
Vault Manager

User Guide

INTRODUCTION

It is 5 PM, or any time of the day for that matter. Are you sure that all your loan forms, receipts and scanned items were archived correctly to your vault today? Have peace of mind with Vault Manager.

Vault Manager is a web-based user interface designed to give administrators a quick view “under the hood” into the health of critical processes and services of your imaging system. It provides detailed information about issues detected throughout the document archival processes. Think of it as your oil and engine light on an easy to use online dashboard.

The client application ProDOC and services such as iSweep and IntelliSweep periodically send reports to Vault Manager indicating their availability and general health. If issues are detected within the application, such as a failed iSweep or a loan form that fails to archive, alerts are posted to Vault Manager for review by an administrator.

- View the status of services with the click of a button
- Provides error reporting in one easy to use location
- Find misconfigured workstations holding documents that are not being archived
- If import or file transmission errors occur, services will promptly notify Vault Manager for your review
- Schedule jobs such as document statistics and orphan scans
- Review reports to see the results of jobs that were scheduled

Vault Manager is currently offered exclusively to Imaging Solutions Release Managed clients. It is recommended to be monitored daily by the credit union staff.

Important Note: Vault Manager does not remove your credit union’s responsibility for due diligence of your imaging solution.

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For an updated copy of this booklet, check out the Reference Materials page of our website:
<https://www.cuanswers.com/resources/doc/cubase-reference/>

However, the ability for real-time checks of the flow of documents cannot be understated. With Vault Manager, your staff now has one additional and convenient tool for monitoring that documents are archived and that services remain active.

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OVERVIEW AND TERMINOLOGY

The following terms are used in the rest of the booklet (listed alphabetically).

<i>Term</i>	<i>Description</i>
Clearing an Event	Marking an event as “done” or “clearing” is used to indicate that an event has been acknowledged and does not need further attention. Events can be filtered to show only events that have not been cleared
Deleting Events	Deleting an event removes it from the database permanently.
Event	An event is an issue or an informational message from ProDOC, IntelliSweep, or iSweep giving status of its successes, failures and heartbeats.
Exceptions	Events reported by client applications
Green Checkmark	Indicates that all services are checking in as expected
Heartbeats	Status reports from client applications
Heartbeat Timeout	How many minutes to wait after a client’s last heartbeat before reporting service as down
IntelliSweep	Imports documents sent to imaging servers via iSweep
iSweep	Sends files from one computer to another over the Internet
Job Scheduler	Allows you to schedule orphan scans and document statistic jobs
ProDOC	Captures documents from CU*Base (receipts, forms, scans, ...) and sends documents to imaging servers via iSweep
Red “No” Symbol	Indicates one or more services is not reporting in
Reports	Allows you to access the reports page for the jobs scheduled
Thumbs Up Symbol	Checks exceptions as completed
Vault Manager Client Timeout	How many minutes to wait before logging a user out of Vault Manager

FREQUENTLY ASKED QUESTIONS (FAQs)

What do I do if I cannot log into Vault Manager?

Contact your on-site imaging administrator for access.

What are my daily tasks with Vault Manager?

Each day or several times a day, you should log into to Vault Manager to review the “Dashboard” for green checkmarks and red “no” symbols which alert you if your services are running as expected. You should also review any events that appear in the exceptions area.

What do I do if I see green checkmarks when I log into Vault Manager?

This indicated that services are running as expected. At this point you would review the exceptions area for events that indicate that images are not archiving as expected.

What do I do if I see a red “no” symbol when I log into to Vault Manager?

If you see a red “no” symbol, this indicates that at least one of your services are not running as expected. In these cases, review the “Programs” area to determine which service needs your attention. See Page 7.

What do I do if I see an error message in the “Exceptions” area?

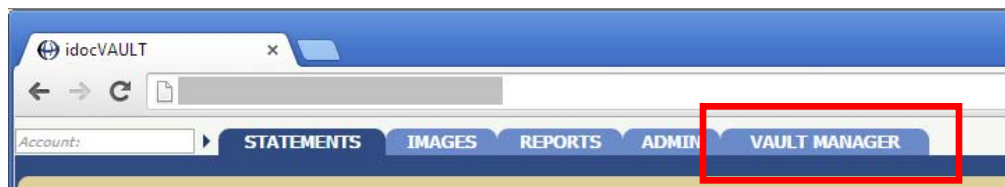
All events in the “Exceptions” area should be reviewed to determine why images are not archiving as expected. You may receive events in this section regardless of whether the services are running as expected. Refer to Page 9.

ACCESSING VAULT MANAGER

Once you have configured your access to Vault Manager, you will see the Vault Manager tab in idocVAULT.

