The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Application Management	Application Management		Application Security	Authentication providers	Central Administration/Application Management		
				Application Security	Security for Web Part pages	Central Administration/Application	Use this page to administer Web Part Pages and Web Parts on your web application.	
				Application Security	Self-Service site management	Central Administration/Application	Use this page to enable or disable Self-Service Site Creation.	
				Application Security	User permissions for	Central Administration/		
				External Service Co	Document conversio	Central Administration/		
				External Service Connections	HTML viewer	Central Administration/Application	Use this page to view, change, and configure the HTML Viewer service.	
				External Service Co	Records center	Central Administration/		
				SharePoint Site Management	Create site collection	Central Administration/Application	Use this page to create a new top-level Web site.	
				SharePoint Site Management	Delete site collection	Central Administration/Application Management	Use the settings on this page to completely delete a top-level site and any subsites of that site on this web application.	
				SharePoint Site Management	Quota templates	Central Administration/Application	Use this page to create or modify a quota template.	
				SharePoint Site Management	Site collection administrators	Central Administration/Application Management	Use this page to view and change the primary and secondary site collection administrators for a site collection. As site collection administrators, these users receive any quota or auto-deletion notices and have full control over all content in the site collection.	
				SharePoint Site Ma	Site collection list	Central Administration/		

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Application Management	Application Management		SharePoint Site Management	Site collection quotas and locks	Central Administration/Application Management	Use this page to change the quota template or individual quota values for a Web site collection, or to clear a lock set by an application or caused by exceeding a quota	
				SharePoint Site Management	Site use confirmation and deletion	Central Administration/Application Management	Use this page to require site owners to confirm that their Web site collections are in use. Additionally, configure automatic deletion for unused Web site collections.	
				SharePoint Web Application Management	Content databases	Central Administration/Application Management	Use this page to manage content databases for this web application. Click a content database name to change its properties.	
				SharePoint Web Application Management	Create or extend Web application	Central Administration/Application Management	Use this page to create a new Windows SharePoint Services application or to extend an existing application to another IIS Web Site.	
				SharePoint Web Application Management	Define managed paths	Central Administration/Application Management	Use this page to specify which paths in the URL namespace are managed by Windows SharePoint Services.	
				SharePoint Web Application Management	Delete Web application	Central Administration/Application Management	This page allows you to delete an entire Windows SharePoint Services application, including all of its content and settings.	
				SharePoint Web Application	Manage Web application features	Central Administration/Application Management	This page allows you to manage web application features.	
				SharePoint Web Application Management	Remove SharePoint from IIS Web site	Central Administration/Application Management	Use this page to remove Windows SharePoint Services from an IIS Web site.	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Application Management	Application Management		SharePoint Web Application Management	Web application general settings	Central Administration/Application Management	This page contains settings which apply to all site collections in the web application.	
				SharePoint Web Ap	Web application List	Central Administration/		
				SharePoint Web Application Management	Web Application outgoing e-mail settings	Central Administration/Application Management	Use the settings on this page to configure the e-mail settings for this web application.	
				Workflow Management	Workflow settings	Central Administration/Applicat	Change global workflow settings below.	
		Authentication Providers			Web Application:	Central Administration/Application		
		Configure Connection to Records Center	Records Center Connection	Connect to a Records Center	Central Administration/Application Management/External Service Connections/Records center	To connect to a Records Center, enter the URL and a display name for a Records Center server. Unless the Records Center is configured to allow records to be anonymously submitted, you must configure each Web application to use a domain user account.	URL:
				Records Center Connection	Connect to a Records Center	Central Administration/Application Management/External Service Connections/Records center	To connect to a Records Center, enter the URL and a display name for a Records Center server. Unless the Records Center is configured to allow records to be anonymously submitted, you must configure each Web application to use a domain user account.	Display name:

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Application Management	Configure Connection to Records Center		Records Center Connection	Do not connect to a Records Center	Central Administration/Application Management/External Service Connections/Records center	To connect to a Records Center, enter the URL and a display name for a Records Center server. Unless the Records Center is configured to allow records to be anonymously submitted, you must configure each Web application to use a domain user account.	
		Configure Document Conversions		Conversion Schedule	Process blocks of conversions:	Central Administration/Application Management/External Service Connections/Documen	Specify how often the Document Conversion timer job should run.	Every xx Minutes|Hourly between xx and xx minutes past the hour|Daily Between XX and XX
				Converter Settings	No converters are cur	Central Administration/	Customize installed converters.	
				Enable Document Conversions	Enable document conversions for this site?	Central Administration/Application	You can allow files to be converted from one type to another on this site.	Yes | No
				Load Balancer Server	Load Balancer server:	Central Administration/Application	Specify the Load Balancer with which to associate this Web application.	None
				Web Application	Web Application:	Central Administration/Application	Specify the web application for which you want to configure document conversions.	
		Create or Extend Web Application		Adding a SharePoint Web Application	Create a new Web application	Central Administration/Application Management/SharePoint Web Application Management/Create or Extend Web Application	Creating a new Web application is the most common option. When creating a new SharePoint Web application, you create a new database to store data, and define the authentication method used to connect the SharePoint application to that database.	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Application Management	Create or Extend Web Application		Adding a SharePoint Web Application	Extend an existing Web Application	Central Administration/Application Management/SharePoint Web Application Management/Create or Extend Web Application	Choose Extend an existing web application if you need to have separate IIS Web Sites that expose the same content to users. This is typically used for extranet deployments where different users access content using different domains. This option will reuse the content database from an existing Web application.	
		Create Site Collection		Primary Site Collection	User name:	Central Administration/Applicat	Specify the administrator for this Web site collection.	
				Quota Template	Select a quota template:	Central Administration/Application Management/SharePoint Site	Select a predefined quota template to limit resources used for this site collection. To add a new quota template, go to the Manage Quota Templates page	Storage limit:
				Secondary Site Collection Administrator	User name:	Central Administration/Application	Specify the secondary administrator for this Web site collection.	
			Meetings	Template Selection	Select a template:	Central Administration/Application Management/SharePoint Site	A site to plan, organize, and capture the results of a meeting. It provides lists for managing the agenda, meeting attendees, and documents.	Basic|Blank|Decision|Social|Multipage Meeting Workspace
			Collaboration	Template Selection	Select a template: (Collaboration)	Central Administration/Application Management/SharePoint Site Management/Create site collection	A site for teams to quickly organize, author, and share information. It provides a document library, and lists for managing announcements, calendar items, tasks, and discussions.	Team site|Blank Site|Document Wrokspace|Wiki Site|Blog|Pearson Learning Solutions
				Title and Description	Description:	Central Administration/Application	Type a title and description for your new site. The title will be displayed on each page in the site.	Description

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Application Management	Create Site Collection		Title and Description	Title:	Central Administration/Application	Type a title and description for your new site. The title will be displayed on each page in the site.	Title
				Web Application	Web Application:	Central Administration/	Select a Web application.	
				Web Site Address	URL:	Central Administration/Application Management/SharePoint Site Management/Create	Specify the URL name and URL path to create a new site, or choose to create a site at a specific path. To add a new URL Path go to the Define Managed Paths page.	
		Defined Managed Paths		Add a new Path	Path:	Central Administration/Application Management/SharePoi	Specify the path within the URL namespace to include. You can include an exact path, or all paths subordinate to the specified path.	Path:
				Add a new Path	Type:	Central Administration/Application Management/SharePoi	Specify the path within the URL namespace to include. You can include an exact path, or all paths subordinate to the specified path.	Type:
				Included Paths	Delete selected paths	Central Administration/Application Management/SharePoi	This list specifies which paths within the URL namespace are managed by Windows SharePoint Services.	(root) Explicit inclusion|sites Wildcard inclusion
				Web Application	Web Application:	Central Administration/	Select a Web application	
		Delete Site Collection		Site Collection	Site Collection:	Central Administration/Applicat	Select a Site Collection.	Make selection

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Application Management	Delete Site Collection		Warning	You are about to delete the following site collection:	Central Administration/Application Management/SharePoint Site Management/Delete site collection	All content and subwebs will be lost. Deleting this site collection will permanently destroy documents and document libraries; lists and list data, including surveys, discussions, announcements, events; site configuration and settings; roles and security information relating to the site; subsites of this Web site, their contents, and user information. To continue with the deletion, click Delete.	URL:|Title:|Description:
		Delete Web Application		Deletion Options	Delete content databases	Central Administration/Application Management/SharePoint Web Application Management/Delete Web Application	Decide if you would like to delete the content databases associated with this web application. If you choose to delete these databases, all of the sites in them will be lost unless you restore the database from a backup.	Yes | No
				Deletion Options	Delete IIS Web sites	Central Administration/Application Management/SharePoint Web Application Management/Delete Web Application	Decide if you would like to remove the association of the IIS Web site with this Web application, or actually delete the IIS Web site. If you choose delete, all IIS metabase entries referring to these Web sites will be deleted, even if other non-SharePoint applications are using them.	Yes | No
				Web Application	Web Application:	Central Administration/	Select a Web application.	
		HTML Viewer		Maximum Cache Size	Maximum cache size:	Central Administration/Application Management/External	Enter the maximum size for the HTML Viewer cache in megabytes (MB). This cache counts against the size of the content database.	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Application Management	HTML Viewer		Maximum File Size	Maximum file size:	Central Administration/Application	The integer size in kilobytes (KB) of the largest file the service will view in HTML.	
				Server Location	Path to HTML Viewer server:	Central Administration/Application Management/External Service	This path specifies where you have installed the HTML Viewer application. You can use a remote server or the server running Windows SharePoint Services.	
				Timeout Length	Timeout length:	Central Administration/Application	The integer number of seconds the service will wait for HTML Viewing to complete.	
				Turn on HTML Viewer	Allow HTML viewing	Central Administration/Application Management/External	Select this checkbox to turn on the HTML Viewer service for the document libraries on Windows SharePoint Services.	
		Manage Content Databases		Add a content database	Web Application:	Central Administration/Application Management/SharePoi	Use this page to manage content databases for this web application. Click a content database name to change its properties.	
		Policy for Web Application		Application Security	Policy for Web application	Central Administration/Application Management		
		Quota Templates		Storage Limit Values	Limit site storage to a maximum of:	Central Administration/Application Management/SharePoint Site Management/Quota templates	Specify whether to limit the amount of storage available on a site, and set the maximum amount of storage, and a warning level. When the warning level or maximum storage level is reached, an e-mail is sent to the site administrator to inform them of the issue.	MB

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Application Management	Quota Templates		Storage Limit Values	Send warning E-mail when site storage reaches:	Central Administration/Application Management/SharePoint Site Management/Quota templates	Specify whether to limit the amount of storage available on a site, and set the maximum amount of storage, and a warning level. When the warning level or maximum storage level is reached, an e-mail is sent to the site administrator to inform them of the issue.	MB
				Template Name	Create a new quota template	Central Administration/Application Management/SharePoint Site	Edit an existing quota template, or create a new template. For a new template, you can start from a blank template or modify an existing template.	Template to start from|New template name:
		Remove SharePoint From IIS Web Site		Deletion Options	Delete IIS Web sites	Central Administration/Application Management/SharePoint Web Application	If you choose delete, all IIS metabase entries referring to these Web sites will be deleted, even if other non-SharePoint applications are using them.	Yes | No
				Deletion Options	Select IIS Web site and zone to remove	Central Administration/Application Management/SharePoint Web Application Management/Remove SharePoint from IIS Web Site	Decide if you would like to remove the association of the IIS Web site with this Web application, or actually delete the IIS Web site. If you choose delete, all IIS metabase entries referring to these Web sites will be deleted, even if other non-SharePoint applications are using them.	SharePoint - 80 (Default)
				Web Application	Web Application:	Central Administration/	Select a Web application	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Application Management	Security For Web Part Pages		Online Web Part Gallery	Allows users to access the Online Web Part Gallery.	Central Administration/Application Management/Application Security/Security for Web Part Pages	Specify whether to allow users access to the online Web Part gallery. Users can search, browse, and preview Web Parts and add them to Web Part Pages. Note If your server is behind a proxy server or firewall, you may need to specify some additional settings to enable the online Web Part gallery	
				Online Web Part Gallery	Prevents users from accessing the Online Web Part Gallery, and helps to improve security and performance.	Central Administration/Application Management/Application Security/Security for Web Part Pages	Specify whether to allow users access to the online Web Part gallery. Users can search, browse, and preview Web Parts and add them to Web Part Pages. Note If your server is behind a proxy server or firewall, you may need to specify some additional settings to enable the online Web Part gallery	
				Web Application	Web Application:	Central Administration/	Select a Web application.	
				Web Part Connections	Allows users to create connections between Web Parts.	Central Administration/Application Management/Applicati	Specify whether to allow users to connect Web Parts by passing data or values from a source Web Part to a target Web Part.	
				Web Part Connections	Prevents users from creating connections between Web Parts, and helps to improve	Central Administration/Application Management/Applicati	Specify whether to allow users to connect Web Parts by passing data or values from a source Web Part to a target Web Part.	
		Self-Service Site Management		Enable Self-Service Site Creation	When you enable Self-Service Site Creation, an announcement will be added to the Announcements list on the home page of the top-level Web site. The	Central Administration/Application Management/Application Security/Self Service site management	Self-Service Site Creation allows users with the "Use Self-Service Site Creation" permission to create sites in defined URL namespaces. To require users of Self-Service Site Creation to supply a secondary contact name on the signup page, select Require secondary contact.	On|Off |Require secondary contact

