

“Manage your SharePoint document metadata in bulk”

BulkMetadataManager is an application that runs on a separate computer system. It extracts properties present within SharePoint documents (e.g., extract the sent date, subject, ... from emails) and uploads the extracted values into SharePoint columns.

The application enables organizations to make optimum use of the SharePoint platform and improve productivity and user adoption. Using metadata in SharePoint columns allows for filtering, sorting, grouping and powerful searches. For example, it is possible to search using the same syntax as in Outlook:

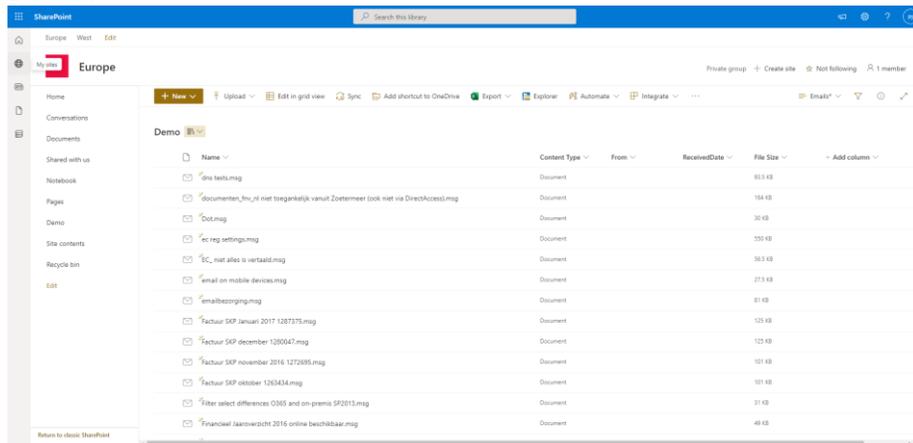
from:Microsoft subject:SharePoint

Basically, the application:

- downloads documents based on the provided CAML query
- extracts the document properties
- uploads the metadata to SharePoint columns.

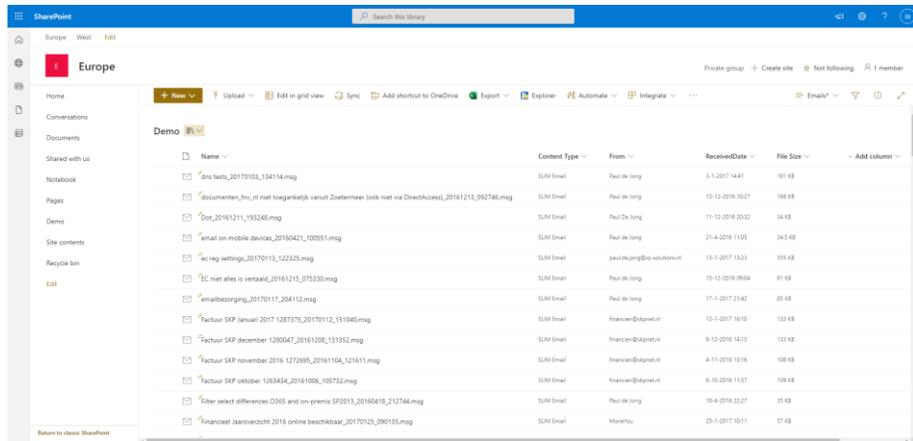
The following figures show the document details before and after running the application.

Before:



Name	Content Type	From	ReceivedDate	File Size
ins test.msg	Document			853 KB
documenten_fm_of niet toegankelijk vanuit Zetemeer (ook niet via DirectAccess).msg	Document			168 KB
Dot.msg	Document			30 KB
ec reg settings.msg	Document			550 KB
ic niet alles is vertaald.msg	Document			563 KB
email on mobile devices.msg	Document			273 KB
emaltheoring.msg	Document			81 KB
factuur SKP Januari 2017 1287375.msg	Document			125 KB
factuur SKP december 120047.msg	Document			125 KB
factuur SKP november 2016 1272095.msg	Document			101 KB
factuur SKP oktober 1265434.msg	Document			101 KB
filter select differences OMS and on-prem SP2013.msg	Document			31 KB
Financieel Jaaroverzicht 2016 online beschikbaar.msg	Document			48 KB

