



iRetention Manger Administration Manual

Version 3.9 SP1

iDatix Corporation

15201 Roosevelt Blvd., Ste. 104, Clearwater, FL 33760

Tel: (727) 441-8228 – Fax: (727) 444-4419

Email: Support@idatix.com

Web: www.idatix.com

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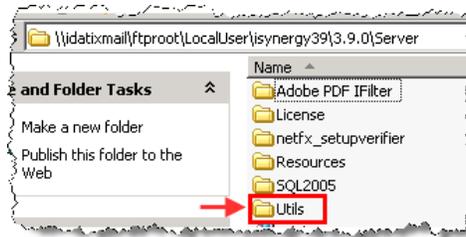
Introduction

iRetention Manager allows an organization to create and manage retention profiles that contain user defined criteria enabling iSynergy to automatically purge documents. Using iRetention Manager, a specific time period can be associated to an iSynergy application. In addition, iRetention Manager will allow an organization to define a trigger date for a document which will officially begin applying the retention period policy based on that trigger date.

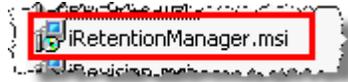
Installing iRetention Manger

To install iRetention Manager, follow the below procedure.

1. In the iSynergy Installation folder, navigate to **Server>Utils**.



2. Select **iRetention Manager.msi**



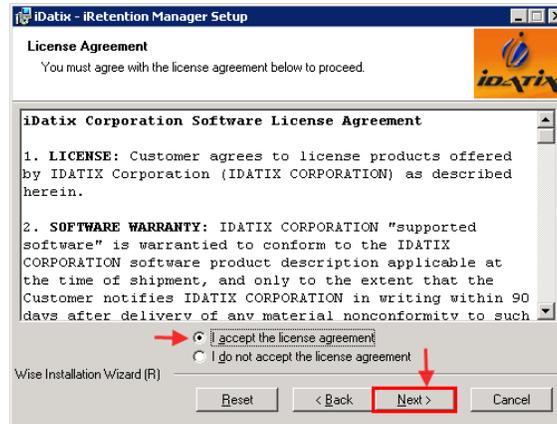
Note: The iDatix – iRetention Manager Setup dialog displays.

3. Select **Next**.



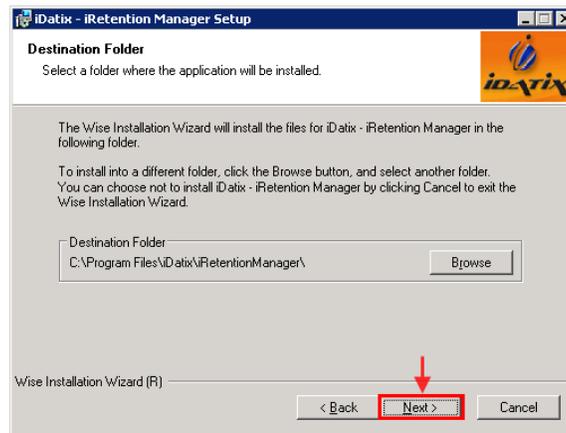
Note: The iDatix – iRetention Manager Setup License Agreement displays.

4. If the license agreement is acceptable, select **I accept the license agreement**.
5. Select **Next**.

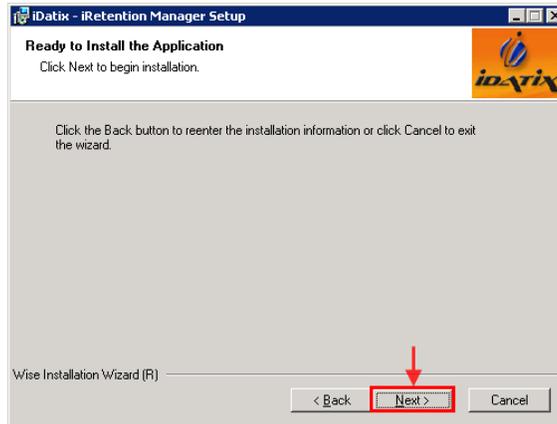


Note: The iDatix – iRetention Manager Setup dialog displays. If you wish to change the Destination Folder, select Browse and follow the prompts. If you wish to leave the destination folder, skip to step 6.

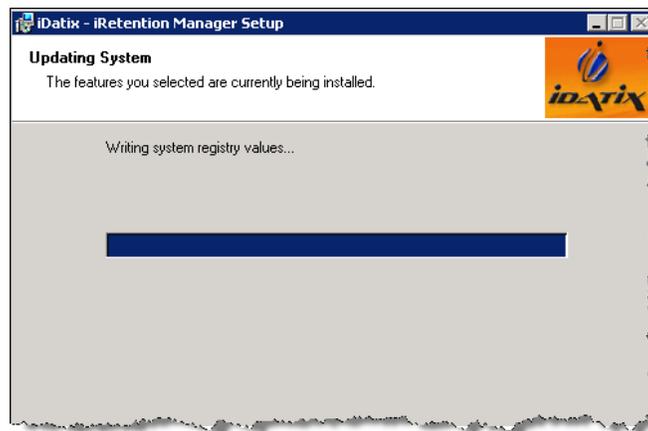
6. Select **Next**.



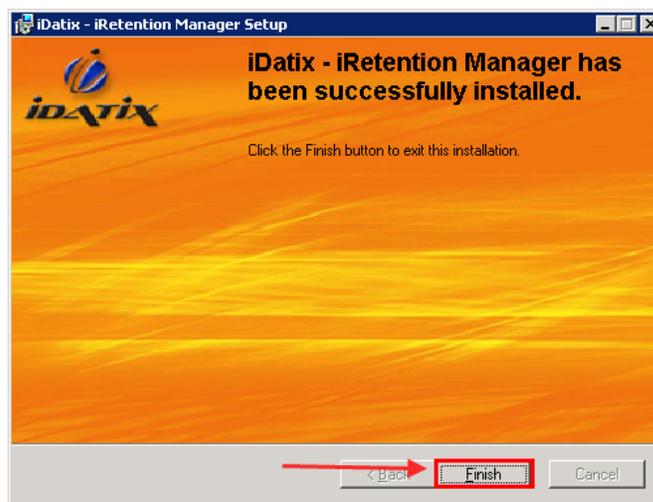
7. Select **Next**.



Note: iRetention Manager begins to install.



8. Select **Finish**.



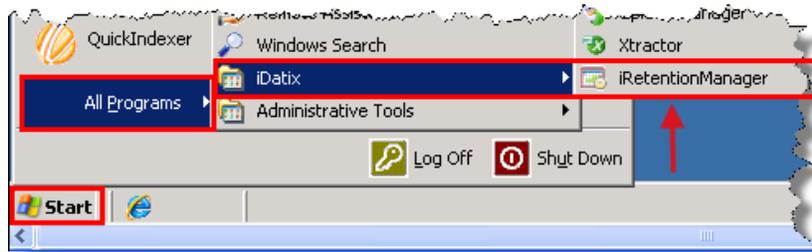
9. iRetention Manager is installed and a shortcut placed on your Desktop.



iRetention Manager Login

To login to iRetention Manager, follow the below steps.

1. Navigate to **Start>All Programs>iDatix>iRetention Manager**.

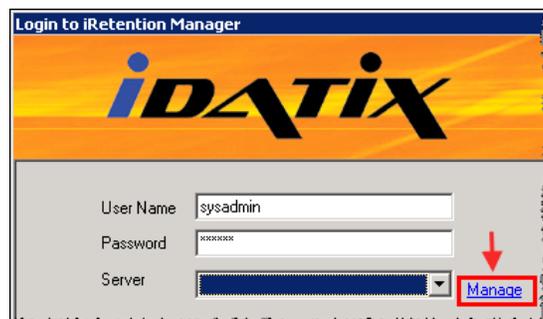


Note: The Login to iRetention Manager dialog displays.

