

Editing a Provisioning Definition

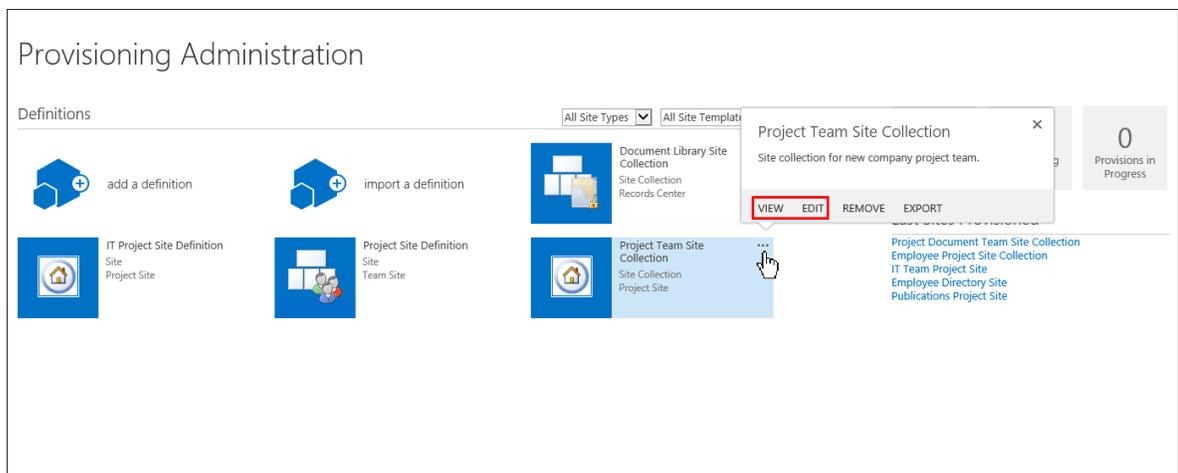
After you create a definition and it displays on the Provisioning Administration Dashboard, you can go back and edit the definition, if necessary.

Note

Any edits you make to a definition will only affect new Provisioning requests. They will not affect Provisioning requests that were already made before editing the definition.

To edit a Provisioning definition, follow these steps:

1. On the Provisioning Administration Dashboard, mouse over the definition you want to edit and click the **Open (...)** menu in the upper right corner.



2. Click **Edit**. The Provisioning Definition Wizard displays, enabling you to edit any of your definition settings.

OR

1. Click **View**, which takes you to the Review Provisioning Definition Page.
2. Click **Edit** next to the definition section you want to revise.

Updating Sites after Editing a Definition

After you edit a Provisioning definition, you can apply those changes to existing, provisioned sites.

Note

To update a site, it must be listed in the Provisioning Request list and its status must be either “Completed Successfully” or “Completed with Warnings”. For more information on the Provisioning Request list and request statuses, see [Viewing Provisioning Requests](#).

To update existing sites, follow these steps:

1. Make the desired edits to your definition and save it.
2. On the [Review Provisioning Definition Page](#), click the **Update Sites** button in the upper left corner. A confirmation message displays.
3. Click **OK**. The Provisioning system updates all previously-provisioned sites that used this definition.

The following table provides a list of definition components, and indicates which ones are updated and not updated during the updating sites process.

Definition Component	Updated	Not Updated
New add-ins added	X	
New features*	X	
New libraries/lists	X	
New content types on libraries/lists	X	
Views	X	
Pages	X	
Custom Actions	X	

Lists and library defaults		X
List and library content types		X
List item data		X
Web parts		X
Site structure		X
Property bag		X
Any data from the General Settings tab		X
Any data from the Administrative tab		X
Any data from the Roles & Ownership tab		X

*Note

Only new features that are added to the **Features to Activate** section can be added when you update a site. Any new features added to the **Features to Deactivate** section cannot be added.

Important!

When you edit a definition and update any previously-provisioned sites, no deletions can take place. Features can never be removed from a provisioned site. You can add/edit/remove definition features, but only the added features (such as those listed above) will affect previously provisioned sites.

