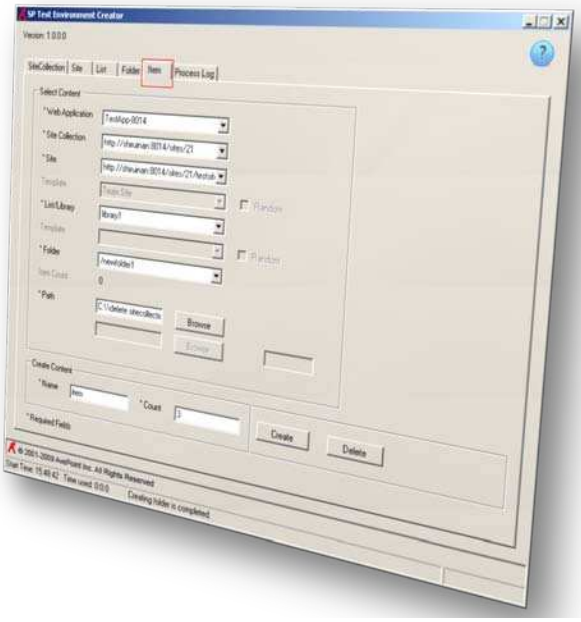
Quick Start Guide

SharePoint Test Environment Creator

Establishing SharePoint Environment Using the New DocAve®SharePoint Test Environment Creator

This document is intended for anyone wishing to familiarize themselves with the user interface and basic functionality of the DocAve SP Test Environment Creator tool.



AvePoint®

Introduction

The SharePoint Test Environment Creator tool is used to create or delete the following content from any user specified Web Application using generic SharePoint templates:

Site collections

Sites

Lists / libraries

Folders with files / items

You may also upload copies of previously created files to SharePoint. You can use this tool to populate any MOSS 2007 SharePoint environment.

Installation

You may install this tool with the help of the following steps:

1. Copy the "SharePoint Test Environment Creator" folder to your MOSS 2007 server.
2. Double click on "SharePoint Test Environment Creator.exe".
3. **Follow** the simple steps on screen for configuring this tool. You will be asked for a location as well as a language to install this software. You can also apply the license while installing the tool or apply it later directly from the tool's interface.
4. After this, a screen will indicate that all services have been installed.

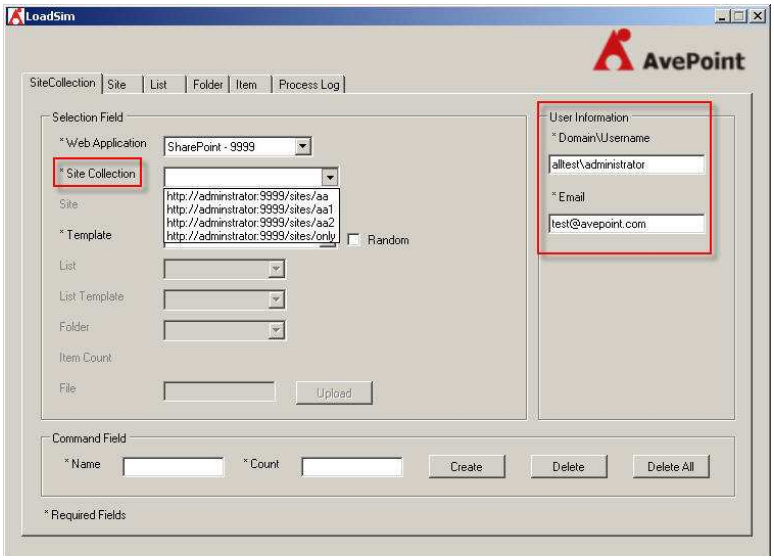
How to use this tool

The creating and deleting ways for each are below.

Creating or deleting site collection

Click on the “Site Collection” tab and select a Web Application from the drop-down menu.

You can create or delete site collections in this tab.



Creating new site collections

Perform the following steps:

1. Input the site collection name in the “Name” field.
2. Specify the number of site collections you wish to create in the “Count” field.
3. Select a template from the “Template” drop-down menu.
4. Input the user information in the “User Information” area.
5. Click on the “Create” button; it will pop-up a dialog box. Click on “Yes” to proceed.
6. You can view the site collections you just created from the “Site Collection” drop-down list.

***Note**: If you check the “Random” check box next to the “Template” drop-down box, it will specify the template for the site collection randomly.

Deleting an existing site collection

Select a site collection from the drop-down menu and click on the Delete button.