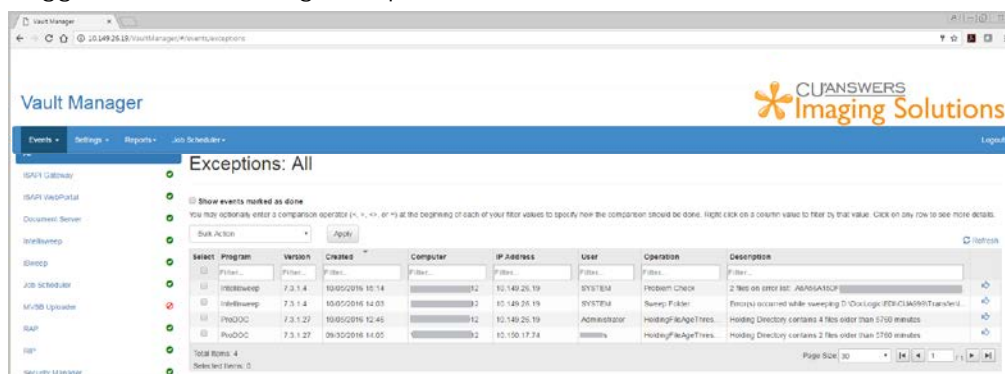
Click the tab for access to the Vault Manager.

Vault Manager Tab Included in idocVault



You will enter Vault Manager in the Exceptions area. To the left is the dashboard indicating whether your services and programs are running. To the right is the list of events indicating that images are not archiving as expected.

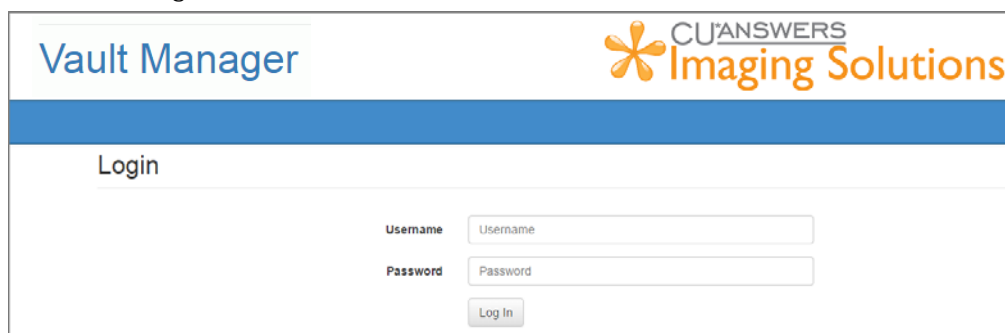
Logged In and Showing Exceptions Section



ALTERNATE LOGIN SCREEN

If Vault Manager idles for a set amount of time, it will log you out and you may need to log back in using the Vault Manager login screen.

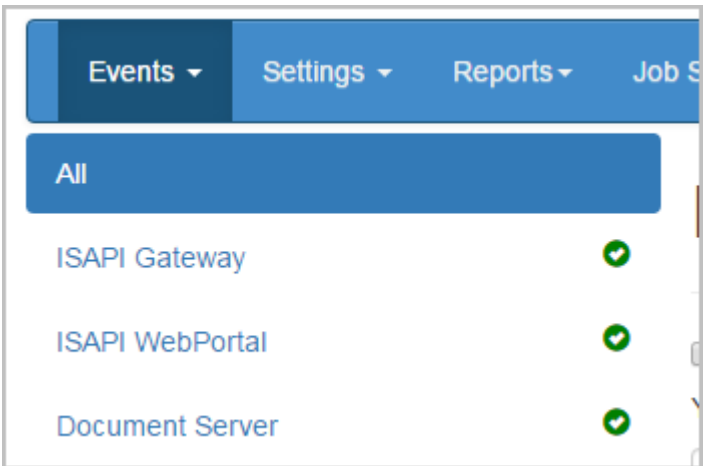
Alternate Login Screen



CONFIRMING THAT SERVICES ARE RUNNING

To the left of the Exceptions area is a quick view of the status of your imaging system. This indicates whether your services are running as expected. Every thirty minutes (or as configured), each service sends an status alert to the Vault Manager (a heartbeat). A green checkmark indicates that the service is functioning properly.

Green Checks – All Services and Programs are Running



- NOTE: ProDOC does not send heartbeat status alerts. This is due to the fact that ProDOC devices are not expected to be functioning at all times. For example, a teller may log off of ProDOC during lunch or when they are not working at your credit union.

Even if all services and program are working as expected, you will still need to review the events in the Exceptions listing. See Page 9.

One or more red “no” symbols indicate that a service is down.

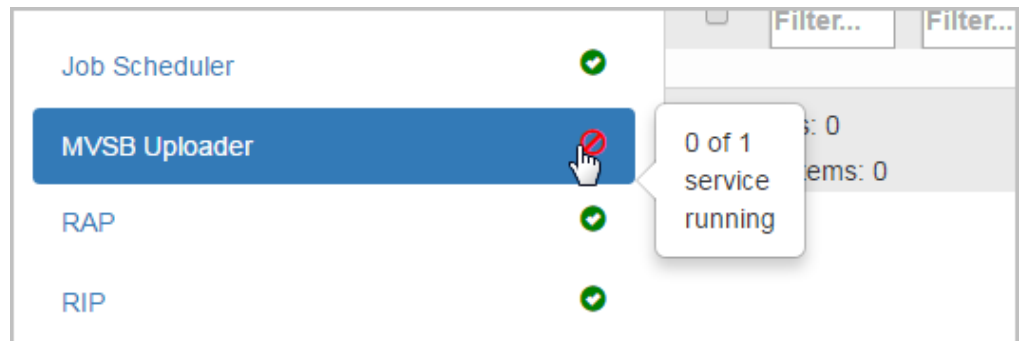
One or More Red “No” Symbols – One or More Service is Down

Document Server	✓
Intellisweep	✓
iSweep	✓
Job Scheduler	✓
MVSB Uploader	✗
RAP	✓
RIP	✓

REVIEWING SERVICES IF THEY ARE DOWN

If you see a red “no” symbol select the service to view how many services are running.

