

KWizCom Corporation



SharePoint File Controller Feature

User Guide

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INTRODUCTION

GENERAL

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

- Introduction
- Installation Guide
- Administrator Guide
- User Guide
- FAQ

PRODUCT OVERVIEW

Gain control over your content!

KWizCom's SharePoint File Controller feature enables you to enforce file size limits and to define which file types are allowed for upload on a list/library level.

File Extensions Management Mode Choose the way you will define the supported file extensions: Define the allowed file extensions or define the ones that are not supported.	File extensions support mode <input checked="" type="radio"/> Define allowed file extensions <input type="radio"/> Define blocked file extensions
Define Extensions Write the requested file extension and click the 'Add' button to add it to the list.	Allowed/Blocked file extensions (To allow/block files with no extension, write 'noextension') <input type="text"/> <input type="button" value="Add Extension"/> You can add multiple file extensions, or delete a selected file extension. <div style="border: 1px solid black; padding: 5px; min-height: 150px;">docx pdf</div> <input type="button" value="Delete Selected Items"/>
File Size Limit Specify the max allowed size (MB) for files uploaded to this list/library. The defined file size limit must be smaller than the defined quota for the web application.	Maximum upload size 4 <input type="text"/> MB

WHY DID WE BUILD IT?

SharePoint enables defining max allowed upload file size and allowed file types only in a web application level. This means that SharePoint administrators cannot define and enforce a more flexible policy, which allows for different file types and sizes in different SharePoint implementations.

With the KWizCom's File Controller Feature, you can now fine tune file size and types rules for different scenarios, such as:

- For a media library, allow AVI, MP4 and WMV file types, file size smaller than 50 MB
- For a product design document all only .docx file types, file size smaller than 10 MB.

KEY FEATURES

Feature	KWizCom File Controller feature	SharePoint 2007	SharePoint 2010
Allow definition of max uploaded file size in a list/library level	√	In web application level only	In web application level only
Allow defining both allowed or blocked file types in a list/library level	√	Blocked types only	Blocked types only
Allow inheriting max file size and allowed file types from content types	√		

INSTALLATION GUIDE

SOFTWARE REQUIREMENTS

SERVER REQUIREMENTS

- SharePoint 2007 / WSS 3.0 or
- SharePoint Server/Foundation 2010/2013

CLIENT REQUIREMENTS

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

INSTALLATION PROCEDURE

SHAREPOINT 2007 SERVER

1. Log in using SharePoint administrator account to your SharePoint front-end server.
2. Download *KWizCom File Controller Feature* latest evaluation version from KWizCom's internet web site. This evaluation version is fully functional for 30 days. Further details about product activation can be found in the Administrator guide (next section).
3. Unzip the product's zip file on your SharePoint server.
4. Double-click the .msi file in order to begin the web installation.
5. When the installation process is complete it will recycle all application pools automatically.

SHAREPOINT 2010/2013

1. Log in as SharePoint administrator account to your SharePoint front-end server.
2. Browse the product's *Download* page on KWizCom's website and click the "Go" link under the "Install using our Web Installer" section.
This will start the KWizCom web installer.

Note: The KWizCom Web Installer will automatically offer you to upgrade other existing

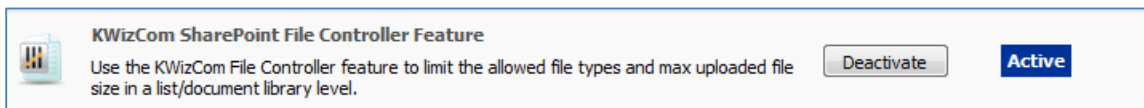
KWizCom products on your farm, in case you have old versions installed. You can check which products you wish to update at this time.

3. In case you prefer just to download the product's package and deploy it manually, download the required package (2010/2013) from the product's Download page on KWizCom's website. That zip file includes a PoSH script that automatically installs and deploys the product on your farm.

