

# Acronis



# Acronis SharePoint Explorer

**USER GUIDE**

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# 1 Introducing Acronis SharePoint Explorer

Acronis SharePoint Explorer is a tool intended for extraction of Microsoft SharePoint data from single-pass backups or from Microsoft SQL databases.

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*A single-pass backup is an application-aware disk backup which enables browsing and recovery of the backed-up application data without recovering the entire disk or volume.*

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If you use Acronis Backup Agent for SQL to protect SharePoint database servers, Acronis SharePoint Explorer will help you extract documents and other SharePoint items from single-pass backups created by this agent. Acronis SharePoint Explorer interacts with the agent to temporarily mount a backed-up database to a running Microsoft SQL Server instance. Once the database is mounted, you can import the data to a functioning SharePoint farm, or save it to a folder on a file system.

If you back up SharePoint database servers at a disk level (by using Acronis Backup Agent for Windows), or use third-party software for backing up the databases, you can recover a database as a set of files and then apply Acronis SharePoint Explorer to extract the necessary data. You just need a consistent set of **.mdf**, **.ldf** and (optionally) **.ndf** files and a functioning Microsoft SharePoint farm.

## 1.1 Supported Microsoft SharePoint versions

Acronis SharePoint Explorer supports the following Microsoft SharePoint versions:

- Microsoft Windows SharePoint Services 3.0 SP2\*
- Microsoft Office SharePoint Server 2007 SP2\*
- Microsoft SharePoint Foundation 2010 SP1
- Microsoft SharePoint Server 2010 SP1
- Microsoft SharePoint 2013

\*For these versions of Microsoft SharePoint, only extraction from databases is supported. In order to use Acronis SharePoint Explorer with these versions, you need a SharePoint recovery farm to attach the databases to.

The single-pass backups or databases from which you extract data must originate from the same SharePoint version as the one where Acronis SharePoint Explorer is installed.

## 1.2 Supported backup locations

The following locations support extraction of SharePoint data *directly* from single-pass backups:

- Local folders of the machine running Acronis SharePoint Explorer console (except optical disks).
- Network shared folders, including personal vaults and centralized unmanaged vaults. The vaults are accessed as ordinary network shares.

To extract SharePoint data from single-pass backups located in managed vaults, Acronis Secure Zone, and other locations, additional steps are required. Possible solutions are described in "Choosing an extraction method" (p. 11).

## 1.3 Licensing

To install Acronis SharePoint Explorer, you need one of the following license keys:

- Acronis Backup Advanced for SharePoint
- Acronis Backup for Windows Server Essentials
- Acronis Backup Advanced for VMware / Hyper-V / RHEV / Citrix XenServer / Oracle VM
- Acronis Backup Advanced Universal License

## 2 Installation

### 2.1 Components and system requirements

To use Acronis SharePoint Explorer, you need a functioning Microsoft SharePoint farm.

Acronis SharePoint Explorer consists of an agent and a console. The system requirements for these components are described below. For additional information, please refer to "Installation examples" (p. 5).

#### **Acronis SharePoint Explorer Agent**

The agent must be installed on a machine running 64-bit Windows and Microsoft SharePoint Front-end Server. The agent runs as a service and enables the console to access the Microsoft SharePoint farm.

If you use Microsoft Windows SharePoint Services 3.0 or Microsoft Office SharePoint Server 2007, install the agent on a SharePoint recovery farm. For information on how to create a recovery farm, refer to the following Microsoft knowledge base article:  
<http://technet.microsoft.com/en-us/library/dd180789.aspx>.

#### **Acronis SharePoint Explorer Console**

The console can be installed on either a 32-bit or a 64-bit machine running Windows XP or later.

The console utilizes Microsoft .NET Framework, which can be installed automatically during the console installation (if Internet connection is available). Alternatively, you can install .NET Framework manually before or after the console installation.

To make the best use of Acronis SharePoint Explorer, install the console on a machine running Microsoft SQL Server. The console utilizes Microsoft SQL Server to attach databases to instances.

To extract data from single-pass backups, you also need Acronis Backup Agent for SQL and Acronis Backup Command-Line Tool on the same machine with the console.

### 2.2 Installation examples

Installation configurations depend on the version of Microsoft SharePoint you use.

