SHAREPOINT VITALS SETUP GUIDE

WWW.SHAREPOINTVITALS.COM

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CONTENTS

Step By Step Instructions 3
SharePoint On-Premise Installation 3
Step One – Site Settings 3
Step Two - Solutions 3
Step Three – Upload Solution 4
Step Four - Browse 4
Step Five - Upload 4
Step Six – Activate 5
Step Seven – Activation Status 5
Step Eight – Site Settings 5
Step Nine – SharePoint Vitals 5
Step Ten – Customer Code 6
Step Elevan - Login 6
SharePoint Online Installation 7
Step One – Admin Center 7
Step TWO – Start recording 7
Step THREE – Login 7
Step Four – Office 365 Sign in 8
Troubleshooting 8
Step Five – Succesful Sign in 8
Step Six – Office 365 Audit Log 9

STEP BY STEP INSTRUCTIONS

SharePoint Vitals has two installation options.

IMPORTANT

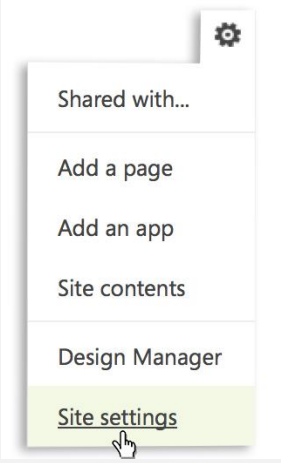
SharePoint On-Premise Installation is for SharePoint 2010, 2013 and 2016 Sandbox WSP deployment which can be completed in the guide below. You will not be able to use the SharePointVitals.wsp to deploy to SharePoint Online. To install SharePoint Vitals to SharePoint Online please go to the next section under **SharePoint Online Installation** where you need to deploy SharePointVitals.app

Use the PowerShell Deployment if you prefer – Follow these instructions.

