

The SharePoint Space Monitor

v2.0

User Manual

Let's begin...

When first running the SharePoint Space Monitor (SSM), you will be presented with the setup screen. This screen is broken up into three areas – credentials, site collection, and scan options.

The first area is the Credentials section. For the SSM to work correctly, a user with Site Collection Admin credentials is required. While the application may work with any user, for proper results, it is highly recommended to use an account with Site Collection Administrator rights. In this section, enter the account you wish to use. If you want to use the currently logged in user, check “Use Current User”. When you have the proper credentials entered, click “Login”. This will begin the scan of the farm for all available site collections. The results will appear in the second section – “Site Collection to Scan”.

Let's begin...

SharePoint Space Monitor Full Version

1 Credentials to Use

User Name:
Password:
Domain:
☐ Use Current User

Elevated Credentials are needed to use the SharePoint Space Monitor. Site Collection Administrator level access or greater is required.

2 Site Collection to Scan

Choose from the Site Collections discovered in your farm.

3 Scan Options

☒ Perform Shallow Scan

Site Size:
☐ Small Site
☐ Medium Site
☐ Large Site
☐ Friggin' Huge Site

Some options can be tailored to fit your site collection. A Medium site is typical. A Shallow Scan only builds the site tree using the root site and the first level of subsites. Other subsites will be scanned on demand.

Some options are available to you to fit your site collections demands.

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The first time you run the SSM, a scan of the farm will be performed. Each time after, in order to make the initial process a bit faster, a saved list of site collections will be populated into the Site Collection dropdown. If you wish to re-scan the farm, select the “Rescan Server” option. When you do, the farm will be re-scanned. Once you select a site collection, you need to choose the Scan Options.

You have two scan options to choose from. The first option is whether or not to perform a “Shallow Scan”. In some very-large sites, displaying the site collection in a tree view can cause a problem with memory allocation. It can also take a LONG time. In order to make better use of the system memory, the Shallow Scan was added. With this setting checked, the site tree only scans the top level and the first sub level of the site collection. From there, sub sites can be scanned manually. This can be especially good if you have a specific path you wish to investigate. It is recommended to leave this setting checked when running the SSM.

Below the Shallow Scan option is the Site Size selection area. The SSM uses an API call “SPSite.StorageManagementInformation”. This API call is at the heart of the program. It is also an API function that Microsoft labels as being “expensive”. This is true. But it is also a function that can be “throttled” to return only a certain number of items. This affects the performance of the call. So the Site Size setting was added in order to only use as much of the API call as needed. Try to judge the size you think your site collection is and select accordingly. If you feel that the results returned by the application are not accurate, rescan the site with the next-higher size setting. To max out the scan value, select the “Friggin’ Huge” level.

Once you are happy with the selections, click Scan Site to begin retrieving data.

The Main Screen

The SSM will automatically begin scanning the root of the selected site collection. Once it has completed its initial scan, you will see that the SSM's main screen is broken up into 5 areas: the Site Collection Tree View, General Information, Current Site Information, Sub Site Information, and Site Content.

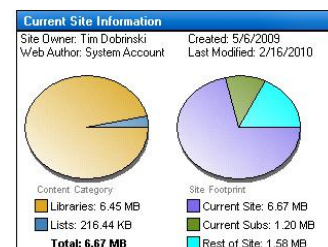
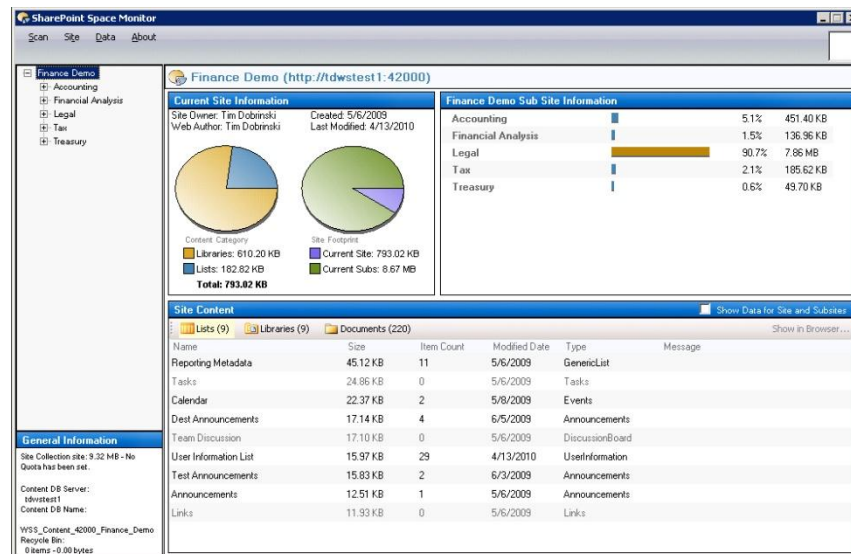
The first section is the Site Collection Tree View. Here you will see the scanned site collection displayed in a treeview format. This is the primary navigation tool for the SSM. By clicking a node on the treeview, the SSM will show data for that node. If you have preformed a Shallow Scan, you will not see all of the subsites of a node beyond the second level. Instead you will see a node labeled "Subsites...". To expand the subsites below this node, right-click the "Subsites" node and select the level of expansion you want from the popup menu.