#### 2.2.1 SharePoint Services 3.0 and SharePoint Server 2007

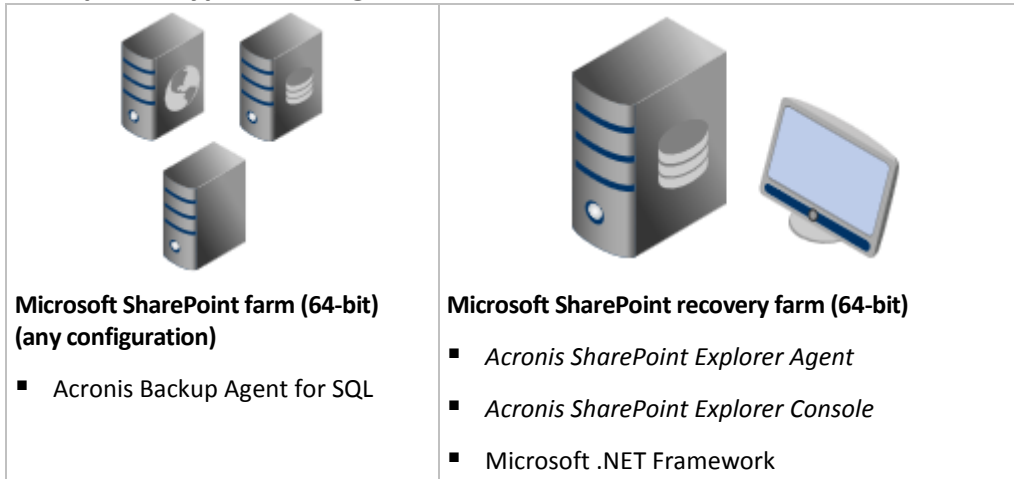
In order to use Acronis SharePoint Explorer with these versions of SharePoint, you need a SharePoint recovery farm that contains at least one empty web application. The agent must be installed on the recovery farm.

In the following examples, *Acronis SharePoint Explorer components are shown in italic*.

Both configurations enable you to extract SharePoint data from a Microsoft SQL database attached to any SQL Server instance that is available on the network. If a database is in a single-pass backup, you need to first mount the database to a SQL Server instance by using Acronis Backup Agent for SQL.

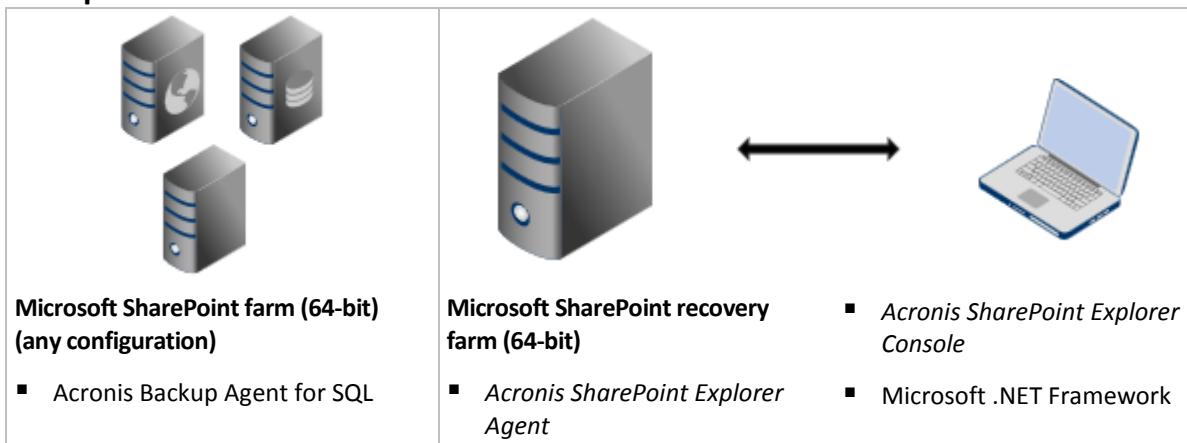
The only difference is in handling unattached databases.

### Example 1: Typical configuration



If the database is not attached, Acronis SharePoint Explorer will attach it to the SQL Server instance running on the recovery farm.

### Example 2: Remote console



If the database is not attached, you need to first attach it manually to any SQL Server instance that is available on the network.

