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This manual should not be construed as any representation or warranty with respect to the software named herein. Occasionally, changes or variations exist in the software that are not reflected in the manual.

Generally, if such changes or variations are known to exist and affect the product significantly, a release note or Read Me file will accompany the User Guide, or will be available on the Ontrack PowerControls website. In that event, please read the release notes or Read Me file before using the product.

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CONTACT INFORMATION

For contact information for our worldwide locations, see

www.ontrack.com

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Introduction

Overview

Welcome to Ontrack® PowerControls™, a powerful, yet easy-to-use application for searching, recovering, restoring, and managing data at a granular level in Microsoft® Office SharePoint® Server environments.

With Ontrack PowerControls, you can perform source and target functions on Microsoft Office SharePoint Server data. It also provides a robust search function on source items to quickly and easily find, recover, and restore content – such as documents, lists, libraries, and folders – or entire Microsoft Office SharePoint Server sites.

Ontrack PowerControls works with your existing database so can restore content from MDF files, NDF files, and LDF files directly to your Microsoft Office SharePoint Server target, or to a different server. Microsoft Office SharePoint Server backups can be extracted from tape or disk-based backups using the Direct Method of extraction.

Five Major Reasons for Using Ontrack PowerControls

There are five primary ways you can benefit from using Ontrack PowerControls:

1. Minimizes the time to restore an individual document, item, list, folder, site, or library.

Ontrack PowerControls can slash restore time, making it possible to granularly restore items from a previous full backup. Items from database backup can be restored individually, giving you restore flexibility and eliminating the need to perform to a full site restoration in order to find the items you need.

2. Eliminates same site restore constraint.

By eliminating same site restore constraint, Ontrack PowerControls gives you the flexibility to restore to origination or alternate locations. With Ontrack PowerControls, you can restore directly into your production Microsoft Office SharePoint Server or a file system.

3. Minimizes the time to locate all matching specific criteria.

Ontrack PowerControls includes an Advanced Find feature that can search across all content databases in an archived Microsoft Office SharePoint Server file, rather than bringing an old backup back online for analysis. You can search by a variety of criteria, including keywords, subject, date, specific users, and file and attachment data.

4. Maintains data integrity of the Microsoft Office SharePoint Server source.

Ontrack PowerControls does not change the contents or metadata of the source content database, and maintains data integrity of the source by performing read-only operation.

5. Minimizes the costs involved in restoring lost items.

Ontrack PowerControls eliminates the need to have an expensive restoration server available, as well as the cost associated with the extra steps required to separately import sites back into Microsoft Office SharePoint Server to find items needed. Also, since it can read your existing content database backups, there is no need to purchase proprietary software for creating the backups. Your backup process can remain the way it is today.

About the Free Trial

After installation, Ontrack PowerControls operates as a Free Trial by default until a license file is applied. The Free Trial of Ontrack PowerControls is limited in functionality and time-limited to 30 days of use.

With the Free Trial, you can:

- Open sources
- Open targets
- Perform searches

If you would like to have full functionality, or learn more about the purchasing options and product information for Ontrack PowerControls, visit our website at www.ontrack.com.

Readme File

The Ontrack PowerControls Readme file contains additional information about the Ontrack PowerControls, including:

- Supported environments
- Licensing
- Upgrading from previous versions (if applicable)
- Limitations
- Technical support

The Ontrack PowerControls Readme file is included in the electronic package.

Getting Help

Ontrack provides you with the following ways to get help with Ontrack PowerControls:

- Online Help
- Technical Support

Online Help

Online Help includes all of the information in the user guide. You can quickly access this information using the following online Help tabs:

- **Contents**: Displays a hierarchical view, similar to the Contents of the user guide.
- **Index**: Provides a list of key words to locate specific topics.
- **Search**: Offers a full-search of the Help file.

To start online Help

- Do one of the following:
    - On the **Help** menu, click **Contents**
    - Click on the toolbar.
    - Press the **F1** key.

Context Sensitive Help

You can click the Help button that appears on many of the dialog boxes when using Ontrack PowerControls to open the online Help topic related to the current task.

Tooltip

When you position the pointer over a tool or control and pause, a message box appears with a definition of your selected item.

Technical Support

If you have questions or problems not answered in the user guide or the online Help (F1), contact our Technical Support group. When reporting an issue, please include any information that might help us diagnose the problem. The following details are often the most helpful:

- The version of Ontrack PowerControls you are using (on the **Help** menu, select **About**).
- The versions of Windows operating systems that you are running.
- The version of SQL Server that contained the source database file.
- The version of Microsoft Office SharePoint Server for the source data.
- The version of Microsoft Office SharePoint Server for the target.
- The circumstances and sequence of steps that led to the problem.
- The text of the error messages (if any appeared), and the contents of the **Details** window.
- A list of other Windows-based programs that you were running when the error occurred.

For more information, please see "Contact Information" at the beginning of this user guide.

Chapter 1: Looking at the Interface

Overview

This section describes the main window of Ontrack PowerControls and details the functions of the:

- Menu bar
- Toolbar
- Source and Target panes
- Source Item and Target Item lists

It also explains how to:

- Change the appearance of the main window
- View the properties of a content database
- View the target in a browser
- Use the Preferences dialog box

Main Window

The main window of Ontrack PowerControls is where you do most of your work. The main window is divided into four panes by two split bars: the two Source panes above the two Target panes.

The Source panes display the source MDF, NDF, and LDF file(s). The left Source pane contains the content database tree view. When you select an item in this pane, its contents appear in the right Source pane.

The Target panes act as a container for the restored items on the target server. The left Target pane contains the Microsoft Office SharePoint Server nodes and contents copied, dragged, or added through the Data Wizard. The right Target pane displays the list of the contents of the item selected in the tree view on the left Target pane.

Any functions that can be performed on a source data item or target items can be accessed through the menu bar, the toolbar, or the right-click context menus.
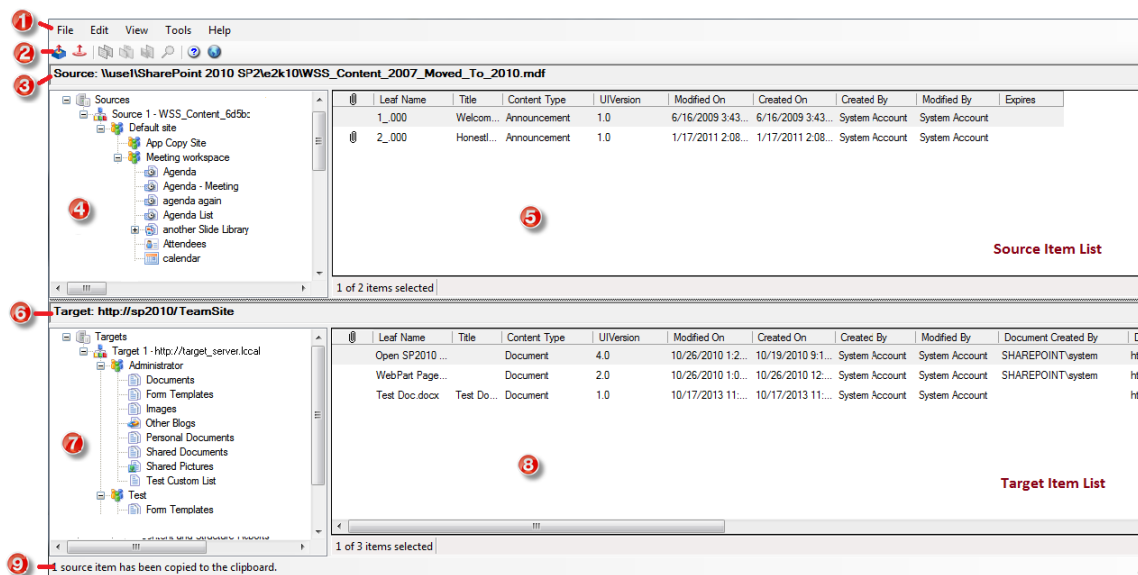
Figure 1-1: The main window with its four panes.

Key items on the Ontrack PowerControls main window:

1. Menu Bar
2. Toolbar
3. Source Location
4. Source Pane
5. Source Message List
6. Target Location
7. Target Pane
8. Target Message List
9. Status Bar

Menu Bar
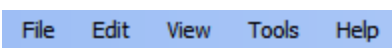
Figure 1-2: The menu bar in the main window

The menu bar contains all of the commands for Ontrack PowerControls. The menu commands, submenu commands, and resulting dialog boxes are discussed fully in the sections that focus on those specific commands.

Toolbar

Figure 1-3: The toolbar in the main window

The buttons on the toolbar perform the following functions:

Icon	Function
	Open Source opens the Source Path Selection page of the Data Wizard, where you can add .mdf, .ndf., and .ldf files.
	Open Target opens the Target Server Selection page of the Data Wizard, where you can enter the target Microsoft Office SharePoint Server name, configuration database, and authentication.
	Copy copies onto the clipboard the selected item(s) in the source list or list and folders from the tree view.
	Paste inserts the items from the clipboard into the selected list or folder in the Target pane.
	Export displays the Export Options page of the Export Wizard, which lets you export an item to a local or network drive destination.
	Find displays the Find in Sources dialog box, which lets you specify the desired search criteria for finding items in the Source pane.
	View Help displays Ontrack PowerControls Online Help, which includes all of the information in this user guide and more. Online Help lets you quickly access this information by using a Contents, Search, or Index tab.
	Ontrack on the Web takes you to the Ontrack website (www.ontrack.com), providing you with additional information on products and services by Ontrack.

Shortcut Menu

You can access many of the same commands available on the menu bar and toolbar by right-clicking the mouse to open a shortcut menu. The contents of the shortcut menu depend on whether you right-click in the Source or Target pane. This manual aims to explain how to use commands on the menu bar and toolbar, and doesn't always specify when you can use the shortcut menu. Once you become familiar with Ontrack PowerControls, the commands available to you on the shortcut menu should become apparent.

Source Panes

The Source pane displays the content database files that you selected in the Source Path Selection page of the Data Wizard. The source tree can display one or more sources. It displays the source as a tree view and mimics the hierarchy of the database.
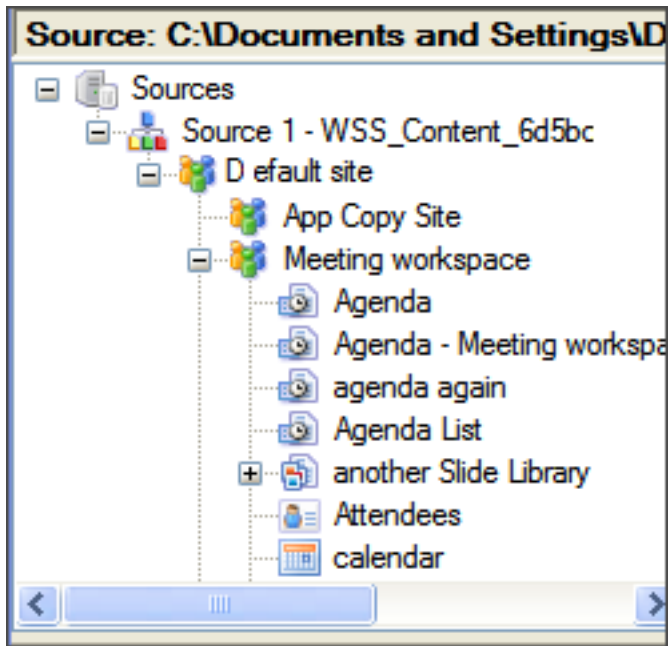
Figure 1-4: Source pane

For more information on using the Source panes, see **"Data Wizard: Source Path Selection Page" on page 21**.

Source Item List

The Source Item list displays the source items in a list with columns depending on the type of source list. The columns can include leaf name; attachments, if any; title; content type; UI Version; modified and created on dates; created by; and modified by.

Figure 1-5: Source Item List

You can open a source data list item using the native application with which it was created by right-clicking on the item and selecting Open File in the context menu. If the native application for the item is not available on your computer, a dialog box appears where you can select the application to view the item data. If you want to view the metadata of an item that can be opened with the native application, right-click and select Open Item.

Source Item List Context Menu

Source list items have several functions available through a context menu. You can right-click on an item or multiple items to display a context menu with the following options available:

- **Open Item:** Displays the metadata of an item in a new dialog box or open the native application.
- **Open File:** Open File is available if the item has a content stream. Only one item can be selected at a time.
- **Copy:** Copies the selected item or items to the clipboard.
- **Select All:** Selects all of the items in the list.
- **Export:** Opens the Export Wizard where you can save the selected item to a selected location.
- **Save Attachments:** Opens the Save Attachment dialog box where you can save the attachments of the selected item to a selected location.
- **Previous Versions:** Opens the Previous Versions dialog box where you can view the previous versions of the item and copy them to a selected location or to the Target pane.

Some context menu items are unavailable when multiple items are selected; for example, "Open Item," "Open File," "Save Attachments," and "Previous Version" functions.

For more information on all of these functions, see **"Using Ontrack PowerControls" on page 20**.

Target Panes

Ontrack PowerControls can connect to target Microsoft Office SharePoint Servers. One or more targets can be opened at a time. The target data appears in the Target pane, which mimics the hierarchy of the database.
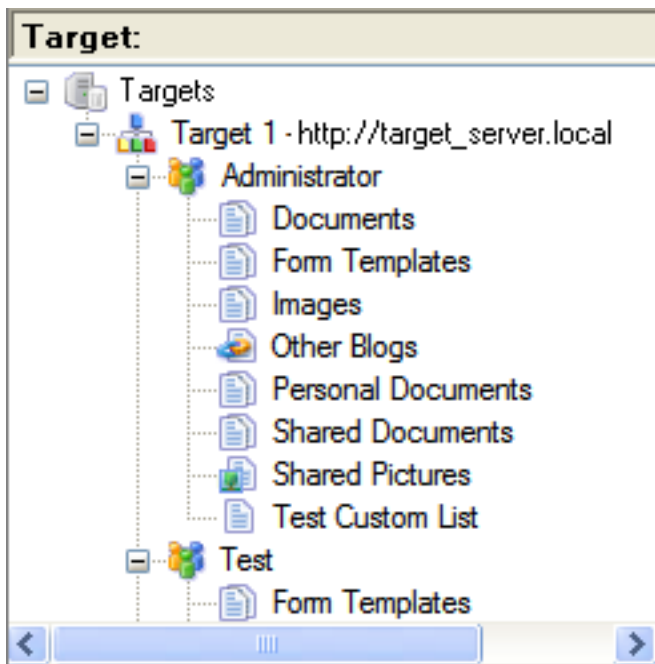
Figure 1-6: Target pane

Target Item List

The Target Item list displays the target items in a list with columns depending on the type of target list. The columns can include leaf name; attachments, if any; title; content type; UI Version; modified and created on dates; created by; and modified by.

⬚	Leaf Name	Title	Content Type	UIVersion	Modified On	Created On	Created By	Modified E
	cool couch.jpg		Bob's Content ...	2.0	1/17/2008 4:14...	1/17/2008 4:14...	System Account	System Ac

Figure 1-7: Target Item List

You can open a target data list entry using the native application with which it was created by right-clicking on the item and selecting Open File in the context menu. If the native application for the item is not available on your computer, a window appears where you can select the application to view the item data. If you want to view the metadata of an item that can be opened with the native application, right-click and select Open Item. For more information, see **"Opening Items" on page 30**.

Figure 1-8: Open Item metadata

Note: *Not all the data about an item appears in the list.*

Icons in the Source and Target Panes

In the Source and Target panes, the root nodes, sites, lists, and folders have individualized icons. Any list type without an assigned icon uses a default icon 📄.

