Utility Agent Configuration and Management

The Utility Agent lets you perform various maintenance tasks on the GroupWise message store, including folder management and mailbox reduction. The Utility Agent is also used to carry out some Netmail Archive specific functions, namely purging the attachment Single Instance store of orphaned attachments and allowing you to convert legacy GWArchive archive data into Netmail Archive format.

Click the **Criteria** tab. The **Criteria** tab allows you to specify what kind of Utility Job you want to create. A Utility Job can be configured to create a company-wide folder structure on the corporate email system, reduce (i.e., purge) items in the live GroupWise message store, or reduce items in GroupWise native archives. It can also be used to apply a GroupWise Retention Timestamp or to clean up your archives by purging attachments that no longer need to be saved. The Utility Agent also features a tool that enables you to convert GWArchive legacy data into Netmail Archive format.

Choosing a Utility Job Type

Under **Utility Job**, choose a Utility Job option from the six available options:

Create User Level Folders as Specified in the Policy "Include" Folders List

This option is used to create folders in GroupWise mailboxes. The folders to be created are specified in the policy assigned to the Utility Job, under **Include only the following user folders** on the **Folders** tab of the policy. For more information about the **Folders** tab, see Folders.

Delete Messages from Messaging Servers Based on Policy

This option allows you to reduce items, as specified by the policy assigned to the job, from the GroupWise mailboxes of the accounts assigned to the job. If you select this option, you can also choose, as a safeguard, to reduce only those items that match the policy and that also have already been archived by Netmail Archive. This is determined by the presence of the published flag on the items in GroupWise.

⦿ Delete messages from mailboxes based on policy

    Item type: ☐ *items that have been archived*

Delete Items Found in Native GroupWise Archives as Specified in the Policy

This option reduces items from native GroupWise archive stores as specified in the assigned policy. If you choose to reduce native GroupWise

archived items, enter the path or the location of the native archives.

> ⊙ Delete items found in Native GroupWise archives as specified in the policy
> *Archive path:* [_____]

Apply GW Retention Timestamp

This option allows you to apply a GroupWise retention timestamp to the GroupWise mailboxes of the accounts allocated to the job. This timestamp is used in conjunction with GroupWise retention services as described in Apply GW Retention Timestamp. You can either set a **Retention Date** to be applied as the timestamp, or specify the number of days before the current date and time to be applied as the timestamp.

> ⊙ Apply GW Retention Timestamp
>   ⊙ *Retention date (MM/DD/YYYY):* [_____] 📅
>   ○ [0_____] *days before today.*

Integrity Check (NEEDS PROOFING)

This option allows you to verify that the information within Netmail Archive is intact and valid. Messages can be un-archived or marked as unpublished upon discovery of errors.

> ⊙ Integrity Check
>   *Date range:*   *From:* [_____] 📅 *To:* [_____] 📅
>   *(Note: the dates are file's creation date. Format: mm/dd/yyyy)*
>   *Location:* [Archives ▾]
>   ☐ *CRC Check*
>   ☑ *Mark as un-archived on errors*

Orphaned Attachment Purge for SIS

This option helps you to clean up the Single Instance attachment stores within your archive storage locations. If you have deleted all archived messages that referred to a particular attachment stored via Single Instance Storage (SIS), the Attachments Purge Utility Job will detect this attachment and delete it. Under **Location**, indicate the archive location of the SIS store you want to clean up. Under **Batch size** and **Threads**, use the default amounts, or choose your own quantities.

> ⊙ Orphaned attachment purge for SIS
>   *Location:* [Archives ▾] *Where attachments are stored.*
>   *Batch size:* [50____] *Number of items to process in a single batch.*
>   *Threads:* [10____] *Number of concurrent threads running within this process.*
>
> **Warning:**
> *This job requires index records in order to select what to keep, and what to delete. Running this job on a repository containing data that has not been indexed may cause the deletion of a large number of attachments because Netmail will think no messages are pointing to those attachments. Please make sure you have selected a repository of indexed data.*

> **Note:** *The Attachments Purge will not delete an attachment until 30 days from when the last action was performed on the attachment.*

GWArchive 3.2 Data Conversion

This option is a migration tool that you should use if you are migrating from GWArchive 3.x to the latest version of Netmail Archive. Since the legacy version has a different folder structure and file format than the current version, existing archived data must be migrated to the new format in order to remain accessible by Netmail Archive. If choosing to execute this Utility Job, complete the following fields:

- **Source:** This drop-down list allows you to designate the location where the Utility Job will access the GWArchive data. This must be set up in advance using the Storage options. See Specifying Locations or the details on specifying a source location below.