Selecting to View Services if they are down



- As mentioned on the previous page, ProDOC devices do not send heartbeat alerts so this area will be blank unless a device is configured incorrectly, i.e. the images are being sent to the wrong folder on the iSweep device.

The **All** section will show a listing of all of your services so you can identify the one(s) that is/are not functioning correctly. Red text indicates that this service has not sent a heartbeat alert in the last thirty minutes (or as configured). The last time an alert was sent is documented on this screen in the “Last Check In” column.

Close Up of Program Area – One iSweep Without Recent Heartbeat Alert

Programs: All

You may optionally enter a comparison operator (<, >, <=>, or =) at the beginning of each of your filter values to specify how the comparison should be done. Right click on a column value to filter by that value. Click on any row to see more details.

Bulk Actions ▾ Apply Refresh

Select	Program	First Check In	Last Check In	Computer	IP Address	
<input type="checkbox"/>	Filter...	Filter...	Filter...	Filter...	Filter...	
<input type="checkbox"/>	iSweep	12/17/14 16:08:29	01/09/15 12:51:16	WRKSTN	127.	
<input type="checkbox"/>	Intellisweep	12/11/14 13:48:53	01/09/15 13:00:40	RDI	192.	
<input type="checkbox"/>	iSweep	12/11/14 13:51:03	01/09/15 13:01:40	RDI	192.	

Total Items: 3
Selected Items: 0

Page Size: 20 ▾ 1 / 1

Close Up of Program Area - All Programs and Services Functioning as Expected

Programs: All

You may optionally enter a comparison operator (<, >, <=>, or =) at the beginning of each of your filter values to specify how the comparison should be done. Right click on a column value to filter by that value. Click on any row to see more details.

Bulk Actions ▾ Apply Refresh

Select	Program	First Check In	Last Check In	Control ID	Computer	IP Address	
<input type="checkbox"/>	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	
<input type="checkbox"/>	iSweep	12/10/14 10:10:04	01/09/15 13:00:32	enter	RDI	192.	
<input type="checkbox"/>	Intellisweep	11/06/14 16:30:01	01/09/15 13:05:18	System	RDI	192.	
<input type="checkbox"/>	iSweep	12/11/14 09:36:57	01/09/15 13:10:00	enter	RDI	192.	

Total Items: 3
Selected Items: 0

Page Size: 20 ▾ 1 / 1

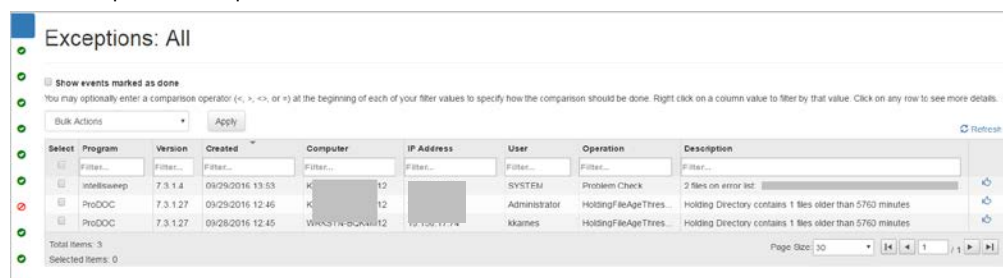
WHAT DO I DO IF A SERVICE HAS NOT SENT A HEARTBEAT ALERT IN THE LAST 30 MINUTES?

In this instance you would first want to restart the service. If that fails to resolve the problem, contact your support team.

REVIEWING THE EXCEPTION AREA

Once it is ascertained that all programs and services are running as expected, the next step is to evaluate the events in the Exception area. These indicate that images are not archiving as expected.

Close Up of Exceptions Area

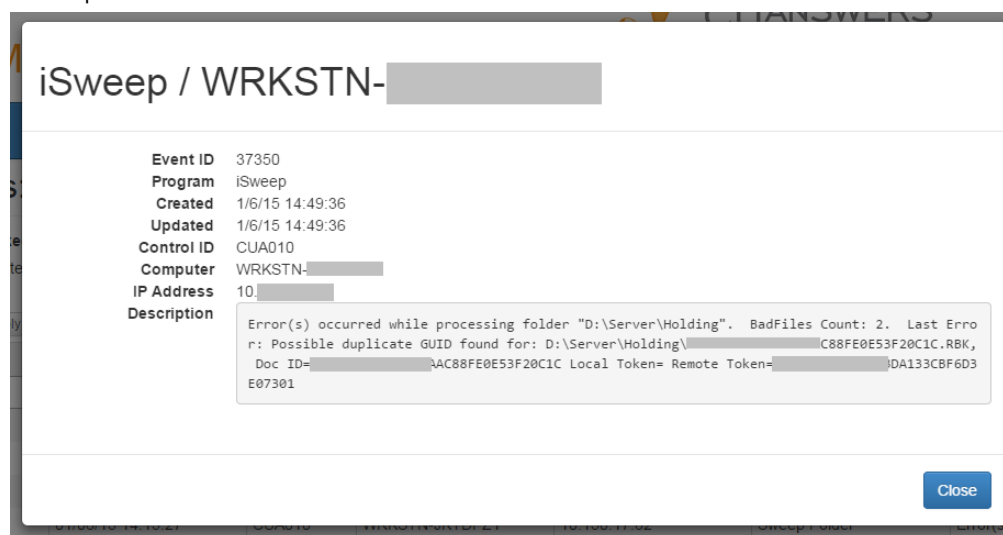


In most cases you will need to contact support to resolve these events.

