:41 PM	Completed Successfully.	C:\Program Files\ARKSP2007\PowerReports\t1\20080524035635\A...
5/24/2008 4:00:01 PM	5/24/2008 4:00:07 PM	Completed Successfully.	C:\Program Files\ARKSP2007\PowerReports\t1\20080524040001\A...
5/24/2008 6:39:08 PM	5/24/2008 6:39:14 PM	Incomplete	C:\Program Files\ARKSP2007\PowerReports\t1\20080524063908\A...
5/24/2008 6:40:56 PM	5/24/2008 6:41:06 PM	Incomplete	C:\Program Files\ARKSP2007\PowerReports\t1\20080524064056\A...

Schedule Properties Pane - Task Manager shows the schedule properties of the selected task.



Schedule Properties

Task Name:
SampleTask

Source:
New

Created Date:
5/6/2008 2:39:14 PM

Last Modified date:
5/6/2008 2:39:14 PM

Schedule:
At 2:38 PM every day, starting 5/6/2008

Last Run:
Never

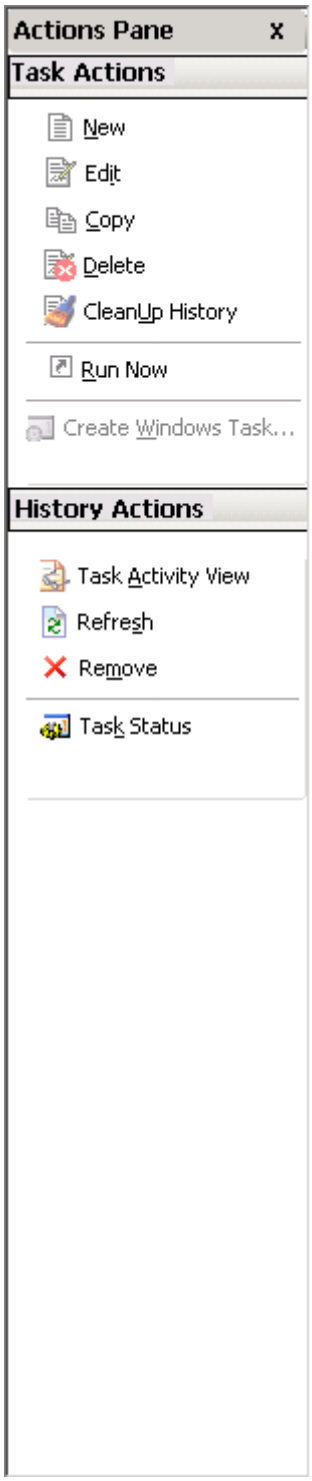
Next Run:
5/7/2008 14:38

Run As:
VOYAGER
\rd61spadminuser2

Status:

Actions Pane - Enables you to perform operations on Tasks. Actions pane is visible by default. You can close it while you do not want to do any operations on the task.

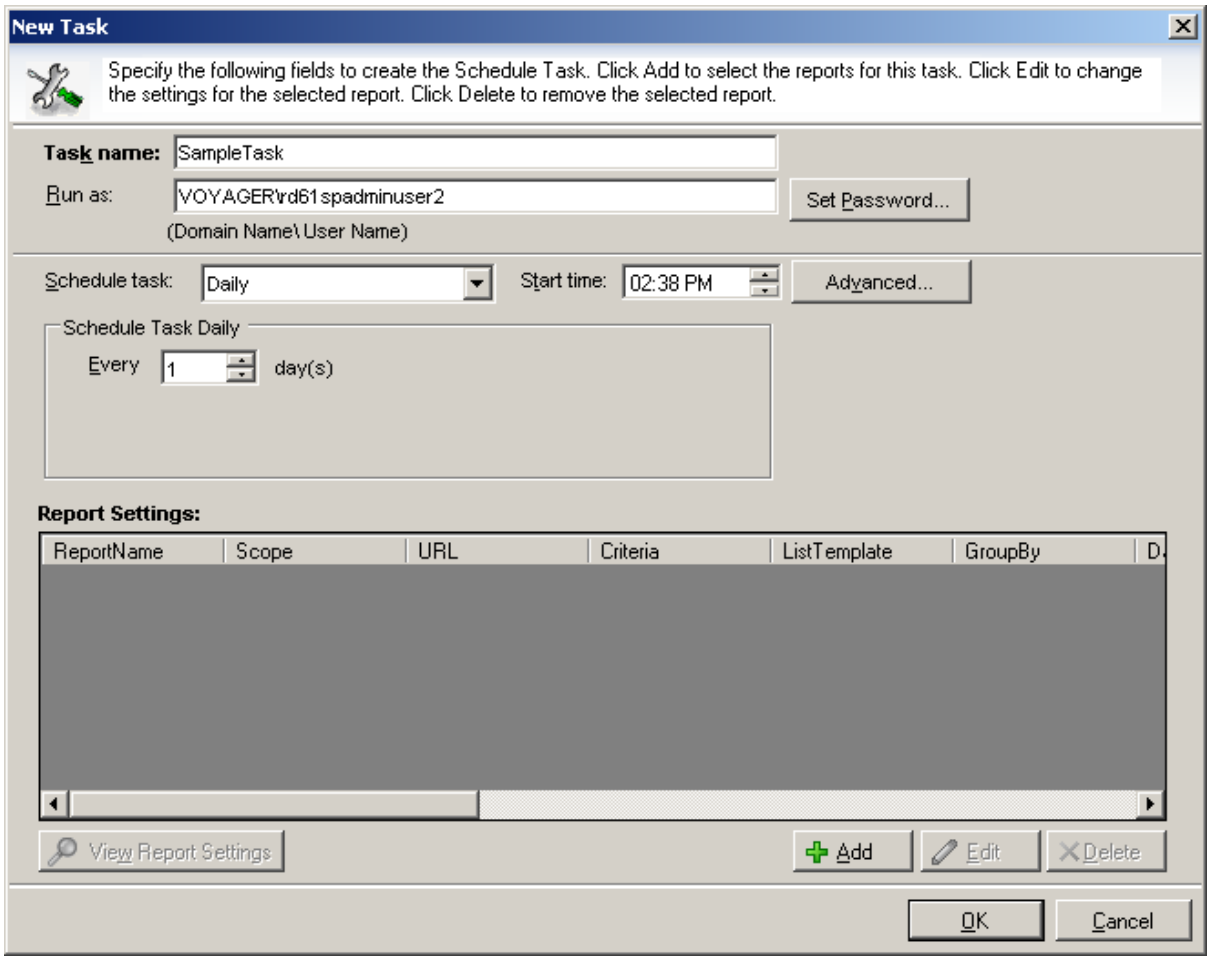
Click **Power Reports > Show Actions Pane** from the tool bar or select **Tools > Power Reports > Show Actions Pane** from menu bar or press **CTRL+H** to activate the actions pane.



5.3 New Task

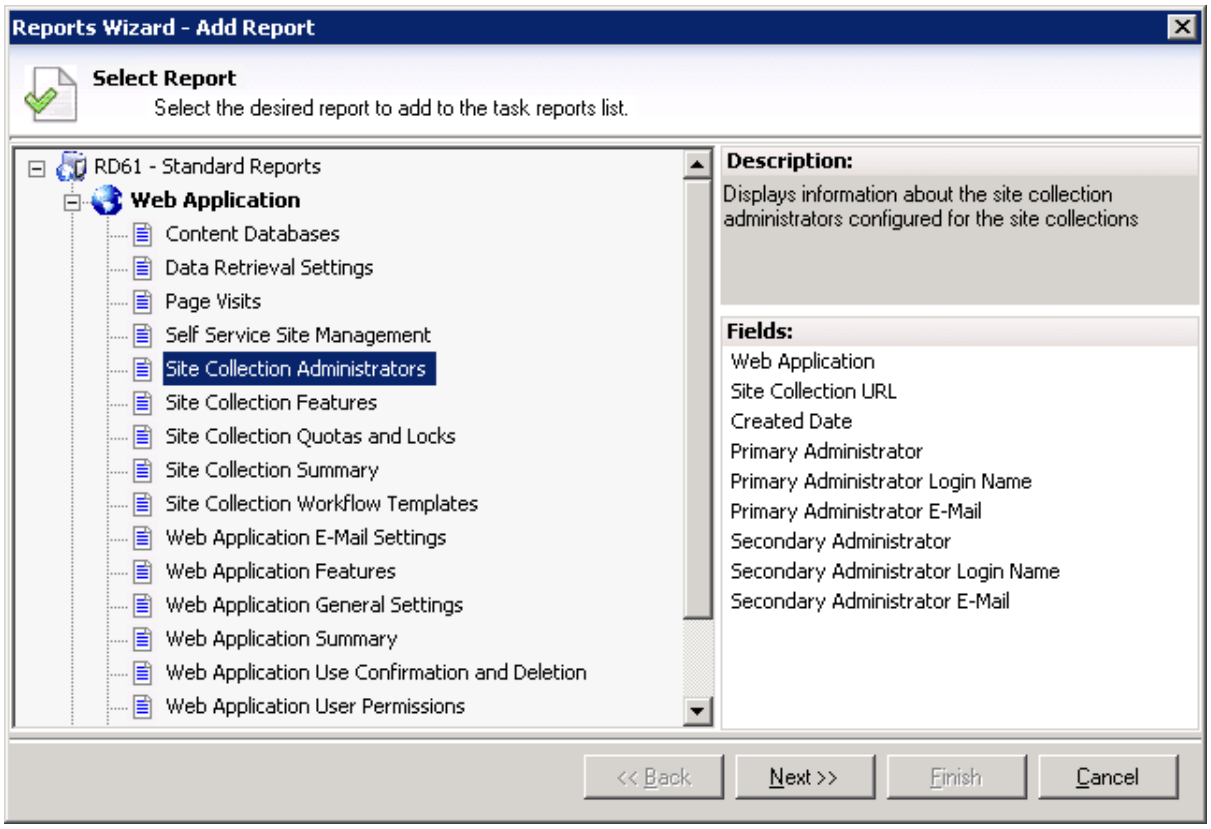
Click **New** from Actions Pane or press **ALT+N** to open the New Task dialog.

New Task *dialog* is shown below:



Specify the name and Schedule the task. Click **Add** to add reports to the task.

Step 1: Report Selection page



a) Select the required report to add. You can view a short description and the fields for the selected report in the right panel.

b) Click **Next** to proceed to the next step. Click **Back** anytime to go back to a previous step.

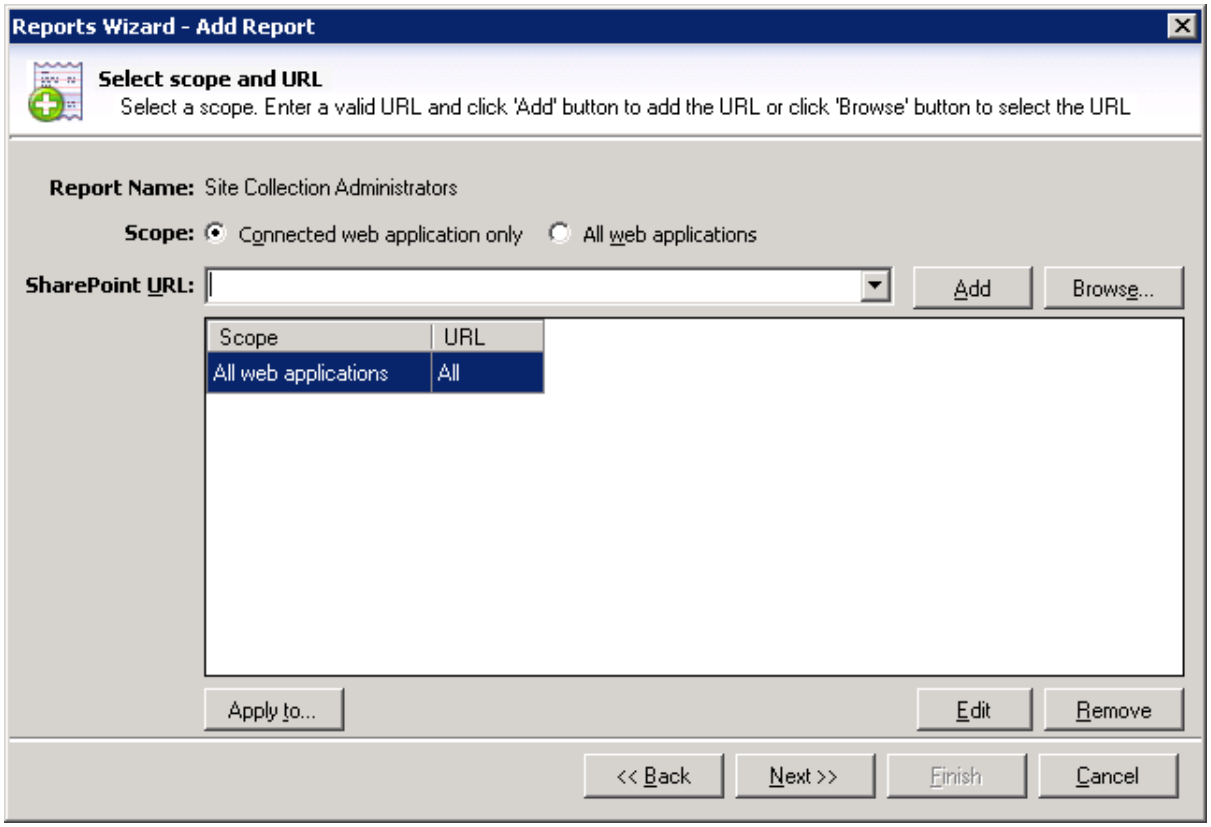
Step 2: Scope and URL page

This step is applicable for all the site and list category reports. This step is not applicable for few reports under web application category. Perform the following steps in this screen:

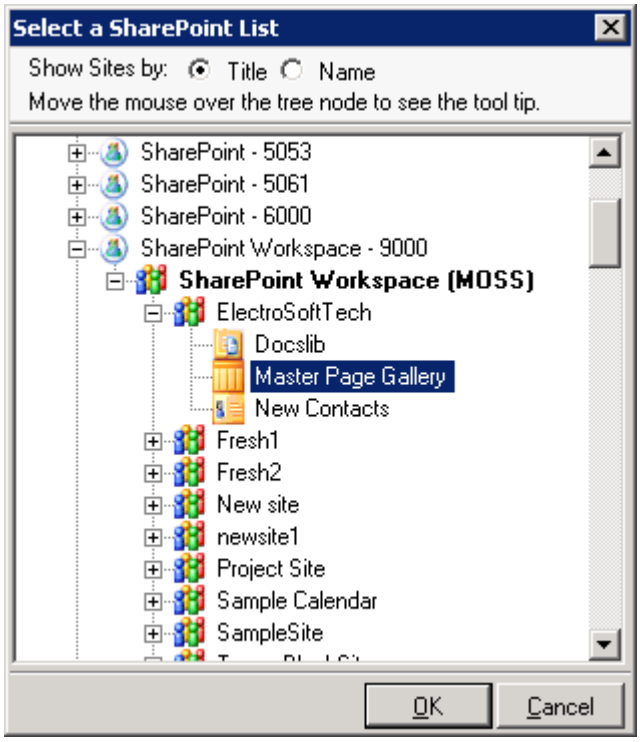
a) Select the Scope and specify the target URL. You can use the ***Browse*** dialog or type the URL directly and Click the ***Add*** button. Browse dialog shows the tree nodes based on the selected Scope. You can view them through their title or name.

b) Click ***Edit*** button to *edit* the selected scope and Click ***Remove*** to r*emove* the selected URL from the list.

c) Click ***Next*** to proceed to the *next* step.



NOTE: Browse *dialog* shows the SharePoint tree nodes based on the selected scope. For the case of 'Connected Web Application only' and 'All Sites in Web Application', it allows you to select a SharePoint web Application only. For the case of 'Connected Site only', 'Connected site and it's sub sites', ' All lists in the connected site' and ' All lists in the connected site and it's sub sites', it allows you to select a SharePoint site only. For the case of 'Connected list only', it allows you to select a SharePoint list only. A sample browse dialog is as shown below:

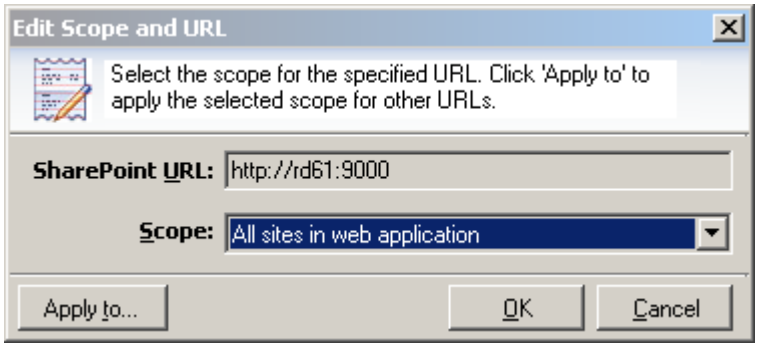


'Scope and URL' dialog is report specific. The table given below summarizes the various applicable scopes for each report category and a brief description. The data intensive reports under each report category may have a few scopes grayed out.

