CREATE TABLE [dbo].[tblFile](

[File Number] [nvarchar](15) NOT NULL,

[STNOTEXT] [nvarchar](150) NULL,

[STNAME] [nvarchar](255) NULL,

[TOWN] [nvarchar](50) NULL,

[COUNTRY] [nvarchar](50) NULL,

[STAFF] [nvarchar](5) NULL,

[FILELOC] [nvarchar](30) NULL,

[INTFIRSTNAME] [nvarchar](30) NULL,

[DEADBOXLOC] [nvarchar](30) NULL,

[DATEKILLED] [datetime] NULL,

[TOWNCODE] [nvarchar](5) NOT NULL,

[NUMBER] [varchar](5) NOT NULL,

[CONTIN] [nvarchar](2) NULL,

[CLIENTREF] [nvarchar](30) NULL,

[DATEENT] [datetime] NOT NULL,

[ACCESSARR] [ntext] NULL,

[Counter] [int] NOT NULL,

[Client] [nvarchar](150) NULL,

[ContactCode] [int] NULL,

[PropID] [int] NULL,

[TITLE] [nvarchar](255) NULL,

[LABEL] [bit] NOT NULL,

[DATE DESTROYED] [datetime] NULL,

[COUNTY] [nvarchar](100) NULL,

[CATEGORY] [nvarchar](50) NULL,

[DEADBOXLOCATION] [nvarchar](255) NULL,

[HOLIDAY NOTES] [ntext] NULL,

[HOLIDAY ACTION] [ntext] NULL,

[HOLIDAY SURVEYOR] [nvarchar](50) NULL,

[OutOfStore] [bit] NOT NULL,

[OutOfStoreBy] [nvarchar](10) NULL,

[OutOfStoreDate] [datetime] NULL,

[ClientCode] [int] NULL,

[ExcludeFromHolidayNotes] [bit] NOT NULL,

[TAB] [bit] NOT NULL,

[strOtherParty] [nvarchar](50) NULL,

[PostCode] [nvarchar](50) NULL,

[upsize\_ts] [timestamp] NOT NULL,

[A3Filing] [bit] NULL,

[BareFileNumber] [nvarchar](10) NOT NULL,

[EmailArchiveLocation] [nvarchar](250) NULL

) ON [PRIMARY] TEXTIMAGE\_ON [PRIMARY]

Important fields:

|  |  |
| --- | --- |
| DATEKILLED | The date on which the record was archived. |
| Client  TOWN  STNAME  STNOTEXT  BareFileNumber  Title  Category  TOWNCODE | Used to specify public folder path and name. |
| EmailArchiveLocation | Updated with the name of the .pst file after the archiving of this file. |

Public Folder Name:

Within the main "All Public Folders" folder there will be a folder named "Client Folders". Everything is within that folder.

"All Public Folders\Client Folders\"

Within that folder, the path to the relevant folder is constructed using the following format:

IF [TOWNCODE] IN ('G', 'ADM')

[Client]\[Category]\[BareFileNumber] - [Title]

ELSE

[Client]\[Town]\[BareFileNumber] - [STNOTEXT] [STNAME]

Notes:

1. The "\" characters in the above indicate that the following is a subfolder of the folder before the "\".
2. If the length of [Client] is 0 then it will be replaced with "EYCO"
3. Either side of the "-" there is one space.
4. In between [STNOTEXT] and [STNAME] there is one space.
5. If the data has a "/" character in it, it is replaced with "\_" when getting the folder name.
6. If the data has a "'" (single quote) character in it, it is removed when getting the folder name.
7. Within the folder found from the above there can be other sub-folders (maximum of one level) as well as email items. The full path and all of the sub-folders and items should be archived.