POST INSTALLATION

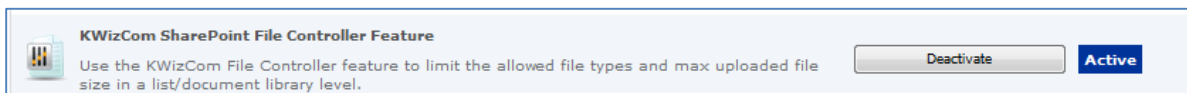
SHAREPOINT 2007

1. After completing the installation, you will see a new KWizCom entry in Windows **Start -> All Programs -> KWizCom-> KWizCom SharePoint File Controller Feature**
2. Activate the feature in site collection/s where you want this feature to be available:



SHAREPOINT 2010/2013

1. After completing the package installation and deployment, Activate the feature in site collection/s where you want this feature to be available:



UN-INSTALLATION PROCEDURE

SHAREPOINT 2007

1. Log in using SharePoint administrator account to your SharePoint front-end server.
2. Go to Control Panel and double-click **Add or Remove Programs**.
3. Select product entry and click **Remove** button.
4. Click **Yes** to approve the removal of the component.
5. Once the product was un-installed, close the **Add or Remove Programs** screen.

SHAREPOINT 2010/2013

1. Retract the solution using SharePoint central admin or by using stsadm/powershell command line.

ADMINISTRATION GUIDE

This section describes all administration activities related to KWizCom File Controller feature, including: product activation, localization and configuration and customization.

PRODUCT ACTIVATION

KWizCom products are available for evaluation prior to purchase.


This way you can try our products and verify that they indeed meet your needs. Each evaluation version contains all features of the component's production version. The only difference between the versions is that the evaluation version is time-limited and will operate for a period of one month.

Once you decide to purchase a KWizCom product you will need to **order** and then to **activate** the product. The steps that need to be taken next are listed below.

SharePoint 2007

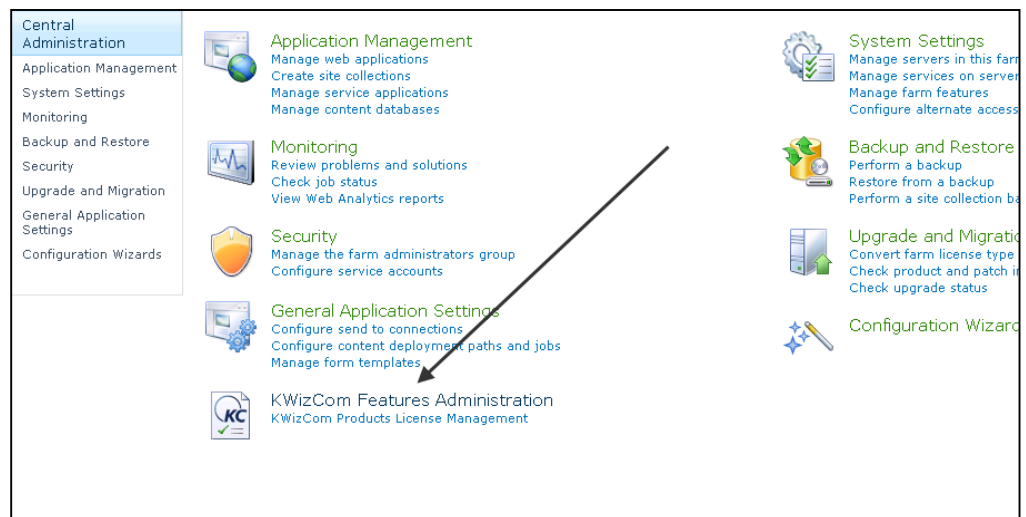
1. Order the product on the KWizCom website – www.KWizCom.com, or contact our sales team at sales@kwizcom.com.
2. After the order was made, activate your installed evaluation version through the Product Activation Request page on KWizCom's web site: <http://www.kwizcom.com/ProductReg>. You will have to copy your *Product Code* (you will see the product code on the "About" product page):



