

SQUIRREL

Reducing costs in
SharePoint Online
doesn't have to be hard



Introducing Squirrel

Transforming Document Archiving



Squirrel is an innovative software as a service (SaaS) designed to optimise document archiving in SharePoint online.



Traditional document management often leads to inefficiencies in data storage and compliance risks.



Many Organisations face escalating SharePoint online costs due to the increasing volume of data stored in SharePoint.



By seamlessly archiving documents based on lifecycle policies, squirrel reduces SharePoint online storage costs.

Key Benefits of Squirrel



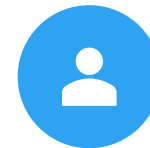
Reduce SharePoint
Online Storage Costs



Improved Efficiency
and Productivity



Automated Document
Archiving Process



Great User
Experience



Enhanced Compliance
and Security



SharePoint Reporting
and Analytics

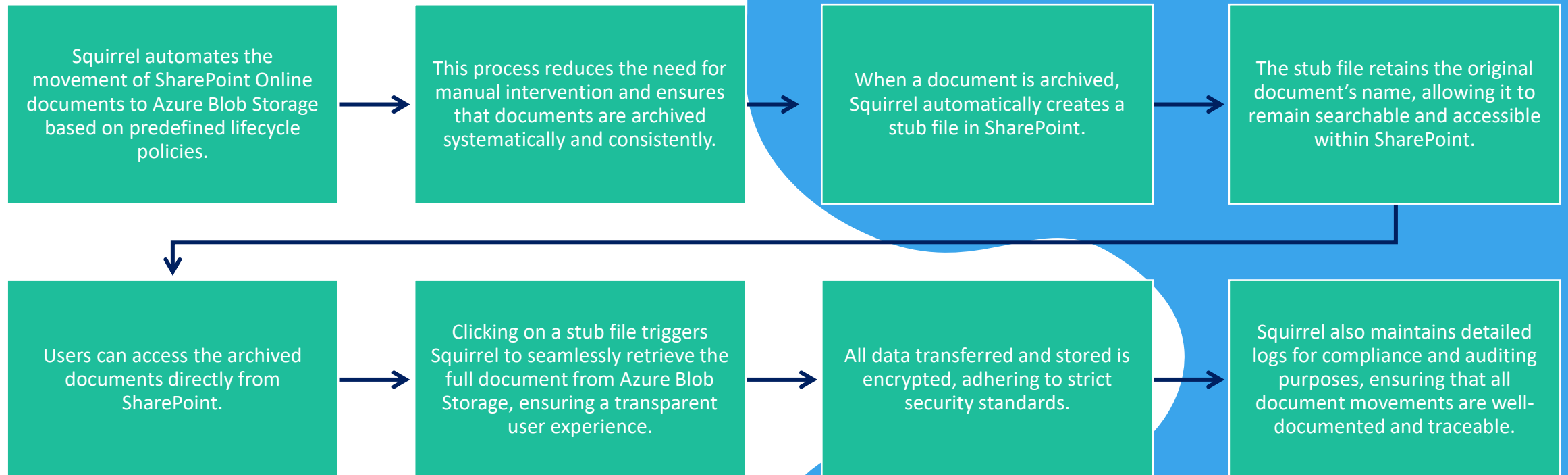


Scalability and
Flexibility



Easily Customisable

How Squirrel Works



Squirrel Security





Authentication

Squirrel seamlessly integrates with your company's Azure Active Directory (Entra AD / Azure AD), leveraging the robust security of your existing Azure Multi-Factor Authentication (MFA) solution.

This integration ensures that only verified users can access the system, enhancing overall security.

Administrator access is strictly limited to the essential SharePoint Administrators who require it, thereby reducing the risk of unauthorized access and maintaining tight control over your SharePoint environment.

With Squirrel, you can trust that your document management is both secure and efficient.

Data Encryption

Squirrel ensures the highest level of security by encrypting all data both in transit and at rest. This means your sensitive information is protected from the moment it leaves your device until it is securely stored. Squirrel's encryption meets the standards defined in RFC 8032 and FIPS 186-5.

Additionally, files are efficiently compressed and saved within your Azure Storage Account.

This not only optimises storage space but also ensures quick retrieval and management of your archived documents.

With Squirrel, you can be confident that your data is secure, efficiently managed, and easily accessible when needed.



Squirrel Archiving



File Archiving

Squirrel offers a robust global lifecycle policy for archiving files, ensuring consistent management across your entire Organisation.

Additionally, you have the flexibility to set individual lifecycle policies for each SharePoint site, tailoring the archiving process to meet specific needs.

Squirrel archives all versions of your SharePoint documents, including the original file, based on criteria such as last accessed and last modified dates.

