



# **Permission Report 1.0**

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## **User Guide**

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Our web site: <https://www.boostsolutions.com>

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## 1. Introduction

Permission Report grants administrators with the capability to generate various SharePoint permission reports based on an account, permission level, permission inheritance and more. With these reports, it is easier for administrators to understand permission hierarchy and improve management.

This user guide is used to instruct and guide users to configure and use Permission Report.

For the latest copy of this and other guides, please visit:

<https://www.boostsolutions.com/download-documentation.html>

## 2. Installation

### 2.1 Product Files

After you download and unzip the Permission Report zip file from [www.boostsolutions.com](http://www.boostsolutions.com), you will find the following files:

Path	Descriptions
Setup.exe	A program that installs and deploys the WSP solution packages to the SharePoint farm.
EULA.rtf	The product End-User-License-Agreement.
Permission Report_V1_User Guide.pdf	User guide for Permission Report in PDF format.
Library\4.0\Setup.exe	The product installer for .Net Framework 4.0.
Library\4.0\Setup.exe.config	A file containing the configuration information for the installer.
Library\4.6\Setup.exe	The product installer for .Net Framework 4.6.
Library\4.6\Setup.exe.config	A file containing the configuration information for the installer.
Solutions\Foundation\ BoostSolutions.FoundationSetup15.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\Foundation\ BoostSolutions.FoundationSetup16.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2016/2019/Subscription Edition.
Solutions\Foundation\Install.config	A file containing the configuration information for the installer.
Solutions\PermissionChecker\ BoostSolutions.PermissionReportSetup15.1.wsp	A SharePoint solution package containing Permission Report files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\PermissionChecker\ BoostSolutions.PermissionReportSetup16.1.wsp	A SharePoint solution package containing Permission Report files and resources for SharePoint 2016/2019/Subscription Edition.
Solutions\PermissionChecker\Install.config	A file containing the configuration information for the installer.

## 2.2 Software Requirements

Before you install Permission Report, ensure your system meets the following requirements:

### SharePoint Server Subscription Edition

Operating System	Windows Server 2019 Standard or Datacenter Windows Server 2022 Standard or Datacenter
Server	Microsoft SharePoint Server Subscription Edition
Browser	Microsoft Edge Mozilla Firefox Google Chrome

### SharePoint 2019

Operating System	Windows Server 2016 Standard or Datacenter Windows Server 2019 Standard or Datacenter
Server	Microsoft SharePoint Server 2019
Browser	Microsoft Internet Explorer 11 or above Microsoft Edge Mozilla Firefox Google Chrome

### SharePoint 2016

Operating System	Microsoft Windows Server 2012 Standard or Datacenter X64 Microsoft Windows Server 2016 Standard or Datacenter
Server	Microsoft SharePoint Server 2016 Microsoft .NET Framework 4.6
Browser	Microsoft Internet Explorer 10 or above Microsoft Edge Mozilla Firefox Google Chrome

