

Course Exercises Guide

IBM FileNet Content Manager 5.2.1: Manage Sweep Jobs

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Exercise 1. Configure a sweep job

Estimated time

00:30

Overview

In this exercise, you configure a Bulk Move Content Job to move documents from one storage area to another.

Objectives

After completing this exercise, you should be able to:

- Move documents from one storage area to another with a Bulk Move Content job.

Exercise Introduction

Introduction

In this exercise, you create and configure a Bulk Move Content Job to move documents from one storage area to another.

Activities

- ["Configure a bulk move content job"](#) on page 1-3
- ["Challenge: Configure a bulk move content job:"](#) on page 1-11

User accounts

Type	User ID	Password
Administrator	p8admin	IBMFileNetP8

Before you begin



Important

You must complete these tasks before you start the lesson exercises.

Start the student system:

To log in to the student system.

- Username: Administrator
- Password: passw0rd

Follow the instructions in Procedure 1 and 2 of Appendix A to start the system components. ["Start and stop system components"](#) on page A-1.

1.1. Configure a bulk move content job

Introduction

In this activity, you configure a sweep job to do a bulk move of document content. You specify a document class to examine only the documents of that particular class. You also specify a file storage area, in the filter expression, to filter the documents so that only the documents in that storage area are moved. The storage policy determines the destination storage area. You test the sweep job execution by comparing file count and content in the file storage areas.

Storage areas, storage policy, document classes, and the documents to be moved are already configured on the student system for this activity.

Procedures

[Procedure 1, "Examine the file storage areas,"](#) on page 1-3

[Procedure 2, "Create a bulk move content job,"](#) on page 1-5

[Procedure 3, "Test the bulk move content job,"](#) on page 1-8

Procedure 1: Examine the file storage areas

In this procedure, you examine the file storage areas for their file count before running the Bulk Move Content Job. You are going to compare these values after running the job.

1. Start the Administration Console for Content Platform Engine.
 - a. In your browser, go to <http://ecmedu01:9080/acce>.



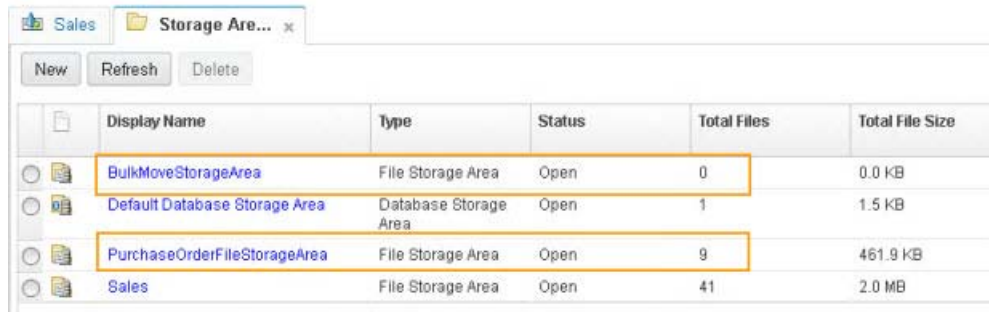
Hint

For your convenience, a bookmark, ACCE, is defined in Mozilla Firefox.

- b. Log in as the P8admin user (password: IBMFileNetP8).
2. In the Administration Console, expand the P8Domain > Object Stores node on the left pane and click the Sales object store.
3. Open the Storage Areas:
 - a. In the navigation pane, expand Sales > Administrative > Storage, and select Storage Areas.
 - A Storage Area tab opens on the right, and all the available storage areas are listed.

4. Examine the file storage areas.

- a. Verify that the **PurchaseOrderFileStorageArea** contains nine files. (This is the storage area that you want to move the content from).



	Display Name	Type	Status	Total Files	Total File Size
	BulkMoveStorageArea	File Storage Area	Open	0	0.0 KB
	Default Database Storage Area	Database Storage Area	Open	1	1.5 KB
	PurchaseOrderFileStorageArea	File Storage Area	Open	9	461.9 KB
	Sales	File Storage Area	Open	41	2.0 MB

- b. Note the destination storage area, **BulkMoveStorageArea**, contains 0 files.

**Note**

The BulkMoveStorageArea is associated with the Bulk Move Storage Policy. You configure this Storage Policy as the destination in the Sweep Job that you create.

- c. In the Storage Areas tab, click the BulkMoveStorage Area to open its properties.
- d. Click the Storage Policies tab to view the policy that is associated with this storage area.



