

User Manual

ARK for SharePoint-2003



Admin Report Kit for SharePoint

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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 Portal Server 2003 and Windows SharePoint Services. ARKSP presents information across virtual servers, portal sites, site collection and lists in SharePoint in a simple report format.

ARKSP collects configuration information about Windows SharePoint Services, Portal Sites, Site Collection, Web and Areas. 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 Portal Server 2003 and Windows SharePoint Services only.

1.2 Who can use ARKSP?

Organizations running Microsoft Office SharePoint Portal Server 2003 and Windows SharePoint Services can greatly benefit from ARKSP. It is a powerful reporting tool collects configuration information about Windows SharePoint Services, Portal Sites, Site Collection, Web and Areas, List Configuration and List Details etc. and reports them in a format for use by SharePoint Administrators.

1.3 System Requirements

<i>Processor</i>	Intel Pentium Processor
<i>Disk Space & Memory</i>	512 MB RAM and minimum of 15 MB of free disk space
<i>Operating System</i>	Microsoft Office SharePoint Portal Server 2003 (or) Windows SharePoint Services with latest Service Pack, Microsoft Data Access Components (MDAC) v2.8 only.
<i>Software</i>	Microsoft Data Access Components (MDAC) v2.8 only

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.

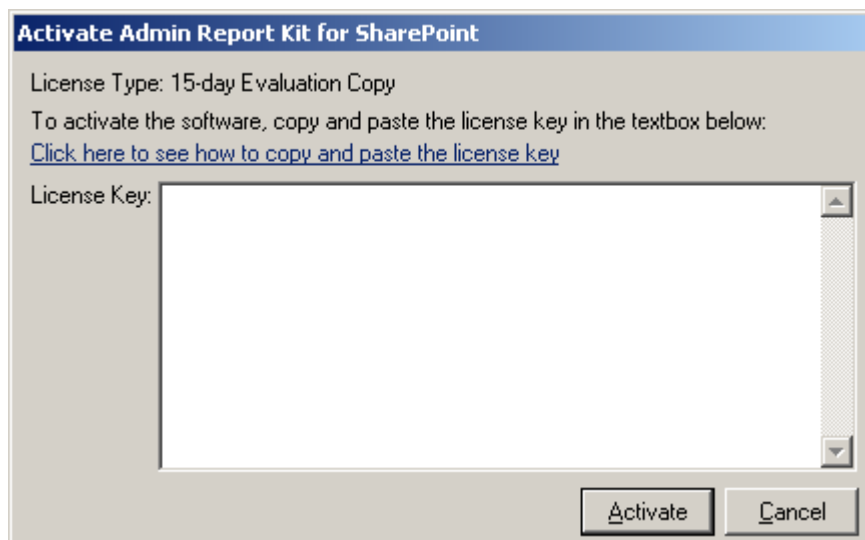


Image 1 - Activate screen

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).

CHAPTER 1 - About Admin Report Kit for SharePoint (ARKSP)

- 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).

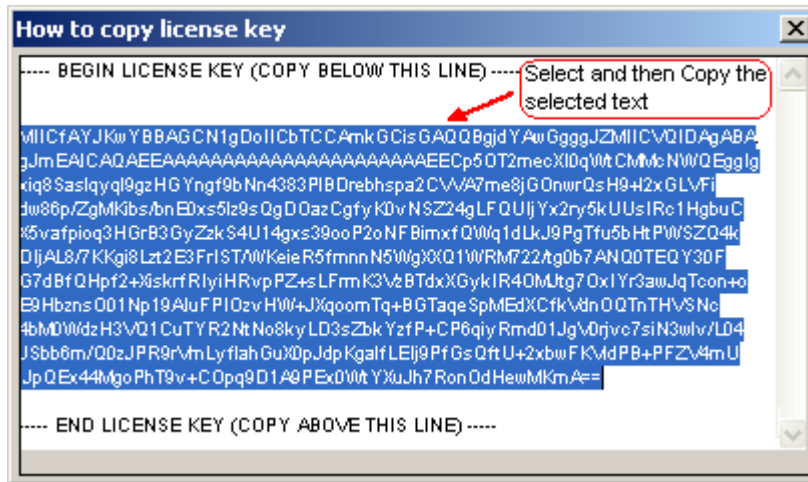


Image 2 - How to copy license key screen

2 Using ARKSP- Quick Reports

2.1 Single Sign-On

Single Sign-On Reports

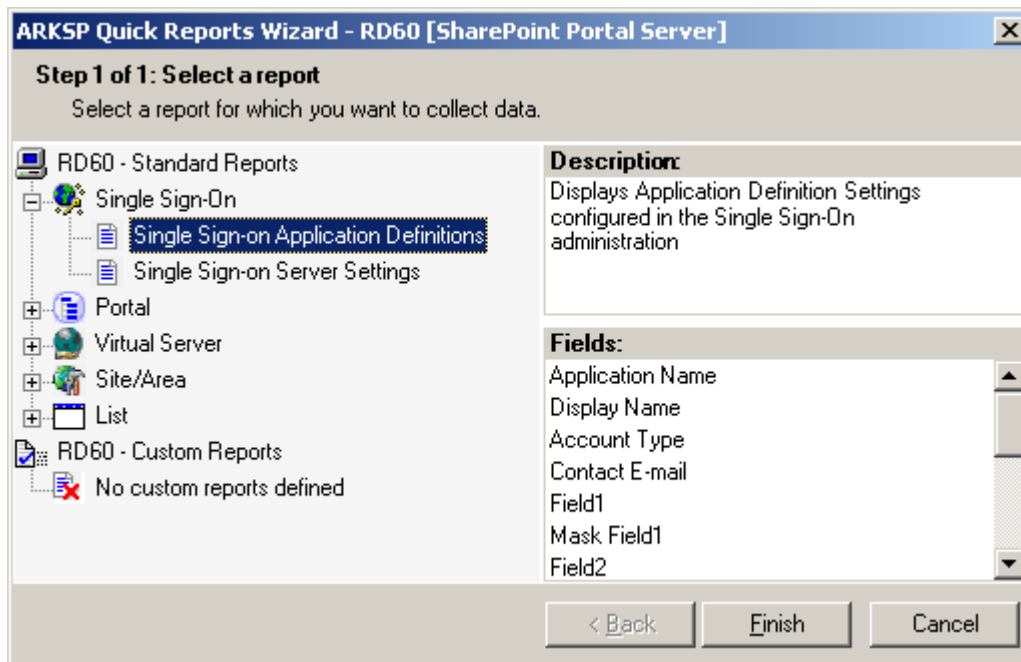
Single Sign-on Reports provides Single Sign-on configuration details in SharePoint Portal Server. Single Sign-On report is classified into two reports:

Single Sign-on Application Definitions: Enterprise Application Definition settings configured in Single Sign-on administration in SharePoint Portal Server. This report shows details such as Application Name, Display Name, Account Type, Contact E-Mail, Mask fields and it's values. This report is useful when large number of enterprise application settings is configured. You can view all enterprise application settings in single screen.

Single Sign-on Server Settings: Provides useful information such as Server name, Single sign-on database name, SQL server name etc.

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

CHAPTER 2 – Using ARKSP



Select any desired report, Click **Finish** button.

Click *{Single Sign-on Application Definition}* to display information about *{Enterprise Application Definition Settings}*. This report displays the following information: **{Application name, Display Name, Account Type, Contact E-mail, Field1, Mask Field1, Field2, Mask Field2, Field3, Mask Field3, Field4, Mask Field4, Field5, Mask Field5}**.

Admin Report Kit for SharePoint (ARKSP) - [Single Sign-On - [RD60]]

File Tools Window Help

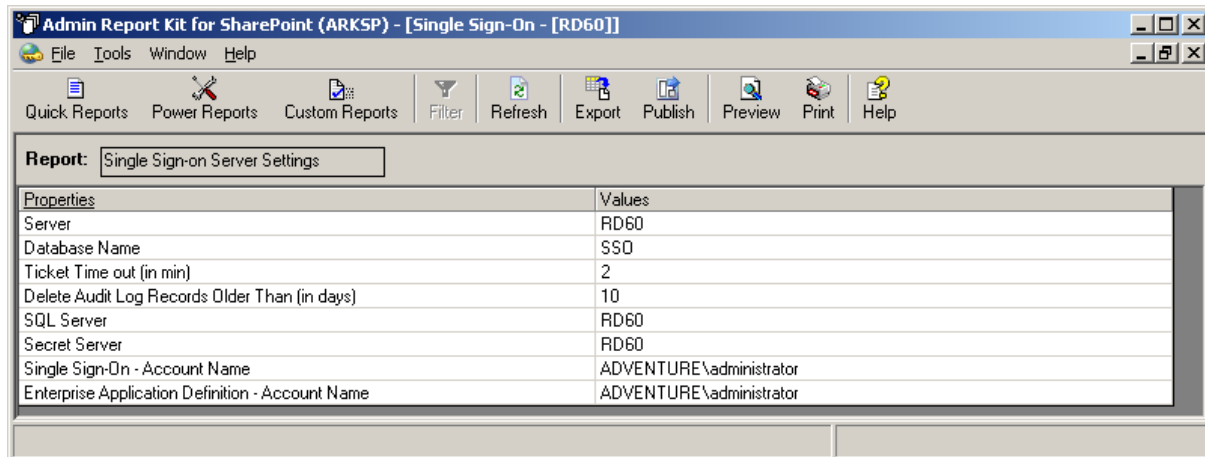
Quick Reports Power Reports Custom Reports Filter Refresh Export Publish Preview Print Help

Report: Single Sign-on Application Definitions

Application name	Display Name	Account Type	Contact E-mail	Field1	Mask Field1	Field2	Mask Field2	Field3	Mask Field3	Field4	Mask Field4
TestItem	Item5	Individual Account	testuser@adventure.com	SSO Contact	No	SSO Admin	Yes	SSO Development	No	SSO Marketing	Yes
SSOSRC	TestItem	Group	sso@vyapin.co.in	Test1	No	Test2	Yes	Test3	No	TY	No
SSO Application	Test SSO	Individual Account	SSO_Admin@vyapin.co.in	Field1:Display Name	Yes	Fld3:Display	No	Fld4:Display	No		
Item4	Item4	Group	discovery@vyapin.com	discovery	No	adventure	No	sharp	No	vsspro	No
Item3	Item3	Group	adventure@vyapin.com	Item3	Yes						

CHAPTER 2 – Using ARKSP

Click *{Single Sign-on Server Settings}* to display information about *{Server Settings for Single Sign-On}*. This report displays the following information: **{Server, Database name, Ticked time-out in minutes, Delete Audit Log Records Older Than (in days), SQL Server, Secret Server, Single Sign-On-Account Name, Enterprise Application Definition - Account Name}**.



Properties	Values
Server	RD60
Database Name	SSO
Ticket Time out (in min)	2
Delete Audit Log Records Older Than (in days)	10
SQL Server	RD60
Secret Server	RD60
Single Sign-On - Account Name	ADVENTURE\administrator
Enterprise Application Definition - Account Name	ADVENTURE\administrator

2.2 Portal Site

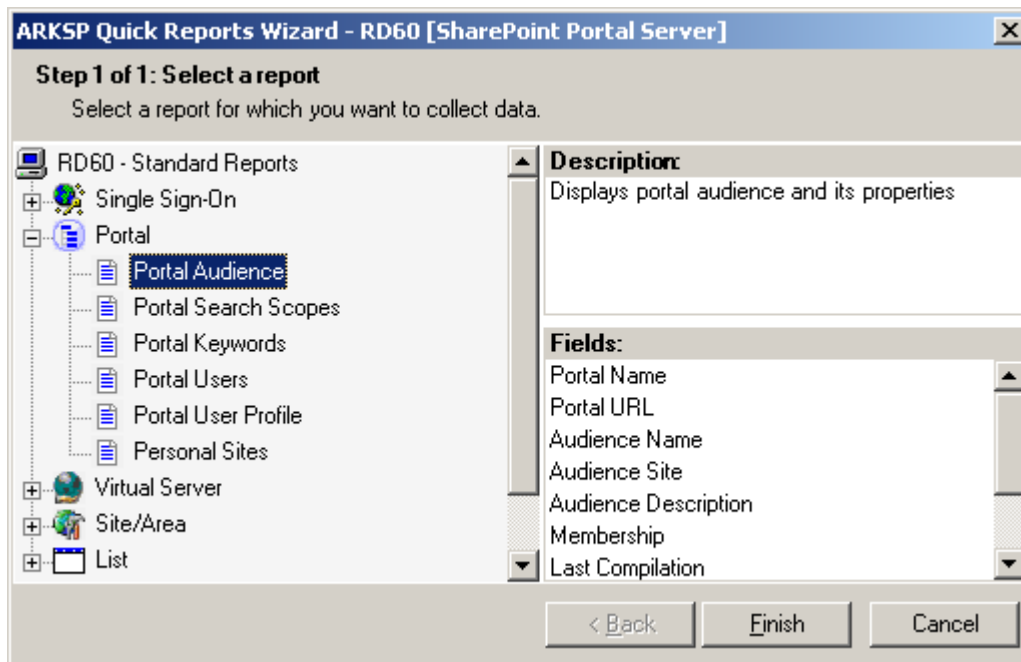
Portal Site Reports

Portal Sites Reports presents the Portal Sites configured across all portal servers in SharePoint Portal Server. Portal Sites report provides information about:

- **Portal Audience:** Audience information such as audience name, audience rules, last compilation. Etc.,
- **Portal Search Scopes:** List all search scopes and it's properties such as search scope name, topics and areas applicable, content source groups.
- **Portal Keywords:** List keywords, description, it's best bets in the portal and the user who created the keyword.
- **Portal Users:** Reports about distinct users in the portal site.
- **Portal User Profile:** Reports about the user profile information stored in the profile database.
- **Personal Sites:** Reports about personal sites configured in the portal server and it's properties such as personal site url, quota etc.,

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

CHAPTER 2 – Using ARKSP



Select any desired report, **Click** Finish button.

Click **{Portal Audience}** to view details about Audience information across all Portal Sites. This report displays the following information: **{Portal Name, Portal URL, Audience Name, Audience Site, Audience Description, Membership, Last Compilation, Last Compilation Status, and Last Rule Update}**.

Admin Report Kit for SharePoint (ARKSP) - [Portal - [RD60]]

File Tools Window Help

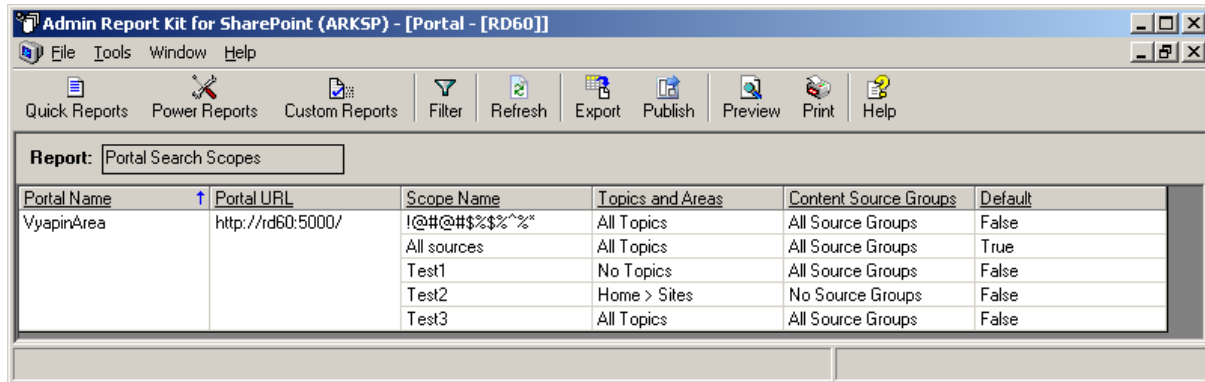
Quick Reports Power Reports Custom Reports Filter Refresh Export Publish Preview Print Help

Report: Portal Audience

Portal Name	Portal URL	Audience Name	Audience Site	Audience Description	Membership	Last Compilation	Last Compilation Status	Last Rule Update
VyapinArea	http://rd60:5000 /	All portal users	http://rd60:5000 /	All users who can access the portal site	No rules defined	Not applicable	Not applicable	Not applicable
		ARKSP Audiences	http://rd60:5000 /	Test Audiences created for ARKSP	Members satisfy all of the rules	5:30:00 AM	No Error	9/11/2006 11:09:52 AM
		SharePoint Audiences	http://rd60:5000 /	Test Audiences for SharePoint...Created on 9/11	Members satisfy all of the rules	5:30:00 AM	No Error	9/11/2006 11:13:35 AM
		XPlica Audiences	http://rd60:5000 /	Test Audiences created for XPlica	No rules defined	5:30:00 AM	No Error	9/11/2006 11:10:38 AM

Click **{Portal Search Scopes}** to view the available Search Scopes defined across all Portal Sites. This report displays the following information: **{Portal Name, Portal URL, Scope name, Topics and Areas, Content Source Groups, Default}**.

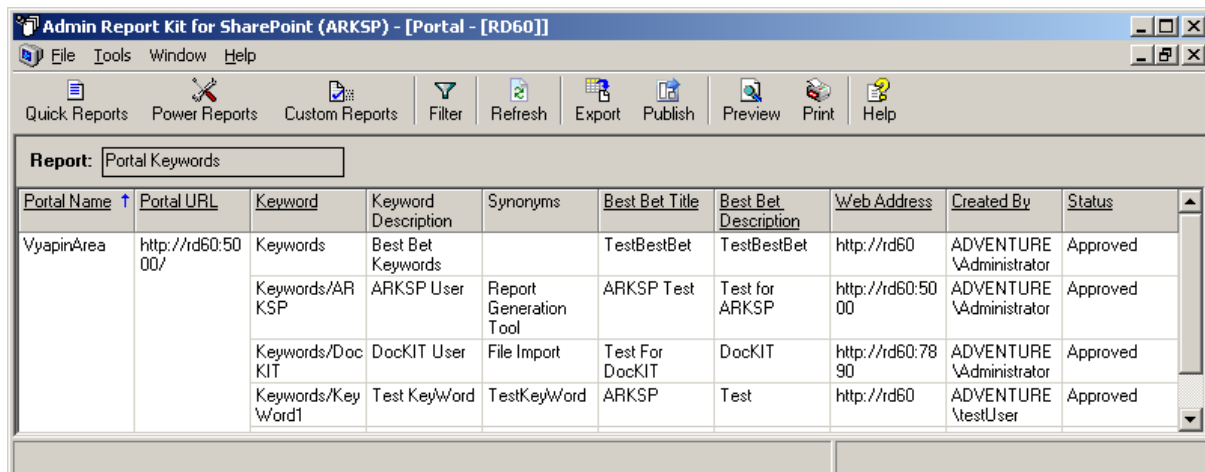
CHAPTER 2 – Using ARKSP



The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The 'Report' dropdown is set to 'Portal Search Scopes'. The table displays search scope information for the portal 'VyapinArea'.

Portal Name	Portal URL	Scope Name	Topics and Areas	Content Source Groups	Default
VyapinArea	http://rd60:5000/	!@#%\$%^&*~	All Topics	All Source Groups	False
		All sources	All Topics	All Source Groups	True
		Test1	No Topics	All Source Groups	False
		Test2	Home > Sites	No Source Groups	False
		Test3	All Topics	All Source Groups	False

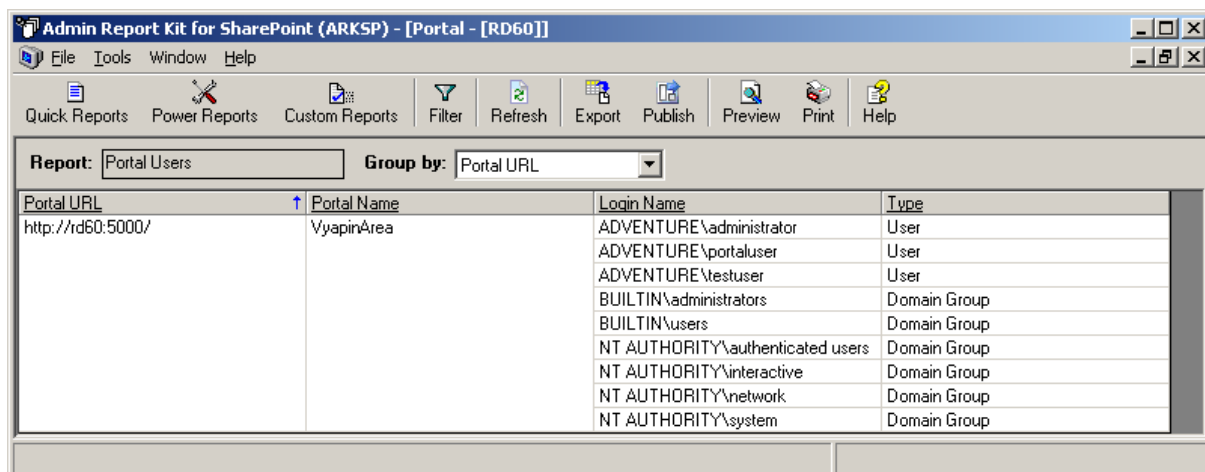
Click [{Portal Keywords}](#) to view the Key Words defined for all Portal Sites. This report displays the following information: **{Portal Name, Portal URL, Keyword, Keyword Description, Synonyms, Best Bet Title, Best Bet Description, Web Address, Created By, and Status}**



The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The 'Report' dropdown is set to 'Portal Keywords'. The table displays keyword information for the portal 'VyapinArea'.

Portal Name	Portal URL	Keyword	Keyword Description	Synonyms	Best Bet Title	Best Bet Description	Web Address	Created By	Status
VyapinArea	http://rd60:5000/	Keywords	Best Bet Keywords		TestBestBet	TestBestBet	http://rd60	ADVENTURE\Administrator	Approved
		Keywords/ARKSP	ARKSP User	Report Generation Tool	ARKSP Test	Test for ARKSP	http://rd60:5000	ADVENTURE\Administrator	Approved
		Keywords/DocKIT	DocKIT User	File Import	Test For DocKIT	DocKIT	http://rd60:7890	ADVENTURE\Administrator	Approved
		Keywords/Keyword1	Test KeyWord	TestKeyWord	ARKSP	Test	http://rd60	ADVENTURE\testUser	Approved

Click [{Portal Users}](#) to view the distinct users added across all portal sites. This report displays the following information: **{Portal Name, Portal URL, Login Name, and Type}**.



The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The 'Report' dropdown is set to 'Portal Users' and the 'Group by' dropdown is set to 'Portal URL'. The table displays user information for the portal 'VyapinArea'.

Portal URL	Portal Name	Login Name	Type
http://rd60:5000/	VyapinArea	ADVENTURE\administrator	User
		ADVENTURE\portaluser	User
		ADVENTURE\testuser	User
		BUILTIN\administrators	Domain Group
		BUILTIN\users	Domain Group
		NT AUTHORITY\authenticated users	Domain Group
		NT AUTHORITY\interactive	Domain Group
		NT AUTHORITY\network	Domain Group
		NT AUTHORITY\system	Domain Group

CHAPTER 2 – Using ARKSP

Click [{Portal User profile}](#) to view the personal details of the users in the profile database across all portal sites. This report displays the following information: **{Portal Name, Portal URL, AccountName, FirstName, LastName, PreferredName, WorkE-mail, Work Phone, Department, Title, Manager, AboutMe ...}**. Additionally, User Profile report will also display the information of all the fields that are created manually in the profile database.

Portal URL	AccountName	FirstName	LastName	PreferredName	WorkEmail	WorkPhone	Office	Department	Title	Manager	AboutMe
http://rd60:5000/	adventure\testuser	testUser	asdf	testUser	asdf@vyapin.co.in	2342342	1235668554	asd			
	adventure\administrator	Admin	Administrator	adventure\administrator	admin@adventure.com	044-23143432	044-12312343	SharePoint	Administrator	ADVENTURE\ASPNET	<div clas
	adventure\portaluser	PersonalUser	User	PersonalUser	portaluser@adventure.com	044123843821	044123923483	SharePoint	Developer	ADVENTURE\ARKSPUser	

Click [{Personal Sites}](#) to view personal sites created across all portal sites. This report displays the following information: **{Portal Name, Portal URL, Personal Site Name, Personal Site URL, Number of Users, Owner, and Quota (in MB)}**.

Portal Name	Portal URL	Personal Site Name	Personal Site URL	Number of Users	Owner	Quota (in MB)
VyapinArea	http://rd60:5000/	adventure\administrator	http://rd60:5000/personal/administrator	2	ADVENTURE\administrator	200
		PersonalUser	http://rd60:5000/personal/portaluser	2	ADVENTURE\portaluser	100
		testUser	http://rd60:5000/personal/testuser	2	ADVENTURE\testuser	1100

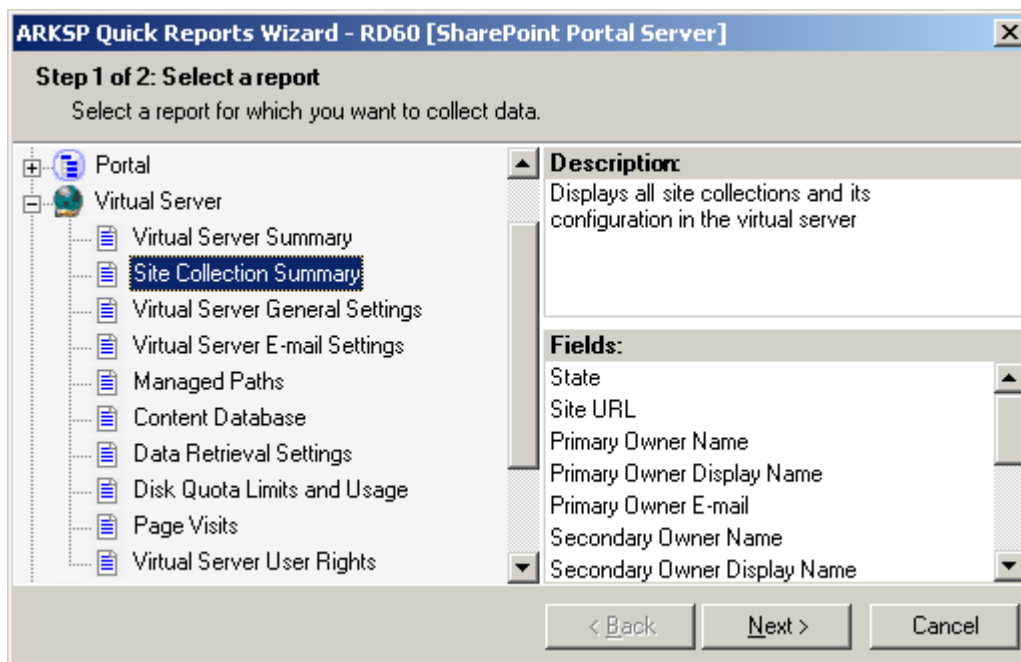
2.3 Virtual Server

Virtual Server Reports

Virtual server report deal with providing information about the virtual servers configured in the SharePoint Portal server. This report provides the following details:

- virtual server configuration
- user rights of the virtual server
- site collection and configuration
- data retrieval service settings of the virtual server
- e-Mail settings of the virtual server
- managed path configuration information
- content database information
- site quota information
- pages visited in all the sites under the virtual server

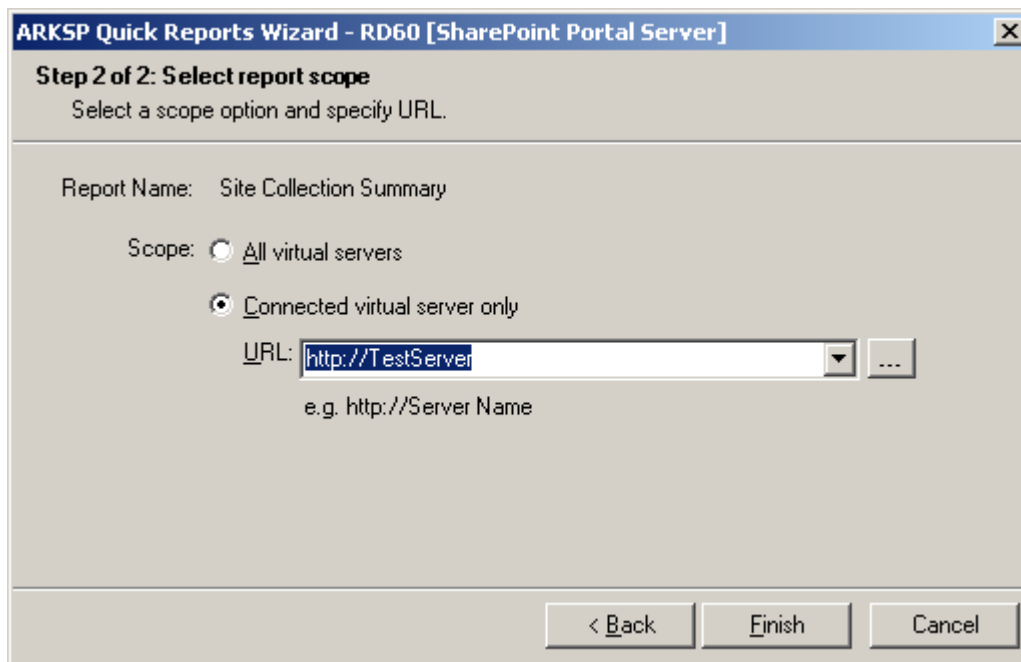
Click [File -> Quick Reports](#) to invoke **ARKSP Quick Reports Wizard**.



Perform the following steps to run a quick report under the Virtual Server category:

CHAPTER 2 – Using ARKSP

Step 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:



Step 2: **Choose** a report scope:

'All virtual servers' - Collects the report data for all virtual servers configured in SharePoint

'Connected virtual server only' - Collects report data for the specified virtual server only. Type a valid 'Virtual Server URL or click '.' button to choose a virtual server.

Step 3: Click **Finish** button. This will collect the data for all virtual servers in the SharePoint server.

NOTE: For **Site Collection Summary, Disk Quota Limits and Usage and Page Visits** reports, data can be viewed either for **All virtual servers or Connected virtual server only** by choosing the appropriate scope.

A brief description of each report along with the report fields and a sample screen available under Virtual Server category is given below:

Click [{Virtual Server Summary}](#) to view details about Summary information across all Virtual Servers. Displays the following information: **{Virtual Server, State, Host Name, Port Number, Version, and Content Database}**.

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Admin Report Kit for SharePoint (ARKSP) - [Virtual Server - [RD60]]

File Tools Window Help

Quick Reports Power Reports Custom Reports Filter Refresh Export Publish Preview Print Help

Report: Virtual Server Summary URL: Not applicable Scope: All virtual servers

Virtual Server	State	Host Name	Port Number	Version	Content Database
Default Web Site	Ready	RD60	80	6.0.2.6568	STS_rd60_1
EventTest	Ready	RD60	7890	6.0.2.6568	STS_rd60_1140073663
SharePoint Site	Ready	RD60	5002	6.0.2.6568	STS_rd60_1476235507
VyapinArea	Ready	RD60	5000	6.0.2.6568	VyapinAr1_SITE
VyapinSite	Ready	RD60	5001	6.0.2.6568	STS_rd60_1208910305

Click [{Site Collection Summary}](#) to view details about Summary information about all top level sites across all Virtual Servers. Displays the following information: **{Virtual Server, State, Site URL, Primary Owner Name, Primary Owner Display Name, Primary Owner E-mail, Secondary Owner Name, Secondary Owner Display Name, Secondary Owner E-mail, Time Zone, Sub Webs, Site Groups, Alerts, Inherits Security}**.

Admin Report Kit for SharePoint (ARKSP) - [Virtual Server - [RD60]]

File Tools Window Help

Quick Reports Power Reports Custom Reports Filter Refresh Export Publish Preview Print Help

Report: Site Collection Summary URL: Not applicable Scope: All virtual servers

Virtual Server	State	Site URL	Primary Owner Name	Primary Owner Display Name	Primary Owner E-mail	Secondary Owner Name	Secondary Owner Display Name	Secondary Owner E-mail	Time Zone	Sub Webs	Site Groups
Default Web Site	Ready	http://rd60/sites/TopLevelSite1	ADVENTURE\administrator	ADVENTURE\administrator	adventure@vyapin.co.in	ADVENTURE\testuser	testUser	testuser@vyapin.co.in	(GMT+05:30) Chennai, Kolkata, Mumbai, New Delhi	0	5
		http://rd60	ADVENTURE\administrator	ADVENTURE\administrator	admin@adventure.com				(GMT-08:00) Pacific Time (US and Canada); Tijuana	1	6

Click [{Virtual Server General Settings}](#) to view general settings defined for all Virtual Servers. Displays the following information: **{Virtual Server, State, Site URL, Default Time Zone, Default Quota Template, Maximum Upload Size (MB), Alerts Enabled, Maximum Alerts, Security validation, Security validation timeout, Job-usage-analysis, Event Handlers Enabled}**.

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The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar is "Admin Report Kit for SharePoint (ARKSP) - [Virtual Server - [RD60]]". The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. Below the toolbar, there are three input fields: "Report:" with the value "Virtual Server General Settings", "URL:" with the value "Not applicable", and "Scope:" with the value "All virtual servers". The main area displays a table with the following data:

Virtual Server	State	Site URL	Default Time Zone	Default Quota Template	Maximum Upload size (MB)	Alerts Enabled	Maximum Alerts	Security Validation	Security Validation Time-out (mins)	Job Usage Analysis	Event Handlers Enabled
Default Web Site	Ready	http://rd60/	(GMT+05:30) Chennai, Kolkata, Mumbai, New Delhi	No Quota	50	Yes	50	On		30 daily between 09:00:00 and 21:00:00	No
EventTest	Ready	http://rd60:7890/		No Quota	50	Yes	50	On		30 daily between 09:00:00 and 21:00:00	Yes

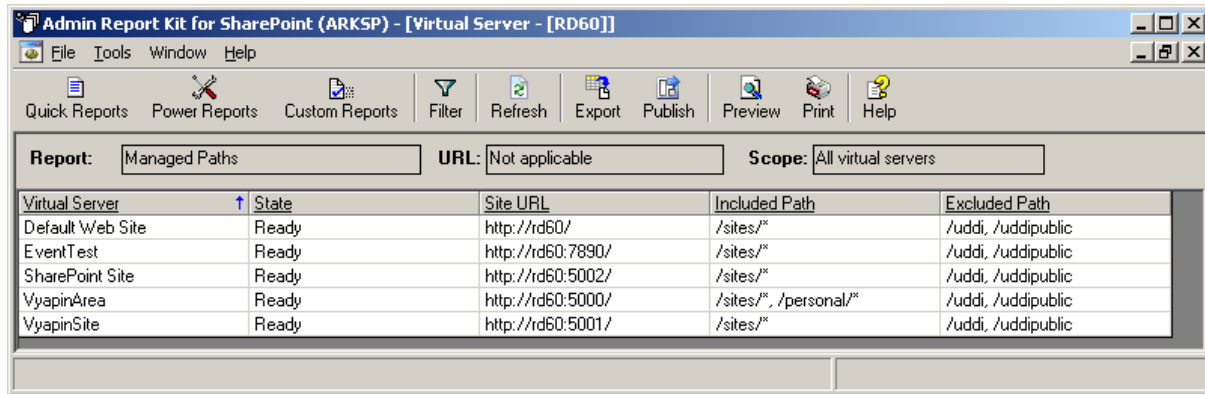
Click [Virtual Server E-Mail Settings](#) to view E-Mail Settings configuration details for all Virtual Servers. Displays the following information: **{Virtual Server, State, Site URL, E-Mail Inserts Enabled, Public Folder URL, Check for new e-mail, Outbound SMTP server, From Address, Reply to Address}**.

