

# Chapter 5 – Central Administration

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## Terms

This Windows SharePoint Services Operations Guide (WSSOPS) from the Computer Information Agency is provided as is. Every effort has been made by the author to ensure that information provided is correct however this cannot be guaranteed.

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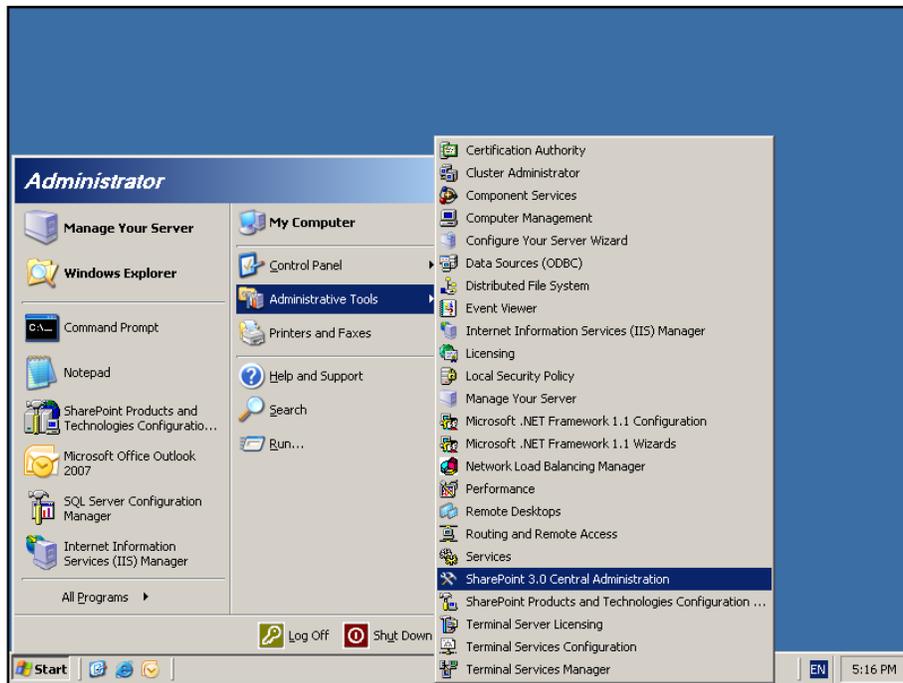
## 5.1 Scope

SharePoint Central Administration is the location where much of the administration and configuration of the whole Windows SharePoint Services v3 (WSS v3) environment is performed, such as creating new web applications, configuring content databases and so on. Normally you access the Central Configuration site on the WSS v3 server itself but since it is also a web site you can access it across your network via any browser, provided you have the appropriate credentials and know what TCP port the site is on.

It is important to remember that WSS v3 can be extended beyond a single server to include things like web front ends and back end databases. Using the SharePoint Central Administration you can configure and manage all the servers in the WSS v3 environment centrally.

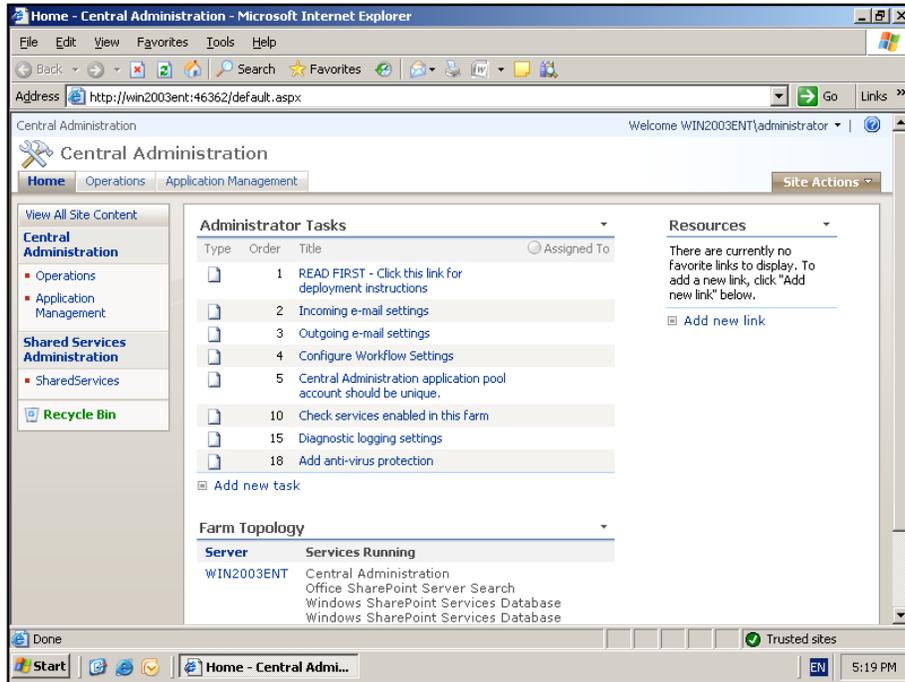
## 5.2 Security

Access to the WSS v3 Central Administration web site is restricted by default to any user or group that is a member of the Local Administrators group on the WSS v3 server. By default, the network domain group, *Domain Admins* is always a member of the Local Administrators group and thus, every network domain administrator has full access to the WSS v3 Central Administration web site.



You access the Central Administration site by logging onto the WSS v3 server and selecting **Start | Administrative Tools | SharePoint 3.0 Central Administration**.

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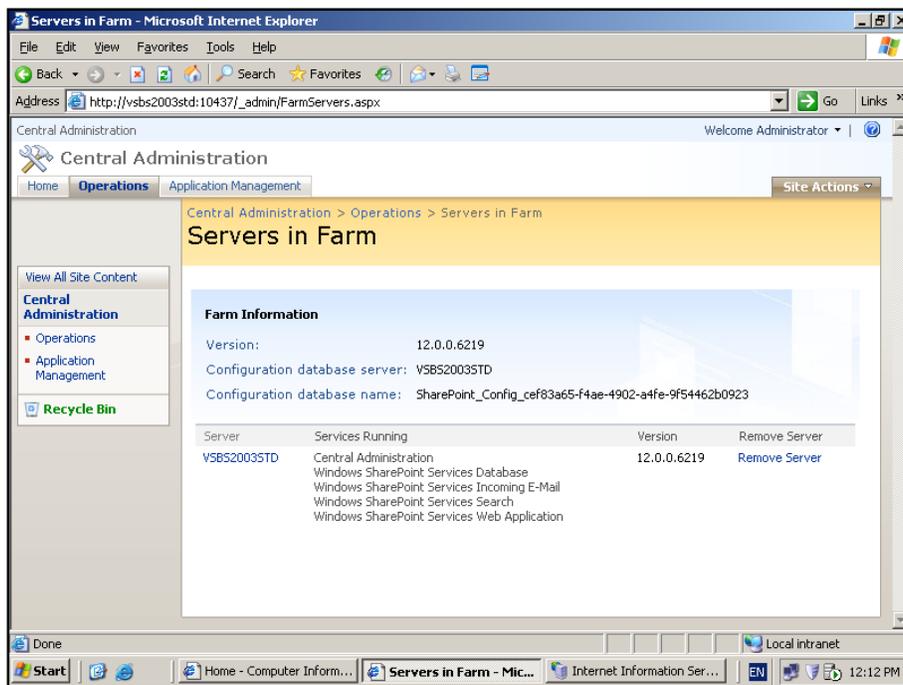
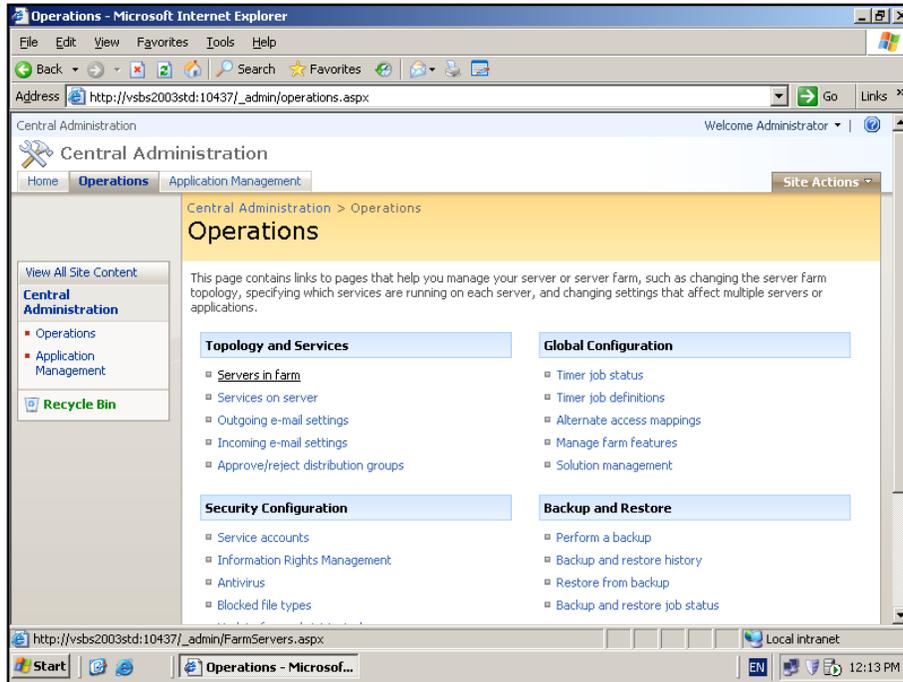


Once the Central Administration site is opened you will see three tabs across the top, *Home*, *Operations* and *Application Management*.

## 5.3 Operations

The *Operations* page contains tasks affecting the WSS v3 resource usage. To access any of the options simply click on the link.

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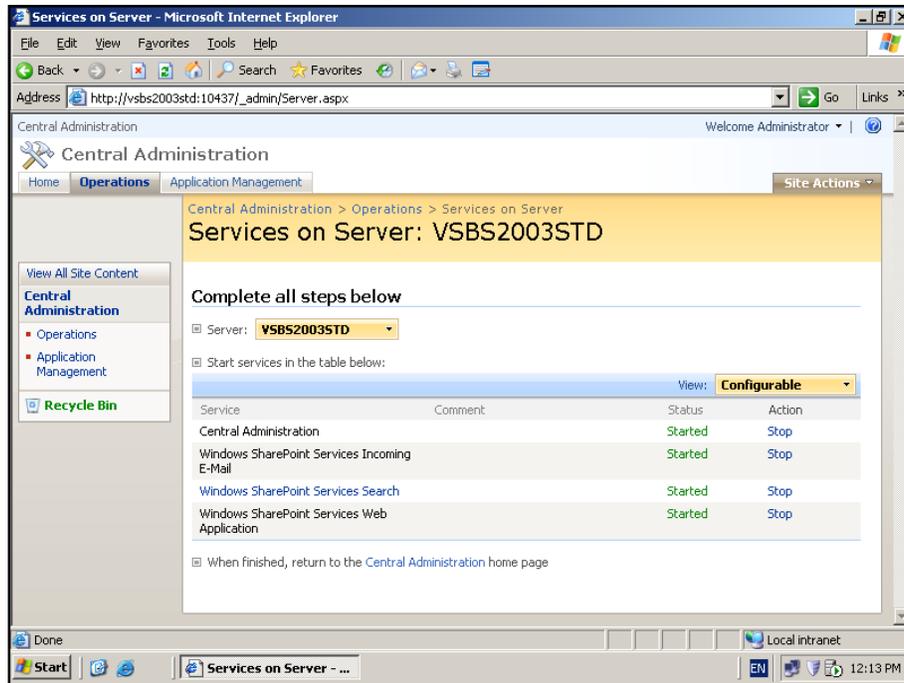
## *Servers in Farm*

WSS v3 can be configured in a multi-server arrangement (provided it was not installed as a 'stand-alone' server) with different servers playing different roles. All the servers that are deployed for WSS v3 are considered to reside in one "farm". Inside this "farm" there can be servers that process web requests, other servers that provide data and

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others that provide search functionality. In most small instances all these roles are located on a single server but depending on how the initial installation was completed it is possible to add additional servers to the “farm” to reduce workload and improve performance as well as provide greater reliability.

If you select the option **Servers in Farm** from the *Operations* tab you will see a list of all the physical servers in your WSS v3 “farm” and the versions of each. You will also note here that it is possible to remove a server from a “farm” if required.

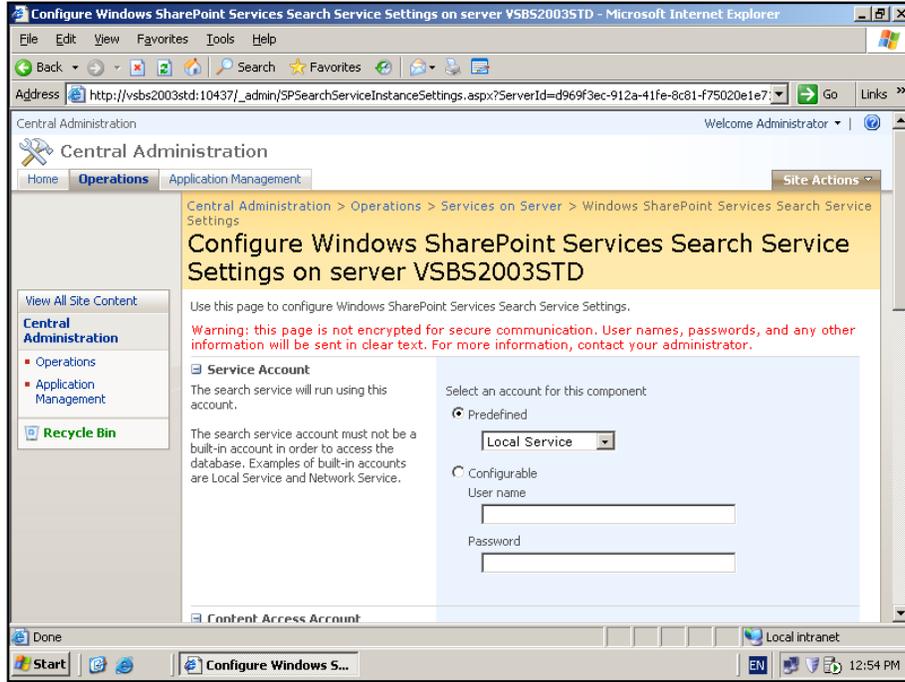


### Services on Server

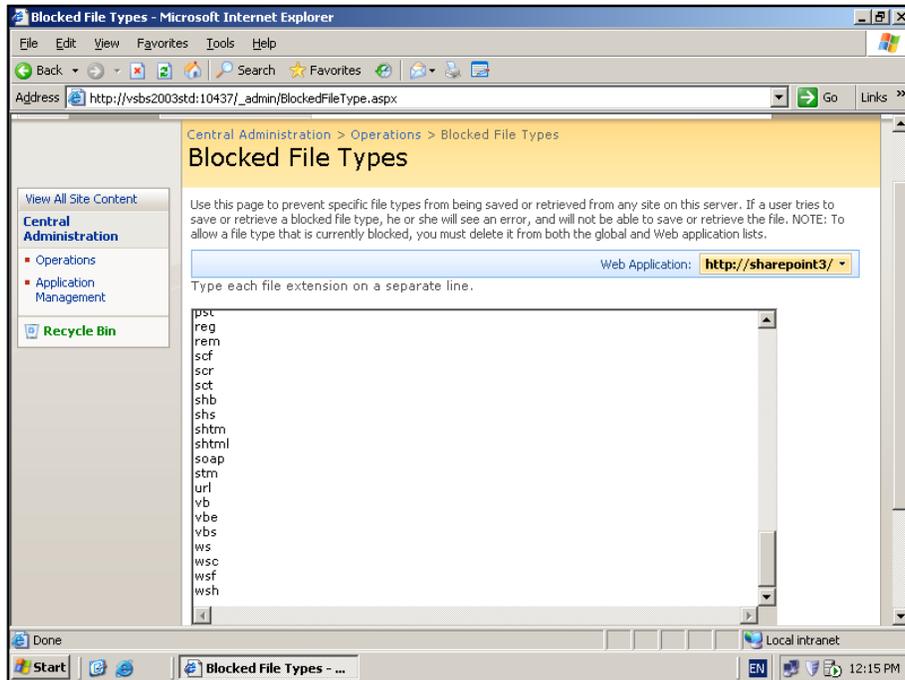
Each WSS v3 server in a SharePoint “farm” performs different operations. As such they have a number of services running on them as required for their role. By selecting the option **Services on Server** from the *Operations* tab you can view and interact with these services.