To maintain seamless user experience, it leaves an HTML stub file in place of the archived file. This stub allows for easy retrieval of the original document with a few clicks, ensuring that your workflow remains uninterrupted while optimising storage and maintaining compliance.

| | Modified | Mod |
|-------------------------------|-----------------------|-------|
| CompanyPolicyNov.csv | 5 days ago | Share |
| CompanyPolicyNov.docx.html | Yesterday at 10:09 PM | Share |
| CompetitiveAnalysisJul.pptx | 5 days ago | Share |
| CustomerFeedbackQ2.pdf | 5 days ago | Share |
| FeasibilityStudy2024.xls.html | Yesterday at 10:21 PM | Share |
| FinancialApr.xls.html | Yesterday at 10:08 PM | Share |
| ITStrategyDec.jpg | 5 days ago | Share |
| MeetingAgenda2021.doc | 5 days ago | Share |
| MeetingMinutesApr.xlsx | 5 days ago | Share |
| SupportTicket2020.pptx | 5 days ago | Share |
| TimesheetJun.pptx | 5 days ago | Share |

Squirrel Rehydration



Welcome to Squirrel Restore Process

Please click the link below to restore the archived file

File Restore Request Details:

Filename to Restore: **BudgetForecastJan.doc**

SharePoint Site: **<https://smikar0.sharepoint.com/sites/Finance>**

Full File URL: **https://smikar0.sharepoint.com/sites/Finance/Shared Documents/SOP_StandardOperatingProcedure/BudgetForecastJan.doc**

SiteGUID: **fed195e6-8f41-47d7-a534-1db0f463172c**

FileGUID: **976672d6-95a8-448a-8754-84f1a98eb91d**

[Click here to restore file to its original location](#)

Stub File

Squirrel replaces each file it archives to Azure Storage with a HTML Stub file, using the same name as the original file.

Should a user click on this stub file, either from SharePoint directly or from a synchronised or mapped SharePoint drive, they will be presented with the shown screen.

They simply Right Click and choose Open now to start the restore process.

User Restore Process

The users will now be presented with a webpage, which will automatically step through and update the page throughout the rehydration process.

Once the file is restored the users will then be prompted to take them to the original file, where they can open and edit it on SharePoint as they need.



Queued

Transferred

Decrypted

Restored



Complete



Complete



Complete



Complete

[Click here to go to your restored file!](#)

Squirrel Admin Portal



Yesterday Amount Archived

Yesterday Archive Transactions

Yesterday Restore Transactions



Archived Data - This Month

54 TB

Data archived - Month to date



Archive Transactions - This Month

3342

Archive Transactions - Month to date



Restore Transactions - This Month

240

Restore Transactions - Month to date



Archived Data - This Year

312 TB

Data Archived - Year to date



Archive Transactions - This Year

21856

Archive Transactions - Year to date



Restore Transactions - This Year

1265

Restore Transactions - Year to date



Percent Archived

%47 Archived

Percentage of SharePoint Archived

Total percentage of SharePoint storage that has been archived.

Latest News!



Squirrel Dashboard

The Dashboard of Squirrel, offering a comprehensive overview of the system's performance and usage.

It includes metrics such as total archived data, archive and restore transactions, and cost savings.

The interface also features a graph comparing SharePoint and Azure (Squirrel) storage over time, visually demonstrating the platform's impact on storage optimization and cost reduction.

Search Squirrel

rePoint Site:

Marketing

Marketing

File:

product

Clear Search

Product .csv

Product .xls

2020.docx

xls

Search

The search area of Squirrel is designed for admins to efficiently manage documents within SharePoint sites.

Admins can search for specific files, view detailed information like archival status and last access date, and, depending on the file's status, either restore or archive it directly from the search results, ensuring seamless document management.

Archived Files

The Archived Files page is shown here, displaying a list of various file types that have been archived.

Each file entry includes details such as filename, date archived, site GUID, and uncompressed size.

The "Restore" action button for each file allows for quick retrieval when needed.