The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar is "Admin Report Kit for SharePoint (ARKSP) - [Virtual Server - [RD60]]". The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. Below the toolbar, there are three input fields: "Report:" with the value "Virtual Server E-mail Settings", "URL:" with the value "Not applicable", and "Scope:" with the value "All virtual servers". The main area displays a table with the following data:

Virtual Server	State	Site URL	E-mail Inserts Enabled	Public Folder URL	Check for new e-mail	Outbound SMTP server	From Address	Reply to Address
EventTest	Ready	http://rd60:7890/	True	http://myexchange/	hourly between 0 and 59			
Default Web Site	Ready	http://rd60/	True	http://rd60/	every 10 minutes between 0 and 59	exch1	user1@adventure.com	admin@adventure.com
VyapinArea	Ready	http://rd60:5000/	True	http://myexchange/public/	daily between 06:00:00 and 22:00:00	exch1	admin@adventure.com	user@adventure.com

Click [Managed Paths](#) to view Included/Excluded Path details for all Virtual Servers. Displays the following information: **{Virtual Server, State, Site URL, Included Path, and Excluded Path}**.

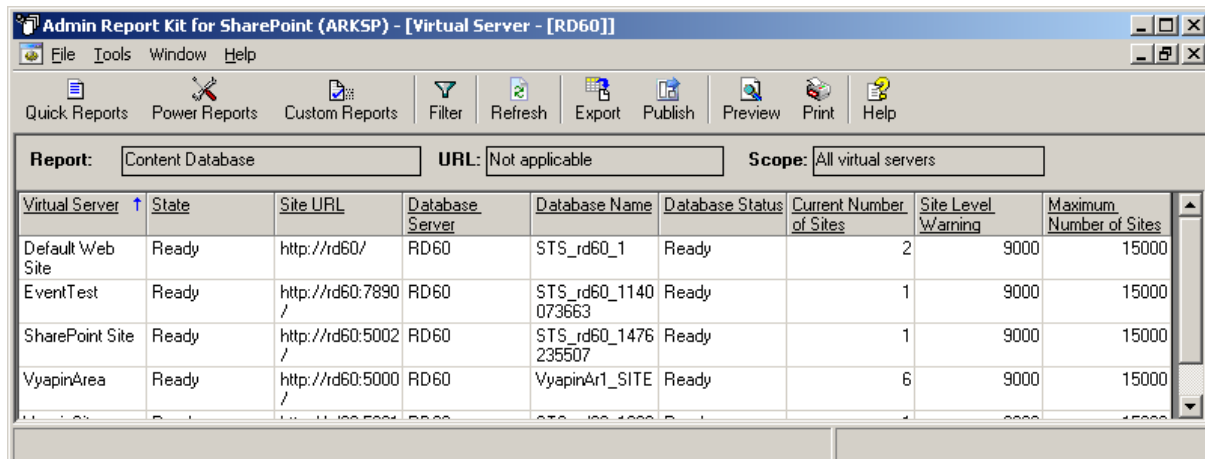
CHAPTER 2 – Using ARKSP



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Virtual Server	State	Site URL	Included Path	Excluded Path
Default Web Site	Ready	http://rd60/	/sites/*	/uddi, /uddipublic
EventTest	Ready	http://rd60:7890/	/sites/*	/uddi, /uddipublic
SharePoint Site	Ready	http://rd60:5002/	/sites/*	/uddi, /uddipublic
VyapinArea	Ready	http://rd60:5000/	/sites/*, /personal/*	/uddi, /uddipublic
VyapinSite	Ready	http://rd60:5001/	/sites/*	/uddi, /uddipublic

Click [Content Database](#) to view the Content Database details for all Virtual Servers. Displays the following information: **{Virtual Server, State, Site URL, Database Server, Database Name, Database Status, Current Number of Sites, Site Level Warning, and Maximum Number of Sites}**.

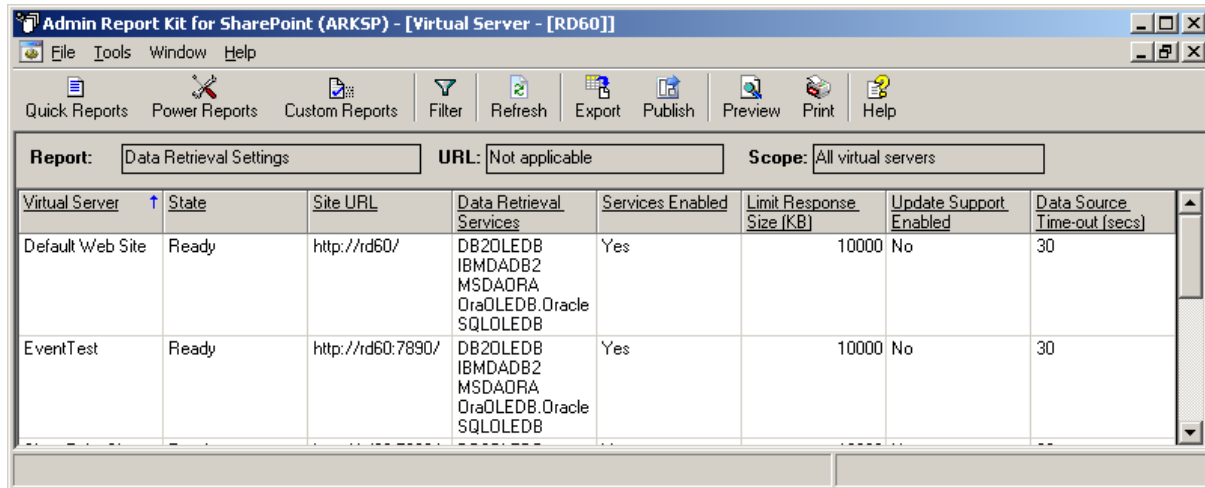


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Virtual Server	State	Site URL	Database Server	Database Name	Database Status	Current Number of Sites	Site Level Warning	Maximum Number of Sites
Default Web Site	Ready	http://rd60/	RD60	STS_rd60_1	Ready	2	9000	15000
EventTest	Ready	http://rd60:7890/	RD60	STS_rd60_1140073663	Ready	1	9000	15000
SharePoint Site	Ready	http://rd60:5002/	RD60	STS_rd60_1476235507	Ready	1	9000	15000
VyapinArea	Ready	http://rd60:5000/	RD60	VyapinAr1_SITE	Ready	6	9000	15000

Click [Data Retrieval Settings](#) to view the Data Retrieval Service Settings Configuration details about all Virtual Servers. Displays the following information: **{Virtual Server, State, Site URL, Data Retrieval Service, Services Enabled, Limit Response Size (KB), Update Support Enabled, Data Source Time-out (Secs)}**.

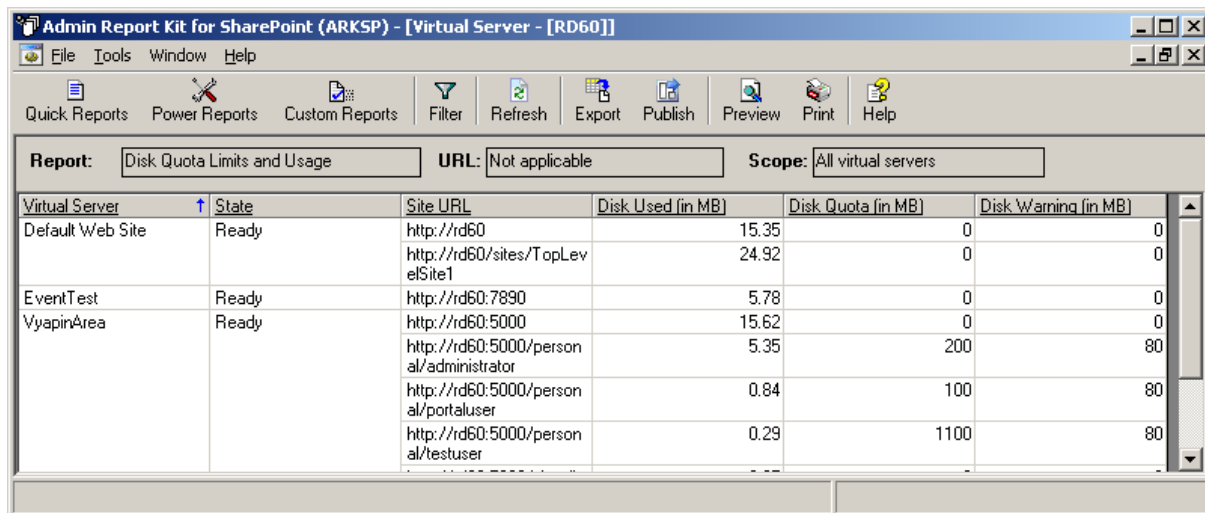
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Virtual Server	State	Site URL	Data Retrieval Services	Services Enabled	Limit Response Size (KB)	Update Support Enabled	Data Source Time-out (secs)
Default Web Site	Ready	http://rd60/	DB2OLEDB IBMDADB2 MSDAORA OraOLEDB.Oracle SQLOLEDB	Yes	10000	No	30
EventTest	Ready	http://rd60:7890/	DB2OLEDB IBMDADB2 MSDAORA OraOLEDB.Oracle SQLOLEDB	Yes	10000	No	30

Click [{Disk Quota Limits and Usage}](#) to view the Site Collection Quota information for all Virtual Servers. Displays the following information: **{Virtual Server, State, Site URL, Disk Used (in MB), Disk Quota (in MB), and Disk Warning (in MB)}**.

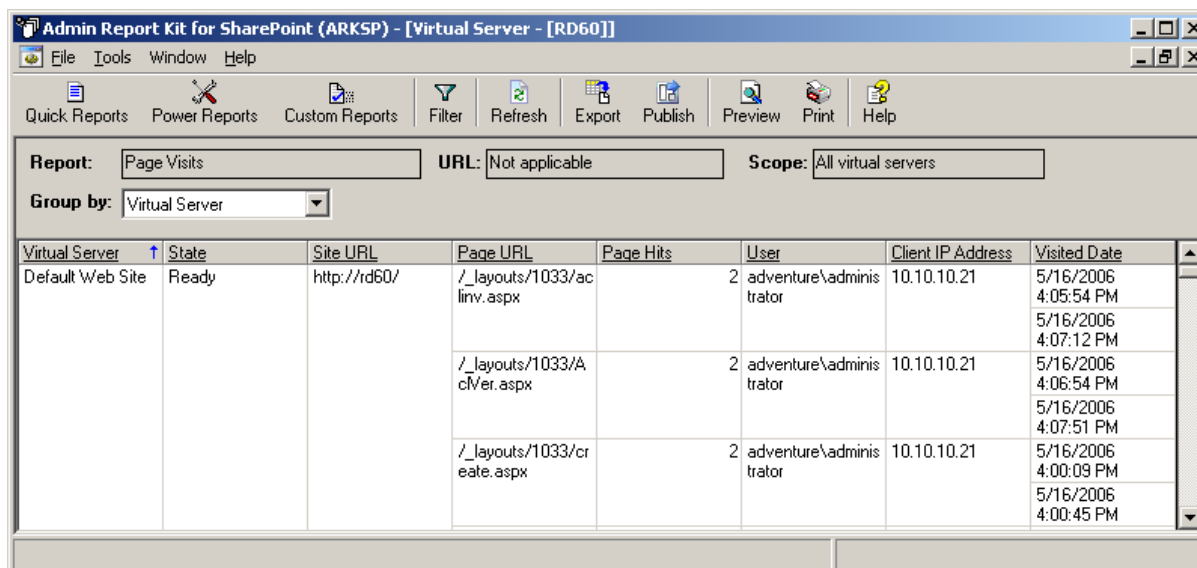


The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar is 'Admin Report Kit for SharePoint (ARKSP) - [Virtual Server - [RD60]]'. The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The report configuration shows 'Report: Disk Quota Limits and Usage', 'URL: Not applicable', and 'Scope: All virtual servers'. The table below displays data for two virtual servers: Default Web Site and EventTest.

Virtual Server	State	Site URL	Disk Used (in MB)	Disk Quota (in MB)	Disk Warning (in MB)
Default Web Site	Ready	http://rd60	15.35	0	0
		http://rd60/sites/TopLevelSite1	24.92	0	0
EventTest	Ready	http://rd60:7890	5.78	0	0
VyapinArea	Ready	http://rd60:5000	15.62	0	0
		http://rd60:5000/personal/administrator	5.35	200	80
		http://rd60:5000/personal/portalluser	0.84	100	80
		http://rd60:5000/personal/testuser	0.29	1100	80

Click [{Page Visits}](#) to view the pages visited in all the sites under a virtual server. Displays the following information: **{Virtual Server, State, Site URL, Page URL, Page Hits, User, Client IP Address, and Visited Date}**.

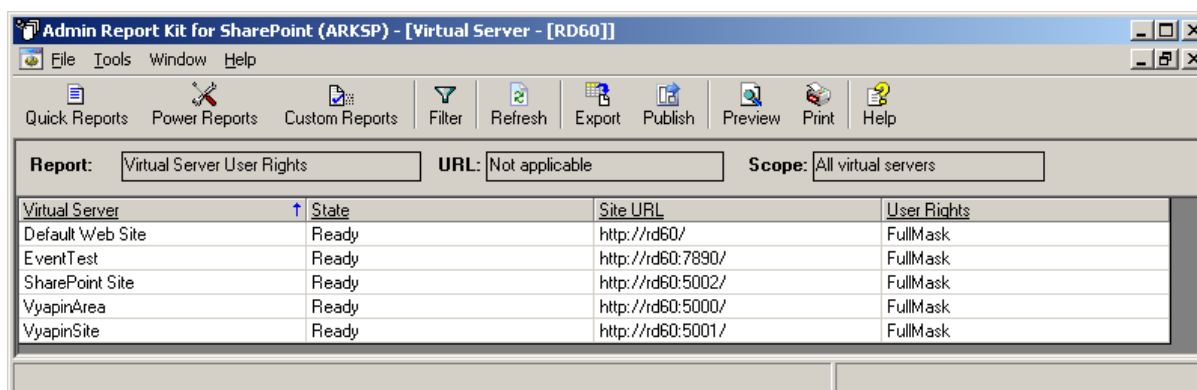
CHAPTER 2 – Using ARKSP



The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar is "Admin Report Kit for SharePoint (ARKSP) - [Virtual Server - [RD60]]". The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The report configuration section shows "Report: Page Visits", "URL: Not applicable", "Scope: All virtual servers", and "Group by: Virtual Server". The data table has columns: Virtual Server, State, Site URL, Page URL, Page Hits, User, Client IP Address, and Visited Date. The data is grouped by Virtual Server, showing three rows for the Default Web Site.

Virtual Server	State	Site URL	Page URL	Page Hits	User	Client IP Address	Visited Date
Default Web Site	Ready	http://rd60/	/_layouts/1033/activ...	2	adventure\adminis...	10.10.10.21	5/16/2006 4:05:54 PM
			/_layouts/1033/Activ...	2	adventure\adminis...	10.10.10.21	5/16/2006 4:07:12 PM
			/_layouts/1033/create.aspx	2	adventure\adminis...	10.10.10.21	5/16/2006 4:00:09 PM

Click [Virtual Server User Rights](#) to view the User rights defined for all Virtual Servers. Displays the following information: **{Virtual server, State, Site URL, User rights}**.



The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar is "Admin Report Kit for SharePoint (ARKSP) - [Virtual Server - [RD60]]". The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The report configuration section shows "Report: Virtual Server User Rights", "URL: Not applicable", and "Scope: All virtual servers". The data table has columns: Virtual Server, State, Site URL, and User Rights. The data is grouped by Virtual Server, showing five rows for various virtual servers.

Virtual Server	State	Site URL	User Rights
Default Web Site	Ready	http://rd60/	FullMask
EventTest	Ready	http://rd60:7890/	FullMask
SharePoint Site	Ready	http://rd60:5002/	FullMask
VyapinArea	Ready	http://rd60:5000/	FullMask
VyapinSite	Ready	http://rd60:5001/	FullMask

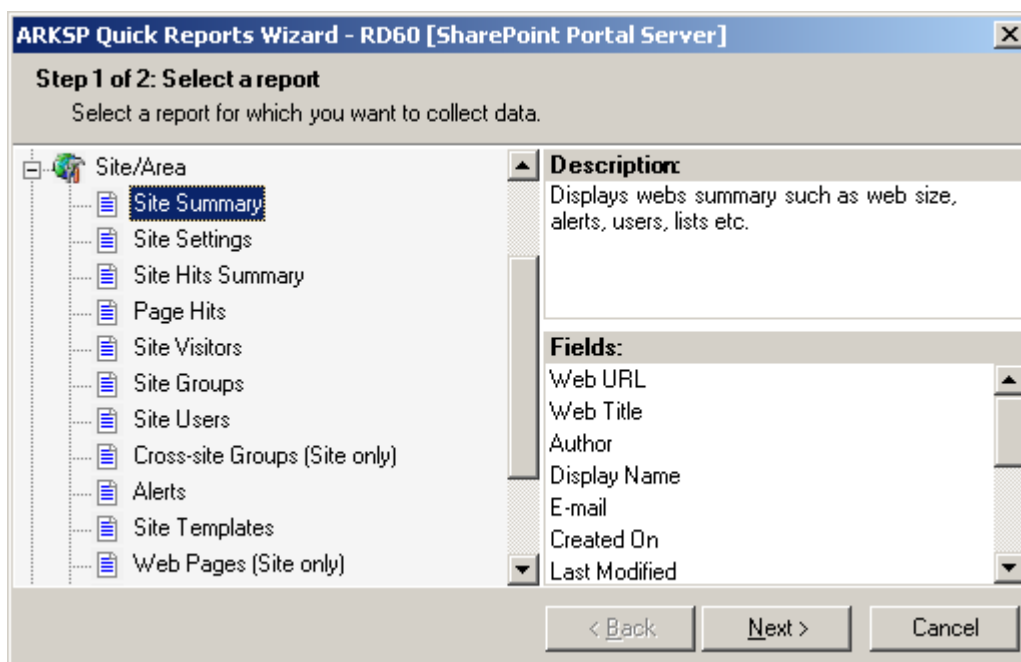
2.4 Site / Area Reports (SPS only)

Site / Area Reports provide useful configuration and usage information about the connected portal site / portal area. ARKSP provides not only currently connected site/area information, but also its sub-sites/sub-areas. This report section provides the following details:

- General settings, configuration settings of the site/area
- Alerts configuration
- Site user details, provide users details of the site/area and user rights
- Files accessed and users who have visited the site
- Web Parts and Web Pages present in the given site/area
- Site Groups and Cross-site Groups in the given site/area

NOTE: ARKSP will not display Cross-site Groups and Web Pages tabs when you connect to a Portal Area URL.

Click [File ->Quick Reports](#) to invoke **ARKSP Quick Reports Wizard**.



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

ARKSP Quick Reports Wizard - RD60 [SharePoint Portal Server]

Step 2 of 2: Select report scope
Select a scope option and specify URL.

Report Name: Site Summary

Scope: ☒ All sites in virtual server
☐ Connected site and its sub-sites
☐ Connected site only

Site URL: ...
e.g. http://Server Name

< Back Finish Cancel

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

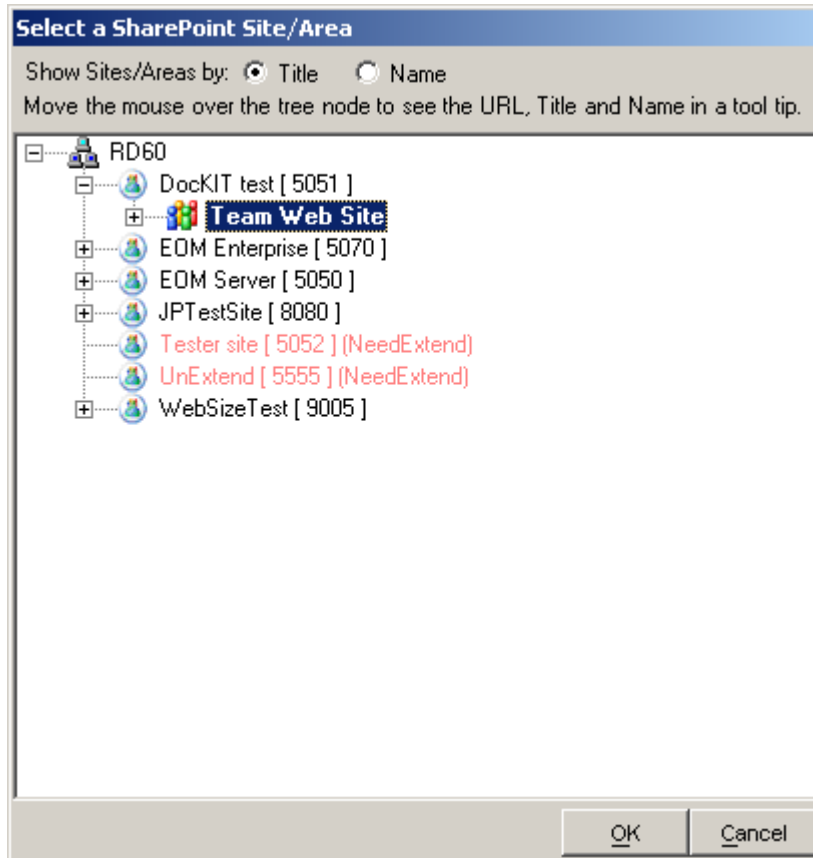
- a) All sites in virtual server** - If URL entered is a valid virtual server URL, ARKSP retrieves report information for all the sites, including sub-sites and top level sites, in the virtual server
- b) Connected site and its sub-sites** - Retrieves report information for the connected site and its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

By default, **All sites in virtual server** option will be selected.

To connect to a particular portal site / portal area:

- 1)** Type full URL of the site/area in the format `http://servername:port number/sitename` (or)
- 2)** Click '...' button to show the **Select a SharePoint Site/Area** dialog as shown below:

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- 3) Select the required site/area and Click **OK** button.
- 4) Click **Finish** button in the wizard.

A brief description of each report along with the report fields and a sample screen available under Site / Area Reports category is given below:

Click [{Site Summary}](#) to view Summary details for the selected scope. It displays the following information: **{Web Title, Web URL, Author, Display Name, E-mail, Created On, Last Modified, Web Size in (MB), Sub Webs, Number of Lists, Number of Alerts, Number of Users, Number of Site Groups}**.

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The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar is "Admin Report Kit for SharePoint (ARKSP) - [Site/Area - [http://rd60]]". The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The main area displays the "Report: Site Summary" and "URL: http://rd60/". The "Scope: All sites in virtual server" is selected. Below this is a table with the following data:

Web URL ↑	Web Title	Author	Display Name	E-mail	Created On	Last Modified	Web Size (in MB)	Sub Webs	Number of Lists	Number of Alerts	Number of Users	Nu Site
http://rd60	Team Web Site	ADVENTURE\administrator	ADVENTURE\administrator	admin@adventure.com			15	1	17	0	7	
http://rd60/site1	site2	ADVENTURE\administrator	ADVENTURE\administrator	admin@adventure.com	7/5/2006 12:53:48 PM	9/7/2006 10:23:29 AM	3	0	7	0	7	
http://rd60/sites/TopLevelSite1	Team Web Site	ADVENTURE\administrator	ADVENTURE\administrator	adventure@vyapin.co.in			25	0	5	0	2	

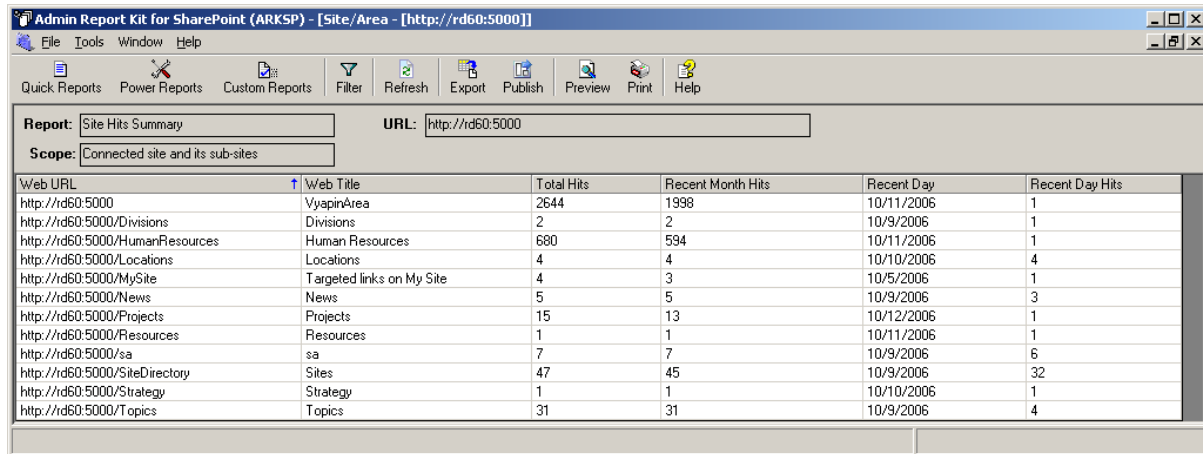
Click [{Site Settings}](#) to view the configuration details for the selected scope. It displays the following information: **{Web Title, Web URL, Time Zone, Title, Description, Inherits Security, Theme, and Template}**.

The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar is "Admin Report Kit for SharePoint (ARKSP) - [Site/Area - [http://rd60]]". The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The main area displays the "Report: Site Settings" and "URL: http://rd60/". The "Scope: All sites in virtual server" is selected. Below this is a table with the following data:

Web URL ↑	Web Title	Time Zone	Description	Inherits Security	Theme	Template
http://rd60	Team Web Site	(GMT-08:00) Pacific Time (US and Canada); Tijuana		No		STS
http://rd60/site1	site2	(GMT+05:30) Chennai, Kolkata, Mumbai, New Delhi	site2	Yes	ice	STS
http://rd60/sites/TopLevelSite1	Team Web Site	(GMT+05:30) Chennai, Kolkata, Mumbai, New Delhi		No		STS

Click [{Site Hits Summary}](#) to view the site usage summary information for the selected scope. It displays the following information: **{Web Title, Web URL, Total Hits, Recent Month Hits, Recent Day, and Recent Day Hits}**.

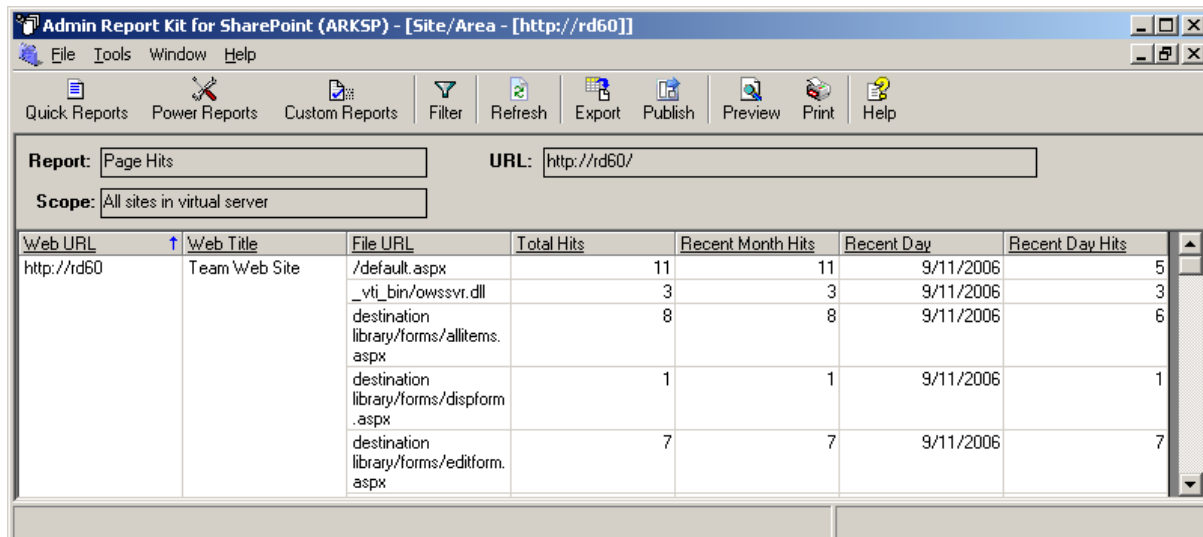
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The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar indicates the report is for the site/area `http://rd60:5000`. The 'Report' dropdown is set to 'Site Hits Summary' and the 'Scope' is 'Connected site and its sub-sites'. The 'URL' field contains `http://rd60:5000`. The main table displays the following data:

Web URL	Web Title	Total Hits	Recent Month Hits	Recent Day	Recent Day Hits
<code>http://rd60:5000</code>	VyapinArea	2644	1998	10/11/2006	1
<code>http://rd60:5000/Divisions</code>	Divisions	2	2	10/9/2006	1
<code>http://rd60:5000/HumanResources</code>	Human Resources	680	594	10/11/2006	1
<code>http://rd60:5000/Locations</code>	Locations	4	4	10/10/2006	4
<code>http://rd60:5000/MySite</code>	Targeted links on My Site	4	3	10/5/2006	1
<code>http://rd60:5000/News</code>	News	5	5	10/9/2006	3
<code>http://rd60:5000/Projects</code>	Projects	15	13	10/12/2006	1
<code>http://rd60:5000/Resources</code>	Resources	1	1	10/11/2006	1
<code>http://rd60:5000/sa</code>	sa	7	7	10/9/2006	6
<code>http://rd60:5000/SiteDirectory</code>	Sites	47	45	10/9/2006	32
<code>http://rd60:5000/Strategy</code>	Strategy	1	1	10/10/2006	1
<code>http://rd60:5000/Topics</code>	Topics	31	31	10/9/2006	4

Click [{Page Hits}](#) to view details about website files accessed for the selected scope. It displays the following information: **{Web Title, Web URL, File URL, Total Hits, Recent Month Hits, Recent Day, and Recent Day Hits}**.



The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar indicates the report is for the site/area `http://rd60`. The 'Report' dropdown is set to 'Page Hits' and the 'Scope' is 'All sites in virtual server'. The 'URL' field contains `http://rd60/`. The main table displays the following data:

Web URL	Web Title	File URL	Total Hits	Recent Month Hits	Recent Day	Recent Day Hits
<code>http://rd60</code>	Team Web Site	<code>/default.aspx</code>	11	11	9/11/2006	5
		<code>_vti_bin/owssvr.dll</code>	3	3	9/11/2006	3
		<code>destination library/forms/allitems.aspx</code>	8	8	9/11/2006	6
		<code>destination library/forms/dispform.aspx</code>	1	1	9/11/2006	1
		<code>destination library/forms/editform.aspx</code>	7	7	9/11/2006	7

Click [{Site Visitors}](#) to view details about users who has accessed the site for the selected scope. It displays the following information: **{Web URL, Web Title, User, Total Hits, Recent Month Hits, Recent Day, and Recent Day Hits}**.

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The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar indicates the current site/area is http://rd60:5000/. The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The main form has the following fields:

- Report: Site Visitors
- URL: http://rd60:5000/
- Scope: All sites in virtual server
- Group by: User

The data table below shows the following information:

User	Web URL	Web Title	Total Hits	Recent Month Hits	Recent Day	Recent Day Hits
adventure\testuser	http://rd60:5000	VyapinArea	2	2	9/6/2006	2
adventure\administrator	http://rd60:5000/sites/Log Testing	LogTesting	11	5	9/6/2006	5
	http://rd60:5000/Site Directory	Sites	2	2	9/6/2006	2
	http://rd60:5000/Projects	Projects	2	2	9/6/2006	2
	http://rd60:5000/personal/testuser	testUser	10	10	9/6/2006	10

Click [{Site Groups}](#) to view site groups and their Users and their permission(s) for the selected scope. It displays the following information: **{Web URL, Path, Web Title, Site Group, Site Group Description, Rights, and Members}**.

NOTE: Path field is applicable only for Area URL(s) and will be blank for Site URL(s).