5. Examine the Document Class for the files:

- a. In the navigation pane, expand Sales > Browse > RootFolder. Click the TestBulkMove folder.
- b. In the TestBulkMove tab, on the right, observe that nine documents are listed.
- In the Class column, verify that five documents belong to PurchaseOrder and four documents belong to PriceQuote.
- c. Both document classes use PurchaseOrderFileStorageArea for storage.

**Hint**

To verify the storage area for a class, you first need to find the default storage policy. Expand Sales > Data Design > Classes > Document. Open the wanted class. In the General tab, scroll down and look for the field, Default storage area. When you have the default storage policy, expand Sales > Administrative > Storage > Storage Policies. Open the storage policy. The associated storage areas are listed.

6. On the right, close all the open tabs.
7. In the navigation pane, collapse all the expanded nodes.

Procedure 2: Create a bulk move content job

1. Start the New Bulk Move Content Job wizard.
 - a. In the navigation pane, expand **Sales > Sweep Management > Job Sweeps** and select Bulk Move Content Jobs.
 - b. In the right pane, click New.
 - A New Bulk Move Content Job tab opens.
2. Define a Bulk Move Content Job:
 - a. Enter a value for the field, **Display name** (Example: BMCJob).
 - b. For the field, **Sweep mode**, select **Normal** from the list. (You might need to scroll down to see the sweep mode field).

**Information**

Sweep mode can have the values:

- Normal
- Preview
- Preview only counters

The Preview mode is useful for testing the filtering expression criteria without running any actions on the selected objects.

You are going to use the Preview setting in the next challenge activity.

- c. Click the Enable bulk move content job option and click Next.

Description: ?	<input type="text" value="BMCJob"/>
* Sweep mode: ?	<input type="text" value="Normal"/>
	<input checked="" type="checkbox"/> Enable bulk move content job ?

3. Define Sweep Targets - Target class:
 - a. For the field, **Target class**, select PurchaseOrder.
4. Define Sweep Targets - Filter expression:
 - a. For the Filter expression field, copy the GUID by completing the following step 5. Then, continue with step 6.
5. Copy the GUID value:
 - a. In the navigation pane, expand **Sales > Administrative > Storage > Storage Areas**.
 - b. Click PurchaseOrderFileStorageArea.
 - c. In the PurchaseOrderFileStorageArea tab on the right, in the General subtab, copy the GUID value in the ID field.

* Display name:	PurchaseOrderFileStorageArea
Description:	PurchaseOrderFS
ID:	(D2C01D30-5042-4597-947E-BB15B4ECE4A8)
Site:	Initial Site
* Root directory path: ?	C:\filenet\PurchaseOrderFS

6. In the New Bulk Move Content Job tab, build the Filter expression field and paste the GUID in the expression. Example: StorageArea=OBJECT('{{GUID}}') (no spaces)

Filter expression: ? `StorageArea=OBJECT('{{D2C01D30-5042-4597-947E-BB15B4ECE4A8}}')`



Important

Verify that no typing errors are in the filter expression statement. Type the value exactly as shown. It is case-sensitive and extra spaces are not allowed. Make sure to use single quotation marks not double quotation marks.

7. For the field, Storage policy names, select **BulkMove Storage Policy**.

8. Set other options:

- Include subclasses: Not Enabled
- End replication after move: Not Enabled
- Record Failures: Enabled

Target class: ? PurchaseOrder

Filter expression: ? StorageArea=OBJECT((D2C01D30-5042-4597-947E-BB15B4ECE4A8))

Storage policy names: ? Bulk Move Storage Policy

Include subclasses: ☐ Enabled

End replication after move: ☐ Enabled

Record failures: ? ☒ Enabled

a. Click Next.

9. Define Bulk Move Content Job Dates.

- Enter today's date for the Effective start date. For example, 8/4/2016. (Click in the next field, or outside of the current field, for the system to automatically format the date).
- Enter tomorrow's date for the Effective end date field. (Example: 8/5/2016)
- Edit the start time to the current time of the image + 2 minutes (make sure to change AM to PM if necessary).
- Edit the stop time, change AM to PM.

Effective start date: ? August 4, 2016 at 1:09:00 PM Eastern Standard Time

Effective end date: ? August 5, 2016 at 2:00:00 PM Eastern Standard Time

e. Click Next.

10. In the Summary page, review the information and click **Finish**.

- In the Success page, click **Close** to close the tab.

11. In the Bulk Move Content Jobs tab, click Refresh.

- Verify that the new sweep job is listed.

