

User Documentation

Version 2.1.0.0

NewFormat AB

Appointed Reseller of Asset Conversions Inspector

Nordic and Baltic Region

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Indellient

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Indellient

1. Background

Purpose

The Indellient Asset Inspector is an application used to analyze the structure of documents created with the Microsoft Office Suite. The purpose of this analysis is to understand the features of the MS-Office Suite used to construct the documents, as well as the overall complexity of the documents, including any automation.

The objective of the scan and follow-on analysis is to provide an understanding of the effort involved in replacing MS-Office with IBM Lotus Symphony as the software package used to create, edit and access content in a particular business environment.

Results

The scan identifies specific content within the MS-Office Documents that may be issues if MS-Office is replaced with IBM Lotus Symphony. The output and resulting analysis does not actually convert the body of content under review, rather it supports migration approach recommendations and estimates of resulting effort.

The data extracted and analyzed by ACI does not contain the actual business content of the documents, minimizing potential security concerns associated with the process.

Execution Times

The time required to complete execution of the scanning process will depend on a variety of factors including speed of the workstation running the software, speed of data access and the location where results are being stored. Overall expectations can be set at 1 - 2 seconds / file scanned, although realized times may vary substantially based upon the factors above as well as the raw size of the files involved.

Overall Process

The actual execution of ACI is typically a single component of the overall discovery and analysis task that should be undertaken prior to a technology initiative as significant as replacing an organization's productivity suite Figure 1 shows a typical overall discovery initiative that includes ACI scan execution.



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Figure 1: High Level Scanning Process

Note that this document focuses primarily on the scanning activity itself – or stages 3 and 4 in Figure 1. A successful discovery effort will require attention to stages 1 and 2, particularly the identification of representative content (unless all assets for the organization are being included in the scanning process). The final analysis will ideally be completed by a document conversion expert.

Contact Information

For further information on the Indellient Asset Conversion Inspector, please contact NewFormat AB - Appointed Reseller for Nordic and Baltic Region:

Email:	aci@newformat.se
Phone:	+46 (0)70 631 53 0

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Installation Preparation

Minimum Workstation Requirements

Before installation, please ensure your workstation has the following components:

Software

- Microsoft Windows XP, Service Pack 2
- MS-Office 2003 Or MS-Office 2007 (Word, Excel and Powerpoint)
 Installed
- Visual Basic for Applications
 - This component is a feature of the MS-Office Installation and can be found under Other Shared Features
- Microsoft .NET Framework 3.5

Hardware

- 1. 1GHz 32-bit (x86) processor
- 2. Minimum of 1 GB of system memory
- 3. 60 MB of available hard drive space

MS-Office 2003 Configuration

Prior to using the Asset Conversion Inspector, the security settings in MS Excel, Word and Powerpoint must be properly configured to allow the Asset Conversion Inspector to analyze the document. This section covers settings for MS-Office 2003; see the section below if you are using MS-Office 2007 or greater.

Before continuing, confirm that all instances of MS Office are closed.

The following example displays the configuration of Excel 2003. *The same steps must be also be performed for Word 2003 and Powerpoint 2003.*

Launch a new instance of the MS-Office application. From the menu, select "Tools" -> "Options...". This is displayed in Figure 2.



Figure 2: Tools -> Options...

From the "Options" dialog, select the "Security" tab followed by clicking the "Macro Security..." button. This is depicted in Figure 3.

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Options						? 🗙
View	Calculation International	Edit Sa	General ve Ei	Transition ror Checking	Custom Lists Spelling	Chart Security
File encrypti Password	on settings for thi to <u>o</u> pen:	s workbo	ok		Adva	nced
File sharing Password	settings for this w to <u>m</u> odify:	orkbook				
Read-only recommended Diatal Signatures						
Privacy options						
Macro secur	ity					
Adjust the security level for files that might contain macro viruses and Macro Security						
OK Cancel						

Figure 3: Options Dialog

When the "Security" dialog appears, select the "Trusted Publishers" tab and ensure the check-box labelled "Trust access to Visual Basic Project" is checked. See Figure 4.

iecurit y			? >
Security Level	<u>T</u> rusted Publishers		
Issued To	Issued By	Expir	Friendly Name
		View	Remove
✓ Trust <u>all</u> inst	alled add-ins and temp	plates	
Trust access	to Visual Basic Projec	t	
		OK	Cancel

Figure 4 : Security Dialog

Once the check-box is checked, click the "OK" button on all the dialogs to apply the settings and close MS Excel.

