



BEST PRACTICES FILE ARCHIVE

Use case: 15 steps for File archive configuration

This guide gives an overall overview about the required settings of a File Archive job.

A Please remember that the names, configurations, and units that we chose in this use case have an informative character only.

A company is using contentACCESS File Archive with 2 criteria: a) the Keep original method (backup files with versioning) is often used daily, while b) files older than 1 year are archived with the shortcutting method. The main advantage of the b) method is the spared space on the computer. It is much easier to restore/reopen files stored with method a). It depends on a particular situation which method is advisable to use. You can use both methods simultaneously to have your daily backup (with versions when files are changed) and archive your old files using shortcuts.

USE CASE:

Goal: Folders to be archived: Archiving method:	TECH-ARROW's file archive Share <u>\\<i>tanews\EBA\FA_TestFiles</i> on the <u>\\<i>tanews\EBA</i></u> root using shortcuts</u>
contentACCESS single server:	tanews
Storage:	single disk store
Database:	single database
Retention time:	10 years
Scheduler:	provisioning job running daily from 1 AM;
	file archive process running every day from 6 PM
Monitoring:	troubleshooting of potential system and job related misconfiguration.



1. **Install contentACCESS** on a server and open the *central administration* interface of the software using this sample URL:

http://[SERVER_NAME]:3333/CentralAdministration/Login.aspx.

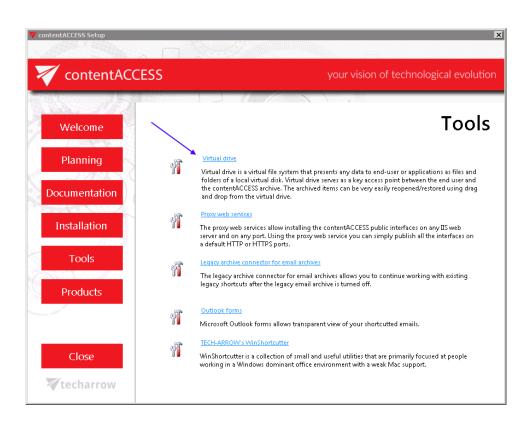
Log in with the system user credentials. (For more details, refer to the contentACCESS Manual).

2. Install virtual drive.

If you are archiving with the "Keep original" method: It is not a must to have virtual drive if you are archiving your files by keeping them in the original file location. However, it can be used to browse for the archived data or to share the archived files with other users (e.g., if you do not use <u>contentWEB</u>).

If you are archiving using shortcuts: When a file is archived using shortcuts, it is replaced with the respective shortcut that links to the virtual drive. This helps to save storage space. The user can easily retrieve the archived items using these shortcuts if the virtual drive is installed. If the drive is not installed, the shortcut retrieve does not work. As we will use shortcuts in this use case, we need to have it installed.

The rule is to install virtual drive **a**) **if the files are archived using shortcuts** and they need to be retrieved using these shortcuts, and/or **b**) **if the drive is used as a substitute of contentWEB** archive interface. Virtual drive is accessible in the Tools of the contentACCESS setup package. For more information on how to install virtual drive, read the <u>contentACCESS Virtual Drive</u> Installation Manual.





 Configure Virtual drive. Open the Virtual drive configuration page (System tab → Client Applications group → Virtual drive configuration button) in the Central Administration ribbon, and 1) specify the Virtual drive server name, 2) load the virtual drive settings, and 3) save your changes.

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System	File Arch	nive	Emai	il Archive	Cust	om plugin	5												\sim
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		2		Load virtual di drive server nan	-		x alhost.												ł
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4. Configure the Active directory integration settings. Open the System page (by navigating to System tab \rightarrow Services group \rightarrow System button on the ribbon) and enter the Lightweight Directory Access Protocol (LDAP) server name in the corresponding section, like the picture below.

Enter the user and user credentials, run a test connection, and save your settings.