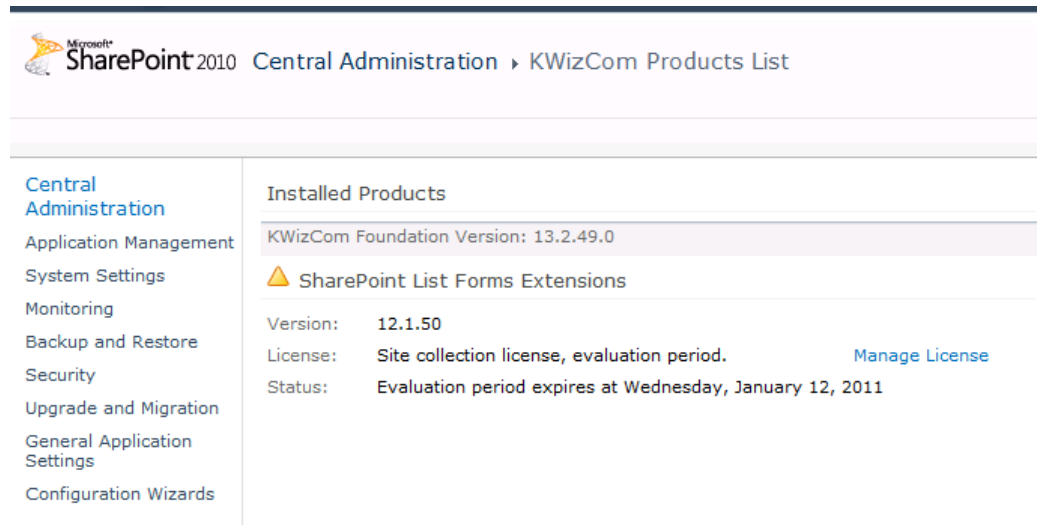
3. Get the product activation key – this key will be sent to you by email once your order is processed.
4. Activate your installed evaluation version -
click **Start -> All Programs -> KWizCom -> [product name] ->  Activate [product]**

SharePoint 2010/2013

1. Order the product on the KWizCom website – www.KWizCom.com, or contact our sales team at sales@kwizcom.com.
2. After the order was made, you can activate your installed evaluation version. Activation is done by the following steps:
 - a. Open SharePoint Central Admin. On the main “Central Administration” page, you will see the “KWizCom Features Administration” icon:



- b. Click the KWizCom Features Administration icon. You will be redirected to a page that allows you to manage all your installed KWizCom products’ licenses:

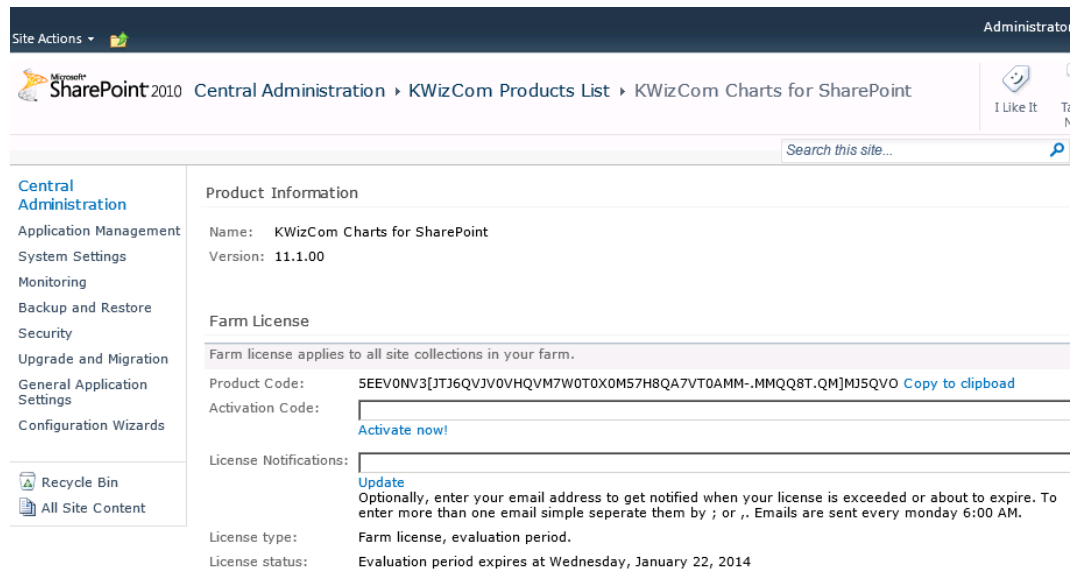


Microsoft SharePoint 2010 Central Administration > KWizCom Products List

Installed Products

KWizCom Foundation Version: 13.2.49.0	
SharePoint List Forms Extensions	
Version:	12.1.50
License:	Site collection license, evaluation period. Manage License
Status:	Evaluation period expires at Wednesday, January 12, 2011

