ManageEngine
SharePoint Manager Plus

TECHNICAL GUIDE

Quick start guide

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Overview

SharePoint Manager Plus is a reporting, auditing, managing, monitoring, migration, and backup solution for your SharePoint infrastructure. It provides deep and comprehensive insights into your online and on-premises SharePoint environments. This guide helps you to deploy and configure the important settings of SharePoint Manager Plus successfully.

Deployment

System requirements

Essential hardware

Hardware	Minimum	Recommended
Processor speed	2.1GHz or faster	3GHz or faster
Processor cores	6	12
RAM	8GB	16GB
Disk type	SSD	SSD
Disk space	50GB	100GB
Network card capacity	1GB/s	1GB/s
CPU architecture	64-bit	64-bit

Supported platforms

SharePoint Manager Plus supports the following Microsoft Windows operating system versions.

- Windows 11
- Windows 10
- Windows 8 and 8.1
- Windows 7
- Windows Server 2025
- Windows Server 2022
- Windows Server 2019
- Windows Server 2016
- Windows Server 2012
- Windows Server 2012 R2

Supported web browsers

SharePoint Manager Plus has been tested to support the following browsers and versions with at least a 1024x768 display resolution.

- Microsoft Edge
- Mozilla Firefox
- Google Chrome
- Internet Explorer 10 and above

Supported databases

SharePoint Manager Plus can use the following databases as its backend database.

- PostgreSQL
- MS SQL

Note: PostgreSQL comes bundled with SharePoint Manager Plus and is the default database.

Installation

You can install SharePoint Manager Plus on any machine in the domain that satisfies the recommended system requirements.

Installing SharePoint Manager Plus as an application

- Download the executable file here.
- Check the system requirements before the installation.

After the download is complete, the InstallShield Wizard will show up. Follow the steps below to complete the installation:

1. Choose the setup language and click **Next.**
2. Accept the license agreement and click **Next.**
3. Change the default installation path if necessary by clicking the **Browse** button. Click **Next** to continue.
4. Change the default 8085 port if necessary and click **Next**.
5. If necessary, register for technical support by filling your details and click **Next.**
6. Review the settings for installation and click **Next**.
7. Click **Finish** to complete installation.

Installing SharePoint Manager Plus as a Windows service

To install SharePoint Manager Plus as a Windows service, follow the steps below after installation:

1. Go to **Start > All apps > ManageEngine SharePoint Manager Plus.**
2. Select **NT Service.**
3. Select **Install SharePoint Manager Plus Service.**

When SharePoint Manager Plus is installed as service, the program starts and runs with the privileges of the system account.

Starting SharePoint Manager Plus using a different logon user

Follow the steps below to start SharePoint Manager Plus as a Windows service using a different logon user.

1. Stop SharePoint Manager Plus if it is running.
2. Open **services.msc.**
3. Right-click **SharePoint Manager Plus** and select **Properties.**
4. Under the **Log On** tab, select the **This Account** radio button and enter the appropriate credentials.
5. Click **OK.**