💎 contentACCESS Central Administra	Hon
System	dun
Save Discard Connection Use	
Edit Application Settin	gs Security Services Tenants Client Applications
System System > Services >	System
General settings	
Is system configured: Plugins directory: Disable user searching: Database settings	CAProgram Files/TECH-ARROW/content&CCESS/GAT
Database type:	MSQL
Server name:	masque Tanlews
Database:	contentACCESSDB
Schema:	dbo
User:	58
Configure	
External accessibility settings	
Retrieve server FQDN:	Intps -) // tanews.tech-arrow.com : [443 1] Enter an externally accessible alias for the contentACCESS server.This value is used for shortcut links too.
	Test
Active directory integration setting	15
LDAP Server name:	LDAP://tadcD1/dc=ta,dc=internal Enter the LDAP server name or IP address if you are out of the domain. This value is used for user name resolving.
Authentication type:	Secure *
Use explicit credentials	
User name:	ta\administrator
Password:	
Confirm password:	
	Test

Note: The values will be used for user name resolving.

contentACCESS BEST PRACTICES – File Archive | Version 2.9 | ALL RIGHTS RESERVED TECH-ARROW, a. s. | Kazanská 5B, 82106 Bratislava, Slovakia, EU | E-mail: sales@tech-arrow.com | www.tech-arrow.com



5. Add a Tenant. Open the Tenants page (System →Tenants →Tenants) and click + new (Screenshot A). Create a new tenant (TECH-ARROW) and tenant administrator (Tenant Admin for TA) like on Screenshot B.

Note: If you have a single tenant-license, you can skip this step, as the **Default** tenant will be automatically created.

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	S Central Administration											
System	File Archive		ail Archive	Cu	stom plugi	ns V=1	-			- 141		1.
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e Discard changes	Connection User interface	Users	System administrato	Login irs providers	System	Licensing	Notifications	Monitoring	Cluster	Statistics	Tenants	data
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Add	l new tenan	t										~
Ten	ant information											
Т	enant name:			TECH-A	RROW							
0 U	se existing user as	an adm	ninistrator	for this t	enant							
💿 C	reate new tenant a	dminist	trator									
Use	er information											
D	isplay name:			Tenant	Admin	for TA						
Use	er login											
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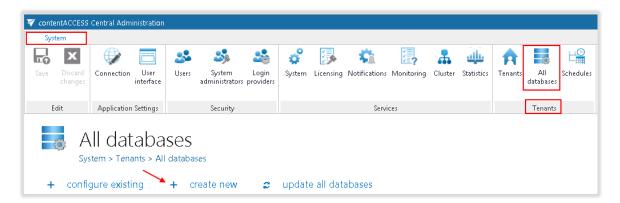


The newly created tenant appears in the upper right menu of central administration, like the screenshot below.

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	Syste	m															TECH-A	RROW	Tenant
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Sav		Discard thanges	Connection	User interface	Users	System administrators	Login providers		Licensing	Notifications	Monitoring	Cluster	Statistics	All databases	Schedules	contentWEE	officeGATE		Virtual drive configuration
	Edi	t	Application	Settings		Security				Serv	ices			Tenants			Client Ap	plications	

6. Create the needed database(s) for your tenant. Open page All databases (System → Tenants → All databases), click + create new and create a single SQL database to TECH-ARROW tenant with connection name "File Archive DB" and Database user "DBAdmin".

When creating databases, consider the size of the company and the number of files archived. For bigger companies, with a high number of files, it is recommended to create separate databases to ensure the transparency of processes. The database created first will be automatically set to default database for the respective tenant. This option is configurable on the page of **Databases** using the context menu.





Database repository			×
Connection name:	File Archive DB		
🗾 Use system database server (TAN	IEWS)		
Type:	MSSQL		Ψ.
Server name:	TANEWS		
Database:	File Archive DB		
Schema:	dbo		
Database user			
🗾 Use explicit user			
New or existing user:	DBAdmin		
Password:			
Confirm password:	•••••		
	Generate user and password		
Connect with user			
🗾 Use explicit credentials			
User:	sa		
Password:			
Confirm password:			
Ø Database connection is successf	ulli		
Test database connection			
Tenant:	TECH-ARROW		*
		Save	Cancel

Configuration details:

Connection name: the display name of the database in contentACCESS

Option "Use system database server": if the database must be created on the system database server (like in this use case), select this option; otherwise, specify the required database values (**Server name**, **Database**, **Schema**) manually.