The services that operate on the server you are viewing vary depending on its role. If there are multiple servers in the SharePoint “farm” simply select which server you wish to see from the *Server* option at the top of the screen. The lower part of the screen will show the services that are configured and their current state. If you wish to change the status of any of these simply click the link in the *Action* column to the right. Note that you may also have to change the view of the services (on the right) to *All* (from *Configurable*) to see every service that is running on the server.

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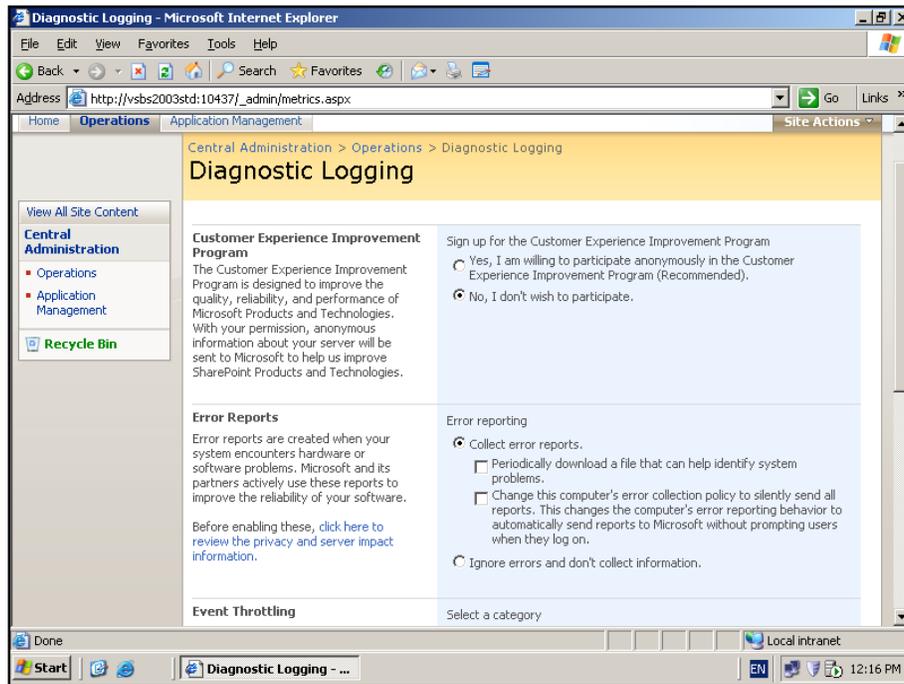
It may also be possible to click on the name of the service to configure it. In the above case we have click on the SharePoint Search Service to display its configuration page.



*Blocked File types*

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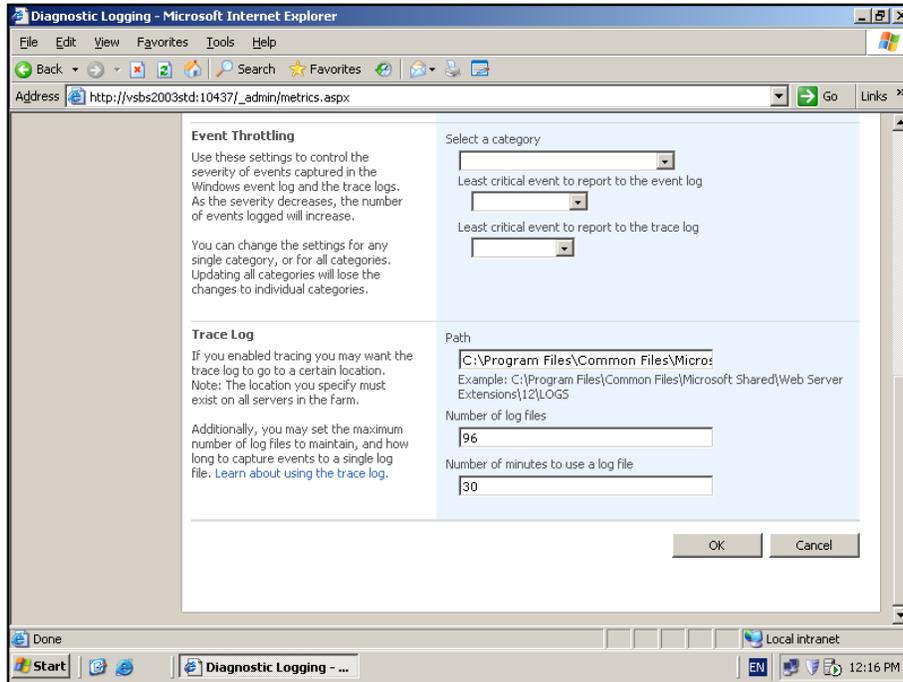
WSS v3 has a number of default file extensions that are blocked. When you select **Blocked file** types from the *Operations* tab you are able to edit these. To remove an item from the list, simply delete it. Alternatively, if you wish to add an entry simply type the extension on a line by itself anywhere in the list. Press the **OK** button at the bottom of the page to update WSS v3.



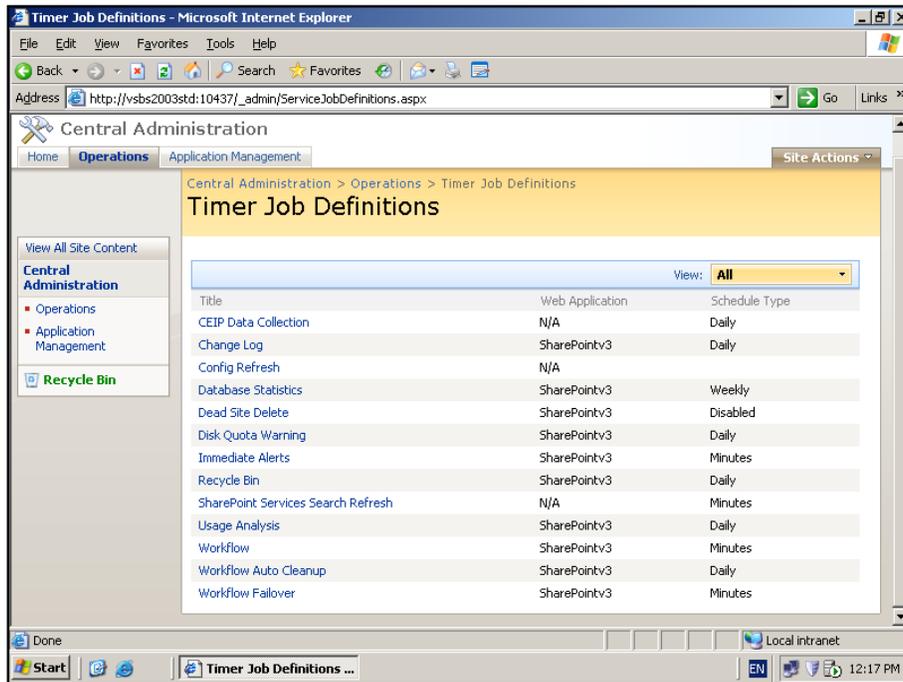
### *Diagnostic Logging*

If problems are encountered with WSS v3 then you have the ability to consult the diagnostic logs which are normally located in *c:\program files\common files\Microsoft shared\web server extensions\12\logs*. It is however possible to configure these logs to any location on your network.

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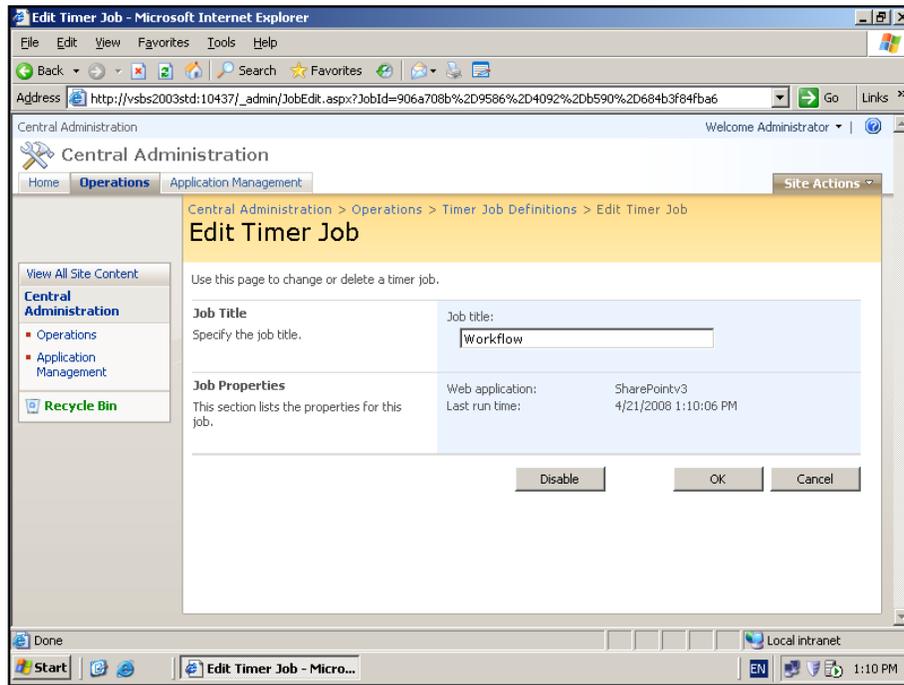
Using the options that are available in **Diagnostic Logging** under the *Operations* tab, you can set the number of logs and how many minutes to use each log file for. It is also possible to control the severity of logs that are captured. Most of these options are set optimally by default, however you may need to make changes if you are troubleshooting a WSS v3 installation.



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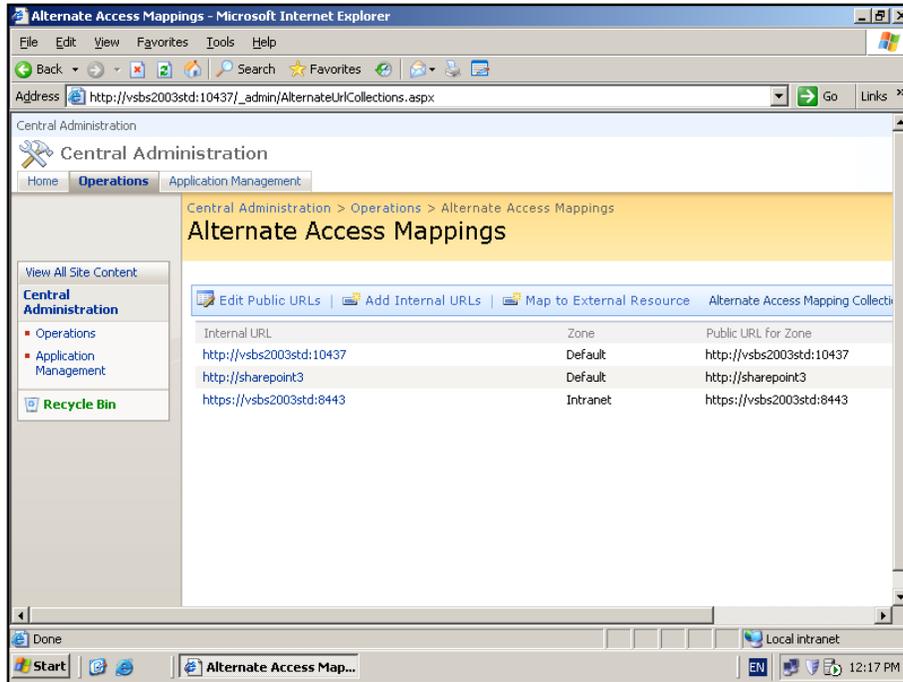
### Timer Job Definitions

WSS v3 is constantly performing any number of tasks. These tasks are executed via the SharePoint Timer Service. The jobs that the timer runs are located in **Timer Job Definitions** under the *Operations* tab. The summary page will show each job and how often it runs.



If you click on any job you will be shown the details of this job as well as the ability to disable the job if necessary.

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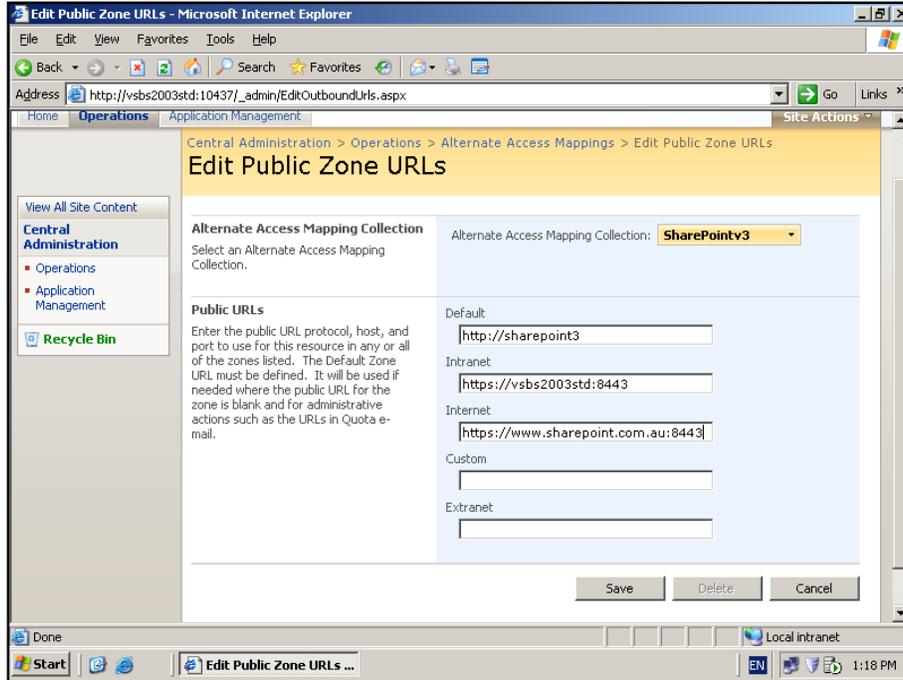


### *Alternate Access Mappings*

It is possible to display WSS v3 information via number of different URL's. The definitions under **Alternate Access Mappings** in the *Operations* tab allow you define these.

When a WSS v3 site is initially created it is given a default mapping usually equivalent to the name it was defined during creation. However, in some cases this information may need to be accessed securely (via SSL) or externally (from the Internet). In each case WSS v3 needs to know how to handle these requests so that the correct information and content is returned to user's browser. In the above example you can see that an alternate mapping has been created for a secure site (via SSL).

