

# SCAI MAS<sup>®</sup>

## Version 1.2 Manual

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# Introduction

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## What is SCAI Migration Analysis Suite, SCAI MAS<sup>®</sup>

SCAI MAS<sup>®</sup> is a suite of analysis and migration tools, which are indispensable for the migration from Microsoft Office™ to Sun StarOffice™ / OpenOffice.org.

SCAI MAS<sup>®</sup> will not only help you to protect yourself against nasty surprises when converting Microsoft Office™ files, but also enable you to plan the migration more precisely and estimate the costs much better in advance.

Skills of SCAI MAS<sup>®</sup> are:

- **Searching** and **detecting** Microsoft Office™ documents on all clients
- **Analyzing** Microsoft Office™ documents and listing major problems
- **Tracking** user action concerning use of Microsoft Office™ documents
- **Valuable decision-making** tool
- **Archiving** of all Microsoft Office™ documents
- **Converting** Microsoft Office™ documents into Sun StarOffice™ / OpenOffice.org documents

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## Why do I need SCAI MAS<sup>®</sup> when migrating?

SCAI MAS<sup>®</sup> helps you organize the entire migration process, from feasibility study and cost calculation through execution and documentation to final reporting and auditing. It assists in drawing up cost estimates by analyzing your own real data. No need to rely on fictional figures or third-party studies which don't fit your company.

SCAI MAS<sup>®</sup> serves two purposes.

First of all, it helps you analyze your organization for migration-critical aspects. Secondly, it helps in performing the migration itself.

SCAI MAS<sup>®</sup> usefulness and efficiency depends on the size of your organization. While you might find it overkill (and a little boring!) to install all

the tools and add-ons when only migrating a five PC environment, it is surely absolutely vital to use **SCAI MAS®** when migrating a 500 PC organization spread across three sites.

Let's shed some light on just how **SCAI MAS®** will assist you, starting with the migration evaluation phase.

The **SCAI MAS®** approach is to capture migration-relevant information on all files within your organization and store it in a database. A database is the ideal place to analyze, structure and extract such data, so you can back up your proposals with succinct presentations and base all decisions on solid facts derived from real data.

The Office File Detection Robot (OFDR) solves this first problem easily.

The next step is to check all relevant files for migration-critical issues. But how do you identify which files are relevant to your organization?

The trivial approach is to shrink the scope to only those files currently in use and ignore any older ones. This is done by the OFDR module.

But this simple algorithm would typically ignore vital template files, which are unlikely to have been modified recently. Therefore, all generic template files (dot, xlt, pot) must be included, regardless of their change date. This, too, is done by the OFDR.

But in fact, most files used as templates are actually just normal documents, which are simply copied or saved under a new name. We've all heard of organizations which run their whole accounting by simply opening an invoice created earlier (invoice\_no\_103474.doc), exchanging the addresses, product list and prices and then storing the document under a different name.

Aren't these documents templates, too? And don't they need to get special attention in the migration process?

Both questions should be answered "Yes".

That's where the SCAI MAS Office Activity Tracer (OAT) comes in. It's one of the most interesting features in the **SCAI MAS®** suite. By detecting which documents are most frequently used, it helps you identify exactly which files are of real importance. So you can narrow the scope to only the most crucial documents.

The OAT is installed on all PCs in your organization and runs as a Microsoft Office™ add-in. Every time a document is opened, saved or saved under a different name, the event is logged in the **SCAI MAS®** database. Especially "Save As" actions are handled in detail (see chapter Behaviour of the OAT for detailed information). The original document is flagged as a template and the new document as a derived document.

If you keep the OAT module running for three months, all documents generated by processes which occur within that quarter are referenced in the database.

Now you really know what is important to your organization. Only those files need to be analyzed for migration-critical content.

\* You are well on the way to creating structure and order in the bewildering

complexity of the office environment.

- \* You have run a detailed analysis what's going on and you can even document it, to prove you're right.

- \* All decisions can now be based on demonstrable knowledge rather than mere guesswork.

SCAI MAS<sup>®</sup> can now analyze these files. Wherever it finds migration-critical issues in a file, SCAI MAS<sup>®</sup> employs its customizable metrics to estimate the cost of migration for that file.

After letting SCAI MAS<sup>®</sup> analyze all migration-relevant files, you can now easily filter out the most costly documents and evaluate them manually, to achieve a more precise cost calculation. Maybe you'll end up with much smaller figures than SCAI MAS<sup>®</sup> suggested based on its metrics.

Now for the bottom line!

You'll end up with a figure you can easily compare with your current licensing costs. By adding in the costs of retraining and any process re-engineering which may be necessary, plus ancillary costs (external consultants, etc.), you can judge with assuredness whether migration will prove cost-effective for YOUR organization.

Using SCAI MAS<sup>®</sup> to answer this crucial question is a sound investment. It is sure to work out much cheaper than by simply launching the project and hoping for the best. And of course it's a lot better than not starting it at all!

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## Installing and Getting Started

Follow the instructions in the SCAI MAS<sup>®</sup> Installation guide, which you can download from the homepage <http://www.scaimas.de>.

After you've installed all software that is necessary to run the SCAI MAS<sup>®</sup> application, you can start SCAI MAS<sup>®</sup> using the Windows™ start menu. Select *Program Files*, *SCAI MAS*, *SCAI MAS*.

Now the following screen will appear on your monitor:



Figure 1: SCAI MAS® start screen

For first important informations see chapter Recommendation.

## Recommendation

- During the analysis process or other SCAI MAS® tasks we recommend not to run any other application on the server.
- While converting documents to PDF, we recommend not to run any Microsoft Office™ application (this includes not to run analysis tasks).
- Furthermore you should use a highly performed computer system as robot server for best performance.
- Microsoft Office 2000™ Service Release 1 and Service Pack 3 have to be installed completely.
- Don't install any Microsoft Office™ Add-In on the robot server.
- Check that OpenOffice.org or Sun StarOffice™ Quickstarter is not running on the robot server.
- Check that no process *soffice.exe* is running. You can use the Task Manager to check this.
- OpenOffice.org 1.1 or StarOffice 7™ required.
- Follow the installation instruction by reading the Installation Guide.
- If using SAP DB:
  - Check that the Service "SAPDB: MASDB" is running with startup type *Automatic* and not *Manual*.
  - Only use SAP DB 7.3 because of stability.

# Using SCAI MAS®

## Scanning for Clients

SCAI MAS® is very easy to use, because you only have to follow the navigation applet on the left side of the application step by step.

After starting SCAI MAS® you can scan for reachable clients in the network.

Open the *Clients* tree and select the option *Scan network for clients* as shown in Figure 2: *Searching available clients*.

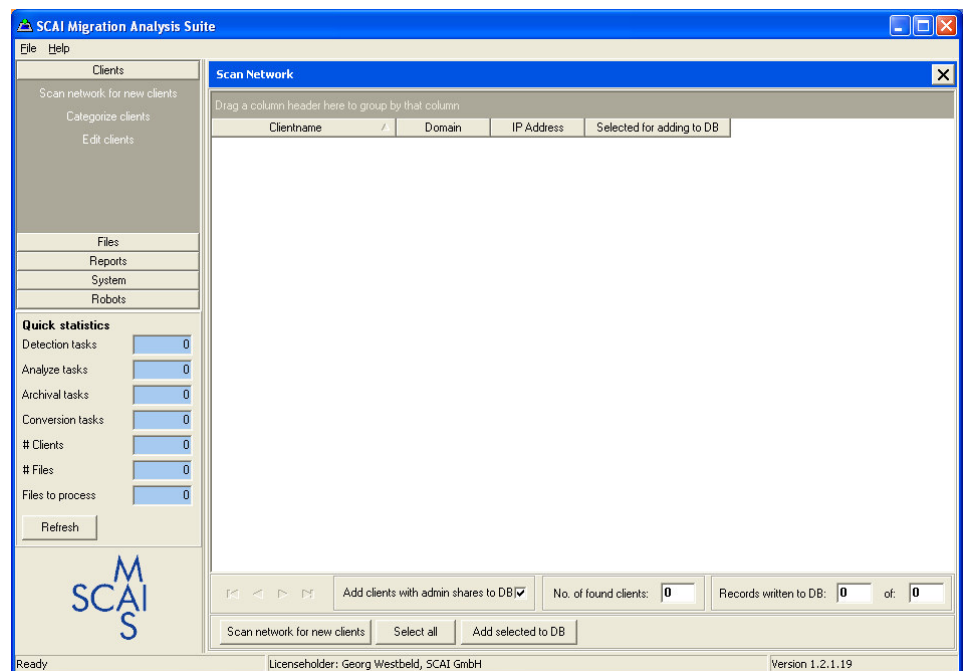


Figure 2: Searching available clients

Click the button *Scan network for new clients* to initiate the network search.

The result will be shown in the list in the middle of this dialog. Figure 3: *List of clients found after network scan* shows a sample result.

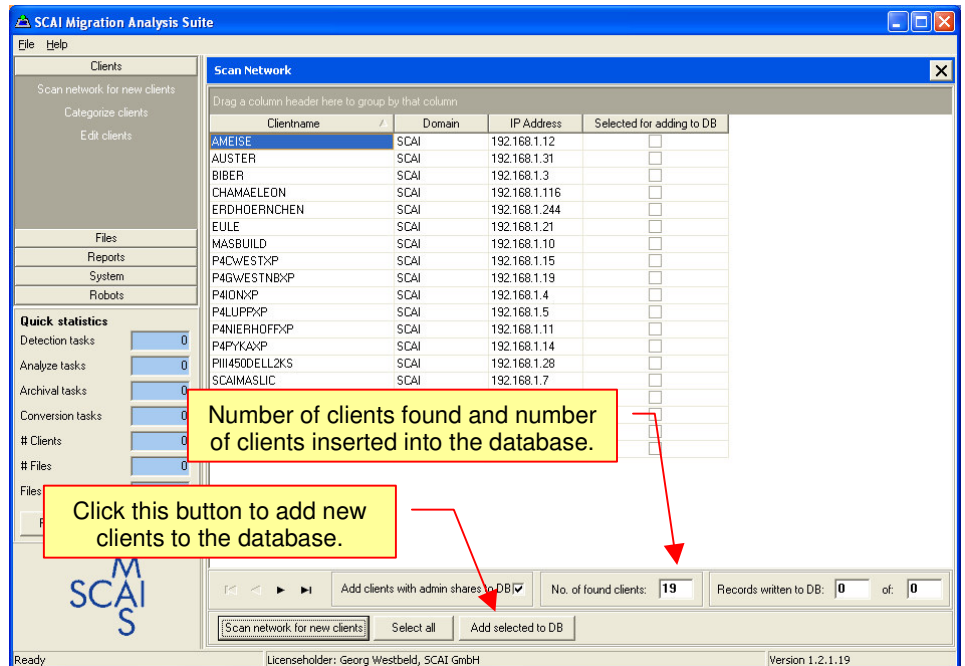


Figure 3: List of clients found after network scan

The left column *Clientname* shows the DNS name of each client. Next to this column you can see the *Domain* name of each client, belonging to. For better identification you find the TCP/IP address in the column *IP Address*. The column *Selected for adding to DB* is used for Adding clients to the **SCAI MAS®** database.

### Adding clients to the **SCAI MAS®** database

If you want to add one ore more clients of the list to the **SCAI MAS®** database, mark the check box in the rightmost column of these clients and click to the *Add selected to DB* button. If you want to select all clients of the list, you can also use the *Select all* button.

The list will only show clients which are not already inserted into the **SCAI MAS®** database. After inserting the checked clients into the database, a further scan would result into a shorter list of clients.

At the right side under the client list, you can see how many clients have been found in the network. Furthermore you can see if all selected clients have been added to the database after clicking the *Add selected to DB* button.

If you've checked the *Add clients with admin shares to DB* option, all admin shares of each client will be added automatically to the DB. This is the default value of the checkbox. If this option is not checked you have to add these shares manually, after importing the clients into the DB.

The button *Select All* allows to select all found clients of the network. This is useful if you want to scan all clients of a large organization.



# Categorizing Clients

For larger companies it might often be useful to categorize the found clients, after you have inserted them into the **SCAI MAS®** database.

Click the entry *Categorize clients* in the tree. The following dialog appears on the screen.

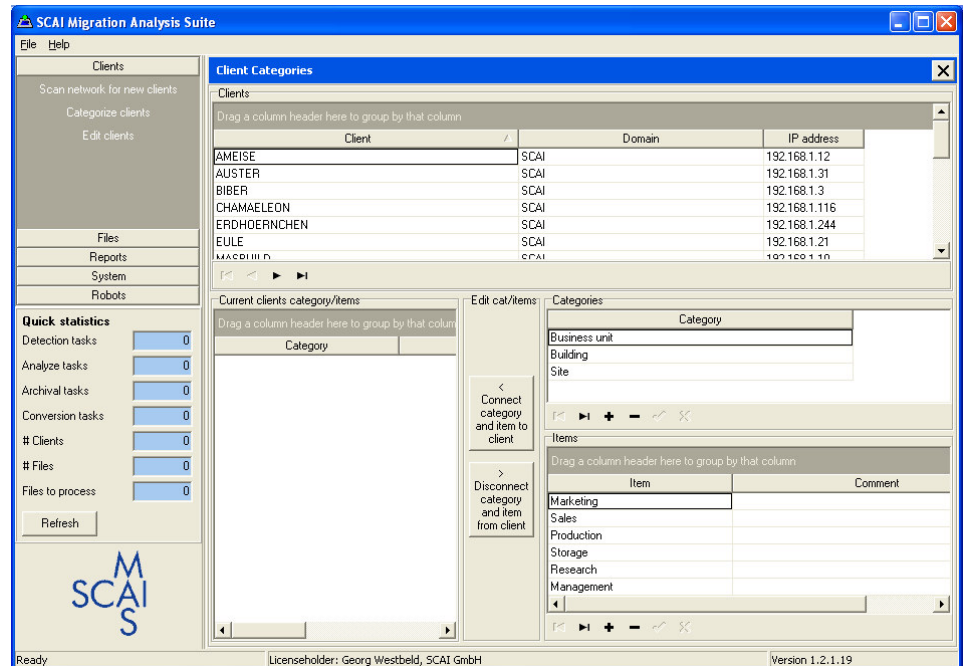


Figure 4: Categorizing clients

In the *Clients* table you can find all clients of the **SCAI MAS®** database. Now you have to select one or more clients which you want to add to a Category. Use the left mouse button to select the clients. You can also use the [Ctrl] or [Shift] buttons in combination with the mouse button to select more clients.

Figure 5: *Multiple selection of clients* shows a possible selection.

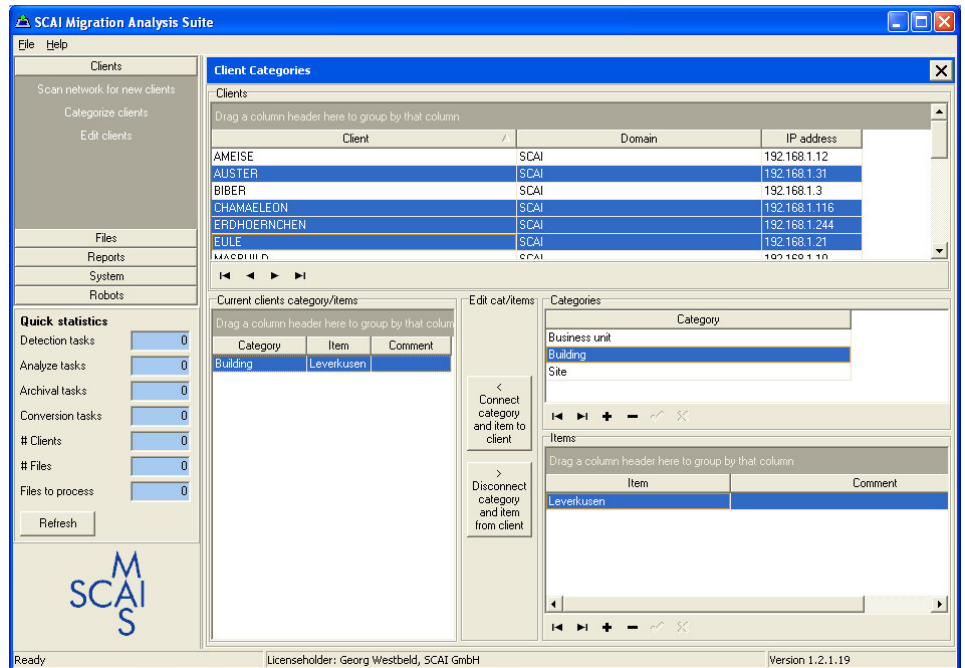


Figure 5: Multiple selection of clients

By default the first entry of the group *Categories* is selected. You can navigate, add, delete or rename existing categories by using the database buttons below the category list, shown in the following figure.

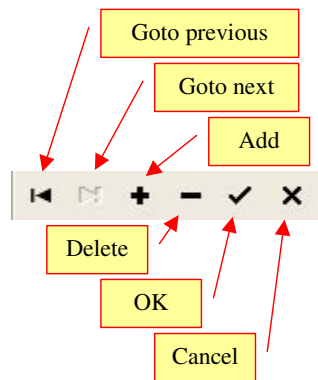


Figure 6: Database Navigation Buttons

For each category you can define individual items. The first item of a category is selected by default. You can deal with the entries as shown above.

Naturally, you can use the predefined categories and items for your clients too.

After you have selected one or more clients, one category and the corresponding item, you can assign the data by clicking the *<Connect category and item to client* button.

The table *Current clients category/items* shows the connected item of the selected clients.

Use the *>Disconnect category and item from client* button to delete the selected categories from the selected clients.

## Edit clients on the SCAI MAS<sup>®</sup> database

To delete one or more clients from the SCAI MAS<sup>®</sup> database, open the *Edit clients* tree.

Figure 7: *Delete clients from the SCAI MAS<sup>®</sup> database* shows this dialog.

The first three columns of this table correspond to the *Scan network for clients* dialog. The last column shows the robot servers, which were found during the network scan and which were inserted into the database.

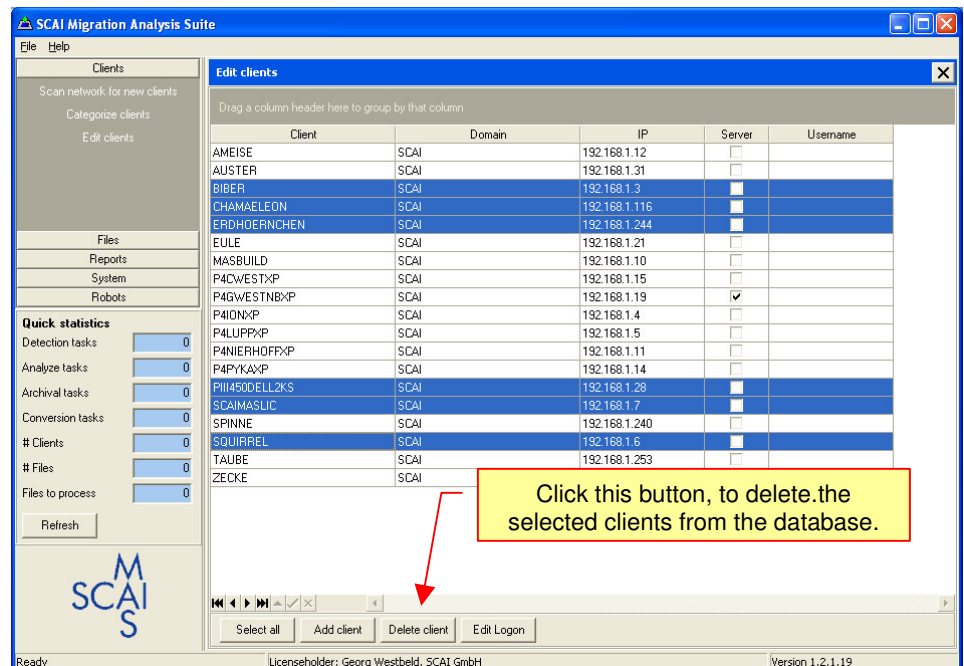


Figure 7: Delete clients from the SCAI MAS<sup>®</sup> database

To delete one or more clients, select them by using the left mouse button (multi-selection possible) or use the button *Select all*, if you want to delete all clients from the database.

After selecting a client you can click the *Delete client* button to proceed.

### **Attention:**

If you delete one or more clients from the database, all data from scanning, analyzing etc. will be deleted for the selected client(s).

Furthermore this dialog has an *Add client* button. This can be used to add clients to the SCAI MAS<sup>®</sup> database by typing the IP address and without searching your network. The following figure shows an example.



Figure 8: Add client by IP address

At last you can edit the logon information for special clients, which are not belonging to the current domain and which are not accessible with domain admin rights. Select one or more clients from the list and click the *Edit Logon* button. The following figure shows an example.



Figure 9: Add additional logon information for special clients

The checkbox *Use global user settings* allows you to use the logon information, entered in the *Global Options* dialog within the *System* tree. So you do not have to enter the logon information in this dialog for multiple clients.

If this checkbox is not enabled, the local entered logon information will be used. This might be different for one or more clients.

## Quick statistics

On the left side, beneath the navigation tree of **SCAI MAS®**, you'll find the *Quick statistics*.

This statistic is useful for a quick and short overview of the currently running tasks.

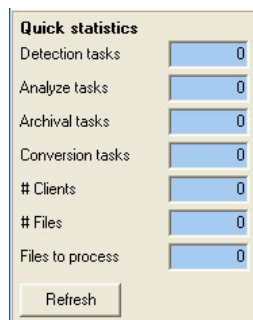


Figure 10: Quick statistics

You have to click the *Refresh* button beneath the *Quick statistics* to refresh the data while detecting, analyzing, archiving or converting documents.

The following table describes the fields of the *Quick statistics*.

Field	Description
Detection tasks	Currently running or queued file detection tasks.
Analyze tasks	Currently running or queued file analyze tasks.
Archival tasks	Currently running or queued file archival tasks.
Conversion tasks	Currently running or queued file conversion tasks.
# Clients	Number of clients in the <a href="#">SCAI MAS®</a> database.
# Files	Number of files in the <a href="#">SCAI MAS®</a> database.
Files to process	Number of files which have yet to be analyzed, archived or converted.

# Scanning and File Administration

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## Scanning for Files

After inserting all desired clients to the database, you can now scan them for the following document types:

1. Microsoft Word™ documents
2. Microsoft Excel™ documents
3. Microsoft PowerPoint™ documents

Click on the *Files* button in the navigation tree on the left side of the application window.

