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contentACCESS

Analysis Tool Manual

Contents

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Description of contentACCESS Analysis Tool

contentACCESS Analysis Tool is a software solution for analyzing file shares before archiving them with contentACCESS File Archive into a desired storage. It helps the user to plan the resources before starting the archiving process. The application calculates the size of all files to archive and it gives a time estimation for the user about the duration of the archiving process. It measures the performance of the file shares to be archived and also the speed of the desired target store. This helps to plan the storage capacities for the future, and prevent the user from accumulating of useless and old data, which ultimately would lead to a crisis of the file system. Using the filtering options of the tool, the user may analyze the documents according to age, size and file type. He may also specify the archiving methods (if shortcuts should be used to replace originals, if files will be compressed etc.) to estimate the archive time as precisely as possible. For estimation the user selects a representative number of files, and the tool will calculate the archive time according to the partial results obtained by analyzing this set of files.

The tool may be also used for collecting data of which analysis failed, with the goal of determining corrective actions before starting the archive process.

contentACCESS's Analysis Tool is the right software for users, who would like to plan the archiving process just-in-time.

contentACCESS Analysis Tool requirements

The following prerequisite has to be installed on the machine(s) where you would like to install the tool: **.NET Framework 4.5**
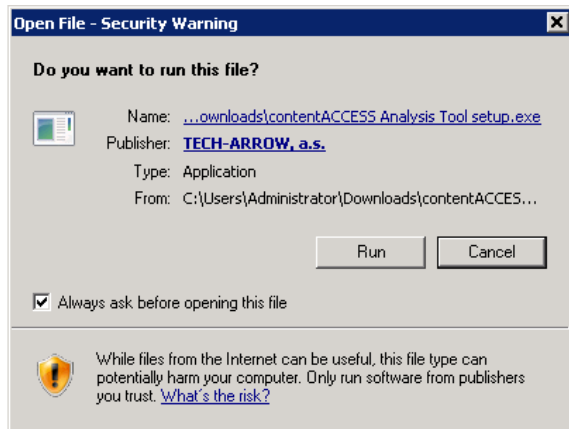
Another requirement is to run the tool under a **system administrator** user account.
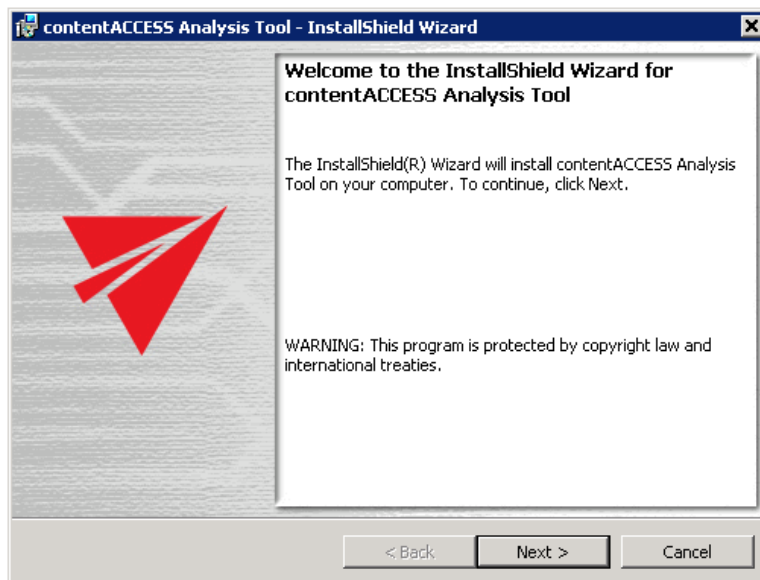
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Installing contentACCESS Analysis Tool