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**SharePoint 2013**

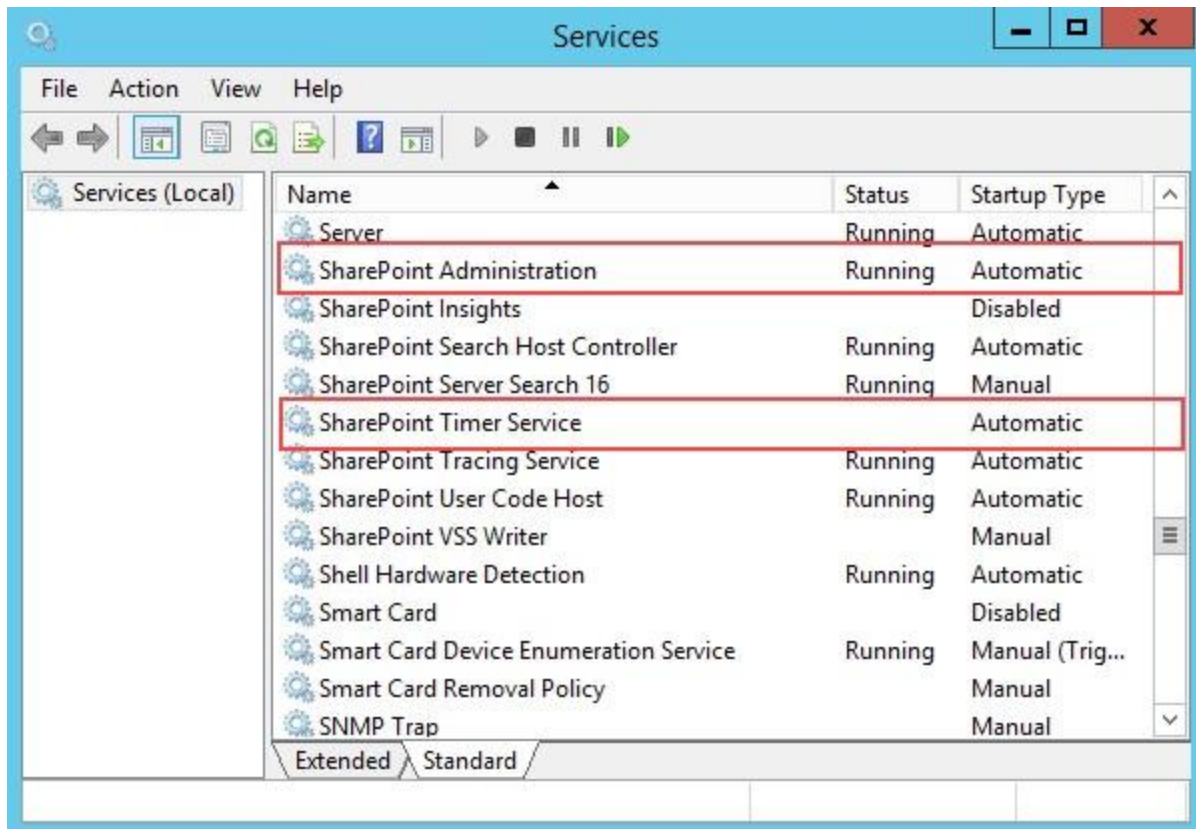
Operating System	Microsoft Windows Server 2012 Standard or Datacenter X64 Microsoft Windows Server 2008 R2 SP1
Server	Microsoft SharePoint Foundation 2013 or Microsoft SharePoint Server 2013 Microsoft .NET Framework 4.5
Browser	Microsoft Internet Explorer 8 or above Microsoft Edge Mozilla Firefox Google Chrome

## 2.3 Server Installation

Follow these steps to install Permission Report on your SharePoint servers.

### **Installation Preconditions**

Before you start installing the product, please make sure these services are started on your SharePoint servers: **SharePoint Administration** and **SharePoint Timer Service**.



Permission Report must be run on one front-end Web server in the SharePoint farm where **Microsoft SharePoint Foundation Web Application services** are running. Check **Central Administration** → **System Settings** for a list of servers running this service.

### **Required Permissions**

To perform this procedure, you must have specific permissions and rights.

- Member of the local server's **Administrators** group.
- Member of the **Farm Administrators** group.

### **To install Permission Report on SharePoint server.**

- a. Download the zip file (\*.zip) for Permission Report from the BoostSolutions website, then extract the file.
- b. Open the created folder and run the **Setup.exe** file.

#### **Note**

If you cannot run the setup file, please right click the **Setup.exe** file and choose Run as administrator.

- c. A system check is performed to verify if your machine meets all the requirements for installing the product. After the system check is finished, click **Next**.



- d. Review and accept the End-User License Agreement and click **Next**.
- e. In the **Web Application Deployment Targets**, select the web applications you are going to install and click **Next**.

**Note**

If you select **Automatically activate features**, the product features will be activated in the target site collection during the installation process. If you want to manually activate the product feature later, uncheck this box.

- f. Upon completion of the installation, details are displayed showing which web applications Permission Report has been installed to. Click **Close**.

## 2.4 Upgrade

Download the latest version of Permission Report and run the **Setup.exe** file.

In the **Program Maintenance** window, select **Upgrade** and click **Next**.

## 2.5 Uninstallation

If you want to uninstall Permission Report, double-click the **Setup.exe** file.

In the **Repair or Remove** window, select **Remove** and click **Next**. Then the application will be removed.

## 2.6 Command Line Installation

The following instructions are for installing the solution files for Permission Report using the SharePoint STSADM command line tool.

### Required permissions

To use STSADM, you must be a member of the local Administrators group on the server.