Note: *Not all lists for a site are shown in the list. If certain lists contain system information, they may not be shown.*
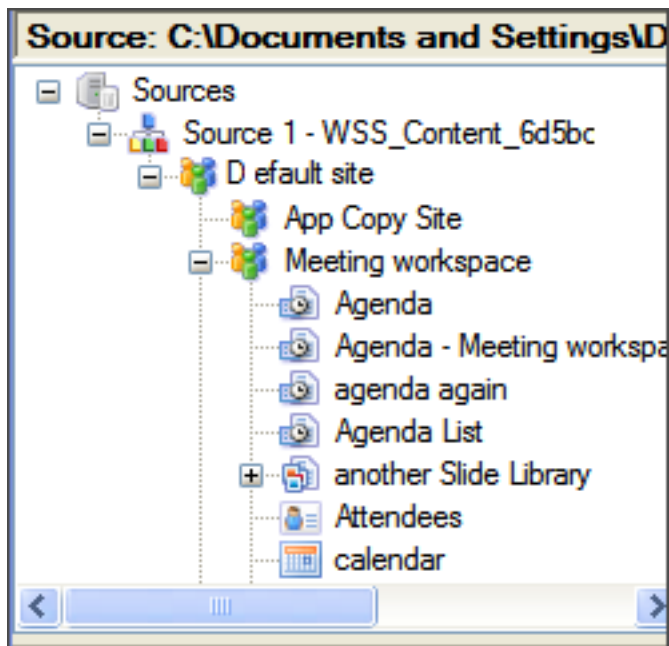
Figure 1-9: Sample icons with descriptions below

Icon	Description
	Sources contains one or more source data stores. You can select the sources root node as your search source.
	Targets contains the target Microsoft Office SharePoint Server databases for connection as a target.
	Source Root Node contains the .mdf, .ndf, and .ldf files. Click the plus sign (+) next to a node to expand its contents.
	Target Root Node contains the target server. Click the plus sign (+) next to a node to expand its contents.
	Site contains the site/site collection nodes lists. Click the plus sign (+) next to a node to expand its contents.
	Default icon for List objects, custom lists, and Datasheet
	Document Library, Form Library, Wiki Page Library are Web Parts that organize documents by department, project, or by topic.
	Folders can be created within Web Parts to organize documents or lists.
	Discussion Board can contain Web discussion notes between users of the site.
	Agenda can contain information that meeting attendees need to have access to in advance of a meeting.
	Calendar is a view of the events list after recurring events have been added.

Icon	Description
	Text Box can be created within a Web Part to just contain text.
	Surveys can contain various forms of surveys: online surveys, email-based surveys, and database-driven surveys.
	Contacts, Attendees are lists that contain contacts for the users of the site including phone numbers, email addresses, and other information.
	Picture Library, Report Library are Web Parts similar to Document Libraries which store documents and allow users to attach metadata to the documents.
	Data Connection Libraries are Web Parts similar to Document Libraries which store documents and allow users to attach metadata to the documents.
	Slide Libraries are Web Parts similar to Document Libraries which store documents and allow users to attach metadata to the documents.
	Translation Library, Languages, and Translators are the list of languages to assign to translation tasks and any translators specified for each language.
	Announcements is a Web Part in SharePoint and contains any announcements entered by a Site Administrator.
	Links is a Lists Web Part that provides easy access to websites.
	Tasks is a Lists Web Part used for managing tasks within a project.
	Project Tasks, Issue Tracking are used to track issues based on different categories added by the Site Administrator.
	Decisions is a list created from a template within a Meeting Site in SharePoint.
	Things to Bring contains lists in the Lists Web Part.
	Datasheet is a view within a library or list that requires Microsoft Excel to open.
	KPI List contains Key Performance Indicator lists in the Lists Web Part. (This is appears as **Status List** in Microsoft Office SharePoint 2010).
	Circulations contains lists that track to track the flow of documents in a Group Work list (Microsoft Office SharePoint 2010 only).
	IME Dictionary List contains data used in a list as a Microsoft Input Method Editor (IME) dictionary (Microsoft Office SharePoint 2010 only).

Changing the Appearance of Main Window

You can change the view in the Ontrack PowerControls window by hiding the toolbar or status bar, adjusting split bars; sorting lists; and refreshing the screen.

Viewing or Hiding the Toolbar and Status Bar

The toolbar and status bar appear by default in the main window, but you can easily hide them.

To hide the toolbar or status bar

- On the **View** menu, select **Toolbar or Status Bar**. The check mark no longer appears next to the name of the toolbar or status bar.

To view the toolbar or status bar

- On the **View** menu, select **Toolbar or Status Bar**. The check mark appears next to the name of the toolbar or status bar.

Resizing Panes Separated by a Split Bar

You can use a split bar (the horizontal or vertical double line that separates two panes) to increase the area within one pane while simultaneously decreasing the area within the adjacent pane.

To resize panes separated by a split bar

1. Position the pointer over a split bar between the two panes on either the vertical or horizontal split bar.
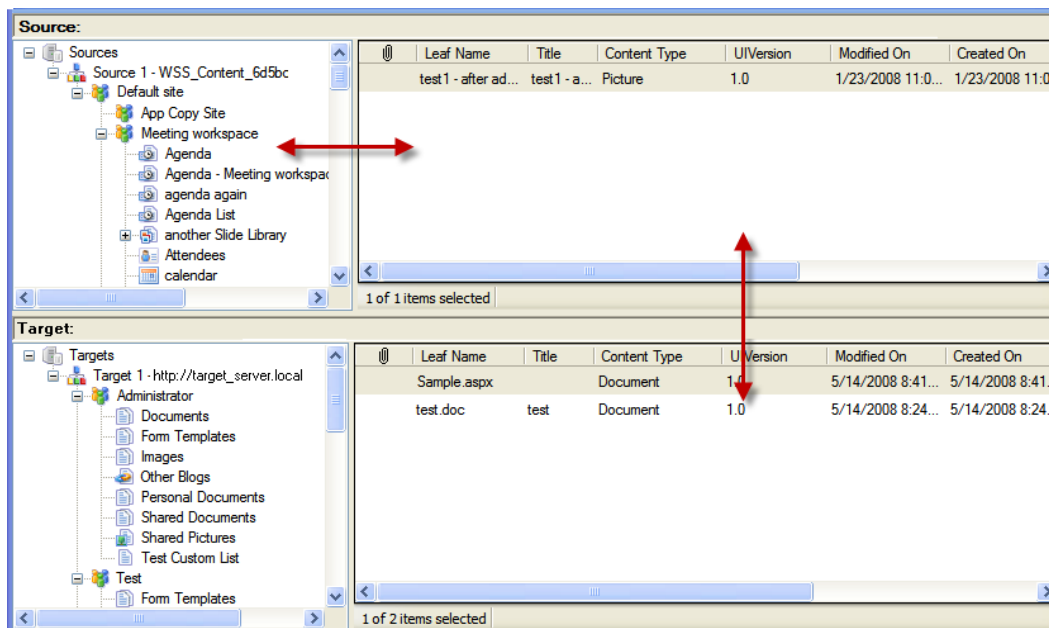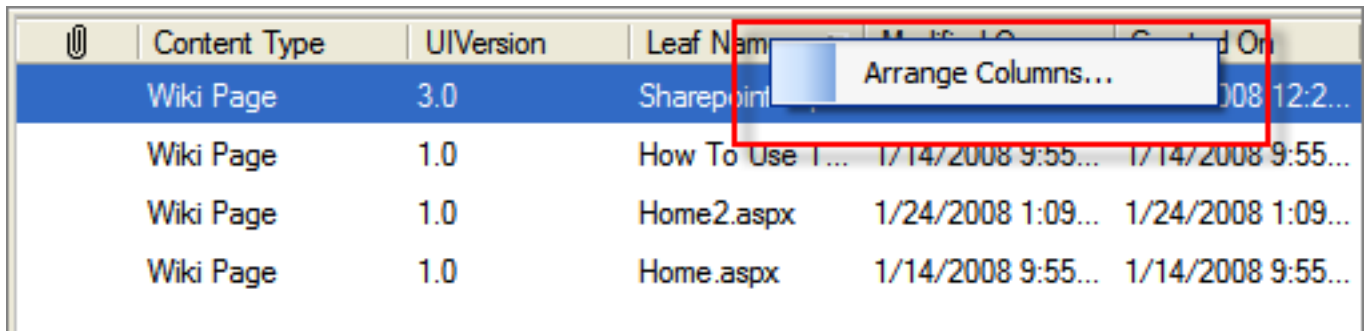
Figure 1-10: Arrange Columns context menu

2. When the pointer becomes a double-headed arrow, drag it to resize the pane.

Arranging Columns in the Items List

You can arrange the columns in the Source and Target Items list by dragging the column headers. You can add or remove columns by right-clicking on the column header to view the Arrange Columns context menu.

Figure 1-11: Arrange Columns context menu

Selecting Arrange Columns opens the Arrange Columns dialog box.
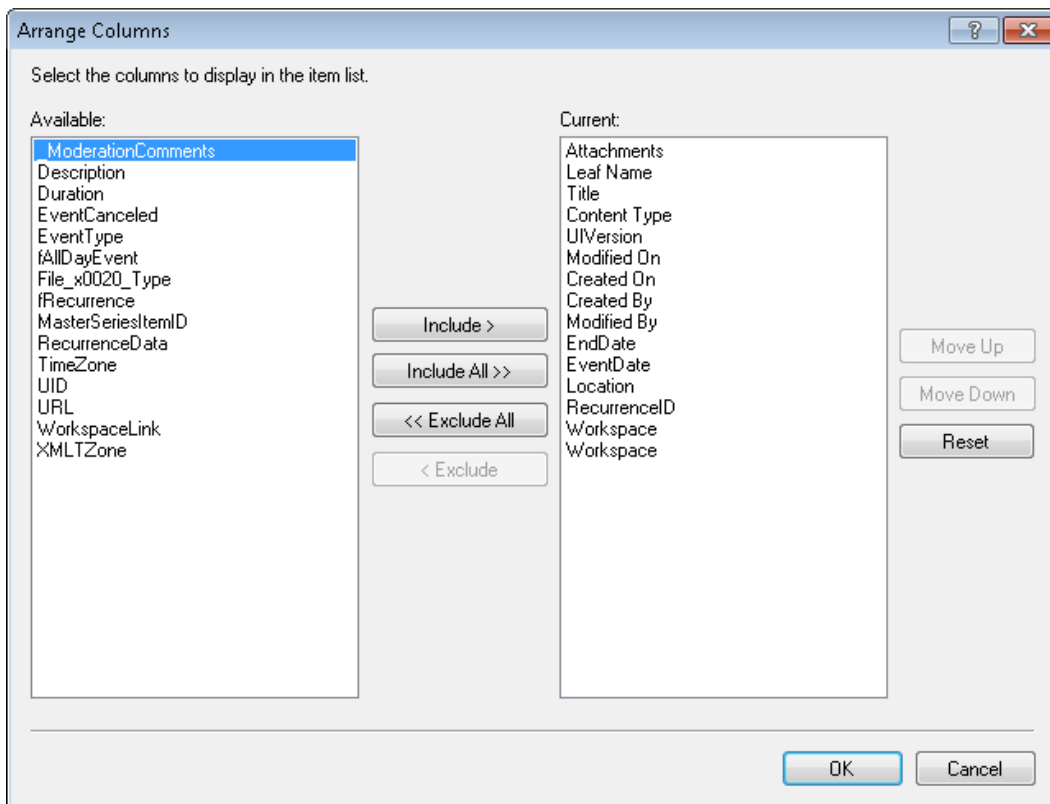
Figure 1-12: Arrange Columns dialog box

To arrange columns horizontally

1. Select one or more items in the **Available** list and click **Include>**. The item(s) appear at the bottom of the **Current** list.
2. To include all of the **Available** list items in the **Current** list, click **Include All>>**.
3. To exclude all of the **Current** list items in the **Available** list, click **<<Exclude All**.
4. To set the lists to the default setting, click **Reset**.
5. Click **OK**.

> *Note: At least one column must remain in the Current list to exit from the Arrange Columns window.*

> *Note: You can display up to eight lookup columns on the target.*

To arrange columns vertically

1. To arrange the order in the **Current** list, select one item at a time and click **Move Up** or **Move Down**. The list appears in this order from left to right in the Source or Target list view.
2. To set the lists to the default setting, click **Reset**.
3. Click **OK**.

Sorting Items in the Items List

You can sort items in the source and target lists based on any column.

To sort a list

1. Click a column heading to sort the items based on that heading. For most headings, an arrow appears indicating the sort direction. An up arrow indicates that the items appear in ascending (A-Z) order. A down arrow indicates that the items appear in descending (Z-A) order.
2. To reverse the order of the items based on that column heading, click the column heading again. Notice the arrow reverses directions.

An example of sorting items

- If you click the attachment column heading, items are sorted in descending order based on this heading, even though no arrow appears. This means that items with attachments appear at the bottom of the list, while items with no attachments appear at the top of the list. If you click the attachment column heading again, the order is reversed.

> *Note: The view settings (sort order and column width) for a folder or list are saved until you close the data store.*

Refreshing the Screen

You may want to refresh the screen occasionally when you are connected to a live target server, as the information on the server may change while you are connected.

To refresh the screen

- Do one of the following:
  - On the **View** menu, select **Refresh**.
  - Press the **F5** key.

Viewing the Target in a Browser

You can view any item in the Target pane (other than the root node) in its own browser.

Note: For more information about opening a target, see **"Data Wizard: Target Server Selection Page" on page 22** *and* **"Opening Source or Target Files" on page 27**.

To view the target in a browser

1. In the Target pane, select the target you want to view in a browser.
2. Do one of the following:
   - Right-click the target and select **Launch in Browser**.
   - On the Edit menu, select **Launch in Browser**.
   - Press **Ctrl+B**.

   The selected target appears opens in your system's default browser.

Viewing the Properties of a Content Database

Ontrack PowerControls makes it easy to view the properties of a content database file.

To view the properties

1. In the Source pane, right-click a content database file.
2. On the shortcut menu, select **Properties** to view the MDF File Properties dialog box.
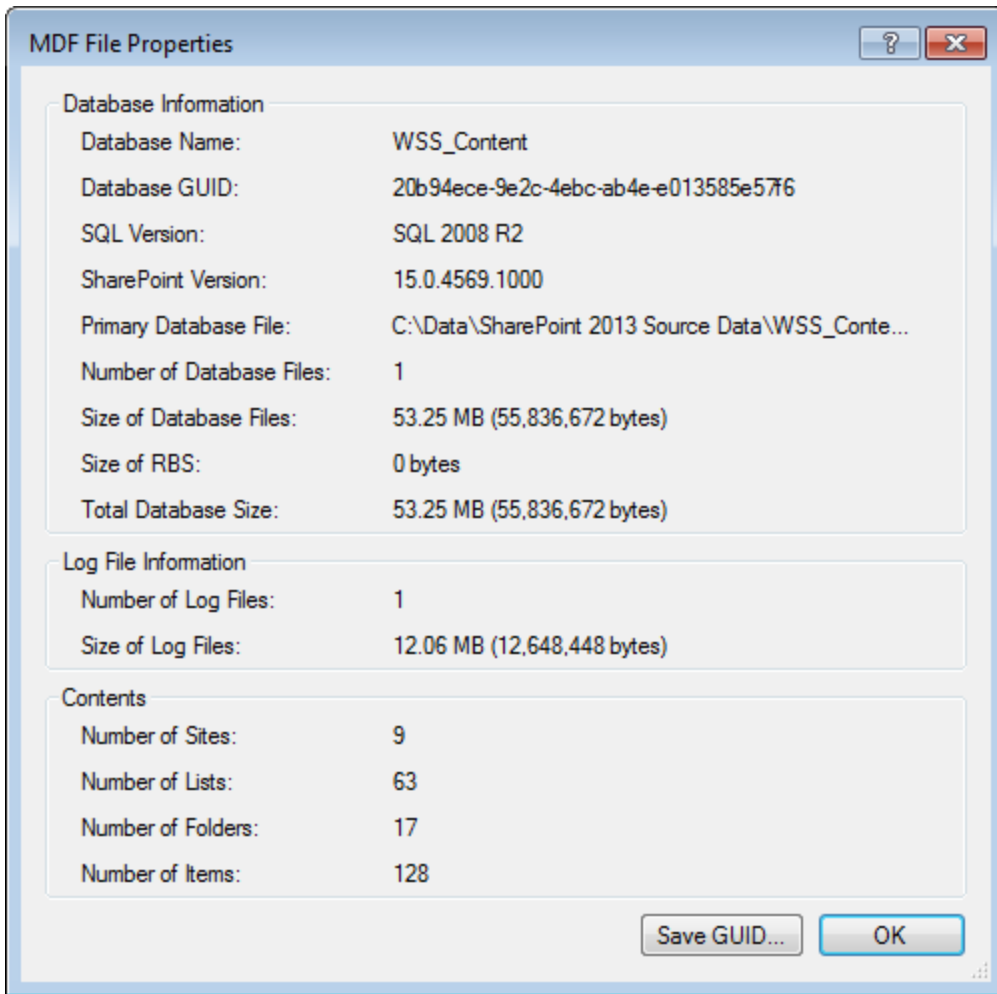
Figure 1-13: MDF File Properties (without Remote Blob Store)
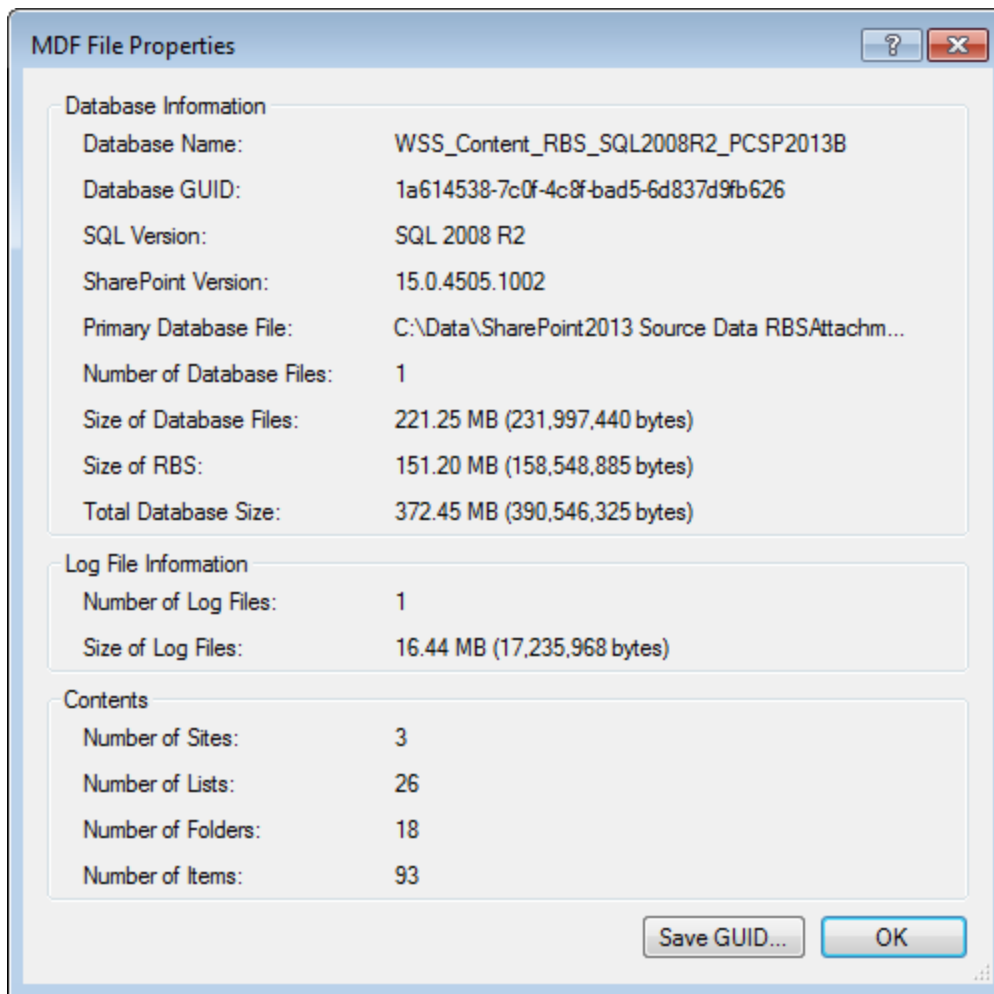
Figure 1-14: MDF File Properties (with Remote Blob Store)

