Folder Structure Archive Administration Guide 10g Release 3 (10.1.3.3.1)

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Chapter 1: Introduction	
About the Folder Structure Archive Component	1 -1
Overview	1-1
Usage	
Differences With Built-In Folders Archiving Features	
About This Guide	1-3
Chapter 2: Installing Folder Structure Archive	
Installation Requirements and Considerations	
Installing the Software	2-2
Installing the Software Using Component Manager	2-2
Installing the Software Using Component Wizard	
Checking the Installation	
Chapter 3: Working With Folder Structure Archives	
Folder Archive Configuration Page	
Creating a Folder Structure Archive	
Updating a Folder Structure Archive	3-5
Using a Folder Structure Archive	
Configuration Variables	
Folder Structure Archive Component Variables	
Folders Component Variables	
Important Implementation Considerations	
Chapter 4: Uninstalling Folder Structure Archive	
Uninstalling the Software Using Component Manager	4-1
Uninstalling the Software Using Component Wizard	1.

Appendix A: Third Party Licenses

Overview	A-1
Apache Software License	A-1
W3C® Software Notice and License	A-2
Zlib License	A-4
General BSD License	A-5
General MIT License	A-5
Unicode License	A-6
Miscellaneous Attributions	A-7

Index

Chapter

INTRODUCTION

This section covers the following topics:

- ❖ About the Folder Structure Archive Component (page 1-1)
- **❖** About This Guide (page 1-3)

ABOUT THE FOLDER STRUCTURE ARCHIVE COMPONENT

This section covers the following topics:

- **❖** Overview (page 1-1)
- **❖** Usage (page 1-2)
- ❖ Differences With Built-In Folders Archiving Features (page 1-2)

Overview

The Folder Structure Archive component is a supported extra to Content Server 10gR3 1 and the Folders component that enables you to archive the folder structure as well as its associated content (if desired). The structure of the folders is archived via database table replication. You can configure which folders (along with all subfolders) should be archived. The folder archives can be accessed by Content Server's Archiver utility for further processing (for example, replication or transfer to a different content server).

Usage

The Folder Structure Archive component has several uses, including:

- ❖ As a backup tool—You can use this component to back up the folder structure (including its content, if desired) and store it in a safe place to be restored in case of a server crash or other calamity.
- ❖ As a duplication tool—You can use this component to copy the folder structure (including its content, if desired) and create an exact copy on a different computer to simplify multiserver setups.
- ❖ As a synchronization tool—You can use this component to keep the folders environment between two systems synchronized (for example, a development system and a production system, or two identical, redundant systems). Folder archives created using the Folder Structure Archive component can be transferred or replicated to another system using the Archiver utility (see page 3-6).



Important: Please make sure that you read the important implementation considerations on page 3-9.

Differences With Built-In Folders Archiving Features

The Folders component has its own built-in archiving features, which are accessed on the Virtual Folder Administration Configuration page. The Folder Structure Archive component can be used alongside these built-in archiving features, but its functionality differs in a number of important ways:

- ❖ The Folder Structure Archive component can export selected portions of the folder structure, whereas the built-in Folders archiving features can only export the *entire* folder structure.
- ❖ The Folder Structure Archive component can create incremental archives—that is, archives that contain only changed folders compared to an earlier version— whereas the built-in Folders archiving features can only create archives that contain *all* items, even unchanged ones.
- ❖ The Folder Structure Archive component can include both the folder structure and folder content in the archives (depending on the value of a configuration variable, see page 3-7), whereas the built-in Folders archiving features can only export the folder structure and none of the content in the folders.

Unlike the built-in Folders archiving features, the Folder Structure Archive component allows the creation of multiple source folder archives, which can all be imported, transferred, or replicated to the same target content server using Content Server's Archiver utility.

Processing Differences

If you export the complete folder structure using the built-in Folders archiving features and you import it into another content server (using the Folders user interface), then that server's existing folder structure is deleted entirely and replaced with the imported structure.

If you create an archive using the Folder Structure Archive component and you import, transfer, or replicate it to another content server (using the Archiver utility), then the existing folder structure is not deleted, and the archived structure is merged into the existing structure.



