

# Site Administrator for SharePoint Reports

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Use this document as a guide to the reports in [Site Administrator for SharePoint's](#) Information Portal as well as a guide to finding corresponding reports in Information Portal from the Report Manager in the Management Console (MMC). Management Console reports work with SharePoint 2003 and 2007 environments. Information Portal is a web based, security-trimmed administration tool that works with SharePoint 2007 and 2010 environments.

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## Enterprise at a Glance Reports

MMC Report	Description	Information Portal Report	Comments
<b>Enterprise SharePoint Overview</b>	<p>This high-level overview report includes total number of SharePoint servers and sites in the environment. Information Portal also lists the number of web applications, content databases, document libraries, documents, list items and lists.</p> <p>Report also shows detailed availability information for each SharePoint web application, such as uptime and available free space.</p>	<b>Enterprise Overview</b>	Information Portal provides a richer overview with more information and advanced drill down capabilities.
<b>Server Health Alerts</b>	Identifies servers and web applications that are potentially under or over utilized, or are almost out of space.	<ul style="list-style-type: none"> <li>• <b>Enterprise Overview</b></li> <li>• <b>Web Applications Report</b></li> <li>• <b>Content Databases Report</b></li> </ul>	The health alerts report is very focused on storage space use. Information Portal provides a high level overview of storage use across entire environment with ability to quickly drill down into details.

## Servers at a Glance Reports

MMC Report	Description	Information Portal Report	Comments
<b>SharePoint Server Details</b>	<p>Displays the following detailed information for all site collections and individual sites in a selected web application:</p> <ul style="list-style-type: none"> <li>• Site size</li> <li>• Author</li> <li>• Last modified and last accessed date and time</li> <li>• Hit count within the selected date range</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Sites Report</b></li> <li>• <b>Site Collections Report</b></li> </ul>	These two reports are available on different levels from entire Enterprise down to “subsites of a site.” They combine usage and storage information for all sites in the specific scope.

<b>Site Health Alerts</b>	Identifies site collections that have excessive old, unused or versioning data, or do not meet scalability guidelines.	<ul style="list-style-type: none"> <li>• <b>Sites Report</b></li> <li>• <b>Site Collections Report</b></li> <li>• <b>Site Metrics Report</b></li> </ul>	Similar to Server Health Alerts, the original report is very focused on storage issues.
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## Usage Analysis Content Access Reports

MMC Report	Description	Information Portal Report	Comments
<b>Content Access</b>	Provides a complete list of user actions on a per document basis.	<ul style="list-style-type: none"> <li>• <b>Site Usage</b></li> <li>• <b>User Activity</b></li> <li>• <b>Documents and Pages</b></li> <li>• <b>Security Auditor Reports</b></li> </ul>	A number of Information Portal reports include summarized data on content use and allow users to drill down to the single document level. To find specific actions by a user or specific event (like who deleted or modified certain content) refer to Security Auditor.
<b>Hit Count Trend</b>	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.	<ul style="list-style-type: none"> <li>• <b>Site Usage</b></li> <li>• <b>User Activity</b></li> </ul>	Site Usage report shows activity in the site or site collection in the past 30 days. Additional drill down is available.
<b>Least Active Users</b>	Helps you identify users that are registered in SharePoint but are not accessing it.	<ul style="list-style-type: none"> <li>• <b>Site Usage</b></li> <li>• <b>User Activity</b></li> </ul>	Site Usage report displays the top 5 most active users, but you can drill down to get more details on all user activity from the User Activity report.
<b>Least Used Servers</b>	Helps you identify sites, site collections and web applications that are rarely or never accessed by users.	<ul style="list-style-type: none"> <li>• <b>Web Applications</b></li> <li>• <b>Site Collections</b></li> </ul>	Web Applications report shows the total number of users in all site collections in each web app. The Site Collections report gives more insights into which sites and site collections are not in use.