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Application Management	Self-Service Site Management		Web Application	Web Application:	Central Administration/Application Management/Application Security/Self	Select a Web application.	
		Site Collection Administrators		Primary Site Collection Administrator	Primary site collection administrator:	Central Administration/Application Management/SharePoi	The primary site collection administrator is displayed. Type a user name, and then click OK to save the change.	
				Secondary Site Collection Administrator	Secondary site collection administrator:	Central Administration/Application Management/SharePoint Site Management/Site collection	The secondary site collection administrator is an optional entry for a Web site collection. The secondary site collection administrator is displayed. Type a user name, and then click OK to save the change.	
				Site Collection	Site Collection:	Central Administration/	Select a Site Collection.	
		Site Collection Quotas and Locks		Site Collection	Site Collection:	Central Administration/Application Management/SharePoi	Select a Site Collection.	
				Site Lock Information	Lock status for this site:	Central Administration/Application ion	Use this section to view the current lock status, or to change the lock status.	Not locked	Adding content prevented	Read-only	No access
				Site Lock Information	Web site collection owner: W2K3SERVER\admi	Central Administration/Application ion	Use this section to view the current lock status, or to change the lock status.	
				Site Quota Information	Current quota template	Central Administration/Application ion Management/SharePoi	Use this section to modify the quota template on this Web site collection, or to change one of the individual quota settings.	Limit site storage to a maximum of: (MB)

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Application Management	Site Collection Quotas and Locks		Site Quota Information	Current quota template	Central Administration/Application Management/SharePoi	Use this section to modify the quota template on this Web site collection, or to change one of the individual quota settings.	Send warning e-mail when site storage reaches: (MB)
		Site Use Confirmation and Deletion		Confirmation and Automatic Deletion Settings	Check for unused site collections, and send notices	Central Administration/Application Management/SharePoint Site Management/Site Use Confirmation and Deletion	If notifications are enabled, you can also specify whether to delete the site collection automatically after sending a specific number of confirmation notices.	Check for unused site collections, and send notices (daily, monthly, etc) and run the check at (time). Automatically delete the site collection if use is not confirmed. Delete the site collection after sending (xx) notices . Caution: Automatic deletion permanently removes all content and information from the site collection and any sites beneath it.
				Confirmation and Automatic Deletion Settings	Send e-mail notifications to owners of unused site collections	Central Administration/Application Management/SharePoint Site	Specify whether site owners must confirm that their site collection is still in use, and how frequently to send e-mail confirmation notifications.	Start sending notifications xx days after site collection creation, or use is confirmed.
				Web Application	Web Application:	Central Administration/	Select a Web application.	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Application Management	User Permissions for Web Application		Permissions	List Permissions	Central Administration/Application Management/Application Security/User permissions for Web application	Use the check boxes to specify which permissions can be used in permission levels within this web application. To disable a permission, clear the check box next to the permission name. To enable a permission, select the check box next to the permission name. Use the Select All check box to select or clear all permissions.	Manage Lists |Override Check Out |Add Items |Edit Items|Delete Items|View Items|Approve Items|Open Items|View Versions|Delete Versions|Create Alerts|View Application Pages
				Permissions	Personal Permissions	Central Administration/Application Management/Application Security/User permissions for Web application	Use the check boxes to specify which permissions can be used in permission levels within this web application. To disable a permission, clear the check box next to the permission name. To enable a permission, select the check box next to the permission name. Use the Select All check box to select or clear all permissions.	Manage Personal Views|Add/Remove Personal Web Parts|Update Personal Web Parts
				Permissions	Select All	Central Administration/Application Management/Application Security/User permissions for Web application	Use the check boxes to specify which permissions can be used in permission levels within this web application. To disable a permission, clear the check box next to the permission name. To enable a permission, select the check box next to the permission name. Use the Select All check box to select or clear all permissions.	Select all

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Application Management	User Permissions for Web Application		Permissions	Site Permissions	Central Administration/Application Management/Application Security/User permissions for Web application	Use the check boxes to specify which permissions can be used in permission levels within this web application. To disable a permission, clear the check box next to the permission name. To enable a permission, select the check box next to the permission name. Use the Select All check box to select or clear all permissions.	Manage Permissions|View Usage Data|Create Subsites|Manage Web Site|Add and Customize Pages|Apply Themes and Borders|Apply Style Sheets|Create Groups|Browse Directories|Use Self-Service Site Creation|View Page|Enumerate Permissions|Browse User Information|Manage Alerts|Use Remote Interfaces|Use Client Integration Features|Open|Edit Personal User Information
		Web Application General Settings		Web Application	Web Application:	Central Administration/	Select a Web application.	
				Alerts	Alerts on this server are:	Central Administration/Application Management/SharePoi	Specify the default settings for e-mail alerts on this Web application.	On | Off
				Alerts	Maximum number of alers that a user can	Central Administration/Applicat		Type qty | unlimited number
				Backward-Compatible Event Handlers	Backward-compatible event handlers are:	Central Administration/Application Management/SharePoint Web Application Management/Web	Turn on or off backward-compatible event handlers for this Web application. If this is turned off, users cannot bind document libraries to backward-compatible event handlers.	On | Off

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Application Management	Web Application General Settings		Blog API Settings	Accept user name and password from the API:	Central Administration/Application Management/SharePoi	If the setting to accept user name and password is off, the currently configured authentication method will be used.	Yes | No
				Blog API Settings	Enable Blog API:	Central Administration/Application ion	Choose whether or not to enable the MetaWeblog API for this Web application.	Yes | No
				Change Log	Delete entries from the change log:	Central Administration/Applicat	Specify how long entries are kept in the change log.	After xx days | Never
				Default Quota Template	Select quota template	Central Administration/Application ion Management/SharePoi	Select the quota template used by default for all site collections. Click Quota Templates to define new quota templates.	Storage limit: | Number of invited users:
				Default Time Zone	Select time zone	Central Administration/Application ion	Choose the time zone for sites that get created on this web application.	Drop Down ((GMT-05:00)Eastern Time (US and Canada))
				Maximum Upload Size	Maximum upload size:	Central Administration/Application ion Management/SharePoint Web Application Management/Web	Specify the maximum size to allow for a single upload to any site. No single file, group of files, or content, can be uploaded if the combined size is greater than this setting	
				Person Name Smart Tag and Presence Settings	Enable Person Name smart tag and Online Status for members:	Central Administration/Application ion Management/SharePoint Web Application Management/Web application general	With Person Name smart tag and Online Status enabled, online presence information is displayed next to member names and the Person Name smart tag appears when users hover over a member name anywhere on this site.	Yes | No
				Recycle Bin	Delete items in the Recycle Bin:	Central Administration/Application ion Management/SharePoint Web Application Management/Web	Specify whether the Recycle Bins of all of the sites in this Web application are turned on. Turning off the Recycle Bins will empty all the Recycle Bins in the Web application.	After xx days | Never

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Application Management	Web Application General Settings		Recycle Bin	Recycle Bin Status:	Central Administration/Application Management/SharePoint Web Application Management/Web	Specify whether the Recycle Bins of all of the sites in this Web application are turned on. Turning off the Recycle Bins will empty all the Recycle Bins in the Web application.	On | Off
				Recycle Bin	Second stage Recycle Bin:	Central Administration/Application Management/SharePoint	The second stage Recycle Bin stores items that end users have deleted from their Recycle Bin for easier restore if needed.	Add xx percent of live site quota for second state deleted items.| Off
				RSS	Enable RSS feeds:	Central Administration/Applicat	Specify the server-wide settings for RSS feeds	Yes | No
				Send User Name and Password in E-Mail	Send user name and password:	Central Administration/Application Management/SharePoint Web Application Management/Web application general	Specify whether to send users their user name and password by e-mail. If this option is turned off, a new user can't access the site until an administrator changes the user's password and notifies him or her of the new password.	Yes | No
				Web Application	Web Application:	Central Administration/	Select a Web application.	
				Web Page Security Validation	Security validation expires:	Central Administration/Application Management/SharePoint	Security validations expire after a configurable amount of time, requiring the user to retry his operation.	After xx minutes|Never
				Web Page Security Validation	Security validation is:	Central Administration/Application Management/SharePoint	Security validations expire after a configurable amount of time, requiring the user to retry his operation.	On | Off
		Web Application Outgoing E-Mail Settings		Mail Settings	Character set:	Central Administration/Application Management/SharePoint Web Application		Drop down (65001 (Unicode UTF-8))
				Mail Settings	From address:	Central Administration/		

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Application Management	Web Application Outgoing E-Mail Settings		Mail Settings	Outbound SMTP server:	Central Administration/Application Management/SharePoint Web Application	Specify the SMTP mail server to use for Windows SharePoint Services e-mail-based notifications for alerts, invitations, and administrator notifications.	
				Mail Settings	Reply-to address:	Central Administration/		
		Workflow Settings		Web Application	Web Application:	Central Administration/	Select a Web application.	
				User-Defined Workflows	Enable user-defined workflows for this site?	Central Administration/Application Management/Workflow Management/Workflow	Users can assemble new workflows out of building blocks deployed to the site. These workflows cannot add code. They can only reuse code already deployed by the administrator.	Yes | No
				Web Application	Web Application:	Central Administration/	Select a Web application.	
				Workflow Task Notifications	Alert internal users who do not have site access when they	Central Administration/Application	Set options for how users without access to the site are notified of pending workflow tasks.	Yes | No
				Workflow Task Notifications	Allow external users to participate in workflow by sending	Central Administration/Application	Set options for how users without access to the site are notified of pending workflow tasks.	Yes | No
	Home		Settings	General Settings	Title, description and	Central Administation/		
		Add Users: Central Administration	New	Add Users	Users/Groups:	Central Administration/Operations/Security Configuration/Update	You can enter user names, group names, or e-mail addresses. Separate them with semicolons.	
			New	Give Permission	Add users to a SharePoint group	Central Administration/Operations/Security Configuration/Update farm Administrator's group/People and Groups:Farm	Choose the permissions you want these users to have. You can add users to a SharePoint group (which is already assigned to a permission level), or you can add users individually and assign them to a specific permission level.	Drop Down

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Home	Add Users: Central Administration	New	Give Permission	Give users permission directly	Central Administration/Operations/Security Configuration/Update farm Administrator's group/People and Groups:Farm Administrators/New/Ad	SharePoint groups are recommended as they allow for ease of permission management across multiple sites.	Full Control - Has full control|Design - Can view, add, update, delete, approve, and customize|Contribute - Can view, add, update, and delete|Read - Can view only.
			New	Send E-Mail	Personal Message:	Central Administration/Operations/Security	Links and information about the site will be added below your personal message.	
			New	Send E-Mail	Send Welcome e-mail to the new users	Central Administration/Operations/Security Configuration/Update	Use this option to send e-mail to your new users. You can personalize the message that is sent.	Check | Uncheck
			New	Send E-Mail	Subject:	Central Administration/Operations/Security	Links and information about the site will be added below your personal message.	
		Change Group Settings	Settings			Central Administration/Operations/Security	Use this page to change the settings of this Sharepoint group.	
			Settings	Give Group Permission to this Site	Choose the permission level group members get on this site: <<site url>>	Central Administration/Operations/Security Configuration/Update farm Administrator's group/People and Groups:Farm Administrators/Settings/Group	Specify the permission level that you want members of this SharePoint group to have on this site. If you do not want to give group members access to this site, ensure that all checkboxes are unselected.	Full Control - Has full control | Design - Can view, add, update, delete, approve, and customize.|Contribute - Can view, add, update, and delete|Read - Can view only.
			Settings	Group Settings	Who can edit the membership of the	Central Administration/Operati		Group owner | Group Members

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Home	Change Group Settings	Settings	Group Settings	Who can view the membership of the group?	Central Administration/Operations/Security Configuration/Update	Specify who has permission to see the list of group members and who has permission to add and remove members from the group.	Group Members | Everyone
			Settings	Membership Requests	Allow requests to join/leave this group?	Central Administration/Operations/Security Configuration/Update farm Administrator's group/People and Groups:Farm Administrators/Settings/Group Settings/Change Group Settings	Specify whether to allow users to request membership in this group and allow users to request to leave the group. All requests will be sent to the e-mail address specified. If auto-accept is enabled, users will automatically be added or removed when they make a request. Caution: If you select yes for the Auto-accept requests option, any user requesting access to this group will automatically be added as a member of the group and receive the permission levels associated with the group.	Yes | No
			Settings	Membership Reque	Auto-accept requests	Central Administration/		Yes | No
			Settings	Membership Reque	Send membership re	Central Administration/		
			Settings	Name and About Me Description	About Me:	Central Administration/Operati	Type a name and description for the group.	
			Settings	Name and About Me Description	Name:	Central Administration/Operati	Type a name and description for the group.	
			Settings	Owner	Group owner:	Central Administration/Operations/Security Configuration/Update farm Administrator's	The owner can change anything about the group such as adding and removing members or deleting the group. Only one user or group can be the owner.	
		Create Column: Distribution Groups	Settings	Additional Column Settings	Add to default view	Central Administration/Operations/Topology and Services/Approve/rejec	Specify detailed options for the type of information you selected.	Check |Unchecked

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Home	Create Column: Distribution Groups	Settings	Additional Column Settings	Default value:	Central Administration/Operations/Topology and Services/Approve/rejec	Specify detailed options for the type of information you selected.	Text| Calculated Value
			Settings	Additional Column Settings	Description:	Central Administration/Operati	Specify detailed options for the type of information you selected.	
			Settings	Additional Column Settings	Maximum number of characters:	Central Administration/Operati	Specify detailed options for the type of information you selected.	
			Settings	Additional Column Settings	Require that this column contains	Central Administration/Operati	Specify detailed options for the type of information you selected.	Yes | No
			Settings	Name and Type	Column Name:	Central Administration/Operations/Topology and	Type a name for this column, and select the type of information you want to store in the column.	The type of information in this column is:
		Create View: Distribution Groups	Settings	Audience	View Audience:	Central Administration/Operations/Topology and Services/Approve/rejec	Select the option that represents the intended audience for this view.	Create a Personal View|Create a Public View
			Settings	Choose a view format	Access View	Central Administration/Operations/Topology and	Start Microsoft Office Access to create forms and reports that are based on this list.	
			Settings	Choose a view format	Calendar View	Central Administration/Operati	View data as a daily, weekly, or monthly calendar	
			Settings	Choose a view format	Datasheet View	Central Administration/Operations/Topology and Services/Approve/rejec	View data in an editable spreadsheet format that is convenient for bulk editing and quick customization.	
			Settings	Choose a view format	Gantt View	Central Administration/Operations/Topology and Services/Approve/rejec	View list items in a Gantt chart to see a graphical representation of how a team's tasks relate over time.	
			Settings	Choose a view format	Standard view	Central Administration/Operati	View data on a Web page. You can choose from a list of display styles.	