Note: It is recommended that you use the Folders Structure Archive component in conjunction with the DocFolderArchiving component. See page 3-10 for details.



Note: For more information on the built-in archiving features of the Folders component, refer to the *Folders and WebDAV System Administration Guide*.

ABOUT THIS GUIDE

This guide is intended for Content Server integrators and administrators who are installing or using the FoldersStructureArchive component, which is a supported extra for Content Server.



Note: For more information about working with Folders and WebDAV, refer to the *Folders and WebDAV Administrator Guide* and *Folders and WebDAV User Guide*.

Conventions

The following conventions are used throughout this guide:

- ❖ The notation [Install_Dir]/ is used to refer to the location on your system where the content server instance is installed.
- ❖ Forward slashes (/) are used to separate the directory levels in a path name. A forward slash will always appear after the end of a directory name.

• Notes, technical tips, important notices, and cautions use these conventions:

Symbols	Description
?	This is a note. It is used to bring special attention to information.
③	This is a technical tip. It is used to identify information that can be used to make your tasks easier.
1	This is an important notice. It is used to identify a required step or required information.
⊗	This is a caution. It is used to identify information that might cause loss of data or serious system problems.

INSTALLING FOLDER STRUCTURE ARCHIVE

This section covers the following topics:

- ❖ Installation Requirements and Considerations (page 2-1)
- **❖** Installing the Software (page 2-2)
- Checking the Installation (page 2-4)

INSTALLATION REQUIREMENTS AND CONSIDERATIONS

Folder Structure Archive component:
 Content Server 10gR3 must be installed and functioning properly. Backwards compatibility is undefined.
 The Folder component must be installed and functioning properly.
 The Folder Structure Archive component should be installed on all content servers that will use its features (both master and proxied servers).
 The Folder Structure Archive component cannot be used to replicate Collaboration Manager projects to another system. You will see collaboration project folders in the

folder archive configuration page (see page 3-1), and you can archive these folders and also transfer them to another system. However, a transfer will not carry over all

This section lists the software requirements and other considerations that apply to the

- required collaboration project information (access control lists, etc.) This means that the collaboration projects will not work on the target system.
- □ The Folder Structure Archive component cannot be used to replicate Site Studio 7.2.x websites to another system. You will see website folders in the folder archive configuration page (see page 3-1), and you can archive these websites and also replicate them to another system. However, a replicated website might not work correctly on the target system because the collection ID of the folder structure might not be preserved when the folders are moved. If you want to replicate a Site Studio 7.2.x website to another system, use Site Studio's built-in replication features.
- ☐ If you are using the Folder Structure Archive component as a duplication or synchronization tool between two systems, it is recommended that you select different initial collection IDs (InitialColID setting) for the source and target system when installing the Folders component. If the initial collection IDs are the same and users are allowed to manipulate folders on the target system, there may be collection ID collision errors during the duplication or synchronization process.

INSTALLING THE SOFTWARE

You can install the Folder Structure Archive component in either of two ways:

- Using Component Manager (see page 2-2)
- Using Component Wizard (see page 2-3)



Note: Make sure that all requirements and considerations are met (see page 2-1) before installing the Folder Structure Archive component.

Installing the Software Using Component Manager

To install the Folder Structure Archive component using Component Manager, complete the following steps:

- 1. Make sure the Content Server software is installed and functioning properly.
- 2. Log into the content server as an administrator.
- Go to the Administration page of the content server, and click Admin Server.
 The Administration for Servers page is displayed.

4. Click on the button for the content server instance that you want to install the component on.

The options and status page of the selected content server instance is displayed.

5. Click **Component Manager** in the menu on the left.

The Component Manager page is displayed.

6. Click **Browse** next to the Install New Component field.

A file selection dialog is displayed.

- 7. Browse to the *FolderStructureArchive.zip* component file, select it, and close the file selection dialog.
- 8. Click **Install**.

A page is displayed listing what will be installed.

9. Click Continue.

All required files are now installed. After this process is completed, a page is displayed stating that the component was uploaded and installed successfully. You can then enable the component and restart the content server or return to the Component Manager page.



Note: The component files are all located in <*Install_Dir*>/*custom*/ *FolderStructureArchive* on the content server.



