

INTRODUCTION

OVERVIEW

Search and Collect Discoverable Documents and Lists

SPC allows you to quickly export document libraries, as well as perform targeted collections when needed, dramatically reducing the collection size and overall project costs. Common electronically stored information (ESI) relevant to litigation is often stored in SharePoint sites, but companies struggle in meeting their production requests. They find the built-in search and retrieval features don't provide a means to satisfy their requirements and don't know where to turn.

Easy Data Export with Metadata

Once a user selects relevant items, SPC exports those items to the location of choice. Files can be stored on a portable drive or saved to server locations (SANS/NAS). The resulting files include the associated metadata and detailed chain of custody that lists the date/time, hash value and other details that ensure a fully defensible ESI collection.

No Local Installation Required

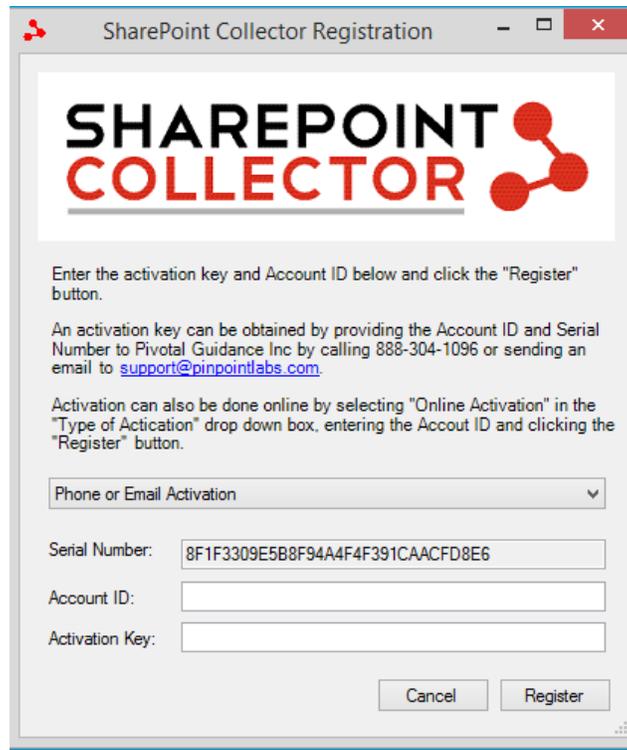
Like other Pinpoint Labs products, SPC can be run from a flash drive or external hard drive without any local installation. In fact, remote collections have been completed where users only need access to the SharePoint website link and can collect data from a secure location. This significantly reduces hurdles often encountered by the IT staff in trying to service many requests. Pinpoint Labs ESI collection products are relied on every day by many Fortune 500 companies, government agencies, and legal departments worldwide.

With SharePoint Collector:

- ✓ Retrieve Contents From All Sites (intranet portals, extranet sites, Internet and cloud locations)
- ✓ Collect Everything (documents, lists, calendar, contacts, announcements, attachments, Wiki, blogs)
- ✓ Extract File Metadata (embedded information that traces history, access or usage)
- ✓ Maintain Chain of Custody (validation that evidence not altered or changed from the time it was collected)
- ✓ Collect Relevant User Data (ID, name, email address, personal profile, etc.)
- ✓ Retain Folder/File Structure and Display File Lists
- ✓ Run from Flash/USB Drive and Resume Incomplete Jobs

INSTALLATION

SharePoint Collector can be licensed to a variety of media (USB flash drives, external and internal hard drives).



The license can easily be deactivated and reactivated on a different device when needed.

ONLINE REGISTRATION

To install and activate SharePoint Collector online, follow these steps:

- 1) Download SharePoint Collector
- 2) Extract the .zip file contents to desired location.
- 3) Run SharePoint Collector.exe
- 4) Choose Online Activation
- 5) Enter your Account ID
- 6) Click Register

OFFLINE REGISTRATION

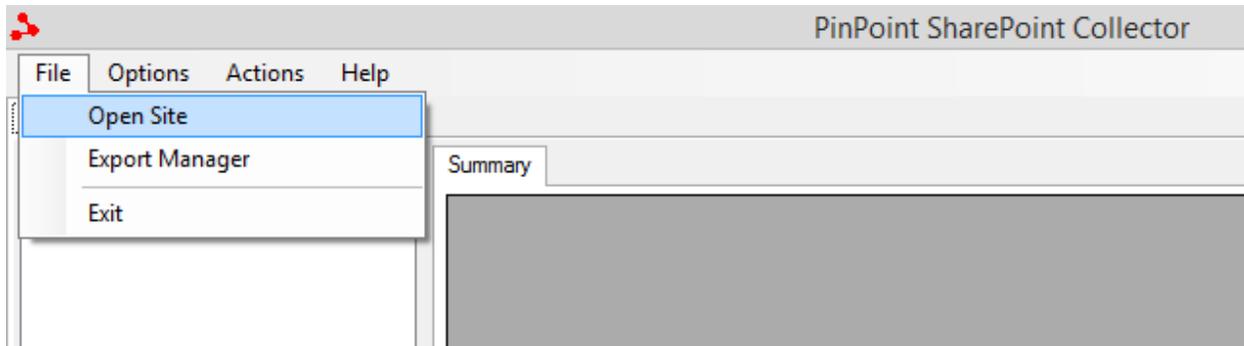
To install and activate SharePoint Collector offline, follow these steps:

- 1) Download SharePoint Collector
- 2) Extract the .zip file contents to desired location.
- 3) Run SharePoint Collector.exe
- 4) Enter your Account ID
- 5) A serial number will be generated. Send this serial number and your account ID to support@pinpointlabs.com or call 1-888-304-1096.
- 6) Pinpoint Labs will provide you with the activation key. Enter this in the space provided and click Register.

OPENING A SHAREPOINT SITE

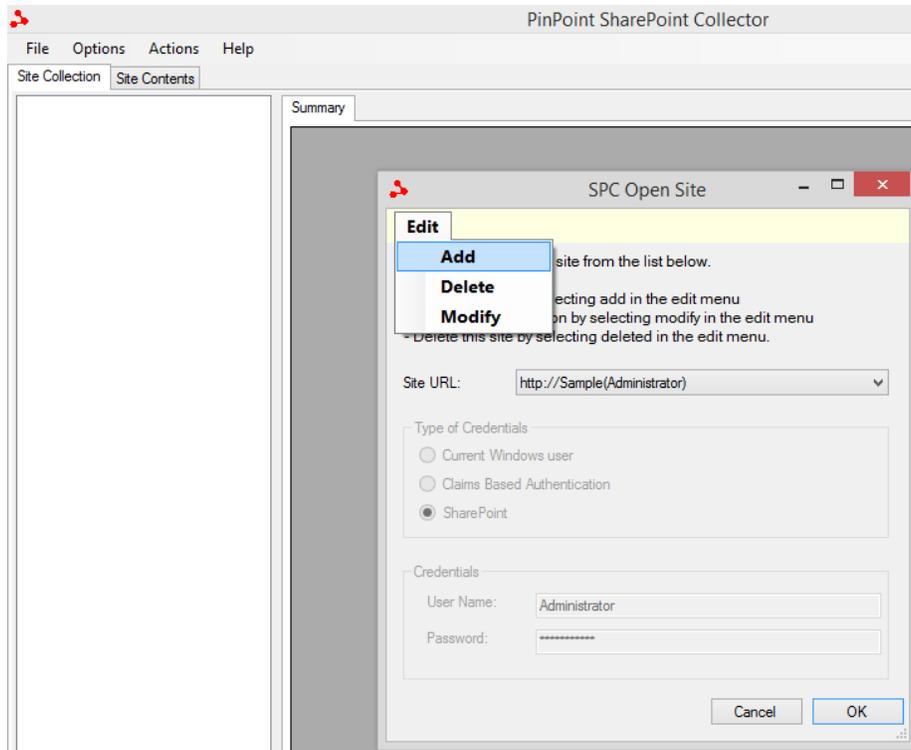
To start using SharePoint Collector:

Click on the **'File'** tab and choose **'Open Site'**



The **'Open Site'** window will open. Click **'Add'** to set up the sites you wish to collect.

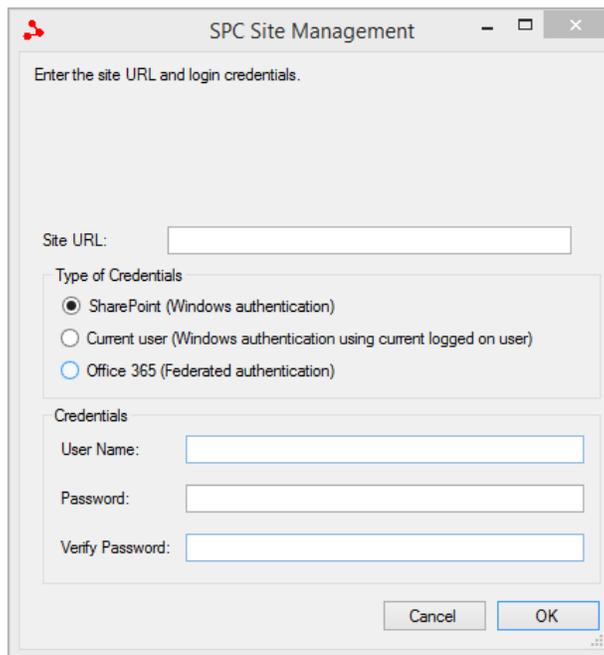
These sites can later be modified or deleted as needed from this menu. Select the site in the drop-down menu, click on the **'Edit'** tab and choose **'Modify'** or **'Delete'**.



After clicking add or edit, the **'Site Management'** window will open.

Enter the same URL address used to open the site with a Web browser.

Enter a User Name and Password, and then click **'OK'**.



NOTE: SharePoint Collector uses Triple DES encryption standard as approved by the National Institute of Standards and Technology (NIST) to encrypt stored passwords.

Credential Types:

Current Windows User: Windows authentication using current logged on user. Current user is the same as SharePoint credentials except the credentials used are those of the user currently logged onto the system running SPC. The network must support Integrated Windows Authentication to use this feature.

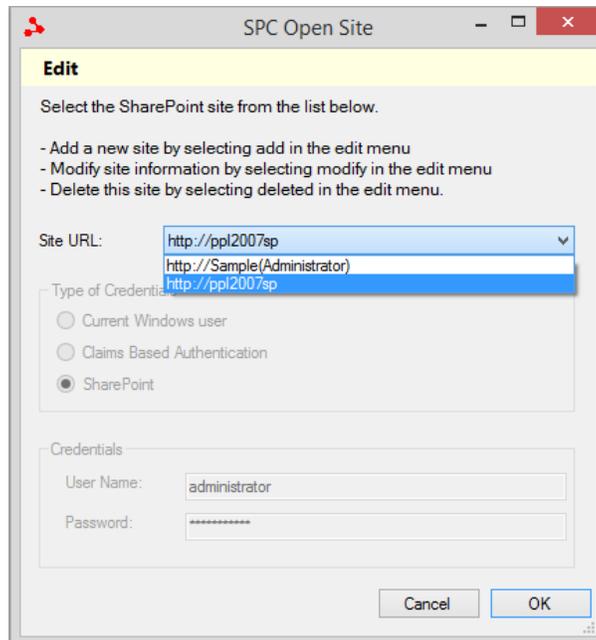
Office 365: Federated authentication. Enter the SharePoint URL and click the Office 365 radio button. The user id and password fields are used for documentation only and not used to log in. After the site data is entered, the site can be selected and the SharePoint Collector will connect to SharePoint. Since SharePoint is using Office 365, the connection will be redirected to the Federated authentication server. The user will be presented with an authentication page. A token is returned to SPC and this is used for all requests to SharePoint. Tokens can have an expiration date.

NOTE: If a token expires while data collection or data export is active, a new request will be made to the security provider for a new token. This request may result in a new log in page being shown which will require the user to re-enter the sign on data.

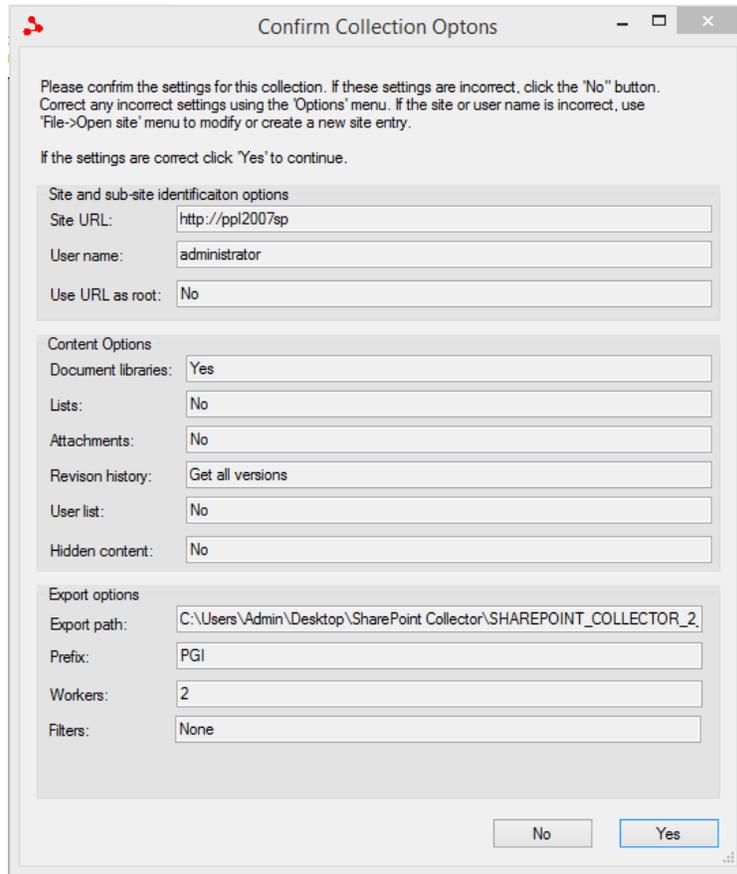
SharePoint: Windows authentication. SharePoint credentials are the credentials of a valid windows user, on the host system running SharePoint. The credentials used are the user name and password provided in the site management dialog. If the user name and/or password are not provided in the site list, the SPC Site Credentials prompt will be shown to get the missing credential.

NOTE: If no credentials are provided, the user’s credentials given when logging into the computer will be used.

To open a SharePoint site after it is set up, highlight the site you wish to open in the drop-down menu and click ‘OK’.



After clicking ‘OK’, a confirmation window will open for review of the current settings. After reviewing these setting click ‘YES’ if they are correct and the job will be ready to start. Clicking ‘NO’ will cancel, allowing you to go back and change settings.



