Oracle® Universal Records Management

Oracle Universal Records Manager Adapter for FileSystem Administration Guide

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1 Administration Overview

1.1 Overview

This section contains the following topics:

• About This Guide

Oracle Universal Records Manager Adapter for FileSystem Administration Guide

1.2 About the guide

This guide provides instructions on how to use the FileSystem Adapter on a computer running either on Microsoft Windows or Linux.

Note: The information contained in this document is subject to change as the product technology evolves and as hardware, operating systems, and third-party software are created and modified.

1.2.1 Audience

This guide is intended for those users who will be running the adapter to crawl documents and apply dispositions to them. This gives a step by step procedure on how to run the adapter.

1.2.2 Conventions

The following conventions are used throughout this guide:

- Forward slashes (/) are used to separate parts of an Internet address. For example, http://www.oracle.com/en/index.htm. A forward slash might or might not appear at the end of an Internet address.
- Backward slashes (\) are used to separate the levels in a path to a Windows server, directory, or file. For example, C:\stellent\idcm1\. A backward slash will always appear after the end of a Windows server, directory, or file path.
- Forward slashes (/) are also used to separate the levels in a path to a UNIX server, directory, or file. For example, /usr/stellent/idcm1.
- File names and file paths within text are indicated by the following convention: <*filename*> file in the <*path_to_directory*> directory.
- Notes, technical tips, important notices, and cautions use these conventions:

2 Functional Overview

The whole functionality of the Adapter is segregated into the following modules:

- Adapter Initiation and Configuration
- Adapter Behavior

2.1 Adapter Initiation and Configuration

The Adapter provides a class which will act as the entry point to start its execution. In the Adapter initiation, Adapter and Adapter Engine are instantiated and a listener is added to the Adapter Engine for listening to the Events. Finally, the Adapter is activated to allow the communication between URM and FileSystem repository. The adapter configuration involves details about adapter implementations which enable it to customize its internal behavior to appropriately host the adapter. It describes the capabilities of the adapter as well as how each capability setting alters the framework's internal behavior.

2.2 Adapter Behavior

The FSAdapter.jar file contains the FileSystem adapter functionality. It provides various classes (which extend from the generic adapter implementations) that will implement the various tasks like Document declaration, retention and record management. These tasks are carried out at the URM end and this FileSystem adapter serves as the bridge between the URM and the FileSystem conveying to FileSystem the actions performed on the documents at the URM end.

The FileSystem Adapter will be able to perform the following functions:

- **2.2.1 Self description:** The adapter supplies several classes to be used by Administration Utility. These classes define what metadata (names, data types, etc.) the adapter can supply to the Oracle Universal Records Management application, define windows controls for use in search creation, and define fields that can be searched.
- **2.2.2 Document declaration:** The Adapter supplies functionality to evaluate searching expressions, and use the results to get a list of documents and their metadata for submittal to the Oracle Universal Records Management application.
- **2.2.3 Retention management on selected files:** Retention management is performed by collecting metadata belonging to the selected file and sending it to the Oracle Universal Records Management application. When the retention period has expired, the adapter will perform the appropriate disposition action (archive or delete) against the file.
- **2.2.4 Record management on selected files:** Record management ensures that a file cannot be modified or deleted from the FileSystem repository if it is checked into the URM as a record. All such records then become uneditable from the FileSystem end.

- **2.2.5 Document freezing:** A litigation freeze issued from the Oracle Universal Records Management application causes the adapter to freeze the document. This document is then uneditable.
- **2.2.6 Document Archive:** Following an archive disposition issued by the Oracle Universal Records Management application, the adapter creates a copy of the original content, and tells the adapter framework the location of the copy. When the framework is finished processing the archiving, it will inform the adapter, and the adapter will delete the copy.
- **2.2.7 Document Deletion:** Following a delete disposition issued by the Oracle Universal Records Management application, the adapter deletes the original content.

3 Detailed Description

This section describes the procedure for configuring the administration.jar and running the FSAdapter.jar file.

3.1 Configuring the Adapter through Administration screens

Before starting the FileSystem Adapter, it needs to be configured through the administration screens. The steps to execute administration.jar file are as follows:

1. Open the command prompt either by

Start →run→ type "cmd" in run window. Or by Start→programs→accessories→command prompt.

2. Change the path in command prompt to the directory where administration.jar file is located. (e.g. the path of administration.jar file is D:\FileSystem Adapter) Execute the command java –jar administration.jar on command prompt to run the jar file.

