# **User Manual**

# **Vyapin SharePoint Management Suite**



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## Contents

GENERAL INFORMATION	
About Vyapin SharePoint Management Suite	4
System requirements	5
How to purchase?	
How to Register the Software?	
Change Application Data Folder Location	
CONFIGURATION	12
Vyapin SharePoint Management Suite Service Console	
Database Settings	
E-mail Server Settings	
Performance Tuner	
Profile Manager	
SharePoint On-Premise	
Configure SharePoint Server	25
Directory Server Settings	27
IIS Settings	30
SharePoint Online	
Tenant Settings	33
Audit Log Downloader	36
Application Registration in Azure Active Directory	
How to get Tenant Id from Azure Portal?	43
REPORTS	44
Audit and Compliance Reports	
Security Reports	
Usage Reports	
Inventory Reports	

USING VYAPIN SHAREPOINT MANAGEMENT SUITE	61
How to generate a Report for SharePoint On-Premise?	
How to generate a Report for SharePoint Online?	
Filter Data	
Export Report	
E-mail Report	
Publish Report	77

REFERENCE	. 78
How to uninstall Vyapin SharePoint Management Suite?	79
Technical Support	82

## **General Information**

- <u>About Vyapin SharePoint Management Suite</u>
- <u>System requirements</u>
- How to purchase?
- How to register the software?

## About Vyapin SharePoint Management Suite

Vyapin SharePoint Management Suite is a powerful toolkit to help you streamline the management of SharePoint servers. Vyapin SharePoint Management Suite keeps your system secure & compliant and ensures best returns on your investment in SharePoint technology. The solution enables organizations to manage, administer, govern, audit and monitor their SharePoint servers.

Vyapin SharePoint Management Suite offers a comprehensive SharePoint reporting and audit solution covering a broad spectrum of insightful reports for Microsoft SharePoint Server 2019 / 2016 / 2013 servers covering a wide variety of functions - configuration settings, content databases, content permissions, policy administration, usage and audit.

Vyapin SharePoint Management Suite also provides insightful audit, security and usage category reports for SharePoint Online in Office 365. The log based reports of SharePoint Online can be generated for last 7 days only. The user must have Full Control permission to generate the Office 365 reports.

- Address your SharePoint internal audit, compliance and reporting needs such as HIPAA and SOX using the Audit & Compliance Reports. Get a detailed view of actions that have occurred in SharePoint related to permissions, content access and configuration changes.
- Audit your SharePoint infrastructure permissions with the built-in SharePoint Security Reports. Analyze how SharePoint permissions are currently configured across all sites & site collections and for sensitive content.
- Take stock of SharePoint assets to help you assess site usage before planning content migration or SharePoint upgrade. The inventory will be useful to validate content post migration or upgrade.
- Get detailed inventory information or create documentation about your SharePoint farm and configuration settings using the Inventory Reports. Create system and configuration settings documentation to help you during system support, maintenance and upgrades.
- Analyze your SharePoint User Adoption by monitoring the user activity with the builtin Usage Reports.

## **System requirements**

#### **Vyapin SharePoint Management Suite Service:**

Vyapin SharePoint Management Suite Service must be installed in the web front-end server or application server in the SharePoint 2019/2016 / 2013 farm.

#### SharePoint 2019 farms

Processor	Intel Pentium Processor
Disk space	Minimum of 20 MB of free disk space
Operating System	Windows Server 2016 with .NET Framework 4.5 with the latest service packs.
Software	Microsoft SharePoint Server 2019

#### SharePoint 2016 farms

Processor	Intel Pentium Processor
Operating System	Windows Server 2012 R2 and Windows Server 2016 with .NET Framework 4.5 with the latest service packs.
Software	Microsoft SharePoint Server 2016

#### SharePoint 2013 farms

- OperatingWindows Server 2012 (or) Windows Server 2008 R2 with .NET FrameworkSystem4.5 with the latest service packs.
- *Software* Microsoft SharePoint Server 2013 (or) Microsoft SharePoint Foundation 2013.

#### Vyapin SharePoint Management Suite

Vyapin SharePoint Management Suite can be installed in any client machine. *Processor* Intel Pentium Processor

*Operating System* Windows 7 and above.

Software Microsoft SQL Server 2012 (Enterprise / Standard / Developer / Express edition) (or) Microsoft SQL Server 2008 (Enterprise / Standard / Developer / Express edition) or Microsoft SQL Server 2005 (Enterprise / Standard / Developer / Express edition) running in local / remote computer with latest Service Pack. You can purchase Vyapin SharePoint Management Suite online from our website https://www.vyapin.com/. Please contact our Sales department at sales@vyapin.com for sales and price related queries.

### How to Register the Software?

Once you purchase the software online or through any one of our resellers, you will receive a purchase notification through e-mail from our sales department. We will send you an e-mail with the necessary instructions to register 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 <u>sales@vyapin.com</u> with the sales order number:

- 0 × i Support Use this to activate Vyapin SharePoint Management Suite. Contact our sales@vyapin.com for further assistance. Computer Name: contoso Activate Product Full Computer Name: contoso 📝 Contact Support Program Folder: C:\Program Files\Vyapin SharePoint Management Suite Application Data: C:\Users\Public Documents\Vyapin SharePoint Management Suite Change Product Version: **3**X Modules: SharePoint On-Premise SharePoint Online Licensed To: License Type: 15-day Evaluation Copy License Description: This Software is meant solely for evaluation purpose only. This evaluation version allows only one SharePoint Farm to register and exports only the first 500 records Remaining Days: 14 Register
- 1. Click **Support** option in the top menu. The support dialog will appears as shown below:

2. Click **Register** button to activate the product. The activation dialog will appears as shown below:

Activation		×
Product Key:		
	Activate	

Image 2- Register screen

3. Copy the license key sent to you through email and paste it in the 'License Key' textbox. For help on how to copy the license key, click 'See example' link in the Register dialog

(as shown in Image 2). Once you paste the license key, click

to apply the

new license key.	
How to copy license key	×
BEGIN LICENSE KEY (COPY BELOW THIS LINE) Select and then Copy the selected text	~
MIICFAYJKw YBBAGCN1gDoIICbTCCAmk GCis GAQQBgid YAw GgggJZMIICVQIDAgABA gJm EAICAQAEEAAAAAAAAAAAAAAAAAAAAAAAAAAEECp60T2meoXl0qWtCMMoNWQEggIg kiq8 Saslqyql9gzHG Yngf9bNn4383PIBDrebhspa2CV//A7me8jG0nwrQsH9+I2xGL/Fi Jw86p/ZgMKibs/bnE0xs6fz9sQgDOazCgfy K0vNSZ24gLFQUJjYx2ry6kUUsIRc1HgbuC K5vafpioq3HGrB3GyZzkS4U14gxs39ooP2oNFBimxfQWq1dLkJ9PgTfu5bHtPWSZQ4k DIjAL8/7KKgi8Lzt2E3FrIST/WKeieR6fmnN5WgXQ1WRM722Ag0b7ANQ0TEQY30F G7dBfQHpf2+XiskrfRlyiHRvpPZ+sLFmK3VzBTdxXG9kIR40MLtg7OxIYr3awJqTcon+o E9Hbzns001Np19AluFPIOzvHWkJXqoomTq+BGTaqeSpMEdXCfkV4h0QTnTH/SNo 4bM0WdzH3VQ1CuTYR2NtNo8kyLD3sZbkYzfP+CP6qiyRm001JgV0rjvc7siN3wlv/L04 JSb66m/Q0zJPR9rVmLyflahGuX0pJdpKgalfLEIj9PfGsQftU+2xbwFKVdPB+PFZV4mU JpQEx44MgoPhT9v+C0pq9D1A8PEx0WtYXuJh7Ron0dHewMKmA==	<

## **Change Application Data Folder Location**

Vyapin SharePoint Management Suite enables you to change **Application Data** folder location, where Vyapin SharePoint Management Suite import tasks and related settings, file renaming rules, activity logs and error logs are stored, at any time after installing Vyapin SharePoint Management Suite. To change the Application Data folder location, perform the following steps given below:

- 1. Select Activate Product option from Support dialog
- 2. The **Activate Product** page appears as shown below:

	<b>@</b> ×
Use this to activate '	Vyapin SharePoint Management Suite. Contact our sales@vyapin.com for further assistance.
Computer Name:	contoso
Full Computer Name:	contoso
Program Folder:	C:\Program Files\Vyapin SharePoint Management Suite
Application Data:	C:\Users\Public Documents\Vyapin SharePoint Management Suite
Product Version:	3х
Modules:	
SharePoint On-Prem	ise SharePoint Online
Licensed To:	
License Type:	15-day Evaluation Copy
License Description:	This Software is meant solely for evaluation purpose only.This evaluation version allows only one SharePoint Farm to register and exports only the first 500 records
Remaining Days:	14
	Register
	Computer Name: Full Computer Name: Program Folder: Application Data: Product Version: Modules: SharePoint On-Prem Licensed To: License Type: License Description:

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

Browse For Folder	$\times$
Select a folder from which files are to be extracted.	
📃 Desktop	^
> 🐔 OneDrive	
> 🤱 adminuser1	
> 💻 This PC	
> 🀂 Libraries	
> 💣 Network	
> 🖭 Control Panel	~
Make New Folder OK Cancel	

# Configuration

Vyapin SharePoint Management Suite Service Console
SQL Server Settings
SharePoint On-Premise
Configure SharePoint Server
Directory Server Settings
IIS Log Files Directory
SharePoint Online
Tenant Settings
Audit Log Downloader Settings
Application Registration in Azure Active Directory
How to get Tenant Id from Azure Portal?
E-mail Settings
Performance Tuner

Profile Manager

### Vyapin SharePoint Management Suite Service Console

Vyapin SharePoint Management Suite Service is a server-side component that collects data on behalf of the requested Vyapin SharePoint Management Suite client which are hosted in the IIS worker process. This data is used to deliver reports for various SharePoint entities. The registered Vyapin SharePoint Management Suite clients alone can consume data from Vyapin SharePoint Management Suite Service. The communication between Vyapin SharePoint Management Suite and Vyapin SharePoint Management Suite Service is secured by SharePoint.

#### **Configuration:**

- 1. Once you have installed the Vyapin SharePoint Management Suite Service, the specified port number 8733 should be opened for communication in Windows Firewall.
- 2. You can find the service from Control Panel-> System and Security-> Administrative Tools -> Services.
- 3. Select and right click the Vyapin SharePoint Management Suite Service, click Properties, the properties will be shown in prompt as given below:

Vyapin SharePoint Management Suite Service Properti		
General Log On Recovery Depender	ncies	
Service name: VyapinSPMSuiteSevice		
Display name: Vyapin SharePoint Ma	anagement Suite Service	
Description:	^ ~	
Path to executable: "C:\Program Files\Vyapin Software Systems Private Limited\Vyapin SharePc		
Startup type: Automatic	*	
Help me configure service startup options.		
Service status: Stopped		
Start Stop	Pause Resume	
You can specify the start parameters that apply when you start the service from here.		
Start parameters:		
ОК	Cancel Apply	

4. Select the "Log On" tab.

Vyapin SharePoint Management Suite Service Properti	x
General Log On Recovery Dependencies	
Log on as:	
<ul> <li>Local System account</li> <li>Allow service to interact with desktop</li> </ul>	
O This account: Browse	
Password:	
Confirm password:	
Help me configure user account log on options.	
OK Cancel Apply	

- 5. Select "This Account" option and enter the user credentials. It is recommended to provide the application pool account of Central Administration site as User Name farm administrator's credential. This will make the application to collect data for all web applications.
- 6. Click Apply and OK button.
- 7. Select and right click the Vyapin SharePoint Management Suite Service, Click Start option to start the service.