Report Category	Report Scope	Description
Web Application Reports	Connected web application only	Retrieves report information for the connected web application only
	All web applications	Retrieves report information for all web applications in the SharePoint server
Site Reports	All sites in web application	Retrieves report information for all the sites, including sub-sites and top level sites in the web application
	Connected site and its sub-sites	Retrieves report information for the connected site and its sub-sites

	Connected site only	Retrieves report information for the connected site only
List Reports	All lists in the connected site and its sub-sites	Retrieves report information for all the lists in the connected site and its sub-sites
	All lists in the connected site	Retrieves report information for the all the lists in the connected site
	Connected list only	Retrieves report information for the connected list only

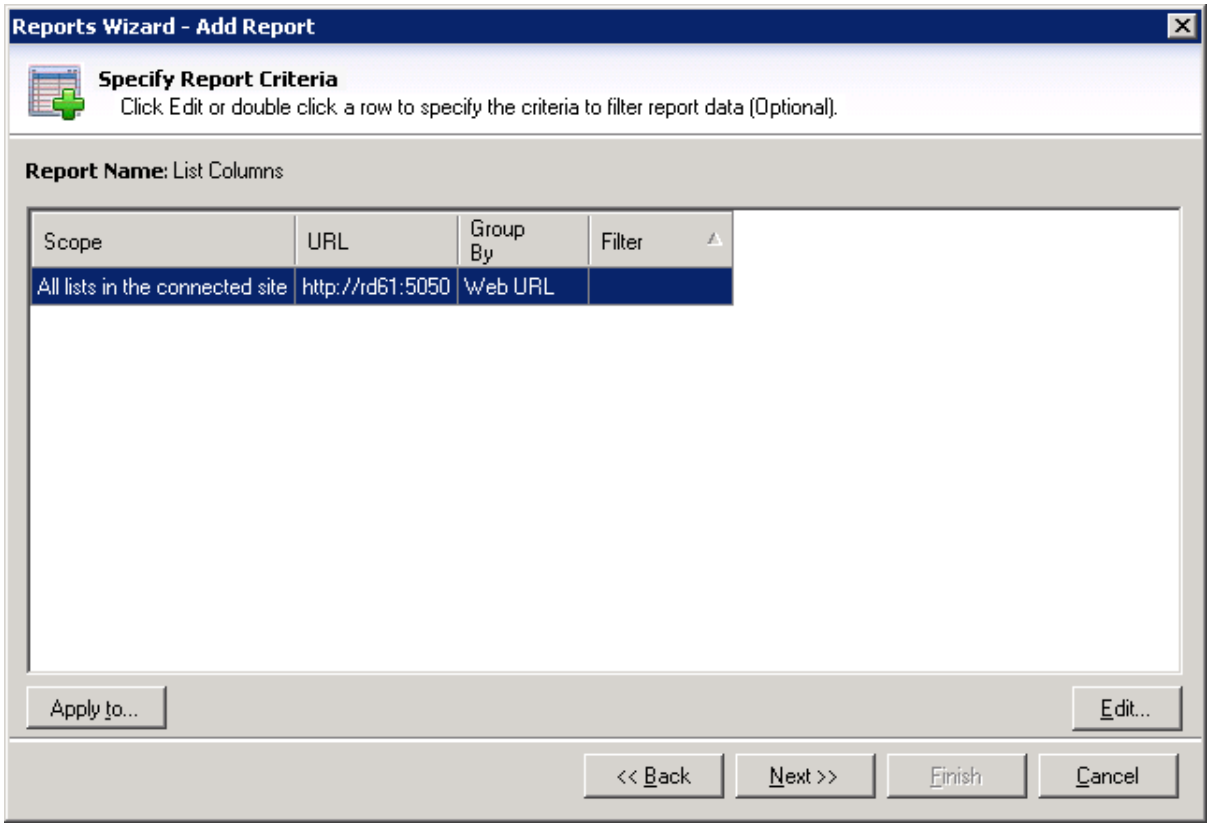
Apply to option is used to apply the same scope and URL to selected reports under the same report category. For example, if the current report refers the site category, then all the selected site category reports are appended with the specified scope and URL settings. Click **Edit** on Scope and URL page to edit the scope.



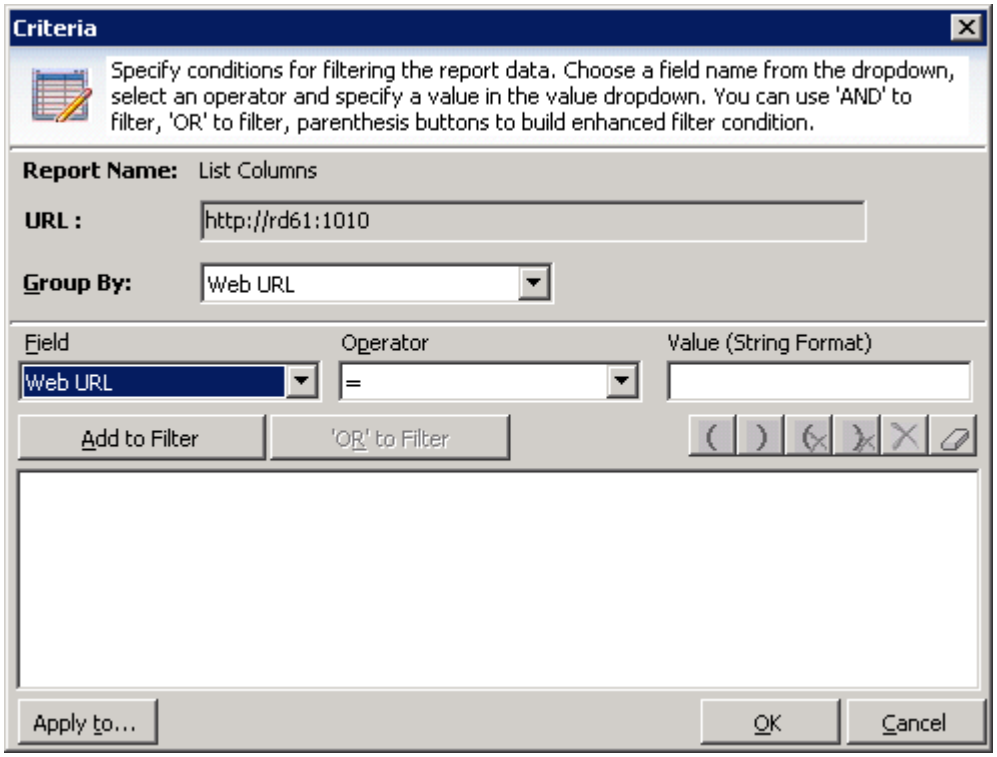
Click **Apply to**, to apply the same URL and scope setting to all the selected reports under the same category. Click **OK** to return to the Scope and URL step.

Step 3: Specify Report Criteria

This step allows you to apply specific conditions for filtering report data.



Click ***Edit*** to create a data filter. You can also specify the Group By field and number of days through the filter ***criteria*** *dialog.*

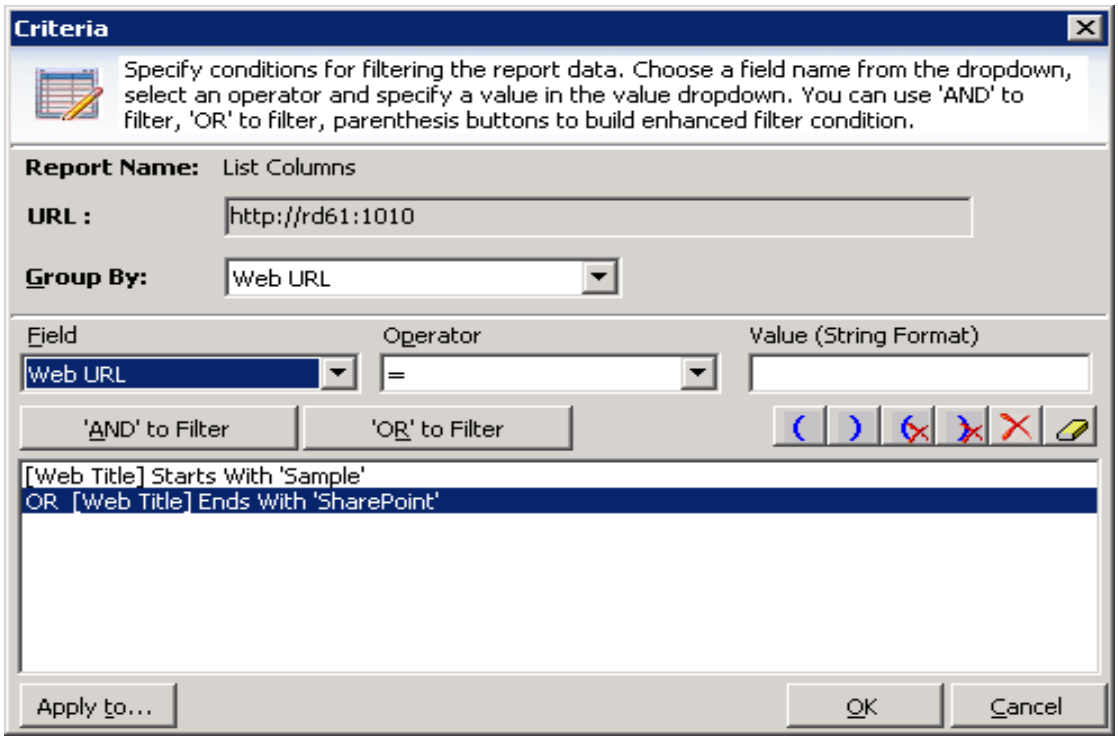


Specify the criteria to filter the report data.

i. Choose a field name from the dropdown, select an operator and specify the filter data.

NOTE: Operators include special operators called "contains" and "does not contains". "Contains" determines whether or not a given character string matches a specified pattern. The operator "does not contain" performs the reverse function of the "contains" operator.

ii. Click **Add to Filter**. The selected condition will be added to the criteria list and will be displayed as shown below:



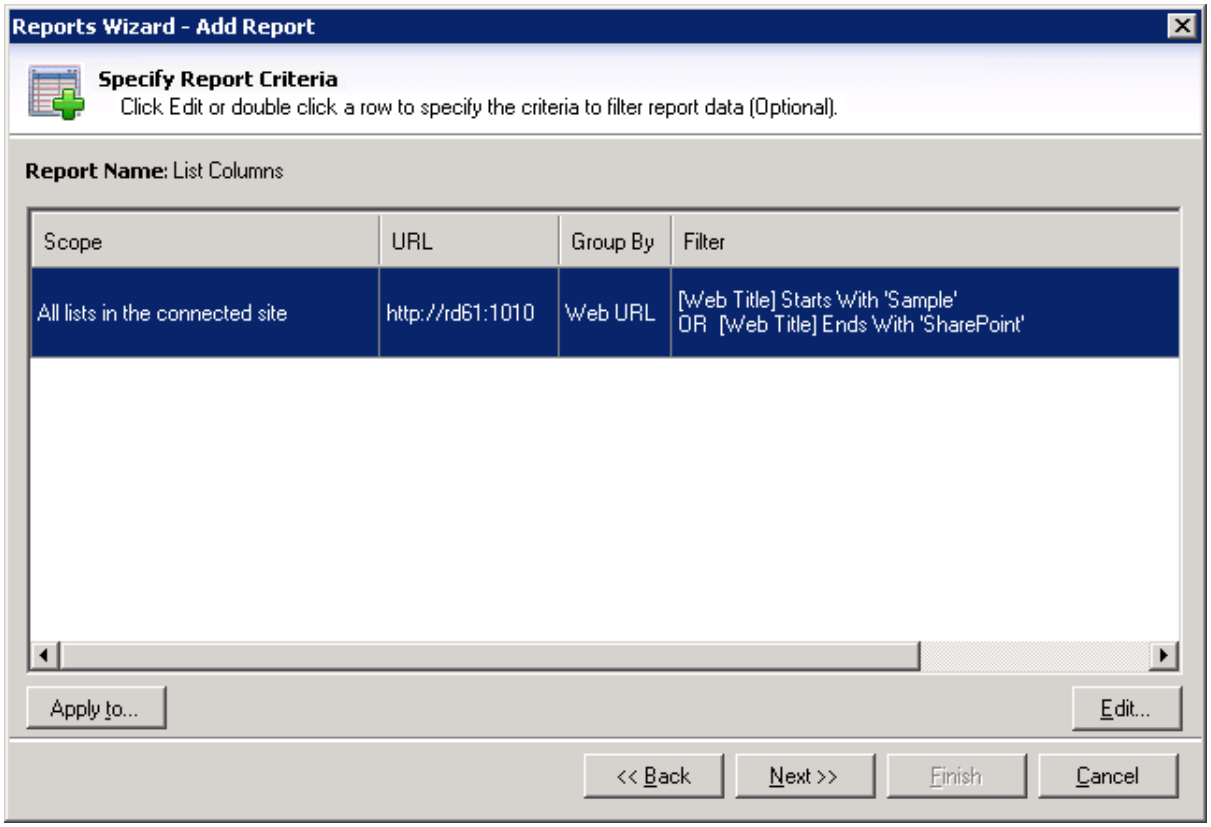
iii. Use "AND to Filter" and "OR to Filter" , parenthesis (,) etc., to build an enhanced filter condition as shown in the example below:

[Web Title] Starts with 'Sample' OR [Web Title] Ends With 'SharePoint'

iv. Click **Apply To**, for to apply the same criteria for various URLs within the same report category and report.

v. Click **OK** in Criteria dialog to go back to the reports wizard.

The applied criteria will be added to the report as shown below:

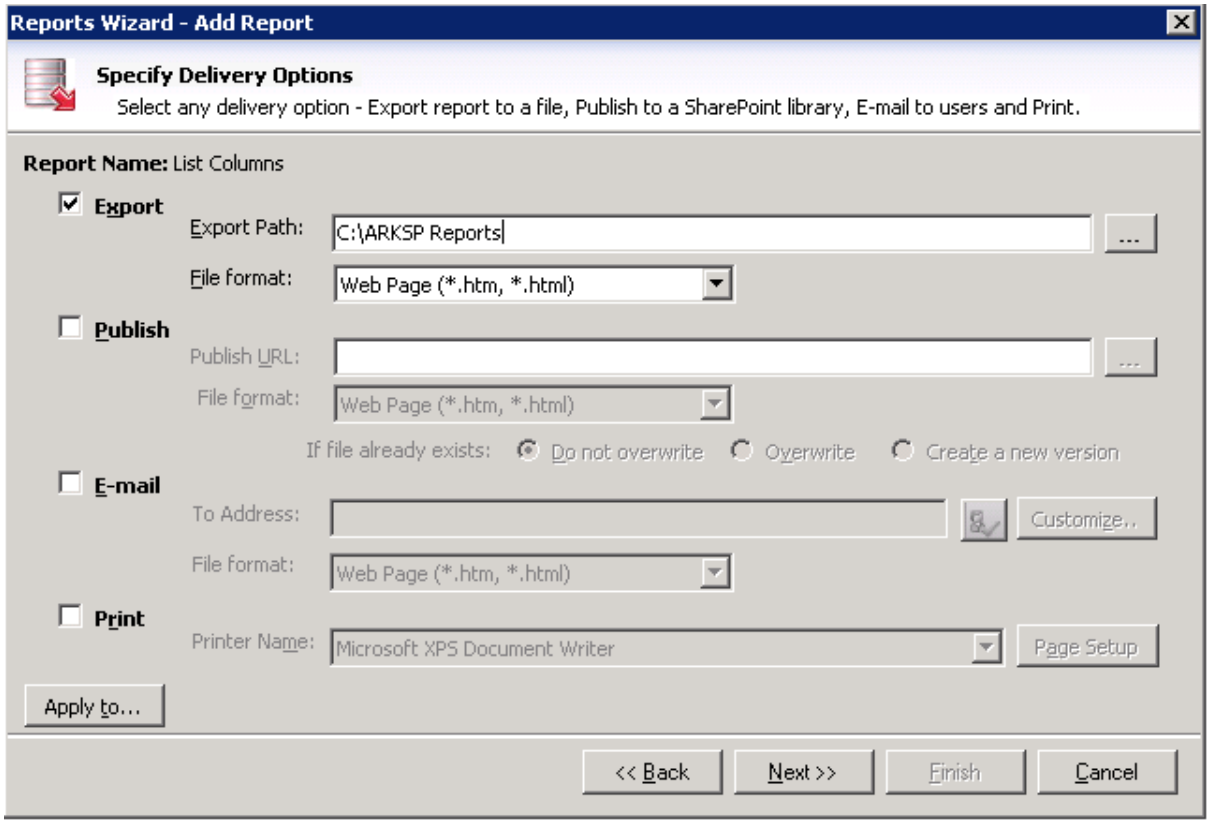


Click ***Next*** to proceed to the next step.

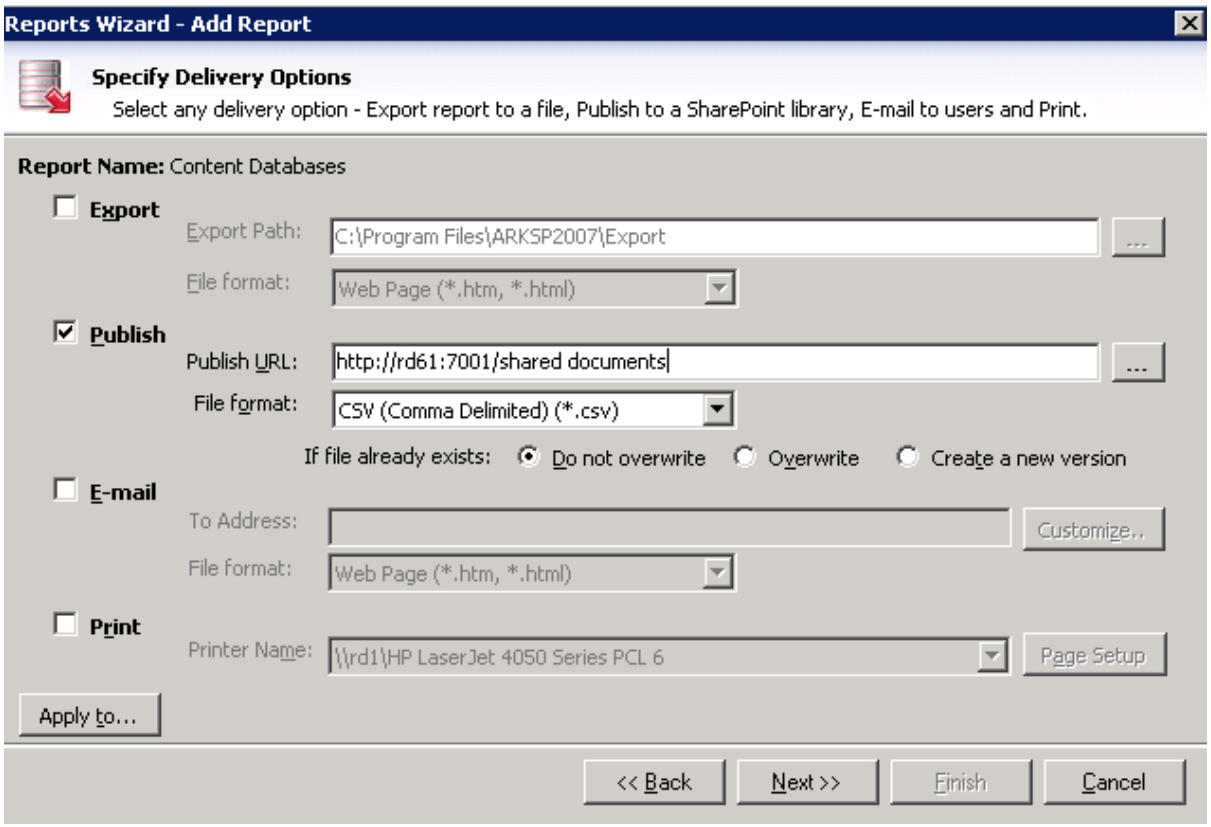
Step 4: Specify delivery options (Export, Publish, E-mail and Print settings)

This dialog allows you to choose one or more report delivery options.