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Home	Create View: Distribution Groups	Settings	Columns	Display|Position from Left	Central Administration/Operations/Topology and Services/Approve/reject distribution groups/Settings/Create	Select or clear the check box next to each column you want to show or hide in this view. To specify the order of the columns, select a number in the Position from left box.	Check|Uncheck Display|Position from left order
			Settings	Filter		Central Administration/Operations/Topology and Services/Approve/reject distribution groups/Settings/Create View/Standard View	Show all of the items in this view, or display a subset of the items by using filters. To filter on a column based on the current date or the current user of the site, type [Today] or [Me] as the column value. Use indexed columns in the first clause in order to speed up your view.	Show all items in this view|Show items only when the following is true:
			Settings	Name	View Name:	Central Administration/Operations/Topology and Services/Approve/reject distribution	Type a name for this view of the list. Make the name descriptive, such as "Sorted by Author", so that site visitors will know what to expect when they click this link.	
			Settings	Other Options		Central Administration/Operations/Topology and		Group By | Totals | Style | Folders | Item Limit | Mobile
			Settings	Sort	First sort by the column:	Central Administration/Operations/Topology and	Select up to two columns to determine the order in which the items in the view are displayed.	Drop Down
			Settings	Sort	Then sort by the column:	Central Administration/Operations/Topology and	Select up to two columns to determine the order in which the items in the view are displayed.	Drop Down
		Distribution Groups				Central Administration/Operati		

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Home	Distribution Groups: New Folder	New	Alias	Alias (required field)	Central Administration/Operations/Topology and Services/Approve/reject distribution	Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights.	
			New	Description	Description	Central Administration/Operations/Topology and Services/Approve/reject distribution	Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights.	
			New	Justification	Justification	Central Administration/Operations/Topology and Services/Approve/reject distribution	Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights.	
			New	New Alias	New Alias	Central Administration/Operations/Topology and Services/Approve/reject distribution	Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights.	
			New	Owner Email	Owner Email	Central Administration/Operations/Topology and Services/Approve/reject distribution	Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights.	
			New	Title	Title (required field)	Central Administration/Operations/Topology and Services/Approve/reject distribution	Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights.	
		Distribution Groups: New Item	New	Alias	Alias (required field)	Central Administration/Operations/Topology and Services/Approve/reject distribution	Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights.	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Home	Distribution Groups: New Item	New	Description	Description	Central Administration/Operations/Topology and Services/Approve/reject distribution	Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights.	
			New	Justification	Justification	Central Administration/Operations/Topology and Services/Approve/reject distribution	Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights.	
			New	New Alias	New Alias	Central Administration/Operations/Topology and Services/Approve/reject distribution	Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights.	
			New	Owner Email	Owner Email	Central Administration/Operations/Topology and Services/Approve/reject distribution	Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights.	
			New	Title	Title (required field)	Central Administration/Operations/Topology and Services/Approve/reject distribution	Items on this list require content approval. Your submission will not appear in public views until approved by someone with proper rights.	
		Edit Group Quick Launch	Settings	Groups		Central Administration/Operations/Security	Specify which SharePoint groups to list in the left pane of the People and Groups page for this Web site.	
		New Group	New			Central Administration/	Use this page to create a group.	

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Home	New Group	New	Give Group Permission to this Site	Choose the permission level group members get on this site: <<site url>>	Central Administration/Operations/Security Configuration/Update farm Administrator's group/People and Groups:Farm Administrators/New/New Group	Specify the permission level that you want members of this SharePoint group to have on this site. If you do not want to give group members access to this site, ensure that all checkboxes are unselected.	Full Control - Has full control | Design - Can view, add, update, delete, approve, and customize.|Contribute - Can view, add, update, and delete|Read - Can view only.
			New	Group Settings	Who can edit the membership of the	Central Administration/Operati		Group Owner|Group Members
			New	Group Settings	Who can view the membership of the group?	Central Administration/Operations/Security Configuration/Update	Specify who has permission to see the list of group members and who has permission to add and remove members from the group.	Group Members | Everyone
			New	Membership Requests	Allow requests to join/leave this group?	Central Administration/Operations/Security Configuration/Update farm Administrator's group/People and Groups:Farm Administrators/New/New Group	Specify whether to allow users to request membership in this group and allow users to request to leave the group. All requests will be sent to the e-mail address specified. If auto-accept is enabled, users will automatically be added or removed when they make a request. Caution: If you select yes for the Auto-accept requests option, any user requesting access to this group will automatically be added as a member of the group and receive the permission levels associated with the group.	Yes | No
			New	Membership Reque	Auto-accept requests	Central Administration/		Yes | No
			New	Membership Reque	Send membership re	Central Administration/		
			New	Name and About Me Description	About Me:	Central Administration/Operati	Type a name and description for the group.	

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Home	New Group	New	Name and About Me Description	Name:	Central Administration/Operations/Security	Type a name and description for the group.	
			New	Owner	Group owner:	Central Administration/Operations/Security Configuration/Update farm Administrator's	The owner can change anything about the group such as adding and removing members or deleting the group. Only one user or group can be the owner.	
		People and Groups: Farm Administrators				Central Administration/Operations/Security Configuration/Update Farm Administrator's	Use this page to give new permissions.	
		Set up Groups for this Site	Settings	Members of this Site	Create a new group	Central Administration/Operations/Security Configuration/Update	Members can contribute content to the Web site. Create a group of site members or re-use an existing SharePoint group.	Create a new group|Use an existing group
			Settings	Owners of this Site	Create a new group	Central Administration/Operations/Security Configuration/Update	Owners have full control over the Web site. Create a group of owners or re-use an existing SharePoint group.	Create a new group|Use an existing group
			Settings	Visitors to this Site	Create a new group	Central Administration/Operations/Security Configuration/Update	Visitors can read content in the Web site. Create a group of visitors or re-use an existing SharePoint group.	Create a new group|Use an existing group
		View Site Collection Permissions: Farm Administrators	Settings			Central Administration/Operations/Security Configuration/Update farm Administrator's group/People and Groups:Farm	Use this page to view the permission assignments that this SharePoint group has in this site collection. In addition to the listed URLs, this group has access to any sites, lists, or items that inherit permissions from these URLs.	

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Operations	Antivirus		Antivirus Settings		Central Administration/Operations/Security Configuration/Antivirus	Specify when you want documents stored in document libraries and lists to be virus scanned, and whether you want your virus scanner to attempt to clean infected documents.	Scan documents on upload|Scan documents on download|Allow users to download infected documents|Attempt to clean infected documents
				Antivirus Threads	Number of threads:	Central Administration/Operations/Security Configuration/Antivirus	You can specify the number of execution threads on the server that the virus scanner may use. If server response time is slow while scanning, you may want to decrease the number of threads allowed for virus scanning.	
				Antivirus Time Out	Time out duration (in seconds):	Central Administration/Operations/Security Configuration/Antivirus	You can specify how long the virus scanner should run before timing out. If server response time is slow while scanning, you may want to decrease the number of seconds.	
		Backup and Restore History		Backup File Location	Backup location:	Central Administration/Operations/Backup and Restore History	Specify the location of the backup files.	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Operations	Configure Incoming E-Mail Settings		Directory Management Service	Use the SharePoint Directory Management Service to create distribution groups and contacts?	Central Administration/Operations/Topology and Services/Incoming E-Mail setting/Configure Incoming E-Mail Settings	The Microsoft SharePoint Directory Management Service connects SharePoint sites to your organization's user directory in order to provide enhanced e-mail features. This service provides support for the creation and management of e-mail distribution groups from SharePoint sites. This service also creates contacts in your organization's user directory allowing people to find e-mail enabled SharePoint lists in their address book. To use the Directory Management Service you need to provide the SharePoint Central Administration application pool account with write access to the container you specify in the Active Directory. Alternatively you can configure this server farm to use a remote SharePoint Directory Management Web Service.	No | Yes | Use remote
				Enable Incoming E-Mail	Enable sites on this server to receive e-mail?	Central Administration/Operations/Topology and Services/Incoming E-Mail setting/Configure Incoming E-Mail Settings	If enabled, SharePoint sites can receive e-mail and store incoming messages in lists. Sites, lists, and groups will need to be configured individually with their own e-mail addresses. In automatic mode, all required settings are retrieved automatically. Advanced mode is necessary only if you are not using the SMTP service to receive incoming e-mail. When using advanced mode, you need to specify the e-mail drop folder.	Yes|No
				Enable Incoming E-	Settings mode:	Central Administration/		Automatic | Advanced

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Operations	Configure Incoming E-Mail Settings		Incoming E-Mail Server Display Address	E-mail Server Display Address	Central Administration/Operations/Topology and Services/Incoming E-Mail setting/Configure Incoming E-Mail Settings	Specify the e-mail server address that will be displayed in Web pages when users create an incoming e-mail address for a site, list, or group. This setting is often used in conjunction with the Microsoft SharePoint Directory Management Web Service to provide a more friendly e-mail server address for users to type. For example, mylist@example.com	
				Safe E-Mail Servers	Accept mail from all e-mail servers	Central Administration/Operations/Topology and Services/Incoming E-Mail setting/Configure Incoming E-Mail	Specify whether to restrict the set of e-mail servers that can route mail directly to this server farm. This setting can help ensure the authenticity of e-mail stored in SharePoint sites.	Accept mail from all e-mail servers | Accept mail from these safe e-mail servers:
				Safe E-Mail Servers	Accept mail from these safe e-mail servers:	Central Administration/Operations/Topology and Services/Incoming E-Mail setting/Configure Incoming E-Mail	Specify whether to restrict the set of e-mail servers that can route mail directly to this server farm. This setting can help ensure the authenticity of e-mail stored in SharePoint sites.	Accept mail from all e-mail servers | Accept mail from these safe e-mail servers:
		Customize User Information List	Settings	Columns		Central Administation/Operations/Security Configuration/Update	A column stores information about each item in the list. The following columns are currently available in this list:	
			Settings	Views		Central Administation/Operations/Security Configuration/Update farm Administrator's	A view of a list allows you to see a particular selection of items or to see the items sorted in a particular order. Views currently configured for this list:	

