

DISK SPACE MANAGEMENT

Over time, Clients using Window Book's software may notice an increase in used disk space on the computer or server where the software is installed that may be impacting machine performance. To manage and free up disk space, Window Book recommends the periodic archiving of data; as well as purging any unnecessary files.

The amount of data that is being saved to or archived on the computer/server varies by Client. Client's may have policies and/or procedures in place that require data be kept or archived in a certain way and/or for a specific amount of time; therefore, the guidelines presented in this document are to be superseded by a Client's corporate policies and/or procedures. If none exist, the guidelines should be based on a Client's needs and not necessarily what is depicted in this document.

This document identifies and provides instructions for the following:

- Archiving Data: Includes instructions for archiving both Mail.dat files and PPP data; and
- Purging Data: Includes instructions for purging DAT-MAIL backups; IMBM records; IM Scanning/Whittier Tagger files; Statements; Mail.dat files manually uploaded to PostalOne![®]; PPP data; the MDSM plug-in's logs archives; Files related to the MDR Client batch upload process; Software downloads; and the Pervasive SQL download folder.

Both the Archiving and Purging Data sections also include the various methods that can be used to accomplish the archive or purge process for each (where applicable).

Only remove or delete those file specifically identified in this document! Removing files other than those specified here may result in unwanted software behavior, loss of data, and/or downtime in production. Window Book's Professional Services Team can assist with functions such as disk space clean-up and management; as well as, any additional computer-related challenges. Go to http://www.windowbook.com/Services/Consulting to learn more.

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TABLE OF CONTENTS

DISK SPACE MANAGEMENT	1
TABLE OF CONTENTS	2
ARCHIVING DATA	4
ARCHIVING MAIL.DAT FILES	4
From Within DAT-MAIL	4
SETTING THE DEFAULT ARCHIVING PARAMETERS	4
SINGLE MAIL.DAT FILES	7
MULTIPLE MAIL.DAT FILES	8
DAT-MAIL Archiver Utility	9
Using the Automation Scheduler	10
ARCHIVING PPP DATA	15
PPP SQL Data Backup Utility	15
Using the Automation Scheduler	17
PURGING DATA	23
DAT-MAIL BACKUPS	23
MAIL.DAT FILES MANUALLY UPLOADED TO P1	26
IMBM RECORDS	28
Within DAT-MAIL	28
Using the Automation Scheduler	
Using SQL Server Management Studio	35
STEP 1 – DETERMINING THE NUMBER OF RECORDS THAT WILL BE PURGED	35
STEP 2 – DELETING (PURGING) IMBM RECORDS	
IM SCANNING / WHITTIER TAGGER FILES	42
Log Files	42
Whittier Tagger Files	43
STATEMENTS	44
PPP MS SQL AND PSQL DATA	45
Purging PPP MS SQL Backups	45
PPP SQL DATA BACKUP UTILITY (PURGING)	46
USING THE AUTOMATION SCHEDULER	47
USING WINDOWS [®] EXPLORER	51



Disk Space Management

Purging PPP PSQL Backups	52
USING WINDOWS® EXPLORER	52
MDSM PLUG-IN LOG ARCHIVES	53
PURGING FILES RELATED TO THE MDR CLIENT BATCH UPLOAD PROCESS	55
Status Receipts	55
Failed, Rejected and Successful Files	57
PostalOne! Debug Log Files	59
PURGING SOFTWARE DOWNLOADS	60
PURGING THE PERVASIVE SQL DOWNLOAD FOLDER	61



ARCHIVING DATA

This section provides archiving instructions for data or files generated by Window Book's software (including data backups), and the various tools or utilities that can be used for each. Archiving can be performed manually, semi-automatically, or automatically depending on the tool or utility being used.

The data or file types documented in this sections are: Mail.dat files; and PPP SQL data.

ARCHIVING MAIL.DAT FILES

Archiving job files (Mail.dat files) not only reduces disk space usage on the computer/server where the job files are being saved (archived files are automatically saved in a zipped format), it also makes DAT-MAIL easier to use since it keeps the job list from being over-populated with mailings that are already completed. This is essential if a Client is mailing under an Optional Procedure agreement which requires them to retain their job information for a period of at least one year.

Mail.dat files can be archived using DAT-MAIL (manual), the DAT-MAIL Archiver utility or executable (semi-automated), and the Automation Scheduler's Process Manager plug-in (fully automated). Instructions for using all four archiving methods are provided below.

From Within DAT-MAIL

There are two manual processes for archiving files from within DAT-MAIL. They are:

- Single or file-specific archiving from DAT-MAIL's Select Mail.dat file to open window; and
- Multiple file archiving that uses a cut-off number of days or a tagged list.

SETTING THE DEFAULT ARCHIVING PARAMETERS

Before proceeding with any of the archiving options for DAT-MAIL, set up the default archiving parameters that each of the archiving options will use.



Within DAT-MAIL, select 'File' > 'Program Settings' > 'Program Setup';

A DAT-MAIL Editor with Toolbox 11.15.	08.02 (WBI001)		
File eports PostalOne! Utilities ToolBo	x Other Programs Security H	ielp	
New Mail.Dat Import Ctrl-Insert	Postage Tags 300	l 🕋 🛛	∃ – 51
Open Mail.Dat File Ctrl-Enter	Rots El C		
Delete Mail.Dat File Ctri-Delete			
Delete Multiple Mail.Dat Files			
Export Mail.Dat File			
Mailing Agents (Mail Preparers)			
Client List (Mail Owners)			
Job List			
Permit List			
Publication List			
Lot/String/Panel Info		02	2015 Window Book, Inc.
Client Communication List			
Carrier List			
CAPS List			
DMU List			
Transportation Schemes			
Distribution Center List			
	Description of the		
Program Settings	Program Setup		
- Princer Decup	Save		
Exit Ctrl-X	Load		
2 Cobus			
M Secup			A
Pallet Tracking/Intelligent Mail	Maintenance	Labeling List Valid	dation
Import Defaults Mailer Information	Planalyzer PostalOpel St	tement Generation	Start Up Options
Container Tare Weights Ex	aport Archive	Advanced	Settings
	-		1
Archive Settings	. 0		
Default Archive Directory	C:MBImail.dat/archive	_	.
	Archive files older than	45 days.	
Archiver Auto-Start LoginID:	USPS	Approval Required to	o Archive
Archiver Auto-Start Password:		eleased Files Only	•
Auto-starting Archive from o	command line or short out require	es a detauit UserID.	

The *Setup* screen will display. Select the 'Archive' tab, and lick the **Default Archive Directory** button $\mathbf{0}$ to create and/or select the folder **2** where the archived files will be saved to:

Depending on the system setup mapped drives may not always be available; therefore, using the UNC path name for the Default Archive Directory is preferred to avoid any possible connection issues (see image above).

Specify the number of days the files need to be older than in order to be archived Θ ;

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Pallet Tracking/Inte	elligent Mail	Mainter	nance	Labeling List Valid	tation
mport Defaults	Mailer Information	Planalyzer	PostalOpel Sta	tement Generation	Start Up Options
Container Tare W	eights	Export	Archive	Advanced	Settings
Archiver Al Archiver Al Archiver Al	uto-Start LoginID: uto-Start Password:		E USPS	Approval Required to leased Files Only	Archive

If the Client wishes to only archive those files of a specific age that they have USPS approval on, select (check) the option to do so 3;

If the Client wishes to only archive those files of a specific age that have been released by P1, select (check) the option to do so (3;

If the Client has 'Security' enabled in their DAT-MAIL software, any automated archiving process will require a secure login ID and password to be able to run. Enter the 'Archiver Auto-Start ' Login ID and Password (for more information about DAT-MAIL's 'Security' feature, refer to the DAT-MAIL Secure User Guide available on the Window Book web site at: https://www.windowbook.com/Support/UserGuides).

Click the **OK** button when finished. The default archiving parameters have been set.

Click the **OK** button and resolve the issue.

SINGLE MAIL.DAT FILES

These instructions assume that the default archiving parameters have already been set (refer to <u>SETTING</u> <u>THE DEFAULT ARCHIVING PARAMETERS</u> above).

To select a specific file for archiving, open the *Select Mail.dat file to open* screen in DAT-MAIL. Click on the file to be archived, and click the **Archive** button.

er data to search for:		 Mailer Approved USPS Verified 				
Job Number	Job Name	Rev. Stmnt Status	Tag Print Stat	us Class	Category	Total Pieces E
114201	EDM10K TESTING	11 Released	N/P N/	P First Class	Letter	642
114201	EDMIGATESTING	12 Received	R/F R/	Filst Class	Lener	642
114201	EDM105 TESTING	13 Heleased	N/P N/I	P First Class	Letter	042
114201 114201 114201 114201 114201 114201 114201	99 EDM10X TESTING 77 EDM10X TESTING 66 EDM10X TESTING 44 EDM10X TESTING 22 EDM10X TESTING 11 EDM10X TESTING 40 EDM10X TESTING	15 Released 16 Released 17 Released 18 Released 19 Released 20 Released 20 Released	N/P N/ N/P N/ N/P N/ N/P N/ N/P N/ N/P N/ N/P N/	P First Class P First Class P First Class P First Class P First Class P First Class P First Class	Letter Letter Letter Letter Letter Letter	642 642 642 642 642 642 642
View Validation Log	Approved Archive	elete	Validate	⊻iew Releases		Select
ob Name: EDM10X ob ID: ob Number: Jass: Revision No. Jass: Text Mail Date: Jast Mail Date: Jast Mail Date: Jast Mail Date: n Home Detwey Date: Detwey Window:	TESTING 00000031 114201 First Class 13 Released 7/21/2013 7/21/2013 7/21/2013 7/21/2013 0 0000031ittes	Drop Shipped: Drigin Zip: Total No. of Pieces: Lowest Pc: Wgt: Highest Pc. Wgt: Lowest Ad %: Highest Ad %: Feight Flarx Pallet Plarx Version: PDR secords exist		No 02139 642 0.0790 0.1580 0.00% 0.00% No No 15-1	Container Trays View	re to Original Types Present –

An *Archive selected file...* dialog will display. Click the **Cancel** button to cancel the archive function, or click the **Archive** button to complete the archiving process.

If the option 'USPS Approval Required to Archive' or 'P1 Released Files only' was selected and the file to be archived does not meet the corresponding criteria, the following *Warning* dialog will display:

	Archive Cancel
Warning	🗵
	Selected file not suitable for archiving.

Are you sure you want to Archive this file?

rchive selected file

00000031

Description: EDM10X TESTING

Job ID:

Selected file not suitable for archiving.	
(OK)	



MULTIPLE MAIL.DAT FILES

These instructions assume that the default archiving parameters have already been set (refer to <u>SETTING</u> <u>THE DEFAULT ARCHIVING PARAMETERS</u> above).

Multiple Mail.dat files can be archived from DAT-MAIL on an as-needed basis. To do this, click the 'Utilities' menu item and then select the 'Archive Old Mail.Dat Files' menu option.

AT-MAIL Editor wit	1000000 1.15.08.02 (WBI001)			
File Reports PostalOne	Utilities ToolBox Other Programs	Security Help		
12 🛎 🔳 🗙 🗖	Tray, Sack & Pallet Tag Printing Tag Master	; 遭	07	
	Bundle Slips			
	Print Statements			
	Apply Mass Update			
	QuickFix processing			
	MID/CRID Logging			
	Merge MAIL, DAT files			
	Split a MAIL DAT file			
	View Validation Log		© 2015 Win	dow Book, Inc.
2	Validation Information			
	Import Transportation Updates			
	Search for Barcodes			
	By/For Exchange			
	File Utilities	•		
	Maintain Origin Locale Codes			
	Archive Old Mail.Dat Files			
	Delete Archived Mell det Eller			
	Restore Archived Mail.Dat Files			

The Archive Old Mail.dat files... dialog will display.