- c. Click the “Manage License” link next to the product that you wish to activate. You will be redirected to that product’s license management page:



Microsoft SharePoint 2010 Central Administration > KWizCom Products List > KWizCom Charts for SharePoint

Product Information

Name: KWizCom Charts for SharePoint
Version: 11.1.00

Farm License

Farm license applies to all site collections in your farm.

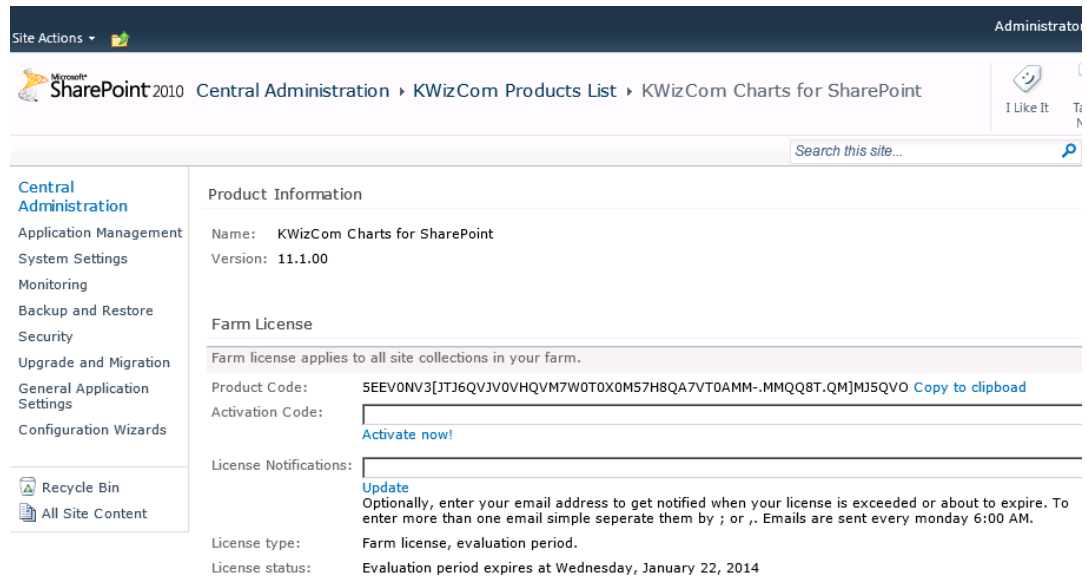
Product Code: SEEV0NV3[JTJ6QVJV0VHQVM7W0T0X0M57H8QA7VT0AMM-MMQQ8T.QM]MJ5QVO [Copy to clipboard](#)

Activation Code:
[Activate now!](#)

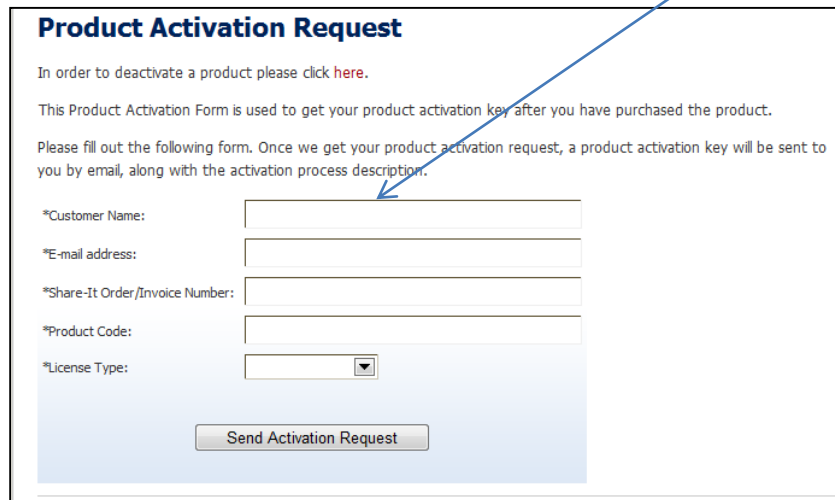
License Notifications:
[Update](#)
Optionally, enter your email address to get notified when your license is exceeded or about to expire. To enter more than one email simple seperate them by ; or ,. Emails are sent every monday 6:00 AM.