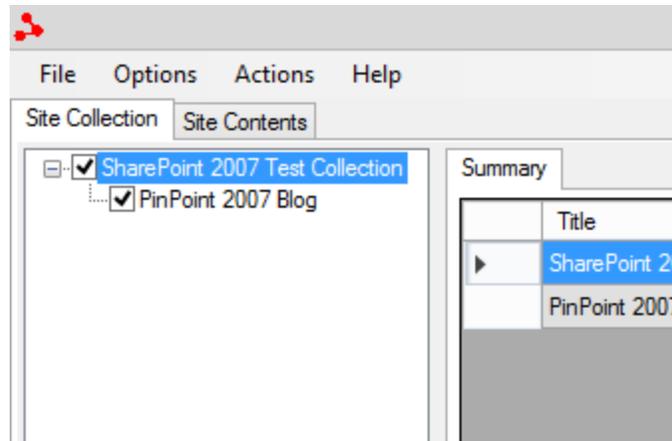
SharePoint Collector will then open the site. On the bottom corners of the window, SharePoint Collector will post current actions.



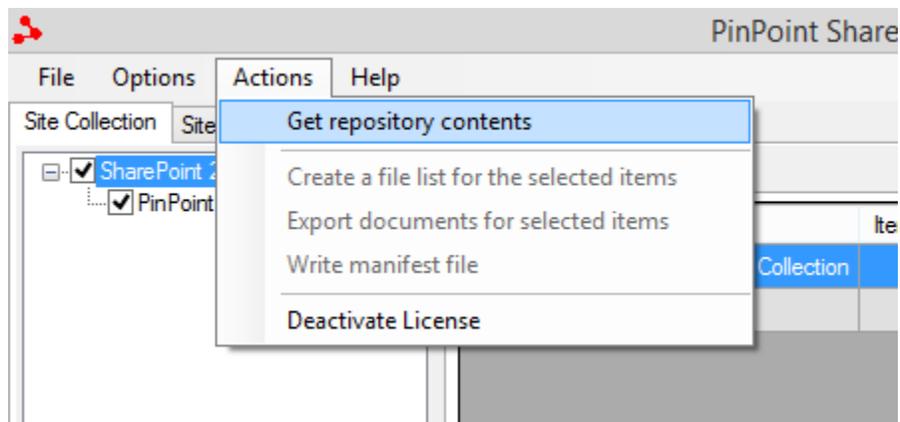
In the left window under the 'Site Collection' tab, the root site, followed by its sub sites, will be listed.

Check the sites you wish to collect.

Checking or unchecking a site will automatically check or uncheck all of the sub sites below it.

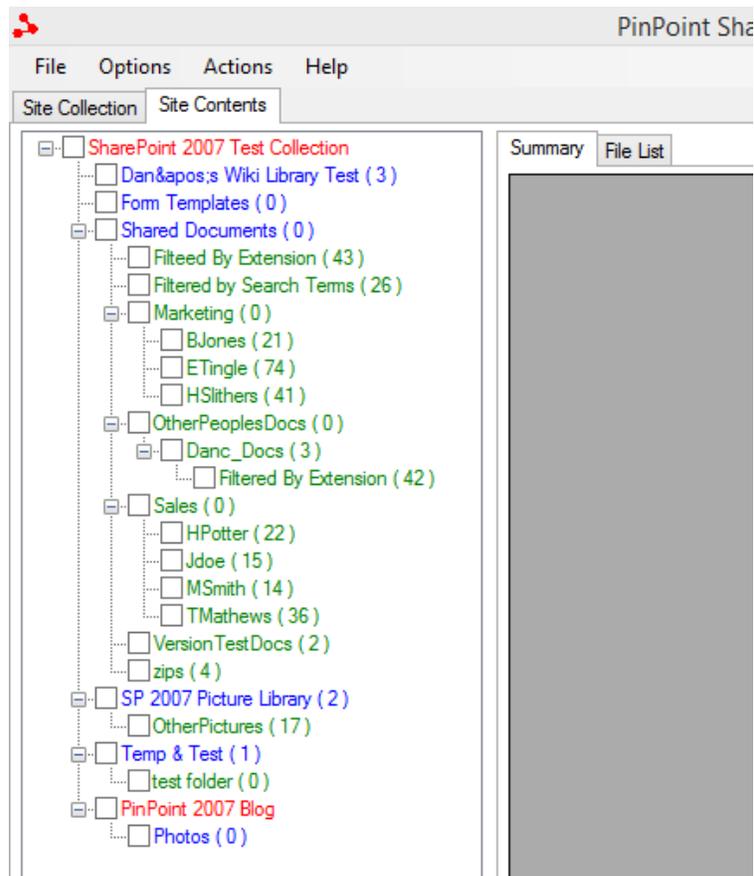


After checking off which sites to collect, click on the 'Actions' tab and choose 'Get repository contents'.



PINPOINT LABS – SHAREPOINT COLLECTOR
 Help Library

SharePoint Collector will then get a list of the contents of the checked sites.



In the left window, click on the 'Site Contents' tab and the pages of the selected sites will appear in a tree view. The pages are color coded.

Sites	Red
Document Libraries	Blue
Folders	Green
Lists, Issues and Surveys	Purple
All others	Black

Click on the box in front of the page to select it. Clicking on a page will also select/deselect its subpages.

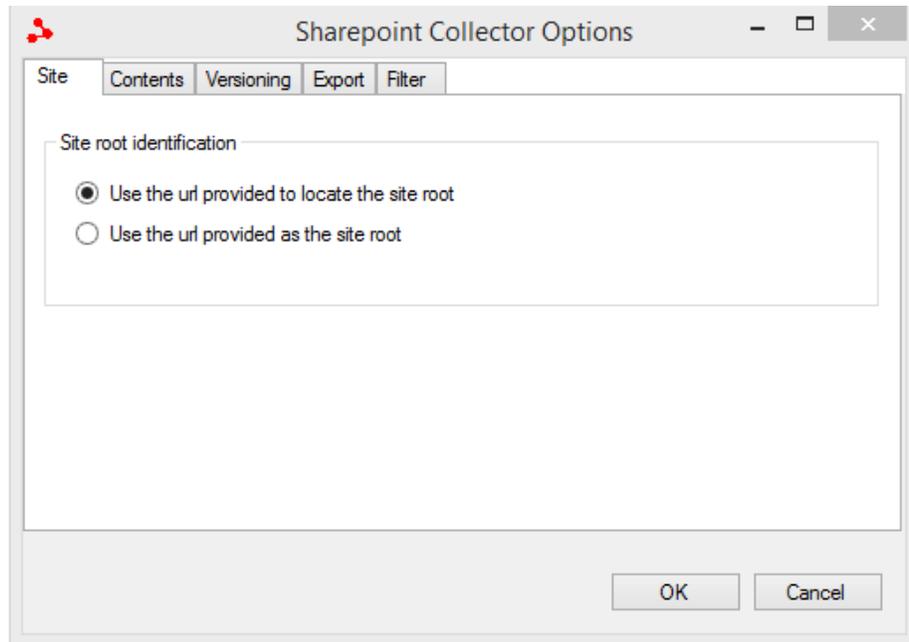
The number behind the page name is the number of items the page contains. To get an estimate of the number of files in the set of checked items, right click on the 'Site Contents' window and select 'Get estimated file count'.

SHAREPOINT COLLECTOR OPTIONS

NOTE: While waiting for SharePoint Collector to gather information from a site, the 'Options' page may be opened and options may be set.

SITE

Under the 'Site' tab, you are able to set whether the URL address provided is for the root of a site, or is used to locate the site root.

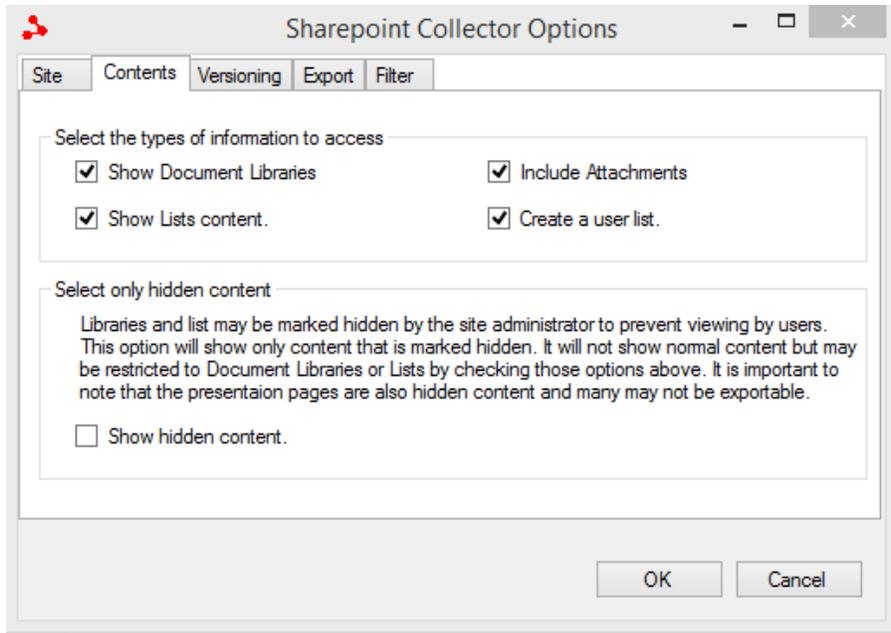


CONTENTS

Under the 'Contents' tab the following options can be set off or on:

- 1) Show Document Libraries
 - ✓ Turns on/off content collection from SharePoint libraries
- 2) Show Lists Contents
 - ✓ Turns on/off content collection from SharePoint lists
- 3) Include Attachments
 - ✓ Turns on/off content collection of SharePoint attachments
- 4) Create a User List
 - ✓ Turn on/off whether to view content as a whole, or separated by user
- 5) Show hidden content
 - ✓ Turn on/off hidden content detection and collection.

NOTE: When this option is selected, ONLY hidden content will be found and collected

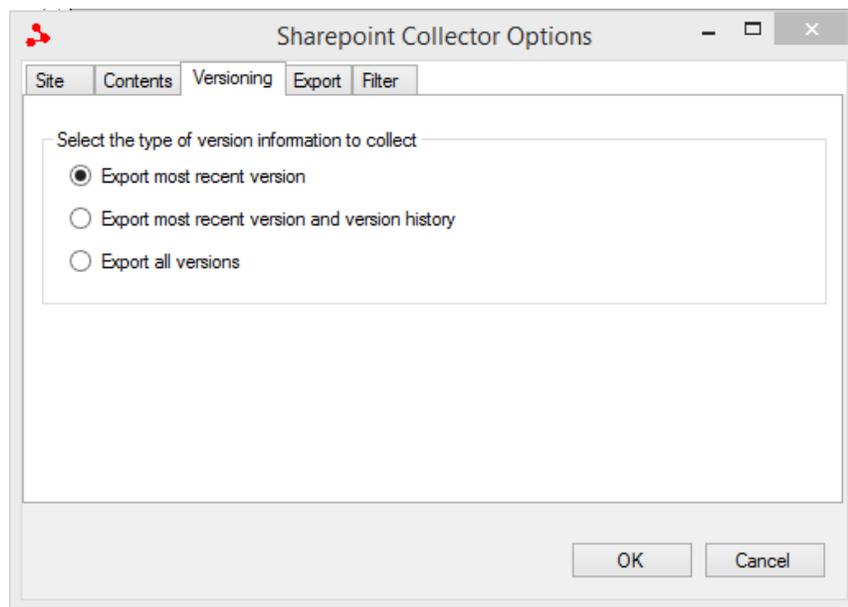


VERSIONING

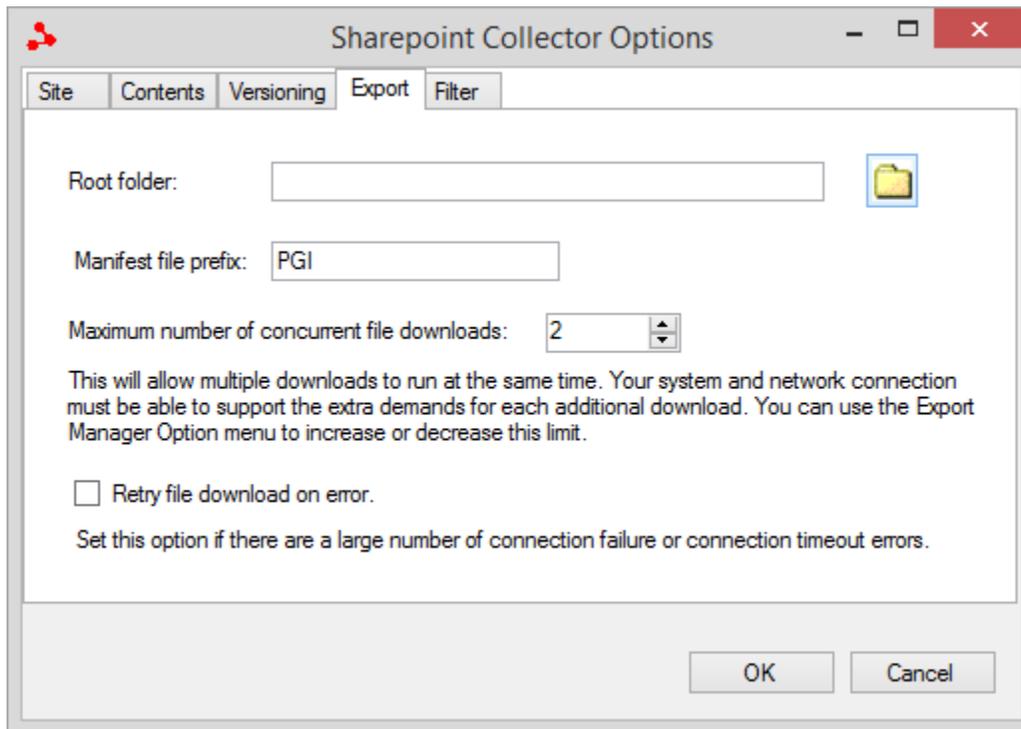
The '**Versioning**' tab contains settings options for exporting document versions. These options allow you to export:

- 1) The most recent version:
 - ✓ Export only the current file version
- 2) The most recent version and version history:
 - ✓ Export only the current file version and create a version history file
- 3) All versions:
 - ✓ Every version of the file will be exported

