Information Map Feature Briefing

Item Extensions and Custom Item Type Groups

This document is about the new Item Extensions and Custom Item Type Groups features in Information Map.

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Feature Description

Information Map extends its capabilities by adding the ability to filter information by Item Extensions. This feature improves upon the Item Type filtering that was originally released with Information Map. Item Types include groupings of similar extensions (such as audio, video, and document types) whereas Item Extensions allow a user to filter information down to a specific set of extensions. Filtering by Item Type and Item Extension are both available to the user.

Figure 1 – Location of the Item Extensions Filter

Additionally, Information Map administrators can also create new Item Type groups or modify existing groups by selecting specific Item Extensions and moving them to any Item Type group. This is configuration is performed in the Information Map Administration section.

Business Value

One of the main features of Information Map is to visualize an organization's information quickly and efficiently. The Item Extensions feature enhances Information Map's value by allowing a user to filter information more granularly and the ability to group previously uncategorized extensions into new or existing Item Types.

Below are the main use cases for the Item Extensions feature:

- **Ability to look for a specific item extension**
  - Perhaps an organization is preparing to do a PST migration project and needs to quickly identify where PST files reside. A user can use the Item Extensions filter and specify just the .pst extension which will quickly cull down the dataset to only include PST files. Once the filter is applied, a user can then export this list to a CSV file and take further actions.
  - Previous to the Item Extensions feature, a user could filter a dataset by the Email Item Type. The Email Item Type included multiple extensions besides just PST. This would require the user to perform additional tasks outside of Information Map to remove non-PST items.
- **Customizing Item Type Groups**
  - Information Map knows of over 8000 types of extensions which are grouped into a predefined sets of Item Types. If an extension is unknown, it will be included with the Unknown Item Types group. With the new Item Extensions feature, Information Map administrators can move known or unknown extensions into existing or newly created Item Type Groups
  - As an example, an organization has an application that creates a specific set of extensions. An administrator can create a new Item Type group and move extensions associated with

the application to the new group. Information Map users will then be able to filter datasets by the newly created Item Types group.

Guided Tour

Dashboard and Map

The Item Extensions filter works similar to other filters available in Information Map. A user simply clicks on the Item Extensions filter on the bottom of the screen as shown in Figure 2.

Figure 2 – Item Extensions Filter

Once a user clicks on the filter, Information Map will provide a list of extensions discovered within the environment sorting by size (as shown in Figure 3). Up to 1000 extensions will be shown. A user can simply click on the checkbox next to each desired extension to filter the dataset.
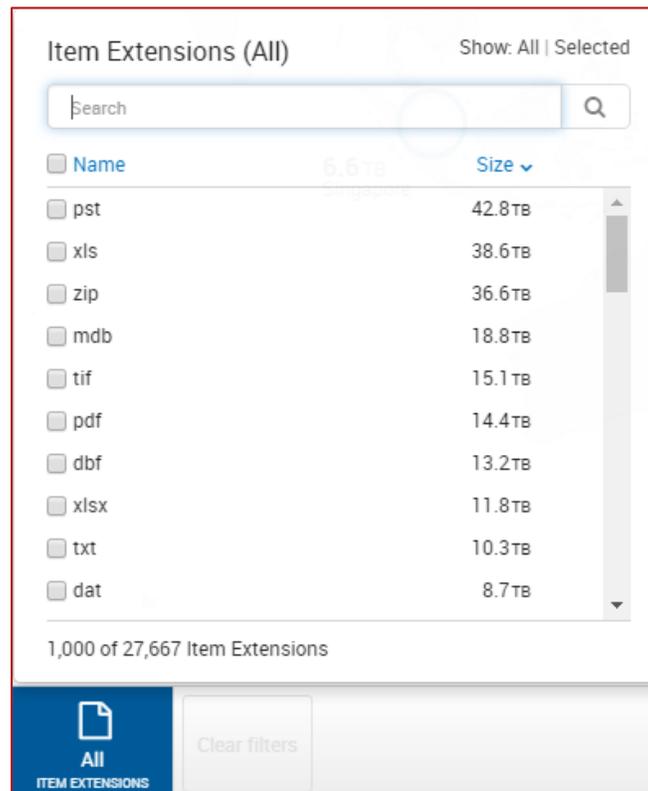
Figure 3 – Filtering by Item Extension