Sales Bulk Move C... x

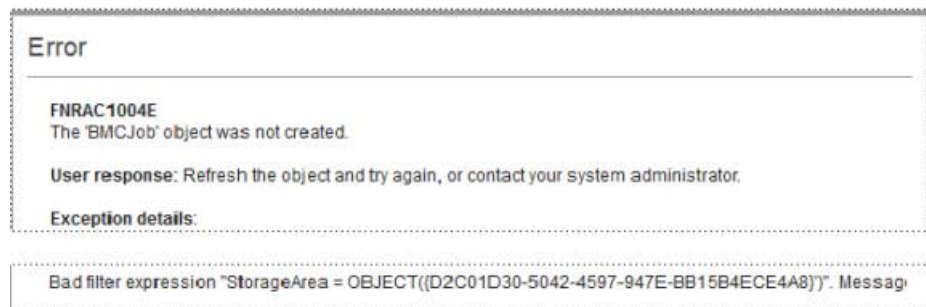
New Refresh Batch Operations

	Name	Sweep Target
<input type="checkbox"/>	BMCJob	PurchaseOrder



Troubleshooting

If the Filter expression value has an error, the wizard does not create the Job. You get an error similar to the one in the screen capture. In this example, notice that the expression is missing a single quotation mark before the GUID # starts.



Fix the format:

- Click OK to close the Error window.

Click Back in the wizard, correct the Filter expression value, and complete the wizard.

Procedure 3: Test the bulk move content job

In this procedure, you examine the properties of the bulk move content job you created. You also examine the file storage areas for their file count after running the bulk move content job. You compare these values with the ones before running the job.

1. In the tab, Bulk Move Content Jobs, click Refresh.



Important

It might take a couple minutes for the Sweep Job to complete. If you do not see the expected results, wait a couple minutes and click Refresh again.

2. Examine the bulk move content job properties.
 - a. In the Bulk Move Content Jobs tab, open the job that you created. For example, click BMCJob.

3. In the General tab, scroll down and observe the values for the start and end dates. Verify that five objects were examined and processed. The Failed object count is 0.

Sweep start date: ?	August 4, 2016 at 1:12:07 PM Eastern Standard Time
Sweep end date: ?	August 4, 2016 at 1:12:07 PM Eastern Standard Time
Effective start date: ?	August 4, 2016 at 1:09:00 PM Eastern Standard Time
Effective end date: ?	August 5, 2016 at 2:00:00 PM Eastern Standard Time
Examined object count: ?	5
Processed object count: ?	5
Failed object count: ?	0



Information

If you do not see the expected results, wait a few more minutes and click Refresh again (it can take up to 5 minutes after the Effective start date to run).

- If after ten minutes the Sweep start and end date fields are blank (the sweep job did not run), verify that the Effective start and end dates are correct.
- If the Sweep start and end dates are not blank, but the Processed object count=0, verify that the filter expression is correct.

4. Open the Storage Areas.

- a. In Sales tab, expand Sales > Administrative and click Storage Areas.

Storage Area tab opens and all the available storage areas are listed.

5. Examine the File Storage Areas.

- a. Verify that the target storage area (PurchaseOrderFileStorageArea) contains only four files.
- b. Observe that the destination storage area (BulkMoveStorageArea) contains five files.

	Display Name	Type	Status	Total Files
	BulkMoveStorageArea	File Storage Area	Open	5
	Default Database Storage Area	Database Storage Area	Open	1
	PurchaseOrderFileStorageArea	File Storage Area	Open	4
	Sales	File Storage Area	Open	41

When you run the Bulk Move Content Job, *BMCJob*, the content for the five documents of the PurchaseOrder class is moved from the PurchaseOrderFileStorageArea to the BulkMoveStorageArea.

The four documents of the PriceQuote class are not moved and are still in the storage area, PurchaseOrderFileStorageArea.

6. Log out of the Administration Console for Content Platform Engine and close the browser.
-



Information

You can also search for the documents of the target class, `PurchaseOrder`, that is used for the bulk move content job, and verify that their `Storage area` value is changed.

1.2. Challenge: Configure a bulk move content job:

Complete the following exercise scenario to practice the procedures that you learned in this lesson.

Scenario: Product Department

The Sales Department sends a request to archive the Price Quote documents that are not active. As an Administrator, you complete this task by creating a bulk move content job with the data in the table to move the content to another file storage.

Challenge

- Use the data in the table to create a Bulk Move Content Job in the Sales object store.
- Use the age of the document as the filter expression in this job. You used the file storage area for the filter in the previous activity.
- Use `Preview` for the Sweep mode.
- Test the Bulk Move Content Job.

