

# ECM Library Auto Archiver

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## Introduction

ECM Auto Archiver replaces ECM as a Service. It is designed to grab resource and load data. Its whole purpose in life is to get content into the ECM Repository – and it will. Even though the execution footprint of the Archiver is designed to stay small, it is also designed to make priority requests to SQL Server so that content can be loaded as efficiently and quickly as possible. This is a departure from ECM as a Service which was designed to run in “timid” mode and release a resource if requested. Not so with the ECM Auto Archiver. It is designed to be the beast. It has one purpose and one purpose only – get content and emails into the repository. And it will. It is also designed to run on a laptop, workstation, or a server as are ALL of ECM Library’s products. Of course, our recommend is not to run it anything that can’t out run an F-16 on a carrier launch. Translated, that means a laptop will run Auto Archiver and most likely nothing else at the same time – the same goes for the workstation class of computers. But we are certain that some will want to try it. Please give us feedback as we need it to tabulate highly accurate statistics on exactly what to recommend.

Thank you,

The ECM Auto Archiver Development Team

## First Steps:

### 1. ***Do This First:***

***1.1. Create a user "ServiceManager". All content to be archived MUST be accomplished using this user.***

1.2. Install a copy of the ECM Client on the server which is to run Auto Archiver.

1.3. Create a User in the ECM Repository that will control the service named “ServiceManager”. Nothing will execute until this user is created. Add this user as a Super ADMIN. (If you do not know how to do this, refer to section 1.7)

1.1. In order to manage the ECM Auto-archiver, you must login using the Login ID, ServiceManager.

***1.2. Warning: Because this is an archiving application that runs on a server, UNC backup names should be used with proper authority in order to insure access to the drives identified.***

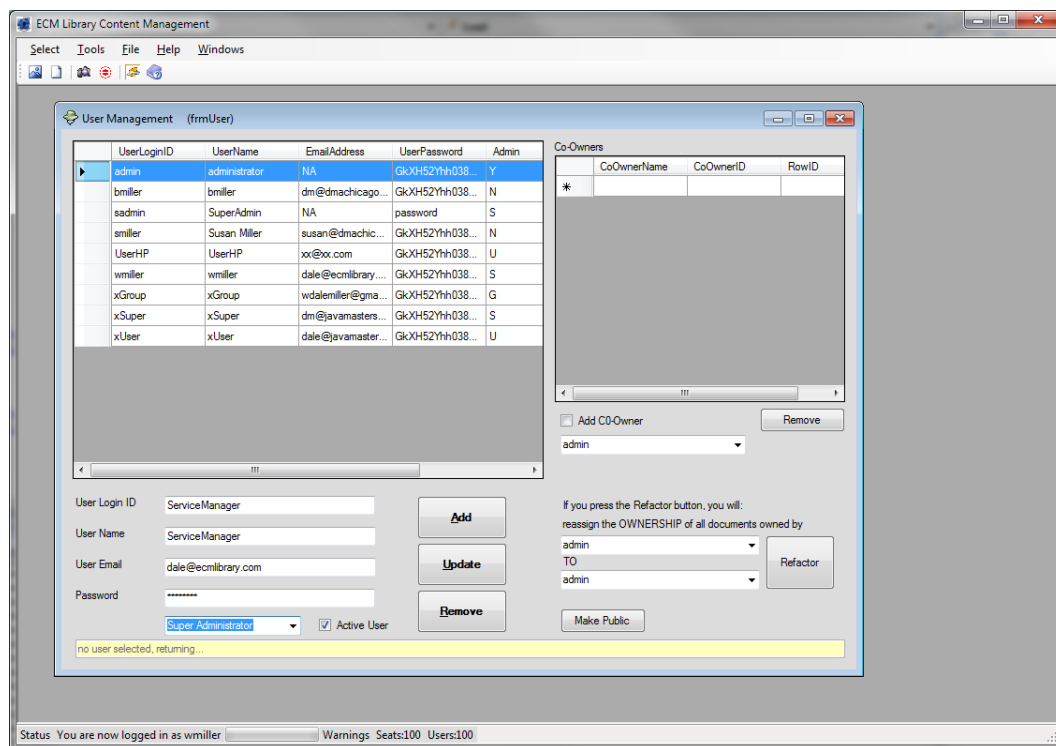
1.3. When you are logged in under ServiceManager, a menu item will be made visible under Admin, and “Service Configuration”.

1.3.1. Select this menu item to modify the service execution parameters

1.3.2. There are very few parameters and they are self explanatory each having an associated explanation of purpose.

## Setup and Use

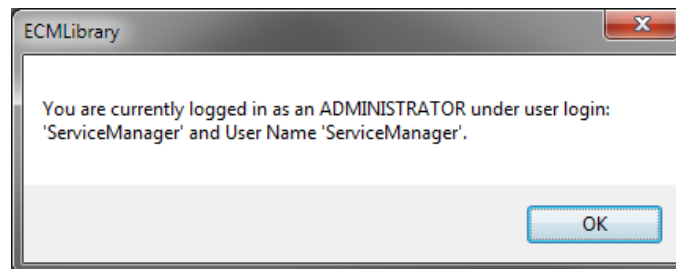
- 1.3.2.1. `srv_disable` – Set to a one and the ECM Auto-archiver will not archive.
- 1.3.2.2. `srv_shutdown` – Set to a one and the ECM Auto-archiver will not archive.
- 1.3.2.3. `srv_PollingInterval` – This is the number of minutes between archives. The polling interval reinitializes at the end of every archive.
- 1.3.2.4. `srv_LastArchive` – this is the date of the last successful archive.
- 1.3.2.5. `srv_DetailedLogging` - causes extreme debugging detail to be captured concerning the execution of the service.
- 1.4. Only Exchange Server folders and selected directories will be archived.
- 1.5. Only the content associated with ServiceManager will be archived by the service.
- 1.6. All content archived by the service will be set as either public or private to an assigned library as defined by the Service Manager.
- 1.7. Create ServiceManager
  - 1.7.1. Open ECM Library client as an administrator
  - 1.7.2. Go to the user setup screen
  - 1.7.3. Create a new user named ServiceManager (as shown below)



- 1.7.4.
- 1.7.5. Make the user a Super Admin
- 1.7.6. Add the user to the repository
- 1.7.7. Once the user is defined to the repository, login as the user ServiceManager
- 1.7.8. This will allow you to access the Setup screen as the service administrator.

