



# **Item Audit Log 2.0**

---

## **User Guide**

## **Copyright**

Copyright ©2008-2013 BoostSolutions Co., Ltd. All rights reserved.

All materials contained in this publication are protected by Copyright Law and no part of this publication may be reproduced, modified, displayed, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording or otherwise, without the prior written consent of BoostSolutions.

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

## Content

1.	Introduction.....	3
2.	Installation.....	4
2.1	Product Files.....	4
2.2	Software Requirements .....	5
2.3	Installation .....	5
2.4	Upgrade .....	7
2.5	Uninstallation.....	7
2.6	Command_Line Installation.....	7
2.7	Feature Activation.....	9
3.	How to use Item Audit Log .....	11
3.1	View list or library audit log.....	11
3.2	View item or document audit log.....	12
3.3	Filter audit log .....	13
3.4	Export audit logs as CSV .....	15
4.	Technical Limitations .....	16
5.	Troubleshooting & Support.....	17
	Appendix A: License Management.....	18

## 1. Introduction

Item Audit Log provides the users capabilities to view audit logs on item or list level. Even better, users can filter the events on the specified date or by event type.

This user guide will guide you to install and configure Item Audit Log on your SharePoint.

For latest version of this copy or other user guides, please visit our document center:

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

## 2. Installation

### 2.1 Product Files

After you download and unzip the Item Audit Log 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.
Item Audit Log_User Guide.pdf	User guide for Item Audit Log in PDF format.
Library\2.0\Setup.exe	The product installer for .Net Framework 2.0.
Library\2.0\Setup.exe.config	A file containing the configuration information for the installer.
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.
Solutions\Foundation\ BoostSolutions.FoundationSetup12.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2007 or WSS 3.0.
Solutions\Foundation\ BoostSolutions.FoundationSetup14.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2010 or SharePoint Foundation 2010.
Solutions\Foundation\ BoostSolutions.FoundationSetup15.1.wsp	A SharePoint solution package containing Foundation files and resources for SharePoint 2013 or SharePoint Foundation 2013.
Solutions\Foundation\Install.config	A file containing the configuration information for the installer.
Solutions\Classifier.ItemAuditLog\ BoostSolutions.ItemAuditLog14.2.wsp	A SharePoint solution package containing product fundamental files and resources for SharePoint 2010 or SharePoint Foundation 2010.
Solutions\Classifier.ItemAuditLog\ BoostSolutions.ItemAuditLog15.2.wsp	A SharePoint solution package containing product fundamental files and resources for

	SharePoint 2013 or SharePoint Foundation 2013.
Solutions\Classifier.ItemAuditLog\Install.config	A file containing the configuration information for the installer.

## 2.2 Software Requirements

Before you install Item Audit Log, ensure your system meets the following requirements:

### SharePoint 2010

Operating System	Microsoft Windows Server 2008 x64 Microsoft Windows Server 2008 R2
Server	Microsoft SharePoint Foundation 2010 or Microsoft SharePoint Server 2010 Microsoft .NET Framework 3.5
Browser	Microsoft Internet Explorer 8 or above Mozilla Firefox Google Chrome

