

SharePoint Farm Reporter Installation Guide

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I. PRODUCT DESCRIPTION

Vyapin's SharePoint Farm Reporter (formerly known as ARK for SharePoint 2010 / 2007) provides you a comprehensive SharePoint reporting solution, covering all aspects of Microsoft SharePoint Server 2013, Microsoft SharePoint Foundation 2013, Microsoft SharePoint Server 2010, Microsoft SharePoint Foundation 2010, Microsoft Office SharePoint Server 2007 & Windows SharePoint Services 3.0 collaboration platform.

Our SharePoint reporting software presents insights into events and activities that take place in SharePoint farms on a day-to-day basis and collates them as useful information for SharePoint Administrators, Site Administrators and Site Content Owners to take action. SharePoint Farm Reporter can help you analyse SharePoint farm events and activities from audit, usage, security, policy, & configuration changes perspective.

Using SharePoint Farm Reporter,

- View more than 90 out-of-the-box SharePoint reports across your server farm.
- Address your SharePoint internal audit and SharePoint compliance needs such as HIPAA and SOX using the Audit & Compliance Reports. The SharePoint audit reports provide SharePoint Administrators a meaningful picture of what actions have occurred in SharePoint.
- Secure your SharePoint infrastructure with the built-in SharePoint Security Reports and take complete control. The SharePoint security reports provide a clear picture of how SharePoint security is currently configured and the permissions / rights granted for users & groups on various objects.
- Analyse your SharePoint usage and track user activity with the detailed Usage Reports.
- View and tweak your SharePoint configuration parameters for better control and performance using the in-depth Configuration Reports.
- Enforce internal business process policies to control how information is managed in SharePoint using the Policy Reports.
- Get a detailed inventory information about your SharePoint environment using the Inventory Reports.

II. SYSTEM REQUIREMENTS AND RECOMMENDATIONS

SharePoint Farm Reporter must be installed in the web front-end server or application server in the SharePoint 2013 / 2010 / 2007 farm.

SharePoint 2013 farm

- Processor: Intel Pentium Processor
- Disk space: Minimum of 20 MB of free disk space
- Operating System: Windows Server 2012 (or) Windows Server 2008 R2 with .NET Framework 4.5 with the latest service packs.
- Software: Microsoft SharePoint Server 2013 (or) Microsoft SharePoint Foundation 2013
- Database: Microsoft SQL Server 2012 (Enterprise / Standard / Developer / Express edition) (or) Microsoft SQL Server 2008 (Enterprise / Standard / Developer / Express edition) or Microsoft SQL Server 2005 (Enterprise / Standard / Developer / Express edition) running in local / remote computer with latest Service Pack.

SharePoint 2010 farm

- Processor: Intel Pentium Processor
- Disk space: Minimum of 20 MB of free disk space
- Operating System: Windows Server 2008 with .NET Framework 3.5 with the latest service packs.
- Software: Microsoft SharePoint Server 2010 (or) Microsoft SharePoint Foundation 2010 with latest Service Pack
- Database: Microsoft SQL Server 2012 (Enterprise / Standard / Developer / Express edition) (or) Microsoft SQL Server 2008 (Enterprise / Standard / Developer / Express edition) or Microsoft SQL Server 2005 (Enterprise / Standard / Developer / Express edition) running in local / remote computer with latest Service Pack.

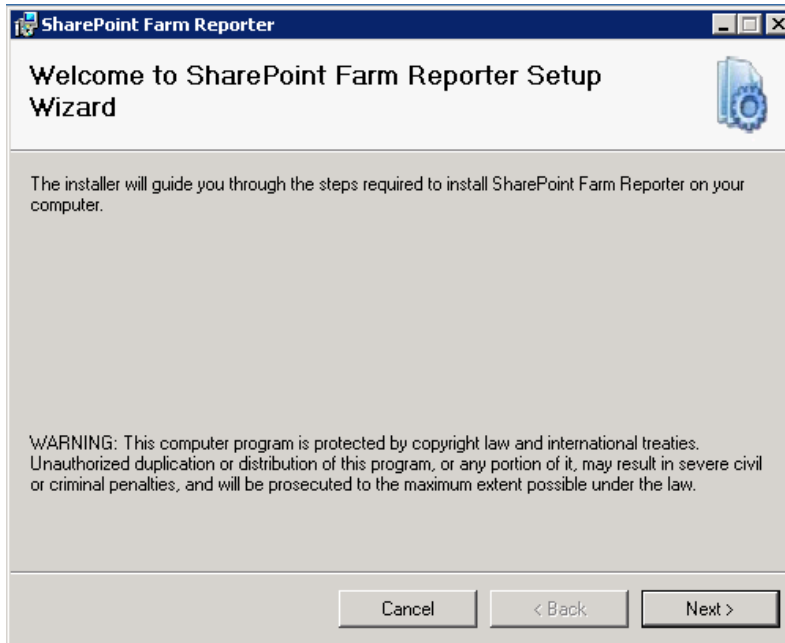
SharePoint 2007 farm

- Processor: Intel Pentium processor
- Disk space: Minimum of 20 MB of free disk space
- Operating System: Windows Server 2003 (or) Windows Server 2008 with .NET Framework 3.0 or higher with the latest service packs.
- Software: Microsoft Office SharePoint Server 2007 (or) Windows SharePoint Services 3.0 with latest Service Pack
- Database: Microsoft SQL Server 2012 (Enterprise / Standard / Developer / Express edition) (or) Microsoft SQL Server 2008 (Enterprise / Standard / Developer / Express edition) or Microsoft SQL Server 2005 (Enterprise / Standard / Developer / Express edition) running in local / remote computer with latest Service Pack.