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Operations	Data Retrieval Service		Data Source Time-out	Request time-out	Central Administration/Operations/Data Configuration/Data retrieval service	The data retrieval service will time out if the data source does not respond within the duration you specify. Specify the time-out in seconds.	
				Enable Data Retrieval Services	Enable these data retrieval services	Central Administration/Operations/Data Configuration/Data retrieval service	The set of data retrieval services on this server can be disabled so that no query requests will be processed. This setting applies to the following data retrieval services: Windows SharePoint Services|OLEDB|SOAP Passthrough| XML-URL	Check/Uncheck
				Enable Data Source Controls	Enable these data source controls	Central Administration/Operations/Data Configuration/Data	The set of data source controls on this server can be disabled so that no query requests will be processed.	Check/Uncheck
				Limit Response Size	Response size limit:	Central Administration/Operations/Data Configuration/Data retrieval service	The size of the SOAP response that the data source returns to the data retrieval service can be limited with this setting. Specify the size limit in kilobytes (KB).	
				Update Support	Enable update query support	Central Administration/Operati	Support for update queries can be controlled with this setting.	Check/Uncheck
				Web Application	Web Application:	Central Administration/	Select a Web application.	Global Settings
		Default Database Server		Content Database Server	Database Server:	Central Administration/Operations/Data	Specify where to create content databases by default.	
				Database Username and Password	Account	Central Administration/Operations/Data Configuration/Default Database Server	Use this section only if you are using SQL Server authentication to connect to SQL Server. It is strongly recommended that you use Windows authentication instead, in which case you should leave these fields blank.	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Operations	Default Database Server		Database Username and Password	Password	Central Administration/Operations/Data Configuration/Default Database Server	Use this section only if you are using SQL Server authentication to connect to SQL Server. It is strongly recommended that you use Windows authentication instead, in which case you should leave these fields blank.	
		Diagnostic Logging		Customer Experience Improvement Program	Sign up for the Customer Experience Improvement Program	Central Administration/Operations/Logging and Reporting/Diagnostic Logging	The Customer Experience Improvement Program is designed to improve the quality, reliability, and performance of Microsoft Products and Technologies. With your permission, anonymous information about your server will be sent to Microsoft to help us improve SharePoint Products and Technologies.	Yes, I am willing to participate anonymously in the Customer Experience Improvement Program |(Recommended). |No, I don't wish to participate.
				Error Reports	Error Reporting	Central Administration/Operations/Logging and Reporting/Diagnostic Logging	Error reports are created when your system encounters hardware or software problems. Microsoft and its partners actively use these reports to improve the reliability of your software	Collect error reports|Ignore errors and don't collect information.
				Event Throttling	Select a category	Central Administration/Operations/Logging and Reporting/Diagnostic Logging	Use these settings to control the severity of events captured in the Windows event log and the trace logs. As the severity decreases, the number of events logged will increase. You can change the settingsw for any single category, or for all categories. Unpdating all categories will lose the changes to individual categories.	Select a category|Least critical event to report to the event log|Least critical event to report to the trace log

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Operations	Diagnostic Logging		Trace Log		Central Administration/Operations/Logging and Reporting/Diagnostic Logging	If you enabled tracing you may want the trace log to go to a certain location. Note: The location you specify must exist on all servers in the farm.	
				Trace Log	Number of log files	Central Administration/Operations/Logging and Reporting/Diagnostic	Additionally, you may set the maximum number of log files to maintain, and how long to capture events to a single log file.	
				Trace Log	Number of minutes to use a log file	Central Administration/Operations/Logging and Reporting/Diagnostic	Additionally, you may set the maximum number of log files to maintain, and how long to capture events to a single log file.	
				Trace Log	Path	Central Administration/Operations/Logging and Reporting/Diagnostic Logging		Path ie: C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\12\LOGS
		Information Rights Management		Information Rights Management	Specify the location of Windows Rights Management Services (RMS):	Central Administration/Operations/Security Configuration/Information Rights Management	IRM helps protect sensitive files from being misused or distributed without permission once they have been downloaded from this server.	Do not use IRM on this server	Use the default RMS server specified in Active Directory	Use this RMS Server:
		List Advanced Settings : User Information List	Settings	Attachments	Attachments to list items are:	Central Administration/Operations/Security Configuration/Update farm Administrator's group/Settings/List	Specify whether users can attach files to items in this list.	Enabled|Disabled
			Settings	Item-Level Permissions	Edit access:	Central Administration/Operations/Security	Users with the Manage Lists permission can read and edit all items.	All items|Only their own|None
			Settings	Item-Level Permissions	Read access:	Central Administration/Operations	Specify which items users can read and edit.	All items|Only their own

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Operations	List Advanced Settings : User Information List	Settings	Search	Allow items from this list to appear in search results?	Central Administation/Operations/Security Configuration/Update farm Administrator's group/Settings/List	Specify whether this list should be visible in search results. Users who do not have permission to see these items will not see them in search results, no matter what this setting is.	Yes | No
		List General Settings: User Information List	Settings	Name and Description	Description:	Central Administation/Operations/Security Configuration/Update farm Administrator's group/Settings/List	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	
			Settings	Name and Description	Name:	Central Administation/Operations/Security Configuration/Update farm Administrator's	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	
		Modify List RSS Settings: User Information List	Settings			Central Administation/Operations/Security Configuration/Update farm Administrator's group/Settings/List	Use this page to modify the RSS settings for this list.	
			Settings	Columns	Select	Central Administation/Operations/Security Configuration/Update farm Administrator's group/Settings/List	Select the columns to display in the RSS description. Items marked with an asterisk (*) are mapped to standard RSS tags. For example, "Modified By" is mapped to the RSS "Author" tag.	Select all|Choose individually
			Settings	Item Limit	Maximum days to include:	Central Administation/Operatio	The RSS Feed includes the most recent changes.	
			Settings	Item Limit	Maximum items to include:	Central Administation/Operatio	The RSS Feed includes the most recent changes.	
			Settings	List RSS	Allow RSS For this list	Central Administation/		Yes | No

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Operations	Modify List RSS Settings: User Information List	Settings	RSS Channel Information	Description:	Central Administation/Operations/Security Configuration/Update farm Administrator's group/Settings/List		
			Settings	RSS Channel Inform	Image URL:	Central Administation/		
			Settings	RSS Channel Inform	Title:	Central Administation/		
			Settings	RSS Channel Information	Truncate Multi-line text fields to 256	Central Administation/Operatio	Specify the channel elements that define the RSS feed.	Yes | No
		Operations		Backup and Restore	Backup and restore history	Central Administration/Operations	Use this page to manage the histore logs for backup and restore operations.	
				Backup and Restore	Backup and restore job status	Central Administration/Operati	Use this page to view the backup or restore job status.	
				Backup and Restore	Perform a backup	Central Administration/Operations	Select the items you want to backup now. To start a backup, click Continue to Backup Options. To see a list of previous backups, click View History and provide a path for backup history location.	
				Backup and Restore	Restore from backup	Central Administration/Operati	Use this page to restore from a backup.	
				Data Configuration	Data retrieval service	Central Administration/Operati	This page contains settings for data retrieval services.	
				Data Configuration	Default Database Server	Central Administration/Operations	Use this page to set the default content database server. When you extend new web applications, the content databases for those web applications are created on the default content database server unless you specify a different server.	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Operations	Operations		Global Configuration	Alternate access mappings	Central Administration/Operations		
				Global Configuratio	Manage farm feature	Central Administration/		
				Global Configuratio	Solution Managemen	Central Administration/		
				Global Configuratio	Timer job definitions	Central Administration/		
				Global Configuratio	Timer job status	Central Administration/		
				Logging and Reporti	Diagnostic Logging	Central Administration/		
				Logging and Reporting	Usage analysis processing	Central Administration/Operations	Use this page to enable and configure usage analysis processing.	
				Security Configuration	Antivirus	Central Administration/Operations	Use this page to configure settings for virus scanning. You must install virus scanning software on all Web servers that are hosting documents before these settings can take effect .	
				Security Configuration	Blocked file types	Central Administration/Operations	Use this page to prevent specific file types from being saved or retrieved from any site on this server. If a user tries to save or retrieve a blocked file type, he or she will see an error, and will not be able to save or retrieve the file. NOTE: To allow a file type that is currently blocked, you must delete it from both the global and Web application lists.	Type each file extension on a separate line.
				Security Configurati	Information Rights M	Central Administration/		
				Security Configuration	Service accounts	Central Administration/Operati	Use this page to manage the service accounts in the farm.	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Operations	Operations		Security Configuration	Update farm administrator's group	Central Administration/Operations	Members of this group have full access to all settings in the farm. They can also take ownership of any content site.	
				Topology and Servic	Approve/reject distrib	Central Administration/		
				Topology and Services	Incoming e-mail settings	Central Administration/Operations	Use this page to change the e-mail settings for this server. You can enable or disable incoming e-mail, specify e-mail options, and configure the Microsoft SharePoint Directory Management Web Service.	
				Topology and Servic	Outgoing e-mail setti	Central Administration/		
				Topology and Servic	Servers in farm	Central Administration/		
				Topology and Servic	Services on Server	Central Administration/		
		Outgoing E-Mail Settings		Mail Settings		Central Administration/Operations/Topology and	Use the settings on this page to configure the default e-mail settings for all web applications.	
				Mail Settings	Character set:	Central Administration/Operations/Topology and Services/Outgoing E-mail Settings	Specify the SMTP mail server to use for Windows SharePoint Services e-mail-based notifications for alerts, invitations, and administrator notifications. Personalize the From address and Reply-to address.	Drop Down (65001 (Unicode UTF-8))
				Mail Settings	From Address:	Central Administration/Operations/Topology and Services/Outgoing E-mail Settings	Specify the SMTP mail server to use for Windows SharePoint Services e-mail-based notifications for alerts, invitations, and administrator notifications. Personalize the From address and Reply-to address.	Text Box (No Default)

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Operations	Outgoing E-Mail Settings		Mail Settings	Outbound SMTP server:	Central Administration/Operations/Topology and Services/Outgoing E-mail Settings	Specify the SMTP mail server to use for Windows SharePoint Services e-mail-based notifications for alerts, invitations, and administrator notifications. Personalize the From address and Reply-to address.	Text Box (No Default)
				Mail Settings	Reply-to address:	Central Administration/Operations/Topology and Services/Outgoing E-mail Settings	Specify the SMTP mail server to use for Windows SharePoint Services e-mail-based notifications for alerts, invitations, and administrator notifications. Personalize the From address and Reply-to address.	Text Box (No Default)
		Permissions: User Information List	Settings		Permissions for this list	Central Administation/Operations/Security Configuration/Update	Use this page to assign users and groups permission to this list. This list does not inherit permissions from its parent Web site.	
		Restore from Backup - Step 1 of 4: Select Backup Location		Backup File Location	Backup location:	Central Administration/Operations/Backup and Restore/Restore from backup - Step 1 of 4: Select Backup Location	Specify the location of the backup files.	
		Service Accounts		Credential Management		Central Administration/Operations/Security Configuration/Service Accounts	Windows services and web applications in the farm are configured upon start to use an account. For web applications, these are linked to a web application pool.	
				Credential Management	Select an account for this component	Central Administration/Operati	Select the component to update, then enter the new credentials.	Predefined | Configurable

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Central Administration	Operations	Service Accounts		Credential Management	Select the component to update	Central Administration/Operations/Security Configuration/Service Accounts	Windows services and web applications in the farm are configured upon start to use an account. For web applications, these are linked to a web application pool.	Windows service |Web application pool (Web service or Application pool)
		Usage analysis processing		Logging Settings	Enable Logging	Central Administration/Operations/Logging and Reporting/Usage analysis processing	Special log files are used to run usage analysis processing efficiently. Use these settings to enable logging, identify the location to store log files, and set the number of log files per web application. Enter a number between 1 and 30 for the number of log files to create. Important: Before changing the log file location, click Show me more information to review security requirements.	Log file Location:
				Logging Settings	Number of log files to create:	Central Administration/Operations/Logging and	Enter a number between 1 and 30 for the number of log files to create.	
				Processing Settings	Enable usage analysis processing	Central Administration/Operations/Logging and Reporting/Usage	Specify whether to enable usage processing on Web server computers, and set the time of day to run usage processing	Run processing between these times daily:
Site Actions	Home	Add Columns from Site Columns: User Information List	Settings	Options	Add to default view	Site Actions/Site Setting/People and Groups/People and Groups: Farm Administrators/Settings/List Settings/Customize		Check | Uncheck
			Settings	Select Columns	Available site columns:	Site Actions/Site Setting/People and	Select which site columns to add to this list.	Add|Remove

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Add Columns from Site Columns: User Information List	Settings	Select Columns	Select site columns from:	Site Actions/Site Setting/People and Groups/People and Groups: Farm Administrators/Settings/List Settings/Customize	Select which site columns to add to this list.	All Groups
		Add Users: Central Administration	New	Add Users	Users/Groups:	Site Actions/Site Settings/Users and Permissions/People and Groups: Farm Administrators/New/Ad	You can enter user names, group names, or e-mail addresses. Separate them with semicolons.	Users/Groups:
			New	Give Permission	Give Permission	Site Actions/Site Settings/Users and Permissions/People and Groups: Farm Administrators/New/Ad d Users: Central Administration	Choose the permissions you want these users to have. You can add users to a SharePoint group (which is already assigned to a permission level), or you can add users individually and assign them to a specific permission level.	Add users to a SharePoint group
			New	Give Permission	Give users permission directly	Site Actions/Site Settings/Users and Permissions/People and Groups: Farm	SharePoint groups are recommended as they allow for ease of permission management across multiple sites.	Full Control|Design|Contribute|Read
			New	Send E-Mail	Personal Message:	Site Actions/Site Settings/Users and Permissions/People	Links and information about the site will be added below your personal message.	Message
			New	Send E-Mail	Send welcome e-mail to the new users	Site Actions/Site Settings/Users and Permissions/People and Groups: Farm	Use this option to send e-mail to your new users. You can personalize the message that is sent.	Subject:

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Change Field Order: User Inforation List	Settings			Site Actions/Site Setting/People and Groups/People and Groups: Farm Administrators/Settings/List	Use this page to change the order of the fields that site visitors fill out when the add items.	
			Settings	Field Order	Field Name	Site Actions/Site Setting/People and Groups/People and	Choose the order of the fields by selecting a number for each field under "Position from Top".	Position from Top
		Change Group Settings	Settings	Give Group Permission to this Site	Choose the permission level group members get on this site: http://w2k3server:26628	Site Actions/Site Setting/People and Groups: Farm Administrators/Settings/Group Settings/Change Group Settings	Specify the permission level that you want members of this SharePoint group to have on this site. If you do not want to give group members access to this site, ensure that all checkboxes are unselected.	Full Control|Design|Contribute|Read
			Settings	Group Settings	Who can edit the me	Site Actions/Site Settin	Group Owner|Group Members	
			Settings	Group Settings	Who can view the membership of the group?	Site Actions/Site Setting/People and Groups: Farm Administrators/Setting	Specify who has permission to see the list of group members and who has permission to add and remove members from the group.	Group Members|Everyone
			Settings	Membership Requests	Allow requests to join/leave this group?	Site Actions/Site Setting/People and Groups: Farm Administrators/Settings/Group Settings/Change Group Settings	Specify whether to allow users to request membership in this group and allow users to request to leave the group. All requests will be sent to the e-mail address specified. If auto-accept is enabled, users will automatically be added or removed when they make a request.	Yes | No

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Change Group Settings	Settings	Membership Requests	Auto-accept requests?	Site Actions/Site Setting/People and Groups: Farm Administrators/Settings/Group Settings/Change Group Settings	Caution: If you select yes for the Auto-accept requests option, any user requesting access to this group will automatically be added as a member of the group and receive the permission levels associated with the group.	Yes | No
			Settings	Membership Reque	Send membership re	Site Actions/Site Settin		
			Settings	Name and About Me Description	About Me:	Site Actions/Site Setting/People and Groups: Farm Administrators/Settings/Group Settings/Change	Type a name and description for the group.	Members of this group have full access to all settings in the farm. They can also take ownership of any content site.
			Settings	Name and About Me Description	Name:	Site Actions/Site Setting/Users and	Type a name and description for the group.	
			Settings	Owner	Group owner:	Site Actions/Site Setting/People and Groups: Farm Administrators/Settings/Group	The owner can change anything about the group such as adding and removing members or deleting the group. Only one user or group can be the owner.	
		Create		Communications	Announcements	Site Actions/Create	Create an announcements list when you want a place to share news, status, and other short bits of information	
				Communications	Contacts	Site Actions/Create	Create a contacts list when you want to manage ingormation about people that you team works with such as customers or partners. You can share information between your contacts list and Windows SharePoint Services-compatible contacts programs.	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Create		Communications	Discussion Board	Site Actions/Create	Create a discussion board when you want to provide a place for newsgroup-style discussions. Discussion boards provide features for managing discussion threads and ensuring that only approved posts appear.	
				Custom Lists	Administrator Tasks	Site Actions/Create	Create an Administrator Tasks list to track a group of admin work items	
				Custom Lists	Custom List	Site Actions/Create	Create a custom list when you want to specify your own columns. The list opens as a Web page and lets you add or deit items one at a time.	
				Custom Lists	Custom List in Datasheet View	Site Actions/Create	Create a custom list when you want to specify your own columns. The list opens in a spreadsheet-like environment for convenient data entry, editing, and formatting. It requires a Windows SharePoint Services-compatible list datasheet control and ActiveX control support	
				Custom Lists	Distribution Groups	Site Actions/Create	Directory Management Service Approval List	
				Custom Lists	Import Spreadsheet	Site Actions/Create	Import a spreadsheet when you want to create a list that has the same columns and contents as an existing spreadsheet. Importing a spreadsheet requires a spreadsheet application compatible with Windows SharePoint Services.	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Create		Libraries	Document Library	Site Actions/Create	Create a document library when you have a collection of documents or other files that you want to share. Documenjt libraries support features such as folders, versioning, and check out.	
				Libraries	Form Library	Site Actions/Create	Create a form library when you have XML-based business forms, such as status reports or purchase orders, that you want to manage. These libraries require a Windows SharePoint Services-compatible XML editor, such as Microsoft Office InfoPath.	
				Libraries	Picture Library	Site Actions/Create	Create a picture library when you have pictures you want to share. Picture libraries provide special features for managing and displaying pictures, such as thumbnails, download options, and a slide show.	
				Libraries	Wiki Page Library	Site Actions/Create	Create a Wiki page library when you want to have an interconnected collection of Wiki pages. Wiki page libraries support pictures, tables, hyperlinks, and wiki linking.	
				Tracking	Calendar	Site Actions/Create	Create a calendar list when you want a calendar-based view of upcoming meetings, deadlines, and other important events. You can share information between your calendar list and Windows SharePoint Services-compatible events programs.	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Create		Tracking	Issue Tracking	Site Actions/Create	Create an issue tracking list when you want to manage a set of issues or problems. You can assign, prioritize, and follow the progress of issues from start to finish.	
				Tracking	Links	Site Actions/Create	Create a links list when you have links to Web pages or other resources that you want to share	
				Tracking	Project Tasks	Site Actions/Create	Create a project tasks list when you want a graphical view (a Gantt Chart) on a group of work items that you or your team needs to complete. You can open this list in Windows SharePoint Services-compatible programs.	
				Tracking	Survey	Site Actions/Create	Create a survey when you want to poll other Web site users. Surveys provide features that allow you to quickly create questions and define how users specify their answers.	
				Tracking	Tasks	Site Actions/Create	Create a tasks list when you want to track a group of work items that you or your team needs to complete.	
				Web Pages	Basic Page	Site Actions/Create	Create a basic page when you want to add a simple Web page to this site. You can modify the page by adding text, pictures, and tables using your Web browser.	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Create		Web Pages	Sites and Workspaces	Site Actions/Create	Create a site or workspace when you want a new place for collaboration, communication, or content storage. For example, you might create a team site to work together on a new project, a blog site to post information and gather feedback, or a wiki site to record unstructured knowledge.	
				Web Pages	Web Part Page	Site Actions/Create	Create a Web Part Page when you want to add a Web page to this site that displays one or more Web Parts. Web Parts provide an easy way to build powerful Web pages that can show you information ranging from a view of a list in the current site to the latest data from Web Services.	
		Create Column: Master Page Gallery	Settings	Additional Column Settings	Default value:	Site Actions/Site Settings/Galleries/Master Pages	Specify detailed options for the type of information you selected.	Text│Calculated Value
			Settings	Additional Column Settings	Description:	Site Actions/Site Settings/Galleries/Mas	Specify detailed options for the type of information you selected.	
			Settings	Additional Column Settings	Maximum number of characters:	Site Actions/Site Settings/Galleries/Mas	Specify detailed options for the type of information you selected.	
			Settings	Additional Column Settings	Require that this column contains	Site Actions/Site Settings/Galleries/Mas	Specify detailed options for the type of information you selected.	Yes │ No
			Settings	Name and Type	Column name:	Site Actions/Site Settings/Galleries/Master Pages	Type a name for this column, and select the type of information you want to store in the column.	
			Settings	Name and Type	The type of information in this column is:	Site Actions/Site Settings/Galleries/Master Pages	Type a name for this column, and select the type of information you want to store in the column.	Check │ Uncheck

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Create Column: User Information List	Settings	Additional Column Settings	Add to default view	Site Actions/Site Setting/People and Groups/People and Groups: Farm Administrators/Setting	Specify detailed options for the type of information you selected.	Check | Uncheck
			Settings	Additional Column Settings	Default Value:	Site Actions/Site Setting/People and	Specify detailed options for the type of information you selected.	Text|Calculated Value
			Settings	Additional Column Settings	Description:	Site Actions/Site Setting/People and	Specify detailed options for the type of information you selected.	Type in Description
			Settings	Additional Column Settings	Maximum number of characters:	Site Actions/Site Setting/People and	Specify detailed options for the type of information you selected.	
			Settings	Additional Column Settings	Require that this dcolumn contains	Site Actions/Site Setting/People and	Specify detailed options for the type of information you selected.	Yes | No
			Settings	Name and Type	Column name:	Site Actions/Site Setting/People and Groups/People and	Type a name for this column, and select the type of information you want to store in the column.	The type of information in theis colunn is: fill in
		Create Column: Web Part Gallery	Settings	Additional Column Settings	Add to default view	Site Actions/Site Settings/Galleries/Web Parts/Web Part Gallery/Settings/Create	Specify detailed options for the type of information you selected.	Check/Uncheck
			Settings	Additional Column Settings	Default Value:	Site Actions/Site Settings/Galleries/Web	Specify detailed options for the type of information you selected.	Text|Calculated Value
			Settings	Additional Column Settings	Description:	Site Actions/Site Settings/Galleries/Web	Specify detailed options for the type of information you selected.	Description
			Settings	Additional Column Settings	Maximum number of characters	Site Actions/Site Settings/Galleries/Web	Specify detailed options for the type of information you selected.	Number of characters
			Settings	Additional Column Settings	Require that this column contains	Site Actions/Site Settings/Galleries/Web	Specify detailed options for the type of information you selected.	Yes | No
			Settings	Name and Type	Column Name:	Site Actions/Site Settings/Galleries/Web Parts/Web Part	Type a name for this column, and select the type of information you want to store in the column.	The type of information in this column is:

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Create View: User Information List	Settings	Audience	View Audience:	Site Actions/Site Setting/People and Groups/People and Groups: Farm	Select the option that represents the intended audience for this view.	Create Personal View|Create Public View
			Settings	Choose a view format	Standard view	Site Actions/Site Setting/People and	View data on a Web page. You can choose from a list of display styles.	
			Settings	Columns	Display|Column Name|Position from left	Site Actions/Site Setting/People and Groups/People and Groups: Farm Administrators/Settings/List	Select or clear the check box next to each column you want to show or hide in this view. To specify the order of the columns, select a number in the Position from left box.	Check | Uncheck
			Settings	Name	View Name:	Site Actions/Site Setting/People and Groups/People and Groups: Farm Administrators/Setting	Type a name for this view of the list. Make the name descriptive, such as "Sorted by Author", so that site visitors will know what to expect when they click this link.	
			Settings	Start from an existing view	Detail Veiw	Site Actions/Site Setting/People and	Use this page to create a view of this list.	
		Create View: Web Part Gallery	Settings	Audience	View Audience:	Site Actions/Site Settings/Galleries/Web Parts/Web Part	Select the option that represents the intended audience for this view.	Create a Personal Veiw|Create a Public view
			Settings	Choose a view format	Access View	Site Actions/Site Settings/Galleries/Web Parts/Web Part	Start Microsoft Office Access to create forms and reports that are based on this list.	
			Settings	Choose a view format	Calendar View	Site Actions/Site Settings/Galleries/Web	View data as a daily, weekly, or monthly calendar.	
			Settings	Choose a view format	Gantt View	Site Actions/Site Settings/Galleries/Web Parts/Web Part Gallery/Settings/Create	View list items in a Gantt chart to see a graphical representation of how a team's tasks relate over time.	
			Settings	Choose a view format	Standard View	Site Actions/Site Settings/Galleries/Web	View data on a Web page. You can choose from a list of display styles.	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Create View: Web Part Gallery	Settings	Columns	Display - Column Name	Site Actions/Site Settings/Galleries/Web Parts/Web Part Gallery/Settings/Create View: Web Part Gallery	Select or clear the check box next to each column you want to show or hide in this view. To specify the order of the columns, select a number in the Position from left box.	Check/Uncheck
			Settings	Name	View Name:	Site Actions/Site Settings/Galleries/Web Parts/Web Part Gallery/Settings/Create View: Web Part Gallery	Type a name for this view of the gallery. Make the name descriptive, such as "Sorted by Author", so that site visitors will know what to expect when they click this link.	
			Settings	Start from an existi	All Web Parts	Site Actions/Site Settin		
		Customize User Information List	Settings	Advanced settings		Site Actions/Site Setting/People and Groups/People and Groups: Farm		
			Settings	Columns		Site Actions/Site Setting/People and	Use this page to add a column to this list.	
			Settings	Communications	RSS Settings	Site Actions/Site Setting/People and	Use this page to modify the RSS settings for this list.	
			Settings	General Settings	Title, description and	Site Actions/Site Settin		
			Settings	List Information		Site Actions/Site Settin		
			Settings	Permissions and Management	Permissions for this list	Site Actions/Site Setting/People and Groups/People and Groups: Farm	Use this page to assign users and groups permission to this list. This list does not inherit permissions from its parent Web site.	
			Settings	Views		Site Actions/Site Setting/People and Groups/People and Groups: Farm Administrators/Setting	A view of a list allows you to see a particular selection of items or to see the items sorted in a particular order. Views currently configured for this list:	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Customize Web Part Gallery	Settings	Browser-enabled Documents	Opening browser-enabled documents	Site Actions/Site Settings/Galleries/Web Parts/settings/Gallery Settings/General Settings/Advanced settings	Specify how to display documents that are enabled for opening both in a browser and a client applications. If the client application is unavailable, these documents will always be displayed as Web pages in the browser.	Open in the client application | Display as a Web page
			Settings	Columns		Site Actions/Site Settings/Communications/RSS settings/Modify List RSS Settings: Web Part	A column stores information about each document in the document library. The following columns are currently available in this document library:	
			Settings	Communications	RSS Settings	Site Actions/Site Settings/Communicatio	Use this page to modify the RSS settings for this list.	
			Settings	Custom Send To Destination	Destination name:	Site Actions/Site Settings/Galleries/Web Parts/settings/Gallery Settings/General Settings/Advanced settings	Type the name and URL for a custom Send To destination that you want to appear on the context menu for this list. It is recommended that you choose a short name for the destination.	
			Settings	Custom Send To Destination	URL:	Site Actions/Site Settings/Galleries/Web Parts/settings/Gallery Settings/General Settings/Advanced settings	Type the name and URL for a custom Send To destination that you want to appear on the context menu for this list. It is recommended that you choose a short name for the destination.	
			Settings	General Settings	Advanced settings	Site Actions/Site Settin		
			Settings	General Settings	Title, description and	Site Actions/Site Settin		
			Settings	Item Limit	Maximum days to include:	Site Actions/Site Settings/Communicatio	The RSS feed includes the most recent changes.	
			Settings	Item Limit	Maximum items to include:	Site Actions/Site Settings/Communicatio	The RSS feed includes the most recent changes.	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Customize Web Part Gallery	Settings	Search	Allow items from this gallery to appear in search results?	Site Actions/Site Settings/Galleries/Web Parts/settings/Gallery Settings/General Settings/Advanced settings	Specify whether this gallery should be visible in search results. Users who do not have permission to see these items will not see them in search results, no matter what this setting is.	Yes | No
		Delete this site	Site Actions			Site Actions/Site Settings/Site		
		Edit Group Quick Launch	Settings	Groups		Site Actions/Site Setting/People and Groups/People and Groups: Farm	Use this page to change which SharePoint groups appear in the Quick Launch on the People and Groups page.	
		Gallery General Settings: Web Part Gallery	Settings	Name and Description	Description:	Site Actions/Site Settings/Galleries/Web Parts/settings/Gallery Settings/General Settings/Title,descripti	Use this Web Part Gallery to store and retrieve Web Parts. The Web Parts in this gallery are available to this site and all sites under it. To preview a Web Part, click its title.	
			Settings	Name and Description	Name:	Site Actions/Site Settings/Galleries/Web Parts/settings/Gallery Settings/General Settings/Title,descripti	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this gallery.	Web Part Gallery
			Settings	Navigation	Display this gallery on the Quick Launch?	Site Actions/Site Settings/Galleries/Web Parts/settings/Gallery	Specify whether a link to this gallery appears in the Quick Launch.	Yes | No
		Indexed Columns: User Information List	Settings			Site Actions/Site Setting/People and Groups/People and Groups: Farm Administrators/Settings/List	Select the columns that should be indexed. Indexecd columns will help the performance of views in lists that contains a large number of items, but will also consume extra resources in the database.	
			Settings	Indexed Columns	Indexed|Column Name	Site Actions/Site Setting/People and	Check the checkbox to add an index for that column.	Check | Uncheck

