

Discovering Microsoft Office files with ConverterTechnology DiscoverIT

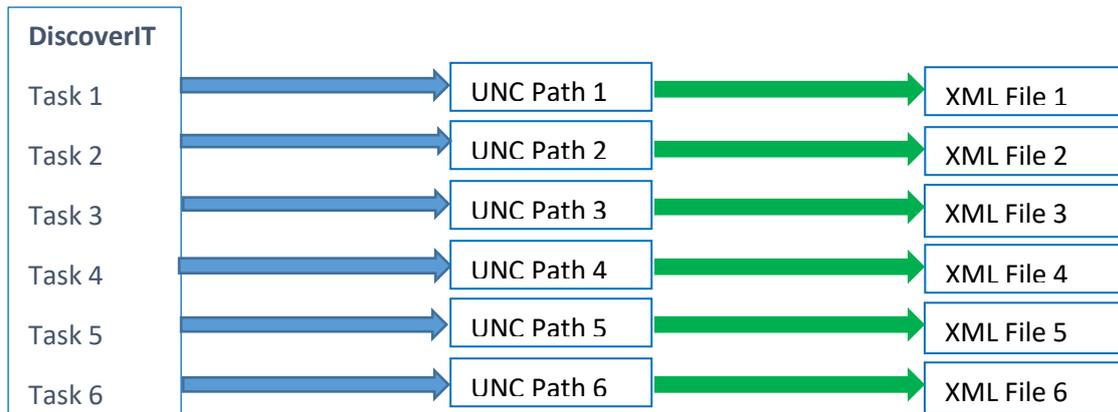
The discovery process is about finding out which Office files will present a risk during an Office upgrade. Generally at risk files are those files that contain VBA (Macros) and have been modified in the recent past, typically those files modified in the last eighteen months (any date range may be selected).



The straight forward DiscoverIT interface allows the following attributes to be captured

- File creation date
- File last access date
- File last modification date
- Full path to file
- File size
- If file contains VBA
- If file contains passwords. It will detect the presence of a file password, if there is no file password it will detect the presence of other passwords such as a worksheet or a VBA Project password
- If file contains links and a count of the links.
- If file contains charts and a count
- If file contains ActiveX
- A date range using a from and to date may be selected to limit file discovery to that range using the created, modified or last accessed dates.
- The discovery may also be limited to selected file extensions e.g. limited to Excel files or just selected Excel file extensions

DiscoverIT is optimized for discovering files on file shares. The multi-threaded capability of the application allows for multiple DiscoverIT Tasks to be run at one time.



Each DiscoverIT task will produce an XML containing data for all files discovered by that particular task.

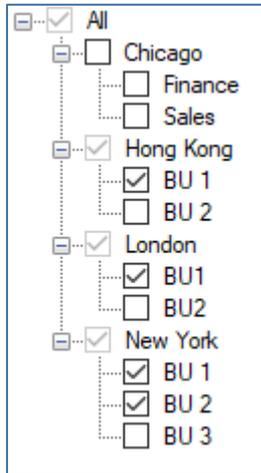
The XML data may then be imported into a ReportIT SQL database using the OC Importer Application, once in the database there are nine standard reports available within ReportIT Desktop, reports may also be exported in a variety of standard formats which includes PDF, Word and Excel.

Additional more specific extracts from the ReportIT database may be obtained by creating SQL queries.

Before configuring any tasks an assessment should be made of the number of file shares and the size of each share, larger file shares should be targeted with multiple tasks to limit the time required for a task to complete. The time required for a task to complete is difficult to quantify and is impacted by a number of factors such as:

- The total number of files on the file share.
- The size of individual files.
- The speed of the file server.
- The speed of the network.
- The ratio of in scope Office files to other files e.g. if the file share contains 10,000 files and 100% of files are in scope Office files the task will take longer than on a file share where only 10% of files are in scope Office files.
- The discovery options selected, in particular "Security", "Links", "Charts" or "ActiveX" , if any one of those is selected then the whole of the file will be streamed through memory.
- The number of tasks running on one system.

Before configuring any tasks some thought should be given to what reporting is required and the ReportIT database configured to match, this involves setting up “Companies” and “Projects” within the database, this is achieved using the OC Importer Application. E.g. Reports maybe required for each BU’s files on a server as well as a “global” report. In which case care should be taken to ensure that discovery tasks do not target folders owned by more than one BU.

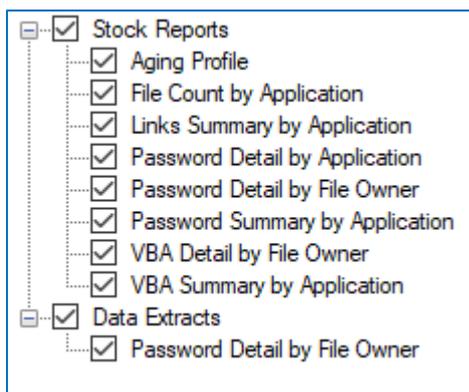


Once a task has completed then the generated XML file may be imported into the database, the correct company and project should be selected before the XML file or files are imported into the database.

The ReportIT application is configurable to allow combined reports, in this example reports will be generated using data combined form Hong Kong BU1, London BU2, New York BU1 and New York BU2.

The check box “All” could be selected to produce reports containing all data in the database.

The required file types should then be selected this may even be limited to specific file extensions.



Then before running reports the required reports should be selected.

ConverterTechnology, experts in data risk management for enterprises, provides an innovative suite of solutions that offer comprehensive coverage of enterprise data risks that can arise during a Microsoft Office document migration. Founded in 1997, ConverterTechnology has helped millions of users at Fortune 500 companies, global financial and pharmaceutical corporations, and the world’s most renowned theme park. ConverterTechnology is headquartered in Greenfield, N.H., with offices in Europe and Australia. For more information, please visit <http://www.convertertechnology.com>.