

“Manage your SharePoint document metadata in bulk”

BulkMetadataManager extracts properties present within SharePoint documents (e.g., sent date from emails, last modified date from Office files, ...) and captures the extracted values into SharePoint columns.

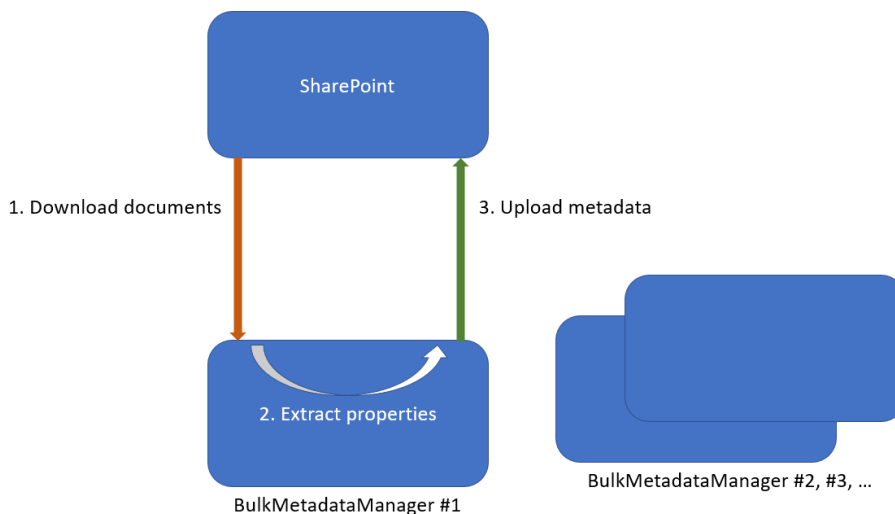
The application enables organizations to get optimum value out of the SharePoint platform and improve productivity and user adoption. Using metadata in SharePoint columns allows for filtering, sorting, grouping and powerful searches.

BulkMetadataManager enables organization to comply with archiving regulations by using the actual create/modify dates and not the date when documents were migrated. The ability to add the contents of email attachments to the search index improves user productivity and enhance compliance with privacy and other regulations.

How does it work?

Basically, the application runs on a separate system and:

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



Metadata

BulkMetadataManager support extraction of 20 properties from emails (e.g., Subject, From, Sent date, attachment names, ...). There are 29 properties that can be extracted from Office files (e.g., Title, Subject, Company, Last Modified ,...). For PDF files the application supports extracting 19 properties (e.g., Title, keywords, Modified, ...).

BulkMetadataManager features

Functionality

Select documents using CAML. Extract properties from SharePoint documents (msg, eml, pdf, docx, xlsx, pptx, vsdx, jpg, png, dng, heic, heif, tiff, jfif, cr2, mp4, mov and wmv) and capture extracted values into SharePoint columns. Rename documents using extracted metadata (optional) and/or change the content type (optional). Use the application in WhatIf mode to extract properties into a local csv without adding the metadata to SharePoint. Make email attachments searchable.

Technical

High end-to-end performance by using parallel processes and other optimization techniques. Support for throttling and suitable for use with large lists exceeding list view threshold. Scale out by using additional systems.

Deployment

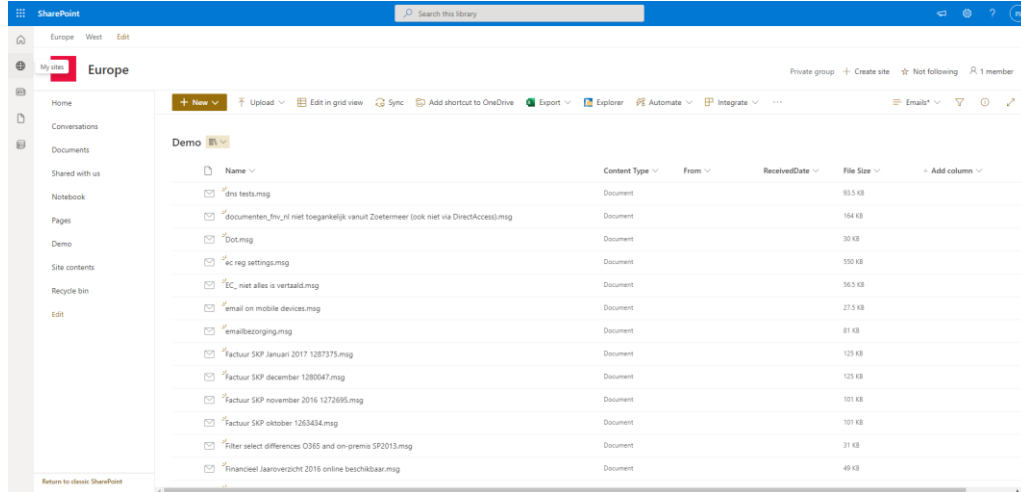
Install BulkMetadataManager (exe) on a separate computer. Configure the metadata mapping using static properties file (or using tenant properties).