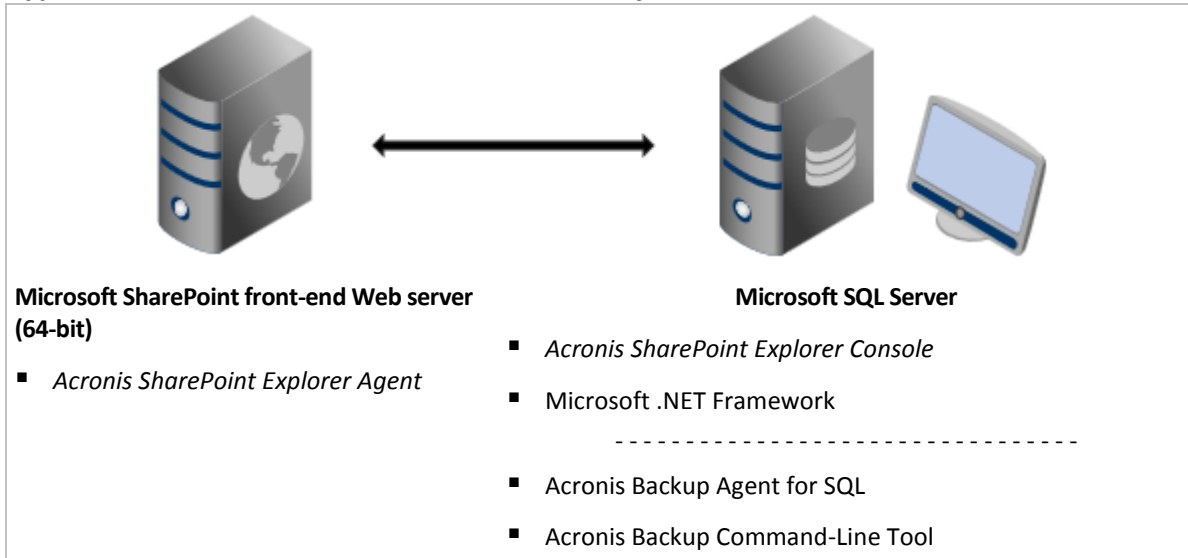
For information on how to create a recovery farm, refer to the following Microsoft knowledge base article: <http://technet.microsoft.com/en-us/library/dd180789.aspx>.

For information on how to create an empty web application, refer to the following Microsoft knowledge base article: <http://technet.microsoft.com/en-us/library/cc261875.aspx>.

## 2.2.2 SharePoint Server 2010 and later

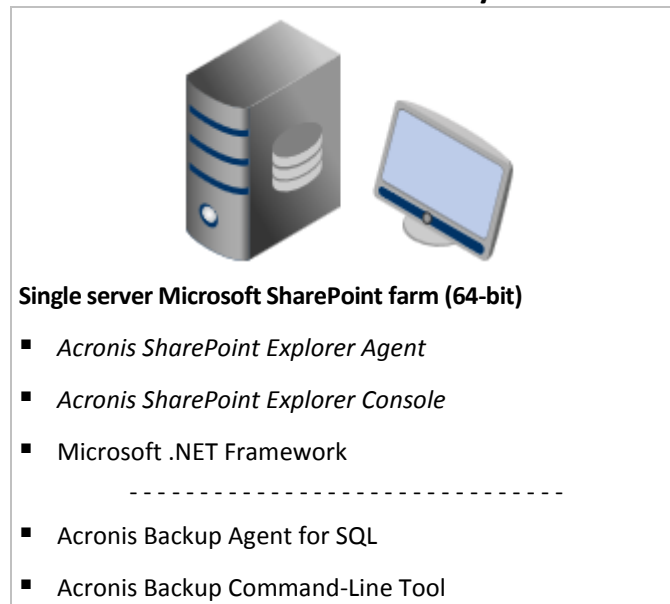
In the following examples, *Acronis SharePoint Explorer components are shown in italic.*