| Filename | Date Archived | Site GUID | Size Uncompressed | Action |
|---------------------------|---------------------|--------------------------------------|-------------------|---------|
| CarbonFeb.pdf | 21/07/2024 07:07:09 | fed195e6-8f41-47d7-a534-1db0f463172c | 7,710,904 bytes | Restore |
| JobDescriptionAug.ppt | 21/07/2024 07:07:10 | fed195e6-8f41-47d7-a534-1db0f463172c | 162,445,266 bytes | Restore |
| ActionItemsQ2.png | 21/07/2024 07:07:11 | fed195e6-8f41-47d7-a534-1db0f463172c | 46,845,577 bytes | Restore |
| CompetitiveAnalysisQ3.jpg | 21/07/2024 07:07:11 | fed195e6-8f41-47d7-a534-1db0f463172c | 163,814,990 bytes | Restore |
| AssetInventoryDec.xls | 21/07/2024 07:07:12 | fed195e6-8f41-47d7-a534-1db0f463172c | 39,251,388 bytes | Restore |
| ComplianceReportOct.doc | 21/07/2024 07:07:13 | fed195e6-8f41-47d7-a534-1db0f463172c | 4,295,189 bytes | Restore |
| ServiceAgreementMay.png | 21/07/2024 07:07:14 | fed195e6-8f41-47d7-a534-1db0f463172c | 110,091,788 bytes | Restore |
| TrainingManualQ1.pdf | 21/07/2024 07:07:15 | fed195e6-8f41-47d7-a534-1db0f463172c | 153,449,141 bytes | Restore |
| VendorContractNov.pdf | 21/07/2024 07:07:16 | fed195e6-8f41-47d7-a534-1db0f463172c | 42,699,306 bytes | Restore |
| ResearchPaper2023.pdf | 21/07/2024 07:07:17 | fed195e6-8f41-47d7-a534-1db0f463172c | 24,255,930 bytes | Restore |
| AssetInventoryQ1.pptx | 21/07/2024 07:07:18 | fed195e6-8f41-47d7-a534-1db0f463172c | 811,338 bytes | Restore |
| SalesPresentationQ4.jpg | 21/07/2024 07:07:19 | fed195e6-8f41-47d7-a534-1db0f463172c | 38,266,514 bytes | Restore |
| HRHandbookNov.zip | 21/07/2024 07:07:20 | fed195e6-8f41-47d7-a534-1db0f463172c | 17,372,935 bytes | Restore |
| PressRelease2022.doc | 21/07/2024 07:07:21 | fed195e6-8f41-47d7-a534-1db0f463172c | 102,954,828 bytes | Restore |

Billing History

Billing History shows all your Squirrel Invoices and can email yourself a copy of any of the invoices.

This billing overview allows administrators to track and manage costs associated with their file archiving and storage.

