

DeliverPoint 2010

Manual

1 — Last update: 2014/11/26

Lightning Tools

Table of Contents

Introduction	2
Deploying DeliverPoint 2010	4
Performance Testing Scenarios	9
Installation Steps	10
Install the DeliverPoint binaries	11
DeliverPoint Configuration Wizard	16
Commence Full crawl of Active Directory and SharePoint	23
Check the DeliverPoint installation	30
Activating your DeliverPoint License	34
DeliverPoint Checker	38
DeliverPoint Central Administration	43
Restricting access to DeliverPoint	50
Permission Management	53
Security Trimming	56
DeliverPoint Site Actions options	58
DeliverPoint dashboard	60
Farm centric view	64
Account Centric view	66
Tree view legend	69
Job Status and History	70
Job Details page	73
Transaction Types	75
Common Commands	76
Discover Permissions	77
Discover Permissions results page	81
Refining Discover Permissions results	85
Permission Inheritance	90
Properties	95
Account Management	99
Copy Permissions	100
Grant Permissions	105
Transfer Permissions	109
Delete Permissions	113
Dead Account Detection	116
Unique Permissions	118
Site Management	120

	Compare Site Permissions	121
	Copy Site Permissions	123
	Unique Lists Detection	127
	List Management	129
	Copy List Permissions	131
	Unique List Items Detection	136
	DeliverPoint Inheritance Field	138
	Item Permissions	142
Tr	oubleshooting	143
	Missing: DeliverPoint Timer Jobs	144
	Missing: Manage Lightning Tools Product Licensing link	145

Introduction

<u>DeliverPoint 2010</u> is an in-context Microsoft® SharePoint® Permissions Management tool that enables SharePoint farm administrators, site collection administrators and site owners to effectively <u>manage</u>

<u>SharePoint permissions</u> within the context of a SharePoint on-premises environment. DeliverPoint provides the following functionality:

- Discover where user or group accounts have <u>unique permissions</u> throughout your farm down to the list item level.
- Discover who in your farm has permissions on any given <u>securable object</u>.
- <u>Discover lists throughout your farm with unique permissions</u>.
- Discover list items with unique permissions.
- Copy a user or Active Directory group's permissions.
- Delete a user or group's permissions.
- Transfer a user or group's permissions.
- Grant user or group permissions.
- Monitor farm growth. Available to DeliverPoint: <u>permissions operators</u> & site collection administrators only.
- Identify and remove <u>dead accounts</u> within your farm.
- Copy site permissions.
- Copy list permissions.
- · Compare site permissions.
- Inherit or break permission inheritance from parent site.



These operations can be executed at the following levels:

- Farm
- · Web Application
- · Managed path
- · Site collection
- Individual site (web)
- · List. Discover permissions, unique permissions and items with unique permissions only.

• List Item. <u>Discover Permissions</u> & <u>Unique Permissions</u> only.

<u>Deploying DeliverPoint 2010 —></u>

Deploying DeliverPoint 2010

This section provides an overview of the installation and upgrading of DeliverPoint 2010 for Microsoft® SharePoint® 2010. It is essential to read this section of the online documentation and complete the steps in the Installation Steps section, before you can use DeliverPoint. Information on using and administering DeliverPoint can be found later in the documentation.

To successfully deploy DeliverPoint within your organization, you will need to complete the following steps:

- Plan the use of DeliverPoint within your organisation.
- Plan the installation of DeliverPoint.
- Install DeliverPoint

If you have any questions related to this documentation or the DeliverPoint product, please contact Lightning Tools by clicking <u>Submit Support Ticket</u> on <u>Lightning Tools</u> web site.

Installation Planning

LightningTools provides an installation wizard to install DeliverPoint binaries, and a configuration wizard to configure DeliverPoint. You will then need to complete some post configuration tasks before you can fully use DeliverPoint. During this process you will require access to:

- An instance of <u>Microsoft® SQL Server®</u>
- Your Microsoft® SharePoint® farm.
- Active Directory®.

In a production environment you will need to raise a change request to install DeliverPoint.

Database server

<u>DeliverPoint 2010</u> uses <u>Microsoft® SQL Server®</u> as the repository for both <u>Active Directory®</u> and SharePoint® permission information, retrieved using the two DeliverPoint interrogation <u>SharePoint® timer jobs</u>. DeliverPoint supports <u>Microsoft® SQL Server®</u> 2005, 2008, 2008 R2, and 2012. Using any other database platform such as Oracle® or SAP® is NOT supported.

The main reason for using an SQL Server database, is performance and scalability. DeliverPoint stores object information in a database rather than work with your SharePoint production databases in real-time is to increase performance of the application. In larger farms, real-time interrogation of the farm in order to commit an individual administrative action could be too costly in terms of I/O activity, memory, and processor utilization on the SharePoint servers.

The DeliverPoint database holds minimal information about the user, such as, account login name, and display name, but it does not store account passwords. Hence, from a security perspective, there is no need to encrypt the database nor should the existence of the account information in the DeliverPoint database be viewed as a security vulnerability since the DeliverPoint database cannot be used for logon purposes. Some of the SharePoint databases contain the same information, for example, the UserInfo table in the SharePoint content database or the SharePoint profile database associated with a User Profile service application. Having another database contain a copy of the same information does not increase security vulnerabilities, that you need to consider.

When you execute the <u>DeliverPoint Configuration Wizard</u>, you provide the name of the SQL Server and the name of the DeliverPoint database. The DeliverPoint configuration wizard then creates the DeliverPoint database. The DeliverPoint database does not need to be created on the same SQL Server instance as the SharePoint databases. Most companies have naming conventions for their databases and when a company has multiple servers running SQL Server, guidelines as to where databases should be created. Therefore when you install DeliverPoint in your SharePoint production and integration test environments, you should contact your database administrator (DBA), who will give you the name of the SQL Server and the name for the DeliverPoint database you should use.

You need to provide the <u>DeliverPoint Configuration Wizard</u> with an Active Directory user id, known as the **DeliverPoint Service Account**. On the computer where you want to create the DeliverPoint SQL Server database, the *DeliverPoint Service Account* must be a member of the following <u>SQL Server roles</u>:

- · securityadmin fixed server role
- · dbcreator fixed server role

Once the DeliverPoint database is created, these two server roles can be removed from the *DeliverPoint Service Account*. If you want to run Windows PowerShell® cmdlets that affect the database, the account that is used to run the cmdlets must be a member of the **db_owner** fixed database role for the database.

Go to top \rightarrow

SharePoint server

The Microsoft® SharePoint® 2010 related components of DeliverPoint 2010 are packaged as a SharePoint farm solution, and therefore cannot be install in Office 365™. DeliverPoint uses Windows® Installer service to copy the DeliverPoint binaries to a specified location and creates a shortcut to the DeliverPoint configuration wizard on the Start Menu. The configuration wizard creates the DeliverPoint database, adds and then deploys the DeliverPoint SharePoint® farm solution. Then the DeliverPoint user interface (UI) feature is activated for each Web Application and three SharePoint® timer jobs created: two interrogator timer jobs and Job Execution timer job. As DeliverPoint is not implemented as service application, and DeliverPoint isn't targeting a specific web application, then the timer jobs are associating with the Central Administration Web Application.

You only need to run the <u>DeliverPoint 2010 MSI</u> and the <u>DeliverPoint Configuration Wizard</u> on one SharePoint server. Lightning Tools recommend these are executed on the server which is hosting the SharePoint 2013 Central Administration web site. All files, such as DeliverPoint _layout pages, are distributed to each SharePoint server via SharePoint's solution deployment mechanism.

To install or upgrade DeliverPoint 2010, you need full access rights to the SharePoint farm configuration database, and therefore LightningTools recommend that you use the SharePoint farm administrator account to install DeliverPoint. You will also need an Active Directory user account for the two <u>interrogator</u> timer jobs. This account will need <u>full access</u> to each Web Application where you want to use DeliverPoint.

Note you need to use the same security context to uninstall DeliverPoint that was used to install DeliverPoint. Ensure you record the account used to install DeliverPoint so that if you need to uninstall DeliverPoint, you can use the <u>DeliverPoint configuration wizard</u> to uninstall DeliverPoint. DeliverPoint can be uninstalled manually using any security context.

Active Directory and SharePoint Interrogation

DeliverPoint interrogates both Active Directory and the SharePoint farm, using two SharePoint timer jobs:

• AuthStoreInterrogation. All Active Directory domains and Forests registered with DeliverPoint 2010 will be fully interrogated. The information is extracted, using the DeliverPoint Service Account, in a read-only fashion and the pertinent information, such as, Discover Object Permissions to show Domain Group membership when an account is added to SharePoint via nested Domain Groups, is stored in the AuthMember and AuthMemberOld tables in the DeliverPoint database. As the DeliverPoint Service Account is an Active Directory user account, and any Active Directory user account has read only access to Active Directory, no special Active Directory configuration is needed for the DeliverPoint Service Account. However you should verify that the ports 3268 and 389 are open in the firewalls of your SharePoint server(s) and your Active Directory server(s). The load placed on your domain controllers is not substantial.

Additionally, DeliverPoint 2010 also supports Forms Based Authentication (FBA) stores. DeliverPoint 2010 automatically discovers whether Web Applications are configured to use FBA stores and proceeds to gather all the necessary information for the interrogation, efficiently crawling and obtaining users and roles information from FBA stores.

Note You can use the standalone program, <u>DPChecker</u>, to check your interrogate configuration prior to installing and configuring DeliverPoint.

• SharePointInterrogation. DeliverPoint interrogates all SharePoint content databases in the SharePoint farm using the SharePoint Object Model (OM) and Application Programming Interfaces (API's) and extracts, in a read-only fashion, the pertinent information needed for DeliverPoint to perform functions across an entire farm. The SharePoint content databases are not changed or read directly during the interrogation process. As the interrogation process moves through the farm, the process will interrogate an entire Web Application's contents before moving on to the next Web Application. In other words, the interrogation process performs a deep dive crawl on all the managed paths, site collections, and sites (webs) existing in the Web Application before moving on to the next web application. The extracted information is placed into the DeliverPoint database. The **DeliverPoint Service Account** is used to interrogate all Web Application on your SharePoint farm, therefore you should configure a Full Control policy for the *DeliverPoint Service Account* on all Web Applications.

The interrogation of both SharePoint and Active Directory is subject to physical network limitations, for example, a domain controller only accessible over a low-speed WAN will take longer to crawl than a single-server setup. Also, the <u>length of time</u> that it takes for DeliverPoint to interrogate SharePoint is dependent on the number of objects (site collections, webs, lists, etc.) rather than the size of the content databases. A farm with five million objects will take longer to interrogate than a farm with five thousand.

Note Domains may be excluded from the Active Directory interrogation to improve interrogation performance.

You cannot use DeliverPoint until a full crawl of both Active Directory and SharePoint is complete. Lightning Tools recommend that you complete this initial full crawl when DeliverPoint interrogation will not have a detrimental affect on other processes which need Active Directory and SharePoint access, such as, <u>user profile synchronization</u> or <u>full crawls of SharePoint content sources</u>. Lightning Tools recommend that you schedule full crawl interrogation to occur at night or another time that suits the SharePoint load, to mitigate any performance concerns you may have if you choose to execute the integration during business hours.

Once the initial full crawl of both Active Directory and SharePoint is complete the two integration timer jobs can be configured for incremental crawls.

There are two types of interrogation – incremental and full, which can be selected using the SharePoint 2010 Central Administration web site, DeliverPoint Configuration, TimerJob Settings page.

- Full interrogation clears the related tables in the DeliverPoint database and then crawls all objects.
- Incremental. An incremental interrogation crawls all objects found to have been changed since the last interrogation. For the SharePoint interrogator, the SharePoint Change Log is used to determine whether or not to crawl a given object.

The AuthStoreInterrogation timer job is configured by default to run weekly on a Saturday at 2 a.m., and the SharePointInterrogation timer job is scheduled to run daily, starting every day between 2 a.m. and 4:45 a.m.

The timer job schedules can be modified to meet your needs.

Go to top \rightarrow

JobExecution timer job

DeliverPoint 2010, submits a job when a user commits an operation using the DeliverPoint 2010 interface. These jobs are then processes by the JobExecution timer job, by using information in the DeliverPoint database and then uses the SharePoint APIs to perform the actions against the objects in the SharePoint databases. The JobExecution time job is scheduled to run every 5 minutes.

The JobExecution timer job schedule can be modified to meet your needs.

Go to top \rightarrow

— Introduction
 Performance Testing Scenarios —>
 Installation Steps →

Performance Testing Scenarios

Interrogation Performance: The initial interrogation requires a full control permissions of the entire SharePoint® farm. Subsequent interrogations are performed incrementally, resulting in shorter interrogation times and better performance based on changes in SharePoint since the last interrogation.

The following interrogation performance information is for an initial interrogation.

The DeliverPoint initial interrogation performance has been tested against a farm with 4 Web Applications, 55 site collections, 39,051 sites, 351, 655 lists, 100 folders, 7,832,692 list items, and 230,000 users (with broken inheritance throughout). In this environment, the DeliverPoint interrogation took a total time of 4h 28m 35s.

— Deploying DeliverPoint 2010
Installation Steps —>

Installation Steps

Before installing or upgrading DeliverPoint 2010 you should read the section: <u>Deploying DeliverPoint 2010</u>, then return to this section to install DeliverPoint. The installation of <u>DeliverPoint</u> is a five step process:

- 1. Install DeliverPoint binaries.
- 2. Run the DeliverPoint Configuration Wizard.
- 3. <u>Configure the DeliverPoint SharePoint® timer jobs to commence a full crawl of Active Directory® and your SharePoint® farm. Then set the SharePoint interrogator timer jobs for incremental crawls.</u>
- 4. Check the DeliverPoint installation.
- 5. Activate your DeliverPoint license.

Once you have successfully completed the above steps, if you create a new SharePoint web application, and you want to use DeliverPoint on the new web application, you must complete the following tasks:

- 1. Grant the DeliverPoint service account Full Control on the new web application.
- 2. <u>Deploy</u> the *lightningtools.deliverpoint.web.ui2.wsp* farm solution to the new web application.
- 3. Commence a full crawl of your SharePoint® farm.
- 4. Check that you can use DeliverPoint on the new web application.

<u>Deploying DeliverPoint 2010 →</u>
Install the DeliverPoint binaries —>

Install the DeliverPoint binaries

This section documents how to install the DeliverPoint binaries in your organization. You should read the <u>previous section</u> before completing these steps.

You must be logged on to a SharePoint Server, preferably the server where the SharePoint 2010 Central Administration web site is hosted, as a SharePoint farm administrator account so you can grant the Service Account permissions as needed. Also confirm you have local administrator rights on the SharePoint Server to install DeliverPoint.

To install or upgrade/repair <u>DeliverPoint 2010</u>, complete the following steps:

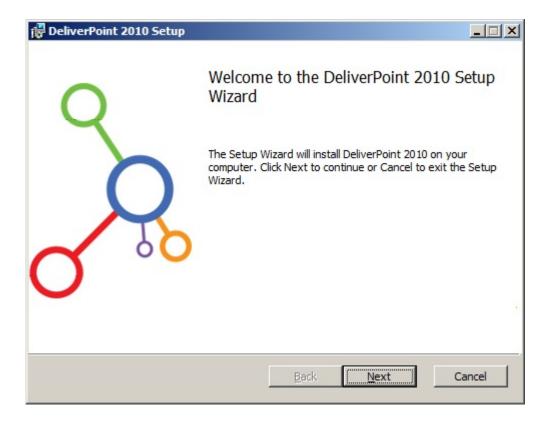
DO NOT Install or uninstall DeliverPoint 2010 during production hours, as both activities initiate an IISRESET.

DO NOT Run the DeliverPoint 2010 MSI on every SharePoint Server; the files are distributed to each server via a SharePoint solution deployment.

DO NOT Attempt an install DeliverPoint after an uninstall has failed; see the document Manual Uninstall Steps.

DO NOT Attempt to install DeliverPoint 2010 on a server which does not have SharePoint configured.

- 1. Download the **DeliverPoint2010.zip** file from http://lightningtools.com/trial-download. and unzip DeliverPoint2010.zip to a suitable location, such as the desktop.
- Execute **DeliverPoint.msi**, which can be found in the root of the zip file.
 The DeliverPoint installation wizard is launched and displays the **Welcome** step.

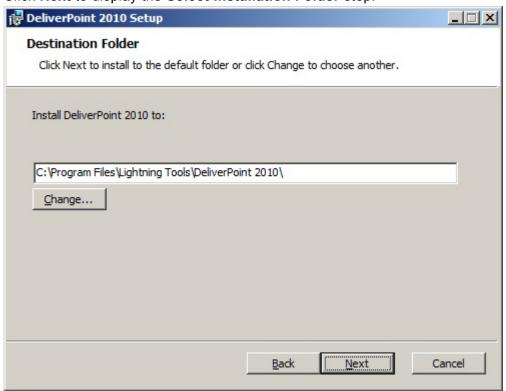


3. Click Next.

4. Select the I Agree checkbox to agree to the License Agreement

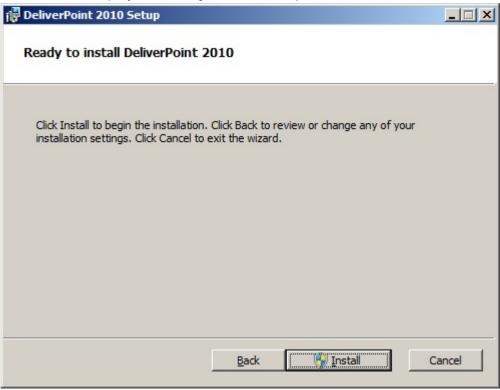


5. Click Next to display the Select Installation Folder step.



If you do not want DeliverPoint binaries of DeliverPoint to be deployed in the default location: c:\Program Files\Lightning Tools\DeliverPoint 2010\, click Browse, select a folder where you want the binaries to be deployed, and then click OK to close the Browse for Folder dialog box.

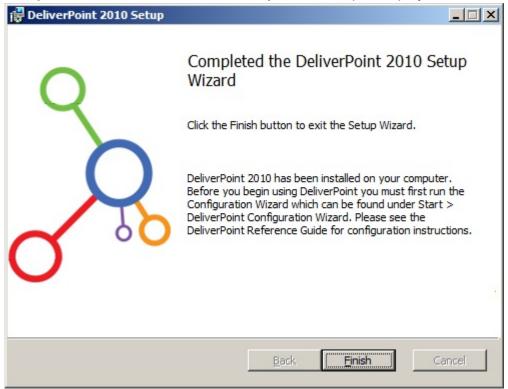
6. Click **Next** to display the **Ready to Install** step.



7. Click Install. If the User Account Control dialog box is displayed, click Yes.

The DeliverPoint 2010 wizard displays the progress of the installation, and when if is finished the

Completed the DeliverPoint 2010 Setup Wizard step is displayed.



8. Click Finish.

Go to top \rightarrow

— Installation Steps
 DeliverPoint Configuration Wizard —>
 Deploying DeliverPoint →

DeliverPoint Configuration Wizard

The DeliverPoint Configuration Wizard provides a user interface that presents information on how to configure the installation and obtains information from you about the pending installation process. Ensure you read each screen carefully before clicking **Next** to move to the next screen.

You must be logged on to the SharePoint Server, where you <u>installed the DeliverPoint binaries</u>, as a SharePoint farm administrator account so you can grant the Service Account permissions as needed.

Before you start the DeliverPoint configuration process, be sure to complete the following:

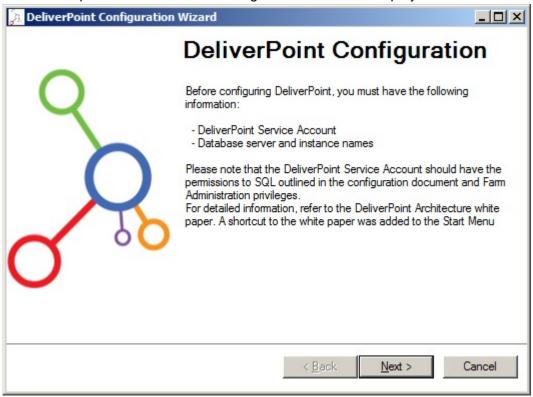
- Installed the DeliverPoint binaries.
- Create a Active Directory (AD) username for the DeliverPoint service account, and ensure that it is NOT disabled in AD.
- Inform your database administrator (DBA) that the DeliverPoint configuration wizard will create a new
 database, and ensure the Service Account has the <u>dbcreator and securityadmin server role</u> on the
 SQL Server where the database is to be created.
- Grant the service account <u>Full Control</u> on each web application. Configuring a User Policy on each
 Web Application is the easiest method of allowing the DeliverPoint access all data. However, adding
 or updating Web application policy with new users or groups will trigger a SharePoint Search crawl
 over all content covered by that policy. This can reduce search crawl freshness and increase crawl
 load. Consider using security groups at the policy level and add/remove users from security groups to
 avoid this.
- Confirm the <u>SharePoint Administration</u> (SPAdminV4) service is running successfully on all your Web Front-ends.

To configure DeliverPoint use the following steps:

- 1. Once you have installed the DeliverPoint binaries, start the DeliverPoint Configuration Wizard, which you can find on:
 - Windows Server® 2008 by clicking **Start**, **All Programs**, **DeliverPoint Configuration Wizard** and there should be a shortcut to the configuration wizard on your desktop.
 - Windows Server® 2012, you can find the **DeliverPoint Configuration Wizard** on the **Start** screen.

3. If the User Account Control dialog box is displayed, click Yes.

The first step of the DeliverPoint Configuration Wizard is displayed.



4. Click **Next** to display the **Impersonation Account** step.

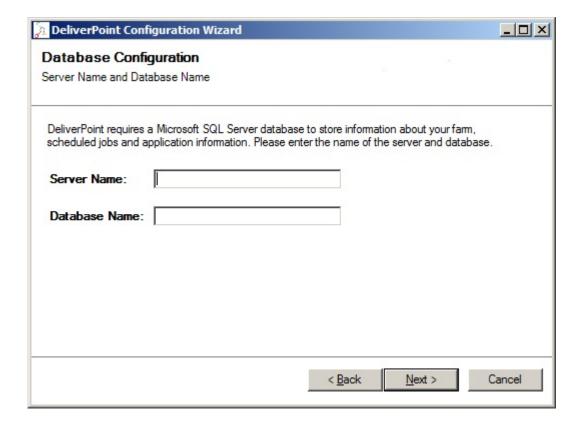


- In the DB Impersonation User Name text box, type the DeliverPoint service account credentials. Use the DOMAIN\username format to enter the AD account.
- In the **DB Impersonation User Password** text box, type the password of the service account.