III. INSTALLATION STEPS

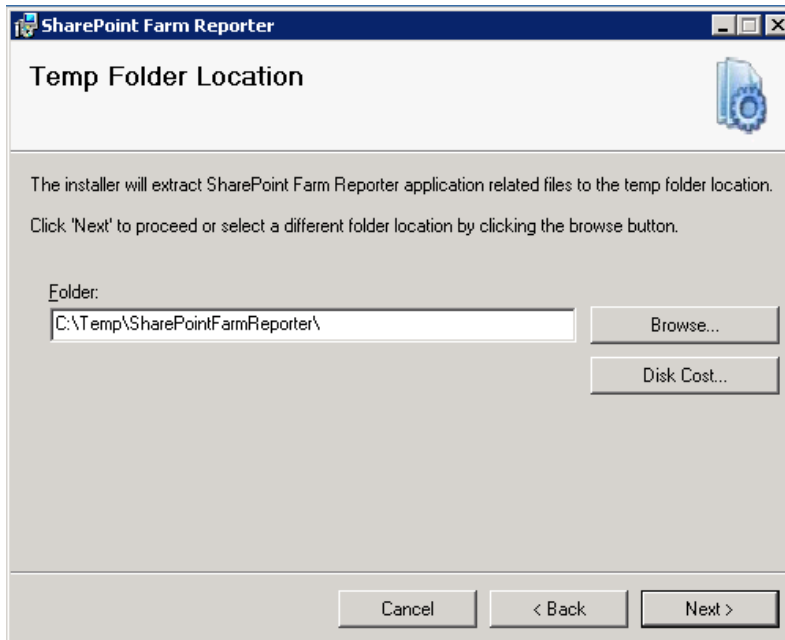
The simple setup wizard will guide you through the installation process as shown below:

Step 1: Once you double click the **SharePointFarmReporter.msi**, the setup wizard will appear as shown as below:



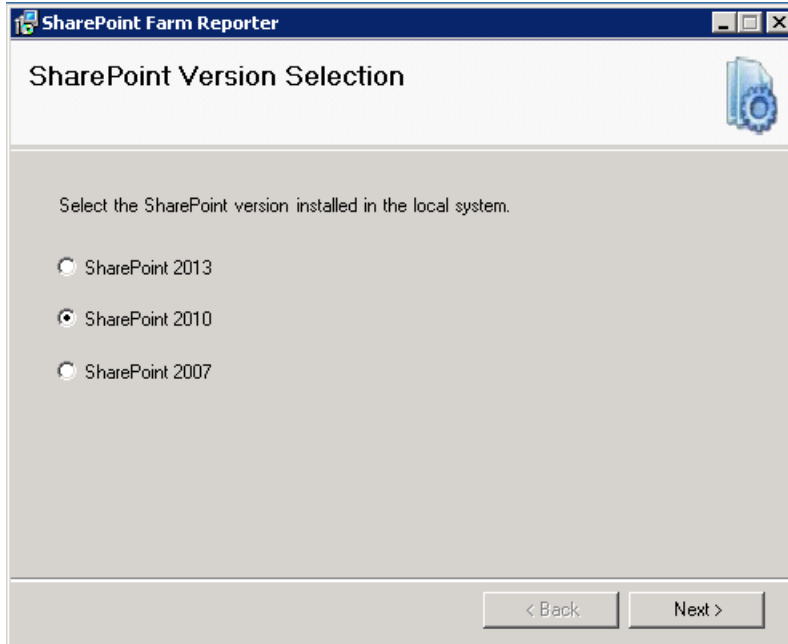
Click **Next** to proceed.

Step 2: The Temp Folder Location step will appear as shown below:



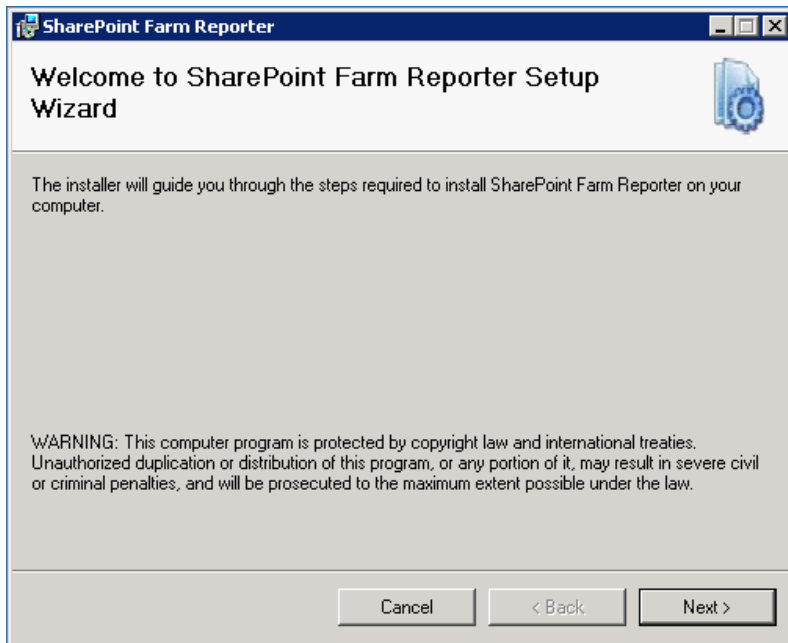
Provide a temp folder location in which the installer will extract application files related to SharePoint Farm Reporter before commencing the product installation. Click **Next** to proceed.

Step 3: The **SharePoint Version Selection** step is shown as below:



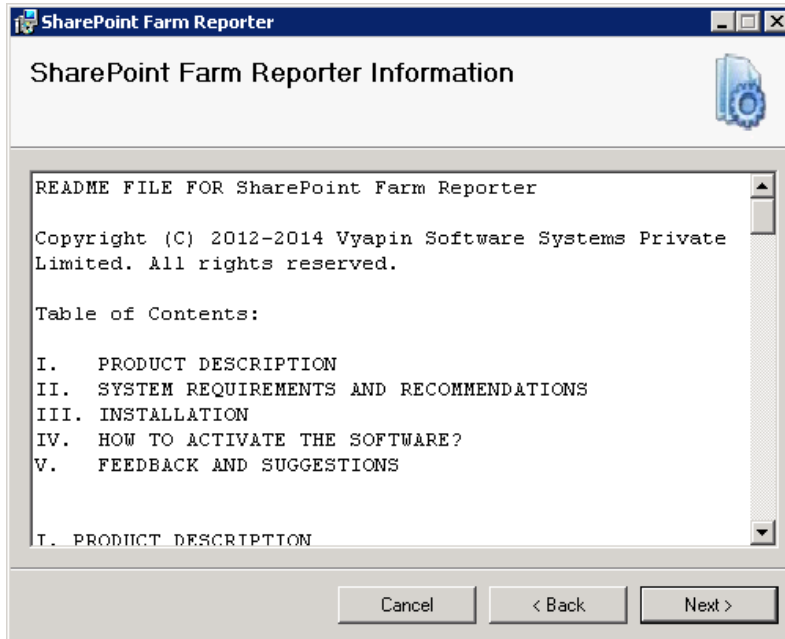
In order to install the product, select the appropriate SharePoint version installed on the computer and click **Next** to start installation.