### SharePoint 2013

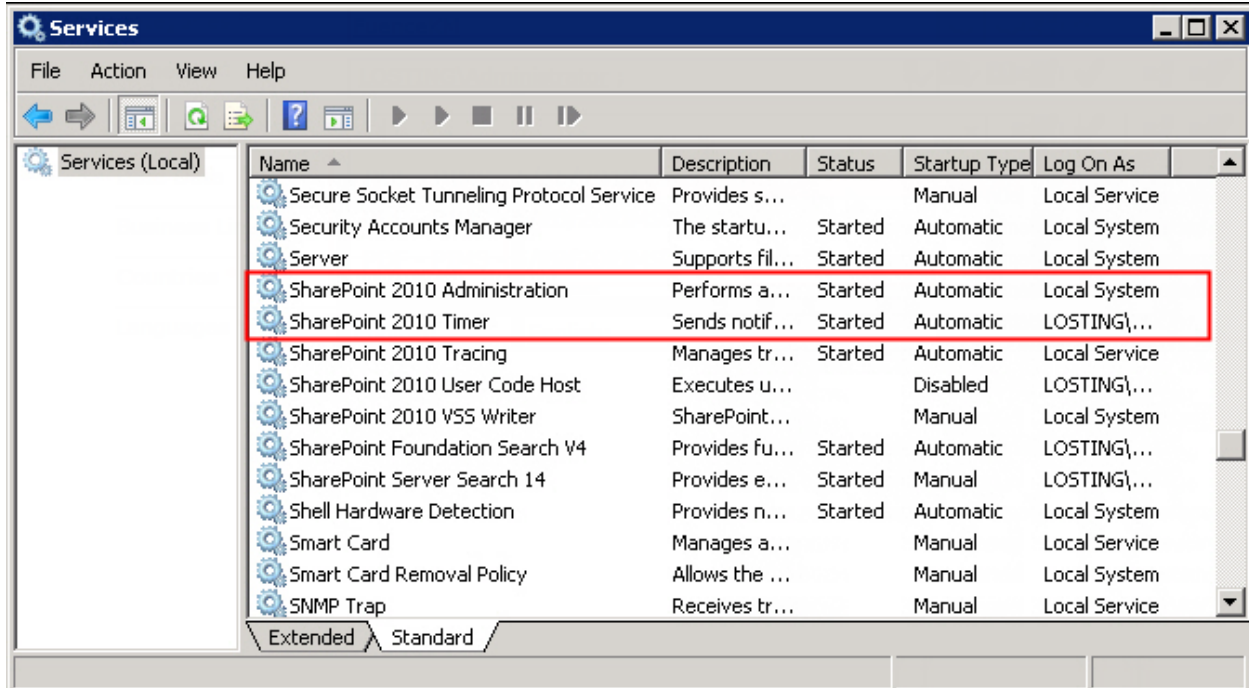
Operating System	Microsoft Windows Server 2012 Standard or Datacenter X64 Microsoft Windows Server 2008 R2 SP1
Server	Microsoft SharePoint Foundation 2013 or Microsoft SharePoint Server 2013 Microsoft .NET Framework 4.5
Browser	Microsoft Internet Explorer 8 or above Mozilla Firefox Google Chrome

## 2.3 Installation

Follow these steps to install Item Audit Log 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**.



Item Audit Log 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 Item Audit Log on SharePoint server.

1. Download the zip file (\*.zip) of the product of your choice from the BoostSolutions website, then extract the file.
2. 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.

3. 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**.
4. Review and accept the End-User License Agreement and click **Next**.
5. 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.

6. Upon completion of the installation, details are displayed showing which web applications your product has been installed to.
7. Click **Close** to finish the installation.

## 2.4 Upgrade

Download the latest version of our product and run the **Setup.exe** file.

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

Note: if you have installed Classifier 1.0 on your SharePoint servers, to upgrade to Item Audit Log 2.0 or above, you need to:

Download the new version of Classifier (2.0 or above), and upgrade the product.

Or,

Remove Classifier 1.0 from your SharePoint servers, and install Item Audit Log 2.0 or above.

## 2.5 Uninstallation

If you want to uninstall the product, 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 Item Audit Log in **SharePoint 2010** by 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 Item Audit Log to SharePoint servers.**

If you have installed BoostSolutions products before, please skip the steps of Foundation installation.



1. Extract the files from the product zip pack to a folder on one SharePoint server.
2. Open a command prompt and make sure your path is set with the SharePoint bin directory.