<b>Most Active Users</b>	Reports on most active users	<ul style="list-style-type: none"> <li>• <b>Site Usage</b></li> <li>• <b>User Activity</b></li> </ul>	Site Usage report displays the top 5 most active users, you can drill down to get more details form the User Activity report.
<b>Most Used Servers</b>	Reports on most used SharePoint web applications, site collections or sites.	<ul style="list-style-type: none"> <li>• <b>Web Applications</b></li> <li>• <b>Site Collections</b></li> </ul>	Similar to Least Used Servers, these reports provide information on most actively used web applications and site collections. Additional drill down reports are available.
<b>Site Content Access</b>	Reports on access of site content	<ul style="list-style-type: none"> <li>• <b>Site Usage</b></li> <li>• <b>Documents and Pages</b></li> <li>• <b>Security Auditor reports</b></li> </ul>	Similar to content access, Information Portal shows aggregated numbers and allows users to drill down to the document level. Security Auditor track detailed info about all user activity.

## Content Reports

MMC Report	Description	Information Portal Report	Comments
<b>Content with Most Alerts</b>	Files from document libraries or attachment files with most alerts set	N/A	Site Administrator does not yet include tools for reporting on or managing alerts.
<b>Document Libraries Overview</b>	Shows detailed information about all document libraries, including size and item count, and last accessed/modified date and time.	<b>Document Libraries</b>	Information Portal provides an extended version of this report.
<b>Duplicate Files</b>	Helps to identify duplicate files stored in SharePoint document libraries or as list item attachments across your environment.	<b>Documents and Pages</b>	The Documents and Pages report includes all information necessary to identify excessive documents and duplicates.
<b>File Categories</b>	Shows breakdown of storage space by file type. Data can be grouped by web application, site collection or individual sites.	<ul style="list-style-type: none"> <li>• <b>Site Metrics</b></li> <li>• <b>Documents and Pages</b></li> </ul>	Site Metrics report shows summary info and allows users to drill down to the specific documents.
<b>Files Taking Largest</b>	Helps to identify files and document libraries taking largest amount of space to store	<ul style="list-style-type: none"> <li>• <b>Enterprise Overview</b></li> </ul>	All these reports show details about versioning on

<b>Versioning Space</b>	document versions.	<ul style="list-style-type: none"> <li>• <b>Site Metrics</b></li> <li>• <b>Document Libraries</b></li> <li>• <b>Documents and Pages</b></li> </ul>	different levels.
<b>Largest Files</b>	Lists largest files stored in document libraries or as list item attachments.	<ul style="list-style-type: none"> <li>• <b>Enterprise Overview</b></li> <li>• <b>Site Metrics</b></li> <li>• <b>Document Libraries</b></li> <li>• <b>Documents and Pages</b></li> </ul>	All these reports show largest files on different levels.
<b>Orphaned Files</b>	Displays files that have not been accessed within specified time period.	<ul style="list-style-type: none"> <li>• <b>Site Usage</b></li> <li>• <b>Documents and Pages</b></li> </ul>	Both reports show content that has not been accessed in a long time.
<b>Top Files by User</b>	Displays most frequently accessed files for each user account.	<ul style="list-style-type: none"> <li>• <b>Site Usage</b></li> <li>• <b>Documents and Pages</b></li> <li>• <b>Security Auditor</b></li> </ul>	Information Portal reports show most actively used documents but do not break these numbers down by user. Security Auditor allows to track all user activity in specified scope for the specified time period.
<b>Top Unused Content</b>	Reports on documents and folders with the least number of hits within specified date range.	<ul style="list-style-type: none"> <li>• <b>Site Usage</b></li> <li>• <b>Documents and Pages</b></li> </ul>	Site Usage reports shows top unused content and allows users to drill down to specific documents.
<b>Top Used Content</b>	Lists documents (both files and folders) most requested by users.	<ul style="list-style-type: none"> <li>• <b>Site Usage</b></li> <li>• <b>Documents and Pages</b></li> </ul>	Site Usage reports shows top used content and allows users to drill down to specific documents.

