

ManageEngine
SharePoint Manager Plus

SharePoint Manager Plus
Use cases



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Document overview

This document delves into the SharePoint challenges faced by IT departments and how SharePoint Manager Plus helps IT admins tackle them.

SharePoint Manager Plus overview

SharePoint Manager Plus is a reporting, auditing, management, monitoring, and migration tool for hybrid SharePoint. It helps administrators carry out SharePoint on-premises and online tasks effortlessly with its easy-to-use interface. While the native tool may suffice for basic tasks, it is very limited and requires PowerShell scripts to do more.

With SharePoint Manager Plus, you can track changes with comprehensive reports and audit logs, efficiently manage groups and permissions in bulk, seamlessly migrate from any on-premises version to the cloud, and get alerts on critical changes in your environment. It also helps you monitor tenant health, schedule granular backups, and delegate activities to non-IT staff—all from a unified console.

Challenge 1:

Simplifying SharePoint reporting

SharePoint administrators require extensive information about their environments. The more information that can be reported on, the clearer an idea can be formed about things happening in the environment. SharePoint offers various reports that lay a strong foundation but lack statistical information, requiring PowerShell scripts to extract more data.

Organizations need to ensure that their SharePoint solution can:

1. Generate comprehensive reports.
2. Automate the generation of script-free reports.
3. Offer custom reports to get specific information.

How does SharePoint Manager Plus simplify SharePoint reporting?

SharePoint Manager Plus enables users with limited scripting knowledge and non-IT users to generate reports on farms, permissions, users, site activity, and more, with filter options to narrow down on what you are looking for. This purely GUI-based reporting tool gives you details on multiple objects under each categorized report, which leads to fewer clicks to get to the information you need.

| Key benefits

Get comprehensive reports

SharePoint Manager Plus helps you extract more information on your hybrid environments with comprehensive reports. Get granular reports on user and group permissions that provide visibility down to the list, document library, folder, and file levels. Also get information on site activity, most viewed sites, and external user access that provides invaluable information for your organization.

Schedule reports script free

Generate reports automatically with customizable scheduling options that require zero PowerShell scripting. Schedule reports to run at regular intervals and have them exported to multiple formats like CSV, PDF, XLS, and HTML. You can also have them delivered to email addresses of your choice.

SharePoint Manager Plus

Home Reports Audit Management Migration Monitoring Alerts Delegation Admin Backup Support

Configuration
Farm Server
Microsoft 365
Sync Configuration
Audit Settings Management
Schedule Reports
Custom Reports
Exclude Objects
SIEM Integration
IIS Management
Custom Settings
General Settings

Schedule New Report

General Settings

* Schedule Name
Description
Select SharePoint: On-premise
Select Farm: All

Select Reports

Category: ☒ Reports ☐ Audit
Select Report Type: Farms

Available reports
All Farms
Farm Statistics

*** Selected reports**

Schedule Settings

Schedule: Daily
Schedule time: 1 Hrs 00 Mins AM
Generate Report for: Previous Day(00:00-23:59)

Notification settings

Export Format: PDF ☒ Storage File Path
Notifications: ☐ Email this scheduled report

Save Cancel

Need more features?

Custom report generation

Each report allows you to customize and filter the necessary fields to have it generate only the information you need. You can also create a report from scratch and save it, and generate it at any time.

SharePoint Manager Plus

Home Reports Audit Management Migration Monitoring Alerts Delegation Admin Backup Support

On-premise Microsoft 365

All Site Collections

Farm: All

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1. Template: Team Site AND Owner: Company Administrator Search Cancel

