



Staging and Purging

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CONFIGURATION & SETUP

RECORDING SPACE

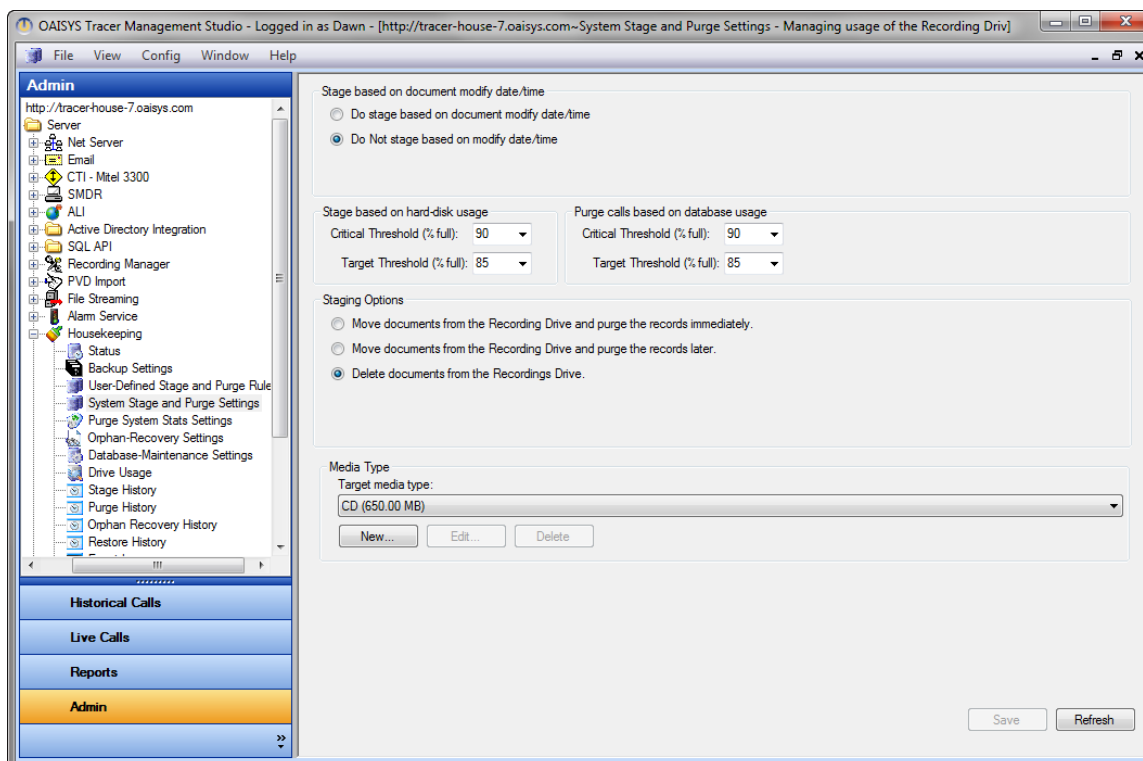
Platform (standalone model):

- ◆ Tracer Advanced: 100,000 hours
- ◆ Tracer Advanced Plus: 200,000 hours

Staging is automatically completed as new records are identified as purgable according to the Stage/Purge Settings. At this time, recordings are moved to the defined staging area and the record is purged (either local or LAN/SAN destination). A folder must be shared at the target destination, then browse to the location from the Tracer interface.