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	List Advanced Settings: User Information List	Settings	Attachments	Attachments to list items are:	Site Actions/Site Setting/People and Groups/People and Groups: Farm Administrators/Settings/List	Specify whether users can attach files to items in this list.	Enabled | Disabled
			Settings	Item-level Permissions	Edit access: Specify which items users	Site Actions/Site Setting/People and	Specify which items users can read and edit.	All items | Only their own | None
			Settings	Item-level Permissions	Read access: Specify which items	Site Actions/Site Setting/People and	Specify which items users can read and edit.	All items | Only their own
			Settings	Search	Allow items from this list to appear in search results?	Site Actions/Site Setting/People and Groups/People and Groups: Farm Administrators/Settings/List	Specify whether this list should be visible in search results. Users who do not have permission to see these items will not see them in search results, no matter what this setting is.	Yes | No
		List General Settings: User Information List	Settings	Name and Description	Description:	Site Actions/Site Setting/People and Groups/People and Groups: Farm Administrators/Settings/List	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	All people.
			Settings	Name and Description	Name:	Site Actions/Site Setting/People and Groups/People and Groups: Farm Administrators/Setting	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	User Information List
		List Settings	Settings			Site Actions/Site Setting/People and	Manage settings such as columns and views	
		Master Page Gallery:New Folder	New	Name*		Site Actions/Site Settings/Galleries/Master Pages	Use the master page gallery to store master pages. The master pages in this gallery are available to this site and any sites underneath it.	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Modify List RSS Settings: User Information List	Settings	Columns	Select all|Include|Column Name|Display Order	Site Actions/Site Setting/People and Groups/People and Groups: Farm Administrators/Settings/List	Select the columns to display in the RSS description. Items marked with an asterisk (*) are mapped to standard RSS tags. For example, "Modified By" is mapped to the RSS "Author" tag.	
			Settings	Item Limit	Maximum days to include:	Site Actions/Site Setting/People and	The RSS feed includes the most recent changes.	
			Settings	Item Limit	Maximum items to include:	Site Actions/Site Setting/People and	The RSS feed includes the most recent changes.	
			Settings	List RSS	Allow RSS for this list	Site Actions/Site Settin		Yes | No
			Settings	RSS Channel Information	Description:	Site Actions/Site Setting/People and	Specify the channel elements that define the RSS feed.	RSS feed for the User Information List list.
			Settings	RSS Channel Information	Image URL:	Site Actions/Site Setting/People and	Specify the channel elements that define the RSS feed.	
			Settings	RSS Channel Information	Title:	Site Actions/Site Setting/People and	Specify the channel elements that define the RSS feed.	Central Administration: User Information List
			Settings	RSS Channel Information	Truncate multi-line text fields to 256	Site Actions/Site Setting/People and	Specify the channel elements that define the RSS feed.	Yes | No
		Modify List RSS Settings: Web Part Gallery	Settings	Columns		Site Actions/Site Settings/Communications/RSS settings/Modify List RSS Settings: Web Part Gallery	Select the columns to display in the RSS description. Items marked with an asterisk (*) are mapped to standard RSS tags. For example, "Modified By" is mapped to the RSS "Author" tag.	Select
			Settings	Document Options	Include file enclosures for items	Site Actions/Site Settings/Communicatio	Configure Link and Enclosure settings for RSS items.	Yes | No
			Settings	Document Options	Link RSS items directly to their files?	Site Actions/Site Settings/Communicatio	Configure Link and Enclosure settings for RSS items.	Yes | No
			Settings	List RSS	Allow RSS for this list	Site Actions/Site Settin		Yes | No
			Settings	RSS Channel Information	Description:	Site Actions/Site Settings/Communicatio		RSS feed for the Web Part Gallery list.

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Modify List RSS Settings: Web Part Gallery	Settings	RSS Channel Information	Image URL:	Site Actions/Site Settings/Communications/RSS settings/Modify List RSS Settings: Web Part		
			Settings	RSS Channel Information	Title:	Site Actions/Site Settings/Communicatio		Central Administration: Web Part Gallery
			Settings	RSS Channel Information	Truncate multi-line text fields to 256	Site Actions/Site Settings/Communicatio	Specify the channel elements that define the RSS feed.	Yes | No
		New		Document Template	Document Template:	Site Actions/Create/Libraries/Form Library	Select a document template to determine the default for all new files created in this document library.	Dropdown
				Document Template	Document Template:	Site Actions/Create/Libraries/Document Library	Select a document template to determine the default for all new files created in this document library.	Dropdown
				Document Version History	Create a version each time you edit a file in this document	Site Actions/Create/Libraries/Document Library	Specify whether a version is created each time you edit a file in this document library.	Yes | No
				Document Version History	Create a version each time you edit a file in this document	Site Actions/Create/Libraries/Form Library	Specify whether a version is created each time you edit a file in this document library.	Yes | No
				Import from Spreadsheet	File Location:	Site Actions/Create/Custom Lists/Import	Specify the location for the spreadsheet you want to use as the basis for this list.	
				Incoming E-Mail	Allow this document library to receive e-mail?	Site Actions/Create/Libraries/Document Library	Specify whether to allow items to be added to this document library through e-mail. Users can send e-mail messages directly to the document library by using the e-mail address you specify.	Yes | No

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	New		Incoming E-Mail	Allow this document library to receive e-mail?	Site Actions/Create/Libraries/Form Library	Specify whether to allow items to be added to this document library through e-mail. Users can send e-mail messages directly to the document library by using the e-mail address you specify.	Yes | No
				Incoming E-Mail	Allow this list to receive e-mail?	Site Actions/Create/Communications/Announcements	Specify whether to allow items to be added to this list through e-mail. Users can send e-mail messages directly to the list by using the e-mail address you specify.	Yes | No
				Incoming E-Mail	Allow this list to receive e-mail?	Site Actions/Create/Communications/Discussion Board/New	Specify whether to allow items to be added to this list through e-mail. Users can send e-mail messages directly to the list by using the e-mail address you specify.	Yes | No
				Incoming E-Mail	Allow this list to receive e-mail?	Site Actions/Create/Tracking/Calendar/New	Specify whether to allow items to be added to this list through e-mail. Users can send e-mail messages directly to the list by using the e-mail address you specify.	Yes | No
				Incoming E-Mail	Allow this picture library to receive e-mail?	Site Actions/Create/Libraries/Picture Library	Specify whether to allow items to be added to this picture library through e-mail. Users can send e-mail messages directly to the picture library by using the e-mail address you specify	Yes | No
				Incoming E-Mail	E-Mail Address:	Site Actions/Create/Tracking/Calendar/New	Specify whether to allow items to be added to this list through e-mail. Users can send e-mail messages directly to the list by using the e-mail address you specify.	

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	New		Incoming E-Mail	E-mail address:	Site Actions/Create/Libraries/Document Library	Specify whether to allow items to be added to this document library through e-mail. Users can send e-mail messages directly to the document library by using the e-mail address you specify.	
				Incoming E-Mail	E-mail address:	Site Actions/Create/Libraries/Form Library	Specify whether to allow items to be added to this document library through e-mail. Users can send e-mail messages directly to the document library by using the e-mail address you specify.	
				Incoming E-Mail	E-mail address:	Site Actions/Create/Libraries/Picture Library	Specify whether to allow items to be added to this picture library through e-mail. Users can send e-mail messages directly to the picture library by using the e-mail address you specify	
				Incoming E-Mail	E-mail address:	Site Actions/Create/Communications/Discussion Board/New	Specify whether to allow items to be added to this list through e-mail. Users can send e-mail messages directly to the list by using the e-mail address you specify.	
				Incoming E-Mail	E-mail address:	Site Actions/Create/Communications/Announcements	Specify whether to allow items to be added to this list through e-mail. Users can send e-mail messages directly to the list by using the e-mail address you specify.	
				Incoming E-Mail	Send e-mail when ownership is assigned	Site Actions/Create/Tracking/Project Tasks/New	Send e-mail when ownership is assigned or when an item has been changed	Yes	No

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	New		Incoming E-Mail	Send e-mail when ownership is assigned	Site Actions/Create/Tracking/Tasks/New	Send e-mail when ownership is assigned or when an item has been changed.	Yes | No
				Incoming E-Mail	Send e-mail when ownership is assigned	Site Actions/Create/Tracking/Issue Tracking/New	Send e-mail when ownership is assigned or when an item has been changed	Yes | No
				Layout	Choose a Layout Template:	Site Actions/Create/Web Pages/Web Part Page/New Web Part Page	Select a layout template to arrange Web Parts in zones on the page. Multiple Web Parts can be added to each zone. Specific zones allow Web Parts to be stacked in a horizontal or vertical direction, which is illustrated by differently colored Web Parts. If you do not add a Web Part to a zone, the zone collapses (unless it has a fixed width) and the other zones expand to fill unused space when you browse the Web Part Page.	Choose a Layout Template: Header, Footer, 3 Columns
				Name	Name: (.aspx)	Site Actions/Create/Web Pages/Web Part Page/New Web Part	Type a file name for your Web Part Page. The file name appears in headings and links throughout the site	
				Name	Name: (.aspx)	Site Actions/Create/Web Pages/Basic Page/New Basic Page	Type a file name for your basic page. The file name appears in headings and links throughout the site.	
				Name	Overwrite if file already exists?	Site Actions/Create/Web Pages/Web Part Page/New Web Part	Type a file name for your Web Part Page. The file name appears in headings and links throughout the site	Check | Uncheck
				Name	Overwrite if file already exists?	Site Actions/Create/Web Pages/Basic Page/New Basic Page	Type a file name for your basic page. The file name appears in headings and links throughout the site.	Check | Uncheck

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	New		Name and Description	Description:	Site Actions/Create/Tracking/Project Tasks/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	
				Name and Descripti	Description:	Site Actions/Create/Tra		
				Name and Description	Description:	Site Actions/Create/Tracking/Links/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	
				Name and Description	Description:	Site Actions/Create/Tracking/Calendar/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	
				Name and Description	Description:	Site Actions/Create/Tracking/Issue Tracking/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	
				Name and Description	Description:	Site Actions/Create/Tracking/Survey/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this survey.	
				Name and Description	Description:	Site Actions/Create/Custom Lists/Distribution Groups/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	New		Name and Description	Description:	Site Actions/Create/Custom Lists/Custom List/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	
				Name and Description	Description:	Site Actions/Create/Custom Lists/Custom List in Datasheet view/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	
				Name and Description	Description:	Site Actions/Create/Custom Lists/Import Spreadsheet/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list	
				Name and Description	Description:	Site Actions/Create/Custom Lists/Administrator Tasks/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	
				Name and Description	Description:	Site Actions/Create/Libraries/Document Library	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this document library.	
				Name and Description	Description:	Site Actions/Create/Libraries/Wiki Page Library	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this document library.	