🔤 C:\WINDOWS\system32\cmd.exe - java -jar administration.jar	- 🗆 ×
D:\FileSystem\FS_ADP>java -jar administration.jar	<u> </u>
	-

3. Then the executable administration.jar file is started as shown below.



4. A new window Administration-Oracle URM Adapter for FileSystem will open. Here the URM and its database configuration details need to be provided. Once provided these details are saved by the Adapter for further reference.

Administration - Ora	racle URM Adapter for File Systems	_ 7 🗙
Eile Edit Help		
-Configuration	LIRM Configuration	
Connection	User ID	
URM Sources	Password	
Search Creation Search Mapping	URL	
Advanced	Database Configuration	
Search Preview	User ID	
Status	Password	
Log viewei	Driver	~
	Connection	
	Connection Pool	
	Connections 5	
	Growable	

- 5. Fill the following details in Connection screen and click "save" option of file menu.
 - URM Configuration
 - a) Userid
 - b) Password
 - c) URL (e.g.: http:// <hostname>/idc/idcplg)
 - Database Configuration
 - a) Userid
 - b) Password
 - c) Driver
 - d) Connection
 - Connection Pool
 - a) Connection
 - Growable This needs to be checked.

🗖 Administration - Ora	acle URM Adapter for File Systems	_ J X
<u>File E</u> dit <u>H</u> elp		
	LIRM Configuration	
Connection	User ID sysadmin	
	Password ***	
Search Creation Search Mapping	URL http://10.113.49.152/idc/idcplg	
Advanced	Database Configuration	
Search Preview	e URM Adapter for File Systems	
Status	Password ******	
Log Viewer	Driver Oracle	~
	Connection Oracle Microsoft SQL Server	
	Connection Pool	
	Connections 5	
	Growable 🗸	
Connection - Saved current va	alues	

😑 Administration - Orac	te URM Ada	pter for File Systems	_ = X
File Edit Help			
Save Ctrl+S	URM Configu	ration	
Save All	User ID	sysadmin	
Exit	Password	***	
Search Creation	URL	http://10.113.49.152/idc/idcplg	
Search Mapping Advanced	Detekses Ge	- One - Mar	
Error Management	Licor ID	auton	
Search Preview	Deserved	393denii	
Log Viewer	Password		
	Driver	Oracle	×
	Connection	jdbc:oracle:thin:@10.113.49.152:1521:ORCL	
	Connection P	00	
	Connections	5	
	Growable 🔽		

- 6. The next screen shows the FileSystem Database connection details. Fill the following details and click "save" option of file menu.FileSystem UserID

 - FileSystem Password •
 - URL •

Oracle Universal Records Manager Adapter for FileSystem Administration Guide

URL Mappings allows the user to map a remote network path to a local path:

7. Create new Source by Clicking on the URM Sources.

Administration - Oracle URM Ad	apter for File Systems		_ 2 🛛
<u>File E</u> dit <u>H</u> elp			
Administration - Oracle URM Ad Ele Edit Help Configuration Connection File System URM Sources Search Creation Search Mapping Advanced Error Management Search Preview Status Log Viewer	apter for File Systems	New	

Clicking on the <new> button a new window "Create new URM Source" will open. Users have to enter valid Name, Caption, and Table name and select the FileSystem repository for which datasource is to be created. Then click <next> button.

Nam Tab	ne	Caption	
Tab		aapaan	
	le		
Repositor	ry File System	~	Add Defaults 🔽
epositor	y Fields		
Туре	Name		Size
Abc A	uthor		Unknown
Abc D	escription		Unknown
Abc La	anguage		Unknown
📰 La	ast Modified		
Abc M	lime Type		Unknown
Abc T	itle		Unknown
Abc U	IRL		Unknown

🗢 Crea	te new URM Source - Step 1 of 3: Source Informat	ion 🛛 🔀
Genera		
N	ame TEST Capt	ion TEST
Т	able TESTT	
Reposi	ory File System	✓ Add Defaults ✓
Reposit	ory Fields	
Туре	Name	Size
Abc	Author	Unknown
Abc	Description	Unknown
Abc	Language	Unknown
	Last Modified	
Abc	Mime Type	Unknown
Abc	Title	Unknown
Abc	URL	Unknown
		< Back Next > Einish Cancel

Enter Caption and map FileSystem Repository fields and URM fields. Right click on field Mapping window and select <add> button. Select any additional fields from the URM and map them to the FileSystem fields. E.g.: Select URM field as dDocType and map it to the corresponding FileSystem Repository field. Click <next>.