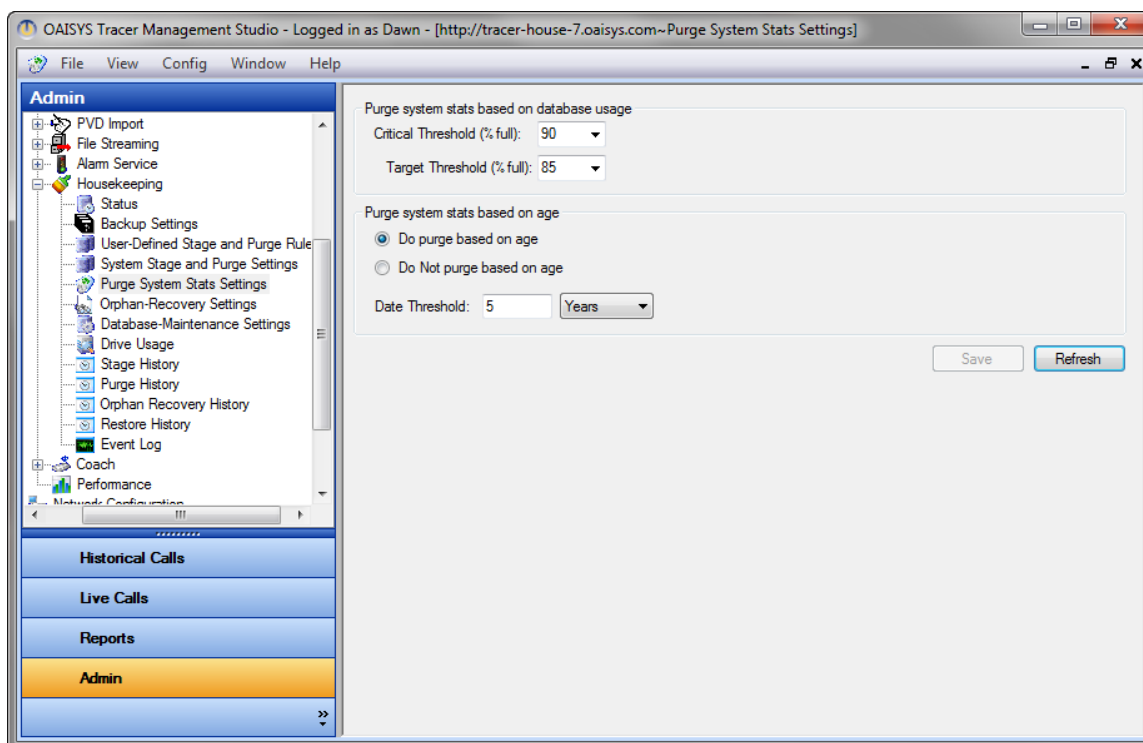
NOTE: A mapped drive is not supported.

Select an option to move or delete documents from the Recordings Drive → indicate the hard-disk usage thresholds → select to stage or not stage based on document age → select the media type from the drop down list





Indicate the purge thresholds → select to purge or not purge based on document age



Any documents with the Expiration changed will not be deleted as part of the purge. These records are marked in the database and will be skipped.

FOLDER STRUCTURE

Based on the settings above, 4.70 GB folders are created to Stage recordings. Each folder contains a year folder with subfolders defined by the month and day.

In this example, recordings from April 13, 2009 are in the directory:

\\DOCSERVER\CTS\DVD-1 #0000005\2009\04\13

Typically, 1-3 months of recordings are stored in each main directory (varies based on call volume, average length of call, etc.). You may need to check several locations to find the exact month/day combination you are looking for as months can be split across multiple year folders.