2. Save as Custom Report Export As More

Site Collection Name	URL	Owner	Template	Read Only
alter_test	https://admpmsdn.sharepoint.com/sites/alerttest	Company Administrator	Team Site	false
AuditTestSiteCollection_Private	https://admpmsdn.sharepoint.com/sites/AuditTestSiteCollection_Private	Manikandan Sankar	Team Site	false
eDiscovery Center	https://admpmsdn.sharepoint.com/sites/eDiscoveryCenter	Manikandan Sankar	Blog Site	false
Gokul Site	https://admpmsdn.sharepoint.com/sites/Gokul	Manikandan Sankar	Blog Site	false
Mig test	https://admpmsdn.sharepoint.com/sites/migtest	Manikandan Sankar	Project Site	false
PointPublishing Hub Site	https://admpmsdn.sharepoint.com/portals/hub	Company Administrator	Team Site	false
Search Site	https://admpmsdn.sharepoint.com/search	Company Administrator	Team Site	false
spmp	https://admpmsdn.sharepoint.com/sites/spmp	Company Administrator	Communication Site	false
User Migration Test SC	https://admpmsdn.sharepoint.com/sites/UserTestSC	Company Administrator	Communication Site	false
Zoho Corp Team Site	https://admpmsdn.sharepoint.com/	Company Administrator	Team Site	false

Need more reports?

Challenge 2:

Simplifying SharePoint management

Managing SharePoint tasks, especially in a large organization, can get hectic. SharePoint, with its limited support for multiple object management, is not efficient when you need to grant, revoke, or copy permissions for multiple objects at a time. This can get repetitive and won't help you save time for other tasks.

Organizations need to ensure their SharePoint solution can:

1. Manage SharePoint in bulk.
2. Provide non-invasive delegation.
3. Offer infrastructure visibility.

How does SharePoint Manager Plus simplify SharePoint management?

In SharePoint Manager Plus, copying permissions and group memberships from one user to another is as simple as clicking a button. This greatly improves efficiency in large organizations. It also lets you check the permissions assigned to specific users or groups, sub-sites, and permissions assigned directly or through SharePoint groups, which provides better visibility and helps you locate any privilege escalations.

| Key benefits

Bulk management

By importing a CSV file, you can perform management operations in bulk. For example, you can remove permissions from all unique libraries, folders, or files for multiple users with a single action, streamlining group and permission management for large organizations. This will free you from time-consuming processes and help you focus on critical tasks.

Non-invasive delegation

When administrators have too many management tasks at hand, they can delegate tasks to non-admin users (technicians) by assigning roles without extending their privileges. These roles can be customized to only allow certain management capabilities to technicians. You can then keep track and monitor their actions with reports.

Built-in explorer tool

To manage your SharePoint environment, you need a holistic view of the overall infrastructure. With the explorer tool, you can view the complete hierarchical architecture of your SharePoint deployment. Expanding each component shows its properties and security permissions, helping you analyze and make crucial decisions to manage SharePoint effectively.

The screenshot shows the SharePoint Manager Plus interface. The top navigation bar includes tabs for Home, Reports, Audit, Management, Migration, Monitoring, Alerts, Delegation, Admin, Backup, and Support. The left sidebar shows a tree view of sites, with 'Management' selected. The main content area displays the 'Site' details for the selected site, including its Type, Title, URL, Created date, and Last Modified date. Below this, a 'Permissions' table lists various user groups and their roles.

User Login Name	User Principal Type	Role Definitions
Approvers	SharePointGroup	Approve
Designers	SharePointGroup	Design; Limited Access
Hierarchy Managers	SharePointGroup	Manage Hierarchy
Human Resource Members	SharePointGroup	Contribute
Human Resource Owners	SharePointGroup	Full Control
Human Resource Visitors	SharePointGroup	Read
Restricted Readers	SharePointGroup	Restricted Read
Style Resource Readers	SharePointGroup	Limited Access
Viewers	SharePointGroup	View Only
MYDOMAIN\ngk	User	Full Control
SHAREPOINT\system	User	Limited Access

Challenge 3:

Staying notified of changes

It is important to stay informed of critical changes happening in a SharePoint environment. SharePoint's native audit reports are difficult to access and data is inadequate. Additionally, the audit settings for on-premise versions have to be enabled separately for each site collection, which is a huge task for large organizations.