Data

Item	Value
Display name	MyBulkMoveJob
Sweep mode	Preview
Enable bulk move content	True
Target class	PriceQuote
Filter expression	<code>DateCreated < NOW() - TimeSpan(2, 'Days')</code>
Storage policy names	Bulk Move Storage Policy
Include Subclasses	False
End replication after move	True
Record Failures	True
Effective Start date	Today's date (Example: 08/8/2016) adjust the time to a few minutes after the current time.
Effective End date	Tomorrow's date (Example: 08/9/2016) adjust the time, change AM to PM.



Hint

Set the age of the document for the Filter expression field.

- Example: `DateCreated < NOW() - TimeSpan(2, 'Days')`
- This filter moves any documents that were created at least two days ago.
- Type the value as shown in the table. It is case-sensitive and extra spaces are not allowed.

In a production system, the age of the documents might be in months or years, but for this lab exercise, you use days.

Verification

- Examine the MyBulkMoveJob properties > General tab.
- Verify that four objects were examined and processed. The failed object count is 0 (it can take up to 5 minutes after the Effective start date).

Examined object count: ?	4
Processed object count: ?	4
Failed object count: ?	0

- Since you chose the Sweep mode value as *Preview*, verify that the Sweep Results tab contains a list of objects that the sweep processed.

<input type="checkbox"/>	Source Object	Date Created	Type
<input type="checkbox"/>	{B9673C9A-F538-44AE-96AD-26B42E6E1EE1}	2016-08-04T18:08:33.914Z	Preview
<input type="checkbox"/>	{E6954061-F009-4C02-AF7C-BBA86B669174}	2016-08-04T18:08:33.914Z	Preview
<input type="checkbox"/>	{C3B7BA7C-2076-4F3D-ABCA-3D6AC9F3B86C}	2016-08-04T18:08:33.914Z	Preview
<input type="checkbox"/>	{0437A455-D6FF-4C0B-9721-5C5D24791186}	2016-08-04T18:08:33.914Z	Preview

- The Preview mode helps to test the filtering expression criteria without running any actions on the selected objects.
- When you are finished with the challenge, log out of the administration console and close the browser window.

Exercise review and wrap-up

In this exercise, you completed the following tasks:

- Configure Bulk Content Move jobs to:
 - Move documents from one storage area to another based on the target class and the current file storage area.
 - Move documents from one storage area to another based on the target class and the age of the documents.

Exercise 2. Work with sweep policies

Estimated time

00:40

Overview

In this unit, you create two sweep policies:

- A disposal policy to regularly delete documents of a specific class that satisfy certain filter criteria.
- A content migration policy to move content from one storage area to another.

Objectives

After completing this exercise, you should be able to:

- Create a disposal policy.
- Create a content migration policy.

Exercise Introduction

Introduction

As a system administrator, you need to know how to run sweep policies to complete maintenance tasks, such as deleting old documents or moving content.

Activities

- ["Create a disposal policy"](#) on page 2-3
- ["Create a content migration policy"](#) on page 2-8

User accounts

Type	User ID	Password
Administrator	p8admin	IBMFileNetP8



Note

Passwords are always case-sensitive.

2.1. Create a disposal policy

Introduction

In this activity, you create and configure a disposal policy to delete certain objects. You specify a target class and a filter expression so that only documents of that particular class that satisfy the filter expression are deleted. You test the disposal policy by verifying the processed object count and the documents in the folders.

Procedures

[Procedure 1, "Examine documents and file storage areas,"](#) on page 2-3

[Procedure 2, "Create a disposal policy,"](#) on page 2-4

[Procedure 3, "Test the disposal policy,"](#) on page 2-6

Procedure 1: Examine documents and file storage areas

In this procedure, you examine the number of documents in the object store folder before running the disposal policy. You also examine the file storage area, PurchaseOrderFileStorageArea, for its file count. You are going to compare the documents and the file count after running the policy.

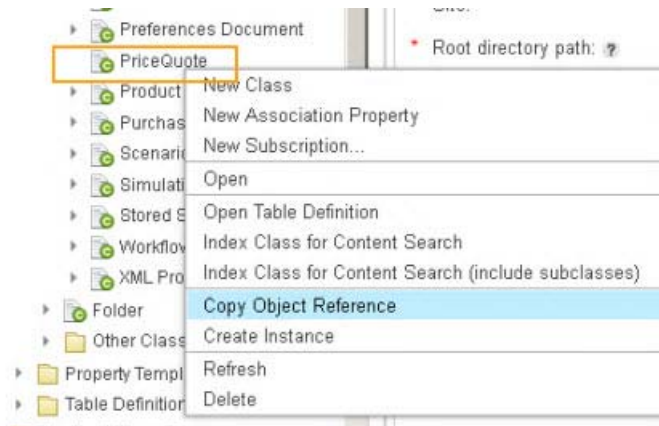
1. Start the Administration Console for Content Platform Engine.
 - a. Log in as the P8admin user (password: IBMFileNetP8)
2. In the administration console, open the Sales object store and browse to the folder, TestBulkMove.
 - a. On the navigation pane, expand Sales > Browse> RootFolder and click TestBulkMove to open it.
 - b. In the TestBulkMove tab, observe that nine documents are listed. In the Class column, verify that four documents belong to the class, PriceQuote.

