SharePoint Analyzer

User Guide

Revision 2.5.0

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Introduction

What is SharePoint Analyzer?

SharePoint Analyzer is a tool that examines shared document libraries on SharePoint 2007 and 2010 environments. Information is collected on document age, size, type, versions. Reports can be generated and produced and saved as JPEG, HTML, or text (CSV).

SharePoint Analyzer will not modify any documents that are stored in shared document library. The tool simply collects metadata associated with any discovered documents.

What are the requirements to run SharePoint Analyzer?

Minimum Hardware Requirements:

- 1.5 GHz CPU
- 1GB RAM
- 40MB free disk space

Additional requirements are listed below:

For SharePoint 2007:

SharePoint Analyzer must be installed on a server that has the SharePoint 2007 server binaries installed. This is necessary due to the fact that SharePoint 2007 installs the required Microsoft .NET SharePoint libraries needed to run SharePoint Analyzer.

SharePoint Analyzer will work with any operating system that is supported by SharePoint 2007. Please refer to the SharePoint 2007 documentation for a list of supported operating systems.

Use the SPA2007-Setup.2.x.x setup program as this version of SharePoint Analyzer is specific to SharePoint 2007.

For SharePoint 2010:

SharePoint Analyzer must be installed on a server that has the SharePoint 2010 server binaries installed. This is necessary due to the fact that SharePoint 2010 installs the required Microsoft .NET SharePoint libraries needed to run SharePoint Analyzer.

SharePoint Analyzer will work with any operating system that is supported by SharePoint 2010. Please refer to the SharePoint 2010 documentation for a list of supported operating systems.

Use the SPA2010-Setup.2.x.x setup program as this version of SharePoint Analyzer is specific to SharePoint 2010.

Microsoft SQL Server

Microsoft SQL Server is required in order to store collected information from SharePoint servers. SharePoint Analyzer can be used without Microsoft SQL Server, but reports cannot be viewed.

Tested versions of Microsoft SQL Server and other requirements:

- MSDE
- SQL Server 2000

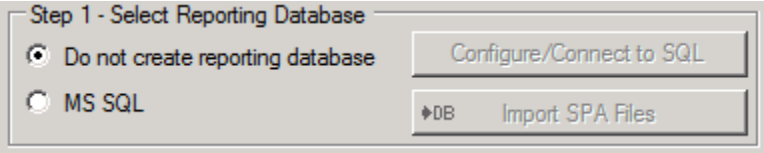
- SQL Server 2005 (all versions including Express)[1]
- SQL Server 2008/2008 R2 (all versions including Express)[2]
- SQL Instances are supported (such as <servername>\<instance name>).
- The user running SharePoint Analyzer must have db_creator or an sql user account must be specified that has db_creator rights.

User Requirements for SharePoint

For the best results, the user running SharePoint Analyzer should be a Site Collection Administrator.