In section **Database user**, you need to specify a user for the newly created database:

Enter the credentials of the existing MSSQL user or create a new user and password by clicking on the **Generate user and password** button. contentACCESS will give access rights to the database on MSSQL for this user. This newly created user will have access permissions only to the created database. If you specify no explicit user in this section, then the service user will be used to access the database. In section **Connect with user**, you must specify the MSSQL admin credentials:

Use explicit credentials: if this checkbox is not checked, then contentACCESS will automatically connect to the database (MSSQL) under the contentACCESS service account. If you wish to connect with an

explicit user, then specify an admin user with the rights to create a new database on the database server. **Tenants**: select the database owner tenant from the dropdown list (in our case **TECH-ARROW**)



<i>Note</i> : Limitations to the context menu. Select "E				e Tenants pa	ge. using the given tenant
ContentACCESS Central Administration					Tenant: == System == · 🎍 ? ·
System System Discard Connection User interface Edit Application Settings	System Login administrators providers Security	m Licensing Notifications N	Aonitoring Cluster Statistics	Tenants	s contentWEB officeGATE accessGATE Virtual drive mobile configuration
Tenants System > Tenants > Tenants					
+ new 📍 manage access					
Tenant Name TECH-ARROW					
	Edit Del	t tenant name t tenant limits ete nage access to tenant			
					④ Online help
On the next page. you in that the TECH-ARROW	V tenant may a	-			ount, file size. and file cour to unlimited:
Save Discard Connection User interface	Users System Login administrators providers	System Licensing Notifications	Monitoring Cluster Statistics	Tenants All Schedules	ContentW/EB officeGATE accessGATE Virtual drive mobile confluention
Edit Application Settings	Security	Sen	ices	Tenants	Client Applications
🏫 Tenant lim	itations for 'TE(CH-ARROW > Limitations	CH-ARROW'		· · · ·	
System limitations Plugins:	Unlimited		Stores:	🔽 Unlimited	
Email archive limitations					
Mailbox count: Email(s) count:		÷	Email(s) size:		* B *
File archive limitations Root count: File(s) count:		4 * *	File(s) size:		\$]B_▼
					③ Online help

7. Activate File Archive. Select TECH-ARROW tenant in the upper right menu of the central administration user interface, and **open the File Archive** tab on the ribbon. Activate File Archive by clicking on the "Activate" button.



🔻 contentAC	CCESS Central Administration	1		Tenant: TECH-ARROW -	$\underline{A} \in$? ·
System	File Archive	Email Archive	Custom plugins			^
Activate						
File Archive						
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8. Set the system database. Open the System setting page (*File Archive* tab → *Settings* group→ *System settings* button) and select the above created "File Archive DB" from the dropdown list. Deploy it and save your changes.

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Ec	tit				Sett	ings				Archive			
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Da	itabase cor	nnection:		File Archive	DB			Ŧ	9		③ Online help		

Note: All the archived root folders (and its settings) are kept in this database.

9. Set retention(s). Open the Retentions page (File Archive tab → Settings group → Retentions button) and create retention(s) to be used. In this use case, we will create one retention "10 years". Click + new and enter the required values into the repository window, like the pictures below. Once the retention is created, save your changes.



ኛ contentACCESS C	entral Administration		Ten	ant: TECH-ARROW 🕘 🔺	? -
System	File Archive Email Archive	Custom plugins			^
Save Discard Changes		Root Aliases Schedules Provisioning settings	stad. Jobs		
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	etentions Archive > Settings > Retentions				
Retention name	Retention time in months De	scription Is default		(i) Online help	Ŧ
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10. Create a single disk store. Open the Storages page (*File Archive* tab → *Settings* group → *Storages* button) and create your "File Archive storage". Click + new, select "Disk" store type, and enter the correct file path into the repository window, like the second picture below. Select the above created "File Archive DB", where this storage will write the metadata and save your settings.