	Containment Name	Document Name	Date Created	Created By	Class
	TestPriceQuote1	TestPriceQuote	2:26:25 PM Eastern Standard Time	P8Admin	PriceQuote
	TestPriceQuote2	TestPriceQuote	June 19, 2013 at 2:30:05 PM Eastern Standard Time	P8Admin	PriceQuote
	TestPriceQuote3	TestPriceQuote	June 19, 2013 at 3:11:52 PM Eastern Standard Time	P8Admin	PriceQuote
	TestPriceQuote4	TestPriceQuote	June 19, 2013 at 3:13:46 PM Eastern Standard	P8Admin	PriceQuote

- c. The four documents are stored in the storage area, PurchaseOrderFileStorageArea.
3. Examine the File Storage Area.
 - a. In the navigation pane, expand Sales > Administrative > Storage and click Storage Areas.
 - b. On the right, verify that the PurchaseOrderFileStorageArea (from where you want to delete the files) contains four files.

Procedure 2: Create a disposal policy

1. Open the New Disposal Policy wizard.
 - a. In the navigation pane, select the Sweep Management > Sweep Policies, and click Disposal Policies.
 - b. In the Disposal Policies tab on the right pane, click New.
The New Disposal Policy wizard opens.
2. Define a Disposal Policy.
 - a. In the New Disposal Policy tab, enter a value for the Display name field (Example: MyDisposalPolicy).
 - b. For the Sweep mode, select Normal.
 - c. Select the option, Enable disposal policy.
 - d. Click Next.
3. Define Sweep Targets - Target class:
 - a. For the Target class field, copy the object reference by completing the following step 4. Then, continue on the New Disposal Policy wizard in step 5.
4. Copy the object reference.
 - a. In the navigation pane, expand Sales > Data Design > Classes > Document.
 - b. Right-click **PriceQuote**, and click Copy Object Reference from the list.



5. Paste Object.
 - a. Back in the New Disposal Policy tab, click Paste Object.
 - b. Verify that the Target class field now has the PriceQuote value.

6. Define Sweep Targets - Filter expression:
 - a. For the Filter expression field, copy the GUID by completing the following step 7. Then, continue on the New Disposal Policy wizard in step 8.
7. Copy the GUID value.
 - a. In the navigation pane, expand Sales > Administrative > Storage > Storage Areas.
 - b. Click PurchaseOrderFileStorageArea.

Description:	PurchaseOrderFS
ID:	{D2C01D30-5042-4597-947E-BB15B4ECE4A8}
Site:	Initial Site
* Root directory path: ?	C:\filenet\PurchaseOrderFS

- c. On the right pane, in the PurchaseOrderFileStorageArea tab > General subtab, copy the GUID value in the ID field.
8. In the New Disposal Policy tab, build the Filter expression field and paste the GUID in the expression. Example: `StorageArea = OBJECT(' {GUID} ')`

* Target class: ?	PriceQuote
	Paste Object
Filter expression: ?	StorageArea = OBJECT({D2C01D30-5042-4597-947E-BB15B4ECE4A8})
Include subclasses: ?	<input type="checkbox"/> Enabled
* Number of sweep iterations with result records to retain: ?	10



Important

Verify that no typing errors are in the Filter expression statement. Type the value exactly as shown. It is case-sensitive and extra spaces are not allowed.

9. Set other options:
 - Include subclasses - Not Enabled
 - Number of sweep iterations- 10 (Leave the default value)
 - a. Click Next.
10. Define Policy Dates:
 - a. Leave the date fields blank so the sweep policy starts immediately.
 - b. Click Next.
11. In the Summary page, verify the details and click Finish.
 - a. In the Success page, click Close to close the tab.
12. Verify that the policy is created.
 - a. In the Disposal Policies tab, click Refresh.

- b. Verify that the policy that you created is displayed.

