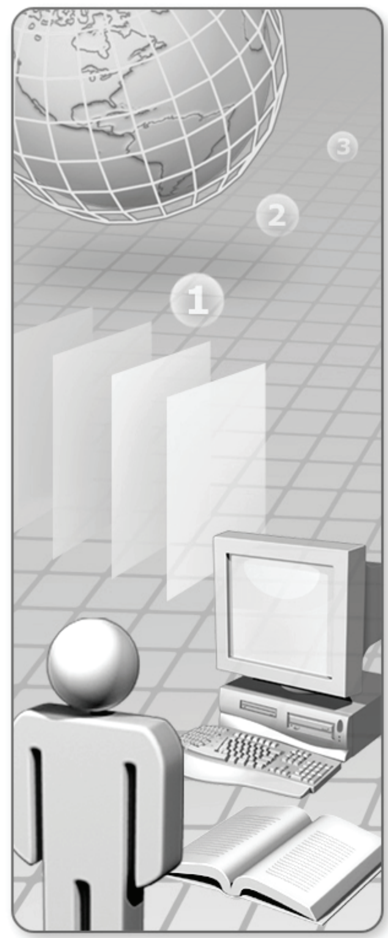
Demonstration Steps for Module 5: Managing Windows SharePoint Services 3.0



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Lesson 1: Managing Windows SharePoint Services 3.0 Sites

Demonstration: How to Configure the Settings of a Site Collection

If the virtual machine 5060A-WSS-SRV-INST-5 is not running, perform the following steps:

1. Close any other running virtual machines.
2. Start the 5060A-WSS-SRV-INST-5 virtual machine.
3. In the **Log On to Windows** dialog box, complete the logon procedure by typing the user name **Administrator** and the password **Pa$$w0rd**.

Perform the following tasks to configure the settings of a site collection:

▶ Enable self-service site creation

Perform the following steps to enable self-service site creation:

1. Click **Start**, point to **All Programs**, point to **Administrative Tools**, and then click **SharePoint 3.0 Central Administration**.
2. In the **Connect to WSS-SRV3.ADVENTURE.COM** dialog box that appears, type **Adventure\Administrator** as the user name and **Pa$$w0rd** as the password, and then click **OK**.
3. In the message box that appears, ensure that the Continue to prompt when Web site content is blocked check box is selected, and then click **Add**.
4. In the **Trusted sites** dialog box that appears, click **Add**, and then click **Close**.

> **Note:** If a message box appears, select the **In future, do not show this message** check box, and then click OK.

5. On the **Central Administration** home page, on the top navigation bar, click the **Application Management** tab.
6. On the **Application Management** page, under the **Application Security** section, click the **Self-service site management** link.
7. On the **Self-Service Site Managem**ent page, select **http://wss-srv/** from the Web Application drop-down list, if it is not already selected.

> **Note:** Ensure that a site collection already exists within the Web application.

8. In the **Enable Self-Service Site Creation** section, select the **On** option and click **OK**. This enables users to create sites under the selected Web application.

▶ Configure backup and restore

Perform the following steps to configure backup and restore:

1. From the **top navigation** bar, click the **Operations** tab.
2. On the **Operations** page, under the **Backup and Restore** section, click the **Perform a backup** link.

> **Note:** Alternatively, you can use the stsadm.exe –o backup -url <url> -filename <filename> command on the command prompt to perform a backup.

3. On the **Perform a Backup** page, select the components that you want to back up. For example, select the **Windows SharePoint Services Web Application** component and click the **Continue to Backup Options** link.
4. On the **Start Backup** page, in the **Backup Content** section, you can see the content database selected.
5. In the **Type of Backup** section, ensure that the **Full** option is selected by default. This option indicates a complete backup. Selecting Differential ensures that only the difference between the files is backed up.
6. In the **Backup Location** text box, specify the backup path. For example, type **E:\Labfiles\SharePoint\Backup** and click **OK**. The Backup and Restore Status page appears, and after a short while, displays the details about the backup that was just performed.

> **Note:** The specified path is a local path as opposed to a shared path. You may use a shared path to back up components on a separate computer so that if the server hard drive fails, the backup is in a separate location and it can be restored when required.

> **Note:** You can also click the View History link to see a list of previous backups. You can use the Backup and restore history link on the Operations page to view the backup details of a resource.

▶ Manage site quotas

Perform the following steps to manage site quotas:

1. From the **top navigation** bar, click the **Application Management** tab.
2. On the **Application Management** page, under the **SharePoint Site Management** section, click the **Quota templates** link.
3. On the **Quota Templates** page, under the **Template name** section, ensure that **Edit an existing template** option is selected.