VIEWING AN EVENT DETAIL

There are two ways to view detail text of an event. If you hover over the event, the text of the message will appear in a pop-up message. If you click on the event in the upper area of the Description column, it will appear in a window as shown below.

Example of an Event



WHAT ARE THE MOST COMMON EVENT MESSAGES?

Below are some examples of event messages.

iSweep Event Example

iSweep / [REDACTED]

Event ID	831
Program	iSweep
Created	1/13/15 08:39:34
Updated	1/13/15 08:39:34
Control ID	CUA999
Computer	[REDACTED]
IP Address	[REDACTED]
Status Code	500
Description	Error(s) occurred while processing folder "C:\RDI_Work\HOLDING". BadFiles Count: 88. Last Error: Possible duplicate GUID found for: C:\RDI_Work\HOLDING\[REDACTED]FD710BA80.rbk, Doc ID=[REDACTED]FD710BA80 Local Token= Remote Token=12[REDACTED]F88DF6983FC

Close

This type of event message indicates that there was a problem importing or purging images from iSweep. In this case, contact support for assistance. ("Bad files" is highlighted for your assistance.) Another common event includes the text "One or more items are not moving out of the iSweep folder."

IntelliSweep Event Example

Intellisweep / [REDACTED]

Event ID	730
Program	Intellisweep
Created	1/8/15 03:10:36
Updated	1/8/15 03:10:36
Control ID	System
Computer	[REDACTED]
IP Address	[REDACTED]
Status Code	500
Description	239 files on error list: 82D344EECC4E455E8783EA919B2258B8.RBK 82DA082CFB3647689280405B5D3AAB89.RBK 846A6AB80C2C4726892486E06A92291A.RBK

This type of event message indicates that IntelliSweep is having problems importing the listed images. In this case, contact support for assistance.

ProDOC / [REDACTED]

Event ID	476
Program	ProDOC
Created	12/17/14 16:11:33
Updated	12/17/14 16:11:33
Control ID	CUA999
Computer	[REDACTED]
IP Address	[REDACTED]
Status Code	401
Description	Backup Directory contains 100 files

Close

This type of event message indicates that there are files have been left on the ProDOC local workstation and are not uploading to the iSweep devices. In this case, contact support.

HOW DO I FILTER THE EVENTS?

Once Events is selected, selecting “All” will show all events for all services and products.

Choose **IntelliSweep** to view only these events.

Filtered for IntelliSweep Events

Vault Manager

Events ▾ Settings ▾ Reports ▾ Job Scheduler ▾

All

ISAPI Gateway ✓

ISAPI WebPortal ✓

Document Server ✓

Intellisweep ✓

iSweep ✓

Job Scheduler ✓

Exceptions: Intellisweep

☐ Show events marked as done

You may optionally enter a comparison operator (<, >, <=>, or =) at the beginning of

Bulk Actions ▾

Select	Version	Created	Computer
<input type="checkbox"/>	Filter...	Filter...	Filter...
<input type="checkbox"/>	7.3.1.4	[REDACTED]	[REDACTED]

Additionally, you can filter events by column by right clicking on an item in the column. This can be used in all columns except for the “Description” column.

Example: Not Filtered

Exceptions: All

☐ Show events marked as done

You may optionally enter a comparison operator (<, >, <=>, or =) at the beginning of each of your filter values to specify how the comparison should be done. Right click on a column value to filter by that value. Click on any row to see more details.

Bulk Actions ▾ Apply Refresh

Select	Program	Created	Computer	IP Address	Operation	Description	
<input type="checkbox"/>	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	
<input type="checkbox"/>	iSweep	01/13/15 08:24:33	[REDACTED]	2	1	Sweep Folder	Error(s) occurred while processing folder "C:\RDI_Workl...
<input type="checkbox"/>	iSweep	01/13/15 08:24:33	[REDACTED]	2	1	Clear bad-file list	There are 2349 files on the bad-files list. Last Error: One...
<input type="checkbox"/>	iSweep	01/13/15 08:24:33	[REDACTED]	2	1	Clear back-off list	One or more files is not moving out of the sweep folder(...
<input type="checkbox"/>	iSweep	01/12/15 19:33:34	[REDACTED]	2	1	Sweep Folder	Error(s) occurred while processing folder "C:\RDI_Workl...
<input type="checkbox"/>	iSweep	01/13/15 19:18:23	[REDACTED]	2	1	Sweep Folder	Error(s) occurred while processing folder "C:\RDI_Workl...
<input type="checkbox"/>	iSweep	01/12/15 18:42:01	WRKSTN-BQK4M12	127.0.0.1	Sweep Folder	Error(s) occurred while processing folder "C:\RDI_Workl...	