Now select the first entry *Scan clients for files* and the following dialog appears on your screen.

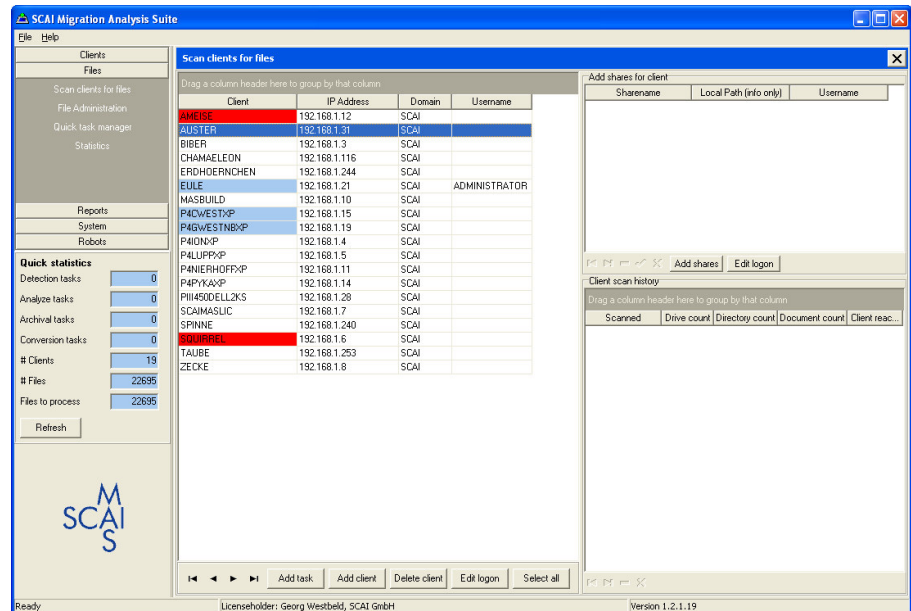


Figure 11: Scan clients for Microsoft Office™ documents

In the left table you find all clients, you have added to the database. On the upper right side you find a table where you can add shares of special clients (see chapter Adding Shares for detailed information). The table *Scan history* on the right side of the dialog shows a history of all scanning processes. The following table describes its columns.

Column	Description
Scanned	The first column <i>Scanned</i> will show the date and time when the scanning process was started.
Drive count, Directory count, Document count	The columns <i>Drive count</i> , <i>Directory count</i> and <i>Document count</i> show the number of scanned drives, directories and the number of found files
Client Reached	The last column <i>Client reached</i> is checked, if the client could be reached during the scanning process. This is useful if you scan multiple clients at the same time. So you can see, which clients were not reachable and for which you have to restart the scanning.

To start the scanning process first select the desired clients. Multiselection is possible. Then use the *Add Task* button to add the task.

If you want to select all clients, use the *Select all* button. All clients will be marked.

The buttons *Add client*, *Delete client* and *Edit logon* have the same function as described in Edit clients on the SCAI MAS® database.

#### Note:

The task will only start, if the *Detection robot* is running on the SCAI MAS® server. To check this, you may switch to the Robots tree. You'll find further information in chapter Administration of Robots.

## Adding Shares

When inserting clients SCAI MAS<sup>®</sup> tries to detect administrative shares and adds them to the database. Where this is not possible you have to manually add shares used for scanning for files.

In other cases you might want use different shares than administrative shares for scanning for files. In this case you can delete the added shares and add others manually.

The following figure shows some red client names. This indicates, that no administrative shares are available.

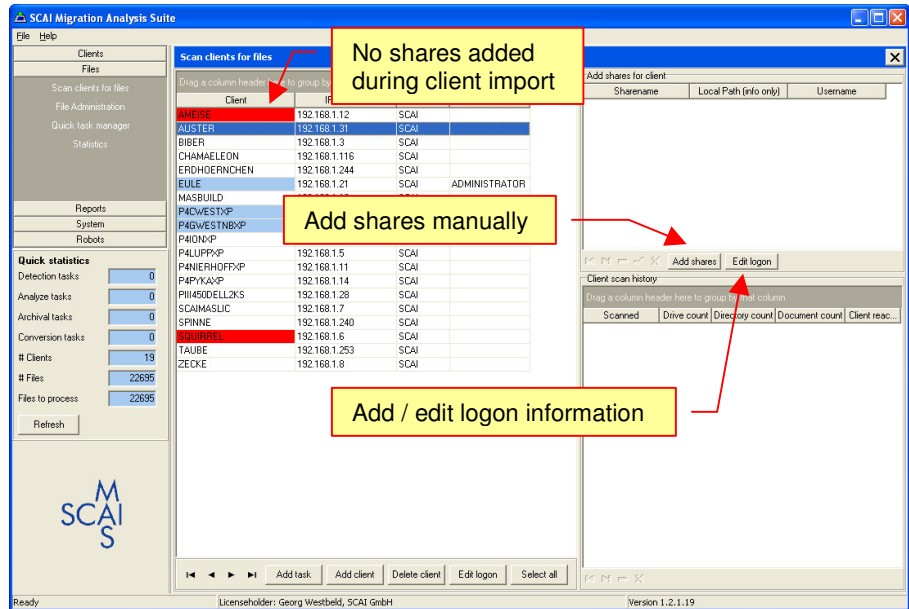


Figure 12: Add shares for scanning

To add shares you may use the *Add shares* button. First select a client in the table. Then click the *Add shares* button.

The following dialog will appear and it shows a list of possible shares on a host.

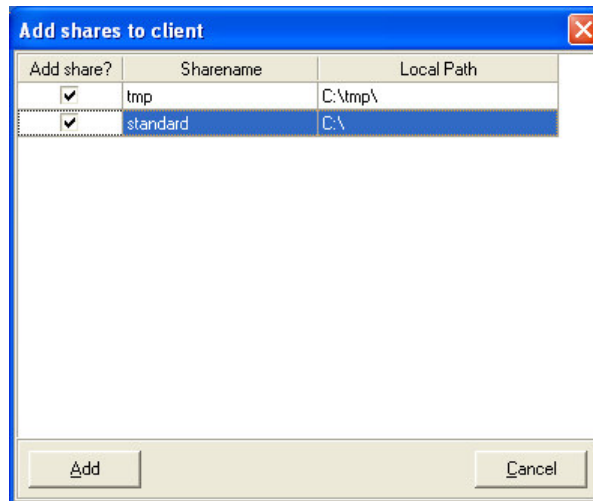


Figure 13: Add shares manually

If you would like to select the client shares, click the checkbox in the *Add share?* Column as shown in Figure 13: *Add shares manually*. To insert the administrative shares press the *Add* button, otherwise click *Cancel* to close the dialog without changes.

After you have added the requested shares to the list, you can enter a special username and password as a share specific logon, if necessary.

To do so, click the *Edit Logon* button at the bottom of the list. Now the *Add logon information* dialog appears on the screen.

The following figure shows the dialog. After you have entered the logon data press *OK* and the data will be saved for the selected share.



Figure 14: Add or edit logon information for a share

### **Note:**

It is indispensable that "follow symlinks" is set to "No" in the Samba configuration. Otherwise, the detection robot could run into an infinite loop.

Example for a Samba configuration file:

[global]

workgroup = MYDOMAIN

netbios name = MYSAMBAHOST

server string =



security = DOMAIN  
 encrypt passwords = Yes  
 password server = \*  
 character set = ISO8859-1  
 winbind uid = 10000-20000  
 winbind gid = 10000-20000  
 template homedir = /home/winnt/%D/%U  
 template shell = /bin/bash  
 winbind separator = +  
**follow symlinks = No**

## File Administration

After you have scanned the clients for Microsoft Office™ documents you can look at the results of the scanning process.

Click on the *File Administration* command in the navigation tree. You arrive in the form Filter Tab.

### Filter Tab

Figure 15: *File Administration* window will appear on the screen.

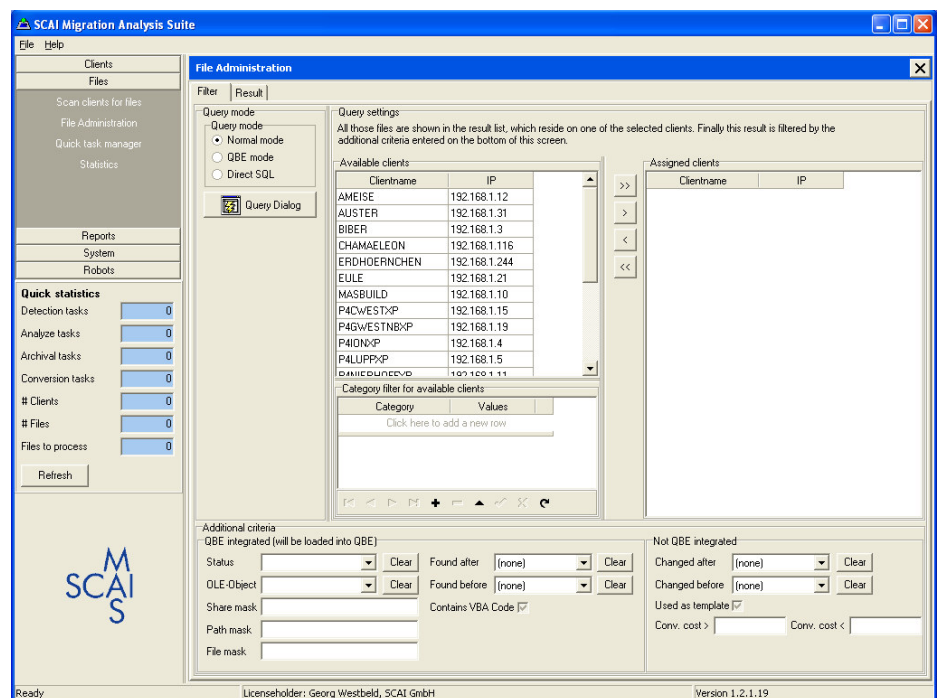


Figure 15: File Administration window

The table *Available clients* shows all clients inserted into the database. Now you can select one or more clients and add them to the *Assigned clients* list, on the right side of the dialog. Select the clients by using the left mouse button. Then you can use the List manipulation buttons to move the selected clients into the *Assigned clients* list.

The following figure shows two clients added to the list *Assigned clients*.

All selected clients will be saved, so that you don't have to select them once again, when opening this dialog again.

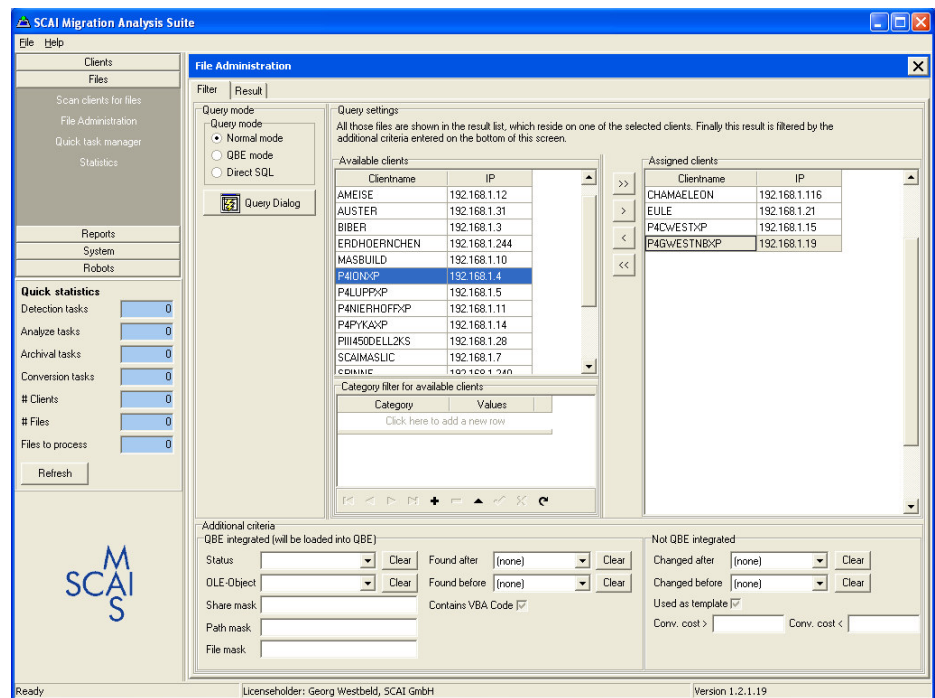


Figure 16: Adding clients to the list *Assigned clients*

In large companies it might often be useful to categorize clients for better overview and handling. See chapter *Categorizing Clients* how to organize the organization structure.

Now you can use the categories to filter your clients being shown in the list *Available clients*.

The following figure shows the open list box of available categories in *Category filter for available clients*.

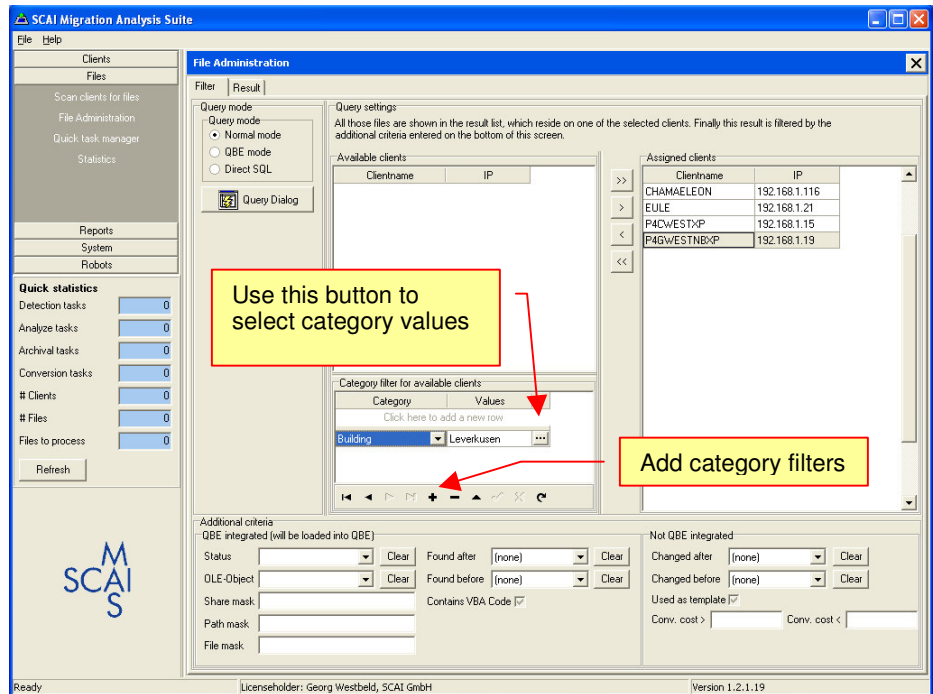


Figure 17: Adding *Category filters* to select clients

Use the database navigation buttons to add, remove or edit existing filter options. After confirming the changes, the list *Available clients* will be refreshed. For a more specific search see chapter Filter criteria.

All entered criteria will be saved, so that you don't have to enter them next time opening this dialog.

### List manipulation buttons

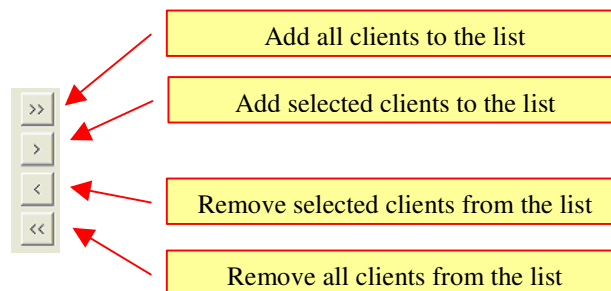


Figure 18: List manipulation buttons

- **Add all clients to the list:**  
If you want to view the documents of all clients, then insert the whole list by using this button.
- **Add selected clients to the list:**  
If you want to view the documents of only one or some clients, you can add the selected clients to the list by using this button.
- **Remove selected clients from list:**  
If you want to remove one or more clients from the list *Assigned*

*clients*, select them first and then use this button. They will again appear in the *Available clients* list.

- *Remove all clients from list:*  
If you want to remove all clients from the list *Assigned clients*, then use this button. They will appear in the list *Available clients*.

Alternatively you can add or remove a client by double-clicking the selected client.

### ***Filter criteria***

The area *Additional criteria* allows you to constrain the results shown when you open the *Result* tab. Furthermore the criteria are loaded using the *QBE mode*.

On the right side in the *Not QBE integrated* section, you can enter criteria which will be considered opening the *Result* tab, but which are not loaded into the QBE dialog.

The following criteria can be added:

#### *Status:*

Select current document statuses like *Analysis*, *Proposed for Analysis*, *Proposed for Conversion*, and so on...

#### *OLE-Object:*

Some documents may contain different kinds of OLE objects. Select an object to filter the documents on the selected client(s).

#### *Path mask:*

Here you can enter a path name or a part of a path using wildcards to filter for. For example:

- C\$\Develop\*
- \*Develop\*
- ??\develop\*
- c?\develop\*

#### *File mask:*

Here you can enter a file name or a part of a file name using wildcards to filter for. For example:

- SCAI\*
- SCAI\*UserGuide\*
- ???MAS\_UserGuide.doc
- SCAI???\_UserGuide\*

#### *Found after/*

#### *Found before:*

Here you can enter a date to filter for files found after or found before the selected date. Click the drop down list button to open the calendar control as shown in the figure below.



Figure 19: Calendar control

*Contains VBA code:*

Activate this option, if you want to filter for documents containing VBA code.

In the *Not QBE integrated* group you can enter the following criteria:

*Changed after/*

*Changed before:*

Here you can enter a date to filter for files changed after or before the selected date. Click the drop down list button to open the calendar control as shown above.

*Used as template:*

Check this option, if you want to filter for files which were used as template. Normally this will be files with the extensions \*.dot, \*.pot and \*.xlt. It also may be documents, which are not marked as template by their extensions but which were used for further documents by changing the content and saving them under another file name.

*Conv. cost>/*

*Conv. cost<:*

Here you can enter an amount of analysis cost, to filter for. Parameters for the costs can be entered in *Global Options*, described in section Setting Global Options.

## Result tab

After you have selected one or more clients and entered the desired filter criteria, you can open the *Result* tab as shown in Figure 20: *Result tab after selecting clients*.

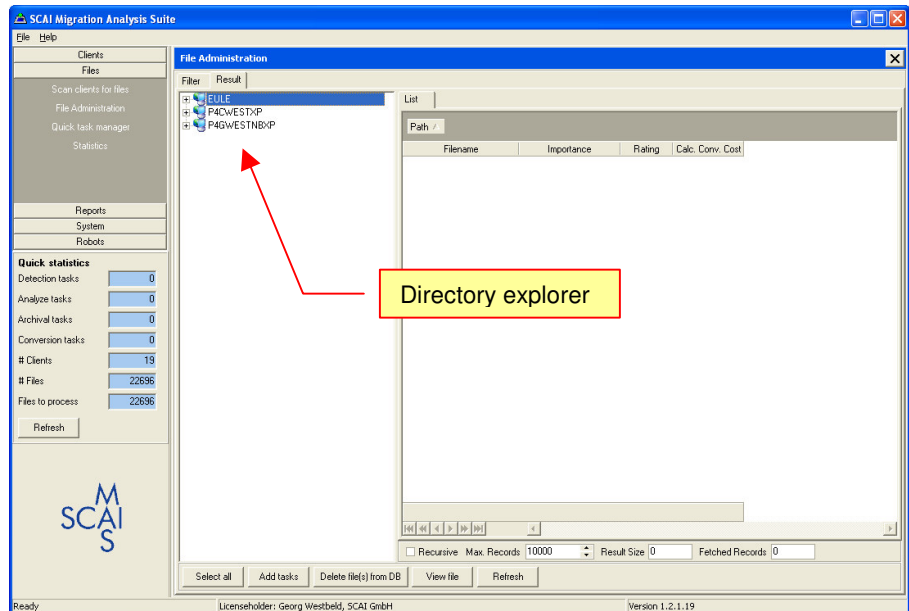


Figure 20: Result tab after selecting clients

On the left side you'll see the *Directory explorer* of the selected clients. To expand the tree, click on the desired client. The *Directory explorer* shows the directory structure of the found documents.

On the right side of the *Result* tab you find the tab *List*. First this list will show no document. For this you have to select a directory of a client first.

If you have checked the option *Recursive* at the bottom of the window, you will see all found documents beneath the selected tree of the selected client. Figure 21: *Found documents with status Proposed for analyzing* shows a possible document list.

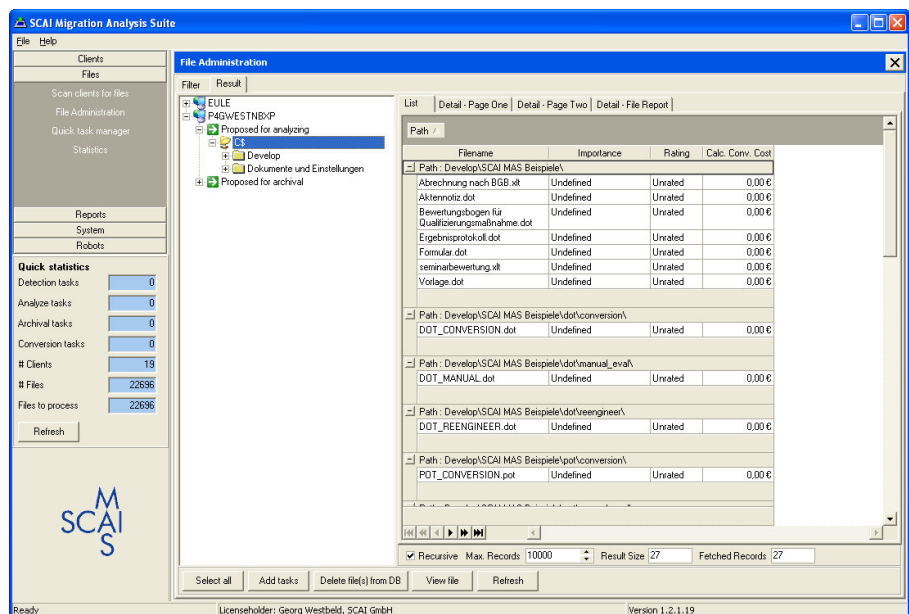


Figure 21: Found documents with status *Proposed for analyzing*

Next to the *List* tab the *Detail – Page One* and the *Detail – Page Two* and *Detail – File Report* tabs appear.