4. In the **Template to modify** drop-down list, ensure that **Team Site** is selected. You can also select a new quota template by clicking the Create a new quota template option.

> **Note:** You can choose to limit the amount of storage available on a site by selecting the Limit site storage to a maximum of check box.

5. In the **Storage Limit Values** section, verify the Limit site storage to a maximum of: check box is selected, and type **200** in the text box.

> **Note:** You can notify the site administrator by an e-mail message when the maximum storage level is reached, by selecting the Send warning E-mail when site storage reaches check box.

6. Verify the Send warning E-mail when site storage reaches: check box is selected, and type **40** in the text box.
7. After typing all the values, click **OK**.
8. To apply the quota template to a site collection, on the **Application Management** page, under the **SharePoint Site Management** section, click the **Site collection quotas and locks** link.
9. On the **Site Collection Quotas and Locks** page, select a site collection. For example, select **http://wss-srv5**.
10. Under the **Site Quota Information** section, in the Current quota template drop-down list, select **Team Site**.
11. Click **OK** to apply the quota template to the site collection.
12. To apply the quota template globally to a Web application, on the **Application Management** page, under the **SharePoint Web Application Management** section, click the **Web application general settings** link.
13. On the **Web Application General Settings** page, select the Web application. For example, select **http://wss-srv5/**.
14. Select the quota template you just created from the Select quota template drop-down list and click **OK**.

▶ Configure site use confirmation and deletion

Perform the following steps to configure site use confirmation and deletion:

1. From the **top navigation** bar, click the **Application Management** tab.
2. On the **Application Management** page, under the **SharePoint Site Management** section, click the **Site use confirmation and deletion** link.

3. On the **Site Use Confirmation and Deletion** page, select a Web application. For example, select **http://wss-srv5/**.
4. Select the **Send e-mail notifications to owners of unused site collections** check box.
5. For the purpose of this demonstration, retain all the other default values of the **Site Use Confirmation and Deletion** page and select the **Automatically delete the site collection if use is not confirmed** check box.
6. Click **OK**.

> **Note:** Notifications can only be sent if outgoing e-mail server settings are configured.

Demonstration: How to Configure Site Settings

Perform the following tasks to configure the settings of a site:

▶ Grant access rights to users

Perform the following steps to grant appropriate permissions to the users:

1. From the **top navigation** bar, click the **Site Actions** drop-down button.
2. From the displayed list, click **Site Settings**.
3. On the **Site Settings** page, under the **Users and Permissions** section, click the **People and groups** link.

> **Note:** On the People and Groups page, various user groups are displayed.

4. To add a user to the administrator group, click the **New** drop-down list and click the **Add Users** link.
5. On the **Add Users** page, under the **Add Users** section, click the **Browse** icon and find a user from the Select People and Groups dialog box by typing the user's name. For example, type **Jyoti Pai** and click the **Search** icon.
6. After the user name is displayed, click the **Add->** button and click **OK**.
7. In the **Give Permission** section, click the **Give users permission directly** option to grant permissions to the selected user.
8. Select the **Read – Can view only.** check box and then click **OK**.

> **Note:** You can also grant other permissions such as full control, design, and contribute to a user.

▶ Create custom permission group

Perform the following steps to create custom permission group:

1. From the **top navigation** bar, click the **Site Actions** drop-down button.
2. Click **Site Settings**.
3. On the **Site Settings** page, under the **Users and Permissions** section, click the **People and groups** link.
4. To create a custom permission group, choose a site by selecting the check box next to the site name. For example, select the check box next to **ADVENTURE\administrator**.
5. Click the **New** drop-down list and select the **New Group** option.
6. On the **New Group** page, type the group name. For example, type **My_Group**. Retain the default value for the Owner, Group Settings, and Membership Requests settings.
7. In the **Give Group Permission to this Site** section, select group permission. For example, select the **Contribute – Can view, add, update, and delete** check box and click **Create**.

▶ Restore a deleted document

Perform the following steps to restore a deleted document from the site collection Recycle Bin:

1. To open the **Sample home** page, type **http://wss-srv5** in the Address bar of Internet Explorer.
2. In the **Connect to WSS-SRV5.ADVENTURE.COM** dialog box that appears, type **Adventure\Administrator** as the user name and **Pa$$w0rd** as the password, and then click **OK**.
3. On the **Sample home** page, click the **Team Site** tab.
4. On the **Team Site home** page, on the left navigation pane, click the **My Library** link.
5. On the **My Library** page, scroll over the Sample document file and click the drop-down arrow.
6. Click **Delete** from the drop-down list.
7. In the pop-up window that informs you about the deletion, click **OK**.
8. On the **Quick Launch** bar, click the **Recycle Bin** link.
9. Select the check box next to the Sample.txt file and click the **Delete Selection** link.
10. In the pop-up window that informs you about the deletion, click **OK**.
11. Click the **Site Collection Recycle Bin** link above the selection bar.