## Setup and Use

- 1.8. You cannot work with local Outlook email, use the Exchange button and set it up to read the "Master Folder" that has been defined using Journaling. Work with the Exchange Administrator to do this.
- 1.9. Set up all directories you wish to archive on any shared drive, mapped drive, or drive/folder you have permission to see.
- 1.10. A good plan is to establish ServiceManager as a defined user to Active Directory with advanced administrative rights. Work with the I.T. department to do this. Then this user can get to almost anything.



- 1.11.
  - 1.12. Now, Login as ServiceManager and set the Service Parameters – under Admin, Service Configuration
  - 1.4. Once the Service Configuration is set , start the Auto-Archiver (See Install the Auto-Archiver below)
  - 1.5. Define all directories and Exchange Servers to be archived using the client installed on the server.
    - 1.5.1. **DO NOT DEFINE USERS WITHOUT USING THE ECM CLIENT.** It causes unforeseen problems and will generate hours of billable support.

## Install the Auto Archiver

- 1.13. The installable is in a setup ZIP file that can be downloaded from:  
<http://www.EcmLibrary.com/Download/AutoArchiver/setup.exe>
- 1.14. Download the zip file
  - 1.14.1. Save to a directory that you can easily get to
  - 1.14.2. Extract all the files within the zip file to a directory
  - 1.14.3. Go into the directory containing the unzipped files
  - 1.14.4. Run the INSTALL.EXE – this will add a necessary DLL
  - 1.14.5. Run SETUP.EXE – this will install the ECM Auto-Archiver software
- 1.15. Go to the ECM Auto-Archiver installation directory

## Setup and Use

### 1.15.1. Edit the **ECMSERVICE.EXE.CONFIG** file and change the name DELLT100 to the SQL Server Instance name that houses the ECM Repository.

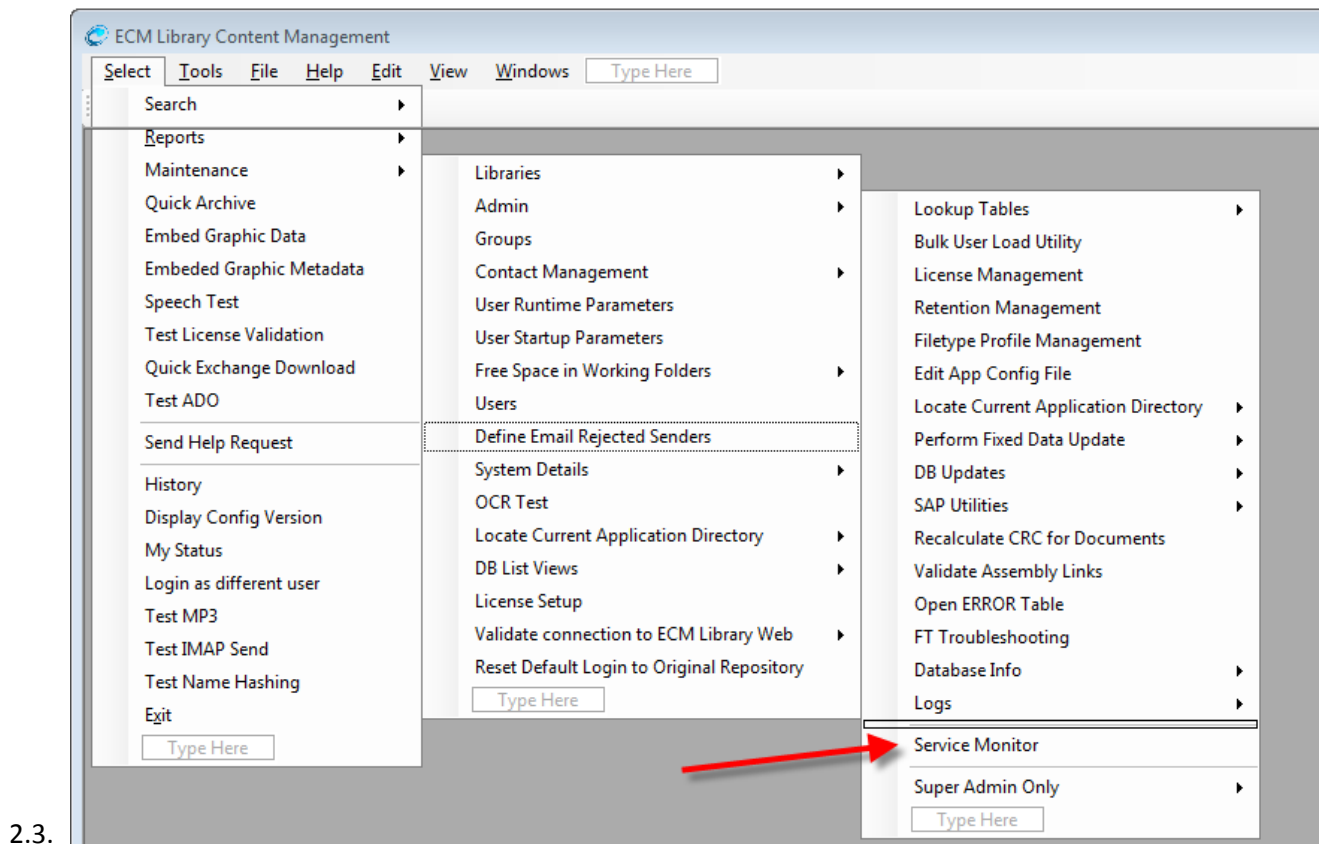
1.15.1.1. As a safety precaution, the first time the program is launched or a new version is installed, the **ECMSERVICE.EXE.CONFIG** file will have to be set to your company's server where the ECM Repository resides that will receive the archived content and store all the ECM as a Service archive parameters. Make a backup of the modified APP CONFIG so that it can be reused.