### To install Permission Report to SharePoint servers.

- a. Extract the files from the product zip pack to a folder on one SharePoint server.
- b. Open a command prompt and make sure your path is set with the SharePoint bin directory.  
C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\16\BIN
- c. Add the solution files to SharePoint in the STSADM command line tool.

```
stsadm -o addsolution -filename BoostSolutions.PermissionReportSetup16.1.wsp  
stsadm -o addsolution -filename BoostSolutions.FoundationSetup16.1.wsp
```

- d. Deploy the added solution with the following command:

```
stsadm -o deploysolution -name BoostSolutions.PermissionReportSetup16.1.wsp -  
allowgacdeployment -url [virtual server url] -immediate  
stsadm -o deploysolution -name BoostSolutions.FoundationSetup16.1.wsp -allowgacdeployment -  
url [virtual server url] -immediate
```

- e. Wait for the deployment to complete. Check the final status of the deployment with this command:

```
stsadm -o displaysolution -name BoostSolutions.PermissionReportSetup16.1.wsp  
stsadm -o displaysolution -name BoostSolutions.FoundationSetup16.1.wsp
```

The result should contain a <Deployed> parameter for which the value is TRUE.

**Note:**

After install product using command line, you can check whether the product is installed and deployed successfully in Central Administration.

- a. On the Central Administration Home page, click **System Settings**.
- b. In the Farm Management section, click **Manage farm solutions**.
- c. On the Solution Management page, check whether the solution "boostsolutions.permissionreportsetup16.1.wsp" is deployed to the web applications.
- d. On the Solution Properties page, click **Deploy Solution**.
- e. On the Deploy Solution page, in the Deploy When section, select **Now**.
- f. In the Deploy To? section, in the A specific web application list, click either All web applications or select a specific Web application.
- g. Click **OK**.

**To remove Permission Report from SharePoint servers.**

- a. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.PermissionReportSetup16.1.wsp -immediate -url [virtual server url]
```

- b. Wait for the removal to finish. To check the final status of the removal you can use the following command:

```
stsadm -o displaysolution -name BoostSolutions.PermissionReportSetup16.1.wsp
```

The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.

- c. Remove the solution from the SharePoint solutions storage:

```
stsadm -o deletesolution -name BoostSolutions.PermissionReportSetup16.1.wsp
```

**Note:**

After uninstall product using command line, you can check whether the product is removed and successfully in Central Administration.

- a. On the Central Administration Home page, click **System Settings**.
- b. In the Farm Management section, click **Manage farm solutions**.
- c. On the Solution Management page, click "boostsolutions.permissionreportsetup16.1.wsp".
- d. On the Solution Properties page, click **Retract Solution**.
- e. On the Retract Solution page, in the Deploy When section, select **Now**.
- f. In the Retract From section, in the A specific web application list, click All content web applications.
- g. Click **OK**.
- h. Wait a minute, and refresh the browser until you see "Not Deployed" as the status for "boostsolutions.permissionreportsetup16.1.wsp".
- i. Select "boostsolutions.permissionreportsetup16.1.wsp".
- j. On the Solution Properties page, click **Remove Solution**.

**To remove BoostSolutions Foundation from SharePoint servers.**

The BoostSolutions Foundation is designed to provide a centralized interface to manage licenses for all BoostSolutions software from within SharePoint Central Administration. If are still using BoostSolutions product on your SharePoint server, DO NOT remove Foundation from the servers.

- a. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.FoundationSetup16.1.wsp -immediate -url [virtual server url]
```

- b. Wait for the removal to finish. To check the final status of the removal you can use the following command:

```
stsadm -o displaysolution -name BoostSolutions.FoundationSetup16.1.wsp
```


The result should contain the <Deployed> parameter for which the value is FALSE and the <LastOperationResult> parameter with the RetractionSucceeded value.


- c. Remove the solution from the SharePoint solutions storage:

```
stsadm -o deletesolution -name BoostSolutions.FoundationSetup16.1.wsp
```

## 2.7 Feature Activation


By default, the application's features are automatically activated once the product is installed. You can also activate the product feature manually.

- a. Select Settings  and then select **Site Settings**.
- b. Under **Site Collection Administration** click **Site collection features**.
- c. Find the application feature and click **Activate**. After a feature is activated, the Status column lists the feature as **Active**.