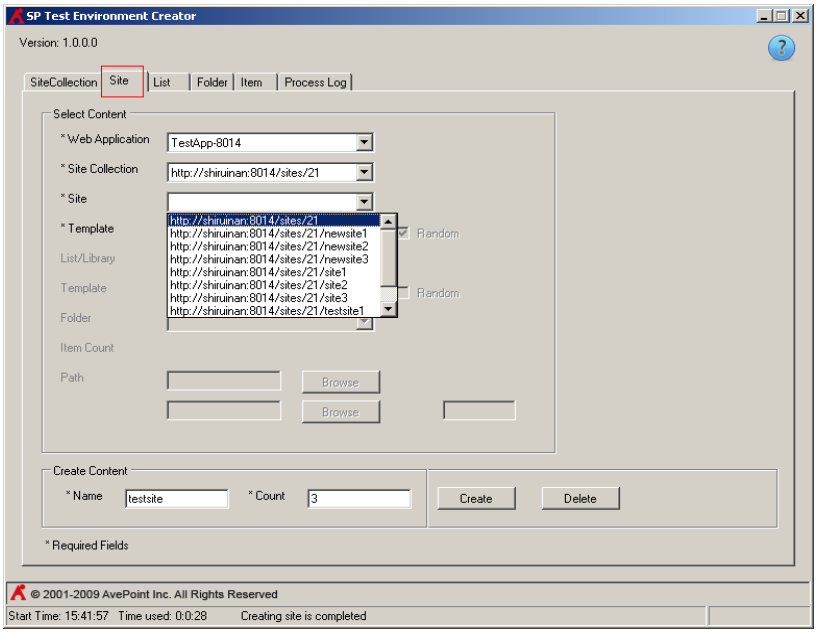
Deleting all site collections

You can click on the “Delete All” button to delete all site collections.

*__Note__: If you click on the “Delete All” button, you will delete all site collections under the specific web application. Be certain of the content you are deleting before using this option!

Creating or deleting sites

To access site information click on the “Site” tab. You can create or delete sites in this tab.



Creating new sites

Perform the following steps:

1. Input the site name into the “Name” field.
2. Specify the number of sites you wish to create in the “Count” field.
3. Select a template from the “Template” drop-down menu.
4. Click on the “Create” button; it will pop-up a dialog box. Click on “Yes” to proceed.
5. You can view the site you just created from the Site drop-down list.

Deleting an existing site

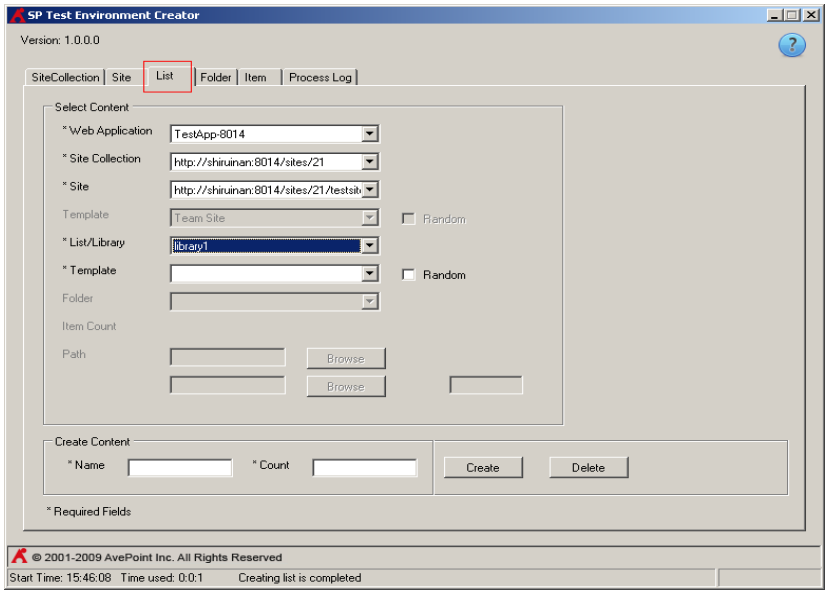
Select a site from the drop-down menu and click on the “Delete” button.

Deleting all sites

Click on the “Delete All” button; you will delete all sites under the specific site collection.

Creating or deleting lists

To access list information click on the “List” tab. You can create or delete lists in this tab.