Complete all the above mentioned steps in order to configure the security settings for MS Word and MS Powerpoint.

MS Office 2007 or Greater Configuration

Prior to using the Asset Conversion Inspector, the security settings in MS Excel, Word, and Powerpoint must be properly configured to allow the Asset Conversion Inspector to analyze the document. *Before continuing, confirm that all instances of MS Office are closed.*

The following example depicts the configuration steps for MS Word 2010+. *These steps must be completed for Excel and Powerpoint as well.*

Launch a new instance of the application.

Open the Application Options by clicking the menu button and then the options button (see Figure 5).



Figure 5 : 2007 Options

Go to the Trust Center Tab and click on Trust Center Settings.

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ord Options	<u>·····································</u>
Popular Display	Help keep your documents safe and your computer secure and healthy.
Proofing	Protecting your privacy
Save Advanced	Microsoft cares about your privacy. For more information about how Microsoft Office Word helps to protect your privacy, please see the privacy statements.
	Show the Microsoft Office Word privacy statement
Add-Ins	Customer Experience Improvement Program
Trust Center	Security & more
Resources	Learn more about protecting your privacy and security from Microsoft Office Online. Microsoft Undows Security Center Microsoft Office Word Trust Center The rust Center contains security and privacy settings. These settings help keep your computer security We recommend that you do not change these settings.
	OK Cancel

Figure 6 : 2007 Trust Center

Ensure that the 'Trust access to the VBA project object model' is CHECKED.



Figure 7 : Trust access check-box

Repeat the above mentioned steps in order to configure the security settings for MS Excel and MS Powerpoint.



1. Installation

In order to begin the installation, confirm that the installer package labelled "ACI.Install.2.1.0.0.exe" is located on the same physical storage drive as the installation of Microsoft Windows XP. Prior to launching the installer, please ensure that all instances of web browsers are closed.

The installer package can be launched by double clicking it. The Asset Conversion Inspector Set-up Wizard will be launched. Click the button labelled "Next >" to continue. This is shown in Figure 8.



Figure 8: Asset Conversion Inspector Installation Wizard

This will bring about the End-User License Agreement dialog. In order to continue with the installation, the user must read and agree to the End-User License Agreement and click the button labelled "Next >" to continue. This is illustrated in Figure 9.

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Figure 9: End-User License Agreement Dialog

When the "Ready to Install" dialog appears, click the button labelled "Install", to start the installation of the Indellient Asset Conversion Inspector.

🖟 Asset Conversion Inspector Setup
Ready to Install
The Setup Wizard is ready to begin the Typical installation
Click Install to begin the installation. If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
Advanced Installer

Figure 10: Ready to Install Dialog

Once the installation is complete, click the button labelled "Finish". This will complete the installation.

2. Launch Asset Conversion Inspector (ACI)

To launch the Asset Conversion Inspector, click on the icon that was placed on your desktop as seen in Figure 11.



Figure 11 : Asset Conversion Inspector

License Validation (first time only)

Upon launching the Asset Conversion Inspector for the first time, the user will be prompted to enter a valid license key in order to activate the software. This is displayed in Figure 12. Please email the Validation Key to the email address: aci.support@indellient.com. A valid license key will be emailed to the user.

icense Validation	
Before you can be License Key, call t Thank you for choo	gin, please enter a valid License Key. In order to obtain a valid he number listed below providing them with your Validation Key. ssing the Indellient Asset Conversion Inspector.
License Validation	
Phone Number:	+1 (905) 814-7707 ×229
Validation Key:	4CBHZF1CN4864382G1061
License Key:	
	Validate License Exit

Figure 12 : License Key Validation Dialog

Once confirmation of a valid license is complete, the initial screen of the Asset Conversion Inspector is displayed. See Figure 13.