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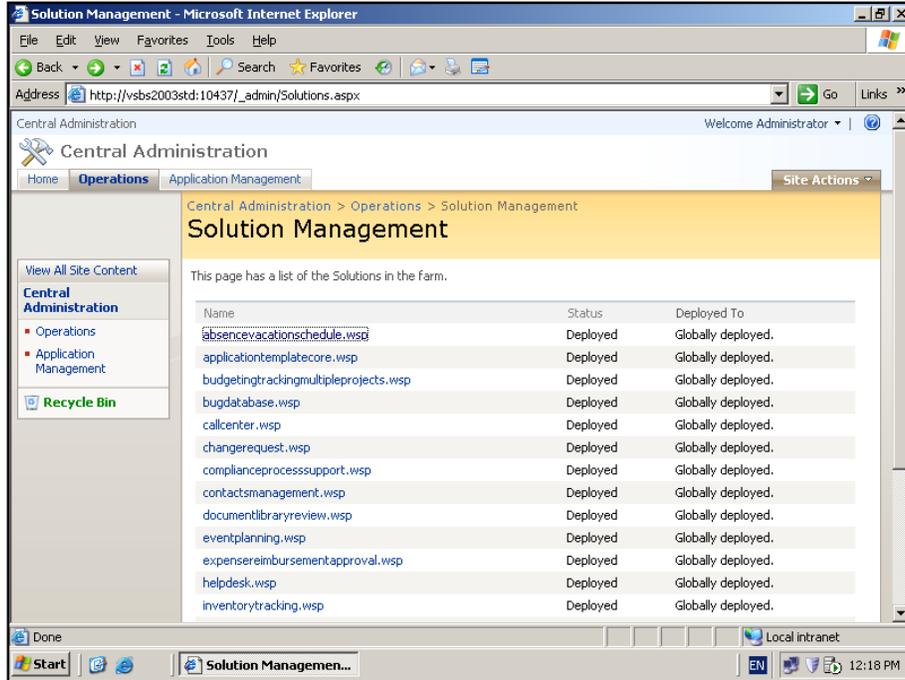


Selecting the Edit Public Zone URLs from the menu will display the above window. There are five zones that you can use but typically you will use *Internet* and *Default*. If you are having issues accessing a WSS v3 site externally then you need to ensure that the address in the Internet (or Extranet) zone matches the public URL you are using.

The other handy feature of different zone URLs is that each can have a different authentication provider. This means that those inside your network using the Default zone could be using Windows authentication, while those accessing the site externally via the Internet zone could be using forms based authentication.

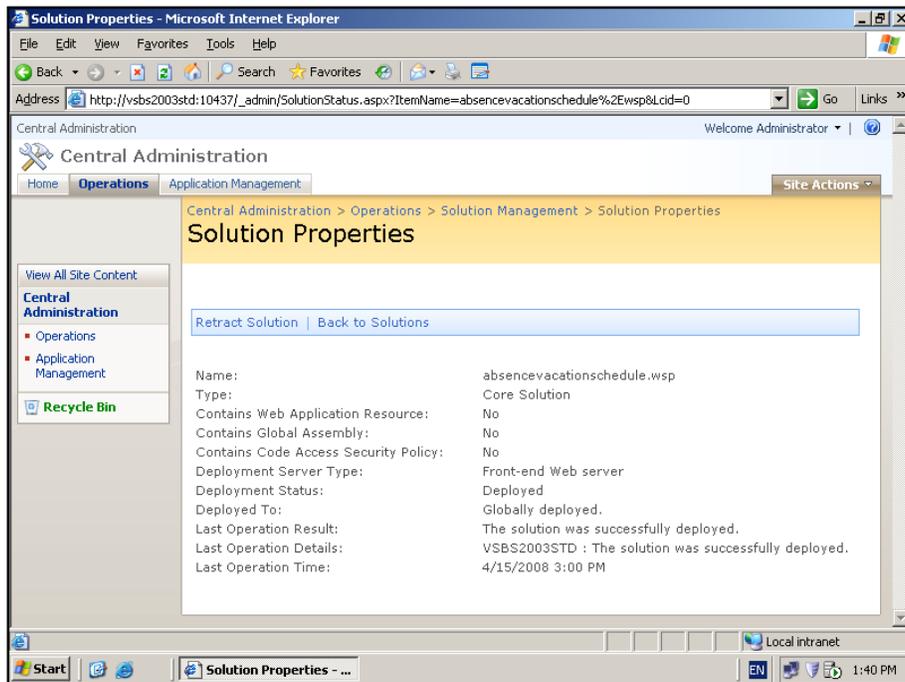
In most cases only the Default zone will be set when you create a WSS v3 site, so if alternate mappings are required you will need to go in here and set the appropriate values. Once you have completed these simply press the **Save** button.

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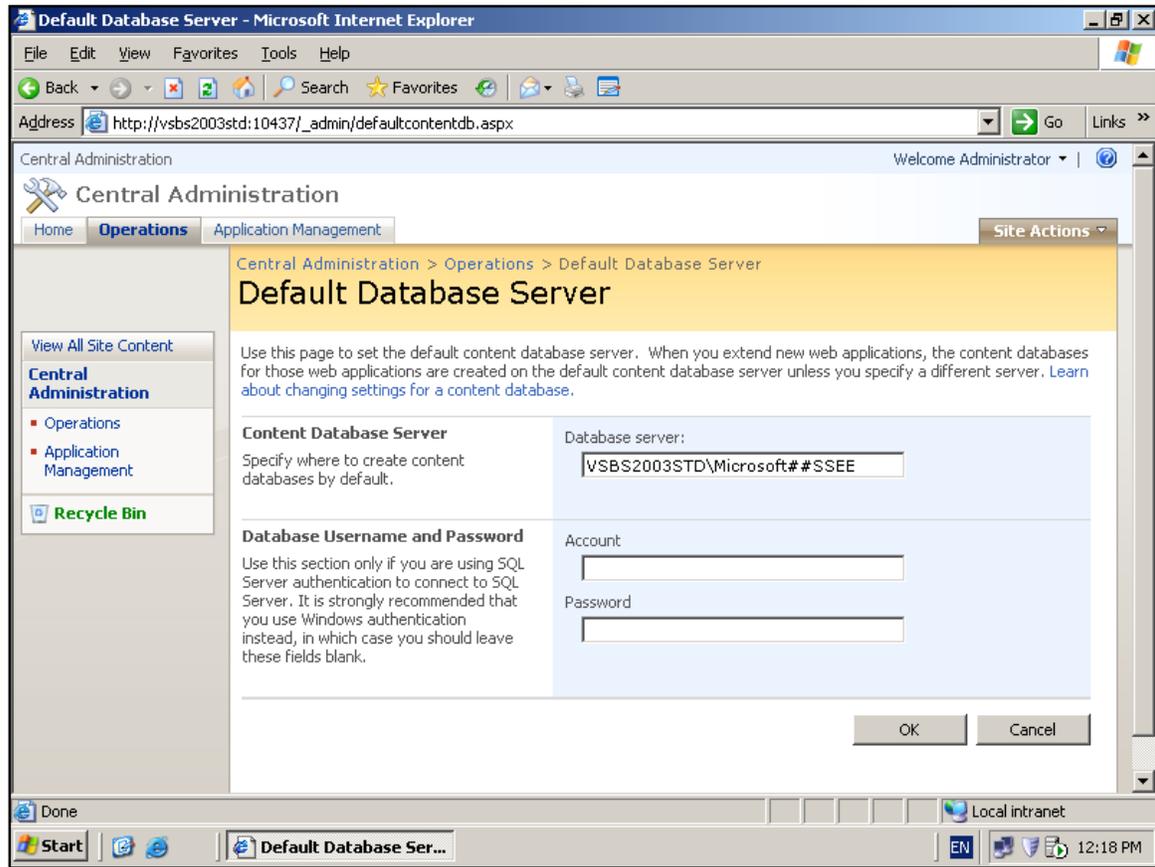
## *Solution Management*

Additions to WSS v3 (such as templates) are shown here as solutions. The summary page shows you their status and where they are deployed to.



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If you click on a solution you will see a summary of the solution. Here, you also have the ability to retract the solution from WSS v3 so it is no longer available.



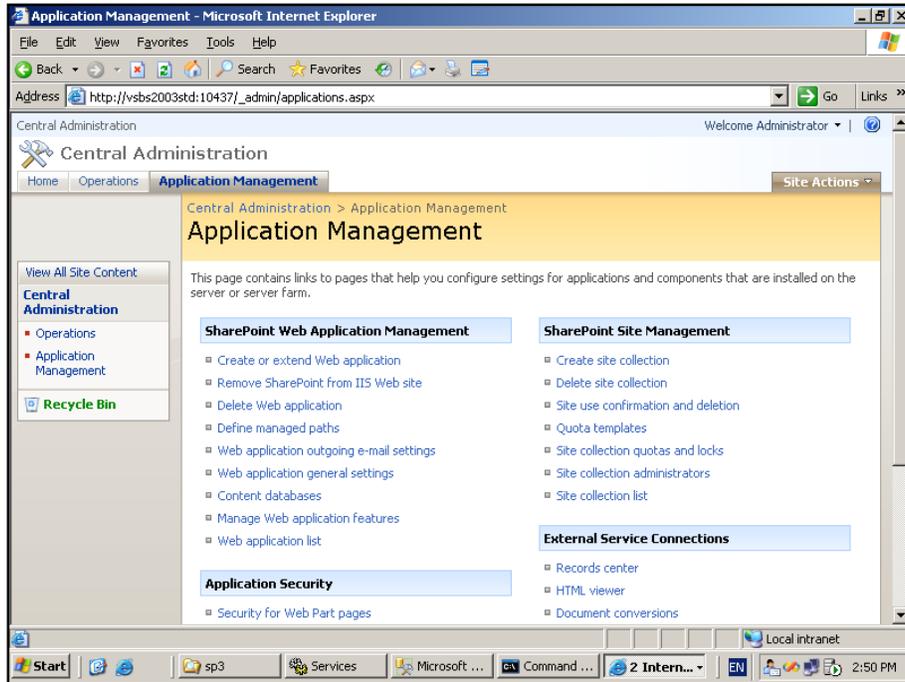
### *Default Database Server*

The heart of any WSS v3 installation is its database for this is the location to which all WSS v3 content is saved and accessed. During the installation process you choose a default database server for your WSS v3 data, by selecting the default Database Server under the *Operations* tab you can not only see what the current default is (in this case Microsoft SQL Server 2005 Embedded Edition) but also change the default. If you change the default, any existing WSS v3 site will remain on the existing database server and any new sites will be created on the new default database server. Also, depending on what type of database server you are using you may need to configure a username and password for access to the database.

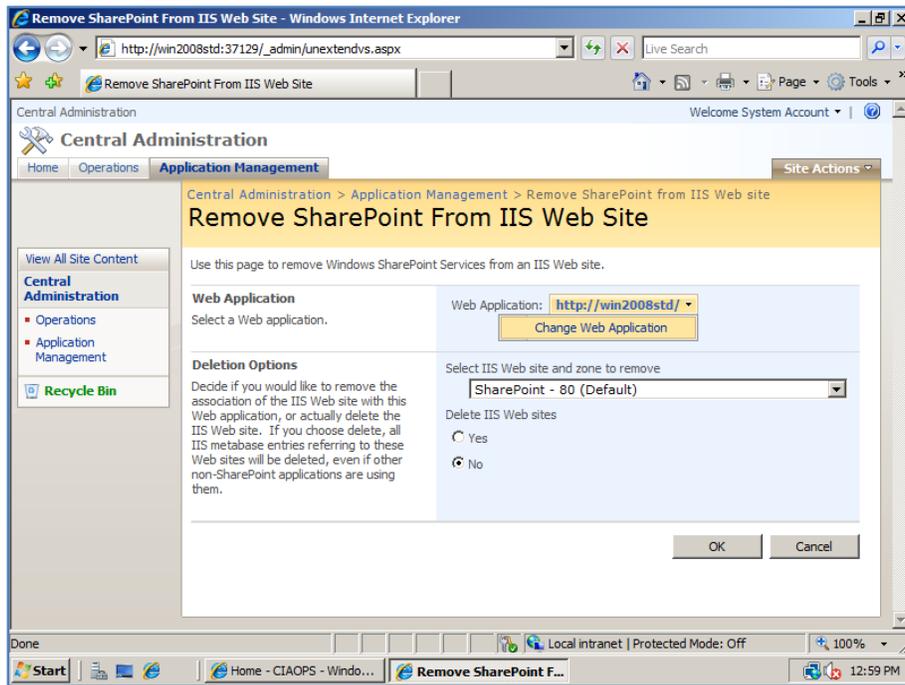
### 5.4 Application Management

This tab refers to tasks specific to a single application or service within a farm.

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## Remove SharePoint from an IIS Web site



This option can be thought of as deleting an extended web application. That is where you have extended WSS v3 to an additional web site yet have it still pointing to an existing content database.

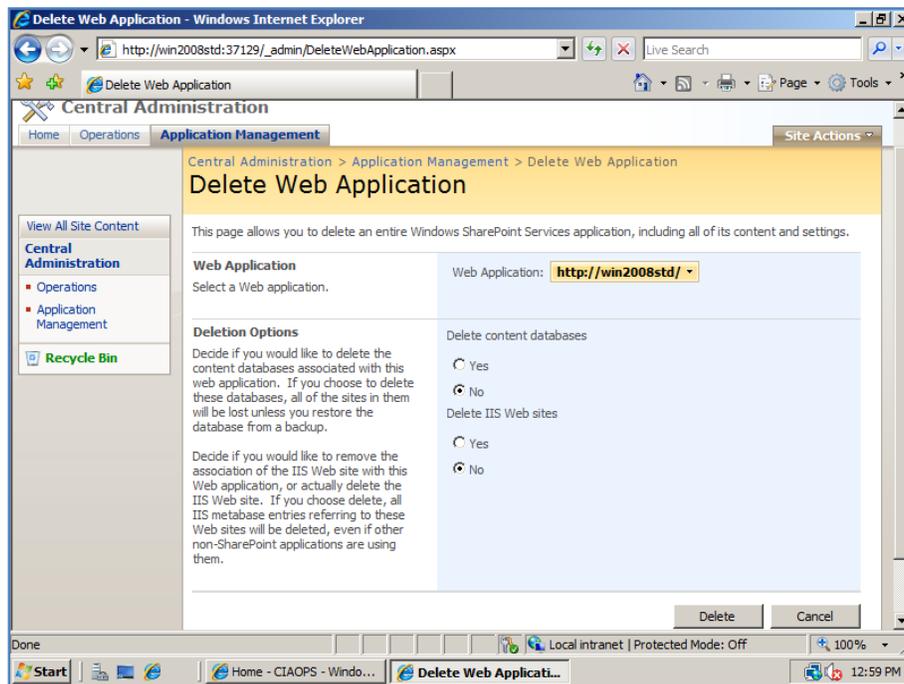
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You can choose whether to delete only the SharePoint components from the IIS website or the whole IIS web site. Note, that it will not delete the WSS v3 content database.

Before you delete ensure you have selected the correct web application in the *Web Application* area at the top of the page. You can change this by select the displayed Web Application and then *Change Web Application*. Then select the IIS Web Site and zone to remove from the drop down list and whether you wish the IIS Web site deleted.

When complete press the **OK** button. Remember once deleted a site is removed.

### *Delete Web Application*



This is very similar to the Delete SharePoint from an IIS Web site but apart from removing SharePoint from an IIS web site you can also delete references to the site from the configuration database, IIS and SQL including the content database. It is more likely that you will use this option to remove a site that has been created and is directly associated with a content database.

