



WINCAUDIT (LITE VERSION) FOR OPENTEXT EDOCS

Installation and Operations Manual

WincAudit™ (lite version) for OpenText eDOCS

Library: **NEWYORK** [Visit WGSL](#)

Profile Columns

- APPLICATION
- AUTHOR
- ☒ DOCUMENTTYPE
- FORM
- LAST_ACCESS_ID
- LAST_EDITED_BY
- LAST_LOCKED_BY
- ☒ MATTER
 - CLIENT_ID
 - TYPIST

To filter the results, enter the string to search. To search against multiple columns, for instance CLIENT_ID and MATTER, separate the columns with a period (.), e.g. '0010.001'.

CLIENT_ID search results

CLIENT_ID	MATTER
0010	001
0010	003
0020	002
0020	003
0030	001
0035	041
0150	001
9999	001
9999	999
9999	998
9999	990
DEFAULT	DEFAULT

Results for CLIENT_ID-MATTER selection 9999-001

Line #	Item	Results
01	Entry date	This row was created on or before 2005-08-23
02	Total profiles	1
03	Total secured profiles	1
04	First edited document	2008-10-07 (331 day(s) ago)
05	Most recently edited document	2008-10-07 (331 day(s) ago)
06	Most common author(s)	AROD with 1 profile(s)
07	Most common typist(s)	ADMINISTRATOR with 1 profile(s)
08	Most common application(s)	ACROBAT with 1 profile(s)
09	Most common form(s)	LAWMPROF with 1 profile(s)
10	Activitylog analysis	19 of 16,586 total entries (.11%)
11	Profile storagetypes	1 profile(s) have storagetype A
12	Profile statuses	1 profile(s) have status 0
13	WincWall Trustees	6
14	Items to be walled	1
15	Items to be archived	1
16	Items to be foldered	1
17	Pending WincSync row(s)	This item needs to be synchronized to 4 libraries

Waiting for user input

NEWYORK DOCS_SUPERVISORS ADMINISTRATOR

Introduction

Welcome to the lite version of WincAudit!

WincAudit is a program that reports on information within an eDOCS repository (library), such as a report on a legal matter or a document type, providing a statistical analysis of the documents related to that information. A sample report is displayed on the first page of this manual. WincAudit is intended for any eDOCS user, particularly those who are responsible for the documents pertaining to information such as matters, deals, personnel documents, etc.

WincAudit's power and strength derive from its simplicity. Simply install it, start it up, and you are ready to begin running reports on documents and associated profile information to which you have rights. It requires no programming knowledge, or even knowledge of how eDOCS works.

Because this is a 'free' lite version, you may distribute it to anyone in your organization. However, this version is limited in its functions, as compared to the 'full' version of WincAudit, and (among other things) does not include the ability to print or save reports.

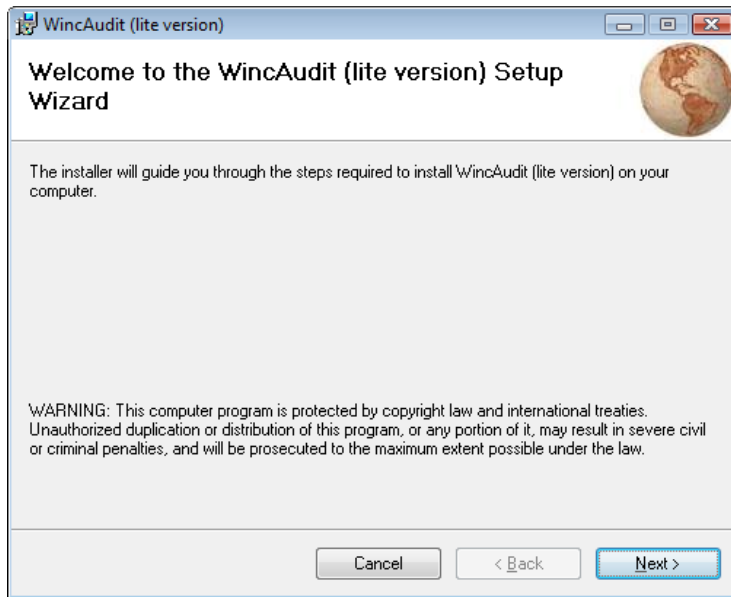
System Requirements

- The lite version of WincAudit has been tested and operates using the following minimum configurations:
- 32-Bit Windows Operating System (i.e., Windows XP or Windows Vista).
- eDOCS DM Extensions version 5.1.05 SR4 MR4 or later must be installed on the workstation running this program.

Installation

To install the lite version of WincAudit, locate the installation file, called [WincAuditlite.msi](#), and click on it to begin.

The following screen will display:



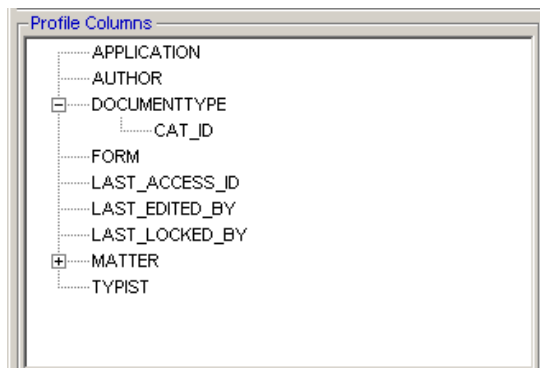
Follow the prompts to complete the installation.

The installation program will create a shortcut on the desktop.

Once the program is installed, you can launch the program to begin using it.

Using the program

Once you have launched the program, and press Enter to accept the license agreement and terms of operation, you will see a list of the available profile columns on the top left side of the form. Select the profile column you wish to access, and double-click on it to display the items for that column.



For instance, double-clicking on the TYPIST column will display the list of TYPISTS:

Results for TYPYST selection ADMINISTRATOR		
Line #	Item	Results
01	Entry date	This row was created on or before 2005-08-23
02	Total profiles	287
03	Total secured profiles	243
04	Secured profiles with no trustees	31
05	First edited document	2004-04-16 (1,956 day(s) ago)
06	Most recently edited document	2009-08-14 (10 day(s) ago)
07	Most common author(s)	ADMINISTRATOR with 189 profile(s), AROD with 41 profile(s)
08	Most common application(s)	MS WORD with 203 profile(s), FOLDER with 40 profile(s)
09	Most common form(s)	LAWMPROF with 222 profile(s), LAWMPROF with 63 profile(s)
10	Folders with this value	40
11	Foldered items with this value	116
12	Activitylog analysis	15,362 of 16,586 total entries (92.62%)
13	Profile storagetypes	15 profile(s) have a blank storagetype, 272 profile(s) have storagetype A
14	Profile statuses	245 profile(s) have status 0, 1 profile(s) have status 3, 41 profile(s) have status 4
15	Items to be walled	254
16	Items to be archived	170
17	Items to be foldered	136
18	Pending WincSync row(s)	This item needs to be synchronized to 5 libraries
19	Profiles with missing links	2
20	Missing document file(s)	8 (Most recent lost document #8815 was edited on 2009-02-26)

At the end of the report, you will be asked if you want the program to check for missing document files. This question is only asked if there are more than 100 document files to search; otherwise the program will perform the check automatically.