




AgreeYa™ Site Administrator for SharePoint® 5.4


Product Overview


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Legend

 **CAUTION:** A CAUTION icon indicates potential damage to hardware or loss of data if instructions are not followed.

 **WARNING:** A WARNING icon indicates a potential for property damage, personal injury, or death.

 **IMPORTANT, NOTE, TIP, MOBILE, or VIDEO:** An information icon indicates supporting information.

Site Administrator for SharePoint Product Overview

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About SharePoint

Microsoft SharePoint products and technologies are already a de-facto standard for corporate intranet environments. Ease of use, customizable user interfaces, Microsoft Office integration, personalization, and extensibility make SharePoint the perfect solution for many applications and for organizations of various sizes.

One of the reasons for the wide SharePoint adoption is the platform's flexibility that can provide great features for a range of different business scenarios. But flexibility, by its very nature, is prone to human error, and hence all the talks about proper SharePoint governance. Well defined processes and roles can go a long way to ensure proper use of SharePoint, especially when accompanied by the right tools to facilitate and enforce them.

However, native SharePoint tools do not provide the centralized reporting, management and policy enforcement needed for effective governance of multiple SharePoint installations, including hybrid deployments containing both on-premises and cloud installations.

The lack of centralized native reporting, management and policy tools makes it quite difficult and incredibly time consuming for administrators to clearly understand and manage the depth and breadth of their entire SharePoint environment. As a result, they do not have a true grasp of every SharePoint site they are responsible for supporting and securing nor do they have the ability to properly plan for future SharePoint migration projects, centrally manage user permissions, content growth and restructuring, and accurately audit content and security modifications. On top of this, business content owners are asking for more control, reporting and management functions on the sites they own.

Administrators need a central way to report, act upon and enforce governance and security mandates within SharePoint. They need a way to increase the visibility and reduce time spent on tedious management tasks:

- Protect administrators from blindside requests to migrate, support and secure SharePoint instances they did not know existed by ensuring they discover every occurrence in the environment.
- Prevent migration chaos by ensuring SharePoint pre-migration assessment is properly scoped, prioritized and organized.
- Reduce management hassles, time and oversight associated with reporting, securing, auditing, and enforcing policies for on-premises, online and hybrid environments.
- Reduce the management burden on IT by offloading common user requests such as permissions management, reporting and content restructuring to content owners.

About Site Administrator for SharePoint

Site Administrator for SharePoint allows you to gain insight into your on-premises, online and hybrid SharePoint environments and streamline time consuming management, auditing and security tasks. Site Administrator centralizes management actions and policy enforcement within each report so administrators and business content owners can save time making and executing on informed decisions about the sites that they own.

The subsequent sections describe Site Administrator features in more detail:

- [Discovery and Reporting](#)
- [Delegated Access](#)
- [Prepare Before You Migrate](#)
- [Comprehensive Security Control](#)
- [Operational Auditing](#)
- [Growth Forecasting and Management](#)

Discovery and Reporting

Better understand your infrastructure by identifying and reporting on your entire SharePoint environment, including farms, servers and those instances you did not know existed. Site Administrator gives you enterprise-wide discovery and insight with cross-farm and drill down reporting for security, content, user activity and IT infrastructure.

Discovery allows you to analyze the network and see what servers might have SharePoint installed and running. You can then add any of these servers to the Site Administrator management scope.

Reports cover all aspects starting with the overall cross-farm IT infrastructure reports and let you drill down into all aspects of security, content storage and usage, and user activity.

Delegated Access

Free up your time from tedious management tasks by empowering content owners to manage permissions as well as access, schedule and export reports on the content they own. Through a security-trimmed, web-based interface, Site Administrator gives content owners the tools and reports they need without compromising your security policies.

Site owners and site collections administrators can navigate to Site Administrator dashboards and reports from within the site settings context. The ease of use, ease of navigation, and security trimmed access to data and functionality makes delegation effortless for the IT and Helpdesk.

Prepare Before You Migrate

Reduce your migration risk by accurately planning, scoping and prioritizing your SharePoint migration. With Site Administrator you can quickly discover the true extent of your environment and use context reports to prioritize your content before your migration starts to ensure a smooth project with no surprises.

You can use Site Administrator to manage multiple SharePoint farms across different versions. This allows you to get the most from the tool throughout the project: from pre-migration inventory and analysis, through

adoption and growth tracking during the project, to post-migration management of the new consolidated environment.

Comprehensive Security Control

Protect your valuable SharePoint content by managing the users who have access to your content. Site Administrator enables you to quickly search for users and access rights across the entire environment, even users granted permissions via SharePoint Groups, Active Directory or broken inheritance, and then modify permissions rights from within the search results and reports.

In addition to that, Site Administrator ships with Security Explorer, a companion tool for centralized management of SharePoint security. Security Explorer dramatically simplifies SharePoint security with point-and-click permissions management. Security Explorer covers all aspects of SharePoint security, including permission levels and group membership management, search across multiple scopes, orphaned accounts cleanup, and backup and recovery of permissions.

Operational Auditing

Reduce the time spent figuring out what's been happening to your SharePoint environment. Site Administrator tracks user activity across sites and site collections, aggregating content and security modifications in easy to read interactive reports for analysis and decision making by both administrators and business content owners.

Reports on user activity do not require the storage-consuming and resource-intensive SharePoint audit logs. You can get the ongoing operational audit on each and every site in the environment, and turn on detailed audit for the sensitive sites where you need to meet compliance requirements.

Growth Forecasting and Management

Protect your SharePoint from out-of-control growth and content sprawl and plan for future expansions. Site Administrator enables you to run a report and then within that same dashboard act on and enforce content versions and structure across your environment as well as monitor growth trends over time.

Site Administrator gives you detailed analysis of what may be taking up the storage space and provides insights for cleanup opportunities. This includes excessive use of versioning and recycle bin, storage distribution by file type, and detailed reports on unused and unchanged data in SharePoint.

AgreeYa listens to customers and delivers worldwide innovative technology, business solutions and services they trust and value. For more information, visit <http://agreeya.com/>.

Contacting AgreeYa

For sales or other inquiries, visit <http://agreeya.com/contact.html> or call (800) AGREEYA.

Technical support resources

Technical support is available to customers who have purchased AgreeYa software with a valid maintenance contract and to customers who have trial versions. To access the Support Portal, go to <http://siteadmin.agreeya.com/support>.

The Support Portal provides self-help tools you can use to solve problems quickly and independently, 24 hours a day, 365 days a year. In addition, the Support Portal provides direct access to product support engineers through an online Service Request system.

The Support Portal enables you to:

- Create, update, and manage Service Requests (cases)
- View Knowledge Base articles
- Obtain product notifications
- Download software. For trial software, go to <http://siteadmin.agreeya.com>.
- View how-to videos
- Engage in community discussions
- Chat with a support engineer