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	New		Name and Description	Description:	Site Actions/Create/Communications/Contacts/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	Description:
				Name and Description	Description:	Site Actions/Create/Communications/Announcements	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	Description
				Name and Description	Description:	Site Actions/Create/Libraries/Form Library	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this document library.	
				Name and Description	Description:	Site Actions/Create/Libraries/Picture Library	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this picture library.	Description
				Name and Description	Description:	Site Actions/Create/Communications/Discussion Board/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	Description
				Name and Description	Name:	Site Actions/Create/Tracking/Project Tasks/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	
				Name and Description	Name:	Site Actions/Create/Custom Lists/Distribution Groups/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	New		Name and Description	Name:	Site Actions/Create/Libraries/Picture Library	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this picture library.	Name
				Name and Description	Name:	Site Actions/Create/Tracking/Issue Tracking/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	
				Name and Description	Name:	Site Actions/Create/Tracking/Survey/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this survey.	
				Name and Description	Name:	Site Actions/Create/Custom Lists/Custom List in Datasheet view/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	
				Name and Description	Name:	Site Actions/Create/Communications/Announcements	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	Name
				Name and Description	Name:	Site Actions/Create/Custom Lists/Custom List/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	
				Name and Description	Name:	Site Actions/Create/Custom Lists/Administrator Tasks/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	New		Name and Description	Name:	Site Actions/Create/Libraries/Document Library	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this document library.	
				Name and Description	Name:	Site Actions/Create/Custom Lists/Import Spreadsheet/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list	
				Name and Description	Name:	Site Actions/Create/Libraries/Wiki Page Library	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this document library.	
				Name and Description	Name:	Site Actions/Create/Communications/Contacts/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	Name:
				Name and Description	Name:	Site Actions/Create/Tracking/Tasks/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	Name | Description
				Name and Description	Name:	Site Actions/Create/Tracking/Links/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	New		Name and Description	Name:	Site Actions/Create/Communications/Discussion Board/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	Name
				Name and Description	Name:	Site Actions/Create/Tracking/Calendar/New	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this list.	
				Name and Description	Name:	Site Actions/Create/Libraries/Form Library	Type a new name as you want it to appear in headings and links throughout the site. Type descriptive text that will help site visitors use this document library.	
				Navigation	Display this picture library on the Quick Launch?	Site Actions/Create/Libraries/Picture Library	Specify whether a link to this picture library appears in the Quick Launch.	Yes | No
				Navigation	Display this document library on the Quick Launch?	Site Actions/Create/Libraries/Document Library	Specify whether a link to this document library appears in the Quick Launch.	Yes | No
				Navigation	Display this document library on the Quick Launch?	Site Actions/Create/Libraries/Wiki Page Library	Specify whether a link to this document library appears in the Quick Launch.	Yes | No
				Navigation	Display this document library on the Quick Launch?	Site Actions/Create/Libraries/Form Library	Specify whether a link to this document library appears in the Quick Launch.	Yes | No
				Navigation	Display this list on the Quick Launch?	Site Actions/Create/Custom	Specify whether a link to this list appears in the Quick Launch	Yes | No
				Navigation	Display this list on the Quick Launch?	Site Actions/Create/Tracking	Specify whether a link to this survey appears in the Quick Launch	Yes | No
				Navigation	Display this list on the Quick Launch?	Site Actions/Create/Custom	Specify whether a link to this list appears in the Quick Launch	Yes | No

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	New		Navigation	Display this list on the Quick Launch?	Site Actions/Create/Custom	Specify whether a link to this list appears in the Quick Launch	Yes | No
				Navigation	Display this list on the Quick Launch?	Site Actions/Create/Custom	Specify whether a link to this list appears in the Quick Launch	Yes | No
				Navigation	Display this list on the Quick Launch?	Site Actions/Create/Commu	Specify whether a link to this list appears in the Quick Launch.	Yes | No
				Navigation	Display this list on the Quick Launch?	Site Actions/Create/Trackin	Specify whether a link to this list appears in the Quick Launch	Yes | No
				Navigation	Display this list on the Quick Launch?	Site Actions/Create/Trackin	Specify whether a link to this list appears in the Quick Launch	Yes | No
				Navigation	Display this list on the Quick Launch?	Site Actions/Create/Commu	Specify whether a link to this list appears in the Quick Launch	Yes | No
				Navigation	Display this list on the Quick Launch?	Site Actions/Create/Trackin	Specify whether a link to this list appears in the Quick Launch.	Yes | No
				Navigation	Display this list on the Quick Launch?	Site Actions/Create/Trackin	Specify whether a link to this list appears in the Quick Launch	Yes | No
				Navigation	Display this list on the Quick Launch?	Site Actions/Create/Commu	Specify whether a link to this list appears in the Quick Launch	Yes | No
				Navigation	Display this list on the Quick Launch?	Site Actions/Create/Trackin	Specify whether a link to this list appears in the Quick Launch	Yes | No
				New Web Part Page		Site Actions/Create/Web Pages/Web Part Page/New Web Part Page	A Web Part Page is a collection of Web Parts that combines list data, timely information, or useful graphics into a dynamic Web page. The layout and content of a Web Part Page can be set for all users and optionally personalized by each user.	
				Picture Version History	Create a version each time you edit a file in this picture	Site Actions/Create/Librarie s/Picture Library	Specify whether a version is created each time you edit a file in this picture library.	Yes | No

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	New		Save Location	Document Library	Site Actions/Create/Web Pages/Basic	Select the document library where you want the basic page to be saved.	Dropdown
				Save Location	Document Library:	Site Actions/Create/Web Pages/Web Part	Select the document library where you want the Web Part Page to be saved.	Dropdown
				Survey Options	Allow multiple responses?	Site Actions/Create/Tracking/Survey/New	Specify whether users' names will appear in survey results and whether users can respond to the same survey multiple times.	Yes | No
				Survey Options	Show user names in survey results?	Site Actions/Create/Tracking/Survey/New	Specify whether users' names will appear in survey results and whether users can respond to the same survey multiple times.	Yes | No
		New Group	New	Give Group Permission to this Site	Choose the permission level group members get on this site: http://w2k3server:26628	Site Actions/Site Settings/People and Groups: Farm Administators/New/New Group	Specify the permission level that you want members of this SharePoint group to have on this site. If you do not want to give group members access to this site, ensure that all checkboxes are unselected.	Full Control|Design|Contribute|Read
			New	Group Settings	Who can edit the membership of the group?	Site Actions/Site Settings/People and Groups: Farm Administators/New/Ne	Specify who has permission to see the list of group members and who has permission to add and remove members from the group.	Group Owner|Group Members
			New	Group Settings	Who can view the membership of the group?	Site Actions/Site Settings/People and Groups: Farm Administators/New/Ne	Specify who has permission to see the list of group members and who has permission to add and remove members from the group.	Group Members|Everyone

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	New Group	New	Membership Requests	Allow requests to join/leave this group?	Site Actions/Site Settings/People and Groups: Farm Administators/New/New Group	Specify whether to allow users to request membership in this group and allow users to request to leave the group. All requests will be sent to the e-mail address specified. If auto-accept is enabled, users will automatically be added or removed when they make a request.	Yes | No
			New	Membership Requests	Auto-accept requests?	Site Actions/Site Settings/People and Groups: Farm Administators/New/New Group	Caution: If you select yes for the Auto-accept requests option, any user requesting access to this group will automatically be added as a member of the group and receive the permission levels associated with the group.	Yes | No
			New	Membership Reque	Send membership re	Site Actions/Site Settin		
			New	Name and About Me Description	About Me:	Site Actions/Site Settings/People and	Type a name and description for the group.	About Me
			New	Name and About Me Description	Name:	Site Actions/Site Settings/People and	Type a name and description for the group.	Name
			New	New Group		Site Actions/Site Settin	Use this page to create a group.	
			New	Owner	Group owner:	Site Actions/Site Settings/People and Groups: Farm Administators/New/New Group	The owner can change anything about the group such as adding and removing members or deleting the group. Only one user or group can be the owner.	
		New SharePoint Site		Navagation	Display this list on the Quick Launch of the parent site?	Site Actions/Create/Web Pages/Sites and	Specify whether links to this site appear in the Quick Launch and the top link bar of the parent site.	Yes | No
				Navigation	Display this site on the top link bar of the parent site?	Site Actions/Create/Web Pages/Sites and	Specify whether links to this site appear in the Quick Launch and the top link bar of the parent site.	Yes | No

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	New SharePoint Site		Navigation Inheritance	Use the top link bar from the parent site?	Site Actions/Create/Web Pages/Sites and Workspaces/New SharePoint Site	Specify whether this site shares the same top link bar as the parent. This setting may also determine the starting element of the breadcrumb.	Yes | No
				New SharePoint Site		Site Actions/Create/Web Pages/Sites and Workspaces	Use this page to create a new site or workspace under this SharePoint site. You can specify a title, Web site address, and access permissions.	
				Permissions	User Permissions:	Site Actions/Create/Web Pages/Sites and Workspaces/New SharePoint Site	You can give permission to access your new site to the same users who have access to this parent site, or you can give permission to a unique set of users.	Use same permissions as parent site | Use unique permissions
				Template Selection	Select a template:	Site Actions/Create/Web Pages/Sites and Workspaces/New SharePoint Site	A site for teams to quickly organize, author, and share information. It provides a document library, and lists for managing announcements, calendar items, tasks, and discussions.	Collaboration | Meetings
			Collaboration	Template Selection	Select a template:	Site Actions/Create/Web Pages/Sites and Workspaces/New SharePoint Site	A site for teams to quickly organize, author, and share information. It provides a document library, and lists for managing announcements, calendar items, tasks, and discussions.	Team site | Blank Site | Document Wrokspace | Wiki Site | Blog | Pearson Learning Solutions
			Meetings	Template Selection	Select a template:	Site Actions/Create/Web Pages/Sites and Workspaces/New SharePoint Site	A site for teams to quickly organize, author, and share information. It provides a document library, and lists for managing announcements, calendar items, tasks, and discussions.	Basic | Blank | Decision | Social | Multipage Meeting Workspace

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	New SharePoint Site		Title and Description	Description:	Site Actions/Create/Web Pages/Sites and	Type a title and description for your new site. The title will be displayed on each page in the site.	
				Title and Description	Title:	Site Actions/Create/Web Pages/Sites and	Type a title and description for your new site. The title will be displayed on each page in the site.	
				Web Site Address	URL Name: (http://w2k3server:26628/)	Site Actions/Create/Web Pages/Sites and Workspaces/New SharePoint Site	Users can navigate to your site by typing the Web site address (URL) into their browser. You can enter the last part of the address. You should keep it short and easy to remember.	
		New Site Column: Central Administration	Create	Additional Column Settings	Default Value:	Site Actions/Site Settings/Galleries/Site columns/Create/New Site Column: Central Administration	Specify detailed options for the type of information you selected.	Text|Calculated Value
			Create	Additional Column Settings	Description:	Site Actions/Site Settings/Galleries/Site	Specify detailed options for the type of information you selected.	Type a description
			Create	Additional Column Settings	Maximum number of characters	Site Actions/Site Settings/Galleries/Site	Specify detailed options for the type of information you selected.	
			Create	Additional Column Settings	Require that this column contains	Site Actions/Site Settings/Galleries/Site	Specify detailed options for the type of information you selected.	Yes | No
			Create	Group	Put this site column into:	Site Actions/Site Settings/Galleries/Site columns/Create/New Site Column: Central	Specify a site column group. Categorizing columns into groups will make it easier for users to find them.	Existing Group|New Group
			Create	Name and Type	Column Name:	Site Actions/Site Settings/Galleries/Site columns/Create/New	Type a name for this column, and select the type of information you want to store in the column.	The type of information in this column is:
		New Site Content Type		Group	Put this site content type into:	Site Actions/Site Settings/Galleries/Site content types/Create	Specify a site content type group. Categorizing content types into groups will make it easier for users to find them.	Existing Group|New Group

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	New Site Content Type		Name and Description	Description:	Site Actions/Site Settings/Galleries/Site content types/Create	Type a name and description for this content type. The description will be shown on the new button.	
				Name and Description	Name:	Site Actions/Site Settings/Galleries/Site content types/Create	Type a name and description for this content type. The description will be shown on the new button.	
				Name and Description	Parent Content Type:	Site Actions/Site Settings/Galleries/Site content types/Create	Type a name and description for this content type. The description will be shown on the new button.	
		People and Groups: Farm Administrators	Settings			Site Actions/Site Setting/People and Groups: Farm Administrators/Settings/Group Settings	Use this page to change the settings of this Sharepoint group.	
			New	Add Users		Site Actions/Site Settin	Add users to a group or site.	
			Settings	View Group Permission		Site Actions/Site Setting/People and Groups/People and Groups: Farm Administrators/Settings/View Group Permissions	Use this page to view the permission assignments that this SharePoint group has in this site collection. In addition to the listed URLs, this group has access to any sites, lists, or items that inherit permissions from these URLs.	
		Permission Levels	Settings		Permission Level	Site Actions/Site Settings/Users and Permissions/Advanced permissions/Settings/P	This Web site has unique permission levels.	Full Control|Design|Contribute|Read|Limited Access
		Permissions: User Information List	Settings			Site Actions/Site Setting/People and Groups/People and Groups: Farm		
		Portal Site Connection	Site Actions	Portal Configuration	Connect to portal site Portal Web Address:	Site Actions/Site Settings/Site Collection	To connect to a portal site, enter the URL and a friendly name for the portal.	