You can save the GUID by clicking the Save GUID button and directing the text file to your desired location.

Setting Preferences

With the Preferences dialog box, you can set the defaults for how Ontrack PowerControls performs recurrent operations.

To change preference settings

1. On the **Edit** menu, select **Preferences**.
2. Select or clear the check boxes, as desired.
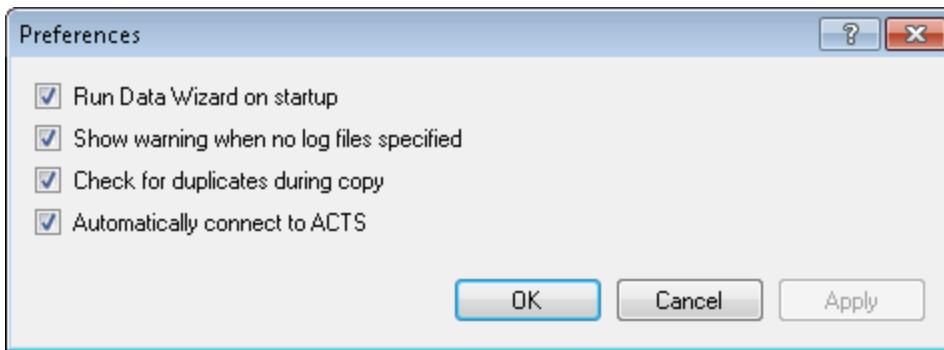
Figure 1-15: The Preferences dialog box

- **Run Data Wizard on startup:** When this option is selected, the Data Wizard starts every time you open Ontrack PowerControls.

- **Show warning when no log files specified:** When this option is selected, Ontrack PowerControls warns you when opening a file if an .ldf file path has not been specified.

- **Check for duplicates during copy:** When this option is selected, two forms of duplicate checking will occur depending on the type of item that is being copied. In either method, if an item is a duplicate and you choose to overwrite, the existing item is removed and the new item is added. For more information, see **"Duplicate Checking" on page 51**.

- **Automatically connect to ACTS:** When this option is selected, Ontrack PowerControls will automatically attempt to connect to the Agent for Content Transfer Service when you click **Next** on the Data Wizard: Target Server Selection Page.

Chapter 2: Using Ontrack PowerControls

Overview

You can open a source MDF file or NDF file and specify a target Microsoft Office SharePoint Server using the Data Wizard. You can also open the source database and target server from the main window, as well as open a source database with the command line.

Before You Use Ontrack PowerControls

Use Ontrack PowerControls ExtractWizard if you have not yet restored backed-up data. The Ontrack PowerControls ExtractWizard reads previous Microsoft Office SharePoint Server backups and restores files to any machine, volume, or folder. For more information, see the *Ontrack PowerControls ExtractWizard User Guide*.

Keyboard Shortcuts

The following table contains keyboard shortcuts for many of the common tasks performed when using Ontrack PowerControls.

Menu Bar	Keyboard Shortcut
File Menu	
Open Source	Ctrl+S
Open Target	Ctrl+T
Open Item	Ctrl+O
Close Store	Ctrl+L
Use Wizard	Ctrl+W
Exit	Alt+F4
Edit Menu	
Copy	Ctrl+C
Paste	Ctrl+V
Select All	Ctrl+A
Launch in Browser	Ctrl+B
View Menu	
Refresh Screen	F5
Tools Menu	
Export	Ctrl+P
Find	F3
Help Menu	

Menu Bar	Keyboard Shortcut
View Help Contents	F1

Opening the Source Database and Target Servers with the Data Wizard

The Data Wizard guides you through the loading of the MDF, NDF, and LDF files into Ontrack PowerControls and shows you how to specify the target server.

Opening the Data Wizard

The first time you start Ontrack PowerControls, the Data Wizard opens at the Source Path Selection page.

When working in the main window, you can return to the Data Wizard at any time.

To manually start the Data Wizard

- On the **File** menu, select **Use Wizard**.

Data Wizard: Source Path Selection Page

Use the Source Path Selection page of the Data Wizard to specify the source MDF, LDF, and NDF file paths and the temporary file path.

Note:

- If you do not want to open a source MDF, NDF, and LDF file at this time, click Skip.
- If you do not want to run the Data Wizard every time you start Ontrack PowerControls, clear the **Show wizard on startup** check box.

To specify a source file

1. In the **Source Files** group, do one of the following:
   - Click **Add** and use the Open dialog box to find the source .mdf file, .ndf file, and .ldf files.
   - Open Windows Explorer and drag the source files from their location onto the Source Files box.

   Important: Verify that the log files and database files were created in the same backup.

   Important: If your source content database contains an NDF file, it must be included with the MDF file.

Note: Multiple files can be added to the Source Files box and are listed in the order they were added, however, only a single content database can be opened.

*Note: If you want to remove files from the **Source Files** box, select the file and click **Remove**.*

*Note: When opening Transparent Data Encryption databases, after clicking **Finish** an "Add Transparent Data Encryption Database requirements" dialog box appears. Add a path to Transparent Data Encryption database key and provide Transparent Data Encryption key password.*

2. In the **Temporary File Path** box, accept the default location for the .idx and .dat files or, if the files require more hard drive space, specify a new location by clicking **Browse** (...).
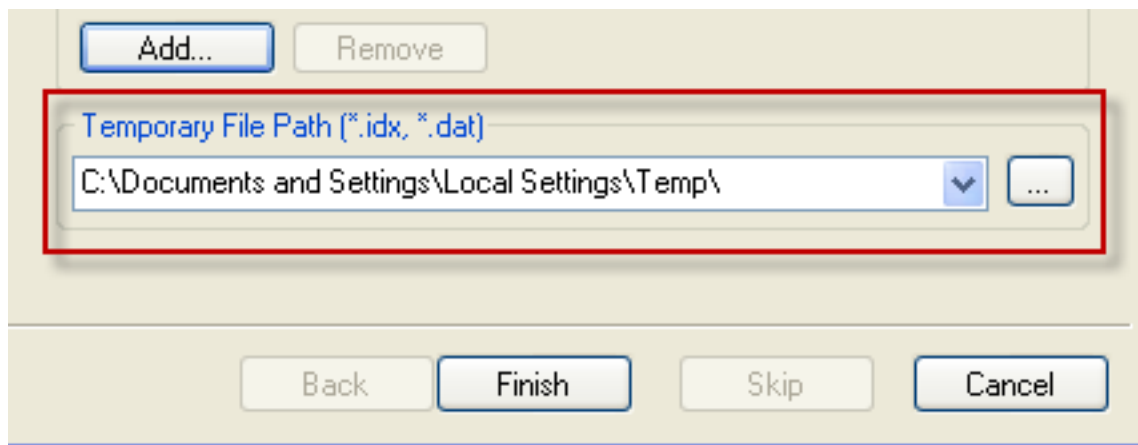
Figure 2-1: Temporary File Path selection

3. Click **Next**. The **Target Server Selection** page appears.

Data Wizard: Target Server Selection Page

Use the Target Server Selection page of the Data Wizard to enter the information to connect to the server running Microsoft Office SharePoint Server you are using as the target for your restored data. If you do not want to select a target at this time, click Skip.

To specify a server running Microsoft Office SharePoint Server as the target for restored data

1. In the **SharePoint Server Site URL** box, do one of the following:
   - Enter the URL of the server running Microsoft Office SharePoint Server you are using as the target.
   - Use the drop-down arrow to select a previously used target.
2. In the Authentication Information group, select one of the following:
   - **Connect using the current Windows credentials** to use Windows credentials of the currently logged-in user to access the web service.
   - **Connect as a different Windows user**, then enter the Username, Password, and Domain of that Windows user.

- **Connect using Forms Authentication**, then enter the form credentials Username and Password.

3. Click **Next**.

Data Wizard: Agent for Content Transfer Service (ACTS) Selection page

Use the Agent for Content Transfer Service (ACTS) page of the Data Wizard to enter the information to connect to the server running Microsoft Office SharePoint Server you are using as the target for your restored data. If you do not want to select a target at this time, click Skip.

To specify a server running Microsoft Office SharePoint Server as the target for restored data

1. In the **Agent for Content Transfer Service Port Number** box, enter a valid port number to use ACTS.

2. In the **Authentication Information** group, select one of the following:
   - **Connect using the current Windows credentials** to use the credentials for Windows user currently logged in.
   - **Connect as a different Windows user**, then enter the Username, Password, and Domain of that Windows user.

3. *If a User Principal Name is required for Kerberos authentication*, select **User Principal Name (UPN) required for Kerberos authentication** to enable the UPN box and enter the user name of the account running the ACTS on the server (example format: user@domain.local).

4. Click **Finish**.

Remote Blob Store Configuration (FILESTREAM Provider)

When you attempt to open a source, Ontrack PowerControls checks if Remote Blob Store (RBS) is enabled and if FILESTREAM is in use. If both are true, the Remote Blob Store Configuration dialog box appears, prompting you to select the RBS FILESTREAM files (filestream.hdr).

To select the RBS FILESTREAM configuration files

1. On the Remote Blob Store Configuration dialog box, click **Add**.
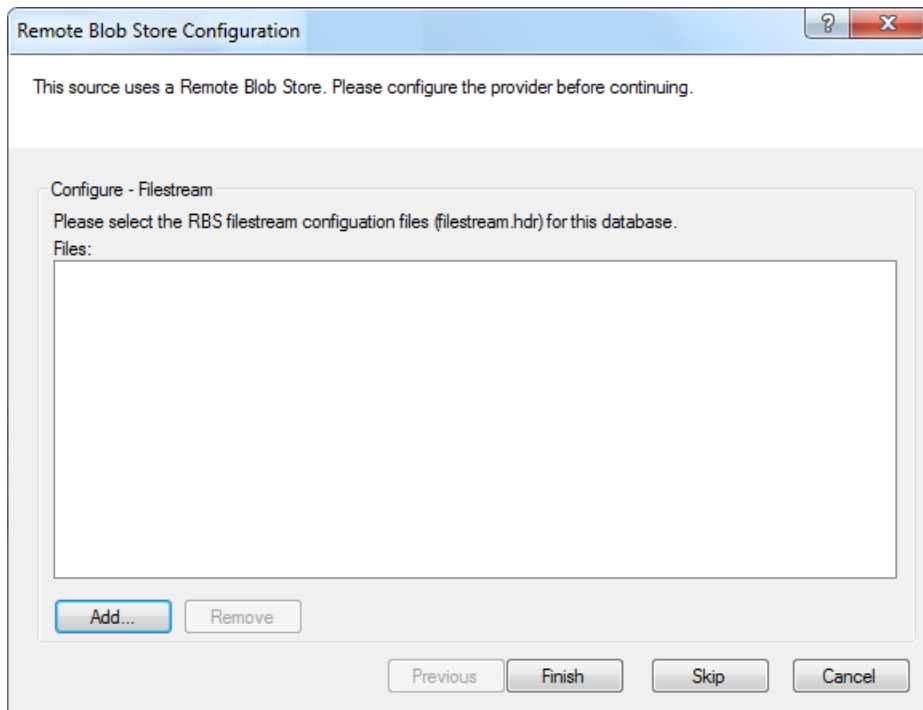
Figure 2-2: Remote Blob Store dialog box with FILESTREAM provider.

2. Use the **Choose configuration file** dialog box to select the RBS FILESTREAM files (filestream.hdr) for this database.

3. If you are using multiple providers, click **Next** on the Remote Blob Store Configuration dialog box and configure additional providers.

   *Note: You can remove a filestream.hdr from the Files box by clicking **Remove**.*

4. Click **Finish**.

Remote Blob Store Configuration (Metalogix StoragePoint Provider)

When you attempt to open a source, Ontrack PowerControls checks if Remote Blob Store (RBS) is enabled and if Metalogix StoragePoint is in use. If both are true, the Remote Blob Store Configuration dialog box appears, prompting you to select the Metalogix StoragePoint server URL.

Note about the licensing agent: *The "Agent for Metalogix StoragePoint" must be enabled in order to restore data from an RBS provider. For more information, see "Enabling the Licensed Agents" in the Readme File.*

To configure the Metalogix StoragePoint server URL

1. On the Remote Blob Store Configuration dialog box, click **Add**.
2. In the **Metalogix StoragePoint server URL** box, do one of the following:
   - Enter the URL of the server that is running Metalogix StoragePoint.
   - Use the drop-down arrow to select a previously used target.
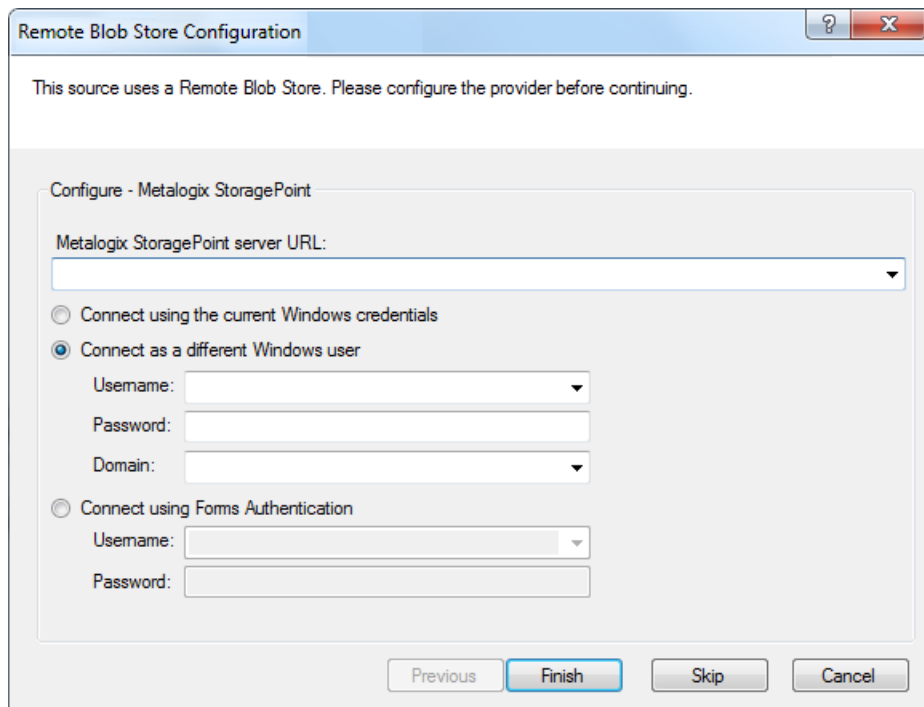
Figure 2-3: Remote Blob Store dialog box with Metalogix StoragePoint provider

3. Select one of the following:
   - **Connect using the current Windows credentials** to use Windows credentials of the currently logged-in user to access the URL.
   - **Connect as a different Windows user** to enter different Windows credentials than the currently logged-in user, then enter the Username, Password, and Domain of that Windows user.
   - **Connect using Forms Authentication**, then enter the form credentials Username and Password.
4. Click **Finish**.