2. Enter your the **User Name**.
3. Enter your **Password**.

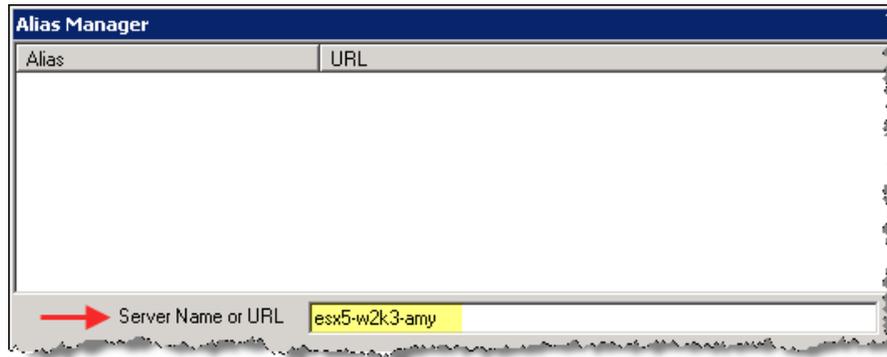


4. Select **Manage**.

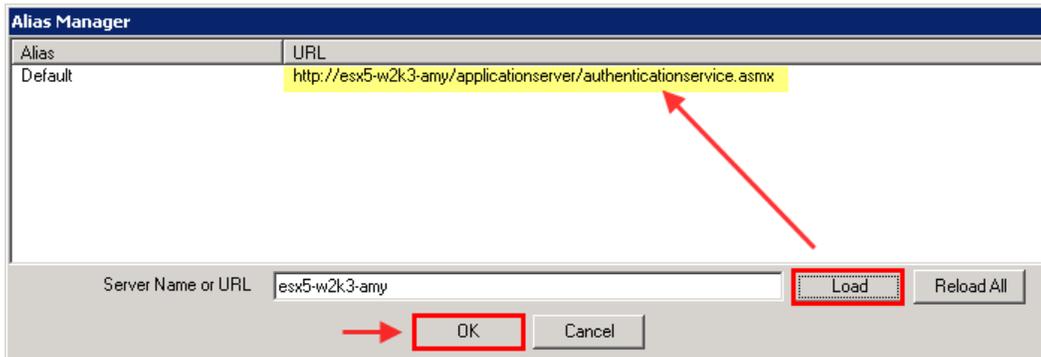


Note: The Alias Manager dialog displays.

5. Define the **Server Name**.



6. Select **Load**.
7. Select **OK**.



Note: The Login to iRetention Manager dialog displays.

8. Select **Login**.



iRetention Manager User Interface

This section describes the iRetention Manager User Interface and its functionality.

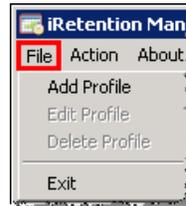
File Menu

Element	Description
---------	-------------

File



Provides the ability to allow a user to add, edit or delete a new iRetention profile, as well as exit the application.



Action



Provides the ability to Search or Purge documents as defined by the iRetention profile.



About



Displays the iRetention Manager product and file version.



Toolbar

This section describes the iRetention Manager Toolbar functionality

Element	Description
Add Profile 	Provides the ability to launch the Retention Profile dialog and add a new iRetention profile.
Edit Profile 	Provides the ability to launch the Retention Profile dialog and edit an existing iRetention profile.
Delete Profile 	Provides the ability to launch the Retention Profile dialog and delete an existing iRetention profile.
Search Documents to Purge 	Provides the ability to search for documents as defined by the selected iRetention profile to purge from the database and repository.
Purge Documents for Checked Profiles 	Provides the ability to purge documents from the database and repository as defined by the selected iRetention profile
Stop Search/Purge	Provides the ability to stop a search or purge from the selected iRetention profile.

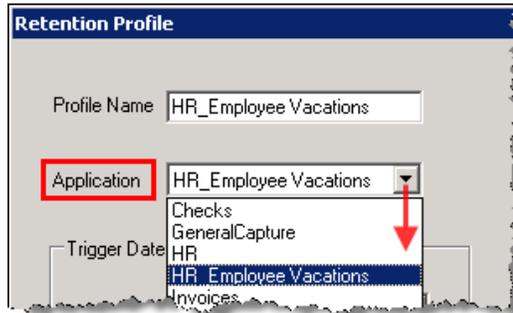
iRetention Profile

Element	Description
---------	-------------

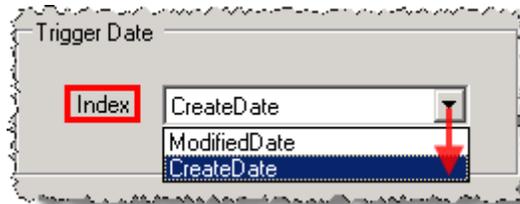
Profile Name Provides the ability to uniquely name the Retention profile name.



Application Provides the ability to select a defined and implemented iSynergy Application from the drop down menu. This Application contains the documents that will be purged.

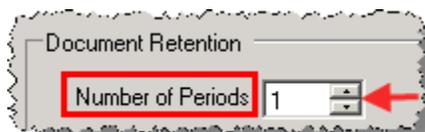


Trigger Date>Index Provides the ability to select a system or user defined date from the aforementioned iSynergy Application.



Note: The Trigger Date is an iSynergy Application value that is used in combination with a retention period to determine when a document is to be purged. The trigger date can be a UDL value or a system defined list.

Document Retention>Number of Periods Provides the ability to define a numeric value for the Retention period.



Note: The Retention Period is used in combination with the Trigger Date to determine when a document is to be purged.

Document Retention>Period

Provides the ability to define a retention period that can be Days, Months or Years.



Document Type>Index

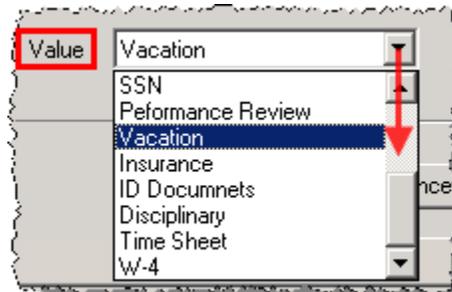
Provides the ability to define an index from the aforementioned iSynergy Application in a drop down menu.



Note: iSynergy UDL values further restrict which documents within an application are to be purged. If a selected iSynergy Application does not have a UDL representing a document type or a document type is not selected by the user, all the documents within the application are purged based on the date/retention period criteria.

Document Type>Value

Provides the ability to define a value from the aforementioned iSynergy Application in a drop down menu.



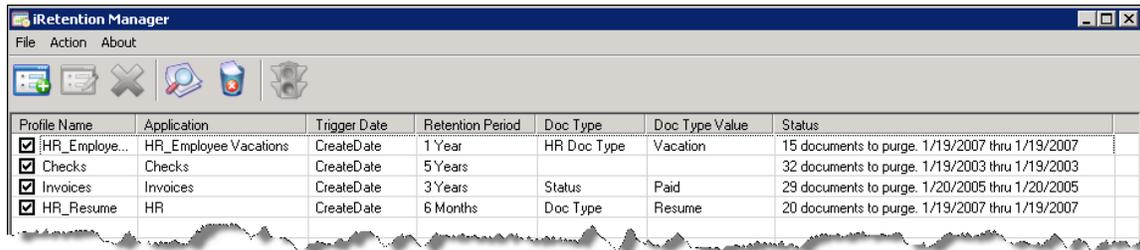
Note: If the iSynergy Application does not have a document type UDL, these fields are disabled. Additionally, if all document types have been selected for other profiles that use this same iSynergy Application these fields are disabled.

OK Provides the ability to save and close the iRetention Profile dialog.

Cancel Provides the ability to cancel the Retention Profile dialog.

iRetention Manager Workspace

The iRetention Manager Workspace provides a simple to discover design in order to quickly understand the number of documents to be purged from the iSynergy repository.



Profile Name	Application	Trigger Date	Retention Period	Doc Type	Doc Type Value	Status
<input checked="" type="checkbox"/> iHR_Employe...	HR_Employee Vacations	CreateDate	1 Year	HR Doc Type	Vacation	15 documents to purge. 1/19/2007 thru 1/19/2007
<input checked="" type="checkbox"/> Checks	Checks	CreateDate	5 Years			32 documents to purge. 1/19/2003 thru 1/19/2003
<input checked="" type="checkbox"/> Invoices	Invoices	CreateDate	3 Years	Status	Paid	29 documents to purge. 1/20/2005 thru 1/20/2005
<input checked="" type="checkbox"/> HR_Resume	HR	CreateDate	6 Months	Doc Type	Resume	20 documents to purge. 1/19/2007 thru 1/19/2007

Element Description

Profile Name Displays the name of the defined Retention Profiles.



Note: In this view, you can double click the Profile name and display the Retention Manager dialog.

Application Displays the name of the iSynergy Application for the defined iRetention Profile.



Trigger Date Displays the Trigger date for the defined iRetention Profile.