Example: Right Click on Date in "Created" Column (Filter to Show Only Events on Specific Date)

Exceptions: All

☐ Show events marked as done

You may optionally enter a comparison operator (<, >, <=>, or =) at the beginning of each of your filter values to specify how the comparison should be done. Right click on a column value to filter by that value. Click on any row to see more details.

Bulk Actions ▾ Apply Refresh

Select	Program	Created	Computer	IP Address	Operation	Description	
<input type="checkbox"/>	Filter...	2015-01-12	Filter...	Filter...	Filter...	Filter...	
<input type="checkbox"/>	iSweep	01/12/15 19:33:34	[REDACTED]	2	1	Sweep Folder	Error(s) occurred while processing folder "C:\RDI_Workl...
<input type="checkbox"/>	iSweep	01/12/15 19:18:23	[REDACTED]	2	1	Sweep Folder	Error(s) occurred while processing folder "C:\RDI_Workl...
<input type="checkbox"/>	iSweep	01/12/15 18:42:01	[REDACTED]	2	1	Sweep Folder	Error(s) occurred while processing folder "C:\RDI_Workl...
<input type="checkbox"/>	iSweep	01/12/15 18:26:42	WRKSTN-BQK4M12	127.0.0.1	Sweep Folder	Error(s) occurred while processing folder "C:\RDI_Workl...	

To filter events by the "Description" column, enter all or some of the text of the description and press Enter.

Example: Enter "bad" in "Description" field

Exceptions: All

☐ Show events marked as done

You may optionally enter a comparison operator (<, >, <=>, or =) at the beginning of each of your filter values to specify how the comparison should be done. Right click on a column value to filter by that value. Click on any row to see more details.

Bulk Actions ▾ Apply Refresh

Select	Program	Created	Computer	IP Address	Operation	Description	
<input type="checkbox"/>	Filter...	Filter...	Filter...	Filter...	Filter...	bad	
<input type="checkbox"/>	iSweep	01/13/15 08:24:33	[REDACTED]	[REDACTED]	Clear bad-file list	There are 2349 files on the bad-files list. Last Error: One ...	
<input type="checkbox"/>	iSweep	01/12/15 11:11:46	[REDACTED]	[REDACTED]	Clear bad-file list	There are 854 files on the bad-files list. Last Error: One o ...	
<input type="checkbox"/>	iSweep	01/11/15 23:12:10	[REDACTED]	[REDACTED]	Clear bad-file list	There are 146 files on the bad-files list. Last Error: One o ...	
<input type="checkbox"/>	iSweep	01/11/15 10:55:35	[REDACTED]	[REDACTED]	Clear bad-file list	There are 1862 files on the bad-files list. Last Error: One ...	
<input type="checkbox"/>	iSweep	01/08/15 08:44:58	WRKSTN-BQK4M12	127.0.0.1	Clear bad-file list	There are 3057 files on the bad-files list. Last Error: One ...	

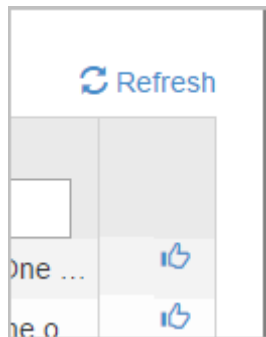
Total Items: 5
Selected Items: 0

Page Size: 20 1 / 1

CLEARING AN EVENT

To clear one event, click the “thumbs up” icon at the end of the row.

Click “Thumbs Up” Icon



Once this is clicked, the thumb symbol will turn down and the row will turn to be inactive (greyed out).

To clear multiple events, check the events on the left hand side then use the “Bulk Actions” dropdown to select “Toggle Done” and select Apply. This will change all of the items selected to a cleared status.

☐ Show events marked as done

You may optionally enter a comparison operator (<, >, <=>, or =) at the beginning of each of your filter values to specify how the comparison should be done. Right click on a column value to filter by that value. Click on any row to see more details.

Toggle Done

[Refresh](#)

Select	Program	Version	Created	Computer	IP Address	User	Operation	Description	
<input checked="" type="checkbox"/>	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	
<input checked="" type="checkbox"/>	Intellisweep	7.3.1.4	10/05/2016 13:34		10...	SYSTEM	Problem Check	2 files on error list: A8A56A150FDC4DCFA5E4472BF1713C...	
<input checked="" type="checkbox"/>	ProDOC	7.3.1.27	10/05/2016 12:46		10...	Administrator	HoldingFileAgeT...	Holding Directory contains 4 files older than 5760 minutes	
<input checked="" type="checkbox"/>	Intellisweep	7.3.1.4	10/04/2016 14:03		10...	SYSTEM	Sweep Folder	Error(s) occurred while sweeping D:\DocLogic\EDICUA999\...	

One Row Marked Inactive

☐ Show events marked as done

You may optionally enter a comparison operator (<, >, <=>, or =) at the beginning of each of your filter values to specify how the comparison should be done. Right click on a column value to filter by that value. Click on any row to see more details.

Bulk Actions

[Refresh](#)

Select	Version	Created	Computer	IP Address	User	Operation	Description	
<input type="checkbox"/>	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	
<input type="checkbox"/>	7.3.1.27	09/29/2016 ...	KKPLAYGR...		Administrator	HoldingFileA...	Holding Directory contains 1 files older than 5...	
<input type="checkbox"/>	7.3.1.27	09/28/2016 ...	WRKSTN-B...			HoldingFileA...	Holding Directory contains 1 files older than 5...	

