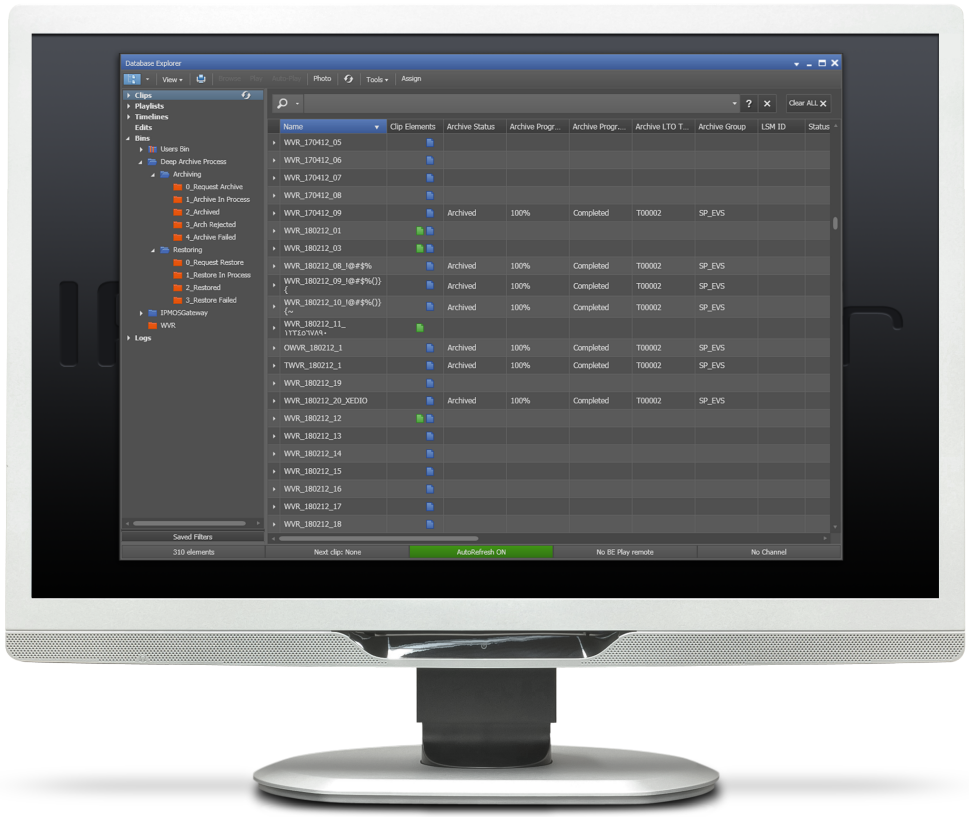
USER MANUAL

CONFIGURATOR

Version 1.5 - March 2015



IP2Archive

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What's New

In the Configurator user manual the icon NEW ! has been added on the left margin to highlight information on new and updated features.

The changes linked to new features in version 1.3 are listed below.

The application now writes files to the AppData folder instead of it's own executable folder.

The application now supports multiple LTO tape IDs.

Intelligent handling of partial restores.

- See section "Configuring Smart Restore and Number of Restore Actors" on page "35".

The number of restore actors can now be configured.

- See section "Configuring Smart Restore and Number of Restore Actors" on page "35".

1. About the Application

Configurator is an application which allows a system administrator to configure the IP2Archive applications, their connection with the IPDirector API and the hierarchical storage management system. It also allows to create users for the IP2Archive system and manage their user rights.

2. Installing the Application

See the IP2Archive Installation manual for more information on how to install the application.

3. Starting the Application

3.1. After Installation

To start the application after installation, proceed as follows:

1. Double-click the Configurator icon  on the server desktop to start the application. You can also launch the application by double-clicking the executable file (.exe) in the installation folder.

   The application splash screen appears while the application logs into the IP2Archive database.

   Then, the Settings window appears allowing you to configure the application. See section "Settings Window" on page "86".

3.2. After Configuration

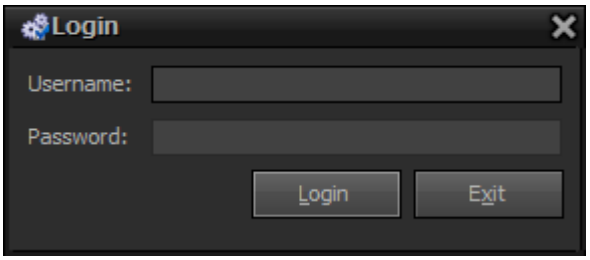
To start the application after it has been configured, proceed as follows:

1. Double-click the Configurator icon on the server desktop to start the application. You can also launch the application by double-clicking the executable file (.exe) in the installation folder.

   The application splash screen appears while the application logs into the IP2Archive database.

   Then, a Login dialog box appears.

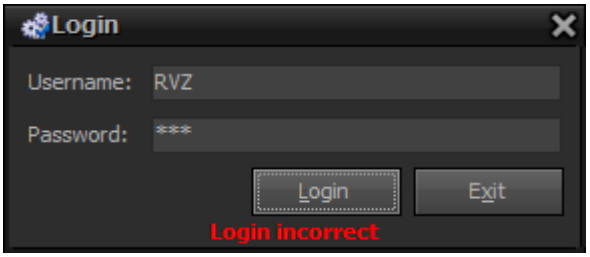
   

   To be able to log into the application, you need to belong to a user group that has a role which allows to use the application.

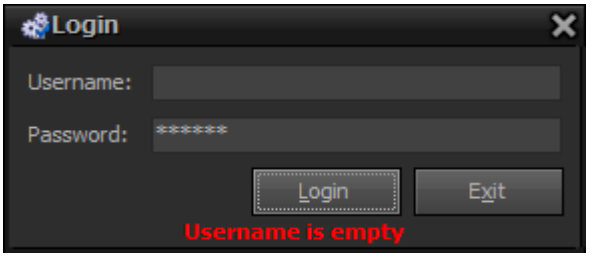
2. Enter your username and password and click **Login**. The main window of the application opens.

You get an error notification if:

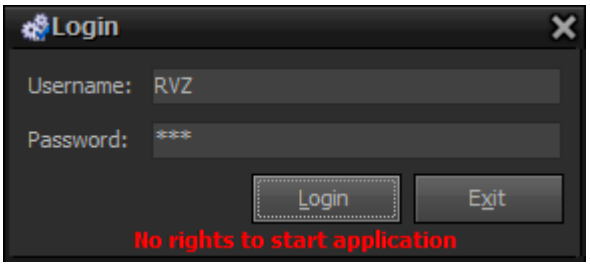
- you have entered a wrong username or password.

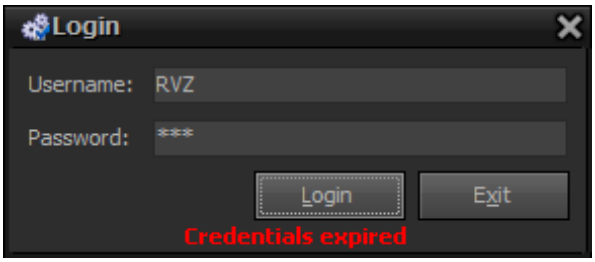
- you have omitted your username.



- you have insufficient user rights.



- your user account has expired.



3.3. Version and License Check

Introduction

The version of the application and the validity of the application license will be checked when the application logs into the IP2Archive database at startup. The status of the version or the license that is returned is displayed on the application splash screen.

Version and License Statuses

The following version and license statuses can be returned:

Status	Description	Color	Action Required
Current	The actual version of the application.	no color	No action required. The application starts automatically.
Outdated	A newer version of the application exists, but this version can still be used. The application version that should be installed is displayed.	red	Click **OK** to start the application at once. By default, the application starts automatically after 10 seconds.
Obsolete	A newer version of the application exists and must be used. This version may not be used anymore. The application version that should be installed is displayed.	red	Click **OK** to continue. The application shuts down.
Undefined	The version of the application is not defined in the IP2Archivedatabase.	black	Click **OK** to continue. The application shuts down.
Beta	A test version.	blue	Click **OK** to start the application. By default, the application starts automatically after 10 seconds.

Status	Description	Color	Action Required
License About to Expire	The license period is about to expire. It is shown in how many days the license will expire. Contact your system administrator or check the License Controller manual.	orange	Click **OK** to start the application at once. By default, the application starts automatically after 10 seconds.
License Expired	The license period has expired. The date when the license expired is displayed. Contact your system administrator or check the License Controller manual.	red	Click **OK** to continue. The application shuts down.
No Valid License	There was no valid license found in the database. Contact your system administrator or check the License Controller manual.	red	Click **OK** to continue. The application shuts down.
Maximum Licenses Reached	The maximum number of instances <NUMBER OF LICENSES> for the license has been reached. Contact your system administrator or check the License Controller manual.	red	Click **OK** to continue. The application shuts down.

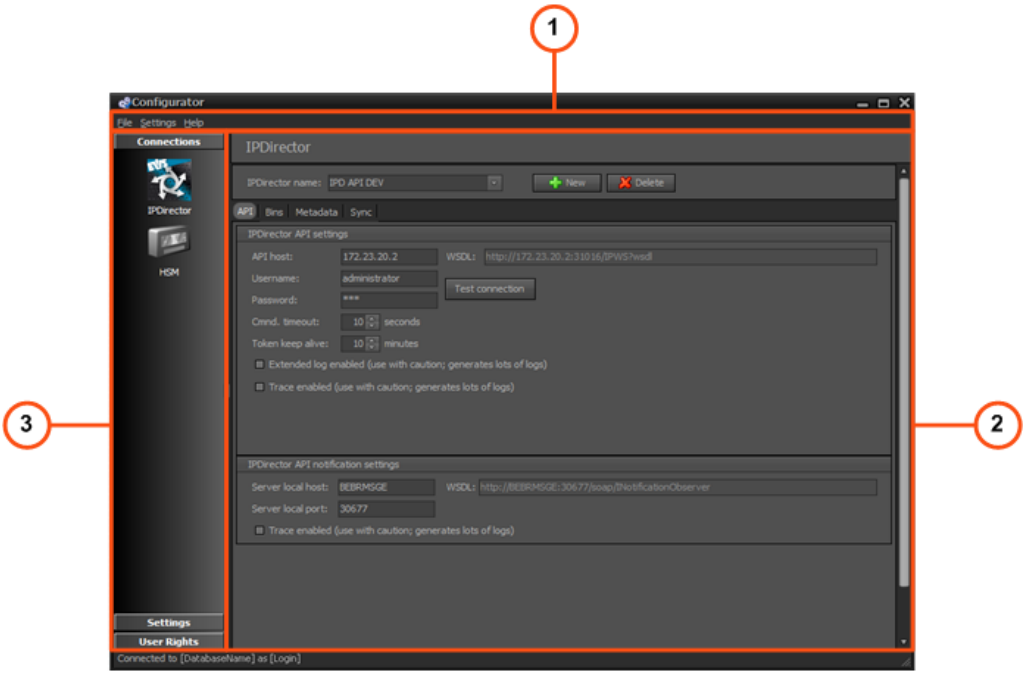
3.4. Main Window

General Description

The main window allows you to view and switch between the various configuration panes of Configurator.

Illustration

The main window contains the areas highlighted on the screenshot below:



Area Description

The table below describes the various parts of the main window:

Part	Name	Description
1.	Menu bar	The menu bar contains three menus: **File**, **Settings** and **Help**.
2.	Selected Configuration pane	This area displays the selected configuration pane. Each configuration pane allows you to configure specific settings.
3.	Navigation bar	The Navigation bar allows you to navigate between the eight Setup panes. They can be accessed by clicking the corresponding icon.

Menu Bar

The menu bar contains three menus: **File**, **Settings** and **Help**.

File Menu

The **File** menu contains two commands: **Logout** and **Exit**.

Click the **File** menu or use the keyboard shortcut keys **ALT** + **F** or **F10** + **F** to open it.

Click **Exit** or use the keyboard shortcut key **X** to exit the application.

Click **Logout** or use the keyboard shortcut key **O** to log out of the application.

Settings Menu

The **Settings** menu does not contain any commands. It immediately gives access to the application settings. Click the **Settings** menu or use the keyboard shortcut keys **ALT** + **S** or **F10** + **S** to access the settings.

Help Menu

The **Help** menu contains the following commands: **Help**, **Context-Sensitive Help** and **About**.

With the **Help** command you can open the application help file.

With the **Context-Sensitive Help** command you can turn on or off the context-sensitive help mode. In context-sensitive help mode, when you click a user interface item, help for that item is displayed. You can also turn on or off context-sensitive help mode by pressing **F1**.

With the **About** command the application about box can be opened. The about box displays the application software version, the date until which the application license is valid, the name and version of the database the application is logged on to and the login name used.

Click **About** or use the keyboard shortcut key **A** to open the application about box.

Username

The username of the person that is currently logged in is displayed next to the application title.

Configuration Panes

The following table briefly describes each Configuration pane:

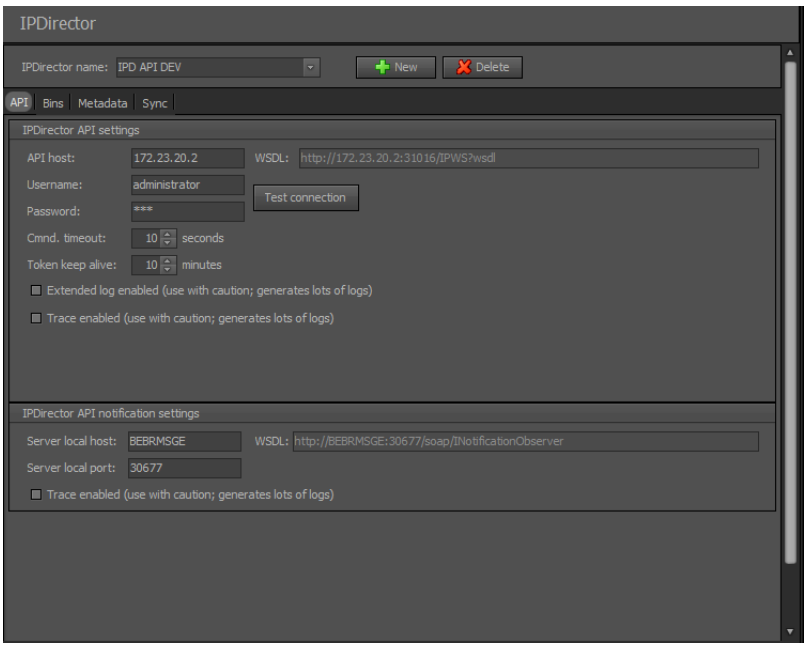
Configuration Pane	Description
IPDirector	This pane allows you to configure the connection between IPDirector and particular IP2Archive applications. See section "Configuring the Connection with IPDirector" on page "10".
HSM	This pane allows you to configure the connection between IP2Archive and the hierarchical storage management system (HSM). See section "Configuring the HSM Connection" on page "18".
General	This pane allows you to configure the archive and restore process. It contains settings that are specific to the IP2Archive Communicator, Deep Archive Manager, Deep Archive Controller and File Transfer Daemon. See section "Configuring the Archive and Restore Process" on page "37".
Application Monitor	This pane allows you to configure the Application Monitor. See section "Configuring Application Monitor" on page "58".
Relations	This pane allows you to create and manage users and contacts for the IP2Archive system, and to assign user rights and resources to them. See section "Managing Relations" on page "59".
Roles	This pane gives an overview of the user rights (=roles). It allows you to add a description to each user right. See section "Managing User Rights" on page "77".
Groups	This pane gives an overview of the existing user groups. It allows you to create new user groups and delete existing ones. See section "Managing User Rights" on page "77".

4. Configuring the IPDirector and HSM Connection

4.1. Configuring the Connection with IPDirector

4.1.1. Introduction

The connection between IPDirector and IP2Archive can be configured in the IPDirector configuration pane.

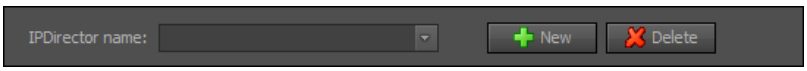


It allows you to:

- create a connection with an IPDirector in your setup
- configure the connection between the SOAP API of the IPDirector of your choice and the IP2Archive applications
- configure the connection between the local SOAP notification server of IP2Archive Communicator and IPDirector
- specify the archive and process bins in IPDirector IP2Archive Communicator has to monitor
- specify the archive metadata userfields in IPDirector IP2Archive Communicator and Deep Archive Sync have to update
- specify the maximum number of clips that should be returned with each IPDirector API call.

4.1.2. Creating an IPDirector Connection

If your setup has more than one IPDirector, Configurator allows you to create and configure a connection between IP2Archive and each of these IPDirectors. The creation is done in the IPDirector Name area.



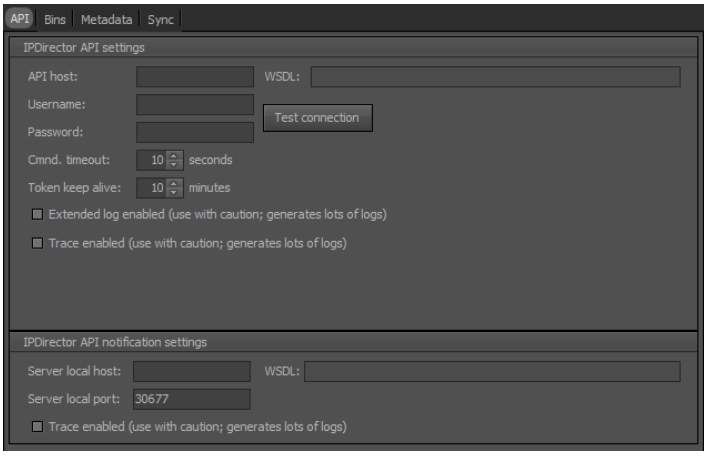
To create a connection with a particular IPDirector, click the **New** button. Enter a name for the IPDirector you want to connect with and click the **OK** button. The name will appear in the **IPDirector Name** field. You can now start configuring the connection.

To switch between the connection settings of two IPDirectors, select the name of the desired IPDirector from the **IPDirector Name** drop-down list.

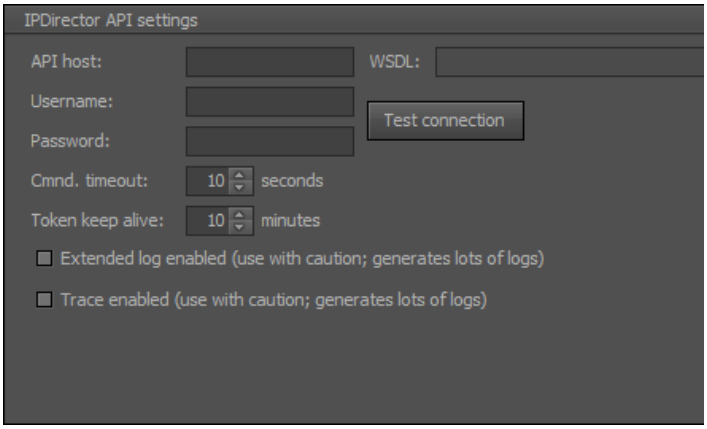
To delete a particular connection, select the name of the desired IPDirector from the **IPDirector Name** drop-down list and click the **Delete** button. Click **OK** to confirm your action. Note that if you delete a connection, all corresponding settings will be lost.

4.1.3. Configuring the Connection with the IPDirector API

The API tab allows you to configure the connection between the IPDirector SOAP API and the IP2Archive Applications (Deep Archive Manager, Deep Archive Sync, IP2Archive Communicator, Deep Archive Controller).



In the IPDirector API Settings group box you have to enter the data these applications need to be able to communicate with the IPDirector API.



The following data has to be entered:

- **API Host**: The IP address or hostname of the server that hosts the IPDirector API.
- **Login**: The login necessary to log into the IPDirector API.
- **Password**: The password necessary to log into the IPDirector API.
- **WSDL**: The path to the IPDirector API .wsdl file. This path is is automatically entered based on the IP address of the server that hosts the IPDirector API.

A **Test** button is provided allowing you to test the connection with the IPDirector API. If all data is correct, the message 'Connected' will appear. Otherwise, the message 'Connection Failed' will appear.

In the **Cmnd. Timeout** field you can set the number of seconds to wait while IPDirector attempts to execute a command, before canceling the attempt and generate an error. By default, a time interval of 10 seconds is set.

By default, the API maintains a session for 1 hour. After a period of no activity, the session expires automatically. In the **Token Keep Alive** field you can set a time interval after which the session timeout is reset to prevent the session from timing out. By default, this is after 10 minutes.

If you select the option **Extended Log Enabled**, additional information will be inserted in the application logs. For example, the API messages and parameters sent by the SOAP API client (= the application). By default, this option is not selected.

If you select the option **Trace Enabled**,even more detailed information will be inserted in the application logs,namely the entire SOAP messages sent between the SOAP API client (= the application) and the SOAP API server (= IPDirector API). By default, this option is not selected.

Note
For the settings to take effect in the respective applications, please do one of the following:

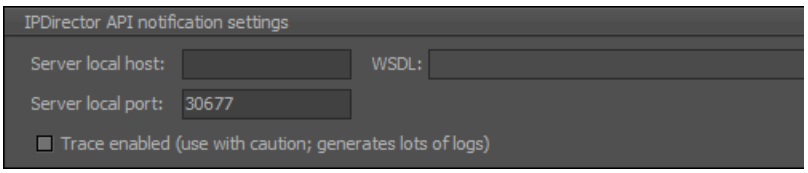
- In the settings of Deep Archive Sync and IP2Archive Communicator, click the **Refresh** button in the IPDirector API tab.
- Restart Deep Archive Manager and Deep Archive Controller.

4.1.4. Configuring the Local SOAP Notification Server

The API tab also allows you to configure the connection between IPDirector and the local SOAP notification server that forms part of the IP2Archive Communicator.

The IP2Archive Communicator receives notifications from IPDirector through a local SOAP notification server, for example, when a new clip has been created in IPDirector, the archive status of a clip has changed, or when a clip has been moved to a particular archive bin.

In the IPDirector API Notification Settings group box you have to enter the data which is necessary for IPDirector to send notifications to the SOAP notification server.



The following data has to be entered:

- **Server Local Host**: The IP address or hostname of the server on which IP2Archive Communicator runs.
- **WSDL**: The path to the IPDirector Communicator API .wsdl file. This path is automatically entered based on the IP address of the server on which IP2Archive Communicator runs.
- **Server Local Port**: The port on which the local SOAP notification server listens for notifications of IPDirector. By default, this is 30677, and it should only be altered if there are issue with firewalls or port conflicts.

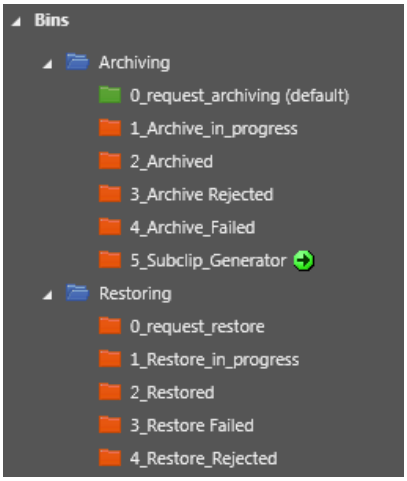
If you select the option **Trace Enabled**,more detailed information will be inserted in the application logs, namely the entire SOAP messages sent between the SOAP API client (=IPDirector API) and the SOAP API server (= the application). By default, this option is not selected.

Note
For these settings to take effect in the IP2Archive Communicator, click the **Refresh** button in the IPDirector API tab of the settings of the IP2Archive Communicator.