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The user can also search for extensions by simply typing in the name of the desired extensions. Wild cards can also be used. For example, doc* can be used to return all extensions that start with "doc" (as shown in Figure 4). Similarly, using a search filter of *oc will return all extensions that contain the characters "oc".
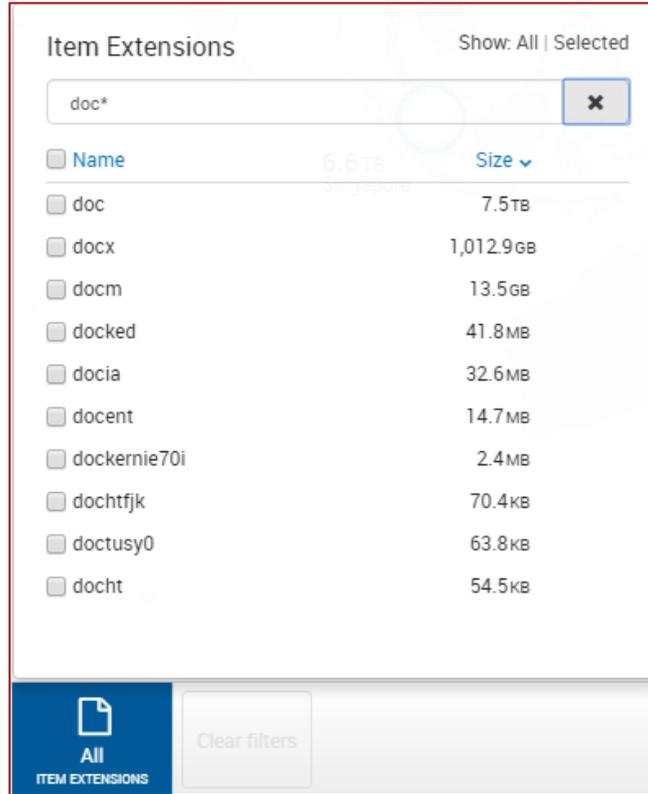

Figure 4 – Searching for Extensions (wildcard shown)

Managing Item Type Groups

The Information Map administrator can create new and modify existing Item Types groups. This action is performed in the **Administration → Global Settings → Item Types & Extensions** section as shown in Figure 5.
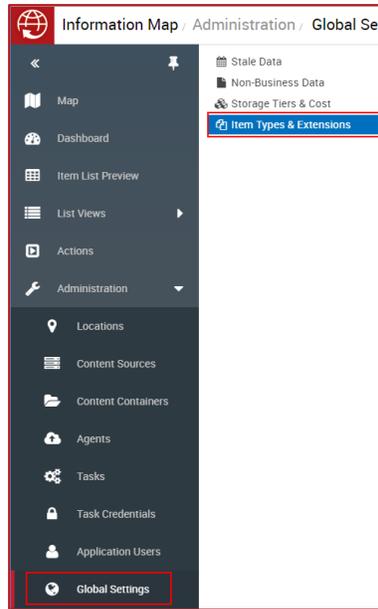
Figure 5 – Item Types & Extensions Management

