

OpenText File Reporter

Delivers the detailed file storage intelligence you need to optimize and secure your stored data for efficiency and compliance



Benefits

- Quickly gain data insight
- Pinpoint risks
- Demonstrate compliance
- View findings in variety of formats

The enormous growth of network storage content is introducing enormous management challenges. Today's enterprises not only need to know what files they are storing, but if they are protecting themselves from unauthorized access. They need to know if their on-premises and Microsoft 365® cloud storage infrastructures are optimized and if not, what measures they can take to improve them. OpenText™ File Reporter provides enterprise-level file inventorying and reporting so you can optimize your Microsoft network and Microsoft 365 cloud storage for efficiency and compliance.

OpenText File Reporter identifies stored files, the size of the files, when users last accessed or modified the files, and the locations of duplicate files. It can identify access rights to network folders and SharePoint Online, Teams, and OneDrive document libraries, and can report on chat conversations and files shared via chat. OpenText File Reporter can even help you calculate department or individual storage costs.

Resources

[OpenText Data Access Governance](#) ›

[OpenText File Reporter product support site](#) ›

View findings in various formats

OpenText File Reporter can present findings as reports and graphical analytics. Reports can be saved in various formats including PDF, Microsoft Excel, RTF, HTML, TXT, and CSV, the latter which can be exported to third-party applications, such as Microsoft Power BI. The OpenText File Reporter Report Designer includes advanced design and graphing capabilities for presenting data in various formats.

To deliver data and permissions analysis for Microsoft 365, OpenText File Reporter gathers detailed security analysis on Entra ID users and group, Teams and associated channels, SharePoint Online users and groups, OneDrive, and SharePoint Online documents and libraries. With this analysis, OpenText File Reporter can provide extensive and detailed permissions insight for all files and folders stored in these document libraries and do so comprehensively—rather than on a single user or sharing link level—through reports, analytics, and dashboards enabling network administrators, data officers, and information officers to quickly identify security vulnerabilities so they can take needed action.

Product capabilities	Description
Scan policies	Policies specify how often to conduct a scan, what time of day to do so, and who to notify in case there is a problem, automating the scanning process so you don't have to stay late and initiate the scan yourself.
Report filtering	With the potential to be gigabytes in size, and possibly hundreds of thousands of pages long, reviewing all of the data in a report is impractical and inefficient. OpenText File Reporter lets you create reports through filters that present a reduced number of entries according to the specific criteria you want to see.
Notification	OpenText File Reporter notifies network administrators of all completed scans and reports or scans and reports in progress. It also can advise administrators via email when scans have completed or failed.
Web-based administration	All administrative tasks are conducted through a web-based session using several supported web browsers. In addition to configuring the system, defining scan policies, configuring and generating reports, you can view the completed reports through the same web session.