

## Chapter 5 – Central Administration

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### Terms

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### Index

- 5.1 Scope
- 5.2 Security
- 5.3 Application Management
- 5.4 System Settings
- 5.5 Monitoring
- 5.6 Backup and Restore
- 5.7 Site Security
- 5.8 Upgrade and migration
- 5.9 General Application Settings
- 5.10 Configuration Wizards
- 5.11 Conclusion

## Chapter 5 – Central Administration

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### 5.1 Scope

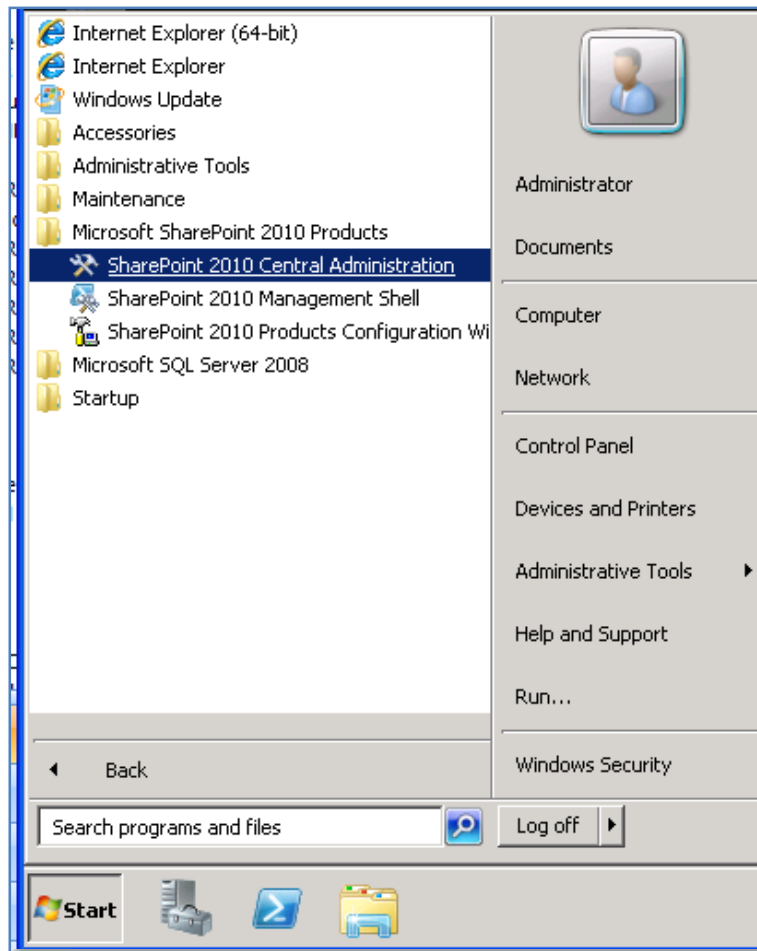
SharePoint Central Administration is the location where much of the administration and configuration of the whole Windows SharePoint Foundation 2010 (WSF) environment is performed, such as creating new web applications, configuring content databases and so on. Normally you access the Central Configuration site on the WSF server itself but since it is also a web site you can access it across your network via any browser, provided you have the appropriate credentials and know what TCP port the site is on.

It is important to remember that WSF can be extended beyond a single server to include things like web front ends and back end databases. Using the SharePoint Central Administration you can configure and manage all the servers in the WSF environment centrally.

### 5.2 Security

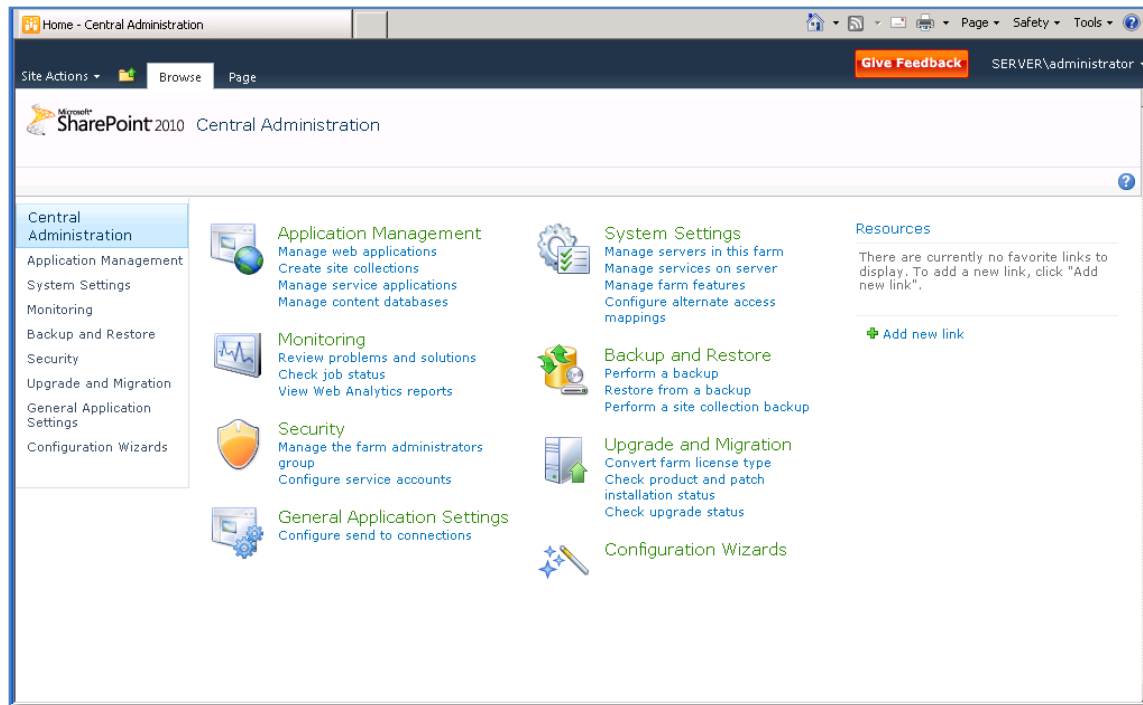
Access to the WSF Central Administration web site is restricted by default to any user or group that is a member of the Local Administrators group on the WSF server. By default, the network domain group, *Domain Admins* is always a member of the Local Administrators group and thus, every network domain administrator has full access to the WSF Central Administration web site.

## Chapter 5 – Central Administration



You access the Central Administration site by logging onto the WSF server and selecting **Start | All Programs | Microsoft SharePoint 2010 Products | SharePoint 2010 Central Administration**.

## Chapter 5 – Central Administration

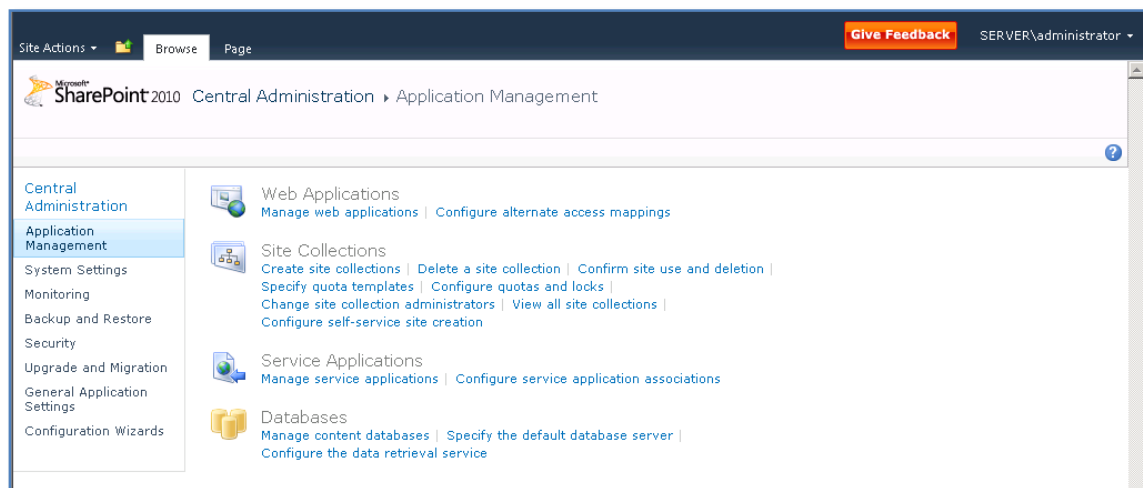


Once the Central Administration site is opened you will see three a familiar SharePoint site with a Quickstart menu on the left and icons and hyperlinks to the right as shown above.

The administration functions are grouped into the following headings: Application Management, Monitoring, Security, General Application Settings, System Settings, Backup and Restore, Upgrade and Migration, Configuration Wizards.

To access any of the options simply click on them.

### 5.3 Application Management



## Chapter 5 – Central Administration

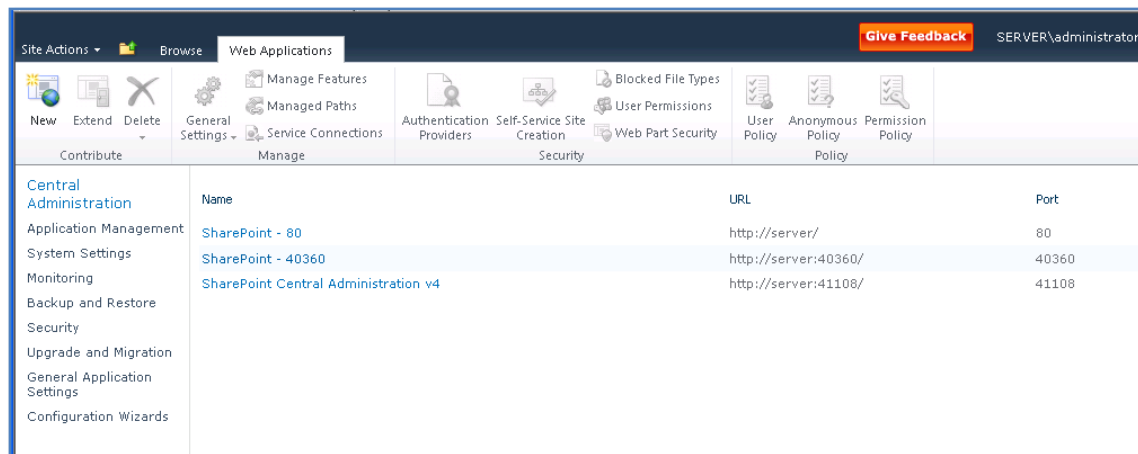
Once you select *Application Management* from the Quickstart menu on the left you will be presented with the screen above, showing 4 items: *Web Applications*, *Site Collections*, *Service Applications* and *Databases*. Each of these heading has a number of management links underneath that you can click.

### *Web Applications*

The first major option under *Application Management* is *Web Applications* and the options that are available here include: *Manage web applications* and *Configure alternate access mappings*.

### *Manage Web Applications*

Each WSF server in a SharePoint “farm” may contain a number of different web applications. By selecting the option **Manage Web Applications** from the *Application Management* tab you can view and interact with these services.

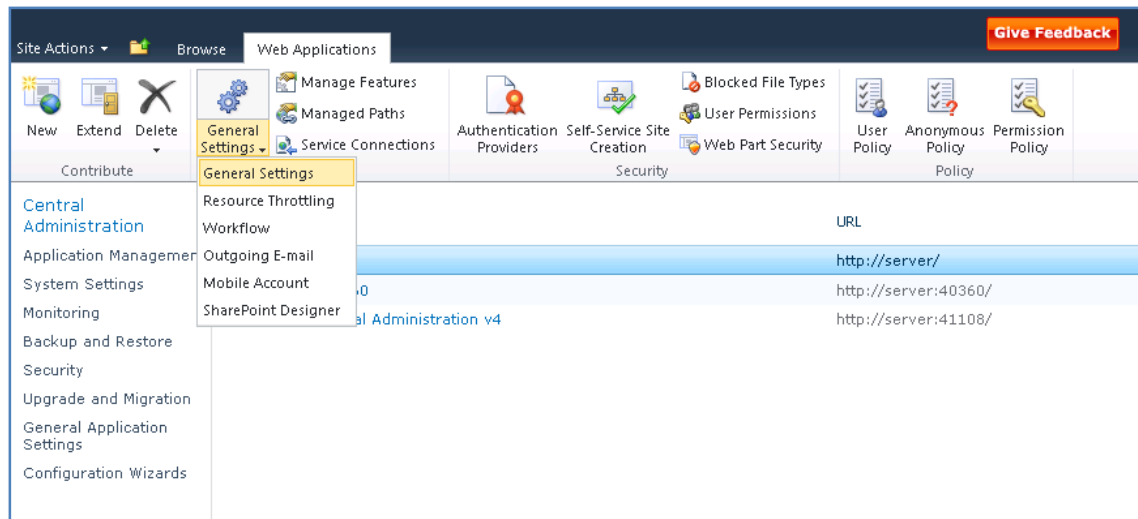


Once you select the *Manage Web Applications* link you will see a screen like that shown above. In it you will see a list of the WSF web applications on the ‘farm’ as well as the ribbon interface across the top.

From here you can perform a number of operations on these web applications by simply selecting them and then using the menu items on the ribbon interface.

### *Manage Web Applications (Web applications general settings)*

## Chapter 5 – Central Administration



By selecting the web application and then *General Settings* from the pull down menu under *General Settings* on the ribbon menu you can examine and change a number of default settings for that application.

**Web Application General Settings**

OK Cancel

<b>Default Time Zone</b> Choose the time zone for sites that get created on this web application.	Select time zone (UTC+10:00) Canberra, Melbourne, Sydney
<b>Default Quota Template</b> Select the quota template used by default for all site collections. Click <a href="#">Quota Templates</a> to define new quota templates.	Select quota template No Quota Storage limit: Number of invited users:
<b>Person Name Smart Tag and Presence Settings</b> With Person Name smart tag and Online Status enabled, online presence information is displayed next to member names and the Person Name smart tag appears when users hover over a member name anywhere on this site.	Enable Person Name smart tag and Online Status for members: <input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Alerts</b> Specify the default settings for alerts on this Web application.	Alerts on this server are: <input checked="" type="radio"/> On <input type="radio"/> Off Maximum number of alerts that a user can create: <input checked="" type="radio"/> 500 <input type="radio"/> Unlimited number

After you create a WSF site there are a number of settings that can be accessed via **General Settings** in the ribbon menu. Here you can set the default time zone for the site as well a default quota template.



**Web Application General Settings**

Settings.aspx, will reference the default SharePoint look and feel.

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**Recycle Bin**

Specify whether the Recycle Bins of all of the sites in this web application are turned on. Turning off the Recycle Bins will empty all the Recycle Bins in the web application.

The second stage Recycle Bin stores items that end users have deleted from their Recycle Bin for easier restore if needed. [Learn about configuring the Recycle Bin.](#)

Recycle Bin Status:  
☒ On ☐ Off

Delete items in the Recycle Bin:  
☒ After  days  
☐ Never

Second stage Recycle Bin:  
☒ Add  percent of live site quota for second stage deleted items.  
☐ Off

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**Maximum Upload Size**

Specify the maximum size to allow for a single upload to any site. No single file, group of files, or content, can be uploaded if the combined size is greater than this setting.

Maximum upload size:  
 MB

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**Customer Experience Improvement Program**

Collect web site analytics about web pages on this web application. Please read the Administration guide

Enable Customer Experience Improvement Program  
☒ Yes ☐ No

Further down you can also set the handling of the recycle bin and the default document upload size, which is 50MB by default. You can also control alerts and their frequency.

## Chapter 5 – Central Administration

Web Application General Settings

names and the Person Name smart tag appears when users hover over a member name anywhere on this site.

**Alerts**

Specify the default settings for alerts on this Web application.

Alerts on this server are:  
☒ On ☐ Off

Maximum number of alerts that a user can create:  
☒   
☐ Unlimited number

**RSS Settings**

Specify the server-wide settings for RSS feeds.

Enable RSS feeds:  
☒ Yes ☐ No

**Blog API Settings**

Choose whether or not to enable the MetaWeblog API for this web application.

Enable Blog API:  
☒ Yes ☐ No

Accept user name and password from the API:  
☐ Yes ☒ No

If the setting to accept user name and password is off, the currently configured authentication method will be used.

**Browser File Handling**

Specifies whether additional security headers are added to documents served to web

☐ Permissive  
☒ Strict

Further down you can control RSS feeds on the site. If the RSS settings are disabled, then no list or library will have an RSS configuration visible.

**Web Application General Settings**

Settings.aspx, will reference the default SharePoint look and feel.

---

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**Second stage Recycle Bin:**

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**Maximum Upload Size**

Specify the maximum size to allow for a single upload to any site. No single file, group of files, or content, can be uploaded if the combined size is greater than this setting.

**Maximum upload size:**

MB

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**Customer Experience Improvement Program**

Collect web site analytics about web pages on this web application. Please read the Administration guide

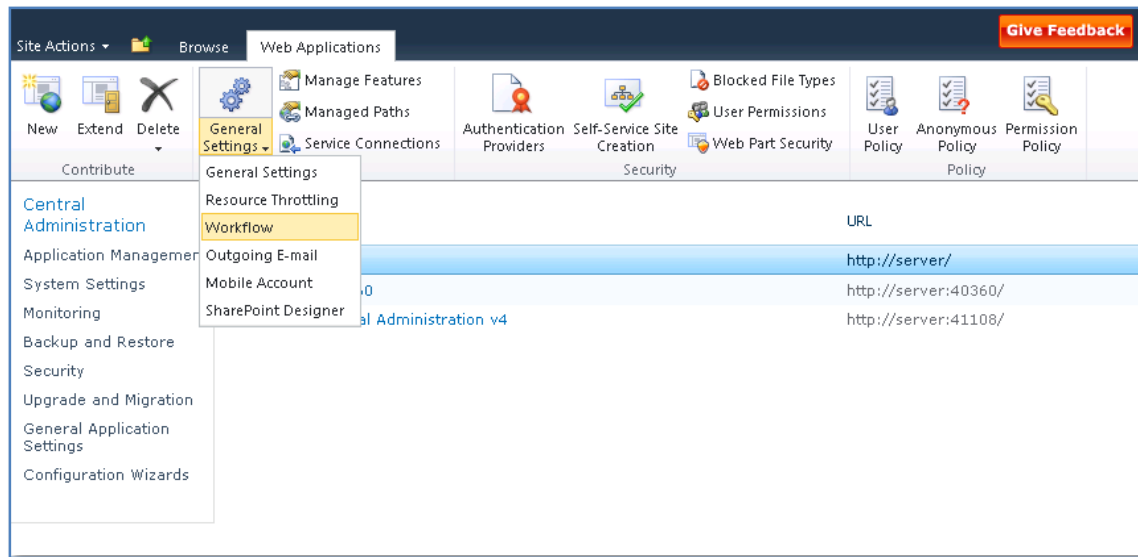
**Enable Customer Experience Improvement Program**

☒ Yes ☐ No

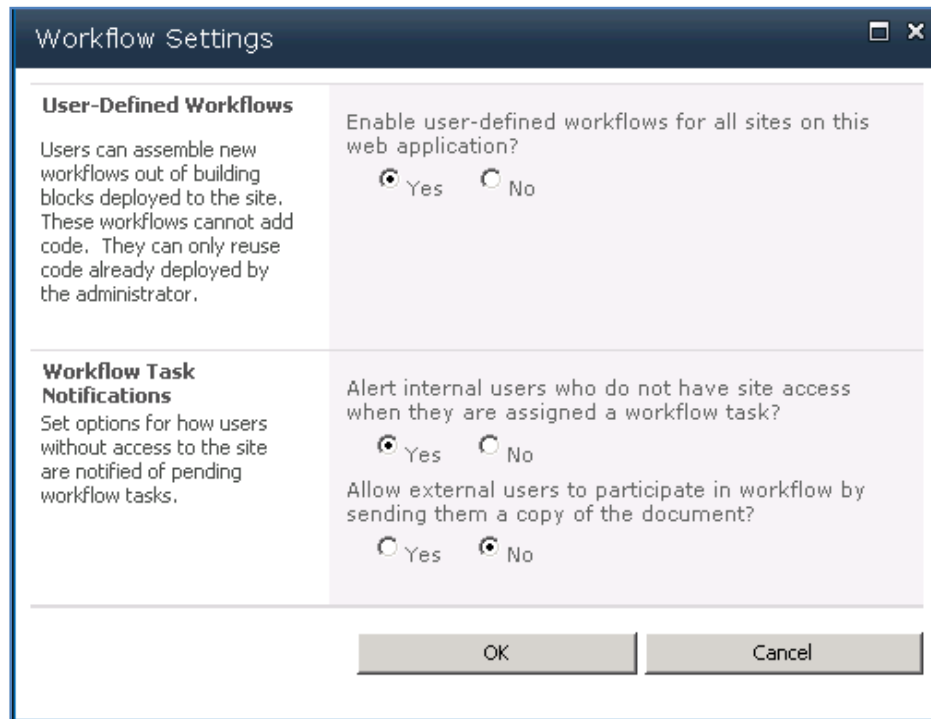
At the bottom is also the option to participate in the Customer Experience Improvement program which is send anonymous information about the WSF site back to Microsoft to assist them improving the product. You will not that this option is enabled by default.