Click Next.

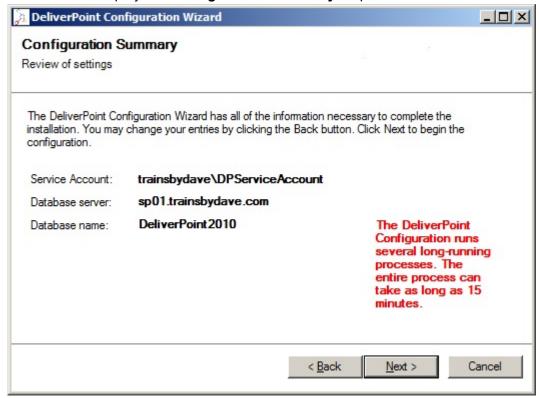
The configuration wizard checks that the you have entered a valid AD account and that you have not previously installed DeliverPoint. If the credentials are not valid, then a **Invalid Credentials** dialog box is displayed, click **OK** and then enter valid AD credentials and then click **Next**.

The **Database Configuration** step. is displayed.



- In the **Server Name** text box, type the name of the server running SQL Server where the DeliverPoint database should be created.
- In the **Database Name** text box, type the name of the DeliverPoint database.

6. Click Next to display the Configuration Summary step.



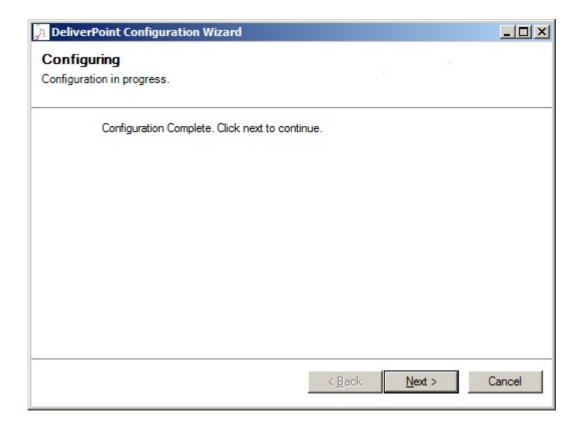
- 7. Check that the details are correct, and then click **Next** to complete the installation, which will:
 - · Create the DeliverPoint database.

Complete message is displayed.

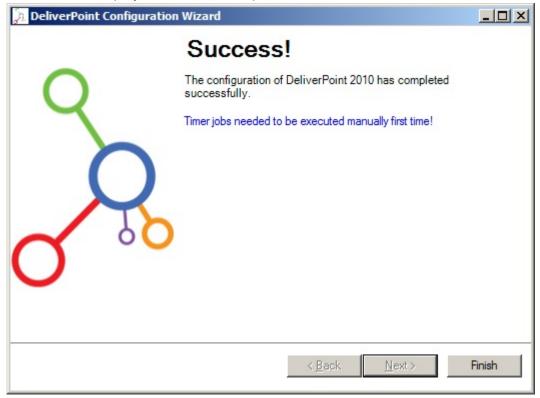
- Add and deploy the DeliverPoint SharePoint® farm solution.
- Activate the DeliverPoint user interface (UI) for each Web Application.
- Install three SharePoint® timer jobs.

 This process could take between 5-15 minutes to complete. When complete the **Configuration**

Generated by Manula.com on: 2014/11/26 16:17:57



8. Click Next to display the Success step, and then click Finish.



— Install the DeliverPoint binaries

Commence Full crawl of Active Directory and SharePoint —>

Deploying DeliverPoint →

Installation Steps →

Commence Full crawl of Active Directory and SharePoint

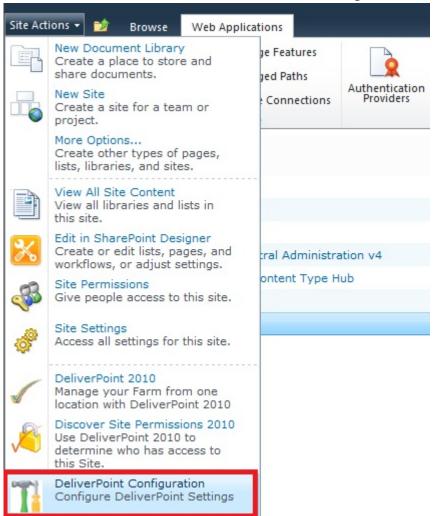
DeliverPoint interrogates both Active Directory and the SharePoint farm, using two SharePoint timer jobs. You must ensure that the DeliverPoint Service Account that you entered in the <u>DeliverPoint Configuration</u> <u>Wizard</u> was granted <u>Full Control permissions on all Web Applications</u> you wish to crawl, and verify the ports <u>3268 and 389</u> are open between your SharePoint server(s) and your Active Directory server(s).

If wish to check the authentication interrogation prior to initiating a full crawl of Active Directory, then use the <u>DeliverPoint Checker</u> standalone program.

Use the following steps to configure DeliverPoint timer jobs to start a full crawl of your Active Directory and SharePoint farm.

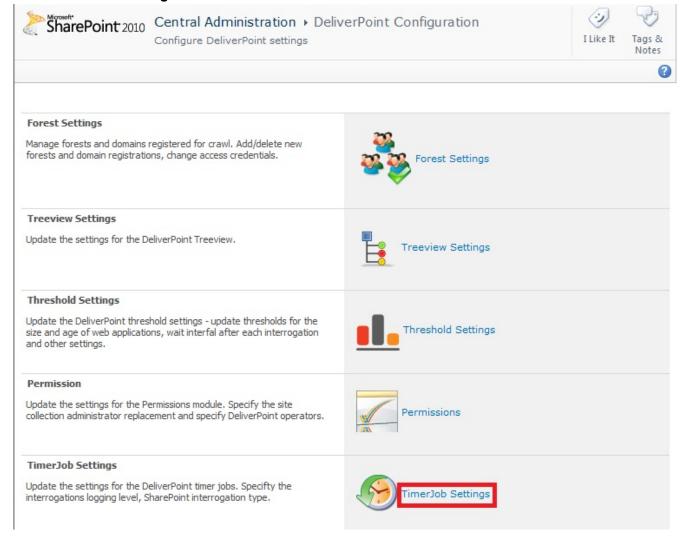
1. In the browser, open Microsoft SharePoint 2010 Central Administration web site.

2. Click Site Actions, and then click DeliverPoint Configuration.

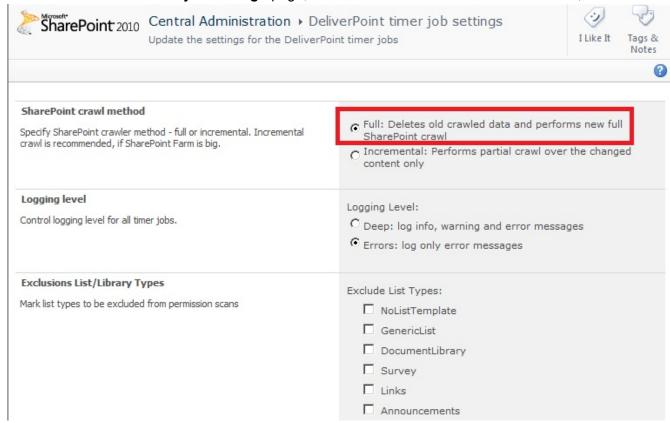


If you do not see the three new DeliverPoint options on the Site Actions menu, refresh the browser. The <u>DeliverPoint Configuration</u> page is displayed.

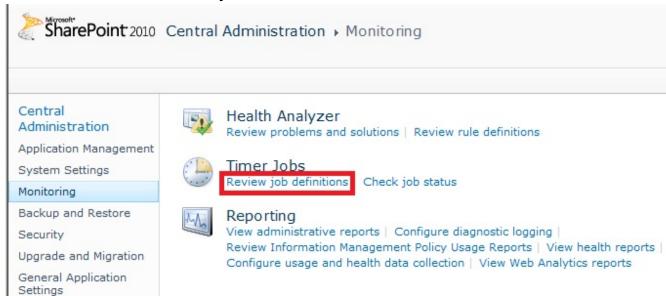
3. Click TimerJob Settings.



4. On the DeliverPoint timer job settings page, in the SharePoint crawl method section, select Full.



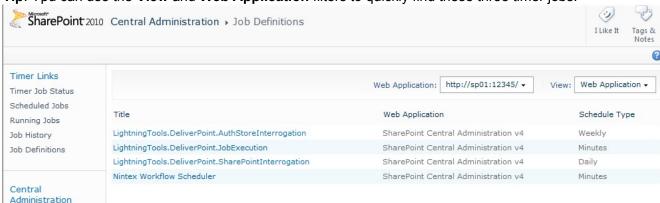
- 5. Scroll to the bottom of the page, and click **OK** to redisplay the **DeliverPoint Configuration** page.
- 6. In the breadcrumb, click **Central Administration**. On the Quick Launch click **Monitoring**, and then under **Timer Jobs**, click **Review job definitions**.



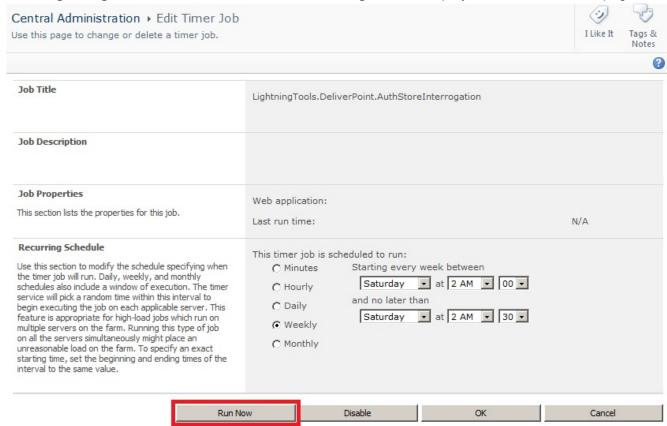
7. On the **Job Definitions** page, check that the three LightningTools DeliverPoint timer jobs were deployed on the SharePoint Central Administration Web Application:

- LightningTools.DeliverPoint.AuthStoreInterrogation.
- LightningTools.DeliverPoint.JobExecution.
- · LightningTools.DeliverPoint.SharePointInterrogation.

Tip: Ypu can use the **View** and **Web Application** filters to quickly find these three timer jobs.



4. Click LightningTools.DeliverPoint.AuthStoreInterrogation to display the Edit Timer Job page.

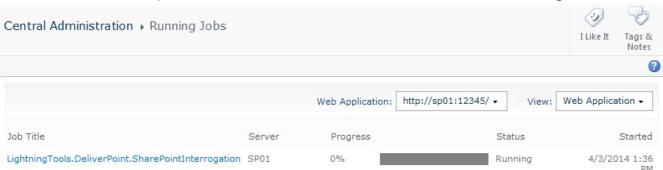


- 5. At the bottom of the page, click Run Now.
- 6. The interrogation of your Activate Directory may take some time. To check when the authentication crawl is complete, on the Quick Launch, under **Timer Links**, click **Running Jobs** when the **AuthStoreInterrogation** timer job is no longer displayed on the page, continue with the next steps.

Tip: If you are unsure whether the job ran, on the Quick Launch, under **Timer Links**, click **Job History** and check that the **AuthStoreInterrogation** timer job run and has a *Status* of **Succeeded**.

- On the Quick Launch, click Job Definitions and then click LightningTools.DeliverPoint.SharePointInterrogation.
- 8. At the bottom of the Edit Timer Job page, click Run Now.

The interrogation of your SharePoint Web Applications may take <u>some time</u>. To check when the SharePoint crawl is complete, on the Quick Launch, under **Timer Links**, click **Running Jobs**.



When the **SharePointInterrogation** timer job is no longer displayed on the page, continue with the next steps.

- Click Site Actions and then click DeliverPoint Configuration to display the DeliverPoint Configuration page.
- 10. Click **TimerJob Settings**.
- 11. In the **SharePoint crawl method** section, select **Incremental** and then at the bottom of the page, click **OK** to redisplay the **DeliverPoint Configuration** page.
- 12. If the default schedules for the three DeliverPoint timer jobs do not suit your organization, go to the **Job Definition** page, and modify them.

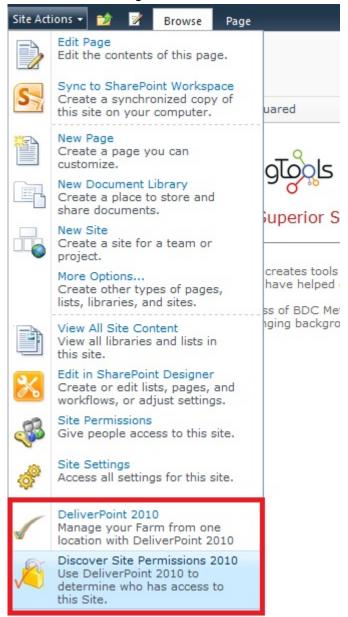
Go to top \rightarrow

— DeliverPoint Configuration Wizard
 Check the DeliverPoint installation →
 Deploying DeliverPoint →
 Installation Steps →

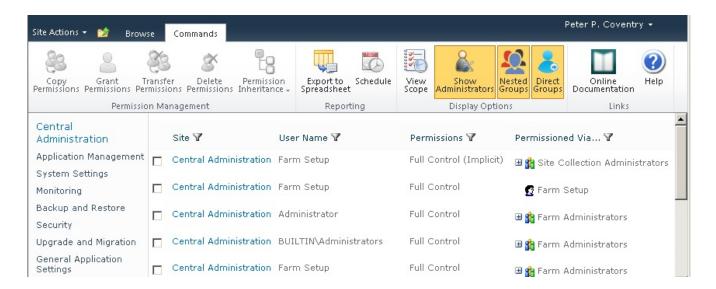
Check the DeliverPoint installation

Use the following steps to check that <u>DeliverPoint is correctly installed</u> and that the <u>two interrogation timer</u> jobs ran successfully.

1. In the browser, navigate to a SharePoint site, click **Site Actions**. You should see two links at the bottom of the Settings menu: **DeliverPoint 2010** and **Discover Site Permissions 2010**.

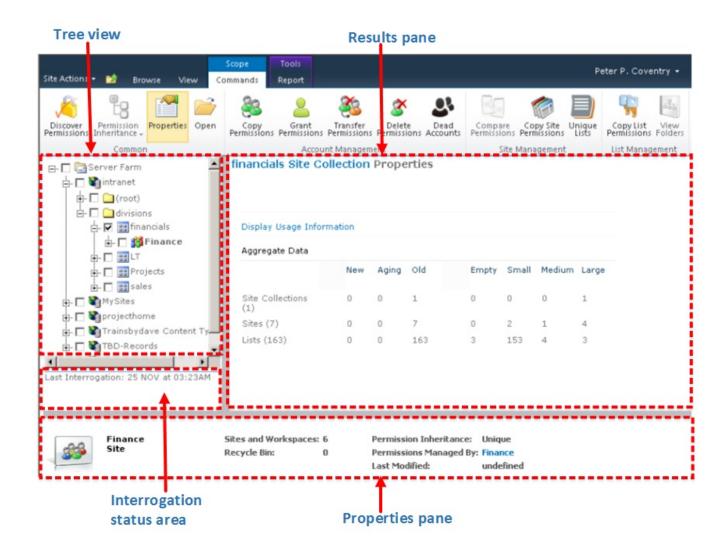


2. Click **Discover Site Permissions 2010** to to open a new browser window displaying the <u>Discover Permissions</u> page.

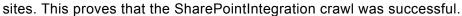


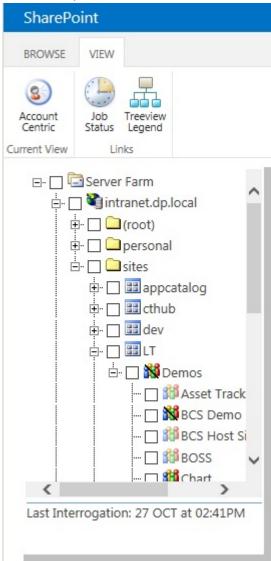
3. Click Site Actions and then click DeliverPoint 2010

The main <u>DeliverPoint dashboard</u> is displayed, where you should see in the tree view each Web Application in your SharePoint farm.



4. Click the plus sign (+) to the left of a Web Application, and continue to click the plus signs to expand the objects under the Web Application. Check that you can see managed paths, site collections, and





References

— Commence Full crawl of Active Directory and SharePoint

Activating your DeliverPoint License —>

<u>Deploying DeliverPoint</u> →

Installation Steps →

Permission Management →

Activating your DeliverPoint License

The <u>DeliverPoint 2010</u> is available as a 14 day trial. You can use the full functionality of the DeliverPoint for 14 days, after which the product will need to be licensed. The number of days remaining in your trial will be shown on the <u>DeliverPoint Configuration Settings</u> page. After the 14 day period has expired, users will not be able to use DeliverPoint until DeliverPoint is licensed.

You can check the license information on the <u>DeliverPoint Configuration Settings</u>.

If you have purchased a license of the product already and believe that the information in the <u>DeliverPoint Configuration Settings</u> is incorrect, please contact Lightning Tools by clicking <u>Submit Support Ticket</u> on <u>Lightning Tools</u> web site. We will then gladly provide you with a license key.

When you purchase the DeliverPoint 2010, you will need to inform <u>Lightning Tools</u> of the number of Web Front-ends and the number of SharePoint farms you wish to purchase a license, including production and non-production Microsoft® SharePoint® environments. We will then provide you with a valid license key for each SharePoint farm where you want to use DeliverPoint.

For licensing purposes, a SharePoint Web Front-end (WFE) is a server that has the <u>Microsoft SharePoint Foundation Web Application</u> service started.

Once you have purchased DeliverPoint and have received the license key, you need to enter the key and activate the product via the Lightning Tools license manager which can be found in SharePoint 2010 Central Administration web site.

You can activate DeliverPoint over the <u>Internet</u> or <u>manually</u>. Once a license key is activated, it will be associated with a specific SharePoint farm, and can not be activated on a different SharePoint farm. License keys are also specific to a <u>Lightning Tools</u> product, therefore you need a license key for each <u>Lightning Tools</u> product that you install on your SharePoint farm.

Activate with Internet Access

To activate DeliverPoint, automatically when your machine has access to the internet:

- 1. In the browser, open SharePoint 2010 Central Administration web site.
- 2. On the Quick Launch, click **System Settings**, and then under **Farm Management** click **Manage LightningTools products licensing**.



- 3. Select the **DeliverPoint 2010** product from the **Choose Product** drop down list.
- In the License Key text box, type the license key sent to you when you completed your purchase of Social Squared.
- 5. In the **User Email** text box, type your email address.
- 6. In the **Organization** text box, type your organization or company name.
- 7. In the **User Name** text box, type your first name and last name.
- 8. Click Activate

The page is redisplayed with a License Status: The Product is properly licensed.

The <u>DeliverPoint</u> license is now activated and registered with <u>Lightning Tools</u>.

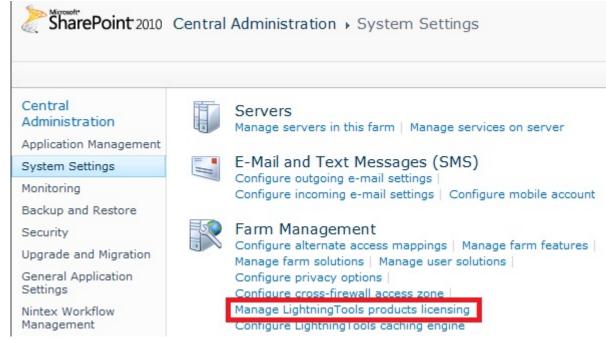
Go to top \rightarrow

Activate without Internet Access

To activate DeliverPoint manually when your machine does not have access to the internet:

1. In the browser, open **SharePoint 2010 Central Administration** web site.

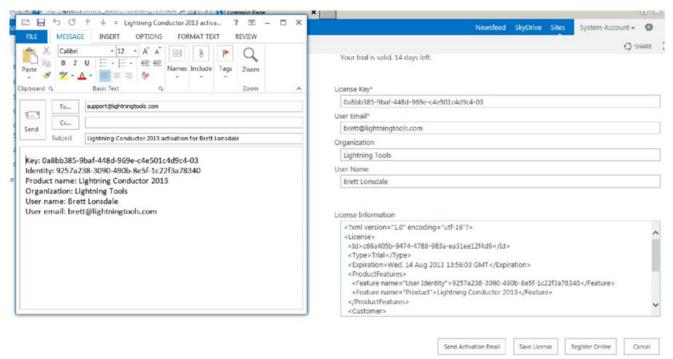
2. On the Quick Launch, click **System Settings**, and then under **Farm Management** click **Manage LightningTools products licensing**.



- 3. Select the DeliverPoint 2010 product from the Choose Product drop down list.
- In the License Key text box, type the license key sent to you when you completed your purchase of Social Squared.
- 5. In the **User Email** text box, type your email address.
- 6. In the **Organization** text box, type your organization or company name.
- 7. In the **User Name** text box, type your first name and last name.
- 8. Now complete one of the following steps.
 - If the server that you are using has mail access, click **Send Activation Email** to send an email to Lightning Tools with your identity key and license key, which is used to generate the license.

Or

- Copy the contents from **License Information** text box, and save it in a manner so you have access to that information from another computer.
- On a computer where you can send emails, paste the License Information into the body of the email, and send to support@lightningtools.com with a Subject line of: DeliverPoint 2010 activation request.



4. Activation information will be sent in an email to the email address you provided in step 6. The email contains an XML license which can be pasted in the **License Information** text box replacing the existing contents.

5. Click Save License.

The <u>DeliverPoint</u> license is now activated and registered with <u>Lightning Tools</u>.