- **Destination:** This drop-down list allows you to designate the location where the Utility Job will store the converted data.

- **Date range:** This field allows you to specify the date range from which you would like to migrate data.

Options:

- **Apply Retention Flag [x] days:** Select this option to apply a retention flag to your XML data. Stipulate a quantity of days.

> *Note: If you chose to apply a GW Retention Timestamp to your data when it was archived using GWArchive, the timestamp will be retained when the data is migrated to the latest version of Netmail Archive.*

- **Enable Non-Erasable Format:** If your destination is a NetApp device, select this option to enable WORM technology on the NetApp device using Snaplock.

- **Enable Real-Time Indexing:** Select this option if you would like the data you are converting to be indexed at the time of conversion.

- **Enable Indexing of Attachments' Content:** Select this option if you would like the attachments you are converting to be indexed at the time of conversion. This option is available only when **Enable Real-Time Indexing** is selected.

Creating the Location of Your Conversion Source

1. On the **Storage** tab of the **Clusters > <Cluster Name>** object, click **Add** next to **Storage Devices**.

2. In the **Choose Device Type** dialog box, select the **Legacy Data** checkbox to choose from the following options:

   - 3.x (NetApp)
   - 3.x (File System)

3. Click **Next** to open the **Storage Device** dialog box. Complete the following fields:

   - **Name:** Enter the name you have chosen for your storage device.

   - **Path:** Enter the path to the device on which your 3.x legacy data is stored.

   - **Login:** Enter the login ID you use to access the device.

   - **Password:** Enter the password you use to access the device on which your legacy data is stored.

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

5. On the **Storage** tab of the **Clusters > <Cluster Name>** object, click **Add** next to **Storage Locations**.

6. In the **Choose data format** dialog box, select **3.2.x (For conversion only)**.

7. Click **Next** to open the **Archive Repositories** dialog box. Complete the following fields:

   - **Name:** Enter a name for your location.

   - **Archive data store:** Select the name of the storage location or device that you created under **Storage Devices**.

   - **Attachment data store:** Select the name of the storage location or device that you created under **Storage Devices**.

   - **Audit path:** Enter the path to the location of the data store where your legacy data is stored. Click **Test** to validate your audit path.

8. Click **Save** to save your changes.

Performing the Conversion

1. Navigate to the **Criteria** tab of your Utility Job.

2. Select the **GWArchive 3.2 Data Conversion** option.

3. Under **Source**, select the location of the Netmail Archive 3.x data store that you just created.

4. Under **Destination**, select the location of the data store on which you have chosen to store your archived information.

5. Under **Date range**, specify the date range from which you would like to migrate data. If you do not specify a date range, all of your legacy data will be migrated.

6. To apply a retention flag to your XML data, select **Apply Retention Flag** and stipulate a quantity of days.

> *Note:* If you chose to apply a GW Retention Timestamp to your data when it was archived using Netmail Archive 3.x, the timestamp will be retained when the data is migrated to the latest version of Netmail Archive.

7. Select **Enable Non-Erasable Format** to enable WORM technology on your NetApp (Snaplock) data store destination.

8. Click **Save** to save your settings.

9. Navigate to the **Job Settings** tab of your Utility Job.

10. Under **Users**, select the users whose legacy data you would like to convert.

11. Click **Save** to save your settings.

Your Netmail Archive 3.x legacy data is now located on the data store that you specified as your conversion destination. The legacy data is therefore accessible by the latest version of Netmail Archive.

> *Important:* After specifying your Utility Job Criteria options, click **Save** to save your settings. If you do not click **Save**, your settings will not be saved.