### *Manage Web Applications (Workflow)*

## Chapter 5 – Central Administration



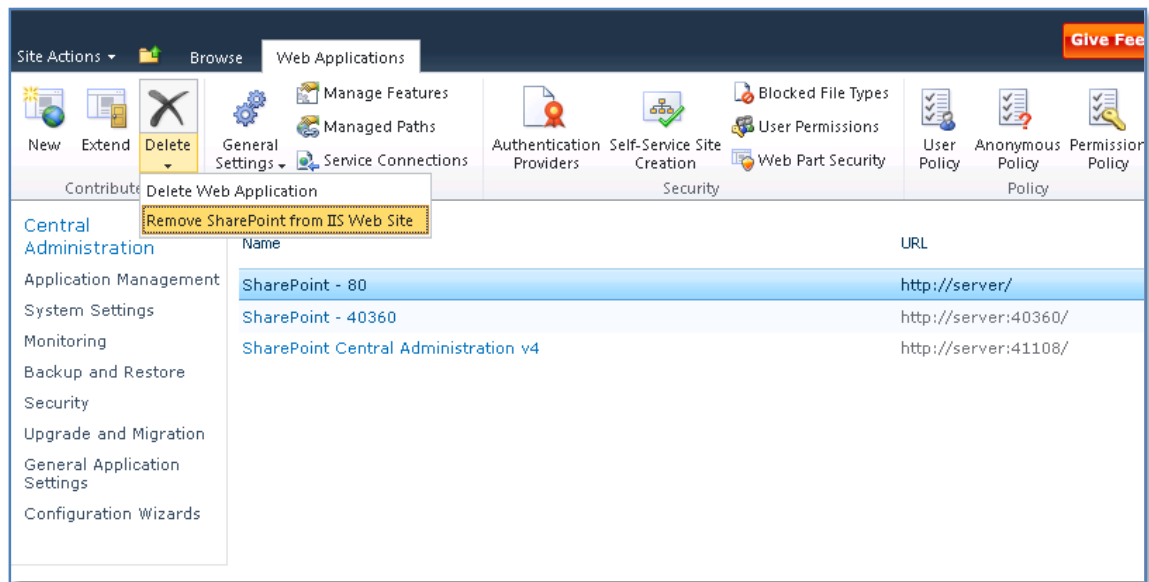
To access the workflow settings for a particular web application, simply select the web application from the list and then select *Workflow* from the menu that appears under the General Settings button on the ribbon interface.



Workflows are a feature of WSF. They allow the completion of a range of automated tasks and routing. They can be applied to a wide variety of items in WSF and are enabled by default. This option allows you to change this if necessary as well as configure other workflow settings.

## Chapter 5 – Central Administration

### *Manage Web Applications (Remove SharePoint from an IIS Web site)*

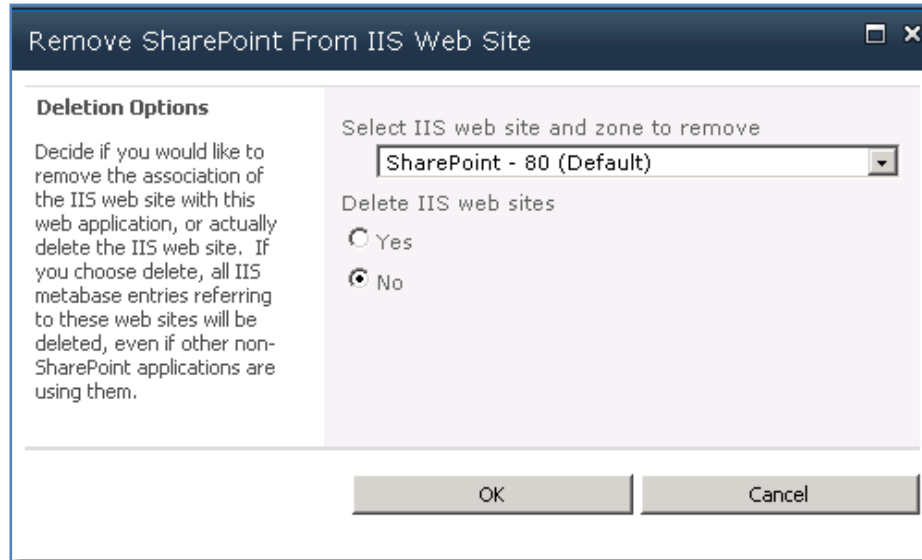


This option can be thought of as deleting an extended web application. That is where you have extended WSF to an additional web site yet have it still pointing to an existing content database. You typically use this option when you want to configure a site to support SSL access outside your organization but not inside.

You can choose whether to delete only the SharePoint components from the IIS website or the whole IIS web site. Note, that it will not delete the WSF content database, this operation only relates to IIS.

Before you delete ensure you have selected the correct web application in the *Web Application* area in the middle of the page. Then select menu from the *Delete* button in the ribbon interface and then the option *Remove SharePoint from IIS Web Site*.

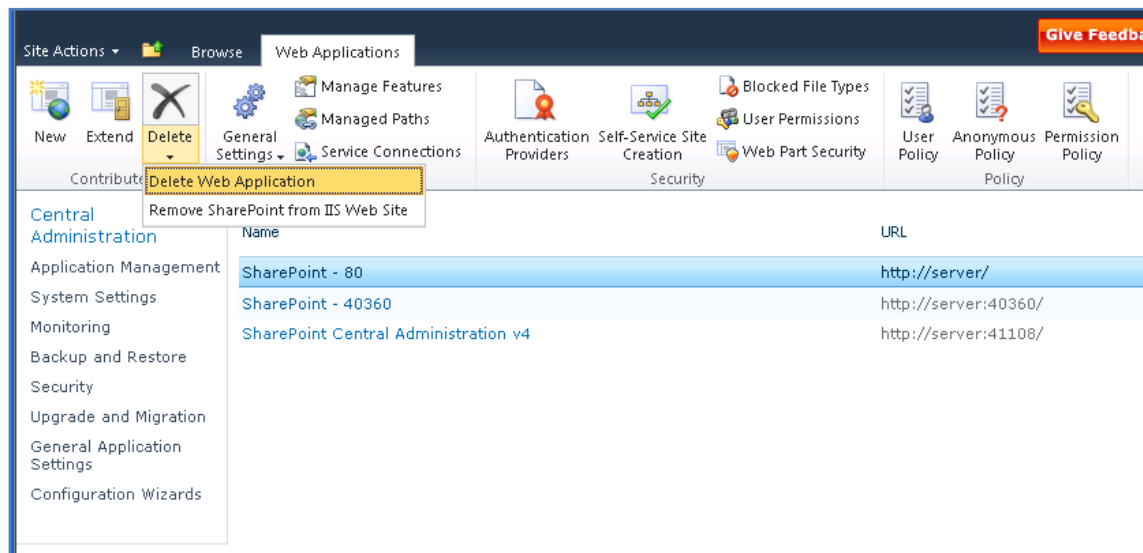
## Chapter 5 – Central Administration



You will then be prompted with the above windows to confirm that you wish to delete the IIS web site. Select the **Yes** option and then the **OK** button to remove it.

Remember, once deleted a site is removed and cannot be easily restored.

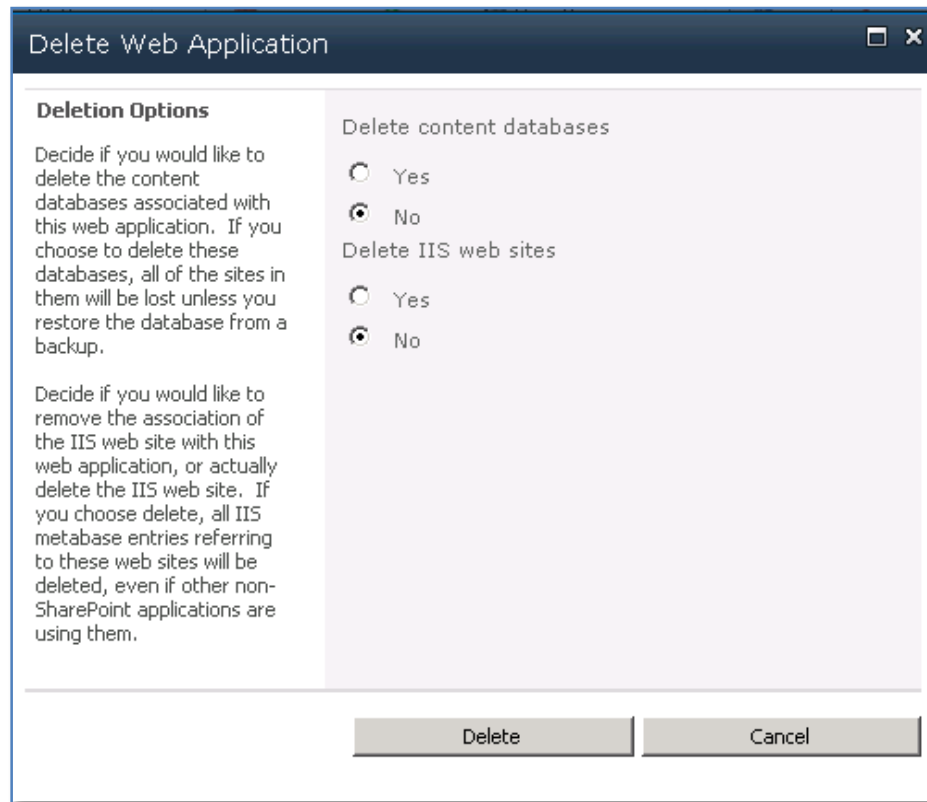
### *Manage Web Applications (Delete Web Application)*



This is very similar to the *Remove SharePoint from IIS Web Site* option mentioned previously, but apart from removing SharePoint from an IIS web site you can also delete references to the site from the configuration database, IIS and SQL including the content database. It is more likely that you will use this option to completely remove a site that has been created.

## Chapter 5 – Central Administration

Ensure that you have selected the correct Web Application in the middle area. Then select menu from the *Delete* button on the ribbon interface and from there select *Delete Web Application*.



You will then see the following *Delete Web Application* window. If you elect to leave the content database in place it can be attached to another WSF site.

To complete the process select to delete both the content database and the IIS web site and press the **Delete** button. Remember once deleted the site, content database and IIS web site is removed.

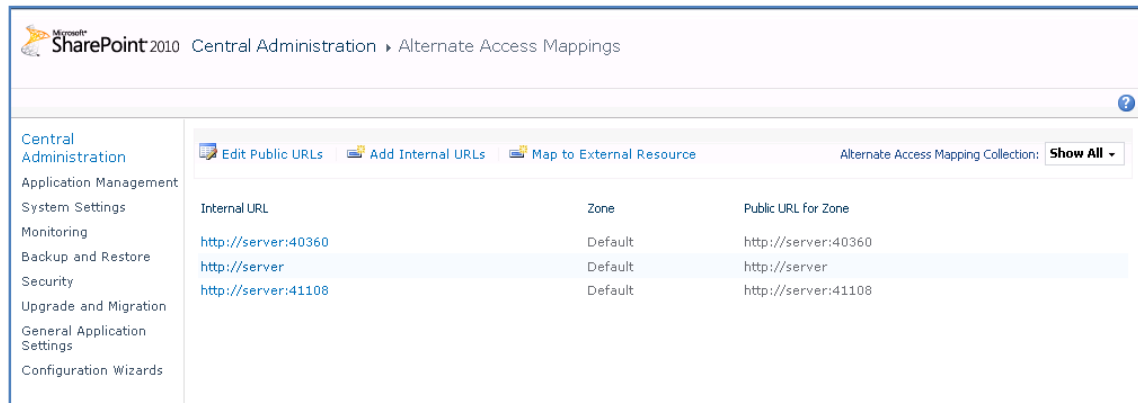
### *Configure alternate access mappings*

It is possible to display WSF information via number of different URL's. The definitions under **Configure alternate access mappings** under the *Farm Management* section in *Systems Settings*.

When a WSF site is initially created it is given a default mapping usually equivalent to the name it was defined during creation, which typically is the name of the server on which it is installed. However, in some cases this information may need to be accessed securely (via SSL) or externally (from the Internet). In each case WSF needs to know how

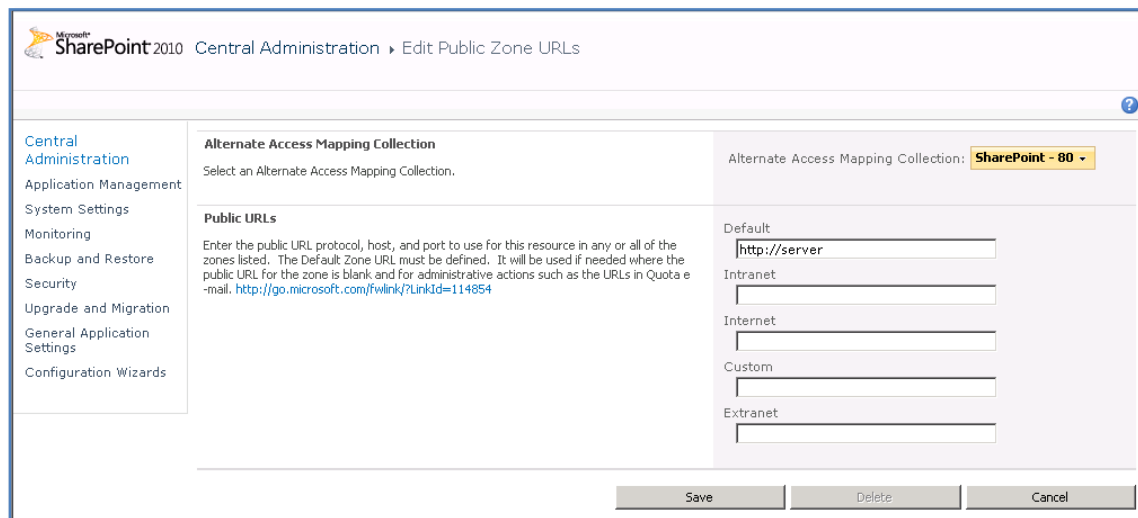
## Chapter 5 – Central Administration

to handle these different requests for the same site so that the correct information, content and links are returned to user's browser.



The window will display the list of the applications in WSF. You are able to change this view via the option in the top right of the window next to *Alternate Access Mapping Collection*. Simply click on the arrow to display the menu to make changes to what is displayed.

Selecting the **Edit Public Zone URLs** from the menu will display the window below. There are five zones that you can use but typically you will use *Internet* and *Default*. If you are having issues accessing a WSF site externally then you need to ensure that the address in the Internet (or Extranet) zone matches the public URL you are using.



If you do need to make a change to a site ensure that the correct site is displayed in the upper right of this screen to the right of the text *Alternate Access Mapping Collection*. You can select the desired site by pulling down the arrow to the right of this and making your selection.



## Chapter 5 – Central Administration

The other handy feature of different zone URLs is that each can have a different authentication provider. This means that those inside your network using the Default zone could be using Windows authentication, while those accessing the site externally via the Internet zone could be using forms based authentication.

In most cases only the Default zone will be set when you create a WSF site, so if alternate mappings are required you will need to go in here and set the appropriate values. Once you have completed these simply press the **Save** button.

### Site collections

The second major option under *Application Management* is *Site collections* and the options that are available here include: *Create site collection*, *Delete a site collection*, *Confirm site use and deletion*, *Specify quota template*, *Configure quotas and locks*, *Change site collection administrators*, *View all site collections* and *Configure self-service site creation*.

### Create site collections

Application Management

- System Settings
- Monitoring
- Backup and Restore
- Security
- Upgrade and Migration
- General Application Settings
- Configuration Wizards

**Web Application**  
Select a web application.  
To create a new web application go to [New Web Application](#) page.

Web Application: [http://server:40360/](#)

**Title and Description**  
Type a title and description for your new site. The title will be displayed on each page in the site.

Title:

Description:

**Web Site Address**  
Specify the URL name and URL path to create a new site, or choose to create a site at a specific path.  
To add a new URL Path go to the [Define Managed Paths](#) page.

URL: [http://server:40360/sites/](#)

**Template Selection**  
A site template determines what lists and features will be available on your new site. Select a site template based on the descriptions of each template and how you intend to use the new site. Many aspects of a site can be customized after creation. However, the site template cannot be changed once the site is created.

Select a template:

[Collaboration](#) [Meetings](#) [Enterprise](#) [Custom](#)

- Team Site**
- Blank Site
- Document Workspace
- Blog
- Group Work Site

A site collection is basically a Sharepoint site that is hosted on a web application using a content database. You can have multiple sites on a single web application and on a content database but generally there will only be one.

When you create a site collection you need to specify a title, URL, a template and security for the collection. Once you have specified that information and pressed the **OK**

## Chapter 5 – Central Administration

button a new site collection will be created. User can then access the URL of the new site collection and start entering information.

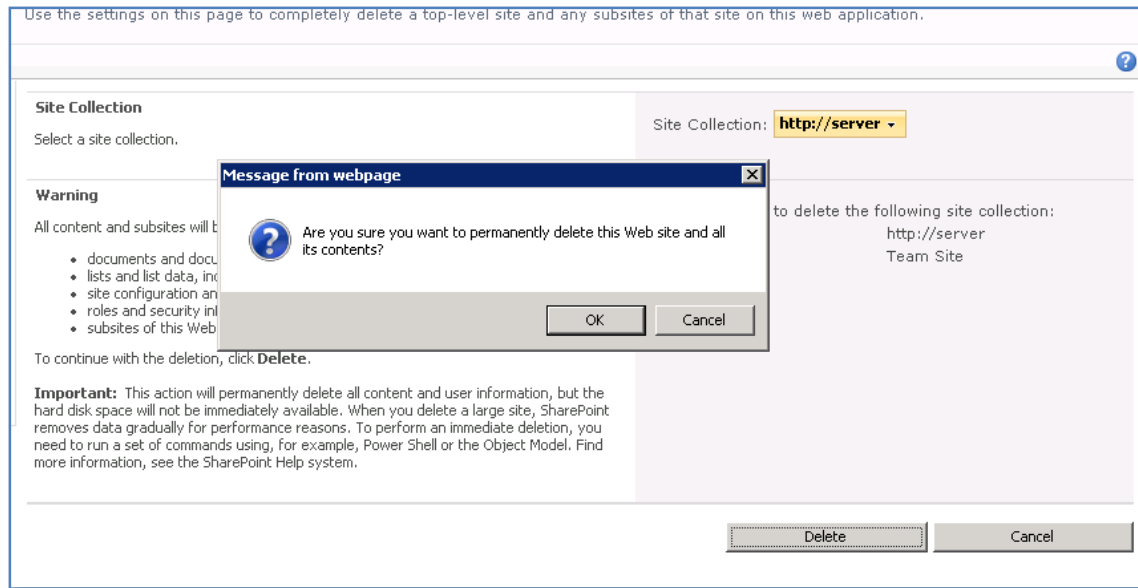
### *Delete a site collection*

The screenshot shows the 'Delete Site Collection' page in the SharePoint 2010 Central Administration console. The page title is 'Central Administration > Delete Site Collection'. Below the title, it says 'Use the settings on this page to completely delete a top-level site and any subsites of that site on this web application.' The left sidebar contains a navigation menu with 'Central Administration' selected. The main content area is divided into three sections. The top section, 'Site Collection', has a sub-header 'Select a site collection.' and a dropdown menu showing 'http://server'. The middle section, 'Warning', contains a message: 'All content and subsites will be lost. Deleting this site collection will permanently destroy' followed by a bulleted list: 'documents and document libraries;', 'lists and list data, including surveys, discussions, announcements, events;', 'site configuration and settings;', 'roles and security information relating to the site;', and 'subsites of this Web site, their contents, and user information.' Below this list, it says 'To continue with the deletion, click **Delete**.' The bottom section, 'Important', states: 'This action will permanently delete all content and user information, but the hard disk space will not be immediately available. When you delete a large site, SharePoint removes data gradually for performance reasons. To perform an immediate deletion, you need to run a set of commands using, for example, Power Shell or the Object Model. Find more information, see the SharePoint Help system.' At the bottom right, there are two buttons: 'Delete' and 'Cancel'.

Using this option you can completely delete a top level site and sub-sites. To do this, simply select the Site Collection you wish to delete and press the **Delete** button to continue. Remember, this option should be used with caution as it will delete the site, all sub-sites as well as any content including documents.

It is also important to ensure that you have selected the right site for deletion. The site is shown in the upper right of the window and can be changed by selecting the down arrow to the right of the site collection name.

