

# **novaAnalyzer™ v.3.0**

## Guide for Administrators

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## 1. Introduction

This document provides a guide for installing novaAnalyzer™ v.3.0. The document is aimed at experienced Lotus Notes administrators.

### a. What is novaAnalyzer?

novaAnalyzer™ is a tool that facilitates the migration process from Lotus Notes Applications to Google Apps. It performs the following operations for each Lotus Notes application analyzed:

- Determines the importance of the application
- Determines if the application is being used
- Determines whether the application is Web or Client based
- Determines the complexity of the application
- Gives the option to export all data to a spreadsheet or to keep data as Notes Documents

### b. How Does novaAnalyzer Work?

novaAnalyzer™ is a native Lotus Notes application composed of an application profile document, control documents for each server and database analyzed, and several agents.

The Lotus Notes administrator can configure the general settings of the tool in the application profile document. These settings include the application license key, the Lotus Notes environment parameters, and rating criteria.

After installing and configuring the tool on each server to be analyzed, the administrator may create an analysis document for each server. When creating an analysis document, the administrator can choose to analyze a single database, analyze all databases included in a comma separated value (CSV) file, or analyze all databases on the server. The administrator can also select which server to run the analysis process and a future date on which to start the analysis.

novaAnalyzer™ has two (2) scheduled agents that run at 8:05 p.m. (local server time). The *Run Analysis Scheduled CSV* agent analyzes all databases included in an analysis document with a CSV file. The *Run Analysis Scheduled SERVER* agent analyzes all databases in the server specified in the analysis document that does not have a CSV file. These two (2) agents will generate a document for each database analyzed.

The resulting document for each database includes the following data collected from the database:

- Database title
- Database file name
- Database server
- Database template name
- Database replica ID
- Database size
- Number of users per access level (Manager, Designer, Editor, Author, and Reader)
- MD5 Checksum (based on design element data)
- Number of mail rules
- List of mail rules
- Access Control List (ACL) text
- List of agents with Name, Trigger (Scheduled, Action Menu or Agent List Selection), and Owner
- List of forms
- List of fields
- List of subforms
- List of views
- List of view columns
- List of script libraries
- List of folders
- Number of folders
- Date of last calendar entry modified
- Number of documents
- Number of days since the last document was created
- Number of days since the database was last read (based on User Activity data)
- Number of days since the database was last written to (based on User Activity data)
- Number of reads per day (based on User Activity data)
- Number of writes per day (based on User Activity data)
- Number of users per day (based on User Activity data)
- Importance Rank
- Usage Rank
- Level of importance (Critical, High, Medium, Low, or Unused)
- Determination of whether the database is Web enabled or client based
- Number of fields
- Number of forms
- Number of views
- Number of columns
- Number of subforms
- Number of script libraries
- Number of agents
- Level of complexity (High, Medium, or Low)

## 2. Quick Start Guide

The following is a quick start guide to novaAnalyzer™. It is meant to walk administrators through the basic steps needed to install and configure the tool. It should be used with the other sections of this document, the Frequently Asked Questions (FAQs) page, and other materials provided.

**Please review the entire document before attempting to install novaAnalyzer™ in a production environment.**

### a. Prerequisites

The Lotus Domino server that will host novaAnalyzer™ must meet the following requirements:

- The novaAnalyzer™ database must reside on an IBM Lotus Domino Server Release 6.5 or above.
- The novaAnalyzer™ database must reside on an IBM Lotus Domino Server (64 Bit) Release 8.5.3 P6 for Windows/64 or above in order to collect User Activity data. Collection of User Activity data is required in order to obtain the following: number of days since the database was last read, number of days since the database was last written to, number of reads per day, number of writes per day, and number of users per day.

### b. Installation

Once you have ensured that your Domino server meets the stated requirements, you are ready to install novaAnalyzer™. You will need the Lotus Notes client and the Lotus Domino Administrator to perform the following steps:

1. Copy the provided novaAnalyzer™ database to your server.
2. Configure the database ACL according to the standards of your organization.
3. Sign the database with the Notes ID of a user or server that can run restricted LotusScript/Java agents and that has access to all databases on the server.
4. Set the Max LotusScript/Java execution time in Server Document, Server Tasks, Agent Manager to a minimum of 480 minutes to accommodate the time the system may take to complete a full analysis.

## c. Configuration

Once you have installed novaAnalyzer™, you may proceed with its configuration.