License type: Farm license, evaluation period.
License status: Evaluation period expires at Wednesday, January 22, 2014

- d. Copy the product code



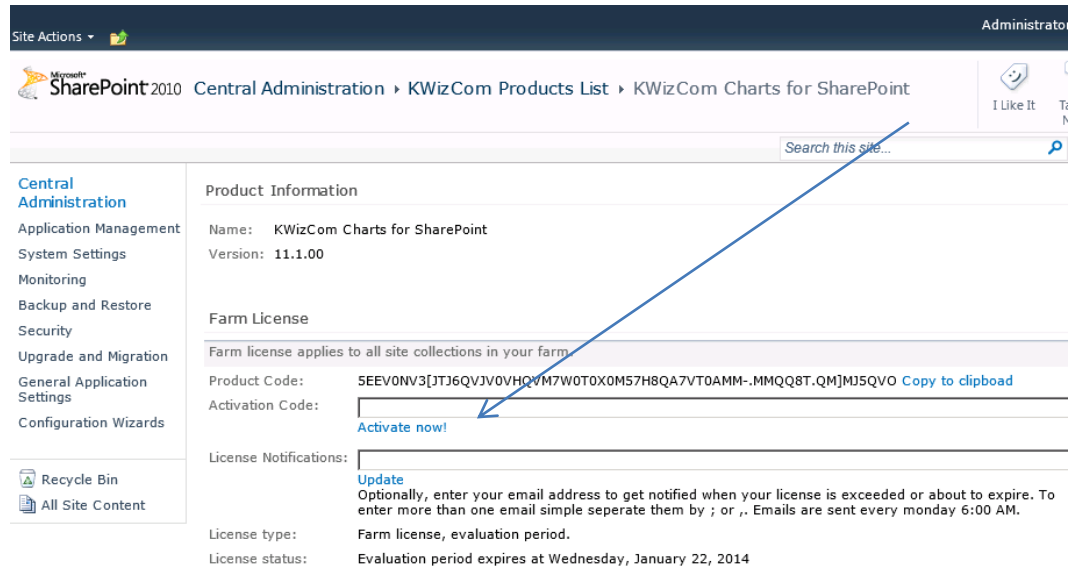
- e. Browse the *Product Activation Request* page on KWizCom’s web site: <http://www.kwizcom.com/ProductReg>.



Copy your *Product Code* into the “Product Code” field, and after you fill-out all other form fields, click “Send Activation Request button.

- f. Once your order is confirmed, you will receive the Activation Code for your product by email.

- g. Copy the activation code into the “Activation Code” field in the product’s license management page and click “Activate now!” link.