4.1.5. Configuring the IP2Archive Archive and Restore Bins

Introduction

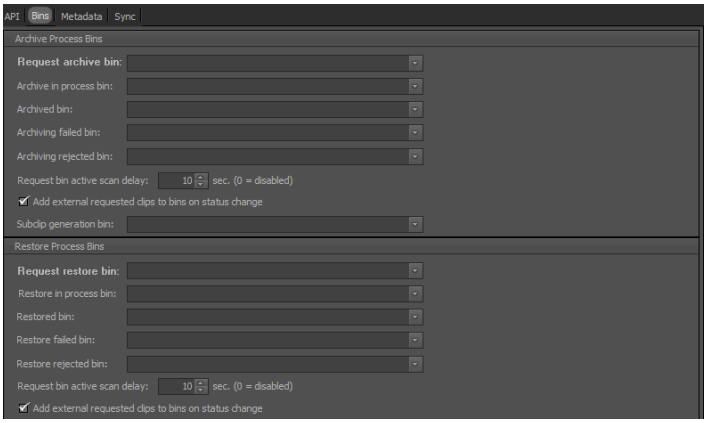
When installing and configuring IP2Archive, an Archive and Restore bin hierarchy is created in the Database Explorer of IPDirector. This bin hierarchy allows users to easily request the archiving and restoring of certain clips by dragging them to a specific bin within this hierarchy. It also allows them to keep track of the archive and restore process of each clip. Depending on their archive or restore status, clips will be moved from one bin in the hierarchy to another. Each bin represents a particular stage in the archive or restore process.



These bins have to be monitored by the IP2Archive Communicator and the Deep Archive Sync application. The IP2Archive Communicator will check for archive and restore requests and pass this on to IP2Archive. Both applications will check the archive and restore status of the clips and move them to another bin if the status changes.

Bins Tab

The Bins tab allows you to specify which bins should be scanned by IP2Archive and Deep Archive Sync.



Note
Before you start configuring this tab, make sure you have already configured the connection with the IPDirector API. See section "Configuring the Connection with the IPDirector API" on page "11". Otherwise, an error message will appear if you open the Bins tab. Also, the drop-down lists where you have to select the bins will be empty.

Linking Archive and Restore Process Bins

In the Archive Process Bins group box the names of the archive process bins that have to be scanned are displayed. For each bin, you have to select the name of the corresponding bin in IPDirector from a drop-down list. Note that if you have not configured the connection with the IPDirector API yet, the drop-down list will be empty.

You have to do the same for the restore process bins in the Restore Process Bins group box.

Set Request Bin Scan Frequency

The **Request Bin Active Scan Delay** field allows you to set how frequently (in seconds) IP2Archive Communicator has to scan the Request Archive and the Request Restore bin. By default, this is every 10 seconds. If you set this to 0, no scanning will be performed.

Moving Externally Requested Clips on Status Change

If you enable the option **Add External Requested Clips to Bins on Status Change**, IP2Archive Communicator will not only move the clips that were requested in IPDirector to be archived or restored to another bin on status change, but also the clips that were requested to be archived or to be restored outside IPDirector, i.e. in the Deep Archive Manager. By default, this option is selected.

4.1.6. Configuring the Archive Metadata Profile and User Fields

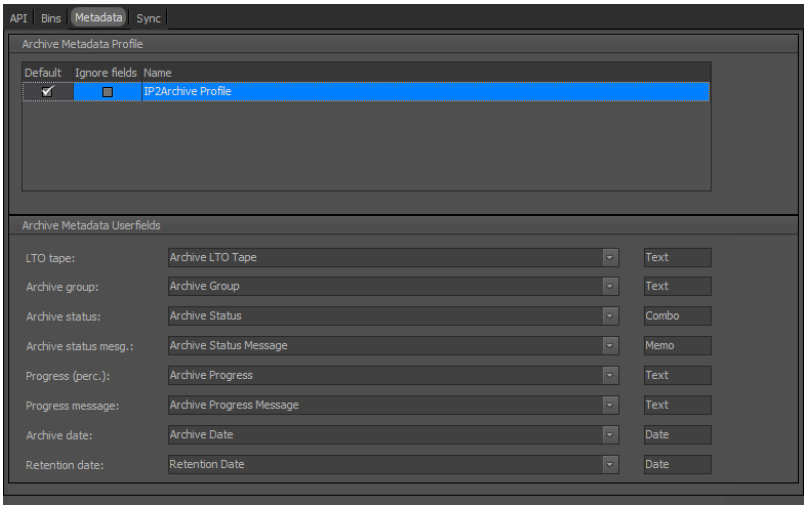
Introduction

To be able to monitor the progress and status of the archive and restore process of the clips in the Database Explorer of IPDirector, metadata is added to the clips by means of specific userfields. For example, Archive Status, Archive Progress, Archive Date, etc. These userfields are linked to one or more metadata profiles.

IP2Archive Communicator and Deep Archive Sync will check the IP2Archive database for the status of these clips and then update the content of the corresponding userfields in IPDirector.

Metadata Tab

The Metadata tab allows you to specify the IPDirector metadata profile and the corresponding userfields that have to be updated by both applications.



Note
Before you start configuring this tab, make sure you have already configured the connection with the IPDirector API. See section "Configuring the Connection with the IPDirector API" on page "11". Otherwise, an error message will appear if you open the Metadata tab. Also, the drop-down lists where you have to select the userfields and the metadata profile will be empty.

Selecting the Archive Metadata Profile

The Archive Metadata Profile group box displays a grid with the names of the available metadata profiles retrieved from IPDirector. If you have not configured the connection with

the IPDirector API yet, this list will be empty.

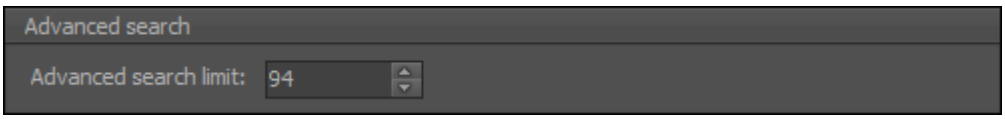
Select the **Default** check box of the IP2Archive metadata profile. If a clip has no metadata profile assigned to it yet in IPDirector, the IP2Archive Communicator will assign the metadata profile you have marked as being the default profile. To avoid that the userfields linked to the other metadata profiles appear in the drop-down lists of the Archive Metadata Userfields group box, select the corresponding **Ignore** check box.

Selecting the Archive Metadata Userfields

In the Archive Metadata Userfields group box the names of the userfields that have to be updated are displayed. For each userfield, you have to select the name of the corresponding userfield in IPDirector from a drop-down list.Once you have selected a user field, the type of user field (text, combo box, date) will be displayed next to it. If you have not configured the connection with the IPDirector API yet, this list will be empty.

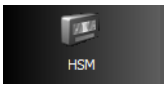
4.1.7. Configuring the Advanced Search

Deep Archive Sync searches the IPDirector database for clips using IPDirector API calls. Multiple API calls are necessary to be able to retrieve all clips. The Sync tab allows you to specify the maximum number of clips that should be returned with each IPDirector API call.



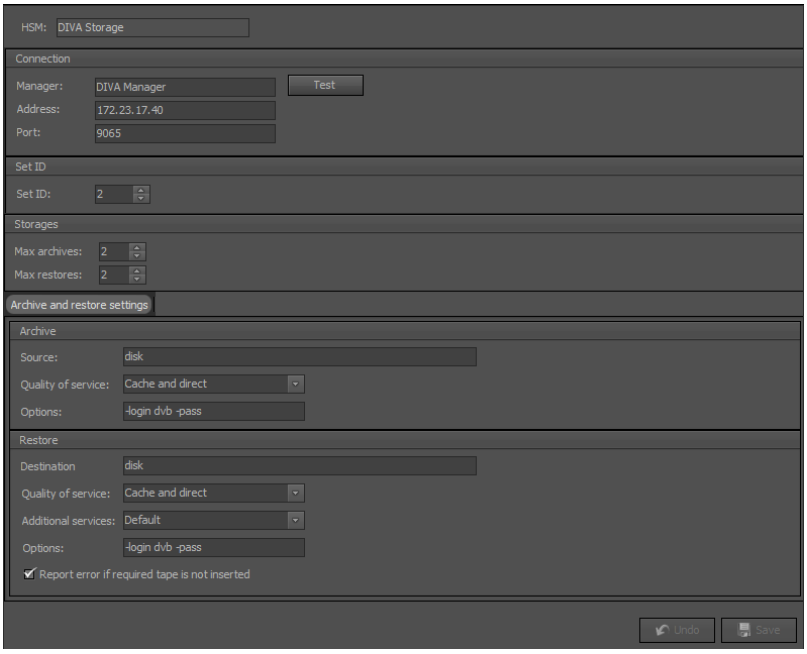
4.2. Configuring the HSM Connection

4.2.1. HSM Pane



The HSM pane opens when you click the **HSM** icon in the Navigation bar.

The HSM configuration pane allows you to configure the connection between IP2Archiveand the hierarchical storage management system.

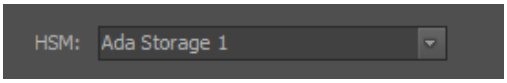


The connection with the following HSM systems can be configured:

- Front Porch Digital DIVArchive
- XenData Digital Archive
- SGL FlashNet
- Atempo Digital Archive

4.2.2. Selecting the Type of HSM

The name of the Hierarchical Storage Management system in your setup is automatically selected in the **HSM** field. The corresponding settings are displayed.



4.2.3. Configuring the DIVA Connection

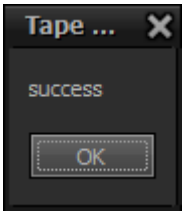
Entering the Connection Data

In the Connection group box you have to enter the data Deep Archive Controller and Deep Archive Sync need to connect with Front Porch Digital's DIVArchive.

The following data has to be entered:

- **Manager**: The name of the DIVArchive Manager. The DIVArchive Manager is the main component in a DIVArchive system. All archive operations are controlled and handled by the DIVArchive Manager.
- **Address**: The IP address of the management station running the DIVArchive Manager software component.
- **Port**: The listening port number of the DIVArchive Manager management station. By default, this is 9000.

A **Test** button allows you to test the connection with DIVArchive. If the connection is ok, the message 'Success' will appear.



Otherwise, an error message will appear.

Click the **Save** button to save your settings. Click the **Undo** button to undo the information you have just entered or modified.

Note
For the settings to take effect in the respective applications, please do one of the following:
- Restart Deep Archive Sync.
- Stop the tasks of Deep Archive Controller, open and close its settings and then restart the tasks of Deep Archive Controller again.
  OR
  Close Deep Archive Controller and launch it again.

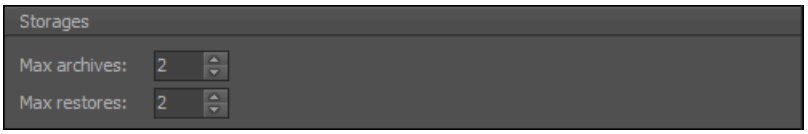
Configuring the Set ID

The Set ID group box allows you to set the DIVA set ID.

In DIVA, tapes are initially divided into Sets, and assigned a number called a Set ID. Set ID's allow to partition pools of tapes in a library and assign them for use with specific DIVArchive Groups. A group draws upon those pools by associating the group with a Set ID. This setting immediately takes effect.

Setting the Maximum Number of Archive and Restore Requests

The Storages area allows you to the set maximum number of archive and restore requests that will be simultaneously sent to the DIVArchive by Deep Archive Controller.



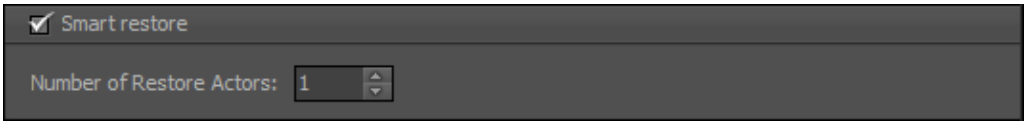
By default, 2 archive and 2 restore requests will be sent at the same time.

Click the **Save** button to save your settings. Click the **Undo** button to undo the information you have just entered or modified.

Configuring Smart Restore and Number of Restore Actors

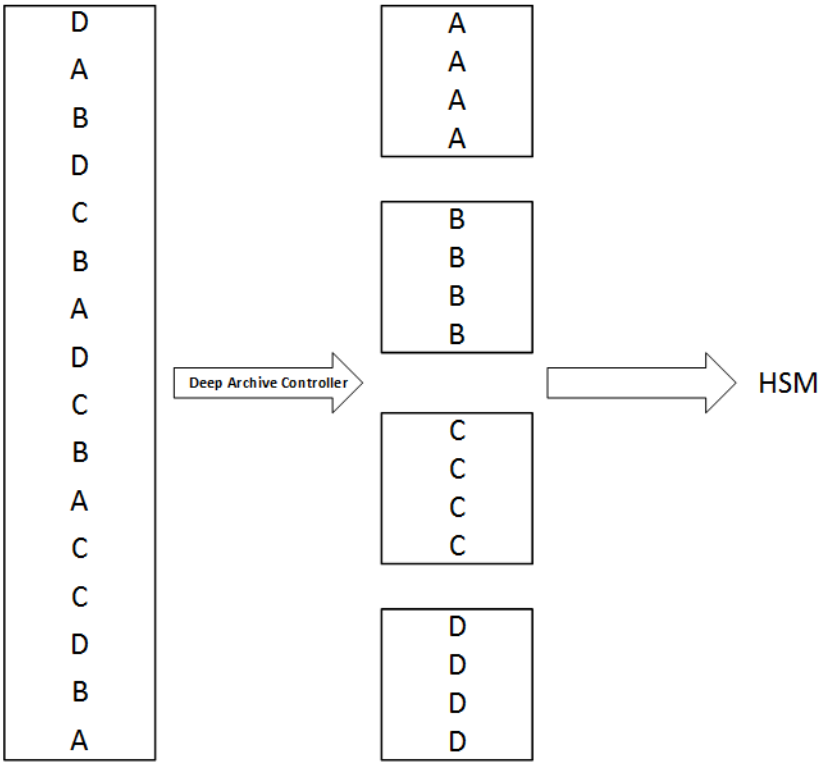
NEW !

The Smart Restore setting is used to optimize the order in which (partial) restore requests are offered to the hierarchical storage management system. As a result of this smart sorting, the efficiency of the available restore actors is improved and the time it takes to restore the requested files is considerably reduced.



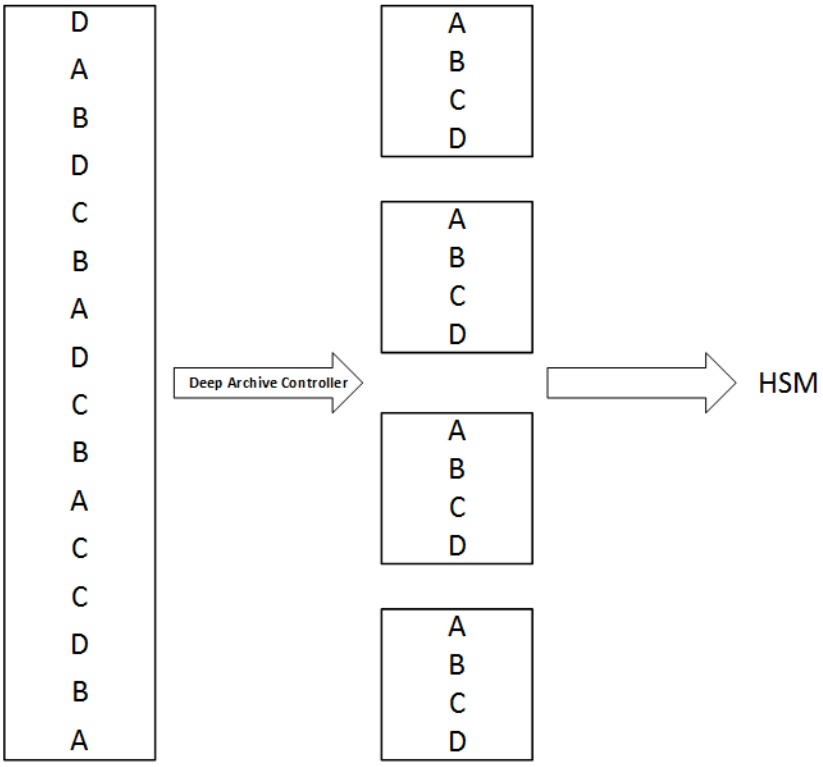
If you enable the setting, Deep Archive Controller will apply an ordering to the restore requests taking into account the number of restore actors available and also the LTO tape from which the files should be restored.

In case there is only one restore actor and multiple restores from the same tapes are requested, then Deep Archive Controller will first group the restore requests by LTO tape before passing them on to the HSM. The restore actor will then first process the restores for tape A, then those for tape B, etc.



In case there are multiple restore actors and multiple restores from the same tapes are requested, then Deep Archive Controller will sort the requests in such a way that when offered to the HSM, none of the available actors will be idle.

In the example below, multiple restores from the same number of LTO tapes are requested: A, B, C and D. The HSM has 4 restore actors. Each actor can handle the restores for only one particular tape. Deep Archive Controller has divided the restore requests in groups of 4 making sure that each actor can immediately start processing the restore request without having to wait for another actor. Actor 1 will process the restore request for tape A, actor 2 will process the restore request for tape B, etc.

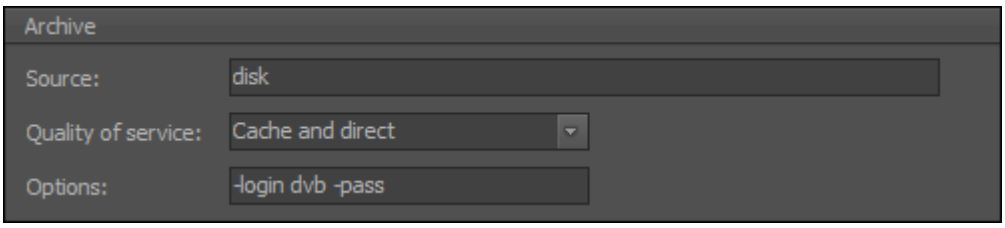


If this setting is not enabled, the restore requests are passed to the HSM in the order in which they have been created in IPDirector, i.e. in chronological order. By default, this setting is not enabled.

In the **Number of Restore Actors** field you have to enter the actual number of restore actors available. By default, 1 restore actor is taken into account.

Configuring the Archive Process

The Archive group box contains settings used to configure the archive process performed by the DIVArchive system.



The **Source** field contains the name of the system that has content intended to be transferred to DIVArchive, i.e. the nearline storage. This name is pre-defined in the DIVArchive source configuration.

The Quality of Service (QOS) parameter defines how a file is to be transferred to a DIVArchive tape.

The options for QOS are defined as follows:

- **Direct Only**: The material is written to tape immediately as it is being transferred from a destination. If no direct transfer service is available, the request will be aborted.

- **Cache Only**: The material is first transferred entirely from the source to cache storage, and then written to tape. If no cache service is available, the request will be aborted.
- **Direct and Cache**: If a direct transfer is not available (e.g. no Actor with direct transfer enabled is available), then cache transfer will be used instead.
- **Cache and Direct**: If cache transfer is not available (e.g. no Actor with cache storage is available), a direct transfer will be performed instead.
- **Default**: The QOS specified in the source configuration will be used.

By default, the option **Cache and Direct** is selected.

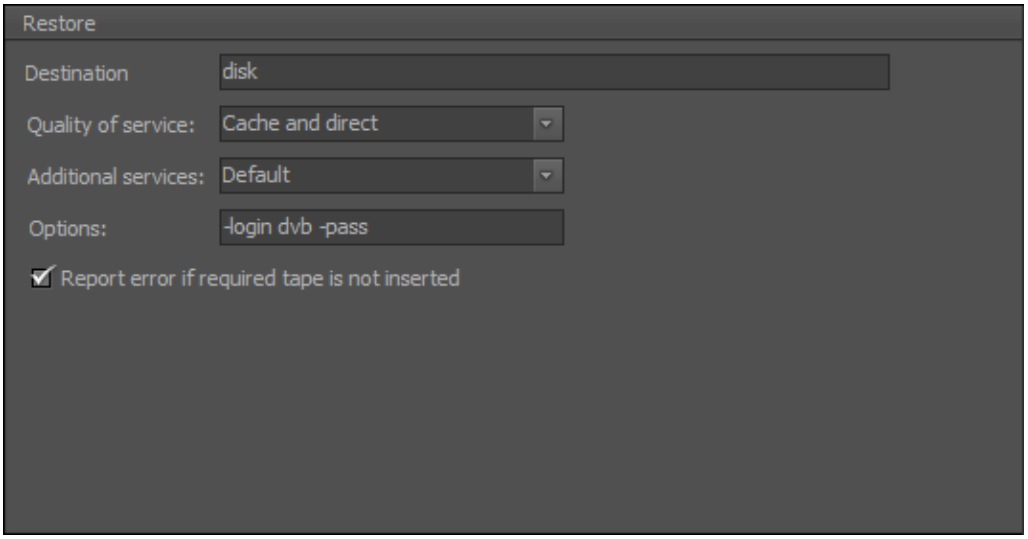
The **Options** field contains additional options that must be used for performing the transfer of data from the source to DIVA. These options supersede any options specified in the DIVA configuration database. Currently the possible values are:

- a null string to specify no options
- **-r**: Specifies that every name in filenamesList that refers to a directory must be scanned recursively. This also applies when a file path root is specified and '*' is used to designate the file(s) to be archived. This option may be used when archiving from a local source or from a standard FTP server.
- **-login**: Login used for some sources.
- **-pass**: Password in conjunction with the –login option for some sources.

Note
For the settings to take effect in the Deep Archive Controller, please do one of the following:
- Stop the tasks of Deep Archive Controller, open and close its settings and then restart the tasks of Deep Archive Controller again.
  OR
- Close Deep Archive Controller and launch it again.

Configuring the Restore Process

The Restore group box contains settings used to configure the restore process performed by the DIVArchive system.



Note
For the settings to take effect in the Deep Archive Controller, please do one of the following:

- Stop the tasks of Deep Archive Controller, open and close its settings and then restart the tasks of Deep Archive Controller again.
  OR
- Close Deep Archive Controller and launch it again.

Configuring the Transfer of the Restored File

The **Destination** field contains the name of the system that requires content to be transferred to it from DIVArchive. This name is pre-defined in the DIVArchive destination configuration.

The Quality of Service (QOS) parameter defines how a file is to be transferred from a DIVArchive tape to a destination.

The options for QOS are defined as follows:

- **Direct Only**: The material is transferred immediately to the source as it is being read. If no direct transfer service is available, the request will be aborted.
- **Cache Only**: The material is first transferred entirely to cache storage from tape, and then transferred to the destination. If no cache service is available, the request will be aborted.
- **Direct and Cache**: If a direct transfer is not available (e.g. no Actor with direct transfer enabled is available), then cache transfer will be used instead.
- **Cache and Direct**: If cache transfer is not available (e.g. no Actor with cache storage is available), a direct transfer will be performed instead.
- **Default**: The QOS specified in the destinations configuration will be used.

The following additional services are available:

- **Default**: Operate as per default setting in the Manager configuration;
- **Do Not Overwrite**: Do not overwrite existing files on the destination server.
- **Do Not Check Existence**: Do not check the existence of the clip on the server.
- **Delete and Write**: Force delete and rewrite if object exists on server.

The **Options** field contains additional options that must be used for performing the transfer of data from DIVA to the destination. These options supersede any options specified in the DIVA configuration database. Currently the possible values are:

- a null string to specify no options.
- **-login**: Login used for some sources.
- **-pass**: Password in conjunction with the –login option for some sources.

Checking and Notifying When Requested Tape is Not Available

If the setting **Report Error If Required Tape Is Not Inserted** is selected and a request is made to restore a file that is stored on a LTO tape that is not inserted in the tape library, the corresponding clip will go into error in the Restore Queue tab of the Deep Archive Manager and the following error message is displayed:

```
'The tape for <FILENAME> is not inserted in the tape robot.
Please insert tape <TAPE_ID> and retry'.
```

The user can retry restoring the file after the required tape has been inserted. If the setting is not selected, no error will be reported if an LTO tape is not inserted. By default, this setting is not selected.