1. Open the application profile document by clicking on *Profile* and double clicking on the AppProfile document.



2. Enter the license key provided into the *License Key* field and click on the *Verify* button to validate the license. If the provided license key is invalid, please contact Tempus Nova to receive a valid license key.
3. Enter the server name that contains the Names and Address Book or Domino Directory in the *Default NAB/Directory Server Name*.
4. Enter the filename of the Names and Address Book or Domino Directory in the *Default NAB/Directory Name*. This will usually be “names.nsf”.
5. Enter your Notes or Google domain name in the *Your Notes or Google Domain (for ID Purposes)* field. If your Internet email address is jdoe@tempusnova.com, then your domain name will be *tempusnova.com*.
6. Click on the *Save & Close* button.
7. Create an analysis document for your server.

- Click on Analysis Documents.
- Click on the Create New action button.
- Select From Server - Many on the Upload Type field.
- Enter the full name of your Domino server on the Enter Full Server Name(s) field.
- Enter the full name of your Domino server on the Name of Server to Run Agent On field.
- Click on the Run Later From Server button.

novaAnalyzer™ is now configured. The *Run Analysis Scheduled SERVER* agent will start running at 8:05 p.m. and will analyze all the databases on your Domino server. The *Status* column will display the status of the analysis. You may also verify the results of the analysis by reviewing the *Bulk Upload History* field of the analysis document.



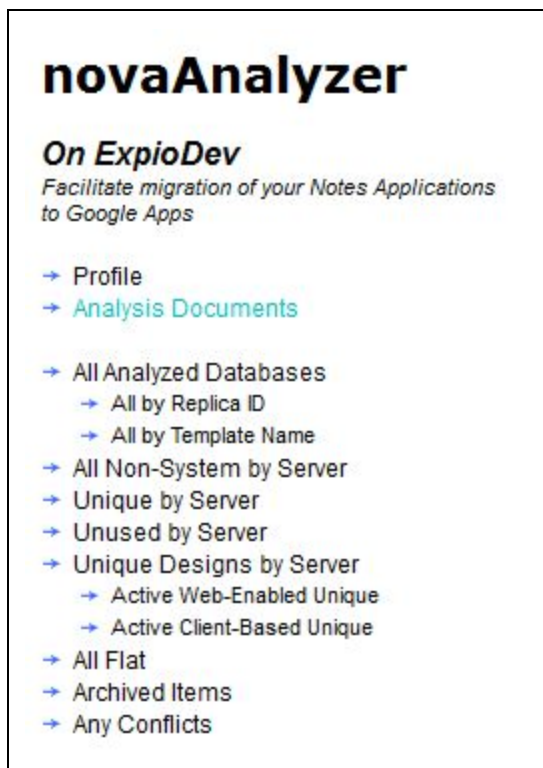
### 3. Administering novaAnalyzer

This section contains specific instructions on how to perform some common actions using novaAnalyzer™.

#### a. Creating an Analysis Document for All the Databases on a Server

Follow these instructions to create an analysis document for all the databases on a Domino server:

1. Click on *Analysis Documents* to open the *BulkExportLogs* view.



2. Click on the *Create New* action button.



3. Select *From Server - Many* on the *Upload Type* field.

4. novaAnalyzer™ will need access to a Names and Address Book or Domino Directory to obtain the list of users and groups.

The *NAB/Directory Server Name* field will display the default NAB/Directory Server Name specified in the profile document. You may enter a different server for each analysis document.

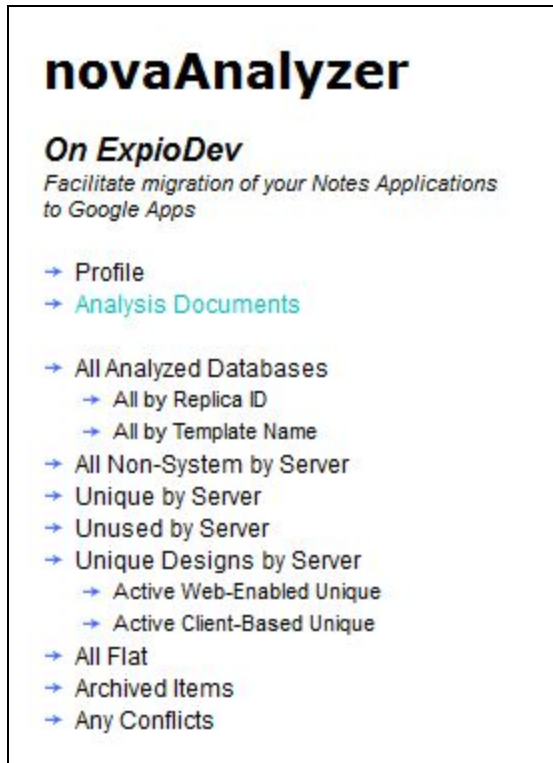
5. The *NAB/Directory Name* field will display the default NAB/Directory Name specified in the profile document. You may enter a different name for each analysis document.
6. Add the names of the servers to analyze in the *Enter Full Server Name(s)* field. You may enter one or more server names separated by semicolons.
7. Select the name of the server that will run the analysis agent in the *Name of Server to Run Agent On* field. This gives you the option to run novaAnalyzer™ on a single server and analyze the databases on one or more other servers.
8. The *Analysis Start Date* field will contain today's date. You may change this date to postpone the analysis for a future date.
9. Click on the *Run Later from Server* button.