Organizations need to ensure their SharePoint solution can:

1. Audit every activity in your environment.
2. Archive audit logs.
3. Get timely alerts.

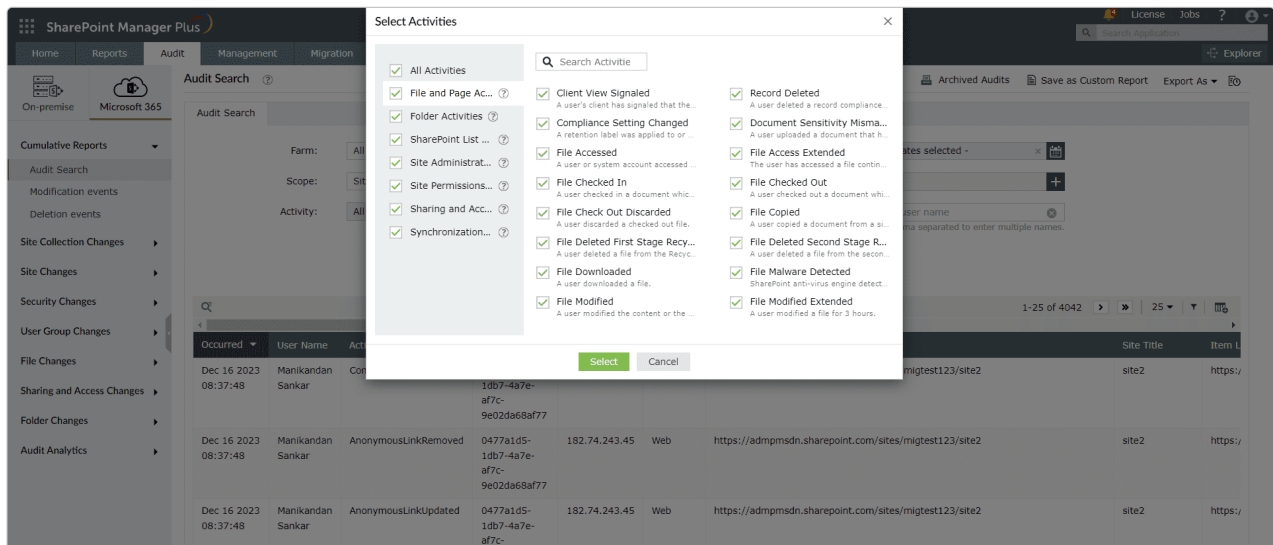
How does SharePoint Manager Plus help keep you notified of changes?

With SharePoint Manager Plus, you can generate audit reports for both on-premises and SharePoint Online from a single console. You can audit both component- and security-level changes with categorized reports designed to make auditing easy. Track changes to site collections, sites, lists, permissions, groups, and more. Also, schedule audits to run automatically and have them delivered to your email.

| Key benefits

Generate cumulative reports

Cumulative reports help you track all deletion and modification events across an entire farm or tenant from a single page. Using audit search tools, you can specify which activity you'd like to audit, the time period for the audit, and the scope of the audit search so you can easily narrow down on your specific area of interest.



Stay compliant

Certain compliance regulations require audit reports to be maintained for a specified number of years. SharePoint Manager Plus allows you to archive logs from SharePoint and re-index them later to generate audit data. SharePoint Manager Plus allows you to generate audit reports from these logs, and they can be exported in different formats like CSV, PDF, XLS, and HTML.

Stay notified

SharePoint Manager Plus helps you stay informed by sending email alert notifications when a change occurs. When alerts are triggered, they are categorized into severity levels like Attention, Critical, and Trouble. You can also create alert profiles and specify what will trigger the alert. Getting notified immediately when a change occurs will help you mitigate the problem quickly.