Below the tabs you can see the grouping area, where you can manipulate the grouping properties of data shown in the table. To insert or manipulate the grouping options, select a column header with the left mouse button, hold the mouse button and move the column header to the desired grouping level. Figure 22: *Grouping results with column headers* shows an example with the column *Importance*. The green colored arrows show the position, where you intend to insert the column header. All changes on the grouping options will automatically be saved so that you can use them later on.

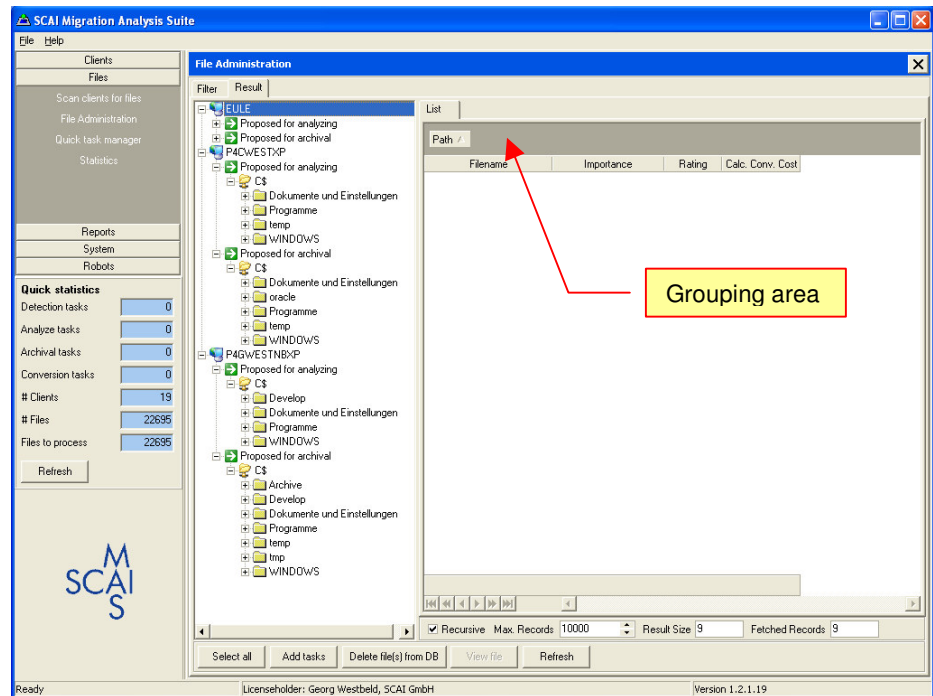


Figure 22: Grouping results with column headers

After you have defined your grouping parameters or left them as default, you can view the files in the table.

The table has the following columns:

*Clientname:*

Here you can see the client name, where the documents were found.

*Path:*

Here you can see the path on the client system, where the file is located.

*Filename:*

This is the documents file name.

*Status:*

In this column you can see the current status of the document, i.e.

- Proposed for Analysis
- Manual evaluation needed
- Proposed for conversion

- and so on...

**Importance:**

Here you can see the defined importance status, which you can allocate in the *Detail – Page One* Tab.

**Rating:**

This column shows, if a document can be converted, archived or if it is not rateable. The ratings are set by the analysis robot and are needed for further treatment of the document. The following ratings can be allocated:

Parameter	Description
Convertible	File OK
Reengineer	Contains VB code
Not rateable	Manual evaluation needed / Analysis failed
Unrated	Default for new and not yet analyzed files

**Conv. cost:**

Here you can see the calculated costs, which were calculated during the analysis. Parameters for the calculation can be changed in the *Detail – Page One* Tab.

How to expand or collapse different groups is described in chapter Navigate through Filelists.

At the bottom of the tab you can see the following options:

- **Recursive**  
If this option is checked, all documents below a selected tree will be shown. Otherwise only documents of the selected directory are visible.
- **Max. Records**  
This option allows to reduce the number of documents being retrieved from the database. For a large number of documents it might be useful, to limit the number of files for better performance. Otherwise it might need more time to fill the list with the retrieved data.
- **Result Size**  
Shows how many documents can be retrieved from the selected directory or subdirectories.
- **Fetches Records**  
Shows how many documents have been retrieved from the database.

At the bottom of the dialog you can see the following buttons:



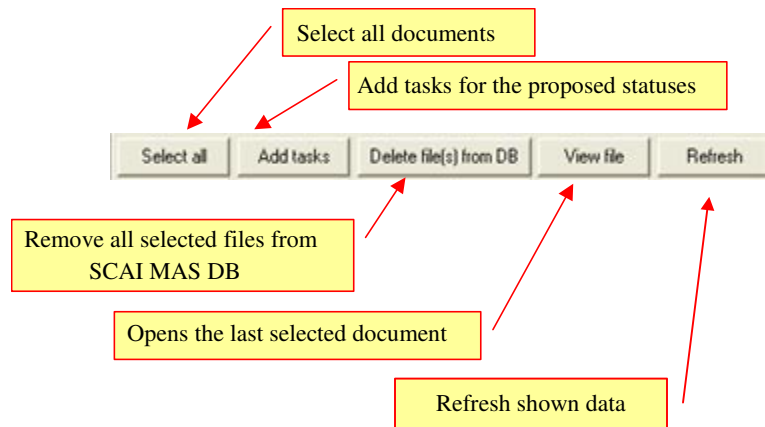


Figure 23: File administration auttons

**Select all:**

Click this button to select all documents shown in the table. All collapsed trees will be expanded automatically.

**Add tasks:**

This button allows you to add tasks for the selected documents. The tasks depend on the status of each document. In accordance with the following rules the tasks will be added:

Proposed for analysis	=>	start analysis process
Proposed for conversion	=>	start converting process
Proposed for archival	=>	start archiving process

**Delete file(s) from DB:**

Remove all selected files from the [SCAI MAS®](#) database.

**Attention:**

All data of the selected document(s), like analysis data, log information, calculated costs, etc., will also be deleted.

**View file:**

This button allows you to open the LAST selected file with the corresponding Microsoft Office™ application, i.e.

\*.doc will be opened with Microsoft Word™

\*.xls will be opened with Microsoft Excel™

\*.ppt will be opened with Microsoft PowerPoint™ and so on.

**Refresh:**

Using this button will refresh the shown data. This is useful during scanning or analyzing processes.

Further information will be shown in the next two tabs.

## Navigate through Filelists

The following figure shows a list of files after the network scan.

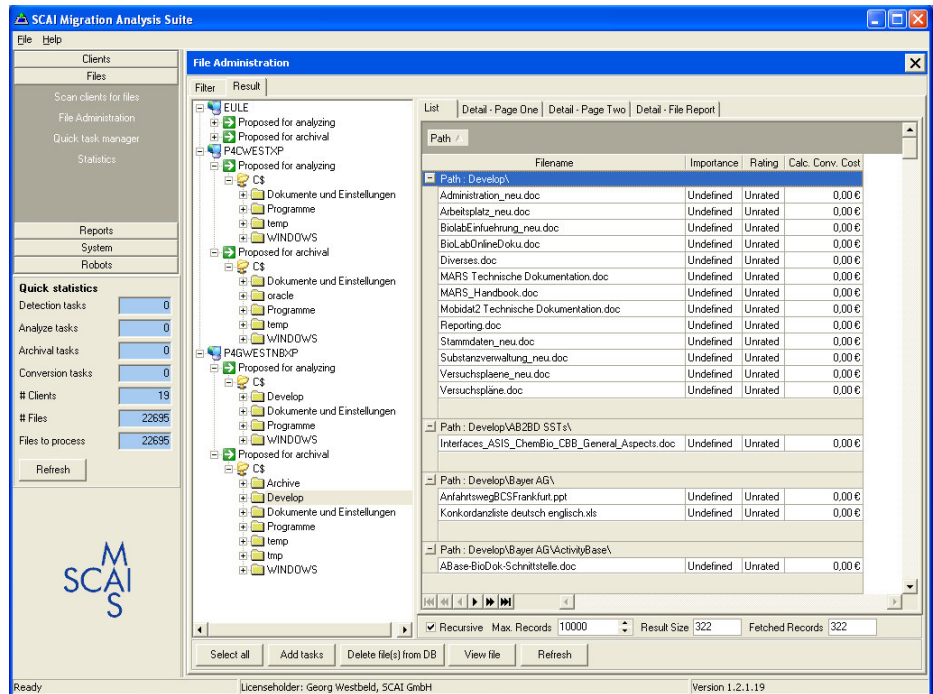


Figure 24: List of files grouped by the *Path*

To expand the different groups shown in the table, click the '+' symbol of the desired line.

To collapse the shown list, click the '-' symbol at the top of the expanded group.

At the bottom of the table you'll find navigation buttons, with which you can navigate through the table. The buttons are described in the following figure.

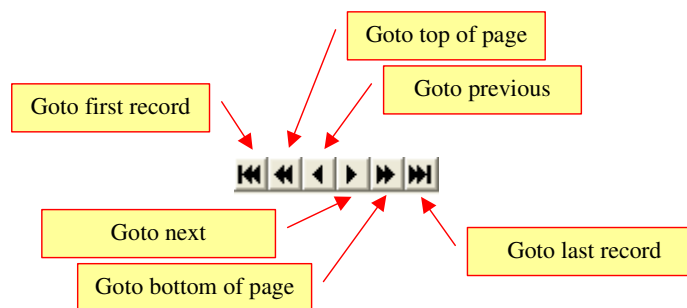


Figure 25: Navigation bar

## Detail – Page One Tab

Before you open the *Detail – Page One* tab, you should select a document. If you do not select any document, the first document in the table is selected by default.

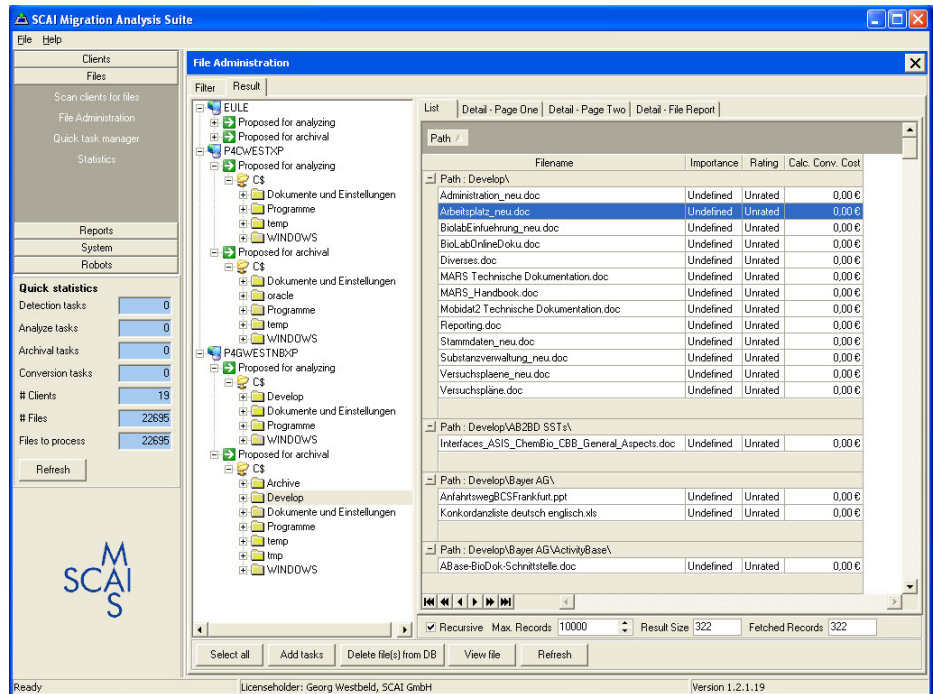


Figure 26: Selecting a document in the *File Administration* dialog

Now after you've select a document, you can click the detail tab, next to the *Result* tab.

The following figure shows an example.

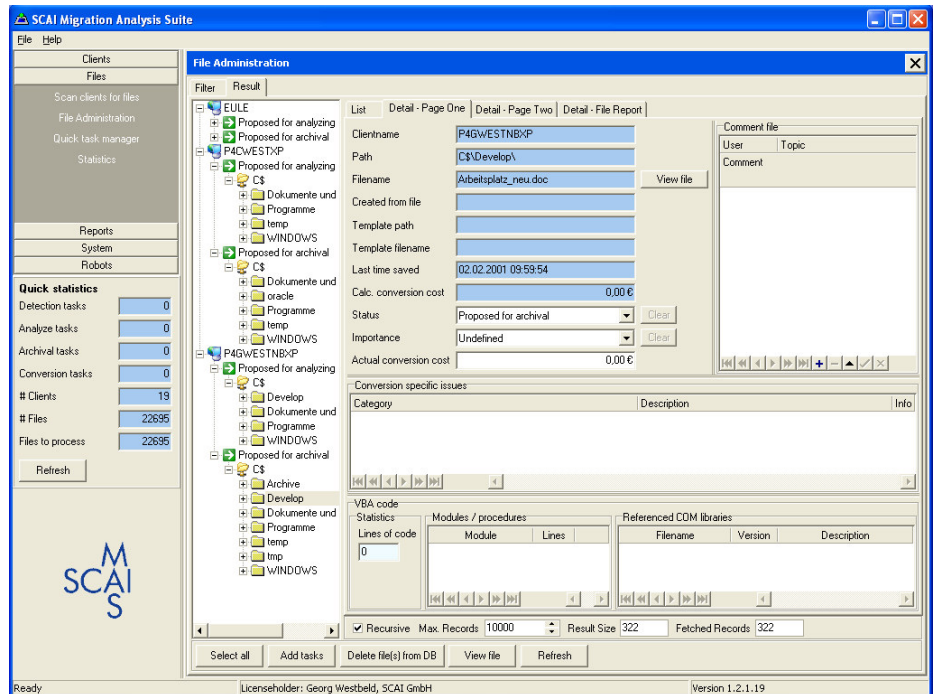


Figure 27: Detail - Page One tab

On the upper left side of the tab you'll find detail information of the file. This is:

*Clientname:*

DNS name of the client, where the document is located.

*Path:*

Here you can see the path on the client system, where the file is located.

*Filename:*

The documents file name.

*View file:*

Click this button to open the document with the corresponding Microsoft Office™ application.

*Created from file:*

If a document is derived from another document, as it is with templates, you will find the origin filename here.

*Last time saved:*

Date and time of the last saving of the document.

*Calc. conversion cost:*

Calculated conversion cost.

*Status:*

This drop down list shows the current status of the document, which was allocated by the system or manually by the user.

Use this drop down list, to change the value. A list of possible selections is given in chapter File Statuses.

*Importance:*

Here you can see the importance status.

*Actual conversion cost:*

In this edit box you can enter the actual conversion cost, you have calculated on a good guess or an actual offer.

On the right side of this dialog you can enter comments. This is described detailed in the chapter Comments. At the bottom of the comment list you can see the navigation and Manipulation toolbar. All found objects, which are critical for migration, are shown in the section Conversion specific issues. If a document contains VBA code, more information is given in the lower section.

## **File Statuses**

Status	Description
Proposed for analyzing	This means that a document needs to be analyzed by the analysis robot. The word proposed indicates, that this status is set by the analysis robot (by the detection robot at this time).
Analyze	This indicates that a document needs to be analyzed by the analysis robot.

Proposed for archival	Documents with this status should be archived by the archival robot. Their status was set by the detection robot, because they are not used as templates and they are older than the predefined value (see chapter <i>Setting Global Options</i> ).
Proposed for conversion	These documents are already analyzed and marked as convertible by the analysis robot.
Proposed for reengineer	Documents with this status are already analyzed by the analysis robot but are not automatically convertible. Manual redesign is needed.
Manual evaluation needed	These documents could not be evaluated by the analysis robot.
Analysis failed/impossible	The analysis robot failed to analyze these documents. For example, this could be due to network problems. As first solution, try to reanalyze the document.
Archive	Documents with this status are classified by the user and should be archived by the archival robot.
PDF	Documents with this status should be converted to PDF (the external program Neevia Document Converter is necessary – the installation is described in the <a href="#">SCAI MAS®</a> installation manual).
Convert	These documents, which are classified by the user, should be converted by the conversion robot.
Reengineer	This status could be given manually to a document. It indicates that manual redesign is needed.
Ignore	Documents with this status should be ignored.
Archived	This indicates that a document passed successfully through the migration process and is now archived.
Converted	This indicates that a document passed successfully through the migration process and is now converted.
Reengineered	Documents with this status are manually reengineered. Since this status is set manually, you are responsible for its capability.
Conversion failed	This status indicates problems during the conversion process. As first solution, try to convert the document again.
Archival failed	This status indicates problems during the archival process. As first solution, try to archive the document again.

#### **Notes:**

- The statuses *Ignore*, *Converted*, *Reengineered* and *Archived* are definite. If a document is processed, all changes in the original document will be ignored for the process of migration.
- While converting documents to *PDF*, you have to ensure that no Microsoft Office™ application is running. This includes that no analysis process is running.

#### ***Comments***

On the right side of this dialog you can enter comments for each document. Figure 28: *List of comments for the selected document* shows an example for a comment.

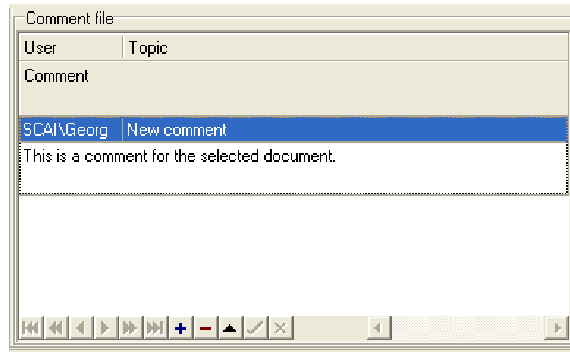


Figure 28: List of comments for the selected document

It's often useful to add comments for reengineering purpose or simply use it as a pinboard.

### Manipulation toolbar

The navigation buttons are described in chapter Navigate through Filelists. You'll find a description of the manipulation buttons in the following figure.

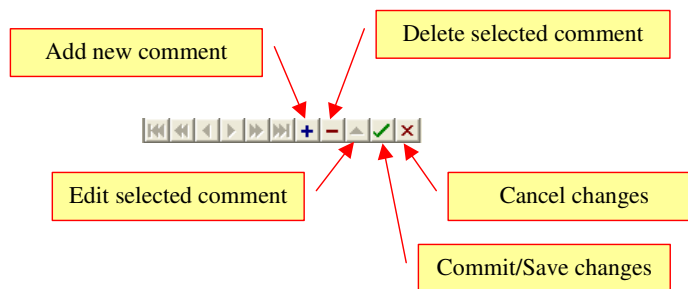


Figure 29: Manipulation toolbar

### Conversion specific issues

This part shows all found objects, and will help you to get an overview of all objects found in the selected document. A list of all possible codes can be found in chapter Error code.

Figure 30: *Conversion specific issues* shows the content of a selected document.

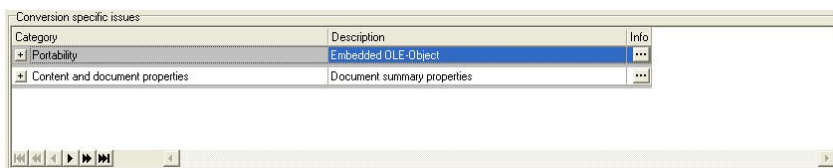


Figure 30: Conversion specific issues

To expand the elements, you can click the '+' sign on the left side of each row. After you have clicked the '+' sign, the whole tree expands. Now you can scroll through the list using the scroll bar or the navigation buttons at the bottom of the list control.

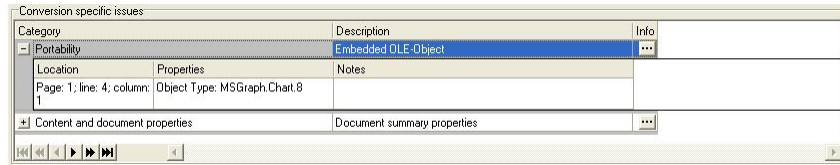


Figure 31: Conversion specific issues - expand tree

The following table describes the columns of the list:

Column	Description
Category	Shows different categories of the found problems
Description	Describes the object type.
Location	Shows the the page number of the object.
Properties	Shows the object type
Notes	Description or further information to the objects.
Info	Offers a button for further information to the object.

You can use the info button in the last column to see further information and workarounds of the selected object (see chapter Errorcode description for details).

### Errorcode description

The following figure shows additional information to the *OLE-Object Inlineshape*.

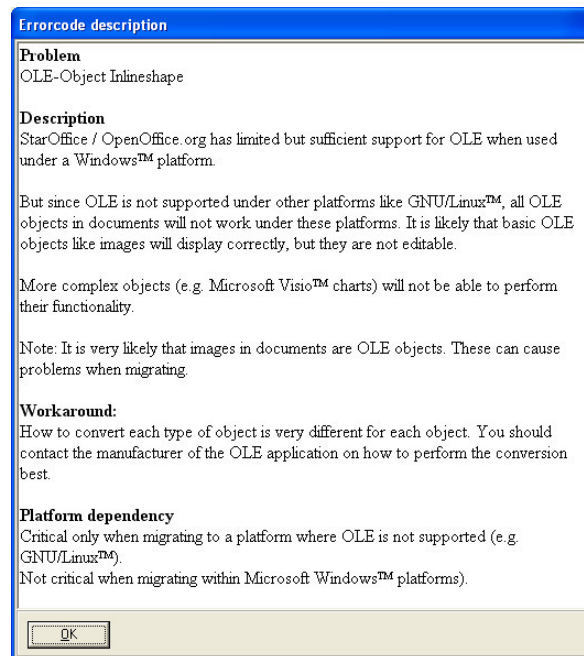


Figure 32: Further information / Errorcode description

## VBA code

At the bottom of the dialog you find VBA code information to the selected document, if the document contains VBA code. This information might be useful for a rough guess of the complexity of reengineering the modules.

Figure 33: *VBA code information of a document* shows an example.

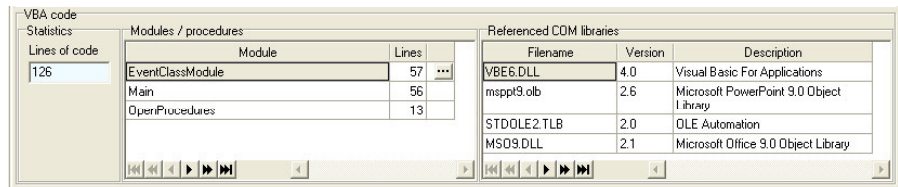


Figure 33: VBA code information of a document

On the left side of Figure 33: *VBA code information of a document* you can see the *Statistics*, with *Lines of code* found in the selected document.