The file path for the default archive directory will be displayed, along with the number of days in the 'Archive files older than' field. In addition, the status of both options (i.e. 'USPS Approval Required to Archive' and 'P1 Release Files Only') is also shown (if an options box is checked, the option is enabled).

🕺 Archive Old Mail.Dat files
Archive Directory: \\Lbw7x64svr_1\wb\mail.dat\archive
Archive files older than Too days
🗖 USPS Approval Required to Archive 🔲 P1 Released Files Only
Process Using Pick List Cancel

These defaults were previously set in DAT-MAIL (refer to <u>SETTING THE DEFAULT ARCHIVING</u> <u>PARAMETERS</u> above). Only the number of days can be changed here if needed. To change any of the remaining options previously set, the Client would have to cancel out of this screen and access the *Setup* screen, specifically the 'Archive' tab (refer to <u>SETTING THE DEFAULT ARCHIVING PARAMETERS</u> above).

To archive the Mail.dat files, click the Process button;

Or, to select specific files to archive from a list, click the **Process Using Pick List** button.



A *Select Mail.dat Files to Archive* screen will display that allows the Client to select (check) which files they want to archive. Once the appropriate files are selected, click the **Archive Selected Files** button to complete the process.

Job Number by Import	Date By In-Home Delivery Date by Histo	rical JobID		
ob Number	Description	Est Mail Date In Ho	me Date Hist. Job ID	Piece Count
10103	WBI Test 10103	6/24/2014	00000932	30,251
14201	EDM10K TESTING	7/21/2015	00002742	642
4201	EDM10X TESTING EDM10X TESTING	7/23/2016 7/21/2015	00002742 00002742	642 642
eces Selected: 17	0,570			

DAT-MAIL Archiver Utility

In addition to the manual processes described above, files can be archived using the DAT-MAIL Archiver, which is a separate executable that is installed with DAT-MAIL, and resides on the server. This is considered a semi-automated process and operates in the same manner as mentioned above for archiving multiple files based on a cut-off date, with the exception that the Client can set the DAT-MAIL Archiver to run automatically, at a specific time.

This utility will need to be kept open (minimized) on the computer/server in order for it to run as scheduled. Only the time the utility runs can be scheduled, so as long as the utility is open, it will run at the same time every day. This function works well if the Client wants to run the utility on an ad-hoc basis, but wants to be able to schedule it to run automatically at a specific time during off-hours.

The same set up process for archiving Mail.dat files using DAT-MAIL is required for using the DAT-MAIL Archiver Utility (refer to <u>SETTING THE DEFAULT ARCHIVING PARAMETERS</u> in this Guide for more information).

Open a command prompt and enter 'MDARC707.EXE' to find the executable file or, using Windows Explorer, go to 'WB\MDV\' and locate it there. Select the file and press the **Enter** key on the computer's keyboard or double click on the file to launch it.



From the Utility's main screen, click the Archive Old Files button.

DAT-MAIL Archiver 11.15.08.02 (WBI001)
Ele Archive Old Files Restore Files Help
-2.
© 2015 Window Book, Inc.

The Archive Old Mail.dat files... screen will display. The file path for the default archive directory will be displayed, along with the number of days in the 'Archive files older than' field. In addition, the status of both options (i.e. 'USPS Approval Required to Archive' and 'P1 Release Files Only') is also shown (if an options box is checked, the option is enabled).

These defaults were previously set in DAT-MAIL (refer to <u>SETTING THE DEFAULT ARCHIVING</u> <u>PARAMETERS</u> above). Only the number of days can be changed here if needed. To change any of the remaining options previously set, the Client would have to cancel out of this screen (close the Utility) and access the *Setup* screen in DAT-MAIL, specifically the 'Archive' tab (refer to <u>SETTING THE DEFAULT</u> <u>ARCHIVING PARAMETERS</u> above).

Set the 'Start Time' for when the Utility should run each day (or whenever the Utility is open on the computer or server). In the example here, the Start Time is set to 5:00 p.m.;



Click the **Cancel** key to cancel the archiving process and close the Utility or click the **Start Timer** button to start it. Do not close the utility or the archiving process will not run! The Utility is closed by either clicking the **Cancel** button or clicking the **'X'** in the top right corner of the screen.

Using the Automation Scheduler

Using the Window Book Automation Scheduler's Process Manager plug-in, the Client can configure the archival of Mail.dat files to happen automatically at specified intervals (the frequency with which it runs is defined in the plug-in's configuration). It runs an executable file that is automatically installed along with the DAT-MAIL software, and incorporates command-line arguments to further define exactly which

Currently Scheduled Plug-ins

Plug-Ins List



files should be archived, where they should be archived to, and to control how the system functions during the archiving process.

Instructions for configuring the Process Manager plug-in are below:

These instructions assume the Window Book Automation Scheduler with Process Manager plug-in is already installed on the same computer/server that DAT-MAIL resides. For information on how to obtain the Process Manger plug-in, contact your local Window Book Sales Representative. Contact information can be found on Window Book's web site at: <u>http://www.windowbook.com/Contact</u>.

These instructions assume that the default archiving directory has already been set. If a Client has DAT-MAIL's 'Security' feature enabled the Auto-Start Login ID and Password must also be entered (refer to <u>SETTING THE DEFAULT ARCHIVING PARAMETERS</u> for instructions).

Once all the archiving parameters have been set in DAT-MAIL, launch the Automation Scheduler on the computer/server where DAT-MAIL is installed.

If the service is running, stop the service.

Select (click) the Process Manager button.

The Select Configuration screen will display.

Click the drop down arrow and select "Add New Configuration" from the list provided. Select (check) the 'Expert View' option, and click the **Next** button to continue.

	Process Manager
	Select Configuration
Configuration	About Process Manager
Expert View	Version: 7.5.13.30
	Description: This plug-in is used for Postal Package Partner FTP or HTTP tracking. The plug-in can also be used to run a specific executable program in an automated manner.
	Schedule Recommendation: This plug-in should be configured to run every few minutes.
	Add New Configuration
	V Expert View
	Next Invoke Time: Never
Window Book, Inc	Cancel 🚫 Finish 🗸





The *Expert View* screen will display. Enter a name for the configuration making it easily identifiable (e.g. "Mail.dat File Archive").

Process Manager				
Salart	Expert View			
Configuration	Name: Mail.dat File Archive Description: Archiving Mail.dat files every 180 days Daily Day of month Daily Day Weekly The Whonthi month(s)			
I	Coccurs Once At 1:00 AM Starting At Coccurs Every Enter time Enter time			
	Start Date Thursday, June 05, 2014 Image: Start Date Friday, June 06, 2014 Image: No End Date Image: Start Date			
	Retries Count 0 n Retry Seconds 300 n Run at start-up			
Window Book, Inc.	🕼 Back Next 😥 Cancel 🚫 Finish ✔			

How often the archiving utility should run is dependent upon the Client's volume, i.e. the volume of Mail.dat files being processed. Set an appropriate time and duration for the archiving utility to run (it should generally be a time when the program is not being used, during off hours, or it could be a time during work hours that is set aside for this purpose, when Mail.dat processing is not taking place).

Click the **Next** button to continue.

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The *General* screen will display. Select the 'Custom Process' option and browse for the archiving utility (executable file) which can be found in the DAT-MAIL program directory (i.e. 'WB\MDV'). The executable name is 'MDARC707.exe').

Process Manager				
General Process Start Options Notification Info	General Schedule ID f1fa81d4-b794-4c6f-9b52-a9fcdfb5f006 Process Select Process to run: Predefined Process PPP HTTP Tracking Custom Process C:WBYMDV/MDARC707.exe Timeout Period (waiting for the process to exit): 10 * sec.			
Window Book, Inc.	😗 Back Next 😰 Cancel 🚫 Finish ✔			



The DAT-MAIL program directory is most often' C:\WB\MDV', but a Client's set-up may be different. The DAT-MAIL program directory can be confirmed within DAT-MAIL by selecting the Help menu item, then 'About DAT-MAIL' menu option. The 'About DAT-MAIL' dialog will display. Click the 'More About...' button and then select the 'Environment' tab. The DAT-MAIL Program Path will be listed under PATH NAMES.

Environment Info	ormation
Database Version Info DAT-MAIL Registered Options Environme	M SQL Connection Info
OPERATING SYSTEM	
PATH NAMES DAT-MAIL Program Path: C:WBIMDV	-
Statements Data Path: C:///BIPM/VDATA Control Settings: C:///BIPM/VDATA/mdbmdc.ini PM Control Settings: C:///BIPM/VDATA/pm/vs.ini ///Sibth_Control Settings: C://BIPM/VDATA/pm/vs.ini	
Tag Printing Settings: C:///BI/MDV/tagcontrol.ini	
Default Import Path: C:WBIMDV/DataImaildat Default Archive Path: C:WBIMDV/DataImaildatIarchive Daemon Inbox Path: C:WBImail.datIincoming	

Click the **Next** button to continue.

The *Process Start Options* screen will display. Leave the 'Exit without starting a new process' option selected.

Enter the appropriate command-line arguments. Command-line arguments are as follows:

- A=x specifies the cut-off number of days the files to be archived have to be older than;
- D=pathname specifies the archive folder where the archived files should be saved to. If this argument is not entered, the archive process will default to the directory set up in DAT-MAIL's Export/Archive tab (refer to the <u>SETTING THE DEFAULT ARCHIVING PARAMETERS</u> section in this Guide); and
- /SVC tells the system that the Utility is being run from a service and to not pop-up any UI messages. The MDARC707.exe or archive utility can be run manually, in which case the UI message will appear for the Client to see/use. This is not wanted behavior when running it using the Process Manager plug-in.



Multiple command-line arguments should be entered leaving a single space between arguments (in the image below, the 'D=*pathname*' argument was not entered so the files will be automatically archived to the default archive directory set within DM – refer to the <u>SETTING THE DEFAULT ARCHIVING</u> <u>PARAMETERS</u> section in this Guide).

Process Manager				
General Process Start Options Notification Info	Proces Process Start Options What to do if the process is already running? Leave the existing process and start a new or Exit without starting a new process Kill the existing Process and start a new one Command Line Arguments	ne A=45 /SVC		
Window Book, Inc.		🔞 Back Next 😡 Cancel 🚫 Finish 🗸		

Click the **Next** button to continue. Click the **Finish** button. Start 🐸 the service.

ARCHIVING PPP DATA

Clients can create their own MS SQL data backups at will using the PPP SQL Data Backup utility; either by using the utility itself, or through the Automation Scheduler's Process Manager plug-in. The Process Manager plug-in is configured by the Client and uses this same utility in an automated manner.

PPP SQL Data Backup Utility

With the installation of Window Book's Postal Package Partner[™] (PPP) software on the Client's server, a data backup utility is also installed called PPP SQL Data Backup. A shortcut for the utility is automatically created on the computer/server's Desktop.