#### To Change the Port Number:

- Once you have installed the Vyapin SharePoint Management Suite Service, You can find the service from Control Panel-> System and Security-> Administrative Tools -> Services.
- 2. Select and right click the Vyapin SharePoint Management Suite Service, click Properties, the properties will be shown in prompt as given below:

Vyapin SharePoint Management Suite Service Properti
General Log On Recovery Dependencies
Service name: Vyapin SPM Suite Sevice
Display name: Vyapin SharePoint Management Suite Service
Description:
Path to executable: "C:\Program Files\Vyapin Software Systems Private Limited\Vyapin SharePc
Startup type: Automatic 🗸
Help me configure service startup options.
Service status: Stopped
Start Stop Pause Resume
You can specify the start parameters that apply when you start the service from here.
Start parameters:
OK Cancel Apply

3. Select the "Log On" tab.

Vyapin SharePoint Management Suite Service Properti	x
General Log On Recovery Dependencies	
Log on as:	
<ul> <li>Local System account</li> <li>Allow service to interact with desktop</li> </ul>	
O This account: Browse	
Password:	
Confirm password:	
Help me configure user account log on options.	
OK Cancel Apply	

- 4. Select "This Account" option and enter the user credentials. It is recommended to provide the application pool account of Central Administration site as User Name farm administrator's credential. This will make the application to collect data for all web applications.
- 5. Click Apply and OK button
- 6. Select and right click the Vyapin SharePoint Management Suite Service, Click Start option to start the service.
- You have to open the "AgentSettings.xml" file in the settings folder in the following location.C:\Users\Public\Documents\Vyapin SharePoint Management Suite Service\Settings
- Right click the file and edit/ open with NotePad. Modify the Port Number for communication between Vyapin SharePoint Management Suite Service and Vyapin SharePoint Management Suite. The specified port number should be opened for communication in Windows Firewall.
- 9. Save the AgentSettings.xml file.
- 10. Save the AgentSettings.xml file.
- 11. Note: The windows service only can started by the user who have a permission in the 'Log on as a Service' in Local Security Policy.

#### Create a new rule in Windows Firewall with Advanced Security:

1. Go to 'Start --> Windows Firewall with Advanced Security' option.

- 2. Select 'Inbound Rules' in the left pane and click 'New Rule...' in the right pane of the window.
- 3. Select the 'Rule Type' as 'Port' and click Next.
- 4. Select the apply to type as 'TCP' and enter the port number in the 'Specific local ports' field and click Next.
- 5. In the 'Action' wizard, select the 'Action' type as 'Allow the connection' and click Next.
- 6. In the 'Profile' wizard, select all the 3 options (Domain, Private and Public) and proceed to next step.
- 7. Enter the Name for this rule (e.g., 'VSMS Service rule') and description (if required) and click Finish.

### **Database Settings**

Settings

Vyapin SharePoint Management Suite uses SQL Server database for its data storage to generate SharePoint reports. Vyapin SharePoint Management Suite will connect to the specified SQL Server based on authentication mode and user credential to manage its own application databases.

Vyapin SharePoint Management Suite will prompt for the database settings (Server name, authentication mode, username and password) when the application is launched for the very first time. Settings dialog will appear as shown below: You can also launch Settings dialog by

clicking

option after launching the application.

Settings			<b>2</b> ×
Settings	Enter SQL Server Details to	store the Application Data.	
General 🔺			
😂 Database Settings			
🖾 E-mail Server Settings	<ul> <li>SQL Server</li> </ul>		
뷰 Performance Tuner	SQL Server Name:		
♠ Profile Manager		ex:MSSQLSRV	
SharePoint On-Premise	Authentication Mode:	<ul> <li>Windows Authentication (currently logged on user)</li> </ul>	
		SQL Server	
SharePoint Server Settings	Username:	Y	
🗊 IIS Settings	Password:	••••••	
AD Settings		Save	
SharePoint Online			
1 Tenant Settings			
🗘 Audit Log Downloader			
	Show default module as Share	Point On-Premise.	Close

#### Steps:

- 1. Enter SQL Server name.
- 2. Select the authentication mode (Windows or SQL) for the specified SQL server.
- 3. Depending on the selected authentication mode, enter SQL or Windows Username and Password.
- 4. Click Save to save the settings.

#### **User Authentication**

To connect to SQL Server, Vyapin SharePoint Management Suite uses the relevant user accounts based on the authentication mode as listed below:

#### A. Windows Authentication:

In this method, Vyapin SharePoint Management Suite uses the currently logged on user account while running the reports to authenticate the user in SQL Server.

#### B. SQL Authentication:

In this method, Vyapin SharePoint Management Suite uses the specified SQL user account and password for running reports. It stores the SQL username and password as a user profile in 'Stored Usernames and Passwords' applet for its usage.

Note: Vyapin SharePoint Management Suite expects the user account to have sufficient privileges to create, add to and delete database in the SQL server.

Vyapin SharePoint Management Suite provides the option to email the generated reports. For emailing reports, Vyapin SharePoint Management Suite requires SMTP Server, From E-mail Address, To E-mail Addresses (recipients separated by semicolon). Vyapin SharePoint Management Suite maintains a single SMTP Server and a form E-mail Address for use. You can specify a separate set of to e-mail addresses (recipients), subject and body of the message for each report e-mail.

You can set SMTP Server and From Address by clicking icon in the top right corner.

Click

🖂 Email Server Settings

The following page will update:

🔆 Settings		<b>8</b> ×
	Specify SMTP Server detail to send mails to various users in the organisation.	
General •		
🥃 Database Settings		
🖾 E-mail Server Settings	SMTP Server:	
诗부 Performance Tuner	From Address:	
🏠 Profile Manager	Save	
SharePoint On-Premise		
SharePoint Server Settings		
🗊 IIS Settings		
\Lambda AD Settings		
SharePoint Online		
Tenant Settings		
🗘 Audit Log Downloader		
	Show default module as SharePoint On-Premise.	

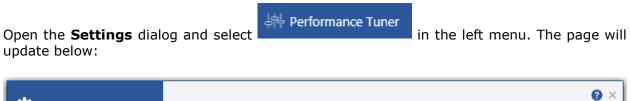
Enter SMTP Server, From Address and click

to store the information.

#### **Concurrent Data Retrieval Count:**

Concurrent Data Retrieval Count can be used during report data collection process. It allows to set the number of data that can be collected concurrently from SharePoint to improve the report generation performance.

# How to change the Concurrent Data Retrieval Count in Vyapin SharePoint Management Suite?



🔅 Settings	
General •	To set percentage of Network bandwidth that Vyapin SharePoint Management Suite can use during data collection from SharePoint and number of parallel process that can retrieve data from SharePoint to improve performance.
E-mail Server Settings	Bandwidth Usage:
Profile Manager	Concurrent Data Retrieval Count:
SharePoint On-Premise   SharePoint Server Settings	Save
IIS Settings AD Settings	
SharePoint Online	
<ul> <li>Tenant Settings</li> <li>Audit Log Downloader</li> </ul>	
	Show default module as SharePoint On-Premise.  Close



## Adjust Concurrent Data Retrieval Count Value using slider option and click

Resource	Concurrent Data Retrieval Count
Less than 2GB Ram , up to 2 cores Processor	4
More than 4 GB Ram, up to 4 cores Processor	8
More than 8 GB Ram, up to 8 cores Processor	16 (Preferred)
More than 8 GB Ram , more than 8 cores Processor	32 (SharePoint might cause throttling)

Vyapin SharePoint Management Suite creates a user profile in **Windows Stored Usernames and Passwords** applet, in order to store the SQL and Directory Server user context for report generation.

The stored user profile will be useful for generating reports using Vyapin SharePoint Management Suite under the following scenarios:

- Using an SQL Server having a dedicated SQL user account for report generation using Vyapin SharePoint Management Suite (highly recommended)
- Using an SQL Server where SQL authentication mode is enabled
- Using an SQL Server that is not part of the SharePoint domain
- Using an alternate user account (other than currently logged on user) to connect to the Directory Server to retrieve AD information

The stored user profile persists for all subsequent logon sessions on the same computer where Vyapin SharePoint Management Suite is installed. The stored user profiles are visible to the application under other logon sessions on the same computer.

The stored user profile created by Vyapin SharePoint Management Suite is restricted to the Windows User Profile context. If the Windows User Profile is maintained locally, Vyapin SharePoint Management Suite stored user profile is accessible only by the same user in the same computer. If the user who creates Vyapin SharePoint Management Suite stored user profile, has a Roaming user account in the enterprise, the Vyapin SharePoint Management Suite stored user profile same user in any computer in the Windows enterprise.

The stored user profile is a generic credential of **Windows Stored Usernames and Passwords** applet and can be used by Vyapin SharePoint Management Suite application only. The credential information is stored securely in a 256 bit encrypted format in **Windows Stored Usernames and Passwords** applet.

The stored user profile corresponding to the SQL user account will be used by Vyapin SharePoint Management Suite application in order to connect to the SQL Server, if SQL authentication is enabled in Vyapin SharePoint Management Suite SQL settings.

The stored user profile corresponding to the Directory Server user account will be used by Vyapin SharePoint Management Suite application in order to connect to the Directory Server, if connect using option is enabled in Vyapin SharePoint Management Suite Directory Server settings.

To launch Settings window, click

🌣 Settings

icon in the top right corner.

🏠 Profile Manager in the left menu. The following page will update. Select **?** × Settings Store all your server credentials here for reuse login. Credential are stored in Windows Credential Manager in encrypted form. General + Add 🔋 Remove 🥃 Database Settings 🖂 E-mail Server Settings h Performance Tuner Username: 🏠 Profile Manager Password: SharePoint On-Premise Confirm Password: SharePoint Server Settings Save Cancel 🗊 IIS Settings \Lambda AD Settings SharePoint Online Tenant Settings Audit Log Downloader Show default module as SharePoint On-Premise. Close

Click + Add to add a new user profile. The page will appear as shown below:

🔅 Settings		<b>8</b> ×
General       ▲ <ul> <li>Database Settings</li> <li>E-mail Server Settings</li> <li>#* Performance Tuner</li> </ul> <ul> <li>Profile Manager</li> </ul> <ul> <li>SharePoint On-Premise</li> <li>SharePoint Server Settings</li> <li>IIS Settings</li> <li>AD Settings</li> </ul> <ul> <li>AD Settings</li> <li>SharePoint Online</li> <li> </li></ul>	Store all your server credentials here for reuse login. Credential are stored in Windows Credential Manager in encrypted form. + Add Remove Username: Password: Confirm Password: Save Cance	
1 Tenant Settings		
Audit Log Downloader	Show default module as SharePoint On-Premise.  Close	

## **SharePoint On-Premise**

## **Configure SharePoint Server**

Vyapin SharePoint Management Suite requires SharePoint server settings to be configured to generate its reports.

#### Steps:

- 1. Launch Vyapin SharePoint Management Suite application using its shortcut icon in Desktop <u>or using Start menu</u>.
- 2. Click on below:

Settings		
General	Enter SharePoint Server details below. Ensure Vyapin SharePoint Management Suite Service is installed and configured properly in the target SharePoint Server.	
曼 Database Settings	+ Add 🗹 Edit 🔋 Remove	
🖂 Email Server Settings		
뷰 Performance Tuner	Front End Server:	
🏠 Profile Manager		
SharePoint On-Premise	Site Collection URL: ex: http://contoso.com	
SharePoint Server Settings	Username:	
IIS Settings	Password:	
AD Settings	Connect Cancel	
SharePoint Online	<u> </u>	
🚺 Tenant Settings		
🗘 Audit Log Downloader		
	Show default module as SharePoint On-Premise.	

3. Click

icon. The following screen will appear:

🔅 Settings		<b>8</b> ×
General A	Enter SharePoint Server details below. Ensure Vyapin SharePoint Management Suite Service is installed and configured properly in the target SharePoint Server.          + Add       Image: Constraint of the target SharePoint Server.         + Add       Image: Constraint of the target SharePoint Server.         Add       Image: Constraint of target SharePoint Server.         Add New       Image: Constraint of target SharePoint Server.	
ᅜ종 Email Server Settings 하는 Performance Tuner	Add New	
Refile Manager	Front End Server: Site Collection URL:	
SharePoint On-Premise 🔶	ex: http://contoso.com	
SharePoint Server Settings	Username:	
🗊 IIS Settings	Password:	
AD Settings	Connect Cancel	
SharePoint Online 🔶		
1 Tenant Settings		
Audit Log Downloader		
	Show default module as SharePoint On-Premise.      Close	)

- 4. Enter SharePoint server name as input for **Front End/Application Server** text box.
- 5. Enter the **Site Collection URL**.
- 6. Enter the **Username**.
- 7. Enter the **Password**.
- 8. Click

to add the server in **SharePoint Servers** pane as shown below:

🔆 Settings				<b>8</b> ×
General	Enter SharePoint Server details installed and configured proper + Add S Edit Removi	ly in the target SharePoint Ser	int Management Suite Service is ver.	
Email Server Settings	Server Name	URL	User name	
바 Performance Tuner	V	http://	contoso\smith	
SharePoint On-Premise   SharePoint Server Settings				
😰 IIS Settings				
SharePoint Online				
Audit Log Downloader				
	Show default module as SharePoin	it On-Premise.	Close	

### **Directory Server Settings**

Vyapin SharePoint Management Suite uses Directory Server to retrieve Active Directory information like group membership and user information for certain reports. Vyapin SharePoint Management Suite expects a Global Catalog Server as input to Directory Server and a user credential to connect to the Directory Server. Vyapin SharePoint Management Suite will connect to the specified Directory Server using currently logged on user or specific user credential to retrieve AD information.

