

How to report on stale data using Lepide.

Use case guide.

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1 Introduction

Understanding and securing your organization's unstructured data can become difficult and overwhelming without an appropriate data centric and audit protection strategy in place. One of the first challenges many organizations face is understanding how much of their unstructured data is still being accessed and if it is safe to archive this data without disrupting business continuity.

The Lepide Data Security Platform Stale Data Report gives you an overview as to how much data within your organization is deemed as stale which is based upon a variable timeframe you can specify within the Lepide Platform.

2 Why is there a Need to Monitor Stale Data?

Holding a large amount of stale data increases security risk and increases costs.

Cybercriminals are always on the lookout for stale data as soon as they land on a network. This stale data could include sensitive information about former or current employees, customers and so on and so needs to be managed appropriately. To reduce this risk, it's important to identify stale data and determine what can be moved, archived, or deleted. Once stale data has been identified, it is important to establish a consistent policy to manage it moving forward.

Another example of the need to manage stale data is as part of a migration process, Migration projects require a clear and accurate understanding of the type of data held—the size, relevance, sensitivity, and risk profile. Stale data can be expensive to store and manage and so only essential data should be migrated and anything else moved, archived, or deleted.

3 How to Configure Lepide to Run the Stale Data Report

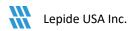
3.1 Prerequisites

To configure and run the Stale Data Report, you need to have added a File Server component. For details on how to do this please refer to the File Server Quick Start Guide.

3.2 Configure the Solution to Run a Scan

The Lepide Data Security Platform needs to be configured to run a File Server scan before the report can be run and the steps to do this are as follows:

- Click on the **Settings** icon
- Click on Current Permission Scan Settings



The following screen will be displayed:

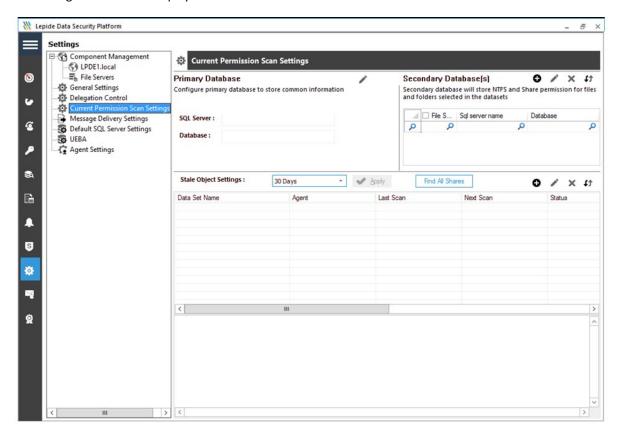


Figure 1: Current Permission Scan Settings

The **Primary Database** needs to be configured to store the information retrieved from the scans:

- Click on the ricon next to Primary Database
- The Database Settings dialog box is displayed:

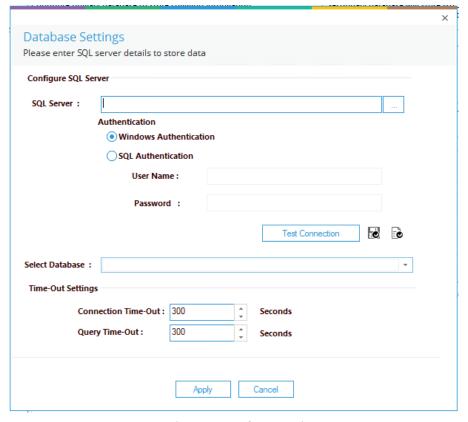


Figure 2: Database Settings

Configure the database settings as follows:

- **SQL Server:** Type in a SQL server name or click ____ to select the name and path
- Choose SQL Authentication and add a User Name and Password
- Click Test Connection
- Select Database: Add a database name or select an existing, blank database from the drop-down list