Step 4: The **Welcome** step will appear as shown below:



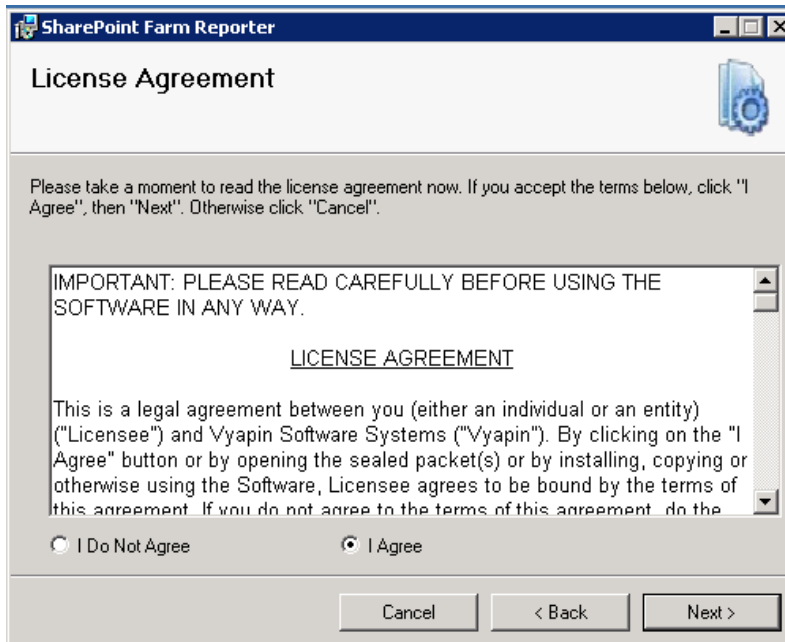
Click **Next** to proceed.

Step 5: SharePoint Farm Reporter product information (Read Me section) will appear as shown below.



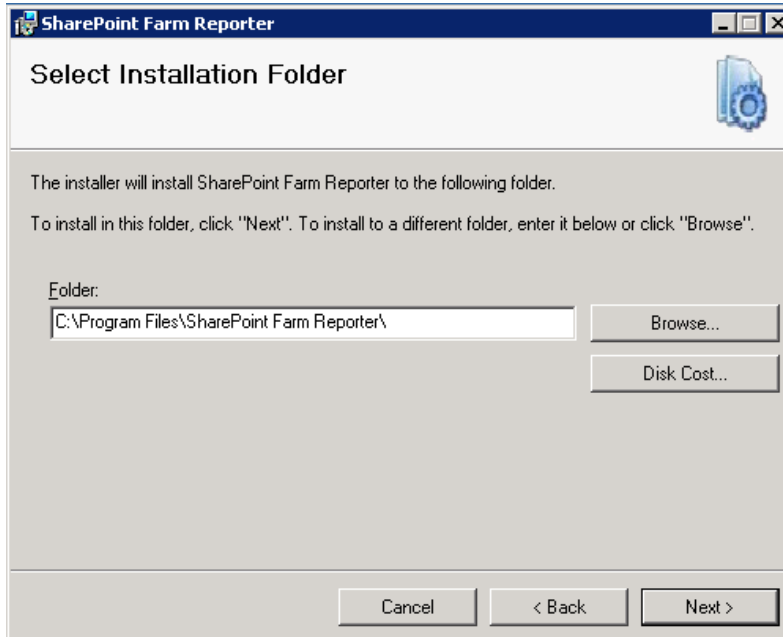
Click **Next** to proceed with the **License Agreement**.

Step 6: Click **I Agree** to accept the terms in the **License Agreement** screen as shown below.



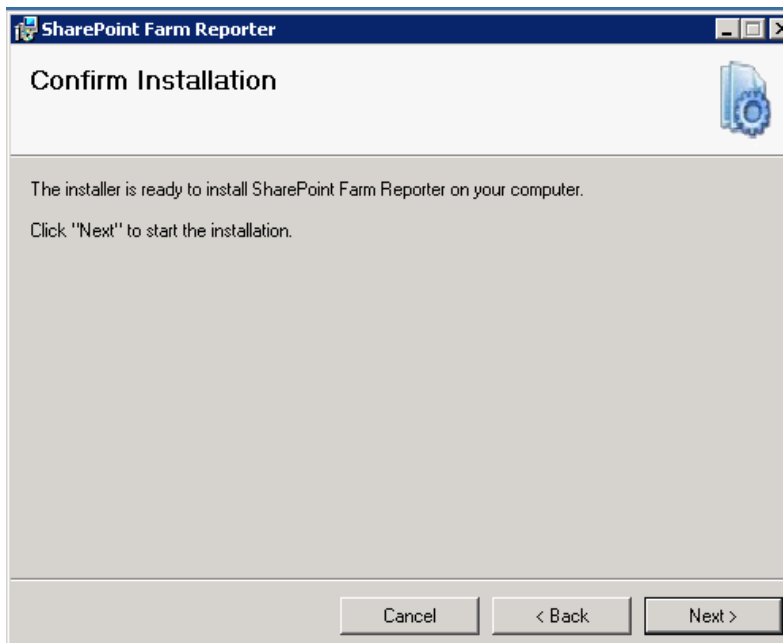
Click **Next** to proceed.