Once you configure the SharePoint Farm, select



option from the left menu.

The screen will be updated as shown below.

Settings General A Database Settings	Specify Global Catalog Server to retrieve group and user information from Active Directory. + Add Z Edit Remove	<b>9</b> ×
도 E-mail Server Settings 유부 Performance Tuner 슈 Profile Manager	Active Directory Settings is not configured.	
SharePoint On-Premise       ▲         Image: SharePoint Server Settings         Image: State Settings         Image: AD Settings		
SharePoint Online		
	Show default module as SharePoint On-Premise.  Close	

Click + Add to add the Directory Server. The following dialog will appear as shown below:

🔅 Settings		×
General	Specify Global Catalog Server to retrieve group and user information from Active Directory.	
E-mail Server Settings	Add New Active Directory Settings is not configured.	
바 Performance Tuner î Profile Manager	Active Directory Settings is not conligured.	
SharePoint On-Premise   SharePoint Server Settings		
IIS Settings		
SharePoint Online +		
Audit Log Downloader		
	Show default module as SharePoint On-Premise.  Close	

## Steps:

- In that dialog, enter a Directory Server name.
   Select the SharePoint Server name.

3. Select the option to use currently logged on user or a different user account to connect

ω	uie	Directory	Server,	as	given	DEIOW
<b>k</b> Ge	Settings	Specify Gl	obal Catalog Server to retri	eve group and use	er information from Active D	♂ × irectory.
	_	+ Add	🗹 Edit 🧵 Remove			
	Database Settings					
R	🖟 Email Server Settings	Directory S	Server Shar	ePoint Server	User name	,
	Server Settings	r	v	autores o	contoso\s	mith
ę	Performance Tuner					
x	🗴 Profile Manager					
Sha	arePoint On-Premise					
	SharePoint Server Settings					
Í	IIS Settings					
X	🕻 AD Settings					
Sha	arePoint Online	-				
ţ	Tenant Settings					
4	D Audit Log Downloader					
		Show defa	ault module as SharePoint On-F	Premise.		Close

To connect to Directory Server, Vyapin SharePoint Management Suite uses the relevant user accounts based on the connect option as listed below:

#### • Currently logged on user

In this option, Vyapin SharePoint Management Suite uses the currently logged on user account to connect to the Directory Server to retrieve AD information while generating the reports.

#### • Specific user account

In this option, Vyapin SharePoint Management Suite uses the specified user account and password to retrieve AD information while generating the reports. Vyapin SharePoint Management Suite stores the user name and password as a user profile in 'Stored User Names and Passwords' applet for its usage.

Note: Vyapin SharePoint Management Suite expects the user account to have sufficient privileges to connect to the Active Directory Global Catalog Server, bind to the relevant AD group / user object to retrieve its detailed information from Active Directory.

4. Click Remove button to remove the server.

## **IIS Settings**

IIS Settings

AD Settings

SharePoint Online

Tenant Settings

Audit Log Downloader

Vyapin SharePoint Management Suite requires IIS log files directory to be configured to generate reports such as List Visits, Page Visits, and Page Hits. To generate IIS log based reports Vyapin SharePoint Management Suite avails you always-on IIS log fetcher service that download the IIS log information from the SharePoint server periodically.

Once you configure the SharePoint Farm:

Select on as shown below.	option in the top left menu. The following screen will be up	dated
Settings		<b>8</b> ×
General	<ul> <li>Specify the IIS Log directory for each Front End Server in the SharePoint Farm to view certain reports. To generate IIS log based reports and speed up report generation time, Vyapin SharePoint Management Suite avails you always-on iis log fetcher service that downloads the iis log information from SharePoint server periodically.</li> </ul>	
🖾 Email Server Settings	+ Add 🗹 Edit 🔋 Remove	
뷰 Performance Tuner		
🏠 Profile Manager	IIS Log file directory not configured	
SharePoint On-Premise		

Show default module as SharePoint On-Premise.

Close

Click + Add to add your IIS Log file directory manually. The following dialog will appear as shown below:

Settings		<b>8</b> ×
General Database Settings Settings Email Server Settings	Specify the IIS Log directory for each Front End Server in the SharePoint Farm to view certain reports.To generate IIS log based reports and speed up report generation time, Vyapin SharePoint Management Suite avails you always-on iis log fetcher service that downloads the iis log information from SharePoint server periodically. + Add C Edit Remove	
승리는 Performance Tuner		
🏠 Profile Manager	Front End Server:	
SharePoint On-Premise 🔶	IIS Log Path: ex: \\servername\c\$\inetpub\logs\LogFiles	
SharePoint Server Settings	Username: contoso\smith	
IIS Settings	Password:	
AD Settings	Frequency:	
SharePoint Online	Save	
🚺 Tenant Settings		
🗘 Audit Log Downloader		
	Show default module as SharePoint On-Premise.  Close	

### Steps:

- 1. In that dialog, select or enter a **Front-end web server name**.
- 2. Enter the **IIS** Log Path for the specified front-end server. Use UNC format (ex: <u>\\contososerver\c\$\inetpub\logs\LogFiles</u>) for log path.
- 3. Enter the **Username**.
- 4. Enter the **Password**.
- 5. Select the **Frequency** time.

Settings				<b>?</b> ×
General	reports.To generate II SharePoint Manageme	ectory for each Front End Server in the S log based reports and speed up repor ent Suite avails you always-on iis log fet SharePoint server periodically.	t generation time, Vyapin	
🖂 Email Server Settings	+ Add 🗹 Edit	Remove		
herformance Tuner	Front End Server Name	Task Name	Triggers	Last Run
🏠 Profile Manager	Vier agestelder in	Sync_lisLogData	At 11:52:AM every Day	12:00:00
SharePoint On-Premise				
SharePoint Server Settings				
ilS Settings				
AD Settings				
SharePoint Online				
🚺 Tenant Settings				
🗘 Audit Log Downloader				
	•			•
	Show default module as	s SharePoint On-Premise.	CI	ose

## **SharePoint Online**

**Tenant Settings** 

Vyapin SharePoint Management Suite uses a tenant related information and application information which was registered in <u>Azure Active Directory</u> previously to access the SharePoint Online.

In that dialog, select **I** Tenant Settings option from the left menu. The screen will be

Settings	@ ×
General A	Specify tenant and application information which is registered in Azure Active Directory.          + Add       Image: Comparison of the second sec
Bemail Server Settings 하는 Performance Tuner	Add New Tenant Settings is not configured.
Profile Manager	
SharePoint On-Premise	
IIS Settings ▲ AD Settings	
SharePoint Online	
<ul> <li>Tenant Settings</li> <li>Audit Log Downloader</li> </ul>	
	Show default module as SharePoint On-Premise.  Close

updated as shown below.

Click + Add to add the Tenant Settings. The following dialog will appear as shown below:

🔅 Settings	Specify tenant and application information wh	2 ×
General       ▲         Image: Database Settings       Image: Database Settings         Image: Derformance Tuner       Image: Derformance Tuner         Image: Derformance Tuner       Image: Defformance Tuner         Image: Derformance Tuner       Image: Defformance Tuner         Image: Defformance Tuner       Image: Defformance Tuner         Image: Definit On-Premise       Image: Definit Settings         Image: Definit Online       Image: Definit Settings         Image: Definit Conline       Image: Definit Settings         Image: Definit Log Downloader       Image: Definit Settings	Specify tenant and application information where         + Add          Zedit          Remove          Current User Role:          Select your current user role          Select your current user role          Tenant ID:          Your Office 365 Tenant ID         Admin URL:         Office 365 Admin URL         Application ID:         From registered application in Azure AD         Redirect URL:         From registered application in Azure AD	
	Show default module as SharePoint On-Premise.	Close

#### Steps:

1. Select the **Current User Role** to access the appropriate scope level for the user to get the reports.

- a. Tenant Admin
- b. Site Collection Admin
- 2. Enter **Tenant ID** as input for **Tenant ID** text box.
- 3. Based on the **Current User Role** selection, enter **Admin URL/Site Collection URL** as input for **Admin URL/Site Collection URL** text box.
- 4. Enter **Application ID** that you have already registered application in <u>Azure Active</u> <u>Directory</u> as input for **Application ID** text box.
- 5. Enter the **Redirect URL** that you have provided, while setting up the application, which is registered in Azure as input for **Redirect URL** text box.

Connect

6. Click

and then the credential window will appear as shown below:

Sign in to your account	
- <b>CONTOSO</b> demo	
Sign in	
Email, phone, or Skype	
Can't access your account?	
Back Next	
Contoso	
©2018 Microsoft Terms of use Privacy & cookies •••	

## Audit Log Downloader

SharePoint Online Audit log information will be available only for last 7 days. To generate audit reports for more than 7 days, VSMS avails you always-on audit log fetcher service that downloads the audit log information from SharePoint Online periodically and stores in Application database.

Once you connect the Office 365 Tenant. Select Audit Log Downloader icon in the left.

The following page will appear as shown below.

🛱 Settings				<b>?</b> ×	
General • Settings	To generat avails you	SharePoint Online Audit log information will be available only for last 168 hours (a.k.a 7 days). To generate audit reports for more than 7 days and speed up report generation time, Dockit avails you always-on audit log fetcher service that downloads the audit log information from SharePoint Online periodically.			
🔄 Email Server Settings	+ Add	🗹 Edit	Remove		
뷰 Performance Tuner					
🏠 Profile Manager			Audit Log downloader is not configured.		
SharePoint On-Premise			· · · · · · · · · · · · · · · · · · ·		
SharePoint Server Settings					
🗊 IIS Settings					
AD Settings					
SharePoint Online					
1 Tenant Settings					
🗘 Audit Log Downloader					
	Show defau	ılt module a	s SharePoint On-Premise.	)	

Click + Add to create the schedule the downloader. The following dialog will appear as shown below:

Settings General • Solution Database Settings	SharePoint Online Audit log information will be available only for last 168 hours (a.k.a 7 days). To generate audit reports for more than 7 days and speed up report generation time, Dockit avails you always-on audit log fetcher service that downloads the audit log information from SharePoint Online periodically. + Add	<b>8</b> ×
아 Performance Tuner		
<ul> <li>Profile Manager</li> <li>SharePoint On-Premise</li> <li>SharePoint Server Settings</li> <li>IIS Settings</li> <li>AD Settings</li> <li>SharePoint Online</li> <li>Tenant Settings</li> <li>Audit Log Downloader</li> </ul>	Tenant Name: Username: Password: Frequency: Save Cancel	
	Show default module as SharePoint On-Premise.	

To schedule a download option,

- 1. In that dialog, select or enter a **Tenant Name**.
- 2. Enter the **Username**.
- 3. Enter the **Password**.
- 4. Select the **Frequency** time.

5. Click Save button to schedule settings.

37

🗱 Settings					<b>?</b> ×
General     • <ul> <li>Database Settings</li> <li>Email Server Settings</li> </ul>	To generate audit	reports for mo on audit log fe periodically.	mation will be available only for re than 7 days and speed up rep tcher service that downloads the	oort generation time, Dockit	
뷰 Performance Tuner			- 1 M		
${igwedge}$ Profile Manager	Tenant Name Contoso		Task Name Sync_SpoAuditLogData_Contoso	Triggers At 02:18:PM every Day	Sta Tei
SharePoint On-Premise 🔶					
SharePoint Server Settings					
🗊 IIS Settings					
\Lambda AD Settings					
SharePoint Online					
1 Tenant Settings					
Audit Log Downloader					
	4				Þ
	Show default modul	le as SharePoint C	Dn-Premise.	Close	

### Application Registration in Azure Active Directory

Nowadays cloud based application development is inevitable as most of the software developments are moving to cloud. In cloud technology, security is major concern. Authentications in most of the cloud based applications uses social network account such as google and Facebook. Microsoft also have its own Active Directory for their customers who developed cloud based applications.

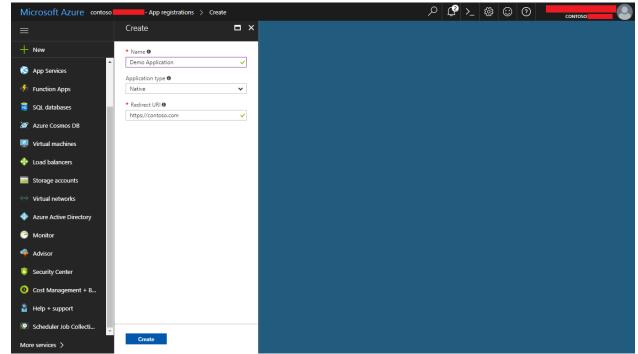
Let's see how to register an application in Azure Active Directory in <u>Azure Portal</u>. It is very easy to register your application with Azure Active Directory.