The screenshot displays the 'Create Alert Profile' window in the SharePoint Manager Plus application. The window has a dark header with the application name and a navigation bar with tabs like Home, Reports, Audit, Management, Migration, Monitoring, Alerts, Delegation, Admin, Backup, and Support. The 'Alerts' tab is selected. The main area is titled 'Create Alert Profile' and contains several configuration fields: 'Alert Profile Name' with a description link, 'Severity' with radio buttons for Attention (selected), Trouble, and Critical, 'Select Category' set to Audits, 'Farm' set to SharePoint_2016, 'Scope' set to Nothing Selected, and 'Activity' set to Nothing Selected. Below these is an 'Advance Configuration' section with three tabs: Filter, Notification, and Threshold. The 'Threshold' tab is active, showing an 'Alerts Threshold' checkbox and input fields for 'No of events' and 'occurring within' in minutes. At the bottom, there are 'Save' and 'Cancel' buttons.

Challenge 4:

Monitoring site health

An organization must ensure that their SharePoint sites do not experience downtime. Unexpected server outages or unavailability of space can lead to frustrated customers, lost revenue, and a damaged reputation. Monitoring the health of your tenants, endpoints, and sites empowers you to proactively prevent disruptions before they impact everyday activities.

Organizations need to ensure their SharePoint solution can:

1. Generate detailed incident data.
2. Secure endpoints and storage.

How does SharePoint Manager Plus help in monitoring site health?

SharePoint Manager Plus continuously monitors the health of SharePoint services, endpoints, and sites. Users can configure alert profiles to notify when a site or tenant storage reaches a specified limit. Additionally, the service health report generates health updates on the myriad of features within a tenant. By viewing the health status in a graphical format, you can get a general idea of what events to prioritize first.

| Key benefits

Detailed information on an incident

SharePoint Manager Plus shows the health status of all SharePoint Online features under a tenant. With different categories to indicate health, you can choose which feature you'd want to deal with immediately. Clicking on an event will give you detailed information on the degraded service like impact, the time the event started, and the root cause.

The screenshot displays the SharePoint Manager Plus interface. The top navigation bar includes tabs for Home, Reports, Audit, Management, Migration, Monitoring, Alerts, Delegation, Admin, Backup, and Support. The left sidebar shows the Monitoring section with sub-items: Overview, Service Health, EndPoints Connection, and Site Statistics. The main content area is titled 'Service Health' and shows a tenant selection dropdown set to 'https://admpmsdn-admin.sharepoint'. Below this, a period selector shows 'Jan 16 2024 - Jan 17 2024'. On the right, there are three status indicators: Incident (0), Advisory (2), and Healthy (8). A table lists various SharePoint features and their status. A modal window titled 'Service Health Details' is open, showing information for an advisory issue (SP184813) related to Business Data Connectivity (BDC) models. The details include affected tenants, regions, impact description, latest message, and root cause.

Feature	Status
Tenant Admin	Service Health
SharePoint Features	Service Health
Provisioning	Service Health
Search and Delve	Service Health
Custom Solutions and Workflows	Service Health
Project Online	Service Health
Office Web Apps	Service Health
SP Designer	Service Health
Access Services	Service Health
InfoPath Online	Service Health

Service Health Details

Advisory

Issue ID : SP184813
 Last Updated On : Jul 17 2019 10:47:50
 Affected Tenants : 13723996
 Affected Users :
 Affected Regions : ["North America", "Europe / Middle East / Africa", "Asia-Pacific", "South America", "Australia", "Japan", "Canada", "United Kingdom", "China", "Germany", "India", "Korea", "France", "South Africa", "United Arab Emirates", "Singapore", "Switzerland", "Sweden", "Norway"]
 Impact Description : Administrators are unable to import Business Data Connectivity (BDC) models to SharePoint Online BCS.
 Post Incident Document URL : ---
Latest Message
 Published Time : Jul 17 2019 09:47:50
 Title : Unable to import data models to SharePoint Online Business Connectivity Service (BCS)
 User Impact : Administrators are unable to import Business Data Connectivity (BDC) models to SharePoint Online BCS.
 Current Status : We've developed a fix, which is in the test phase. We estimate that testing will complete within a week, with a further two weeks for deployment to complete.
 Scope Of Impact : Impact is specific to administrators attempting to import new BDC models.
 Root Cause : A configuration issue was identified within the infrastructure responsible for importing BDC to SharePoint Online BCS.
 Next Update By : Wednesday, July 31, 2019, at 11:00 AM UTC
[Message History](#)
[Hide Details](#)

Endpoint and storage monitoring

By monitoring endpoints, you can ensure that your resources are always available. Details like site connection failures and longer connection times will get categorized so you can easily pinpoint and take necessary actions. You also get information on the storage quota, which will help you optimize resource allocation.