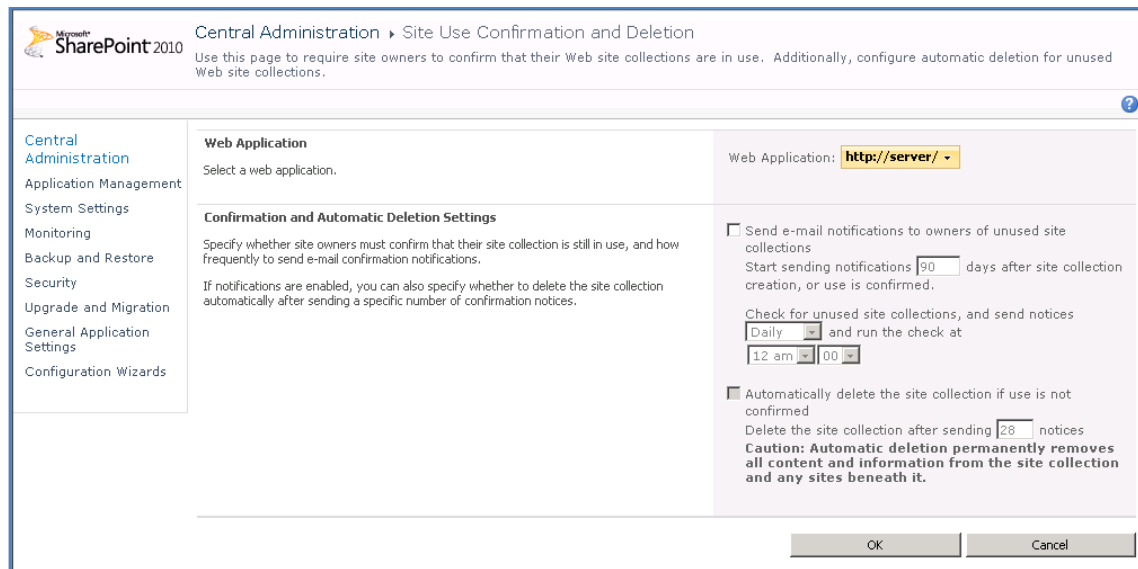
## Chapter 5 – Central Administration



Once you press the **Delete** button you will be prompted with a confirmation warning, like shown above. To complete the deletion process press the **OK** button to continue.

### *Site Use Confirmation and Deletion*

Over time and as the number of sites grow on WSF it is possible that some maybe unused. The *Site Use Confirmation and Deletion* option under *Site Collections* in *Application Management* allows you to configure how these sites will be handled.



Once you choose which web application you are referring to at the top of the screen you can elect to send an email to the owner of the unused site collections as a reminder.

## Chapter 5 – Central Administration

You can also configure, if you desire, to automatically delete them after a period of inactivity has elapsed.

When you have configured these options press the **OK** button to save these settings and continue.

### *Specify Quota Templates*

The screenshot shows the 'Quota Templates' page in the SharePoint 2010 Central Administration console. The page title is 'Central Administration > Quota Templates'. Below the title, it says 'Use this page to create or modify a quota template. [Learn about configuring site quotas and locks.](#)'

On the left is a navigation pane with the following links: Central Administration, Application Management, System Settings, Monitoring, Backup and Restore, Security, Upgrade and Migration, General Application Settings, and Configuration Wizards. 'Central Administration' is selected.

The main content area is divided into three sections:

- Template Name**: 'Edit an existing quota template, or create a new template. For a new template, you can start from a blank template or modify an existing template.'
  - ☒ Create a new quota template
    - Template to start from: [new blank template] (dropdown menu)
    - New template name: [text input field]
- Storage Limit Values**: 'Specify whether to limit the amount of storage available on a Site Collection, and set the maximum amount of storage, and a warning level. When the warning level or maximum storage level is reached, an e-mail is sent to the site administrator to inform them of the issue.'
  - ☐ Limit site storage to a maximum of: [text input field] MB
  - ☐ Send warning E-mail when Site Collection storage reaches: [text input field] MB
- User Solutions With Code Limits**: 'Specifies whether user solutions with code are allowed for this site collection. When the warning level is reached, an e-mail is sent. When the maximum usage limit is reached, user solutions with code are disabled for the rest of the day and an e-mail is sent to the site administrator.'
  - Limit maximum usage per day to: [text input field] 0 points
  - ☐ Send warning e-mail when usage per day reaches: [text input field] 0 points

At the bottom right are 'OK' and 'Cancel' buttons.

This option allows you to create and save a number of restrictions that can be applied to sites in the future. At the top of the page you can specify which quota template you wish to work with or whether you want to create a new template.

Under that are options to define storage limits and solutions with code limits.

When these options have been configured press the **OK** button to save the settings.

## Chapter 5 – Central Administration

### Configure quotas and locks

The screenshot shows the 'Site Collection Quotas and Locks' page in SharePoint 2010 Central Administration. The page is titled 'Central Administration > Site Collection Quotas and Locks'. It includes a 'Give Feedback' button and the user 'SERVER\administrator'. The page content is organized into three main sections: 'Site Collection', 'Site Lock Information', and 'Site Quota Information'. The 'Site Collection' section shows the selected site collection as 'http://server'. The 'Site Lock Information' section shows the lock status for the site as 'Not locked'. The 'Site Quota Information' section shows the current quota template as 'Individual Quota' and the limit site storage to a maximum of 0 MB. It also shows the current storage used as 3 MB and the user solutions resource quota as 300 points.

Section	Details
Site Collection	Select a site collection. Site Collection: <b>http://server</b>
Site Lock Information	Use this section to view the current lock status, or to change the lock status. Web site collection owner: SERVER\administrator. Lock status for this site: <input checked="" type="radio"/> Not locked, <input type="radio"/> Adding content prevented, <input type="radio"/> Read-only (blocks additions, updates, and deletions), <input type="radio"/> No access
Site Quota Information	Use this section to modify the quota template on this Web site collection, or to change one of the individual quota settings. Current quota template: <b>Individual Quota</b> . Limit site storage to a maximum of: 0 MB. Send warning e-mail when site storage reaches: 0 MB. Current storage used: 3 MB. User Solutions Resource Quota: Limit maximum usage per day to: 300 points

If you have already defined a quota template then you can apply that template to a site via this option. Alternatively, you can also apply quotas to the web application that is selected in the *Site Collection* option at the top of the page.

The *Site Lock Information* option also allows you to place the selected site collection into a number of different states including: *not locked* (the default), *adding content prevented*, *read only*, and *no access*. These options may be handy when work needs to be carried out on the site and you need to globally restrict what actions the user can take on the site.

In the *Site Quota* information option allows you to directly specify limitation on this site collection via an existing quota template or as a manual override to this.

Once these options have been set use the **OK** button to save the configuration and continue.

## Chapter 5 – Central Administration

### *Change site collection administrators*

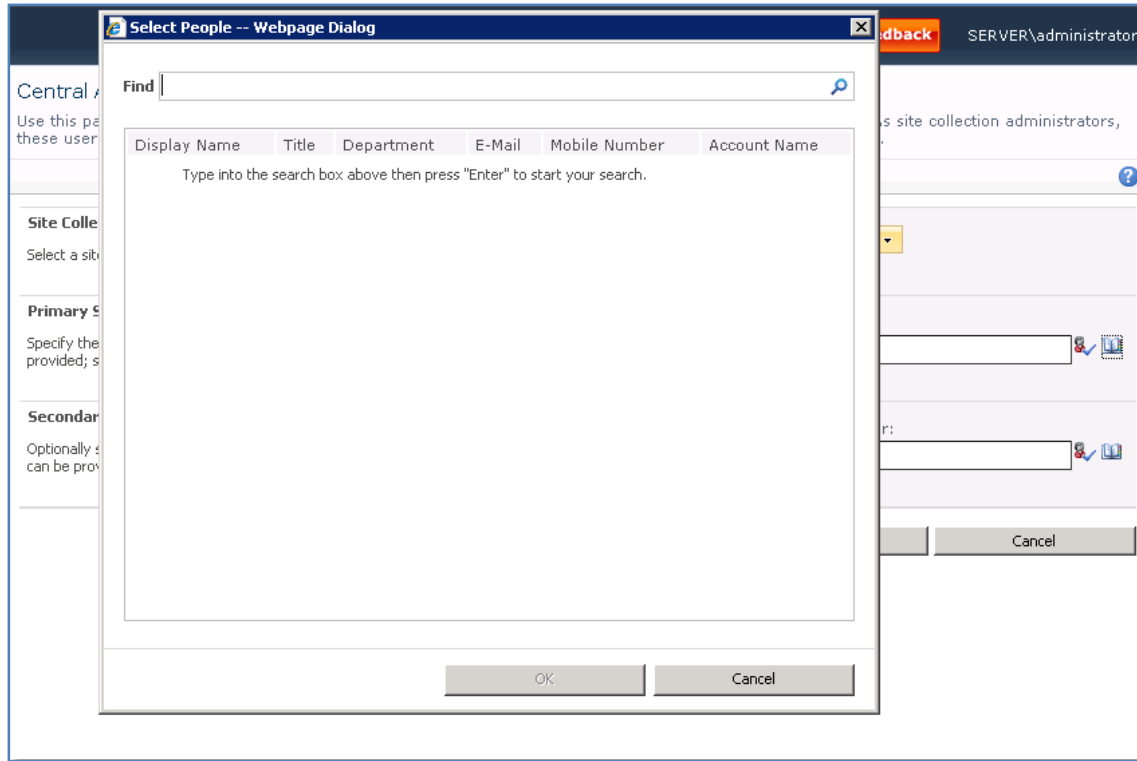
The screenshot shows the 'Site Collection Administrators' page in the SharePoint 2010 Central Administration console. The page title is 'Central Administration > Site Collection Administrators'. Below the title, a message states: 'Use this page to view and change the primary and secondary site collection administrators for a site collection. As site collection administrators, these users receive any quota or auto-deletion notices and have full control over all content in the site collection.' The left-hand navigation pane includes links for 'Central Administration', 'Application Management', 'System Settings', 'Monitoring', 'Backup and Restore', 'Security', 'Upgrade and Migration', 'General Application Settings', and 'Configuration Wizards'. The main content area is divided into three sections: 'Site Collection' with a dropdown menu showing 'http://server:40360'; 'Primary Site Collection Administrator' with a text box containing 'SERVER\administrator' and an address book icon; and 'Secondary Site Collection Administrator' with an empty text box and an address book icon. At the bottom right, there are 'OK' and 'Cancel' buttons.

A site collection administrator is the administrator for the WSF site and has full control over the content in the site. In most cases, site collection administrators are defined during the creation of a WSF site (there are two site collectors, primary and secondary). However, there may be cases where a site collection administrator needs to be set or changed. It should also be noted that an administrator of a WSF sites does not need to be domain administrator, it can be any valid user on the network. It should also be noted that rights establish inside a SharePoint site are superseded by a user who is a site administrator.

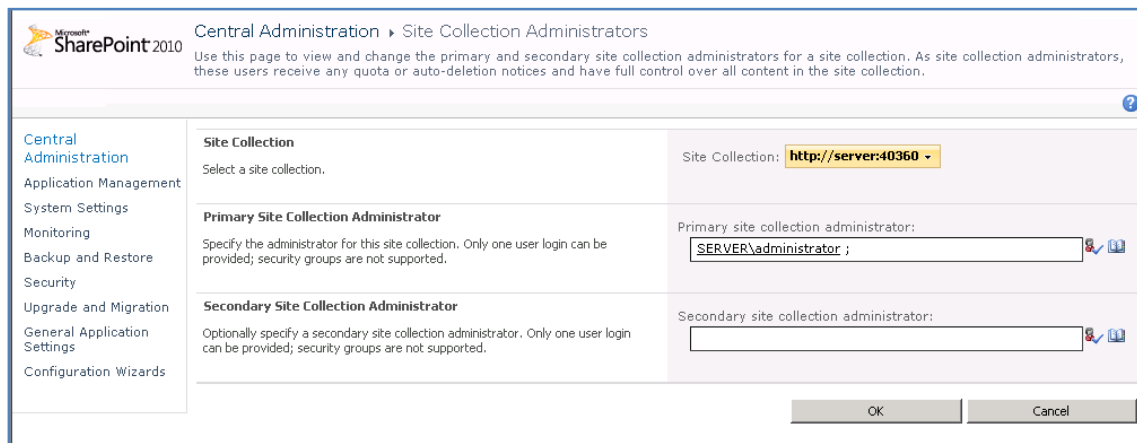
One such situation where the site collection administrator needs to be set is after the migration from a different SharePoint server. In these cases, the existing site collection administrator belongs to a different domain and does not exist on the new server. Thus, using the **Change Site Collection Administrators** option from the *Site Collections* option under *Application Management* tab, you can set a new user who will have rights over all the content in your site.

To select a new user from the existing domain simply click the address book to the right of the *Primary site collection administrator* section.

## Chapter 5 – Central Administration



If you then enter the user name into the *Find* field and press the **Search** button to the right (the magnifying glass) the user will be displayed in the list below. Simply click on this entry and press the **OK** button to make this user the new site collection administrator.



When correctly entered the user name will appear underlined in the field. It is recommended that you enter a secondary site collection administrator as well.

## Chapter 5 – Central Administration

### View all site collections

URL	Title	Description	Primary administrator	E-mail address	Database Name
/	Team Site		SERVER\administrator	someone@example.com	WSS_Content

This option accessed via **Site collection list** option from the *Site Collections* option under *Application Management* tab, you can see how many site collections you have under a single web application.

You can select which web application you wish to view by making the selection in the top right of the window by selecting the arrow on the right and then *Change Web Application* for the menu that appears.

When you have completed the process press the **OK** button to continue.

### Configure self-service site collection management

**Web Application**  
Select a web application.

Web Application: **http://server/**

**Enable Self-Service Site Creation**  
Self-Service Site Creation allows users with the "Use Self-Service Site Creation" permission to create sites in defined URL namespaces.  
To require users of Self-Service Site Creation to supply a secondary contact name on the signup page, select Require secondary contact.

When you enable Self-Service Site Creation, an announcement will be added to the Announcements list on the home page of the top-level Web site. The announcement will provide a link to the site creation page (scsignup.aspx in the \_layouts directory).

☐ On  
☒ Off  
☐ Require secondary contact

Self-Service Site Creation allows users with the "Use Self-Service Site Creation" permission to create sites in defined URL namespaces.

When you have made your select press the **OK** button to save your choices.

### Service Applications

Once you select *Application Management* you will see the following items under *Service Applications*: *Manage service applications*, *Configure service application associations*. Each of these heading has a number of management links underneath that you can click.



## Chapter 5 – Central Administration

### Manage service applications

Name	Type	Status
Application Discovery and Load Balancer Service Application	Application Discovery and Load Balancer Service Application	Started
Application Discovery and Load Balancer Service Application Proxy_46a50477-e935-4b9b-b269-b19d1b14352b	Application Discovery and Load Balancer Service Application Proxy	Started
Business Data Connectivity	Business Data Connectivity Service Application	Started
Business Data Connectivity	Business Data Connectivity Proxy	Started
Search Administration Web Service for Search Service Application	Search Administration Web Service Application	Started
Search Service Application	Search Service Application	Started
Search Service Application	Search Service Application Proxy	Started
Secure Store Service	Secure Store Service Application	Started
Secure Store Service	Secure Store Service Application Proxy	Started
Security Token Service Application	Security Token Service Application	Started
State Service	State Service	Started
State Service	State Service Proxy	Started
Usage and Health data collection	Usage and Health Data Collection Service Application	Started
Usage and Health data collection	Usage and Health Data Collection Proxy	Started
Web Analytics Service Application	Web Analytics Service Application	Started
Web Analytics Service Application	Web Analytics Service Application Proxy	Started

This option displays a list of the Service applications and their current status.

**Warning:** this page is not encrypted for secure communication. User names, passwords, and any other information will be sent in clear text. For more information, contact your administrator.

**Use data collection**

Use data collection will log events whenever various events occur in your SharePoint deployment. Usage Logging enables analysis and reporting, but also uses system resources and can impact performance and disk usage.

☒ Enable usage data collection

**Event Selection**

Logging enables analysis and reporting, but also uses system resources and can impact performance and disk usage. Only log those events for which you want regular reports.

For sporadic reports or investigations, consider turning on logging for specific events and then disabling logging for these events after the report or investigation is complete.

**Events to log:**

- ☒ Content Import Usage
- ☒ Content Export Usage
- ☒ Page Requests
- ☒ Feature Use
- ☒ Search Query Usage
- ☒ Site Inventory Usage
- ☒ Timer Jobs
- ☒ Rating Usage

**Usage data collection settings**

Usage logs must be saved in a location that exists on all servers in the farm. Adjust the maximum size to ensure that sufficient disk space is available.

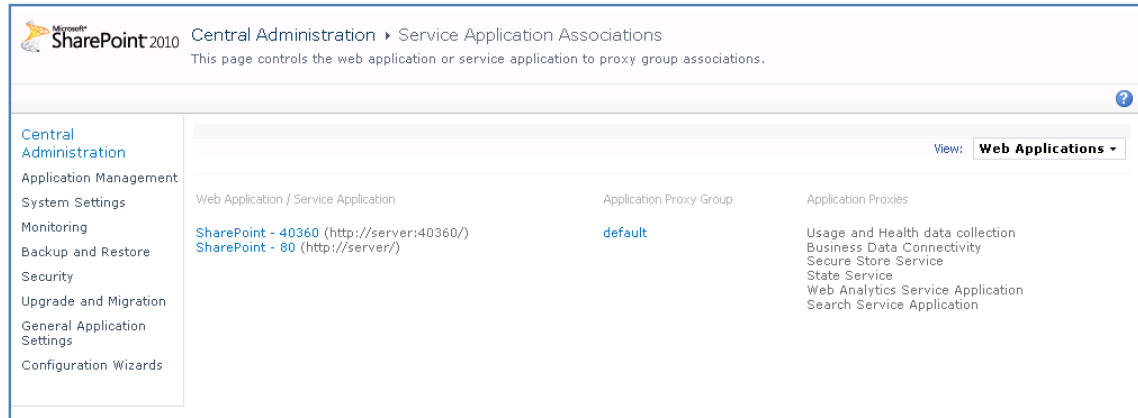
Log file location:  Maximum log file size:

If you click on a service application that is hyperlinked you will be taken to the configuration for that service. It is possible to change any of the options displayed and then press the **OK** button to save these changes.

## Chapter 5 – Central Administration

You can also work with the Service Applications by selecting them from the list and using the option in the ribbon at the top of the page.

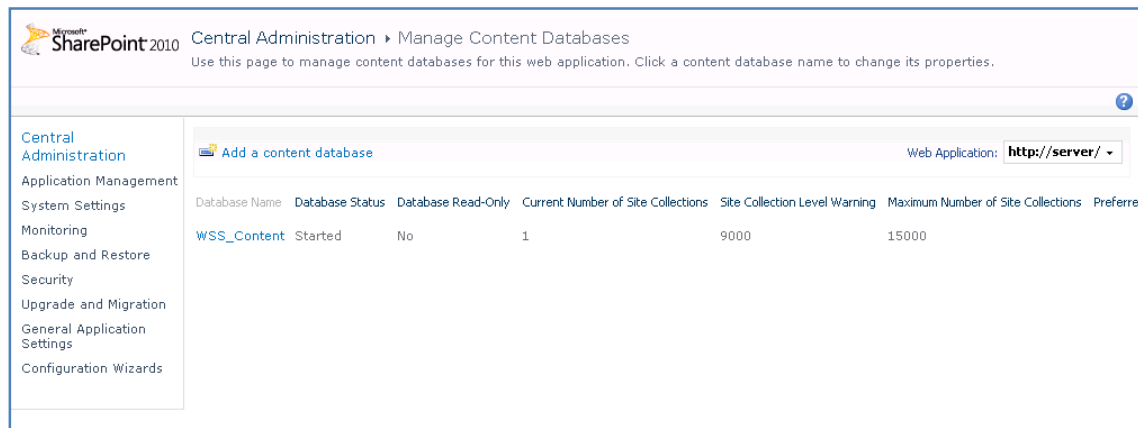
### *Configure service application associations*



### *Databases*

Once you select *Application Management* you will see the following items under *Databases*: *Manage content databases*, *Specify the default database server*, *Configure the database retrieval service*. Each of these heading has a number of management links underneath that you can click.

### *Manage content databases*



SharePoint requires a location to store its information, it does this into content databases which normally reside on an SQL server. Using this option you can view the content databases that are associated with each web application. You are able to change the web application in the top right of the window.

## Chapter 5 – Central Administration

You will note in the above screen shot that there is only currently a single content database for this web application. That is normally the case, however it is possible to have more than a single database per web application simply because it is possible to have more than a single site collection (SharePoint site) inside a single web application. However, in most cases there will only be a single content database per web application.

To view the settings of this content database simply click on the name which is a hyperlink.