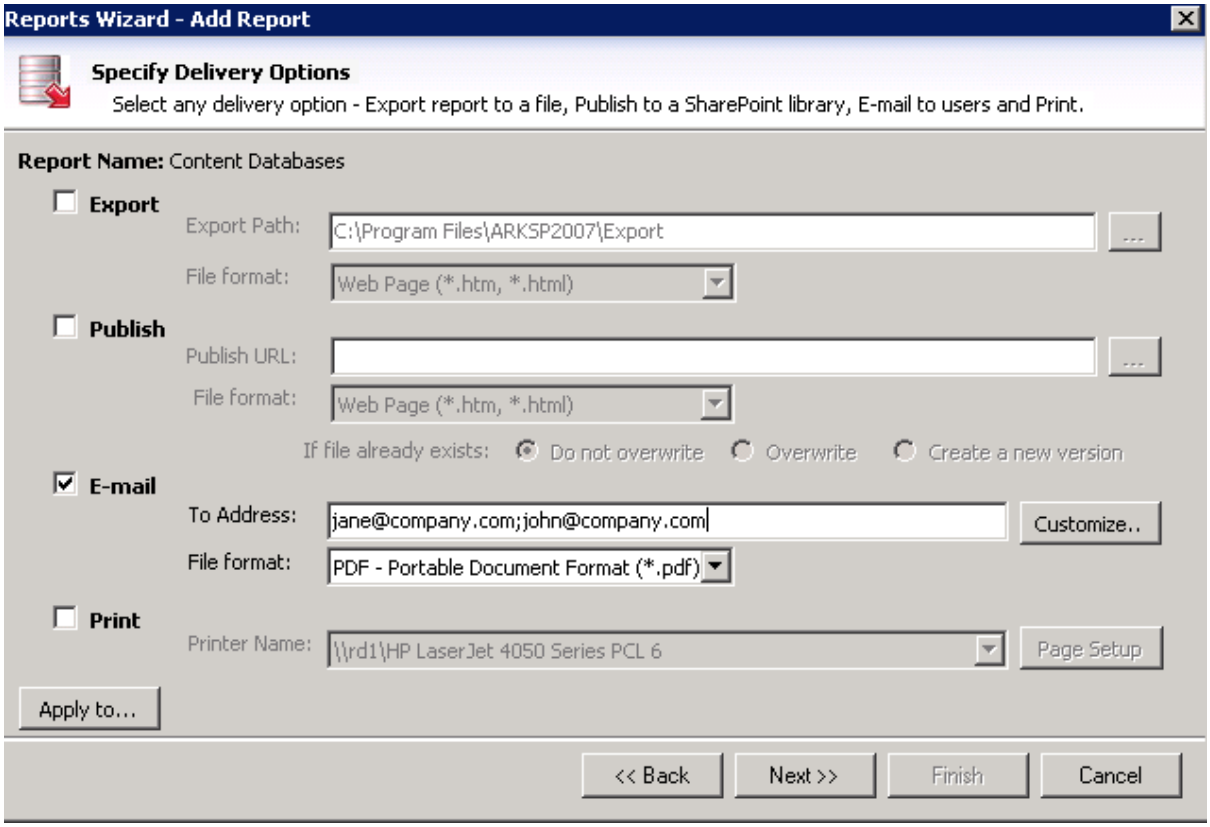
a) **Export Option:** Change the Export path and export file format as necessary.



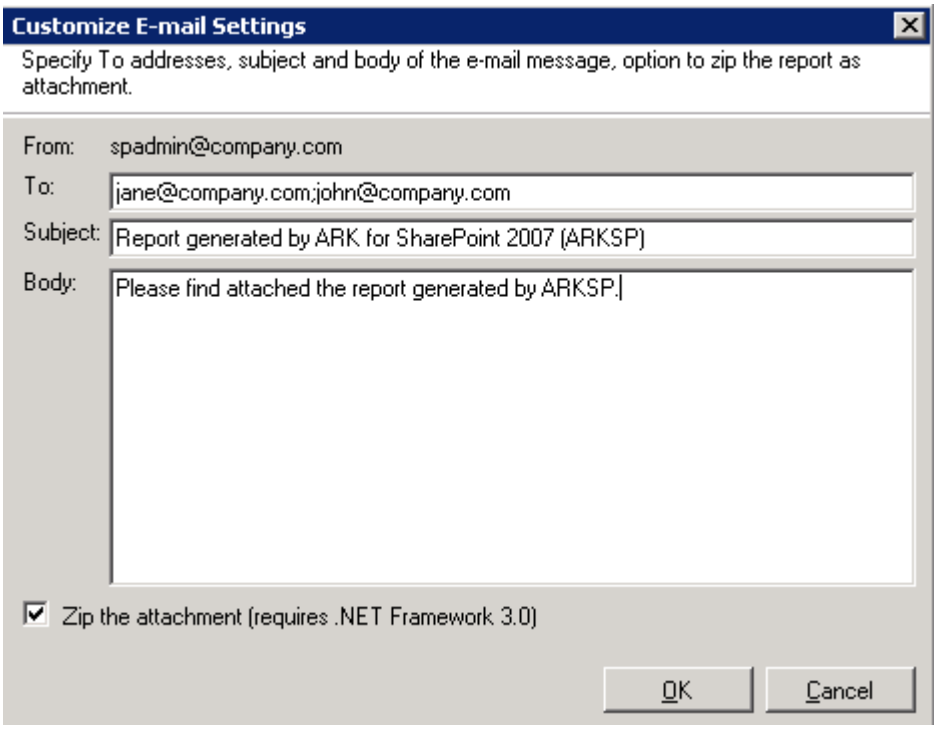
b) Publish Option: Select Publish check box and specify a valid SharePoint library/folder URL. Choose a format and a file existence check option as required.



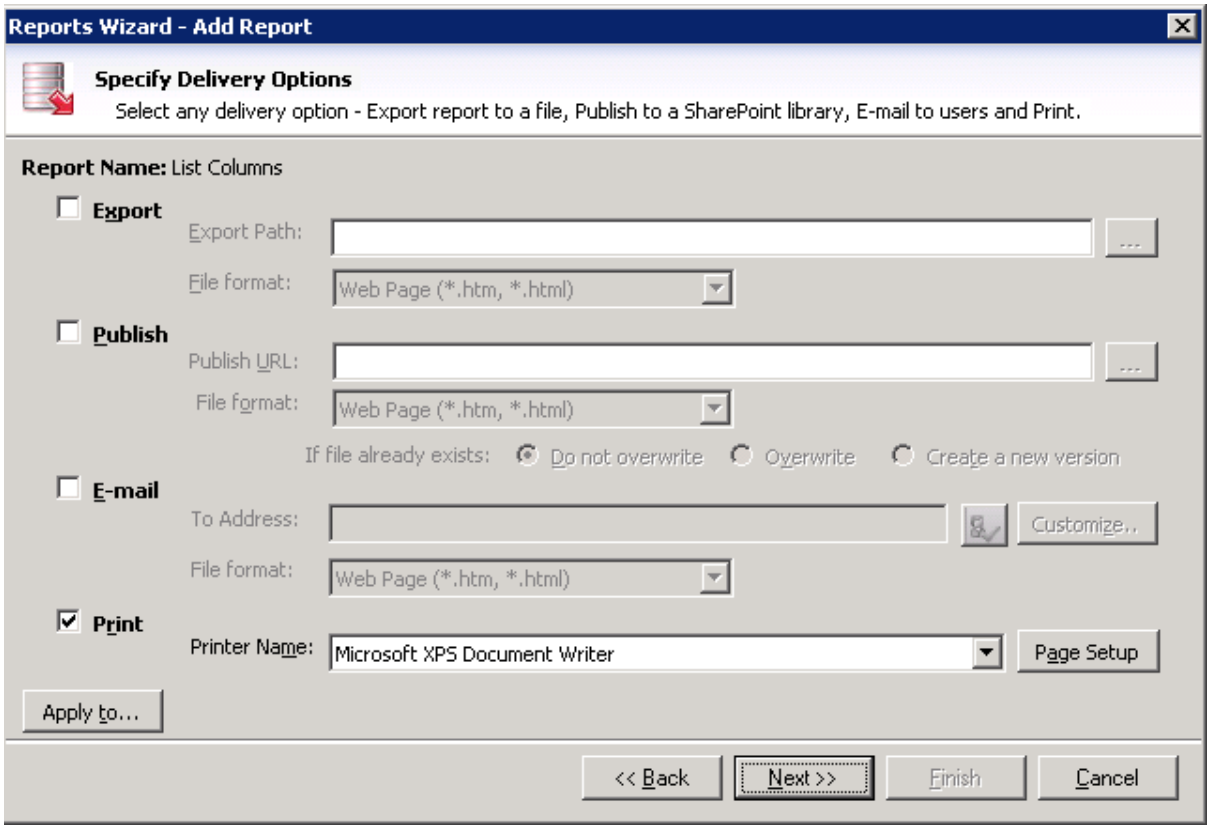
c) **E-mail Option:** Change the To Address, and report file format as necessary.



Click Customize to specify subject, body of the e-mail message, option to zip the report as attachment.



d) **Print Setting:** Select Print check box and choose a printer from the available list.

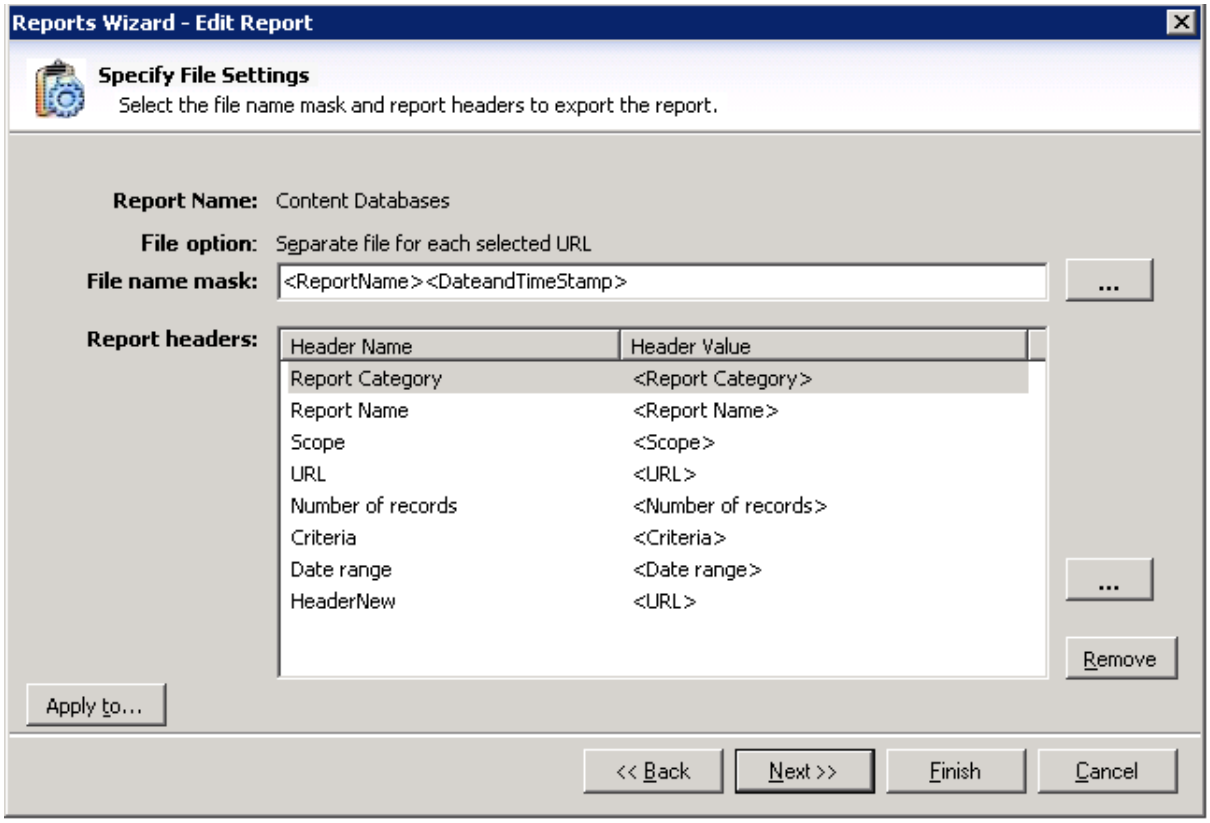


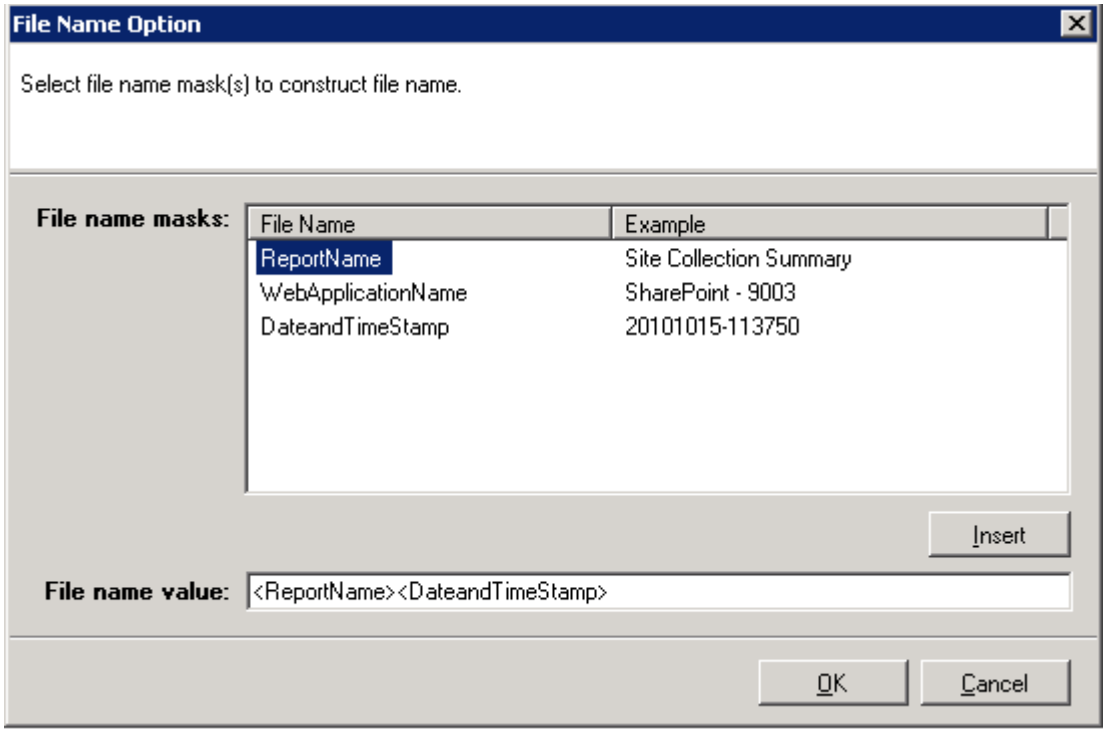
You can use the ***Apply to*** option to apply the specified settings in this step to all the selected reports.

Click ***Next*** *to* proceed to the *next* step.

Step 5: Specify File Settings

By default, ARKSP will export each report for every single selected URL into a new file. File Settings step displays different file name mask options (namely, Web Application Name, Site Name, List Name, Parent Site Name, Report Name, Date and Time Stamp) for each report. You can choose the desired file name mask from the list and customize the export file name.


Reports Wizard - Edit Report
Specify File Settings
Select the file name mask and report headers to export the report.
Report Name: Content Databases
File option: Separate file for each selected URL
File name mask: <ReportName><DateandTimeStamp>
...
Report headers:
Header Name
Header Value
Report Category
<Report Category>
Report Name
<Report Name>
Scope
<Scope>
URL
<URL>
Number of records
<Number of records>
Criteria
<Criteria>
Date range
<Date range>
HeaderNew
<URL>
...
Remove
Apply to...
<< Back
Next >>
Finish
Cancel


File Name Option
Select file name mask(s) to construct file name.
File name masks:
File Name
Example
ReportName
Site Collection Summary
WebApplicationName
SharePoint - 9003
DateandTimeStamp
20101015-113750
Insert
File name value: <ReportName><DateandTimeStamp>
OK
Cancel

You can use the file name mask options as described below:

Report Category: Web Application

File name mask options	Selected file name mask	Result
ReportName WebApplicationName DateandTimeStamp	<ReportName> <WebApplicationName>	Blocked File Types Share Point – 9000.html
	<WebApplicationName> <DateandTimeStamp> <ReportName>	Share Point – 9000 201010105-113750 Content Databases.csv

Report Category: Site

File name mask options	Selected file name mask	Result
ReportName SiteName ParentSiteName WebApplicationName DateandTimeStamp	<WebApplicationName> <ReportName>	Share Point – 9000 Site Features.pdf
	<ParentSiteName> <SiteName> <WebApplicationName> <ReportName>	First Site Coll First Site, Site Features.html
	<ReportName> <SiteName> <ParentSiteName> <WebApplicationName>	Site Features Share Point – 9000.csv

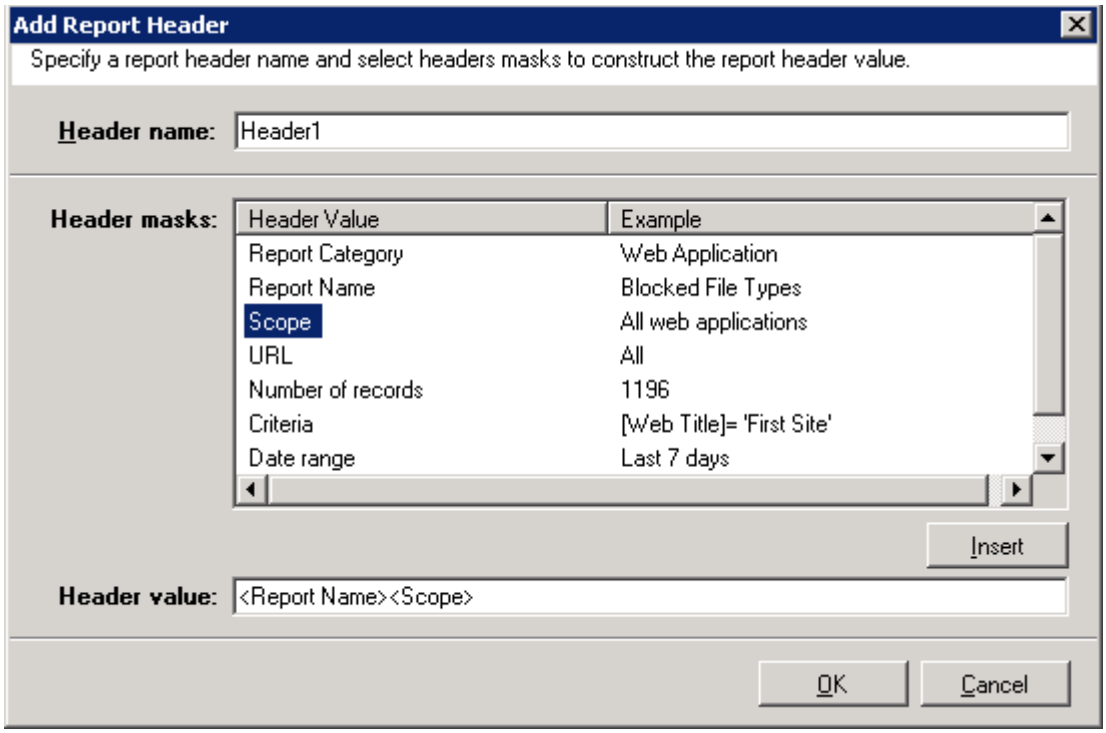
CHAPTER-5–Power Reports

Report Category: List

File Name Mask Options	Selected File Name Mask	Result
ReportName ListName SiteName ParentSiteName DateandTimeStamp	<ReportName> <ListName> <SiteName> <ParentSiteName>	File Types Shared Documents First Site First Site Coll.pdf
	<ListName> <SiteName> <ReportName>	First Site File Types.html
	<SiteName> <ParentSiteName> <ListName> <ReportName>	First Site Coll File Types.html

Report Header:

ARKSP also provides option to specify report headers that is displayed on the top of the report. You can define report header by selecting header masks as available in the dialog.