A shortcut for the Backup Data utility is only installed on the server where PPP is installed (or the computer in a stand-alone environment). A short-cut to the utility is NOT found on any workstations in a server with workstation(s) environment. Do not attempt to run the utility from a workstation in a server with workstation(s) environment. Before beginning the backup process, make sure to disconnect all users from the database and any application(s) using the PPP database until the backup has completed. To insure that the backup is of the highest quality, the backup utility sets the database to SINGLE USER mode. Once the backup is complete, the database is automatically set back to MULTIUSER mode.

To perform an MS SQL data backup, launch the PPP SQL Data Backup utility.

The *Backup and Restore Center* screen will display. To determine where the backup of data is being filed to, click the 'Setup' menu option, and then the 'Backup Location' menu option.

Backup and Restore Center		
Setup Action		
Backup Location		
Backup SQL Databa	ase	
Restore SQL Database		
Close		

The Select Backup location... screen will display.

The Backup Folder location MUST be accessible by the login used to run the SQL Server service, as it performs the backups. Folders that depend on remote, mapped drive letters CANNOT be used. The use of UNC path names or folder locations is required.

Select Backup location Backup Folder : C\WB\SQLBackup\ Want to send your backups to a remote drive? READ THIS!	Click the OK button to return to the <i>Backup and Restore</i> <i>Center</i> screen.
Beckup SQL Database Click the backup button to backup your database. Transaction Log Backup Backup Cancel	Click the Backup SQL Database button. The <i>Backup SQL Database</i> screen will display. Click the Backup button to begin the backup process.
Backup completed 33 When the backu	p is complete, a <i>Backup completed</i> confirmation dialog will



up completed confirmation dialog will display. Click the **OK** button to end the process, and close the *Backup and* Restore Center screen.



Using the Automation Scheduler

Using the Window Book Automation Scheduler's Process Manager plug-in, the Client can configure the backup of PPP SQL data to happen automatically at specified intervals (the frequency with which it runs is defined in the plug-in's configuration). It runs a Data Backup utility that is automatically installed along with the PPP software, and incorporates command-line arguments to further define the archiving action.

Instructions for creating a PPP backup configuring in the Process Manager plug-in are below:

These instructions assume the Window Book Automation Scheduler with Process Manager plug-in is already installed on the same computer PPP resides in a single workstation environment, or on the server in a server with workstation(s) environments For information on how to obtain the Process Manger plug-in, contact your local Window Book Sales Representative. Contact information can be found on Window Book's web site at: <u>http://www.windowbook.com/Contact</u>.

Launch the Automation Scheduler on the computer/server where PPP is installed.

If the service is running, stop the service.



Select (click) the Process Manager button.





The Select Configuration screen will display.

Click the drop down arrow and select "Add New Configuration" from the list provided. Select (check) the 'Expert View' option.

Process Manager			
	Select Configuration		
Configuration	About Process Manager		
Expert View	Version: 7.5.13.30		
	Description: This plug-in is used for Postal Package Partner FTP or HTTP tracking. The plug-in can also be used to run a specific executable program in an automated manner.		
	Schedule Recommendation: This plug-in should be configured to run every few minutes.		
	Add New Configuration		
	V Expert View		
	Next Invoke Time: Never		
	K Delete Selected Configuration		
Window Book, Inc	🐼 Back Next 🔯 Cancel 🚫 Finish 🗸		



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The *Expert View* screen will display. Enter a name for the configuration making it easily identifiable (e.g. "PPP 'wbdb' Backup").

There are two databases that should be backed up. They are: 'wbdb' and 'wbdbcla'. Only one database can be specified in a configuration; therefore, two separate configurations are required to backup each database. In the example here, a configuration for automating the backup process for the 'wbdb' database is being created.

Process Manager				
	Expert View			
Configuration	Name: PPP 'wbdb' Backup			
Expert View	Description: This plug-in should be configured to ru	n every few minutes.		
	Daily Recurs Every: Weekly 1 × Week(s) Monthly	 Sunday Monday Tuesday Wednesday Thursday Friday Saturday 		
	Occurs Once At 12:00 AM			
	Start Date Monday, June 16, 2014			
	No End Date			
	Retries Count 0 a Retry Seconds	300 🔺 🔲 Run at start-up		
Window Book, Inc		😡 Back Next 😳 Cancel 🚫 Finish 🗸		

How often the utility should run is dependent upon the Client's volume. Set an appropriate time and duration for the utility to run (it should generally be a time when the program is not being used, during off hours, or it could be a time during work hours that is set aside for this purpose).



The *General* screen will display. Select the 'Custom Process' option and browse for the Backup Data utility ('wbBackup.exe') which can be found in the 'P3' program directory (i.e. 'WB\P3').

Process Manager					
General	General				
Process Start Ontions	Schedule ID 18042485-a5d1-48e4-b2ba-70f0d5352721				
Notification Info	Select Process to run:				
	Predefined Process PPP HTTP Tracking				
	Custom Process C(\WB\P3\wbBackup.exe				
	Timeout Period (waiting for the process to exit): 10 📩 sec.				
Window Book, Inc.	🕢 Back Next 😱 Cancel 🚫 Finish 🗸				

🗸 🗸 🖌 Computer 🕨 Acer (C:) 🕨	VB ▶ P3 ▶	✓ ⁴ y Search P3	
Organize 🔻 <u>चि</u> Open Burn Ne	v folder		8 · 🔟 🤅
🎳 Users	^ Name	Date modified	Туре
USPS_MDRClient_TEM	🗃 upsmi	5/29/2012 1:29 PM	JPG File
B USP 5_TEM_B La	uspsform.tps	5/29/2012 1:29 PM	TPS File
🎉 WB	🔊 uucode32.dll	5/29/2012 1:29 PM	Application extens
Ji Cales	version-3	5/29/2012 1:29 PM	JPG File
🎉 DropShip	ViewPTS	5/2/2014 6:33 PM	Application
🎉 DynData	wb.Renci.SshNet.dll	5/2/2014 6:23 PM	Application extens.
鷆 mail.dat	💿 wbAlt.dll	5/2/2014 6:33 PM	Application extens.
MDV 🔒	E what X dil	5/2/2014 6-33 PM	Application extens
P1 TEM Exports	b wbBackup	5/2/2014 6:33 PM	Application
🗼 P3	@ wbbackup	6/7/2014 5:39 PM	Configuration sett.
Jaca Data	WB8RAP707.dll	5/2/2014 6:33 PM	Application extens.
🍌 Scripts	S wbclient.dll	5/2/2014 6:33 PM	Application extens.
🍌 web	🗟 wbCommonUICare.dll	5/2/2014 6:33 PM	Application extens.
PDCV	🚳 wbCommonX.dll	5/2/2014 6:33 PM	Application extens.
PIWatcher	🔀 wbConvert	5/2/2014 6:34 PM	Application
Dem Mer	🗟 wbCore.dll	5/2/2014 6:23 PM	Application extens
퉬 Secure	🚳 wbDABOEF.dll	5/2/2014 6:34 PM	Application extens.
🎉 SQLBackup	* 4		
Application Size: 1.00	2014 6:33 PM Date created: 5/2/2014 6:33 PI MB	М	



The *Process Start Options* screen will display. Leave the 'Exit without starting a new process' option selected.

Enter the following command-line arguments, leaving a single space between arguments:

- Action=backup directs the utility to create a backup of a database;
- **CS=***instancename* used to specify the name of the computer or server where the database is located, as well as the type of database. The 'instance name' can be determined by opening Windows Explorer and going to the following location: 'c:\Users\Public\Public Documents\Window Book'.

Locate the file 'wbDB.xml'. Right click on the file and select the 'Open' menu option.

rganize 👻 📴 Open 👻 Share with 👻	Burn New folder		855	• 🔟
🍶 Program Files (x86)	A Name	Date modified	Туре	Size
🍓 ProgramData	[21] PMInta707	6/17/2014 9:48 AM	Configuration sett	1 KB
🍶 Users	PMintaP707	6/17/2014 9:48 AM	Configuration sett	1 KB
🔒 Default	PMMDCMStatus	4/12/2014 6:31 PM	Configuration sett	1 KB
🏄 Iburish	PMService707	6/17/2014 9:48 AM	Configuration sett	1 KB
Public	PMServiceRootLib707	6/17/2014 9:48 AM	Configuration sett	1 KB
🕌 Favorites	PmwCommLog707	6/17/2014 9:48 AM	Configuration sett	1 KB
🍶 Libraries	PmwCommLogRootLib707	6/17/2014 9:48 AM	Configuration sett	1 KB
🌗 Public Desktop	E 💿 pmwfc	5/5/2014 2:41 PM	Configuration sett	1 KB
Public Documents	PrnwMx707	6/17/2014 9:48 AM	Configuration sett	1 KB
🔒 Logishrd	RootLib707	6/17/2014 9:48 AM	Configuration sett	1 KB
🕌 Window Book	E 🔝	4/13/2014 5:47 PM	XML Document	3 KB
Public Downloads	TRLPL707	6/17/2014 9:48 AM	Configuration sett	1 KB
🍶 Public Music	- whBackup	6/7/2014 4-20 DM	YMI Document	1 KB
Public Pictures	📄 wbDB	4/8/2014 4:04 PM	XML Document	1 KB
Public Recorded TV	2 wecomming/0/	0/17/2014 9:46 AM	Consiguration setting	1 KB
📕 Public Videos	(WBBinstall	6/16/2014 10:40 AM	Configuration sett	1 KB
🕌 wbiadmin	WbiLnk707	6/17/2014 9:48 AM	Configuration sett	1 KB
USPS_MDRClient_TEM	WBInstall	4/12/2014 6:23 PM	Configuration sett	1 KB
🔒 USPS_TEM_Data	WbSc707	6/17/2014 9:48 AM	Configuration sett	1 KB
🔒 WB	😰 win	6/17/2014 9:48 AM	Configuration sett	1 KB
🕌 Calcs	WwsLog707	6/17/2014 9:48 AM	Configuration sett	1 KB
🔒 DropShip	 XmlEngine707 	6/17/2014 9:48 AM	Configuration sett	1 KB
L DunData		in III.		1.0



The 'instance name' will be located next to the '<ServerInstance> label (e.g. REMLBURISHW764\SQLEXPRESS'), the argument to enter would be: 'CS=REMLBURISHW764\SQLEXPRESS'



• **DB**=*database to be backed up* – the name of the database to be backed up is entered here. The names of the two databases that should be backed up are: 'wbdb' and 'wbdbcla'.

Only one database can be specified in a configuration; therefore, two separate configurations are required to backup each database.

Process Manager				
General Process Start Options Notification Info	Process Process Start Options What to do if the process is already running? Leave the existing process and start a new or Exit without starting a new process Kill the existing Process and start a new one Command Line Arguments	ss Start Options e action=backup CS=REMLBURISHW764\SQLEXPRESS DB=wbdb		
Window Book, Inc.		😳 Back Next 😳 Cancel 🚫 Finish 🗸		

Click the Next button to continue. Click the Finish button.

Repeat the above instructions to create an automated backup process for the 'wbdbcla' database.

Start 🥵 the service.

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PURGING DATA

This section provides purging instructions for data or files generated by Window Book's software (including data backups), and the various tools or utilities that can be used for each (where applicable).

Only remove or delete those file specifically identified in this document! Removing files other than those specified here may result in unwanted software behavior, loss of data, and/or downtime in production. Window Book's Professional Services Team can assist with functions such as disk space clean-up and management; as well as, any additional computer-related challenges. Go to http://www.windowbook.com/Services/Consulting to learn more.