Deep Archive Controller will send an e-mail message with the same error message to the recipients as defined in the External Mail tab of the E-Mail Options tab. This error message will also be displayed in the Archive Progress Message field in IPDirector.

Configuring the LTO Tape ID Synchronization

In the Automatic Tape ID Sync tab you have to specify on which weekdays and at what hour Deep Archive Sync Controller has to start performing its Automatic Repack Sync task. It will check the DIVArchive database for clips that have been moved to another LTO tape as a result of an automatic or manual repack operation and will synchronize the ID of the new LTO tape with the IP2Archivedatabase.

Select the check box of a particular day and enter the desired start time. You can also use the arrows to change the time incrementally. By default, '00:00' is entered.

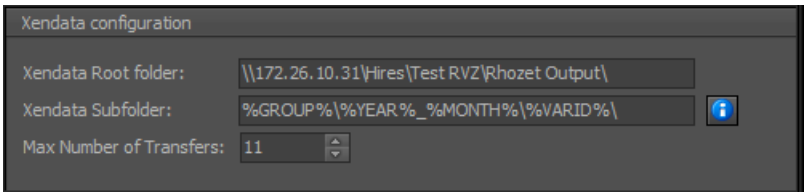
If you clear a check box, you will be unable to edit the start time. Moreover, the Automatic Repack Sync task will not be performed then by the Deep Archive Sync Controller.

The Automatic Repack Sync task should best be set to start after the DIVA automatic repack operation has finished. To check the daily start time and duration of the automatic repack operation, see the Automatic Repack Configuration dialog box in the DIVArchive CSM GUI.

4.2.4. Configuring the XenData Connection

Entering the Connection Data

In the XenData Configuration group box you can configure the connection between the File Transfer Daemon and the API of the XenData hierarchical storage management system Digital Archive.



You have to enter the following information:

- **XenData Root Folder**: The path of the archive root folder on the XenData server.
- **XenData Subfolder**: The path of the archive subfolder(s) on the XenData server.
- **Maximum Number of Transfers**: The maximum number of file transfers that can be simultaneously performed by the File Transfer Daemon.

The root folder path is necessary to be able to make connection with the XenData API. It consists of the IP address of the XenData server and the name of the root folder. For example, `\\IP address\root folder name\`.

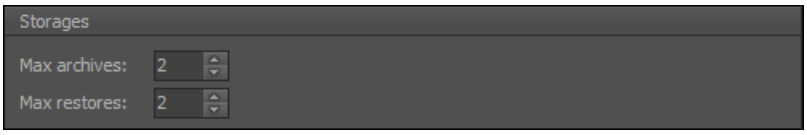
The subfolder path can be a fixed location, for example `Clips\`, or it can consist out of one or more of the following variables:%GROUP% %YEAR%, %MONTH%, %VARID%. Click the **Info** button for more information about the variables. %GROUP% has to be in front when used! The other variables have no fixed order. By default, the following notation is proposed: `%GROUP%\%YEAR%_%MONTH%\%VARID%\`.

Make sure that the root and subfolders already exist on the XenData server. If this is not the case, the File Transfer Daemon will try to create these folders when copying the files to be archived.

Click the **Save** button to save your settings. Click the **Undo** button to undo the information you have just entered or modified.

Setting the Maximum Number of Archive and Restore Requests

The Storages area allows you to the set maximum number of archive and restore requests that will be sent simultaneously to XenData by the File Transfer Daemon.



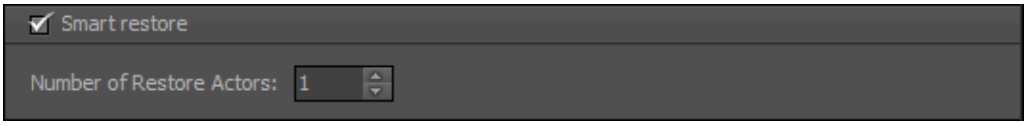
By default, 2 archive and 2 restore requests will be sent at the same time.

Click the **Save** button to save your settings. Click the **Undo** button to undo the information you have just entered or modified.

Configuring Smart Restore and Number of Restore Actors

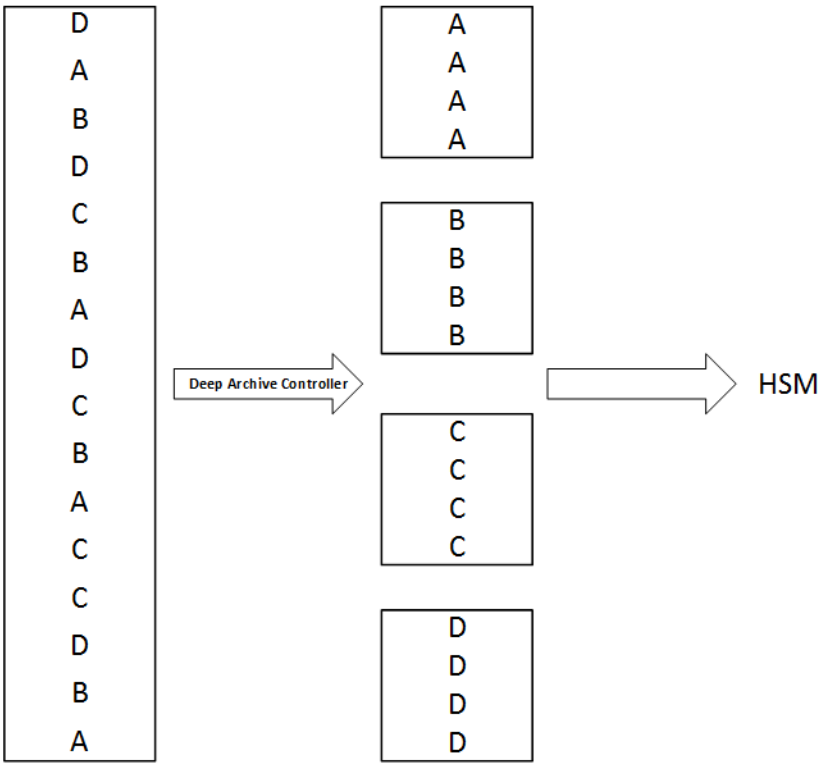
NEW !

The Smart Restore setting is used to optimize the order in which (partial) restore requests are offered to the hierarchical storage management system. As a result of this smart sorting, the efficiency of the available restore actors is improved and the time it takes to restore the requested files is considerably reduced.



If you enable the setting, Deep Archive Controller will apply an ordering to the restore requests taking into account the number of restore actors available and also the LTO tape from which the files should be restored.

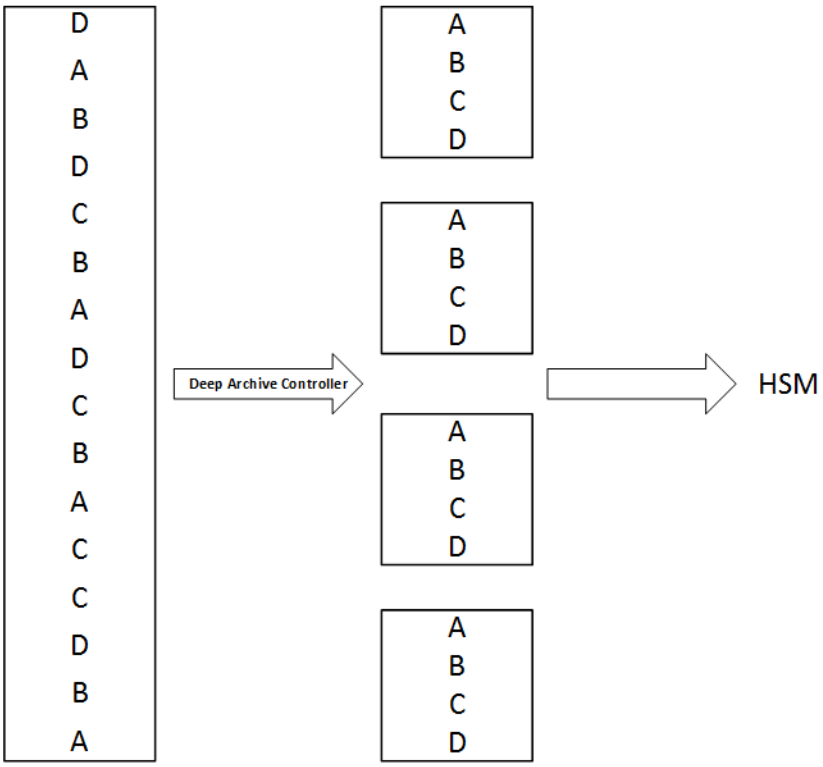
In case there is only one restore actor and multiple restores from the same tapes are requested, then Deep Archive Controller will first group the restore requests by LTO tape before passing them on to the HSM. The restore actor will then first process the restores for tape A, then those for tape B, etc.



In case there are multiple restore actors and multiple restores from the same tapes are requested, then Deep Archive Controller will sort the requests in such a way that when offered to the HSM, none of the available actors will be idle.

In the example below, multiple restores from the same number of LTO tapes are requested: A, B, C and D. The HSM has 4 restore actors. Each actor can handle the restores for only one particular tape. Deep Archive Controller has divided the restore

requests in groups of 4 making sure that each actor can immediately start processing the restore request without having to wait for another actor. Actor 1 will process the restore request for tape A, actor 2 will process the restore request for tape B, etc.



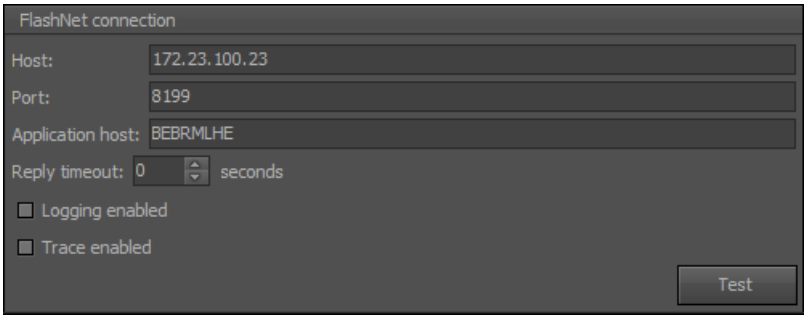
If this setting is not enabled, the restore requests are passed to the HSM in the order in which they have been created in IPDirector, i.e. in chronological order. By default, this setting is not enabled.

In the **Number of Restore Actors** field you have to enter the actual number of restore actors available. By default, 1 restore actor is taken into account.

4.2.5. Configuring the FlashNet Connection

Entering the Connection Data

The FlashNet Connection group box allows you to configure the connection between the Deep Archive Controller and SGL's hierarchical storage management system FlashNet.



The following connection data has to be entered:

- **Host** : The IP address or machine name of the FlashNet server.
- **Port**: The listening port number of the FlashNet server. The default port number is 8199.
- **Application Host**: The IP address or machine name of the server that hosts Deep Archive Controller.

In the **Reply Timeout** field you have to enter how many seconds Deep Archive Controller will wait for the FlashNet server to respond after making connection before giving an error . By default, this is set to 60 seconds.

If you select the **Logging Enabled** check box, extra logs related to FlashNet will be added to the application log files. By default, this option is selected.

If you select the **Trace Enabled**check box, the XML communication between Deep Archive Controller and FlashNet is added to the log files. By default, this option is not selected.

The **Test** button can be used to test the connection with the FlashNet server.

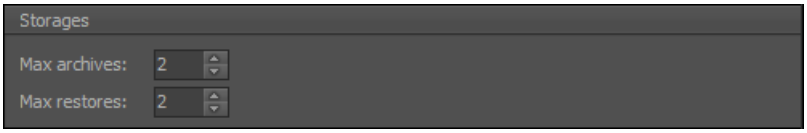
Click the **Save** button to save your settings. Click the **Undo** button to undo the information you have just entered or modified.

Note
For the settings to take effect in the Deep Archive Controller, do one of the following:

- Stop the tasks of Deep Archive Controller, open and close its settings and then restart the tasks of Deep Archive Controller again.
  OR
- Close Deep Archive Controller and launch it again.

Setting the Maximum Number of Archive and Restore Requests

The Storages area allows you to the set maximum number of archive and restore requests that will be simultaneously sent to FlashNet by Deep Archive Controller.



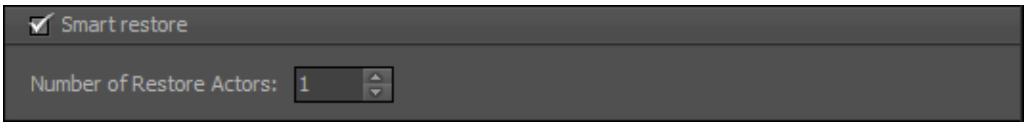
By default, 2 archive and 2 restore requests will be sent at the same time.

Click the **Save** button to save your settings. Click the **Undo** button to undo the information you have just entered or modified.

Configuring Smart Restore and Number of Restore Actors

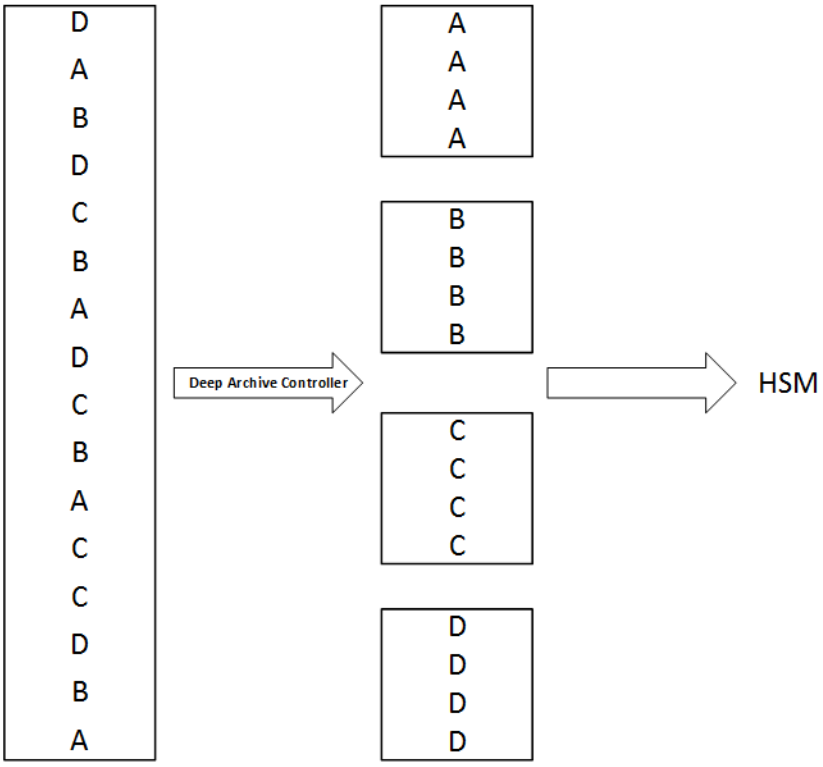
NEW !

The Smart Restore setting is used to optimize the order in which (partial) restore requests are offered to the hierarchical storage management system. As a result of this smart sorting, the efficiency of the available restore actors is improved and the time it takes to restore the requested files is considerably reduced.



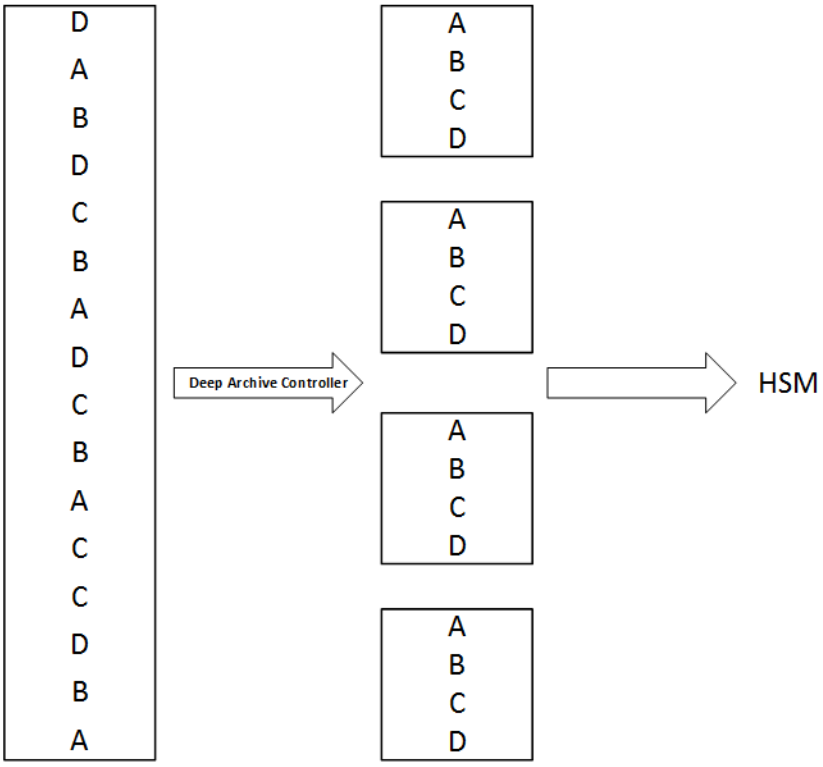
If you enable the setting, Deep Archive Controller will apply an ordering to the restore requests taking into account the number of restore actors available and also the LTO tape from which the files should be restored.

In case there is only one restore actor and multiple restores from the same tapes are requested, then Deep Archive Controller will first group the restore requests by LTO tape before passing them on to the HSM. The restore actor will then first process the restores for tape A, then those for tape B, etc.



In case there are multiple restore actors and multiple restores from the same tapes are requested, then Deep Archive Controller will sort the requests in such a way that when offered to the HSM, none of the available actors will be idle.

In the example below, multiple restores from the same number of LTO tapes are requested: A, B, C and D. The HSM has 4 restore actors. Each actor can handle the restores for only one particular tape. Deep Archive Controller has divided the restore requests in groups of 4 making sure that each actor can immediately start processing the restore request without having to wait for another actor. Actor 1 will process the restore request for tape A, actor 2 will process the restore request for tape B, etc.



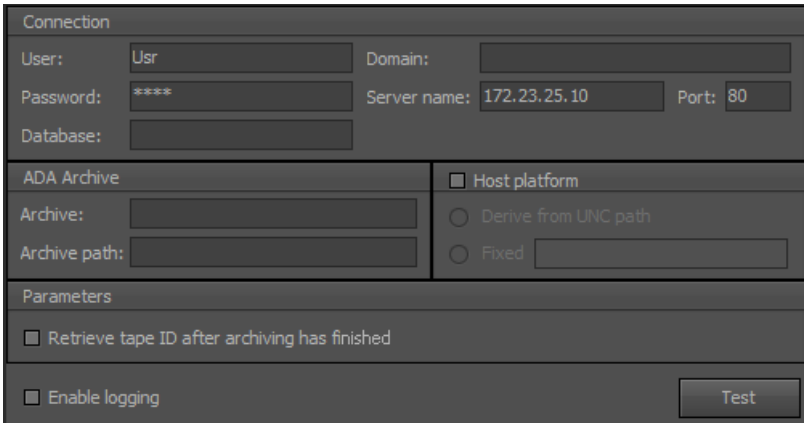
If this setting is not enabled, the restore requests are passed to the HSM in the order in which they have been created in IPDirector, i.e. in chronological order. By default, this setting is not enabled.

In the **Number of Restore Actors** field you have to enter the actual number of restore actors available. By default, 1 restore actor is taken into account.

4.2.6. Configuring the ADA Connection

Entering the Connection Data

The ADA group box allows you to configure the connection between the Deep Archive Controller and the Atempo Digital Archive (ADA) system.



Note
For the settings to take effect in the Deep Archive Controller, do one of the following:

- Stop the tasks of Deep Archive Controller, open and close its settings and then restart the tasks of Deep Archive Controller again.
  OR
- Close Deep Archive Controller and launch it again.

Entering the Connection Data

In the Connection group box you have to enter the following connection data:

- **User**: The name of the user as defined in Atempo Digital Archive.
- **Domain**: The Windows domain name.
- **Password**: The password necessary to log into Atempo Digital Archive.
- **Server Name**: The name of the Atempo Digital Archive Server to which Deep Archive Controller will connect. You have to use the machine name.
- **Port**: The number of the port the Atempo Digital Archive Server will listen for requests. By default, this is port 80.
- **Database**: The database instance used for Atempo Digital Archive. It is called ADA by default.

Specifying the ADA Archive

In the ADA Archive group box you have to enter the following data:

- **Archive**: The name of the project archive created in Atempo Digital Archive. A project archive is shared and can be accessed by several users defined by the Administrator.
- **Path**: The folder of the project archive which mirrors the location of the data on the source platform. This folder has a path of the structure: <source_machine>\<source_machine_OS>\root_path_on_source>.

Specifying the Host Platform

A host platform is an archiving platform where the source data to be archived is located. In the Host Platform group box you have to enter the network name of the machine hosting the data. This name can be derived from the UNC path of the storage or this can be a fixed name. The first option is used when there are multiple storages, the second option is used when there is only one storage.

Enabling Retrieval of LTO Tape ID

If you select the option **Retrieve Tape ID After Archiving Has Finished**, Deep Archive Controller will retrieve from the ADA database the ID of the LTO tape which contain the archived files.

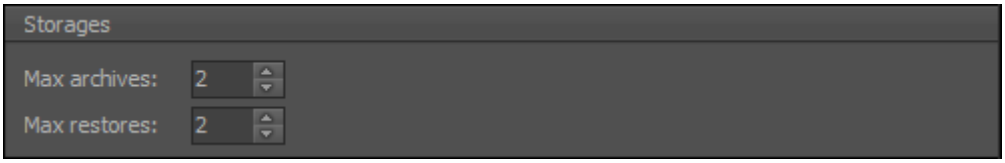
Click the **Save** button to save your settings. Click the **Undo** button to undo the information you have just entered or modified.

Enabling Logging

If you select the option **Enable Logging**, an extensive log will be kept of the communication between Deep Archive Controller and the Atempo Digital Archive Server. Click the **Test** button to test this option.

Setting the Maximum Number of Archive and Restore Requests

The Storages area allows you to the set maximum number of archive and restore requests that will be sent simultaneously to ADA by Deep Archive Controller.



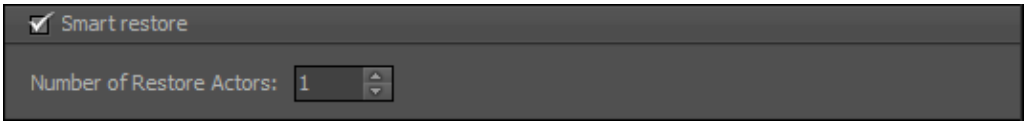
By default, 2 archive and 2 restore requests will be sent at the same time.

Click the **Save** button to save your settings. Click the **Undo** button to undo the information you have just entered or modified.

