

SS3 + Microsoft Office SharePoint Server 2007; administration items v1.0

Central Administration

Operations

Topology and Services 1

- Servers in farm
- Services on server
 - Document Conversions Load Balancer Service
 - Office SharePoint Server Search
 - Document Conversions Launcher Service
 - Windows SharePoint Services Help Search
 - Windows SharePoint Services Web Application
- Outgoing e-mail settings
- Incoming e-mail settings
 - Enable Incoming E-Mail
 - Directory Management Service
 - Incoming E-Mail Server Display Address
 - E-Mail Drop Folder
 - Approve/Reject distribution groups

Security Configuration 2

- Service accounts
- Information Rights Management
 - Antivirus
 - Antivirus Settings
 - Antivirus Time Out
 - Antivirus Threads
- Blocked file types
- Update farm administrator's group
- Information management policy configuration
 - Labels
 - Auditing
 - Expiration
 - Barcodes
- Manage settings for single sign-on (SSO)
 - Server Settings
 - Enterprise Application Definition Settings

Logging and Reporting 3

- Diagnostic logging
 - Customer Experience Improvement Program
 - Error Reports
 - Event Throttling
 - Trace Log
 - Usage analysis processing
 - Logging Settings
 - Processing Settings
- Information management policy usage reports
 - Web Application
 - Schedule Recurring Reports
 - Report File Location
 - Report Template

Upgrade and Migration 4

- Microsoft Content Management Server migration
- Enable Enterprise Features
 - Select Feature Set
 - Enable features on existing sites
 - Enable Features
- Convert license type
 - Current License
 - Enter Product Key

Global Configuration 5

- Timer job status
- Timer job definitions
- Master site directory settings
 - Site Directory Location
 - Site Creation Metadata
 - Site Directory links scan
 - Choose views to scan
 - Update Site Properties
- Alternate access mappings
- Manage farm features
 - Global Web Parts
 - Spell Checking
 - Quiesce farm
- Solution management
 - [activite <templatename.wsp> (server admin template)] with cmd:aw
 - stsadm -o addsolution -filename templatename.wsp
 - stsadm -o deploymentsolution -name templatename.wsp -allowgacdeployment -immediate

Backup and Restore 6

- Perform a backup
- Backup and restore history
 - Backup File Location
 - Restore from backup
 - Backup File Location
 - Backup and restore job status

Data Configuration 7

- Default database server
 - Content Database Server
 - Database Username and Password
- Data retrieval service
 - Web Application
 - Enable Data Retrieval Services
 - Limit Response Size
 - Update Support
 - Data Source Time-out
 - Enable Data Source Controls

Content Deployment 8

- Content deployment paths and jobs
- Content deployment settings
 - Accept Content Deployment Jobs
 - Import Server
 - Export Server
 - Connection Security
 - Temporary Files
 - Reporting
- Check deployment of specific content
- Supplied by www.scolab.ch, in particular:
 - Chris Müller
 - Dennis Schlatter



Administration of the common services

Shared Services Administration

User Profiles and My Sites 1

- User profiles and properties
 - Profile and Import Settings
 - Refresh
 - Add user profile
 - View user profiles
 - Configure profile import
 - Start full import
 - Start incremental import
 - View import connections
 - View import log
 - User Profile Properties
 - Add profile property
 - View profile properties
 - Profile services policies
 - Memberships
 - My Colleagues
 - My Links
 - My Personalization Links
 - User Profile Properties
 - My Site settings
 - Preferred Search Center
 - Personal Site Services
 - Personal Site Location
 - Site Naming Format
 - Language Options
 - Multiple Deployments
 - Default Reader Site Group
 - Trusted My Site host locations
 - Published links to Office client applications
 - Personalization site links
 - Personalization services permissions

Search 2

- Search settings
 - Crawl Settings
 - Content sources and crawl schedules
 - New Content Source
 - SharePoint Sites
 - Web Sites
 - File Shares
 - Exchange Public Folders
 - Crawl rules
 - File types
 - New File types
 - Crawl logs
 - Default content access account
 - Metadata property mappings
 - Server name mappings
 - Search-based alerts
 - Search result removal
 - Reset all crawled content
 - Scopes
 - Authoritative Pages (Specify authoritative pages)
 - Search usage reports
 - Queries Over Previous 30 Days
 - Queries Over Previous 12 Months
 - Top Query Origin Site Collections Over Previous 30 Days
 - Queries Per Scope Over Previous 30 Days
 - Top Queries Over Previous 30 Days

Audiences 3

- Audiences
 - Audience Settings
 - Refresh
 - Create audience
 - View audiences
 - Specify compilation schedule
 - Start compilation

