Metalogix® ControlPoint 8.8

for Office 365 User Guide

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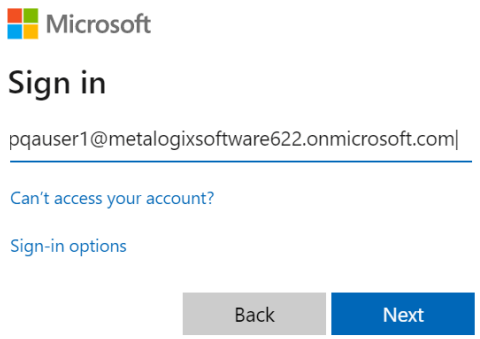
Getting Started with ControlPoint

Metalogix ControlPoint for Office 365 (ControlPoint Online) is a Web-based tool that runs as a SharePoint application and facilitates the management of multiple SharePoint objects (site collections, sites, lists, libraries, and items) and users within a SharePoint farm. In addition to enabling you to navigate throughout a SharePoint Online tenant using a single interface, ControlPoint offers a number of powerful search and data analysis tools as well as value-added features not currently available in SharePoint.

Launching ControlPoint Online

To use ControlPoint Online, you must be a Site Collection Administrator for the site collection that hosts the ControlPoint Online Configuration Site. Upon launching ControlPoint, you will first be prompted to authenticate with Microsoft Online using your O365 account credentials.



IMPORTANT: If you are using Internet Explorer or Edge and the Sign in dialog continually prompts for your account without proceeding to the Password prompt, refer to the topic "I am Continually Prompted to Log Into ControlPoint but the Login Never Completes" in the Troubleshooting section of the *ControlPoint for Office 365 Administrator Guide* for information on how to resolve the issue.

If that authentication is successful, a token will be returned to ControlPoint Online, which will then determine if the account is a valid ControlPoint Online user.

Use one of the following options to launch the ControlPoint Online application.

From your workstation browser:

Enter **https://*<machine_name>*:*<port_number>*** or ***<host_header_name>*/_layouts/axceler/xcmain.aspx**.

(The server machine name is the name of the machine on which the ControlPoint client application is installed. 2828 is the default port number for the MetalogixOnline application pool.)

From the machine on which ControlPoint Online has been installed:

1 Log into the server using the account that was designated as the ControlPoint Service Account at the time the ControlPoint Online application was installed.

2 From the Windows Start menu, choose **Programs > Metalogix > ControlPoint_Online> Launch ControlPoint Online Application**.

The ControlPoint Home Page

Whenever you log into ControlPoint or refresh your browser, the right pane displays the SharePoint Summary dashboard.

The SharePoint Summary dashboard contains:

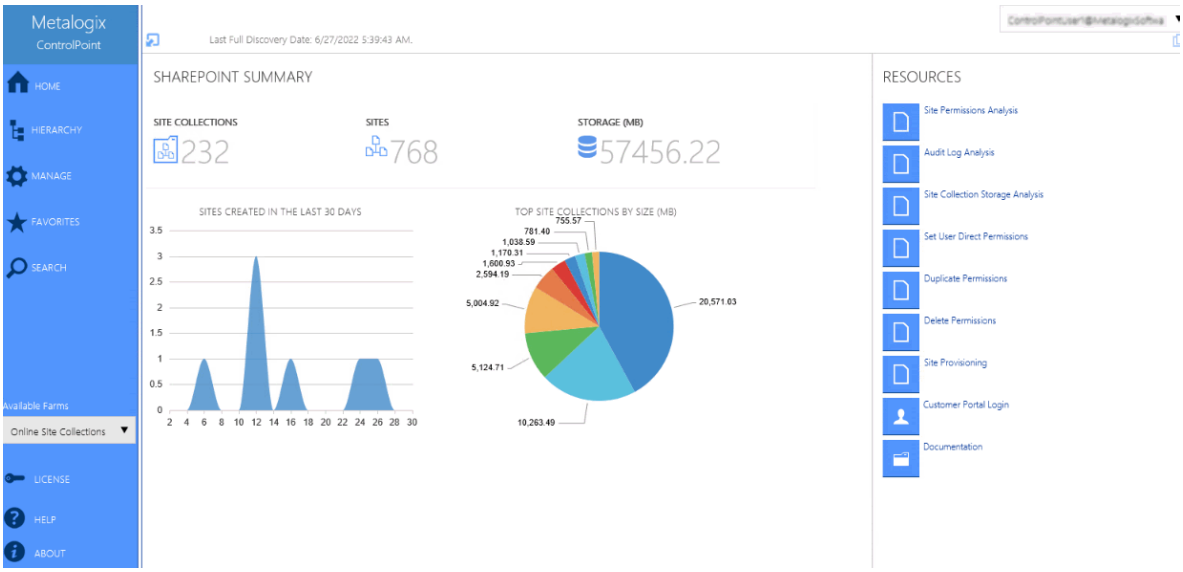
- statistical information about your SharePoint farm

  NOTE: For performance purposes, statistics are populated with data collected by the ControlPoint Discovery Service and is current as of the last Discovery Service run. Discovery must have been performed at least once for data to be populated.

- quick links to some of ControlPoint's most powerful functionality

  NOTE: If a ControlPoint operation is launched from the dashboard, you must select the object(s) on which to perform the operation using the Change Selection option.

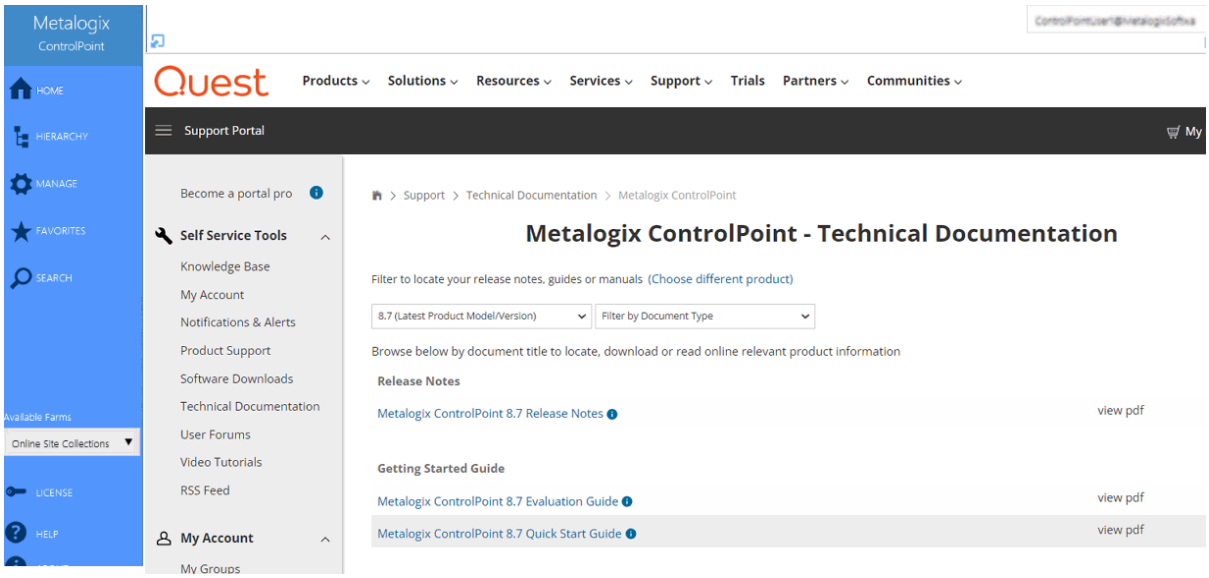
- links to Quest Support as well as ControlPoint user documentation on the Quest website.



As well as being the default home page, you can invoke the SharePoint Summary dashboard from the SharePoint Hierarchy tenant node, by choosing **Farm Summary Dashboard**.

ControlPoint Application Administrators can:

- customize the page that displays via the ControlPoint Configuration Setting Initial Screen (INITSCREEN). For Standard installations, the ControlPoint Configuration Setting No Dashboard (NODASHBOARD) must also be changed.



AND/OR

- display a custom banner across the top of the workspace pane.

See the *ControlPoint for Office 365 Administration Guide* for details.

You can return to the home page from anywhere in the application by clicking **Home** in the left navigation pane.

The ControlPoint Configuration Site

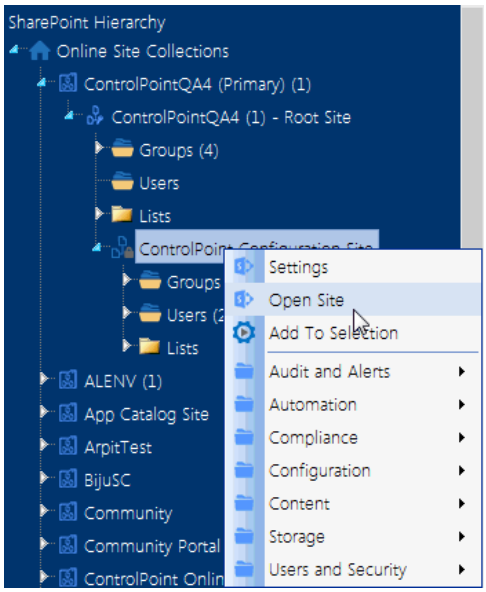
The ControlPoint Configuration site is a SharePoint site that is integral to your ControlPoint Online installation.

This site is used primarily for managing ControlPoint users and permissions and configuring menus that display in the ControlPoint left navigation pane.

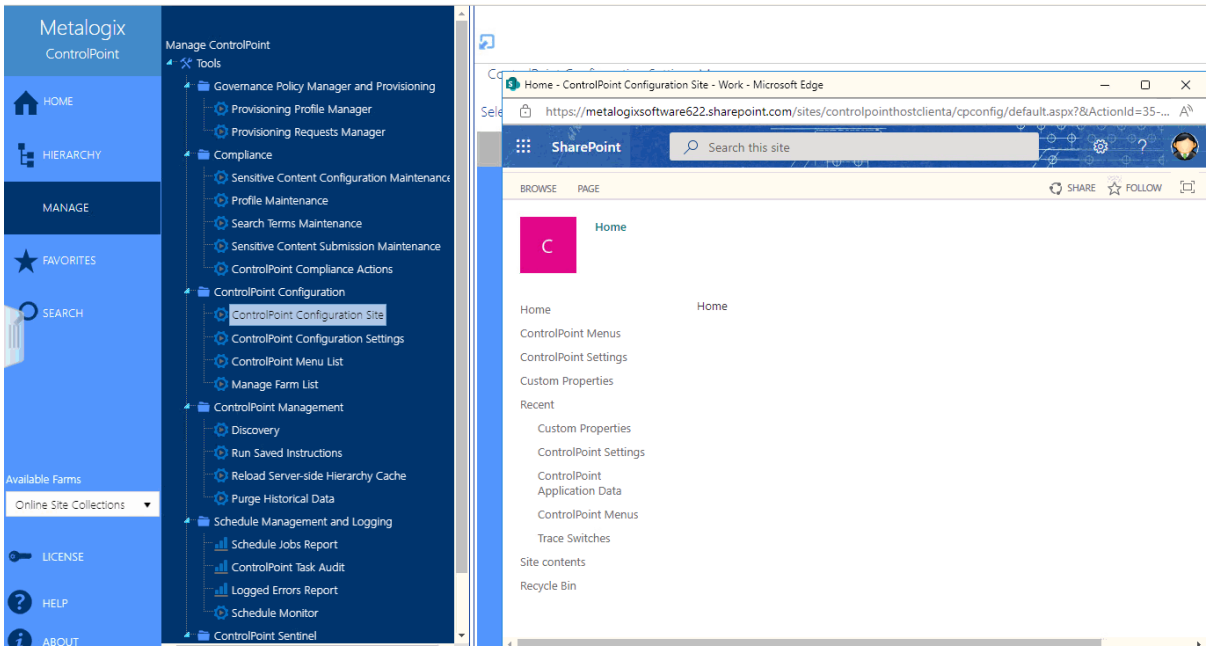
You can access the site's administration pages and ControlPoint value-added features from the SharePoint Hierarchy panel.

If you have sufficient permissions (regardless of whether you are the site collection administrator), you can access the site's home page:

- from the SharePoint Hierarchy panel, by right clicking the ControlPoint Configuration Site - Root Site and choosing **Open Site**.



- from the Manage ControlPoint panel by choosing **ControlPoint Configuration > ControlPoint Configuration Site**.



The ControlPoint Interface

The ControlPoint interface employs a two-pane design. From the left (navigation) pane, you can select the SharePoint object(s) on which you want to operate and initiate the operation. The right (workspace) pane is where the feature you choose is displayed

Icons

ControlPoint uses the following icons to identify items that display in the left navigation pane.

Icon	Description
	The SharePoint virtual **Farm**
	A ControlPoint **Search** feature See Also Searching for SharePoint Sites.
	A grouping of **SharePoint items** (such as lists, groups, or users)
	A SharePoint **Site collection** NOTE: Icons for which you are not a site collections administrator will appear grayed out.
	A Site collection's **root site**
	A SharePoint **Site** or **Subsite** whose permissions are **inherited** from its parent
	A SharePoint **Site** or **Subsite** whose permissions are **unique** (or not inherited)
	The node under which **OneDrive (Personal) Site Collections** are displayed.
	A **OneDrive (Personal) Site Collection** To optimize SharePoint Hierarchy load time, OneDrive site collections are excluded by default. To use ControlPoint to manage these site collections, ControlPoint Site Collection Administrators must explicitly choose to include them. (Keep in mind that doing so may significantly increase SharePoint Hierarchy load time, especially if there are a large number of OneDrive site collections in your environment.) Contact Quest Support for details.
	A SharePoint **List** NOTE: Variations of this icon are used to represent different types of lists (Document Libraries, Calendars, Announcements, and so on).
	SharePoint **Users**
	SharePoint **Groups**

Icon	Description
	A **ControlPoint** value-added **action**
	A **SharePoint page**
	A ControlPoint value-added (**Visual Analytics) analysis**.

ControlPoint Left Navigation Panels

The standard ControlPoint left navigation frame consists of the following tabs:

- **Hierarchy**
- **Manage**
- **Search Hierarchy**

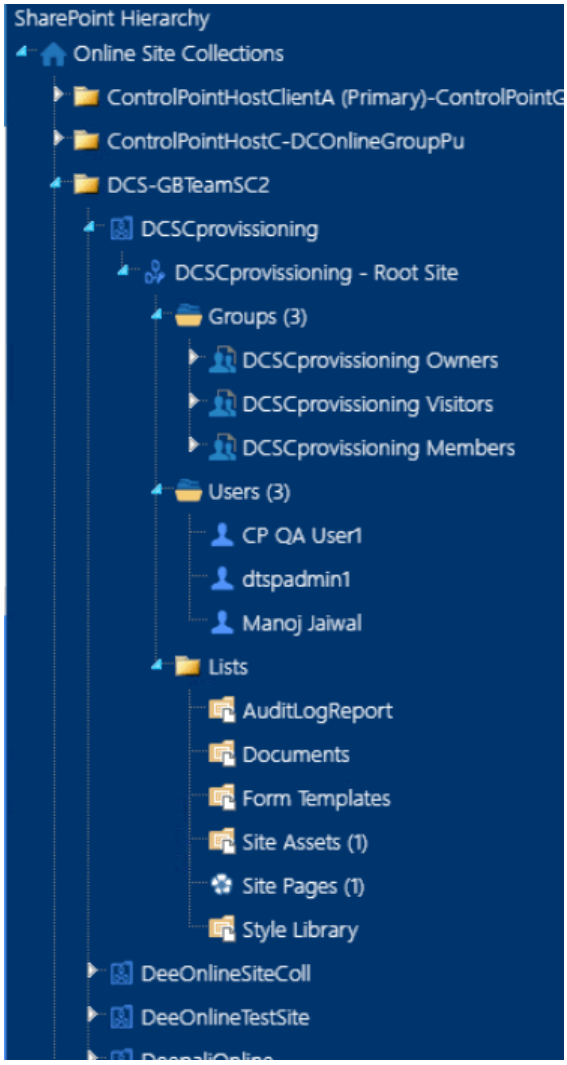
SharePoint Hierarchy

When Hierarchy is selected in the left navigation frame, you can access the core functionality for managing your SharePoint environment. The navigation tree is designed so that you can visualize the hierarchy of the farm, including:

- the site collections, sites, and subsites managed by ControlPoint Online
- within each site, its associated lists, groups, and individual users.

NOTE: Only site collections for which you are a Site Collection Administrator are visible.

From most levels of the hierarchy you can invoke a right-click menu and access SharePoint pages and ControlPoint value-added features.



Special Considerations for Multi-Farm Environments

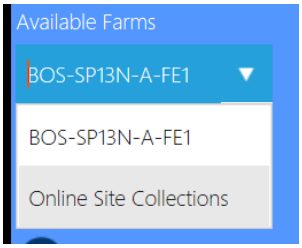
If all farms in a multi-farm environment have the same edition of ControlPoint (Standard, Non-Standard, or Online) installed, any one of the farms can be the home farm, and all farms will display in the SharePoint Hierarchy, which enables you to perform operations on multiple farms.

However, for multi-farm environments that have different editions of ControlPoint installed, some limitations apply if you want to be able to display multiple farms in the SharePoint Hierarchy and perform multi-farm operations.

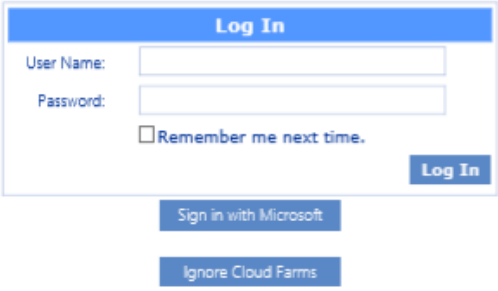
If the multi-farm installation ...	Then for multiple farms to display in the SharePoint Hierarchy ...
includes ControlPoint Standard along with Non-Standard and/or ControlPoint Online	a Standard farm must be the home farm.

If the multi-farm installation ...	Then for multiple farms to display in the SharePoint Hierarchy ...
consists of only Non-Standard and ControlPoint Online	a Non-Standard farm must be the home farm.

NOTE: Regardless of whether or not all farms display in the SharePoint Hierarchy, you will always be able to change the active farm by selecting from the Available Farms drop-down.



Additionally, if you log into a multi-farm environment that includes both ControlPoint on premises and ControlPoint Online, you will be prompted to log into ControlPoint Online using your Microsoft Office 365 credentials.

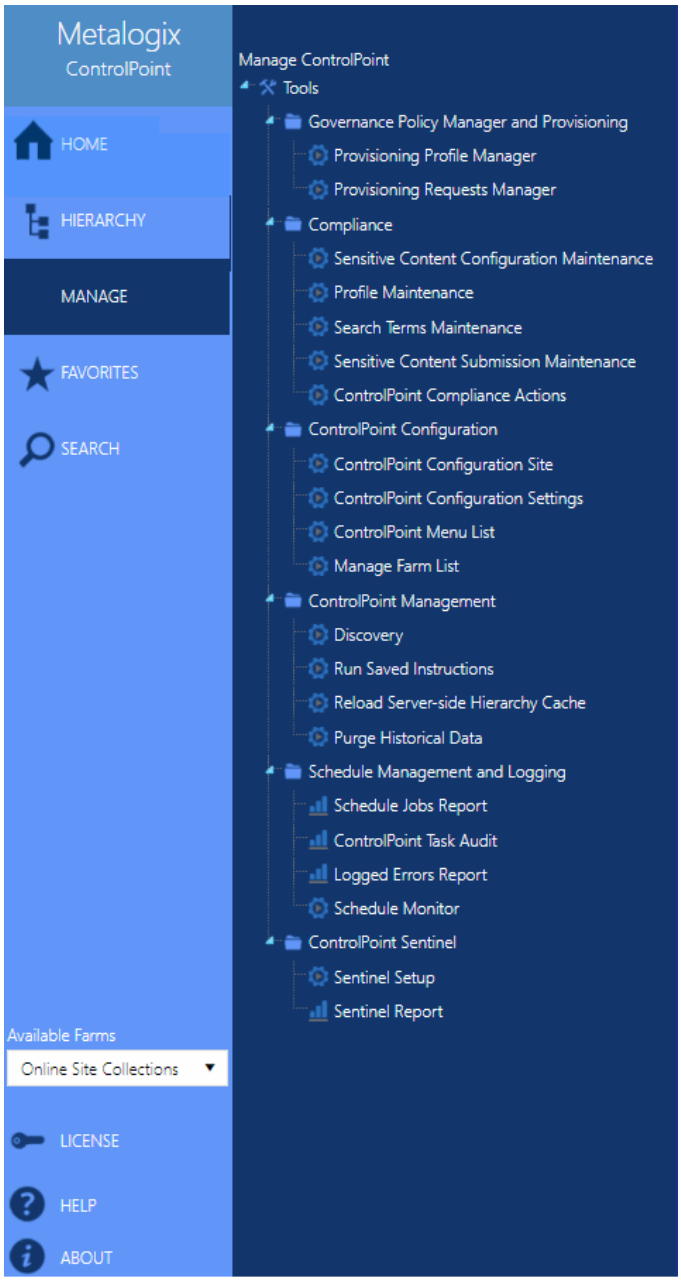


If you want to load on-premises farms only, you can dismiss the dialog by clicking **[Ignore Cloud Farms]**.

Manage ControlPoint

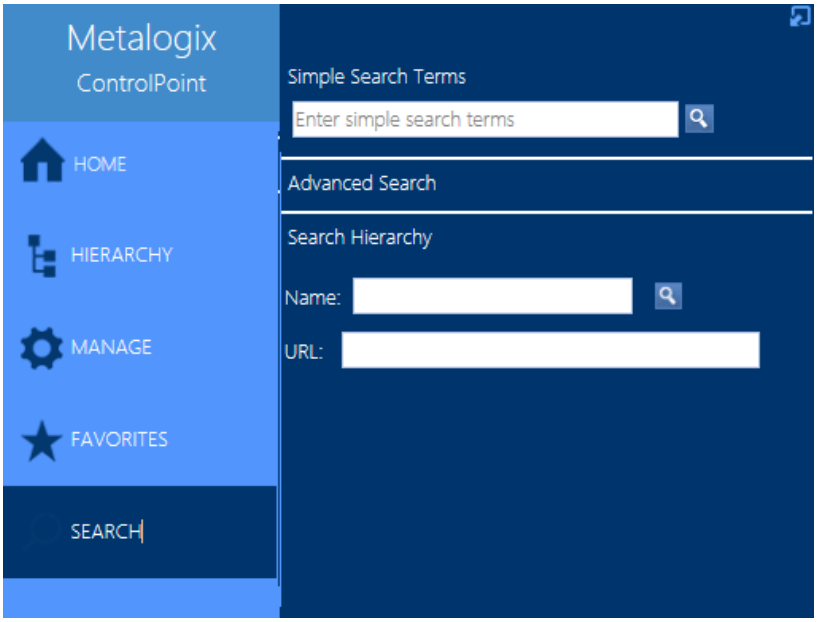
When the Manage tab is selected from in the left navigation frame you can access:

- tools for running and reporting on ControlPoint operations, and
- depending on your permissions, tools for Managing ControlPoint Configuration and Permissions.



Search

When Search is selected in the left navigation pane, you can easily locate site collections, sites, and subsites within your SharePoint Farm.



You can access this menu directly or from any of the Search Hierarchy links within the SharePoint Hierarchy panel. For more detail, see Searching for SharePoint Sites.

The ControlPoint Application Header

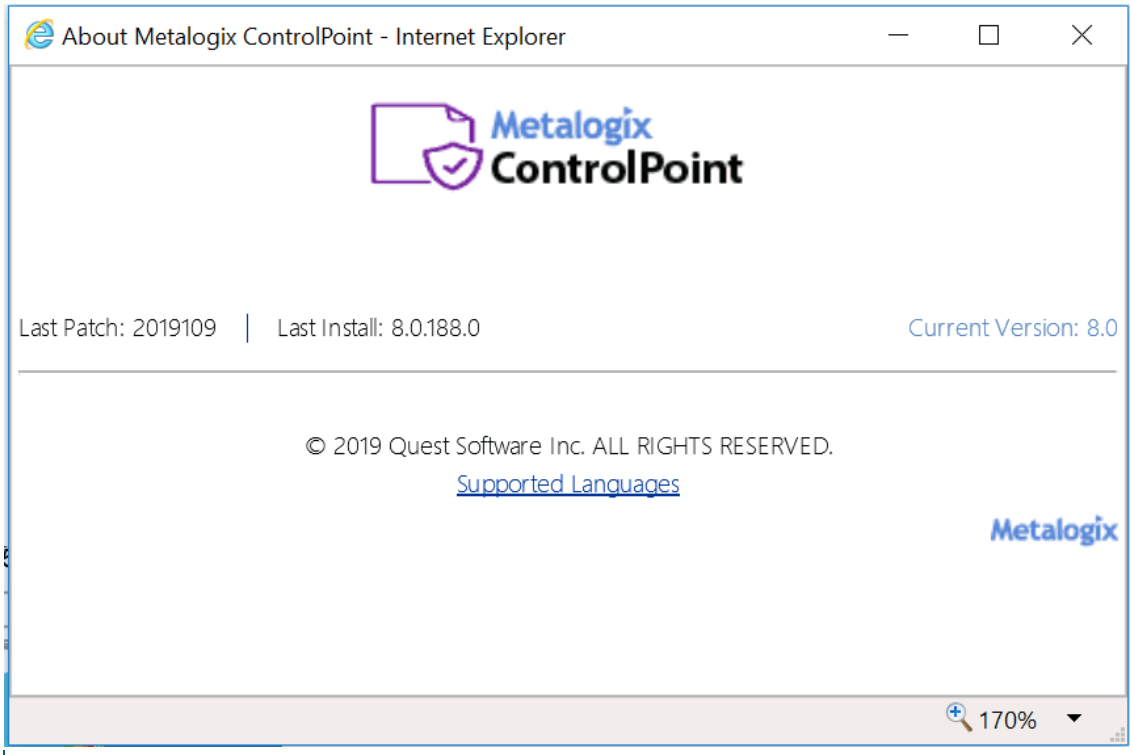
The bottom of the left navigation frame contains:

- The **Available Farms** drop-down that identifies the farm currently being managed and, in a multi-farm installation, lets you select a different farm to administer.

  Note that only farms that share the same ControlPoint Service database will be available from the drop-down.

  > NOTE: Initially, the list includes the names of all farms that have been configured to share the same ControlPoint Service database. However, after the first server interaction (for example, when a ControlPoint action or analysis is initiated), the list may be trimmed to display only farms that are currently active.

- Access to information **About** (i) the ControlPoint application, including version information



NOTE: **Last Patch** reflects the date of the last software update provided. **Last Install** reflects the last full build of that version released.

- A link to ControlPoint online **Help** ( ).

Refreshing the SharePoint Hierarchy

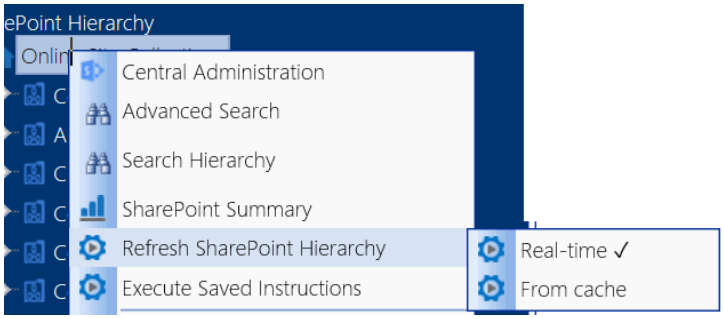
The very first time you launch ControlPoint, the SharePoint Hierarchy is populated with real-time data. You can, however, choose to populate the SharePoint Hierarchy from the Controlpoint database cache, which is significantly faster, but is only current as of the last ControlPoint Discovery.

NOTE: This option is a faster, more efficient alternative to using the browser's refresh button if you want to update only the SharePoint Hierarchy navigation tree rather than the entire page or active workspace. It is important to note, however, that when you refresh the SharePoint Hierarchy, the browser's cache of previously-accessed items will be cleared (that is, the next time you access an item, ControlPoint will have to take the time to reload it).

To refresh the SharePoint Hierarchy:

In the SharePoint Hierarchy panel, right-click on the farm name and choose **Refresh SharePoint Hierarchy** , then choose either **Real-time** or **From cache**.

NOTE: If Discovery has never been performed, the **From cache** option will not be available.



In a multi-farm environment, each SharePoint Hierarchy is refreshed independently, from its own menu, and the method you select is persistent until you change it.

> NOTE: When you refresh the SharePoint Hierarchy, any changes to ControlPoint menus will be viewable as well.

Opening a ControlPoint Workspace in a New Window or Tab

You can create a dedicated workspace for a particular task by opening it in a separate window or tab (depending on your browser version). This enables you to navigate to other areas of the ControlPoint interface without having to navigate *away* from a task in progress. You can even create workspaces to manage multiple ControlPoint operations simultaneously.

> NOTE: You invoke the workspace after you have selected a function, but before you have entered data, taken an action, or displayed results. (That is, the new workspace will only display a function in its initial state.)

To open a ControlPoint workspace in a new window or tab:

1 Select the object(s) on which you want to perform an operation.

2 Choose the applicable menu option.

3 From the ControlPoint application header, click the Clone Work Area icon ( ).

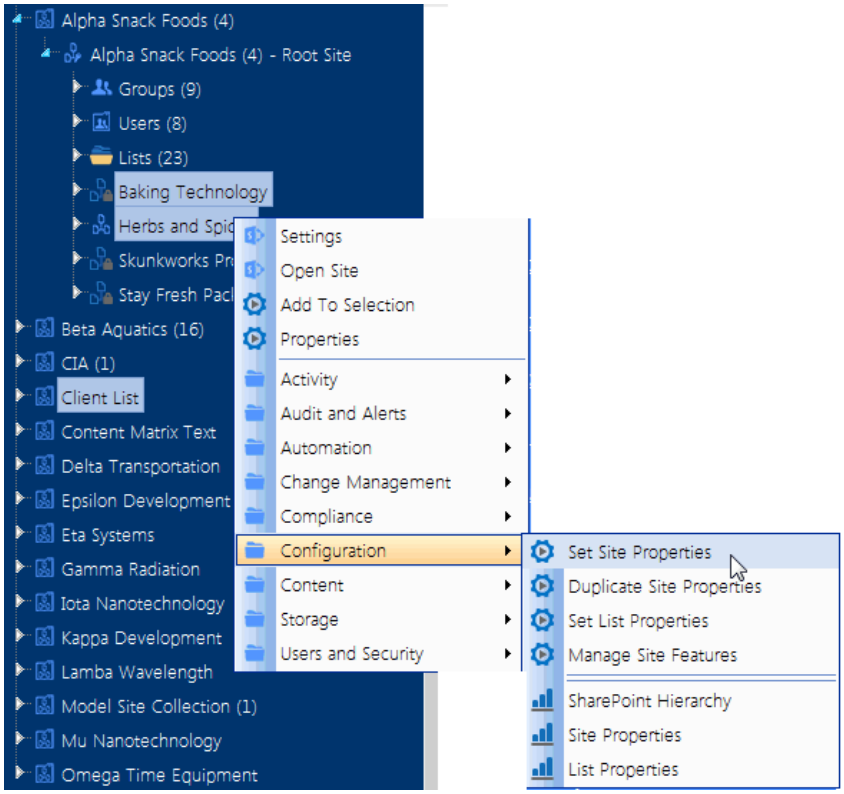
Selecting Objects on Which to Perform a ControlPoint Operation

Selecting Objects from the SharePoint Hierarchy, Favorites, or Search Hierarchy Panel

From the SharePoint Hierarchy, Favorites, or Search Hierarchy panel, you can select one or more objects on which to perform a ControlPoint search, action, or analysis. You can select the entire farm, individual site collections, sites, lists, and/or users.

To select multiple objects, hold down either the [**Ctrl**] or [**Shift**] key and left-click on each item you want to include in your selection. (To clear all selected object(s), left-click on any item that is *not* currently selected.)

After selecting the object(s), right-click to display a menu from which you can choose the operation you want to perform.



NOTE: The options available and the scope of the operation depends on the following factors:

- The level of the hierarchy from which you select the object(s) . For example, you can select objects at different levels of the hierarchy if the operation allows it. If you attempt to select objects from different levels when an operation does not allow it (for example, you have selected both site collections and sites then try to initiate a Site Collection Property Report), only the relevant objects will apply. Similarly, if you select multiple objects then choose an option that is only valid for a single object (such as copying or moving a site), only the object on which you right-click will apply.
- In a multi-farm environment involving different editions of ControlPoint (Standard, Non-Standard, and/or ControlPoint Online), whether the operation is valid for all editions in the selection. For example, if you select site collections in both Standard and Online farms and invoke an Activity analysis, ControlPoint will exclude any Online farms from the selection when the operation is run, as activity analyses are currently not available for ControlPoint Online.

If you selected an operation that can be performed on *items* within a list, select the list(s), choose the operation, then follow the procedure for Selecting List Items on Which to Perform a ControlPoint Operation.

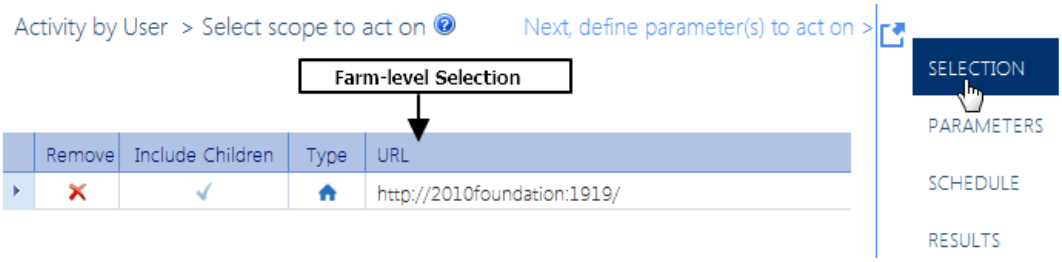
Selecting Items from Search or Data Analysis Results

You can also select one or more objects on which to perform an operation from simple/advanced search or data analysis results. For details, see Acting on Search or Data Analysis Results.

The Workspace Selection Section

Once you have initiated a ControlPoint operation, the object(s) you selected display in the **Selection** section of the workspace. Information that displays in the Selection table includes an icon identifying the item's **Type** (that is, farm, Web application, site collection, or site/subsite) and the **URL**

Generally, if you selected at the farm, Web application, or site collection level, all child items are included by default, as indicated by a check mark (✓) in the **Include Children** column. Because these items are simply "containers" for the actual sites and subsites on which you want to perform the operation (that is, for most operations you cannot act on these items themselves), the assumption is that if you selected at one of these levels you intended to include all children.



Changing Your Selection

After selecting objects on which to perform a ControlPoint operation, you can add or remove objects using the Change Selection feature.

> NOTE: If you chose an operation designed to work on a single object (such as Copy/Move), the Change selection option will not be available.

You can also add individual objects to your current selections using the Add to Selection menu item. See Adding Objects from the SharePoint Hierarchy to Your Selection.

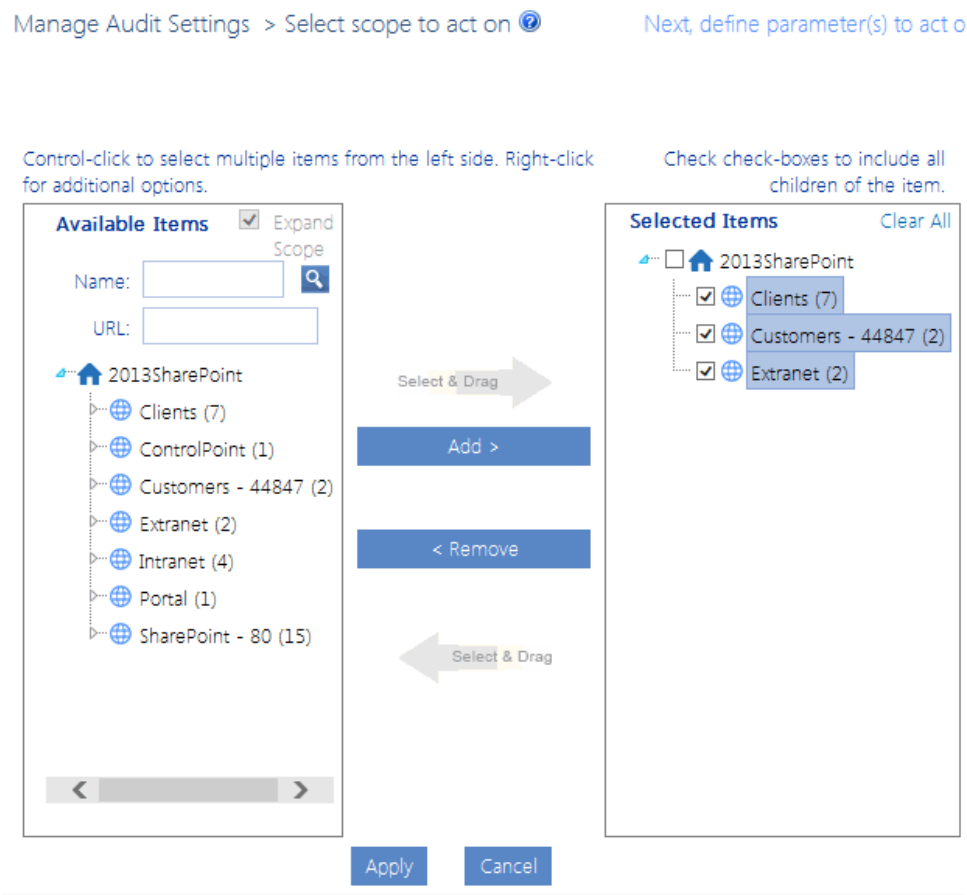
To access the Change Selection pane:

In the Selection section of the work area, click the **Change selection** icon ( ).

The Change Selection pane displays, which consists of two sections:

- the **Available Items** section lists all of the objects available for selection (as determined by the scope of your original selection)
- the **Selected Items** section lists currently-selected objects.

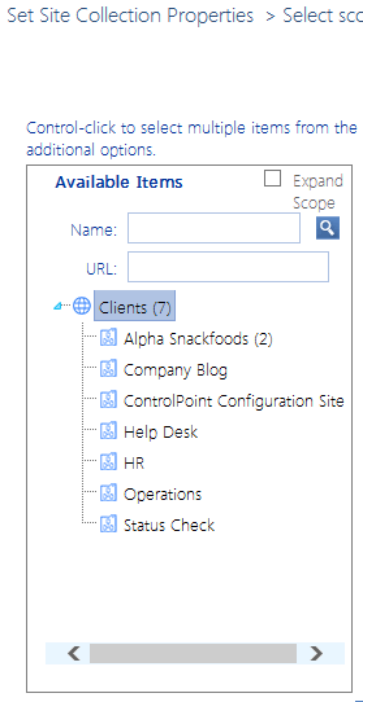
Typically, all child items (site collections, sites, and subsites) are included in the scope by default, as indicated by a check mark to the left of the item in the Selected Items section.



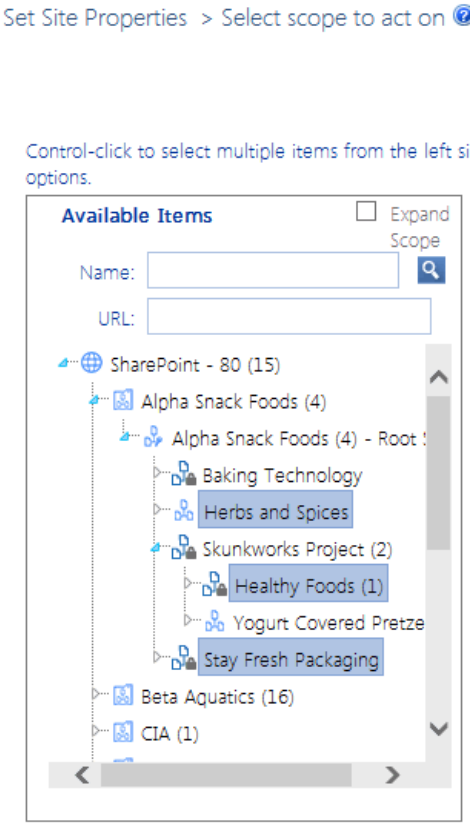
The level to which you can drill down in the Available Items list depends on the action that you want to perform.

EXAMPLES:

If you chose **Set Site Collection Properties** which, by definition, applies only to site collections, you cannot drill down beyond the site collection level.



- If you chose **Set Site Properties**, you can drill-down and select individual sites within the collection.



To modify the list of available items:

Use the information in the following table to determine the appropriate action to take.

If you want to ...	Then ...
expand the scope of available items to encompass the farm	check the **Expand Scope** box. NOTE: If you originally selected the farm, multiple Web applications, or site collections within multiple Web applications, Expand Scope is checked by default and all available items in the farm display.
narrow the scope of available items	• enter a full or partial site Name and/or URL , and • click the magnifying glass icon ( ). NOTE: By default, ControlPoint uses real-time data for this type of hierarchical search. However, to enable faster searches in large environments, ControlPoint Application Administrators can configure the application to use cached data for hierarchical searches.

To modify the Selected Items list:

1 Uncheck the "include all children" box to the left of each object whose scope you want to modify.

2 In the **Available Items** list, select each object that you want to include. Use the information in the following table for guidance.

If you want to ...	Then ...
select multiple items individually	hold down the [**Ctrl**] or [**Shift**] key and highlight each item you want to add.
immediately add an item and all of its children to the Selected Items column	highlight the item, then right-click and choose **Add Item and All Children**.
select an item and its immediate children (for example, a site collection and its root site only)	highlight the item, then right-click and choose **Highlight Immediate Children**. (If objects are grouped into a folder, you must first expand the folder.) TIP: You can use this option as a time-saver if you want to add most, but not all of the selected child items. After highlighting the item you can then individually *de-select* those that you want to exclude.

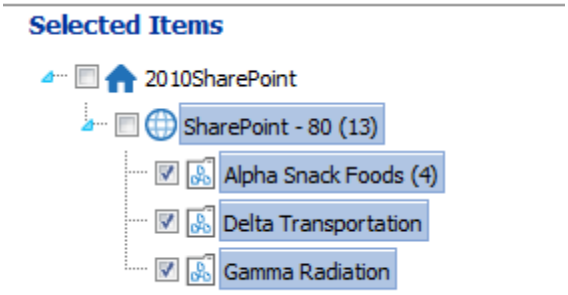
3 To add the highlighted item(s) to the selection list, do one of the following:

- drag and drop the item(s) to the Selected Items column. ControlPoint will automatically place them in the correct location in the tree.

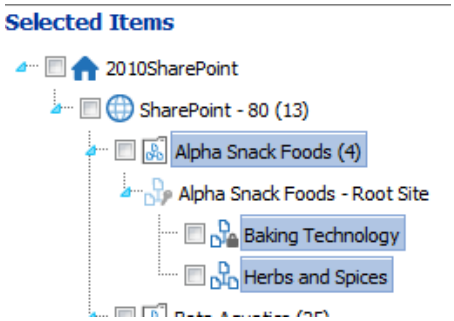
OR

- click the [**Add**] button.

Note that if a checkbox displays to the left of a selected item (indicating that you want to include *all* child items), those child items do not display explicitly in the Selected Items list.



If you uncheck this box then add child items using the procedure above, however, each item you add *will* display explicitly in the list.



To remove items from the Selected Items list:

1 In the Selected Items list, highlight each item that you want to remove. Hold down the [**Ctrl**] or [**Shift**] key to highlight multiple items individually.

2 Either:

- drag and drop the items to the **Available Items** column.

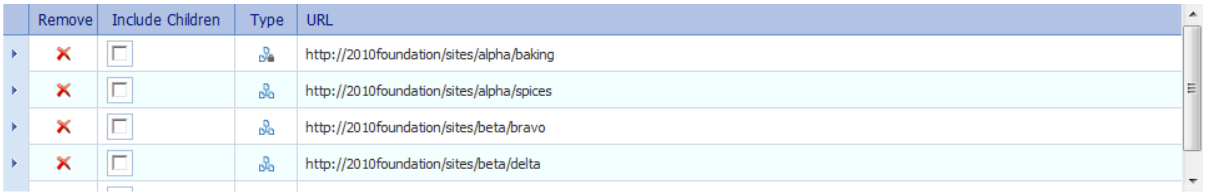
OR

- click the [**Remove**] button.

Applying changes to the selection list:

When you have finished updating the Selected Items list, click [**Apply**].

The Customize Selection pane is closed and the Selection list is updated to reflect your changes.



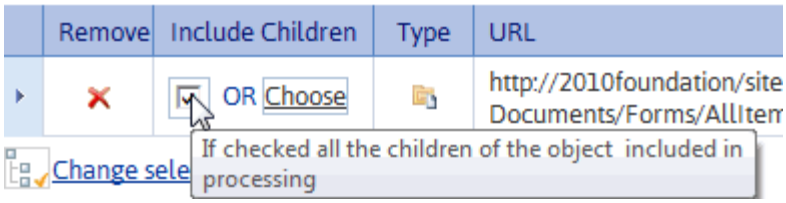
Selecting List Items on Which to Perform a ControlPoint Operation

Some ControlPoint operations can be performed on individual items within a list or library. If the option to act on folders/items is available, a **Choose** link displays in the Include Children column for the list. (If you do not select individual folders/items, the operation will be performed on the list itself.)

> NOTE For a multi-farm operation, you can only choose items from lists in the home farm. For lists in remote farms, the operation can only be performed on the list itself.

To include both the list itself and all of its child items:

In the Selection section, check the **Include Children** checkbox.

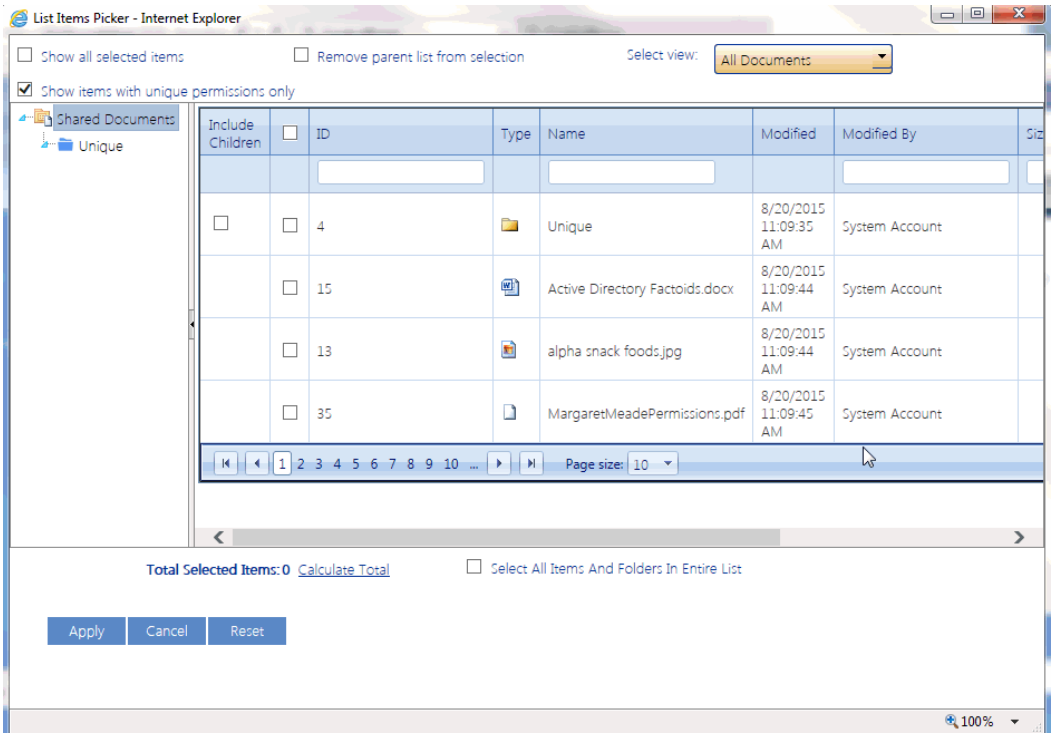


> NOTE: The Include Children checkbox will not be visible if the operation requires that you select items explicitly. (Copy/Move List Items is a notable example).

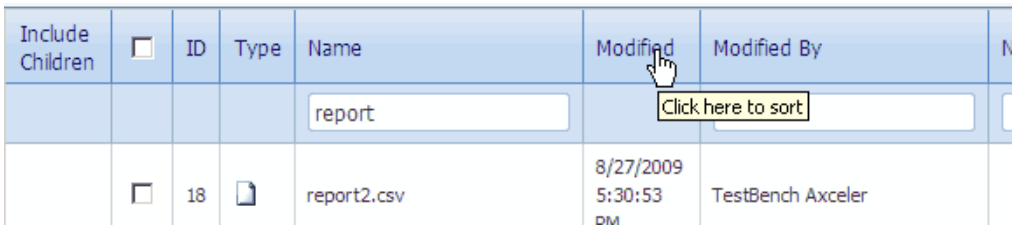
To specify folders and items to include (with or without the list itself):

1 Click the **Choose** link to display the List Item picker.

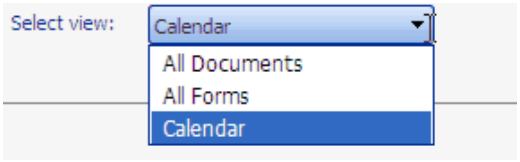
A pop-up window displays all of the items at the top level of the list hierarchy. If you want to display items within folders and subfolders, click the folder in the tree in the left pane. (You can drag the border between the left and right pane to resize, or click the arrow to open/close the left pane).



You can sort or filter list items by most of the column headers.



If more than one view has been defined for a list or folder, you can select a different view from the **Select view** drop-down.



2 Use the information in the following table to determine the appropriate action(s) to take.

If you want to include ...	Then ...
items with both inherited and non-inherited permissions	uncheck the **Show items with unique permissions only** box. NOTE: If you leave this box checked, only items with unique (non-inherited) permissions will display.

If you want to include ...	Then ...
all items and folders	check the box in the header. NOTE: When you check this box and your selection includes folders, only the folder itself will be selected, not its children.
selected items and folders within the root of the list	check each item and folder that you want to include. NOTE: If you check a box immediately to the left of a folder, only the folder itself will be selected, not its children.
all items within a folder	check the **Include Children** box to the left of the folder.
individual items within a folder	in the left pane: • expand the folder, and • select the item(s) you want to include.

NOTE: Normally, as you select items, the **Total Selected Items** value is updated automatically. Exceptions are if you check the box in the header to select all items then deselect items individually or if you select items by highlighting rows instead of explicitly clicking checkboxes. For both of these cases, you will need to click the **Calculate Total** link to update this value.

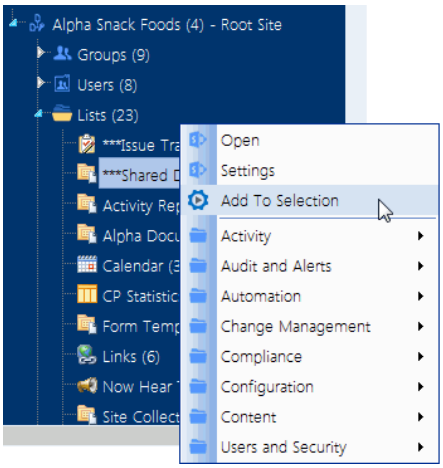
3 If, after you have finished selecting items you want to trim the list to display *only* selected items, check the **Show All Selected Items** box.

4 If you want to exclude the list itself (that is, perform the operation only on item(s) *within* the list, check the **Remove Parent List from Selection** box.

5 When you have finished, click [**Apply**].

Adding Objects from the SharePoint Hierarchy to Your Selection

After you have initiated a ControlPoint operation from the SharePoint Hierarchy, you can easily add objects to your selection using the **Add to Selection** menu option.



EXCEPTIONS:

You cannot add an object to your selection if the operation:

- has not yet been chosen from the menu
- is already within the scope of your selection (for example, you are attempting to add a site collection within a Web application that has already been selected)
- is not relevant for the object (for example, you initiated a Site Permissions analysis then attempted to add a list to your selection)
- can only be performed on a single object (such as a copy or move action).

> NOTE: If you attempt to add an object to an operation that can only be performed on a single object, it will *replace* the object that was originally selected.

Saving and Re-Using a SharePoint Object Selection

If you frequently perform ControlPoint operations on the same set of SharePoint objects, you can save your selection to a local drive or network file share as an XML file. You can then upload the file on an as-needed basis, and eliminate the need to select the same set of objects whenever you perform a ControlPoint operation.

Only objects that are valid for the current operation will be included in the scope. For example:

- If your selection includes list items and you initiate an operation that is not valid for list items, those items will be excluded from scope.

- If you initiate an operation that can only be performed on a single object, the option to upload a selection from XML will not be available.

Generally, a selection saved on one farm cannot be uploaded to a different farm.

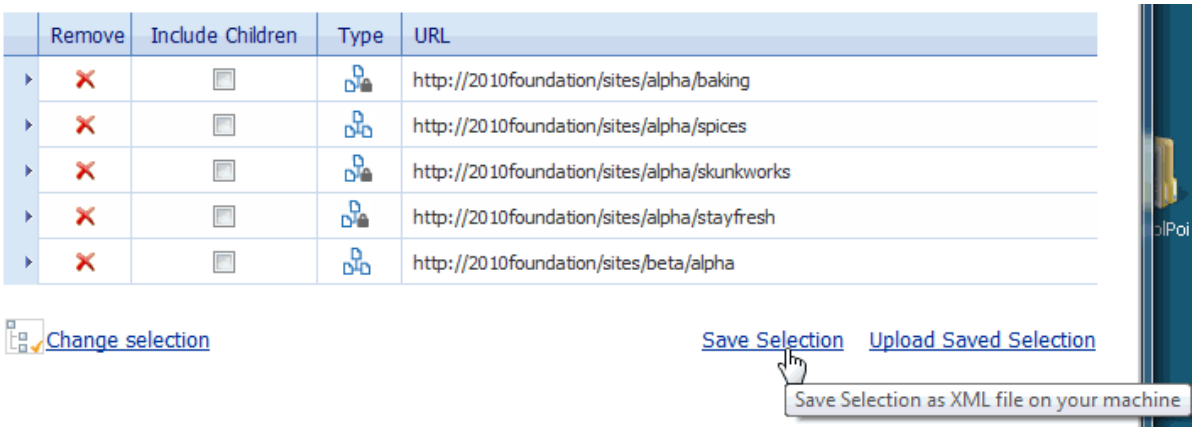
EXCEPTION: In a multi-farm environment, if a saved selection include items from more than one farm and you have initiated a ControlPoint operation that can act on multiple farms, it can be uploaded to any farm involved in the operation.

Once you have initiated an operation then upload a selection from XML, you have the option of replacing the current selection with the selection in the XML file or adding to it. It is important to note, however, that if you chose to *add to* the current selection and one group of objects is within the scope of the other (for example, the saved selection includes objects within the scope of the existing selection), the larger scope will be applied.

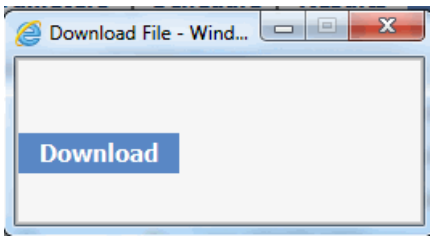
To save a selection to an XML file:

1 Initiate a ControlPoint operation for the selection you want to save.

2 In the Selection pane, click the **Save selection** link.



The Download File dialog displays.



3 Click [**Download**] to display the File Download dialog.

4 Click [**Save**] then save the file to the local or network location of your choice.

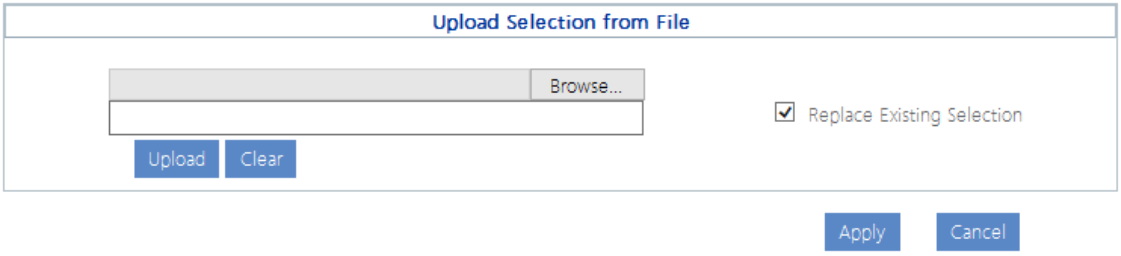
> NOTE: It is recommended that you change the default file name, Selection.XML, to a name that is unique and descriptive.

5 When the file has finished saving, click [**Close**] to dismiss the open dialogs.

To upload a selection from an XML file:

1 Initiate the ControlPoint operation you want to perform.

2 In the Selection section, click the **Upload Selection** link.



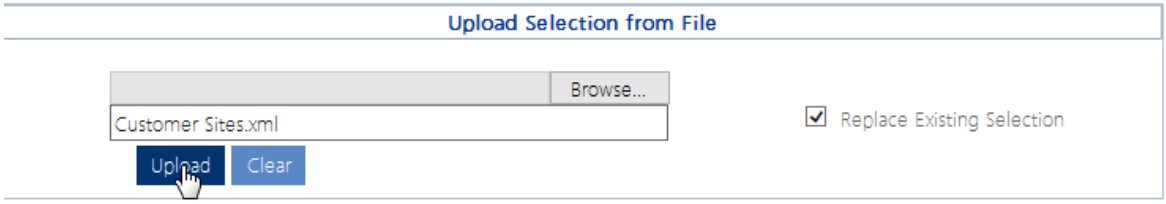
3 Click [**Browse]** and navigate to the file you want to upload.

4 The path to the file displays in the field to the left of the **[Browse]** button.

5 Click [**Upload**] to move the file path to the field below.

6 If you want the uploaded selection to **Replace Existing Selection,** check this box.

> NOTE: If you leave this box unchecked, the uploaded selection will be *appended* to the current selection.



7 Click [**Apply**].

Selecting Users on Which to Perform a ControlPoint Action or Analysis

When you initiate a ControlPoint action or analysis that involves SharePoint users, the Parameters section of the workspace includes the standard SharePoint "People Picker" for selecting the user(s) you want to include.

If you initiate an operation by selecting one or more users from the SharePoint Hierarchy, the People Picker will be pre-populated with the selected user(s).

You can:

- perform the operation on all SharePoint users (by leaving the People Picker blank)

OR

- select one or more individual users.

IMPORTANT: Currently the People Picker cannot resolve Office 365 Groups (or the names of users whose permissions are granted only through an Office 365 Group). If the People Picker is left blank, Office 365 Groups will be included in analysis results, but group membership cannot be expanded. Only Security groups and their members can be resolved and expanded.

Selecting Individual Users

Enter the name of one or more users on which you want to perform the action or analysis. Separate each user name with a semicolon (;). Enter a *full* user account name (for example, *domain\username)*, then click the Check Names icon ( ) or press **[Ctrl] k** to validate the user name.

Depending on the action or analysis you are performing, ControlPoint may or may not allow invalidated users to be included in the operation. For example, you cannot add a user to a site unless the user's existence in the provider database can be validated. However, you can *delete* or *report on* an unvalidated user's permissions from a site, because it is reasonable to assume that a user who has been granted permissions to a SharePoint site may no longer exist in the provider database(s), as in the case of a former employee.

Operations that Include Two People Pickers

When a ControlPoint action includes both a source and a target People Picker, such as Duplicate User Permissions and Delete User Permissions (when permissions are reassigned), additional rules and restrictions for user selection apply. Refer to the operation-specific topic in this guide for details.

Refreshing the SharePoint Hierarchy

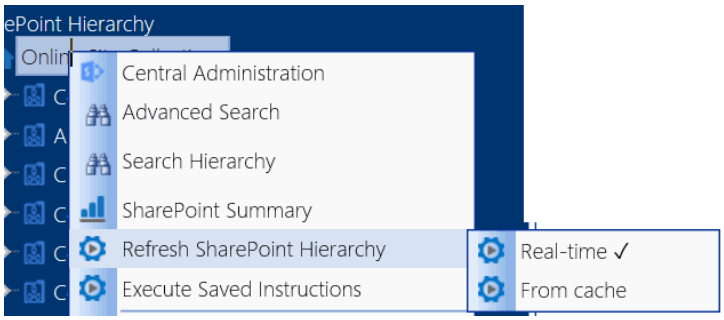
The very first time you launch ControlPoint, the SharePoint Hierarchy is populated with real-time data. You can, however, choose to populate the SharePoint Hierarchy from the Controlpoint database cache, which is significantly faster, but is only current as of the last ControlPoint Discovery.

> NOTE: This option is a faster, more efficient alternative to using the browser's refresh button if you want to update only the SharePoint Hierarchy navigation tree rather than the entire page or active workspace. It is important to note, however, that when you refresh the SharePoint Hierarchy, the browser's cache of previously-accessed items will be cleared (that is, the next time you access an item, ControlPoint will have to take the time to reload it).

To refresh the SharePoint Hierarchy:

In the SharePoint Hierarchy panel, right-click on the farm name and choose **Refresh SharePoint Hierarchy** , then choose either **Real-time** or **From cache**.

> NOTE: If Discovery has never been performed, the **From cache** option will not be available.



In a multi-farm environment, each SharePoint Hierarchy is refreshed independently, from its own menu, and the method you select is persistent until you change it.

> NOTE: When you refresh the SharePoint Hierarchy, any changes to ControlPoint menus will be viewable as well.

Reloading the Server-Side Hierarchy Cache

If the ControlPoint Application Administrator has configured ControlPoint to load site collections in the SharePoint Hierarchy from a server-side cache rather than in real-time, you can reload the server-side cache on an as-needed basis (for example, if a site collection has just been added or deleted) as follows:

From the Manage ControlPoint tree, choose **ControlPoint Management > Reload Server-side Hierarchy Cache**.

CAUTION: A reload of the server-side cache is a resource-intensive process that may affect application performance for *all* ControlPoint users.

This action will have no effect if the ControlPoint Configuration Setting PRELOADSITECACHE is set to **false**.

After reloading the server-side cache, you will need to refresh the SharePoint Hierarchy to clear the browser-side cache as well.

2

Using Discovery to Collect Information for the ControlPoint Database Cache

ControlPoint Discovery is a tenant-specific background task that collects information and stores it in the ControlPoint Services (xcAdmin) database cache for use in ControlPoint data analysis and reporting.

- for use in ControlPoint data analysis and reporting
- to populate and update statistics lists used to create dashboards.

Discovery is triggered by the ControlPoint Discovery Service to run on a pre-defined schedule.

If you want to ensure that your ControlPoint analyses have the most recent cached data—you can run the Discovery process interactively from the ControlPoint application. The ControlPoint installer includes the option to configure the Discovery Service.

If the ControlPoint Discovery Service is not installed, the operations and parameters that rely on cached data collected by Discovery are disabled.

Running Discovery Interactively from the ControlPoint Application

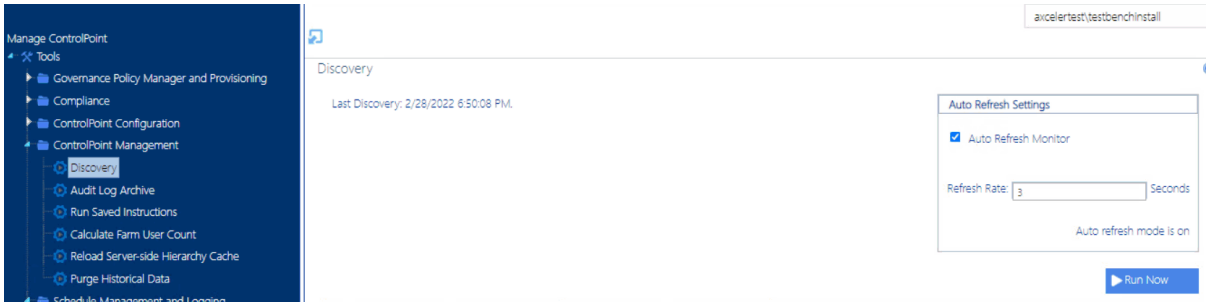
ControlPoint Application Administrators can run the Discovery Service interactively from the ControlPoint application interface between scheduled Discovery runs.

> NOTE: For Discovery to be run interactively, the Discovery Service must be installed, configured, and running. Refer to the *ControlPoint for Office 365 Administration Guide* for details.

To run a ControlPoint Discovery interactively:

1 From the Manage ControlPoint panel choose **ControlPoint Management > Discovery**.

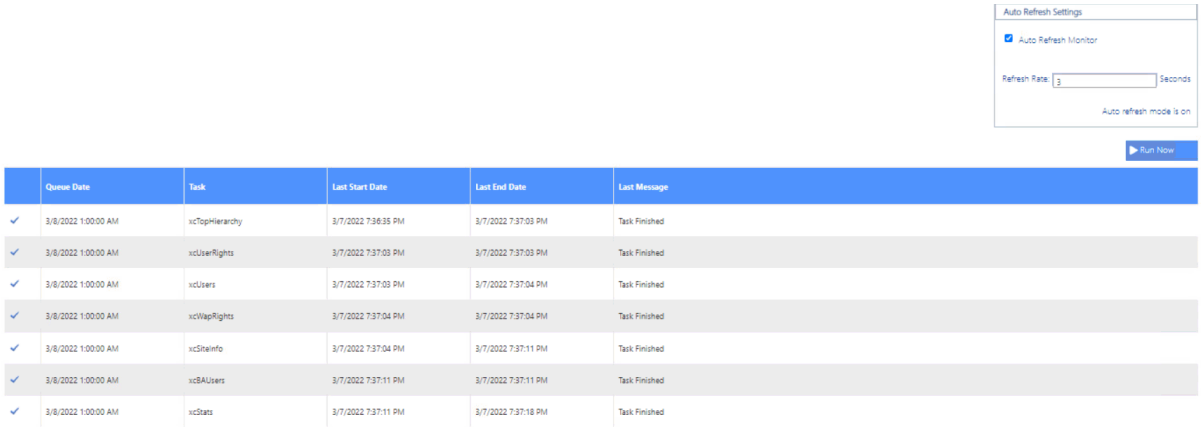
> NOTE: If you are not a ControlPoint Application Administrator, this option will be hidden.