Trigger Date
CreateDate
CreateDate
CreateDate
CreateDate

Retention Period

Displays the time period the documents will be retained and then purged for the defined iRetention Profile.

Retention Period
1 Year
5 Years
3 Years
6 Months

Doc Type

Displays the iSynergy Application document type for the defined iRetention Profile.

Doc Type
HR Doc Type
Status
Doc Type

Doc Type Value

Displays the document type as defined within the iSynergy Application document type.

Doc Type Value
Vacation
Paid
Resume

Status

Displays the status of the defined iRetention Profile.

Status
15 documents to purge. 1/19/2007 thru 1/19/2007
32 documents to purge. 1/19/2003 thru 1/19/2003
29 documents to purge. 1/20/2005 thru 1/20/2005
20 documents to purge. 1/19/2007 thru 1/19/2007

Exit Provides the ability to exit the iRetention Application.



iRetention Manager Bottom Toolbar

The iRetention Manager bottom toolbar provides the ability to quickly discover the status, date and connected Server.



Element	Description
[State] Ready	Provides the ability to know the current state of iRetention Manager.
	
[Date] 1/20/2009	Displays the current date.
	
[Server] esx5-w2k3-amy	Displays the current server the user has accessed.
	

Working with iRetention Manager

iRetention Manager provides a simple interface, enabling you to automatically purge records from the iSynergy Repository. In this section, we will set up a new retention profile and purge records according to the profile record.

Note: These examples assume you have already logged in and have records that meet the retention profile criteria.

Invoice Retention Profile

This example describes an Invoice Retention profile that will allow the Accounting department to Simplify its Workplace by automatically removing all records that are over three years old.

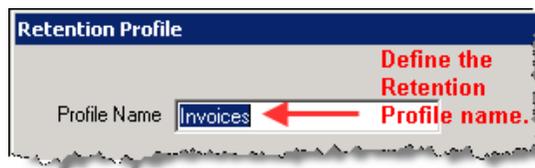
1. Navigate to the iRetention Manager Toolbar and select **Add New Profile**.

Note: Alternatively, you may select File>Add Profile.

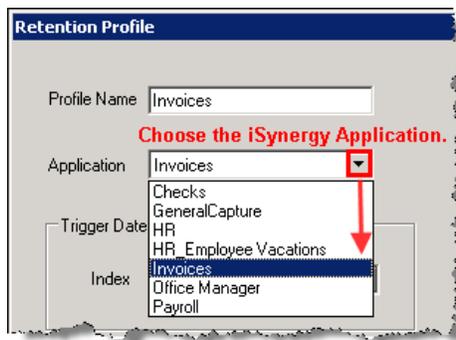


Note: The Retention Profile dialog displays.

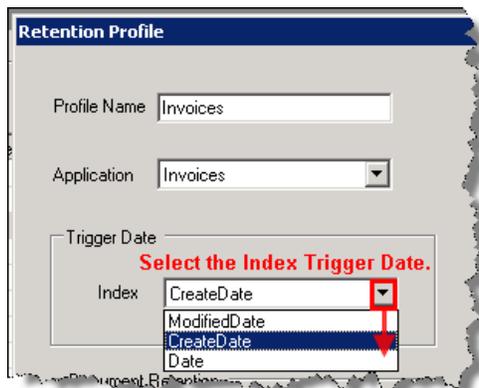
2. Place the cursor in the Profile Name text box and **Name the Retention Profile.**



3. Select the Application drop down menu and **Choose the appropriate iSynergy Application.**



4. Choose the **Index Trigger Date.**



5. Define the Document Retention **Number of Periods.**

The screenshot shows the 'Retention Profile' form with the following fields:

- Profile Name: Invoices
- Application: Invoices
- Trigger Date:
 - Index: CreateDate
- Document Retention:
 - Number of Periods: 3 (highlighted with a red box and a red arrow pointing to it)

6. Select the **Retention Period**.

The screenshot shows the 'Retention Profile' form with the following fields:

- Profile Name: Invoices
- Application: Invoices
- Trigger Date:
 - Index: CreateDate
- Document Retention:
 - Number of Periods: 3
 - Period: Year (selected from a dropdown menu that also shows Day, Month, and Year options)

Note: The Retention Period is defined as a calendar day + 1.

7. Select the **Document Type Index**.

Retention Profile

Profile Name: Invoices

Application: Invoices

Trigger Date

Index: CreateDate

Document Retention

Number of Periods: 3

Period: Year

Document Type

Index: Status

Status

Note: These Document Type Indexes are derived from the defined iSynergy Application Document Types. For more information regarding iSynergy Document Types, please refer to the iSynergy 3.9 SP1 Advanced User Manual.

8. Select the **Document Type Value**.

Retention Profile

Profile Name: Invoices

Application: Invoices

Trigger Date

Index: CreateDate

Document Retention

Number of Periods: 3

Period: Year

Document Type

Index: Status

Value: Paid

Pending Post

Payment Approved

New Invoices

Rejected

Payment Pending

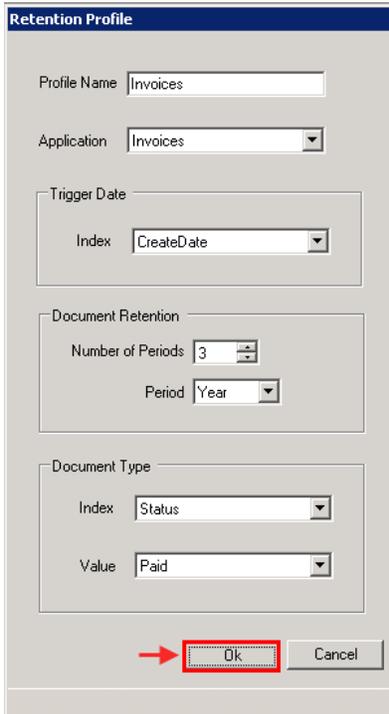
Paid

Cancel

Note: The Document Type Value is derived from the iSynergy Application UDLs. For more information regarding iSynergy UDLs, please refer to the iSynergy 3.9 SP1 Advanced User Manual.

9. Select **OK**.

Note: Selecting Cancel will not save any criteria for the Retention Profile.



The image shows a 'Retention Profile' dialog box with the following fields:

- Profile Name: Invoices
- Application: Invoices
- Trigger Date: Index: CreateDate
- Document Retention: Number of Periods: 3, Period: Year
- Document Type: Index: Status, Value: Paid

At the bottom, there are 'Ok' and 'Cancel' buttons. A red arrow points to the 'Ok' button, which is highlighted with a red box.

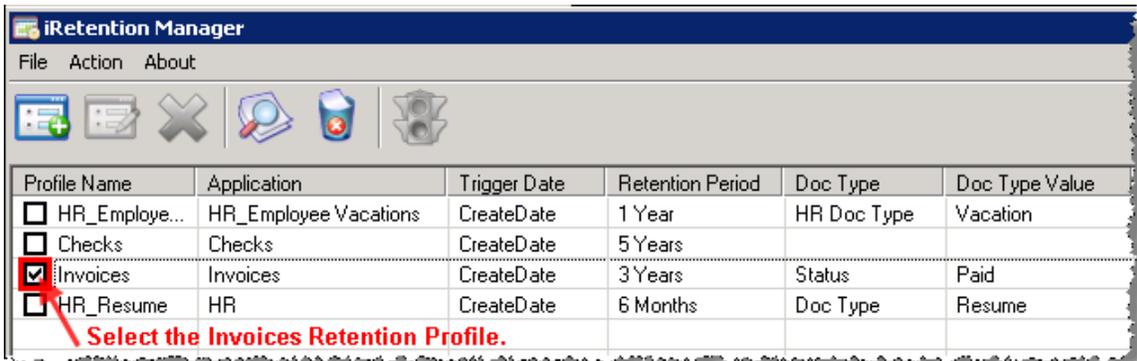
Note: The newly created Retention Manager profile displays in the iRetention Manger workspace.



The image shows the iRetention Manager workspace with a table of retention profiles. A red arrow points to the 'Invoices' profile, and a red text label 'New Retention Profile displays.' is positioned above the table.

