



# SharePoint Content Management & Dashboard Reporting (CMDR) Tool

Installation Guide

Version 1.0

## SharePoint CMDR Tool: Installation Guide

### Introduction:

Welcome to the CMDR Installation Guide! This guide is tailored for SharePoint Administrators and provides comprehensive instructions for the seamless installation and setup of the CMDR Tool within your SharePoint environment. Our aim is to empower both seasoned and new SharePoint Administrators to successfully integrate CMDR, ensuring compatibility and optimal performance for advanced data analysis and management.

### Requirements

As the SharePoint Administrator, you will need the following files to successfully install the CMDR Tool:

- **CMDR.zip:** Sent via email to the designated point-of-contact, including all necessary files for your subscription, except the security key.
- **Key.x:** Sent in a separate email to the point-of-contact; necessary for validating your current subscription.

### Getting Started:

The following scenarios outline different methods for installing the CMDR Tool in your environment.

#### Installation on the SharePoint Farm

The following instructions will need to be applied to all servers on the SharePoint Farm.

1. Unzip the **CMDR.zip** file to a temporary location on your server; for example *C:\<temp>*.
2. Move or Copy the **Key.x** file to the following folder:  
*C:\<temp>\CMDR\ref*
3. In a separate Explorer window, go to the LAYOUTS directory on your server:  
*C:\Program Files\Common Files\microsoft shared\Web Server Extensions\15\TEMPLATE\LAYOUTS*
4. Copy the *C:\<temp>\CMDR* to the LAYOUTS folder.
5. Validate that the CMDR Tool is installed by opening the tool:  
*http://<your site>/sites/test/\_layouts/CMDR/pages/dashboard.aspx*

## SharePoint CMDR Tool: Installation Guide

### Installation on individual SharePoint Site Collections

These instructions assume you are familiar with SharePoint and have at least Contribute rights on a Site Collection. **NOTE:** if you have already installed the CMDR Tool on the farm and you have the Developer Package, please refer to 'Installation of individual SharePoint Site Collections from the Developer Package'.

1. Unzip the **CMDR.zip** file to a temporary location on your local machine; for example *C:\<temp>*.
2. Move or Copy the **Key.x** file to the following folder:  
*C:\<temp>\CMDR\ref*
3. Open an internet browser to a targeted Site Collection  
*http://<your site>/sites/test*
4. Click on the 'Site Contents' link.
5. Click on 'Add an App'.
6. Click on 'Document Library'.
7. Enter the following name into the prompt for the new Document Library:  
*CMDR\_LOCAL*
8. When the new Document Library is created, click on it's icon in the Site Contents.
9. Create the following subfolders in the CMDR\_LOCAL Document Library:  
css  
js  
ref  
pages  
icons
10. Open each subfolder in the CMDR\_LOCAL Document Library and copy (drag-n-drop) the files from the corresponding subfolder in the *C:\<temp>\CMDR* directory
11. Validate that the CMDR Tool is installed by opening the tool:  
*http://<your site>/sites/test/CMDR\_LOCAL/pages/dashboard.aspx*

## SharePoint CMDR Tool: Installation Guide

### Installation on individual SharePoint Site Collections from the Developer Package

These instructions assume your environment already has the CMDR Tool installed at the Farm level and that your subscription included the Developers Package.

1. Open an internet browser to a targeted Site Collection and open the Configuration Dashboard.  
*[http://<your site>/sites/test/\\_layouts/15/CMDR/pages/config.aspx](http://<your site>/sites/test/_layouts/15/CMDR/pages/config.aspx)*
2. Click on the 'Create Local Directory' menu option.
3. [optional] Click on the 'Create' button to generate the Local Manifest File. When completed, the button will change to 'Open'. This will allow you to customize what modules are available to the targeted Site Collection based on what modules are available from your subscription.
4. [optional] Click on the 'Create' button to generate the Local CSS File. When completed, the button will change to 'Open'. This will allow you to customize what CSS files are available to the targeted Site Collection based on what modules are available from your subscription.
5. Validate that the CMDR Tool is installed by opening the tool:  
*[http://<your site>/sites/test/CMDR\\_LOCAL/pages/dashboard.aspx](http://<your site>/sites/test/CMDR_LOCAL/pages/dashboard.aspx)*