A Client's corporate policy regarding data archiving and/or purging should be adhered to at all times. If one does not exist, the guidelines followed should be based on a Client's needs and not necessarily what is depicted in this document; however, Window Book strongly recommends that at a minimum, two backups be kept at all times.

DAT-MAIL BACKUPS

Data backups for DAT-MAIL can be found in the 'WB\MDV\Backup500' and 'WB\PMW\Data\Backup_SQL' directories on the computer/server where DAT-MAIL is installed.

To identify and purge any unnecessary DAT-MAIL data backups, use Windows[®] Explorer to first locate the 'WB\MDV\Backup500' directory.

Backups can be saved as copies of files within folders or files compressed into one .zip file (backup type used is specified when the software is installed). Both file types are named using the date the backup occurred, in the following format: YYYYMMDD or 20140610 (i.e. June 10, 2014). Identify the backup files that can be purged.

Window Book recommends retaining a minimum of two backup files at all times; however, always defer to a Client's corporate policy in regards to data retention.



Disk Space Management

Example of backup files saved in date-stamped folders...

					-
C→ () ▼ × WB ▶	MDV	▶ 🔻 😽 Sear	ch Backup500)	م
<u>File Edit View Tools</u>	Help	-			
Organize 👻 Include	in library 💌 Share with 💌	Burn New folder		8 - 🗖	0
🔆 Favorites	Name	Date modified	Туре	Size	File
E Desktop	E 🔒 20131210245543	6/10/2014 1:20 PM	File folder		
🔉 Downloads	20140524111140	6/10/2014 1:20 PM	File folder		
Recent Places	20140531130542	6/10/2014 1:20 PM	File folder		
	20140610130341	6/10/2014 1:10 PM	File folder		
Cibraries	20140610131140	6/10/2014 1:19 PM	File folder		
Documents	20140610245621	6/10/2014 1:02 PM	File folder		
InstallAware 10					
🚽 Music					
E Pictures					
🚼 Videos					
-	* *				F
8 items					



Example of backup files compressed into a .zip format...

Remove them from the computer/server by deleting them and/or moving them to an independent storage device.

Next, locate the 'WB\PMW\Data\Backup_SQL' directory.

Backups can be saved as copies of files within folders or files compressed into one .zip file (backup type used is specified when the software is installed). Both file types are named using the date the backup occurred, in the following format: YYYYMMDD or 20140610 (i.e. June 10, 2014). Identify the backup files that can be purged.



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Window Book recommends retaining a minimum of two backup files at all times; however, always defer to a Client's corporate policy in regards to data retention.





Example of backup files compressed into a .zip format...

Remove them from the computer/server by deleting them and/or moving them to an independent storage device.



MAIL.DAT FILES MANUALLY UPLOADED TO P1

A copy of the MAIL.dat files that are <u>manually</u> uploaded to PostalOne! (P1) using the MDR Client software are kept in the designated export folder that is specified in the 'PostalOne' tab of DAT-MAIL's *Setup* screen.

et Tracking/Intellig	nts ent Mail	Export	Archive	Advanced Labeling List Value	Settings dation
ort Defaults M	aller Information	Planalyzer	PostalOnel	Statement Generation	Start Up Options
✓ Participate in P	ostalOnel	1	Generate State	ements Only Crea	te Release Files
Detault PostalOn Prod	el Export PostalOnel Re	lease path	\\Lbw7x64svr_	1\wb\MDRCLIENT\PR	OD\IncomingJo
C CAT	PostalOnel Re	lease path			1
C TEM	PostalOnel Re	lease path			
C Pre-Prod	PostalOnel Re	lease path			
Validate on Ex Suppress PDF Non-Automate	port and PBC on Rea d Release Creati then PDR & PBC	Ma adyToPay on exist, Full Servi	ller's E-mail Addres ce requires only o	ne to be exported.	-
Validate on Ex Suppress PDF Non-Automate	port t and PBC on Res d Release Creati then PDR & PBC (* Export r export	Ma adyToPay on exist, Full Servi rt PDR	ller's E-mail Addres	ne to be exported C Export PBC	
Velidate on Ex Suppress PDF Non-Automate	port t and PBC on Res of Release Creati then PDR & PBC (* Export r export	Mai adyToPay on exist, Full Servi rt PDR	ller's E-mail Addres ce requires only o leight Source:	ss:	
Veldate on Ex Suppress PDF Non-Automate V Default values fc Permit City:	port t and PBC on Res d Release Creati then PDR & PBC (* Export r export	adyToPay Mai on exist, Full Servi tt PDR	lier's E-mail Addres ce requires only o leight Source sstage Pay. Option	Export PBC	
Velidate on Ex Suppress PDF Non-Automate V Default values fo Permit City: State:	port t and PBC on Res d Release Creati then PDR & PBC (* Export r export	adyToPay Mai on exist, Full Servi H PDR Vi Pr Pr	lier's E-mail Addres ce requires only o leight Source ostage Pay. Option ublication No :	Exported. C Export PBC A - Agent C - CFP	
Veidate on Ex Suppress PDF Non-Automate U Default values fo Permit City: State: Zip+4:	port and PBC on Res d Release Credit dhen PDR & PBC G Export r export	idyToPay Mai on exist, Full Servi HPDR 	ier's E-mail Addres ce requires only o leight Source stage Pay. Option ublication No.: achinable MaiPlec	Export PBC	no surcharge 💌
Veldate on Ex Suppress PDF Non-Automatic Default values fo Permit City: State: Zip+4:	port and PBC on Ree d Release Creati (resport (resport	idyToPay on exist, Full Servi ti PDR 	ier's E-mail Ackires ce requires only o leight Source stage Pay. Option ublication No.: achinable MailPiec ray Preparation Ty	ex A - Agent C Export PBC	no surcharge 💌
Veldate on Ex Suppress PDF Non-Automate Permit City: State: Zip+4: Tray based co-p Copeletize	port and PBC on Res d Release Creati then PDR & PBC r export r export alletization defau tion is done at the	adyToPay Mai on exist, Full Servi rt PDR V Pr Pr M Tr R value for CSM e Originator's si	Iter's E-mail Addres ce requires only o leight Source ostage Pay. Option ublication No.: achinable MailPiec ray Preparation Typ I Included in Other te (I) C Cops	A - Agent C - CFP Y - Machinable, r P - Package Documentation	no surcharge 💌

To display the Setup screen: From DAT-MAIL's main or home screen, select 'File' > 'Program Settings' > 'Program Setup'.

Over time, these files can become large in number and should be deleted to manage disk space on the computer or server. Window Book recommends keeping two months' worth of these files. Anything beyond two months can be deleted using Windows Explorer.

A Client's corporate policy regarding data archiving and/or purging should be adhered to at all times. If one does not exist, the guidelines followed should be based on a Client's needs and not necessarily what is depicted in this document.



On the computer or server, open Windows Explorer. Navigate to the MDR Client folder designated for Mail.dat files to be exported (refer to image above).

lincomingJobs		
GO . MORCLIENT + PROD -	IncomingJobs - 🔹 😭	Search Incoming Jobs
Organize + Include in library + Sh	sre with 👻 New Folder	ii • 🔟 0
🖲 📕 DMPcBMgr 📃	Name *	Date modified
🕑 🍌 Installs	MTS10484.zip	19/22/2015 12:46
🕀 🏭 IPS	HTS10485.zip	10/23/2015 10:04
🕀 🅌 mail.dat	MTS10486.zip	10/28/2015 4:19 PM
E 😹 MDRCLIENT	MTS10487.cip	10/28/2015 4:35 PM
🗄 🍰 PROD	MTS10488.zip	10/28/2015 4:54 PM
🔒 config	MTS10491.zip	10/28/2015 5:23 PM
Faled	MTS10492.zip	10/28/2015 5:31 PM
🖬 🎽 IncomingJobs	MTS10493.zip	11/18/2015 5:42 PM
E ire1.6.0_30	MTS10502.zip	11/19/2015 4:53 PM

Identify, select, and delete any Mail.dat files that are beyond two months old.



IMBM RECORDS

There are three options for purging IMBM records: within DAT-MAIL; using the Automated Scheduler; and using the SQL Server Management Studio.

Within DAT-MAIL

The DAT-MAIL 'File Utilities' menu contains purging functions for the MS SQL database ('wbdb') for the following items:

- Old Pallet Tracking Records;
- Old IMTL/IMCL Barcodes from IMBM;
- Old IM Piece Barcodes from IMBM; and
- Old Log Records from the Central Logging. Central Logging logs major transactions in the 'wbdb' SQL database, such as importing, generating statements, and Postal One! submissions. It is a good idea to purge these records from time to time, although they do not take up as much as space as some other files.



With the exception of Old Pallet Tracking Records which allows the Client to select and purge individual records, all other items are selected and purged using a date range.

Be aware that once records or items are purged, they cannot be restored.



Once the purging process is complete, a confirmation dialog will display confirming the number of records that were purged. A progress bar does not display during the purging process, but depending on the number of records that are being purged, it may take some time for the purging process to complete and the confirmation dialog to display.

Disk Space Management



If no records are purged, a similar confirmation dialog will display.

If there is a problem with the connection to the MS SQL database that contains the records ('wbdb'), resulting in no records being purged, an exception dialog will display stating that a connection to the database could not be established. If this occurs, the Client should contact their IT/System Administrator to confirm that the user attempting the purge has the proper rights and connections needed for access to the SQL database ('wbdb').

A

urge IN	ATL/IMCL Barcodes.	X
	Request made successfully Exception found: Connection to database could not be established. Reason: An error occurred while trying to connect to the server. SQL Server service has been paused. No new connections will be allowed. To resume the service, use SQL Computer Manager or the Services application in Control Panel Login failed for user ''. A severe error occurred on the current command. The results, if any, should be discarded.	
4	No records were deleted from IMBM table.	
	Request made successfully Exception found: Connection to database could not be established. Reason: An error occurred while trying to connect to the server. SQL Server service has been paused. No new connections will be allowed. To resume the service, use SQL Computer Manager or the Services application in Control Panel. Login failed for user . A servere error occurred on the current command.	
	ОК	





These instructions assume that the default archiving directory has already been set (refer to the <u>SETTING</u> <u>THE DEFAULT ARCHIVING PARAMETERS</u> section above).

Using the Window Book Automation Scheduler's Process Manager plug-in, the Client can configure the purge of IMBM records to happen automatically at specified intervals (the frequency with which it runs is defined in the plug-in's configuration).

The Process Manager plug-in uses an IMBC purge executable file that automatically gets installed with DAT-MAIL. Using a command-line argument that is entered into the configuration, the Client can tell the Process Manager plug-in the range and type of records to purge.

Instructions for configuring the Process Manager plug-in are below:

These instructions assume the Window Book Automation Scheduler with Process Manager plug-in is already installed on the same computer/server that DAT-MAIL resides. For information on how to obtain the Process Manger plug-in, contact your local Window Book Sales Representative. Contact information can be found on Window Book's web site at: <u>http://www.windowbook.com/Contact</u>.

Launch the Automation Scheduler on the computer/server where DAT-MAIL is installed.

If the service is running, stop the service.





Select (click) the Process Manager button.



The *Select Configuration* screen will display. Select (check) the 'Expert View' option and click the Next button to continue.