Archived Files

Restored Files

Orphaned Files

Billing & Analytics

Billing History

Cost

Storage

Transactions

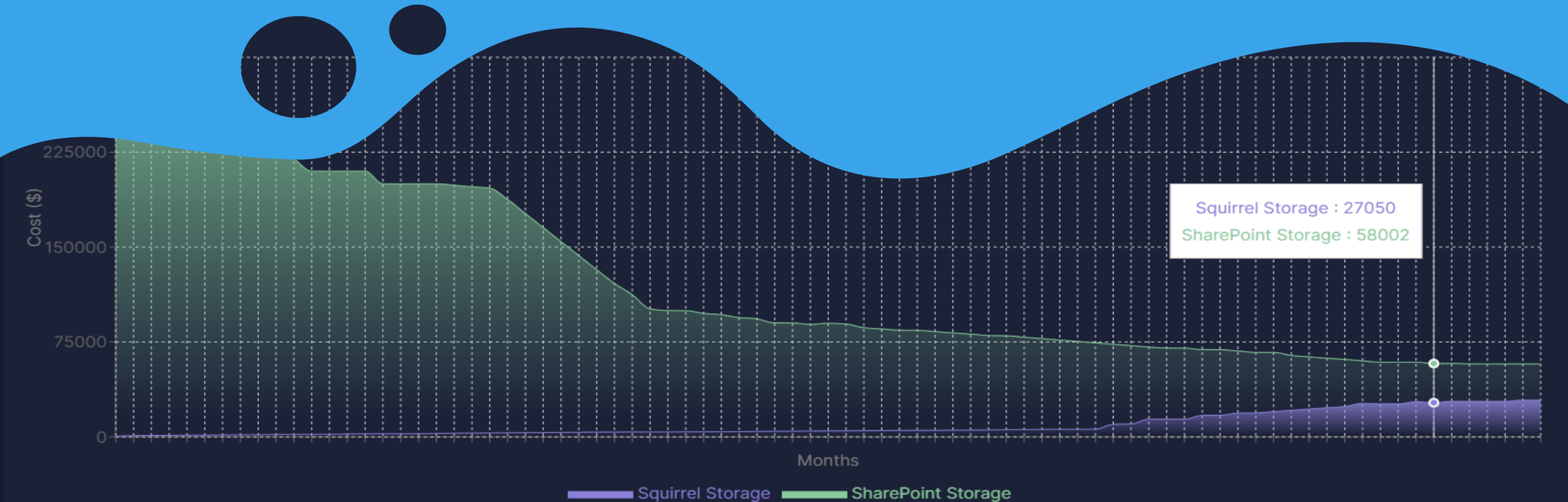
Site Size Reporting

| Invoice # | Amount_Total | Amount_Storage | Amount_Archive | Amount_Hosting | Date_Issued | Action |
|-----------|--------------|----------------|----------------|----------------|-------------|--------|
| INV-000 | 500 | 20 | 10 | 10 | 01/04/2024 | Send |
| INV-001 | 1000 | 20 | 10 | 10 | 01/04/2024 | Send |
| INV-002 | 1100 | 20 | 10 | 10 | 01/04/2024 | Send |
| INV-003 | 1200 | 2500 | 5000 | 2000 | 01/04/2024 | Send |
| INV-004 | 1300 | 2500 | 2500 | 2000 | 01/04/2024 | Send |
| INV-005 | 1400 | 2500 | 2500 | 2000 | 01/04/2024 | Send |
| INV-006 | 1500 | 2500 | 2500 | 2000 | 01/04/2024 | Send |
| INV-007 | 1600 | 2500 | 2500 | 2000 | 01/04/2024 | Send |
| INV-008 | 1700 | 2500 | 2500 | 2000 | 01/04/2024 | Send |
| INV-009 | 1888 | 2500 | 2500 | 2000 | 01/04/2024 | Send |
| INV-0010 | 1974 | 2500 | 2500 | 2000 | 02/04/2024 | Send |
| INV-0011 | 2012 | 2500 | 2500 | 2000 | 02/04/2024 | Send |
| INV-0012 | 2012 | 2500 | 2500 | 2000 | 02/04/2024 | Send |
| INV-0013 | 2200 | 2500 | 2500 | 2000 | 02/04/2024 | Send |

Cost

The SharePoint vs Azure (Squirrel) Storage chart highlights Squirrel's significant impact on storage allocation. As SharePoint storage decreases over time, Squirrel Storage in Azure increases, demonstrating the shift to cost-effective cloud storage.

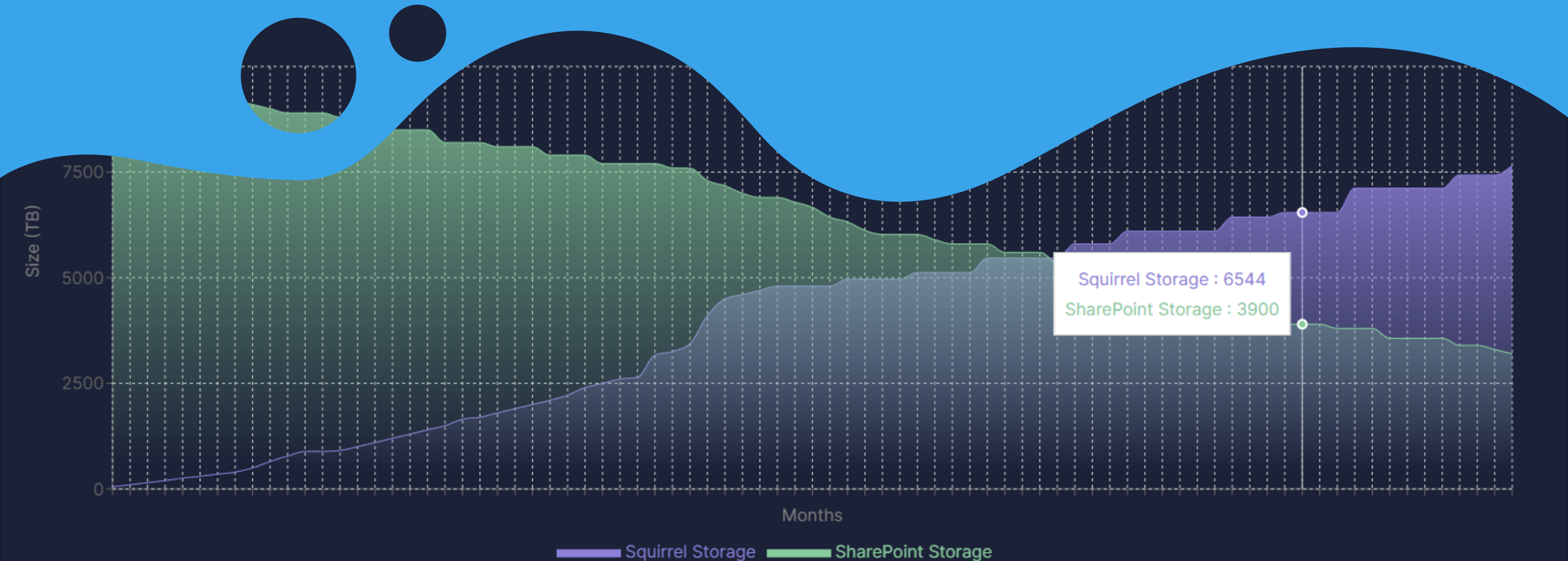
This visual representation shows how Squirrel optimises your SharePoint environment, reducing SharePoint storage costs while maintaining data accessibility through efficient cloud archiving.