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🜌 Indellient Asset C	onversion Inspector v1.4.1.0		
<u>F</u> ile <u>H</u> elp			
S CA	Project Name		
	Create a name for your scan project:		
	ScanProject1		
~ •			
Configuration	⊂Scan Settings		
	Path	Include Sub Fo	
Full Scan			
i un ocum			
Ť			
Quick Scan			
	Add Path X Remove Selected Paths Toggle Includ	le Sub Folders	
	Remove Selected Paths Toggie meda		
Report			
Ready			11 days remaining in license

Figure 13 : Asset Conversion Inspector Initial Screen (Configuration)

Asset Conversion Inspector Configuration

When launching the Asset Conversion Inspector application, it defaults to the configuration screen (see Figure 13 above). The following table describes each feature of the configuration page that can be used to control the specifics of your scan. Note: the configuration you set will apply to either the full or quick scan.

Component	Description
Project Name	This should be a user friendly identifier for each unique scan project / execution
Add Path	This allows you to add root directories for the scan. Click "Browse" to select the path. Repeat and select all root directories that you want included in your scan.
	Note: If the target files are not all in the root, be sure to select 'yes' for 'Include Sub Folders'
Toggle Include Sub Folders	Select the path(s) you wish to change and click on 'Toggle Include Sub Folders. You may use the 'shift' or 'ctrl' keys to select as many paths as you wish.

Content – Locations and Preparation

The scanning process requires ACI to access all data within each file scanned even though the structural elements are all that is stored. The speed of execution can therefore be improved by creating a separate local copy of the files of interest or at least executing the program from a location with good bandwidth access to the physical files. If the files are located across a distributed network, including files in remote locations separated by slow network segments, execution time for ACI can be significantly extended.

3. Full Scan Execution

Once you have completed the configuration, select the Full Scan tab on the left of ACI: See Figure 14:

💌 Indellient Asset Co	onversion Inspector v1.5.0.0	
<u>F</u> ile <u>H</u> elp		
×	Scan Document Types Select the document types that you would like to scan for:	Scan Progress Status Idle
Configuration	Word Vord Documents	
	Document Templates	Word Progress Number To Process: 0
Full Scan	Spreadsheet Documents	0% Number Remaining: 0
	Spreadsheet Templates	Excel Progress
Quick Scan	Powerpoint Presentation Documents	Number To Process: 0 0% Number Remaining: 0
	Presentation Templates	Powerpoint Progress
Report		0% Number Remaining: 0
		Start Scan
Ready		77 days remaining in license

Figure 14 : Asset Conversion Inspector Full Scan Screen

Select the MS-Office components you want included in your scan (Word, Excel and/or Powerpoint).

Click the "Start Scan" button. A box will pop-up providing you with some prescan tips and with the scan settings for your scan. Pre-scan tips include:

- do not interact with any dialogue boxes during the scan. ACI will handle these for you.
- be sure to close all MS-Office applications before clicking 'continue'
- do not use any MS-Office applications until the scan is complete.
- please be sure you have enabled access to Visual Basic for all three MS-Office applications as documented in <u>Section 2: Installation</u> <u>Preparation</u> in this document.



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Click 'continue'.

You can watch the progress of your scan as it runs as shown in Figure 15:

Mindellient Asset C	onversion Inspector v1.5.0.0	
	- Scan Document Types Select the document types that you would like to scan for:	Scan Progress Status Processing
Configuration	Word ✓ Documents	
	Document Templates	Word Progress Number To Process: 17
Full Scan	Spreadsheet Documents	24% Number Remaining: 13
	Spreadsheet Templates	Excel Progress
Quick Scan	Powerpoint Presentation Documents	Number To Process: 14 29% Number Remaining: 10
	✓ Presentation Templates	Powerpoint Progress
Report		Number To Process: 16
		6% Number Remaining: 15
		Start Scan
Ready	· · · · · · · · · · · · · · · · · · ·	77 days remaining in license

Figure 15 : Asset Conversion Inspector Scan Progress Screen

A pop-up box will let you know when the scan is complete.

To learn how to view the reports created by your scan, go the the <u>Reporting</u> section in this document.