The Item Types & Extensions interface allows the administrator to quickly see which Item Extensions reside in an Item Types group as shown in Figure 6.
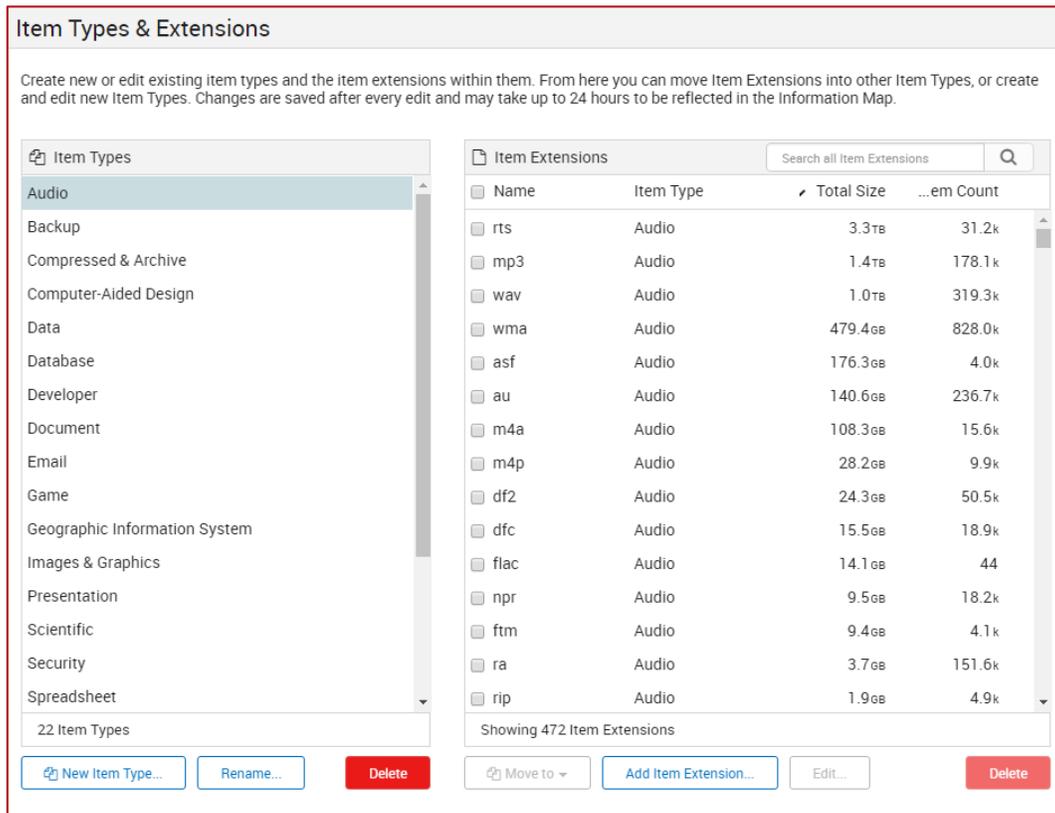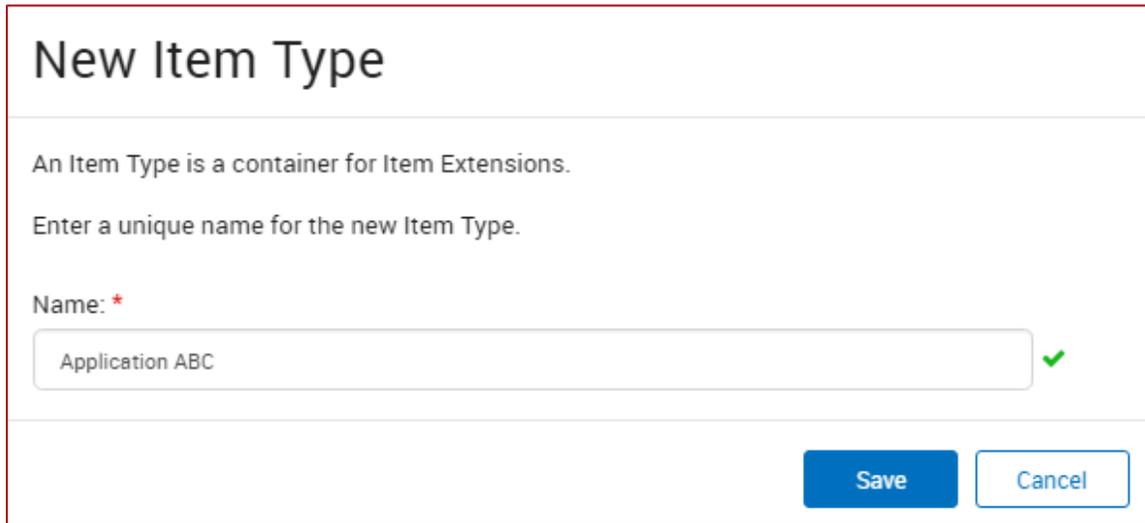

Figure 6 – Viewing extensions in an Item Types group

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To create a new Item Type group, the administrator simply clicks on the "New Item Type…" button. The administrator then types in a unique name for the new group and then clicks on Save.