To the right of the *Statistics* you'll see the *VBA Modules / Procedures* found in the selected document. The columns of the list are described in the following table.

Column	Description
Module	Here you can see the module names found in the document.
Lines	During analysis the document the lines of VBA code have been counted for each module. The number of lines of the module is shown here.

The navigation toolbar is described in Figure 25: *Navigation bar*.

To the right you'll see the *Referenced COM libraries*. The columns of the list are described in the following table.

Column	Description
Filename	Here the filename of the COM libraries is listed.
Version	The version number of the shown COM library is shown here.
Description	If available, a description of the COM library is shown here.

The navigation toolbar is described in Figure 25: *Navigation bar*.

## Detail – Page Two tab

On the left, upper side of the dialog you'll find the same data as shown in chapter Detail – Page One Tab. Figure 34: *Detail - Page Two* tab shows the mentioned fields.



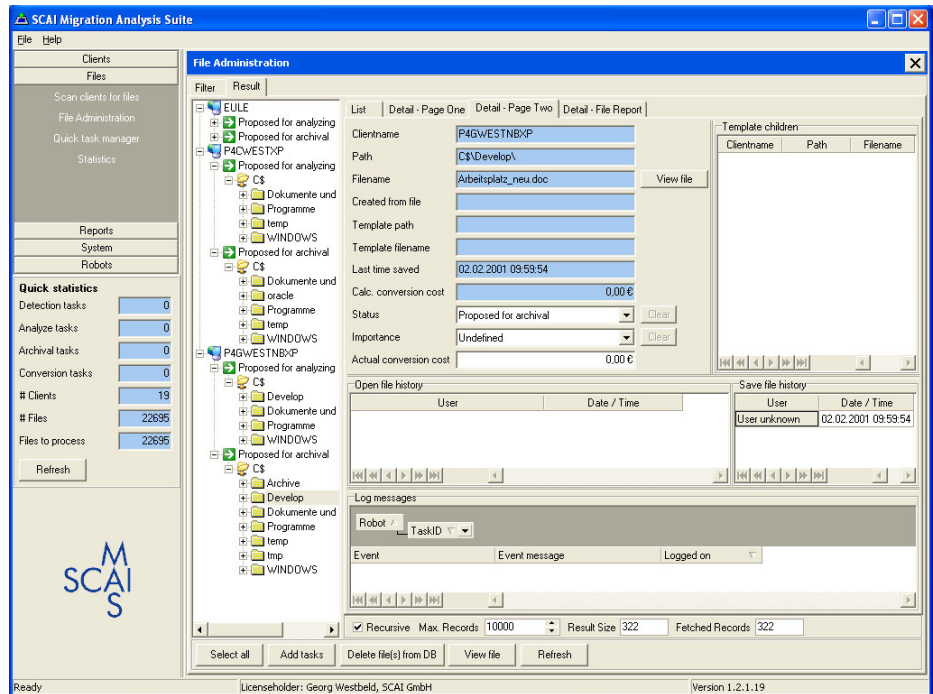


Figure 34: *Detail - Page Two* tab

On the right side of this dialog you'll find a list of documents (if available), which have been derived from the selected document. Often the document name doesn't give any information of the source file, from which the document has been derived. Derived means that the document was not created completely new – another, previous existing document was used as template. Normally, templates will be files with the extensions \*.dot, \*.pot or \*.xlt. It also may be documents, which are not marked as template by their extensions but which were used for further documents by changing the content and saving them under another file name.

Figure 35: *List of template children* shows the meaning of each column.

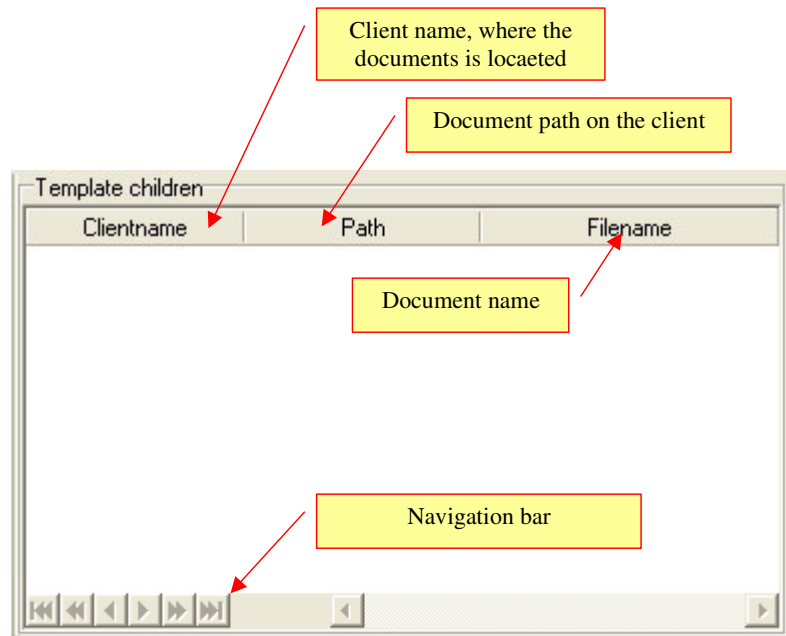


Figure 35: List of template children

The navigation bar is described in chapter Navigate through Filelists.

During analysis, the file information like *last opening*, *last saving* and the *user name*, will be added to the database. This is useful, because it is possible that some days may elapse before further steps of migrating the documents are started. If a user changes a file between analyzing and converting or archiving you will find this information of the last changes.

**Note:**

These information will only be available, if you have installed the OAT Add-In (=Office Activity Tracer Add-In) on each client. This add-in will update the SCAI MAS database each time a document has been changed by the user to ensure that always the latest version of the document is considered for the migration and that the file information is true. See installation guide and chapter SCAI MAS® Office Activity Tracer Office AddIn for further information.

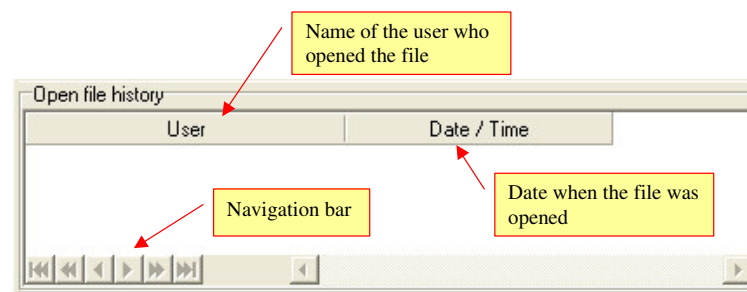


Figure 36: Open file history

The above figure shows the table *Open file history*. Next to it, you'll find the *Save file history* table. This table is analogue to Figure 36: *Open file history*. The difference is that the information, when the file is saved, will be listed in

this table. So you can see when the last changes of the document have been made.

In the lower part of the dialog you can see the *Log messages* created during analyzing, converting or archiving the document.

You can change the presentation as described in chapter Arranging information.

## Arranging information

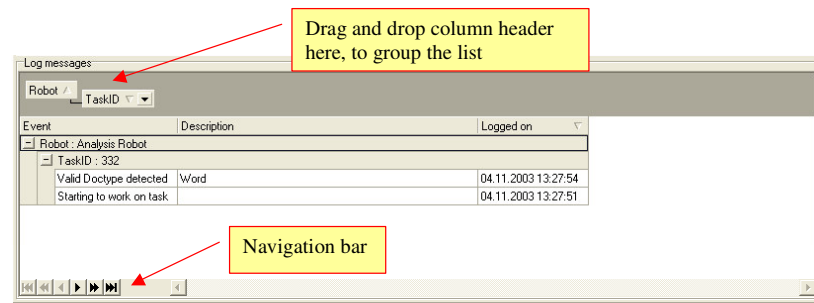


Figure 37: Log messages grouped by Robot and TaskID

Above the table you can see an area, where you can group the shown information. To accomplish this, you can select a column header and drop the header into the area. Green coloured arrows will help you to position the column header.

By default the list is grouped by *Robot name* and *TaskID*. Any changes made will be saved.

## Detail – File Report

This tab shows a summary report of the file data, shown on *Detail - Page One* and *Detail - Page Two*. Figure 38: *File Detail Report* shows the mentioned report.

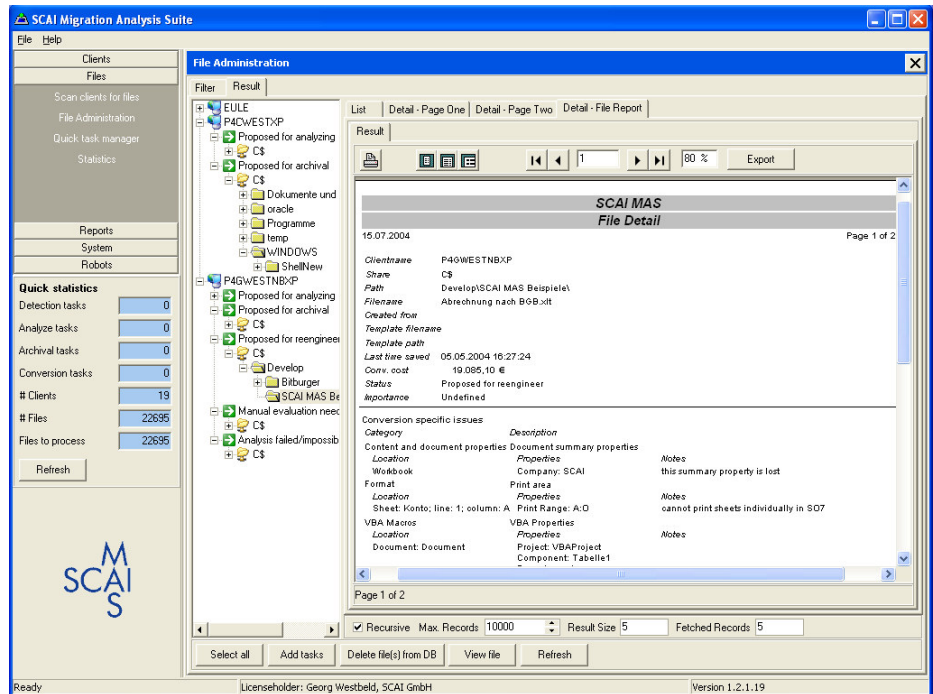


Figure 38: File Detail Report

The buttons at the top of the form are described below.

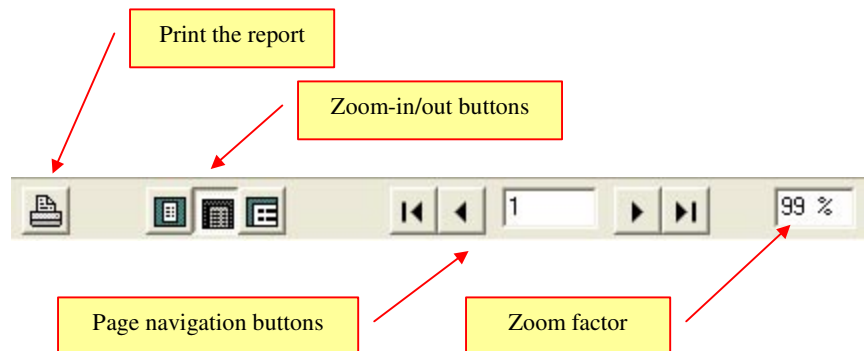


Figure 39: Report toolbar

## Changing status or importance

Sometimes it might be useful to make changes for more than one file at the same time.

Select more than one file in the list of the *Result* tab as shown in the following figure.

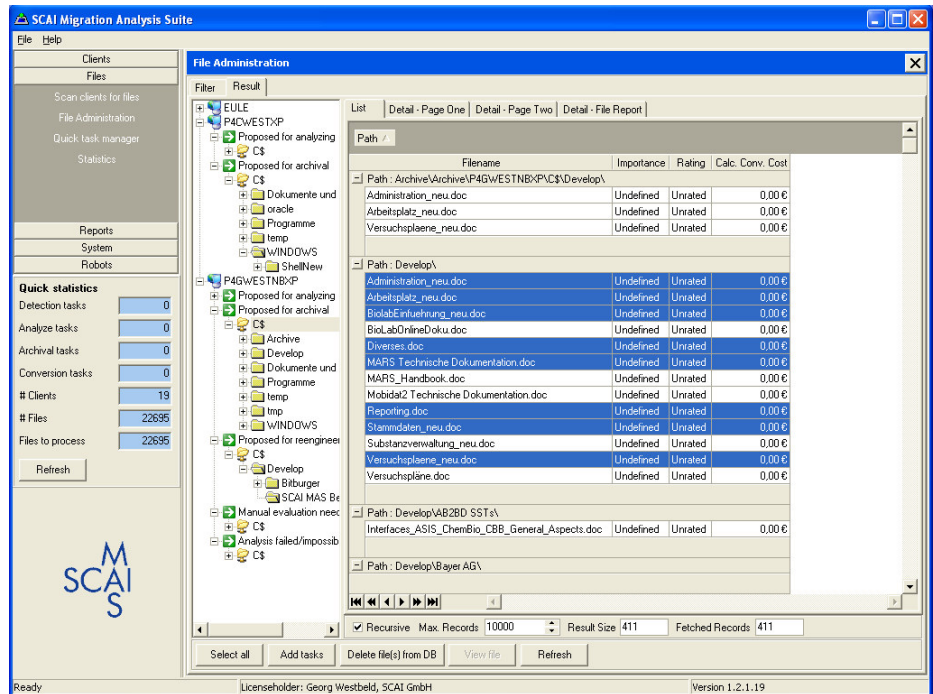


Figure 40: Multi select of documents

Using the [Ctrl] or [Shift] key on your keyboard by pressing the left mouse button allows you to select discontinuous or contiguous parts of the list. Now open the *Detail – Page One* tab.

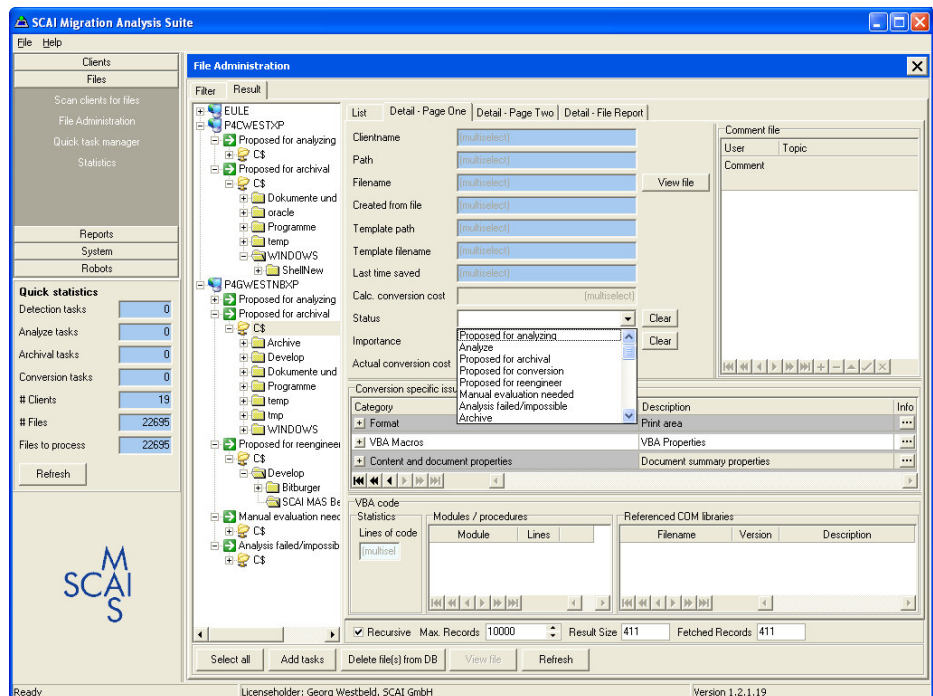


Figure 41: Changing *Status* and *Importance* for multiple documents

The above figure shows, that only the *Status* and *Importance* controls are enabled.

Now select a new *Status* or a new *Importance*. To accept the changes you have to leave the *Detail – Page One* tab. You may click the *Result* tab for example or change to any other part of the application.

Now the following dialog appears.

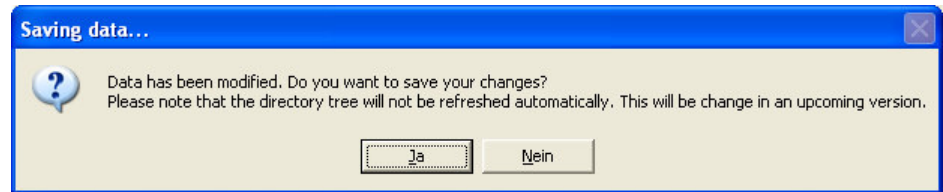


Figure 42: Confirming changes

Press the *Yes* button, to accept the changes. Click the *No* button, if you don't want to save the changes.

Figure 43: *Changed Status of multiple documents* shows the result of changing the status of five documents from *Proposed for analyzing* to *Analyze*.

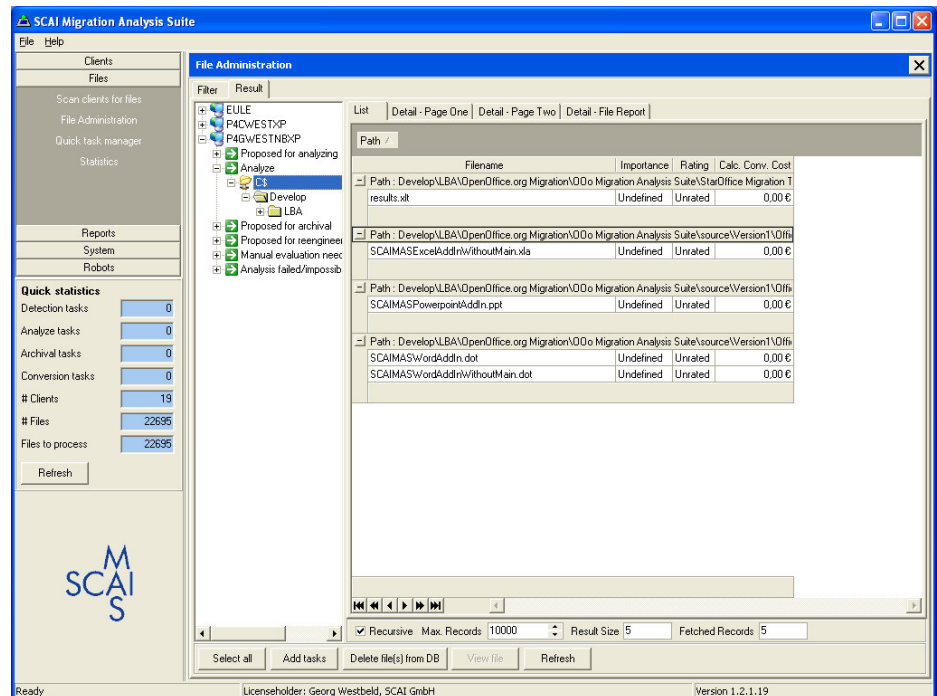


Figure 43: Changed Status of multiple documents

## Changing the query mode

On the left side of the File Administration *Filter* tab, as shown in Figure 15: *File Administration window*, you can change the query mode used for the *Result* and *Detail* tabs.

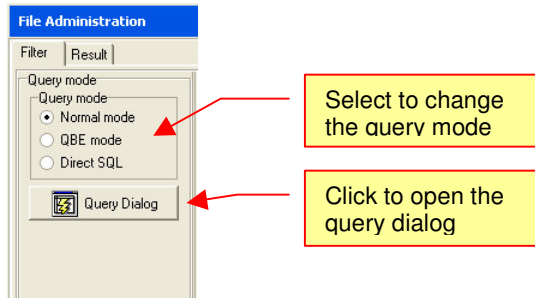


Figure 44: Changing the query mode

To change the query mode, click the radio button *QBE mode*, shown in the above figure. Now the following dialog appears.

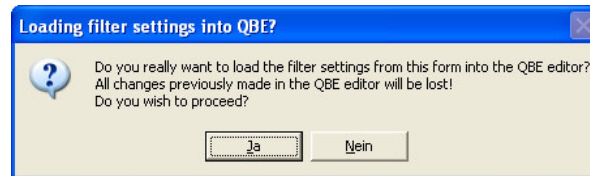


Figure 45: Confirming changing to QBE mode

If you click the *Yes* button, all settings made in the QBE editor will be lost (i.e. all constraints apart from the *Not QBE integrated* area). If you have already selected one or more clients from the list, then these clients will be inserted into the QBE dialog.

After you have confirmed by clicking the *Yes* button, the dialog will change as shown in the following figure. All further saved criteria will now be lost (the external query file *CurrentFileAdmin.spq* will automatically be overwritten).

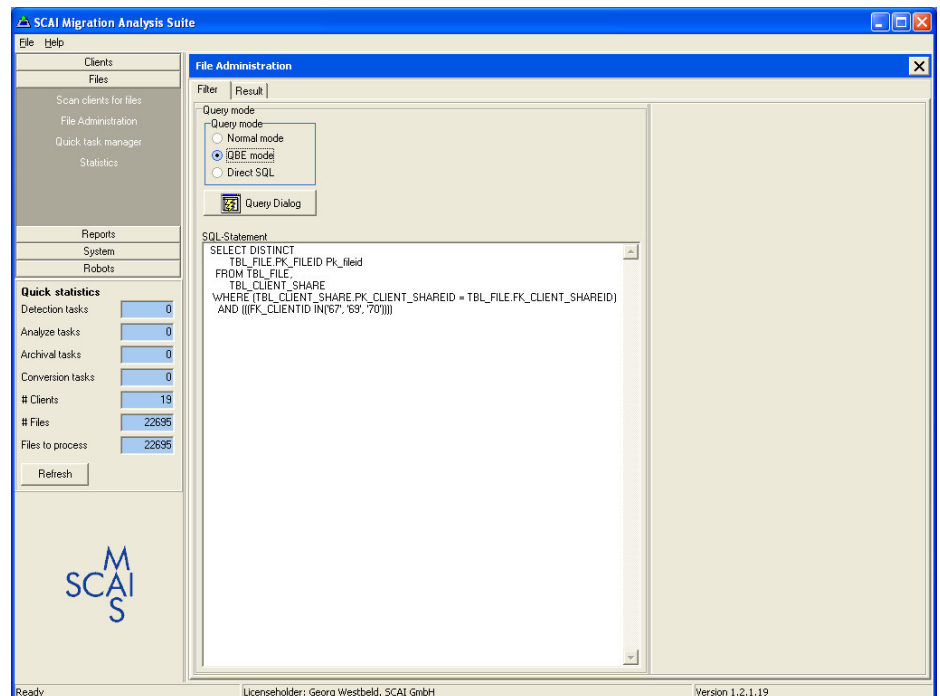


Figure 46: Entering QBE mode

Now you can click the *Query Dialog* button, to open the dialog. More information are given in the chapter Using the QBE editor.