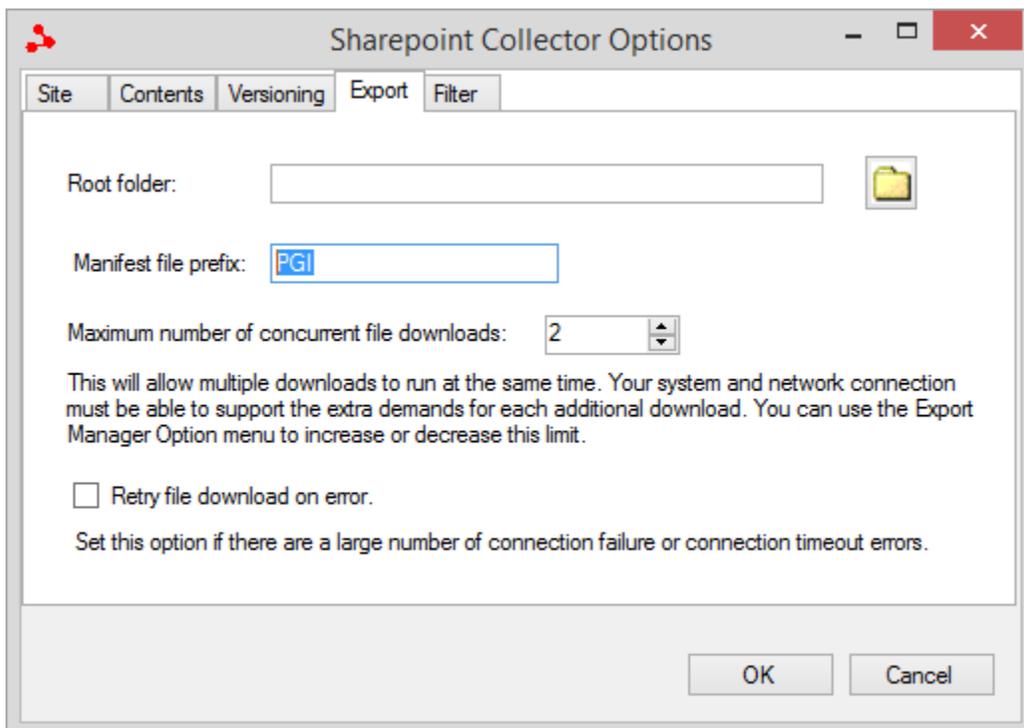
NOTE: Estimated counts do not include file versioning counts



EXPORT



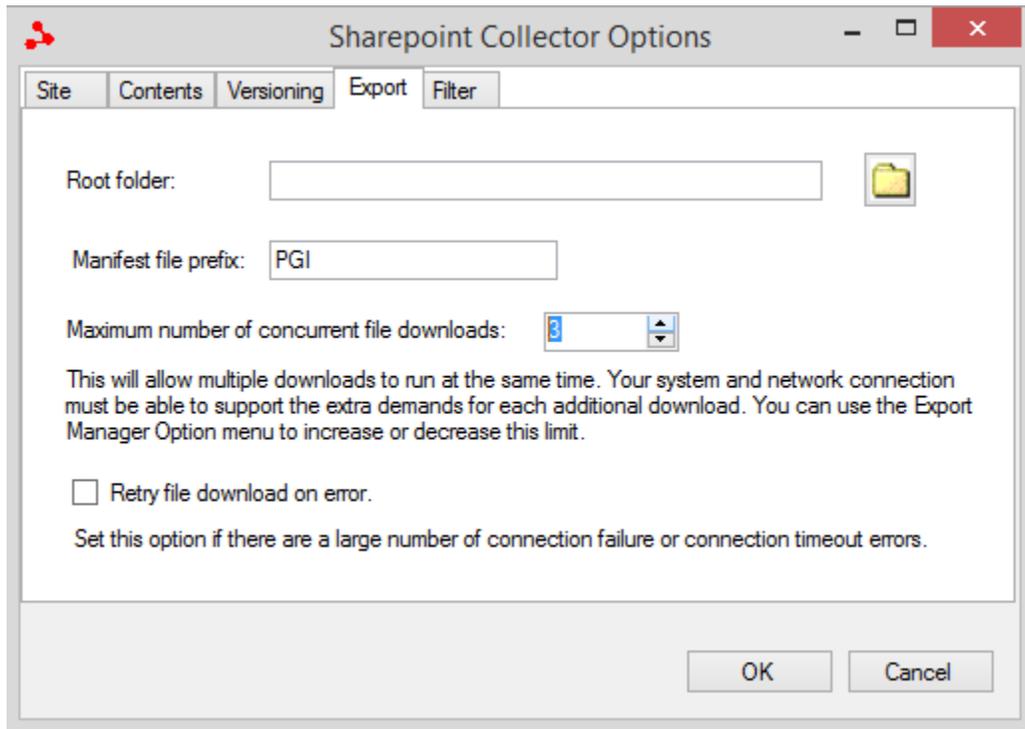
Under the 'Export' tab a destination path for the root folder of the exported items can be set. The path can either be typed in or can be set by clicking on the folder icon and browsing to the desired location.



A manifest file name consists of a prefix followed by the date and time, for example PGI 2012.10.15 12.26.47. The manifest file prefix may be set to customize the name of the manifest.

NOTE: The characters used in the prefix must be legal file name characters.

The maximum number of concurrent downloads can be set by clicking the up or down buttons to the right of the setting. This will allow multiple downloads to run at the same time. Your system and network connection must be able to support the extra demands for each additional download.



FILTERING

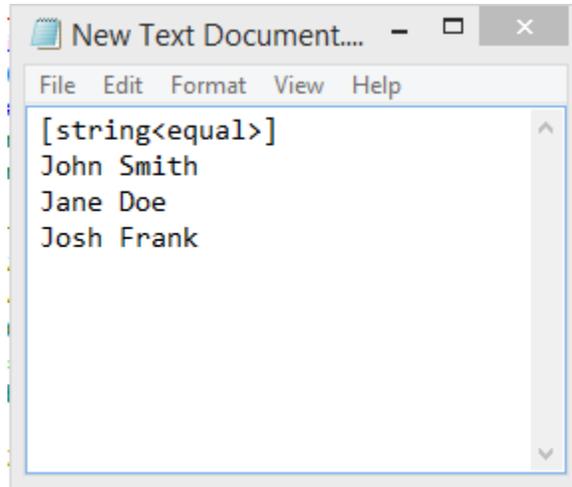
The data exported can be limited by use of filters. The **'Filter'** tab allows the selection of a file to be used as a filter. The filter file can be created with any text editor and has the following format:

```
[string<equal>]
Filter string one
Filter string two
Filter string three
```

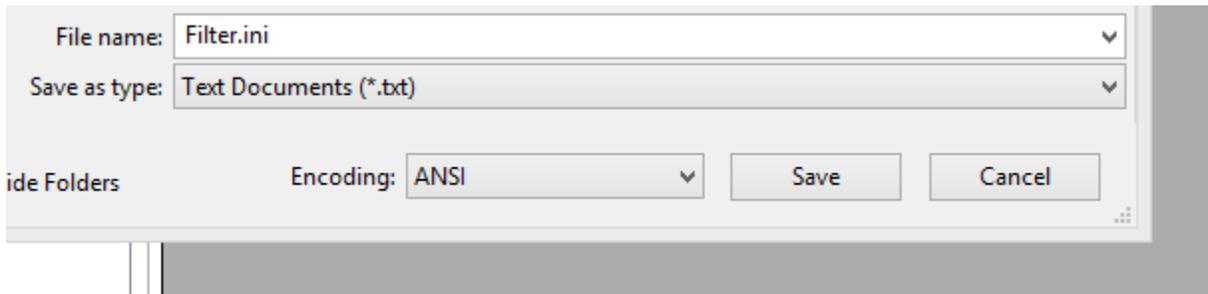
For example:

```
[string<equal>]
John Smith
Jane Doe
Josh Frank
```

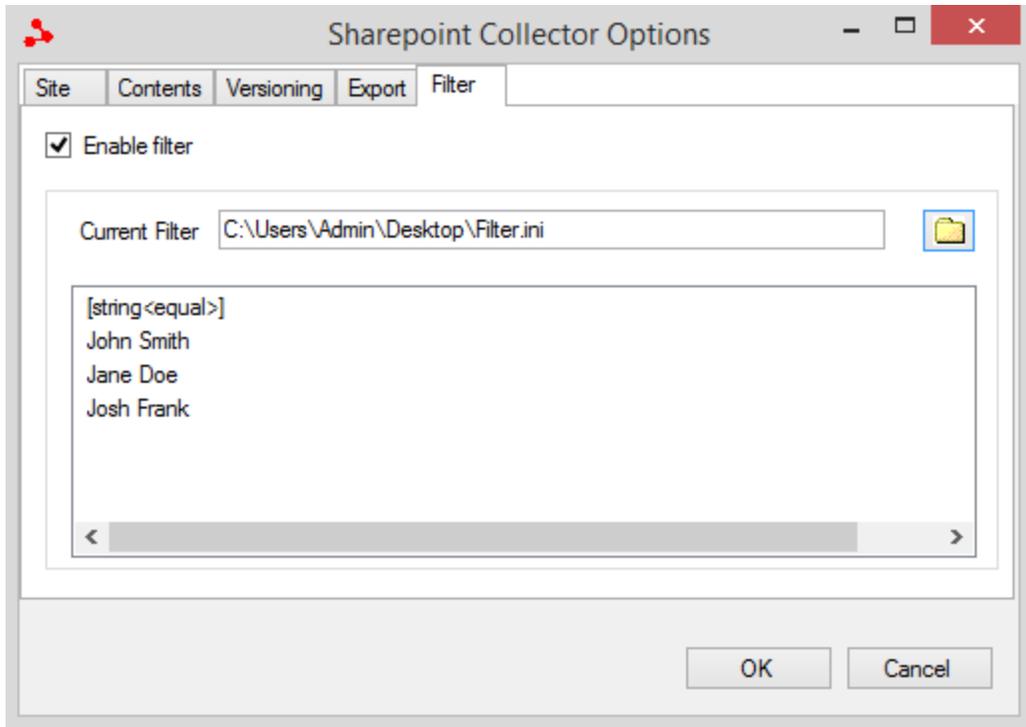
- 1) Simply open a text document (such as NotePad) and enter the above format



- 2) Save the file as Example.ini (Any file name you wish to use is acceptable, but .ini must be used to allow SharePoint Collector to use the file as a configuration setting).



- 3) Select the saved .ini file and click 'OK' to save filter options.



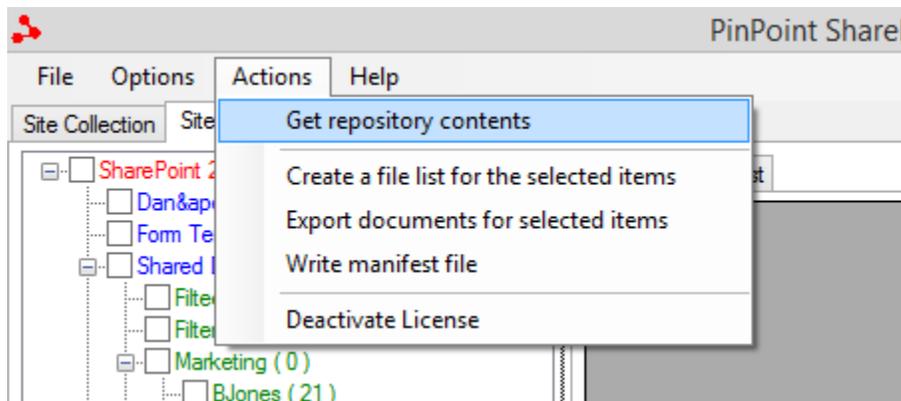
The filter example above limits the exported data to items that have John Smith, Jane Doe, and Josh Frank in the metadata fields.

SHAREPOINT COLLECTOR ACTIONS

Clicking on the **'Actions'** menu will open a set of actions that are available during the collection. The options will be usable at various times depending on the current step of the collection

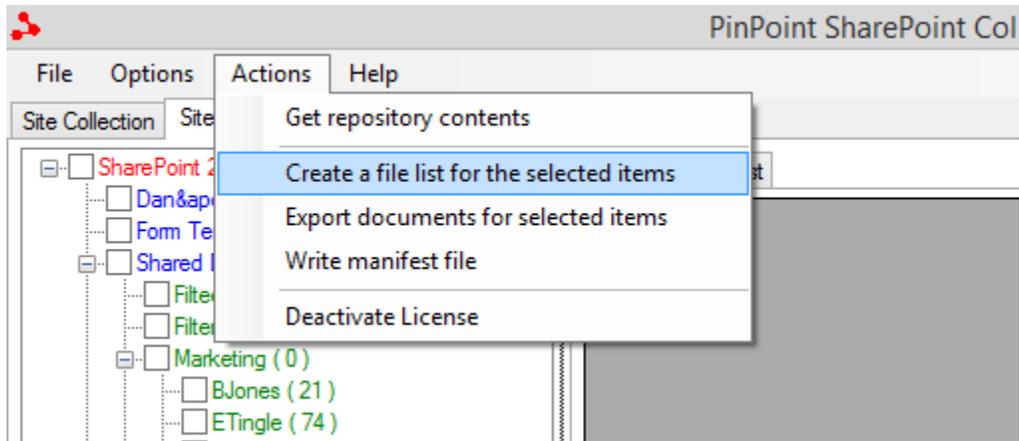
Get Repository Contents

Get the contents for each site checked in the site collection. The site collection must be complete to enable this action



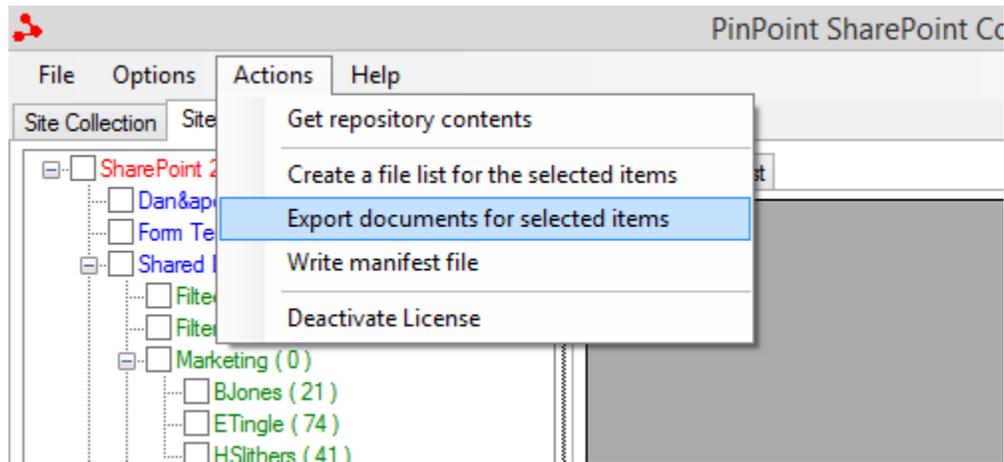
Creating File List

Get a list of the files for the selected content item. The site contents ('**Get repository contents**' action) must be complete to enable this action.



