

# Optical Disc Archive File Manager2

Help

ODS-FM2

# Overview

ODS-FM2 is a software application for archiving and retrieving using the Optical Disc Archive System. In addition to systems using ODS-L10 and ODS-L30M devices, it can also be used with drive units connected directly to a server.

ODS-FM2 can be used to manage not just cartridges inserted in an Optical Disc Archive System, but also cartridges for shelf management.

# File Manager Mode

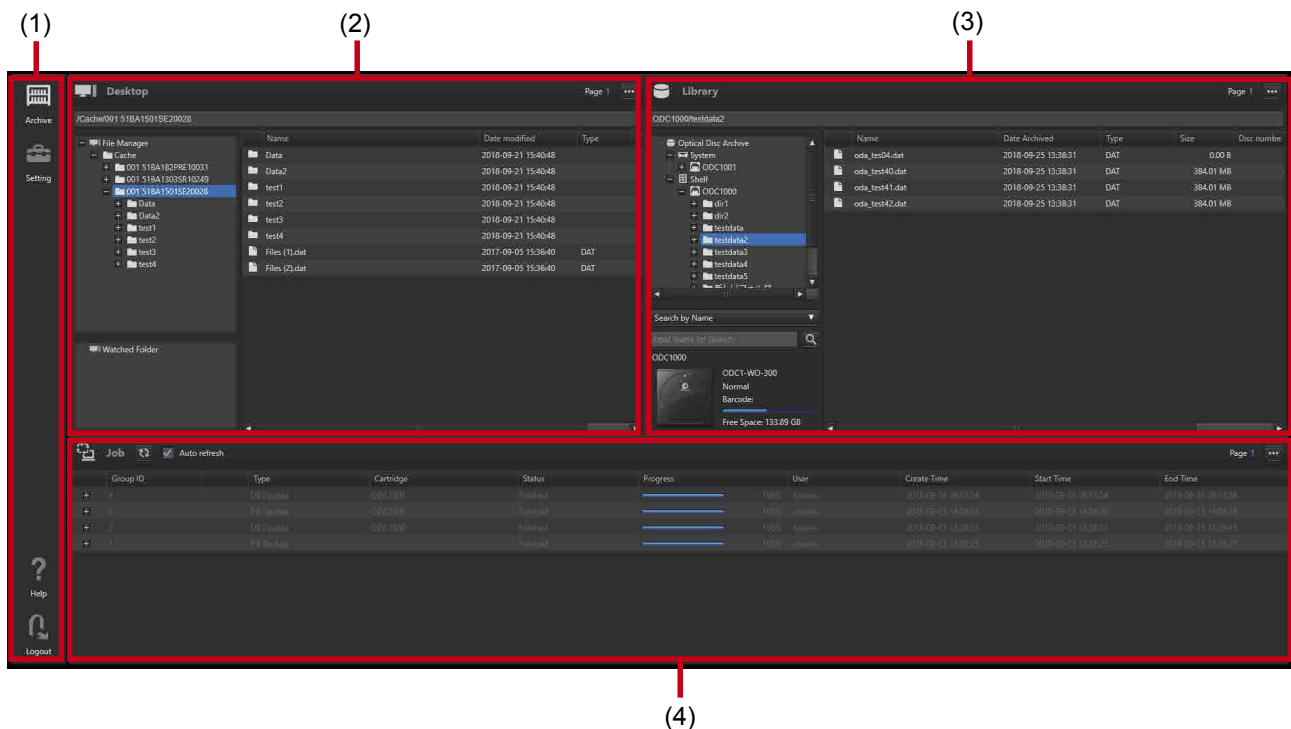
This section describes the screens and operation in File Manager mode.

- Archive screen
- Archiving
- Archiving using watched folders
- Retrieving
- Displaying/editing file metadata
- Deleting cartridge information
- Deleting files/folders on cartridges
- Duplicating cartridges
- Duplicating libraries in bulk
- Adding a network path

## Archive Screen

Archive and retrieve operations are performed from this screen.

The Archive screen is made up of the following sections.



## Common operations

**Tree area (left side of Desktop/Library area)**

- Multiple selections are not supported.





**List area (right side of Desktop/Library area, Job area, [Placeholder] dialog)**

The operating method is analogous to both Explorer (Windows) and the Finder (macOS).

- Select multiple files using the Shift key, Ctrl key (Windows), and Command key (macOS).
- Select all files using Ctrl+A (Windows) or Command+A (macOS).

## (1) Global menu

Click the icons to move between screens.

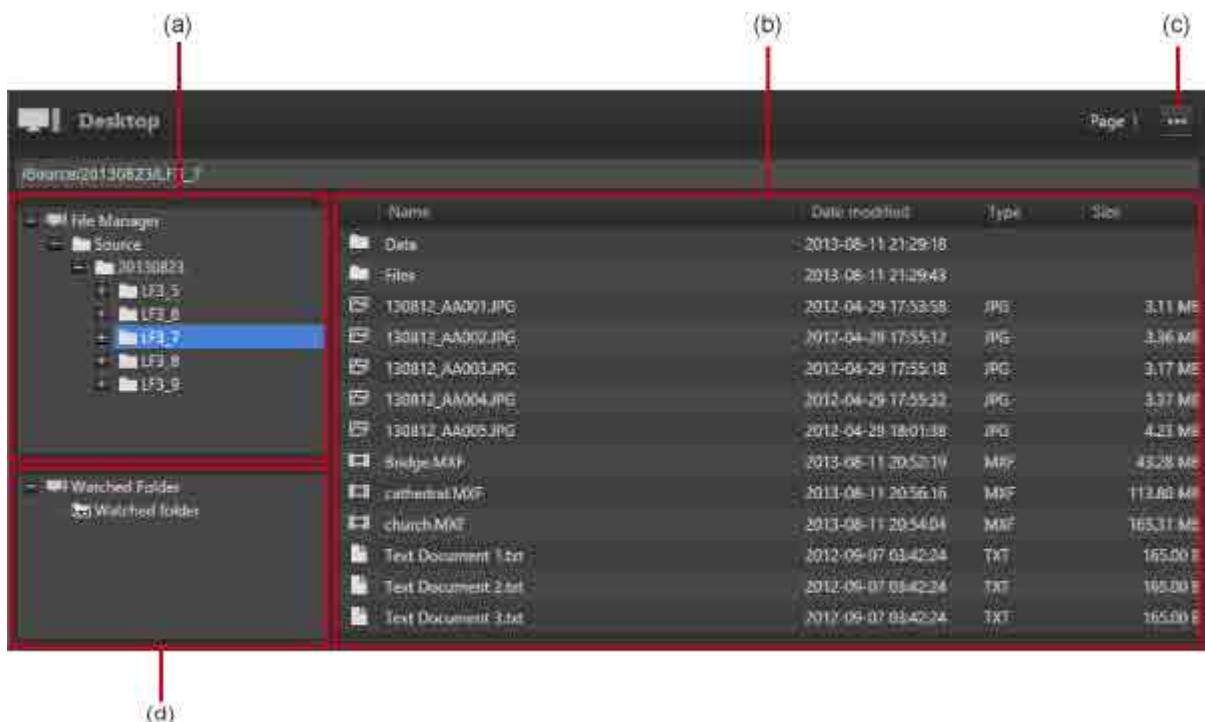
-  (Archive): Displays the Archive screen to perform archive/retrieve operations.
-  (Settings): Displays the Settings screen.
-  (Help): Displays the Help and version information.
-  (Logout): Logs the user out.

## (2) Desktop area

Displays the folders and files on the local computer and computers on the network.

When archiving, select the files to archive. When retrieving, select the save destination of the files to retrieve.

The folder (base path) specified in [Base Path] on the [Archive] page of the Settings screen, and the folders and files within that folder, are displayed in the Desktop area.



### (a) Tree area

Displays the base path folder and its subfolders.

Clicking a folder in the tree refreshes the display of that folder and subfolders with the latest status.

### (b) List area


The following information is displayed in the file/folder list.

- Name: File/folder name
- Date modified: Date of last modification
- Type: File extension

- Size: File size


If "Watched Folder" is selected in the Watched Folder area, information about the watched folders is displayed.

### (c) Pull-down menu

Clicking  displays a pull-down menu. The pull-down menu contains the following menu items.

- Open Placeholder: Opens the Placeholder dialog. The Placeholder is a virtual folder for temporarily storing files/folders when archiving files and folders from different folders at the same time.
- Stop Monitoring: Stops watching folders when archiving using watched folders.
- Create Folder: Creates a new folder in the folder or drive selected in the tree area.
- Up: Moves up one level in the folder hierarchy.
- Open Folder: Opens the folder selected in the list area.

### (d) Watched Folder

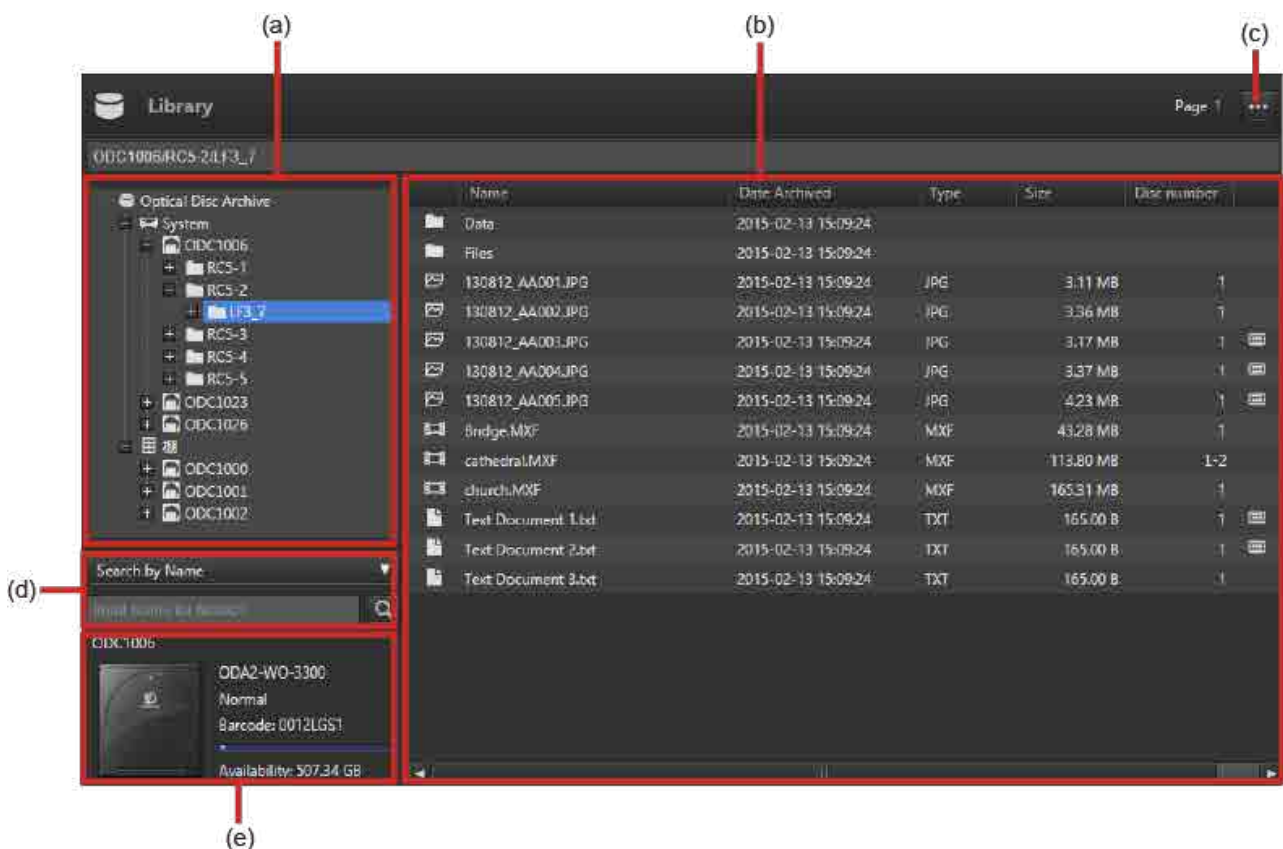
Displays a list of folders designated as watched folders. Select a folder and drag and drop it into the Library area to start watching the folder. Folder icons change to  while the folder is being watched.