The tool can be downloaded from the TECH-ARROW's website. To download it, click here.
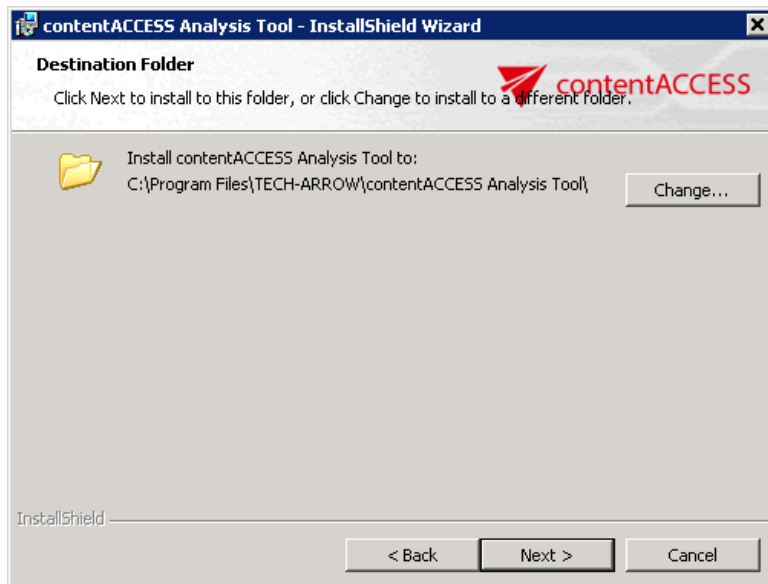
Download and run the setup package.
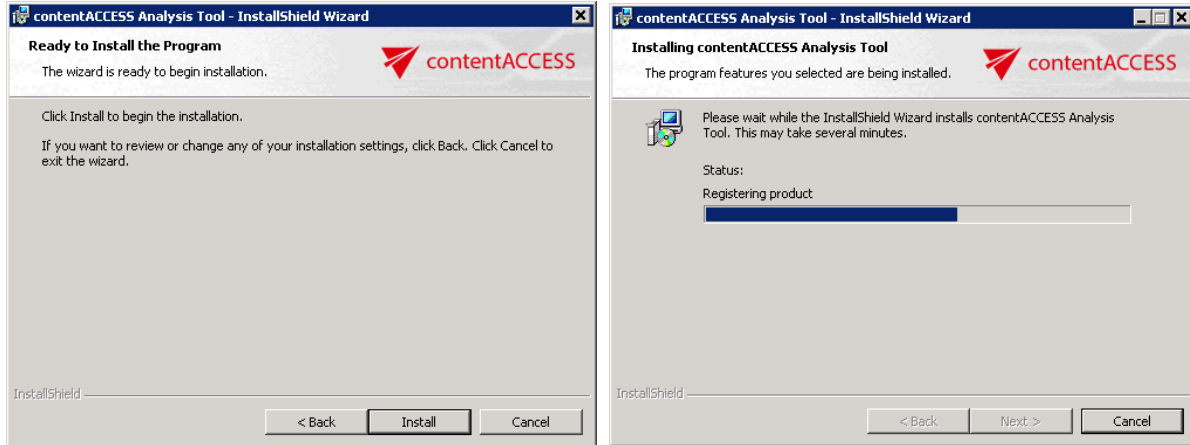

In the wizard's welcome window click on **Next.**

Read the software's license agreement and accept them by selecting the **I accept the terms in the license agreement** radio button.

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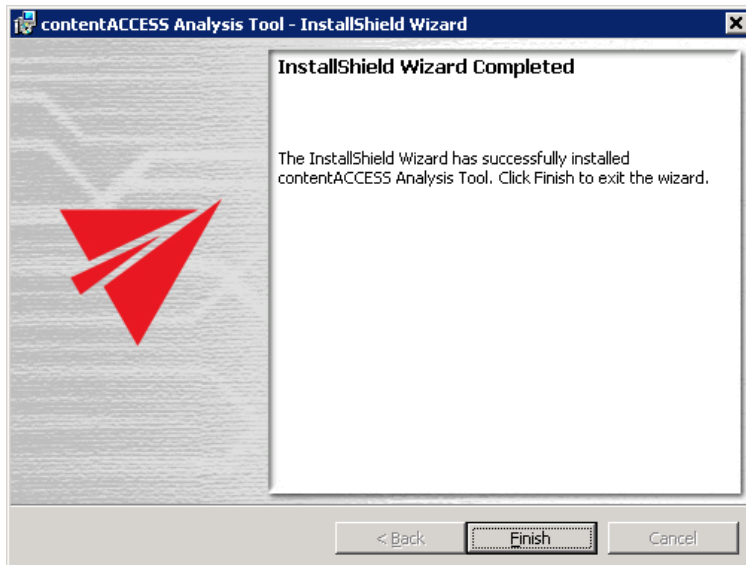
Select the destination folder of the tool. By default it installs to C:\Program Files\TECH-ARROW\contentACCESS Analysis Tool, but you may change it with locating a custom folder with clicking on the **Change** button.

Now you are ready to install the software. Click on **Install** to start the installation process, and wait until it is finished.
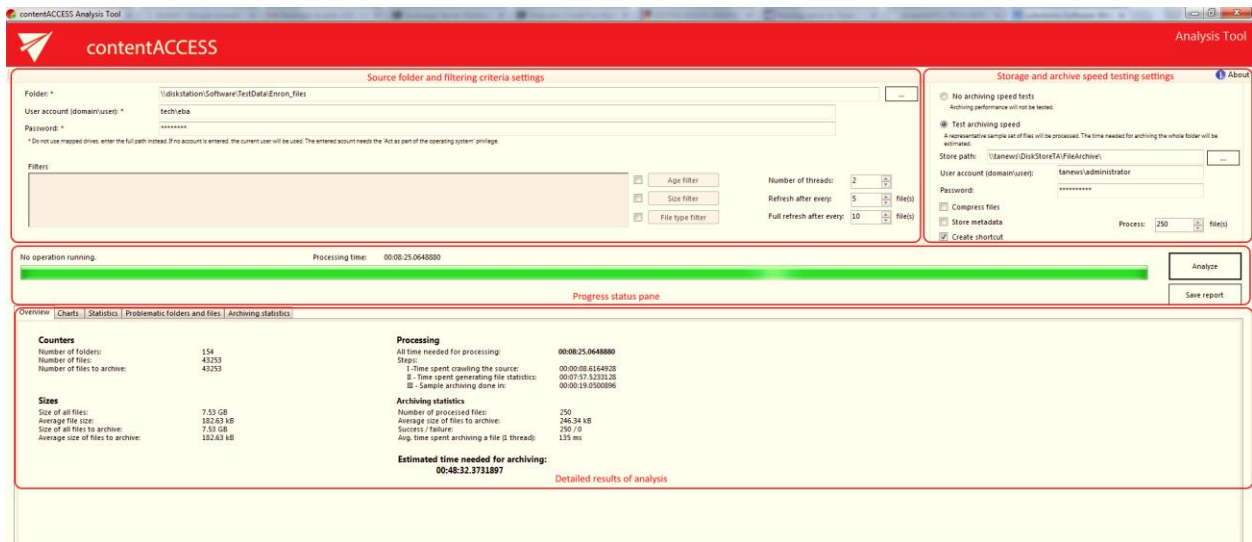
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Click **Finish** to end the installation process.