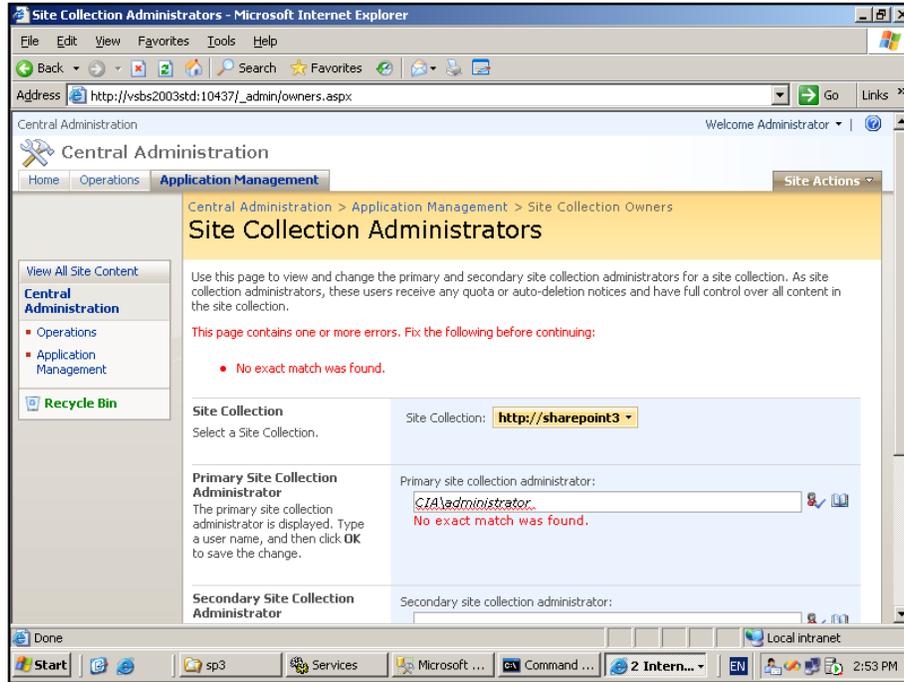
Ensure that you have selected the correct Web Application from the top area. To change this simply click on the Web Application to reveal the *Change Web Application* menu. Then select whether or not to delete the content database and IIS Web site.

If you elect to leave the content database in place it can be attached to another WSS v3 site.

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To complete the process press the **Delete** button. Remember once deleted the site, content database and IIS web site is removed.

### *Site collection administrators*

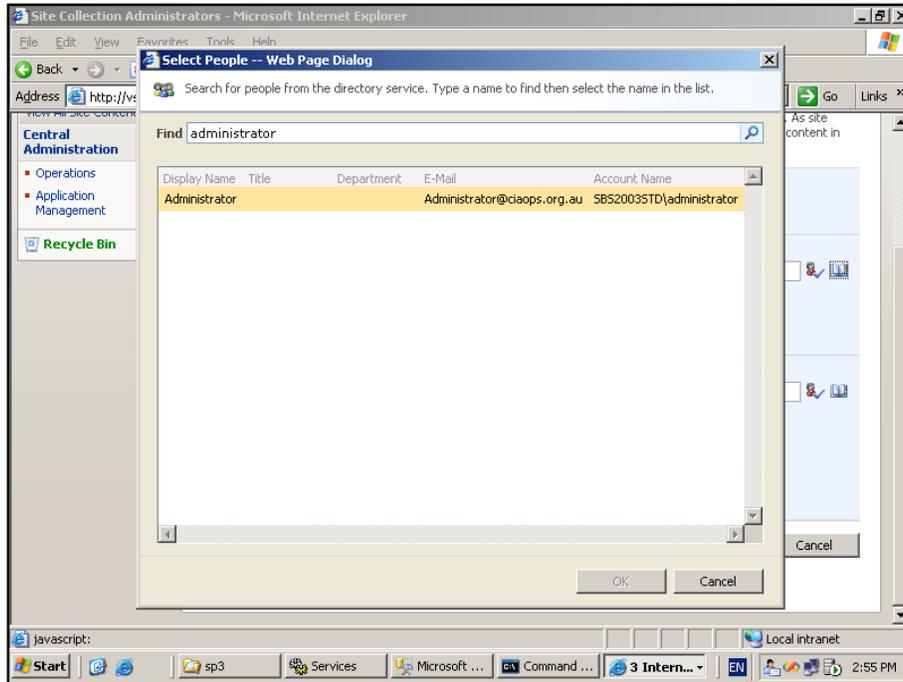


A site collection administrator is the administrator for the site and has full control over the content in the site. In most cases, site collection administrators are defined during the creation of a WSS v3 site (there are two site collectors, primary and secondary). However, there may be cases where a site collection administrator needs to be set or changed. It should also be noted that an administrator of a WSS v3 sites does not need to be domain administrator, it can be any valid user on the network.

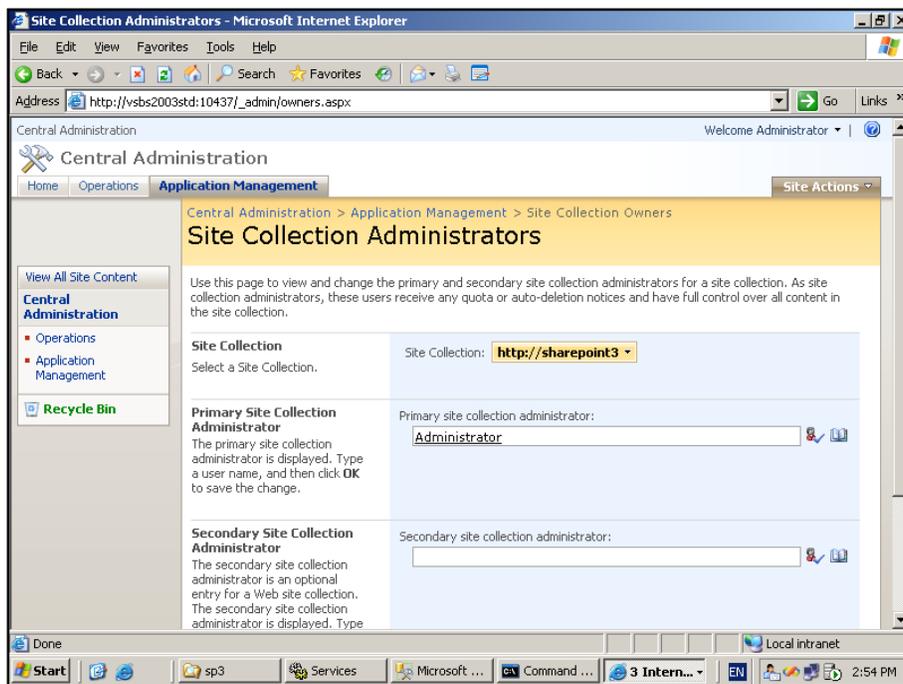
One such situation where the site collection administrator needs to be set is after the migration from a different SharePoint server. In these cases the existing site collection administrator belongs to a different domain and does not exist on the new server. Thus, using the **Site Collection Administrators** option from the *Application Management* tab, you can set a new user who will have rights over all the content in your site. In the above example, which is from a migrated version of SharePoint v2, the old site collection administrator with a different domain is listed. Since WSS v3 is unable to resolve this it has marked the error in red.

To select a new user from the existing domain simply click the address book to the right of the *Primary site collection administrator* section.

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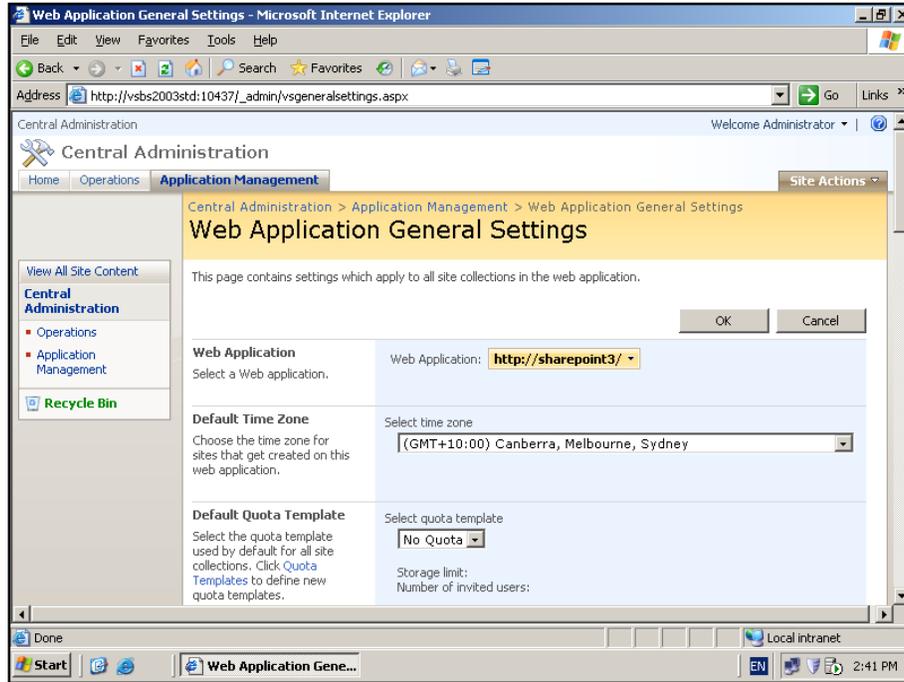
If you then enter the user name into the *Find* field and press the **Search** button to the right (the magnifying glass) the user will be displayed in the list below. Simply click on this entry and press the **OK** button to make this user the new site collection administrator.



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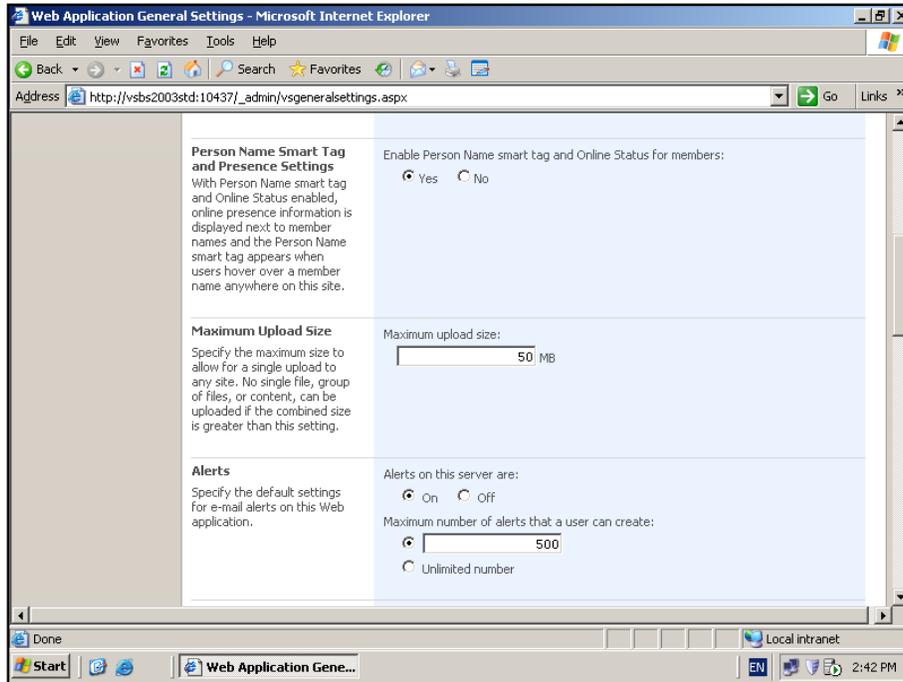
When correctly entered the user name will appear underlined in the field. It is recommended that you enter a secondary site collection administrator as well.

### 5.5 Web applications general settings

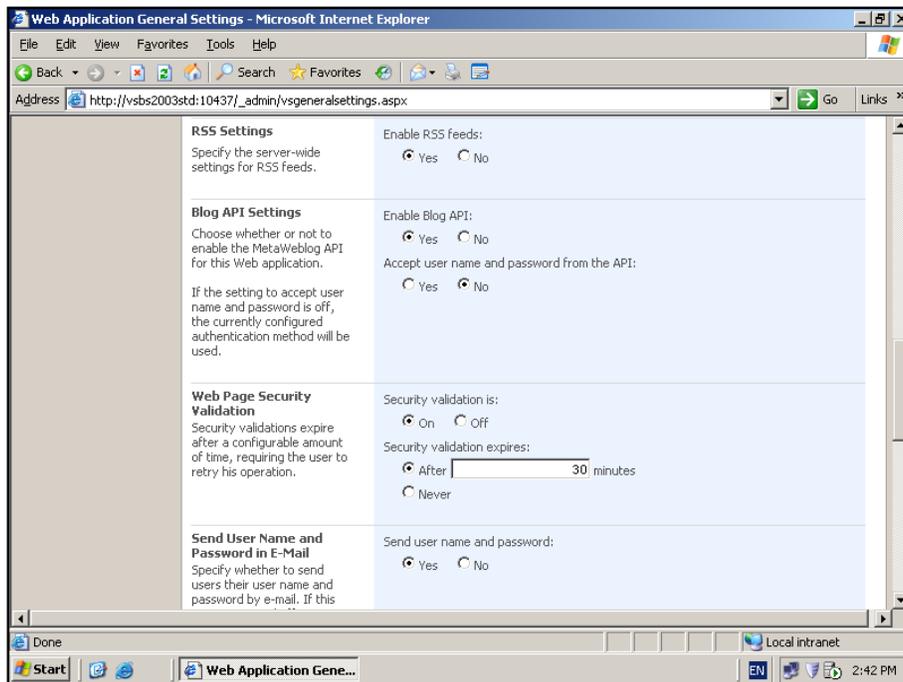


After you create a WSS v3 site there are a number of settings that can be accessed via **General Settings** in the *Application Management* tab. Here you can set the default time zone for the site as well a default quota template.

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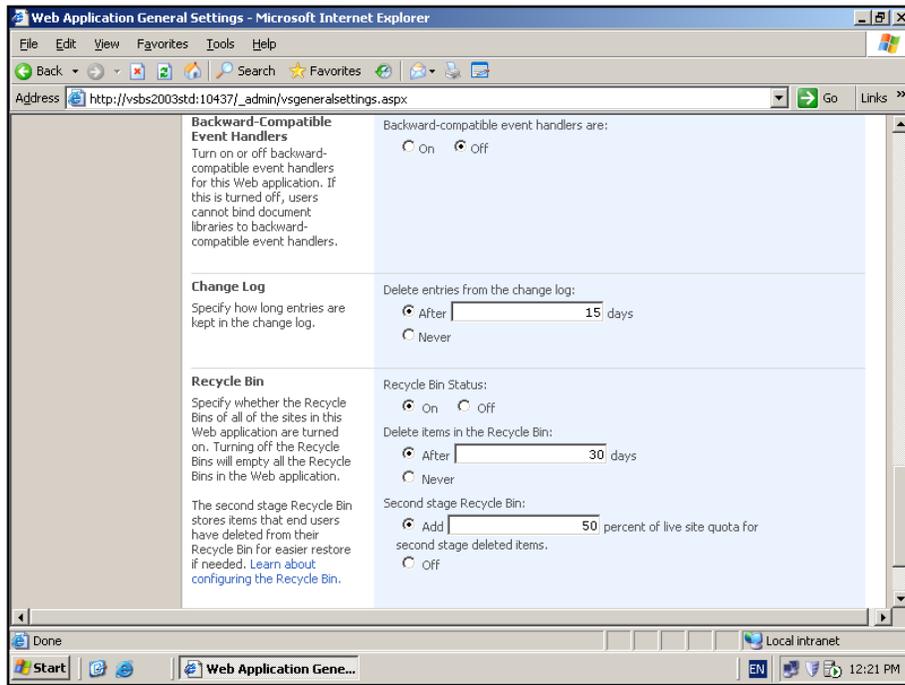


Further down you can also set the default document upload size, which is 50MB by default. You can also control alerts and their frequency.