## (3) Library area

Displays a list of the files and folders archived on cartridges.

When archiving, select the destination of the file to be stored. When retrieving, select the files to retrieve.

In addition to cartridges currently inserted in the Optical Disc Archive System, all cartridges that have been inserted are displayed in the Library area.



### (a) Tree area

Displays cartridges and folders in a cartridge in tree view. The System folder and Shelf folder are topmost, and the cartridges are displayed below them.



Cartridges inserted in the Optical Disc Archive System are displayed in the System folder.

Cartridges stored outside the Optical Disc Archive System, such as a management shelf, are displayed in the Shelf folder. Archive/retrieve operations can also be performed for cartridges in the Shelf folder.

Clicking a folder in the tree refreshes the display of that folder and subfolders with the latest status.

### (b) List area

Displays a list of files/folders on a cartridge. The following items are displayed.

- System/shelf icon: Displayed during searches only. When a file is in the optical disc archive system, the  icon is displayed. When the file is on a shelf, the  icon is displayed.

- File type icon

- Name: File name


- Date Archived: Date and time the file was archived

- Type: File extension

- Disc number: Number of the disc where the file is written

- Size: File size

- Metadata icon: Metadata indicator


: Has metadata

No icon: No metadata

- Archive icon: Archive status

No icon: Archived (can be retrieved in this state only)

: Archiving

: Error occurred during archiving

: Checking file status

### (c) Pull-down menu

Clicking  displays a pull-down menu. The pull-down menu contains the following menu items.

- Edit Metadata: Displays the [Edit Metadata] dialog for viewing and editing metadata for the selected file or folder. For details, see "Displaying/Editing File Metadata."
- Export Catalog Data: Exports a list of files on the cartridge selected in the tree area or cartridge area in CSV format.
- Delete: If a cartridge in Shelf is selected, it deletes the cartridge information in the database for the selected cartridge. For details, see "Deleting Cartridge Information." If a file or folder on a cartridge in the Optical Disc Archive System is selected, it deletes the selected file or folder. For details, see "Deleting Files/Folders on Cartridges." Files on cartridges in Shelf cannot be deleted.
- Create Folder: Creates a new folder in the folder or cartridge selected in the tree area.
- Up: Moves up one level in the folder hierarchy.
- Open Folder: Opens the folder selected in the list area.
- Open File Location: Opens the folder containing the selected file when search results are displayed in the list area.


#### (d) Search area

Searches the target cartridges.

1. Select the cartridge or folder to be searched in the tree area.
2. Specify the search type in the list box.
  - Search by Name: Search for files and folders with a name containing the entered keyword.
  - Search by File Name: Search for files with a name containing the entered keyword.
  - Search by Folder Name: Search for folders with a name containing the entered keyword.
  - Search all: Search for files and folders with a name or metadata value containing the entered keyword.
  - (Metadata title): Search for files and folders containing the entered keyword in the value for the selected metadata.
3. Enter the search keyword.

If "Search by Name," "Search by File Name," or "Search by Folder Name" is selected, enter part of the file or folder name.

If a metadata title is selected, enter the metadata value.

When "Search all" is selected, enter part of the file name, folder name, or metadata value.
4. Click the  button.

The search results are displayed in the list area.

#### (e) Cartridge display

Displays the cartridge information for the selected cartridge. The following items are displayed.

- Cartridge Name
- Cartridge type
  - ODC1-RE-300
  - ODC1-RE-600
  - ODC1-RE-1200
  - ODC1-WO-300
  - ODC1-WO-600
  - ODC1-WO-1500
  - ODC2-WO-3300
  - ODC3-WO-5500
- Cartridge status (Normal, Read only, Error, Checking, Formatting, Finalizing, Duplicating, Ejecting)
- Cartridge barcode
- Cartridge free space (with bar display)

#### Note

Depending on the cartridge status, there may be a difference between the capacity displayed and the capacity that can actually be used.

## (4) Job area

Displays a list of archive, retrieve, and other jobs.

Multiple files and folders to be archived/retrieved in a single operation form a single job group.


Processing a single file in a job group counts as a single job. Job groups are displayed in the Job area.

Clicking the "+" mark for a job group displays each job in the group.

Registered jobs are processed in the background. The order of job execution may differ from the order of registration.

If a job is waiting for a cartridge exchange or the job has failed, the job is displayed highlighted.


Jobs in the Job list can be canceled, but the order of execution cannot be changed.

Clicking the  button refreshes the display with the latest status.



Group ID	ID	Type	Name	Cartridge	Status	Progress	User	Create Time	Start Time	End Time
+	10	Archive	...	ODC1000	Suspended	<div><div></div></div>	Admin	2014-08-29 15:...		
+	...	...	...	...	...	<div><div></div></div>	...	...	...	...
+	...	...	...	...	...	<div><div></div></div>	...	...	...	...
+	...	...	...	...	...	<div><div></div></div>	...	...	...	...


### Pull-down menu

Clicking  displays a pull-down menu. The pull-down menu contains the following menu items.

- Pause: Temporarily stops processing of the selected job or job group.
- Resume: Resumes processing of the selected job or job group.
- Stop: Stops processing of the selected job or job group.
- Reregister: Reregisters failed jobs or canceled jobs within the selected job group.
- Change condition and reregister: Allows you to modify conditions and then reregister a job. You can reregister all jobs or only those jobs that failed. You can change the archive destination or retrieve destination.
- Display Job Report: Displays a report for jobs in the selected job group when a job fails, is stopped, or is paused.
- Export Job Report: Exports a report for jobs in the selected job group in CSV format.
- Columns to display: Selects the columns to display in the job list.



### Note

Jobs cannot be stopped in the following cases.

- If a user with general user privileges tries to stop a job registered by a user with administrator privileges
- Jobs for which a cancel request has already been received ( mark is displayed)

### Job list

Displays the following job list items. The columns displayed can be changed using [Columns to display] in the pull-down menu.

- Group ID: Job group ID
- ID: Job ID
- : Jobs for which a pause request has been received
- : Jobs for which a stop request has been received
- Type: Job type
  - Archive: Archive



- Retrieve: Retrieve (an asterisk is displayed for the retrieve job specified for priority execution)
- Monitor: Watched folder archive
- Delete: Delete files on a cartridge
- Delete Cartridge: Delete cartridge information from the database
- Format: Format cartridge
- Finalize: Finalize cartridge
- Volume Duplication: Duplicate cartridge volume
- Write Protect ON: Enable write protection
- Write Protect OFF: Disable write protection
- DB Update: Read cartridge content to update catalog content
- Bin Open: Open bin
- Bin Close: Close bin
- Eject Cartridge: Set cartridge to ejectable status
- Shutdown (Fast): Terminate service after "Stand-by" and "Processing" jobs are finished
- Shutdown (Normal): Terminate service after all jobs are finished
- DB Backup: Back up the database
- Cartridge Duplication: Duplicate cartridge
- Name: File name
- Cartridge: Cartridge name
- Status: Job status

### **Jobs**

- Registered: Job is registered, waiting for start of processing.
- Standby: Job has started and cartridge is moving from the library to the drive
- Processing: Reading and writing cartridge in the drive. Progress status is displayed under [Progress].
- Finished: Job has finished successfully.
- Failed: Job was aborted.
- Canceled: Job was canceled at the request of the user.
- Waiting for cartridge: Waiting for cartridge insertion.
- Suspended: Processing paused.

### **Job groups**

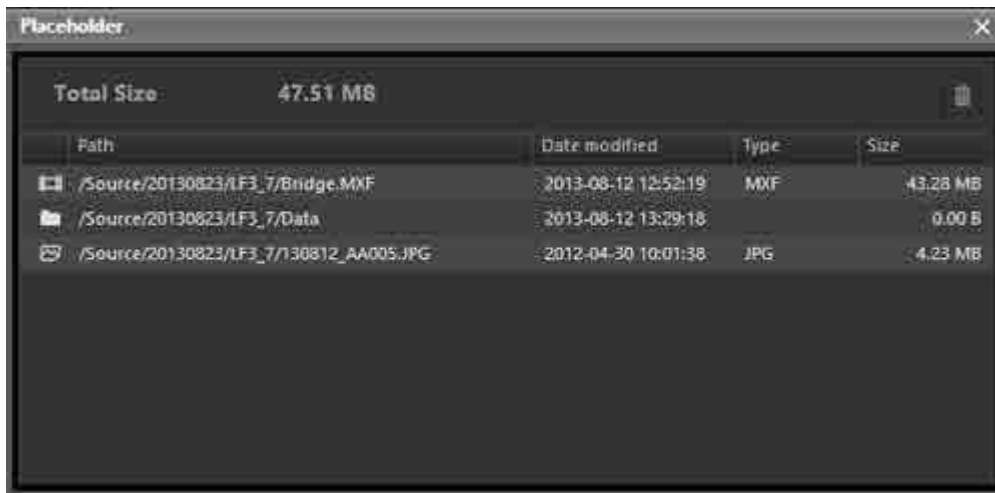
- Waiting: Interval between request received and job insertion.
- Waiting for cartridge: All jobs within the group with Waiting for Cartridge status.
- Processing: Includes jobs within the group with Registered, Standby, Processing, and Waiting for Cartridge status.
- Partially finished: Mix of jobs within the group with Finished, Failed, and Canceled status.
- Finished: All jobs within the group with Finished status.
- Failed: All jobs within the group with Canceled or Failed status.
- Canceled: All jobs within the group with Canceled status.
- Suspended: Includes jobs with Finished, Canceled, Failed, and Suspended status.
- Monitoring: Watching a folder.
- Progress: Archive or retrieve progress status

- User: ID of user who registered the job
- Create Time: Time job was created (requested)
- Start Time: Job start time
- End Time: Job end time

## Placeholder dialog

The Placeholder is a virtual folder for temporarily storing files/folders ready to be archived. Using the Placeholder enables folders or files located in different folders to be archived at the same time.