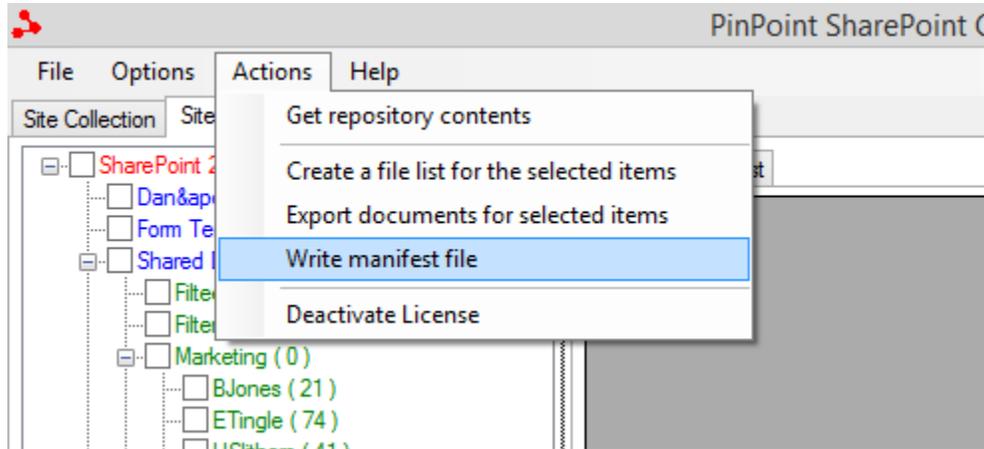
Export Documents

Start the export for the selected content items. The site contents ('**Get repository contents**' action) must be complete to enable this action



Create a Manifest

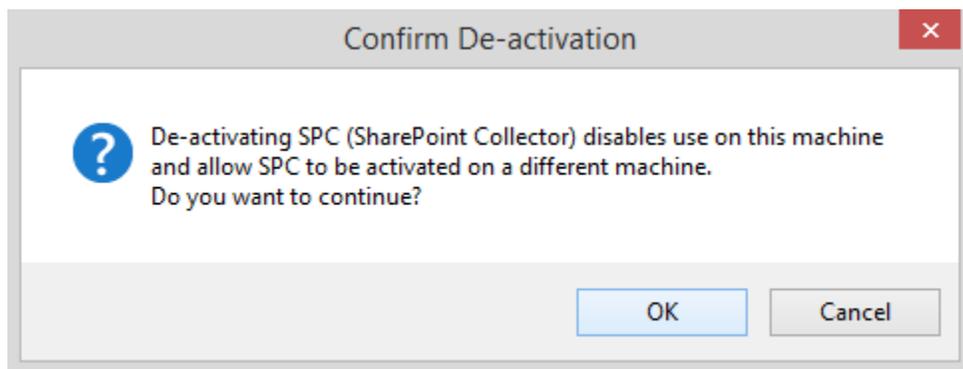
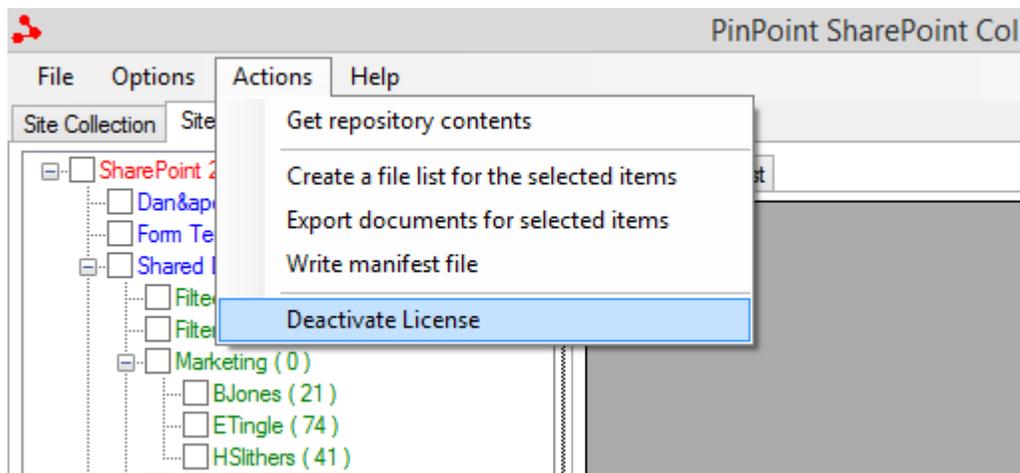
Create a manifest file that can be used to export content items at a later time. The site contents ('**Get repository contents**' action) must be complete to enable this action



Using the 'File' menu 'Export Manager' option the manifest may be opened and run. This feature allows the creation of a set of exports while looking at the site and content collection lists

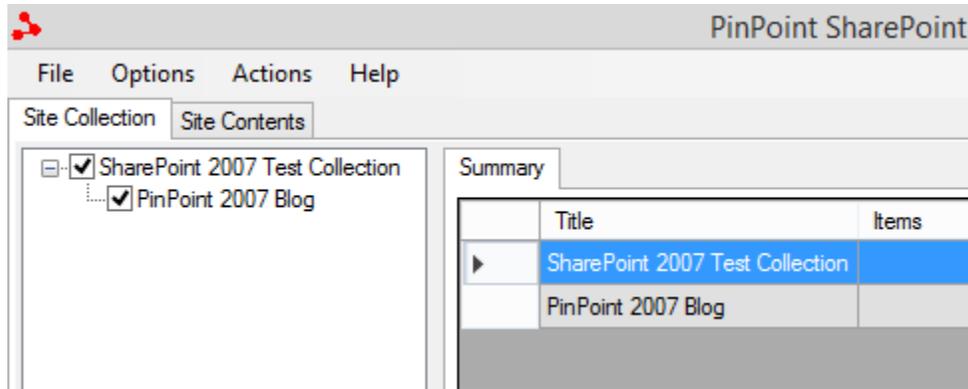
Deactivate a License

Deactivate the license allowing the SharePoint Collector program to be moved to another computer:



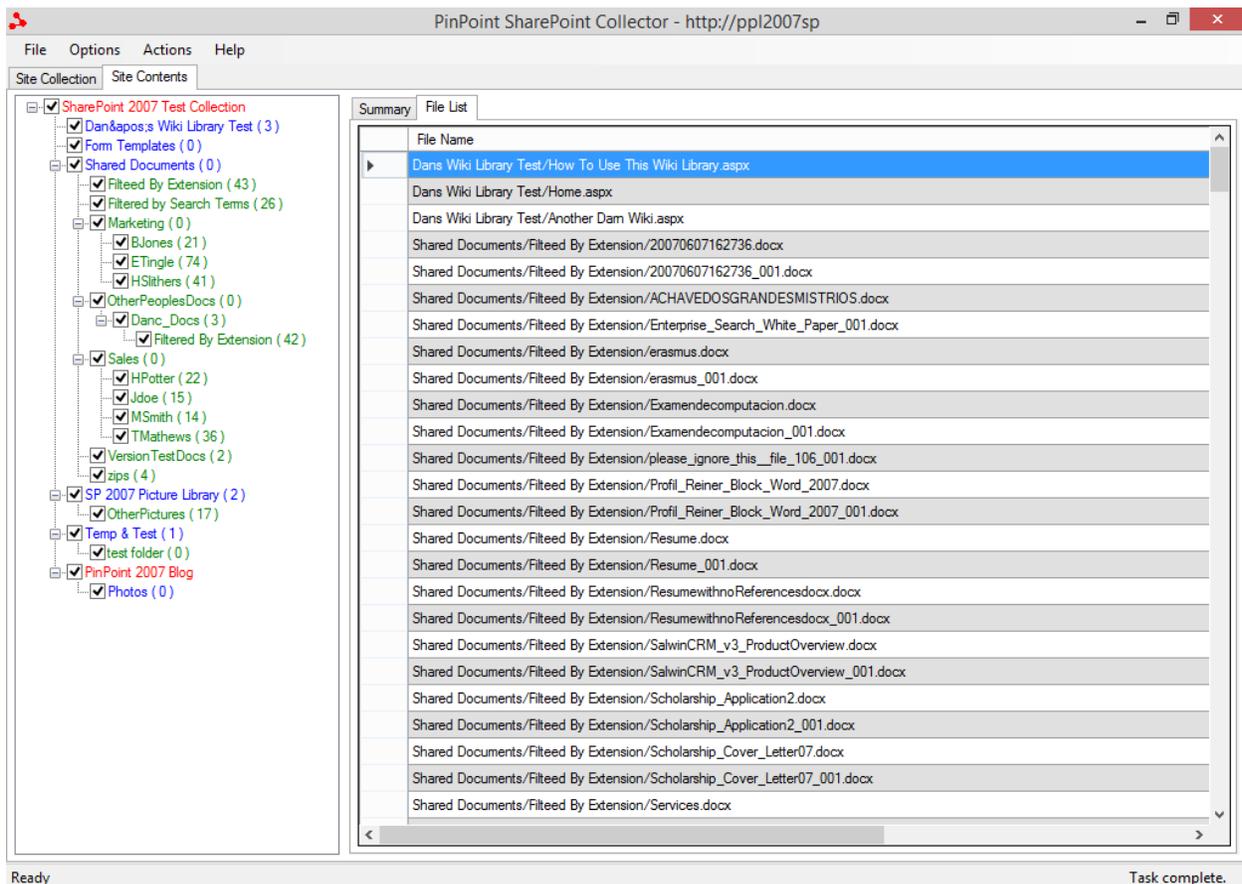
SITE COLLECTION

The **'Site Collection'** tab contains the view of the site and sub-sites of the repository.



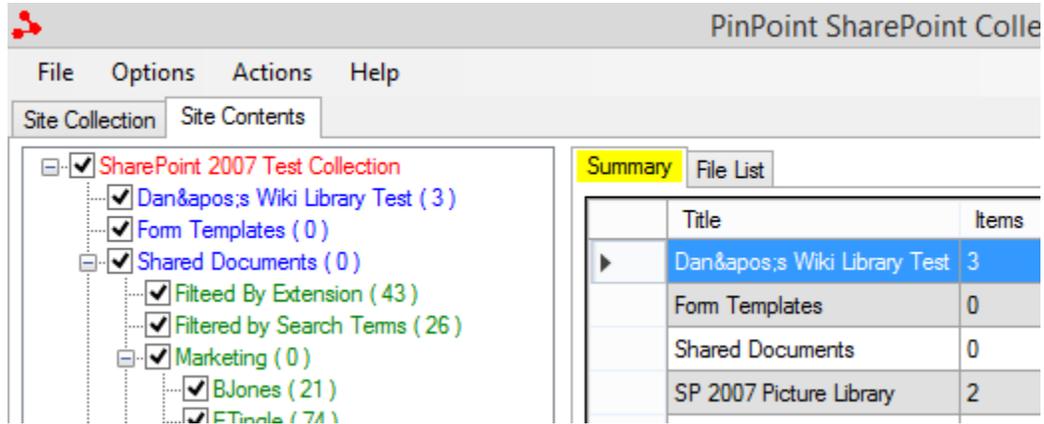
SITE CONTENTS

The **'Site Contents'** tab contains the view of the **'Lists'** (SharePoint containers) contained in each of the sites that where selected in the site collection view.



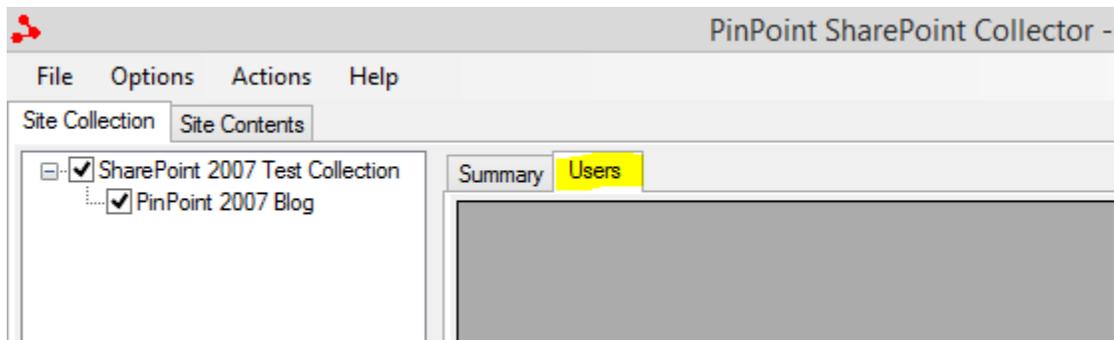
SUMMARY

The **'Summary'** tab displays information for the immediate child items of either the collection or contents, dependent on which tab is active. This tab is a list form of all files within the **'Site Collection'** tab.

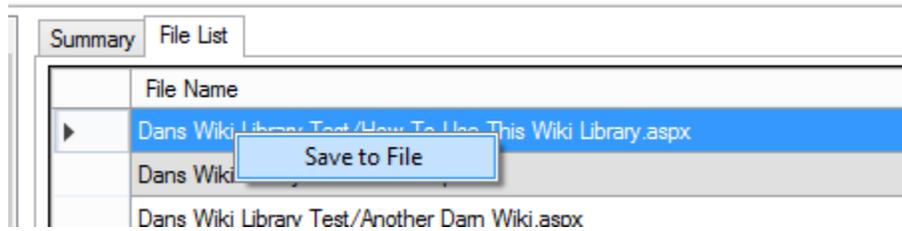


USERS

The **'Users'** tab is available only when viewing the **'Site Collection'** view. It contains the SharePoint users list for a site. Use the left mouse button to click a site to see the user list. The **'Users'** tab only show when **'Create a user list'** is checked in the options.