Sign in to the azure portal site using your Office 365 credential. The signed in user can be either tenant admin or site collection admin.

# Note: If you are not a tenant admin, you should get the consent from your Office 365 tenant admin after completing the registration process so that you can get the details from your Office365 tenant.

Once you complete your sign in process, perform the following procedure:

- Select Azure Active Directory in the left menu.
- Select
   App registrations
   in the inner left menu.



• Enter a name for your application as input for Name field.

- Select application type as Native in the Application Type field.
- In windows applications it is not necessary to provide exist web application's redirection URL but Sign-on URL is must for web applications. If Sign-on URL is invalid, you will not able to authenticate with Azure Active Directory.
- Click
   Create to create application.

Note: Provide the other settings for the created applications and complete your application registration process. If you plan to access resources like SharePoint or Active Directory using registered application, then the corresponding access (Office 365 in SharePoint Online, Windows Azure Active Directory) must be granted to your application.

#### **Manually Provide Permission:**

- Select the registered application in list.
- Click, Required permissions in the Settings menu.
- Click Add in the top menu and the next section will show.

			Select an API	)
API	APPLICATION	PERMI DELEGATED PERMIS		
Windows Azure Active Directory	0	1	<b>2</b> Select permissions	
			2	,
		_		

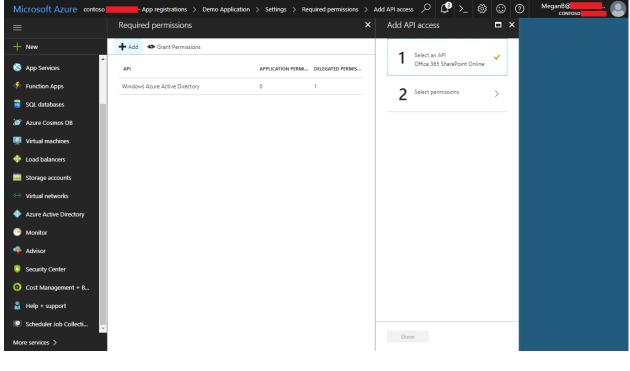
#### **Required API and Permissions**

Select the following API and delegated permission for this,

• Office 365 Management API – Read activity data for your organization.

- Windows Azure Active Directory Read directory data.
- Office 365 SharePoint Online Have full control of all site collections.
- Microsoft Graph Read directory data.

Enable Access	<		
+ New	-		
App Services			
Read managed metadata 🤡 Yes			
Read and write managed metadata 🔮 Yes			
Run search queries as a user 🗸 🗸 Yes			
Ø     Azure Cosmos DB       ✓     Read items in all site collections			
Virtual machines Read and write items in all site collections ON			
Load balancers Read and write items and lists in all site collections No			
Storage accounts Have full control of all site collections O Yes			
Virtual networks           Read user files         No			
Azure Active Directory			
Read and write user profiles     O Yes			
Advisor			
Security Center			
• Cost Management + B			
Help + support			
(C) Scheduler Job Collecti			
More services >			





Change Application permission in Manifest File:

Select the registered application and click <sup>Manifest</sup> in the top of menu. Replace the following content in the Manifest file in requiredResourceAccess

Click the  $\mathbf{H}^{Save}$  in the top of menu.

"requiredResourceAccess": [{"resourceAppId": "c5393580-f805-4401-95e8-94b7a6ef2fc2",

"resourceAccess": [{"id": "594c1fb6-4f81-4475-ae41-0c394909246c","type": "Scope"}]},{

"resourceAppId": "00000002-0000-0000-c000-00000000000","resourceAccess": [{

"id": "5778995a-e1bf-45b8-affa-663a9f3f4d04","type": "Scope"}]},{

"resourceAppId": "00000003-0000-0ff1-ce00-00000000000",

"resourceAccess": [{"id": "56680e0d-d2a3-4ae1-80d8-3c4f2100e3d0","type": "Scope"}]

},{"resourceAppId": "00000003-0000-0000-c000-00000000000","resourceAccess": [

{"id": "06da0dbc-49e2-44d2-8312-53f166ab848a","type": "Scope"}]}]

Microsoft Azure contoso	- App registrations > Demo Application > Edit manifest	₽ ₽ ≻_ ∰	90	MeganB@ contoso	- 0
≡	Edit manifest				
+ New	🔚 Save 🗙 Discard 🖍 Edit 🚡 Upload 👱 Download				
🔲 Dashboard	<pre>15 "oauth2AllowImplicitFlow": false, 16 "oauth2AllowUrPathMatching": false,</pre>				
All resources	<pre>10 GauthAllowUrfattmatching : Taise, 17 "Gauth2Permissions": [], 18 "Gauth2RequiredPostResponse": false,</pre>				
Resource groups	<pre>19 "objectId": "a9e74d3d-ddec-4002-90ec-41e3b5f825a3", 20 "passwordCredentials": [</pre>				
🔇 App Services	<pre>21 { 22 "customKeyIdentifier": "RAB1AG0AbwA=", 22 "customKeyIdentifier": "RAB1AG0AbwA=", 23 ************************************</pre>				
Function Apps	<pre>23 "endDate": "2019-10-06T09:38:25.2612", 24 "keyId": "cb4b2ded-3f10-4230-831b-ae94d0309088",</pre>				
SQL databases	<pre>25 "startDate": "2017-10-06T09:40:50.622601Z", 26 "value": null</pre>				
🥒 Azure Cosmos DB	27 } 28 ],				
Virtual machines	<pre>29 "publicClient": true, 30 "supportsConvergence": null,</pre>				
🚸 Load balancers	31 "replyUrls": [ 32 "https://contoso.com"				
Storage accounts	<pre>33 ], 34 "requiredResourceAccess": [ 35 {</pre>				
🐡 Virtual networks	<pre>35 { 36 "resourceAppId": "00000002-0000-0000-c000-00000000000", 37 "resourceAccess": [</pre>				
Azure Active Directory	38 { 39 "id": "311a71cc-e848-46a1-bdf8-97ff7156d8e6",				
Monitor	40 "type": "Scope" 41 }				
🔷 Advisor	42 ] 43 }				
Security Center	44 ], 45 "samlMetadataUrl": null				
More services >	46 }				

# How to get Tenant Id from Azure Portal?

You are able to get the Tenant Id from the <u>Azure portal</u>.

Once completed the login in <u>Azure portal</u>.



Under the Manage category, select the Properties in the left inner section.

Copy the Directory ID as tenant Id.

Microsoft Azure contoso	- Properties			0
≡	contoso - Properties Azure Active Directory		*	×
+ New	MANAGE	🕞 Save 🗙 Discard		
Dashboard	g <sup>R</sup> Users and groups	* Name Contoso		
All resources	Enterprise applications			
📦 Resource groups	Devices (Preview)	Country or region United States		
S App Services	App registrations	Datacenter region United States		
Function Apps	Application proxy	Notification language		
SQL databases	Licenses	English	~	
Azure Cosmos DB	Azure AD Connect	Global admin can manage Azure Subscriptions		
Virtual machines	Domain names	Directory ID		
_	Mobility (MDM and MAM)	0000000-0000-0000-00000000000		
Load balancers	📍 Password reset			
Storage accounts	Company branding			
↔ Virtual networks	🔅 User settings			
Azure Active Directory	Properties			
Monitor	Notifications settings			
🔷 Advisor	SECURITY			
Security Center	Conditional access			
More services >				

# Reports

Audit and Compliance Reports Security Reports Usage Reports Inventory Reports

# Audit and Compliance Reports

Vyapin SharePoint Management Suite provides the following built-in reports in the audit and compliance reports category:

Report Name	Description	Fields
Audit Checked-In Items	Audit report displays the list items checked-in in the last 'N' days or for the given date range	List Item URL, Item Type, Item Name, Occurred, Performed By
Audit Checked-Out Items	Audit report displays the list items checked-out in the last 'N' days or for the given date range	List Item URL, Item Type, Item Name, Occurred, Performed By
Audit Copied Items	Audit report displays the list items that are copied to another location in the last 'N' days or for the given date range	Source URL, Source Item Name, Destination URL, Destination Item Name, Occurred, Performed By
Audit Custom Events	Audit report displays information about the custom events occurred in the list items including changes in workflow settings in the last 'N' days or for the given date range	List Item URL, Item Type, Item Name, Event Name, Event Data, Occurred, Performed By, Performed By ID
Audit Deleted Lists	Audit report displays the deleted lists in each site in the last 'N' days or for the given date range	Web URL, Web Title, Deleted List, Occurred, Performed By
Audit Deleted Sites	Audit report displays the deleted sites in the last 'N' days or for the given date range	Web URL, Web Title, Deleted Site, Occurred, Performed By
Audit Group Member Changes	Audit report displays the list of newly added/deleted members in a Group in the last 'N' days or for the given date range	Web URL, Web Title, Action Performed, User Name, Group Name, Occurred, Performed By
Audit Item Actions	Audit report displays the list of created, deleted, and updated in the last 'N' days or for the given date range	List Item URL, Item Type, Item Name, Action, Occurred, Performed By

Audit Log Trimming ( SharePoint2016 / SharePoint 2013 )	Audit report displays the audit events that are deleted from SharePoint Database in the last 'N' days or for the given date range	Web URL, Web Title, Number of Rows Deleted, Date Last Deleted, Occurred, Performed By, Performed By ID
Audit Page Visits	Audit report displays the web pages visited in each site in the last 'N' days or for the given date range	Web URL, Web Title, Page URL, Occurred, Performed By
Audit Permission Changes	Audit report displays the permission changes performed in Groups/Users in each site in the last 'N' days or for the given date range	Audit URL, Event , Group/Users ID, Groups/Users, Display Name, Old Permission, New Permission, Changes in Permission, Occurred, Performed By
Audit Permission Level Changes	Audit report displays permission levels changed in each site in the last 'N' days or for the given date range	Web URL, Web Title, Event, Audit Location, Permission Level ID, Permission Level, Old Base Permissions, New Base Permissions, Occurred, Performed By
Audit Profile Changes (Only for SharePoint on-premises)	Audit report displays the changes details about the content types in the connected list in the last 'N' days or for the given date range	List URL, List Name, Content Type Name, Group Name, Occurred, Performed By
Audit Renamed Items	Audit report displays the list items that are renamed in the last 'N' days or for the given date range	List URL, List Name, Old Name, New Name, Occurred, Performed By
Audit Restored Items	Audit report displays the list of items that are restored from the Recycle Bin in the last 'N' days or for the given date range	List Item URL, Item Type, Item Name, Occurred, Performed By
Audit Search(Only for SharePoint on-premises)	Audit report displays the search queries and scope used in each site in the last 'N' days or for the given date range	Web URL, Web Title, Query, Search Scope, Occurred, Performed By
Audit Settings Changes(Only for SharePoint on-premises)	Audit report displays information about the audit settings changed in the site collection in the last 'N' days or for the given date range	Web URL, Web Title, Old Settings, New Settings, Occurred, Performed By, Performed By ID

Audit Visited Items	Audit report displays the list items visited in the last 'N' days or for the given date range	List Item URL, Item Type, Item Name, Occurred, Performed By, Display Name, Full Name, Designation, Company Name
Checked Out Documents (Library only)	Displays the list of documents that are checked out in a library	List Item URL, Item Name, Created By, Created Date, Size (in MB), Checked Out By, Checked Out Date, Check Out Status
Farm Features(Only for SharePoint on-premises)	Displays farm activated features and its dependency details	Feature Name, Feature Folder Name, Description, Action Dependency Feature, Hidden, Version
Last Deleted Items	Displays the list of items that are Deleted in last 'N' days or for the given date range	List Item URL, Item Name, Deleted By - User Name, Deleted By - Display Name, Deleted Date, Created By - User Name, Created Date, Last Modified By - User Name, Last Modified Date, Size (in MB)
Last Modified Items	Displays the list of items that are Modified in last 'N' days or for the given date range	List Item URL, Item Name, Modified By - User Name, Modified By - Display Name, Modified Date, Size (in MB))
Newly Added Items	Displays the list of items that are created in last 'N' days or for the given date range	List Item URL, Item Name, Created By - User Name, Created By - Display Name, Created Date, Size (in MB)
Sandboxed Solutions (SharePoint 2016 / SharePoint 2013)	Displays the solution's resource usage and its status details	Web Application, Site Collection URL, Solution Name, Solution ID, Created By, Modified By, Created Date, Modified Date, Solution Status, Resource Quota, Total Average Resource Usage(Last 14 days), Total Current Resource Usage(Today)
Site Collection Features	Displays information about activated features and its dependency details in site collections	<b>Office 365</b> : Tenant, Site URL, Feature Name, Feature Folder Name
Site Features	Displays information about activated features and its dependency details in each site	<b>Office 365:</b> Tenant, Site URL, Title, Feature Name, Feature ID