Important: You *must* enable the component and restart the content server for the component to work correctly.

Installing the Software Using Component Wizard

To install the Folder Structure Archive component using Component Wizard, complete the following steps:

- 1. Make sure the Content Server software is installed and functioning properly.
- 2. Start Component Wizard on the computer that is running Content Server:

Windows: Choose Start—Programs—Stellent Content Server—<*Instance_Name*>— Utilities—Component Wizard.

UNIX: Run the *Component_Wizard* utility, which is located in the *bin/* subdirectory of the Content Server installation directory.

Component Wizard is started, with the Component List dialog active.

3. Click Install....

The Install dialog is displayed.

4. Click Select.

A file selection dialog is displayed.

5. Browse to the *FolderStructureArchive.zip* component file, select it, and close the file selection dialog.

The Install dialog now contains all files that will be installed.

6. Click **OK**.

All required files are now installed. (It may seem that nothing is happening.) After this process is completed, a message is displayed asking whether the installed component should be enabled.



Note: The component files are all located in <*Install_Dir*>/*custom*/ *FolderStructureArchive* on the content server.

7. Click Yes.

The component is now loaded and enabled. The main Component Wizard window now shows a list of the component resources.

- 8. Close Component Wizard.
- 9. Restart the content server. This is essential for everything to work correctly.
- 10. If you stopped the web server before installation, restart the web server.

CHECKING THE INSTALLATION

To check whether the Folder Structure Archive component was installed correctly, complete the following steps:

- 1. Open a new browser window.
- 2. Log into the content server as an administrator.
- 3. Go to the Administration page.
- 4. Check that this page now includes an option called "Folder Archive Configuration." If it does, the component files were installed correctly.

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WORKING WITH FOLDER STRUCTURE ARCHIVES

This section covers the following topics:

- ❖ Folder Archive Configuration Page (page 3-1)
- Creating a Folder Structure Archive (page 3-4)
- Updating a Folder Structure Archive (page 3-5)
- ❖ Using a Folder Structure Archive (page 3-6)
- Configuration Variables (page 3-7)
- **❖** Important Implementation Considerations (page 3-9)

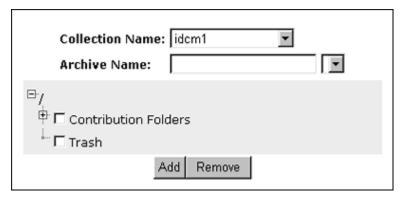
FOLDER ARCHIVE CONFIGURATION PAGE

The Folder Archive Configuration page is where you manage and create folder archives. To access this page, complete the following steps:

- 1. Log into the content server as an administrator.
- 2. Go to the Administration page of the content server, and click **Folder Archive Configuration**.

The folder archive configuration page is displayed.

Figure 3-1 Folder Archive Configuration page



The table below outlines the various features on the Folder Archive Configuration page.

Feature	Description	
Collection Name dropdown list	The dropdown list includes all detected archive collections on the content server (i.e., all collections that are known or have been opened in Content Server's Archiver utility).	
	Each content server will at least have one archive collection, which has the same name as the content server instance.	
	Note: For more information on working with archive collections and archives, refer to the Content Server System Migration Guide.	
Archive Name field and dropdown list	Here you can specify the name of the archive. The dropdown list contains all known archives on the content server that were created earlier.	
	Important: Make sure that you provide an archive name <i>before</i> selecting folders to be included in the archive. If you select folders first and then specify an archive name, nothing happens when you click Add. (The folder tree collapses completely and your folder selection is lost).	

Feature	Description
Folder tree	This shaded area contains the folder structure that is detected on the content server.
	By default, the entire tree is collapsed (i.e., none of the folders are displayed).
	Click the plus symbol (\boxdot) to display all underlying subfolders of a folder, and the minus symbol (\boxdot) to hide them.
	Select the check boxes of all folders that you want to include in the folder structure archive. If you click the check box of a parent folder, all its child folders are selected automatically as well. You can also select and unselect any of the child folders individually. A parent folder will only be selected if <i>all</i> of its subfolders are selected as well. If you unselect any of the child folders, its parent folder is automatically unselected, too. This does not affect the virtual folder path properties of the child folder.
	Figure 3-2 Selecting child and parent folders
	Contribution Folders Reports Forecasts Trash
	Important: The folder tree will include any Collaboration Manager project folders and Site Studio website folders. The Folder Structure Archive component is not intended to archive these folders. You can archive them and also transfer them to another system, but transferred collaboration projects and Site Studio websites will not work on the target system.