## Typical installation: Enables full functionality



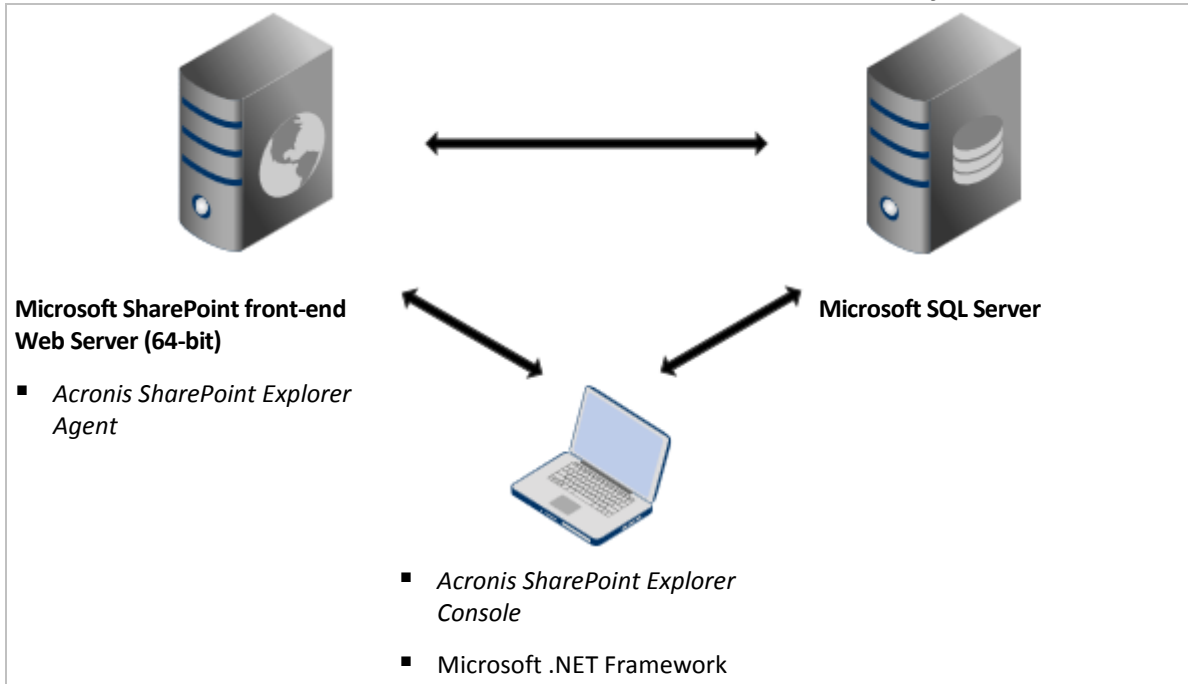
This configuration enables you to extract SharePoint data from single-pass disk and application backups or from SQL databases. If one of the products shown below the dotted line is not installed, it is possible to extract data only from SQL databases.

## Single machine installation: Enables full functionality



This configuration is recommended for Small Business Server solutions. This configuration enables you to extract SharePoint data from single-pass disk and application backups or from SQL databases. If one of the products shown below the dotted line is not installed, it is possible to extract data only from SQL databases.

## Installation with remote SQL server: Enables limited functionality



This configuration enables you to extract SharePoint data from SQL databases attached to a SQL Server instance located anywhere on the network, as long as it is accessible by both the console and SharePoint Web Front-end. Extraction from single-pass backups is not possible if the console is installed on a machine without Microsoft SQL Server.

## 2.3 Installation procedure

### **To install Acronis SharePoint Explorer**

1. Log on as an administrator and start the Acronis SharePoint Explorer setup program.
2. Accept the terms of the Acronis SharePoint Explorer license agreement.
3. Specify a license key (p. 3).
4. Select the components to install or clear selection of the component that you do not want to install. Make sure to select the installation configuration that fits your needs best. For more information, view the installation diagram in the product or refer to "Installation examples" (p. 5).

[Optional] Specify the folder where the product will be installed. The default installation folder is **%ProgramFiles(x86)%\Acronis\SharePoint Explorer** for 64-bit machines and **%ProgramFiles%\Acronis\SharePoint Explorer** if the console is installed on a 32-bit machine.

5. When installing the Acronis SharePoint Explorer Agent:
  - a. Specify the account under which the agent service will run. The following options are available:
    - **Create a new account**  
A new account **ASPE Agent User** will be created and added to the local **Administrators** group.
    - **Use an existing account**  
Specify the user name and password of an account that is a member of the local **Administrators** group.



The **Log on as a service** user right will be assigned to either of the accounts. If the machine is part of an Active Directory domain, make sure that the domain's security policies do not prevent the account from having this user right.

- b. By default, the agent uses TCP port 9879 for communication with the console. If another program already uses this port, you are prompted to specify a different port for the agent to listen on for incoming connections.

**Details.** If the agent is configured to listen on a non-default port, you need to specify the server in the <Server-name>:<port> format when connecting the console to the agent.