Creating new lists

Perform the following steps:

1. Input the listname into the Name field.
2. Specify the number of lists you wish to create in the Count field.
3. Select a template from the Template drop-down menu.
4. Click on the Create button; it will pop-up a dialog box. Click “Yes” to proceed.
5. You can view the lists you just created from the list drop-down list.

Deleting an existing list

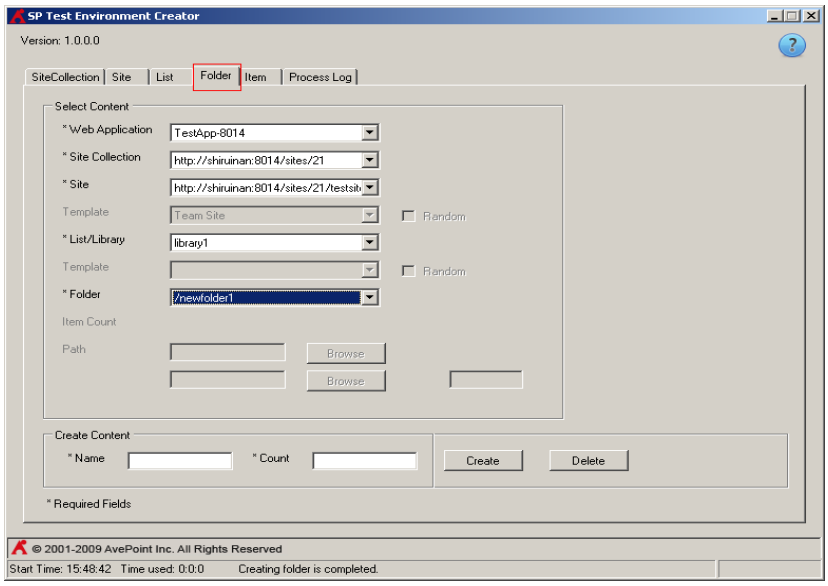
Select a list from the drop-down menu and click on the “Delete” button.

Deleting all lists

Click on the “Delete All” button; you will delete all lists under the specific site.

Creating or deleting folders

To access folder information click on the “Folder” tab. You can create or delete folders in this tab.



Creating new folders

Perform the following steps:

1. Input the folder name into the “Name” field.
2. Specify the number of folders you wish to create in the “Count” field.
3. Select a folder from the “Folder” drop-down menu.
4. Click on the “Create” button; it will pop-up a dialog box. Click on “Yes” to proceed. It will create new folders under the specific folder.

Deleting an existing folder

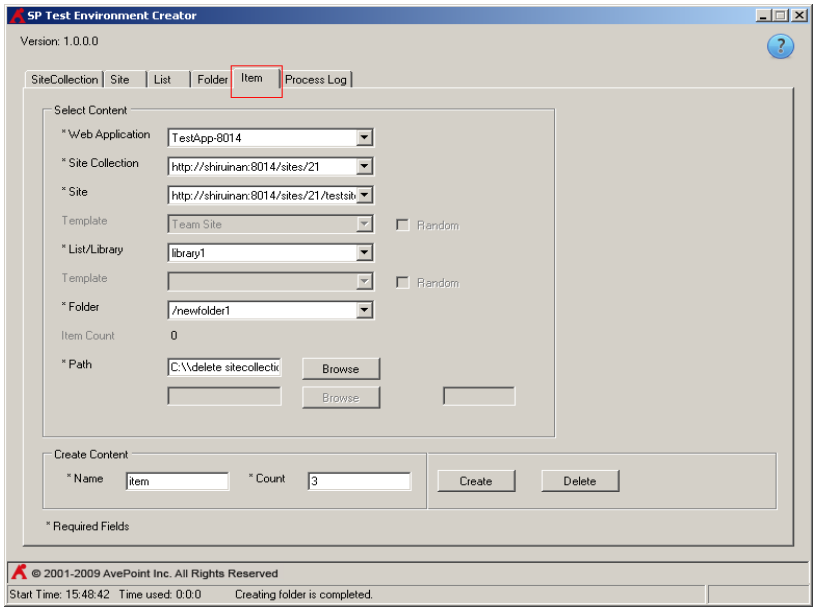
Select a folder from the drop-down menu and click on the “Delete” button.

Deleting all folders

Click on the “Delete All” button; you will delete all folders under the specific site.

Uploading or deleting files for item

Click on the “Item” tab to view file information. You can upload files in this tab.



Uploading files

Perform the following steps:

1. Select the folder you wish to upload the file to.
2. Click on the “Upload” button and select the file you wish to upload.
3. Enter the file name in the “Name” field.
4. Specify the number of files you wish to create in the “Count” field.
5. Click on the “Create” button to create files in the specific folder.

