

KWizCom Corporation

SharePoint Find & Replace

User Guide

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CONTENTS

Contents	3
introduction	4
General	4
Product Overview	5
Key Features	5
Installation	6
Software Requirements	6
Server Requirements	6
Client Requirements	6
Installation Procedure	6
User Guide	7
Before you start working with the tool	7
Working with the SharePoint Find & Replace tool	7
“Welcome” tab	7
“TOKENS” tab.....	8
“SITES” tab.....	10
“OPTIONS” tab.....	11
“PROGRESS” tab	14

INTRODUCTION

GENERAL

This document provides all the information needed to install, evaluate and deploy this KWizCom product:

- Product Overview
- Installation Guide
- User Guide

PRODUCT OVERVIEW

SharePoint Find & Replace is a client-tool that finds and replaces hard-coded strings. This client-tool supports both SharePoint 2013/2016 server, as well as SharePoint online (O365). KWizCom's SharePoint Find & Replace will scan your SharePoint farm and will replace the existing strings with an updated string of your choosing. The tool includes a “Scan only” mode as well as a detailed log – both enable the admin to stay in control and easily monitor all string replacements.

KEY FEATURES

Feature	Std. edition	Pro. edition	Ent. edition
# users that can run the tool	1 user	1 domain login (unlimited users)	1 domain login (unlimited users)
Max #sources (site collections) that can be searched in a single execution	2	Unlimited	Unlimited
Max # sub-sites per source	50	500	Unlimited
Max # lists/libraries per-site	30	Unlimited	Unlimited
Max # items per-list	5000	Unlimited	Unlimited
Import/export list of tokens from CSV file	√	√	√
Search in list items, document properties, web part properties, master pages, layouts and web part pages	√	√	√
Detailed logging	√	√	√
Search in text & Office documents			√
Search or skip specified lists/libraries			√
Client tool, no need to install anything on your SP farm		√	√
Automatic tool upgrade: When a new version is released, it is automatically deployed when you run the tool.		√	√

INSTALLATION

SOFTWARE REQUIREMENTS

SERVER REQUIREMENTS

- SharePoint 2013/2016
- SharePoint online (Office 365)

CLIENT REQUIREMENTS

- Windows 7+
- Microsoft Internet Explorer 9+, Mozilla Firefox (Latest version), Google Chrome (Latest version).

INSTALLATION PROCEDURE

To download and install this client-tool please follow these steps:

1. On your Windows desktop, browse the following tool installation url:
<https://apps.kwizcom.com/Products/SharePointFindReplace/Installer/>
2. Click the “Install” button and follow instructions.