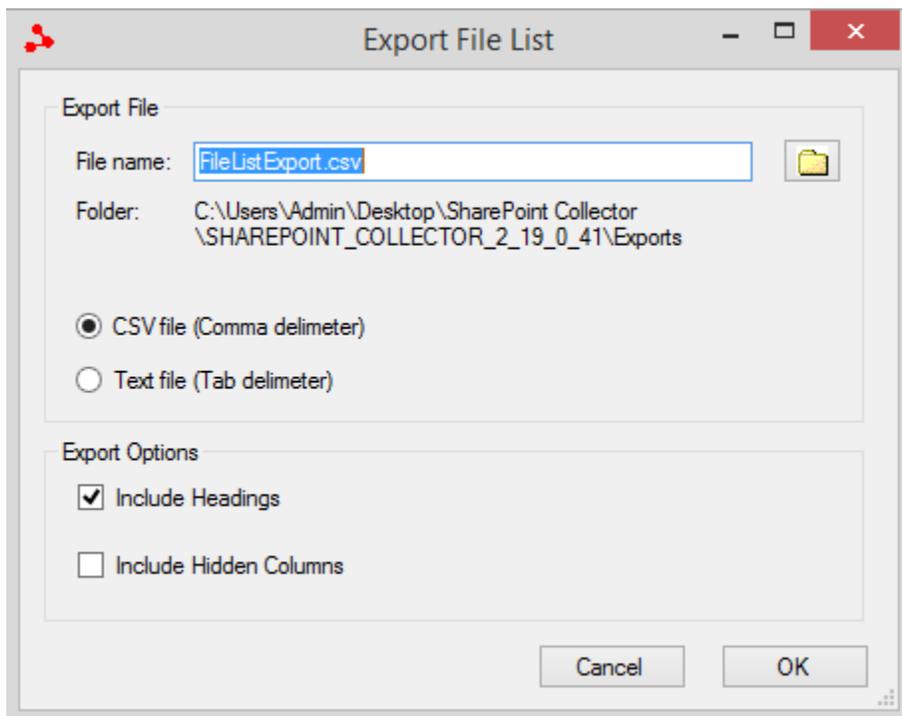
FILE LISTS



NOTE: The 'File' tab is available only when viewing the 'Site Contents' view

To get a list of files for later use and/or reference:

- 1) Check the desired Document Libraries under the '**Site Contents**' tab.
- 2) Click on the '**Actions**' tab at the top and choose '**Create a file list for the selected items**'.
- 3) The list may be saved to a CSV file by right clicking on the file list and clicking the Save to file button that pops up. You can name the file and path in the resulting window and then click '**OK**'.

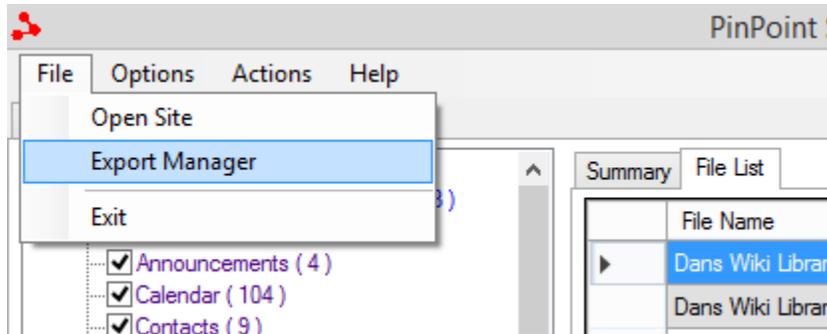


SHAREPOINT COLLECTOR EXPORT MANAGER

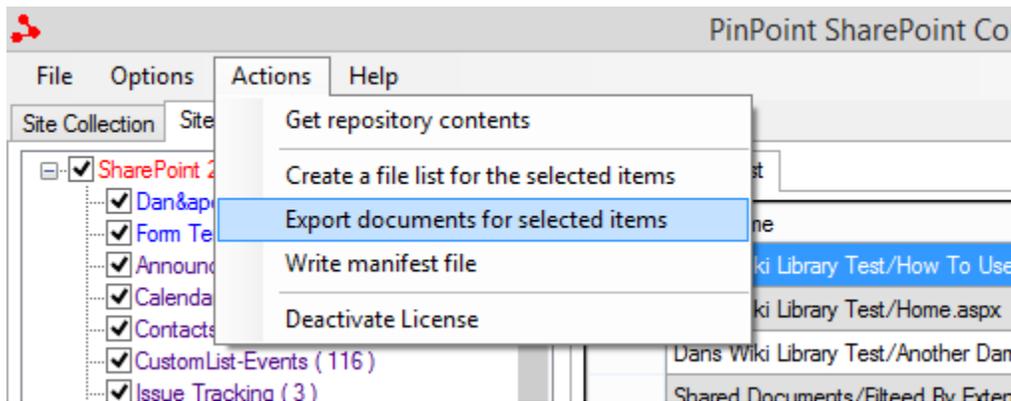
The Export Manager is the component that copies the requested data from the SharePoint sites to the local PC.

The Export Manager can be launched in two ways.

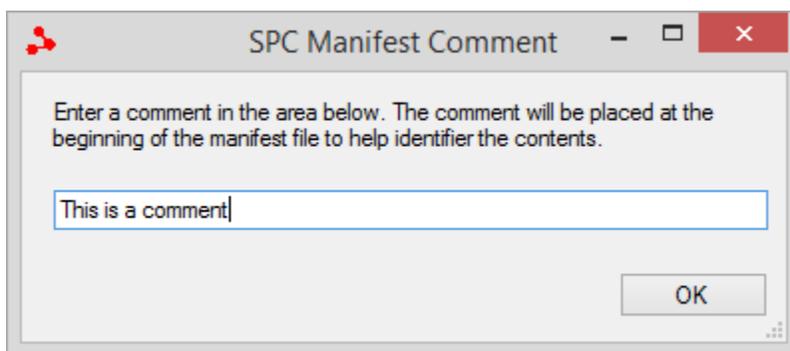
- 1) Clicking on the 'File' tab and choosing 'Export Manager', the Export Manager can be launched to run a previously written manifest or continue one that was interrupted.



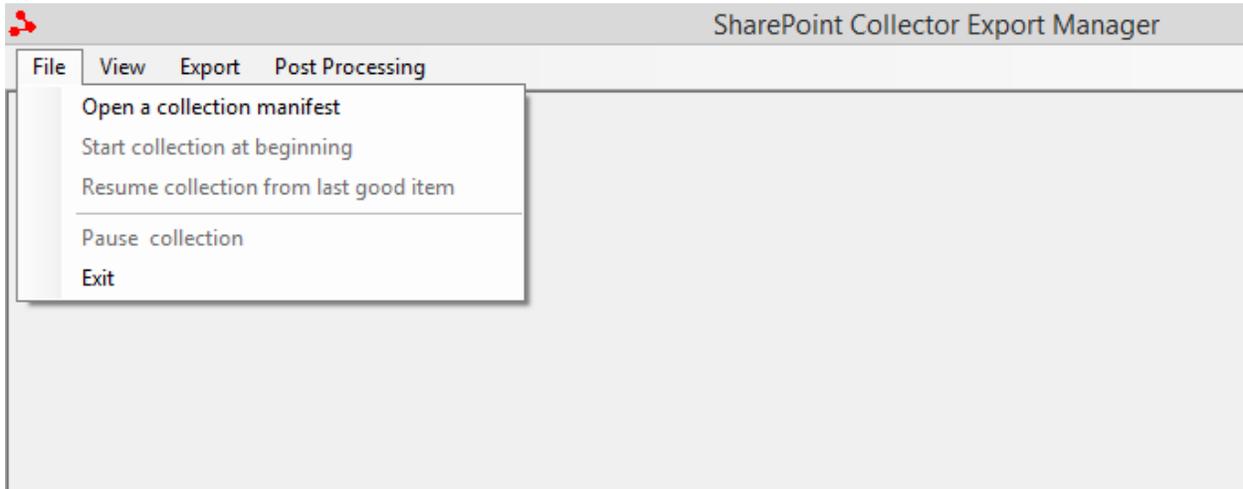
- 2) The Export Manager will launch automatically and begin exporting when you click on the 'Actions' tab and choose 'Export documents for selected items' after entering a comment.



The comment area can be used for logging or identification purposes and should be something easy to remember and/or pertinent to the collection.

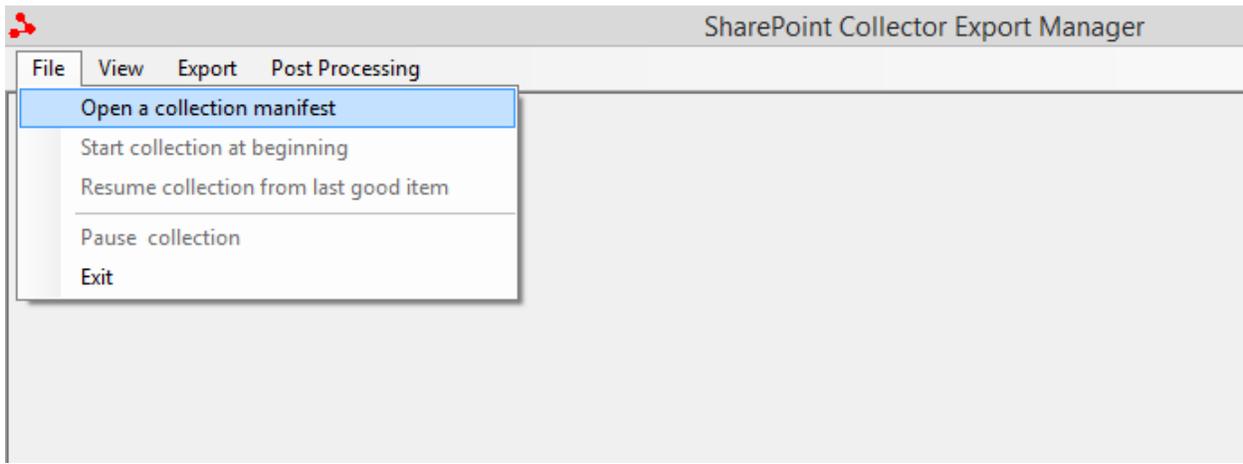


FILE TAB



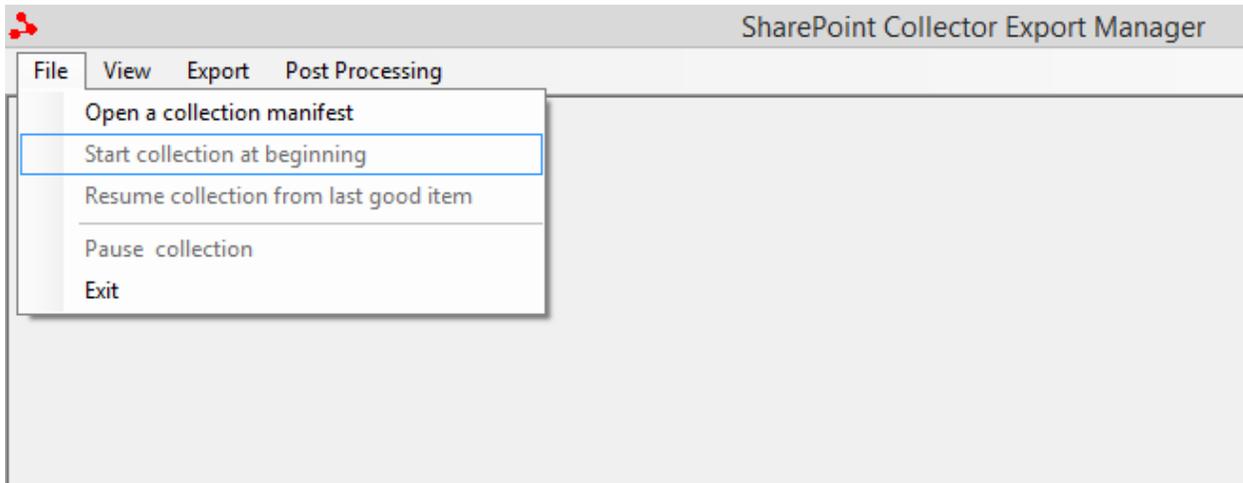
Open a collection manifest

This option opens a browser window where you can navigate to a previously saved manifest, choose it, and click 'OK'. Once a manifest is open, additional options are available.



Start collection at the beginning

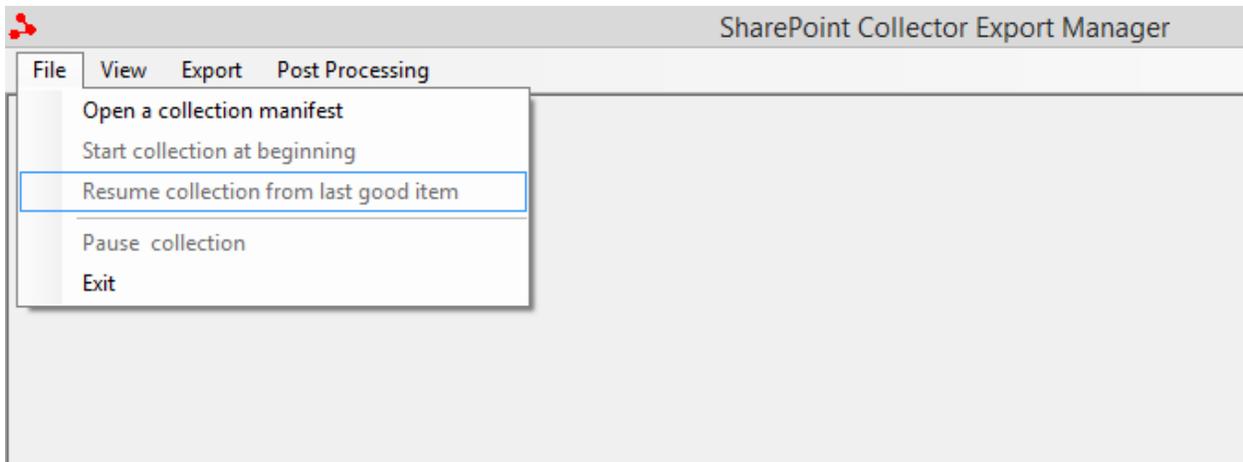
Choosing this option will begin an export at the beginning of the manifest. Use this option if you are starting a collection from a saved manifest. It can also be used to rerun a manifest from the beginning to refresh a collection with new items or attempt to download items that were not successfully exported in a previous run.



NOTE: When the manifest is opened, there is a check box that controls the disposition of existing files. By default it is set to skip files that have previously been retrieved but this can be changed to replace the existing files.