The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar indicates the current site/area is http://rd60/. The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The main form has the following fields:

- Report: Site Groups
- URL: http://rd60/
- Scope: All sites in virtual server
- Group by: Web URL

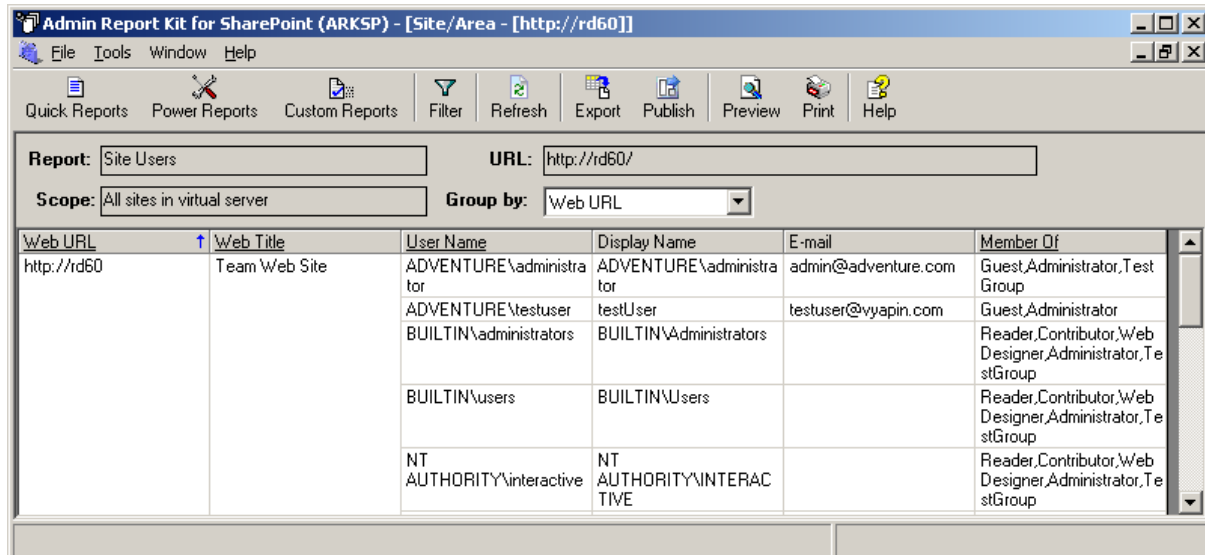
The data table below shows the following information:

Web URL	Web Title	Site Group	Site Group Description	Rights	Members
http://rd60	Team Web Site	Administrator	Has full control of the Web site.	FullMask	ADVENTURE\administrator ADVENTURE\testuser BUILTIN\administrators BUILTIN\users NT AUTHORITY\interactive NT AUTHORITY\network NT AUTHORITY\system

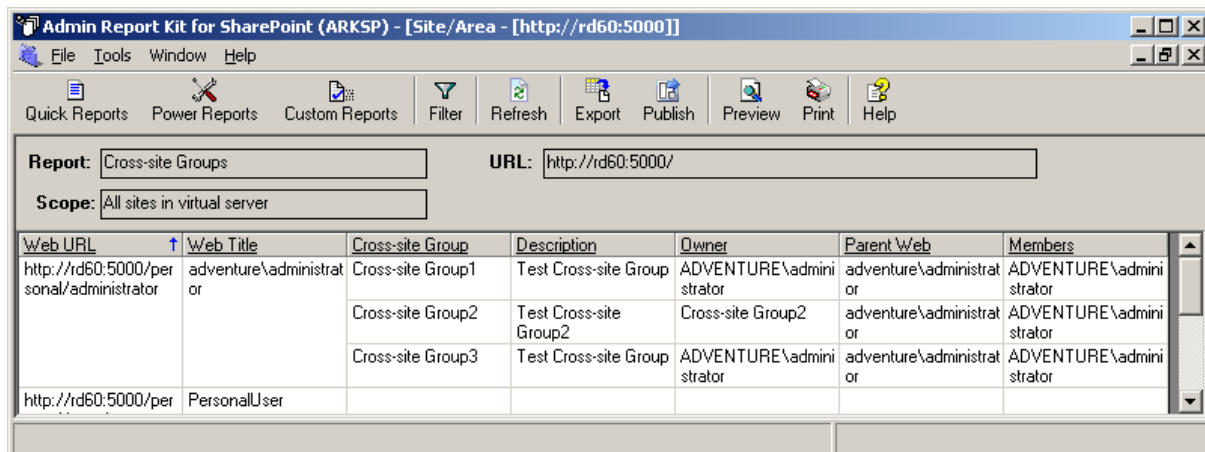
Click [{Site Users}](#) to view the Users and their permission(s) for the selected scope. It displays the following information: **{Web URL, Web Title, Path, User Name, Display Name, E-Mail, and Member Of, Permissions}**.

NOTE: **Path, Permissions** fields are applicable only for Area URL(s) and will be blank for Site URL(s).

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Click **{Cross-site Groups}** to view the cross-site groups and their members for the selected scope. It displays the following information: **{Web Title, Web URL, Cross-site Group, Description, Owner, Parent Web, Members}**.



Click **{Alerts}** to view the Alerts configured for the selected scope.

- If user connect to the Area following information are displayed: **{Web Title, Web URL, Alert Title, Alert State, User, Delivery Text, Conditional Text, and E-mail}**.
- If user connect to the Non Area following information are displayed: **{Web Title, Web URL, Alert Title, User, Frequency, Type, and Send Alerts About}**.

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The screenshot shows the ARKSP application window titled "Admin Report Kit for SharePoint (ARKSP) - [Site/Area - [http://rd60:5000]]". The "Report" dropdown is set to "Alerts" and the "URL" is "http://rd60:5000/". The "Scope" is "All sites in virtual server". The table below displays the alert configuration for the selected scope.

Web URL	Web Title	Alert Title	Alert URL	Alert State	Frequency	Type	Send Alerts About	Delivery Text	Conditional Text	User	E-mail
http://rd60:5000	VyapinArea	List: Document Library (In: VyapinArea)	http://rd60:5000/Document Library/Forms/AllItems.aspx	Active				Daily e-mail	items are discovered or items are changed	adventure\administrator	admin@adventure.com
		List: Document Library (In: VyapinArea) 1	http://rd60:5000/Document Library/Forms/AllItems.aspx	Active				Weekly e-mail	items are discovered or items are changed	adventure\administrator	admin@adventure.com
http://rd60:5000/sites/Site1	Site	Shared Documents: All items			Daily	List	Added Items			ADVENTURE\Administrator	

Click [{Site Templates}](#) to view site templates information for the selected scope. It displays the following information: **{Web URL, Web Title, Site Template Title, Site Template Name, Description, and Is Custom Template}**.

The screenshot shows the ARKSP application window with the "Report" dropdown set to "Site Templates". The "URL" remains "http://rd60:5000/". The "Scope" is still "All sites in virtual server". The table below displays the site template information for the selected scope.

Web URL	Web Title	Site Template Title	Site Template Name	Description	Is Custom Template
http://rd60:5000	VyapinArea	Basic Meeting Workspace	MPS#0	All the basics to plan, organize and track your meeting. This Meeting Workspace contains the following lists: Objectives, Attendees, Agenda, and Document Library.	False
		Blank Meeting Workspace	MPS#1	A blank Meeting Workspace for you to customize based on your requirements.	False
		Blank Site	STC#1	This template creates a	False

Click [{Web Pages}](#) to view the web pages and their web parts information for the selected scope. It displays the following information: **{Web URL, Web Title, Web Pages Title, Web Page URL, Author, Created On, Last Modified, Page Size in (KB), Total Size in (KB), and Web Part Title}**.

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Admin Report Kit for SharePoint (ARKSP) - [Site/Area - [http://rd60:5000]]

File Tools Window Help

Quick Reports Power Reports Custom Reports Filter Refresh Export Publish Preview Print Help

Report: Web Pages URL: http://rd60:5000/

Scope: All sites in virtual server Group by: Web URL

Web URL	Web Title	Web Page Title	Web Page URL	Author	Created On	Last Modified	Page Size (in KB)	Total Size (in KB)	Web Part Title
http://rd60:5000/sites/Site1	Site	Page1	Shared Documents/Page1.aspx	ADVENTURE\administrator	9/11/2006 12:33:40 PM	9/11/2006 12:33:40 PM	4.92	5.11	Web Part Page Title Bar
		Page2	Shared Documents/Page2.aspx	ADVENTURE\administrator	9/11/2006 12:40:45 PM	9/11/2006 12:40:45 PM	4.92	5.11	Web Part Page Title Bar
		Page3	Shared Documents/Page3.aspx	ADVENTURE\administrator	9/11/2006 12:41:08 PM	9/11/2006 12:41:08 PM	4.92	5.11	Web Part Page Title Bar

Click **{Web Parts}** to view the web parts information for the selected scope. It displays the following information: **{Web Title, Web URL, Web Part Title, Web Part Name, Parent Folder, Author, Created On, Last Modified, and Size in (KB)}**.

Admin Report Kit for SharePoint (ARKSP) - [Site/Area - [http://rd60:5000]]

File Tools Window Help

Quick Reports Power Reports Custom Reports Filter Refresh Export Publish Preview Print Help

Report: Web Parts URL: http://rd60:5000/

Scope: All sites in virtual server

Web URL	Web Title	Web Part Title	Web Part Name	Parent Folder	Author	Created On	Last Modified	Size (in KB)
http://rd60:5000	VyapinArea	Area Contents	TOC.dwp	_catalogs/wp	ADVENTURE\administrator	5/16/2006 10:30:20 AM	5/16/2006 10:30:20 AM	1.68
		Area Details	catdetail.dwp	_catalogs/wp	ADVENTURE\administrator	5/16/2006 10:30:21 AM	5/16/2006 10:30:21 AM	0.91
		Content Editor Web Part	MSContentEditor.dwp	_catalogs/wp	ADVENTURE\administrator	5/16/2006 10:30:20 AM	5/16/2006 10:30:20 AM	0.52
		Form Web Part	MSSimpleForm.dwp	_catalogs/wp	ADVENTURE\administrator	5/16/2006 10:30:21 AM	5/16/2006 10:30:21 AM	0.79
		Grouped Listings	GroupedListings.dwp	_catalogs/wp	ADVENTURE\administrator	5/16/2006 10:30:20 AM	5/16/2006 10:30:20 AM	1.28

2.5 Site {WSS Only}

Site Reports (WSS)

Site Report provides useful configuration and usage information about the connected site. ARKSP provides not only currently connected site information, but also its sub-sites. This report provides the following details:

- General settings, configuration settings of the site
- Alerts configuration
- Site users details, provide users details of the site and user rights
- Filtered data such as unused lists, top lists, top versions, top folders and files
- Files accessed, users visited the site
- Web Parts, Web Pages

Click [File -> Quick Reports](#) to invoke **ARKSP Quick Reports Wizard**.



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

ARKSP Quick Reports Wizard - RD70 [Windows SharePoint Services]

Step 2 of 2: Select report scope
Select a scope option and specify URL.

Report Name: Site Summary

Scope: ☒ All sites in virtual server
☐ Connected site and its sub-sites
☐ Connected site only

Site URL: ...
e.g. http://Server Name


< Back Finish Cancel

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

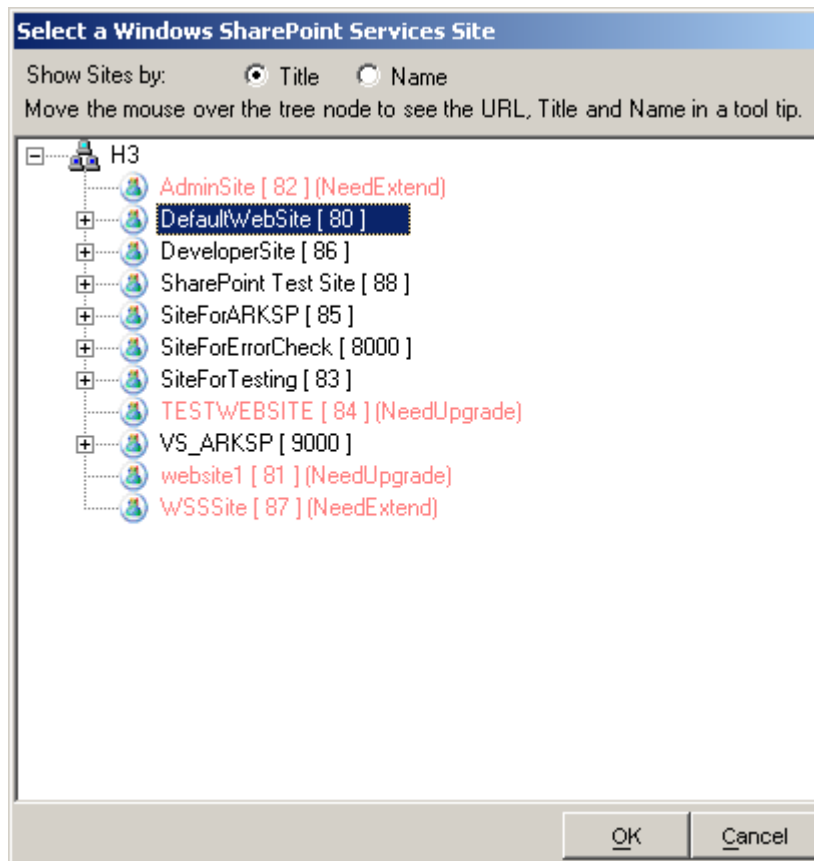
- a) All sites in virtual server** - If URL entered is a valid virtual server URL, ARKSP retrieves report information for all the sites, including sub-sites and top level sites, in the virtual server
- b) Connected site and its sub-sites** - Retrieves report information for the connected site and its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

By default, **All sites in virtual server option** will be selected.

To connect to a particular site:

- 1)** Type full URL of the site in the format `http://servername:port number/sitename`.
- 2)** You can also **Click**  **button** to show the **Select a Windows SharePoint Services Site** dialog as shown below:

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

4) *Click* **Finish** button in the wizard.

A brief description of each report along with the report fields and a sample screen available under Site Reports category is given below:

Click [{Site Summary}](#) to view Summary details for the selected scope. It displays the following information: **{Web Title, Web URL, Web URL, Author, Display Name, E-mail, Created On, Last Modified, Web Size in (MB), Sub Webs, Number of Lists, Number of Alerts, Number of Users, Number of Site Groups}**.

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The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar is "Admin Report Kit for SharePoint (ARKSP) - [Site - [https://10.10.10.29]]". The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The main area displays a report titled "Site Summary" for the URL "https://10.10.10.29/". The scope is "All sites in virtual server". The report table has columns: Web URL, Web Title, Author, Display Name, E-mail, Created On, Last Modified, Web Size (in MB), Sub Webs, Number of Lists, Number of Alerts, Number of Users, and Number of Sites. The data is as follows:

Web URL	Web Title	Author	Display Name	E-mail	Created On	Last Modified	Web Size (in MB)	Sub Webs	Number of Lists	Number of Alerts	Number of Users	Number of Sites
https://10.10.10.29	Team Web Site	DISCOVER Y\rd70appooluser	rd70appooluser	someone@example.com			5	2	10	1		3
https://10.10.29/TeamSite	Team Site For ARKSP	DISCOVER Y\rd70appooluser	rd70appooluser	someone@example.com	9/14/2006 9:59:33 AM	9/14/2006 9:59:37 AM	0	0	7	0		3
https://10.10.29/TeamSite2	Team Site for XPluca	DISCOVER Y\rd70appooluser	rd70appooluser	someone@example.com	9/14/2006 10:00:31 AM	9/14/2006 10:12:51 AM	4	0	7	2		3

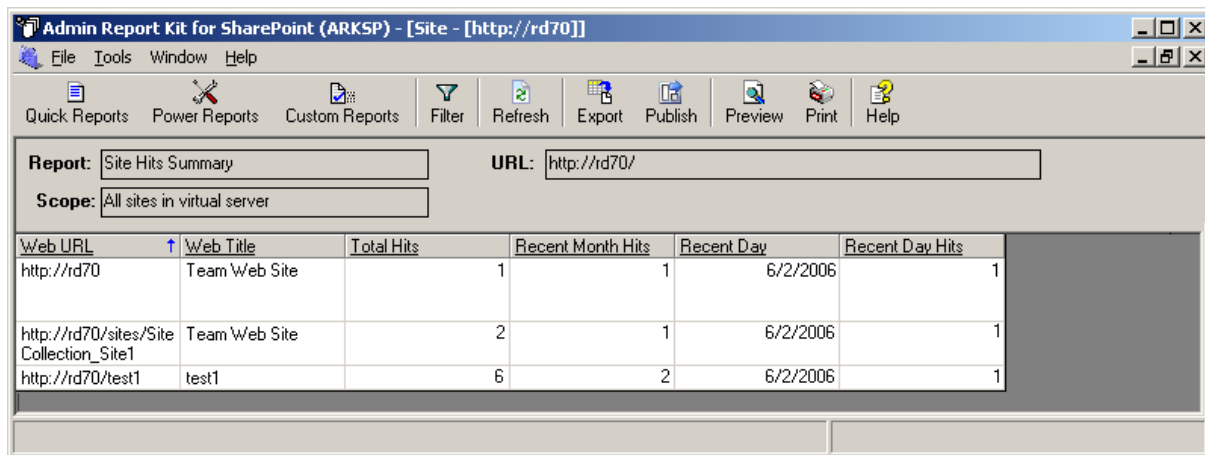
Click [{Site Settings}](#) to view the configuration details for the selected scope. It displays the following information: **{Web Title, Web URL, Time Zone, Title, Description, Inherits Security, Theme, and Template}**.

The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar is "Admin Report Kit for SharePoint (ARKSP) - [Site - [https://10.10.10.29]]". The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The main area displays a report titled "Site Settings" for the URL "https://10.10.10.29/". The scope is "All sites in virtual server". The report table has columns: Web URL, Web Title, Time Zone, Description, Inherits Security, Theme, and Template. The data is as follows:

Web URL	Web Title	Time Zone	Description	Inherits Security	Theme	Template
https://10.10.10.29	Team Web Site	(GMT+05:30) Chennai, Kolkata, Mumbai, New Delhi		No	compass	STS
https://10.10.10.29/TeamSite	Team Site For ARKSP	(GMT+05:30) Chennai, Kolkata, Mumbai, New Delhi	This team site is used for ARKSP	Yes		STS
https://10.10.10.29/TeamSite2	Team Site for XPluca	(GMT+05:30) Chennai, Kolkata, Mumbai, New Delhi	XPluca team site	Yes		STS

Click [{Site Hits Summary}](#) to view the site usage summary information based on user visits for the selected scope. It displays the following information: **{Web Title, Web URL, Total Hits, Recent Month Hits, Recent Day, and Recent Day Hits}**.

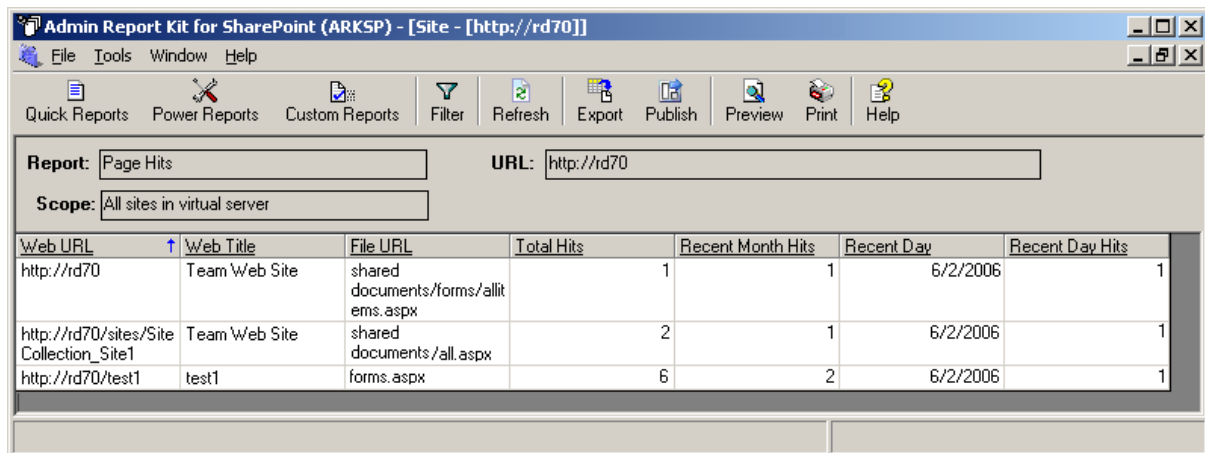
CHAPTER 2 – Using ARKSP



The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar is "Admin Report Kit for SharePoint (ARKSP) - [Site - [http://rd70]]". The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The report configuration section shows "Report: Site Hits Summary" and "URL: http://rd70/". The "Scope" is set to "All sites in virtual server". The data table has the following columns: Web URL, Web Title, Total Hits, Recent Month Hits, Recent Day, and Recent Day Hits.

Web URL	Web Title	Total Hits	Recent Month Hits	Recent Day	Recent Day Hits
http://rd70	Team Web Site	1	1	6/2/2006	1
http://rd70/sites/SiteCollection_Site1	Team Web Site	2	1	6/2/2006	1
http://rd70/test1	test1	6	2	6/2/2006	1

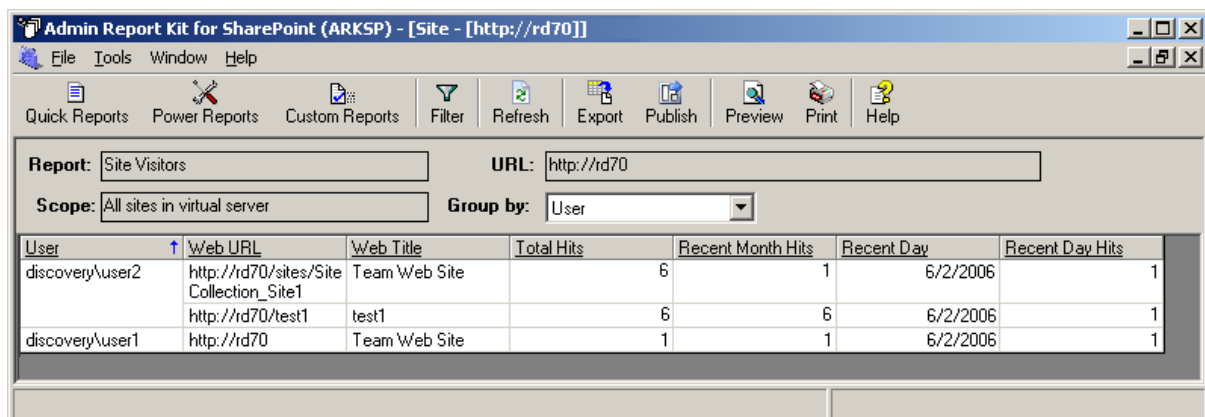
Click [{Page Hits}](#) to view details about website files accessed for the selected scope. It displays the following information: **{Web Title, Web URL, File URL, Total Hits, Recent Month Hits, Recent Day, and Recent Day Hits}**.



The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar is "Admin Report Kit for SharePoint (ARKSP) - [Site - [http://rd70]]". The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The report configuration section shows "Report: Page Hits" and "URL: http://rd70". The "Scope" is set to "All sites in virtual server". The data table has the following columns: Web URL, Web Title, File URL, Total Hits, Recent Month Hits, Recent Day, and Recent Day Hits.

Web URL	Web Title	File URL	Total Hits	Recent Month Hits	Recent Day	Recent Day Hits
http://rd70	Team Web Site	shared documents/forms/allitems.aspx	1	1	6/2/2006	1
http://rd70/sites/SiteCollection_Site1	Team Web Site	shared documents/all.aspx	2	1	6/2/2006	1
http://rd70/test1	test1	forms.aspx	6	2	6/2/2006	1

Click [{Site Visitors}](#) to view details about users who accessed the site for the selected scope. It displays the following information: **{Web URL, Web Title, User, Total Hits, Recent Month Hits, Recent Day, and Recent Day Hits}**.

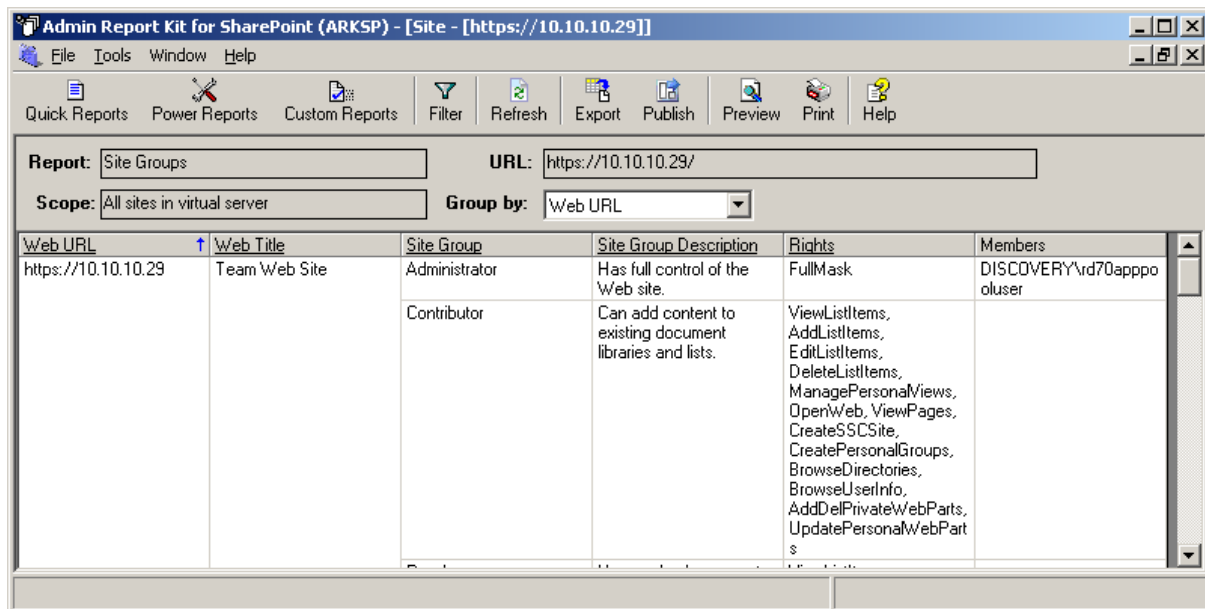


The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar is "Admin Report Kit for SharePoint (ARKSP) - [Site - [http://rd70]]". The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The report configuration section shows "Report: Site Visitors" and "URL: http://rd70". The "Scope" is set to "All sites in virtual server" and "Group by" is set to "User". The data table has the following columns: User, Web URL, Web Title, Total Hits, Recent Month Hits, Recent Day, and Recent Day Hits.

User	Web URL	Web Title	Total Hits	Recent Month Hits	Recent Day	Recent Day Hits
discovery\user2	http://rd70/sites/SiteCollection_Site1	Team Web Site	6	1	6/2/2006	1
	http://rd70/test1	test1	6	6	6/2/2006	1
discovery\user1	http://rd70	Team Web Site	1	1	6/2/2006	1

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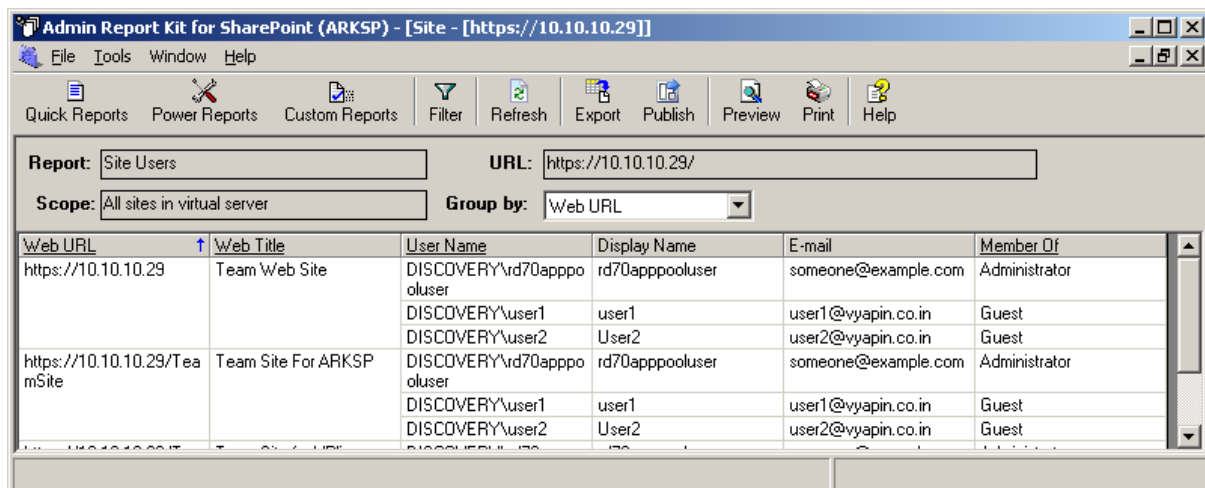
Click [{Site Groups}](#) to view site groups and their Users and their permission(s) for the selected scope. It displays the following information: **{Web URL, Web Title, Site Group, Site Group Description, Rights, and Members}**.



The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar reads "Admin Report Kit for SharePoint (ARKSP) - [Site - [https://10.10.10.29]]". The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The report configuration section shows "Report: Site Groups", "URL: https://10.10.10.29/", "Scope: All sites in virtual server", and "Group by: Web URL". The main table displays the following data:

Web URL	Web Title	Site Group	Site Group Description	Rights	Members
https://10.10.10.29	Team Web Site	Administrator	Has full control of the Web site.	FullMask	DISCOVERY\rd70apppooluser
		Contributor	Can add content to existing document libraries and lists.	ViewListItems, AddListItems, EditListItems, DeleteListItems, ManagePersonalViews, OpenWeb, ViewPages, CreateSSCSite, CreatePersonalGroups, BrowseDirectories, BrowseUserInfo, AddDelPrivateWebParts, UpdatePersonalWebParts	

Click [{Site Users}](#) to view the Users and their permission(s) for the selected scope. It displays the following information: **{Web URL, Web Title, User Name, Display Name, E-Mail, and Member Of}**.

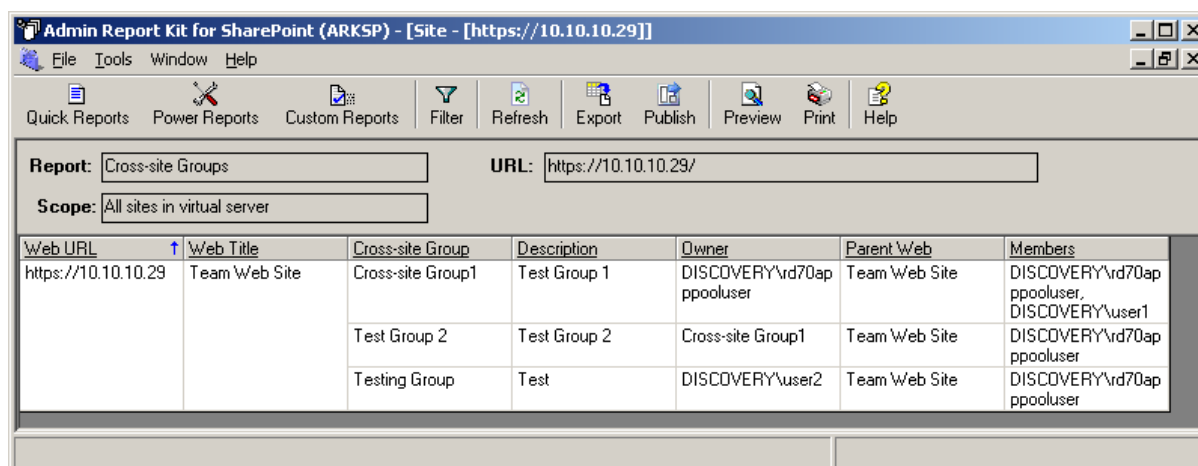


The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar reads "Admin Report Kit for SharePoint (ARKSP) - [Site - [https://10.10.10.29]]". The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The report configuration section shows "Report: Site Users", "URL: https://10.10.10.29/", "Scope: All sites in virtual server", and "Group by: Web URL". The main table displays the following data:

Web URL	Web Title	User Name	Display Name	E-mail	Member Of
https://10.10.10.29	Team Web Site	DISCOVERY\rd70apppooluser	rd70apppooluser	someone@example.com	Administrator
		DISCOVERY\user1	user1	user1@vyapin.co.in	Guest
		DISCOVERY\user2	User2	user2@vyapin.co.in	Guest
https://10.10.10.29/TeamSite	Team Site For ARKSP	DISCOVERY\rd70apppooluser	rd70apppooluser	someone@example.com	Administrator
		DISCOVERY\user1	user1	user1@vyapin.co.in	Guest
		DISCOVERY\user2	User2	user2@vyapin.co.in	Guest

Click [{Cross-site Groups}](#) to view the cross-site groups and their members for the selected scope. It displays the following information: **{Web Title, Web URL, Cross-site Group, Description, Owner, Parent Web, Members}**.

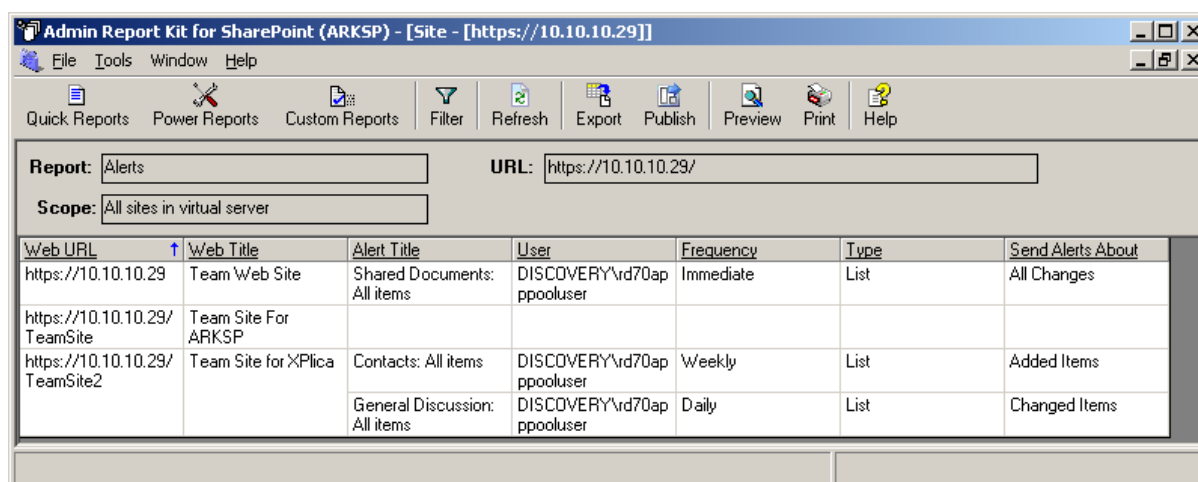
CHAPTER 2 – Using ARKSP



The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar indicates the site URL is https://10.10.10.29/. The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The main area displays a report for 'Cross-site Groups' with a scope of 'All sites in virtual server'. The report table has columns: Web URL, Web Title, Cross-site Group, Description, Owner, Parent Web, and Members.

Web URL	Web Title	Cross-site Group	Description	Owner	Parent Web	Members
https://10.10.10.29	Team Web Site	Cross-site Group1	Test Group 1	DISCOVERY\rd70apppooluser	Team Web Site	DISCOVERY\rd70apppooluser, DISCOVERY\user1
		Test Group 2	Test Group 2	Cross-site Group1	Team Web Site	DISCOVERY\rd70apppooluser
		Testing Group	Test	DISCOVERY\user2	Team Web Site	DISCOVERY\rd70apppooluser

Click [{Alerts}](#) to view the Alerts Configured for the selected scope. It displays the following information: **{Web Title, Web URL, Alert Title, User, Frequency, Type, and Send Alerts About}**.