Below the Site Collection Tree View is the General Information section. Here you are presented with three pieces of information. First you will see the total Site Collection size and, if you have them turned on, the amount of the quota that this site collection is using. Below that is the Content Database information. Here you can see the content database name and the server that the database is on. Finally, you will see the number of items and the size of the items in the Recycle Bin. Since this information is meant for the Site Collection level, it will not change as you navigate the site collection.

To the right of the Site Collection Tree View, you will see the Current Site Information section. The data here displays a snapshot of the currently selected site in the tree view.

At the top, the site owner and web author are displayed next to the date the site was created and last modified. Below that are two pie charts. The first shows the current site (not including subsites) size broken down by if the content is in a list or a library. Below the legend of this pie chart shows you the total size of the current site.

The second pie chart shows the footprint of the current site (and if the site selected is not the top most node, the subsites of the current site) compares to the whole site collection. As the legend indicates, the data is split to show the size of the current site, the size of the current site's subsites, and the size of the rest of the site collection. This will



give you a good indication of how much of the site collection the current site takes up.

Next to the Current Site Information section is the Sub Site Information section. This shows you the size of the current site's subsites in both a physical size and a percentage. This will give you an indication where the bulk of the data is in the subsites of the current site. If a particular site takes up more than 50% of the current site, that bar will be highlighted in gold.

As an extra form of navigation, the items in this section are clickable as if you had clicked the nodes in the main tree view.

Below the Current Site Information and Sub Site Information sections is the Site Content section. Here the SSM displays the detailed information on the content of a site. The data is broken into three categories: Lists, Libraries, and Documents. By default, this section shows only the items in the current site – not the sub sites. If, however, you wish to display all the items of the current site and its subsites, click the “Show Data for Site and Subsites” check box found in the upper right corner of the section. This will toggle the display to show all items at the current site and below. By default, this section is sorted by size with the largest on top. To sort the list by another column, click the column headers.



There are a few other options for this section. First, after clicking on an item column, you can then click the “Show in Browser” button. This will open the currently selected list or library in a browser. If you select a file, the library containing that file will be opened.

The right-most column of this section is labeled “Message”. Microsoft has given recommended limits for lists, libraries and documents. If an item is approaching or has passed these limits, a message will be displayed here. These limits can be viewed by selecting Data -> Item Limit Levels... from the main menu. In the dialog box that opens, you can edit the limits if you wish to tailor the limits to better suit your criteria.

Exporting/Printing Data

The one suggestion I received more than any other was to include the ability to export the data from the SSM. Well, I listened and have included new options to export data. By selecting the Data -> Print/Export -> Print/Export New Report... option from the main menu. Here you will see that you can export data in three ways.

First, you can print the data. Unlike the previous version of the SSM, you now have the ability to select the data you wish to print. Second, you can export the data in either a CSV file or an XML file.

In the Print Dialog, there is an option to save the settings you choose to a saved report template. This way, if you commonly use the same settings over and over when printing or exporting the data, you can save them and reuse that template as you need.

Is that it?

Maybe. There is one more feature in the SSM. For those who have generously donated to the SSM's development, I have added a "Thank you" feature. For those with non-expiring codes, the SSM can be run using a command-line interface. Using this interface, you can create a batch file that will setup the SSM to either initialize with specific settings full through running headless and exporting data. Running headless will let you setup the SSM to run via a Scheduled Task. This can be useful to automate reports.

To use the Command-Line interface, use the following format:

- site <url> – required. Enter the site collection URL to be scanned.
- sub <url> – optional. Enter the subsite URL to evaluate.
- useMe – optional. Causes the current user credentials to be used.
- un <username> - optional. The Username of the account to use.
- pw <password> - optional. The Password of the account to use.
- dm <domain> - optional. The Domain of the account to use. (note: un, pw, and dm must be entered together or use –useMe)
- noDisplay – optional. Use this option to run the application without showing the display.
- shallow – optional. Use this option to run a shallow scan.
- size <size> - optional. Use values 1-4 for the size of the scan.
- rpt <reportName> - optional. The filename of a report to use to export data.
- expPath <path> - optional. The path to save the exported data.
- showSubData – optional. Shows site data for the current site and subsites.

Example 1: "SharePoint Space Monitor.exe" -site http://tdwstest1:55000 -useMe –showSubData

This command will use the current user credentials, scan http://tdwstest1:55000, and show the data from the current site and subsites.

Example 2: "SharePoint Space Monitor.exe" -site http://tdwstest1:55000 –un myAccount –pw mPassword –dm myDomain -rpt Top_60_Docs.xml –showSubData

This command uses the myAccount user to open http://tdwstest1:55000, show the data from the current site and subsites, and export data using the Top_60_Docs.xml report.

Thank you!

In the time since v1.0 came out, I have had the opportunity to interact with many people – most of whom found the original Space Monitor somewhat useful. In that time, I received many suggestions for tweaks to the app and for additional features. This feedback has been tremendously helpful. So helpful, in fact, that I made good on my promise to deliver a 2.0 version. So here it is... I hope you find the new version as good, if not better, than the original. But, as always, if you have any questions or comments, please feel free to email me at sharepointspacemonitor@gmail.com. Not only would I like to hear if the app is giving you trouble (I'll try to get it fixed ASAP) but also if the app is working well and just needs a new feature or two. If it's feasible, I'll do what I can to get it added.

Finally, to those of you who very generously donated to the further development of this program, I thank you very, very much. I especially hope that you find continued use of the Space Monitor. And while it is but a small gesture of thanks, I hope the “thank you feature” is something you find valuable. If not, then rest assured that as long as I'm the one coding the application, your non-expiring codes will work on any future versions.