Remote Blob Store Configuration (StorSimple SharePoint Database Optimizer)

When you attempt to open a source, Ontrack PowerControls checks if Remote Blob Store (RBS) is enabled and if StorSimple SharePoint Database Optimizer is in use. If both are true, the Remote Blob Store Configuration dialog box appears.

With the Remote Blob Store Configuration dialog box, you can verify the UNC path(s) that references the root location(s) of the StorSimple SharePoint Database Optimizer RBS Blob store data or substitute for another path(s) (as may be the case if the original blob store is no longer available or has been significantly altered since the content database backup).

Note about the licensing agent: *The "Agent for StorSimple SharePoint Database Optimizer" must be enabled in order to restore data from an RBS provider. For more information, see "Enabling the Licensed Agents" in the Readme File.*

To configure the StorSimple SharePoint Database Optimizer

1. On the Remote Blob Store Configuration dialog box, do one of the following:
   - Review and accept the Original Path(s) used by the content database and continue to open this source.
   - *If you want to update the Active Path for Blob Store Path 1 or Blob Store Path 2*, click its **Browse** button and use the **Browse for Folder** dialog box to select the location of the StorSimple SharePoint Database Optimizer RBS Blob store data for the database.
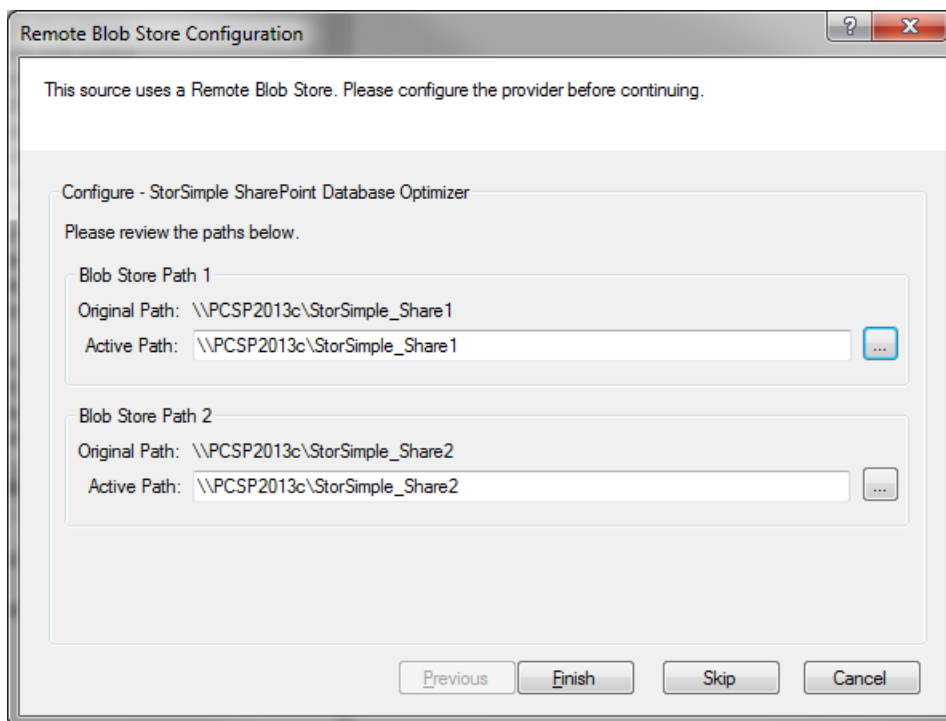
Figure 2-4: Remote Blob Store dialog box with StorSimple SharePoint Database Optimizer provider

2. Click **Finish**.

Results of Data Wizard

When you complete the Data Wizard, the Source panes in the main window display a source content database (which contains an MDF file, 1 or more LDF files, and 0 or more NDF files) and the Target panes display a target server.

 Important: If your source content database contains an NDF file, it must be included with the MDF file.
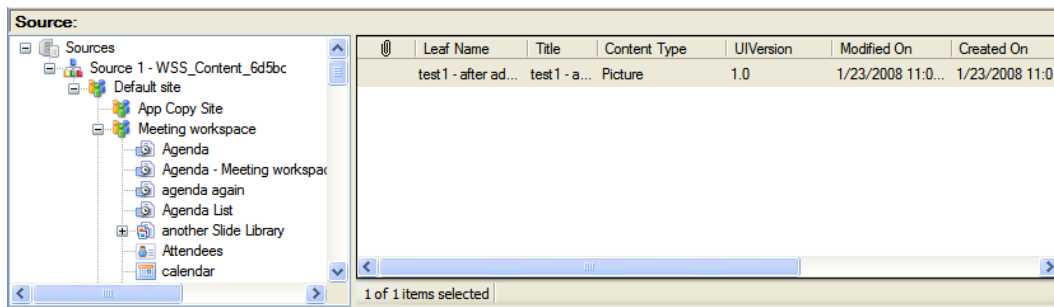
Figure 2-5: Source panes with a source content database
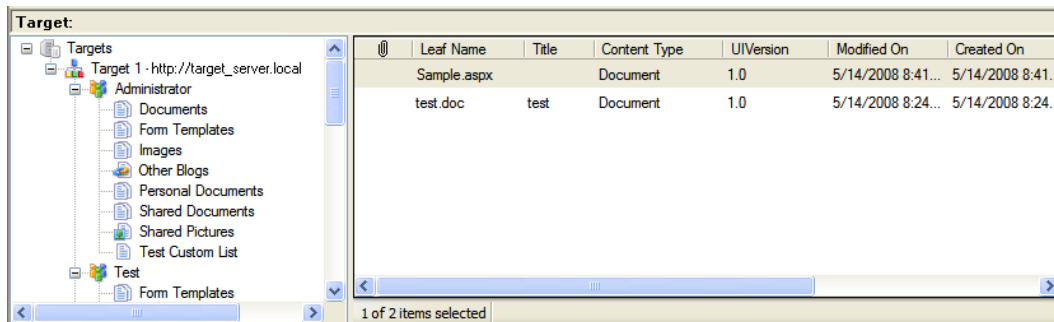
Figure 2-6: Target panes with a target server

Opening the Source Database and Target Servers from the Main Window

Instead of running the entire Data Wizard, you can access the Source Path Select page or the Target Server Selection page from the main window.

Opening Source or Target Files

You can access the Source Path Select page to open the source databases or the Target Server Selection page to open target servers from the main window. These two pages are identical to those on the Data Wizard, with the Next button replaced with a Finish button.

To open a source file

1. Do one of the following:
   - On the **File** menu, select **Open Source**.
   - On the toolbar, click the **Open Source** icon .
   - Press **Ctrl+S**
   - Drag a single MDF file into the source tree pane of the main window.
2. Complete the **Source Path Selection** page.
3. For information about how to complete the Source Path Selection page, see **"Data Wizard: Source Path Selection Page" on page 21**.
4. Click **Finish**.

Depending on your configurations, you may need to complete the Remote Blob Store Configuration dialog box. For more information, see **"Remote Blob Store Configuration (FILESTREAM Provider)" on page 23**.

To open a target

1. Do one of the following:
   - On the **File** menu, select **Open Target**.
   - On the toolbar, click the **Open Target** icon .
   - Press **Ctrl+T**
2. Complete the **Target Path Selection** page.

   For information about how to complete the Target Path Selection page, see **"Data Wizard: Target Server Selection Page" on page 22**.

3. Click **Finish**.

Opening the Source Database from the Command Line

In addition to using the Data Wizard or main window, a third method to open the source databases is with the command line.

To open the source database with the command line

1. Open the command line.
2. Type the location of the Ontrack PowerControls installation files, followed by **PC.SharePoint.exe**.
3. Append this with the temporary file path and/or the source file names as parameters.
   - *Every source file name* must be prefixed with the keyword **-sourcefile** and enclosed within double quotes. The prefix and the file name must be separated with a space.

- *The temporary file path* must be prefixed with **-t** keyword and enclosed within double quotes. The prefix and the temporary file path name must be separated with a space.

- *If the database uses RBS FILESTREAM*, specify the location of the .hdr files prefixed with **-rbsfilestream** and enclosed within double quotes. The prefix and the file path name must be separated with a space.

- *If the database uses StorSimple RBS*, specify the original path and the alternate location of the RBS store prefixed with **-rbsStorSimple**, *enclosed within double quotes, and separated by an equal sign. Each pair of path names (original path=alternate location) must have its own* **-rbsStorSimple** *prefix and be separated with a space.*

- *To automatically open the specified source database and view it in the source tree view,* type **-a**. (Does not apply if either RBS parameter is provided.)

4. Press **Enter**.

- *If the "Show wizard on startup" box is selected on the Data Wizard*, Ontrack PowerControls opens the Data Wizard. The command line content will appear on the Source Path Selection page.

- *If the "Show wizard on startup" box is cleared on the Data Wizard*, Ontrack PowerControls opens the Data Wizard at the Source Path Selection page with the command line content displayed.

  Note: In both cases, information entered from the command line appears on the Source Path Selection page.

- *If the -rbsfilestream prefix is used*, the specified files will appear in the Remote Blob Store Configuration dialog box during the source open process.

- *If the -rbsStorSimple prefix is used*, the specified path(s) will be changed and appear in the Remote Blob Store Configuration dialog box during the source open process.

  Note: For more information, see:

- **"Remote Blob Store Configuration (FILESTREAM Provider)" on page 23**
- **"Remote Blob Store Configuration (Metalogix StoragePoint Provider)" on page 24**
- **"Remote Blob Store Configuration (StorSimple SharePoint Database Optimizer)" on page 25**.

Opening Multiple Sources and Targets

You can display multiple sources in the Source pane and multiple targets in the Target pane. See the instructions for using the Data Wizard or the main window to open one source or one target at a time.

Multiple Sources	Multiple Targets
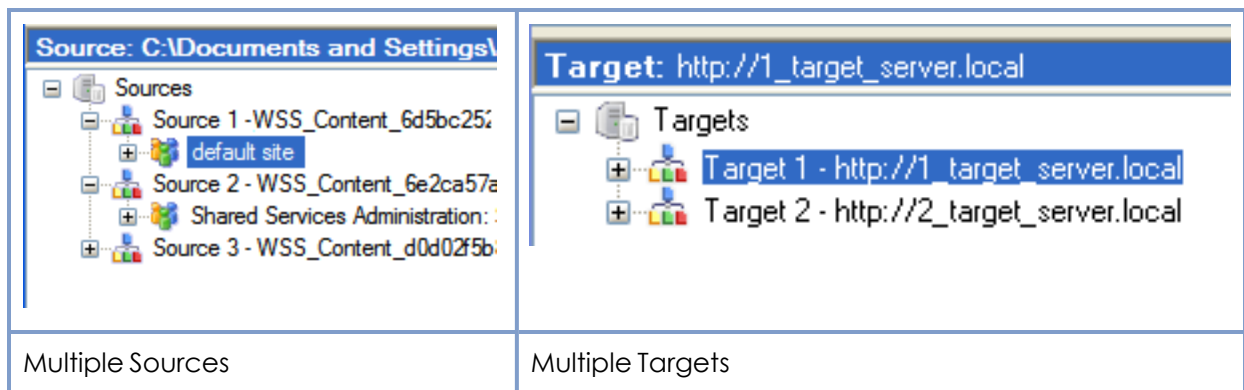
Figure 2-7: Multiple sources can be displayed

Opening Items

You can view an item's metadata from the source list, target list, search results, or the Previous Versions window. You can then open the file directly from the metadata window if that file is available (for example, items in a document library) and the native application of the file is installed on your computer. Attachments can also be viewed with the native application of the file.

You can also open a file directly from the main window without going through the metadata window. Only one item can be opened from the list at a time.

Note: You can view the metadata of any type of item in the list. However, not every item can be opened because of the type of item, the availability of the file itself (for example, items in a document library), or the availability of the native application on your computer.

Note: Temporary files are created when file items are opened and then are cleaned out when Ontrack PowerControls is exited. However, any files still open in their native application when you exit are not cleaned out. If this temporary location ever becomes full, you will not be able to open items.

To open an item's metadata

- In the Source or Target list, right-click an item and select **Open Item**, or highlight and select **Open Item** from the **File** menu. The item's metadata appears.
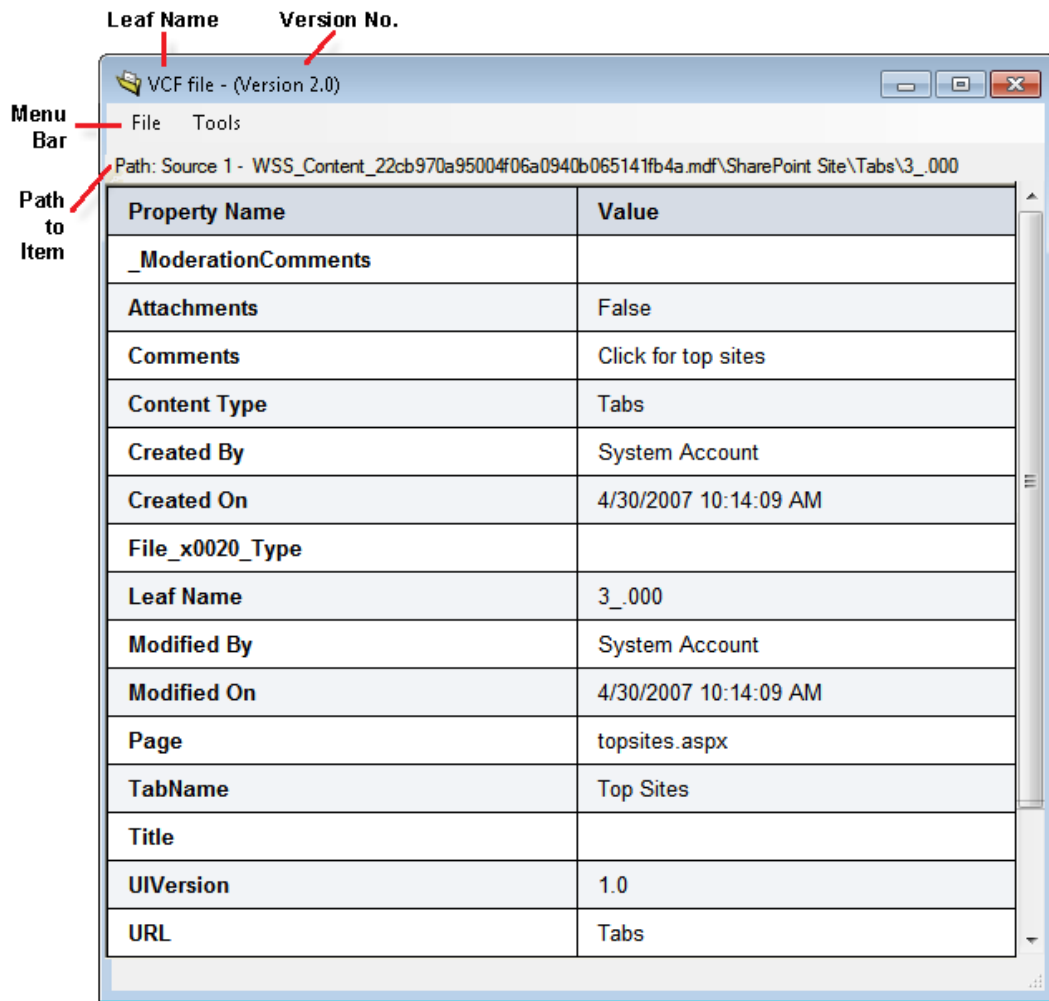
Figure 2-8: Metadata for an item

- The title of the window is the leaf name and the version number of the item.
- The path to the file appears below the menu bar.
- In source items, the File menu provides options to open or save attachments or open the file.
- The Tools menu, available only in source files, provides the option to view any previous versions of the file.
- In target items, the menu bar provides options to open or save attachments, or open the file.