1.15.1.2. Almost any editor will work as long as the editor does not save any extra characters in the ECMSERVICE.EXE.CONFIG file. Notepad works well.

## 2. Client Side Monitor

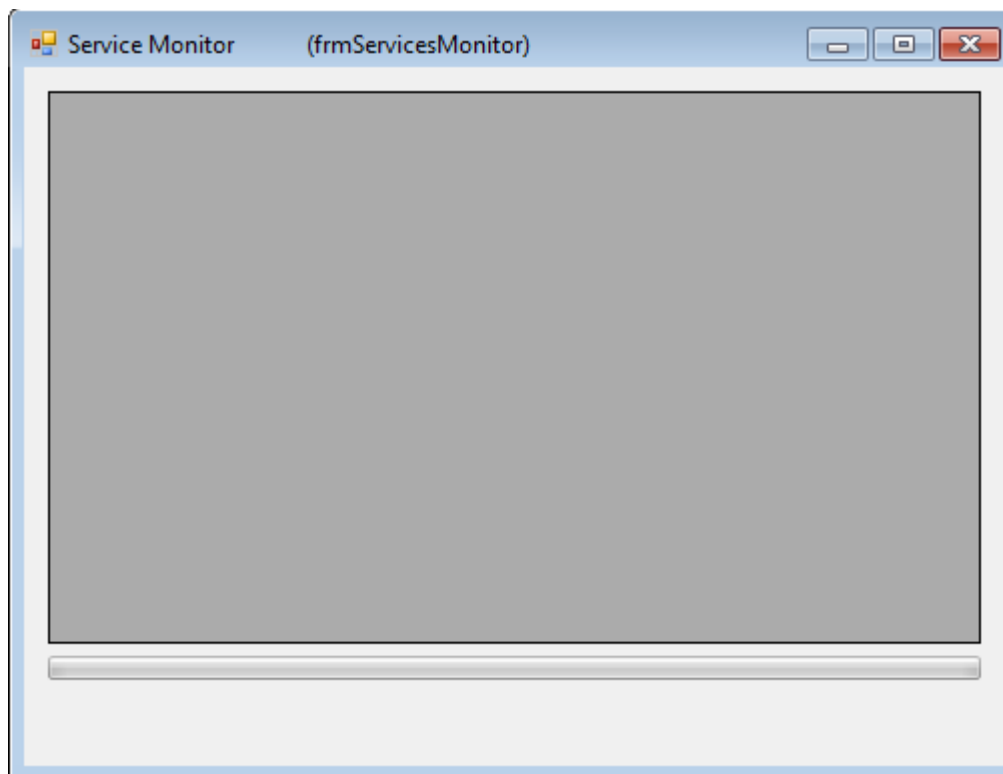
2.1. Open the ECM Client

2.2. Login as the Service Manager



2.3.1. Select the Service Monitor Screen

## Setup and Use



2.3.2.

2.3.3. Every 30 seconds, the screen will refresh and new run stats will be presented.

## Included Batch File

Inside the installation directory will be a file called "EcmAutoArchive.bat". It is designed to run in Quiet Mode. Either Server 2003 or Server 2008 scheduler will implement this file to run on an automated basis. This command keeps an additional log in the execution directory of the start, stop and run time of each archive. This is defined in the following "How to schedule a job" sections.

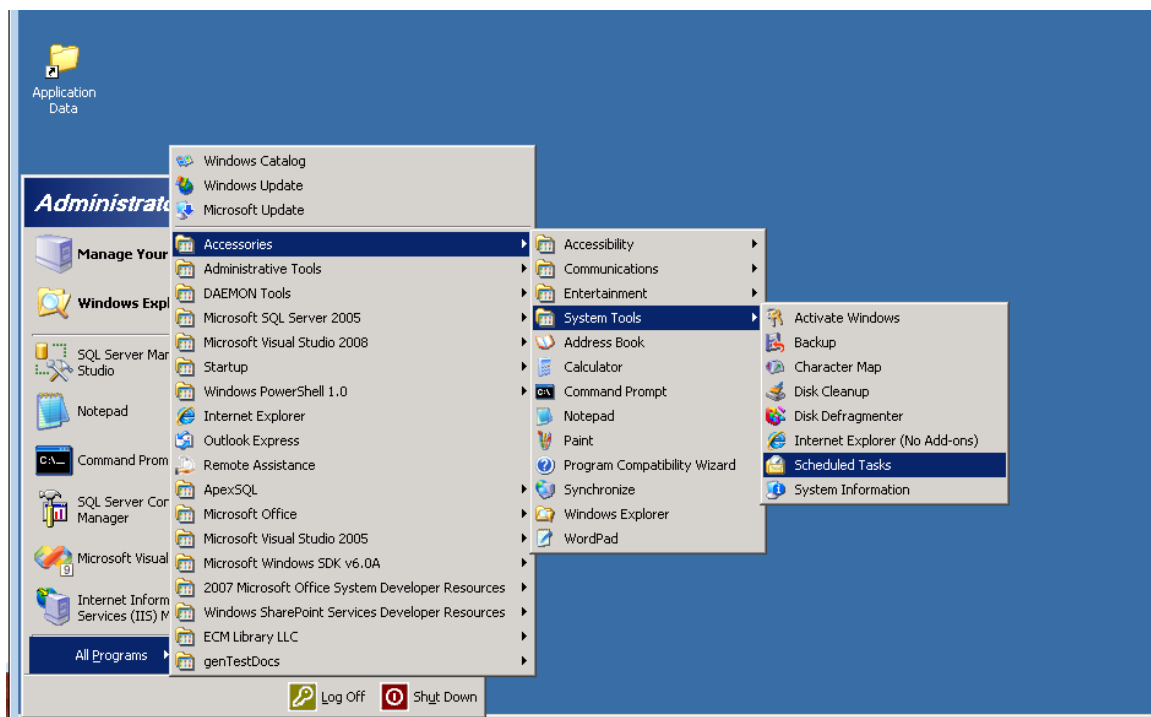
The contents are:

```
@echo off
echo START RUN %date% %time% >> c:\ArchiveLaunch.log
"C:\Program Files (x86)\ECM Library\ECM Library Auto-archiver\EcmService.exe" Q
echo END RUN %date% %time% >> c:\ArchiveLaunch.log
```