Administration - 0	racle URM Adapter for File Syst	tems			
File Edit Help					
Configuration	URM Source - Details			New	~
URM Sources	Create new URM Se	ource - Step 2 of 3: Field Mappings			
Search Mapping	Caption	File System Field	URM Field		
Advanced	TITLE	URL	dLongName dDocTitle	×.	
Search Preview	IIILE	Title	ubounde		
Status			Abc dDocAuthor	100	
LOG viewer			Abc dDocName	200	
			Abc dDocPath	Unknown	
			Abc dDocType	100	
			Abc dExtObject lype	100	
			123 dPermContainer	100	
			Abc dPermLocation	200	
			123 dRootParentID		
			Abc dSecurityGroup	100	
			Abc dTextHashID	200	
			Abc yCategoryID	200	
			< Back Next > Finish	Cancel	

URM Sources Search Creation					
	Create new URM	Source - Step 2 of 3: Field Mappings			
Search Mapping	Caption	Hie System Heid	URM Heid	V	
rror Management	TITLE	Title	dDocTitle	2 I I I I I I I I I I I I I I I I I I I	
earch Preview	TITLE	THU .			
tatus		Declaration Date			
og Viewer		Abc Literal Text			
		Abc Author	Unknown		
		(marine)	Unknown		
		Input	Unknown		
		Enter your literal text y	aula		
			Unknown		
		ADACCI			
		OK Canc	el		
			-		
		<u>L</u>			
			< Back Next > Fin	ish Cancel	

😑 Create new URM S	ource - Step 2 of 3: Field Mappings		×
Caption	File System Field	URM Field	
	URL	dLongName	Ж
TITLE	Title	dDocTitle	*
DOC	"ADACCT"	dDocType	S
		< <u>Back</u> <u>N</u> ext > Einish	Cancel

In the next screen make the last modified date as searchable by checking the Searchable checkbox. Click <finish>. Data source thus created will be visible in External Content of Oracle Content server.

🗖 Create new	URM Source - S	itep 3 of 3: Custon	n Fields				×
Name	Caption	Default Value	Туре	Enabled	Required	Searchable	
Author			Memo	Image: A start of the start			Ø
Description			Memo	Image: A start of the start		Image: A start of the start	Ø
Language			Memo	Image: A start and a start		~	ø
Last Modified			Date	Image: A start of the start		~	Ø
Mime Type			Memo	Image: A start and a start		V	Ø
				< <u>B</u> ack <u>N</u> ext	> Ein	ish Cance	:

4 After clicking on finish:

								_
Faic Helb								
Configuration				ſ	New	TEST		
Connection	URM Source - Details							
- He System	Caption: TEST Table	e: TESTT Repository: File	System					
Search Creation	Field Mappings							
Search Mapping	Caption	Repository Fiel	4	LIBM Field				I.
Advanced	Caption	"ADACCT"		dDocType				ì
Frror Management	TITLE	Title		dDocTitle				
earch Preview		URL		dLongName				
	Custom Fields	Caption	Default Value	Tune	Enabled	Penijed	Searchable	
	Custom Fields Name	Caption	Default Value	Type	Enabled	Required	Searchable	
	Custom Fields Name Author Description	Caption	Default Value	Type Memo Memo	Enabled	Required	Searchable	
	Custom Fields Name Author Description Language	Caption	Default Value	Type Memo Memo	Enabled	Required	Searchable	
	Custom Fields Name Author Description Language Last Modified	Caption	Default Value	Type Memo Memo Date	Enabled V V	Required	Searchable	

8. Click on the Search creation in Configuration tray. Clicking on <new> button, a new window "Create New Search" will open. The new search name should be entered in Name Text field and the repository type chosen from the drop down before clicking Ok.

Note: It is assumed that all the steps mentioned below in the point 5 have been followed.

Ele Edit Lielo
Configuration Connection Connect

9. After clicking on new:

Create Ne	w Search	
Name	newsearch	
Repository	File System	×
		OK Cancel

10. Select the search targets from FileSystem Repository Cabinets/Folders. Right Click in the search equation screen and select "Add Terms" to enable the "Search Equation Fields". Define the search equation using the fields provided in the "Edit Entry" box and then click on <Apply> button. After entering all entries save the contents by clicking on "save" option of file menu. New search name will be stored in dropdown list in search creation page.



Right click on the braces and click on either 'add group' or 'add term'. Then in the 'Edit Entry' box (at the bottom) fill in the appropriate values.