To insert files in the Placeholder, drag and drop them from the Desktop area.



### Total Size

Displays the total size of the files in the Placeholder.



**button**

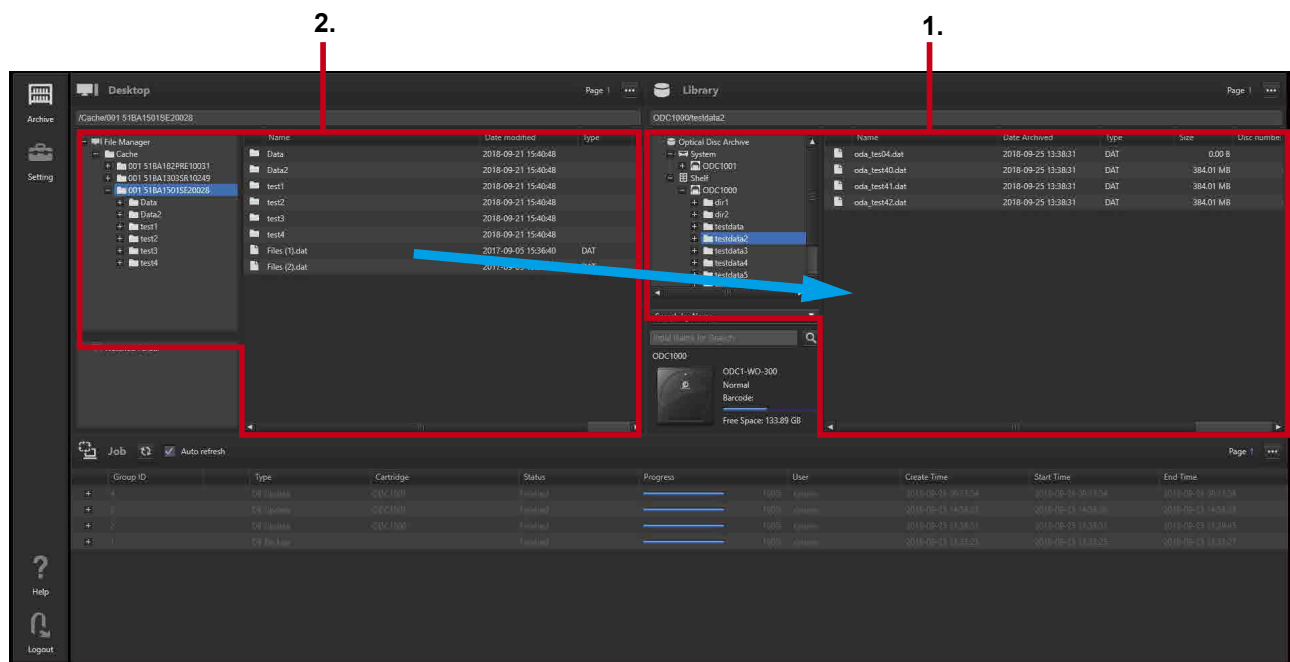
Removes the selected file or folder from the Placeholder.

### File list

Displays a list of the files in the Placeholder. The following items are displayed in the list.


- Path: Full path to the file/folder
- Date modified: Date of last modification
- Type: File extension
- Size: File size

# Archiving



## Note

The folder specified as the base path (the folder displayed immediately below [File Manager] in the tree area of the Desktop area) cannot be archived.

1. Display cartridges for storing files/folders in the Library area on the Archive screen. Subfolders are displayed if files/folders are stored in subfolders on cartridges.  
You can also request archive to Shelf cartridges. If the cartridge is in Shelf when archiving is started, a  mark appears in the global menu. Holding the mouse over the mark displays a tooltip notifying you that the cartridge is not inserted. Insert the cartridge to continue.  
The files/folders to archive can be dragged and dropped to the following locations in the Library area.
  - Cartridges or folders in the tree area
  - List area

## Note

Archiving is not supported in the following cases. If one of the following states occur during an archive request, a warning message appears and the job is not registered.

- When the cartridge status is not "Normal"
- When the system status is not "Working"
- When archiving data may exceed the total capacity of the cartridge
- When the number of files/folders to archive at the same time exceeds the maximum number of files for the cartridge<sup>1)</sup>
- When the total number of files/folders on the cartridge may exceed the maximum number of files<sup>1)</sup>

<sup>1)</sup> For details about the maximum number of files, refer to the Help of the Optical Disc Archive Utility.

2. Select the file or folder to archive in the Desktop area.

You can select the following in the Desktop area.

- Media or folders in the tree area
- Files or folders in the list area

If archiving files/folders from different folders or media at the same time, see “Archiving files from different folders.”

3. Drag and drop the selected files or folders onto the destination cartridge or folder.

The [Archive Request] dialog appears. You can add the same metadata to all files being archived using the [Archive Request] dialog.

4. Add metadata in the [Archive Request] dialog, as required, then click the [Archive] button.

The archive job is registered in the Job area and then processed.

If a file with the same name exists in the archive destination folder, a confirmation dialog appears.

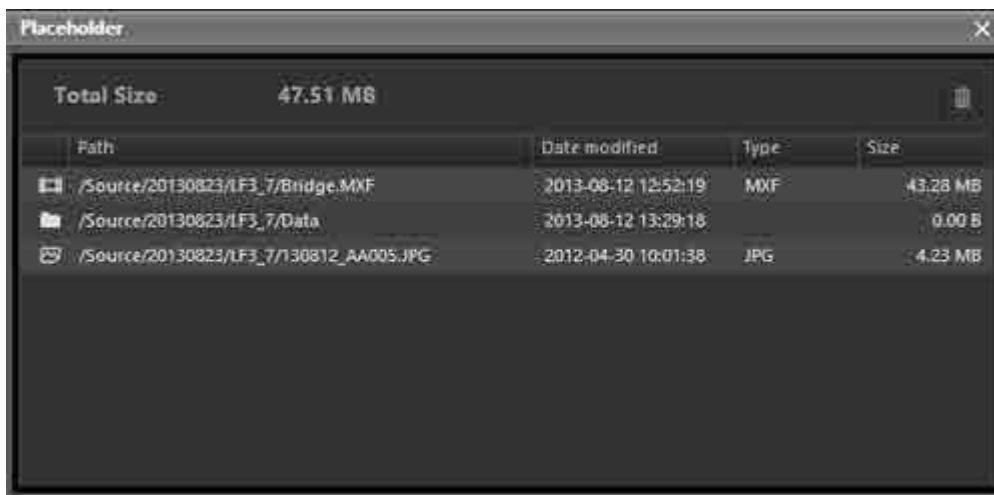
Select whether to archive, appending a number suffix to the file name, or to cancel.

## Archiving files from different folders

Use the [Placeholder] dialog if you want to archive files from multiple folders.

1. Display cartridges for storing files/folders in the Library area on the Archive screen. Subfolders are displayed if files/folders are stored in subfolders on cartridges.
2. Select [Open Placeholder] from the Desktop area pull-down menu.

The [Placeholder] dialog appears.



3. Drag and drop the files you want to archive from the Desktop area into the [Placeholder] dialog.
4. Select a file or folder in the [Placeholder] dialog, then drag and drop it into the Library area.  
If some files or folders only are selected and dragged to the Library area, then only the selected files/folders will be archived.
5. In the [Archive Request] dialog, specify the metadata as required and then start archiving.

## Archiving using Watched Folders

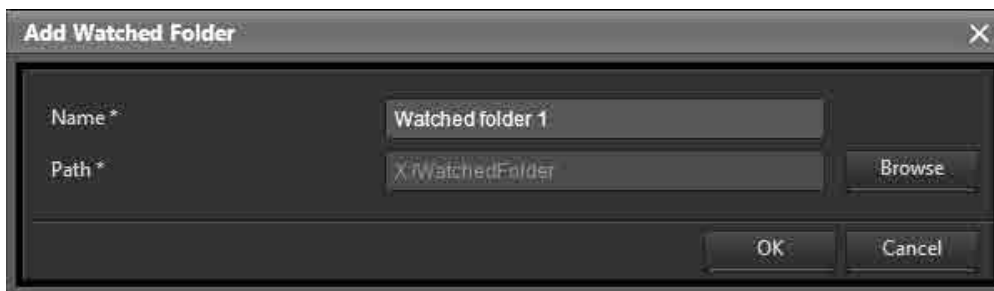
This function archives files automatically when they are copied to specified folders.


## Notes

- Files created in watched folders are deleted automatically after they are archived. However, folders created in watched folders are not deleted automatically. To delete folders, use Explorer (Windows) or Finder (macOS) as required.
- Read-only files are not archived by the Watched Folder function.
- If the total size of the files to write exceeds the capacity of a cartridge, archiving automatically stops.