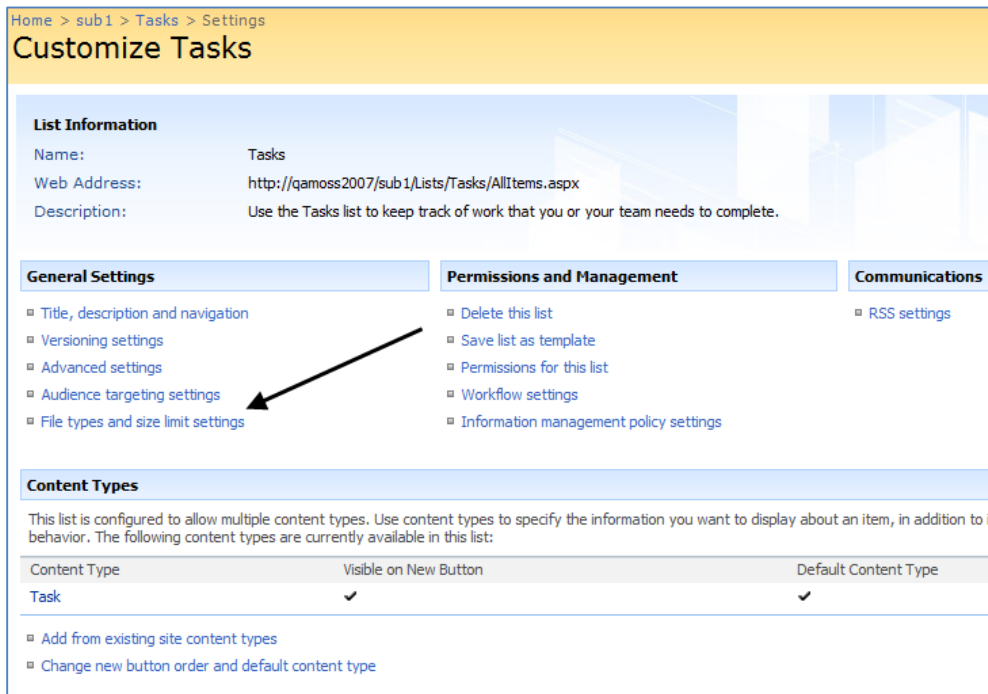


That’s it! Your product is now fully activated.

PRODUCT CONFIGURATION

After the feature has been activated in the required site collections, site administrators can now define file size limits and allowed/blocked file types for every required list/library.

In order to define file size limits and allowed/blocked file types for a required list, go to the list settings page – there you will find a new “[File types and size limit settings](#)” link:



Home > sub1 > Tasks > Settings

Customize Tasks

List Information

Name: Tasks
Web Address: <http://qamoss2007/sub1/Lists/Tasks/AllItems.aspx>
Description: Use the Tasks list to keep track of work that you or your team needs to complete.

General Settings | **Permissions and Management** | **Communications**

- Title, description and navigation
- Versioning settings
- Advanced settings
- Audience targeting settings
- File types and size limit settings

- Delete this list
- Save list as template
- Permissions for this list
- Workflow settings
- Information management policy settings

- RSS settings

Content Types

This list is configured to allow multiple content types. Use content types to specify the information you want to display about an item, in addition to its behavior. The following content types are currently available in this list:

Content Type	Visible on New Button	Default Content Type
Task	✓	✓

- Add from existing site content types
- Change new button order and default content type

Click this link to start defining the required constraints.

FILE TYPES AND SIZE LIMIT SETTINGS PAGE

Home > sub1 > Tasks > Settings > File types and size limit settings

File types and size limit settings

<p>Override content types definitions</p> <p>File size limit and supported file extensions can be defined in content type level or in a list/library level. Choose if you wish to directly define these constraints at the list level and by doing that – to override the ones that are already defined for the content type that this list supports.</p>	<p>Checking this check box will override the content type's definitions</p> <p><input checked="" type="checkbox"/> Override content type's definition</p>
<p>File Extensions Management Mode</p> <p>Choose the way you will define the supported file extensions: Define the allowed file extensions or define the ones that are not supported.</p>	<p>File extensions support mode</p> <p><input checked="" type="radio"/> Define allowed file extensions</p> <p><input type="radio"/> Define blocked file extensions</p>
<p>Define Extensions</p> <p>Write the requested file extension and click the 'Add' button to add it to the list.</p>	<p>Allowed/Blocked file extensions (To allow/block files with no extension, write 'noextension')</p> <p><input type="text"/> <input type="button" value="Add Extension"/></p> <p>You can add multiple file extensions, or delete a selected file extension.</p> <div style="border: 1px solid gray; height: 150px; width: 100%;"></div> <p><input type="button" value="Delete Selected Items"/></p>
<p>File Size Limit</p> <p>Specify the max allowed size (MB) for files uploaded to this list/library. The defined file size limit must be smaller than the defined quota for the web application.</p>	<p>Maximum upload size</p> <p><input type="text"/> MB</p>