💎 contentACCES	S Central Administratio	on				Tenant: TECH-ARROW -	<u>a</u> -	?
System	File Archive	Email Archive	Custom plugins					^
Save Discard changes	Databases System settings	Retentions Storages folder		Provisioning settings	s Jobs			
Edit		Settings			Archive			
	torages e Archive > Setting:	s > Storages						
Storage Name		Storage Type	Is default			(i) Online h	nelp	- ₋



Store name:	File Archive storage
Store type:	Disk 👻
Path:	\\tanews\File Archive storage
Use explicit credentials:	
Username:	
Password:	
Confirm password:	
Store metadata in DB:	
Compression:	Compresses all files larger than 4KB except already compressed formats like JPG, AVI, MP3 etc. This feature might slow down the store functionality, but can spare storage space.)
Database connection:	File Archive DB 🔹 🥥

Note: Available storage types are listed in the Store type dropdown list. If you want to use another storage, refer to <u>this</u> chapter of the online guide.

Disk store allows to store further metadata in the database (option "Store metadata in DB"). By unchecking this field, it is possible to spare even more database space, if these metadata are redundant for the user. If an explicit user is not selected for this storage, then the contentACCESS service user is automatically used. The storage created first is set to default automatically.

11. **Specify root folder(s).** The root folder(s) to be archived are configured on the **Root folders** page (*File Archive* tab → *Settings* group → *Root folders* button). Click + new to add a root folder and specify the required fields in the next window.

You will have to assign a database and a storage to the root. Assign "File Archive DB" and "File Archive storage" created a few steps earlier.

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Sys	stem	File Arc	thive	Emai	l Archive		Custom	plugins					^
Save	Discard changes	Databases	System settings	Retentions	2 Storages	Root folders	aliases	5chedules	Provisioning settings	g Jobs			
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	Path		Use	r	St	ore		Data base			(i) Online h	elp	



Path:	\\tanews\EBA	
Use explicit credentials:	🔲 Use explicit credentials	
User name:		
Password:		
Confirm Password:		
_		
Connection successfull!		
Test	File Archive DB	• Ø

Note: The root folders define the start point of the archive process. The archive job that processes a root writes the data into the database and storage assigned to it. It is not recommended to change these settings later, as this may result problems in the file retrieve. The relative file path can be set on the archive job's configuration page later.

The import option on the same page allows to import the list of root folders from a file. For more information about <u>this</u> feature, read this section of the online guide.

12. Configure 2 schedulers: one scheduler running every hour for the archive job; another scheduler running daily for the provisioning job. Open the Schedules page (*File archive* tab → Settings group → Schedulers button) and create them.

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System	File Archive	Email Archive	Custom pl	ugins					^
Save Discard changes	Databases System settings		Root Aliases Si olders	chedules Provisioning settings	\$1 Jobs				
Edit		Setting	gs		Archive				
	chedules 2 Archive > Settings								4
Name	Туря	e Descri	iption						1
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1st: "File archive provisioning" scheduler properties:

Click option **+new** on the **Schedules** page. In the next pop-up dialog, name your scheduler – "File archive provisioning". Select type "Week schedule with repeat" and fix the running times in the calendar, e.g., to 1 AM like in this use case.

Name Type		archive pro k schedule	visioning with repeat		Ŧ
Week schedule with repeat					
	0	6	12	18	
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
Sunday					
				[C	lear]
Run only once per interval					
Running frequency in minutes	5	÷			
Stop job on interval end					

2nd: "Every hour" scheduler for the File Archive job:

Click **+new** on the **Schedules** page. In the next pop-up dialog, name your scheduler – "Every hour" in this use case. Select "Always run" and set the frequency to 60 minutes.

Add new scheduler		×
Name	Every hour	
Туре	Always run	*
Frequency in minutes	60	* *
		OK Cancel

Save your changes.

13. **Configure and run the File archive provisioning job.** Open the **Provisioning settings** page (*File Archive* tab → *Settings* group → *Provisioning settings* button) and set the "File archive provisioning" scheduler created in step 11 above, and configure the Active Directory objects (in this use case CONTENTACCESS group) to be provisioned. Save your settings.