SHAREPOINT ON-PREMISE INSTALLATION

STEP ONE – SITE SETTINGS

Go to the Site collection you wish to deploy SharePoint Vitals

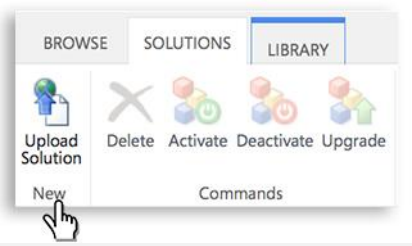


STEP TWO - SOLUTIONS

Go to Solutions under Web Designer Galleries

STEP THREE – UPLOAD SOLUTION

Click **Upload Solution** on the ribbon

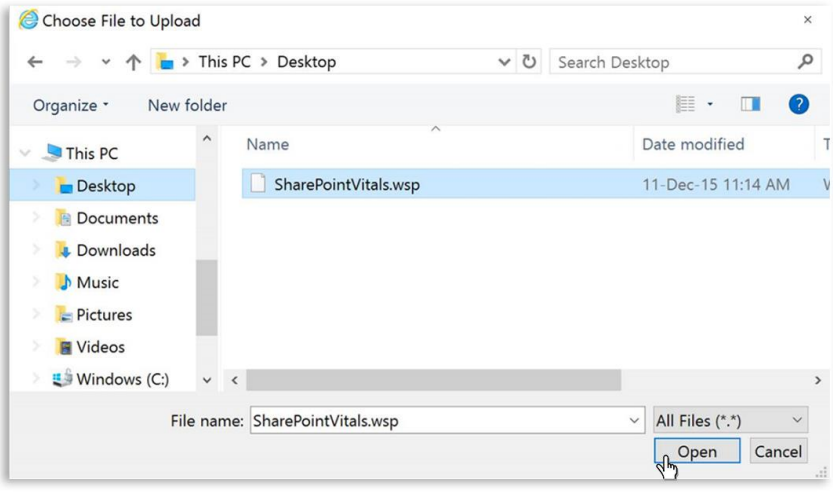


STEP FOUR - BROWSE

Browse to the **WSP location**

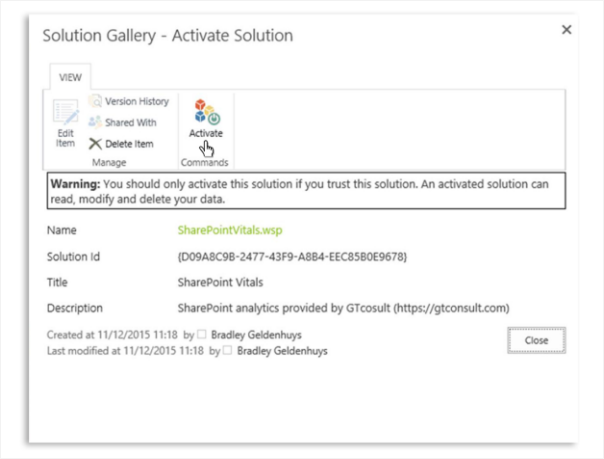
STEP FIVE - UPLOAD

Select **SharePointVitals.wsp.** Click **Open** then click **OK.**



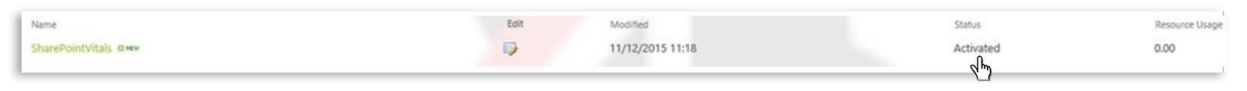
STEP SIX – ACTIVATE

Click **Activate** Solution



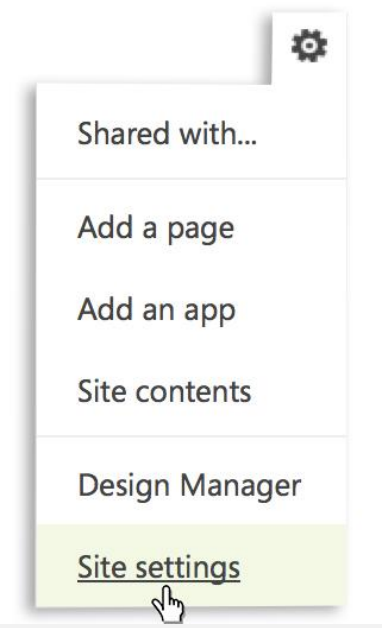
STEP SEVEN – ACTIVATION STATUS

The solution should show as **activated**



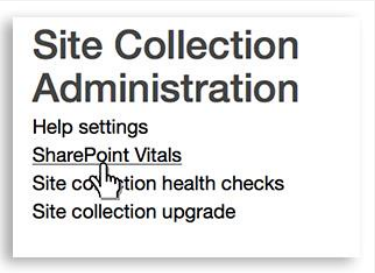
STEP EIGHT – SITE SETTINGS

Go to **Site Settings**



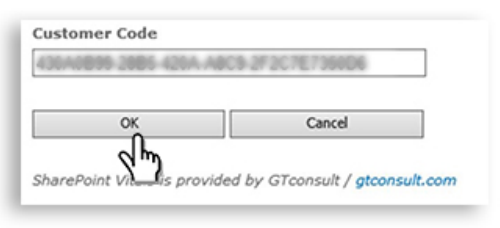
STEP NINE – SHAREPOINT VITALS

Click on **SharePoint Vitals** under **Site Collection Administration**



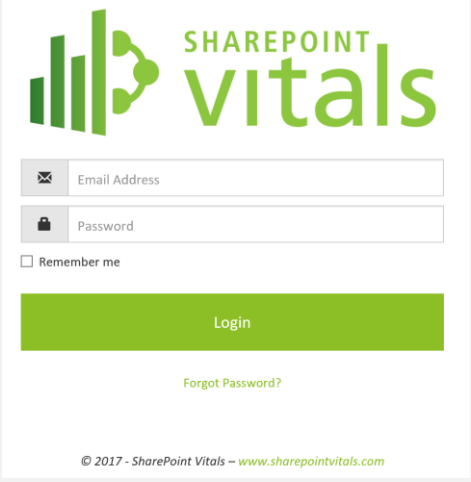
STEP TEN – CUSTOMER CODE

Add Customer Code you got from the Welcome Email and click **OK**



STEP ELEVAN - LOGIN

Log onto your **SharePoint Vitals Dashboard** via https://www.spvitals.com to see results