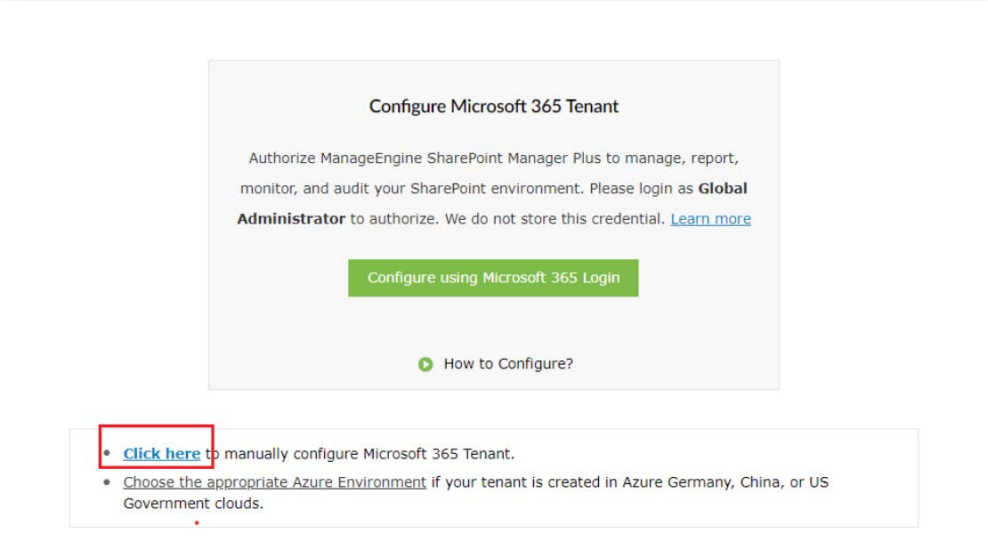
Setting up SharePoint Manager Plus

Adding a Microsoft 365 Tenant

1. Navigate to the **Admin** tab **> Microsoft 365.**
2. Click **Configure using Microsoft 365 Login.**
3. SharePoint Manager Plus will verify whether the Microsoft Graph API is accessible and redirect to the Microsoft login page.
4. Log in with your Global Admin account credentials.
5. Click **Accept** to provide our Azure application access to your directory.
6. Please wait while SharePoint Manager Plus creates the following:
   - An Azure application with the necessary API permissions.
   - A secret key and a certificate that needs to be imported in the application.
   - A service account with the Exchange administrator and SharePoint administrator roles.
7. Then, SharePoint Manager Plus will redirect to the Microsoft admin consent page. Please click **Accept** to provide admin consent for the API permissions required by the created application.
8. Please wait for SharePoint Manager Plus to add the Microsoft 365 tenant.

Adding a Microsoft 365 Tenant manually

To add a new Microsoft 365 tenant to SharePoint Manager Plus, you will need the admin tenant URL. Using any other URL than the tenant URL will result in a connectivity error. An ideal tenant URL will look like *https://<TenantName>-admin.sharepoint.com*. Click here to see how to find Tenant URL.



1. Navigate to the **Admin** tab and click **Microsoft 365.**
2. Click the *manually configure Microsoft 365 Tenant* link.
3. Provide the Admin Tenant URL.
4. Specify the Microsoft 365 admin user credentials.
5. Click **Save.**

Note: At any point, you can add additional farm servers by navigating to the **Admin** tab **> Configuration > Farm Server > Add Farm Server.** For adding a Microsoft 365 server, navigate to the **Admin** tab > **Configuration > Microsoft 365 > Add Microsoft 365.**

Mandatory permissions required to add a new Office 365 server

To add a Microsoft 365 server to SharePoint Manager Plus, a user must have the following:

- Global Administrator permissions for the tenant environment.
- Site Collection Administrator permissions for all the site collections.

or

- Sharepoint Administrator permissions.
- Exchange Administrator permissions for the tenant.
- Site Collection Administrator permissions for all the site collections.

or

- Sharepoint Administrator permissions from the M365 admin center.
- Audit Logs and View-Only Audit Logs roles from the Exchange admin portal.
- Site Collection Administrator permissions for all the site collections.

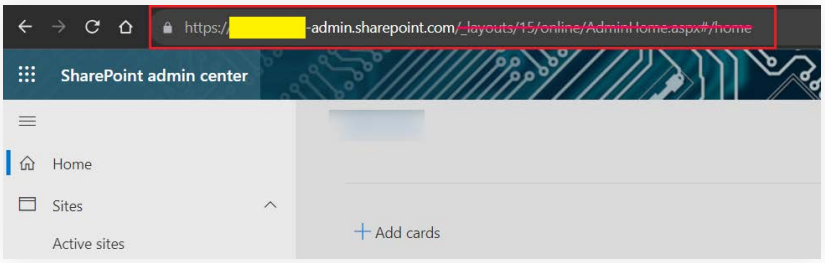
How to assign the Global Administrator role

1. Sign in to Microsoft 365.
2. Go to the Microsoft 365 admin center page.
3. Go to **Users > Active Users.**
4. On the *Active Users* page, select the user who needs to be assigned the Global Administrator role, and click **Edit.**
5. Click **Settings**. Under *Assign role*, select **Yes**. In the drop-down menu that appears, select the **Global Administrator** option and then save the setting.

How to find the tenant URL?

Go to Microsoft 365 admin center, Select **SharePoint** under Admin center in the left navigation pane. Click on **Show all** in case SharePoint is not shown in the left Navigation pane.

From the SharePoint admin center page, get the URL from the address bar of the web browser which would typically look like *https://<TenantName>-admin.sharepoint.com/_layouts/15/online/AdminHome.aspx#/home*



Delete everything after '.com ' in the URL to get the tenant URL. So for the above example, the tenant URL will look like: *https://<Tenant Name>-admin.sharepoint.com.*

Adding an on-premises farm server

Pre-requisites

Before adding the on-premises farm server, perform the below steps on the SharePoint machine.

- Enable PowerShell remoting and the required GPO settings as described in this document.
- Check if the SharePoint server can be reached using PowerShell from the machine where SharePoint Manager Plus is installed.

Farm admin privileges

The user account used for configuring the on-premises farm server must have the below mentioned privileges.

- The user should be a member of the built-in administrator group of the remote machine.
- The user should be a member of the *Farm administrators group*. Open **Central Web Administration** and add the user to the group if it was not added previously.
- The user should have the *SQL Server SharePoint_Shell_Access* database role to access all SharePoint databases, including the Configuration database and all content databases.
- The user should have full control over all the web applications.
- The user account should have administrator access over all site collections in order to fetch in depth reports about site collections.