## ECM Auto-archiver setup Server 2003

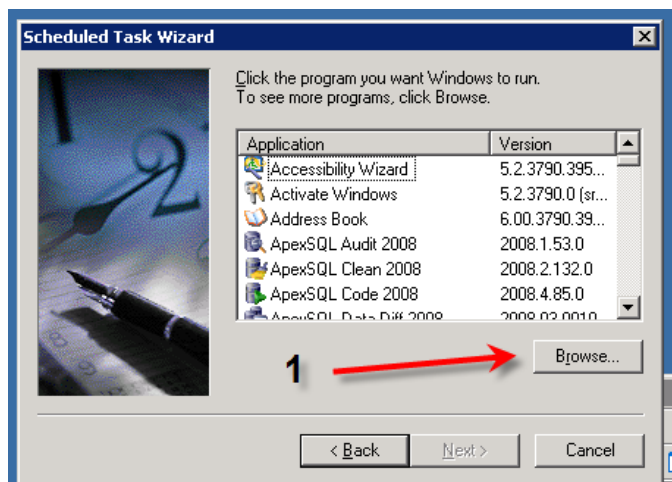
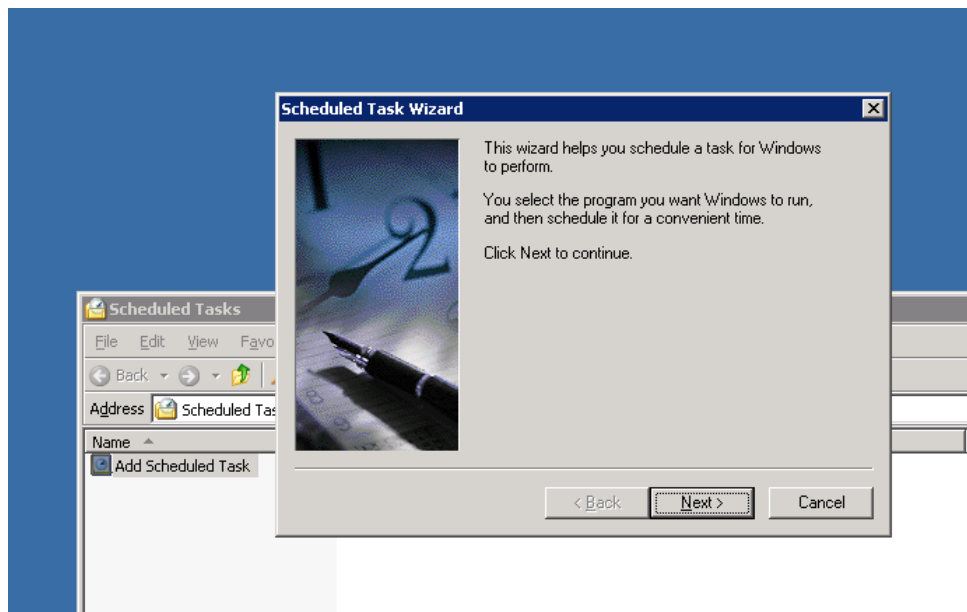
### Creating a Scheduled Task

1. Open Scheduler
2. Go to Start > Programs > Accessories > System Tools > Scheduled Tasks
3. Double-click Add Scheduled Task
4. The Scheduled Task Wizard will appear. Click Next.
5. Select the program to run. Choose your browser from the list (for example, Internet Explorer or Mozilla Firefox or in our case, EcmService.exe). Click Next.
6. Give the task a Name, such as ECM Auto-archive Job, and choose the Frequency with which to perform the task (for example, Daily). Click Next.
7. Choose specific date and time options (this step will vary, depending on the option selected in the previous step). When finished, click next.
8. Enter your password if prompted. Change the username if required (for example, you'd like the task to run under a user with fewer privileges security reasons). Click Next.
9. On the final page, select the checkbox Open advanced properties for this task when I click Finish and click Finish.