		Process Ma	nager			
	Select Configuration					
Configuration	About Process Manager					
Expert View	Version: 7.5.13.30					
	Description: This plug-in is used for Postal Package Partner FTP or HTTP tracking. The plug-in can also be used to run a specific executable program in an automsted manner.			e used to run		
	Schadula Racommendation: Th	is alwayin should be so	officiaries to sum a	uary fau minuta		
	Add New Configuration	is plag in should be co	anguica to tarta	rely tell million		•
	Expert View					
	Next Invoke Time: Never					
				×	Delete Selected (Configuration
Window Book, Inc			G Eack	Next 😡	Cancel 🚫	Finish 🖌

The *Expert View* screen will display. Name the plug-in configuration to identify what its purpose is (e.g. "IMBM IMTCL Purge"), and provide a description for it. Then click the **Next** button to continue.

Process Manager				
Select	Expert View			
Configuration Expert View	Name: IMBM IMTCL Purge Description: Tray & Container Barcode Purge Twice Weekly Purge			
	Weekly 1 Weekls) Tuesday Monthly Veekls) Friday			
	Occurs Once At 1:00 AM Starting At Ending At Ending At			
	Occurs Every Enter time Enter time			
	No End Date Retries Count			
Window Book, Inc.	🔞 Back Next 🗔 Cancel 🚫 Finish 🗸			

How often the utility is run is dependent upon the volume of Mail.dat files being processed and the length of time the Client wants/is required to keep the data. Set an appropriate time for the purge utility to run (it should generally be a time when the program is not being used, during off hours, or it could be a time during work hours that is set aside for this purpose, when Mail.dat processing is not taking place).



The *General* screen will display. Select the 'Custom Process' option and click the **Browse...** button to locate and select the purge utility (executable file) which can be found in the DAT-MAIL program directory (i.e. 'WB\MDV'). The executable name is 'MDPurgeIMBC.exe).

Process Manager					
General	General				
Process Start Options Notification Info	Schedule ID 053999d7-9ddd-44d6-a37a-811bade5b225 Process Select Process to run: Predefined Process PPP HTTP Tracking				
	C:\WB\MDV\MDPurgeIMBC.exe Timeout Period (waiting for the process to exit): 10 sec.				
Window Book, Inc.	🐼 Back Next 😨 Cancel 🚫 Finish 🗸				

🔛 Open					
Computer + Loca	al Disk (C:) ▶ WB ▶ MDV ▶	▼ ⁴ 7	Search MDV	م
Organize 🔻 New folder				8== 👻	. 0
🚢 Local Disk (C:)	^	Name		Date modified	Туре ^
P1 TEM Exports		MDDP1707		10/5/2012 4:22 PM	Applicatio
PerfLogs		MDFA707		5/9/2014 1:25 PM	Applicatio
Program Files		MDIMScanMgrUpd707		5/9/2014 1:25 PM	Applicatio
Program Files (x00)		MDLCKMGR707		5/9/2014 1:25 PM	Applicatio
USES MORCHart TEM		MDMRG707		5/9/2014 1:26 PM	Applicatio 🗄
USPS_MORCHENT_TEM	- 1	MDPL707		5/9/2014 1:26 PM	Applicatio
Di Mp		mdast707		5/9/2014 1:26 PM	Applicatio
Cales		MDPurgeIMBC		5/9/2014 1:26 PM	Applicatio
BronShip		MUSCAN/0/		5/9/2014 1:26 PM	Applicatio
DvoData		MDWT707		5/9/2014 1:27 PM	Applicatio
MDV		PKZIP25		8/3/2011 10:05 AM	Applicatio
P1 TEM Exports		M pmAsnEmdSvc707		5/9/2014 1:27 PM	Applicatio 🗸
	+ 4		m		•
File name: MD	Purgel	VIBC	•	Programs	•
				Open	Cancel



The DAT-MAIL program directory is most often' C:\WB\MDV', but a Client's set-up may be different. The DAT-MAIL program directory can be confirmed within DAT-MAIL by selecting the Help menu item, then 'About DAT-MAIL' menu option. The 'About DAT-MAIL' dialog will display. Click the 'More About...' button and then select the 'Environment' tab. The DAT-MAIL Program Path will be listed under PATH NAMES.

	Environment Information	
Database Version Info	DAT-MAIL Registered Options Environment SQL Connection Info	
OPERATING SYSTE 6.1 Service Pack 1	M I Build: 7601	^
PATH NAMES DAT-MAIL Program	n Path: C:WBMDV	
Statements Data P Control Settings:	ath: C:WBIPMW/DATA C:WBIMDV/DATA/mdbmdc.ini	
PM Control Setting Weight Sheet Sett Tag Printing Settin	gs: C:\WBIPMWIDATA\pmws.ini tings: C:\WBIPMWIDATA\pmwwts.ini ngs: C:\WBIMDVItagcontrol.ini	
	th: C:/WBIMDV/Data/maildat	
Default Import Pat	th: C-IWBIMDMDstalmaildatlanchive	

Click the Next button to continue.

The *Process Start Options* screen will display. Leave the default option of 'Exit without starting a new process' selected and enter the one or more of the available command-line arguments for specifying which records are to be purged by the *MDPurgeIMBC.exe* file (if more than one argument is entered, separate the arguments with a single space, e.g. /PURGIMTCL /PURGIMPCB):

- /PURGIMTCL This flag will purge IMTL and IMCL data (tray and container barcodes);
- /PURGIMPCB This flag will purge IM Piece barcodes; and
- **/PURGCENTRALLOG** This flag will purge Central Logging data.

Process Manager				
General Process Start Options Notification Info	Process Process Start Options What to do if the process is already running? • Leave the existing process and start a new on • Exit without starting a new process • Kill the existing Process and start a new one Command Line Arguments	ss Start Options		
Window Book, Inc.		😳 Back Next 😳 Cancel 🚫 Finish 🗸		



A second command-line argument is required to control the date range of the records to be purged. The available command-line arguments for date ranges are (these arguments cannot be modified):

- /DR4560 purges records 45 to 60 days old;
- /DR6090 purges records 60 to 90 days old;
- /DR90120 purges records 90 to 120 days old;
- /DROVR120 purges records older than 120 days; and
- **/DROVR365** purges records older than 365 days (1 year).

The above command-line arguments cannot be modified; however, there is one argument that allows the Client to specify their own cut-off date for purging records: **DROVRman=xxx**. This argument should not be preceded by a forward slash (i.e. '/') like the other arguments (command parameters with an "=" do not use a forward slash). For example, if entered, the command-line argument 'DROVRman=75' would purge records older than 75 days.

Only one of the above date range arguments can be specified for each data purge. If more than one type of data is being purged with this configuration (two or more command-line arguments are entered), the date argument will control the date range for all the data being purged with this configuration. If the Client wants to specify different date parameters for each type of data being purged, then multiple or separate configurations will need to be created.

Enter the date command-line argument after the data-type argument – leaving a single space in between them (this example uses '/DR4560', i.e. records between 45 and 60 days old will be purged).

Process Manager				
General Process Start Options Notification Info	Process Start Options What to do if the process is already running? Leave the existing process and start a new or Exit without starting a new process Kill the existing Process and start a new one Command Line Arguments	re /PURGIMTCL /DR4560		
Window Book, Inc.		🐼 Back Next 😥 Cancel 🚫 Finish ✔		

Click the **Next** button, and then click the **Finish** button. The configuration is complete!





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Clients with very large Mail.dat files that need to purge IM Piece barcodes more frequently than Tray and Container barcodes can set up two separate configurations using a different name for each. Separate configurations should not be set to run at the same time (they could be, for instance, scheduled to run on different days).

Using SQL Server Management Studio

IMBM container barcode SQL records can be purged by running a query within the MS SQL Management Studio. The following is an example of how to do this for records that are more than 90 days old.

The query can use any number of days as the cut-off number (e.g. 60 days, 120 days, etc.). It is wholly dependent on the Client's needs.

A Client's corporate policy regarding data archiving and/or purging should be adhered to at all times. If one does not exist, the guidelines followed should be based on a Client's needs and not necessarily what is depicted in this document.

STEP 1 – DETERMINING THE NUMBER OF RECORDS THAT WILL BE PURGED

The first step is to determine how many records meet the criteria for purging – in this case, the number of records that are more than 90 days old.

Accessories	
Administrative Tools	Network
🎉 Games	
🎉 Maintenance	Control Panel
🕌 Microsoft Silverlight	
Afrence SQL Server 2008	Devices and Printers
Microsoft SQL Server 2008 R2	
🔛 Import and Export Data (32-bit)	Default Programs
Import and Emort Data (64-bit)	
🎭 SQL Server Management Studio	Administrative Tools
Configuration Loois	Halo and Support
Integration Services	rielp and support
Pervasive PSQL 11	Run
🎍 Skype 👻 👻	
4 Back	Windows Security
Search programs and files	Log off D

From the server's desktop, click the **Start** button and launch the 'SQL Server Management Studio'.



Disk Space Management

Server type:	Database Engine	+
Server name:	LEW/AG4SVR_ASOLENPRESS	•
Authentication	Windows Authentication	•
Uper name:	WINDOW800K/vmuser	

Connect to the appropriate server.

Within the Microsoft SQL Server Management Studio, click the **New Query** icon.



There are two query options for obtaining the number of records that meet the purge criteria – in this case, records that are more than 90 days old: Display Total Number; or Display Actual Records.

QUERY OPTION 1: DISPLAY TOTAL NUMBER

Query option 1 will result in providing a single total record count, but will not display the records that make up that count.



Cut and paste the following two-line script into the *SQLQuery1* window and click the **Execute** button:

Use WBDB

Select count (*) from dbo.IMBM where DateDiff(day,DateOfMailing,GetDate()) > 90

🌆 Microsoft SQL Server Management Studio							
<u>Eile Edit View Query Debug Tools Wir</u>	dow <u>C</u> ommunity <u>H</u> elp						
😳 New Query 🛐 📑 🔛 🗃 🔤 🜉 💂							
📲 🙀 master 🔹 📍 Egecub	▶ = ✔ \$2 @ 🗐 \$2 % (2) @ @ @ [= 2] # # [4] 。						
Object Explorer 🗸 🗸 🗙	SQLQuery1.sql - LBW7X645VR 11])*						
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E Server Objects							
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A *Results* window will display below the *SQLQuery1* window, and will list the number of records found once the execution of the query is complete – in this case: 111,178.

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QUERY OPTION 2: DISPLAY ACTUAL RECORDS

Query option 2 will result in providing a total record count along with displaying all of the records that make up that count.



Cut and paste the following five-line script into the *SQLQuery1* window and click the **Execute** button:

Use WBDB Select *, DateDiff(day,DateOfMailing,GetDate()) as Age From dbo.IMBM order by age

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Management		user (52) master	+ 00:00:00 0 rows
Ready	Ln 5 Col 13	Ch 13	INS

In this case, the actual records that meet the query's criteria display in the *Results* window. These are the records that will be purged using the delete function. If there is a large number of records, this query can take some time to complete.