 \clubsuit Set the values and click on apply

😑 Administration - Ora	cle URM Adapter for File Systems				
<u>File E</u> dit <u>H</u> elp					
Configuration			New	newsearch	Delete Save As
Connection File System	Repository				
URM Sources	File System				
Search Creation	Search Targets	Search Equation			
Advanced	SrcGrp	() Author is equal to "poulomi.dhar"			
Error Management	V researcep	matrix is equal to performance			
Status					
Log Viewer					
		-Edit Fotry-			
		Author is equal to "peulersi dhar"			0 pply
					Арру

11. Click on the Search Mapping of Configuration tray. Select the search name from "Filter by" drop down list. Select URM source, Retention Category for a search. Save all the changes by clicking on <save> option of file menu.



12. Enter data in declaration settings of the advanced screen, new content declarations (for forward search) and historical content declarations (for backward search). Also provide name for the adapter along with the ports and working directory information. Please note that the historical search runs backward in time starting from the Last processed date to the Cut off Date (Cut off Date should be any day before the Last Processed Date).

Administration - Oracle URM Adapter for File Systems	Z
File Edit Help	
Ele Lot Elep Configuration Pile System - Renorection Search Mapping - Maxmagement Search Preview Status Log Wewer Historical Content Declarations Window 12:00:00 AM Interval Imagement Search Preview Status Log Wewer Historical Content Declarations Interval Window 12:00:00 AM Interval Historical Content Declarations Interval Window 12:00:01 AM Remote Settings Adapter Port Adapter Port Miscellaneous Settings </td <td></td>	

13. Before the search preview can be seen the FSAdapter.jar file needs to be run. Open a second command prompt window by either of the two ways below:

Start →run→ type "cmd" in run window. Or by Start→programs→accessories→command prompt. 14. Now navigate to the directory where FSAdapter.jar file is located. (e.g. the path of FSAdapter.jar file is C:\FileSystem Adapter). Then execute the command java –jar FSAdapter.jar on command prompt to run the adapter jar file. This will initialize the adapter framework.

C:\WINDOWS\system32\cmd.exe - java -jar FSAdapter.jar
 C:\WINDOWS\system32\cmd.exe - java -jar FSAdapter.jar
 C:\Documents and Settings\sonu.singh>d:
 D:\>cd D:\FileSystem\FS_ADP
 D:\FileSystem\FS_ADP>java -jar FSAdapter.jar
 The framework has initialized. The adapter is now running.
 Press enter to terminate...

15. After clicking on Error Management, we get both Declaration errors and Disposition errors:

互 Administration - Ora	acle URM Ada	pter for File S	ystems					_ 7 🗙
<u>File E</u> dit <u>H</u> elp								
Configuration	Date Mar 31, 20	., Search Pass 211	URM Source TestSrcNew	Search Name TestSrchNew	Metadata <metadata></metadata>	<url>C:/Doc/Doc1</url>	Error Internal item 'C:/Doc/Doc1.doc' already exists for sou	rce 'TestSrcNew'
Connection File System URN Sources Search Creation Search Mapping Advanced Error Management Declaration Errors Disposition Errors Search Preview Status Log Viewer	Mar 31, 20	211	TestSrcNew	TestSrchNew	<pre></pre> (Metadata>)	<url>C:/Doc/Doc1</url>	Internal item 'C:/Doc/DocI.doc' already exists for sou	rce 'TestSrcNew'
	Refresh]						Clear

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🧧 Administration - Ora	acle URM Adapt	ter for File Systems		
<u>File E</u> dit <u>H</u> elp				
- Configuration	Date	., Unique ID	Disposition Type	Error
Connection File System	Mar 31, 2008 4:3	5:14 PM 0 //10.113.56.51/Docs/D	oc13.doc Freeze	Source TestSrcNew - Document //10.113.56.51/Docs/Doc13.doc not successfully frozen
URM Sources				
Search Creation				
Search Mapping 				
Error Management				
Declaration Errors				
Search Preview				
Status				
Log Viewer				
	Refresh			Clear

16. Search results based on new search (created previously) should be visible in search preview screen. In the search preview screen select the appropriate search that needs to be run and set the time window. Now click on search and all the documents satisfying the search criteria get crawled. The details of all these searched documents are shown in the lower right hand side pane.

🖸 Administration - Ora	acle URM Adapter for File Systems	_ 7 🗙
<u>File E</u> dit <u>H</u> elp		
-Configuration -Connection -File System -URM Sources -Search Creation -Search Mapping	Search Values From 3/31/08 4:22 PM * Search newsearch To 3/31/08 5:22 PM *	Search
Advanced Error Management Declaration Errors Disposition Errors Search Preview Log Viewer		
	-Search Statistics	
	Showing results of Retrieval Time Search Time	

17. The status screen shows the status of Search, Disposition, Freeze and Thaw Statistics. Click refresh button to view latest statistics.