> **Note:** Ensure that the Deleted from end user Recycle Bin view is selected.

12. Select the check box next to the Sample.txt file and click the **Restore Selection** link.
13. In the pop-up window that informs you about the restoration, click **OK**. Notice that the document is back into the My Library page.

▶ Administer user alerts

Perform the following steps to administer user alerts:

1. Click **Start**, point to **All Programs**, point to **Administrative Tools**, and then click **SharePoint 3.0 Central Administration**.
2. In the **Connect to WSS-SRV5.ADVENTURE.COM** dialog box that appears, type **Adventure\Administrator** as the user name and **Pa$$w0rd** as the password, and then click **OK**.
3. On the **Central Administration** home page, click the **Site Actions** drop-down list.
4. Click **Site Settings**.
5. On the **Site Settings** page, under the **Site Administration** section, click the **User alerts** link.
6. On the **User Alerts** page, select the user for whom alerts are to be administered from the Display alerts for drop-down list and click **Update**.

> **Note:** Alerts work only if outgoing e-mail server settings are configured.

▶ Make Web parts available in the Web Part gallery

Perform the following steps to make Web parts available in the Web Part Gallery:

1. From the top navigation bar, click the **Site Actions** drop-down list.
2. Click **Site Settings**.
3. On the **Site Settings** page, under the **Galleries** section, click the **Web Parts** link.

> **Note:** You can click the List templates link to view lists that have specific properties and views defined by the users. You can click the Site template link to view Web parts of a site that are configured with specific lists, pages, and themes. These list and site templates can be reused on other sites.

4. To upload an existing Web part in the Web Part Gallery, on the **Web Part Gallery** page, click the **Upload** drop-down list.
5. Select **Upload Document**.

6. On the **Upload Web Part: Web Part Gallery** page, in the **Upload Document** section, click the **Browse** button to browse to the document you want to upload. For example, browse to **C:\WINDOWS** and select the **WindowsUpdate.log** file.
7. Click **OK**.
8. Select the **Overwrite existing files** check box.
9. Click **OK**. The selected Web Part is listed on the Web Part Gallery page.

Lesson 2: Managing the Windows SharePoint Services 3.0 Server

Demonstration: How to Monitor the Site Collection Usage Weekly

Perform the following tasks to monitor the site collection usage weekly:

▶ Enable Usage Analysis Processing

Perform the following steps to enable Usage Analysis Processing:

1. Click **Start**, point to **All Programs**, point to **Administrative Tools**, and then click **SharePoint 3.0 Central Administration**.
2. In the **Connect to WSS-SRV5.ADVENTURE.COM** dialog box that appears, type **Adventure\Administrator** as the user name and **Pa$$w0rd** as the password, and then click **OK**.
3. In the message box that appears, ensure that the **Continue to prompt when Web site content is blocked** check box is selected, and then click **Add**.
4. In the **Trusted sites** dialog box that appears, click **Add**, and then click **Close**.
5. On the **Central Administration** home page, click the **Operations** tab.
6. On the **Operations** page, under the **Logging and Reporting** section, click the **Usage analysis processing** link.
7. On the **Usage Analysis Processing** page, select the **Enable logging** check box.

> **Note:** You can specify the location of the log file in the Log file location text box and the number of log files to create in the Number of log files to create text box.

8. In the **Processing Settings** section, select the **Enable usage analysis processing** check box.

> **Note:** You can specify the time during which usage analysis processing will run in the Start and End drop-down lists.

9. After specifying the values, click **OK**.

> **Note:** Apart from enabling usage analysis processing, you must also define storage quota. Setting storage quota has been defined in the *Demonstration: How to Configure the Settings of a Site Collection* topic.

▶ View Site Collection Usage

Perform the following steps to view site collection usage:

1. From the **top navigation** bar, click the **Site Actions** drop-down list.
2. Click **Site Settings**.
3. On the **Site Settings** page, under the **Site Collection Administration** section, click the **Usage summary** link.
4. The Site Collection Usage Summary page appears displaying storage, users, and activity usage statistics. You can click the links in each of these sections to view further usage details.