

Digital Safe Metadata Extraction Report Service

Uncover the power of metadata and make better informed business decisions

The Micro Focus Digital Safe Metadata Extraction Report Service provides you with valuable insight into your archived information. This service enables informed business decisions and reduced costs by allowing for focused interactions with data archived into the Digital Safe. Use cases include reducing downstream eDiscovery costs through focused searches and extractions, managing targeted Retention and Disposition strategies, and surfacing data gaps that need remediation.

Product Highlights

The Metadata Extraction Report retrieves the metadata information of messages archived within the Digital Safe. The report can include standard metadata fields (e.g., Archived Date, Sent Date, Sender, Recipient, Message ID, etc.) as well as customized metadata fields

(automatically added via the metadata enrichment stamping process) during either livestream archival or legacy data migration (e.g., Sender/Recipient unique reference ID, Sender/Recipient country code, Sender/Recipient regulatory code, migration project code, etc.). Customers can decide which metadata fields to be included in the report to best support downstream usage requirements. The report is generated based upon a Sent Date range (such as 1/Jan/2015 to 31/Dec/2018). By default, the report files are provided in a Tabbed Separated Value (TSV) file format; this allows for further analysis by human readers and by third-party data analysis solutions. Alternative formats are optionally available. The integrity of the report files is verified using industry standard MD5 checksum.

Quick View

- Gain valuable insight into your data to enable more informed business decisions
- Perform more focused eDiscovery searches and extractions
- Minimize your downstream legal review costs
- Focus on a more targeted retention and disposition strategy
- Reduce your regulatory risk and ongoing storage costs
- Perform data mining and analytics to detect patterns and glean insights

Services	Standard	Optional
Use Case Requirements Analysis	X	X
Project Management Delivery	X	X
Support Customer UAT Activities	X	X
Support Test Safe Validation	X	X
Report Reconciliation	X	X
Report Encryption	X	X
Report Customization	X	X
Sorting by specific attributes	X	X
Specific report length	X	X
Group by doc-class and content-types	X	X
Provide repository names	X	X

Key Benefits

Includes both indexed and non-indexed metadata: Ability to make business decisions on metadata not available in the search index.

Gain greater insight into your data: Visibility of when different types of data were first archived, which business groups archived what data types, and whether any data gaps need to be remediated

Make better informed business decisions: More focused eDiscovery searches to reduce downstream legal review costs, better target retention and preservation policies, and reduce regulatory risk and ongoing storage costs

Customize to your needs: Optimization of reporting content and cadence to meet your requirements

Leverage dedicated expertise: Implementation by Micro Focus Data Engineers drawing on over 15 years of industry experience

Compliance by design: All report interaction points fully compliant with hardened security, access, monitoring and alert controls

Proven delivery process: Proven record of delivery for multiple customers

Project progress tracking: Progress and final reporting

Defensible extraction process: Reconciliation to support the defensibility of the metadata extraction

Key Features

Micro Focus will manage and execute the project, including planning, design, and implementation.

- Extraction of specified metadata from assets in customer's Digital Safe archive
- Infrastructure components (such as NAS devices) will be deployed for the duration of the project
- Micro Focus workflow and processing solution will be installed onto the NAS device
- Micro Focus will execute metadata extraction process on all the pre-determined closed cells that are in scope for the project
- ZIP compression applied for storage space efficiency
- TSV format applied standard for ease of use
- UTF-8 (URL) encoding for portability
- Encryption for increased data security
- Reports made available to the designated FTP server or via the agreed transfer method

Optional Services

Report customization options may include:

- Sorting of data based on specific metadata field (such as Sent Date)
- Length of each report (such as 1 million rows per report)
- Specific filename format for each report
- Grouping of data by document type and content type
- Inclusion of repository names

Additional Information

Learn more by contacting Micro Focus Managed Services at: askmanagementservices@microfocus.com

Contact us at:
www.microfocus.com

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