<ul style="list-style-type: none"><li>Application Management</li><li>System Settings</li><li>Monitoring</li><li>Backup and Restore</li><li>Security</li><li>Upgrade and Migration</li><li>General Application Settings</li><li>Configuration Wizards</li></ul>	<b>Database Information</b> Specify database connection settings for this content database. Use the <b>Database status</b> options to control whether or not new Site Collections can be created in the database. When the database status is set to <b>Ready</b> , the database is available for hosting new Site Collections. When the database status is set to <b>Offline</b> , no new Site Collections can be created.	Database server SERVER\Sharepoint SQL Server database name WSS_Content Database status <b>Ready</b> Database Read-Only No Database authentication Windows authentication
	<b>Database Versioning and Upgrade</b> Use this section to check the version and upgrade status of this database. If the Current SharePoint Database Schema Version is less than the Maximum SharePoint Database Schema Version, the database should be upgraded as soon as possible.	Database Schema Versions Microsoft.SharePoint.Upgrade.SPContentDatabaseSequence Current Schema Version: 4.0.137.0, Maximum Schema Version: 4.0.137.0 Microsoft.SharePoint.Upgrade.SPContentDatabaseSequence2 Current Schema Version: 4.0.8.0, Maximum Schema Version: 4.0.8.0 Microsoft.SharePoint.Upgrade.SPContentDatabaseStoreProcedureSequence Current Schema Version: 14.0.4536.1000, Maximum Schema Version: 14.0.4536.1000 Microsoft.SharePoint.Administration.SPContentDatabase Current Schema Version: 14.0.4536.1000, Maximum Schema Version: 14.0.4536.1000
	<b>Failover Server</b> You can choose to associate a content database with a specific failover server that is used in conjunction with SQL Server database mirroring.	Failover Database Server <input type="text"/>
	<b>Database Capacity Settings</b> Specify capacity settings for this database.	Number of sites before a warning event is generated <input type="text" value="9000"/> Maximum number of sites that can be created in this database <input type="text" value="15000"/>

You should now see a number of configuration options for the content database you selected.

Further information on these options is available in **Chapter 8 – Databases**. Once you have completed any configuration press the **OK** button to continue.

*Specify the default database server*

## Chapter 5 – Central Administration

The screenshot shows the 'Default Database Server' configuration page in SharePoint 2010 Central Administration. The left sidebar contains navigation links: Central Administration, Application Management, System Settings, Monitoring, Backup and Restore, Security, Upgrade and Migration, General Application Settings, and Configuration Wizards. The main content area is titled 'Content Database Server' and includes a description: 'Specify where to create content databases by default.' Below this is a 'Database Username and Password' section with a note: 'Use this section only if you are using SQL Server authentication to connect to SQL Server. It is strongly recommended that you use Windows authentication instead, in which case you should leave these fields blank.' The configuration fields include 'Database server:' with the value 'SERVER\Sharepoint', 'Account:', and 'Password:'. At the bottom right are 'OK' and 'Cancel' buttons.

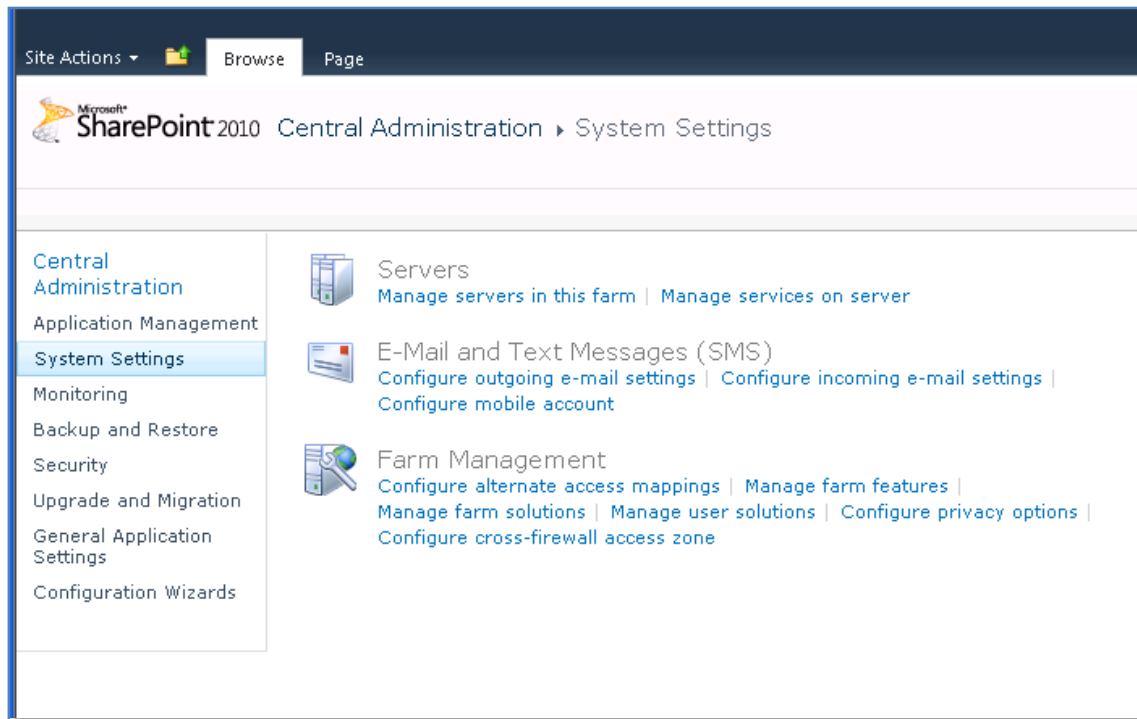
The heart of any WSF installation is its database for this is the location to which all WSF content is saved and accessed. During the installation process you choose a default database server for your WSF data, here you can not only see what the current default database is but also change the default database. If you change the default, any existing WSF sites will remain on the existing database server and any new sites will be created on the new default database server. Also, depending on what type of database server you are using you may need to configure a username and password for access to the database.

When you have made any configuration changes press the **OK** button to continue or press **Cancel** to return..

### *Configure the data retrieval service*

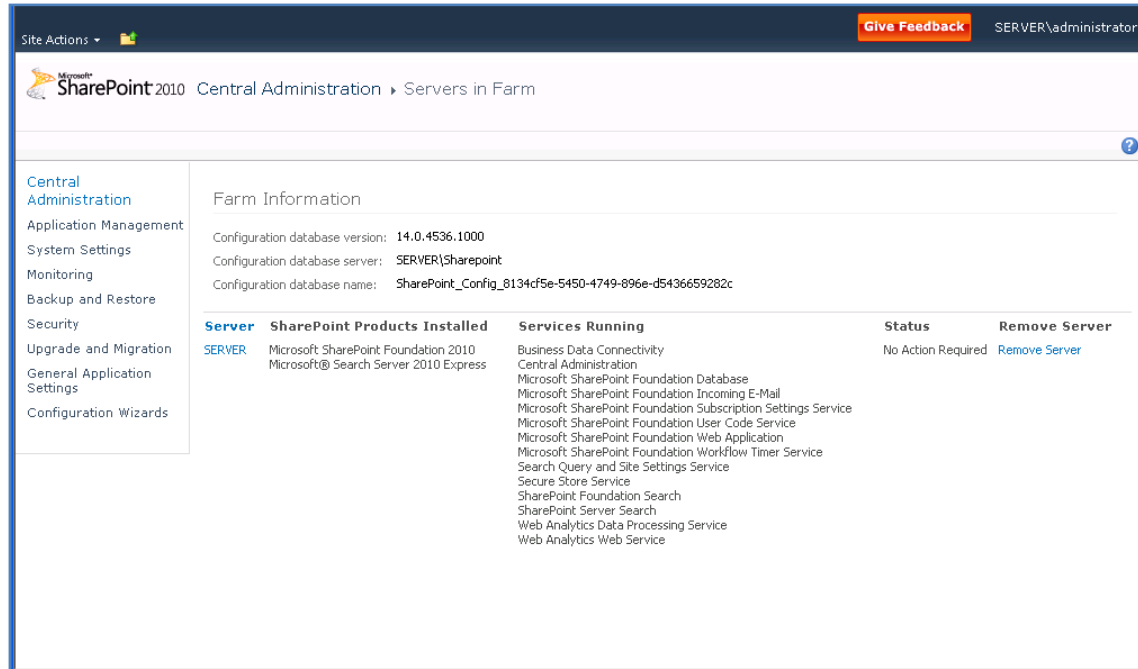
The screenshot shows the 'Web Application' settings page in SharePoint 2010 Central Administration. The left sidebar is the same as the previous screenshot. The main content area is titled 'Web Application' and includes a description: 'Select a web application.' Below this is a 'Customize Web Application' section with a note: 'This web application can inherit the settings from the Configure Data Retrieval Service Settings page in Central Administration or can customize its own settings below.' The configuration fields include 'Web Application:' with the value 'http://server/', 'Inherit the global settings' (checked), 'Enable these data retrieval services' (checked), 'Response size limit:' with the value '10000', and 'Enable update query support' (unchecked). At the bottom right are 'OK' and 'Cancel' buttons.

### 5.4 System Settings



Once you select *System Settings* from the Quickstart menu on the left you will be presented with the screen above, showing 3 items: *Servers*, *E-Mail and Text Messages (SMS)* and *Farm Management*. Each of these heading has a number of management links underneath that you can click.

## Chapter 5 – Central Administration



### *Manage Servers in Farm*

WSF can be configured in a multi-server arrangement (provided it was not installed as a 'stand-alone' server) with different servers playing different roles. All the servers that are deployed for WSF are considered to reside in one "farm". Inside this "farm" there can be servers that process web requests, other servers that provide data and others that provide search functionality. In most small instances all these roles are located on a single server but depending on how the initial installation was completed it is possible to add additional servers to the "farm" to reduce workload and improve performance as well as provide greater reliability.

If you select the option **Manage Servers in Farm** from the *System Settings* option you will see a list of all the physical servers in your WSF "farm" and the versions of each. Also found here is the 'farm' configuration database server and name. You will also note here that it is possible to remove a server from a "farm" if required (a hyperlink to the right of the server).

If you click on hyperlinked server name you will be taken to the option *Manage Services on Server* which will be examined now.

## Chapter 5 – Central Administration

Site Actions ▾ Give Feedback SERVER\administrator

Central Administration

Application Management

System Settings

Monitoring

Backup and Restore

Security

Upgrade and Migration

General Application Settings

Configuration Wizards

Complete all steps below

Server: SERVER ▾

Start services in the table below:

View: Configurable ▾

Service	Status	Action
Business Data Connectivity	Started	Stop
Central Administration	Started	Stop
Lotus Notes Connector	Stopped	Start
Microsoft SharePoint Foundation Incoming E-Mail	Started	Stop
Microsoft SharePoint Foundation Subscription Settings Service	Started	Stop
Microsoft SharePoint Foundation User Code Service	Started	Stop
Microsoft SharePoint Foundation Web Application	Started	Stop
Microsoft SharePoint Foundation Workflow Timer Service	Started	Stop
Search Query and Site Settings Service	Started	Stop
Secure Store Service	Started	Stop
SharePoint Foundation Search	Started	Stop
SharePoint Server Search	Started	Stop
Web Analytics Data Processing Service	Started	Stop
Web Analytics Web Service	Started	Stop

### Manage Services on Server

Each WSF server in a SharePoint “farm” performs different operations. As such they have a number of services running on them as required for their role. By selecting the option **Manage Services on Server** from the *System Settings* tab you can view and interact with these services.

The services that operate on the server you are viewing vary depending on its role. If there are multiple servers in the SharePoint “farm” simply select which server you wish to see from the *Server* option at the top of the screen. The lower part of the screen will show the services that are configured and their current state. If you wish to change the status of any of these simply click the link in the *Action* column to the right. Note that you may also have to change the view of the services (on the right) to *All* (from *Configurable*) to see every service that is running on the server.

## Chapter 5 – Central Administration

Site Actions [Give Feedback](#) SERVER\administrator

Microsoft SharePoint 2010 Central Administration > Configure Microsoft SharePoint Foundation Search Service Settings on server SERVER  
Use this page to configure Microsoft SharePoint Foundation Search Service Settings.

**Warning:** this page is not encrypted for secure communication. User names, passwords, and any other information will be sent in clear text. For more information, contact your administrator.

**Service Account**  
The search service will run using this account.  
The search service account must not be a built-in account in order to access the database. Examples of built-in accounts are Local Service and Network Service.

Select an account for this component  
☒ Predefined  
Local Service  
☐ Configurable  
User name  
Password

**Content Access Account**  
The search service will access all content using this account.  
The account will be added to the Full Read policy, giving it read-only access to all content.  
For proper search functionality and information security, do not use an administrator account, and do not use accounts that can modify content.

Select an account for this component  
☒ Predefined  
Local Service  
☐ Configurable  
User name  
NT AUTHORITY\LOCAL SERVICE  
Password

It may also be possible to click on the name of the service to configure it. In the above case we have clicked on the *SharePoint Search Service* to display its configuration page.

If you make any change ensure you press the **OK** button at the bottom of the screen to save your changes.

### *E-Mail and Test Messages (SMS)*

The second major option under *System Settings* is *E-Mail and Text Messages (SMS)* and the options available here are: *Configure outgoing e-mail settings*, *Configure incoming e-mail settings* and *Configure mobile account*.

### *Configure outgoing e-mail settings*

Microsoft SharePoint 2010 Central Administration > Outgoing E-Mail Settings  
Use the settings on this page to configure the default e-mail settings for all web applications. [Learn about configuring e-mail settings.](#)

**Mail Settings**  
Specify the SMTP mail server to use for Microsoft SharePoint Foundation e-mail-based notifications for alerts, invitations, and administrator notifications. Personalize the **From address** and **Reply-to address**.

Outbound SMTP server:  
mail.server.com  
From address:  
a@a.com  
Reply-to address:  
a@a.com  
Character set:  
65001 (Unicode UTF-8)

OK Cancel



## Chapter 5 – Central Administration

SharePoint has the ability to send alerts via email. To allow this you must configure an outbound mail server. Since WSF does not include its own SMTP mail server you must specify on here. You should also specify a *From address* and a *Reply-to address* at the same time to help users identify where their alerts have come from.

When you have configured these settings press the **OK** button to save them.

### *Configure incoming e-mail settings*

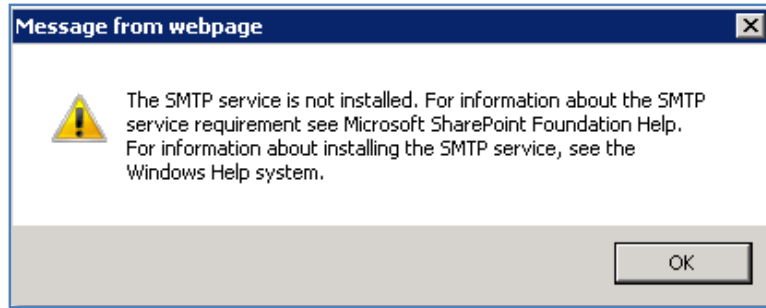
The screenshot shows the 'Enable Incoming E-Mail' configuration page in SharePoint Central Administration. The left sidebar contains a navigation menu with the following items: Application Management, System Settings, Monitoring, Backup and Restore, Security, Upgrade and Migration, General Application Settings, and Configuration Wizards. The main content area is divided into several sections:

- Enable Incoming E-Mail**: A section with a description of the feature and two radio buttons for 'Yes' and 'No'. The 'No' option is selected.
- Settings mode:** Two radio buttons for 'Automatic' and 'Advanced'. The 'Automatic' option is selected.
- Enable sites on this server to receive e-mail?**: A section with a description and two radio buttons for 'Yes' and 'No'. The 'No' option is selected.
- Directory Management Service**: A section with a description of the service and two radio buttons for 'No', 'Yes', and 'Use remote'. The 'No' option is selected.
- Incoming E-Mail Server Display Address**: A section with a description and a text input field for the email address. The input field contains 'mylist@' and the example 'mylist@example.com' is shown below it.
- E-Mail Drop Folder**: A section with a description and a text input field for the folder path. The input field is empty and the example 'c:\inetpub\mailroot\drop' is shown below it.

WSF also has the ability to receive emails. Typically, it is possible to configure a SharePoint list to receive information directly from email. To allow you this you must firstly configure this option.

Because WSF does not have an inbuilt SMTP service an external one will need to be configured. This will normally be done on the same server that is hosting SharePoint by enabling the option in the Windows Server setup. Once this has been configured you can firstly enable this WSF 'farm' to receive emails and then determine how they will be handled. Thus, if you select this option and receive a warning like:

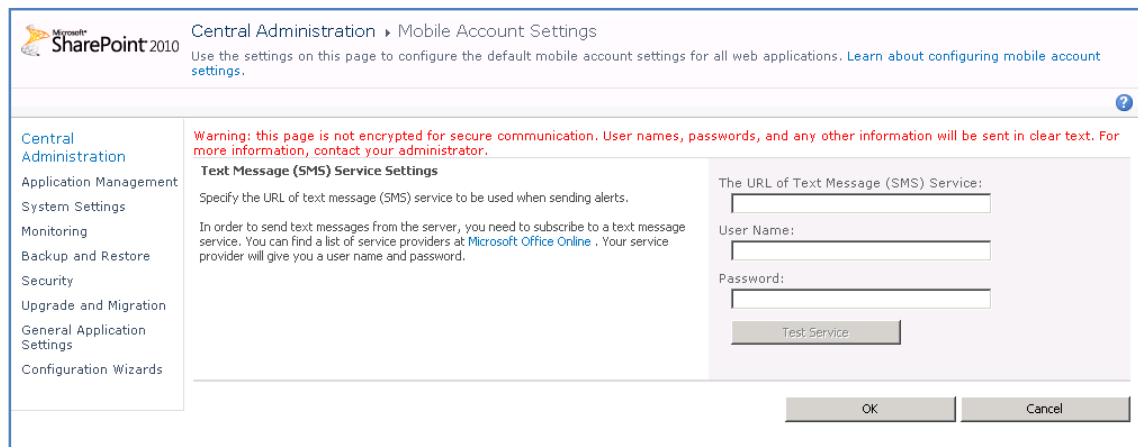
## Chapter 5 – Central Administration



You will need to firstly configure the WSF server with an SMTP service. Once that is enabled you will be able to configure the rest of the options found here.

To save your configuration, press the **OK** button.

### *Mobile settings*



One of the new features of WSF is that it enables SharePoint to send SMS text messages. To enable this you must select the *Configure mobile account* under the *E-Mail and Text Messages (SMS)* in *System Settings*.

Once selected you need to enter the details of the SMS Service including the URL, User Name and Password.

When you have completed the configuration press the **OK** button to save the information.

### *Farm Management*

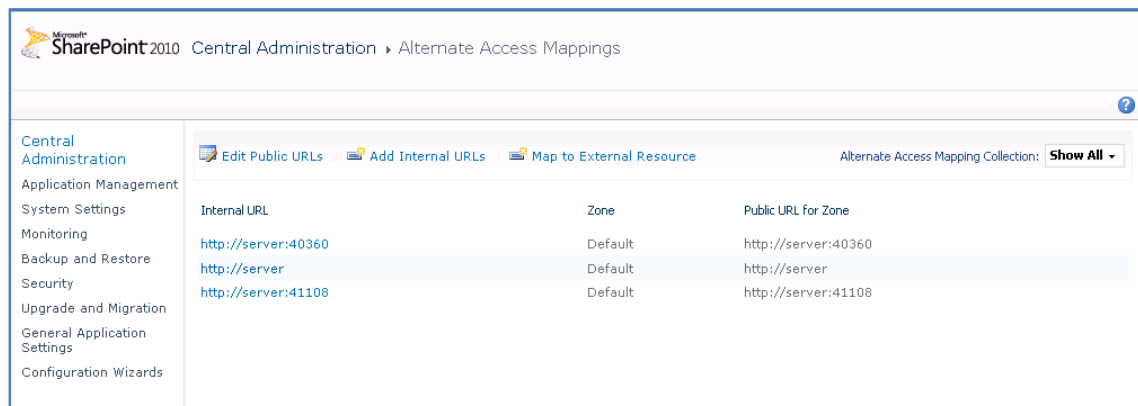
The final heading under *System Settings* includes the following options: *Configure alternate access mappings*, *Manage farm features*, *Manage farm solutions*, *Manage user solutions*, *Configure privacy options*, *Configure cross-firewall access zone*.

## Chapter 5 – Central Administration

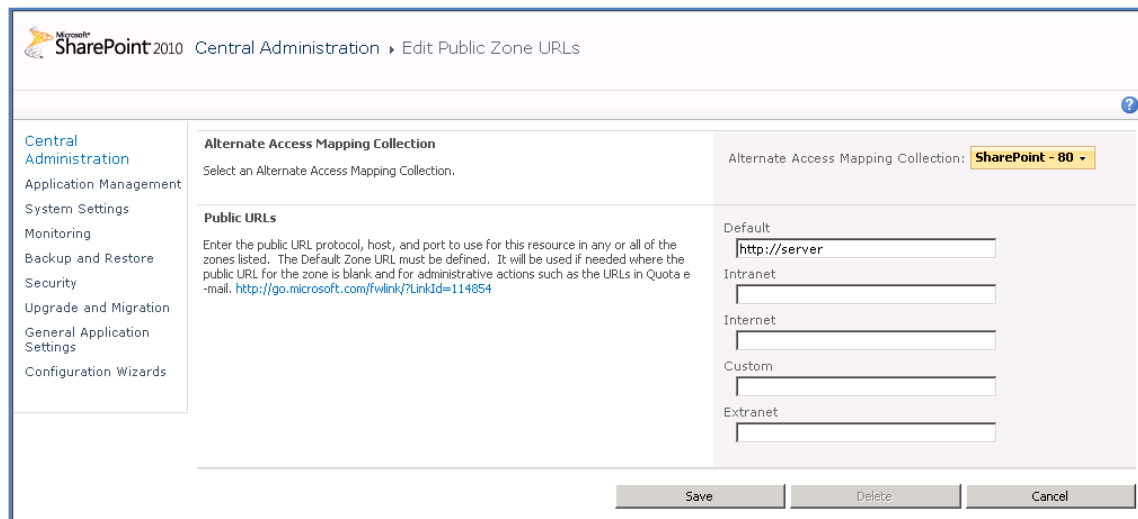
### Configure Alternate Access Mappings

It is possible to display WSF information via number of different URL's. The definitions under **Configure alternate access mappings** under the *Farm Management* section in *Systems Settings*.