Administration - Orac	cle URM Adapter for File Syste	ms			_ 7 🗙
<u>File E</u> dit <u>H</u> elp					
ConfigurationConpection	Adapter Status Process Status				
Connection C	Search Statistics Attempted Completed Failed Disportion Statistics	Search Name	Count	URM Source	Count
Log Viewer	Attempted				
	Completed Failed	Disposition Type	Count	URM Source	Count
	Freeze Statistics Attempted Completed Failed				
		URM Source	Count	URM Source	Count
	Thaw Statistics Attempted Completed Failed				
				Refresh	GC

4 Sources created through administration as viewed from URM

> The sources created above through administration file are seen in the external contents of the URM.

🚰 Home Page for sysadmin - Microso	ft Internet Explorer	X
<u>Eile Edit View Favorites Tools</u>	<u>H</u> elp	A.
🔇 Back 🝷 🕥 👻 👔 🐔 🔎 Se	arch 👷 Favorites 🕢 😥 + 🌭 🔟 + 🖵 📖	
Address 🕘 http://10.113.56.153/idc/idcp	lg?IdcService=GET_DOC_PAGE&Action=GetTemplatePage&Page=HOME_PAGE&Auth=Internet	💌 🎅 Go 🛛 Links 🌺
ORACLE Content Se	erver 🔊	Quick Search
Home 🔻 Search 🕆 New Check In	My Profile Help	Add To Favorites Refresh
My Content Server		
🗄 Browse Content	Search sevensrc Items	
🗄 Search		Central Catalog Search
Content Management		
External Content	Title	
- testRcd	Name	
- FreezeTest	Record Filing Date From To	
DelRevisionOne		
thirtyeight		
- TestFive	Sort By: Name Descending Search	
TestSix		
TestSeven		
FortyOne		
- one		
Fifty		
FiftyTwo		
FiftyThree		
- tensrc		
- fivesrc		
sixsrc		
sevensrd		
FSSrcOne		
± Administration		T
Attp://10.113.56.153/idc/idcplg?IdcServ	ice=ERM_HOME_PAGE_FORM&dSource=sevensrc	🔹 Internet

Next Click on the search button as shown in the screen below to list the documents that have been crawled through the search created in administration.

🗄 Home Forgettor systema – Merosoft Internet Explorer – 💦 🖂 🖂 🔀							
Elie Edit Yew Favorites Tools Help 🥂							
🔇 Back 👻 🌖 👻 🛃 🐔 🔎 Se	earch 👷 Favorites 🕜 🖉 🕫 🖉 🛨 💭 👯						
Address 🚵 http://10.113.56.153/idc/idcp	plg?ldcService=GET_DOC_PAGE&Action=GetTemplatePage&Page=+HOME_PAGE&Auth=Internet 🔽 🚦	Go Links »					
ORACLE [®] Content Se	erver 🛛 🔁	ick Search					
Home 👻 Search 💌 New Check In	My Profile Help Add To Favorite	s Refresh					
EMy Content Server							
🗄 Browse Content	Search sevensity from s						
E Content Management		arch					
External Content	Title						
	Name						
	Record Elize Data Lucas						
- thirtysight							
- TestRive	Sort By: Name 💽 Descanding 🔽 Search						
- TestSix							
- TestSeven							
- FortyOne							
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> The documents when listed are as shown below

Home Page for sysadmin - Microsoft Internet Explorer									
Ele Edit Yiew Favorites Iools Help 🧗									
😋 Back 🔹 💿 🕆 💌 😰 🐔 🔎 Search 👷 Favorites 🛷 💬 + 😓 🚧 🛨 🥌									
Agdress 🗃 http://10.113.56.153/idc/idcplg7ldcService=GET_DOC_PAGE&Action=GetTemplatePage&Page=HOME_PAGE&Auth=Internet 🗾 🎅 Go 🛛 Links 👌									
ORACLE Content Server									
Home v Search v New Check In My Profile Help Add To Favorites Refresh									
My Content Server A									
Browse Content	Search Results for 'seve	ensrc' Potential items 1-20 of 10	000						
# Search				×(hange View	reeze Results			
External Content		0	Page 1 🖵 of 10 📀						
Version4									
testRcd	✓Edit ✓ Trigger Dates ✓	 Content Basket 							
	Select All	Name	Title	Date	Author	Actions			
- thirtyeight		967587257315879039		3/28/08	sysadmin	1			
TestFive		957591720836685039		3/28/08	sysadmin				
TestSix		557351720030003035		3/20/00	Sysdamin				
- FortyOne		933157262209406039		3/28/08	sysadmin	1			
- one		933126125452196039		3/28/08	sysadmin	1			
- Fifty		9221051621966665039		3/28/08	sysadmin				
- FiftyTwo		5221031021900003039		3/20/00	sysdamin				
- FiftyThree		9203240230298633039		3/28/08	sysadmin	1			
- sixtyFive		918953457390642039		3/28/08	sysadmin	1			
Seventy		9174164998798211039		3/28/08	sysadmin				
		5174104550750211035		3/20/00	sysddinin		-		
- Fivesrc		9170826070459467039		3/28/08	sysadmin	1			
		9167004504501359039		3/28/08	sysadmin	1	1		
F55rcOne							-		
Administration		9163422549419649039		3/28/08	sysadmin				
🔄 Query:						Internet			