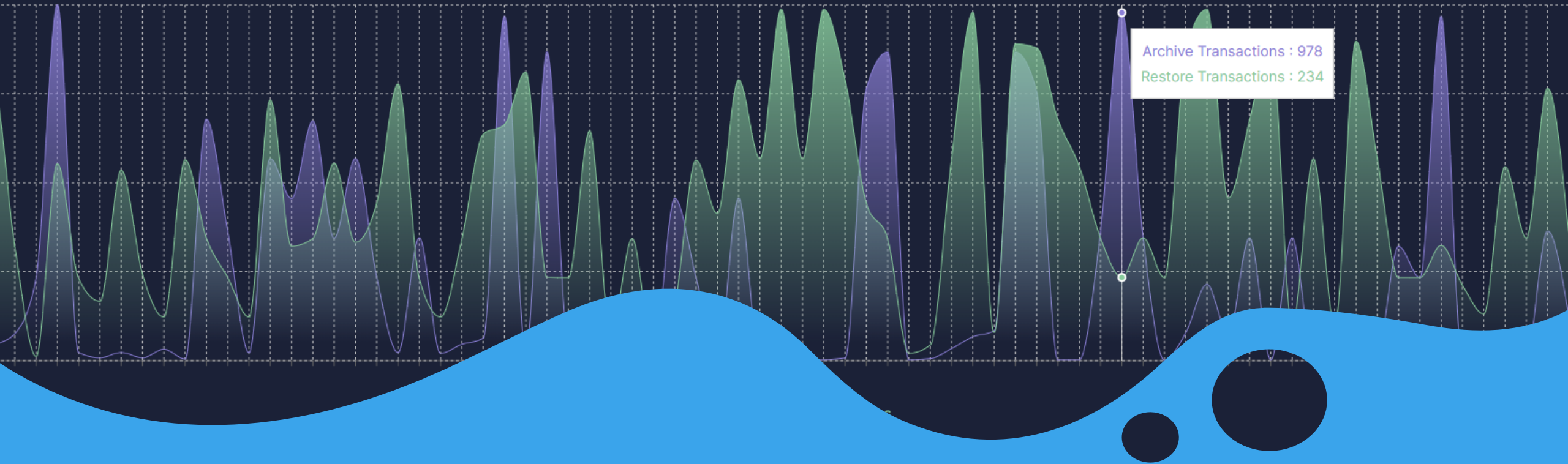
Storage

The SharePoint vs Azure (Squirrel) Storage chart illustrates the significant impact of Squirrel on your storage allocation over time. As shown in the graph, SharePoint storage (green) gradually decreases while Squirrel storage in Azure (purple) increases.

By archiving less frequently accessed files to Azure, Squirrel helps optimise your SharePoint storage costs and enhances data management.



Archive / Restore Monthly Transactions



Transactions

The Transactions Graph illustrates the monthly activity of SharePoint Archives and Squirrel Restores.

It provides a clear comparison between the number of archive transactions and restore transactions over time.

This visual representation highlights the balance and frequency of data being archived and restored, showcasing the efficiency and effectiveness of Squirrel.

Site Size Reporting

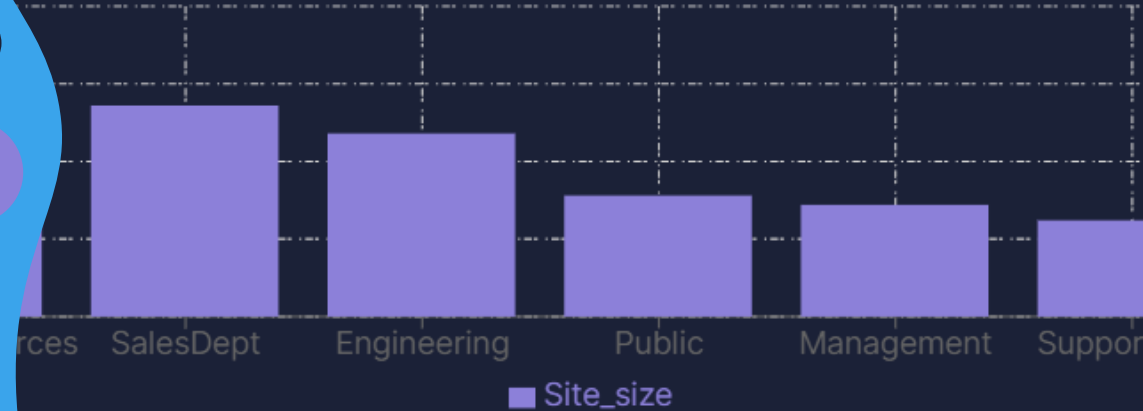
With Squirrel's Site Analytics, gain a bird's-eye view of your SharePoint ecosystem. Our Top 20 Sites by Total Size chart helps you pinpoint which areas are consuming the most storage.

The interactive Site Size History graph tracks growth over time, enabling you to forecast future storage needs and implement proactive archiving policies.