- **SharePoint 2010**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\14\BIN

- **SharePoint 2013**

C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\15\BIN

3. Add the solution files to SharePoint in the STSADM command line tool.

```
stsadm -o addsolution -filename BoostSolutions.FoundationSetup14.1.wsp
stsadm -o addsolution -filename BoostSolutions.ItemAuditLog14.2.wsp
```

4. Deploy the added solution with the following command:

```
stsadm -o deploysolution -name BoostSolutions.FoundationSetup14.1.wsp -allowgacdeployment
-url [virtual server url] -immediate
stsadm -o deploysolution -name BoostSolutions.ItemAuditLog14.2.wsp -allowgacdeployment -url
[virtual server url] -immediate
```

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

```
stsadm -o displaysolution -name BoostSolutions.FoundationSetup14.1.wsp
stsadm -o displaysolution -name BoostSolutions.ItemAuditLog14.2.wsp
```

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

6. In the STSADM tool, activate the features.

```
stsadm -o activatefeature -name SharepointBoost.ListManagement.Audit -url [site collection
url] -force
```

### **To remove Item Audit Log from SharePoint servers.**

1. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.ItemAuditLog14.2.wsp -immediate -url [virtual
server url]
```

2. 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.ItemAuditLog14.2.wsp
```

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

3. Remove the solution from the SharePoint solutions storage:

```
stsadm -o deletesolution -name BoostSolutions.ItemAuditLog14.2.wsp
```

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

The BoostSolutions Foundation is mainly 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, please do not remove Foundation from the servers.

1. Removal is initiated with the following command:

```
stsadm -o retractsolution -name BoostSolutions.FoundationSetup14.1.wsp -immediate -url  
[virtual server url]
```

2. 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.FoundationSetup14.1.wsp
```

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

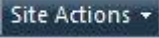
3. Remove the solution from the SharePoint solutions storage:

```
stsadm -o deletesolution -name BoostSolutions.FoundationSetup14.1.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.

To activate product feature, you must be a site collection administrator.

1. On the Site Actions menu  click **Site Settings**.
2. Under **Site Collection Administration** click **Site collection features**.
3. Find the application feature and click **Activate**. After a feature is activated, the Status column lists the feature as **Active**.



**Item Audit Log 2.2.515.0**

Audit and display detailed access history for SharePoint documents and list items.  
(Powered by BoostSolutions)

Deactivate

Active

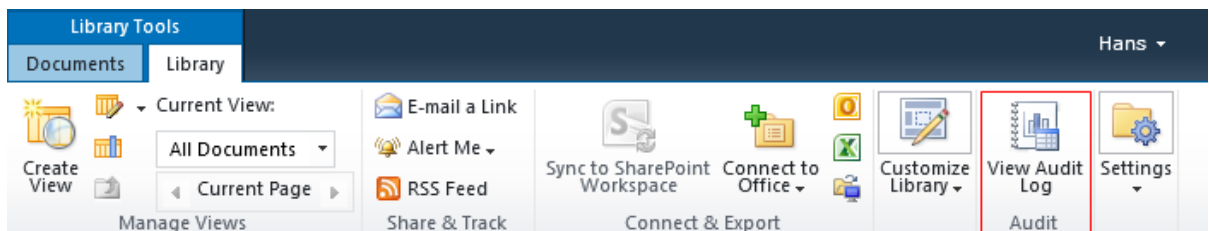
### 3. How to use Item Audit Log

The Item Audit Log is based on the SharePoint audit feature, make sure the audit settings is enabled and configured in site.