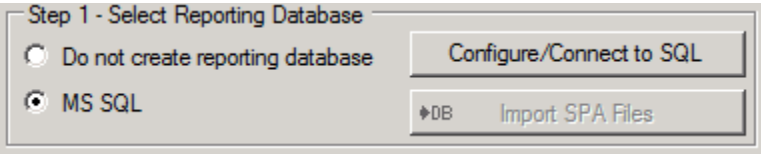
Step 1 – Select Reporting Database

Do not create reporting database



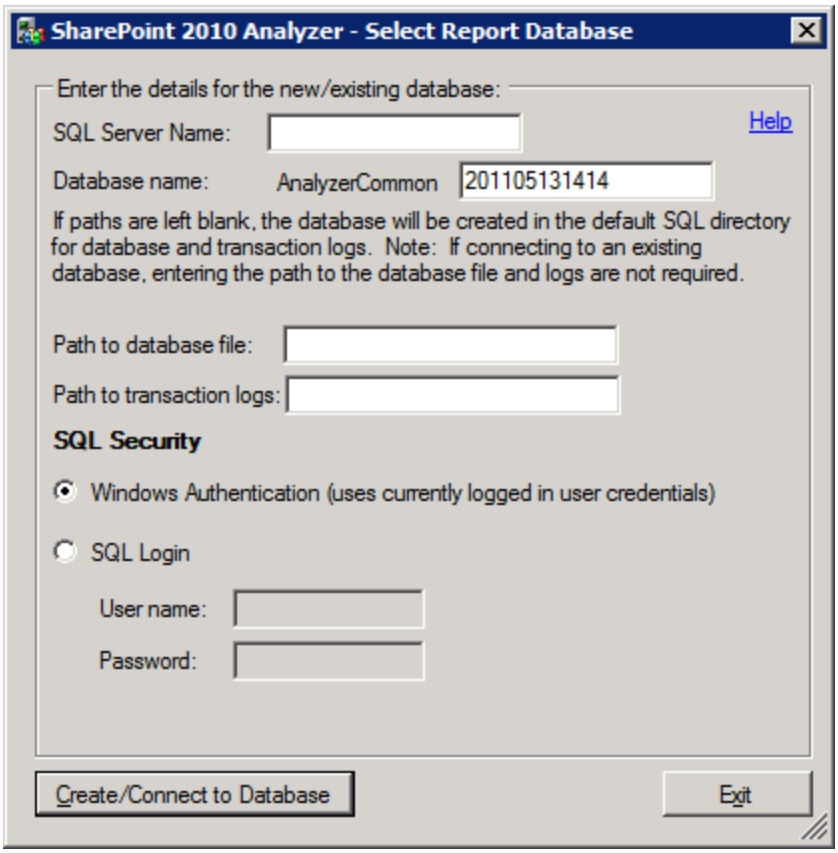
By default, a reporting database will not be created. This method will only create SPA files. These SPA files can be imported at a later into a reporting database. See **Import SPA Files** for more information.

MS SQL



Setting a Microsoft SQL server for reporting will allow graphical, HTML, and text reports to be viewed and exported. To configure the database, simply click on the Configure/Connect to SQL button. When clicking on this button, another window will be presented asking for SQL server properties.

[1] 64-bit versions of SQL 2005 are supported
[2] 64-bit versions of SQL 2008 are supported



At minimum, an SQL server must be specified. If using a particular instance of SQL, enter in the name in this format: *servername\instance_name*.

Creating a new reporting database

By default, the database name will be analyzercommon<current date/time> the first time that you run SharePoint Analyzer. The date/time can be replaced with any valid text. However, the database name must be unique on the SQL server or otherwise it will append data collections to that database. On subsequent usage of SharePoint Analyzer, the last SQL server and database used will be remembered (which is stored in the registry at HKCU\Software\Symantec\SharePoint Analyzer).

Optionally, the path to the database and transaction logs can be specified. The paths must already exist on the SQL server. If the paths are left blank, the database data and log files will be created in the default directory for the SQL server.

There are two methods for security: Windows Authentication and SQL

Windows Authentication will use the currently logged-in user's credentials. This user must have database creation rights on the SQL server.

SQL Login requires an SQL user name and password. This SQL login must have database creation rights on the SQL server.

Click on the "Create/Connect to Database" button to create the database. A message will pop when the database has been successfully created.

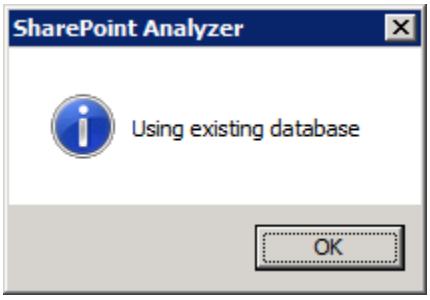
Using an existing reporting database

If an existing SQL database will be used for reporting, type in the SQL Server name and the name of the database.

If the database uses SQL authentication, click on the "SQL Login" radio button and provide the username and password. The SQL user must have db_datawriter permissions on the database.

If the database uses Windows Authentication, the currently logged in user must have db_datawriter permissions on the database.