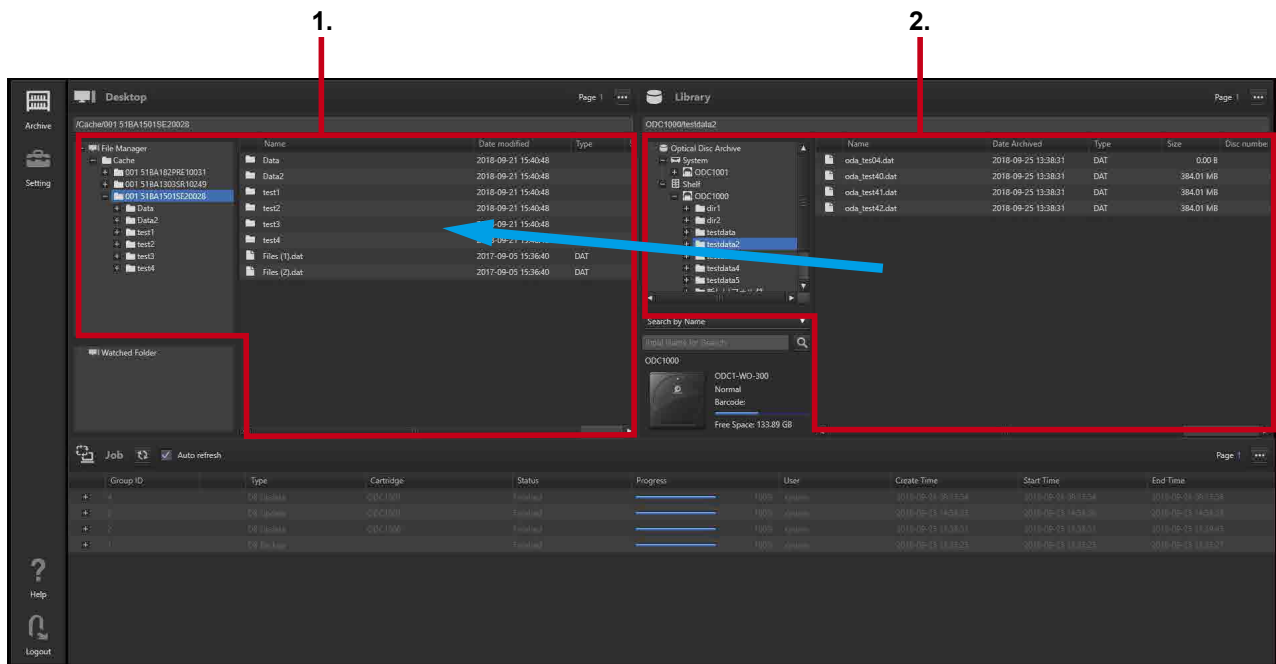
1. Click the [Setting] icon in the global menu.
2. Click [Archive].
3. Click the [Add] button for [Watched Folder].

The [Add Watched Folder] dialog appears.



4. Enter a folder name.  
The folder name is the name that is displayed in the Watched Folder display area on the Archive screen.
5. Click the [Browse] button for [Path], and specify the path of the folder to watch.  
To specify a network path, click the [Browse] button and follow the procedure in "Adding a Network Path."
6. Click the [OK] button to close the [Add Watched Folder] dialog.
7. Click the [Archive] icon in the global menu.
8. Select the folder to watch in the Watched Folders display area, and drag and drop it onto the archive destination folder in the Library area.  
The [Watched Archive Request] dialog appears.
9. Specify an archive title, the metadata to extract, and other options.  
For details, see "Archiving."
10. Click the [Start] button in the [Watched Archive Request] dialog.  
The system starts watching the folder. Files copied to the watched folder are automatically archived. After the file is archived, the file is automatically deleted from the watched folder.  
Folder icons in the Watched Folder area change to  while the folder is being watched.
11. To stop watching a folder, select [Watched Folder] in the tree area of the watched folder display area, select the watched folder you want to stop watching in the list area, and then select [Stop Monitoring] from the pull-down menu.

# Retrieving



1. Display the folder in which to save retrieved files in the Desktop area.


The file to retrieve can be dragged and dropped to the following locations in the Desktop area.

- Media or folders in the tree area
- List area

2. In the Library area, select the cartridge, or file stored on the cartridge, to retrieve.

Only one cartridge can be selected.

You can also retrieve from Shelf folder cartridges. If the cartridge is in Shelf when retrieving is

started, a  mark appears in the global menu. Holding the mouse over the mark displays a tooltip notifying you that the cartridge is not inserted. Insert the cartridge to continue.

You can select the following in the Library area.

- Cartridges or folders in the tree area
- Files or folders in the list area

## Notes

Files cannot be retrieved in the following cases.

- When the cartridge status is not "Normal" or "Read only"
- When the system status is not "Working"

3. Drag and drop the selected cartridge or file onto the save destination folder.

If a file with the same name exists in the retrieve destination folder, a confirmation dialog appears.

Select whether to retrieve, appending a number suffix to the file name, or to cancel.

4. To set the priority for retrieve processing over other jobs, place a check mark in [Set the job priority high] of the [Confirmation] dialog.

Enabling the checkbox will process the retrieve job ahead of other currently processing and waiting jobs.

5. Click [Yes].

The retrieve job is registered in the Job area and then processed.

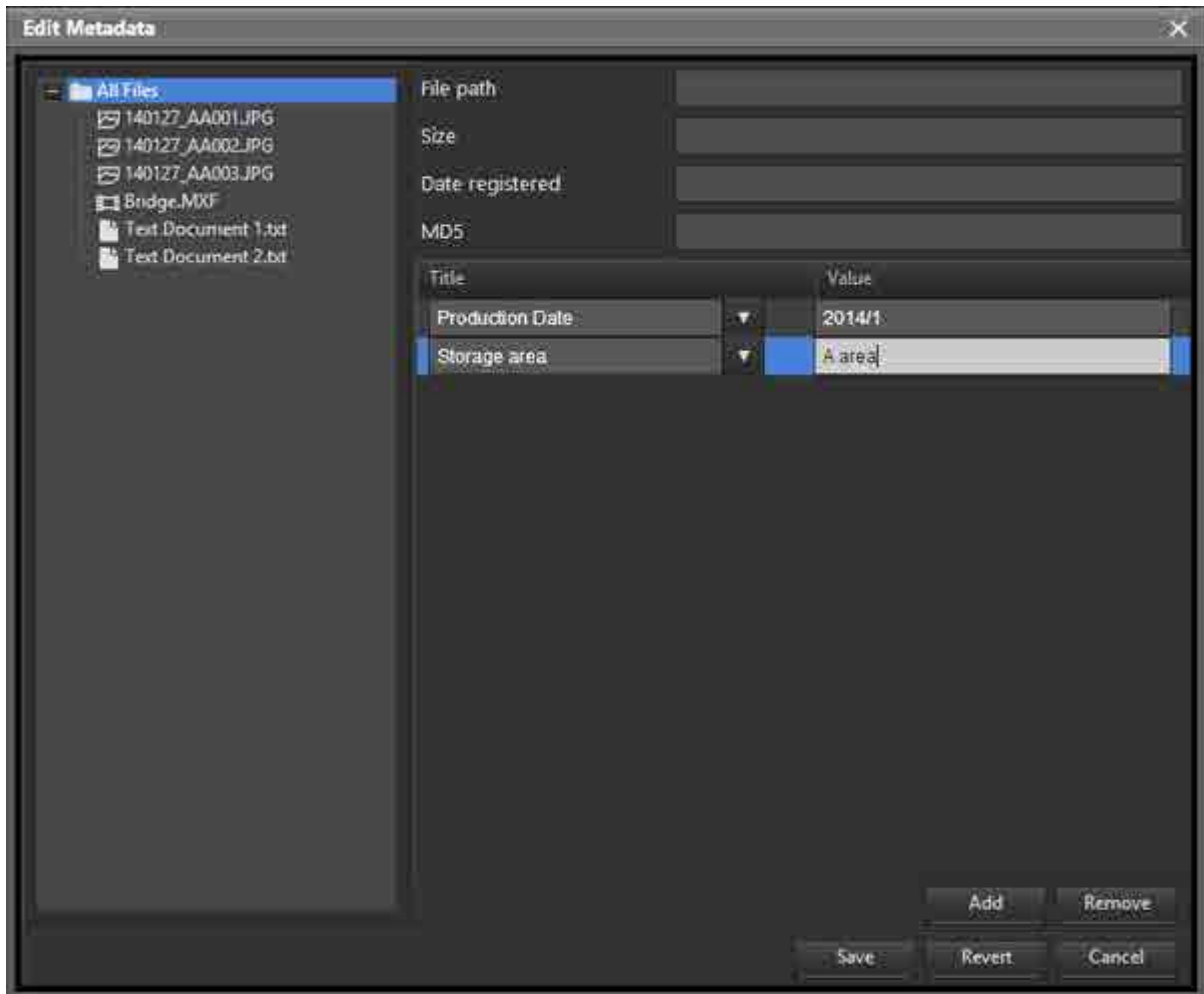
## Displaying/Editing File Metadata

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You can display the metadata of archived files. You can also add and edit metadata.

1. Select the file or folder whose metadata you want to display in the Library area on the Archive screen.
2. Select [Edit Metadata] from the pull-down menu.

The [Edit Metadata] dialog appears.



3. Select the file or folder whose metadata you want to check in the tree list.  
The file path, size, registered date, MD5 checksum value, and user-added metadata are displayed. You can edit the values of user-added metadata. You can also click the [Add] button to add new metadata items.
4. To add a metadata item to all files, select [All Files] in the tree list, click the [Add] button, and then enter a title and value for the metadata.
5. When finished, click the [Save] button.  
The edited metadata is saved.

# Deleting Cartridge Information

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You can delete the cartridge information for cartridges stored in Shelf. This function does not delete the original files on the cartridges. To completely delete files, use the Optical Disc Archive Utility.

1. Select the [Shelf] folder in the tree area in the Library area on the Archive screen.
2. Select the cartridge whose information you want to delete in the List area.
3. Select [Delete] from the pull-down menu.
4. Click the [Yes] button when the confirmation dialog box appears.

The cartridge information is deleted.

# Deleting Files/Folders on Cartridges

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You can delete files and folders stored on cartridges in the Optical Disc Archive System.

1. Select the file/folder you want to delete in the Library area on the Archive screen.
2. Select [Delete] from the pull-down menu.
3. Click the [Yes] button when the confirmation dialog box appears.

The file/folder and corresponding information is deleted from the cartridge.