Go to top \rightarrow

— Check the DeliverPoint installation

DeliverPoint Checker —>

<u>Deploying DeliverPoint</u> →

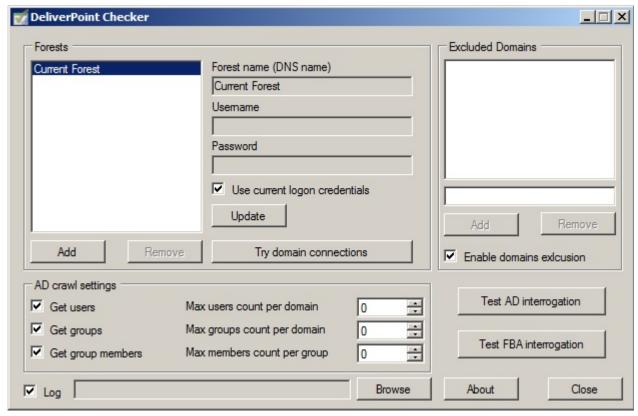
Installation Steps →

DeliverPoint Checker

DPChecker is a stand-alone desktop application tool which you can use prior to installing DeliverPoint. It helps check an authentication store crawl before configuring the <u>DeliverPoint Authentication Store</u> <u>Interrogation</u> SharePoint timer job. DPChecker requires the Microsoft .NET Framework 3.5 and SharePoint installed in the same machine.

Use the following steps to use DPChecker:

- 1. Download the **DeliverPoint zip** file from http://lightningtools.com/trial-download.
- 2. Unzip **DeliverPoint zip** file to a suitable location, such as the desktop.
- 3. Double click **DPChecker 1.5.exe**.



DPChecker version 1.5 supports three main features:

- 1. <u>Test Active Directory Interrogation</u>.
- 2. Test Forms Based Authentication Stores Interrogation.
- 3. Try Domain Connections.

Without SharePoint installation it will be not possible to use **Test FBA Interrogation** feature.

Test Active Directory Interrogation

The Active Directory Interrogation feature allows you to test an Active Directory (AD) users/groups crawl using a specified configuration. Use the following steps to configure and test AD interrogation:

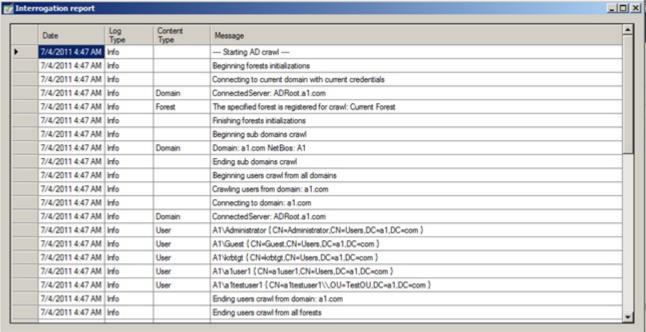
- 1. In the **Forests** section, if you do not want to use **Current Forest**, complete the following:
 - Click Add to create a new entry with an empty configuration.
 - In the **Forest name (DNS name)** text box, type the forest name you must enter a DNS name.
 - In the **Username** text box, type the AD username, which should be used to perform the specified forest (all it subdomains) users/groups enumeration.
 - In the **Password** text box, type the password.
 - Alternatively you can select Use current logon credentials to use current logged in user for the specified forest crawl.
 - · Click "Update" to apply new configuration.

If you need to remove a AD forest you previously registered, click **Remove**. You cannot delete the **Current Forest**.

Note: Any time you need to change existing forests registration settings, you must select the forest name from the list, edit the credentials and password, and then click **Update**.

- 7. If you need to exclude some domains from interrogation, use the **Excluded Domains** section.
 - Add DNS or NetBIOS names of domains you want to exclude.
 - Ensure that "Enable domains exclusion" check box is selected.
- 8. Use **AD Crawl Settings** section to limits the crawl. Interrogation will stop after reaching the specified count for each operation (0 indicates to no limit).
- 9. If you want the results of the crawl saved in a log file, select **Log** and then click **Browse** to specify the name and location of the log file.

10. Click **Test AD interrogation** to display a dialog box where you will see the progress of the crawl.



If you try to close this window during the crawl process, you will be informed that this will stop the current crawl.

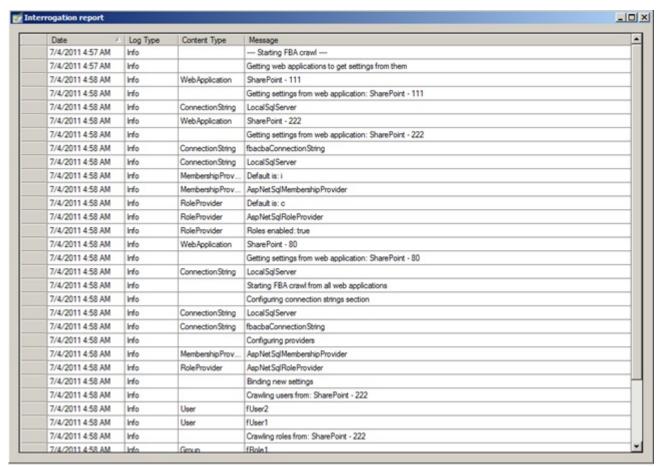
Go to top of section \rightarrow

Test Forms Based Authentication Stores Interrogation

If you have configured Forms Based Authentication (FBA) for a SharePoint Web Applications, you can use the DPChecker to test the connection to the FBA store:

1. Start the DeliverPoint Checker, and then click **Test FBA interrogation**, no other configuration is needed.

The Interrogation Report dialog box is displayed showing the progress of the crawl. The DPChecker will then connect to each Web Application and read the web.config for FBA settings.



When a Web Application is not configured for FBA, then an error message is displayed for that Web Application.

Go to top of section \rightarrow

Try Domain Connections

You can use DPChecker to test connections to a specific domain, using the following steps:

- 1. Start the DeliverPoint Checker, and in the Forests section click **Try domain connections**. The Try domain connection dialog box is displayed.
- 2. In the **Domain name** text box, type the name of the domain you wish to test or select the **Current** check box if you want to test the current domain.
- 3. Either:
 - In the **Username** text box, type the AD username, which should be used to perform the specified forest (all it subdomains) users/groups enumeration, and in the **Password** text box, type the password.

• Select Use default credentials to use current logged in user for the specified forest crawl.

3. Click Check connection.

When DPChecker is able to successfully connect to the domain, the word **Success** is displayed in the bottom list box, otherwise, error messages will be displayed, similar to the following screen shot.



Go to top of section \rightarrow

— Activating your DeliverPoint License
DeliverPoint Central Administration —>

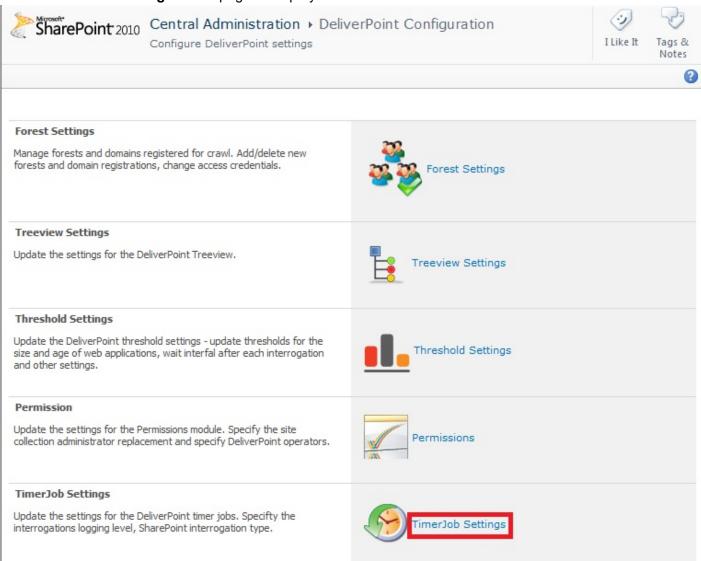
DeliverPoint Central Administration

There are certain DeliverPoint configuration settings that affect the whole farm and are available from the **DeliverPoint Configuration** link on the **Site Actions** menu on the SharePoint 2010 Central Administration web site:



You can use the other two options on the <u>Site Actions</u> menu, to complete <u>permission</u> management tasks.

The **DeliverPoint Configuration** page is displayed.



The **DeliverPoint Configuration** page contains the following options:

- Forest Settings.
- Treeview Settings.
- Threshold Settings
- Permission.
- TimerJob Settings.
- <u>Database Settings</u>.
- Configuration Settings.

Forest Settings

Use this option to manage Active Directory forests and domains that you wish to crawl, together with the credentials you wish to use. The **Forest settings** page consists of one section Forest list, where you can modify the following settings:

- Registered forest names. This list contain all those forests that are to be interrogated when the
 LightningTools.DeliverPoint.AuthStoreInterrogation SharePoint time job runs. By default only one
 entry is listed, Current Forest. If you need to remove a AD forest you previously registered, select the
 forest and then click Remove. You cannot delete Current Forest.
- **Register new forest**. To register a new AD forest to interrogate, complete the following:
 - In the **Forest name** text box, type the forest name you must enter a DNS name.
 - In the Account name text box, type the AD username, which should be used to perform the specified forest (all it subdomains) users/groups enumeration.
 - In the Account Password text box, type the password.
 - Click Add.
- **Domain Exclusions**. Use this list box to type all domain names that should be excluded during authentication interrogation. Valid values are domain names and NetBIOS names.

Go to top \rightarrow

Treeview Settings:

Use this option to configure the DeliverPoint treeview that is displayed on the DeliverPoint dashboard. The DeliverPoint treeview settings page consists of four sections:

- **Display Segments**. In the **Segments** text box, type the maximum number of tree nodes to display at the Site Collection and Site level. When the number of objects exceeds this level, the treeview is segmented. The default value is 100.
- **View Restriction**. You can select one of two options that allows you to restrict the treeview so that it is only displayed for Site Collection Administrators:
 - Yes, restrict.
 - No, not restricted (default).
- Hide not accessible tree nodes. Use this to hides high level tree nodes if current user has no
 permissions over the specified node scope. If you display the high level nodes, this can cause
 performance issues if there are large amount of sites/webs in crawling scope. You can select on of
 the following two options:
 - · Show.

- Hide (recommended). (default)
- Show lists/libraries in treeview and in report. Use this to manages the visibility of lists and libraries in the treeview and their items in discovery report. You can select any combination of the following two options. By default no option is selected.

Show Lists and Libraries In Report.

Go to top \rightarrow

Threshold Settings

Use this option to update the DeliverPoint threshold settings, which are used when displaying the <u>Properties</u> usage report in the <u>DeliverPoint dashboard</u> results pane. The DeliverPoint Threshold Settings page contains the following sections:

- **Wait Threshold**. The interval, in milliseconds, the SharePoint interrogator timer jobs waits before it requests the next site (web). The default is 100 milliseconds.
- **Web Application Thresholds**. Segments Web Applications into Small, Large, New, and Old thresholds. Small and Large sizes are in MB. The defaults are 1, 3 MB, respectively. New and Old are specified in days. The defaults are 10 and 100 days, respectively.
- Managed Path Thresholds. Segments Managed Paths into Small, Large, New, and Old thresholds. Small and Large sizes are in MB. The defaults are 1, 3 MB, respectively. New and Old are specified in days. The defaults are 10 and 100 days, respectively.
- **Site Collection Thresholds**. Segments Site Collections into Small, Large, New, and Old thresholds. Small and Large sizes are in MB. The defaults are 1, 3 MB, respectively. New and Old are specified in days. The defaults are 10 and 100 days, respectively.
- **Site Thresholds**. Segments Sites into Small, Large, New, and Old thresholds. Small and Large sizes are in MB. The defaults are 1, 3 MB, respectively. New and Old are specified in days. The defaults are 10 and 100 days, respectively.
- **List Thresholds**. Segments Lists into Small, Large, New, and Old thresholds. Small and Large sizes are in MB. The defaults are 1, 3 MB, respectively. New and Old are specified in days. The defaults are 10 and 100 days, respectively.

Go to top \rightarrow

Permissions

Use this option to update the settings for the permissions module. The **DeliverPoint Permission settings** page contain two sections:

• Replacement User. Use the user account people picker to specify the account to be used to replace the last site collection administrator on a site collection when DeliverPoint is removing the last site collection administrator via a "Delete" or "Dead Account Removal" operation. If this field is left blank, the account of the user using the DeliverPoint operation will become the new, last site collection administrator for the site collection(s) in question.

- Permissions module operators. Use the Operator accounts people picker to specify one or more users. DeliverPoint will show and proxy management of permissions throughout the farm on behalf of these users. The user(s) entered are unrestricted when using DeliverPoint. However, the user(s) are not given access to any content from this designation. Any Operator must have access to at least one SharePoint site in order to navigate to DeliverPoint.
- **Permissions module auditors**. Use the **Auditor accounts** people picker to specific one or more users. These users are allowed read only permissions to run permission reports via DeliverPoint. regardless of their permissions on SharePoint objects

Go to top \rightarrow

TimerJob Settings

Use this option to configure the three timer jobs. The **DeliverPoint timer job settings** page contains the following sections:

- SharePoint crawl method. Use to specify the SharePoint crawler method Full or Incremental. Incremental crawl is recommended, if you have a large SharePoint farm. The Incremental option is the default select option when you first install DeliverPoint. As you can only use incremental crawls once a full crawl has successfully completed, you must first select Full and run the SharePoint timer job before reselecting Incremental. Crawling SharePoint content can take a considerable time.
- **Logging level**. Use to control logging level for all timer jobs. You can select on of the following two logging levels:
 - Deep: log info, warning and error messages.
 - Errors. log only error messages. (default)
- Exclusions List/Library Types. Use to select list types to be excluded from permission scans. By default lists created from any list type will be crawled. You can select one or more of the following list types: NoListTemplate, GenericList, DocumentLibrary, Survey, Links, Announcements, Contacts, Events, Tasks, DiscussionBoard, PictureLibrary, DataSouces, WebTemplateCatalog, UserInformation, WebPartCatalog, ListTemplateCatalog, XMLForm, MasterPageCatalog, NoCodeWorkflows, WorkflowProcess, WebPageLibrary, CustomGrid, SolutionCatalog, NoCodePublic, ThemeCatalog, DataConnectionLibrary, WorkflowHistory, GanttTasks, Meetings, Agenda, MeetingUser, Decision, MeetingObjective, Textbox, ThingsToBring, HomePageLibrary, Posts, Comments, Categories,

Facility, Whereabouts, CallTrack, Circulation, Timecard, Holidays, IMEDic, ExternalList, IssueTracking, AdminTasks, HealthRules, HealthReportss, InvalidTypes.

• **Report Generation Settings** Use this section to specify the default folder and the file name pattern for the scheduled permission reports.

Go to top \rightarrow

Database Settings:

When you <u>install DeliverPoint</u>, you are required to provide details so that a DeliverPoint database is created. On the **DeliverPoint Database Settings** page, the information that you provided when the DeliverPoint Configuration Wizard was run are used to pre-populated fields on this page.

Note: These settings may be altered in the event of a DeliverPoint database migration.

The **DeliverPoint Database Settings** page contains the following sections:

- DeliverPoint Database. This section consists of two text boxes:
 - Server: The server NETBIOS name of the SQL Server, where the DeliverPoint database is hosted.
 - Database: The name of the DeliverPoint database.
- DeliverPoint DB Account. This section contains two text boxes:
 - DB Account Name: The impersonation account, also known as the DeliverPoint Service
 Account, used to access the DeliverPoint database and interrogate the SharePoint databases
 via the SharePoint Object Model (OM). The service account requirements are listed in the
 section: Deploying DeliverPoint.
 - DB Account Password: The password for the DeliverPoint Service Account.

Go to top \rightarrow

Configuration Settings

Use this option to update license information and to provide supplemental database connectivity settings. The DeliverPoint Configuration Settings page contain the following sections:

- **License**. This section contains two text boxes, text about the number of days left if you are using a trial version of DeliverPoint and an **Activate** link:
 - Current License.

• Farm ID.

When you click **Activate**, the <u>Licensing of Product DeliverPoint 2010</u> is displayed, where you can activate you DeliverPoint license key.

- Store configuration. This section is obsolete and will be removed in future releases.
 - Use Farm Bag. (default).
 - Use Secure Store.

Go to top \rightarrow

— DeliverPoint Checker
Restricting access to DeliverPoint —>

Restricting access to DeliverPoint

DeliverPoint allows you to easily <u>restrict the tree view</u> on the <u>Farm</u> and <u>Account</u> centric views, so that it is only displayed for Site Collection Administrators. You can use the information on this page if you want to restrict ALL references to DeliverPoint 2010 in the browser User Interface to Site Collection Administrators and above.

By default DeliverPoint is available on the following User Interface objects:

- Site Actions menu.
- Site Settings page for each site.
- <u>DeliverPoint Ribbon tab</u> when displaying a view of a list or library, edit properties page for a list item or file, and view properties page for a list item or file.
- · List Item Menu on list items or files.

The DeliverPoint links are configured using in a Ribbon XML elements file, which contains one or more < CustomAction > tags as described below:

- Two < CustomAction > tags to define the two DeliverPoint options on the Site Actions menu, known as Microsoft.SharePoint.StandardMenu.
- Two < CustomAction > tags to define the two DeliverPoint options on the Site Settings page, known as Microsoft SharePoint.SiteSettings.
- One < CustomAction > tag to define the DeliverPoint link on the List Item Menu, known as EditControlBlock.
- One < CustomAction > tag to place the Discover Permissions option on the Ribbon on pages that display or allow you to edit item properties, known as DisplayFormToolbar.
- 39 < CustomAction> tag to configure the DeliverPoint tab for each list type, known as CommandUI.Ribbon.

You will need to amend each of the < CustomAction > tags in the DeliverPoint Ribbon XML elements file on every SharePoint Web-front end, if you want the DeliverPoint links to appear for only Site Collection Administrators or above, using the steps described below.

In a production environment you will need to raise a change request to complete all the steps detailed on this page. Also, as the procedure requires an IISRESET, you will probably not be allowed to complete the task during production hours.

Note: If an account, *DOM\user1*, is a site collection administrator and is also configured as a <u>system account</u>, the account is not identified as site collection administrator. When an account operates as the system account, it runs using the account SHAREPOINT\system. The SHAREPOINT\system account is used when a user is logged in as DOM\user1. The work around in this scenario, is to either remove the system designation for DOM\user1 er designate SHAREPOINT\system as a site collection administrator.

Creating a new web application with a new application pool will cause the DeliverPoint User Interface feature to be re-deployed. Any customizations you have made will need to be reapplied once the web application is created. We would like to send a special thanks to the HNTB team for pointing this out to us.

To restrict access to DeliverPoint use the following steps:

- 1. In the browser, after installing DeliverPoint 2010, navigate to SharePoint 2010 Central Administration web site.
- 2. Click **Site Actions**, and then click <u>DeliverPoint Configuration</u>.
- 3. Click Treeview Settings.
- 4. In the View Restrictions section, select Yes.
- 5. Click OK.
- On each SharePoint server that is running the <u>Microsoft SharePoint Foundation Web Application</u> <u>service</u>, navigate to folder:
 - C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions \14\TEMPLATE\FEATURES\LightningTools.DeliverPoint.Web.UI2 DP10UI\DP10UI-Links
- 7. First take a copy of the file, **Elements.xml**, so you can quickly revert to a working copy of the file if you accidently incorrectly modify the file, so that the DeliverPoint User Interface object no longer work.
- 8. Edit the **Elements.xml** file in Visual Studio or Notepad.
- 9. Insert an additional line after line 10,
 - Title="\$Resources:LightningTools.DeliverPoint.Web.UI,DPSiteActionsDeliverPointTitle;" and type:

RequireSiteAdministrator="TRUE"

This will remove the *DeliverPoint 2010* option from the *Site Actions* menu.

10. If you would also like the remove the *Discover Site Permissions 2010* from the *Site Actions* menu, then after line 21,

Title="\$Resources:LightningTools.DeliverPoint.Web.UI,DPSiteActionsDeliverPointTitle;", type on a new line:

RequireSiteAdministrator="TRUE"

- 11. Repeat similar configuration for the *EditControlBlock*, *DisplayFormToolbar* and *Microsoft.SharePoint.SiteSettings* < CustomAction > tags.
- 12. Then from EVERY
 - < CustomAction >

. . .

</CustomAction >

section, if Rights="EnumeratePermissions" is specified, delete it.

- 13. Save the file.
- 14. Use IISReset to stop and restart the entire IIS web server on each SharePoint server where you have made the amendment.

References

- Microsoft SharePoint Team Blog: Enabling a Button on the Ribbon Based on Selection
- · Customizing the Ribbon blog series by Chris O'Brien
- SharePoint Conference: Session SPC402 Ribbon Development and Extensibility

— DeliverPoint Central Administration

<u>Using Windows PowerShell to perform DeliverPoint actions —></u>

Permission Management

<u>DeliverPoint 2010</u> allows a variety of users: <u>DeliverPoint permission operators</u>, site collection administrators, site owners, power users, and end users; to manage SharePoint permissions in Microsoft® SharePoint® Server 2010 or Microsoft® SharePoint Foundation 2010 on-premises deployments.

If you are new to managing permissions in SharePoint 2010, then you will find some useful links in the <u>References</u> section at the bottom of this page.

Users can use DeliverPoint to manage permissions from:

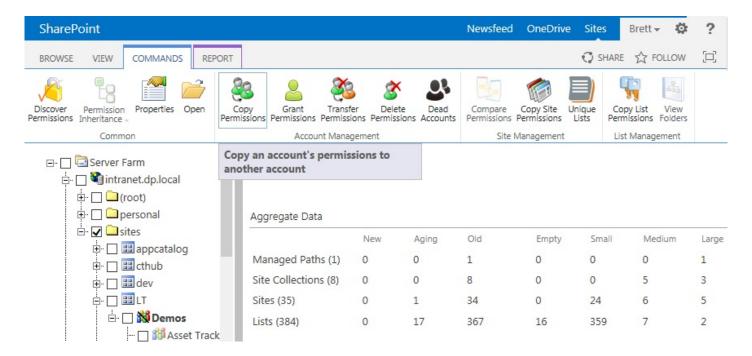
- The <u>Site Actions</u> menu, which displays the <u>DeliverPoint dashboard</u>, where a tree view is displayed.
- DeliverPoint Ribbon tab on lists and libraries, which you can use to initiate the <u>Discover List Permissions</u> and discover <u>Unique Items</u> permissions actions.
- List Item Menu on folders, list items and files, which you can use to initiate the <u>Discover Items</u> <u>Permissions</u> action.

If you are using a trial version of DeliverPoint, and your trail period has expired, then when you try to display the DeliverPoint dashboard, a message is displayed in the results pane:

Trial period for product DeliverPoint 2010 has been expired. Activate

Click Activate to display the Licensing of Product 'DeliverPoint 2010' page.