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Structure of the Analysis Tool's user interface

The user interface of the analysis tool is divided into the following main sections:
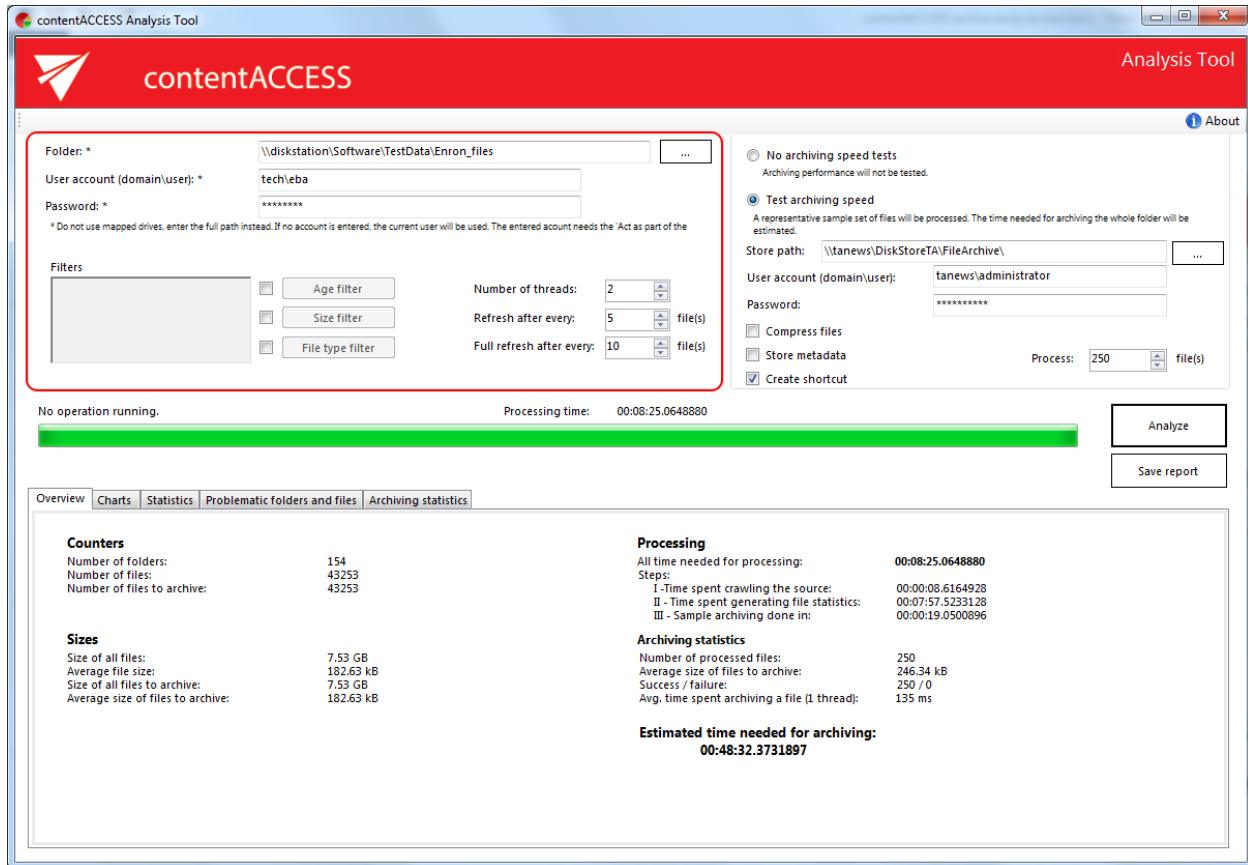

1) **Source folder and filtering criteria settings** – located at the left side of the tool's starting page

2) **Storage and archive speed testing settings** – located at the right side of the tool's starting page

3) **Analysis progress status pane** - the progress can be started from here; it is located in the middle part of the tool's user interface

4) **Detailed results of the analyzes** divided into 5 main tabs:
   - **Overview**
   - **Charts**
   - **Statistics**
   - **Problematic folders and files**
   - **Archiving statistics**

The following sections of this documentation will provide the user with the information about the structure and usage of these individual user interface section.