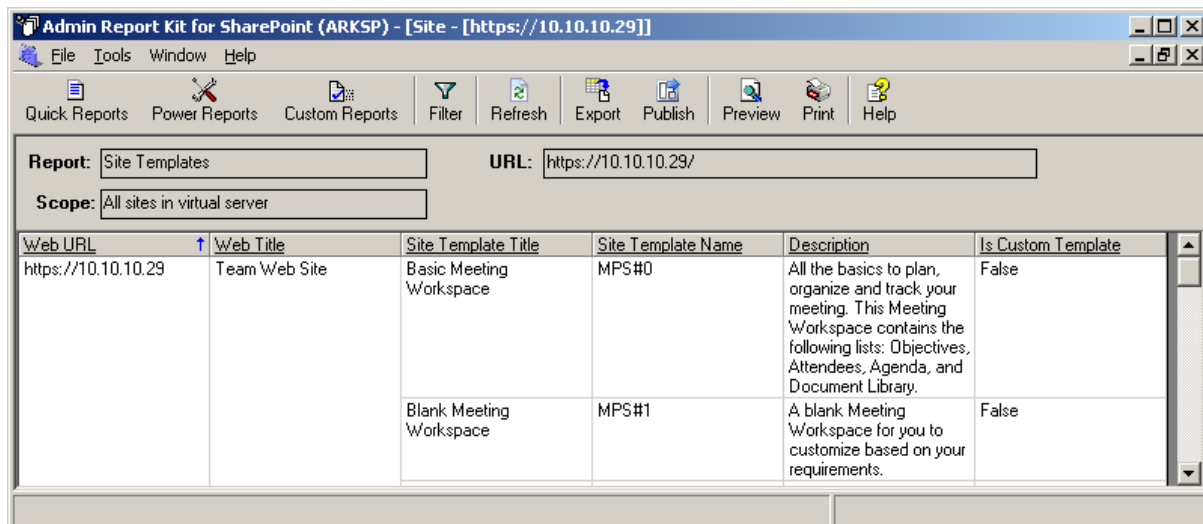


The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar indicates the site URL is https://10.10.10.29/. The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The main area displays a report for 'Alerts' with a scope of 'All sites in virtual server'. The report table has columns: Web URL, Web Title, Alert Title, User, Frequency, Type, and Send Alerts About.

Web URL	Web Title	Alert Title	User	Frequency	Type	Send Alerts About
https://10.10.10.29	Team Web Site	Shared Documents: All items	DISCOVERY\rd70apppooluser	Immediate	List	All Changes
https://10.10.10.29/TeamSite	Team Site For ARKSP					
https://10.10.10.29/TeamSite2	Team Site for XPluca	Contacts: All items	DISCOVERY\rd70apppooluser	Weekly	List	Added Items
		General Discussion: All items	DISCOVERY\rd70apppooluser	Daily	List	Changed Items

Click [{Site Templates}](#) to view the site templates available in the virtual server. Displays the following information: **{Web URL, Web Title, Site Template Title, Site Template Name, Description, Is Custom Template}**

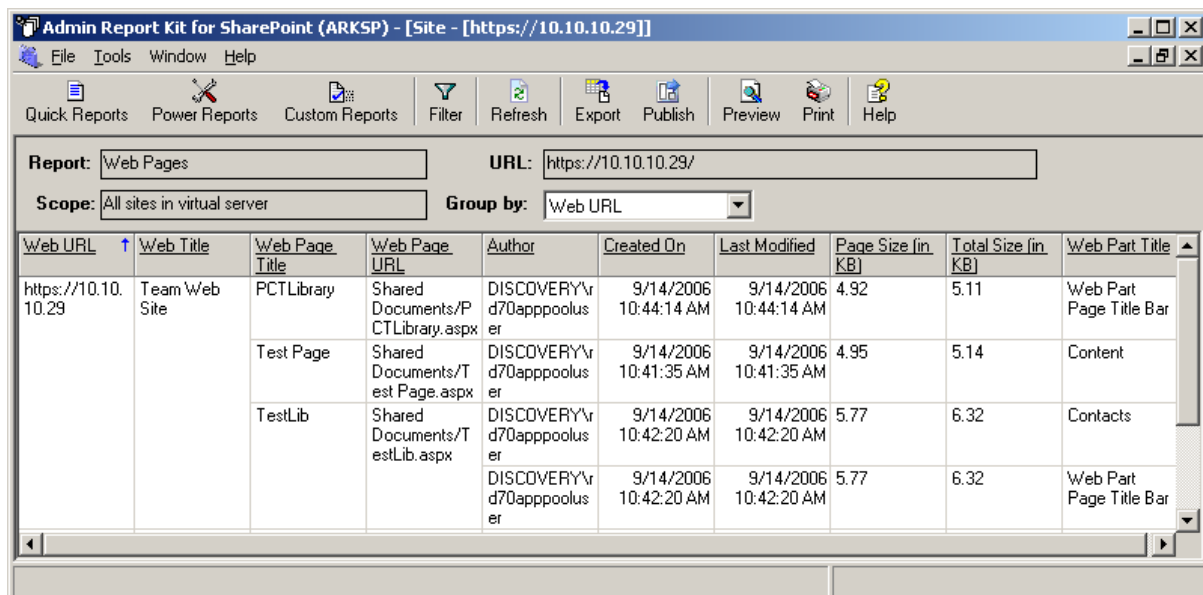
CHAPTER 2 – Using ARKSP



The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar is "Admin Report Kit for SharePoint (ARKSP) - [Site - [https://10.10.10.29]]". The menu bar includes File, Tools, Window, and Help. The toolbar has icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The main area displays a report for "Site Templates" with the URL "https://10.10.10.29/" and Scope "All sites in virtual server". The report table has columns: Web URL, Web Title, Site Template Title, Site Template Name, Description, and Is Custom Template.

Web URL	Web Title	Site Template Title	Site Template Name	Description	Is Custom Template
https://10.10.10.29	Team Web Site	Basic Meeting Workspace	MPS#0	All the basics to plan, organize and track your meeting. This Meeting Workspace contains the following lists: Objectives, Attendees, Agenda, and Document Library.	False
		Blank Meeting Workspace	MPS#1	A blank Meeting Workspace for you to customize based on your requirements.	False

Click [{Web Pages}](#) to view the web pages and their web parts information for the selected scope. It displays the following information: **{Web URL, Web Title, Web Page Title, Web Page URL, Author, Created On, Last Modified, Page Size in (KB), Total Size in (KB), and Web Part Title}**.

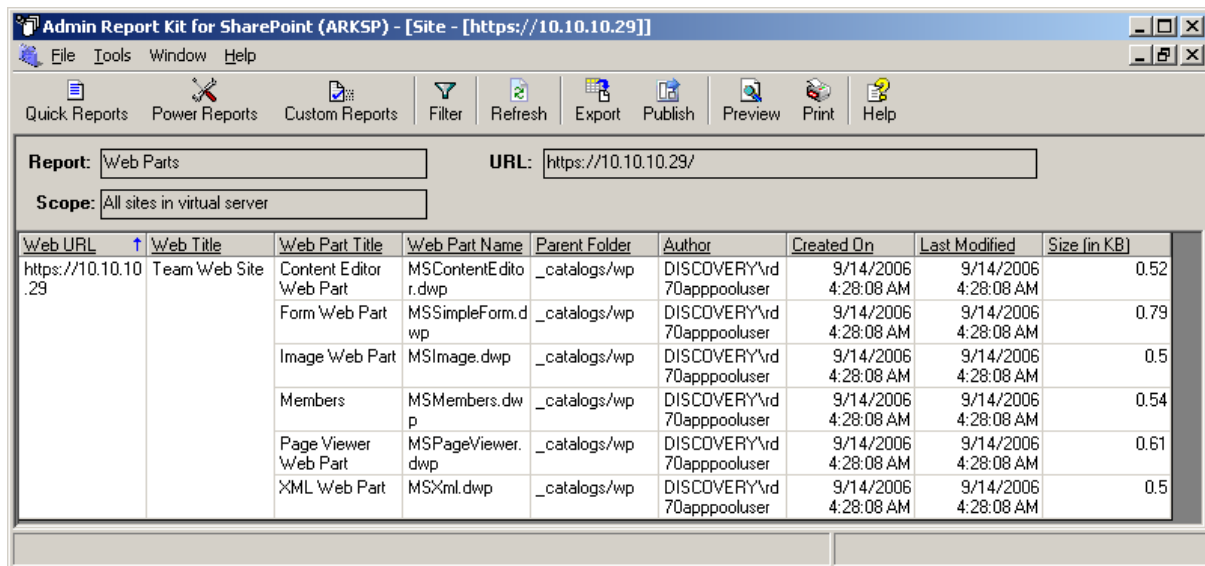


The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar is "Admin Report Kit for SharePoint (ARKSP) - [Site - [https://10.10.10.29]]". The menu bar includes File, Tools, Window, and Help. The toolbar has icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The main area displays a report for "Web Pages" with the URL "https://10.10.10.29/" and Scope "All sites in virtual server". The report is grouped by "Web URL". The report table has columns: Web URL, Web Title, Web Page Title, Web Page URL, Author, Created On, Last Modified, Page Size (in KB), Total Size (in KB), and Web Part Title.

Web URL	Web Title	Web Page Title	Web Page URL	Author	Created On	Last Modified	Page Size (in KB)	Total Size (in KB)	Web Part Title
https://10.10.10.29	Team Web Site	PCTLibrary	Shared Documents/PCTLibrary.aspx	DISCOVERY\r d70apppoolus er	9/14/2006 10:44:14 AM	9/14/2006 10:44:14 AM	4.92	5.11	Web Part Page Title Bar
		Test Page	Shared Documents/T est Page.aspx	DISCOVERY\r d70apppoolus er	9/14/2006 10:41:35 AM	9/14/2006 10:41:35 AM	4.95	5.14	Content
		TestLib	Shared Documents/T estLib.aspx	DISCOVERY\r d70apppoolus er	9/14/2006 10:42:20 AM	9/14/2006 10:42:20 AM	5.77	6.32	Contacts
				DISCOVERY\r d70apppoolus er	9/14/2006 10:42:20 AM	9/14/2006 10:42:20 AM	5.77	6.32	Web Part Page Title Bar

Click [{Web Parts}](#) to view the web parts information for the selected scope. It displays the following information: **{Web Title, Web URL, Web Part Title, Web Part Name, Parent Folder, Author, Created On, Last Modified, and Size in (KB)}**.

CHAPTER 2 – Using ARKSP



The screenshot shows the Admin Report Kit for SharePoint (ARKSP) application window. The title bar reads "Admin Report Kit for SharePoint (ARKSP) - [Site - [https://10.10.10.29]]". The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. Below the toolbar, there are input fields for "Report:" (set to "Web Parts") and "URL:" (set to "https://10.10.10.29/"). A "Scope:" field is set to "All sites in virtual server". The main area displays a table with the following data:

Web URL	Web Title	Web Part Title	Web Part Name	Parent Folder	Author	Created On	Last Modified	Size (in KB)
https://10.10.10.29	Team Web Site	Content Editor Web Part	MSContentEditor.dwp	_catalogs/wp	DISCOVERY\rd70appooluser	9/14/2006 4:28:08 AM	9/14/2006 4:28:08 AM	0.52
		Form Web Part	MSSimpleForm.dwp	_catalogs/wp	DISCOVERY\rd70appooluser	9/14/2006 4:28:08 AM	9/14/2006 4:28:08 AM	0.79
		Image Web Part	MSImage.dwp	_catalogs/wp	DISCOVERY\rd70appooluser	9/14/2006 4:28:08 AM	9/14/2006 4:28:08 AM	0.5
		Members	MSMembers.dwp	_catalogs/wp	DISCOVERY\rd70appooluser	9/14/2006 4:28:08 AM	9/14/2006 4:28:08 AM	0.54
		Page Viewer Web Part	MSPageViewer.dwp	_catalogs/wp	DISCOVERY\rd70appooluser	9/14/2006 4:28:08 AM	9/14/2006 4:28:08 AM	0.61
		XML Web Part	MSXml.dwp	_catalogs/wp	DISCOVERY\rd70appooluser	9/14/2006 4:28:08 AM	9/14/2006 4:28:08 AM	0.5

2.6 List

List Reports

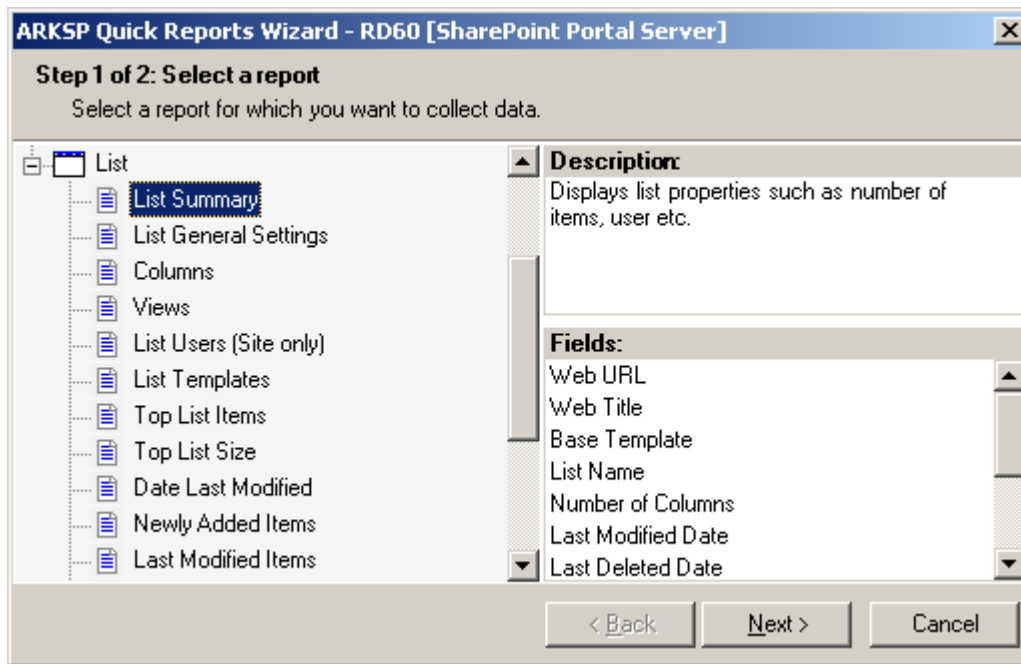
List report shows detailed information about all the list types such as document library, picture library, contacts etc., and this report provides configuration information, users, columns, and views information based on the scope and URL specified.

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.

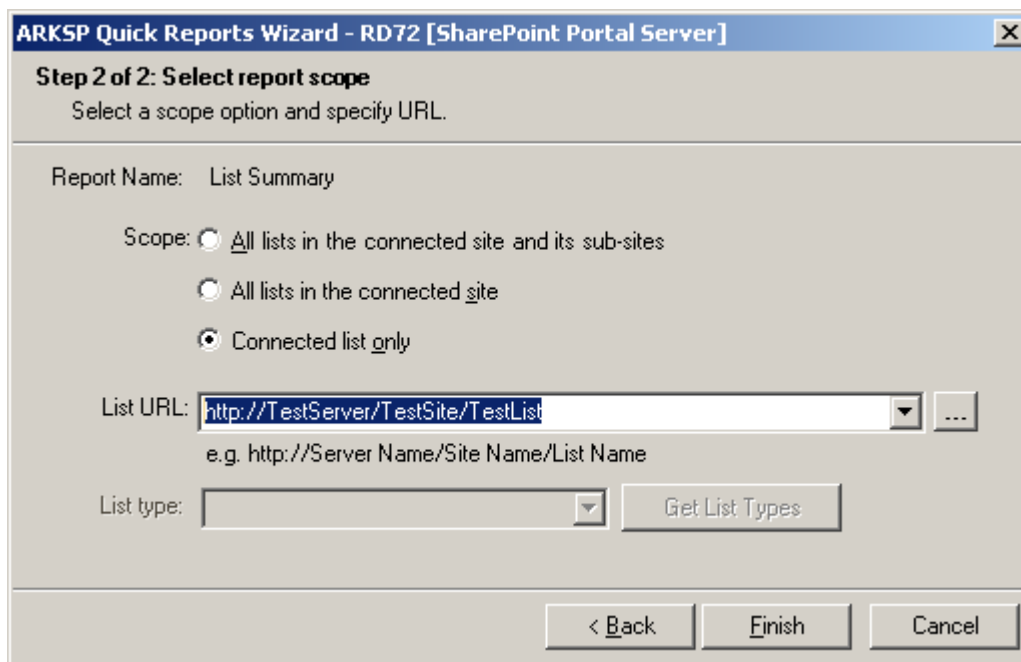
NOTE: ARKSP does not display List Users tab when you select a list in a Portal Area.

Click [File -> Quick Reports](#) to invoke **ARKSP Quick Reports Wizard**.

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Select any desired report and click **Next** to continue. This will display a window as shown below:



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


- **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.
- **All lists in the connected site** - Retrieves report information for all the lists in the connected site.

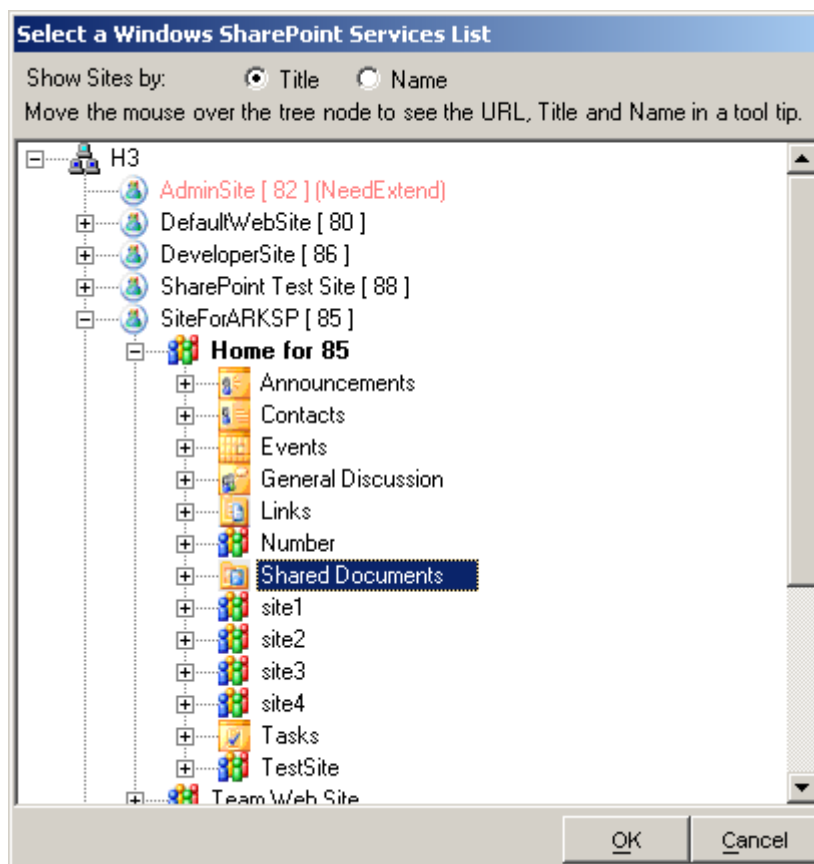
CHAPTER 2 – Using ARKSP

- **Connected list only** - Retrieves report information for the connected list only.

By default, Connected list only option will be selected.

To connect to a particular site or list:

- 1) Type full URL of the site/area in the format `http://servername:port number/sitename` or `http://servername:port number/sitename/listname` for the scope option selected. (or)
- 2) You can also Click  button to show the **Select a SharePoint List** or **Select a SharePoint Site** dialog as shown below:



If **All lists in the connected site and its sub-sites** or **All lists in the connected site** option is selected, 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.

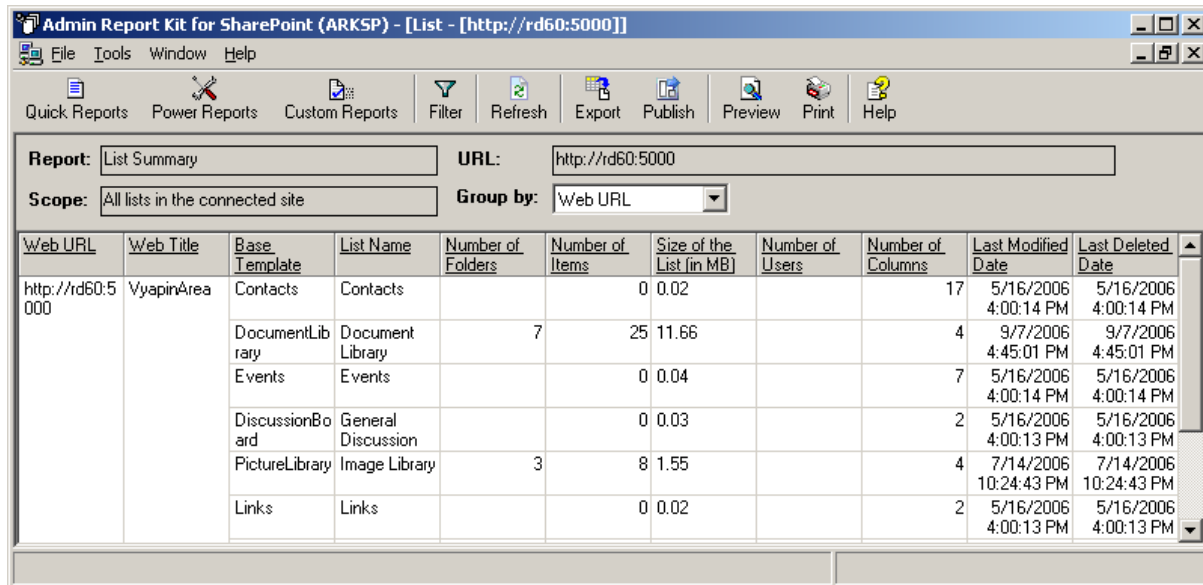
Click **Finish** button.

CHAPTER 2 – Using ARKSP

A brief description of each report along with the report fields and a sample screen available under List Reports category is given below:

Click [{List Summary}](#) to view Summary details for the list(s).

This report displays the following information: {Web URL, Web Title, Base Template, List Name, Number of Columns, Last Modified Date, Last Deleted Date, Number of Users, Number of Folders, Number of Items, and Size of the List (in MB)}



Web URL	Web Title	Base Template	List Name	Number of Folders	Number of Items	Size of the List (in MB)	Number of Users	Number of Columns	Last Modified Date	Last Deleted Date
http://rd60:5000	VyapinArea	Contacts	Contacts		0	0.02		17	5/16/2006 4:00:14 PM	5/16/2006 4:00:14 PM
		DocumentLibrary	Document Library	7	25	11.66		4	9/7/2006 4:45:01 PM	9/7/2006 4:45:01 PM
		Events	Events		0	0.04		7	5/16/2006 4:00:14 PM	5/16/2006 4:00:14 PM
		DiscussionBoard	General Discussion		0	0.03		2	5/16/2006 4:00:13 PM	5/16/2006 4:00:13 PM
		PictureLibrary	Image Library	3	8	1.55		4	7/14/2006 10:24:43 PM	7/14/2006 10:24:43 PM
		Links	Links		0	0.02		2	5/16/2006 4:00:13 PM	5/16/2006 4:00:13 PM

Click [{List General Settings}](#) to view general details for the list(s).

This report displays the following information: {Web URL, Web Title, Base Template, List Name, Description, Web Address, Document Template, Permission Inheritance, Generate Versions, Attachments Enabled, On Quick Launch Bar, Content Approval Required, Show server names in survey results, Allow multiple responses, Send e-Mail to person assigned to issue, Read Access, Edit Access}

CHAPTER 2 – Using ARKSP

Admin Report Kit for SharePoint (ARKSP) - [List - [http://rd60:5000]]

File Tools Window Help

Quick Reports Power Reports Custom Reports Filter Refresh Export Publish Preview Print Help

Report: List General Settings URL: http://rd60:5000

Scope: All lists in the connected site Group by: Web URL

Web URL	Web Title	Base Template	List Name	Description	Web Address	Document Template	Permission Inheritance	Generate Versions	Attachments Enabled	On Quick Launch Bar	Content Approval Required
http://rd60:5000	VyapinArea	DocumentLibrary	ttt	Created by web service	/ttt/Forms/AllItems.aspx	/ttt/Forms/template.doc		No		No	No
		Tasks	Tasks	Use the Tasks list to keep track of work related to this area.	/Lists/Tasks/AllItems.aspx				Yes	Yes	No
		DocumentLibrary	Sample Test		/Sample Test/Forms/AllItems.aspx	/Sample Test/Forms/template.doc		Yes		Yes	No

Click [Columns](#) to view the available columns for the list(s). This report displays the following information: **{Web URL, Web Title, Base Template, List Name, Column Name, Type, Description, Required, Optional Values}**.

Admin Report Kit for SharePoint (ARKSP) - [List - [http://rd60:5000]]

File Tools Window Help

Quick Reports Power Reports Custom Reports Filter Refresh Export Publish Preview Print Help

Report: Columns URL: http://rd60:5000

Scope: All lists in the connected site Group by: Web URL

Web URL	Web Title	Base Template	List Name	Column Name	Type	Description	Required	Optional Values
http://rd60:5000	VyapinArea	Contacts	Contacts	Address	Note		False	Number of Lines to Display: 2
				Business Phone	Text		False	Maximum number of characters: 255
				City	Text		False	Maximum number of characters: 255
				Company	Text		False	Maximum number of characters: 255
				Country	Text		False	Maximum number of characters: 255

Click [Views](#) to view the available Views for the currently connected list. This report displays the following information: **{Web URL, Web Title, Base Template, List Name, View Name, View Type, and Is Default}**.

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Admin Report Kit for SharePoint (ARKSP) - [List - [http://rd60:5000]]

File Tools Window Help

Quick Reports Power Reports Custom Reports Filter Refresh Export Publish Preview Print Help

Report: Views URL: http://rd60:5000

Scope: All lists in the connected site Group by: Web URL

Web URL	Web Title	Base Template	List Name	View Name	View Type	Default
http://rd60:5000	VyapinArea	Contacts	Contacts	All Contacts	HTML	True
		DiscussionBoard	General Discussion	Flat	HTML	False
				Threaded	HTML	True
				All Documents	HTML	True
		DocumentLibrary	Document Library	Explorer View	HTML	False
				ui	GRID	False
				uuu	HTML	False
				Sample Test	All Documents	HTML
		ttt	All Documents	Explorer View	HTML	False
				Explorer View	HTML	True
		Explorer View	HTML	False		

Click [{List Users}](#) to list the users granted permission in the currently connected list. This report displays the following information: **{Web URL, Web Title, Base Template, List Name, Permission(s), Type, E-Mail, Display Name, Rights}**.

Admin Report Kit for SharePoint (ARKSP) - [List - [http://rd60]]

FileToolsWindowHelp

Quick ReportsPower ReportsCustom ReportsFilterRefreshExportPublishPreviewPrintHelp

Report: List UsersURL: http://rd60

Scope: All lists in the connected siteGroup by: Web URL

Web URL	Web Title	Base Template	List Name	Permission(s)	Type	E-mail	Display Name	Rights
http://rd60	Team Web Site	DocumentLibrary	Destination Library	ADVENTURE\administrator	User	admin@adventure.com	ADVENTURE\administrator	ViewListItems, AddListItems, EditListItems, DeleteListItems, CancelCheckout, ManagePersonas, Views, ManageListPermissions, ManageLists
			Destination Library (Versioned)	Administrator	Site Group			FullMask
				Guest	Site Group			OpenWeb, BrowseUserInfo
			TestGroup	Site Group			ViewListItems, ...	

Click [{List Templates}](#) to view information about the list templates available in the virtual server. This report displays the following information: **{Web URL, Web Title, List Template Title, List Template Name, List Template Type, Description, Is Custom Template}**

CHAPTER 2 – Using ARKSP

The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar is 'Admin Report Kit for SharePoint (ARKSP) - [List - [http://rd60]]'. The menu bar includes File, Tools, Window, and Help. The toolbar has icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The report configuration section shows 'Report: List Templates', 'URL: http://rd60', 'Scope: All sites in virtual server', and 'Group by: Web URL'. The main table displays list templates for the specified URL.

Web URL	Web Title	List Template Title	List Template Name	List Template Type	Description	Is Custom Template
http://rd60	Team Web Site	Announcements	Announcements	Announcements	Create an announcements list when you want a place to share news, status, and other short bits of information.	False
		Contacts	Contacts	Contacts	Create a contacts list when you want to manage information about people that your team works with such as customers or partners. You can share information between your	False

Click [{Top List Items}](#) to list top 10 (default value is 10) lists that contain large number of folders/files in the site(s). User can enter any number to view the top items in the list. This report displays the following information: **{Web URL, Web Title, Base Template, List Name, and Number of Items}**.

Admin Report Kit for SharePoint (ARKSP) - [List - [http://rd60]]

File Tools Window Help

Quick Reports Power Reports Custom Reports Filter Refresh Export Publish Preview Print Help

Report: Top List Items URL: http://rd60

Scope: All lists in the connected site Group by: Web URL Top 10 Records Go

Web URL	Web Title	Base Template	List Name	Number of Items
http://rd60	Team Web Site	Announcements	Announcements	2
		Contacts	Contacts	2
		DocumentLibrary	Destination Library	118
			Destination Library (Versioned)	9
			Inbox\$	9
			LibOne	24
			Shared Documentsa	19
			Test""Library	5
			wwwroot\$	150
			PictureLibrary	Pluib

Click [{Top List Size}](#) to list top 10 (default value is 10) lists in the site(s) based on the size. User can enter any number to view the top items in the list. This report displays the following information: **{Web URL, Web Title, Base Template, List Name, and Size (in MB)}**.

CHAPTER 2 – Using ARKSP

The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar reads 'Admin Report Kit for SharePoint (ARKSP) - [List - [http://rd60]]'. The menu bar includes File, Tools, Window, and Help. The toolbar contains icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The main area has the following settings: Report: Top List Size, URL: http://rd60, Scope: All lists in the connected site, Group by: Web URL, Top 10 Records, and a Go button. The table below displays the results.

Web URL	Web Title	Base Template	List Name	Size (in MB)
http://rd60	Team Web Site	DiscussionBoard	General Discussion	0.03
		DocumentLibrary	Destination Library	3.5
			Destination Library (Versioned)	1.92
			Inbox\$	0.08
			LibOne	2.75
			Shared Documentsa	2.97
			Test'', 'Library	0.06
			wwwroot\$	0.41
		Events	Events	0.04
		PictureLibrary	Pliub	0.05

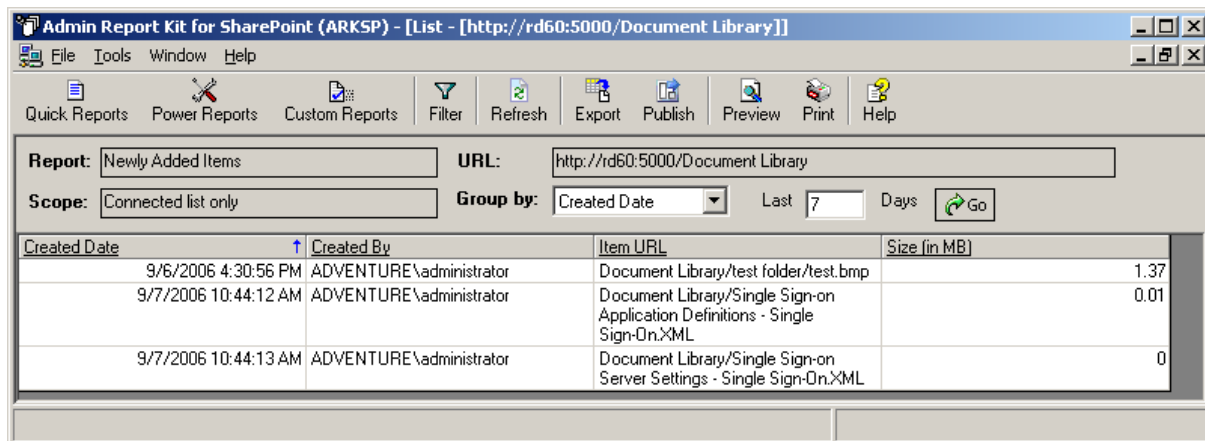
Click [{Date Last Modified}](#) to view the last modified date for each list in the specified scope. This report displays the following information: **{Web URL, Web Title, Base Template, List Name, and Last Modified Date}**.

The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface with the report type changed to 'Date Last Modified'. The settings are: Report: Date Last Modified, URL: http://rd60, Scope: All lists in the connected site, Group by: Web URL. The table below displays the results.