Note

If you change the name of a page in the Provisioning definition and you update the existing sites using that definition (with the updated name), the page won't be renamed in the site. A new page will be created with this newly-specified name.

Removing a Provisioning Definition

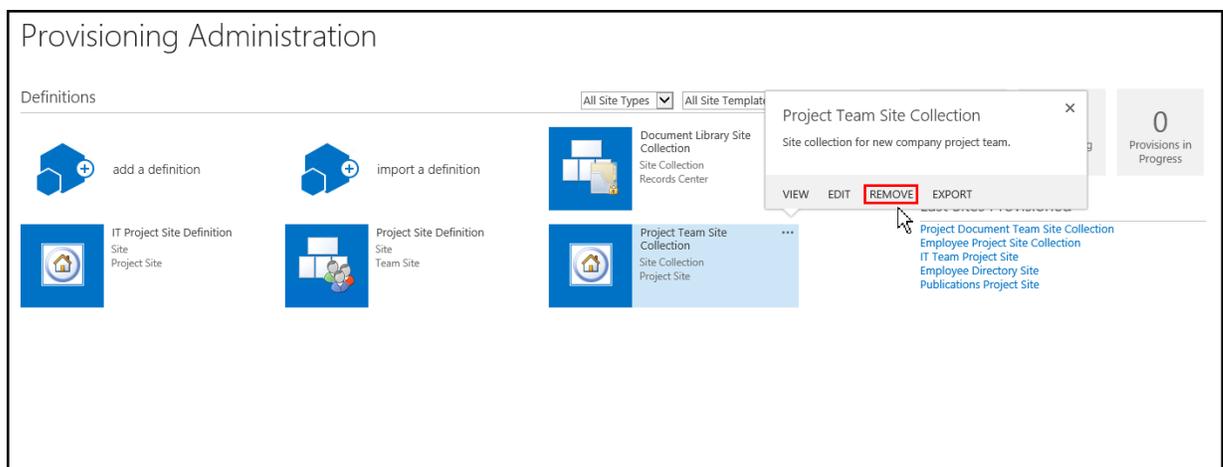
After you create a definition and it displays on the Provisioning Administration Dashboard, you can go back and remove the definition, if necessary.

Note

If you remove a definition, this will not affect any previous Provisioning requests that were made using this definition.

To delete a Provisioning Definition, follow these steps:

1. On the Provisioning Administration Dashboard, mouse over the definition you want to remove and click the **Open(...)** menu next to it.



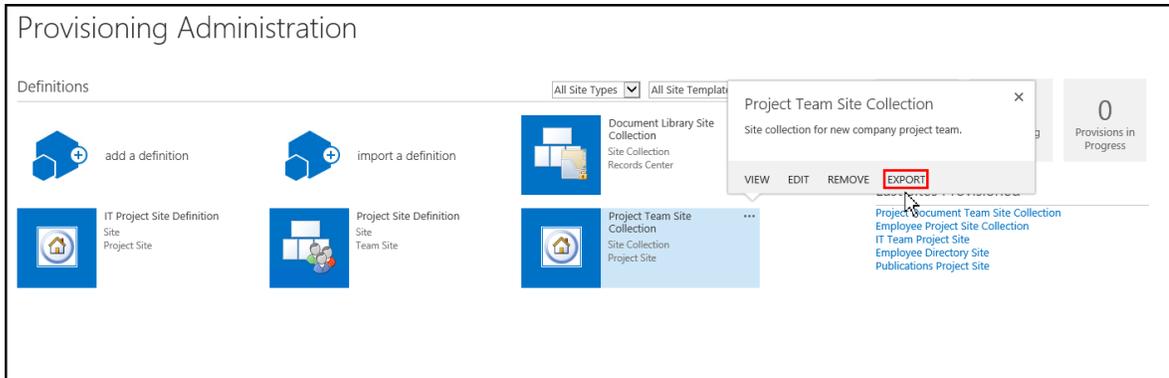
2. Click **Remove**. A confirmation message displays.
3. Click **OK**. The definition is deleted from the system.

Exporting a Provisioning Definition

You can export a Provisioning definition in order to back up the definition or to easily re-create the definition to use in another environment. For example, this allows an organization to easily re-create the definitions from their QA environment so they can be used in their production environment.

