

Archiving Concept

GroupWise archiving is the process of saving Mail, Notes, Tasks, and Appointments to a specified directory for storage on your local hard drive (C:). This function serves two purposes.

1. It saves your GroupWise items to a safe location.
2. It removes excess GroupWise items from the Post Office (the server handling your mail, named schlp02, hosppo5, adminp03, etc.), keeping it running efficiently.

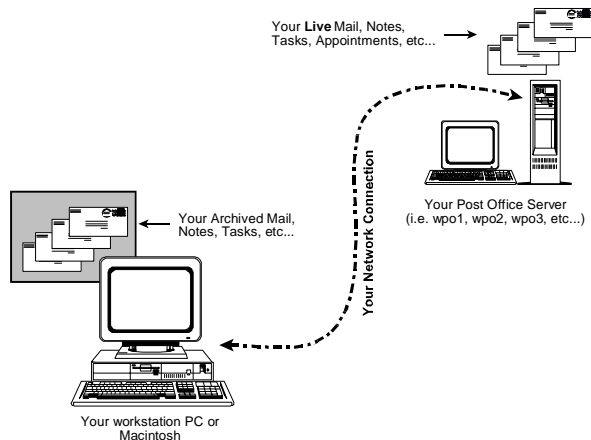
The auto-archiving process takes place when you **login** to a session of GroupWise. You can manually choose to move items into archive by selecting the item to archive and then choosing **Actions > Archive** (see **Manual Archiving**).

Live Items:

A live item is a GroupWise Mail, Notes, and Tasks, etc., that resides on the Post Office. Live items can be Sent, Replied to, Forwarded, or otherwise transferred in some way.

Archived Items:

An archived item is a GroupWise item that has been removed from the Post Office server and saved to your computer's hard drive (C:). Archived items can be viewed, deleted, printed and unarchived. In order for an archived item to be usable, you must move it back to the Post Office (unarchive it), making it a live item again, at least temporarily.



Accessing Archives

From the main window, choose **File > Open Archive**; OR Click on the **Online** drop-down menu and choose **Archive**

Manual Archiving

The process of manual archiving is to move items from your post office account to your hard drive (C:). This can be done at any time, separate from the automated process.

1. Right-click the item you wish to archive.
2. Select **Move to Archive**

Unarchiving Items

From within archives (see **Accessing Archives**).

1. Right-click the item you wish to unarchive.
2. Deselect **Move to Archive**.

Note: This removes the check mark by the archive menu option.

*Macintosh: Select **Actions > Unarchive***

Auto-Archive Settings

There are software settings within GroupWise that must be precisely set. *If these settings do not match your post office settings, you could lose your GroupWise items during the process of auto-archiving.*

These settings can be found at:

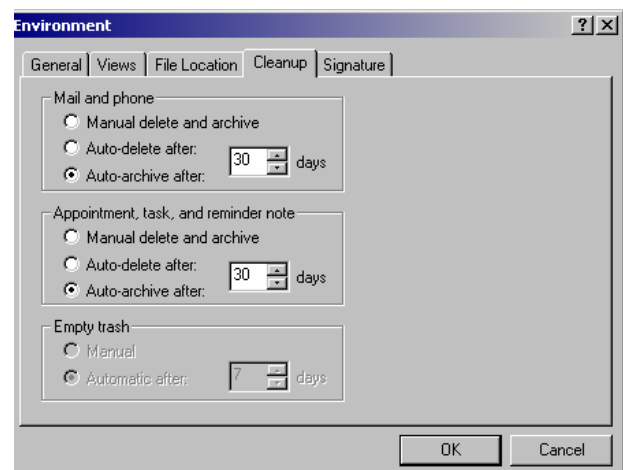
Tools > Options... > Environment > Cleanup
Macintosh: Edit > Preferences... > Environment >

Cleanup Options

Cleanup options must be:

Mail & Phone: Auto Archive After: **30** days

Appt, Note & Task: Auto-Archive After: **30** days



Why Do My Settings Need To Be This Way?

Your Post Office is designed to archive your GroupWise items in 30 days. If you choose the manual methods of archiving, the process of archiving your items is entirely your responsibility! This could mean a lot of extra work for you. *If you fail to manually archive an item within 60 days, it will be permanently purged.* There is no Undelete feature for this.

Cleaning Up Archives



Archiving takes up space on your computer's hard drive (C:). It is essential to clean up archives 3-4 times a year. *Archives with more than 5,000 items are highly susceptible to corruption.*

Note: Use **Shift-click** and **Ctrl-click** to select multiple items.

1. Select **File > Open Archive**. From the Folder List:
2. Click on **Mailbox** – Delete any unnecessary received items.
3. Click on **Sent Items** – Delete any unnecessary sent items.
4. Click on **Calendar** – From the **Display Settings** toolbar, select **All Items**. Delete any unnecessary calendar items.
5. Click on personal folders in the Cabinet – Delete any unnecessary items.
6. *Last of all:* Click on **Trash** – Click on **Empty Trash** on the toolbar to delete all archived items from the Archive Trash. Then go for coffee or lunch. Emptying your archived trash can take a l-o-n-g time.