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	1853664	4272023	0	264001	1	2014-01-27 00:00:00.000	3	0	00000281	4240753	281	13416	- 11
	1853665	4272024	0	264001	1	2014-01-27 00:00:00:000	3	0	00000281	4240754	281	13417	- 11
	1853666	4272025	0	264001	1	2014-01-27 00:00:00.000	3	0	00000281	4240755	281	13418	- 11
	1853667	4272026	0	264001	1	2014-01-27 00:00:00.000	3	0	00000281	4240756	281	13419	- 11
	1853668	4272027	0	264001	1	2014-01-27 00:00:00.000	3	0	00000281	4240757	281	13420	
	1853669	4272028	0	264001	1	2014-01-27 00:00:00.000	3	0	00000281	4240758	281	13421	- 11
	1853670	4272029	0	264001	1	2014-01-27 00:00:00.000	3	0	00000281	4240759	281	13422	- 11
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STEP 2 – DELETING (PURGING) IMBM RECORDS

Depending on the number of records there are to be purged or deleted, the delete process can take some time. If the number of records to be deleted is large (e.g. 111,178), Window Book recommends performing one deletion using a block of 10,000 records to determine the actual time will take to delete the entire set. More information is provided further along in this section.



From the server's desktop, click the **Start** button and launch the 'SQL Server Management Studio'.

Server type:	Database Engine	
<u>S</u> erver name:	LBW7X64SVR_1\SQLEXPRESS	
Authentication	Windows Authentication	
∐oer name:	WINDOWBOOK\vmuser	

Connect to the appropriate server.

Within the Microsoft SQL Server Management Studio, click the **New Query** icon.

🗏 Microsoft SQL Server Management Studio	- • •
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I 🦕 Security	
🛞 🦕 Server Objects	
🛞 🦕 Replication	
🕀 🦢 Management	
Ready	



Type or cut/paste the following two-line script into the *SQLQuery1* window and click the **Execute** button:

Use WBDB

Delete top(10000) from dbo.IMBM where DateDiff(day,DateOfMailing,GetDate()) > 90

🇏 Microsoft SQL Server Management Studio	
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Ready	Ln 2 Col 83 Ch 83 INS 🦽

The top 10000 rows or records that are more than 90 days old will be deleted. This will be confirmed in the *Message* window that displays below the query window.

😓 Microsoft SQL Server Managem	ent Studio					
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Server Objects	H H					
🗉 🦲 Management	🛐 Messages					
	(10000 row(s) affected)					
	*					
< >	Query executed successfully. LBW7X64SVR_1\SQLEXPRESS (10 WINDOWBOOK\wmuser (52) wbdb 00:00:37 raws					
Ready	Ln 2 Col 83 Ch 83					

How long the query/deletion takes is displayed in the bottom right of the screen (see image above). The total amount of time the query took, multiplied by how many times 10,000 divides into the total number of records to be purged or deleted (e.g. 111,178), will provide an idea of how long the deletion of the entire number of records will take.



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One strategy for deleting efficiently is to start by deleting smaller numbers, and depending on how long it takes for the query to complete, increasing the number. How long it takes will be a good determiner of what the impact would be of upping the "10000" number used in the "Top(10000)" command.

If the number chosen is too large, a message may display on the server/computer that the "server has insufficient RAM" (or similar). If this occurs, lower the number until the message no longer displays.

Once the optimal number is determined, queries can be pasted consecutively so as to avoid having to wait for each query to finish. In the example being used here, the optimal number of records is 35,000 (it is possible for the number to be even higher).



When this query is executed, the results will display in the Messages window below the query window:

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File Edit View Query Deb	ug Taols Window Community Help
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i 📑 🙀 wbdb	- • Execute 🕨 = 🗸 🎲 🖃 🔜 🎌 🭓 🚳 🎆 🖏 🗉 😫 串 串 🖏 🖕
Object Explorer 🛛 👻 🛡 🗙	/ SQLQueryLsql - LBW7X645VR_12))' * X
Connect * 🛃 📑 🔳 🍸 📓	elete top(35000) from dbo.INBM where DATEDIFF(day,DateOfHailing,GetDate()) > 90
	elete top(35000) from dbo.INBM where DATEDIFF(day,DateOfficiling,GetDate()) > 90
Server Objects	Lelete top (35000) from dbo.INBX where DATEDIFF(day, DateOfficiling, GetDate()) > 90
Beplication	r
a mangement	Messages (35000 row(s) affected) (35000 row(s) affected) (35000 row(s) affected)
< Þ	Query executed successfully. LBW7X64SVR_1\SQLEXPRESS (10 WINDOWBOOK\vmuser (52) wbdf 00:01:36 rows
Ready	Ln 6 Col 82 Ch 82 INS



In the example being used here, 105,000 IMBM records that were more than 90 days old were deleted, and the query took 1 minute 36 seconds to complete (again, the number of deletions can be much higher for high-volume, high-performance systems).

IM SCANNING / WHITTIER TAGGER FILES

If a Client is using IM Scanning or a Whittier Tagger, the amount of the log files and/or Tagger files created can grow quite large over time. There are two options within DAT-MAIL that allow the Client to remove or purge the both the log files and the Tagger files that the Client no longer needs.



The information provided here pertains to the use of DAT-MAIL version 11.15.17.05 or newer.

Log Files

To remove or purge the log files, from DAT-MAIL'S main screen, select 'Other Programs' > 'IM Scanning' > 'View Scan Manager Requests Log'.



The View Import Siblings Logs screen will display. Click the Remove Old Log Records button.

1	liew Import	t Siblings	Lags 🛛 🗶
File			
4	1		
23	L.		
	Date	Time	File
5	9/16/2015	10-12AM	Automated processing of whitter log files for job: 2871
12	9/16/2015	10:08AM	Automated processing of whitter log files for job: 2870
12	9/16/2015	10:00AM	Automated processing of whittier log files for job: 2869
12	9/16/2015	9:55AM	Automated processing of whittier log files for job: 2868
2	9/16/2015	9.48AM	Automated processing of whittier log files for job: 2887
12	9/14/2015	12:06PM	Automated processing of whittier log files for job: 2880
X	9/10/2015	3:46PM	Automated processing of whitter log files for job: 2059
1X	9/10/2015	3:30PM	Automated processing of whitter log files for job: 2858
1×	9/10/2015	3:20PM	Automated processing of whitter log files for job: 2558
Ľ	7/17/2015	11:15AM	Automoted processing of writter log ties for job: 2726
Ľ	10/28/2014	3:49PM	Automated processing of writter tog files for job. 1705
١ž	1/02/2014	4:300M	Automated processing of winner tog lies for job. 413
16	1/02/2014	4.20PM	Automates processing of while nog lies to 100, 413
Шż	1/02/2014	3:48PM	Automates processing of white hog lies for job. 418
12	1/02/2014	3:46PM	Automated processing of whitter log field for 418
11	110212014	2.401 IN	Parameter is decising of Hinner ray rises to part the
1		_	
Er	ror Log Repo	rt Re	enove Old Log Recards Details Close



A *Remove old log records* screen will display. Enter the cut-off date in the field provided, or select it by clicking the calendar icon that is adjacent to the date field.

Log records older than the date entered/selected will be deleted or purged when the **OK** button is clicked (clicking the **Cancel** button will abort the delete or purge process).

Remove old log records		
Remove records prior to specified date:	4/0	2/2016
ОК		Cancel

! Be aware that once records or items are purged, they cannot be restored.

Whittier Tagger Files

To remove or purge the exported Tagger files, from DAT-MAIL's main screen, select 'Other Programs' > 'IM Scanning' > 'Setup'.



The *Tagger Settings* screen will display. Click the **Purge Old Exports** button.

🞇 Tagger Set	tings		\times
Use IM Scar	n Manager		
Whittier Setup			
Export Optio Default Tag	ns ger export folder: sutomatically after import	Export Extraneous Line Info	
Append Use Tag	Mail.dat Job Number to exported file name open's Shared Drive Drive List	Export Piece Data Purge Old Exports	
		QK Cano	el



The *Remove Old Tagger Files* screen will display, prompting the Client to enter the number of days the files to be purged or deleted must be older than.

Click the **Cancel** button to cancel the purging process or click the **Purge Old Files** button to complete the purging process.

Remove Old Tagger Files. FILES WILL BE DELETED Delete ALL files in Tagger export folder and Shared Drives whose creation date is older Today is: 5/02/2016 Purge Old Files Cancel

Be aware that once records or items are purged, they cannot be restored.

STATEMENTS

Disk Space Management

The Statements module in DAT-MAIL contains purging functions accessed from the Utilities menu for the following:

- Statements (can also be archived before being purged);
- Orphaned Statement Detail;
- Drop Ship Certifications (can also be archived before being purged); and
- Orphaned Drop Ship Certifications.



It is important to note that if the 'Purge Orphaned Statement Detail' and/or 'Purge Orphaned Drop Ship Certifications' is selected the purge is immediate and automatic for all the orphaned detail and/or certifications and cannot be undone.

Included with both the Statements purge function and the Drop Ship Certifications function is also the option to archive the data being purged before the purge is completed (files will be archived to the default archive directory set within DAT-MAIL – refer to the <u>SETTING THE DEFAULT ARCHIVING</u> <u>PARAMETERS</u> section in this Guide). After Statements and/or Drop Ship Certifications are archived and



purged, the archived files can be restored from the same Utilities menu (refer to the 'Restore Archived Data' menu option in the image above).

Statements can be purged by Date, Job (the job itself or job by date), or Job and Lot. The Client has the option to skip statements with no date and/or archive the records before deleting.

🚰 Statement Purge		X
Purge by © gate © Job O Job and Lo	t	
Delete Statements Up	To and including: 🔶	
	Skip Statements With No Date Archive Records Before Deleting	
Path to Archive/Restore: C/IWBIPMWDATA		
	Burge Gancel H	elp

🛃 Drop Ship Certification Purge
Delete Statements Up To and Including:
Skip Statements With No Date
Archive Records Before Deleting
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Drop Ship Certifications are purged by date. The Client can skip those statements or certifications that have no date and/or they can archive the records before purging them.

PPP MS SQL AND PSQL DATA

Clients can create their own MS SQL data backups at will using the PPP SQL Data Backup utility; either by using the utility itself, or through the Automation Scheduler's Process Manager plug-in. The Process Manager plug-in is configured by the Client and uses this same utility in an automated manner.

In addition, PPP automatically generates data backups of both Pervasive SQL (PSQL) and MS SQL data and stores them in default SQL backup folders . The PPP PSQL data backups can <u>only</u> be purged using Windows[®] Explorer; however, the MS SQL data backups can be purged using the same PPP SQL Data Backup Utility, the Automation Scheduler's Process Manager plug-in, or Windows[®] Explorer.

Purging PPP MS SQL Backups

There are three methods for purging the PPP MS SQL backups: using the PPP SQL Data Backup Utility; the Automation Scheduler with Process Manager plug-in; and Windows[®] Explorer.

Disk Space Management

PPP SQL DATA BACKUP UTILITY (PURGING)

The PPP SQL Data Backup Utility is installed automatically with PPP on the Client's server. A shortcut for the utility is automatically created on the computer/server's Desktop. This same utility can also be used to purge PPP MS SQL data backups.

A shortcut for the Backup Data utility is only installed on the server where PPP is installed (or the computer in a stand-alone environment). A short-cut to the utility is NOT found on any workstations in a server with workstation(s) environment. Do not attempt to run the utility from a workstation in a server with workstation(s) environment.

Before performing any purging of old, archived PPP MS SQL data as part of a Client's disk clean-up process, Window Book recommends performing a PPP data backup (where applicable) using this utility to ensure that a backup of the most current data is available. Refer to the <u>PPP SQL Data Backup Utility</u> section in this Guide.

Before beginning the purge process, make sure to disconnect all users from the database and any application(s) using the PPP database until the purge is completed.