DeliverPoint actions are initiated by clicking a SharePoint object in the tree view and clicking on the menu that is displayed. DeliverPoint actions are divided into <u>Account Management</u> and <u>Site Management</u> actions. You can also use this menu to display the properties of the SharePoint object.



The DeliverPoint action you choose affect all permissions for the targeted account resource in scope. For example, when you select Copy Permissions at the Managed Path level. Since all site collections within the Managed Path are part of the inheritance chain, they are said to be in scope. Site collections that exist under different Managed Paths would not be in scope because they are not part of the first Managed Path's inheritance chain.

It is important to know which objects are in scope for every operation you execute using DeliverPoint. For example, if you select to <u>Delete Permissions</u> at the Farm level, then all Web Applications, Managed Paths, site collections, sites (webs), lists, list items and folders are in scope for this action. Be sure to target the execution of permissions at the intended level of inheritance so you don't change permissions for a user on the wrong or unintended objects.

Note DeliverPoint is <u>security trimmed</u> so that those using it can only see information and perform DeliverPoint operations within their native scope of authority that is defined within SharePoint. That being said, it is still important to be certain that you target the desired scope in which to perform a DeliverPoint action so that unwanted changes do not occur. The <u>Copy</u>, <u>Delete</u>, and <u>Transfer Permissions</u> actions are effective on the following objects:

- * Farm
- * Web Application
- * Managed paths
- * Site collections
- * Sites (webs)
- * Lists
- * List items and folders.

References

- Basics: What are permissions?
- Introduction: Control user access with permissions
- Security planning for sites and content
- Plan your permissions strategy
- SharePoint Server 2010 groups and permissions reference chart
- Governance: Permission Management
- Security Trimming —>

Security Trimming

DeliverPoint 2010 is security trimmed; meaning, if a user can complete a security-related operation with Microsoft® SharePoint® objects using the browser, the same user is allowed to complete the identical action using DeliverPoint. When a user is a site collection administrator, they will be able to perform all security-related operations on the particular site collection for which they are the site collection administrator. When a user has full control on two sites within a site collection and they perform an security-related operation at the site collection level, the operation will only modify the sites or the content within those two sites where the user has the required permission.

DeliverPoint uses SharePoint® to determine the effective permissions of the user, based on the current site context where the user has accessed DeliverPoint. When a user accesses DeliverPoint through a site in a specific <u>zone</u>, that same zone is used to determine effective permissions for the user on the other <u>web applications</u> listed in the DeliverPoint tree view.

DeliverPoint not only takes note of permissions that users may set at site collection, site, list / library, folder, item, file levels, but also uses <u>user policies</u> configured at the web application level. When a user policy is configured for a web application, SharePoint enforces permissions on all content within the web application, thereby enabling an organization to set security policies for users at the web application level. The permissions configured in a user policy override all other security settings that are configured for sites and content. You can configure a user policy based on users or user groups in Active Directory (AD), but not SharePoint groups. A user policy can be defined for any web application in general (all zones) or for a specific zone.

For example:

- Web Application 1
 - (A permission policy for Zone 2 does not exist)
- Web Application 2
 - (A permission policy for Zone 2 DOES exist)
- Web Application 3
 - (A permission policy for Zone 2 DOES exist)

When the user accesses a site via a URL bound to *Zone 2* on *Web Application 2* and then accesses DeliverPoint. If a request is made to view or manage permissions on the other two web applications, SharePoint uses the current user's zone when resolving any DeliverPoint request made on behalf of the user. In this scenario, when a user accesses:

• Web Application 1, since a permission policy for Zone 2 does not exist, then SharePoint applies any All zones user policies or the **Default** zone user policy.

• Web Application 2, since a policy for Zone 2 DOES exist, then that policy is applied to the request.

To restrict DeliverPoint access to site collection administrators only, see <u>Restricting access to DeliverPoint</u>.

References

- Plan authentication methods (SharePoint Server 2010): planning zones for web applications
- Web applications management (SharePoint Foundation 2010)
- Logical architecture components (SharePoint Server 2010): policy for a web application
- Manage permission policies for a web application (SharePoint Server 2010)

— Permission Management
DeliverPoint Site Actions options —>

DeliverPoint Site Actions options

To start using DeliverPoint, navigate to a SharePoint site, click **Site Actions**, where you will see two <u>DeliverPoint options</u>. These two options are also available on the **Site Settings** page under **LightningTools DeliverPoint 2010** and is therefore available on sites where the *Site Actions* menu is not available.



Note: Once DeliverPoint is installed there is a <u>DeliverPoint Ribbon</u> tab on lists and libraries, and a <u>List Item Menu</u> option.

The DeliverPoint options on the **Site Actions** menu are displayed for all users, even if users are not site owners, as they may be <u>SharePoint Group</u> owners, in which case they have permissions to <u>add/remove users</u> to/from a SharePoint Group and can report on who has permissions in that SharePoint Group. The DeliverPoint links on the **Site Actions** menu can be restricted to site collection administrators only, see <u>Restricting access to DeliverPoint</u>.

The two DeliverPoint links at the bottom of the **Site Actions** menu and on the **Site Settings** page are:

• **DeliverPoint 2010**. Use this option to display the <u>DeliverPoint dashboard</u> where you can manage permissions on any site in your SharePoint deployment. By default the <u>farm centric</u> tree view of your SharePoint deployment is displayed.

Note. DeliverPoint is security trimmed so that those using it can only see information and perform DeliverPoint operations within their native scope of authority that is defined within SharePoint.

<u>Discover Site Permissions 2010</u>. Navigate to a site where you want to know who has permission to
the site. It expands the Active Directory and SharePoint group membership in an easy to-read report
so you can see who has permissions to a site. You can also generate the same reports using the farm
centric tree view, which you can display by clicking **DeliverPoint 2010** from the **Site Actions** menu.

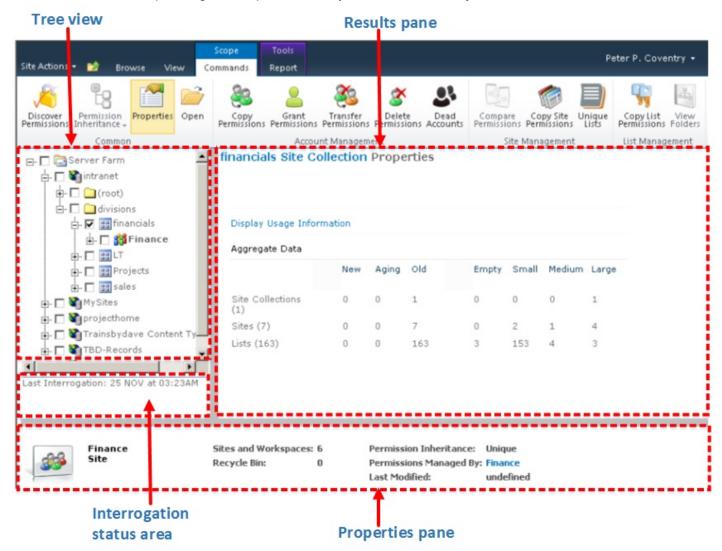
If you are a SharePoint farm administrator and you use the SharePoint 2010 Central Administration web site, there is a third option on the **Site Actions** menu: <u>DeliverPoint</u> Configuration that allows you to modify <u>DeliverPoint</u> configuration settings at the farm level.

References

- ← Permission Management
- DeliverPoint dashboard —>
- Discover Permissions →

DeliverPoint dashboard

When you click **DeliverPoint 2010** from the <u>Site Actions</u> menu, the DeliverPoint dashboard is displayed, which allows you to complete your <u>permission management</u> tasks on any SharePoint object, such as, a site or a site collection, depending on the permissions you have on that object.



If you are using a trial version of DeliverPoint, and your trail period has expired, then when you try to display the DeliverPoint dashboard, a message is displayed in the results pane:

Trial period for product DeliverPoint 2010 has been expired. Activate

Click Activate to display the Licensing of Product 'DeliverPoint 2010' page.

The **DeliverPoint dashboard** consists of:

Tree view area. When the DeliverPoint dashboard is first displayed, in the tree view area, each Web
Application in your SharePoint farm is shown. This is known as the <u>farm centric view</u>. The tree view
area can also be used to display an <u>Account centric view</u>. You can switch between the two views
using the **View** menu. Your SharePoint farm administrator can modify how the SharePoint objects are
displayed in the <u>tree view</u>.

- **Results pane**. As you complete different DeliverPoint tasks, the results pane is used to display the results of those tasks. Some DeliverPoint tasks do not use the results pane, but open new windows. When you first display the DeliverPoint dashboard, the result pane displays information on how to use the View menu, navigate the tree view, and a <u>legend</u> on the icons that appear in the tree view.
- Interrogation status area. This area displays the date and time that the SharePoint farm was last crawled. A dialog box will from time to time be displayed, if DeliverPoint has recognised that the DeliverPoint interrogation jobs have run, and that the data on the dashboard may be out-of-date.

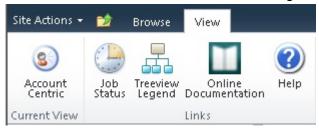


• **Properties pane**: Used to display an operation summary of the object selected. The properties pane is displayed only when using the Farm Centric view.

Note. DeliverPoint dashboard is <u>security trimmed</u> so that those using it can only see information and perform DeliverPoint operations within their native scope of authority that is defined within your Microsoft® SharePoint® deployment.

The **DeliverPoint dashboard** consists of the following Ribbon tabs:

• View. This Ribbon tab contains the following commands:



 <u>Farm Centric</u>. This command is only visible when you are in *Account Centric* view. Use to display the farm centric view in the tree view area

 Account Centric. This command is only visible when you are in Farm Centric view. Use to display the account centric view in the tree view area.

- Job Status and History. Use to display the Job Status and History page.
- <u>Treeview Legend</u>. Displays a legend of the icons used in both the farm centric and account views.
- Online Documentation. Displays the online documentation for DeliverPoint 2013.
- Help. Displays the LightningTools support centre where you can submit support tickets and search the support knowledge base. Anyone can submit a support ticket, however if you register with the LightningTools support centre you will be able to track the progress of any support tickets you raise.
- Commands. This contextual Ribbon tab is displayed when a SharePoint object is selected in the treeview area, and contains the following contextual Ribbon groups and commands:



- · Common, which contains the commands:
 - Discover Permissions
 - <u>Permission Inheritance</u> split button, with the commands Inherit Permissions and Break Permissions.
 - Properties
 - **Open**. Use this command to open the default page for the SharePoint object in a new tab in the browser. This is an easy way of quickly navigating to the SharePoint object.
- · Account Management
 - Copy Permission
 - Grant Permissions
 - Transfer Permissions
 - Delete Permissions
 - Dead Accounts
 - <u>Unique Permissions</u>. This command is only available if you are using the <u>Account Centric</u> view.
- Site Management
 - Compare Site Permissions
 - Copy Site Permissions
 - Unique Lists.
- <u>List Management</u>
 - Copy List Permissions
 - View Folders

• **Report**. This contextual Ribbon tab is display when DeliverPoint commands use the results pane to display the outcome of the tasks. The tabs contains one Ribbon group, which contains commands relative to the results that are displayed, for example.

- Export to Spreadsheet. Use this command to export the outcomes of the DeliverPoint command to an Microsoft Excel spreadsheet.
- Delete Accounts

Other DeliverPoint pages may contain other DeliverPoint Ribbon tabs, Ribbon groups and commands.

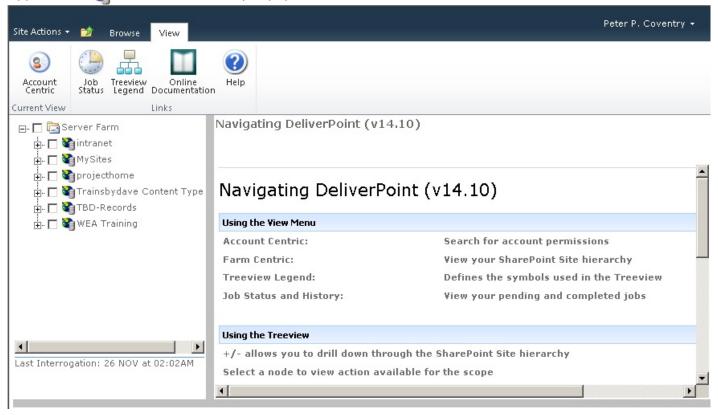
References

- <u>— DeliverPoint Site Actions options</u>
- Farm centric view —>
- Account Centric View →
- <u>Treeview Legend</u> →
- Job Status and History page →
- Permission Management →

Farm centric view

The farm centric view is display be default when you first display the <u>DeliverPoint dashboard</u> and presents farm-wide information in an organized, efficient manner. DeliverPoint uses the concept of Incremental Data Disclosure (IDD) throughout the tree view. By clicking the plus signs (+) to the left of a SharePoint object, the user is presented with information only after they have expanded that part of the SharePoint hierarchy. This method of displaying permission across the SharePoint farm improves performance; thereby only a subset of the farm's SharePoint objects are queried and loaded into the interface at any given time.

The farm centric view consists of a root node called **Server Farm** [] . Under this node, all Web Applications **>** within the farm are pre-populated.



When the user clicks, the plus sign (+) to the left of each Web Application, known as expanding, the managed paths created within that Web Application are displayed. Clicking + on a managed path, all site collections contained within the managed path are displayed. Enumeration continues in this manner, one layer per click, stopping at the individual site level, also known as the web level. Therefore when a user expands a site collection, the top-level site of the site collection is displayed and then expanding the top-level site, all sub sites within that site collection are displayed.

Note that those nodes that inherit permissions from parent nodes have their icons dimmed in the interface. Those nodes that have unique, assigned permissions have their icons actively colored (not dimmed). This is how users can visually tell where permission inheritance is inherited or is broken in any given site collection. If a site has lists, folders, or list items with unique permissions, the web icon will have a slash \ through it.

References

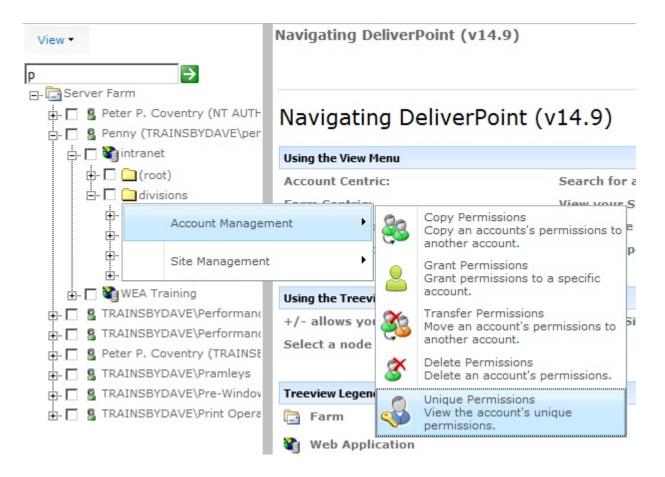
- <u>— DeliverPoint dashboard</u>
- Account Centric view —>
- Tree view legend →
- Permission Management →

Account Centric view

The Account Centric view is displayed when the Account Centric command is clicked on the **View** Ribbon tab on the DeliverPoint dashboard. When the Account Centric view is displayed in the DeliverPoint dashboard, then the View Ribbon tab displays the Farm Centric command and not the Account Centric command.

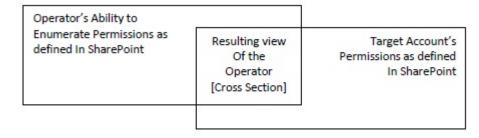
Type an account or email in the search criteria text box, and then press **Enter** or click the white arrow icon with a green background . You can type your user name or the name of another user. The page refreshes and the account appears in the treeview portion of the DeliverPoint dashboard. You use the same method of expanding the tree view on the *Account centric view* as you do on the <u>Farm centric view</u>, that is, click the plus icon (+) to the left of the account to see every web application , managed path , site collection and sites the account has access to. The *Account Centric* tree view uses the <u>same icons</u> as the <u>Farm centric tree view</u>.

If you wish to audit another user but do not know there exact account name or email address, then you can type part of their account name, for example, \mathbf{p} in to the search criteria text box. This will return all accounts with a login name or display name starting in \mathbf{p} .



Only the first 50 accounts found that satisfy the search criteria are returned. If you do not find the account you are searching for, try a more specific search.

The tree view is security trimmed and only displays the intersection of the SharePoint object that you (operator) are allow to access and the SharePoint objects that can be accessed by the person (target) you selected in the tree view, as shown in the diagram below. Therefore, once you have found the target account, you may need to expand the nodes in the tree view to see where the user has access within the your permission scope.



References

— Farm centric view

• Tree view legend —>

Tree view legend

Icon	Description
	Server Farm.
	Web Application.
	managed path.
10 10 10 10	site collection.
35	Site with unique permissions, that is, the site does not inherit it's permissions from a parent site. The site defines it's own permissions. The top-level site of a site collection is always a site with unique permissions.
313	Site that inherits permissions from parent site. When you create a sub site, the default is always to inherit its permissions from the parent site.
1	The site contain broken inheritance at the list, library or folder level.
816	Site no access. The current user does not have access to this site.
17	Unknown access. The current user does not have access to view another user's permissions on this site.
8	Account
3	Segment. In a SharePoint farm when a Web Application contains more than 100 site collections or sites the tree view is segmented for easier navigation. The <u>Display Segment</u> value can be changed by your SharePoint farm administrator. The default value is 100.

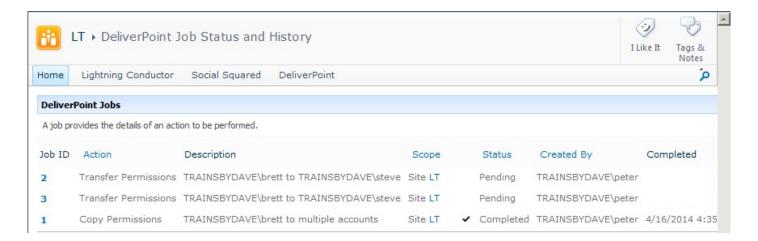
References

- Farm Centric View \rightarrow
- Account Centric View →

Job Status and History

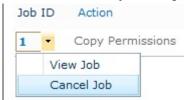
A DeliverPoint action results in the creation of a DeliverPoint job. DeliverPoint jobs are queued and processed by the <u>DeliverPoint Job Execution</u> SharePoint timer job, which runs by default every 5 minutes. The **DeliverPoint Job Status and History** page provides a summary of DeliverPoint jobs and is displayed when:

- Job Status is clicked on the View Ribbon tab on the DeliverPoint dashboard,
- **Job Status** is clicked on the *Operation completed successfully* screen in the results pane, when you have completed configuring a DeliverPoint command and confirmed that you have correctly configured the command.

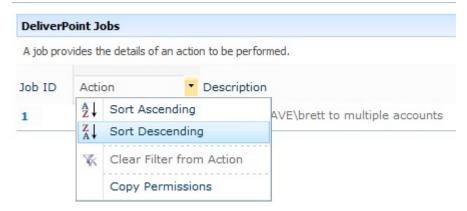


The page contains the following information:

- Job ID. This column displays the job number and provides a drop down menu, where you can select:
 - View Job to display the <u>DeliverPoint Job Details</u> page
 - Cancel Job. A job can only be cancel if it is in a Pending status. If you try to cancel a job when it is not in a Pending status, then a dialog box is displayed, stating that 'Only pending jobs may be cancelled'. When a job is cancel then the selected DeliverPoint action is not processed. You can also cancel a job using the <u>Job Details</u> page.



• **Action**. This column displays the DeliverPoint action, such as <u>Copy Permissions</u>, . The column heading can be used to sort or filter the DeliverPoint jobs on the page.



- **Description**. This column displays a summary of the DeliverPoint action to be completed, for example, 'LightningTools\brett to LightningTools\steve'.
- **Scope**. This column displays the SharePoint objects that were affected by DeliverPoint action, for example, *Site LT*, where *Site* identify that the scope was a site, and *LT* is a hyperlink to the site collection selected.
- **Status**: This column details the status of the job, and can be one of the following values. The column heading can be used to sort or filter the DeliverPoint jobs on the page.
 - Pending.
 - Processing.
 - · Warning.
 - · Cancelled.
 - Completed. When a job is successfully completed a tick icon is displayed to the left of Completed.

Note Pending jobs are displayed at the top of the list.

- **Created By**. This column details the user name who initiated the DeliverPoint action. The column heading can be used to sort or filter the DeliverPoint jobs on the page.
- **Completed**. This column details the date and time the DeliverPoint action was completed. The column heading can be used to sort or filter the DeliverPoint jobs on the page.

Jobs classified as Run Now will be processed the next time the Job Execution SharePoint timer job runs, which by default is every 5 mins. Jobs classified as Run Later will be processed the next time the

SharePoint Interrogation timer job runs. If a job was created with a transaction type of <u>Both</u>, two separate but identical jobs, a <u>Run Now</u> job and a <u>Run Later</u> job, will be created.

On the **DeliverPoint Job Status and History** page, selecting a specific job will display the details of the job. Within the details, information, details, statistics, and tasks are displayed.

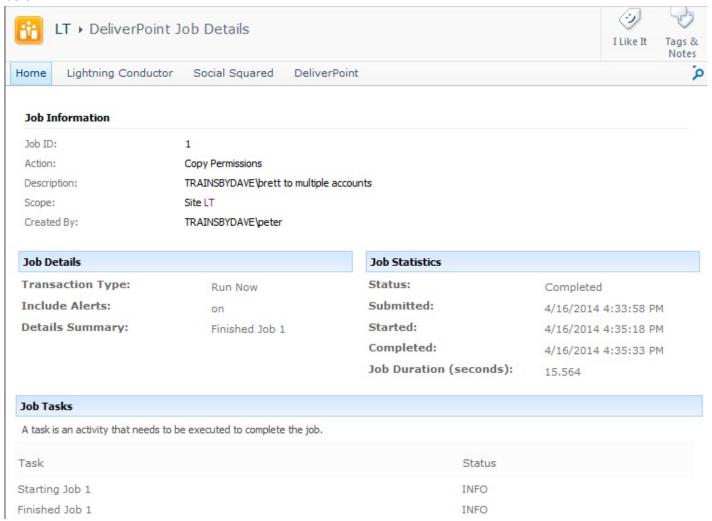
Pending jobs can be cancelled from the **Job Status and History** page by selecting **Cancel Job** from the dropdown on the **Job ID** or by clicking the **Cancel** under the **Job Statistics** heading. When prompted to confirm cancellation of the job, click **OK**. Click the browser's Refresh button to update the **Job Status and History** page.