The next option allows you to enter the *Direct SQL* mode. This mode allows you to enter your own SQL statements directly in the window. To execute the SQL statement, open the *Result* tab.

The query entered must return a set of distinct TBL\_FILE.PK\_FILEID.

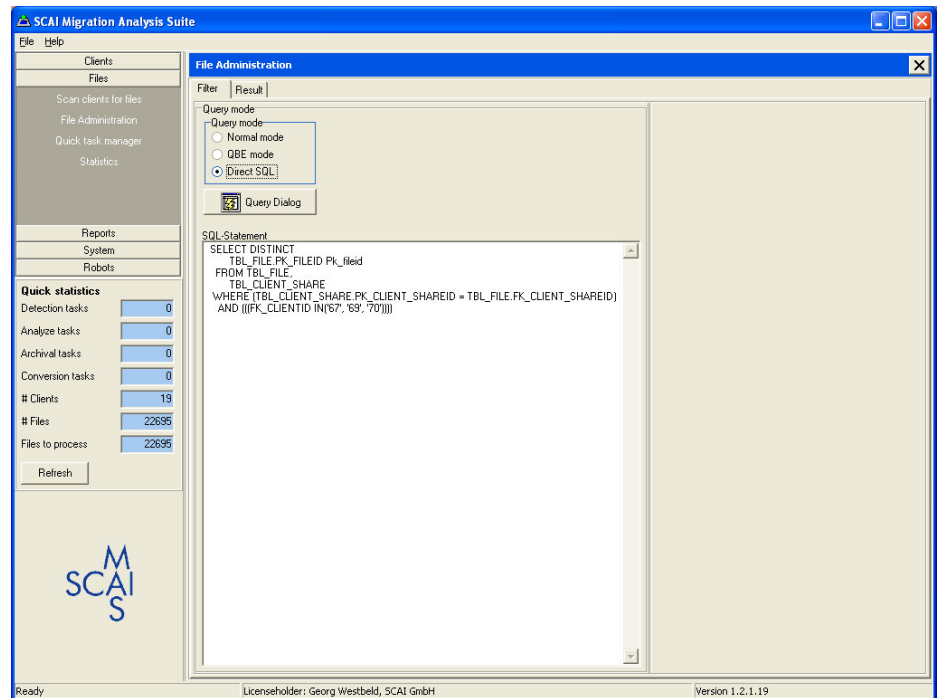


Figure 47: Direct SQL mode

## Using the QBE editor

The following figure shows an example of the query dialog.



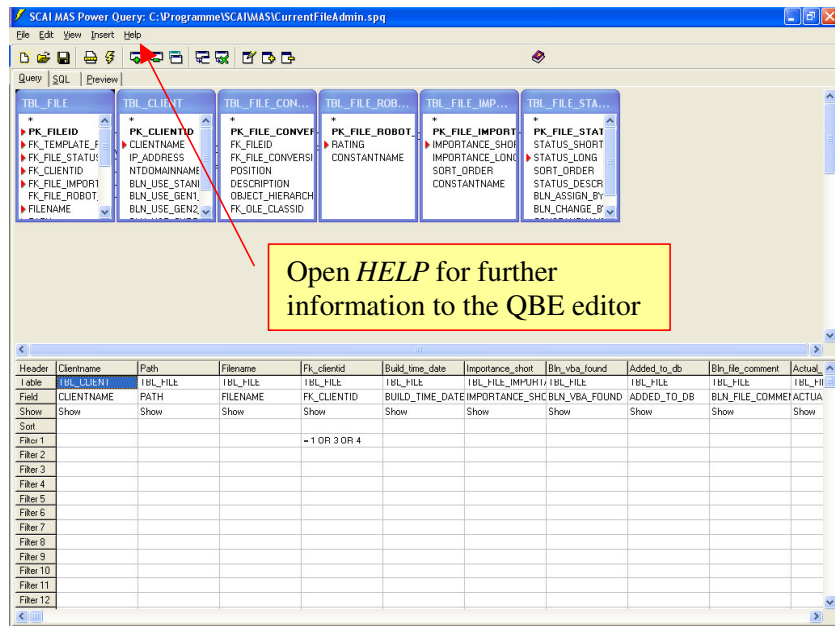


Figure 48: Opened query dialog

By default the shown tables are inserted into the query dialog. For further information on the query dialog please refer to the online help of the *Power Query Add-In*.

If you want to enter a criterion for one of the shown fields, move the mouse above the desired column and press the right mouse button to open the context menu. Then select the command *Edit Properties* from the context menu. The dialog shown in Figure 49: *Entering criteria for filename* will appear on the screen. Now select the tab *Filter* to enter a new search criterion for the field. Figure 49: *Entering criteria for filename* demonstrates an entered criterion for the *Filename* field.

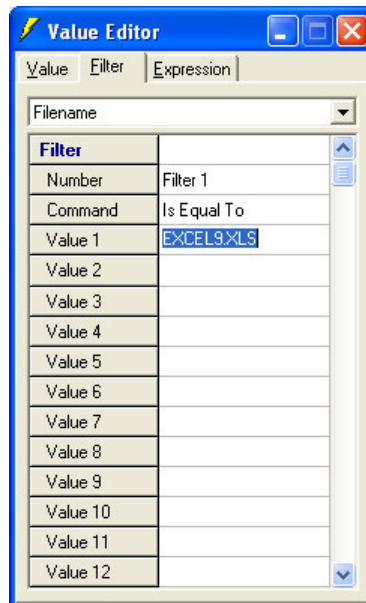


Figure 49: Entering criteria for filename

You can save the query by the default filename *CurrentFileAdmin.spq* if you click the *Save* button. This will overwrite the further query.

If you want to use the query later on with reports or for other purposes, use the *Save as...* command.

After you have changed the query for your needs, save the query and close the dialog to return to the *File Administration* dialog.

**Note:**

If you are using the QBE editor, you must ensure that the *PK\_FILEID* is unique and the only output column in the result set.

Now select the *Result* tab, to view the filtered data.

## Quick Task Manager

Select the *Quick task manager* from the *Files* tree as shown in Figure 50: *Quick task manager*.

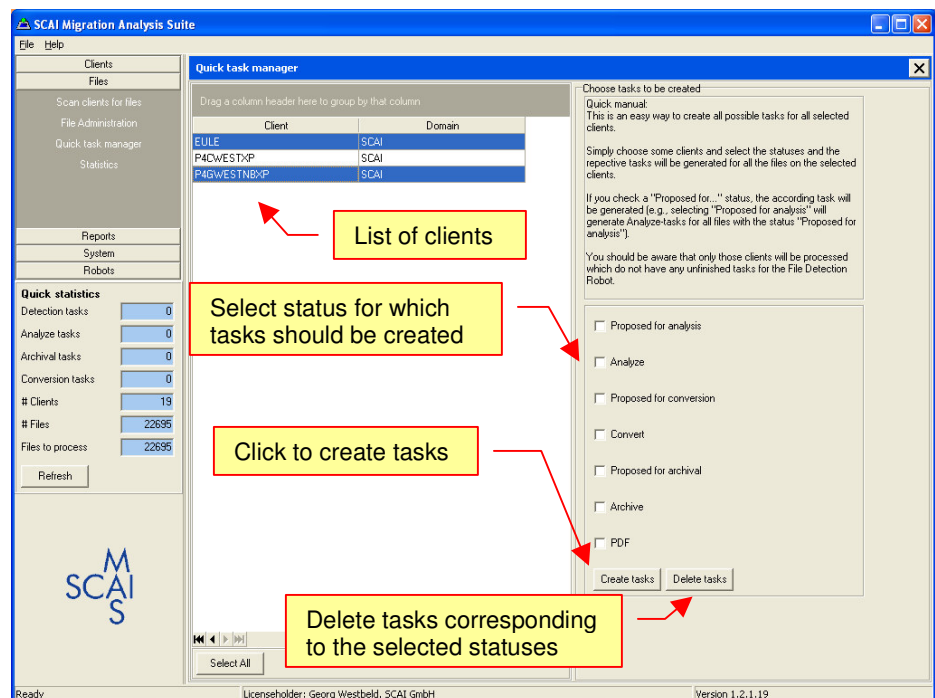


Figure 50: Quick task manager

This function allows you to start tasks for one or more statuses at the same time without selecting the documents in the *File Administration*

**Note:**

Quick task means that you can generate the tasks quick – the work out of the tasks lasts as long as generated with *File Administration*. Because you can create a lot of tasks by selecting multiple clients, your robot server could be busy for long time.

The table on the right side of the dialog shows a list of clients, added to the **SCAI MAS®** database. Now select one or more client by using the left

mouse button. Multiselection is also possible using the [Ctrl] or [Shift] key in combination with the mouse button.

If you want to select all clients of the table, use the *Select all* button at the bottom of the table.

After you have selected the clients, you can decide for which status(es) the tasks should be created. The following selections are possible:

Status	Description
Proposed for analysis	Select this, if you want all documents with this status to be analyzed. Documents with status <i>Analyze</i> will not be considered.
Analyze	Select this status, if you want that only documents with this status should be analyzed. Documents with status <i>Proposed for analysis</i> will not be considered.
Proposed for conversion	Select this status if you want that all documents with this status should be converted. Documents with status <i>Convert</i> will not be considered.
Convert	Select this status if you want that only documents with this status should be converted. Documents with status <i>Proposed for conversion</i> will not be considered.
Proposed for archival	Select this status if you want that all documents with this status should be archived. Documents with status <i>Archive</i> will not be considered.
Archive	Select this status if you want that only documents with this status should be archived. Documents with status <i>Proposed for archival</i> will not be considered.

Select one or more options and then click the *Create tasks* button. Now all tasks will be created. If all *Robots* are running and the selected clients are available, the system will start a few seconds later.

**Note:**

Only those clients will be processed which do not have unfinished tasks for the File Detection Robot and only those files will be converted which have been analyzed by the analysis robot or which are set manually to *Convert*.

You can check this if you got to the *Robots* tree, as described in Administration of Robots.

Figure 51: *Quick task manager - create tasks* shows a possible selection to create tasks for all documents of client *EULE* and *P4GWESTNBXP* with statuses *Proposed for analysis* and *Analyze*.

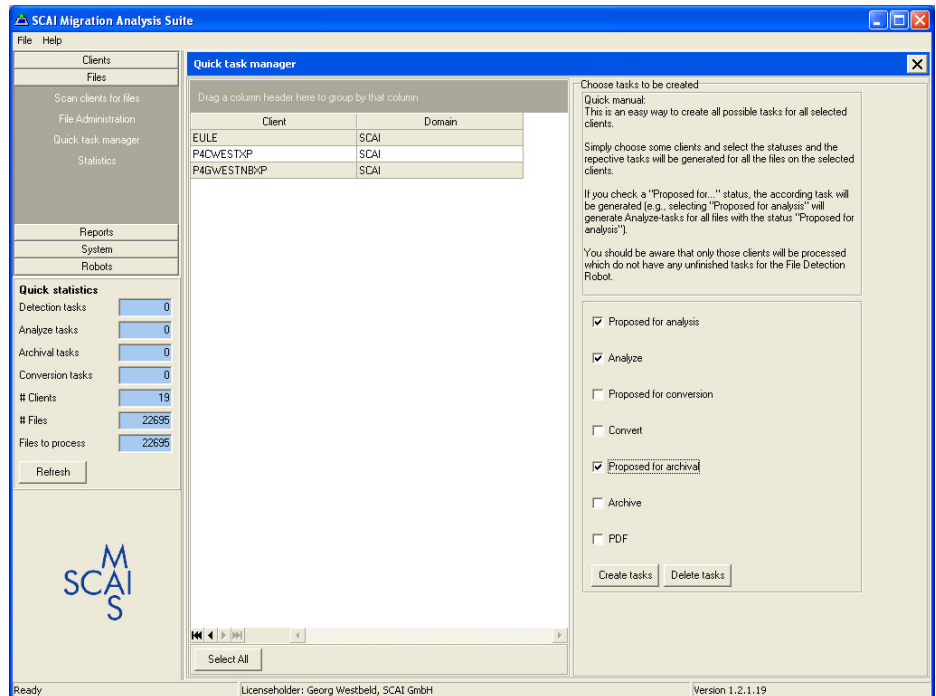
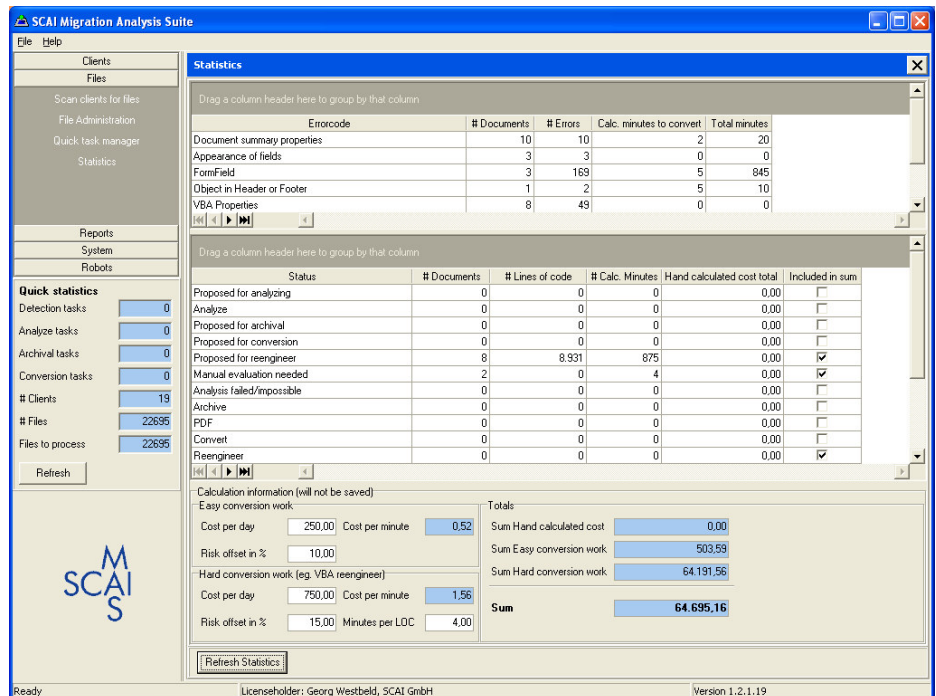


Figure 51: Quick task manager - create tasks

## Statistics

Select the *Statistics* from the *Files* tree as shown in Figure 50: *Quick task manager*. // **TO DO** //



# Reporting within SCAI MAS®

## Management Summary

After having scanned for files, analyzed, converted or archived you can print out important information by using the report front.

Open the tree *Reports* and select the first entry *Management Summary* as shown in the following figure.

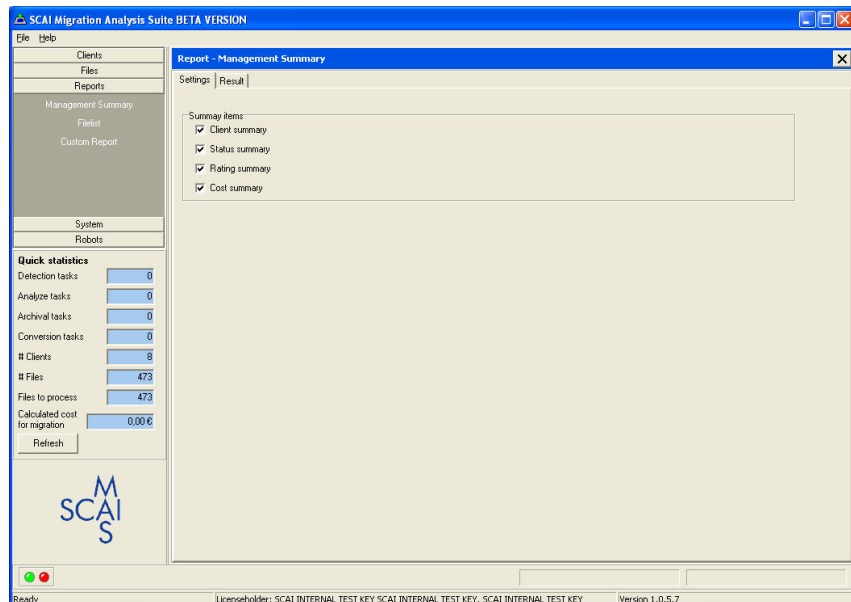


Figure 52: Management summary report

The first tab *Settings* allows you to select *Summary items* which will be shown in the report. You can select the following options:

Option	Description
Client summary	Lists the number of clients found and the number of clients being scanned.
Status summary	Lists the number of files holding a status for all statuses.
Rating summary	Lists the number of files with ratings <i>Convertible</i> , <i>Not rateable</i> , <i>Reengineer</i> and <i>Unrated</i> .
Cost summary	Lists the estimated <i>Conversion</i> and <i>Reengineer</i> costs.

[illegible]

Use the zoom in or zoom out button at the top of the report to see more details. Figure 39: *Report toolbar* describes the buttons. Use the print button, to print the shown report.

SCAI Migration Analysis Suite V2.0.0

File Help

Clients

Files

Reports

Management Summary

Filelist

Custom Report

System

Robots

Quick statistics

Detection tasks

Analyze tasks

Archival tasks

Conversion tasks

# Clients

# Files

Files to process

Calculated cost for migration

Refresh

Report - Management Summary

Settings Result

100 %

SCAI MAS

Management Summary

25.03.2004

Page 1

Cost Summary

	Cost per day	Cost per minute	Minutes per LoC	Risk offset %	Total conversion minutes	Total LoC	Total cost each
Conversion	250,00 €	0,520833 €	10,00	84			48,12 €
Reengineering	750,00 €	1,5625 €	2,00	15,00	19		68,28 €
Total amount of costs for files with a distinct fixed cost value (files are not included in above calculation)							0,00 €
<b>Total estimated conversion/reengineering cost:</b>							<b>116,41 €</b>

Client Summary

Clients found:	8
Clients scanned:	1

Rating Summary

Rating	Count
Convertible	1
Not ratable	4
Discontinued	4

Page 1 of 1

Ready

Licenseholder: SCAI INTERNAL TEST KEY SCAI INTERNAL TEST KEY, SCAI INTERNAL TEST KEY

Version 1.0.5.7

SCAI MAS Manual

# Filelist

Another useful report is to print out a list of files with specific information. The following figure shows the dialog after you've selected the tree entry *Filelist*.

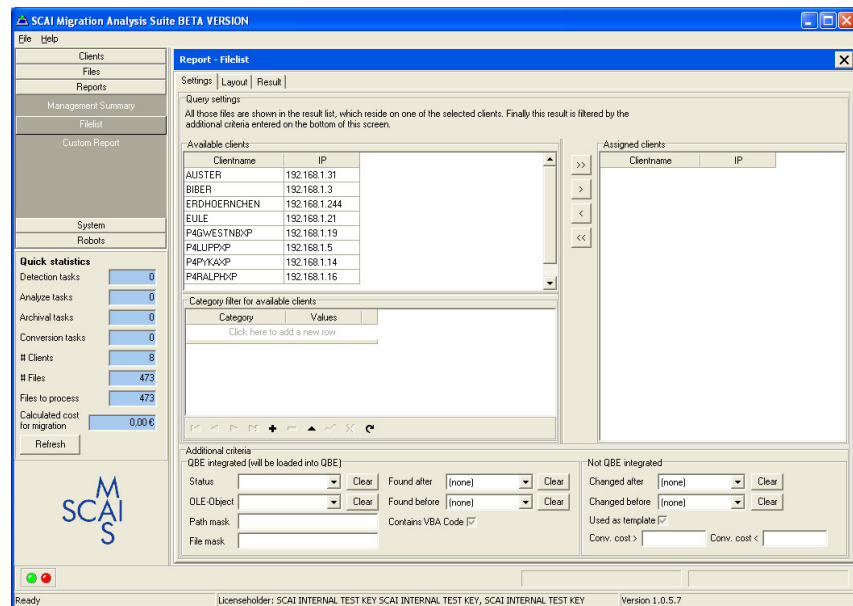


Figure 55: Creating a *Filelist* report

The upper left table *Available clients* shows all clients of the database, which you can select.

Double click the clients you want to add to the list *Assigned clients* on the right side of the dialog. But you can also use the buttons, shown in chapter List manipulation buttons, to add or remove clients to / from the list.

The following figure shows two selected clients added to the list. As described in chapter *Filter Tab* you can add filters into the *Category filter for available clients*, to select special categories of clients. For this you have to categorize the clients first, as described in chapter Categorizing Clients.

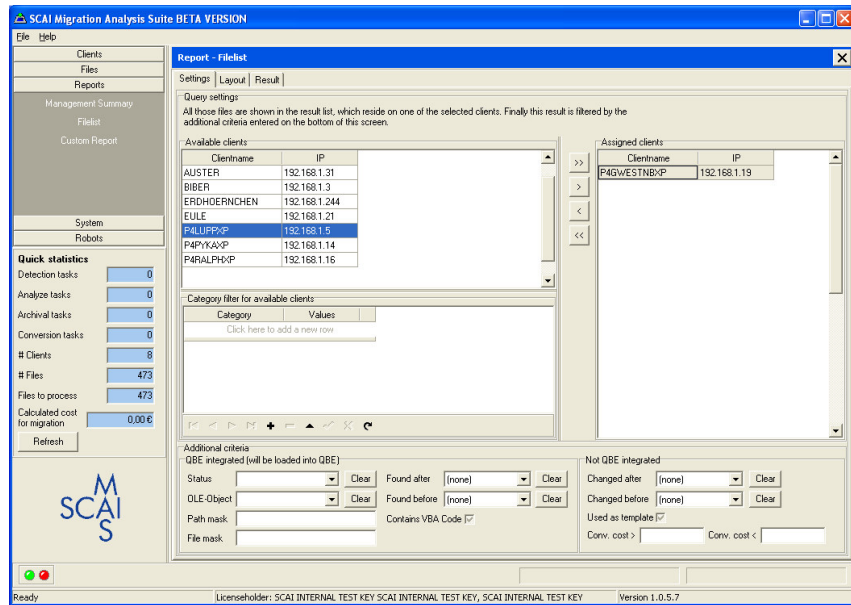


Figure 56: Select clients for viewing a *Filelist* report

At the bottom of the dialog you can add further criteria to filter the shown documents for.

