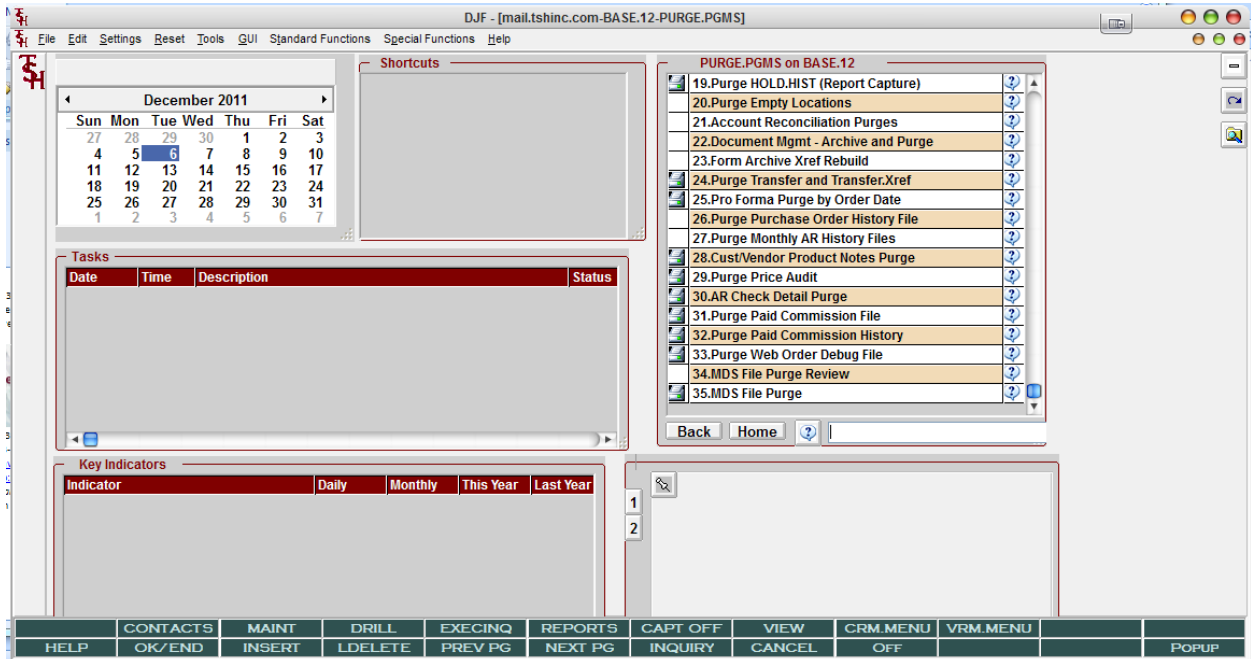How to archive your PDF's to a network drive/location while still maintaining access from MDS.

Document Mgmt – Archive and Purge Feature

DJF – 12-2-11

For End users or to Archive to an Existing Folder ignore the optional section at the end of the document.

Step 1. Login to MDS to Archive your PDF files. (Assumes you have an archive setup)

Use Menu Option22 on the purge .pgms menu .

Document Mgmt – Archive and Purge

Step 2. Enter your criteria

   A. Filename to Archive or Purge (in this case invoices are in INV)
   B. Archive Date Range – make sure to enter a from and to date.
   C. Archive File Destination – if unsure please contact your admin as if you leave blank it will purge.
       -   For setup of new archives see the optional section at the end of this document.

File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

FORM ARCHIVE BACKUP AND PURGE

1. FILE NAME TO COPY TO ARCHIVE   INV

2. ARCHIVE DATE RANGE   FROM   12/06/09
                               TO   12/06/10

3. ARCHIVE FILE DESTINATION   INV2009

ENTER LINE # TO CHANGE, '0' TO ACCEPT :   XXXXXX

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	OFF			POPUP

Once you enter your information click ok/end or 0 to accept and the purge will run

Now selecting data to backup. Please wait....

HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	OFF			POPUP

NOTE: this may take a while.
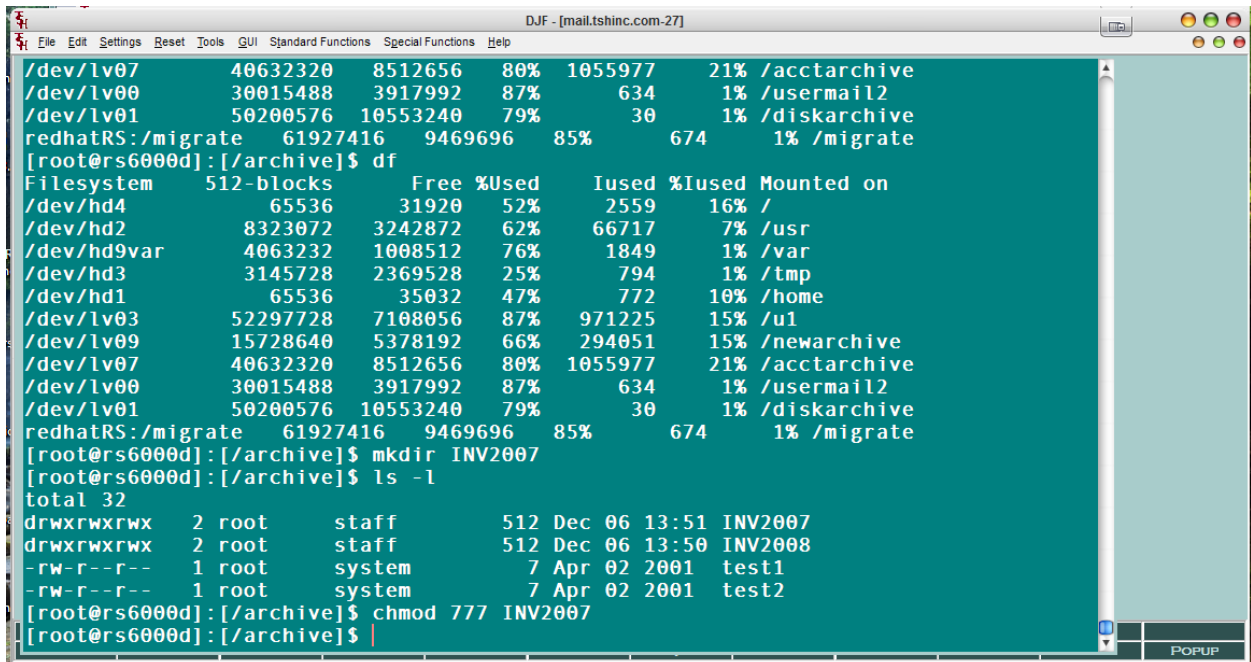
When completed you will get a popup:
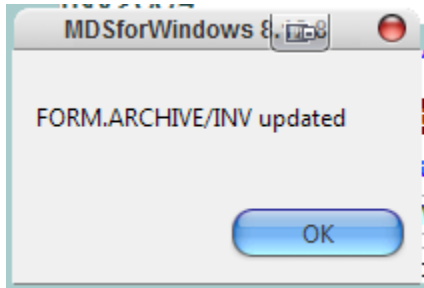
That is it...