Configuring Smart Restore and Number of Restore Actors

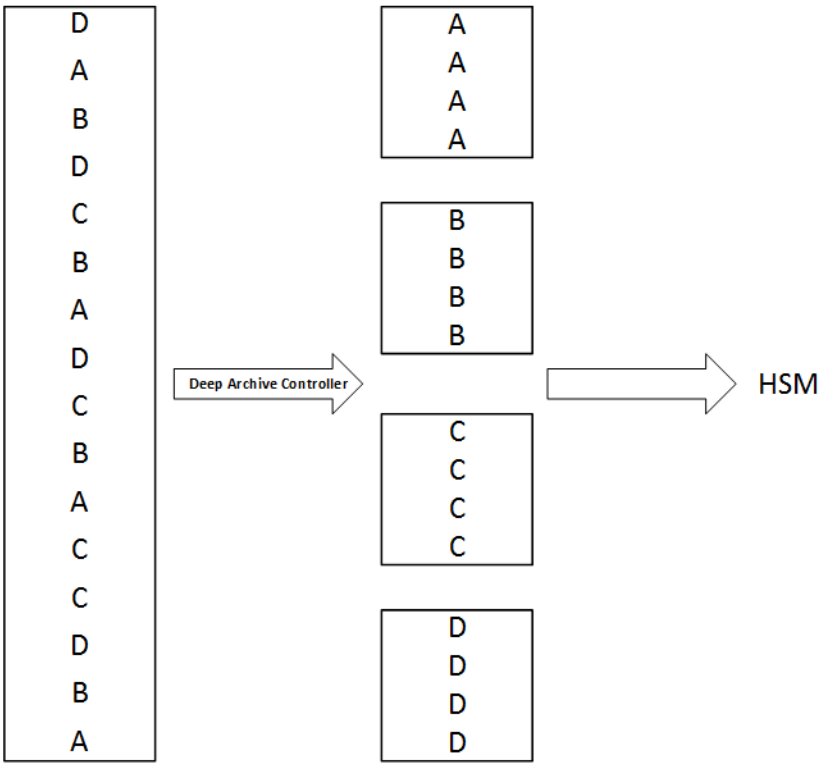
NEW !

The Smart Restore setting is used to optimize the order in which (partial) restore requests are offered to the hierarchical storage management system. As a result of this smart sorting, the efficiency of the available restore actors is improved and the time it takes to restore the requested files is considerably reduced.



If you enable the setting, Deep Archive Controller will apply an ordering to the restore requests taking into account the number of restore actors available and also the LTO tape from which the files should be restored.

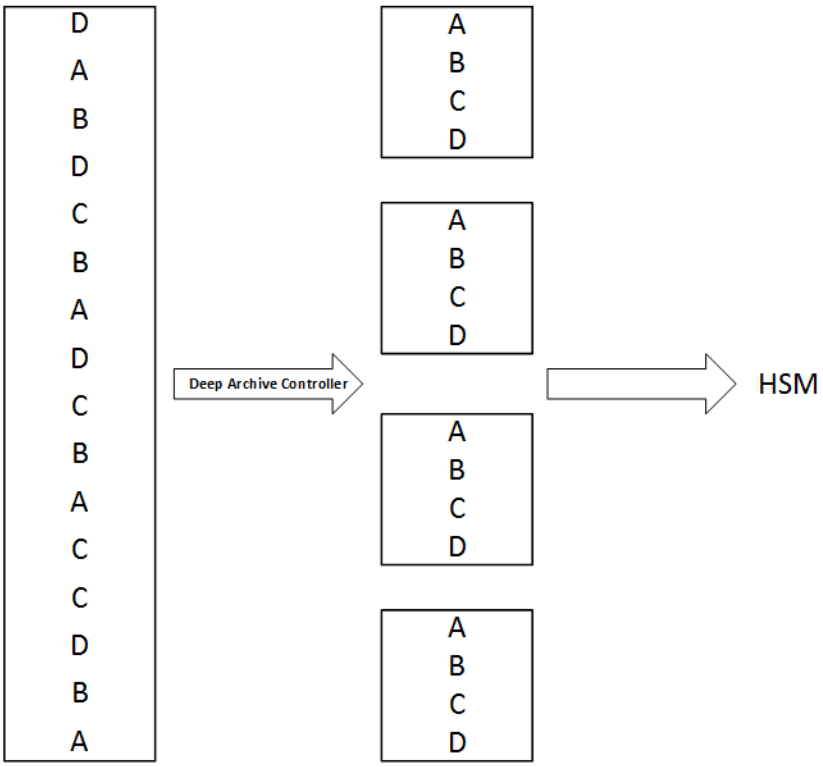
In case there is only one restore actor and multiple restores from the same tapes are requested, then Deep Archive Controller will first group the restore requests by LTO tape before passing them on to the HSM. The restore actor will then first process the restores for tape A, then those for tape B, etc.



In case there are multiple restore actors and multiple restores from the same tapes are requested, then Deep Archive Controller will sort the requests in such a way that when offered to the HSM, none of the available actors will be idle.

In the example below, multiple restores from the same number of LTO tapes are requested: A, B, C and D. The HSM has 4 restore actors. Each actor can handle the restores for only one particular tape. Deep Archive Controller has divided the restore

requests in groups of 4 making sure that each actor can immediately start processing the restore request without having to wait for another actor. Actor 1 will process the restore request for tape A, actor 2 will process the restore request for tape B, etc.



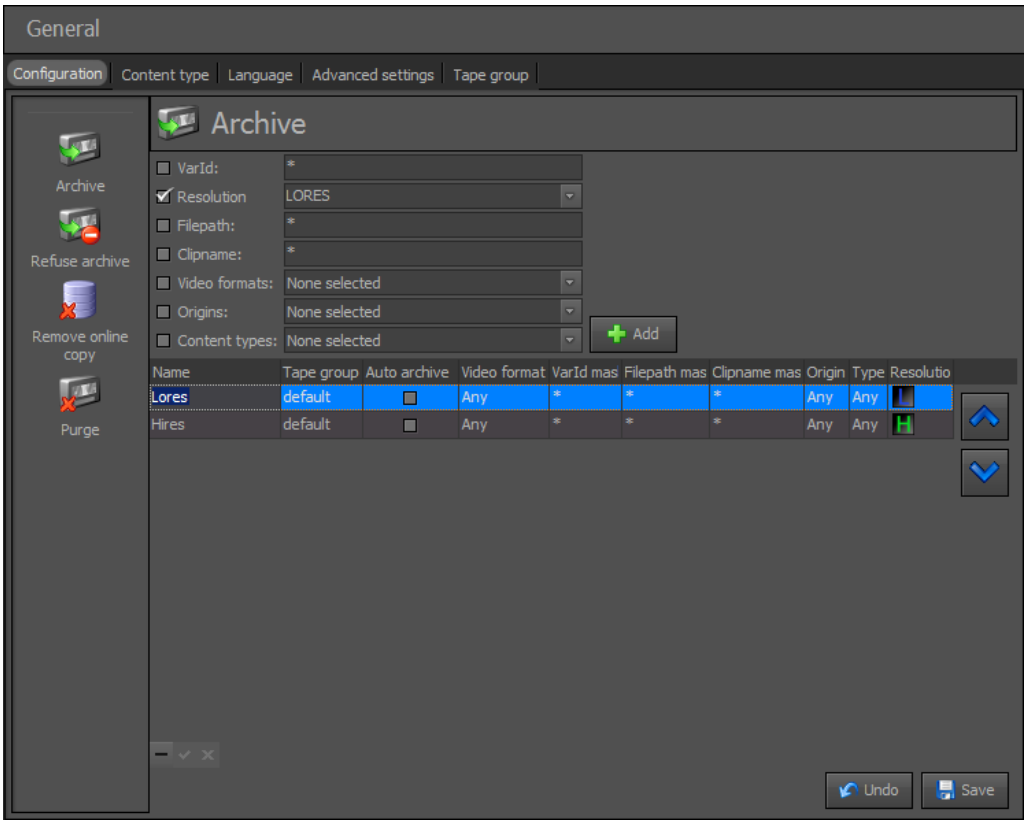
If this setting is not enabled, the restore requests are passed to the HSM in the order in which they have been created in IPDirector, i.e. in chronological order. By default, this setting is not enabled.

In the **Number of Restore Actors** field you have to enter the actual number of restore actors available. By default, 1 restore actor is taken into account.

5. Configuring the Archive and Restore Process

5.1. Introduction

The General configuration pane allows you to configure the archive and restore process piloted by IP2Archive.



The following features can be configured:

- the automatic archiving, restoring and purging of clips and the automatic removal of the high- or low-resolution video files from the IPDirector nearline. See section "Configuration Tab" on page "38" for more information.
- the deriving of the content type of the clips that enter Deep Archive Manager. See section "Content Types Tab" on page "45"
- the language of the Deep Archive Manager user interface. See section "Language Tab" on page "49".
- advanced settings in the Deep Archive Controller, File Transfer Daemon and IP2Archive Communicator applications. See section "Advanced Settings Tab" on page "50" for more information.
- the LTO tape groups as configured in the hierarchical storage management system. See section "Tape Group Tab" on page "55" for more information.

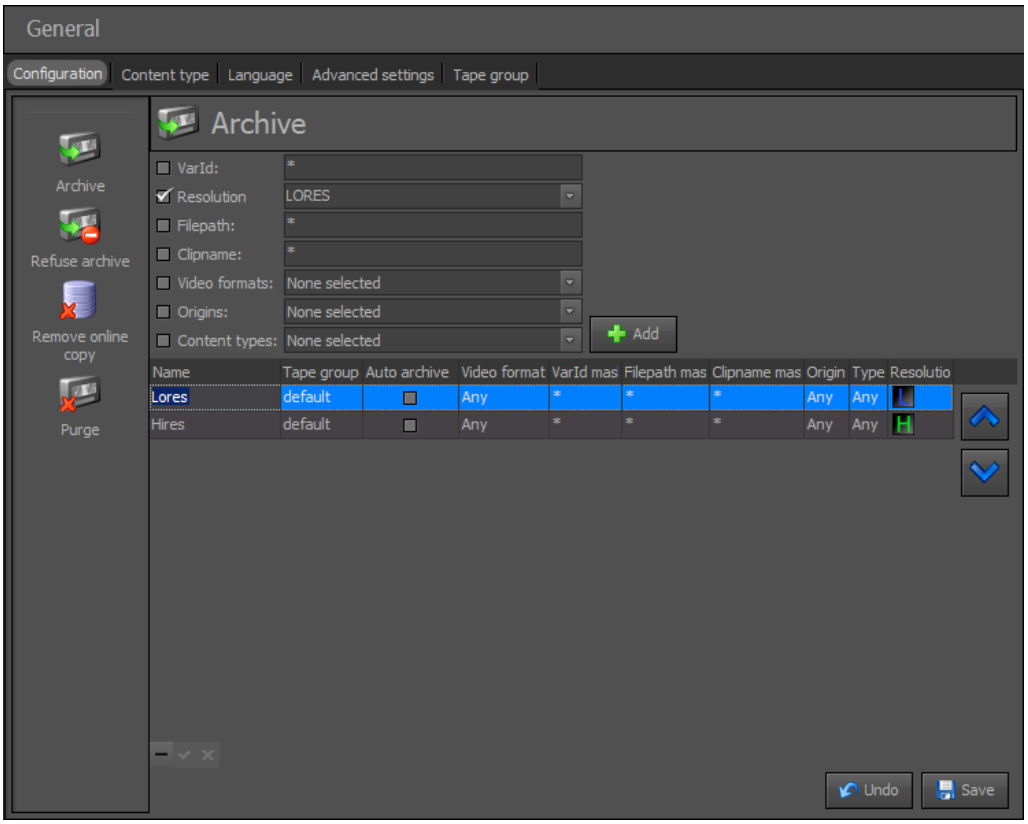
5.2. Configuration Tab

Introduction

The Configuration tab allows you to create filters for the Deep Archive Manager that specify:

- which types of clips are allowed to be archived
- which types of clips have to be automatically archived
- which types of clips have to be automatically refused after a specified retention period
- for which types of clips, once archived, the high- or low-resolution video file has to be automatically removed from the nearline after a specified retention period
- which types of clips have to be automatically purged after a specified retention period.

Multiple filters can be created and combined.



Note
These filters immediately take effect.

Filter Criteria

Each filter consists of the following criteria which allow you to filter the clips:

- **VarID:** The VarID of the clip. By default, the wildcard character * is entered.
- **Resolution:** The resolution (high or low) of the video file linked to the clip.
- **Filepath:** The path of the folder where the high-or low-resolution video files are stored. By default, the wildcard character * is entered.
- **Clipname:** The name of the clip. By default, the wildcard character * is entered.
- **Video formats:** The video format of the video files that are linked to the clip. Multiple video formats can be selected. By default, the option **None selected** is selected.
- **Origins:** The source via which the clip was entered in the deep archive system. For example, via IPDirector or via Final Cut Pro. Multiple origins can be selected. By default, the option **None selected** is selected.
- **Content Types:** The categorization of the content of a clip. Multiple content types can be selected. By default, the option **None selected** is selected.

Regular Expressions

In the **VarID**, **Filepath** and **Clipname** field you can enter regular expressions that Deep Archive Manager will use to recognize certain strings of text, such as particular characters, words, or patterns of characters, in the VarID, filepath or clipname of clips.

Priority of Filters

The filters are displayed in order of priority. Deep Archive Manager will start from the top of the list. It will search for clips that match the criteria of the first rule and execute the request. If there are no more clips that match the criteria of the first rule, it will search for clips that match the criteria of the second rule, etc.

You can change the order of priority of the rules by means of  and  .

Adding an Archive Filter

Depending on your user rights, you will be able to add an archive filter or not. If you do not have the necessary rights, the **Archive** icon will not be visible.

To add an archive filter, proceed as follows:

1. Click the **Archive** icon to open the Archive pane.
2. Enter and/or select the desired filter criteria.
3. Click the **Add** button.

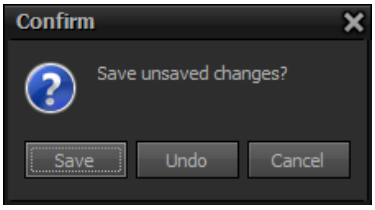
   A new archive filter is added to the archive filter list. By default, **New archive filter** is entered as name for the filter.
4. (Optional) Enter a new name for the filter.

5. Click the **Tape Group** field and select the desired LTO tape group from the drop-down list.

   Clips that match the criteria of the archive filter will be presented to be archived to this tape group. If the **Auto Archive** check box is not selected, the user can still select a different tape group in the Archive Candidates tab of the Deep Archive Manager. See the Deep Archive Manager user manual for more information.

   If the desired tape group is not available, you can create it. See below for more information.

6. (Optional) Select the **Auto Archive** check box.
   - If selected, clips that match the criteria of the archive filter will be automatically archived if dropped in the Request Archive bin in IPDirector. They will skip the Archive Candidates tab and immediately appear in the Archive Queue tab.
   - If not selected, clips that match the criteria of the archive filter will appear in the Archive Candidates tab. Clips that do not match the criteria will be moved to the Rejected bin in IPDirector.
7. (Optional) Check the other filter data and edit them if necessary.
8. Click the **Save** button to save the archive filter in the database. If you do not save your filter and leave the pane, a message will appear asking you to save your changes.



9. Click **Save**.

Note
During the initial setup of the IP2Archive system, a default archive filter is created. All filter criteria are set to 'any' and the auto archive feature is not selected.

Creating a New LTO Tape Group

To create a new LTO tape group, proceed as follows:

1. In the **Tape Group** field, enter the name of the new LTO tape group.

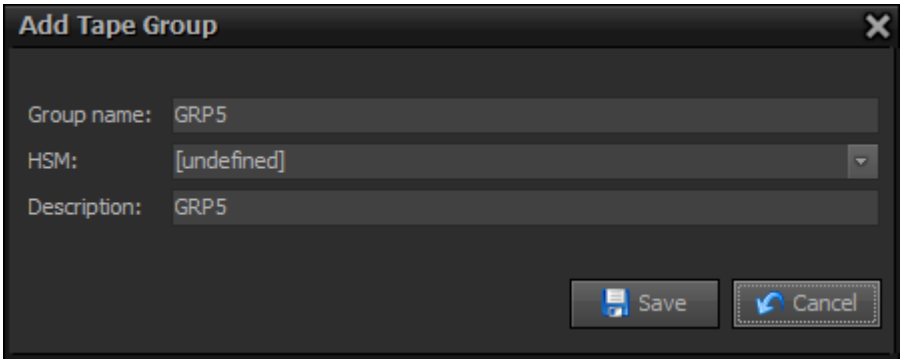
   Note that in the case of ADA and FlashNet the tape group should already exist and its name should be identical to the one used in the hierarchical storage management system.

   If the tape group you want to archive to is a Storage Plan in DIVA, it has to exist in DIVA. The Storage Plan and the tape groups within the Storage Plan cannot be created through the DIVA API.

   If the tape group you want to archive to does not form part of a Storage Plan in DIVA, it does not have to exist in DIVA. Deep Archive Controller will create this through the DIVA API.

2. Click outside the **Tape Group** field.

The Add Tape Group dialog box appears.



3. From the **HSM** field, select the name of the hierarchical storage management system.
4. (Optional) Change the description of the tape group. By default, the name of the tape group is entered.
5. Enter the set ID.

   Note that this field only appears if you have selected DIVA as HSM in the Connections window.
6. Click the **Save** button.

   The newly created tape group can now be selected in the **Tape Group** field. It will now also appear in the Tape Group tab. See section "Tape Group Tab" on page "55" for more information.

Adding a Refuse Archive Filter

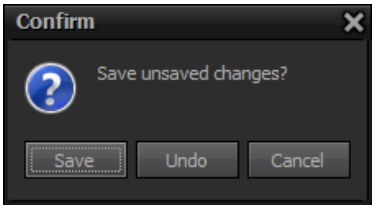
Depending on your user rights, you will be able to add a refuse archive filter or not. If you do not have the necessary rights, the **Refuse Archive** icon will not be visible.

To add a refuse archive filter, proceed as follows:

1. Click the **Refuse Archive** icon to open the Refuse Archive pane.
2. Enter and/or select the desired filter criteria.
3. Click the **Add** button.

   A new refuse archive filter is added to the refuse archive filter list. By default, **New Refuse Archive Filter** is entered as name for the filter.
4. (Optional) Enter a new name for the filter.
5. (Optional) Select the **Auto Refuse** check box. If selected, clips in the Archive Candidates tab that match the criteria of the filter will be automatically refused when the specified retention period is reached. If not selected, the refuse archive filter will be considered inactive and will be skipped.
6. In the **Retention Period** field, enter the time (in hours) after which Deep Archive Manager will automatically refuse the clips and move them from the Archive Candidates tab to the Refused tab. The retention period starts from the moment when the clip is dropped in the Request Archive bin in IPDirector (displayed in the Deep Archive Manager as Creation date).
7. (Optional) Edit the other filter data.

8. Click the **Save** button to save the refuse archive filter in the database. If you do not save your filter and leave the pane, a message will appear asking you to save your changes.



9. Click **Save**.

Note
During the initial setup of the IP2Archive system, a default refuse archive filter is created. All filter criteria are set to 'any', the auto refuse feature is not selected and the retention period is set to 5 days.

Adding a Remove Online Copy Filter

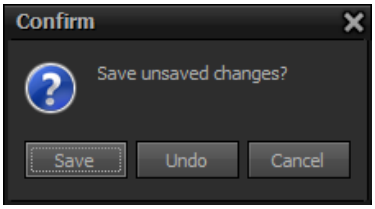
Depending on your user rights, you will be able to add a remove online copy filter or not. If you do not have the necessary rights, the **Remove Online Copy** icon will not be visible.

To add a remove online copy filter, proceed as follows:

1. Click the **Remove Online Copy** icon to open the Remove Online Copy pane.
2. Enter and/or select the desired filter criteria.
3. Click the **Add** button.

   A new remove online copy filter is added to the remove online copy filter list. By default, **New Remove Online Copy Filter** is entered as name for the filter.
4. (Optional) Enter a new name for the filter.
5. (Optional) Select the **Auto Remove** check box.
   - If selected, the high- or low-resolution video file of clips that match the criteria of the filter will be automatically removed from the nearline storage when the retention period has been expired. Note that this does not apply to partially restored files. These can only be removed manually using IPDirector.
   - If not selected, the remove online copy filter will be considered inactive and will be skipped. Note that this does not apply to partially restored files. Here, the retention period starts from the moment when the clip is dropped in the Request Restore bin in IPDirector. Once the files have been partially restored, a date is displayed in the Retention Date userfield in the IPDirector Database Explorer. The Retention Date field indicates when a partially restored high-resolution video file can be manually removed from the nearline storage.
6. In the **Retention Period** field, enter the time (in days) after which Deep Archive Manager will automatically remove the high- or low-resolution video file of the clips from the nearline storage. The retention period starts from the moment when the clip is dropped in the Request Archive bin in IPDirector (displayed in the Deep Archive Manager as Creation date).
7. (Optional) Edit the other filter data.

8. Click the **Save** button to save the remove online copy filter in the database. If you do not save your filter and leave the pane, a message will appear asking you to save your changes.



9. Click **Save**.

Adding a Purge Filter

Depending on your user rights, you will be able to add a purge filter or not. If you do not have the necessary rights, the **Purge** icon will not be visible.

To add a purge filter, proceed as follows:

1. Click the **Purge** icon to open the Purge pane.
2. Enter and/or select the desired filter criteria.
3. Click the **Add** button.

   A new purge filter is added to the purge filter list. By default, **New Purge Filter** is entered as name for the filter.
4. (Optional) Enter a new name for the filter.
5. (Optional) Select the **Auto Purge** check box.
   - If selected, the high- or low-resolution video file of the clips that correspond to the selected filter criteria will be automatically purged from LTO when the retention period has expired.
   - If not selected, the purge filter will be considered inactive and will be skipped.
6. In the **Retention period** field, enter the time (in days) after which Deep Archive Manager will automatically request the purge of the high- or low-resolution video file from LTO and the removal of the high-resolution and low-resolution file from the nearline storage. The retention period starts from the moment when the clip is dropped in the Request Archive bin in IPDirector (displayed in the Deep Archive Manager as Creation date).
7. (Optional) Edit the other filter data.
8. Click the **Save** button to save the purge filter in the database. If you do not save your filter and leave the pane, a message will appear asking you to save your changes.
9. Click **Save**.

Editing Filters

To edit one or more filters, proceed as follows:

1. Select each time the filter you want to edit.
2. Change the necessary data.
3. Do one of the following:

- Click the **Post** button or select another filter to save the changes in the memory of the Configurator. The changes are not yet saved in the database.
- Click the **Cancel** button to undo the changes you made to the selected filter.
- Click the **Undo** button to undo all the changed filters.
- Click the **Save** button to save all the changed filters in the database.

Deleting a Filter

To delete a filter, proceed as follows:

1. Select the filter from the list and click the **Delete** button .

   A confirmation dialog box appears.
2. Click **OK** to continue. The filter is removed from the list.
3. Click the **Save** button to save the change to the database.

5.3. Content Types Tab

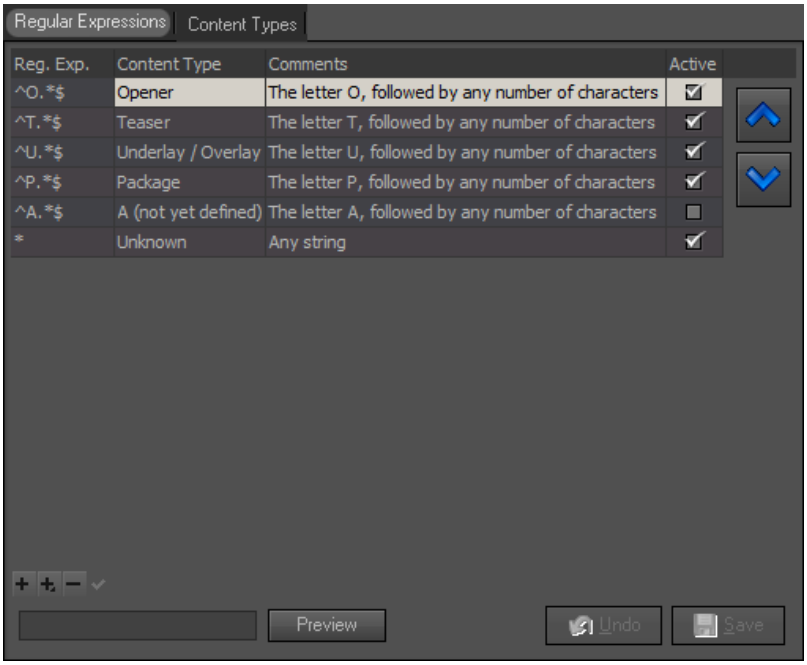
The Content Types tab is used to specify the possible content types of the clips that enter the deep archive system. The Content Types tab consists of two sub-tabs:

- Regular Expressions
- Content Types

Note
These settings immediately take effect.

