Demonstration Instructions for Prodiance tools now part of Microsoft Office

The Tools:

1. Spreadsheet Compare
2. Database Compare
3. Spreadsheet Inquire
4. Audit and Control Manager
5. Discovery and Risk Assessment

Setup:

1. Install latest build O15 Pro Plus or Mondo from an MSI build. **At least get build 3901 or later**.
2. If you plan to use .XLS files, then you should install the Compatibility Pack for Office 2007.
3. Launch Excel and go to COM Addins and enable the “Inquire” add-in.
4. Launch Spreadsheet Compare and go to Options, click “Include System Generated Changes in Compare Results.” Restart the application.
5. Configure Discovery and Risk Assessment. You need to have a Discovery database that you can connect to.
6. Prepare/reset collateral. Use XLSM or XLSX for best performance (XLS files need to be converted during processing, which takes longer).

Demonstration:

* 1. Spreadsheet Inquire
     1. Just show the highlights
     2. Run a Workbook Analysis on Statement.xlsm and show how you can find formulas with errors.  Double-click on one of the formulas in the Analysis box so it takes your cursor to the cell in the workbook.
     3. Run a relationship diagram on Statement.xls.  Point out that it shows broken links and out-of-date data.  The data goes from upstream to downstream and if an upstream file has a more recent Mod date than a downstream file, then the downstream file could have out-of-date information and it needs to be opened to get the most recent data into it.
     4. Show interactive diagnostics.
        1. Click on the “All Formulas” category and show that there are cells within a range of formulas where someone entered a hard-coded value over a formula.
        2. Click “Inconsistent Formulas”
        3. Click Invisible Cells and pan around the workbook to see what’s highlighted.
        4. Choose any other categories that you think would be interesting.
  2. Spreadsheet/Database Compare - Comparing Versions of a Workbook or database
     1. Discuss that part of the review/approval process would probably involve comparing the current workbook to a prior version.
     2. Run Spreadsheet Compare.  Click “Compare Files”.
     3. Choose 2 versions of a file.
     4. Side-by-side comparison – Describe the layout of Spreadsheet Compare, discuss the different change types shown in the bottom left.
     5. Make sure there’s a structural change – either a row inserted or deleted, so that the smart auditing is demonstrated.  Show that a formula change below the row that was inserted/deleted is comparing offset cells (like cell B22 from the previous version compared against B23 in the new version due to row insertion).
     6. Point out the number of differences detected vs. what it would be like if we were just comparing strictly by cell address.
     7. Double-click on a VBA change to display in drill-through window.
  3. Show Audit and Control manager (server features)

NOTE: You need to be connected to a server system to do these steps.

* + 1. Go to the desktop and open the “Controlled Files” shortcut.
    2. Open Statement2010-11.xlsm and make a variety of changes to highlight the different types of changes that can be tracked.  Insert/delete a row around 16, click “Update Values” button, change a formula below the inserted row, edit the VBA code in Module2 slightly.
    3. Save the file. Point out that all the user has to do is save the file.
    4. Talk about what’s happening in the background now that you’ve saved the file.  The server has copied the new version of the file to version storage and is comparing it to the previous version. (*refer to architecture slide for this discussion*)
    5. Wait a minute or so while the server processes the file (you can’t see this happening).
  1. Find the audit trail

1. Use a shortcut on the desktop to get to the web site <https://dcf001.redmond.corp.microsoft.com/dcf/> and then find your file on the Controlled Files list.
2. Select your file from the list, right-click it and choose View Audit Trail.
3. Describe what the audit trail page contains.
4. Talk about the different types of changes that the system distinguishes.  Go to the audit configuration and bring up the audit exceptions tab.  Click the audit type dropdown to get the dialog box showing the different types of changes that can be tracked.  Discuss what is typical (not tracking values is the norm).
5. It’s a good idea to develop a baseline of minimum tracking requirements that probably doesn’t include tracking values, but mention the flexibility to track values in a specific range if it’s important.
   1. Optional - Search / review the audit trail
      1. Optional - Show how to search for formula changes by entering “\*formula\*” in the description box and click “filter”
      2. Optional -Discuss why searching would be useful – for example, during a review process you might want to see what changes have happened since last quarter.
      3. Optional (you’ll show this in context of Spreadsheet Compare anyway) - Show a VBA module change and use the “Compare Values” feature to drill into the code change and show how you can pick exact changes in the text very easily.
      4. If there are Microsoft Access users, then run Database Compare and show them how it works.  Be prepared to wait for it, because the workstation might take a while to finish the report.