2 Click **[Run Now]**.

The results show each table in the ControlPoint Services (xcadmin) database that the Discovery Service collects data from. The **Auto Refresh Setting** can be enabled to refresh after a specified number of seconds..

> NOTE: The **Queue Date** is the date and time of the next *scheduled* Discovery.



	Queue Date	Task	Last Start Date	Last End Date	Last Message
✓	3/8/2022 1:00:00 AM	xcTopHierarchy	3/7/2022 7:36:35 PM	3/7/2022 7:37:03 PM	Task Finished
✓	3/8/2022 1:00:00 AM	xcUserRights	3/7/2022 7:37:03 PM	3/7/2022 7:37:03 PM	Task Finished
✓	3/8/2022 1:00:00 AM	xcUsers	3/7/2022 7:37:03 PM	3/7/2022 7:37:04 PM	Task Finished
✓	3/8/2022 1:00:00 AM	xcWapRights	3/7/2022 7:37:04 PM	3/7/2022 7:37:04 PM	Task Finished
✓	3/8/2022 1:00:00 AM	xcSiteInfo	3/7/2022 7:37:04 PM	3/7/2022 7:37:11 PM	Task Finished
✓	3/8/2022 1:00:00 AM	xcBAUsers	3/7/2022 7:37:11 PM	3/7/2022 7:37:11 PM	Task Finished
✓	3/8/2022 1:00:00 AM	xcStats	3/7/2022 7:37:11 PM	3/7/2022 7:37:18 PM	Task Finished

3

The GDPR Dashboard

If your organization is subject to General Data Protection Regulation (GDPR) compliance, the GDPR dashboard provides an overview of how your organization is using ControlPoint to manage regulation-sensitive areas of your SharePoint environment.

GDPR dashboard statistics are populated based on usage of the following functionality:

- SharePoint Audit Settings
- Sensitive Content Manager
- ControlPoint Sentinel

To access the GDPR dashboard:

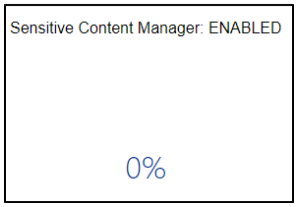
From SharePoint Hierarchy farm node, choose **GDPR Dashboard**.

The GDPR Dashboard displays the following information:

- the **Number of Site Collections** in your tenant as of the last ControlPoint Discovery run.
- If your organization uses Sensitive Content Manager:
  - **Number of Active PII Audit Reports** represents the number of Sensitive Content Manager jobs scheduled to be scanned.
  - **Sensitive Objects Scanned in SharePoint** shows the number of documents determined to contain sensitive content compared to all items scanned within a given month.
  - the **Sensitive Content Manager: ENABLED** donut graph shows the following percentages:
    - The light blue section represents the percentage of site collections containing content for which at least one scan has been performed PLUS site collections that have at least one Active PII Audit Report.

      NOTE: This percentage is also the number that displays inside the donut graph.
    - The medium blue section represents the percentage of site collections containing content for which at least one scan has been performed.
    - the dark blue section represents site collections that have had no Sensitive Content Manager activity.

    If you have never used Sensitive Content Manager, this section will always display 0%.



- If your organization uses ControlPoint Sentinel, **Anomalous Events Detected** represents the number of deviations in document views and downloads from individual users' "typical" daily usage patterns
- **Sites with Auditing Enabled** represents the percentage of site collections within your SharePoint tenant for which *all* audit settings are enabled.

  NOTE: If *any* of the site collection audit settings are not enabled the site collection will not be counted in this percentage.

4

Searching for SharePoint Sites

The ControlPoint search functionality is designed to complement that used by SharePoint.

The SharePoint search focuses on content (documents, users, and so on) based on metadata and/or words within the content. The ControlPoint search focuses on finding SharePoint sites based on their properties.

ControlPoint lets you:

- locate SharePoint sites by **entering simple search terms** or using an **Advanced Search**, and
- find a SharePoint site within the context of the ControlPoint SharePoint Hierarchy using the **Search Hierarchy** function.

A search can also be used to locate objects in the Change Selection pane and the various object pickers used throughout ControlPoint.

> TIP: For locating sites within a very large farm, consider using the ControlPoint search functionality as a time-saving alternative to browsing through the SharePoint Hierarchy.

Performing a Simple or Advanced Search

To locate sites within your SharePoint environment, you can perform either:

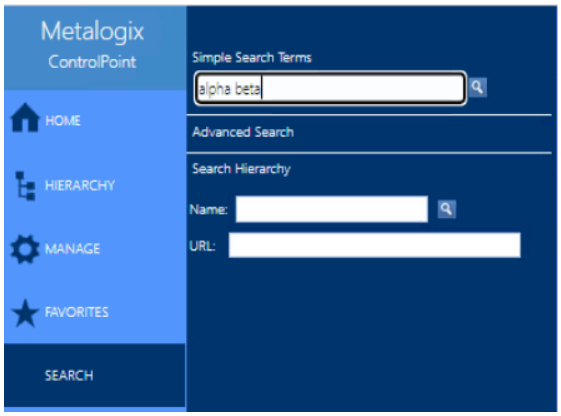
- a simple search (by entering a full or partial site name or url), or
- an advanced search (by selecting from a variety of criteria on which to base your search).

> NOTE: Simple and advanced searches use cached data collected by the ControlPoint Discovery job. This means that it will take less time to process then a hierarchy search, which by default uses real-time data.

To perform a simple search:

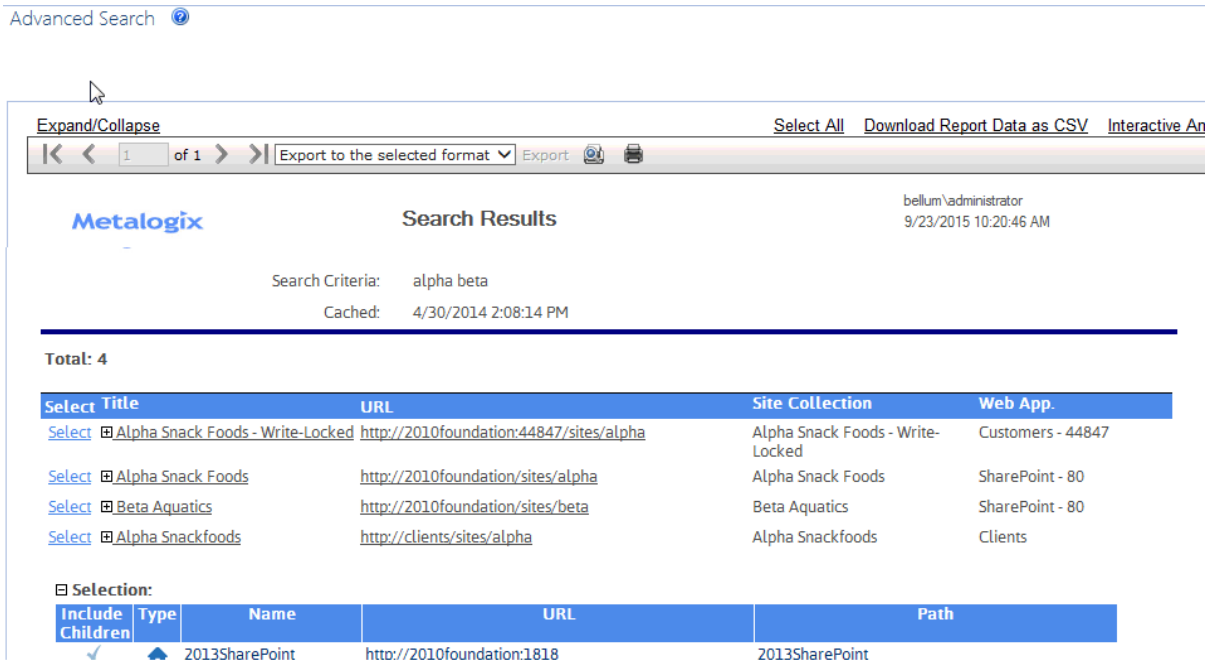
1 From the left navigation frame choose **Search**.

2 Enter a full or partial site name in the **Simple Search Terms** box.



3 Click the magnifying glass icon ( ).

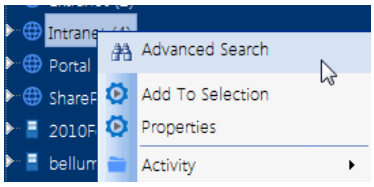
NOTE: Results will include sites that match *any* part of the text string that you entered.



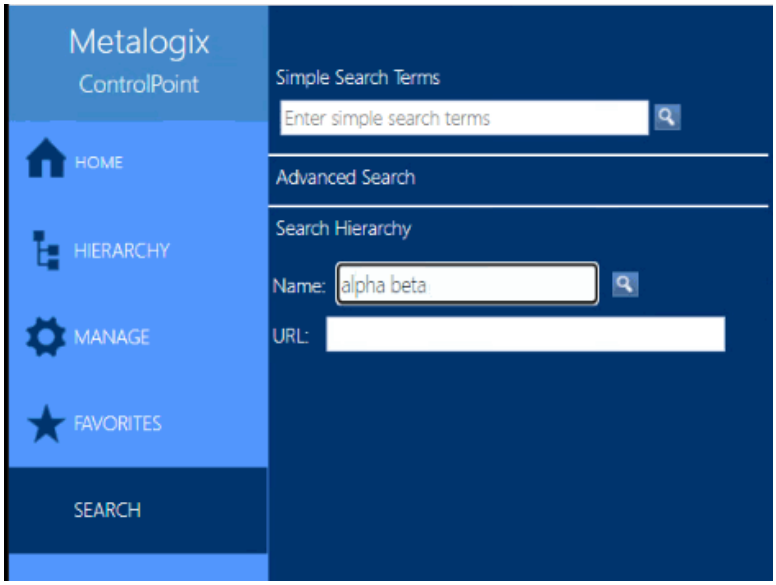
To perform an advanced search:

1 Use one of the following options:

- From the SharePoint Hierarchy or Search Hierarchy results, select the object(s) on which you want to perform your search. Right-click and choose **Advanced Search.**

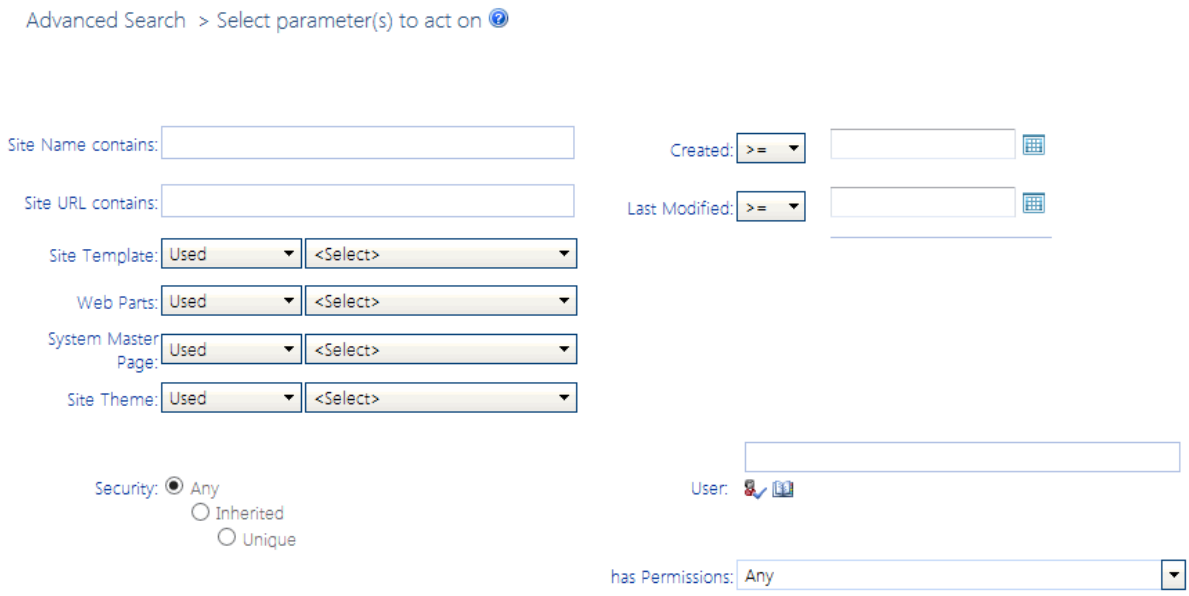


- From the left navigation frame Search tab, choose **Advanced Search**.



> NOTE: When you initiate your search from anywhere within the SharePoint Hierarchy, the scope of the search will be limited to sites within that level of the hierarchy. When you initiate the search from the Search tab, the search will include all matching sites within the farm.

2 In the Parameters section, select/enter the criteria you want to use to narrow your search.



You can:

- enter a full or partial **Site Name** and/or **Site URL**

  NOTE: If you enter a **Site URL**, only the URLs of sites within the SharePoint farm for which you have management permissions will be included in the search. Links from a page in the farm to other sites in the farm or content outside the farm will *not* be searched. In addition, unlike the simple search, if you enter more than one word in the name field, the full string *as you typed it* must occur within a site name for it to display in the results.

- select one or more site attributes:
  - **Site Template Used** or **Not Used**
  - **Web Parts Used** or **Not Used**
  - **System Master Page Used** or **Not Used**, and/or
  - **Site Theme Used** or **Not Used.**

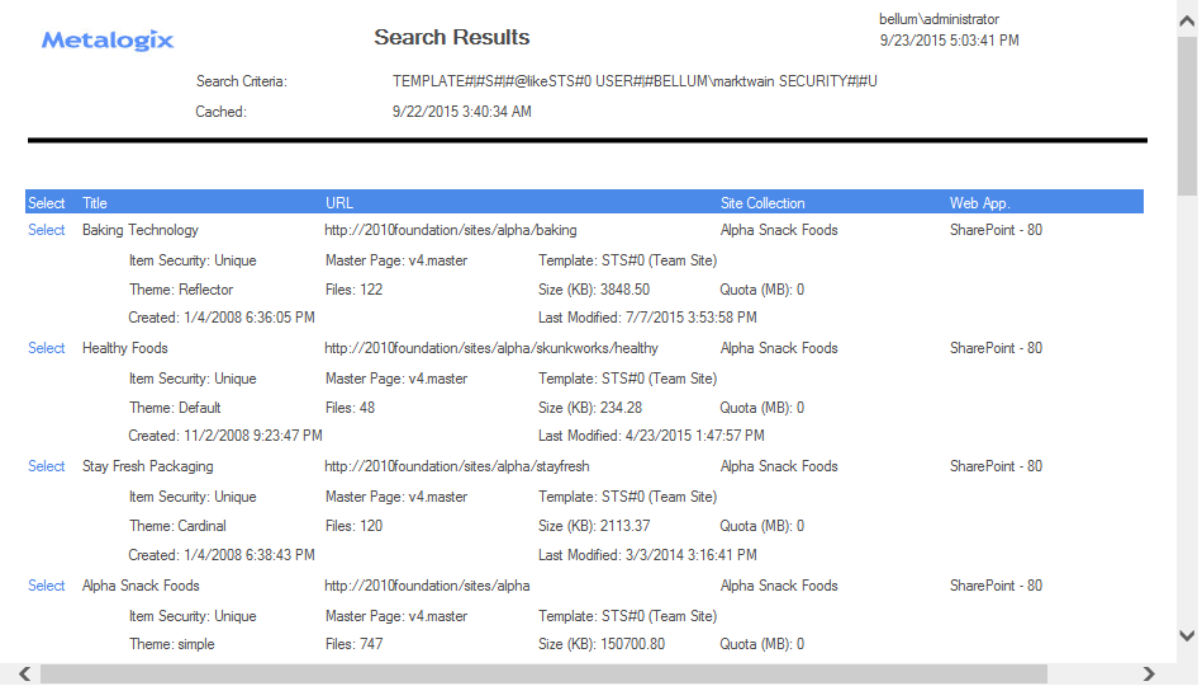
  NOTE: Because the search uses cached data, the drop-down lists for the above attributes are populated with items that are current as of the last time ControlPoint Discovery was run and contain values that have actually been used within the selected scope.

- specify one or more site parameters, by selecting the appropriate operator (>=, <=, or =) and entering a value for:
  - Created date, and/or
  - Last **Modified** date**.**

- select a **Security** level that is currently in use in the site's "has permissions" field.
- select whether you want to find sites which have permissions that are either **Inherited** or **Unique**.
- find sites for which a specific user has permissions; by selecting a user.

  You can, optionally, further narrow your search by locating only those sites for which the user or group **has permissions** at a specific level.

All of the sites that meet the criteria you specified display in the Search Results.



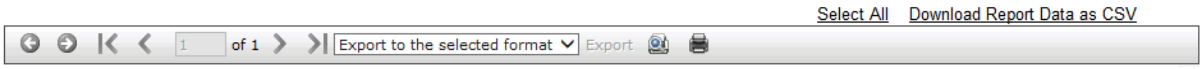
If you want to initiate a new search or change search criteria, first click **[Reset]** to clear the contents of the Advanced Search window.

Working with Simple or Advanced Search Results

All simple and advanced search results pages include a standard header and footer, in addition to search results detail.

Search Results Toolbar

ControlPoint search results pages employ a report toolbar that contains page navigation, zoom, find, export, and print capabilities.



Search Results Header

The search results header sections contains summary information, including the search criteria used, as well as the scope of the search (as determined by the level at which the search was initiated).

The Cached field displays the date and time that the cache was last refreshed via ControlPoint Discovery. The search results are current as of that date and time.

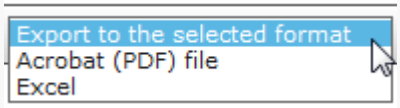
Search Results Footer Information

The search footer contains the following information:

- the name of the administrator who generated the search (which can be useful if search results are exported or printed and distributed, since the content of the search reflects that administrator's permissions)
- the number of pages in the search (you can scroll through multi-page search results from the results toolbar in the search results header), and
- the date and time when the search results were generated.

Acting on Search Results

From search results you can perform any of the actions described in the following table.

If you want to ...	Then ...
print search results	from the results toolbar: a) Click the Print Preview icon ( ). b) Click the print icon ( ). (Printed results will contain only the data that is currently expanded.)
export search results	choose an **Export to the selected format** option from the drop-down, then click the **Export** link. 

If you want to ...	Then ...
	NOTE: If you export to Excel, all data will be exported, regardless of whether it is expanded. If you export to an Acrobat (PDF) file, only data that is currently expanded will be exported.
download raw analysis result data to a CSV file that can be imported into another program for further examination	click the **Download Report Data as CSV** hyperlink in the results toolbar. This option differs from the csv option in the Export... drop-down in that it provides all of the raw data (including object GUIDs and internal field names, for example) used to create the results. This may be useful for troubleshooting or for more in-depth analysis.
perform a ControlPoint action or analysis within the current workspace	use the procedure for Acting on Search or Data Analysis Results.

Searching within the SharePoint Hierarchy

Use the Search Hierarchy feature to locate sites within the ControlPoint SharePoint Hierarchy.

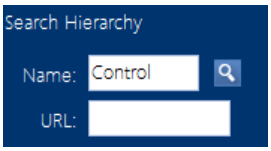
This feature is a useful alternative to the SharePoint Hierarchy for navigating through a large farm. In a multi-farm environment, you can only search the home farm.

NOTE: By default, the Search Hierarchy feature uses real-time data. However, to enable faster searches in large environments, ControlPoint Application Administrators can change the default value of the ControlPoint Configuration Setting. If cache data is used, however, results will not return results for which your only permissions are Full Control in the Web Application Policy.

To perform a hierarchy search:

1 From the left navigation panel, choose **Search**.

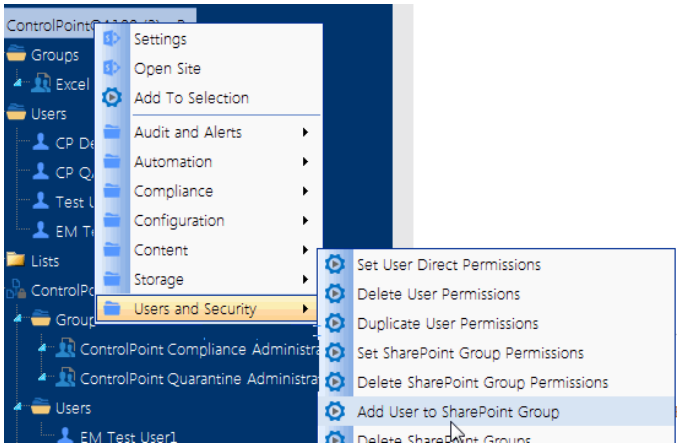
2 Under **Search Hierarchy**, enter a full or partial **Name** and/or **URL**.



3 Click the magnifying glass icon ( ).

All of the sites and subsites that meet *all* of your search criteria display—along with associated lists, users and groups—within the appropriate hierarchical context,

You can navigate through search results and access SharePoint pages and ControlPoint actions and analyses via the right-click menu.



5

Managing SharePoint Objects

From the SharePoint Hierarchy panel, you can access a variety of SharePoint administration pages and ControlPoint value-added actions for managing SharePoint objects.

Accessing SharePoint Pages

From the SharePoint Hierarchy panel, you can

- access the relevant SharePoint administration page for managing a SharePoint object, and
- open a SharePoint site or list.

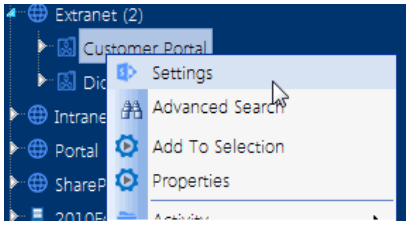
One of the advantages of using ControlPoint over SharePoint to access these pages is that you can link *directly* to the appropriate page, within the relevant context, and without having to enter a url. In a multi-farm environment, you can access SharePoint pages for either the home farm or a remote farm.

Consult your SharePoint documentation for information on using SharePoint administration features to manage SharePoint objects.

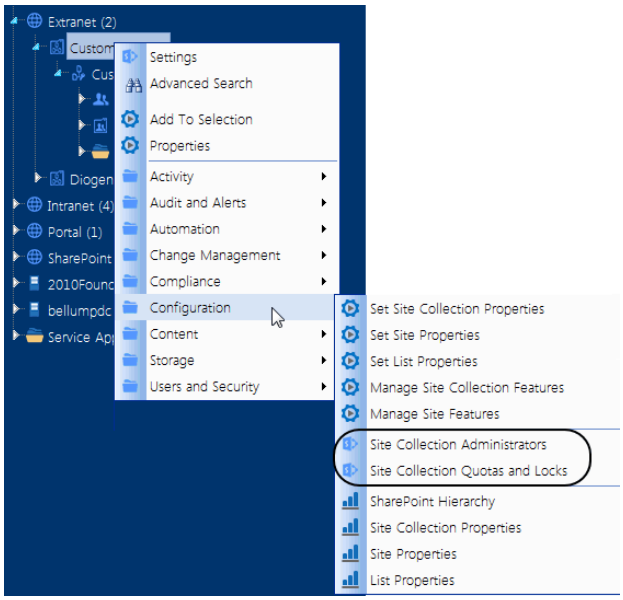
Accessing SharePoint Site Collection Administration Pages

From a site collection's right click menu, you can access a variety of SharePoint pages for managing the site collection, including

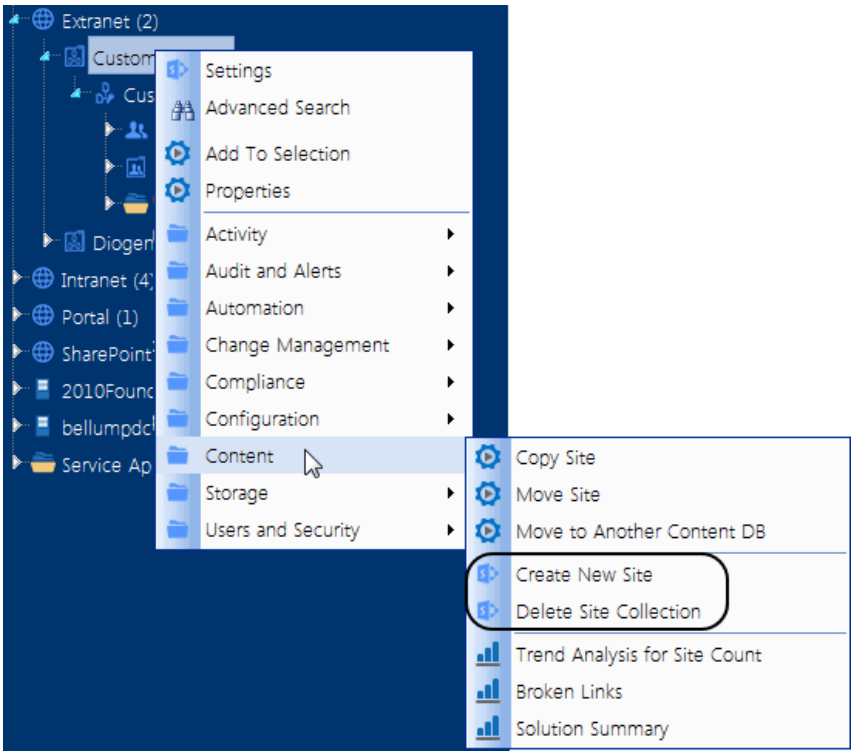
- Site **Settings** (for the root site)



- **Configuration** pages for operations that include setting site properties such as quotas and administrators



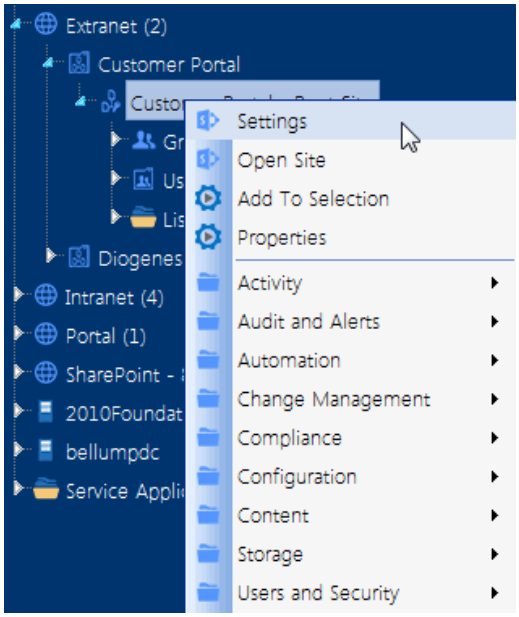
- Pages for managing a site collection's **Content**, including Content and Structure and site creation and site collection deletion.



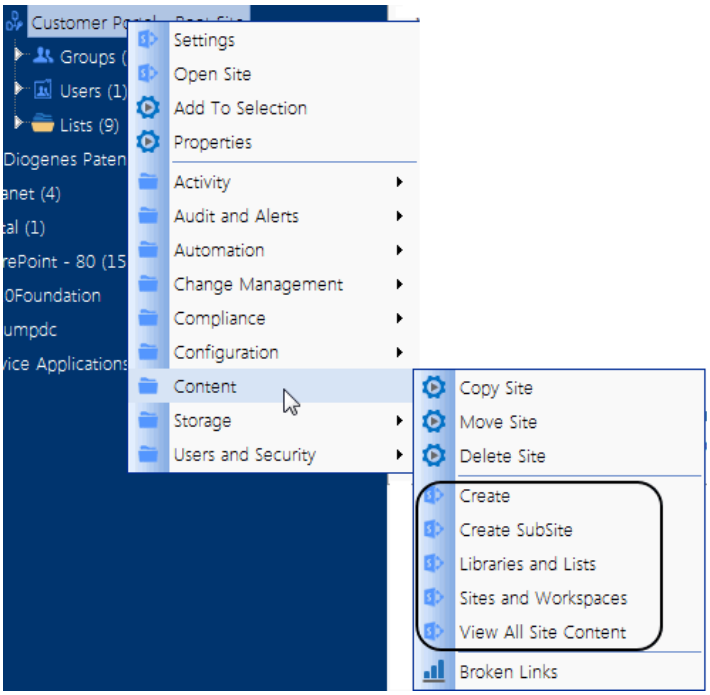
Accessing SharePoint Site Administration Pages

From a site's right click menu, you can access a variety of SharePoint pages for managing the site, including:

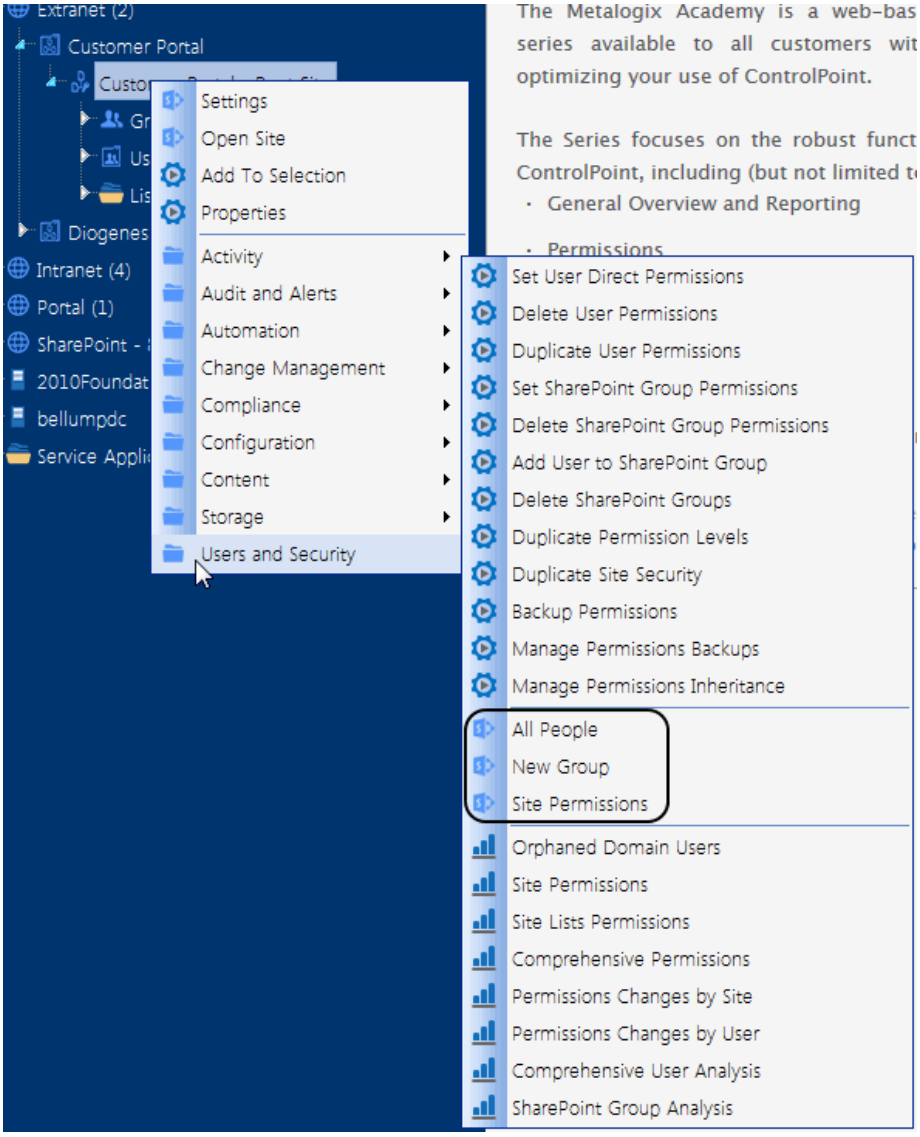
- Site **Settings**



- options for managing site **Content**, including creating and deleting subsites



- options for managing Users and Security, including users, groups, and permissions for the site.

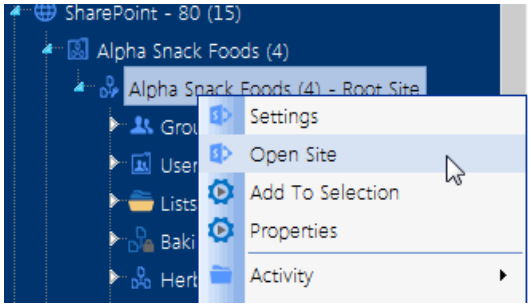


Opening a SharePoint Site in ControlPoint

From the SharePoint Hierarchy panel, you can open a SharePoint site or list in the ControlPoint workspace pane.

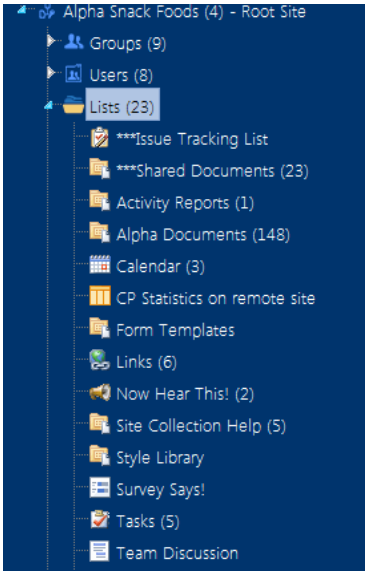
To open a SharePoint site in ControlPoint:

From the site's right-click menu, choose **Open Site**.



Accessing SharePoint Pages for Managing Libraries and Lists

The Lists folder contains all of the libraries and lists currently used in a site.



NOTE: Three asterisks (***) to the left of a list name indicates that the list has unique (non-inherited) permissions.

You can link directly to the SharePoint pages for managing the settings of an existing list or open a list.

> NOTE: If the Lists folder does not display for a selected site, libraries or lists have not yet been created.

Viewing Properties of an Object within the SharePoint Hierarchy

From the SharePoint Hierarchy, you can access an at-a-glance summary of key properties for a site collection or a site.

To view an object's properties:

1 From the SharePoint Hierarchy, select the object whose properties you want to view.

> NOTE: You can only view properties for a single object at a time (that is, the multiple selection is unavailable).

2 Right-click and select **Properties**.

.

totals (for the selected level of the SharePoint Hierarchy):

Click [**Calculate Totals**].

When the values have been calculated, the following information displays at the top of the Properties dialog:

- **Total Users with Permissions**
- **Total Active Users** (last 30 days)

> NOTE: These totals reflect *unique* users. (That is, any user who has more than one set of permissions to a site is only counted once).

- **Total Users with Permissions** includes:
  - Web application Service Accounts
  - Users granted permissions through Web application policies
  - Site Collection Administrators
  - Users within Active Directory groups to which the ControlPoint Service Account has access (that is, within the same domain or forest or in a different domain/forest for which with a two-way trust exists). Disabled Active Directory accounts are included in this total. If an Active Directory user has been renamed but still has permissions in SharePoint under the old name, each name will be counted as a separate user.

- Excluded from this total are built-in groups and special accounts, such as nt authority\authenticated users (or any account that begins with "nt authority") and sharepoint\system, and users granted permissions via augmented Claims or alternate authentication providers.

  > NOTE: Total Users with Permissions uses data recorded in the ControlPoint Service Database (xcAdmin), and is current as of the last ControlPoint Discovery run. (The actual number of users *within Active Directory groups* is counted in real-time, however.)

  Total Active Users uses 30 days worth of activity data that is collected by the SharePoint usage job(s), and is as current as the last time the job(s) ran.

Setting Object Properties

You can use ControlPoint to set properties for site collections, sites, and lists.

In a multi-farm environment, properties can be set across multiple farms; the user interface for the home farm is always used. Therefore, if your multi-farm installation includes different SharePoint versions (for example, both 2016 and 2019) or variations (for example, ControlPoint Standard and ControlPoint Online), which necessitates differences in the user interface, some options may be missing —or not valid—for the remote farm.

Setting Site Collection Properties

Set Site Collection Properties is a ControlPoint action that lets you set the following properties for one or more site collections within a SharePoint farm:

- Site Collection Administrators
- Site Collection Quota
- Site Collection Audit Settings
- SharePoint Designer Settings
- Audit Log Trimming

This feature is not available at the farm (tenant) scope.

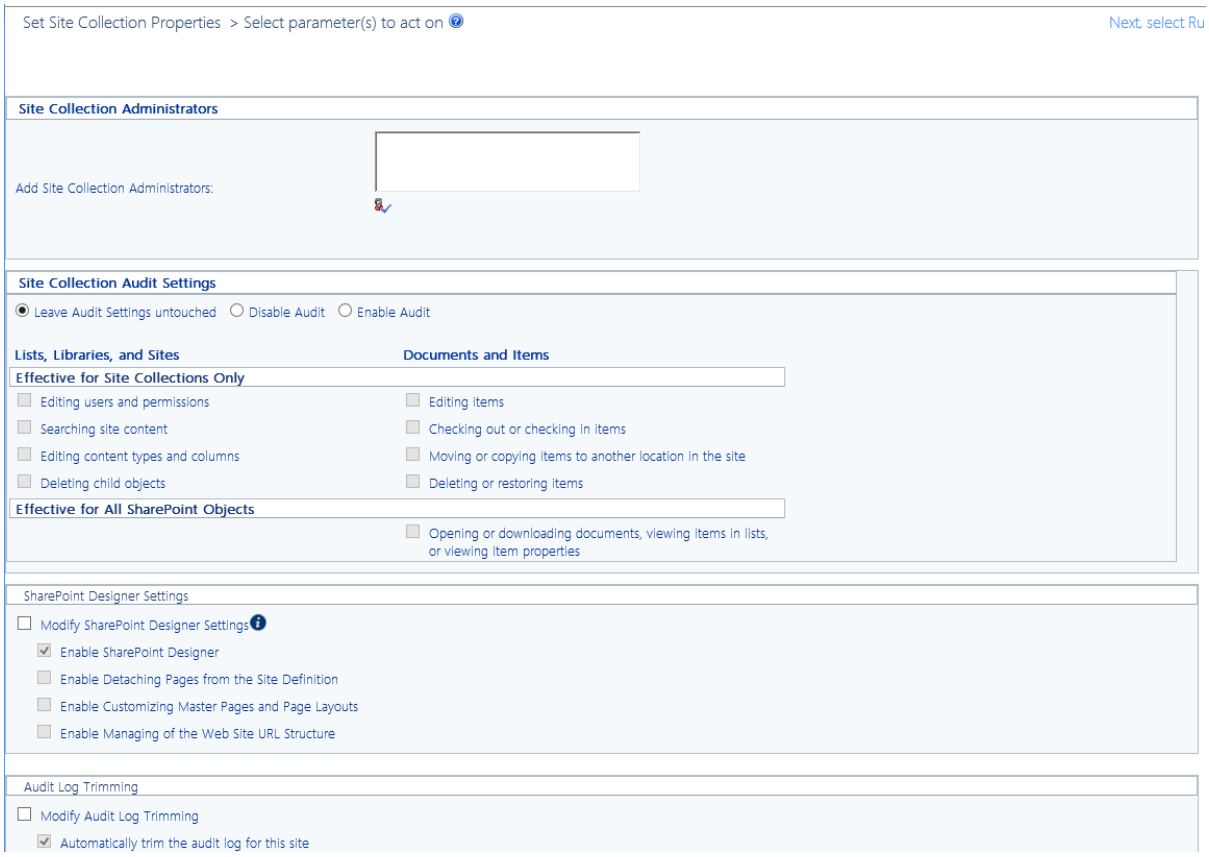
To set site collection properties:

1 Select the site collection(s) for which you want to set properties.

2 Choose **Configuration > Set Site Collection Properties**.

3 In the **Parameters** section, specify each property you want to set as you would if you were performing Site Collection Administration via SharePoint Site Settings.

> EXCEPTION: Set Site Collection Audit Settings as you would if you were using the ControlPoint Manage Audit Settings action.



> NOTE: Changes to SharePoint Designer Settings will impact only users who are **not** Site Collection Administrators.

Now you can:

- run the operation immediately (by clicking the **[Run Now]** button)

OR

- complete the Enforce Policy section and schedule the operation to run at a later time.

OR

- save the operation as XML Instructions that can be run at a later time.

If you chose the Run Now, option, after the operation has been processed:

- a confirmation message displays at the top of the page, and
- a ControlPoint Task Audit is generated for the operation and displays in the Results section.

If you schedule the operation, a link to the Task Audit is included in the scheduled action notification email.

See also The ControlPoint Task Audit.

Setting Site Properties

You can use the ControlPoint Set Site Properties action to set the following properties of one or more sites within a SharePoint farm:

- icon (that is, the logo used for the site)
- site access settings
- site navigation settings
- the left navigation panel (tree view)
- regional settings

For SharePoint Server farms running the Managed Metadata Service Application, you can also "tag" sites with Custom Properties that have been defined by the ControlPoint Application Administrator, for use as parameters in ControlPoint Advanced Searches. The procedure for defining Custom Properties is covered in the *ControlPoint Administration Guide*.

This feature is not available at the farm (tenant) scope.

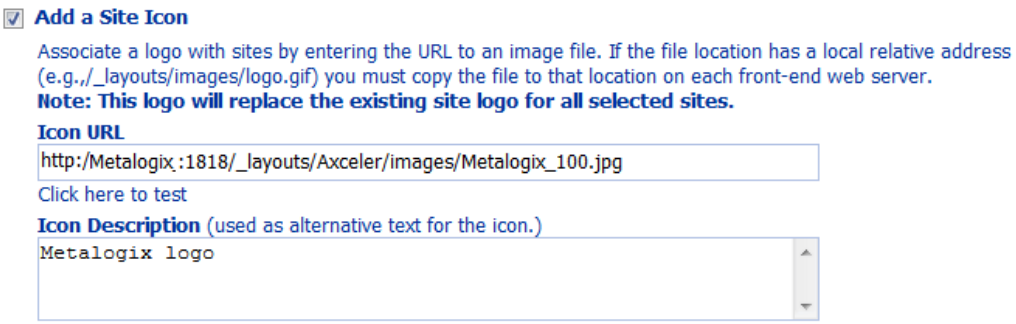
To set site properties:

1 Select the object(s) for which you want to set site properties.

2 Choose **Configuration > Set Site Properties**.

3 In the **Parameters** section, expand the node for the category of properties you want to set.

4 Check the box that describes the property you want to set.



NOTE: If you do not check the applicable property box, ControlPoint will not carry out that action.

5 Specify the parameter(s) for the selected property as you would if you were setting it via SharePoint Site Settings. Consult your SharePoint documentation for detailed instructions.

If you have a SharePoint Server farm running the Managed Metadata Service Application and the ControlPoint Application Administrator has defined Custom Properties, they are selectable from within the **Custom Properties** section. (This section is not included for Foundation farms.)

6 Complete Steps 2-5 for each category of properties you want to set.

Now you can:

- run the operation immediately (by clicking the **[Run Now]** button)

OR

- complete the Enforce Policy section and schedule the operation to run at a later time.

OR

- save the operation as XML Instructions that can be run at a later time.

If you chose the Run Now, option, after the operation has been processed:

- a confirmation message displays at the top of the page, and
- a ControlPoint Task Audit is generated for the operation and displays in the Results section.

If you schedule the operation, a link to the Task Audit is included in the scheduled action notification email.

See also The ControlPoint Task Audit.

Setting List Properties

Use the ControlPoint Set List Properties action to set the following properties of one or more lists within a SharePoint farm:

- name, description, and navigation
- version settings
- audience targeting
- validation settings and default column values
- advanced settings.

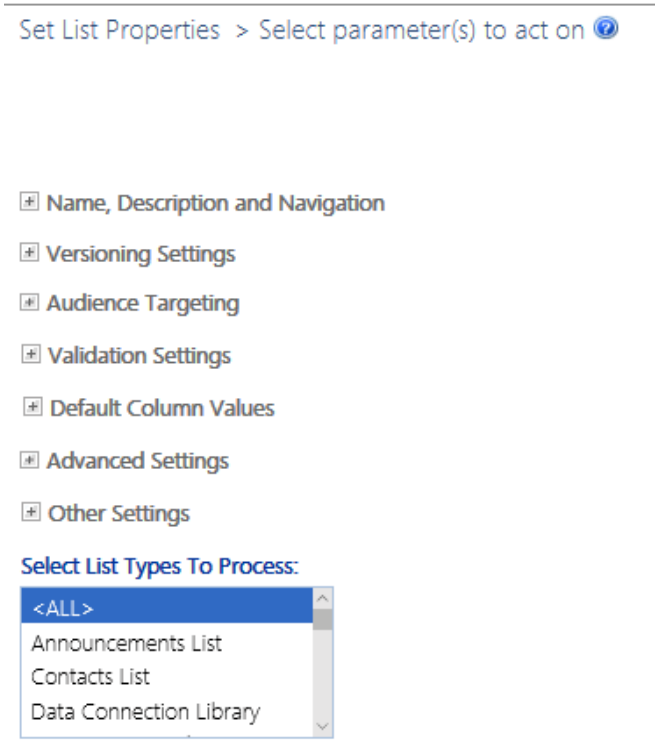
You can also specify the list type(s) to which you want to apply the properties.

To set list properties:

1 Select the object(s) for which you want to set list properties.

2 Choose **Configuration > Set List Properties**.

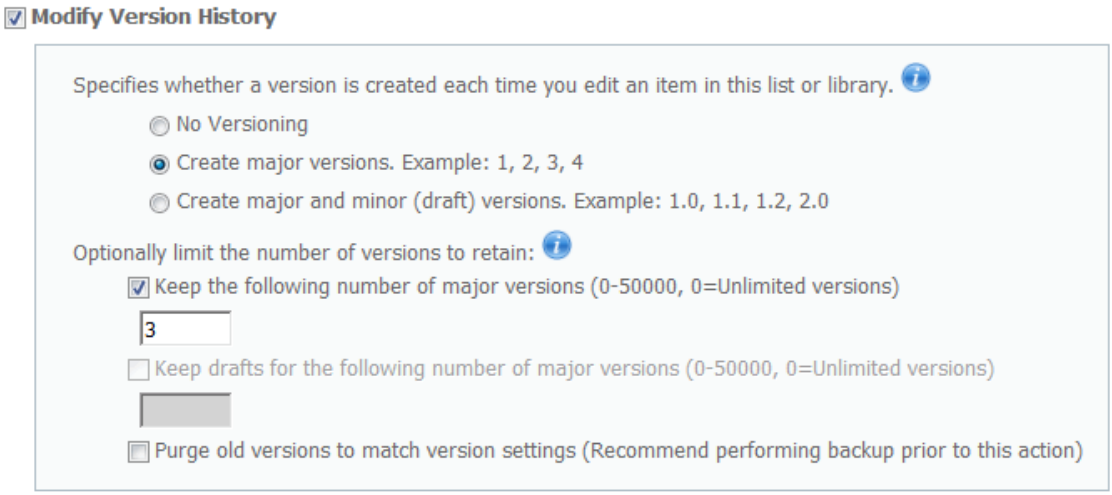
3 In the **Parameters** section, expand the node for the category of properties you want to set.



4 Check the box that describes the property you want to set.

NOTE: If you do not check the applicable property box, ControlPoint will not carry out that action.

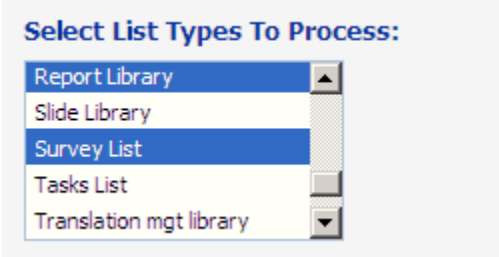
5 Specify the parameter(s) for the selected property as you would if you were setting it via SharePoint List Settings. Consult your SharePoint documentation for detailed information.



NOTE: The icon displays beside any property that does not apply to all list types. Click this icon for a summary of exceptions for which the property either will or will not be set.

6 Complete Steps 3-5 for each category of properties you want to set.

7 If you want to limit the operation to one or more specific list types, **Select List Types to Process**.



If you chose the Run Now, option, after the operation has been processed:

- a confirmation message displays at the top of the page, and
- a ControlPoint Task Audit is generated for the operation and displays in the Results section.

If you schedule the operation, a link to the Task Audit is included in the scheduled action notification email.

See also The ControlPoint Task Audit.

Deleting Sites

The ControlPoint Delete Sites action lets you delete one or more sites from your SharePoint farm.

If you delete an entire site collection (by deleting its root site) from the source content database, any activity associated with it remains but becomes "orphaned." The site collection in the source content database will display as a deleted site collection in Site Collection Activity results only if it was active during the period covered by the analysis. A deleted site will continue to be included in activity and storage analysis results if it was active during the period covered by the analysis.

To delete one or more sites from your SharePoint farm:

1 Select the site(s) that you want to delete.

NOTE: If you want to delete a an entire site collection—and have permissions to do so— select the root site (which, by extension, includes all of its subsites).

2 Choose **Content > Delete Site**.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

If you chose the Run Now, option, after the action has been processed:

- a confirmation message displays at the top of the page, and
- a ControlPoint Task Audit is generated for the action and displays in the Results section.

If you schedule the action, a link to the Task Audit is included in the scheduled action notification email.

See also The ControlPoint Task Audit.

Deleting Lists

The ControlPoint Delete Lists action lets you delete one or more sites from your SharePoint farm *in real time*.

To delete one or more lists from your SharePoint farm:

1 Select the list(s) that you want to delete.

2 Choose **Content > Delete List**.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

If you chose the Run Now, option, after the action has been processed:

- a confirmation message displays at the top of the page, and
- a ControlPoint Task Audit is generated for the action and displays in the Results section.

If you schedule the action, a link to the Task Audit is included in the scheduled action notification email.

See also The ControlPoint Task Audit.

6

Managing Audit Settings

The **Manage Audit Settings** action lets you to manage (enable and disable) SharePoint audit settings from within the ControlPoint application interface.

> NOTE: Using "Manage Audit Settings" to disable or enable Audit flags will *not* affect auditing enabled through a SharePoint Information Management Policy for a list or library. These Audit flags are enabled at the Content Type level, and disabling auditing at the Site Collection level will not disable Content Type auditing.

In a multi-farm environment, audit settings can be managed across multiple farms.

> NOTE: This feature is only available at the site collection level.

To access the Manage Audit Settings workspace:

1 Select the object(s) whose audit settings you want to manage.

> NOTE: If you select the entire farm or one or more Web applications or site collections, the audit settings will be applied to the site collection(s) and inherited by child objects (sites, libraries, and lists). If you want a site collection to be included in the GDPR Dashboard **Sites with Auditing Enabled** calculation, you must enable audit settings at the site collection level or above.

2 Choose **Audit and Alerts > Manage Audit Settings**.

It is important to note that if your selection includes a single object, audit settings currently enabled for that object will be checked. (Enabled settings will not be checked if your scope includes multiple objects.)

To enable or change audit settings:

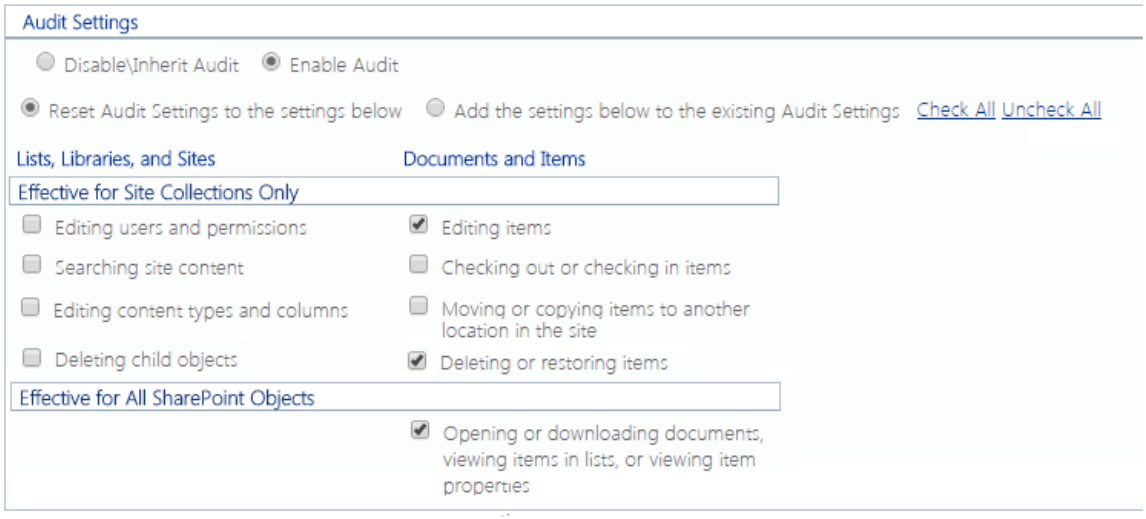
1 Select **Enable Audit**.

2 Use the information in the following table to determine the appropriate action to take.

If you want to ...	Then ...
reset all audit settings for the selected objects*	• select **Reset Audit Settings to the settings below** • check/uncheck each setting you want to enable/disable.

If you want to ...	Then ...
add to existing audit settings for the selected objects*	• select **Add the settings below to the existing Audit Settings** • check each setting you want to add. NOTE: Remember that existing audit settings will appear checked only if they were set explicitly for all objects within the scope of your selection.

Manage Audit Settings > Select parameter(s) to act on



* For most audit settings, SharePoint will only recognize and report on those that have been set at the site collection level (in the Effective for Site Collections Only section). The only setting that can be set explicitly at the site or list/library level that SharePoint will recognize is **Opening or downloading documents, viewing items in lists, or viewing item properties** (in the Effective for all SharePoint Objects section).

If you are enabling audit settings at the site collection level or above, all settings (except for **Deleting child objects)** *must* be enabled if you want the affected site collections to be included in the GDPR Dashboard **Sites with Auditing Enabled** calculation.

Now you can:

- run the operation immediately (by clicking the **[Run Now]** button)

OR

- complete the Enforce Policy section and schedule the operation to run at a later time.

OR

- save the operation as XML Instructions that can be run at a later time.

If you chose the Run Now, option, after the operation has been processed:

- a confirmation message displays at the top of the page, and
- a ControlPoint Task Audit is generated for the operation and displays in the Results section.

If you schedule the operation, a link to the Task Audit is included in the scheduled action notification email.

See also The ControlPoint Task Audit.

To disable audit settings:

Select **Disable\Inherit Audit**.

If you select this option for site collections, auditing for individual sites and lists/libraries within the site collection depends on whether auditing has been enabled for the site or list/library. If you select it for sites, libraries, or lists, whether SharePoint captures audit events depends on whether auditing has been enabled for the site collection. (By design, sites, lists, and libraries inherit most audit behavior from the site collection.)

> NOTE: If you disable the auditing of any event type(s) for which ControlPoint alerts have been scheduled, you will no longer receive alerts for those events. See also Setting ControlPoint Alerts.

7

Managing Metadata

ControlPoint offers two actions for managing metadata created via the SharePoint Online Term Store Management Tool:

- **Set Metadata Value** lets you change Managed Metadata, text, or numeric value values for one or more lists or libraries.
- **Create Managed Metadata** lets you create or update a Managed Metadata column on a list or library from an existing text column.

You can also analyze Managed Metadata usage within your SharePoint Server environment.

It is assumed that, when using these features, you are familiar with the use and behavior of SharePoint Content Types and Managed Metadata.

Setting Metadata Values

ContolPoint lets you populate or change Managed Metadata, a single line of text, or numeric values within a list column for a selected Content Type.

You can also run a simulation of how the operation will be carried out before committing to the action. This can be valuable, for example, to identify exactly which items would be changed.

EXAMPLE:

The Shared Documents library on the company website has a Managed Metadata column called **Location**.

Type	Name	Modified	Modified By	Location
	ControlPoint User Guide Addendum	9/20/2011 6:13 PM	install	
	Davinci Component Diagram	9/20/2011 6:13 PM	install	Middletown
	Help Topic IDs	9/15/2011 5:19 PM	System Account	
	LabManual	9/15/2011 5:19 PM	System Account	
	Managing SharePoint Security	9/15/2011 5:08 PM	System Account	Los Angeles

Add document

I want to make sure that the value Woburn is added to the Location column for all documents in that library.

Type	Name	Modified	Modified By	Location
	ControlPoint User Guide Addendum	9/20/2011 6:54 PM	System Account	Boston
	Davinci Component Diagram	9/20/2011 6:54 PM	System Account	Middletown; Boston
	Help Topic IDs	9/20/2011 6:54 PM	System Account	Boston
	LabManual	9/20/2011 6:54 PM	System Account	Boston
	Managing SharePoint Security	9/20/2011 6:54 PM	System Account	Los Angeles; Boston

Add document

To set a metatdata value:

1 Select the object(s) whose column data you want to set.

2 Choose **Automation > Set Metadata Value**.

Set Metadata Value > Select parameter(s) to act on

Select a Column Type

Managed Metadata Text Numeric

Select a Column

Content Type Contains: Get Content Types (takes more time)

Content Type:

Column:

Choose a Value

New Value: Please type here...

Overwrite existing values

Append to existing values

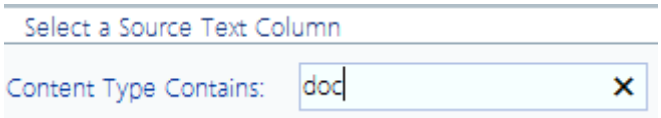
3 Select the type of metadata you want to set:

- **Managed Metadata**
- **Single Line Text**, or
- **Numeric**

4 Use the information in the following table to determine the appropriate action to take.

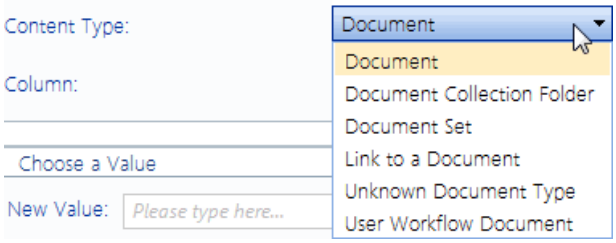
If the scope of your selection ...	Then ...
• is at the site level or above and/or • includes more than one list	go to the next step. NOTE: Before you can select a list column, you must first choose from available Content Types.
consists of only one list	you may want to go to Step 8. NOTE: It is not necessary to choose a Content Type for a single list. The **Column** drop-down will automatically populate with all of the columns used by that list.

5 If you want to filter content types by a specific text string, complete the **Content Type Contains** field.



6 To populate the **Content Type** drop-down with relevant Content Types, click **[Get Content Types]**.

7 Select a **Content Type** from the drop-down.



NOTE: If you have selected objects above the list level (for example, Web applications, site collections, and/or sites), the drop-down will be populated with all Content Types that are available for use by lists and libraries within the scope of your selection. If you have selected multiple lists, only Content Types that are currently *in use* by those lists will be available for selection.

8 Select the **Column** whose value you want to set. (This drop-down is populated with all of the columns used by lists within the scope of your selection that match the selected data type and content type.)

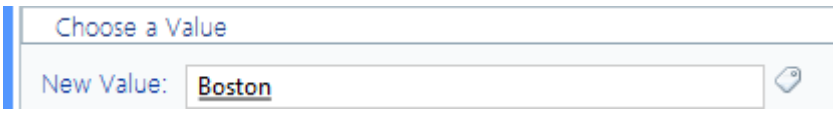
NOTE: If your selection includes more than one list, custom columns will only appear in the drop-down if they have been added to the Content Type at the site level. If a column was added directly to a particular list (or to a Content Type on the list), it will appear in the drop-down if your selection consists of *only* that list.

9 For **Choose a Value**:

a) Enter the new value for the column (For Managed Metadata, you can also click the icon and select from available values.)

b) If you want to **Overwrite existing values**, check this box.

NOTE: If you leave this box unchecked and a value already exists in that column for an item, it will be skipped. If you selected a Managed Metadata column that allows multiple values, you also have the option to **Append to existing values**.



Now you can:

- run a simulation of the action (by clicking [**Run Simulation**])
- run the action immediately (by clicking [**Run Now**]),

OR

- schedule the action to run at a later time .

OR

- create an xml file with instructions for the analysis that can be run at a later time (by clicking [**Save Instructions**]).

If you click [**Run Simulation**], ControlPoint runs through the process without actually making changes. A Task Audit will be generated with a description of what ControlPoint *would have done* if the action had been carried out. Text in the task description identifies it as a simulation.

If you chose the Run Now, option, after the action has been processed:

- a confirmation message displays at the top of the page, and
- a ControlPoint Task Audit is generated for the action and displays in the Results section.

If you schedule the action, a link to the Task Audit is included in the scheduled action notification email.

See also The ControlPoint TaskAudit.

Creating a Managed Metadata Column from a Text Column (SharePoint Server)

The Create Managed Metadata action lets you map an existing text column in a SharePoint list or library to a Managed Metadata term. You can:

- map the text column to a Managed Metadata column that is already used by the list/library

OR

- create a new Managed Metadata column using a term set that has been defined either within the current site collection or in the Managed Metadata Service Application.

NOTE: If ControlPoint *creates* the Managed Metadata column, it will do so on the list-level Content Type. If you have defined a Content type at a higher level (such as the site collection or site) you may

want to manually update the shared definition, and then use this action to populated the *values* of that column.

You can also run a simulation of how the operation will be carried out before committing to the action. This can be valuable, for example, to identify exactly which items would be changed.

EXAMPLE:

A SharePoint document library has a text field called Office, which identifies the Metalogix regional office that has ownership of a document.

Type	Name	Modified	Office
	ControlPoint User Guide Addendum	9/21/2011 11:03 AM	Woburn
	Davinci Component Diagram	9/21/2011 11:04 AM	East Podunk
	Help Topic IDs	9/21/2011 10:30 AM	
	LabManual	9/21/2011 11:09 AM	London
	Managing SharePoint Security	9/21/2011 11:04 AM	Los Angeles

Add document

The SharePoint administrator wants to map that column to a new Managed Metadata column entitled Metalogix Office, populate the new column with only *valid* Managed Metadata, and rename the original column, which is retained for reference or cleanup.

Type	Name	Modified	Obsolete	Metalogix Office
	ControlPoint User Guide Addendum	9/21/2011 2:33 PM	Boston	Boston
	Davinci Component Diagram	9/21/2011 2:41 PM	East Podunk	
	Help Topic IDs	9/21/2011 2:33 PM		
	LabManual	9/21/2011 2:41 PM	London	London
	Managing SharePoint Security	9/21/2011 2:33 PM	Los Angeles	Los Angeles

To create Managed Metadata from a text column:

1 Select the object(s) for which you want to create Managed Metadata.

2 Choose **Automation > Create Managed Metadata**.

Create Managed Metadata > Select parameter(s) to act on

Select a Source Text Column

Content Type Contains: Get Content Types (takes more time)

Content Type:

Source Column Name:

Update source column to:

Select a Target Managed Metadata Column

Target Column Name: Description:

Require that this column contains information

Enforce unique values

Add to all content types

Add to default view

Display format: Display term label in the field

Dislay the entire path to the term in the field

Allow multiple values

Allow 'Fill-in' choices

Select a managed term set:

Taxonomy_xFPURx+LdW4u5aKwLGCtjQ==

Color Document

Cybage

Emp_Details

Metalogix

NekGroup

People

Search Dictionaries

Software League

Sports

TestStore

Select term (Default value):

Please type here...

Target Column Options

If source value does not match term: Leave target column as is

Use Blank in target column

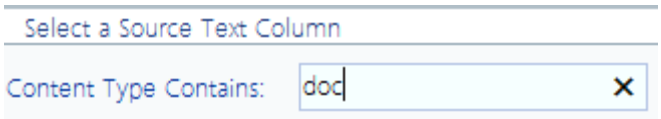
Use Default value (term) in target column

3 Use the information in the following table to determine the appropriate action to take.

If the scope of your selection ...	**Then ...**
• is at the site level or above and/or • includes more than one list	go to the next step.

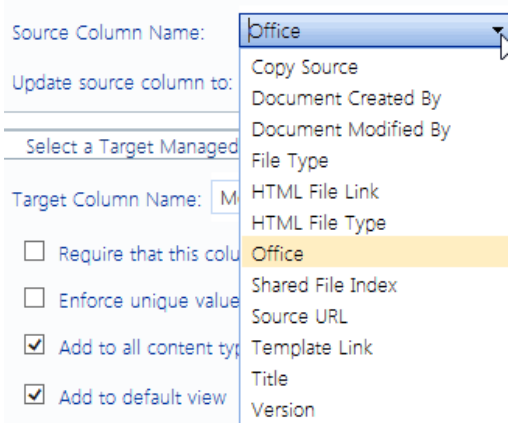
	NOTE: Before you can select a list column, you must first choose from available Content Types.
consists of only one list	you may go to Step 7. NOTE: It is not necessary to choose a Content Type for a single list. The **Column** drop-down will automatically populate with all of the columns used by that list.

4 If you want to filter source column content types by a specific text string, complete the **Content Type Contains** field.



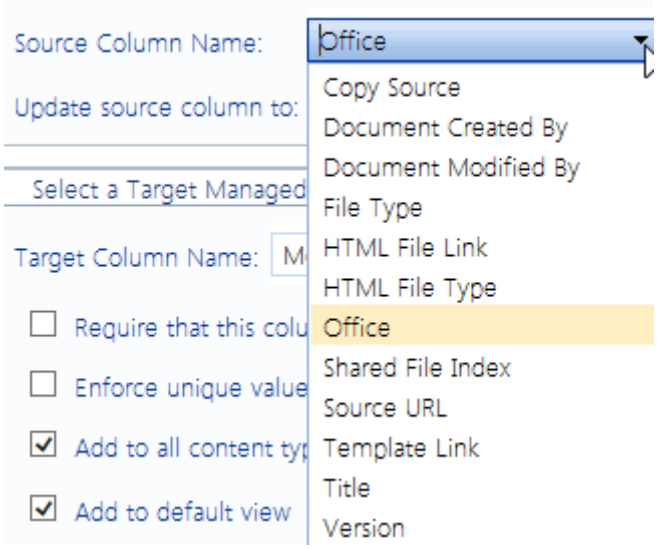
5 To populate the Content Type drop-down with relevant content types, click **[Get Content Types]**.

6 Select a source column **Content Type** from the drop-down.



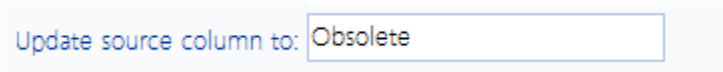
NOTE: If you have selected objects above the list level (for example, Web applications, site collections, and/or sites), the drop-down will be populated with all Content Types that are available for use by lists and libraries within the scope of your selection. If you have selected multiple lists, only Content Types that are currently *in use* by those lists will be available for selection.

7 Select the **Source Column Name** of the column whose value you want to use in setting the Managed Metadata field. (This drop-down is populated with all of the *text* columns within the scope of your selection that match the selected Content Type.)