Upon Refresh the Row is No Longer Shown

☐ **Show events marked as done**

You may optionally enter a comparison operator (<, >, <=>, or =) at the beginning of each of your filter values to specify how the comparison should be done. Right click on a column value to filter by that value. Click on any row to see more details.

Bulk Actions ▼ Apply Refresh

Select	Version	Created	Computer	IP Address	User	Operation	Description
<input type="checkbox"/>	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...
<input type="checkbox"/>	7.3.1.27	09/28/2016 ...	WRKSTN-B...			HoldingFileA...	Holding Directory contains 1 files older than 5...

Total Items: 1
Selected Items: 0

Page Size: 30 ◀ ▶ 1 / 1 ▶

To view the hidden rows (cleared events), check the “Show events marked as done” box at the top of the listing. In the following example, several inactive items are shown.

Check “Show Events Marked as Done” to View Inactive Items

Exceptions: All

☒ **Show events marked as done**

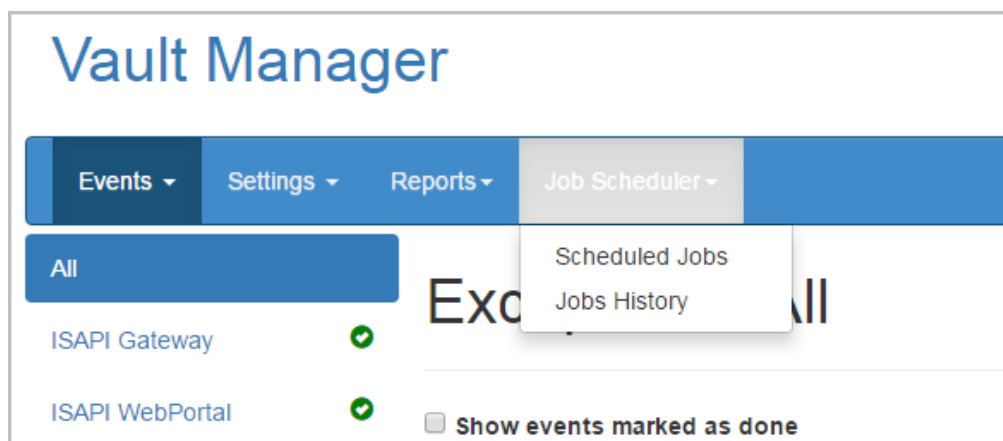
You may optionally enter a comparison operator (<, >, <=>, or =) at the beginning of each of your filter values to specify how the comparison should be done. Right click on a column value to filter by that value. Click on any row to see more details.

Bulk Actions ▼ Apply Refresh

Select	Program	Created	Computer	IP Address	Operation	Description
<input type="checkbox"/>	Filter...	Filter...	Filter...	Filter...	Filter...	Filter...
<input type="checkbox"/>	iSweep	01/13/15 09:25:10			Sweep Folder	Error(s) occurred while processing folder "C:\RDI_Work\...
<input type="checkbox"/>	iSweep	01/13/15 09:09:58			Sweep Folder	Error(s) occurred while processing folder "C:\RDI_Work\...
<input type="checkbox"/>	iSweep	01/13/15 08:54:40			Sweep Folder	Error(s) occurred while processing folder "C:\RDI_Work\...
<input type="checkbox"/>	iSweep	01/13/15 08:24:33			Sweep Folder	Error(s) occurred while processing folder "C:\RDI_Work\...
<input type="checkbox"/>	iSweep	01/13/15 08:24:33			Clear bad-file list	There are 2349 files on the bad-files list. Last Error: One ...

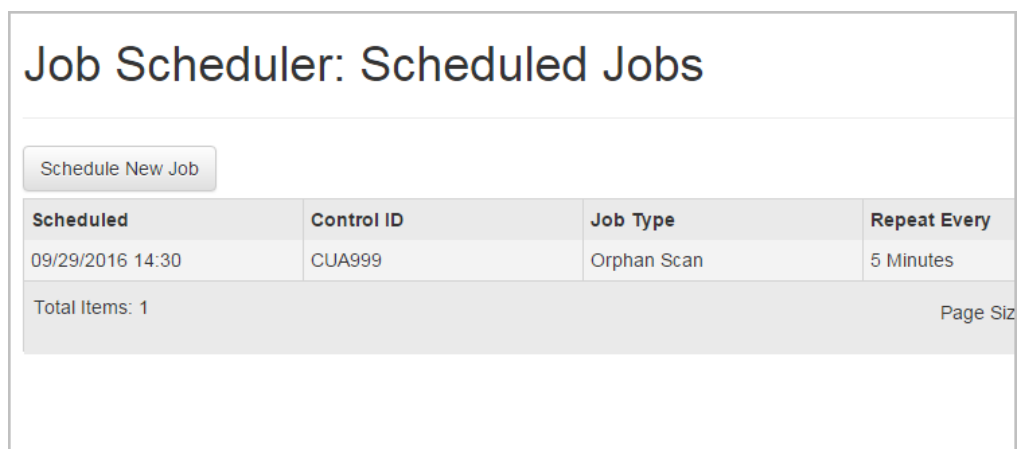
JOB SCHEDULER

In the Job Scheduler section you can schedule a job and view the history of jobs scheduled.