From the Client's server, launch the utility (refer to the <u>PPP SQL Data Backup Utility</u> section in this Guide). The *Backup and Restore Center* screen will display.

Select the 'Action' menu item.

Page 46 of 61

Select the 'Purge Backups' menu option.

The Purge SQL Backup screen will display. Within the screen all the pre-existing backups will be listed.







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Backup Name	Backup Date	Backup Time	Backup Folder
/bDbCla_20140607_163933.BAK	05/07/14	16:39	C:\WB\SQLBackup\
444 7 2 2 2 2			
De	lete PPP ba	ckup files afte	arXX days: 7 🕀

Enter the number of days the purge utility should use as a cutoff for selecting which backups to delete or purge (in the screen shot left, 7 days have been entered).

Click the **Cancel** button to cancel the purge process, or click the **Purge** button to complete the purge process.

The purge utility does not touch the PSQL and MS SQL data backups automatically generated by PPP and stored in the system's default backup folders. It purges the MS SQL backups that are stored in the folder specified during the utility's backup process (refer to the <u>PPP SQL Data Backup Utility</u> section in this Guide).

When purging, the utility will always leave at least three backups no matter what the parameters are that were specified before running it. If the number of days specified does not allow for at least three backups to remain, a *Purge Cancelled* dialog will display.

Purge	Cancelled 23
Â	You must maintain a minimum of three backups.
	OK

USING THE AUTOMATION SCHEDULER

Using the Window Book Automation Scheduler's Process Manager plug-in, the Client can configure the automated purge of PPP MS SQL backup files at specified intervals (the frequency with which it runs is defined in the plug-in's configuration). It runs the same PPP SQL Data Backup utility used to create PPP MS SQL data backups that is automatically installed along with the PPP software, and incorporates command-line arguments to further define the purging process.

The purge utility does not touch the PSQL and MS SQL backups automatically generated by PPP and stored in the system's default backup folders. It purges the MS SQL backups that are stored in the folder specified during the utility's backup process (refer to the <u>PPP SQL Data Backup Utility</u> section in this Guide).

Instructions for creating a PPP purge configuring in the Process Manager plug-in are below:

These instructions assume the Window Book Automation Scheduler with Process Manager plug-in is already installed on the same computer PPP resides in a single workstation environment, or on the server in a server with workstation(s) environments For information on how to obtain the Process Manger plug-in, contact your local Window Book Sales Representative. Contact information can be found on Window Book's web site at: <u>http://www.windowbook.com/Contact</u>.



Launch the Automation Scheduler on the computer/server where PPP is installed.

If the service is running, stop the service.



Select (click) the Process Manager button.



The Select Configuration screen will display.

Click the drop down arrow and select "Add New Configuration" from the list provided. Select (check) the 'Expert View' option.

	Process Manager
Select	Select Configuration
Configuration	About Process Manager
Expert View	Version: 7.5.13.30
	Description: This plug-in is used for Postal Package Partner FTP or HTTP tracking. The plug-in can also be used to run a specific executable program in an automated manner.
	Schedule Recommendation: This plug-in should be configured to run every few minutes.
	Add New Configuration
•	Next Invoke Time: Never
	💥 Delete Selected Configuration
Window Book, Inc	. Cancel 🚫 Finish 🗸



The *Expert View* screen will display. Enter a name for the configuration making it easily identifiable (e.g. "PPP Data Purge").

		Proc	ess Manage	er	
Select			Expert	/iew	
Configuration	Name:	PPP Data Purge			
Expert View	Description:	This plug-in should be co	onfigured to run every	few minutes.	_
	© Daily g @ Weekly [© Monthly	lecurs Every: 1 a Week(s)		Sunday Monday Tuesday Wednesday Thursday Friday Zaturday	
	Occurs Or	nce At 3:00 AM]		
	Occurs Ev	ery A	Starting At	Ending At	
	End Date No End D	Wednesday, June 18, 20: ate	14 10		
	Retries Coun	t 0 🛋 Retry	Seconds 30	0 🔺 🔲 Run at start-up	
Window Book, Inc.			0	Back Next 🕡 🤇	Cancel 🚫 🛛 Finish 🗸

How often the utility should run is dependent upon the Client's volume. Set an appropriate time and duration for the utility to run (it should generally be a time when the program is not being used, during off hours, or it could be a time during work hours that is set aside for this purpose).

Click the Next button to continue.

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The *General* screen will display. Select the 'Custom Process' option and browse for the Backup Data utility ('wbBackup.exe') which can be found in the 'P3' program directory (i.e. 'WB\P3').

	Process Manager
General	General
Process Start Ontions	Schedule ID 18042485-a5d1-48e4-b2ba-70f0d5352721
Notification Info	Select Process to run:
	PPP HTTP Tracking
	Custom Process C:\WB\P3\wbBackup.exe Browse
	Timeout Period (waiting for the process to exit): 10 👘 sec.
Window Book, Inc.	🕢 Back Next 😱 Cancel 🚫 Finish 🗸

🗸 🗸 🖌 Computer 🕨 Acer (C:) 🕨	VB ▶ P3 ▶	✓ ⁴ y Search P3	
Organize 🔻 <u>चि</u> Open Burn Ne	v folder		8 · 🔟 🤅
🎳 Users	^ Name	Date modified	Туре
USPS_MDRClient_TEM	🗃 upsmi	5/29/2012 1:29 PM	JPG File
B USP 5_TEM_B La	uspsform.tps	5/29/2012 1:29 PM	TPS File
🎉 WB	🔊 uucode32.dll	5/29/2012 1:29 PM	Application extens
Ji Cales	version-3	5/29/2012 1:29 PM	JPG File
🎉 DropShip	ViewPTS	5/2/2014 6:33 PM	Application
🎉 DynData	wb.Renci.SshNet.dll	5/2/2014 6:23 PM	Application extens
鷆 mail.dat	💿 wbAlt.dll	5/2/2014 6:33 PM	Application extens.
MDV 🔒	E what X dil	5/2/2014 6-33 PM	Application extens
P1 TEM Exports	b wbBackup	5/2/2014 6:33 PM	Application
🗼 P3	@ wbbackup	6/7/2014 5:39 PM	Configuration sett.
Jaca Data	WB8RAP707.dll	5/2/2014 6:33 PM	Application extens.
🍌 Scripts	S wbclient.dll	5/2/2014 6:33 PM	Application extens.
🍌 web	🗟 wbCommonUICare.dll	5/2/2014 6:33 PM	Application extens.
PDCV	🚳 wbCommonX.dll	5/2/2014 6:33 PM	Application extens.
PIWatcher	🔀 wbConvert	5/2/2014 6:34 PM	Application
Dem Mer	🗟 wbCore.dll	5/2/2014 6:23 PM	Application extens
퉬 Secure	🚳 wbDABOEF.dll	5/2/2014 6:34 PM	Application extens.
🎉 SQLBackup	* 4		
Application Size: 1.00	2014 6:33 PM Date created: 5/2/2014 6:33 PI MB	М	



Enter the following command-line arguments, leaving a single space between arguments:

- Action=purge directs the utility to purge data backup files;
- **Purgedays=***x* specifies the cut-off number of days the files to be archived have to be older than.

	Pro	cess Manager
General Process Start Options Notification Info	Process Start Options What to do if the process is already r Leave the existing process and start Exit without starting a new process Kill the existing Process and start a	Process Start Options running? rt a new one s
	Command Line Arguments	action=purge purgedays=45
Window Book, Inc.		🚳 Back Next 😥 Cancel 🚫 Finish 🗸

Click the **Next** button to continue. Click the **Finish** button. Start 🌅 the service.

USING WINDOWS® EXPLORER

PPP automatically creates data backups for both Pervasive SQL (PSQL) and MS SQL data. These two data backups – different than the backups created by the PPP SQL Data Backup Utility – are stored in separate locations.

MS SQL data backups for PPP are saved in the 'WB\SQLBackup' directory on the computer/server where PPP is installed.

Before purging any existing backups, Window Book recommends performing an archive or backup of the most current PPP data (refer to <u>PPP SQL Data Backup Utility</u> above for instructions). This same archiving method can be automated if preferred (refer to the <u>Using the Automated Scheduler</u> section located under "Archiving PPP Data" above).

The same utility used for archiving the PPP MS SQL files can also be used for purging the archived backup files. The utility can be accessed directly for purging (refer to <u>PPP SQL DATA BACKUP UTILITY (PURGING)</u> above), or can be set up as an automated process (refer to <u>USING THE AUTOMATION SCHEDULER</u> found under "Purging PPP MS SQL Backups" above). Either method can be used as an alternative to using Windows® Explorer for purging or deleting old, archived MS SQL data; however, it is necessary to stipulate the correct location when purging using the utility and/or Automation Scheduler.

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Window Book recommends retaining a minimum of two backup files at all times; however, always defer to a Client's corporate policy in regards to data retention.

To identify and purge any unnecessary PPP MS SQL data backups, use Window Explorer to locate the 'WB\SQLBackup' directory. Backups are named using the date the backup occurred, in the following format: YYYYMMDD or 20140610 (i.e. June 10, 2014).



Purging PPP PSQL Backups

PPP automatically creates data backups for both Pervasive SQL (PSQL) and MS SQL data. These two data backups - different than the backups created by the PPP SQL Data Backup Utility - are stored in separate locations.

This section deals specifically with the PSQL backups. For information about purging the MS SQL backups, refer to Purging PPP MS SQL Backups section in this Guide. Only Windows Explorer can be used to purge any unnecessary PPP PSQL data backups.

USING WINDOWS® EXPLORER

PSQL data backups for PPP (where applicable) can be found in the 'WB\P3\Data\BackupPSQL' directory on the computer/server where PPP is installed.

purged.



Window Book recommends retaining a minimum of two backup files at all times; however, always defer to a Client's corporate policy in regards to data retention.

U The PPP SQL Data Backup Utility used for archiving and/or purging PPP's SQL backup files, cannot be used for purging the PSQL data backup files (refer to <u>PPP MS SQL AND PSQL DATA</u> above).

To identify and purge any unnecessary PPP PSQL data backups, use Window Explorer to locate the 'WB\P3\Data\BackupPSQL' directory. Backups are named using the date the backup occurred, in the following format: YYYYMMDD or 20140610 (i.e. June 10, 2014).



MDSM PLUG-IN LOG ARCHIVES

The Automation Scheduler's MDSM plug-in automatically creates an archive of log files that can be purged to assist in managing a server's disk space. Purging these files is a manual process and done through Windows Explorer.

On the server or computer where the Automation Scheduler with MDSM plug-in is installed, launch a Windows Explorer window.

Navigate to: c:\ProgramData\Window Book\Scheduler\MDSM\Logs\Archives.

If the 'ProgramData' folder is not visible, click the ORGANIZE button and select the "Folder and search options" menu item. In the 'Folder Options' screen, click the "View" tab and select or enable the 'Show hidden files, folders, and drives' option. Click the APPLY button and then the OK button to close the screen. The 'ProgramData' folder will now be visible.



With the 'Archives' folder displayed, delete all but two of the archived log files.

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Window Book recommends retaining a minimum of two archive log files at all times; however, always defer to a Client's corporate policy in regards to data retention.