Office SharePoint Usage Reporting 4

- Usage reporting
 - Processing Settings
 - Search Query Logging

Application Management

SharePoint Web Application Management 1

- Create or extend Web application
 - Adding a SharePoint Web Application
 - Remove SharePoint from IIS Web site
 - Web Application
 - Deletion Options
 - Delete Web application
 - Web Application
 - Deletion Options
 - Define managed paths
 - Web Application
 - Included Paths
 - Add a New Path
 - Web application outgoing e-mail settings
 - Web Application
 - Mail Settings
 - Web application general settings
 - Web Application
 - Default Time Zone
 - Default Quota Template
 - Person Name Smart Tag and Presence Settings
 - Maximum Upload Size
 - Alerts
 - RSS Settings
 - Blog API Settings
 - Web Page Security Validation
 - Send User Name and Password in E-Mail
 - Backward-Compatible Event Handlers
 - Change Log
 - Recycle Bin
 - Content databases
 - Manage Web application features
 - Office Server Enterprise Search
 - Office Server Site Search
 - Office SharePoint Server Standard Web application features
 - Web application list

SharePoint Site Management 2

- Create site collection
 - Web Application
 - Title and Description
 - Web Site Address
 - Template Selection
 - Primary Site Collection Administrator
 - Secondary Site Collection Administrator
 - Quota Template
 - Delete site collection
 - Site Collection
 - Warning
 - Site use confirmation and deletion
 - Web Application
 - Confirmation and Automatic Deletion Settings
 - Quota templates
 - Template Name
 - Storage Limit Values
 - Site collection quotas and locks
 - Site Collection
 - Site Lock Information
 - Site Quota Information
 - Site collection administrators
 - Site Collection
 - Primary Site Collection Administrator
 - Secondary Site Collection Administrator
 - Site collection list

Search 3

- Manage search service
 - Farm-Level Search Settings
 - Query and Index Servers
 - Shared Service Providers with Search Enabled

Workflow Management 4

- Workflow settings
 - Web Application
 - User-Defined Workflows
 - Workflow Task Notifications

Office SharePoint Server Shared Services 5

- Create or configure this farm's shared services
 - SharedServices (Standard)
 - Grant or configure shared services between farms
 - Farm Configuration
 - Check services enabled in this farm (Problems in the farm are displayed)
 - Configure session state
 - Enable Session State
 - Timeout

Application Security 6

- Security for Web Part pages
 - Web Application
 - Web Part Connections
 - Online Web Part Gallery
 - Self-service site management
 - Web Application
 - Enable Self-Service Site Creation
 - User permissions for Web application
 - Web Application
 - Permissions
 - Policy for Web application
 - Authentication providers

External Service Connections 7

- Records center
 - Records Center Connection
 - HTML viewer
 - Turn on HTML Viewer
 - Server Location
 - Maximum Cache Size
 - Maximum File Size
 - Timeout Length
- Document conversions
 - Web Application
 - Enable Document Conversions
 - Load Balancer Server
 - Conversion Schedule
 - Converter Settings

Install New File Types:
If/for on the server or application with the appropriate Framework install.

Adapt File-Types-Icons:
17x17 pixel-PNG-Pictures copy to:
c:\Program Files\SharePoint\Microsoft Shared\Web Services Extensions\12\TEMPLATE\IMAGES
Assign the PNG-Pictures to the appropriate File-Type under:
c:\Program Files\SharePoint\Microsoft Shared\Web Services Extensions\12\TEMPLATE\XML\docicon.xml

Restart Search-Service:
net stop osearch
net start osearch

Configuration Search Theasurus => c:\Program Files\Microsoft Office Server\12\Data\Config\tsbc.xml
Configuration_noise reduction => c:\Program Files\Microsoft Office Server\12\Data\Config\noiseedu.txt

http://intranet.example.lan
http://extranet.example.lan
The DNS-Entries must be created manually

Site Actions

Sites Settings

Users and Permissions 1

- People and groups
 - Site collection administrators
 - Site Collection Administrators
 - Advanced permissions

Look and Feel 2

- Title, description, and icon
 - Title and Description
 - Logo URL and Description
- Tree view
 - Enable Quick Launch
 - Enable Tree View
- Site theme
 - Select a Theme
- Top link bar
 - Quick Launch
 - Save site as template
 - File Name
 - Name and Description
 - Include Content
 - Reset to site definition
 - Reset to Site Definition

Galleries 3

- Master pages
 - Site content types
 - Document Content Types
 - List Content Types
 - Folder Content Types
 - Special Content Types
 - Site columns
 - Base Columns
 - Extended Columns
 - Core Contact and Calendar Columns
 - Core Task and Issue Columns
 - Core Document Columns
 - Site templates [Upload <templatename.stp> (site admin template)]
 - List templates
 - Web Parts
 - Workflows