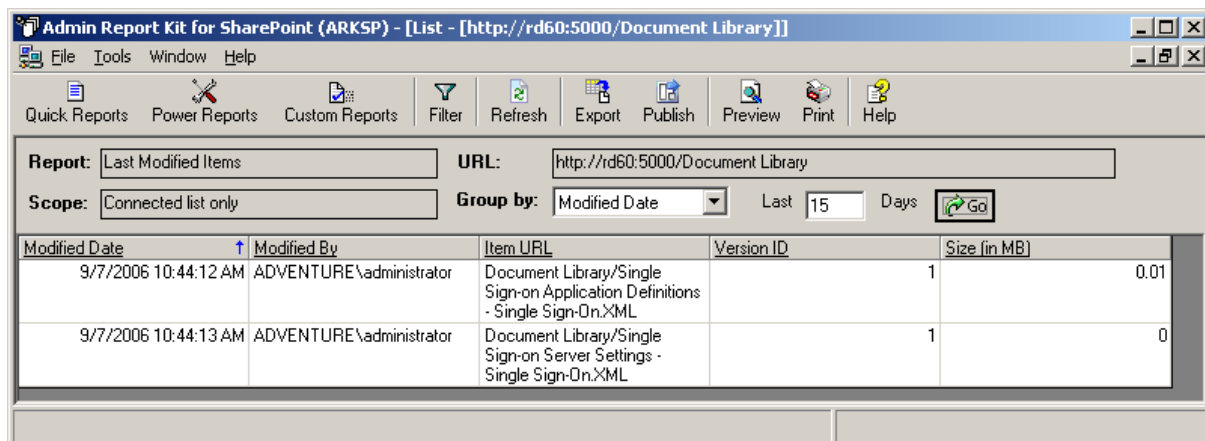
Web URL	Web Title	Base Template	List Name	Last Modified Date
http://rd60	Team Web Site	Announcements	Announcements	7/6/2006 2:07:43 AM
		Contacts	Contacts	7/6/2006 2:58:27 AM
		DiscussionBoard	General Discussion	5/16/2006 3:27:05 AM
		DocumentLibrary	Destination Library	9/7/2006 2:07:00 AM
			Destination Library (Versioned)	7/18/2006 8:49:16 AM
		Inbox\$		9/6/2006 5:43:44 AM
		LibOne		9/11/2006 10:25:56 PM
		Shared Documentsa		9/7/2006 1:51:24 AM
		Test'', 'Library		9/7/2006 12:31:43 AM
		wwwroot\$		9/5/2006 4:46:49 AM

Click [{Newly Added Items}](#) to view the list items that are added in a list in the last 'N' days. This report displays the following information: **{Item URL, Size (in MB), Created By, and Created Date}**

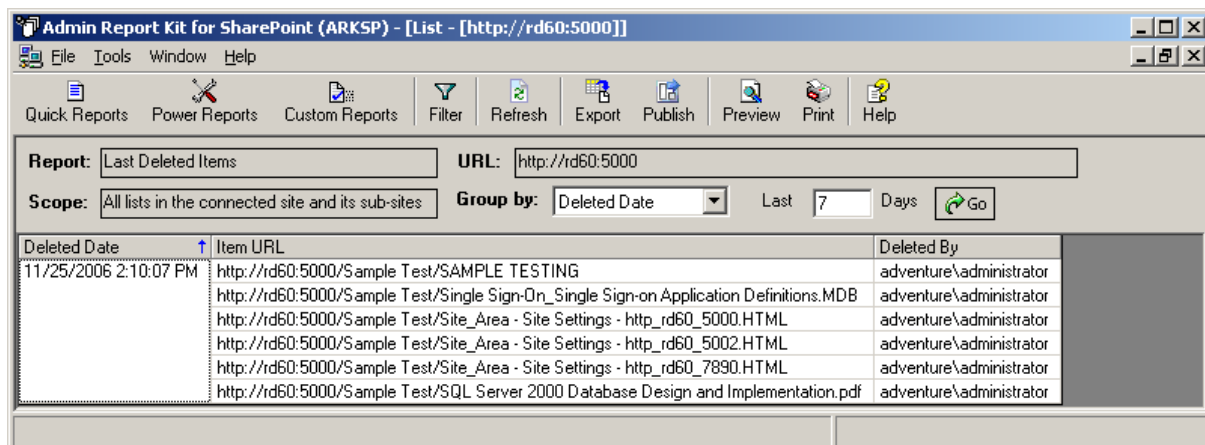
CHAPTER 2 – Using ARKSP



Click [{Last Modified Items}](#) to view the list items that are modified in the last 'N' days. This report displays the following information: **{Item URL, Size (in MB), Modified By, and Modified Date}**

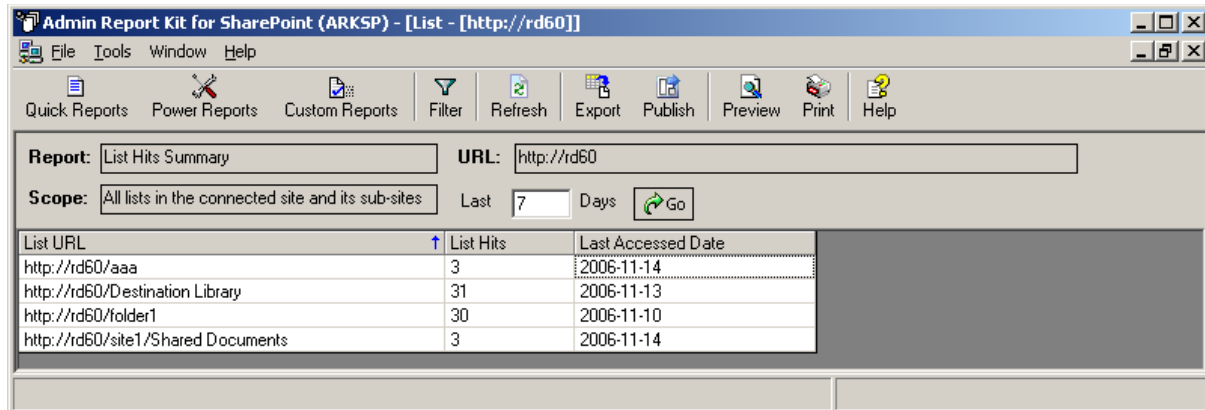


Click [{Last Deleted Items}](#) to view the list items that are deleted in the last 'N' days. This report displays the following information: **{Deleted Date, Item URL, and Deleted By}**. This report is applicable to Document Library, Picture Library and Form Library only.



CHAPTER 2 – Using ARKSP

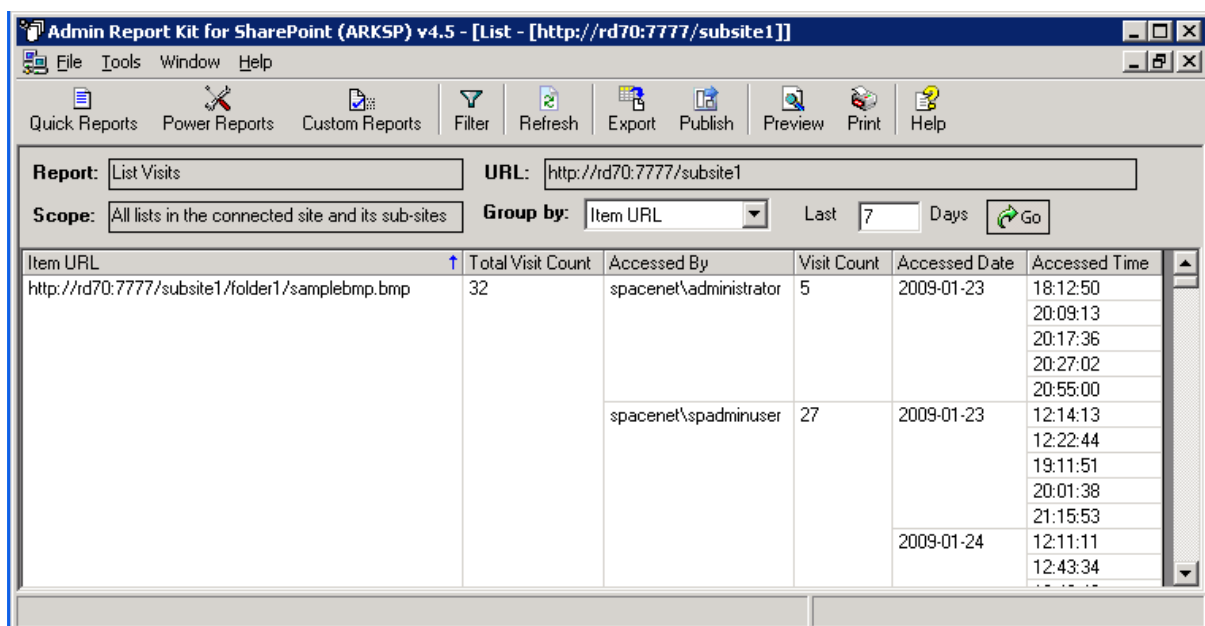
Click [{List Hits Summary}](#) to view the lists that are accessed in last 'N' days and number of times they have been accessed. This report displays the following information: **{Item URL, Item Hits, and Last Accessed Date}**. This report is applicable to Document Library, Picture Library and Form Library only.



The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar is "Admin Report Kit for SharePoint (ARKSP) - [List - [http://rd60]]". The menu bar includes File, Tools, Window, and Help. The toolbar has icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The report configuration section shows "Report: List Hits Summary" and "URL: http://rd60". The "Scope" is set to "All lists in the connected site and its sub-sites". The "Last" value is 7 Days. A "Go" button is present. The report table has three columns: List URL, List Hits, and Last Accessed Date.

List URL	List Hits	Last Accessed Date
http://rd60/aaa	3	2006-11-14
http://rd60/Destination Library	31	2006-11-13
http://rd60/folder1	30	2006-11-10
http://rd60/site1/Shared Documents	3	2006-11-14

Click [{List Visits}](#) to view the list items that are accessed in the last 'N' days. This report displays the following information: **{Item URL, Item Hits, Accessed By, Accessed Date, and Accessed Time}**. This report is applicable to Document Library, Picture Library and Form Library only.

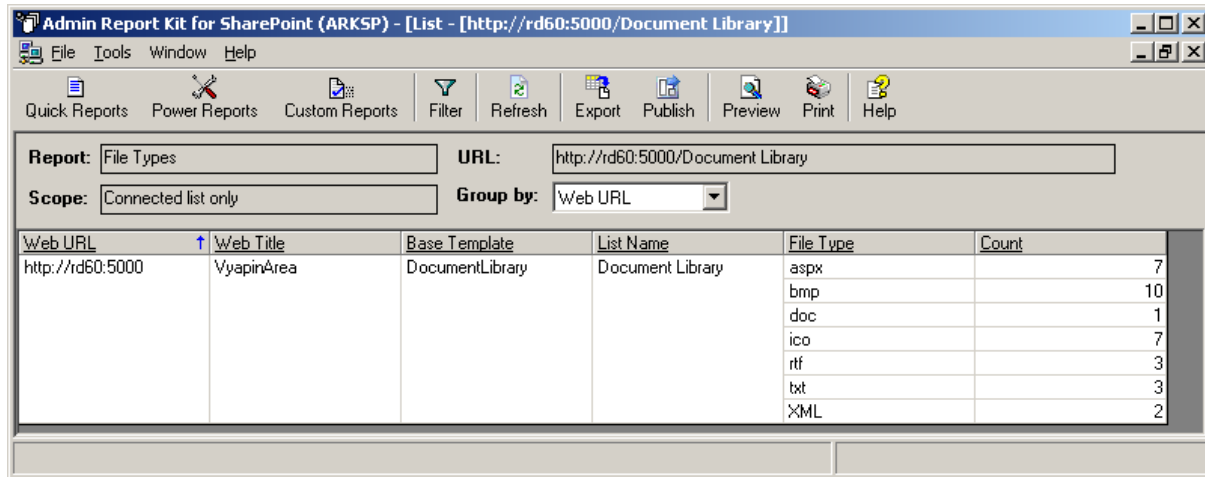


The screenshot shows the Admin Report Kit for SharePoint (ARKSP) v4.5 interface. The title bar is "Admin Report Kit for SharePoint (ARKSP) v4.5 - [List - [http://rd70:7777/subsite1]]". The menu bar includes File, Tools, Window, and Help. The toolbar has icons for Quick Reports, Power Reports, Custom Reports, Filter, Refresh, Export, Publish, Preview, Print, and Help. The report configuration section shows "Report: List Visits" and "URL: http://rd70:7777/subsite1". The "Scope" is set to "All lists in the connected site and its sub-sites". The "Group by" is set to "Item URL". The "Last" value is 7 Days. A "Go" button is present. The report table has six columns: Item URL, Total Visit Count, Accessed By, Visit Count, Accessed Date, and Accessed Time.

Item URL	Total Visit Count	Accessed By	Visit Count	Accessed Date	Accessed Time
http://rd70:7777/subsite1/folder1/samplebmp.bmp	32	spacenet\administrator	5	2009-01-23	18:12:50
					20:09:13
					20:17:36
					20:27:02
					20:55:00
	27	spacenet\spadminuser	27	2009-01-23	12:14:13
					12:22:44
					19:11:51
					20:01:38
					21:15:53
				2009-01-24	12:11:11
					12:43:34

Click [{File Types}](#) to list the type of files in the currently connected list. This report displays the following information: **{Web URL, Web Title, Base Template, List Name, File Type, and Count}**. This report is applicable to Document Library, Picture Library and Form Library only.

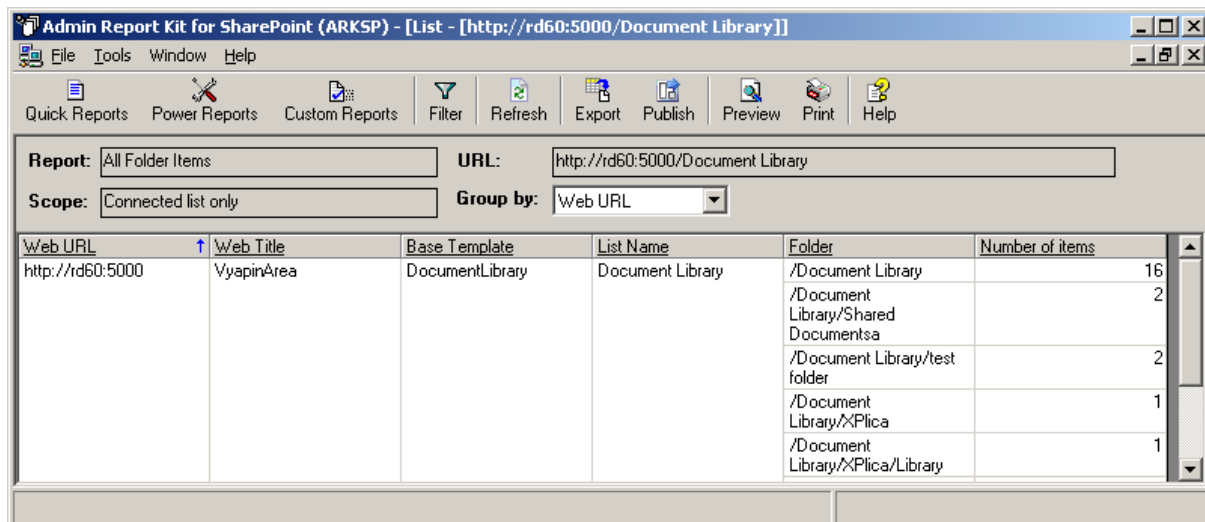
CHAPTER 2 – Using ARKSP



The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar indicates the list is '[http://rd60:5000/Document Library]'. The 'Report' dropdown is set to 'File Types', 'Scope' is 'Connected list only', and 'Group by' is 'Web URL'. The table below displays file type counts for the specified URL.

Web URL	Web Title	Base Template	List Name	File Type	Count
http://rd60:5000	VyapinArea	DocumentLibrary	Document Library	aspx	7
				bmp	10
				doc	1
				ico	7
				rtf	3
				txt	3
				XML	2

Click [{All Folder Items}](#) to display items count of each folder and sub-folder in a list. This report displays the following information: **{Web URL, Web Title, Base Template, List Name, Folder, and Number of Items}**. This report is applicable to Document Library, Picture Library and Form Library only.

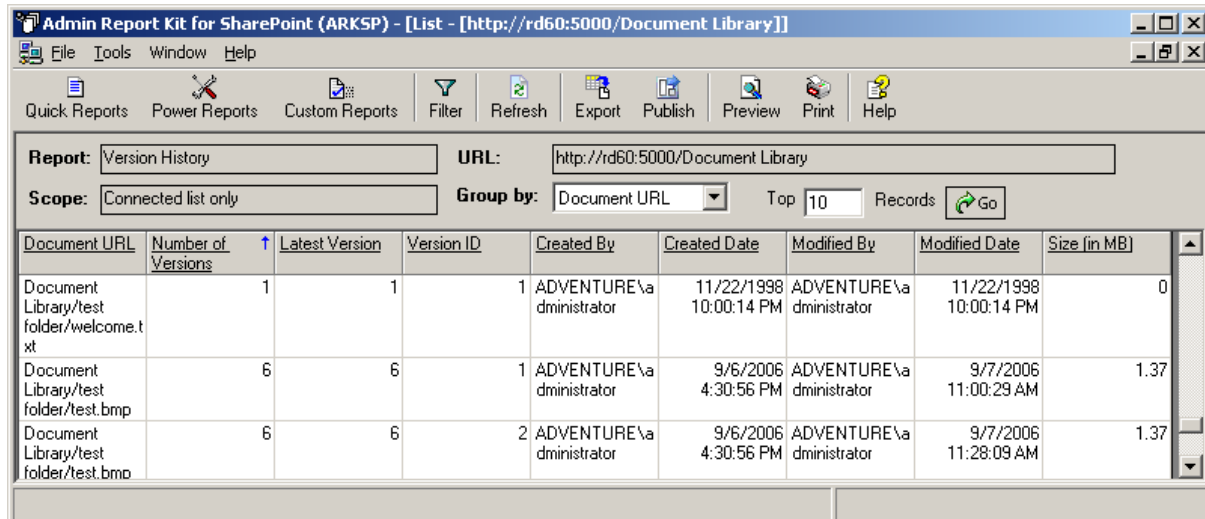


The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar indicates the list is '[http://rd60:5000/Document Library]'. The 'Report' dropdown is set to 'All Folder Items', 'Scope' is 'Connected list only', and 'Group by' is 'Web URL'. The table below displays folder structure and item counts for the specified URL.

Web URL	Web Title	Base Template	List Name	Folder	Number of items
http://rd60:5000	VyapinArea	DocumentLibrary	Document Library	/Document Library	16
				/Document Library/Shared Documentsa	2
				/Document Library/test folder	2
				/Document Library/XPlica	1
				/Document Library/XPlica/Library	1

Click [{Version History}](#) to list top 10 (default value is 10) files that have the most number of versions. User can enter any number to view the top items in the list. This report displays the following information: **{Document URL, Number of Versions, Latest Version, Version ID, Created By, Created Date, Modified By, Modified Date, and Size (in MB)}**. This report is applicable to Document Library, Picture Library and Form Library only.

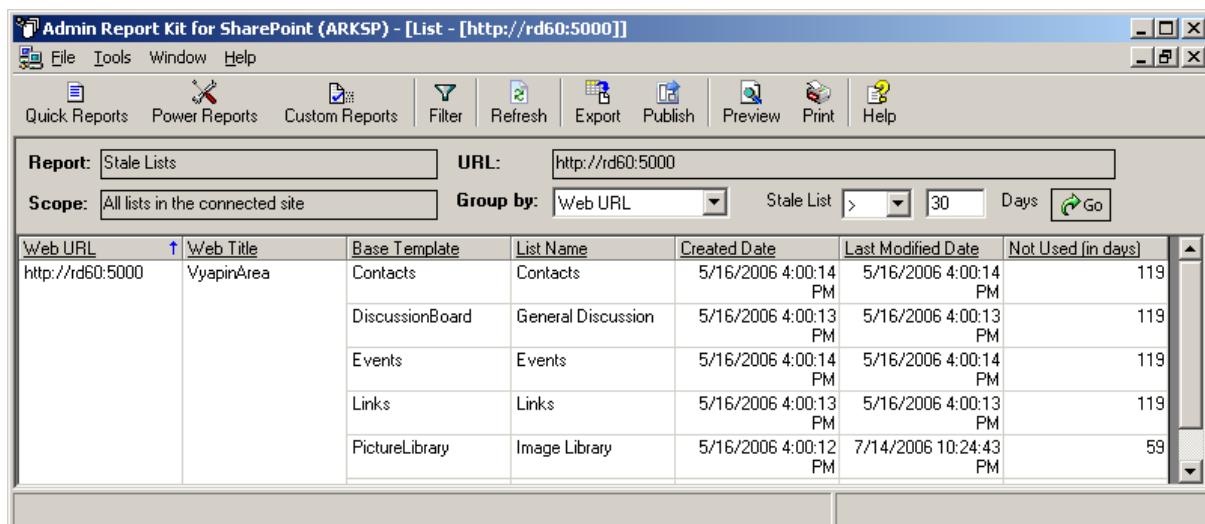
CHAPTER 2 – Using ARKSP



The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar indicates the report is for the list at <http://rd60:5000/Document Library>. The 'Report' dropdown is set to 'Version History'. The 'Scope' is 'Connected list only'. The 'URL' field contains the same address. The 'Group by' dropdown is set to 'Document URL'. The 'Top' value is 10. The 'Records' button is visible. The table below shows the version history for three documents.

Document URL	Number of Versions	Latest Version	Version ID	Created By	Created Date	Modified By	Modified Date	Size (in MB)
Document Library/test folder/welcome.txt	1	1	1	ADVENTURE\administrator	11/22/1998 10:00:14 PM	ADVENTURE\administrator	11/22/1998 10:00:14 PM	0
Document Library/test folder/test.bmp	6	6	1	ADVENTURE\administrator	9/6/2006 4:30:56 PM	ADVENTURE\administrator	9/7/2006 11:00:29 AM	1.37
Document Library/test folder/test.bmp	6	6	2	ADVENTURE\administrator	9/6/2006 4:30:56 PM	ADVENTURE\administrator	9/7/2006 11:28:09 AM	1.37

Click [{Stale Lists}](#) to displays the lists that are not used for certain number of days. This report displays the following information: **{Web URL, Web Title, Base Template, List Name, Created Date, and Last Modified Date, Not used (in days)}**.



The screenshot shows the Admin Report Kit for SharePoint (ARKSP) interface. The title bar indicates the report is for the list at <http://rd60:5000>. The 'Report' dropdown is set to 'Stale Lists'. The 'Scope' is 'All lists in the connected site'. The 'URL' field contains the same address. The 'Group by' dropdown is set to 'Web URL'. The 'Stale List' dropdown is set to '>'. The 'Days' field is 30. The 'Go' button is visible. The table below shows the stale lists for the web URL <http://rd60:5000>.

Web URL	Web Title	Base Template	List Name	Created Date	Last Modified Date	Not Used (in days)
http://rd60:5000	VyapinArea	Contacts	Contacts	5/16/2006 4:00:14 PM	5/16/2006 4:00:14 PM	119
		DiscussionBoard	General Discussion	5/16/2006 4:00:13 PM	5/16/2006 4:00:13 PM	119
		Events	Events	5/16/2006 4:00:14 PM	5/16/2006 4:00:14 PM	119
		Links	Links	5/16/2006 4:00:13 PM	5/16/2006 4:00:13 PM	119
		PictureLibrary	Image Library	5/16/2006 4:00:12 PM	7/14/2006 10:24:43 PM	59

Click [{Unused Lists}](#) to display the lists that are not used from the day it was created. This report displays the following information: **{Web URL, Web Title, Base Template, List Name, and Last Modified Date}**

CHAPTER 2 – Using ARKSP

Admin Report Kit for SharePoint (ARKSP) - [List - [http://rd60]]

File Tools Window Help

Quick Reports Power Reports Custom Reports Filter Refresh Export Publish Preview Print Help

Report: Unused Lists **URL:** http://rd60

Scope: All lists in the connected site **Group by:** Web URL

Web URL	Web Title	Base Template	List Name	Last Modified Date
http://rd60	Team Web Site	DiscussionBoard	General Discussion	5/16/2006 3:27:05 AM
		Events	Events	5/16/2006 3:27:08 AM
		Links	Links	5/16/2006 3:27:07 AM
		Tasks	Tasks	5/16/2006 3:27:09 AM

3 Power Reports

3.1 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, sites, areas 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:

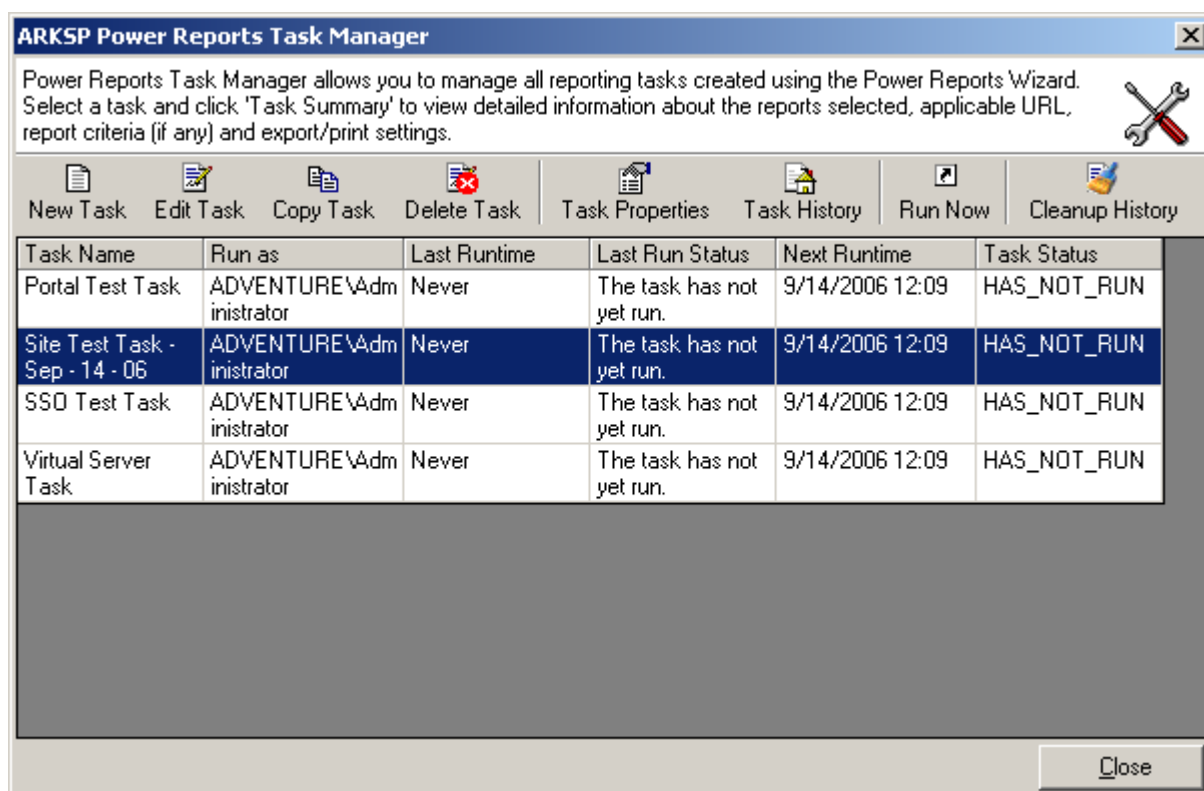
- a)** The report that is scheduled will be created as a task in Windows Task Scheduler. The Schedule Manager allows you to export / publish the reports in different file formats (MDB, CSV, HTML and XML) to the desired path/location and/or print the scheduled reports.
- b)** The export option follows the naming convention: *<<export path>>\<<task name>>\<<report generated date and time>>\<<report name>>*
- c)** For each file format (MDB/HTML/CSV/XML), 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.

3.2 Task Manager

Power Reports Task Manager

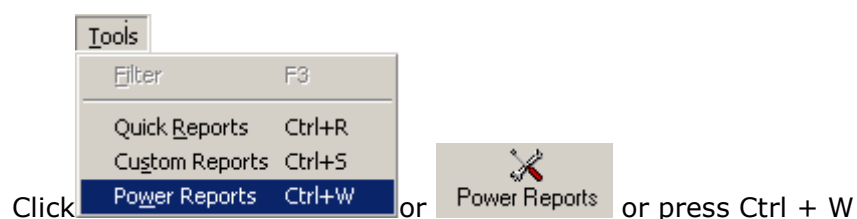
The Power Reports Task Manager allows you to perform the following operations:

- **Create** a new task
- **Edit** an existing task
- **Copy** an existing task
- **Delete** a task
- **View properties** for the tasks created
- **View history** for the tasks created
- **Run** the task immediately
- **Cleanup** task history

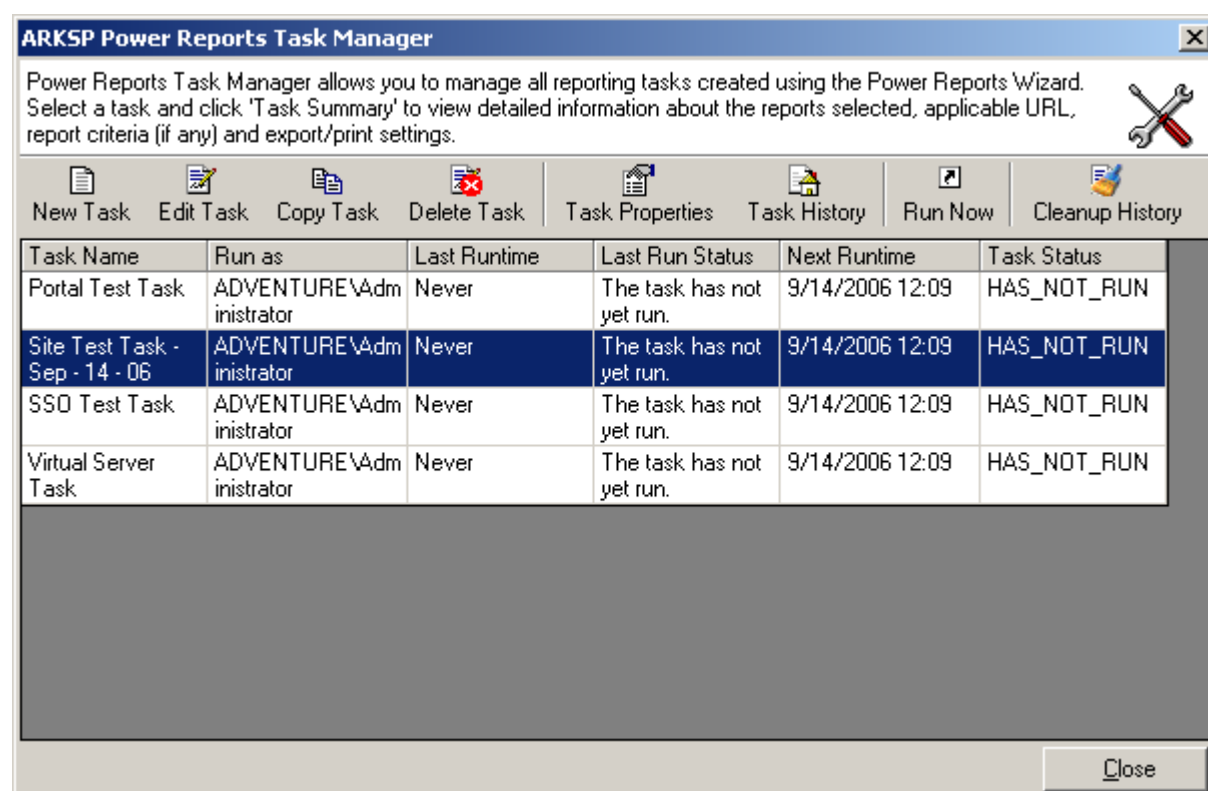


3.3 Create Task

New Task

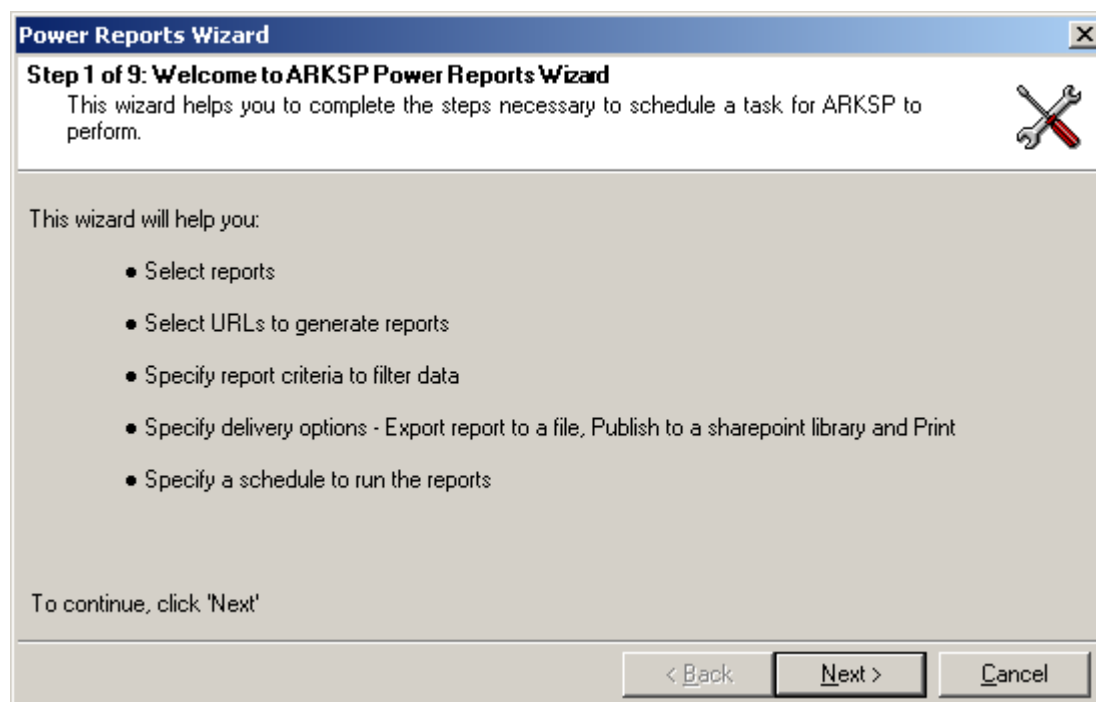


A sample Power Reports Task Manager window is shown below:



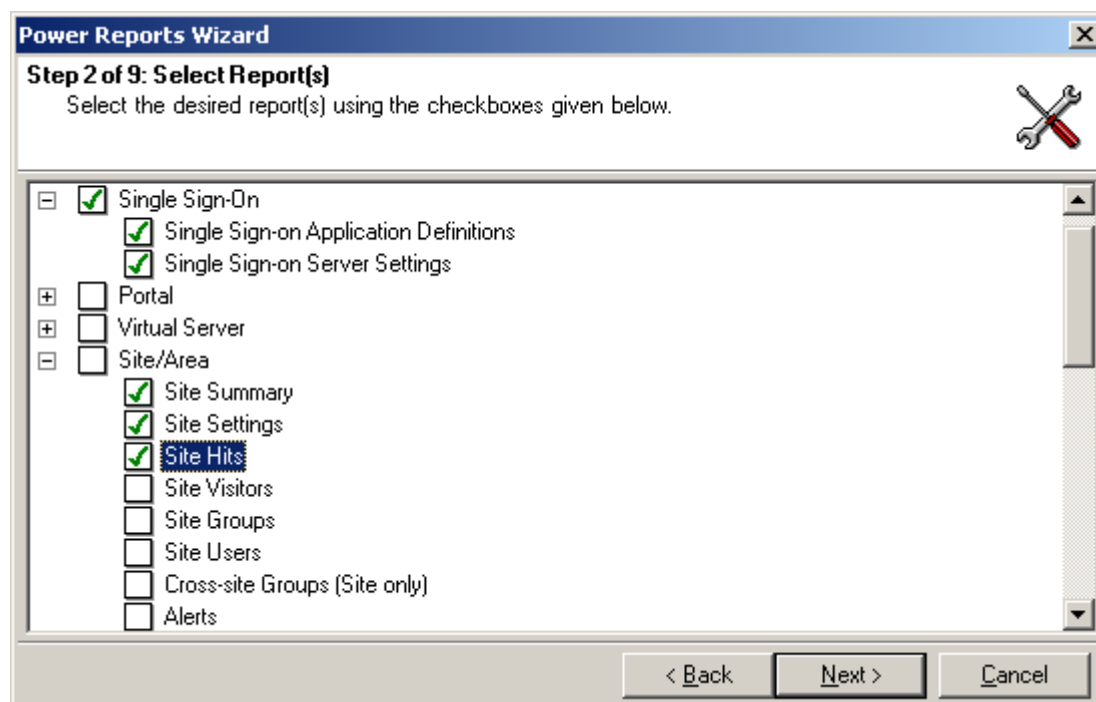
Click **New Task** button. The **Power Reports** Wizard will be displayed as shown below:

CHAPTER-3 – Power Reports



Click **Next** to Continue.