After:



Name	Content Type	From	ReceivedDate	File Size
ins test_20170103_194114.msg	SLIM Email	Paul de Jong	3-1-2017 14:41	101 KB
documenten_fm_of niet toegankelijk vanuit Zetemeer (ook niet via DirectAccess)_20161213_092746.msg	SLIM Email	Paul de Jong	13-12-2016 10:27	168 KB
Dot_20161211_193248.msg	SLIM Email	Paul de Jong	11-12-2016 20:32	30 KB
email on mobile devices_20160421_100551.msg	SLIM Email	Paul de Jong	21-4-2016 11:05	243 KB
ec reg settings_20170113_122325.msg	SLIM Email	paal.dejong@spinet.nl	13-1-2017 13:23	553 KB
ic niet alles is vertaald_20161215_075330.msg	SLIM Email	Paul de Jong	15-12-2016 09:04	81 KB
emaltheoring_20170117_204112.msg	SLIM Email	Paul de Jong	17-1-2017 21:42	81 KB
factuur SKP Januari 2017 1287375_20170112_151040.msg	SLIM Email	frances@spinet.nl	12-1-2017 16:10	133 KB
factuur SKP december 120047_20161208_151352.msg	SLIM Email	frances@spinet.nl	8-12-2016 14:13	133 KB
factuur SKP november 2016 1272095_20161104_121611.msg	SLIM Email	frances@spinet.nl	4-11-2016 15:16	108 KB
factuur SKP oktober 1265434_20161006_105732.msg	SLIM Email	frances@spinet.nl	6-10-2016 11:57	109 KB
filter select differences OMS and on-prem SP2013_20160418_212744.msg	SLIM Email	Paul de Jong	18-4-2016 22:27	31 KB
Financieel Jaaroverzicht 2016 online beschikbaar_20170125_091335.msg	SLIM Email	Martine	25-1-2017 10:11	37 KB

BulkMetadataManager features

Functionality

Extract properties from SharePoint documents and upload extracted values into SharePoint columns. Select documents for processing using CAML. Rename documents using extracted metadata (optional) and/or change the content type (optional). Use the WhatIf mode to extract properties into a local csv without uploading the metadata to SharePoint.

Technical

High end-to-end performance by using parallel processes and other optimization techniques. Typical throughput is 10 documents per second. Caters for SharePoint throttling and suitable for use with large lists exceeding list view threshold. Scale out by using additional systems.

Deployment

Install BulkMetadataManager and node.js and the application on a separate computer. Configure the metadata mapping using tenant properties or static properties file.

Supported environments

BulkMetadataManager supports emails (msg and eml) stored in SharePoint Online.

Demo

Contact us for a demo of the application.

Licensing

Price per tenant.

The view used only shows part of the available metadata.

Metadata

The following properties can be extracted from emails stored in SharePoint:

Subject	Message ID
From	Sent Date
From address	Received Date
To	Conversation
To address	has Attachment
CC	Importance
CC address	Sensitivity
BCC	Categories
BCC address	

Logging

The application generates multiple log files: the summary log file holds high level details and there is a detailed log file with the results for the individual documents.

Performance

The application is optimized for performance by using parallel processes for downloading documents and setting metadata, caching, and other optimization techniques. Under optimized conditions the application can process 10 documents per second. In addition, the application architecture allows for scaling out by using separate computer systems.

BulkMetadataManager can handle throttling by SharePoint Online and will automatically resume after the retry-after period has expired. The application also supports large lists exceeding the list view threshold (5000 items).

Whatif

The Whatif option allows for assessing the application and the configuration without uploading the metadata to SharePoint. The extracted document properties are saved to a separate csv file for further analysis.

Enhancements

The following enhancements will be implemented in near future releases:

- support for other file formats such as pdf, jpg, Office files (docx, xlsx and pptx), ...
- support for importing metadata from csv files (to complement the extracted document properties)
- support for on-premises SharePoint versions

The target audience for running the application is SharePoint administrators and site collection administrators. It is not intended for use by end-users.

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 functionality"*
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