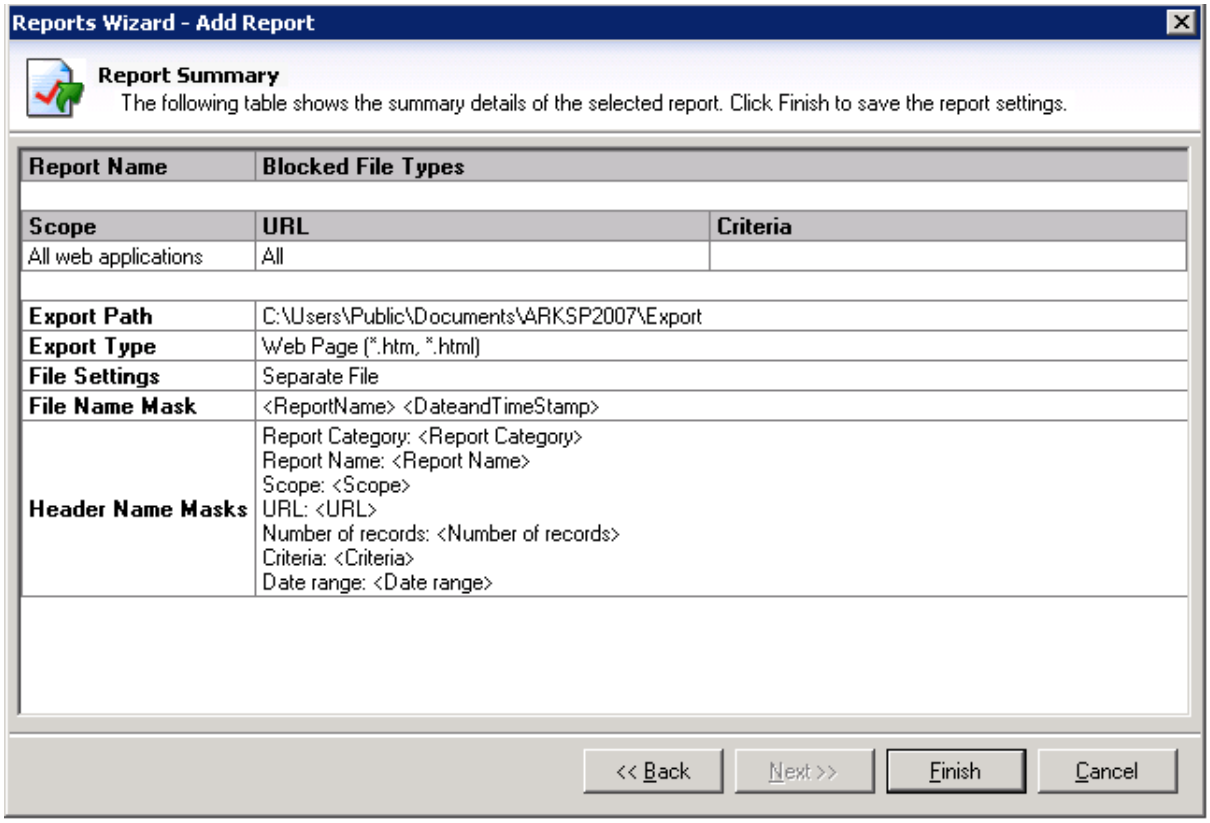


You can use the **Apply to** option to apply the specified settings in this step to all the selected reports.

Click **Next** to proceed to the next and final step of adding reports.

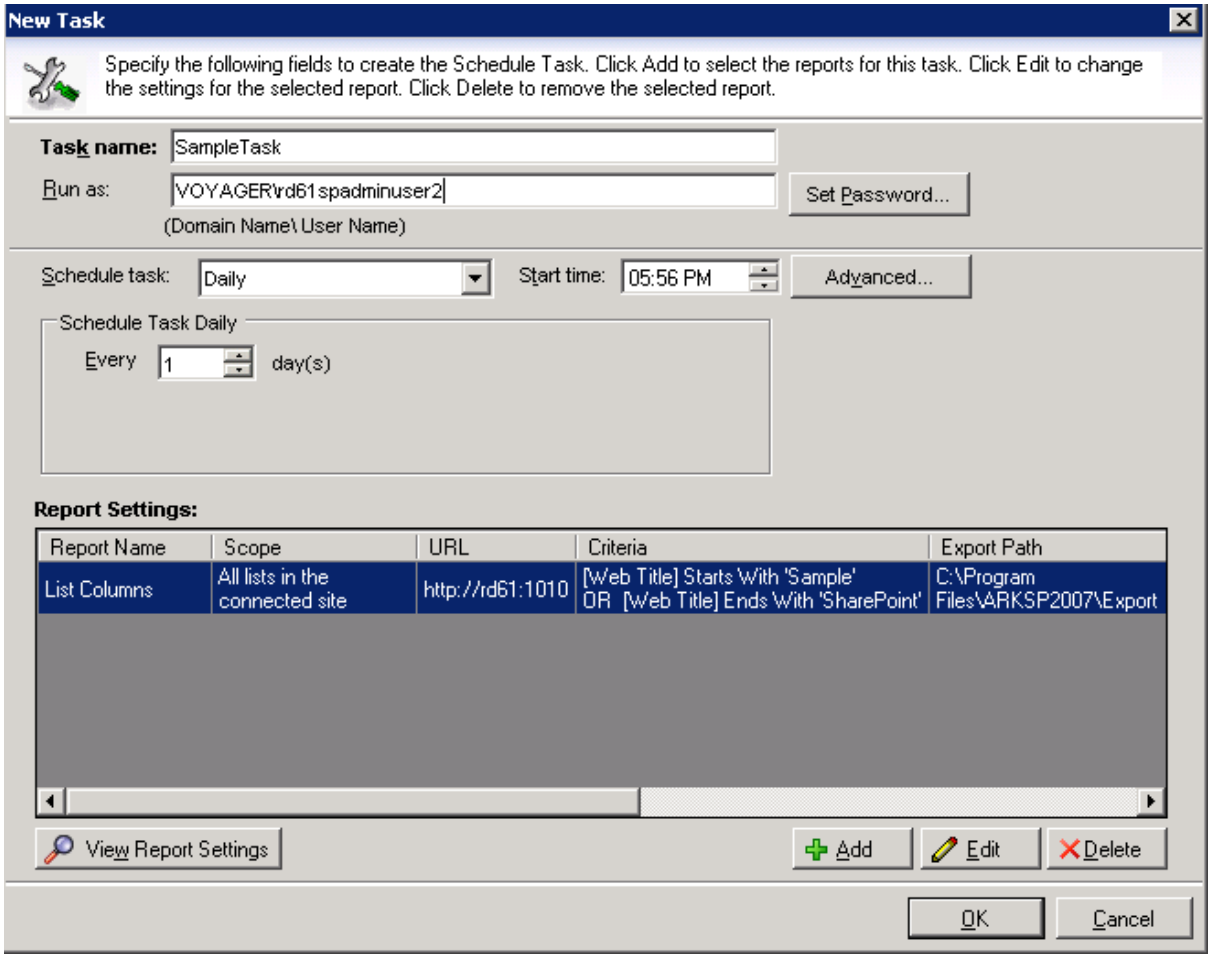
Step 6: Report Summary

This step displays the summary information for each report.



Click **Finish** to complete the reports wizard.

This will take you back to the **New Task** screen with the task name and the selected reports. Specify the schedule settings for this task to run and Click OK to create the task.



You can see the new task properties in Task Manager Window.

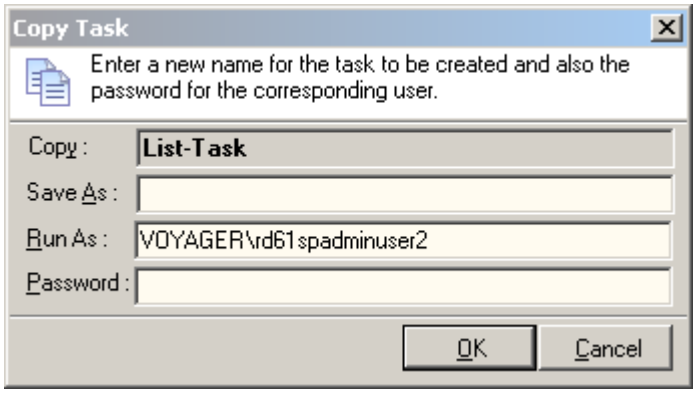
5.4 Edit Task

1) **Select** a task from the Power Reports Task Manager Window and Click **Edit** from the Actions Pane.
2) Perform the steps 1 through 6 as in **New Task**. While proceeding you may change the settings, add a new report, delete a report, edit a report, change the export path etc.,
3) The new settings will be used when the task runs the next time.

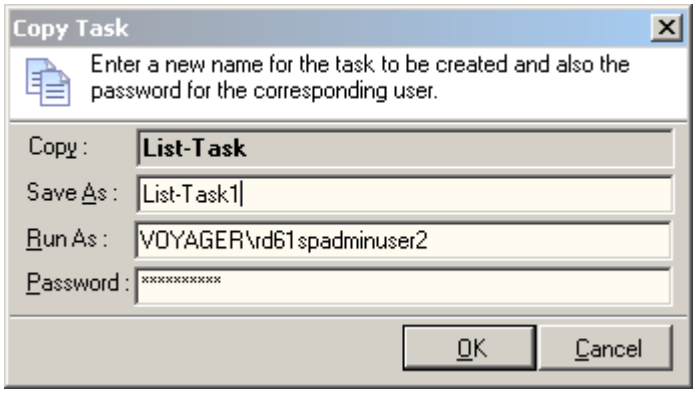
5.5 Copy Task

You can copy an existing task in the Power Reports Task Manager to create a new task with the same properties. You may then edit the properties of the newly created task. To Copy a task from the existing task list:

1) **Select** a task to be copied
2) Click **Copy** from Actions Pane.
3) The **Copy Task** window will be displayed as shown below:



4) Enter a new task name, and specify the Run As account and password for the user context.



5) Click **OK**

The newly created task will be added to the Power Reports Task Manager.

5.6 Delete Task

To delete a task from the Power Reports Task Manager Window, select the task and Click **Delete** from the Actions Pane. The deleted task will also be removed permanently from the Task Manager. This action will also delete the tasks created in Windows Task Scheduler and all sub-folders & files in the respective task folder.

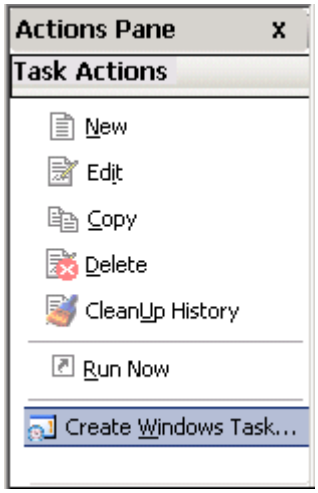
5.7 Create Windows Task

Use this tool to create a Windows Task in Windows Task Scheduler interface to automatically run the Power Report tasks at scheduled intervals.

This tool helps you to re-create the Windows Schedule Task in the following two scenarios:

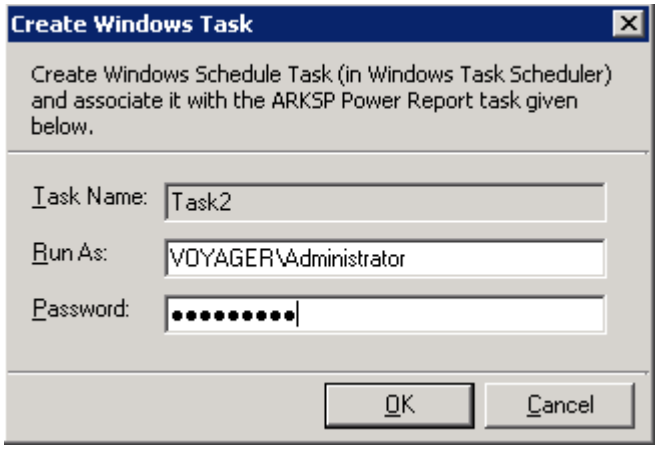
- To create Windows Schedule Task that was accidentally deleted and is required to be created again with the same schedule settings
- To create Windows Schedule Task when the ARKSP Power Report tasks are migrated from an old machine to a new machine

Click **Create Windows Task** from Actions Pane or press **ALT+W** to open the Create Windows Task dialog.



Create Windows Task dialog is shown below:

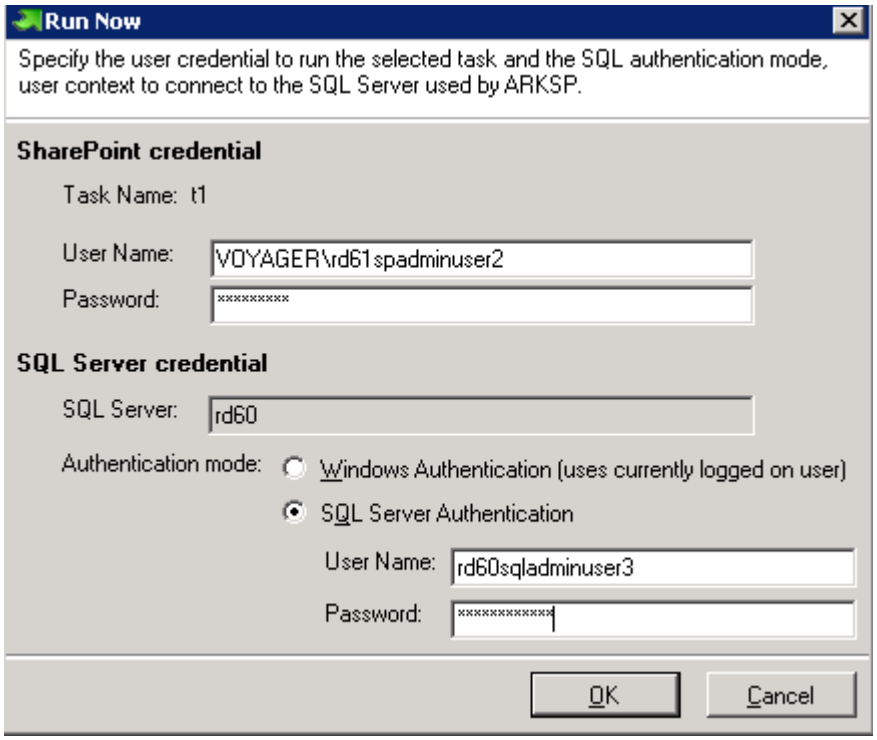
In **Create Windows Task** dialog, specify a **Run As** account and **Password** and Click **OK** to create a new schedule task with the same schedule settings that was previously saved by ARKSP Power Report Task Wizard.



5.8 Run Now

Select a task and click ***Run Now*** from the Actions Pane to run the task immediately. This option enables you to run the selected task with a different user context in every task invocation.

Run Now *dialog* appears as shown below:



1) Specify user name and password under SharePoint credential to run the task temporarily.

2) Select desired authentication mode by which ARKSP has to connect to the specified SQL server.

3) If SQL authentication mode is selected, enter SQL user name and password. In this case, a user profile with the SQL user name and password will be created under the Run As account so as to connect to SQL server while the task runs under the specified Run As account. Read Profile Manager for more details.
4) Specify user name and password to run the task temporarily.
5) Click **OK** to run the task with the specified user context.

5.9 Run a task from command line

ARKSP command line feature allows the user to instantiate a task from DOS command prompt anytime after a Power Reports task has been created using ARKSP Power Reports task wizard.

To run an ARKSP Power Reports task from command line:

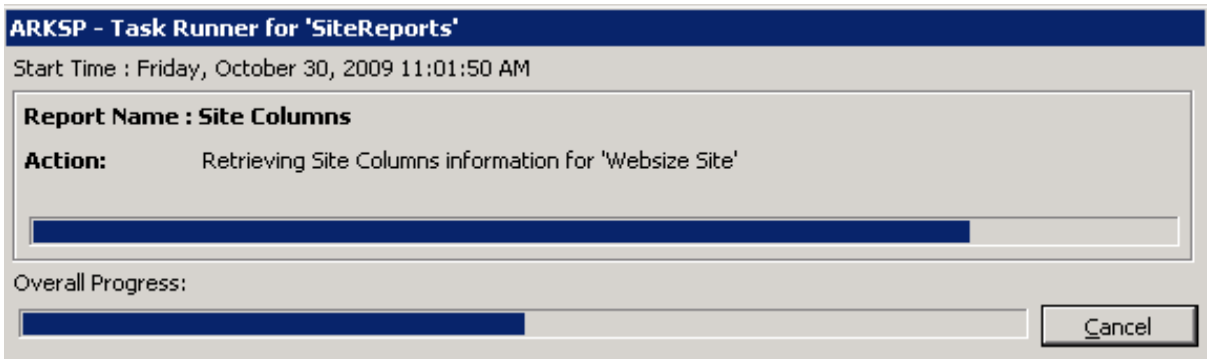
1) **Usage**

   ARKSPTaskRunner <task name>

   Where

ARKSP TaskRunner	Name of the ARKSP Task Runner application. Specify absolute path where the ARKSPTaskRunner located. For example: C:\Program Files\ARKSP2007\ARKSPTaskRunner
Task name	Name of the ARKSP Power Reports task to be run from DOS command prompt. Enclose the task name in double quotes. For example: "MySite Reports"

2) The Power Reports task will be reported in a new dialog as shown below:



3) Once the task is completed, click Refresh button available in Task History pane in ARKSP main application. A new entry will be added in Task History section, where you can view the report performed.