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Portal Site Connection	Site Actions	Portal Configuration	Do not connect to partal site	Site Actions/Site Settings/Site Collection	To connect to a portal site, enter the URL and a friendly name for the portal.	Check/Uncheck
			Site Actions	Portal Configuration	Portal Name:	Site Actions/Site Settings/Site Collection	To connect to a portal site, enter the URL and a friendly name for the portal.	
		Reset Page to Site Definition Version		Reset to Site Definition	Reset all pages in this site to site definition version	Site Actions/Site Settings/Users and Permissions/Reset page to Site Definition Version	You can reset a single page within your site to use the version of the page included in the site definition, or you can reset all pages. Caution: When you reset to the site definition version, you will lose all customizations made to the current version of the page. No backup copy of the page will be made before the page is updated, and no new version is created	
				Reset to Site Definition	Reset specific page to site definition version Local URL for the page	Site Actions/Site Settings/Users and Permissions/Reset page to Site Definition Version	If you want to remove all customizations from a page (such as changes to Web Part zones or text added to the page) you can use this feature to reset to the version of the page included with the site definition. Caution: When you reset to the site definition version, you will lose all customizations made to the current version of the page. No backup copy of the page will be made before the page is updated, and no new version is created	Reset specific page to site definition version|Reset all pages in this site to site definition version
		RSS	Site Actions	Advanced Settings	Copyright:	Site Actions/Site Settings/Site	Specify the site-wide channel elements for the RSS feeds.	
			Site Actions	Advanced Settings	Managing Editor:	Site Actions/Site Settings/Site	Specify the site-wide channel elements for the RSS feeds.	

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	RSS	Site Actions	Advanced Settings	Time to Live (minutes):	Site Actions/Site Settings/Site	Specify the site-wide channel elements for the RSS feeds.	
			Site Actions	Advanced Settings	Webmaster:	Site Actions/Site Settings/Site	Specify the site-wide channel elements for the RSS feeds.	
			Site Acti	Enable RSS	Allow RSS feeds in thi	Site Actions/Site Settin		Check/Uncheck
			Site Acti	Site Collection RSS	Allow RSS feeds in thi	Site Actions/Site Settin		Check/Uncheck
		Save Site as Template		File Name	File Name:	Site Actions/Site Settings/Users and Permissions/Save site	Enter the name for this template file.	
				Include Content	Include Content	Site Actions/Site Settings/Users and Permissions/Save site as template	Include content in your template if you want new Web sites created from this template to include the contents of all lists and document libraries in this Web site. Some customizations, such as custom workflows, are present in the template only if you choose to include content. Including content can increase the size of your template. Caution: Item security is not maintained in a template. If you have private content in this Web site, enabling this option is not recommended.	Check	Uncheck
				Name and Description	Template description:	Site Actions/Site Settings/Users and Permissions/Save site as template	The name and description of this template will be displayed on the Web site template picker page when users create new Web sites.	
				Name and Description	Template Name:	Site Actions/Site Settings/Users and Permissions/Save site as template	The name and descripion of this template will be displayed on the Web site template picker page when users create new Web sites.	

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Search Visibiltiy	Site Actions	Indexing ASPX Page Content	This site contains fine-grained permissions. Specify the site's ASPX page indexing behavior:	Site Actions/Site Settings/Site Administration/Search visiblity	The text of the items displayed on ASPX pages is often included in search results. If individual items on the pages on this site are secured by using permissions that are more restrictive than the page itself, unauthorized users might see this restricted information in search results.	Do not index ASPX pages if this site contains fine-grained permissions|Always index all ASPX pages on this site|Never index any ASPX pages on this site.
			Site Actions	Indexing Site Content	Allow this web to appear in search	Site Actions/Site Settings/Site	Specify whether this site should be visible in search results.	Yes | No
			Site Actions	Search visibility		Site Actions/Site Settings/Site	Manage this site's search visibility settings.	
		Set Up Groups for this Site	Settings	Members of this Site	Create a new group|Use an existing group	Site Actions/Site Setting/People and Groups/People and Groups: Farm	Members can contribute content to the Web site. Create a group of site members or re-use an existing SharePoint group.	
			Settings	Owners of this Site	Create a new group|Use an existing group	Site Actions/Site Setting/People and Groups/People and Groups: Farm	Owners have full control over the Web site. Create a group of owners or re-use an existing SharePoint group.	
			Settings	Set Up Groups for this Site		Site Actions/Site Setting/People and Groups/People and Groups: Farm	Use this page to specify who can access your site. You can create new SharePoint groups or re-use existing SharePoint groups.	
			Settings	Visitors to this Site	Create a new group|Use an existing group	Site Actions/Site Setting/People and Groups/People and Groups: Farm	Visitors can read content in the Web site. Create a group of visitors or re-use an existing SharePoint group.	
		Site Collection Administrators	Site Actions	Site Collection Administrators		Site Actions/Site Settings/Users and Permissions/Site Collection administrators	Site Collection Administrators are given full control over all Web sites in the site collection. They may also receive site use confirmation mail. Enter users separated by semicolons.	

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Site Collection Features	Site Actions			Site Actions/Site Settings/Site Collection		
		Site Collection Recycle Bin	Site Actions			Site Actions/Site Settings/Site Collection Administration/Recycle Bin	Use this page to restore items that users have deleted from this site or to empty deleted items. Items that were deleted more than 30 day(s) ago will be automatically emptied.	
		Site Column Gallery	Create			Site Actions/Site Settings/Galleries/Site columns	Use this page to add a site column.	
				Show Group:		Site Actions/Site Settings/Galleries/Site	Use this page to manage columns on this site and all parent sites.	Drop Down
		Site Features	Site Actions	Team Collaboration Lists		Site Actions/Site Settings/Site Administration	Provides team collaboration capabilities for a site by making standard lists, such as document libraries and issues, available.	Deactivate|Active
		Site Hierarchy	Site Actions			Site Actions/Site Settings/Site Collection Administration/Site Hierarchy	This page shows all Web sites that have been created under http://w2k3server:26628. The URLs show the hierarchy of the various sites. To go to the Home page of a site, click the Site URL. To go to the Site Administration page for a site, click Manage.	
		Site Settings		Galleries	List templates	Site Actions/Site Settings/Galleries	Make a template available for use in list creation by adding it to this gallery. The templates in this gallery are available to this site and all sites under it. Default list templates are not shown.	

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Site Settings		Galleries	Master pages	Site Actions/Site Settings	Use the master page gallery to store master pages. The master pages in this gallery are available to this site and any sites underneath it.	
				Galleries	Site columns	Site Actions/Site Settings/Galleries	Use this page to manage columns on this site and all parent sites.	
				Galleries	Site content types	Site Actions/Site Settings/Galleries	Use this page to create and manage content types declared on this site and all parent sites. Content types visible on this page are available for use on this site and its subsites.	
				Galleries	Site Templates	Site Actions/Site Settings/Galleries	Make a template available for use in Web site creation by adding it to this gallery. The templates in this gallery are available to this site and all sites under it. Default site templates are not shown.	
				Galleries	Web Parts	Site Actions/Site Settings/Galleries	Use this Web Part Gallery to store and retrieve Web Parts. The Web Parts in this gallery are available to this site and all sites under it. To preview a Web Part, click its title.	
			Site Actions	Galleries	Workflows	Site Actions/Site Settings/Galleries	Workflows in the current site collection	
				Galleries	Workflows	Site Actions/Site Settin		
				Look and Feel	Quick Launch	Site Actions/Site Settings	Use this page to change the links and headings in the Quick Launch.	Operations|Application Management
				Look and Feel	Reset to site definitio	Site Actions/Site Settin		
				Look and Feel	Save site as template	Site Actions/Site Settings	Use this page to save your Web site as a site template. Users can create new Web sites from this template.	

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Site Settings		Look and Feel	Site Theme	Site Actions/Site Settings	Use this page to change the fonts and color scheme for your site. Applying a theme does not affect your site's layout, and will not change any pages that have been individually themed.	
				Look and Feel	Title, description and	Site Actions/Site Settin		
				Look and Feel	Tree View	Site Actions/Site Settings	Manage this site's left navigation panel.	
			Site Actions	Site Administration	RSS	Site Actions/Site Settings/Site	Use this page to enable/disable RSS feeds for this site collection	
			Site Actions	Site Administration	Site libraries and lists	Site Actions/Site Settings/Site Administration	To change the design of a list, document library, discussion board, or survey, click one of the "Customize" links below.	
			Site Actions	Site Administration	Site usage report	Site Actions/Site Settings/Site Administration	Use this page to view a detailed usage report for this Web site. The report does not include data for sites under this Web site. To see detailed data for these sites, see their corresponding usage reports. For usage information on all sites in this site collection see the Web site collection usage summary.	
			Site Actions	Site Administration	User alerts	Site Actions/Site Settings/Site Administration	Use the options on this page to manage alerts for users. Select the user name in the space provided, and then click Update to view that user's alert settings.	
			Site Acti	Site Collection Admi	Recycle bin	Site Actions/Site Settin		
				Users and Permissions	Advanced permissions	Site Actions/Site Settings	Use this page to assign permission levels to users and groups. This is a top-level Web site.	

The Administrative Commands of Microsoft Windows SharePoint Services

Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Site Settings		Users and Permissions	People and groups	Site Actions/Site Settings	Members of this group have full access to all settings in the farm. They can also take ownership of any content site.	
				Users and Permissions	Site Collection Administrators	Site Actions/Site Settings	Use this page to add and remove site collection administrators.	
		Site Theme		Select a Theme		Site Actions/Site Settin		Choose Theme
		Sites and Workspaces	Site Actions	Sites and workspaces		Site Actions/Site Settings/Site Administration	This page shows all the sites you have access to below this Web site. Click the name of a site to view its contents. To create a new site, click Create below.	
		Title, description, and icon		Logo URL and Description	Enter a description (used as alternative text for the picture):	Site Actions/Site Settings/Look and Feel/Title, Description and icon	Associate a logo with this site by entering the URL to an image file. Add an optional description for the image. Note: If the file location has a local relative address, for example, /_layouts/images/logo.gif, you must copy the graphics file to that location on each front-end Web server.	
				Logo URL and Description	URL:	Site Actions/Site Settings/Look and Feel/Title, Description and icon	Associate a logo with this site by entering the URL to an image file. Add an optional description for the image. Note: If the file location has a local relative address, for example, /_layouts/images/logo.gif, you must copy the graphics file to that location on each front-end Web server.	

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Title, description, and icon		Title and Description	Description:	Site Actions/Site Settings/Look and Feel/Title, Description and icon	Type a title and description for your Web site. The title is displayed on each page in the site. The description is displayed on the home page.	
				Title and Description	Title:	Site Actions/Site Settings/Look and Feel/Title, Description and icon	Type a title and description for your Web site. The title is displayed on each page in the site. The description is displayed on the home page.	
		Top Link Bar		Look and Feel	Top Link bar	Site Actions/Site Settings	Use this page to specify the links that appear in the top link bar of the site.	Home|Operations|Application Management
		Tree View		Enable Quick Launch	Enable Quick Launch	Site Actions/Site Settings/Users and Permissions/Tree view	Specify whether the Quick Launch should be displayed to aid navigation. The Quick Launch displays site content in a logical manner.	
				Enable Tree View	Enable Tree View	Site Actions/Site Settings/Users and Permissions/Tree view	Specify whether a tree view should be displayed to aid navigation. The tree view displays site content in a physical manner.	
		Upload Master Page: Master Page Gallery	Upload	Upload Document	Name:	Site Actions/Site Settings/Galleries/Master Pages	Browse to the document you intend to upload.	
			Upload	Version Comments	Version Comments:	Site Actions/Site Settings/Galleries/Mas	Type comments describing what has changed in this version.	
		Upload Web Part: Web Part Gallery	Upload	Upload Document	Name:	Site Actions/Site Settings/Galleries/Web Part Gallery/Upload/Upload	Browse to the document you intend to upload	Upload multiple files

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Source	Tab	Page	Button	Section	Item	Path	Description	Value
Site Actions	Home	Upload Web Part: Web Part Gallery	Upload	Upload Document	Overwrite existing files	Site Actions/Site Settings/Galleries/Web Part Gallery/Upload/Upload	Browse to the document you intend to upload	Check/Uncheck
		Web Part Gallery				Site Actions/Site Settings/Galleries/Web		
			Actions	Alert Me		Site Actions/Site Settings/Galleries/Web	Receive e-mail notifications when items change	
			Settings	Create Column		Site Actions/Site Settings/Galleries/Web	Add a column to store additional information about each item	
			Settings	Create View		Site Actions/Site Settings/Galleries/Web	Create a view to select columns, filters, and other display settings	
			Actions	Export to Spreadsheet		Site Actions/Site Settings/Galleries/Web	Analyze items with a spreadsheet application	
			Settings	Gallery Settings		Site Actions/Site Settings/Galleries/Web Part Gallery/Settings	Manage settings such as permissions, columns, views and policy	
			Actions	Open with Windows		Site Actions/Site Settin	Drag and drop files into this library	