Feature	Description		
Add button	Click this button to create the specified folder archive and make it available in Content Server's Archiver utility (see page 3-6). Important: Make sure that you provide an archive name before selecting folders to be included in the archive. If you select folders first and then specify an archive name, nothing happens when you click Add. (The folder tree collapses completely and your folder selection is lost).		
Remove button	Click this button to remove the specified existing folder archive, so it is no longer available in the Archiver utility (see page 3-6) for processing.		

CREATING A FOLDER STRUCTURE ARCHIVE

To create a new folder structure archive, complete the following steps:

- 1. Log into the content server as an administrator.
- 2. Go to the Administration page of the content server, and click **Folder Archive Configuration**.

The folder archive configuration page is displayed (see page 3-1).

- 3. In the **Collection Name** dropdown list, select the archive collection that the new folder structure archive should be part of.
- 4. In the **Archive Name** field, specify the name of the new folder structure archive.



Important: Make sure that you provide an archive name *before* selecting folders to be included in the archive. If you select folders first and then specify an archive name, nothing happens when you click **Add**. (The folder tree collapses completely and your folder selection is lost).

5. In the shaded area, select all folders that you want to include in the folder structure archive.

If you click the check box of a parent folder, all its child folders are selected automatically as well. You can also select and unselect any of the child folders individually. A parent folder will only be selected if *all* of its subfolders are selected as well. If you unselect any of the child folders, its parent folder is automatically unselected, too. This does not affect the virtual folder path properties of the child folder.

6. Click Add.

A message is displayed saying that the folder archive was added successfully. The archive is now included in the **Archive Name** dropdown list, and also in the list of current archives for the content server instance in the Archiver utility (see page 3-6).

UPDATING A FOLDER STRUCTURE ARCHIVE

You can use the definition of an existing folder structure archive, modify it, and create an updated archive. To do this, complete the following steps:

- 1. Log into the content server as an administrator.
- 2. Go to the Administration page of the content server, and click **Folder Archive Configuration**.

The folder archive configuration page is displayed (see page 3-1).

- 3. If required, assign the archive to a different collection in the Collection Name dropdown list.
- 4. In the **Archive Name** dropdown list, select the name of the folder structure archive that you want to update.

The folder archive tree in the shaded area is updated to reflect the current selections for the archive.



Note: You cannot save the selected archive under a different name. If you change the name in the **Archive Name** field and click **Add**, the archive is considered a new archive and you need to select the folders again before clicking **Add**.

5. When defining the folder structure archive on the Folder Archive Configuration page (see page 3-1), you can select a folder without selecting its parent folder.

If you click the check box of a parent folder, all its child folders are selected automatically as well. You can also select and unselect any of the child folders individually. A parent folder will only be selected if *all* of its subfolders are selected as well. If you unselect any of the child folders, its parent folder is automatically

unselected, too. This does not affect the virtual folder path properties of the child folder.



Note: By default, if a parent folder is not selected, its source collection ID is not passed on to its child folders. If you want the source collection ID of a folder to be retained even if its parent folder is not selected, set the AllowMigrationOfParentFoldersMeta variable to 'true' (this is not the default). See Folder Structure Archive Component Variables (page 3-7) for details.

6. Click **Update**.

A message is displayed saying that the folder archive was updated successfully. You can now use the Archiver utility (see page 3-6) to process this archive further.

USING A FOLDER STRUCTURE ARCHIVE

After you create a new folder structure archive, its files are located in the [CS_Instance_Dir]/archives/[Archive_Name] directory, and it is included in the list of current archives for the content server instance in the Archiver utility:

Options Edit Actions Apps Help

Archiver

Current Archives In idcm1

Name

Description

Folder_Archive_050805

Archive with folder structures.

General Export Data Import Maps Replication Transfer To

Last Exported:

Total:

View Batch Files...