# Duplicating Cartridges

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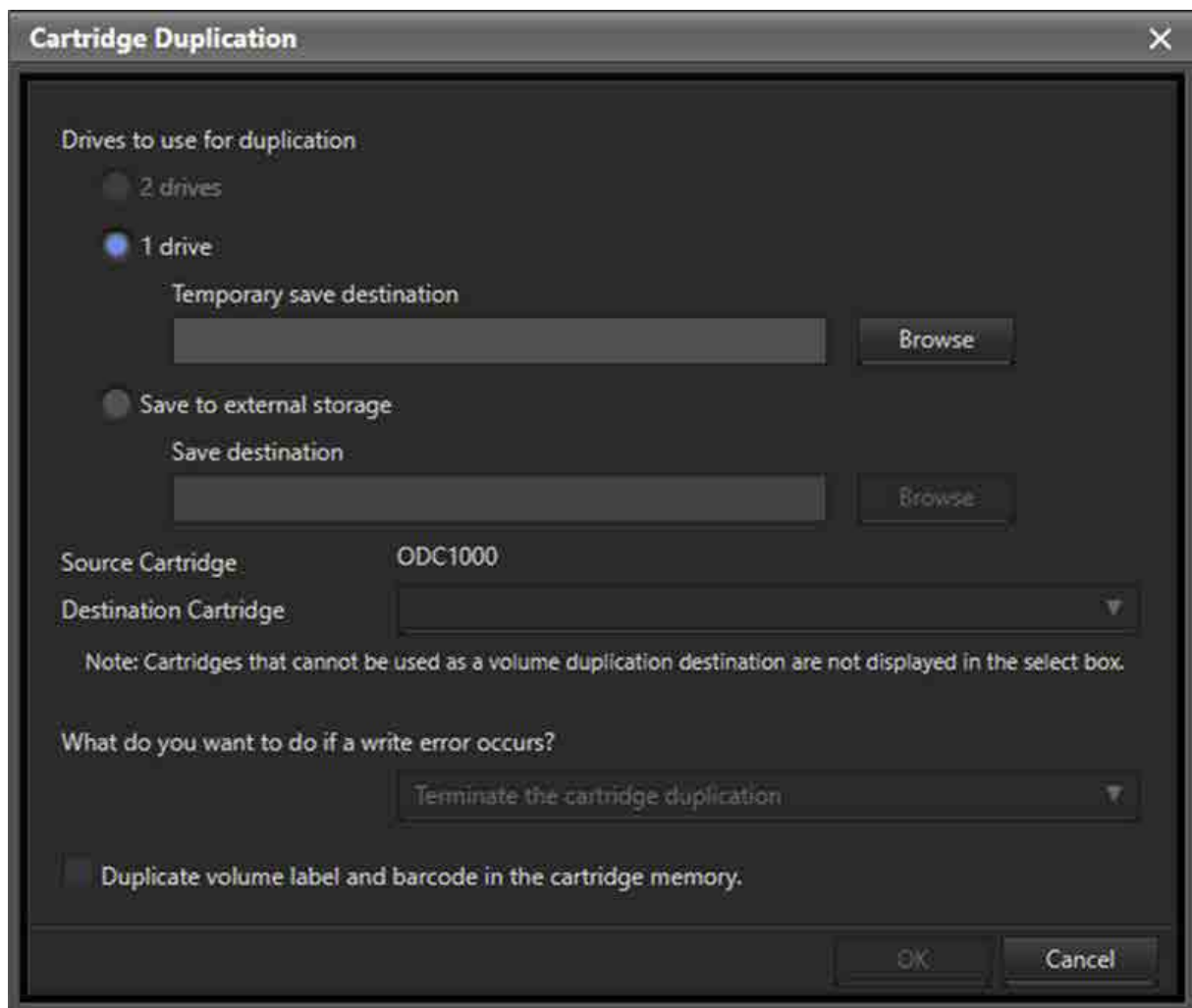
You can copy all the files and folders stored on a cartridge in the Optical Disc Archive System to another cartridge or external storage.

## Note

To duplicate on a single drive that is connected in Direct Mode, the duplicate destination cartridge must be registered in the database beforehand. Insert the duplicate destination cartridge in the drive, and register the cartridge information in the database. Then, insert the duplicate source cartridge in the drive, and start the duplication operation.

1. Click the  (Duplication) button for the duplicate source cartridge on the [Library] page.  
The [Cartridge Duplication] dialog appears.





2. Select the drives to use for duplication in [Drives to use for duplication].

- [2 drives]

Duplicate using two of the drives connected to the system. Insert the duplication source cartridge in one drive, and the duplicate destination cartridge in another drive. Simultaneously retrieve from the duplicate source cartridge and archive to the duplicate destination cartridge.

- [1 drive]

Duplicate by swapping between cartridges using a single drive. First, insert the duplicate source cartridge into the drive. Retrieve the files from the cartridge, and temporarily save the files to a local disk on the server. Then, insert the duplicate destination cartridge into the same drive, and archive the files from the local disk.

■ [Temporary save destination]

When [1 drive] is selected, specify the folder for temporarily saving files from the duplicate source cartridge. Specify an empty folder, containing neither files nor folders. Specify a folder with sufficient capacity in which all the files on the duplicate source cartridge can be saved.

- [Save to external storage]

Duplicate the duplication source cartridge files and save them in a folder on the local computer or a computer on the network. First, insert the duplicate source cartridge into the drive. Retrieve the files from the cartridge, create a folder named with the serial number of the cartridge on the local computer or a computer on the network, and save the files in the folder.

When [Save to external storage] is selected, the following steps are not required. Click the [OK] button to register the cartridge duplication job.

■ [Save destination]

When [Save to external storage] is selected, specify a folder on the local computer or a computer on the network for saving the files from the duplication source cartridge. Specify a folder with sufficient capacity in which all the files on the duplicate source cartridge can be saved. An error will occur if there is a folder or file in the destination folder with the same name as the serial number of the duplication source cartridge.

3. Select the duplicate destination cartridge.
4. In [What do you want to do if a write error occurs?], select whether to terminate the cartridge duplication if a write error occurs or to try to rewrite.
5. Place a check mark in the checkbox if you also want to duplicate the volume label and barcode stored in cartridge memory.
6. Click the [OK] button.

The cartridge duplication job is registered in the job list.

7. When [1 drive] is selected, if using a drive connected in Direct Mode, insert the duplicate destination cartridge in the drive after retrieving from the duplicate source cartridge ends.

A dialog appears prompting you to swap cartridges when retrieving from the duplicate source cartridge ends. Follow the on-screen instructions to swap the cartridges.

## Duplicating Libraries in Bulk

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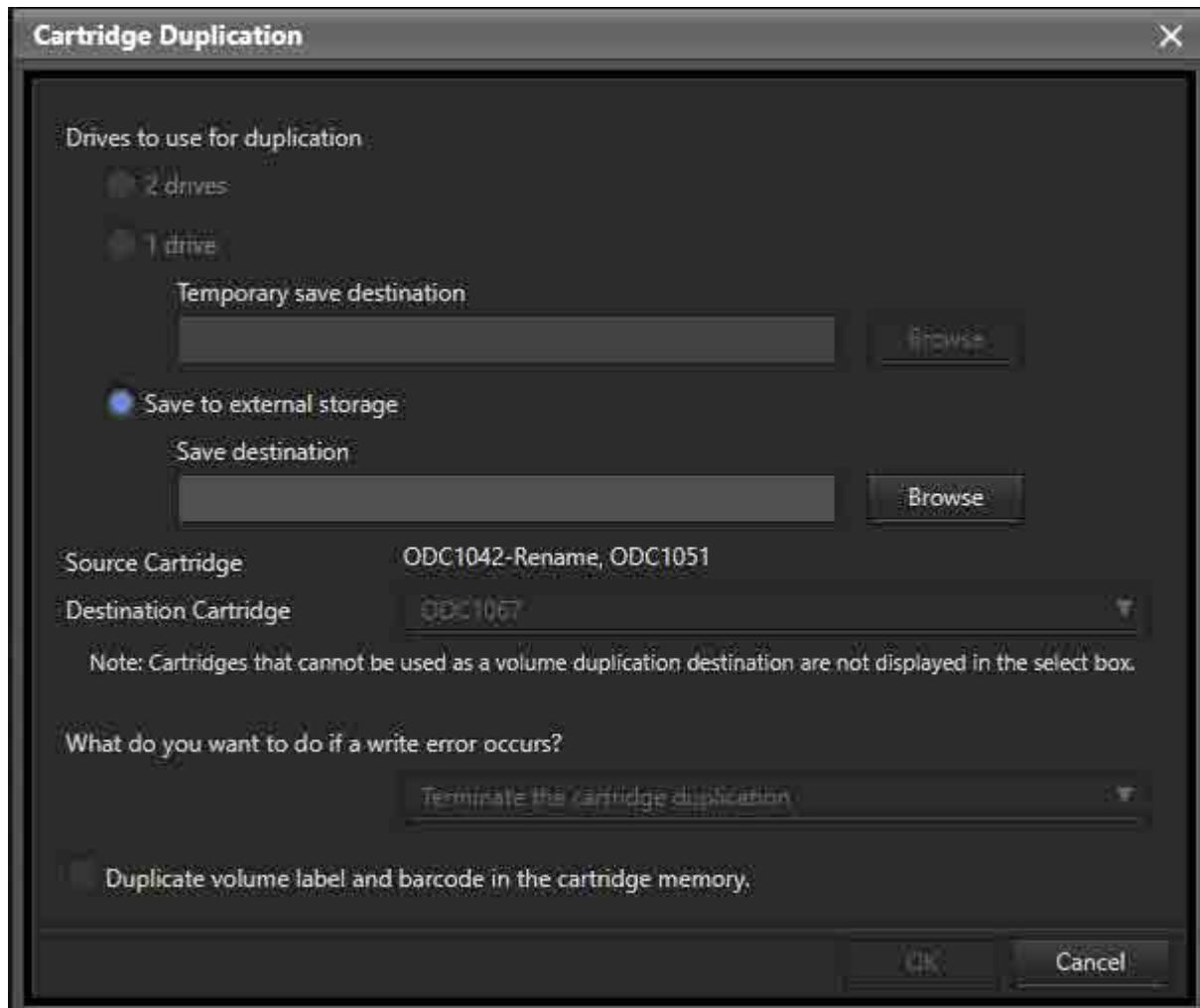
You can duplicate multiple libraries in an Optical Disc Archive System at the same time to external storage.

**Note**

To duplicate on a single drive that is connected in Direct Mode, the duplicate destination cartridge must be registered in the database beforehand. Insert the duplicate destination cartridge in the drive, and register the cartridge information in the database. Then, insert the duplicate source cartridge in the drive, and start the duplication operation.

1. Select the checkboxes for the cartridges you want to duplicate on the [Library] page.
2. Click the [Bulk Duplication] button.

The [Cartridge Duplication] dialog appears.



3. Select the drives to use for duplication in [Drives to use for duplication].

#### Note

When multiple cartridges are selected, only [Save to external storage] can be selected.

- [2 drives]  
Duplicate using two of the drives connected to the system. Insert the duplication source cartridge in one drive, and the duplicate destination cartridge in another drive. Simultaneously retrieve from the duplicate source cartridge and archive to the duplicate destination cartridge.
- [1 drive]  
Duplicate by swapping between cartridges using a single drive. First, insert the duplicate source cartridge into the drive. Retrieve the files from the cartridge, and temporarily save the files to a local disk on the server. Then, insert the duplicate destination cartridge into the same drive, and archive the files from the local disk.
- [Temporary save destination]  
When [1 drive] is selected, specify the folder for temporarily saving files from the duplicate source cartridge. Specify an empty folder, containing neither files nor folders. Specify a folder with sufficient capacity in which all the files on the duplicate source cartridge can be saved.

- [Save to external storage]

Duplicate the selected cartridge files and save them in a folder on the local computer or a computer on the network. First, insert the duplicate source cartridge into the drive. Retrieve the files from the cartridge, create a folder named with the serial number of the cartridge on the local computer or a computer on the network, and save the files in the folder.

When [Save to external storage] is selected, the following steps are not required.

Click the [OK] button to register the cartridge duplication job.