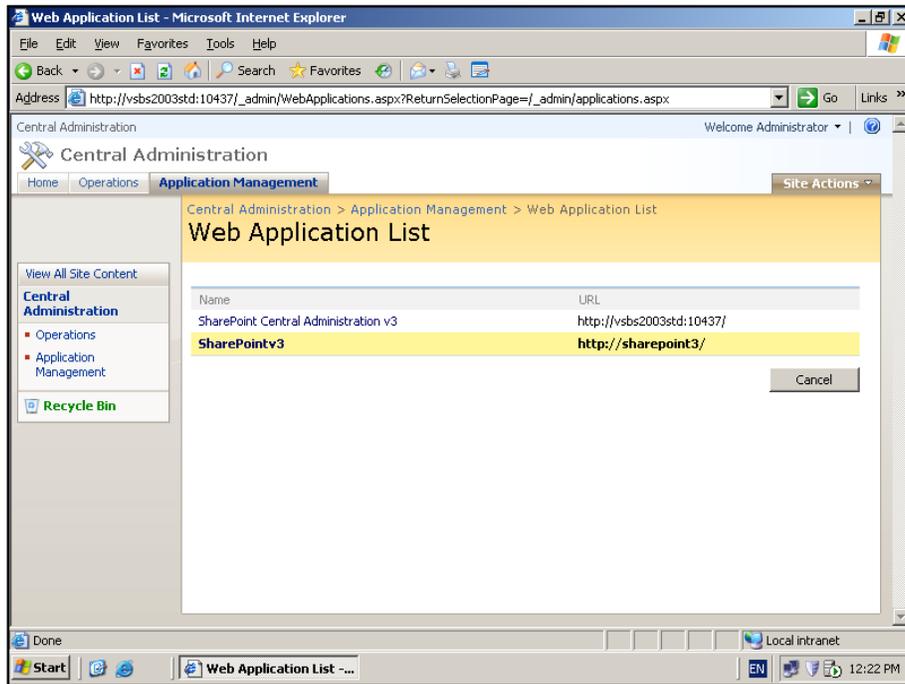
Further down you can control RSS feeds on the site. If the RSS settings are disabled, then no list or library will have an RSS configuration visible.

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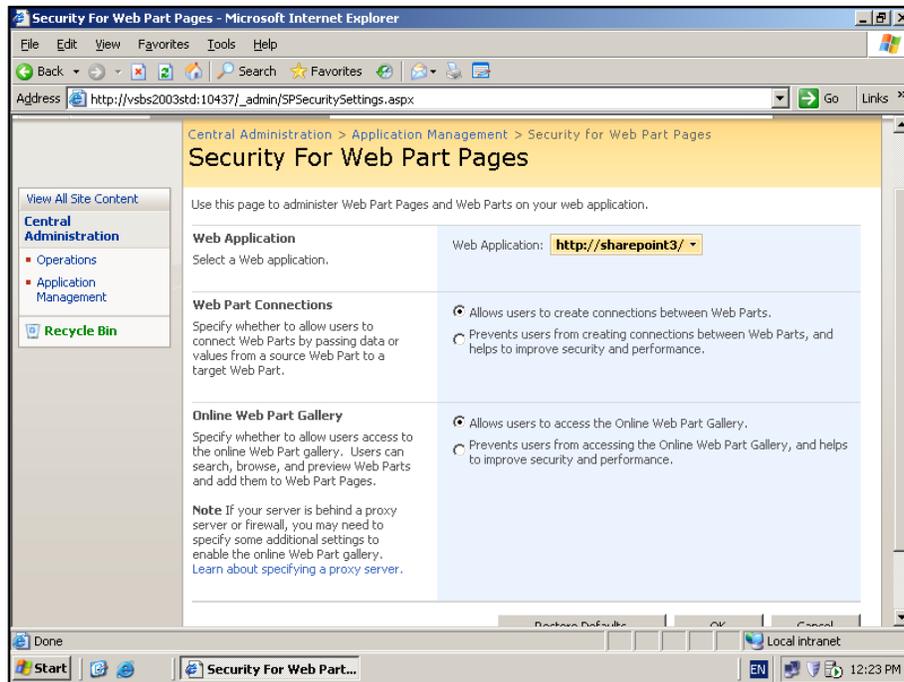
At the bottom you can control the operation of the recycle bin which by default will retain deleted information for 30 days.

## 5.6 Web Application List



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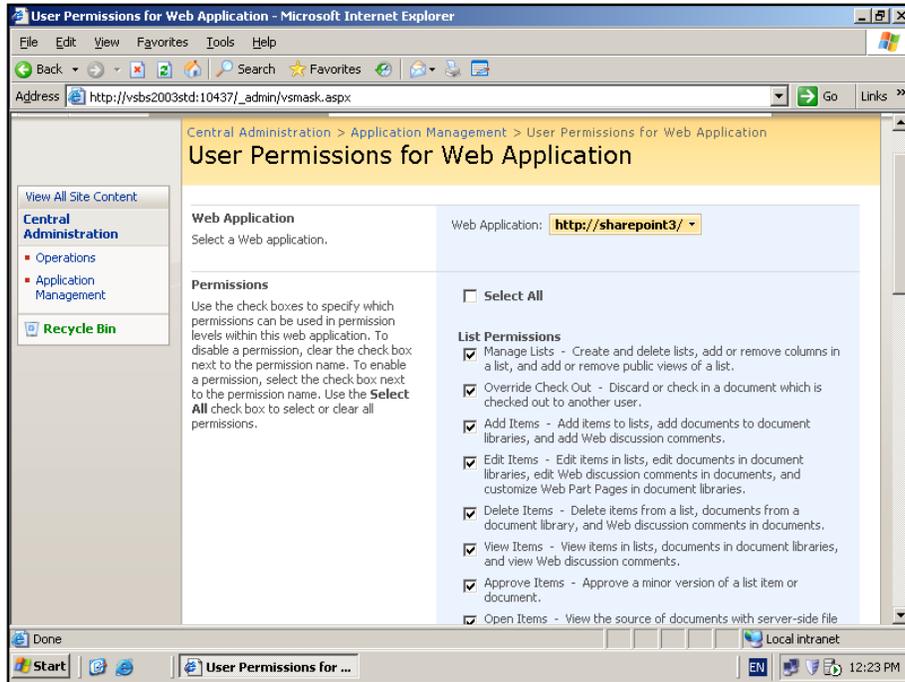
Here you can view the total number of Web Applications (typically WSS v3) sites. In the case above there are currently only two (the default *SharePoint Central Administration v3* site and a user created site *Sharepointv3*).



### *Security for Web Parts*

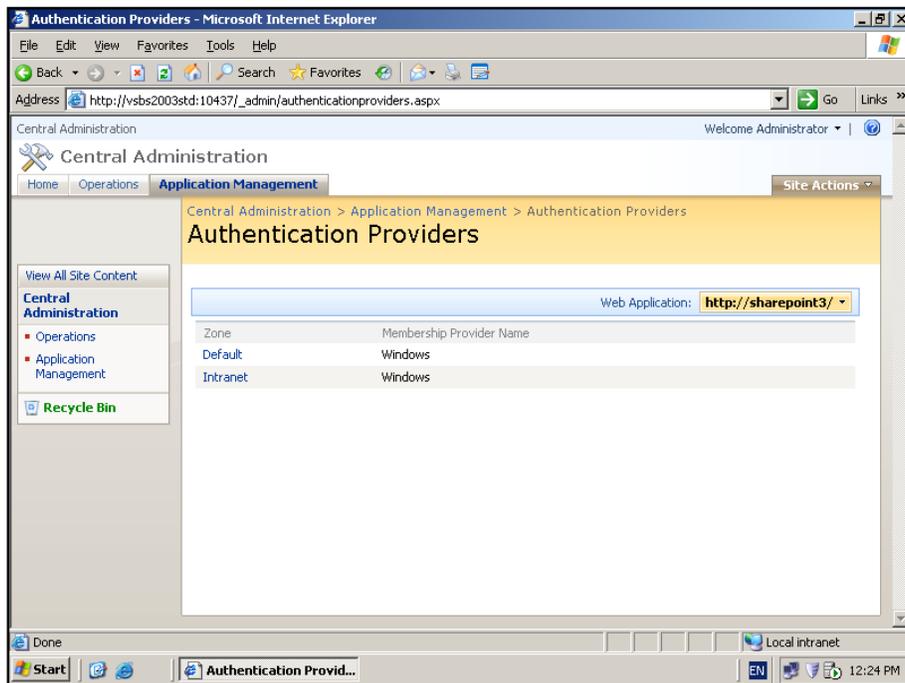
Web parts are interactive pieces of code that show information from other areas in WSS v3. As such, it is possible to implement security on these via **Security for Web Security Part** pages in the *Application Management* tab. In here you can specify whether to allow the ability to create connections between web parts as well as whether users can access the Online Web Part gallery which provides web parts from the Internet.

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## User Permissions

Here you will find a list of all the individual permission settings. You can then specify which individual permission can be used within web application permission levels. Thus, if you do not wish someone to be able to set the *Manage Lists* permission, simply uncheck it.

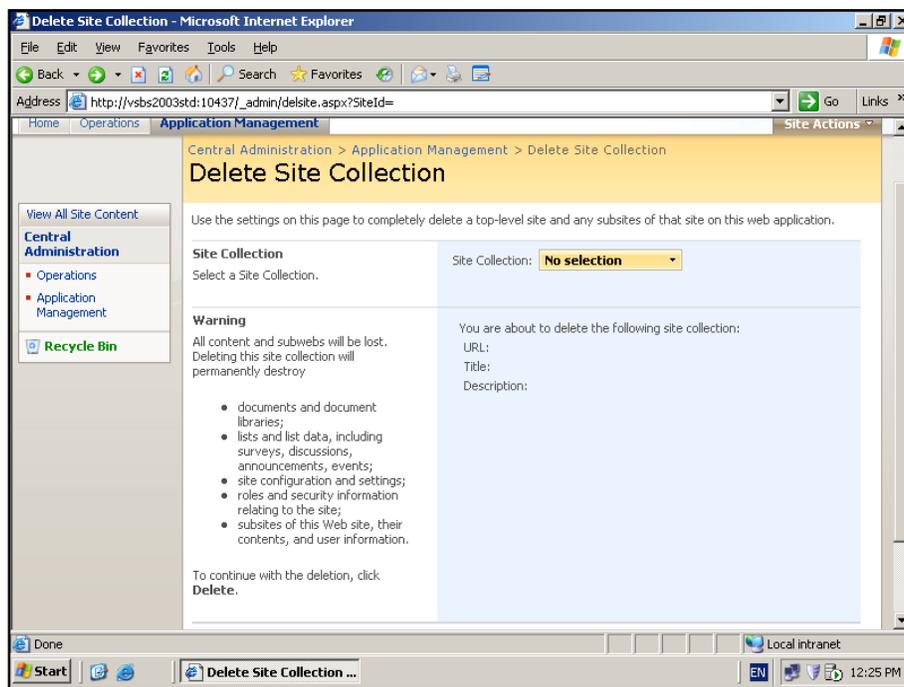


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### Authentication Providers

The ability to access WSS v3 sites is controlled through *Authentication providers* not directly by WSS v3. There are a number of different *Authentication providers* available, the most common being via Windows and/or Active Directory. However, using different zone configurations in WSS v3 it is possible to have the same content authenticated via two different methods.

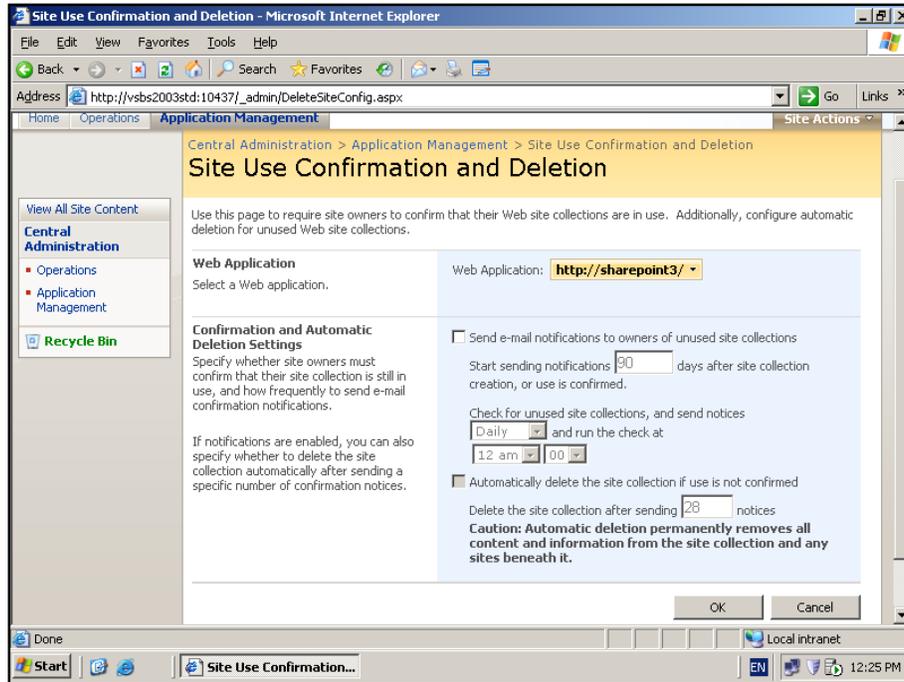
You can view and change the authentication providers for all the web applications via **Authentication Providers** from the *Application Management* tab. To change the provider for any zone simply click on the name of the zone.



### Delete site collection

Using this option you can completely delete a top level site and sub-sites. To do this, simply select the Site Collection you wish to delete and press the **OK** button to continue. Remember, this option should be used with caution as it will delete the site, all sub-sites as well as any content including documents.