Examples of invoking a Power Reports task from the command prompt:

C:\Program Files\ARKSP2007> ARKSPTaskRunner "MySite Reports"

D:\>"C:\Program Files\ARKSP2007\ARKSPTaskRunner" "MySite Reports"

DOS batch file examples:

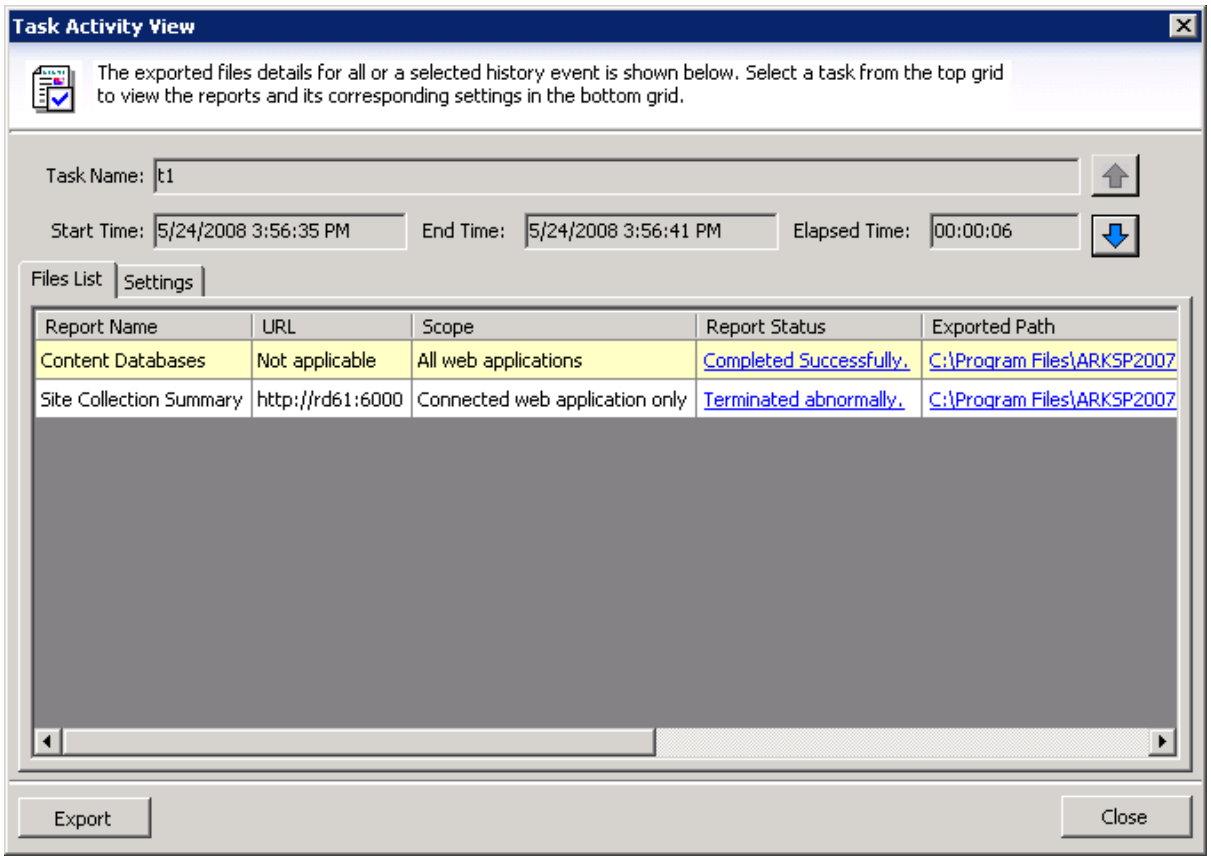
- To execute Power Reports tasks one by one from a batch file:
  "C:\Program Files\ARKSP2007\ARKSPTaskRunner" "MySite Reports"
  "C:\Program Files\ARKSP2007\ARKSPTaskRunner" "Sample List Reports"
- To execute multiple Power Reports tasks simultaneously:
  Start "cmd" "C:\Program Files\ARKSP2007\ARKSPTaskRunner" "MySite Reports"
  Start "cmd" "C:\Program Files\ARKSP2007\ARKSPTaskRunner" "Sample List Reports"

5.10 Task Activity View

Task Activity View shows you the full task details, including start, end and elapsed time for the task to run, SharePoint reports that were run along with its report status and also a hyperlink to view the report from the exported path.

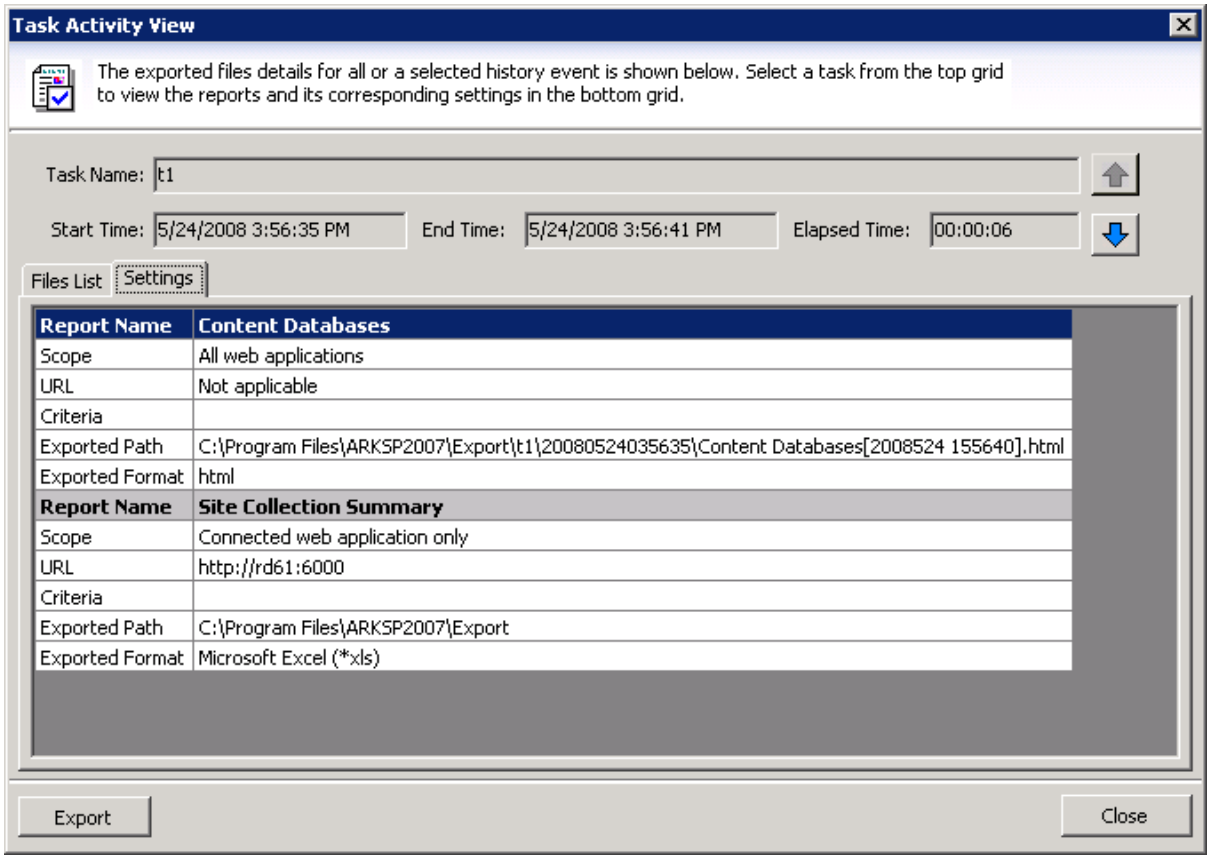
Perform the following steps to view the task activity:

1) Select a task instance from the Task History pane table.
2) Click **Task Activity View** menu item in the Actions pane.



Click **Export** button to export the table contents to a file.

The **Settings** tab shows the settings for the selected report that are provided by the user.



5.11 Cleanup History

ARKSP maintains task history including log files and temporary data for each run of the Power Reports task. You can cleanup task history periodically using the **Cleanup History** from Actions Pane.

Chapter 6

6 Custom Reports

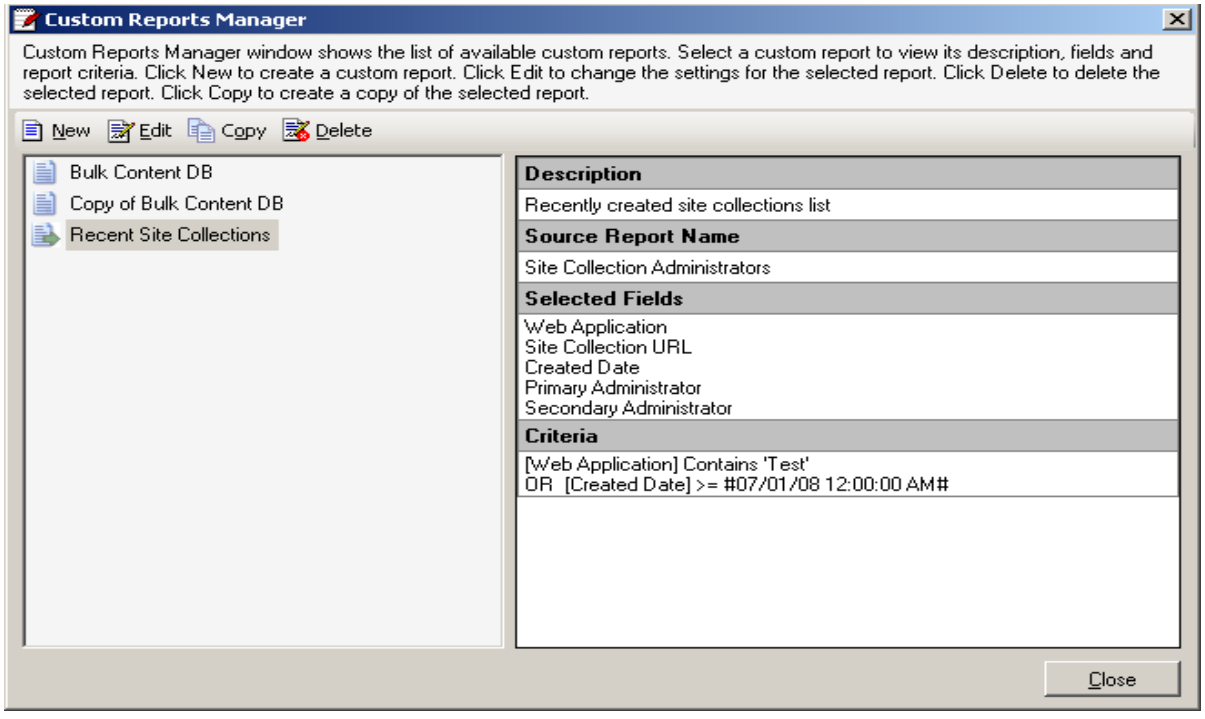
6.1 Custom Reports Manager

Custom Reports Manager allows the user to manage the custom reports available in the application. A custom report can be created by selecting a set of fields from a quick report and save them as a custom report template for re-use. It also enables storing of criteria for a custom report. The Custom Reports Manager allows the user to create, edit, copy and delete custom reports.

Click

in the toolbar or select **Tools > Custom Reports** from the menu bar or press **CTRL + U** to open the Custom Reports Manager.

Custom Reports Manager *window* will be displayed as shown below:

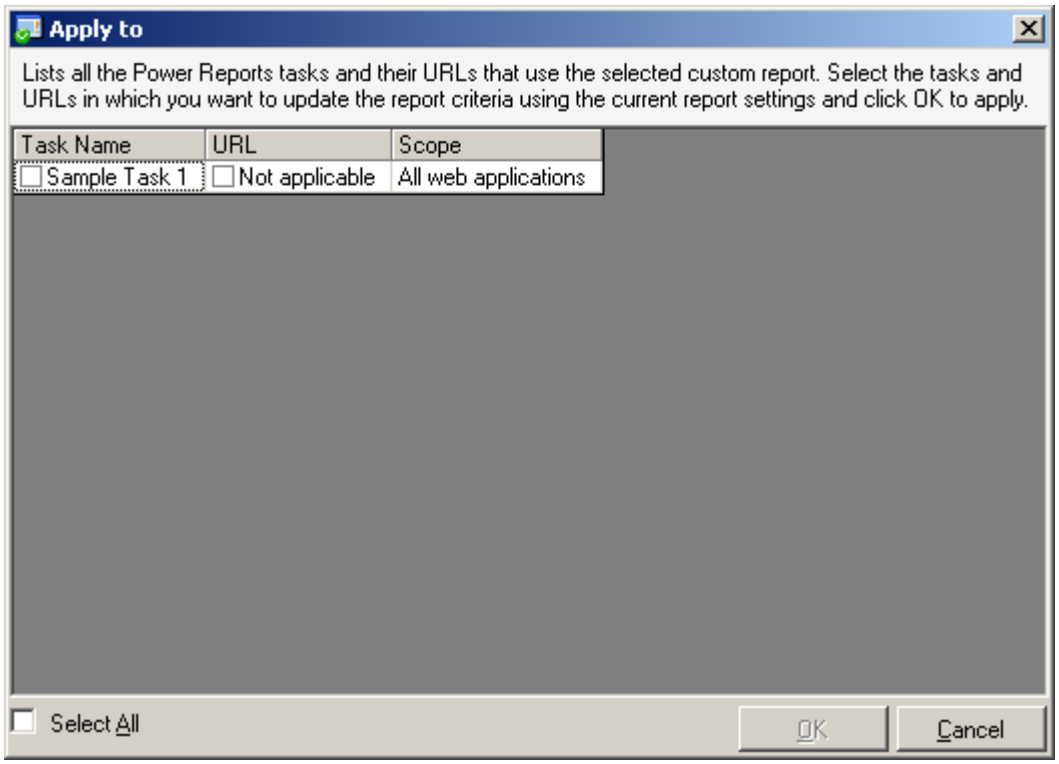


Edit a Custom Report

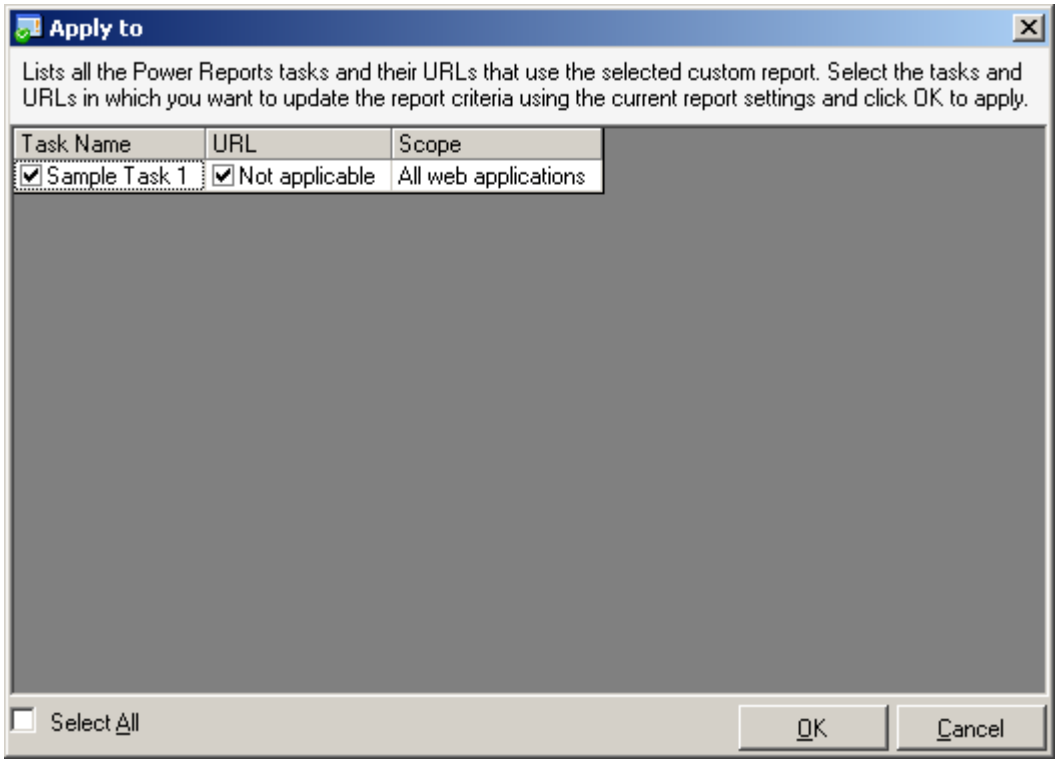
This feature allows you to edit an existing custom report.

1) **Select** the custom report you want to edit.
2) Click **Edit** button.
3) **Edit** the report fields and criteria. You cannot change the report name, but the description is editable.
4) Click **Finish** to save the report settings.

During edit, you can also apply the modified criteria of a custom report to Power Reports tasks that uses this updated custom report. Upon clicking Finish after editing a report, 'Apply to' dialog showing the list of tasks and URL will be displayed as shown below

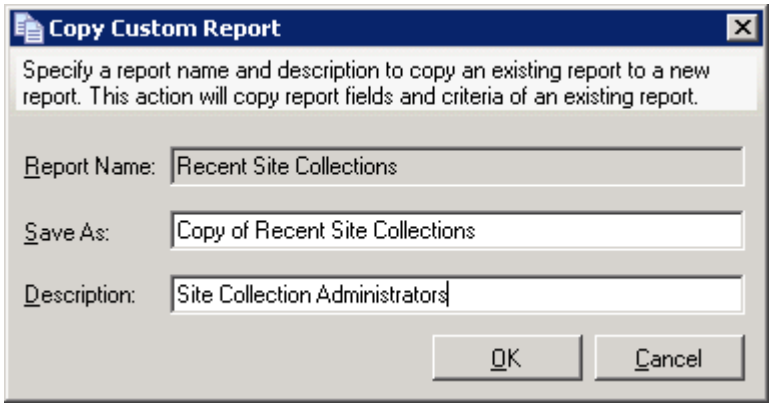


1) **Select** the tasks and URLs for which you want to update the report criteria.
2) Click **OK** to apply the current criteria to the selected URLs.