If you do not want to wait until the scheduler starts the provisioning, start it manually by clicking on "Start immediately" in the blue status bar.

contentACCESS Central Admi	nistration						Tenant: T	ECH-ARROW =	<u></u> ≛-
System File Arch	ive Email	l Archive	Custom plugins						
	System Retentions ettings	Storages Root folder							
Edit		Settings		Archiv	e				
	oning se Settings > Provisio	-							
✓ start immediately	/ 🥔 refre	sh ⊄ o	disable auto refresh	🔵 deacti	ivate job	nd logs	💉 edi	it	*
 start immediately Scheduling settings 	/ 💋 refre	ish ⊄ d	disable auto refresh Provisionable ob	-	ivate job	nt logs	💉 edi	it ×	×
-	/ Ø refre			oject	CONTENTACCES		🖌 edi		*
Scheduling settings Scheduled in: 1. Provisionable objects			Name: Provisionable object	oject : type:*			🖍 edi		*
Scheduling settings Scheduled in: 1. Provisionable objects + new 5	File archive p	provisioning	Provisionable ob Name: Provisionable object	oject : type:*			🖍 edi		*

Note: The provisioning job synchronizes the Active Directory with contentACCESS. The provisioned object (this may be a group or LDAP path in the Active Directory) will automatically get log on rights to the <u>contentWEB</u> File Archive and can view its associated archive folders. Provisionable objects can be also imported from files using the "import" option on the same page. contentWEB access right for a single user can be granted using the "manage access" option. For more information, refer to the online guide <u>here</u>.

Now, you can create a File archive job.

14.**Create a File archive job on the Jobs page**. Open the **Jobs** page (*File Archive* tab→ *Archive* group→ *Jobs* button) and click on + new.

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System	File Archive	Email Archive	Custom plugins					
Save Discard changes	Databases System settings	Retentions Storages	Root Aliases Schedules folders	Provisioning settings				
Edit		Setti	ngs	Archive	2			
	DDS Archive > Archive Ø refresh		uto refresh					
ID Display N	ame Typ	e 💡 Status 💡 Li	ast Start Last Duration	Progress Summary	Next Start Is acti	ve Cluster node 💡 Ru	inning on	
			No data	to display		③ Online	help	



Name your job in the next dialog and click on "Add". The application will prompt you to configure this newly created job immediately. Answer OK.

Add new jo	ob instance			\times
Available jobs:	File system archive		*	
Run on node:	Any available		*	
Display name:	File archive job			
Description:	Plugin for File system arch	iving.		
		Add	Cancel	
tanews:3333	says:			×
Would you like to	configure this instance now?			
		OK	Cancel	

15. Configure your archive job on its configuration page.

By clicking "OK" one step earlier, the job configuration page opens. Configure the storage, database, folder(s) to archive etc., based on your File Archive settings (*File Archive* tab \rightarrow *Settings* group), set the filters and select the archive method that should be applied. Our File archive job will archive documents older than 1 year on our share <u>\\tanews\EBA\FA TestFiles</u>. Archived documents will be replaced with shortcuts to save space.

V contentACCESS Central Administration	Tenant: TECH-ARROW +	<u>a</u>	? ·
System File Archive Email Archive Custom plugins			\sim
Image: Save Discard Changes Databases System Retentions Storages Root Schedules Allases Provisioning rolders Image: Storage Schedules Allases Provisioning rolders Image: Schedules Allases Provisioning rolders </td <td></td> <td></td> <td></td>			
Edit Settings Archive			
File Archive job File Archive > Archive > Jobs > File archive job			
🗸 start immediately 🕫 refresh ⊄ disable auto refresh 🗢 deactivate job 🖬 logs 💉 edit		♥	
a) Scheduling settings			1
Scheduled in:			
b) Retention settings			
Retention: 10 years *			
c) shortcut settings			
Shortcut processing type: Create shortcut from original item • Virtual drive server name:			L
Connection successful!			ь.
Test			
d) Folders to process			
+ new 5 import			
Root Relative path			
\\tanews\EBA FA_TestFiles ***			
e) Exclude folders			
+ new 5 import			
	 Online h 	elp	-