1.Quick Scan Execution

A quick scan provides a file count by type for a directory and provides the user with a 'tree view' of the root directories scanned. Select the Quick Scan tab on the left of ACI to execute this functionality and you will receive the screen shown below in Figure 16.

💌 Indellient Asset (onversion Inspector v1.4.1.0	
<u>Eile H</u> elp		
×	% of Total % of Word % of Excel % of Pow	
Configuration		
Full Scan		
Ouick Scan		
Report		
	Settings	Г
	Output File (CS)()	
	Browse	Start Quick Scan
Ready		11 days remaining in license

Figure 16 : Asset Conversion Inspector Statistics

To run a quick scan:

- 1. Complete the configuration screen. See <u>Configuration</u> help for further details.
- 2. In the Quick Scan tab, click on the 'browse' button to select a folder to store the output file and type in a file name.
- 3. Click on 'Start Quick Scan'.
- 4. The Quick Scan keeps a counter of files detected at the bottom of the Asset Conversion Inspector user interface.
- 5. Once the scan is complete, a 'Quick Scan Complete' dialogue will pop up with a summary of files found. See Figure 17 below.
- 6. To review the output file, click on the 'Open Location' hyperlink for the output file. The file will be opened in CSV format.



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🜌 Quick Scan G	Completed			
Quick Sc	an Complete			
OutputFile	C\Documents and Settings\D. Bean\Desktop\sdad.csv Open Location			
Word Assets	s Found: 1113			
Excel Assets Found: 98				
Powerpoint A	Assets Found: 16			
	🗸 ок			

Figure 17: Quick Scan Complete Pop-up

The Quick Scan will also display a 'tree view' of files found and provide the user with percentage of total files found of each type in each root directory scanned. See Figure 18 below:

🖉 Indellient Asset Conversion Inspector v1.4.1.0							
<u>F</u> ile <u>H</u> elp							
		% of Total	% of Word	% of Exce	% of Pow		^
×	 □ ○ Documents and Settings □ ○ Documents and Settings □ ○ Desktop □ ○ Desktop □ ○ Bocs 	100% 100% 100% 100% 0.65%	100% 100% 100% 100% 0.18%	100% 100% 100% 100% 1.02%	100% 100% 100% 100% 31.25%		
Configuration	ACI Demo Files ACI Demo Files PPT Files PPT Files WIDGQuetLetter.doc WADGQuetLetter.doc Applications by.lss Copy. of new pres.ppt GIBM Meeting January	3.1% 0.08% 0.49%	1.35% 0.09% 0.09%	12.24% 0% 0%	68.75% 0% 31.25%		
Full Scan	Since we press pot Since we provide the state of the sta	0.81%	0.27%	7.14%	0%		
Report	Applications xls Applications xls Book1 xls B Book1 xls B Design Issues Reveal to docs xls Reveal to docs xls Reveal to docs xls B DB Folder 2 ACI TEST FILES (11,996) C E Folder 1	1.06% 96.25% 96.25% 14.83%	0.72% 98.47% 98.47% 15.36%	4.08% 86.73% 86.73% 11.22%	6.25% 0% 0% 0%		
	Settings Output File (CSV) C:\Documents and Settings\D. Bean\Desktop\fdsafdsafdsafdsafdsafd Browse Start Quick Scan						
Scan Complete	Scan Complete 11 days remaining in license					days remaining in license	

Figure 18: Quick Scan tree view of directories scanned

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1.Reporting

To view the report screen, click on the Report Tab on the left side of your screen.

The report tab will launch and you will be able to pick the scan result on which to report, as well as the target version of IBM Lotus Symphony.

ACI Scan Reports					
File Data Asset Conversion	Fie Data Asset Conversion				
Choose a Scan:	 O Target Symphony Version: 1.3 	•]	Close Reports 🥮		
			Statistics		
			Application		
			Cumulative Reports		
			Word Reports		
			Excel Reports		
			Powerpoint Reports		
			Report Type		
			Migration Effort		
			[III Notable Attributes		
			🔚 Sample Filenames		
			Age of Assets		

Figure 19 : Asset Conversion Inspector Report Screen

- 1. To begin, click on 'Choose a Scan' and choose the 'Project Name' for which you wish to create reports.
- 2. Select the Target Version of Symphony you want conversion effort analysis to be based on.