Regular Expressions Subtab

The Regular Expressions subtab is used to manage regular expressions. These regular expressions are used by Deep Archive Manager to derive the content type of a clip from its video file name. The regular expressions are displayed in order of priority. The regular expressions at the top of the list will be processed first.



Possible Regular Expression

The table below gives an overview of the regular expressions that can be used:

Metacharacter Syntax	Operator Name	Description
.	Any Character -- Dot	Matches any character.
+	One or More -- Plus Quantifier	Matches one or more occurrences of the preceding subexpression.

Metacharacter Syntax	Operator Name	Description
?	Zero or One -- Question Mark Quantifier	Matches zero or one occurrence of the preceding subexpression.
*	Zero or More -- Star Quantifier	Matches zero or more occurrences of the preceding subexpression.
{m}	Interval--Exact Count	Matches exactly *m* occurrences of the preceding subexpression.
{m,}	Interval--At Least Count	Matches at least m occurrences of the preceding subexpression.
{m,n}	Interval--Between Count	Matches at least m, but not more than n occurrences of the preceding subexpression.
[...]	Matching Character List	Matches any character in list ...
[^ ...]	Non-Matching Character List	Matches any character not in list ...
|	Or	'a|b' matches character 'a' or 'b'.
(...)	Subexpression or Grouping	Treat expression ... as a unit. The subexpression can be a string of literals or a complex expression containing operators.
\n	Backreference	Matches the nth preceding subexpression, where n is an integer from 1 to 9.
****	Escape Character	Treat the subsequent metacharacter in the expression as a literal.
^	Beginning of Line Anchor	Match the subsequent expression only when it occurs at the beginning of a line.
$	End of Line Anchor	Match the preceding expression only when it occurs at the end of a line.

How to Add a New Regular Expression

To add a new content type, proceed as follows:

1. In the Regular Expressions sub-tab, click:
   -  to add a record for a new regular expression below the existing regular expressions.
   -  to insert a regular expression between two existing regular expressions.
2. Enter the regular expression string in the **Reg. Exp.** field. For example, '^T.*$'.
3. Select the desired content type from the **Content Type** field. For example, 'Teaser'.

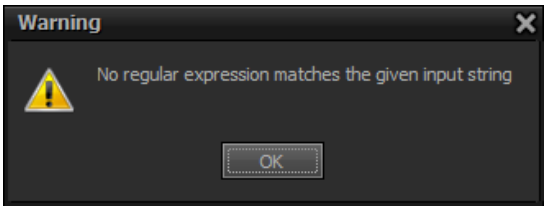
4. Enter a comment in the **Comments** field. For example, 'The letter T, followed by any number of characters'.
5. Activate the regular expression by selecting the corresponding check box.
6. Click ✔ to validate the new regular expression. This button only becomes available once you have added a new regular expression.

   The new regular expression is added to the IP2Archive database.
7. Click **Save** to add the new regular expression definitively to the database or **Undo** to return to the state before you added a new regular expression. These buttons only become available once you have validated the changes.

   In the example, Deep Archive Manager will now categorize all archive candidates whose video file name starts with the letter T followed by any number of characters as belonging to the content type Teaser.

How to Test a Regular Expression

To test a regular expression, e.g. '^T.*$', type part of the video file name of a clip, e.g. T_Lonely_In_Paris, in the **Test** field and then click the **Preview** button. A popup will appear indicating the content type the clip belongs to. If the entered video file name string does not match any regular expression, a warning message will appear.



How to Edit a Regular Expression

To edit a regular expression, just select it in the Regular Expressions list and perform the necessary changes. Click ✔ to validate the changes. Click **Save** to save the changes you made, or **Undo** to undo them. These buttons only become available once you have validated the changes.

How to Deactivate a Regular Expression

To deactivate a regular expression, clear the corresponding **Active** check box. The regular expression will remain visible in the list of regular expressions, but will no longer apply to the video file names as they appear in Deep Archive Manager.

How to Delete a Regular Expression

To delete a regular expression, proceed as follows:

1. In the Regular Expressions sub-tab, select the regular expression you want to delete.
2. Click −.

   A dialog box appears asking you to confirm the action.
3. Click **OK** to continue.

The record of the regular expression is removed from the **Regular Expressions** list.

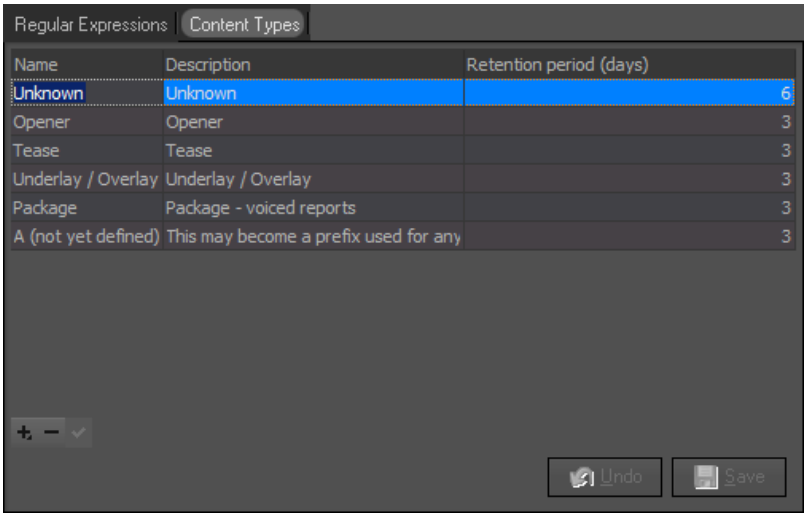
4. Click **Save** to definitively delete the regular expression or **Undo** to return to the state before you deleted the regular expression.

How to Change the Priority of a Regular Expression

To change the priority of a regular expression, select it in the **Regular Expressions** list and then click  or  to move the regular expression one position up or down the list. Click **Save** to save the new order or **Undo** to undo it.

Content Types Subtab

The Content Types subtab is used to manage the possible content types. New content types can be added and existing content types can be edited or deleted. A retention period for each content type can also be specified.



How to Add a New Content Type

To add a new content type, proceed as follows:

1. In the Content Types sub-tab, click  .

   In the Content Types list a new, empty record is added below the existing content type records.

2. Enter a name and description for the new content type.
3. Enter a retention period.

   Deep Archive Manager will propose a date to remove the hi-res video file of a particular clip. It will take the archive date of the clip and add the number of days entered in the **Retention Period** field. This proposal date will be displayed in the **Remove Hires Proposal** field of the Archived tab.

4. Click  to validate the new content type. This button only becomes available once you have added a new content type.

   The new content type is added to the IP2Archive database.

5. Click **Save** to add the new content type definitively to the database or **Undo** to return to the state before you added a new content type. These buttons only become available once you have validated the changes.

How to Edit a Content Type

To edit a content type, just select it in the Content Type list and perform the necessary changes. Click ✔ to validate the changes. Click **Save** to save the changes you made, or **Undo** to undo them. These buttons only become available once you have validated the changes.

How to Delete a Content Type

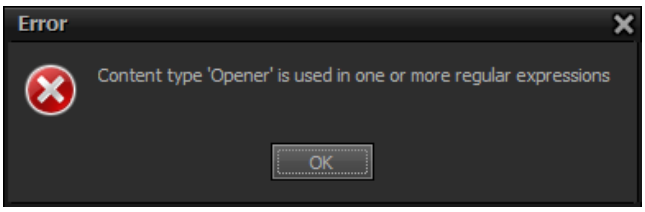
To delete a content type, proceed as follows:

1. In the Content Types sub-tab, select the content type you want to delete.
2. Click ➖.

   A dialog box appears asking you to confirm the action.
3. Click **OK** to continue.

   The record of the content type is removed from the Content Types list.
4. Click **Save** to definitively delete the content type or **Undo** to return to the state before you deleted the content type.

Warning
You cannot delete content types that are used in one or more regular expressions. An error message will appear.



Delete these regular expressions first.

5.4. Language Tab

The Language tab allows the system administrator to change the language of the user interface of the application. The default language is set to English. In the settings of the application the user can still select another language though.

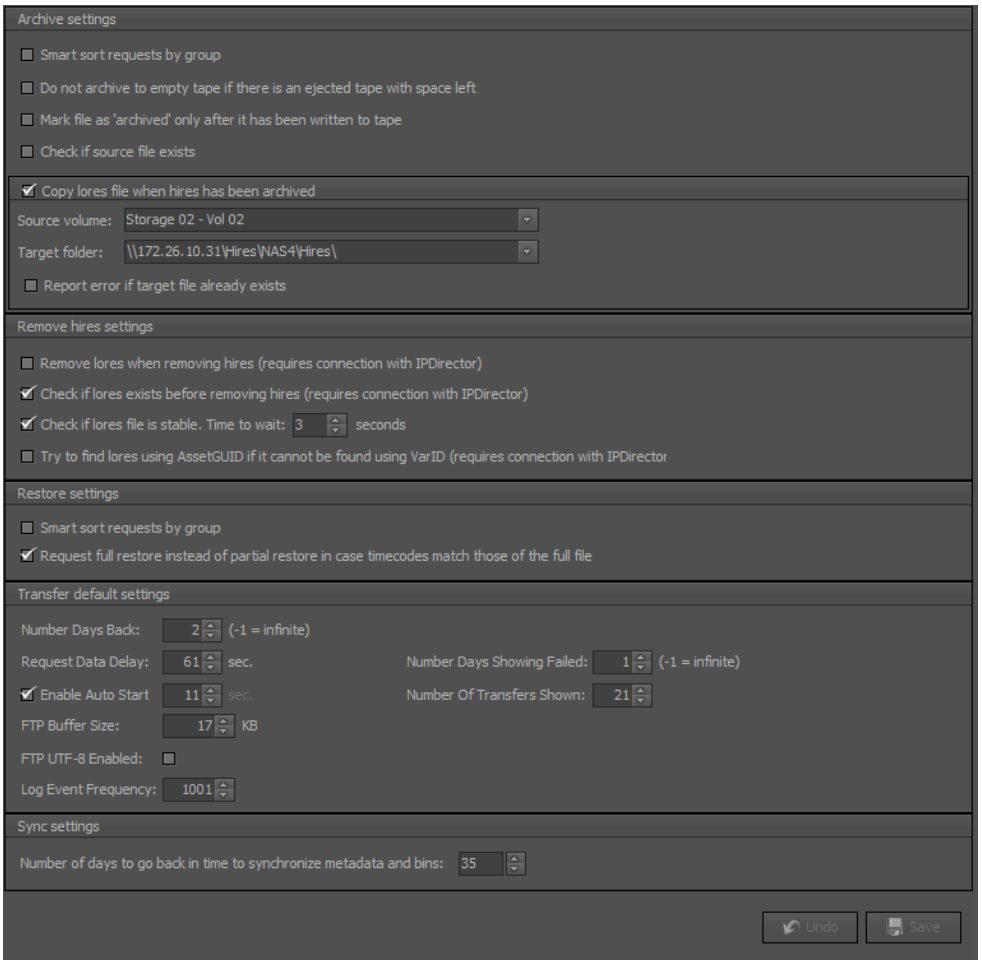
Note
For the setting to take effect, please restart the application.

5.5. Advanced Settings Tab

Introduction

The Advanced Settings tab allows you to configure:

- the archive and restore process piloted by IP2Archive
- the file transfers performed by the File Transfer Daemon application when interfacing with XenData
- the synchronization of the archive metadata and archive and restore bins in IPDirector performed by the IP2Archive Communicator application.



Note
For the settings to take effect, please restart the respective applications.

Configuring the Archive Process

Sorting Archive Requests

If the setting **Smart Sort Requests by Group** is enabled, Deep Archive Controller will sort all archive requests by tape group and request them in order to the HSM (DIVA, ADA, XenData, FlashNet). When requests of the same tape group are processed sequentially, the tape robot will not have to change tapes that often. By default, this setting is selected. For this setting to be effective the 'max Archive' setting has to be bigger than 2, so sorting by tape group matters.

Checking for Available Tapes

If a user tries to archive a clip and all tapes belonging to a particular tape group are full and no empty tape is available in the LTO tape library, the clip will go into error in the Archive Queue tab of the Deep Archive Manager, and the following error message will be displayed:

- When interfacing with DIVA: `'No migrate service: No online tape fits the requirements. Please insert an empty tape and retry'.`
- When interfacing with ADA: `'No Media available in scratch media group. Please insert empty tapes and retry'.`
- When interfacing with Flashnet: `'There is no empty tape available for <VARID>. Please insert an empty tape and retry'.`

Deep Archive Controller will also send an e-mail message with the following error message to the recipients as configured in the External Mail tab of the E-Mail Options tab:

- When interfacing with DIVA: `'There is no empty tape available for <VARID>. Please insert an empty tape and retry.'`
- When interfacing with ADA: `'No Media available in scratch media group. Please insert empty tapes and retry.'`
- When interfacing with SGL: `'There is no empty tape available for <VARID> in group <GROUP_ID>. Please insert an empty tape and retry.'`

Checking for Ejected Tapes with Space Left

If the setting **Do Not Archive to Empty Tape If There Is an Ejected Tape With Space Left** is enabled, Deep Archive Controller will check the database if there is a tape available in the LTO tape library with enough space left. If this is not the case, Deep Archive Controller will then check in the database if there is an ejected tape with enough space left. If this is the case, Deep Archive Controller will send the following e-mail message to the recipients as configured in the External Mail tab of the E-Mail Options tab:

```
Application: Deep Archive Controller

There is an ejected tape with enough space left for <VARID>

Please insert tape <TAPEID> and retry.
```

This message will also appear in the Archive Queue tab of the Deep Archive Manager. The corresponding clip will go into error. The user will have to wait until the tape has been inserted in the LTO tape robot and then retry to archive the file.

If there are no ejected tapes with space left, or if this setting is not selected, DIVA will send an error message. Deep Archive Controller will enter this message in the database. Deep Archive Controller will send an e-mail with an error message to the recipients as configured in the External Mail tab of the E-Mail Options tab. The clip will go into error in the Archive Queue tab of the Deep Archive Manager and an error message will be displayed. See 'Checking for Available Tapes' above.

Note
This setting is only selected when Deep Archive Controller is used in a MAD setup and when interfacing with DIVA.

Marking Files as Archived

If the setting **Mark File as 'Archived' Only After It Has Been Written to Tape** is enabled, Deep Archive Controller will wait to mark a file as being archived in the IP2Archive database until the file has been written to LTO tape. In the Deep Archive Manager GUI the file will then be moved to the Archived tab only after the file has been written to LTO tape. By default, this setting is selected.

If the setting **Check if Source File Exists** is enabled, Deep Archive Controller will first check if the file to be archived really exists. If the file does not exist, it will not start the archive process. The clip will go into error in the Archive Queue tab of the Deep Archive Manager and the following error message will be displayed: `'File not found: <FILENAME>.'`

Clear this setting if Deep Archive Controller has no access to the storage location of the source file. By default, this setting is selected.

Archiving the Metadata XML

If the setting **Archive EVS Metadata XML File If Present** is selected, Deep Archive Controller will command the hierarchical storage management system to also archive the EVS metadata XML file. In the **Extension** field you have to enter the default extension of the EVS metadata XML file, i.e. .evs.xml. This will prevent the hierarchical storage management system from archiving other types of XML files. By default, this setting is not selected.

If the setting **Report Error If Metadata File Does Not Exist** is not selected and the metadata file of a clip that has to be archived is not found, then only the video file will be archived. If the setting is selected and the metadata file is not found, then the archive process will go into error. Deep Archive Controller will send the following e-mail message:

```
Application: Deep Archive Controller

Metadata file not found: <FILENAME>
```

The same error message will also appear in the Archive Queue tab of the Deep Archive Manager. The user will have to regenerate the metadata XML of the clip in IPDirector and then retry to archive the clip.

By default, this setting is not selected.

Copy Lores File When Hires File Has Been Archived

Select the option **Copy Lores File When Hires File Has Been Archived** when the low-resolution video file of an archived clip has to be transferred by the File Transfer Daemon from the nearline storage to another location in your setup.

In the **Source Location** field the location where the low-resolution video files are stored has to be selected. In the **Target Folder** field the location where the low-resolution video files have to be copied to has to be selected.

The setting **Report Error if Target File Already Exists** only applies if Deep Archive Controlller is used in an IP2Archive setup and when IP2Archive interfaces with IP2MAD. It its enabled by default. Deep Archive Controller will not copy the low-resolution video file if it is already present in the target location. Deep Archive Controller will send the following e-mail message:

```
Application: Deep Archive Controller

Target lores file already exists: <FILENAME>
```

The same error message will also appear in the Archive Queue tab of the Deep Archive Manager.

Configuring the Removal of the High-Resolution File

Removing the Low-Resolution Video File

Select the option **Remove Lores When Removing Hires** if Deep Archive Controller also has to remove the low-resolution video file from the nearline storage when removing the high-resolution video file. This option only applies if IP2Archive interfaces with IP2MAD. By default, this setting is not enabled.

Checking if the Low-Resolution Video File Exists

If the setting **Check if Lores Exists ...** is enabled, Deep Archive Controller will verify if the low-resolution video file of a particular clip exists on the nearline storage before removing the corresponding high-resolution video file from the nearline storage. If it does not exist and has not been archived, Deep Archive Controller will send the following e-mail message:

```
Application: Deep Archive Controller

Hires of task <VARID> may not be removed because lores does not
exist.
```

The same message will also be displayed in the Archived tab of the Deep Archive Manager. If this check is not enabled, Deep Archive Controller will not verify the existence of the low-resolution video file. By default, this setting is enabled.

Checking the Stability of the Low-Resolution Video File

If the setting **Check if Lores is Stable** is enabled, Deep Archive Controller will verify if the low-resolution video file on the nearline storage is actually stable. A time interval can be set (in seconds) after which Deep Archive Controller has to consider a low-resolution

video file to be stable. As long as the low-resolution file is not stable, the high-resolution video file cannot be removed. By default, this setting is enabled.

Using AssetGUID to Find Back the Low-Resolution Video File

If the VarID of the low-resolution video file differs from the VarID of the high-resolution video file, Deep Archive Controller will be unable to find the low-resolution video file, and thus will not allow the high-resolution video file to be archived.

If the setting **To Find Lores Using AssetGUID If It Cannot Be Found Using VarID** is selected, Deep Archive Controller will check if it can find the low-resolution video file by means of the AssetGUID of the clip the high-resolution video file belongs to. If it can find the low-resolution video file, it will change its VarID into the VarID of the high-resolution video file. By default, this setting is enabled.

Configuring the Restore Process

If the setting **Smart Sort Requests by Group** is enabled, Deep Archive Controller will sort all restore requests by tape group and request them in order to the HSM (DIVA, ADA, XenData, FlashNet). When requests of the same group are processed sequentially, the tape robot will not have to change tapes that often. However, the priority level of the files will not be considered then. This setting can be disabled in case there are multiple DIVArchive actors and requests of different groups can be processed simultaneously. This setting does not apply when Deep Archive Controller interfaces with the Atempo Digital Archive and SGL FlashNet. By default, this setting is selected.

If you select the option **Request Full Restore Instead of Partial Restore in Case Timecodes Match Those of The Full File**, Deep Archive Controller will request a full restore if the timecodes of the file that has to be partially restored match the timecodes of the full file. A full restore is easier and takes less time. If you do not select this option, a partial restore will be performed. Note that this operation will take more time. By default, this setting is not selected.

Configuring the File Transfer Process

It should be noted that these settings are only available when interfacing with the hierarchical storage managment system XenData.

Configuring the Frequency of Automated Tasks

In the **Number Days Back** field, you can specify how far back in time (in days) File Transfer Daemon goes to process the file transfer requests in the database. By default, this is set to infinite, i.e. '-1'.

In the **Request Data Delay** field, you can specify how frequently (in seconds) File Transfer Daemon will check the database for new file transfer requests. By default, this is set to '60'.

If you select the **Enable Auto Start** check box, File Transfer Daemon will automatically start processing file transfer requests at start-up. By default, this check box is not selected. You can also specify the time interval after which File Transfer Daemon will start processing the file transfer requests. By default, this is set to '10'.

In the **Number Days Showing Failed** field you can specify how long (in days) a failed file transfer will stay visible in the File Transfer pane. By default, this is set to '0'.

In the **Number of Transfers Shown** field you can define how many transfer jobs at maximum will be displayed in the File Transfer pane. By default, this is set to '20'.

Configuring File Transfers of the Type FTP

The FTP buffer size is the size of the FTP Send/Receive buffer used in case of FTP transfers. By default, this is set to '16'.

The **FTP UTF-8 Enabled** check box is an indication that UTF-8 support should be enabled for the FTP transfers. This is needed for some Linux FTP servers. By default, this check box is not selected.

In the **Log Event Frequency** field you can specify after how many events a log is displayed in the Log pane conveying the progress of the FTP transfers. By default, this is set to '1000'.

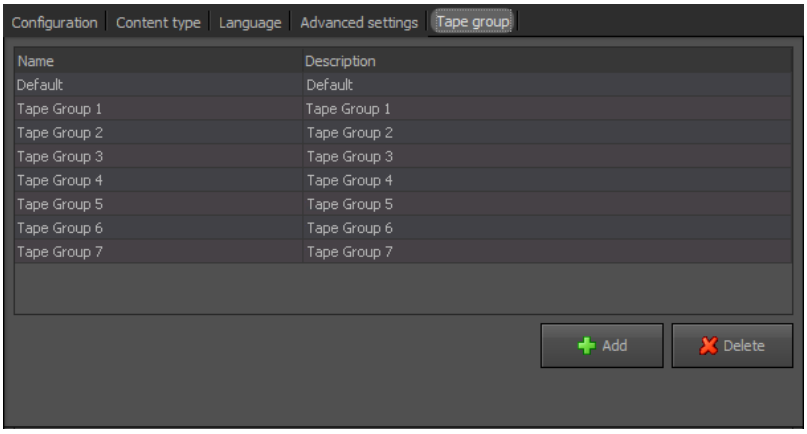
Configuring the Synchronization of the IPDirector Metadata and Bins

In the **Number of Days to Go Back in Time to Synchronize Metadata and Bins** field you can specify how many days the Communicator will maximally go back in time to synchronize the archive metadata and archive and restore bins in IPDirector. By default, this set to 32 days.

5.6. Tape Group Tab

Introduction

The Tape Group tab allows you to create and delete tape groups. Each tape group refers to a logical association of LTO (Linear Tape-Open) tapes configured in your hierarchical storage management system.



Each tape group created here can be manually selected and assigned as archive destination to one or more clips in the Archive Candidates, Refused and Purged tab of the Deep Archive Manager. See the Deep Archive Manager user manual for more information.

Each tape group can also be added as default archive destination to one or more archive filters in the Archive subtab of the Configuration tab. Clips that match the selected filter criteria will be presented to be archived to the selected tape group. See section "Configuration Tab" on page "38" for more information.

Note
For the settings to take effect, please restart the respective applications.

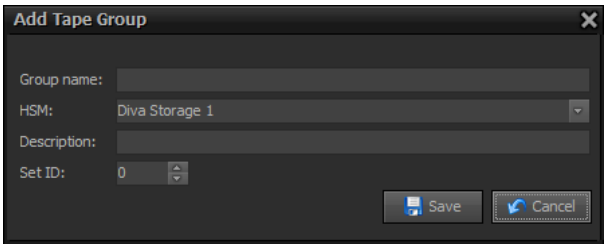
How to Create a New Tape Group

Note
The tape groups created here should correspond to the ones created in your hierarchical storage management system.

To create a new tape group, proceed as follows:

1. Click the **Add** button.

   The Add Tape Group dialog box appears.