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Source folder and filtering criteria settings

The user is required to specify the folder settings before he starts the analysis. For specifying a source folder execute the next steps:

1) **Select the source folder**, where the files to be archived are saved. Click into the **Folder:*** field and specify a desired folder, or locate the folder with the help of the triple dot (…) button:

> **Note:** Do not use the mapped drives, enter the full folder path instead.

2) In the next step the user is required to **specify the domain user credentials**, under which the analysis tool will connect to the source folder specified in step above. If no account is specified here, the currently logged on user logins will be used. The entered account needs the "Act as part of the operating system" privilege.

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| User account (domain\user): * | TECH\eba |
| Password: * | ******** |

* Do not use mapped drives, enter the full path instead. If no account is entered, the current user will be used. The entered account needs the 'Act as part of the operating system' privilege.

> **Note:** This privilege can be set in \Computer Configuration\Windows Settings\Security Settings\Local Policies\User Rights Assignment.

3) **Specify the files to archive with the help of the available filtering criteria**. These settings are optional. There are 3 filtering options available in contentACCESS Archive analysis tool: age filter; size filter and file type filter. To activate any of these filters check the checkbox next to it and then click on the filter button.
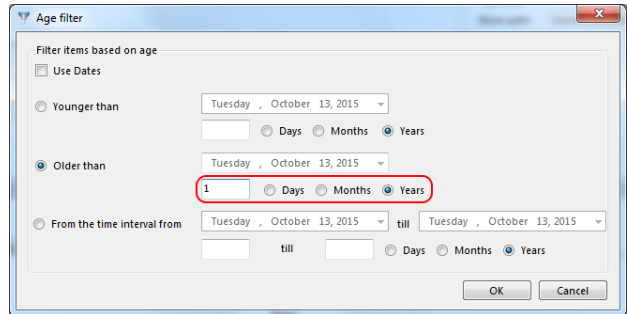

❖ **Age filter**

To filter out items to analyze based on age, activate the age filter button and click on it to open the **Age filter** dialog. In case of age filter the modification date is determinative. It is possible to filter out the items

a) either by selecting specific dates from the calendar — in this case check the **Use Dates** checkbox to activate the calendar, and specify a date. The age filter set on Screenshot A will filter out all files of which modification date is older than 13rd of October, 2015.

b) or by specifying an exact number of days/months/years in the appropriate textbox — in this case leave the **Use Dates** checkbox unchecked and write the number of days/months/years into the appropriate textbox. The age filter set on Screenshot B will filter out files that are older than 1 year.
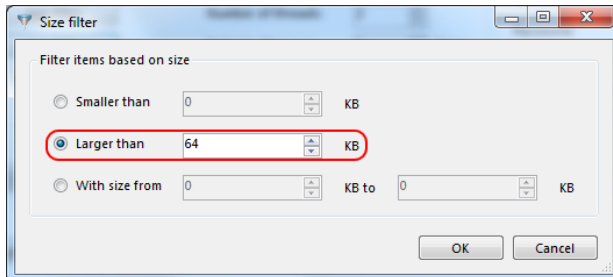
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Screenshot A: Filtering items older than October 13, 2015

Screenshot B: Filtering items older than 1 year

❖ **Size filter**

To filter out items to analyze based on file size, activate the size filter button and click on it to open the **Size filter** dialog.
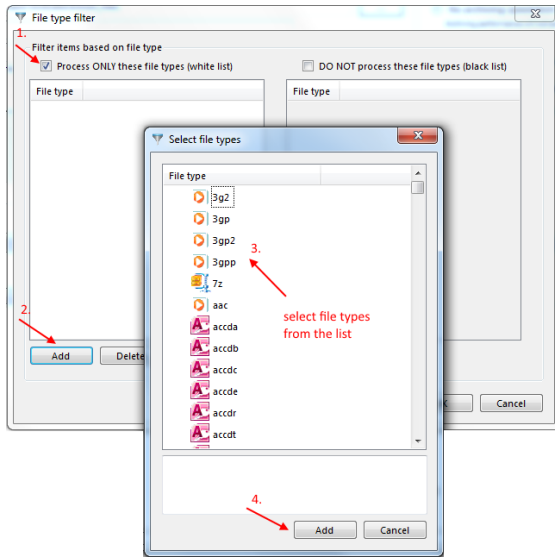