New Refresh Batch Operations		
<input type="checkbox"/>	Name	Sweep Target
<input checked="" type="checkbox"/>	MyDisposalPolicy	PriceQuote

Procedure 3: Test the disposal policy

1. Verify the properties of the policy that you created:
 - a. In the Disposal Policies tab, click MyDisposalPolicy to open it.
 - b. In MyDisposalPolicy tab, > General sub tab, observe the object counts.

Completed iterations: ?	1
Examined object count: ?	4
Processed object count: ?	4
Failed object count: ?	0
Current examined object count: ?	4
Current processed object count: ?	4
Current failed object count: ?	0

2. Verify that Policy Controlled Sweeps is created automatically.
 - a. In the navigation pane, select the Sweep Management > Policy-Controlled Sweeps folder.
 - b. In the Policy Controlled Sweeps tab in the right pane, verify that an item is listed.

<input type="checkbox"/>	Sweep Target	ID
<input checked="" type="checkbox"/>	Document	{10F56A88-3F54-4214-A9FA-022DC367034E}

- c. Click the item to open it.
 - d. In the Subscribers tab, verify that the policy that you created is listed.

Policy-Controlled Sweep: Document			
General Properties Security Subscribers			
Delete			
<input type="checkbox"/>	Display Name	Class	Descriptive Text
<input checked="" type="checkbox"/>	MyDisposalPolicy	CmDisposalPolicy	MyDisposalPolicy

3. Examine the documents:
 - a. In the navigation pane, expand Sales > Browse> RootFolder and click TestBulkMove.
 - b. In the TestBulkMove tab, verify that the four documents that belong to the class, PriceQuote, are deleted from the folder. You might need to click Refresh.

The four documents of class, PriceQuote, are no longer listed.

4. Examine the File Storage Area.

- a. In the right pane, click the Storage Areas tab. Click Refresh.
- b. Verify that the PurchaseOrderFileStorageArea (from where you deleted the files) shows a file count of zero.

	BulkMoveStorageArea	File Storage Area	Open	5
	Default Database Storage Area	Database Storage Area	Open	1
	PurchaseOrderFileStorageArea	File Storage Area	Open	0
	Sales	File Storage Area	Open	41

**Information**

You can also search for the documents of class, PriceQuote, and verify that they are deleted.

5. Log out of the Administration Console for Content Platform Engine and close the browser.

2.2. Create a content migration policy

Introduction

In this activity, you configure a content migration policy to move documents from one file storage area to another.

- You specify a target class and a filter expression so that only documents of the specified class that satisfy the filter expression are moved.
- You configure a time slot to control when the sweep policy runs.
- You test the content migration policy by verifying the counters and the file counts of the storage areas.



Note

When you start the activity, the file storage area that you want to move documents from, has zero documents. You create the content migration policy. You add at least one document of the target class, and observe how the content migration policy sweep moves the document from one storage area to another. You are repeating Exercise 1.1 with a policy sweep instead of a sweep job and configuring a time slot.

Procedures

[Procedure 1, "Examine file storage areas,"](#) on page 2-8

[Procedure 2, "Create a content migration policy,"](#) on page 2-9

[Procedure 3, "Add time slots to the policy-controlled sweep,"](#) on page 2-10

[Procedure 4, "Test the content migration policy,"](#) on page 2-11

Procedure 1: Examine file storage areas

In this procedure, you examine the file storage area, PurchaseOrderFileStorageArea, for its file count.

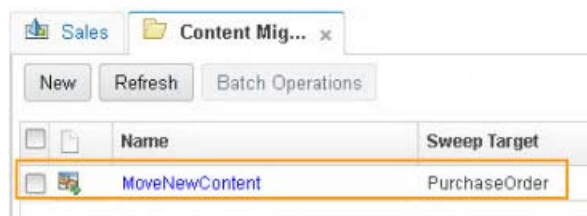
1. Start the Administration Console for Content Platform Engine.
 - a. Log in as the P8admin user (password: IBMFileNetP8)
2. Examine the file storage area.
 - a. In the navigation pane, open the Sales object store.
 - b. In the navigation pane, expand Sales > Administrative > Storage, and click Storage Areas.
 - c. On the right, verify that the PurchaseOrderFileStorageArea (from where you want to delete the files) contains zero files.

Procedure 2: Create a content migration policy

1. Open the New Content Migration Policy wizard.
 - a. In the navigation pane, expand **Sweep Management > Sweep Policies**, and click Content Migration Policies.
 - b. In the Content Migration Policies tab on the right pane, click New.
2. Use the data in the table to complete the wizard.