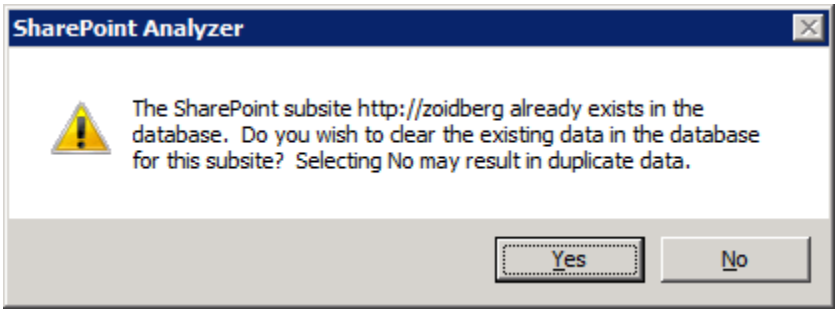
Click on "Create/Connect to Database" to establish a connection. If the connection was successful, you will see the following message:



Import SPA Files

The Import SPA Files button will take previously collected SharePoint site information (stored in a SPA file) and import the data into a database. This option is only available if a reporting database has been configured.

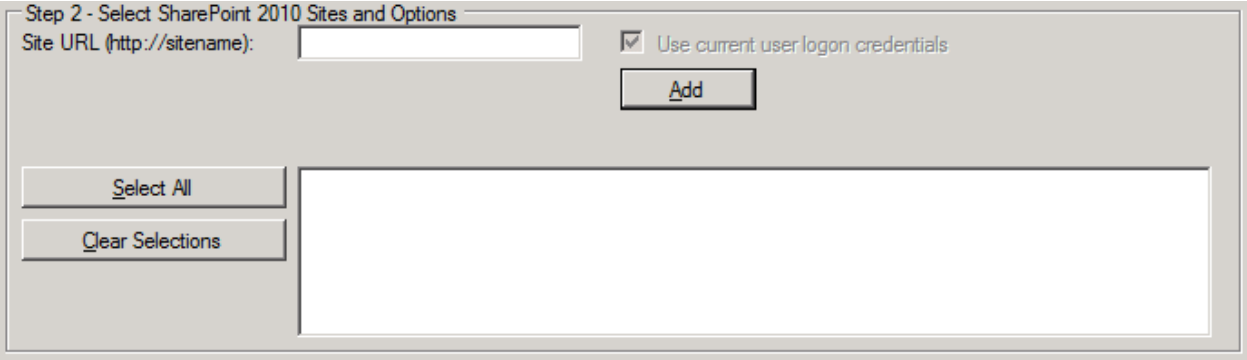
When clicking on the Import SPA Files button, an open file dialog will appear asking for one or more SPA files to import. If using an existing instance of a Microsoft SQL reporting database and the database already has information on the SharePoint site, the following dialog box will appear:



If Yes is clicked, all existing data for the SharePoint subsite will be removed from the reporting database and is the recommended.