NOTE: If your selection includes more than one list, custom columns will only appear in the drop-down if they have been added to the Content Type at the site level. If a column was added directly to a particular list (or to a Content Type on the list), it will appear in the drop-down if your selection consists of *only* that list.

8 If you want to give the source column a new name, complete the **Rename source column to** field. (If you want to use the same name for the target column, then you must rename the source column.)



9 Complete the **Select a Target Managed Metadata section** as follows:

a) For **Target Column Name** and **Description**:

- If the Managed Metadata column already exists for the Content Type, select it from the drop-down.

NOTE: When you select an existing Managed Metadata column, the remaining fields will be grayed-out, and the existing column definition will be used.

OR

- If you want to create a Managed Metadata column for the Content Type, enter a name for the new column in the drop-down then enter a **Description**.

NOTE: If you are creating a new Managed Metadata column, complete the remaining fields as you would if you were creating it in SharePoint.

10 Check the options that you want to apply to the target column.

☐ Require that this column contains information

☐ Enforce unique values

☑ Add to all content types

☑ Add to default view

Display format: ◉ Display term label in the field

○ Dislay the entire path to the term in the field

☐ Allow multiple values

☐ Allow 'Fill-in' choices

11 Complete the **Target Column Options** section as follows:

a) For **If source value does not match term,** specify how to proceed if a source value does not match a valid term within the selected term set. Use the information in the following table for guidance.

Target Column Options

If source value does not match term: ◉ Leave target column as is

○ Use Blank in target column

○ Use Default value (term) in target column

☐ Overwrite existing values ☐ Append to existing values

If the source value does not match a valid term within the selected term set and ...	**Then ...**
you want to retain the existing value in the target Managed Metadata column	select **Leave target column as is**. NOTE: If you are creating a new target Managed Metadata column and select this option, when a non-matching value is encountered the target column value will be left blank.
you want the value in the target column to be blank (and blank is a valid value per the column definition)	select **Use Blank in target column**.
you want the default value that has been specified for the target Managed Metadata column to be used	select **Use Default value (term) in target column**.

b) If the target Managed Metadata column already exists and you want to **Overwrite existing values**, check this box.

NOTE: If you leave this box unchecked and a value already exists in that column for an item, the existing value will be retained. If you selected a Managed Metadata column that allows multiple values, you also have the option to **Append to existing values**.

Now you can:

- run a simulation of the action (by clicking [**Run Simulation**])

OR

- run the action immediately (by clicking [**Run Now**]),

OR

- schedule the action to run at a later time

OR

- create an xml file with instructions for the analysis that can be run at a later time (by clicking [**Save Instructions**]).

If you click [**Run Simulation**], ControlPoint runs through the process without actually making changes. A Task Audit will be generated with a description of what ControlPoint *would have done* if the action had been carried out. Text in the task description identifies it as a simulation.

If you chose the Run Now, option, after the action has been processed:

- a confirmation message displays at the top of the page, and
- a ControlPoint Task Audit is generated for the action and displays in the Results section.

If you schedule the action, a link to the Task Audit is included in the scheduled action notification email.

See also The ControlPoint Task Audit.

8

Managing SharePoint User Permissions

ControlPoint includes a variety of value-added actions that facilitate the management of SharePoint users, groups, and permissions:

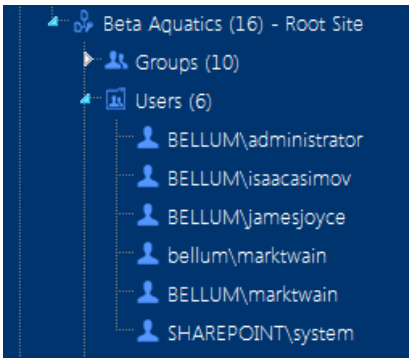
These actions are accessible from various levels of the hierarchy, enabling you to act on a single site collection or site, multiple site collections, sites, and/or lists within a Web application, or across the entire farm.

> EXCEPTION: You cannot use these actions to manage user permissions for the SharePoint Central Administration site.

From the ControlPoint left navigation pane, you can also link directly to SharePoint pages for managing users and permissions.

Accessing SharePoint Pages for Managing User Permissions

The Users folder displays all of the users with direct or explicit permissions for a selected site collection or site. You can link directly to the SharePoint pages for managing direct permissions of an existing user or create a new user.

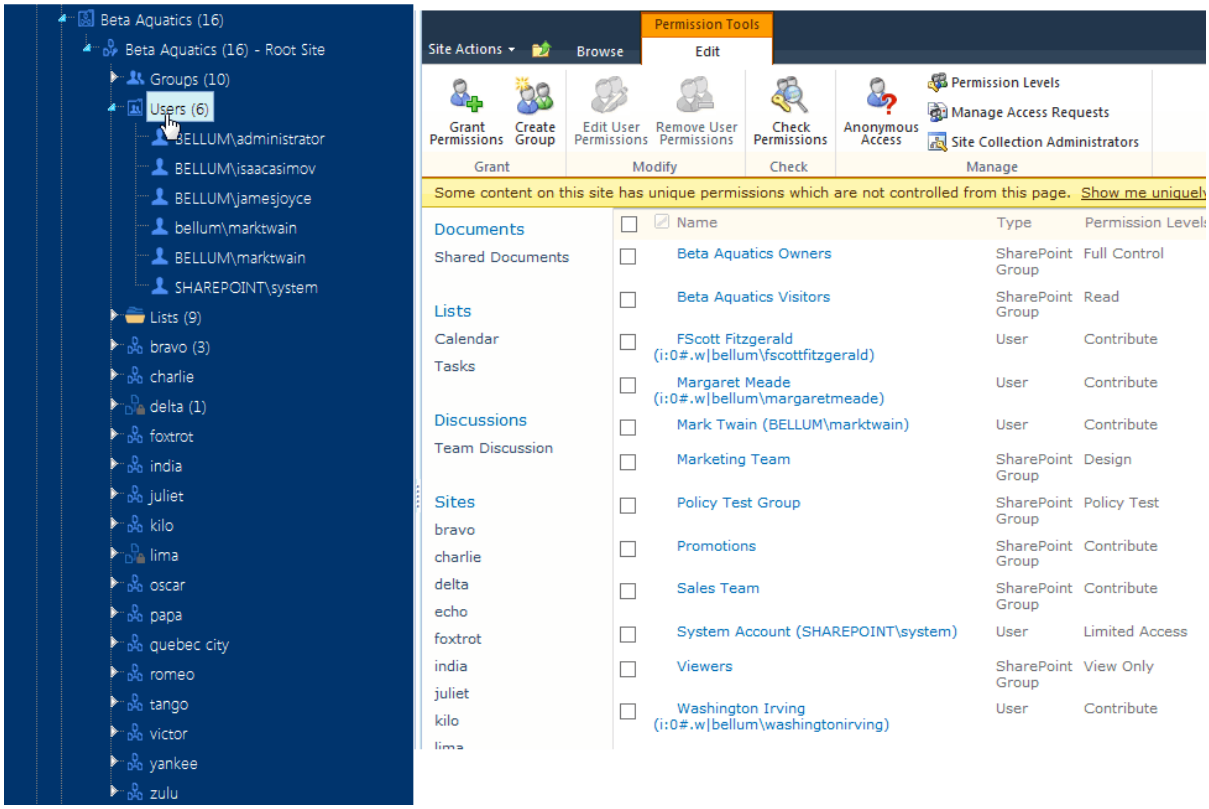


NOTE: Users do not display for sites whose permissions are *inherited* (as indicated by a site icon).

If a user has permissions to the site collection/site via a group, permissions are managed at the group level. See Accessing SharePoint Pages for Managing Groups.

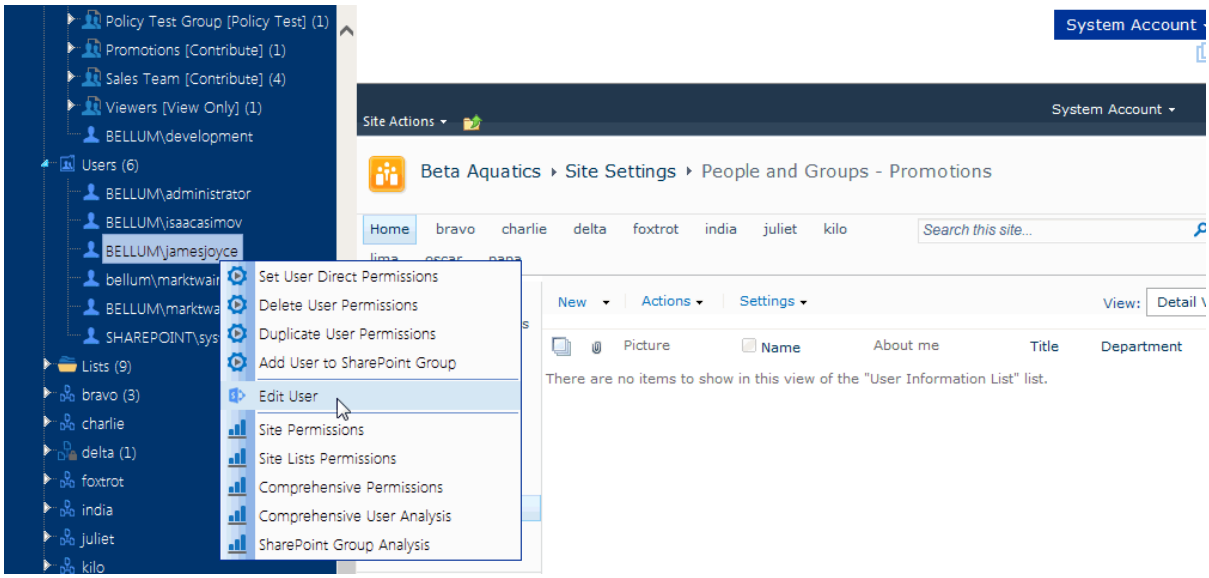
To view user permissions for the site collection/site in SharePoint

Click on the Users folder to access the SharePoint Permissions page for the site collection/site



To view/edit information about a user in SharePoint:

Select a user name and choose **Edit** to access the SharePoint Edit Personal Settings page for that user.

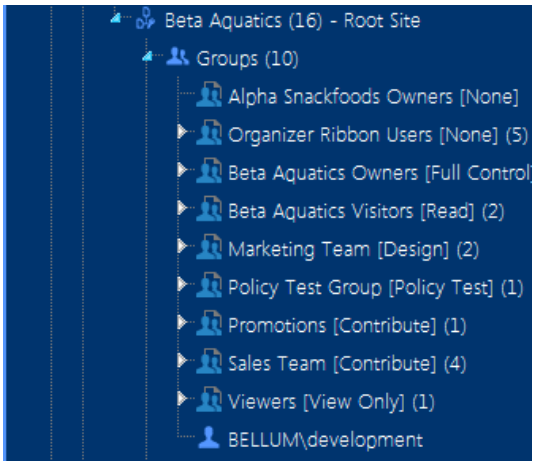


As an alternative to managing permissions through SharePoint, you can use ControlPoint value-added features for managing user permissions. These features are especially useful if you want act on multiple users and/or across multiple sites in a single operation.

Accessing SharePoint Pages for Managing Groups

The Groups folder displays all of the SharePoint and Active Directory groups with permissions for a site. You can link directly to the SharePoint pages for managing an existing group or create a new group.

All groups with permissions for each site within a site collection display beneath the site. In the case of SharePoint groups, the number of users within a group, as well as the group's permission level, displays to the right of each group name.

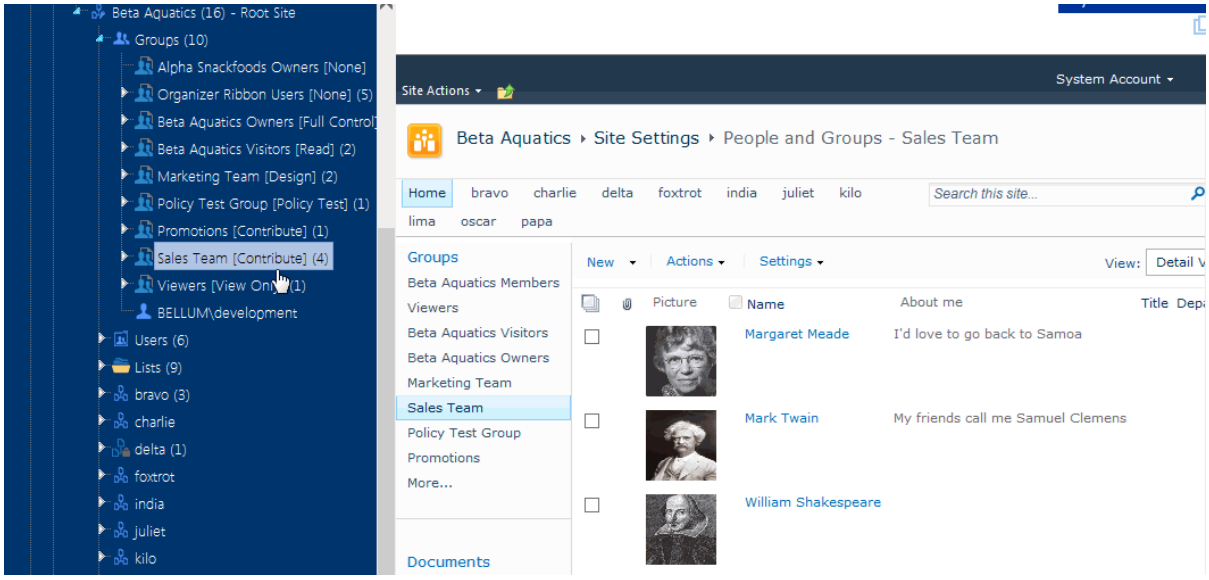


NOTE: Groups do not display for sites whose permissions are *inherited* (as indicated by the icon).

You can view group membership by clicking on the plus sign (+) to the left of the group name.

To view/edit an existing group in SharePoint:

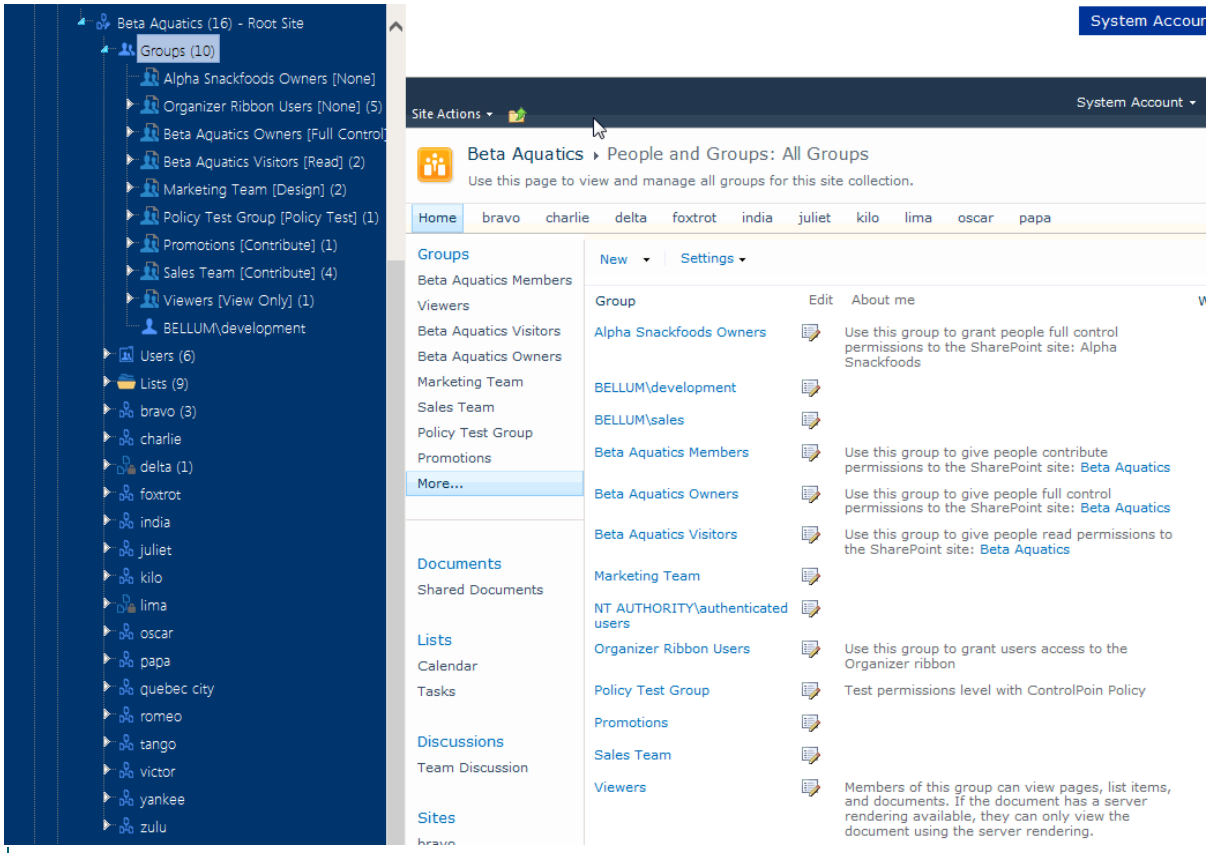
Click on a SharePoint group name to access the SharePoint People and Groups page for that group.



To view/edit groups in SharePoint:

Click the Groups folder to access the SharePoint All Groups page, from which you can create a new group for the site.

Consult your SharePoint documentation for instructions on creating a group.



NOTE: If the Groups folder does not display for a root site or a site with unique permissions, no groups have been granted permissions for it. To set up permissions for the first Group, navigate to the People and Groups page through the SharePoint site. Once a group has been granted permissions, the Groups folder will display in the ControlPoint left navigation pane as soon as you refresh the SharePoint Hierarchy.

Setting User Direct Permissions

Set User Direct Permissions is a ControlPoint action that lets you grant users direct permissions to one or more SharePoint sites, lists/libraries, and/or items. (The action will not, however, overwrite or replace any direct permissions a user may already have.)

NOTE: If you want to add users to an existing SharePoint group, use the procedure for Adding Users to SharePoint Groups.

To set user direct permissions:

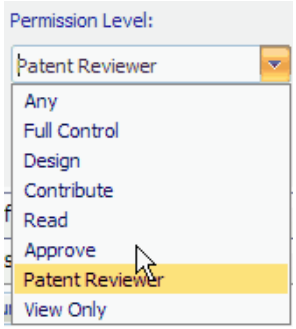
1 Select the object(s) to which you want to grant user permissions.

2 Choose **Users and Security > Set User Direct Permissions**.

3 Complete the Parameters section as follows:

a) For **Set Permissions for User(s)**, select the user(s) for whom you want to set direct permissions.

b) In the **Permission Level (Direct)** drop-down, select a level from the list.



NOTE: All custom permissions levels that are currently assigned to at least one user within the scope of your selection display in the drop-down. (In a multi-farm environment, this list is populated from the permissions of the home farm.) If you want to assign a custom permissions level that has been defined for a site collection but either is not currently in use or exists only on a remote farm, you can type it into the drop-down.

c) If your selection includes one or more sites and you want the permissions to be applied to all lists within the site(s) that have unique permissions, check the **Propagate to All Lists with Unique Permissions** box.

d) If you have checked the **Propagate to All Lists with Unique Permissions** box and want the permissions to be applied to all *items* within the list(s) that have unique permissions, check the **Propagate to List Items** box.

NOTE: The "Propagate" options do not apply to lists that you selected explicitly. If you want to include items within explicitly-selected lists, use the **Include Children** or **Choose** option in the Selection panel. See also Selecting List Items on Which to Perform a ControlPoint Operation.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

If you chose the Run Now, option, after the operation has been processed:

- a confirmation message displays at the top of the page, and
- a ControlPoint Task Audit is generated for the operation and displays in the Results section.

If you schedule the operation, a link to the Task Audit is included in the scheduled action notification email.

See also The ControlPoint Task Audit.

Deleting User Permissions

Delete User Permissions is a ControlPoint action that lets you delete SharePoint user permissions from one or more site collections/sites. You can also choose whether to:

- delete the user's entry from the selected site(s) (so that they no longer appear in the site's All People list)
- delete alerts associated with the user
- delete the user's My Site site collection, and/or
- reassign a user's permissions to one or more target users before performing the deletion

  EXCEPTION: You cannot reassign Site Collection Administrator privileges using this action.

CAUTION: Deleting Users from SharePoint Groups

The Delete User Permissions action will remove the selected user(s) from SharePoint groups in which they are listed as a member. Because groups are defined at the site collection level and may be used anywhere in the site collection, if you are performing the action on one or more individual sites that includes groups that are used elsewhere in the site collection, the user(s) will lose permissions on unselected sites within the collection as well.

NOTE: This action does not remove users from *Active Directory* groups. Therefore, if a user is granted permissions via an Active Directory group, those permissions will not be impacted.

Deleting Permissions from Lists, Folders, or Items with Unique Permissions

When user permissions are added to a list, folder, or item that has unique permissions, SharePoint automatically creates an entry for the user on its first non-inherited parent object and assigns a permissions level of "Limited." This entry will be deleted only if that parent object is included in the scope of the action. If the parent object is not included in the scope, the following message will display in the Task Audit:

User [user_name] permissions cannot be removed from [object_type] [object_name]. Go to the first non-inheriting parent [object_type] to remove this permission.

To delete the permissions of one or more users:

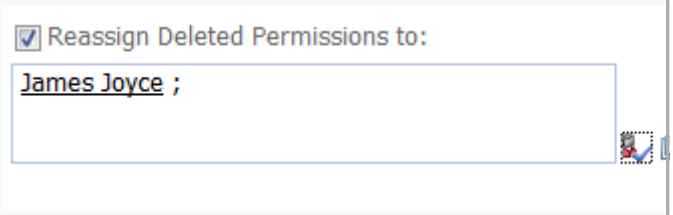
1 Select the object(s) from which you want to delete permissions.

2 Choose **Users and Security > Delete User Permissions**.

3 For **Delete All Permissions for User(s)**, select the user whose permissions you want to delete.

NOTE: Delete User Permissions is one of the ControlPoint actions that can be performed on unvalidated users. (For example, you can delete the SharePoint permissions of a user that you know has been removed from Active Directory or alternate authentication provider database.) However, any individual user(s) entered into the Reassign Deleted Permissions to People Picker must be validated.

4 Specify the remaining parameters as appropriate. Use the information in the table below for guidance.

If you want to ...	**Then ...**
remove the user(s) from the site collection's People and Group list	check the **Delete User Entries from the Site Collection** box .(If you leave this box unchecked, permissions will be deleted but user entries will remain in the People and Groups list). NOTES: • If a user was granted permissions *only* through an Active Directory group, that user may have an "invisible entry" in the site collection's People and Group list. This action will remove that entry. • If the **Delete direct permissions only** is selected, this option becomes disabled. The removal of a user from the site collection would remove *all* of that user's permissions, including those granted through membership in SharePoint groups.
remove *only* direct permissions and retain permissions granted through SharePoint group membership	check the **Delete direct permissions only (Leave group permissions intact)** box. NOTE: If **Delete User Entries from the Site Collection is selected**, this option becomes disabled. Removal of a user from the site collection would remove *all* of that user's permissions, including those granted through membership in SharePoint groups.
reassign the permissions of the user(s) to be deleted to one or more other users	a. Check the **Reassign Deleted Permissions to** box. b. Select the user(s) to whom you want to copy the permissions.  NOTE: If you entered the name of more than one user in the Delete Users field, the permissions of every one of

	those users (if different) will be reassigned to the target user.
delete the user My Site site collection(s)	check the **Delete My Sites** box.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

If you chose the Run Now, option, after the operation has been processed:

- a confirmation message displays at the top of the page, and
- a ControlPoint Task Audit is generated for the operation and displays in the Results section.

If you schedule the operation, a link to the Task Audit is included in the scheduled action notification email.

See also The ControlPoint Task Audit.

NOTE: If you chose to reassign permissions, the delete action will not be carried out unless the permissions are successfully reassigned.

Duplicating a User's Permissions

Duplicate User Permissions is a ControlPoint action that lets you copy the permissions of one SharePoint user to one or more others. Permissions can be copied for multiple site collections in a farm or Web application, or for individual site collections and sites.

EXCEPTIONS: You cannot duplicate *Site Collection Administrator* privileges using this action. You also cannot duplicate permissions that were granted via an Active Directory group (as an alternative, you can simply add the new user(s) to the Active Directory group).

All of a user's permissions for a site collection, including any unique permissions for sites, lists, and libraries, and items are copied. .

NOTE: If your ultimate goal is to delete a user after copying his or her permissions to another user (for example, if the user is leaving the department or company and is being replaced by someone else), you can do so as part of the procedure for Deleting User Permissions.

To duplicate a user's permissions:

1 Select the site(s) for which you want to duplicate permissions.

2 Choose **Users and Security > Duplicate User Permissions**.

3 Complete the Parameters section as follows:

a) For **Model User Name**, select the user(s) whose permissions you want to duplicate.

NOTE: Make sure that the permissions of the user you want to use as the model are appropriate for the target user(s). Remember that you can review the permissions of the model before continuing. If you entered the name of more than model user, the permissions of every one of those users (if different) will be assigned to the target user(s).

b) For **Duplicate Permissions To**, select the target user(s).

c) If you want permissions of the model user(s) to *replace* those of the target user(s), check the **Delete existing permissions from target** box.

NOTE: If you leave this box unchecked, model user permissions will be *added* to any existing permissions.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

If you chose the Run Now, option, after the operation has been processed:

- a confirmation message displays at the top of the page, and
- a ControlPoint Task Audit is generated for the operation and displays in the Results section.

If you schedule the operation, a link to the Task Audit is included in the scheduled action notification email.

See also The ControlPoint Task Audit.

Adding Users to SharePoint Groups

Add Users to SharePoint Groups is a ControlPoint action that enables you to add one or more users to existing SharePoint groups.

To add users to SharePoint groups:

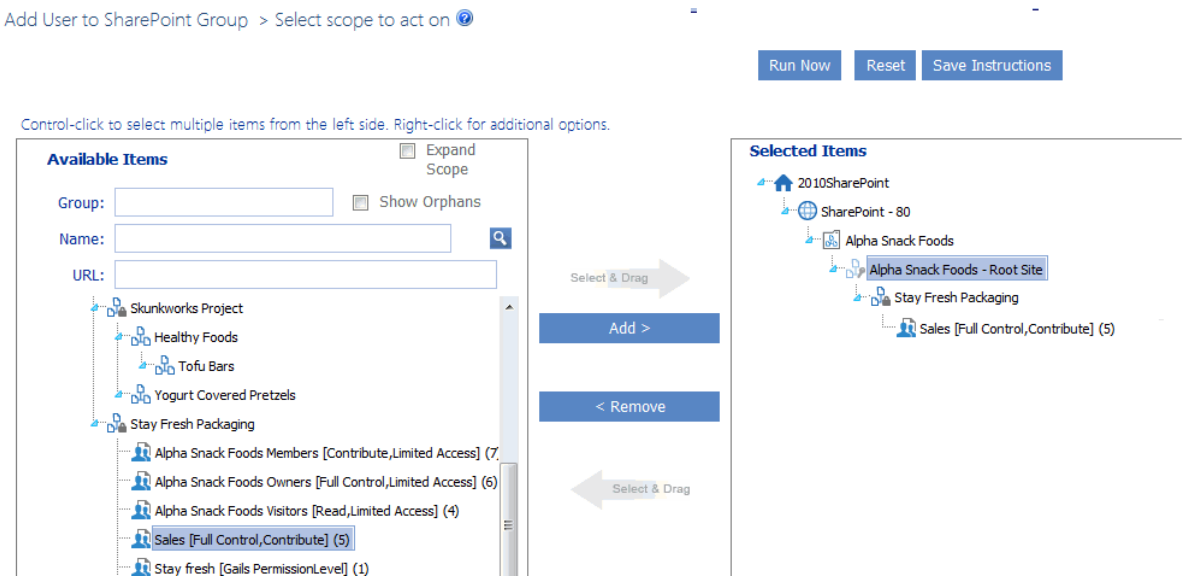
1 Select the object(s) for which you want to add users to groups.

2 Choose **Users and Security > Add User to SharePoint Group**.

3 Select the SharePoint group(s) to which you want to add users as follows:

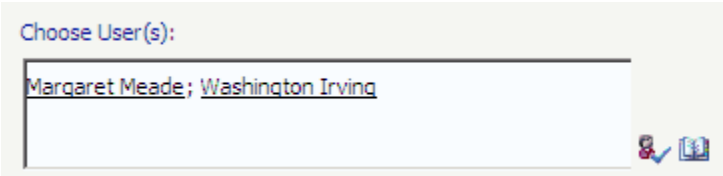
a) From the **Available Items** list, select the group(s) to which you want users and move them to the **Selected Items** list.

Note that all groups defined for the entire site collection display beneath the root site. Groups with unique permissions also display beneath the site granting those permissions. By default, groups will display in this list if they have been assigned at least one permissions level. ControlPoint Application Administrators can, however, configure ControlPoint to display groups that do not have an associated permissions level. Details can be found in the *ControlPoint Administration Guide*.



b) When you have finished adding groups to the Selected Items list, click [**Apply**].

4 In the Parameters section **Choose User(s)** field, select the user(s) that you want to add to the group(s).



5 If you want to remove any user direct permissions from objects for which the selected *group* has permissions, check the **Remove matching direct permissions** box.

> NOTE: Direct permissions for any objects within the scope of the action for which the selected SharePoint group does *not* have permissions will be retained.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

If you chose the Run Now, option, after the operation has been processed:

- a confirmation message displays at the top of the page, and
- a ControlPoint Task Audit is generated for the operation and displays in the Results section.

If you schedule the operation, a link to the Task Audit is included in the scheduled action notification email.

See also The ControlPoint Task Audit.

Setting SharePoint Group Permissions

The Set SharePoint Group Permissions action lets you assign a permissions level to one or more SharePoint groups within a single site collection or site.

By default, only groups that have existing permissions within the site collection can be selected. In that case, the action *adds* to the existing permissions (it does not replace them). ControlPoint Application Administrators can, however, choose to display- and allow the selection of- groups that exist in the site collection but do not have permissions to the object. See the *ControlPoint Administration Guide* for details on changing the ControlPoint Setting "Show SharePoint Groups with No Permissions in Hierarchy."

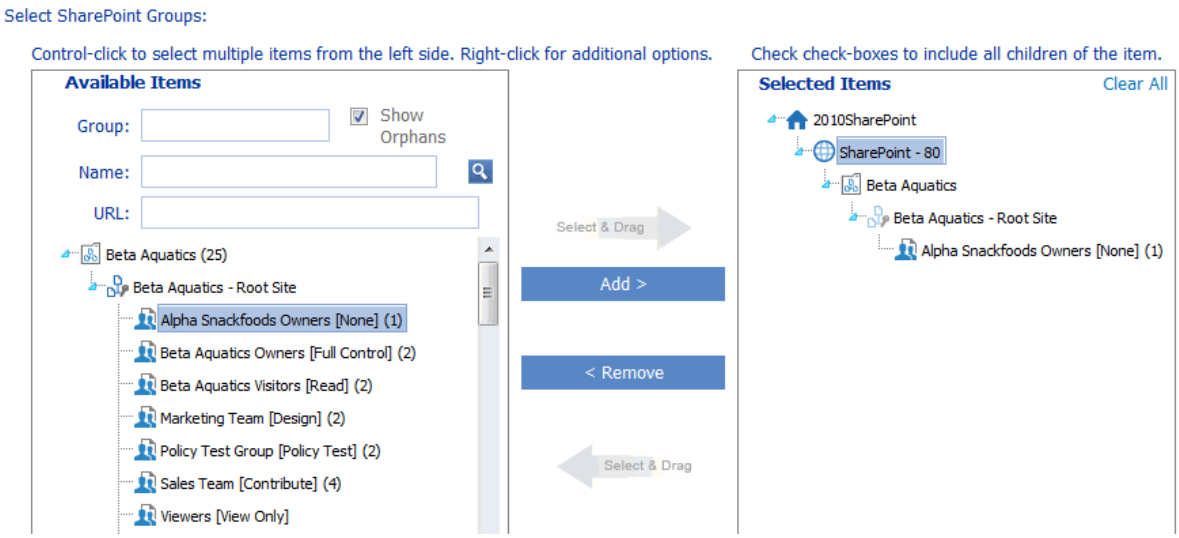
In a multi-farm environment, SharePoint group permissions can be set on a single farm; either the home farm or a remote farm.

This feature is not available at the farm (tenant) scope.

To set SharePoint Group Permissions

1 Select the site collection or site whose SharePoint group permissions you want to set.

2 Choose **Users and Security > Set SharePoint Group Permissions**.



3 Select the group(s) to which you want to add permissions as follows:

a) From the **Available Items** list, select the group(s) to which you want to set permissions and move them to the **Selected Items** list.

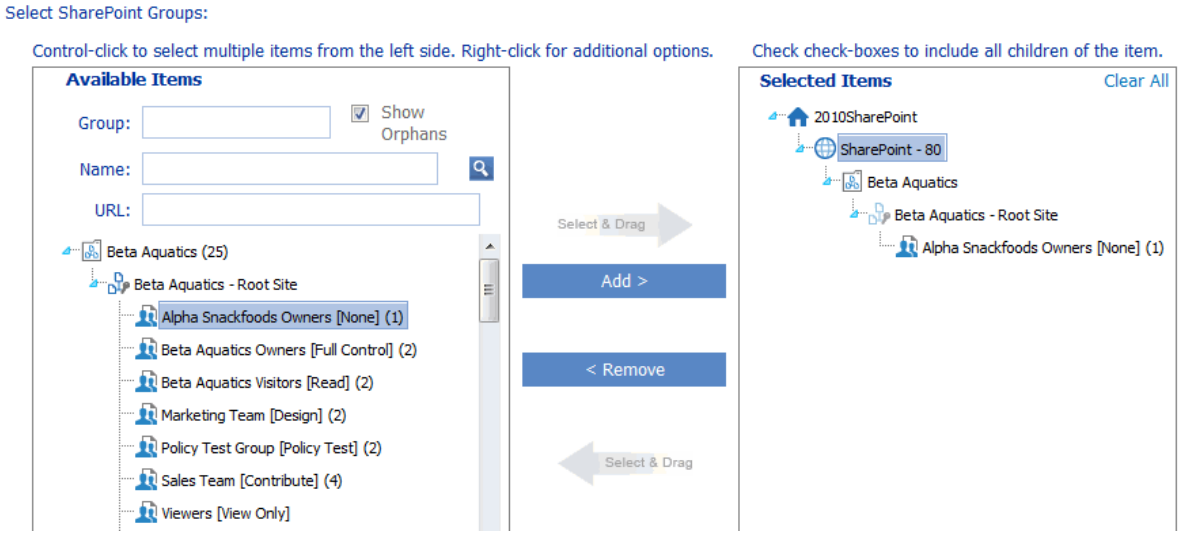
Note that all groups defined for the entire site collection that have at least one associated permissions level display beneath the root site. Groups with unique permissions also display beneath the site granting those permissions. Any group that does not have at least one associated permissions level for the site collection or site will not display in the list.

> TIP: If your Available Items list is particularly long, you may find it useful to narrow the scope by searching based on **Group** name, site **Name**, and/or site **URL**) and searching for the group. For example, if you want to narrow your scope to all group owners, enter "owner" in the Group field.

b) Click [**Apply**].

4 From the **Permission Level** drop-down, select the permissions level you want to add to the group.

REMINDER: This action will add to, but will not replace, an existing permissions level.



NOTE: All custom permissions levels that are currently assigned to at least one user within the scope of your selection display in the drop-down. (In a multi-farm environment, this list is populated from the permissions of the home farm.) If you want to assign a custom permissions level that has been defined for a site collection but either is not currently in use or exists only on a remote farm, you can type it into the drop-down.

5 If your selection includes one or more sites and you want the permissions to be applied to all lists within the site(s) that have unique permissions, check the **Propagate to All Lists with Unique Permissions** box.

6 If you have checked the **Propagate to All Lists with Unique Permissions** box and want the permissions to be applied to all *items* within the list(s) that have unique permissions, check the **Propagate to List Items** box.

NOTE: The "Propagate" options do not apply to lists that you selected explicitly. If you want to include items within explicitly-selected lists, use the **Include Children** or **Choose** option in the Selection panel. See also Selecting List Items on Which to Perform a ControlPoint Operation.

Now you can:

- run the operation immediately (by clicking the **[Run Now]** button)

OR

- complete the Enforce Policy section and schedule the operation to run at a later time.

OR

- save the operation as XML Instructions that can be run at a later time.

Deleting SharePoint Group Permissions

The Delete SharePoint Group Permissions lets you delete the permissions of one or more SharePoint groups from a single site collection or site without removing its members or deleting the group itself.

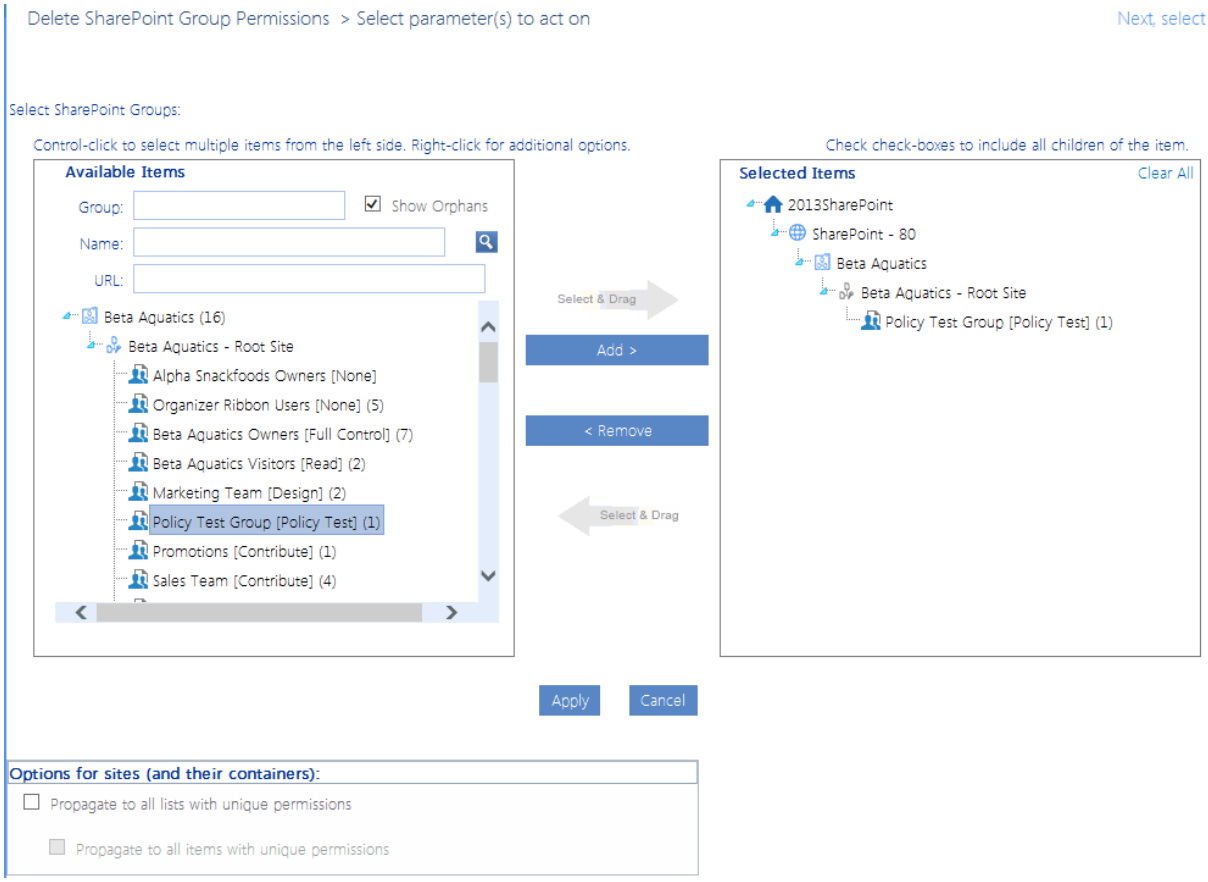
> NOTE: This action deletes *all* permissions currently assigned to a group. Once permissions have been removed from a SharePoint group, the group will display in the SharePoint Group Analysis. Whether or not the group continues to display in the SharePoint Hierarchy or any ControlPoint group pickers depends on the Value of the ControlPoint Configuration Setting Show SharePoint Groups with No Permissions in Hierarchy.

This feature is not available at the farm (tenant) scope.

To delete SharePoint Group Permissions:

1 Select the site collection or site whose group permissions you want to delete.

2 Choose **Users and Security > Delete SharePoint Group Permissions**.



3 Select the group(s) whose permissions you want to delete as follows:

a) From the **Available Items** list, select the group(s) to which you want to add users and move them to the **Selected Items** list.

Note that all groups defined for the entire site collection that have at least one associated permissions level display beneath the root site. Groups with unique permissions also display beneath the site granting those permissions. Any group that does not have at least one associated permissions level for the site collection or site will not display in the list.

> TIP: If your Available Items list is particularly long, you may find it useful to narrow the scope by searching based on **Group** name, site **Name**, and/or site **URL**) and searching for the group. For example, if you want to narrow your scope to all group owners, enter "owner" in the Group field.

b) Click [**Apply**].

4 If your selection includes one or more sites and you want the permissions to be deleted from all lists within the site(s) that have unique permissions, check the **Propagate to All Lists with Unique Permissions** box.

5 If you have checked the **Propagate to All Lists with Unique Permissions** box and want the permissions to be deleted from all *items* within the list(s) that have unique permissions, check the **Propagate to List Items** box.

> NOTE: The "Propagate" options do not apply to lists that you selected explicitly. If you want to include items within explicitly-selected lists, use the **Include Children** or **Choose** option in the Selection panel. See also Selecting List Items on Which to Perform a ControlPoint Operation.

Now you can:

- run the operation immediately (by clicking the **[Run Now]** button)

OR

- complete the Enforce Policy section and schedule the operation to run at a later time.

OR

- save the operation as XML Instructions that can be run at a later time.

If you chose the Run Now, option, after the operation has been processed:

- a confirmation message displays at the top of the page, and
- a ControlPoint Task Audit is generated for the operation and displays in the Results section.

If you schedule the operation, a link to the Task Audit is included in the scheduled action notification email.

See also The ControlPoint Task Audit.

Deleting SharePoint Groups

Use the Delete SharePoint Groups action to delete SharePoint groups from one or more site collections/sites in the farm.

To delete one or more SharePoint groups:

1 Select the object(s) from which you want to delete SharePoint groups.

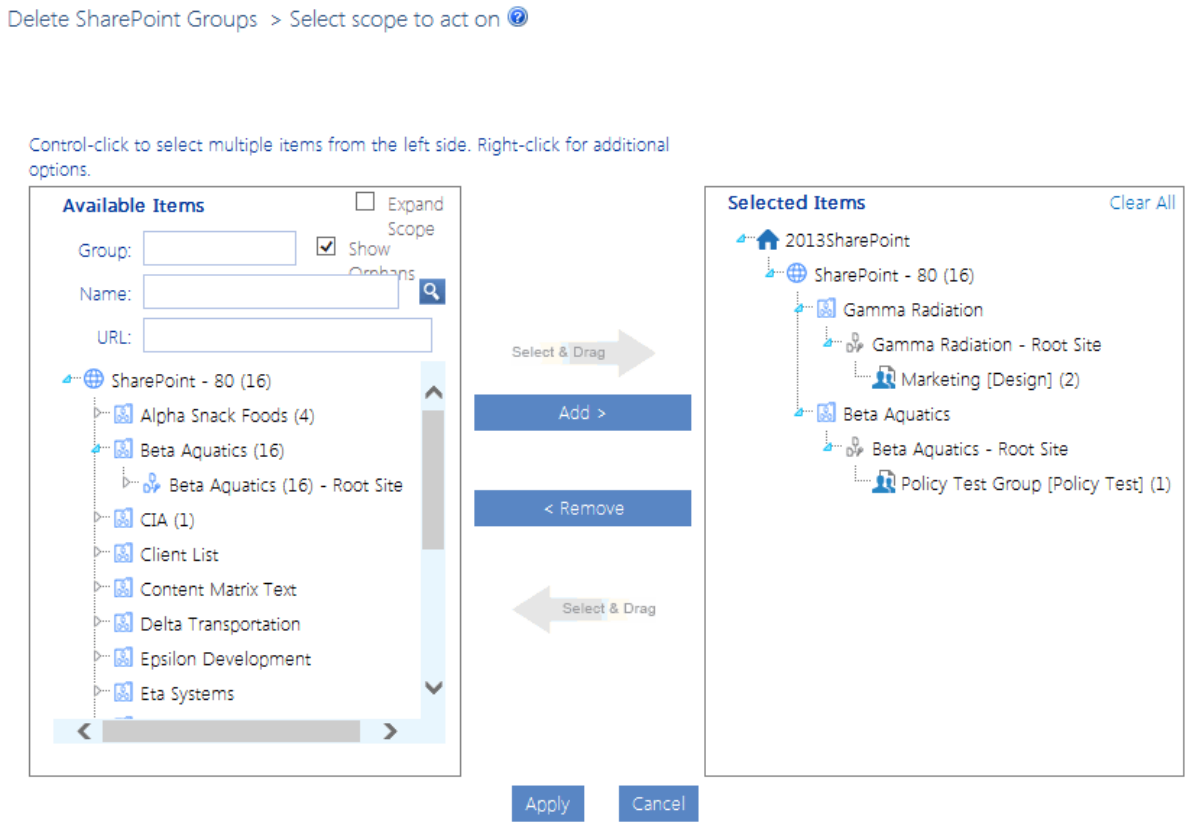
2 Choose **Users and Security > Delete SharePoint Groups**.

3 Select the SharePoint group(s) you want to delete as follows:

a) Select the group(s) from the **Available Items** list and move them to the **Selected Items** list.

Note that all groups defined for the entire site collection display beneath the root site. Groups with unique permissions also display beneath the site granting those permissions.

> TIP: If your Available Items list is particularly long, you may find it useful to narrow the scope by searching based on **Group** name, site **Name**, and/or site **URL**) and searching for the group.



> CAUTION: Because SharePoint groups are defined at the site collection level and may be used anywhere in the site collection, if you are performing the action on one or more individual sites that includes groups that are used elsewhere in the site collection, the groups will be deleted from unselected sites within the collection as well.

b) When you have finished adding groups to the Selected Items list, click [**Apply**].

Now you can:

- run the operation immediately (by clicking the **[Run Now]** button)

OR

- complete the Enforce Policy section and schedule the operation to run at a later time.

OR

- save the operation as XML Instructions that can be run at a later time.

If you chose the Run Now, option, after the operation has been processed:

- a confirmation message displays at the top of the page, and
- a ControlPoint Task Audit is generated for the operation and displays in the Results section.

If you schedule the operation, a link to the Task Audit is included in the scheduled action notification email.

See also The ControlPoint Task Audit.

Backing Up and Restoring Site Permissions

The ControlPoint Backup Permissions action lets you back up the permissions of one or more SharePoint sites, which includes:

- permissions granted to users or groups specified in Active Directory or other authentication providers
- permissions granted to SharePoint groups
- membership in SharePoint groups.

The following are *not* backed up:

- Permission level definitions
- SharePoint group definitions
- Active Directory group membership

A separate backup is created for each site within a site collection. For example, if you choose to back up a site collection that contains multiple subsites, a separate backup will be made of the root site and each subsite.

In a multi-farm environment, permissions backups can be created and managed for the home farm only.

Restoring Permissions from a Backup

You can restore permissions from a backup using the ControlPoint Manage Permissions Backups feature. You can choose whether or not to restore SharePoint groups that have been deleted, membership in SharePoint groups, and/or Site Collection Administrators.

Changes that are made between the time when permissions are backed up and restored are handled as follows:

- If an object had unique permissions at the time of the backup has since been made inherited, the unique permissions will be restored.
- If a site has been deleted since the backup was made, it will be skipped.
- If it can be determined that a user no longer exists (on the site, Active Directory group, server etc.), permissions for that user will not be restored.
- Any new list or list item has been added since the backup was created will remain intact.
- The permissions of any user who was given *direct* permissions since the backup was created will be deleted (the user(s) will remain in the SharePoint All People list, however). If you choose to restore group membership, any users added to a SharePoint group since the backup was created will *not* be deleted. Because SharePoint groups are defined at the site collection level, deleting a user would remove the user's permissions to all sites within the collection that use that group.

Backing Up Site Permissions

Use the ControlPoint **Backup Permissions** action to back up permissions on one or more SharePoint sites, to maintain the integrity of site security throughout your farm.

For example, you may want to back up permissions:

- for the entire farm on a regular basis (such as weekly)
- to have a "snapshot" of the original permissions set up for a newly created site
- before performing an administrative action that may compromise site security settings.

Permissions are backed up site by site, with permissions for each individual site saved as a separate line item in the data table xcPermissionsbackup—in the ControlPoint Service (xcAdmin) database —along with the date and time of the operation. Definitions of permissions levels are not backed up.

> NOTE: Depending on the scope of the operation and the number of objects (sites, lists, and/or list items) with unique permissions, the permissions backup process can be time-consuming and resource-intensive. Therefore, it is recommended that you perform the operation—or schedule the operation to run—when system usage is low.

To back up site permissions:

1 Select the object(s) containing the sites whose permissions you want to back up.

2 Choose **Users and Security > Backup Permissions**.

Now you can:

- run the operation immediately (by clicking the **[Run Now]** button)

OR

- complete the Enforce Policy section and schedule the operation to run at a later time.

OR

- save the operation as XML Instructions that can be run at a later time.

If you chose the Run Now, option, after the operation has been processed:

- a confirmation message displays at the top of the page, and
- a ControlPoint Task Audit is generated for the operation and displays in the Results section.

If you schedule the operation, a link to the Task Audit is included in the scheduled action notification email.

See also The ControlPoint Task Audit.

Restoring Site Permissions from a Backup

Use the **Manage Permissions Backups** action to restore user permissions for one or more sites whose permissions have been backed up. You can choose whether or not to restore from the backup:

- SharePoint groups that may have been deleted
- the membership of SharePoint groups, and/or
- the Site Collection Administrator.

REMINDER: Permissions That are Restored/Not Restored

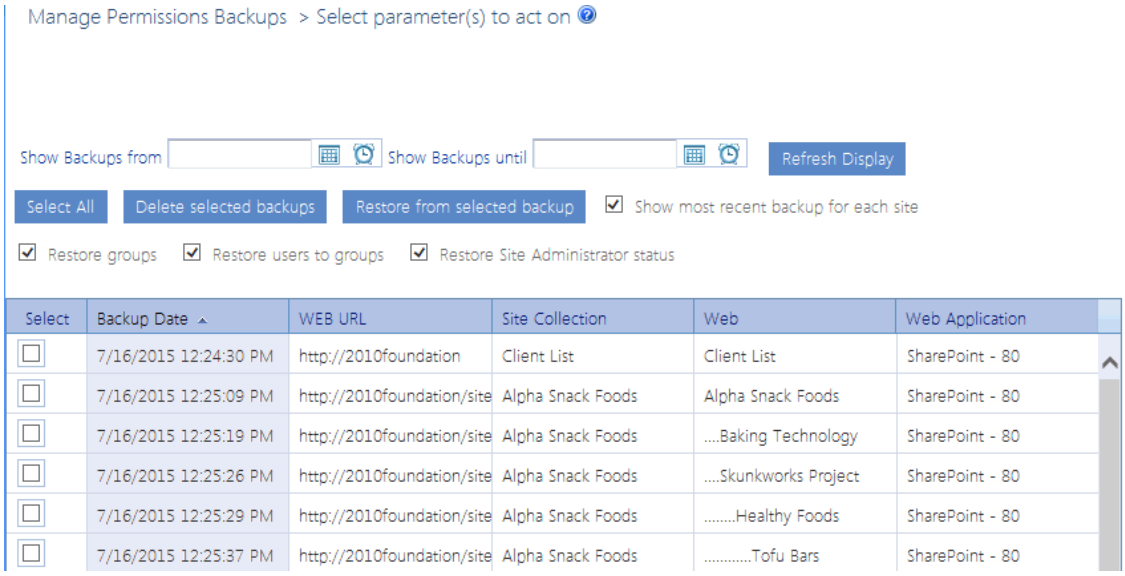
- Definitions of permissions levels cannot be backed up, and therefore cannot be restored. If a permissions level was deleted from a site since the Backup Date, an error will be reported.
- Any sites that have been deleted since the Backup Date will not be restored, nor will permissions for users who are no longer valid in SharePoint Online (that is, user accounts that have been deleted or disabled in Active Directory).
- For any object that currently that has unique permissions but had inherited permissions as of the Backup Date, inheritance will be restored. Conversely, for any object with unique permissions that had inherited permissions as of the Backup date, the unique permissions will be restored.

- The permissions of any user who was given *direct* permissions since the Backup Date will be deleted. If you choose to restore group membership, however, any user added to a SharePoint group since the Backup Date will *not* be deleted, as that user may have permissions to other sites in the collection via membership in the group.
- Any lists and list items created after the Backup Date will remain intact.

To restore permissions backups:

1 Select the object(s) whose permissions you want to restore.

2 Choose **Users and Security > Manage Permissions Backups**.



The **Show most recent backups for each site** box is checked by default and only the most recent backup for each site within the scope of your selection will display. You can, however, check or uncheck this box as needed.

3 If you want to narrow the list to backups to a specific date range:

a) Select a **Show Backups from** and **Show Backups until** date ( ) and time ( ).

b) Click [**Refresh Display**].

4 Check the appropriate restore option(s):

- **Restore groups** - Check this box if you want any SharePoint groups (and group membership) that have been deleted since the Backup Date to be restored. If you leave this box unchecked, groups will not be restored.
- **Restore users to groups** - Check this box if you want to restore membership in SharePoint groups that may have changed since the Backup Date. (That is, any deleted users will be restored. Users that have been added to group since the Backup Date will not be deleted, however.) If you leave this box unchecked, only members that have been added to the group since the backup date (if any) will be retained.

  REMINDER: Users who are no longer valid on the server or in Active Directory will not be restored.

- **Restore Site Administrator** - Check this box if you want to restore the Site Administrator(s) that existed as of the backup date. If you leave this box unchecked, the current Site Administrator(s) will be retained.

5 Highlight the row(s) containing the backups from which you want to restore permissions. To select multiple backups, use the [**Shift**] and [**Ctrl**] keys in the conventional manner.

Now you can:

- run the action immediately, (by clicking the [**Restore from selected backup**] button)

OR

- schedule the restore to run at a later time

OR

- generate an xml file with instructions that can be run at a later time (by clicking [**Save Instructions for Restore**]).

If you chose the Run Now, option, after the operation has been processed:

- a confirmation message displays at the top of the page, and
- a ControlPoint Task Audit is generated for the operation and displays in the Results section.

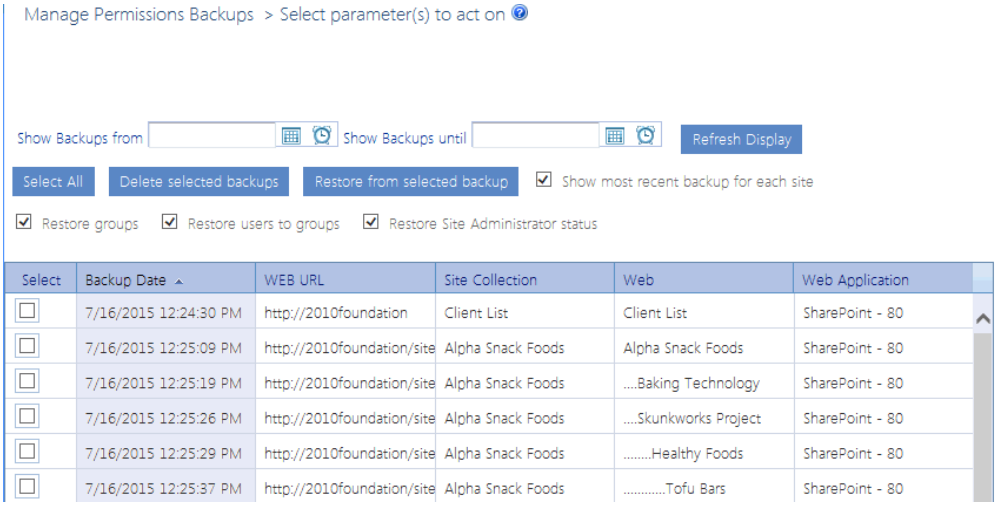
If you schedule the operation, a link to the Task Audit is included in the scheduled action notification email.

See also The ControlPoint Task Audit.

Deleting Permissions Backups

From the Manage Permissions Backups interface you can delete one or more permissions backups. You can also purge *all* backups created before a specified date.

NOTE: If you want to narrow the list to backups to a specific date range, select a **Show Backups from** and **Show Backups until** date ( ) and time ( ), then click [**Refresh Display**].



To delete selected backup(s):

1 In the **Select** column, check the box beside each backup you want to delete.*

2 Click [**Delete selected backups**].

You will be prompted to confirm the deletion before the operation is carried out.

To delete all backups:

1 Click [**Select All**].*

2 Click [**Delete selected backups**].

You will be prompted to confirm the deletion before the operation is carried out.

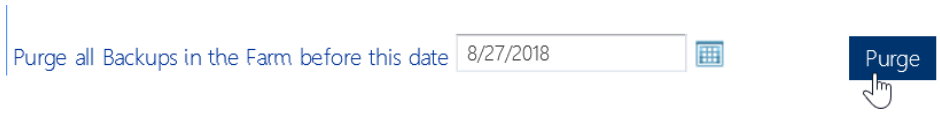
*NOTE: If you want to de-select currently selected backups, click [**Reset**].

To purge all backups created before a specific date:

1 Scroll to the bottom of the Manage Permissions Backups page.

2 For **Purge all Backups in the Farm before this date**, select the earliest date for which you want to retain permissions backups.

3 Click **[Purge]**.



Managing Permissions Inheritance

The ControlPoint Manage Permissions Inheritance action lets you break or restore permissions inheritance of sites, subsites, lists, folders, and items across your SharePoint farm.

SharePoint Objects Included in the Operation by Default

The following table identifies the SharePoint objects that are included in the Break/Restore Inheritance operation by default.

Operation	Scope	Objects Included by Default
Restore Inheritance	Site Collection	All sites, subsites, lists, folders and items within the selected scope. NOTE: You can use the Change Selection option if you want to exclude individual sites, lists, folders, and items.
	Site	The site itself and all lists, folders and items within the site. NOTE: If you have checked the **Include Children** box in the Selection pane (that is, you want to include child sites of the selected site), you can also choose to *exclude* the selected site itself (so that child sites will inherit from it).
	List	The list itself. NOTE: By default folders and items are not acted upon. You can, however, use the Change Selection option to explicitly select any folders, and items you want to include.
Break Inheritance	Site Collection	All sites and subsites within the selected scope. NOTE: By default, lists, folders, and items are not acted upon. You can, however, use the Change Selection option to explicitly select any lists, folders, and items you want to include.
	Site	The site itself and all subsites. NOTES: • By default, lists, folders, and items are not acted upon. You can, however, use the Change Selection option to explicitly select any lists, folders, and items you want to include. • If you have checked the **Include Children** box in the Selection pane (that is, you want to include child sites of the selected site), you can also choose to *exclude* the

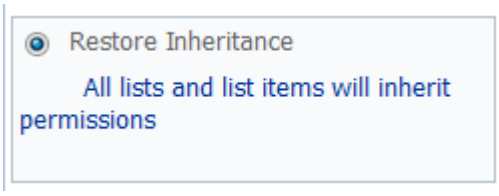
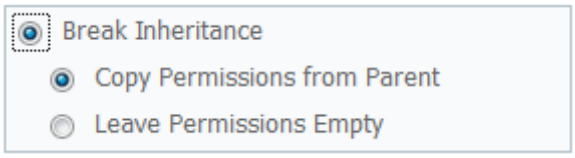
Operation	Scope	Objects Included by Default
		selected site itself (so that child sites will no longer inherit from it).
	List	The list itself. NOTE: By default, folders and items are not acted upon. You can, however, use the Change Selection option to explicitly select any folders, and items you want to include.

To manage permissions inheritance:

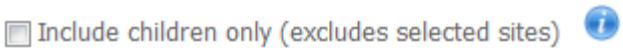
1 Select the object(s) for which you want to break or restore inheritance.

2 Choose **Users and Security > Manage Permissions Inheritance**.

3 Use the information in the following table to determine the appropriate action to take.

If you want to ...	Then ...
restore permissions inheritance	select the **Restore Inheritance** radio button. 
break permissions inheritance	a. Select the **Break Inheritance** radio button. b. Select whether you want to: • **Copy Permissions from Parent** OR • **Leave Permissions Empty**. 

4 If you initiated the action at the site level and want to act *only* on child site(s), check the **Include Children only (exclude selected sites)** box.



NOTE: This option is valid only if one or more *sites* (other than root sites) were explicitly selected.

Now you can:

- run the operation immediately (by clicking the **[Run Now]** button)

OR

- complete the Enforce Policy section and schedule the operation to run at a later time.

OR

- save the operation as XML Instructions that can be run at a later time.

If you chose the Run Now, option, after the operation has been processed:

- a confirmation message displays at the top of the page, and
- a ControlPoint Task Audit is generated for the operation and displays in the Results section.

If you schedule the operation, a link to the Task Audit is included in the scheduled action notification email.

See also The ControlPoint Task Audit.

9

Data Analysis and Reporting

ControlPoint offers several advanced tools for analyzing data in the SharePoint environment, including:

- storage used by various SharePoint objects
- site content
- information about users
- trends over a specified time period
- the contents of SharePoint audit and change logs.

An additional tool, the ControlPoint Task Audit, enable you to review ControlPoint actions taken by administrators.

Analysis tools are accessible for various levels of the hierarchy. As with other ControlPoint features, the scope of the analysis is determined by the hierarchical context.

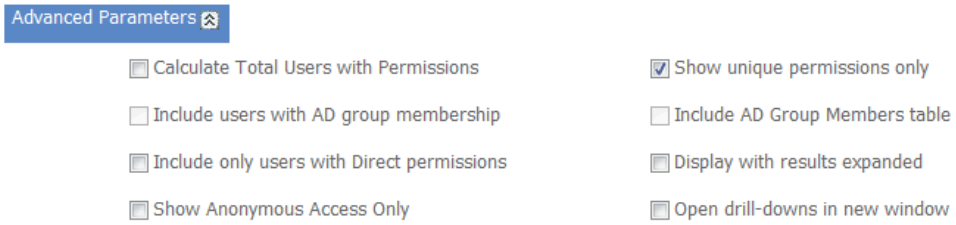
Most analyses can also be configured so that they can be invoked directly from a url, which can be bookmarked, emailed, or placed on a SharePoint site.

NOTE: This chapter describes all of the ControlPoint analysis tools. Depending on the configuration of your ControlPoint menus, however, the analysis tools to which you have access, and their location in the menus invoked from the left navigation pane, may vary.

Specifying Parameters for Your Analysis

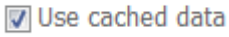
When you select a ControlPoint analysis tool from the left navigation pane, you are prompted to specify the parameters you want to use. The most common parameters used in various ControlPoint analysis tools are described below.

Note that, depending on the analysis, some parameters may be located in the **Advanced Parameters** section.



Cached vs. Real-time Data

Some ControlPoint analyses give you the option of using either cached or real-time data for analyses performed on the farm, one or more Web applications, or site collections.



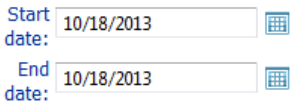
If the **Use cached data** box is checked, your analysis will include data that has been collected by ControlPoint during the last run of Discovery . The advantage of using cached data is that the analysis will be processed more quickly and will not compete for system resources. Because Discovery is run on a nightly basis, the use of cached data is often sufficient, especially when the analysis contains data that is not likely to change significantly over the course of a day.

The advantage of using **real-time data** (when the **Use cached data** box is unchecked) is that your analysis will contain the most current information. However, because the data is being captured in real time, the analysis will take longer to process and may tie up system resources.

> **IMPORTANT:** For analyses performed on a single site collection or site, real-time data is *always* used and the **Use cached data** option is disabled. Because data collection within a single site collection or site is less time-consuming, the impact on system resources is minimal.

Specific Date or Time Period

For analyses that cover a specific time period, you select the time period by specifying a **Start Date** and **End Date**.



For analyses that involve *activity*, only cached data is used, since these analyses are based on accumulated summary data collected nightly by SharePoint usage analysis jobs.

For analyses involving other types of data (such as site collection storage) you are given the option of using real-time data.

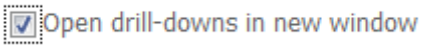
> **IMPORTANT:** Historical data that predates the ControlPoint cache will not be reflected in analysis results. For example, if the ControlPoint cache was created two weeks ago, a maximum of two weeks-worth of data is available for analysis, regardless of the date range you specify. Similarly, any historical data that postdates the last run of ControlPoint Discovery will not be reflected in results. For example, if you request data for a time period that covers the last 30 days and the last time Discovery ran was 10 days ago, analysis results will reflect the time period *up to* the last Discovery run date.

The format that ControlPoint uses to display dates is based on browser settings (rather than server settings). If you want to change the format (from mm/dd/yy to dd/mm/yy for example), go to Internet Options and change the Language Preference.

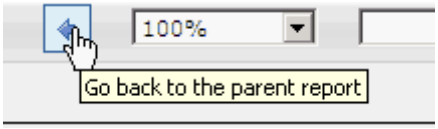
It is worth noting that deleted sites will display in activity and storage analysis results if they were active during the specified time period.

Open drill-down Options

For analyses that allow you to drill down to a more detailed ControlPoint analysis, you can choose to display it in a separate window by checking the **Open drill-downs in new window** box.



If you leave this box unchecked, the analysis to which you are drilling down will display in the current workspace, and parameters from the original analysis will be carried over. You can return to the original analysis by clicking the Back arrow in the report header.

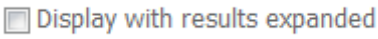


Note that, when you link to a *SharePoint page* from analysis results, it always displays in a separate window.

Expanded Results Option

For most analyses that contain nested data, you have the option of choosing whether or not you want to display results expanded.

If you want to display results at the highest level of detail, uncheck the **Display with results expanded** box. You can then expand items individually, and view, print, or export additional detail for selected items only.