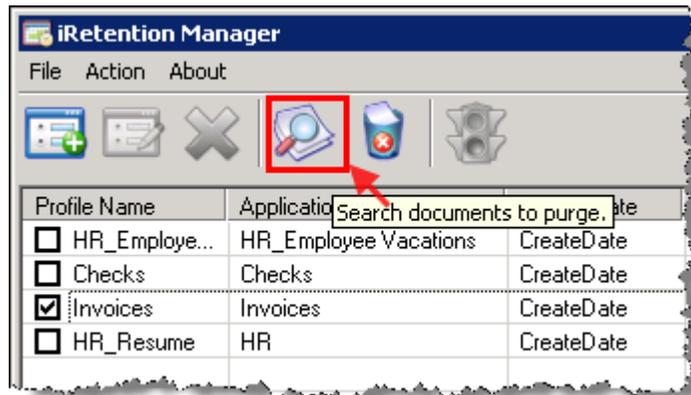
Profile Name	Application	Trigger Date	Retention Period	Doc Type	Doc Type Value
<input type="checkbox"/> HR_Employe...	HR_Employee Vacations	CreateDate	1 Year	HR Doc Type	Vacation
<input type="checkbox"/> Checks	Checks	CreateDate	5 Years		
<input checked="" type="checkbox"/> Invoices	Invoices	CreateDate	3 Years	Status	Paid
<input type="checkbox"/> HR_Resume	HR	CreateDate	6 Months	Doc Type	Resume

10. In the iRetention Manager workspace, **Select the Invoices Retention Profile.**

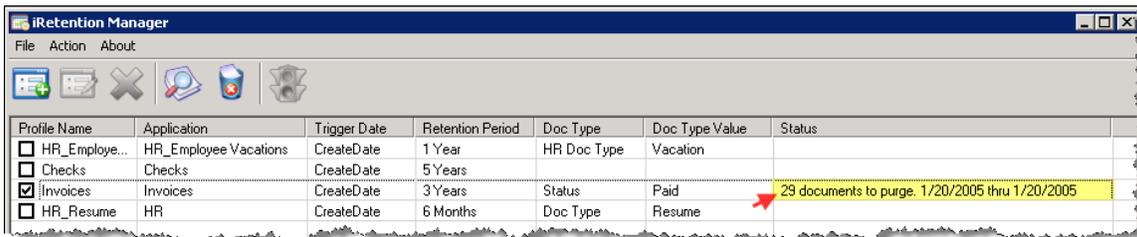


11. Navigate to the **iRetention Manager Toolbar**.
12. Select **Search Documents to Purge**.

Note: Alternatively, you may select Action>Search Documents.



Note: The iRetention Manager Workspace Status column displays the number of documents to be purged per the defined retention profile criteria.



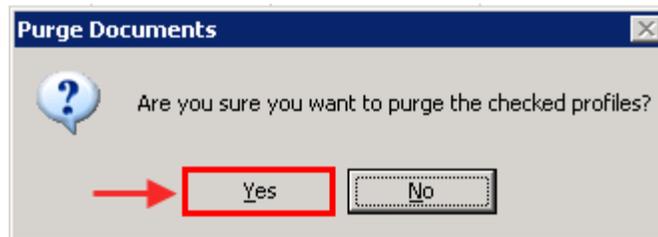
13. Navigate to the iRetention Manager Toolbar and select **Purge documents for checked profiles**.

Note: Alternatively, you may select Action>Purge Documents.



Note: A Purge Documents dialog displays.

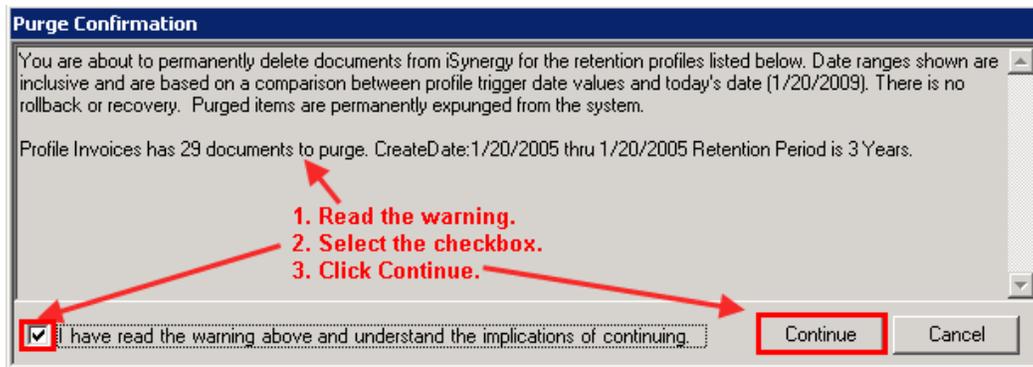
14. If you are sure you want to purge the checked profiles, select **Yes**.



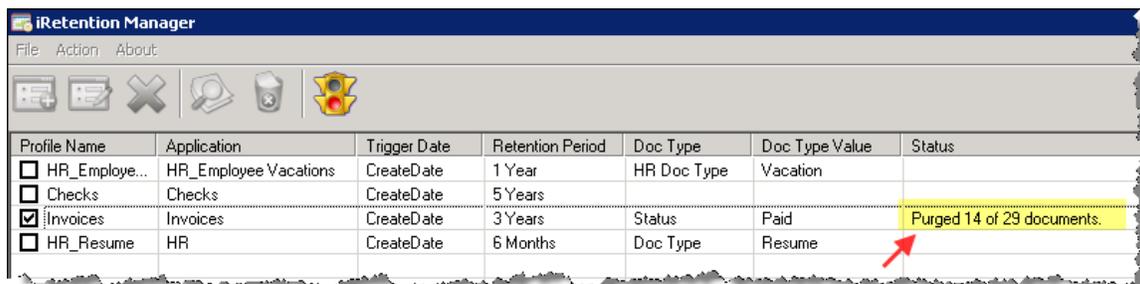
Note: A Purge Confirmation dialog displays.

15. Select the **Checkbox** for “I have read the warning above and understand the implications of continuing.”

16. Click **Continue**.



17. The selected records begin to be removed from the Repository and Database.



Note: If you need to stop the purge, navigate to the iRetention Manager Toolbar and select Stop. You may select Stop at any time.



18. The Status column displays the purged number of records.

Profile Name	Application	Trigger Date	Retention Period	Doc Type	Doc Type Value	Status
<input type="checkbox"/> HR_Employe...	HR_Employee Vacations	CreateDate	1 Year	HR Doc Type	Vacation	
<input type="checkbox"/> Checks	Checks	CreateDate	5 Years			
<input type="checkbox"/> Invoices	Invoices	CreateDate	3 Years	Status	Paid	Purged 29 documents.
<input type="checkbox"/> HR_Resume	HR	CreateDate	6 Months	Doc Type	Resume	

Checks Retention Profile

This example describes a Checks Retention profile that will allow the Accounting department to Simplify its Workplace by automatically removing all records that are over five years old.

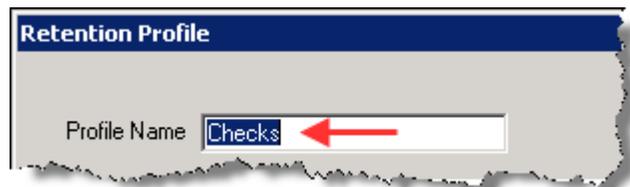
1. Navigate to the iRetention Manager Toolbar and select **Add New Profile**.

Note: Alternatively, you may select File>Add Profile.

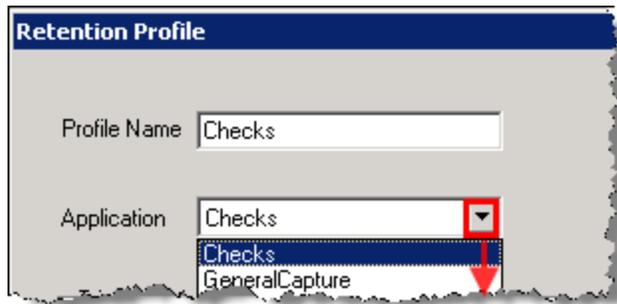


Note: The Retention Profile dialog displays.

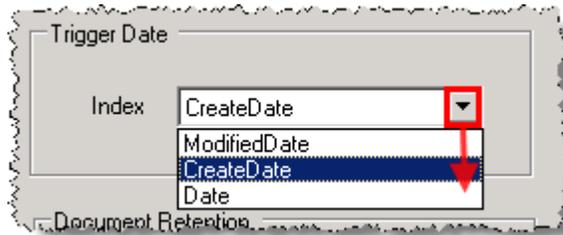
2. Place the cursor in the Profile Name text box and **Name the Retention Profile**.