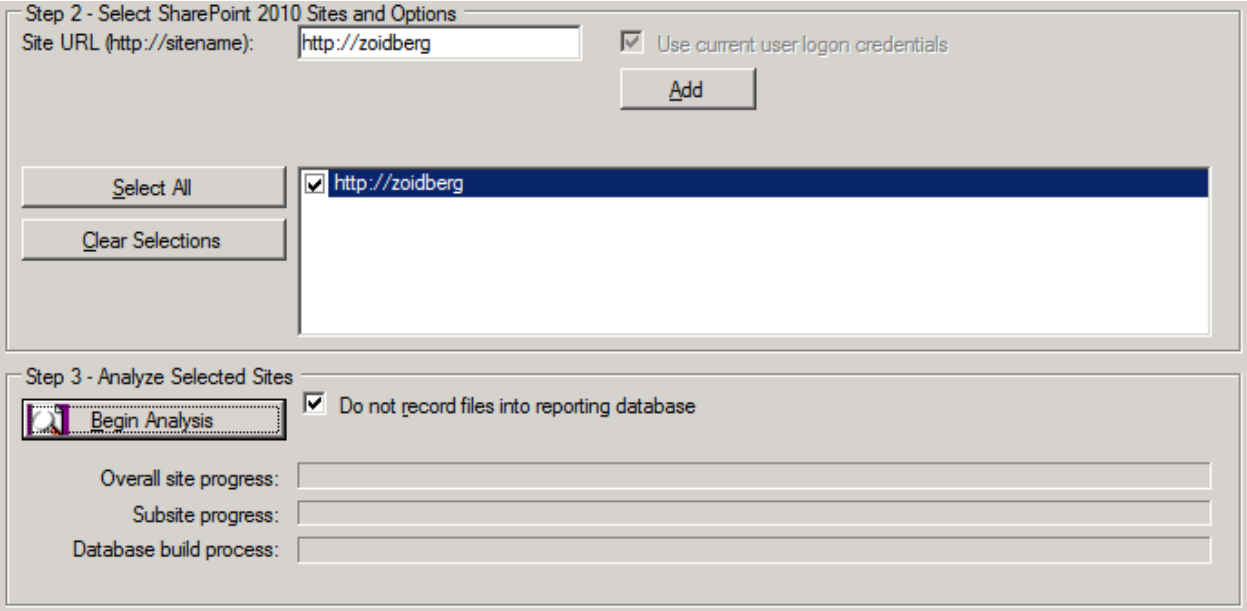
Once all SPA files have been selected, the Step 3 box will be enabled. Select the desired options and click on Start Import. Once the files have been imported, reports can be examined on the data as outlined in Step 4.

Step 2 – Selecting SharePoint Sites to Analyze



To scan a SharePoint site, type in the URL of the SharePoint site (such as http://sharepointserver). If the SharePoint server is not using port 80, simply append the URL with the port (such as http://sharepointserver:81). Click on the Add button.

Step 3 – Analyze Selected Sites



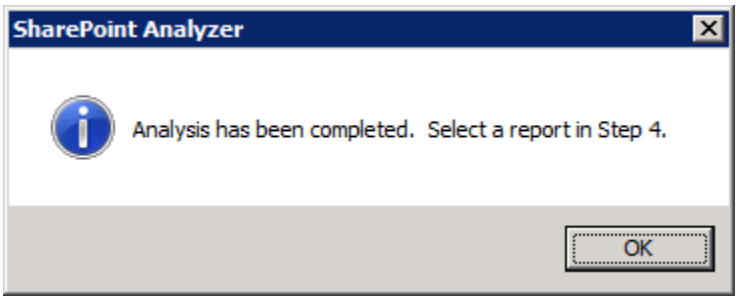
Once all SharePoint sites have been added, select which servers will be analyzed by clicking on the checkbox next to the site URL or by clicking on the Select All button. Selections can be cleared by clicking on the Clear Selections button.

Do not record files into reporting database

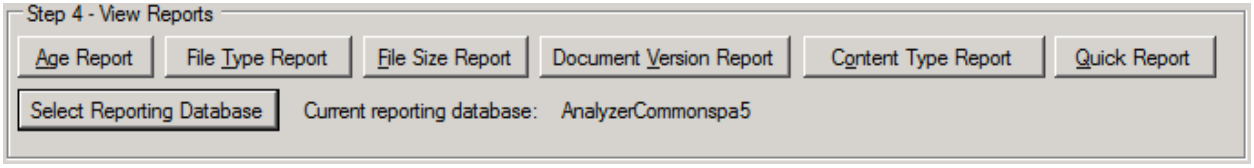
Information will be collected on all discovered documents in a SharePoint site; however, the full details of these files will not be stored by default in the database. By unchecking the "Do not record files into reporting database", full details for each discovered document will be stored in the database. This option can increase the size of the reporting database significantly depending on the number of files that are discovered. Additional analysis can

be performed by executing manual SQL queries using Microsoft SQL Server Management Studio.