Setup of New Archives: OPTIONAL

Step1. Create an Archive Folder on the network location you want to store the PDF on.
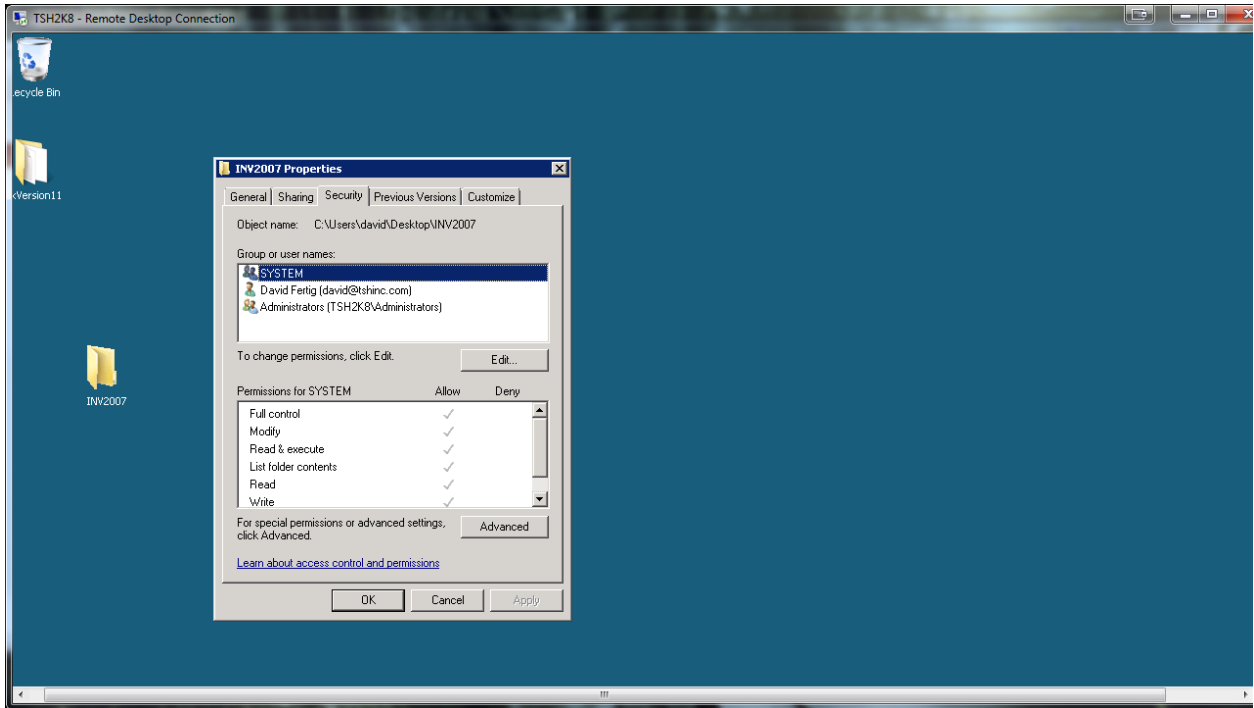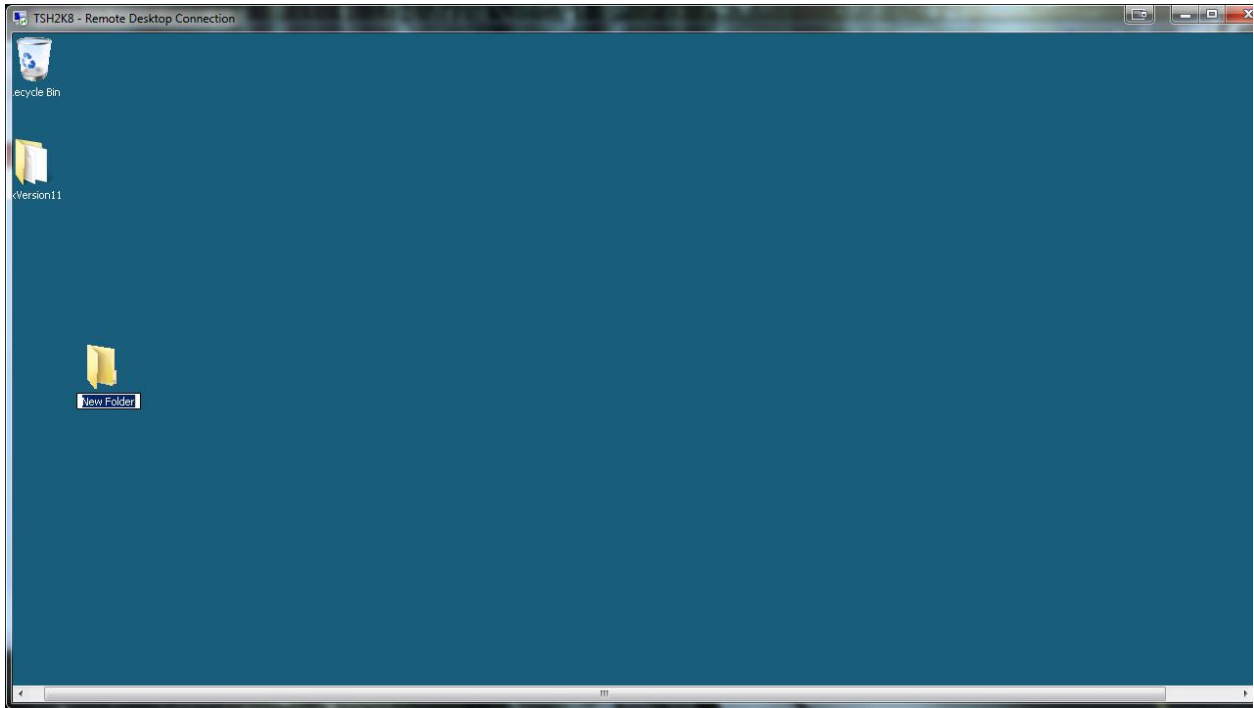
For UNIX – this is usually a separate file system for windows it might be a separate drive. For today we will cover AIX and Windows Server 2008, server 2003 can be used but it's a little more detailed.

