

# WSS3 + Microsoft Office SharePoint Server 2007; administration items v2.0

## Central Administration

### Operations

#### Topology and Services 1

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

#### Security Configuration 2

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

#### Logging and Reporting 3

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

#### Update and Migration 4

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

#### Globale Configuration 5

- Timer job status
- Timer job definitions
- Master site directory settings
- Site Directory Location
- Site Creation Metadata
- Site directory links scan
- Choose views to scan
- Update Site Properties
- Alternate access mappings
- Manage farm features
- Global Web Parts
- Spell Checking
- Quiesce farm
- Solution management

#### Backup and Restore 6

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

#### Data Configuration 7

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

#### Content Deployment 8

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

## Administration of the common services

### Shared Services Administration

#### User Profiles and My Sites 1

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

#### Search 2

- Search settings
- Crawl Settings
- Content sources and crawl schedules
- New Content Source
- SharePoint Sites
- Web Sites
- File Shares
- Exchange Public Folders
- Crawl rules
- File types
- New File Types
- Crawl logs
- Default content access account
- Metadata property mappings
- Server name mappings
- Search based alerts
- Search result removal
- Reset all crawled content
- Scopes
- Authoritative Pages (Specify authoritative pages)
- Search Administration
- Crawl Settings
- Content sources and crawl schedules
- New Content Source
- SharePoint Sites
- Web Sites
- File Shares
- Exchange Public Folders
- Crawl rules
- File types
- New File Types
- Crawl logs
- Default content access account
- Metadata property mappings
- Server name mappings
- Search based alerts
- Search result removal
- Reset all crawled content
- Scopes
- Authoritative Pages (Specify authoritative pages)

#### Workflow Management 4

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

#### Office SharePoint Server Shared Services 5

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

#### Application Security 6

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

#### External Service Connections 7

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

#### Audiences 3

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

#### Office SharePoint Usage Reporting 4

- Usage reporting
- Processing Settings
- Search Query Logging

Install New File Types:  
Filter on the server or application with the appropriate Framework install.  
Adapt File-Types-Icons:  
17x17px-PNG-Pictures copy to:  
c:\Program Files\Shared Files\Microsoft\Shared\Web Server Extensions\12\TEMPLATE\IMAGES  
Assign the PNG-Pictures to the appropriate File-Type under:  
c:\Program Files\Shared Files\Microsoft\Shared\Web Server Extensions\12\TEMPLATE\XML\docicon.xml

Restart Server Search-Services  
net stop osearch  
net start osearch

Configuration Search Thesaurus => c:\Program Files\Microsoft\Office Server\12\Data\Config\tsbc.xml  
Configuration „noise reduction“ => c:\Program Files\Microsoft\Office Server\12\Data\Config\noiseu.txt

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

## Site Actions

### Sites Settings

#### Users and Permissions 1

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

#### Look and Feel 2

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

#### Galleries 3

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

#### Site Administration 4

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

#### Site Collection Administration 5

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

### Create Pages / Sites

#### Libraries 1

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

#### Communications 2

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

#### Tracking 3

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

#### Custom Lists 4

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

#### Web Pages 5

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

#### Microsoft Office Sharepoint Server 2007 URL Quick List

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

Adapt the respective WebSitebibliotheken or would list  
General Settings > Extended Settings > Administer from contents types perm. > Yes

Define the conversion attributes for the contents types in the respective WebSitebibliotheken in the „Extended Settings“