<p><b>Audit Log Trimming</b></p> <p>Specify whether the audit log for this site should be automatically trimmed and optionally store all of the current audit data in a document library. The schedule for audit log trimming is configured by your server administrator. <a href="#">Learn more about audit log trimming.</a></p>	<p>Automatically trim the audit log for this site?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Optionally, specify the number of days of audit log data to retain:</p> <input type="text"/> <p>Optionally, specify a location to store audit reports before trimming the audit log:</p> <input type="text"/> <input type="button" value="Browse..."/>
<p><b>Documents and Items</b></p> <p>Specify the events that should be audited for documents and items within this site collection.</p>	<p>Specify the events to audit:</p> <p><input checked="" type="checkbox"/> Opening or downloading documents, viewing items in lists, or viewing item properties</p> <p><input checked="" type="checkbox"/> Editing items</p> <p><input checked="" type="checkbox"/> Checking out or checking in items</p> <p><input checked="" type="checkbox"/> Moving or copying items to another location in the site</p> <p><input checked="" type="checkbox"/> Deleting or restoring items</p>
<p><b>Lists, Libraries, and Sites</b></p> <p>Specify the events that should be audited for lists, libraries, and sites within this site collection.</p>	<p>Specify the events to audit:</p> <p><input checked="" type="checkbox"/> Editing content types and columns</p> <p><input checked="" type="checkbox"/> Searching site content</p> <p><input checked="" type="checkbox"/> Editing users and permissions</p>

#### 3.1 View list or library audit log

1. Enter the list or library which you want to view the audit logs for.
2. Find **View Audit Log** under **List** or **Library** tab.



3. Click **View Audit Log** button. An audit log window will open as follows:

View Audit Log

Date:  To  User:  Event (All)

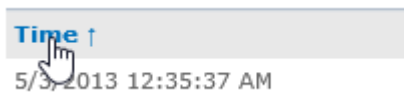
Filter Reset Export as CSV

Time ↓	Event	Document's path	User
5/15/2013 8:22:33 AM	View	Shared Documents/Forms/AllItems.aspx	System Account
5/15/2013 8:21:59 AM	View	Shared Documents/Forms	System Account
5/15/2013 8:21:59 AM	View	Shared Documents/Forms/AllItems.aspx	System Account
5/15/2013 8:15:07 AM	View	Shared Documents/Forms	System Account
5/15/2013 8:15:07 AM	View	Shared Documents/Forms/AllItems.aspx	System Account
5/15/2013 7:51:49 AM	View	Shared Documents/Forms	System Account
5/15/2013 7:51:49 AM	View	Shared Documents/Forms/AllItems.aspx	System Account
5/15/2013 7:25:32 AM	View	Shared Documents/Forms	Hans
5/15/2013 7:25:32 AM	View	Shared Documents/Forms/SharePointBoostD...	Hans
5/15/2013 7:25:32 AM	Update	Shared Documents/Forms/SharePointBoostD...	Hans
5/15/2013 6:25:34 AM	View	Shared Documents/Forms	Hans
5/15/2013 6:25:34 AM	View	Shared Documents/Forms/SharePointBoostD...	Hans
5/15/2013 6:25:34 AM	Update	Shared Documents/Forms/SharePointBoostD...	Hans
5/15/2013 5:25:34 AM	Update	Shared Documents/Forms/SharePointBoostD...	Hans
5/15/2013 5:25:34 AM	View	Shared Documents/Forms	Hans
5/15/2013 5:25:34 AM	View	Shared Documents/Forms/SharePointBoostD...	Hans
5/15/2013 4:25:35 AM	Update	Shared Documents/Forms/SharePointBoostD...	Hans
5/15/2013 4:25:34 AM	View	Shared Documents/Forms	Hans
5/15/2013 4:25:34 AM	View	Shared Documents/Forms/SharePointBoostD...	Hans
5/15/2013 3:25:34 AM	View	Shared Documents/Forms	Hans

Total: 1237 41-60

**Note:** To view list or library audit logs, you must have **Manage List** permission.

- To sort the events based on the occurred time, click header of Time column.