Once all servers and options have been selected, click on the Begin Analysis button. SharePoint Analyzer will automatically discover all subsites associated with the site URL that were added in Step 2. Once analysis is complete, the following window will appear:

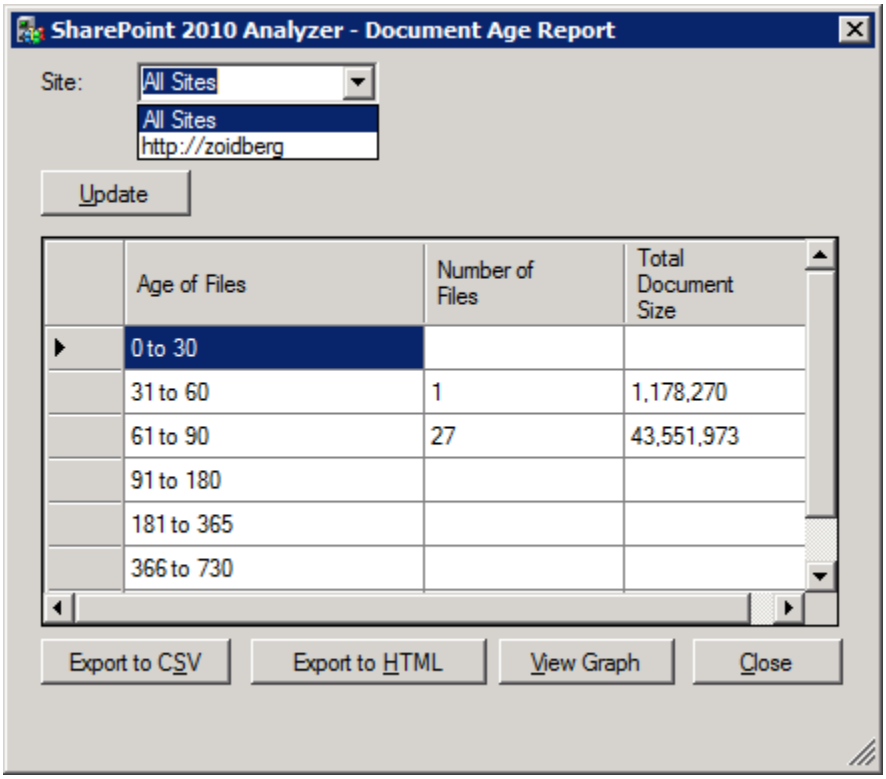


Step 4 – View Reports

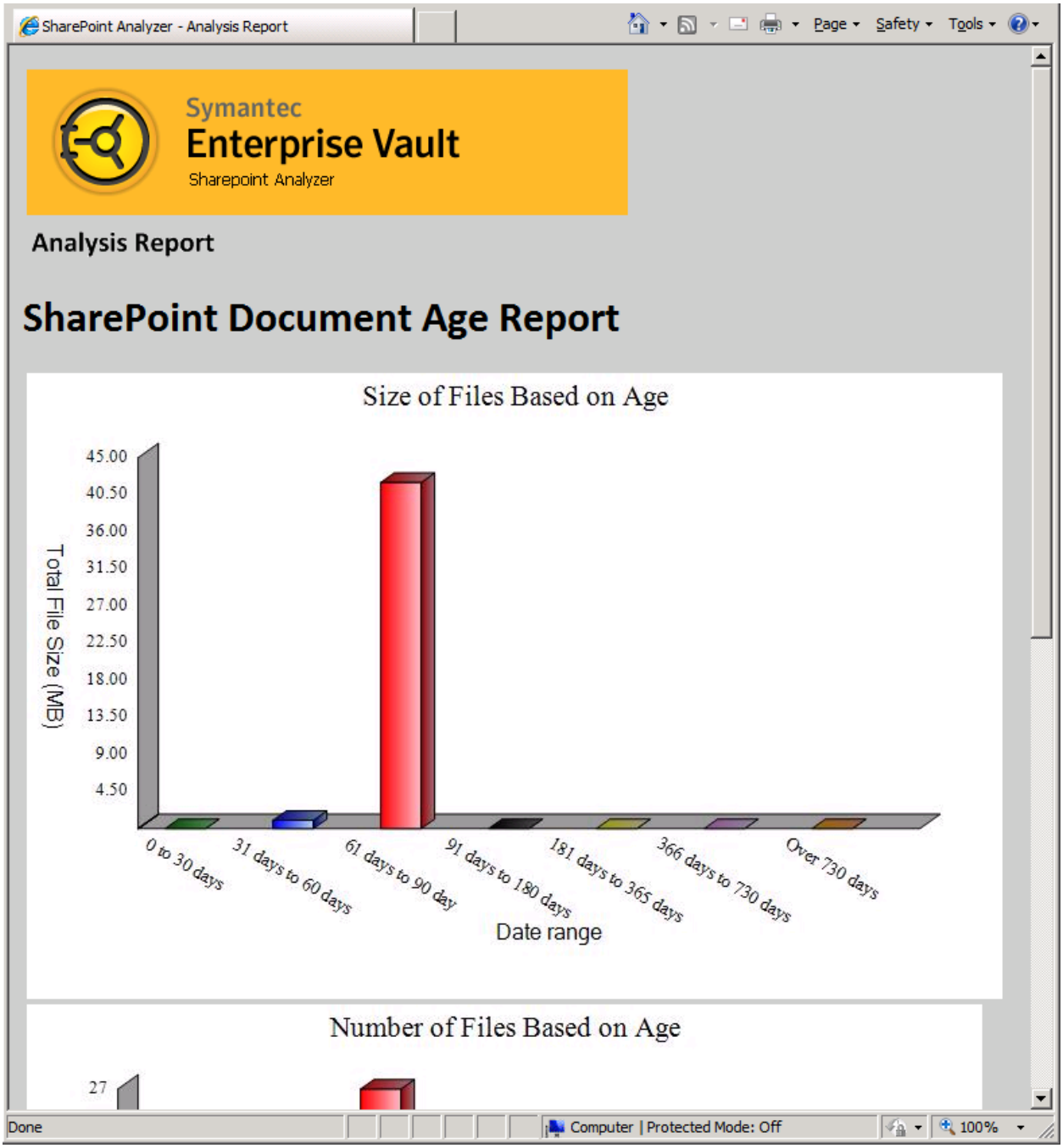


Once analysis is complete, there are several reports that are available.