References

- ← DeliverPoint dashboard
- Job Details page —>

Job Details page

A DeliverPoint action results in the creation of a DeliverPoint job. DeliverPoint jobs are queued and processed by the <u>DeliverPoint Job Execution</u> SharePoint timer job, which runs by default every 5 minutes. The **Job Details** page displays information for a DeliverPoint job and contains four sections as detailed below:



- **Job Information**. This section contains:
 - Job ID. A unique number assigned to the DeliverPoint action.
 - Action. The DeliverPoint action to be completed, for example, <u>Transfer Permissions</u>.
 - Description. This displays the DeliverPoint action to be completed, for example, 'LightningTools\brett to LightningTools\steve'.

 Scope. Displays the SharePoint objects that were affected by DeliverPoint action, for example, Site LT, where Site identifies that the scope was a site, and LT is a hyperlink to the site collection selected.

- Created By. Details the user name who initiated the DeliverPoint action.
- · Job Details. This section details:
 - Transaction Type.
 - Include Alerts. The value will be on or off, depending on your choice when you configured the DeliverPoint action.
 - Details Summary. This contains a summary of the action to be completed, for example,
 'Transfer TRAINSBYDAVE\brett to TRAINSBYDAVE\steve in Site http://intranet/divisions/LT'.
- Job Statistics. This section contains:
 - Status. This indicates the status of the job:
 - Pending. When a job is in this state then, you will be provided with a link to Cancel the
 job.
 - Processing.
 - Warning.
 - Cancelled.
 - Completed
 - **Submitted**. The date and time the DeliverPoint job was submitted.
 - Completed. The date and time the DeliverPoint job was completed.
 - Job Duration (seconds). The duration in seconds that it took the DeliverPoint job to be processed.
- Job Tasks. This section contains a list of all tasks that a DeliverPoint job needed to complete.

References

— Job Status and History
<u>Transaction Types —></u>

Transaction Types

A DeliverPoint action results in the creation of a DeliverPoint job. DeliverPoint jobs are queued and processed by the <u>DeliverPoint Job Execution</u> SharePoint timer job, which runs by default every 5 minutes. When a user configures a DeliverPoint action, they specify a **Transaction Type** which identifies when a DeliverPoint action should be processed. There are three Transaction Types for job processing:

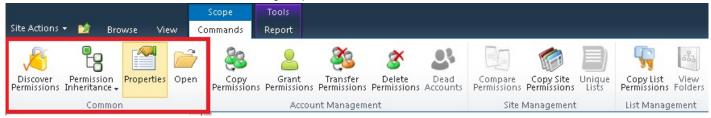
- Run Now: Transactions are queued for immediate processing and will use the current information in the DeliverPoint database to make the requested changes to your farm. Transactions will only be guaranteed to be as complete as the start date and time of the last successful interrogation.
- **Run Later**: Transactions are queued for processing after the next interrogation. This transaction will be guaranteed complete at the date and time the interrogation finished.
- Both: Both Run Now and Run Later jobs are created. The advantage to running the same job twice is to accommodate for the chance a production environment is different or more up-to-date than the environment known to the DeliverPoint databases. Since the individual job executions are built using the information in the DeliverPoint database, there is always the possibility that the DeliverPoint database is not 100% in synch with your production farm. The updates in the production environment are picked up at the next interrogation, so running an identical job again to ensure your operation used the most up-to-date production information.

References

- ← Job Status and History
- Job Details page
- Common Commands —>
- Site Management →

Common Commands

There are a number of DeliverPoint commands that are can be used, whether you are managing permissions for an account, farm, managed path, site collection, sites, lists, libraries or items. These commands can be found in the *Common* group on the **Commands** Ribbon tab.



- Discover Permission
- Permission Inheritance
- Properties
- Open the SharePoint object in a new browser windows / tab.

— Transaction Types
Discover Permissions —>

Discover Permissions

'Discover who has permissions to this SharePoint object'

Discover Permissions allows the user to find out who has access to a given object and how that access is given.

Note: Discover Permissions is mostly a real-time feature. If an account is assigned a new permission level to an object, the account will be found immediately in the <u>Discover Permissions report</u> for the object. The only exception is when an Active Directory group which has not been crawled by the <u>Authentication Store Interrogation</u> is added to an object. The membership for the group will not be known until the group has been crawled.

You can only use the Discover Permission DeliverPoint action if you have the SPBasePermission Enumerate permission, that is, only users who have access to view permissions in SharePoint can access this DeliverPoint action. For example, users who are mapped to a permission level that includes the Manage Permissions right, such as, Full Control, will be able to use this action.

There are three forms of the *Discover Permissions* DeliverPoint action:

- <u>Discover Permissions</u>
- Discover List Permissions
- Discover Item Permissions

All three forms of this DeliverPoint action uses the <u>Discover Permissions with DeliverPoint 2010 page</u> to customize the results. The <u>Discover Permissions with DeliverPoint 2010 results page</u> and <u>how to filter the results</u> are explained in the next sections. You can also add a column a list / library, based on the <u>DeliverPoint inheritance field</u> to display folder, list item, file permission inheritance in views

Discover Permissions

To use the **Discover Site Permissions** action, either:

1. In the browser, navigate to the SharePoint site where you want to complete the action, click **Site Actions**, and click **Discover Site Permissions 2010** to open a new browser window displaying the

<u>Discover Permissions with DeliverPoint 2010</u> page.

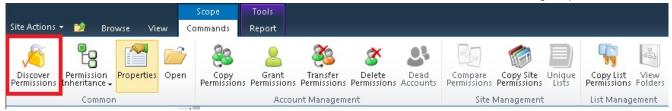
or complete the following steps:

 Navigate to the <u>DeliverPoint dashboard</u> and using the **View** Ribbon tab, click either <u>Farm Centric</u> or <u>Account Centric</u>.

In the tree view, select those nodes, also known as SharePoint objects, to be included in the scope, for example, one or more site collections or sites. The *Discover Permissions* command can not be completed on accounts. In the properties of the node selected are displayed in the dashboard's **Properties** pane.

Note: Child nodes are not automatically included.

3. On the Commands Ribbon tab, click Discover Site Permissions in the Common group.



Note When you have a small screen resolution the commands in the **Common** group are available from the **Common** split button.

A new browser window opens and displays the <u>Discover Permissions with DeliverPoint 2010 page</u>.

← Go to top of section

Discover List Permissions

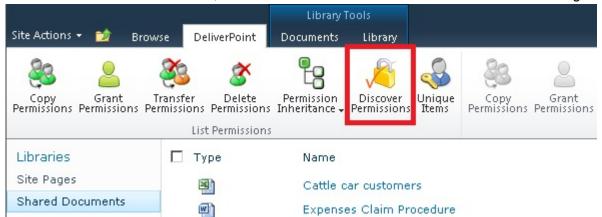
To use the **Discover Lists Permissions** action, complete either:

- 1. If <u>lists and libraries are displayed in the tree view</u> on the DeliverPoint dashboard, select one or more lists or libraries to be included in the scope.
- 2. On the Commands Ribbon tab, click Discover Permissions in the Common group.

or complete the following steps:

1. Navigate to the list where you want to use the DeliverPoint action.

2. On the **DeliverPoint** Ribbon tab, click **Discover Permissions** in the **List Permissions** group.



The <u>Discover Permissions with DeliverPoint 2010 page</u> is displayed.

Note When you have a small screen resolution the commands in the **List Permissions** group are available from the **List Permissions** split button.

Tip: Information on the *Unique Items* command on the *DeliverPoint* Ribbon tab, can be found in the <u>Unique List Items Detection</u> section later in this documentation.

← Go to top of section

Discover folder or item Permissions

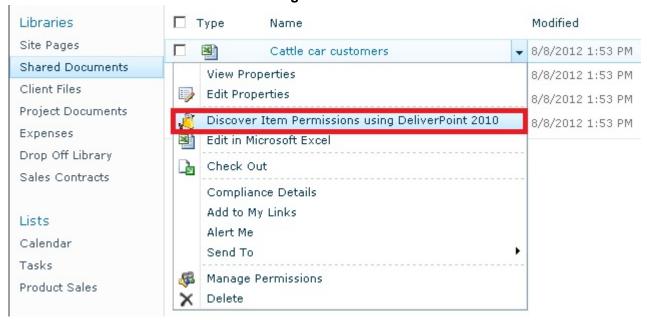
To use the **Discover Permissions** action on a folder, list item or file, complete the following steps:

- 1. Navigate to the list where you want to use the DeliverPoint command.
- 2. Click to the left of the folder, list item or file, and then on the **DeliverPoint** Ribbon tab, click **Discover Permissions** in the **Item Permissions** group.



The Discover Permissions with DeliverPoint 2010 page is displayed.

Tip You can also click the down arrow to the right of the item/file/folder to display the list item menu (LIM) and click **Discover Item Permissions using DeliverPoint 2010**.



The <u>Discover Permissions with DeliverPoint 2010 page</u> is displayed.

References

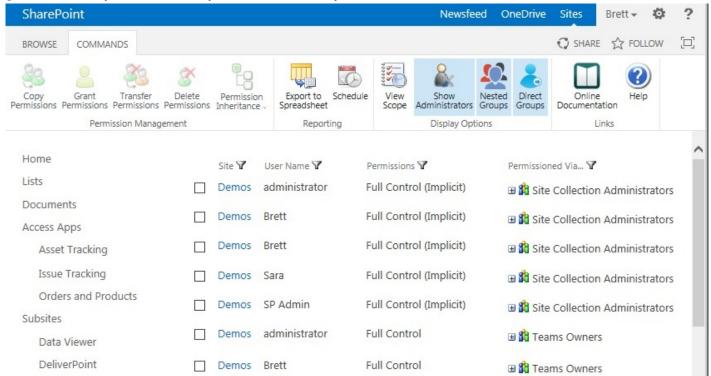
← Go to top of section

— Common Commands

<u>Discover Permissions results page —></u>

Discover Permissions results page

The <u>Discover Permissions</u> results are batched as 100 results per page. At the bottom of the page there are page numbers you use to display each set of 100 results. You can also <u>schedule the reports to be generated</u> every min, hour, daily, week and monthly.



The page contains the following columns:

- Site / List / Item. When the hyperlink is clicked the home (default) page of the site / list or the property page of the list item / file is displayed.
- User Name. The account's Display Name.
- **Permissions**. the permission level(s) that is mapped to the account on the object. Multiple permission levels are not listed separately.
- **Permissioned Via**. Lists graphically how the user has been given access to the object. To expand SharePoint Groups, click the plus sign (+) to the left of the group name.

When the **Show Lists and Libraries In Report** and / or **Show List and Library Items In Report** check boxes are selected on the <u>DeliverPoint Configuration</u> page, then this report can also contain list, library, list item and file permission information.

Sorting the results

You can sort the results using the column headings **Site**, **User Name**, **Permissions** and **Permission Via**. Sorting is completed against all the results returned, that is, sorting is not limited to the 100 results displayed on a specific page when there are more than 100 results are returned.

Filtering the results

The commands in the <u>Display Options</u> Ribbon group, and the <u>Filter</u> icon <u>results</u> displayed to the right of each column heading can be used to refine the results returned. See the <u>next section</u> for more information on how to filter the results of the discover permission action.

Exporting the results

To export the results, click **Export to Spreadsheet** on the **Commands** Ribbon tab, in the **Reporting** group. The Microsoft® Excel spreadsheet file name is of the format, *Discover_Permissions_yyyymmdd.xls*. All results are exported, that is, the result exported are not limited to the results displayed on a specific page when more than 100 results returned from the *Discover Permissions* command.

Scheduled Reporting

To schedule a permissions report, click **Schedule** on the **Commands** Ribbon tab, in the **Reporting** group to display the **Schedule Discover Permissions Report** dialog.

Folder Path	Folder Path							
Specify path of the folder where report must be created	http://intranet.dp.local/sites/LT/Shared%20Documents/							
File Name Pattern								
Specify pattern used for generating file name of the report	File Name Pattern Discover_Permissions_[MM].[dd].[yyyy]_[HH].[mm].[ss]_[USER]							
Schedule								
Specify schedule of report generation	The report is scheduled to be generated at							
	○ Hourly○ Daily○ Weekly							
								OMonthly
								Options
	Specify additional options	☐ Generate Once						
Last Run								
Shows when last time the report has been generated	11/13/2014 5:15:45 PM							
	Save Clear Cancel							

- 1. In the **Folder Path** text box, type the document library where you want to store the report.
- 2. In the **File Name Pattern** text box, type the pattern to be used to generate the file name of the report. By default the pattern is, **Discover_Permissions_[MM].[dd].[yyyy]_[HH].[mm].[ss]_[USER]**
- 3. In the **Schedule** section specify when the report should be generated. You can select one of the following schedules:
 - Minutes Every 1 to 59 minutes.
 - Hourly

- Daily
- Weekly
- Monthly

In the Options section, select the Generate Once check box, if you want the report to be generated once.

7. Click Save.

To modify the schedule, click **Schedule** on the **Commands** Ribbon tab. The **Schedule Discover Permissions Report** dialog will display the last time the report was generated. The *Last Run* on the *Schedule Discover Permissions Report* dialog is only displayed when you are modifying an existing schedule.

To remove the schedule, click **Schedule** on the **Commands** Ribbon tab, and then at the bottom of the **Schedule Discover Permissions Report** dialog, click **Clear**.

The scheduled Discover Permissions reports are generated by the <u>DeliverPoint Job Execution SharePoint timer job</u>, and therefore the generated <u>Discover Permissions</u> reports are not created more frequency than the execution of the <u>DeliverPoint Job Execution timer job</u>. For example, by default the <u>DeliverPoint Job Execution timer job</u>, executes every 5 minutes, therefore, although a <u>Discover Permissions</u> report can be scheduled to be generated every minute, they will only be generated every 5 minutes.

The schedules for *Discover Permission* reports are registered in the *ReportSchedules* table in the <u>DeliverPoint database</u>. Database administrators can find all scheduled reports by querying that database table.

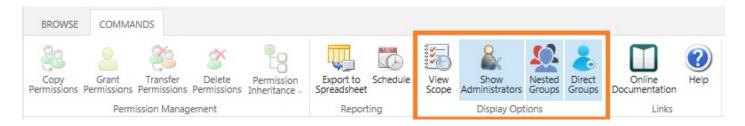
References

— Discover Permissions
Refining Discover Permissions results —>

Refining Discover Permissions results

The <u>Discover Permission</u> results can be customized, using either the commands in the <u>Display Options</u> group on the **Commands** Ribbon tab, or using the <u>Filter</u> icon \P to the right of the column headings.

Display Options



• **View Scope**. Select this command if you wish to display the SharePoint objects selected, for example, when you have selected multiple folders and / or items and then clicked the *Discover Permissions* in the *Item Permissions* group on the *DeliverPoint* Ribbon tab, the **Scope** section would display all the folders / items you selected. The *managed by* SharePoint object refers to the object from which the selected object is receiving its permission configuration from. For example, in the following diagram, the *docx* file is inheriting it's permissions from the Demos site as is the folder *DP Folder 2*. This indicates that permission inheritance has not been broken from the default settings; whereas the permission inheritance for the folder *DP Folder 1* is itself which indicates permission inheritance was broken at this folder level. By default, the *Scope* section is not displayed.

Scope

Items

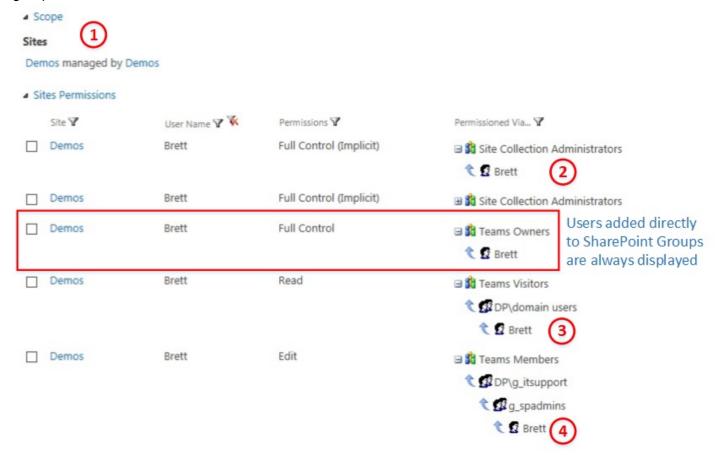
SPS2014_Speaker_Submission.docx managed by Demos DP Folder 1 managed by DP Folder 1 DP Folder 2 managed by Demos

- Show Administrators. Use to include or exclude site collection administrators in the results ONLY if you are a site collection administrator. This option is grayed out if you are not site collection administrators. The Show Administrators command is a toggle switch. By default, the Show Administrators command has a blue background which is used to show that users who are members of the Site Collection Administrators group are displayed in the results. When the Show Administrators command is not selected, that is, it has a white background, the Site Collection Administrators group will not be displayed in the Permissioned Via column.
- Nested Groups. Use to include or exclude users who have been given permission directly through
 nested Active Directory (AD) groups. For example, when Brett is a member of the g_Sales AD group,

which is nested inside the *g_Employees* AD group, and the *g_Employees* AD group is mapped to the *Edit* permission level on a SharePoint object, such as, a site, then when the *Nested Groups* command is selected, that is, when it has a blue background, then *Brett* is displayed in the results. By default users who gain access to a SharePoint object because they are in a nested AD group are displayed in the results.

• **Direct Groups**. Use to include or exclude users who have been given permission directly using Active Directory (AD) groups. For example, when *Brett* is a member of the *g_Sales* AD group, and the *g_Sales* AD group is mapped to the *Edit* permission level on a SharePoint object, such as, a site, then when the *Direct Groups* command is selected, that is, when it has a blue background, then *Brett* is displayed in the results. Users who only gain access through nested AD groups on a SharePoint object will not be displayed when the *Direct Groups* command is selected. By default, users who gain access to a SharePoint object because they are included in an AD group that is mapped directly to a permission level on a SharePoint object are displayed in the results.

The labels in the following diagram shows the affect of selecting the commands in the **Display Options** group on the **Commands** Ribbon tab.



1. The Scope section is displayed when the View Scope command is selected.

2. Users in the *Site Collection Administrators* group are displayed when the **Show Administrators** command is selected.

- 3. Users in *Active Directory* groups are displayed when the **Direct Groups** command is selected.
- 4. Users in *nested Active Directory* groups are displayed when the **Nested Groups** command is selected.

By default, when the discover permissions page is displayed the Ribbon commands, **Show Administrators**, **Nested Groups** and **Direct Groups** are selected. If you only want to display users who have access to SharePoint objects when they are directly added to a SharePoint group, then clear both the **Nested Groups** and **Direct Groups** commands.

Column Heading Filtering

Use the *Filter* icon \P displayed to the right of each column heading to filter the *Discover Permissions* results by *Site*, *User Name*, *Permissions* or *Permissions Via*. When a filter is configured for a column heading then the *Remove Filter* icon \P is displayed to the right of the *Filter* icon \P

When you click the *Filter* icon \P a dialog box opens that allows you to configure one or more filter criteria. By default the *Filter By* dialog contains three drop down lists for you to configure one filter criteria, to add another criteria, select either **And** / **Or** and then click the green plus icon \bigcirc :

- Click And to create a filter where the data must match the criteria in all filter criteria.
- Click Or to create a filter where the data must match the criteria in only one filter criteria.

Each criteria can be removed from the filter by clicking the remove filter icon .

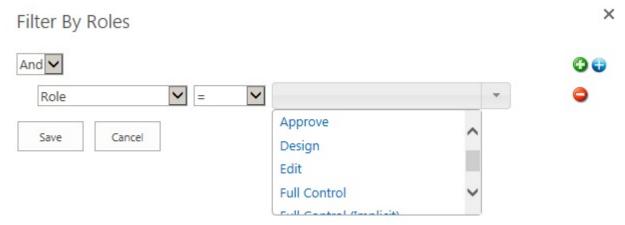
Once the filter is configured click **Save**. To edit an existing filter, click the *Filter* icon again.

Each filter criteria consists of three input boxes:

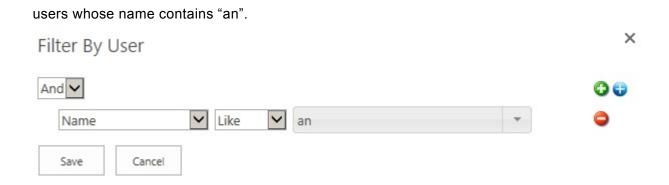
- 1. Specify the format of the value in the column you wish to use, for example.
 - When you click the Filter icon to the right of Site / List / Item column heading, the Filter By Site, Filter By List or Filter By Item dialog box opens, which allows you to filter the Discover Permissions results using either the Site Title or Site Url / List Title or List Url / Item TItle or



- When you click the Filter icon to the right of User Name, the Filter by User dialog allows you to specify the filter criteria using the Display Name, Email or Name;
- When you click the Filter icon to the right of Permissions, the Filter by Roles dialog allows
 you to filter using permission levels, whether they are the out-of-the-box permission levels or
 custom permission levels.
- When you click the Filter icon to the right of Permissions Via, the Filter by Permission Via dialog allows you to filter by user, Active Directory group or SharePoint Group using the Display Name, Email or Name fields.
- 5. Click the *Operation* box, and then select the operator that you want. The operations available are: =, Like or Not Like
- 6. Click the *Value* box, and then select or type the criteria that you want, for example, when you select the *Permissions* column heading filter, the values listed in the *Value* box, will be the permissions levels displayed in the results page. When you select the *Permissions Via* column heading filter, the values lists in the *Value* box, are the users, Active Directory groups and SharePoint groups that are displayed on the results page.



You can also type a value into the Value box, for example, you can create a filter criteria to display all



References

— Discover Permissions results page
Permission Inheritance —>

Permission Inheritance

"Inherit / disinherit permission from parent site"

For easier administration, it is recommend that you avoid breaking <u>inheritance</u> too frequently, that is, you should keep the permissions inheritance intact for all sites, lists, libraries, and items. To avoid breaking inheritance at the list / library / list item or file level, you should organize sites so that you can assign permissions to the site that contains the protected content. For example, you might create a sub site for documents that contain sensitive data, or a sub site that contains lists with restricted access. In this way, you can manage permissions for all content in a site with one action, instead of tracking many individual documents or list items. See the white paper, <u>Best practices for using fine-grained permissions</u>.