## Search Statistics Reports

MMC Report	Description	Information Portal Report	Comments
<b>Top Search Phrases</b>	Displays phrases most frequently used for search.	N/A	Site Administrator does not yet include tools for reporting on or managing search.

## Storage Metric Reports

MMC Report	Description	Information Portal Report	Comments
<b>Days Until Critical Capacity</b>	Identifies projected time for web application to reach critical capacity (greater than 95% of storage space used for any database)	<ul style="list-style-type: none"> <li>• Enterprise Overview</li> <li>• Web Applications</li> <li>• Content Databases</li> <li>• Site Metrics</li> </ul>	While none of the Information Portal reports really tries to predict the number of days until critical, there are many reports that provide lots of storage metrics on all levels from Enterprise down to each specific site.
<b>Free Storage Space Trend</b>	Shows evolution chart of free space for SharePoint web applications.	<ul style="list-style-type: none"> <li>• Enterprise Overview</li> <li>• Site Metrics</li> </ul>	Information Portal shows data growth charts for enterprise level as well as for each individual site.
<b>Storage Space Distribution</b>	Shows space distribution between sites in a site collection, or between site collections in a web application.	<ul style="list-style-type: none"> <li>• Site Collections</li> <li>• Sites</li> </ul>	Sites and Site Collections reports are available on different levels and combine storage and usage information.
<b>Disk Space Trend</b>	Shows evolution chart of content size for sites, site collections and web applications.	<ul style="list-style-type: none"> <li>• Enterprise Overview</li> <li>• Site Metrics</li> </ul>	Information Portal shows data growth charts for enterprise level as well as for each individual site.

## Traffic Usage Reports

MMC Report	Description	Information Portal Report	Comments
<b>Traffic Usage</b>	Displays hourly traffic size for selected sites, site collections or web applications over time.	N/A	Information Portal does not try to measure traffic but it does have reports on site usage and activity.

## Users Reports

MMC Report	Description	Information Portal Report	Comments
<b>Site Group Membership</b>	Displays user membership in site groups by site collection.	<ul style="list-style-type: none"> <li>• Site Permissions</li> <li>• User Permissions</li> </ul>	Permission reports in Information Portal include group membership information.
<b>Usage Activity</b>	Displays content access events grouped by user.	<ul style="list-style-type: none"> <li>• User Activity</li> <li>• Security Auditor reports</li> </ul>	Information Portal shows aggregated numbers and allows users to drill down to the document level. Security Auditor tracks detailed info about all user activity.
<b>User Count Trend</b>	Displays trend of user registrations for web application or site collection.	<ul style="list-style-type: none"> <li>• Web Applications</li> <li>• Site Collections</li> <li>• Sites</li> </ul>	While Information Portal does not track the trends, it shows the number of users in a web application as well as the number of active users in each site collection/site.
<b>Users and Site Group Membership</b>	Shows user membership in site groups (access control lists) grouped by individual user.	<ul style="list-style-type: none"> <li>• Site Permissions</li> <li>• User Permissions</li> </ul>	Permission reports in Information Portal include group membership information.

## Web Parts Reports

MMC Report	Description	Information Portal Report	Comments
<b>Web Part Inventory</b>	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.	N/A	There is no specific web parts report in Information Portal. <a href="#">Quest Deployment Manager for SharePoint</a> is designed to work with SharePoint customizations including web parts. It has the ability to list the web parts used in a site or even compare different sites.

## Custom Reports

MMC Report	Description	Information Portal Report	Comments
<b>Custom Report Wizard</b>	Allows you to build new reports from the data Site Administrator is collecting. You can create new reports in the wizard and further fine-tune them in SQL Reporting Services Report Builder if necessary.	<b>CSV Export</b>	All of the table reports in Information Portal allow users to download data to further analyze and process it in Excel. In many cases CSV export has additional raw data for more flexible custom reports.