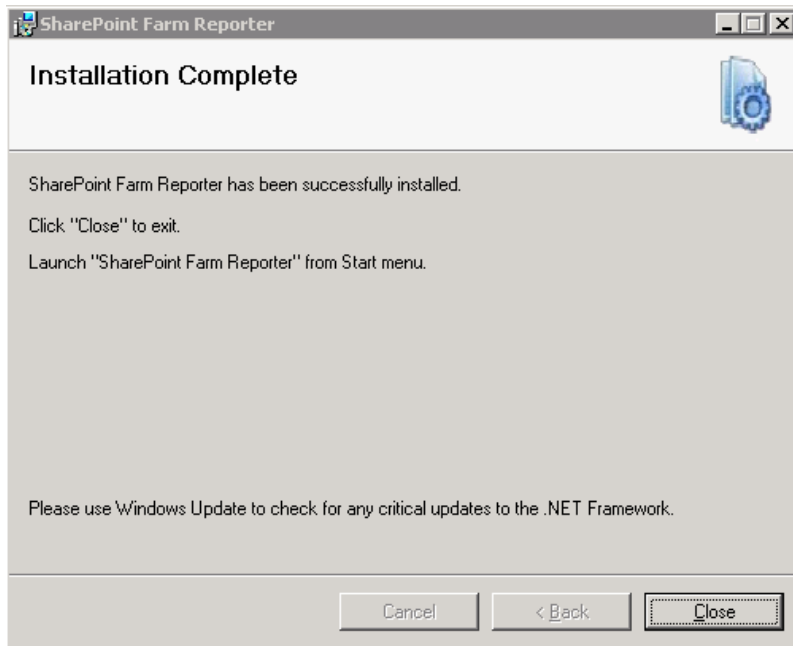
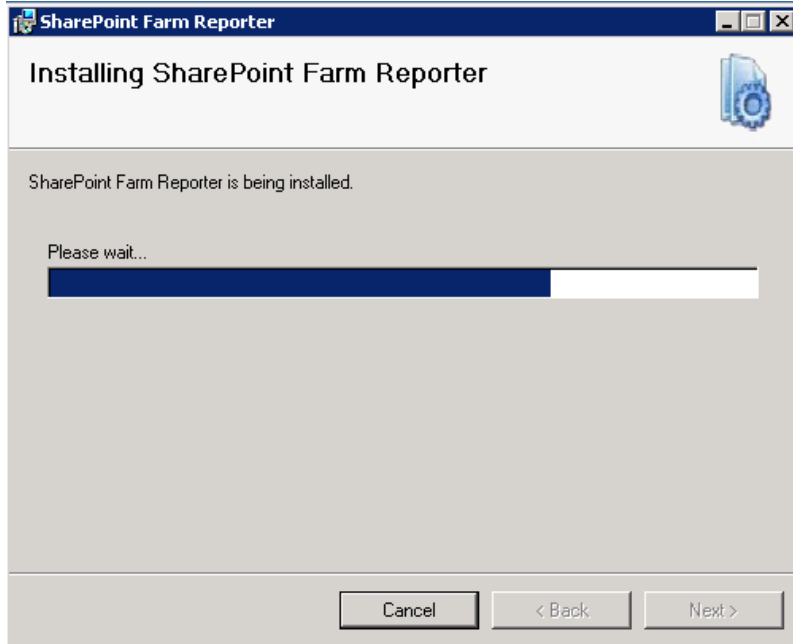
Step 7: Then **Select Installation Folder** step will appear as shown below.



Provide a folder location where **SharePoint Farm Reporter** application files need to be deployed.

Step 8: Click **Next** to proceed with the subsequent steps shown below.



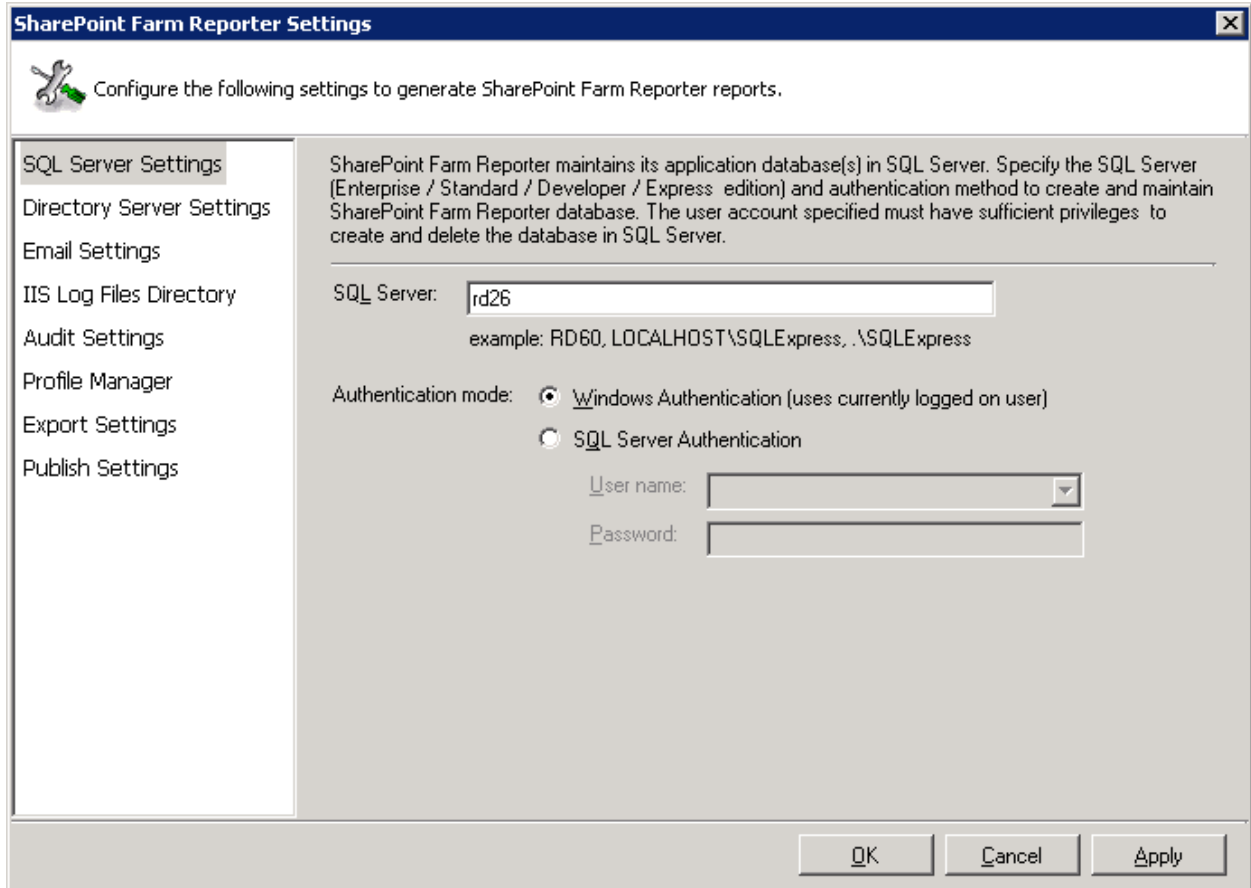


Step 9: Click **Close** button to finish the installation and launch SharePoint Farm Reporter from Start menu.

IV. CONFIGURING APPLICATION

Once the SharePoint Farm Reporter installation is complete, you must configure a few settings in SharePoint Farm Reporter product to enable you to view detailed reports about your SharePoint farm.

1. Launch the application from **Start → All Programs → SharePoint Farm Reporter → SharePoint Farm Reporter.**
2. Click **Tools → SharePoint Farm Reporter Settings** menu in the SharePoint Farm Reporter main application window which opens the SharePoint Farm Reporter Settings window as below.



1. SQL Server Settings:

SharePoint Farm Reporter maintains its application database(s) in SQL Server. You can specify any SQL Server platform of your choice (SQL Server 2005 and above) and any of its edition (Enterprise / Standard / Developer / Express edition). You need to specify a user account having sufficient privileges to create and delete databases in the specified SQL Server instance.