If you believe permission inheritance has been broken at the list, library, list item or file levels, then you can use the <u>Unique Lists</u> and <u>Unique Items</u> DeliverPoint commands to find where permission inheritance was stopped and different permissions assigned. You can also add a column a list / library, based on the <u>DeliverPoint inheritance field</u> to display folder, list item, file permission inheritance in views.

Note: A site collection is a security boundary, that is, the top-level site of the site collection, does not inherit its permission settings from any other site. The site collection administrator configures the initial permissions settings for a site collection, which are then inherited by the content in the site collection (sites, lists, libraries, list items and files).

You can use DeliverPoint to manage site and list permission inheritance. To use the **Permission Inheritance** DeliverPoint action, complete the following steps:

- 1. Navigate to the <u>DeliverPoint dashboard</u> and using the **View** Ribbon tab, click either the <u>Farm Centric</u> or <u>Account Centric</u>.
- 2. In the tree view, select those sites to be included in the scope. This command can not be completed on an accounts. The properties of the node selected are displayed in the dashboard's **Properties** pane.

On the **Commands** Ribbon tab, click **Permission Inheritance** and then click either **Inherit From Parent** or **Break Inheritance**.



Note: When you select *Inherit From Parent*, you will lose any unique permission settings that you have configured on that site.

You can use DeliverPoint to manage site, list, folder or item-level permission inheritance. You can use the **Permission Inheritance** DeliverPoint commands, from the <u>DeliverPoint dashboard</u> or by navigating to the list / library where you want to manage permission inheritance.

To use the <u>DeliverPoint dashboard</u>, complete the following steps:

- 1. Navigate to the <u>DeliverPoint dashboard</u> and using the **View** Ribbon tab, click either the <u>Farm Centric</u> or <u>Account Centric</u>.
- 2. In the tree view, select those sites to be included in the scope. If <u>lists and libraries are displayed in the tree view</u>, you can also select a list or library. The *Permission Inheritance* commands can not be used on an accounts. The properties of the node selected are displayed in the dashboard's **Properties** pane.

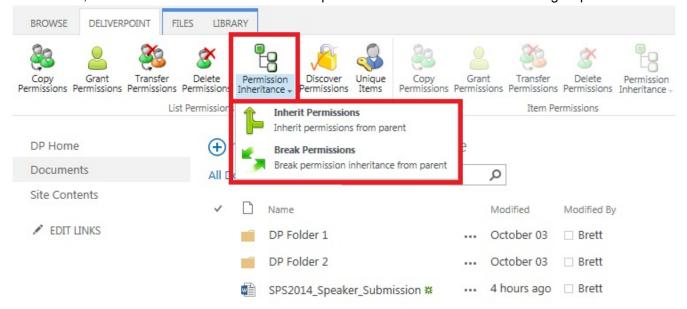
On the **Commands** Ribbon tab, click **Permission Inheritance** and then click either **Inherit Permissions** or **Break Permissions**.



Note: When you select *Inherit Permissions*, you will lose any unique permission settings that you have configured on that site.

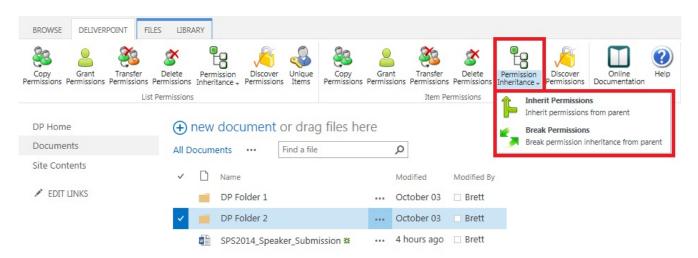
To use the *Permissions Inheritance* commands on a list, library, folder, list item or file, complete the following steps:

- 1. Navigate to the list where you want to use the DeliverPoint *Permission Inheritance* commands.
- 2. When you wish to use the Permission Inheritance commands on a list, then on the **DeliverPoint** Ribbon tab, click the **Permission Inheritance** split button in the **List Permissions** group.



- 3. When you wish to use the Permission Inheritance commands on a folder, item or file:
 - Click to the left of the folder, list item or file.

 On the DeliverPoint Ribbon tab, click Permission Inheritance split button in the Item Permissions group.



The *Break Permissions Inheritance* or *Inherit Permissions* page is displayed. The scope of the operation is display.

Break Permissions Page

Scope: Documents

Operation will break permission inheritance for selected objects.

▼ Keep Role Assignments

Break

- 3. When you select to Break Permission command you can choose to clear the Keep Role Assignments check box if required. By default, this check box is selected and therefore the permission configuration is the same as it was before. When the check box is cleared, then the previously inherited permission configuration is not copied.
- 4. Click Break or Inherit.

The Operation completed successfully page is displayed.

Break Permissions Page

Scope: Documents

Operation completed successfully. NOTE: After performing this action, the DeliverPoint interrogation will need to run to update the inheritance status of this object(s).

To avoid confusion or future inaccuracies, LightingTools recommend that before completing any other permission-related tasks to the sites you targeted with the *DeliverPoint Permission Inheritance* action, you wait for the next time the <u>DeliverPoint SharePoint Interrogation timer</u> job timer job is scheduled to run or you ask your SharePoint server administrator to run the timer job.

References

Best practices for using fine-grained permissions

— Refining Discover Permissions results
Properties —>

Properties

"Monitor farm growth."

DeliverPoint 2010 provides introductory statistics on your farm, allowing you to understand the aggregate total, age and size of web applications, managed paths, site collections, webs, and lists within your farm. Using DeliverPoint 2010, you can objectively define the following categories as they relate to the aforementioned SharePoint objects:

- Small
- Medium
- Large
- New
- Aging
- Old

The thresholds for these categories can be modified by a SharePoint server administrator using the <u>DeliverPoint configuration</u> page in the SharePoint 2010 Central Administration web site, and then by clicking <u>Threshold Settings</u>.

These categories can then be used to segment your farm, web application, managed path, site collection, or web's statistical information. For example, you can define that a "large" list is a list that has over 200 MB of information or that a list that is older than 105 days is "aging". Once defined, DeliverPoint tells you how many "large" and "aging" lists you have at any scope within your farm. You can view size and aging information for any object as previously described.

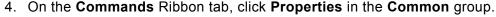
The Properties action can only be used by DeliverPoint: permissions operators and site collection administrators.

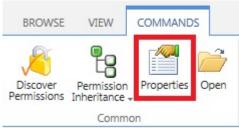
To use the **Properties** action, complete the following steps:

 Navigate to the <u>DeliverPoint dashboard</u> and using the **View** Ribbon tab, click <u>Farm Centric</u>, if not already selected. You can not use this command when the dashboard is displaying the <u>Account</u> <u>Centric</u> view.

2. In the tree view, select a site collection or site. The properties of the object selected are displayed in the dashboard's **Properties** pane.

3. Click the plus sign (+) to the left of a Web Application and continue to click the plus signs to expand the objects under the Web Application, until you are able to select the SharePoint object you wish to see the properties. When a SharePoint object is selected a summary of the object's properties are displayed in the dashboard's *Properties* pane.





The *Properties* page is displayed in the dashboard results pane.

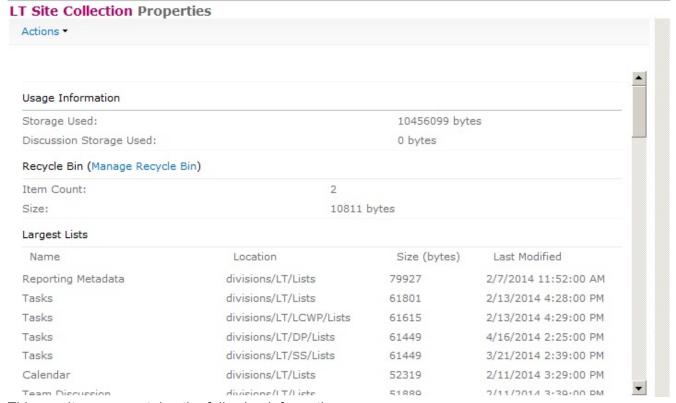
Demos Web Properties

Aggregate Data			35 Vo. 20	001.01 000 mm 1.51	40 10 10 2	196000000000	
	New	Aging	Old	Empty	Small	Medium	Large
Sites (1)	0	0	1	0	0	0	1
Subsites (27)	0	1	26	0	24	1	2
Lists (243)	0	17	226	6	230	5	2

This page displays **Aggregate Data**. When you select a site collection, the data is aggregated for the site collection, site and list information. When you select a site, then the aggregated data is site, subsites, and lists. The SharePoint objects are classified into **New**, **Aging**, **Old**, **Empty**, **Small**, **Medium** and **Large** categories.

- 5. You can save the report. On the **Report** Ribbon tab, click **Export to Spreadsheet** in the **Actions** group. The Microsoft® Excel spreadsheet file name is of the format, *Properties_yyyymmdd.xls*.
- 6. When you select a site collection you can display usage information in the dashboard results pane, by clicking **Display Usage Information**, which is a link above the *Aggregate Data* section. Additional information is displayed in the results pane, that you could use to clean up content from your site(s)

by deleting the large content that is no longer needed.



This results pane contains the following information:

- Storage Used. This is the amount of data used by all content within the site collection. This is
 useful when your site collection is associated with a <u>quota</u>.
- Discussion Storage Used. This is storage used for Web discussion, a special collaboration feature that allowed users to collaborate on HTML documents or on any document that can be opened with a browser (such as .htm, .xls, .doc, and .ppt files). This feature is very rarely used and on most SharePoint installations, the value will be 0 bytes.
- Recycle Bin. A link to the <u>Site Collection Administration Recycle Bin</u> page, an Item Count of the number of items in the Recycle Bin, and the Size of the items in the Recycle Bin.
- Largest Lists. Sort in descending order, this section contains the name of the list, its location, size in bytes, and the date and time the list was last modified.
- Largest Document Libraries. Sort in descending order, this section contains the name of the list, its location, size in bytes, and the date and time the list was last modified.
- Largest Documents. Sort in descending order, this section contains the name of the file, its location, size in bytes, and the date and time the list was last modified.
- Aggregate Data. This section was documented previously on this page.

References

— Permission Inheritance
Account Management —>

Account Management

<u>DeliverPoint 2010</u> allows you to manage SharePoint permissions in Microsoft® SharePoint® Server 2010 or Microsoft® SharePoint Foundation 2010 on-premises deployments. From the tree view on the <u>DeliverPoint dashboard</u> by clicking a SharePoint object you can initiate DeliverPoint tasks, which are divided into **Account Management** and <u>Site Management</u> tasks. The **Account Management** actions you can complete are listed below.

Note, not all actions can be completed on all SharePoint objects.

- Copy Permissions
- Grant Permissions
- Transfer Permissions
- Delete Permissions
- Dead Account Delection. This action is available for the following scopes, farm and site collection,
- Unique Permissions. This action can only be used when using the Accounts Centric View.

The Copy, Delete, and Transfer Permissions actions can use Active Directory user or group accounts along with Forms Based Authenticated (FBA) users and Claims Based Authenticated users. You cannot copy a SharePoint Group's permissions. Instead, you can copy any account within a SharePoint Group to any other account, whether it's in a SharePoint Group or not.

References

← DeliverPoint dashboard
Site Management →

Copy Permissions

"Copy an account's permissions to another account"

When you choose to use the **Copy Permissions** command, changes will be applied to all sites, lists, folders and list items in the select scope(s), where you are able to manage SharePoint permissions. If you are not able to manage permissions for a specific site, folder, list or list item, changes will not be applied to that object.

DeliverPoint will not at any time enumerate membership of an Active Directory group during the **Copy Permissions** operation.

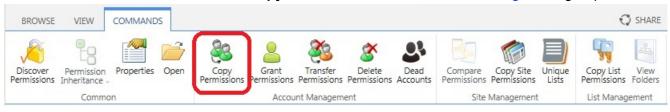
The source permission rights are appended to the existing permissions for the target account(s). The effect of appending permission rights is that none of the existing permissions for the target account(s) are replaced or deleted. Instead, the permissions are given to the target account in addition to existing permissions. For example, if the target account has **Read** permissions on *Site A* and the source account has **Contribute** permissions on *Site A*, then the target account's permissions in *Site A* will now include **Contribute**. However, if in *Site B* the target account's permissions are **Design** and the source account's permissions are **Read**, then the target account's permission will retain the higher permission level of **Design** while still receiving the new **Read** permission level. In other words, permissions are appended and not replaced in the copy operation.

To use the **Copy Permissions** command, either:

- Navigate to the <u>DeliverPoint dashboard</u>, use the **View** Ribbon tab, click either the <u>Farm Centric</u> or <u>Account Centric</u>.
- 2. In the tree view, select those nodes, also known as SharePoint objects, to be included in the scope, for example, one or more site collections, sites or an accounts. The properties of the node selected are displayed in the dashboard's **Properties** pane.

Note: Child nodes are not automatically included.

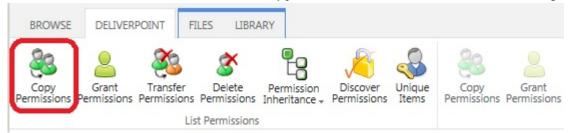
3. On the Commands Ribbon tab, click Copy Permissions in the Account Management group.



or

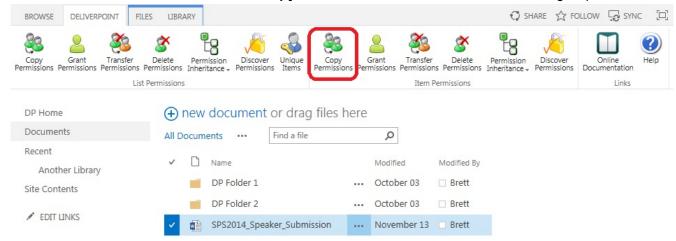
1. Navigate to the list or library that you want to use as the source for your copy permission.

2. On the DeliverPoint Ribbon tab, click Copy Permissions in the List Permissions group.



or

- 1. Navigate to the list or library where you want to copy permission on items or files.
- 2. On the **DeliverPoint** Ribbon tab, click **Copy Permissions** in the **Item Permissions** group.



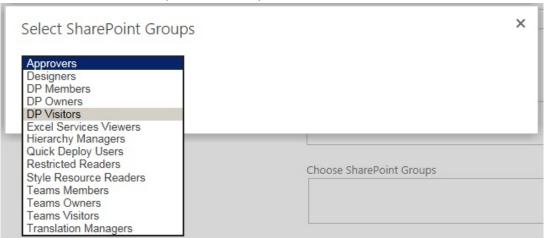
The **Operation: Copy Permissions** / **Clone Permissions** page is displayed. The nodes included in the scope are display on this page.

- 1. Complete information in the following sections. You may need to scroll down to see all the sections:
 - Copy Permission From. Use this section to identify the source usernames, groups or email address of the account (source) you wish to use as a basis for the copy operation.
 - From the drop down list, select either User or Domain Group or SharePoint Group.





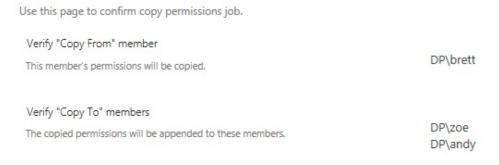
- When *User or Domain Group* is selected, you can use either:
 - The Browse icon to select the source username/ Active Directory groups, or
 - In the people picker text box, type usernames, groups or email address separated by a semi colon (;), and then click the **Check Names** , icon to verify that you have typed valid usernames.
- When SharePoint Group is selected you can use the Browse icon to display the Select SharePoint Groups dialog.
 - Select a SharePoint Group from the drop down list.



- Click **OK** to close the dialog.
- Copy Permissions To. Use this section to identify the target usernames, email address, Active Directory groups or SharePoint Groups. You can use either
 - The Browse is icon to the right of either the Choose Users or Domain Groups text box or the Choose SharePoint Groups text box to select the target username/groups, or
 - In the people picker text box, type usernames, groups or email address separated by a semi colon (;), and then click the **Check Names** ticon to verify that you have typed valid usernames.

Use this page to configure a copy permissions job. Changes will be applied to all sites, lists, folders, and list items within scope. Copy Permissions From User or Domain Group ✓ You can enter a username, domain group name, e-mail address or SharePoint group name. **♣**/ Ⅲ Brett Copy Permissions To Choose Users or Domain Groups You can enter usernames, domain group names, e-mail addresses or SharePoint group names. Zoe: Andy Carter Separate them with semicolons. **♣** ■ Choose SharePoint Groups · Job Processing. Select one of the transaction types: Run Now, Run Later or Both. This option determines when the job will be processed. The default setting is Both. Job Processing Run Now @ Select when this job will be performed. O Run Later @ O Both @ • Options. Select or deselect the check box, Alerts. According to the permissions of the current user, alerts can be chosen to be included or not. For more information, see Security Trimming. Options Include: Select additional options. ✓ Alerts

5. Click **Next** to display the confirmation screen.



Note: Requested changes will be made only to sites, folders, lists, and list items where you are able to manage SharePoint permissions. If you are not able to manage permissions for a specific site, folder, list, or list item, changes will not be applied to that object.



6. Review and then click **OK**. The page then displays that the Jobs have been successfully created. This page does not mean that the *Copy Permissions* DeliverPoint command is complete. If you choose the transaction type: *Both*, then two DeliverPoint jobs will be created. The *Copy Permissions* command will not be processed until the DeliverPoint job is completed. DeliverPoint executes the job according to the timing of the <u>Transaction Type</u> selected.

Jobs have been successfully created to copy the selected member's permissions.

Return | Job Status

7. Click **Return** to display the **Operation: Copy Permissions** / **Clone Permissions** page so you can complete another **Copy Permissions** action, or click **Job Status** to display the <u>DeliverPoint Job Status</u> and <u>History</u> page, which you can use to monitor the Copy Permissions DeliverPoint job(s).

Note: You can display the <u>DeliverPoint Job Status and History</u> page from the **View** Ribbon tab on the DeliverPoint dashboard.

References

— Account Management
<u>Grant Permissions</u> —>

Grant Permissions

"Grant Permissions to a specific account."

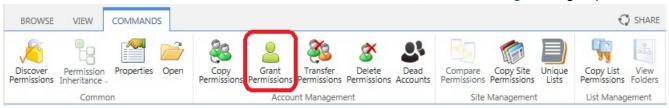
Using this DeliverPoint permission command, you can grant permissions at a SharePoint object level, such as a site collection, site, list, library, list item, file to one or more usernames, email addresses, Active Directory groups or SharePoint groups, or a combination, which you then map to a permission level or SharePoint Group.

To use the **Grant Permissions** command, complete one of the three following methods:

- 1. Navigate to the <u>DeliverPoint dashboard</u> and using the **View** Ribbon tab, select either the <u>Farm Centric</u> or Account Centric.
- 2. In the tree view, select those nodes, also known as SharePoint objects, to be included in the scope, for example, one or more site collections, sites or an accounts. The properties of the node selected are displayed in the dashboard's **Properties** pane.

Note: Child nodes are not automatically included.

3. On the Commands Ribbon tab, click Grant Permissions in the Account Management group.



or

- 1. Navigate to the list or library that you want to use as the source for your grant permission.
- 2. On the **DeliverPoint** Ribbon tab, click **Grant Permissions** in the **List Permissions** group.

or

- 1. Navigate to the list or library that contain list items/files whose permission setting you want to use as the source for your grant permission.
- 2. On the **DeliverPoint** Ribbon tab, click **Grant Permissions** in the **Item Permissions** group.

The **Grant Permissions** page is displayed. The nodes included in the scope are display on the page.

1. Complete information in the following sections. You may need to scroll down to see all the sections:

- **Grant Permissions To**. Use this section to identify the target usernames, Active Directory groups, SharePoint Groups or email address of the account (source) you wish to use as a basis for the copy operation. You can use either:
 - The Browse | icon to select the source username/groups, or
 - ∘ In the people picker text box, type usernames, Active Directory groups or email addresses and then click the **Check Names** ♣ icon to verify that you have typed valid usernames.

Grant Permissions To				
You can enter a usernames, domain group names, e-mail addresses or SharePoint group names.	Choose Users or Domain Groups			
	Brett; Zoe; DP\g sales			
	♣ 🗉			
	Choose SharePoint Groups			
	DP Members			

• **Permissions**. Use this section to select the permission level(s). The permission levels that are displayed in this section are dependant on the permission levels defined for your scope.

	•
Permissions	Grant:
Select permissions to be granted	
	☐ AllowCreateEXT
	Approve
	☐ Contribute
	✓ Design
	□Edit
	☐ Full Control
	☐ Manage Hierarchy
	Read
	Restricted Interfaces for Translation
	Restricted Read
	☐ View Only

• **Groups**. Use this section to add SharePoint Groups that the accounts must be added to in order to grant permissions. Use the **Browse** icon to display the **Select SharePoint Groups**

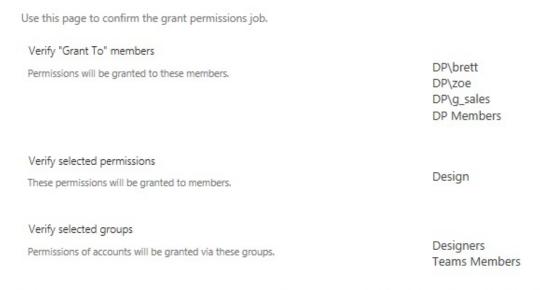
dialog, which you can use to select one or more SharePoint Groups.

Groups	,
Select groups to which the accounts must be added in order to grant permissions	Add users to Groups: Designers; Teams Members
Job Processing. Select one of the trans	saction types: Run Now, Run Later or Both. This
option determines when the job will be p	processed. The default setting is Both .
Job Processing	
Select when this job will be performed.	Run Now Ru

O Run Later @

O Both @

- Options. Select or deselect the check boxes:
 - Process Subwebs
 - Process Lists
 - Process List/Folder Items
- 6. Click **Next** to display the confirmation screen in the results pane.



Note: Requested changes will be made only to sites, folders, lists, and list items where you are able to manage SharePoint permissions. If you are not able to manage permissions for a specific site, folder, list, or list item, changes will not be applied to that object.