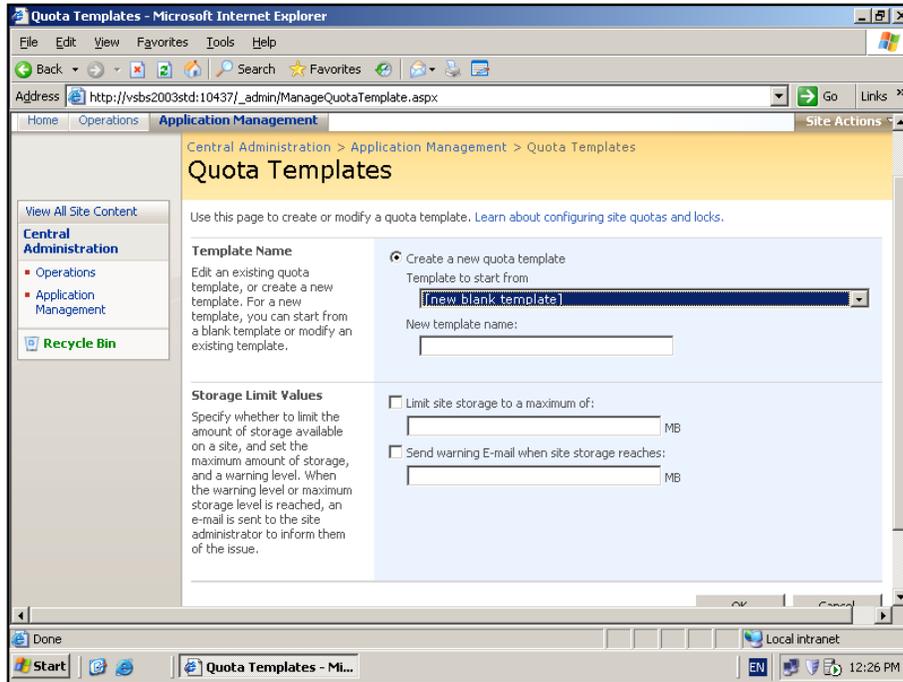
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### *Site Use Confirmation and Deletion*

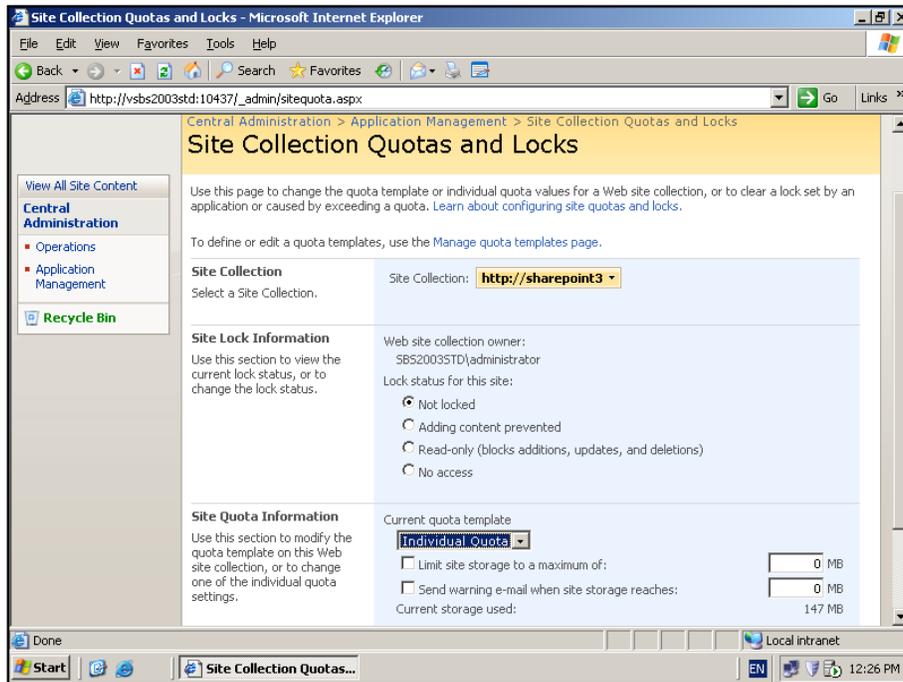
Over time and as the number of sites grow on WSS v3 it is possible that some may be unused. The Site Use Confirmation and Deletion option under Application Management allows you to configure how these sites will be handled. You can elect to send an email to the owner of the unused site collection as a reminder and if you desire you can also automatically delete them after a period of time.

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### Quota templates

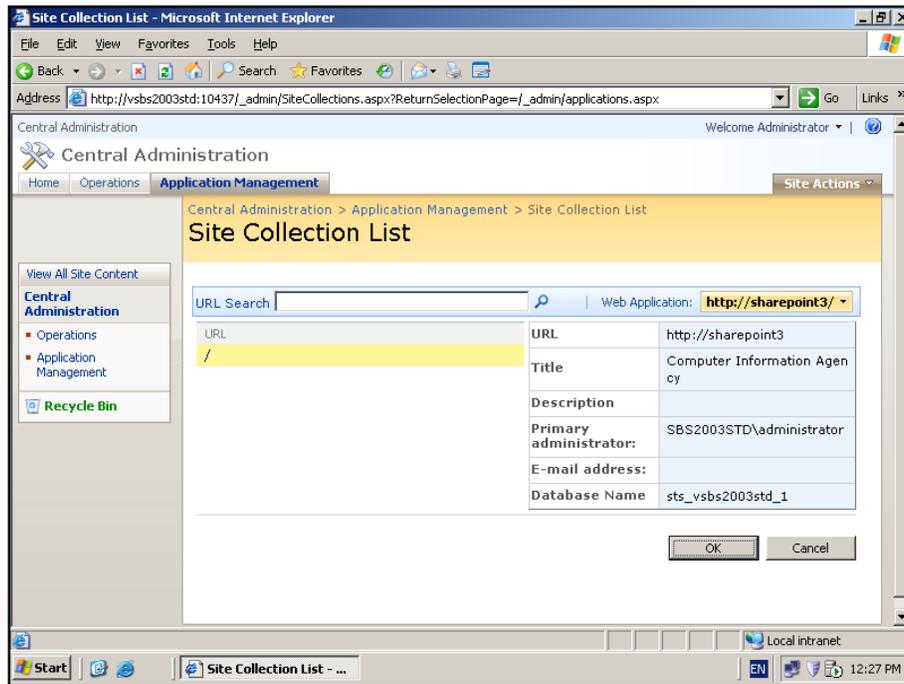
Here it is possible to define a size quote limit to set the maximum level of storage. Because different sites and situations may call for different levels of storage define a quota that can be used later is generally good practice.



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### Site Quotas and Locks

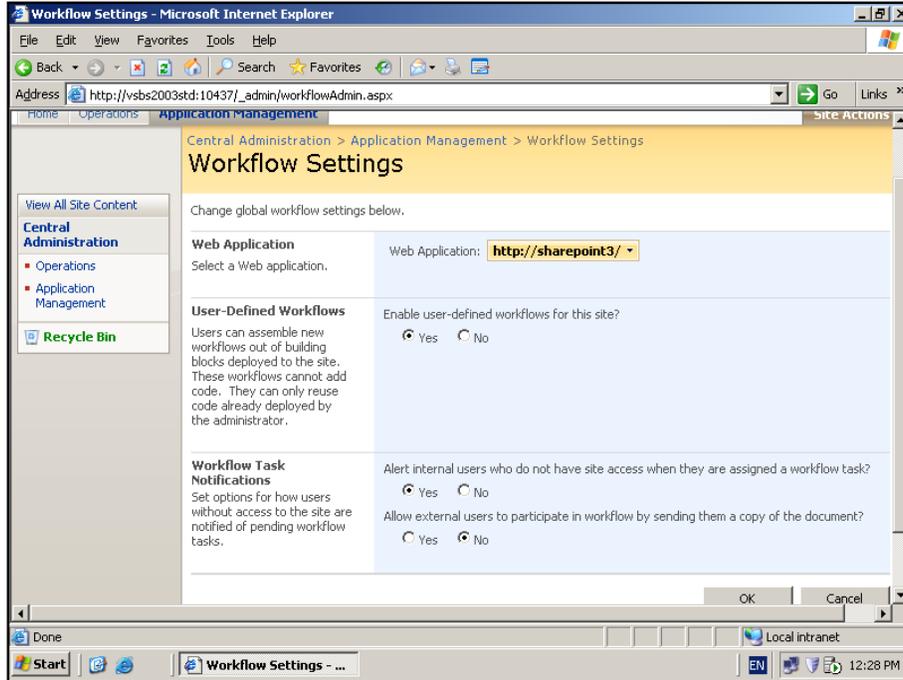
If you have already defined a quota template then you can apply that template to a site via this option. Alternatively, you can also apply quotas to the web application that is selected in the *Site Collection* option at the top of the page.



### Site Collection List

This option will allow you to see some general information about any site collection hosted in WSS v3. Simply select the desired *Web Application* from the upper right and the information will be displayed below as shown above.

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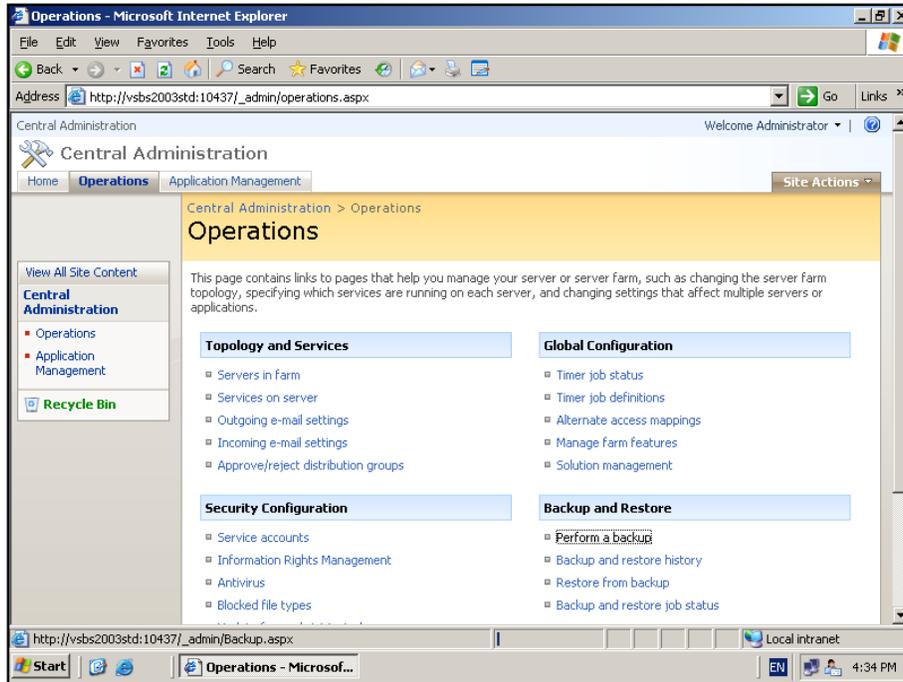
### *Workflow settings*

Workflows are a new feature of WSS v3. They allow the completion of a range of automated tasks and routing. They can be applied to a wide variety of items in WSS v3 and are enabled by default. This option allows you to change this if necessary as well as configure other workflow settings.

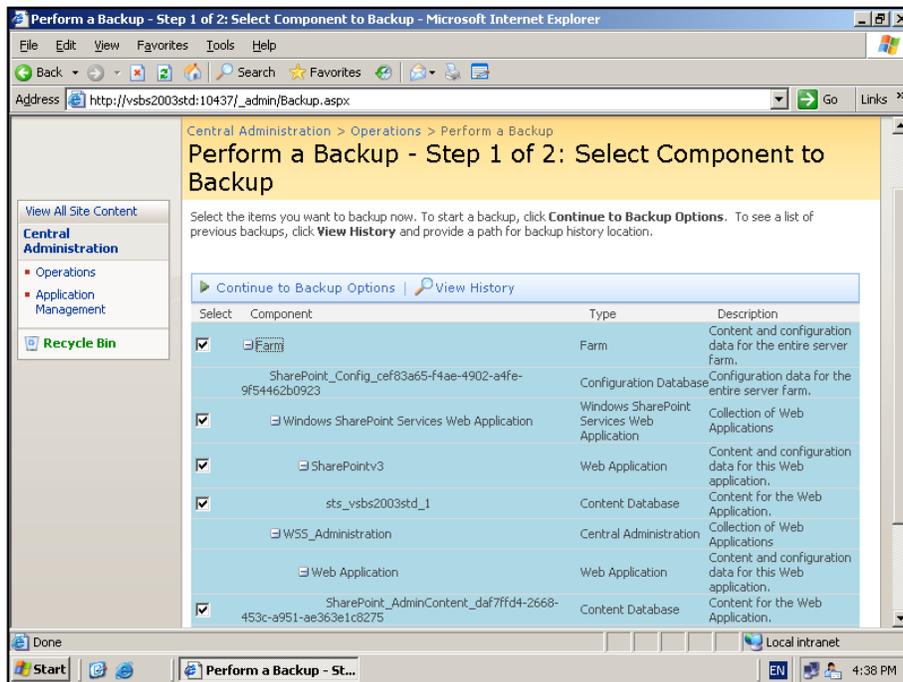
### **5.7 Backup**

It is important that WSS v3 data be backed up on a regular basis. The SharePoint Central Administration allows you to perform both backups and restores via a browser Interface.

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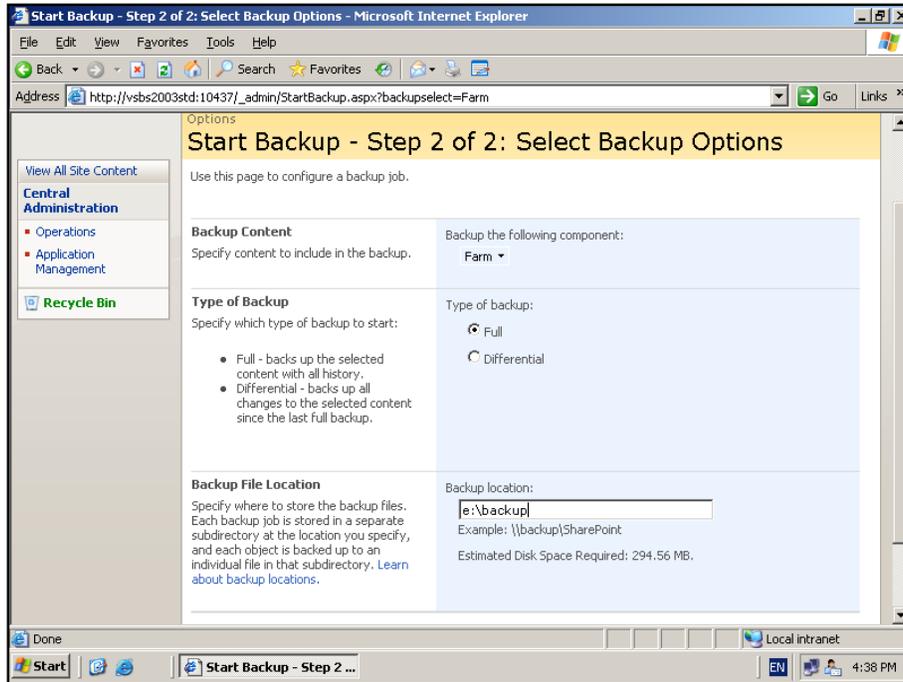


To commence a backup select **Perform a Backup** from the *Operations* tab in *SharePoint Central Administration*.

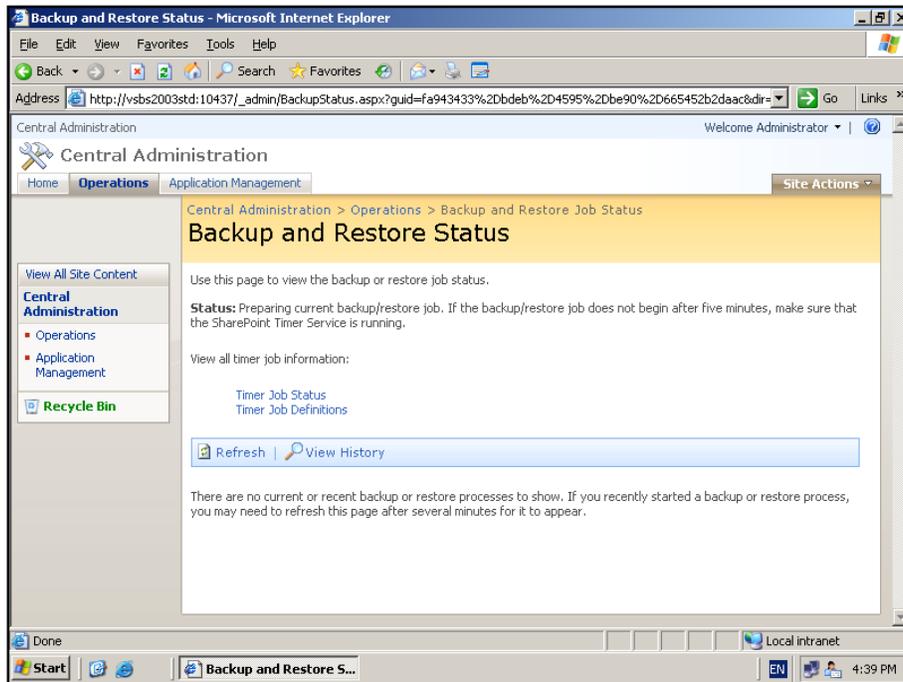


Now select the components of the farm that you wish to backup. Generally, you will want to select all the options that are available.