Step 2: Select Report(s)

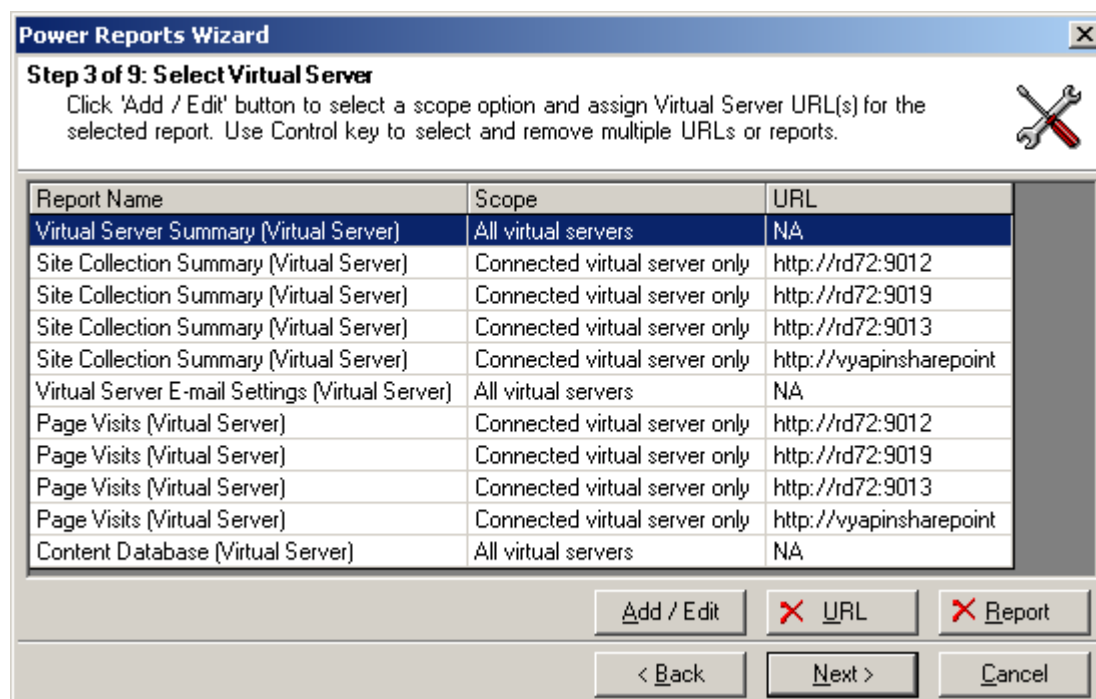


- 1) Select the report(s) using the checkboxes to the left of the reports. You may select any number of reports to run in a single task.
- 2) Click **Next** to proceed to the *next* step. You may Click **Back** button anytime to come *back* to a previous step.

CHAPTER-3 – Power Reports

Step 3 : Select Virtual Server

NOTE: This step is applicable only if a virtual server report is selected in **Step 2**.





Power Reports Wizard

Step 3 of 9: Select Virtual Server

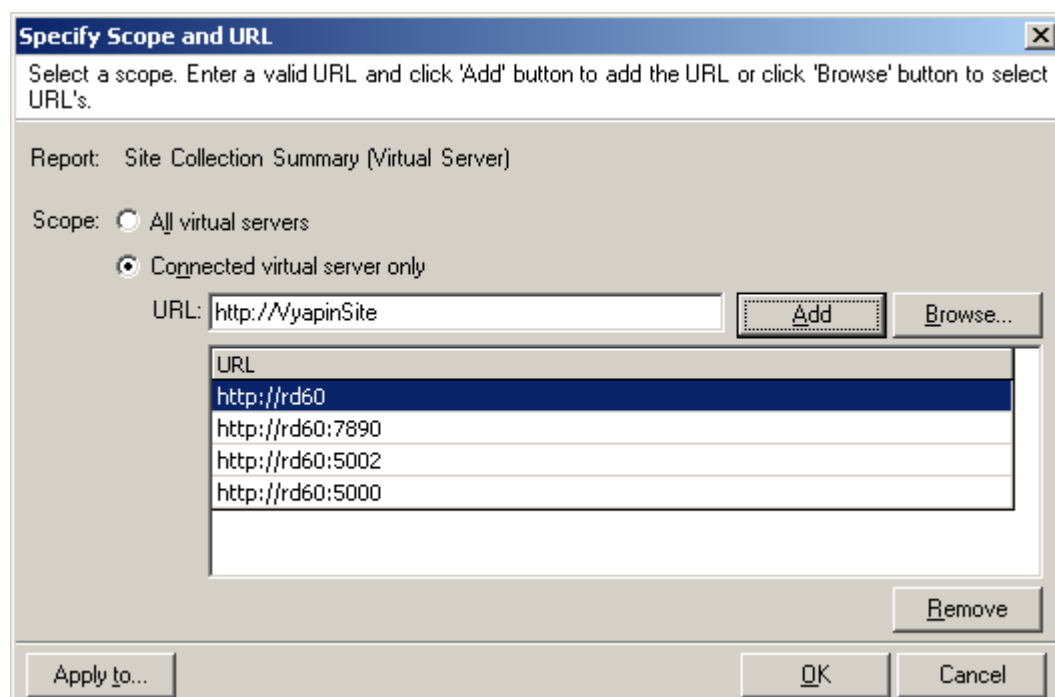
Click 'Add / Edit' button to select a scope option and assign Virtual Server URL(s) for the selected report. Use Control key to select and remove multiple URLs or reports.

Report Name	Scope	URL
Virtual Server Summary (Virtual Server)	All virtual servers	NA
Site Collection Summary (Virtual Server)	Connected virtual server only	http://rd72:9012
Site Collection Summary (Virtual Server)	Connected virtual server only	http://rd72:9019
Site Collection Summary (Virtual Server)	Connected virtual server only	http://rd72:9013
Site Collection Summary (Virtual Server)	Connected virtual server only	http://vyapinsharepoint
Virtual Server E-mail Settings (Virtual Server)	All virtual servers	NA
Page Visits (Virtual Server)	Connected virtual server only	http://rd72:9012
Page Visits (Virtual Server)	Connected virtual server only	http://rd72:9019
Page Visits (Virtual Server)	Connected virtual server only	http://rd72:9013
Page Visits (Virtual Server)	Connected virtual server only	http://vyapinsharepoint
Content Database (Virtual Server)	All virtual servers	NA

Buttons: Add / Edit,  URL,  Report, < Back, Next >, Cancel

Click *Add / Edit* button to specify URLs for the virtual server reports selected in step 2. Click *Delete URL* button to *delete* a selected URL. Click *Delete Report* button to *delete* the selected *report and its URLs*.

Clicking *Add/Edit* button will display a window as shown below:


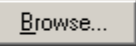


Specify Scope and URL

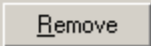
Select a scope. Enter a valid URL and click 'Add' button to add the URL or click 'Browse' button to select URL's.

Report: Site Collection Summary (Virtual Server)

Scope: ☐ All virtual servers
☒ Connected virtual server only

URL:  

URL
http://rd60
http://rd60:7890
http://rd60:5002
http://rd60:5000



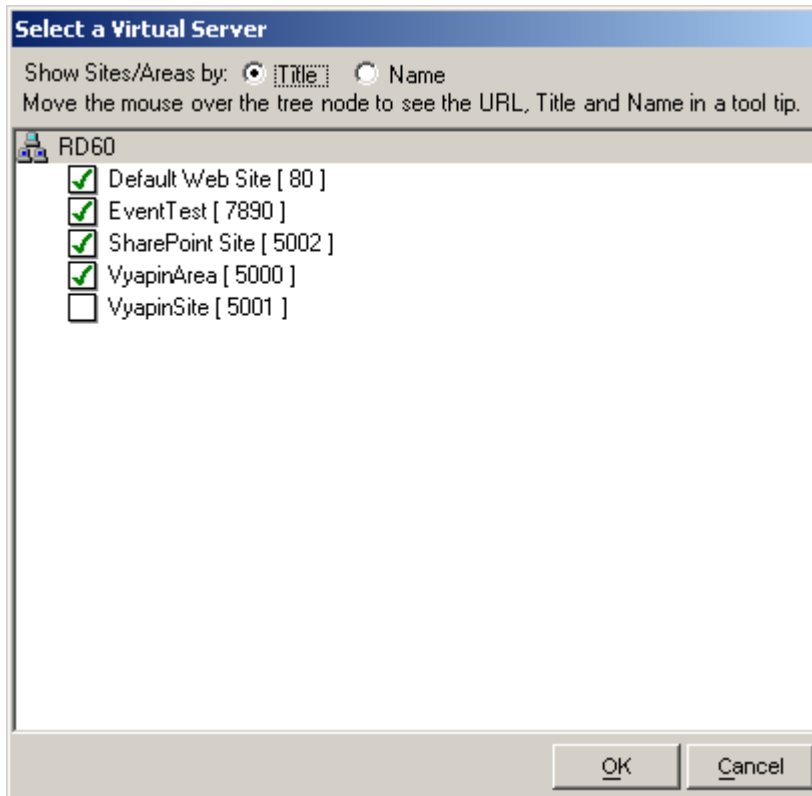
Buttons: Apply to..., OK, Cancel

CHAPTER-3 – Power Reports

By default, **All virtual server** option will be selected. The scope option can be changed to **Connected virtual server** only for **Site Collection Summary, Disk Quota Limits and Usage, Page Visits** reports only.

To add the virtual server URL,

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



*Click **OK*** button in the connect window to add the report to the grid in the Specify Scope and URL dialog.

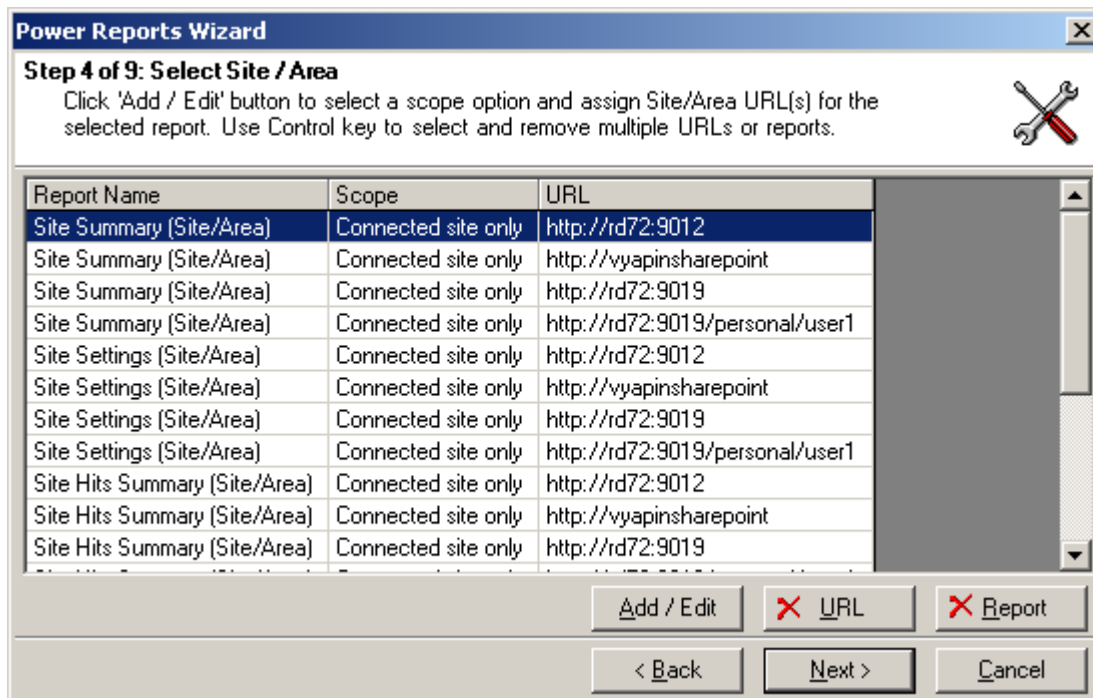
To apply the same set of URLs to multiple reports, click 'Apply to...' button in the Specify Scope and URL window.

Finally, *click **OK*** button in the Specify Scope and URL window to apply the scope and URLs for the virtual server reports.

CHAPTER-3 – Power Reports

Step 4 : Select Site / Area

NOTE: This step is applicable only if a site level report is selected in **Step 2**.



Power Reports Wizard

Step 4 of 9: Select Site / Area

Click 'Add / Edit' button to select a scope option and assign Site/Area URL(s) for the selected report. Use Control key to select and remove multiple URLs or reports.

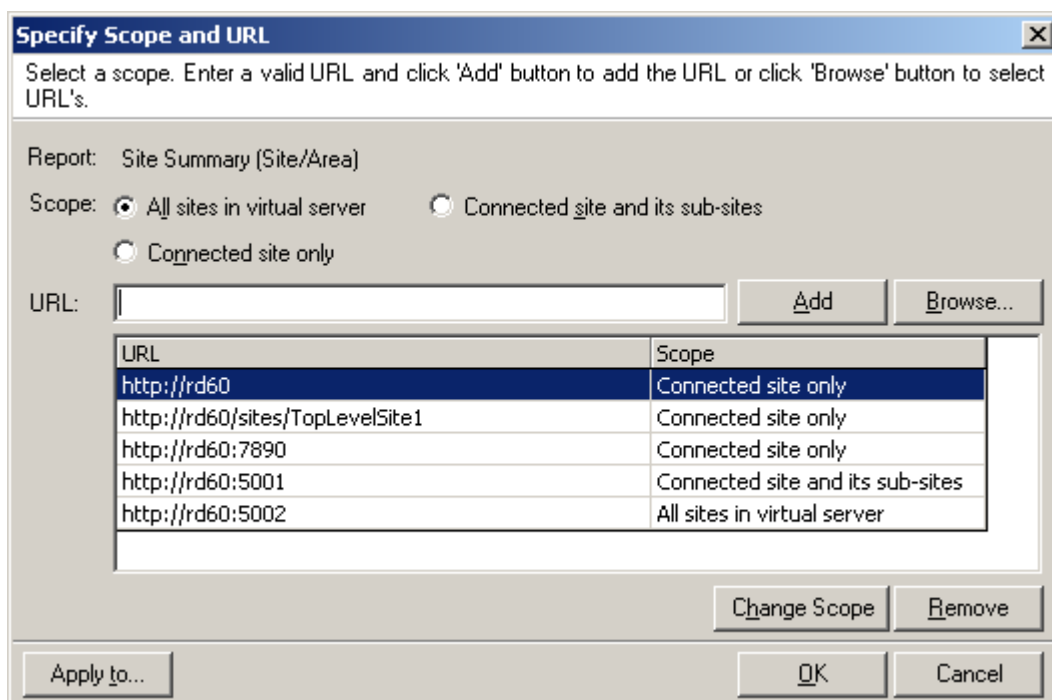
Report Name	Scope	URL
Site Summary (Site/Area)	Connected site only	http://rd72:9012
Site Summary (Site/Area)	Connected site only	http://vyapinsharepoint
Site Summary (Site/Area)	Connected site only	http://rd72:9019
Site Summary (Site/Area)	Connected site only	http://rd72:9019/personal/user1
Site Settings (Site/Area)	Connected site only	http://rd72:9012
Site Settings (Site/Area)	Connected site only	http://vyapinsharepoint
Site Settings (Site/Area)	Connected site only	http://rd72:9019
Site Settings (Site/Area)	Connected site only	http://rd72:9019/personal/user1
Site Hits Summary (Site/Area)	Connected site only	http://rd72:9012
Site Hits Summary (Site/Area)	Connected site only	http://vyapinsharepoint
Site Hits Summary (Site/Area)	Connected site only	http://rd72:9019

Add / Edit **X URL** **X Report**

< Back **Next >** **Cancel**

Click **Add/Edit** button to specify the scope and select the site URL(s) for which you wish to run the site reports selected in **Step 2**. Click Delete URL button to delete a selected URL. Click Delete Report button to delete the selected report and its URLs.

Clicking **Add/Edit** button will display a window as shown below:



Specify Scope and URL

Select a scope. Enter a valid URL and click 'Add' button to add the URL or click 'Browse' button to select URL's.

Report: Site Summary (Site/Area)

Scope: ☒ All sites in virtual server ☐ Connected site and its sub-sites
☐ Connected site only

URL: **Add** **Browse...**

URL	Scope
http://rd60	Connected site only
http://rd60/sites/TopLevelSite1	Connected site only
http://rd60:7890	Connected site only
http://rd60:5001	Connected site and its sub-sites
http://rd60:5002	All sites in virtual server

Change Scope **Remove**

Apply to... **OK** **Cancel**

CHAPTER-3 – Power Reports

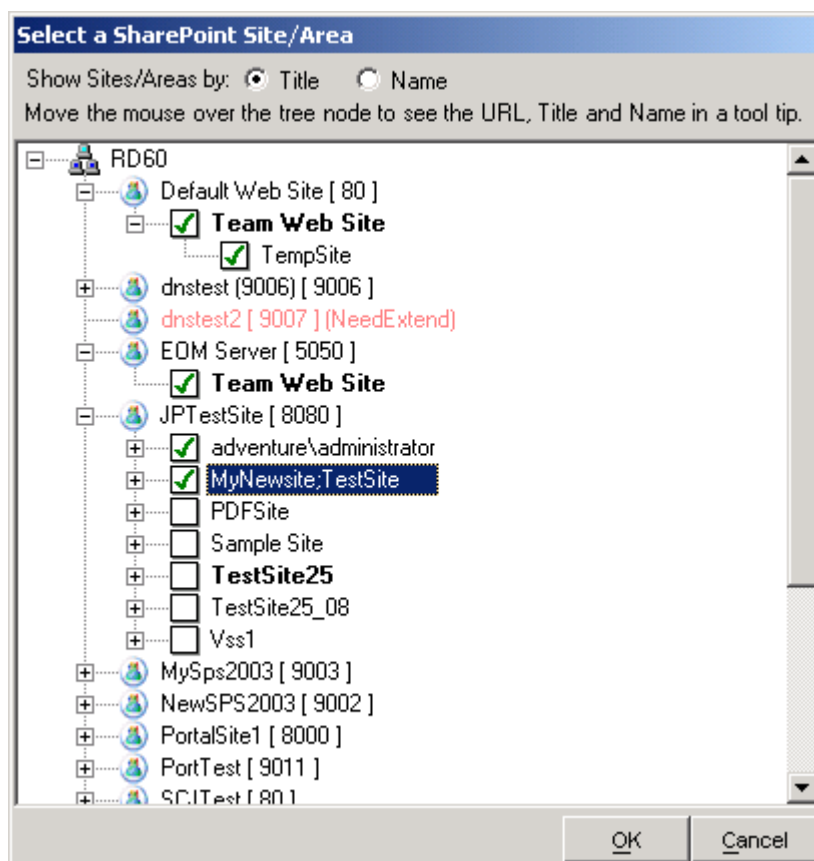
Select a scope option. The default scope of the report will be for the **Connected site only**. The scope options are:

- a) **All sites in virtual server** - Retrieves report information for all the sites, including sub-sites and top level sites, in the virtual server
- 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.

NOTE: 'All sites in virtual server' option is applicable only for Root URL. Options (a) and (b) may take time depending on the size of you web.

To add the Site URL,

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



Click **OK** button to add the selected URLs to the grid in Specify Scope and URL window.

To *change* the scope option for any of the URLs added in the grid, click *'Change Scope'* button.

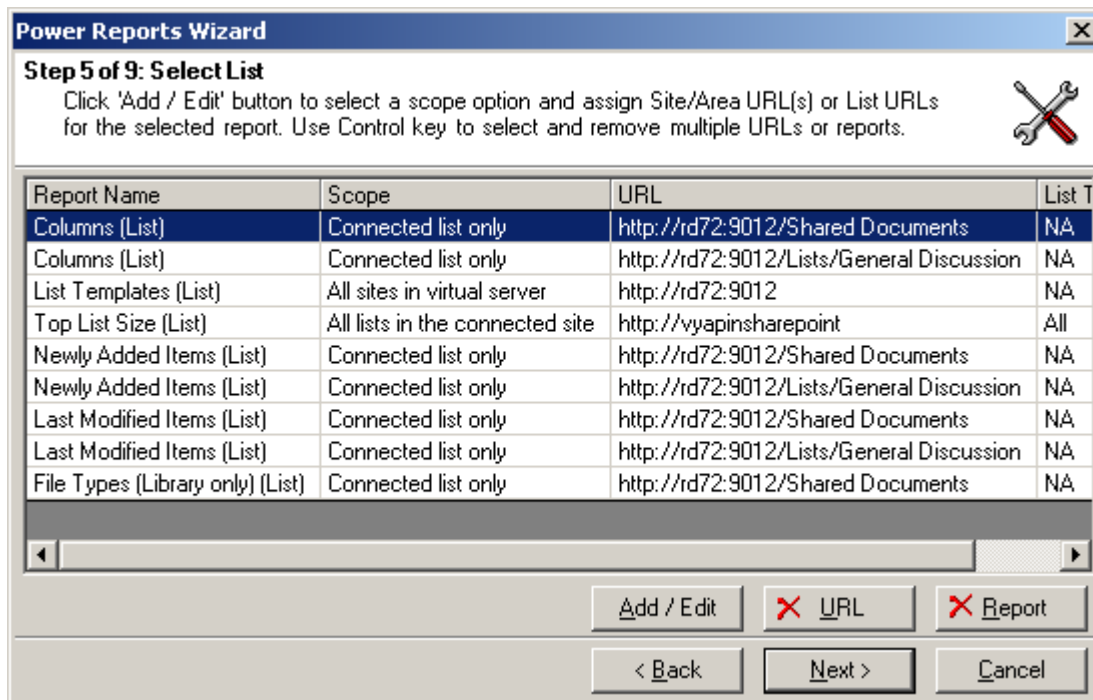
CHAPTER-3 – Power Reports

To apply the same set of URLs for multiple reports, click 'Apply to...' button.

Finally, Click OK button in the Specify Scope and URL window to apply the specified scope and URL for the reports.

Step 5: List Selection

NOTE: This step is applicable only if a list level report is selected in **Step 1**.



Power Reports Wizard

Step 5 of 9: Select List

Click 'Add / Edit' button to select a scope option and assign Site/Area URL(s) or List URLs for the selected report. Use Control key to select and remove multiple URLs or reports.

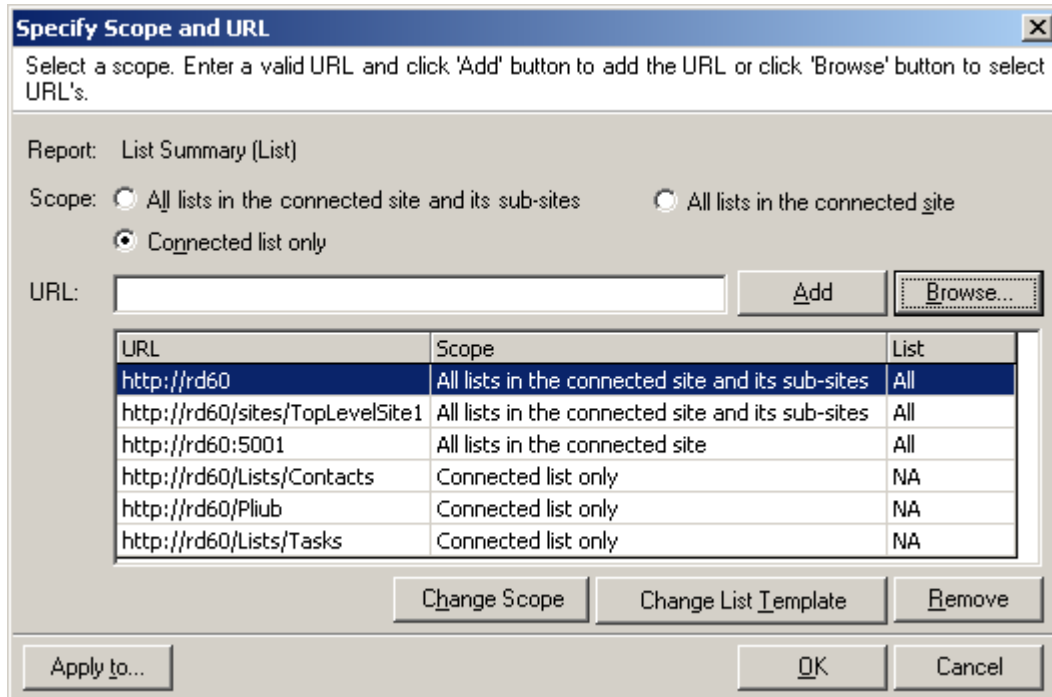
Report Name	Scope	URL	List T
Columns (List)	Connected list only	http://rd72:9012/Shared Documents	NA
Columns (List)	Connected list only	http://rd72:9012/Lists/General Discussion	NA
List Templates (List)	All sites in virtual server	http://rd72:9012	NA
Top List Size (List)	All lists in the connected site	http://vyapinsharepoint	All
Newly Added Items (List)	Connected list only	http://rd72:9012/Shared Documents	NA
Newly Added Items (List)	Connected list only	http://rd72:9012/Lists/General Discussion	NA
Last Modified Items (List)	Connected list only	http://rd72:9012/Shared Documents	NA
Last Modified Items (List)	Connected list only	http://rd72:9012/Lists/General Discussion	NA
File Types (Library only) (List)	Connected list only	http://rd72:9012/Shared Documents	NA

Buttons: Add / Edit, Delete URL, Delete Report, < Back, Next >, Cancel

Click Add/Edit button to specify the scope and select the site URL(s) for which you wish to run the site reports selected in Step 2. Click Delete URL button to delete a selected URL. Click Delete Report button to delete the selected report and its URLs.

Clicking Add/Edit button will display a window as shown below:

CHAPTER-3 – Power Reports



The dialog box titled "Specify Scope and URL" contains the following elements:

- Report:** List Summary (List)
- Scope:** Three radio buttons: "All lists in the connected site and its sub-sites", "All lists in the connected site", and "Connected list only" (which is selected).
- URL:** A text input field with "Add" and "Browse..." buttons.
- Table:** A table with three columns: URL, Scope, and List.
- Buttons:** "Change Scope", "Change List Template", "Remove", "Apply to...", "OK", and "Cancel".

URL	Scope	List
http://rd60	All lists in the connected site and its sub-sites	All
http://rd60/sites/TopLevelSite1	All lists in the connected site and its sub-sites	All
http://rd60:5001	All lists in the connected site	All
http://rd60/Lists/Contacts	Connected list only	NA
http://rd60/Pluib	Connected list only	NA
http://rd60/Lists/Tasks	Connected list only	NA

Select a **scope** option. The default scope of the report will be for the **Connected list only**. The scope options are:

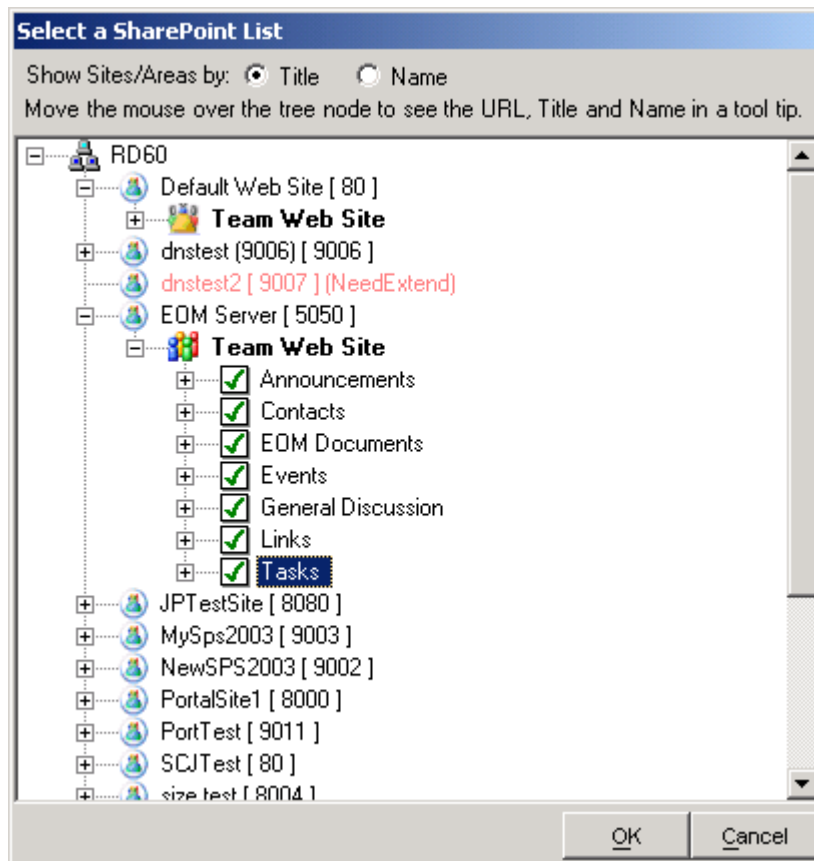
- a) **All lists in the connected site and its sub-sites** - Retrieves the report information for all the lists in the connected site and its sub-sites
- b) **All lists in the connected site** - Retrieves the report information for the all the lists in the connected site
- c) **Connected list only** - Retrieves the report information for the connected list only.

NOTE: All lists in the connected site and its sub-sites option may take time depending on the size of your web.

To add the list URL,

- 1) **Enter** a valid URL based on the scope selected and *click Add (or)*
- 2) *Click 'Browse...' button to choose URL(s). This will display a window as shown below (in this case, window displayed for **Connected list only** option):*

CHAPTER-3 – Power Reports



Click **OK** button to add the selected URLs to the grid in Specify Scope and URL window.

To *change* the scope option for any of the URLs added in the grid, **click 'Change Scope'** button.

To collect report data only for the lists that belong to a specific list type, Select a URL in the grid and click '**Change List Template**' button (not applicable for **Connected list only** option).

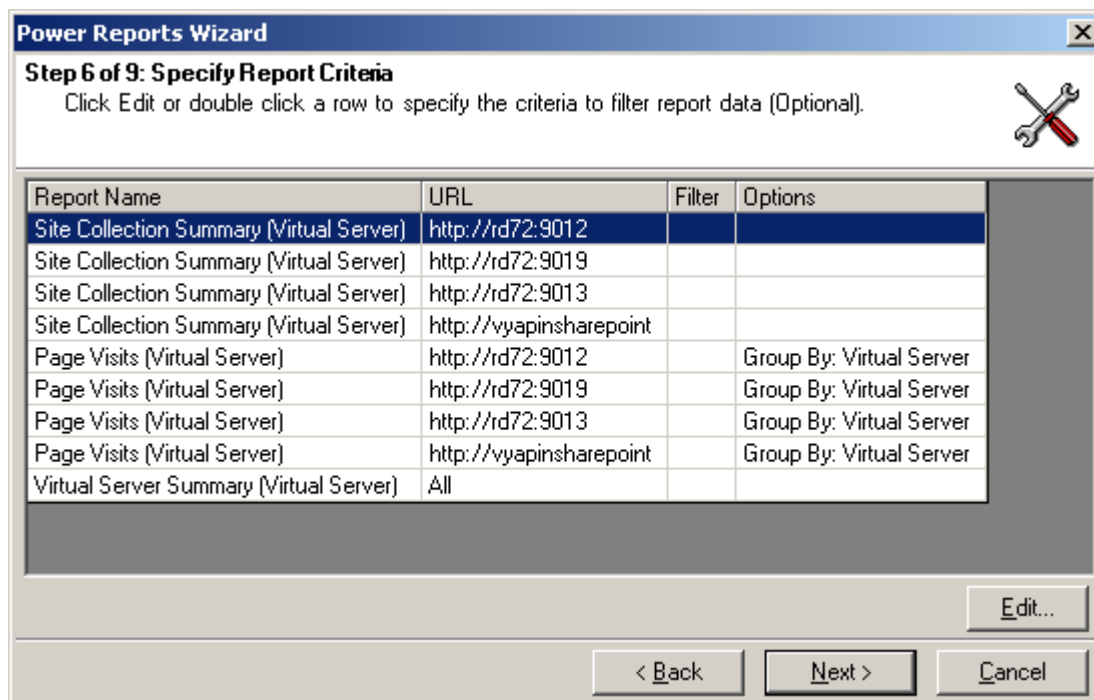
To apply the same set of URLs for multiple reports, *click 'Apply to...'* button.

Finally, Click **OK** button in the Specify Scope and URL window to apply the specified scope and URL for the reports.

Step 6: Specify Report Criteria

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

CHAPTER-3 – Power Reports



Power Reports Wizard

Step 6 of 9: Specify Report Criteria

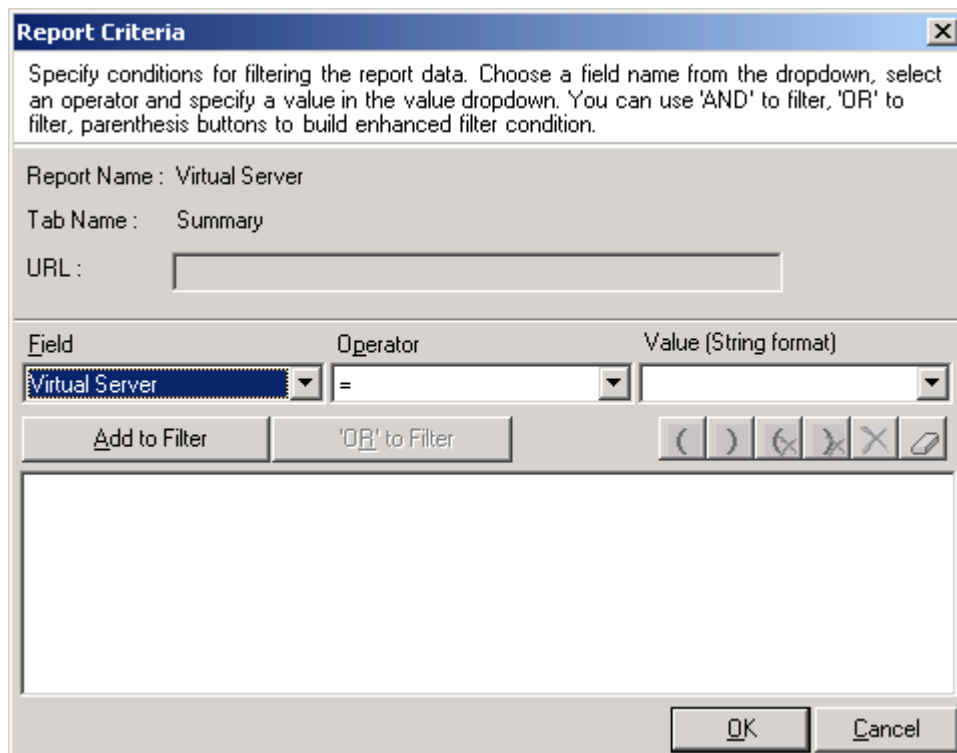
Click Edit or double click a row to specify the criteria to filter report data (Optional).