6. Click **Install** to start the installation.

## 2.4 Configuring the network port

The port that Acronis SharePoint Explorer Agent listens on is defined during the agent installation. You can change the port after the installation is complete.

### ***To change the network port used by the agent***

1. On the machine running the agent, specify the port number in the **Port** value of the registry key **HKEY\_LOCAL\_MACHINE\SOFTWARE\Acronis\ASPDE\Agent**.
2. Restart the Acronis SharePoint Explorer Agent service. In the **Services** snap-in, right-click **Acronis SharePoint Explorer Service** and then click **Restart**.

The default port is TCP 9879. If the agent is configured to listen on a non-default port, you need to specify the server in the <Server-name>:<port> format when connecting the console to the agent.

## 2.5 Uninstallation

### ***To uninstall all components of Acronis SharePoint Explorer***

1. Go to **Control panel** and select **Programs and Features** (or **Add or Remove Programs** in Windows XP) -> **Acronis SharePoint Explorer** -> **Uninstall**.
2. Wait until the uninstallation process is finished.

### ***To uninstall individual components of Acronis SharePoint Explorer***

1. Go to **Control panel** and select **Programs and Features** (or **Add or Remove Programs** in Windows XP) -> **Acronis SharePoint Explorer** -> **Change**.
2. Click **Modify**.
3. Clear selection of the component that you want to uninstall.
4. Click **Modify** to confirm your choice.
5. Wait until the uninstallation process is finished.

## 3 Extracting SharePoint data

### 3.1 Connecting to the agent

#### *To connect the console to the agent*

1. Do any of the following:
  - Click **Acronis SharePoint Explorer Console** on the desktop of the machine with the console.
  - If Acronis Backup Management Console is running on the same machine, click **Extract SharePoint Data** on the **Tools** menu.
2. In the opened window, specify the SharePoint Web Front-end server where Acronis SharePoint Explorer Agent is installed.

#### **Tips**

- If both the console and SharePoint Web Front-end server are included in Active Directory, the box is auto-filled with the server's fully-qualified domain name. We recommend that you keep this setting.
  - We recommend specifying the server name rather than its IP address, especially if the server has multiple network adapters.
  - If during installation the agent was configured to listen on a non-default TCP port, make sure to specify the server in the <Server-name>:<port> or the <Server-IP>:<port> format. For example, **SharePointWFE:5555** or **192.168.1.1:5555**.
3. Provide SharePoint farm administrator credentials. These credentials will be filled in by default whenever authentication is required.

#### **Tip**

- Credentials of an Active Directory user account must be specified in the DOMAIN\Username format.

#### **Requirements for the SharePoint farm administrator account**

The SharePoint farm administrator account must be assigned to the following roles:

- The **dbcreator** and **securityadmin** server roles for all SQL Server instances used by the farm.
- The **db\_owner** role for the **SharePoint\_AdminContent** and **SharePoint\_Config** databases.

The administrator who created the farm is always assigned to these roles. Other administrator accounts might be not assigned to these roles.

We also recommend that the farm administrator account be assigned to the following roles:

- The **db\_owner** role for all content databases of the farm.
- The **sysadmin** role on the SQL Server instance local to the console.

The **db\_owner** role is required to extract data from a database (even from one inside a single-pass backup). The **sysadmin** role is required to extract data from unattached database files because these files will be attached to the local SQL Server instance. The **db\_owner** role is not required in this case.

If the farm administrator account is not assigned to these roles, you will need to enter credentials of an account that is assigned to the required role every time Acronis SharePoint Explorer connects to a SQL Server instance.

## 3.2 Choosing an extraction method

Acronis SharePoint Explorer enables you to extract SharePoint data from either single-pass backups or Microsoft SQL databases.

The single-pass backups or databases from which you extract data must originate from the same SharePoint version as the one where Acronis SharePoint Explorer is installed.

If you are sure that you want to extract data from an SQL database, continue to "SQL database" (p. 13).

Before extracting data from single-pass backups, please consider the following questions.