- [Save destination]

When [Save to external storage] is selected, specify a folder on the local computer or a computer on the network for saving the files from the duplication source cartridge. Specify a folder with sufficient capacity in which all the files on the duplicate source cartridge can be saved. An error will occur if there is a folder or file in the destination folder with the same name as the serial number of the duplication source cartridge.

4. Select the duplicate destination cartridge.
5. In [What do you want to do if a write error occurs?], select whether to terminate the cartridge duplication if a write error occurs or to try to rewrite.
6. Place a check mark in the checkbox if you also want to duplicate the volume label and barcode stored in cartridge memory.
7. Click the [OK] button.

The cartridge duplication job is registered in the job list.

8. When [1 drive] is selected, if using a drive connected in Direct Mode, insert the duplicate destination cartridge in the drive after retrieving from the duplicate source cartridge ends.

A dialog appears prompting you to swap cartridges when retrieving from the duplicate source cartridge ends. Follow the on-screen instructions to swap the cartridges.

## Adding a Network Path

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You can specify a network path for the base path, watched folder, and backup destination folder.

1. Click the [Browse] button in the [Add Base Path] dialog, [Add Watched Folder] dialog, or [DB Backup Now] dialog.
2. Click the [Add Network Drive] button in the [Browse] dialog.
3. Enter a network drive path in UNC format (\\server\_name\share\_name\folder\_name) in [Network path] in the [Network drive] dialog.
4. Enter a user name and password, if required.
5. Click the [OK] button.

The added network path is displayed in the [Browse] dialog.

### To remove a network path

Select the network path to be deleted in the [Browse] dialog, then click [Remove Network Drive].

#### Note

If a network path is configured in the base path, watched folder, or database backup destination, it cannot be removed.

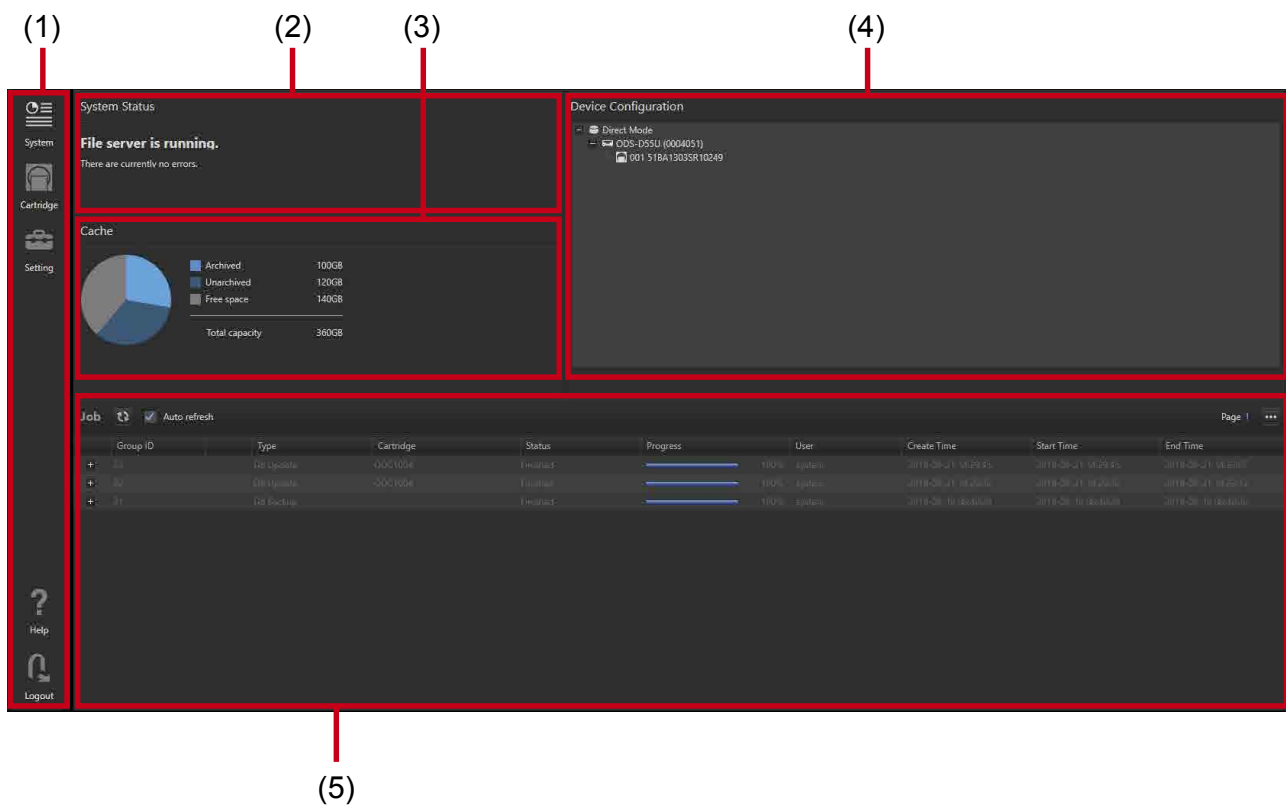
# File Server Mode

This section describes the screens and operation in File Server mode.

- System Dashboard screen
- Cartridge screen
- Switching to maintenance mode
- Recovering files






## System Dashboard Screen

Displays the system operating status.



### (1) Global menu

Click the icons to move between screens.

-  (System): Displays the System Dashboard screen.
-  (Cartridge): Displays the Cartridge screen.
-  (Settings): Displays the Settings screen.
-  (Help): Displays the Help and version information.
-  (Logout): Logs the user out.

## (2) System Status

Displays the system operating status. If an error occurs, it displays details about the problem.

The system operating status displays one of the following.

- Working
- Maintenance
- Stopped
- Fault

## (3) Cache

Displays a graph showing the breakdown of usage status of the cache folder.

The following items are displayed.



- Archived
- Unarchived
- Free space

## (4) Device Configuration


Displays the device configuration of the system in tree view. An icon appears for devices on which an error exists.

## (5) Jobs

Displays a list of jobs. Displays the following job list items. The columns displayed can be changed using [Columns to display] in the pull-down menu.

- Group ID: Job group ID
- ID: Job ID
- : Jobs for which a pause request has been received
- : Jobs for which a stop request has been received
- Type: Job type
- Name: File name
- Cartridge: Cartridge name
- Status: Job status
- Progress: Archive or retrieve progress status
- User: ID of user who registered the job
- Create Time: Time job was created (requested)
- Start Time: Job start time
- End Time: Job end time

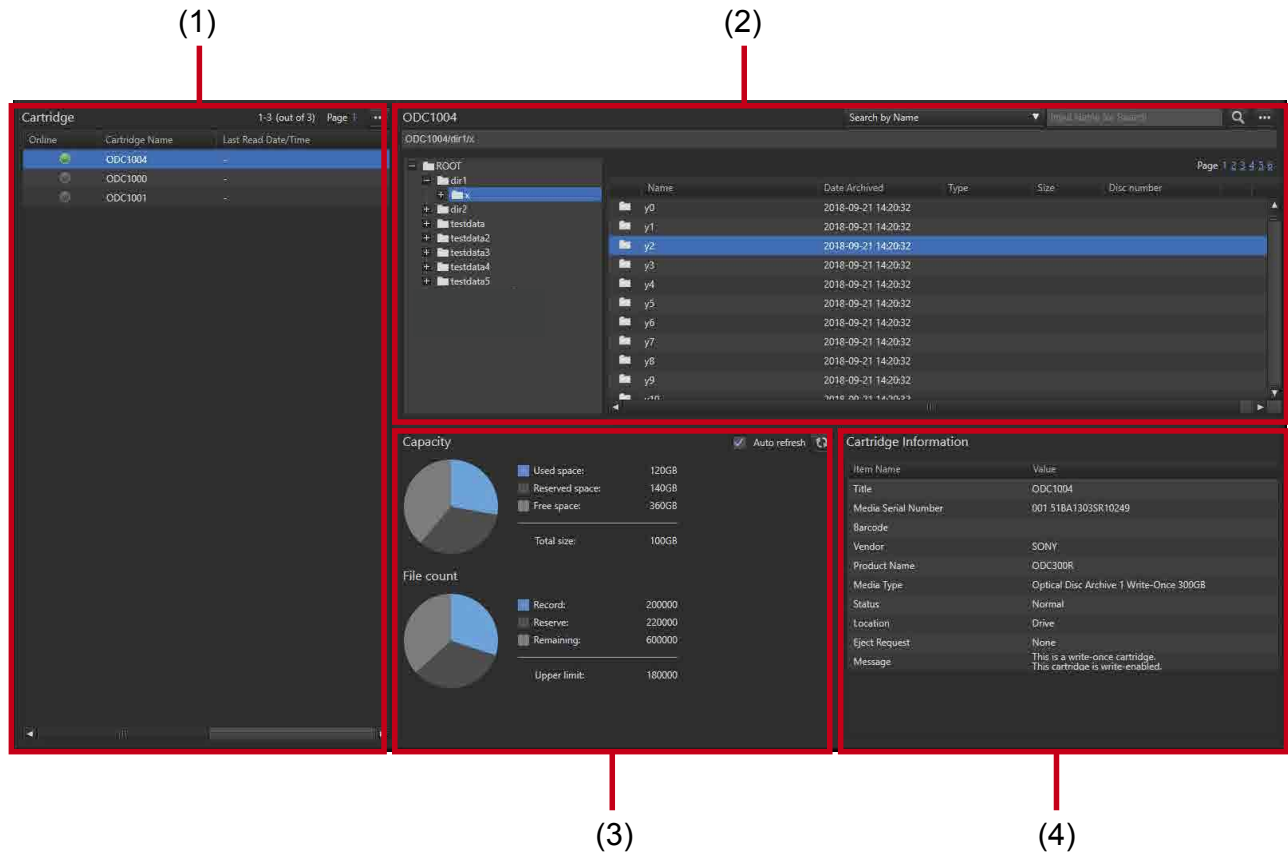
### Pull-down menu

Clicking  displays a pull-down menu. It contains the following menu items.

- Display Job Report: Displays a report for jobs in the selected job group when a job fails, is stopped, or is paused.
- Export Job Report: Exports a report for jobs in the selected job group in CSV format.
- Columns to display: Selects the columns to display in the job list.


## Cartridge Screen

Displays cartridge information and the files stored on the cartridges.




### (1) Cartridge list

Displays a list of cartridges. Displays the following cartridge list items.

- Online: Displays a green  indicator when cartridges are online, or "Ejecting" when a request to eject a cartridge is received. Nothing is displayed when offline.
- Cartridge name
- Last read date/time
- Usage: Usage of the cartridge capacity.
- Media serial number
- Barcode

### Pull-down menu

Clicking  displays a pull-down menu. It contains the following menu items.

- Export Catalog Data: Exports a list of files on the selected cartridge in CSV format.

