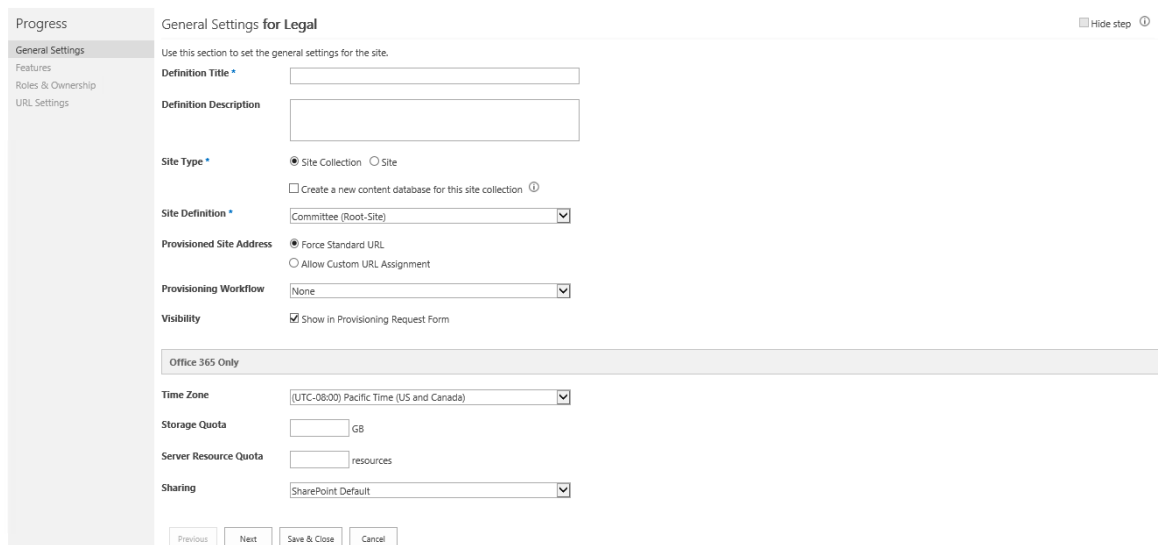# Creating a New Provisioning Definition for a Site Collection

The site collection Provisioning wizard provides a minimal set of configuration options. Most of the configuration for a site collection is done when you create the appropriate site definition to use for the site collection's root web. These steps are provided in Creating a New Provisioning Definition for a Site.

To create a new Provisioning definition for a site collection, follow these steps:

1. Click **add a definition** () on the Provisioning Administration Dashboard. The Create Provisioning Definition Wizard displays, starting on the **General Settings** page.

2. Enter the required settings (indicated by a blue asterisk):

   - **Definition Title**: Enter a unique name for the definition.

   - **Site Type**: Select **Site Collection** for the Site Type.

     o If you select the "Create a new content database for this site collection" checkbox, a new content database will be created with the naming convention of: WSS_Content_{GUID}, where {GUID} is replaced with a new GUID that is generated for each content database created.

- **Site Definition**: Select a site definition***** that will be used to provision the root web of the site collection. (Every site collection must have a root web.)

*Note

In order to have definitions available for you to select from the **Site Definition** drop-down list, you must create your site definitions before you create your site collection definitions. If you do not create site definitions first, there will be no definitions available for you to select from this list.

3. Enter the remaining optional settings:

- **Definition Description**: Enter a description for the site collection definition.

Important!

Gimmal recommends that you provide a definition title that is intuitive, and a description that is detailed enough so that end-users will be able to select the most appropriate definition when they Provision a site collection.

- **Provisioned Site Address**: Select a standard URL or select to allow a custom URL assignment (URL will be added by the user when requesting a site/site collection). By default, the standard URLs consist of the following formats (and are only displayed when the user is requesting a site):

  o **Site Collection**: `<http://internal access mapping/sites/site name>`with no spaces (Path-based URL setting)

  o **Site**: `<http://internal access mapping/sites/site collection name/site name>` with no spaces

- **Provisioning Workflow**: Select the desired workflow. This option enables individuals to review and approve a request before the timer job creates the site/site collection.

Note

The options available for Provisioning Workflow are based on the workflows that are applied to the Provisioning Requests list. If you want a Provisioning request to go through a workflow instead of being provisioned automatically, you can add a workflow to the request list,

which will be reflected in this drop-down. If you choose an option from the drop-down other than "None", then the status of a request is set to "Awaiting Workflow" when it is requested by a user instead of "Ready to Provision". The workflow you define is then expected to set the status of the request to "Ready to Provision" if it is approved. The Provisioning engine will not begin provisioning a request until the status is "Ready to Provision".

For more information on workflows, see Understanding Provisioning Workflows.

4. If you're creating definitions for an SharePoint Online environment, the following settings are available:

- **Time Zone**: Enter a time zone to be used for the new site collection.

- **Storage Quota**: Enter the maximum amount of storage that a site collection is allowed to use for its content. The maximum amount you can enter is 1024 GB.

- **Server Resource Quota**: Enter how many resources should be allocated to each site collection within a tenant**. This is used to control the allocation of server resources (like CPU time and RAM) for sandboxed code running in site collections. For more information, see Manage SharePoint Online server resource quotas for sandboxed solutions.

*Note

Due to a Microsoft issue where the number of available Server Resources displayed on the SharePoint Admin Center is incorrect, we advise that this field be left blank unless specifically needed.

- **Sharing**: Specify the level of access given to users external to your organization. The (non-default) options are:

    o Don't allow sharing outside of your organization.

    o Allow external users who accept sharing invitations and sign in as authenticated users.

o Allow both external users who accept sharing invitations and anonymous guest links.