Copy a Custom Report

- Select the Custom Report you want to copy.
- Click **Copy** button. ***Copy Custom Report*** *dialog* will be shown as below.



- Enter a valid name and description for the report.
- Click **OK** to create a new custom report with the source report settings.

Delete a Custom Report

1) Select the Custom Report you want to delete.

2) Ensure that the custom report you want to delete is not currently in use in any of the Power Reports tasks.

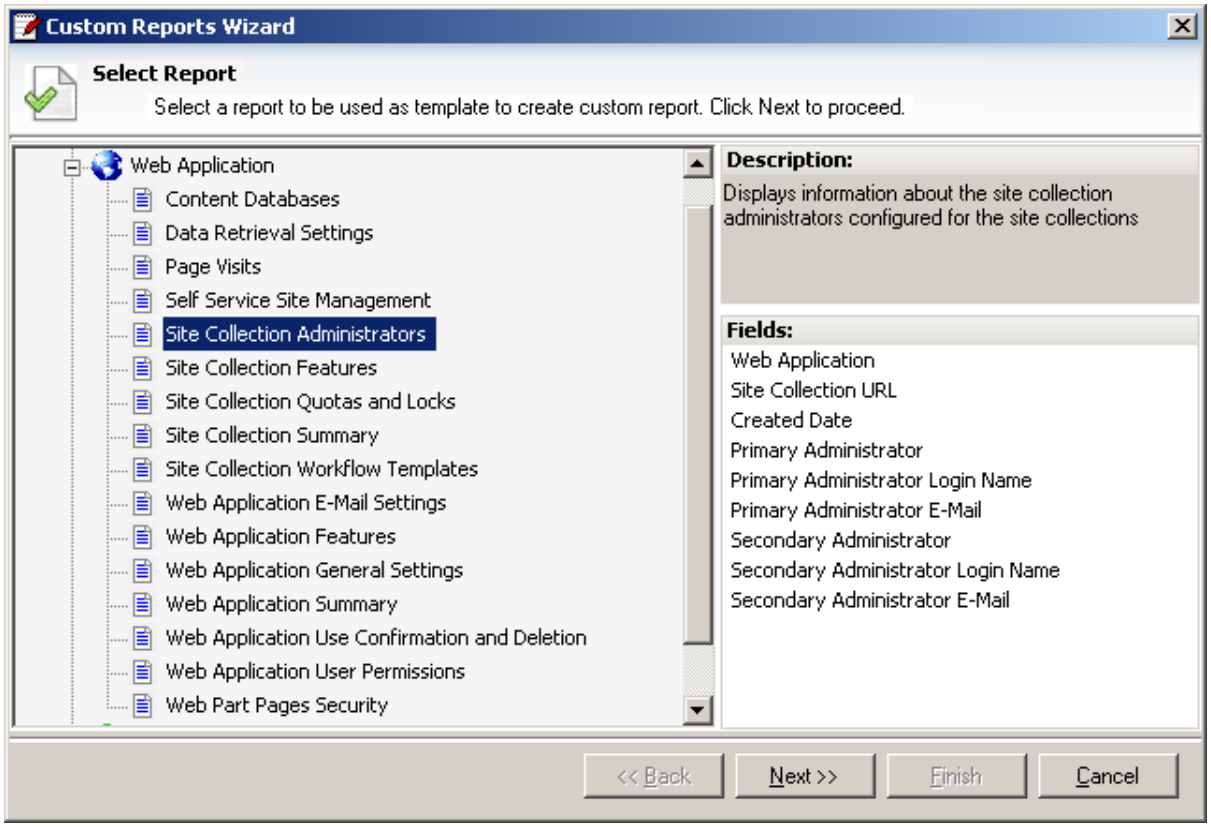
3) Click **Delete** button to delete the selected report.

6.2 New Custom Report

Click ***New*** button in Custom Reports Manager or press **ALT+N** to open the Custom Reports Wizard.

Perform the following steps to create a new custom report:

Step 1: Report Selection page

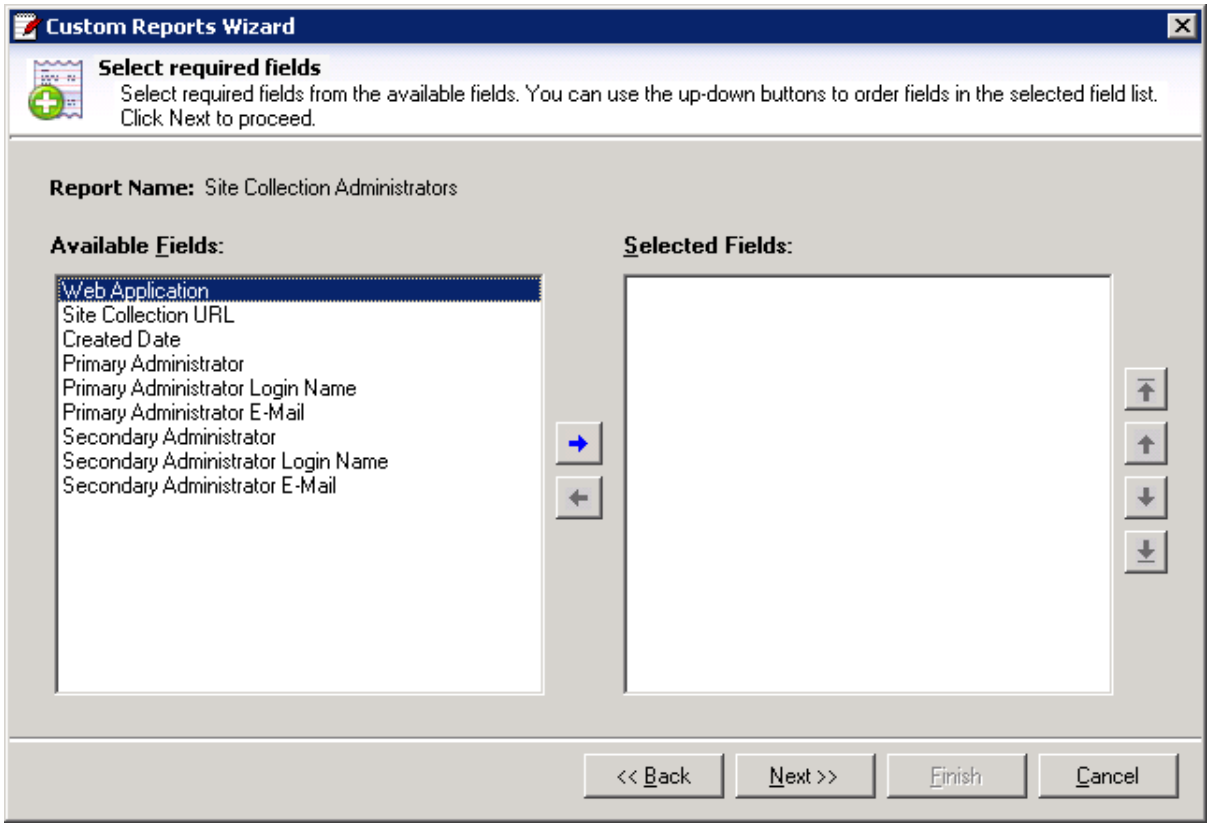


a) Select the required report to be used as template. You can view a short description and the fields for the selected report in the right pane.

b) Click **Next** to proceed to the next step. Click **Back** anytime to go back to a previous step.

Step 2: Fields Selection page

This step allows you to select the required fields from the report fields.

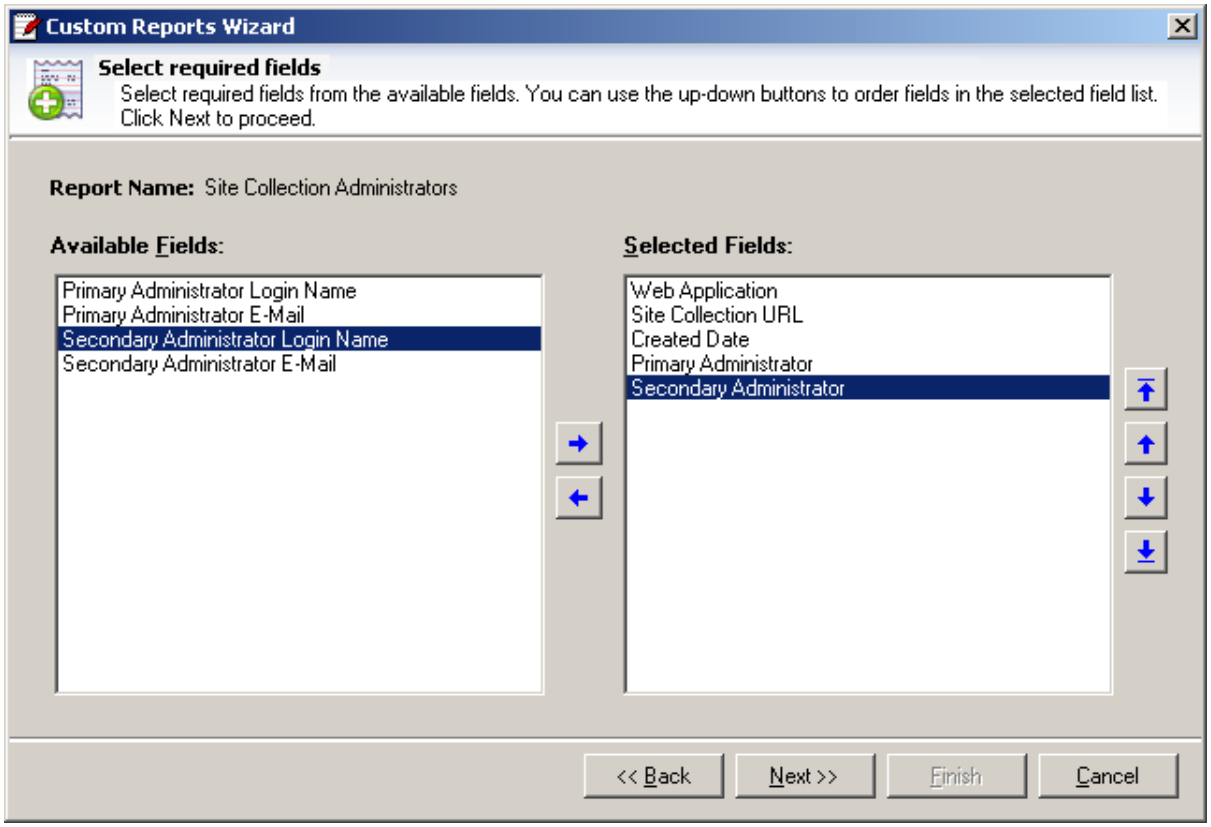


Perform the following steps in this dialog:

a) Select the required field(s) to add. You can use to add a field to the selected fields list and to remove a field from the selected fields list.

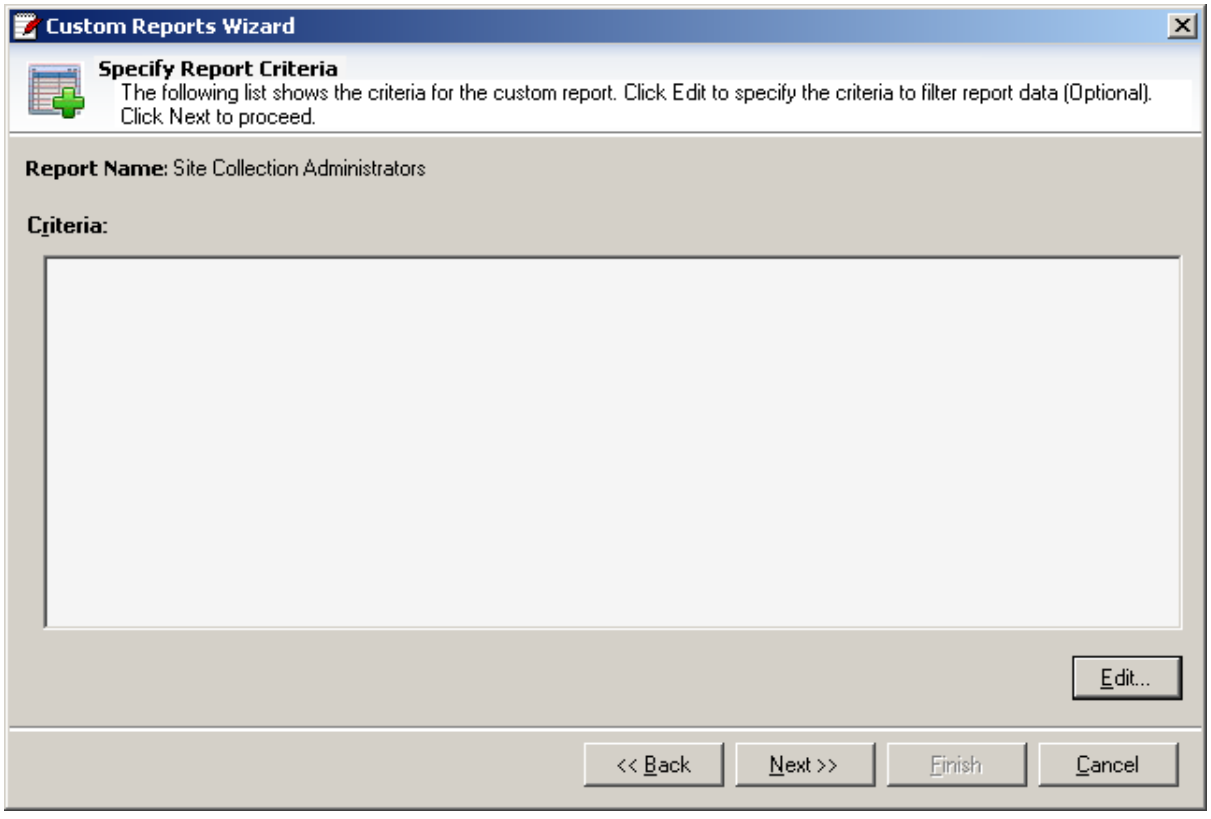
b) Select a field from the selected fields list and click or to move the field one position up or down. Also click or to move the field to the first or last position in the field list.

c) Click **Next** to proceed to the next step. Click **Back** anytime to go back to a previous step.

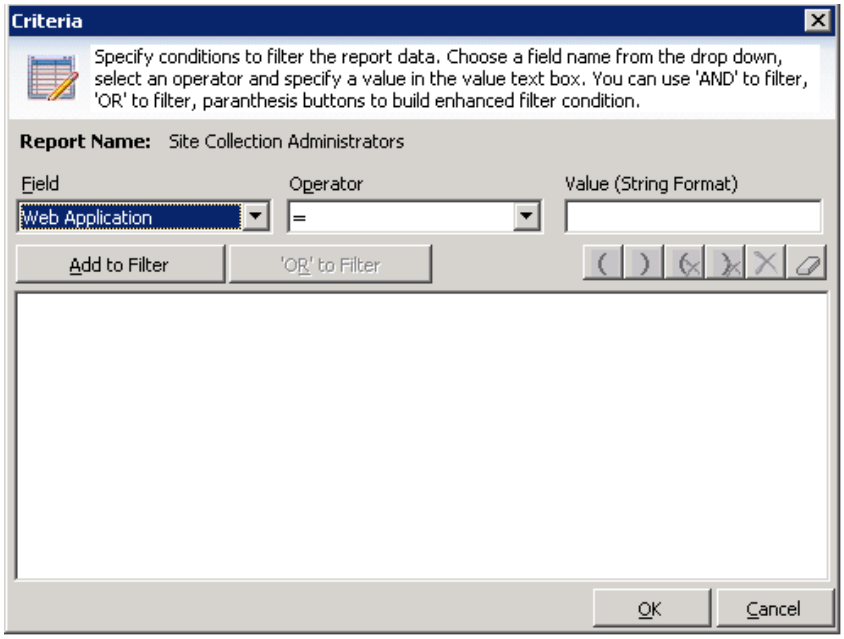


Step 3: Specify Criteria

This step allows you to apply specific conditions for filtering report data.



Click **Edit** to create a data filter. Criteria dialog will be displayed as shown below:

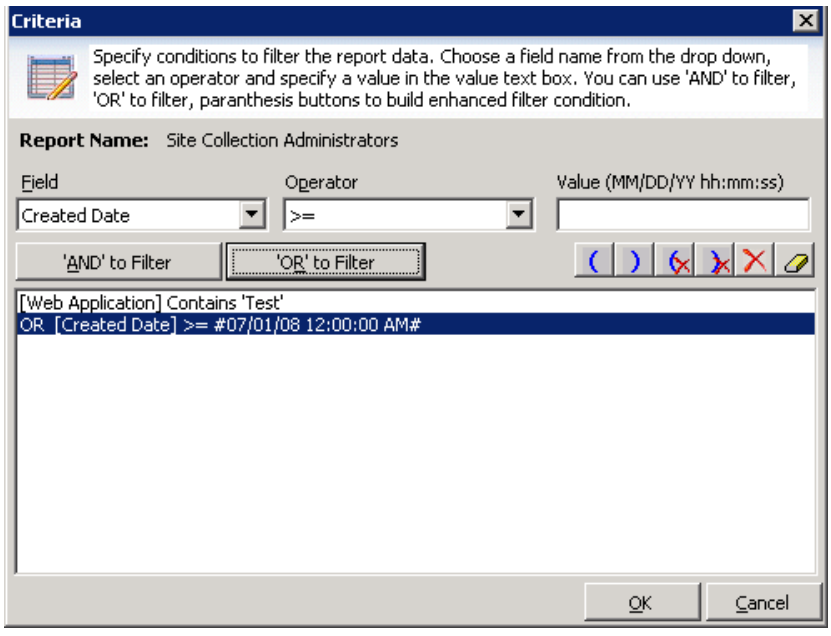


Perform the following steps in this dialog to specify the report criteria:

a) Choose a field name from the dropdown, select an operator and specify the filter data.

NOTE: Operators include a special operator called "contains" and "does not contain". "Contains" determines whether or not a given character string matches a specified pattern. The operator "does not contain" performs the reverse function of the "contains" operator.