Total:

Figure 3-3 Folder structure archive in Archiver utility

The Name column contains the name that was given to the archive when it was created (see page 3-4). The Description column will always say "Archive with folder structures" to indicate the archive's purpose.

The folder structure archive can now be processed further. All normal Archiver functions can be used—for example, the archive can be transferred or replicated to a different content server.



Note: For more information on using the Archiver utility, refer to the *Content Server System Migration Guide*.



Note: See page 3-9 for a number of important considerations that should be taken into account when implementing the Folder Structure Archive component.

CONFIGURATION VARIABLES

There are a number of configuration variables that you can use to modify the behavior of folder structure archiving. There are two types of such variables:

- ❖ Folder Structure Archive Component Variables (page 3-7)
- ❖ Folders Component Variables (page 3-8)

Folder Structure Archive Component Variables

The variables for the Folder Structure Archive component are set in the following file: [SCS Instance]/custom/FolderStructureArchive/folderstructurearchive environment.cfg.

The following configuration parameters are supported:

❖ ArchiveFolderStructureOnly=true|false

If this variable is set to true, the archive will only include the folder structure and none of the content items contained in the structure. This allows you to create a copy of the folder structure for backup purposes or identical multiserver setup.

The default is false, which means that content items are included in the folder archive.

❖ AllowArchiveNoneFolderItem=true|false

If this variable is set to true, the archive will include content items, even if they are not in the folder structure. This means that content that does not belong to any folder is included in the folder structure archive. If it is set to false, only content items that are in the folder structure are exported. You can use this configuration variable to set up replication for folders and content at the same time; otherwise additional replication for folders and normal content would be required.

The default is true, which means that content items outside of the folder structure are also included in the folder archive.

❖ AllowMigrationOfParentFoldersMeta=true|false

If this variable is set to true, the source collection ID of a folder is retained ("migrated" from the parent folder), even if the parent folder is not selected on the Folder Archive Configuration Page (page 3-1).

The default is false, which means that metadata of parent folders is not passed on unless the parent folder is specifically selected.



Important: After modifying a configuration parameter value, make sure that you restart the content server.

Folders Component Variables

The variables for the Folders component are set in the following file: [SCS Instance]/custom/Folders/folders environment.cfg.

The following Folders configuration variable is useful in conjunction with the Folder Structure Archive component:

❖ CollectionIsConsumptionOnly=true|false

If this variable is set to "true", the folders environment on the content server is "locked," which means the server is set to receive folder data only (hence "consumption"). Users with RWD permissions are not allowed to create, move, modify, or delete folders. Users with Admin permissions are not allowed to create folders, but they can move, modify, and delete folders.

This setting should typically be set on a content server that is the target of an archive transfer or replication. It prevents out-of-sync errors between the source server and target server, which could arise if folders were manipulated manually on the target server.

The default setting is "false", which means the folders environment on the content server is not locked.



Note: In a replication setup, any deleted folders on the source system are not automatically deleted on the target system. Even with the target system in consumption-only mode, system administrators can manually delete the affected folder on the target system. (Please note that they cannot create folders.)



Caution: If users are allowed to manipulate folders on the target server, make sure that you select a different initial collection ID (InitialColID setting) for the target server than for the source server during the Folders component installation. Otherwise there may be collection ID collision errors.



Important: After modifying a configuration parameter value, make sure that you restart the content server.

IMPORTANT IMPLEMENTATION CONSIDERATIONS

Please note the following important implementation considerations:

- ❖ The Folder Structure Archive component cannot be used to replicate Collaboration Manager projects. The folder tree on the Folder Archive Configuration page (see page 3-1) will include all collaboration project folders, and you can archive and transfer them to another system. However, a transfer will not carry over all required collaboration project information (access control lists, etc.) This means that the collaboration projects will not work on the target system.
- ❖ The Folder Structure Archive component cannot be used to replicate Site Studio websites. The folder tree on the Folder Archive Configuration page (see page 3-1) will include all Site Studio website folders, and you can archive and replicate them to another system. However, the replicated website may not work correctly on the target system. If you want to replicate a Site Studio website, use Site Studio's built-in replication features.
- ☐ If you are using the Folder Structure Archive component as a duplication or synchronization tool between two systems, it is recommended that you select different initial collection IDs (InitialColID setting) for the source and target system when installing the Folders component. If the initial collection IDs are the same and users are allowed to manipulate folders on the target system, there may be collection ID collision errors during the duplication or synchronization process.
- You can select a folder in the tree on the Folder Archive Configuration page (see page 3-1) without selecting its parent folder. This does not affect the folder's virtual folder path—in other words, the virtual path will remain to be [Parent_Folder]/[Folder], even if [Parent_Folder] is not selected. If you transfer or replicate the archive to another content server and the parent folder does not exist on that server, it is automatically created, but without the metadata of the corresponding folder on the source server.
- ❖ If you want to transfer or replicate a folder structure archive between two content servers, it is recommended that you do not manually create the folder structure on the target system. Folders that do not exist on the target system are created automatically during the transfer or replication process. If you do create folders manually, this may lead to out-of-sync errors during the process since the folder names may match,

but their underlying unique identifiers (xCollectionID) do not. To help reduce mismatching folder issues, you can use the CollectionIsConsumptionOnly configuration variable (see page 3-8) to "lock" the folders environment on the target system.

❖ If you set up replication between two systems using the Folders Archive Structure component, folders that are created or moved on the source system are automatically created or moved on the target system as soon as content is added to them. Also, if you change the metadata of a folder on the source system, these changes are automatically reflected on the target system as well (as soon as content is added to the target folder). However, any folders that are deleted on the source system are *not* automatically deleted on the target system, which means the two systems are out of sync. This is because the Folders component does not keep track of deleted folders. Once a folder is deleted, all its information is gone. When the Archiver utility starts the replication process, it does not know what folder(s) to delete from the target system.

Similarly, if a folder move causes the folder to no longer reside in an archived folder, this folder will not be archived and replicated. Consider a system with folders /FolderA, /FolderA/SubfolderA, /FolderB, and /FolderB/SubfolderB. If /FolderA is set up to be archived and /FolderB is not, moving SubfolderA to /FolderB means it will not be replicated. However, if both /FolderA and /FolderB are archived, the move of SubfolderA would be replicated.

- ❖ If you set up archiving or replication of folders and content items using the Folders Archive Structure component, the shortcuts of the folders and content items are not archived or replicated.
- ❖ It is recommended that you use the Folder Structure Archive component in conjunction with the DocFolderArchiving component. This component was installed along with the Folders add-on if, during the Folders installation, you chose to preserve the folder structure of content during archiving.

When you import a content item that belongs to a folder, this component will create the folder structure on the target system if it does not yet exist on that system. If the identical folder structure (with the same or a different xCollectionID) exists on the target system, then it makes sure that the xCollectionID of the content item being imported into the target system matches with the existing folder on the target system.

Consider a content item on the source system in a folder. The xCollectionID of the content item is 8, and the folder is called FolderA. Now assume that you are using DocFolderArchiving component to archive that content item to a target system. If FolderA does not exist in the target system at the same level, then DocFolderArchiving will create FolderA in the target system and then import the

content item into that folder. More than likely the xCollectionID of the FolderA will be different than FolderA on the source system. If FolderA already exists on the target system at the same level but has different xCollectionID (for example, 7), then DocFolderArchiving will *not* delete that folder. It will keep the folder, but it will change the xCollectionID of the content item that you are transferring from 8 to 7, so that the content item still belongs to the correct folder.

Chapter

4

UNINSTALLING FOLDER STRUCTURE ARCHIVE

This section covers the following topics:

- Uninstalling the Software Using Component Manager (page 4-1)
- ❖ Uninstalling the Software Using Component Wizard (page 4-2)

UNINSTALLING THE SOFTWARE USING COMPONENT MANAGER

To uninstall the Folder Structure Archive component using Component Manager, complete the following steps:

- 1. Log into the content server as an administrator.
- 2. Go to the Administration page of the content server, and click **Admin Server**. The Administration for Servers page is displayed.
- 3. Click on the button for the content server instance that you want to uninstall the component from.
 - The options and status page of the selected content server instance is displayed.
- 4. Click **Component Manager** in the menu on the left.
 - The Component Manager page is displayed.