- **Delete Cartridge Information:** Deletes the cartridge information from the database if an offline cartridge is selected. Files on the cartridge are not deleted. This command cannot be executed if an online cartridge is selected.
- **Eject:** Requests ejection of a cartridge. The status of a cartridge for which ejection has been requested changes from "Online" to "Ejecting." This operation can only be executed when System Status on the Maintenance page is "Working" or "Maintenance" and Service Change Request is "No Requests".

#### Notes

- Ejection of a cartridge does not start in the following cases.
  - A file is open in a folder that has the same name as the corresponding cartridge on the virtual volume.
  - There is an unarchived file for the corresponding cartridge on the virtual volume.
- If the service is terminated while the cartridge status is "Ejecting," the cartridge may not be able to be removed.
- This function is not supported when using the ODS-L10.

## (2) Cartridge file list

Displays the files and folders on the cartridge selected in the Cartridge list.


### Search area

You can search for files/folders on the cartridge.

1. Select the cartridge or folder to be searched in the tree area. To search all cartridges, deselect all the cartridges in the tree area.
2. Specify the search type in the list box.
  - **Search by Name:** Search for files and folders with a name containing the entered keyword.
  - **Search by File Name:** Search for files with a name containing the entered keyword.
  - **Search by Folder Name:** Search for folders with a name containing the entered keyword.
  - **Search all:** Search for files and folders with a name or metadata value containing the entered keyword.
  - **(Metadata title):** Search for files and folders containing the entered keyword in the value for the selected metadata.
3. Enter the search keyword.
 

If "Search by Name," "Search by File Name," or "Search by Folder Name" is selected, enter part of the file or folder name.

If a metadata title is selected, enter the metadata value.

When "Search all" is selected, enter part of the file name, folder name, or metadata value.
4. Click the  button.

The search results are displayed in the list area.

### Tree area

Displays the folders on a cartridge in tree view.



## List area

Displays a list of the folders and files in the folder selected in the tree area.

The following items are displayed.

- File type icon
- Name: File name
- Date Archived: Date and time the file was archived
- Type: File extension
- Disc number: Number of the disc where the file is written
- Size: File size
- Metadata icon: Metadata indicator



: Has metadata

No icon: No metadata

- Archive icon: Archive status
- No icon: Archived (can be retrieved in this state only)



: Archiving




: Error occurred during archiving



: Checking file status

## Pull-down menu

Clicking  displays a pull-down menu. It contains the following menu items.

- Edit Metadata: Displays the [Edit Metadata] dialog for viewing and editing metadata for the selected file or folder.
- Up: Moves up one level in the folder hierarchy.
- Open Folder: Opens the folder selected in the list area.

## (3) Capacity and File count

Displays graphs showing a breakdown of cartridge capacity and file count.

### Capacity

- Used space: Total file size of archived files
- Reserved space: Total file size scheduled for writing by archive jobs
- Free space: Size given by the cartridge capacity less the [Used space] and [Reserved space] values.

### File count

- Record: Number of archived files
- Reserve: Number of files reserved for writing by archive jobs
- Remaining: Number of files given by the maximum file count of the cartridge less the [Record] and [Reserve] values.

## (4) Cartridge information

Displays detailed information about the cartridge. The following items are displayed.

- Title
- Media serial number
- Barcode
- Vendor
- Product name
- Media type
- Status
- Location
- Eject request status
- Message

## Switching to Maintenance Mode

---

In File Server mode, you must switch to maintenance mode to perform database, drive, and cartridge operations.

In maintenance mode, the virtual volume is unmounted. Stop any applications using the virtual volume.

### To start maintenance mode

1. Open the Maintenance page of the Settings screen.
2. Confirm that the [System Status] field under [Status] displays “Working.”
3. Click the [Start Maintenance] button under [Service Termination & Start].

The virtual volume is unmounted, and then the system switches to maintenance mode after the registration and processing of unarchived jobs in cache are finished.

After switching to maintenance mode, the [System Status] field under [Status] changes to “Maintenance.”

### To exit maintenance mode

1. Open the Maintenance page of the Settings screen.
2. Click the [Stop Maintenance] button under [Service Termination & Start].

## Recovering Files

---

If archiving fails, the file server may be in a fault state in which unarchived files have been written to cache on the server. If this occurs, the process of writing unarchived files safely to a cartridge is called a recovery process.

In states where recovery becomes necessary, “An error occurred on the file server. Failed to synchronize to the cartridge. Start maintenance mode and repair the cartridge.” appears in [System Status] on the System Dashboard screen. Perform recovery using the following procedures.

### (1) Trying to synchronize from the cache to the cartridge again

1. Click the [Start Maintenance] button on the [Maintenance] page.
2. When “Do you want to switch the maintenance state?” appears, click the [Yes] button.

3. When the dialog appears prompting you to resynchronize unarchived files, follow the on-screen instructions to try and synchronize from the cache to the cartridge.


#### **If synchronization is successful**

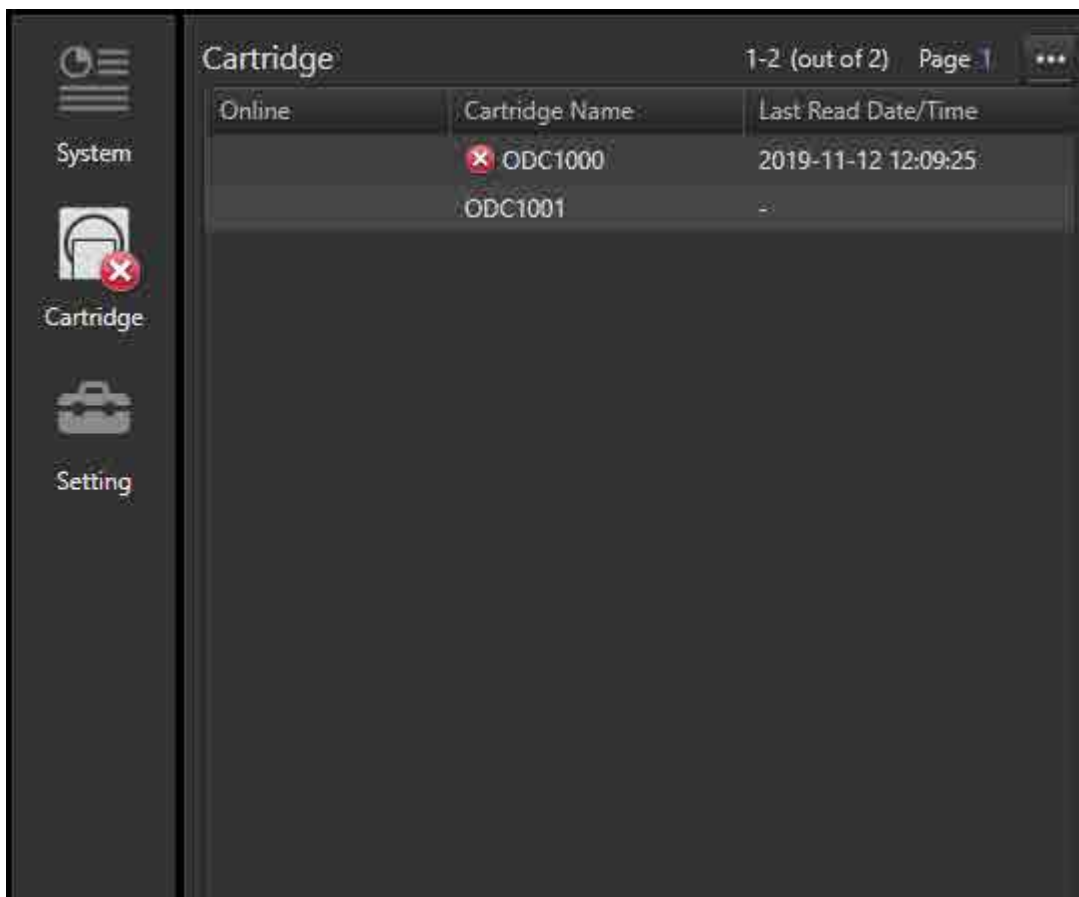
Maintenance mode is automatically invoked. Check that there is nothing that can cause writing to fail, such as incorrectly inserted cables, then exit maintenance mode and continue operation.

#### **If synchronization fails**

Try to synchronize again, or select whether to temporarily save unarchived files. If you try to synchronize again, check that there is nothing that can cause writing to cartridge to fail. If you select to temporarily save files, an "Archive the temporarily saved files to a cartridge from the cartridge screen." message appears after saving the files. Follow the on-screen instructions and move to procedure (2).

### **(2) Selecting the processing method for temporarily saved unarchived files**

Cartridges for which recovery processing is required display a red  mark in the cartridge list on the Cartridge screen.





Select a cartridge for recovery, and select one of the following from the pull-down menu in the cartridge list.

- [Discard the unarchived files]  
No archiving is performed. The unarchived files in cache are discarded, and the processing ends.
- [Restore the unarchived files]  
Archives unarchived files in cache to a cartridge. Move to procedure (3).

#### **Note**

[Restore the unarchived files] cannot be selected if the target cartridge is offline.

When all cartridges have been processed, maintenance mode is automatically invoked.

Cartridges on which unarchived files are being discarded or restored display a  mark in the cartridge list. The mark disappears when processing is finished. The  reappears if processing fails.

### **(3) Restoring unarchived files**

In the [Select the unarchived file restore method] dialog, select whether to restore unarchived files to the source cartridge, duplicate the source cartridge to another cartridge, or restore unarchived files to the duplicate cartridge.

#### **When [Restore to the source cartridge] is selected**

The archive process for the unarchived files in cache to the source cartridge starts.

#### **When [Duplicate the source cartridge to another cartridge, and restore the unarchived files on the second cartridge.] is selected**

The duplication dialog appears. Specify settings, and click the [OK] button. The duplication process starts.

### **(4) Discarding unarchived files**

A confirmation dialog appears. Select [Yes] to start the discard process for unarchived files on the corresponding cartridge.

# Settings

This section describes the names of parts and functions of the Settings screen for the software.

- My Settings page
- Library page
- Users page
- Archive page
- Maintenance page
- Notification page
- File Server page (File Server mode only)
- Database page
- Set DB Backup Schedule / Set DB Cleanup dialog

## My Settings Page

---

Makes settings related to the software display and login user accounts.

When finished changing the settings, click the [Save] button.

The preferences on this page are saved independently for each user.

**My Settings** This page allows you to edit your account information.

**Language**

English ▼

Save

☐ **Change password**

Current password:

New password:

Confirm password:

Save

☐ **Change e-mail settings**

E-mail:

Confirm:

☐ Receive messages by e-mail

Save

## Language

Selects the software display interface language.

## Change password

Changes the login user password.