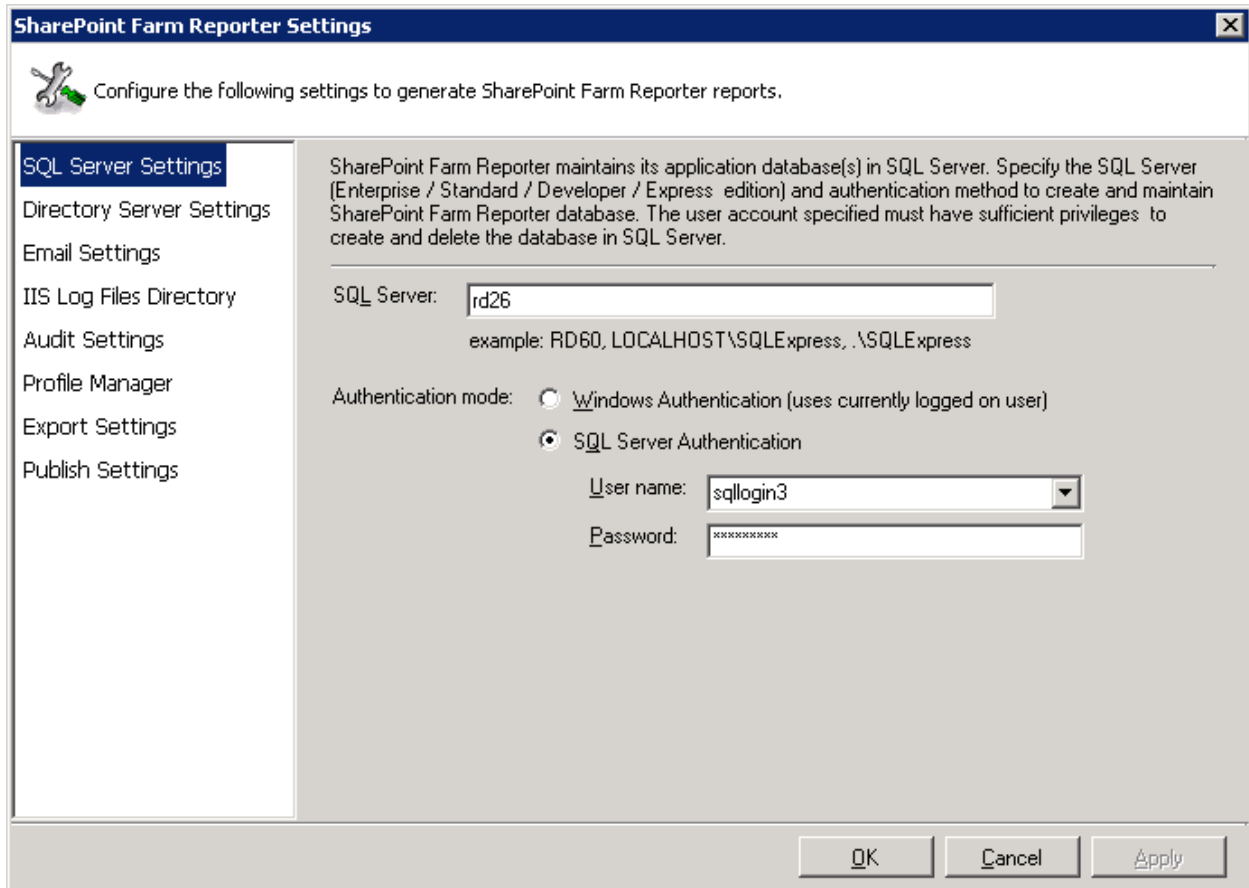
To connect to SQL Server, SharePoint Farm Reporter uses the relevant user accounts based on the authentication mode as listed below:

Windows Authentication:

The currently logged on user account will be used to connect to the SQL server for interactive reporting whereas the 'Run As' user account will be used for scheduled reporting.

SQL Authentication:

Both interactive and scheduled reporting will use the specified SQL login account to connect to the SQL server. SharePoint Farm Reporter stores SQL login name and its password as a user profile in 'Stored User Names and Passwords' applet in a secure manner.



The screenshot shows the 'SharePoint Farm Reporter Settings' dialog box. The 'SQL Server Settings' tab is selected in the left-hand navigation pane. The main area contains the following configuration options:

- SQL Server:** A text box containing 'rd26'. Below it, an example is provided: 'example: RD60, LOCALHOST\SQLEXPRESS, .\SQLEXPRESS'.
- Authentication mode:** Two radio buttons are present. The first is 'Windows Authentication (uses currently logged on user)'. The second, 'SQL Server Authentication', is selected.
- User name:** A dropdown menu with 'sqllogin3' selected.
- Password:** A text box with masked characters '*****'.

At the bottom of the dialog, there are three buttons: 'OK', 'Cancel', and 'Apply'.

Once SQL Server settings is done, SharePoint Farm Reporter will create an application database in the specified SQL Server instance and assign the specified user account as the *dbowner* of the newly created database.

In Windows authentication, it is imperative that the user account who configures the SQL server settings will be assigned as *dbowner* of the application database. No other user can access the newly created database unless it is configured further. If any other user need to use the product, you must grant them the same *dbowner* permission on the newly created application database manually using **SQL Management Studio**.

2. Directory Server Settings:

SharePoint Farm Reporter uses the Directory Server to retrieve AD information like group membership, user information etc. Specify the Global Catalog Server for the Directory Server Name and the corresponding user credentials.

To connect to Directory Server, SharePoint Farm Reporter uses the relevant user accounts based on the connect option as listed below:


Currently logged on user:

The currently logged on user account will be used to connect to the Directory Server to retrieve AD information for interactive reporting whereas the 'Run As' account will be used for scheduled reporting.

Specific user account:

The specified user credentials will be used to retrieve AD information for interactive and scheduled reporting. SharePoint Farm Reporter stores the user name and password as a user profile in 'Stored User Names and Passwords' applet in a secure manner.

SharePoint Farm Reporter Settings [X]

 Configure the following settings to generate SharePoint Farm Reporter reports.

SQL Server Settings
Directory Server Settings
Email Settings
IIS Log Files Directory
Audit Settings
Profile Manager
Export Settings
Publish Settings

SharePoint Farm Reporter uses the Directory Server to retrieve AD information like group membership, user information etc. Specify the Global Catalog Server for the Directory Server Name and the corresponding user credentials.

