



## RecFind 6 New Feature - Archiving Electronic Documents to secondary storage, RecFind 6 version 2.9

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Dear Customer,

You have told us that having the ability to Archive electronic documents and images (eDocs) to second level storage is a pressing requirement. This is especially true for those of you heavily into electronic document management and document imaging because the size of the active RecFind 6 database may present problems, particularly with backups and recovery. RecFind 6 databases of 1 terabyte and above are now common.

In response, we have developed a new, easy to use solution that is now an optional feature in RecFind 6 version 2.9. The new feature, we call it eDocArchive, allows the selection of eDocs and the archiving of them to a special linked SQL Server Archive database; removing them from the currently active RecFind 6 database.

To select eDocs for archiving, you use the search (i.e., Text, Metadata or Boolean) to select the eDocs you wish to archive then add them to the PickList. Then within the PickList, simply select and then archive them to the secondary SQL database. This new process deletes the eDocs from the current database BUT, the eDoc Metadata remains with a link to the archived object. Your current 'active' RecFind 6 database is then significantly smaller and faster to backup or restore.

After archiving, you search for everything as you do now, in the current active RecFind 6 database, so no confusion about where something is; the process is transparent to end users. You can still view the archived eDocs from the current active RecFind 6 database.

Your RecFind 6 Administrator creates the archive database(s) in the RecFind 6 DRM. Note that you may create multiple archive databases, as many as you require.

### Suggested Approach

The objective is to reduce the size of the currently active RecFind 6 database (which needs to be backed up nightly) such that the active database is as small as possible and as fast to backup/restore as possible.

eDocs to be archived should ideally have a low activity profile consistent with your Retention Schedule.

Plan your archive processing relative to your eDoc activity levels. That is, establish an archive cycle that reflects the rate at which you add electronic documents and images to your active RecFind 6 database.

For example, if you have a large database of eDocs accumulated over the years but only add a small number of new eDocs per month then after the initial archive process, schedule the next one in 6 or 12 months. This way you only need to back up your archive database once, not every night, every week or every month.

If you have a very high level of eDoc activity, then archive on a monthly basis. You can choose to add to the existing archive database or you can create a new archive database each time you archive. Note that every time you add to your archive database, you should take another back up. However, there is no

need to back up your archive database on a daily basis as you do with your currently active RecFind 6 database. You only need to back it up when you add to it.

### Why did we use SQL Server for the archive database?

For the same reasons we use SQL Server as the database for RecFind 6. It provides all of the performance, scalability and security you require plus it is an 'open' system, not a proprietary one, where your data is always accessible and exportable by your DBA with appropriate security.

### Seamless

As you can see from the following RecFind 6 text search screen, you search and access all information from the currently active RecFind 6 database.

Type	Checked
File Folder Profiles	<input checked="" type="checkbox"/>
Document Profiles	<input checked="" type="checkbox"/>
Box Profiles	<input checked="" type="checkbox"/>
EDOC	<input checked="" type="checkbox"/>
Storage Spaces	<input checked="" type="checkbox"/>