Report Name	URL	Filter	Options
Site Collection Summary (Virtual Server)	http://rd72:9012		
Site Collection Summary (Virtual Server)	http://rd72:9019		
Site Collection Summary (Virtual Server)	http://rd72:9013		
Site Collection Summary (Virtual Server)	http://vyapinsharepoint		
Page Visits (Virtual Server)	http://rd72:9012		Group By: Virtual Server
Page Visits (Virtual Server)	http://rd72:9019		Group By: Virtual Server
Page Visits (Virtual Server)	http://rd72:9013		Group By: Virtual Server
Page Visits (Virtual Server)	http://vyapinsharepoint		Group By: Virtual Server
Virtual Server Summary (Virtual Server)	All		

[Edit...](#)

[< Back](#) [Next >](#) [Cancel](#)

- 1) To set a criteria for a report, select a report and
- 2) The Report Criteria window will be displayed as shown below:



Report Criteria

Specify conditions for filtering the report data. Choose a field name from the dropdown, select an operator and specify a value in the value dropdown. You can use 'AND' to filter, 'OR' to filter, parenthesis buttons to build enhanced filter condition.

Report Name : Virtual Server

Tab Name : Summary

URL :

Field	Operator	Value (String format)
Virtual Server	=	

[Add to Filter](#) ['OR' to Filter](#) [\(](#) [\)](#) [<](#) [>](#) [X](#) [/](#)

[OK](#) [Cancel](#)

- 3) Specify the criteria to filter the report data.
 - a) Choose a field name from the dropdown, select an operator and specify a value in the value dropdown. You may enter a new value in the Value. For certain fields like "Inherits Security", "Is Custom Template", you may choose an existing value from the dropdown.

CHAPTER-3 – Power Reports

b) NOTE :

Operators include a special operator called "like" and "not like". "like" determines whether or not a given character string matches a specified pattern. The operator "not like" performs the inverse function of the "like" operator. A pattern can include regular characters as well as some wildcard characters as given in the table below:

Wildcard character	Description	Example
[a]*	Character starting with [a]	Web Title LIKE '[a]*' finds Web Title names beginning with a, for example ARKSPSite, Adminsite, and so on.
[a-f]*	Any single character within the specified range ([a-f]) or set ([abcdef]).	Web Title LIKE '[a-f]*' finds Web Title names beginning with any single character between a and f, for example ARKSPSite, Custom Site, FirstSite, and so on.
[a?]*	Character starting with [a] and maximum of two characters including [a]	Web Title LIKE '[a?]' finds all the Web Titles that has only two characters, starting with a, for example AT, AL, and so on.
[a?d]*	Maximum of three characters, the first character being a, the last character being d and middle character may be any single character	Web Title LIKE '[a?d]' finds all the Web Titles that has only three characters, starting with a, ending with d and the middle character may be any single character, for example AND, ASD, etc.

c) Click **Add** to Filter.

d) The **Add to Filter** will change to **AND to Filter**. The **OR to Filter** button will be enabled. The selected condition will be set as a filter and will be displayed as shown below:

CHAPTER-3 – Power Reports

Report Criteria

Specify conditions for filtering the report data. Choose a field name from the dropdown, select an operator and specify a value in the value dropdown. You can use 'AND' to filter, 'OR' to filter, parenthesis buttons to build enhanced filter condition.

Report Category: Virtual Server
 Report Name: Site Collection Summary
 URL : http://vyapinsharepoint

Field: Virtual Server Operator: = Value (String format):

'AND' to Filter 'OR' to Filter () () () () ()

[Site URL] starts with 'Site'
 OR [Secondary Owner Name] = 'Adventure\administrator'

Apply to... OK Cancel

- e) Use **"AND to Filter"** and **"OR to Filter"** , parenthesis (,) etc., to build an enhanced filter condition as shown in the example below:
 ([Web Title] = 'ARKSP' And [Web URL] = 'http://TestURL') OR ([Web Title] = 'test' And [Web URL] = 'http://TestingARKSP')
 - f) To apply the same criteria for various URLs with the same report type and report, *Click Apply To*.
 - g) Select the URL's to which you want to apply the criteria
 - h) Click OK in Reports Criteria window to go back to the wizard.
- 4) The applied criteria will be added to the report as shown below:

Power Reports Wizard

Step 6 of 9: Specify Report Criteria
 Click Edit or double click a row to specify the criteria to filter report data (Optional).

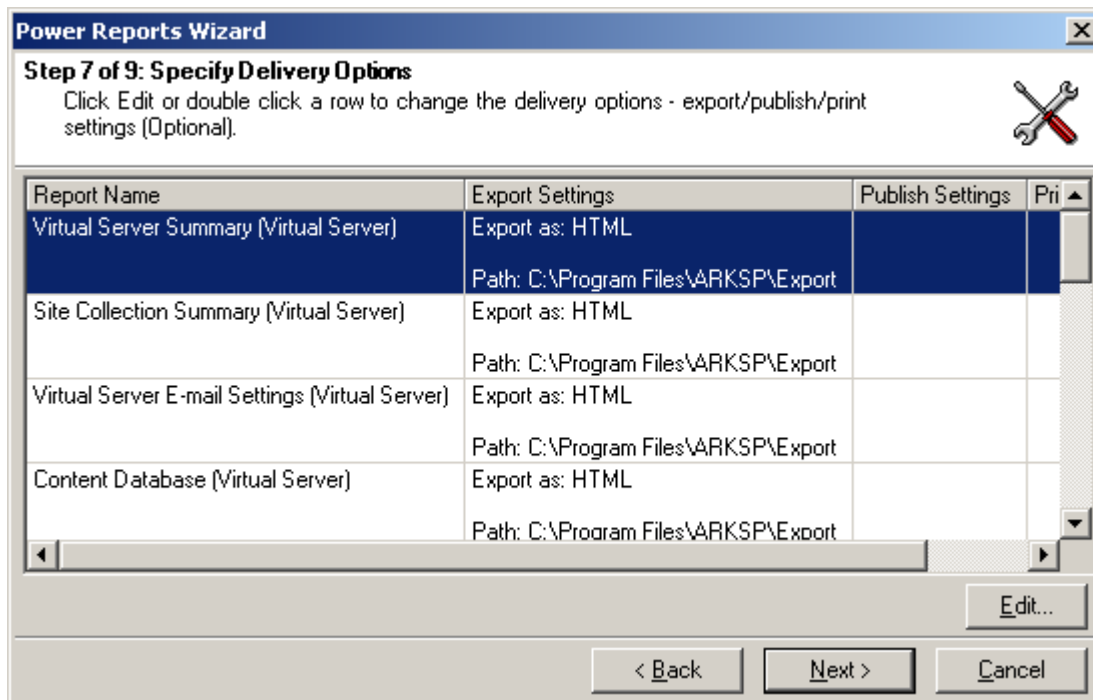
Report Name	URL	Filter	Options
Site Collection Summary (Virtual Server)	http://vyapinsharepoint	[Site URL] starts with 'Site' OR [Secondary Owner Name] = 'Adventure\administrator'	
Page Visits (Virtual Server)	http://rd72:9012		Group By: Virtual Server
Page Visits (Virtual Server)	http://rd72:9019		Group By: Virtual Server
Page Visits (Virtual Server)	http://rd72:9013		Group By: Virtual Server
Page Visits (Virtual Server)	http://vyapinsharepoint		Group By: Virtual Server
Virtual Server Summary (Virtual Server)	All		
Virtual Server E-mail	All		

Edit... < Back Next > Cancel

CHAPTER-3 – Power Reports

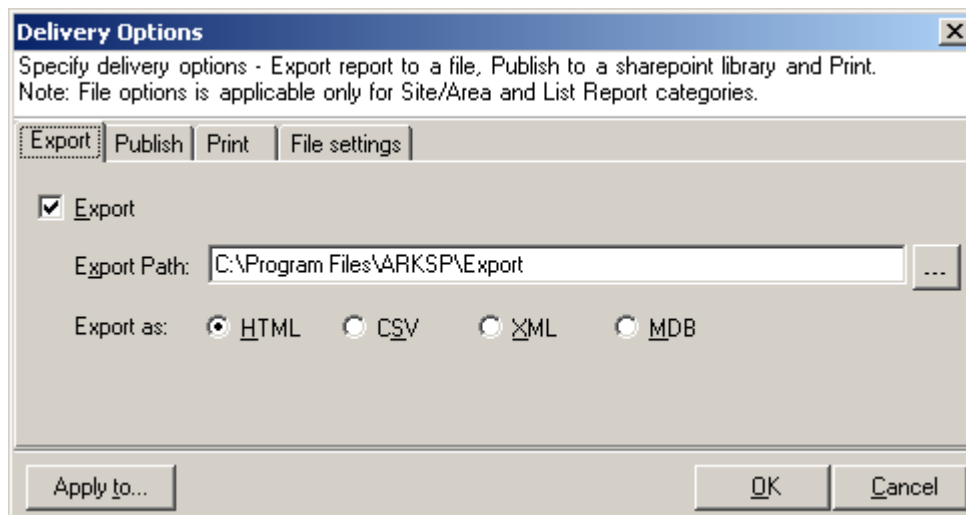
- 5) Click **Next** to Proceed to the next Step.

Step 7: Specify Delivery Options



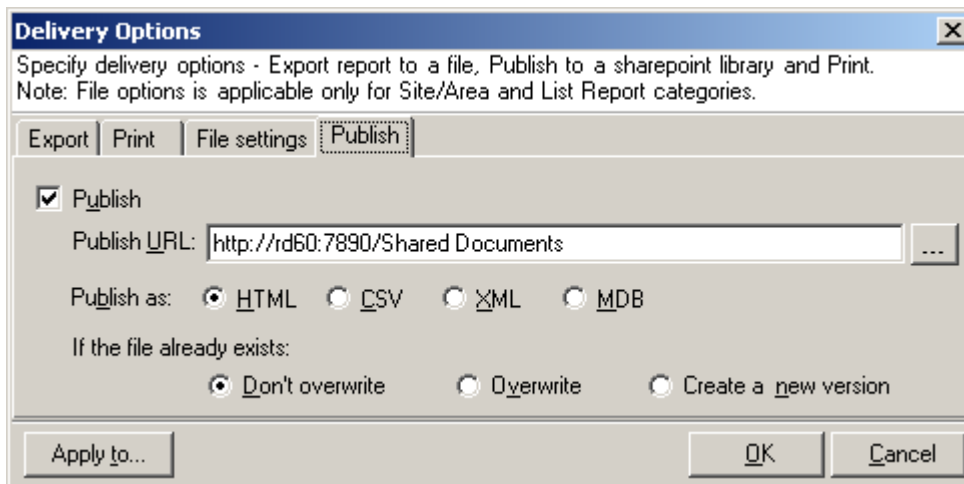
To set the delivery options - export, publish and print settings for a report, select a report and Click Edit or Double Click the report

- 1) Export Option: Change the Export path and export file format as necessary.

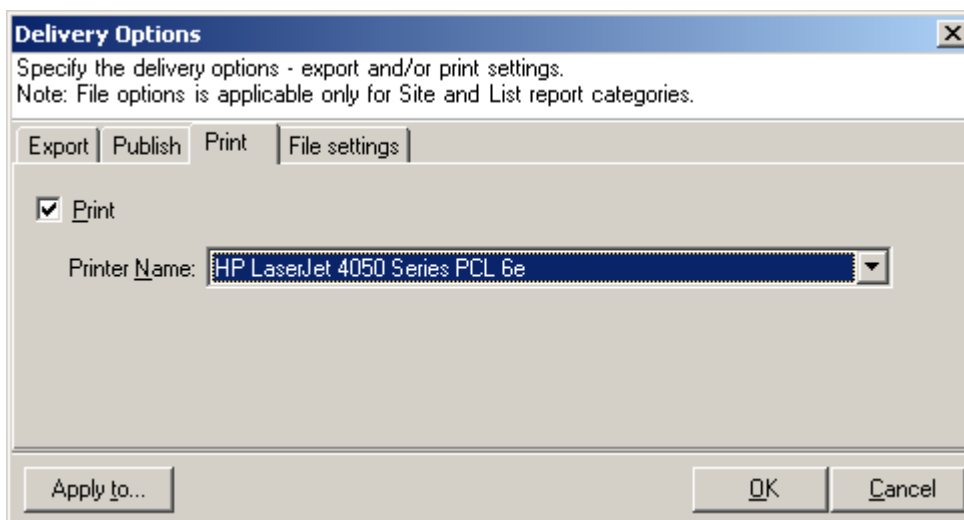


- 2) Publish Option: Select Publish check box and specify a valid SharePoint library/folder URL.
Choose a format and a file existence check option as required.

CHAPTER-3 – Power Reports



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

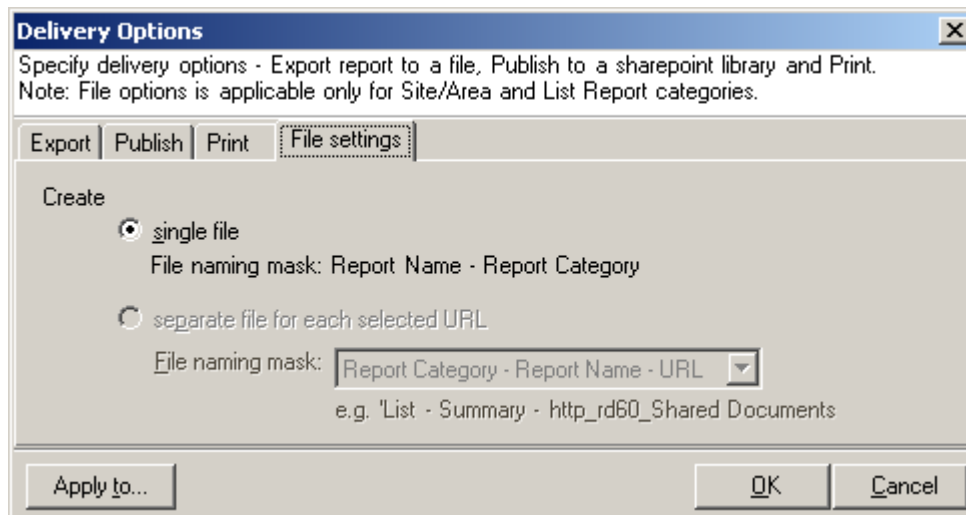


- 4) File Settings: Each report will be exported into a new file. To export all the selected URLs for a report into a single file, select 'Create a single file' option. To export each URL for a report into a separate file, select 'Create separate file for each URL' option. Please note that 'File option' is applicable for Site/Area and List report categories only.

If Single file option is selected, files with 'Report Name - Report Category' name format will be created and exported/published.

If Separate file option is selected, you can choose the file name format from the available list.

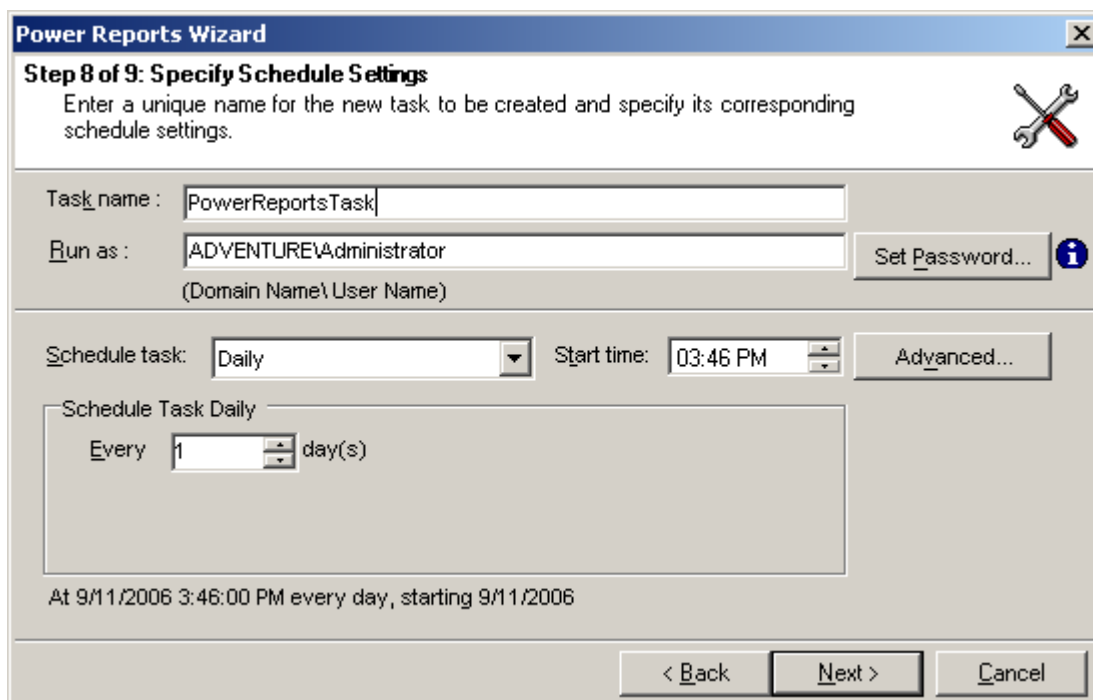
CHAPTER-3 – Power Reports



The **Delivery Options** dialog box is shown with the **File settings** tab selected. It contains instructions to specify delivery options for exporting, publishing, or printing reports. The **Create** section has two radio buttons: **single file** (selected) and **separate file for each selected URL**. The **File naming mask** for the single file option is **Report Name - Report Category**. For the separate file option, the mask is **Report Category - Report Name - URL**, with an example: **e.g. 'List - Summary - http_rd60_Shared Documents**. At the bottom are **Apply to...**, **OK**, and **Cancel** buttons.

To apply the same settings for multiple report selection, Click **Apply To**.
Click **OK**.

Step 8: Specify Schedule Settings

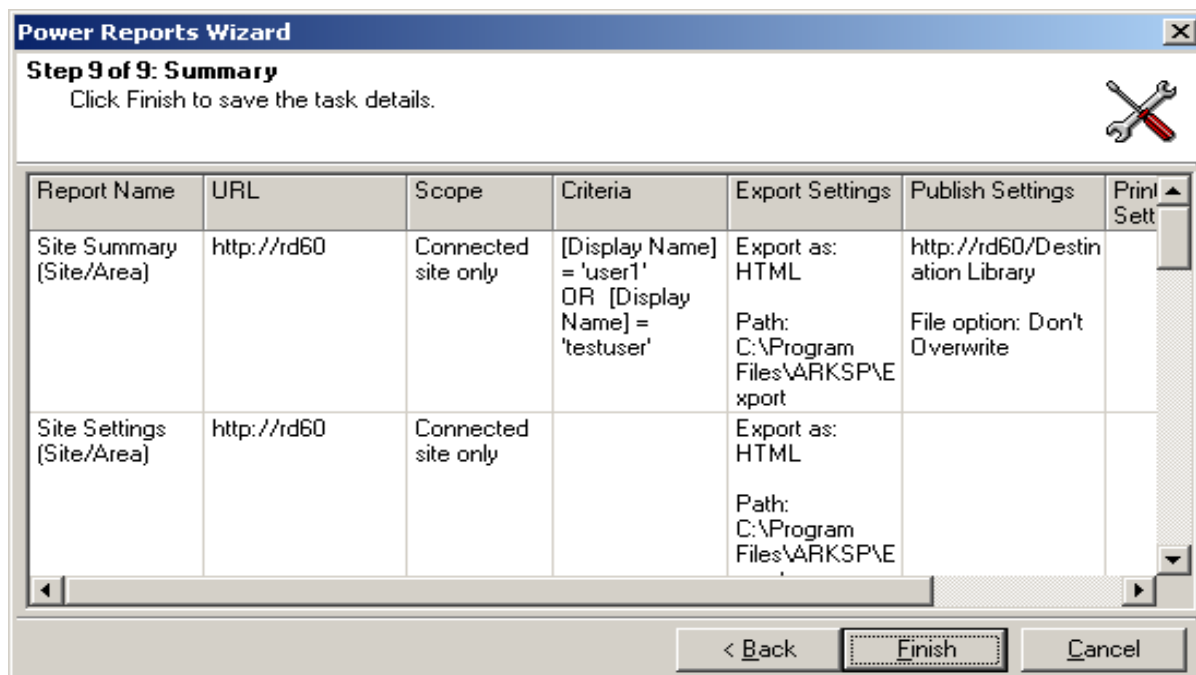


The **Power Reports Wizard** is shown at **Step 8 of 9: Specify Schedule Settings**. It prompts the user to enter a unique name for the new task and specify its schedule settings. The **Task name** is **PowerReportsTask**. The **Run as** parameter is **ADVENTURE\Administrator**, with a **Set Password...** button and an information icon. The **Schedule task** is **Daily**, and the **Start time** is **03:46 PM**. An **Advanced...** button is also present. The **Schedule Task Daily** section shows **Every 1 day(s)**. A summary line states: **At 9/11/2006 3:46:00 PM every day, starting 9/11/2006**. At the bottom are **< Back**, **Next >**, and **Cancel** buttons.

- 1) Enter a unique name for the task
- 2) Change the Run as parameter, if necessary and set the password for the specified user.
- 3) Change the task schedule settings as required.
- 4) Click Next to proceed to the next and final step.

CHAPTER-3 – Power Reports

Step 9: Summary



Power Reports Wizard

Step 9 of 9: Summary
Click Finish to save the task details.

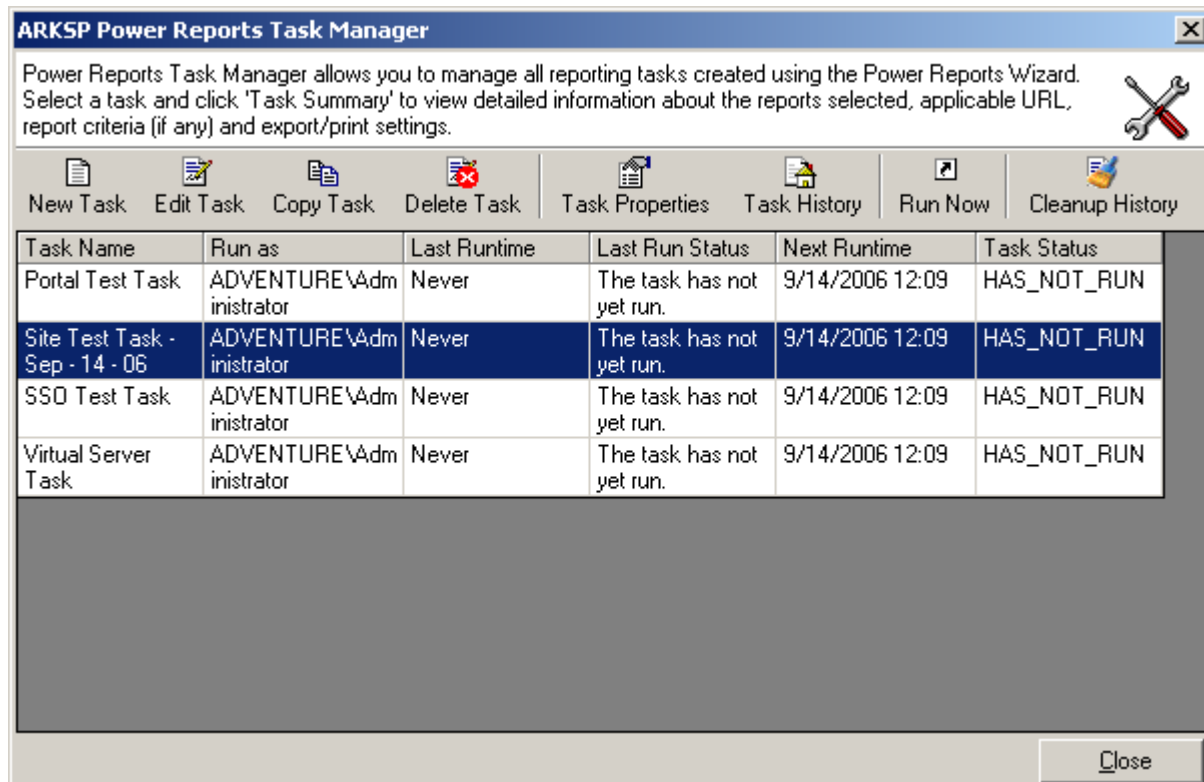
Report Name	URL	Scope	Criteria	Export Settings	Publish Settings	Print Settings
Site Summary (Site/Area)	http://rd60	Connected site only	[Display Name] = 'user1' OR [Display Name] = 'testuser'	Export as: HTML Path: C:\Program Files\ARKSP\Export	http://rd60/Destination Library File option: Don't Overwrite	
Site Settings (Site/Area)	http://rd60	Connected site only		Export as: HTML Path: C:\Program Files\ARKSP\Export		

< Back Finish Cancel

This step displays the summary information of the task.

Click **Finish** to save the task details.

The task will be added to Windows Schedule Tasks and will be displayed in the Power Reports Task Manager Window as shown in the sample screen below:



ARKSP Power Reports Task Manager

Power Reports Task Manager allows you to manage all reporting tasks created using the Power Reports Wizard. Select a task and click 'Task Summary' to view detailed information about the reports selected, applicable URL, report criteria (if any) and export/print settings.

New Task Edit Task Copy Task Delete Task Task Properties Task History Run Now Cleanup History

Task Name	Run as	Last Runtime	Last Run Status	Next Runtime	Task Status
Portal Test Task	ADVENTURE\Administrator	Never	The task has not yet run.	9/14/2006 12:09	HAS_NOT_RUN
Site Test Task - Sep - 14 - 06	ADVENTURE\Administrator	Never	The task has not yet run.	9/14/2006 12:09	HAS_NOT_RUN
SSO Test Task	ADVENTURE\Administrator	Never	The task has not yet run.	9/14/2006 12:09	HAS_NOT_RUN
Virtual Server Task	ADVENTURE\Administrator	Never	The task has not yet run.	9/14/2006 12:09	HAS_NOT_RUN

Close

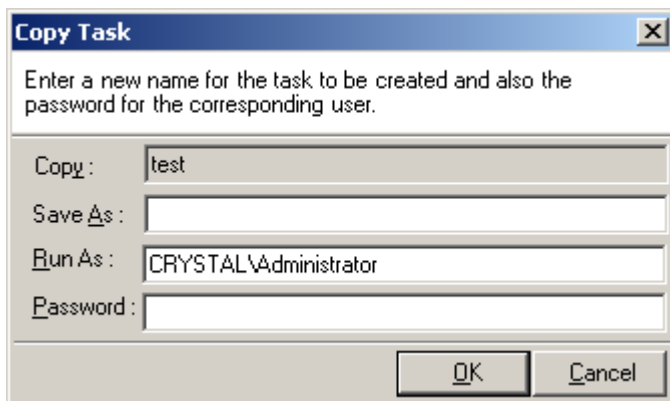
3.4 Edit Task

- 1) **Select** a task from the Power Reports Task Manager Window and *Click **Edit Task***.
- 2) Perform the steps 1 through 9 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.

3.5 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 Task***
- 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.

3.6 Delete Task

To delete a task from the Power Reports Task Manager Window, select the task and Click Delete Task button. 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.

3.7 Task Properties

Click **Task** Properties to view the properties of a task. The task properties includes the information about the task, selected reports, site and list URLs (if applicable), report criteria (if any), export, publish and print settings.

Use  and  buttons to view the properties for tasks in the *Power Reports Task Manager* window.

Task Properties - [Task1]

Task properties such as Schedule description, Last Runtime etc., and report details such as URL(s), criteria, delivery options is given below

Task Name: Task1

Run As: DISCOVERY\user1

Schedule: At 10:43 AM every day, starting 6/5/2006

Last Runtime: Never

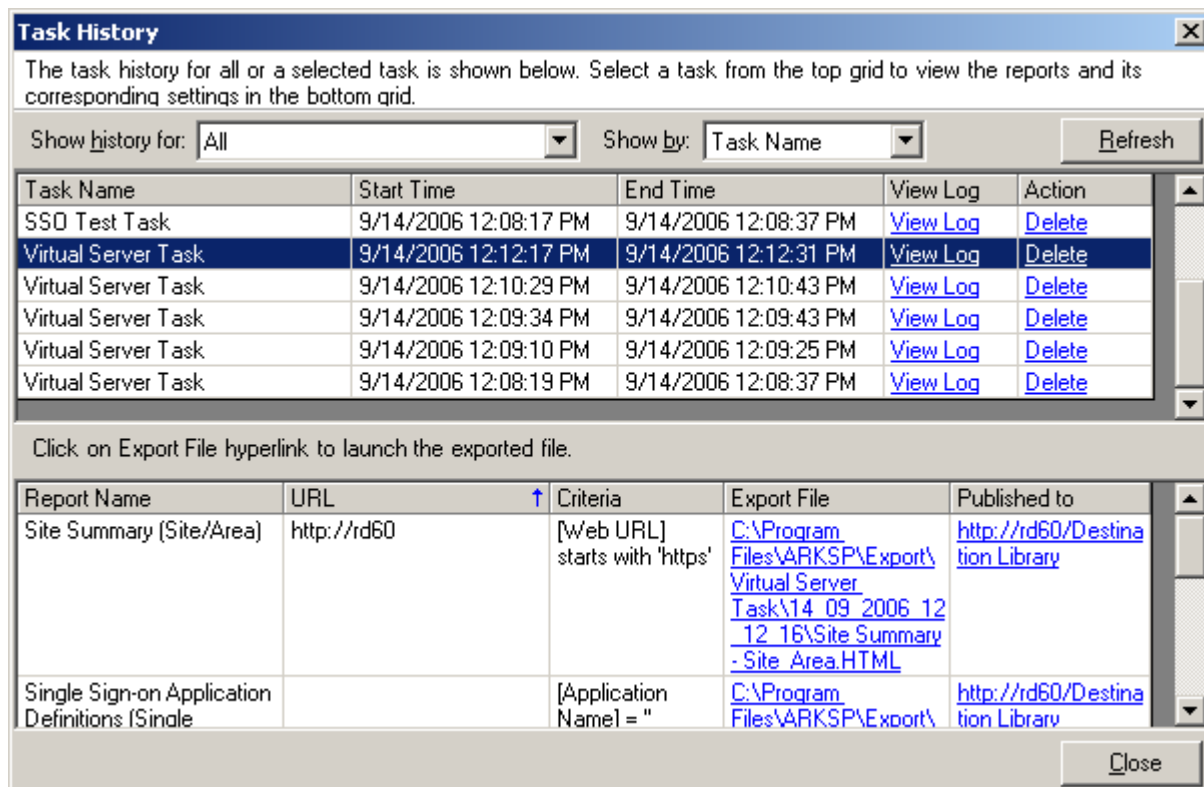
Next Runtime: 6/6/2006 10:43

Report Name	URL	Scope	Criteria	Export Settings	Publish Settings	Print Settings
All Folder Items (Library only) (List)	http://rd72:9000/RPCTest			Export as: HTML Path: C:\Program Files\ARKSP\Export		
Audience (Portal)			[Portal Name] = 'Area' OR [Portal URL] = 'http://rd72:9000'	Export as: HTML Path: C:\Program Files\ARKSP\Export	http://rd72/Shared Documents File option: Don't Overwrite	

Close

3.8 Task History

Click **Task History** to view the history information for the selected task or all tasks. The top grid in the window shows the task name along with its start time and end time.



The screenshot shows the 'Task History' window. At the top, there is a title bar and a close button. Below the title bar, a message states: 'The task history for all or a selected task is shown below. Select a task from the top grid to view the reports and its corresponding settings in the bottom grid.' Below this message are two dropdown menus: 'Show history for:' (set to 'All') and 'Show by:' (set to 'Task Name'), followed by a 'Refresh' button. The main area contains a table with the following data:

Task Name	Start Time	End Time	View Log	Action
SSD Test Task	9/14/2006 12:08:17 PM	9/14/2006 12:08:37 PM	View Log	Delete
Virtual Server Task	9/14/2006 12:12:17 PM	9/14/2006 12:12:31 PM	View Log	Delete
Virtual Server Task	9/14/2006 12:10:29 PM	9/14/2006 12:10:43 PM	View Log	Delete
Virtual Server Task	9/14/2006 12:09:34 PM	9/14/2006 12:09:43 PM	View Log	Delete
Virtual Server Task	9/14/2006 12:09:10 PM	9/14/2006 12:09:25 PM	View Log	Delete
Virtual Server Task	9/14/2006 12:08:19 PM	9/14/2006 12:08:37 PM	View Log	Delete

Below the table, there is a message: 'Click on Export File hyperlink to launch the exported file.' Below this message is another table with the following data:

Report Name	URL	Criteria	Export File	Published to
Site Summary (Site/Area)	http://rd60	[Web URL] starts with 'https'	C:\Program Files\ARKSP\Export\Virtual Server Task\14_09_2006_12_16\Site Summary - Site Area.HTML	http://rd60/Destination Library
Single Sign-on Application Definitions (Single)		[Application Name] = "	C:\Program Files\ARKSP\Export\Virtual Server Task\14_09_2006_12_16\Site Summary - Site Area.HTML	http://rd60/Destination Library

At the bottom right of the window is a 'Close' button.

- 1) **Select** the task from Show history for dropdown to view the history for the selected task. You can also use the All option in the dropdown to view history information for all tasks.
- 2) Click on *View Log* hyperlink to view the errors that may have occurred when running the task.
- 3) Click **Delete** in Action column to delete the task information. This will permanently delete the task information from the task history and all related sub-folders and files in the respective task folder. .
- 4) In the bottom grid, Click 'Export File' hyperlink to launch the exported file in its native application.
- 5) In the bottom grid, Click 'Published to' hyperlink to open the SharePoint library/folder and launch the published report.

3.9 Run Now

Select a task and click 'Run Now' to run the task immediately.

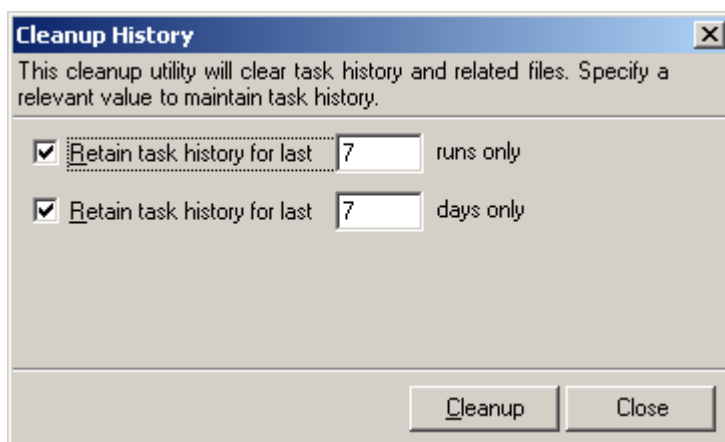
3.10 Cleanup History

Task History Cleanup

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 this tool.

