Archive Agent Configuration and Management

The Archive Agent performs the core function on Netmail Archive, copying selected items from the GroupWise system to a specified archive store location, where the data is stored in an independent XML format and can be managed by Netmail Archive for retention and eDiscovery purposes.

It is through the creation of Archive Agent jobs (Archive Jobs) which suit your needs that you can implement your organizational archiving policy with Netmail Archive. The following sections detail the process for configuring an Archive Job.

Selecting Archive Job Criteria

After creating your Archive Job and specifying appropriate Job Settings as described in Job Creation and Distribution, you are ready to select advanced Archive Job criteria. To begin, click the name of the job you created earlier. By default, the **Job Settings** tab is displayed. The **Job Settings** tab allows you to configure basic settings for any of your jobs. The **Job Settings** tab is available on each Job Agent and is displayed by default when you click on the name of the Job you created.

Click the **Criteria** tab. The **Criteria** tab allows you to select the location to which this job will archive the data, the type of indexing you want to include, and the type of retention criteria you want to apply. The option to archive shared folders and user address books with the Archive Job is also available.

Choosing a Destination Location

The **Output Destination** designates the archive storage location to which this job will write and how it is to handle the items in GroupWise.

Under **Choose Archive Location**, use the dropdown list to choose from the list of existing storage locations where the Archive Job will save archived messages. Refer to Specifying Locations for more information on setting up storage locations.

- **Do not Mark as Archived:**
  This option allows you to archive the items without setting the published flag on the items in GroupWise. By default, this setting is unchecked for an Archive Job, meaning that the Archive Job sets a published flag on each item in GroupWise which it successfully archives. This flag can be used by subsequent Archive Jobs to determine which items have been previously archived. See Specifying Policy Criteria for more information.

- **Delete items from mailbox after archiving:** This option deletes items from GroupWise after archiving them. By default, this setting is unchecked for an Archive Job, meaning that the Archive Job simply copies the selected items from GroupWise to the archive storage location

Important: Netmail does **not** recommend that you choose the **Delete after archiving** option. If you want to delete messages after archiving, create a Utility Job to reduce archived items after verifying the integrity of your archives. For more information, see *Utility Agent Configuration and Management*.

Choosing a Source

An Archive Job defaults to using GroupWise mailboxes as the data source to be archived. The **Source** option alternatively allows you to configure an Archive Job to archive data from GroupWise native archives or PST files.

Select **GroupWise Native Archive** or **PST**, and under **Choose device**, select the storage location of the GroupWise native archives or PST files containing the messages you want to archive.

Note: Because of the way GroupWise stores native archives (in folders, using the GroupWise FID in the name), attempting to import all native archives at the same time may create conflict among native archive folders with the same name. Best practices suggest that you use an importing process that carefully selects users' native archives on a PO-by-PO basis.

By default Netmail Archive windows servers do not speak NCP (NetWare Core Protocol) and are therefore not able to mount Netware Volumes via NCP. See *Using a NetDrives.txt file* for more information.

Important: Before running this job, ensure that PST files are not password protected, encrypted, or in use by another program.

Including Shared Folders

The **Shared Folders** option instructs the Archive Job how to handle any shared folders it encounters as it processes a GroupWise account. Archive data is still stored on an account by account basis, therefore your choice here dictates whether GroupWise data in shared folders is archived to the archive accounts of all users that had access to the data, only to the folder, or only non-owners.

From the list, choose one of the following options:

- Archive Only Shared Folders Owned by the User
- Archive Only Shared Folders Owned by other Users
- Archive All Shared Folders
- Do not Archive Shared Folders

Enabling Indexing

Select the type of indexing you want to include with your Archive Job from the options listed under **Indexing**.

Enable Real-Time Indexing

This option instructs the Archive Job to submit the data for indexing at the same time as it is archived. Enabling real-time indexing with the Archive Job can result in slower processing time. Archive data will not be available for viewing or searching by end users or auditors until it has been indexed. It is recommended that your Archive Jobs use real-time indexing, if possible. If your Archive Jobs are running into operational hours and impacting mail system performance, you have the option of disabling real-time indexing and running a subsequent incremental indexing job using the Index Agent.

> **Note:** If you are using the Nexsan Assureon storage device with Netmail Archive, you cannot disable the **Enable Real-Time Indexing option** as this option is required by the File System Watcher program.

Enable Indexing of Attachments

With the **Enable Real-time Indexing** option enabled for your Archive Job, this option will include the indexing of attachments as part of the Archive Job. Not indexing attachments may result in quicker job completion times and smaller index files, but your archived attachments will be unsearchable.

> **Note:** If you want to be able to search attachments, you must enable indexing of attachments.

Enabling Stubbing

Stubbing allows administrators to manage mailbox sizes by replacing storage-intensive email messages, message attachments, calendar items, tasks, and notes that are stored in the live system with a much smaller "stub" that points to the copy of the item that is stored in Netmail Archive. Stubbing is available for GroupWise 8 and higher. In a GroupWise environment, SOAP API should be selected as the connection mechanism for stubbing to function properly. For more information about stubbing, see Stubbing.

Select **Enable Stubbing** if you would like your Archive Job to "stub" the archived messages in GroupWise.

> **Note:** If, during the installation process, you do not check the stubbing option, then the **Enable Stubbing** feature will not be visible in the interface. The feature can be enabled manually after installation, if desired. Please contact Support for information on how to do so.