USER GUIDE

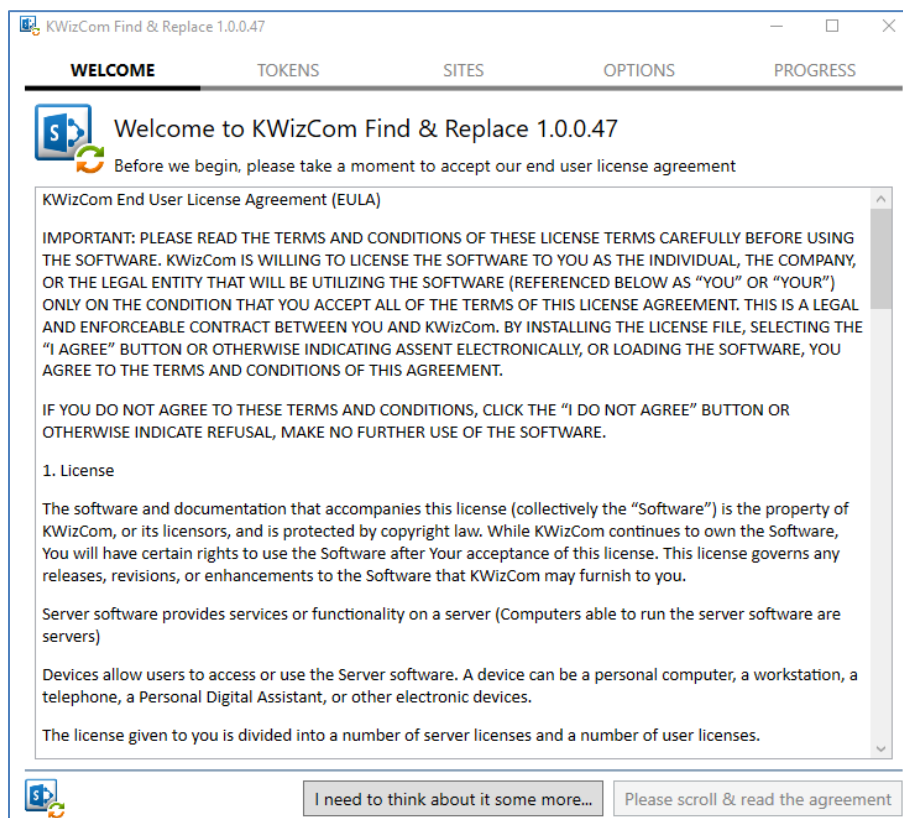
BEFORE YOU START WORKING WITH THE TOOL

The SharePoint Find & Replace tool runs under the user credentials who runs the tool. This means that before you run the tool you need to make sure you have the required permissions to view/edit content in the sites that you want the tool to scan and fix.

WORKING WITH THE SHAREPOINT FIND & REPLACE TOOL

“WELCOME” TAB

Once you run the tool, you will see the following dialog, showing the “WELCOME” tab:

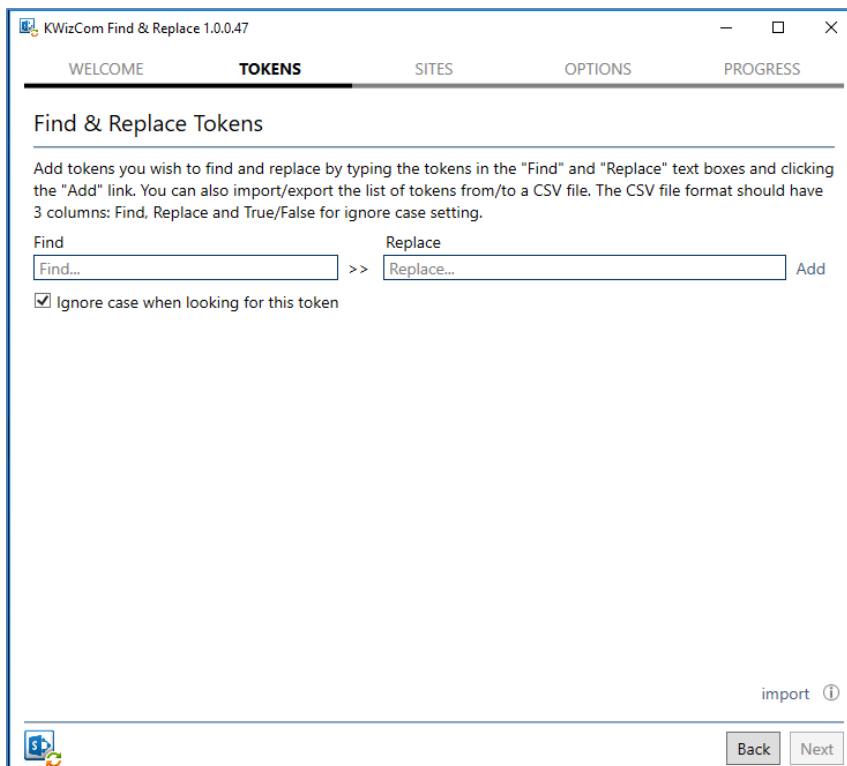


This UI leads you through 5 stages (tabs), each requires different input.

1st thing you need to do is scroll down while reviewing the EULA and then click the “I Agree!” button at the bottom-right side.