🔜 🕑 📑 🖛 archives			-	D X
File Home Share View			_	× 😢
← → × ↑ 📴 > This PC Local	Disk (C:) > ProgramData > Window Boo	k → MDSM → Logs → archive	s	~
regid.1995-08.com.techsmith	^ Name	Date modified	Туре	Size
Yindow Book	wbMDSMStatus_0000.log	6/1/2016 11:50 PM	Text Document	5,049 KB
AWAM	wbMD5MStatus_0001.log	5/31/2016 11:58 PM	Text Document	5,115 KB
V MDSM	wbMDSMStatus_0002.log	5/30/2016 11:58 PM	Text Document	5,047 KB
EDMessages	wbMDSMStatus_0003.log	5/29/2016 11:59 PM	Text Document	5,015 KB
V 📙 Logs	wbMDSMStatus_0004.log	5/28/2016 11:59 PM	Text Document	5,022 KB
archives	wbMD5MStatus_0005.log	5/27/2016 11:58 PM	Text Document	5,022 KB
> Scheduler	wbMDSMStatus_0006.log	5/26/2016 11:58 PM	Text Document	5,029 KB

Only remove or delete those file specifically identified in this document! Removing files other than those specified here may result in unwanted software behavior, loss of data, and/or downtime in production.



PURGING FILES RELATED TO THE MDR CLIENT BATCH UPLOAD PROCESS

If Clients are using the Automation Scheduler's MDSM plug-in, Windows Explorer is used to purge or delete files related to and/or generated by the MDR Client batch upload process (i.e. Status Receipts; Failed, Rejected, and Successful Files; PostalOne! Debug Log Files).

If Clients are using MailDrop Engine, these same files can be purged from within MailDrop Engine; specifically, the 'Advanced Settings' tab. For more information, refer to the *MailDrop Engine Installation & User Guide* available on <u>Window Book's web site</u>. Registration and/or login is required.

Instructions for purging these files using Windows Explorer (Automation Scheduler/MDSM plug-in users only) are provided below.

Status Receipts

If Mail.dat files are being uploaded to P1 using the automated MDR Client batch upload process in conjunction with the Automation Scheduler's MDSM plug-in, P1 generates status receipt files for the various states that the Mail.dat file goes through during the upload process. As the number of these files increase over time, the amount of disk spaced used to keep them can eventually cause computer or server performance issues.

The status receipt files being addressed here are saved to a sub-folder located within the 'Receipts' folder on the computer or server. The name of the sub-folder is "Processed" (i.e. '...\Receipts\Processed'). Both of these folders will be located in the MDR Client directory.

The location of the 'Receipts' folder can be identified within the Automation Scheduler's MDSM plug-in; specifically, the *Configuration Data* screen.



General	Configura	ation Data	
onfiguration	PROD TEM	CAT	PREPROD
ervice Providers	pr	ROD	
obfication	USPS MDR Client Folder:* C:\W8IMDRCLIENT\PROD		Browse
etings	O Desctivate Waiting for authentication		Clean Current Configuration
ent Distribution da	Show Settings The MORChent Automat	ic Updates	
lonitored leceipt Events	Upload Betch File:* C:\WBIMDRCLJENT\PROD/run8	atchUpload.bat	

Click the **Show Settings** button.

To display the Configuration Data screen: Launch the Automation Scheduler, select the 'MDSM - Mail.dat Service Manager' plug-in, and click the **Next** button until the Configuration Data screen displays. To close the MSDM plug-in, click the **Finish** button.

The USPS MDR Client Settings screen will display. Note the location of the 'Status Receipts' or 'Receipts' folder.

		PROD	
US I	USP5 NDR client settings).(_ _	
	Jobs Repository Folder:	//Lbw7x64svr_1/wb/MDRCLIENT/PROD/MDRJobs	<u></u>
	Validation Log Folder:	//Lbw7x64svr_1/wb/MDRCLIENT/PROD/Logs	t
	Status Receipts Folder:	//Lbw7x64svr_1/wb/MDRCLIENT/PROO/Receipts	
	Failed Files Folder	//Lbw7x64svr_1/wb/MDRCLIENT/PROO/Failed	
۹ L	Rejected Files Folder:	//Lbw7x64svr_1/wb/MDRCLIENT/PROD/Rejected	
	Completed Files Folder:	//Lbw7x64svr_1/wb/MDRCLJENT/PROO/Successful	
	Receipt Type:	E	
	Receipt Enabled:	Enabled	
F	Receipt Filter:	Billable	
A P			Hide Settings

Using Windows Explorer, navigate to that 'Receipts' folder and then the 'Processed' sub-folder; identify, select, and delete all receipt files that are beyond two months old.

Within the 'Receipts' folder, a second sub-folder called 'Unidentified' may be present. Disregard this folder, i.e. do not delete files (if any) located in this folder!

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Failed, Rejected and Successful Files

If Mail.dat files are being uploaded to P1 using the automated MDR Client batch upload process in conjunction with the Automation Scheduler's MDSM plug-in, the MDSM moves the Mail.dat files to one of three specific folders on the computer or server, depending on their job status, i.e. 'Failed'; 'Rejected'; or 'Successful'. As the number of these files increase over time, the amount of disk spaced used to keep them can eventually cause computer or server performance issues.

The locations of all three of these folders can be found in the Automation Scheduler's MDSM plug-in; specifically, the *Configuration* screen.



Click the **Show Settings** button.

To display the Configuration Data screen: Launch the Automation Scheduler, select the 'MDSM - Mail.dat Service Manager' plug-in, and click the **Next** button until the Configuration Data screen displays. To close the MSDM plug-in, click the **Finish** button.

The USPS MDR Client Settings screen will display. Note the location of the 'Failed' or 'Rejected' and Successful' folders.

PROD									
Ĩ	Jobs Repository Folder:	//Lbw7x64svr_1/wb/MDRCLIENT/PROD/MDRJobs	,						
-11	Validation Log Folder:	//Lbw7x64svr_1/wb/MDRCLIENT/PROD/Logs	it						
	Status Receipts Folder:	//Lbw7x64svr_1/wb/MDRCLIENT/PROD/Receipts	1						
	Failed Files Folders	//Lbw7x64svr_1/wb/MDRCLIENT/PROD/Failed	-						
1	Rejected Files Folder:	//Lbw7x64svr_1/wb/MDRCLIENT/PROD/Rejected							
	Completed Files Folder:	//Lbw7x64svr_1/wb/MDRCLIENT/PROD/Successful	1						
L	Receipt Type:	£							
	Receipt Enabled:	Enabled	-						
F	Receipt Filter:	Bilable	n						
N		Hide Settings	1						
P			5						
P									

Within both the 'Failed' and 'Rejected folders, there will be a 'History' sub-folder. Files in these folders are the original Mail.dat files that failed P1 validation or were rejected by P1. Being that the files are located in the 'History' sub-folder means that whatever caused the failure or rejection was corrected and the files were, at some point, re-submitted to P1. The 'corrected' or 'fixed' Mail.dat files that eventually passed P1 validation were then moved to the 'Successful' folder.

Using Windows Explorer, navigate to each of these two 'History' sub-folders (i.e. '...\Failed\History'; '...\Rejected\History'); identify, select, and delete all Mail.dat files that are beyond two months old.

In addition, using Windows Explorer, navigate to the 'Completed Files Folder' or 'Successful' folder; identify, select, and delete all Mail.dat files that are beyond two months old.



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PostalOne! Debug Log Files

If Mail.dat files are being uploaded to P1 using the automated MDR Client batch upload process in conjunction with the Automation Scheduler's MDSM plug-in, P1 generates log files during the upload and validation process. Once a certain number of log files is reached, P1 generates a 'DebugLog' zipped file and saves them to the MDR Client folder on the computer or server. Each DebugLog file name includes a date stamp.

These DebugLog files build up quickly and over time can take enough disk space to warrant some attention. <u>Window Book recommends leaving or keeping the three most recent DebugLog files and deleting the rest</u>. Use Windows Explorer to navigate to the MDR Client folder to identify, select and delete any un-necessary DebugLog files.

Window Book recommends retaining a minimum of the three most recent DebugLog files at all times; however, always defer to a Client's corporate policy in regards to data retention.

📙 🕑 📋 🖛 MDRCLIENT_PROD				- 0	×
File Home Share View					× 0
← → + ↑ 📑 > This PC Loc.	al Disk (C:) > WB > MDRCLIENT_PROD		Search MDRCLIENT_PROD	Q	
> 🖈 Quick access	^ Name	Date modified	Туре	Size	
> 🐔 OneDrive	config jre1.6.0_30	11/30/2015 3:48 PM 11/30/2015 3:05 PM	File folder File folder		
🗸 🛄 This PC	lib	11/30/2015 3:05 PM	File folder		
> 🧱 Desktop	client	11/30/2015 4:48 PM	Text Document	17 KB	
> C Documents	a debug	11/30/2015 4:48 PM	Test Document.	101 KB	
> - Downloads	DebugLog_2015-11-23_06-50-01.zip	11/23/2015 6:50 PM	Compressed (zipp	1,493 KB	
h Music	DebugLog_2015-11-26_08-00-02.zip	11/26/2015 8:00 AM	Compressed (zipp	1,532 KB	
	🗄 DebugLog_2015-11-27_04-10-01.zip	11/27/2015 4:10 PM	Compressed (zipp	1,384 KB	
> Pictures	🕕 DebugLog_2015-11-29_10-00-01.zip	11/29/2015 10:00	Compressed (zipp	1,253 KB	
> 📓 Videos	DebugLog_2015-12-01_08-00-02.zip	12/1/2015 8:00 AM	Compressed (zipp	1,800 KB	
🗸 🏪 Local Disk (C:)	bebugLog_2015-12-02_04-10-01.zip	12/2/2015 4:10 PM	Compressed (zipp	1,469 KB	
> SWINDOWS.~BT	DebugLog_2015-12-04_10-30-01.zip	12/4/2015 10:30 AM	Compressed (zipp	1,464 KB	
> SWindowsWS	DebugLog_2015-12-05_07-55-01.zip	12/5/2015 7:55 PM	Compressed (zipp	1,605 KB	
ESD.	DebugLog_2015-12-07_01-15-01.zip	12/7/2015 1:15 PM	Compressed (zipp	1,372 KB	
- Laboratoria	🚹 DebugLog_2015-12-14_02-55-01.zip	12/14/2015 2:55 PM	Compressed (zipp	1,514 KB	
> inetpub	🚹 DebugLog_2015-12-16_01-50-01.zip	12/16/2015 1:50 PM	Compressed (zipp	1,520 KB	
> intel		11/00/0015 5:00 PM	Windows Batel File	0.00	
PerfLogs	tcp	11/30/2015 3:06 PM	Windows Batch File	1 KB	
> Program Files	5 runBatchUpload	11/30/2015 3:06 PM	Windows Batch File	1 KB	
> Program Files (x86)	TunBatchVersionCheck	11/30/2015 3:06 PM	Windows Batch File	1 KB	



PURGING SOFTWARE DOWNLOADS

Updates to Window Book software are downloaded from the Window Book web site and saved to the computer/server before being run. After a time, if these downloads are not deleted, the number of downloaded files can build up, using unnecessary disk space.

Locate the 'Downloads' folder on the computer/server and delete any Window Book downloaded files saved there.





PURGING THE PERVASIVE SQL DOWNLOAD FOLDER

Depending on the age of the original DAT-MAIL installation, the installation of Pervasive SQL was first saved to its own download folder on the C: drive of the Client's computer/server.



Once the installation of DAT-MAIL is complete, this download folder and its contents are no longer necessary and can be deleted. Confirm that the "PSQL Download" folder is no longer present on the computer/server. This will assist with disk space management for the Client.