Property	Description
Override content type definitions	File size limit and supported file extensions can be defined in content type level or in a list/library level. Check the checkbox if you wish to directly define these constraints at the list level and by doing that – to override the ones that may be already defined for the content type

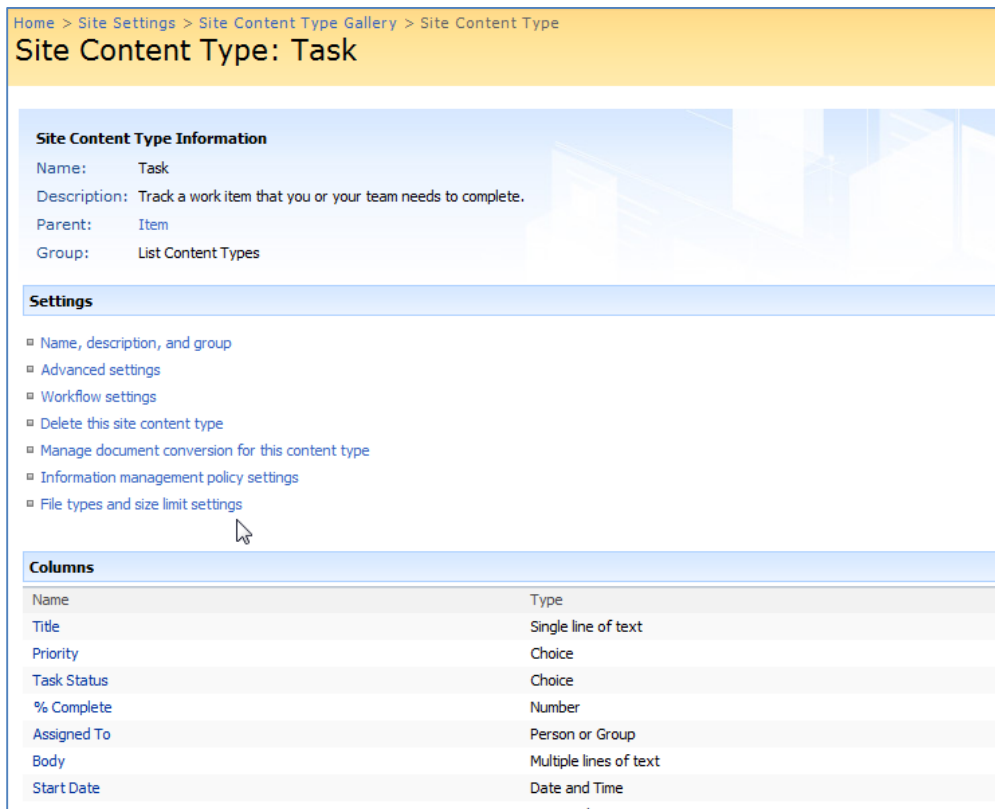
	that this list inherits.
File extension management mode	Choose how you will define which file extensions are supported: Define the allowed file extensions or define the ones that are not supported (blocked).
Define extensions	Write the requested file extension and click the 'Add' button to add it to the list. File extensions should be written without the dot (".") character. Example: "zip"
File size limit	Specify the max allowed size (MB) for files uploaded to this list/library. The defined file size limit must be smaller than the defined quota for the web application.

Once you finish specifying which file types are allowed/blocked and what is the max allowed file size, click OK to save the settings.

FILE TYPES AND SIZE LIMIT SETTINGS PAGE – CONTENT TYPE LEVEL

Same settings shown above for a list/library can be applied to a site content type. This introduces the advantage of being able to define file types and size limits in a content type level and inheriting these settings by various lists across a site collection.