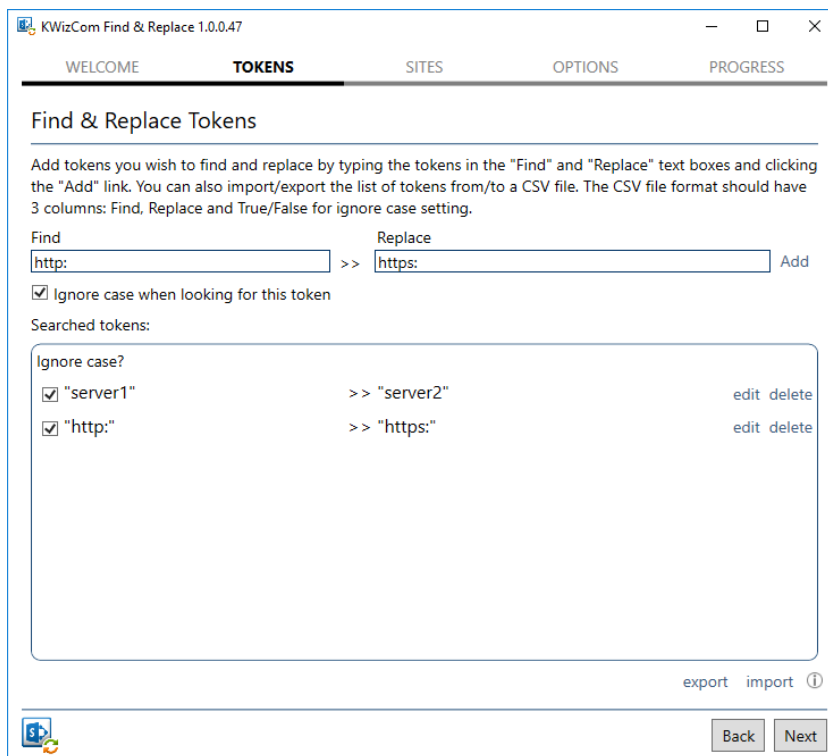
“TOKENS” TAB

In this tab you provide pairs of strings where each pair includes the string you wish to find, and the string that you want to replace it with:



After you typed the strings that you want to find and replace with, click the “Add” link which appears next to the “Replace” textbox.

In the following example we wish to find the string “server1” and replace it with “server2”, and also find the string “http:” and replace it with “https:”:



Additional options:

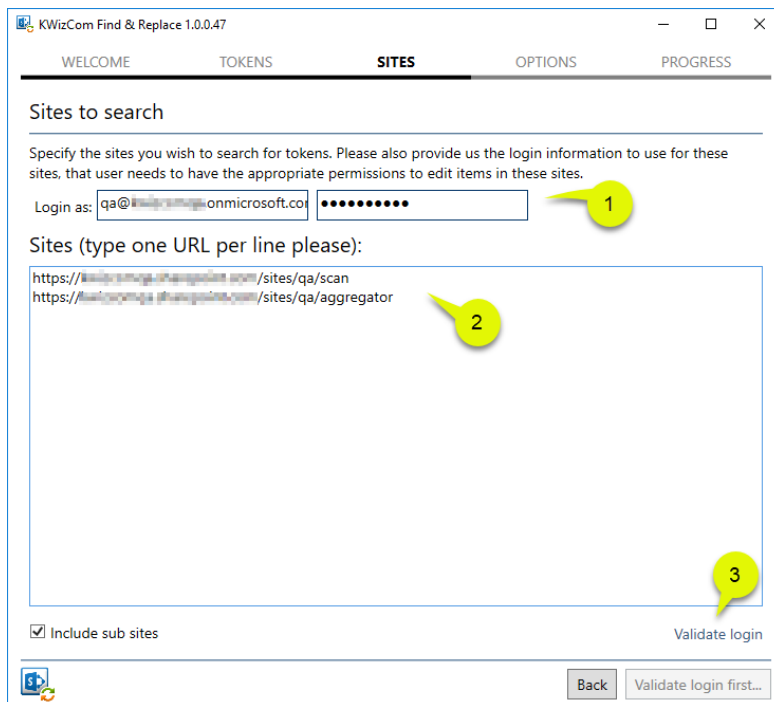
- Ignore case when looking for a token –
When typing the Find/Replace strings you can check the “Ignore case when looking for this token” checkbox, to ignore case while searching for that string, or uncheck it to have the search be case sensitive.
- Export/import -
These 2 links at the bottom of the page allow you to export/import list of configured Find/Replace pairs of strings to/from a CSV file.
In case you have a large list of strings that you need to find and replace, instead of typing them you can simply:
 - 1) have one pair of Find/Replace token manually added to this screen.
 - 2) click “export” link to create a CSV file. The CSV file will include just that one pair of strings.
 - 3) update that file with your find/replace pairs of strings.
 - 4) click “import” to import that CSV file’s content – you will see all the imported Find/Replace tokens.