Opening the File

After viewing the item's metadata, you can open the file directly from the Open Item metadata window if the Open File option is enabled. You can also open it from the main window.

To open the file

- Do one of the following:
    - In the Source or Target list, right-click the item and select **Open File**, or highlight the item and select **Open File** from the **File** menu.
    - In the Open Item metadata window, select the **File** menu and select **Open File**.

    Note: Files cannot be opened without the native application of the file being installed on your computer.

    Note: If the file is a ghost document and not the actual document in your site, it may not be available to open.

Saving Attachments

A save attachments option is available on the File menu and the Attachments submenu of an open item. The Save Attachments dialog box lists the attachments for the selected item and lets you select the attachments you want to save.

To save attachments in an open item

1. In the list item with a paperclip icon, do one of the following:
    - On the **File** menu, select **Save Attachments**.
    - Right-click the item and select **Save Attachments** in the context menu.
2. In the **Save Attachments** dialog box, select one or more attachments.
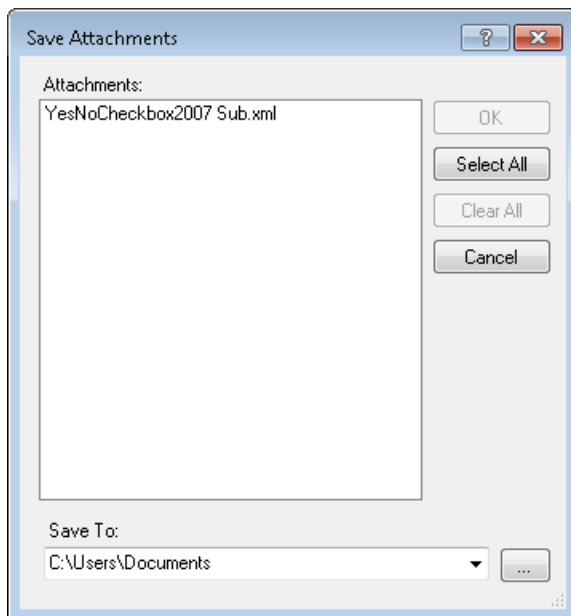
Figure 2-9: Save Attachments dialog box

3. To **Save To** a different location, click Browse (...).
4. In the **Browse For Folder** window, select a location for the attachment(s), and click **OK**.

5. Click **OK** in the **Save Attachments** dialog box.

Previous Versions in Source

You can open all previous versions of a source list item one at a time. These list items can be opened, copied, or exported, and the attachments can be saved.

To open previous versions of a list item

1. Do one of the following:
   - Highlight the list item, select the **Tools** menu, and select **Previous Versions**.
   - Highlight the list item, right-click and select **Previous Versions**.
2. In the **Previous Versions** window, open the item's metadata, open file, copy, or export any item by using the menu or right-clicking the item. **Save Attachments** is enabled on items containing an attachment.
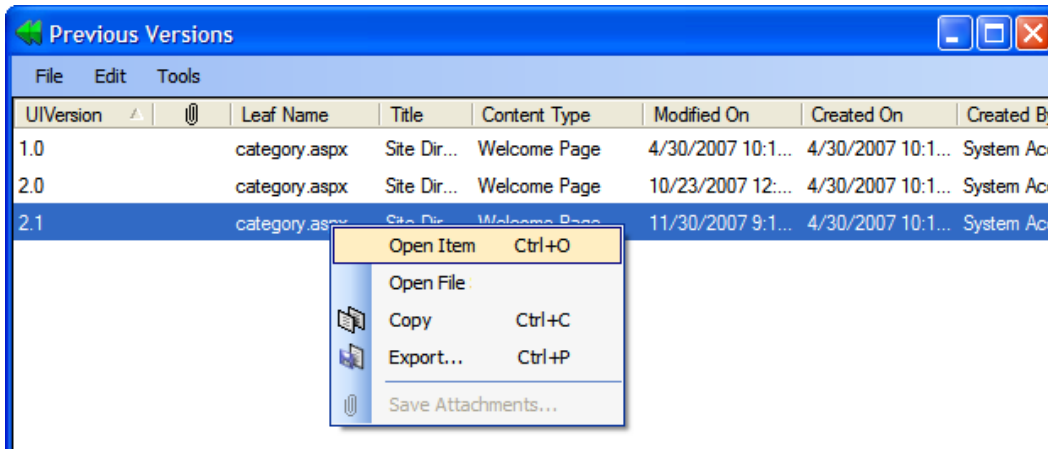
Figure 2-10: Previous versions of a source item

Note:

- See **"Restoring Microsoft Office SharePoint Server Data" on page 47** for exporting instructions.
- See **"Saving Attachments" on page 42** for instructions on saving attachments.
- See **"Restoring Microsoft Office SharePoint Server Data" on page 47** for copying instructions.
- SharePoint only stores the attachments of the most recent version of an item. If an attachment of a previous version is removed, it will not be shown in the Previous Versions dialog.

Closing Sources and Targets

You can close sources and targets from the main window.

To close a source

1. In the Source pane, select a source content database file.
2. Do one of the following:
   - On the **File** menu, select **Close Store**.
   - Right-click the selection, and on the context menu, click **Close Store**.
   - Press **Ctrl+L**

To close all stores

- Do one of the following:
   - In the Source or Target pane, right-click the root node, and click **Close All Stores**.
   - On the **File** menu, select **Close All Stores**.

To close a target

1. In the Target pane, select target server file.
2. Do one of the following:
   - On the **File** menu, select **Close Store**.
   - Right-click the selection, and on the context menu, click **Close Store**
   - Press **Ctrl+L**

Chapter 3: Searching on Microsoft Office SharePoint Sources

Overview

The Find in Sources window enables you to search source content databases for items that are defined by such criteria as keywords, creators and modifiers, and item creation and modification dates. In addition, this window lets you define the scope of your search: in one or more content databases, sites, lists, folders, or even previous search results.

Guidelines for Using the Find Window

The following guidelines will assist you in your search and analyzing the results.

- Ontrack PowerControls can search multiple content databases at the same time. In the **Find in Sources** window, click **Browse** and you will see a tree view of all of the open source data stores. You can then select multiple sites or folders to include in your search.
- Previous versions of an item are not searched.
- Only a single search window can be open at a time.
- The **Find Now** button only becomes available if *at least one* of the following conditions is met:
  - No search is in progress.
  - All items or a specific item type is selected in the **Search for item type** OR **Custom item types** is selected and the custom item type box contains at least one character.
  - The **Search for words** or **Exclude words** box contains at least one character.
  - The **Created by** box contains at least one character.
  - The **Modified by** box contains at least one character.
  - The **Created after** or **Created before** check box is selected.
  - The **Modified after** or **Modified before** check box is selected.
- Each **Search in** drop-down selection that you select is run as a separate query, and the results of the query are combined (that is, OR'd together). For example, if you enter "solution" in the **Search for words** box, and then select the **Item Data and File Data** option, Ontrack PowerControls will return items that contain "solution" in either the item data or file data.
- If you don't specify the **Search for words** or **Exclude words**, all items will be returned as hits unless other criteria are provided.

Searching Sources

You can use the Find in Sources window to search single or multiple databases and perform actions on the search results.

You can open, copy, export items, or save attachments on search results.

Opening the Find in Sources Window

In the source tree view pane, selecting the sources node, source node, site, list, or folder you want to search enables the Find submenu and the Find icon 🔍 in the toolbar. The item(s) you select defines the scope of your search.

To open the Find in Sources window

1. Select the item you want to search.
2. Do one of the following to open the Find in Sources window:
   - Click **Find** 🔍 in the toolbar. The name of the folder you selected appears next to the **Search in** box
   - Right-click the folder and click **Find**
   - On the **Tools** menu, select **Find**
   - Press **F3**.

   *Note: The first time you search for an item, the **Search in** option is automatically selected. For information on using the **Search in results** option, see **"Searching Within Results" on page 40**.*
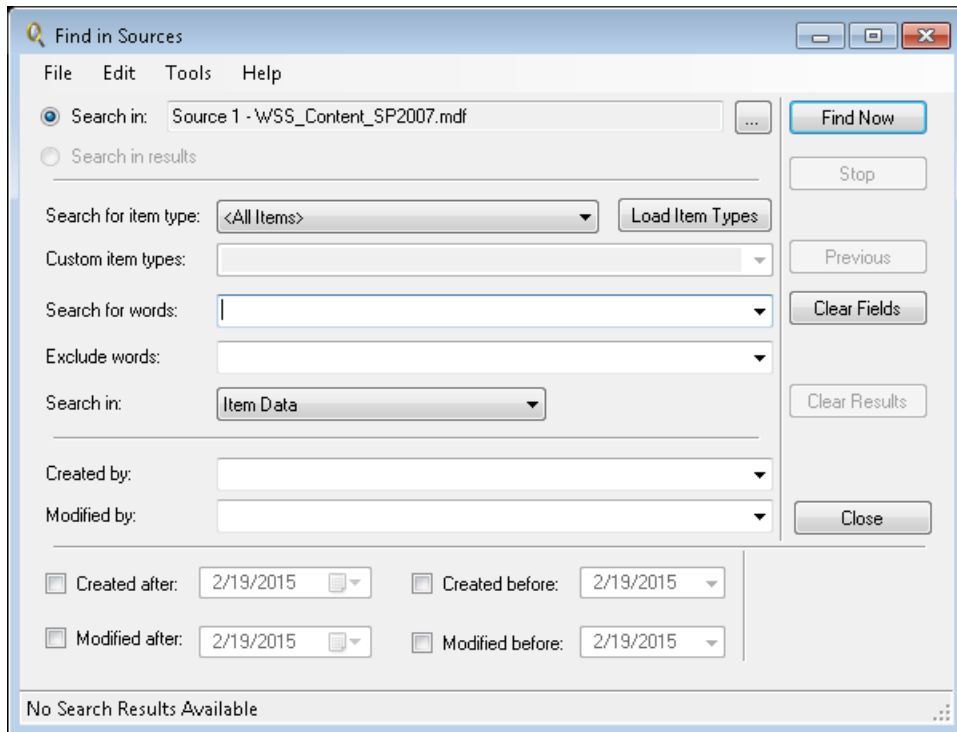
Figure 3-1: The Find in Sources window

3. To search multiple sites, lists, or folders, click Browse (...) next to the Search in path. In the Select Location(s) window, select the items you want to search.
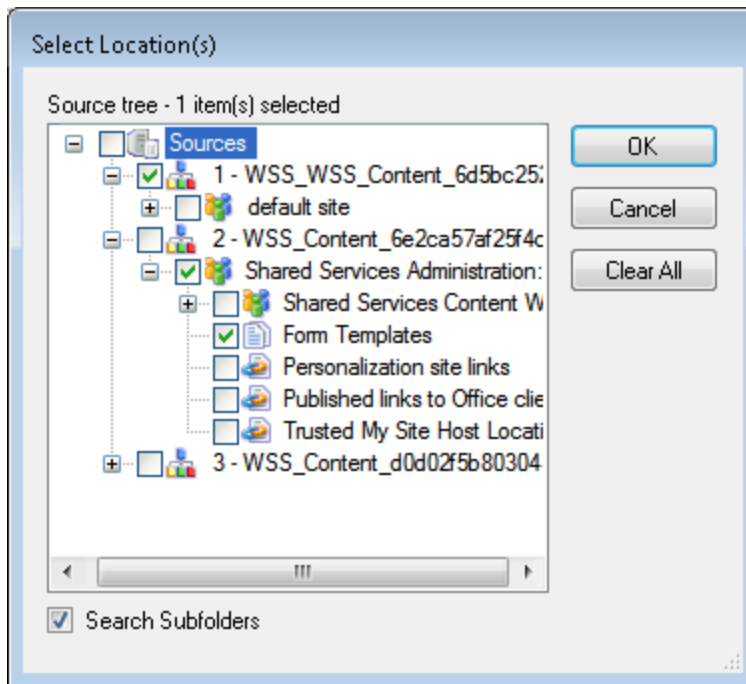
Figure 3-2: You can select multiple data stores to search.

Note: *If you select the Search Subfolders check box, Ontrack PowerControls includes subfolders in the search.*

4. Click **OK** to return to the Find in Sources window.

    In the following illustration, the Search in box now displays "Multiple locations selected."
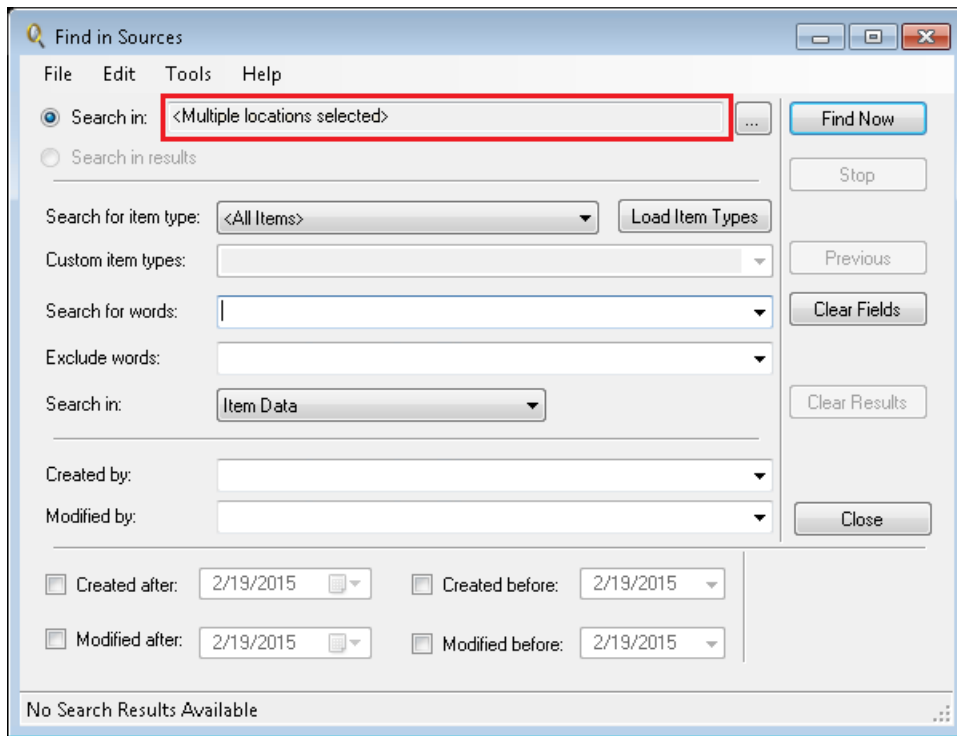
Figure 3-3: Result when multiple items are selected

Selecting the Item Type(s)

The Search for item type drop-down list initially provides two options, All Items and Custom. The entire list of possible item types can be lengthy. If you want to search all items or enter in your own custom items, you can bypass this list. However, if you want to select item types from the list, you can click the *Load Item Types* button and the entire list populates the Search for item type drop-down list.

To select the item types

- In the **Search for item type** box, do one of the following:
  - **All Items:** Leave **All Items** as the default if you want to search all items in the Microsoft Office SharePoint Server source, OR
  - **Custom:** Select **Custom** in the drop-down list to manually enter item types in the Custom item types box you want to be searched, separated by a comma, OR
  - **Load Item Types button:** If you have used the Load Item Types button, the list will contain all of the item types present in the source databases. You can select the specific type for which you are searching.

  Note: If another source is searched and the Load Item Types button is clicked, those item types are added to the drop-down list.

Narrowing the Scope of the Search

You can narrow down the scope of your search by entering keywords to search for and enter any keywords that should be excluded. You can select what type of data to search in: Item Data; Item Data and File Data; or Item Data, File Data, and Attachments.

To narrow the search down further, you can enter the person who created the item and/or the person who modified it at some point. You also have the option of searching within a certain range of dates.

To narrow search results

1. In the **Search for words** box, enter one or more words or phrases if you want to execute a keyword search. Keep in mind the following points:

   - Put a <u>space</u> between words or phrases to perform an AND operation (that is, all words must be matched in order to include an item with the search results).
   - Put a <u>comma</u> between words or phrases to perform an OR operation (that is, only one of the words must be matched in order to include an item with the search results).
   - Put <u>quotation marks</u> around word phrases (that is, the exact phrase must be matched in order to include an item with the search results).

     Example:

     Search for words: dog cat mouse, rat

     Search results: Items that contain ["dog" AND "cat" AND "mouse"] OR ["rat"] are included in the search results.

2. In the **Exclude words** box, enter words or phrases if you want to perform a NOT operation. If matched, these words or phrases will exclude the item from the search results. The rules for using spaces, commas, and quotation marks apply when excluding words from a search.