Item	Value
Display name	MoveNewContent
Sweep mode	Preview
Enabled	Select
Target class	PurchaseOrder
Filter expression	StorageArea=OBJECT(' {GUID} ') (no spaces) Where GUID = the ID for the storage area, PurchaseOrderFileStorageArea
Storage policy names	Bulk Move Storage Policy
Include Subclasses	Do not select
End replication after move	Select
Result retention	2 sweep iterations
Effective Start date	Today's date (Example: 08/8/2016) adjust the time to 3 minutes after the current time.
Effective End date	Tomorrow's date (Example: 08/9/2016) adjust the time, change AM to PM.

3. On the Summary page, verify the details and click Finish.
 - a. On the Success page, click Close to close the tab.
4. Verify that the policy is created.
 - a. In the Content Migration Policies tab, click Refresh.
 - b. Verify that the policy that you created is displayed.



Procedure 3: Add time slots to the policy-controlled sweep

In this procedure, you add a time slot to control when the policy sweep runs.

1. Determine the policy-controlled sweep that is associated with the policy sweep you created.
 - a. Open the content migration policy that you created.
 - b. Find the field, Policy-controlled sweep.

Content Migration Policy: MoveNewContent

General Properties Security Sweep Results

A content migration policy is an ongoing sweep to move content for selected objects from one storage area to another. [Learn more...](#)

Status: ☒ Enabled ?

* Display name: ? MoveNewContent

Description: ? MoveNewContent

Target class: ? PurchaseOrder

Policy-controlled sweep: ? Document

Filter expression: ? StorageArea=OBJECT('ID2C01D3D-5042-4597-947E-BB15B4ECE4A8')

2. Add a time slot.
 - a. In the navigation pane, expand the Sweep Management > Policy-Controlled Sweeps, and click Document to open it.
 - b. Under Schedule, click New.
 - Day of the week: Select today's day of the week.
 - Start time: Select a time slot that at least 5 minutes later than the time you specified for the Effective start.
 - Duration: Set to 20. For example,

New Time Period

A time period determines when the subsystem processing begins and ends.

* Day of week: Monday

* Start time: 6:45 PM

* Duration: 0 hours 20 minutes

OK Cancel

- Click OK.

Schedule ?

The schedule is the designated periods of the week during which the dispatcher processes sweep requests. If you do not define any periods, the dispatcher runs continuously.

New Delete

	Start Day	Start Time	Duration
<input type="checkbox"/>	Friday	7:00 PM	30mins

- c. Click Save.
- d. Close the Document tab.

Procedure 4: Test the content migration policy

1. Verify the properties of the policy that you created:
 - a. Back in the MoveNewContent tab, click Refresh.
 - b. In General sub tab, observe the object counts.
2. Add a document of class, PurchaseOrder.
 - a. On the navigation pane, expand Sales > Browse> RootFolder and click TestBulkMove to open it.
 - b. Click Actions > New Document.

Accept defaults for anything not specified.

 - Document title: PO1
 - Class: PurchaseOrder
 - With content: selected
 - Content Elements: Add, Desktop\Libraries\Documents\accounts.txt
 - Properties: You can leave them blank
 - Click Next until you get to Advanced Features.
 - Storage area: PurchaseOrderFileStorageArea
 - On the summary page, verify the details and click Finish.
 - On the success page, click Close.
3. Verify the storage area counts.
 - a. In the navigation pane, expand Sales > Administrative > Storage, and click Storage Areas.
 - b. Click Refresh.
 - c. On the right, verify that the PurchaseOrderFileStorageArea contains one file.
4. Verify the counters of the content migration policy.
 - a. Back in the MoveNewContent tab, click Refresh.
 - b. Wait a few minutes after the time slot that you created.
 - c. Click Refresh again.

5. Wait a few minutes and click Refresh again (it takes approximately 5 minutes to run each iteration after the time slot start time).

- a. When Completed Count shows 2, note the updated counters.

Result retention: ?	2	sweep iterations
Completed count: ?	2	sweep iterations
Examined count: ?	124	objects
Processed count: ?	2	objects
Failed count: ?	0	objects
Current examined count: ?	62	objects
Current processed count: ?	1	objects
Current failed count: ?	0	objects

- Completed count - shows the number of times the sweep policy ran.
 - Examined Count: (Processed count) multiplied by (Current examined count):
 - o $2 * 62 = 124$.
 - Processed count: 2 (iterations). (Running total number of the objects that are processed in all the iterations).
 - Failed count - Running total number of failures in all the iterations.
 - Current examined count: 62 (the number of examined objects in the current iteration).
 - o The objects refer to rows in a database table that are examined.
 - Current processed count: 1 (current iteration).
 - Current failed count - Number of failures in the most recent iteration.
- b. Click the tab, Sweep Results.