Specify a size that the size filter will use and click on **OK.** On the screenshot above the size filter will filter out all items larger than 65 KB.
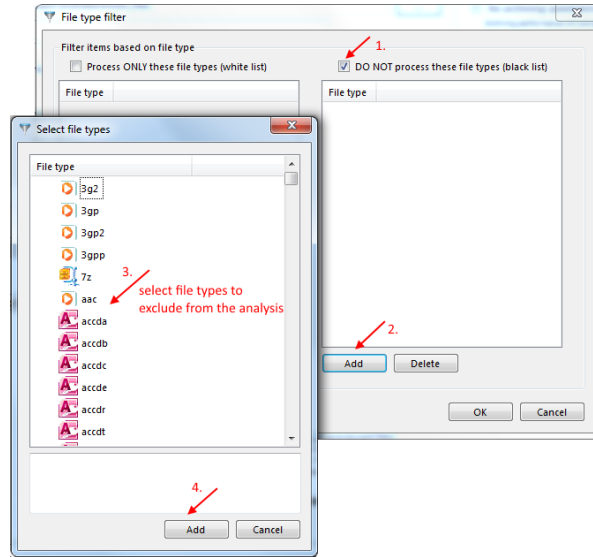
❖ **File type filter**

This filter is used to

a) filter out only certain file types to analyze — in this case check the **Process only these file types (white list)** checkbox and add the file types to be analyzed. (Refer to Screenshot A.);

b) or to exclude certain file types from the analysis process — in this case check the **DO NOT process these file types (black list)** checkbox and add the file types to be excluded. (Refer to Screenshot B.)

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Screenshot A   Screenshot B

> *Note:* All file types will be automatically crawled, if no file types are specified in this filter.

The filters can be deactivated by unchecking the checkboxes of the particular filter buttons.

> *Note:* It is possible to exclude from the analysis files already archived with the shortcutting method. This may be configured by excluding the LNK file type from processing (select it in the **File type filter**'s black list).
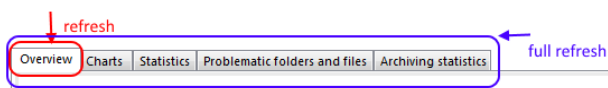
4) **Specify the number of threads and set the auto refresh intervals**. These values are by default, but the user is allowed to modify them if he prefers another settings.

Number of threads: the user may define here the number of simultaneously analyzed items;

Refresh after every ▢ file(s): the **Overview** tab is refreshed in time intervals specified here;

Full refresh after every ▢ file(s): information included in further analysis result tabs is refreshed in time intervals specified here.

Storage and archive speed testing settings

In the **Analysis Tool** the user may analyze the time frame needed to archive the contents of a folder that has been set in the folder settings. This configuration is optional. It helps to plan the time interval, when the archiving process will run in an organization. The time needed for archiving depends on the performance of the file shares to be archived, the number and size of the files included in the file shares and on the speed of the desired target store itself. The speed of the archiving process also depends on the further actions that are performed when analyzing the files (file compressing with the intention to save more storage space, metadata store or shortcut creation). Should the user test the archiving speed, he should configure the following settings:

1) Should the user analyze the speed of the archiving process, he has to check the **Test archiving tool** radio button at the right side of the tool's start page. The time needed for archiving the source folder contents will be estimated – filtering criteria set on the source side will be considered as well.

○ No archiving speed tests
   Archiving performance will not be tested.

◉ Test archiving speed
   A representative sample set of files will be processed. The time needed for archiving the whole folder will be estimated.

2) Specify the store path, where the binaries will be stored. This can be either a local, or a remote share store. It is possible to locate it by using the triple dot (…) action button as well:

Store path: | \\tanews\DiskStoreTA\FileArchive | … |

3) Enter the user credentials, under which the store folder can be accessed:

User account (domain\user): | TANEWS\Administrator
Password: | **********

4) **Specify the processing settings that will be used by the real archive job.**

When archiving a file share with contentACCESS, the user may set, if the original files will be replaced by shortcuts or not, if the archived items will be compressed, if the extended metadata will be saved into the storage database. To simulate the real archiving time as far as possible, these values must be selected according to the planned archiving job settings in contentACCESS.

According to the screenshot below we would not like to compress files and store extended metadata when archiving, but will use shortcuts to retrieve the archived files easily:

☐ Compress files
☐ Store metadata
☑ Create shortcut

5) **Specify a representative number of source files that will be analyzed**. For estimation the user selects a representative number of files, and the tool will calculate the archive time according to the partial results obtained by analyzing this set of files.
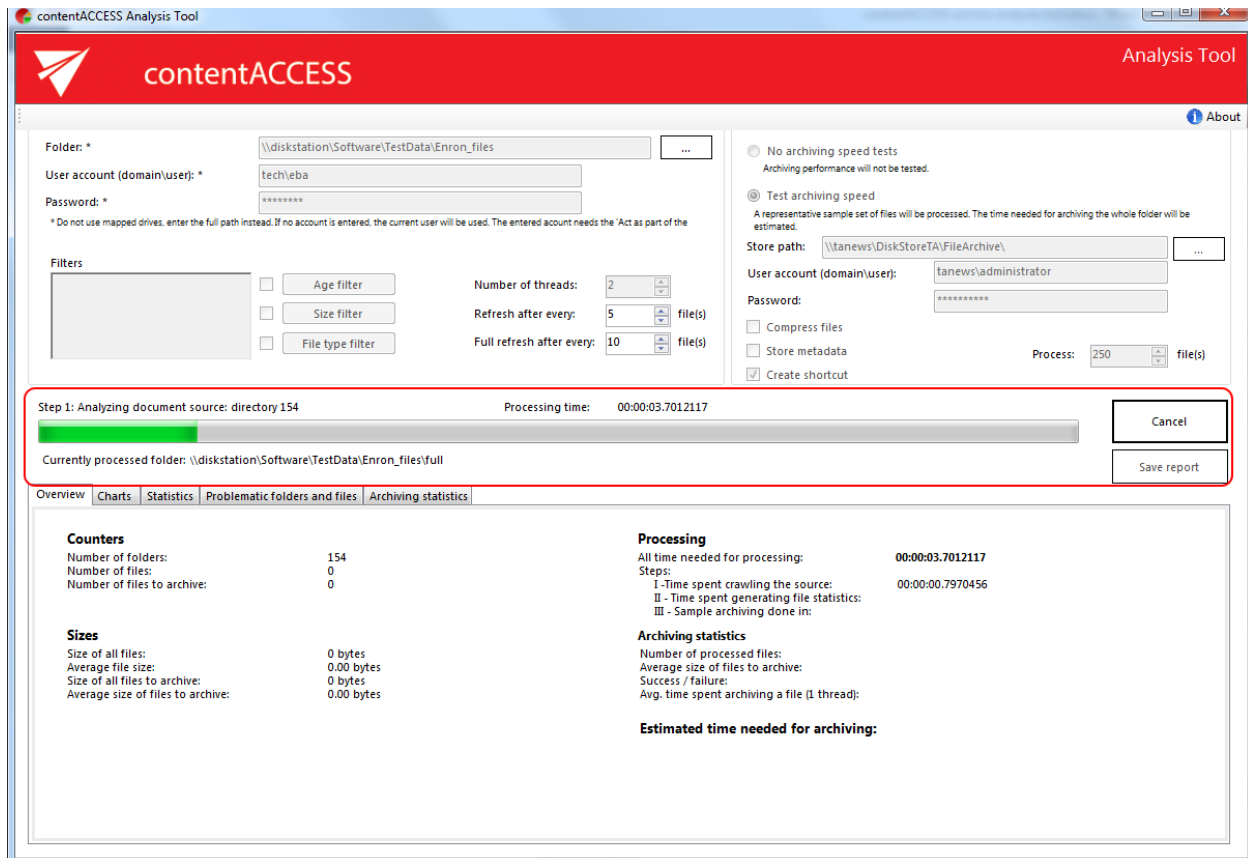
Process: | 250 | file(s)

Analysis progress status pane

The status pane showing the actual state of the analysis progress can be viewed in the middle of the tool's user interface. The analysis can be started manually from here, by clicking on the **Analyze** button.
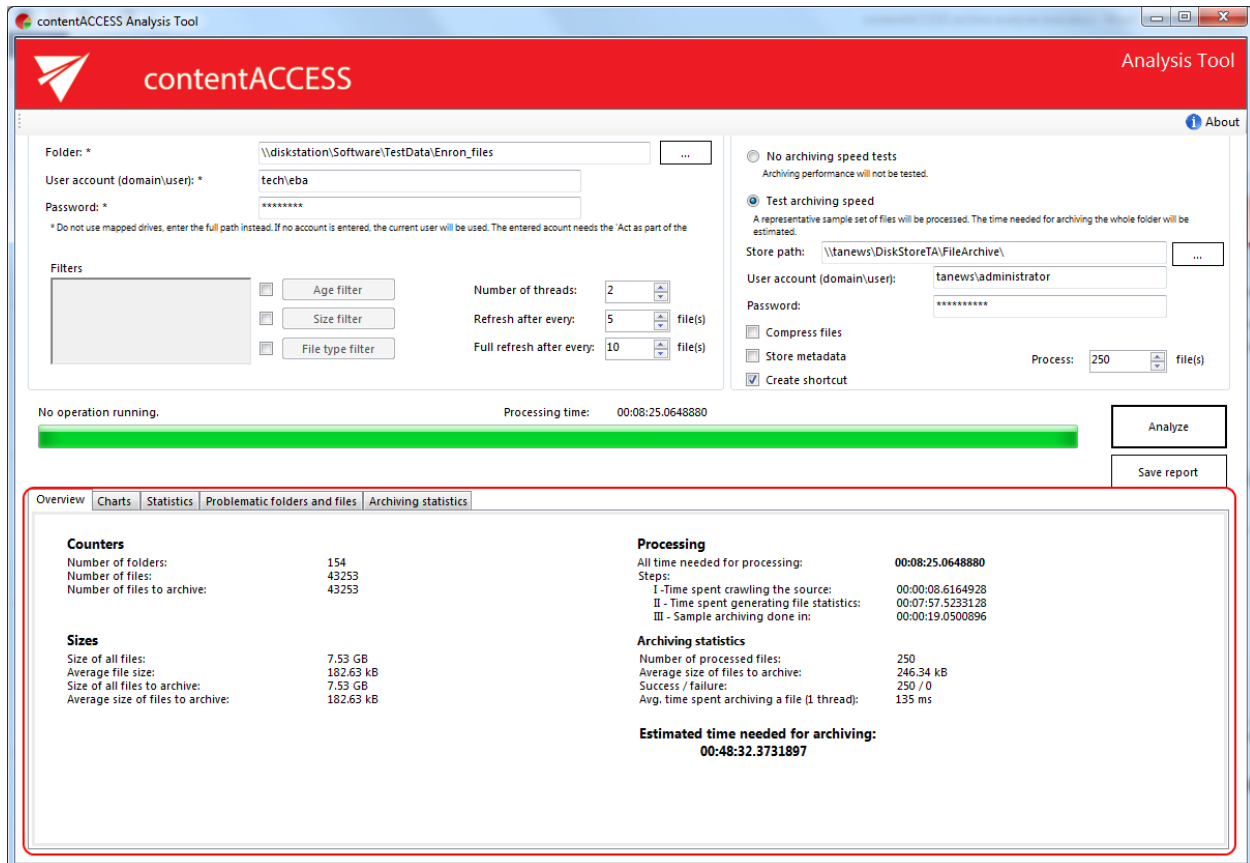
The currently processed folder path can be seen beneath the progress line. The actual processing time can be seen in this pane, too. Once the tool finished the analysis, the progress report can be saved via **Save report** button in PDF format.