When a WSF site is initially created it is given a default mapping usually equivalent to the name it was defined during creation. However, in some cases this information may need to be accessed securely (via SSL) or externally (from the Internet). In each case WSF needs to know how to handle these requests so that the correct information and content is returned to user's browser.



Selecting the Edit Public Zone URLs from the menu will display the window below. There are five zones that you can use but typically you will use *Internet* and *Default*. If you are having issues accessing a WSF site externally then you need to ensure that the address in the Internet (or Extranet) zone matches the public URL you are using.



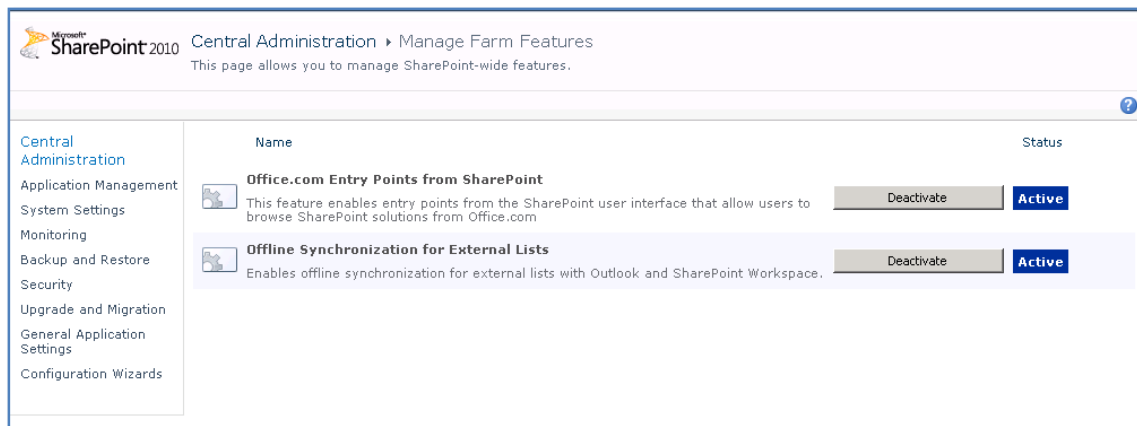
## Chapter 5 – Central Administration

If you do need to make a change to a site ensure that the correct site is displayed in the upper right of this screen to the right of the text *Alternate Access Mapping Collection*. You can select the desired site by pulling down the arrow to the right of this and making your selection.

The other handy feature of different zone URLs is that each can have a different authentication provider. This means that those inside your network using the Default zone could be using Windows authentication, while those accessing the site externally via the Internet zone could be using forms based authentication.

In most cases only the Default zone will be set when you create a WSF site, so if alternate mappings are required you will need to go in here and set the appropriate values. Once you have completed these simply press the **Save** button.

### Manage Farm Features



## Chapter 5 – Central Administration

### Manage Farm Solutions

The screenshot shows the 'Manage Farm Solutions' dialog box. On the left is a navigation pane with links: Central Administration, Application Management, System Settings, Monitoring, Backup and Restore, Security, Upgrade and Migration, General Application Settings, and Configuration Wizards. The main area is divided into two sections. The top section, 'Solution Restrictions', explains that solutions can be blocked from running within sites and includes a warning that blocking is based on the solution file's contents. It features a 'Blocked Solutions' list (currently empty) with a 'Remove' button, and an 'Add new solution to block' section with 'File' and 'Message' input fields, a 'Browse...' button, and a 'Block' button. The bottom section, 'Load Balancing', explains how user code execution is distributed and offers two radio button options: 'All user code runs on the same machine as a request' (unselected) and 'Requests to run user code are routed by solution affinity' (selected).

### Manage User Solutions

### Configure Privacy Options

The screenshot shows the 'Configure Privacy Options' dialog box. It has the same navigation pane as the previous dialog. The main area contains three sections. The 'Customer Experience Improvement Program' section explains the program and offers two radio button options: 'Yes, I am willing to participate in the Customer Experience Improvement Program (Recommended)' (selected) and 'No, I don't wish to participate'. The 'Microsoft Error Reporting' section explains that error reports are generated and offers two radio button options: 'Collect server error reports' (selected) and 'Ignore errors and don't collect information'. The 'Microsoft Error reporting' section includes a checkbox for 'Also collect error reports from client machines running scripts from your SharePoint server' (checked) and a text box for 'Change your SharePoint server's error collection policy to silently send all reports related to SharePoint'. The 'External Web-based Help' section explains that help can be displayed from external Web sites or locally and offers two radio button options: 'Yes (Recommended)' (selected) and 'No'. At the bottom, there is a link to 'Click here to review the privacy and server impact information related to these options' and 'OK' and 'Cancel' buttons.

It is possible to configure the information WSF makes available to third parties, typically Microsoft. The definitions under **Configure privacy options** under the *Farm Management* section in *Systems Settings*.

## Chapter 5 – Central Administration

Here you can choose to enable whether the customer experience information will be sent to Microsoft. If enabled, this option allows the collection of information about computer hardware and how WSF is used. The aim of this information is to help Microsoft identify which SharePoint features to improve. The option states that no information collected is used to identify or contact users. It is also important to note that this option is enabled by default.

The next options allow the sending of error information to Microsoft. This obviously helps Microsoft better understand any problems that may arise. You will note that these options are enabled by default and that reports are sent to Microsoft without prompting users when they log on.

Finally, you can select whether to enable help systems from external web based help. It is important to note that this option is enabled by default.

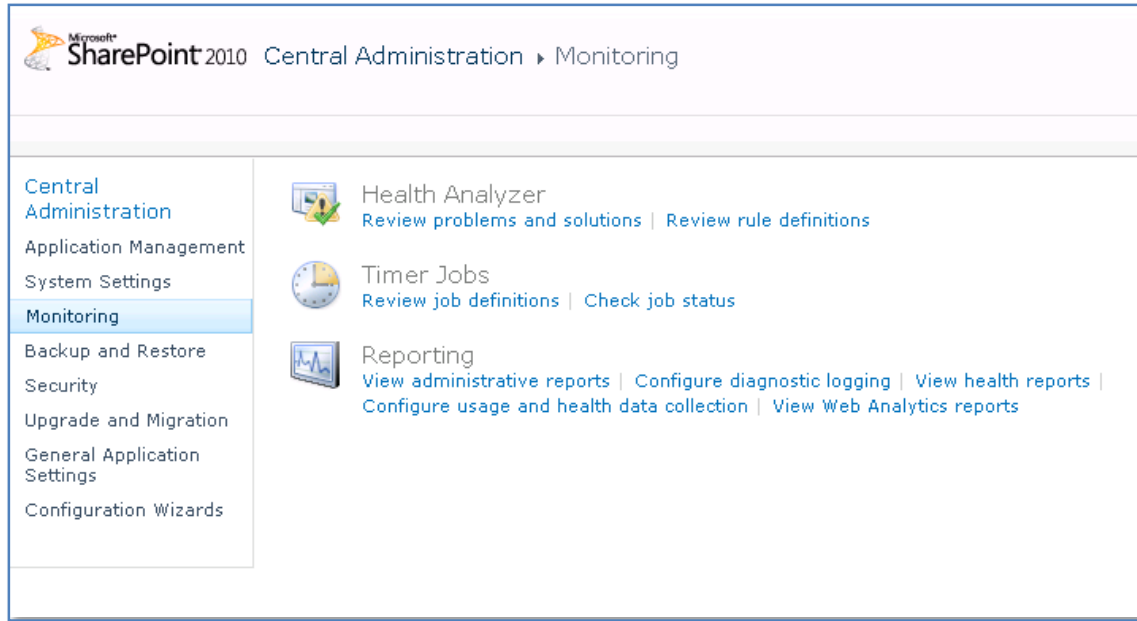
Once these options have been configured select the **OK** button to save the results and continue.

### *Configure cross-firewall access zone*

The screenshot shows the 'Cross Firewall Access Zone' configuration page in SharePoint 2010 Central Administration. The page title is 'Central Administration > Cross Firewall Access Zone' with a subtitle 'Use this page to manage cross firewall access zone in the farm.' A left-hand navigation pane lists various administration tasks, with 'Monitoring' selected. The main content area is divided into two sections: 'Web Application' and 'Cross Firewall Access Zone'. The 'Web Application' section has a dropdown menu currently showing 'http://server:40360/'. The 'Cross Firewall Access Zone' section contains a descriptive paragraph and a dropdown menu for 'Zone selection for cross firewall access' which is currently set to '(none)'. At the bottom right of the main content area are 'OK' and 'Cancel' buttons.

## 5.5 Monitoring

## Chapter 5 – Central Administration

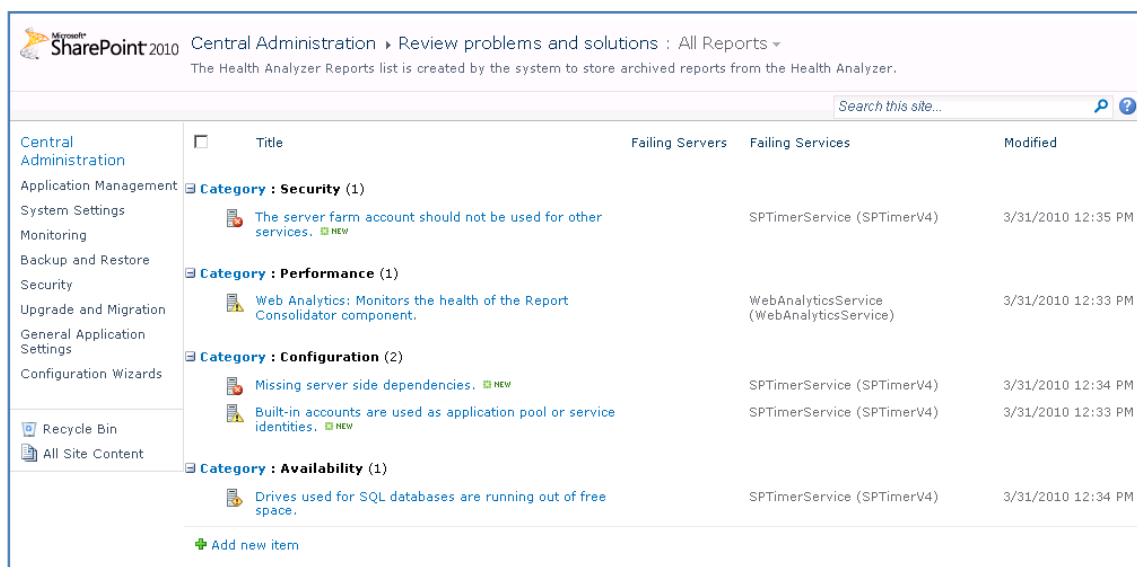


Once you select *Monitoring* from the Quickstart menu on the left you will be presented with the screen above, showing 3 items: *Health Analyzer*, *Timer Jobs*, and *Reporting*. Each of these heading has a number of management links underneath that you can click.

### *Health Analyzer*

Under this section are 3 items: *Review problems and solutions*, *Review rule definitions*. You can click on any of these to access their properties.

### *Review problems and solutions*



## Chapter 5 – Central Administration

WSF has its own diagnostics built in that run at regular times. The results of any diagnostics that may warrant attention are displayed here.

### *Review rule definitions*

Central Administration	<input type="checkbox"/> Title	Schedule	Enabled	Repair Automatically
Application Management	<b>Category : Security (2)</b>			
System Settings	Accounts used by application pools or service identities are in the local machine Administrators group.	Daily	Yes	No
Monitoring	The server farm account should not be used for other services.	Weekly	Yes	No
Backup and Restore				
Security	<b>Category : Performance (12)</b>			
Upgrade and Migration	<b>Category : Configuration (21)</b>			
General Application Settings	Alternate access URLs have not been configured.	Daily	Yes	No
Configuration Wizards	The Application Discovery and Load Balancer Service is not running in this farm.	Hourly	Yes	No
	Automatic Update setting inconsistent across farm servers.	Daily	Yes	No
	Built-in accounts are used as application pool or service identities.	Weekly	Yes	No
	Missing server side dependencies.	Weekly	Yes	No
	Databases require upgrade or not supported.	Daily	Yes	No
	Databases running in compatibility range, upgrade recommended.	Daily	Yes	No
	One or more categories are configured with Verbose trace logging.	Daily	Yes	No
	Outbound e-mail has not been configured.	Weekly	Yes	No
	Recommended server upgrade available.	Daily	Yes	No
	Product / patch installation or server upgrade required.	Daily	Yes	No
	Databases within this farm are set to read only and will fail to upgrade unless it is set to a read-write state.	Daily	Yes	No
	Web.config file has incorrect settings for the requestFiltering element.	Daily	Yes	No
	Web.config files are not identical on all machines in the farm.	Daily	Yes	Yes

The rules against which the diagnostics are compared are defined here.

### *Timer jobs*

Under this section are 2 items: *Review job definitions*, *Check job status*. You can click on any of these to access their properties.

### *Review job definitions*



## Chapter 5 – Central Administration

Timer Links Timer Job Status Scheduled Jobs Running Jobs Job History Job Definitions	View: <b>All</b>		
	Title	Web Application	Schedule Type
Central Administration Application Management System Settings Monitoring Backup and Restore Security Upgrade and Migration General Application Settings Configuration Wizards	Application Addresses Refresh Job		Minutes
	Application Server Administration Service Timer Job		Minutes
	Application Server Timer Job		Minutes
	Audit Log Trimming	SharePoint - 40360	Monthly
	Audit Log Trimming	SharePoint - 80	Monthly
	CEIP Data Collection		Daily
	Change Log	SharePoint - 40360	Weekly
	Change Log	SharePoint - 80	Weekly
	Crawl Log Cleanup for Search Application Search Service Application.		Daily
	Crawl Log Report for Search Application Search Service Application.		Minutes
	Dead Site Delete	SharePoint - 40360	Disabled
	Dead Site Delete	SharePoint - 80	Disabled
	Delete Job History		Weekly
	Diagnostic Data Provider: Event Log		Minutes
	Diagnostic Data Provider: Performance Counters - Database Servers		Minutes
	Diagnostic Data Provider: Performance Counters - Web Front Ends		Minutes
	Diagnostic Data Provider: SQL Blocking Queries		
	Diagnostic Data Provider: SQL DMV		Minutes

WSF is constantly performing any number of tasks. These tasks are executed via the SharePoint Timer Service. The summary page will show each job and how often it runs.

Site Actions **Give Feedback** SERVER\administrator

Microsoft SharePoint 2010 Central Administration > Edit Timer Job  
Use this page to change or delete a timer job.

Timer Links Timer Job Status Scheduled Jobs Running Jobs Job History Job Definitions	Job Title	Workflow
	Job Description	Processes workflow events.
	Job Properties	Web application: N/A Last run time: 3/16/2010 12:15 PM
	Recurring Schedule	
	This timer job is scheduled to run: <input checked="" type="radio"/> Minutes Every <input type="text" value="5"/> minute(s) <input type="radio"/> Hourly <input type="radio"/> Daily <input type="radio"/> Weekly <input type="radio"/> Monthly	

Use this section to modify the schedule specifying when the timer job will run. Daily, weekly, and monthly schedules also include a window of execution. The timer service will pick a random time within this interval to begin executing the job on each applicable server. This feature is appropriate for high-load jobs which run on multiple servers on the farm. Running this type of job on all the servers simultaneously might place an unreasonable load on the farm. To specify an exact starting time, set the beginning and ending times of the interval to the same value.

Run Now Disable OK Cancel

If you click on any job you will be shown the details of this job as well as the ability to disable the job if necessary.

*Check job status*

## Chapter 5 – Central Administration

?

Timer Links

Timer Job Status

Scheduled Jobs

Running Jobs

Job History

Job Definitions

Central Administration

Application Management

System Settings

Monitoring

Backup and Restore

Security

Upgrade and Migration

General Application Settings

Configuration Wizards

View: All

Scheduled

Job Title	Server	Web Application	Next Start Time
Application Server Administration Service Timer Job	SERVER		3/31/2010 12:47 PM
Search Health Monitoring - Trace Events	SERVER		3/31/2010 12:47 PM
Health Statistics Updating	SERVER		3/31/2010 12:47 PM
Application Server Timer Job	SERVER		3/31/2010 12:47 PM
Diagnostic Data Provider: Event Log	SERVER		3/31/2010 12:50 PM
Diagnostic Data Provider: Performance Counters - Database Servers	SERVER		3/31/2010 12:50 PM
Diagnostic Data Provider: Performance Counters - Web Front Ends	SERVER		3/31/2010 12:50 PM
Diagnostic Data Provider: Trace Log	SERVER		3/31/2010 12:50 PM
SharePoint Services Search Refresh	SERVER		3/31/2010 12:50 PM
Solution Resource Usage Log Processing	SERVER	SharePoint - 80	3/31/2010 12:50 PM

1-10 ▶

Running

Job Title	Server	Progress	Status	Started
-----------	--------	----------	--------	---------

As WSF is constantly running process you can use this option to monitor their operation.

### Reporting

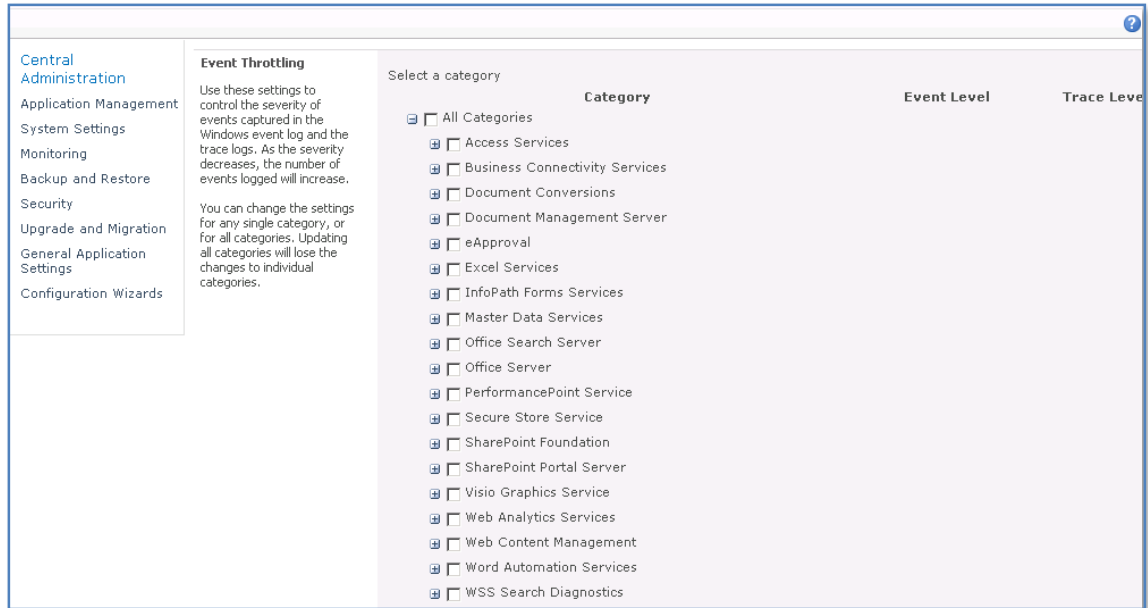
Under this section are 5 items: *View administrative reports*, *Configure diagnostic logging*, *View Health reports*, *Configure usage and health data collection* and *View Web Analytics reports*. You can click on any of these to access their properties.