Content Migration Policy: MyNewContent				
<div>General Properties Security Sweep Results</div>				
Delete				
<input type="checkbox"/>	Source Object	Date Created	Type	Iteration
<input type="checkbox"/>	{50276C56-0000-C212-BE36-3B836950E66C}	2016-08-09T00:15:00.353Z	Preview	0
<input type="checkbox"/>	{50276C56-0000-C212-BE36-3B836950E66C}	2016-08-09T00:22:16.853Z	Preview	1

- c. Two items are listed, but they are the same source object. The iteration column shows you which iterations each row results from.
- d. After a few minutes, click Refresh.
6. Wait until the duration time expires.
- a. Note the value of the field, Completed count (the number of iterations run).
 - b. Make sure that no more than two sweep results are listed.
7. Log out of the administration console and close the browser window.

Exercise review and wrap-up

In this exercise, you completed the following tasks:

- Create a disposal policy to delete documents of a specified target class and storage area.
- Create a content migration content policy with a time slot to control when the policy sweep runs.

Appendix A. Start and stop system components

Appendix Overview

This image contains three WebSphere Application Server profiles. For this unit, you use the profile for server1, which hosts the following applications:

- Tivoli Directory Server Administration tool
- Content Platform Engine
- IBM Content Navigator
- Administration Console for Content Platform Engine

List of procedures:

- [Procedure 1, "Start system components,"](#) on page A-1
- [Procedure 2, "Check system components,"](#) on page A-2
- [Procedure 3, "Stop system components,"](#) on page A-3

Procedure 1: Start system components

There are start scripts to make starting the WebSphere Application Server profiles easier. The scripts are in the folder WebSphere Admin on the desktop.



Important

If you just started the student system, ensure that the Windows 2008 Operating System completes starting all the services before starting the WebSphere Application Server profile. Launch the Windows Task Manager and ensure that CPU usage is down to 0-1% CPU usage. It can take several minutes.

-
1. Open the WebSphere Admin folder on the desktop.
 2. Double-click the *Start Server1.bat* to run the script.
 3. Wait for the command window to disappear. (Can take several minutes).
 4. Minimize the WebSphere Admin folder.



Information

For your convenience, the WebSphere Admin folder also contains:

- A link to launch the WebSphere administrative console for each server profile.
- A shortcut to the location of the WebSphere Application Server logs for each profile.

The Start Server1.bat, starts the WebSphere Application Server, *server1*, which starts the following applications:

- Tivoli Directory Server Administration tool
 - Content Platform Engine
 - IBM Content Navigator
 - Administration Console for Content Platform Engine
-

Procedure 2: Check system components

An IBM FileNet P8 Workflow system consists of one main engine, the Content Platform Engine, with two primary services, content and process services. In addition to the Content Platform Engine, a client application is required for the users and databases are required to store configuration information and the object stores. The client that you use for these activities is IBM Content Navigator. You work with two IBM Content Navigator desktops that are configured for the workflow system administrator and for the workflow author. You need to verify that the Content Platform Engine and the IBM Content Navigator desktops are fully functional before you start your student exercises. Because these two applications rely on more software, testing the two applications also ensures that the underlying software is also functioning properly within your system.

1. Verify that the Content Platform Engine, content services are functioning properly by opening the Content Engine Startup Context (Ping Page).
 - a. Open a Mozilla Firefox browser window.
 - b. Go to the URL: `http://ecmedu01:9080/FileNet/Engine`
-



Hint

There is a bookmark in the Bookmarks menu under:

- *System Health > CE ping*
-

Because the Content Platform Engine is running as an application inside the IBM WebSphere Application Server, successfully viewing the Content Platform Engine Ping Page indicates that the web application server is also running on your student system.

2. Verify that the Content Platform Engine process Services are functioning properly.
 - a. Open a new browser tab.
 - b. Go to the URL: `http://ecmedu01:9080/peengine/IOR/ping`
-

**Hint**

There is a bookmark in the Bookmarks menu under:

- *System Health > PE ping*
-
- c. Log in as the P8 administrator.
 - Username: p8admin
 - Password: IBMFileNetP8
 - d. If both ping pages display successfully, close the browser and all the tabs.

Procedure 3: Stop system components

1. Open the WebSphere Admin folder on the desktop.
2. Double-click the Stop Server1.bat to run the script.
 - a. Wait for the command window to disappear (Can take several minutes).



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