USER DEFINED STAGE AND PURGE RULES

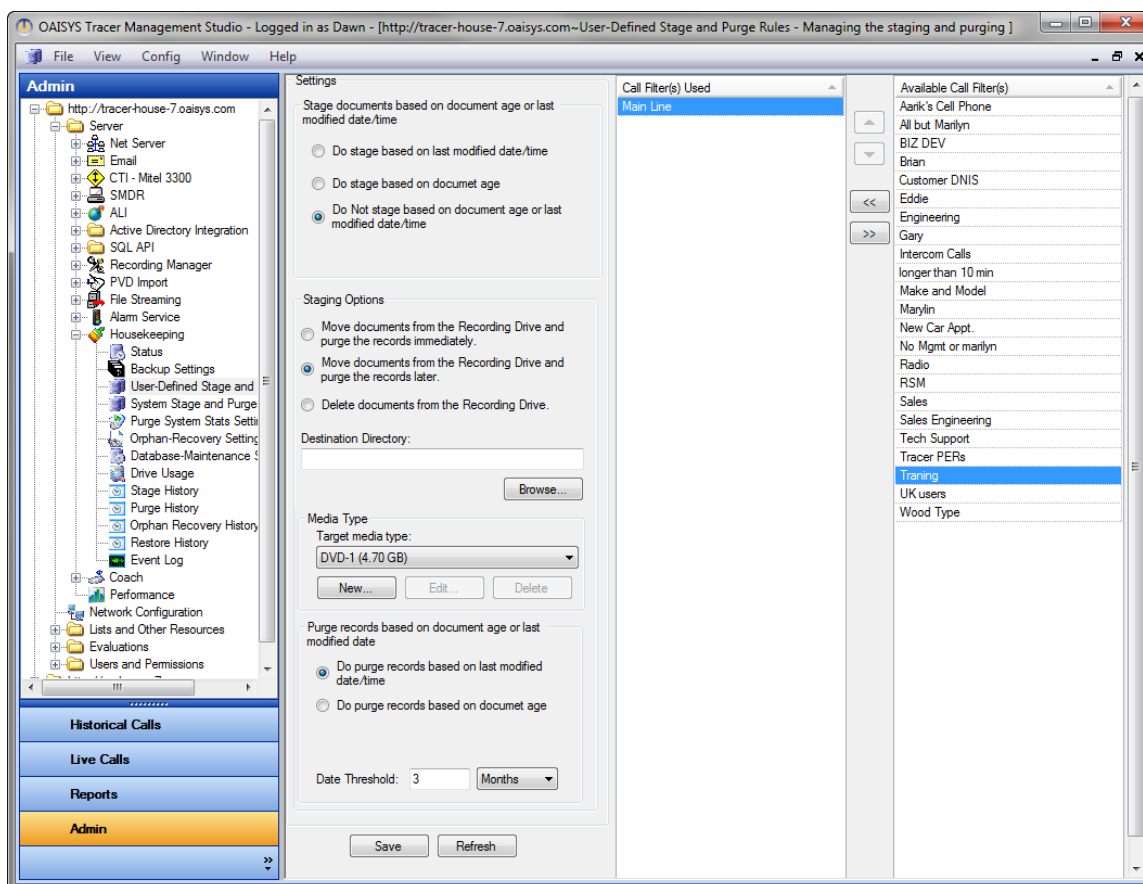
This new feature allows customers to stage and purge calls based on call filters or specific identifying information.

For example: Calls are set to purge after six months, but certain accounts must be kept for three years. This feature overrides the purge rule for accounts with special conditions.

Another use of this feature is staging based on identifying information.

For example: Vendors have discrete FTP sites, this feature enables identification by DNS. OAISYS Administration Guide

Select one or more call filters from the available call filters → move them over to the Call Filters Used panel using the double arrows





RECOVERING DATABASE RECORDS

Indicate the time for the OAISYS system to perform the daily housekeeping tasks. You can view history, configure, and run the Staging, Purging, Orphan Recovery, Backup, and Restore functions individually from here.