	BoostSolutions Permission Report 1.9.1.512 Generates permission reports to improve SharePoint permission management. (Powered by BoostSolutions)	Deactivate	Active
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## 3. Generate Permission Reports

### 3.1 Entering the Permission Report page

- a. Select Settings  and then select **Site Settings**.
- b. Under the **Users and Permissions** section, click **Permission Report (Powered by SharePoint Boost)** to enter the product page.

## Site Settings

Users and Permissions

[People and groups](#)

[Site permissions](#)

[Site collection administrators](#)

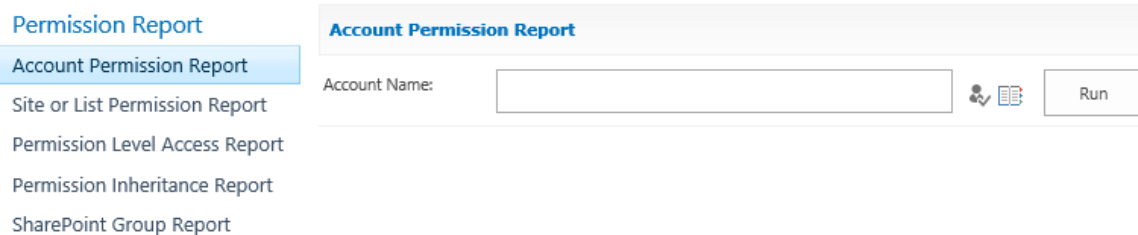
[Site app permissions](#)

[Permission Report \(Powered by BoostSolutions\)](#)

### 3.2 Generate an Account Permission Report

This feature enables you generate a permission report based on a specific SharePoint group or user. The report includes the accounts' permissions on site and list level, but does not include permissions on item level.

- a. On the Permission Report page, click **Account Permission Report**.









The screenshot shows the 'Account Permission Report' page. On the left, there is a navigation menu with the following items: 'Permission Report' (highlighted in blue), 'Account Permission Report' (highlighted in light blue), 'Site or List Permission Report', 'Permission Level Access Report', 'Permission Inheritance Report', and 'SharePoint Group Report'. The main content area has a header 'Account Permission Report' and a form with the label 'Account Name:' followed by an empty text input box. To the right of the input box are two icons: a person icon and a document icon. A 'Run' button is located to the right of the icons.

- b. In the **Account Name** box, enter a user or group name and then click **Run**. A report will be generated.

Title	Account Name	Permission Level	Given via	Permission Inheritance
SPBOOST	Hans(i:0#.w hans)	Design	Given directly	Unique
		Read	SPBOOST Visitors	
		Edit	SPBOOST Members	
Administration	Hans(i:0#.w hans)	Edit	Members	Unique
Document Center	Hans(i:0#.w hans)	Design	Given directly	Unique
		Read	SPBOOST Visitors	
		Edit	SPBOOST Members	
HR	Hans(i:0#.w hans)	Edit	Given directly	Unique
Report Center	Hans(i:0#.w hans)	Design	Given directly	Inherited
		Read	SPBOOST Visitors	
		Edit	SPBOOST Members	
Documents	Hans(i:0#.w hans)	Design	Given directly	Inherited
		Read	SPBOOST Visitors	

The following icons represent an account's permissions for sites or lists:

-  The account has inherited permissions in the specified scope.
-  The account has unique permissions in the specified scope.
-  The permission is inherited but this account does not have permissions in the specified scope.
-  The permission is unique but this account does not have permissions in the specified scope.
-  The permission is inherited, but the current logon user has insufficient permissions to check permissions.
-  The permission is unique, but the current logon user has insufficient permissions to check permissions.

- c. To view the specified account's permissions on other sites or lists, select a site or list from the **Site Tree** on the left.
- d. Only 30 permission items are displayed per page. Click **Previous** or **Next** to view more items.
- e. To modify a user's permissions, click **Manage** to enter the permission settings page.

### 3.3 Generate a Permission Level Access Report

This feature enables you to check which users or groups have specified permission levels, for example, you can check which users have full control permission levels.

Note, this report only lists users or groups who are directly granted specific permissions, permissions inherited from SharePoint groups are not listed.

- a. On the Permission Report page, click **Permission Level Access Report**.