Text

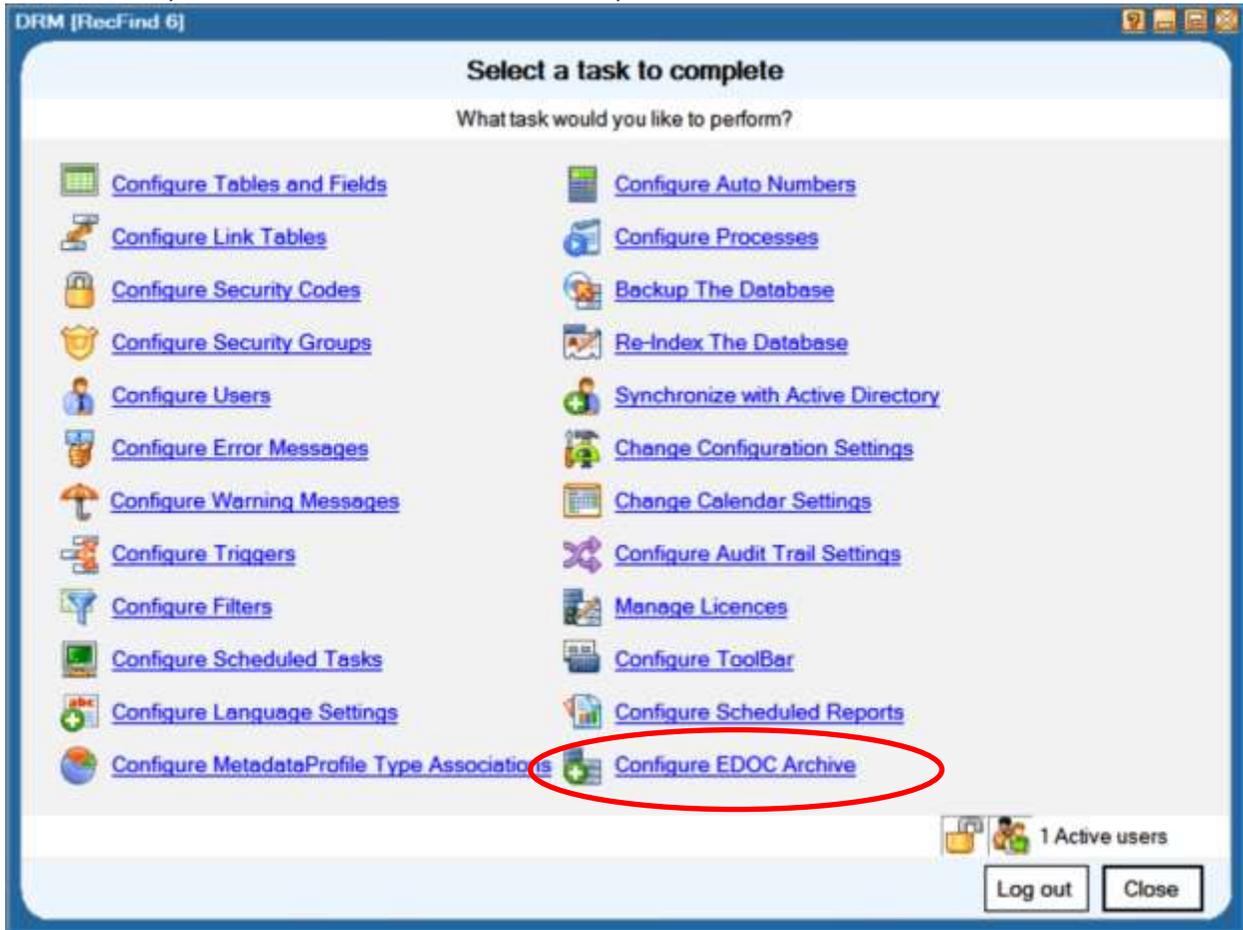
OR  AND  BUT NOT

Text

Include EDOC Archives?

## DRM Configuration

This is where your RecFind 6 Administrator creates your archive databases.

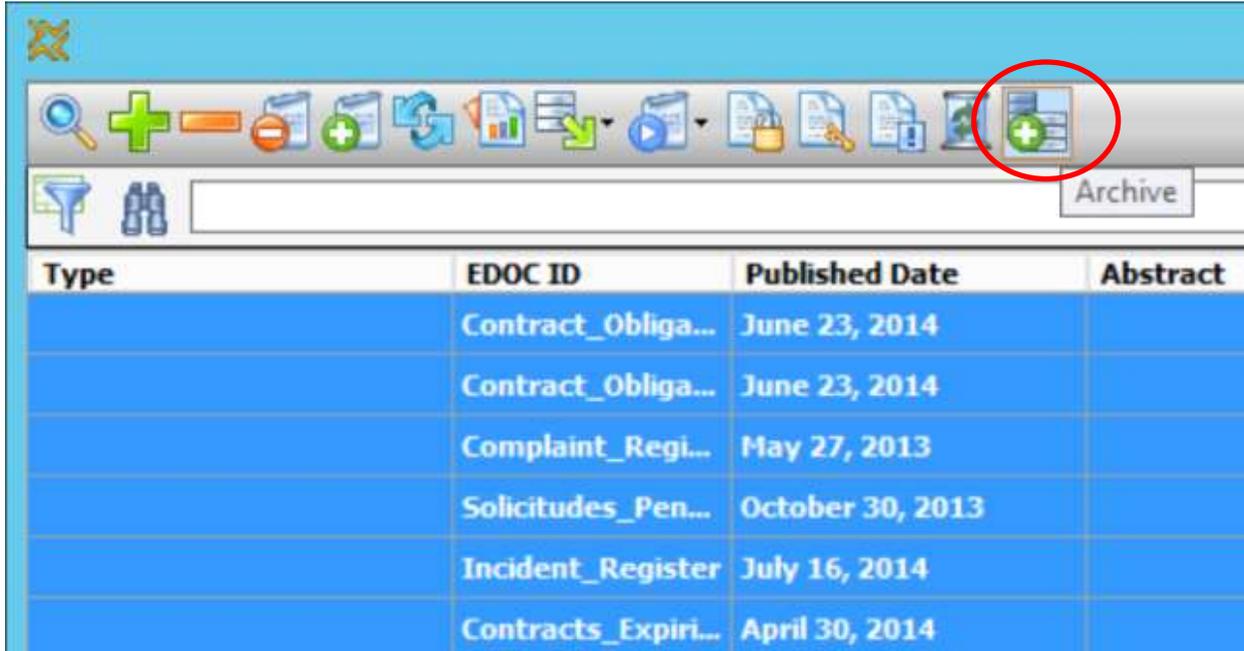


The screenshot shows the "Configure EDOC Archive" window. The title bar reads "Configure EDOC Archive". The window contains a table with the following data:

Server	Database	Current	No of EDOCs	Size	Valid
spt010	recfind6_29_arc2	✓	1	1.69 MB	✓

## PickList

This is where you select and then archive your electronic documents and images.



## When?

RecFind 6 version 2.9 will be available to all customers under a current ASU 1<sup>st</sup> June, 2017.

## Pricing

The eDocArchive feature is a separately priced item. Please [click here](#) for a quotation.

Best Regards,

Frank McKenna | Knowledgeone Corporation  
CEO & Sales & Marketing Director