SCHEDULING A JOB

From *Job Scheduler*, select *Scheduled Jobs*.



To schedule a job, select *Schedule New Job*.

Job Scheduler: Create Job

Job Type Orphan Scan
Control ID CUA999
Date To Run
Time To Run 02:28 PM
Repeat Every 0 Minutes

Orphan Scan will run for CUA999

[Schedule This Job](#)

Select the type of job you wish to schedule.

- Orphan scan – Orphan scan is used to scan the database and the file system looking for orphaned tables and files
- Document statistics scan – Scans your database to give statistical information to your tables and the data associated.

Job Scheduler: Create Job

Job Type Orphan Scan
Control ID CUA999
Date To Run
Time To Run 02:28 PM
Repeat Every 0 Minutes

Orphan Scan will run for CUA999

[Schedule This Job](#)

Once you have set up the job, use *Schedule This Job*.

Job Scheduler: Create Job

Job Type

Orphan Scan

Control ID

CUA999

Date To Run

09/07/2016

Time To Run

02:28 PM

Repeat Every

30

Days

Orphan Scan will run for CUA999 on 09/07/2016 at 2:28 PM repeat every 30 Days

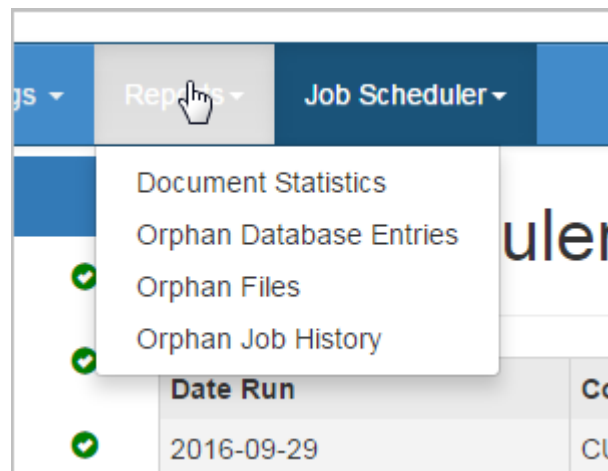
Schedule This Job

VIEWING JOB HISTORY

From *Job Scheduler*, select *Jobs History* to view a log of jobs run.

Job Scheduler: Job History				
Date Run	Control ID	Job Type	Times Run	Status
2016-09-29	CUA999	Orphan Scan	17	Finished
2016-09-28	CUA999	Document Statistics	1	Finished

REPORTS



To view a report select it from the drop-down menu.

DOCUMENT STATISTICS REPORT

Report: Document Statistics			
CUA999			
Document Type	Total Amount	Oldest	Newest
Credit Card Statements	18	7/31/2016 12:00:00 AM	1/31/2015 12:00:00 AM
IRA/Keogh/Retirement Statements	1	12/31/2015 12:00:00 AM	12/31/2015 12:00:00 AM
Member Account Statements	17	7/31/2016 12:00:00 AM	2/28/2015 12:00:00 AM
Advertisements	5	8/30/2016 4:51:46 PM	8/30/2016 4:52:56 PM
ALM	0		
AP	0		

This page gives the user the ability to view the statistics of their eDOC server. It shows the Document types, the amount of documents, and the oldest/newest documents available.

- Note: This reports is created by a scheduled document statistics scan job. The default setting is to run this nightly and is set up by CU*Answers Imaging Solutions.

ORPHAN DATABASE ENTRIES REPORT

This page gives the user the ability to move orphaned database entries found during the orphan scans to their respective missing tables.

Moving a File

During the orphan scan, if a database entry cannot find its associated image on the file system it places that entry on this page.

Report: Orphan Database Entries

CUA999

As of the last scan, the database entries below reference files that don't exist on the file system.

Bulk Actions

Apply

<input type="checkbox"/>	Document ID	Document ...	File Path	Referenced	Flagged To Moved
<input type="checkbox"/>	0AA611BE0F474A01BC7EE57C...	Current_Re...	DocLogic\EDI\CUA999\Images\Current_Receipt...	1	

Total Items: 1
Selected Items: 0

Page Size: 30
1 / 1

To move the file, select the check box next to each Document ID.

Flag To Move

Apply

<input type="checkbox"/>	Document ID	Document Table	File Path	Referenced	Flagged To Moved
<input checked="" type="checkbox"/>	0AA611BE0F474A01BC7EE57C0054D99E	Current_Receipts	DocLogic\EDI\CUA999\Images\Current_Receipts\00000\0AA611BE0F...	1	

Total Items: 1
Selected Items: 1

Page Size: 30
1 / 1

Then use the Bulk Actions drop-down to select *Flag To Move* and select *Apply*.

Flag Not To Move

Apply

<input checked="" type="checkbox"/>	Document ID	Document Table	File Path	Referenced	Flagged To Moved
<input type="checkbox"/>	0AA611BE0F474A01BC7EE57C0054D99E	Current_Receipts	DocLogic\EDI\CUA999\Images\Current_Receipts\00000\0AA611BE0F...	1	Flagged

Total Items: 1
Selected Items: 0

Page Size: 30
1 / 1

NOTE: Flagged to Moved column now says "Flagged"

The next time the orphan scan runs, the database entry will be moved to a Current_Receipts_missing table.

