

Rearchive

Addendum to halFILE for Windows™ Document Storage & Retrieval

Version 1.3 SQL
December 4, 2000



Systems Corporation

Doc # hfw0004

Copyright 1998-2000 by hal Systems Corporation.

halFILE is a trademark of hal Systems Corporation.

All information contained or disclosed by this document is considered confidential and proprietary by hal Systems Corporation, except for rights expressly granted by contract in writing to other parties concerning the data or information disclosed herein. All design, manufacture, use, reproduction, and sales rights are reserved by hal Systems Corporation. Under the copyright laws, neither the documentation nor the software may be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine readable format except in the manner described in the documentation. Copyright 1998-2000 by hal Systems Corporation. All rights reserved.

The Re-archive Utility

WARNING!!!!!! – THE RE-ARCHIVE UTILITY SHOULD BE USED WITH EXTREME CARE AND ONLY BY ADVANCED USERS THAT UNDERSTAND THE ENTIRE SYSTEM. A BACKUP OF THE DATABASE AND ALL IMAGE LOCATIONS INCLUDING BASKETS AND STAGING AREAS SHOULD BE PERFORMED PRIOR TO USING THIS UTILITY. IF YOU DO NOT HAVE A RECENT VERIFIABLE BACKUP OF THE ENTIRE SYSTEM DO NOT PROCEED.

The re-archive utility is designed to take images from halFILE that have been indexed and have either already been archived or are in a basket waiting to be archived and move them to a different cartridge. This utility can be used to migrate images stored on a large hard disk to smaller off-line media such as cd or to move certain images offline for distribution to a client. This utility can also be used if you have over-archived and need to split up the original archive into smaller pieces. The original images can either be left in their original position or deleted from the original archive. If the new destination is a staging area for another media such as a cd then the destination area must be partitioned to be smaller than the physical media which will be created (e.g. 625MB partition for a cd)

Configuring the destination cartridge

1. Start halFILE For Windows
2. Select Configure Drives
3. If the drive letter for the new destination is already in the list click close and skip to adding cartridges otherwise click close and follow the instructions for adding a drive.

Adding a drive

1. Select Configure Drives
2. Click Add
3. Select the drive from the drive where cartridge is mounted drop-down list.
4. Select the type of cartridge from the drop-down list (e.g. network or local drive).
5. Click ok to save the drive information.
6. Click close.

Adding a cartridge

1. Select configure cartridges.
2. Click Add
3. In the cartridge name box type a unique name for the new cartridge. (e.g. If you have existing cartridges named CD1 and CD2 you might choose CD3 as the new name)
4. Type in a free-form description of this cartridge. (e.g. CD #3 – older files as of Jan 1997)
5. Select the type of cartridge from the drop-down list (e.g. network or local drive)
6. If the new destination is a network drive with other files you may want the new archive to exist in a sub-directory. You can put the path in the cartridge prefix to allow for this. (e.g. \STAGE1 would allow the archive to exist in a directory called \stage1) These sub-directories must be created by the user.
7. Click ok to save the cartridge.
8. Click close.

Re-archiving documents

1. Select Start-Run, halFILE For Windows, Re-archive utility or execute rearc.exe in the halFILE installation directory.
2. Select the application and database for which you wish to re-archive documents.
3. Select the destination cartridge which you created in the steps above.
4. Select delete files from original archive if you wish to delete the images from the original archive location (if the images are on a read-only media such as a cd do not select this option)
5. If you wish to use re-archive to archive images in a basket select the restrict documents to re-archive by basket and select the basket you wish to archive. In most cases you will not be using this option.
6. Using the query builder (see building a query below) build a query to retrieve the documents you wish to re-archive.
7. Click check query and make sure you built a valid query.
8. Once you have a successful query, click re-archive to begin the re-archive process. (All users should be out of the database you selected and no one should be in the database until the re-archive process is complete.

Tip: Use the File-Open and File-Save feature to quickly access queries you will be using over and over. Once a query is build you can save it to a file and be able to use File-Open to retrieve that same query and run the re-archive without having to configure any of the parameters.

Building a query

If you are familiar with the ANSI SQL language for databases you can easily build a valid query for retrieving the records you wish to re-archive. If you are not familiar with the standard but know what you wish to re-archive, hal Systems technical support will be glad to furnish you with an appropriate SQL statement. The following information can be very useful in building a query from a halFILE database:

System fields which are present in all halFILE databases:

PRDOC – contains the 2 letter database ID as seen from the main menu of halFILE.

PRSERV – the 8 character document number that is assigned at scan / import time

PRMNAME – the cartridge where the document currently resides.

PRFOLDER – the folder where the document currently resides.

PRQUEUE – the basket where the image was originally stored.

All queries should start with `select * from primetable where` or `select * from primary where` depending on the version of halFILE you are using and this portion of the statement will be filled in automatically by the re-archive utility.

Most queries should be refined by the current cartridge (`PRMNAME = 'CARTNAME'`). This can be accomplished by select PRMNAME in the fieldname drop-down list, selecting the equal operator in the operator drop-down list, typing the current name of the cartridge (which is case-sensitive) in the Value text box and clicking the add with and clause button. This will select all the documents that currently reside on the cartridge you specify. You can further refine the query by specifying any combination of user defined fields and criteria by using similar steps as outline above when selecting the cartridge restriction. For example, if your documents are on cartridge CD1 and you have a field in your database called File_Date and you wish to re-archive all the documents on CD1 that were recorded prior to 12/31/97 you would build a query that would like the following:
`Select * from primetable where prmname = 'CD1' and File_Date <= '12/31/97'`.

The re-archive utility is extremely powerful and should be used with appropriate care to ensure you do not re-archive more than you wish. If you have any questions or concerns regarding the query you build please contact hal Systems technical support prior to performing the re-archive. We will be glad to discuss the appropriate SQL statement for your particular situation.