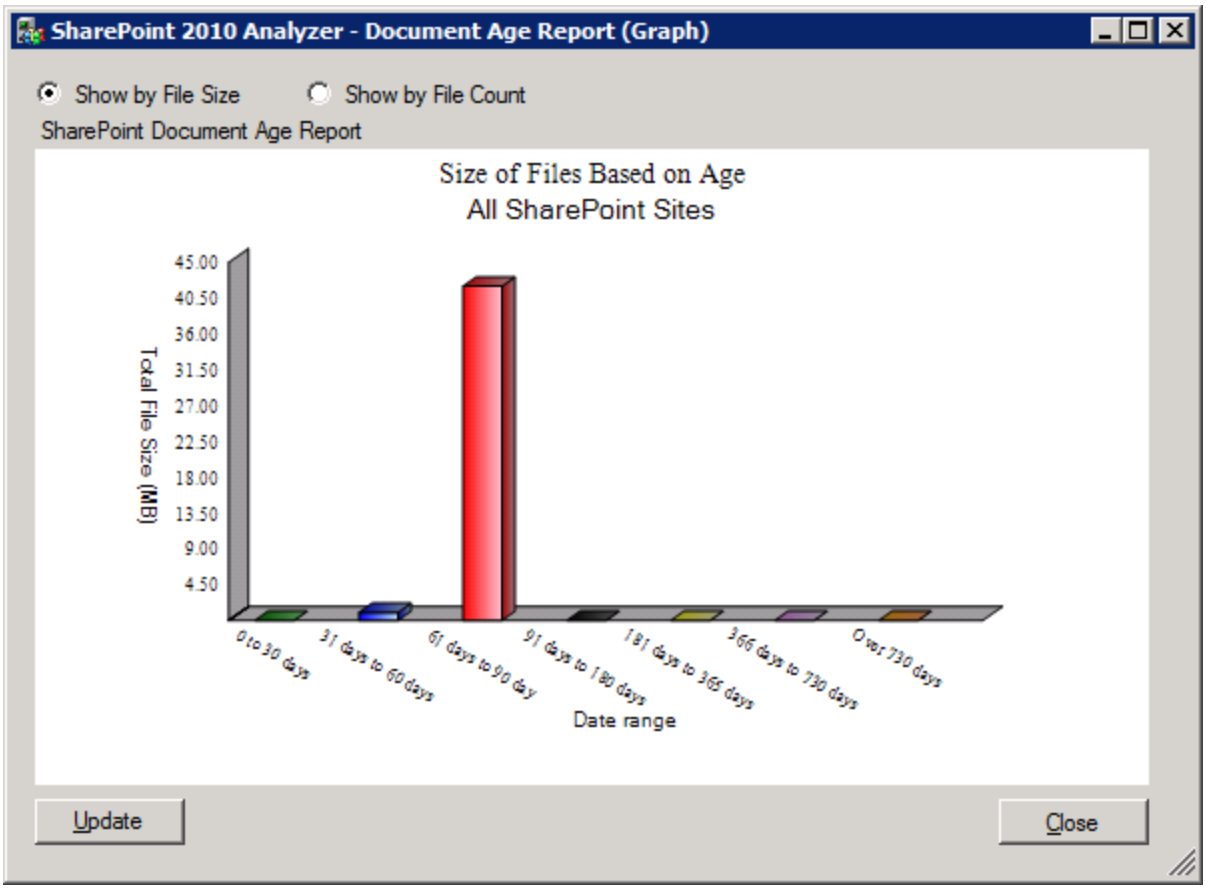
Age Report



The Age report provides a detail count of documents arranged by last modified date on the SharePoint server. The report can be view for all analyzed sites or a particular site. Clicking on the Export to CSV button will export the grid to a CSV formatted text file which can be imported into applications such as Microsoft Excel. The Export to HTML button will create an HTML file with the stats and a graph of the data:



Clicking on the View Graph button will open another dialog where data is represented by a graph. Data can be viewed by file size or file count.



File Type Report

The File Type report is similar in nature to the Age report, but organizes the data by file type (such as doc, xls, pdf, or zip). Data from the report can be exported to CSV format, HTML format, or a graphical representation of the data.

File Size Report

The File Size report is similar in nature to the Age report, but organizes the data by file size ranges. Data from the report can be exported to CSV format, HTML format, or a graphical representation of the data.

Document Version Report

The Document Version report presents a list of documents that have more than one version stored in SharePoint. Data from the report can be exported to CSV format or HTML format.

Content Type Report

The Content Type report provides additional reporting capabilities sixteen different content types.

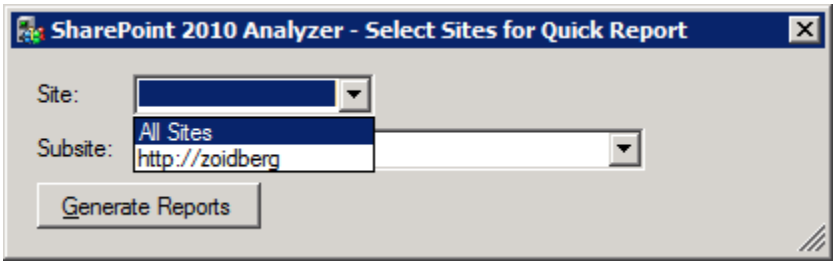
These types include:

- Generic List
- Document Library
- Links

- Announcement
- Contacts
- Tasks
- Discussions Boards
- Picture Libraries
- Form Libraries
- Wiki Libraries
- Blog Posts
- Blog Comments
- Blog Categories
- Image Libraries
- Issue Tracking
- Slide Library

There are two types of content reports: Age and Size. The Age report is broken down per content type while the size report contains a breakdown of the size of all content types.