     Example:

     Search for words: dog cat mouse, rat

     Exclude words: bird

     Search results: Items that contain ["dog" AND "cat" AND "mouse"] OR ["rat"] BUT NOT ["bird"] are included in the search results.

3. In the **Search in** box, select one of the following from the drop-down list: **Item Data; Item Data and File Data**; or **Item Data**, **File Data**, and **Attachments**.

     Note about searching within file data or attachments: Ontrack PowerControls does not search within archive file types such as .zip or .rar files. For more information, see **"Searching Within File Data or Attachments" on page 43**.

4. In the **Created by** and **Modified by** boxes, enter the appropriate names, if desired. The rules for using spaces, commas, and quotation marks apply when using the **Created by** and **Modified by** boxes.

5. For **Created after** and **Created before or Modified before** and **Modified before**, select the appropriate check box, if desired. You may select both check boxes. Then type or select the part of the date you want to change.

- **Created after**: Searches for items created on or after the selected date.
- **Created before**: Searches for items created on or before the selected date.
- **Modified after**: Searches for items modified on or after the selected date.
- **Modified before**: Searches for items modified on or before the selected date.

6. When you have finished specifying the search criteria, click **Find Now**. The results of your search appear in the item list.
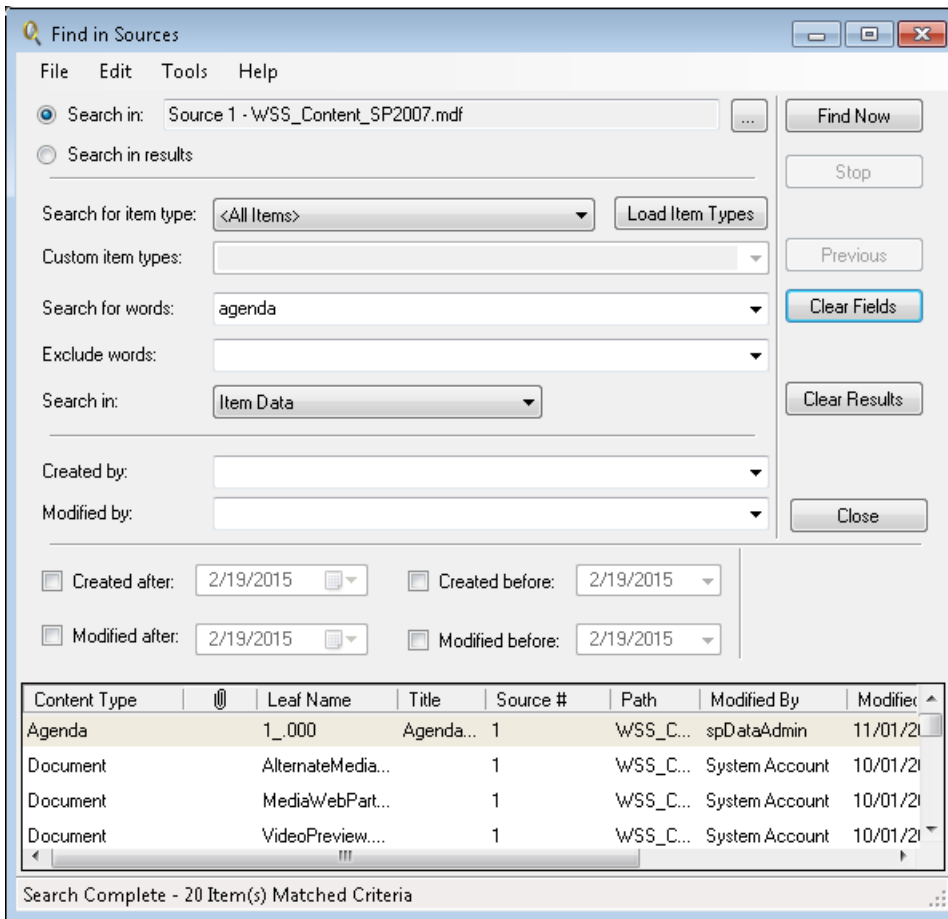
Figure 3-4: Find in Sources window with results

Searching Within Results

The Search in results option lets you refine the search process using the previous search results.

To search within results

1. To make the **Search in results** option available, you must perform at least one search.
2. Modify the search criteria as desired. For information on specifying search criteria, see **"Searching Sources" on page 35**.
3. Select the **Search in results** option at the top left of the **Find in Sources** window.
4. Click **Find Now**. The results of your new search appear in the item list.

Using the Find Results

Using the Find results shortcut menu, you can:

- Open an item's metadata
- Open the file in the Search Results
- Copy and paste content
- Export an item
- Save attachments
- View previous versions of an item

Opening an Item's Metadata

You can open the metadata of an item in the search results by right-clicking the item and selecting Open Item or selecting the item and selecting Open Item from the File menu. Only one item at a time can be opened from the list.

For more information, see **"Opening Items" on page 30**.

Opening the File in the Search Results

If the item is available (that is, items in a document library) and has an associated application on your computer, the Open File option is available in the context menu or the menu bar. If the item does not have an associated application, (for example, contact, announcement, calendar, and so on), the Open File option is not available.

You can also open the file from the Open Item metadata window. For more information, see **"Opening the File" on page 31**.

Copying and Pasting Content

You can copy content from the search results list and paste them into a target. To copy and paste the whole list, under the Edit menu, select Select All or right-click the list and select Select All, then Copy.

For more information, see **"Restoring Microsoft Office SharePoint Server Data" on page 47**.

Exporting an Item

With the Export feature, you can copy individual or multiple items from the Find in Sources window to a local or network drive destination.
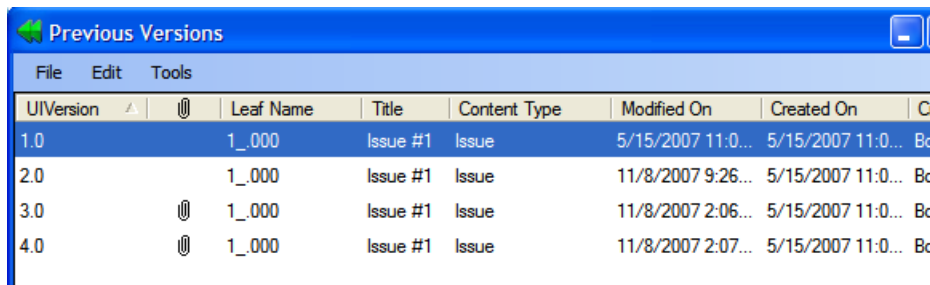
For more information, see **"Exporting Microsoft Office SharePoint Server Data" on page 44**.

Saving Attachments

You can save any attachment of items that appear in the search results to the destination of your choice.

Previous Versions

By right-clicking a find result item, the context menu has Previous Versions enabled if that item has previous versions associated with it. If Previous Versions is disabled, there are no previous versions of that item. This option is also available in the Tools menu.

Figure 3-5: Previous versions of the item

When copying items, previous versions of the item are also copied.

For more information, see **"Previous Versions in Source" on page 33**.

Viewing Previous Search Results

You can click the Previous button multiple times to return to any previous search criteria and search results. This button becomes unavailable when there are no more previous results.

To view previous search results

1. Perform at least two searches so the **Previous** button becomes available.
2. Click **Previous**. The results of the previous search appear in the item list.
3. You can now view the previous search, or you can modify the search criteria and conduct a new search. For information on specifying search criteria, see **"Searching Sources" on page 35**.

Clearing Fields and Results

If you click the Clear Fields button, all of the search criteria that you entered in the Find in Sources window are returned to the default settings. If you click the Clear Results button, all current and past search results are cleared.

Searching Within File Data or Attachments

In the Find in Sources window, you can search the text of file data or attachments. The searching within a file or attachments feature supports Unicode text and is available for MDF, NDF, and LDF sources. Ontrack PowerControls supports Microsoft® Office documents and many other file types. For a list of supported file types, see the FAQs at www.ontrackpowercontrols.com/support/product-support/.

Note about the licensing agent: *The "Agent for Advanced Searching for SharePoint" must be enabled in order to search file data or attachments. For more information, see "Enabling the Licensed Agents" in the Readme File.*

To search within files and/or attachments

1. In the **Find in Sources** window, select **Item Data and File Data** or **Item Data, File Data, and Attachments** from the **Search in** drop-down list.
2. Specify other desired search criteria. For more information, see **"Searching Sources" on page 35**.
3. Click **Find Now**. If Ontrack PowerControls matches a keyword or phrase in the text of the file or attachment, it will return a "Hit" just as it would if it found a keyword or phrase in the metadata of an item.

Exceptions When Searching Within File Data or Attachments

Ontrack PowerControls does *not* search for the following items:

- Archive files (for example, .zip, .rar)
- Binary files (for example, .dll, .exe, .jpg)
- Metadata associated with files (for example, author and company information in an .xls file)

Restoring Items from the Find in Sources Window

The results of conducting a search appear in the item list in the Find in Sources window. You can restore the items in this list by dragging them or copying and pasting them into the target folder.

You can also restore items by browsing in the main window and dragging or copying and pasting from the main window to the target. You do not need to search to restore items. For more information, see **"Restoring Microsoft Office SharePoint Server Data" on page 47**.

Chapter 4: Exporting Microsoft Office SharePoint Server Data

Overview

You can export data from a content source file to a local or network drive destination.

Guidelines for Exporting Items

The following guidelines will assist you in exporting items.

- The file name for an exported item is its leaf name. A duplicate leaf name creates a file with the same name but with an (x) appended to the filename: x = 1 for the first duplicate, x = 2 for the next duplicate, and so on.
- You must have access rights to the target location of the exported item.
- Single or multiple items can be exported from the list view
- Single or multiple items can be exported from the tree view.
- Sub-items can be exported if the export is initiated from the tree view. This includes sites, lists, or folders underneath the selected tree node.
- You have the option to maintain the path to the item when the export is initiated from the list view. This creates a path including all the sites, lists, and folders up to and including the item name.
- When exporting a site, list, or folder from the tree view, a file system folder will be created based on the node name.
- Previous versions are exported to a subfolder named "document name" and "_Revisions" (example: "Document_Revisions"). Previous version file names are "document name" and "_Revision Number"(example: "Document_1.1").
- If the same item is exported twice to the same location, a number is appended to the title to give it a unique name. For example, if Sample File.doc is exported to c:\export path\ and another file with the same name already exists, it is exported as c:\export path\Sample File (1).doc.

Exporting List Items

The following instructions show you how to export a list item or multiple items from the Source pane in the main window to a designated location. Items can be exported at a site, list, or folder level.

To export a list item

1. In the Source Message list, select the list item(s).
2. Do one of the following to start the Export Wizard:

- On the **Tools** menu, select **Export**.
- On the toolbar, click the **Export** icon .
- Right-click the item, and on the shortcut menu, click **Export**.
- Enter **Ctrl+P**.

3. In the **Export To** box, specify the location for the exported file.

4. To maintain the message path(s) of the exported list item(s), leave the default setting of the selected **Maintain item path** check box. Clear the check box if maintaining the message path is not desired.

   Note: This option creates the path of all the sites, lists, and folders up to and including the item name.

5. Choose the version to be exported from the following:
   - Current version
   - Previous versions
   - All versions

6. Click **Finish**. The **Export Progress** window appears.

   Note: Attachments of items cannot be exported. To retrieve attachments, use the Save Attachments option.

To export a site

1. In the Source pane, select the site.
2. Do one of the following to start the Export Wizard:
   - On the **Tools** menu, select **Export**.
   - On the toolbar, click the **Export** icon .
   - Right-click the site or list, and on the shortcut menu, click **Export**.
   - Enter **Ctrl+P**.

   Note: The topmost node of the Export Wizard is selected. If the site you are exporting contains more than one level of child nodes and items, only the first level appears in this list and can be exported.

3. In the **Choose Export Items** pane, select the node(s) to be exported. The following options are available:
   - Leave every check box selected and export everything. Selecting the topmost node check box automatically selects all child nodes.
   - Clear the child node check boxes using the **Clear All** button and export selected items only.
   - Select the **Choose All** button to select all items in the tree.

4. Leave the **Export sub-nodes** check box selected if you want them exported as well or clear it to exclude them.

Note: *If the topmost node is selected under "Choose Export Items" and "Export sub-nodes" is selected, all child nodes (and their sub-nodes) will be exported regardless of their selection status*

5. Click **Next**. The second page of the Export Wizard appears.
6. Select the **Export To** destination.
7. Choose the version to be exported from the following:
   - Current version
   - Previous versions
   - All versions
8. Click **Finish**. The **Export Progress** report appears.

To export a list or folder

1. In the Source pane, select the list or folder.
2. Do one of the following to start the Export Wizard:
   - On the **Tools** menu, select **Export**.
   - On the toolbar, click the **Export** icon .
   - Right-click the item, and on the shortcut menu, click **Export**.
   - Enter **Ctrl+P**.

   If the list or folder selected for export contains sub-items, the first page of the Export Wizard appears.

   If the list or folder selected does not contain any sub-items, the second page of the Export Wizard appears.

3. Select the **Export To** destination.
4. Choose the version to be exported from the following:
   - Current version
   - Previous versions
   - All versions
5. Click **Finish**. The **Export Progress** report appears. This report can be printed or saved to your local hard drive.

Chapter 5: Restoring Microsoft Office SharePoint Server Data

Overview

This section describes how to restore your content (items, lists, folders, and sites) to a live Microsoft Office SharePoint Server and provides guidelines and important notes for restoring each type of data to its desired destination.

Items can be restored from multiple locations: the tree view list and folder, the source list, the Previous Versions window, and the Find in Sources search results list.

General Guidelines for Restoring Microsoft Office SharePoint Server Data

The following guidelines will assist you in restoring Microsoft Office SharePoint Server data. For instructions to restore each type of data, see the following:

- **"Restoring Items " on page 53**
- **"Restoring a Folder" on page 53**
- **"Restoring a List " on page 54**
- **"Restoring a Site" on page 55**

General Guidelines

- Items can be restored to lists or folders.
- Folders can be restored to lists or folders.
- Lists can be restored to sites.
- Sites can be restored to sites or site collections.
- Site collections can be restored as new sites or site collections.
- When restoring data to a domain other than the original domain, the author/editor information is inherited from the parent.
- Source data can be copied to a target running the same or newer version or experience of Microsoft Office SharePoint Server.
- Before restoring documents with multiple versions, use the Library (or List) settings to enable versioning on the target before restoring the documents if you want the version history to be retained.
- During any data restore, the target location's parent site collection is checked for any write locks that are selected. To restore data to any location within the site collection, the "Adding content prevented," "Read-only," or "No access" must be cleared. These locks can be set

with the Microsoft Office SharePoint Server Central Administration (Application Management > Site Collection Quotas and Locks).

- To restore a folder to a list, set the "Make 'New Folder' command available" option to Yes in the Library (or List) Settings > Advanced settings for that list.
- To restore the approval status of an item or folder, set the Content Approval to Yes in the Library (or List) Settings > Versioning setting for that list.
- Record Routing lists have been deprecated from Microsoft Office SharePoint Server 2010 or later. When restoring a Records Center site that contains a Record Routing list to Microsoft Office SharePoint Server 2010 or later, create Content Organizer Rules to replicate the behavior of the Record Routing items.

Exceptions

- The following are not restored during a copy:
  - Alerts
  - Checked out status of an item
  - Legal hold status of an item
- Blogs, comments, and posts may no longer be linked when restored as items.
- Holds and Hold Reports lists are not displayed after restoring.
- If the user does not exist in the target (for example, restoring across domains), the author/editor information is inherited from the parent.
- A FastSearchCenter site cannot be restored to a Microsoft Office SharePoint Server 2013 experience.
- Managed metadata columns are not supported.
- Microsoft Office SharePoint Server 2013 site collections can be copied to Microsoft Office SharePoint Server 2013 or later as a new site collection.
- Microsoft Office SharePoint Server 2016 site collections can be copied to Microsoft Office SharePoint Server 2016 or later as a new site collection.
- Only items, lists and folders from Microsoft Office SharePoint Server 2010 updated to Microsoft Office SharePoint Server 2013 source data can be copied to a Microsoft Office SharePoint Server 2013 or later target.

Workflow Exceptions

- Started Workflows are not restored for an item. This includes the history and associated tasks for the Workflow.
- Workflows that are set up for a list are not restored. The history and task Lists are restored but the associations are not automatically setup. Manual setup is possible.

SharePoint WebParts Exceptions

- Items that contain WebParts, which point to other lists within the site, may not function correctly if you cancel a site restoring operation before it completes.

- All WebParts are restored to the target, but they may not function properly after they have been restored. Some WebParts store the path and IDs of lists and items they are pointing to. Since new IDs are generated and enable you to restore data anywhere, the IDs and paths may no longer be valid after the WebPart is restored.
- If a WebPart is restored to same target location as the source, most WebParts will function properly since the paths are the same.