Directory Server:
Global Catalog Server name where Active Directory information resides

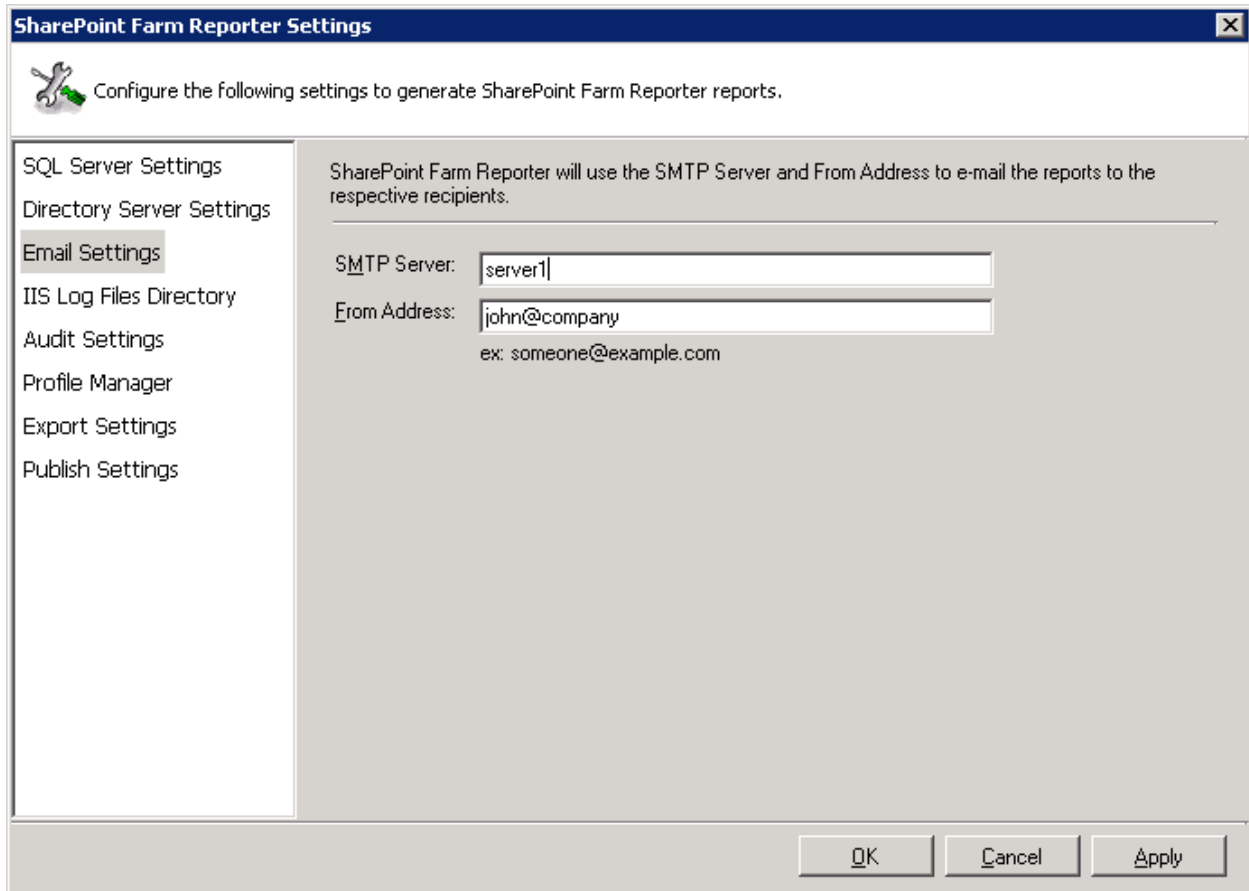
Connect using: Use currently logged on user
 Specify user account

User name:
Password:

OK Cancel Apply

3. E-Mail Settings:

SharePoint Farm Reporter requires SMTP Server and an e-mail address to deliver the scheduled reports as e-mail attachments to the intended recipients.