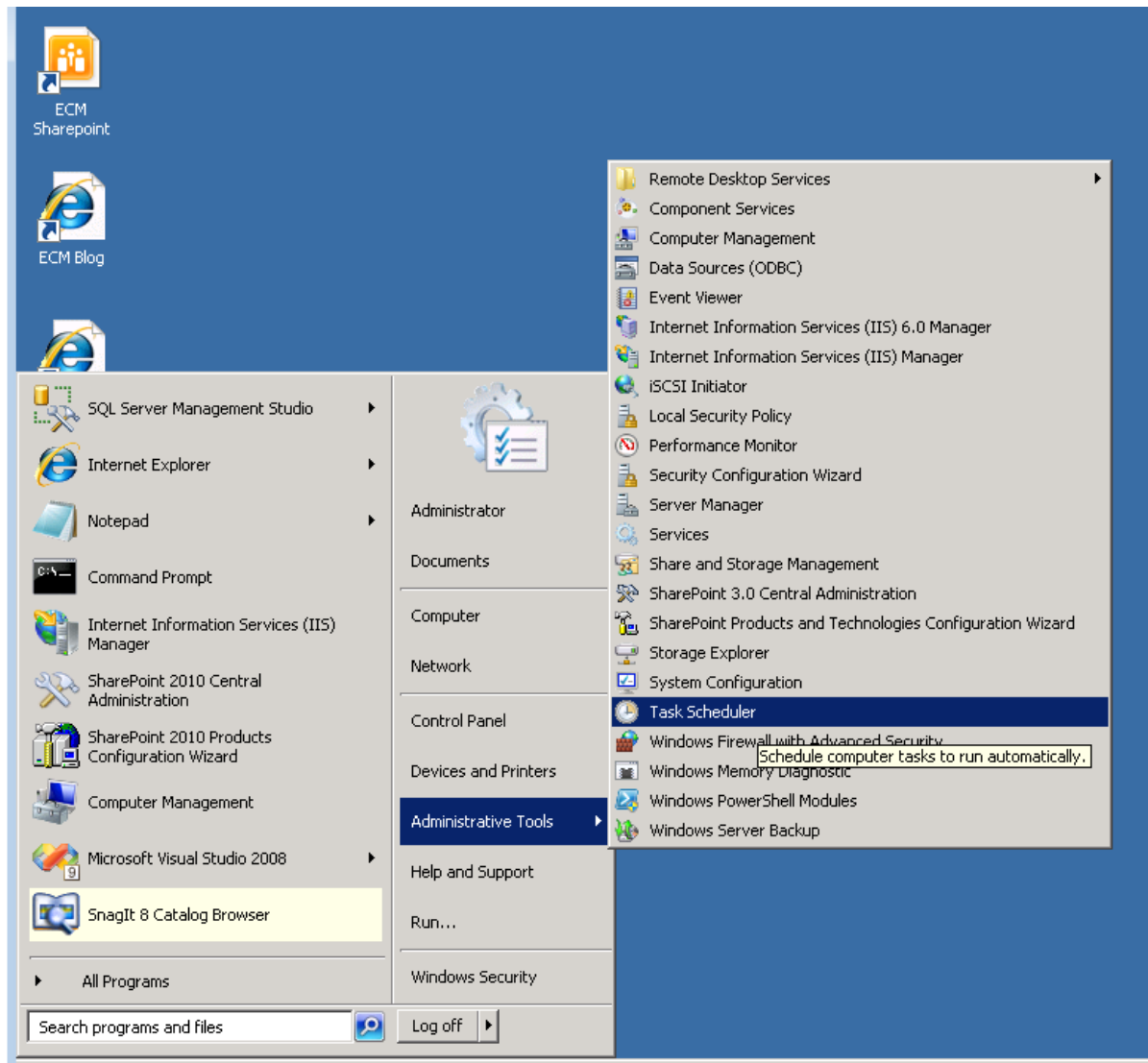
## Setup and Use



1. Find the ECM Auto-archive Application
2. Select it as the target application

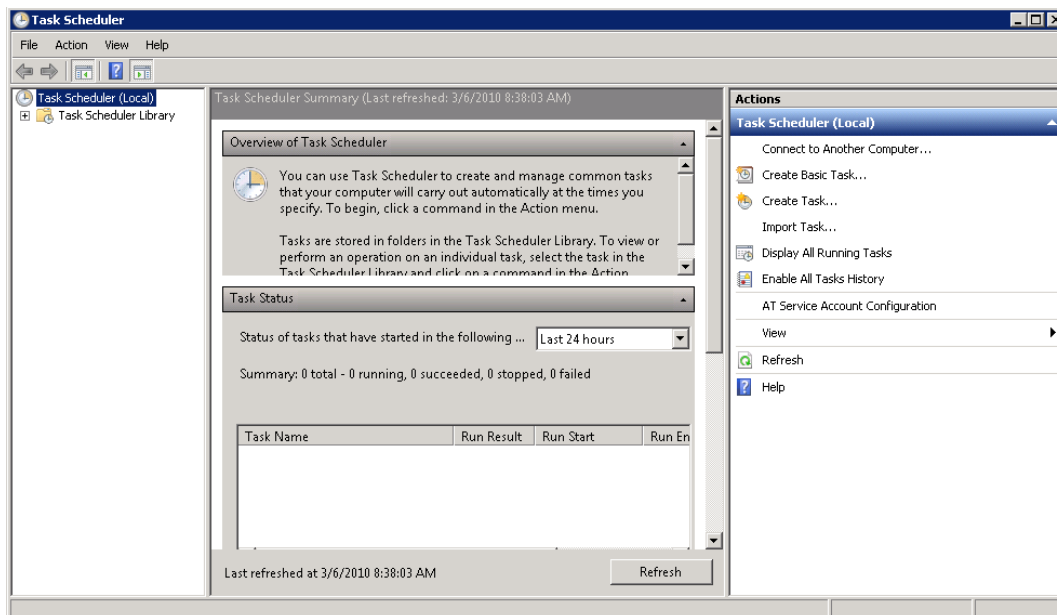
## ECM Auto-archiver setup Server 2008

Open administrative tools.