Date	URL	Severity	Is Connected	Status	Response	Response Time (ms)
Jul 19 2019	https://admpmsdn-my.sharepoint.com	Healthy	true	200	connected	146
Jul 19 2019	https://admpmsdn-my.sharepoint.com/my	Healthy	true	200	connected	142
Jul 19 2019	https://admpmsdn-my.sharepoint.com/sp2016	Healthy	true	200	connected	126
Jul 19 2019	https://admpmsdn.sharepoint.com/my	Healthy	true	200	connected	114
Jul 19 2019	https://admpmsdn.sharepoint.com/sites/migtest	Healthy	true	200	connected	136
Jul 19 2019	https://admpmsdn.sharepoint.com/sites/migtest/s1	Healthy	true	200	connected	115
Jul 19 2019	https://admpmsdn.sharepoint.com/portals/hub	Healthy	true	200	connected	129
Jul 19 2019	https://admpmsdn.sharepoint.com/portals/hub/blog1	Healthy	true	200	connected	157
Jul 19 2019	https://admpmsdn.sharepoint.com/portals/hub/s1	Healthy	true	200	connected	117
Jul 19 2019	https://admpmsdn.sharepoint.com/portals/hub/s1/blog1	Healthy	true	200	connected	126
Jul 19 2019	https://admpmsdn.sharepoint.com/portals/hub/test1	Healthy	true	200	connected	141
Jul 19 2019	https://admpmsdn.sharepoint.com/portals/hub/test2	Healthy	true	200	connected	135
Jul 19 2019	https://admpmsdn.sharepoint.com	Healthy	true	200	connected	135
Jul 19 2019	https://admpmsdn.sharepoint.com/123	Healthy	true	200	connected	111
Jul 19 2019	https://admpmsdn.sharepoint.com/auditchecker	Healthy	true	200	connected	173

Challenge 5:

Performing seamless migration

Migrating your SharePoint sites and resources between different environments shouldn't be a complicated process. All your data should be securely moved without causing any hiccups. Importing files from shared network drives or local machines to a SharePoint environment should be equally seamless.

Organizations need to ensure their SharePoint solution can:

1. Perform migration at their convenience.
2. Manage tasks while migrating.

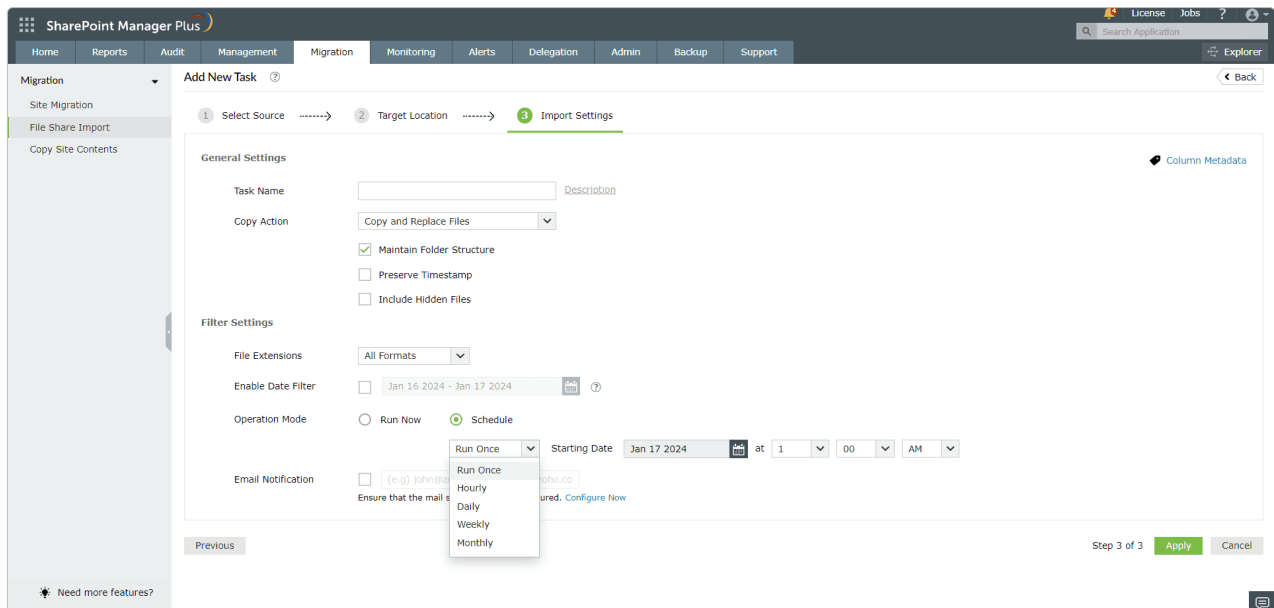
How does SharePoint Manager Plus help you migrate seamlessly?

SharePoint Manager Plus takes away the hesitation to migrate and reorganize your environment. Migration is as simple as checking a few boxes and configuring the schedules. For importing files from shared network drives or local machines, the importing tool allows you to incrementally upload them to any SharePoint environment at a scheduled time.

| Key benefits

Migrate conveniently

SharePoint Manager Plus allows you to migrate resources granularly like individual files and documents specific to a site. After creating your migration task, you can run it immediately or schedule it to run later. Tasks like importing files or copying site contents can also be scheduled to run at regular intervals or at a specific time of your choice.



Manage while you migrate

Don't let the migration process stop you from managing your SharePoint environment. While you migrate to another environment, keep managing, reporting on, and auditing in whichever on-premises (2013, 2016, 2019, Subscription Edition) or SharePoint Online version where your resources are.

Challenge 6:

Protecting your SharePoint data

Organizations face the daunting task of safeguarding their SharePoint resources from ransomware attacks. By backing up resources regularly, you can ensure the availability of critical SharePoint resources. However, the native tool does not provide a way to securely back up and restore your SharePoint environment.

Organizations need to ensure their SharePoint solution can:

1. Back up all SharePoint data.
2. Restore all or part of their information.

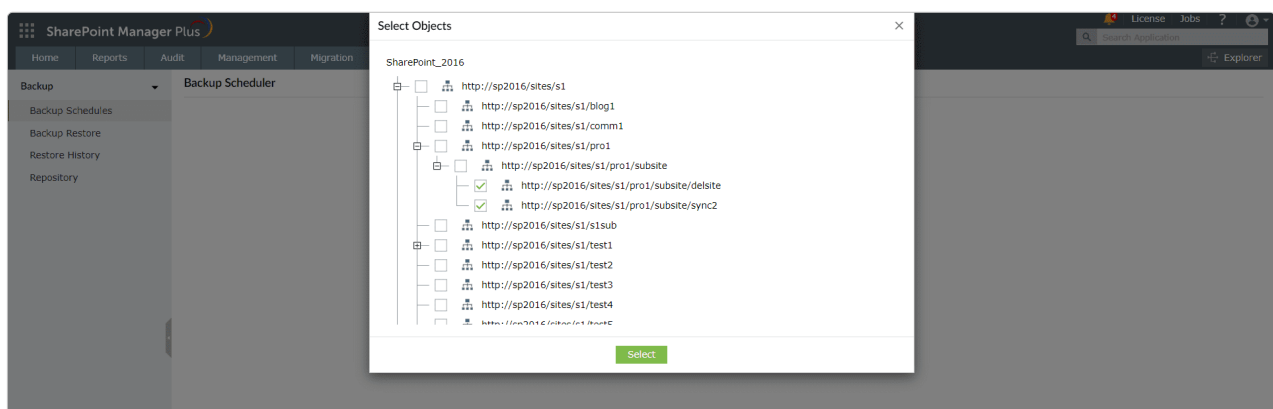
How does SharePoint Manager Plus help you protect critical data?