Adding the server

In the *Add On-Premise Farm* dialog box:

- Provide the **Fully Qualified Domain Name** of the server that is to be added (preferably any one of the Web Front End (WFE) servers or the server machine where Central Web Administration is available).
- Specify the farm admin credentials to add the farm server for monitoring.

Backup repository configuration

For SharePoint backup, SharePoint Manager Plus allows administrators to choose the repository where the backed up SharePoint files are to be saved.

To add, edit, or delete repositories, navigate to the **Backup** tab and select **Repository** from the left panel. A list of already-added repositories, if any, will appear on screen.

To add a new repository:

- Click **Add Repository** on the top-right corner of the page.
- In the pop-up box that appears, enter a name for the repository and its path.
- To authenticate using separate credentials for the network share, select the **Authentication** check box and enter the appropriate username and password.
- Click **Add.**

Sync configuration

SharePoint Manager Plus automates data synchronization. By default, the solution initiates the synchronization process every day at 2am to be in sync with the data available on SharePoint.

You can also change this default timing. To change the synchronization time, navigate to the **Admin** tab **> Sync Configuration**. Click the **Change** link under the required sync setting.

At any point, you can sync the data immediately by clicking the **Sync Now** button.

Mail server configuration

You can configure the mail server to send notifications to keep you updated, like when a scheduled report or migration task gets completed or to get an alert that deserves your attention, and more.

Follow these steps to configure the mail server.

- Navigate to the **Admin** tab **> General Settings > Server Settings > Email Server.**
- Specify the name of the outgoing email server.
- Enter the mail port number.
- Select the way of communication and authentication type. To ensure secured communication, select the **TLS** option.
- Specify the email address from which you need to send the email notifications, and click the **Send Test Mail** button to verify the correctness of the mail server settings and validity of the email addresses.
- Click **Save Settings.**

Enabling SSL

Follow these steps to enable the SSL certificate in SharePoint Manager Plus.

1. Navigate to the **Admin** tab **> General Settings > Connection.**
2. Under *Connection Type*, check the **Enable SSL Port (HTTPS)** check box.
3. Click **Save.**

Enabling multi-factor authentication

To strengthen user logon security, SharePoint Manager Plus supports multi-factor authentication. Once enabled, SharePoint Manager Plus will require users to authenticate using one of the authentication mechanisms mentioned below.

- Email Verification
- SMS Verification
- Google Authenticator
- RSA SecurID
- Duo Security
- RADIUS Authentication
- Backup Verification Codes

Setting up multi-factor authentication

- Log in to SharePoint Manager Plus as an administrator.
- Navigate to the **Delegation** tab **> Configuration > Logon Settings.**
- Click the **Setup MFA** tab.
- Toggle the **Multi-factor Authentication** switch to the on position.
- Select the authentication methods of your choice from the list provided.
- Click **Save Settings.**

Auto backup

SharePoint Manager Plus allows you to automate database backup by creating schedules. The backed up database can later be restored.

Creating database backup schedules

To create a database backup schedule, navigate to the **Admin** tab **> Custom Settings > Database Settings.**

- In the *Database Backup* tab, select the **Enable Backup Schedule** check box.
- In the *Schedule type* field, select the frequency for performing backups.
  Daily: Backup will be performed everyday. You can specify the time at which the backup needs to be initiated.
  Weekly: Backup will be performed once every week. You can specify the day and time at which the backup needs to be initiated.
  Monthly: Backup will be performed once every month. You can specify the date and time at which the backup needs to be initiated.
  Custom: This gives you the option to set a custom frequency for database backup.
- In the *Backup Database Path* field, enter the location path where the database backup needs to be stored.
- To back up immediately, click the **Backup Now** button at the bottom.
- Click **Save.**

Auto-install hotfixes

Configure automatic hotfix updates and fix critical vulnerabilities instantaneously. Navigate to the **Admin** tab **> General Settings > Security and Privacy.** Enable the check box under the Auto-Install Hotfixes section.

SharePoint Manager Plus will check for hotfix updates at 11pm every day. Ensure that *creator.zoho.com* is allowlisted in your environment to auto-install hotfix updates.

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SharePoint Manager Plus

SharePoint Manager Plus helps report, audit, manage, monitor, and migrate on-premises and Microsoft 365 SharePoint environments. SharePoint Manager Plus lets you seamlessly manage SharePoint servers, track permission changes, meet compliance requirements and more via a centralized console. It also provides usage analytics with insights on user behavior and security threat detection using a real-time alert system. For more information about SharePoint Manager Plus, visit manageengine.com/sharepoint-management-reporting/.

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