- b. Select a permission level from the drop-down list, which will contain all site collection permission levels.
- c. Click **Run** to generate a report.

Users or groups given the selected permission level "Design".

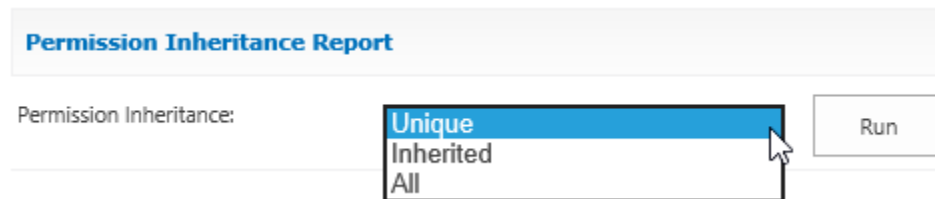
Title	Account Name	Permission Level	Given via	Permission Inheritance	
SPBOOST	Hans(i:0#.w br hans)	Design	Given directly	Unique	<a href="#">Manage</a>
	Site Desingers	Design	Given directly		
Administration	Designers	Design	Given directly	Unique	<a href="#">Manage</a>
	Henry(i:0#.w br henry)	Design	Given directly		
Document Center	Hans(i:0#.w br hans)	Design	Given directly	Unique	<a href="#">Manage</a>
	BR\document team	Design	Given directly		
HR	HR Managers	Design	Given directly	Unique	<a href="#">Manage</a>
	Cecilia Wen(i:0#.w br cw)	Design	Given directly		
Report Center	Hans(i:0#.w br hans)	Design	Given directly	Inherited	<a href="#">Manage</a>
	Site Desingers	Design	Given directly		
Documents	Hans(i:0#.w br hans)	Design	Given directly	Inherited	<a href="#">Manage</a>
	Site Desingers	Design	Given directly		
Site Assets	Hans(i:0#.w br hans)	Design	Given directly	Inherited	<a href="#">Manage</a>
	Site Desingers	Design	Given directly		
Site Pages	Hans(i:0#.w br hans)	Design	Given directly	Inherited	<a href="#">Manage</a>
	Site Desingers	Design	Given directly		

- d. To view permission level access on other sites, select the site in the **Site Tree**.
- e. To manage permissions, click **Manage** to enter the site or list permission settings page.

### 3.4 Generate a Permission Inheritance Report

This feature generates a permission hierarchy report of sites and lists. It enables you to view all contents permissions on one page without enter individual objects.

- a. On the Permission Report page, click **Permission Inheritance Report**.
- b. Select one type of permission inheritance, such as **Unique**, and click **Run**.



There are three choices to help administrators generate a Permission Inheritance Report:

**Unique:** Generates a report that only shows sites or lists where permissions are unique.

- Inherited:** Generates a report that only shows sites or lists where permissions are inherited.
- All:** Generates a report that shows all contents permissions, including unique and inherited.

c. To view permission inheritance in other sites, just select the site in the **Site Tree**.

**Permission Inheritance Report**

Permission Inheritance:

**Site Tree**

- SPBOOST
  - Administration
  - Document Center
  - HR**
  - Report Center
  - Search
  - Testing

Contents that have "Unique" permission inheritance.

Title	Permission Inheritance	Location	
HR	Unique	SPBOOST\HR	<a href="#">Manage</a>
Customized Reports	Unique	SPBOOST\HR	<a href="#">Manage</a>
Document Management	Unique	SPBOOST\HR	<a href="#">Manage</a>
Document Templates	Unique	SPBOOST\HR	<a href="#">Manage</a>
Documents	Unique	SPBOOST\HR	<a href="#">Manage</a>
Links	Unique	SPBOOST\HR	<a href="#">Manage</a>
Product Materials	Unique	SPBOOST\HR	<a href="#">Manage</a>
Product Plans	Unique	SPBOOST\HR	<a href="#">Manage</a>
Site Assets	Unique	SPBOOST\HR	<a href="#">Manage</a>
Site Pages	Unique	SPBOOST\HR	<a href="#">Manage</a>
Administration	Unique	SPBOOST\HR\Administration	<a href="#">Manage</a>

d. To change the permission, click **Manage**.