How Do I Move My Archives?

Archiving creates files in your archive directory. If you have a large number of archives you should remove as many of them as you can first (see **Cleaning up Archives**).

To temporarily move your archived files (if you are moving to a new computer, for example)

1. Select **Tools > Options > Environment > File Location** tab
2. In the **Archive Directory** text window, change the **C:** to an **H:**, e.g., **H:\ofarch\<userid>**
3. You may have to exit and re-enter GroupWise before the move takes place.
4. After moving to the new computer, change the directory back to the C-drive.

Verifying My Archive Directory

It is important that your archive directory is properly set. Otherwise you may lose archived items.

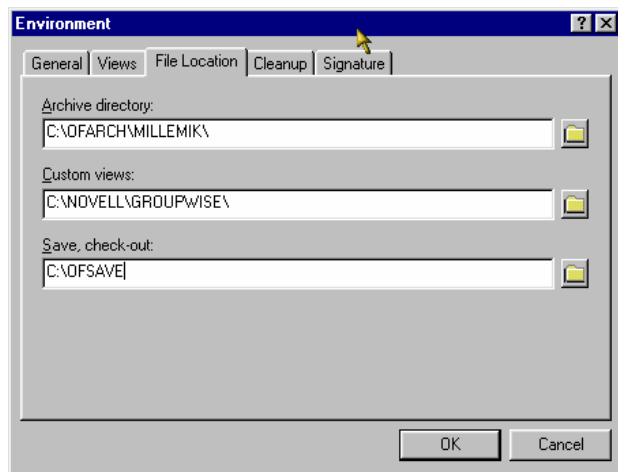
1. Choose **Tools > Options... > Environment > File Location**.
Macintosh: Choose **Edit > Preferences > Environment > File Location**.

Your Archive Directory should read:

Windows: c:\ofarch*your id*

Macintosh: Computers hard drive | Novell GroupWise Folder | GroupWise Resource | Archive

The archive directory must point to a **local** drive, e.g., c-drive. Archives stored on a network drive, e.g., h-drive, violates ITG Archive policies. Network drives do not have the resources required for archiving.



ID Specific Directory

In order for GroupWise to connect your archives to your network ID, it creates a subdirectory under your Archive Directory (described earlier). Each GroupWise account has a unique 3-character identifier (see **Unique GroupWise Identifier**) attached to it. This subfolder will include that unique identifier.

Example: c:\ofarch\of***arch

Note: The *asterisks* above represent the 3-character identifier.

You **DO NOT** need to create this directory GroupWise will do it for you. If you are having archive problems, you may want to verify this directory.

Unique GroupWise Identifier

To find your unique GroupWise identifier you must first login to your GroupWise account. From a PC, choose **Help > About GroupWise...**

From a Macintosh, to the apple menu and select **About GroupWise**

Look at the **User name** line and the 3-characters in parenthesis. These three characters are your Unique GroupWise Identifier.

Help

Online **Help > Help Topics**
ITG HelpDesk ... (503-494-2222)

Separating your Archives by Year

NOTE: This process may take more than 1-2 hours, depending on the number of items in your archives.

Unarchive Items First

1. Disable any screen savers you have running.
2. Select **File > Open Archive**
3. Select **Tools > Find...**
4. Select all **Item Types** (mail, notes, appointments, etc.) and all **Item Sources** (received, sent, etc.)
5. Click the **Find** button.
6. In the Find Results window, select a block of items (no more than a 1000 at a time)
7. Select **Actions > Move to Archive** to deselect the checkmark and unarchive the 1000 items.
NOTE: It may take approximately 9-10 minutes to unarchive 1000 items.
8. Repeat step 7 until all items are unarchived.

Re-archive Items into Specific Archive Year Group

1. Select **Tools > Options > Environment > File Locations** tab.
2. In the **Archive directory** text box, enter the pathname of the folder that will store a year of archives; e.g., C:\OFARCH\2001\
3. Click **OK**. GroupWise creates the folder for you.
4. **IMPORTANT:** When asked if you want to move **ALL** your archives to that new directory, choose **NO**.
5. **Close** Options.
6. Select **Tools > Find**
7. Select all **Item Types** and **Item Sources**
8. In the **Date Range**, specify the year you wish to archive.
Example for year 2000: Start date: 1/1/2000; End date: 12/31/2000
9. Click **OK**. GroupWise displays the Find Results window with all items for the specified year.
10. Select all items (or in blocks of 1000, if necessary)
11. Select **Actions > Move to Archive**
12. Repeat steps 1-11 for each year you wish to archive.
13. After archiving is complete, return your archive directory to its original settings; e.g., C:\OFARCH\<USERID>
14. Re-enable your screen saver, if necessary.

Searching through Archives

1. To point to the correct archive, select **Tools > Options > Environment > File Locations** tab.
2. Select the folder for the year you wish to search by using the small folder icon to the right of the **Archive directory** text box.
3. When you select the correct folder, click on **OK**.
4. Open your archive and search as normal.
5. Remember to return to your original archive settings when done searching.