Configuration details:

- a) **Scheduling settings**: Set the configured "Every hour" scheduler that will start your job every hour, as defined.
- b) Retention settings: Set the configured "10 years" retention.
- c) **Shortcut settings**: Open the dropdown list and select option "Create shortcut from original item" and specify the virtual drive server name. Virtual drive is used to retrieve the original item(s) from the shortcut(s). Test the connection with the virtual drive server.
- d) Folders to process: Specify the folder(s) to process manually or import the list from a file. Now, we will specify it manually, so we click +new. Select the configured root folder from the first dropdown list and enter the relative folder path if the archive job should start from a lower level. In this use case, the <u>\\tanews\EBA\FA TestFiles</u> share will be archived. Test the connection and click "OK".

loot	Relative path	
\\tanews\EBA	▼ FA_TestFiles	
Connection successfull!		
Test		

e) **Exclude folder:** If there are any folders that shouldn't be archived, exclude them from the process using this option. As we do not have such excludable folders in this use case, we skip these settings.

f) Rem filtering		
Filtering type:	Filters: All items older than 1 years	Age filter
		Size filter
		File Type filter
g) Notification settings		
Send when: Recipient list:	Never • john.doe@example.com,peter.w/hite@example.com,	
Notify if version count reaches: h) Resource settings	50 ‡	
Worker thread count:	2	
		① Online help



f) **Item filtering:** Use this option to set any age, size, file type filters that must be used. In this use case, we will archive everything older than 1 year. Click on the "Age filter" button and set the required time period in the next dialog:

Age Filter	×
Select filtration type: Modification date is younger than Modification date is older than Modification date is in interval	
Older 1 Days Months Years	
If the creation date is younger than the modification date, use creation date for filtration	

- g) **Notification settings:** If you want to get notification emails about any errors or warning that might occur due to any misconfigurations, you can set it here. Now, we skip these settings.
- h) Resource settings: already set to the recommended value

For more information about these settings, refer to the online guide <u>here</u>. Now, the job configuration is ready. Save your settings in the top left corner of the user interface. Wait until the scheduler starts the job in the next hour or start it manually by clicking on "start immediately" in the blue status bar:

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System	File Arc	:hive	Emai	l Archive		Custom pl	ugins										
Save Discar change		System settings	Retentions	2 Storages	Root folders	Contraction Contractica Contra		ovisioning settings	Sin Jobs								
Edit				Sett	ings				Archive								
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	-ile ar ile Archive >		_		ve job												
		Archive	_	File archi	· ·	sable aut	o refresh	•	deactivat	ejob	ы	logs	1	edit		*	
	ile Archive >	Archive	> Jobs >	File archi	· ·	sable aut	o refresh	•	deactivat	e job	ы	logs	<i>i</i>	edit		*	

Now, we will check the "File archive job" events to see if everything has run properly. Open the **Monitoring** page (*System* \rightarrow *Services* \rightarrow *Monitoring*) using the "logs" option in the job's header bar. Under "Events", you can see the job has finished the task successfully. Use the **Export** function to export the events into an HTML, XML or CSV file format:



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Edit		Sett	tings		Archive						
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uns #		File archive job		*	Ŧ	Events: Rt	All even All even Solution All even All even All even All even	nts) 2016 12:00:00 PM - Title Plugin was finished	Description		
uns #	Start date le archive job	File archive job	00 PM	*	Ŧ	Events: Rx	(All even (All even	nts) 2016 12:00:00 PM Title Plugin was finished successfully	Description Plugin,FSArchive	File archive job	
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Access your archived files using the shortcuts (screenshot A) or search in the archive using the virtual drive (screenshot B). Enjoy it[©]