To export a Provisioning definition, follow these steps:

1. Click the **Open** menu (...) on the definition you want to export, and then select **Export**.



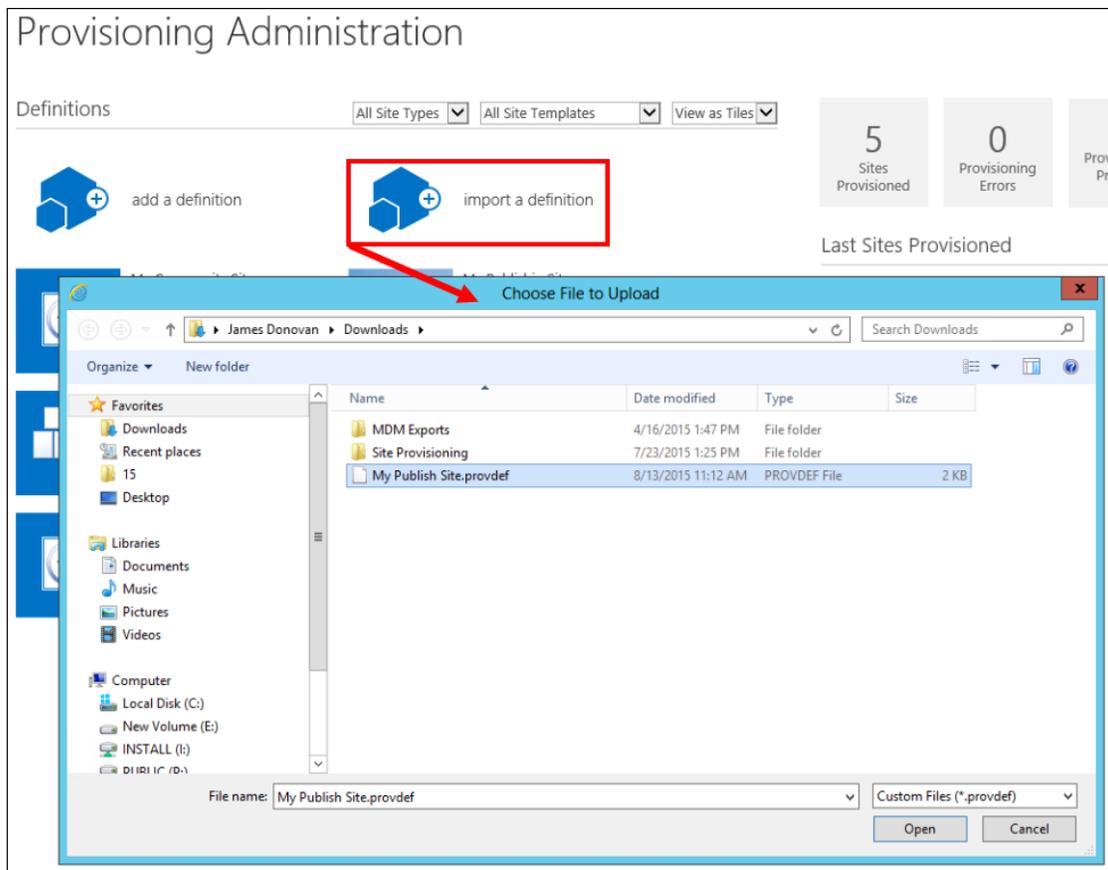
The Save a File dialog opens.

2. Save your [definition title].provdef file to the desired location.

Importing a Provisioning Definition

You can import a previously-created Provisioning definition to use in another environment. To import a definition, follow these steps:

1. Click **import a definition** () on the Provisioning Administration Dashboard.



2. On the Choose File to Upload dialog, select the Provisioning definition file you want to import, and then click **Open**.
3. The imported definition displays on the Provisioning Administration Dashboard.

Note

If you import a definition that has the same name of a definition that already exists, the Provisioning system will rename it automatically and append "- Copy" to the name. You can rename the definition by editing it according to the steps in Editing a Provisioning Definition.