Guidelines for Restoring to Recurring and Non-Recurring Meeting Workspaces

The following guidelines will assist you in restoring Microsoft Office SharePoint Server data to recurring and non-recurring meeting workspaces.

Guidelines

- If restoring items to a non-series library list (for example, Document Library, Slide Library, Picture Library, and so on):
  - Only meeting instance folders can be restored to the root of the list, and the instance ID of the meeting instance folder being restored must match one of the instance IDs in the target meeting workspace.
  - No other folder or item can be restored to the root of the list.
- If restoring to a non-series list other than a library list (for example, Announcements, Tasks, Contacts, and so on), the items being copied must match the meeting recurrence criteria on the target.
- If restoring to a non-series discussion board:
  - If restoring a discussion topic, the recurrence criteria of the topic must match the target meeting recurrence criteria.
  - If restoring a discussion item, the item's recurrence criteria must match the recurrence criteria of the discussion topic on the target.
- A target list containing series items has the same constraints as any other list (for example, content type match, checked out state, duplicate items, etc.).
- When restoring a library list from a recurring meeting workspace into another site that is not a meeting workspace, the same constraints apply (for example, content type match, checked out state, duplicate items, etc.).
- Restoring a list from a recurring meeting workspace to a non-recurring meeting workspace is not allowed unless the list is a series list.
- Restoring a list from a non-recurring meeting workspace to a recurring meeting workspace is not allowed unless the list is a series list.

Ontrack PowerControls Agent for Content Transfer Service

The Ontrack PowerControls Agent for Content Transfer Service (ACTS) must be running on the Microsoft Office SharePoint Server in order to restore content to a specific site. The Ontrack PowerControls Agent for Content Transfer Service can be started or stopped using the Services management console or command line.

To start the Ontrack PowerControls Agent for Content Transfer Service with the Services management console

1. Click **Start**, then select **Run**.
2. In the Run dialog box, type **services.msc** and click **OK**.
3. In the Services window, do one of the following:
   - Double-click **Ontrack PowerControls Agent for Content Transfer**. On the General tab of the Ontrack PowerControls Agent for Content Transfer dialog box, click **Start**.
   - Right-click **Ontrack PowerControls Agent for Content Transfer** and select **Start**.
   - Select **Ontrack PowerControls Agent for Content Transfer** and click **Start** in the left column.
   - Select **Ontrack PowerControls Agent for Content Transfer** and click **Start Service** in the tool bar.
4. Verify that the **Ontrack PowerControls Agent for Content Transfer** service has started by refreshing the Services window.

To stop the Ontrack PowerControls Agent for Content Transfer Service with the Services management console

1. Click **Start**, then select **Run**.
2. In the Run dialog box, type **services.msc** and click **OK**.
3. In the Services window, do one of the following:
   - Double-click **Ontrack PowerControls Agent for Content Transfer**. On the General tab of the Ontrack PowerControls Agent for Content Transfer dialog box, click **Stop**.
   - Right-click **Ontrack PowerControls Agent for Content Transfer** and select **Stop**.
   - Select **Ontrack PowerControls Agent for Content Transfer** and click **Stop** in the left column.
   - Select **Ontrack PowerControls Agent for Content Transfer** and click **Stop Service** in the tool bar.
4. Verify that the **Ontrack PowerControls Agent for Content Transfer** service has started by refreshing the Services window.

To start the Ontrack PowerControls Agent for Content Transfer Service with the command line

1. Click **Start**, then select **Run**.
2. In the Run dialog box, type **cmd** and click **OK**.
3. In the command line, type **net start "Ontrack PowerControls Agent for Content Transfer"** and press **Enter**.
4. Type **net start** to view a list of services running and verify that the **Ontrack PowerControls Agent for Content Transfer** service is included.

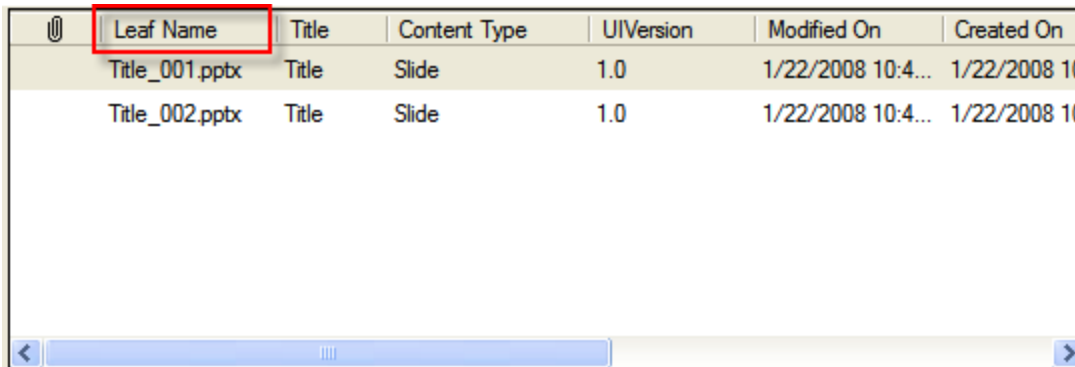**To stop the Ontrack PowerControls Agent for Content Transfer Service with the command line**

1. Click **Start**, then select **Run**.
2. In the Run dialog box, type **cmd** and click **OK**.
3. In the command line, type **net stop "Ontrack PowerControls Agent for Content Transfer"** and press **Enter**.
4. Type **net start** to view a list of services running and verify that the **Ontrack PowerControls Agent for Content Transfer** service is absent.

Duplicate Checking

When copying and pasting Microsoft Office SharePoint Server data, two different types of duplicate checking are performed:

- **Lists, Folders, and Document Library files:** Duplicate checking checks the item's filename or Leaf Name. If the target list contains an item that has the same name, you are prompted with the option to overwrite.
- **Items:** Items are flagged as duplicates if they are copied from a source that is the backup of the target and you are attempting to copy the item to the same location.

If a list is copied to another site with the same list, the contents of the source are added to the target list. The properties of the source list does not overwrite the target list.

📎	Leaf Name	Title	Content Type	UIVersion	Modified On	Created On
	Title_001.pptx	Title	Slide	1.0	1/22/2008 10:4...	1/22/2008 10
	Title_002.pptx	Title	Slide	1.0	1/22/2008 10:4...	1/22/2008 10

Figure 5-1: Leaf Name is used for checking duplicates in Lists, Folders, and Document Library files

If a duplicate is found, an overwrite confirmation message appears.

Feature Not Found

The Feature Not Found dialog box appears if a feature used by a source site is not found on the target site; for example, when copying from a previous version of Microsoft Office SharePoint Server to a more recent version, the feature may longer be available.

If a feature is not found, your options are as follows:

If you want to:	Click this:
Continue copying the site without the missing feature and be alerted if other missing features are detected during this copy session.	**Yes**
Continue copying the site without any missing features.	**Yes to All**
Skip the copying of the site and be alerted if another missing feature is found while copying another site during this copy session.	**No**
Skip the copying of all sites with missing features during this copy session.	**No to All**
Close the Feature Not Found dialog box and end the copy session.	**Cancel**

Overwrite Confirmation

The Duplicate Item dialog box appears if duplicate items are found during the copy/paste process and the "Check for duplicates during copy" option is selected on the Preferences dialog box (Edit menu > Preferences command).

If a duplicate is found, your options are as follows:

If you want to:	Click this:
Overwrite the duplicate item. Overwriting the items causes the existing duplicate item to be deleted and the new item copied in its place.	**Yes**
Overwrite all duplicate items.	**Yes to All**
Rename the duplicate item.	**Rename**
Rename all duplicate items.	**Rename All**
Avoid overwriting or renaming the duplicate item. Clicking Skip moves you to the next item and ignores the overwrite message.	**Skip**
Avoid overwriting or renaming any duplicate items.	**Skip All**
Close the Duplicate Item dialog box and end the copy/paste process.	**Cancel**

Restoring Your Microsoft Office SharePoint Server Data

This section provides examples of restoring sites, lists, folders, and items to the desired destination. In each case, it provides guidelines for restoring data. If you copy a site, list, folder, or item from the Source pane and paste it to any target destination, Ontrack PowerControls preserves the directory structure of all restored items. See specific guidelines under each data type being restored.

Restoring Items

The following instructions show you how to restore individual items to a *folder* in a target server.

To restore items

1. In the Source pane or **Find in Sources** window, copy the item from the item list.
2. In the Target pane, paste the items into a folder or list in the target server.

   Note: You can also drag an item from the Source pane to the Target pane.

3. In the **Copy Progress** window, verify that your items were successfully copied. You can also print or save the copy report by doing one of the following.
   - Click **Print** to print the copy report.
   - Click **Save** to save the copy report as a text file.
4. In the **Copy Progress** window, click **Close** to return to the main window.

Guidelines for Restoring Items

- You can restore from the items list in the Source pane or the Find in Sources window.
- Restoring individual items does not preserve the directory structure of the restored items.
- "Pages" item types may switch their content type when restored; however, metadata is preserved. In this scenario, the content type becomes the default content type for the list. For example, the content type on the source would be "Welcome Page," but after restoring, the content type would be "Page."
- When restoring an item with moderation status (or approval status) of "Pending", the author and editor are updated to "System Account."
- When restoring items to Microsoft Office SharePoint Server 2010 and later, set the Content Approval to No in the Library (or List) Settings > Versioning setting for that particular list to avoid loss of version numbers and moderation status changes. Content Approval can be set to Yes after restoring.

Restoring a Folder

The following instructions show you how to restore a folder to any target destination.

To restore a folder

1. In the Source pane, copy a folder.

2. In the Target pane, paste the folder into a folder or list.

   Note: You can also drag a folder from the Source pane to the Target pane.

3. In the **Copy Progress** window, verify your results to make sure your items from all folders were copied to the target destination. You can also print or save the copy report by doing one of the following.

   - Click **Print** to print the copy report.
   - Click **Save** to save the copy report as a text file.

4. In the **Copy Progress** window, click **Close** to return to the main window.

Guidelines for Restoring a Folder

- Folders may not have their created and/or modified date preserved when restored.

- The moderation status (or approval status) of a folder is not retained. The status of a folder that has been restored is always "Approved."

Restoring a List

The following instructions show you how to restore a list to any target destination.

To restore a list

1. In the Source pane, copy a list.

2. In the Target pane, paste the list into a site.

   Note: You can also drag a list in the Source pane to the Target pane.

3. In the **Copy Progress** window, verify your results to make sure that your lists were copied to the target destination. You can also print or save the copy report by doing one of the following.

   - Click **Print** to print the copy report.
   - Click **Save** to save the copy report as a text file.

4. In the **Copy Progress** window, click **Close** to return to the main window.

Guidelines for Restoring a List

- When restoring a list that contains a lookup column that includes a field column that references a list that does not exist on the target:

  - *For Microsoft Office SharePoint Server 2013*, when browsing to the restored list, a "File Not Found" error appears. To correct, manually remove the lookup field reference columns from the restored list.

  - *For Microsoft Office SharePoint Server 2016*, the lookup field reference column will be empty.

Note: When creating or editing a Lookup column, you can include a field column by selecting any of the "additional fields" columns associated with the lookup.

- Summary links columns do not function correctly after a list is restored if the target does not have the Workflows site collection feature activated. Attempting to edit any restored items displays an XSLT error. To resolved the issue, enable the Workflows site collection feature.

  Note: Summary Links columns can only be added to Issue Tracking lists.

- For Microsoft Office SharePoint Server 2013, restored lists may be added to a site's quick links.

Restoring a Site

The following instructions show you how to restore a site to a target destination.

To restore a site

1. In the Source pane, copy a site.
2. Paste the site into the desired location of the Target pane.
   Note: You can also drag a site in the Source pane to the Target pane.
3. If the source site is pasted into the root node of a target, the Select Site Collection URL dialog box appears. Select the web application and site collection URL and enter the primary site collection administrator information to copy the site by doing the following:
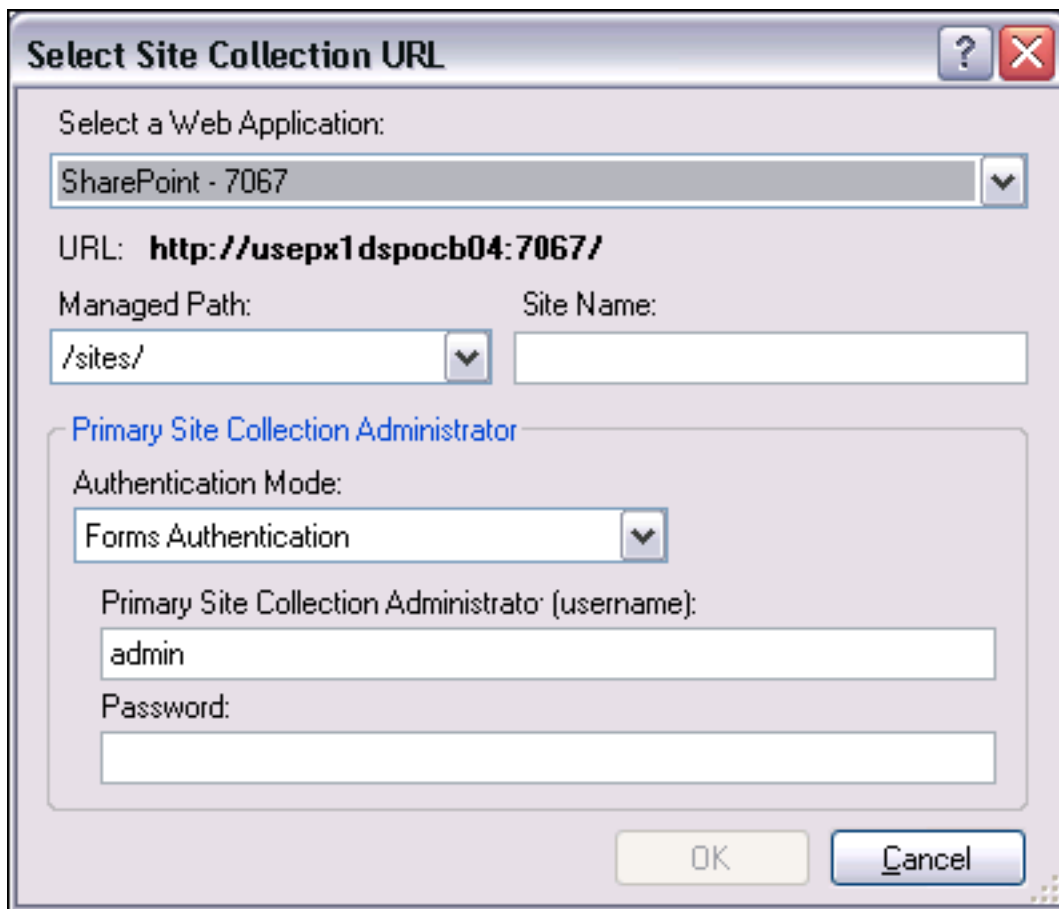
Figure 5-2: Select Site Collection URL dialog box

a. In the **Select a Web Application** drop-down list, select the web application to be used as the target server.

b. In **URL**, view the web application URL label. This is the base URL where the new site collection will be located

c. In the **Managed Path** drop-down list, select the managed paths that reside in the target server for the selected Web Application. The contents of this list changes based on the Web Application selected. If you want to have a specific URL other than "/site/" for a site collection, you need to select a managed path.

   ○ If you select a managed path with **Explicit Inclusion**, a single Microsoft Office SharePoint Server site can be created for the given URL, so nothing more is required. If you select a managed path with Explicit Inclusion, the Site Name field will be disabled.

   > **Note:** *This option may not be available if a site has already been created for the given path.*

   > **Example:***http://servername:portnumber/Sales*

- If you select a managed path with **Wildcard Inclusion**, you can create further site collections under the specified managed path. The Site Name field is enabled and you can create the site name which is appended on the path URL. In this case you must specify a Site Name for the new site collection.

  Example:*http://servername:portnumber/Manufacturing/Group1* and *http://servername:portnumber/Manufacturing/Group 2*.

d. If the **Site Name** box is enabled, enter a site name for additional website addresses.

   *Note: The following characters cannot be used in the site name: " # % & * : < > ? \ / { } ~. The site name also cannot start with an underscore character "_".*

e. In the **Authentication Mode** drop-down list, select **Windows Authentication** or **Forms Authentication**.

f. In the **Primary Site Collection Administrator** box, enter the following depending on the mode of authentication you are using:

   - *If you are using Windows Authentication*, enter the domain and username of the user that will be the primary site collection administrator. This username must be in the Domain\Username format. Ontrack PowerControls will use this username to connect to the new site collection after it has been created.