SHAREPOINT ONLINE INSTALLATION

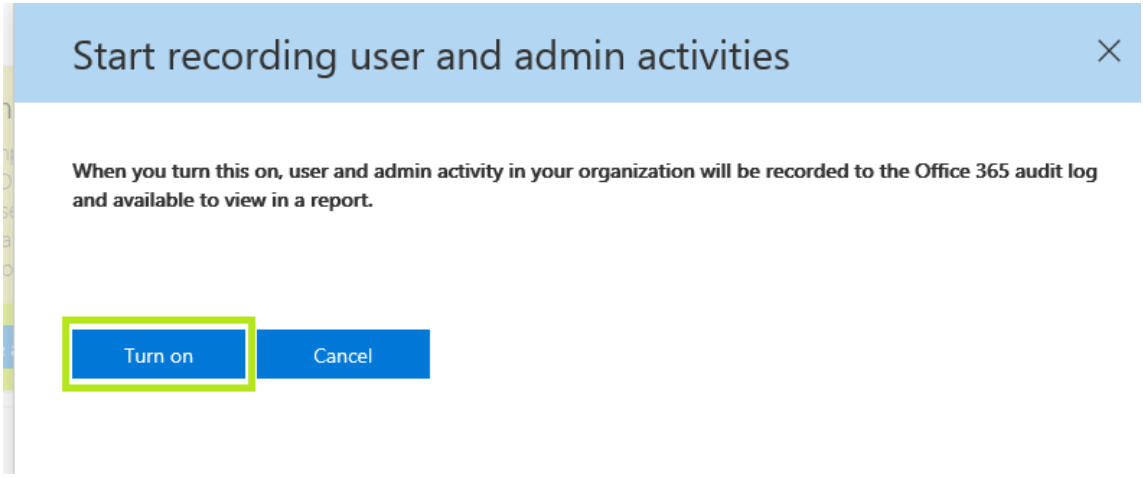
STEP ONE – ADMIN CENTER

Logon to https://portal.office.com and select '**Security & Compliance**' under **Admin centers**

This will load the **"Office 365 Security & Compliance"** portal which will let admins turn on the **"Recording Activity"** feature to enable track user activity as well as the admin activity of the Office 365 Portal. So once on the **"Office 365 Security & Compliance"** section, click **"Start recording now"** under the **"Search for the activity"**

STEP TWO – START RECORDING

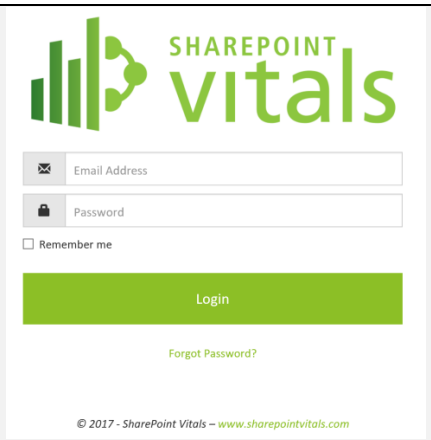
After clicking on **"Start recording now"**, it will open up a **"Start recording user and admin activities"** box. After that click on the **"Turn On"**



Do keep in mind that after turning on this feature it will take up to 24 hours for it to get provisioned. Therefore it is advisable to try running audit reports after this time period to better reflect user and admin activities after turning on this feature.