1. **Are the single-pass backups stored in a local folder of the machine running Acronis SharePoint Explorer console (except optical disks) or on a network share?**
  - If **Yes**, continue to the next question.
  - If **No**, you can do any of the following:
    - Export the backup to one of the locations specified above and continue to the next question.
    - If the single-pass backups are stored in Acronis Secure Zone, you can extract the data by using the alternative workflow (p. 12).
    - Go to step 5.
2. **Are you using Microsoft SharePoint Server 2007 or are the single-pass backups password-protected?**
  - If neither is true, continue to the next question.
  - If either or both are true, you can do any of the following:
    - Extract the data by using the alternative workflow (p. 12). (Recommended)
    - Go to step 5.
3. **Are the single-pass backups cataloged by Acronis Backup?**
  - If **Yes**, continue to the next question.
  - If **No**, you can do any of the following:
    - Extract the data by using the alternative workflow (p. 12). (Recommended in an urgent case)
    - Catalog the backups and continue to the next question. (Cataloging may be time-consuming, but it will be very helpful if you are planning to use Acronis SharePoint Explorer frequently.)
    - Go to step 5.
4. **Is Acronis SharePoint Explorer Console installed on the machine running Microsoft SQL Server, Acronis Backup Agent for SQL and Acronis Backup Command-Line Tool?**
  - If **Yes**, extract the data by using the main workflow (p. 12).
  - If **No**, you can do any of the following:
    - Install the console on the machine running the software specified above, and then extract the data by using the main workflow (p. 12). (Recommended)
    - Extract the data by using the alternative workflow (p. 12).
    - Go to step 5.
5. **Recover the database containing the required data and extract the data from this SQL database (p. 13).** If the database is large, this may take a lot of time and disk space.

## 3.2.1 Alternative workflow

We recommend using this extraction method if any of the following is true:

- You are using Microsoft Office SharePoint Server 2007 or Microsoft Windows SharePoint Services 3.0.
- Your single-pass backups are encrypted or password-protected.

In either case, you need to first mount the necessary database and then use Acronis SharePoint Explorer.

### ***To extract SharePoint data from a single-pass backup***

1. Connect Acronis Backup Management Console to a machine where Agent for SQL is installed.
2. On the **Actions** menu, click **Mount SQL databases from image**.
3. Click **Select data**, and then select the backup and the database you need to mount.
4. Acronis Backup tries to specify the target instance for the selected database by taking the original path from the backup. If the original instance is not found or if you want to mount the database to another instance, specify the target instance manually.

If your current account does not have enough privileges to access the target SQL Server instance, you will be asked to provide the credentials.

5. Click **OK**. The software mounts the database to the instance.  
**Details.** A mounted database has the following name: <original database name>-**Mounted**. If a database with this name already exists, the mounted database is named as follows: <original database name>-**Mounted** (<sequence number>).
6. Run Microsoft SQL Server Management Studio and connect to the instance where the database is mounted.
7. Set the database to the read/write state:
  - a. Right-click the database and then click **Properties**. This will open the **Database Properties** dialog box.
  - b. In the **Select a page** pane, click **Options**.
  - c. Set the **Database Read-Only** option to **False**.
8. For further instructions, refer to "SQL database" (p. 13).

## 3.3 Selecting the source

Once you have chosen the extraction method, select a particular single-pass backup or an SQL database to extract the data from.

### 3.3.1 Single-pass backup

#### ***To specify a single-pass backup to extract SharePoint data from***

1. Choose **Extract data from a single-pass backup of the following site/site collection**. Specify the SharePoint site or a site collection where the data that will be extracted was originally located. Acronis SharePoint Explorer finds the corresponding Microsoft SQL database, Microsoft SQL Server instance and the machine that runs this instance.
2. Specify the location of the single-pass backups of this machine. If prompted, provide access credentials for the location.
3. Select a point in time to be used for extraction. The data will be extracted in the state it was at the point in time you specify.

4. Select a local SQL Server instance to mount the database to. Provide access credentials for the instance.

---

*If the auto-filled credentials do not have sufficient permissions, provide SQL Server authentication credentials. Minimum SQL Server security roles required: **public** for the instance, **db\_owner** for the database.*

---

Acronis SharePoint Explorer interacts with Acronis Backup to temporarily mount a backed-up database to the specified Microsoft SQL Server instance. Once the database is mounted, the software displays its content as of the selected point in time.

5. Continue to "Data to extract" (p. 14).

## 3.3.2 SQL database

### Prerequisites

You need the database containing the necessary data to be available in either of the following ways:

- The database is attached to a SQL Server instance (either remote or local to the console).  
**Important.** A database that is attached to a functioning SharePoint farm cannot be used.
- The set of **.mdf**, **.ldf** and (optionally) **.ndf** files, comprising the database, is located on the machine running the console. In this case, the console must be installed on a machine running Microsoft SQL Server.