Resume collection from last good item

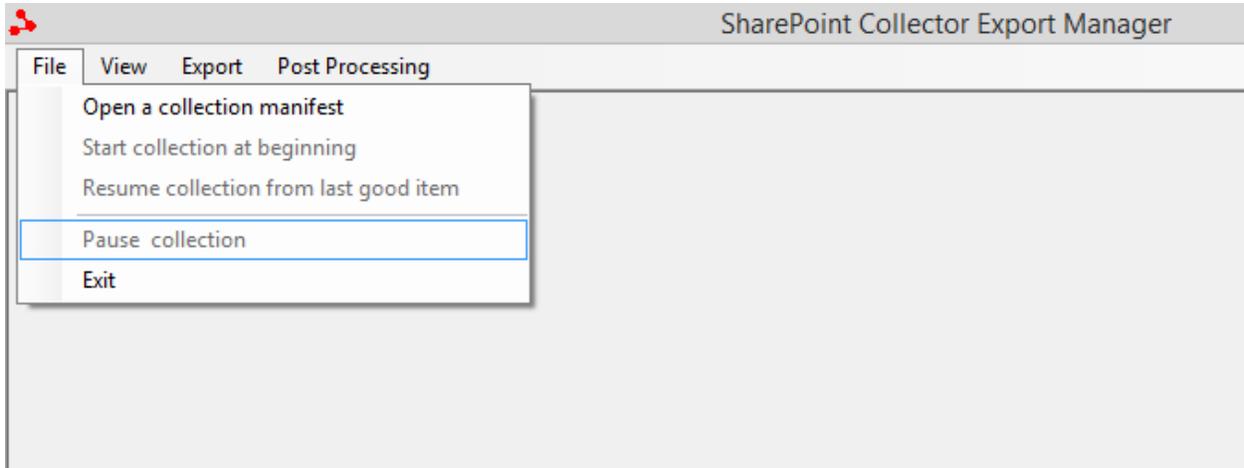
This option will begin an export for a manifest that was paused or interrupted, starting from the last item that was exported.



NOTE: The last item is not the last file but the last container. In a restart there may be several files that are shown as skipped. This is normal and is the SPC resynchronizing with the SharePoint server.

Pause collection

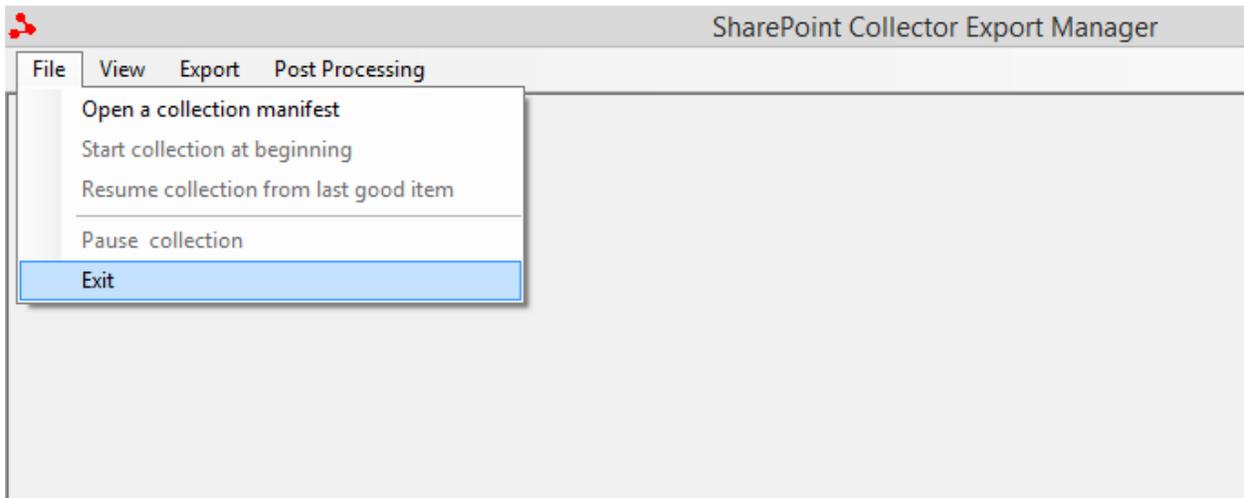
This option will pause a running export. It is important to understand that files that are actively being exported will complete before the export will pause.



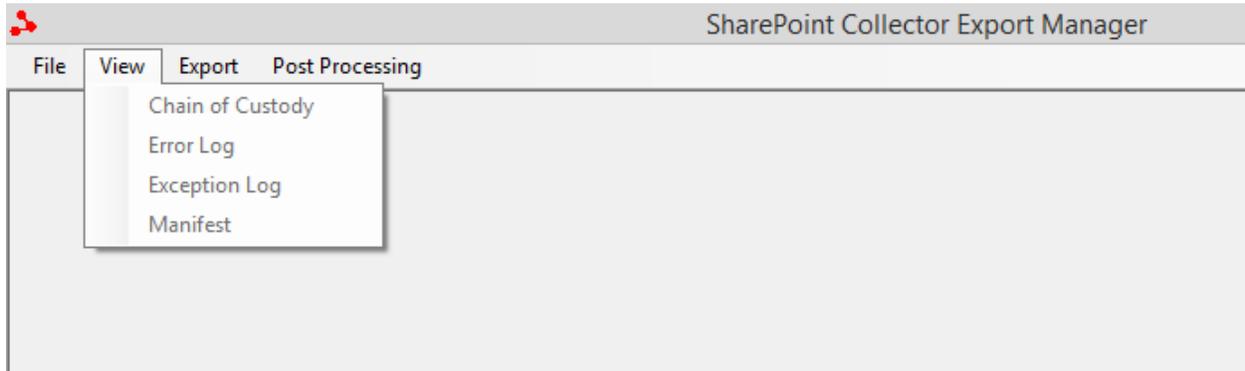
A message will be displayed in the export log indicating the export has been paused. A paused collection can be resumed with the '**Resume collection from last good item**' option. If the '**Start collection at beginning**' option is used, a warning message will be displayed to confirm that a check point exists and will be lost if the collection is restarted from the beginning.

Exit

This will close the Export Manager.

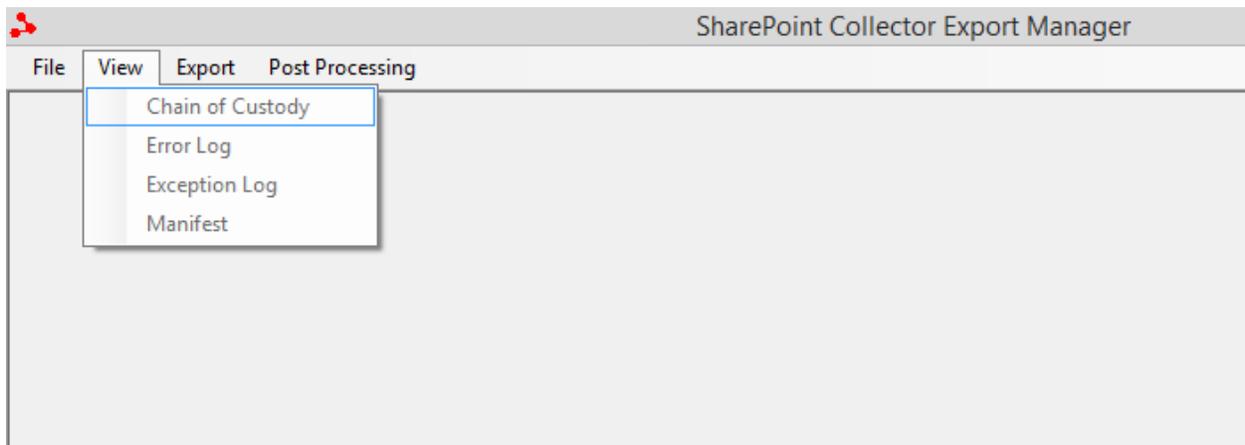


VIEW TAB



Chain of Custody

This will open a view of the collections Chain of Custody file which is, by default, the Control Records window.

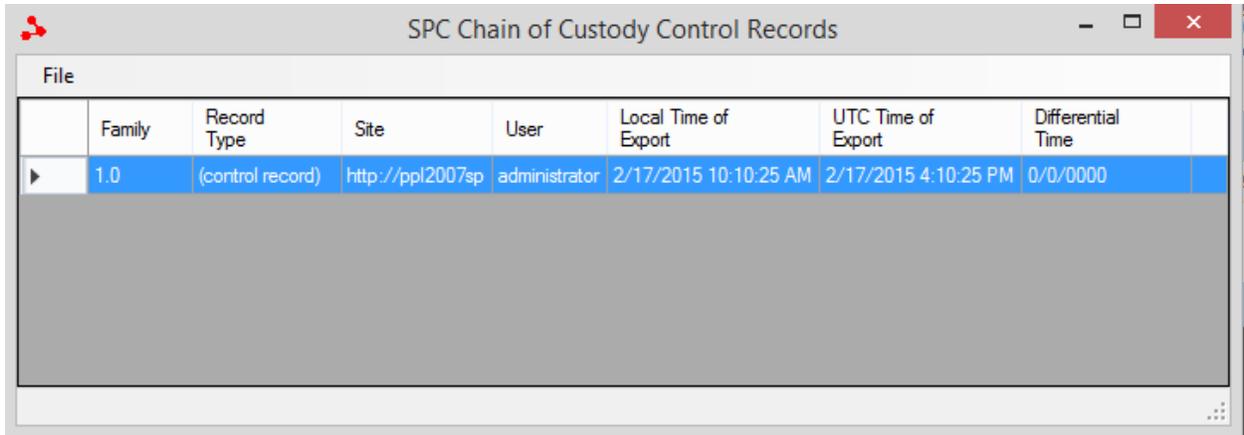


A control record is created each time the manifest is run. The data for the control record is Chain of Custody details for any files or list that have been downloaded by running the collection manifest.

NOTE: If you use the replace existing files options and rerun a manifest that data following the control record will contain file download details for the same files downloaded previously.

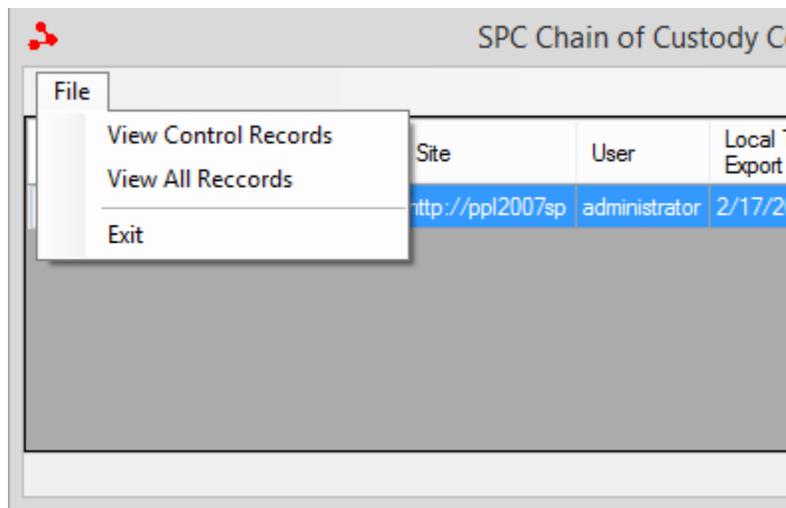
Information contained in the Control Records is:

- 1) Family – Position of selected file within a family of files
- 2) Record Type – Type of record (Metadata, Posts, Categories, etc.)
- 3) Site – Site exporting from
- 4) User – User performing export
- 5) Time of Export (Local and UTC) – Time export was performed
- 6) Differential Time



	Family	Record Type	Site	User	Local Time of Export	UTC Time of Export	Differential Time
▶	1.0	(control record)	http://ppl2007sp	administrator	2/17/2015 10:10:25 AM	2/17/2015 4:10:25 PM	0/0/0000

Selecting **'File'** will give further options regarding record type.



Selecting **'View All Records'** will open the **'View All Records'** window, allowing users to view all records associated with collection.

PINPOINT LABS – SHAREPOINT COLLECTOR
 Help Library

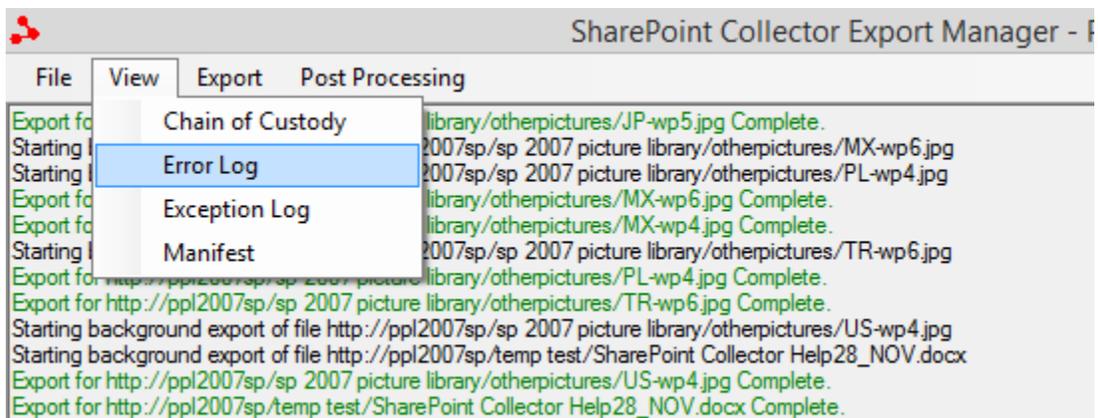
SPC Chain of Custody View All Records

Family	Record Type	Target File Name
1.0	(control record)	http://ppl2007sp
2.1	File	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\dans wiki library test\Home.aspx
2.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\dans wiki library test\Home.aspx.me
1.1	File	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\dans wiki library test\How To Use T
1.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\dans wiki library test\How To Use T
4.1	Announcements	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\announcements\1_000.html
4.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\announcements\1_000.html.m
5.1	Announcements	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\announcements\2_000.html
5.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\announcements\2_000.html.m
6.1	Announcements	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\announcements\3_000.html
6.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\announcements\3_000.html.m
3.1	File	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\dans wiki library test\Another Dam \
3.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\dans wiki library test\Another Dam \
7.1	Events	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\1_000.html
7.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\1_000.html.metadata
8.1	Events	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\2_000.html
8.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\2_000.html.metadata
9.1	Events	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\3_000.html
9.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\3_000.html.metadata
10.1	Events	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\4_000.html
10.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\4_000.html.metadata
6.11	Attachment	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\announcements\Attachments
11.1	Events	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\5_000.html
11.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\5_000.html.metadata
12.1	Events	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\6_000.html
12.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\6_000.html.metadata
13.1	Events	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\7_000.html
13.9	Metadata	C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\ppl2007sp\lists\calendar\7_000.html.metadata

All chain of custody records from manifest file C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25\COC.txt