### 3.5 Generate a SharePoint Group Report

- a. To generate this report, click **SharePoint Group Report**.
- b. In this report, administrators can locate additional SharePoint groups in other sites by selecting one on the **Site Tree**.

**SharePoint Group Report**

**Site Tree**

- SPBOOST
  - Administration**
  - Document Center
  - HR
  - Report Center
  - Search
  - Testing

SharePoint groups and their details.

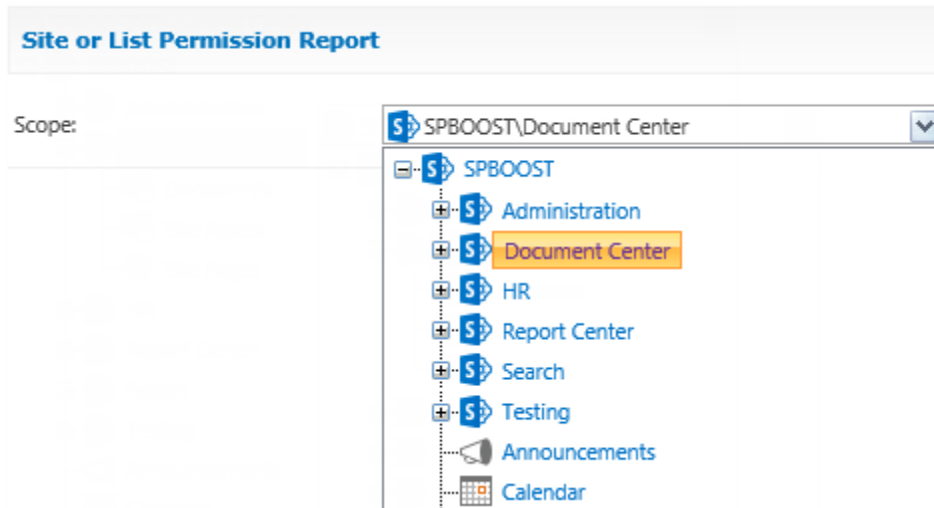
Group Name	Group Owner	Group Members	
Designers	System Account	Cecilia Wen, Luis Wang	<a href="#">Manage</a>
Managers	System Account	Henry, Jasmine	<a href="#">Manage</a>
Approvers	System Account	Claus Kong, Lucy	<a href="#">Manage</a>
Owners	Owners	Robert Pelkey	<a href="#">Manage</a>
Members	Owners	Annette Young, Bill Carson, Brad Pitt, Carol, Caroline Reynolds, Chris Bale, Christina, Crystal Yu, Danies Liu, David Lee, Dexter Morgen, Edward Bryant, Elmer Tompkins, Gerald White, Gloria Brown, Goldie Lahr, Gregg Rhoades, Hans, Jasmine, Rocky <a href="#">More...</a>	<a href="#">Manage</a>
Visitors	Owners		<a href="#">Manage</a>



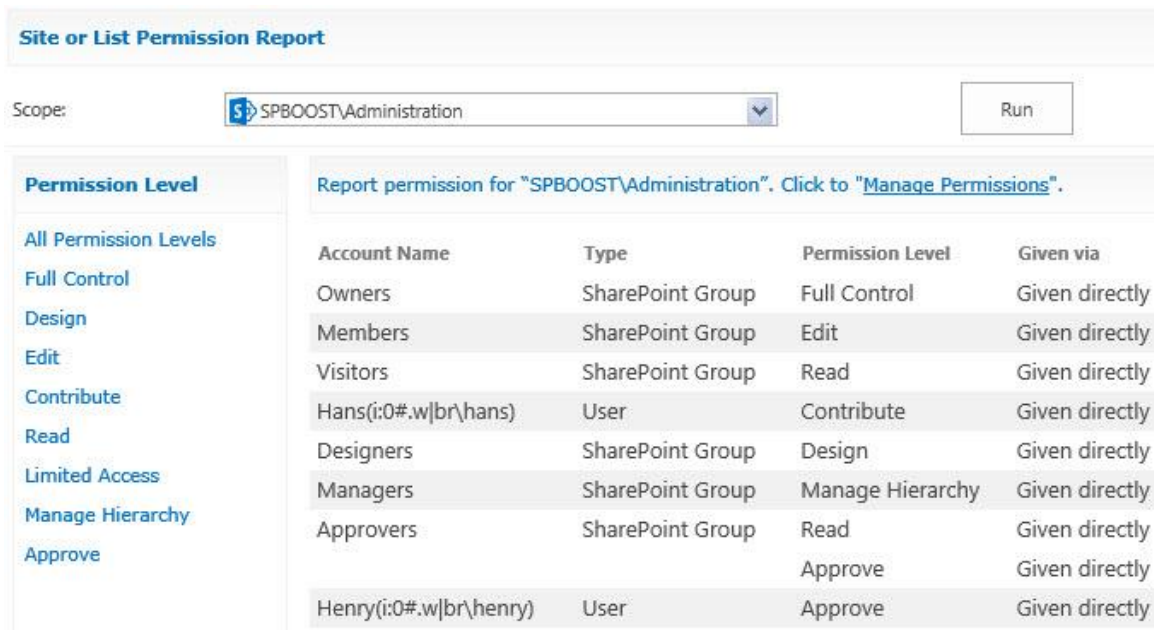
Only 20 group members will be shown for each group in the report. To view more members, click **More...** to enter a group's page.