From the Admin client → go to Housekeeping → Status

Under the Orphan Recovery section → select Run

NOTE: You must have permissions enabled to access Housekeeping

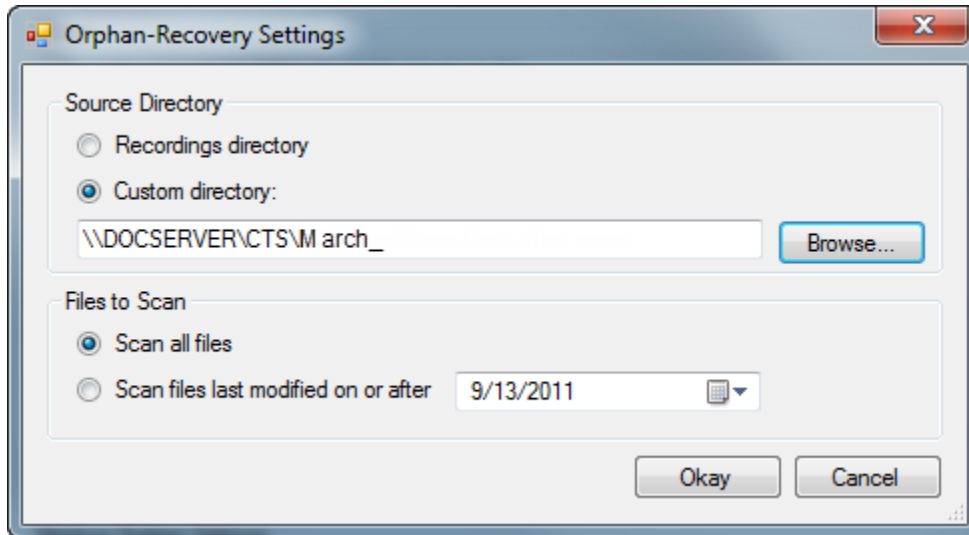
The screenshot displays the OAISYS Tracer Management Studio interface. The title bar indicates the user is logged in as Dawn and is viewing the Housekeeping Status page. The interface is divided into several sections:

- Admin Panel (Left):** A tree view showing the system's structure, including folders for Server, Active Directory Integration, Recording Manager, File Streaming, Alarm Service, Housekeeping, Backup Settings, User-Defined Stage and Purge, System Stage and Purge, Purge System Stats Settings, Orphan-Recovery Settings, Database-Maintenance Settings, Drive Usage, Stage History, Purge History, Orphan Recovery History, Restore History, Event Log, Coach, Performance, Network Configuration, Lists and Other Resources, Evaluations, and Users and Permissions.
- Daily Housekeeping:** A section with a dropdown menu set to "2:00 AM" and "Save" and "Refresh" buttons.
- User-Defined Stage and Purge:** A section with a radio button and a dropdown menu showing "Idle since 8/9/2011 1:59:55 AM (9:17:02)", along with "History...", "Configure...", and "Run" buttons.
- Stage:** A section with a radio button and a dropdown menu showing "Idle since 8/9/2011 1:59:55 AM (9:17:02)", along with "History...", "Configure...", and "Run" buttons.
- Purge:** A section with a radio button and a dropdown menu showing "Idle since 8/9/2011 1:59:57 AM (9:17:01)", along with "History...", "Configure...", and "Run" buttons.
- Purge System Stats:** A section with a radio button and a dropdown menu showing "Idle since 8/9/2011 1:59:57 AM (9:17:00)", along with "History...", "Configure...", and "Run" buttons.
- Orphan Recovery:** A section with a radio button and a dropdown menu showing "Idle since 8/9/2011 2:01:10 AM (9:15:48)", along with "History...", "Configure...", and "Run" buttons.
- Backup System Settings:** A section with a radio button and a dropdown menu showing "Idle since 8/9/2011 2:03:20 AM (9:13:37)", along with "History...", "Configure...", and "Run" buttons.
- Database Maintenance:** A section with a radio button and a dropdown menu showing "Idle since 8/9/2011 2:03:23 AM (9:13:34)", along with "History...", "Configure...", and "Run" buttons.
- Database Copy:** A section with a radio button and a dropdown menu showing "Idle since 8/9/2011 2:03:23 AM (9:13:34)", along with "History...", "Configure...", and "Run" buttons.
- Restore PVDs:** A section with a radio button and a dropdown menu showing "Idle since 7/4/2011 7:48:08 PM (-337-30-53)", along with "History...", "Configure...", and "Run" buttons.
- Clean Database:** A section with a radio button and a dropdown menu showing "Idle since 7/4/2011 7:48:08 PM (-337-30-53)", along with "History...", "Configure...", and "Run" buttons.

At the bottom right of the main content area, there is a "Run All" button.



Choose Custom Directory → browse to the location of the folder (Month/Day) you want to recover



This process will take approximately 1 hour to complete for one day of recordings. Once recovered, you can run a standard search according to the known criteria of the call to find and play the recording.