ORPHAN FILES REPORT

This page gives the user the ability to move orphaned files found during the orphan scans. These files are files on the file system that are not referenced in the database. This area give you the ability to move the orphan to a folder specified in the JMS Reports Settings (Automatically Move To Folder).

Moving a File

During the orphan scan, if a file cannot find its associated database entry it places the Document ID on this page.

Report: Orphan Files

CUA999

As of the last scan, the files below don't have references in the database.

Bulk Actions Apply

File Path	Flagged To Move
g:\ED\CUA999\Images\Current_Receipts\00000\0AA611BE0F474A01BC7EE57C0054D99E_.TIF	

Total Items: 1
Selected Items: 0

Page Size: 30 1 / 1

To move the file, select the check box next to each Document ID.

Flag To Move Apply

File Path	Flagged To Move
g:\ED\CUA999\Images\Current_Receipts\00000\0AA611BE0F474A01BC7EE57C0054D99E_.TIF	<input checked="" type="checkbox"/>

Total Items: 1
Selected Items: 1

Page Size: 30 1 / 1

Then use the Bulk Actions drop down to select *Flag To Move* and select *Apply*.

Flag To Move Apply

File Path	Flagged To Move
g:\ED\CUA999\Images\Current_Receipts\00000\0AA611BE0F474A01BC7EE57C0054D99E_.TIF	Flagged

Total Items: 1
Selected Items: 0

Page Size: 30 1 / 1

Please notice that the Flagged to Moved column now says “Flagged”

The next time the orphan scan runs, the file will be moved to the folder specified in the JMSReports Settings page (Automatically Move To Folder).

ORPHAN JOB HISTORY REPORT

This page provides the job history for the orphan scans completed in the past. It states what date the scans were ran, how many orphaned database entries were found, the total database entries, how many orphaned files were found, and the total files scanned.

Report: Orphan Job History				CUA999 ▼
Results restricted to the first 2,500 rows.				
Date	Orphan Database Entries	Total Database Entries	Orphan Files	Total Files
2016-09-29 15:06:00	1	261589	1	55042
2016-09-29 15:01:01	1	261589	1	55042
2016-09-29 14:56:02	1	261589	1	55042
2016-09-29 14:51:00	1	261589	1	55042
2016-09-29 14:46:00	1	261589	1	55042
2016-09-29 14:41:02	1	261589	1	55042

SETTINGS CONFIGURATION

It is recommended that you do not make any changes to the Settings configuration area. This section is written for informational purposes only.

Selecting the "Settings" Area



Vault Manager Default Settings

The Vault Manager section configures the frequency with which the heartbeat alerts are sent to Vault Manager. Thirty minutes is the recommended default. Additionally, this sets the minutes until time out for the Vault Manager website.

Settings: Vault Manager

General

[Settings]

Heartbeat Timeout (Minutes)	30
Vault Manager Client Timeout (Minutes)	10

General Default Settings

The General setting tab includes the Crypt ID section. This is only used for the CU*Answers online environment.

Settings: General

SGraph

[Shared]

Crypt ID

0000

Save

ProDOC Default Settings

The ProDOC settings gives the ProDOC devices the path needed to send alerts to Vault Manager. These paths are entered in the RDI INI file of the IntelliSweep and iSweep programs and devices.

Settings: ProDOC

SGraph

[REST_API]

REST API URL

Save

eDOCSignature Default Settings

The eDOCSignature setting tab includes all of the settings for eDOCSignature for CU*Answers online environment.

Settings: eDOCSignature

SGraph

[Setup]

RIP URLhttps://edocsignature.edoclogic.com/

[eDOCSignature]

Enabled	N
Admin URL	https://edocsignature.edoclogic.com/
Key Name	eDOCSig
Encryption	DES3CBC
Init Vector	RANDOM
Include Init Vector	Y
Time Key	TIMESTAMP
Time Difference	GMT
Browser	iExplore.exe
Action	EDOC SIG
UseGMT	Y
ShowSendDocument	N

Save

JMSReports Default Settings

The JMSReports setting tab includes all of the settings for the Job Management Scheduler.

File Extensions To Ignore: Enter the file extensions that the orphan scan should ignore when scanning.

File Extensions To Auto Move: The orphan scan will move files with these extensions into the folder specified in “Automatically Move to Folder.” These file extensions are normally temporary files left behind when creating and deleting documents.

Automatically Move to Folder: The orphan scan will move extensions specified in “File Extensions to Auto Move” into this folder.

Skip DocTables: Enter the database tables that orphan scans should skip.

Skip Directories: Enter the directories that orphan scans should skip.

Settings: JMSReports

General

[Scan]

File Extensions To Ignore	.INI,.RBK,.IDX,.IDY
File Extensions To Auto Move	.TIF~,TIF~~,TIF~~~,TIF~~~~,.RBK~,RBK~~,RBK~~~,RBK~~~~,.NDW,.RBK.D
Automatically Move To Folder	D:\DocLogic\EDI\CUA999\BADFILES
Skip DocTables	someDocTable
Skip Directories	someDocLocation

Save