### 3.6 Generate a Site or List Permission Report

- a. On the Permission Report page, click **Site or List Permission Report**.
- b. Open the Scope drop-down list, select a site or list and then click **Run**.



- c. The site or list permission report will then be generated.
- d. In the report, a **Permission Level** filter is provided to filter the site or list permission report. These permission levels are pulled from the site collection. To filter a report, just select the desired permission level.



- e. Additionally, administrators can enter the site or list permissions settings page by clicking **Manage Permissions**.

### 3.7 Export a Report

The Export function saves reports as an excel file. After a report is generated, the Export function becomes available.

To export reports, click the **Export** button on the ribbon menu. In the popup window, administrators can then save the report to a location of their choosing.

## 4. Contact Us

### **Troubleshooting FAQ:**

<https://www.boostsolutions.com/general-faq.html#Show=ChildTitle9>

### **Contact Info:**

Product & Licensing Inquires: [sales@boostsolutions.com](mailto:sales@boostsolutions.com)

Technical Support (Basic): [support@boostsolutions.com](mailto:support@boostsolutions.com)

Request a New Product or Feature: [feature\\_request@boostsolutions.com](mailto:feature_request@boostsolutions.com)

## Appendix 1: License Management

You can use Permission Report without entering any license code for a period of 30 days from when you first use it.

To use product without limitation, you will need to purchase a license and register the product.

### Finding License Information

- a. In the products main page, click the trial link and enter the License Management Center.
- b. Click Download License Information, choose a license type and download the information (Server Code, Farm ID or Site Collection ID).

### Download License Information ×

Download the license type information and send to [sales@boostsolutions.com](mailto:sales@boostsolutions.com) to get license.

#### Choose a license type

- Server License  
 Server Code: 24edc5f10a7f4ca091bbc0fab63d3eaab468c3b17  
 b5c44ee96d9b8e595000357
- Farm License  
 Farm ID: {24edc5f1-0a7f-4ca0-91bb-c0fab63d3eaa}  
 Number of Users: 22 user(s)
- Site Collection License  
 Site Collection ID: 38d6d052-0dab-43dc-a669-cdd5ad7d7f3d [Change](#)  
 Site Collection: <http://product2013/sites/Product Center>

Download

Close

In order for BoostSolutions to create a license for you, you MUST send us your SharePoint environment identifier (Note: different license types need different information). A server license needs a server code; a Farm license needs a farm ID; and a site collection license needs a site collection ID.

- c. Send the above information to us ([sales@boostsolutions.com](mailto:sales@boostsolutions.com)) to generate a license code.

### License Registration

- a. When you receive a product license code, enter the **License Management Center** page.
- b. Click **Register** on the license page and a **Register or Update license** window will open.

## Register or Update license

Please upload a license code file or enter the license code to activate the product.

Upload a license code file

Enter license code

- c. Upload the license file or enter the license code and click **Register**. You will get confirmation that your license has been validated. ss

## Registered Successfully



### Registered Successfully

- ▶ The license was verified successfully.
- ▶ Thank you for choosing BoostSolutions.

If you encounter any problems or would like to suggest a product requirement, please contact [support@boostsolutions.com](mailto:support@boostsolutions.com)

For more details on license management, see the [BoostSolutions Foundation](#).