If your analysis contains a lot of nested data and you want to view, search, print, or export all of the analysis detail without drilling down, you may choose to have results display fully expanded by checking the **Display with results expanded** box .

> TIP: If you choose to display expanded results and your analysis contains a large amount of data, you can use the Document Map to more easily navigate through results. See Analysis Results Display.

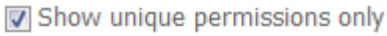
Additional Parameters for Permissions Analyses

The following parameters are specific to SharePoint user permissions analyses:

- If you want to limit results to one or more specific users, the **Select users** field allows you to select the users you want to include in your analysis. If you leave this field blank, all users will be included.

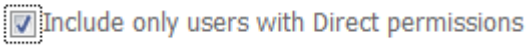
> NOTE: You must use real-time (not cached) data if you are selecting users based on a SharePoint User Profile Property.

- If the scope of your analysis includes sites with multiple child objects, you can choose to display all objects (including those whose permissions are inherited) by unchecking the **Show Unique Permissions Only** box.



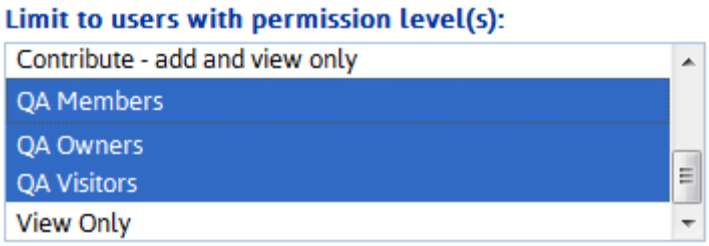
> NOTE: If this option is checked, only sites with unique (non-inherited) permissions will be included in the results.

- If you want results to include only users who have direct permissions (that is, do not have permissions via a SharePoint group), check the **Include only users with Direct permissions** box.



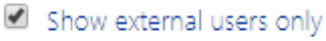
> TIP: You can use this option to identify "rogue users" who *should* have permissions through membership in a SharePoint group, then initiate an Add User to Groups action directly from analysis results. See Acting on Search or Data Analysis Results.

- If you want to limit results to one or more specific permissions levels, select them from the **Limit to Users with permissions level(s)** list box. (All built-in and custom permissions levels that are currently assigned to at least one user on at least one site within the scope of your analysis display in the this box.)



If the analyses includes lists and/or items, permissions levels that are assigned to a list/item that are *not* assigned at the site level will not display in the list box. (The list box is populated by data collected by the ControlPoint Discovery process, which does not go below the site level.) A list- or item-level permissions level can, however, be entered in the **Limit by Other Levels** field.

- If you want results to include *only* sites for which external users have access, check the **Show Anonymous Access Only** box



- If you want a cumulative total of unique users who have permissions for objects within the selected scope, check the **Calculate Total Users with Permissions** box.

IMPORTANT: Currently the People Picker cannot resolve Office 365 Groups (or the names of users whose permissions are granted only through an Office 365 Group). If the People Picker is left blank, Office 365 Groups will be included in analysis results, but group membership cannot be expanded. Only Security groups and their members can be resolved and expanded.

Analysis Results Display

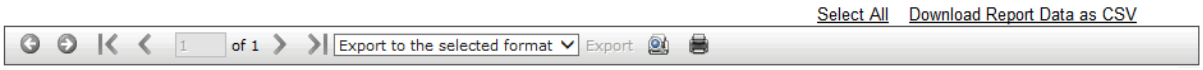
All ControlPoint analysis results displays include a standard header and footer, in addition to analysis-specific detail.

Analysis Results Toolbar

ControlPoint analysis results pages include a toolbar which contains page navigation, export, and print capabilities.

Above the toolbar are links that enable you to:

- select all objects in analysis results to include in a ControlPoint operation
- download results as a CSV file

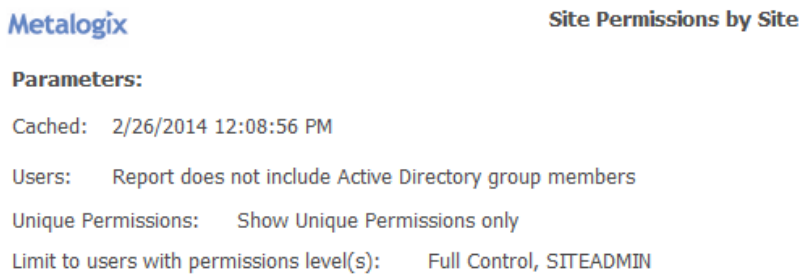


Analysis Results Detail

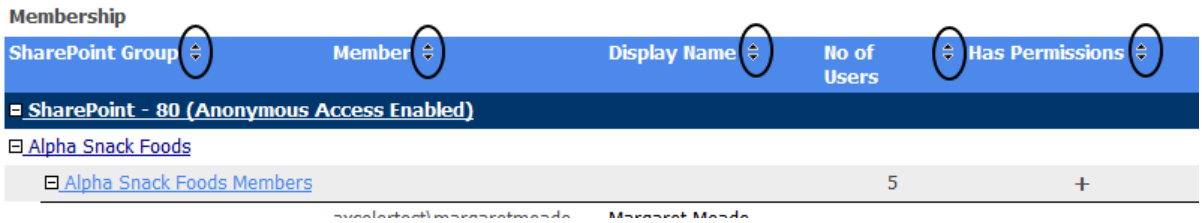
The analysis results detail sections contains summary information, followed by the analysis-specific content.

The summary section includes the parameters used, as well as the name of the user who ran the analysis and the run date and time.

Note that, if the analysis was run using cached data, the date and time that the cache was last refreshed via ControlPoint Discovery displays. The information in the analysis is current as of that date and time. If the analysis was run on real-time data, the Cached field will be populated by the value "False."



You can sort line items in analysis detail for any column that includes an up/down arrow.



Analysis Results Footer Information

The analysis footer, which appears on every page of the results, contains the following information:

- the name of the administrator who generated the analysis (which can be useful if results are exported or printed and distributed, since the content of the analysis reflects that administrator's permissions)
- the number of pages in the analysis (you can scroll through multi-page results from the navigation toolbar in the search results header), and
- the date and time when the results were generated.

Selection Summary

The Selection table is repeated at the end of the Results section. This information is included in printed or exported results, as a helpful reminder of the item(s) included in your analysis.

⊟ **Selection:**

Include Children	Type	Name	URL	
✓		Alpha Snack Foods (4)	http://2010foundation/sites/alpha	2010SharePoint > SharePo
✓		Beta Aquatics (25)	http://2010foundation/sites/beta	2010SharePoint > SharePo
✓		Delta Transportation	http://2010foundation/sites/delta	2010SharePoint > SharePo

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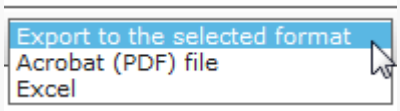
Working with Data Analysis Results

From data analysis results you can perform any of the operations described in the following table.

If you want to ...	Then ...
print analysis results	from the results toolbar: a) Click the print preview icon (b) Click the print icon ( ). (Printed results will contain only the data that is currently expanded.)
export analysis results	choose an **Export to the selected format** option from the drop-down, then click the **Export** link.  NOTE: If you export to Excel, all data will be exported, regardless of whether it is expanded. If you export to an Acrobat (PDF) file, only data that is currently expanded will be exported.

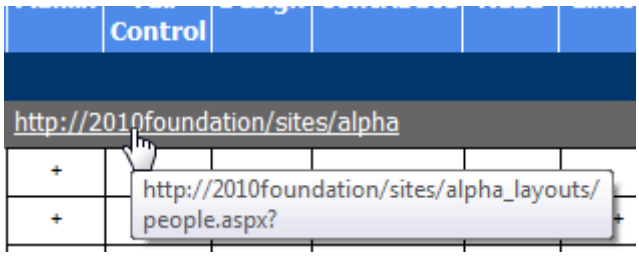
If you want to ...	Then ...
download raw analysis result data to a CSV file that can be imported into another program for further examination	click the **Download as CSV** hyperlink in the results toolbar. This option differs from the csv option in the Export... drop-down in that it provides all of the raw data (including object GUIDs and internal field names, for example) used to create the report. This may be useful for troubleshooting or for more in-depth analysis.
perform a ControlPoint action or analysis within the current workspace	use the procedure for Acting on Search or Data Analysis Results.
return to the results of an analysis from which you drilled-down	click the Back button in the results toolbar.

Linking to SharePoint Pages and Other ControlPoint Analyses from Analysis Results

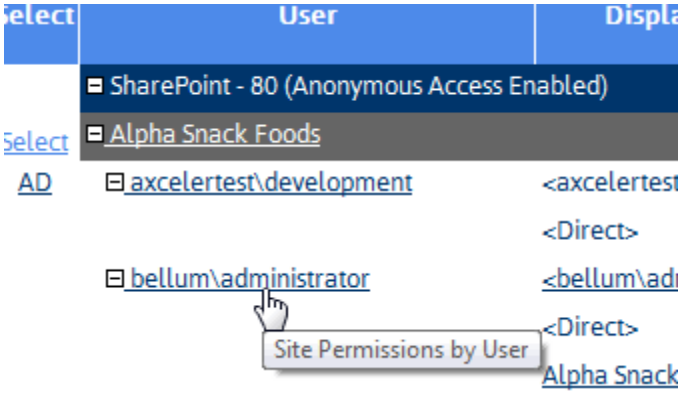
When run interactively*, from the results of most ControlPoint analyses, you can:

- open relevant SharePoint pages
- generate applicable ControlPoint analyses for the same scope and parameters.

Links to SharePoint pages always open in a separate browser window or tab.



Links to ControlPoint analyses may either open in a separate browser window/tab or in the current workspace, depending on the value of the **Open drill-downs in new window** .



* Generally, these links are not functional in analysis results that have been exported, although in some cases they may be.

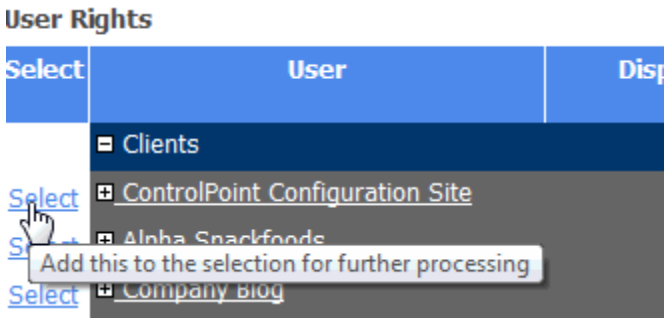
Acting on Search or Data Analysis Results

From ControlPoint search or data analysis results, you can open a SharePoint page or initiate a ControlPoint action or another analysis for selected objects.

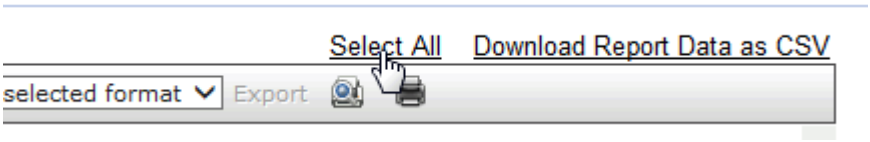
This feature can facilitate the performance of a variety of administrative tasks. For example, you can generate a Site Permissions analysis to identify the users who have been granted permissions directly, then initiate the appropriate action (such as Add User to SharePoint Group).

To select objects on which to perform a ControlPoint action or analysis:

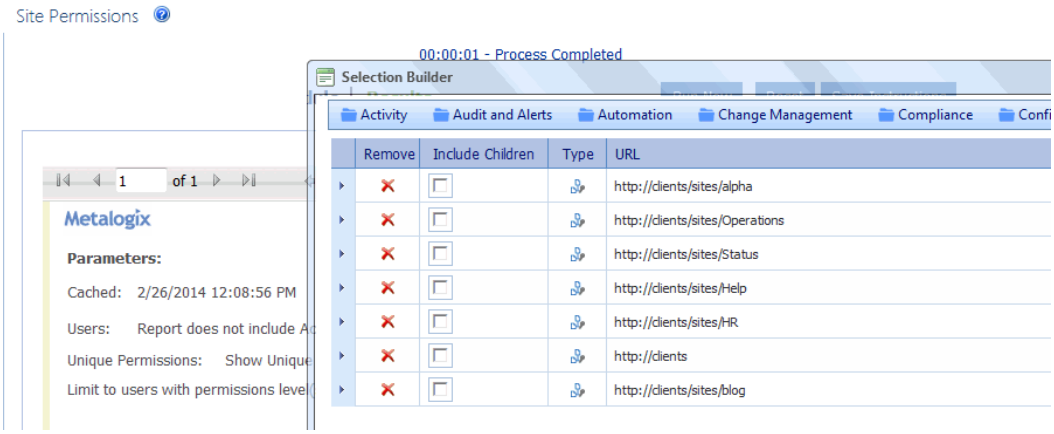
1 Click the **Select** link for the object on which you want to act.



NOTE: To select all objects in the results list, click the **Select All** link in the Results header.



The Selection Builder opens in a separate window.



NOTE: If you want the Selection Builder to remain open in a static location in the browser window, click the Pin On icon ( ) in the upper left corner of the Selection Builder window. To disable this feature, click Pin Off ( ).

2 If you want to select additional objects, either:

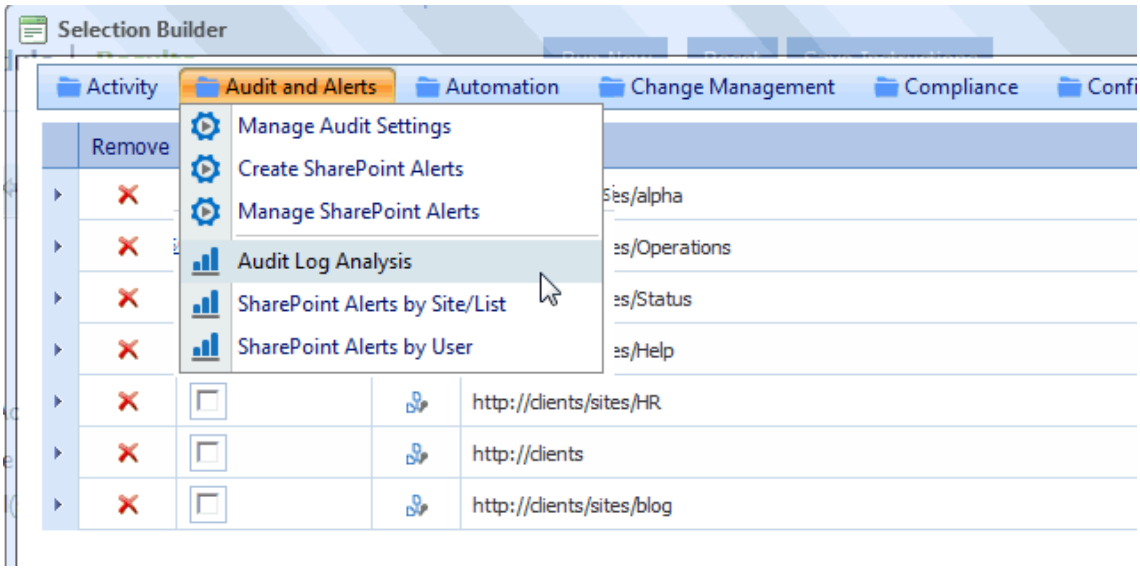
- click the **Select All** link in the analysis results Select column for each additional item you want to add to the Selection Builder.

OR

- from within the Selection Builder, use the procedure for Changing Your Selection.

3 Choose the applicable SharePoint page or ControlPoint operation from the Selection Builder menu.

- Note that the rules for selecting objects from the left navigation pane apply here as well. For example, only options that are appropriate for the selected object(s) are available.



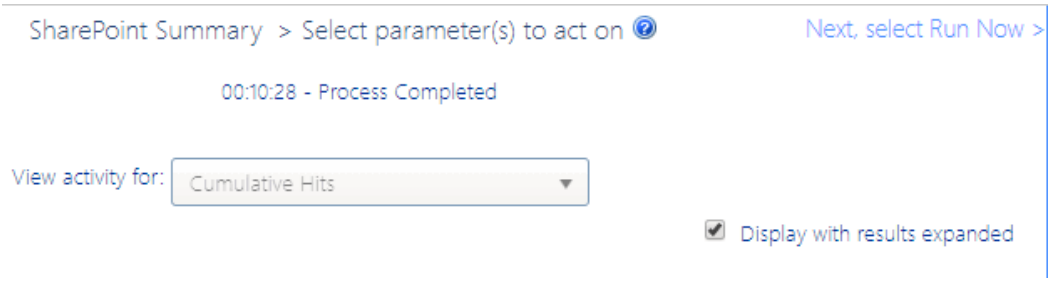
NOTE: The Selection Builder will appear minimized until you click Restore ( ). If you close the Selection Builder, your current selection(s) will be cleared.

Generating a SharePoint Summary Report

The SharePoint Summary report provides a comprehensive summary of the components in the SharePoint Online environment currently being managed in ControlPoint, along with size and usage statistics.

To generate a SharePoint Summary report:

In the SharePoint Hierarchy, select the farm node, the choose **SharePoint Summary**.



Note that the **View activity for:** drop-down only allows you to view Cumulative Activity.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

Object Summary

The top of the report displays the total number of site collections and sites in the environment.

Total # of Site Collections:	51
Total # of Sites:	245

Site Collection Detail

The Site Collection Details section displays the following statistics for each individual site collection, as well as aggregated totals for the entire environment:

- the number of **Sites**, **Lists**, and **Files** in the collection

> NOTE: Because of restrictions on some data that Microsoft provides for Office 365 Germany, US Government GCC High, and DoD customers, for any of these environments **Files** will always show **0.**

- the **Size** of the collection as well as **Free Space** and **% Usage** of allocated storage space
- the number of **Cumulative Hits** that the site collection has received since it was created.

Generating a SharePoint Hierarchy Report

The SharePoint Hierarchy Report lets you view and print the hierarchy of site collections, sites—and optionally, lists—within a SharePoint farm. You can generate this report for the entire farm or for selected objects within the Hierarchy.

Information in this report is current as of the last ControlPoint Discovery.

> EXCEPTION: If you ran the report at the site level and Include Children is checked, the report will be run on real-time data.

In a multi-farm environment, this analysis can only be run on the home farm.

To generate a SharePoint Hierarchy Report:

1 Select the object(s) that you want to include in the report.

2 Choose **Configuration > SharePoint Hierarchy.**

3 Specify one or more parameters for your analysis:

If you want results to ...	Then ...
include lists and libraries within sites	check the **Include Lists** box. NOTE: If you check this box, ControlPoint must iterate through all lists. Depending on the scope of your analysis and the number of lists within that scope, processing time may increase noticeably.
include folders and items within sites	check the **Include Folders and Items** box. NOTE: If you check this box, ControlPoint must iterate through all list items. Depending on the scope of your analysis and the number of items within that scope, processing time may increase noticeably.
display the url for each site collection and site to the right of each site name	check the **Display URLs** box. NOTE: If you leave this box unchecked, only the names of the site collections and sites will display.

If you want results to ...	Then ...
include objects whose permissions are unique (not inherited)	check the **Unique permissions only** box. NOTE: If you check this box, objects will be shown within the context of the hierarchy, even if the parent object has inherited permissions.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

.

The top level displays all Web applications within the scope of your analysis.

When expanded:

- the name of the object and its **Type** (site collection, site, list, item, and so on) displays

  NOTE: If you chose to Display URLs, the url for each site collection and site displays in parentheses to the right of its name.

- a plus sign (+) identifies each object whose permissions are unique (that is, not inherited from the parent objects).

Analyzing Site Collection Activity

The Site Collection Activity Analysis provides activity statistics for selected site collections, including:

- the distribution of activity among site collections selected for analysis, and
- the number of top site collections (that is, site collections within the scope of your analysis with the most activity).

Site Collection Activity analyses use cached data collected by ControlPoint Discovery.

To generate a Site Collection Activity Analysis:

1 Select the object(s) (tenant or site collections) for which you want to analyze activity.

2 Choose **Activity > Site Collection Activity Analysis**.

3 Specify the parameters for your analysis.

Note that, in addition to the "standard" parameters:

- A **Number of Top Sites to show in Graph** must be specified. The value in this field (which is 10 by default, but may be changed) represents the number of site collections with the most activity that you want to examine more closely. These sites are listed in a separate section at the bottom of the analysis Results section.

Number of Top Sites to show in Graph 10

> NOTE: If you want to perform an analysis that focuses exclusively on top site collections that meet specific activity or storage criteria, you can generate a Most/Least Activity Analysis.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

  The Activity Report displays the following sections:

  - **Web Applications**
  - **Activity Distribution**
  - **Top Site Collections**

Web Applications Section

The Web Applications section lists the following statistics for individual Web applications, as well as cumulative totals:

- the number of **Collections**, **Sites**, and **Lists** in each Web application

> NOTE: The number of Lists includes both user-created (visible) lists and internal (hidden) lists, such as galleries, that are necessary for the functioning of the site. for the specified day or time period.

When expanded, statistics for individual site collections within each Web application displays, including:

- the **site collection** *name* (with a hyperlink for generating a ControlPoint Site Activity analysis for the selected site collection/time period.)and *url*
- the number of **Sites** and **Lists** within the collection
- the **Avg. Unique Users/Day** who have visited the site collection for the specified day or time period (That is, any user who has more than one set of permissions to a site is only counted once.)
- the number of **Requests** that the site collection has received for the specified day or time period.

- the date when the site collection was **Last Accessed** (within the date range specified by the analysis).

Activity Distribution Section

The Activity Distribution section consists of a pie chart that depicts the distribution of activity among the Web applications returned by your analysis.

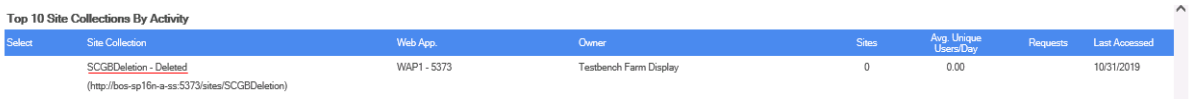
> NOTE: If the analysis was generated for a single Web application, the pie chart will show the distribution of activity among site collections within that Web application.

Top Site Collections Section

This section shows statistics for the site collections within the scope of your analysis with the most activity. The number of site collections that displays in this section is determined by the value you entered in the Parameters section for **Limit Display to**.

> NOTE: The **Last Accessed** date shows the last time the site collection was accessed *within the date range covered by the analysis*. Any activity that occurred before or after the specified date range will not be reflected in results.

Note that any site collections that have been deleted since ControlPoint Discovery began collecting data will display at the top of results, along with the word "Deleted."



Top 10 Site Collections By Activity

Select	Site Collection	Web App.	Owner	Sites	Avg. Unique Users/Day	Requests	Last Accessed
	SCGBDeletion - Deleted (http://bos-sp16n-a-ss:5373/sites/SCGBDeletion)	WAP1 - 5373	Testbench Farm Display	0	0.00		10/31/2019

Analyzing Storage

ControlPoint offers the following analyses that enable you to examine storage usage for a specific date or time period:

- **Site Collection Storage Analysis** shows storage usage for one or more site collections.
- **Storage by File Type** shows the amount of storage used by file extension.

You can also analyze trends in storage use over a specified time period. See Analyzing Trends.

Analyzing Site Collection Storage

The Site Collection Storage Analysis provides storage statistics for selected site collections, including:

- the distribution of storage among Web applications selected for analysis, and
- the number of top site collections (that is, site collections with the scope of your analysis using the most storage).

To generate a Site Collection Storage Analysis:

1 Select the object(s) on which you want to perform the analysis.

2 Choose **Storage > Site Collection Storage Analysis**.

3 Specify the parameters for your analysis.

Note that, in addition to the "standard" parameters, a **Limit display to** must be specified. The value in this field (which is 10 by default, but may be changed), represents the number of sites using the most storage space that you want to examine more closely. These sites are listed in a separate section at the bottom of the analysis results.

Limit display to: 5

Now you can:

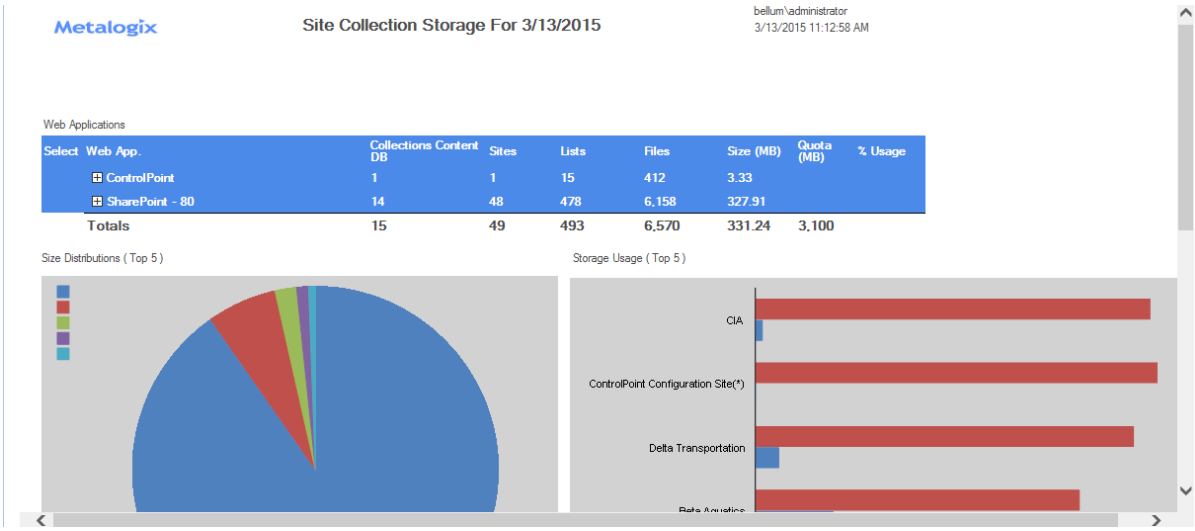
- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.



The Site Collection Storage analysis consists of the following sections:

- Web Applications
- Size Distributions
- Storage Usage
- Top Site Collections

Web Applications Section

The Web Applications section lists the Web application(s) within the scope of your analysis, along with the following statistics for individual Web applications and cumulative totals:

- the number of site **Collections**, **Sites**, **Lists**, and **Files**.

> NOTE: Because of restrictions on some data that Microsoft provides for Office 365 Germany, US Government GCC High, and DoD customers, for any of these environments **Files** will always show **0.**

- the **Size**, in megabytes (**MB**) of storage used.

> NOTE: Size includes content but excludes logs, metadata and other storage overhead. It is not meant to reflect the size of the content database.

When expanded, these statistics display for individual site collections, along with:

- the **Content DB** used by the site collection
- **Quota** in megabytes **(MB)**
- **%Usage** relative to the quota.

Web Applications

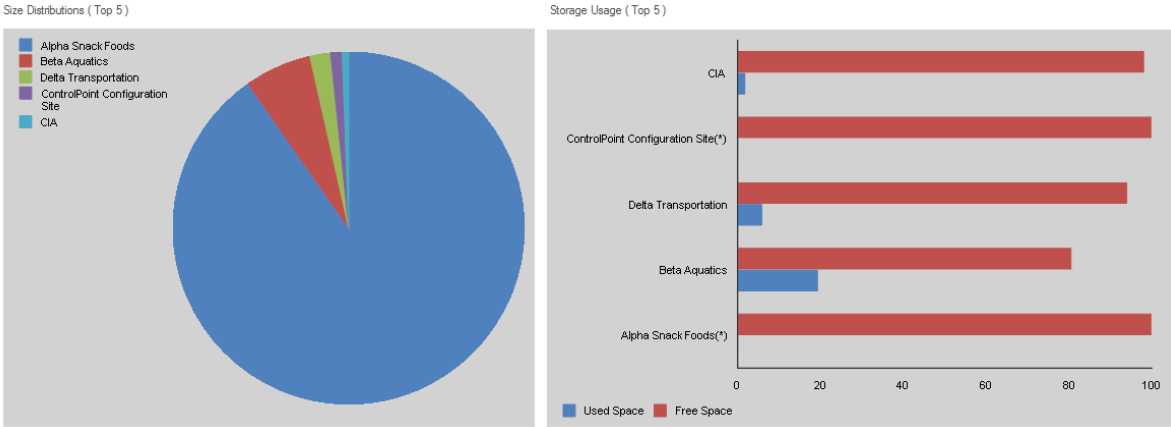
Select	Web App.	Collections Content DB	Sites	Lists	Files	Size (MB)	Quota (MB)	% Usage
	⊟ ControlPoint	1	1	15	400	4.53		
Select	ControlPoint Configuration Site (http://2010foundation:1818)	WSS_CONTENT_AXCELER	1	15	400	4.53	0	N/A
	⊟ SharePoint - 80	14	48	478	6,158	327.91		
Select	Alpha Snack Foods (http://2010foundation/sites/alpha)	wss_content_clients	8	89	1,529	284.23	0	N/A
Select	Beta Aquatics (http://2010foundation/sites/beta)	wss_content_clients	27	157	1,623	19.42	100	19.42
Select	Delta Transportation (http://2010foundation/sites/delta)	wss_content_clients	1	19	260	5.95	100	5.95
Select	CIA (http://2010foundation/sites/CIA)	wss_content_clients	2	25	310	1.87	100	1.87
Select	Client List (http://2010foundation)	wss_content_clients	1	21	348	1.81	100	1.81
Select	Model Site Collection (http://2010foundation/sites/model)	WSS_Content	1	15	134	1.71	1,000	0.17
Select	Gamma Radiation (http://2010foundation/sites/gamma)	wss_content_clients	1	19	291	1.7	100	1.7
Select	Iota Nanotechnology (http://2010foundation/sites/iota)	wss_content_clients	1	19	238	1.61	100	1.61
Select	Eta Systems (http://2010foundation/sites/Eta)	wss_content_clients	1	19	237	1.61	100	1.61

Size Distributions and Storage Usage Sections

The Size Distributions section consists of a pie chart that depicts the size distribution among the Web applications within the scope of your analysis. (If you generated the report for a single Web application, the chart will appear solid.)

The Storage Usage section consists of a bar chart that shows the amount of storage space used by each Web application relative to the Web application's quota.

NOTE: If a quota has not been set for the Web application, Used Space will not be captured.



Top Site Collections by Size

This section shows statistics for the site collections using the most storage space. The number of site collections that display in this section is determined by the value you specified for **Limit display to**.

Top 5 Site Collections By Size (*) Web Application has no Quota

Select	Site Collection	Web Application / Content DB	Owner	Files	Size (MB)	Quota (MB)	% Usage
Select	Alpha Snack Foods (http://2010foundation/sites/alpha)	SharePoint - 80 wss_content_clients	AXCELERTEST\development	1,529	284.23	0	N/A
Select	Beta Aquatics (http://2010foundation/sites/beta)	SharePoint - 80 wss_content_clients	BELLUM\Administrator	1,623	19.42	100	19.42
Select	Delta Transportation (http://2010foundation/sites/delta)	SharePoint - 80 wss_content_clients	BELLUM\Administrator	260	5.95	100	5.95
Select	ControlPoint Configuration Site (http://2010foundation:1818)	ControlPoint WSS_CONTENT_AXCELER	administrator	382	3.33	0	N/A
Select	CIA (http://2010foundation/sites/CIA)	SharePoint - 80 wss_content_clients	BELLUM\Administrator	310	1.87	100	1.87
	Totals			**4,104**	**314.8**	**300**	

Analyzing Storage by File Type

The Storage by File Type analysis provides both a graphical and tabular representation of the amount of storage used by various file types in the content database(s), both by file size and count. You have the option of including all file types, or including/excluding those with specified file extensions.

NOTE: This analysis encompasses files within SharePoint content databases. Files stored within the file system, such as SharePoint Features, are not included.

To generate a Storage by File Type analysis:

1 Select the object(s) you want to include in your analysis.

2 Choose **Storage > Storage by File Type**.

3 Specify the following parameters for your analysis:

If you want include or exclude specific file types:

- Specify whether you want to **Include Extensions** or **Exclude Extensions**.
- Enter the file extension(s) you want to include or exclude in the **File Extensions** field. Enter multiple extensions as a comma-separated list.

NOTE: If you want include *all* file types, leave the File Extensions field blank. If you chose Exclude Extensions, you must enter at least one file extension.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

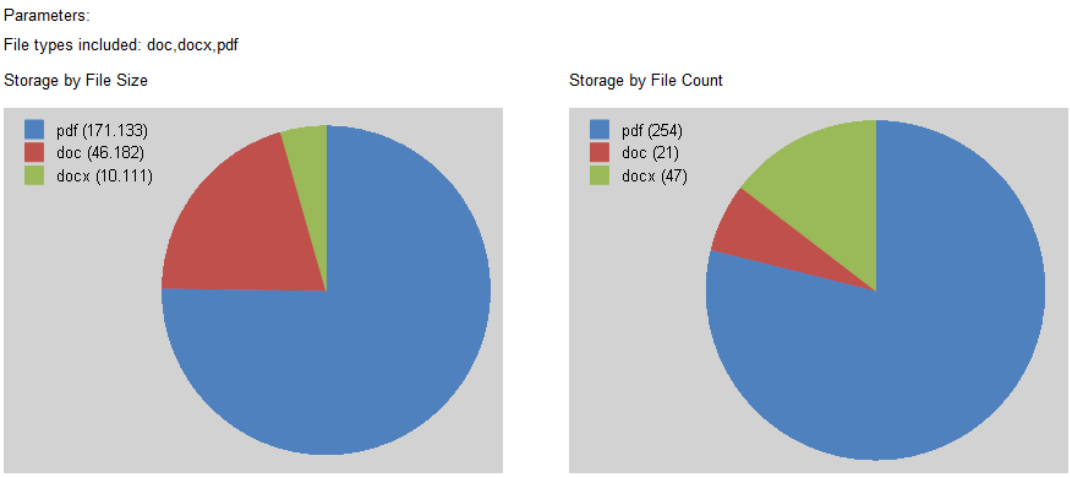
- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

Analysis results include:

- two pie charts that depict the **Storage by File Size** and **Storage by Type** for the selected scope and file types.



- a listing that includes the **Extension(s)**, **Total Files** and **Total Size (MB)** for each file type.

  Click an Extension(s) hyperlink to generate a Most/Least Storage analysis that shows the files with that extension that use the most storage (the number of which was specified in the **Number of Files to Show in Drill-down)**.

Extension(s)	Total Files	Total Size (Mb)
pdf	254	171.133
doc	21	46.182
docx	47	10.111

Analyzing Trends

For a single farm, Web application, or site collection, you can analyze trends over a specified time period in:

- activity
- site count, and/or
- storage.

To generate a Trends analysis:

1 Select the object for which you want to analyze trends.

NOTE: You can only analyze trends for one site collection at a time. If you multi-select, only the object on which you right-clicked will apply.

2 Use the information in the following table to determine the appropriate action to take.

If you want to analyze trends in ...	Choose ...
activity	**Activity > Trend Analysis for Activity**.
site count	**Content > Trend Analysis for Site Count**.
storage	**Storage > Trend Analysis for Storage**.

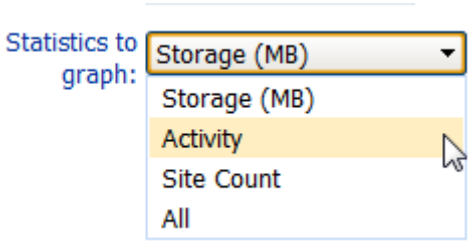
3 Specify the following parameters for your analysis:

a) Enter or select a **Start Date** and **End Date** for your analysis.

The date range you select determines the time intervals captured in the analysis, as described in the following table.

If the time period you specified is ...	Then the Trend Analysis will be reported ...
up to 60 days	by Day
between 61 and 364 days	by Week
365 days or greater	by Month.

b) If you want to change the **Statistics to Graph**, select a different value from the drop-down.



c) If you want your graph to include a line that smooths out short-term fluctuations, check the **Include moving Average** box.

The default value for **Moving average period** (days) is 7, which represents the number of days within a given week. This value is useful for many business users who can expect less activity, for example, on the weekend. You can, however, change this value to measure moving average for a different time period. For example, if you generally experience week-to-week fluctuations over the course of a month, you may choose to set the Moving average period to 31.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

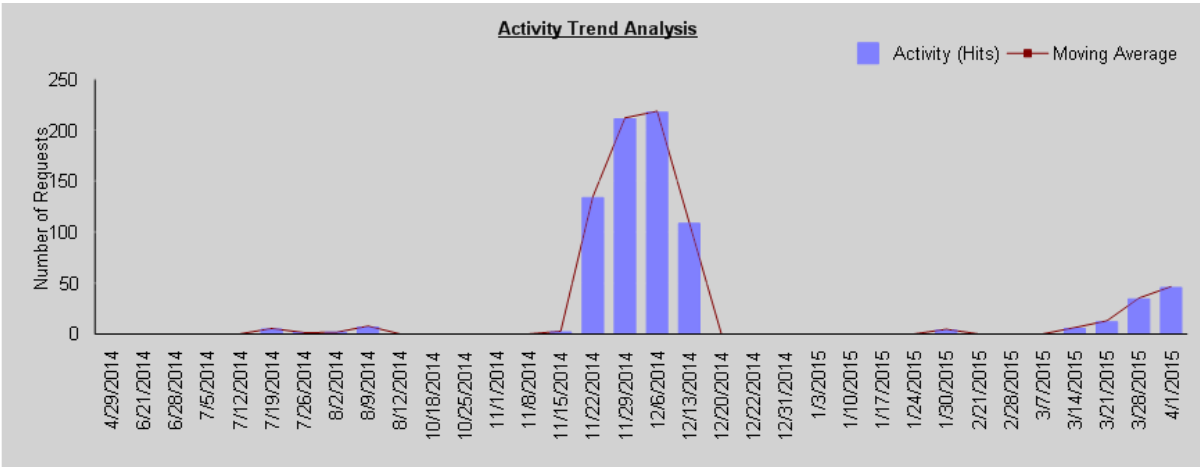
OR

- save the operation as XML Instructions that can be run at a later time.

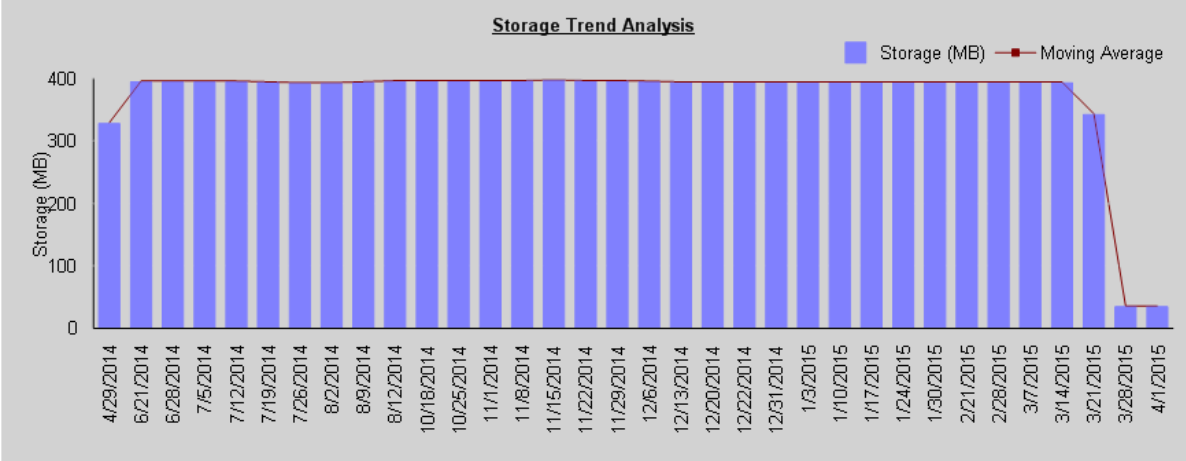
Trend Analysis results consist of two graphs:

- The Trend Analysis bar graph includes the statistics for the selected criterion. (Note that if you selected ALL from the **Statistics to graph** drop-down, a separate graph will be included for each). Below are examples of Trend Analyses by Day reports (including a 7-day moving average) for Activity, Storage, and Site Count over the same 28-day time period.

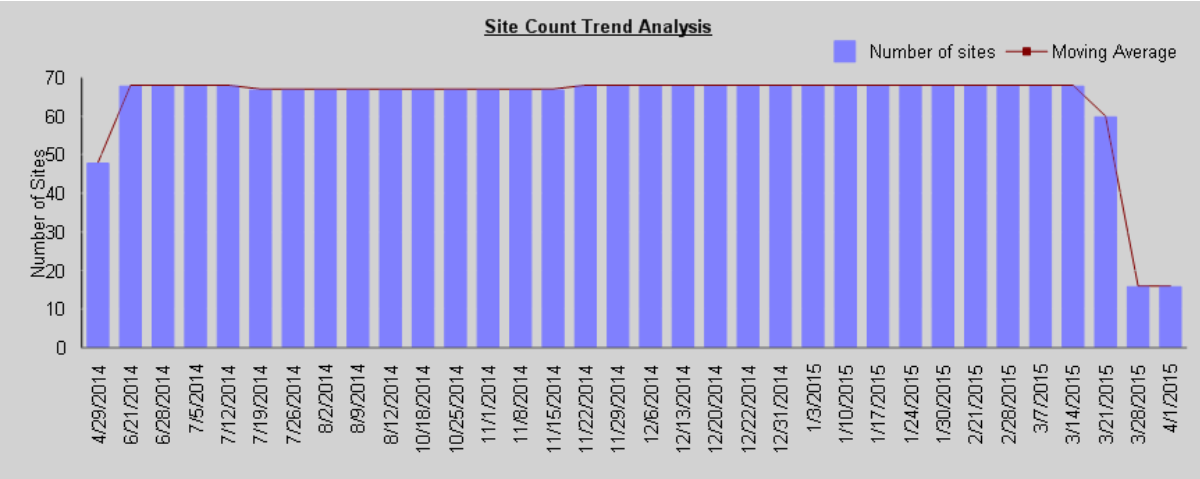
Activity Trend Analysis



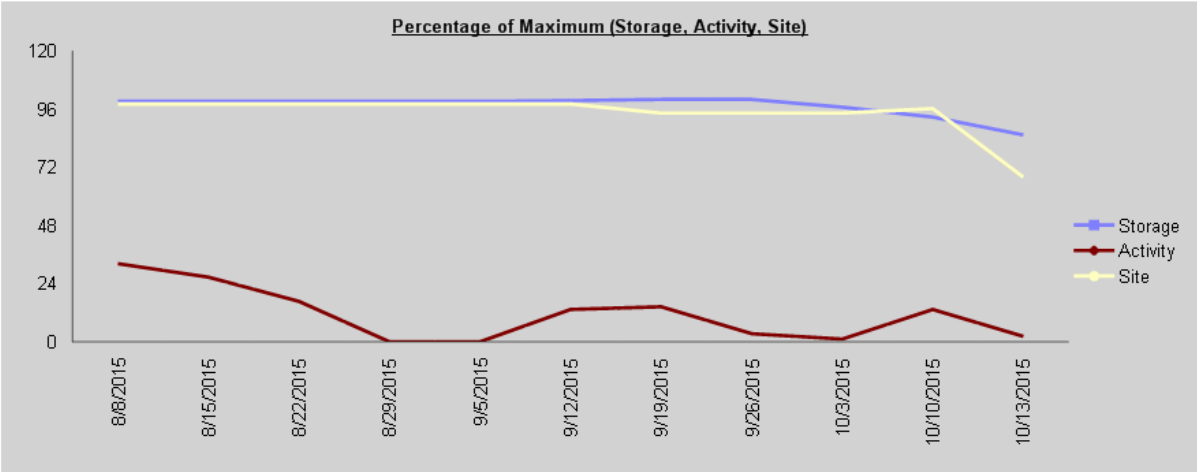
Storage Trend Analysis



Site Count Trend Analysis



- The second graph is a line graph that shows statistics for all three options (activity, storage, and site count) in terms of a percentage over the course of the selected time period. Note that the maximum value (100%) represents the most storage used, greatest level of activity, and largest site count over the selected time period.



Analyzing Content

ControlPoint provides the following tools for analyzing site content:

- The **Metadata Usage** analysis shows where and how Managed Metadata is used in SharePoint Server farms
- The **Content Types** analysis shows properties and usage details of SharePoint content types.
- The **Web Parts** analysis include detailed statistics about Web Parts used in selected sites.

You can also analyze trends in site count over a specified time period.

Analyzing Managed Metadata Usage

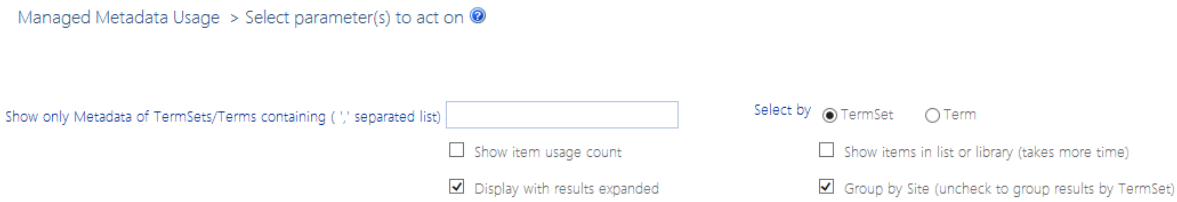
The Metadata Usage analysis lets you analyze the use of managed metadata as list/library columns in your SharePoint environment. You can group results by site or by term set and you have the option to Include usage count and the individual items in lists or libraries that use the metadata.

To generate a Managed Metadata Usage analysis:

1 Select the object(s) whose managed metadata usage you want to analyze.

2 **Choose Content > Managed Metadata Usage**.

3 Specify the parameters for your analysis. Use the information in the following table for guidance.



If you ...	Then ...
want results to include only metadata with term sets OR terms that contain a specific text string	• enter the string in **Show only Metadata of TermSets/Terms containing** field. NOTE: You can enter multiple text strings as a comma-separated list. • choose the applicable **Select by** option (to indicate whether you want ControlPoint to search for **TermSet** or **Term**)

If you ...	Then ...
want results to include the *number of* list items that have a value in the column that uses the metadata	check the **Show item usage count** box.
want results to include the actual list items that have a value in the column that uses the metadata	check the **Show items in list or library** box. NOTE: If you check this box, ControlPoint must iterate through all list items. Depending on the scope of your analysis and the number of items within that scope, processing time may increase noticeably.
want to group results by term set rather than by site	uncheck the **Group by Site** box.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

If you chose to group results **by site**:

- The top level of the analysis shows each of the Web applications and sites within the scope of your analysis that use managed metadata
- When expanded, the following information displays each list that uses managed metadata, along with the following information:
  - the name of the **Column referencing the Metadata**
  - the **Term Store**, **Term Group**, and **Term Set**
  - the **Term** specified for the list column (if applicable)

    NOTE: The Term column will also show *item-level* terms only if the **Show items in list or library** box.

- if the **Item Usage count** parameter was checked, the number of items for which the column has been populated with metadata.

Metalogix — Managed Metadata Usage — axcelertest\testbenchfarm 3/17/2014 12:46:50 PM

Show item usage count : True — Show items in list or library : False

Group by Site : True

Select	Column referencing the Metadata	Term Store	Term Group	Term Set	Term	Item Usage Count
Abdul WAP 2 - 15250						
TeamSite (http://qa2010farmvm2:15250/sites/TeamSite)						
Select	TeamSite	http://qa2010farmvm2:15250/sites/TeamSite				
	Announcements					
	List Metadata Columns					
	Managed Metadata	Managed Metadata Service 1	Document Types	Legal		5
	Shared Documents					
	List Metadata Columns					
	Location	Managed Metadata Service	Site Collection - qa2010farmvm2-15250-sites-TeamSite	Location		0
GB WAP1 - 22909						
DocumentWorkspace (http://qa2010farmvm2:22909/sites/DocumentWorkspace)						
Select	....TeamSite	http://qa2010farmvm2:22909/sites/DocumentWorkspace/testgb				
	Announcements					
	List Metadata Columns					
	Managed Metadata	Managed Metadata Service 1	Document Types	Legal		5
	Lists/ControlPoint v. 4.1 is the best yet!					
	Managed Metadata	Managed Metadata Service 1	Document Types	Legal	HR	
	Lists/Get Started with Windows SharePoint Services!					

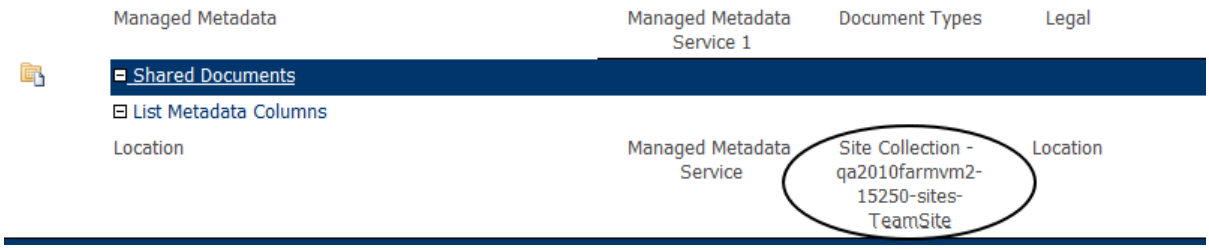
If you chose to group results **by TermSet**:

- The top level of the analysis shows each Term Store providing the metadata, followed by each **Term Group** and **Term Set**.
- When expanded, the following information displays for each term set:
  - the site that uses the metadata
  - for each list that uses the metadata:
    - the name of the **Column Referencing the Metadata**
    - if the **Item Usage count** parameter was checked, the number of items for which the column has been populated with metadata.
  - the **Term** specified for the *column* (if applicable)

    NOTE: The Term column will also show *item-level* terms only if the **Show items in list or library** box.

	Managed Metadata	Managed Metadata Service 1	Document Types	Legal
	Shared Documents			
	List Metadata Columns			
	Location	Managed Metadata Service	Site Collection - qa2010farmvm2-15250-sites-TeamSite	Location

Note that if you have customized a term set for the site collection, SharePoint assigns the name of the Term Group.



To open the SharePoint site that uses the metadata, click on the site url.

To open SharePoint list settings page for a list, click on the list name.

Analyzing Content Types

The Content Type Analysis provides information about SharePoint content types within a selected scope, including

- the content type's parent object
- the site or list where the content type was defined.

You can specify additional parameters to include more detail (such as a count of items that use the content type and/or a list of the items themselves), and you can choose to group results by either content type or site.

Note About "Common" Content Types

A list of "common content types" is maintained in the file **CommonContentTypes.xml**, which is located on the Web front-end server where ControlPoint is installed, in the following **SharePoint hive** subdirectory: **\TEMPLATE\LAYOUTS\Axceler\App_Data.**

By default, this list includes default content types associated with SharePoint built-in templates. The purpose of this list is to give you the option to "filter out" commonly used content types from analysis results.

You can customize this file to include "common" content types specific to your environment that you would like to have the option of excluding. For example, you may want to filter out a company-specific content type that is used in every site in your farm. You may also want to remove a default content type from the list.

Changes that you make to this file must be copied to any additional Web front-end servers in your farm. Also, whenever you install a ControlPoint update or patch, this file is overwritten with a file containing the default list. Therefore, if you choose to make modifications, it is recommended that

you keep a backup of the file in a different location so that you can replace the default version after an update or patch.

To generate a Content Type Analysis:

1 Select the object(s) whose content types you want to analyze.

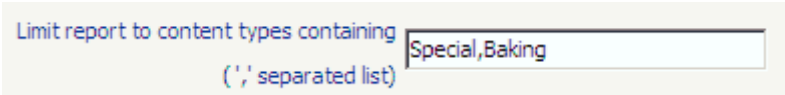
2 Choose **Change Management > Content Types**.

3 Specify the parameters for your analysis:

a) For **Include sites where content types are**, select one of the values described in the following table.

If you want results to include sites ...	Select ....
for which the content types are available, regardless of whether they have been "adopted" by a list/library	**Available**.
where the content types are defined, regardless of whether they have been "adopted" by a list/library	**Defined.**
containing lists/libraries that have "adopted" the content types	**In Use**. NOTE: A content type that has been adopted by a list or library is considered "in use" regardless of whether it has actually been associated with any items.
for which the content types: • are available, and • have not been adopted by a list/library	**Available, Not In Use.**
where the content types: • are defined, and • have not been adopted by a list/library.	**Defined, Not in Use.**

If you want to limit results to content types that contain a specific text string, enter that string in **the Limit report to content types containing** field. (You can enter multiple text strings as a comma-separated list).



b) Specify the remaining checkbox criteria using the guidelines in the following table.

If you ...	Then ...
want to group results by content type rather than by site	uncheck the **Group results by site** box.
want results to include the names of content type columns	check the **Show content type column names** box.
want results to include a count of the number of items with which the content type is associated	check the **Show item usage count** box. NOTE: If you check this box, ControlPoint must iterate through all list items. Depending on the scope of your analysis and the number of items within that scope, processing time may increase noticeably.
want to *exclude* common content types from results (see "About Common Content Types," above)	check the **Exclude common content types** box.
want results to include the lists and libraries that use the content type	check the **Show items in list or library** box. NOTE: If you check this box, ControlPoint must iterate through all list items. Depending on the scope of your analysis and the number of items within that scope, processing time may increase noticeably.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

The analysis results header includes all of the parameters that you specified.

The top levels of the analysis shows either:

- all of the sites within the scope or your analysis, followed by the content types that are used within each site (if you chose to group results by site)

OR

- each of the content types within the scope of your analysis, followed by the sites that use it (if you chose to group results by content type).

When results are expanded, the following information displays for each content type:

- the name of the **Content Type**

- the content types **Parent** object (that is, the content type from which the content type was created)
- the content type's **Source** (that is, the site or list where the content type was defined)
- each of the **Lists**/libraries
- if selected in the Parameters section:
  - the item **Count** (that is, the number of items within each list or library using that content type)
  - the content type's **Column Names**
  - a list of the **Items** that use the content type.

    NOTE: If you chose **Show item usage count** and/or **Show items in list or library**, an **Item Count** will be included. If you chose neither of these parameters, the Item Count column header will not be visible.

Analyzing Web Parts

The Web Parts analysis provide detailed statistics about Web Parts used in your SharePoint environment.

To generate a Web Parts analysis:

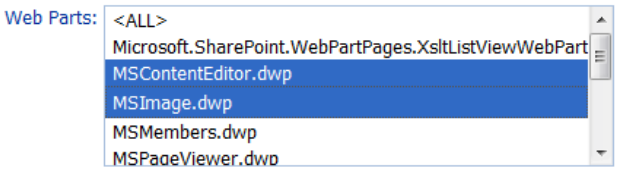
1 Select the object(s) on which you want to perform the analysis.

2 Choose **Change Management > Web Parts**.

3 Select the option you want to **Group By: Parts** or **Sites**.

4 Specify additional parameters for your analysis.

In addition to the "standard" parameters, you can limit results to Web Parts that meet one or more specific criteria, as described in the following table.

If you want results to include ...	Then ...
one or more specific Web Parts	select from the **Web Parts** list box. NOTE: If you do not select specific Web Parts, all Web Parts will be returned.  EXCEPTION: If the ControlPoint Application Administrator has chosen to exclude Web Parts from

If you want results to include ...	Then ...
	the ControlPoint Discovery process, the message *No Values Available* will display in the list box.
Web Parts whose name contains a specific text string	enter the text string in the **Web Part Name contains** field. NOTE: You can enter multiple text strings as a comma-separated list. Web Parts Name contains: content,user
only Web Parts that are currently in use	check the **Show only parts used in pages** box. NOTE: If you leave this box unchecked and you do not select a specific Web Part, analysis results will also include Web Parts that are *not* currently in use.
only Web Parts that are closed and hidden	check the **Show only Closed and Hidden** box.

Note that the option to **Use cached data** will be disabled if Web Parts have been excluded from the ControlPoint Discovery job. The inclusion or exclusion of Web Parts can be managed by the ControlPoint Application Administrators. Details can be found in the *ControlPoint Administration Guide*.

☐ Use cached data

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

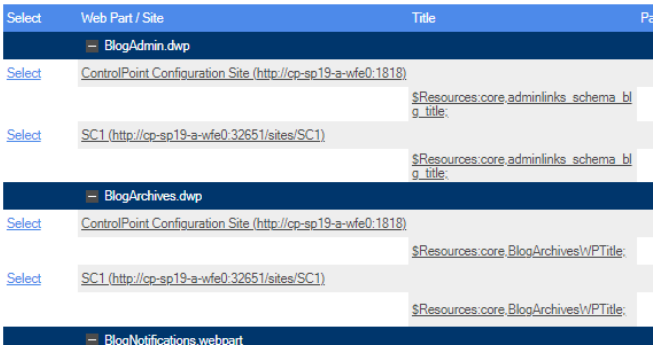
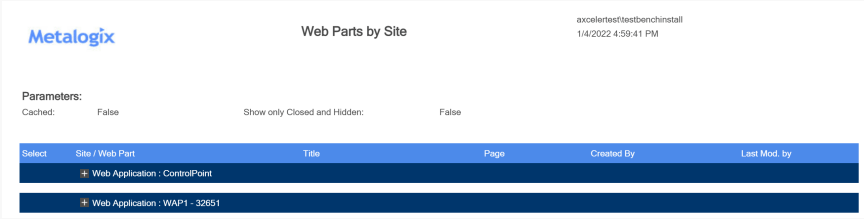
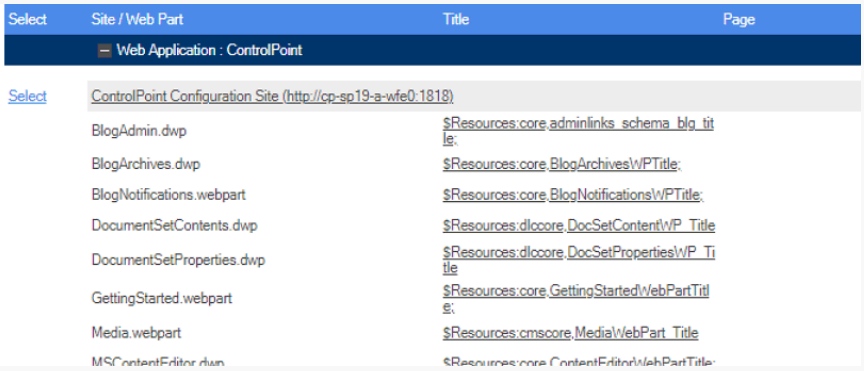
OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

If you chose to group results ...	Then ....
By part	the top level of the analysis lists the Web Part(s) within the scope of your analysis, as well as the total number of pages in which each is used.

If you chose to group results ...	Then ....
	 When expanded, a list of sites that use each Web Part displays. 
By site	the top level of the analysis lists the site collections within the scope of your analysis.  When expanded, a list of Web Parts used by each site displays. 

Within the context of the site, the following information displays for each Web Part:

- the **Title** of the Web Part—that is, the name assigned to that instance of the Web Part

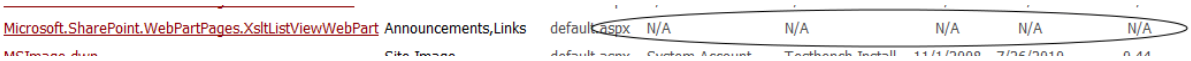
> NOTE: If the same Web Part is used more than once on a page, the title of each instance is listed in a comma-separated list. Web Parts that are hidden or closed are annotated.

- the **Page** on which the Web Part is used
- the following values, which are the same as those reported in the SharePoint Web Gallery:
  - the user account that the Web Part was **Created by**, well as the user account it was **Last Modified by**
  - the dates when the Web Part was both **Created** and **Last Updated**

> NOTE: The Created by, Last Modified by, Created, and Last Updated values refers to the Web Part itself, not its instance on a specific page. Often, the Created date is the date that the Web Part was installed on the system.

- the **Size** of the Web Part in kilobytes (**KB**).

Note that some commonly-built Web Parts that display in analysis results (such as the List View Web Part) are not listed in the Web Parts Gallery and are not associated with a specific creator or created by/modified by dates. Often, such Web Parts have names that begin with "Microsoft SharePoint."



Analyzing Object Properties

ControlPoint lets you view properties for objects at different levels of the SharePoint hierarchy via the following reports:

- **Site Collection Property Report** provides information about one or more site collections in your farm, including the Site Collection Administrator(s), quota details, site collection workflows audit setting that are/are not enabled, and a list of activated/deactivated features

- **Site Property Report** provides information about one or more sites in your farm, including the date and time when the site was created and last updated, the size of the site, users with Full Control permissions, audit settings that are/are not enabled, and a list of activated/deactivated site features
- **List Property Report** provides information about one or more lists in your farm, including the properties of the list, including versioning and advanced settings and audit settings that are/are not enabled for the list.

Analyzing Site Collection Properties

The **Site Collection Properties** analysis provides information about one or more site collections in your farm, for which you are a Site Collection Administrator, including:

- the Site Collection Administrator(s)
- quota details
- audit settings that are/are not enabled (with the option of including *only* site collections for which auditing is enabled)
- settings for both SharePoint Designer and audit trimming, and
- a list of site collection features (with the option of including activated features only and/or hidden features).

You can further limit your results to include only site collections for which specific features are activated or deactivated.

This feature is not available at the farm (tenant) scope.

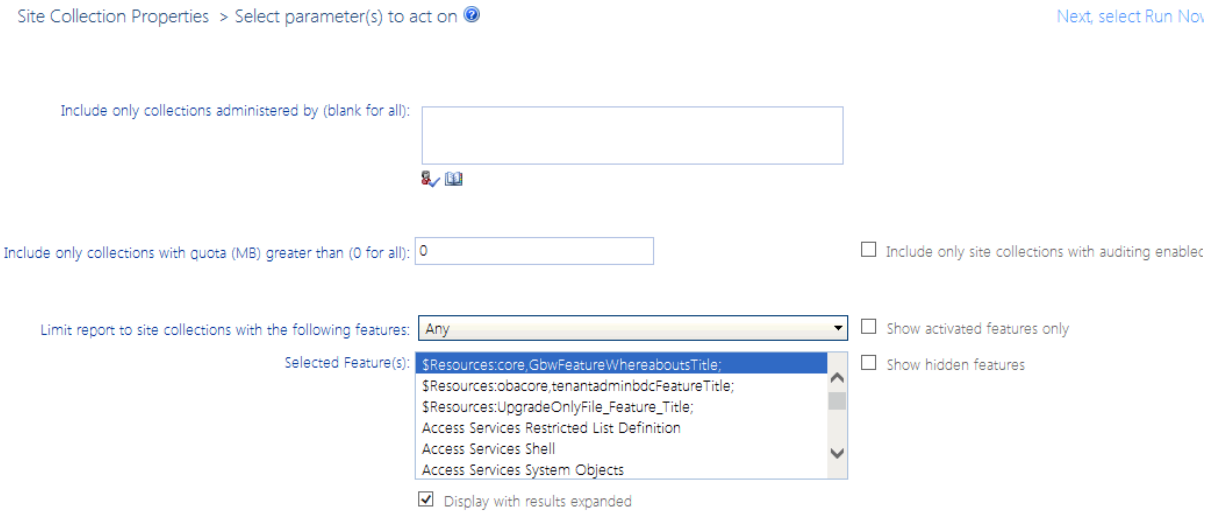
> **IMPORTANT:** Although the analysis contains a section for Workflows, it will not be populated, even if the site collection contains workflows. This is a known issue and will be fixed in a future release.

To generate a Site Collection Properties analysis:

1 Select the object(s) on which you want to perform the analysis.

2 Choose **Configuration > Site Collection Properties**.

3 Specify the following parameters for your analysis:



a) If you want results to **Include only collections administered by** one or more specific users, select the applicable user(s).

b) If you want to limit results to site collections whose quota exceeds a specific size (in MB), enter that value in the **Include Only Collections with quota >** field.

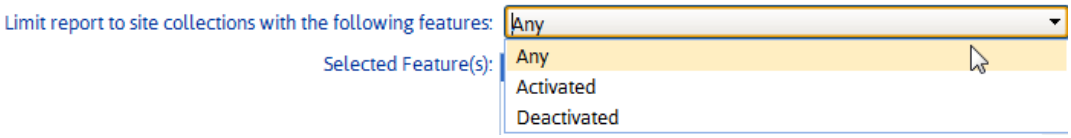
> NOTE: If you accept the default value of 0, all site collections within the scope—including those for which a quota has *not* been set—will be included

c) If you want to **Show activated features only**, check this box.

> NOTE: If you leave this box unchecked, all installed features will be listed beneath each site collection, and those that are currently activated will be flagged. If you *check* this box, all installed features will be listed once, at the top of the result set, and only activated features will be listed beneath each site collection.

d) If you want to limit results to site collections for which one or more features are activated/deactivated:

- Select the appropriate option from the **Limit Report to Site Collections with the following features:** drop-down.



- From the **Selected Feature(s):** list, select the feature(s) you want to include/exclude (you can select multiple features using the **[CTRL]** or **[SHIFT]** key in the conventional manner).

> NOTE: If you select multiple features, results will include site collections for which any one or more of those features is activated/deactivated.

e) If you want to **Include only collections with auditing enabled**, check this box.

f) If you want to **Show hidden features**, check this box.

> NOTE: Hidden features are those that are not visible in the SharePoint Site Features list. (Hidden features are activated from a command line, using custom code, or through the dependency of another feature.)