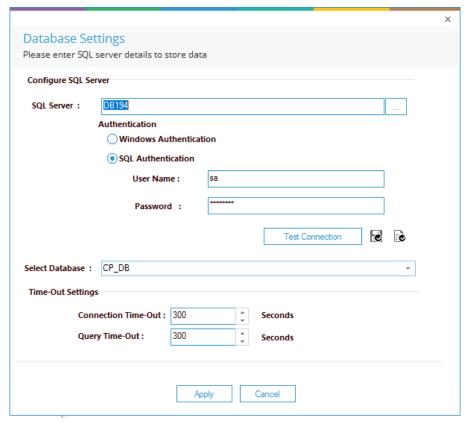


Figure 3: Database Settings

• Click Apply

The Primary Database information will now be displayed in the top part of the screen:

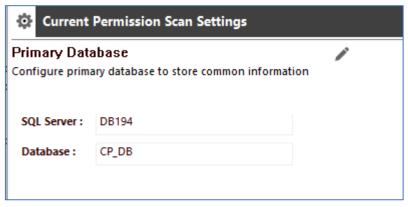


Figure 4: Primary Database Settings

Adding a Dataset

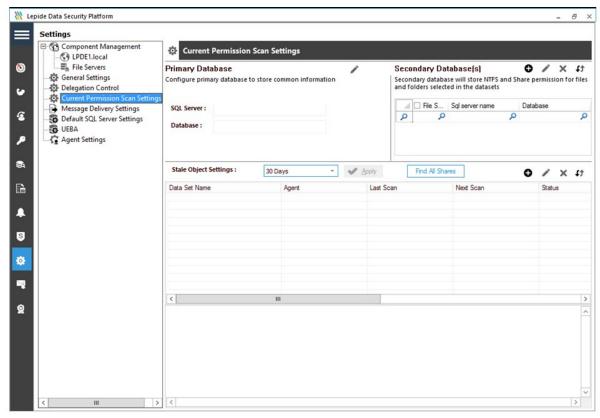


Figure 5: Current Permission Scan Settings

To add a data set:

• From the Current Permission Scan Settings screen, click the • button (from the middle section of the screen)

The **Data Set Information** dialog box is displayed:

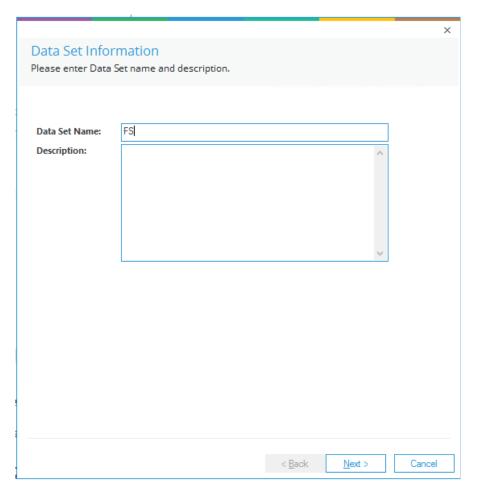


Figure 6:Data Set Information

- Type in a Data Set Name and a Description
- Click Next

The Component and Server Information dialog box will be displayed:

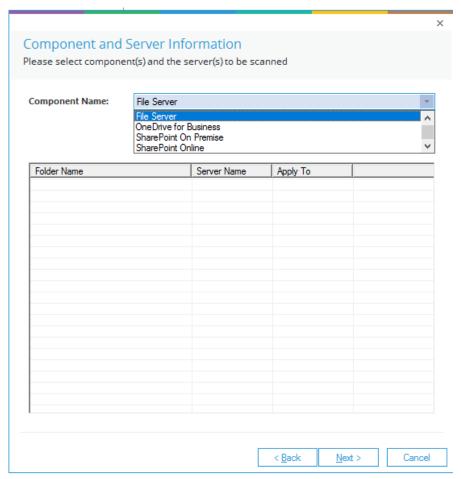


Figure 7: Component and Server Information

• From the Component Name drop down, select File Server

• Click the • icon to select a folder

The Select Folders dialog box is displayed:

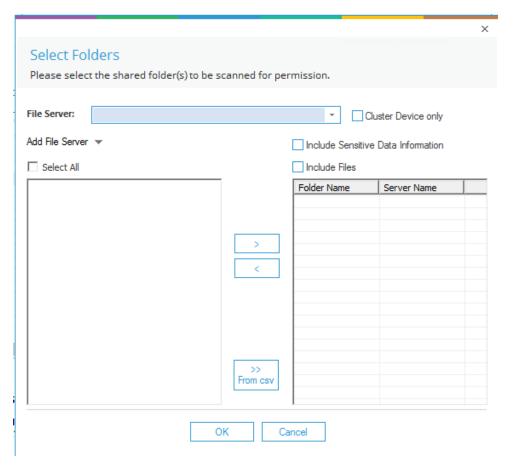


Figure 8: Select Folders

Select the File Server Name from the drop-down menu

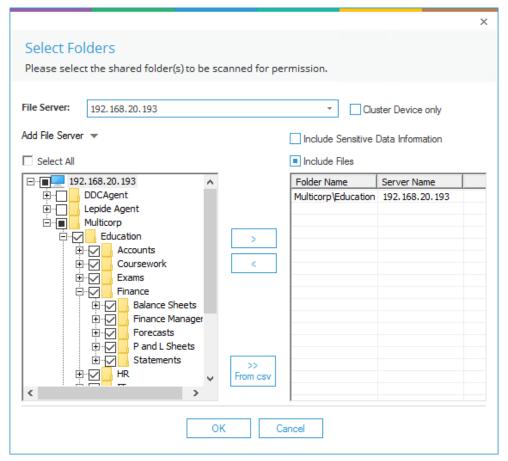


Figure 9: Select Folders

- The folders are listed in the left hand column
- You can expand the nodes to see more folders
- Select a folder and click the button to add it to the list on the right
- Check Include files to monitor the permissions of sub-folders and files in the selected folder as well
- To remove an added folder from the Data Set, select the folder in the right column and click the button.
- Click OK

 You are taken back to the previous wizard, which shows the added folder. The current permissions of the added folders will be monitored

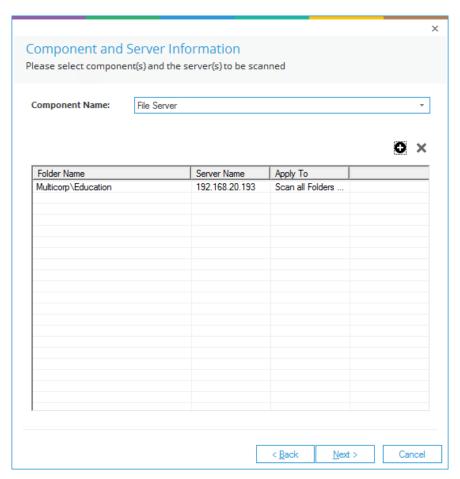


Figure 10: Folder Selected

- Click Next
- The Database Mapping dialog box is displayed:

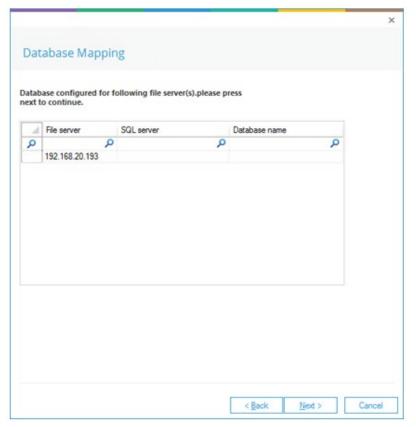


Figure 11: Database Mapping

- Click **Next**
- The Database Settings dialog box is displayed

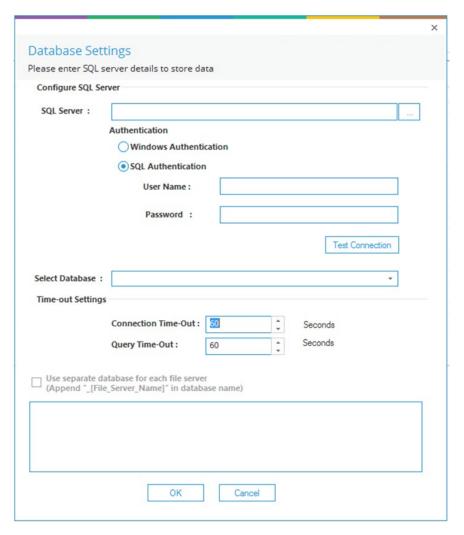


Figure 12: Database Settings

- Here you can specify a Secondary Database if required. If you want to use a Secondary Database, type
 the Secondary Database name into the Select Database box
- If you want to use only a Primary Database, type the Primary Database Name into the Select Database Box.
- Click OK