Once you select the scan and target version, the report options on the right side of your screen are no longer grayed out and you can begin looking at the various reports.

Statistics

The first option in the Report Toolbar is Statistics. This provides an overall summary of the files scanned, by application and version of MS-Office.

Number	of Files Scanned			Statistics
	Office 2003 and	Office 2007		Application
Word	24	20		Application
Excel	26	13		🛱 Cumulative Reports
Powerp	3	5		Word Reports
Total	53	38		Excel Reports
				Powerpoint Reports
				Report Type
				Migration Effort
				🕼 Notable Attributes
				🖻 Sample Filenames
				Age of Assets

Figure 20 : Statistics Report Screen

The rest of the available reports can all be displayed by application (Word, Excel or Powerpoint files) only, or cumulatively on all MS-Office Assets. There are four types of reports you can choose:

- 1. Migration Effort
- 2. Notable Attributes
- 3. Sample Filenames
- 4. Age of Scanned Assets

The following section provides examples of each.

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Migration Effort

Migration Effort for Inspected Assets

The Migration Effort for Inspected Assets pie chart displays the percentage of files that:

- will convert seamlessly without user intervention
- may require user intervention
- will require technical support



Figure 21: Sample Migration Effort for Inspected Assets Report

In this sample report, 28.72% of all MS Office files scanned will convert seamlessly to IBM Lotus Symphony without user intervention, 28.72% may require some user intervention and 42.55% will require technical support.



Notable Attributes

This report includes two graphs of the number of files containing notable attributes (defined as content with a file that will not convert seamlessly). One graph includes MS-Office 2003 or earlier files scanned and the second graph includes all MS-Office 2007 files scanned. Notable attributes include those attributes which will require user intervention or technical assistance when converting to IBM Lotus Symphony. An example of this report is shown in Figure 22:



Figure 22: Sample Notable Attributes Report

Sample Filenames Report

The Sample Filenames report provides the file path and name for assets which contain attributes of note. The list is not exhaustive (5 sample file names for each notable attribute for both 2003 and earlier and 2007 files), but provides the user with a good list of examples that can be used for further analysis and to understand the nature of the particular migration challenge.

🜌 ACI Scan Reports				
File Data Asset Conversion				
Choose a Scan: ScanProject1 (5) • 😧 Target Symphony Version: 1.3	•			
Files That Will Require Technical Support	Files That May Require User Intervention			
Filenames A	Filenames			
Modules	Table Formula			
C:\2003 Test Files\Word doc with Macro.doc C:\2003 Test Files\Excel file with Macro.xls C:\2003 Test Files\Form Buttons.xls	C:\2003 Test Files\All attributes 2003.doc C:\2003 Test Files\ALL Word Attributes of Note 2007 saved back to C:\2003 Test Files\2003 Sample Files\Table Formula.doc C:\2007 Test Files\4LL Word Attributes of Note 2007 docx			
Small Macros	C:\2007 Test Files\Copy of ALL Word Attributes of Note 2007.docx			
C:\2003 Test Files\Word doc with Macro.doc C:\2003 Test Files\Excel file with Macro.xls	:\2007 Test Files\Copy (2) of ALL Word Attributes of Note 2007.docx			
Charts	C:\2003 Test Files\ACI 1.3 Test Files (office 2003).doc C:\2003 Test Files\All attributes 2003.doc			
C:\2007 Test Files\ALL Word Attributes of Note 2007.docx C:\2007 Test Files\Copy of ALL Word Attributes of Note 2007.docx C:\2007 Test Files\Copy (2) of ALL Word Attributes of Note 2007.do C:\2007 Test Files\Word 2007 Document 12.docx C:\2007 Test Files\Word 2007 Document Insert Menu.docx OLE	C:\2003 Test Files\ALL Word Attributes of Note 2007 saved back to 20 C:\2003 Test Files\INDEX.doc C:\2003 Test Files\2003 Sample Files\Table Of Content.doc C:\2007 Test Files\ALL Word Attributes of Note 2007.docx C:\2007 Test Files\Copy of ALL Word Attributes of Note 2007.docx C:\2007 Test Files\Copy (2) of ALL Word Attributes of Note 2007.docx C:\2007 Test Files\Vord 2007 Document Insert Menu.docx			
C:\2007 Test Files\ALL Word Attributes of Note 2007.docx C:\2007 Test Files\Copy of ALL Word Attributes of Note 2007.docx	C:\2007 Test Files\By Severity Type\All Yellow Word 2007 Attributes.d			
C:\2007 Test Files\Copy (2) of ALL Word Attributes of Note 2007.do C:\2007 Test Files\Object Inserted no LINK.docx	C:\2003 Test Files\ALL Word Attributes of Note 2007 saved back to 20			