7. Review and then click **OK**. The *Grant Permissions* page is displayed, stating that the jobs have been successfully created. This page does not mean that the *Grant Permissions* DeliverPoint command is

complete. The *Grant Permissions* command will not be complete until the DeliverPoint jobs are completed. DeliverPoint executes the jobs according to the timing of the <u>Transaction Type</u> selected.

8. Click **Return** to display the *Grant Permissions* page so you can complete another **Grant Permissions** coammand, or click **Job Status** to display the <u>DeliverPoint Job Status</u> and <u>History</u> page, which you can use to monitor the *Grant Permissions* DeliverPoint job(s).

Note: You can display the <u>DeliverPoint Job Status and History</u> page from the **View** Ribbon tab on the <u>DeliverPoint dashboard</u>.

References

— Copy Permissions
Transfer Permissions —>

Transfer Permissions

"Move an account's permissions to another account"

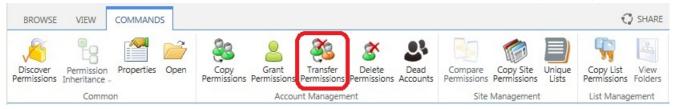
DeliverPoint allows you to select a scope, copy the permission set of an account (source) within that scope to other account(s) (target), and then the source account is deleted within the selected scope. This operation is a combination of the Copy Permissions and Delete Permissions commands.

To use the **Transfer Permissions** command, complete one of the following three methods:

- 1. Navigate to the <u>DeliverPoint dashboard</u> and using the **View** Ribbon tab, select either the <u>Farm Centric</u> or <u>Account Centric</u>.
- 2. In the tree view, select those nodes, also known as SharePoint objects, to be included in the scope, for example, one or more site collections, sites or an accounts. The properties of the node selected are displayed in the dashboard's **Properties** pane.

Note: Child nodes are not automatically included.

3. On the **Commands** Ribbon tab, click **Transfer Permissions** in the <u>Account Management</u> group.



or

- 1. Navigate to the list or library that you want to use as the source for your transfer permission.
- 2. On the **DeliverPoint** Ribbon tab, click **Transfer Permissions** in the **List Permissions** group.

or

- 1. Navigate to the list or library that contain list items/files whose permission setting you want to use as the source for your transfer permission.
- 2. On the DeliverPoint Ribbon tab, click Transfer Permissions in the Item Permissions group.

The **Transfer Permissions** page is displayed. The nodes included in the scope are display to the right of the page title.

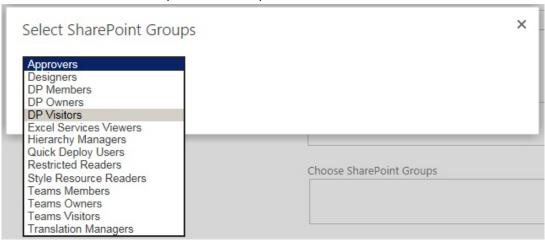
1. Complete information in the following sections. You may need to scroll down to see all the sections:

Transfer Permissions From. Use this section to identify the source usernames, groups or
email address of the account (source) you wish to use as a basis for the transfer operation. The
source account is the account from which the permissions are to be copied from, and the
account to be subsequently deleted.

• From the drop down list, select either User or Domain Group or SharePoint Group.



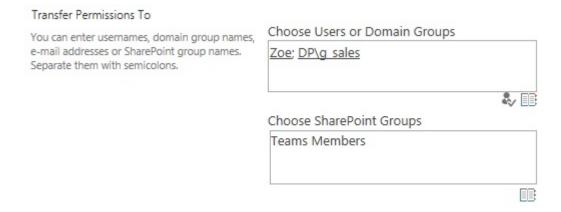
- When User or Domain Group is selected, you can use either:
 - The Browse icon to select the source username/ Active Directory groups, or
 - In the people picker text box, type usernames, groups or email address separated by a semi colon (;), and then click the **Check Names** (icon to verify that you have typed valid usernames.
- When SharePoint Group is selected you can use the Browse icon to display the Select SharePoint Groups dialog.
 - Select a SharePoint Group from the drop down list.



Click **OK** to close the dialog.

Note Only one username, Active Directory group or SharePoint Group can be specified.

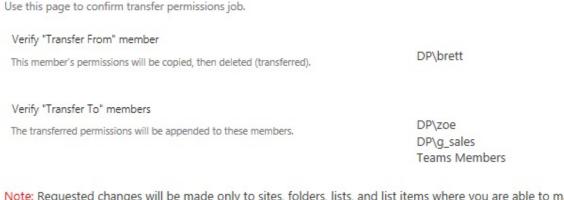
- Transfer Permissions To. Use this section to identify one or more the target usernames,
 Active Directory groups, SharePoint Groups or email address or a combination. The target
 account(s) is the account to whom the permissions will be copied to. DeliverPoint 2013 allows
 multiple target accounts to be added in one job. You can use either
 - The **Browse** icon to select the target username/groups, or
 - In the people picker text box, type usernames, Active Directory groups or email address separated by a semi colon (;), and then click the **Check Names** ticon to verify that you have typed valid usernames.



Job Processing. Select one of the <u>transaction types</u>: Run Now, Run Later or Both. This
option determines when the job will be processed. The default setting is Both.



- Options. Select or deselect the check box, Alerts. According to the permissions of the current
 user, alerts can be chosen to be included or not. For more information, see <u>Security Trimming</u>.
- 5. Click **Next** to display the confirmation screen.



Note: Requested changes will be made only to sites, folders, lists, and list items where you are able to manage SharePoint permissions. If you are not able to manage permissions for a specific site, folder, list, or list item, changes will not be applied to that object.



6. Review and then click **OK**. The *Transfer Permissions* page is displayed stating that the DeliverPoint jobs have been successfully created. This page does not mean that the *Transfer Permissions*

DeliverPoint command is complete. If you choose **Both**, for the <u>Transaction Type</u>, then two jobs will be created a **Run Now** and a **Run Later** job. The *Transfer Permissions* command will not be complete until the related DeliverPoint job(s) are completed.

7. Click **Return** to display the *Transfer Permissions* page, or click **Job Status** to display the <u>DeliverPoint</u> <u>Job Status and History</u> page, which you can use to monitor when the two DeliverPoint jobs are completed.

Note: You can display the <u>DeliverPoint Job Status and History</u> page from the **View** Ribbon tab on the DeliverPoint dashboard.

References

— Grant Permissions
Delete Permissions —>

Delete Permissions

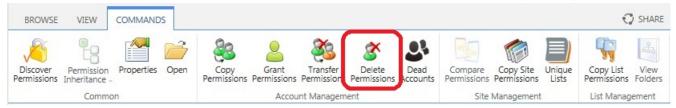
"Delete an account's permissions"

To use the **Delete Permissions** command, complete one of the following three methods:

- 1. Navigate to the <u>DeliverPoint dashboard</u> and using the **View** Ribbon tab, select either the <u>Farm Centric</u> or Account Centric.
- 2. In the tree view, select those nodes, also known as SharePoint objects, to be included in the scope, for example, one or more site collections, sites or an accounts. The properties of the node selected are displayed in the dashboard's **Properties** pane.

Note: Child nodes are not automatically included.

3. On the Commands Ribbon tab, click **Delete Permissions** in the <u>Account Management</u> group.



or

- 1. Navigate to the list or library that you want to use as the source for your delete permission.
- 2. On the **DeliverPoint** Ribbon tab, click **Delete Permissions** in the **List Permissions** group.

or

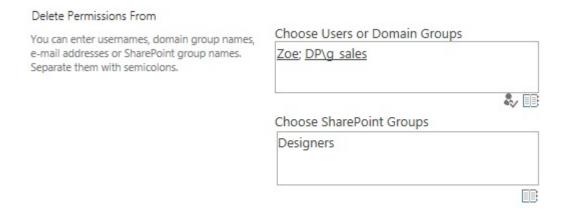
- 1. Navigate to the list or library that contain list items/files whose permission setting you want to use as the source for your delete permission.
- 2. On the **DeliverPoint** Ribbon tab, click **Delete Permissions** in the **Item Permissions** group.

The **Delete Permissions** page is displayed in the dashboard results pane. The nodes included in the scope are display to the right of the page title.

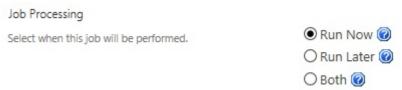
1. Complete information in the following sections. You may need to scroll down within the results pane to see all the sections:

 Delete Permissions From. Use this section to identify the target usernames, Active Directory groups, SharePoint Groups or email address of the account (source) you wish to delete permissions. You can use either:

- ∘ The **Browse** icon to select the username/groups, or
- In the people picker text box, type usernames, Active Directory groups or email address separated by a semi colon (;), and then click the **Check Names** toon to verify that you have typed valid usernames.



• **Job Processing**. Select one of the <u>transaction types</u>: **Run Now**, **Run Later** or **Both**. This option determines when the job will be processed. The default setting is **Both**.



• **Options**. Select or deselect the check box, **Alerts**. According to the permissions of the current user, alerts can be chosen to be included or not. For more information, see <u>Security Trimming</u>.

4. Click **Next** to display the confirmation screen in the results pane.

Use this page to confirm delete permissions job.

Verify "Delete From" members

These members' permissions will be deleted.

DP\zoe
DP\g_sales
Designers

Note: Requested changes will be made only to sites, folders, lists, and list items where you are able to manage SharePoint permissions. If you are not able to manage permissions for a specific site, folder, list, or list item, changes will not be applied to that object.



- 5. Review the page, If you need to make changes, click the Cancel, otherwise click OK. The Delete Permissions page is displayed stating that the DeliverPoint jobs have been successfully created. This page does not mean that the Delete Permissions DeliverPoint command is complete. The Delete Permissions command will not be processed until the DeliverPoint job is completed. DeliverPoint executes the job according to the timing of the Transaction Type selected.
- Click Return to display the *Delete Permissions* screen, or click Job Status to display the <u>DeliverPoint</u>
 <u>Job Status and History</u> page, which you can use to monitor when the Copy Permissions DeliverPoint
 job.

Note: You can display the <u>DeliverPoint Job Status and History</u> page from the **View** Ribbon tab on the DeliverPoint dashboard.

References

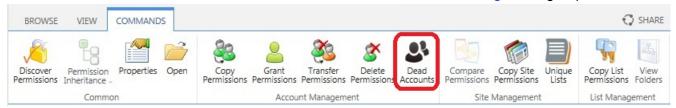
— Transfer Permissions
Dead Account Detection —>

Dead Account Detection

Dead Account Detection (DAD) displays all accounts found within Microsoft® SharePoint® that do not exist within Active Directory (AD) within the chosen scope in the treeview.

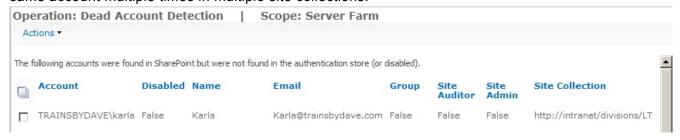
To use the **Dead Account Detection** command, complete the following steps:

- 1. Navigate to the <u>DeliverPoint dashboard</u> and using the **View** Ribbon tab, select either the <u>Farm Centric</u> or Account Centric.
- 2. In the tree view, select those nodes, also known as SharePoint objects, to be included in the scope, for example, one or more site collections. You can only use the Dead Account commands when you select Server Farm, Web Applications, managed paths or site collections. It can not be used with other SharePoint objects, such as, sites or an accounts. The properties of the node selected are displayed in the dashboard's **Properties** pane.
- 3. On the Commands Ribbon tab, click Dead Accounts in the Account Management group.



The **Dead Account Detection** page is displayed in the dashboard results pane. The nodes included in the scope are display to the right of the page title.

A report is displayed in the results pane of the <u>DeliverPoint dashboard</u>. When a user does not exist in AD, then a line is displayed for each site collection where the user has access, so you may see the same account multiple times in multiple site collections.



Note Disabled or locked accounts do not appear in the report.

4. Using the **Report** Ribbon tab either:

• Click Export to Spreadsheet.

A **File Download** dialog box opens, click **Open** to open the report in Microsoft® Excel, or click **Save** to save the xls file. The xls file name is of the format, *Dead_Accounts_yyyymmdd.xls*.

Select the check box to the left of one or more users, and then on the Report Ribbon tab, click
 Delete Accounts.

The Operation: Delete Accounts page is displayed in the results pane.

- Verify the information and then click **OK**.
 The *Operation* screen is displayed stating that the DeliverPoint jobs have been created.
 This page does not mean that the *Delete Accounts* DeliverPoint command is complete this page is a confirmation that a DeliverPoint <u>Run Now</u> job has been created. The *Delete Accounts* command will not be processed until the DeliverPoint job is completed.
 DeliverPoint executes the job according to the timing of the <u>Transaction Type</u> selected.
- Click Job Status to display the <u>DeliverPoint Job Status and History</u> page, which you can
 use to monitor the Delete Account DeliverPoint job.

Note: You can display the <u>DeliverPoint Job Status and History</u> page from the **View** Ribbon tab on the <u>DeliverPoint dashboard</u>.

References

<u>— Delete Permissions</u>
<u>Unique Permissions</u> —>

Unique Permissions

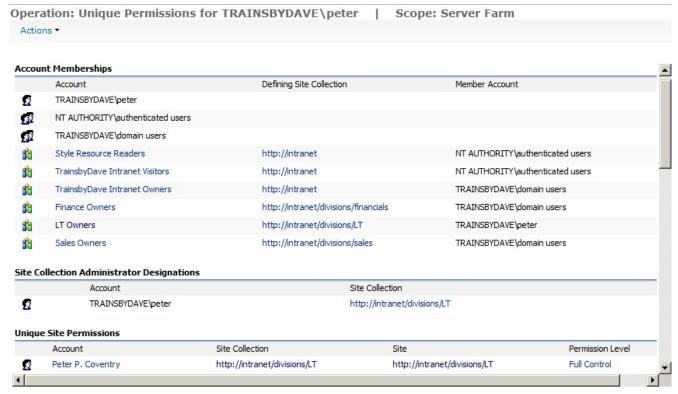
'View the account's unique permissions.'

To use the **Unique Permissions** command, complete the following steps:

- 1. Navigate to the <u>DeliverPoint dashboard</u> and using the **View** Ribbon tab, click <u>Account Centric</u>.
- 2. In the search box, type one or more characters of a username and then click the white arrow with a green background icon.
- 3. In the tree view, select the username to be included in the scope, or click the plus sign (+) and select a SharePoint object, such as a Web Application.
- 4. On the Commands Ribbon tab, click Unique Permissions in the Account Management group.



The *Operations: Unique Permissions* page is displayed in the results pane of the <u>DeliverPoint</u> <u>dashboard</u>.



The report displays information in the following sections:

• Account Membership. The Account, Defining Site Collection and Member Account.

- Site Collection Administration Designations. Account and Site Collection.
- Unique Site Permissions. The Account, Site Collection, Site and Permission Level.
- Unique List Permissions. The Account, Site Collection, Site, List Name, and Permission Level.

Note The account, site collection, site, list name and permission level are all hyperlinks, and when clicked open the respective page that details more information about the SharePoint object, for example, by clicking on the site collection, the Permissions page for that site collection is displayed in a separate browser window.

You can save the report. In the results pane, use the **Report** Ribbon tab and click **Export to Spreadsheet**. The Microsoft® Excel spreadsheet file name is of the format, *Unique_Permissions_yyyymmdd.xls*.

References

— Dead Account Detection
Site Management —>

Site Management

<u>DeliverPoint 2010</u> allows you to manage SharePoint permissions in Microsoft® SharePoint® Server 2010 or Microsoft® SharePoint Foundation 2010 on-premises deployments. From the tree view on the <u>DeliverPoint dashboard</u> by selecting a SharePoint object you can initiate DeliverPoint commands, from the **Commands** Ribbon tab. The commands in the Ribbon **Site Management** group are listed below.

Note, not all actions can be completed on all SharePoint objects.

- Compare Site Permissions.
- · Copy Site Permissions.
- Unique Lists

References

- ← DeliverPoint dashboard
- ← Account Management
- ← Site Management

<u>List Management</u> →

Compare Site Permissions

"Generates permissions comparison report for selected sites."

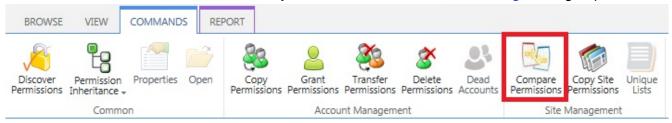
This DeliverPoint action can only be used to compare sites.

To use the **Compare Site Permissions** action, complete the following steps:

- 1. Navigate to the <u>DeliverPoint dashboard</u> and on the **View** Ribbon tab, click either the <u>Farm Centric</u> or Account Centric.
- 2. In the tree view, select one or more sites, to be included in the scope. This action can not be completed on an accounts. A summary of the properties of the nodes selected are displayed in the dashboard's *Properties* pane.

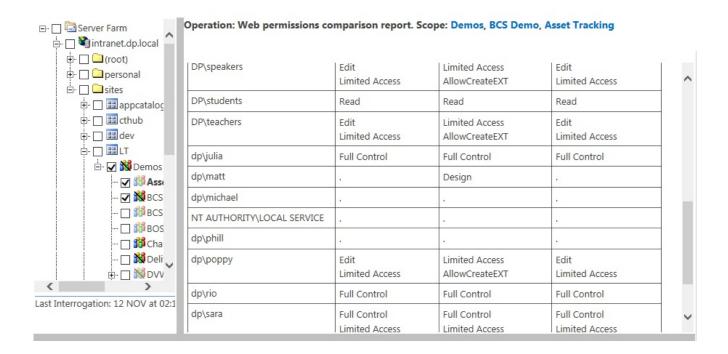
Note: Child nodes are not automatically included.

3. On the Commands Ribbon tab, click Compare Permissions in the Site Management group.



Note If you only select one site, then the *Compare Permissions* command is inactive, you must select at least 2 sites where you have the *Enumerate Permissions* rights before this command is available to you on the Ribbon.

The *Operation: Web permissions comparison report* page is displayed in the dashboard results pane. The nodes included in the scope are display to the right of the page title.



4. To export the report, on the Report Ribbon tab, click **Export to Spreadsheet** in the **Actions** group. The Microsoft® Excel spreadsheet file name is of the format, Compare_Web_Permissions_yyyymmdd.xls.

References

— Site Management
Copy Site Permissions —>

Copy Site Permissions

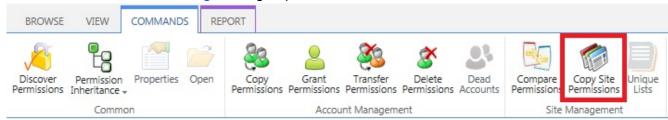
"Copy source site permissions to target sites"

DeliverPoint allows you to "copy" the permission settings of a site (site1) to other sites (site2, site3, etc.). DeliverPoint uses the following rules during the copy operation:

- 1. Sites with inherited permissions will be ignored.
- 2. Sites where a user does not have the *Manage Permissions* rights will be ignored.
- 3. If a user tries to use the *Copy Site Permissions* command, and they have no *Enumerate Permissions* rights over the source site, the DeliverPoint operation will have no affect.
- 4. If the target site inherits its permission levels from the parent site, any missing permission levels will be ignored. For example, if *site1* has a custom permission level named *PermLevelSpecial*, and *site2* does not that same permission level, and inherits permission levels from its parent site, then, all users/groups from *site1* who have some assignment of permissions through *PermLevelSpecial* will be copied without that assignment.

To use the **Copy Site Permissions** command, complete the following steps:

- 1. Navigate to the <u>DeliverPoint dashboard</u> and then on the **View** Ribbon tab, click either the <u>Farm</u> <u>Centric</u> or <u>Account Centric</u>.
- 2. In the tree view, select any node, and then on the **Commands** Ribbon tab, click **Copy Site**Permissions in the <u>Site Management</u> group.

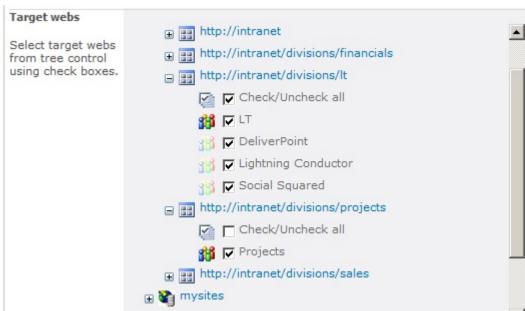


The *Operation: Copy Web Permissions – Selecting source and target webs* page is displayed in the dashboard results pane.

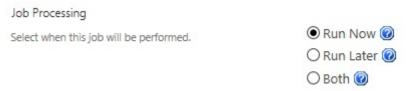


Complete the information in the following five sections – you may need to scroll down to see these sections and the *Next* button:

- Source Web: Click the plus sign (+) to expand the appropriate Web Application, continue to expand SharePoint objects until you find the site you wish to use as the source site, and then select the checkbox to the right of the site. You can only select one site as the source site.
- Target Web: Expand the SharePoint object in the target tree view. Select the check boxes for
 those site you wish to copy the source site permissions. You will see a check box above the top
 level site of each site collection, labelled, Check/Uncheck all, that allows you to select or clear
 the check boxes for all sites in the site collection.

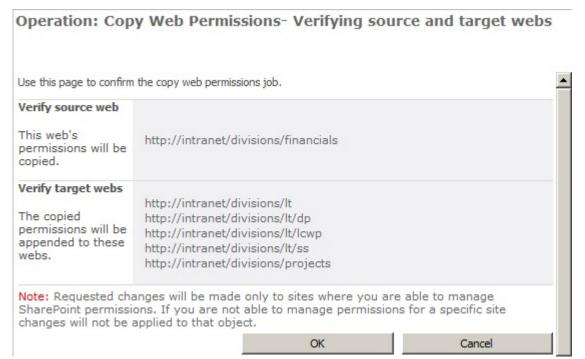


• **Job Processing**: Select one of the <u>transaction types</u>: **Run Now**, **Run Later** or **Both**. This option determines when the job will be processed. The default setting is **Both**.