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

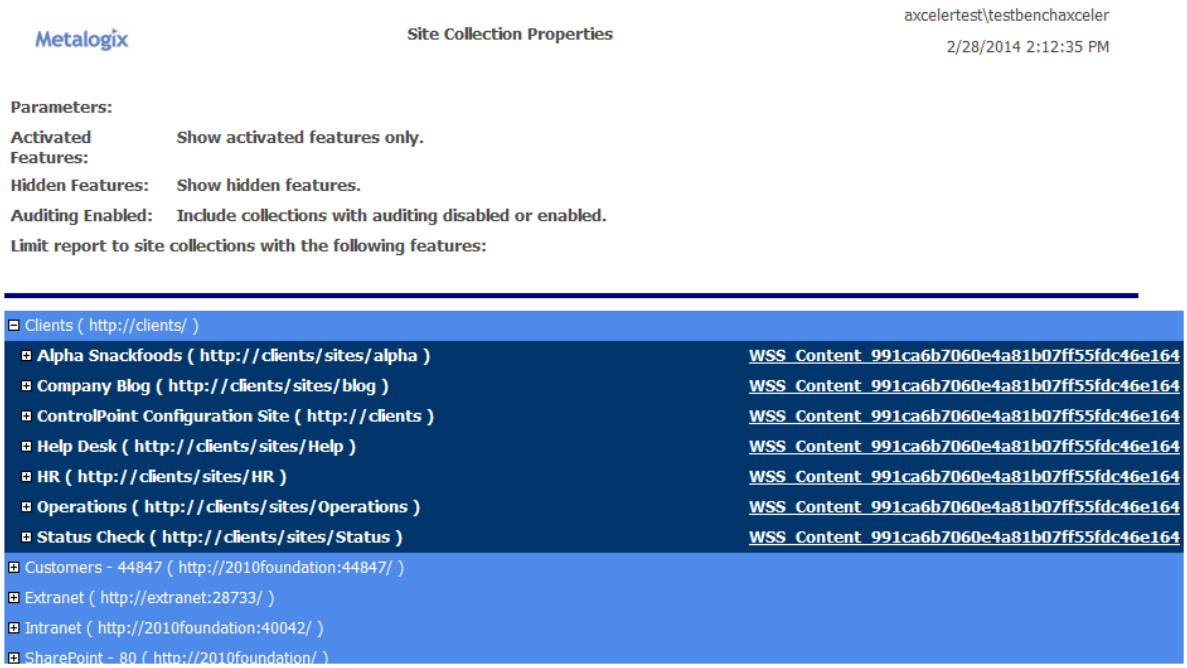
OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

Analysis results list each of the site collections within the scope of your analysis, along with the content database that the site collection uses.



> REMINDER: If you chose to show activated features only, an expandable list of *all* **Installed Site Collection Features** displays at the top of the result set, with only activated features displaying beneath each site collection. (Otherwise, the full set of installed site collection features will display beneath each site collection).

Installed Site Collection Features

Hidden?	Feature Name
+	Basic Web Parts - Makes the following Web Parts available in the site collection Web Part catalog: Page Viewer, Content Editor, Image, Form, XML and Site Users list.
	Custom Site Collection Help - Creates a Help library that can be used to store custom help for this site collection.
+	Help - Creates the Help library that can be used to store product Help.
	Open Documents in Client Applications by Default - Configures links to documents so they open in client applications instead of Web applications, by default.
	Report Server Integration Feature - Enables rich reporting using Microsoft SQL Server Reporting Services.
+	Standard Column Definitions - Provides standard column definitions for a site collection.
+	Standard Content Type Definitions - Provides standard content type definitions for a site collection.
	Three-state workflow - Use this workflow to track items in a list.

When expanded, the following information displays for each site collection:

- **Site Collection Administrators**

Administrators

Primary: i:0#.w|axcelertest\jamesjoyce Secondary: i:0#.w|axcelertest\testbenchinstall Others: i:0#.w|axcelertest\fscottfitzgerald; i:0#.w|axcelertest\washingtonirving;

- **Site Collection Quota** (including the current storage used, % of quota, and the threshold at which a warning email is sent)

Site Collection Quota

Site Collection Storage Maximum : 100 (MB)

Warning email sent when site collection storage reaches : 90 (MB)

Current storage used : 22.76 (MB)

% of Quota : 22.76%

- All of the available **Audit Settings** (settings that are currently enabled are flagged)

Audit Settings

Enabled?	Lists, Libraries and Sites - Events to audit	Enabled?	Documents and Items - Events to audit
+	Editing content types and columns	+	Opening or downloading documents, viewing items in lists, or viewing item properties
	Searching site content		Editing items
+	Editing users and permissions	+	Checking out or checking in items
	Deleting child objects		Moving or copying items to another location in the site
		+	Deleting or restoring items

- Site collection **Workflows**, including each workflow's current status, associations (that is, the number of lists, document libraries, and/or content types associated with the workflow), and the number of instances of the workflow that are in progress.

Workflows

Workflow	Status	Associations	In Progress
Approval	Active	14	1
Collect Feedback	Active	14	4
Collect Signatures	Active	14	0
Disposition Approval	Active	0	0
Three-state	Active	0	0
Translation Management	Active	0	0

- Site collection **Features**. Hidden features (if included) and Activated features are flagged.

Site Collection Features

Hidden?	Activated?	Feature Name - Description
+	+	Basic Web Parts - Makes the following Web Parts available in the site collection Web Part catalog: Page Viewer, Content Editor, Image, Form, XML and Site Users list.
+	+	BizApps Site Templates - SharePoint Portal site templates and web parts
	+	Collect Signatures Workflow - Gathers signatures needed to complete a Microsoft Office document.
	+	Disposition Approval Workflow - Manages document expiration and retention by allowing participants to decide whether to retain or delete expired documents.
+	+	Excel Services Site Feature - Adds site-level Excel Services Features to the Windows SharePoint Services framework
+	+	InfoPath Forms Services support - InfoPath Forms Services lists and related pages to enable server side rendering of Forms.
+	+	Microsoft Office Server workflows - This feature provides support for Microsoft Office Server workflows.
	+	Office SharePoint Server Enterprise Site Collection features - Features such as the business data catalog, forms services, and Excel Services, included in the Office SharePoint Server Enterprise License
	+	Office SharePoint Server Standard Site Collection features - Features such as user profiles and search, included in the Office SharePoint Server Standard License
+	+	Portal Layouts Feature - Portal feature that uploads all the layouts to the master page gallery
	+	Reporting - Creates reports about information in Windows SharePoint Services.
	+	Routing Workflows - Workflows that send a document for feedback or approval.
+	+	SharePoint Portal Server Business Appications Content Type Definition - SharePoint Portal Server Business Appication content type definitions
+	+	SharePoint Portal Server Local Site Directory Capture Control - SharePoint Portal Server Local Site Directory Capture Control
+	+	Site Settings Link to Local Site Directory Settings page. - Site Settings Link to Local Site Directory Settings page.
+	+	SPS Biz Apps Field Definition - OOB field definitions for Biz Apps
+	+	Standard Column Definitions - Provides standard column definitions for a site collection.

- for SharePoint Server farms, **SharePoint Designer Settings** and **Audit Log Trimming Settings**.

⊟ SharePoint Designer Settings

Enabled?	Settings
+	Enable SharePoint Designer
+	Enable Detaching Pages from the Site Definition
+	Enable Customizing Master Pages and Page Layouts
+	Enable Managing of the Web Site URL Structure

⊟ Audit Log Trimming Settings

Value	Settings
+	Trim Audit Log
30	Number of days of Audit Log data to retain
	Location of Audit Log Reports

Analyzing Site Properties

The **Site Properties** analysis provides information about one or more sites in your farm, including:

- the account that created the site as well as the date and time when the site was created and last updated
- the size of the site
- whether the site has unique permissions
- users with Full Control permissions for the site.
- audit settings that are/are not enabled for the site (with the option of including only sites for which auditing has been enabled at the site collection level)
- a list of site features (with the option of including activated features only and/or hidden features)

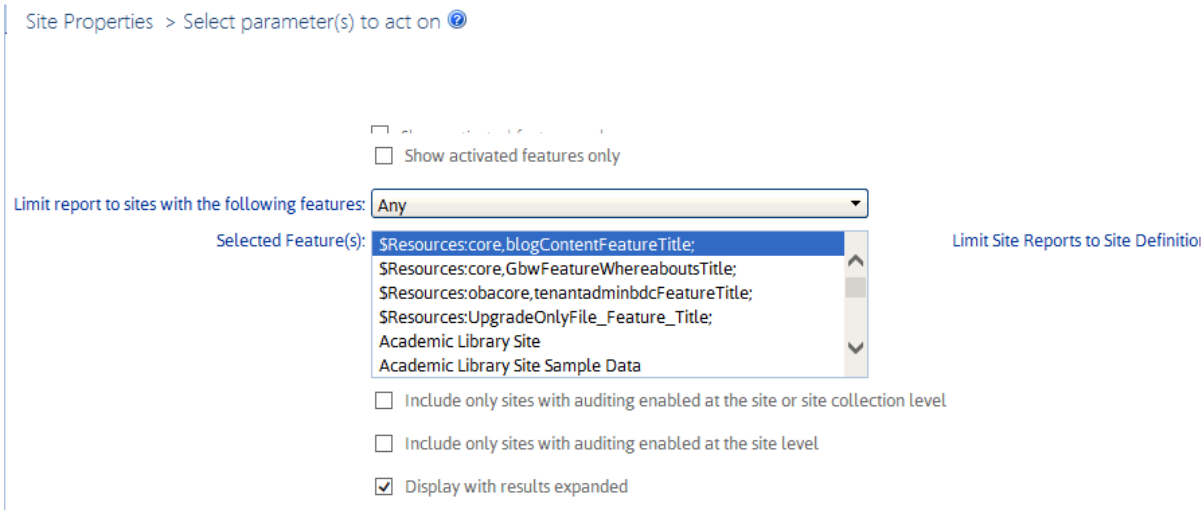
This feature is not available at the farm (tenant) scope.

To generate a Site Properties analysis:

1 Select the object(s) you want to include in your analysis.

2 Choose **Configuration > Site Properties**.

3 Specify the following parameters for your analysis:

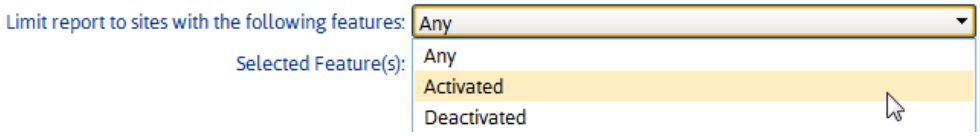


a) If you want to **Show activated features only**, check this box.

NOTE: If you leave this box unchecked, all installed features will be listed beneath each site, and those that are currently activated will be flagged. If you *check* this box, all installed features will be listed once, at the top of the result set, and only activated features will be listed beneath each site.

b) If you want to limit results to sites for which one or more features are activated/deactivated:

- Select the appropriate option from the **Limit Report to Sites with the following features:** drop-down.



- From the **Selected Feature(s):** list, select the feature(s) you want to include/exclude (you can select multiple features using the [**CTRL**] or [**SHIFT**] key in the conventional manner).

NOTE: If you select multiple features, results will include sites for which any one or more of those features has been activated/deactivated.

c) If you want to **Include hidden features**, check this box.

NOTE: Hidden features are those that are not visible in the SharePoint Site Features list. (Hidden features are activated from a command line, using custom code, or through the dependency of another feature.)

d) If you want to **Include only sites with auditing enabled at the site collection level**, check this box.

NOTE: If you check this box, results will include sites that inherit audit settings from the parent site collection. See also Managing Audit Settings.

e) If you want to **Include only sites with auditing enabled at the site level**, check this box.

NOTE: The only audit setting that can be enabled directly for a site is **Opening or downloading documents, viewing items in lists, or viewing item properties** via the ControlPoint action Manage Audit Settings**.**

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

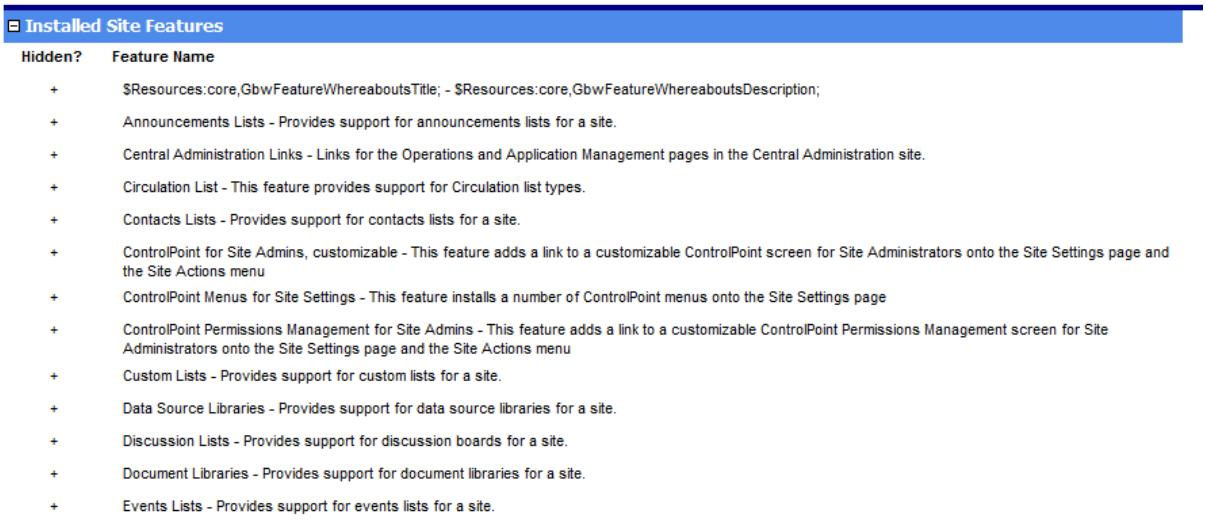
- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

Site Properties analysis results list each site within the scope of your analysis.

REMINDER: If you chose to show activated features only, an expandable list of *all* **Installed Site Features** displays at the top of the result set, with only activated features displaying beneath each site. (Otherwise, the full set of installed site features will display beneath each site.)



When expanded, the following information displays for each site:

- the account that the site was **Created By**
- the site's **Size** (in **KB**)

- the date and time when the site was **Created** and **Last Updated**
- whether the site has **Unique Permissions**
- whether the site has been configured to **Allow RSS Feeds**
- the **Language** used by the site
- a list of users with **Full Control** permissions (that is, users considered to be site Owners).

Select ⊟ **Alpha Snack Foods (http://2010foundation/sites/alpha)** wss_content_clients

⊟ Created By	Size (KB)	Created	Last Updated	Unique Perm.	Allow RSS Feeds	Language
BELLUM\administrator	284670.99	11/1/2008 2:23:10 PM	2/27/2014 3:01:13 PM	True	True	English (United States)

Site Template: STS#0 (Team Site) **Description:** The best chips around - they go faster than any others

- All of the available **Audit Settings**, with settings that are currently enabled for the site identified with a plus sign (+). Audit settings that are inherited from the parent site collection are also flagged with >.

⊟ **Audit Settings** (Note: '>' indicates that the audit item is inherited from the parent site collection.)

Enabled?	Lists, Libraries and Sites - Events to audit	Enabled?	Documents and Items - Events to audit
	Editing content types and columns		Opening or downloading documents, viewing items in lists, or viewing item properties
	Searching site content		Editing items
	Editing users and permissions	>	Checking out or checking in items
	Deleting child objects		Moving or copying items to another location in the site
		>	Deleting or restoring items

- Site collection **Features**. Hidden features (if included) and Activated features are flagged.

⊟ **Site Features**

Hidden?	Activated?	Feature Name	Feature Description
+	+	Announcements Lists	Provides support for announcements lists for a site.
+	+	Contacts Lists	Provides support for contacts lists for a site.
+	+	ControlPoint for Site Admins, customizable	This feature adds a link to a customizable ControlPoint screen for Site Administrators onto the Site Settings page and the Site Actions menu
+	+	ControlPoint Menus for Site Settings	This feature installs a number of ControlPoint menus onto the Site Settings page
+	+	ControlPoint Permissions Management for Site Admins	This feature adds a link to a customizable ControlPoint Permissions Management screen for Site Administrators onto the Site Settings page and the Site Actions menu
+	+	Custom Lists	Provides support for custom lists for a site.
+	+	Data Source Libraries	Provides support for data source libraries for a site.
+	+	Discussion Lists	Provides support for discussion boards for a site.
+	+	Document Libraries	Provides support for document libraries for a site.
+	+	Events Lists	Provides support for events lists for a site.
+	+	External Lists	Provides support for external lists for a site.
+	+	Gantt Chart Tasks Lists	Provides support for Gantt-chart tasks lists for a site.
+	+	Grid Lists	Provides support for editing custom lists in a grid for a site.
+	+	Issues Lists	Provides support for issues lists for a site.

Analyzing List Properties

The **List Properties** analysis provides information about one or more lists in your farm, including:

- the properties of the list, including versioning and advanced settings
- audit settings that are/are not enabled for the list.

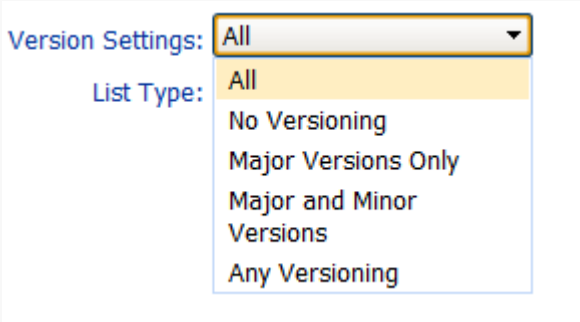
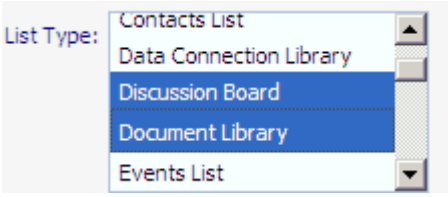
This feature is not available at the farm (tenant) scope.

To generate a List Properties analysis:

1 Select the object(s) you want to include in your analysis.

2 Choose **Configuration > List Properties**.

3 If you want results to include only lists that meet one or more specific criteria, specify one or more of the parameters described in the following table.

If you want results to include only lists...	Then ...
whose name contains a specific text string	enter the text string in the **List Name contains** field.
that have a particular version setting	select from the **Versions Setting** drop-down. 
of one or more specific types	select from the **List Types** drop-down. 

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

The top level of the analysis lists each Web application, site collection, site, and list within the scope of your analysis, along with the list's **Base Type**.

Metalogix

List Properties

axcelertest\testbenchaxceler
2/28/2014 4:23:05 PM

Parameters:
List Name Contains:
Versioning: All
List Type: All

Web Application: SharePoint - 80

Site Collection: Alpha Snack Foods

Web Site: Alpha Snack Foods

Select	⊞ Activity Reports	**Base Type:** DocumentLibrary
Select	⊞ Alpha Documents	**Base Type:** DocumentLibrary
Select	⊞ Calendar	**Base Type:** Events
Select	⊞ CP Statistics on remote site	**Base Type:** 10004
Select	⊞ Form Templates	**Base Type:** DocumentLibrary
Select	⊞ Issue Tracking List	**Base Type:** IssueTracking
Select	⊞ Links	**Base Type:** Links
Select	⊞ Now Hear This!	**Base Type:** Announcements
Select	⊞ Shared Documents	**Base Type:** DocumentLibrary
Select	⊞ Site Collection Help	**Base Type:** 151
Select	⊞ Style Library	**Base Type:** DocumentLibrary
Select	⊞ Survey Says!	**Base Type:** Survey

When expanded, the following information is displayed for each list:

- list **Properties**, including versioning and advanced settings detail

⊟ Properties

Versioning	
Require Content Approval: False	Minor Version Limit: 0
Version History Type: MajorVersions	Draft Visibility Type: Reader
Major Version Limit: 3	Require Checkout: False
Advanced Settings	
Enable Attachments: False	Allow Management of Content Types: True
Read Permissions: ModifyAll	Display on Quick Launch: True
Write Permissions: ModifyYourOwn	Enable Audience Targeting: False
View Names: Threaded, Flat, Subject, RssView	

- all of the available **Audit Settings**, with settings that are currently enabled for the list identified by a plus sign (+).

NOTE: Audit settings that are inherited from the site collection are flagged with >.

⊟ **Audit Settings** (Note: ' > ' indicates that the audit item is inherited from the parent site collection.)

Enabled?	Lists, Libraries and Sites - Events to audit	Enabled?	Documents and Items - Events to audit
	Editing content types and columns	+	Opening or downloading documents, viewing items in lists, or viewing item properties
	Searching site content		Editing items
	Editing users and permissions	>	Checking out or checking in items
	Deleting child objects		Moving or copying items to another location in the site
		>	Deleting or restoring items

- list **Columns** settings

⊟ Columns

Name	Column Type	Column Description	Content Types
Approval Status	Moderation Status	Moderation Status	N/A
Approver Comments	Multiple lines of text	Multiple lines of text	N/A
Attachments	Attachments	Attachments	N/A
Body	Multiple lines of text	Multiple lines of text	Discussion, Message
Body Was Expanded	Computed	Computed	Discussion, Message
Content Type	Single line of text	Single line of text	Discussion, Message
Content Type ID	Content Type Id	Content Type Id	N/A
Copy Source	Single line of text	Single line of text	N/A
Correct Body To Show	Computed	Computed	Discussion, Message
Created	Date and Time	Date and Time	N/A
Created By	Person or Group	Person or Group	N/A
Discussion Subject	Computed	Computed	Discussion, Message
Discussion Title	Lookup	Lookup (information already on this site)	Discussion, Message

Analyzing Users and Permissions

ControlPoint provides the following tools that allow you to examine permissions of SharePoint users throughout your farm:

- **Site Permissions** shows the permissions of users for selected sites
- **Site List Permissions** shows user permissions for individual lists and list items within a site.

An additional analysis, **Comprehensive Permissions,** show permissions for all sites, lists, and optionally list items within a single result set.

NOTE: In addition to showing user permissions at the individual site level, all Site Permissions analyses include any Web application policy permissions users may have.

Finding Orphaned Domain Users

If you are using Active Directory as the authentication method for your SharePoint Online environment, the Orphaned Domain Users analysis lists users who currently have permissions in SharePoint but are no longer valid in the Active Directory.

> NOTE: Currently, ControlPoint cannot expand the membership of Office 365 groups. Therefore, these users cannot be evaluated.

Users Evaluated as Potential Orphans

ControlPoint evaluates users as potential orphans if they are disabled in and/or deleted from Active Directory but are found in:

- a SharePoint permission entry at any level (site, subsite, list, library, folder, or item)
- a site collection's All People list, and/or
- a Site Collection Administrator's list.

ControlPoint does not evaluate names in Web application policies, the Farm Administrator list, or any custom SharePoint list that may contain user names.

Users That Are Not Reported as Orphans

ControlPoint does not report a user as being orphaned if it is considered valid by SharePoint (that is, if a user who is not in the All People list can still be validated by the SharePoint People Picker). Active Directory entries that are considered valid by SharePoint (and therefore are not reported as orphaned by ControlPoint) include:

- expired accounts, and
- locked accounts (i.e., accounts for which the allowable threshold for failed login attempts has been exceeded).

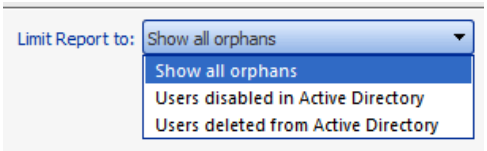
To generate an Orphaned Domain Users analysis:

1 Select the object(s) you want to include in your analysis.

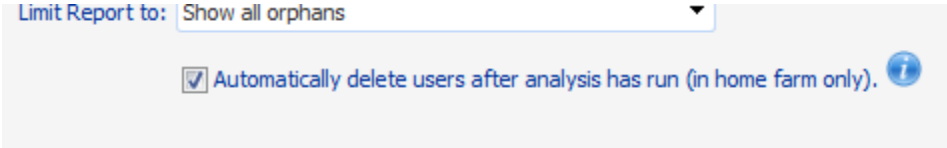
2 Choose **Users and Security > Orphaned Domain Users**.

3 Specify the parameters for your analysis.

Note that you have the option of limiting your results only to users who are either disabled in or have been deleted from Active Directory. If you accept the default option, **Show all orphans**, both types of users will be included.



4 If you want ControlPoint to automatically delete all users returned by the analysis on the home farm, check the **Automatically delete users after analysis has run** (in home farm only). Note that, in a multi-farm environment, this action cannot be carried out on a remote farm.



> CAUTION: If you check this box, ControlPoint will automatically submit one or more Delete User jobs to the ControlPoint scheduler. The number of jobs submitted depends on the number of users to be deleted, and the number of users processed in a job is determined by the ControlPoint Setting OrphanDeleteBatchSize. The first job will be scheduled to run 30 minutes after the analysis has finished processing. Because this action cannot be undone, you may want to back up user permissions before running the operation. (You also have the option of deleting jobs before they have run via the Schedule Monitor.)

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

When expanded, a list of rights for each orphaned user displays the same information as the User Rights section of the Site Permissions analysis.

Disabled Accounts as Orphans

Users whose accounts have been disabled (or disabled and renamed) in the Active Directory are normally considered orphans by both SharePoint and ControlPoint and are annotated as such in analysis results. This annotation is intended to help you in evaluating whether or not such users really should be considered orphans in accordance with you organization's policies.

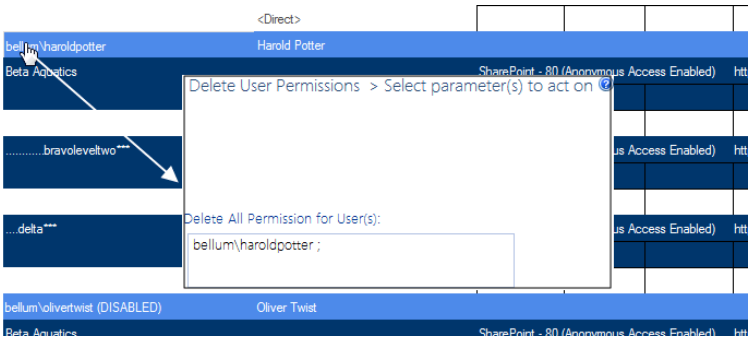
If an account has been both disabled and renamed, the annotation will include the original name, followed by the string DISABLED, RENAMED; and the new name. (ControlPoint will not consider a renamed account orphaned if it is also active, expired, or locked.)

NOTE: Although it is not a common practice, it is possible for restricted reads and other permissions to be placed on entries in the Active Directory. This can affect ControlPoint's ability to detect disabled accounts. Specifically, if an account has been disabled AND cannot be read by the ControlPoint Service Account, then both SharePoint and ControlPoint will treat that account as valid (not an orphan).

To delete orphaned user permissions from analysis results:

Use the information in the following table to determine the appropriate action to take.

CAUTION: If you have any doubt as whether a user is truly orphaned, it is recommended that before you delete permissions, you verify his/her existence and status in the Active Directory.

If you want to delete permissions for ...	Then ...
a specific orphaned user	click a **User** hyperlink to initiate a ControlPoint Delete User Permissions action.  The Delete User Permissions page opens in a separate browser window, with the **Delete Users** field pre-filled with the selected user(s). Note that you need to run the action without validating the user, as the account now longer exists in Active Directory.
all orphaned users as an interactive tasks	click the **Delete All** hyperlink at the top of the analysis results section.

Analyzing Site Permissions

The Site Permissions analysis lets you examine the permissions that one or more users have for selected sites, including external users.

To generate a Site Permissions analysis:

1 Select the object(s) you want to include in your analysis.

2 Choose **Users and Security > Site Permissions.**

3 Specify the parameters for your analysis.

Note that, In addition to the "standard" parameters, you have the option to **Group by** Sites (the default) or Users.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

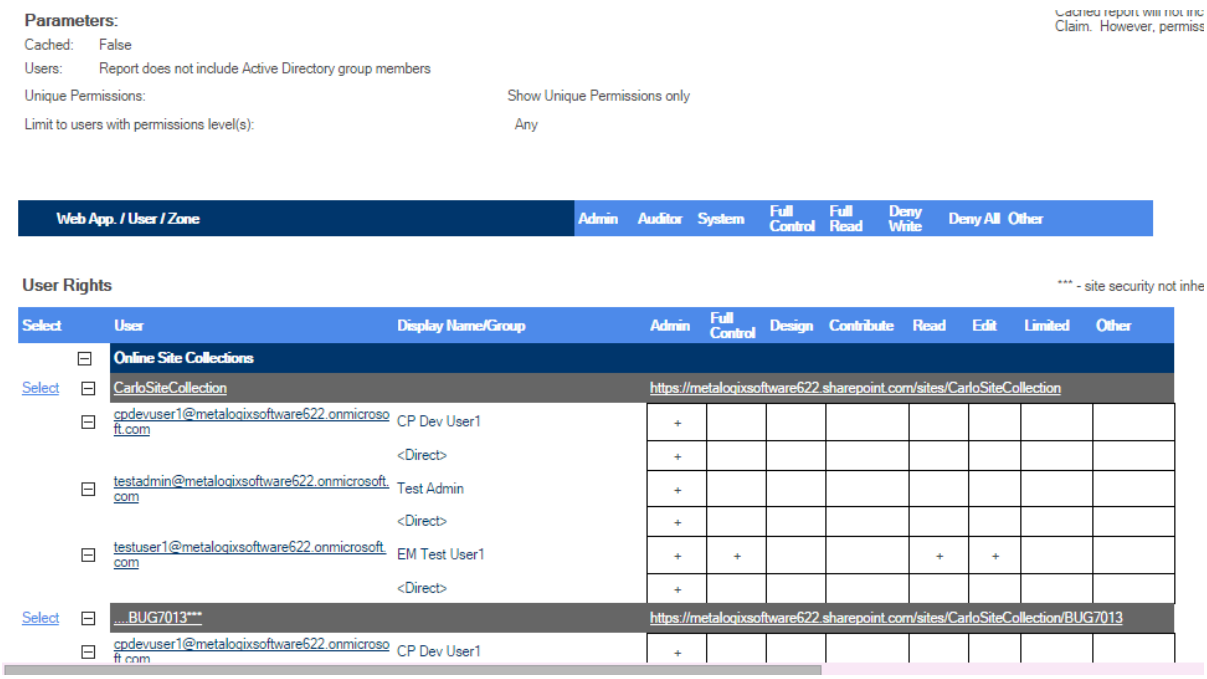
- save the operation as XML Instructions that can be run at a later time.

The top level of the User Rights section lists the Web application(s) within the scope of your analysis.

When expanded, a list of users with permissions for the site collection or site displays, along with the following information:

- the login name of the SharePoint **User**
- the user's permission level(s), as indicated by a plus sign (+) in the applicable column(s), which may include:
  - the site collection's **Admin** group
  - the five default SharePoint permission levels:
    - **Full Control**
    - **Design**
    - **Contribute**
    - **Read**
    - **Limited**.

> NOTE: If a user has a template-specific or custom permission level, it is recorded in the **Other** column.



Parameters:

Cached: False

Users: Report does not include Active Directory group members

Unique Permissions: Show Unique Permissions only

Limit to users with permissions level(s): Any

Web App. / User / Zone	Admin	Auditor	System	Full Control	Full Read	Deny Write	Deny All	Other

User Rights

*** - site security not inhe

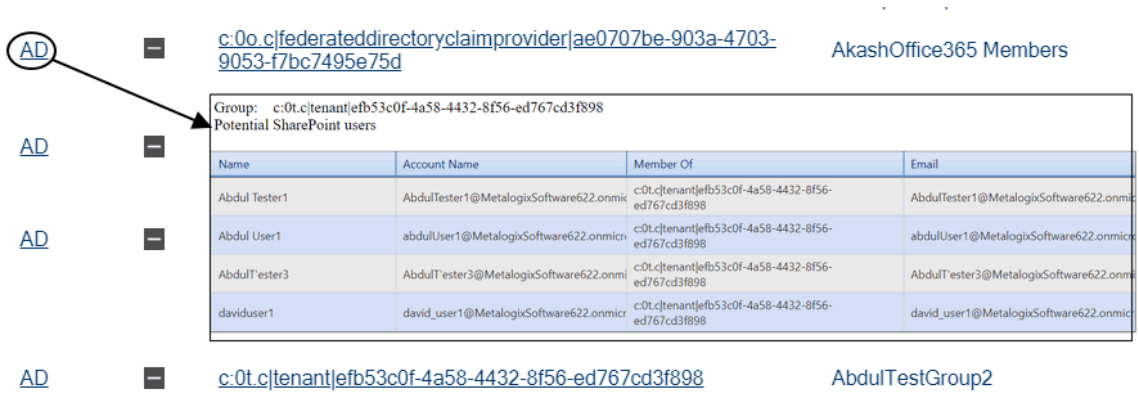
Select	User	Display Name/Group	Admin	Full Control	Design	Contribute	Read	Edit	Limited	Other
	Online Site Collections									
Select	CarloSiteCollection	https://metalogixsoftware622.sharepoint.com/sites/CarloSiteCollection								
	cpdevuser1@metalogixsoftware622.onmicrosoft.com	CP Dev User1	+							
		<Direct>	+							
	testadmin@metalogixsoftware622.onmicrosoft.com	Test Admin	+							
		<Direct>	+							
	testuser1@metalogixsoftware622.onmicrosoft.com	EM Test User1	+	+			+	+		
		<Direct>	+							
Select	....BUG7013***	https://metalogixsoftware622.sharepoint.com/sites/CarloSiteCollection/BUG7013								
	cpdevuser1@metalogixsoftware622.onmicrosoft.com	CP Dev User1	+							

By default, the report lists:

- users with direct permissions, and
- users with membership through Active Directory/tenant-level Security groups and SharePoint groups.

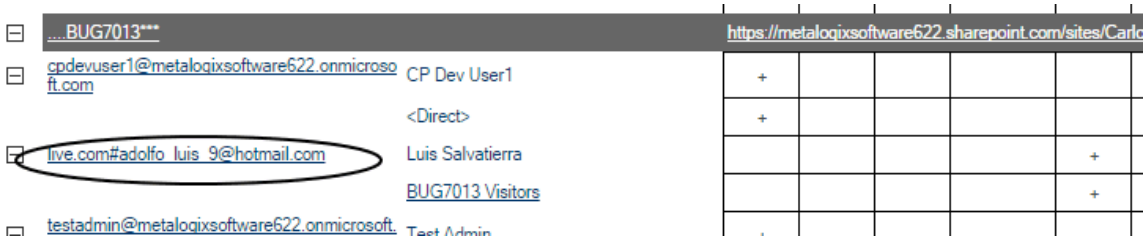
The **Display Name/Group** column shows the display name of each user whose permissions are direct or through membership in a SharePoint group. If a display name does not exist for the user, the user's login name will display in brackets < >.

If you chose to group by Sites, you can click the **AD** hyperlink to the left of an AD group in the User Rights section to view Active Directory/Security group members.



NOTE: Because ControlPoint cannot currently expand membership in Office 365 groups, when the AD link is clicked the dialog will be blank.

Note that in the following example, the external user is identified by his external email address.



Analyzing Site Lists Permissions

The Site Lists Permissions analysis lets you examine the permissions of users for individual lists within a selected site, including external users.

NOTE: List permissions are also included as part of the Comprehensive Permissions analysis. You can also view permissions for items within a selected list by running a Permissions by List Item analysis.

To generate a Site Lists Permissions analysis:

1 Select the site whose list permissions you want to analyze.

> NOTE: You can only analyze list permissions for one site at a time. If you multi-select, only the site on which you right-clicked will apply.

2 Choose **Users and Security > Site Lists Permissions**. Use the information in the following table to determine the appropriate action to take.

3 Specify the parameters for your analysis.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

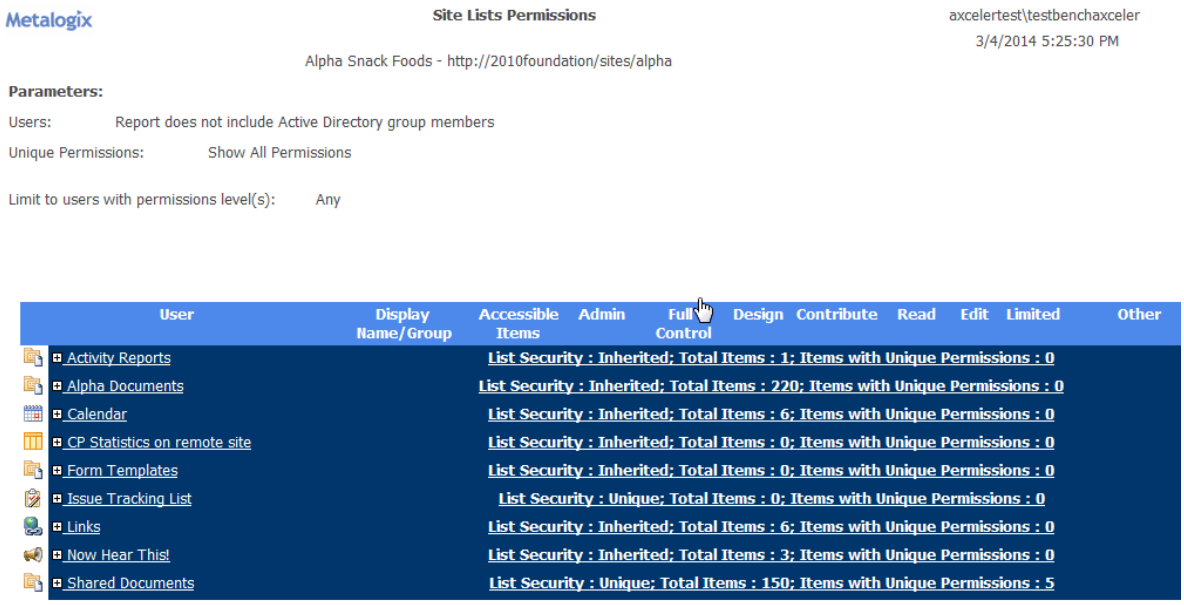
OR

- save the operation as XML Instructions that can be run at a later time.

The top level of the Site Lists Permissions analysis shows all of the lists used on the site, along with the following information:

- the **Security** type (Inherited or Unique)
- the number of **Items** in the list
- the number of **Items with Unique Permissions**.

> NOTE: If you chose to **Show unique permissions only,** results will include any list that contains *items* with unique permissions (even if the list itself has inherited permissions).



When expanded, the following information displays for each list:

- each **User** with permissions to the List item(s)
- if applicable, the SharePoint **Group** via which the user has permissions (users who have direct access are appropriately identified)
- the number of **Accessible Items** for that user, and
- the user's permission level(s). A plus sign (+) displays in the applicable column(s), which may include any of the five default SharePoint permission levels:
  - **Full Control**
  - **Design**
  - **Contribute**
  - **Read**
  - **Limited**.

NOTE: If a user has a template-specific or custom permission level, it is recorded in the **Other** column.

User	Display Name/Group	Accessible Items	Admin	Full Control	Design	Contribute	Read	Edit	Limited	Other	0	0	
Shared Documents					List Security : Unique; Total Items : 150; Items with Unique Permissions : 5								
axcelertest\development		<axcelertest\development>			150	+							
axcelertest\fscottfitzgerald		<axcelertest\fscottfitzgerald>			150	+		+	+			+	
axcelertest\jamesjoyce		<axcelertest\jamesjoyce>			150				+			+	
axcelertest\margaretmeade		<axcelertest\margaretmeade>			150				+			+	
axcelertest\renamedtester		<axcelertest\renamedtester>			150				+			+	
axcelertest\sammuelclemens		<axcelertest\sammuelclemens>			150		+		+			+	
axcelertest\testbenchinstall		<axcelertest\testbenchinstall>			150	+			+			+	
axcelertest\washingtonirving		<axcelertest\washingtonirving>			150	+			+			+	
axcelertest\williamshakespeare		<axcelertest\williamshakespeare>			150	+	+		+			+	
bellum\administrator		<bellum\administrator>			150		+					+	
bellum\fscottfitzgerald		FScott Fitzgerald			2							+	
bellum\isaacasimov		<bellum\isaacasimov>			150							+	View Only
bellum\jamesjoyce		<bellum\jamesjoyce>			150		+		+			+	
bellum\margaretmeade		<bellum\margaretmeade>			150							+	View Only
bellum\marktwain		<bellum\marktwain>			150							+	View Only
bellum\olivertwist		Oliver Twist			2							+	
bellum\robertheinlein		Robert Heinlein			150		+					+	
bellum\washingtonirving		<bellum\washingtonirving>			150			+				+	View Only

Note that in the following example, the external user is identified by his external email address.

....BUG7013***		https://metalogixsoftware622.sharepoint.com/sites/Carlo				
cpdevuser1@metalogixsoftware622.onmicrosoft.com	CP Dev User1	+				
	<Direct>	+				
live.com#adolfo_luis_9@hotmail.com	Luis Salvatierra					+
	BUG7013 Visitors					+
testadmin@metalogixsoftware622.onmicrosoft.	Test Admin					

Analyzing Permissions by List Item

The Permissions by List Item analysis lets you examine user permissions for folders and items within selected lists.

> NOTE: List item permissions are also included as part of Comprehensive Permissions analysis.

To generate a Permissions by List Item analysis:

1 Select the list(s) whose item permissions you want to analyze.

2 Choose **Users and Security > Permissions by List Item**.

3 If you want to analyze only specific items within the selected scope, select the items you want to analyze.

4 Specify the parameters for your analysis.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

The first row of the result set includes the following information about the list itself:

- an icon that identifies the list type (document library, calendar, task list, etc.).
- the name of the list
- the **List Security** type (Inherited or Unique)
- the number of **Items** in the list
- the number of **Items with Unique Permissions**.

User	Display Name/Group	Accessible Items	Admin	Full Control	Design	Contribute	Read	Limited	Other
SharePoint - 80 (Anonymous Access Enabled)									
Alpha Snack Foods		http://2010foundation/sites/alpha							
Shared Documents		List Security : Unique; Total Items : 150; Items with Unique Permissions : 5							

When the first row is expanded, each user with permissions for the list is displayed, along with the following information:

- the name of the SharePoint **User**

- the number of **Accessible Items** (that is, the number of items within the list for which the user has permissions)
- the user's permission level(s) for the list itself, as indicated by a plus sign (+) in the applicable column(s), which may include:
  - the site collection's **Admin** group
  - the five default SharePoint permission levels:
    - **Full Control**
    - **Design**
    - **Contribute**
    - **Read**
    - **Limited**.

> NOTE: If a user has a template-specific or custom permission level, it is recorded in the **Other** column.

User	Display Name/Group	Accessible Items	Admin	Full Control	Design	Contribute	Read	Edit	Limited	Other
SharePoint - 80 (Anonymous Acce Enabled)										
Alpha Snack Foods		http://2010foundation/sites/alpha								
Shared Documents	List Security : Unique; Total Items : 151; Items with Unique Permissions : -5									
bellum\administrator	<bellum\administrator>			+		+			+	
	<Direct>								+	
bellum\agathachristie	Agatha Christie					+			+	
	Alpha Snack Foods Members					+			+	
bellum\fscottfitzgerald	FScott Fitzgerald					+			+	
	Viewers								+	
bellum\hmiller	Henry Miller			+	+	+			+	
	Alpha Snack Foods Members					+			+	
bellum\isaacasimov	Isaac Asimov					+			+	View Only
	<Direct>								+	
bellum\jamesjoyce	James Joyce			+		+			+	
	<Direct>								+	
bellum\margaretmeade	Margaret Meade					+			+	View Only
	<Direct>								+	
bellum\marktwain	Mark Twain			+		+			+	
	<Direct>								+	

The remaining rows contain detailed permissions information for each folder and item within the list.

Click a list, folder, or item name to open the SharePoint Permissions page.

Note that in the following example, the external user is identified by his external email address.

....BUG7013***		https://metalogixsoftware622.sharepoint.com/sites/Carlo				
cpdevuser1@metalogixsoftware622.onmicrosoft.com	CP Dev User1	+				
	<Direct>	+				
live.com#adolfo_luis_9@hotmail.com	Luis Salvatierra					+
	BUG7013 Visitors					+
testadmin@metalogixsoftware622.onmicrosoft.	Test Admin					

Analyzing Comprehensive Permissions

The Comprehensive Permissions analysis shows the permissions that users (including external users) have to selected sites as well as lists (and optionally, list items) within those sites.

If you want to analyze site-level permissions only (with the option of drilling down to list permissions for each user individually), you can run a Site Permissions analysis instead.

> NOTE: The Comprehensive Permissions analysis always uses real-time (not cached) data.

To generate a Comprehensive Permissions analysis:

1 Select the object(s) on which you want to perform the analysis.

2 Choose **Users and Security > Comprehensive Permissions**

3 Specify the parameters for your analysis.

Note that, In addition to the "standard" parameters, you have the option to **Group by** Sites (the default) or Users.

> NOTE: By default, permissions for list items are excluded from the analysis. You can, however, chose to **Include List Items**. Be aware however, that processing time may increase significantly.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

Because Comprehensive Permissions analyses are always run on real-time data, if your analysis encompasses multiple users, sites, lists, and/or list items, the analysis may run very slowly and the result set may be very large. Therefore, you may want to consider running it by schedule.

In addition to the same site-level permissions (Site Security) shown in the Site Permissions by Site analysis, the User Rights section also shows the same list-level and optionally, item-level permissions (List Security) shown in the Site Lists Permissions analysis.

Analyzing SharePoint Groups

The SharePoint Groups Analysis provides details about membership and permissions of SharePoint groups within one or more site collections and/or sites.

To generate a SharePoint Groups analysis:

1 Select the object(s) for which you want to analyze SharePoint groups.

2 Choose **Users and Security > SharePoint Group Analysis**.

3 Specify the parameters for your analysis.

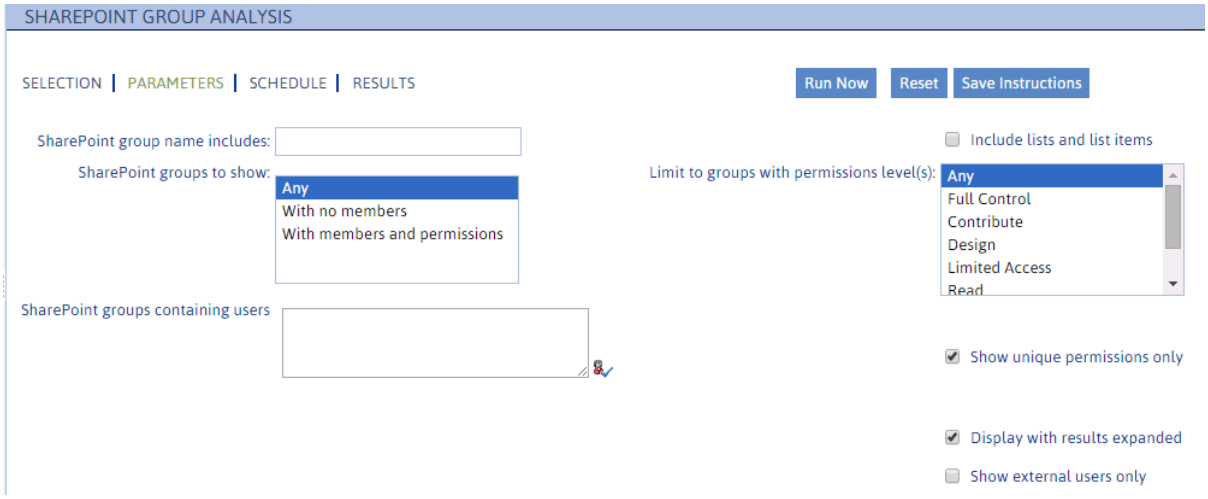
In addition to the "standard" parameters for permissions analyses, you can limit results to:

- SharePoint groups whose name include a specific text string
- groups **with no members** and/or **with no permissions** or only groups with both **members and permissions**

NOTE: Currently, you can only report on groups with no permissions if the ControlPoint Configuration Setting "Show SharePoint Groups with No Permissions in Hierarchy" is set to *true*. (See the *ControlPoint Administration Guide* for details.)

You can also choose whether to **Include lists and list items** in results.

CAUTION: If you chose to include lists and list items, the analysis may take significantly longer to run and may generate a much larger set of results.



Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

The SharePoint Group Analysis consists of the following sections:

- Membership
- Permissions

Membership Section

The Membership section lists each site collection within the scope or your analysis.

When expanded the following information displays:

- each **SharePoint Group** within the site collection
- the **No of users** in the group.
- a plus sign (+) identifying each group that **Has Permissions**.

When expanded, each **Member** login name and **Display Name** is listed.

Membership

SharePoint Group	Member	Display Name	No of Users	Has Permissions
Online Site Collections				
SkyBlue				
SkyBlue Owners			0	+
	(This group has no members)	<(This group has no members)>		
SkyBlue Visitors			0	+
	(This group has no members)	<(This group has no members)>		
Excel Services Viewers			0	+
	(This group has no members)	<(This group has no members)>		
SkyBlue Members			3	+
	live.com#adolfo_luis_9@hotmail.com	Luis Salvatierra		
	live.com#mijael.vargas@live.com	Mijael Vargas		
	testadmin@metalogixsoftware622.onmicrosoft.com	Test Admin		

Permissions Section

The Permissions section lists each site within the scope of your analysis.

When expanded, a Site Security summary row indicates whether site security is Inherited or Unique. Each SharePoint Group within the site is listed, along with a plus sign (+) identifying each of its permissions. Any custom permissions levels are recorded in the **Other** column.

Permissions

	SharePoint Group	Full Control	Design	Contribute	Read	Edit	Limited	Other
	Online Site Collections							
Select	SkyNet	https://metalogixsoftware622.sharepoint.com/sites/skynet						
	SkyNet							
	Site Security	Site Security : Unique						
	SkyNet Owners	+						
	SkyNet Members					+		
	SkyNet Visitors				+			
	Excel Services Viewers							View Only

Note that in the following example, the external user is identified by his external email address.

	....BUG7013***	https://metalogixsoftware622.sharepoint.com/sites/Carlo					
	cpdevuser1@metalogixsoftware622.onmicrosoft.com	CP Dev User1	+				
		<Direct>	+				
	live.com#adolfo_luis_9@hotmail.com	Luis Salvatierra					+
		BUG7013 Visitors					+
	testadmin@metalogixsoftware622.onmicrosoft.	Test Admin					

Auditing Activities and Changes in Your SharePoint Environment

SharePoint captures activities and changes to the environment via the following mechanisms:

- the **Audit Log,** which focuses on *activities* performed by SharePoint users.
- the **Change Log**, which focuses on *changes* made to the SharePoint environment.

ControlPoint provides functionality that enables you to view contents of audit logs and change logs, which is not currently available in SharePoint.

Events Captured in SharePoint Logs

The following tables identify the log(s) where different types of events are recorded and the event codes used to identify them.

NOTE: Be aware that some events may not appear immediately in analysis results, as it can take several minutes for them to be recorded in the SharePoint log.

Add/Delete Site Collections, Sites, Libraries and Lists

Event	Where Recorded (ControlPoint Event Type)
• Site collection added • Site added • Library or list added	Change Log (**Add**) NOTE: It may take several minutes for an added site to appear in the Change Log.
• Site deleted • Library or list deleted	• Audit Log (**Delete/Delete Child**) NOTE: A Delete event is reported from the perspective of the object itself. A Delete Child event is reported from the perspective of the object's parent. • Change Log (**Delete**)

Add/Delete Document and List Items

Event	Where Recorded (ControlPoint Event Type)
Document or list item added	• Audit Log (**Update**) • Change Log (**Add**)
Document or list item deleted	• Audit Log (**Delete/Delete Child**) NOTE: A Delete event is reported from the perspective of the object itself. A Delete Child event is reported within the scope of the object's parent. • Change Log (**Delete**)
Document or list item restored	• Audit Log (**Undelete**) • Change Log (**Restore**)

Other Actions on Document and List Items

Event	Where Recorded (ControlPoint Event Type)
• Document opened/downloaded • List item viewed • List item properties viewed	Audit Log (**View**)
• Document or list item edited • Document or list item properties edited	• Audit Log (**Update**) • Change Log (**Update**)
Item checked in/checked out	• Audit Log (**Check In/Check Out**) • Change Log (**Update**)
Items moved to another location in the site	Audit Log (**Move**) Change Log (**Move Away**/**Move Into**)
Items copied to another location in the site (using the Send To menu entry)	Audit Log (**Update**)
Item accessed as part of a workflow	Audit Log (**Workflow**)

Add/Delete/Change Users and Permissions

Event	Where Recorded (ControlPoint Event Type) (*SharePoint Event Code*)
Site security inheritance broken	• Audit Log (**Turn Off Inheritance from Parent**) (*SecRoleBindBreakInherit*) • Change Log (**Add Assignment)** (*AssignmentAdd*)
Site security inheritance restored	• Audit Log (**Turn On Inheritance from Parent**) (*SecRoleBindInherit*) • Change Log (**Delete Assignment**) (*Assignment*)
Permission level inheritance restored	Change Log (**Delete Assignment**) (*Assignment*)
Site permission level created	• Audit Log (**Create Permissions**) (*SecRoleDefCreate*) • Change Log (**Add Role**)(*RoleUpdate*)
Site permission level deleted	• Audit Log (**Remove Permissions**) (*SecRoleDefDelete*)

Event	Where Recorded (ControlPoint Event Type) (*SharePoint Event Code*)
	• Change Log (**Delete Role**) (*RoleUpdate*)
Site Permission level changed	• Audit Log (**Modify Permissions**) *(SecGroupCreate*) • Change Log (**Update Role**) (*RoleUpdate*)
User or SharePoint group permission changed	• Audit Log (**Change Permissions**) (*SecRoleBindUpdate*) • Change Log (**Add Assignment** and/or **Delete Assignment**) (*AssignmentAdd* and/or *Assignment*)
SharePoint group created	• Audit Log (**Create Group**) (*SecGroupCreate*) • Change Log (**Add**)
SharePoint group deleted	• Audit Log (**Delete Group**) (*SecGroupDelete*) • Change Log (**Delete**)
Member added to SharePoint group	• Audit Log (**Add Member to Group**) (*SecGroupMemberAdd*) • Change Log (**Add Member**) (*MemberAdd*)
Member deleted from SharePoint group	• Audit Log (**Delete Member from Group**) (*SecGroupemberDelete*) • Change Log (**Delete Member**) (*MemberDelete*)

Add Content Types and Columns

Action	Where Recorded (ControlPoint Event Type) (SharePoint Event Code)
Content Type added	Audit Log (**Change Profile**) (*ProfileChange*)
Column added	Audit Log (**Change Schema**) (*SchemaChange*)

SharePoint Search Activity

Event	Where Recorded (ControlPoint Event Type)
SharePoint search performed	Audit Log (**Search**)

Audit Settings

Event	Where Recorded (ControlPoint Event Type) (***SharePoint Event Code***)
Audit settings changed	Audit Log (**Change Mask**) (*AuditMaskChange*)

Analyzing Audit Log Contents

The ControlPoint Audit Log analysis extends SharePoint's built-in audit logging by letting you easily view entries written to the audit log. You can focus your analysis on specific event types, and even limit the scope to include only certain objects (sites, lists, documents, etc.).

Audit logging must be enabled for each site collection whose events you want to log. You can enable audit logging for multiple site collections at a time via the ControlPoint Manage Audit Settings action.

To generate an Audit Log analysis:

1 Select the object(s) for which you want to view audited events.

NOTES:

- If the scope of your analysis includes site collections that have been deleted, audit events associated with that site collection will no longer exist.
- As with all ControlPoint analyses, if you initiated the analysis from the farm or site collection level, all child items will be included by default. If you initiated the analysis at the site level, only information for that site (not its subsites) will be included. You can, however, use the Change Selection option to further refine your scope.

2 Choose **Audit and Alerts > Audit Log**.

3 Specify one or more of the following parameters for your analysis:

- select both a **Start** and **End date** ( ) and time ( ) for which you want to report

NOTE: Currently, SharePoint Online only allows the retrieval of the last seven days' worth of audit log data.

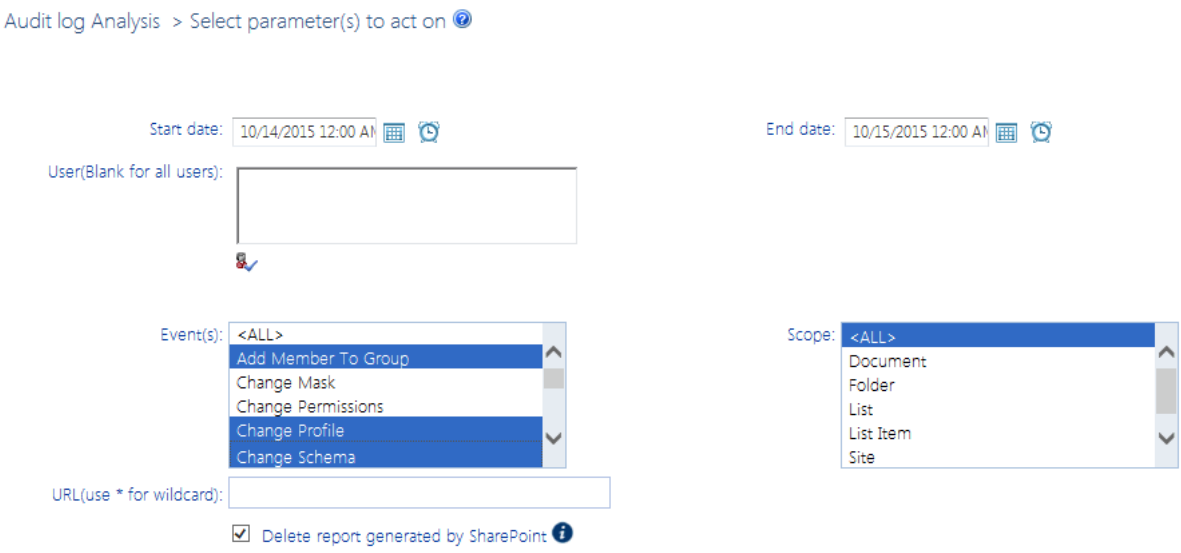
- select the **User**(s) whose actions you want to audit (or leave blank for all users)
- enter a *relative* **URL** (note that you can enter a url down to the item level; you can also use an asterisk (*) at the beginning and end of a url as wildcards)

  EXAMPLES

  - sites/al*
  - sites/alpha/shared documents/xcrSummaryReport.pdf

- select one or more **Event** types from the list box. Refer to the topic Events Captured in SharePoint Log.

CAUTION: Although you have the option of viewing ALL events, if you select this option your result set may be extremely large. One reason is that SharePoint records some events (such as a View) as a series of several events. Also, some event types (such as Update) may encompass a wide variety of events.



▪

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

Information in the Audit Log analysis

The Audit Log analysis contains the following information:

- the **Date** and time that the event occurred
- the **User** responsible for the event
- the **Event** type
- the **Scope** of the event, which may be:
  - site collection (Site)
  - site (Web)
  - List
  - Folder, Document, or List Item
- the name of the **Site Collection** and **Site** on/within which the event occurred.
- the relative **URL** for the list or document/item.

NOTE: If auditing has been enabled at the site collection level, the URL for the document or item will display. If auditing has been enabled at the site level or below, the URL for the list itself (but not the document or item within the list) will display.allow ControlPoint users to authenticate with Microsoft

Metalogix

Audit Log (10/9/2015 12:00 AM to 10/10/2015 12:00 AM)

bellum\administrator
10/9/2015 12:19:06 PM

Parameters:

User: List:
URL:
Event: Add Member To Group,Change Permissions,Change Profile
Scope: <ALL>
Read From Archive: No

Total : 18

Date	User	Event	Scope	Site Collection	Site	URL
10/9/2015 12:07:41 PM	System Account	Add Member To Group	Site	Alpha Snack Foods		sites/alpha
Group: Marketing userid: 87 | User name: bellum\jamesjoyce						WAP: SharePoint - 80
10/9/2015 12:07:42 PM	System Account	Add Member To Group	Web	Alpha Snack Foods	Alpha Snack Foods	sites/alpha
Source: ControlPoint | Action: ADDUSERS2GROUP | Administrator: bellum\administrator | Details: Alpha Snack Foods: Added user bellum\jamesjoyce to the group Marketing |						WAP: SharePoint - 80
10/9/2015 12:07:43 PM	System Account	Add Member To Group	Site	Alpha Snack Foods		sites/alpha
Group: Marketing userid: 90 | User name: bellum\washingtonirving						WAP: SharePoint - 80
10/9/2015 12:07:43 PM	System Account	Add Member To Group	Web	Alpha Snack Foods	Alpha Snack Foods	sites/alpha
Source: ControlPoint | Action: ADDUSERS2GROUP | Administrator: bellum\administrator | Details: Alpha Snack Foods: Added user bellum\washingtonirving to the group Marketing |						WAP: SharePoint - 80
10/9/2015 12:07:43 PM	System Account	Add Member To Group	Web	Beta Aquatics	Beta Aquatics	sites/beta

Depending on the event type, additional detail may display beneath each line item.

Analyzing Change Log Contents

The ControlPoint Change Log lets you view the contents of SharePoint change logs for one or more selected event types.

To generate a Change Log analysis:

1 Select the object(s) for which you want to view change log entries.

2 Choose **Audit & Alerts > Change Log Analysis**.

3 Specify one or more of the following parameters for your analysis:

- select both a **Start** and **End date** ( ) and time ( ) for which you want to report

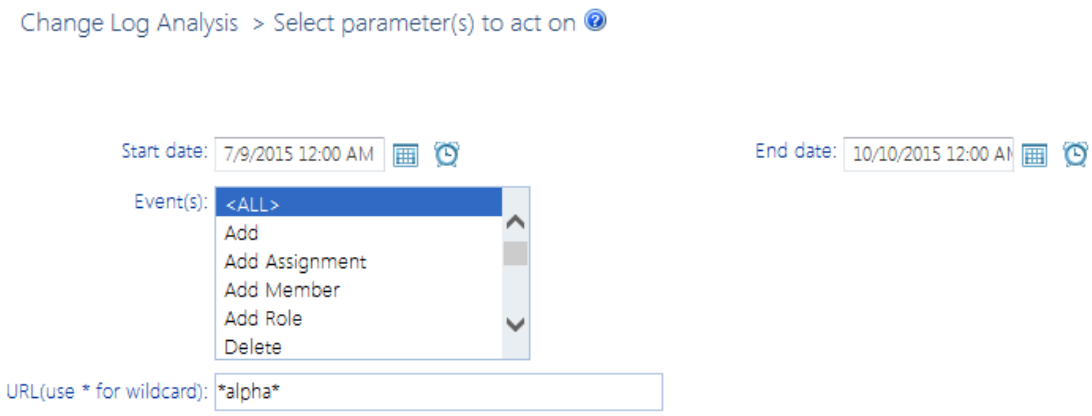
  The time period for which you can generate a change log analysis depends on how many days change log data is retained. ControlPoint relies on the history maintained by SharePoint. SharePoint for Office 365 retains Change Log data for 60 days.

- enter a *relative* **URL** (note that you can enter a url down to the item level; you can also use an asterisk (*) at the beginning and end of a url as wildcards)

  EXAMPLES

  - sites/al*
  - sites/alpha/shared documents/SharePointPlanning.docx

- select one or more **Event** types from the list box. Refer to the topic Events Captured in SharePoint Logs for guidance in selecting the appropriate event type(s).



Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

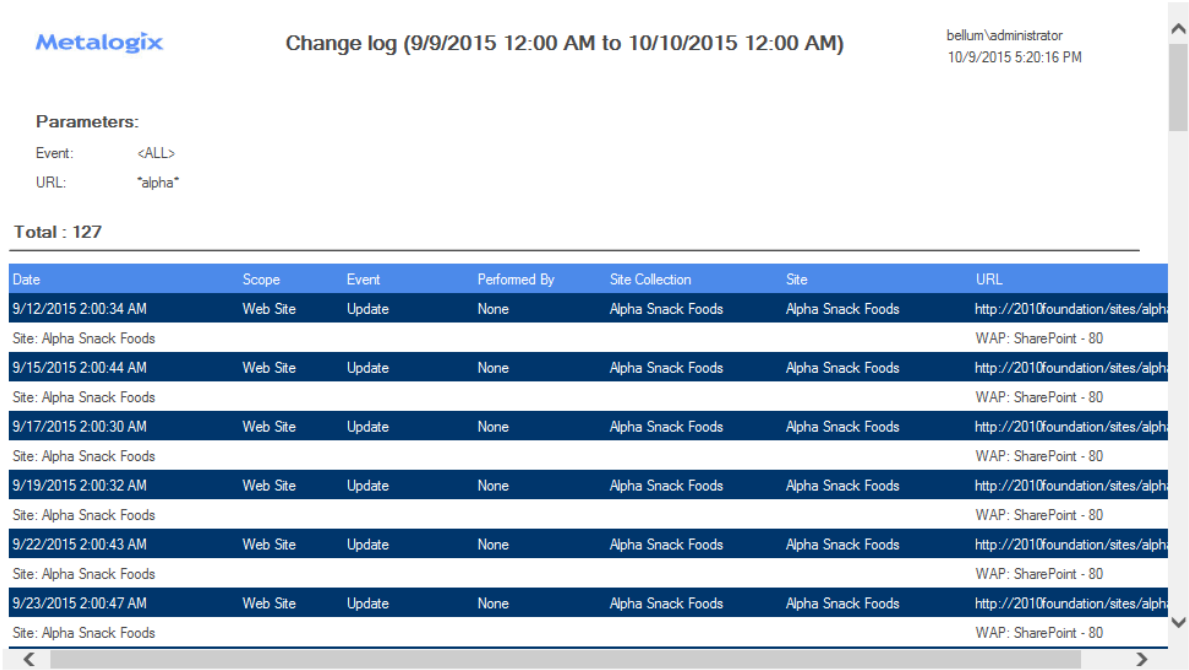
OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

Information in the Change Log Analysis



The ControlPoint Change Log Analysis contains the following information:

- the **Date** and time that the event occurred

- the **Scope** of the event
- the **Event** type
- the individual the event was **Performed By**

  NOTE: For many event types, SharePoint change logging does not record the user who performed the event. In such cases, the value "None" will appear in the Performed By column.
- the name of the **Site Collection** and **Site** on/within which the event occurred.
- the **URL** for the item (if applicable).

Analyzing SharePoint Alerts

The following analysis tools provides information about SharePoint alerts that have been created for users in your SharePoint environment:

- **SharePoint Alerts by Site** lets you review alerts that have been created within one or more selected sites.
- **SharePoint Alerts by User** lets you review alerts that have been created for one or more specific users.

Analyzing SharePoint Alerts by Site

The SharePoint Alerts by Site analysis provides the following information about SharePoint alerts that have been set within one or more selected sites:

- the user for whom the alert was set
- the list or item on which the alert was set
- alert properties (including event type and frequency), and
- the date and time of the next alert.