2. Enter the name of the tape group.

   If the tape group you want to archive to is a Storage Plan in DIVA, it has to exist in DIVA. The Storage Plan and the tape groups within the Storage Plan cannot be created through the DIVA API.

   If the tape group you want to archive to does not form part of a Storage Plan in DIVA, it does not have to exist in DIVA. Deep Archive Controller will create this through the DIVA API.

3. Select the hierarchical storage management system. In case of XenData, select 'Unknown'. This option will only be available when interfacing with XenData.

4. (Optional) Enter a brief description.

   If Deep Archive Controller has created the tape group in DIVA, the following text will automatically appear: 'Adapted by Deep Archive Controller v<FileVersion> on <DATE>'.

5. Enter the set ID.

   Note that this field only appears if you have selected DIVA as HSM in the Connections window.

6. Click the **Save** button.

   The new tape group is added to the tape group grid.

   It also becomes available in:

- the Archive subtab of the Configuration tab. See section "Configuration Tab" on page "38" for more information.
- the Archive Candidates, Refused and Purged tab of the Deep Archive Manager. See the Deep Archive Manager user manual for more information.

Note
A new tape group can also be created in the Archive subtab of the Configuration tab. See section "Configuration Tab" on page "38".

How to Delete a Tape Group

To delete a tape group from the Tape Group tab, proceed as follows:

1. Select the tape group you want to delete.
2. Click the **Delete** button.

   You are prompted to confirm your action.
3. Click **OK** to continue.

   The tape group is removed from the Tape Group tab and will no longer be available in the Archive subtab of the Configuration tab and in the Archive Candidates, Refused and Purged tab of the Deep Archive Manager.

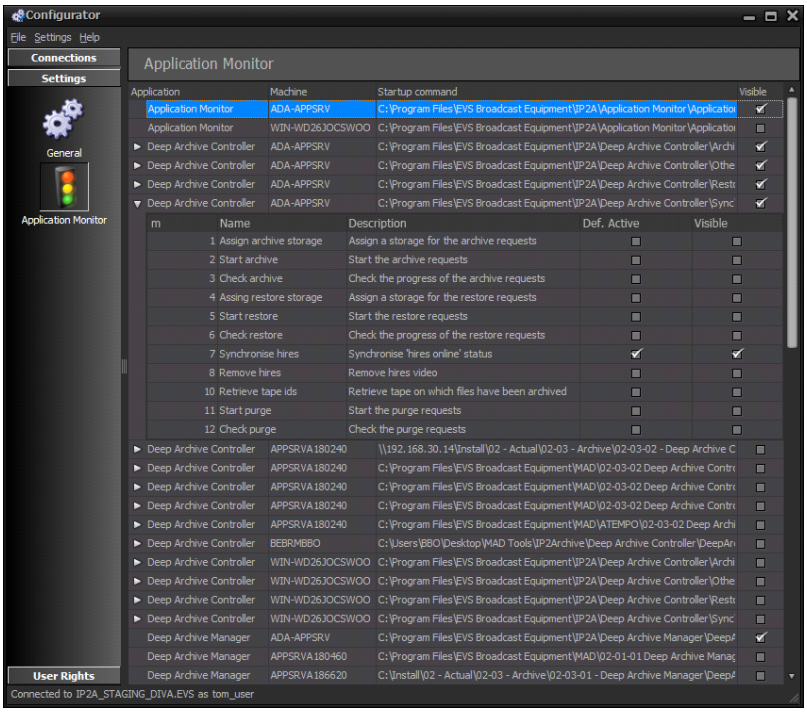
Warning
An error message will appear if you try to delete a tape group:
- that is assigned to an archive filter
- with tapes assigned to it
- with clips.

6. Configuring Application Monitor

Introduction

The Application Monitor is an application that is used to monitor the status of the automatic IP2Archive applications and their tasks. It will notify the system administrator when one of these applications is down or when one or more of its automatic tasks went into error.

The Application Monitor setup pane allows you to specify which automatic applications Application Monitor has to monitor.



Note
The settings immediately take effect.

Specifying the Automatic Applications to Monitor

The Application Monitor tab lists the automatic IP2Archive applications that are installed in your IP2Archive setup. It allows you to specify which applications should be monitored by Application Monitor. Note that the applications displayed in the screenshot above might differ from the applications in your specific setup.

If you select the **Visible** check box of a particular application, the application will appear in the Applications pane of the main window of the Application Monitor. Application Monitor will then monitor the status of this application.

To view the tasks of an application, click ▶. To hide the tasks again, click ▼.

7. Managing Relations and User Rights

7.1. Managing Relations

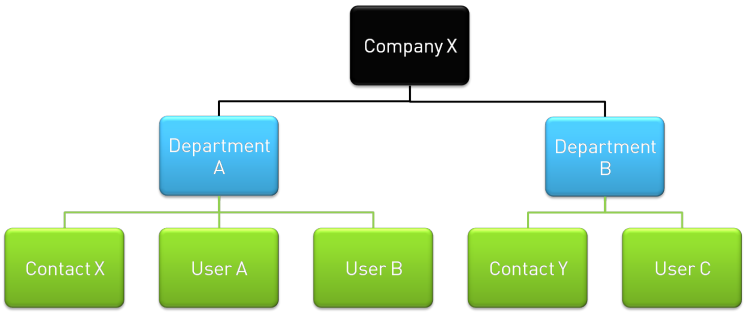
7.1.1. Introduction

Configurator allows you to create relations for the IP2Archive system: companies, departments, contacts and users.

All contacts and users in the IP2Archive system work for a particular **company** and a particular **department**.

Contacts are relations that have no access to the IP2Archive system. They cannot log into applications. They are defined by the department and the company they work for.

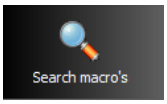
Users are contacts that have access to and can perform actions in the IP2Archive system. They can log into applications. They too are defined by the department and company they work for. Moreover, they are member of a user group and they can perform certain tasks in the IP2Archive system, for example archive and restore certain clips.



7.1.2. Relations Pane

Overview

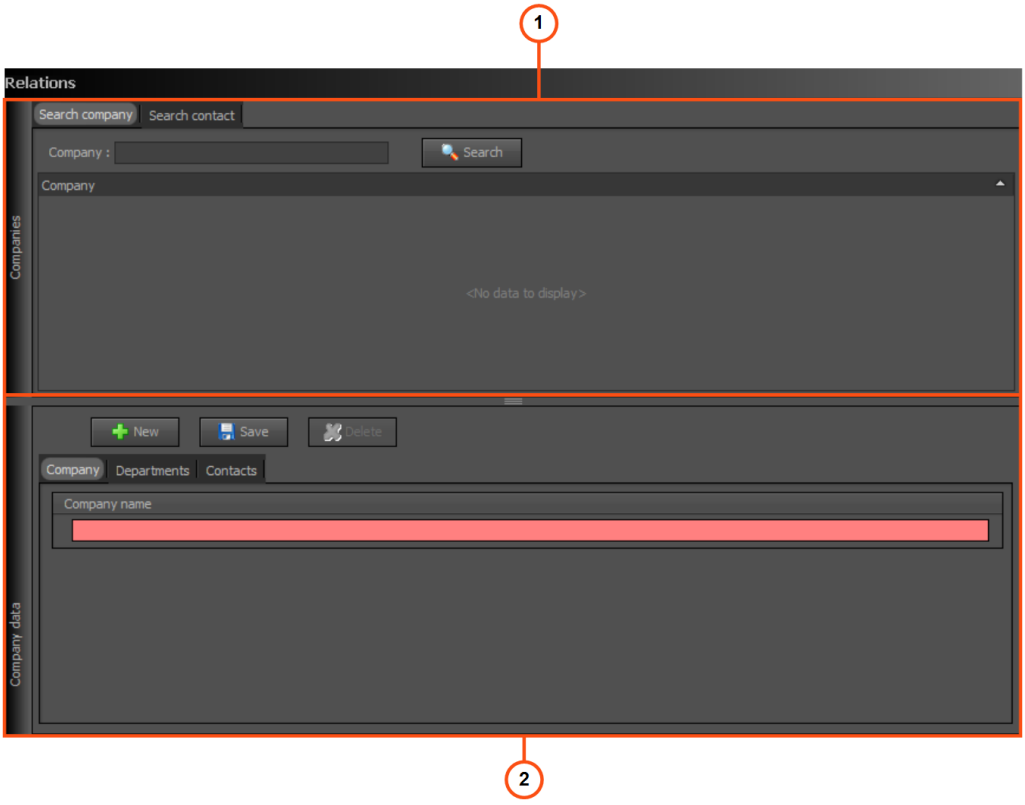
General Description



The Relations pane opens when you click the **Relations** icon in the Navigation bar.

The Relations pane allows you to search for companies and contacts and to create and delete companies, departments, contacts and users.

The Relations pane contains the areas highlighted on the screenshot below:



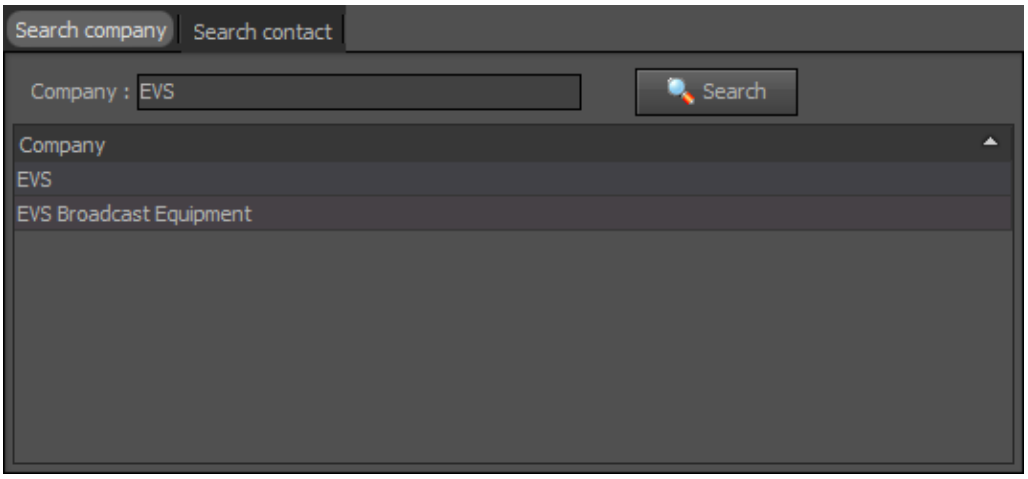
The table below describes the various parts of the Relations pane:

Part	Name	Description
1.	Companies area	The Companies area allows you to search for companies and contacts. It displays the companies and contacts that match your query. See section "Companies Area" on page "62".
2.	Company Data area	The Company Data area displays information about the company you selected in the Companies area. It allows you to create new companies and edit and delete existing companies. See section "Company Data Area" on page "63".

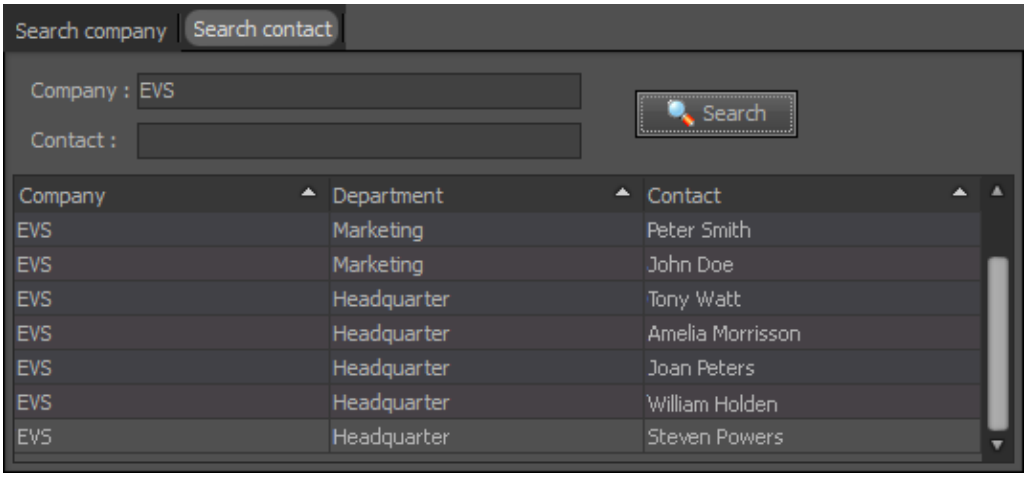
Companies Area

The Companies area in the Relations pane allows you to search for companies and contacts. It consists of a Search Company tab and a Search Contact tab.

The Search Company tab allows you to search for a company. The companies that match your query are displayed in the Company list. See section "Searching a Company" on page "74".



The Search Contact tab allows you to search for contacts of a particular company. The contacts that match your query are displayed in the Contacts list. The department the contacts work for is also displayed. See section "Searching a Contact" on page "74".



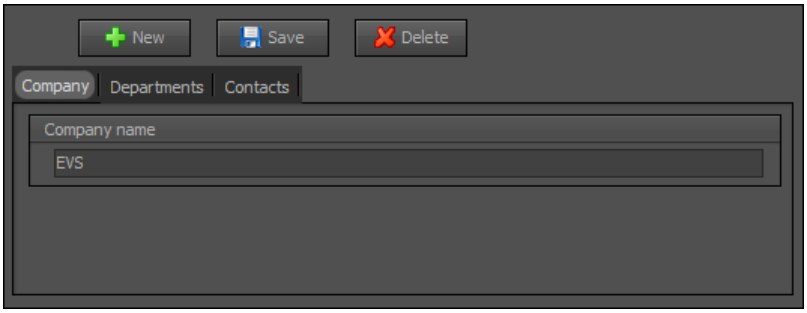
Company Data Area

General Description

The Company Data area displays information about the company you select in the Companies area. It allows you to create new companies and edit and delete existing companies.

It consists of the following tabs:

- Company
- Departments
- Contacts
- FTP

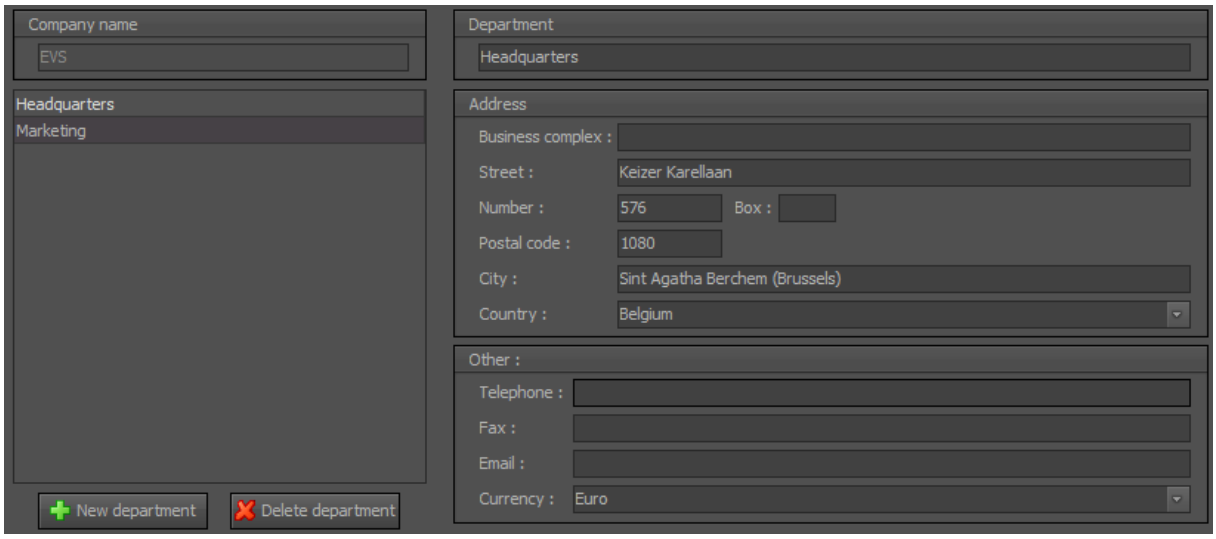


Company Tab

The Company tab displays the name of the company you selected in the Companies area.

Departments Tab

The Departments tab displays the departments of the selected company and shows the address and contact information of the selected department. It allows you to create new departments and edit or delete existing departments. See section "Creating a Department" on page "68" and "Deleting a Department" on page 75 for more information.



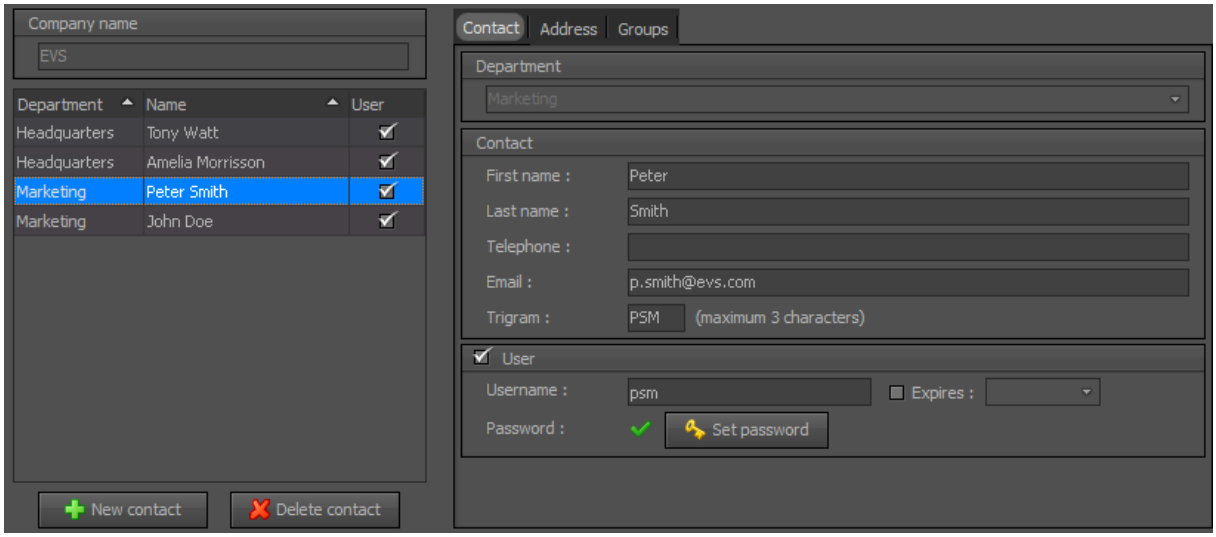
Contacts Tab

The Contacts tab displays all the contacts and users of the selected company and shows information about the selected contact. It allows you to create new contacts and edit or delete existing contacts. See section "Creating a Contact" on page "70", "Deleting a Contact" on page 76 for more information.

It also allows you to turn a contact into a user, add the user to one or more user groups.

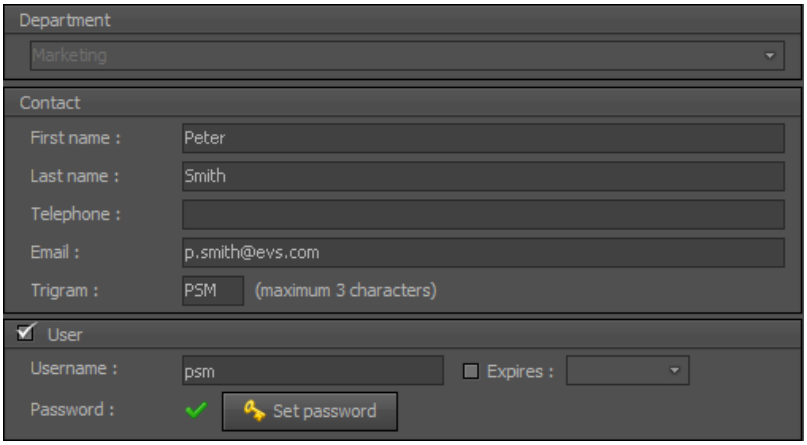
The Contacts tab consists of the following tabs:

- Contact
- Address
- Groups



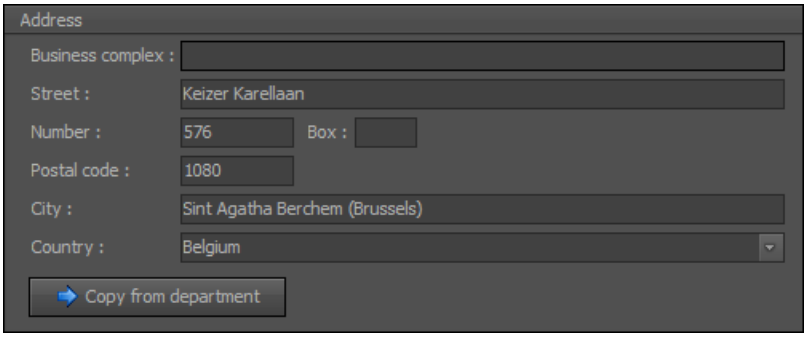
Contact Tab

The Contact tab displays information about the selected contact (e.g. department, first and last name, telephone, etc.). It allows to turn a contact into a user and to enter a username and password for the user. With this username and password the user will be able to log into the MAD applications for which he has the necessary user rights. The user account can be made temporary by specifying an expiration date.



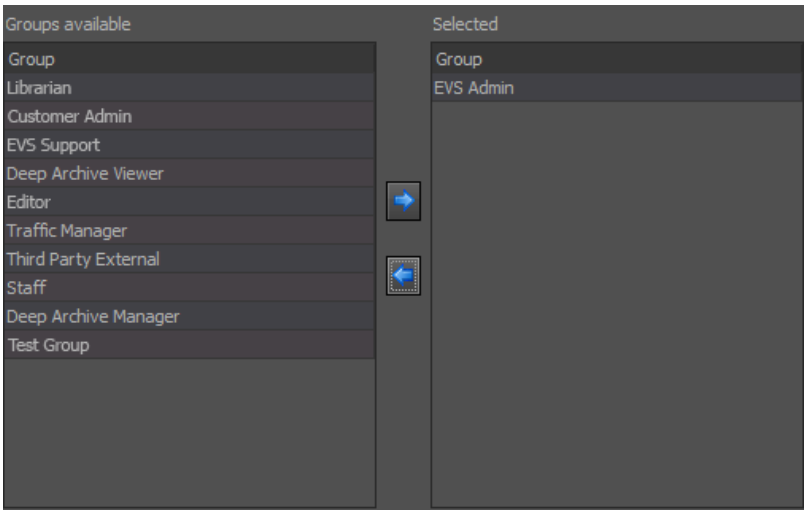
Address Tab

The Address tab displays the address of the selected contact. You can manually enter the address of the contact or simply copy the address of the department the contact works for.



Groups Tab

The Groups tab displays the available user groups and the groups the contact belongs to. It allows to add to and remove groups from the user. This tab only becomes available if a contact is also a user. See section "Adding a User to a Group" on page "85".


Groups available
Group
Librarian
Customer Admin
EVS Support
Deep Archive Viewer
Editor
Traffic Manager
Third Party External
Staff
Deep Archive Manager
Test Group
Selected
Group
EVS Admin

7.1.3. Creating Relations

Workflow

When creating contacts and users, you always have to proceed in the following order:

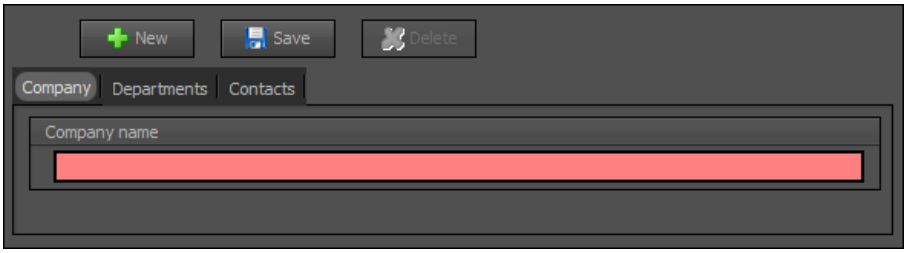
1. Create a company.
2. Create a department for a company.
3. Create a contact.
4. Turn the contact into a user.