Web Application Features (Only for SharePoint on- premises)	Displays information about activated features and its dependency details for all web applications	Web Application, Feature Name, Feature Folder Name, Description, Action Dependency Feature, Hidden, Scope, Version
Web Application User Permissions(Only for SharePoint on-premises)	Displays user permissions defined for each web application	Web Application, User Permissions
Web Part Pages Security(Only for SharePoint on-premises)	Displays security information for web parts and web part pages in each web application	Web Application, Allow Web Parts To Communicate, Allow Access To Web Part Catalog, Allow Contributors To Edit Scriptable Web Parts
User Visits	Displays information about the objects that specified user has accessed.	User Name, Url, Title, Visited On, Type

# **Security Reports**

Vyapin SharePoint Management Suite provides the following built-in reports in the security reports category

Report Name	Description	Fields
Authentication Providers (Only for SharePoint on- premises)	Displays the Authentication Providers configured in the Web Application	Web Application, Zone, Allow Anonymous, Authentication Mode, Allow Client Object Model Requires Use RemoteAPIs Permission, Enable Client Integration, Disable Kerberos, Allow Use Basic Authentication
Disabled Users in AD (Only for SharePoint on- premises)	Displays information about disabled users in active directory and their access rights in SharePoint	ActiveDirectoryInformation:Login Name,DisplayName,Email,JobTitle,PermissionsCount(Objects)
		<b>SharePoint Information:</b> URL, Title, Type, Permission Inherited From, Permission Levels
Deleted Users in AD (Only for SharePoint on- premises)	Displays information about deleted users in active directory and their footprints in SharePoint	ActiveDirectoryInformation:Login Name,DisplayName,Email,JobTitle,PermissionsCount(Objects)
		<b>SharePoint Information:</b> URL, Title, Type, Permission Inherited From, Permission Levels
Effective Permissions of Users	Displays the effective permissions of the given users/groups defined in each objects.	<b>Office 365:</b> User/Group, Display Name, Email, URL, Item Type, Account Type, Permissions Inherited From, Permission Levels, Description, Object Type
		<b>On-Premises:</b> User/Group, Display Name, Email, URL, Item Type, Title, Account Type, Permission inherited

		from, Permission levels, Description
List Items with Empty Permission	Displays information about list items that have no permissions granted or only limited access permission in each list.	List Item URL, Item Name, Created Date, Modified Date
List Items with Unique Permissions	Displays information about list items with unique permission in each list	List Item URL, Item Name, Created Date, Modified Date, Groups/Users, Display Name, Permission Levels
Lists with Empty Permission	Displays information about lists that have no permissions granted or only limited access permission in each site	<b>Office 365:</b> List URL, List Title, Created Date, Modified Date, Number of List Items, Description
		<b>On-Premises:</b> List URL, List Title, Created Date, Modified Date, Number of List Items
Sites with Empty Permission	Displays information about sites that have no permissions granted or only limited access permission	Web URL, Web Title, Created Date, Modified Date, Number of Sub-webs, Number of Lists, Size(in MB), Description
Limited Access Permissions	Displays information about users who have no rights in site, but one of its child objects(say Library or Documents) underneath	User Details: Login Name, Display Name, Account Type, Email, Job Title, Permissions Count (Objects)
		<b>Site Details:</b> URL, Title, Type, Permission Levels
List Folders Security	Displays information about the Groups/Users and their permissions assigned to each folder and its sub- folders in the connected list	Folder URL, Folder Name, Base Template, Groups/Users, Display Name, Permission Levels
List Item Security	Displays information about the users and their permissions assigned to each list item	<b>Office 365:</b> List Item URL, Name, Base Template, Groups/Users, Permission Levels
		<b>On-Premises:</b> List Item URL, Item Name, Base Template, Groups/Users, Display Name, Permission Levels

List Permissions	Displays information about	List URL, List Name, Base	
	list permissions defined for	Template, Account Type,	
	each user / group	Groups/Users, Display Name, Full Name,	
		Designation, Company	
		Name, Description, Group	
		Owner, Permission Levels,	
Lists with Unique	Displays information about	Group Members Office 365: List URL, List	
Permissions	lists with unique	Title, Groups/Users, Display	
	permissions in each site	Name, Description	
		On-Promises List UP	
		<b>On-Premises:</b> List URL, List Title, Groups/Users,	
		Display Name, Permission	
		Levels	
Inheritance Broken but no changes to Permissions	Displays information about SharePoint objects that	URL, Type, Title, Parent URL, Parent Title	
	have the same permission		
	as its Parent		
Site Collection	Displays information about	Office 365: Tenant, Site	
Administrators	the site collection	Collection URL , Created	
	administrators configured for the site collections	Date, Admin Type, Admin	
		Name, Admin Login Name, Admin E-Mail	
		On-Premises: Web	
		Application, Site Collection	
		Application, Site Collection URL , Created Date, Admin	
		Application, Site Collection URL, Created Date, Admin Type, Admin Name, Admin Login Name, Admin E-Mail	
Site Group Settings	Displays information about	Application, Site Collection URL, Created Date, Admin Type, Admin Name, Admin Login Name, Admin E-Mail Web URL, Web Title, Group	
Site Group Settings	groups available in each	Application, Site Collection URL, Created Date, Admin Type, Admin Name, Admin Login Name, Admin E-Mail Web URL, Web Title, Group Name, Inherit Permissions,	
Site Group Settings		Application, Site Collection URL, Created Date, Admin Type, Admin Name, Admin Login Name, Admin E-Mail Web URL, Web Title, Group	
Site Group Settings	groups available in each	Application, Site Collection URL, Created Date, Admin Type, Admin Name, Admin Login Name, Admin E-Mail Web URL, Web Title, Group Name, Inherit Permissions, View Membership, Edit Membership, Join/Leave Group, Auto Accept,	
	groups available in each site	Application, Site Collection URL, Created Date, Admin Type, Admin Name, Admin Login Name, Admin E-Mail Web URL, Web Title, Group Name, Inherit Permissions, View Membership, Edit Membership, Join/Leave Group, Auto Accept, Permission Levels	
Site Group Settings Site Permission Levels	groups available in each site Displays information about	Application, Site Collection URL, Created Date, Admin Type, Admin Name, Admin Login Name, Admin E-Mail Web URL, Web Title, Group Name, Inherit Permissions, View Membership, Edit Membership, Join/Leave Group, Auto Accept, Permission Levels <b>Office 365:</b> Web URL, Web	
	groups available in each site	Application, Site Collection URL, Created Date, Admin Type, Admin Name, Admin Login Name, Admin E-Mail Web URL, Web Title, Group Name, Inherit Permissions, View Membership, Edit Membership, Join/Leave Group, Auto Accept, Permission Levels	
	groups available in each site Displays information about permission levels defined in	Application, Site Collection URL, Created Date, Admin Type, Admin Name, Admin Login Name, Admin E-Mail Web URL, Web Title, Group Name, Inherit Permissions, View Membership, Edit Membership, Join/Leave Group, Auto Accept, Permission Levels <b>Office 365:</b> Web URL, Web Title, Permission Level,	
	groups available in each site Displays information about permission levels defined in	Application, Site Collection URL, Created Date, Admin Type, Admin Name, Admin Login Name, Admin E-Mail Web URL, Web Title, Group Name, Inherit Permissions, View Membership, Edit Membership, Join/Leave Group, Auto Accept, Permission Levels <b>Office 365:</b> Web URL, Web Title, Permission Level,	
	groups available in each site Displays information about permission levels defined in	Application, Site Collection URL, Created Date, Admin Type, Admin Name, Admin Login Name, Admin E-Mail Web URL, Web Title, Group Name, Inherit Permissions, View Membership, Edit Membership, Join/Leave Group, Auto Accept, Permission Levels <b>Office 365:</b> Web URL, Web Title, Permission Level,	
	groups available in each site Displays information about permission levels defined in	Application, Site Collection URL , Created Date, Admin Type, Admin Name, Admin Login Name, Admin E-Mail Web URL, Web Title, Group Name, Inherit Permissions, View Membership, Edit Membership, Join/Leave Group, Auto Accept, Permission Levels <b>Office 365:</b> Web URL, Web Title, Permission Level, Description <b>On-Premises:</b> Web URL, Web Title, Permission	
	groups available in each site Displays information about permission levels defined in	Application, Site Collection URL, Created Date, Admin Type, Admin Name, Admin Login Name, Admin E-Mail Web URL, Web Title, Group Name, Inherit Permissions, View Membership, Edit Membership, Join/Leave Group, Auto Accept, Permission Levels <b>Office 365:</b> Web URL, Web Title, Permission Level, Description <b>On-Premises:</b> Web URL, Web Title, Permission Level, Description,	
	groups available in each site Displays information about permission levels defined in each site	Application, Site Collection URL , Created Date, Admin Type, Admin Name, Admin Login Name, Admin E-Mail Web URL, Web Title, Group Name, Inherit Permissions, View Membership, Edit Membership, Join/Leave Group, Auto Accept, Permission Levels <b>Office 365:</b> Web URL, Web Title, Permission Level, Description <b>On-Premises:</b> Web URL, Web Title, Permission Level, Description, Permissions	
Site Permission Levels	groups available in each site Displays information about permission levels defined in each site Displays information about site permissions (groups	Application, Site Collection URL , Created Date, Admin Type, Admin Name, Admin Login Name, Admin E-Mail Web URL, Web Title, Group Name, Inherit Permissions, View Membership, Edit Membership, Join/Leave Group, Auto Accept, Permission Levels <b>Office 365:</b> Web URL, Web Title, Permission Level, Description <b>On-Premises:</b> Web URL, Web Title, Permission Level, Description, Permissions <b>Office 365:</b> Web URL, Web Title, Groups/Users,	
Site Permission Levels	groups available in each site Displays information about permission levels defined in each site Displays information about	Application, Site Collection URL , Created Date, Admin Type, Admin Name, Admin Login Name, Admin E-Mail Web URL, Web Title, Group Name, Inherit Permissions, View Membership, Edit Membership, Join/Leave Group, Auto Accept, Permission Levels <b>Office 365:</b> Web URL, Web Title, Permission Level, Description <b>On-Premises:</b> Web URL, Web Title, Permission Level, Description, Permissions <b>Office 365:</b> Web URL, Web	

		Group Owner, Permission Levels, Members On-Premises: Web URL, Web Title, Unique, Unique Ancestor, Groups/Users, Display Name, Account Type, Description, Group Owner, Permission Levels, Members
Site Security	Displays site security information like allow anonymous access, authentication mode etc.	Office 365:Contains Confidential Info, External Sharing Tips Enabled, Inherits Role Assignments, Inherits Role Definitions, Request Access Enabled, Request Access E-Mail
		<b>On-Premises:</b> Web URL, Web Title, Allow Anonymous Access, Anonymous State, Allow Unsafe Updates, Authentication Mode, Has External Security Provider, Inherits Role Assignments, Inherits Role Definitions, Request Access Enabled, Request Access E-Mail
Sites with Unique Permissions	Displays information about sites that have exclusive permissions granted	<b>Office 365:</b> Web URL, Web Title, Groups/Users, Display Name
		<b>On-Premises:</b> Web URL, Web Title, Groups/Users, Display Name, Permission Levels
Inaccessible Objects	Displays information about the objects which are inaccessible to the specified user.	URL, Title, Display Name, Login Name, Email, Type

# Usage Reports

Vyapin SharePoint Management Suite provides the following built-in reports in the usage reports category:

Report Name				
Content Alerts	Displays information about all the alerts created for notifying the changes	Web URL, Web Title, List URL, List Name, Item Name, Alert Title, Owner, Set for, Alert Type, Alert Filter, Alert Frequency, Delivery Method(s), Alert Status, Email Recipient, Alert Day, Alert Time		
Content Databases (Only for SharePoint on-premises)	Displays properties of the content databases in each web application	Web Application, Database Name, Database Status, Database Server, Exists in Farm, Attached To Farm, Current Number of Sites, Site Level Warning, Maximum Number of Sites, Disk Size Required For Backup (in MB)		
Content Type Utilization	Displays information about content types and their usage pattern in each site	Content Details: Content Type Name, Parent Name, Group Name, Created In, Usage Count Site Details: URL, Title, List Item Usage Count, Total List Items Count, List Items Share (in %)		
Document Hits (Only for SharePoint Online)	Displays information about number of times a document has been accessed in the last 'N' days or for a given date range	Item Name, Item URL, List Name, List URL, Total Hits, Last Accessed Date, Last Date Accessed Hits		
File Types	Displays the file types available in the document library	List URL, List Name, Base Template, File Type, Count, Total Size (in MB)		