Applying Retention Criteria

Select the type of retention criteria you want to apply to your Archive Job using the options listed under **Retention Criteria**.

> **Note:** If you are using the Nexsan Assureon storage device with Netmail Archive, additional options such as **Enable Compression** and **Enable Encryption** will be available.

Apply Retention Flag [x] days

The retention flag is a date-based file attribute applied to archived items to indicate how long they should be retained. This flag can be used in conjunction with Netmail Archive ILM Agent deletion jobs. configured to only delete items for which the created date or delivery date is greater than the retention flag date applied to the message.

If you are using a standard file system storage device or a NetApp device, the retention flag uses the standard file system "Last Modified Date" attribute to store this retention flag date.

The value of the retention flag date is calculated by adding the specified number of **Days** to the **Created Date** or **Delivery Date** of the item being archived, depending on your choice. Therefore, for example, if archiving a two-year-old message with a five-year (1825 days) retention flag, the attribute will be set for three years from the date of execution of the Archive Job. The two years during which the message has resided in the mail system are counted towards its five-year retention period, meaning that it needs to be retained in the archive store only for another three years.

> **Note:** *Although retention flag dates can be applied to archived items in the way described above, you are not locked in to that retention period. If your organizational retention policy changes, Netmail Archive allows you to override the retention flag and delete archived items based on your new retention period. Retention flags can simplify archive deletion, however. Therefore, if you have general retention periods for your email data, it is recommended that you use the retention flag feature.*

Enable Non-Erasable Format

This option enables you to comply with more stringent regulatory and best-practices records-retention requirements by allowing the creation of non-rewritable, non-erasable WORM volumes on NetApp NearStore and FAS storage systems, thereby preventing critical files from being altered or deleted until a specified retention date has been reached.

When used in conjunction with these types of storage systems, this option ensures that the files are tamper-proof and non-erasable until the retention date has been reached. For normal file system based storage systems, you should not select this option.

Apply GW Retention Timestamp

The GW Retention Timestamp works in conjunction with GroupWise Retention Services to help you ensure 100% retention of all messages. For more information about GroupWise Retention services, consult the *Novell GroupWise Administration Guide* (http://www.novell.com/documentatio n/gw8/gw8_admin/?page=/documentation/gw8/gw8_admin/data/am1phbm.html).

The **Apply GW Retention Timestamp** option allows you to apply a time stamp with the value of "Current Time/Date minus the relative upper date in the policy applied to the Archive Job" to a user mailbox that was just archived. This value matches the date of the latest items that were selected by the policy and therefore archived by the job.

 For example, if the policy is set to archive all items older than 14 days, the GW Retention Timestamp will be set to 14 days in the past. If GroupWise Retention is enabled in your GroupWise Client Options, then the GroupWise user will not be able to purge any items from the trash which are newer than that date from the trash (i.e., those items which have not yet been archived). This helps to ensure 100% retention. The next execution of the same Archive Job will archive some of these new items, then advance the GW Retention Timestamp applied to the mailbox accordingly, allowing the user, or auto-cleanup options in GroupWise, to purge the newly archived items.

> **Note:** *If using complementary jobs against a single mailbox, such as one job for all items except trash and another job only for trash, the **GW Retention Timestamp** should be configured to run ONLY on the job with the older upper date in its policy.*

Archiving Address Books

With Netmail Archive, you can also choose to archive the user address books associated with the selected user accounts. This feature is typically only used in migration scenarios, when using Netmail Archive to assist in a migration from GroupWise to Microsoft Exchange. Select which address books you want to include in your Archive Job from the options listed under **Address Books**.

None

This option will not archive address book data with your Archive Job.

Export All Personal Address Books

This option will archive all the personal address books associated with selected user accounts.

Exclude Frequent Contacts Book

This option allows you to exclude the Frequent Contacts address book from being archived.

Overwriting Existing Archives

Normally, if an Archive Job detects that an item being archived already exists in the archive store for an account, it will skip the item. Select **Over write existing archives** if you would like any existing archived items to be overwritten when you run your Archive Job.

Processing Failed Accounts

This option will process any accounts that failed the last time this job was run.

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

Reviewing Archive Job Summary Information

Click the **Summary** tab. The **Summary** tab allows you to review your Archive Job before executing it. You can also click **Print View** to preview the summary and then send the summary to a printer.

netmail

- netmail Platform
  - ▷ Secure
  - ▲ Archive
    - ▲ Clusters
      - ▲ Cluster (10.10.23.110)
        - ▲ Agents
          - ▲ Archive
            - Sample Archive Job
          - ▷ Discovery
          - ▷ Export
          - ▷ Group
          - ▷ ILM
          - ▷ Index
          - ▷ Tracking
          - ▷ Storage Management
          - ▷ Utility
        - ▷ Nodes
        - ▷ Policies
  - ▷ Store
  - Index Server

| Job Settings | Criteria | **Summary** | Log Settings | Report |

Archive Job: *sample archive job*

Policy: *Sample Archive Policy*

Select: *Mail Appointment Task Note Phone Message*

Where: *Date Range older than 0 day(s).*

In Folders: *All User Folders*

Apply: *2500 days Retention Policy*

Run: *Weekly { Monday Wednesday Friday } 04:15*

Publish Data To: *FS1*

[Print View]

✉ **Messaging Architects.**