Deleting all files in a specific folder

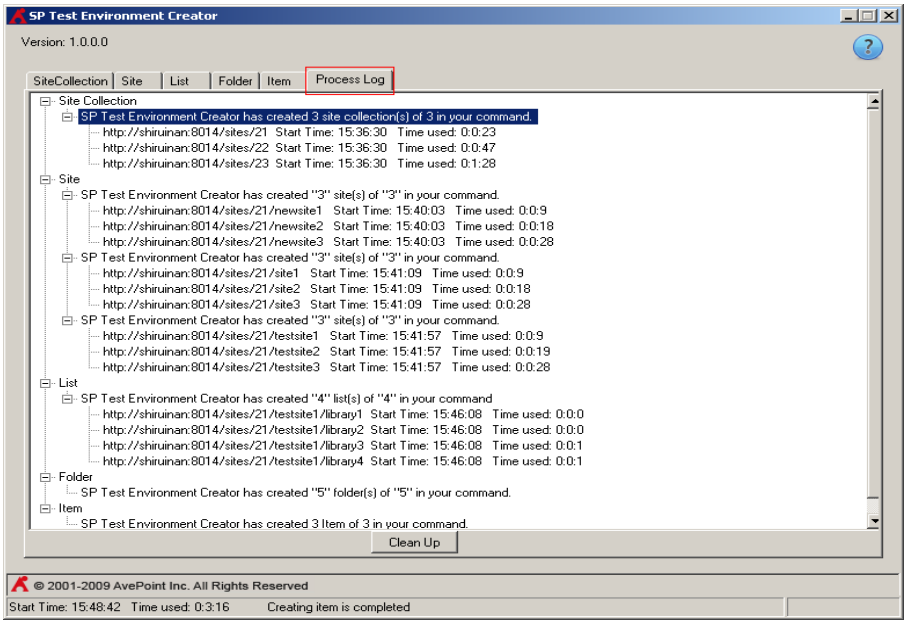
1. Select a folder from the Folder drop-down list.
2. Click on the “Delete” button; it will pop-up a dialog box.
3. Click on “Yes” to delete all files under the specific folder.

Deleting all files in a specific list

Click on the “Delete All” button; you will delete all files under the specific list.

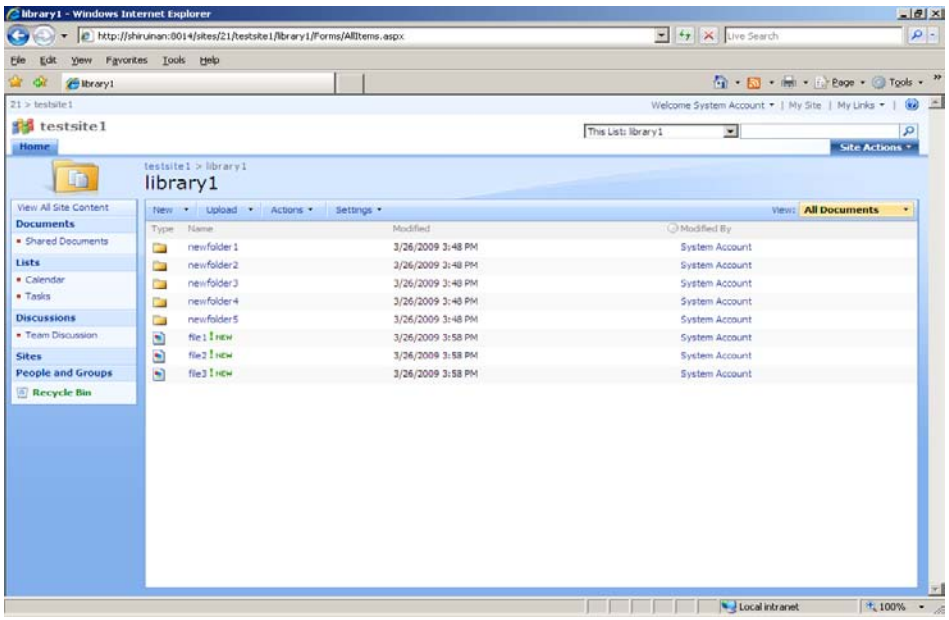
Process view

You can view the process for each step in the “Process Log” tab.



SharePoint environment view

You can now view the SharePoint environment you established under the specific web Application.



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