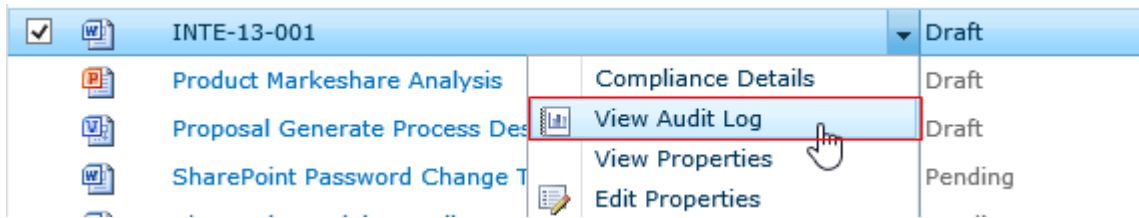


## 3.2 View item or document audit log

- Enter the list or library and select an item or document which you want to view audit logs for.
- Find **View Audit Log** under **Items** or **Documents** tab.



You can also find **View Audit Log** in the context menu.



- Click **View Audit Log** button. An audit log window will open as follows:

The 'View Audit Log' window displays a table of audit events. The table has columns for Time, Event, Document's path, and User. The events listed are:

Time ↓	Event	Document's path	User
5/15/2013 9:42:24 AM	Check In	Shared Documents/DOCS/AD Information Sync...	Henry
5/15/2013 9:42:16 AM	Update	Shared Documents/DOCS/AD Information Sync...	Henry
5/15/2013 9:42:02 AM	Check Out	Shared Documents/DOCS/AD Information Sync...	Henry
5/15/2013 9:39:40 AM	SecRoleBindUpdate	Shared Documents/DOCS/AD Information Sync...	Hans
5/15/2013 9:38:30 AM	Update	Shared Documents/DOCS/AD Information Sync...	Hans
5/15/2013 9:36:29 AM	Check In	Shared Documents/DOCS/AD Information Sync...	Hans
5/15/2013 9:36:15 AM	Check Out	Shared Documents/DOCS/AD Information Sync...	Hans
5/9/2013 6:57:38 AM	Update	Shared Documents/DOCS/AD Information Sync...	System Account
5/9/2013 6:57:37 AM	Update	Shared Documents/DOCS/AD Information Sync...	System Account
5/9/2013 6:57:37 AM	SecRoleBindBreakInh...	Shared Documents/DOCS/AD Information Sync...	System Account
5/9/2013 6:57:37 AM	SecRoleBindUpdate	Shared Documents/DOCS/AD Information Sync...	System Account
5/9/2013 6:57:36 AM	Update	Shared Documents/DOCS/AD Information Sync...	System Account

At the bottom of the window, it shows 'Total: 12' and '1-12'.

**Note:** To view item or document audit logs, you must have **Manage List** permission.

### 3.3 Filter audit log

Item Audit Log enables users to locate audit data by filtering. You can filter details by date, user and event type.

- Filter by date**

To filter logs by date, select the start date and end date from the date picker, then click **Filter** button.

Date:  To  User:  Event:

Time ↓	Event	Document's path	User
5/15/2013 9:42:24 AM	Check In	Shared Documents/DOCS/AD Information Syn...	Henry
5/15/2013 9:42:16 AM	Update	Shared Documents/DOCS/AD Information Syn...	Henry
5/15/2013 9:42:02 AM	Check Out	Shared Documents/DOCS/AD Information Syn...	Henry
5/15/2013 9:39:40 AM	SecRoleBindUpdate	Shared Documents/DOCS/AD Information Syn...	Hans
5/15/2013 9:38:30 AM	Update	Shared Documents/DOCS/AD Information Syn...	Hans
5/15/2013 9:36:29 AM	Check In	Shared Documents/DOCS/AD Information Syn...	Hans
5/15/2013 9:36:15 AM	Check Out	Shared Documents/DOCS/AD Information Syn...	Hans

- **Filter by user**

To filter logs by user, type the user name in the **User** box, then click **Filter** button.