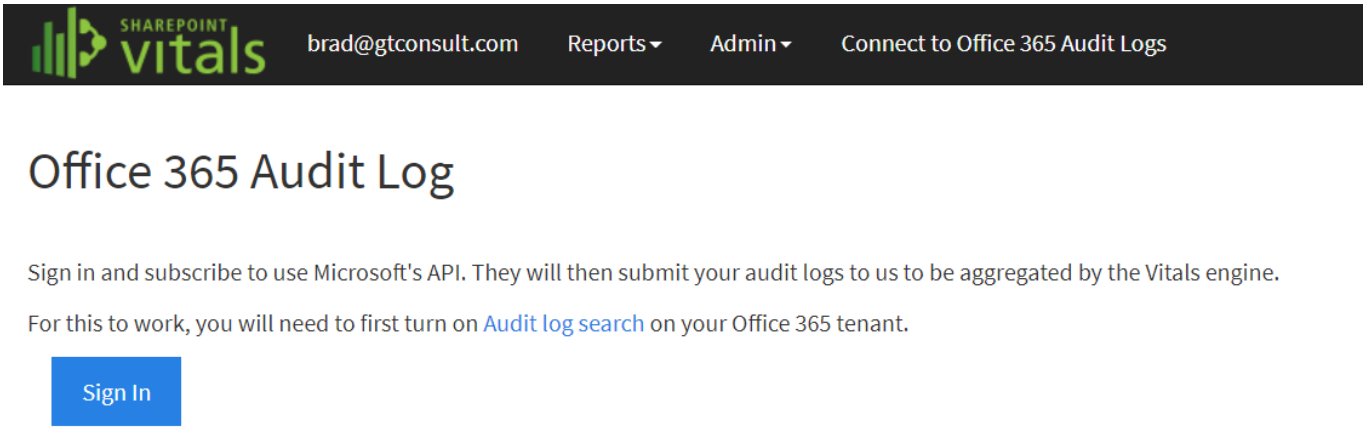
STEP THREE – LOGIN

Log onto your **SharePoint Vitals Dashboard** via https://www.spvitals.com



STEP FOUR – OFFICE 365 SIGN IN

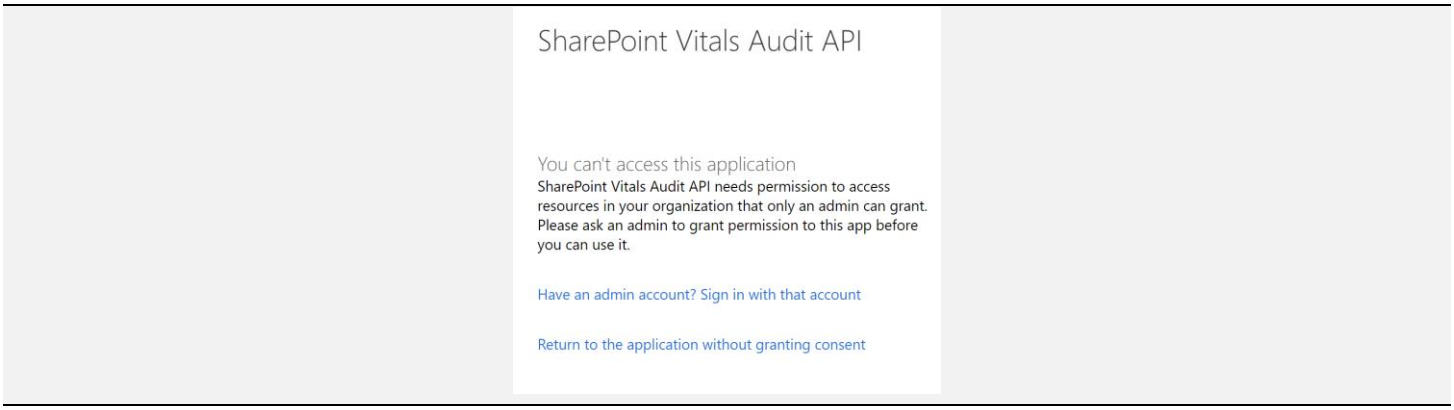
Once that has been completed log onto your SharePoint Vitals Portal and click Connect to Office 365 Audit Logs.



Click **Sign In**

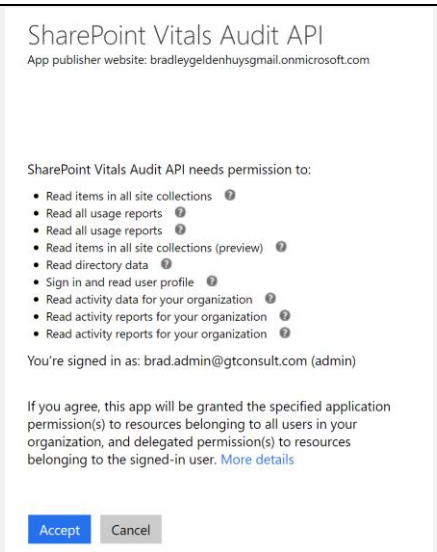
TROUBLESHOOTING

IF YOU ARE PROMPTED WITH THE FOLLOWING MESSAGE, PLEASE ENSURE THAT THE ACCOUNT YOU LOG IN WITH HAS ***Global Admin rights*** ON YOUR TENANT.