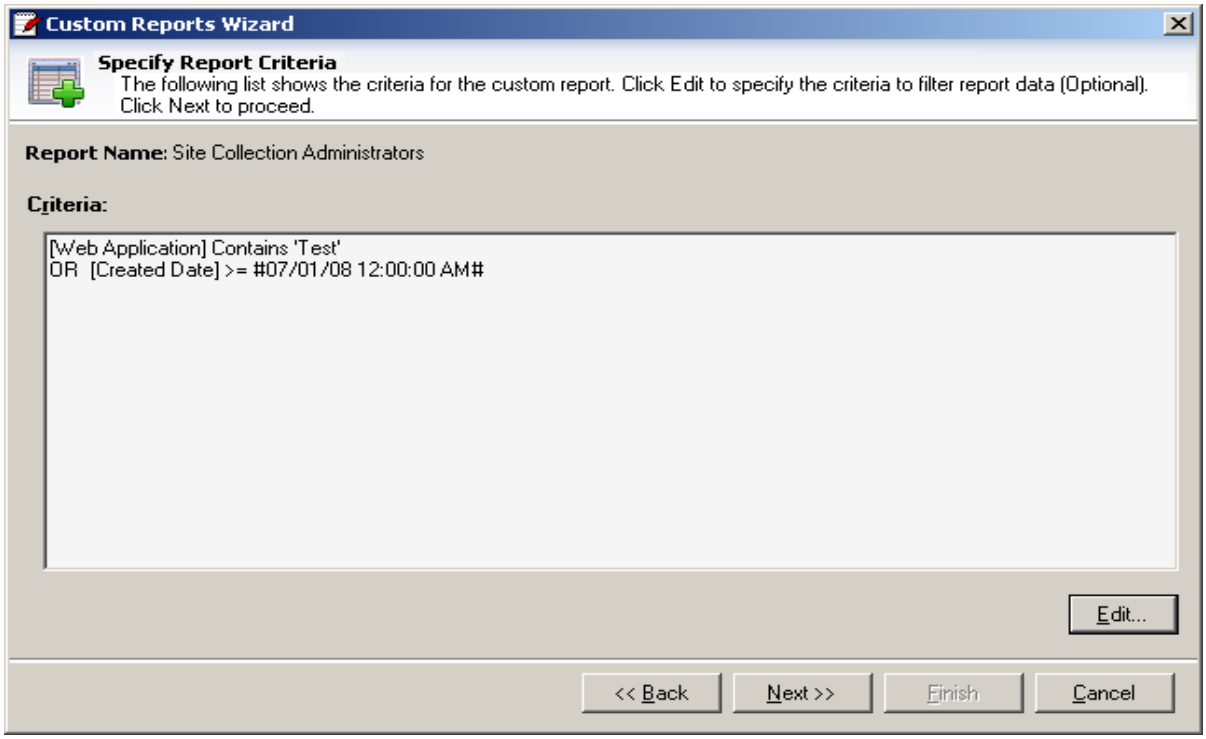
b) Click **Add to Filter**. The selected condition will be added to the criteria list and will be displayed as shown below:



c) Use "AND to Filter" and "OR to Filter" , parenthesis (,) etc., to build an enhanced filter condition as shown in the example below:
[Web Application] Contains 'Test' OR [Created Date] >= #07/01/08 12:00:00 AM#

d) Click **OK** in Criteria dialog to go back to the criteria page.

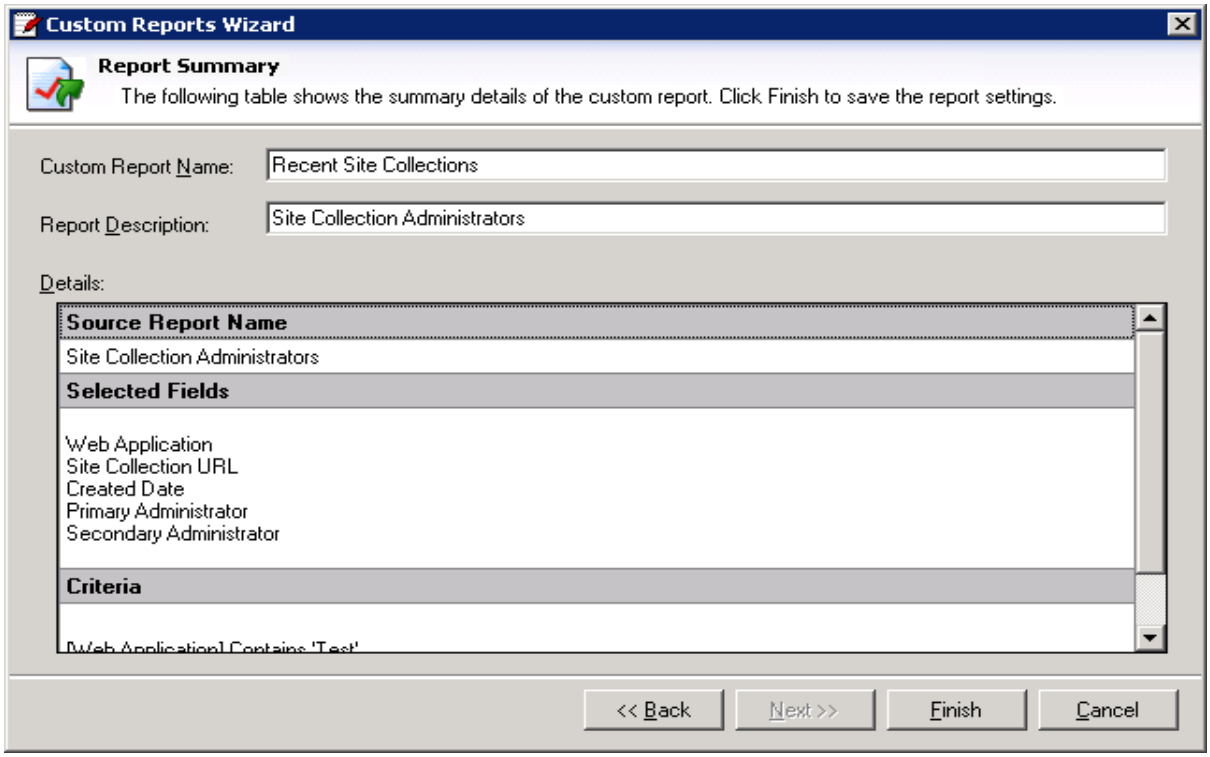
The added criteria will be applied to the report as shown below:



Click ***Next*** to proceed to the next step.

Step 4: Report Summary

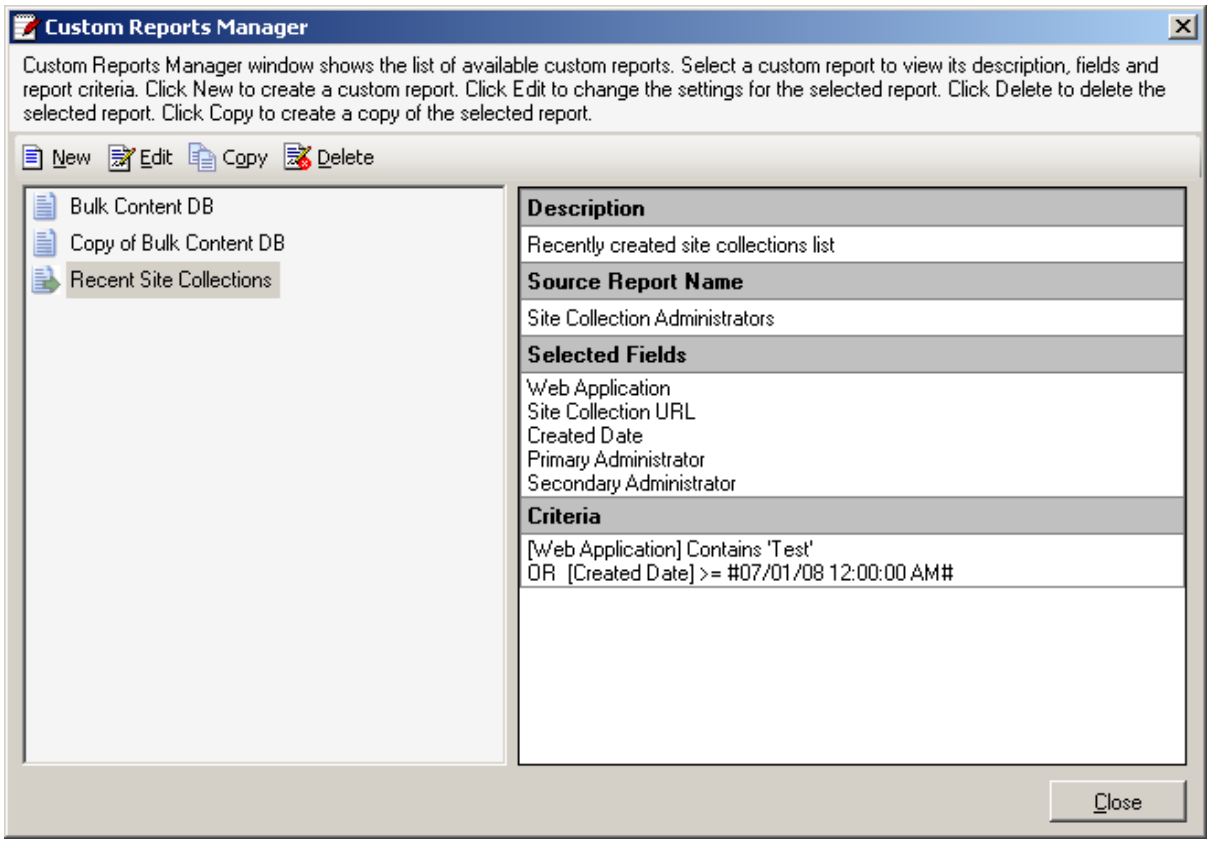
This step displays the summary information for the selected report.



1) Specify unique name and description for the custom report.

2) Click **Finish** to save the new report and close the custom reports wizard.

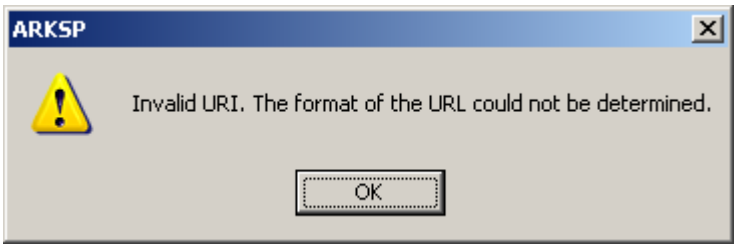
You can view the newly created custom report and its settings in **Custom Reports Manager** window as shown below:



Chapter 7

7 References

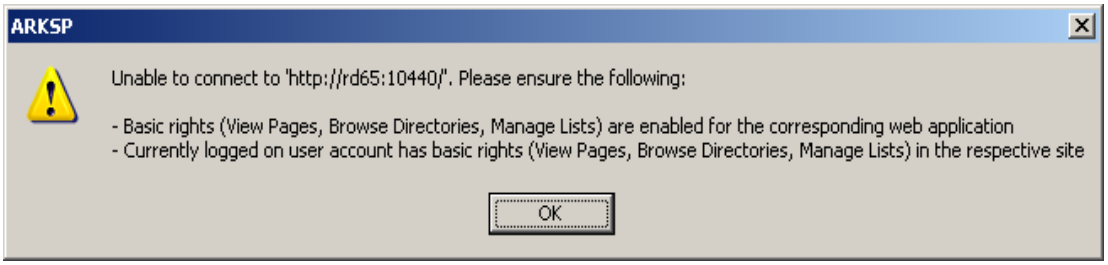
7.1 Alert Messages

1) 

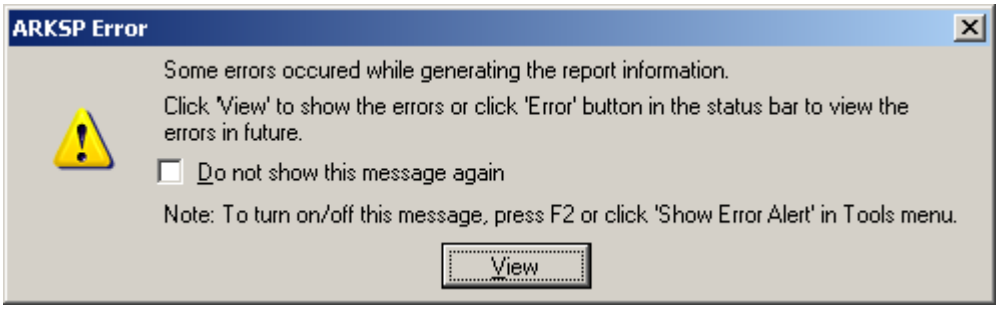
a) Check the URL format (e.g., http://server name:port number/sitename)

b) Check the server instance.

c) Spell check the URL

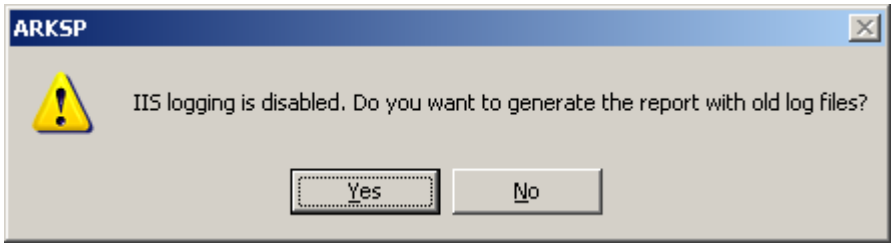
2) 

ARKSP shows the above alert, if the currently logged on user does not have sufficient permissions to retrieve the site or list information in SharePoint. Please ensure the currently logged on user has 'View Pages', 'Browse Directories' and 'Manage Lists' rights in the connected site.

3) 

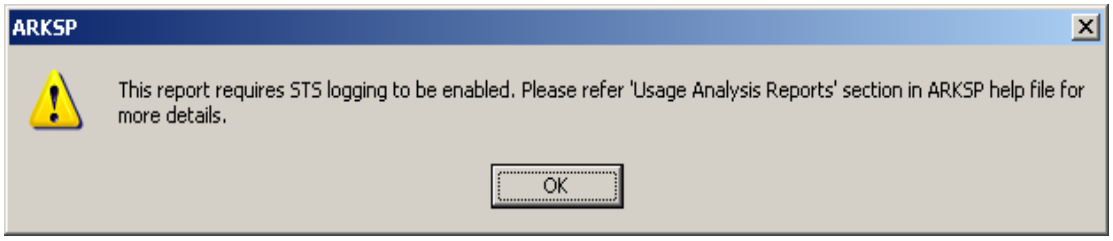
ARKSP shows the above alert when it encounters any errors while generating a report. Click View button to view the errors and the possible resolution. Check 'Do not show this message again' checkbox to turn-off the alert. You can turn-on the alert messages again from the Tools menu. You may also view the errors in a report by clicking on the 'Error' button in the bottom status bar of ARKSP application.

4)



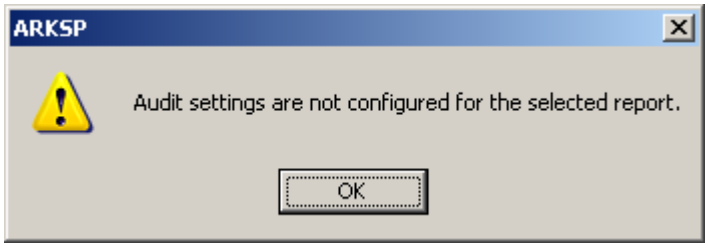
While generating the 'Page Visits', 'List Visits' and 'Last Deleted Items' reports the above alert window will appear when the logging is disabled in IIS.

5)



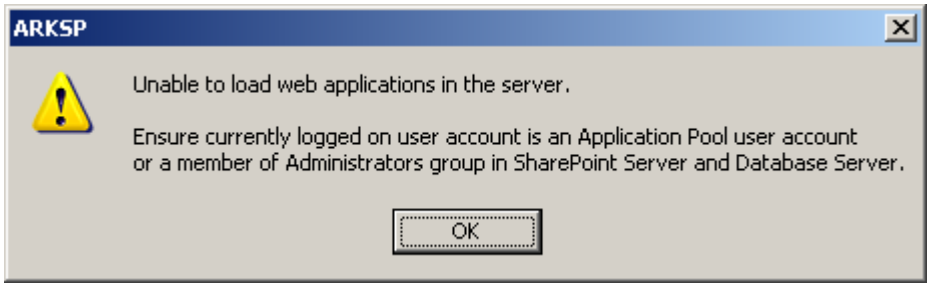
'Page Hits', 'Site Hits Summary', 'Site Visitors' and 'List Hits' reports requires STS logging to be enabled to generate the report. Enable the "Enable Logging" and "Enable usage analysis processing" options in the "Usage Analysis Processing" section in the SharePoint Central Administration.

6)



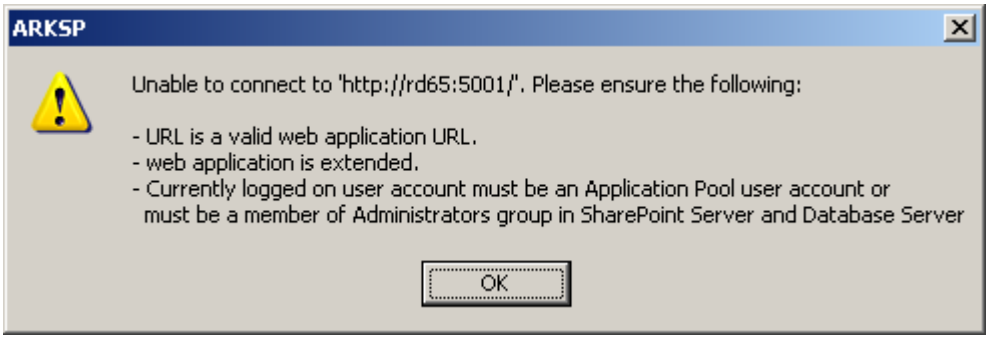
ARKSP shows the above alert when the audit settings are not configured for the selected audit report event.