Date:  To  User:  Event:

Time ↓	Event	Document's path	User
5/15/2013 9:42:24 AM	Check In	Shared Documents/DOCS/AD Information Syn...	Henry
5/15/2013 9:42:16 AM	Update	Shared Documents/DOCS/AD Information Syn...	Henry
5/15/2013 9:42:02 AM	Check Out	Shared Documents/DOCS/AD Information Syn...	Henry

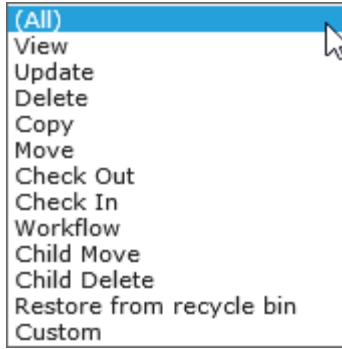
- **Filter by event type**

To filter logs by event type, select one type from the **Event** drop-down list, then click **Filter** button.

Date:  To  User:  Event:

Time ↓	Event	Document's path	User
5/15/2013 9:42:24 AM	Check In	Shared Documents/DOCS/AD Information Syn...	Henry
5/15/2013 9:36:29 AM	Check In	Shared Documents/DOCS/AD Information Syn...	Hans

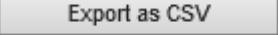
Following event types can be used to filter: View, Update, Delete, Copy, Move, Check Out, Check In, Workflow, Child Move, Child Delete, Restore from recycle bin and custom.



To clear the filters, click **Reset** button.

### 3.4 Export audit logs as CSV

Item Audit Log allows users to export the audit data to a .csv file, so that you can analysis the events further.

1. To export the audit, click the **Export as CSV**  button.
2. Then, specify the location to save the CSV file.



## 4. Technical Limitations

There are some technical limitations with Item Audit Log.

- Item Audit Log does not work on Microsoft SharePoint Foundation 2010

## 5. Troubleshooting & Support

### **Troubleshooting FAQ:**

<http://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)

### **Live chat:**

<http://www.boostsolutions.com/support/chat/livezilla.php?intgroup=U3VwcG9ydA==&reset=true>

## Appendix A: License Management

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

To use the product after expiration, you will need to purchase a license and register the product.

### Finding License Information

1. Navigate to the **BoostSolutions Software Management** section in Central Administration. Then, click **License Management Center** link.
2. 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 to get license.

**Choose a license type**

Server License  
Server Code: e4c9171bd1aa49cea8903e0a7e0e812643f8360be  
a74459ca3bf6b2e0240f194

Farm License  
Farm ID: {e4c9171b-d1aa-49ce-a890-3e0a7e0e8126}  
Number of Users: 24 user(s)

Site Collection License  
Site Collection ID: 1316fb72-1436-41cf-949d-56ca6020320e Change  
Site Collection: <http://pro-mac>