) → ↓ • Network • tanews • eb	a • FA_TestFiles •		▼ ¹ / ₂	Search FA_TestFiles	
ganize 🔻 📧 Open 🛛 New folder					= 🕶 🔟 🤅
Favorites	Name *	Date modified	Туре	Size	
Nesktop	11-19-01.xls	6/8/2016 11:04 AM	Shortcut	2 KB	
📜 Downloads	🏹 0056.gif	6/8/2016 11:04 AM	Shortcut	2 KB	
🐔 OneDrive	📷 0818.gif	6/8/2016 11:04 AM	Shortcut	2 KB	
🔚 Recent Places	2001 CMCSC Summary.xls	6/8/2016 11:04 AM	Shortcut	2 KB	
	📄 010508 update.doc	6/8/2016 11:04 AM	Shortcut	2 KB	
🖥 Libraries	📄 010508 update.xls	6/8/2016 11:04 AM	Shortcut	2 KB	
Documents	📄 010515 update.doc	6/8/2016 11:04 AM	Shortcut	2 KB	
J Music	📄 010515 update.xls	6/8/2016 11:04 AM	Shortcut	2 KB	
Pictures	📄 010521 update.doc	6/8/2016 11:04 AM	Shortcut	2 KB	
H Videos	📄 010521 update.xls	6/8/2016 11:04 AM	Shortcut	2 KB	
Computer	Abercrom.gif	6/8/2016 11:04 AM	Shortcut	2 KB	
System (C:)	Ag001219.doc	6/8/2016 11:04 AM	Shortcut	2 KB	
DVD Drive (D:) 15.0.4420.1017	AGA'00to01Dec8.pdf	6/8/2016 11:05 AM	Shortcut	2 KB	
contentACCESS VirtualDrive (Z:)	Aga4-7.xls	6/8/2016 11:05 AM	Shortcut	2 KB	
	ATT00004.htm	6/8/2016 11:05 AM	Shortcut	2 KB	
🛊 Network 📃 👻	BCP Seat Assignments.xls	6/8/2016 11:05 AM	Shortcut	2 KB	

Screenshot A



	ACCES	iS VirtualDrive (Z:) ▼ FSA [TECH-ARROW] ▼	tanews_tbx + FA_Testriles +	🔻 🛂 Se	arch FA_TestFiles	
ganize 👻 Include in library 👻 S	5hare v	with 🔻) = 🛨 🛄 🤅
Favorites	-	Name *	Date modified	Туре	Size	
Tesktop		N 0818	12/20/2011 8:12 PM	GIF image	6 KB	
Downloads		🗐 2001 CMCSC Summary	12/20/2011 5:16 PM	Microsoft Excel 97	14 KB	
ConeDrive		📷 010508 update	12/20/2011 7:01 PM	Microsoft Word 97	81 KB	
🗓 Recent Places		📧 010508 update	12/20/2011 7:01 PM	Microsoft Excel 97	280 KB	
		📝 010515 update	12/20/2011 7:01 PM	Microsoft Word 97	82 KB	
Libraries		🛃 010515 update	12/20/2011 7:01 PM	Microsoft Excel 97	279 KB	
Documents		💼 010521 update	12/20/2011 7:01 PM	Microsoft Word 97	91 KB	
👌 Music		🗹 010521 update	12/20/2011 7:01 PM	Microsoft Excel 97	364 KB	
📔 Pictures		M Abercrom	12/20/2011 8:12 PM	GIF image	33 KB	
🛃 Videos			12/20/2011 5:16 PM	- Microsoft Word 97	32 KB	
		AGA'00to01Dec8	12/20/2011 8:12 PM	PDF Document	134 KB	
📮 Computer		Aga4-7	12/20/2011 8:12 PM	Microsoft Excel 97	140 KB	
System (C:)		O ATT00004	12/20/2011 8:12 PM	Chrome HTML Docu	25 KB	
1 DVD Drive (D:) 15.0.4420.1017		BCP Seat Assignments	12/20/2011 8:12 PM	Microsoft Excel 97	48 KB	
🔊 contentACCESS VirtualDrive (Z:)		Bd001025		Microsoft Word 97	96 KB	
			12/20/2011 5:16 PM			
🙀 Network	•	👿 Bd001121	12/20/2011 5:16 PM	Microsoft Word 97	53 KB	

Screenshot B