The Permission Scanning Options dialog box is displayed:

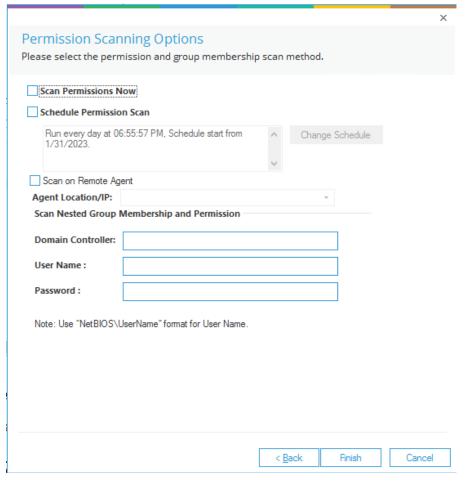


Figure 13: Permission Scanning Options

- Select to Scan Permissions Now and/or Schedule Permission Scan
- Click the **Change Schedule** button to change the frequency and times of the schedule if required:

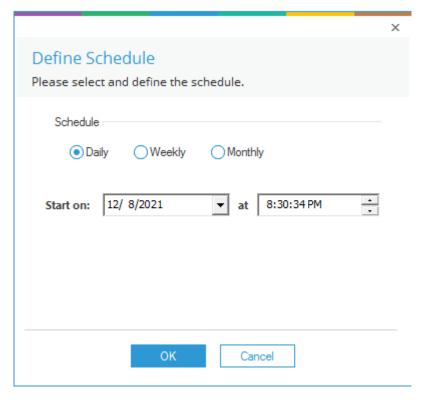


Figure 14: Define Schedule

- Click **OK** once the schedule settings are updated and you will return to the Permission Scanning Options dialog box
- From the Permission Scanning Options dialog box:

Check the **Scan on Remote Agent** box if you want to run a permissions scan from a remote machine. Then add the details of this remote agent.

Specify the **Domain Controller** – this can be the IP address or name of any domain controller Add the **User Name** and **Password**. This user must have at least the rights listed below to the folders:

- List Folder/Read Data
- Traverse Folder/Execute File
- Read Permissions
- Click Finish

The Data Set information is now displayed in the middle part of the screen:

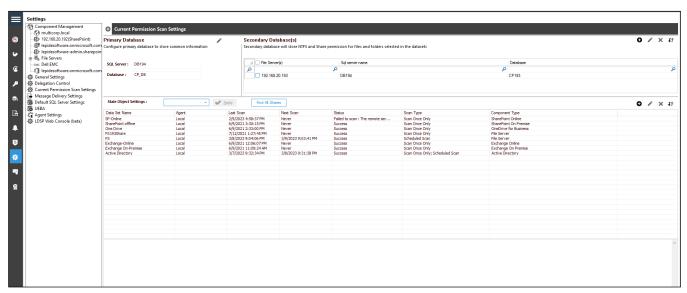


Figure 15: Data Set Settings

3.3 Run the Stale Data Report

Once a scan has run, you can generate the Stale Data Report and the best way to do this is from within the Lepide Web Console. For information about how to configure and use the Web Console, please refer to the Lepide Web Console User Guide.

To view the Stale Data Report:

• From the Lepide Web Console Home Screen, select Lepide Trust

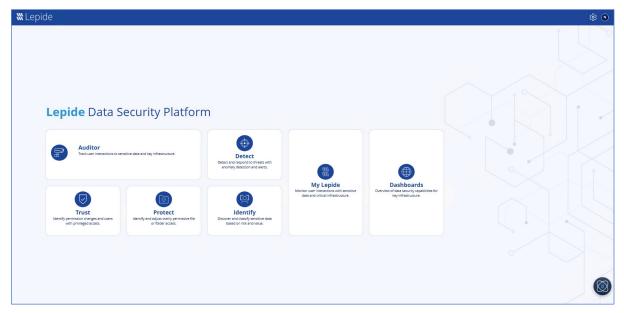


Figure 16: Web Console Home Screen

• The Lepide Trust reports are displayed:

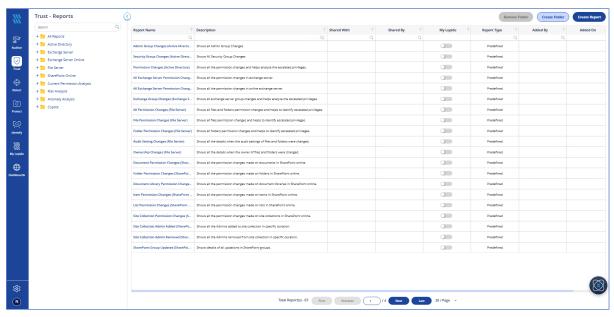


Figure 17: Lepide Trust Reports

- From the tree structure to the left of the screen, expand Risk Analysis
- Select **Stale Data Report** and the Stale Data Report is displayed:

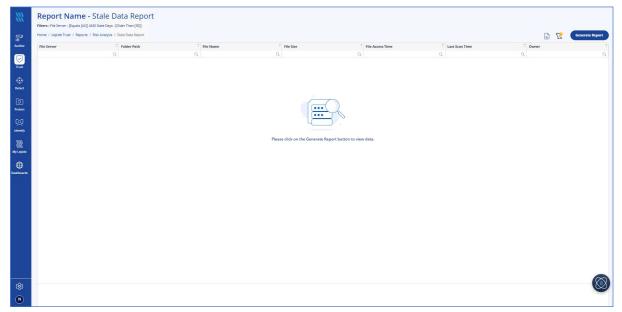


Figure 18: Stale Data Report

• Click Generate Report

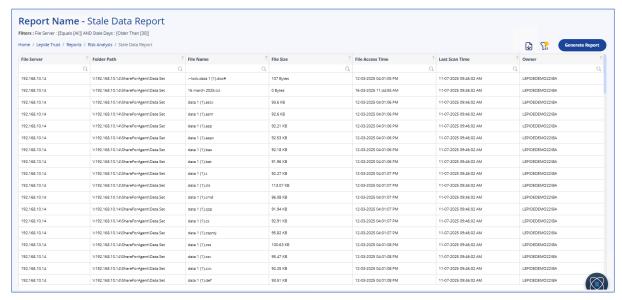


Figure 19: Report with Data

3.3.1 Add a Filter to Change the Number of Stale Days

- Use the Stale Days filter to specify the number of days which you want to define as stale data. The
 default is 30 days but you can choose any number of days
- Click the Filter icon and the Modify Filters dialog box will be displayed:



Figure 20: Modify Filters

• From here, click the **Edit Filter** icon next to Stale Days



Figure 21: Enter Number of Days

- Type in the number of days required and click Apply
- Click Generate Report
- The report can be sorted, filtered, and exported.

3.4 To Export the Report

- The report can be exported by clicking the **Export** button to the top right of the screen
- Reports can be exported to CSV and PDF formats:

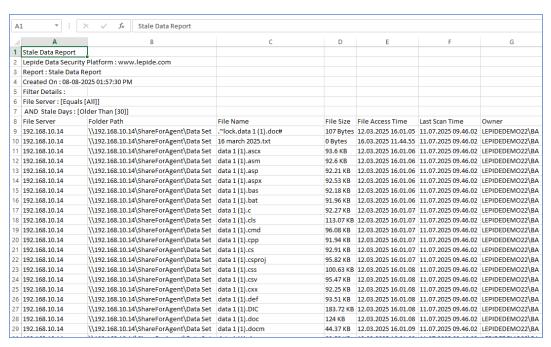


Figure 22: Report Exported to CSV Format

Stale Data Report									
File Server: [Equals [All]] AND Stale Days: [OlderThan [30]]									
AND State Days: [Older Frant [30]] Created On: 08-08-2025 01:59:35 F									
File Server	Folder Path	File Name	File Size	File Access Time	Last Scan Time	Owner			
192.168.10.14	\\192.168.10.14\ShareF orAgent\Data Set	.~lock.data 1 (1).doc#	107 Bytes	12.03.2025 16.01.05	11.07.2025 09.46.02	LEPIDEDEMO22\BA			
192.168.10.14	\\192.168.10.14\ShareF orAgent\Data Set	16 march 2025.txt	0 Bytes	16.03.2025 11.44.55	11.07.2025 09.46.02	LEPIDEDEMO22\BA			
192.168.10.14	\\192.168.10.14\ShareF orAgent\Data Set	data 1 (1).ascx	93.6 KB	12.03.2025 16.01.06	11.07.2025 09.46.02	LEPIDEDEMO22\BA			
192.168.10.14	\\192.168.10.14\ShareF orAgent\Data Set	data 1 (1).asm	92.6 KB	12.03.2025 16.01.06	11.07.2025 09.46.02	LEPIDEDEMO22\BA			
192.168.10.14	\\192.168.10.14\ShareF orAgent\Data Set	data 1 (1).asp	92.21 KB	12.03.2025 16.01.06	11.07.2025 09.46.02	LEPIDEDEMO22\BA			
192.168.10.14	\\192.168.10.14\ShareF orAgent\Data Set	data 1 (1).aspx	92.53 KB	12.03.2025 16.01.06	11.07.2025 09.46.02	LEPIDEDEMO22\BA			
192.168.10.14	\\192.168.10.14\ShareF orAgent\Data Set	data 1 (1).bas	92.18 KB	12.03.2025 16.01.06	11.07.2025 09.46.02	LEPIDEDEMO22\BA			
192.168.10.14	\\192.168.10.14\ShareF orAgent\Data Set	data 1 (1).bat	91.96 KB	12.03.2025 16.01.06	11.07.2025 09.46.02	LEPIDEDEMO22\BA			
192.168.10.14	\\192.168.10.14\ShareF orAgent\Data Set	data 1 (1).c	92.27 KB	12.03.2025 16.01.07	11.07.2025 09.46.02	LEPIDEDEMO22\BA			
192.168.10.14	\\192.168.10.14\ShareF orAgent\Data Set	data 1 (1).cls	113.07 KB	12.03.2025 16.01.07	11.07.2025 09.46.02	LEPIDEDEMO22\BA			
192.168.10.14	\\192.168.10.14\ShareF orAgent\Data Set	data 1 (1).cmd	96.08 KB	12.03.2025 16.01.07	11.07.2025 09.46.02	LEPIDEDEMO22\BA			
192.168.10.14	\\192.168.10.14\ShareF orAgent\Data Set	data 1 (1).cpp	91.94 KB	12.03.2025 16.01.07	11.07.2025 09.46.02	LEPIDEDEMO22\BA			
192.168.10.14	\\192.168.10.14\ShareF orAgent\Data Set	data 1 (1).cs	92.91 KB	12.03.2025 16.01.07	11.07.2025 09.46.02	LEPIDEDEMO22\BA			
192.168.10.14	\\192.168.10.14\ShareF orAgent\Data Set	data 1 (1).csproj	95.82 KB	12.03.2025 16.01.07	11.07.2025 09.46.02	LEPIDEDEMO22\BA			
192.168.10.14	\\192.168.10.14\ShareF orAgent\Data Set	data 1 (1).css	100.63 KB	12.03.2025 16.01.08	11.07.2025 09.46.02	LEPIDEDEMO22\BA			
192.168.10.14	\\192.168.10.14\ShareF orAgent\Data Set	data 1 (1).csv	95.47 KB	12.03.2025 16.01.08	11.07.2025 09.46.02	LEPIDEDEMO22\BA			

Figure 23: Report Exported to PDF Format

4 Support

If you are facing any issues whilst installing, configuring, or using the solution, you can connect with our team using the contact information below.

Product Experts

USA/Canada: +1(0)-800-814-0578

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Rest of the World: +91 (0) -991-004-9028

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Rest of the World: +91(0)-991-085-4291

Alternatively, visit https://www.lepide.com/contactus.html to chat live with our team. You can also email your

queries to the following addresses:

sales@Lepide.com

support@Lepide.com

To read more about the solution, visit https://www.lepide.com/data-security-platform/.

5 Trademarks

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