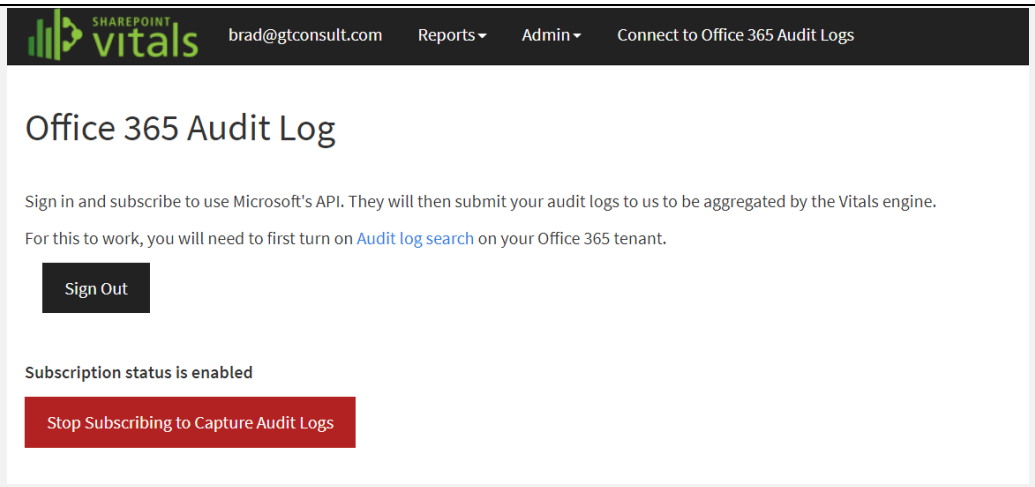
STEP FIVE – SUCCESFUL SIGN IN

After signing in successfully, you will be prompted with the below. **Click Accept.**

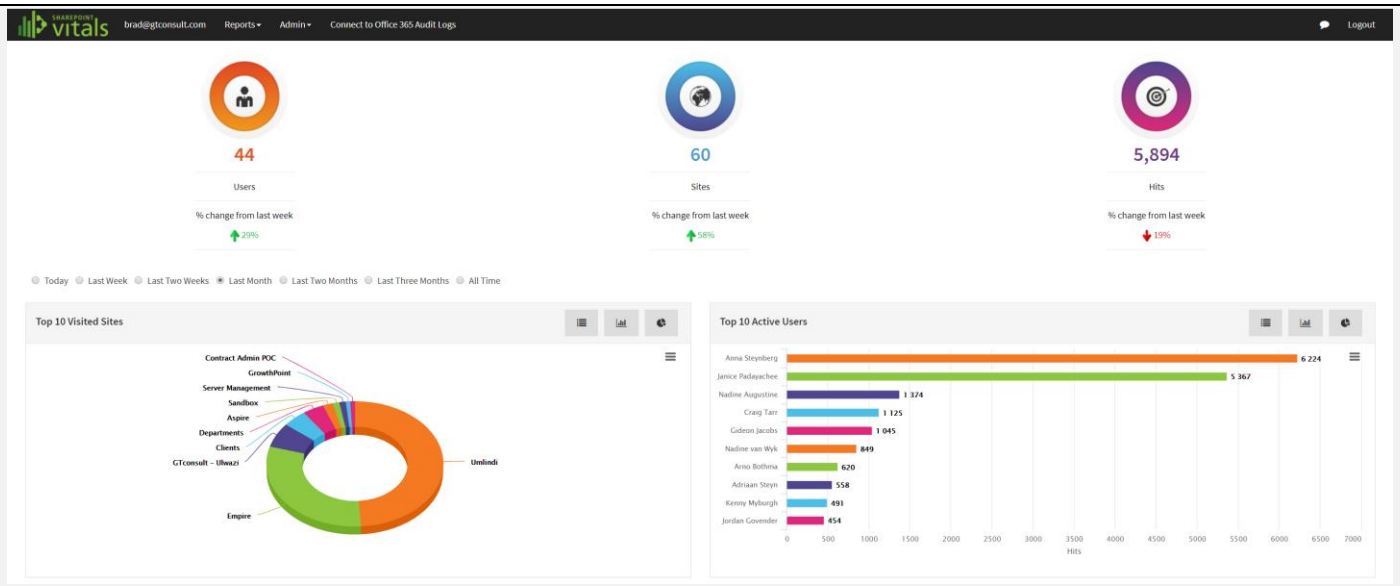


STEP SIX – OFFICE 365 AUDIT LOG

Success! Now Vitals will start to capture all your data, this process will take anywhere from 5 minutes to 3 hours.



During this process you will start to see results on your Dashboard.


vitals
brad@gtconsult.com
Reports
Admin
Connect to Office 365 Audit Logs
Logout
44
Users
% change from last week
29%
60
Sites
% change from last week
58%
5,894
Hits
% change from last week
19%
Today
Last Week
Last Two Weeks
Last Month
Last Two Months
Last Three Months
All Time
Top 10 Visited Sites
Contract Admin POC
GrowthPoint
Server Management
Sandbox
Aspire
Departments
Clients
GTconsult - Ulwazi
Umlindi
Empire
Top 10 Active Users
Anna Steynberg
6 224
Janice Padayachee
5 367
Nadine Augustine
1 374
Craig Tarr
1 125
Gideon Jacobs
1 045
Nadine van Wyk
849
Arno Bothma
620
Adriaan Steyn
558
Kenny Myburgh
491
Jordan Govender
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500
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