Creating a Company

To create a new company, proceed as follows:

1. Open the Relations pane.
2. In the Company Data area, click the **New** button 

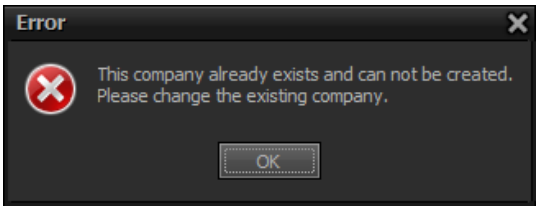
.
3. In the **Company Name** field, enter the name of the new company.



4. Click the **Save** button to save the new company.

   The new company is added to the Company list in the Companies area.

   If the company already exists, an error message will appear and the company will not be created.



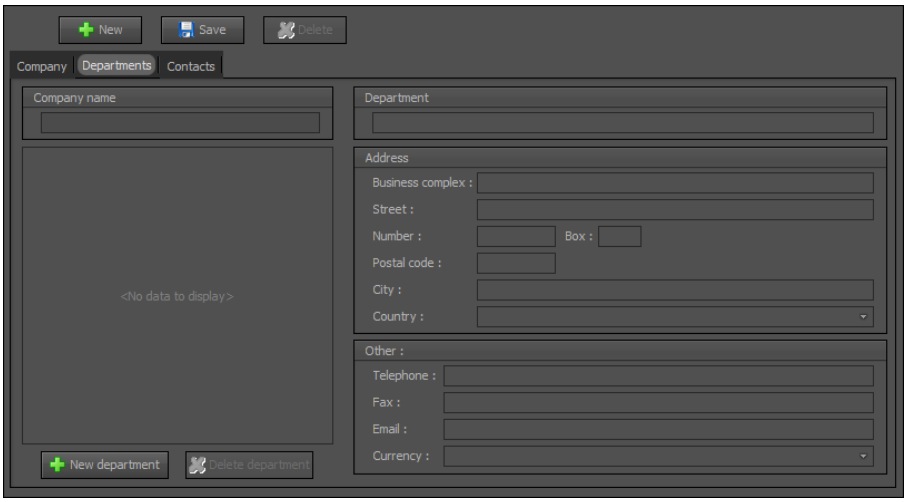
   Click **OK** to close the error message.

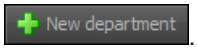
Creating a Department

Each company can consist of one or more departments. To create a new department for a company, proceed as follows:

1. Open the Relations pane.
2. In the Companies area, search and select the company you want to create a new department for, or create a new company first.
3. Open the Departments tab.

   The names of the existing departments are displayed under the **Company** field.

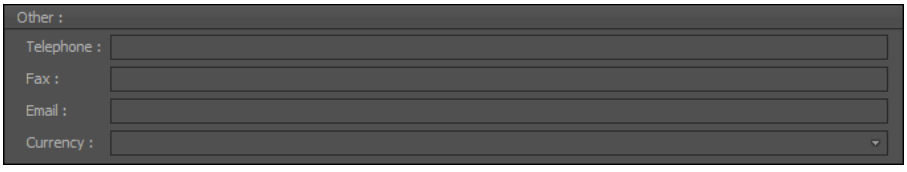


4. Click the **New Department** button 

.
5. In the **Department** field, enter the name of the new department. This field is mandatory.

6. In the **Address** field, enter the address of the department.

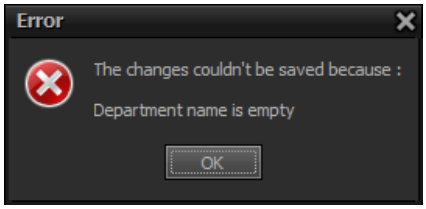
7. In the **Other** field, enter the contact information and select a currency.



8. Click the **Save** button.

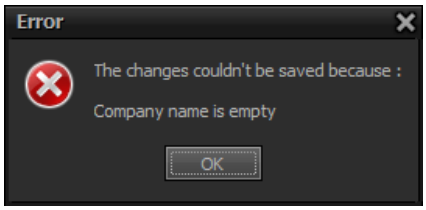
   The new department is added to the Department list.

- If you have forgotten to enter a name for the new department, an error message will appear and the department will not be saved.



Click **OK** to continue, enter a name for the department and then save again.

- If you have created a new company and forgotten to enter a name for your company, an error message will appear and the department will not be saved.

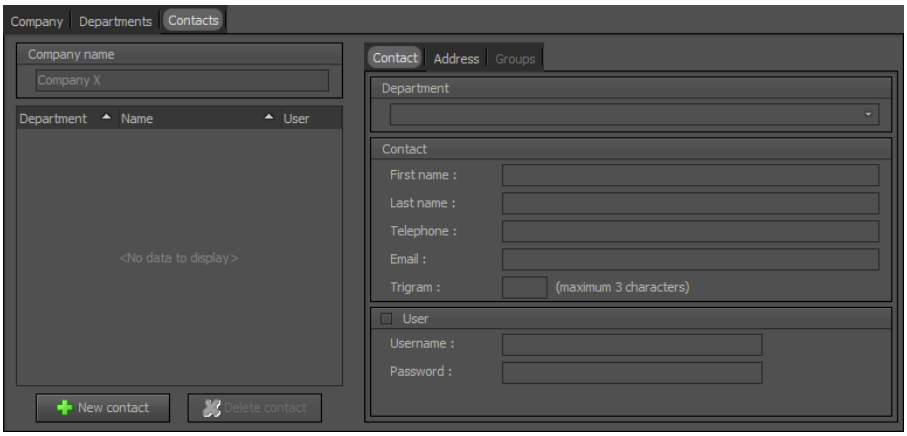


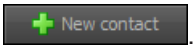
Click **OK** to continue, enter a name for the company and then save again.

Creating a Contact

Each department can have one or more contacts. To create a new contact for a department, proceed as follows:

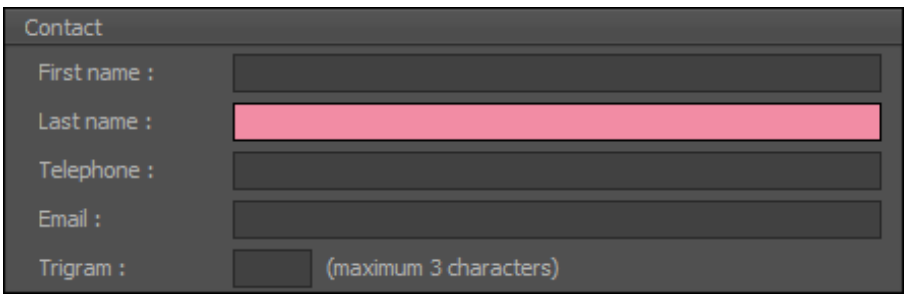
1. Open the Relations pane.
2. In the Companies area, search the company you want to create a contact for, or create a new company first.
3. Open the Departments tab and check if a department has already been created for the company. If not, create one first.
4. Open the Contacts tab.



5. Click the **New Contact** button 

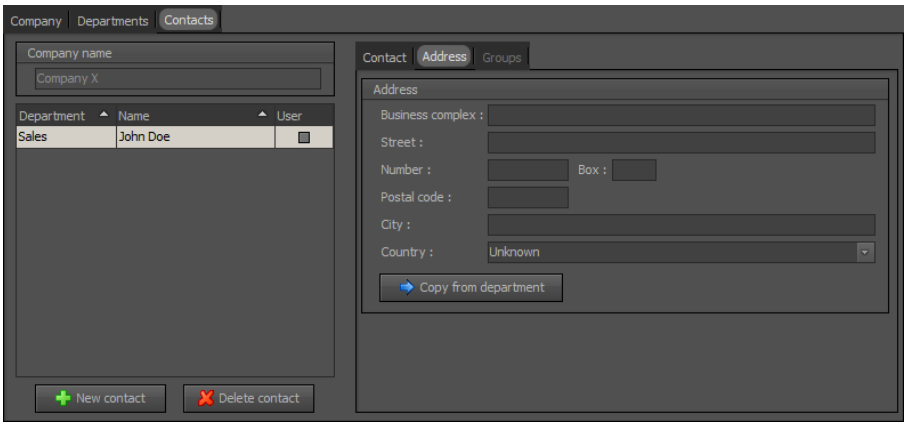
.
6. In the **Department** list, select the department for which you want to create a contact. The **Department** field is mandatory.

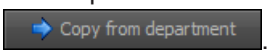
7. In the **Contact** field, enter the contact details. The trigram of a contact is the three-letter abbreviation of the name of that contact.



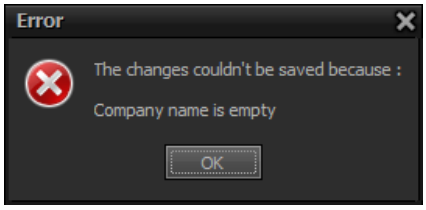
The **Last Name** field is mandatory.

8. Open the Address tab.

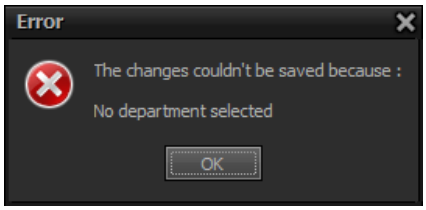


9. Enter the address of the new contact manually if it differs from the department address, otherwise click the **Copy from Department** button 

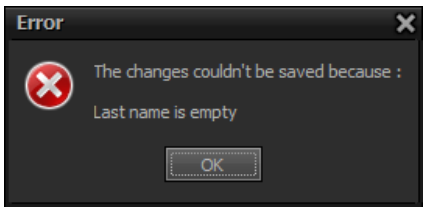
.
10. Click the **Save** button to save the new contact.
    - If you have created a new company and forgotten to enter a name for your company, an error message will appear and the contact will not be saved.

      Click **OK** to continue, enter a name for the company and then save again.
    - If you forgotten select a department, an error message will appear and the new contact will not be saved. Click **OK** , select a department and then save again.

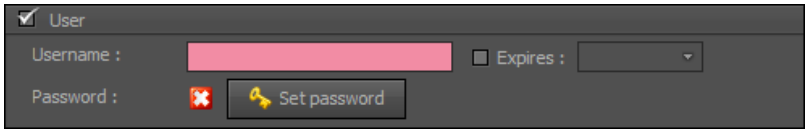
    - If you have forgotten to enter the last name of the new contact, an error message will appear and the new contact will not be saved. Click **OK** , enter a last name and then save again.

Creating a User

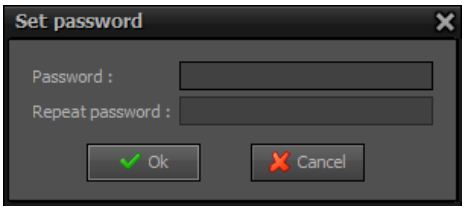
Besides contacts, a department can also have one or more users. To create a user, proceed as follows:

1. To turn a contact into a user, select the **User** check box in the Contact tab.



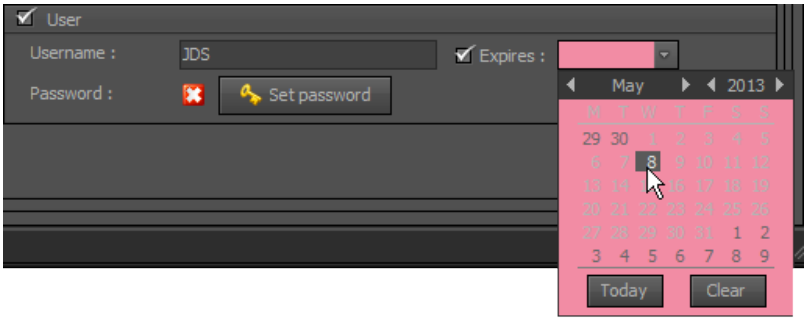
   As soon as you select the **User** check box, the Groups tab becomes available.

2. Enter a user name (mandatory). Note that the username should be unique.
3. To enter a password (mandatory), click the **Set Password** button. A dialog box will appear in which you can enter the password. Repeat the password and click **OK**.



   The user will need this information to log into the IP2Archive system.

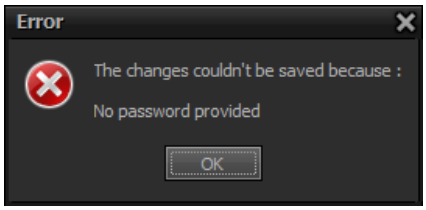
4. The access of a user to the IP2Archive system can be limited in time by defining an expiration date. To do this, tick the **Expires** check box and select a date from the date picker. As of this date the user will no longer be able to log into the IP2Archive system to perform actions.



5. Click the **Save** button to save the new user.

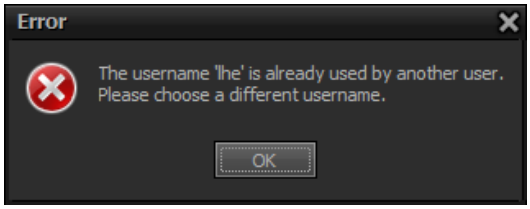
   The **User** check box of the contact will be selected in the Department list now.

   - If you have forgotten to enter a password, an error message will appear and the user will not be saved.



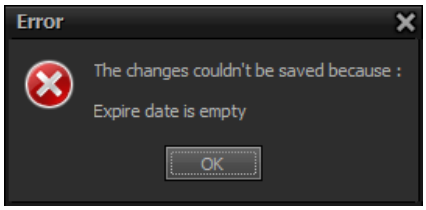
     Click **OK** to continue, enter a password and save again.

- If the username for the user already exists, an error message will appear and the user will not be saved.



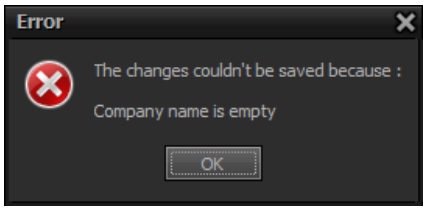
Click **OK** to continue, enter another username and save again.

- If you have forgotten to enter an expire date, an error message will appear and the user will not be saved.



Click **OK** to continue, select an expiration date and save again.

- If you have created a new company and forgotten to enter a name for your company, an error message will appear and the user will not be saved.



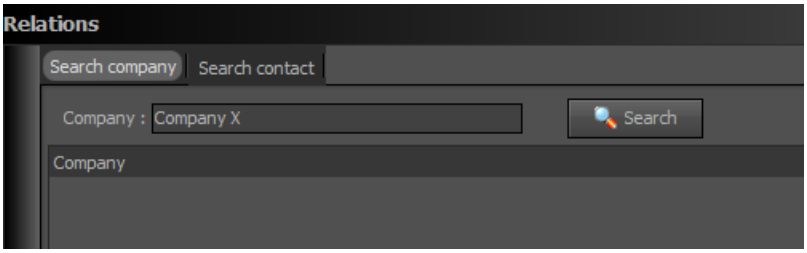
Click **OK** to continue, enter a name for the company and then save again.

7.1.4. Searching Relations

Searching a Company

To search a company, proceed as follows:

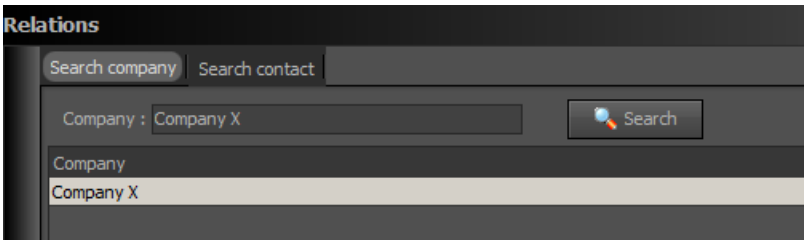
1. In the Relations pane, open the Search Company tab.
2. In the **Company** field, enter the name of the company.



If you want to get an overview of all companies, leave the **Company** field empty.

3. Press **ENTER** or click the **Search** button to start the search.

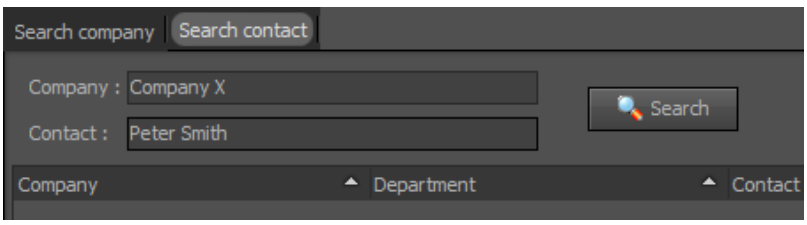
The company name appears in the **Company** list.



Searching a Contact

To search a contact, proceed as follows:

1. In the Relations pane, open the Search Contact tab.
2. In the **Company** field, enter the name of the company the contact works for.
3. In the **Contact** field, enter the name of the contact.



If you want an overview of all contacts, leave the **Contact** field empty.

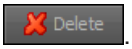
4. Press **ENTER** or click the **Search** button to start the search.

The name of the contact appears in the **Company** list. The name of the company and department the contact works for are also displayed.

7.1.5. Deleting Relations

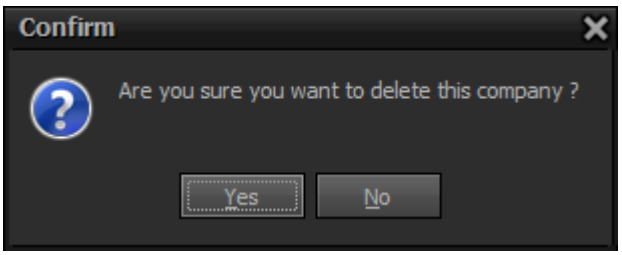
Deleting a Company

To delete a company, proceed as follows:

1. In the Relations pane, open the Search Company tab.
2. Search for the company you want to delete.
3. Select the company and click the **Delete** button 

.

   A confirmation dialog box appears asking you to confirm your action.



4. Click **Yes** to continue.

Warning
If you delete a company, all data related to that company (departments, users) will be lost.

Deleting a Department

To delete a department, proceed as follows:

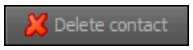
1. In the Relations pane, open the Search Company tab.
2. Search for the company the department belongs to.
3. Select the company.
4. Open the Departments tab.
5. Select the department you want to delete and click the **Delete Department** button.

Warning
If you delete a department, all data related to that department will be lost.

Deleting a Contact

To delete a contact, proceed as follows:

1. In the Relations pane, open the Search Company tab.
2. Search for the company the contact works for.
3. Select the company.
4. Open the Contacts tab.
5. Select the contact you want to delete and click the **Delete Contact** button.

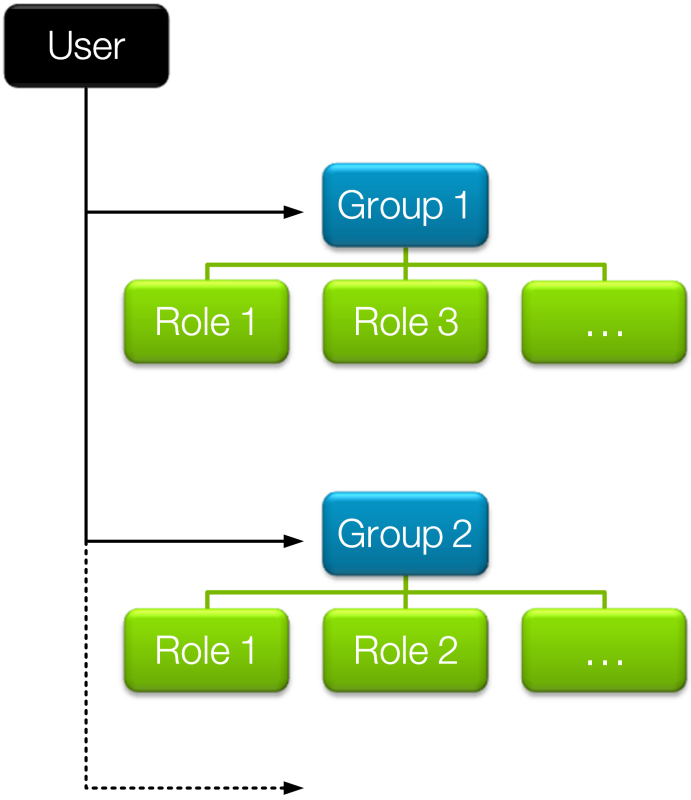


7.2. Managing User Rights

7.2.1. User Rights Structure

Overview

The structure of the user rights in IP2Archive is User / Group / Role.



User Groups

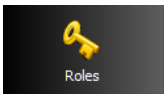
All users in the IP2Archive system are put into groups. Each user is member of one or more user groups. All groups have at least one role assigned. See section "Managing Groups" on page "81".

Roles for Groups

A role is a user right. It allows a user to perform certain actions in the IP2Archive system, log into particular IP2Archiveapplications or select particular video formats. Roles are not assigned to users, but to groups. There are various types of roles. See section "Managing Roles" on page "78".

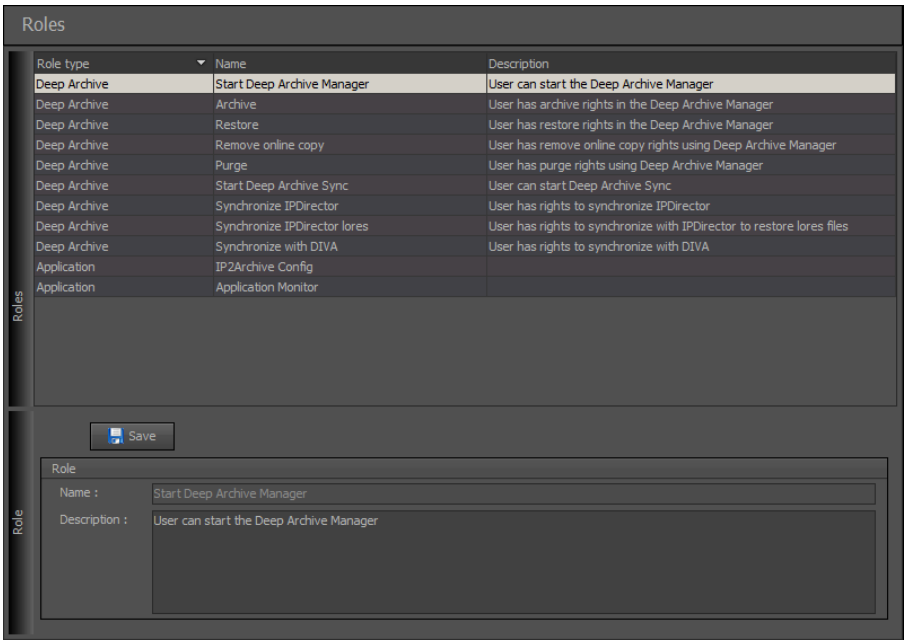
7.2.2. Managing Roles

Roles Pane



The Roles pane opens when you click the **Roles** icon in the Navigation bar.

This pane gives an overview of the existing, predefined roles. It allows you to select a role and add a description to it.



Types of Roles

The following types of roles can be distinguished:

Type	Description
Application	This type of role allows to log into a particular IP2Archive application.
Deep Archive	This type of role allows to perform certain actions in the Deep Archive Manager or in the Deep Archive Sync application.