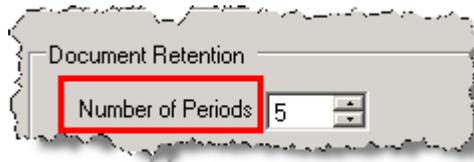
3. Select the Application drop down menu and **Choose** the appropriate **iSynergy Application**.



4. Choose the **Index Trigger Date**.



5. Define the Document Retention **Number of Periods**.

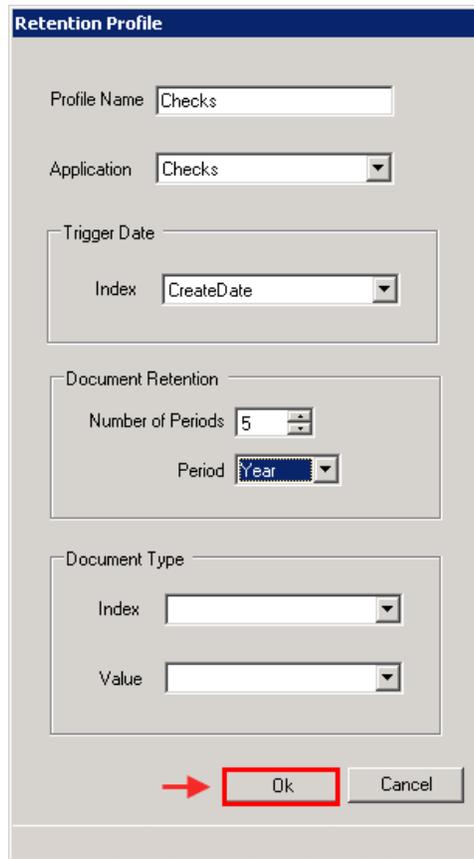


6. Select the **Retention Period**.



Note: The Retention Period is defined as a calendar day + 1. Additionally, if you choose to have additional criteria defined, such as your Document Type and the Value, the options are dependent upon the iSynergy Application UDL setup. For more information regarding iSynergy Applications and UDLs, please refer to the iSynergy 3.9 SP1 Advanced User Manual.

7. Select **OK**.



The image shows a 'Retention Profile' dialog box with the following fields:

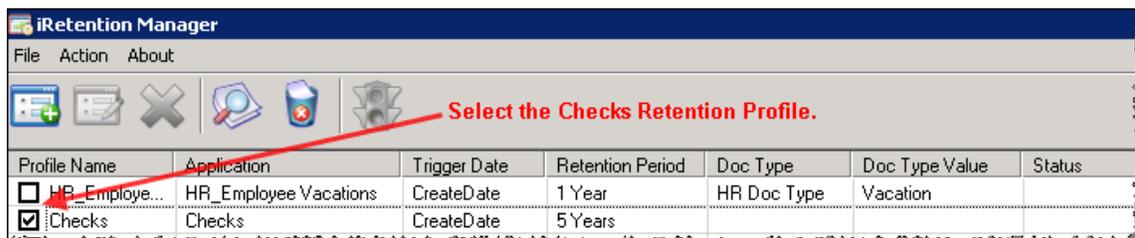
- Profile Name: Checks
- Application: Checks
- Trigger Date:
 - Index: CreateDate
- Document Retention:
 - Number of Periods: 5
 - Period: Year
- Document Type:
 - Index: (empty)
 - Value: (empty)

At the bottom, there are 'Ok' and 'Cancel' buttons. A red arrow points to the 'Ok' button, which is also highlighted with a red box.

Note: Selecting Cancel will not save any criteria for the Retention Profile.

Note: The newly created Retention Manager profile displays in the iRetention Manger workspace.

8. In the iRetention Manager workspace, **Select the Checks Retention Profile.**



The screenshot shows the iRetention Manager workspace with a table of retention profiles. A red arrow points to the 'Checks' profile, and a red text label 'Select the Checks Retention Profile.' is positioned above the arrow.

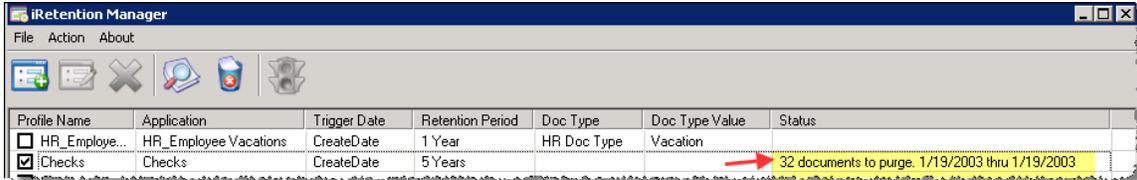
Profile Name	Application	Trigger Date	Retention Period	Doc Type	Doc Type Value	Status
<input type="checkbox"/> HR_Employe...	HR_Employee Vacations	CreateDate	1 Year	HR Doc Type	Vacation	
<input checked="" type="checkbox"/> Checks	Checks	CreateDate	5 Years			

9. Navigate to the **iRetention Menu.**

10. Select **Action>Search Documents.**



Note: Alternatively, you may select the Search Icon from the Toolbar.



Note: The iRetention Manager Workspace Status column displays the number of documents to be purged per the defined retention profile criteria.

11. Navigate to the iRetention Manager **Menu**.

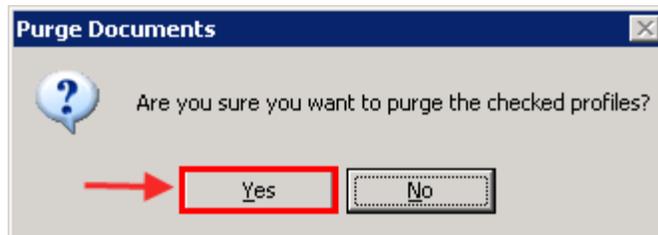
12. Select **Action>Purge Documents**.

Note: Alternatively, you may navigate to the iRetention Manager Toolbar and select Purge documents for checked profiles icon.



Note: A Purge Documents dialog displays.

13. If you are sure you want to purge the checked profiles, select **Yes**.

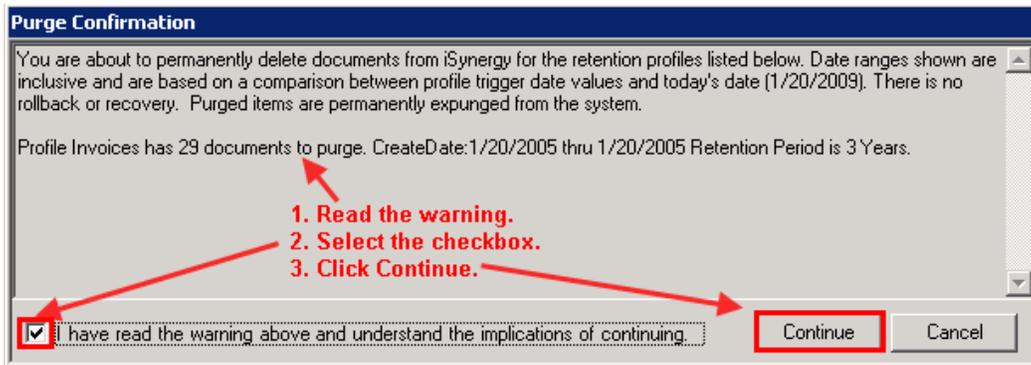


Note: A Purge Confirmation dialog displays.

14. **Read** the warning.

15. Select the **Checkbox** for "I have read the warning above and understand the implications of continuing."

16. Click **Continue**.

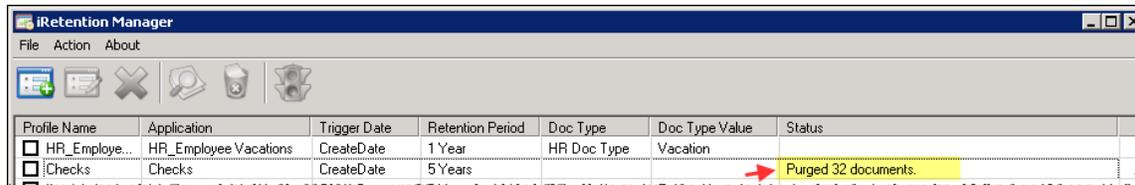


17. The selected records begin to be removed from the Repository and Database.

Note: If you need to stop the purge, navigate to the iRetention Manager Toolbar and select Stop. You may select Stop at any time.