View chapter *Filter Tab* for further information on defining the *Additional criteria*.

After you have selected the clients and defined the filter for desired documents, you can select the *Layout* tab.

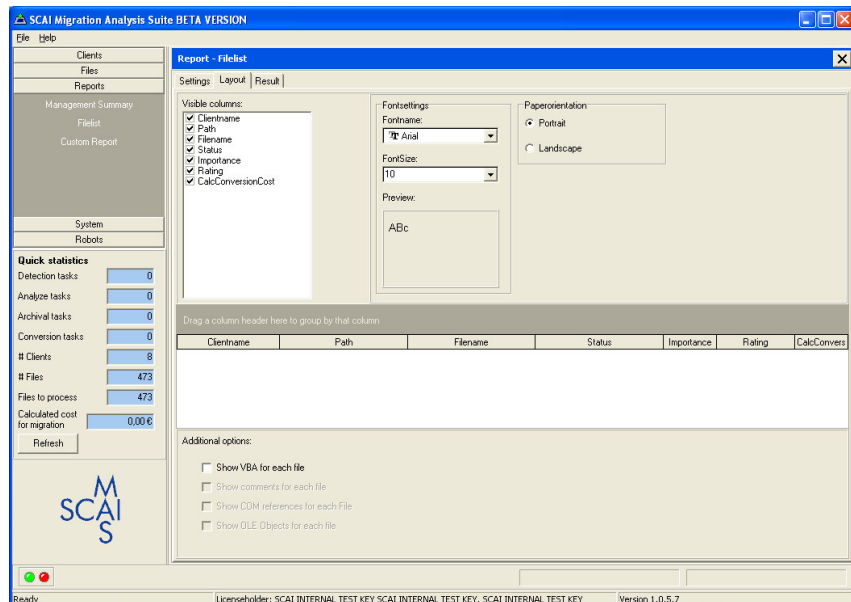


Figure 57: *Filelist* - defining the layout

The above figure shows the tab. On the left upper side of the tab you'll find a list of options to select the visible columns. By default all columns are selected. Next to the column list you see the *Font settings*. By default *Arial*



with font size 10 is selected. On the left side of the tab you can select the paper orientation. You can choose between *Portrait* (default) and *Landscape*. In the middle of the tab you can select column headers, to group by.

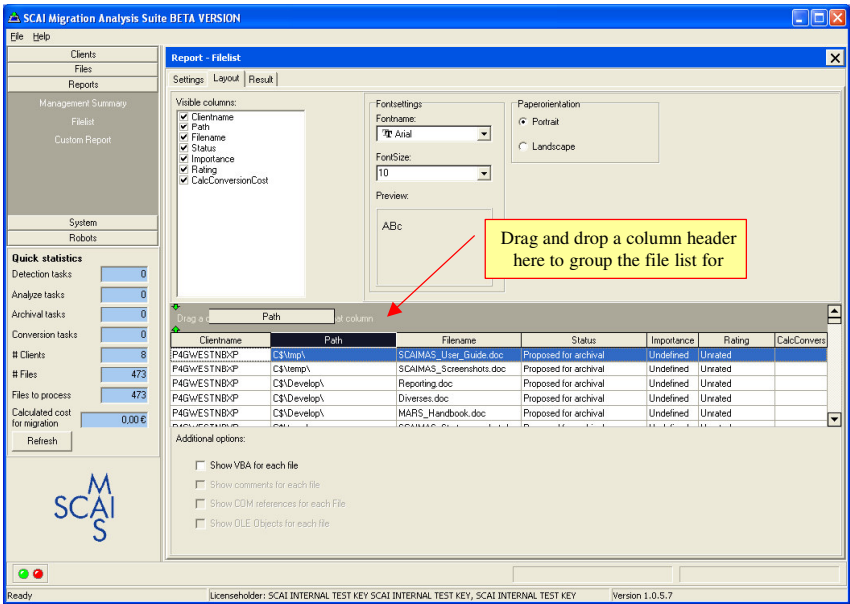


Figure 58: Setting grouping options for the *Filelist*

Use the left mouse button to select a column header and move the column header to the grey area, as shown in the above figure. The green arrows show the position, where the column will be inserted. To delete a column header from the grouping options, select it and move it back to the table.

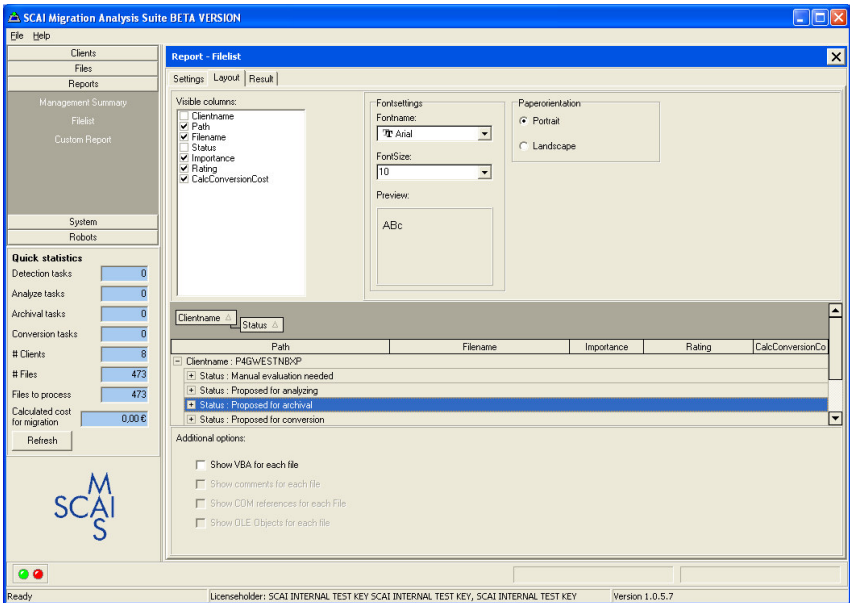


Figure 59: Selected grouping options

Figure 59: *Selected grouping options* shows a possible group selection. Columns which are selected for grouping are no longer available in the *Visible columns* list.

At the bottom of the tab you can select if you want to print out VBA headers for files containing VBA code.

Now click on the *Result* tab to view the file list on the screen. The following figure shows a possible result of a *File list* report, which is not grouped.

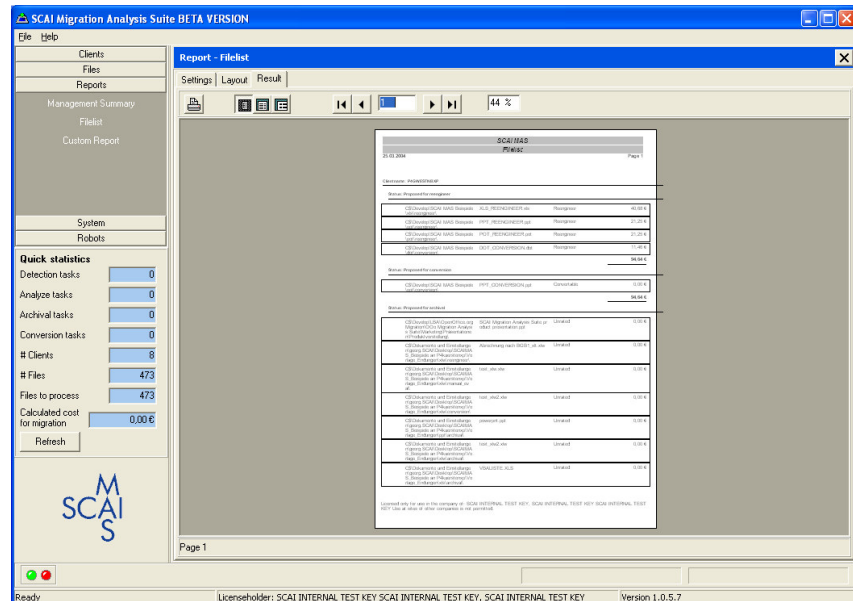


Figure 60: Example of a *Filelist*

Use the zoom in button of the toolbar, to see detail information of the file list. Figure 61: *Filelist containing VBA code* shows some examples of VBA code, inserted into the list.

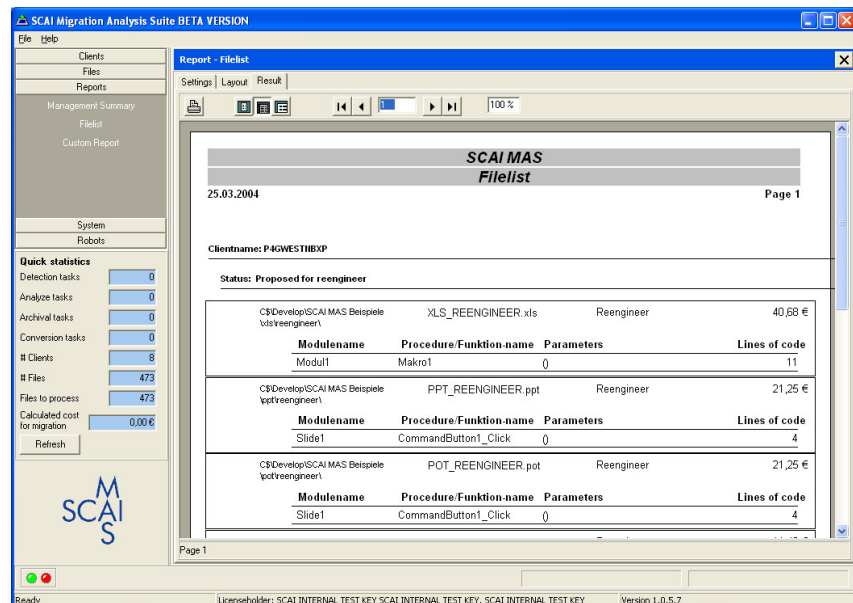


Figure 61: Filelist containing VBA code

# Custom Report

If you want to create your own report, because you want to print information which is not available in the predefined reports, you may use the *Custom Report* dialog.

Figure 62: *Creating Custom Report* shows the *Settings* tab of the *Custom Report* dialog.

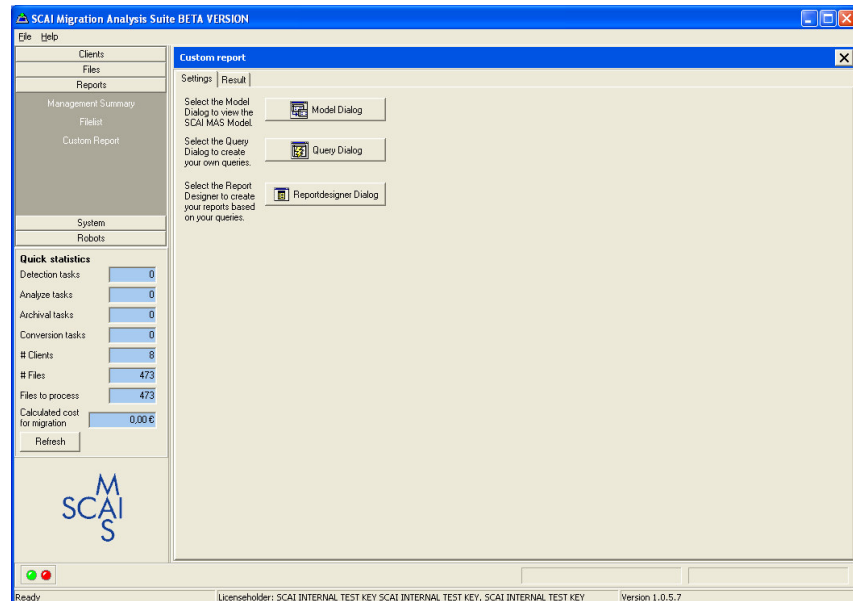
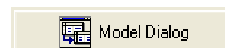


Figure 62: *Creating Custom Report*

On the first tab you can select between three buttons.

First the



button. This button is for IT experts, who are interested in the [SCAI MAS®](#) database structure. The database structure is *Read-Only* and changes will have no effect on the database.

The second button



allows you to create your own query using the *Power Query* add-in. An example of the usage is given in chapter Query designer.

With the last button of the *Settings* tab



you can open the *Report designer* add-in. More information on this is given in chapter Report designer.

SCAI MAS® database structure

Figure 63: SCAI MAS® database structure shows a part of the database structure.

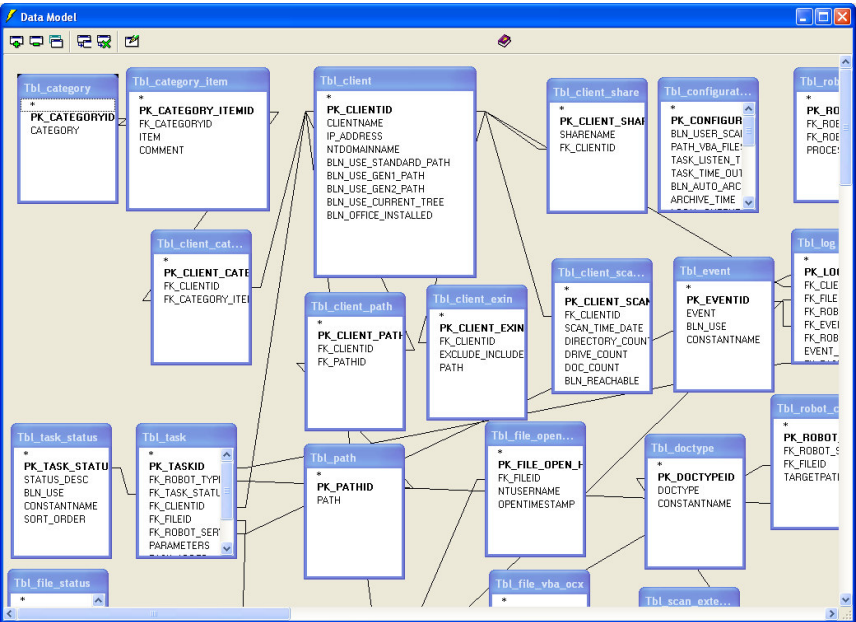


Figure 63: SCAI MAS® database structure

Query designer

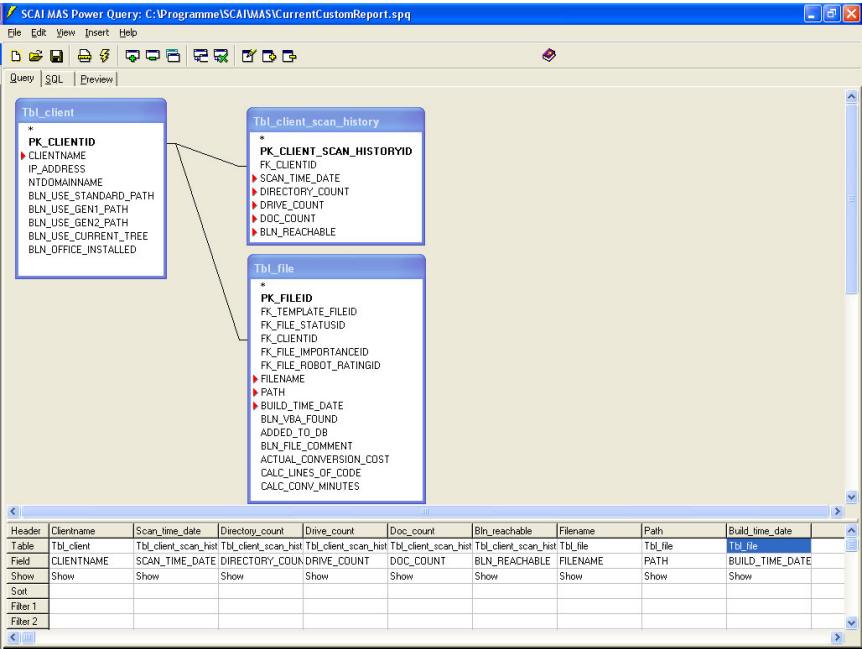


Figure 64: Query designer within SCAI MAS®

For more information on the *Power Query* add-in we refer to the online help of the *Power Query* application. After you have created your own query, save

it by using the save button. It will be saved using the file name *CurrentCustomReport.rtm* so that it can be used later in the *Report designer*.

**Note:**

If you are using the *Query Designer*, you should ensure that the *PK\_FILEID* is unique (double filenames are not critical, but the *PK\_FILEID* in the result must be unique – the use of distinct is sometimes not sufficient).

## Report designer

The following figure shows an empty report.

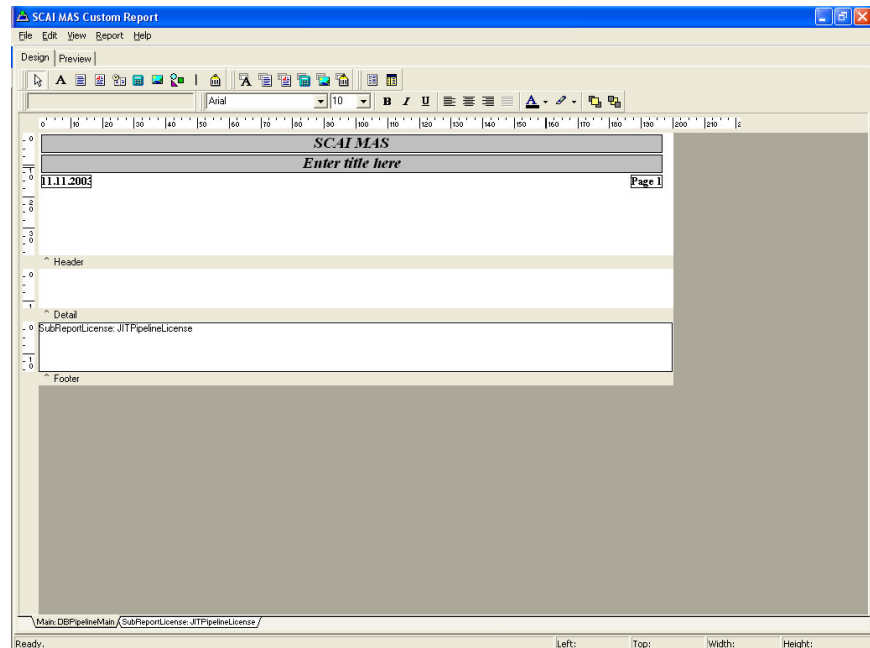


Figure 65: Report Builder user Interface

Here you can add fields to the report. We refer to the integrated online help of the Report Builder for further information.

An example of a report is shown in the following figure.

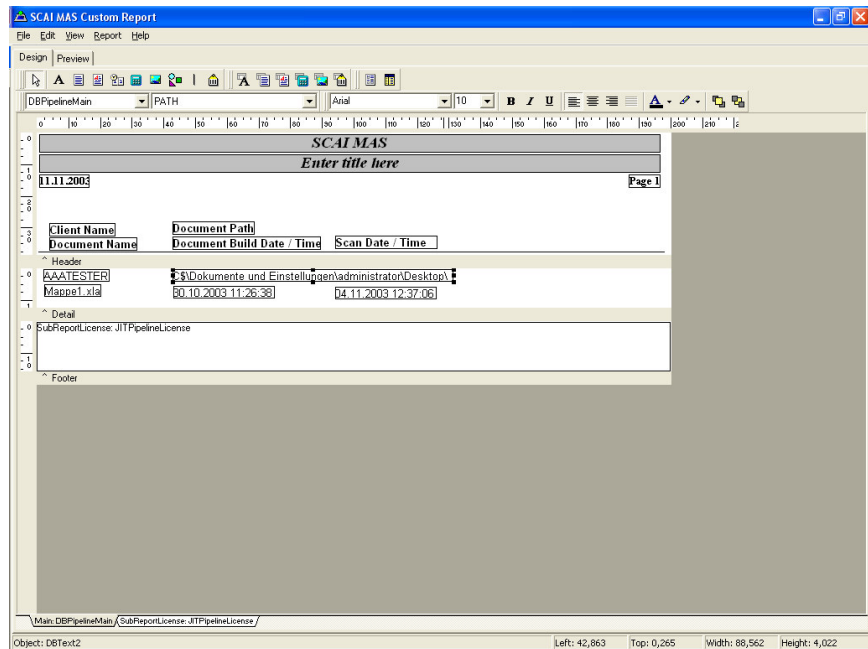


Figure 66: Example of a Custom Report design

Use the *Preview* tab to see if the report meets your idea. The Figure 67: *Example of a Custom Report* shows the result of the above query and report design.

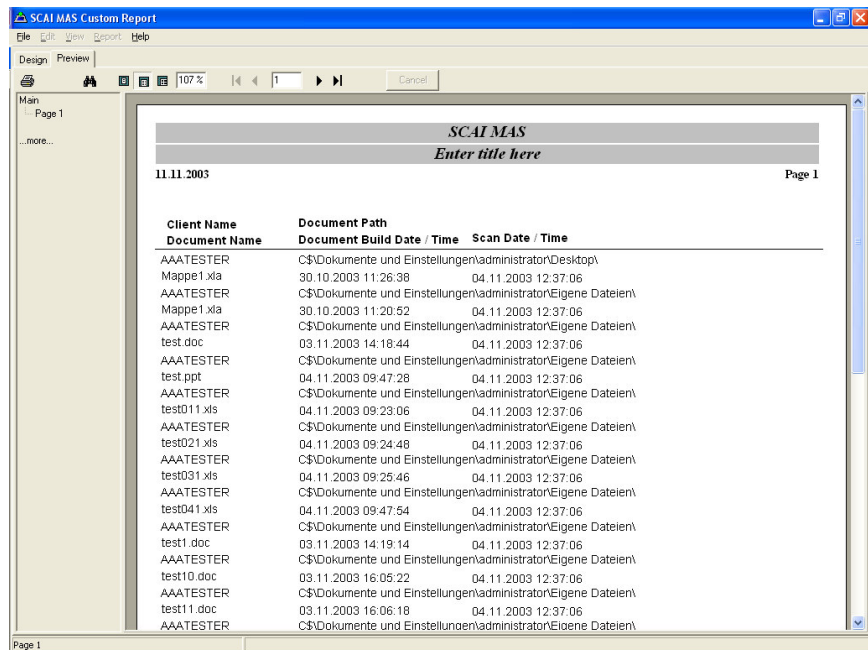


Figure 67: Example of a Custom Report

For detailed instructions how to use the Report Builder, please download the Tutorial *Learning ReportBuilder* from:  
<http://www.digital-metaphors.com/LearnRB/LearnRB.exe>.