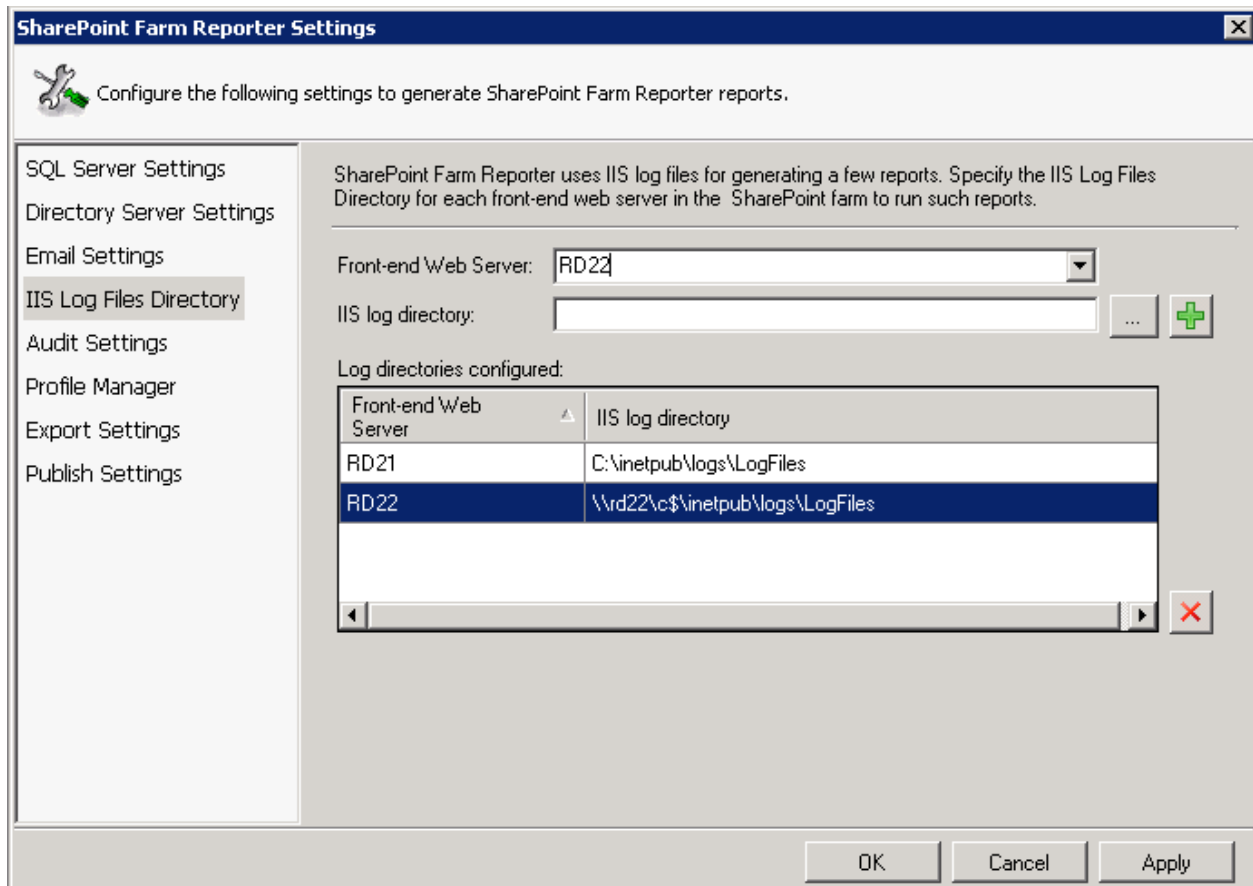



The screenshot shows the "SharePoint Farm Reporter Settings" dialog box. The title bar reads "SharePoint Farm Reporter Settings" with a close button (X) on the right. Below the title bar is a toolbar with a wrench and screwdriver icon, followed by the text "Configure the following settings to generate SharePoint Farm Reporter reports." The main area is divided into two panes. The left pane is a list of settings categories: "SQL Server Settings", "Directory Server Settings", "Email Settings" (which is highlighted), "IIS Log Files Directory", "Audit Settings", "Profile Manager", "Export Settings", and "Publish Settings". The right pane contains the text "SharePoint Farm Reporter will use the SMTP Server and From Address to e-mail the reports to the respective recipients." Below this text are two input fields: "SMTP Server:" with the value "server1" and "From Address:" with the value "john@company". Below the "From Address:" field is a small example text "ex: someone@example.com". At the bottom of the dialog box are three buttons: "OK", "Cancel", and "Apply".

4. IIS Log Settings:

The reports like List Visits, Page Visits in SharePoint Farm Reporter extract information from IIS logs. In order to generate these reports as expected, please perform the following actions as stated below:

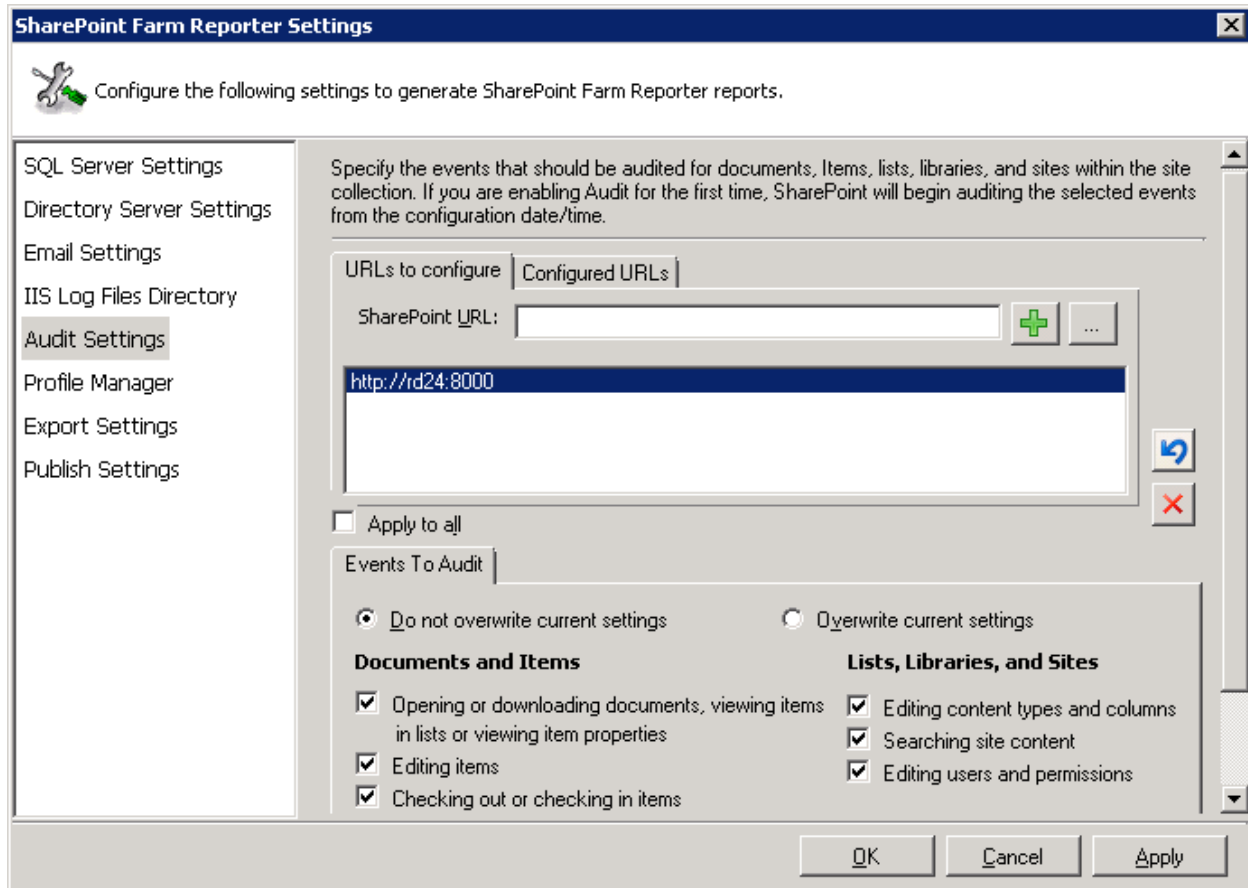
- Make sure that IIS logging is enabled for all web applications in all front-end web servers. By default, IIS Logging is enabled for SharePoint web applications.
- Ensure that **Custom Logging** and **ODBC Logging** are enabled in Windows Features / Roles for the computer running SharePoint Farm Reporter.
- Specify IIS log files directory of every SharePoint WFE servers in SharePoint Farm Reporter as illustrated below.



- Select a front-end web server from the drop-down box and provide its log file directory in UNC format (For example, [\\<server name>\logs\LogFiles](#)). For this, the IIS log file directory should be shared with read permissions.
- If the selected front-end web server is the local server, you can specify the local file path and no folder sharing is required.
- Click  button to add the server and log directory to the grid.

5. Audit Settings:

The reports like Audit Deleted Items, Audit Page Visits, etc. uses the SharePoint audit logs to generate report. You need to configure the audit settings for every site collections in SharePoint. If you haven't configured the audit settings before, you can configure audit settings within SharePoint Farm Reporter as shown below.



6. Change Log Settings:

A few reports use SharePoint Change Log to generate reports.

How to configure Change Log in SharePoint 2013? You can set the Change Log Retention period for the corresponding web application in its resource throttling settings [*Central Administration > Application Management > Web Application General Settings > Resource Throttling > Change Log*] link in SharePoint Central Administration site.