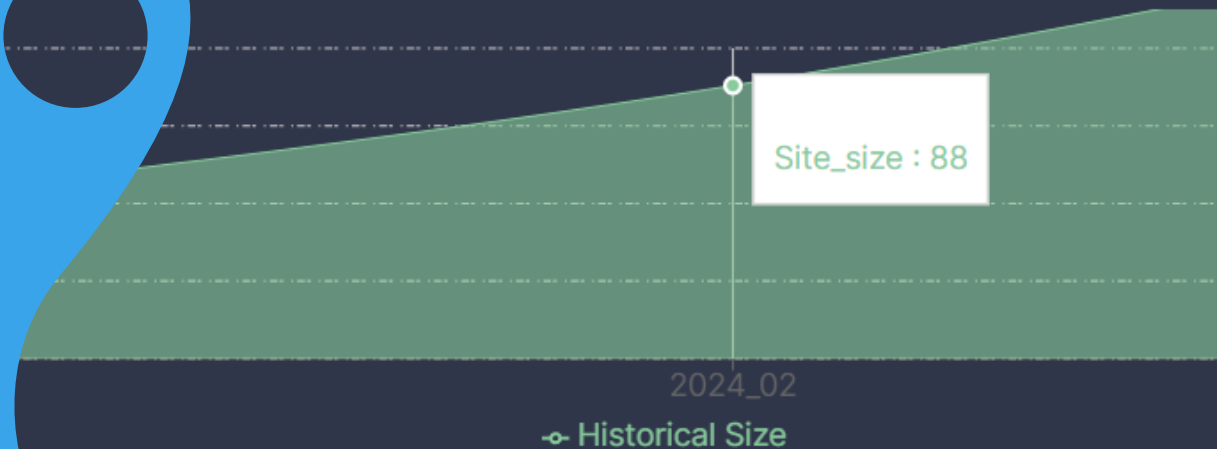
By understanding these trends, you can strategically manage your SharePoint resources, ensuring optimal performance while controlling costs.

Top 20 Sites by Total Size

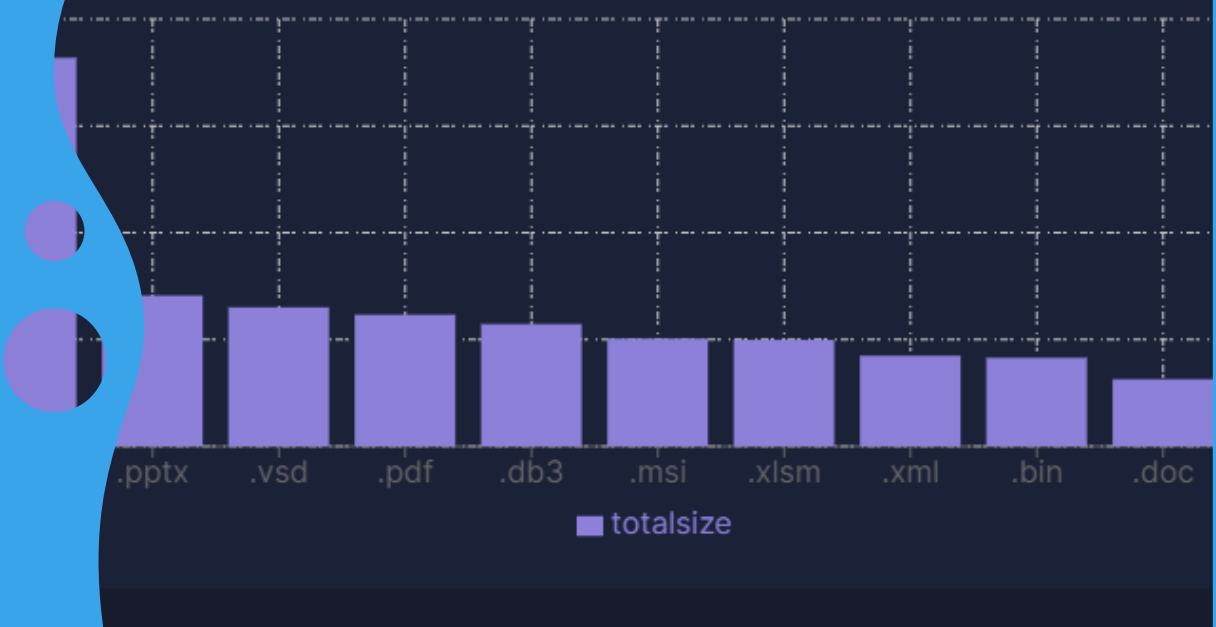
Click on a site bar to view Site specific history