### View administrative reports

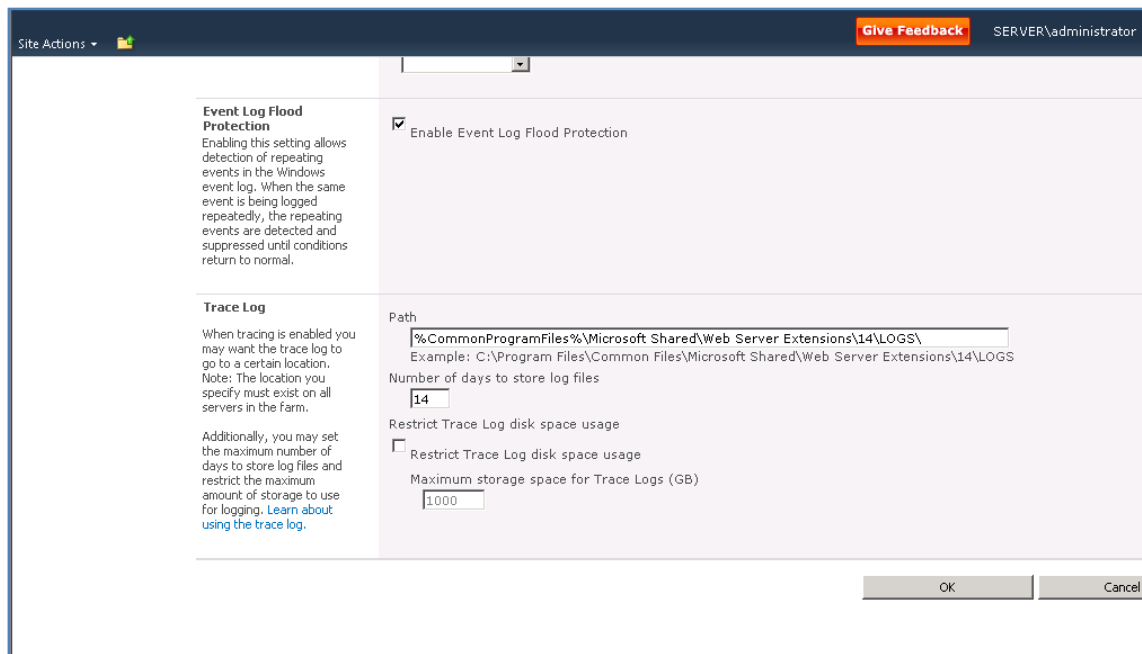
Microsoft SharePoint 2010 Central Administration ▸ Administrative Report Library ▸ Search administration reports : All Documents ▾ A document library containing diagnostics reports.					
Search this site... 🔍 ?					
<b>Central Administration</b> Application Management System Settings Monitoring Backup and Restore Security Upgrade and Migration General Application Settings Configuration Wizards	<input type="checkbox"/> Type	<b>Name</b>	<b>Title</b>	<b>Modified</b>	<input type="checkbox"/> Modified By
	📁	Advanced Reports		3/4/2010 5:30 PM	SERVER\administrator
	📄	CrawlRatePerContentSource	Crawl Rate Per Content Source	3/4/2010 5:30 PM	SERVER\administrator
	📄	CrawlRatePerType	Crawl Rate Per Type	3/4/2010 5:30 PM	SERVER\administrator
	📄	QueryLatency	Overall Query Latency	3/4/2010 5:30 PM	SERVER\administrator
	📄	QueryLatencyTrend	Query Latency Trend	3/4/2010 5:30 PM	SERVER\administrator
	📄	SharepointBackendQueryLatency	SharePoint Backend Query Latency	3/4/2010 5:30 PM	SERVER\administrator
	➕	Add new document			
	🗑	Recycle Bin			
	📁	All Site Content			

### Configure diagnostic logging

## Chapter 5 – Central Administration



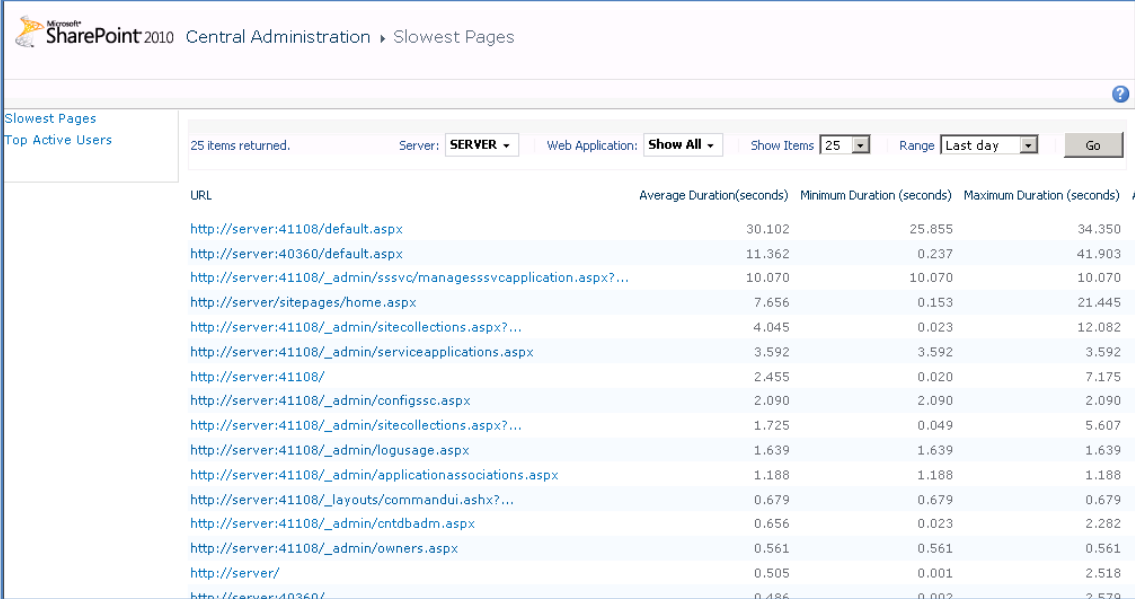
If problems are encountered with WSF then you have the ability to consult the diagnostic logs which are normally located in `c:\program files\common files\Microsoft shared\web server extensions\14\logs`. It is however possible to configure these logs to any location on your network.



You can set the number of logs and how many minutes to use each log file for. It is also possible to control the severity of logs that are captured. Most of these options are set optimally by default, however you may need to make changes if you are troubleshooting a WSF installation.

## Chapter 5 – Central Administration

### View health reports



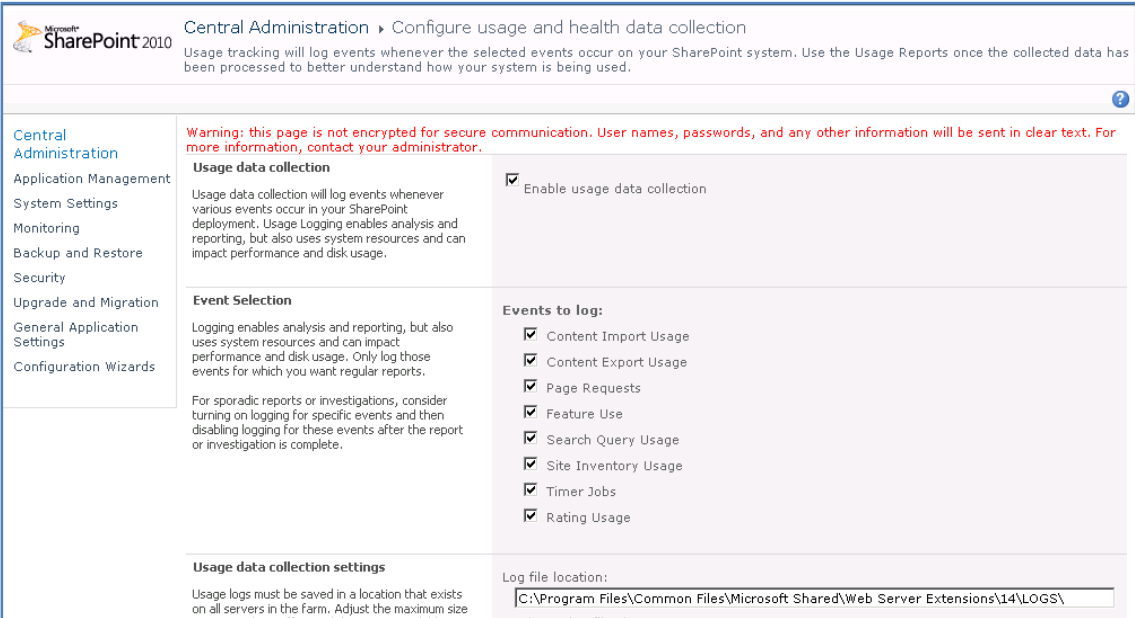
Microsoft SharePoint 2010 Central Administration > Slowest Pages

Slowest Pages  
Top Active Users

25 items returned. Server: SERVER Web Application: Show All Show Items 25 Range Last day Go

URL	Average Duration(seconds)	Minimum Duration (seconds)	Maximum Duration (seconds)
http://server:41108/default.aspx	30.102	25.855	34.350
http://server:40360/default.aspx	11.362	0.237	41.903
http://server:41108/_admin/sssvc/managesssvcoapplication.aspx?...	10.070	10.070	10.070
http://server/sitepages/home.aspx	7.656	0.153	21.445
http://server:41108/_admin/sitecollections.aspx?...	4.045	0.023	12.082
http://server:41108/_admin/serviceapplications.aspx	3.592	3.592	3.592
http://server:41108/	2.455	0.020	7.175
http://server:41108/_admin/configssc.aspx	2.090	2.090	2.090
http://server:41108/_admin/sitecollections.aspx?...	1.725	0.049	5.607
http://server:41108/_admin/logusage.aspx	1.639	1.639	1.639
http://server:41108/_admin/applicationassociations.aspx	1.188	1.188	1.188
http://server:41108/_layouts/commandui.aspx?...	0.679	0.679	0.679
http://server:41108/_admin/ontdbadm.aspx	0.656	0.023	2.282
http://server:41108/_admin/owners.aspx	0.561	0.561	0.561
http://server/	0.505	0.001	2.518
http://server:40360/	0.486	0.002	2.579

### Configure usage and health data collection



Microsoft SharePoint 2010 Central Administration > Configure usage and health data collection

Usage tracking will log events whenever the selected events occur on your SharePoint system. Use the Usage Reports once the collected data has been processed to better understand how your system is being used.

**Warning: this page is not encrypted for secure communication. User names, passwords, and any other information will be sent in clear text. For more information, contact your administrator.**

**Central Administration**  
Application Management  
System Settings  
Monitoring  
Backup and Restore  
Security  
Upgrade and Migration  
General Application Settings  
Configuration Wizards

**Usage data collection**  
Usage data collection will log events whenever various events occur in your SharePoint deployment. Usage Logging enables analysis and reporting, but also uses system resources and can impact performance and disk usage.

☒ Enable usage data collection

**Event Selection**  
Logging enables analysis and reporting, but also uses system resources and can impact performance and disk usage. Only log those events for which you want regular reports.  
  
For sporadic reports or investigations, consider turning on logging for specific events and then disabling logging for these events after the report or investigation is complete.

**Events to log:**  
☒ Content Import Usage  
☒ Content Export Usage  
☒ Page Requests  
☒ Feature Use  
☒ Search Query Usage  
☒ Site Inventory Usage  
☒ Timer Jobs  
☒ Rating Usage

**Usage data collection settings**  
Usage logs must be saved in a location that exists on all servers in the farm. Adjust the maximum size of the log files.

Log file location:

### View Web Analytics reports

## Chapter 5 – Central Administration

Microsoft SharePoint 2010 Central Administration ► Web Analytics Reports - Summary  
Select a web application below to see its Web Analytics reports.

Date Range 3/1/2010 - 3/30/2010 (UTC+10:00) Canberra, Melbourne, Sydney [Change Settings](#)

Central Administration

Data Last Updated: 3/30/2010 10:41:34 AM

Web Application Name	URL	Total Number of Page Views	Total Number of Daily Unique Visitors	Total Number of Search Queries
SharePoint - 40360	http://server:40360/	0	0	0
SharePoint - 80	http://server/	0	0	0
Total		0	0	0

Application Management

System Settings

Monitoring

Backup and Restore

Security

Upgrade and Migration

General Application Settings

Configuration Wizards

Recycle Bin

All Site Content

### 5.6 Backup and Restore

Microsoft SharePoint 2010 Central Administration ► Backup and Restore

Central Administration

Application Management

System Settings

Monitoring

Backup and Restore

Security

Upgrade and Migration

General Application Settings

Configuration Wizards

Farm Backup and Restore

[Perform a backup](#) | [Restore from a backup](#) | [Configure backup settings](#) | [View backup and restore history](#) | [Check backup and restore job status](#)

Granular Backup

[Perform a site collection backup](#) | [Export a site or list](#) | [Recover data from an unattached content database](#) | [Check granular backup job status](#)

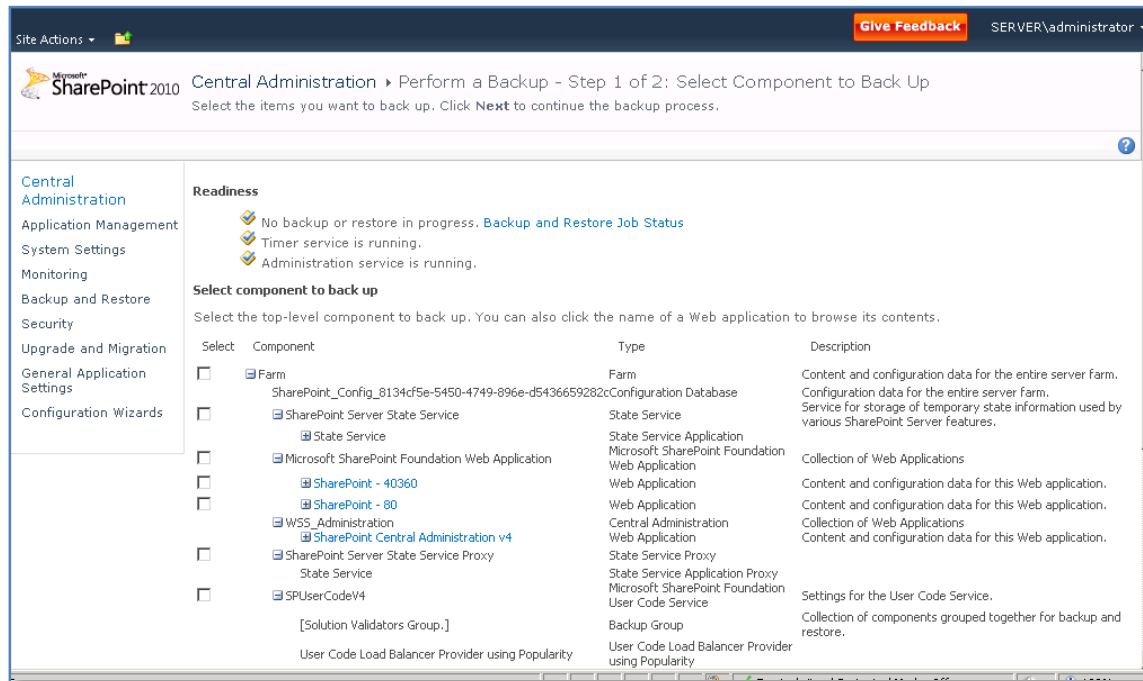
Once you select *Backup and restore* from the Quickstart menu on the left you will be presented with the screen above, showing 2 items: *Farm Backup and Restore*, and *Granular Backup*. Each of these heading has a number of management links underneath that you can click.

*Farm Backup and Restore*

## Chapter 5 – Central Administration

Under this section are 5 items: *Perform a backup*, *Restore from a backup*, *Configure backup settings*, *View backup and restore history* and *Check backup and restore job status*. You can click on any of these to access their properties.

### *Perform a backup*



Now select the components of the farm that you wish to backup. Generally, you will want to select all the options that are available.

## Chapter 5 – Central Administration

Microsoft SharePoint 2010 Central Administration ▶ Perform a Backup - Step 2 of 2: Select Backup Options  
Use this page to configure a backup job.

**Central Administration**  
Application Management  
System Settings  
Monitoring  
Backup and Restore  
Security  
Upgrade and Migration  
General Application Settings  
Configuration Wizards

**Readiness**  
No backup or restore in progress. [Backup and Restore Job Status](#)  
Timer service is running.  
Administration service is running.

**Backup Component**  
This is the top level item you have chosen to backup.

Backup the following component:  
**Farm** ▼

**Backup Type**  
Specify which type of backup to start:  
Full - backs up the selected content with all history.  
Differential - backs up all changes to the selected content since the last full backup.

Backup Type:  
☒ Full  
☐ Differential

**Back Up Only Configuration Settings**  
Specify whether to back up only the configuration settings for this farm without content. Choose this feature to restore configuration settings only to a different farm. By default, both configuration settings and content are backed up.

Data to back up:  
☒ Back up content and configuration settings  
☐ Back up only configuration settings

**Backup File Location**  
Each backup job is stored in a separate folder in the location you specify, and each object

Backup location:

Next, select whether you wish to perform a Full or Differential backup. You will also need to nominate the location into which you wish to save the backup files. When you have completed your selections press the **OK** button to proceed.

**Readiness**  
A backup or restore is currently in progress.  
Timer service is running.  
Administration service is running.

Preparing current backup/restore job. If the backup/restore job does not begin after five minutes, make sure that the Microsoft SharePoint Foundation Timer Service is running.

[Refresh](#) [View History](#)

There are no current or recent backup or restore processes to show. If you recently started a backup or restore process, you may need to refresh this page after several minutes for it to appear.

Once you have pressed the **OK** button, the backup will be scheduled to run via the SharePoint Timer service. Click on the *Refresh* option at any point to receive an updated status of the backup.

## Chapter 5 – Central Administration

**Readiness**

- A backup or restore is currently in progress.
- Timer service is running.
- Administration service is running.

[Refresh](#) [View History](#)

**Backup**

Requested By	SERVER\Administrator
Phase	In process
Item (Current/Total)	8/94 (Farm)\Microsoft SharePoint Foundation Web Application\SharePoint - 40360 \WSS_Content_5f4bdadd47954510bf357b0cfe91c9c2)
Start Time	3/16/2010 1:07 PM
Top Component	Farm
Backup ID	6aab32de-d07c-4a37-846e-4c15ae0a23a6
Directory	c:\backup\spbr0000\
Backup Method	Full
Backup Threads	3
Warnings	0
Errors	0

Name	Progress	Last Update	Failure Message
Farm	In process	3/16/2010 1:07 PM	

In the above screen you can see that the status of the backup is *running*.

**Readiness**

- No backup or restore in progress.
- Timer service is running.
- Administration service is running.

[Refresh](#) [View History](#)

**Backup**

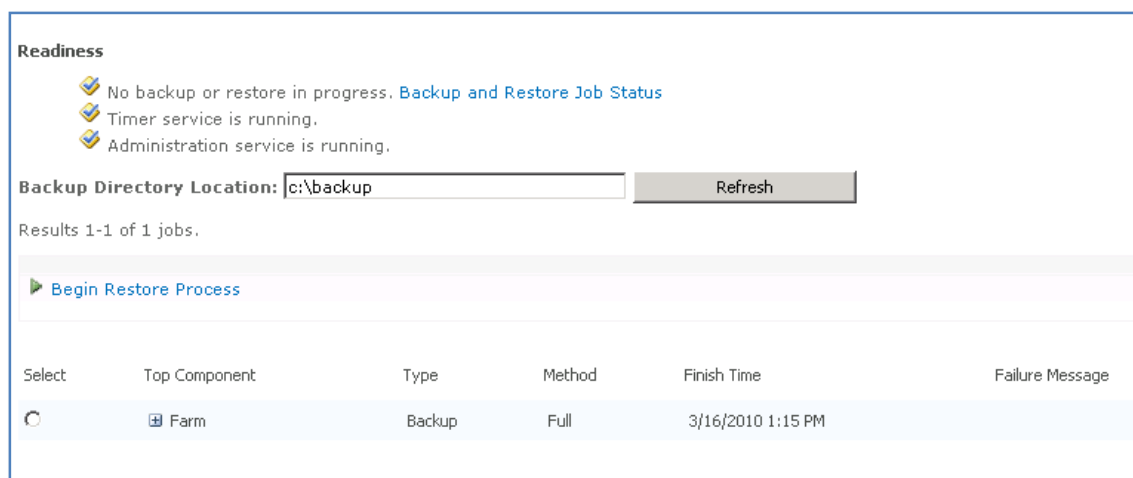
Requested By	SERVER\Administrator
Phase	Completed
Start Time	3/16/2010 1:07 PM
Finish Time	3/16/2010 1:15 PM
Top Component	Farm
Backup ID	6aab32de-d07c-4a37-846e-4c15ae0a23a6
Directory	c:\backup\spbr0000\
Backup Method	Full
Backup Threads	3
Warnings	0
Errors	0

Name
Farm

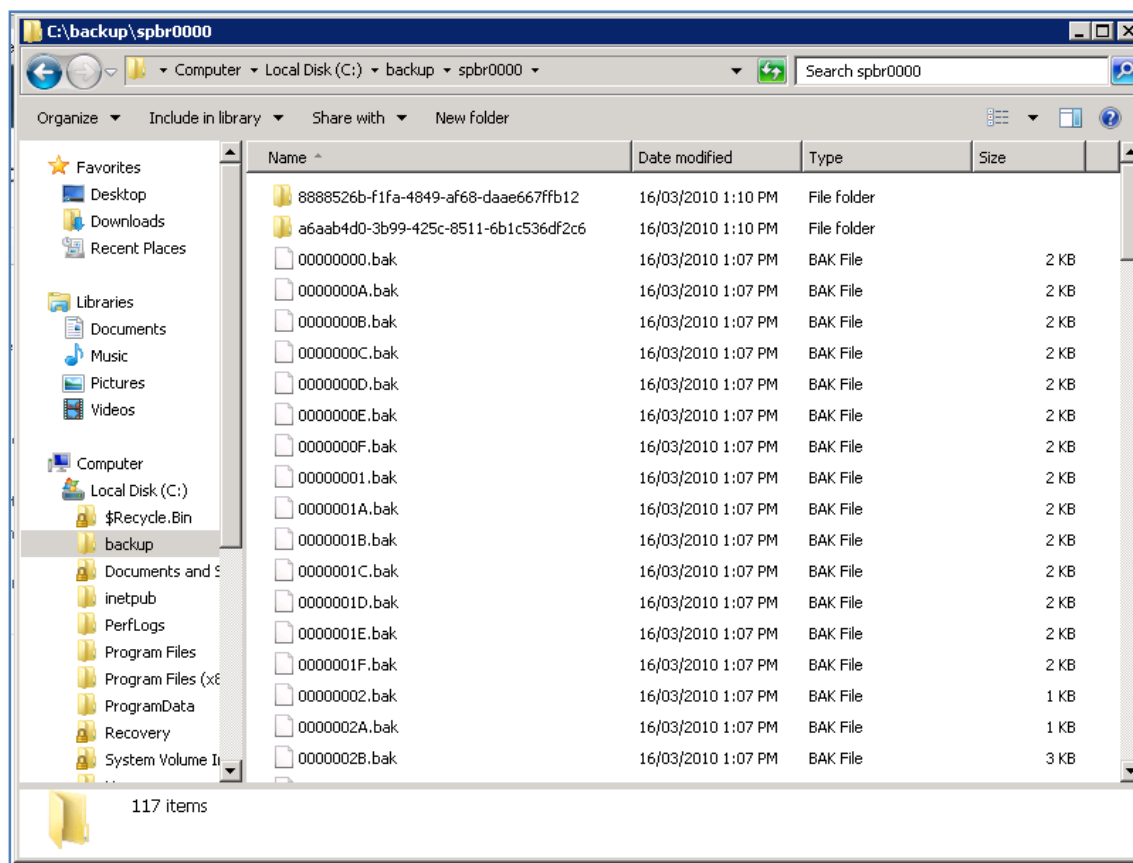
Once the backup is complete you will be able to scroll down to display the job history as well as any events that may have occurred.