How to configure Change Log in SharePoint 2010? You can set the Change Log Retention period for the corresponding web application in its resource throttling settings [*Central Administration > General Settings > Resource Throttling > Change Log*] link in SharePoint Central Administration site.

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

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

How to configure Change Log in SharePoint 2007? You can set the Change Log Retention period for the corresponding web application [*Central Administration > Application Management > Web Application General Settings > Change Log*] link in SharePoint Central Administration site.

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

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

7. STS (or) Usage Log Settings:

The reports like Page Hits, Site Hits, Site Visitors, etc. uses the SharePoint Usage Log to generate reports.

In SharePoint 2013: Enable the "Usage data collection" and "Health data collection" options in the "Configure usage and health data collection" section in SharePoint Central Administration.

In SharePoint 2010: Enable the "Usage data collection" and "Configure web analytics and health data collection" options in the "Configure usage and health data collection" section in SharePoint Central Administration.

In SharePoint 2007: Enable the "Processing Settings" and "Logging Settings" options in Configure Usage Analysis Processing in the SharePoint Central Administration.

Ensure that **Microsoft SharePoint Foundation Usage Data Import** and **Microsoft SharePoint Foundation Usage Data Processing** in SharePoint Central Administration are scheduled to run periodically.

To find out more about the **SharePoint Farm Reporter** please click the following - <http://www.vyapin.com/products/sharepoint-reporting/sharepoint-farm-reporter/sharepoint-reports.htm>

V. UPGRADE SHAREPOINT FARM REPORTER

The following simple steps explain about how to upgrade your SharePoint Farm Reporter application to the latest version while keeping application settings and schedule tasks (also known as Power Reports) intact.

Step 1: Uninstall the existing SharePoint Farm Reporter application using uninstall wizard.

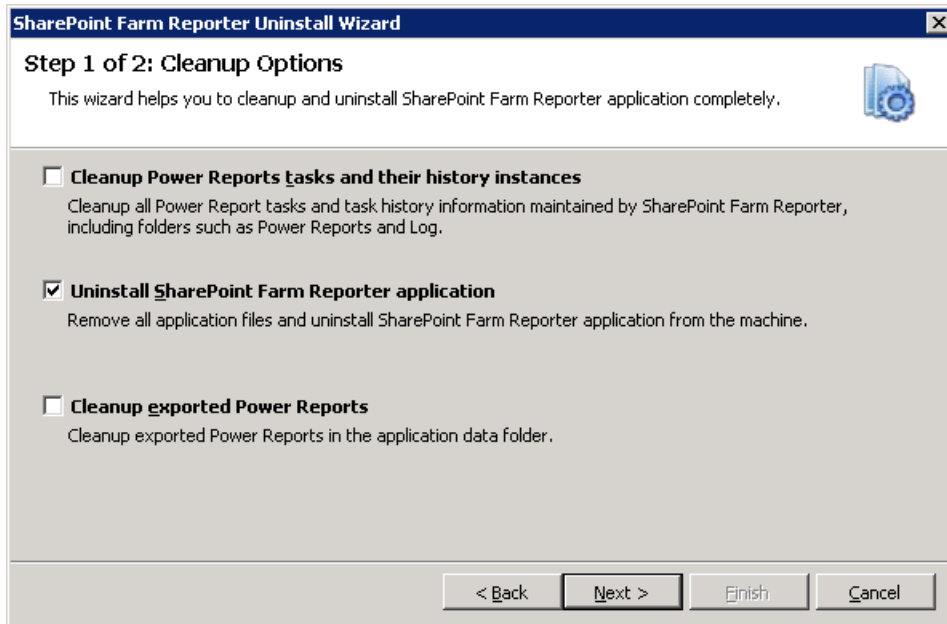
We insist upon you to use **SharePoint Farm Reporter Uninstall Wizard** to uninstall the product successfully from the SharePoint server and clean-up the worker files (say, Schedule Tasks, User Profiles) that were created by the application, if required. In other words, please do not use **Control Panel -> Programs and Features** applet to uninstall the product which may prevent you upgrading the product to the latest version.

- a) Launch the uninstall wizard by clicking **Start -> Programs -> SharePoint Farm Reporter -> SharePoint Farm Reporter Uninstall Wizard**. It will be shown as below:



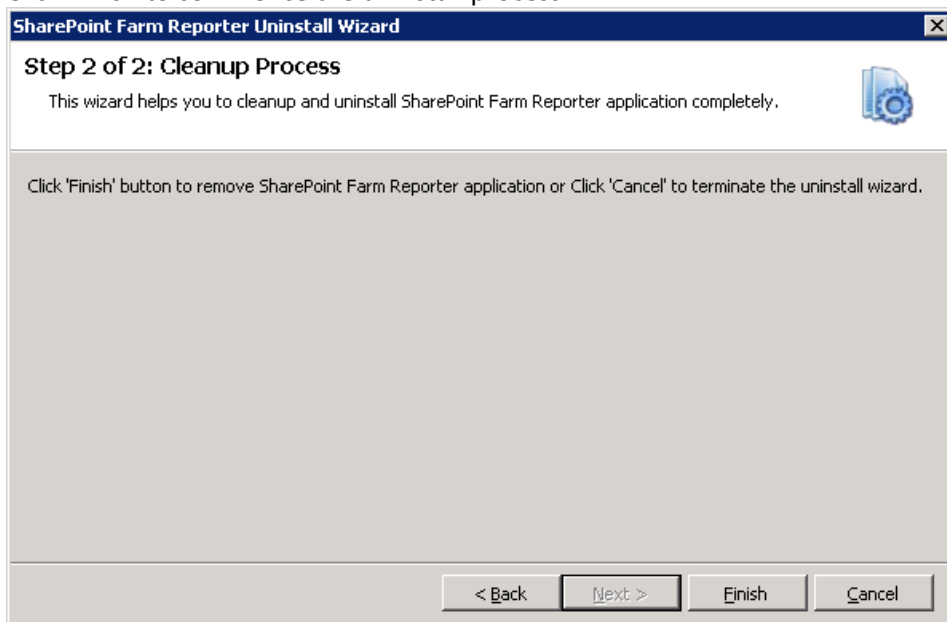
Click **Next** to proceed.

- b) Select **Uninstall SharePoint Farm Reporter application** checkbox alone if you wish to keep Power Reports tasks, history instances and exported reports. Otherwise, you may consider selecting rest of the options as shown below.



Click **Next** to proceed.

c) Click **Finish** to commence the uninstall process.



Step 2: Download the latest version of SharePoint Farm Reporter application from the site << <http://www.vyapin.com> >>

Step 3: Install the downloaded MSI file afresh and start generating reports as before.

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