

Quest Site Administrator for SharePoint v1.0

Reports at a Glance

Report Category	Report	Description
Enterprise At A Glance		
	Enterprise SharePoint Overview	<ul style="list-style-type: none"> • Total servers • Total site collections • Total sites • Uptime • Availability • Free space
	Server Health Alerts – At a Glance	<ul style="list-style-type: none"> • Under/over utilized • Almost out of space • Over-utilized site collections
Servers At A Glance		
	SharePoint Server Details	<ul style="list-style-type: none"> • URL • Site size • Author • Last modified • Last accessed • Hit count per server
	Site Health Alerts – At a Glance	<ul style="list-style-type: none"> • Old data • Unused data • Excessive versioning data • Capacity limit exceeded
Audit		
	Content Access	Complete list of access on a per document basis
	Hit Count Trend	<ul style="list-style-type: none"> • # of hits per time period • By virtual server • By top-level site or site
	Least Active Users	Reports on least active users
	Least Used Servers	Reports on least used servers, top-level sites or sites
	Most Active Users	Reports on most active users
	Most Used Servers	Reports on most used servers, top-level sites or sites.
	Site Content Access	Reports on access of site content
Content		
	Content with Most Alerts	Files from document libraries or attachment files with most alerts set
	Document Libraries Overview	<ul style="list-style-type: none"> • Item count • Total size • Last modified • Last accessed
	Duplicate Files	Files from document libraries or attachment files having duplicates (with same name & size) throughout SharePoint

Report Category	Report	Description
	File Categories	Total size taken by files that are grouped by file extension
	Files Taking Largest Versioning Space	Files and document libraries taking largest amount of space to store all versions of the file
	Largest Files	Largest files in document libraries, or stored as attachments
	Orphaned Files	Files not accessed over a specified number of days
	Top Files by Users	Favorite files of individual users
	Top Used Content	Documents (both files and folders) most requested by users
Search Statistics		
	Top Search Phrases	Phrases most frequently used for search
Storage Metrics		
	Days Until Critical Capacity Alert	Projected time for virtual server to reach critical capacity (greater than 95% of storage space used for any database)
	Free Storage Space Trend	Evolution chart of free space for virtual servers and site collections
	Storage Space Distribution	Space distribution between sites and site collections, or between site collections and virtual server
	Disk Space Trend	Evolution chart of content size for sites, site collections and virtual servers
Traffic Usage		
	Traffic Usage	Traffic for site, site collection or virtual server over time
Users		
	Site Group Membership	User membership in site groups by site collection
	User Activity	All content accesses by user
	User Count Trend	Trend of user registrations for virtual server or top-level site
	Users and Site Group Membership	User membership in site groups (access control lists) grouped by individual user