## Chapter 5 – Central Administration



Each backup you run via the browser interface is retained in the logs under History.

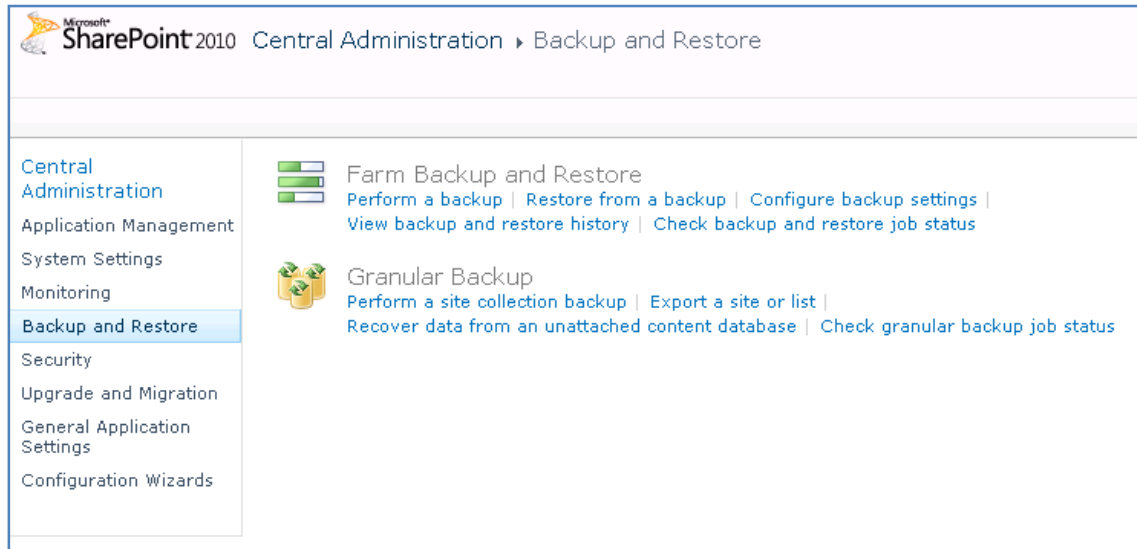


If you examine the location in which you select the backups to be stored you will see something like that shown above.

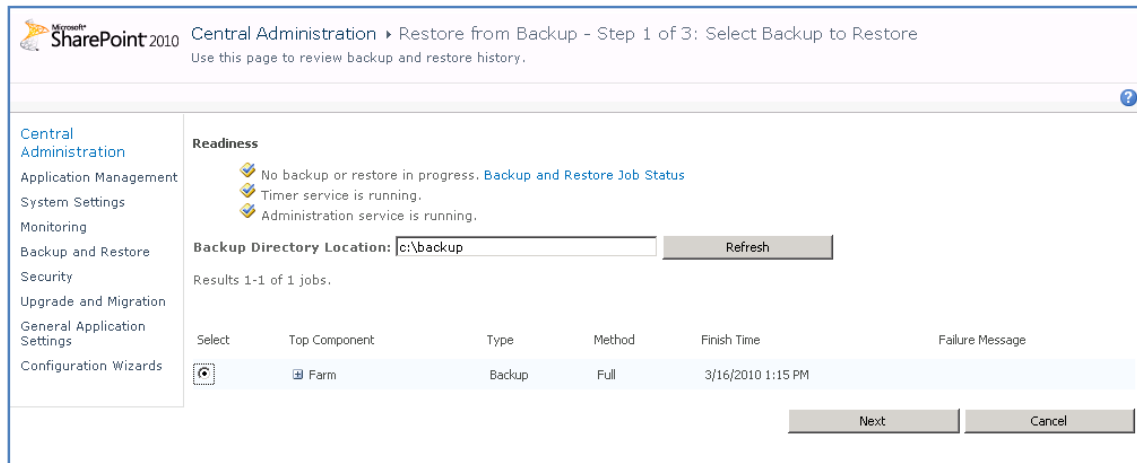
*Restore from a backup*

## Chapter 5 – Central Administration

The WSF restore process from the SharePoint Central Administration tool is very much like the previously described backup function.



Select the *Backup and Restore* option from the Quickstart menu and then select **Restore from a Backup** located under the *Farm Backup and Restore* section.



Next, nominate the location into which you saved a previous backup and press the **OK** button to continue.

## Chapter 5 – Central Administration

Central Administration ► Restore from Backup - Step 2 of 3: Select Component to Restore

Select the components to restore.

If a component is listed, but cannot be selected, it is either because the backup does not contain the component or there was an error during the backup. You can see the associated error message under the Backup Failure Message heading. To continue with the restoration process, click **Next**. To select a different backup file that contains a different set of components, click **Previous**.

**Central Administration**

- Application Management
- System Settings
- Monitoring
- Backup and Restore
- Security
- Upgrade and Migration
- General Application Settings
- Configuration Wizards

**Readiness**

- No backup or restore in progress. [Backup and Restore Job Status](#)
- Timer service is running.
- Administration service is running.

**Select component to restore**

Select the top-level component to restore.

Select	Component	Type	Backup Failure Message
<input checked="" type="checkbox"/>	Farm	Farm	
<input checked="" type="checkbox"/>	SharePoint_Config_8134cf5e-5450-4749-896e-d5436659282c	Configuration Database	
<input checked="" type="checkbox"/>	SharePoint Server State Service	State Service	
<input checked="" type="checkbox"/>	State Service	State Service Application	
<input checked="" type="checkbox"/>	Microsoft SharePoint Foundation Web Application	Microsoft SharePoint Foundation Web Application	
<input checked="" type="checkbox"/>	SharePoint - 40360	Web Application	
<input checked="" type="checkbox"/>	SharePoint - 80	Web Application	
<input checked="" type="checkbox"/>	WSS_Administration	Central Administration	
<input checked="" type="checkbox"/>	SharePoint Central Administration v4	Web Application	
<input checked="" type="checkbox"/>	SharePoint Server State Service Proxy	State Service Proxy	
<input checked="" type="checkbox"/>	State Service	State Service Application Proxy	
<input checked="" type="checkbox"/>	SPUserCodeV4	Microsoft SharePoint Foundation User Code Service	
<input checked="" type="checkbox"/>	[Solution Validators Group.]	Backup Group	
<input checked="" type="checkbox"/>	User Code Load Balancer Provider using Popularity	User Code Load Balancer Provider using Popularity	
<input checked="" type="checkbox"/>	[Resource Measures Group.]	Backup Group	

If a number of previous backups are present in this location you can select from those available. Select **Continue Restore Process** when ready.

Next, check the items from the farm that you wish to restore. In most cases you will want to restore the complete farm. Select *Continue Restore Process* when you are ready.

Central Administration ► Restore from Backup - Step 3 of 3: Select Restore Options

Use this page to specify options for restoring from a backup. [Learn about restoring from backups](#).

Even after a restore completes more steps may be required to bring the farm into a ready state.

**Warning:** this page is not encrypted for secure communication. User names, passwords, and any other information will be sent in clear text. For more information, contact your administrator.

**Readiness**

- No backup or restore in progress. [Backup and Restore Job Status](#)
- Timer service is running.
- Administration service is running.

<b>Restore Component</b> This is the top level item you have chosen to restore.	Restore the following component: Farm ▼
<b>Restore Only Configuration Settings</b> Specify whether to restore only the configuration settings from this backup package. Choose 'Restore only configuration settings' if you plan to restore your settings onto new hardware. By default both configuration settings and content are restored.	Data to restore: <input checked="" type="radio"/> Restore content and configuration settings <input type="radio"/> Restore only configuration settings
<b>Restore Options</b> To restore to a farm with the same computer names, web application names and database servers as those in the backup farm, select 'Same configuration'. To restore to a farm with different computer names, web application names or database servers, select 'New configuration'.	Type of restore: <input checked="" type="radio"/> New configuration <input type="radio"/> Same configuration
<b>Login Names and Passwords</b>	

## Chapter 5 – Central Administration

Next, select whether you are restoring to a new configuration or the same configuration.

If you select the same configuration you will be prompted by a warning message that you need to accept by press **OK** before proceeding.

Enter the login details for the WSF site and press **OK** to continue.

The restore process will now be scheduled to run with SharePoint Timer Service. You can view its progress by pressing the **Refresh** option at any point.

When the restore process is complete you can scroll through any messages that were generated by the backup process.

Unfortunately, it is not possible to schedule the backup process via the browser interface, it can only be used for immediate backup and restore functions. To schedule a regular backup of WSF data you will need to use the command line stsadm tool.

For more information about using the command line stsadm tool to complete WSF backup and restores see **Chapter 13 – Troubleshooting**.

### *Configure backup settings*

Microsoft SharePoint 2010 Central Administration > Default Backup and Restore Settings

Use this page to configure your default backup and restore settings. These will be the defaults for each farm backup and restore.

**Central Administration**

- Application Management
- System Settings
- Monitoring
- Backup and Restore
- Security
- Upgrade and Migration
- General Application Settings
- Configuration Wizards

**Number of Threads**

Specify the number of threads to use for backup and restore. More threads may lead to improved performance, however, information in the log files for backup and restore may become more difficult to read.

Number of backup threads:   
Possible Values: 1-10

Number of restore threads:   
Possible Values: 1-10

**Backup File Location**

Each backup job is stored in a separate folder in the location you specify, and each object is backed up to an individual file in that folder. [Learn about backup locations.](#)

Backup location:   
Example: \\backup\SharePoint

OK Cancel

### *View backup and restore history*

## Chapter 5 – Central Administration

The screenshot shows the 'Backup and Restore History' page in SharePoint 2010 Central Administration. The left sidebar contains navigation links: Central Administration, Application Management, System Settings, Monitoring, Backup and Restore, Security, Upgrade and Migration, General Application Settings, and Configuration Wizards. The main content area has a 'Readiness' section with status indicators: 'No backup or restore in progress' (green), 'Timer service is running' (green), and 'Administration service is stopped' (red). Below this is a 'Backup Directory Location' field with the value 'c:\backup' and a 'Refresh' button. A message states 'Results 1-2 of 2 jobs.' and a 'Begin Restore Process' link is visible. A table lists the backup and restore jobs.

Select	Top Component	Type	Method	Finish Time	Failure Message
<input checked="" type="checkbox"/>	Farm	Restore	New	3/29/2010 2:47 PM	Object Search instance failed in event: OnPostRestore. For more information, see the error log located in the backup directory.
<input type="checkbox"/>	Farm	Backup	Full	3/16/2010 1:15 PM	

### Check backup and restore job status

The screenshot shows the 'Backup and Restore Job Status' page in SharePoint 2010 Central Administration. The left sidebar is the same as the previous screenshot. The main content area has a 'Readiness' section with status indicators: 'No backup or restore in progress' (green), 'Timer service is running' (green), and 'Administration service is stopped' (red). Below this is a message: 'Preparing current backup/restore job. If the backup/restore job does not begin after five minutes, make sure that the Microsoft SharePoint Foundation Timer Service is running.' There are 'Refresh' and 'View History' links. A message at the bottom states: 'There are no current or recent backup or restore processes to show. If you recently started a backup or restore process, you may need to refresh this page after several minutes for it to appear.'

### Granular Backup

Under this section are 4 items: *Perform a site collection backup*, *Export a site or list*, *Recover data from an unattended content database*, and *Check granular backup job status*. You can click on any of these to access their properties.

### Perform a site collection backup

## Chapter 5 – Central Administration

Microsoft SharePoint 2010 Central Administration > Site collection backup  
Use this page to back up the contents of a site collection.

**Central Administration**  
Application Management  
System Settings  
Monitoring  
Backup and Restore  
Security  
Upgrade and Migration  
General Application Settings  
Configuration Wizards

**Readiness**  
No site collection backup is in progress.  
Timer service is running.

**Site Collection**  
Select a site collection.  
Site Collection: **http://server**

**File location:**  
Specify the destination for the backup package.  
Filename:   
☐ Overwrite existing file  
Example: \\backup\SharePoint\Site1.bak

**Start Backup** **Cancel**

### *Export a site or list*

Microsoft SharePoint 2010 Central Administration > Site Or List Export  
Use this page to export the contents of a site or a list.

**Central Administration**  
Application Management  
System Settings  
Monitoring  
Backup and Restore  
Security  
Upgrade and Migration  
General Application Settings  
Configuration Wizards

**Readiness**  
No export is in progress.  
Timer service is running.

**Site Collection**  
Select a site or list to export. First select the site collection that contains the site, then select a site to export. To export a list, select the site collection and site that contain it, and then select the list.  
Site Collection: **http://server**  
Site: **/test**  
List: **No selection**

**File location:**  
Specify the destination for the export package.  
Filename:   
☐ Overwrite existing files  
Example: \\backup\SharePoint\export.cmp

**Export Full Security**  
Export full security of the site, including author, editors, created by times, and modified by times. This also includes all users in the sites.  
☐ Export full security

**Export Versions**  
Select the version history information to include for files and list items. You can include all versions, the last major version, the current version, or the last major and last minor versions.  
Export versions: **All Versions**

### *Recover data from an unattended content database*

## Chapter 5 – Central Administration

SharePoint 2010 Use this page to connect to a content database that you wish to explore or retrieve content from. The content database does not need to be attached to a farm.

Central Administration

Application Management

System Settings

Monitoring

Backup and Restore

Security

Upgrade and Migration

General Application Settings

Configuration Wizards

Warning: this page is not encrypted for secure communication. User names, passwords, and any other information will be sent in clear text. For more information, contact your administrator.

**Database Name and Authentication**

Specify the content database server and content database name to connect to.

Database Server  
SERVER\Sharepoint

Database Name

Database authentication

☒ Windows authentication (recommended)

☐ SQL authentication

Account

Password

**Operation to Perform**

Select an operation to perform on the content database you selected. You can browse the content of the content database, perform a site collection backup, or export a site or list.

Choose operation:

☒ Browse content

☐ Backup site collection

☐ Export site or list

Next Cancel

*Check granular backup job status*

SharePoint 2010 Central Administration > Granular Backup Job Status

Use this page to view the status of an export operation or a site collection backup.

Central Administration

Application Management

System Settings

Monitoring

Backup and Restore

Security

Upgrade and Migration

General Application Settings

Configuration Wizards

**Readiness**

No site collection backup is in progress.

No export is in progress.

Timer service is running.

Refresh

**Site Collection Backup**

**Current Job**

Status No operation in progress.

**Previous Job**

Status No previous job.

**Content Export**

**Current Job**

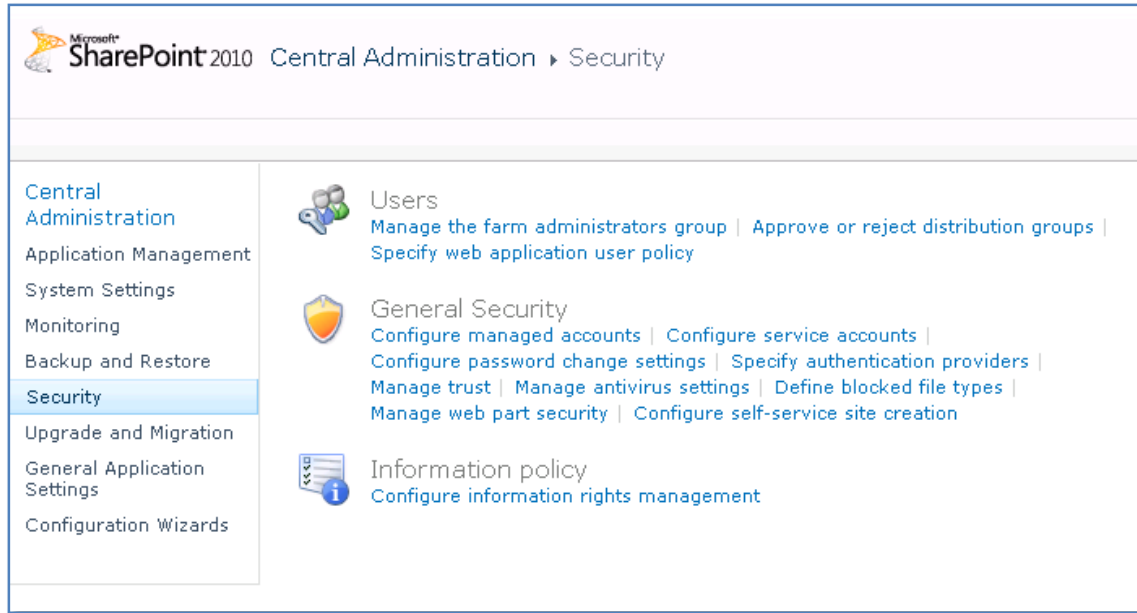
Status No operation in progress.

**Previous Job**

Status No previous job.

### 5.7 Security

## Chapter 5 – Central Administration

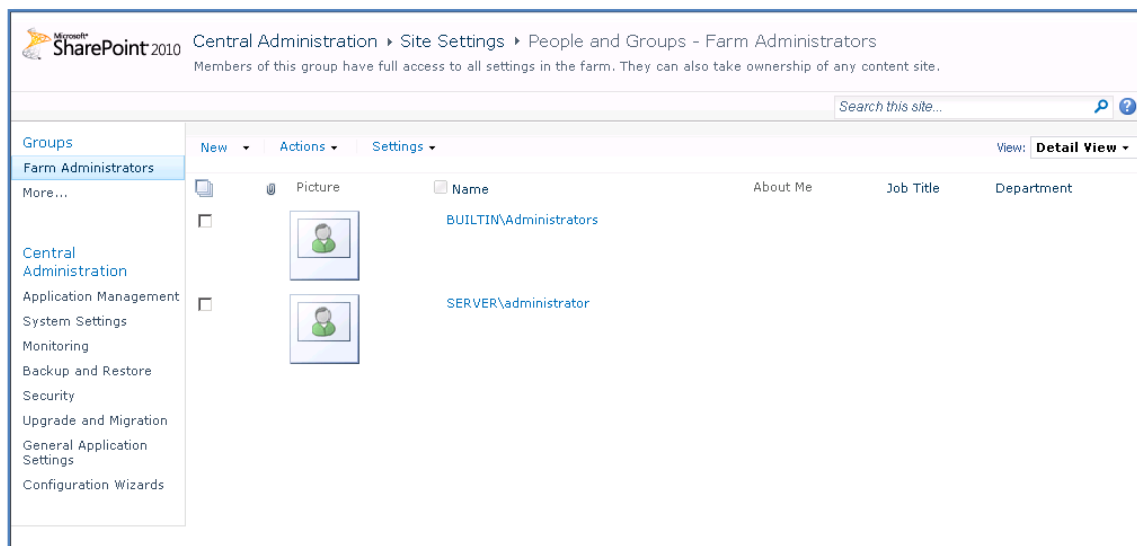


Once you select *Security* from the Quickstart menu on the left you will be presented with the screen above, showing 3 items: *Users*, *General Security* and *Information policy*. Each of these heading has a number of management links underneath that you can click.

### *Users*

Under this option are the following links: *Manage the farm administrators group*, *Approve or reject distribution groups* and *Specify web application user policy*.

