

Quest Site Administrator for SharePoint v3.1

Reports at a Glance

Audit Reports

Report Category	Report	Description
Access Control Management		
	Permission Changes	Shows SharePoint users and groups that were granted or revoked particular permission levels to SharePoint sites, document libraries and lists.
	Permission Inheritance Changes	Shows permission inheritance changes for SharePoint sites, document libraries and lists.
	Group Membership Changes	Shows changes to membership of SharePoint Groups
	Site groups created and deleted	Shows SharePoint groups created and deleted.
Document Changes		
	Document Content Changes	Shows operations performed on documents located in SharePoint document libraries. Use this report to track all changes to documents throughout their entire lifecycle including addition, check-in, check-out and deletion.
	Document Version History Management	Shows SharePoint documents version history management. Use this report to see documents restored to previous versions and document versions deletions.
List Changes		
	List item changes	Shows operations performed on items located in SharePoint lists. Use this report to track all changes to list items throughout their entire lifecycle including addition, modification and deletion.

Report Category	Report	Description
Site Changes		
	Sites created and deleted	Lists sites that have been added or deleted to the farm.
	Sites moved	Lists sites that have been moved within the farm.
	Site collections created and deleted	Lists site collections that have been added or deleted to the farm.
General Analysis		
	Raw events analysis	Shows all events in the Security Auditor log in an interactive form for discovery and analysis.

Operational Reports

Report Category	Report	Description
Enterprise At A Glance		
	Enterprise SharePoint Overview	This high-level overview report includes total number of SharePoint servers and sites in the environment. Report also shows detailed availability information for each SharePoint web application, such as uptime and available free space.
	Server Health Alerts – At a Glance	Identifies servers and web applications that are potentially under or over utilized, or are almost out of space.
Servers At A Glance		
	SharePoint Server Details	Displays the following detailed information for all site collections and individual sites in a selected web application: <ul style="list-style-type: none"> • Site size • Author • Last modified and last accessed date and time • Hit count within the selected date range

Report Category	Report	Description
Servers At A Glance (cont)		
	Site Health Alerts – At a Glance	Identifies site collections that have excessive old, unused or versioning data, or do not meet scalability guidelines.
Usage Analysis		
	Content Access	Provides a complete list of user actions on a per document basis.
	Hit Count Trend	Shows hit count trends for selected time period, summed by hour, day, week or month. Additional options allow breaking hit count by web application, site collection or individual site.
	Least Active Users	Helps you identify users that are registered in SharePoint but are not accessing it.
	Least Used Servers	Helps you identify sites, site collections and web applications that are rarely or never accessed by users.
	Most Active Users	Reports on most active users
	Most Used Servers	Reports on most used SharePoint web applications, site collections or sites.
	Site Content Access	Reports on access of site content
Content		
	Content with Most Alerts	Files from document libraries or attachment files with most alerts set
	Document Libraries Overview	Shows detailed information about all document libraries, including size and item count, and last accessed/modified date and time.

Report Category	Report	Description
Content (cont)		
	Duplicate Files	Helps to identify duplicate files stored in SharePoint document libraries or as list item attachments across your environment.
	File Categories	Shows breakdown of storage space by file type. Data can be grouped by web application, site collection or individual sites.
	Files Taking Largest Versioning Space	Helps to identify files and document libraries taking largest amount of space to store document versions.
	Largest Files	Lists largest files stored in document libraries or as list item attachments.
	Orphaned Files	Displays files that have not been accessed within specified time period.
	Top Files by Users	Displays most frequently accessed files for each user account.
	Top Unused Content	Reports on documents and folders with the least number of hits within specified date range.
	Top Used Content	Lists documents (both files and folders) most requested by users.
Permissions		
	User Permissions	A context-sensitive report that shows effective access rights for any account from the selected level (site, web application, or entire SharePoint environment) down to lists and document libraries.

Report Category	Report	Description
Permissions (cont)		
	Site Permissions	Shows the users and Active Directory groups that have access to a site or its content, and their permission levels. Also see how each permission level has been granted to a user or an Active Directory group.
Search Statistics		
	Top Search Phrases	Displays phrases most frequently used for search.
Storage Metrics		
	Days Until Critical Capacity Alert	Identifies projected time for web application to reach critical capacity (greater than 95% of storage space used for any database)
	Free Storage Space Trend	Shows evolution chart of free space for SharePoint web applications.
	Storage Space Distribution	Shows space distribution between sites in a site collection, or between site collections in a web application.
	Disk Space Trend	Shows evolution chart of content size for sites, site collections and web applications.
Traffic Usage		
	Traffic Usage	Displays hourly traffic size for selected sites, site collections or web applications over time.
Users		
	Site Group Membership	Displays user membership in site groups by site collection.
	User Activity	Displays content access events grouped by user.

Report Category	Report	Description
Users (cont)		
	User Count Trend	Displays trend of user registrations for web application or site collection.
	Users and Site Group Membership	Shows user membership in site groups (access control lists) grouped by individual user.
Web Parts		
	Web Part Inventory	Shows inventory of all web parts deployed in the environment including number of instances and a list of sites that use each particular web part.
Custom Reports		
	Custom Report Wizard	<p>Allows you to build new reports from the data Site Administrator is collecting.</p> <p>You can create new reports in the wizard and further fine-tune them in SQL Reporting Services Report Builder if necessary.</p>