When you’re done click “Next” button at the bottom-right side of the dialog.

“SITES” TAB

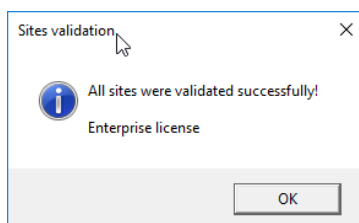
In this tab you specify which sites you wish to search for the defined tokens.

You also need to provide the login information that will be used to login to the searched sites.



So, what you need to do here is:

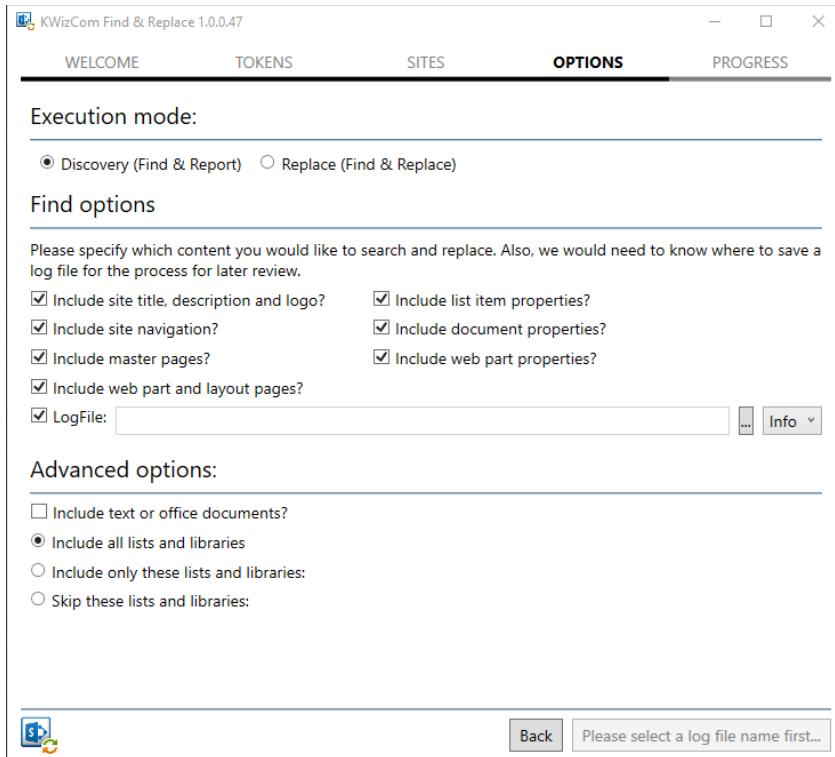
- (1) Provide login details (username and password). This login will be used to login to all searched sites.
- (2) Type the urls of all sites you wish to search. If you want also sub-sites to be search then check the “Include sub sites” checkbox.
- (3) Click “validate login” link. Once all sites are successfully validated using the provided login details, you will see the following confirmation message:



You can now go ahead and click the “Next” button at the bottom-right side of the dialog.

“OPTIONS” TAB

In this tab you configure various options of the Find & Replace operation.



Execution mode

Select between the 2 modes of operation:

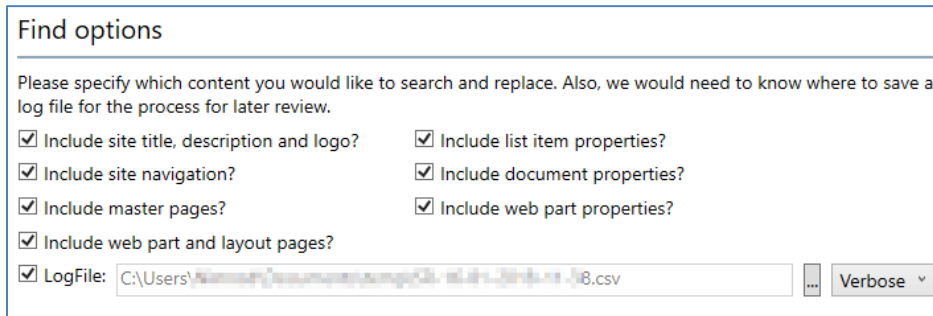
- Discovery -
In this mode the tool only searches for the defined tokens and produces a report. The tool doesn't replace any of the tokens.
- Replace -
In this mode the tool searches for the defined tokens and replaces them with their defined replacing tokens.