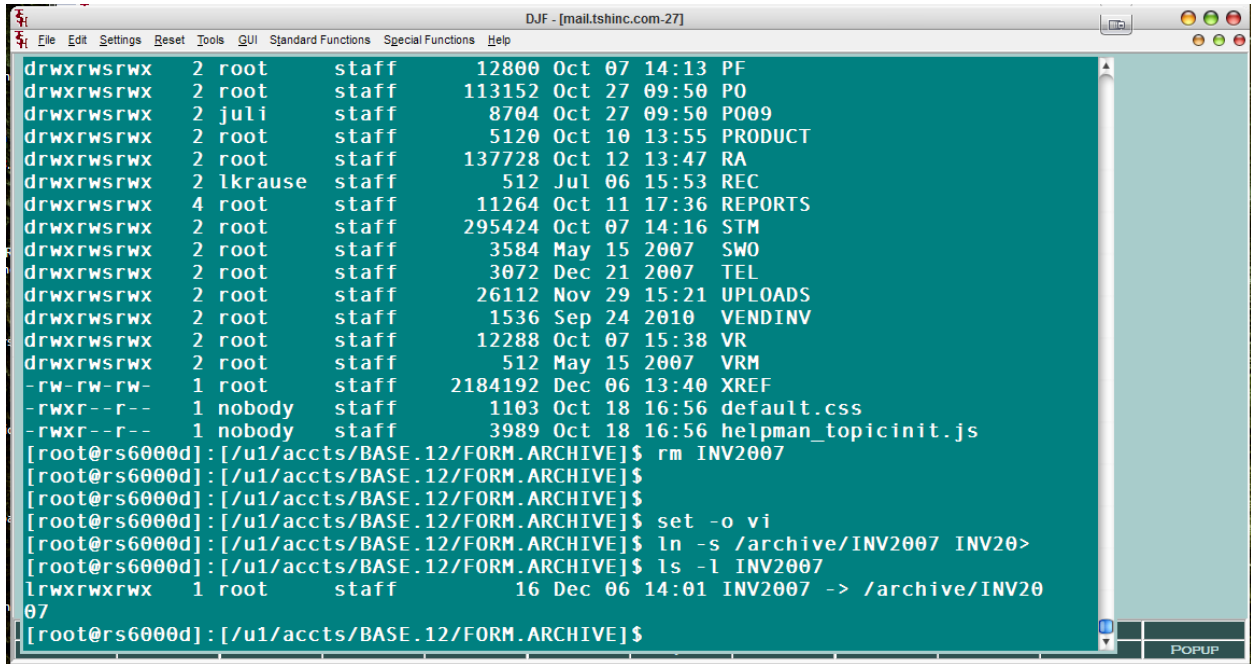In UNIX. – use the mkdir command and set permissions using chmod.

In windows create a new folder and set permissions by right hand clicking.

Note: This is all done on your MDS Server.

Step2 . Link it into the form.archive file folder on your MDS Database ie
/u1/accts/BASE.12/FORM.ARCHIVE.

FOR AIX USE THE ln command (EXAMPLE: ln –s /archive/INV2007 INV2007)

```
                                    DJF - [mail.tshinc.com-27]                              ⬤⬤⬤
  File  Edit  Settings  Reset  Tools  GUI  Standard Functions  Special Functions  Help      ⬤⬤⬤
drwxrwsrwx   2 root       staff        12800 Oct 07 14:13 PF
drwxrwsrwx   2 root       staff       113152 Oct 27 09:50 PO
drwxrwsrwx   2 juli       staff         8704 Oct 27 09:50 PO09
drwxrwsrwx   2 root       staff         5120 Oct 10 13:55 PRODUCT
drwxrwsrwx   2 root       staff       137728 Oct 12 13:47 RA
drwxrwsrwx   2 lkrause    staff          512 Jul 06 15:53 REC
drwxrwsrwx   4 root       staff        11264 Oct 11 17:36 REPORTS
drwxrwsrwx   2 root       staff       295424 Oct 07 14:16 STM
drwxrwsrwx   2 root       staff         3584 May 15 2007  SWO
drwxrwsrwx   2 root       staff         3072 Dec 21 2007  TEL
drwxrwsrwx   2 root       staff        26112 Nov 29 15:21 UPLOADS
drwxrwsrwx   2 root       staff         1536 Sep 24 2010  VENDINV
drwxrwsrwx   2 root       staff        12288 Oct 07 15:38 VR
drwxrwsrwx   2 root       staff          512 May 15 2007  VRM
-rw-rw-rw-   1 root       staff      2184192 Dec 06 13:40 XREF
-rwxr--r--   1 nobody     staff         1103 Oct 18 16:56 default.css
-rwxr--r--   1 nobody     staff         3989 Oct 18 16:56 helpman_topicinit.js
[root@rs6000d]:[/u1/accts/BASE.12/FORM.ARCHIVE]$ rm INV2007
[root@rs6000d]:[/u1/accts/BASE.12/FORM.ARCHIVE]$
[root@rs6000d]:[/u1/accts/BASE.12/FORM.ARCHIVE]$
[root@rs6000d]:[/u1/accts/BASE.12/FORM.ARCHIVE]$ set -o vi
[root@rs6000d]:[/u1/accts/BASE.12/FORM.ARCHIVE]$ ln -s /archive/INV2007 INV20>
[root@rs6000d]:[/u1/accts/BASE.12/FORM.ARCHIVE]$ ls -l INV2007
lrwxrwxrwx   1 root       staff           16 Dec 06 14:01 INV2007 -> /archive/INV20
07
[root@rs6000d]:[/u1/accts/BASE.12/FORM.ARCHIVE]$                            POPUP
```