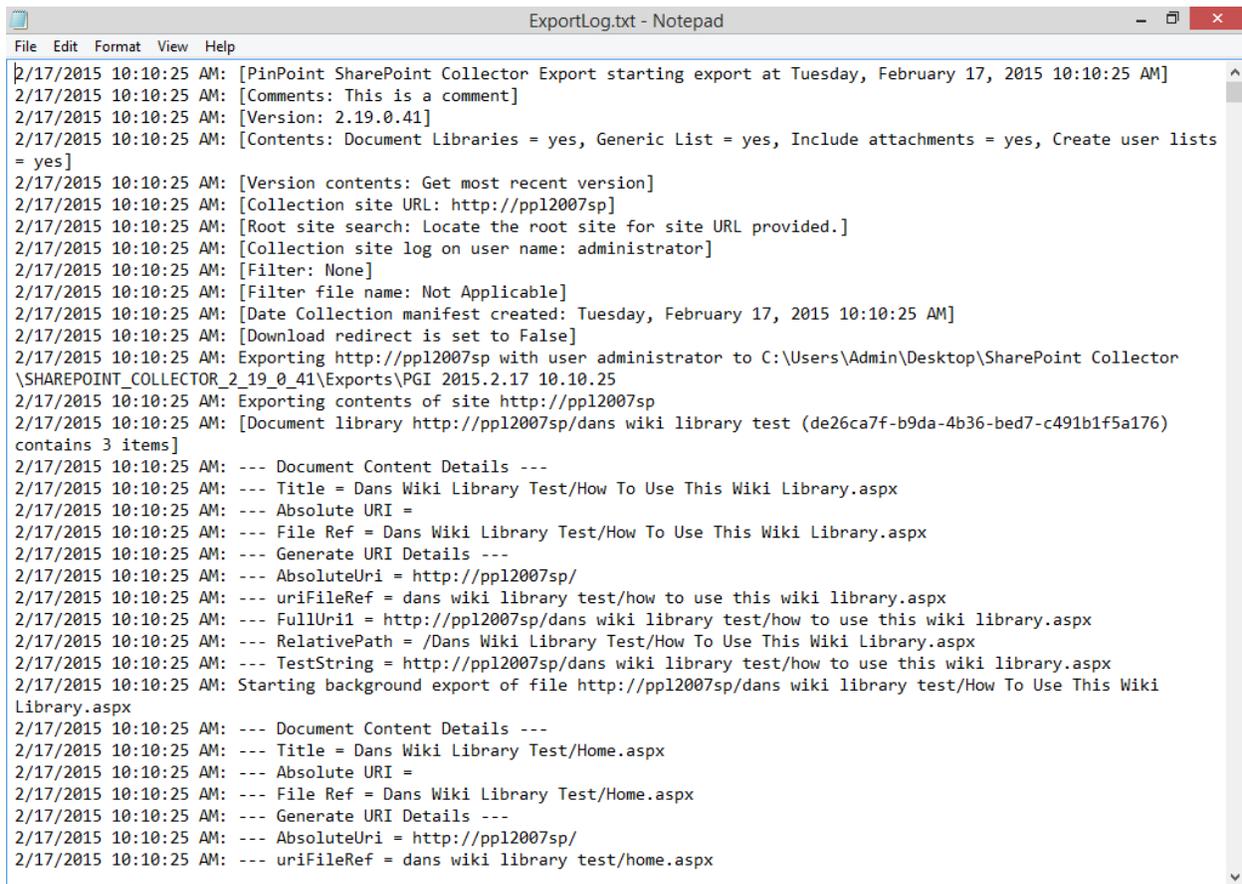
Error Log

This will open a view of the Error Log.



PINPOINT LABS – SHAREPOINT COLLECTOR Help Library

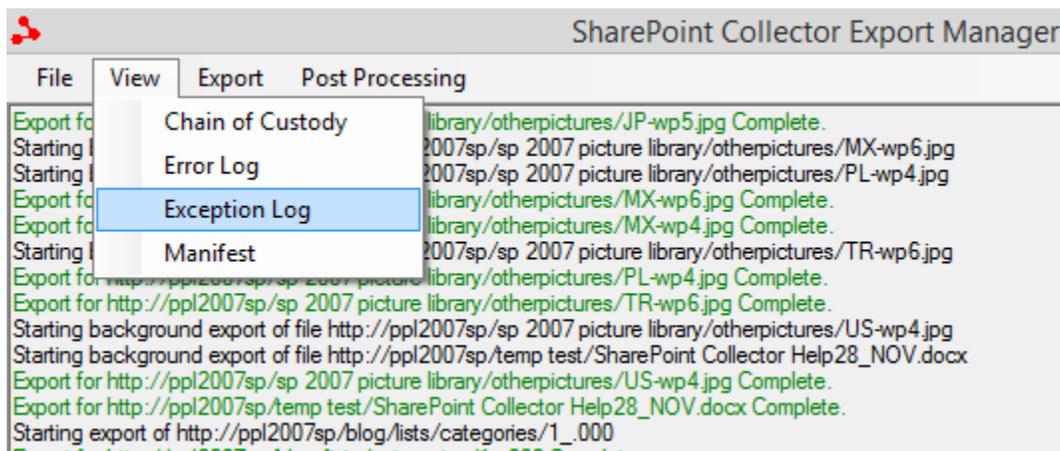
The 'Error Log' window is a Notepad file containing any errors that occurred during collection.



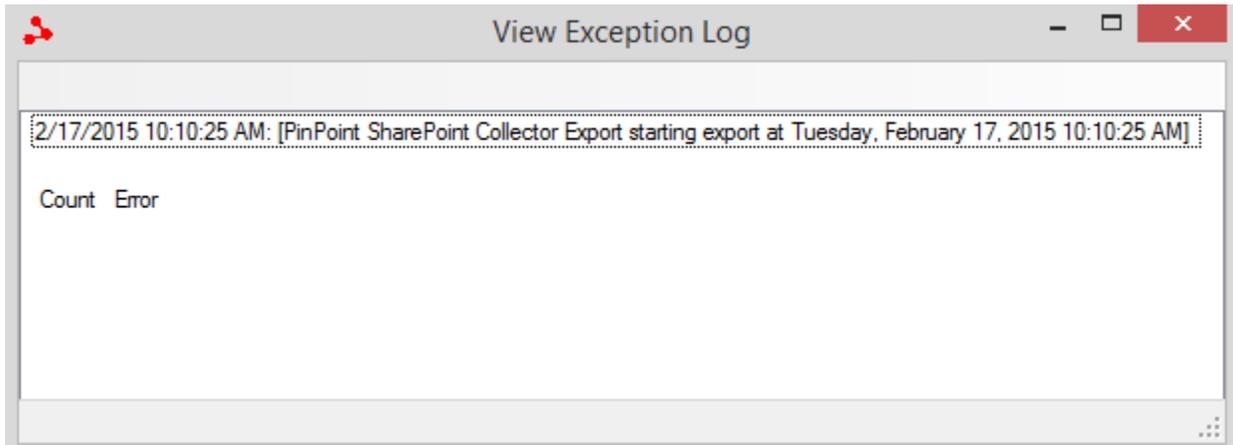
```
ExportLog.txt - Notepad
File Edit Format View Help
2/17/2015 10:10:25 AM: [PinPoint SharePoint Collector Export starting export at Tuesday, February 17, 2015 10:10:25 AM]
2/17/2015 10:10:25 AM: [Comments: This is a comment]
2/17/2015 10:10:25 AM: [Version: 2.19.0.41]
2/17/2015 10:10:25 AM: [Contents: Document Libraries = yes, Generic List = yes, Include attachments = yes, Create user lists = yes]
2/17/2015 10:10:25 AM: [Version contents: Get most recent version]
2/17/2015 10:10:25 AM: [Collection site URL: http://ppl2007sp]
2/17/2015 10:10:25 AM: [Root site search: Locate the root site for site URL provided.]
2/17/2015 10:10:25 AM: [Collection site log on user name: administrator]
2/17/2015 10:10:25 AM: [Filter: None]
2/17/2015 10:10:25 AM: [Filter file name: Not Applicable]
2/17/2015 10:10:25 AM: [Date Collection manifest created: Tuesday, February 17, 2015 10:10:25 AM]
2/17/2015 10:10:25 AM: [Download redirect is set to False]
2/17/2015 10:10:25 AM: Exporting http://ppl2007sp with user administrator to C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports\PGI 2015.2.17 10.10.25
2/17/2015 10:10:25 AM: Exporting contents of site http://ppl2007sp
2/17/2015 10:10:25 AM: [Document library http://ppl2007sp/dans wiki library test (de26ca7f-b9da-4b36-bed7-c491b1f5a176) contains 3 items]
2/17/2015 10:10:25 AM: --- Document Content Details ---
2/17/2015 10:10:25 AM: --- Title = Dans Wiki Library Test/How To Use This Wiki Library.aspx
2/17/2015 10:10:25 AM: --- Absolute URI =
2/17/2015 10:10:25 AM: --- File Ref = Dans Wiki Library Test/How To Use This Wiki Library.aspx
2/17/2015 10:10:25 AM: --- Generate URI Details ---
2/17/2015 10:10:25 AM: --- AbsoluteUri = http://ppl2007sp/
2/17/2015 10:10:25 AM: --- uriFileRef = dans wiki library test/how to use this wiki library.aspx
2/17/2015 10:10:25 AM: --- FullUri = http://ppl2007sp/dans wiki library test/how to use this wiki library.aspx
2/17/2015 10:10:25 AM: --- RelativePath = /Dans Wiki Library Test/How To Use This Wiki Library.aspx
2/17/2015 10:10:25 AM: --- TestString = http://ppl2007sp/dans wiki library test/how to use this wiki library.aspx
2/17/2015 10:10:25 AM: Starting background export of file http://ppl2007sp/dans wiki library test/How To Use This Wiki Library.aspx
2/17/2015 10:10:25 AM: --- Document Content Details ---
2/17/2015 10:10:25 AM: --- Title = Dans Wiki Library Test/Home.aspx
2/17/2015 10:10:25 AM: --- Absolute URI =
2/17/2015 10:10:25 AM: --- File Ref = Dans Wiki Library Test/Home.aspx
2/17/2015 10:10:25 AM: --- Generate URI Details ---
2/17/2015 10:10:25 AM: --- AbsoluteUri = http://ppl2007sp/
2/17/2015 10:10:25 AM: --- uriFileRef = dans wiki library test/home.aspx
```

Exception Log

This will open a view of the Exception Log.

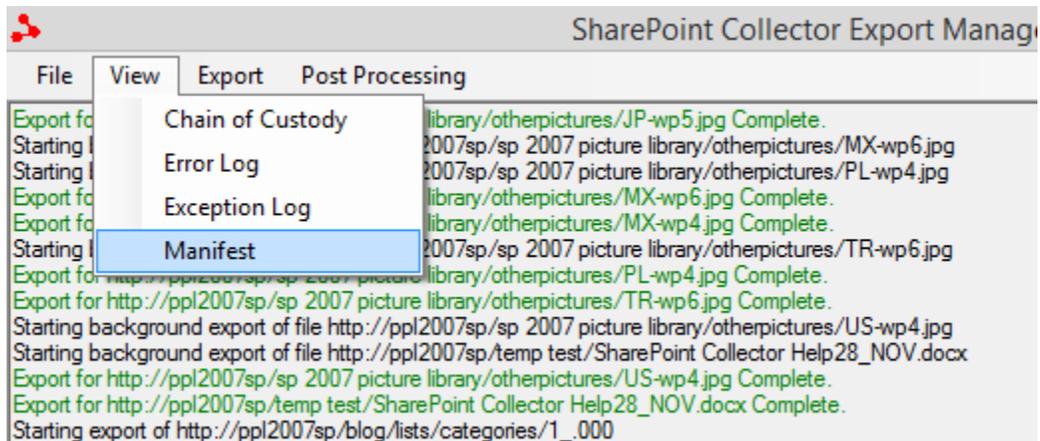


The 'Exception Log' window simply contains any exceptions, or files/file types not matching md5 hash values, during the collection process.



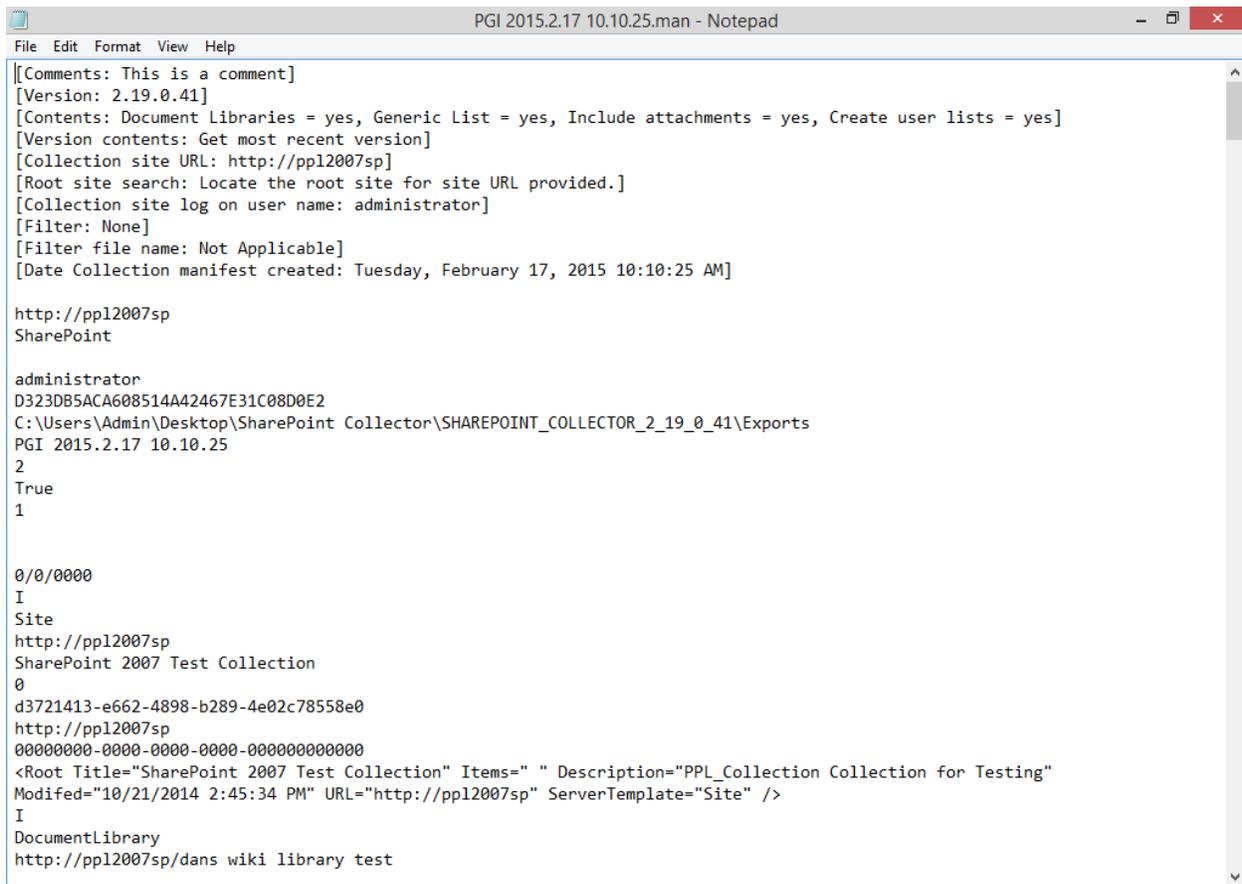
Manifest

This option will open a view of the export manifest.