IMPORTANT:

It is recommended always to start with the Discovery mode and check the produced report before running the tool in Replace mode, to avoid unexpected string replacements.

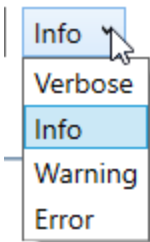
Find Options

This section includes several checkboxes which enable you to define in which exact types of content you wish to search for the defined tokens.



To define the log file where the Find/Replace report will be saved, make sure the “LogFile” checkbox is checked and also click the “...” button to create the log file.

You can also configure the required log level by choosing one of the options in the drop-down next to the Log File textbox:



Use “Info” (default) to get a report showing all found string locations and all replacements made. Other levels of logging show warnings and errors only, and “verbose” option is for kwizcom support debug purposes (In case there’s an issue that needs to be checked).

Advanced options

This section enables you to fine-tune your search with the following options:

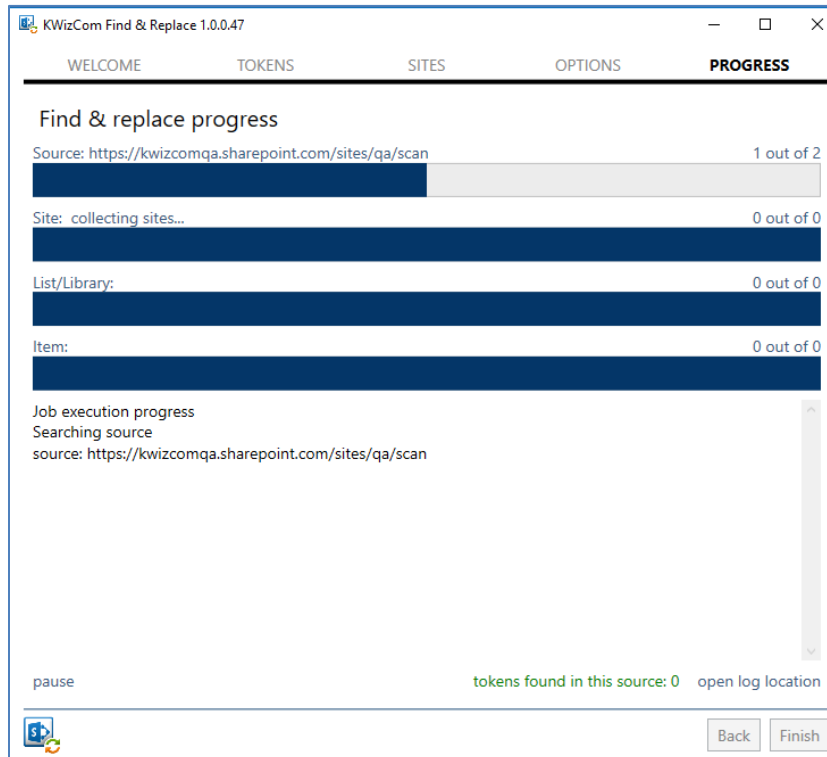
- Include text or office documents (ENT. edition) -
Check this property if you want the search operation to include text and/or MS office documents stored in SharePoint.
Once you check this property you’ll see a textbox where you can type the exact file extensions that you wish to search.
- Include all lists and libraries -
Check this option if you want to search all lists and libraries in SharePoint. This option of course will take the longest time, so if you don’t need this option you better choose one of the other options below.

- Include only these lists and libraries (ENT. edition) -
This option allows you to type the names of the lists/libraries that you wish to search. You can use asterisk (*) to define a name pattern that starts/end/contains a string.
- Skip these lists and libraries (ENT. edition) -
This option allows you to type the names of the lists/libraries that you wish to search. You can use asterisk (*) to define a name pattern that starts/end/contains a string.

To start the Find/Replace execution click “Run Discovery!” or “Run Replace!” button (depending on the selected execution mode), at the bottom-right side of the dialog.

“PROGRESS” TAB

When execution starts you will see the “PROGRESS” tab, showing you realtime progress:



Once execution terminates, click the “open log location” link, which will open a window showing the folder where the following log files are located:

- SR-[Date]-[Time].csv – Find/Replace execution log
- SR-[Date]-[Time]_config.csv – Find/Replace configuration