# Configuration

## Setting Global Options

Before analyzing documents you should check all global options, so that all calculated data will be representative for your organization.

Select the *System* part of the navigation tree and click the *Global Options* command. The following dialog appears on your screen.

Figure 68: Setting Global Options

The following table gives a short overview of all parameters, which can be defined within this dialog.

Option	Description
Task check interval	Enter the number of seconds after which the robots should look for new tasks in the database.
Time-out interval	Enter the number of seconds after which the analyze robot should get a time-out working on a file, for example when a client is currently not available.
Currency sign	Select the currency sign you wish to use for <b>SCAI MAS®</b> . All reports and the <i>Quick statistics</i> will use this

	currency sign.
Store usernames	If you have installed the OAT (=Office Activity Tracer) on your clients, you can store the username into the database.
Use Ping	Use this option to allow <b>SCAI MAS®</b> to use the Ping functionality to check if clients are reachable. This will decrease time when accessing clients powered off. If you are using a firewall this might lead to wrong results because the pings will be blocked.
Archival and conversion robot automatically overwrite files	Set this option if you want the archival and conversion robots to overwrite existing files in the target directory, which can be defined in Defining Working Paths.
Ignore non Windows platform related problems	If you check this option, all non Windows platform related errors will be ignored and not listed. Don't check this option, if you want to migrate to a non Windows platform like LINUX.
Set automatically as proposed for archival	Check this option if you want the system automatically set the document status to <i>Proposed for archival</i> , if the last change date of the document is older than the given number of days.
Set status if file unchanged for more than .... Days	Enter the number of days a file has to be unchanged before the system will set the above status automatically.
Username Password	Enter the username and password for connecting domain external clients. This is useful for <i>Novell</i> clients for example.
Cost per day (Easy conversion work)	Enter the amount of costs for one day of work, which you want to regard for all calculations (conversion work has to be done manually, so this value has to be regarded as cost of a software engineer, who is able to do easy conversions).
Risk offset in %	Enter an offset for incalculable costs, which might be arise if some conversion needs more time as expected.
Cost per day (Hard conversion work)	Enter the amount of costs for one day of work, which you want to regard for VBA reengineering (conversion work has to be done manually, so this value has to be regarded as cost of an IT expert, who is able to do hard conversions).
Risk offset in %	Enter an offset for incalculable costs, which might be arise if some reengineering needs more time as expected.
Minutes per LOC	Enter a number of minutes, you calculate for one line of reengineered VBA code. (LOC = Lines Of Code)

After you have changed a value, you should save the data into the database by clicking the *Save Options* button. If you forget to save the data, a dialog will appear on the screen as soon as you try to leave the *Global Options*.

You can use the *Reset* button to get the default values for all options.

Some of the above options will have effect on the calculation costs. If you change the archival value or the conversion cost parameters, this will have



effect on the calculated costs for the migration process. You can see the changes in the *Quick statistics* on the left side of the window.

## Setting Local Options

During the installation process of **SCAI MAS®** you have been asked for the OpenOffice.org / StarOffice and for the Neevia PDF Converter installation path.

Furthermore, a default *workingpath* for the *Robot-Server* has been set.

To change these options, you can enter the *Local Options* dialog of the *System* tree. Figure 69: *Setting Local Options* shows the *Local Options*.

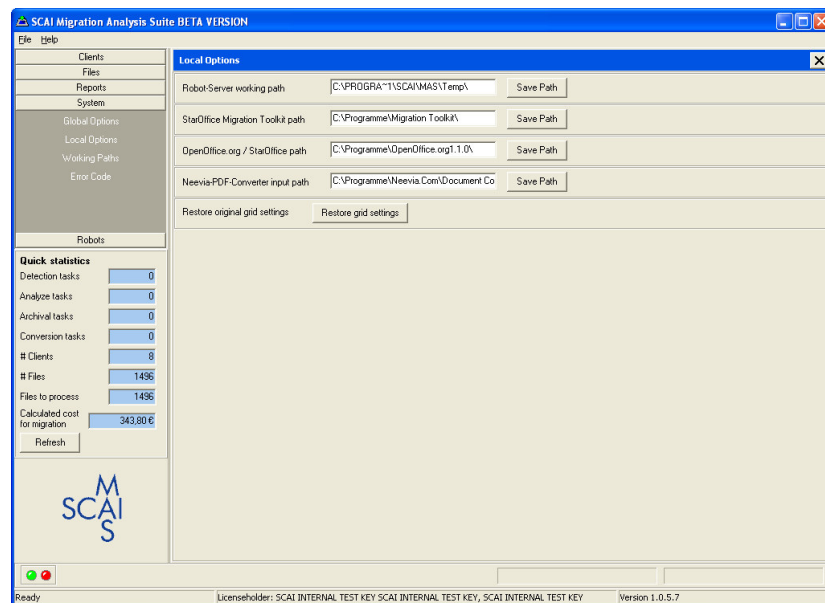


Figure 69: Setting Local Options

The following table describes all options of the dialog.

Option	Description
Robot-Server workingpath	This is the path, where the robot server saves temporary files and logs.
Neevia-PDF-Converter input path	This is the path for temporary files used by Neevia PDF Converter.
OpenOffice.org / StarOffice	This is the path where you have installed the OpenOffice.org or Sun StarOffice application. The path is needed to start the application and/or the conversion module.
Restore original grid settings	Click this button, if you want to reset all changes you've made for the table layout. The layout of all tables will be saved, so individual system configurations are possible.

# Defining Working Paths

This dialog allows you to define paths where converted or archived documents will be saved.

The defined paths must be of UNC format, i.e.

\\<clientname>\<drive>\<path>...

Where ':' is not allowed within <drive>.

The table *Clients* lists all clients of the database. You can sort the list by using the grouping functionality. For this drag and drop a column header to the top of the table. You can also use the drag and drop functionality to change the order of the columns.

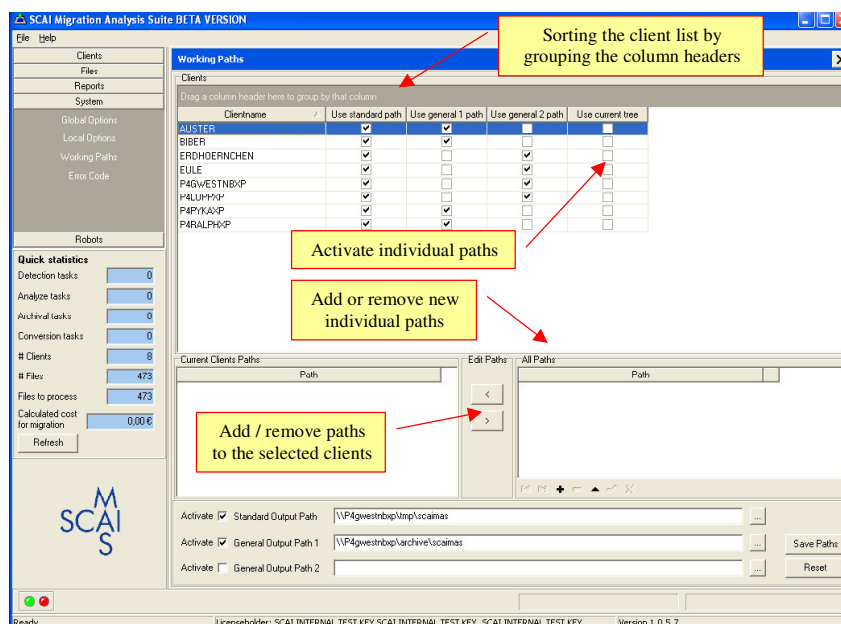


Figure 70: Defining Working Paths for clients

The following table describes the function of each column of the table:

Column	Description
Clients	Lists the client name of the database
Use standard path	If this option is checked, the application will save all archived and converted documents using this path. The subdirectories <i>Archive</i> and <i>Convert</i> will be created automatically.
Use general 1 path	If this option is checked, the application will save all archived and converted documents using this path. The subdirectories <i>Archive</i> and <i>Convert</i> will be created automatically.
Use general 2 path	If this option is checked, the application will save all archived and converted documents using this path. The subdirectories <i>Archive</i> and <i>Convert</i> will be created automatically.
Use current tree	If this option is checked, the application will save all

	archived and converted documents in their original path. No subdirectories will be created.
--	------------------------------------------------------------------------------------------------

The documents will be saved automatically using all selected paths. So you can make copies of each file by saving it on a dedicated file server and on the source system, if necessary.

The whole path of the document source system will be created in the destination path(s). The root of the path will be the client name itself.

For example:

Standard output Path	'\\FILESERVER\Save\
Source path of the documents to be archived and converted	'\\SCAIMAS_2\C\$\business\project
Destination path for archival	'\\FILESERVER\Save\Archive\SCAIMAS_2\C\$\business\project
Destination path for conversion	'\\FILESERVER\Save\Convert\SCAIMAS_2\C\$\business\project

Using *All Paths* you can define multiple paths for your clients, where to save the documents. Each path can then be allocated to one or more clients. For this select the desired client(s) and path(s) and use the *Add* or *Remove* buttons to allocate the paths to the client(s). See Figure 70: *Defining Working Paths for clients*.

If you don't want to define individual paths for clients, you may use the standard or general paths at the bottom of the dialog. Before you can use these paths, you have to enter the paths into the edit field or use the button on the right side of the edit field to select a path. After inserting a path you have to *Activate* the path by marking the checkbox at the top of the line.

Use *Save Paths* button to save the paths into the database.

Use the *Reset* button, if you want to delete the standard or global paths. To confirm this you have to click the *Save Paths* button.

---

## Error code

During analyzing or converting documents error messages might occur. Each error has to be resolved manually, so reengineering is often the only way to solve the problem.

For this you find a list of all errors by opening the *Error Code* tree.

Figure 71: *Error codes* shows a list of currently supported error messages.

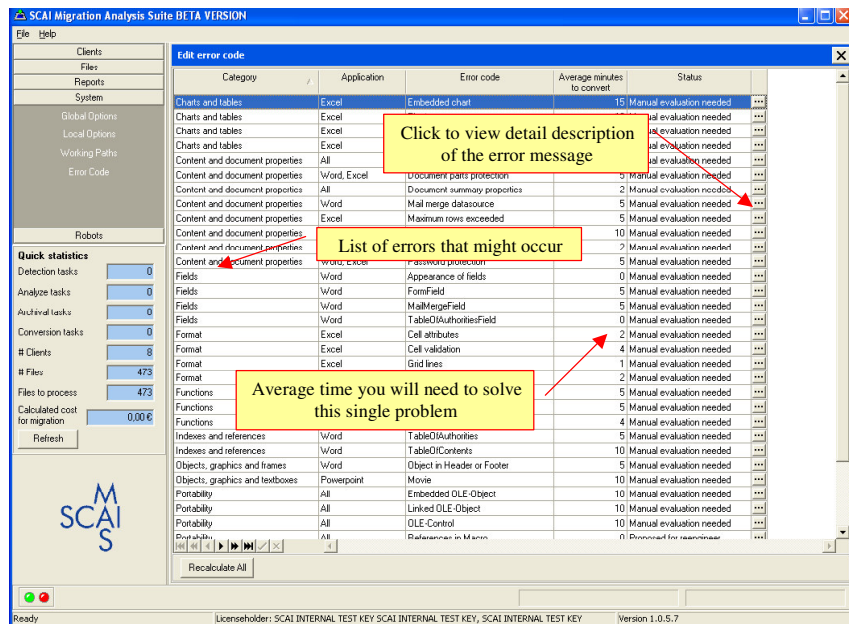


Figure 71: Error codes

The column *Category* shows the categories each error code belongs to.

The next column *Application* contains the Microsoft Office™ application name, in which the error might occur.

The column *Error code* lists the error codes used for log files and message boxes.

The column *Average minutes to convert* can be edited. Change the value for errors if you think that you will need more or less time to solve / reengineer the problem. This time will be considered by calculating the conversion / reengineering costs.

The column *Status* shows the statuses set for each error. The document the error occurred in, will be set to the defined status. This is useful, if some errors can be managed in another way than predefined.

### For example:

You decide, that no VBA macros should be reengineered during the migration process. Now you can set the following *Error codes* to the status *Proposed for conversion*:

- References in Macro
- Macro password protection
- VBA Properties

The following Figure 72: *Changing the status for an error code* shows the drop down list of the statuses.

### Note:

If you select the status *Ignore*, a so defined error will **NOT** be ignored but will set the documents status to ignore.

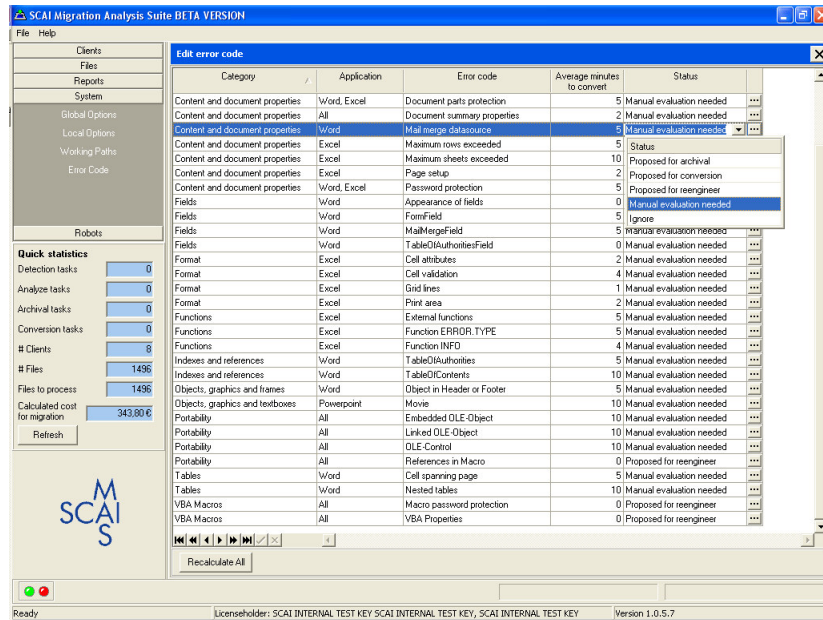


Figure 72: Changing the status for an error code

The right column offers further information on an error. Click the appropriate button and the detailed description will appear on the screen as shown in the following figure.

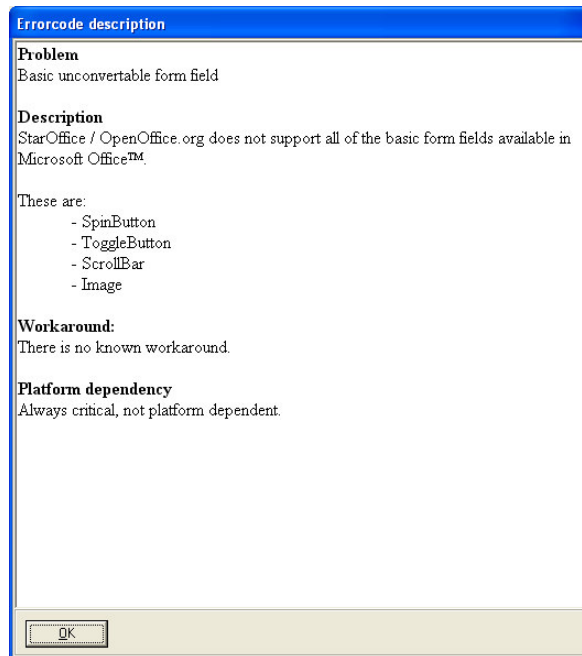


Figure 73: Errorcode description

Use the navigation and manipulation buttons at the bottom of the table, described in the chapters Navigate through Filelists and Manipulation toolbar.

After you have changed a value in the column *Average minutes to convert*, you want to recalculate the costs for your reports and statistics. The button

*Recalculate All* will initiate the recalculation. This function may take a while on large databases.

# Administration of Robots

## Detection Robot

After you have initiated some tasks using the *Files* tree, you can view running tasks in the *Robots* tree. All robot dialogs of the *Robots* tree have the same layout, so we will consider this dialog as an example of all robot dialogs.

Open the *Robots* tree and select the entry *Detection Robot* as shown in Figure 74: Detection Robot.

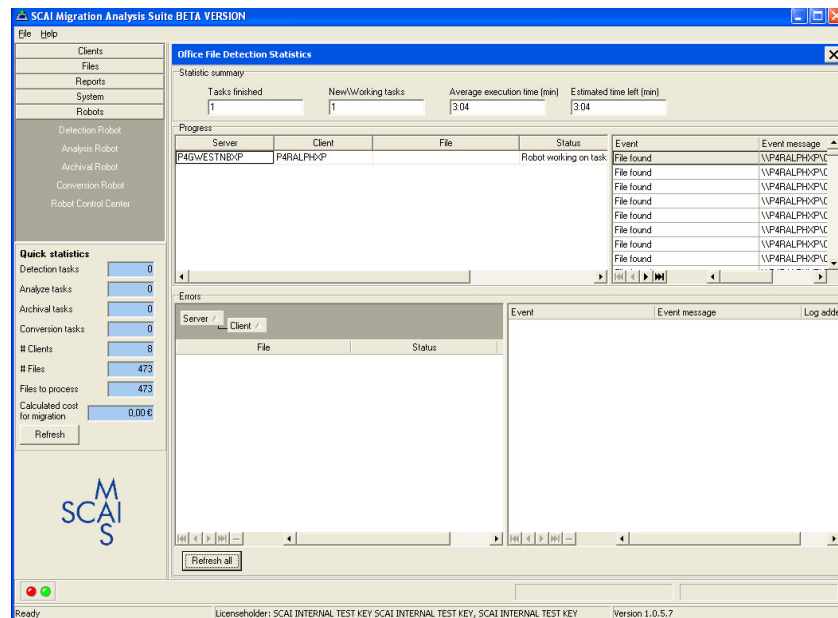


Figure 74: Detection Robot

At the top of the dialog you'll see the *Statistic summary* of the detection robot. The edit box *Tasks finished* shows the number of tasks that have already been finished.

The edit box *New/Working tasks* shows the number of currently running or waiting tasks of the detection robot.

The edit box *Average execution time (min)* shows the average time of all tasks that have been finished.

The edit box *Estimated time left (min)* shows the estimated time of all tasks that have not been finished.

The following figure shows the statistic summary of the detection robot.

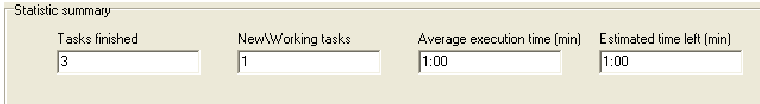


Figure 75: Statistic summary

In the middle of the dialog you can see the currently running detection tasks. The left table lists all running tasks on all **SCAI MAS®** servers. The columns are described in the following table:

Column	Description
Server	Here you will find the server names on which the tasks are running. If only one server is available, this table will have one entry.
Client	Shows the client name, on which the task is running.
File	Lists the file currently in process for analyzing, converting or archiving tasks only.
Status	Shows the current status of the working task.
Task start time	Shows the time the task was started
Task added	Shows the time a task has been added to the list.

The right table shows a list of events for each selected server entry of the left table.

Column	Description
Event	Displays the event itself.
Event message	Displays detailed information to the event message, i.e. the current file name and path.
Log added	Shows the date and time of the log file entry.

Figure 76: *Progress statistics* shows the *Progress* part of the detection statistics. You can see that the event *File already exists in database* occurred. The corresponding event message is the file name and path so that you can see which file already has been detected.

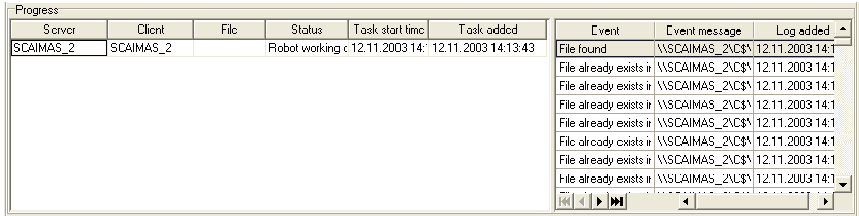


Figure 76: Progress statistics

At the bottom of the dialog you can see detailed information to occurred errors.

On the left side you'll find a list which is grouped by *Server* and *Client*. To change the grouping, you can drag and drop column header to the grey area or move them from the grey area back to the table. Figure 22: *Grouping results with column headers* shows how to use the grouping functionality.

The columns are described in the following table.

Column	Description
Server	Here you will find the server names on which the tasks are running. If only one server is available, this table will have one entry.
Client	Shows the client name, on which the task is running.
File	Lists the file in which an error occurred, for analyzing, converting or archiving tasks only.
Status	Shows the current status of the task.
Task end time	Shows the time the task was finished

You can use the navigation bars to browse through the table. With the delete button, shown in the following figure, you can delete error messages from the table.

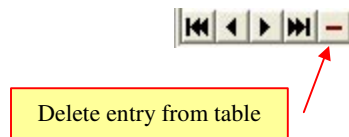


Figure 77: Delete button of the manipulation bar

On the right side of the *Errors* part you can see the logged events to each selected server entry. The content of the table is described in the above table.

Use the *Refresh all* button, to refresh the shown data. This will not automatically be refreshed.

---

## Analysis Robot

After you have initiated some tasks using the *Files* tree, you can view running tasks in the *Robots* tree. All robot dialogs of the *Robots* tree have the same layout, so please read chapter Detection Robot for further information.

Open the *Robots* tree and select the entry *Analysis Robot* as shown in the following figure.