Figure 7 – Creating a new Item Type group

To move Item Extensions into another Item Group, the following actions are preformed:

1. The administrator goes to where the extension or extensions currently reside (such as the Unknown Item Types group)
2. Select the desired extensions and click on the "Move to" button
3. Select the new Item Type Group

The extensions will now be part of the new Item Types group (as shown in Figure 8 and Figure 9). This change takes up to 24 hours to be reflected in the environment.
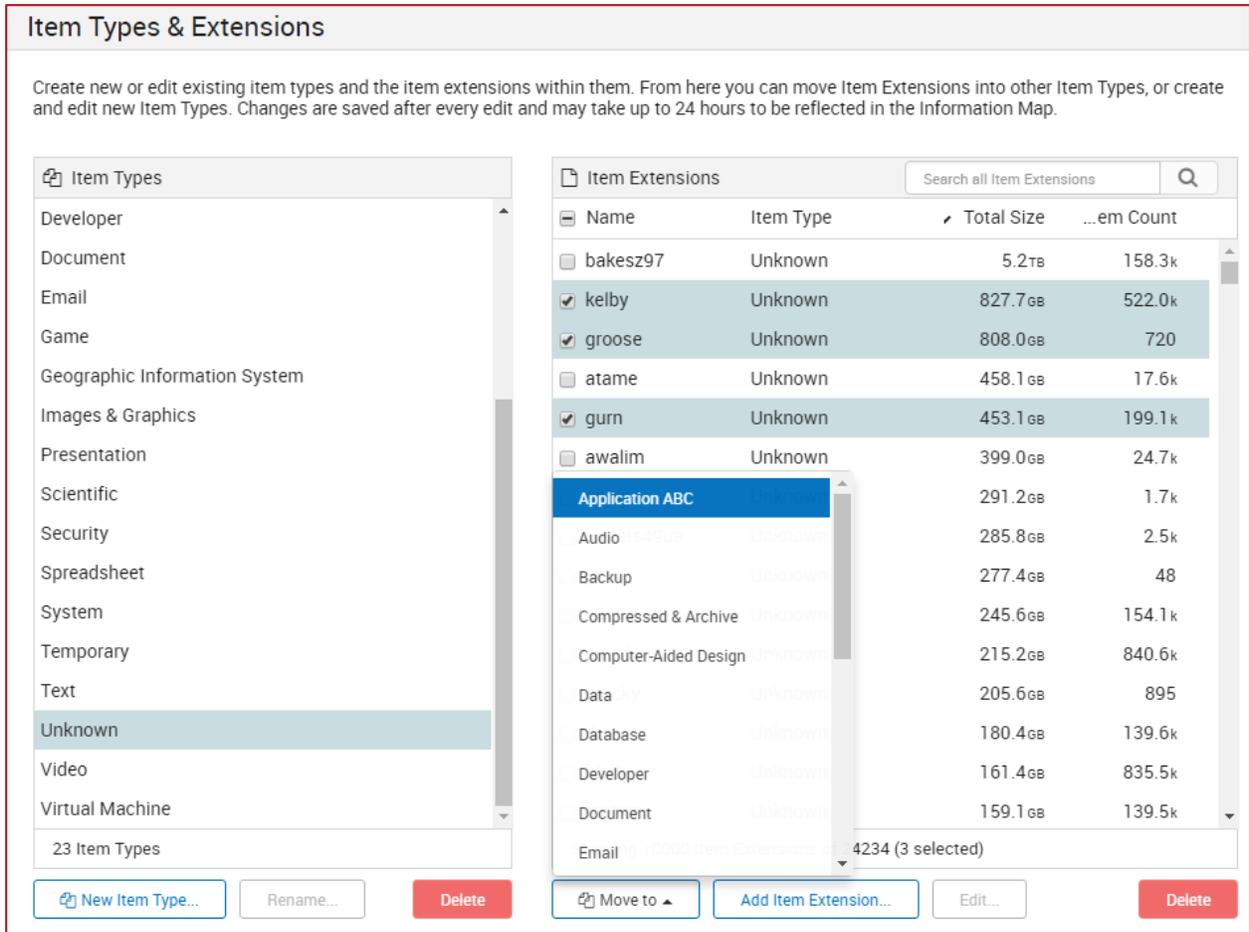
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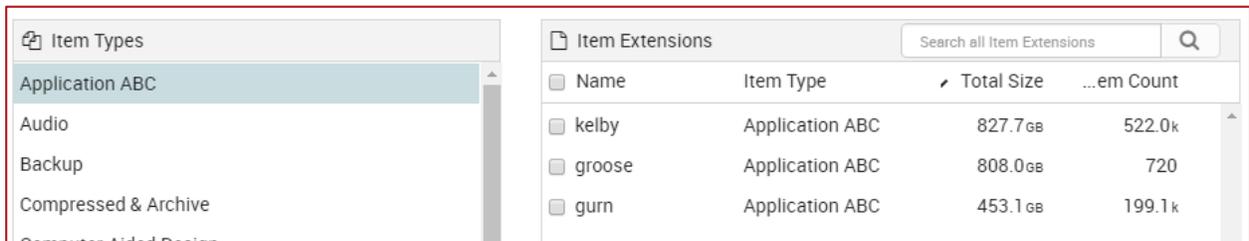**Figure 8 – Moving extensions to a new Item Types group**