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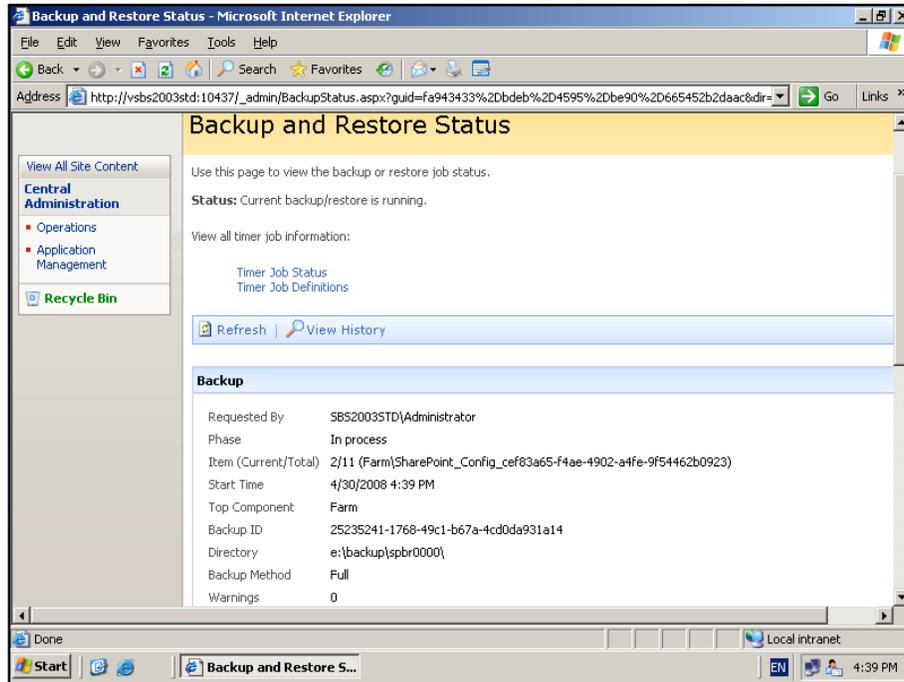


Next, select whether you wish to perform a Full or Differential backup. You will also need to nominate the location into which you wish to save the backup files. When you have completed your selections press the **OK** button to proceed.

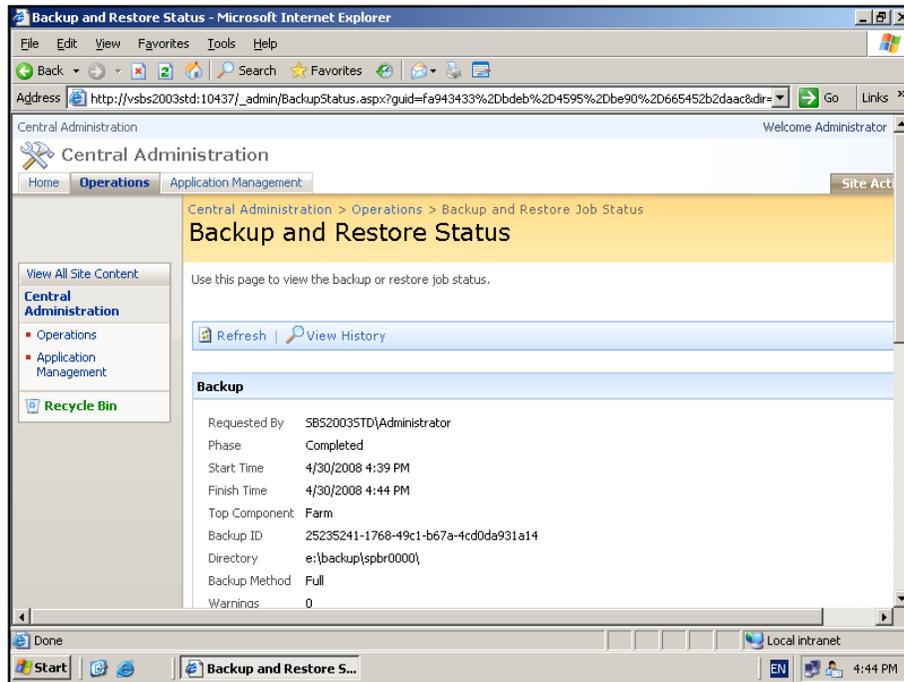


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Once you have press the **OK** button the backup will be scheduled to run via the SharePoint Timer service. Click on the *Refresh* option at any point to receive an updated status of the backup.

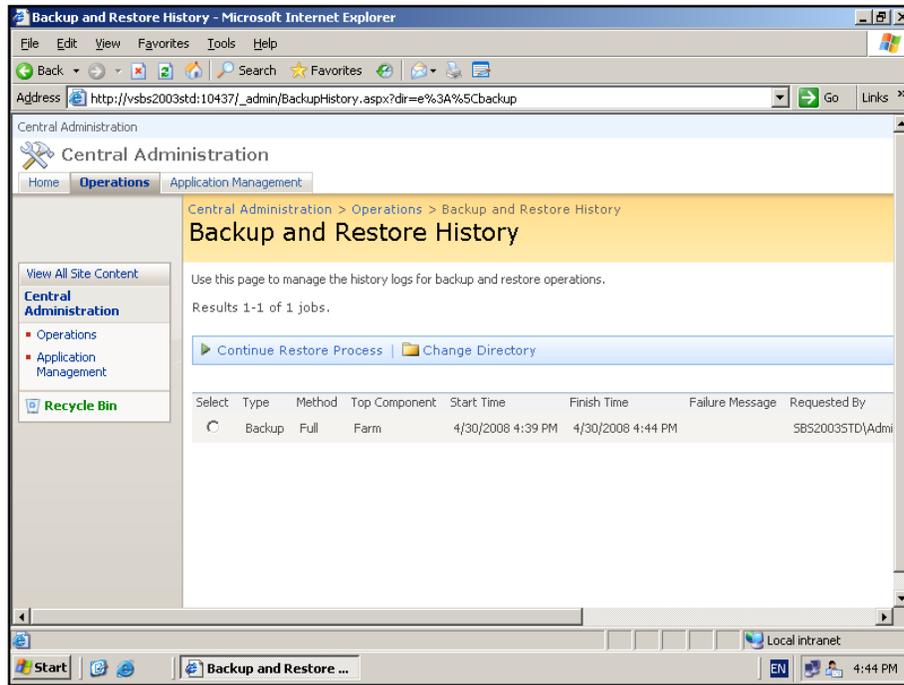


In the above screen you can see that the status of the backup is *running*.

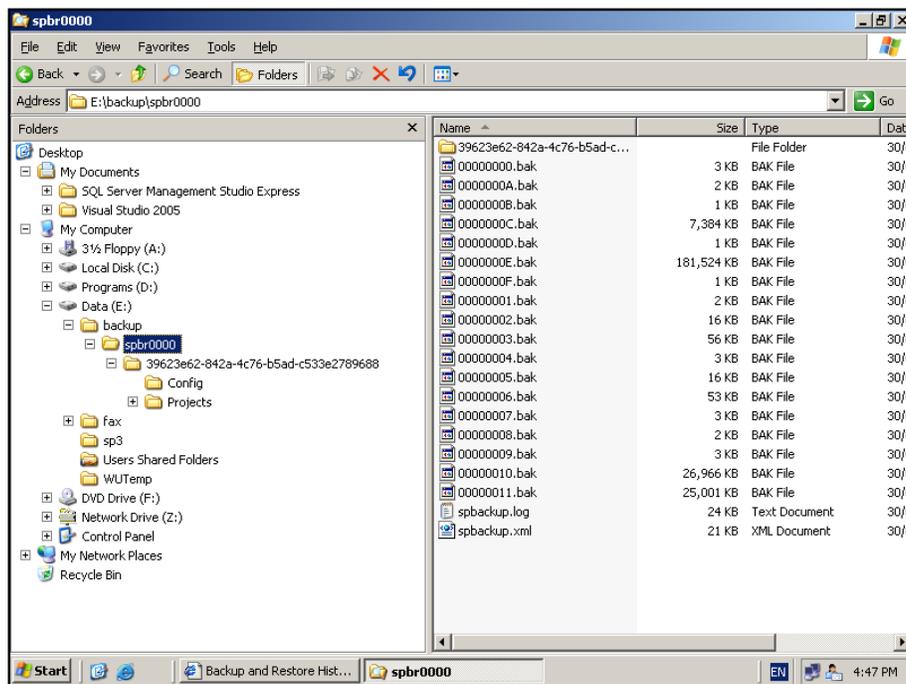


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Once the backup is complete you will be able to scroll down to display the job history as well as any events that may have occurred.



Each backup you run via the browser interface is retained in the logs under History.

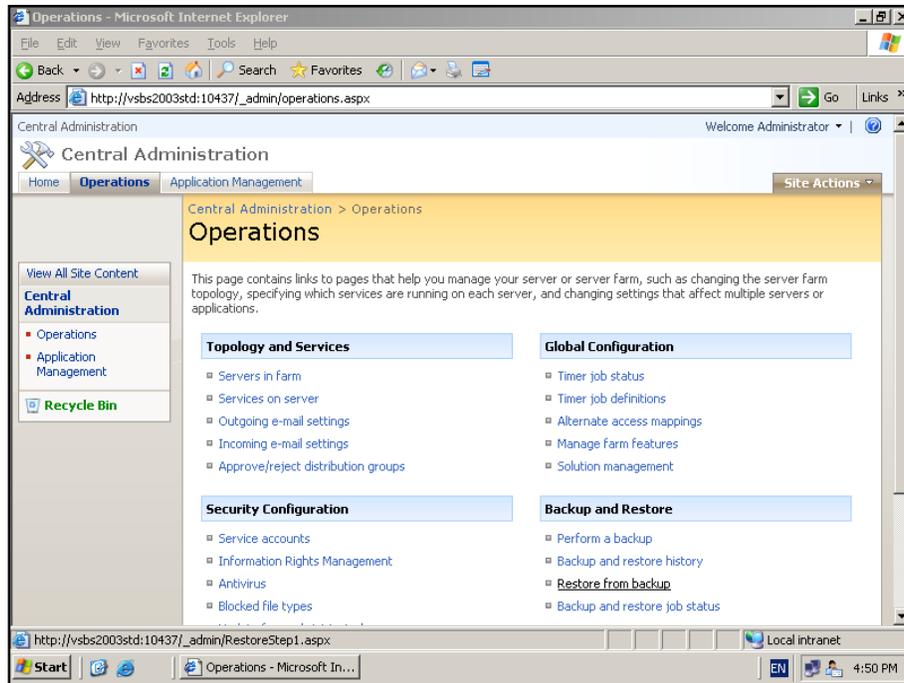


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If you examine the location in which you select the backups to be stored you will see something like that shown above.

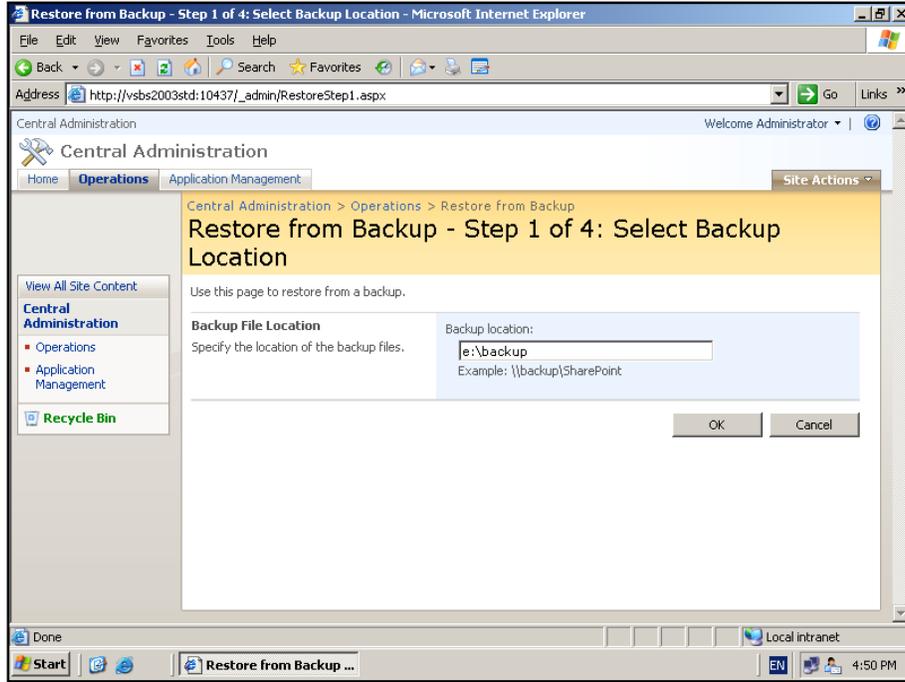
### 5.8 Restore

The WSS v3 restore process from the SharePoint Central Administration tool is very much like the previously described backup function. To run a restore open SharePoint Central Administration.

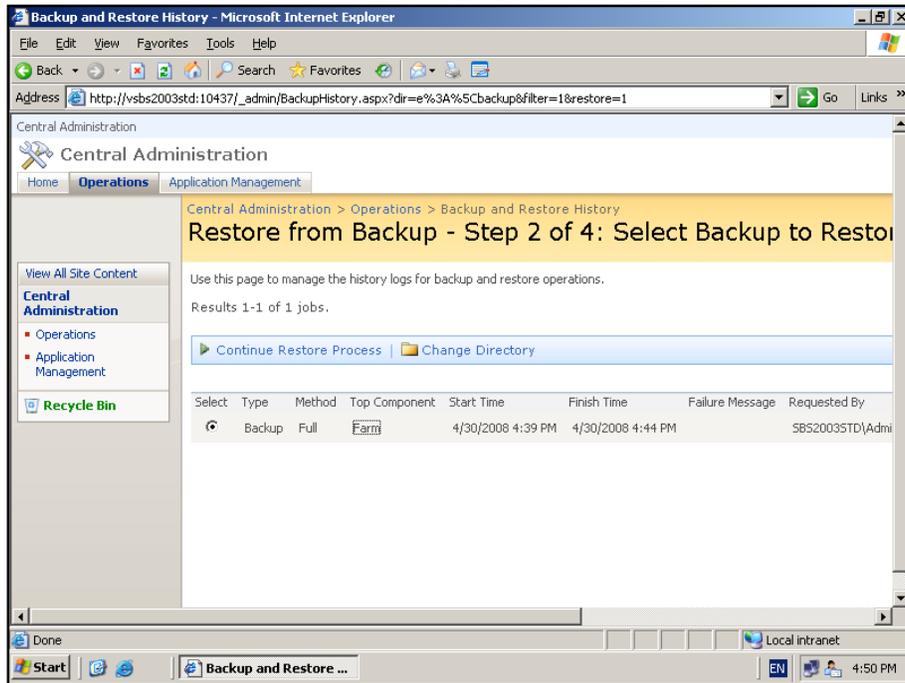


Select the *Operations* tab and then select **Restore from Backup** located under the *Backup and Restore* section.