5 ORACLE Secure Enterprise Search (OSES)

5.1 Settings for remote system crawling:

To enable searching documents from a remote folder through OSES, do the following steps:

1. Folder Properties:

a. If you are going to let SES run under the LOCAL SYSTEM id (example below) then the source folder(s) need to have full (read and write) permission granted to the everyone user.

Name 🛆	Description	Status	Startup Type	Log On As	
Retwork Provisionin	Manages X		Manual	Local System	
🆏 NT LM Security Sup	Provides s		Manual	Local System	
🆏 Oracle Connector A	Checks for	Started	Automatic	Local System	
🏶 OracleJobScheduler		Started	Automatic	Local System	
🏶 OracleJobSchedulerXE		Started	Automatic	Local System	
🏶 OracleMTSRecover			Automatic	Local System	
🌯 OracleServiceSES		Started	Automatic	Local System	
🏶 OracleServiceXE		Started	Manual	Local System	
🆓 OraclesesOC4J		Started	Automatic	Local System	
🆏 Oracleses TNSListener		Started	Automatic	Local System	
🆏 OracleXECIrAgent		Started	Automatic	Local System	
🆓 OracleXETNSListener		Started	Automatic	Local System	

b. If you are going to let SES run under a specified user id (example below using id jhovis) then the source folder(s) need to have full (read and write) permission granted to the specific user.

Name 🛆	Description	Status	Startup Type	Log On As
🏶 Network Provisionin	Manages X		Manual	Local System
🏶 NT LM Security Sup	Provides s		Manual	Local System
🏶 Oracle Connector A	Checks for	Started	Automatic	Local System
🏶 OracleJobScheduler		Started	Automatic	Local System
🏶 OracleJobSchedulerXE		Started	Automatic	Local System
🏶 OracleMTSRecover			Automatic	Local System
🌯 OracleServiceSES		Started	Automatic	intranetsol\jhovis
🎇 OracleServiceXE		Started	Manual	Local System
🎇 OraclesesOC4J		Started	Automatic	Local System
🎇 Oracleses TNSListener		Started	Automatic	Local System
🎇 OracleXEClrAgent		Started	Automatic	Local System
🏶 OracleXETNSListener		Started	Automatic	Local System

2. Changing the user that SES is running under:

🏶 OracleJobSchedule	erXE r		Started	Automatic Automatic	Local System Local System
OracleServiceSES OracleServiceXE OraclesesOC4J OraclesesTNSListe OracleXECIrAgent Resume Restart			Started Started Started Started Started	Automatic Manual Automatic Automatic Automatic	intranetso Local System Local System Local System Local System
	All Tasks Refresh Properties	•			

a. Stop the service if it is currently running; right click on the service and select stop.

b. Open the service's properties; right click on the service and select properties.

🆏 Oracle Job Sch	edulerXE		Started	Automatic	Local System
🆓 OracleMTSRe	cover			Automatic	Local System
🌯 OracleService	CEC .		Started	Automatic	intranetso
🆏 OracleServici	Start		Started	Manual	Local System
🆓 OraclesesOC	Stop		Started	Automatic	Local System
🖓 OraclesesTN:	Pause		Started	Automatic	Local System
CracleXECIrA	Resume		Started	Automatic	Local System
B. A.L. LOTTE	Restart		er an	A	(
	All Tasks	•			
	Refresh				
	Properties				

c. The properties window will open up; click on the logon tab

3. Options for the logon tab:

a. If the **Local System Account** radio button is filled then the SES service will run under the local system account.