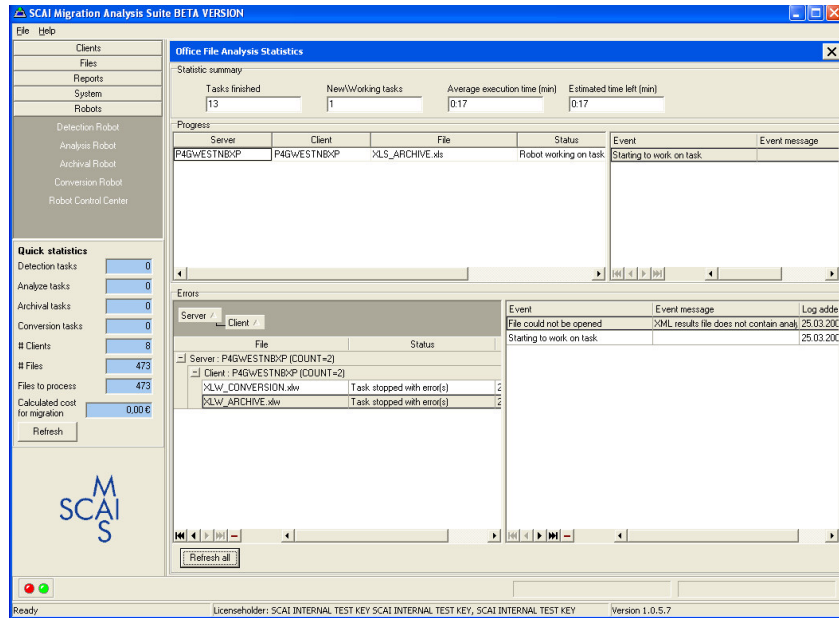


Figure 78: Analysis Robot

## Archival Robot

After you have initiated some tasks using the *Files* tree, you can view running tasks in the *Robots* tree. All robot dialogs of the *Robots* tree have the same layout, so please read chapter Detection Robot for further information.

Open the *Robots* tree and select the entry *Archival Robot* as shown in the following figure.

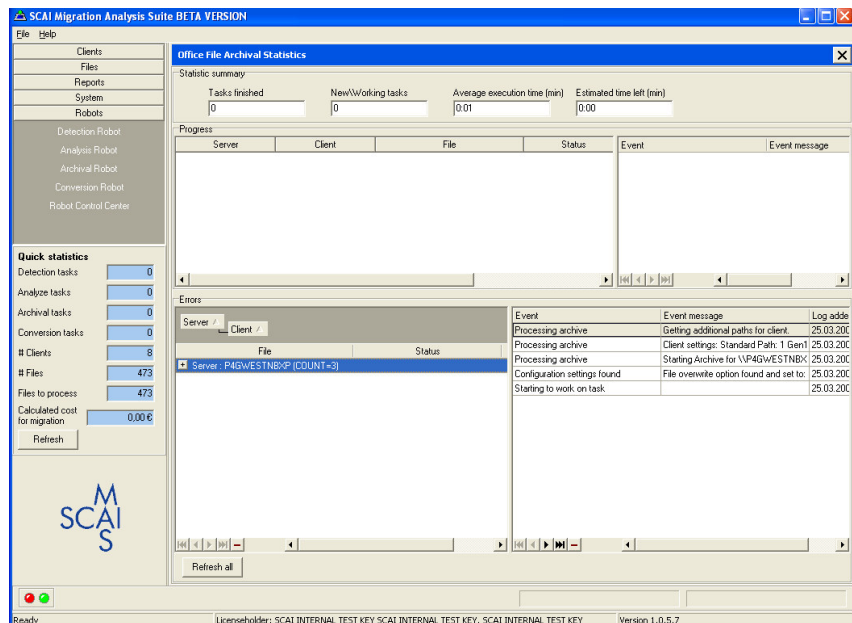


Figure 79: Archival Robot

### **Note:**

If you want to archive documents, you should check all paths, defined in *Working Paths* of the *System* tree, described in chapter Defining Working Paths.

The Archival robot uses all checked paths (client paths and standard or global paths) if available. If there is no path available, because you haven't defined any, the archival robot will not notify you. Anyhow the document is flagged as archived even no archiving was done.

## Conversion Robot

After you have initiated some tasks using the *Files* tree, you can view running tasks in the *Robots* tree. All robot dialogs of the *Robots* tree have the same layout, so please read chapter Detection Robot for further information.

Open the *Robots* tree and select the entry *Conversion Robot* as shown in the following figure.

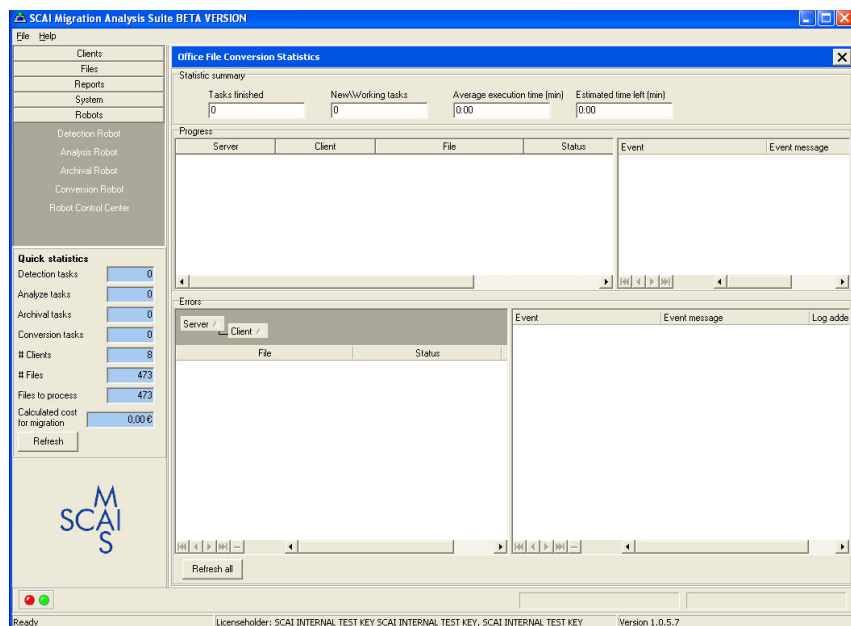


Figure 80: Conversion Robot

### **Notes:**

- If you want to convert documents, you should check all paths, defined in *Working Paths* of the *System* tree, described in chapter Defining Working Paths.
- The Office File Conversion Robot kills each running instance of OpenOffice.org when started. There will be no save request.
- If a document with VBA-code or other unconvertable items is given to the Office File Conversion Robot (status manually set to *Convert* or *Proposed for Conversion*), the document will be processed without error but without converting the unconvertable items.

# Robot Control Center

Before tasks can be executed, you should assure, that all or the desired robots are running on the servers.

Doing so you should open the *Robots* tree and select the *Robot Control Center*, as shown in the following figure.

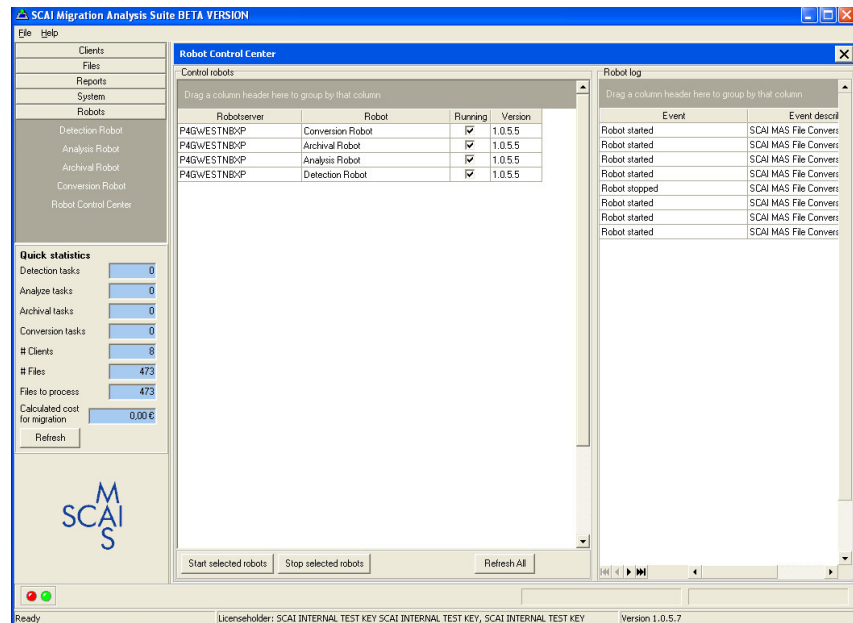


Figure 81: Robot Control Center

On the left side you can see a table, listing all robots running on all **SCAI MAS®** servers in your network.

The first column *Robot server* lists all robot server names found in your network.

The next column *Robot* displays all robots installed on the server. By default the *Conversion Robot*, *Archival Robot*, *Analysis Robot* and the *Detection Robot* have been installed on each server.

The third column *Running* shows which robot is currently running on the server. If the checkbox is marked, the robot is running and if it is not marked, the robot is not running.

The last column *Version* shows you the current installed robot version number. It is not unusual if the version numbers of the robots are not equal.

To start or stop a robot you can use the buttons at the bottom of the dialog. First select one or more server entries with the left mouse button. Multiselection by using **[Ctrl]** and/or **[Shift]** is also possible. Now click the *Start selected robots* button, to start them. If you want to stop running robots, you have to select them first, too. Then click the *Stop selected robots* button.

On the right side of the dialog you'll see the *Robot log* table. Here you can see if the starting or stopping events have been executed successfully.

The column *Event* shows the event name, like *Robot started* or *Robot stopped*.

The column *Event description* lists the detail information of the event.

The column *Log added* shows the date and time the event has been executed.

**Note:**

You can install more than one robot server and administrate the robots from one robot control center. So you may install a robot server for archival tasks only, one for conversion tasks and so on. Any combination is possible.

# Appendix

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## Known Errors or Behaviours / Useful Hints

- During the analyzing process, it is possible that a dialog that the office-assistant could not be executed appears. This problem can not be solved currently.
- When navigating through the menu, a message "Listindex exceeds Maximum (-1)" could appear. Simply select "OK", reopen your form (go to another form using the menu and then go back) and continue your work.
- When working under Robots -> Survey all tasks -> Task related logs, a message "invalid graphic size" could appear. Simply select "OK" and ignore this.
- All robots do not work on files with names exceeding 255 chars (this limit includes the file path respectively the archive / conversion path).
- If a Microsoft Excel™ 4.0 file contains macros, the analysis process will crash (that means that it ends with a timeout).
- If a Microsoft Excel™ 4.0 file contains only VBA-Code and no worksheet, the analysis process will crash (that means that it ends with a timeout).
- Sometimes, the analyzing process will fail due to Microsoft Office™ problems. As considered in knowledge base article Q257757, Microsoft Office™ is not recommended for server-side automation. Because of this, if an unexplainable error occurs, simply re-analyze the file and it will disappear most of the time.
- The SCAI MAS Office Activity Tracer Office Add-Ins only track documents with the extensions .doc, .ppt and .xls properly. The use

of other documents will not be committed to the database. Nevertheless, using or saving of this documents is not affected.

- The message “File not found” could normally be traced back to the fact, that the analyzed system has changed – to prevent this, only scan systems in idle mode.
- The conversion robot may produce an error “no OpenOffice.org in listening mode found” for the first one or two documents tried to convert. This is because the connection to OpenOffice.org could last slightly longer on slow systems. Simply trying to convert those documents another time solves the problem.
- If a client is shutdown during scan by the detection robot, the detection robot ends without a message apparently successful.
- If you create a new Microsoft Office™ document and close it without saving, a request if you want to save it appears. If you choose to save it at this place, the event is not regarded as *Save* or *SaveAs* bei the SCAI MAS Office Activity Tracer Office Add-Ins. Therefore, no information will be committed to the database.
- When using **SCAI MAS®** Power Query, manual changes in the SQL window will not be considered. They are not taken over when leaving the SQL window.
- After detection, the documents in the Microsoft Office™ installation path should be set manually to *Ignore*, because they could falsify the calculations.
- When navigating through the menu, a message "system resources exhausted" could appear. Simply close and reopen **SCAI MAS®**.
- Microsoft Word™ documents, which have protected regions are sometimes converted without assuming the protection and without message (but with correct contents)
- OpenOffice.org pages seem to be one line longer than Microsoft Word™ pages. This could result to changes in images if drawn due to a change of ends.

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## Creating a backup of a SAP database

### Initial situation:

- No users should be connected to the database while you perform either a backup or a recovery
- All actions take place in a standard windows commandline editor.
- The <user,password> has to be a SYSDBA user!

### Create a backup instance on the server:

- Enter the following on the command line:  
`C:\>dbmcli -d <Databasename> -n <Servername> -u  
<user,password> medium_put <Backupname> <PathandFilename>  
FILE DATA 0 8 YES`

- Example:  
`dbmcli -d SCAIMASDB -n SCAIMASSERVER -u massys,scaimas  
medium_put BACKUPSCAIMASDB1 c:\Temp\BackupScaimas1  
FILE DATA 0 8 YES`
- OK as returnvalue from SAP DB should appear

#### Execute the backup on the server:

- Enter the following on the command line:  
`C:\>dbmcli -d <Databasename> -n <Servername> -u  
<user,password> -uUTL -c backup_start <Backupname>`
- OK as returnvalue from SAP DB should appear

#### Preparing the server for recovery:

- To recover a backup, you have to stop and start the server to get it into "cold" mode.
- First, stop the server by entering the following on the command line:  
`C:\>dbmcli -d <Databasename> -n <Servername> -u  
<user,password> -c stop`
- OK as returnvalue from SAP DB should appear
- Second, start the server again by entering the following on the command line:  
`C:\>dbmcli -d <Databasename> -n <Servername> -u  
<user,password> -c start`
- OK as returnvalue from SAP DB should appear
- Now enter the following on the command line:  
`C:\>dbmcli -d <Databasename> -n <Servername> -u  
<user,password> -c db_state`
- OK as returnvalue from SAP DB should appear
- Check the state of the server by entering the following on the command line:  
`State`
- COLD as returnvalue from SAP DB should appear - otherwise the recovery won't work.

#### Start the recovery:

- Enter the following on the command line:  
`C:\>dbmcli -d <Databasename> -n <Servername> -u  
<user,password> -uUTL -c recover_start <Backupname>`
- OK as returnvalue from SAP DB should appear to show that the recovery successfully finished

**Note:**

This is only a short description for a fast and easy complete data backup. Data which was inserted since the last backup is lost!

If you like to create a backup strategy where nearly no data will be lost, please contact SCAI GmbH.

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## SCAI MAS<sup>®</sup> Office Activity Tracer Office AddIn

In this part, the additional SCAI MAS<sup>®</sup> Office Activity Tracer Office AddIn (OAT), which is responsible for the tracking of Microsoft Office<sup>™</sup> documents, will be reviewed more detailed. It is used to determine the importance of the documents for your organisation (see chapter “Why do I need SCAI MAS<sup>®</sup> when migrating?” for a detailed description).

Since the installation of the OAT is described detailed in the [SCAI MAS<sup>®</sup>](#) installation instructions and later, no user intervention is necessary, only the requirements and the behaviour of the OAT will be regarded.

### ***Requirements for using the OAT***

- A SCAI MAS Office Activity Tracer Server must be installed (see [SCAI MAS<sup>®</sup>](#) installation instructions).
- Apache webserver must be installed (see [SCAI MAS<sup>®</sup>](#) installation instructions) and started on the SCAI MAS Office Activity Tracer Server (*Start Apache in Console*).
- The OAT must be installed on the SCAI MAS Office Activity Tracer Client in local user context (see [SCAI MAS<sup>®</sup>](#) installation instructions).

### ***Behaviour of the OAT***

Behaviour means if and how the OAT change the status of a Microsoft Office<sup>™</sup> document on opening or saving. Since on opening a document just an entry is made in the [SCAI MAS<sup>®</sup>](#) database, only the process of saving is illustrated.

The figures have to be read as follows:

The points are begin and end of events. In diamonds, it is surveyed whether a condition is fulfilled or not. At last, status changes (of documents) are shown in rectangles.

Figure 82: *Behaviour of the OAT on Save* illustrates what happens to a Microsoft Office<sup>™</sup> document on saving subject to the documents status.

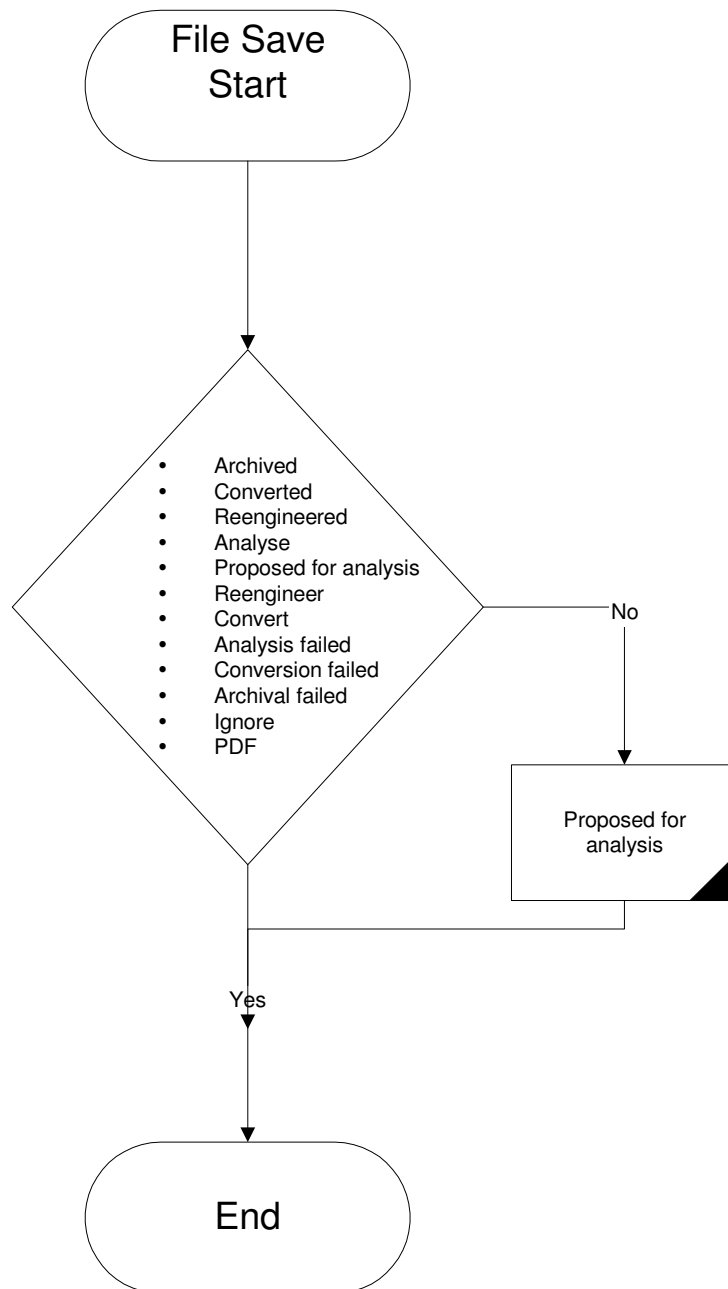


Figure 82: Behaviour of the OAT on Save

**Note:**

As shown, the status *Convert* will not be changed on modifications, because it's a user set status. This could lead to some problems, if later changes are made within the document. To avoid these problems, simply set the status of documents, from which you don't know whether they change or not, to *Proposed for conversion* instead of *Convert*.

When using the option Save As, two different documents have to be regarded – the original document (called *Original File* in the following figure) and the new document (called *New File* in Figure 83: Behaviour of the OAT



on Save As).

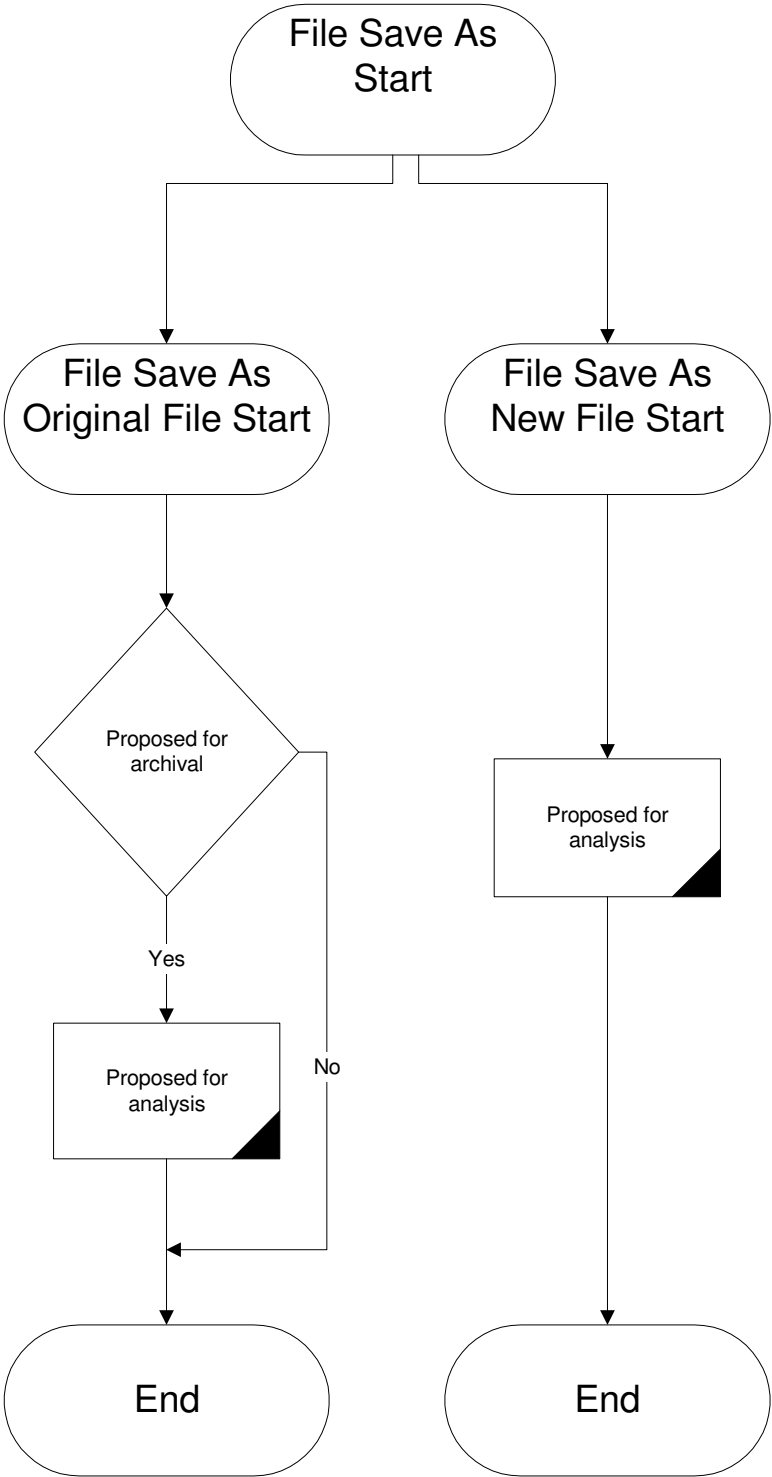


Figure 83: Behaviour of the OAT on Save As