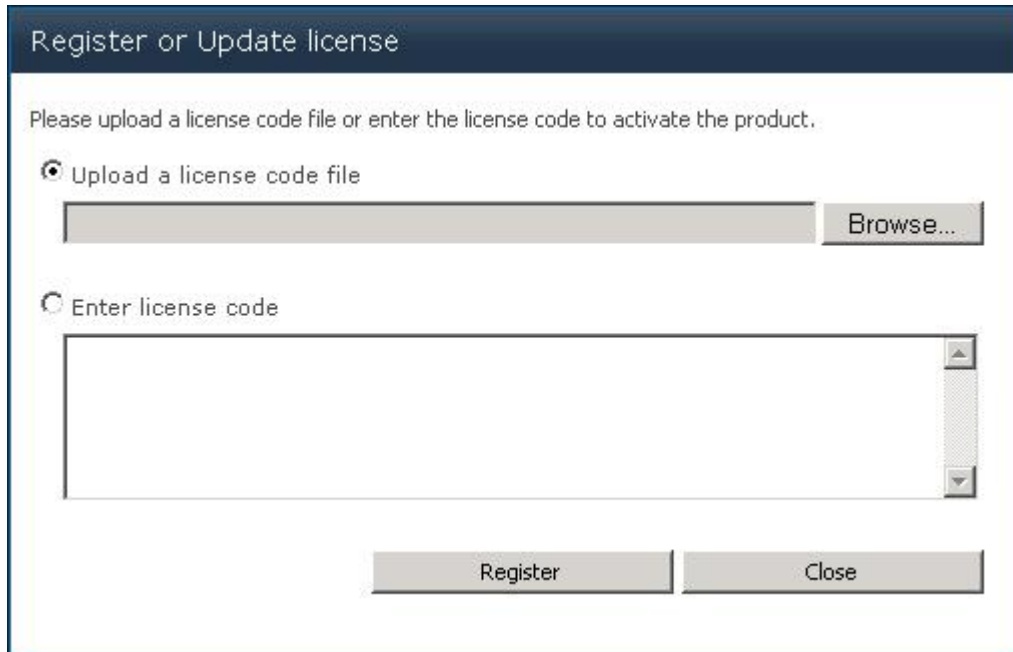
Download Close

In order for BoostSolutions to create a license for you, you need to 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.

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

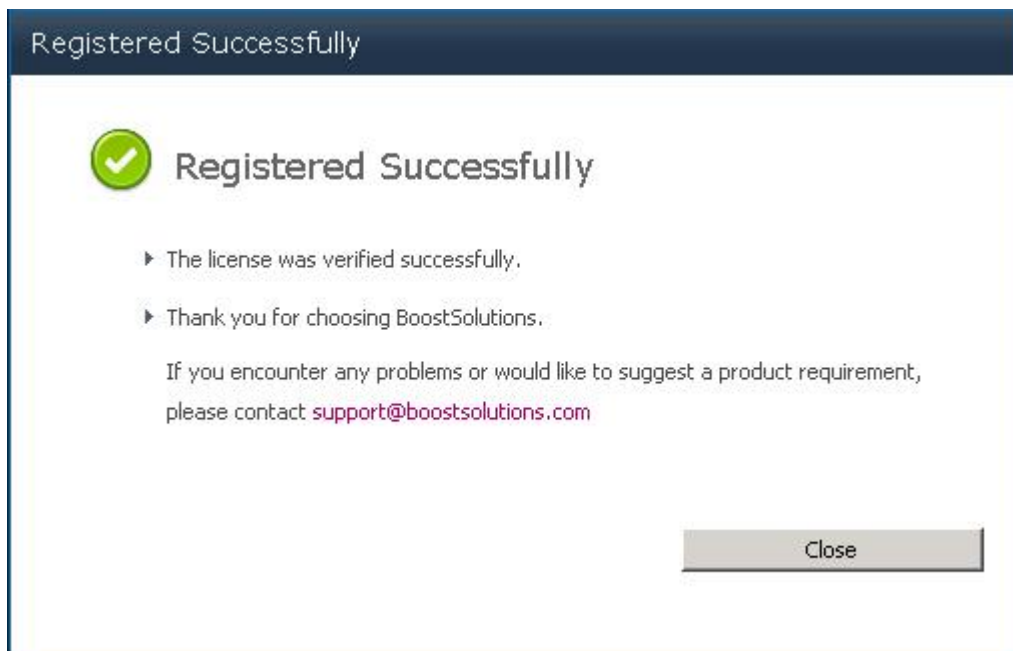
## License Registration

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



The screenshot shows a dialog box titled "Register or Update license". The main text reads: "Please upload a license code file or enter the license code to activate the product." There are two radio button options: "Upload a license code file" (which is selected) and "Enter license code". Under the first option, there is a text input field and a "Browse..." button. Under the second option, there is a larger text input field. At the bottom of the dialog, there are two buttons: "Register" and "Close".

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



The screenshot shows a dialog box titled "Registered Successfully". It features a green checkmark icon in a circle. The main text reads: "Registered Successfully". Below this, there are two bullet points: "▶ The license was verified successfully." and "▶ Thank you for choosing BoostSolutions." At the bottom, there is a line of text: "If you encounter any problems or would like to suggest a product requirement, please contact [support@boostsolutions.com](mailto:support@boostsolutions.com)". At the bottom right, there is a "Close" button.

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