

Auto Archive

Addendum to halFILE for Windows™ Document Storage & Retrieval

Version 1.4 SQL
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Overview

halFILE for Windows 1.4SQL includes an Auto Archive feature to Archive a selected baskets to selected cartridges. The program, ARCHIVE.EXE, can be run as a scheduled service on NT Server. Multiple Archive sets can be set up to archive to different sets of cartridges.

Set up

Archive.exe should be placed in the halFILE program directory. The program is a 32-bit application so, for ODBC databases, the 32-bit data sources must be set up before running the program. After these are set up you can run the program with the following command line:

```
Archive aaa;dd
```

Where xxx is the application id and dd is the document type id. This will bring up a screen that is similar to the standard archive screen in halFILE. To configure auto archive, perform the following steps:

1. Select Configure_Auto Archive to set up your archive sets.
2. Select an Archive Set (<NEW> lets you configure the next available set).
3. Select the Application, Database and Basket to archive and click Add to include it in the archive. Continue to select all the baskets for this archive set.
4. At the bottom of the screen select and add the cartridges in the order you want them to be used for archiving. When the first cartridge becomes full, the program will begin using the second cartridge.
5. Click Save to save the archive set.

If the documents for different database need to be archived to different cartridges, you must set up a separate archive set.

Running the Program Interactively

To run the archive routine, the command line is:

```
Archive Auto<n>
```

Where <n> is the number of the archive set. Archive Auto1 will run archive set #1. For each basket being archived, the screen showing its progress will display. Once the basket is complete, it will disappear as the program prepares to archive the next basket in the archive set. If there are lots of documents in the basket, the screen may disappear for some time while the program calculates the size of files to be archived.

Running the Program using NT Scheduler

The program can be set up as a scheduled NT task using the same command line as above. You can set up multiple tasks to run different archive sets.

Reviewing Auto Archive Results

The program creates an mmddyyyy.log file each time it runs (where mm is the month, dd is the day and yyyy is the year). You can review this log to see if archive completed normally. You should also review baskets using Tools | Basket Status as well as search for archived documents to ensure that documents are being properly archived.

Periodically, you should re-configure auto archive to remove cartridges which are full and add new cartridges.