- 5. Select **FolderStructureArchive** in the list of enabled components (left box), and use the Disable button to move it to the list of disabled components (right box).
- 6. Restart the content server.
- 7. Return to the Component Manager page.
- 8. Select **FolderStructureArchive** from the dropdown list next to the Uninstall Component field, and click **Uninstall**.
- 9. You are prompted to confirm the uninstallation action. Click **OK**.

The component is uninstalled.

- 10. At the end of the uninstallation process, a page is displayed stating that the component was successfully uninstalled. You are also given the option to return to the Component Manager page.
- 11. Restart the content server.



Note: When you uninstall the component, its functionality will no longer be available. However, not all its files are actually deleted from the file system.

UNINSTALLING THE SOFTWARE USING COMPONENT WIZARD

To uninstall the Folder Structure Archive component using Component Wizard, complete the following steps:

1. Start Component Wizard on the computer that is running Content Server:

Windows: Choose Start—Programs—Stellent Content Server—<*Instance_Name*>— Utilities—Component Wizard.

UNIX: Run the *Component_Wizard* utility, which is located in the *bin/* subdirectory of the Content Server installation directory.

Component Wizard is started, with the Component List dialog active.

- 2. Select the **FolderStructureArchive** component in the list, and click **Disable**.
- 3. Click Uninstall....
- 4. You are prompted to confirm the uninstallation action. Click Yes.

The Uninstall dialog is displayed listing what will be uninstalled.

5. Click **OK** to continue with the uninstallation process.

The component is uninstalled.

- 6. At the end of the uninstallation process, the Component List dialog is displayed again. The FolderStructureArchive component is no longer included in the list.
- 7. Exit Componand Wizard.



Note: When you uninstall the component, its functionality will no longer be available. However, not all its files are actually deleted from the file system.



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* zlib.h -- interface of the 'zlib' general purpose compression library version 1.2.3, July 18th, 2005

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Index

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1	Λ	۱
•		٩

AllowArchiveNoneFolderItem variable, 3-7 AllowMigrationOfParentFoldersMeta variable, 3-8 ArchiveFolderStructureOnly variable, 3-7 Archiver utility, 3-6 archives, see 'folder structure archives' archiving differences between Folders and Folder Structure Archive, 1-2

C

checking the installation, 2-4 Collaboration Manager projects, 2-1 collection IDs, 2-2, 3-8 CollectionIsConsumptionOnly variables, 3-8 Component Manager installing component, 2-2 uninstalling component, 4-1 Component Wizard installing component, 2-3 uninstalling component, 4-2 configuration variables AllowArchiveNoneFolderItem, 3-7 AllowMigrationOfParentFoldersMeta, 3-8 ArchiveFolderStructureOnly, 3-7 CollectionIsConsumptionOnly, 3-8 for Folder Structure Archive component, 3-7 for Folders component, 3-8 Content Server supported versions, 2-1 creating folder structure archives, 3-4

D

deleted folders, 3-8, 3-10 differences with Folders archiving features, 1-2 DocFolderArchiving component, 3-10

F

features, 1-1 Folder Structure Archive component configuration variables, 3-7 differences with Folders archiving features, 1-2 features, 1-1 implementation considerations, 3-9 installation, 2-2 overview, 1-1 process, 1-3 requirements, 2-1 uninstallation, 4-1 usage, 1-2 folder structure archives creating --, 3-4 location, 3-6 updating --, 3-5 using --, 3-6 Folders component archiving features, 1-2 InitialCoIID setting, 2-2, 3-8

implementation considerations, 3-9 initial collection ID, 2-2, 3-8 InitialColID setting for Folders, 2-2, 3-8 installation, 2-1 checking the --, 2-4 requirements, 2-1 using Component Manager, 2-2 using Component Wizard, 2-3

M

moved folders, 3-10

0

overview, 1-1

R

requirements, 2-1

S

shortcuts of folders and content items, 3-10 Site Studio websites, 2-2 synchronization, 1-2, 3-9 U

uninstallation, 4-1
using Component Manager, 4-1
using Component Wizard, 4-2
updating folder structure archives, 3-5
usage, 1-2
using folder structure archives, 3-6



variables, see 'configuration variables'