18. The Status column displays the purged number of records.



HR Retention Profile

This example describes a HR_Vacation Retention profile that will allow the HR department to simplify its workplace by automatically removing all Vacation Requests records that are a year old, and another HR_Resume profile that will allow the HR department to purge received resumes that are over six months old.

Employee Vacation Profile

1. Navigate to the iRetention Manager Toolbar and select **Add New Profile**.

Note: Alternatively, you may select File>Add Profile.

Note: The Retention Profile dialog displays.

2. Place the cursor in the Profile Name text box and **Name the Retention Profile**.

3. Select the Application drop down menu and **Choose** the appropriate **iSynergy Application**.

4. Choose the **Index Trigger Date**.
5. Define the Document Retention **Number of Periods**.
6. Select the **Retention Period**.

Note: The Retention Period is defined as a calendar day + 1.

7. Select the **Document Type Index**.

Note: These Document Type Indexes are derived from the defined iSynergy Application Document Types. For more information regarding iSynergy Document Types, please refer to the iSynergy 3.9 SP1 Advanced User Manual.

8. Select the **Document Type Value**.

Note: The Document Type Value is derived from the iSynergy Application UDLs. For more information regarding iSynergy UDLs, please refer to the iSynergy 3.9 SP1 Advanced User Manual.

9. Select **OK**.

Note: Selecting Cancel will not save any criteria for the Retention Profile.

Retention Profile

Profile Name:

Application:

Trigger Date:

Index:

Document Retention:

Number of Periods:

Period:

Document Type:

Index:

Value:

Note: The newly created HR_Employee Vacations Retention Manager profile displays in the iRetention Manager workspace.

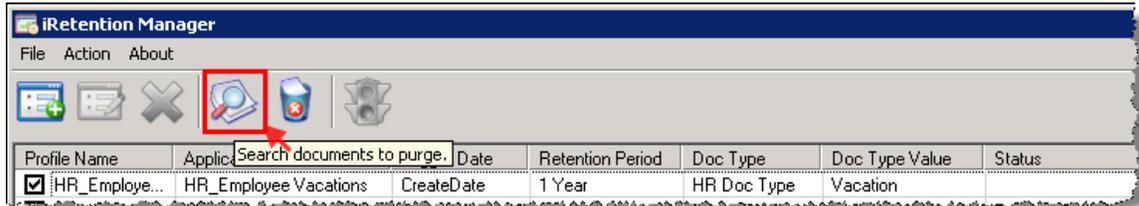
10. In the iRetention Manager workspace, **Select the HR_Employee Vacations Retention Profile.**



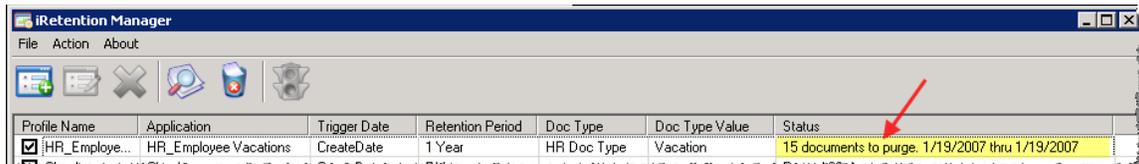
11. Navigate to the iRetention Manager Toolbar.

12. Select **Search Documents to Purge.**

Note: Alternatively, you may select Action>Search Documents.

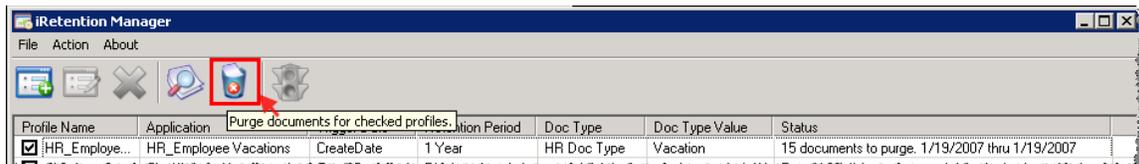


Note: The iRetention Manager Workspace Status column displays the number of documents to be purged per the defined retention profile criteria.



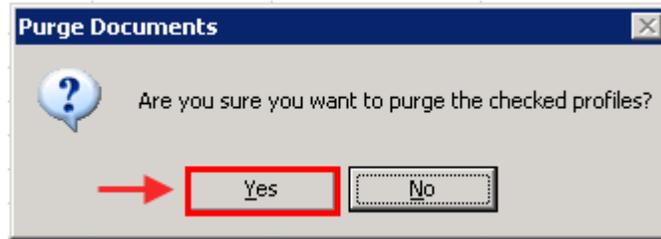
13. Navigate to the iRetention Manager Toolbar and select **Purge documents for checked profiles.**

Note: Alternatively, you may select Action>Purge Documents.



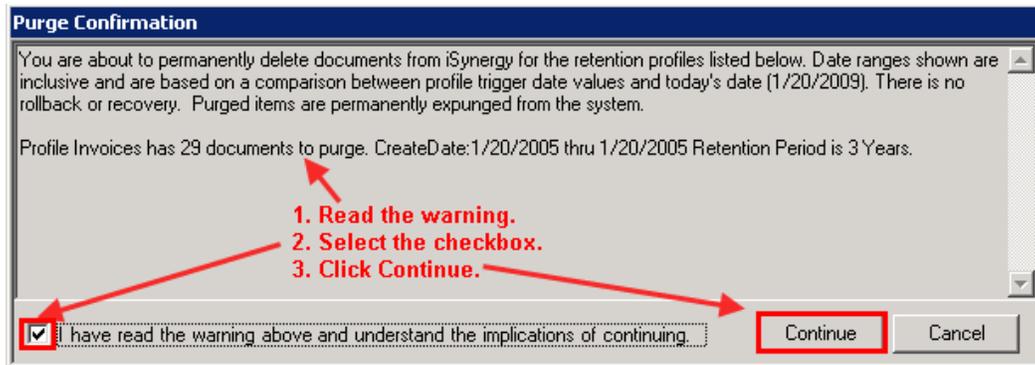
Note: A Purge Documents dialog displays.

14. If you are sure you want to purge the checked profiles, select **Yes.**



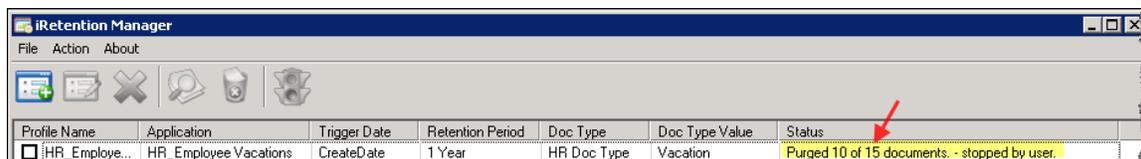
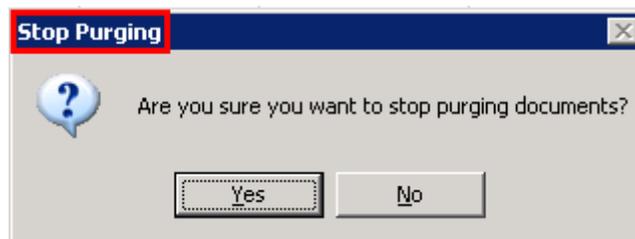
Note: A Purge Confirmation dialog displays.

15. **Read** the warning.
16. Select the **Checkbox** for "I have read the warning above and understand the implications of continuing."
17. Click **Continue**.