   - *If you are using Forms Authentication*, enter the username of the user that will be the primary site collection administrator. Ontrack PowerControls will use this username to connect to the new site collection after it has been created.

g. In the **Password:** box, enter the password for the primary site collection administrator. The username and password are validated for the primary site collection administrator, so the site collection will not be created until the correct password is supplied for the site collection administration.

h. Click **OK**. The source site is copied into the target site.

4. In the **Copy Progress** window, verify your results to ensure that your sites were copied to the target destination. You can also print or save the copy report by doing one of the following.
    - Click **Print** to print the copy report.
    - Click **Save** to save the copy report as a text file.

5. In the **Copy Progress** window, click **Close** to return to the main window.

Guidelines for Restoring a Site

- Site Quotas for parent-level sites will not be restored.
- For site and list permissions, if a matching group exists on the target, the site or list will use the target group's permission levels and users associated with that group. If the target group has different users or permissions levels than the source, the site or list will now use the target's permissions .
- Quick Links for sites that contain a Pages List (Publishing Site, Personalization Site, etc.) may appear differently after restoring a site. Once a page type document (Page, Article Page, Master Page, etc.) is checked into a pages site, a Quick Link is added. Since Ontrack

PowerControls does not restore the checked out state, items are assumed to be checked in. Therefore, additional Quick Links may appear after the site has been restored.

- When restoring a site collection from Microsoft Office SharePoint 2007 to Microsoft Office SharePoint 2013 with the 2010 Experience, the following site collections are blocked:

  Enterprise

  - Records Center
  - Site Directory
  - Report Center
  - Search Center with Tabs
  - My Site Host

  Publishing

  - Collaboration Portal
  - Publishing Portal

- When restoring a site with unique master page from Microsoft Office SharePoint 2007 to Microsoft Office SharePoint 2013 with the 2010 Experience, the default look and feel is applied. To restore the original master page look and feel, add the master page to the Master Page Gallery list and change the master page in Site Settings.

  Note: The master page should be prepared for Microsoft Office SharePoint Server 2013. Also, all files referenced in the master page file must exist on the target.

- Restoring sites to a Microsoft Office SharePoint Server 2013 or later target may produce duplicate "Site Contents" links in the site's "Current Navigation" pane.

About the Copy Progress Window

Each time you attempt to restore items to the Target pane, the Copy Progress window appears. This window displays the following information about the copy operation:

- Source, Source Path, Target, and Target Path
- Time of copy operation
- Number of items, lists, folders, and sites
- Warnings and errors, if any
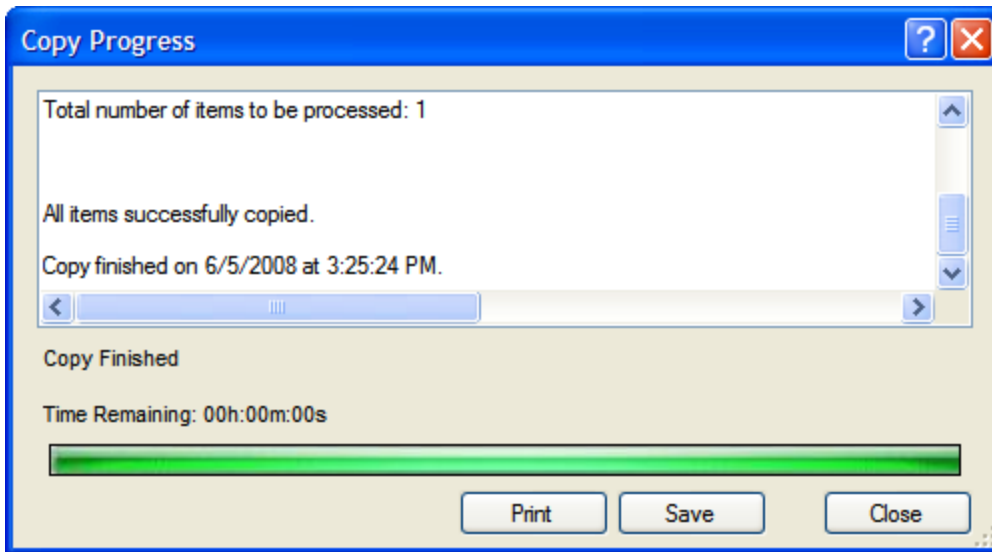- Number of items successfully copied

Figure 5-3: Copy Progress Window

Note: *If you do not have full access rights to the target location, Ontrack PowerControls is unable to complete the copy process. The target location must also have enough space for the data and it must support the content type of the source data.*

Print Copy Progress Data as a Report

When the copy progress is complete, you have the option to print the report which records any interruptions in the copy progress or any errors that occurred. This report lists the number of:

- items that successfully copied
- items that did not copy
- errors that occurred

Save Copy Progress Data as a Report

To save the Copy Progress report as a text file to the destination of your choice, click Save.

Configuring the Ontrack PowerControls Agent for Content Transfer Service to Validate Forms Authentication Users

When restoring a top level site (site collection), Ontrack PowerControls validates the primary site collection administrator before restoring the site collection. If the primary site collection administrator is using Forms Based Authentication (FBA), the Ontrack PowerControls Agent for

Content Transfer Service (ACTS) must be configured for the FBA provider used by the restored site collection. The FBA provider is determined by the web application hosting the restored site collection. The web application is selected in the Create Site Collection URL dialog box. For more information, see **"Restoring a Site" on page 55**.

If the primary site collection administrator using Claims Based Authentication, the Ontrack PowerControls ACTS must be configured for the Claims authentication provider used by the restored site collection.

To configure the Ontrack PowerControls ACTS to validate site collection users for Forms Based Authentication (SharePoint 2007 and later)

1. Determine the FBA provider for your web application by doing the following:

   a. Open SharePoint Central Administration for your target Microsoft Office SharePoint server.

      ◦ *For Microsoft Office SharePoint Server 2007*, do the following:

         a. Click the **Application Management** tab, then in the **Application Security** group, click **Authentication providers**.

         b. On the **Authentication Providers** page, click the **Web Application** and then click **Change Web Application**.

         c. In the **Select Web Application** dialog box, select the web application you want to use to restore your site collection. The selected application appears in the Authentication Providers page. The FBA provider name appears in the Membership Provider Name column. This is the FBA provider.

      ◦ *For Microsoft Office SharePoint Server 2010 and later*, do the following:

         a. On the Central Administration, click **Application Management**.

         b. Under **Web Applications**, click **Manage web applications**.

         c. On the **Web Applications** tab, select your web application from the list and click **Authentication Providers** on the toolbar.

         d. On the **Authentication Providers** dialog box, in the **Zone** column, click the zone you are using.

         e. On the **Edit Authentication** dialog box, scroll down to the selected **Enable Forms Based Authentication (FBA)** box in the **Claims Authentication Types** row. Below is the **ASP.NET Membership provider name** box containing the FBA provider.

   b. Copy the FBA provider name and use it in the following steps:

2. Locate the FBA provider configuration section for the web application by doing the following:

   The configuration section for the FBA provider may be located in the web.config for the web application, or it may be inherited from the machine.config.

   - The web.config is located in the IIS virtual directory for the web application (typically at C:\inetpub\wwwroot\wss\VirtualDirectory\<port number of web application>\).

- The machine.config is located in: [WINDOWS Directory]\Microsoft.NET\Framework\<version>\CONFIG\.

In the appropriate config file, locate the <membership> section under <system.web>. Under this section, find the <providers> section and locate the provider that matches the FBA provider name for your web application. It should appear similar to this:

```
<add name="AspNetSqlMembershipProvider"
type="System.Web.Security.SqlMembershipProvider, System.Web,
Version=2.0.0.0, Culture=neutral, PublicKeyToken=b03f5f7f11d50a3a"
connectionStringName="LocalSqlServer" applicationName="/" />
```

This line must be copied into the ACTS configuration file, as described in the next step.

3. Add the FBA provider and connection string to the ACTS configuration file by doing the following:
   a. Edit the PC.SharePoint.Service.exe.config file, located in the ACTS install folder. This is typically under [Program Files]\Ontrack\Ontrack PowerControls Agent for Content Transfer Service.
   b. In the config file, add the <system.web> section if it's not already there.
   c. Within the <system.web>, add the <membership> section.
   d. Within the <membership> section, add the <providers> section.
   e. Paste the Forms provider into the <providers> section. The modified config file should appear similar to the following:

```
<configuration>
   <system.web>
      <membership>
         <providers>
         <add name="aspnetmembershipprovider"
         connectionStringName="MySQLServer"
         applicationName="MyAppNametype="System.Web.Security.SqlMembe
         rshipProvider, System.Web, Version=2.0.0.0, Culture=neutral,
            PublicKeyToken=b03f5f7f11d50a3a" />
         </providers>
      </membership>
   </system.web>
   … other sections…
</configuration>
```

For Microsoft Office SharePoint 2010 and later, you also need to copy the "i" provider section into the PC.SharePoint.Service.exe.config file and make it the default provider. This provider goes within the same <providers> section as the FBA provider. To make it the default provider, add the defaultProvider="i" attribute to the <membership> section as shown below.

> *Note: If you are using multiple membership providers, each membership provider must have a unique name. Also, make sure the "i" provider only appears once in the <providers> section of the PC.SharePoint.Service.exe.config file.*

```
<membership defaultProvider="i">
   <providers>
      <add name="i"
      type="Microsoft.SharePoint.Administration.Claims.SPClaimsAuthMe
      mbershipProvider … />
      <add name="AspNetSqlMembershipProvider" connection
      StringName="MySQLServer" … />
   </providers>
</membership>
```

4. Copy the Connection String configuration section by doing the following:

   The connection string used by the FBA provider also needs to be copied from the web.config (or machine.config) into the PC.SharePoint.Service.exe.config file.

   You can find the connection string by looking at the <connectionStrings> section of the web.config (or machine.config) file and finding the connection string whose name matches the connectionStringName attribute of the FBA provider. In the example above, the connection string name is "MySQLServer", so you would locate the "MySQLServer" connection string and copy that into the PC.SharePoint.Service.exe.config file as described below.

   a. Add the <connectionStrings> section to the PC.SharePoint.Service.exe.config file in the <configuration> section.

   b. Inside the <connectionStrings> section, add the connection string line from the web.config (or machine.config). When you are finished, the modified PC.SharePoint.Service.exe.config should look similar to the following:

```
<configuration>
   <connectionStrings>
      <add name="MySQLServer" connectionString="Initial
      Catalog=aspnetdb_claim;datasource=USEPX1DSQOCB01\OCB01A;
      Integrated Security=SSPI;" />
   </connectionStrings>
   <system.web>
      <membership>
         … membership providers …
      </membership>
   </system.web>
   … other sections…
</configuration>
```

5. Save all changes to the PC.SharePoint.Service.exe.config file.

   After the ACTS configuration file has been modified, the Ontrack PowerControls Agent for Content Transfer Service must be restarted before the changes will take effect.

To configure the Ontrack PowerControls ACTS to validate site collection users for Claims Based Authentication (SharePoint 2010 and later)

1. Locate the Claims based provider configuration section for the web application by doing the following:

   The configuration section for the Claims provider may be located in the web.config for the web application, or it may be inherited from the machine.config

   - The web.config is located in the IIS virtual directory for the web application (typically at C:\inetpub\wwwroot\wss\VirtualDirectory\<port number of web application>\).
   - The machine.config is located in: [WINDOWS Directory]\Microsoft.NET\Framework\<version>\CONFIG\.

   In the appropriate config file, locate the <membership> section under <system.web>. Under this section, find the <providers> section and locate the provider with the name "i". It should appear similar to this:

   ```
   <add name="i"
   type="Microsoft.SharePoint.Administration.Claims.SPClaimsAuthMembe
   rshipProvider, Microsoft.SharePoint, Version=15.0.0.0,
   Culture=neutral, PublicKeyToken=71e9bce111e9429c" />
   ```

   This line must be copied into the ACTS configuration file, as described in the next step.

2. Add the "i" provider to the ACTS configuration file by doing the following:

   a. Edit the PC.SharePoint.Service.exe.config file, located in the ACTS install folder. This is typically under [Program Files]\Ontrack\Ontrack PowerControls Agent for Content Transfer Service.

   b. In the config file, add the `<system.web>` section if it's not already there.

   c. Within the `<system.web>`, add the `<membership>` section.

   d. Within the `<membership>` section, add the `<providers>` section.

   e. Paste the "i" provider into the `<providers>` section.

   f. Set the "i" provider to be the default provider by adding the `defaultProvider="i"` attribute to the `<membership>` section.

   g. When you have completed these changes, the modified config file should appear similar to the following:

   ```
   <configuration>
      <system.web>
         <membership>
            <providers>
            <add name="i"
            type="Microsoft.SharePoint.Administration.Claims.SPClaimsAut
            hMembershipProvider, Microsoft.SharePoint, Version=15.0.0.0,
            Culture=neutral, PublicKeyToken=71e9bce111e9429c" />
            </providers>
         </membership>
      </system.web>
   ```

```
    … other sections…
</configuration>
```

3. Save all changes to the PC.SharePoint.Service.exe.config file.

   After the ACTS configuration file has been modified, the Ontrack PowerControls Agent for Content Transfer Service must be restarted before the changes will take effect.

To restart the Ontrack PowerControls Agent for Content Transfer Service

1. Click **Start**, then click **Control Panel**.
2. On the **Control Panel** windows, click **Administrative Tools**.
3. On the Administrative Tools window, click **Services**.
4. On the Services window, right-click **Ontrack PowerControls Agent for Content Transfer** and click **Restart**.

Glossary

Term	Description
Data Store	A unified collection of folders, items, and lists contained in a single storage medium.
Data Wizard	The first time you start Ontrack PowerControls, the Data Wizard appears. The Data Wizard guides you through the loading of MDF, NDF, and LDF files into Ontrack PowerControls, and shows you how to specify the target Microsoft Office SharePoint Server.
Document Library	A folder where a collection of files is stored and the files often use the same template.
Duplicate Checking	A process detecting duplicate items based on filenames which provides you the option to overwrite the item.
Experience Level	Often referred to as the "Compatibility Level" or "SharePoint mode," this indicates the settings for how Microsoft Office SharePoint Server presents and interacts with features and content.
Explicit Inclusions	Selected in Managed Paths, explicit inclusions include only the specific path that you set. For example, use explicit inclusions if you want Microsoft Office SharePoint Server to manage a specific path, such as /portal, but not any possible sites below it, such as /portal/teamshare.
GUID	Globally Unique Identifier. Each Microsoft Office SharePoint Server database has a separate GUID.
Item	An entry in a list or folder (posts, pictures, links, comments, etc.) contained within a list or a folder in the Source or Target panes.
List	A website component that stores and displays information that users can add to, copy, and search in Ontrack PowerControls.
Log Files	Transaction log files (.ldf files) are history files recording server activity. These files are useful in restoring and backing up Microsoft Office SharePoint Server data.
Managed Paths	With Managed Paths, you can manage two categories of paths: included and excluded paths when creating a top-level website or a specific URL. An included path indicates that it is a Microsoft Office SharePoint Server-created path. An excluded path indicates that a different application manages the path and was created by the user. Included paths can be further broken down into the following two types: *Explicit Inclusions* and *Wildcard Inclusion*.
MDF, NDF, and LDF Files	Microsoft Office SharePoint Server content database files used as the source. The three files work as a collection to comprise a single content database. You must have one MDF, one or more LDF, and optionally zero or more NDF files.

Term	Description
Metadata	Data about data. For example, the title, subject, author, and size of a file constitute metadata about the file.
Non-series List	A non-series list is a special list created for meeting workspaces and have specific instances of the meeting assigned to the list.
Previous Versions	Items, such as documents and pictures, create a backup copy whenever it is saved to the library in Microsoft Office SharePoint Server. These previous versions are accessible in Ontrack PowerControls.
Series List	A series list provides a way to have a regular list in a recurring meeting workspace. A series list shows all of the items for all occurrences of a meeting.
Shortcut Menu	This menu is accessed by right-clicking on an item.
Site	A group of related web pages that generally cover one or more lists and folders.
Site Collection	A set of websites that have the same owner and share administration settings. Each site collection contains a top-level website and can contain one or more subsites.
Source	The Microsoft Office SharePoint Server content database stored on a Microsoft Office SharePoint Server from which folders and lists are copied. The source is read-only, so items cannot be copied into, deleted from, or changed in the source.
Target	The data store to which lists, folders, and items are restored.
Wildcard Inclusion	Selected in Managed Paths, wildcard inclusion includes any sites below the path that you set, so you do not have to add them individually. This is the type of inclusion to use for specific site names that are appended to the URL, when you want to be able to create top-level websites underneath a specific path, such as /sites.

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