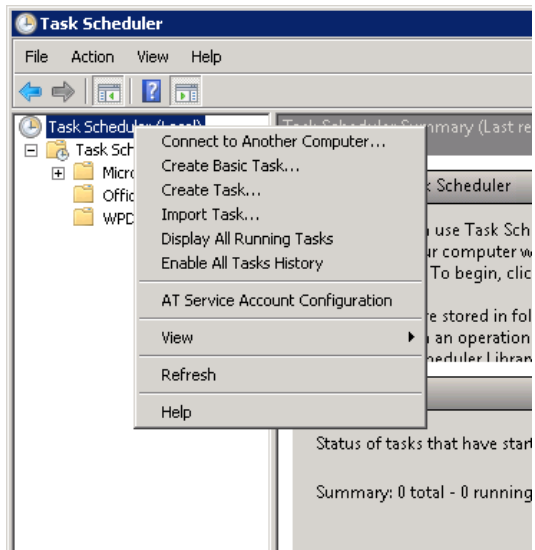


Select the task scheduler.

## Setup and Use

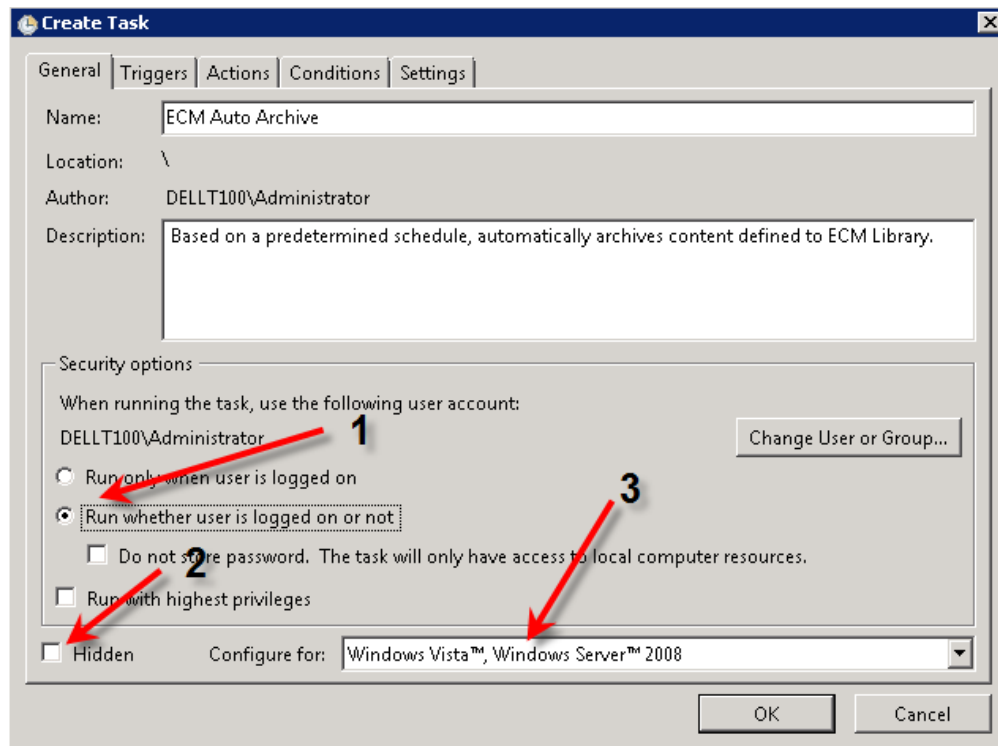


Double click “task scheduler local”.



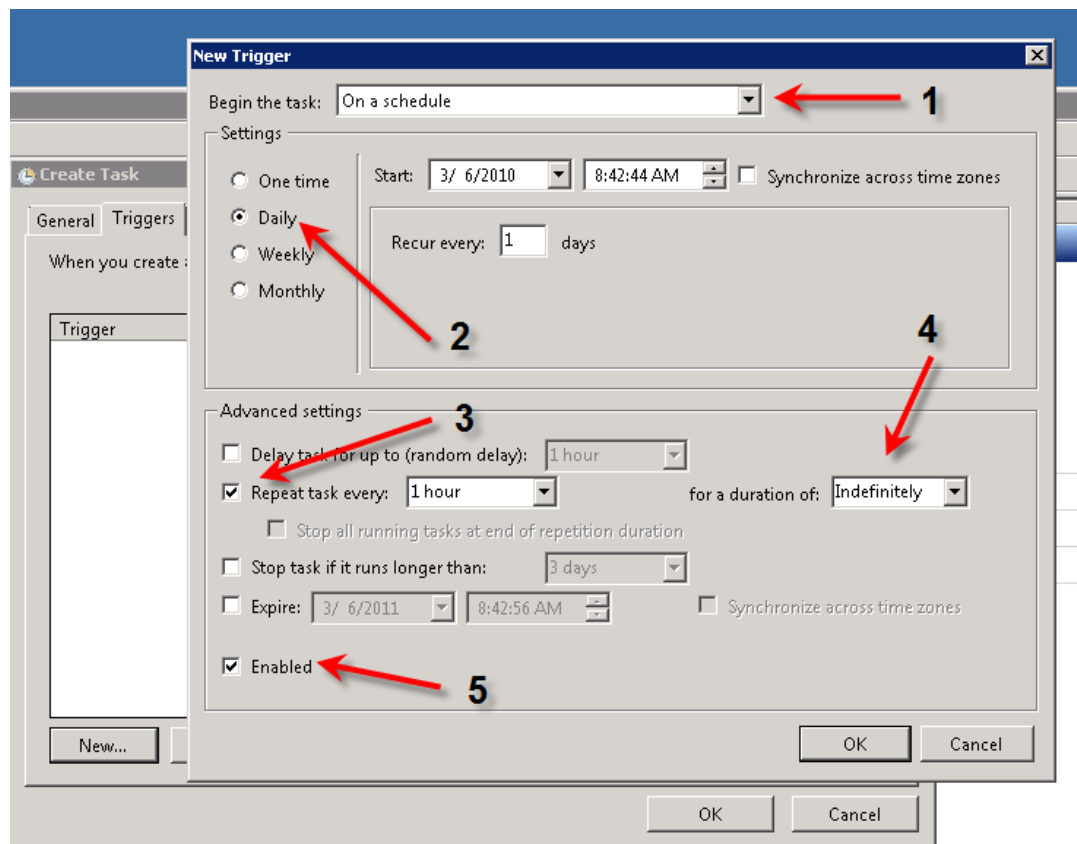
Select #3, create task.