· Clone Options:

- Clear or select the Clone groups in target web checkbox, if you want to have missing group assignments, including their member accounts, to be created in the target site's site collection. For example, when you select the checkbox, and Group1 is assigned permissions in site1 and site2 does not contain Group1, the DeliverPoint action will create a new group with the same name in the site2 and will assign to that group the required permissions.
- Select Clone role definitions in target web checkbox, if you want to copy the
 permission level settings from the target site to the source site. By default the permission
 levels used by the source site are not copied to the target site.
- 5. Click **Next** to display the confirmation screen in the results pane.



6. Review and then click OK.

The *Operation completed successfully* screen is displayed in the results pane. This page does not mean that the Copy Site Permissions DeliverPoint action is complete – this page is a confirmation that

DeliverPoint job(s) have been created. DeliverPoint will create one *Clone Web Permissions* job for each target site. If you choose the transaction type: *Both*, then two DeliverPoint jobs will be created for each target site. The Copy Site Permissions action will not be processed until the DeliverPoint job(s) are completed. DeliverPoint executes the job according to the timing of the <u>Transaction Type</u> selected.

Operation: Copy Permissions | Scope: Demos, Products

Jobs have been successfully created to copy the selected member's permissions.

Return | Job Status

7. Click **Return** to display the *Operation: Copy Web Permissions* screen so you can complete another *Copy Site Permissions*, or click **Job Status** to display the <u>DeliverPoint Job Status and History</u> page, which you can use to monitor the *Clone Web Permissions* job(s).

Note: You can display the <u>DeliverPoint Job Status and History</u> page from the **View** menu on the DeliverPoint dashboard.

References

— Compare Site Permissions
Unique Lists Detection —>

Unique Lists Detection

'Discover Lists with unique permissions'.

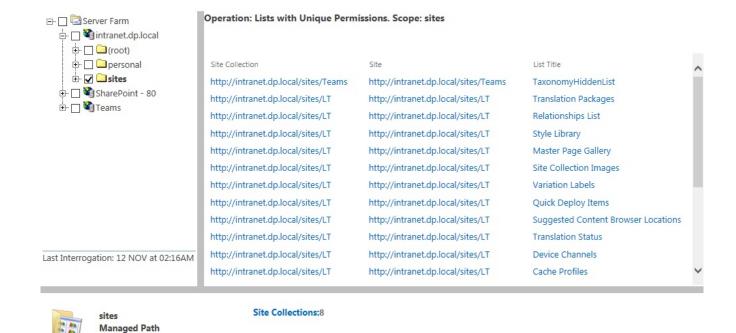
The *Unique Lists Detection* action displays all lists within the selected scope that have unique permissions (not inherited from owner site). Allowed scope nodes are – Farm, Web Application and Site Collections. By default <u>permission inheritance</u> cascades down from the top-level site in a site collection to sub sites, lists, libraries, list items and files. This action is useful in identifying where permission inheritance was stopped and different permissions assigned to lists and libraries. See the whitepaper, <u>Best practices for using fine-grained permissions</u>.

To use the **Unique Lists** DeliverPoint action, complete the following steps:

- Navigate to the <u>DeliverPoint dashboard</u>, on the **View** Ribbon tab, click either the <u>Farm Centric</u> or Account Centric.
- 2. In the tree view, select those nodes, also known as SharePoint objects, to be included in the scope, for example, one or more site collections. This command can be completed on the farm [, Web Application], Managed Path [] or site collections [] .
- On the Commands Ribbon tab, click Unique Lists in the <u>Site Management</u> group.



The *Operation: Lists with Unique Permissions* page is displayed in the dashboard results pane. The nodes included in the scope are display to the right of the page title.



All links on the report open new browser windows. The links for the Site Collection and Site open the home pages for the site. The link for the list, open the default view for the list.

4. To export the report, on the **Report** Ribbon tab, click **Export to Spreadsheet** in the **Actions** group. The Microsoft® Excel spreadsheet file name is of the format, *Unique_Lists_yyyymmdd.xls*.

References

Best practices for using fine-grained permissions

— Copy Site Permissions
List Management —>

List Management

You can use DeliverPoint list management commands from either the DeliverPoint dashboard, when the **Show Lists and Libraries In Report** check box is selected on the <u>DeliverPoint Configuration</u> page, or from the DeliverPoint Ribbon tab, when you are displaying the list or library in the browser. You can also add a column a list / library, based on the <u>DeliverPoint inheritance field</u> to display folder, list item, file permission inheritance in views.

Using list management from the DeliverPoint dashboard

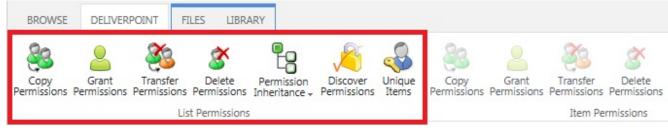
On <u>DeliverPoint dashboard</u> in either the <u>Farm Centric</u> or <u>Account Centric</u> view can select the following list management actions on the **Commands** Ribbon tab:



- In the Common group:
 - Discover Permissions
 - · Permission Inheritance
 - Open to open the list or library in a new browser windows / tab.
- · In the List Management group:
 - Copy List Permissions
 - View Folders to display the folders in a list or library.

Using list Management from the DeliverPoint Ribbon tab

- 1. Navigate to the list or library where you want to use the DeliverPoint list permissions commands.
- 2. On the **DeliverPoint** Ribbon tab, click a list-level commands in the **List Permissions** group.



These list-level commands are:

- Copy Permissions
- Grant Permissions
- Transfer Permissions
- Delete Permissions
- Permission Inheritance
- <u>Discover Permissions</u>
- Unique Items

— Unique Lists Detection
Copy List Permissions —>

Copy List Permissions

"Copy source list permissions to target lists"

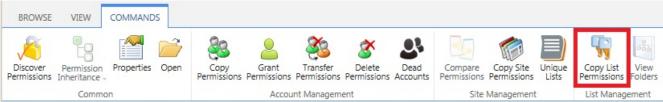
DeliverPoint provides an interface to copy the list permissions (list1) to other lists (list2, list3, etc.). DeliverPoint uses the following rules during the copy:

- 1. Lists with inherited permissions will be ignored.
- 2. Lists where user does not have the Manage Permissions rights will be ignored.
- 3. If a user tries to use the *Copy Lists Permissions* command, and they have no *Enumerate Permissions* rights over the source list, the DeliverPoint operation will have no affect.
- 4. When the target list's parent site has any missing permission levels, all assignments that use those missing permission levels will be ignored. For example, when *user1* is mapped to both the Read and *PermLevelSpecial* permission levels for the source list in *site1*, and *site2* has Read but no *PermLevelSpecial* permission level, then, *user1* will be copied without *PermLevelSpecial*, and *user1* is mapped to only the *Read* permission level for the *list2*.

To use the Copy List Permissions command, complete the following steps:

- 1. Navigate to the <u>DeliverPoint dashboard</u>, on the **View** Ribbon tab, click either the <u>Farm Centric</u> or <u>Account Centric</u>.
- 2. In the tree view:

Either select any site or site collection, and then on the **Commands** Ribbon tab, click **Copy List Permissions** click in the <u>List Management</u> group.

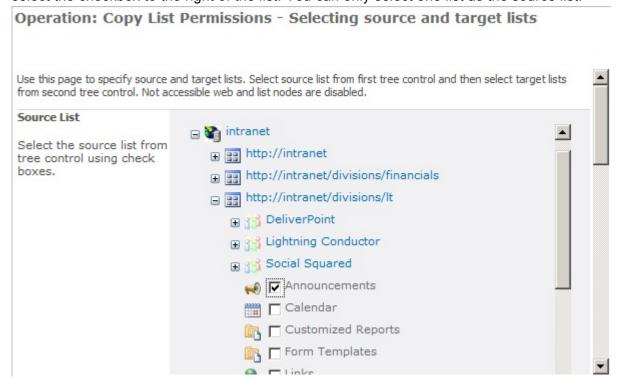


or, if lists and libraries are displayed in the tree view, select a list or library, and then on the **Commands** Ribbon tab, click **Copy List Permissions** click in the <u>List Management</u> group.

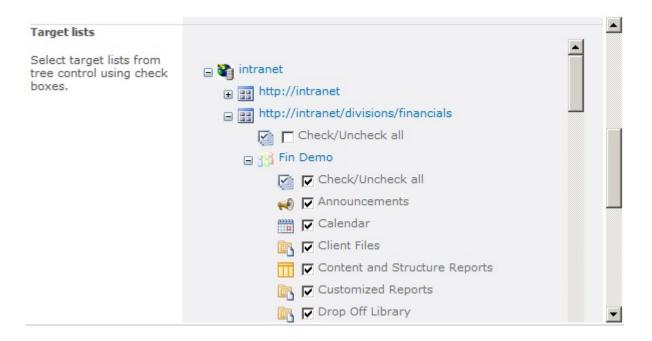
The Operation: Copy List Permissions page is displayed in the dashboard results pane.

3. Complete the information in the following five sections:

• **Source List**: Click the plus sign (+) to expand the appropriate Web Application, continue to expand SharePoint objects until you find the list you wish to use as the source list, and then select the checkbox to the right of the list. You can only select one list as the source list.



Target lists: Expand the SharePoint object in the target tree view. Select the check boxes for
those lists you wish to copy the source list permissions. You will see a check box above the top
level site of each site collection and each site, labelled, Check/Uncheck all, that allows you to
select or clear the check boxes for all lists in the site collection, or site.

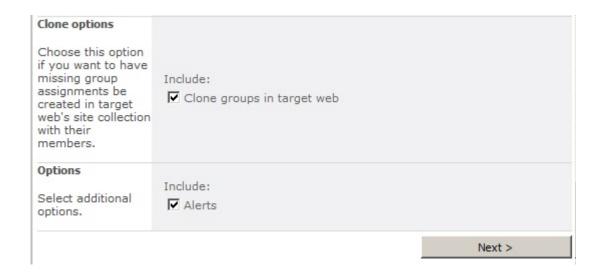


• Job Processing: Select one of the <u>transaction types</u>: Run Now, Run Later or Both. This option determines when the job will be processed. The default setting is Both.

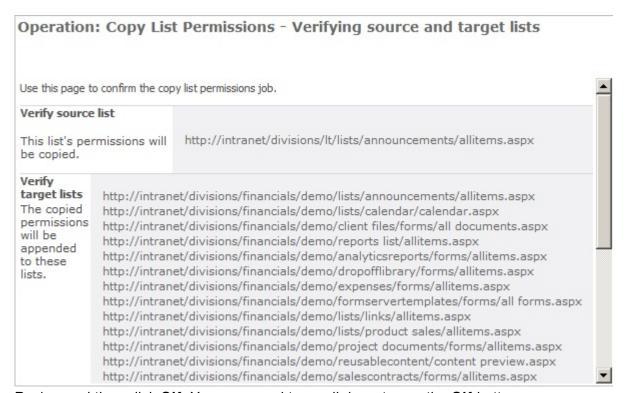


Clone options:

- Clear or select the Clone groups in target web checkbox, if you want to have missing group assignments, including their member accounts, to be created in the target site's site collection. For example, when you select the checkbox, and Group1 is assigned permissions in site1 (the source list site) and site2 (the target list site) does not contain Group1, the DeliverPoint action will create a new group with the same name in the site2 and will assign to that group the required permissions for the target list.
- Select Clone role definitions in target web checkbox, if you want to copy the
 permission level settings from the target list to the source list. By default the permission
 levels used by the source list are not copied to the target list.



- **Options**: Select or deselect the check box, **Alerts**. According to the permissions of the current user, alerts can be chosen to be included or not. For more information, see <u>Security Trimming</u>.
- 6. Click **Next** to display the confirmation screen in the results pane.



7. Review and then click **OK**. You may need to scroll down to see the **OK** button.

The Operation completed successfully screen is displayed in the results pane. This page does not mean that the Copy List Permissions DeliverPoint action is complete – this page is a confirmation that DeliverPoint job(s) have been created. DeliverPoint will create one Clone List Permissions job for each target list. If you choose the transaction type: Both, then two DeliverPoint jobs will be created for

each target list. The Copy List Permissions action will not be processed until the DeliverPoint job(s) are completed. DeliverPoint executes the job according to the timing of the <u>Transaction Type</u> selected.

Operation: Copy Permissions | Scope: Demos, Products

Jobs have been successfully created to copy the selected member's permissions.

Return | Job Status

8. Click **Return** to display the *Operation: Copy List Permissions* screen so you can complete another *Copy List Permissions* action, or click **Job Status** to display the <u>DeliverPoint Job Status and History</u> page, which you can use to monitor the *Clone List Permissions* job(s).

Note: You can display the <u>DeliverPoint Job Status and History</u> page from the **View** menu on the DeliverPoint dashboard.

References

<u>List Management</u>
<u>Unique List Items Detection</u> —>

Unique List Items Detection

The Unique List Items Detection action, displays all list items for specified list that have unique permissions, that is, permissions not inherited from parent list.

By default <u>permission inheritance</u> cascades down from the top-level site in a site collection to sub sites, lists, libraries, list items and files. In SharePoint, there is a maximum number of unique security scopes that can be used for a list or a library, in SharePoint 2013, this number, known as <u>security scope threshold</u>, is 50,000. Although Microsoft recommends keeping the number of unique security scopes per list lower than this number.

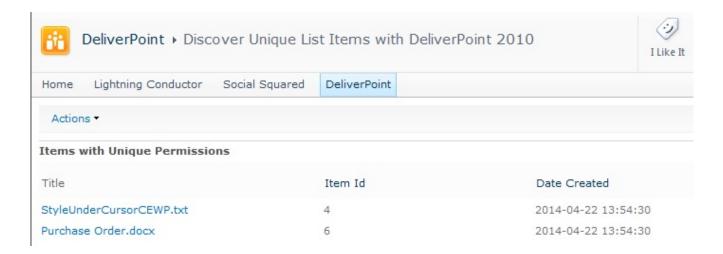
Creating unique permissions on folder, list items and files can affect SharePoint performance. You may find that you are more likely to be affected by this, when users have created workflows that break inheritance at the item level. Therefore using this DeliverPoint action is useful in identifying where permission inheritance was stopped and different permissions assigned to list items and files. See Best practices for using fine-grained permissions.

To use the **Unique Items** action, complete the following steps:

- 1. Navigate to the list / library where you want to use the DeliverPoint action.
- 2. On the **DeliverPoint** Ribbon tab, click **Unique Items** in the **Check Permissions** group.



The Discover Unique List Items with DeliverPoint 2013 page is displayed.



Under the **Title** column, click the item link to display the properties of the item, where you can manage the permissions of the item.

3. To export the report, click the **Actions** menu, and then click **Export to Spreadsheet**. The Microsoft® Excel spreadsheet file name is of the format, *Unique_Items_yyyymmdd.xls*.

References

Best practices for using fine-grained permissions

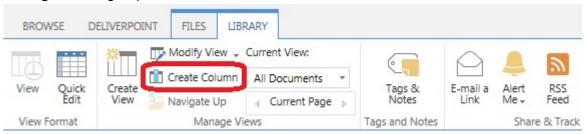
— Copy List Permissions
DeliverPoint Inheritance Field —>

DeliverPoint Inheritance Field

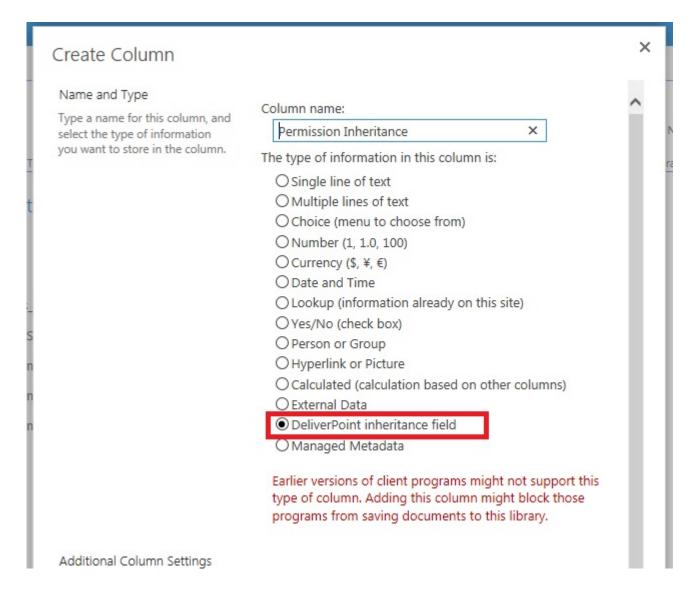
Within any list or library Field type you can add the DeliverPoint Inheritance Field. This is a custom column which when added to a view displays a permissions inherited/broken inheritance indicator which acts as a hyperlink to the <u>Discover Permissions</u> page for that item/folder.

To add the DeliverPoint Inheritance Field to a list or library, complete the following steps:

1. Navigate to the list or library, and then on the **List / Library** Ribbon tab, click **Create Column** in the **Manage Views** group.



2. On the *Create Column* dialog, type a name for the list in the **Column name** text box, for example, **Permission Inheritance** and then select **DeliverPoint inheritance field**.



- 3. If the view that was displayed was not the default view then a check box is displayed, **Add to default view**. Select if you want the DeliverPoint inheritance column added to the default view.
- 4. Scroll to the bottom of the page, and then click **OK**.

 The *DeliverPoint Inheritance* column is created. If you used the above steps when the default view is displayed the column is automatically added to the default view.



When the folders / items where permission is inherited – the inheritance icon 📚 is greyed. When permission inheritance is broken, then the inheritance icon 🧠 is not transparent.

Note To find more information on the permissions for the list / folder / item / file, use the <u>Discover</u>

<u>Permissions</u> command. To add the column based on the DeliverPoint inheritance field to other views, see the procedures below.

The image file, **UniquePermissions.png**, used in the DeliverPoint inheritance field is stored the **../images/DeliverPoint/Fields** folder in the **15** hive of each front-end server in your Microsoft SharePoint farm. Your organization could replace this file with their own image if they prefer.

To remove the DeliverPoint inheritance column from a list or library, complete the following steps:

- 1. Navigate to the list / library where you want to remove the column based on the *DeliverPoint* inheritance field that you created previously.
- 2. On the **List / Library** Ribbon tab, click **List / Library Settings** to display the *Settings* page.
- 3. In the **Columns** section, click on the name of the DeliverPoint inheritance field column to display the *Edit Column* page.
- 4. At the bottom of the page, click **Delete**.
- 5. A Message from webpage dialog box is displayed, click **OK** to confirm the removal of the column.

To add the DeliverPoint Inheritance column to a view, complete the following steps:

- 1. Navigate to the list / library where you previously created a column based on the *DeliverPoint* inheritance field.
- 2. On the **List / Library** Ribbon tab, in the **Manage Views** group, change to the view where you want to add the DeliverPoint inheritance column.
- 3. On the List / Library Ribbon tab click **Modify View** in the **Manage Views** group to display the **Edit View** page.
- 4. Select the checkbox to the right of the column based on the DeliverPoint inheritance field.
- 5. Scroll to the bottom of the page, and click **OK**.

To remove the DeliverPoint Inheritance column from a view, complete the following steps:

1. Navigate to the list / library where you previously added to a view the column based on the *DeliverPoint inheritance field*.

2. On the **List / Library** Ribbon tab, in the **Manage Views** group, change to the view where you want to remove the DeliverPoint inheritance column.

- 3. On the List / Library Ribbon tab click **Modify View** in the **Manage Views** group to display the **Edit View** page.
- 4. Clear the checkbox to the right of the column based on the DeliverPoint inheritance field.
- 5. Scroll to the bottom of the page, and click **OK**.

References

— Unique List Items Detection
Item Permissions —>

Item Permissions

To use the Item Permissions commands on a folder, list item or file, complete the following steps:

- 1. Navigate to the list where you want to use the DeliverPoint item commands.
- 2. Click to the left of the folder, list item or file, and then on the **DeliverPoint** Ribbon tab, click an item-level command in the **Item Permissions** group.



These item level commands are:

- Copy Permissions
- Grant Permissions
- Transfer Permissions
- Delete Permissions
- Permission Inheritance
- Discover Permissions

— DeliverPoint Inheritance Field

Troubleshooting

This section contains issues that make be experienced when installing or using DeliverPoint 2010:

- Missing: DeliverPoint Timer Jobs
- Missing link: Manage LightningTools products licensing

Missing: DeliverPoint Timer Jobs

Symptom:

On the **Job Definition** page of the SharePoint 2010 Central Administration web site, the three LightningTools DeliverPoint timer jobs are missing.

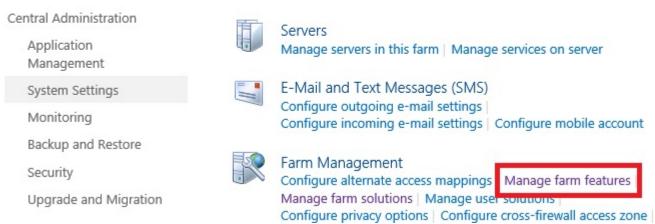
Resolution:

Activate the LightningTools – DeliverPoint timerjobs farm feature using the following steps:

1. In the browser, on the Quick Launch of the Microsoft SharePoint Central Administration web site, click **System Settings**, and then under **Farm Management**, click **Manage farm features**.



System Settings



 On the Manage Farm Features page, to the right of LightningTools – DeliverPoint 2010 TimerJobs, click Activate.

Missing: Manage Lightning Tools Product Licensing link

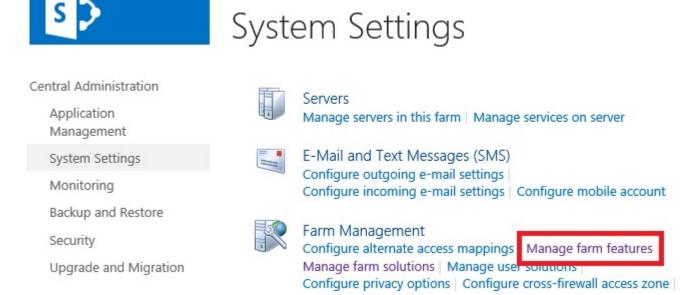
Symptom:

On the **System Settings** page of the SharePoint 2010 Central Administration web site, under **Farm Management**, the link – **Manage Lightning Tools products licencing** – is missing.

Resolution:

Activate the Manage Licensing Of Lightning Conductor farm feature using the following steps:

1. In the browser, on the Quick Launch of the Microsoft SharePoint Central Administration web site, click **System Settings**, and then under **Farm Management**, click **Manage farm features**.



On the Manage Farm Features page, to the right of Manage licensing of DeliverPoint click Activate.