The new analysis document will appear in the BulkExportLogs view with a status of *Open* and will be processed at 8:05 p.m. on the date specified in the *Analysis Start Date* field.

## b. Creating an Analysis Document for the Databases on a CSV File

Follow these instructions to create an analysis document for all the databases on a CSV file:

1. Click on *Analysis Documents* to open the *BulkExportLogs* view.



2. Click on the *Create New* action button.



3. Select *From CSV File - Many* on the *Upload Type* field.
4. novaAnalyzer™ will need access to a Names and Address Book or Domino Directory to obtain the list of users and groups.

The *NAB/Directory Server Name* field will display the default NAB/Directory Server Name specified in the profile document. You may enter a different server for each analysis document.

5. The *NAB/Directory Name* field will display the default NAB/Directory Name specified in the profile document. You may enter a different name for each analysis document.

6. Select the name of the server that will run the analysis agent in the *Name of Server to Run Agent On* field. This gives you the option to run novaAnalyzer™ on a single server and analyze the databases on one or more other servers.
7. The *Analysis Start Date* field will contain today's date. You may change this date to postpone the analysis for a future date.
8. Click on the *Run Later from CSV* button.

The new analysis document will appear in the BulkExportLogs view with a status of *Open* and will be processed at 8:05 p.m. on the date specified in the *Analysis Start Date* field.

### c. Using multiple replicas of novaAnalyzer on multiple servers

If you need to run novaAnalyzer™ on multiple servers, you may want to create a master copy of novaAnalyzer™ on a hub server, create replicas of it on each of the spoke servers, and ensure that replication is taking place. You may then create an analysis document for each server.

## 4. Troubleshooting

This section will help you identify and correct some of the most common issues that you might encounter using novaAnalyzer™.

Issue	Solution
The processing of an analysis document will start but will not complete. The <i>Bulk Upload History</i> field will show that the analysis process has stopped without displaying the date and time of completion.	Review the log.nsf database of the server that is running the analysis agent. The agent may have exceeded the Max LotusScript/Java execution time specified in the Server document.

## 5. Changes Since Last Major Release

This section lists all changes made to novaAnalyzer™ since version 2.1.

### a. New Features and Enhancements

The following new features and enhancements were included in version 3.0 of novaAnalyzer™:

1. Added collection of User Activity data for IBM Lotus Domino Server (64 Bit) Release 8.5.3 P6 for Windows/64 or above. The User Activity data collection allows novaAnalyzer™ to provide the following: number of days since the database was last read, number of days since the database was last written to, number of reads per day,

number of writes per day, and number of users per day.

2. Added collection of form list, field list, subform list, view list, column list, and script library list.
3. Added MD5 checksum based on design element data. This allows us to identify applications with similar designs.
4. Added percentile ranking for the following criteria used to compute the importance rating: number of documents, database size (bytes), total users, days last doc. created, days last read, days last write, reads per day, writes per day, and users per day.
5. Added Importance Rank based on a weighted average of the percentile rankings of the criteria above.
6. Added Usage Rank based on a weighted average of the percentile rankings of the criteria above, excluding number of documents, database size (bytes), and total users.
7. The Importance Rank is now used to compute the database Importance Rating (High, Medium, or Low).
8. The Usage Rank is now used to determine if the database is being used.
9. The number of view columns is now included in the computation of the complexity of the application.

The following new features and enhancements were included in version 2.1 of novaAnalyzer™:

1. Improved compatibility with Lotus Domino for iSeries.
2. Improved user count functionality: novaAnalyzer™ will now count the number of users correctly when the case of the group name in the ACL does not match the case of the group name in the Names and Address Book, or when the ACL does not have any users outside of a group.
3. Created the following additional views to simplify report generation: All System by Server, All Excluded by Reason, and Active All Unique.

## **b. Features Removed**

The following features were removed in version 3.0 of novaAnalyzer™:

1. Removed days since database was last modified.
2. Removed suggested course of action for migration.

No features were removed in version 2.1 of novaAnalyzer™.