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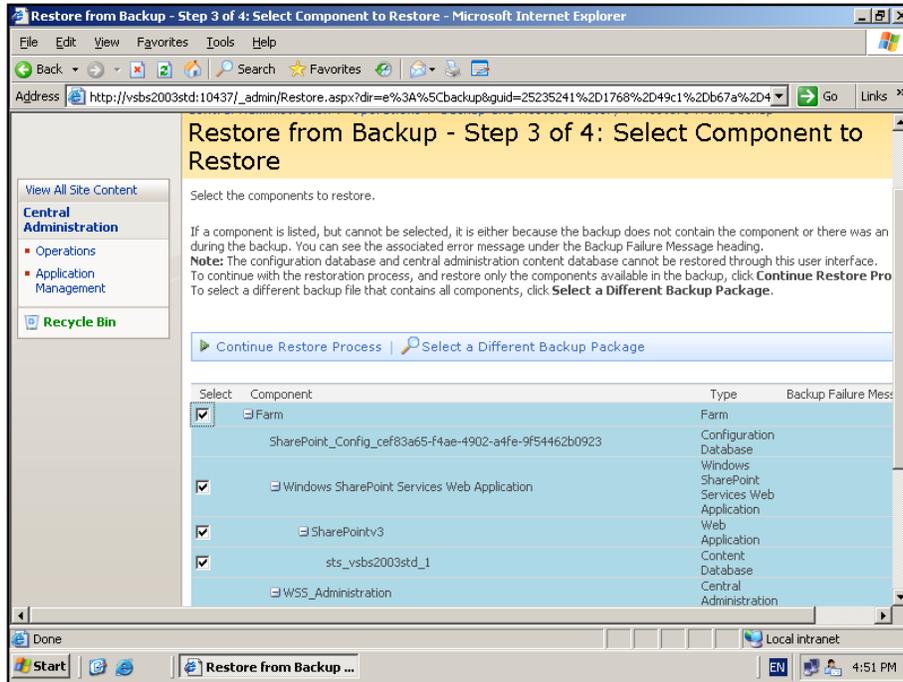


Next, nominate the location into which you saved a previous backup and press the **OK** button to continue.

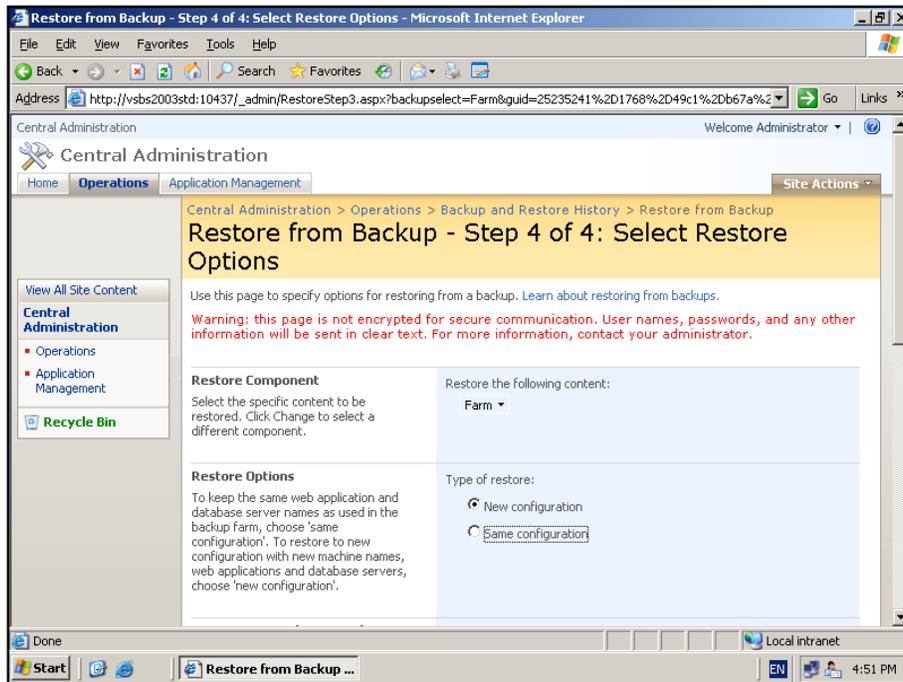


If a number of previous backups are present in this location you can select from those available. Select **Continue Restore Process** when ready.

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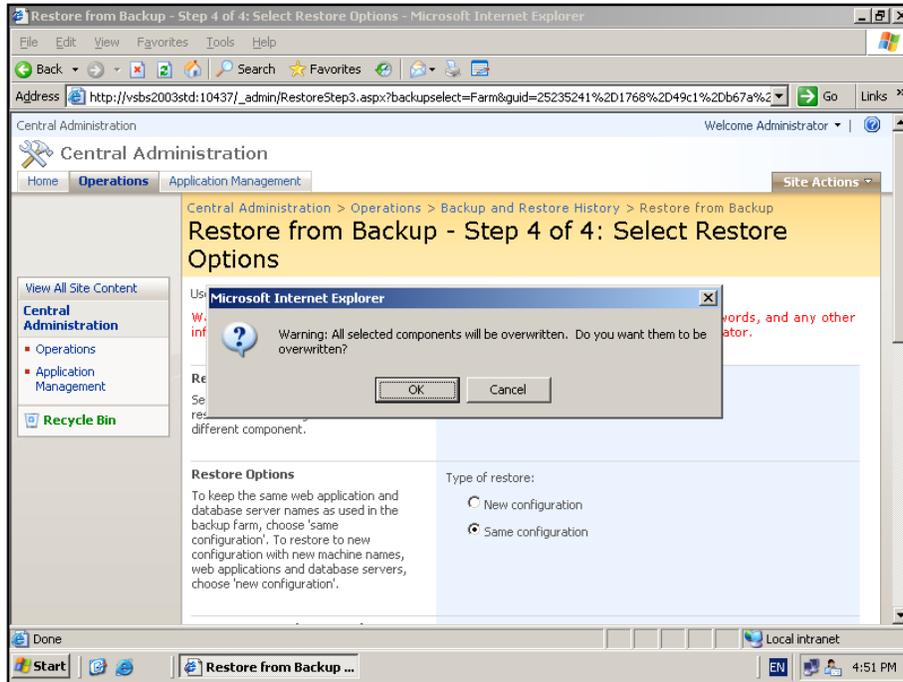


Next, check the items from the farm that you wish to restore. In most cases you will want to restore the complete farm. Select *Continue Restore Process* when you are ready.

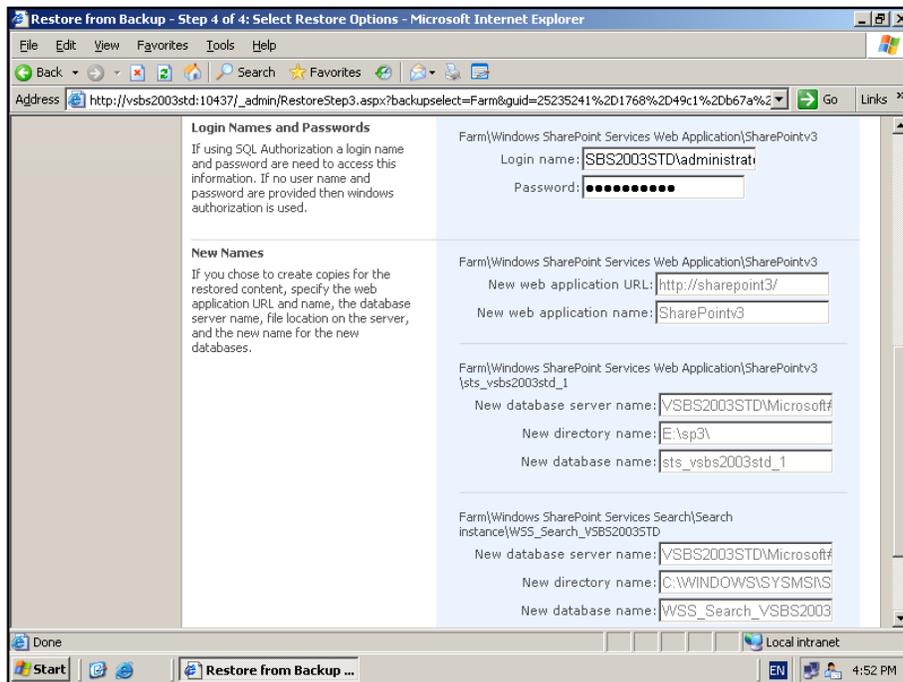


Next, select whether you are restoring to a new configuration or the same configuration.

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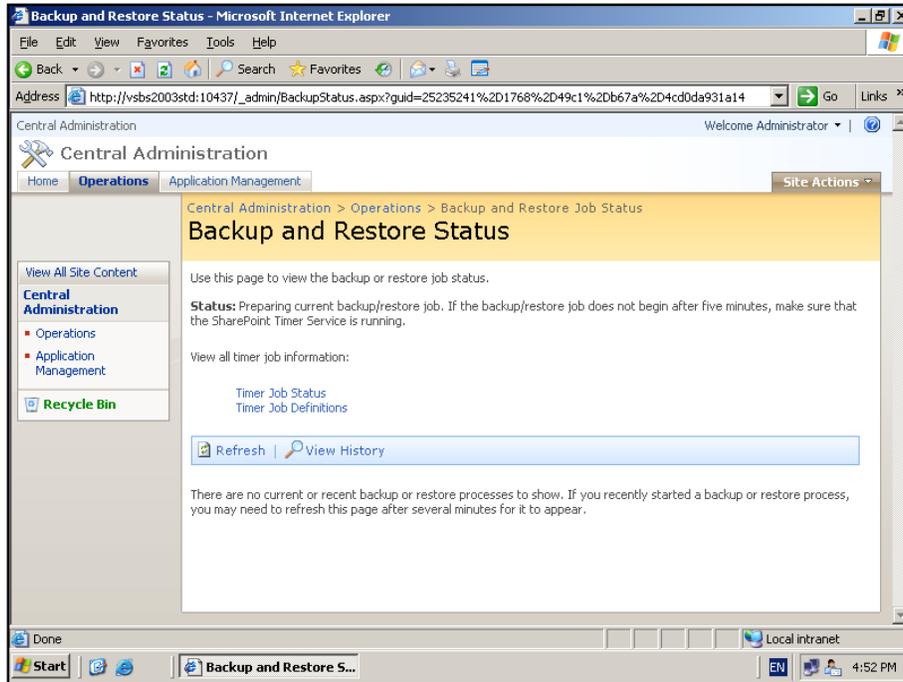


If you select the same configuration you will be prompted by a warning message that you need to accept by press **OK** before proceeding.

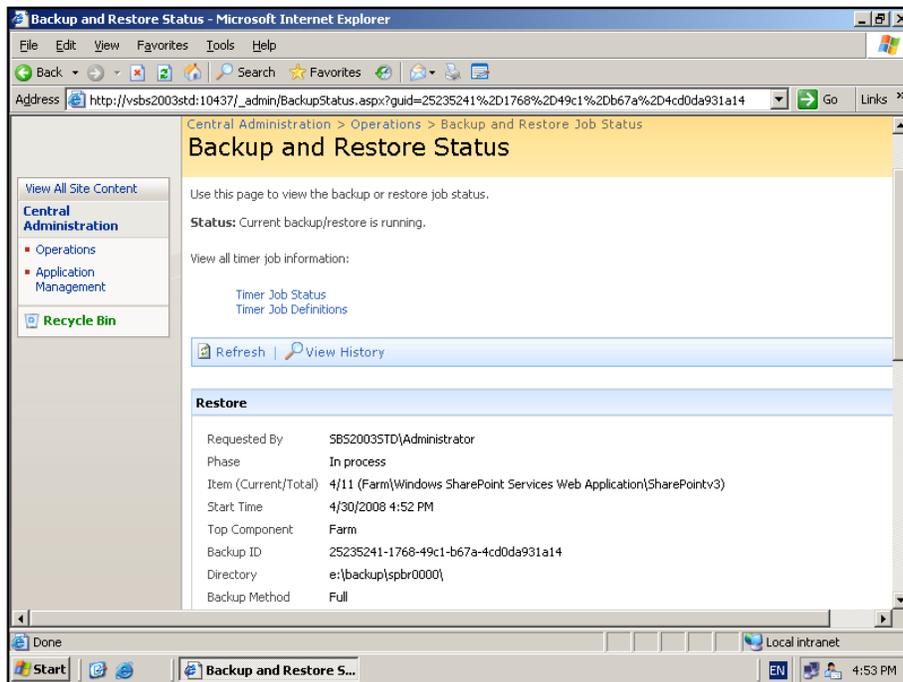


Enter the login details for the WSS v3 site and press **OK** to continue.

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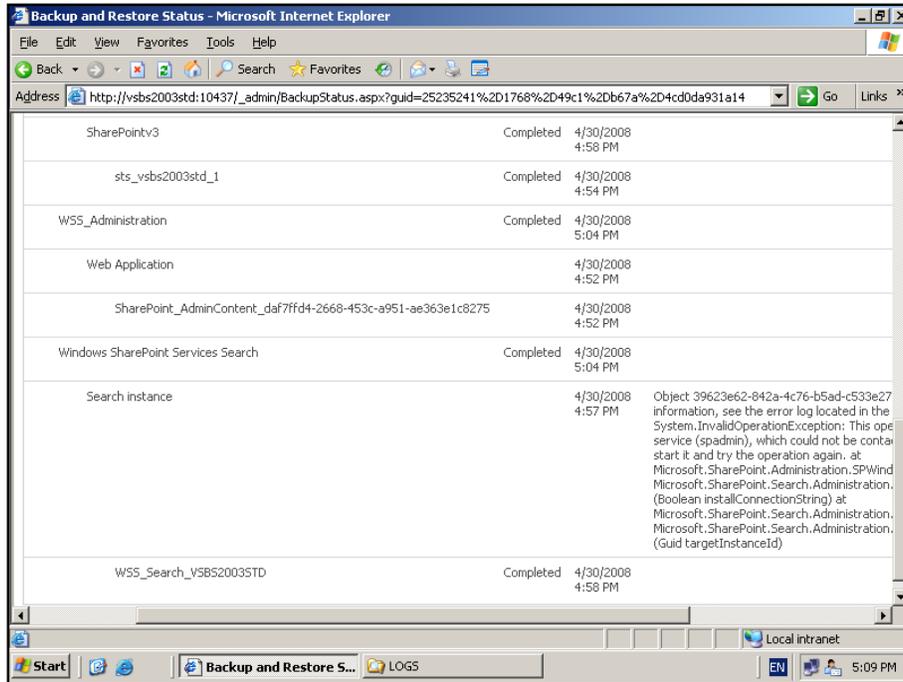


The restore process will now be scheduled to run with SharePoint Timer Service. You can view its progress by pressing the **Refresh** option at any point.



The above screen shows the status of the restore job is still in progress.

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When the restore process is complete you can scroll through any messages that were generated by the backup process.

Unfortunately, it is not possible to schedule the backup process via the browser interface, it can only be used for immediate backup and restore functions. To schedule a regular backup of WSS v3 data you will need to use the command line stsadm tool.

For more information about using the command line stsadm tool to complete WSS v3 backup and restores see **Chapter 13 – Troubleshooting**.

### 5.9 Conclusion

This guide continues to be a work in progress and I encourage comments and feedback of any type. The only way that the Guide will improve if these is continued feedback.

Please send your comments and feedback to [director@ciaops.com](mailto:director@ciaops.com).