To generate a SharePoint Alerts by Site analysis:

1 Select the object(s) you want to include in your analysis.

2 Choose **Audits and Alerts > SharePoint Alerts by Site**.

3 Specify the parameters for your analysis.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

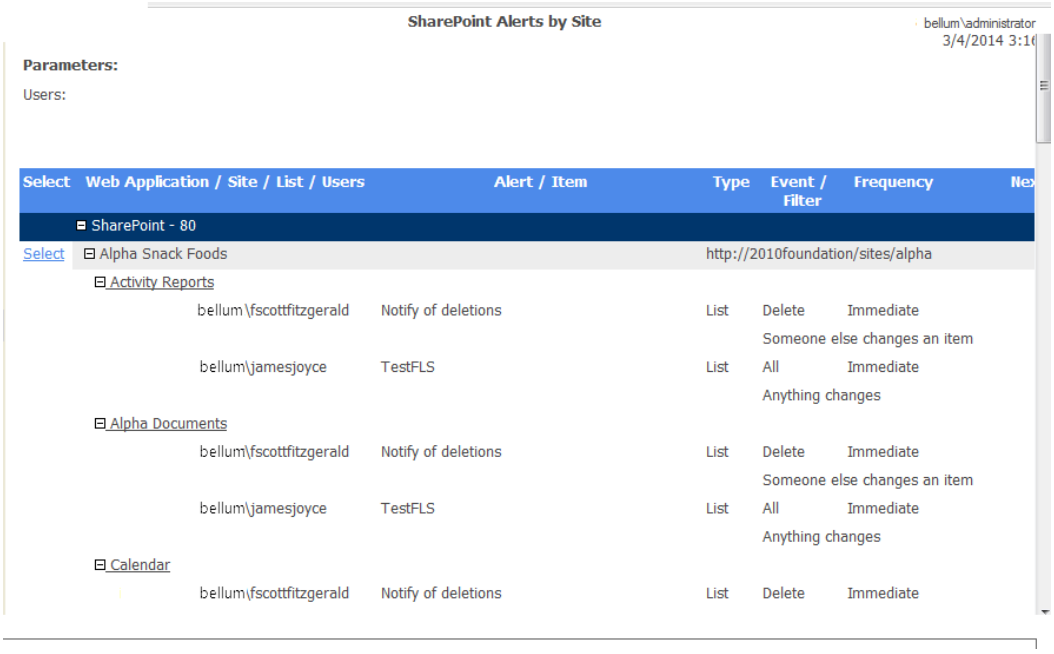
OR

- save the operation as XML Instructions that can be run at a later time.

The top level of analysis results lists all of the Web applications within the scope of your analysis.

When expanded, a list of sites on which alerts have been set displays, along with the following detail about each alert:

- the **Site** for which the alert was created
- the Titles of the **list**, and if applicable, **item**, for which the alert was set
- each of the **Users** for whom the alert was set, along with:
  - the title of the **Alert**
  - the alert **Type** (List or Item)
  - the **Event** that triggers the alert and, if the alert was created for an item, the **Filter** (that is, the option selected for "Send Alerts for These Changes")
  - the **Next Alert** date and time



Analyzing SharePoint Alerts by User

The SharePoint Alerts by User analysis provides the following information about SharePoint alerts that have been set for one or more users:

- the site within which the alert was set
- the list or item on which the alert was set
- alert properties (including event type and frequency), and

- the date and time of the next alert.

To generate an Alerts by User analysis:

1 Select the object(s) you want to include in your analysis.

2 Choose **Audits and Alerts > SharePoint Alerts by User**.

3 Specify the parameters for your analysis .

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

When expanded, each **Site** for which alerts have been created displays, along with the following detail about each alert:

- the title of the **Alert**
- the **List** and (if applicable) **Item** on which the alert was created
- the alert **Type** (List or Item)
- the **Event Type** that triggers the alert
- the **Frequency** of the alert as well as the **Next Alert** date and time
- if the alert was set for an *item*, the **Filter** used (that is, the option selected for "Send Alerts for These Changes")

Generating a OneDrive Summary Report

If you The OneDrive Summary report lets you view OneDrive for Business usage information for personal sites to which you have administrator privileges, including "Share With Me" documents.

To generate this report, the ControlPoint Application Administrator must explicitly choose to include OneDrive site collections in the SharePoint Hierarchy. (However, doing so may significantly increase SharePoint Hierarchy load time, especially if there are a large number of OneDrive site collections in the environment.) Contact Quest Support for details.

To generate a OneDrive Summary Report:

1. Select the OneDrive site collection(s) (or the OneDrive Site Collections node if you want to include all OneDrive site collections that you administer).

2 Choose **OneDrive > OneDrive Summary**.

3 If you want to **Include item level permissions**, check this box.

> NOTE: If you choose this option, processing time may increase, especially if the scope of your selection contains a large number of site collections and/or documents.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

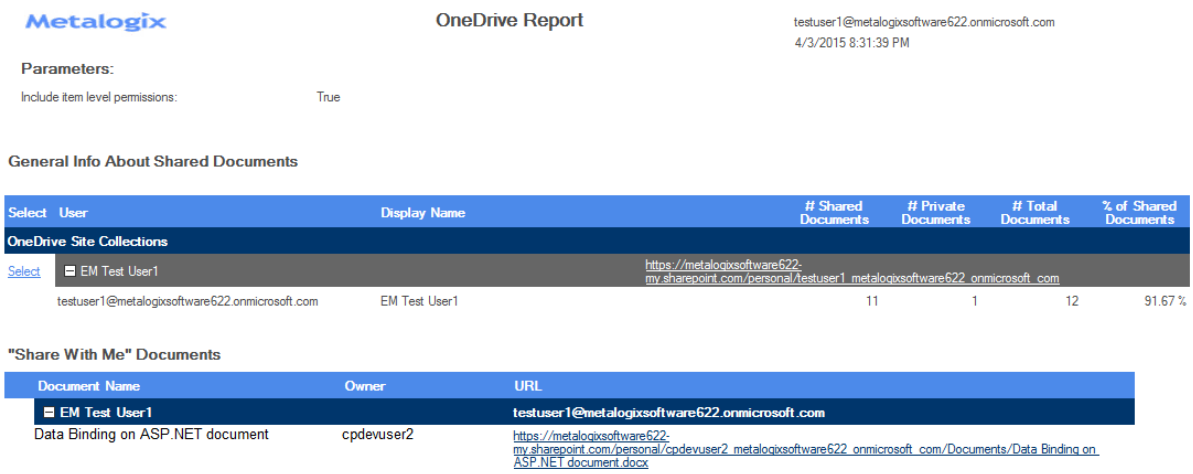
- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

Analysis results include the following information about each OneDrive site collection in the scope of your selection:

- the following **General Info About Shared Documents**:
  - the owner of the site collection
  - the document name, owner, and URL of each "Share With Me" document on the selected site(s).
  - If you chose to Include item level permissions, the following additional information displays
    - **# Shared Docments**
    - **# Private Documents**
    - **# Total Documents**
    - **% of Shared Documents**
- the name, owner, and URL for **"Share With Me" Documents.**



Metalogix OneDrive Report testuser1@metalogixsoftware622.onmicrosoft.com 4/3/2015 8:31:39 PM

Parameters:

Include item level permissions: True

General Info About Shared Documents

Select	User	Display Name	# Shared Documents	# Private Documents	# Total Documents	% of Shared Documents
OneDrive Site Collections						
Select	EM Test User1	https://metalogixsoftware622-my.sharepoint.com/personal/testuser1_metalogixsoftware622_onmicrosoft_com				
	testuser1@metalogixsoftware622.onmicrosoft.com	EM Test User1	11	1	12	91.67 %

"Share With Me" Documents

Document Name	Owner	URL
EM Test User1		testuser1@metalogixsoftware622.onmicrosoft.com
Data Binding on ASP.NET document	cpdevuser2	https://metalogixsoftware622-my.sharepoint.com/personal/cpdevuser2_metalogixsoftware622_onmicrosoft_com/Documents/Data Binding on ASP.NET document.docx

The ControlPoint Task Audit

The ControlPoint Task Audit is an analysis tool that summarizes one or more of the ControlPoint actions that have been performed by administrators over a specified time period.

By default, the Task Audit report is accessible from the Manage ControlPoint panel. An action-specific Task Audit Report is also displayed automatically after a ControlPoint action is carried out.

NOTE: In a multi-farm installation, the Task Audit includes actions performed on both home and remote farms.

To generate a Task Audit:

1 From the Manage ControlPoint panel, choose **Schedule Management and Logging > ControlPoint Task Audit**.

2 Specify the following parameters for your analysis:

- Either
  - Enter the **StartDate** and **EndDate**, or
  - click the Calendar icon ( )and select the date(s).
- (Optional) If you want to search for a specific text string, complete the **Search for** field. You can enter a full or partial:
  - site name or url
  - action name, or
  - action description

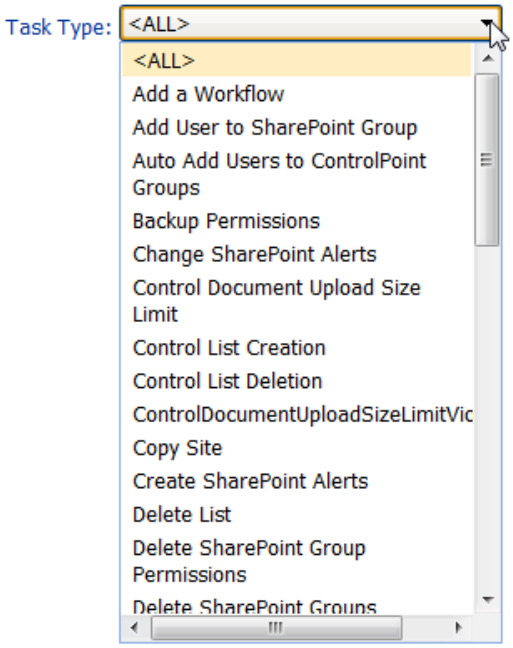
  For example, by entering the words "Site Theme" in the **Search for** field, your results will be limited to tasks that involved modifying a site theme.

  Search for: Permissions

  Select an **Administrator** from the drop-down. (If you want report results to include all administrators in the list, select <ALL>).

  Note that the drop-down list includes only administrators who have performed a ControlPoint action within that farm.

- Select a **Task Type** from the drop-down.



> NOTE: The Task Type list is populated with the types of actions that have actually been performed by administrators. For example, if a Delete User Permissions action has never been performed, it will not appear in the list. If you want to include all available options in the report results, select <ALL>.

If you chose the Run Now, option, after the operation has been processed:

- a confirmation message displays at the top of the page, and
- a ControlPoint Task Audit is generated for the operation and displays in the Results section.

If you schedule the operation, a link to the Task Audit is included in the scheduled action notification email.

See also The ControlPoint Task Audit.

Information in the Task Audit Report

The Task Audit Report contains the following information for each task:

- the **Task Type**
- the username of the administrator that the task was **Performed by**
- the **Date** and time when the task was performed, and

- a summary of the parameters chosen for the action.

Metalogix | Task Audit | 3/6/2014 11:21:02 AM

Parameters:

Start Date: 3/1/2014 End Date: 3/6/2014 Task Type: <ALL>

Performed By: <ALL>

Search Criteria: Permissions

Total Tasks: 4

Task Type	Performed By	Date
Delete User Permissions	axcelertest\testbenchaxceler	3/3/2014 3:23 PM
⊞ USERS: AXCELERTEST\development;AXCELERTEST\patentattorneys;AXCELERTEST\salessecure TYPE: SITE		
Manage Permissions Inheritance	axcelertest\testbenchaxceler	3/4/2014 5:19 PM
⊞ OPERATION: Break Inheritance - Copy Permissions from Parent		
Manage Permissions Inheritance	axcelertest\testbenchaxceler	3/4/2014 5:22 PM
⊞ OPERATION: Restore Inheritance		
Manage Permissions Inheritance	axcelertest\testbenchaxceler	3/4/2014 5:24 PM
⊞ OPERATION: Break Inheritance - Copy Permissions from Parent		

Total Tasks: 4

When expanded, a more detailed description of a task displays, which lists:

- site collections or sites on which the action was carried out, and
- any special notes or errors (such as "*Security is inherited - no processing is done*").

Task Type	Performed By	Date
Delete User Permissions	axcelertest\testbenchaxceler	3/3/2014 3:23 PM
⊟ USERS: AXCELERTEST\development;AXCELERTEST\patentattorneys;AXCELERTEST\salessecure TYPE: SITE		
Performed On	**URL**	**Path**
Alpha Snack Foods	http://2010foundation/sites/alpha	2010SharePoint > SharePoint - 80 > Alpha Snack Foods > ....> Alpha Snack Foods
User AXCELERTEST\Development permissions have been removed from the Root Site Alpha Snack Foods		
User AXCELERTEST\patentattorneys permissions have been removed from the Root Site Alpha Snack Foods		
User AXCELERTEST\SalesSecure permissions have been removed from the Root Site Alpha Snack Foods		
Manage Permissions Inheritance	axcelertest\testbenchaxceler	3/4/2014 5:19 PM
⊟ OPERATION: Break Inheritance - Copy Permissions from Parent		
Performed On	**URL**	**Path**
***Issue Tracking List	http://2010foundation/sites/alpha	2010SharePoint > SharePoint - 80 > Alpha Snack Foods > ....> Alpha Snack Foods
Permissions inheritance has been broken and the parent's permissions have been copied for the list		
***Shared Documents	http://2010foundation/sites/alpha	2010SharePoint > SharePoint - 80 > Alpha Snack Foods > ....> Alpha Snack Foods
Permissions inheritance has been broken and the parent's permissions have been copied for the list		
Manage Permissions Inheritance	axcelertest\testbenchaxceler	3/4/2014 5:22 PM
⊟ OPERATION: Restore Inheritance		
Performed On	**URL**	**Path**
Issue Tracking List	http://2010foundation/sites/alpha	2010SharePoint > SharePoint - 80 > Alpha Snack Foods > ....> Alpha Snack Foods
Permissions inheritance has been restored for the list		

Note that:

- As with other ControlPoint analyses, only actions taken on sites you have permissions to manage within ControlPoint display in audit report results.

- Sites for which the administrator who performed the action does not have permissions to manage are not acted upon, and therefore are not captured in the audit report.

Viewing Logged Errors

The Logged Errors Report lets you view the contents of the ControlPoint Services (xcAdmin) database error log for a specified date range. You can use this detail with guidance from Quest Support to diagnose potential issues in your environment.

To view logged errors:

1 From the Manage ControlPoint panel, choose **Schedule Management and Logging > Logged Errors Report**.

2 Select a **Start date** and **End date** representing the time period for which you want to view logged errors.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

Logged Error Report results contain a time-stamped entry for each error logged within the specified date range, followed by detailed error text.

Metalogix

Logged Errors (6/8/2015 to 7/8/2015)

bellum\administrator
7/8/2015 10:45:51 AM

Date	User	Source
6/8/2015 3:54:15 AM	**bellum\administrator**	

⊟ ID #: 213: Connection LOGDB is not available

```
Stack:   at Axceler.Datalayer.xcDataManager.GetSQLConnection(String name, Boolean throwException)
  at Axceler.Datalayer.xcDataManager.#vcb(String #9)
  at Axceler.Datalayer.xcDataManager.GetDatareaderWParms(String connName, String sSQL, Dictionary`2 hshParm, Nullable`1 type)
  at Axceler.Datalayer.xcDataManager.GetDatareaderWParms(String connName, String sSQL, Dictionary`2 hshParm)
  at xcCore.Reports.ReportsCommon.getPartionsList(DateTime dtstart, DateTime dtend, WebDataManager dbman, String Conname)
  at xcCore.Reports.ReportsCommon.GetActivityInt(String type, String dtstart, String dtend, String sGuid, String siteGuid, WebDataManager dbman, DateTime& MinDate, DateTime&
LastAccessed, Boolean isLoggingConnection)
  at xcCore.Reports.ReportsCommon.GetActivity(String type, String dtstart, String dtend, String sGuid, String siteGuid, WebDataManager dbman, DateTime& MinDate, DateTime&
LastAccessed, Boolean isLoggingConnection)
  at Axceler.Core.Logic.Operations.DiscoveryOperation.GetActivities(String SiteId, String processDate, WebDataManager dbman, Boolean isLoggingConnection)
  at Axceler.Core.Logic.Operations.DiscoveryOperation.UpdateAnalytics(String SiteId, String processDate, WebDataManager dbman, Boolean isLoggingConnection)
  at xcCore.Logic.Traverse.PopulateActivityColumns(DataRow workRow, Boolean renewRow, SPSite spSiteColl, Boolean isANLAvailable, Boolean isLoggingConnection)
```

6/8/2015 3:54:15 AM	**bellum\administrator**	

⊟ ID #: 214: Connection LOGDB is not available

```
Stack:   at Axceler.Datalayer.xcDataManager.GetSQLConnection(String name, Boolean throwException)
  at Axceler.Datalayer.xcDataManager.#vcb(String #9)
  at Axceler.Datalayer.xcDataManager.GetDatareaderWParms(String connName, String sSQL, Dictionary`2 hshParm, Nullable`1 type)
  at Axceler.Datalayer.xcDataManager.GetDatareaderWParms(String connName, String sSQL, Dictionary`2 hshParm)
  at xcCore.Reports.ReportsCommon.getPartionsList(DateTime dtstart, DateTime dtend, WebDataManager dbman, String Conname)
  at xcCore.Reports.ReportsCommon.GetActivityInt(String type, String dtstart, String dtend, String sGuid, String siteGuid, WebDataManager dbman, DateTime& MinDate, DateTime&
LastAccessed, Boolean isLoggingConnection)
  at xcCore.Reports.ReportsCommon.GetActivity(String type, String dtstart, String dtend, String sGuid, String siteGuid, WebDataManager dbman, DateTime& MinDate, DateTime&
LastAccessed, Boolean isLoggingConnection)
  at Axceler.Core.Logic.Operations.DiscoveryOperation.GetActivities(String SiteId, String processDate, WebDataManager dbman, Boolean isLoggingConnection)
  at Axceler.Core.Logic.Operations.DiscoveryOperation.UpdateAnalytics(String SiteId, String processDate, WebDataManager dbman, Boolean isLoggingConnection)
  at xcCore.Logic.Traverse.PopulateActivityColumns(DataRow workRow, Boolean renewRow, SPSite spSiteColl, Boolean isANLAvailable, Boolean isLoggingConnection)
```

10

Scheduling a ControlPoint Operation

The ControlPoint scheduler lets you set up ControlPoint operations to run in the background at a specified date and time, such as when system resource usage is low. Depending on your ControlPoint permissions, you can schedule:

- an Advanced Search
- any ControlPoint analysis
- most ControlPoint actions.

This feature is especially useful for:

- operations that might take a significant amount of time to complete (such as a an analysis run on a large farm)
- operations that you want to run during off-peak hours (such as moving an active site)
- enforcing corporate or regulatory policies (for example, by ensuring that user permissions are always set at the proper levels)
- analyses that you want to run and distribute on a regular basis (such as weekly site activity or storage usage).

Results of scheduled ControlPoint analyses can be sent to email distribution lists and/or posted to a SharePoint document library as a .pdf, an Excel formatted spreadsheet, or a csv file. Individual data sets within analyses can also be saved as SharePoint lists for use in creating dashboards.

ControlPoint uses a different (typically larger) limit on the number of line items that can be returned when an analysis is run on a scheduled basis than when run interactively. ControlPoint Application Administrators can, however, modify this limit.

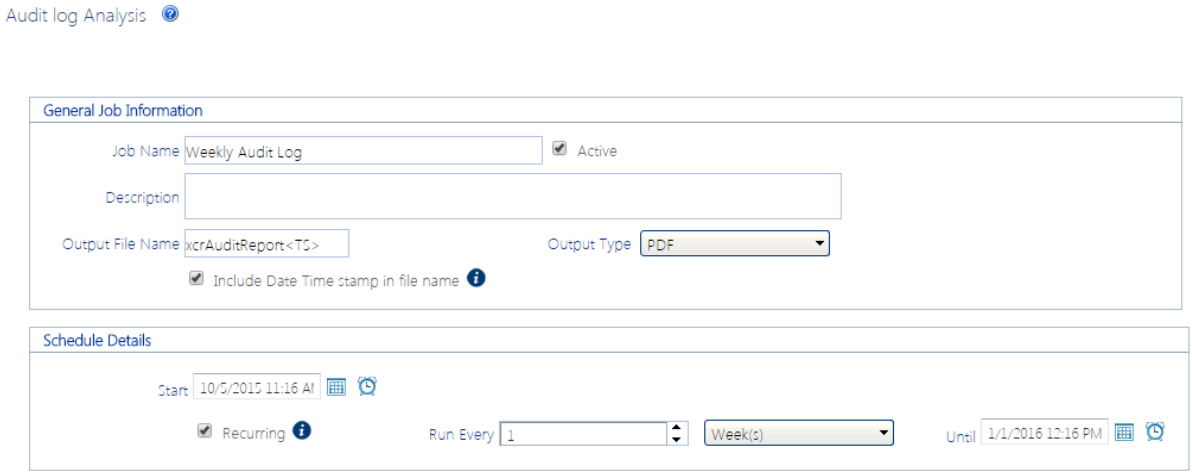
> NOTE: In a multi-farm installation, operations can only be scheduled for the home farm.

Scheduling a Recurring Analysis for Which a Specific Date Range or Time Period was Selected

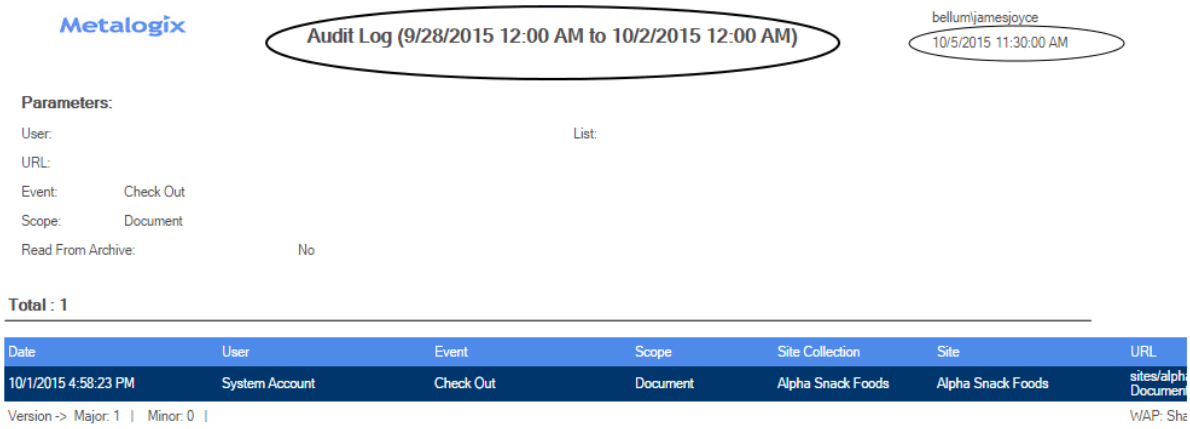
If a ControlPoint analysis is scheduled to run on a recurring basis and includes a date range or time period, the ControlPoint scheduler will interpret it as a relative date range or time period (that is, relative to the date when the scheduled job is run). The first time the scheduled job runs, the analysis will cover the date range specified in the Parameters section. For subsequent job runs, the date range will be updated accordingly.

EXAMPLES:

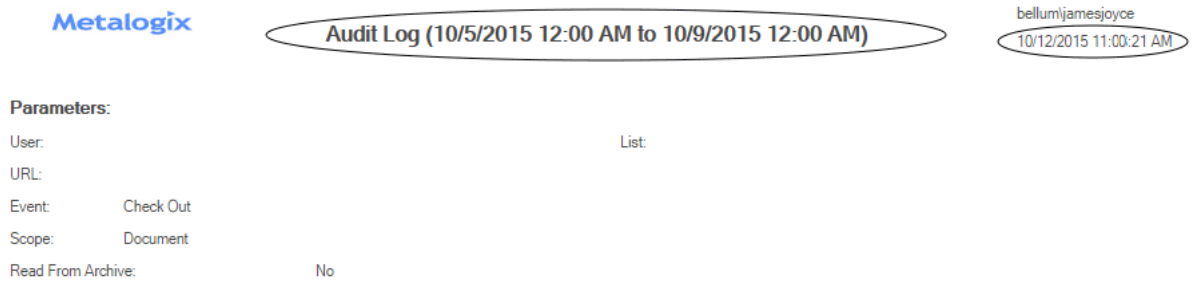
- If you initiate an Audit Log analysis on a Monday for a date range that covers the the previous week, then schedule it to run on a recurring basis:



  - the first time the scheduled job runs, the analysis will include data for the first week in January (that is, the week you specified)



  - the second time the scheduled job runs (at the end of the following week), the analysis will include data for the second week in January



  - and so on.

- If you schedule a SharePoint Summary Report to run every 30 days, the analysis will include activity that occurred 30 days ending on the date the scheduled job runs, regardless of the date on which the report was initiated.

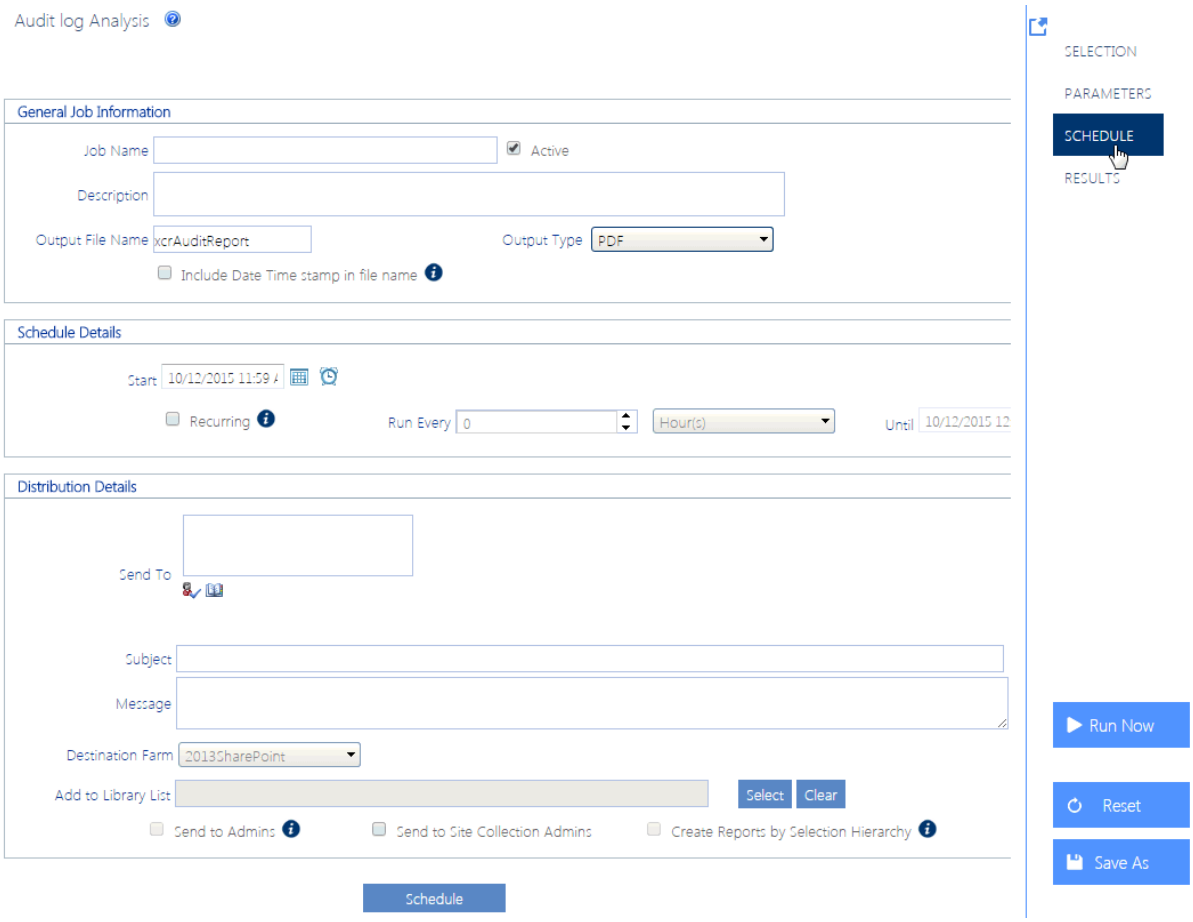
How Scheduled Jobs are Handled

The ControlPoint scheduler is driven by the Windows scheduled task that has been configured using the ControlPoint Utility (xcUtilities.exe.) This task both checks for and initiates the running of scheduled jobs. The task performs these activities every time it runs. (For information on configuring and running the ControlPoint Scheduler, see the *ControlPoint Online Administration Guide*.)

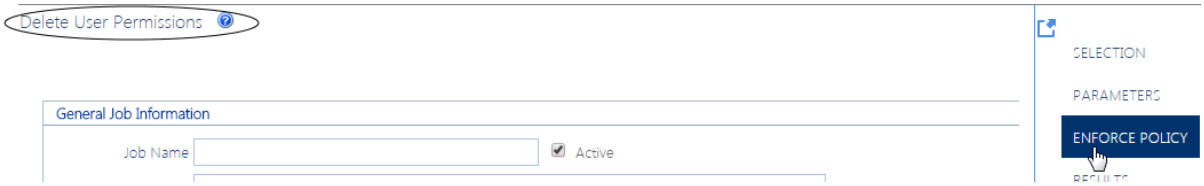
Creating a Scheduled Job

To schedule a ControlPoint operation:

1 After initiating and specifying the parameters for a ControlPoint operation, open the **Schedule** section.



Note that, for some ControlPoint operations that are likely to be scheduled for purposes of compliance with corporate or regulatory policy, this section is labeled **Enforce Policy**.



2 Enter a **Job Name** and **Description**.

TIP: Choose a brief but descriptive name that uniquely identifies the job. This will make it easier for you to identify it in the Schedule Monitor and Scheduled Jobs Report. If you choose to have the output posted to a SharePoint document library, the Job Name will also be used as the document Title.

3 If you want the job to be active, make sure the **Active** box is checked.

NOTE: Once a scheduled job has been added, it can be activated or deactivated as needed.

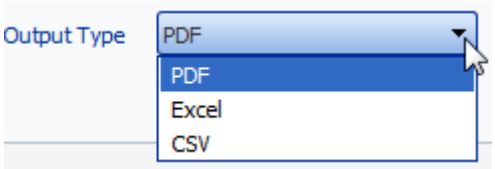
4 If you want to change the **Output File Name**, overwrite the default name.

CAUTION: The same *default* Output File Name is used for every action or analysis of a particular type. For example, whenever you schedule a Site Permissions by Site analysis, the default output file name is `xcrRightsBySite`, regardless of its scope, or who requested it. It is possible to have more than one job with the same output file name. Keep in mind, however, if more than one job with exactly the same output file name is posted to the same document library, an existing document will be overwritten with a more recent document with the same name.

5 For ControlPoint *analyses* only**:**

a) If you want the date and time that the job is run to be appended to the file name, click the **Include Date Time stamp in the file name** box. (This will enable you to retain a historical record of analysis results that may be used as a record of compliance with policies or regulations.)

b) If different than the default, select an **Output Type** from the drop-down.



NOTE: If you choose **CSV,** output will be in the form of raw analysis data that can be imported into another program for further examination.

6 Complete the **Schedule Details** as follows:

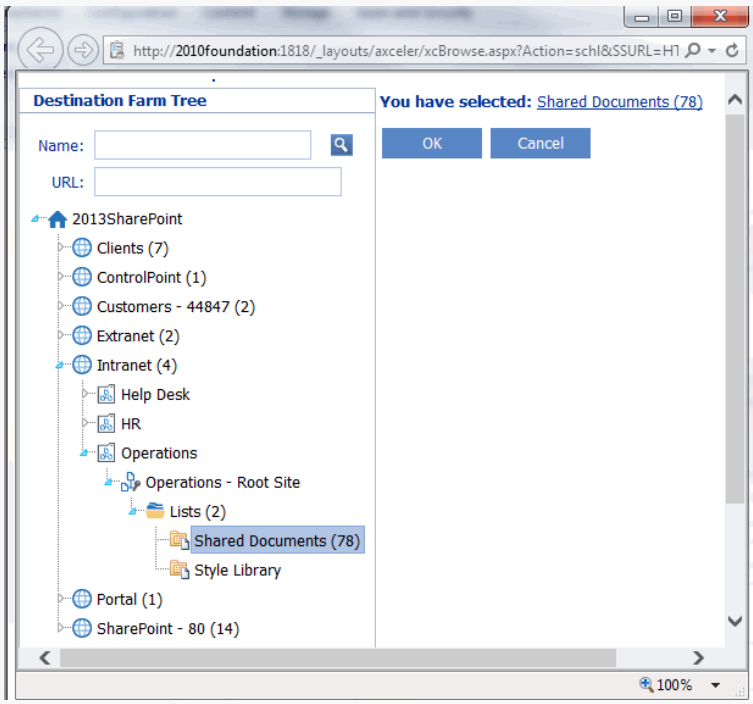
If you want to ...	Then ...
run an operation one time only	Enter or select a **Start** date ( ) and time ( ).

If you want to ...	Then ...
run an operation at regular intervals	a. For **Start**, enter the *first* date ( ) and time ( ) that you want the job to run. b. Click the **Recurring** box. c. For **Run every:** • enter the interval (as a positive integer) at which you want the job to run • select an interval type (Hour, Day, or Month) d. For **Until,** enter or select the *last* date ( ) and time ( ) that you want the job to run.

NOTE: Dates and times correspond to those of the server on which the ControlPoint scheduler is running.

7 Complete the **Distribution Details**. Use the information in the following table for guidance.

If you want to ...	Then ...
have a notification email sent to one or more recipients when the job completes* (and, in the case of an *analysis*, have output included in the email as an attachment)	complete the **Send to**:, **Subject**, and **Message** fields. (The From field will automatically be populated with the email address specified when the ControlPoint Online application was originally installed.) NOTE: You can either use the SharePoint People Picker as you would when selecting users on which to perform a ControlPoint action or analysis, or enter one or more email addresses (separated by semicolons), in the **Send to** field.
have analysis results posted to a SharePoint document library	Complete the **Add to Library or List** field as follows: • Click [Select] to display the Destination Selection Page pop-up dialog, and select a document library from the Destination Farm Tree. (Note that only lists and libraries within the current farm for which you have Full Control access display). • Select a library from the tree (You can also enter a full or partial **Name** or **URL** to narrow your selection).

If you want to ...	Then ...
	 • Click [**OK**] to dismiss the dialog and populate the field with the full url path to the selected library. NOTE: When a document is placed into a SharePoint document library, the Output Filename becomes the document Name, and the Job Name becomes the document Title.

8 To save the job, click [**Schedule**].

Once a scheduled job has been created, it can be accessed via the Schedule Monitor.

Monitoring Scheduled Jobs

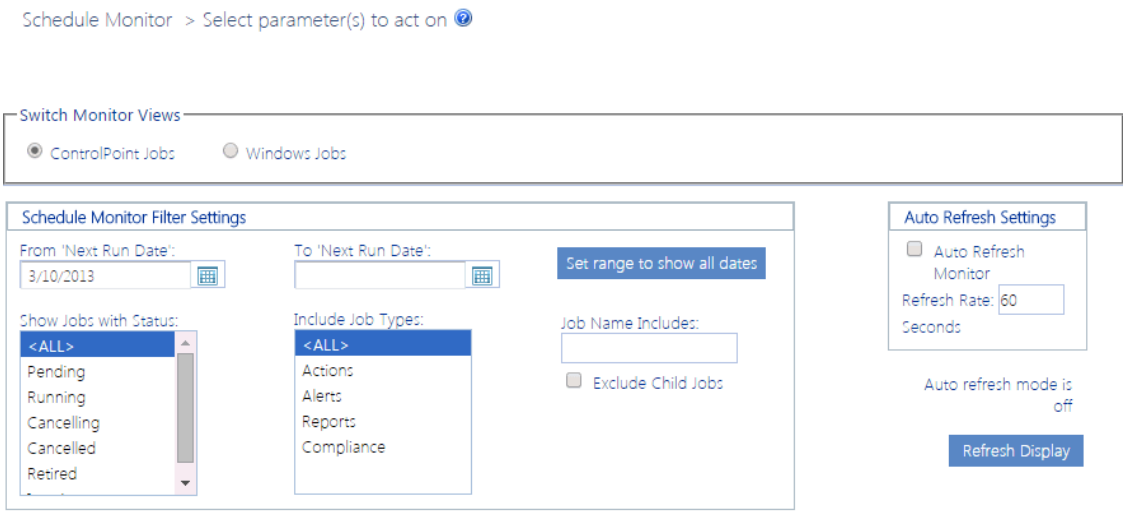
The Schedule Monitor lets you view the status of scheduled jobs over a specified date range. From the Schedule Monitor you can link to pages that let you:

- view/edit the details of a scheduled job
- delete scheduled jobs
- link to detailed run history of a job

To access the Schedule Monitor:

1 From the Manage ControlPoint panel, choose **Scheduled Management and Logging > Schedule Monitor**.

By default, the Schedule Monitor grid displays jobs that are scheduled to run within the next seven days.



2 If you want to change the default date range, do one of the following:

- To include jobs within a specified date range:
  a) Enter or select a From "Next Run Date" and To "Next Run Date"
  b) Click [**Refresh Display**].
- To include *all* jobs regardless of the run date, click **[Set range to show all dates]**.

  NOTE: **Next Run Date** identifies:

  - the *next* date/time a Pending job is scheduled to run
  - the *last* date/time a Retired or Inactive job ran
  - the *start* date/time that an in-process job started running.

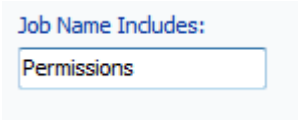
3 Select one or more **Status** values from the list box. Use the information in the table below for guidance.

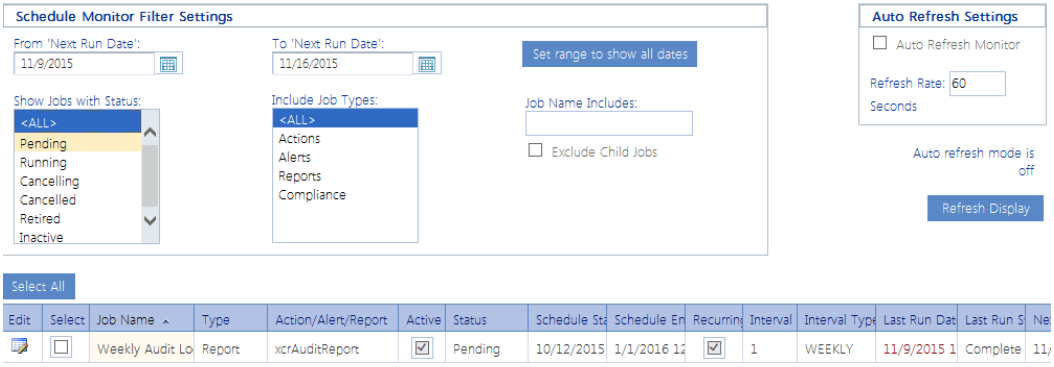
NOTE: You can select multiple status values using the [**CTRL**] or [**SHIFT**] in the conventional manner. If you want to view all scheduled jobs for the specified date range, select **All**.

Status	Description
Pending	All jobs that are scheduled to run within the specified date range. Pending jobs include: • one-time jobs that have not yet run AND • recurring jobs that have not yet reached their End Date.

Status	Description
Running	All scheduled jobs that are currently running (as long as the specified date range includes the current date).
Cancelling	All running jobs for which the current instance is in the process of being cancelled.
Cancelled	All jobs for which the last running instance was cancelled.
Inactive	Jobs that are not currently active but were created or last ran during the specified date range.
Retired	Jobs that finished running within the specified date range. Retired jobs include: • one-time jobs that have already run AND • recurring jobs that have reached their End Date. **IMPORTANT:** Any Discovery job that was scheduled prior to version 8.7 will display in Retired status and can be deleted but not edited.

4 If you want to further filter your results, use the information in the following below for guidance.

If you want to ...	Then ...
exclude site admin-specific "sub-jobs" that are created when a scheduled job is created with the **Create Reports by Selection Hierarchy** box checked 	check the **Exclude Child Jobs** box.
include only jobs of one or more specific types (**Actions**, **Alerts**, and/or **Reports**) (all job types are included by default)	highlight the job type(s) you want to include in the list box.
display only jobs whose name includes a specified text string	complete the **Job Name Includes:** field with a full or partial job name. 



The Schedule Monitor displays the following information:

- **Job Name**
- **Job Type**
- an indication of whether the job is **Active** (checked) or inactive (unchecked)
- **Schedule Status** (Pending, Running, Retired, or Inactive)
- **Scheduled Start** date and time
- the **Schedule End** date and time which, for recurring jobs, displays the last date and time that the job is scheduled to run.

  > NOTE: For one-time jobs, the Schedule End date and time (which displays as an hour later than the Schedule Start) has no significance.

- a checkbox indicating whether the job is one-time (unchecked) or **Recurring** (checked)
- for recurring jobs, the **Interval** and **Interval Type** (Hour, Day, Week or Month)
- **Last Run Date** and time
- **Last Run Status** (Complete, Failed, Started, Cancelling, or Cancelled)
- **Next Run Date**, which identifies:
  - the *next* date/time a Pending job is scheduled to run
  - the *last* date/time a Retired or Inactive job ran
  - the *start* date/time that an in-process job started running.
- the **User** who scheduled the job.
- an indication of whether or not the scheduled job was created with the **Run by hierarchy** option
- if the job is an instance of a ControlPoint Governance Policy, the name of the Policy Instance.

You can:

- sort by clicking on a column header
- change the order of columns by dragging and dropping.

From the Schedule Monitor you can:

- set the Schedule Monitor grid to Auto Refresh

- open a job for viewing/editing
- view a job's run history
- cancel or delete one or more jobs
- update Scheduler windows jobs.

Viewing/Editing a Scheduled Job

From the Schedule Monitor, you can access a scheduled job whose details you want to view or edit.

To access a scheduled job's details:

From the Schedule Monitor, click the job's **Edit** link.

The job opens in a separate browser window.

To edit the job:

1 Modify the appropriate fields within the Schedule or Enforce Policy section.

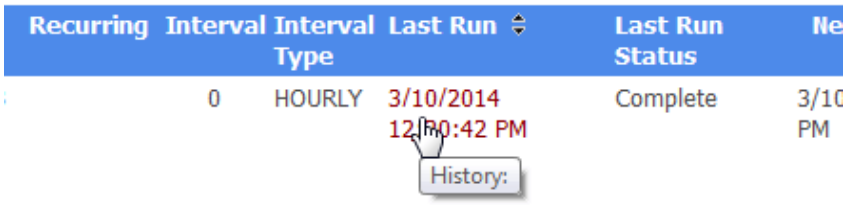
2 To save changes, click [**Update**].

Viewing a Scheduled Job's History

From the Schedule Monitor, you can view the run history of a scheduled job. In the case of scheduled actions (including alerts), you can generate a ControlPoint Task Audit to view more detail about the job.

To view the history of a scheduled job:

- From the Schedule Monitor or Scheduled Jobs Report, click the job's **Last Run** link.

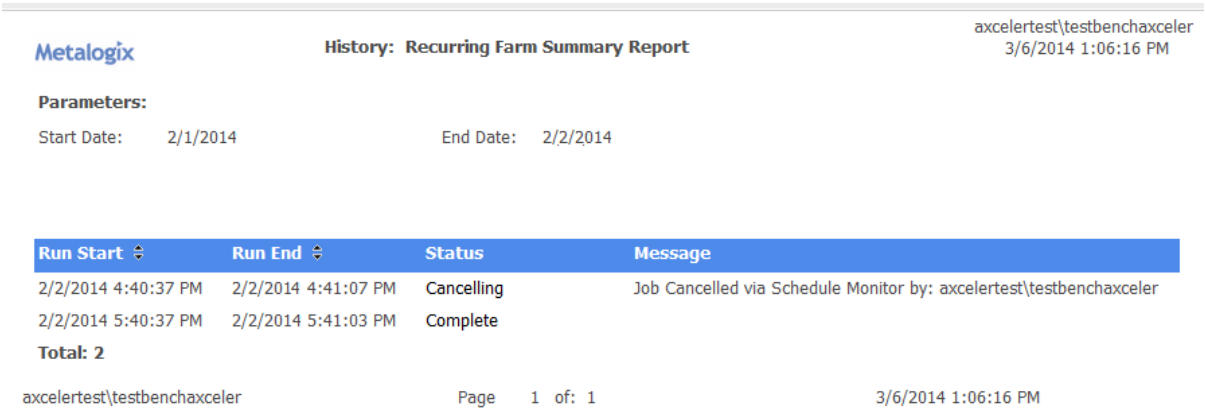


- From a scheduled job's detail page, click the [**View History**] button.

The Schedule History includes the following information:

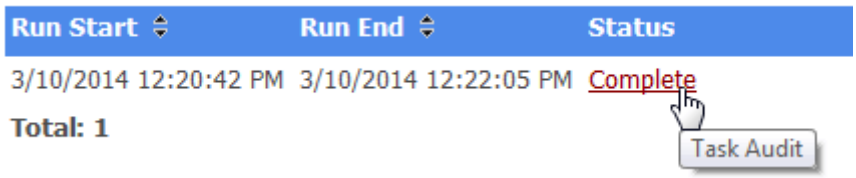
- **Run Start** date and time
- **Run End** date and time
- process **Status** (Started, Completed, or Failed)
- in the case of a Failed job, a **Message** citing the reason for the failure.

As shown in the example below, a separate entry exists for each run of a recurring job. You can sort by either Run Start or Run End date by clicking the up/down arrows in the column header.



To view a ControlPoint Task Audit for a completed action:

Click the link (Completed or Failed) in the Status column.



See also The ControlPoint Task Audit.

> NOTE: This link is valid for actions only (not analysis jobs)

Canceling or Deleting a Scheduled Job

From the Schedule Monitor you can:

- cancel a running instance of a scheduled job

OR

- completely delete one or more scheduled jobs.

> NOTE: If you delete a job that has already run, any history associated with the job will also be deleted.

REMINDER: Delete and Cancel options are disabled if Auto Refresh is enabled.

To stop a running instance of a scheduled job:

> NOTE: You can only stop instances of jobs that are currently running, and this action does not delete either the job itself or any future instances of a recurring job.

1 In the In the **Select** column, check the box beside each running job instance you want to stop.*

2 Click **[Stop Selected]**.

To delete one or more scheduled jobs:

1 In the **Select** column, check the box beside each job you want to delete.*

2 Click [**Delete Selected**].

You will be prompted to confirm the deletion before the operation is carried out.

To delete all scheduled jobs:

1 Click [**Select All**].

2 Click [**Delete Selected**].

You will be prompted to confirm the deletion before the operation is carried out.

> NOTE: If you want to de-select currently selected jobs, click [**Reset**].

Updating the Scheduler Windows Job

As part of the initial configuration of ControlPoint Online, the ControlPoint Scheduler job is created in the Windows Task Scheduler on the server where ControlPoint Online is installed.

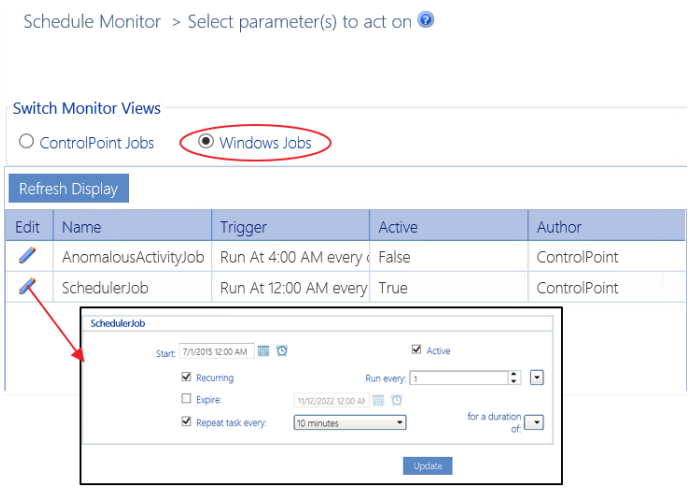
You can activate/deactivate and change the default start time and/or frequency with which the job runs via the Schedule Monitor Windows Jobs view.

> **CAUTION**: The Scheduler is an application-wide job. Changing the start time and or/frequency will impact all of ControlPoint.

To update the Scheduler Windows Job:

1 From the Schedule Monitor, select the **Windows Jobs** radio button.

2 Click the **Edit** icon for the Scheduler Job.



3 Update the Start date, time, and/or run frequency, as applicable.

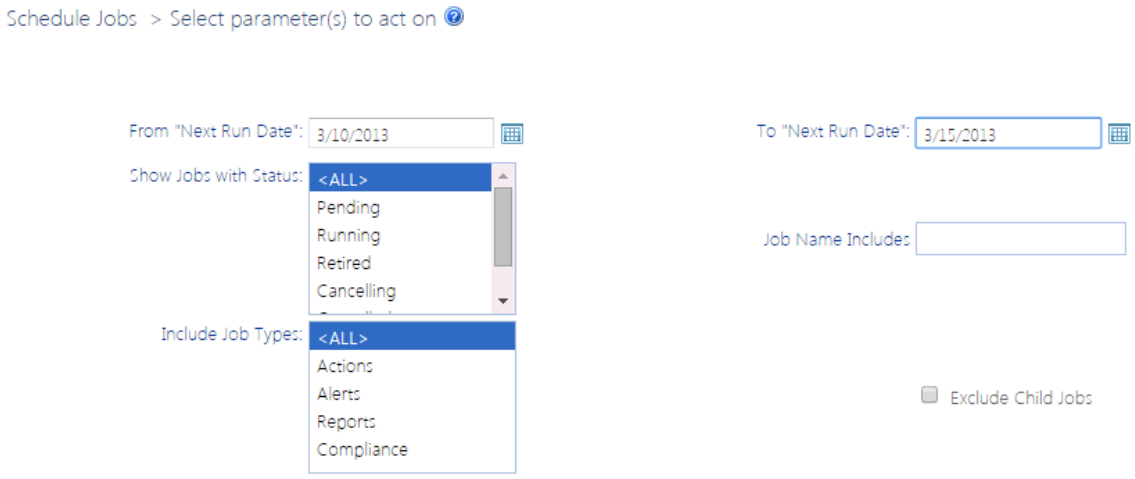
4 Click **[Update]**.

Generating a Scheduled Jobs Report

The Scheduled Jobs Report provides the same information as the Schedule Monitor.

To generate a Scheduled Jobs Report:

1 From the Manage ControlPoint panel, choose **Schedule Management and Logging > Scheduled Jobs Report**.



If you want to change the default date range, enter or select a **From "Next Run Date"** and **To "Next Run Date"**

NOTE: **Next Run Date** identifies:

- the next date/time a Pending job is scheduled to run
- the last date/time a Retired or Inactive job ran

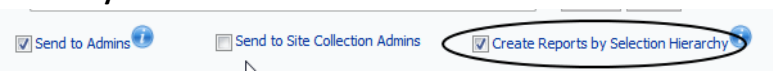
- the start date/time that an in-process job started running.

2 Select one or more **Status** values from the list box. Use the information in the table below for guidance.

NOTE: You can select multiple status values using the [**CTRL**] or [**SHIFT**] in the conventional manner. If you want to view all scheduled jobs for the specified date range, select **All**.

Status	Description
Pending	All jobs that are scheduled to run within the specified date range. Pending jobs include: • one-time jobs that have not yet run AND • recurring jobs that have not yet reached their End Date.
Running	All scheduled jobs that are currently running (as long as the specified date range includes the current date).
Cancelling	All running jobs for which the current instance is in the process of being cancelled.
Cancelled	All jobs for which the last running instance was cancelled.
Inactive	Jobs that are not currently active but were created or last ran during the specified date range.
Retired	Jobs that finished running within the specified date range. Retired jobs include: • one-time jobs that have already run AND • recurring jobs that have reached their End Date.

3 If you want to further filter your results, use the information in the table below for guidance.

If you want to ...	Then ...
exclude site admin-specific "sub-jobs" that are created when a scheduled job is created with the **Create Reports by Selection Hierarchy** box checked 	check the **Exclude Child Jobs** box..
include only jobs of one or more specific types (**Actions**, **Alerts**, and/or **Reports**) (all job types are included by default)	highlight the job type(s) you want to include in the **Include Job Type(s)** list box.
display only jobs whose name includes a specified text string	complete the **Job Name Includes:** field with a full or partial job name.

If you want to ...	Then ...
	Job Name Includes: Permissions

Now you can:

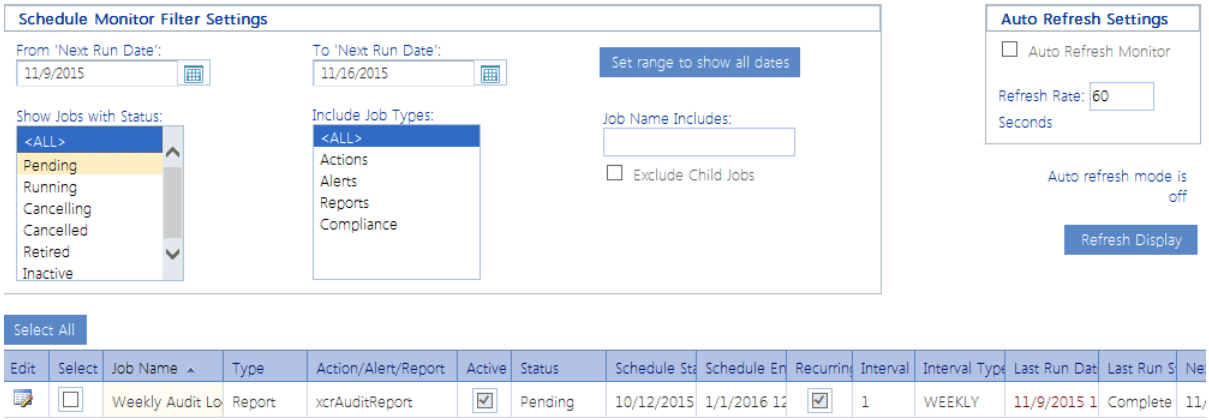
- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.



From Scheduled Jobs Report results you can view a job's run history.

11

Saving, Modifying and Executing Instructions for a ControlPoint Operation

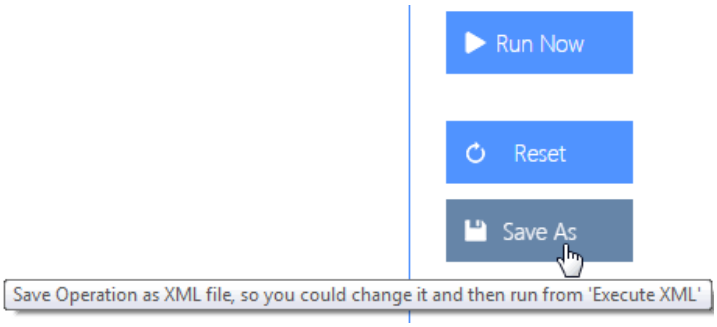
All schedulable ControlPoint operations can be saved in an XML file as "instructions" and run at a later time. If an operation has parameters that are modifiable, you can modify them in the XML file before running the job.

> NOTE: Currently you cannot run instructions for multi-farm operations.

Saving Instructions

To save Instructions for a ControlPoint operation:

1 After specifying the parameters for the operation, click [**Save As**].



2 Click [**Download**] to display the File Download dialog.

3 Click [**Save**] then save the file to the local machine— that is, the machine where the browser is running—or network location of your choice.

> TIP: You may want to change the default file name to one that is more unique and descriptive.

4 When the file has finished saving, click [**Close**] to dismiss the open dialogs.

Modifying Instructions

Depending on the operation, you may be able to modify some or all of the parameters of XML Instructions with valid values. For example, while the Migrate User action only permits one user to be migrated via the ControlPoint application interface, you can run the operation on multiple users by adding them to the XML instructions.

You should not attempt to change any part of the instructions apart from modifiable parameters. It is strongly recommended that you make a copy of the XML file before editing it, as it is possible that unintended changes can be made to tags or unmodifiable portions of the file.

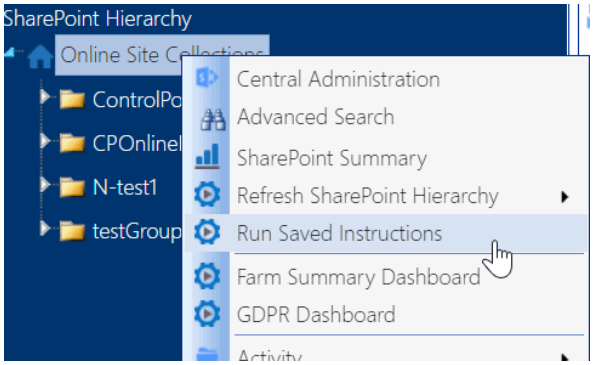

```
- <Operation Type="Action" Code="MigrateUser">
  - <selection>
      <Item name="2007SHAREPOINT (Home Farm)" type="FARM" guid="efcecfa6-42d7-4f44-b503-7e83ff6b9b29" id="0" parentid="-1" AllChildren="True"
        action="nonsense" URL="http://2008sharepoint:1919/" image="images/Farm.gif" aux="FARMGUID@efcecfa6-42d7-4f44-b503-
        7e83ff6b9b29,FARMNAME@SharePoint_Config,FARMTOOLTIP@" />
    </selection>
  - <xcMigrateUserData xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xmlns:xsd="http://www.w3.org/2001/XMLSchema">
      <sWarnings />
      <blnPropagate2Lists>false</blnPropagate2Lists>
      <blnPropagate2Items>false</blnPropagate2Items>
      <sScheduledCurrentUser />
    - <migrateUsers>
      - <item>
        - <key>
            <string>AXCELERTEST\sammuelclemens</string>
          </key>
        - <value>
            <string>AXCELERTEST\marktwain</string>
          </value>
        </item>
      - <item>
        - <key>
            <string>AXCELERTEST\stephendedalus</string>
          </key>
        - <value>
            <string>AXCELERTEST\jamesjoyce</string>
          </value>
        </item>
      - <item>
        - <key>
            <string>AXCELERTEST\marysmith</string>
          </key>
        - <value>
            <string>AXCELERTEST\maryjones</string>
          </value>
        </item>
      </migrateUsers>
      <blnVerifySid>false</blnVerifySid>
      <blnProcessADGrps>false</blnProcessADGrps>
      <excludeUsers />
```


Executing Instructions

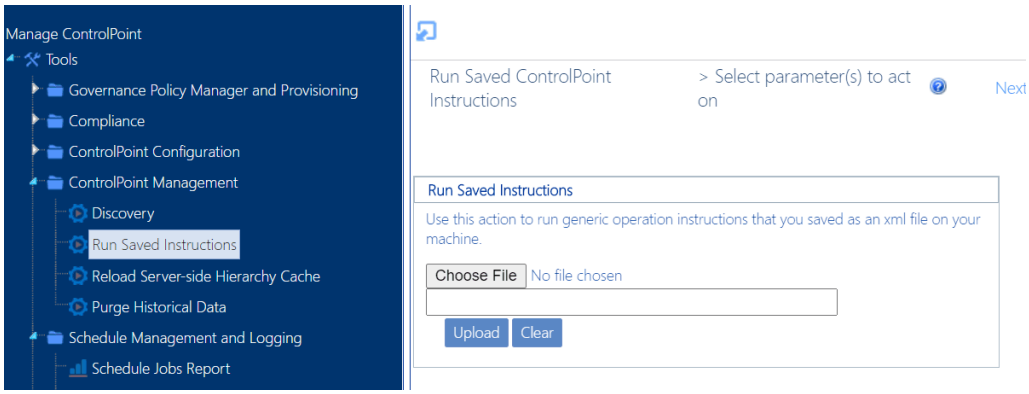
To run instructions for a ControlPoint operation:

1 Use one of the following options:

- From the SharePoint Hierarchy select the farm node, then choose **Run Saved Instructions**.



- From the Manage ControlPoint panel, choose **Run Saved ControlPoint Instructions**.



2 Click [**Browse...**] and locate the **XML File** with the instructions you want to run.

3 Click [**Upload**].

Now you can either:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time.

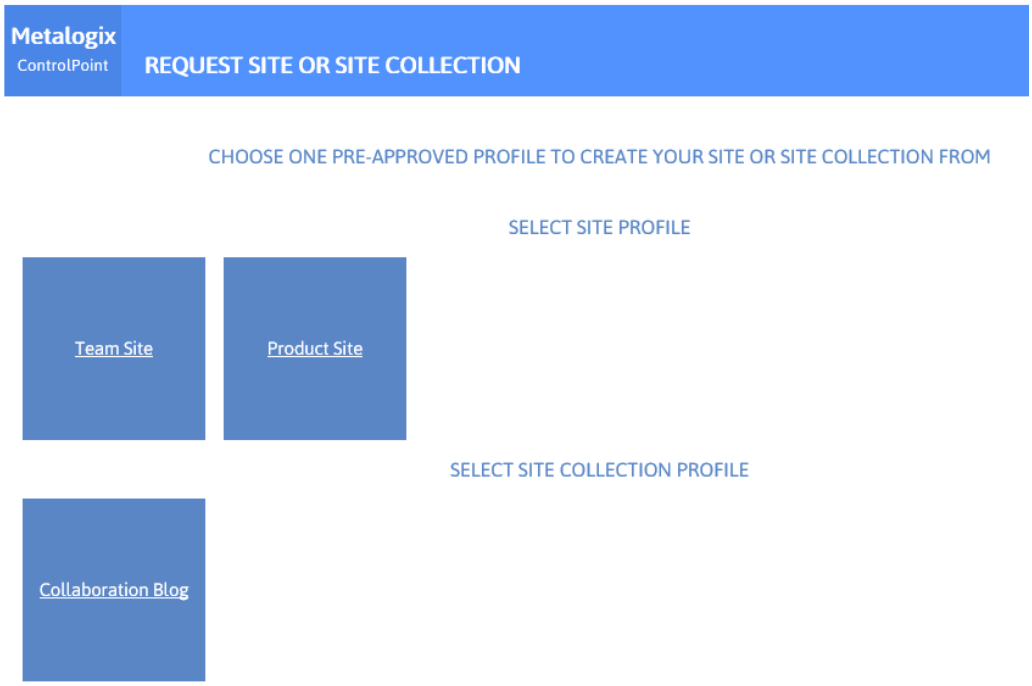
12

Provisioning SharePoint Site Collections and Sites

ControlPoint Site Provisioning functionality automates the management of end user requests for new site collections and sites, which are based on "Provisioning Profiles" that you define.

Managing Site Provisioning Profiles

Before an end user can request a new site collection or site, at least one Provisioning Profile must have been created. Once created, the Provisioning Profile becomes available to end users when a request for a new site collection or site is initiated.



To launch the ControlPoint Provisioning Profile Manager:

From the Manager ControlPoint panel, choose **Governance Policy Manager and Provisioning > Provisioning Profile Manager**.

To create a Provisioning Profile:

1 From the Provisioning Profile Manager main page, choose **[Create]**.

2 Complete the fields on the Build New Provision Profile page as follows:

- Enter the **Profile Name** as you want it to display in the Provisioning Profile Manager list.
- Enter the **End User Description** as you want it to display in the Request a Site or Site Collection page.
- Enter the **Profile Description** as you want it to display in the Provisioning Profile Manager list.
- Select a **Profile Type** (Site Collection or Sub Site)
- Select a **Base SharePoint Template**.

NOTE: The Custom template tab is intended for a future release.

3 If you want to **Attach Additional Profile Settings**:, you can

- Click the appropriate link—**Set Site Collection Properties** (if available), Set Site Properties, or Set List Properties—and complete the applicable window.

  NOTE: If you select **Enforce Policy** and schedule the operation to run on a recurring basis, it will be enforced for any site collection or site created using that Profile.

4 Click **[Create]**.

To edit a Provisioning Profile:

1 From the Provisioning Profile Manager main page, check the box to the left of the Profile that you want to edit.

2 Click **[Edit]**.

3 Edit the fields on the Edit Provision Profile page as appropriate.

4 Click **[Update]**.

To delete one or more Provisioning Profiles:

1 From the Provisioning Profile Manager main page, check the box to the left of the Profile(s) that you want to delete.

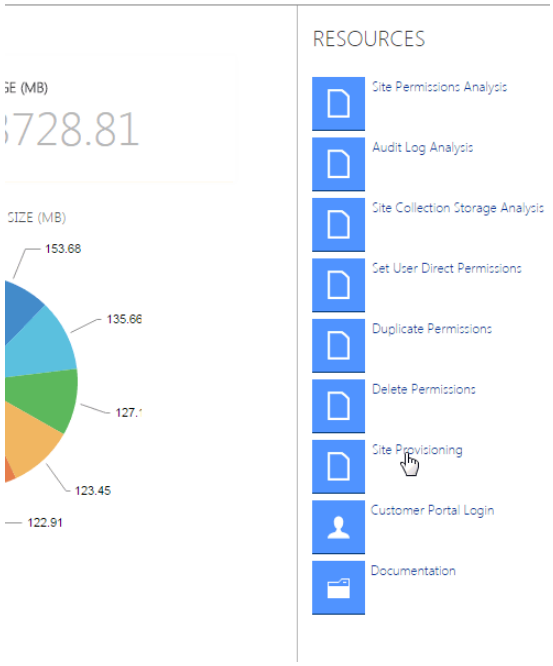
2 Click **[Delete]**

You will be prompted to confirm your action before continuing.

Making Provisioning Profiles Available to End Users

After at least one Provisioning Profile has been created, the next step is to make the Request Site or Site Collection page available to end users so they can submit requests for new site collections and sites.

The Request Site or Site Collection Request page is initially accessible via the ControlPoint home page dashboard, in the Resources section.



For non-ControlPoint users, the Request Site or Site Collection page can be accessed via the following url:

http://*<server_name>:<port_number>* or *<host_header_name>*/_layouts/axceler/CPSiteProvisioning.aspx

(The server machine name is the name of the machine on which the ControlPoint Online application is installed 2828 is the default port number for ControlPoint Online.)