Supported environments

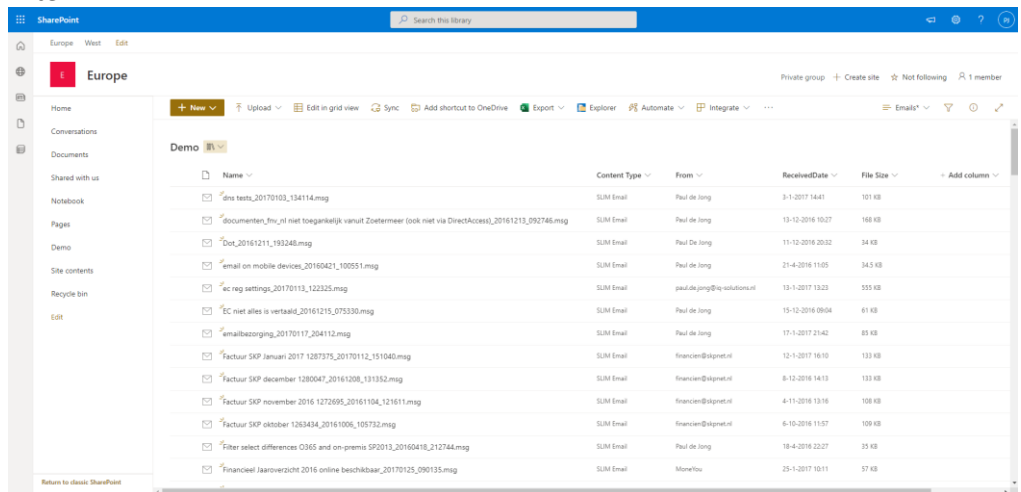
BulkMetadataManager supports emails (msg and eml), Office files (docx, xlsx, pptx and vsdx), PDF files, images files (jpg, png, dng, heic, heif, tiff, jfif and cr2),

BulkMetadataManager supports extracting properties like DateTimeTaken, GPS coordinates, ... from image and video files.

The following figures show the email details before and after running the application.
Before:



After:



The view only shows part of the added metadata. The application has renamed the emails and has also modified the content type.

Make email attachments searchable

Email attachments are not always included into the SharePoint Search index. This results in blind spots in the search index that affects users and compliance officers. BulkMetadataManager can extract the contents of email attachments (pdf, docx, xlsx, pptx, vsdx, xml, csv, txt and zip) and include the contents into the search index. This is a unique feature that helps organizations comply with privacy and other regulations.

Video files (mp4, mov and wmv) stored in SharePoint Online.

Demo

Contact us for a demo of BulkMetadataManager.

Licensing

Price per tenant.

SLIM Applications
*“Light-weight applications
 with rich functionality”*
info@slimapplications.com
<https://www.slimapplications.com/>

Logging

The application generates multiple log files: the summary log file contains 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. Large video files are handled in such a way that only a small part of the files are downloaded (e.g., 4 MB instead of 800 MB). The 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. BulkMetadataManager also supports large lists exceeding the list view threshold (5000 items).

Integrity

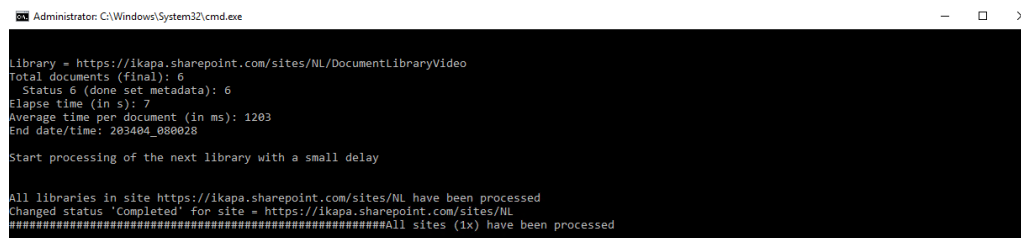
BulkMetadataManager uploads the metadata without changing the SharePoint Modified or SharePoint "Modified by" fields and does not add a document version.

WhatIf

The WhatIf option allows for testing the application and the configuration without adding the metadata to SharePoint. The extracted document properties are logged in a separate csv file for further analysis.

Deployment

BulkMetadataManager can be used via the cmd line and as a scheduled task.



```
Administrator: C:\Windows\System32\cmd.exe
Library = https://ikapa.sharepoint.com/sites/NL/DocumentLibraryVideo
Total documents (final): 6
Status 6 (done set metadata): 6
Elapse time (in s): 7
Average time per document (in ms): 1203
End date/time: 203404_080028
Start processing of the next library with a small delay

All libraries in site https://ikapa.sharepoint.com/sites/NL have been processed
Changed status 'Completed' for site = https://ikapa.sharepoint.com/sites/NL
#####All sites (1x) have been processed
```

This allows for adding metadata to documents independent on the way there were uploaded to SharePoint (web, OneDrive for Business, mobile client, external applications, ...). The BulkMetadataManager.ini file combined with the CAML query provides granular control which sites/libraries/documents need to be processed.

Coming releases

The following enhancements will be implemented in future releases:

- support for importing metadata from csv files
- support for SharePoint 2019
- support for labelling documents (retention/sensitivity)

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