Site Administration 4

- Regional settings
 - Locale
 - Sort Order
 - Time Zone
 - Set Your Calendar
 - Enable An Alternate Calendar
 - Define Your Work Week
 - Time Format
 - Site Libraries and Lists
 - Create new content
 - Events
 - Tasks
 - Reusable Content
 - Content Types
 - Columns
 - Links
 - Calendar
 - Team discussion
 - Site usage report
 - User alerts
 - RSS
 - Site Collection RSS
 - Enable RSS
 - Advanced Settings
 - Search visibility
 - Indexing Site Content
 - Indexing ASPX Page Content
 - Sites and workspaces
 - Sites [create and delete <SharePointSites>]
 - Document Workspaces
 - Meeting Workspaces
 - Site features
 - Absences
 - Absence Type
 - Interview Calendar List
 - Office SharePoint Server Standard Site features
 - Candidate Feedback List
 - Asset Tracking Modules
 - Knowledge Base Provisioning Handler
 - Expense Forms
 - Project Tracking Milestones
 - Microsoft Office IME 2007 dictionary list
 - Office SharePoint Server Publishing >> Activate
 - Reservations List
 - Resources List
 - Resource Types List
 - Candidate List
 - Team Collaboration Lists
 - Translation Management Library
 - Virtualizing
 - Delete this site
 - Warning

Site Collection Administration 5

- Search settings
 - Search Center and Custom Scopes
- Search scopes
- Search keywords
- Recycle bin
 - Site collection features
 - Reporting
 - Office SharePoint Server Standard Site Collection features
 - Fields and Content Types for the Windows SharePoint Services Application Templates
 - Office SharePoint Server Publishing Infrastructure
 - Site collection output cache
 - Site collection cache profiles
 - Site collection object cache
 - Routing Workflows
 - Office SharePoint Server Search Web Parts
 - Collect Signatures Workflow
 - Disposition Approval Workflow
 - Translation Management Workflow
 - Three-state workflow
- Site hierarchy
 - Partial site connection
 - Portal Configuration
 - Site collection audit settings
 - Documents and Items
 - Lists, Libraries, and Sites
 - Überwachungsprotokolle/berichte
 - Site collection policies
- Use this page to create and modify information management policies on this site collection.

Create Pages / Sites

Libraries 1

- Document Library
 - Name and Description
 - Navigation
 - Document Version History
 - Document Template
- Form Library
 - Name and Description
 - Navigation
 - Document Version History
 - Document Template
- Wiki-Site Library
 - Name and Description
 - Navigation
- Picture Library
 - Name and Description
 - Navigation
 - Picture Version History

Communications 2

- Announcements
 - Name and Description
 - Navigation
- Contacts
 - Name and Description
 - Navigation
- Discussion Board
 - Name and Description
 - Navigation

Tracking 3

- Links
 - Name and Description
 - Navigation
- Calendar
 - Name and Description
 - Navigation
- Tasks
 - Name and Description
 - Navigation
- Project Tasks
 - Name und Beschreibung
 - Navigation
- Issue Tracking
 - Name and Description
 - Navigation
- Survey
 - Name and Description
 - Navigation
- Unfrageoptionen

Custom Lists 4

- Administrator Tasks
 - Name and Description
 - Navigation
- Verteilungsgruppen
 - Name and Description
 - Navigation
- Custom List
 - Name and Description
 - Navigation
- Custom List in Datasheet View
 - Name and Description
 - Navigation
- Import Spreadsheet
 - Name and Description
 - Aus Kalkulationstabelle importieren

Web Pages 5

- Basic Page
 - Name
 - Save Location
 - Web Part Page
 - Layout
 - Save Location
 - Sites and Workspaces
 - Title and Description
 - Web Site Address
 - Template Selection
 - Permissions
 - Navigation
 - Navigation Inheritance

Microsoft Office Sharepoint Server 2007 URL Quick List

Function	Add to the URL	Notes
Add Web Parts Pane	?ToolPaneView=2	Will only work if the page is checked out
Create New Site Content	/layouts/create.aspx	
List Template Gallery	/catalogs/lt	
Manage Site Collection Administrators	/layouts/mngsiteadmin.aspx	
Manage Sites and Workspaces	/layouts/mngsubwebs.aspx	
Manage People	/layouts/people.aspx	
Master User Permissions	/layouts/user.aspx	
Master Page Gallery	/catalogs/masterpage	Also includes Page Layouts
Modify Navigation	/layouts/AreaNavigationSettings.aspx	
Recycle Bin	/layouts/AdminRecycleBin.aspx	
Site Column Gallery	/layouts/mngfield.aspx	
Site Content Types	/layouts/mngtype.aspx	
Site Content and Structure Manager	/layouts/sitemanager.aspx	
Site Settings	/layouts/settings.aspx	
Site Template Gallery	/catalogs/lt	
Site Usage Summary	/layouts/SpUsageWeb.aspx	
User Alerts	/layouts/sitesubs.aspx	
View All Site Content	/layouts/viewlists.aspx	
Web Part Gallery	/catalogs/wp	
Web Part Page Maintenance	?fontids=1	Add to the end of the page URL
Workflows	/layouts/wrkmng.aspx	

Anpassen der jeweiligen Webitebibliotheken oder -listen
Allgemeine Einstellung >> Erweiterte Einstellung >> Verwalten von Inhaltstypen zulassen >> Ja

In den jeweiligen Webitebibliotheken in den "Erweiterten Einstellungen" die Konvertierungseinstellungen für die Inhaltstypen definieren.