ACTIVENAV

ActiveNav

Capabilities Overview

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Advanced File Analysis Software

General Overview

ActiveNav's Discovery Center is an advanced file analysis software deployed to analyze and manage digital file environments. The solution offers a federated approach to unstructured data management by allowing users to report on multiple specified unstructured repositories to then clean, tag, and organize data using a combination of rules and thematics.

File analysis systems are fundamentally different from traditional RMA/ECMs because file analysis does not hold unstructured record data. Data is analyzed wherever it resides within the agency and the software is completely repository agnostic. High-level benefits seen in our unique file analysis solutions include:

i. Information Governance
ii. Risk mitigation
iii. Reduction in footprint required file storage
iv. M-19-21 Compliance
v. Cloud migration

Develop rule-based records taxonomies and file plan structures that can be used to discover and auto-categorize files into retention schedules. Manage this content in place or migrate it to restructured file shares or other systems. Provide an automated method of monitoring ongoing compliance with information governance policies and periodically updating taxonomies and records metadata. ActiveNav provides cradle to grave records lifecycle management using this unique philosophy.

Software Solution Overview

The ActiveNav Discovery Center software platform is a file analysis tool specifically designed to analyze, clean, classify, migrate, and govern unstructured digital information. The tool is a singular, all-encompassing platform with a user-friendly interface designed to facilitate non-technical users (Subject-Matter Experts) using the tool to achieve scalable information governance.

- **Discovery Center Solution**:
  - o Enables organizations to identify and remediate ROT data— Redundant, Obsolete, and Trivial files. The solution also is used to identify and remediate sensitive data that should not be stored on network drives, or at the least should not be in shared folders. Sensitive data includes personally identifiable information (PII) such as Social Insurance Numbers, Social Security Numbers, multiple identity fields, credit card numbers, files containing logon IDs and passwords, and many other fields.
  - o The solution is used to create metadata fields and associated rules that are used to auto-categorize the files into records retention schedules or other business taxonomies.
  - o This solution also allows customers to pro-actively monitor the compliance of their content with their information governance policies. Records can be managed in place in the absence of a separate records management system. Files are managed in a continuous cycle, automatically applying policies and notifying data owners about scheduled actions or compliance issues as part of a repeatable and defensible information governance process. Finally, this solution allows for the classification of content and the development of labels for use by an external Data Loss Prevention (DLP) tool such as Microsoft Information Protection (MIP).

Capabilities

Discovery – Discovery Center provides the ability to open or penetrate several different file types for content search/discovery and evaluate content within the file itself.

Clean-Up – Identify duplicate and near duplicate files for evaluation and deletion at a binary level, of duplicate files/records.

Redundant Data/Files - Data is analyzed at a content and binary level, regardless of filename, and pointers to source files are created to eliminate duplicate data.

Retention Modeling – Discovery Center provides a data modeling tool for retention modeling.

Management – Using categorization capabilities content is bucketed into record series to support managing and purging of records.

Search – The product can crawl through content storage areas to include SharePoint, Exchange, share drives, Amazon S3 or Amazon Simple Storage Service, G-Suite, Office 365, and more.

Migration – ActiveNav's Discovery Center provides capability for migration of files to specific designated locations.

Sensitive Data Labeling – Discover and label sensitive information by integrating with Microsoft 365 capabilities.

Specifics

Discovery Center is traditionally an **on-premises agentless solution** that can be run without external dependencies. The software carries a low footprint with index sizes ranging from 2-4% of total data volume under management.

Requirements applicable to proposed solutions
- o   Supported Operating Systems
  - ● Windows Platforms
    - ● Windows Server 2008 64 bit
    - ● Windows Server 2008 R2
    - ● Windows Server 2012
    - ● Windows Server 2012 R2
    - ● Windows 10
  - ● Supported Databases
    - ● Microsoft SQL Server 2012 (X64) - All Versions
    - ● Microsoft SQL Server 2014
  - ● Supported Browsers
    - ● Internet Explorer 10 and above
    - ● Chrome Version 43.0.2357.124 m
    - ● Mozilla Firefox Version 38.0.1 and above