You might have to first recover the database from a backup.

### **To specify an SQL database to extract SharePoint data from**

1. Choose **Extract data from an SQL database**.
2. Specify the source database location. You can select one of the following:
  - **The database is attached to a local SQL Server instance**  
There is a local Microsoft SQL Server instance to which the database with the data to extract is attached.
  - **The database is attached to a remote SQL Server instance**  
You know the network location of a remote Microsoft SQL Server instance to which the database with the data to extract is attached.
  - **The database is not attached**  
A consistent set of **.mdf**, **.ldf** and (optionally) **.ndf** files is available locally.
3. Depending on your choice in the previous step, one of the following happens:
  - The software displays a list of available local instances. Expand the instance that contains the database. Provide access credentials for the instance.

---

*If the auto-filled credentials do not have sufficient permissions, provide SQL Server authentication credentials. Minimum SQL Server security roles required: **public** for the instance, **db\_owner** for the database.*

---

Select the database which contains the data to extract.

- The software prompts for the location of a remote instance. Specify the location in the **Server\_name\Instance\_name** format.

**Tip.** In order to connect to the default instance of a SQL Server, type **Server\_name\MSSQLSERVER**.

Click **List databases**. Provide access credentials for the instance.

---

*If the auto-filled credentials do not have sufficient permissions, provide SQL Server authentication credentials. Minimum SQL Server security roles required: **public** for the instance, **db\_owner** for the database.*

---

A list of the databases attached to the specified instance is shown. Select the database which contains the data to extract.

- The software prompts for database files that contain the data to extract. Specify the location of a consistent set of **.mdf**, **.ldf** and (optionally) **.ndf** files. Select a local SQL Server instance to attach the database to. Provide access credentials for the instance.

---

*If the auto-filled credentials do not have sufficient permissions, provide SQL Server authentication credentials. Minimum SQL Server security role required: **sysadmin** for the instance.*

---

## 3.4 Data to extract

Select the check boxes for the data items to extract.

- Use search to locate documents and attachments.

The search is based on file names and extensions. Wildcards cannot be used.

If the search string contains no space characters, the search will return documents and attachments that contain the string in their name or extension. For example, the search string **file.doc** will return **file.doc**, **myfile.doc**, **some\_other\_file.doc** and so on. **File doc.pdf** will not be found.

If the search string contains words separated by space characters, the search will return documents and attachments that contain all of the words in their name or extension. For example, the search string **my doc** will return **my.doc**, **my\_file.doc**, **mydoc.pdf**, **my\_other\_doc.pdf**, **my other doc.pdf**, and so on.

- By default, all item versions are extracted. If you need to extract only specific versions, expand the item node and select the versions to extract.
- Extraction of workflows is not supported. If you select an entire site, all items within the site will be extracted, except for workflows.

## 3.5 Data format

Select the format for the extracted data. You can select one of the following:

- **Save the attachments only (in the original format)**

Out of the items selected in the previous step, only the documents and list item attachments will be saved. Any item specific to Microsoft SharePoint (for example a document library or a list item) will not be saved, although all of its attachments will.

This option is not available if you selected items from several site collections in the previous step.

- **Save all items as Content Migration Package (.cmp)**

All items selected in the previous step will be saved as a Content Migration Package (.cmp) file. Choose this option if you need to use non-default parameter values to import these items into a functioning SharePoint farm. For the information on why and how to do this, refer to "What to do with the Content Migration Package file" (p. 16).

- **Extract all items to a functioning site.**

All items selected in the previous step will be extracted to the %TEMP% folder, and then automatically imported to a functioning SharePoint farm. There must be enough disk space on the machine running Acronis SharePoint Explorer Agent for these temporary files.

## 3.6 Destination

Specify the destination for the extracted data. Depending on your choice in the previous step, you can specify the following destinations:

- If you chose either to only save the attachments or to save items as Content Migration Package (.cmp), specify a local or a network folder. If prompted, provide access credentials.
- If you chose to extract items to a functioning site, specify a SharePoint site or a site collection to extract the data to.

When you extract an entire site, it is added to the target site/site collection as a new subsite. You can overwrite an existing site and replace it with a site that is based on the same template and has the same name. To overwrite an existing site, specify its immediate parent site or site collection as the destination.