Click **Cleanup History** in the Power Reports Task Manager toolbar.

The **Cleanup History** dialog appears as shown below:



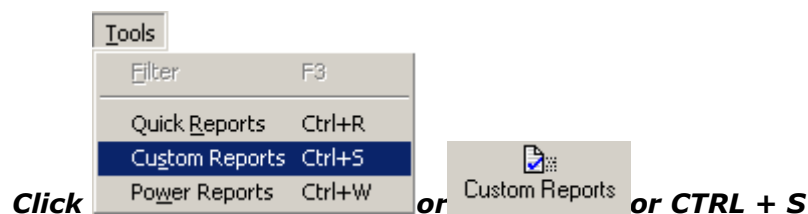
- 1) Select 'Retain task history for last runs only' option to remove all history entries for each task that are older than runs (task instances).
- 2) Select 'Retain task history for last days only' option to remove all history entries for each task that are older than the specified days.

4 Custom Reports

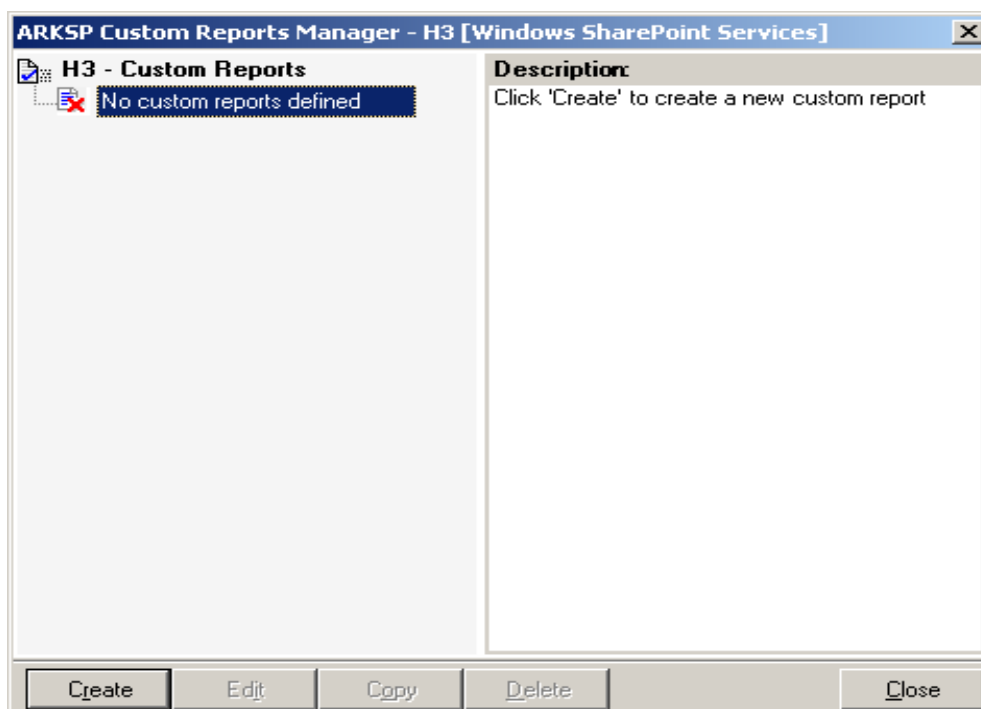
4.1 Custom Reports Manager

Custom Reports feature in ARKSP allows the user to select a set of reports (based on Report Category) and their related report fields and save them as a custom report template for re-use. The Custom Reports Manager allows the user to create, edit, view, copy and delete the custom reports.

NOTE: The custom report templates can be created based on a single Report Category only.



Custom Reports Manager screen will be displayed as shown below:



CHAPTER-4–Custom Reports

Crate a Custom Report

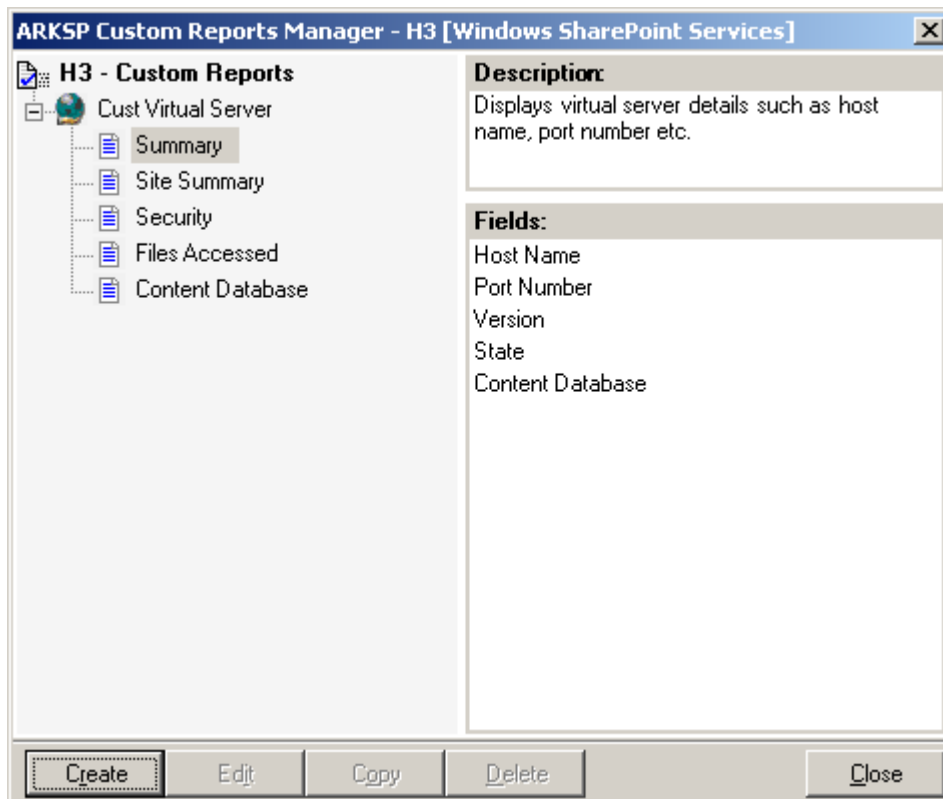
Click create button in the Custom Report Manager to create a new Custom Report.

The screenshot shows the 'Custom Reports Builder' dialog box. At the top, there is a title bar with the text 'Custom Reports Builder' and a close button. Below the title bar, there is a text area with the following text: 'Use the Custom Reports Builder to select the reports and the related fields to view. You can group custom reports based on the report categories drop-down given below.' Below this text area, there are three input fields: 'Report Category:' with a dropdown menu showing 'Virtual Server', 'Report Name:' with an empty text box, and 'Description:' with an empty text box. Below these fields, there are two columns of checkboxes. The left column is titled 'Reports' and contains the following items: Summary, Site Summary, Security, Files Accessed, Visited Users, General, E-mail Settings, Managed Paths, Content Database, Data Retrieval, Quota, and User Rights. The right column is titled 'Fields' and contains the following items: Host Name, Port Number, Version, State, and Content Database. At the bottom of the dialog box, there are two buttons: 'Save' and 'Close'.

- 1) **Select** the **Report Category**. The custom report template can be created based on a single Report Category only.
- 2) **Enter** a unique Name and Description (optional) for the report to be created.
- 3) **Select** the Reports and the report Fields to be included in the custom report template.
- 4) Click **Save** to save the custom report template.

The newly created custom report will be displayed in the **Custom Reports Manager** as shown below:

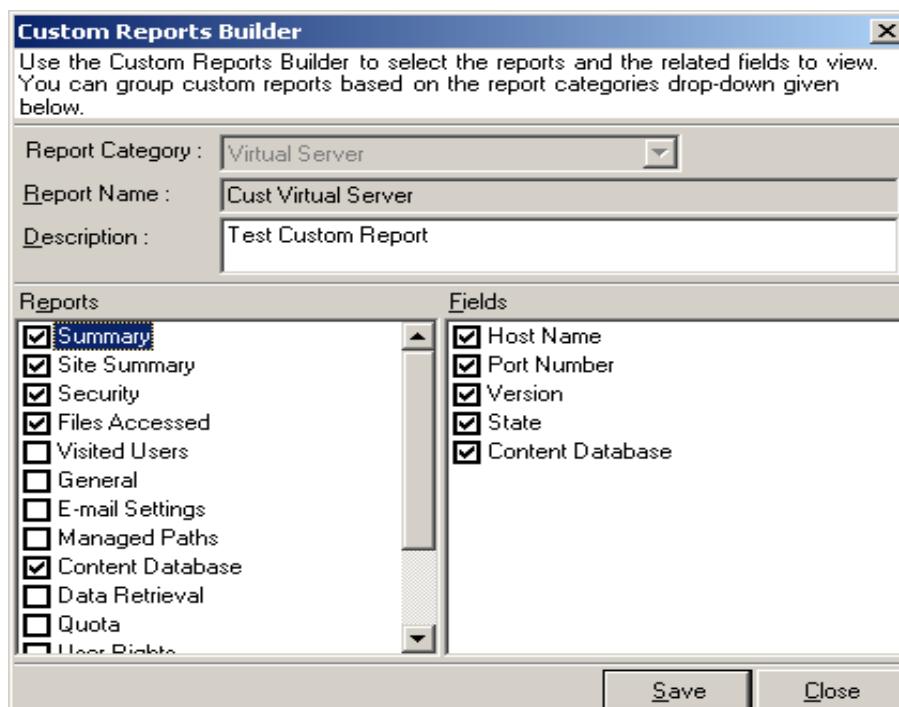
CHAPTER-4–Custom Reports



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) **Custom Report Builder** window will be displayed as shown below:



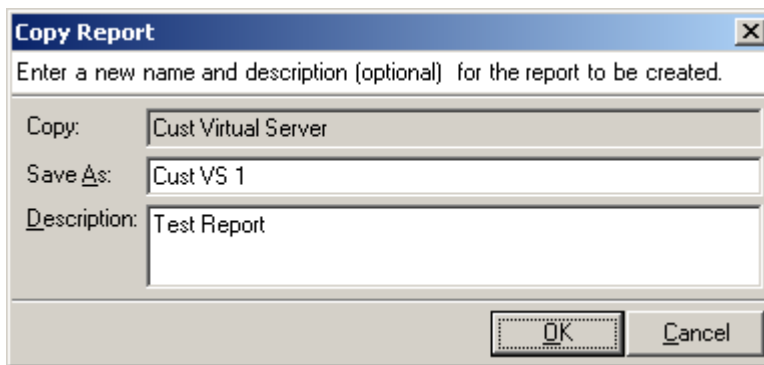
CHAPTER-4–Custom Reports

- 4) Edit the reports and the related fields, if necessary.
- 5) You cannot change the report name, but can change the description of the report.
- 6) Click **Save** to save the report settings.

Copy a Custom Report

This feature allows you to make a copy of an existing custom report and save it under a different name.

- 1) **Select** the *Custom Report* you want to copy.
- 2) Click '**Copy**' button.
- 3) **Copy Report** windows will be displayed as shown below:



The screenshot shows a 'Copy Report' dialog box. It contains a text area for instructions, three input fields for 'Copy:', 'Save As:', and 'Description:', and 'OK' and 'Cancel' buttons at the bottom.

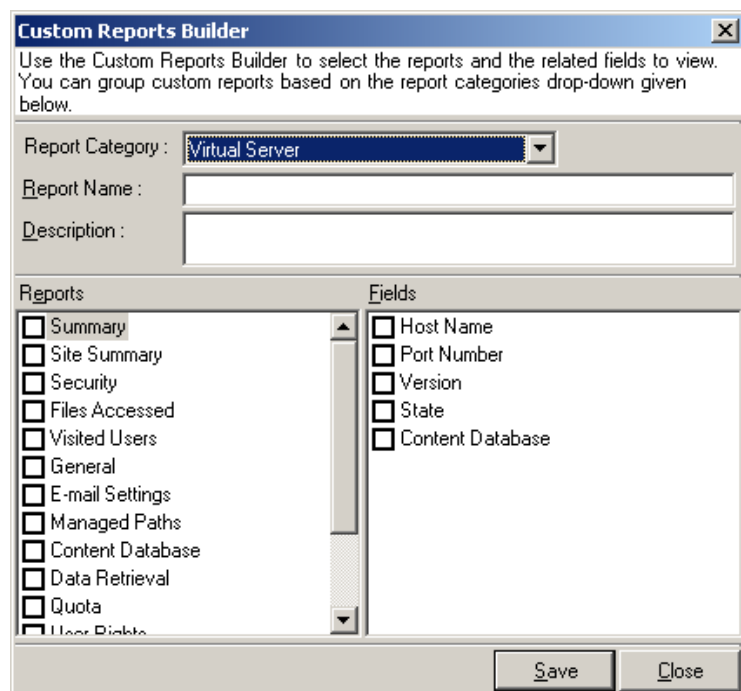
- 4) Enter the name and **description** (optional) of the new report to be created.
- 5) Click **OK**

Delete a Custom Report

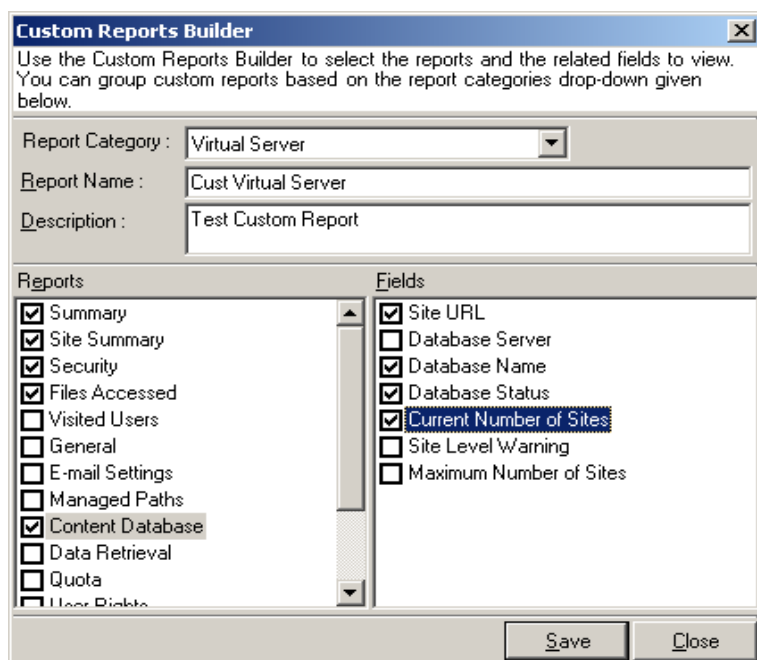
- 1) Select the Custom Report you want to delete.
- 2) Click '**Delete**' button.

4.2 Create a Custom Report

Click *create* button in the Custom Report Manager to create a new Custom Report.

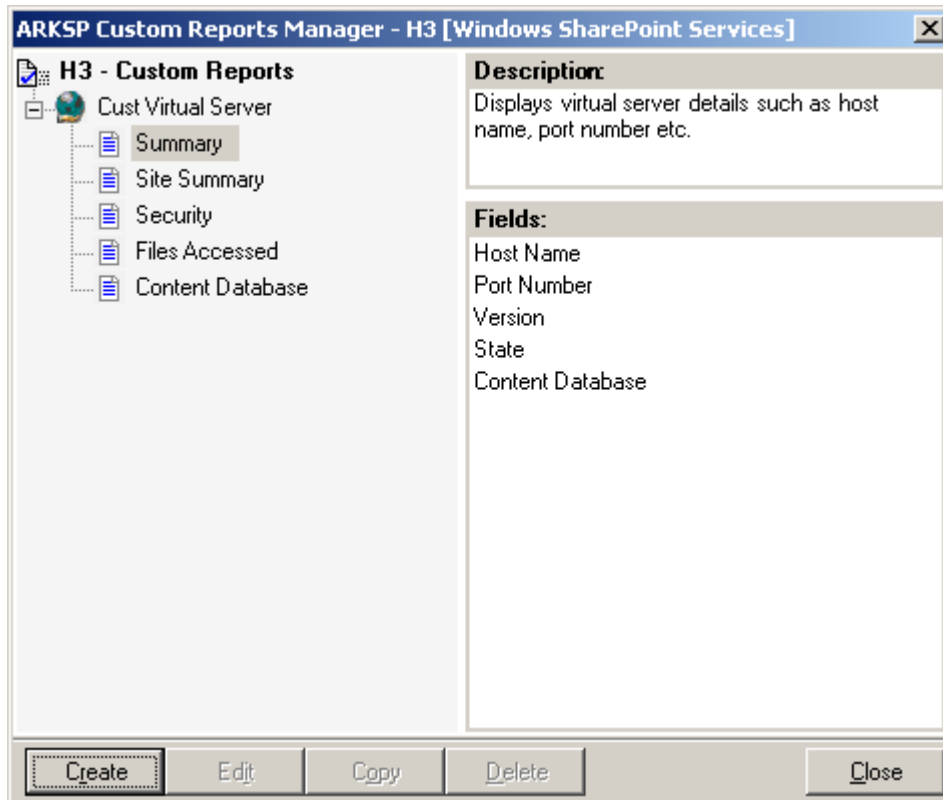


- 1) **Select** the Report Category. The custom report template can be created based on a single Report Category only.
- 2) **Enter** a unique Name and Description (optional) for the report to be created.
- 3) **Select** the Reports and the report Fields to be included in the custom report template.
- 4) Click **Save** to save the custom report template.



CHAPTER-4–Custom Reports

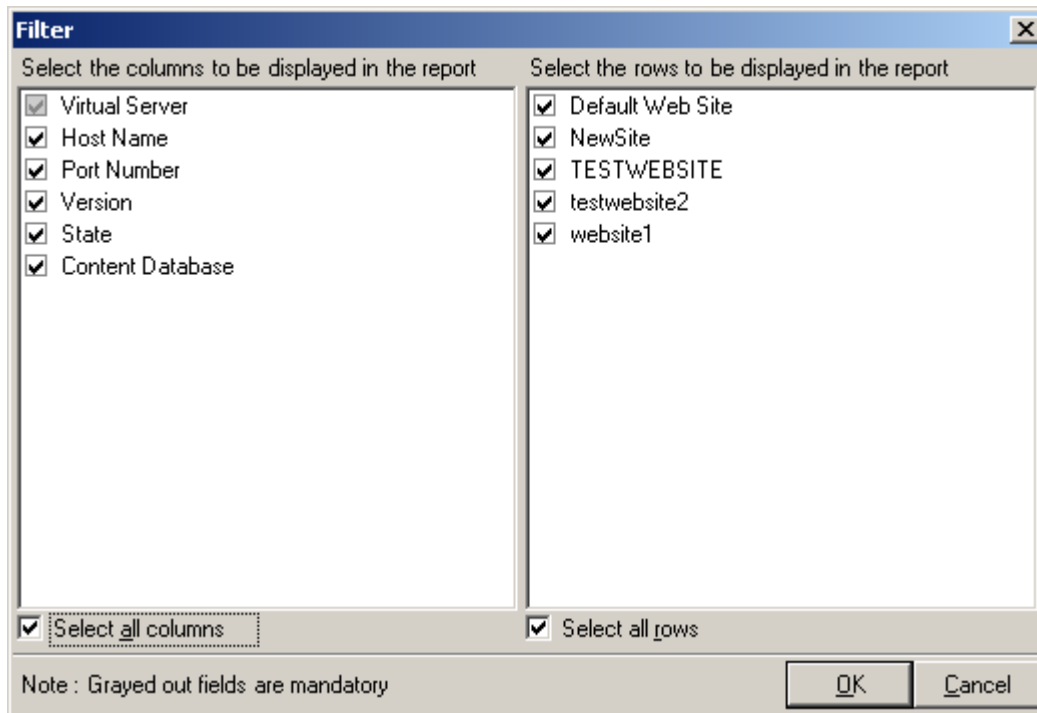
The newly created custom report will be displayed in the Custom Reports Manager as shown below:



4.3 Filter Data



Click the **Filter** button in the toolbar to select the desired fields to view in the report. The list of column and row names will be displayed as below:



Select the *required columns* and rows from the list and *Click the OK* button to view the selected fields.

4.4 Refresh Data

ARKSP stores the data in the local application database, once it gathers the data from SharePoint for the first time. ARKSP displays data from the local data store until the data is refreshed.



To **"Refresh"** data, **click** the **Refresh** button in the toolbar to *refresh the data*.

4.5 Preview & Print Report



Click the button in the toolbar to preview and print reports. The tabular data (as in grid) will be displayed as shown below:

Print Preview [AGFA-AccuSet v52.3]

Print Setup Zoom Out Option Close

Page 2 of 3

Admin Report Kit for SharePoint (ARKSP)v2.0

Virtual Server - Security Report

Date: 12/2/2004

Host: RD60

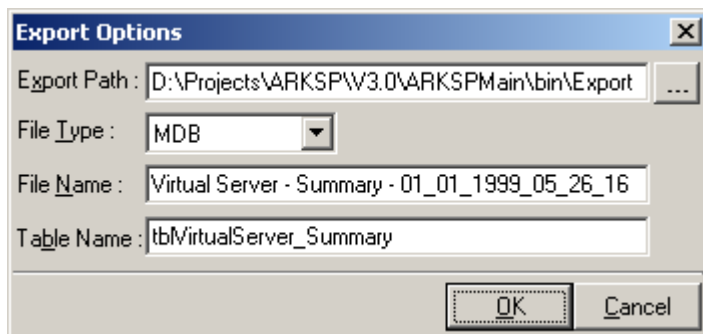
Virtual Server	Web Url	User	Role(s)
	http://rd60:8080/sites/TestSite25_08/Eve	ADVENTURE\lawrence	Guest
	ntTest	ADVENTURE\nick	Guest
	http://rd60:8080/sites/TestSite25_08/Eve	ADVENTURE\peter m. paul	Guest,Contributor
	ntTest	ADVENTURE\prince daniel	Reader
	http://rd60:8080/sites/TestSite25_08/Eve	BUILTIN\administrators	Administrator
	ntTest	BUILTIN\users	Reader
	http://rd60:8080/sites/TestSite25_08/Eve	NT AUTHORITY\system	Administrator
	ntTest	ADVENTURE\administrator	Administrator
	http://rd60:8080/sites/TestSite25_08/mY	ADVENTURE\administrator	Administrator
	SITE	BUILTIN\administrators	Administrator
	http://rd60:8080/sites/TestSite25_08/Tes	BUILTIN\users	Reader
	tSite	NT AUTHORITY\system	Administrator
	http://rd60:8080/sites/TestSite25_08/Tes	ADVENTURE\peter m. paul	Contributor
	tSite	ADVENTURE\prince daniel	Administrator
	http://rd60:8080/sites/TestSite25_08/Tes		
	tSite1_25_08		
	http://rd60:8080/sites/TestSite25_08/Tes		
	tSite1_25_08		

- 1) Click **Setup** button to setup your printer options.
- 2) Click **Print** button to print the report.
- 3) Click **Navigation** buttons in top-right to navigate through the report pages.
- 4) Click **Close** button to close this preview window.

4.6 Export Report



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



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

4.7 Publish Report



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

A screenshot of the 'Publish' dialog box. The title bar says 'Publish'. The main text says 'Specify a file name and a library URL to publish this report. Click '...' button to specify the library URL'. There are four input fields: 'Publish file name:' with the text 'Single Sign-On_Single Sign-on Application Definitions'; 'Publish to:' with the URL 'http://rd60:7890/EventTest' and a browse button '...'; 'Publish type:' with a dropdown menu showing 'MDB'; and 'Table name:' with the text 'tblSSO_Application_Definitions'. Below these fields, there is a section 'If the file already exists:' with three radio buttons: 'Don't overwrite' (selected), 'Overwrite file', and 'Create a new version'. At the bottom right are 'Publish' and 'Cancel' buttons.

Publish

Specify a file name and a library URL to publish this report. Click '...' button to specify the library URL

Publish file name: Single Sign-On_Single Sign-on Application Definitions

Publish to: http://rd60:7890/EventTest ...
(e.g. http://RD72:9000/Shared Documents/Folder1)

Publish type: MDB

Table name: tblSSO_Application_Definitions

If the file already exists:

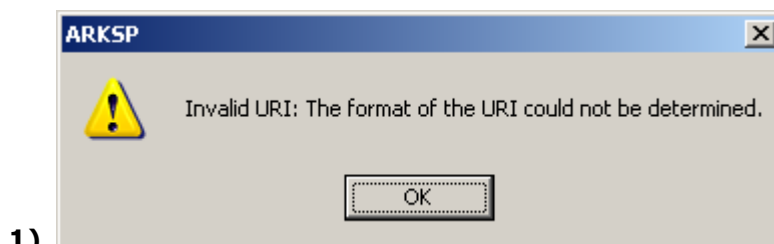
☒ Don't overwrite ☐ Overwrite file ☐ Create a new version

Publish Cancel

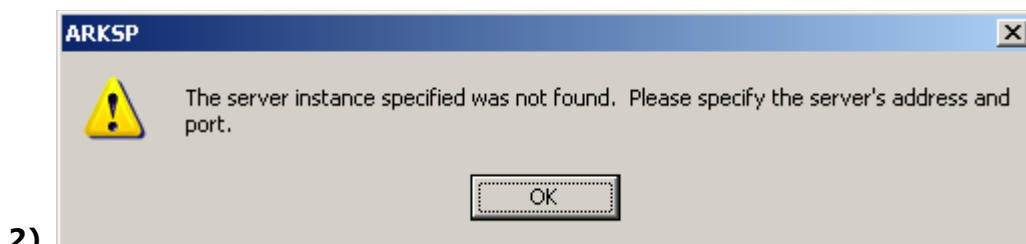
- 1) **Enter** a publish file name for the report to be published.
- 2) **Select** a SharePoint library or folder where the report should be published.
- 3) **Select** a publish type in which report should be published. If the publish type is 'MDB', you can specify the table name.
- 4) **Select** a file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

5 References

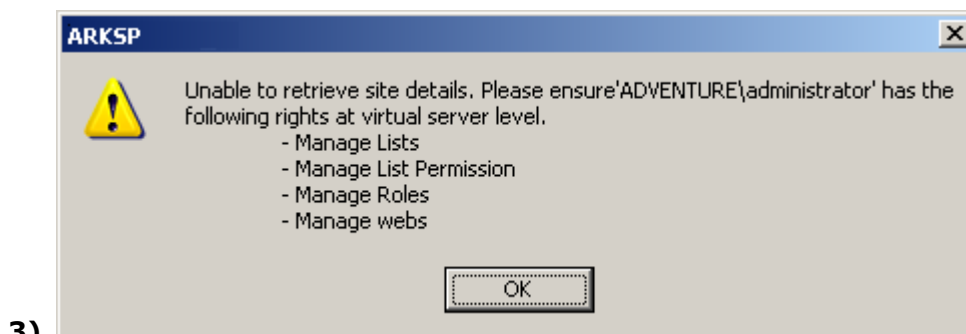
5.1 Alert Messages



- a) Check the URL format (e.g., `http://server name:port number/sitename`)
- b) Check the server instance.
- c) Spell check the URL

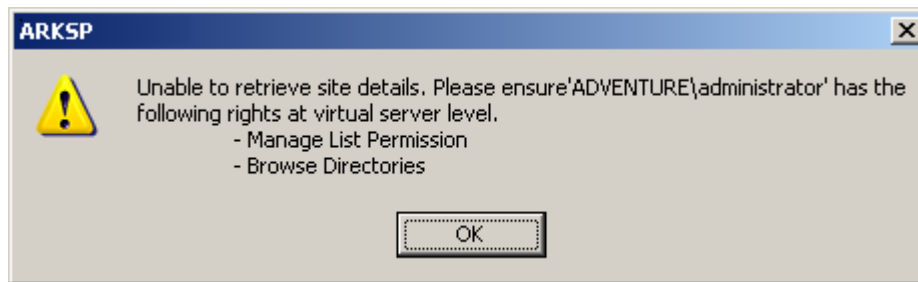


The entered URL may not be a valid. Enter URL in the format `http://server name:port number/site name`.



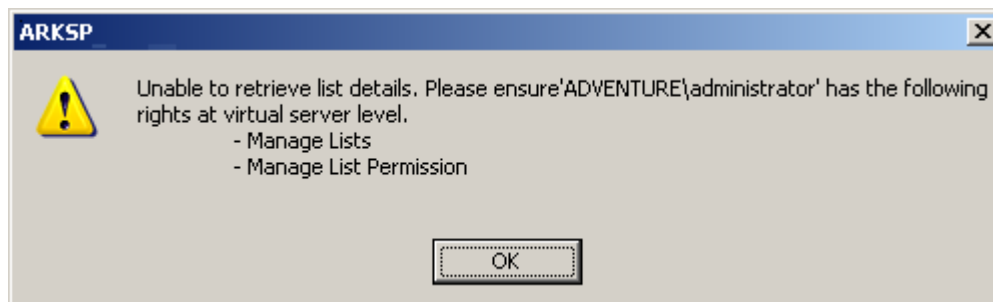
The entered URL may not be a valid. Site URL or list name may be incorrect. Enter URL in the format `http://server name: port number/ site name/list name`. The currently logged on user does not have sufficient rights to the virtual server. Grant the required rights to the virtual server for the currently logged on user and try again.

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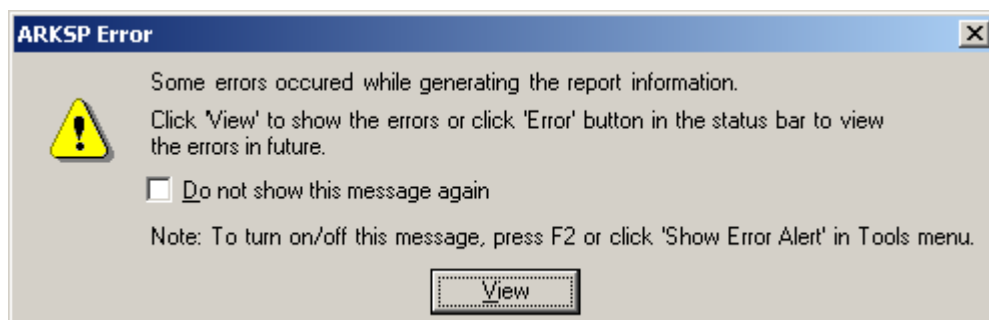
4)

The currently logged on user does not have sufficient rights to the virtual server. Grant the required rights to the virtual server for the currently logged on user and try again.



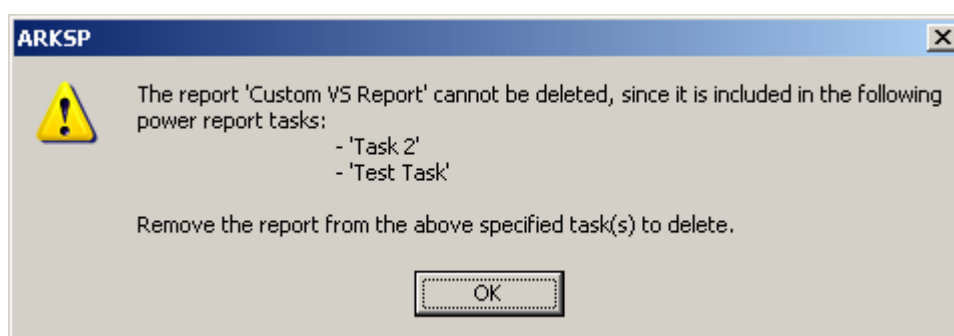
5)

The currently logged on user does not have sufficient rights to the list. Grant the required rights to the list for the currently logged on user and try again.



6)

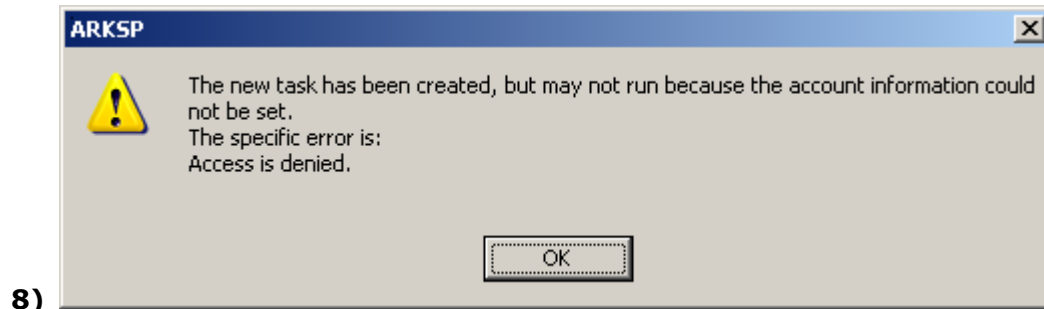
ARKSP shows the above alert when it encounters any errors while generating a report. Click View button to view the errors and the possible resolution. Check 'Do not show this message again' checkbox to turn-off the alert. You can turn-on the alert messages again from the Tools menu. You may also view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



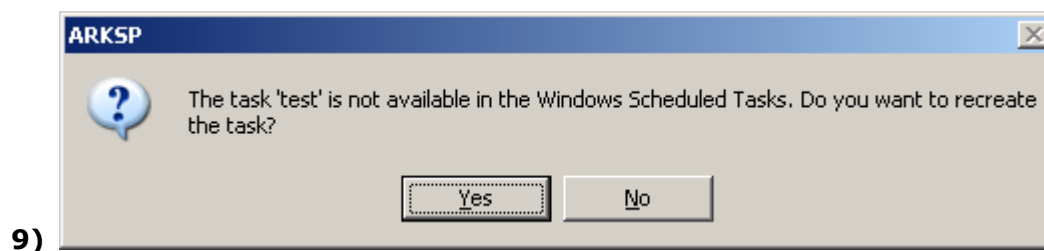
7)

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The specified report may be included for scheduled report generation. Please remove this report from scheduled task to delete.



Password specified for the corresponding user name while creating the task may be invalid.



The task may have been deleted or may not be available in the Windows Scheduled Tasks.

- 10) **{Access Denied}** message in the grid view for certain properties, means that the currently logged on user does not have sufficient permissions to retrieve this information. Grant full rights to the virtual server for the currently logged on user and try running the report again.

5.2 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 Portal Server / Windows SharePoint Services / Windows OS running currently.
- 5) Send us the "Error Log" (**ARKSPErrorLog.txt**) available in the **"Log"** folder of the installation path of ARKSP (e.g., C:\Program Files\ARKSP)
- 6) For Power Reports, send us the following "Error Log" files:
 - **PRErrorLog.txt** available in the **"Power Reports"** folder of the installation path of ARKSP.
 - **PRTErrorLog.txt** available in the **"Power Reports\<<Task Name>>\<<Date and Time Stamp>>"** folder of the installation path of ARKSP

5.3 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.

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