Overview Roles

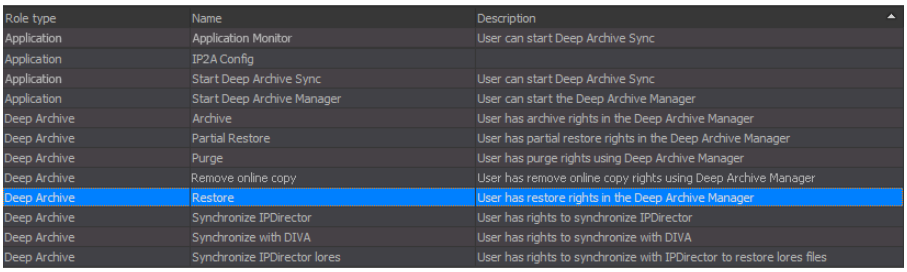
The following roles have been configured in Configurator:

User Right	Meaning
Start Deep Archive Manager	This role allows to log into Deep Archive Manager.
Start Deep Archive Sync	This role allows to log into Deep Archive Sync.
IP2Archive Config	This role allows to log into Configurator.
Application Monitor	This role allows to log into Application Monitor.
Archive	This role allows to archive content using the Deep Archive Manager. The Archive and Restore button will be available in the Archive Candidates and Refused tab. The Lock/Unlock button will be available in the Archive Candidates tab. The Archive button will be available in the Purged tab.
Restore	This role allows to restore content from LTO tape using the Deep Archive Manager. The Restore button will be available in the Online Copy Removed tab.
Remove Online Copy	This role allows to remove high- and low-resolution content from the nearline using the Deep Archive Manager. The Remove Online Copy button and Lock/Unlock button are available in the Archived and Restored tab.
Purge	This role allows to purge content from LTO tape using the Deep Archive Manager. The Purge Candidates, Purge Queue and Purged tab are available. The Purge button is available in the Archived, Online Copy Removed and Restored tab.
Synchronize IPDirector	The user has rights to synchronize data from the IP2Archive database with the IPDirector database. The Compare with IPDirector button in the Deep Archive tab will be available.
Synchronize IPDirector lores	The user has rights to to check the IPDirector database for the existence of the low-resolution file for particular clips. The Check Lores button in the Deep Archive tab will be available.
Synchronize with DIVA	The user has rights to synchronize data from the IP2Archive database with the DIVA database. The Compare with DIVA button in the Deep Archive tab will be available.

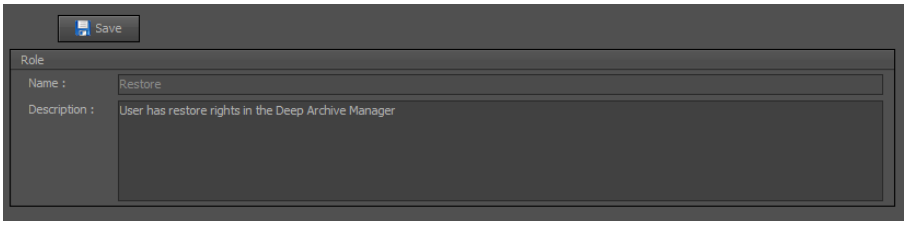
Adding a Description to a Role

You cannot create new roles. They are predefined. You can only add a (new) description. To add a description to a role, proceed as follows:

1. Open the Roles pane.
2. From the **Roles** list, select a role, for example 'Deep Archive - Restore'.

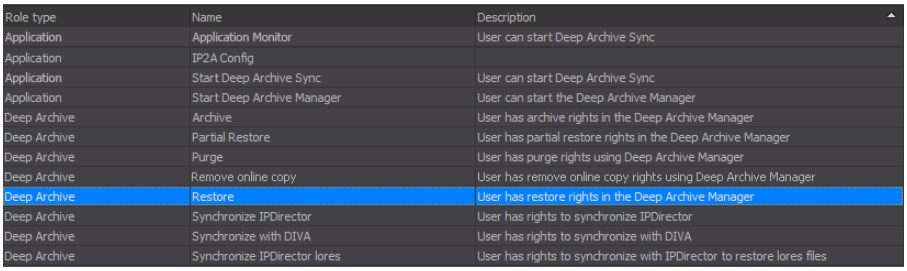


3. In the Role area below, enter a description in the **Description** field.

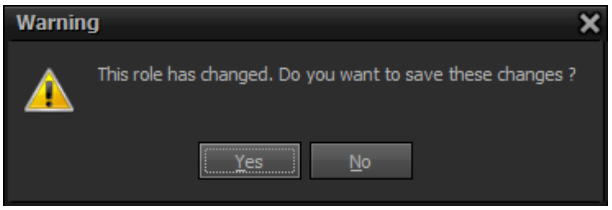


4. Click the **Save** button to save the description.

   The new description appears in the **Roles** list.



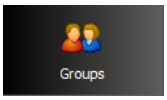
   If you leave the Roles pane without saving your changes, a warning will appear.



   Click **Yes** to save the changes and leave the Roles pane. Click **No** to leave the Roles pane without saving the changes.

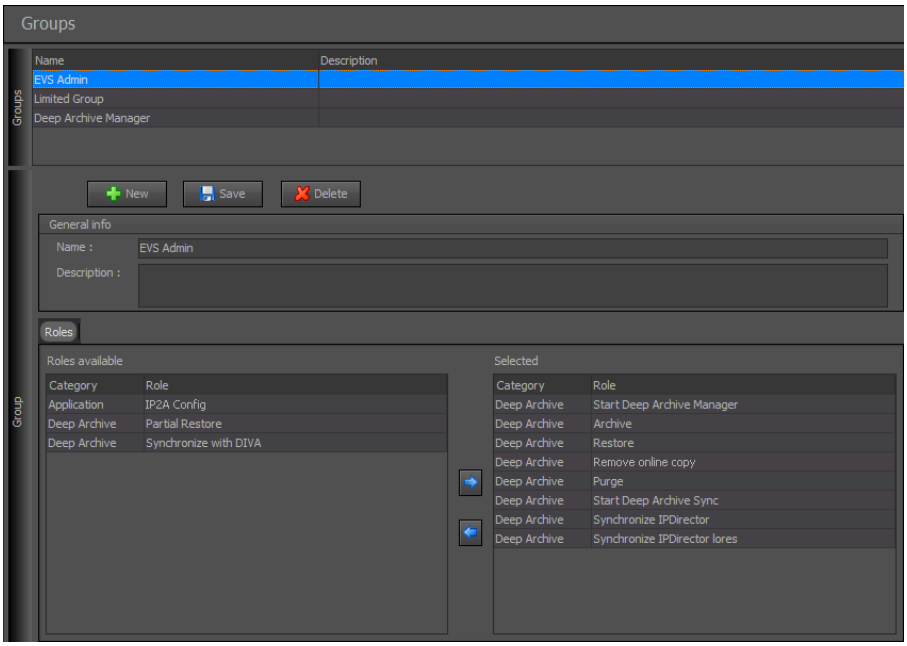
7.2.3. Managing Groups

Groups Pane



The Groups pane opens when you click the **Groups** icon in the Navigation bar.

This pane gives an overview of the existing groups. It allows you to create new and delete existing groups. It also allows you to add and remove roles from a group.

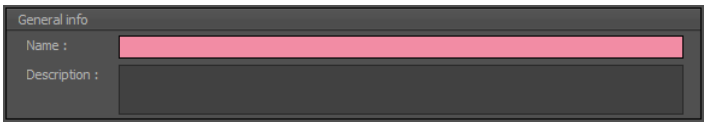


Creating a Group

To create a new group, proceed as follows:

1. Open the Groups pane.
2. Click the **New** button 

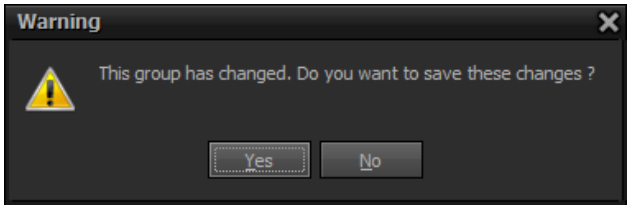
to create a new group.
3. In the General Info area, enter a name for the new group and also add a description.



4. Click the **Save** button to save the new group.

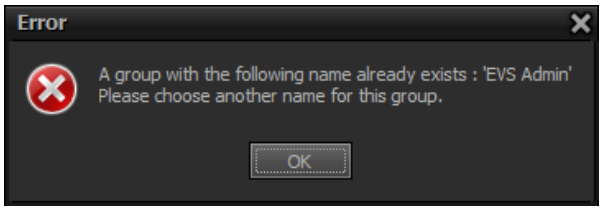
   The new group appears in the **Groups** list.

   - If you leave the Groups pane without saving your changes, a warning will appear.



     Click **Yes** to save the changes and leave the Groups pane. Click **No** to leave the Groups pane without saving the changes.

   - If you create a group that already exists, an error message will appear and the new group will not be saved.



     Click **OK** to close the error message.

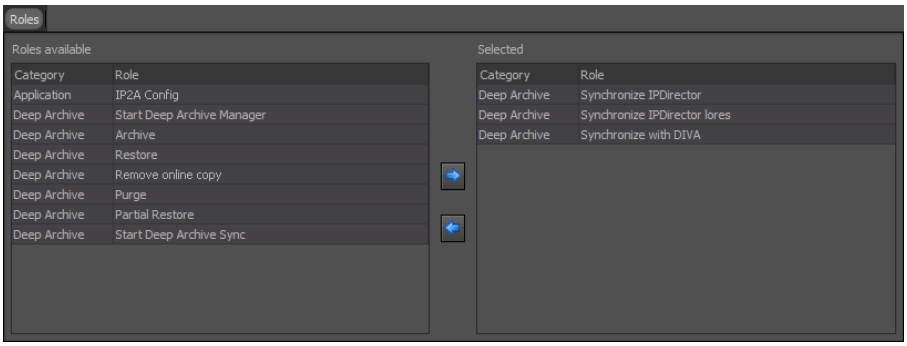
   You can now start adding rolesto your group.

Adding and Removing Roles From a Group

By adding or removing roles from a group you extend or restrict the rights of the users that belong to that group. See section "Managing Roles" on page "78" for more information about roles.

To add or remove one or more roles from a group, proceed as follows:

1. In the Groups pane, select the appropriate group.
2. Open the Roles tab.
3. From the list of available roles, select the ones you want to add to the group and click  , and from the list of selected roles, select the ones you want to remove and click  .



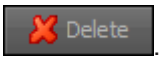
To select a consecutive group of roles, click the first item, press and hold down the **SHIFT** key, and then click the last item. To select non-consecutive roles, press and hold down the **CTRL** key, and then click each item you want to select.

4. Click the **Save** button to save your changes.

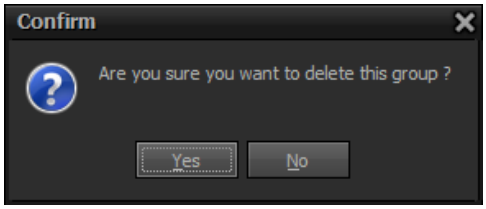
Deleting a Group

Warning
If you delete a group, the users belonging to that group will lose all rights belonging to this group.

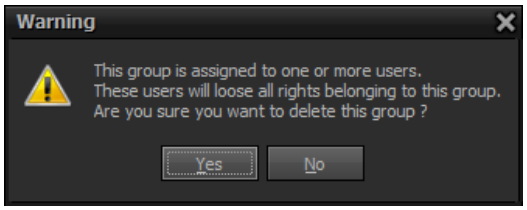
To delete a group, proceed as follows:

1. Open the Groups pane.
2. From the **Groups** list, select a group.
3. Click the **Delete** button 

.
   - If the group has not yet been assigned to users, the following message will appear:



     Click **Yes** to continue or **No** to cancel the operation.
   - If it has already been assigned, the following warning will appear:

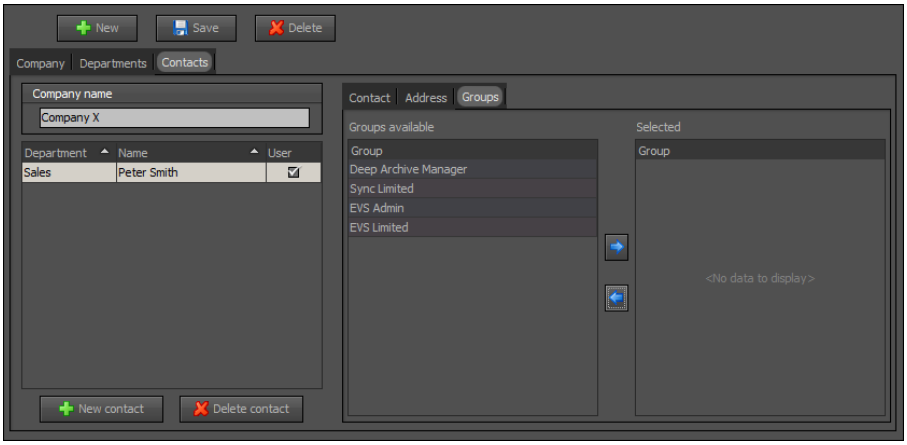


     Click **Yes** to continue or **No** to cancel the operation.

Adding a User to a Group

Each user of the IP2Archive system belongs to at least one user group. To add a user to a user group, proceed as follows:

1. Open the Relations pane.
2. Search for the user you want to add to a user group.
3. Open the Contacts tab and then the Groups tab.



4. Select a group from the list, for example 'Deep Archive Manager'.
5. Click  to add the selected group to the user.
6. Click **Save**.

   The user will now have the user rights that are inherent to this user group.

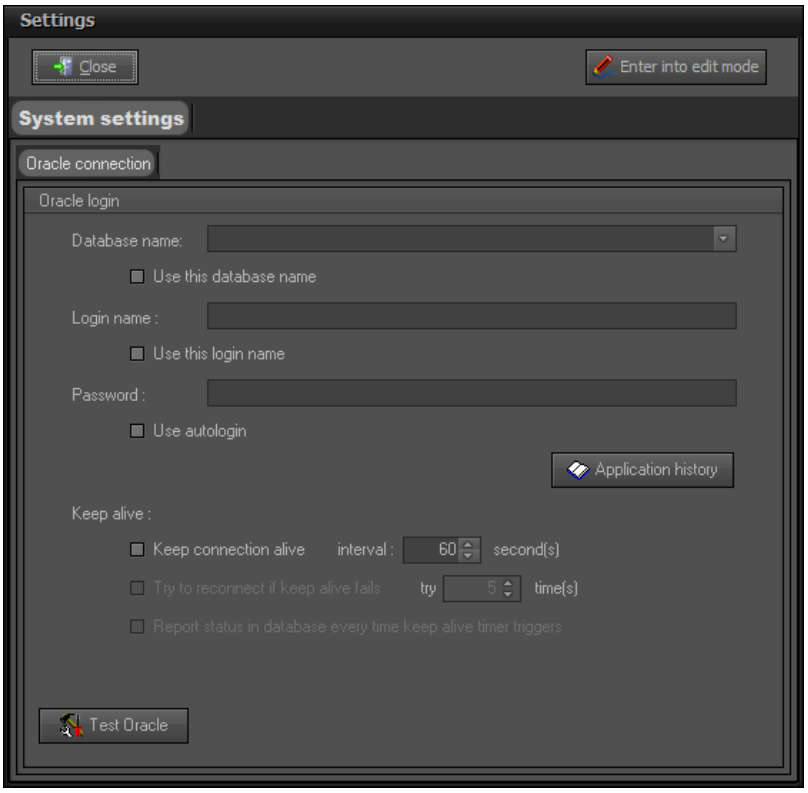
Note
For the user rights to take effect in the respective applications, please restart them.

8. Configuring the Application

8.1. Settings Window

Opening the Settings Window

The Settings window allows you to configure your application. The first time the application is launched after it has been installed, the Settings window opens automatically.

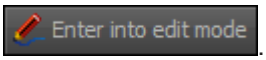


The Settings window can also be accessed through the **Settings** menu.

Edit Mode

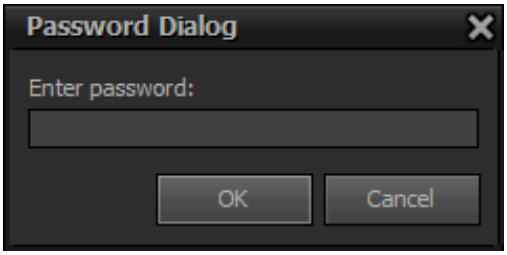
To be able to edit the System settings, you first have to enter a password.

To put the Settings window into Edit Mode, proceed as follows:

1. Click the **Enter Into Edit Mode** button 

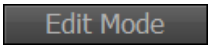
.

   A dialog box appears.



2. Enter the administrator password and then click **OK**.

   The Settings window enters into Edit Mode.



Note
Certain settings are read-only and cannot be configured. These can only be modified in the Configurator application. Other settings have to be configured locally.

Saving Settings

A **Save** button is provided which allows you to immediately save the changes you have made to the settings. With the **Cancel** button you can discard the changes you have made.

8.2. System Settings

8.2.1. Overview System Settings Subcategories

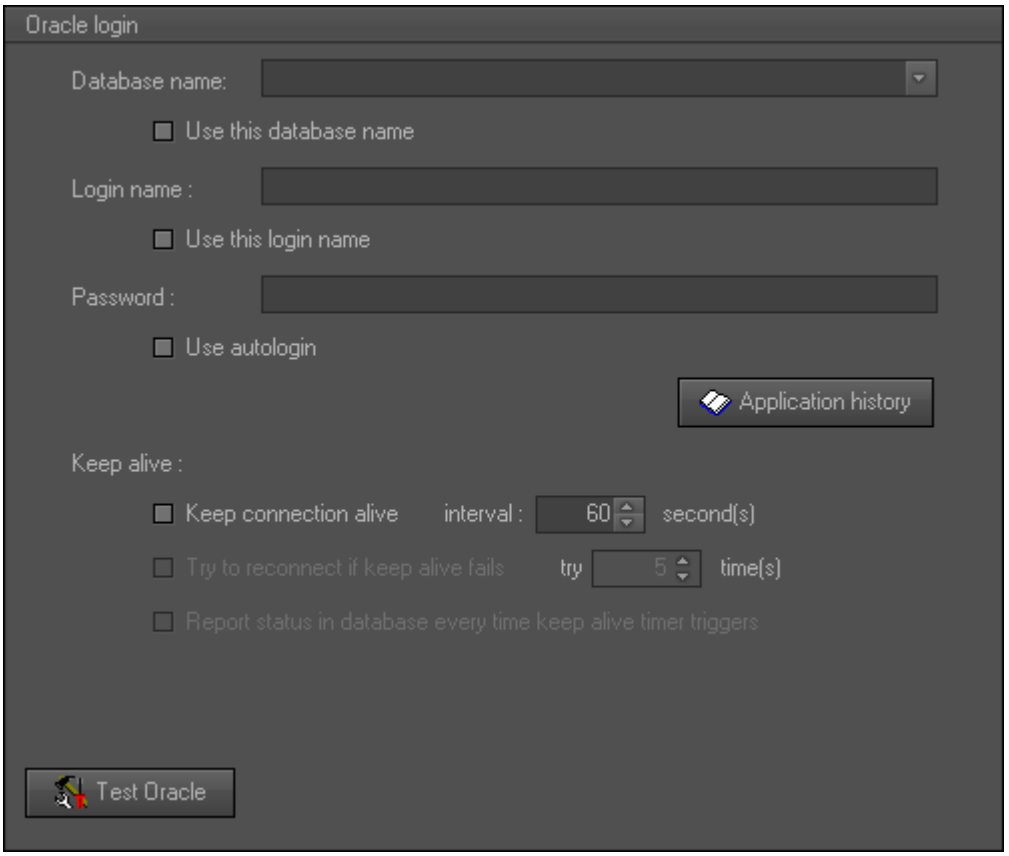
The System settings are divided into the following subcategories:

- Oracle Connection

For each subcategory a tab is provided.

8.2.2. Oracle Connection Tab

The Oracle Connection tab allows you to configure the connection with the Oracle database.



Entering the Database Name

In this field you have to enter the name of the database the application has to connect to.

If the **Use This Database Name** check box is selected, the name of the database will automatically appear in the Oracle login dialog box at start-up.

Note that the database name will be automatically entered and the **Use This Database Name** check box will be automatically selected when you log into the application for the very first time.

Entering the Login Name

In this field you have to enter a login name. If the **Use This Login Name** check box is selected, the login name will automatically appear in the Oracle login dialog box at start-up.

Note that the login name will be automatically entered and the **Use This Login Name** check box will be automatically selected when you log into the application for the very first time.

Entering a Password

In this field you have to enter a password. If the **Use Auto Login** check box is selected, the application automatically logs into the selected database at start-up. The Oracle login dialog box does not appear.

Note that the password will be automatically entered and the **Use Login** check box will be automatically selected when you log into the application for the very first time.

Checking Application History

By clicking the **Application History** button, you can open a chronological list of all software versions of the application. To get more details about each version (creation date, name of programmer, status, additional remarks), you have to click **+** next to the version number.

Activating Keep Alive

If the option **Keep Connection Alive** is selected, a message is sent to the database at regular time intervals to avoid idle connections from being closed by the firewall. These intervals can be set by you.

Note that this option will be automatically selected when you log into the application for the very first time.

If the option **Try to Reconnect if Keep Alive Fails** is selected, the application will try a number of times to reconnect with the database.

If the option **Report Status in Database Everytime Keep Alive Timer Triggers** is selected, the status of the connection is reported in the database each time the Keep Alive Timer sends a trigger to send a Keep Connection Alive message.

Testing the Oracle Connection

The **Test Oracle** button allows you to check the validity of the database name, login and username you entered.

If these data are valid, then the following message appears next to the **Test Oracle** button: 'OK'.

If the login name or password is invalid, then a message box appears with the following message: 'ORA-01017: invalid username/password; logon denied'.

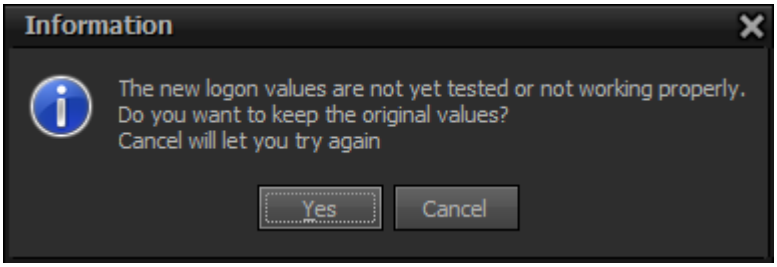
If the database name is invalid, then a message box appears with the following message: 'ORA-12154:TNS: could not resolve the connect identifier specified'.

If you omit the password, then a message box appears with the following message: 'ORA-01005: null password given; logon denied'.

If you do not enter a database name, login and username, then a message box appears with the following message: 'ORA-12560: TNS: protocol adapter error'.

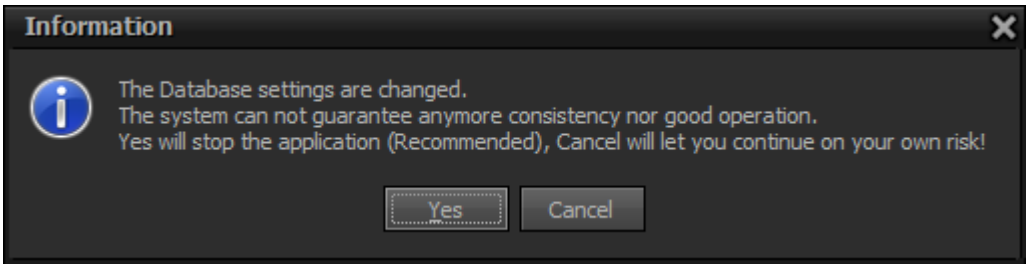
You can also check the software version of the application by clicking the **Test Oracle** button. If the software version is up-to-date, then the following message appears: 'Current– The Current Version'. If the software version is outdated, then the following message appears: 'Unknown Version Application! Please contact the EDP department.'

If you close the Settings window without testing the validity of the database name, login and username you just entered, then a message box appears.



If you click **Yes**, then the Settings window is closed and the original values are restored. If you click **Cancel**, then the Settings window does not close and you can test the values by clicking the **Test Oracle** button.

If you change the current database settings, test the connection and then close the Settings window, a message box will appear.



If you click **Yes**, the application is stopped and closed. A manual restart will be required. Click **Cancel** to continue.

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