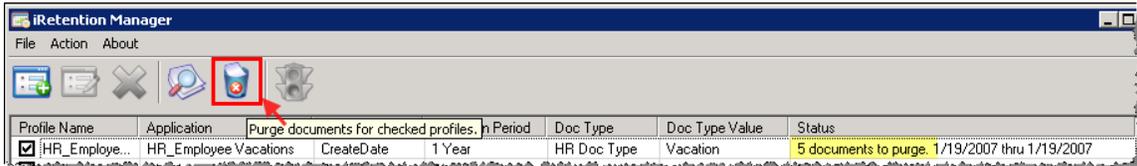
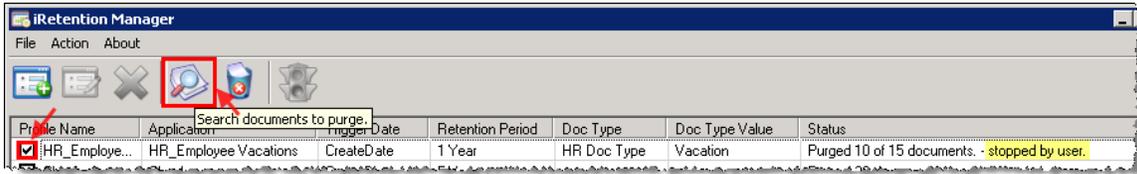


18. The selected records begin to be removed from the Repository and Database.

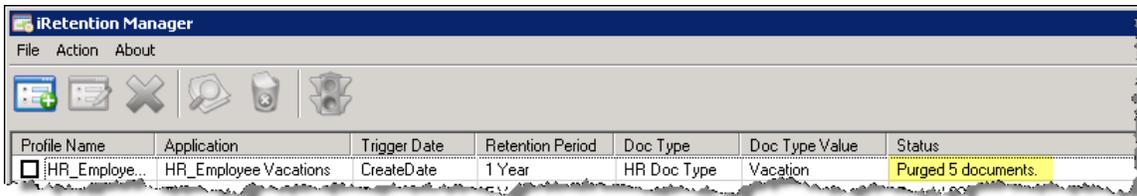
Note: If you need to stop the purge, navigate to the iRetention Manager Toolbar and select Stop. You may select Stop at any time.



Note: To start purging documents again, simply start over with step 10 and continue forward.



19. The Status column displays the purged number of records.



Potential Employee Resume Profile

1. Navigate to the iRetention Manager Toolbar and select **Add New Profile**.

Note: Alternatively, you may select File>Add Profile.

Note: The Retention Profile dialog displays.

2. Place the cursor in the Profile Name text box and **Name the Retention Profile**.
3. Select the Application drop down menu and **Choose** the appropriate **iSynergy Application**.
4. Choose the **Index Trigger Date**.
5. Define the Document Retention **Number of Periods**.
6. Select the **Retention Period**.

Note: The Retention Period is defined as a calendar day + 1.

7. Select the **Document Type Index**.

Note: These Document Type Indexes are derived from the defined iSynergy Application Document Types. For more information regarding iSynergy Document Types, please refer to the iSynergy 3.9 SP1 Advanced User Manual.

8. Select the **Document Type Value**.

Note: The Document Type Value is derived from the iSynergy Application UDLs. For more information regarding iSynergy UDLs, please refer to the iSynergy 3.9 SP1 Advanced User Manual.

9. Select **OK**.

Note: Selecting Cancel will not save any criteria for the Retention Profile.

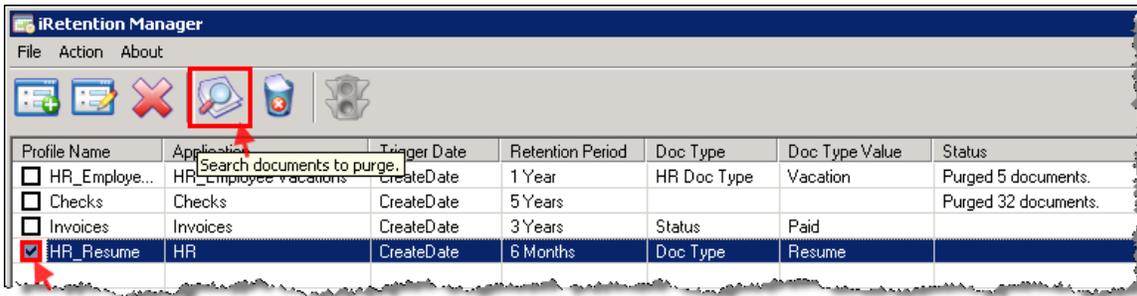
The screenshot shows a dialog box titled "Retention Profile". It contains the following fields and controls:

- Profile Name:** A text input field containing "HR_Resume".
- Application:** A dropdown menu with "HR" selected.
- Trigger Date:** A section containing an "Index" dropdown menu with "CreateDate" selected.
- Document Retention:** A section containing "Number of Periods" (a spinner box set to 6) and "Period" (a dropdown menu with "Month" selected).
- Document Type:** A section containing "Index" (a dropdown menu with "Doc Type" selected) and "Value" (a dropdown menu with "Resume" selected).
- Buttons:** "Ok" and "Cancel" buttons at the bottom.

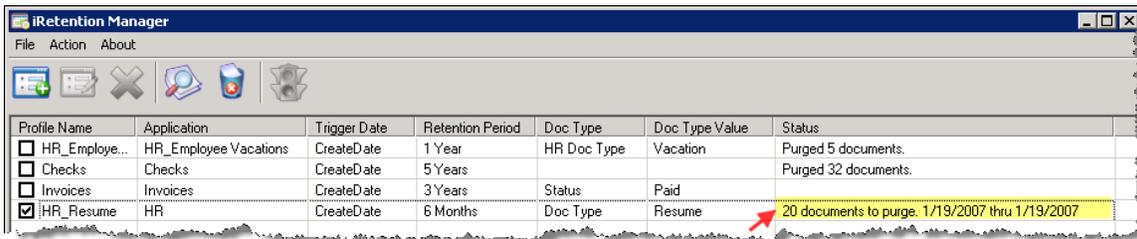
Note: The newly created Retention Manager profile displays in the iRetention Manager workspace.

10. In the iRetention Manager workspace, **Select the HR_Resume Retention Profile.**
11. Navigate to the **iRetention Manager Toolbar.**
12. Select **Search Documents to Purge.**

Note: Alternatively, you may select Action>Search Documents.

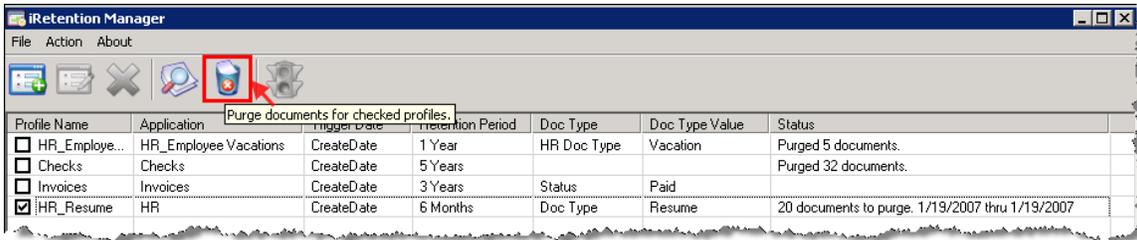


Note: The iRetention Manager Workspace Status column displays the number of documents to be purged per the defined retention profile criteria.



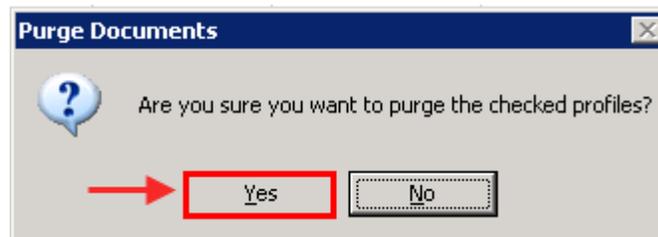
13. Navigate to the iRetention Manager Toolbar and select **Purge documents for checked profiles.**

Note: Alternatively, you may select Action>Purge Documents.



Note: A Purge Documents dialog displays.

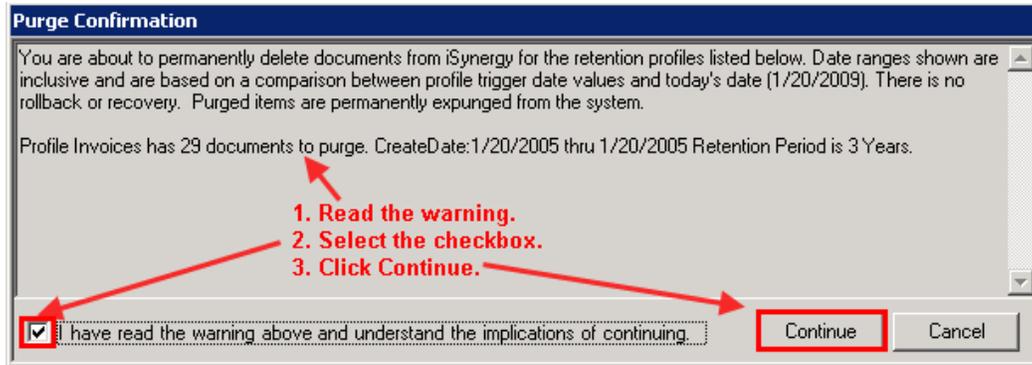
14. If you are sure you want to purge the checked profiles, select **Yes**.