## Setup and Use



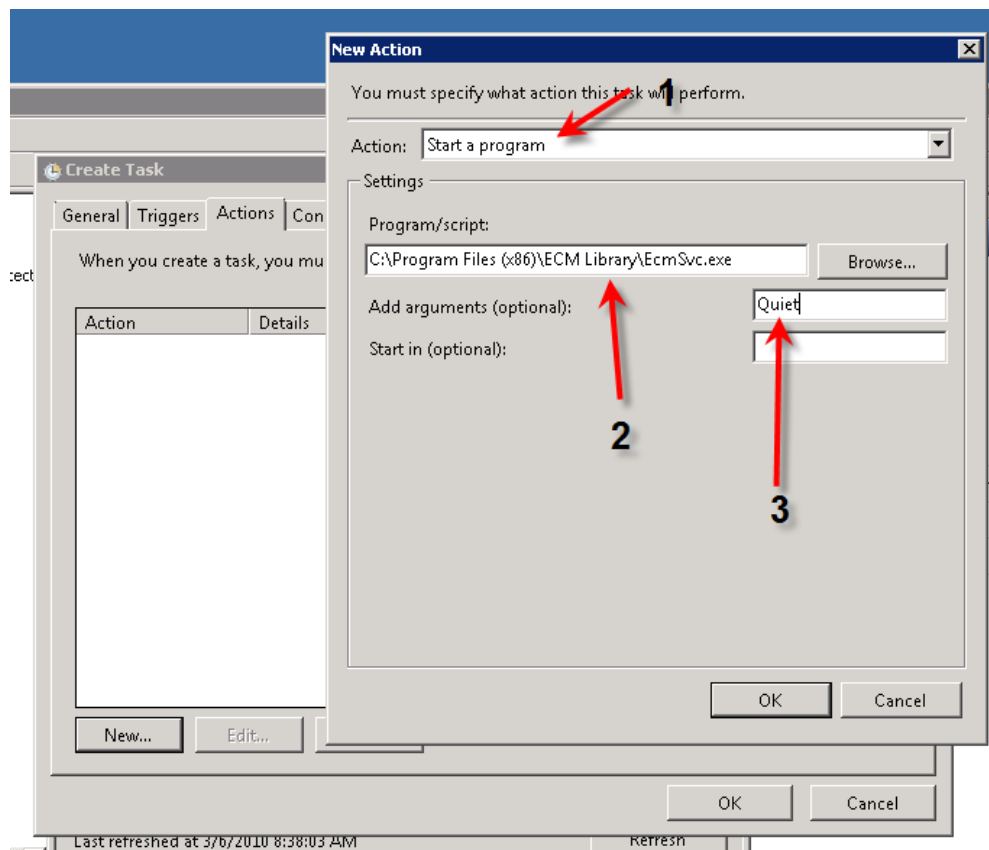
1. Select to run whether logged on or not
2. Select whether to run hidden or not
3. Select execution configuration
4. At the top, fill in the name
5. If desired, fill in a description

## Setup and Use



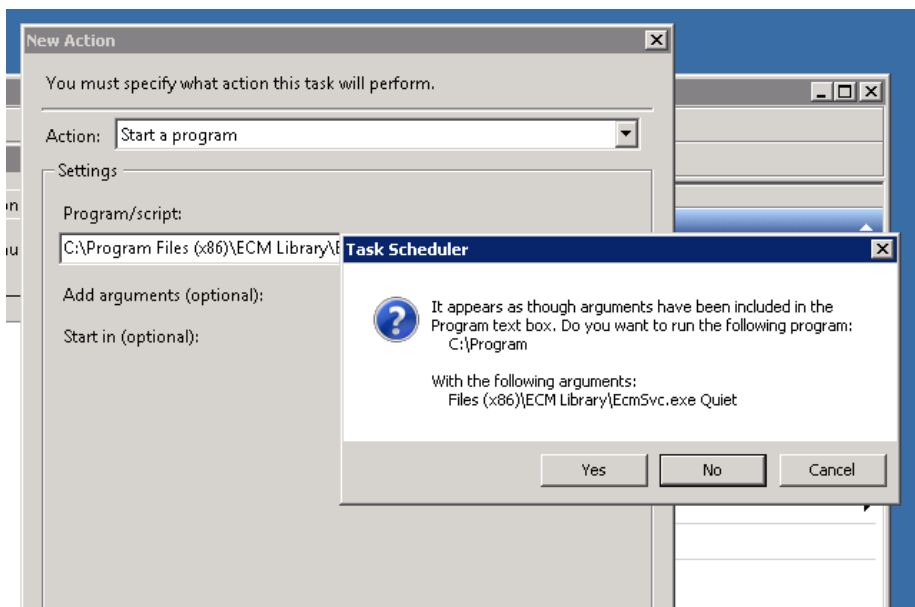
1. Select to run on a schedule
2. Select the frequency (daily / hourly or whatever is desired.)
3. Select the repeat frequency
4. Select the duration for indefinite
5. Enable the task