7)



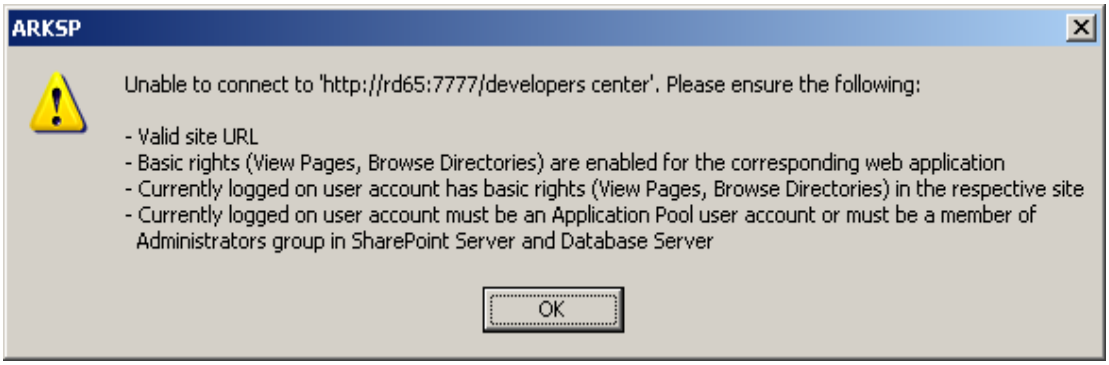
ARKSP shows the above alert, if the currently logged on user does not have sufficient permissions to retrieve the web applications information in SharePoint. The currently logged on user must be an application pool identity account or must be a member of local Administrators group in the SharePoint server and database server.

8)



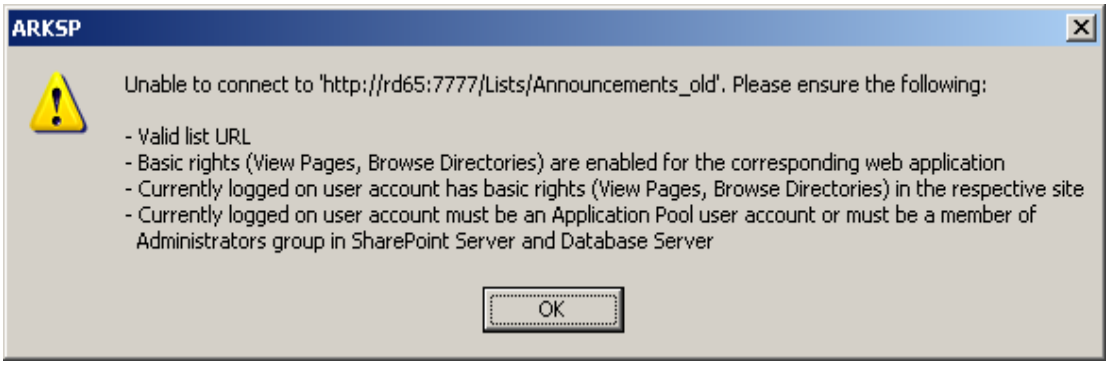
If the web application URL is valid, please ensure the currently logged on user has sufficient rights to access the web application. The currently logged on user must be an application pool identity account or must be a member of local Administrators group in the SharePoint server and database server.

9)



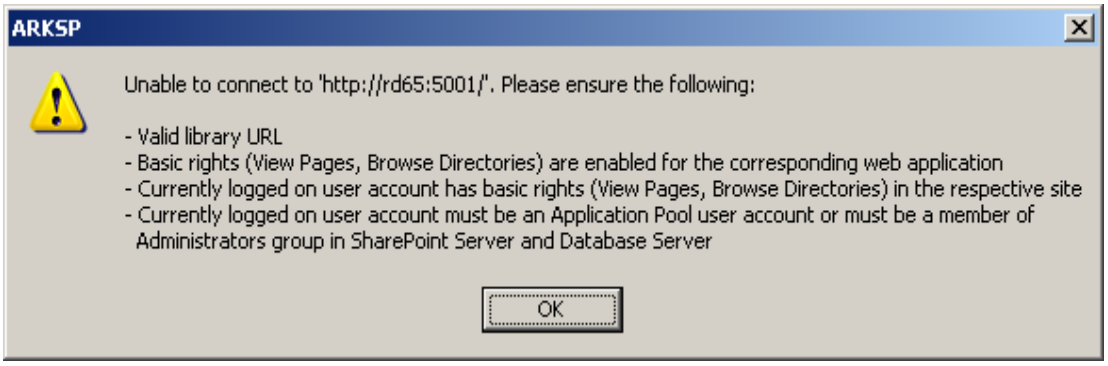
If the site URL is valid, please ensure the currently logged on user has 'View Pages' and 'Browse Directories' rights in the respective site. Also, the currently logged on user must be an application pool identity account or must be a member of local Administrators group in the SharePoint server and database server.

10)



If the list URL is valid, please ensure the currently logged on user has 'View Pages' and 'Browse Directories' rights in the respective site where the list resides. Also, the currently logged on user must be an application pool identity account or must be a member of local Administrators group in the SharePoint server and database server.

11)

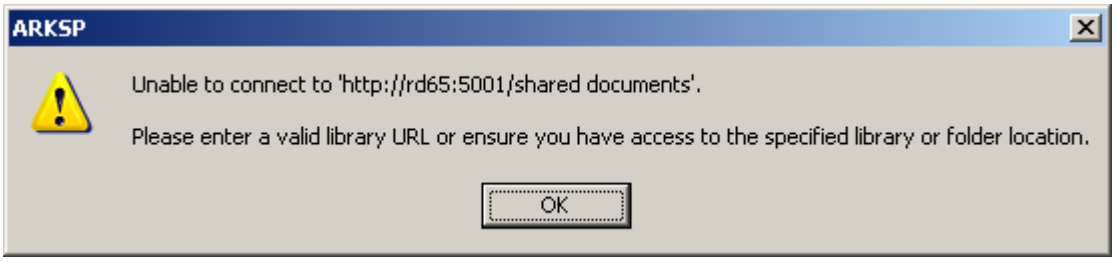


If the list URL is valid, please ensure the currently logged on user has 'View Pages' and 'Browse Directories' rights in the respective site where the list resides. Also, the currently logged on user must be an application pool identity account or must be a member of local Administrators group in the SharePoint server and database server.

12)

It is preferable to run ARKSP using an application pool identity account or a user account that is a member of local Administrators group in the SharePoint server and database server.

13)



ARKSP shows this alert when the user tries to publish the report to a SharePoint library. Please ensure the library URL is valid and the user account has access to the document library and the folder location where the report is to be published.

7.2 Troubleshooting

Troubleshoot a problem

While using ARKSP, if and when a problem arises, please forward the following information to support@vyapin.com to revert back to you with a solution.

1) **Version of ARKSP** you are evaluating or you have registered with us (version information could be found in "About" screen and in "Help")
2) Additional services or resource consuming processes/applications (like anti-virus, indexing) running in the background on the computer where ARKSP is installed.
3) **Hardware configuration** of ARKSP installed computer.
4) **'Service Pack'** version of Microsoft Office SharePoint Server 2007 / Windows SharePoint Services 3.0 / Windows OS running currently.
5) Send us the "Error Log" **(ARKSPErrorLog.txt)** available in the **"*<Application Data Folder>*\ARKSP2007\Log"** folder.(e.g., C:*Users**Public**Documents*\ARKSP2007\Log\ARKSPErrorLog.txt)
6) For Power Reports issues, send also the **ARKSPErrorLog.txt** available in the *<Application Data Folder>*\ARKSP2007\Power Reports\<<Task Name>>\<<Date and Time Stamp>> folder.

   The *<Application Data Folder>* is the common area where ARKSP tasks and task history will be stored in the computer running ARKSP application. The *<Application Data Folder>* can be found from the **Help -> About** screen. The default path of *<Application Data Folder>* is as follows:

   - Windows 2003 - C:\Documents and Settings\All Users\Shared Documents
   - Windows 2008 - C:\Users/Public/Documents

7.3 Technical Support

Technical support is available through e-mail. Send your questions to support@vyapin.com.

We make every effort to respond to your request on the same day you send in your e-mail. Please allow up to 24 hours for our technical support team to revert back to you.

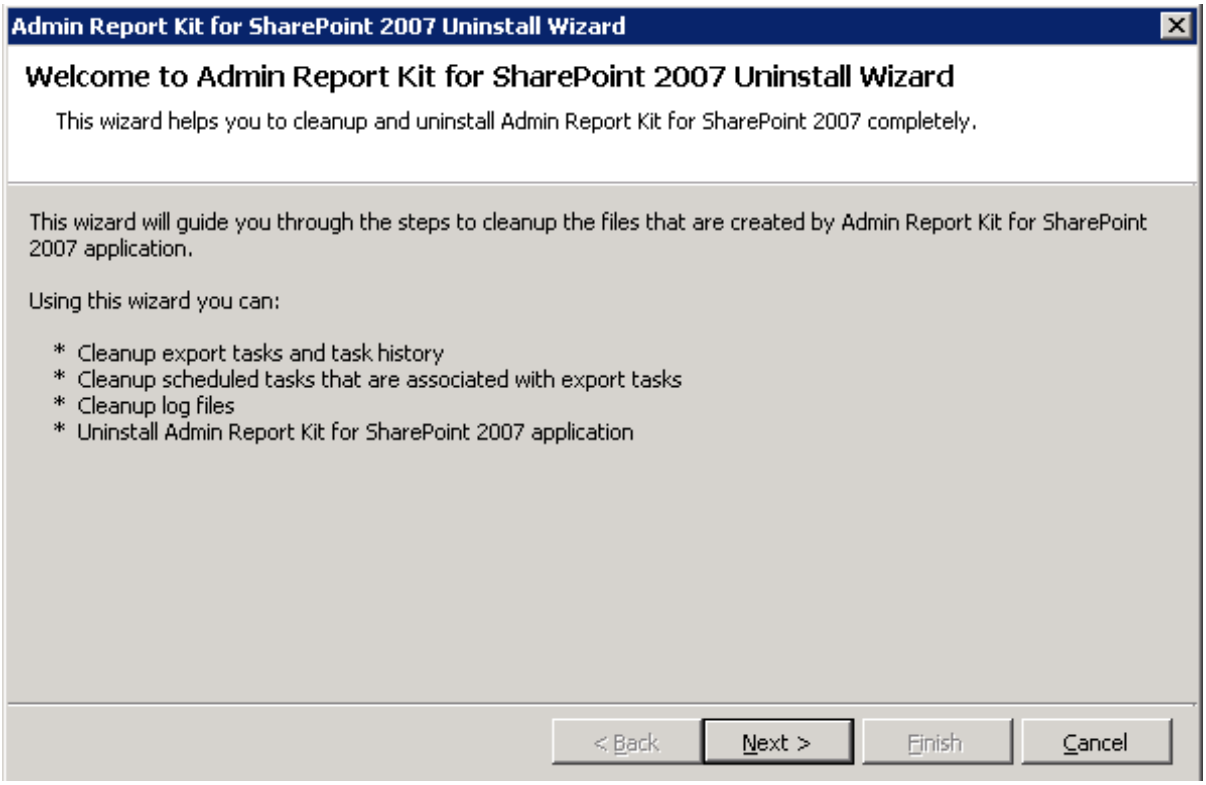
7.4 How to Uninstall ARKSP?

When you create Power Report tasks in ARKSP, the application creates Windows Scheduled Tasks (to run the Power Report tasks at the specified time interval) where ARKSP is installed. While running the Quick Reports or Power Report task, ARKSP creates ARKSPSettings folder to store the application settings, Log folder to store error log file, Export folder for exported reports, Power Reports folder for Power Reports task related information, SQL Server database for data storage.

When you uninstall ARKSP through Control Panel - Add / Remove Programs applet, Windows Installer program will remove only the application files from your machine. But, the application related files created by ARKSP remain in the computer. In order to remove ARKSP worker files completely, the uninstall wizard provides a set of cleanup options to perform the cleanup operation based your selection.

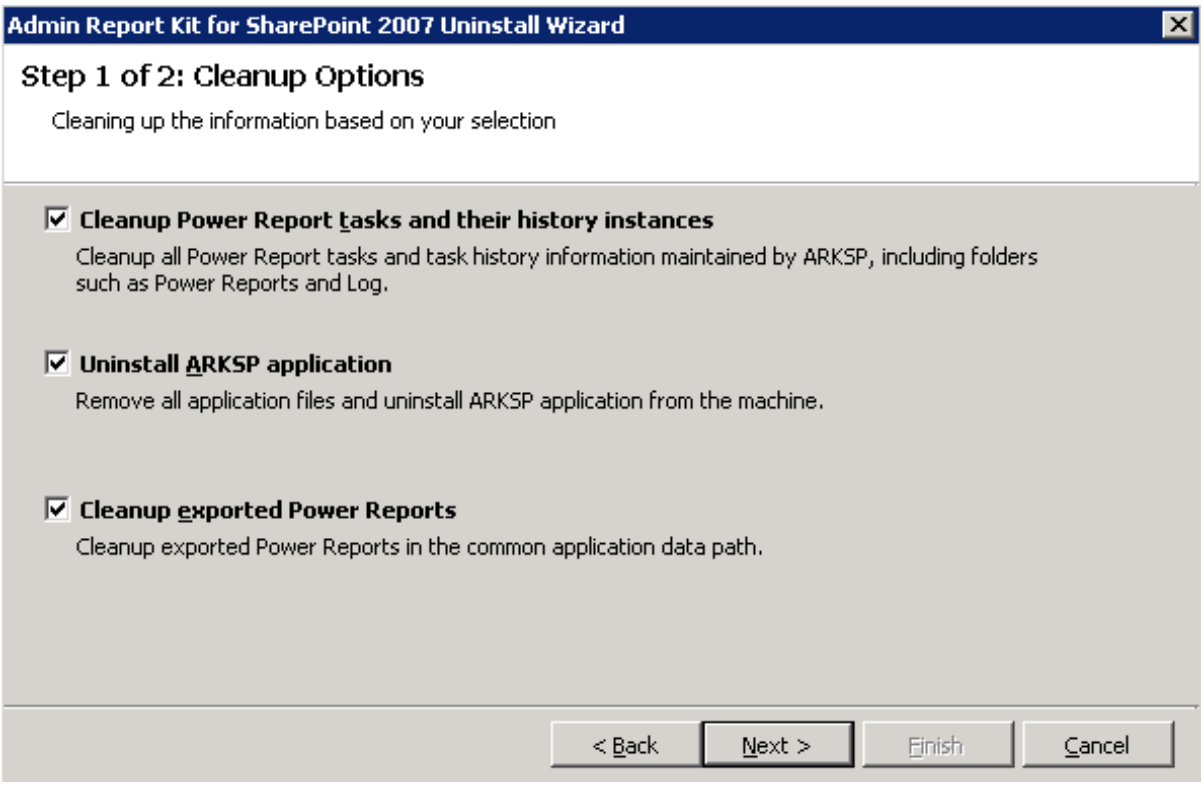
Use this wizard to cleanup the files that are created by Admin Report Kit for SharePoint 2007 application selectively and uninstall ARKSP completely from the machine.

1) Launch the uninstall wizard by clicking Start -> Programs -> Admin Report Kit for SharePoint 2007 -> ARKSP Uninstall Wizard.
The **ARKSP Uninstall Wizard** dialog will be shown as below:



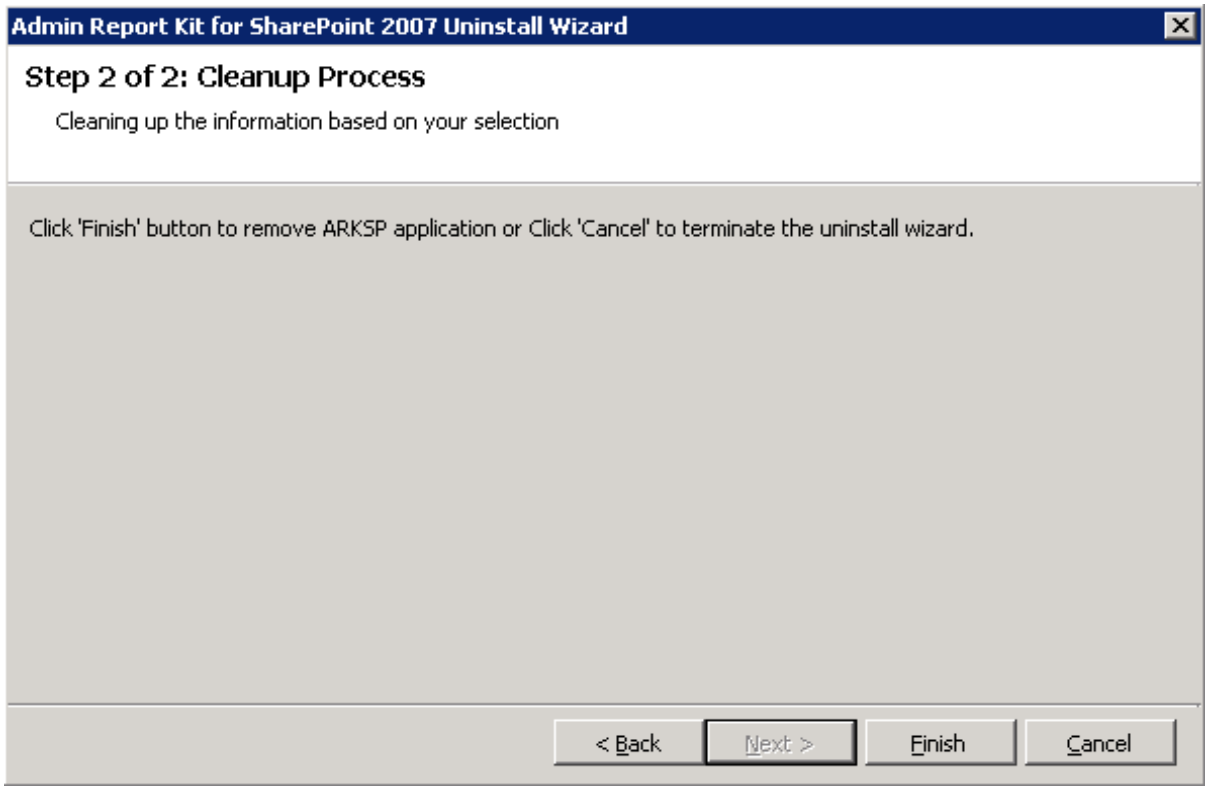
Click **Next** to proceed.

2) Select required **cleanup** options as shown below:



Click **Next** to proceed.

3) Confirm the **cleanup and/or uninstall** process.



Click **Finish** to run cleanup and/or uninstall process. Click **Cancel** to close the wizard.

4) Once the file cleanup process is complete, the uninstall wizard will automatically run *Windows Installer program* to remove ARKSP application from the machine, if you have selected the cleanup option **Uninstall ARKSP application** in the wizard.

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