Figure 23: Sample Filenames Report

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Age of Scanned Assets

The Age of Scanned Assets Bar graph displays the ages of the scanned assets by year. The user can request a bar graph for all assets scanned or by individual application.



Figure 24: Sample Age of Scanned Asset Report



Report Export

Migration Effort, Notable Attributes, Age of Scanned Assets

To export a copy of the Migration Effort, Notable Attributes or Age of Scanned Assets report, simply right click on the report, and you can either 'save as' and choose your graphic save format, or you can copy and paste the report into a word document.

Statistics and Sample Filenames Report

There is no export available, but these reports can added to another document as a screen capture.

Data Export

The data captured during an ACI scan is stored in a 'Data' folder in the application directory. The files containing information related to scan activities include:

- Event Logs for each Office application
- CSV files (one for each application) containing details of all assets scanned
- CSV files (one for each application) containing a list of all OLE types found
- A general log of scan events

The Indellient Asset Conversion Inspector provides the capability to export these raw files to a folder for further analysis. To export your scan data, complete the following: From the Report Tab, choose Data/Raw Export:



Figure 25: File Export Menu Option 1

The Export Scan Information dialogue is displayed:

Export Scan Information	
Export To Folder	
	Browse
	Open Location
Choose a scan to export	~
Export Back	Limited Export

Figure 26: File Export Sub-Menu

Choose a target folder for the data and select the Scan Name from the drop down menu and click on 'Export'. All files will be exported to the folder you selected.

Limited Export

In some organizations, the actual file names and authors for the assets scanned are considered confidential information. This can be problematic if the scan results are to be shared with individuals who are not authorized to see this information, either inside or outside the organization. To address this problem, the Limited Export option is provided as seen in Figure 26. When this option is selected all results are exported without either file or author names.

1.Troubleshooting

This section contains a list of the most common challenges that users can experience when installing and executing the Indellient Asset Conversion Inspector.

Issue: The scan reports are blank.

Resolution:

Confirm that MS Excel, Powerpoint or Word documents were present in the directories scanned. If documents were present, verify that the security settings, as outlined in the <u>MS Office Configuration</u> section, have been configured correctly for MS Excel, MS Powerpoint and MS Word. If the security settings were configured properly, please contact Indellient for further support.

Issue: Every file scanned results in 'ERROR 5732 - "COM Error"'

<u>Resolution:</u> Confirm that MS Excel, Powerpoint and Word have been configured properly. Follow the instructions in the <u>MS Office Configuration</u> section.

If you experience any technical problems during the install or scan execution, please contact:

ACI.Support@indellient.com 1-905-814-7707 x234

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2. Appendix A – Uninstall Instructions

To un-install the Indellient Asset Conversion Inspector, please follow the steps below:

1. Click on "Start', "Control Panel". See Figure 27:



Figure 27 : :Start/Control Panel

2. Select 'Add or Remove Programs'. See Figure 28:



Figure 28: :Add or Remove Program Option

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3. Find and select the 'Asset Conversion Inspector' program. Click on 'Remove'. See Figure 29:



Figure 29: Remove Program

The program will be un-installed.

4. Remove residual files by deleting the 'Indellient/Asset Conversion Inspector' folder from C:\Program Files. See Figure 30:



Figure 30: Deleting Residual Files

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