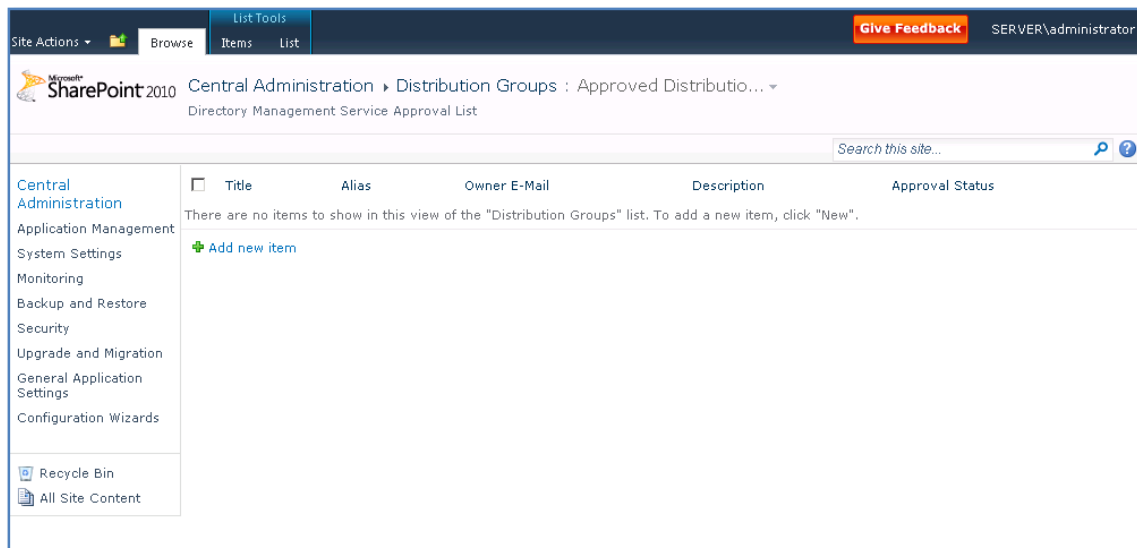
### *Manage farm administrators group*



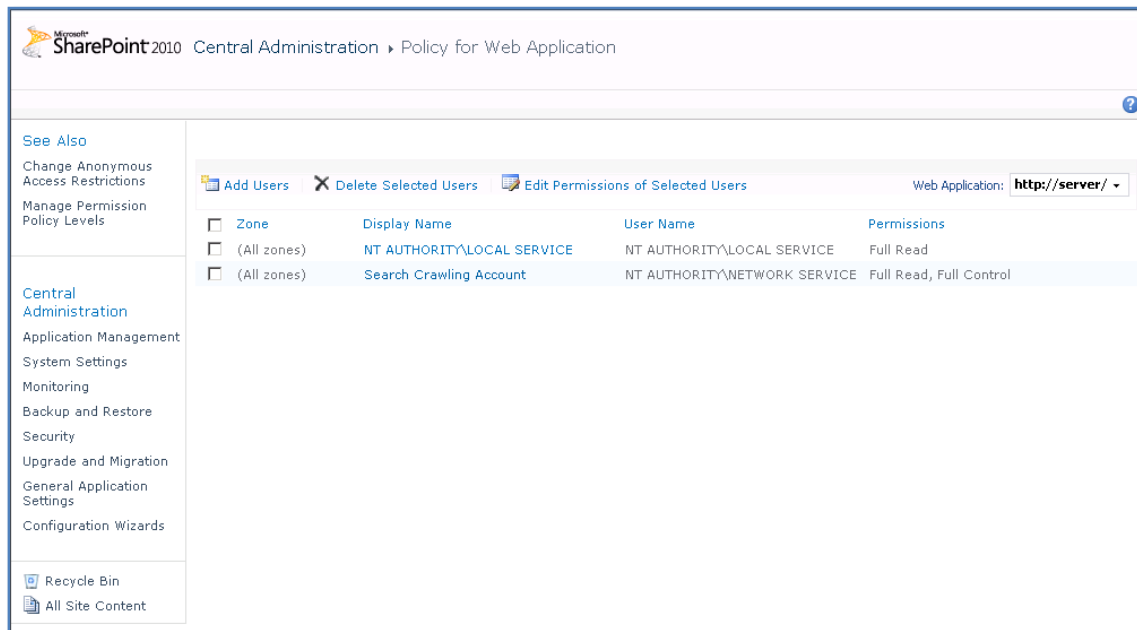
### *Approve reject distribution groups*



## Chapter 5 – Central Administration



### *Specify web application user policy*

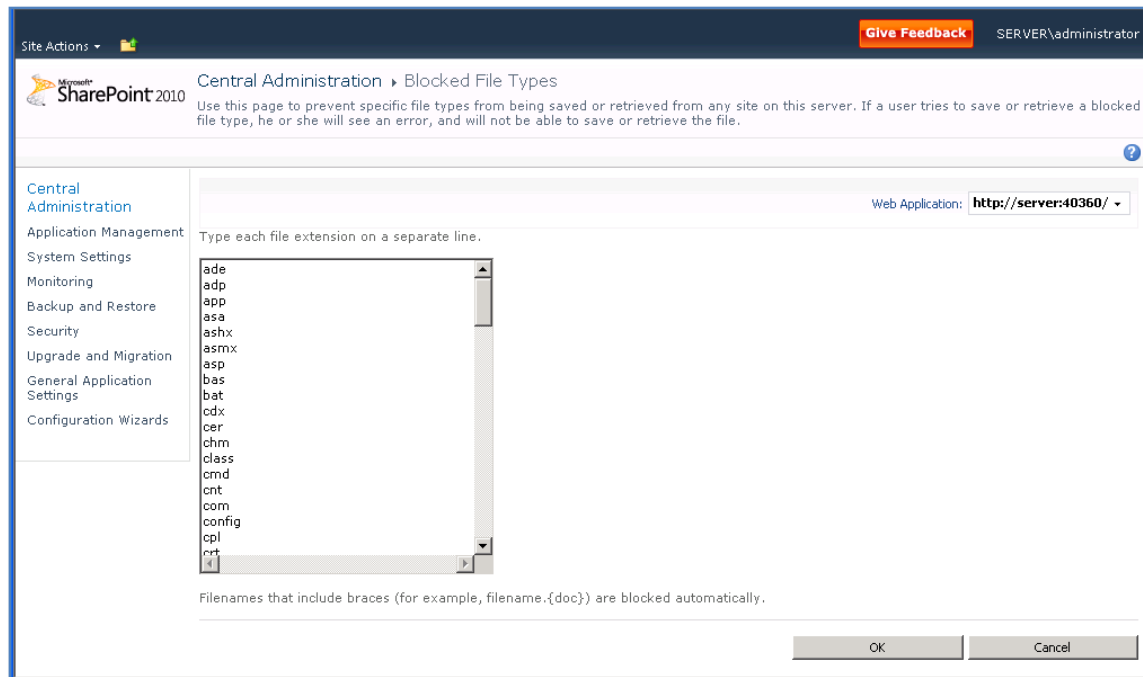


### *General Security*

Under this option are the following links: *Configure managed accounts, Configure service accounts, Configure password change settings, Specify authentication providers, Manage trust, Manage antivirus settings, Define blocked file types, Manage web part security and Configure self-service site creation.*

## Chapter 5 – Central Administration

### *Define blocked file types*



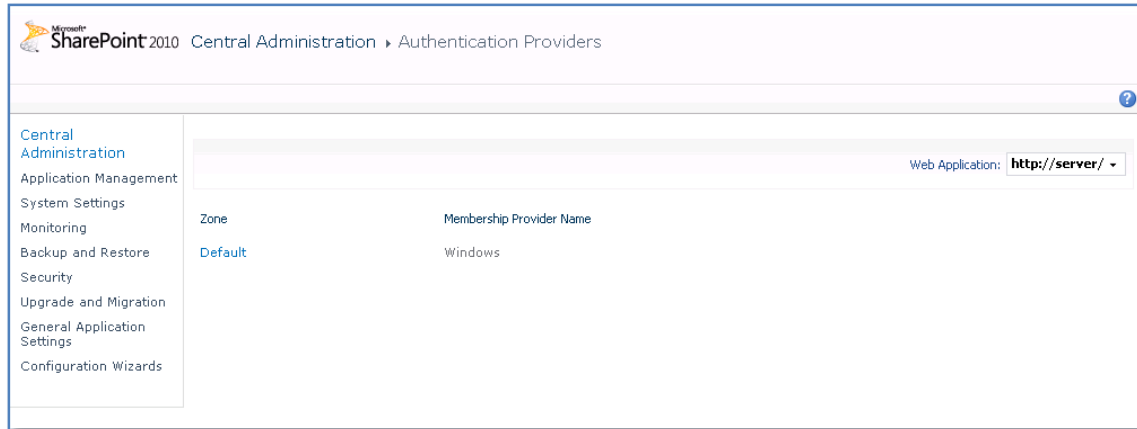
WSF has a number of default file extensions that are blocked. To remove an item from the list, simply delete it. Alternatively, if you wish to add an entry simply type the extension on a line by itself anywhere in the list. Press the **OK** button at the bottom of the page to update WSF.

### *Manage Web Part Security*

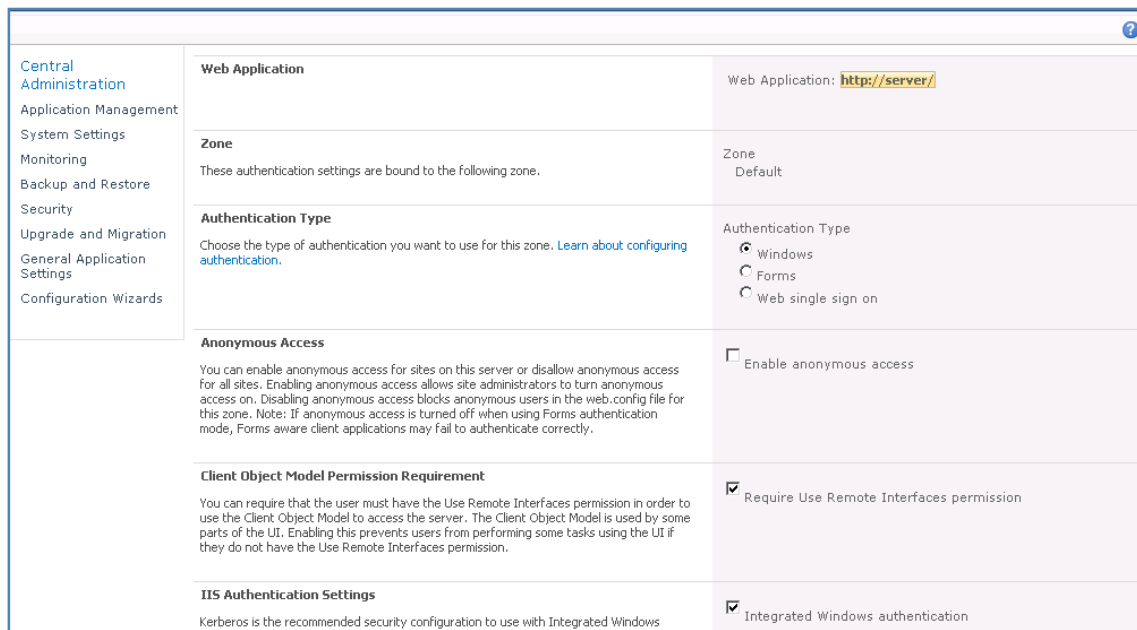
Web parts are interactive pieces of code that show information from other areas in WSF. In here you can specify whether to allow the ability to create connections between web parts as well as whether users can access the Online Web Part gallery which provides web parts from the Internet.

### *Specify authentication Providers*

## Chapter 5 – Central Administration



The ability to access WSF sites is controlled through *Authentication providers* not directly by WSF. There are a number of different *Authentication providers* available, the most common being via Windows and/or Active Directory. However, using different zone configurations in WSF it is possible to have the same content authenticated via two different methods.



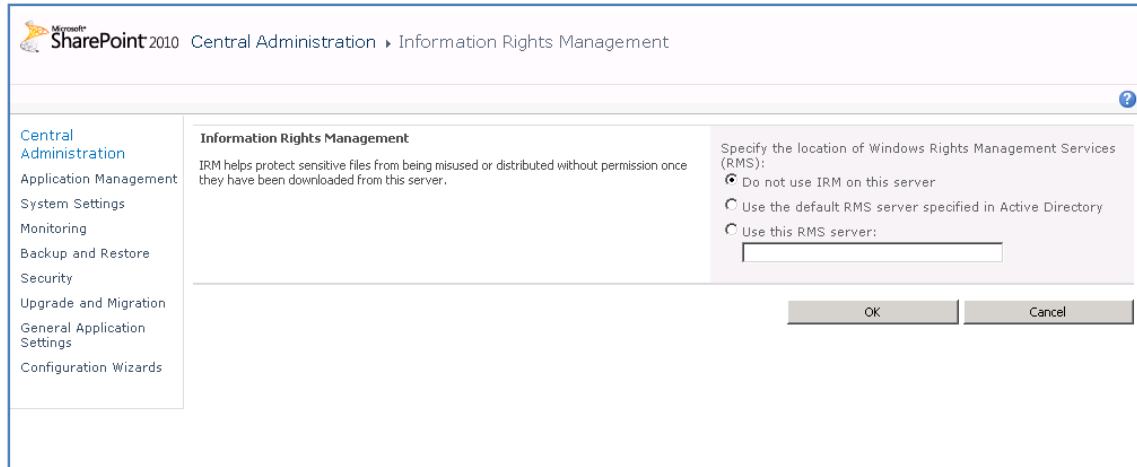
To change the provider for any zone simply click on the name of the zone.

### *Information policy*

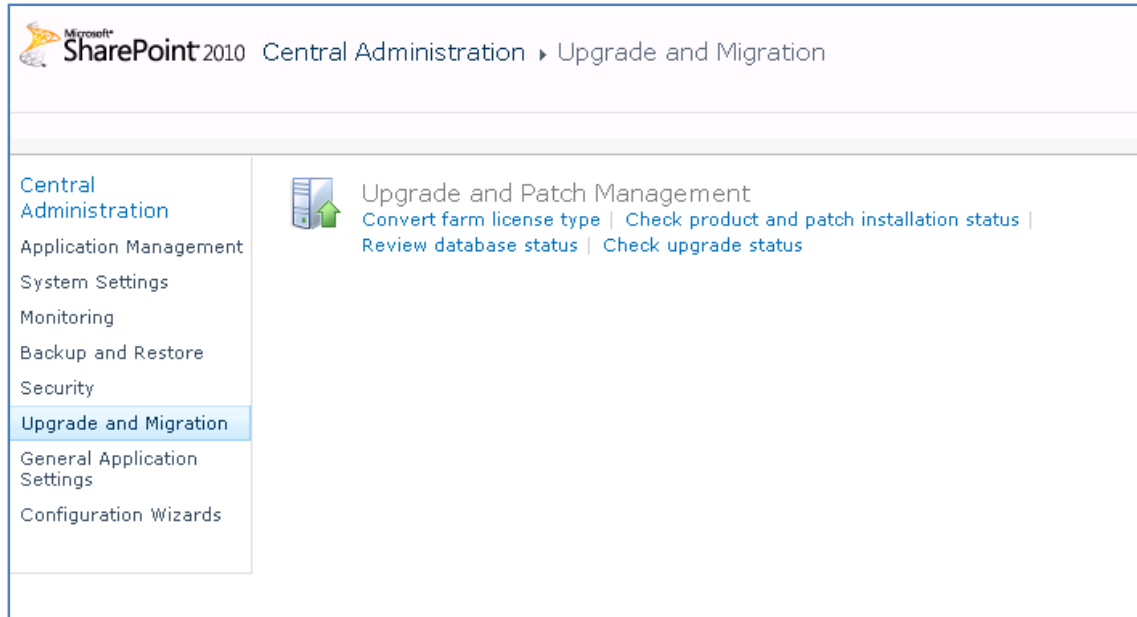
Under this option is the following link: *Configure information rights management*.

### *Configure information rights management*

## Chapter 5 – Central Administration

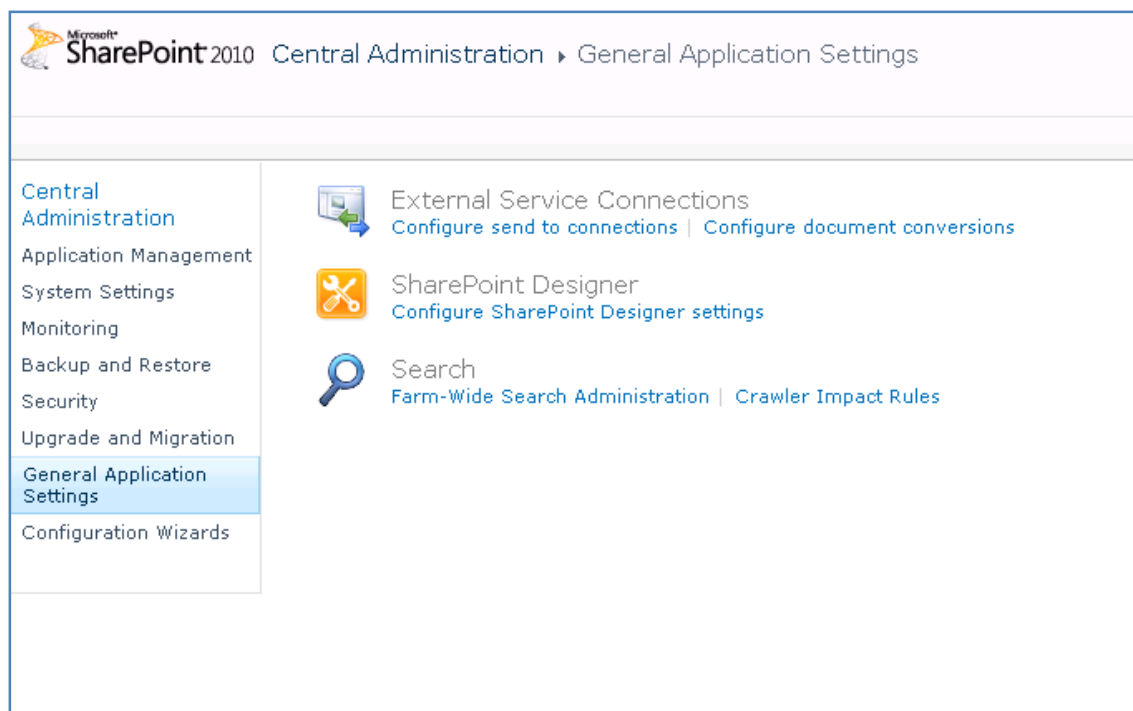


### 5.8 Upgrade and Migration

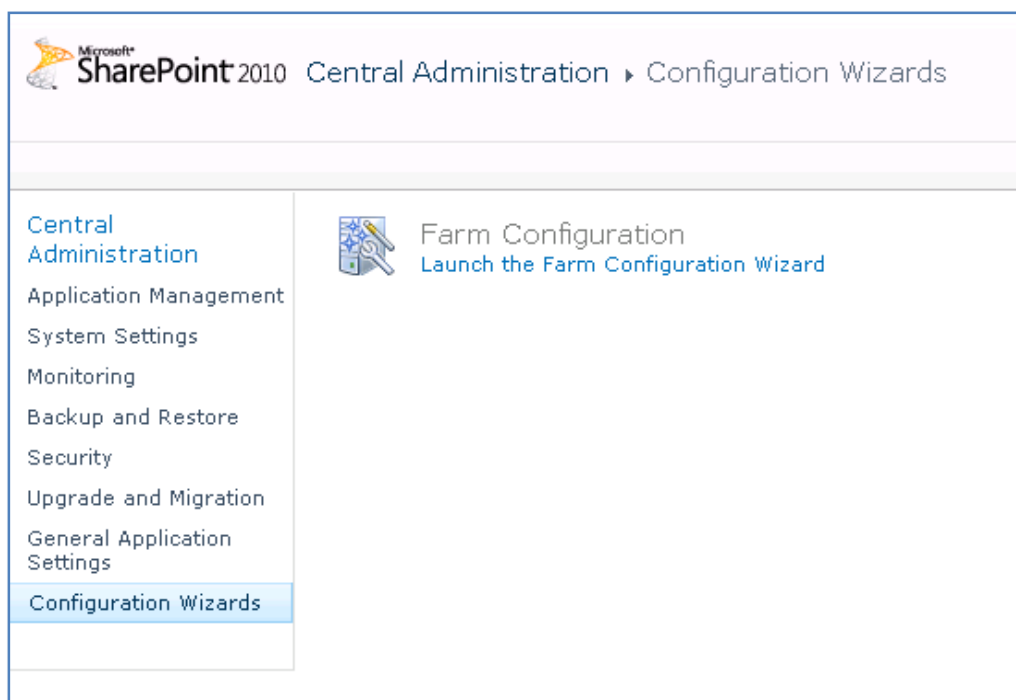


### 5.9 General Application Settings

## Chapter 5 – Central Administration



### 5.10 Configuration Wizards



### 5.11 Conclusion

## Chapter 5 – Central Administration

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This guide continues to be a work in progress and I encourage comments and feedback of any type. The only way that the Guide will improve if these is continued feedback.

Please send your comments and feedback to [director@ciaops.com](mailto:director@ciaops.com).