For windows use the mklink command

Microsoft Windows [Version 6.0.6002]

C:\temp>mklink /D INV2007 c:\users\david\desktop\inv2007

Symbolic link created for INV2007 <<==>> c:\users\david\desktop\inv2007

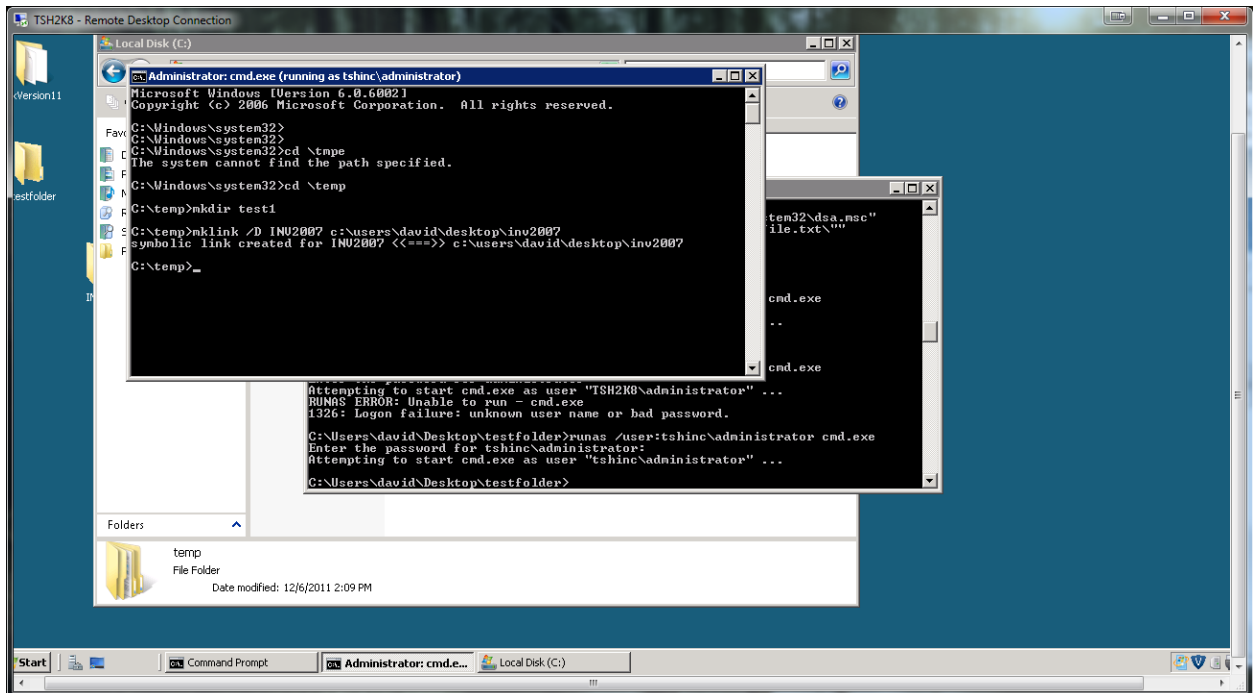C:\temp>dir

 Volume in drive C has no label.

Volume Serial Number is 1C0C-2649

 Directory of C:\temp

12/06/2011 02:09 PM   <SYMLINKD>   INV2007 [c:\users\david\desktop\inv2007]

Step3. Login in your WinMDS and update the VOC for the form.archive records

NOTE: you are just adding the folder path to the voc entry on line 7 and 8 (inv 2007 is in the middle) but you can add yours to the end by typing A ^253INV2007 to both lines