Note: A Purge Confirmation dialog displays.

15. **Read** the warning.

16. Select the **Checkbox** for “I have read the warning above and understand the implications of continuing.”
17. Click **Continue**.



18. The selected records begin to be removed from the Repository.

Note: If you need to stop the purge, navigate to the iRetention Manager Toolbar and select Stop. Consequently, you may select Stop at any time.

19. The Status column displays the purged number of records.

Profile Name	Application	Trigger Date	Retention Period	Doc Type	Doc Type Value	Status
<input type="checkbox"/> HR_Employe...	HR_Employee Vacations	CreateDate	1 Year	HR Doc Type	Vacation	Purged 5 documents.
<input type="checkbox"/> Checks	Checks	CreateDate	5 Years			Purged 32 documents.
<input type="checkbox"/> Invoices	Invoices	CreateDate	3 Years	Status	Paid	
<input type="checkbox"/> HR_Resume	HR	CreateDate	6 Months	Doc Type	Resume	Purged 20 documents.

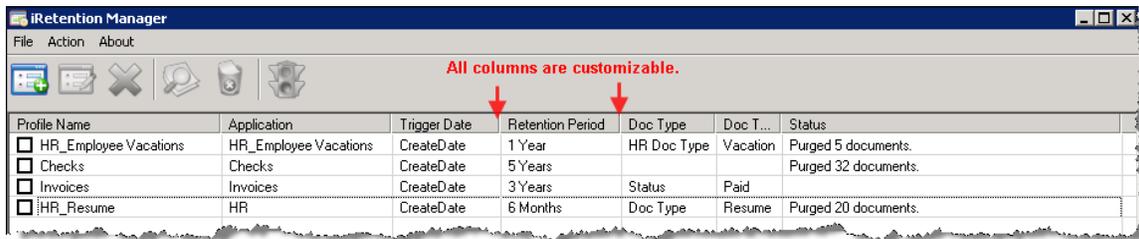
iRetention Manager Tips & Tricks

This section has been provided to further Simplify the Workplace and empowers the Administrator when using iRetention Manager.

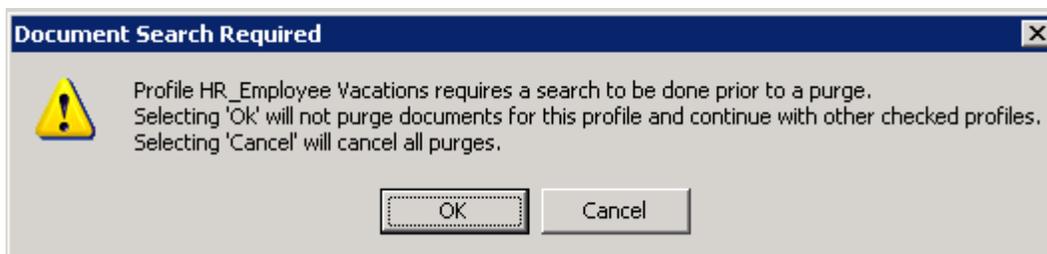
- ✓ When defining a new iRetention Profile, you may not use an existing iRetention Profile name.



- ✓ The iRetention Manager Interface columns are customizable and you may select the column dividers to change the spacing layout.



- ✓ If you stop the purge process for a Retention profile, you will have to start the search over again before the purge can continue.



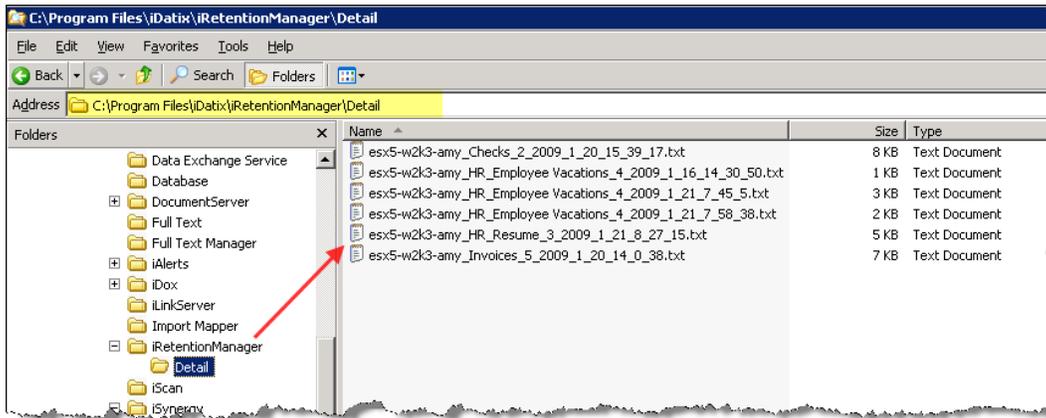
- ✓ iRetention Manager will support creating multiple retention profiles for one or more servers. All retention profiles for one or more servers will be saved in a single XML file.
- ✓ The retention profiles that load initially are based on whatever server is defined in the login dialog.
- ✓ iRetention Manager must be ran on a single machine where the XML file resides.
- ✓ When creating a Retention profile, the document type and value are optional fields. However, if these values are not selected, all documents that meet the defined criteria trigger date will be purged.
- ✓ You may select multiple profiles, search for documents to purge and purge all the checked retention profiles at the same time.

Note: You may also select a profile and choose the keyboard delete key to purge documents.

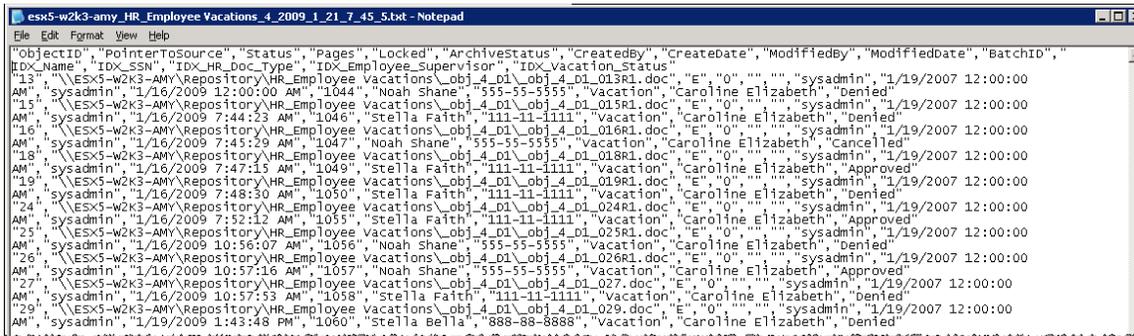
- ✓ When purging documents from a selected Retention Profile, you must select the “I have read the warning above and understand the implications of continuing” before you will be able to continue the purge process.

Note: The purged documents are irretrievable in the current system and can only be recovered through a backup.

- ✓ To view a detailed text history of the documents you have purged by profile, navigate to C:\Program Files\iDatix\iRetention Manager\Detail.



Note: iRetention Manager automatically generates a continuous summary log file detailing the date, time, retention profile criteria and the number of records purged. The text files contain all the index values for each deleted document within a selected iSynergy Application. The first record in the text file contains the column names of the index values. The remaining records contain the index values enclosed in quoted and delimited by commas. This allows the user to import a text file into a spreadsheet if desired. The text file naming convention is: Server_Profile Name_App ID_DateTime.txt



- ✓ Using a trigger date and retention period as purge criteria, the following formula will be used when determining when a document should be purged.
 - Purge document if current date > Retention Date.
 - Trigger Date + Retention Period = Retention Date.
 - If adding a month or year period to a trigger date results in the retention date having a day that is larger than the maximum day for the retention date month, the day is adjusted to the maximum days in the retention date month.

Trigger Date	Period	Retention Date	Purge on or after
01/02/2007	+ 30 Days	02/01/2007	02/02/2007
01/30/2007	+ 1 Month	02/28/2007	03/01/2007

01/30/2007	+ 2 Months	03/30/2007	03/31/2007
01/30/2007	+ 2 Years	01/30/2009	01/31/2009
01/28/2007	+1 Month	02/28/2007	03/01/2007
01/28/2008	+ 1 Month	02/28/2008	02/29/2008
01/30/2008	+ 1 Month	02/29/2008	03/01/2008
02/29/2008	+ 1 Year	02/28/2009	03/01/2009
02/28/2008	+ 4 Years	02/28/2012	02/29/2012
02/29/2008	+ 4 Years	02/29/2012	03/01/2012