	racleServiceSES Properties (Local Computer) 🛛 🔹 💽				
General Log On Recov	very Dependencies				
Log on as:					
 Local System account 	t i i i i i i i i i i i i i i i i i i i				
Allow service to int	eract with desktop				
🔵 This account:	Browse				
Password:					
Confirm password:					
You can enable or disable	e this service for the hardware profiles listed below:				
You can enable or disable Hardware Profile	e this service for the hardware profiles listed below:				
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You can enable or disable Hardware Profile Undocked Profile Docked Profile	e this service for the hardware profiles listed below: Service Enabled Enabled Enabled				

b. If the **This Account** radio button is filled then you can specify the account that the SES service will run under. The user name should contain the domain then a / and finally the user id. In this case our domain is intranetsol and the user id is jhovis. Enter the ID's password.

acleServiceSES Pr	operties (Local Computer)
General Log On Red	covery Dependencies
Log on as:	
Local System according Allow service to	u nt interact with desktop
💿 This account:	intranetsol\jhovis Browse
Password:	•••••
Confirm password:	•••••
You can enable or disa Hardware Profile	able this service for the hardware profiles listed below:
Undocked Profile Docked Profile	Enabled Enabled
	Enable Disable

c. After choosing the ID option that the SES service should run under; click OK

d. Restart the service; right click on the service and select start.

🆏 Oracle Job Sch	edulerXE	Started	Automatic	Local System
🆓 OracleMTSRed	over		Automatic	Local System
🌯 OracleService	cec		Automatic	intranetso
🆏 OracleService	Start	Started	Manual	Local System
🖏 Oracleses OC	Stop	Started	Automatic	Local System
Cracleses TNS	Pause	Started	Automatic	Local System
CracleXECIrA	Resume	Started	Automatic	Local System
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	All Tasks 🔹 🕨			
	Refresh			
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	Properties			

Oracle Universal Records Manager Adapter for FileSystem Administration Guide

e. The service should be running under which ever ID you specified on the logon tab.

🎇 OracleJobScheduler	Started	Automatic	Local System
🏶 OracleJobSchedulerXE	Started	Automatic	Local System
🏶 OracleMTSRecover		Automatic	Local System
🌯 OracleServiceSES	Started	Automatic	intranetso
🎇 OracleServiceXE	Started	Manual	Local System
🎇 OraclesesOC4J	Started	Automatic	Local System
🎇 Oracleses TNSListener	Started	Automatic	Local System

Oracle Universal Records Manager Adapter for FileSystem Administration Guide

5.2 Creation of Sources and Source Groups:

Here we create source groups, sources and add documents in the particular sources. These documents are then crawled according to the requirements.

To make a source and source group following these steps:

1. Open the OSES screen \rightarrow enter the password. A new window will be opened.

Oracle Secure Enterprise Search Administration - Microsoft Internet Explorer		_ 8
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2. Click sources -> here new sources are created.



- 3. Select source type as "File". Click create button. A new window "create file source" will open.
- 4. Give the source name and the starting URL.

5. Click create button.

🚈 Create Source - Microsoft Internet Explorer	- 8 ×
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General Sources Scatistics	
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Source Name Sample	
Starting URL \\10.113.56.127\Target	
✓ Start Crawling Immediately	
File Source List	
Name	Description
Source	file://localhost//10.113.56.132/Target
	Ine.//iocalnost// T0.113.56.51/Docs
	Create & Customize Cancel Create
Copyright © 2006, 2007, Oracle. All rights reserved.	
About Oracle Secure Enterprise Search Version 10.1.8.2	
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6. After selecting create button a new source will be created and will be displayed on the sources screen, like this-

Oracle Secure Enterprise Search Administration : Sources - Micro	soft Internet Explorer				_ 8 ×
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About Oracle Secure Enterprise Search Version 10.1.8.2					
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- 7. To add the source in the source group do the following.
 - 1) Select the search option at the right pane of the page (same page of the above steps).
 - 2) Click on source group.
 - 3) Click create tab
 - 4) Give the name of the source group \rightarrow click "proceed to step 2" tab.

🚰 Oracle Secure Enterprise Search Administration : Queries : Edit Source Groups - Microsoft Internet Explorer	
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	Home Search Global Settings
Relevancy Suggested Links Suggested Content Alternate Words Source Groups	
Search > Source Groups	
Create New Source Group: Step 1	
Specify an arbitrary name for the group.	
Name SampleGroup Proceed to Step 2	
Copyright © 2006, 2007, Oracle. All rights reserved.	
About Oracle Secure Enterprise Search Version 10.1.8.2	
(a) Done	🔷 Internet

- 8. After following the above steps a new window will open "Assign Sources To Group".
 - 1) Select source type as "File" \rightarrow click Go tab. The newly created source will be displayed in the "Available Sources" option \rightarrow select the source \rightarrow click the forward tab. Now the source will be displayed in the "Assigned Sources" option.
 - 2) Click the "Finish" tab at the right pane.