Inactive Users	Displays information about users who haven't accessed the site within the given date range	Web URL, Web Title, User Name, Login Name, Groups, Last Visited Date
Invited Users - Feature Status	Displays all invited users to the site and their permissions, activation status for SharePoint Enterprise Site Collection feature and Enterprise Site feature	Web URL, Web Title, Enterprise Site Collection Features, Enterprise Site Features, Account Display Name, Account Name, Account Type, Permission Levels
List Activity	Displays the first and last activity performed on the list for last 'N' days or for the given date range	List URL, List Name, First Activity - Item Name, First Activity - Item URL, First Activity Date, First Activity - User Name, First Activity - Transaction, Last Activity - Item URL, Last Activity - Item Name, Last Activity Date, Last Activity - User Name, Last Activity - Transaction
List Columns	Displays all the columns available in the list	List URL, List Name, Base Template, Column Source, Column Name, Type, Description, Required, Default Value, Enforce Unique Values, Read-only Field, version
List Hits	Displays the information about number of times a list has been visited in the last 'N' days or for the given date range	List URL, List Name, Total Hits, Last Accessed Date, Last Accessed Date Hits
List Hits - Monthly Usage	Displays the information about number of times a list has been visited in the last N months or for the given date range	Web URL, Web Title, List Name, Total Hits, Month1, Month2,, MonthN
List Item Metadata (Only for SharePoint on-premises)	Displays information about metadata of the list item	Web URL, Web Title, List URL, List Name, Item URL, Item Name, Column 1, Column 2,, Column n
List Item Summary	Displays summary information about the list items such as created by, created date, size etc.	List Item URL, Item Name, Base Template, Created By, Created Date, Modified By, Modified Date, Has Published Version, Content Type, Attachments, Size (in MB)

List Summary	Displays summary information about the list such as size, number of users, number of columns, etc.	List URL, List Name, Base Template, Number of Columns, Number of Users, Number of Folders, Number of Items, List Size (in MB), Author, Created Date, Last Modified Date, Last Item Deleted Date
List Views	Displays all the views available for the list	Office 365: List URL, List Name, Base Template, View Name, View Type, Default View, Allow Individual Item Checkboxes, Display Items in Batches, Number of Items to Display
		<b>On-Premises:</b> List URL, List Name, Base Template, View Name, View Type, Default View, Allow Inline Editing, Allow Individual Item Checkboxes, Display Items in Batches, Number of Items to Display
List Visits	Displays information about the list items that are accessed in last 'N' days or for the given date range	<b>Office 365:</b> Tenant, Item URL, Item ID, Total Visit Count, Item Name, Item Visit URL, Visit Count, Action, Visited By, Visited Date
		<b>On-Premises:</b> Front-end Web Server, Item URL, Item ID, Total Visit Count, Item Name, Item Visit URL, Visit Count, Action, Visited By, Visited Date, Visited Time
List Workflow Settings	Displays information about workflow details in the list	List URL, List Name, Base Template, Workflow Template, Workflow Name, Description, Created Date, Modified Date, Task List, History List, Allow Manual Start, Auto Start Workflow On Item Creation, Auto
		Start Workflow On Item Change, Permissions

	workflow status are 'Canceled', 'Completed', 'Error', 'Occurred', 'Failed', 'In Progress' and 'Not Started' for each list item in the list	Status, Workflow Name, Initiator, Started On, Last Run, Task Title, Task Assigned To, Due Date, Task Status, Outcome	
Managed Metadata Collection	Displays information about term store in the web application	<b>Office 365:</b> Tenant, Available Service Applications, Group, Term Set, Term Level 1, Term Level 2,, Term Level n	
		<b>On-Premises:</b> Web Application, Available Service Applications, Group, Term Set, Term Level 1, Term Level 2,, Term Level n	
Page Hits	Displays the number of times a web page has been visited in each site	Web URL, Web Title, File URL, Total Hits, Recent Day, Recent Day Hits	
Page Hits - Monthly Usage	Displays the number of times a page in a site has been visited in a given month range or all months in the last N months along with last accessed date	Web URL, Web Title, Page URL, Last Accessed Date, Total Hits, Month1, Month2,, MonthN	
Page Visits	Displays information about all the pages that are visited in the web application	<b>Office 365:</b> Tenant, Site URL, Page URL, User, Client IP Address, Visited Date	
		<b>On-Premises:</b> Front-end Web Server, Web Application, Site URL, Page URL, User, Client IP Address, Visited Date	
Publishing Pages and Layouts	Displays information about publishing pages and their layouts in each site	Page URL, Page Title, Size(in KB),Last Modified Date, Last Modified By, Layout URL, Layout Title, Layout Name, Layout Size(in KB),Last Update, Modified By	
Recycle Bin Summary	Displays recycle bin summary information like item name, total number of items, item type, deleted date, size of deleted item etc.	Web URL, Web Title, Number of Items, ID, Item Name, Item Type, Original Location, Deleted Date, Deleted By, Deleted By ID, Deleted By Email, Created By, Created By ID, Created	

		By Email, Size
Site Activity	Displays the first and last activity performed on the SharePoint site for last 'N' days or for the given date range.	Web URL, Web Title, First Activity Date, First Activity - User Name, First Activity - Transaction, Last Activity Date, Last Activity - User Name, Last Activity - Transaction
Site Collection Summary	Displays site collection information such as site URL, owner name, email etc.	Office 365: Site Collection URL, Created Date, Last Item Modified Date, Last Content Modified Date, Last Security Modified Date, Primary Owner Name, Primary Owner Display Name, Primary Owner E- Mail, Secondary Owner Name, Secondary Owner Display Name, Secondary Owner E-Mail, Number of sub-webs, Number of Users, Number of Groups, Number of Alerts, Automatically Trim the Audit Log, Audit Log Trimming Retention Period
		<b>On-Premises:</b> Web Application, Site Collection URL, Created Date, Last Item Modified Date, Last Content Modified Date, Last Security Modified Date, Primary Owner Name, Primary Owner Display Name, Primary Owner E- Mail, Secondary Owner Name, Secondary Owner Display Name, Secondary Owner E-Mail, Number of Sub-webs, Number of Users, Number of Groups, Number of Alerts, Automatically Trim the Audit Log, Audit Log Trimming Retention Period, Content Database Name
Site Hits Summary	Displays a summary of site visits	Web URL, Web Title, Total Hits, Recent Day, Recent Day Hits

Site Hits Summary - Monthly Usage	Displays the number of times a site has been visited in a given month range or all months in the last N months	Web URL, Web Title, Total Hits, Month1, Month2,, MonthN
Site Summary	Displays site summary information like author, created date, web size(in MB) and number of sub webs etc.	Web URL, Web Title, Author, Created Date, Last Item Modified Date, Web Size (in MB), Cumulative Size (in MB), Number of sub-webs, Number of Users, Number of Groups, Number of Lists, Number of Alerts, Number of Content Types, Number of Site Columns
Site Usage Summary	Displays information about the number of sites, lists, list items, storage used by sites, number of visited users, total hits by users in each site	Web URL, Web Title, Created Date, Modified Date, Number of sub-webs, Number of lists, Number of list items, Storage (MB), Total Page Views, Total Hits, Number of visited users, User, User Hits
Site Visitors	Displays the number of times users have visited each site.	Web URL, Web Title, User, Total Hits, Recent Day, Recent Day Hits
Site Visitors - Monthly Usage	Displays the number of times an user has visited each site in a given month range or all months in the last N months along with last accessed date	Web URL, Web Title, User, Last Accessed Date, Total Hits, Month1, Month2,, MonthN
Stale Documents	Displays information about documents that are not accessed in last N days or within given date range	Document URL, Name, Content Type, Size (in MB), Created Date, Created By, Modified Date, Modified By, Last Visited Date, Last Visited By
Stale Lists	Displays information about lists that were not accessed within the given date range in each site	List URL, List Name, Size (in MB), Created Date, Created By, Modified Date, Last Visited Date, Last Visited By
Stale Sites	Displays information about sites that were not accessed within the given date range	Web URL, Web Title, Size (in MB), Created Date, Created By, Modified Date, Last Visited Date, Last Visited By

Taxonomy Terms Utilization (SharePoint 2016 /SharePoint 2013 / SharePoint 2010 only)	Displays information about taxonomy terms and their usage in each site	Term Details: Term Path, Term, Term Set, Group, Term Store, Term Usage Count Site Details: URL, Title, Content Type, Column Name, List URL
Version History (Only for SharePoint on-premises)	Displays information about all the versions available for each file/item in the list.	<b>On-Premises:</b> Item URL, Latest Version, Number of Versions, Created By, Created Date, Version ID, Modified By, Modified Date, Size (in MB), Changed Field, Changed Value
Web Application Summary (Only for SharePoint on- premises)	Displays web application information such as application pool name, content database, version etc.	Web Application, Version, Host Name, Port Number, Zone, Allow Anonymous, Authentication Mode, Authentication Provider, Use Secure Sockets Layer, Application Pool Name, Application Pool Status, Identity Type, User Name, Number of Content Databases, Content Databases
Web Pages	Displays information about all the web pages that are available in each site	Web URL, Web Title, Web Page Title, Web Page URL, State, Checked-out By, Author, Web Part Title, Is Web Part Closed, Created On, Last Modified, Page Size (in KB), Total Size (in KB)
Web Parts Utilization	Displays information about utilization (size, used web pages, etc.) of all the web parts in the site's web part gallery	Web URL, Web Title, Web Part Title, Web Part Name, Web Page Title, Web Page URL, Size (in KB)

# **Inventory Reports**

Vyapin SharePoint Management Suite provides the following built-in reports in the Inventory reports category:

Report Name	Description	Fields
List Inventory	Displays inventory information about the list.	List Title, List URL, Description, Created Date, Modified Date, List Template, Base type, Number of List Items, File Type, Number of Columns, Permission Type, Permission Level, Groups/Users, Display Name
List Item Inventory	Displays inventory information about the list item.	List Name, List Item URL, List Item ID, List Item Title, Author, Created Date, Editor, Modified Date, File Directory, File Type, Version, File Size (in MB), Permission Type, Permission Level, Groups/Users, Display Name
Site Collection Inventory	Displays inventory information about the site collection.	Site Title, Site URL, Created Date, Modified Date, UI Version, Description, Cumulative Size (in MB), Number of Sub-Webs, Number of Site Groups, Number of Lists, Number of Content Types, Group Name, Group Members
Site Inventory	Displays inventory information about the site.	Site Title, Site URL, Created Date, Modified Date,

Description, Number of
Columns, Number of Sub-
Webs, Number of Lists,
Number of Groups, Number
of Content Types,
Permission Type,
Permission Level,
Groups/Users, Display
Name

# Using Vyapin SharePoint Management Suite

How to generate a Report for SharePoint On-Premise?

How to generate a Report for SharePoint Online?

Filter data

Export report

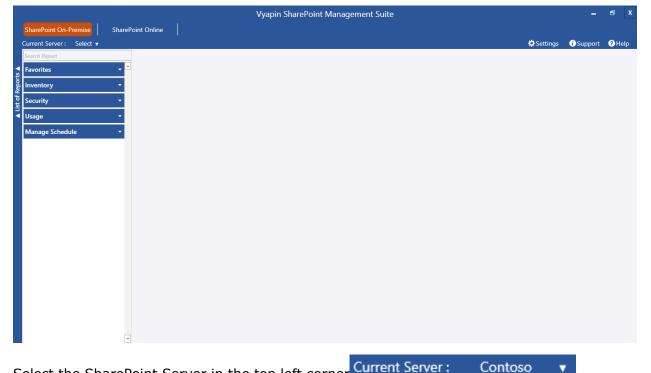
E-mail report

Publish report

#### How to generate a Report for SharePoint On-Premise?

You can generate any report available under different categories like Security, Usage, and Inventory.

Before you generate any report, configure the application settings in Settings dialog. After configuration, Vyapin SharePoint Management Suite Application will appear as shown below:



Select the SharePoint Server in the top left corner Current Server :

Select a report in the left side and the report settings page will appear as shown below:

Vyapin SharePoint Management Suite					-	₿ X
	SharePoint On-Premise ShareP	oint Online				
	Current Server : Contoso 🔻			🌣 Settings	<ol> <li>Support</li> </ol>	? Help
	Search Report					
ts ▲	Favorites 👻 🕇	List Activity	×			
Repor	Inventory 👻	Report Configu	ration			
st of	Security 🔹					
▲ List	Usage 🔺	Scope:	Connected list only     All lists in the connected site			
	Content Databases		All lists in the connected site and its sub sites			
	Content Type Utilization		<ul> <li>All sites in web application</li> </ul>			
	File Types	URL:				
	Inactive Users		e.g. http://contoso.com			
	Invited Users - Feature Status	Duration:	This Week Y			
	List Activity	List Type:	All Get List Types			
	List Columns					
	List Hits	Schedule Set	tings () OFF			
	List Hits - Monthly Usage	Task Name:				
	List Item Metadata	Description:				
	List Item Summary					
	List Summary	Run As:	Contoso\smith			
	List Views					
	List Visits	Schedule:	Set Password			
	List Workflow Settings		05/12/2018 TS DM			
	List Workflow Status		Proceed			
	Managed Metadata					

Select or enter a site or list URL in the connected site collection. You can also browse a site

or list URL by clicking button. Select a SharePoint List or Select a SharePoint Site

dialog will appear as shown below.