## Setup and Use

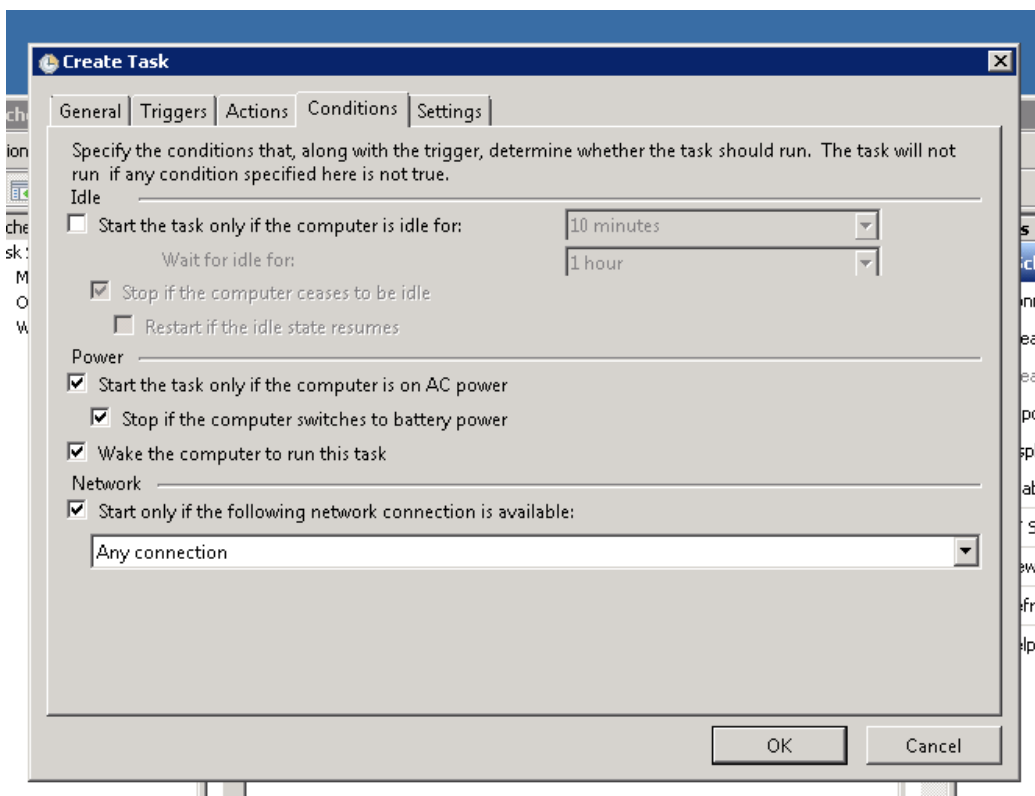


1. In the Actions tab, select action to start the program
2. Select ECM Auto-archiver
3. Fill in the desired execution mode

## Setup and Use

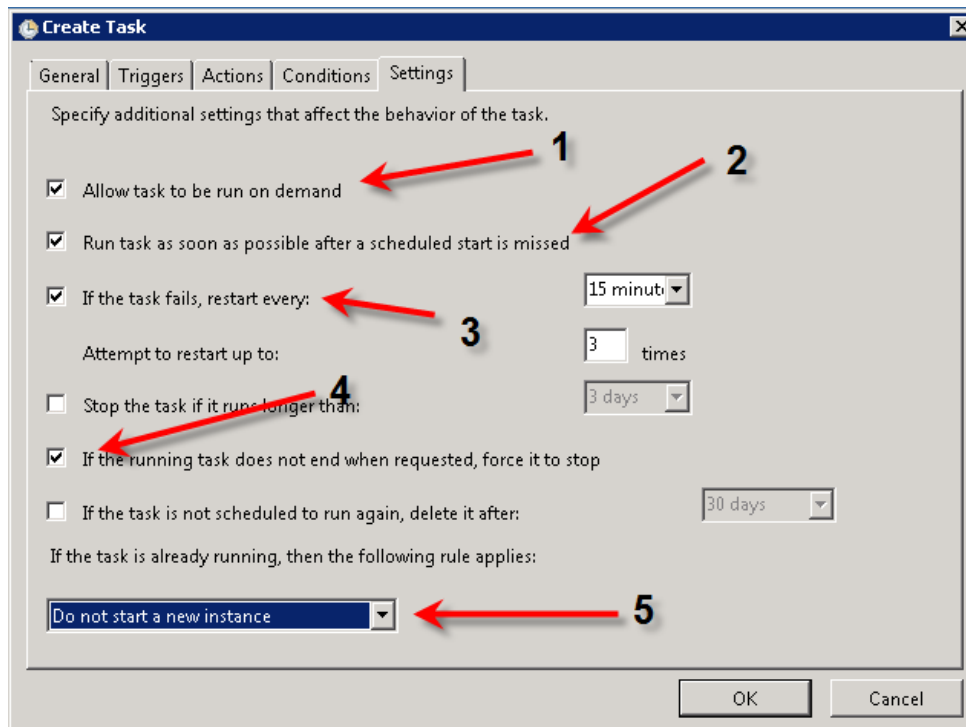


1. When prompted, say yes to allow the execution mode to be passed into ECM Auto-archive Service.

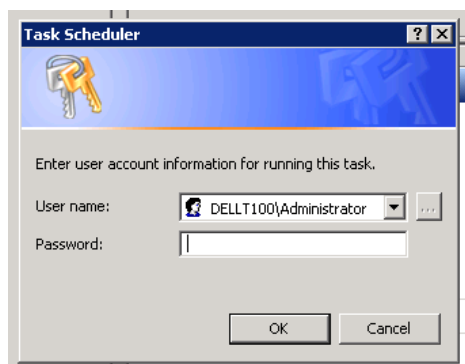


2. Fill in the Conditions tab

## Setup and Use



1. Fill in the settings tab – allow to run on demand
2. Run if missed
3. Restart if needed
4. If requested, force a shutdown of the task
5. **Important** – do not start a new instance if the task is already running.



1. Provide the execution credentials



## Setup and Use

```
C:\>C:\dev\ECM\EcmLibSvc\EcmLibSvc\bin\Debug\EcmService.exe Q
```

- This APP can be executed from the command line as shown above.

## The Server Side Monitor