🚰 Create New Source Group - Microsoft Internet Explorer	_ 8 ×
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Search > Source Groupe	
	Finish
Create New Source Group: Step 2	
Accian Sources to Crown	
Assign Sources to Group	
select them from the list of assigned sources and click "<<".	
Select Source Type	
File Go	
Available SourcesAssigned Sources	
TestSource [File] Sample	
source	
>>	
Note: Successfully updated source group assignments.	
	-
Done	🌍 Internet

9. A new window is opened having the names of source groups



10. Follow these steps:

- 1. Click on the Home ->Go to Source Tab.
- 2. Select the source which is created and click on the "Edit"

🖉 Starting URLs - Microsoft Internet Explorer	<u>_ 8 ×</u>
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Address 🗃 http://10.113.56.127:7777/search/admin/sources/starting_urls.jsp?p_src=file&p_mode=edt&p_id=43	🖓 Go 🛛 Links 🌺 👻
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	Cabel Cottinge
General Sources Schedules Statistics	nobal Settings
Totte > Sources	
Customize File Source: Sample	Annk
	Incer Apply
Basic Settings URL Boundary Rules Document Types Display URL Authorization Attribute Mapping Crawling Parameters	
Source Name Sample	
Starting URLs	
A starting URL is a URL where the crawler begins crawling.	
(Remove)	
Select Starting URLs	
file://localhost///10.113.56.127/Target	
(Add Another Row)	
Basic Settings URL Boundary Rules Document Types Display URL Authorization Attribute Mapping Crawling Parameters	
	cel (Apply)
(Can	
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11. In the Source Screen select the Crawling Parameters to verify the "Select Pipeline".



12. Click on the Schedules from the Tab.



13. Select the Source which has been created and click on the "Edit". Then a new page with Edit schedule will be opened.

🖉 Edit Schedule - Microsoft Internet Explorer
Elle Edit View Favorites Icols Help
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Address 🕘 http://10.113.56.127:7777/search/admin/schedules/schedules_grouping_modify.jsp?p_mode=edt&p_id=42 🔽 🖍 Go Links » 💱 🗸
Note: ** indicates source with "Delete password after crawl" option set
Update Crawler Recrawl Policy When the crawler retrieves a Web, file, or table source document, it checks to see if that document has changed. By default, if the document has not changed, then the crawler does not process it. This significantly speeds up the crawling process. However, in certain situations, it might be desirable to force the crawler to reprocess all documents.
Process Documents That Have Changed
C Process All Documents
Update Recrawl Policy
Update Crawling Mode This section lets you update the crawling mode.
Automatically Accept All URLs for Indexing Examine URLs Before Indexing Index Only
Update Crawling Mode
Frequency
Select a frequency type. Be sure to specify all required data for the option. With "Manual launch", the schedule is never automatically started. You must manually start the schedule.
Frequency Type Manual launch
Update Frequency hourly
daily weekly
Done monthly
Manual Jaunch

- **14.** From this screen user can specify the frequency of the crawling. The following options will be displayed.
 - Hourly
 - o Daily
 - o Weekly
 - o Monthly
 - o Manual launch

15. Select the option and click on the update Frequency.

16. Set the value of the property (Maximum Number of Results) in Global Settings >>

Query Configuration as 999999.

Oracle Secure Enterprise Search Administration	: Queries : Query Configuration - Microsoft Internet Explorer	X
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Mailing List Display URL	/search/query/mail.jsp	
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	C Exact count (adjusted for query-time filtering)	
Maximum Exact Hit Count		
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- **17.** Select the source and click on start to schedule the crawling.
- 18. Apply the setting.

Filename:	Filesystem_Administration guide.doc
Directory:	D:\Filesystem05152008\Documentation
Template:	C:\Documents and Settings\anuj_batra\Application
Data\Microsoft\Te	emplates\Normal.dot
Title:	Oracle® Universal Records Management
Subject:	
Author:	poulomi.dhar
Keywords:	
Comments:	
Creation Date:	5/15/2008 11:40:00 AM
Change Number:	16
Last Saved On:	6/2/2008 5:56:00 PM
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Number of Pages:	50
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