Pitney Bowes Software

Access File Scanner

User Guide

Spectrum™ Technology Platform

Data Discovery Module

Version 8

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Global IDs Product Suite® Access File Scanner Manual

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Access File Scanner

What it includes:

- About Access File Scanner
- Scanning Access Files
- Working with scanned Access Files
    - Searching Access files for Domains

About Access File Scanner

Using **Access File Scanner** you can scan Microsoft Access database files across your enterprise data landscape and search for domains in them.

Scanning Access Files

This topic teaches you to find Access files located in any system in your network.
To scan Access files:

- Right click the desired system from the left hierarchy pane and select **Scan Access File** option. **Scan Access File** wizard appears
- On Step 1 of the wizard:
  - Select a source
  - Specify a directory or select appropriate checkbox to scan the entire system.
  - Choose the file types to scan (.mdb and .accdb). By default all file types are scanned.
  - Select appropriate checkbox to:
    - scan compressed files
    - scan Access files in emails

Figure 1: Scanning MS Access files

Click **Next**.

- On Step 2 of the wizard:
  - select the appropriate radio button to run the task now or schedule it for a later time
  - Assign a priority level by choosing between five priority options **(Background, Low, Normal, High, Critical)**

- Select the **Run tasks in parallel** check box to enable running more than one task at the same time and specify **Maximum tasks to run in parallel**
- You can also add time restrictions by clicking on the **Add Time Restrictions** link

Click **Finish**.

Viewing scanned Access files

Scanned Access files of the selected system appear in a separate explorer pane. You can view this explorer pane from the **Scanned Files** tab on the right display pane if a system from the left hierarchy pane is selected. In the explorer pane, you can select a drive or directory from the hierarchy on the left to view all scanned Access files in a list view on the right.

Figure 2: Viewing scanned MS Access files

Working with scanned Access files

You can search for domains in the scanned Access files.

Searching Access files for Domains

Actions in grey need to be completed sequentially before the current action is performed. The current action is marked in red.

Pre-requisites

- Scan Access File
- Search Domains

This topic teaches you to search domains in Access files.

To search an Access database for domains:

- Right click a system from the left hierarchy pane and select **Search Domains** option. **Search Domains** wizard appears.
- On Step 1 of the wizard:
  - Select the drive where you want to search the Access file for domains. You may choose to search the entire drive by selecting the appropriate checkbox.

Click **Next**.

- On Step 2 of the wizard appears if you de-select Search Entire Drive checkbox:
  - Select the Access files in which you want to search domains.

Click **Next**.

- On Step 3 of the wizard:
  - Select **domains** (from a list of pre-defined domains bundled with the software) that you would like to search.

Figure 3: Searching for domains - step 3

Click **Next**.

- On Step 4 of the wizard specify the following parameters:
  - Minimum number of matches
  - Select **Apply Match Threshold %** checkbox to the change default matching threshold.
  - To search a file for multiple domains select the appropriate checkbox and specify the number of domains to number of domains to search.
  - Check the appropriate checkbox to:
    - upload matched file(s) to server
    - rerun domain scan for previously scanned files

Figure 4: Searching for domains - step 5

Click **Next**.

- On Step 5 of the wizard:
  - Select the appropriate radio button to run the task now or schedule it for a later time.
  - Assign a priority level by choosing between five priority options **(Background, Low, Normal, High, Critical)**
  - Select the **Run tasks in parallel** check box to enable running more than one task at the same time and specify **Maximum tasks to run in parallel**
  - You can also add time restrictions by clicking on the **Add Time Restrictions** link

Click **Finish**.

Viewing searched domains

Domain Search Results tab at system level displays all Access files in which domains are found. The hierarchical table view also displays file owners name and number of records found. You can select the **Is False Positive** checkbox if the domain found is not correct.

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