How New Sites and Site Collections Are Requested

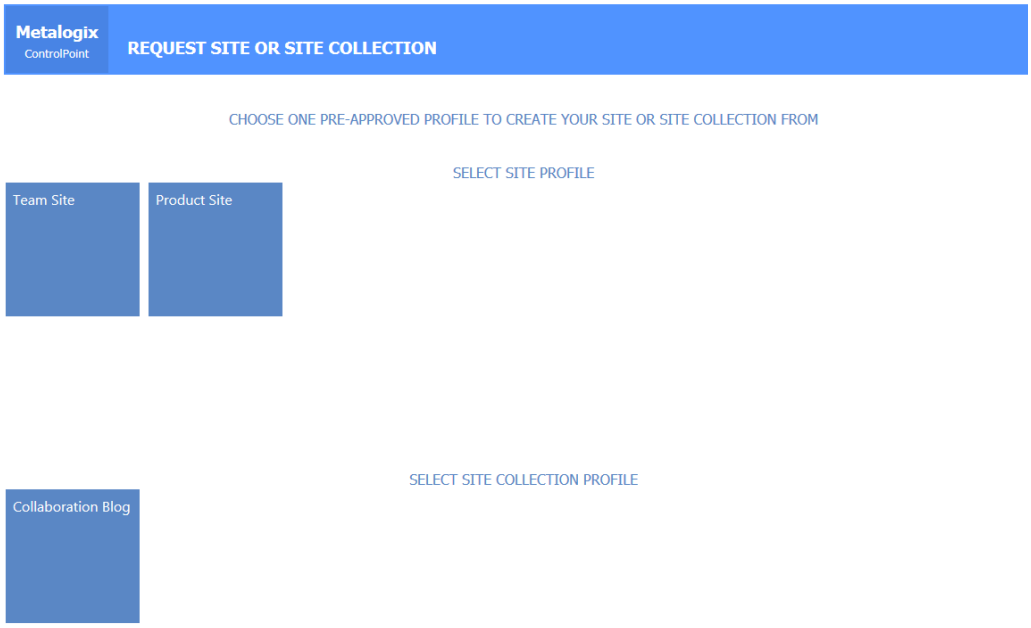
An end user can request a new site or site collection as long as:

- the url for the Request Site or Site Collection page has been made available

AND

- the requester can be authenticated in Active Directory as a valid Office 365 user.

When the Request Site or Site Collection page is launched, the user will be prompted for login credentials. Once logged in, the user can select from the available Profiles that were created via the ControlPoint Provisioning Profile Manager.



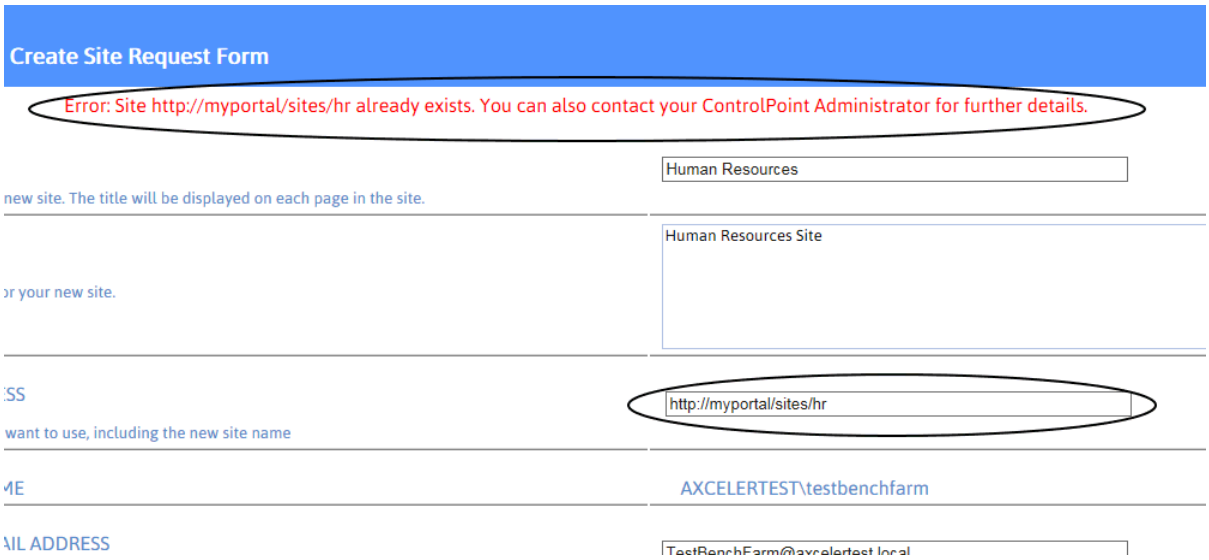
Upon selecting a Profile, the Create Site (or Site Collection) page displays, prompting the requester for the following information:

- a **Title** and **Description** for the new site
- the **Web Site Address** that the requester wants to use for the new site

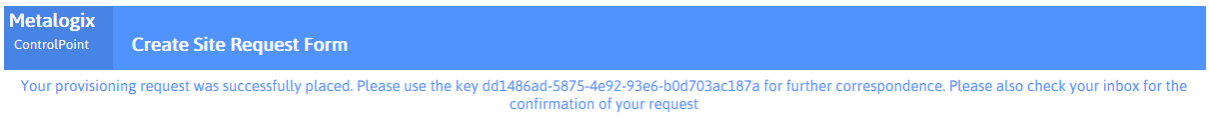
  NOTE: The requester must enter a *full* URL, including the name of the new site. For example, if the requester wants to create a subsite called Blog under mycompany.sharepoint.com/sites/sales, a valid URL might be **https://mycompany.sharepoint.com/sites/sales/blog.**

  The **Requester Name** and **Requester Email address** pre-populate with the login name and email address of the current user. The Requester Email Address can, however be changed. If the request is for a Site *Collection*, **Primary Site Collection Administrator** and **Primary Site Collection Email Address** fields are pre-populated with the current user's information, but they can also be changed.

- When the requester places the request, ControlPoint validates the information provided by the requester, including that the URL is valid and available. If the validation fails, any error messages display at the top of the form.



If the validation is successful, a confirmation number is generated and displays at the top of the form, and a confirmation email is automatically sent to the requester.



NOTE: Once a request is submitted, it is registered in the Site Creation Requests list on the ControlPoint Configuration Site.

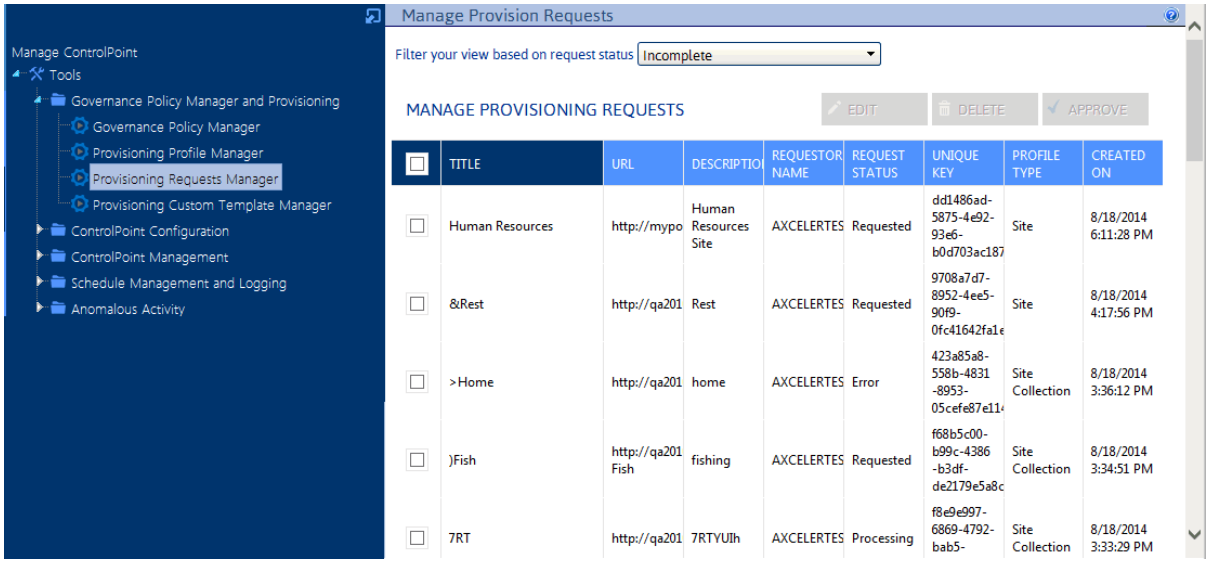
Managing Site Provisioning Requests

From the Manage Site Provisioning Requests page, you can:

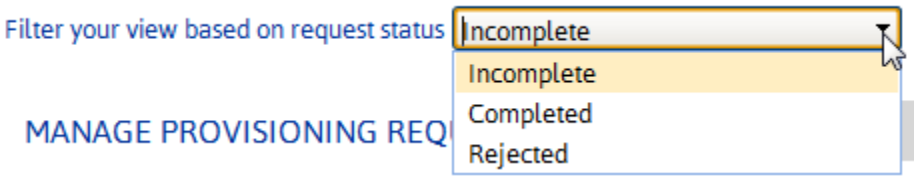
- monitor incoming requests for site collections and sites
- approve or reject the requests, and
- edit request details, such as title, description or url.

To launch the Provisioning Requests Manager:

From the Manage ControlPoint tree, choose **Governance Policy Manager and Provisioning > Provisioning Requests Manager**.



Note that you can filter your view based on the state of the request:

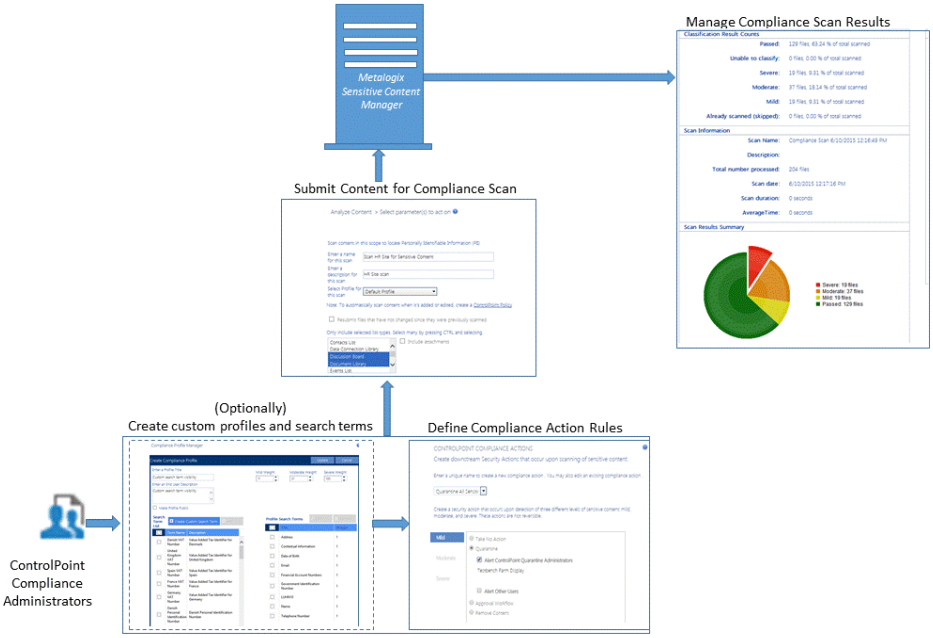


- The **Incomplete** view, includes requests with a status of:
  - Requested
  - Approved
  - In Process
  - Error
- The **Completed** view shows all requests which have been processed and for which site collections/sites have been created and all of the Additional Profile Settings (properties and Governance Policies) been applied.
- The **Rejected** view shows all Rejected requests.

13

Using Sensitive Content Manager to Analyze SharePoint Content for Compliance

If you have Metalogix Sensitive Content Manager (SCM) installed, you can scan content for sensitive content, then specify an action to take based on the type/severity of the information found.



Compliance Functionality Process Overview

The process for using Metalogix Sensitive Content Manager to implement ControlPoint Compliance functionality is described below.

A. ControlPoint Compliance Administrators define Compliance Action Rules.

B. ControlPoint Compliance Administrators submit content to Metalogix Sensitive Content Manager for analysis.

C. ControlPoint Compliance Administrators manage Compliance Actions.

IMPORTANT: Before Using ControlPoint with Sensitive Content Manager

Before you can use ControlPoint to analyze content for compliance:

- Metalogix Sensitive Content Manager version 2.0 or later must be installed on a server in your environment. Refer to the *Metalogix Sensitive Content Manager Server Installation Guide*, which is available on the Quest Support Technical Documentation page.
- The latest version of ControlPoint Sensitive Content Manager Service must be installed. (As of version 8.4, the Sensitive Content Manger Schedule Job option is no longer available as an alternative.)

IMPORTANT: If you have upgraded from an earlier version of Metalogix Sensitive Content Manager, Any Custom Profiles, pending content submissions that use older Profiles may need to be re-created. Contact Quest Support for assistance.

Details can be found in the *Metalogix ControlPoint Administration Guide*.

Compliance Administrators Group

Only individuals who have been added to the ControlPoint Compliance Administrators group in the ControlPoint Configuration Site will be permitted to perform Compliance actions.

Managing Sensitive Content Manager Profiles

A Sensitive Content Manager Profile is a named collection of content search and analysis guidelines. SCM includes a number of Standard (BuiltIn) Profiles for detecting Sensitive Content, which include:

- Personally Identifiable Information (PII)
- Protected Health Information (PHI)
- Payment Card Information (PCI)
- General Data Protection Regulation (GDPR) compliance.

NOTE: Quest continually adds new Standard (BuiltIn) Profiles, which cannot be modified or deleted.

Members of the ControlPoint Compliance Administrators group can also create and manage custom Profiles by defining content search and analysis guidelines to use, as an organization's file analysis criteria may differ from those used in BuiltIn Profiles. For example, you may want to create a custom Profile to group and weight a different subset of the predefined Search Terms, add custom Search Terms for sensitive data types, or analyze data that falls outside BuiltIn Profile definitions.

IMPORTANT: If you have upgraded from Sensitive Content Manager 1.9, you may have to re-create (or try to restore) any existing custom Profiles, as the range of possible severity levels. Contact Quest Support for assistance.

Sensitive Content Manager Profile Components

Sensitive Content Manager Profiles consist of the components described in the following table.

Profile Component	Description
Search Term	A word or any simple or complex alphanumeric pattern that represents sensitive information in a document. For example, in the PII Profile, these Search Terms are the personal identifiable information like a person's name, date of birth, financial account numbers, address, email address, etc. Each content search uses a set of Search Terms in a Profile.
Regular Expression (Regex)	The search syntax for a Search Term. The analysis engine matches the file contents with a Search Term based on the regex syntax specified in the Profile. You can define new Profiles that use the Standard Search Terms, or create Search Terms based on custom expressions. NOTE: Regular expressions for the predefined search terms are internally defined in the Search Term, and cannot be modified because they are not standalone regular expressions.
Weight	The degree of severity of a possible content match for a specific Profile.
File Score	That weight factor combined with the number of content matches encountered during an analysis job. File scores are calculated during a file analysis to determine the overall severity level of a document

Creating, Editing, and Deleting Sensitive Content Manager Profiles

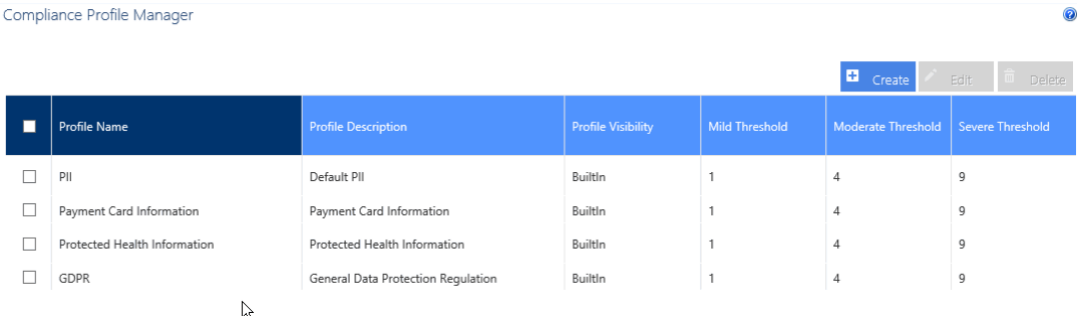
IMPORTANT: As of Metalogix Sensitive Content Manager version 2.0:

- The concept of Public vs. Private Profiles has been eliminated. All Profiles can be viewed by all members of the Compliance Administrators group.

- The range of possible Severity Thresholds has been reduced to between 1 and 10. If you have upgraded from an earlier version, Standard (BuiltIn) Profiles will reflect this change. Any Custom Profiles, as well as pending content submissions that use older Profiles, may need to be re-created.

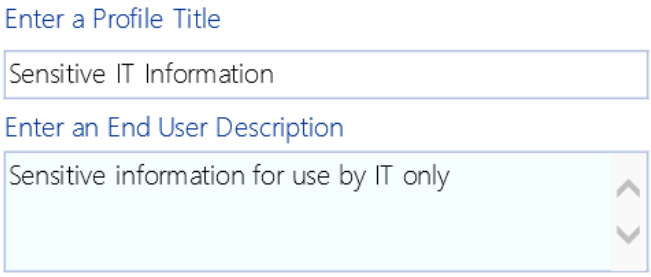
To create a Sensitive Content Manager Custom Profile:

1. From the Manage panel, choose **Compliance > Profile Maintenance**.

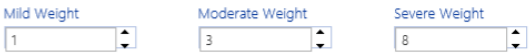


2 Click **[Create]**.

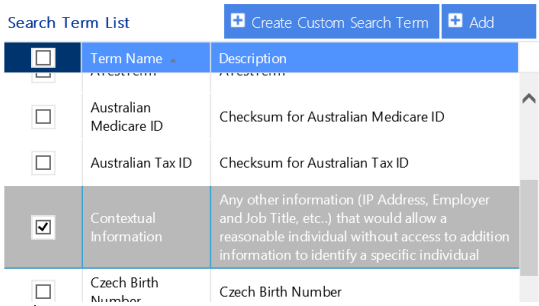
3 Enter a unique title for the Profile, as well as a description that will be visible to end users.



4 If different than the defaults, using a range from 1-10, adjust the relative weights (that is, the degree of severity of a possible content match) for each threat level (Mild, Moderate, and Severe).



5 From the **Search Term List**, select the Search Term(s) that you want to add to the Profile, then click **[Add]** to move the term(s) to the **Profile Search Terms** list.



NOTE: If you want to include a Search Term that does not display in the list, you can create a custom Search Term.

6 Click **[Create]**.

To edit a Custom Profile:

1 In the Compliance Search Terms Manager page, select the Custom Profile you want to edit, then click **[Edit]**.

2 Update fields as needed, then click **[Update]**.

Note that BuiltIn Profiles are provided by Quest and cannot be edited or deleted.

Deleting a Custom Profile

You can delete a Custom Profile only if:

- a content analysis job that uses the profile has not yet been run

AND/OR

- it is not being used by any ControlPoint Policies.

Managing Compliance Search Terms

Sensitive Content Manager includes a number of out-of-the-box BuiltIn Search Terms for use in creating Profiles. These include terms related to:

- Personal Identification Information (PII)
- Payment Card Information (PCI)
- Protected Health Information (PHI)
- General Data Protection Regulation (GDPR) compliance.

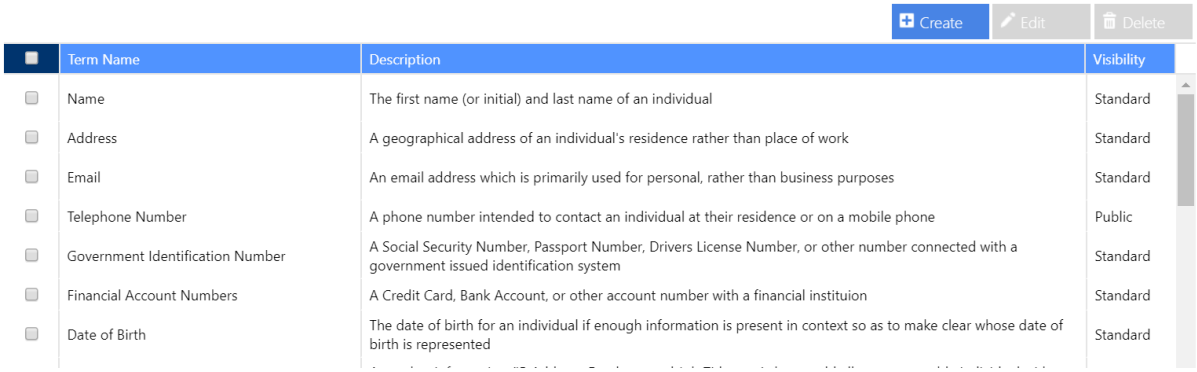
> NOTE: Note that Quest continually adds Standard (BuiltIn) Search Terms, which cannot be edited or deleted.

Members of the Compliance Administrators can also create and maintain custom Search Terms to meet the organization's unique compliance needs.

To launch the Compliance Search Terms Manager page:

From the Manage panel, choose **Compliance > Search Terms Maintenance**.

> NOTE: You can also access this page from the Compliance Profile Manager page by clicking **[Create Custom Search Term]**.



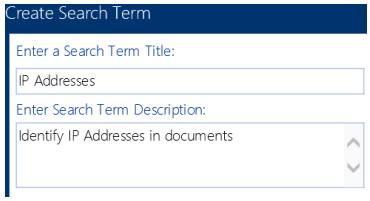
Create | Edit | Delete

Term Name	Description	Visibility
Name	The first name (or initial) and last name of an individual	Standard
Address	A geographical address of an individual's residence rather than place of work	Standard
Email	An email address which is primarily used for personal, rather than business purposes	Standard
Telephone Number	A phone number intended to contact an individual at their residence or on a mobile phone	Public
Government Identification Number	A Social Security Number, Passport Number, Drivers License Number, or other number connected with a government issued identification system	Standard
Financial Account Numbers	A Credit Card, Bank Account, or other account number with a financial instituion	Standard
Date of Birth	The date of birth for an individual if enough information is present in context so as to make clear whose date of birth is represented	Standard

To create custom Search Terms:

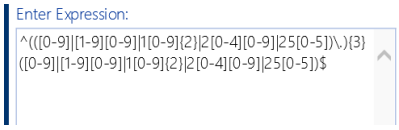
1 Click **[Create]**.

2 Enter a **Search Term Title** and **Search Term Description**.



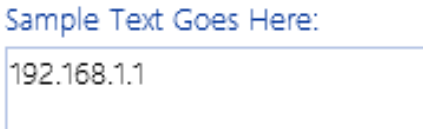
4. Enter a valid regex expression.

NOTE: Do not enter any leading or ending slashes (/)



5. To test the validity of the expression:

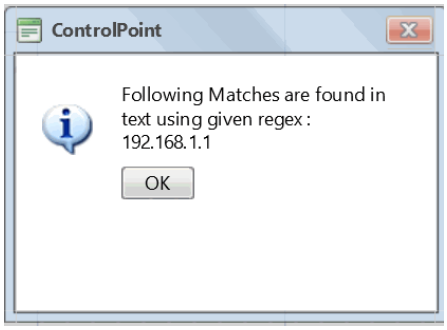
a) enter representative text in the **Sample Text Goes Here:** field.



b) Click the **[Test Expression]** at the bottom of the dialog.

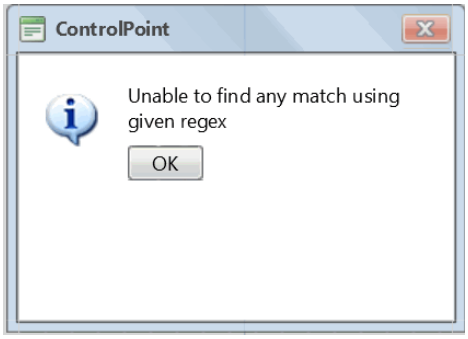
A pop-up will display informing you that either:

- a match can be found for the text using the given regex



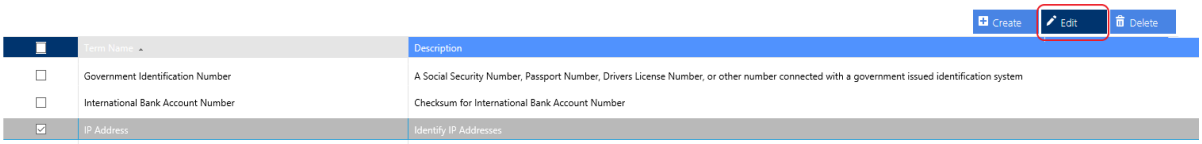
OR

- a match cannot be found for the text using the given regex.



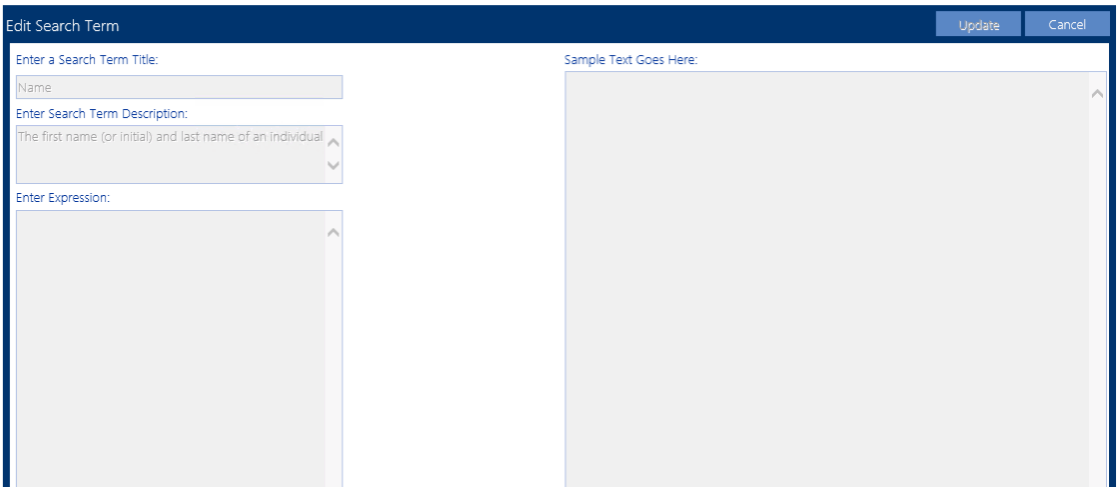
To edit a custom Search Term:

1 In the Compliance Search Terms Manager page, select the term that you want to edit, then click **[Edit]**.



2 Update fields as needed, then click **[Update]**.

NOTE: Any Search Term for which the regex is not visible is a BuiltIn Term provided by Quest that cannot be edited.



Defining Compliance Action Rules

Members of the ControlPoint Compliance Administrators group can define Compliance Action rules to determine how non-compliant content should be handled, based on the severity level detected. You can also specify that one or more users be alerted via email when a Compliance Action is taken.

> **REMINDER:** Metalogix Sensitive Content Manager version 2.0 or later must be installed in your environment and you must be a member of the ControlPoint Compliance Administrators group to use this functionality.

To access the Compliance Actions page:

Use the information in the following table to determine the appropriate action to take.

If you are creating ...	Then ...
a global set of rules independent of a particular scan job	from the Manage panel, choose **Compliance > ControlPoint Compliance Actions.**
a set of rules for a specific scan job that has been returned from Metalogix Sensitive Content Manager	• From the Compliance Summary page, select the scan job to which you want to apply the rule. • Click **[Apply Compliance Actions].**

To define Compliance Action rules:

1 Enter a unique name to create a new Compliance Action, or choose an existing action from the drop-down.

CONTROLPOINT COMPLIANCE ACTIONS

Create downstream Security Actions that occur upon scanning of sensitive content.

Enter a unique name to create a new compliance action . You may also edit an existing compliance action .

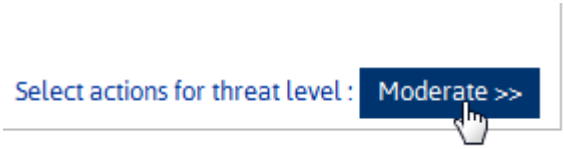
Employee Records

WARNING: If you choose to **Update Existing Compliance Actions**, the changes will be applied to all scan jobs that use it going forward.

2 For each of the Severity levels **(Mild**, **Moderate**, and **Severe**), specify the action that should be applied when a threat is detected. You can choose to have ControlPoint:

- **Take No Action** on non-compliant content
- **Quarantine** non-compliant content
- **Use an Approval Workflow** to address non-compliant content
- **Remove** non-compliant content

Note that an action must be defined for all three severity levels. You can navigate from one rule to the next via the **Select actions for threat level:** button.



3 If you want ControlPoint to send an email alert when a specified action is taken:

a) Check the **Alert Users** box.

b) Click **[Create New User].**

c) Complete the **Select Users** for the user to which you want to send the alert.

NOTE: Currently, you can only select one user at a time. Repeat substeps b) and c) for each user you want to alert.

If you have chosen to have ControlPoint Quarantine an item with non-compliant content, you can also choose to have an alert sent to all members of the ControlPoint Compliance Administrators group.

If you have chosen to use an Approval Workflow, follow the instructions for "Using an Approval Workflow," following.

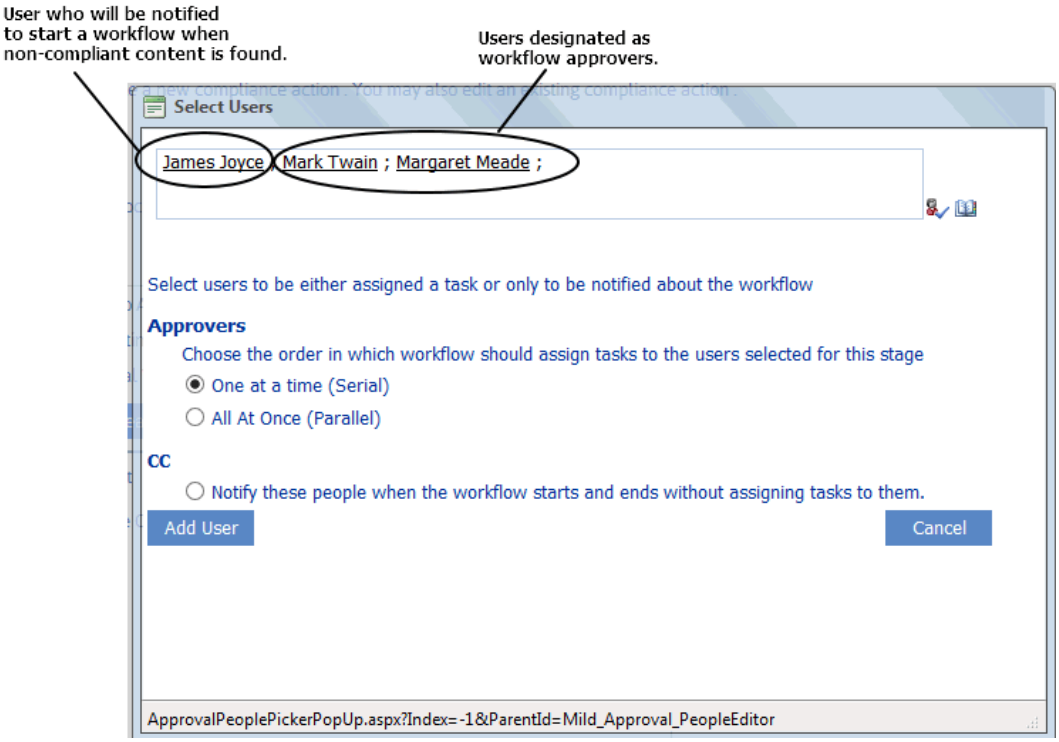
4 When you have finished defining Compliance Rules for each Severity Level, click **[Save]**.

Using An Approval Workflow

If you have chosen to use an **Approval Workflow** to address non-compliant content, after clicking the **[Create New User]** button:

1 First, select the user who will be notified by ControlPoint to start the workflow when non-compliant content is found

2 Select additional users who will be designated as approvers.



NOTE: The user you select to start the workflow must have permissions to Edit Items and approvers must have permissions to Approve Items for lists within the scope of the Compliance Action.

You can also choose to have SharePoint notify approvers

- **One at a Time (Serial)**

OR

- **All At Once (Parallel)**

3 Click **[Add User]**.

4 If you want SharePoint to notify additional users when an approval workflow starts and ends:

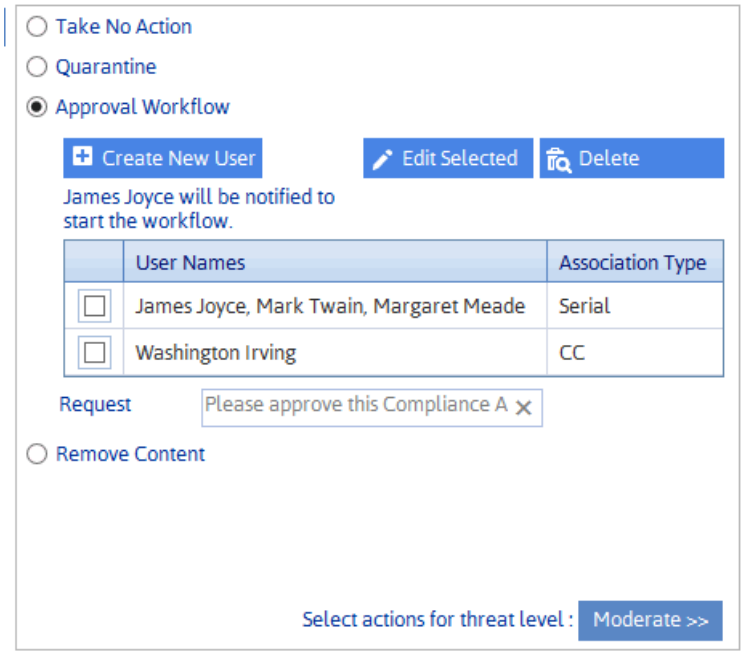
a) Click **[Create New User]**.

b) Select the users you want to notify.

c) Choose **Notify these people when the workflow starts and ends without assigning tasks to them**.

d) Click **[Add User]**.

5 For **Request**, enter the message that you want to be sent to users with assigned tasks.



Compliance Action Alert Email

When a Compliance Action rule includes an alert, an email, which identifies the Severity Level and action taken, is automatically sent to selected recipients.

ControlPoint Application Administrators can change the default text for the email by updating the applicable ControlPoint Configuration Setting:

- **ComplianceMildLevelThreatsEmailBody**
- **ComplianceModerateLevelThreatsEmailBody**
- **ComplianceSeverLevelThreatsEmailBody**

Refer to the *ControlPoint Administrators Guide* for details.

Setting Sensitive Content Manager EndPoints and Managing Scanning Preferences

ControlPoint Application Administrators use the ControlPoint Sensitive Content Manager Configuration dialog to set EndPoints to point to the server(s) on which Sensitive Content Manager is configured. Members of the Compliance Administrators group can also test the availability of each EndPoint and change default preferences for scanning content.

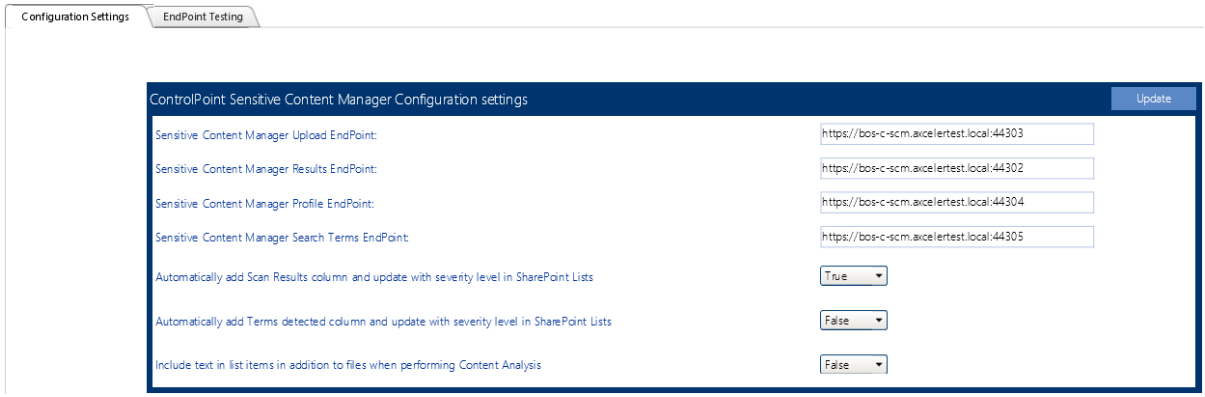
> NOTE: ControlPoint Application Administrators can also configure EndPoints individually and update other configuration settings via ControlPoint Configuration Settings - Compliance settings.

To launch the ControlPoint Sensitive Content Manager Configuration dialog:

From the left navigation Manage tab, choose **Compliance > Sensitive Content Configuration Maintenance**.

Setting EndPoints

The Value of each Sensitive Content Manager EndPoint must be set to point to the server(s) on which Sensitive Content Manager is configured your environment. Use the information in the following table for guidance.



Endpoint	Description	Value
Sensitive Content Manager Upload EndPoint	The URL for the Sensitive Content Manager for sending files. This corresponds to the **File Upload URL** specified at the time Sensitive Content Manager was installed.	http://<server.domain> (*or if installed on multiple servers*: http://<server.domain>:port)
Sensitive Content Manager Results EndPoint	The URL for the Sensitive Content Manager service for retrieving files job results. This corresponds to the **Results Service URL** specified at the time Sensitive Content Manager was installed.	http://<server.domain> (*or if installed on multiple servers*: http://<server.domain>:port)
Sensitive Content Manager Profile EndPoint	The URL for the Sensitive Manager service for retrieving profiles. This corresponds to the **Profile Service URL** specified at the time Sensitive Content Manager was installed.	http://<server.domain> (*or if installed on multiple servers*: http://<server.domain>:port)

Endpoint	Description	Value
Sensitive Content Manager Search Terms	The URL for the Sensitive Content Manager service for retrieving rules used to identify a specific kind of sensitive content. This corresponds to the **Subquestion Service URL** specified at the time Sensitive Content Manager was installed.	http://<server.domain> (*or if installed on multiple servers*: http://<server.domain>:port)

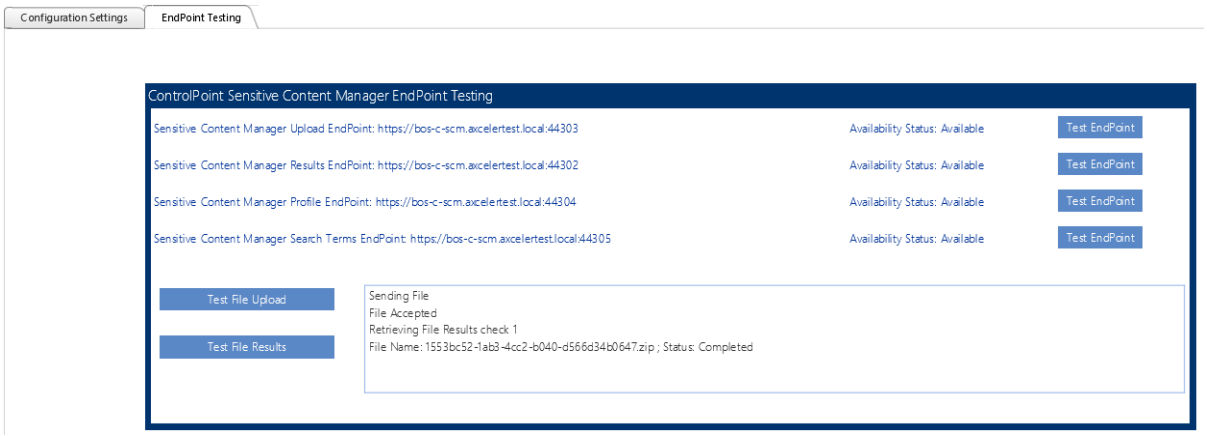
When you have finished setting EndPoints, click **[Update]**.

Testing Availability of EndPoints, File Upload, and Results

From the **EndPoint Testing** tab, you can test the availability of each endpoint that you set, as well as whether files can be uploaded to/received from Metalogix Sensitive Content Manager.

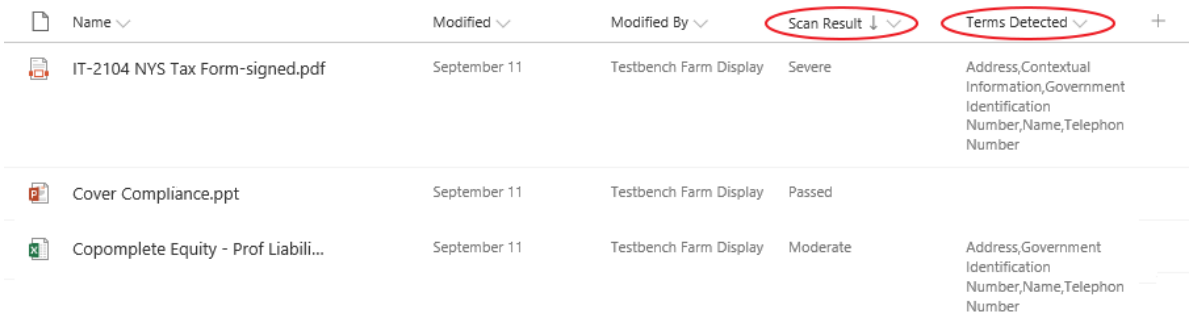
If you click a **[Test EndPoint]** button and the status returns as **Unavailable**, make sure that the URL is correct and that the service is available on the Metalogix Sensitive Content Manager server side.

If you click **[Test File Upload]**, ControlPoint will send a sample file to Metalogix Sensitive Content Manager, and will display a log of the action. If you then click **[Test File Results]**, ControlPoint will log the progress of the file's return.



Managing Scanning Preferences

ControlPoint can create columns called Scan Results and/or Terms Detected. Each time a scan is performed, the Severity Level is populated for the scanned item.



ControlPoint Application Administrators can allow this column to be created/populated by changing the value(s) of **Automatically add Scan File Results column and update with severity level in SharePoint Lists** and/or **Automatically Add Terms Detected column and update with severity level in SharePoint Lists** from *false* to *true*.

Submitting Content to Metalogix Sensitive Content Manager

Members of the ControlPoint Compliance Administrators group can use the ControlPoint Analyze Content action to submit content to the Metalogix Sensitive Content Manager where it will be scanned for potentially sensitive content. ControlPoint submits the following types of content for scanning:

- files within Document Libraries with the following extensions:

  NOTE: Checked out files are not scanned.

  - .7z
  - .arj
  - .bz2
  - .bzip
  - .doc
  - .docx
  - .eml
  - .gz
  - .log
  - msg
  - .odt
  - .pdf
  - .pps
  - .ppt
  - .pptx
  - .rtf
  - .rar
  - .tar
  - .tbz2
  - .tgz
  - .txt
  - .xls
  - .xlsx
  - .zip

- items within most types of lists (with or without attachments that have any of the file extensions listed above).

To submit content to Metalogix Sensitive Content Manager for analysis:

IMPORTANT: If you have upgraded to Metalogix Sensitive Content Manager 2.0 or later from an earlier version, pending content submissions that use the older Profiles may need to be re-created.

1 Select the object(s) containing the items that you want to submit for analysis.

2 Choose **Compliance > Analyze Content**.

REMINDER: Sensitive Content Manager must be installed and in your environment and you must be a member of the ControlPoint Compliance Administrators group to use this functionality.

3 Enter a name and description for the scan.

4 If different from the default (PII - Personal Identification Information), select a **Profile for this scan** from the drop-down.

See also Managing SCM Profiles.

5 If you want to **Resubmit files that have not changed since they were previously scanned**, check this box.

> NOTE: If you leave this box unchecked, previously-scanned files that have not changed will be excluded. You cannot resubmit scan if it is uploading, an action is taken or if profile no longer exists.

6 Include one or more list types from the list box. (If you also want to **Include attachments**, check this box.)

7 Now you can:

- run the operation immediately (by clicking **[Analyze]**)

OR

- schedule the operation to run at a later time or on a recurring schedule

OR

- save the operation as XML Instructions that can be run at a later time.

A ControlPoint Task Audit is generated for the submission. You can monitor the progress of the submission via the Sensitive Content Manager Submission Maintenance page.

Compliance Action Severity Levels

When content is analyzed by the Metalogix Sensitive Content Manager, it is evaluated against the following three severity levels, as defined in the Sensitive Content Manager Profile used for the content analysis.

- Severe
- Moderate
- Mild

Compliance Administrators specify the appropriate action to take for each severity level via the ControlPoint Compliance Actions page.

Managing Sensitive Content Manager Submissions

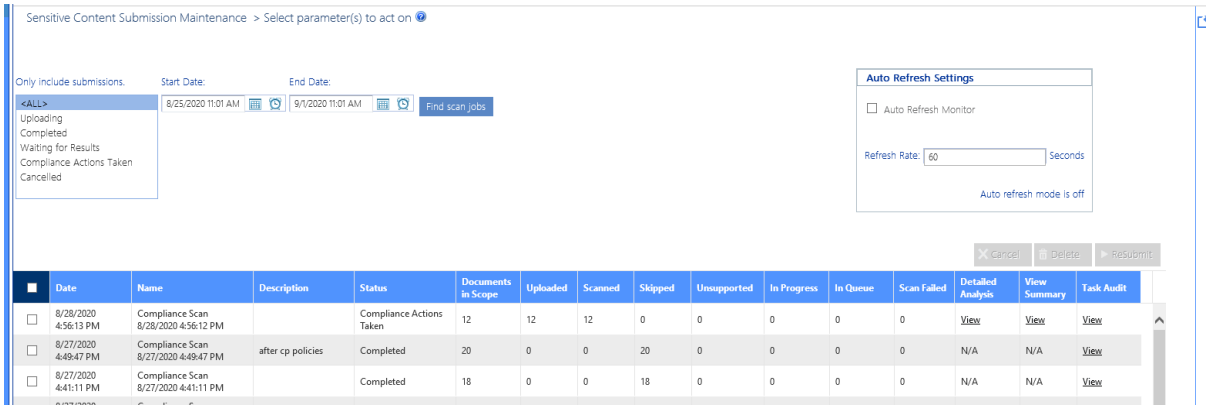
From the Sensitive Content Submission Maintenance page, ControlPoint Compliance Administrators can:

- monitor the progress of jobs that have been submitted to Metalogix Sensitive Content Manager for compliance scanning
- view a detailed analysis of compliance scan results
- manage compliance actions

- resubmit previously scanned jobs
- delete jobs

To launch the Sensitive Content Submission Maintenance page:

From the Manage pane, choose **Compliance > Sensitive Content Submission Maintenance**.



Select the type of scan jobs you want to view/edit. Use the information in the following table for guidance.

In addition the current **Status** of each job (e.g., Uploading, Waiting for Results, Completed), ControlPoint displays the number of items within each job that are:

- **Submitted** by ControlPoint to the Sensitive Content Manger service for scanning
- **Uploaded** to Sensitive Content Manager
- **Reviewed** (scanned)
- **Skipped** (omitted from the scan; for example, if Sensitive Content Manager was unable to read an item's contents)
- **Unsupported** by Sensitive Content Manager

  NOTE: For a list of supported file types, see Submitting Content to Sensitive Content Manager.

- **In Queue** (waiting to be scanned).

You can also link to:

  - a Detailed Analysis of compliance scan results
  - the Compliance Summary page, where you can manage compliance scan results
  - the ControlPoint Task Audit for the job.

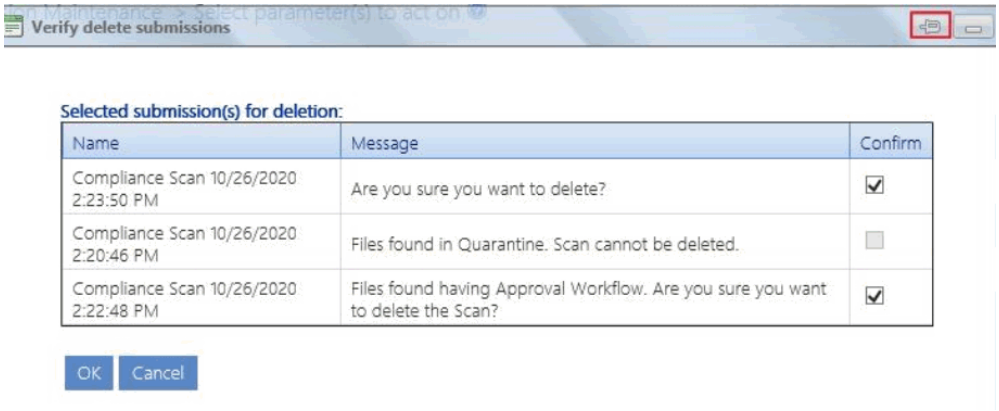
Resubmitting Scanned Jobs

When you resubmit a job from this page, it will be submitted exactly as originally defined. (For example, it will not include any files that have been added to a SharePoint list or library since the last scan.) However, any items that have been quarantined since the last scan or have already been flagged "Unsupported" will not be included in the submission.

Jobs that are uploading, have a status of "Compliance Actions Taken," or use a Profile that no longer exists cannot be resubmitted. If you want a set of files for which actions have been taken to be rescanned, create and submit a new job for the same scope.

Deletintg Scanned Jobs

If you attempt to delete one or more scanned jobs, you will be prompted to confirm your selection.



Note that:

- you cannot delete a job that has files in quarantine, and the option will be disabled (you can, however, use the Manage Scanned Files action to remove quarantined files from SharePoint).

AND

- you will have the opportunity to deselect any file that has had an Approval Workflow compliance action applied.

Managing Compliance Action Scan Results

Members of the ControlPoint Compliance Administrators group can view and take action on Content Analysis scan job results returned by the Metalogix Sensitive Content Manager via the Compliance Summary page. You can:

- view the details of a Compliance Action job
- apply Compliance Actions
- view detailed information about scan results for individual items (and reclassify items that returned from Metalogix Sensitive Content Manager with a status of "Unable to Classify")
- manage scanned files (including those that have been quarantined)
- save items of a particular severity level as a selection that can be used to perform ControlPoint operations.

To manage Compliance Action scan results:

1 Select the object(s) containing the scan jobs you want to view/edit.

2 Choose **Compliance > Compliance Summary**.

> NOTE: You can also access this page for a specific job from the Analyze Content page, via the **Page View** link.

3 If you want to view jobs for a different date range, change the **Start** and/or **End** dates and click **[Find Scan Jobs]**.

4 Select the type of scan jobs you want to view/edit. Use the information in the following table for guidance.

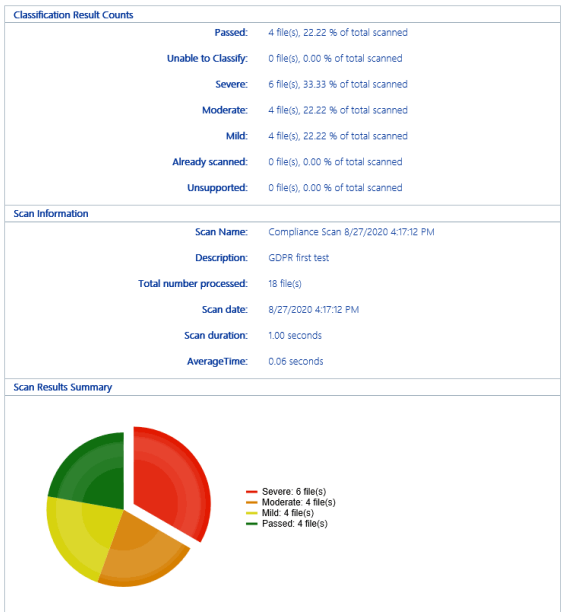
If you want to view ...	Select ...
all jobs submitted to Metalogix Sensitive Content Manager via the ControlPoint Analyze Content action, regardless of whether Compliance Actions were applied	**Bulk scans**.
all jobs for which Compliance Actions have been applied.	**Compliance Action jobs.**

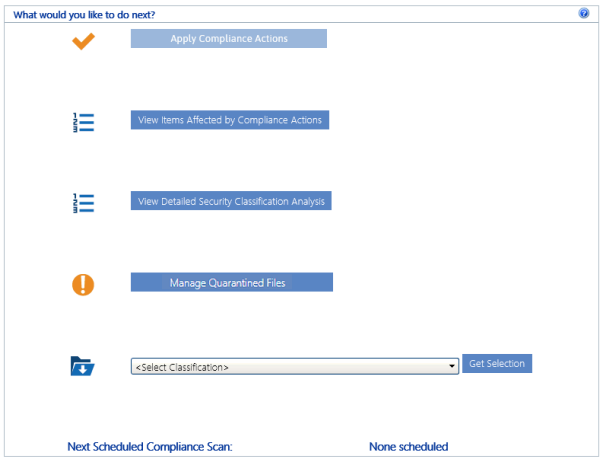
5 Click **[Find scan jobs]**.

6 Select the job whose details you want to view.

The following details about the selected job display beneath the grid:

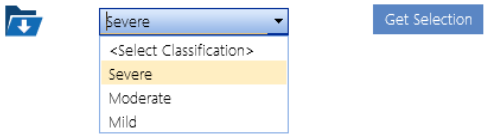
- **Classification Result Counts** - The number of items that fall into each classification
- **Scan information** - Description of and metrics associated with the job itself
- **Scan Results Summary** - A pie chart that shows the distribution of items among classifications.





To save items of a selected severity as a ControlPoint selection:

1. Select a classification from the drop-down then click **[Get Selection]**.

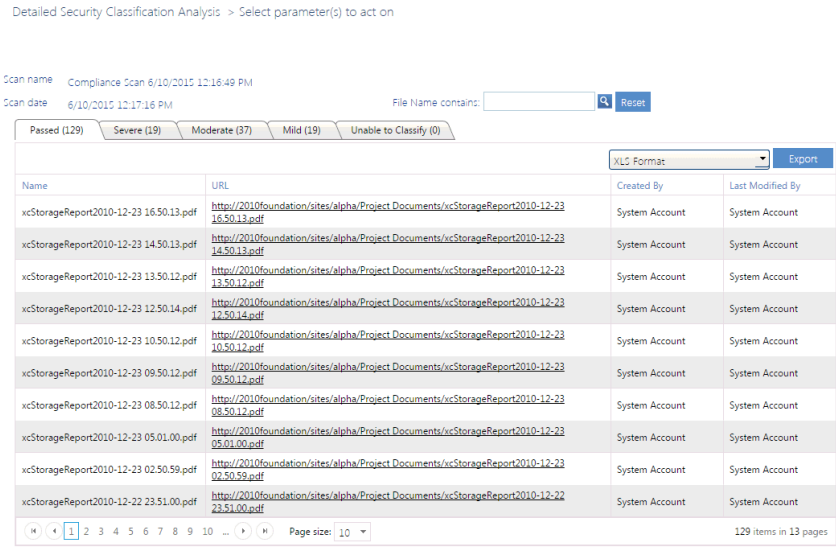


2 Follow the procedure for Saving and Re-Using a SharePoint Object Selection.

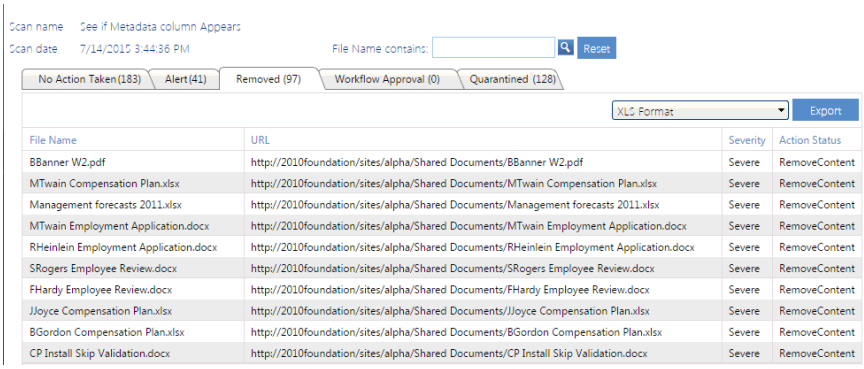
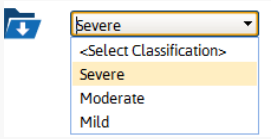
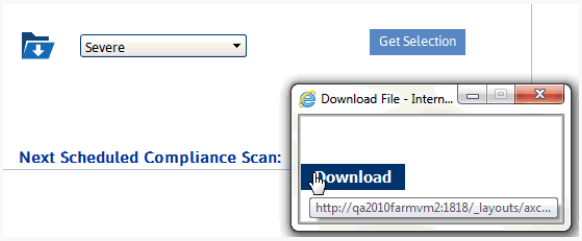
Acting on Compliance Analysis Results

From the Compliance Summary page, you can take a number of compliance actions on returned SCM scans. Use the information in the following table to determine the appropriate action to take.

NOTE: Any option that is not valid for the result set is not available for selection. For example, if you are viewing Compliance Action jobs, the option to Apply Compliance Actions will be disabled.

If you want to ...	Then ...
view more detailed information about scan results for individual items (and, optionally, export results for closer analysis)	• from the Sensitive Content Submission Maintenance page,select the applicable **Detailed Analysis** View link. OR • from the Compliance Summary page, click **[View Detailed Classification Analysis]**.  Note that there is a separate tab for each classification, with detail about each item for which scan results were returned. If you want to download a tabs-worth of results: a) Choose one of the following export formats:

If you want to ...	Then ...
	▪ XLS format (for opening in a pre-2007 version of Excel) ▪ Excel XML format (for opening in Excel 2007 or later) ▪ PDF format b) Click **[Export]**.
re-classify an item that returned "Unable to Classify"	see Reclassifying Items Returned as Unable to Classify. If you want an action to be taken on any items that were returned by Metalogix Sensitive Content Manager as 'Unable to Classify,' you must reclassify them before applying Compliance Actions to the scan job.
manage scanned files	see Managing Scanned Files.
apply Compliance Actions to the selected job	a) From the Compliance Summary page, click **[Apply Compliance Actions]**. NOTE: This option is not available if you filtered results by **Compliance Action Jobs**. b) Either: ▪ select a previously-defined Compliance Action from the drop-down OR ▪ define a new Compliance Action. **WARNING:** If you choose to **Update Existing Compliance Actions**, the changes will be applied to all scan jobs that use it going forward. c) When finished, click **[Apply actions to current scan]**.
view items for which Compliance Actions have been taken	from the Compliance Summary page, click **[View Items Affected by Compliance Actions]**.

If you want to ...	Then ...
	 Scan name See if Metadata column Appears Scan date 7/14/2015 3:44:36 PM File Name contains: Reset No Action Taken (183) | Alert (41) | Removed (97) | Workflow Approval (0) | Quarantined (128) XLS Format Export File Name | URL | Severity | Action Status BBanner W2.pdf | http://2010foundation/sites/alpha/Shared Documents/BBanner W2.pdf | Severe | RemoveContent MTwain Compensation Plan.xlsx | http://2010foundation/sites/alpha/Shared Documents/MTwain Compensation Plan.xlsx | Severe | RemoveContent Management forecasts 2011.xlsx | http://2010foundation/sites/alpha/Shared Documents/Management forecasts 2011.xlsx | Severe | RemoveContent MTwain Employment Application.docx | http://2010foundation/sites/alpha/Shared Documents/MTwain Employment Application.docx | Severe | RemoveContent RHeinlein Employment Application.docx | http://2010foundation/sites/alpha/Shared Documents/RHeinlein Employment Application.docx | Severe | RemoveContent SRogers Employee Review.docx | http://2010foundation/sites/alpha/Shared Documents/SRogers Employee Review.docx | Severe | RemoveContent FHardy Employee Review.docx | http://2010foundation/sites/alpha/Shared Documents/FHardy Employee Review.docx | Severe | RemoveContent JJoyce Compensation Plan.xlsx | http://2010foundation/sites/alpha/Shared Documents/JJoyce Compensation Plan.xlsx | Severe | RemoveContent BGordon Compensation Plan.xlsx | http://2010foundation/sites/alpha/Shared Documents/BGordon Compensation Plan.xlsx | Severe | RemoveContent CP Install Skip Validation.docx | http://2010foundation/sites/alpha/Shared Documents/CP Install Skip Validation.docx | Severe | RemoveContent Note that there is a separate tab for each action taken, with a list of items and the associated classifications returned by Metalogix Sensitive Content Manager. If you want to download a tabs-worth of results: a) Choose one of the following export formats: ▪ XLS format (for opening in a pre-2007 version of Excel) ▪ Excel XML format (for opening in Excel 2007 or later) ▪ PDF formal b) Click **[Export]**.
download items of a particular severity level (Mild, Moderate. or Severe) as a reusable selection on which you can perform ControlPoint operations	a) from the Compliance Summary page drop-down to the right of the icon, select a Classification (Severity Level).  b) Click **[Get Selection]**.  You can now download and save the file, then upload it as a selection when performing a ControlPoint operation that involves list items. See Saving and Re-Using a SharePoint Object Selection.

NOTE: If you want to review compliance actions for a selected scope and date range, you can generate a Compliance Actions Audit.

Reclassifying Items Returned as Unable to Classify

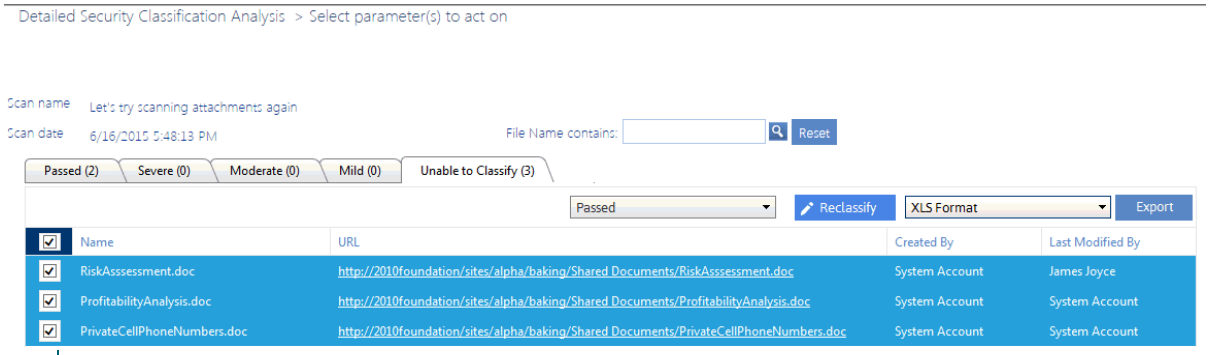
If an item is returned from Metalogix Sensitive Content Manager with a Classification of 'Unable to Classify,' it means that the service detected "probable" sensitive content but was unable to classify it *definitively* as sensitive content. You can, however, review the file and apply a classification manually before applying a Compliance Action to the scan job.

If you want an action to be taken on any items that were returned by Metalogix Sensitive Content Manager as 'Unable to Classify,' you must reclassify them before applying Compliance Actions to the scan job.

To reclassify items returned as 'Unable to Classify':

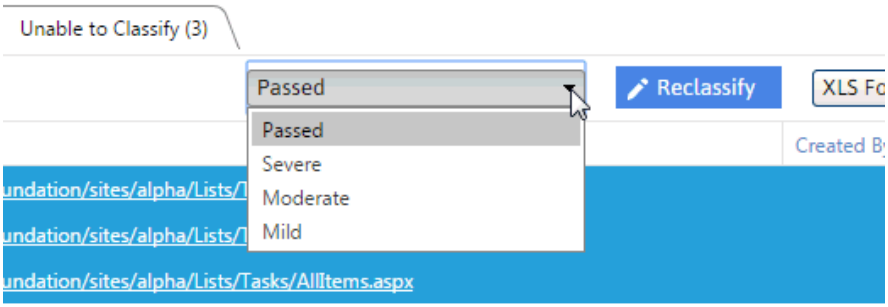
1 From the Detailed Security Classification Analysis page, select the **Unable to Classify** tab.

2 Select the item(s) to which you want to apply a particular classification.



NOTE: If you want to review the contents of an item before assigning a classification, click the URL link to open the item.

3 Select a classification from the drop-down, then click **[Reclassify].**



You will be prompted to confirm the action before continuing.

CAUTION: Once you reclassify an item, the drop-down becomes disabled and the item cannot be reclassified again. If Compliance Actions have already been applied to the scan job containing the item(s), the Reclassify option will no longer appear on the page.

Once an item has been reclassified:

- it will be moved to the appropriate tab for the classification

AND

- the classification change(s) will be reflected on the Compliance Summary page.

Managing Scanned Files

Use the **Manage Scanned Files** operation to review and act on files that have been scanned for compliance. You can:

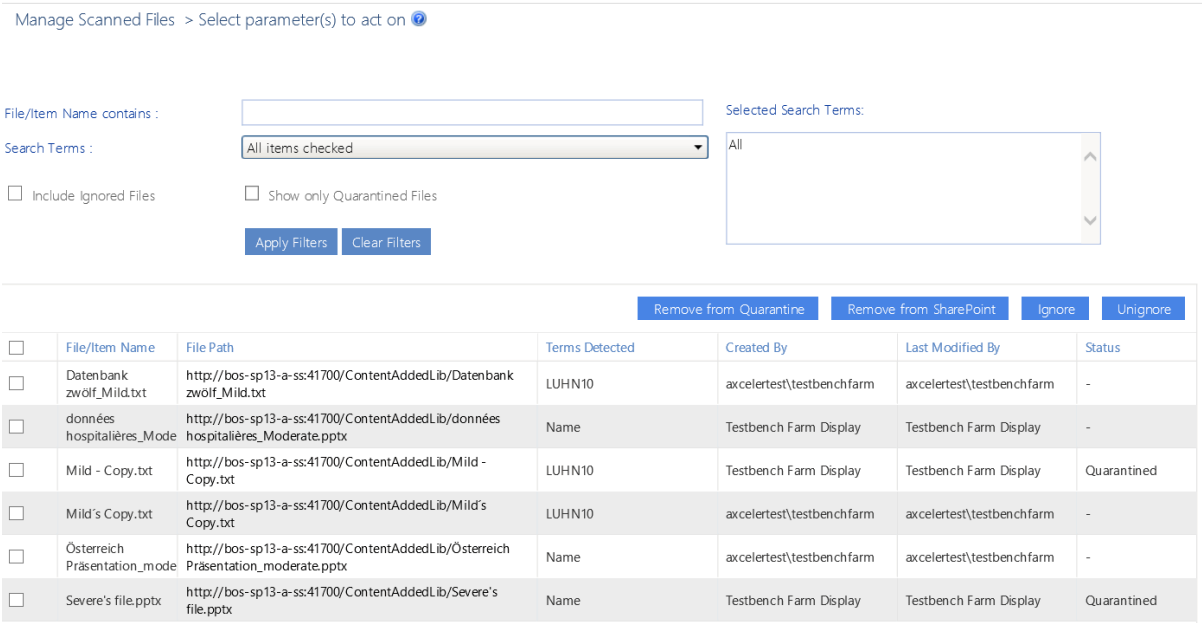
- apply filters to further refine the results that display in the grid
- choose to "ignore" (that is, hide from the grid) files that do not require review or action

  EXCEPTION: Quarantined files cannot be ignored.
- link to individual files to review their content
- remove files from quarantine
- remove files from SharePoint.