Figure 9 – View of extensions in new Item Types group

Administrators can also create new Item Extensions by clicking on the "Add Item Extension…" button. The administrator fills in the details for the extension such as extension name, Item Type group, and optionally a description as shown in Figure 10.

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Figure 10 – Adding a new Item Extension

An Item Types group can also be deleted by selecting the group and then clicking on the red "Delete" button. Any Item Extensions associated with the group will moved to the Unknown Item Types group (as shown in Figure 11). Changes will take up to 24 hours to be reflected in the environment.
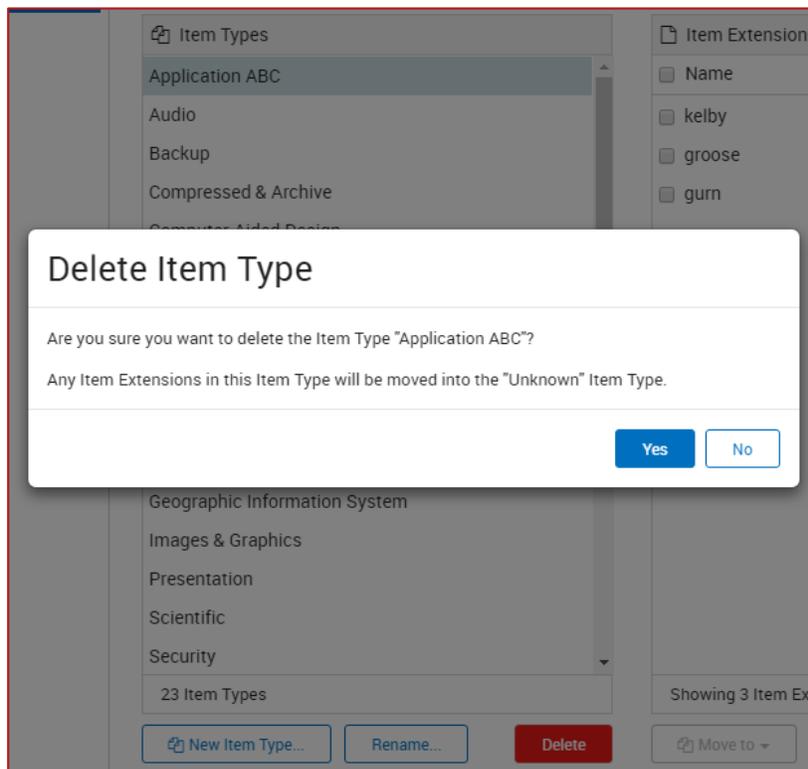

Figure 11 – Deleting an Item Type

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Licensing and support considerations

Licensing
The Item Extensions feature is included with any Information Map subscription license.

Support Considerations
Any changes to Item Types groups will take up to 24 hours to be reflected in the environment.

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