Select a SharePoint Lis	st	?	×
🔺 🛐 Orbit 🛛 🕫			^
🛄 appdata			
🖻 Bulk library			
🖻 Bulk Library2007			
🛄 bulk look up			
III Bulk Lookup			
Composed Looks			
Content and Structure R	eports		
🖻 Documents			
🖻 Form Templates			
List Template Gallery			
Master Page Gallery			
Project Policy Item List			
	OK	Canc	el

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

- All sites in web application Retrieves report information for all lists in the connected web application.
- All lists in the connected site and its sub-sites 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.
- **Connected list only** Retrieves report information for the connected list only.

			Vyapin SharePoint Management Suite			∎ x
	SharePoint On-Premise ShareP	oint Online				
	Current Server : Contoso 🔻			Settings	<ol> <li>Support</li> </ol>	? Help
	Search Report					
ts 🔺	Favorites 👻 🗕	List Activity	×			
epor	Inventory -					
	Security -		Connected list only     All lists in the connected site			
▲ Lis	Usage 🔺		<ul> <li>All lists in the connected site</li> <li>All lists in the connected site and its sub sites</li> </ul>			
	Content Databases		<ul> <li>All sites in web application</li> </ul>			
	Content Type Utilization	URL:				
	File Types		e.g. http://contoso.com			
	Inactive Users	Duration:	This Week			
	Invited Users - Feature	List Type:	Last Week Get List Types			
	Status		Last N Weeks			
	List Activity	Schedule Settings	Last N Days This Month			
	List Columns List Hits	Task Name:	Last Month			
	List Hits - Monthly Usage	Description:	Last N Months Custom Date			
	List Item Metadata	C C C C C C C C C C C C C C C C C C C				
	List Item Summary	Run As:	VSSPRO\kathiravan			
	List Summary	Schedule:				
	List Views	Schedule:	Set Password			
	List Visits		05/12/2018 15 05:53 PM			
	List Workflow Settings					
	List Workflow Status		Proceed			
	Managed Metadata					

**Click** on the Duration drop-down to see the available date range options (applicable for certain reports only) as shown below:

	Vyapin SharePoint Management Suite			-	⊜ X
SharePoint On-Premise SharePoint On	ine				
Current Server : Contoso 🔻			Settings	<ol> <li>Support</li> </ol>	? Help
Search Report					
Favorites - List A	tivity	×			
Security •	cope: Connected list only	*			
Usage     Content Databases     Content Type Utilization	All sites in web application				
File Types Inactive Users	uration: This Week				
Invited Users - Feature Status	st Type: Last Week Get List Types				
	redule Settings (Last N Days				
List Columns List Hits	sk Name: Last Month Last N Months				
List Hits - Monthly Usage	escription: Custom Date				
List Item Metadata					
List Item Summary	un As: VSSPRO\kathiravan				
List Summary	shedule: v Set Password				
List Views	05/12/2018 15 05:53 PM 🔹				
List Visits					
List Workflow Settings					
List Workflow Status	Proce	ed			
Managed Metadata					

You can select the required date range to which you want to generate reports.

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

#### Get List Types

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

#### Schedule a Report:

Vyapin SharePoint Management Suite has a scheduled report generation option which allows the user to schedule multiple reports to be run at same time. This feature facilitates the user to export, publish and email the generated reports at periodic intervals.

To schedule a report, enable the Schedule Settings option as shown below:

			Vyapin SharePoint Management Suite		-	₿ X
	SharePoint On-Premise ShareP	oint Online				
	Current Server : Contoso 🔻			Settings	<ol> <li>Support</li> </ol>	? Help
	Search Report					
s 🌢	Favorites 👻 🕇	List Activity	X			
eport	Inventory -					
List of Re	Security 👻	Scope:	Connected list only     All lists in the connected site			
List	Usage 🔺		All lists in the connected site     All lists in the connected site and its sub sites			
	Content Databases		All sites in web application			
	Content Databases	URL:				
	File Types		e.g. http://contoso.com			
	Inactive Users	Duration:	This Week v			
	Invited Users - Feature Status	List Type:	All Get List Types			
	List Activity	▲ Schedule Set	tings 👔 📃 ON			
	List Columns	Task Name:				
	List Hits					
	List Hits - Monthly Usage	Description:				
	List Item Metadata					
	List Item Summary	Run As:	(contoso\smith			
	List Summary List Views	Schedule:	Set Password			
	List Visits		05/12/2018 IS 05:59 PM 🗧			
	List Workflow Settings					
	List Workflow Status		Schedule			
	Managed Metadata					

You can schedule a report by using any of the schedule types and set the password to

save the schedule settings. Click

Schedule button to save the task.

## **Report Delivery Options:**

The Report Delivery Options section allows you to export, email and publish the report, apart from viewing it.

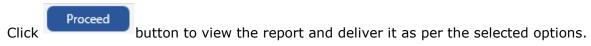
Expand the "Delivery Settings" option to specify the settings. This will appear as shown below:

			Vyapin SharePoint Management Suite			-	⊜ x
	SharePoint On-Premise ShareP	oint Online					
	Current Server : Contoso 🔻				🌣 Settings	<ol> <li>Support</li> </ol>	? Help
	Search Report			-			
ts 🔺	Favorites 👻 🗧	List Activity	(	×			
List of Reports A	Inventory 👻	Report Configuration		-			
st of	Security 👻						
	Usage 🔺		Connected list only     All lists in the connected site				
	Content Databases		<ul> <li>All lists in the connected site and its sub sites</li> </ul>				
	Content Type Utilization		<ul> <li>All sites in web application</li> </ul>				
	File Types	URL:	Contraction (1997)				
	Inactive Users		e.g. http://contoso.com				
	Invited Users - Feature Status	Duration:	This Week 👻				
	List Activity	List Type:	All Get List Types				
	List Columns						
	List Hits	Schedule Settings	ON ON				
	List Hits - Monthly Usage	Delivery Settings					
	List Item Metadata		-				
	List Item Summary	Export Settings	ON	11			
	List Summary	Export Location	C:\Users\Public\Documents\Vyapin SharePoint Ma	11			
	List Views	File Name:	<pre>(<reportname>-<timestamp> ).xlsx</timestamp></reportname></pre>	11			
	List Visits	Email Settings OFF		11			
	List Workflow Settings	cinal settings OFF	_				
	List Workflow Status		Schedule				
	Managed Metadata 🚽						

For export, enter the export location and file name using which the report has to be exported.

For email, enter To address and body of the message as Description.

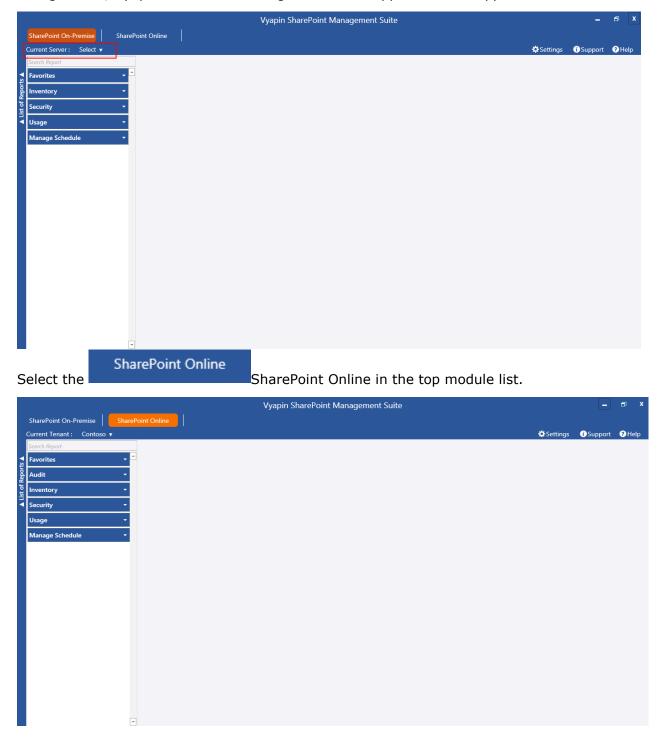
For publish, enter SharePoint library URL as publish location, file name and duplicate options.



### How to generate a Report for SharePoint Online?

You can generate any report available under different categories like Audit and Compliance and Usage.

Before you generate any report, configure the application settings as in Settings section. After configuration, Vyapin SharePoint Management Suite Application will appear as shown below:



Select the tenant in the top left corner

Current Tenant : Contoso v

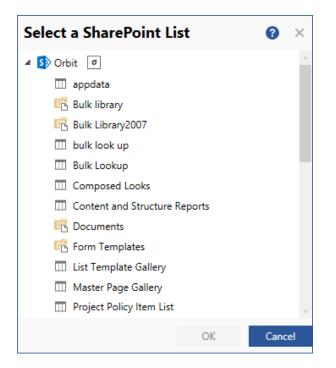
Select a report in the left side pane and the report settings page will appear as shown below:

			Vyapin SharePoint Management Suite			∎ X
	SharePoint On-Premise SharePoint	oint Online				
	Current Tenant : Contoso 🔻			Settings	<ol> <li>Support</li> </ol>	? Help
	Search Report					
ts 🔺	Favorites 🔹 🗧	Audit Checked-In Iter	ns X			
Repor	Audit	Report Configuration	n 📫			
st of	Audit Checked-In Items 🛛 📩 🚥					
	Audit Checked-Out Items	Scope:	O Connected list only			
	Audit Copied Items		All lists in the connected site     All lists in the connected site and its sub sites			
	Audit Custom Events		All sites in the connected site and its sub-sites     All sites in tenant			
	Audit Deleted Lists	URL:				
	Audit Deleted Sites		e.g. http://contoso.com			
	Audit Group Member Changes	Duration:	This Week			
	Audit Item Actions	List Type:	All Y Get List Types			
	Audit Page Visits					
	Audit Permission Changes	Schedule Settings	OFF OFF			
	Audit Permission Level Changes	Task Name:				
	Audit Renamed Items	Description:				
	Audit Restored Items					
	Checked Out Documents (Library Only)	Run As:	contoso\smith			
	Newly Added Items	Schedule:	<ul> <li>Set Password</li> </ul>			
	Site Collection Features		12/5/2018 ISI 05-55 PM			
	Site Features		Proceed			
	User Visits					

Select or enter a site or list URL in the connected site collection. You can also browse a site

button. Select a SharePoint List or Select a SharePoint Site dialog or list URL by clicking

will appear as shown below.



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

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

			-	₿ X		
	SharePoint On-Premise SharePoint	int Online				
	Current Tenant : Contoso 🔻			🔅 Settings	<ol> <li>Support</li> </ol>	Help
	Search Report					
ts 🔺	Favorites 👻 🗕	Audit Checked-In Items	×			
List of Reports	Audit 🔶	Report Configuration	-			
it of	Audit Checked-In Items 🛛 📩 🚥					
▲ Lis	Audit Checked-Out Items	Scope: Oconnected list only				
	Audit Copied Items	All lists in the connected site     All lists in the connected site and its sub sites				
	Audit Custom Events	<ul> <li>All sites in the connected site and its sub sites</li> <li>All sites in tenant</li> </ul>				
	Audit Deleted Lists	URL:				
	Audit Deleted Sites	e.g. http://contoso.com				
	Audit Group Member Changes	Duration: This Week				
	Audit Item Actions	List Type: All Get List Types				
	Audit Page Visits					
	Audit Permission Changes	✓ Schedule Settings () OFF				
	Audit Permission Level Changes	Task Name:				
	Audit Renamed Items	Description:				
	Audit Restored Items					
	Checked Out Documents (Library Only)	Run As:				
	Newly Added Items	Schedule: Set Password				
	Site Collection Features	12/5/2018 ISS PM	+			
	Site Features		Proceed			
	User Visits					

Click on the Duration drop-down to see the available date range options (applicable for certain reports only) as shown below:

			Vyapin SharePoint Management Suite			
	SharePoint On-Premise ShareP	oint Online				
	Current Tenant : Contoso 🔻			🔅 Settings	<ol> <li>Support</li> </ol>	? Help
	Search Report					
ts 🔺	Favorites 👻 🗕	Audit Checked-In Item	× ×			
List of Reports A	Audit 🔶	Report Configuration	A			
tof	Audit Checked-In Items 🛛 📩 🚥					
Lis	Audit Checked-Out Items		Connected list only			
	Audit Copied Items		All lists in the connected site			
	Audit Custom Events		All lists in the connected site and its sub sites     All sites in tenant			
	Audit Deleted Lists	URL:	https://contoso.sharepoint.com/			
	Audit Deleted Sites		e.g. http://contoso.com			
	Audit Group Member Changes	Duration:	This Week			
	Audit Item Actions	List Type:	This Week Get List Types			
	Audit Page Visits	List Type:	Last Week Last N Weeks			
	Audit Permission Changes	▲ Schedule Settings	Last N Days			
	5	Schedule Settings	This Month			
	Audit Permission Level Changes	Task Name:	Last Month Last N Months			
	Audit Renamed Items	Description:	Last N Months Custom Date			
	Audit Restored Items					
	Checked Out Documents (Library Only)	Run As:	contoso\smith			
	Newly Added Items	Schedule:	Set Password			
	Site Collection Features		12/5/2018 TS 05:55 PM			
	Site Features		Proceed			
	User Visits					

You can select the required date range to which you want to generate reports.