To manage scanned files:

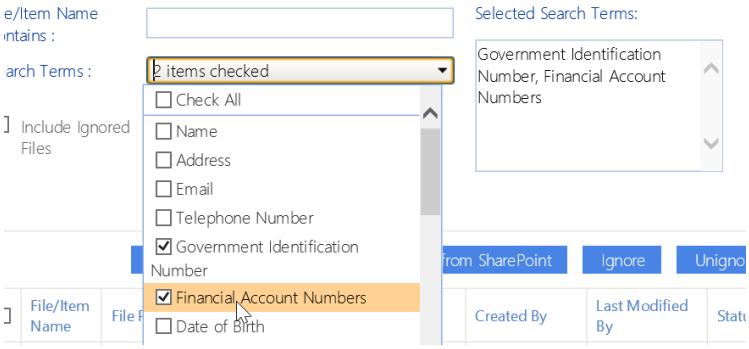
1 Use the information in the following table to determine the appropriate action to take.

If you are starting from ...	Then ...
the SharePoint Hierarchy	a) Select the object(s) containing the scanned files you want to manage. b) Choose **Compliance > Manage Scanned Files**.
the Compliance Summary page	a) Make sure the Compliance Action jobs radio button is selected. b) Select the Scan job containing the files you want to manage. c) Click **[Manage Scanned Files]**.



3. To filter items that display in the grid:

- Enter a full or partial file name in the **File Name Contains** field, and/or select specific **Search Terms** from the drop-down.



- If you want to **Include Ignored Files** (which are hidden by default), check the applicable box(es).

> REMINDER: "Ignore" is a status that you can apply to files that you do not want to display in the grid by default (because, for example, they do not require further review or action).

> NOTE: Because quarantined files cannot be ignored, if you select **Show Only Quarantined Files**, the **Include Ignored Files** option becomes disabled. If you upgraded from version 8.5, all quarantined files will always display, even those that show a status of Ignored.

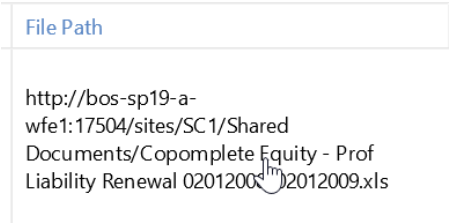
- Click **[Apply Filters]**.

Note that if you chose to include Ignored or Quarantined files, they will be labeled as such in the **Status** field.

> TIP: If you want to review quarantined or Ignored files specifically, sort on the Status column to group these files together.

Now you can:

- open a file whose contents you want to review (by clicking the **File Path** link)



AND/OR

- select files on which you want to perform an action, then click the appropriate action button: **[Remove from Quarantine]**, **[Remove from SharePoint]**, **[Ignore]**, or **[Unignore].**

Note that when a file is removed from SharePoint it no longer displays in the grid.

NOTE: When you remove a file from quarantine, it is restored in its original location with the same permissions it had before it was quarantined, and you cannot remove an attachment from quarantine without also removing its parent item.

Removing Scanned Files from SharePoint

If you attempt to remove one or more files from SharePoint, you will be prompted to confirm your selection. Unlike the Sensitive Content Submission Maintenance feature, you can remove individual files which has been quarantined.

If you delete an item that has attachments, the attachments will automatically be deleted along with the item.

Analyzing Scanned Files

The **Scanned Files by Search Term** and **Scanned Files by Scope** analyses let you view all of the files that have been scanned for sensitive content, along with the search term(s) found. By default, results display the most recent scan performed on each file within the selected scope, but you can also enter a date range.

To generate a Scanned Files analysis:

1 Select the object(s) you want to include in your analysis.

2 RightChoose the appropriate option, based on how you would like to have results grouped:

- **Compliance > Scanned Files by Scope**

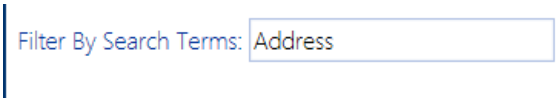
OR

- **Compliance > Scanned Files by Search Terms.**

3 Specify the parameters for your analysis.

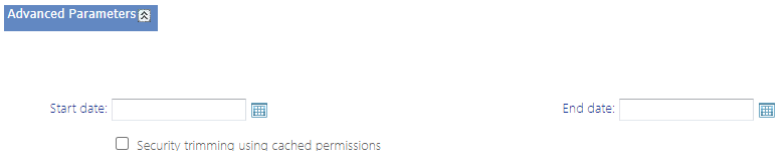
IMPORTANT:

- Currently, you can only Filter by Search Terms if you enter one complete search term (that is, you cannot filter by multiple or partial search terms).



If you leave the Filter by Search Terms field blank, all search terms within the scope of your analysis will be included.

4 Under **Advanced Parameters**:



- If you leave the **Start Date** and **End Date** blank (the default), the *most recent* scan performed on each scanned file will be included in analysis results. If you enter a Start Date and End Date, results will include all scans performed within the date range.
- If you want to run the analysis on scans for which the permissions of users who performed the scans were collected since the last run of ControlPoint Discovery, check the **Security trimming using cached permissions** box. If you leave this box unchecked, the analysis will be run using real-time permissions, but processing time my increase significantly.

Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

OR

- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

Results are grouped either by scope or search term (depending on the analysis selected).

Metalogix

Scanned files by Scope

axcelertest\testbenchfarm
10/19/2020 2:27:14 PM

Parameters:

Search Term Name:	Name,Address,Telephone Number
Show only scanned file(s) where search terms detected:	True
Permissions cached as on:	False

Web Application: WAP1 - 13946

Site Collection: JR-DC1	http://bos-sp16n-b-ss:13946/sites/JR-DC1					
Web Site: JR-DC1	http://bos-sp16n-b-ss:13946/sites/JR-DC1					
List:	Content and Structure Reports | /Reports List/AllItems.aspx	Search Terms	Detected On	Created By	Modified By	Last Updated
	Item 1: Checked Out To Me	Name	10/14/2020 7:07:03 PM	System Account	QAServiceAcct	10/14/2020 3:09:36 PM
	Item 5: All Draft Documents	Name	10/14/2020 7:07:04 PM	System Account	QAServiceAcct	10/14/2020 3:09:32 PM
	Item 6: Going Live Within Next Seven Days	Name	10/14/2020 7:07:04 PM	System Account	QAServiceAcct	10/14/2020 3:09:34 PM
List:	Documents | /Documents/Forms/AllItems.aspx	Search Terms	Detected On	Created By	Modified By	Last Updated
	Item 6: Moderate - Copy (3).pptx	Name	10/14/2020 7:07:05 PM	Testbench Farm Display	Testbench Farm Display	10/14/2020 3:02:33 PM
	Item 8: Severe - Copy (3).pptx	Name	10/14/2020 7:07:05 PM	Testbench Farm Display	Testbench Farm Display	10/14/2020 3:02:33 PM
	Item 9: Severe - Copy (5).pptx	Name	10/14/2020 7:07:05 PM	Testbench Farm Display	Testbench Farm Display	10/14/2020 3:02:34 PM
	Item 10: Severe - Copy (7).pptx	Name	10/14/2020 7:07:05 PM	Testbench Farm Display	Testbench Farm Display	10/14/2020 3:02:34 PM
Site Collection: SC1	http://bos-sp16n-b-ss:13946/sites/SC1					
Web Site: SC1	http://bos-sp16n-b-ss:13946/sites/SC1					
List:	David Custom List | /Lists/David Custom List/AllItems.aspx	Search Terms	Detected On	Created By	Modified By	Last Updated
	Item 4: Attachments/4/Passed 2 version 1 item 2 (2).pptx	Name	9/22/2020 5:24:51 PM	Testbench Farm Display	QAServiceAcct	8/31/2020 10:51:39 AM
	Item 5: Attachments/5/Moderate ' (2).tar | Moderate (2) - Copy - Copy - Copy.pptx	Name	9/22/2020 5:29:01 PM	Testbench Farm Display	Testbench Farm Display	9/22/2020 1:23:05 PM
	Item 5: Attachments/5/Moderate ' (1).tar | Moderate (2) - Copy - Copy - Copy.pptx	Name	9/22/2020 5:28:32 PM	Testbench Farm Display	Testbench Farm Display	9/22/2020 1:23:05 PM
	Item 5: Attachments/5/Moderate ' (2).tar	Name	9/22/2020 5:24:51 PM	Testbench Farm Display	Testbench Farm Display	9/22/2020 1:23:05 PM
	Item 5: Attachments/5/Moderate ' (1).tar	Name	9/22/2020 5:24:51 PM	Testbench Farm Display	Testbench Farm Display	9/22/2020 1:23:05 PM

Metalogix

Scanned files by Search terms

axcelertest\testbenchfarm
10/19/2020 2:38:11 PM

Parameters:

Search Term Name:	Name,Address,Telephone Number
Show only scanned file(s) where search terms detected:	True
Permissions cached as on:	False

Address

Web Application: WAP2 - 26080

Site Collection: SC1	http://bos-sp16n-b-ss:26080/sites/SC1			
Web Site: SC1	http://bos-sp16n-b-ss:26080/sites/SC1			
List:	Another_Doc_Lib2 | /Another_Doc_Lib2/Forms/AllItems.aspx	Detected On	Created By	Modified By	Last Updated
	Item 7: FLSA classification table 06302011-revised.xlsx	10/1/2020 11:49:09 PM	Testbench Farm Display	Testbench Farm Display	9/3/2020 6:46:43 AM
	Item 8: Members of the Board Biographies 1_20070112.doc	10/1/2020 11:49:09 PM	Testbench Farm Display	Testbench Farm Display	9/3/2020 6:46:43 AM
	Item 9: Rydin Offer Letter.docx	10/1/2020 11:49:09 PM	Testbench Farm Display	QAServiceAcct	9/3/2020 6:46:44 AM
	Item 12: MsgWith Attachmments.msg	10/1/2020 11:49:09 PM	Testbench Farm Display	QAServiceAcct	9/3/2020 6:47:32 AM
	Item 12: MsgWith Attachmments.msg | 0.Southern claim value analysis 221209.xls (1)	10/1/2020 11:50:28 PM	Testbench Farm Display	QAServiceAcct	9/3/2020 6:47:32 AM
List:	Documents | /Shared Documents/Forms/AllItems.aspx	Detected On	Created By	Modified By	Last Updated
	Item 39: Email with Attachments and Zip.msg | MetalogixControlPointO365_InstallationGuide.zip	10/9/2020 12:33:52 PM	Testbench Farm Display	Testbench Farm Display	10/9/2020 7:53:53 AM
	Item 39: Email with Attachments and Zip.msg | Quest_vacation plan (September 2020).msg	10/9/2020 12:33:52 PM	Testbench Farm Display	Testbench Farm Display	10/9/2020 7:53:53 AM
	Item 39: Email with Attachments and Zip.msg | MetalogixControlPointO365_UserGuide.pdf	10/9/2020 12:33:52 PM	Testbench Farm Display	Testbench Farm Display	10/9/2020 7:53:53 AM
	Item 39: Email with Attachments and Zip.msg | MetalogixControlPointO365_AdministrationGuide.pdf	10/9/2020 12:33:52 PM	Testbench Farm Display	Testbench Farm Display	10/9/2020 7:53:53 AM
	Item 39: Email with Attachments and Zip.msg	10/9/2020 12:02:30 PM	Testbench Farm Display	Testbench Farm Display	10/9/2020 7:53:53 AM
List:	Tasks_List | /Lists/Tasks_List/AllItems.aspx	Detected On	Created By	Modified By	Last Updated
	Item 5: Attachments/5/Rydfin_Letter_Notepad.txt	9/30/2020 5:01:07 PM	Testbench Farm Display	Testbench Farm Display	9/30/2020 1:00:42 PM
	Item 5: Attachments/5/MsgWith Attachmments (1).msg	9/30/2020 5:01:07 PM	Testbench Farm Display	Testbench Farm Display	9/30/2020 1:00:42 PM
	Item 5: Attachments/5/MsgWith Attachmments (1).msg | 0.Southern claim value analysis 221209.xls (1)	9/30/2020 5:02:13 PM	Testbench Farm Display	Testbench Farm Display	9/30/2020 1:00:42 PM

Auditing Compliance Actions

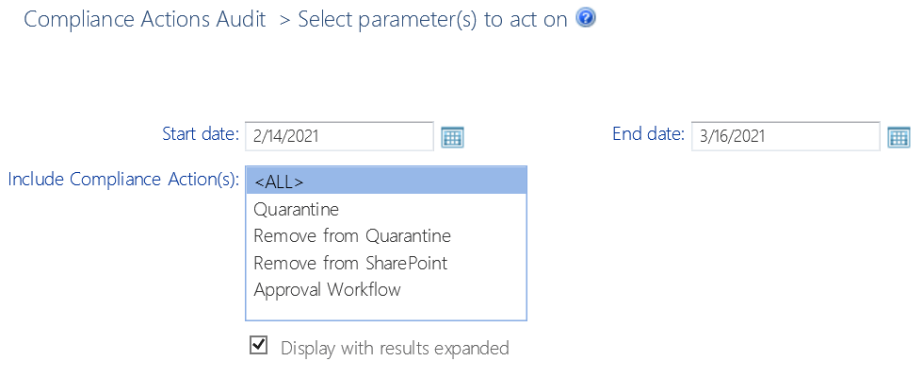
The Compliance Action Audit lists actions taken on files scanned by Sensitive Content Manager over a specified date range.

To generate a Compliance Actions Audit:

1 Select the object(s) you want to include in the audit.

2 Choose **Compliance > Compliance Actions Audit**.

3 Specify the parameters for your analysis.



Now you can:

- run the operation immediately (by clicking the [**Run Now**] button)

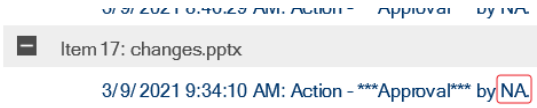
OR

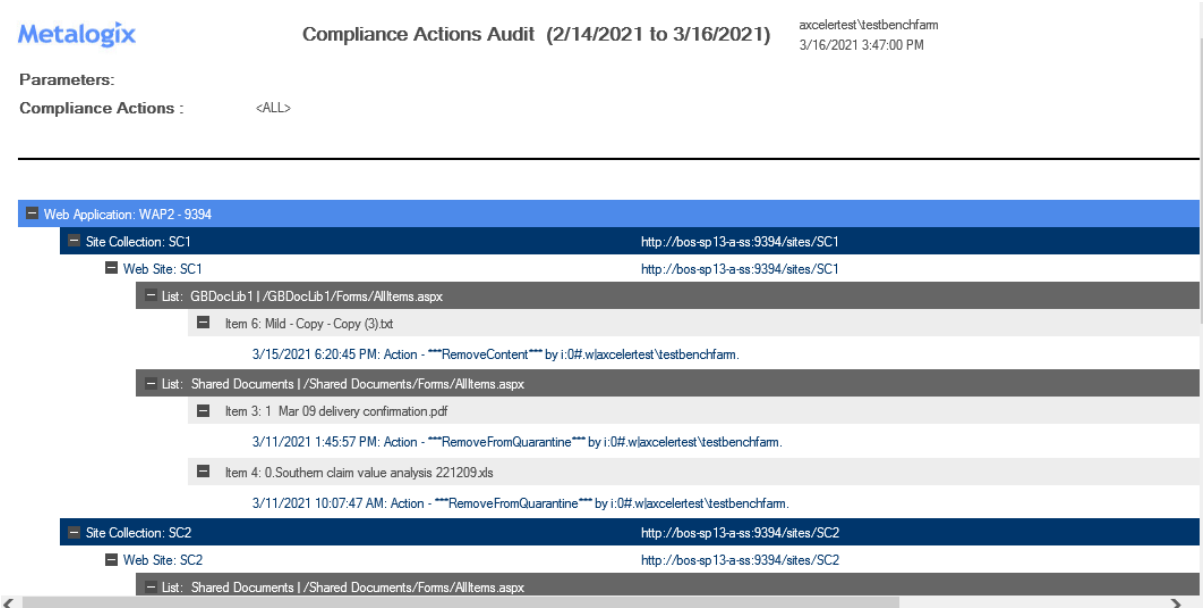
- schedule the operation to run at a later time or on a recurring basis.

OR

- save the operation as XML Instructions that can be run at a later time.

Results include each file within the scope of your analysis, grouped by site collection, along with the date the scan was performed, the action taken, and the account the action was taken by.

> NOTE: For any scans performed prior to version 8.6, the "by" displays **NA**, as this information was not captured for Compliance reporting purposes in earlier versions of ControlPoint.
>
> 
>



Note that for files with embedded items, only the parent item is included in the audit.

Reporting on Sensitive Content Activity

If you are a member of the ControlPoint Compliance Administrators group, you can use the ControlPoint Sensitive Document Activity report to view detailed information about documents analyzed by Sensitive Content Manager that:

- have been identified as "sensitive content" (that is, have been assigned a Severity Level)

AND

- have been accessed by at least one SharePoint user.

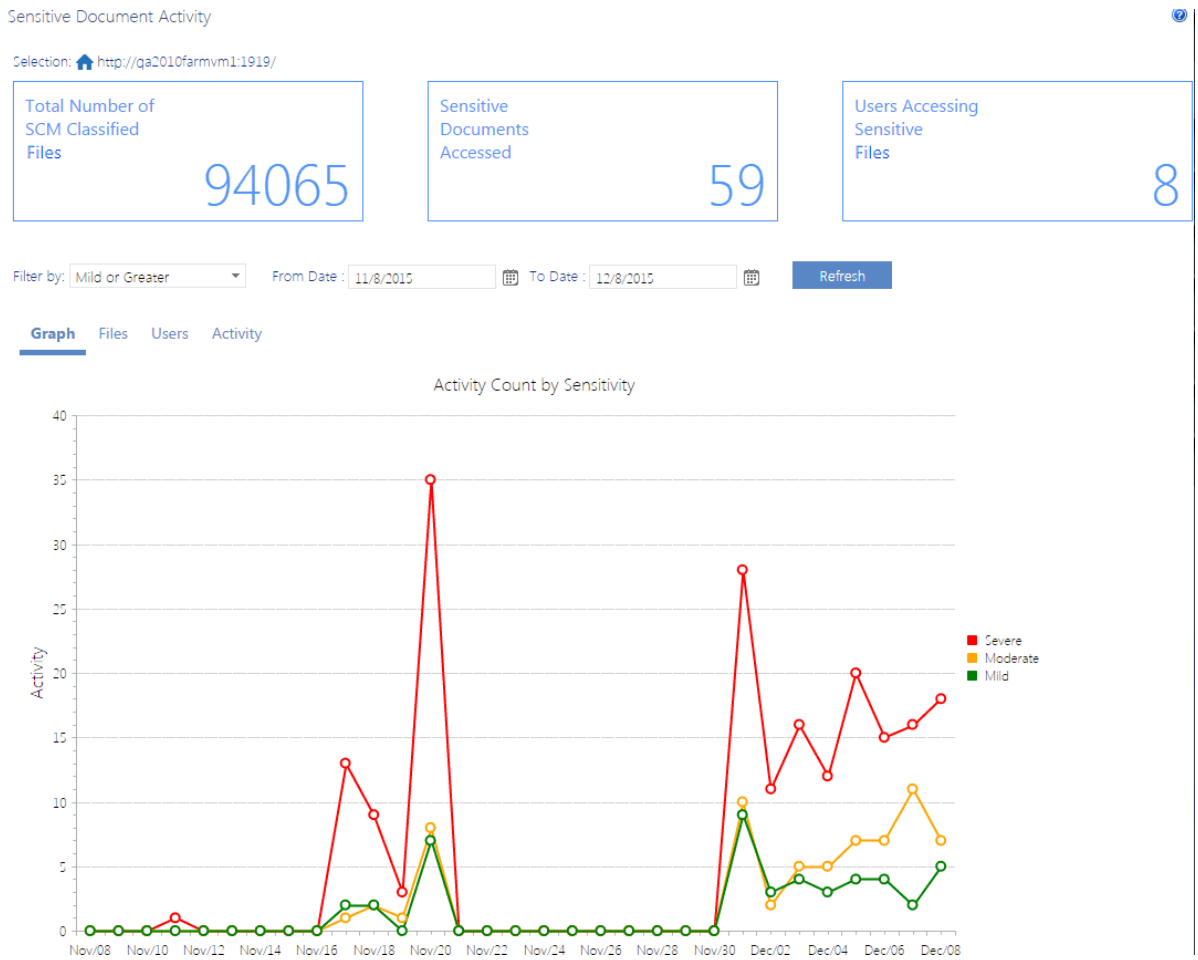
Before you can report sensitive document activity:

- Auditing must be enabled for each list or library for which you want to report sensitive document activity. You can enable these settings for individual site collections from within SharePoint or, for a larger scope, using the ControlPoint Manage Audit Settings action.
- At least one Compliance scan must have been returned by Sensitive Content Manager with items that have been assigned a Severity Level.

To report sensitive document activity:

1 Select the object(s) for which you want to report sensitive document activity.

2 Choose **Compliance > Sensitive Document Activity**.



The tiles at the top of the report highlight the following statistics for the selected time period (by default, the past month):

- **Total Number of SCM (Sensitive Content Manager) Classified Documents**
- **Sensitive Documents Accessed** (that is, the *number of times* a document identified as having sensitive content has been accessed by a SharePoint user)

  NOTE: The number of times the System Account has modified the Scan Results field for the item on the SharePoint list will be included in this value unless the Sensitive Content Manager Configuration Setting **Add Scan Results Column to Scanned SharePoint List** is set to false. Details can be found in the *ControlPoint Administration Guide*.

- **Users Accessing Sensitive Documents** (that is, the *number of unique SharePoint users* who have accessed documents identified as containing sensitive content)
- **Realtime Scanning** (that is, the number of days since the last bulk scan was performed)

To filter results that display in the body of the report:

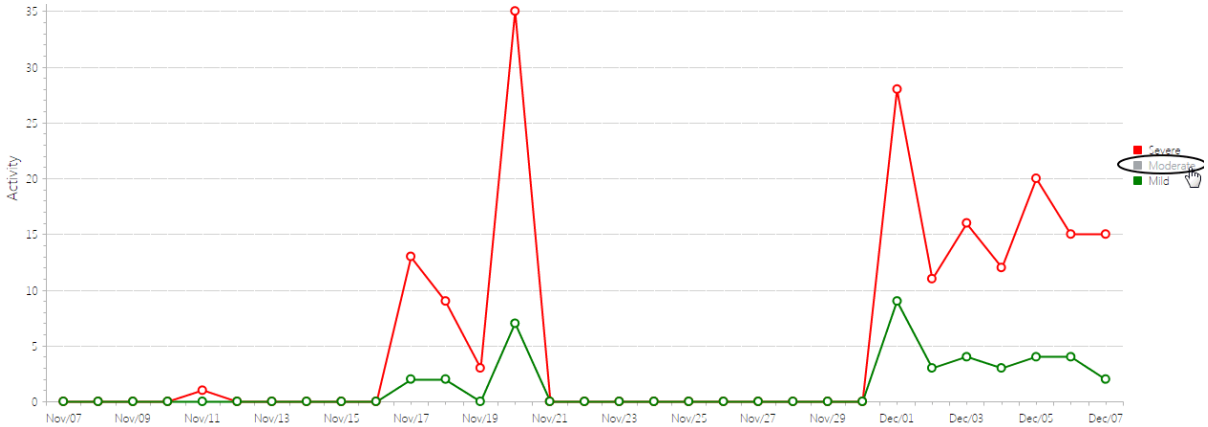
1. Choose a different severity level from the **Filter** drop-down and/or modify the default date range.

2. Click [**Refresh**].

Graph Tab

The Sensitive Document Activity report **Graph** tab illustrates the Activity Count by Sensitivity for the selected Severity Level(s) and date range.

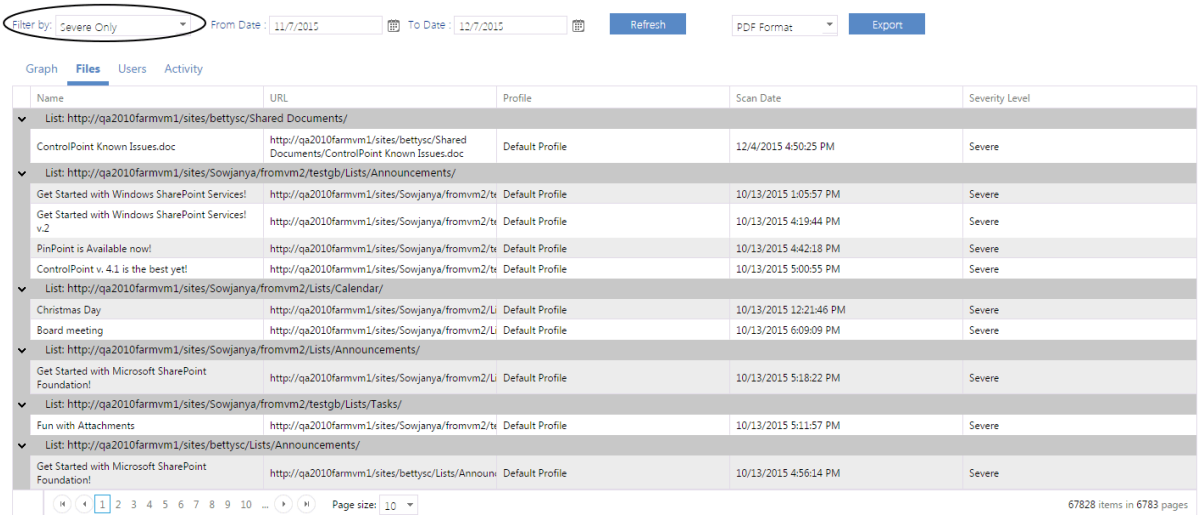
Note that you can click a Severity Level in the legend at the right side of the page to hide/display it.



Files Tab

The Sensitive Document Activity report **Files** tab lists all of the documents the Content Sensitive Manager identified as "sensitive content" for the selected Severity Level(s), grouped by list or library.

Note that this tab displays all content sensitive classified documents for the selected Severity Level(s), regardless of whether they have been accessed, and the date range filter does not apply.



Users Tab

The Users tab lists the SharePoint users who have accessed documents with sensitive content within the specified time period, along with the **Number of Docs Accessed**.

Activity Tab

The Activity tab lists each individual instance of sensitive content activity, including the **User Name**. **Activity Type**, document **Severity Level** and **Activity Date**.

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Using ControlPoint Sentinel to Detect Anomalous Activity

ControlPoint Sentinel functionality enables you to detect deviations in document views and downloads from individual users' "typical" daily usage patterns. ControlPoint Sentinel uses the following components in its anomalous activity determinations:

- Business Hours**:** Daily start and end time for each day of the work week.
- The following Anomalous Activity Limits**:**
  - **Default daily activity limits**: The limits for each (measured in terms of document views and downloads) to apply to any user whose personal activity limits have not yet been characterized.
  - **Personal daily activity limits**: The deviation from "typical" daily usage patterns characterized for each individual user on a given day of the week.

ControlPoint Sentinel relies on SharePoint Audit Log events. Therefore, for this functionality to be effective, the auditing of Delete, Edit, and View/Download must be enabled for every site collection for which you want to collect activity data.

How Personal Daily Activity is Determined

Anomalous activity limits are set based on the statistical analysis of how often each user views and downloads documents. The personal daily activity limits used by ControlPoint Sentinel are defined in terms of standard deviations above the mean or average observed over a period of time (currently, 12 days worth of observations for each day of the week).

Standard deviation is a statistical measure of the variation within a set of data values. Two users may have the same average of document views and downloads per day, but their standard deviation or the variation in the number of documents they view and download in any given day can be very different. If a user consistently views and downloads roughly the same number of documents every day, then their standard deviation will be low. If a user is more erratic in the number of documents they view or download in a day (for example, sometimes viewing or downloading no documents, sometimes one or two, sometimes 30 or 40) then their standard deviation will be high. By using an individual user's standard deviation to define the limits for anomalous activity the limits are tailored to each user's usage pattern.

Using the user's standard deviation we can determine how likely it is that a user would view or download a particular number of documents in a day. When looking for anomalous activity we are looking at activity that is not very likely, that should happen much less than 1% of the time. For highly

anomalous activity we are looking for activity that should happen a very small fraction of a percentage of the time.

Defining Business Hours for Anomalous Activity Detection

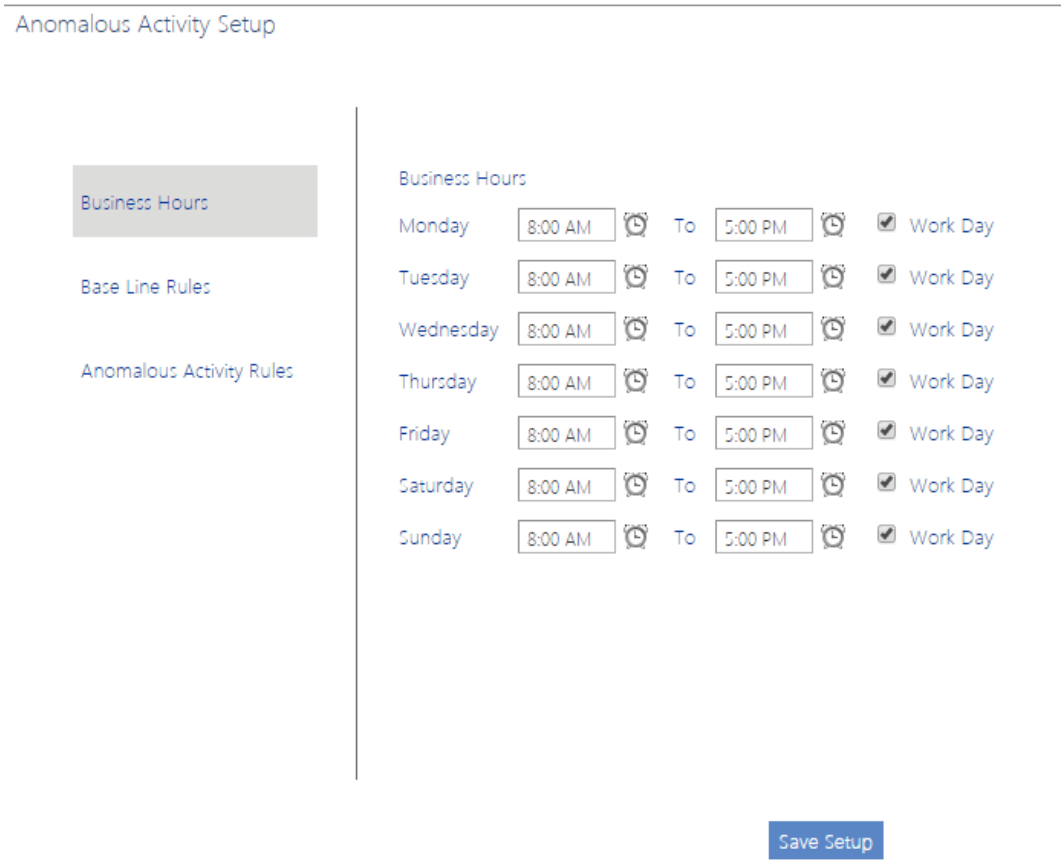
The first step in Sentinel Setup is to define Business Hours, so that Anomalous Activity Limits can be defined differently for both business and non-business hours. For example, you may want to specify a lower limit for non-business hours, when typical activity is *expected* to be lower.

Note that Business Hours reflect the local time of the server on which SharePoint is installed.

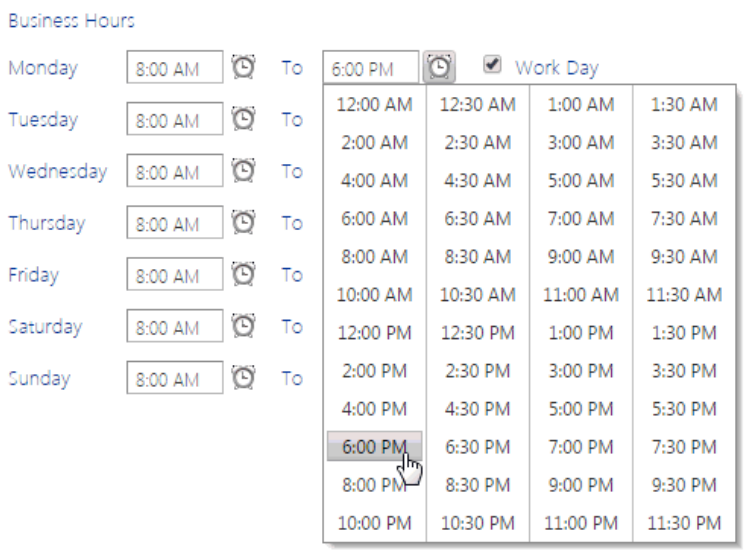
To define business and non-business hours for anomalous activity detection:

1 From the Manage ControlPoint tree choose **ControlPoint Sentinel > Sentinel Setup**.

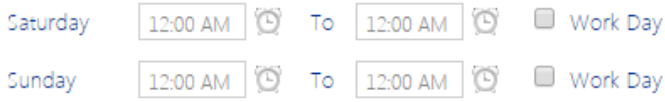
2 On the Sentinel Setup page, make sure the Business Hours tab is selected.



3 For each day that you want activity data to be collected, select the start and end time that represent the standard work hours for that particular day, and make sure the **Work Day** box is checked.



4 For each non-work day, uncheck the **Work Day** box.



NOTE: When the **Work Day** box is unchecked, activity data will not be collected for that day. Start and end times are irrelevant and will be cleared when you save the setup.

5 When you have finished defining business and non-business hours, click **[Save Setup]**.

Defining Base Line Rules for Anomalous Activity Detection

You can define two types of anomalous activity limits:

- Default daily activities, which are used for all users until personal user limits have been characterized.
- Personal daily activities, which are used as soon as a user's personal activity limits have been characterized.

NOTE: For each day of the week, personal user limits replace default daily limits after 12 days worth of observations by the Anomalous Activity Detection Job.

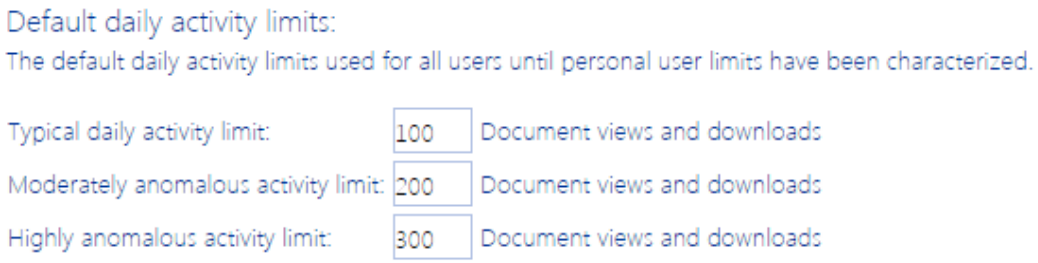
To access the Anomalous Activity Limits page:

From the Sentinel Setup page, select the **Anomalous Activity Limits** tab.

Defining Default Daily Activity Limits

Default Daily Activity Limits are expressed in terms of the number of "typical" views and downloads. Because they apply to *all* users until personal user limits have been characterized, it is recommended

that you enter limits that would be considered typical and anomalous for *any* SharePoint user in your organization. For example, 100 document views and downloads per day may take into account "typical" daily activity for your most active users without being an alarmingly high number for less active users. Double that number may be considered moderately anomalous, while triple that number may be considered highly anomalous.



NOTE: If you do not want ControlPoint Sentinel to track Default Daily Activity Limits, leave the limit fields set to 0.

Defining Personal Daily Activity Limits

The following table shows the percentage of values that fall around or above the mean in terms of the standard deviation.

Standard Deviations (σ) Above the Mean	Percentage (%) of Values Above the Standard Deviations from the Mean
1σ	15.86553%
2σ	2.275013%
3σ	0.13499%
4σ	0.003167%
5σ	0.000028665%
6σ	0.00000009865%
7σ	0.000000000128%

It is recommended that you:

- Set the **Typical daily activity limit** to **3** standard deviations above the mean.
  A user could exceed this limit once every two years. This is not cause for concern but if it happens more frequently than that it may warrant investigation.
- Set the **Moderately anomalous activity limit** to **5** standard deviations above the mean.
  A user could exceed this limit once in about 10,000 years. This is an indication of anomalous activity that should be investigated immediately.

- Set the **Highly anomalous activity limit** to **7** standard deviations above the mean.

This level of activity is very very unlikely and should be acted upon immediately.

Personal daily activity limits:

The personal daily activity limits are based on the historical analysis of each users typical activity. The personal limits will be used once enough information has been gathered about a user's typical usage.

Limits are defined as number of standard deviations above the average daily document views and downloads for a given user.

Typical daily activity limit:	3	Standard deviations
Moderately anomalous activity limit:	5	Standard deviations
Highly anomalous activity limit:	7	Standard deviations

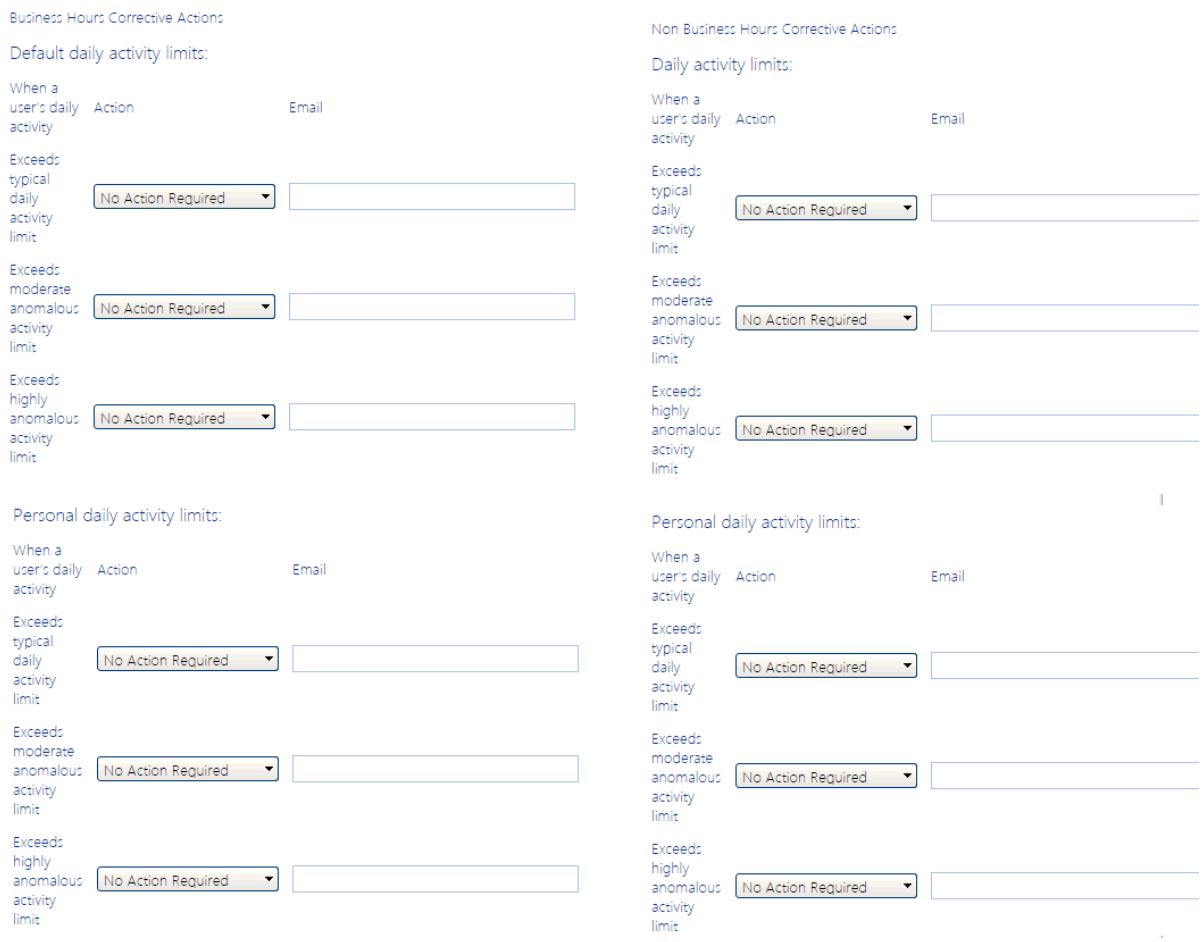
See also How Personal Daily Activity is Determined.

Defining Anomalous Activity Rules

After you have defined Business Hours and Activity Limits, the next step is to define Anomalous Activity Rules, or the action (if any) to take when a defined activity limit is exceeded, during both business hours and non-business hours.

To define Anomalous Activity Rules:

1. From the Sentinel Setup page, select the **Anomalous Activity Rules** tab.



2 If you want to have an alert generated whenever a limit is exceeded for a particular combination of criteria (Business Hours/Non-Business Hours; Default Daily Activity/Personal Activity; Activity Limit):

- Select **Alert** from the Action drop-down.
- If you want to have an email generated when the limit is exceeded, enter an **Email address**. (You can enter multiple email addresses, separated by commas (,).

> NOTE: Only limits to which an Alert is applied will be subject to Sentinel reporting. Limits with No Action Required will not be reported.

Preparing Your Environment for Using ControlPoint Sentinel

Before ControlPoint Sentinel can begin collecting data for Anomalous Activity Detection:

A. SharePoint auditing must be enabled on all site collections for which Anomalous Activity detection will be performed.

B. Anomalous Activity Detection must be enabled to run:

- via the ControlPoint Anomalous Activity Detection job

OR

- as part of the ControlPoint Scheduler Job..

Enabling SharePoint Auditing

ControlPoint Sentinel analyzes the following SharePoint audit log events for Anomalous Activity Detection:

- Editing items
- Deleting or restoring items
- Opening or downloading documents, viewing items in lists, or viewing item properties.

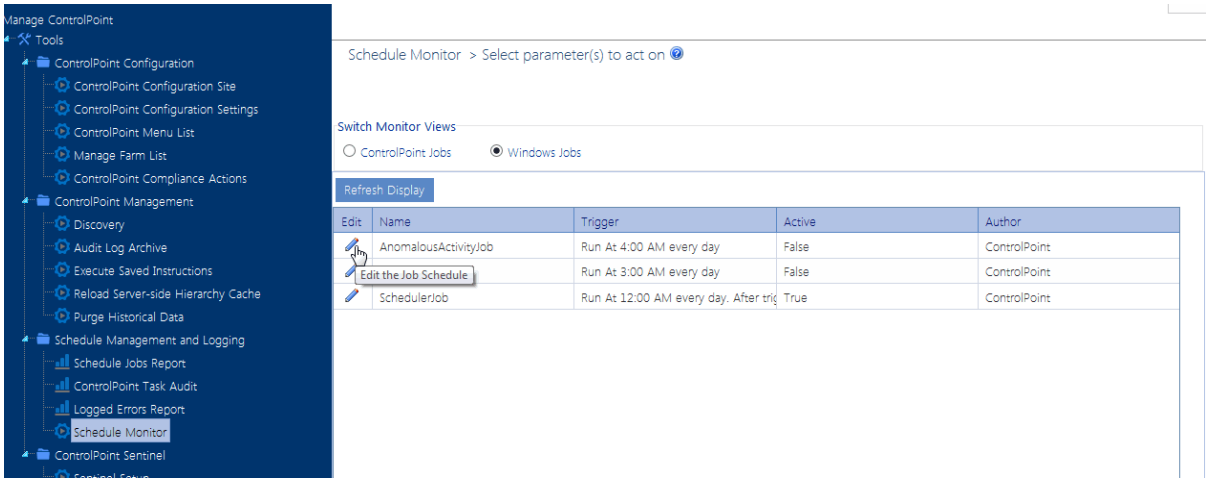
You can enable these settings for individual site collections from within SharePoint.

Enabling the Anomalous Activity Detection Job

1 From the Manage ControlPoint tree choose **Schedule Management and Logging > Schedule Monitor**.

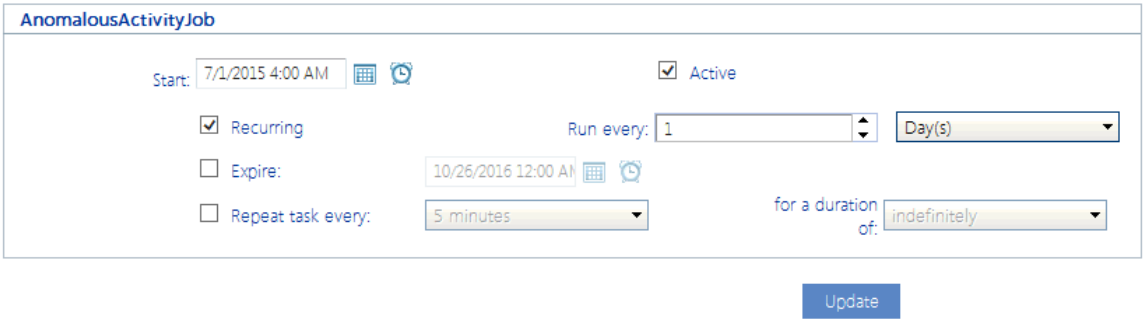
2 Choose **Switch Monitor Views > Windows Jobs**.

3 Click the Edit icon ( ) to the left of the AnomalousActivityDetectionJob.



4 Check the **Active** box.

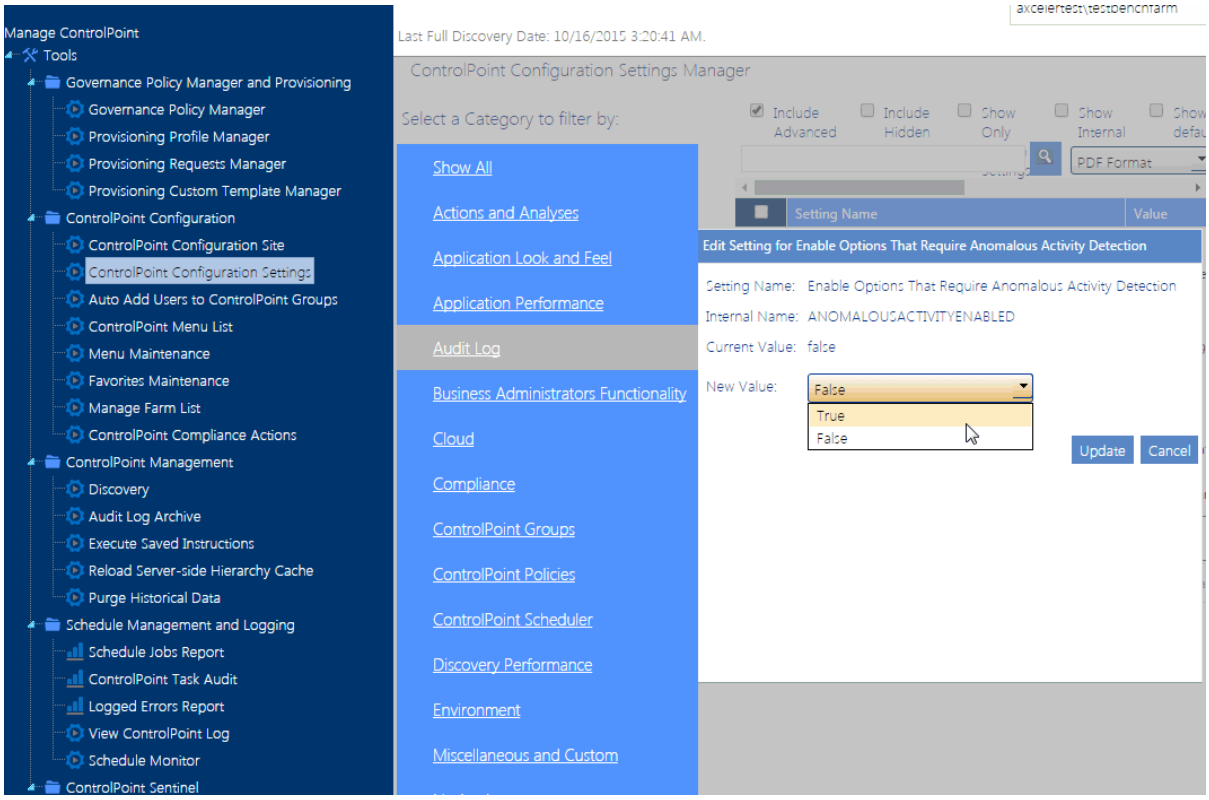
Update Windows Scheduled Task > Select parameter(s) to act on



By default, the job is scheduled to run daily, at 4:00 am (local server time). You may however, change the schedule to run more frequently. Note that, the more frequently the job is run, the sooner an alert may be generated when an Anomalous Activity Limit is reached.

Enabling Anomalous Activity Detection via the ControlPoint Scheduled Job Review

As an alternative to using the Anomalous Activity Detection Job, you can choose to have anomalous activity detection performed as part of the ControlPoint Scheduler Job. (which, by default, runs every 10 minutes). ControlPoint Application Administrators can enable this option by changing the ControlPoint Configuration Setting **Enable Options That Require Anomalous Activity Detection** from *False* to *True*.



Refer to the *ControlPoint Administration Guide* for more detail on modifying ControlPoint Configuration Settings.

Reporting Anomalous Activity

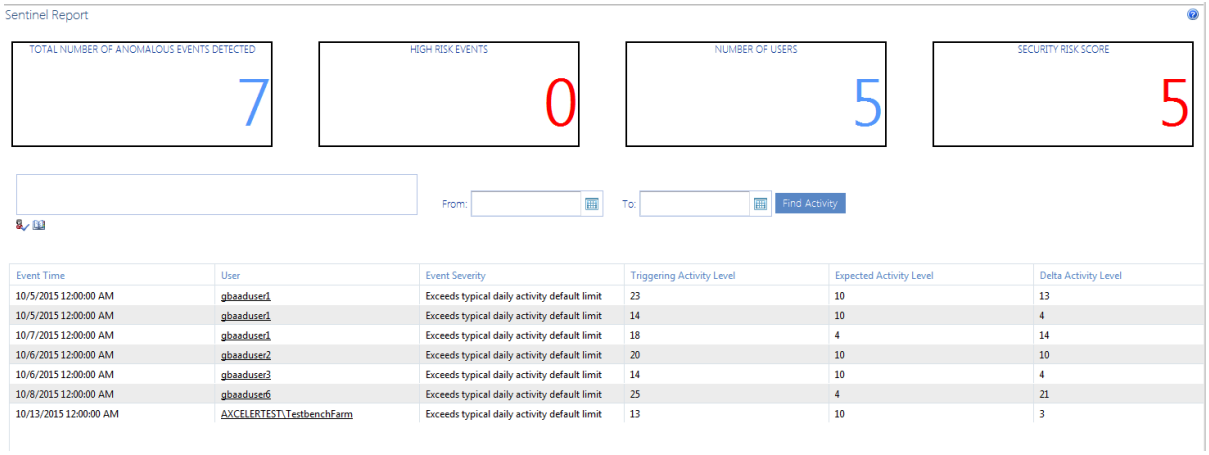
The ControlPoint Sentinel Report lets you view anomalous activity events for which an Alert has been specified on the Sentinel Setup - Anomalous Activity Rules page. You can also filter results by user and/or date range.

To report anomalous activity:

1 From the Manage ControlPoint tree choose **ControlPoint Sentinel > Sentinel Report**.

2 If you want to narrow your results, enter one or more user(s) in the People Picker and/or enter a date range.

NOTE: If you leave the **From** and **To** Dates blank, all available results will be returned.



The tiles at the top of the report highlight the following statistics:

- The **Total Number of Anomalous Activities Detected**
- The number of **High Risk Events** as characterized by ControlPoint Sentinel
- The **Number of Users** with anomalous activity
- The **Security Risk Score** (which is derived by the Severity of each activity within the date range covered by the report)

For each anomalous event detected, report detail displays:

- the **Event Time** (that is, the date and the time when the ControlPoint Anomalous Activity Detection Job captured the event)
- the **User** whose activity triggered the anomalous activity detection alert
- the **Event Severity** (as defined on the Sentinel Setup - Anomalous Activity Limits page)
- the **Triggering Activity Level** that resulted in the anomalous activity detection alert:

  - for **Default** daily activity, activity above the specified limit for the Event Severity
  - for **Personal** daily activity, the amount of activity for the Event Severity to which the specified deviations above from the user's "typical" usage pattern have been applied.
- the **Expected Activity Level**:
  - for **Default** daily activity, the specified limit for the Event Severity
  - for **Personal** daily activity, "typical" usage pattern as calculated by ControlPoint Sentinel
- the **Delta Activity Level** (that is, the difference between Triggering Activity Level and the Expected Activity Level).

To view detailed audit log data for a user:

Click the User link to generate a ControlPoint Audit Log analysis.

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Default Menu Options for ControlPoint Online Users

The following tables identify ControlPoint default menu items at all levels of the SharePoint Hierarchy as well as the Manage ControlPoint panel.

The following terms are used to describe menu item behavior in a **Multi-farm** installation:

- **Home Only** - The operation can be performed on the home farm only.
- **Home or Remote** - The operation can be performed on a single farm; either home or remote
- **Multiple** - The operation can be performed on multiple farms.
- **Farm-Independent** - The operation is not farm-specific.

Tenant (Farm)-Level Default Menu Items

Tenant-Level Item	Type	Multi-Farm
Central Administration (Tenant Admin Site)	SharePoint	Home only
Advanced Search	Search	Home or Remote
SharePoint Summary	Analysis	Home only
Farm Dashboard	Action	Home only
GDPR Dashboard	Action	Home only
Refresh SharePoint Hierarchy	Action	Home or Remote
Run Saved Instructions	Action	Home only
Farm Summary Dashboard	Action	Home only
GDPR Dashboard	Action	Home only

Tenant-Level Item	Type	Multi-Farm
Activity folder:		
Site Collection Activity	Analysis	Multiple
Audit and Alerts folder:		
Create SharePoint Alerts	Action	Home only
Automation folder:		
Set Metadata Value	Action	Home Only
Create Managed Metadata	Action	Home only
Compliance folder: Available to members of the Compliance Administrators group		
Analyze Content	Action	Home only
Compliance Summary	Analysis	Home only
Compliance Actions Audit	Analysis	
Sensitive Content Activity	Analysis	Home only
Scanned files by Scope	Analysis	Home only
Scanned files by Search terms	Analysis	Home only
Configuration folder:		
SharePoint Hierarchy	Analysis	Multiple
Content folder:		
Managed Metadata Usage	Analysis	Multiple
Trend Analysis for Site Count	Analysis	Home only
Storage folder:		
Site Collection Storage Analysis	Analysis	Multiple
Trend Analysis for Storage	Analysis	Home only

Tenant-Level Item	Type	Multi-Farm
Storage by File Type	Analysis	Home only
Users and Security folder:		
Set User Direct Permissions	Action	Multiple
Delete User Permissions	Action	Multiple
Duplicate User Permissions	Action	Multiple
Add User to SharePoint Group	Action	Home or Remote
Delete SharePoint Groups	Action	Home only
Backup Permissions	Action	Home only
Manage Permissions Backups	Action	Home only
Manage Permissions Inheritance	Action	Multiple
Orphaned Domain Users	Analysis	Multiple
Site Permission	Analysis	Multiple
Comprehensive Permissions	Analysis	Multiple
SharePoint Group Analysis	Analysis	Multiple

Site Collection-Level Default Menu Items

Site Collection-Level Menu Item	Type	Multi Farm
Settings	SharePoint	Home or Remote
Advanced Search	Search	Home or Remote
Add to Selection	Action	(Depends on operation)
Properties	Action	Home or Remote
Activity folder:		

Site Collection-Level Menu Item	Type	Multi Farm
Site Collection Activity	Analysis	Multiple
Audit and Alerts folder:		
Manage Audit Settings	Action	Multiple
ControlPoint Alerts	Action	Home Only
Create SharePoint Alerts	Action	Home Only
Manage SharePoint Alerts	Action	Home Only
Audit Log Analysis	Analysis	Home Only
Change Log Analysis	Analysis	Home Only
SharePoint Alerts by Site	Analysis	Home Only
SharePoint Alerts by User	Analysis	Home Only
Automation folder:		
Set Metadata Value	Action	Home Only
Create Managed Metadata	Action	Home Only
Change Management folder:		
Content Types	Analysis	Multiple
Web Parts by Part	Analysis	Multiple
Web Parts by Site	Analysis	Multiple
Workflow Analysis	Analysis	Multiple
Compliance folder: Available to members of the Compliance Administrators group		
Analyze Content	Action	Home Only
Manage Scanned Files	Action	Home Only
Compliance Summary	Analysis	Home Only

Site Collection-Level Menu Item	Type	Multi Farm
Compliance Actions Audit	Analysis	Home Only
Sensitive Content Activity	Analysis	Home Only
Scanned files by Scope	Analysis	Home Only
Scanned files by Search terms	Analysis	Home Only
Configuration folder:		
Set Site Collection Properties	Action	Home Only
Set Site Properties	Action	Multiple
Set List Properties	Action	Multiple
Navigation Settings	SharePoint	Home or Remote
Search Settings.	SharePoint	Home or Remote
Search Scopes	SharePoint	Home or Remote
Site Collection Administrators	SharePoint	Home or Remote
SharePoint Hierarchy	Analysis	Home Only
Site Collection Properties	Analysis	Home Only
Site Properties	Analysis	Multiple
List Properties	Analysis	Multiple
Content folder:		
Create New Site	SharePoint	Home or Remote
Delete Site Collection	SharePoint	Home or Remote
Content and Structure	SharePoint	Home or Remote
Managed Metadata Usage	Analysis	Multiple
Trend Analysis for Site Count	Analysis	Home Only

Site Collection-Level Menu Item	Type	Multi Farm
Storage folder		
Site Collection Storage Analysis	Analysis	Multiple
Trend Analysis for Storage	Analysis	Home Only
Storage by File Type	Analysis	Home Only
Users and Security Folder		
Set User Direct Permissions	Action	Multiple
Delete User Permissions	Action	Multiple
Duplicate User Permissions	Action	Multiple
Set SharePoint Group Permissions	Action	Home or Remote
Delete SharePoint Group Permissions	Action	Home or Remote
Add User to SharePoint Group	Action	Home Only
Delete SharePoint Groups	Action	Home Only
Backup Permissions	Action	Home Only
Manage Permissions Backups	Action	Home Only
Manage Permissions Inheritance	Action	Multiple
Orphaned Domain Users	Analysis	Multiple
Site Permissions	Analysis	Multiple
Comprehensive Permissions	Analysis	Multiple
SharePoint Group Analysis	Analysis	Multiple

Site-Level Default Menu Items

Site-Level Menu Item	Type	Multi-Farm
Settings	SharePoint	Home or Remote
Open Site	SharePoint	Home or Remote
Add to Selection	Action	(Depends on operation)
Properties	Action	Home or Remote
Audit and Alerts folder:		
Create SharePoint Alerts	Action	Home Only
Manage SharePoint Alerts	Action	Home Only
Change Log Analysis	Analysis	Multiple
SharePoint Alerts by Site	Analysis	Multiple
SharePoint Alerts by User	Analysis	Multiple
Automation folder:		
Set Metadata Value	Action	Home Only
Create Managed Metadata	Action	Home Only
Change Management folder:		
Content Types	Analysis	Multiple
Web Parts by Part	Analysis	Multiple
Web Parts by Site	Analysis	Multiple
Workflow Analysis	Analysis	Multiple
Compliance folder: Available to members of the Compliance Administrators group		
Analyze Content	Action	Home Only

Site-Level Menu Item	Type	Multi-Farm
Manage Scanned Files	Action	Home Only
Compliance Summary	Analysis	Home Only
Compliance Actions Audit	Analysis	Home Only
Sensitive Content Activity	Analysis	Home Only
Scanned files by Scope	Analysis	Home Only
Scanned files by Search terms	Analysis	Home Only
Configuration folder:		
Set Site Properties	Action	Multiple
Set List Properties	Action	Multiple
Manage Site Features	Action	Multiple
SharePoint Hierarchy	Analysis	Home Only
Site Properties	Analysis	Multiple
List Properties	Analysis	Multiple
Content folder:		
Delete Site	Action	Home Only
Create	SharePoint	Home or Remote
Create SubSite	SharePoint	Home or Remote
Content and Structure	SharePoint	Home or Remote
Libraries and Lists	SharePoint	Home or Remote
Sites and Workspaces	SharePoint	Home or Remote
View All Site Content	SharePoint	Home or Remote
Managed Metadata Usage	Analysis	Multiple

Site-Level Menu Item	Type	Multi-Farm
Storage folder		
Storage by File Type	Analysis	Home Only
Users and Security Folder		
Set User Direct Permissions	Action	Multiple
Delete User Permissions	Action	Multiple
Duplicate User Permissions	Action	Multiple
Set SharePoint Group Permissions	Action	Home or Remote
Delete SharePoint Group Permissions	Action	Home or Remote
Add User to SharePoint Group	Action	Home Only
Delete SharePoint Groups	Action	Home Only
Backup Permissions	Action	Home Only
Manage Permissions Backups	Action	Home Only
Manage Permissions Inheritance	Action	Multiple
All People	SharePoint	Home or Remote
New Group	SharePoint	Home or Remote
Site Permissions	SharePoint	Home or Remote
Orphan Domain Users	Analysis	Multiple
Site Permissions	Analysis	Multiple
Site List Permissions	Analysis	Home Only
Comprehensive Permissions	Analysis	Multiple
SharePoint Group Analysis	Analysis	Multiple

List-Level Default Menu Items

List-Level Menu Item	Type	Multi Farm
Open	SharePoint	Home or Remote
Settings	SharePoint	Home or Remote
Add to Selection	Action	(Depends on operation)
Audit and Alerts folder:		
Create SharePoint Alerts	Action	Multiple
Manage SharePoint Alerts	Action	Multiple
SharePoint Alerts by Site/List	Analysis	Multiple
SharePoint Alerts by User	Analysis	Multiple
Automation folder:		
Set Metadata Value	Action	Home Only
Create Managed Metadata	Action	Home Only
Change Management folder:		
Workflow Analysis	Analysis	Multiple
Compliance folder:		
Analyze Content	Action	Home Only
Manage Scanned Files	Action	Home Only
Compliance Summary	Analysis	Home Only
Compliance Actions Audit	Analysis	Home Only
Sensitive Content Activity	Analysis	Home Only
Scanned files by Scope	Analysis	Home Only

List-Level Menu Item	Type	Multi Farm
Scanned files by Search terms		
Set List Properties	Action	Multiple
List Properties	Analysis	Home Only
Content folder:		
Delete List	Action	Multiple
Managed Metadata Usage	Analysis	Multiple
Users and Security folder:		
Set User Direct Permissions	Action	Multiple
Delete User Permissions	Action	Multiple
Duplicate User Permissions	Action	Multiple
Set SharePoint Group Permissions	Action	Home or Remote
Delete SharePoint Group Permissions	Action	Home or Remote
Manage Permissions Inheritance	Action	Multiple
Permissions by List Item	Analysis	Home Only
SharePoint Group Analysis	Analysis	Multiple

User-Level Default Menu Items

User-Level Menu Item	Type	Multi Farm*
Set User Direct Permissions	Action	Multiple
Delete User Permissions	Action	Multiple
Duplicate User Permissions	Action	Multiple
Add User to SharePoint Group	Action	Home Only
Edit User	SharePoint	Home Only

User-Level Menu Item	Type	Multi Farm*
Site Permissions	Analysis	Multiple
Site List Permissions	Analysis	Home Only
Comprehensive Permissions	Analysis	Multiple
SharePoint Group Analysis	Analysis	Multiple

* For a user from a remote farm to be included in a multi-farm operation, they must also be a valid user on the home farm.

Manage ControlPoint Default Menu Items

Manage ControlPoint Menu Item	Type
Governance Policy Manager and Provisioning	
Online Credentials Manager	Action
Provisioning Profile Manager	Action
Provisioning Requests Manager	Action
Compliance Available to members of the Compliance Administrators group	
Sensitive Content Manager Configuration Maintenance*	Action
Profile Maintenance	Action
Search Term Maintenance	Action
Sensitive Content Submission Maintenance	Action
ControlPoint Compliance Actions	Action
ControlPoint Configuration	
ControlPoint Configuration Site*	SharePoint Site
ControlPoint Configuration Settings*	SharePoint List

Manage ControlPoint Menu Item	Type	
ControlPoint Menu List	SharePoint List	
Manage Farm List	Action	
ControlPoint Management		
Discovery	Action	
Run Saved Instructions	Action	
Reload Server-side Cache	Action	
Purge Historical Data	Action	
Schedule Management and Logging		
Scheduled Jobs Report	Analysis	
ControlPoint Task Audit	Analysis	
Logged Errors Report	Analysis	
Schedule Monitor	Action	
ControlPoint Sentinel		
Semtinel Setup	Action	
Sentinel Report	Analysis	

* Administrators must have write access to the ControlPoint Configuration Site to use this functionality.

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About Us

Quest creates software solutions that make the benefits of new technology real in an increasingly complex IT landscape. From database and systems management, to Active Directory and Office 365 management, and cyber security resilience, Quest helps customers solve their next IT challenge now. Around the globe, more than 130,000 companies and 95% of the Fortune 500 count on Quest to deliver proactive management and monitoring for the next enterprise initiative, find the next solution for complex Microsoft challenges and stay ahead of the next threat. Quest Software. Where next meets now. For more information, visit www.quest.com.

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For sales or other inquiries, visit www.quest.com/contact.

Technical Support Resources

Technical support is available to Quest customers with a valid maintenance contract and customers who have trial versions. You can access the Quest Support Portal at https://support.quest.com

The Support Portal provides self-help tools you can use to solve problems quickly and independently, 24 hours a day, 365 days a year. The Support Portal enables you to:

- Submit and manage a Service Request
- View Knowledge Base articles
- Sign up for product notifications
- Download software and technical documentation
- View how-to-videos
- Engage in community discussions
- Chat with support engineers online
- View services to assist you with your product