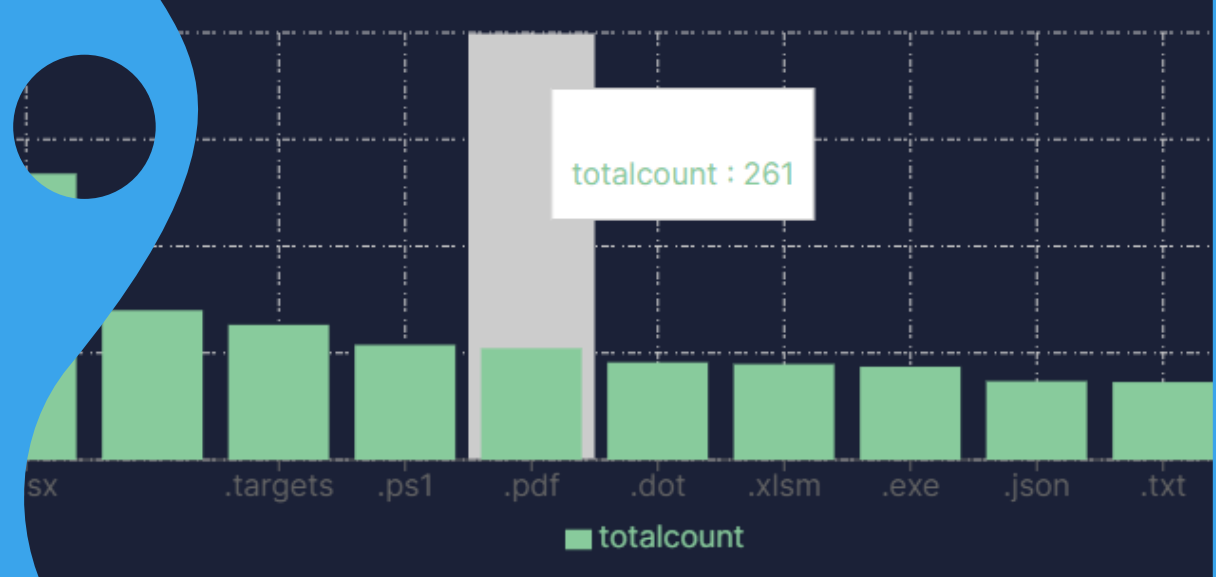
Site Size History for IT



Top 20 File Types by Total Size



Top 20 File Types by File Count



File Type Reporting

Squirrel's File Type Reporting feature provides invaluable insights into your SharePoint data composition.

Our intuitive charts showcase the top 20 file types by total size and count, allowing you to quickly identify storage-heavy formats and understand your content distribution.

Rest APIs

Squirrel offers Rest APIs that you can query for information like:

- **Site Size Information:** Retrieve detailed metrics on the size of SharePoint sites.
- **File Statistics:** Access comprehensive data on files, including count, type, and usage.
- **Archive Statistics:** Monitor and report on archived files, including status and history.
- **Storage Statistics:** Obtain insights into storage utilization across SharePoint and Azure Blob Storage.
- **File Type Graphs:** Visualise data on file types stored within the system.
- **Direct Archive Calls:** Initiate archiving of documents directly through the API.
- **Direct Restore Calls:** Restore archived documents seamlessly via API requests.

```
isWhitelisted": 0
},
{
  "Site_GUID": "304685a9-5f0d-47cb-b163-e3f903341799",
  "Site_URL": "https://squirrel.sharepoint.com/sites/ITDept",
  "Sitename_URL": "ITDept",
  "Site_size": "25",
  "archive_days": 0,
  "isWhitelisted": 0
},
{
  "Site_GUID": "4c266fb9-1ab1-472c-8681-0cb5134441744",
  "Site_URL": "https://squirrel.sharepoint.com/sites/Management",
  "Sitename_URL": "Management",
  "Site_size": "32",
  "archive_days": 0,
  "isWhitelisted": 0
},
{
  "Site_GUID": "5210124b-c7ba-43e5-abb2-3b01bb0334068",
  "Site_URL": "https://squirrel.sharepoint.com/sites/SupportDept",
  "Sitename_URL": "SupportDept",
  "Site_size": "27",
  "archive_days": 5,
  "isWhitelisted": 0
},
{
  "Site_GUID": "68ca7982-0c94-4721-8e25-ac9df04a434c9",
  "Site_URL": "https://squirrel.sharepoint.com/sites/Public",
  "Sitename_URL": "Public",
  "Site_size": "35",
  "archive_days": 0,
  "isWhitelisted": 0
},
},
{
```


| | | | |
|--------------------------|---|---|------|
| ArchiveDays | 90 | Specify the amount of days of Accessed Inactivity before file is archived. | Edit |
| Azure_AccessTier | hot | Specify the Azure Access Tier to be used for archive (hot or cool) | Edit |
| Azure_Blob | Not Required | Customer Azure Blob Key | Edit |
| Azure_Container | test-container | Specify the Azure container name | Edit |
| Azure_ResourceGroup | RG-SQRL-AUE | Specify the Azure resource group | Edit |
| Azure_StorageName | squirrelarchive | Specify the Azure Storage name | Edit |
| AzureDeleteBlobAfterDays | 3650 | Specify the amount of days to delete the archive file from Azure blob storage. 0 is don't delete. | Edit |
| baseurl | https://squirrel.smikar.com/restore/ | Base URL for the companies squirrel site. Used for the URL Creation process | Edit |
| billing_address | Squirrel Customer Address | Billing Address | Edit |
| company_name | Customer Name | Company Name | Edit |
| DebugMode_Archive | true | Debug Mode Archive | Edit |
| DebugMode_Restore | true | Debug Mode Restore | Edit |
| DebugMode_Scan | | Debug Mode Scan process | Edit |
| Email_Alerts | | | Edit |

Global Settings

Administrators can use this interface to fine-tune Squirrel, so that it operates to your requirements.

The settings cover various configurations, from archiving rules and email alerts to your Azure environment settings.