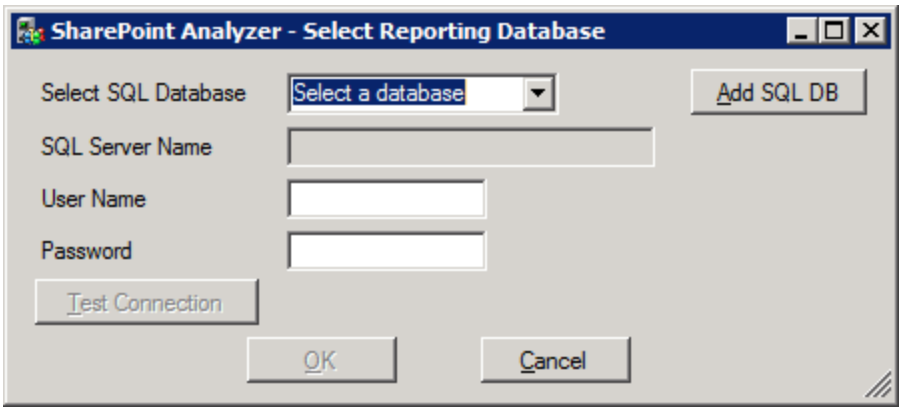
Quick Report



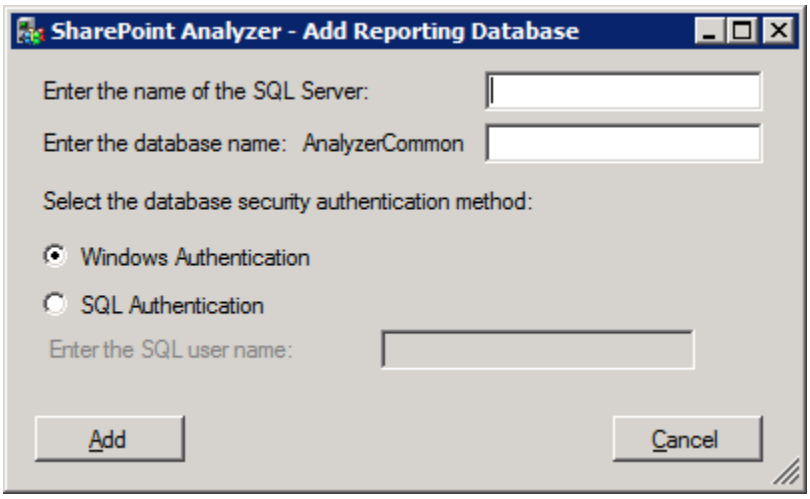
The Quick Report button simplifies the report generation process by creating all four reports (Age, File Type, File Size, and Document Version) in CSV, HTML, and generates graphs (where applicable). Reports can be generated for all analyzed sites or a particular site and subsite. The reports are stored in a ZIP file in the Reports folder of the SharePoint Analyzer installation folder (such as C:\Program Files\Symantec\SharePoint Analyzer\Reports).

Select Reporting Database

The Select Reporting Database button allows the user to connect to an existing reporting database without having re-analyze SharePoint sites or allows the user to choose a different database. When clicking on this button, a dialog will appear asking for the database information:



If SharePoint Analyzer is aware of previously created reporting databases, the database will appear in the Select SQL Database drop down box. If a known existing database is not listed, it can be added by clicking on the Add SQL DB button. Enter the SQL server and database information on new dialog window:



If the selected database uses an SQL login, enter the user name (which should already be populated) and the password for the user. Click on the Add button.

Once the desired reporting database has been selected, click on the "Test Connection" button. If the connection is successful, a message will pop up stating so. Click on OK.