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The 'Manifest' window contains a WordPad file of the manifest as a text document



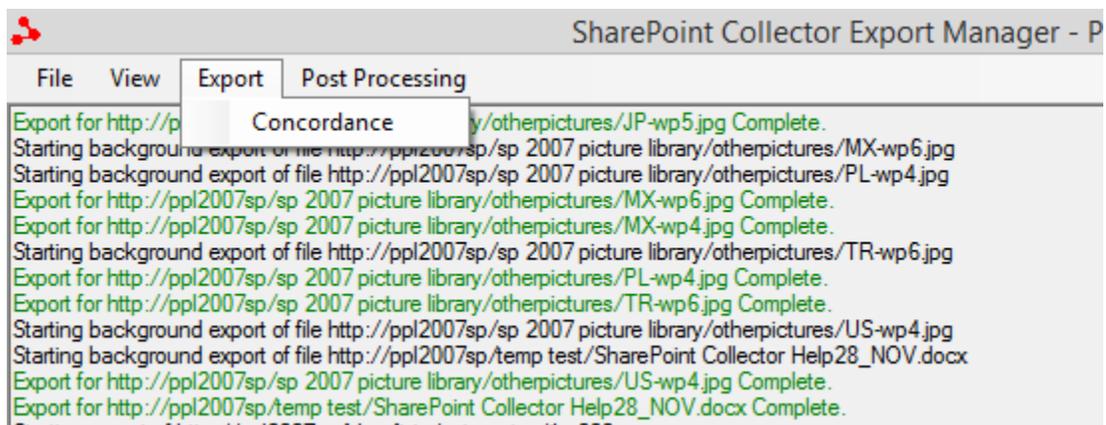
```
PGI 2015.2.17 10.10.25.man - Notepad
File Edit Format View Help
[[Comments: This is a comment]
[Version: 2.19.0.41]
[Contents: Document Libraries = yes, Generic List = yes, Include attachments = yes, Create user lists = yes]
[Version contents: Get most recent version]
[Collection site URL: http://ppl2007sp]
[Root site search: Locate the root site for site URL provided.]
[Collection site log on user name: administrator]
[Filter: None]
[Filter file name: Not Applicable]
[Date Collection manifest created: Tuesday, February 17, 2015 10:10:25 AM]

http://ppl2007sp
SharePoint

administrator
D323DB5ACA608514A42467E31C08D0E2
C:\Users\Admin\Desktop\SharePoint Collector\SHAREPOINT_COLLECTOR_2_19_0_41\Exports
PGI 2015.2.17 10.10.25
2
True
1

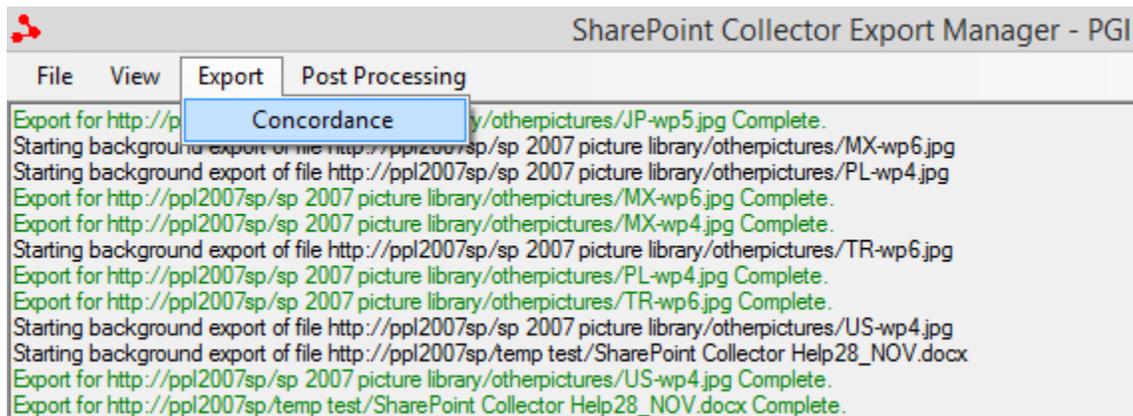
0/0/0000
I
Site
http://ppl2007sp
SharePoint 2007 Test Collection
0
d3721413-e662-4898-b289-4e02c78558e0
http://ppl2007sp
00000000-0000-0000-0000-000000000000
<Root Title="SharePoint 2007 Test Collection" Items=" " Description="PPL_Collection Collection for Testing"
Modified="10/21/2014 2:45:34 PM" URL="http://ppl2007sp" ServerTemplate="Site" />
I
DocumentLibrary
http://ppl2007sp/dans wiki library test
```

EXPORT TAB

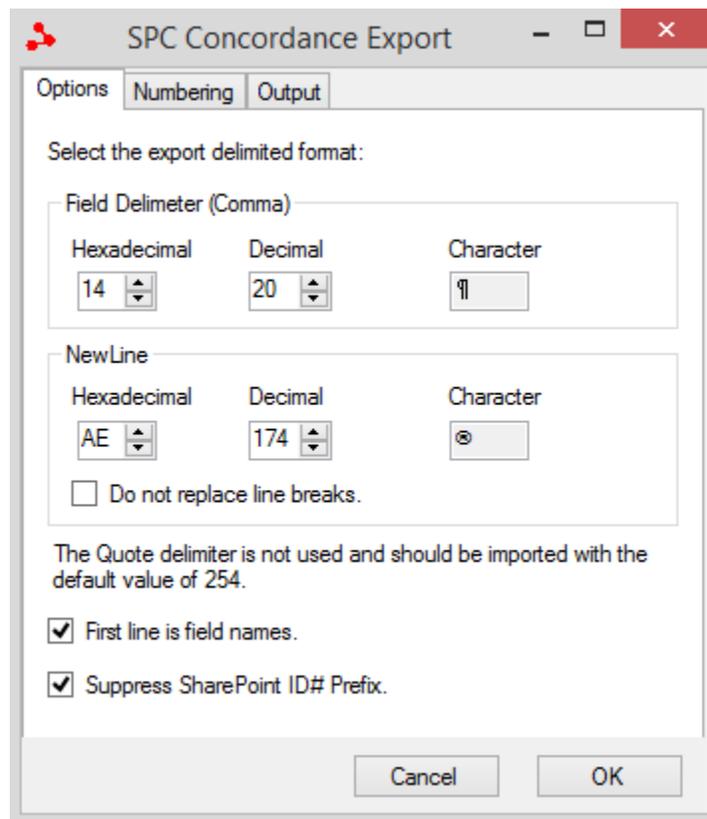


Another key feature SharePoint Collector has is exporting to concordance files. A concordance file is a list of words to include an index. By using concordance export, you are allowing for the creation of a searchable index.

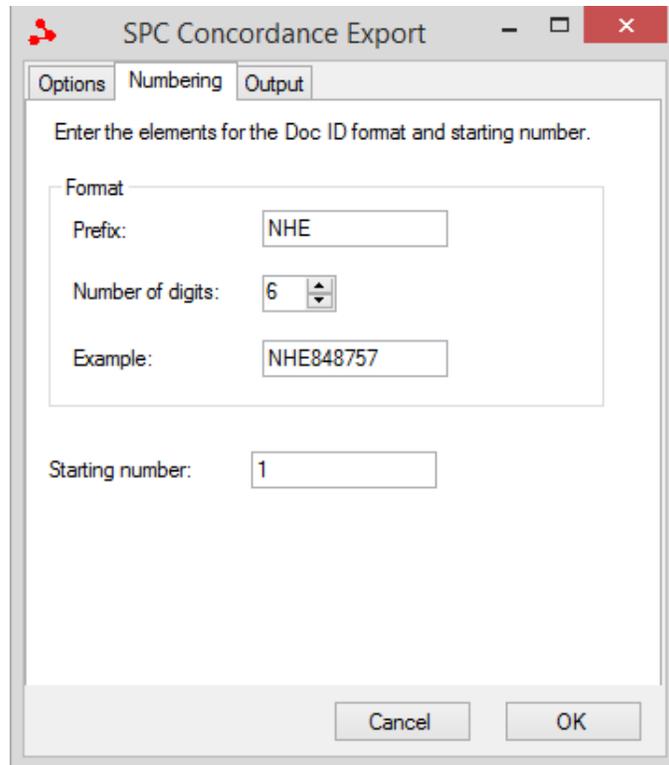
Concordance:



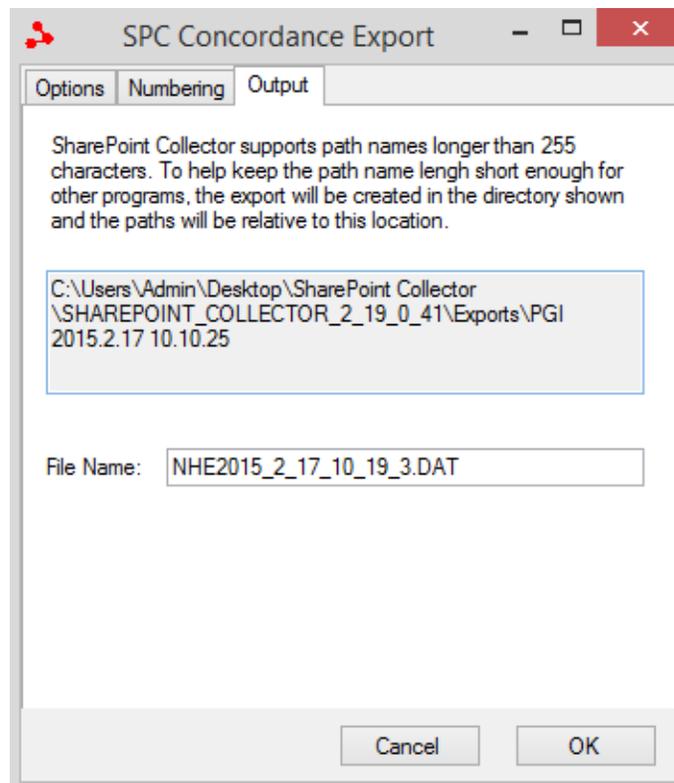
Opens a window to options such as **'Delimiters'**, (A sequence of characters used to specify boundaries between separate regions in text or data).



'Numbering', or number padding, allows for more files to be copied. The “number padding” can be set with number of digits, for example, using the NHE prefix and 6 digits, you are allowing NHE000001, or up to NHE999999.

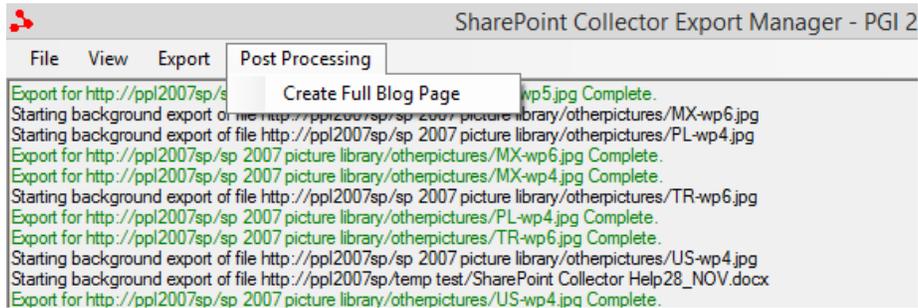


'Path and Name' ('Output'), the name and location of the export.



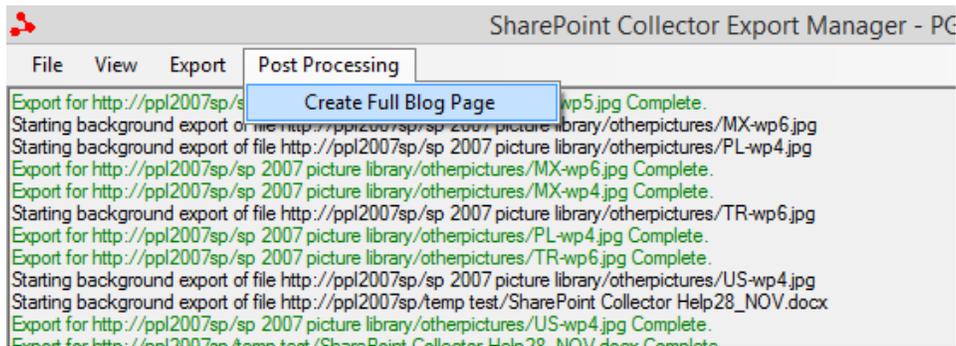
Concordance files will be sent to the location of your choice in the form of a .DAT file.

POST PROCESSING TAB

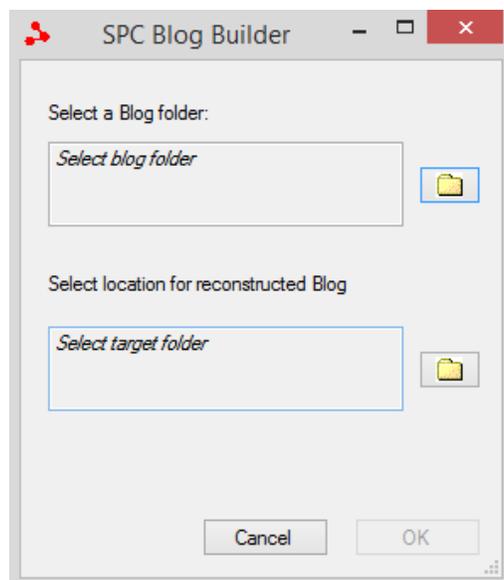


Create Full Blog Page:

'Create Full Page Blog' will reassemble the items into an html page that resembles the blog as seen in SharePoint. When a blog is saved, SharePoint saves each post as a single item. SharePoint Collector simply recreates the blog by collecting each item, and putting them back in place in HTML format.



A SharePoint site may contain several blogs. To create the HTML view of a blog, select the exported folder that contains the blog and the location to save the HTML.



NOTE: The blog file name is automatically generated.

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