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

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

Vyapin SharePoint Management Suite								
SharePoint On-Premise SharePo	oint Online							
Current Tenant : Contoso 🔻			Settings	<ol> <li>Support</li> </ol>	? Help			
Search Report								
ح Favorites →	Audit Checked-In Item	s ×						
Favorites • • • • • • • • • • • • • • • • • • •	Report Configuration	<b>⊢</b>						
🧕 Audit Checked-In Items 🛛 📩 🚥								
Audit Checked-Out Items	Scope:	Connected list only						
Audit Copied Items		All lists in the connected site						
Audit Custom Events		<ul> <li>All lists in the connected site and its sub sites</li> <li>All sites in tenant</li> </ul>						
Audit Deleted Lists	URL:	https://contoso.sharepoint.com/						
Audit Deleted Sites		e.g. http://contoso.com						
Audit Group Member Changes	Duration:	This Week Y						
Audit Item Actions	List Type:	This Week Get List Types						
Audit Page Visits	List Type.	Last N Weeks						
Audit Permission Changes	Schedule Settings	Lock Days						
Audit Permission Level	Schedule Settings	This Month						
Changes	Task Name:	Last Month Last N Months						
Audit Renamed Items	Description:	Custom Date						
Audit Restored Items								
Checked Out Documents (Library Only)	Run As:	contoso\smith						
Newly Added Items	Schedule:	Set Password						
Site Collection Features		12/5/2018 ISI INSIS PM						
Site Features		Proceed						
User Visits								

#### Schedule a Report:

Vyapin SharePoint Management Suite has a scheduled report generation option which allows the user to schedule multiple reports to be run at same time. This feature facilitates the user to export, publish and email the generated reports at periodic intervals.

To schedule a report, enable the Schedule Settings option as shown below:

			Vyapin SharePoint Management Suite		-	₿ X
	SharePoint On-Premise SharePoint	oint Online				
	Current Tenant : Contoso 🔻			🌣 Settings	<ol> <li>Support</li> </ol>	? Help
	Search Report					
ts ▲	Favorites 👻 🕇	Audit Checked-In Iten	is X			
List of Reports	Audit 🔺	Report Configuration	-			
tof	Audit Checked-In Items 🛛 📈 🚥					
▲ Lis	Audit Checked-Out Items	Scope:	O Connected list only			
	Audit Copied Items		All lists in the connected site     All lists in the connected site and its sub sites			
	Audit Custom Events		All lists in the connected site and its sub sites     All sites in tenant			
	Audit Deleted Lists	URL:	https://contoso.sharepoint.com/			
	Audit Deleted Sites	onei	e.g. http://contoso.com			
	Audit Group Member Changes	Duration:	This Week			
	Audit Item Actions	List Type:	All Y Get List Types			
	Audit Page Visits					
	Audit Permission Changes	Schedule Settings	0 ON			
	Audit Permission Level Changes	Task Name:				
	Audit Renamed Items	Description:				
	Audit Restored Items					
	Checked Out Documents (Library Only)	Run As:	(contoso\smith			
	Newly Added Items	Schedule:	Set Password			
	Site Collection Features		12/5/2018 IS 06-14 PM			
	Site Features		Schedule			
	User Visits					

You can schedule a report by using any of the schedule types and set the password to save

Schedule

the schedule settings. Click

button to save the task.

#### **Report Delivery Options:**

The Report Delivery Options section allows you to export, email and publish the report, apart from viewing it.

Expand the "Delivery Settings" option to specify the settings. This will appear as shown below:

Vyapin SharePoint Management Suite							r⊟ X
	Current Tenant : Contoso 🔻				🌣 Settings	<ol> <li>Support</li> </ol>	? Help
	Search Report			_			
ts 🔺	Favorites 👻 🗕	Audit Checked-In Items		×			
List of Reports A	Audit 🔺	Duration:		*			
it of I	Audit Checked-In Items 🛛 📩 🚥	List Type:	All Get List Types				
▲ Lis	Audit Checked-Out Items						
	Audit Copied Items	Schedule Settings (	ON				
	Audit Custom Events						
	Audit Deleted Lists	Delivery Settings					
	Audit Deleted Sites	Export Settings					
	Audit Group Member Changes	Export Location:	C:\Users\Public\Documents\Vyapin SharePoint Ma				
	Audit Item Actions	File Name:	<reportname>-<timestamp> .xlsx</timestamp></reportname>				
	Audit Page Visits	Freed Cattions Loss					
	Audit Permission Changes	Email Settings OFF					
	Audit Permission Level	To:	Check Names				
	Changes	Body:					
	Audit Renamed Items						
	Audit Restored Items						
	Checked Out Documents (Library Only)	Publish Settings OFF					
	Newly Added Items	Publish Location					
	Site Collection Features	File Name:	<pre></pre>				
	Site Features		Schedul				
	User Visits						

For export, enter the export location and file name using which the report has to be exported.

For email, enter To address and body of the message as Description.

For publish, enter SharePoint library URL as publish location, file name and duplicate options.

Click Proceed button to view the report and deliver it as per the selected options.

# **Filter Data**

Click  $\Upsilon$  button in the top of the report data to specify the conditions for filtering the report data.

Data Filter			<b>?</b> ×
<ul> <li>Show all items</li> <li>Filter condition</li> </ul>			
Show the items when column			
Web URL	is equal to	· (	
And OR			
When column			
Web URL	is equal to	·	
			Show more Columns
		Clear Filter	OK Cancel

Select a column from the drop-down and enter a value for filtering the report data. Click ok button to view the filtered report.

You can apply filter for more than one column by using "And" and "Or" operators.

Click  $\checkmark$  to know the details about the previously applied filter values (or) to clear the filter values.

# **Export Report**

You can export the generated report in Excel format. For export, click I button in the top pane in the report window. Export Options dialog will appear as shown below:

Export to Microsoft Excel	
Export Location:	
File Name:	<pre><reportname>-<timestamp></timestamp></reportname></pre> .xlsx
	Export Close

#### Steps:

- 1. Select or enter a valid export location, where the report should be stored.
- 2. Click **Export** button to save the report in the specified path.

You can email the generated report in Excel format. For email, click  $\stackrel{\checkmark}{=}$  button in the top pane in the report window. Email options dialog will appear as shown below:

For e-mailing reports, Vyapin SharePoint Management Suite requires the SMTP Server name, From E-mail Address, To E-mail Addresses (recipients separated by semicolon).

Specify SMTP Server, From Address in the <u>E-mail Settings</u> page. Enter From Address, To address, Subject, Body of the email.

Email Rej	oort		<b>?</b> ×
	From: To:	smith@contoso.com john@contoso.com	Check Names
Send	Subject:	Farm Features Compress the attachment	
			<b>T</b>

You can use Check Names feature to validate the recipients' name. To check the name, click Check Names button. If name matches with trusted domain users in the Active directory, name entered in From address text box will be replaced by corresponding Active Directory user.

Vyapin SharePoint Management Suite provides Check Names feature to check the existence of corresponding mail-enabled recipient object in Active Directory. To check name, click

Check Names button. If the entered name matches with a mail object in the Active Directory / its trusted domain, name entered in From and To addresses will be replaced by the corresponding Active Directory recipient object.

$$\searrow$$

Click

Send button to send the report by email to the selected recipients.

#### **Publish Report**

You can publish the generated report in Excel format. For publish, **click** button in the top pane in the report window. Publish options dialog will appear as shown below:

Publish Report	to SharePoint Library	<b>8</b> ×
Library Location:		
File Name:	<pre><reportname>-<timestamp></timestamp></reportname></pre>	.xlsx
	Publish	Close

- 1. **Select** a SharePoint library or folder location, where the report should be published.
- 2. **Enter** <u>a valid file</u> name using which the report has to be published.
- 3. **Click** Publish button to publish the report to a SharePoint library or folder.

# Reference

- How to uninstall Vyapin SharePoint Management Suite?
  Technical Support

#### How to uninstall Vyapin SharePoint Management Suite?

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

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

Use this wizard to clean up the files that are created by Vyapin SharePoint Management Suite application selectively and uninstall Vyapin SharePoint Management Suite completely from the machine.

1. Launch the uninstall wizard by clicking Start -> Programs -> Vyapin SharePoint Management Suite -> Vyapin SharePoint Management Suite Uninstall Wizard.

The **Vyapin SharePoint Management Suite** Uninstall Wizard dialog will appear as shown below:

Vyapin SharePoint Management Suite Uninstall Wizard	×
Welcome to Vyapin SharePoint Management Suite Uninstall Wizard This wizard helps you to cleanup and uninstall the product completely	
This wizard will guide you to uninstall the application and cleanup the files that are created by <b>Vyapin SharePoint Management Suite</b> Using this wizard you can: * Uninstall Vyapin SharePoint Management Suite application * Cleanup tasks and task history * Cleanup scheduled tasks that are associated with tasks * Cleanup log files	
Back Next Finish	Cancel

Click **Next** to proceed.

2. Select required cleanup options as shown below:

Vyapin SharePoint Management Suite Uninstall Wizard	x		
Step 1 of 2: Cleanup Options			
This wizard helps you to cleanup and uninstall the product completely			
<ul> <li>Uninstall Vyapin SharePoint Management Suite application Remove all application files and uninstall Vyapin SharePoint Management Suite application from the machine.</li> <li>Cleanup Vyapin SharePoint Management Suite application files</li> </ul>			
Remove all stored user profiles, task and their history and schedule task maintained by Vyapin SharePoint Manag Cleanup application database Remove all report data and delete the database.	gem		
Back Next Finish Cancel			

Click **Next** to proceed.

3. Confirm the cleanup and/or uninstall process.

Vyapin SharePoint Management Suite Uninstall Wizard
Step 2 of 2: Cleanup Process
This wizard helps you to cleanup and uninstall the product completely
Click 'Finish' button to proceed with the cleanup process or click 'Cancel' button to terminate the uninstall wizard.
Back Next Finish Cancel

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

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

## **Technical Support**

Please send all Technical Support questions to support@vyapin.com.

Please send us the following additional information if you are reporting a problem:

- 1. Version of Vyapin SharePoint Management Suite that you are evaluating or you have registered with us. ("Activate Product" dialog in "Support" Menu.)
- 2. Additional services or resource consuming processes/applications (like anti-virus) running in the background on Vyapin SharePoint Management Suite installed computer.
- 3. Hardware configuration of the computer where Vyapin SharePoint Management Suite is installed.
- "Vyapin SharePoint Management SuiteErrorLog\_<date&time-stamp>.txt" available in the common application data path of Vyapin SharePoint Management Suite (e.g., <Application Data Folder>\Vyapin SharePoint Management Suite\Log\Vyapin SharePoint Management SuiteErrorLog\_ <date&time-stamp>.txt).
- Vyapin SharePoint Management Suite jobs Timestamp folder stored in the application data path.
   For example: <Application Data Folder>\Vyapin SharePoint Management Suite \TaskHistory\<taskname>\<timestamp>.

#### Note:

<Application Data Folder> is the location where Vyapin SharePoint Management Suite jobs and job history is stored in the computer running Vyapin SharePoint Management Suite application. The <Application Data Folder> can be found from Support -> Activate Product screen. The default path of <Application Data Folder> is as follows:

Windows 10 / Windows 8 / Windows 7 / Windows Server 2012 / Windows Server 2008 - C:\Users\Public\Documents