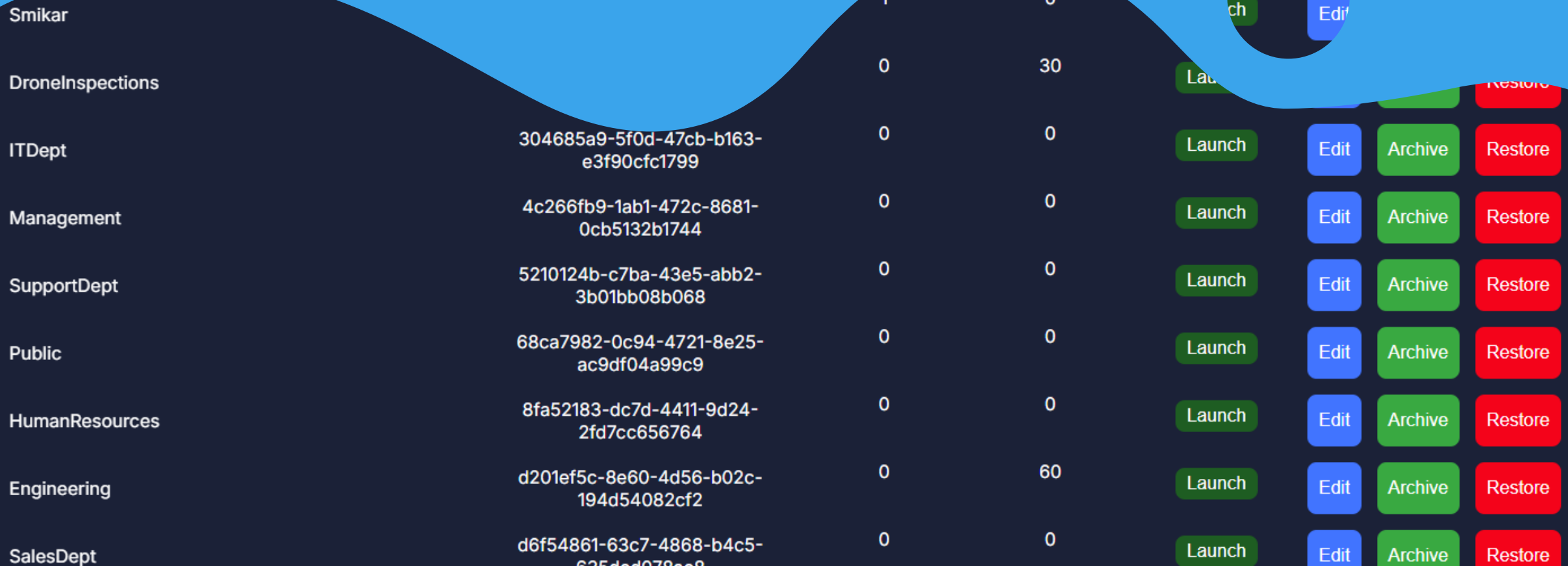
Additionally, it is where you create and manage the global archive policy, setting overarching rules that apply across all sites unless overridden by individual site policies.

Site Archive Settings

Here, you can set individual Site Archive Policy Settings to customize archiving rules for each site, overriding the global settings configured in Squirrel.

You can also whitelist an entire site, preventing Squirrel from archiving any files within that site.

This flexibility allows you to create tailored retention policies for specific sites, ensuring that critical or frequently accessed data remains easily accessible.



| Site Name | ID | Archived | Retention | Actions |
|------------------|--------------------------------------|----------|-----------|--------------------------------|
| Smikar | | 1 | 0 | Launch, Edit |
| DroneInspections | | 0 | 30 | Launch, Edit, Archive, Restore |
| ITDept | 304685a9-5f0d-47cb-b163-e3f90cfc1799 | 0 | 0 | Launch, Edit, Archive, Restore |
| Management | 4c266fb9-1ab1-472c-8681-0cb5132b1744 | 0 | 0 | Launch, Edit, Archive, Restore |
| SupportDept | 5210124b-c7ba-43e5-abb2-3b01bb08b068 | 0 | 0 | Launch, Edit, Archive, Restore |
| Public | 68ca7982-0c94-4721-8e25-ac9df04a99c9 | 0 | 0 | Launch, Edit, Archive, Restore |
| HumanResources | 8fa52183-dc7d-4411-9d24-2fd7cc656764 | 0 | 0 | Launch, Edit, Archive, Restore |
| Engineering | d201ef5c-8e60-4d56-b02c-194d54082cf2 | 0 | 60 | Launch, Edit, Archive, Restore |
| SalesDept | d6f54861-63c7-4868-b4c5-625ded079cc8 | 0 | 0 | Launch, Edit, Archive, Restore |



Reducing SharePoint
Online Costs Doesn't
Have to be Hard

Schedule a Demo of Squirrel
Today

Contact a SmiKar Squirrel
Representative @
sales@smikar.com or visit
us @ www.smikar.com