Detailed results of the analysis

The detailed results of the analysis can be viewed by clicking on the following tabs:

- **Overview**
- **Charts**
- **Statistics**
- **Problematic folders and files**
- **Archiving statistics**

The **Overview** tab gives an overview for the user about the:

- Total number of source files and folders, and the number of files to archive;
- Size of all files and size of files to be archived;
- Average file size;
- All time needed for processing of the selected set of files;
- Number of processed (representative) set of files;
- Average size of files to archive;
- Successfully processed / failed item count;
- Average time spent archiving 1 file;
- **Estimated time needed for archiving the whole source folder. This value is calculated based on the results obtained by analyzing the archive time, size etc. of the representative set of files.**
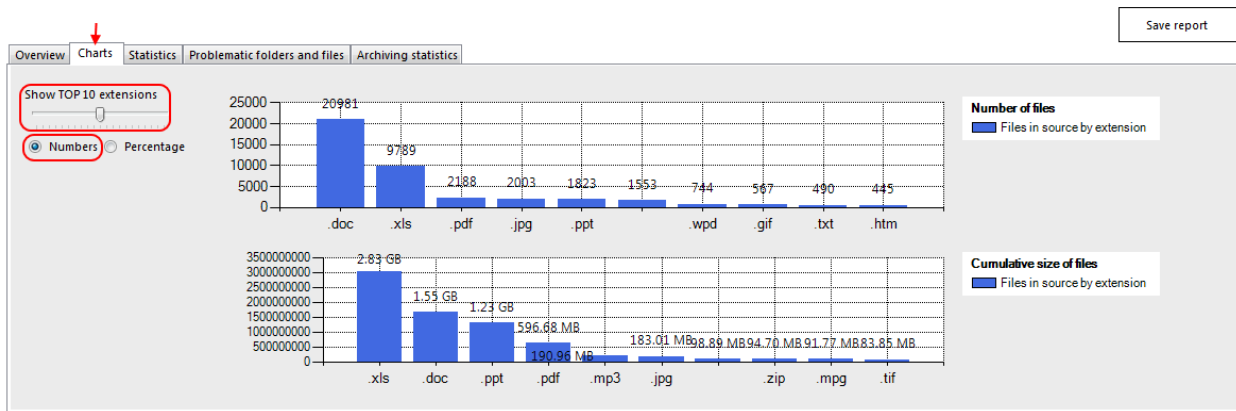
Charts tab:

A simple chart in a tool says more than a sheet of full numbers. The **Charts** tab shows a graphical representation of the frequency of most common file types. It contains two charts:
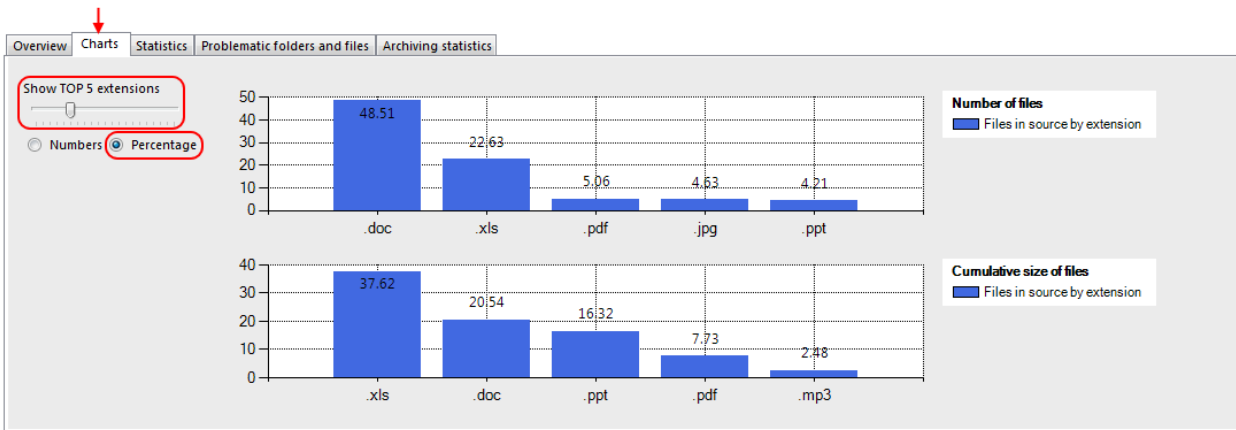
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1) The 1st chart shows the exact number of analyzed files based on file types. The user may also switch to "Percentage" mode — in this case the number of file types will be specified in percentages.

2) The 2nd chart shows the cumulative size of analyzed file types (specified either in units or in percentages).

It is also possible to display the most recent (TOP 3, TOP 5, TOP 10 etc.) file extensions by moving the ruler in the **Show TOP [value] extensions** section.

Screenshot A: Number of files based on file types (10 most recent extensions selected)

Screenshot B: Number of files based on file types specified in percentages (5 most recent extensions selected)

The **Statistics** tab lists all discovered file types. You can see their amount, the cumulated and average size of the files, and their percentual share in the set of all files.

The items displayed in the **Statistics** table can be also sorted by all of these columns.

Screenshot A: Statistical data of all analyzed files are displayed in the grid

Problematic folders and files tab

The failure analysis process of the tool relies on collecting failed data with the goal of determining corrective actions. If the analysis of certain data fails, the user may face with technical troubles when trying to archive the files in real, too. This tab contains the list of files or folders that could not be analyzed due to some kind of failures, or of which archiving may hit an obstacle. The problems can be related to insufficient permissions to the files, for example. The grid contains 3 columns:

- **Type**: can be either file or folder,
- **Path**: contains the full path of the problematical file or folder,
- **Error**: describes the error that occurred during the analysis/might occur during the archive process.

The items of the grid can be sorted by these 3 columns. **Before starting the archiving process, it is highly recommended to examine the files/folder of which analysis failed.**
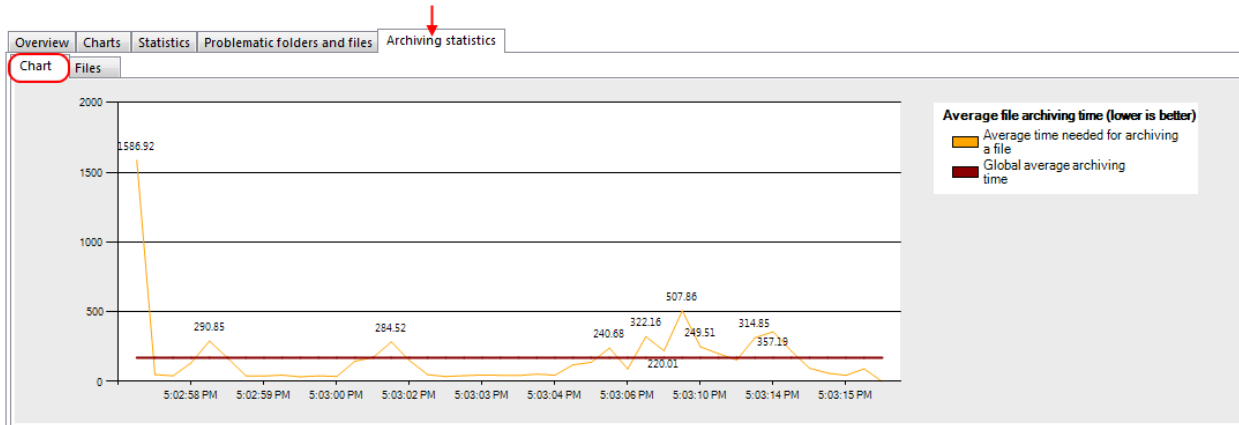

Archiving statistics tab

The **Archiving statistics tab** is showing a real-time graph about the time needed for the archive analysis of the documents in the sample set. In this archiving statistics pane the user may select from 2 tabs:

1) **Chart**: This tab informs the user about the time needed for archiving. The yellow line displays the average time needed for archiving a file, while the red line displays the global average archiving time.

2) **Files**: This tab contains the times needed for archiving each file that has been selected. If the analysis tool is used very often, and a high number of files accumulate in the grid, the performance might be also effected. From this reason, it is highly recommended to clear the list after every 1000 items. This can be done automatically with checking the Clear list after every 1000 items checkbox at the right upper side of the grid.