SharePoint Manager Plus simplifies data backup and restoration on your on-premises environment by helping you back up whole site collections or specific subsites inside a site collection. The backup process can also be automated without any PowerShell commands, helping you save valuable time and ensure consistent backups.

| Key benefits

Back up granularly

With SharePoint Manager Plus, you can choose to back up specific sites granularly or the entire site collection. This flexibility helps you back up only the resources that you think are necessary. Select the sites to be backed up and use the scheduling options to back up immediately or at regular intervals.



Restore any backup from the past

As files and documents undergo multiple revisions, you may want to restore to a specific earlier version. With backup history, SharePoint Manager Plus will keep track of all versions of your files, allowing you to restore to the specific version of your choice.

Backup Name	Backup Time	No. of Objects	Duration	Details	Status	Explore Backup
backup_1	Mar 12 2019 20:36:15	2 of 2 Backedup	00:01:30	Details	Success	Explore Backup
Backup_2	Mar 12 2019 20:46:16	4 of 4 Backedup	00:04:33	Details	Success	Explore Backup
backup_1	Mar 13 2019 00:00:02	2 of 2 Backedup	00:00:27	Details	Success	Explore Backup
backup_1	Jul 30 2019 20:52:02	0 of 2 Backedup	00:00:00	Details	Failed	--
backup_1	Aug 23 2019 00:19:45	0 of 2 Backedup	00:00:00	Details	Failed	--
backup_1	Jan 23 2020 03:36:25	0 of 2 Backedup		Details	Scheduled	--
Backup_2	Jan 23 2020 03:36:53	0 of 4 Backedup		Details	Scheduled	--
Backup_2	Mar 26 2020 00:13:50	0 of 4 Backedup	00:00:00	Details	Failed	--
Backup_2	Mar 26 2020 22:03:30	0 of 4 Backedup	00:00:00	Details	Failed	--
backup_1	Mar 26 2020 22:03:42	0 of 2 Backedup	00:00:00	Details	Failed	--
backup_1	May 13 2020 17:30:52	0 of 2 Backedup	00:00:00	Details	Failed	--
Backup_2	Jul 14 2020 21:07:58	0 of 4 Backedup	00:00:00	Details	Failed	--
Backup_2	Jul 14 2020 21:07:59	0 of 4 Backedup	00:00:00	Details	Failed	--
Backup_2	Jul 14 2020 21:07:59	0 of 4 Backedup	00:00:00	Details	Failed	--
Backup_2	Jul 14 2020 21:08:00	0 of 4 Backedup	00:00:00	Details	Failed	--
Backup_2	Jul 14 2020 23:16:16	0 of 4 Backedup	00:00:00	Details	Failed	--
backup_1	Mar 18 2021 22:31:49	0 of 2 Backedup	00:00:00	Details	Failed	Restore History

Our Products

AD360 | Log360 | ADManager Plus | ADAudit Plus | ADSelfService Plus
M365 Manager Plus | RecoveryManager Plus

ManageEngine
SharePoint Manager Plus

SharePoint Manager Plus helps manage, report and audit both SharePoint on-premises and SharePoint Online environments. SharePoint Manager Plus enables you to seamlessly manage SharePoint servers, track permission changes, meet compliance requirements and more via a central console. It also provides usage analytics with insights on user behavior and security threat detection using a real-time alert system. Now you can seamlessly migrate from one version of SharePoint to another, or even to SharePoint Online. For more information about SharePoint Manager Plus, visit <https://www.manageengine.com/sharepoint-management-reporting/>.

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