When you extract an item, all of the item's parent objects are recreated in the target site/site collection. If the item already exists in the target site, new item versions will be added. If you want to resolve name conflicts in a different way (for example, overwrite the existing items), refer to "What to do with the Content Migration Package file" (p. 16).

## 3.7 Summary

On the summary page, review the extraction settings. Click **Extract** to start the extraction and wait until the extraction is complete.

If you chose to save the data to a folder, the **Show in folder** link lets you access the extracted files.

If you need to import the contents of Content Migration Package into a SharePoint farm by using the Windows SharePoint Services administrative application (Stsadm.exe), see "What to do with the Content Migration Package file" (p. 16).

## 4 Actions after extraction

### 4.1 What to do if the extracted site is not accessible

If you extracted a site to functioning farm, and the account of the former administrator of this site does not exist in this farm, SharePoint will not allow access to the site. This may be the case if you extracted a site from a different farm, or if that administrator account was deleted.

To allow access to the site, specify an existing user as the site administrator by using SharePoint Central Administration. For information on how to do this, refer to the following Microsoft knowledge base article: <http://technet.microsoft.com/en-us/library/ff631156.aspx>.

Once the site administrator is specified, access to the site will be allowed and all former access permissions will apply.

### 4.2 What to do with the Content Migration Package file

This section describes how to import the contents of Content Migration Package into a functioning SharePoint farm by using the Windows SharePoint Services administrative application (Stsadm.exe). This information may be useful if you have chosen to save the extracted data as a Content Migration Package (.cmp) file. As a result, you have one or more .cmp files. You now can import them by running Stsadm.exe.

By default, Stsadm.exe is installed automatically with Microsoft SharePoint Server and can be found in the **%CommonProgramFiles%\Microsoft Shared\web server extensions\14\BIN folder**. For more information about Stsadm.exe refer to the following Microsoft knowledge base article: <http://technet.microsoft.com/en-us/library/cc261866.aspx>.

#### Usage examples

In the usage examples below:

- `<URL name>` is a valid URL, such as **`http://server_name/site_name`**, which specifies the location of the target site/site collection.
- `<import file name>` is the .cmp file path, for example **`C:\somedata.cmp`** or **`\\network_share\folder\somedata.cmp`**.

#### Example 1: Various ways of resolving name conflicts

When importing a SharePoint item to a site where this item already exists, Acronis SharePoint Explorer adds a new item version. If you want to resolve name conflicts in a different way, extract the items by using Acronis SharePoint Explorer and save them as Content Migration Package.

Then, run Stsadm.exe with the following parameters:

```
stsadm -o import -url <URL name> -filename <import file name> -updateversions {1|2|3|4}
```

The **-updateversions** parameter value specifies how to update data:

- **1** (by default)  
Add new version to the current item.
- **2**  
Overwrite the item and all of its versions (delete item, then add item).



- **3**  
Skip the item.
- **4**  
Terminate the import operation if a name conflict is detected.

### **Example 2: Importing to a different Microsoft SharePoint farm**

Acronis SharePoint Explorer can import data only to the SharePoint farm where its agent is installed. If you want to import data to a different Microsoft SharePoint farm, extract the data by using Acronis SharePoint Explorer and save the data as Content Migration Package.

Then, run Stsadm.exe with the following parameters:

```
stsadm -o import -url <URL name> -filename <import file name>
```

### **Example 3: Clearing security information and user data**

When importing a SharePoint item to a functioning site, Acronis SharePoint Explorer preserves security information and user data. If you want to clear these settings, extract the data by using Acronis SharePoint Explorer and save the data as Content Migration Package.

Then, run Stsadm.exe without the **-includeusersecurity** parameter:

```
stsadm -o import -url <URL name> -filename <import file name>
```

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## Acronis patented technologies

Technologies, used in this product, are covered and protected by one or more U.S. Patent Numbers: 7,047,380; 7,275,139; 7,281,104; 7,318,135; 7,353,355; 7,366,859; 7,475,282; 7,603,533; 7,636,824; 7,650,473; 7,721,138; 7,779,221; 7,831,789; 7,886,120; 7,895,403; 7,934,064; 7,937,612; 7,949,635; 7,953,948; 7,979,690; 8,005,797; 8,051,044; 8,069,320; 8,073,815; 8,074,035; 8,145,607; 8,180,984; 8,225,133; 8,261,035; 8,296,264; 8,312,259; 8,347,137; 8,484,427; 8,645,748; 8,732,121 and patent pending applications.