5. Click **Next**. The Features page displays, enabling you to define which features are activated and deactivated when a site collection is provisioned.
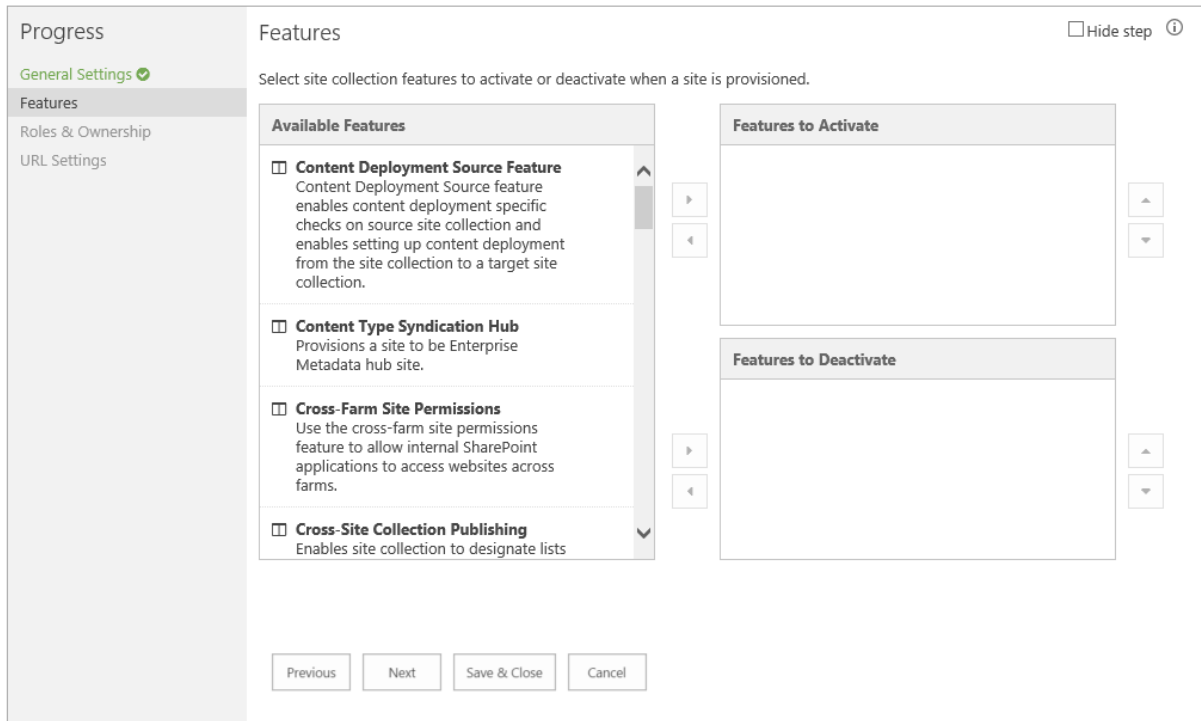
6. Select a feature from the **Available Features** list, and then click the right-facing arrow in the center of the page to remove the feature from the Available Features list and move it to the Features to Activate or Features to Deactivate box on the right.

- **Features to Activate** – If you click the **Lock** icon next to a feature, then users cannot opt out of the feature when provisioning a site.

- **Features to Deactivate** – If you click the **Lock** icon next to a feature, then users cannot opt out of deactivating the feature when provisioning a site.

Important!

The up/down arrows to the right of the **Features to Activate/Deactivate** boxes enable you to set the order of activated/deactivated features from top to bottom; with top being the first priority and bottom being the last. Some features are dependent upon

others to be activated first, so these arrows enable you to assign the proper order for a feature.

Some Site features are dependent on Site Collection features, and will also need to be activated first. For example, the Site feature "SharePoint Server Publishing" depends on the Site Collection feature "SharePoint Server Publishing Infrastructure". Provisioning processes Site Collection features from top to bottom first, and then Site features from top to bottom.

Gimmal recommends that you lock your activated/deactivated features so that the end user can't change the order of the features and break a feature relationship.

Removing features that are dependencies for certain lists/libraries will cause the lists/libraries to be removed as well.

7. Click **Next**. The Roles & Ownership page displays.

    When creating a **Site Collection** definition, you're prompted to assign a Site Collection Administrator for all sites that are provisioned under this definition. You can only add one administrator; security groups are not supported.

8. Click **Next**. The URL Settings page displays, enabling you to define the URL settings for each web application.

9. Select the web application whose URL settings you want to define from the **Web Applications** box.

10. Select a Site Collection URL Property. (The options available in this section are dependent on the web application settings discussed in Viewing or Editing the Web Application Registry.)

Note

The URL Settings page allows Path-based and host-named site collection (HNSC) configurations for site collections. The Path-based option allows you to specify the managed path used by Provisioning. The managed paths are populated per web application. With HNSC configuration, you can freely name site collections based on a domain name.

The **URL Settings** page is not available for site definitions.

Important!

You must apply a URL setting to at least one of the listed web applications. If you select the "Not configured" option to complete the wizard, the new definition will never be available to users.

You can, however, use the "Not configured" option to create a draft definition; then, once you apply one of the URL settings it will be available for users. You can also use this option to limit definitions to certain web applications.

11. Click **Save & Close**. Your definition is now saved. A Review Provisioning Definition page displays, enabling you to review all of settings you entered in the Provisioning Definition wizard.

Note

If the **Save & Close** button is grayed out/disabled, a required field was left blank in the Definition Wizard. The wizard page that contains the blank field displays in red in the Progress section on the left side of the wizard. Go back to the page and enter the required information, and then click **Save & Close**.

12. Click **Edit** next to any section that you need to revise, or click **OK** at the top or bottom of the page to close the wizard. You are taken back to the Provisioning Administration Dashboard, where the new Provisioning definition displays.