In order to manage allowed file types and size limit, browse the requested site content type settings page:



Home > Site Settings > Site Content Type Gallery > Site Content Type

Site Content Type: Task

Site Content Type Information

Name: Task
Description: Track a work item that you or your team needs to complete.
Parent: Item
Group: List Content Types

Settings

- Name, description, and group
- Advanced settings
- Workflow settings
- Delete this site content type
- Manage document conversion for this content type
- Information management policy settings
- File types and size limit settings

Columns

Name	Type
Title	Single line of text
Priority	Choice
Task Status	Choice
% Complete	Number
Assigned To	Person or Group
Body	Multiple lines of text
Start Date	Date and Time

Then click the “File types and size limit settings” link and you will be redirected to the following settings page:

Home > Site Settings > Site Content Types > Task > File types and size limit settings

File types and size limit settings

Update sites and lists Specify whether all child content types using this type should be updated with the settings on this page. This operation can take a long time, and any customizations made to the child site and list content types will be lost.	Update all content types inheriting from this type? <input type="radio"/> Yes <input checked="" type="radio"/> No
File Extensions Management Mode Choose the way you will define the supported file extensions: Define the allowed file extensions or define the ones that are not supported.	File extensions support mode <input type="radio"/> Define allowed file extensions <input checked="" type="radio"/> Define blocked file extensions
Define Extensions Write the requested file extension and click the 'Add' button to add it to the list.	Allowed/Blocked file extensions (To allow/block files with no extension, write 'noextension') <input type="text"/> <input type="button" value="Add Extension"/> You can add multiple file extensions, or delete a selected file extension. <div style="border: 1px solid gray; padding: 5px; min-height: 150px;">zip</div> <input type="button" value="Delete Selected Items"/>
File Size Limit Specify the max allowed size (MB) for files uploaded to this list/library. The defined file size limit must be smaller than the defined quota for the web application.	Maximum upload size <input type="text"/> MB

This settings page is identical to the list-level file types and size limit settings page, with a single addition:

The “Update sites and lists” section enables you to make the changes you make for the content type to pervade and be applied to the list content types inheriting from the current site content type.

Remark:

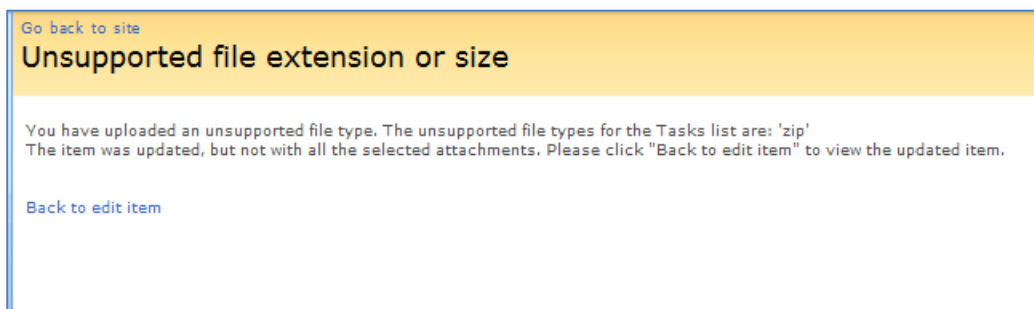
If you wish for a list/library to be affected by changes you make to a site content type, you must set the “Allow management of content types?” property in the list’s advanced settings page, to “Yes”.

USER GUIDE

The KWizCom File Controller feature allows administrators to define some limitations in regards to files that users upload to document libraries or attach to list items:

- Allowed/blocked file types.
- Maximum allowed file size.

As an end-user, when you try to upload/attach a file which does not comply with the defined limitations for the list/library you are working with, you will an error message such as the following one:
(In this example, user tried to attach a zip file, which is not allowed, to a tasks list item)



FAQ

WHAT IS “SHAREPOINT FILE CONTROLLER FEATURE”?

The SharePoint File Controller feature enables site administrators to define which file types and max file size are allowed in list/library level. In SharePoint out-of-the-box, such configuration is available only in a web application level and cannot be set in a list/library level.

WITH WHICH SHAREPOINT VERSIONS CAN I USE THIS FEATURE?

KWizCom’s File Controller feature works in SharePoint 2007/WSS 3.0 and SharePoint 2010/2013 server/foundation.

CAN I USE KWIZCOM’S FILE CONTROLLER FEATURE WITH BROWSERS OTHER THAN MICROSOFT INTERNET EXPLORER?

Yes!

You can use File Controller feature with additional browsers such as Firefox and Google Chrome.