## Change e-mail settings

Place a check mark in the [Receive messages by e-mail] checkbox and enter an e-mail address to receive notifications after archive/retrieve has finished or failed, and when the administrator changes the password.

In order to use mail notifications, e-mail settings must be configured on the [Notification] page.

# Library Page

This page is used to check the status of cartridges in the Optical Disc Archive System and to open and close the I/E tray.

This page is displayed for users having Administrator authority only.

Library

This page allows you to check the status and edit the setting about system, cartridges and drives.

I/E Tray Status

Unlocked

Lock

☒ Auto refresh

System

Name	Type	Status	Message
L30M	ODS-L30M	Working	

Synchronize

Cartridge

	Title	Serial number					Eject Request	Write Protection	Status
<input checked="" type="checkbox"/>	ODC1042-Rename	001 51CA1217TR60206					None	<input type="radio"/> On <input checked="" type="radio"/> Off	Not Ready
<input type="checkbox"/>	ODC1051	001 51DA1226UR60602					Eject Prepared	<input type="radio"/> On <input checked="" type="radio"/> Off	Not Ready
<input checked="" type="checkbox"/>	ODC1052	001 51AA1728QE30075					None	<input type="radio"/> On <input checked="" type="radio"/> Off	Not Ready
<input type="checkbox"/>	ODC1066	001 51DA1226UR60614					None	<input type="radio"/> On <input checked="" type="radio"/> Off	Not Ready
<input type="checkbox"/>	ODC1067	001 51DA1226UR60461					None	<input type="radio"/> On <input checked="" type="radio"/> Off	Not Ready

Select All

Bulk Duplication

Drive

Location	Serial number	Status	Setting	Message
1002	0101006	Ejected	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	
1004	2000149	Ejected	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	
1005	0101166	Ejected	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	
1006	1000379	Ejected	<input checked="" type="radio"/> Enabled <input type="radio"/> Disabled	

## I/E Tray Status

Displays the I/E tray status.

- Locked: Tray is locked (cannot be opened/closed).
- Unlocked: Tray is unlocked (can be opened/closed).
- Locking: Locking is in progress.
- Unlocking: Unlocking is in progress.

### Note

Not displayed if drives are connected directly to the computer.

### [Lock] / [Unlock] button

When the I/E tray is locked, this button unlocks the I/E tray, allowing it to be opened in order to insert or remove cartridges.

When the I/E tray is unlocked, this button locks the I/E tray.

#### Note

After the I/E tray has been opened, always close and lock it in order to use File Manager.

### Auto refresh

Place a check mark in the checkbox to automatically refresh the screen display every 10 seconds.

Whether checked or unchecked, clicking the  button immediately refreshes the screen.

## System

Displays the status of the Optical Disc Archive System connected to this software.

- Name: Name of connected system. "Direct Mode" is displayed if the drive is connected directly to the computer.
- Type: Name of connected model. "Drive-Direct" is displayed if the drive is connected directly to the computer.
- Status: Device status. The status varies depending on File Manager mode and File Server mode.

#### In File Manager mode

- Working: Operating normally
- Standby: In standby mode
- Suspend: I/E tray is open.
- Failed: An error occurred, and system is not operating.
- Not Ready: Not yet operating

#### In File Server mode

- Working: Operating normally
- Stopped: System is stopped.
- Fault: A system error occurred.
- Maintenance: In maintenance mode
- IE slot open: I/E tray is open.
- Message: An error message is displayed if the status is "Failed." For details about errors, consult your local Sony representative.

### [Synchronize] button

Updates the cartridge and drive information when connected with an ODS-L30M.

This button is not displayed when connected with an ODS-L10.




## Cartridge

Displays the status of cartridges in the Optical Disc Archive System and performs operations for each cartridge.






## Note

In File Server mode, the format, finalize, duplicate, and eject buttons and [Write Protection] options are enabled in maintenance mode only.

- Checkbox: Selects the cartridges to be duplicated when bulk duplicating libraries.
- Indicator: Displays the eject indicator status.
- Title: Displays the cartridge name.
- Serial number: Displays the serial number of the cartridge.
-  (Print) button: Displays the screen for printing the cartridge title, media serial number, and media serial number QR code on a label.
-  (Edit) button: Displays the [Cartridge Information] dialog to view details about the cartridge. The cartridge name can be edited from this dialog.
-  (Format) button: Formats the cartridge. You can set parity on/off for writable-type cartridges. For ODC3300R cartridges, fixed to PARITY ON.

## Note

Formatting using this button recovers the capacity of the cartridge, making roll back impossible. To format without recovering the capacity, use Optical Disc Archive Utility.

-  (Finalize) button: Finalizes the cartridge.
-  (Duplication) button: Duplicates the cartridge. For details, see “Duplicating Cartridges.”
-  (Eject) button: Ejects the cartridge. The cartridge moves from the drive to the I/E slot if currently in the drive. The LED in the corresponding slot flashes when the I/E tray is opened.
- Eject Request: Displays the eject execution status.
  - None: Not ejecting
  - Eject Requested: Eject button was clicked and the cartridge is moving or waiting to move to the I/E slot.
  - Eject Prepared: The cartridge has moved to the I/E slot and is ready to be ejected. The LED in the corresponding slot flashes when the I/E tray is opened.
- Write Protection: Switches write protection on/off. Writing to the cartridge is not possible, even when write protection is set to Off, if the write protect switch on the cartridge is set to prohibit writing.
- Status: Displays the cartridge status.
  - Normal: Normal status
  - Read Only: Read (retrieve) only
  - Error: All operations are disabled
  - Checking: Cartridge status check is in progress
  - Formatting: Formatting is in progress
  - Finalizing: Finalizing is in progress
  - Duplicating: Duplication is in progress

- Location: Displays the cartridge location. If the cartridge is in a slot, the slot address is displayed. If the cartridge is in a drive, the drive address or drive letter is displayed.
- Free Space: Displays the available capacity.
- Total Capacity: Displays the total capacity.

#### [Bulk Duplication] button

Duplicates all the cartridges selected using the checkboxes in the cartridge list.

## Drive

Displays the Optical Disc Archive System drive status.

#### Note

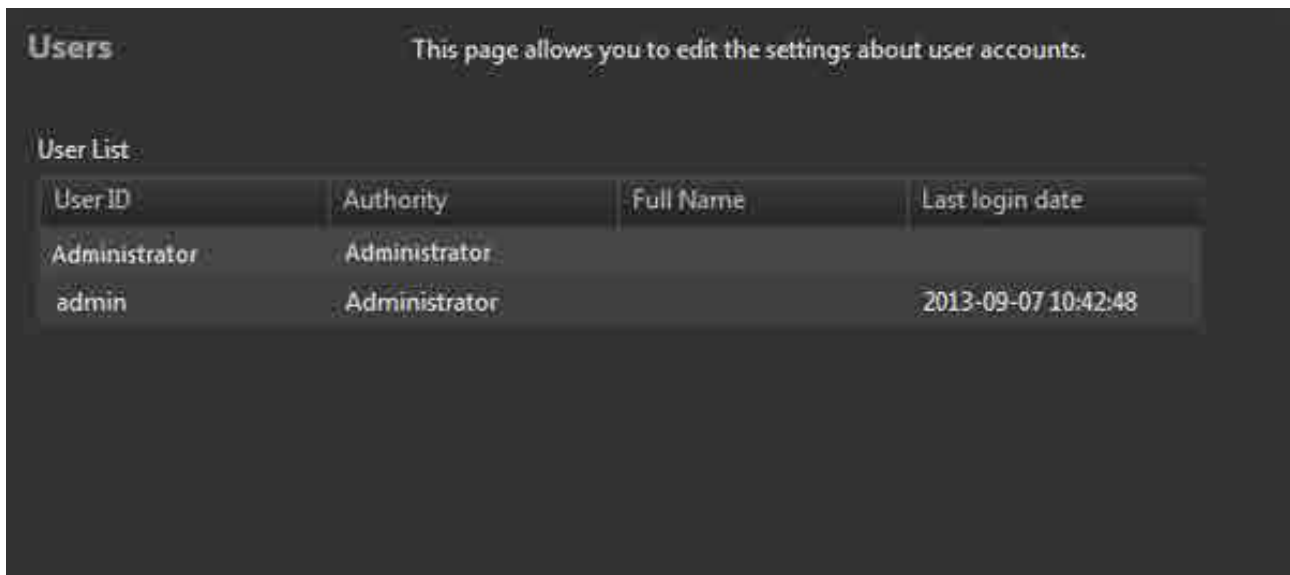
In File Server mode, [Setting] options are enabled in maintenance mode only.

- Location: Location of the drive. The address or drive letter of the drive in a library is displayed.
- Serial number: Displays the serial number of the drive.
- Status: Drive status
  - Injected: A cartridge has been inserted.
  - Ejected: There is no cartridge inserted.
  - Injecting: Inserting a cartridge.
  - Ejecting: Ejecting the cartridge.
- Setting: When enabled, drives are available for use. When disabled, the drives are not available.
- Message: Displays an error message if a drive error occurs.

## Users Page

Manages user accounts for this software.

This page is displayed for users having Administrator authority only.



**Users** This page allows you to edit the settings about user accounts.

User List

User ID	Authority	Full Name	Last login date
Administrator	Administrator		
admin	Administrator		2013-09-07 10:42:48

## User List

Displays the list of users. The user ID, authority, full name, and last login date are displayed.

### To add a user

1. Click the [Add] button.
2. In the [New Account] dialog, specify the user ID and user privileges (Administrator/General User) for the new user. To receive mail notifications, select the checkbox and enter a mail address.  
If mail notification is enabled, e-mail is sent when archive/retrieve has finished or failed, and when the password is changed.
3. Click the [OK] button.  
A user password is generated automatically when adding a new account. The generated password is sent by mail if mail notification is enabled. The generated password is displayed in the confirmation dialog if mail notification is not enabled.

### To edit user information

1. Select the user, then click the [Edit] button.
2. In the [Edit Account] dialog, select the desired user privileges (Administrator/General User).
3. To change the password, place a check mark in the [Issue new password] checkbox.
4. Click the [OK] button.  
The updated information is registered. If [Issue new password] is selected, a new login password is generated automatically. The generated password is sent by mail to the specified e-mail address if mail notification is enabled. The generated password is displayed in the confirmation dialog if mail notification is not enabled.

#### Note

User information cannot be modified while that user is logged in.

### To delete a user

Select the user, then click the [Delete] button.

## Archive Page

---

Makes settings related to archiving.

This page is displayed for users having Administrator authority only.

#### Note

The [Enable MD5 checksum] and [Restrict disc spanning] settings cannot be modified while running an archive job or retrieve job.

**Archive** This page allows you to edit the setting about information for archive.

☐ **Enable MD5 checksum** Save  
Place a check mark in the checkbox to check data using an MD5 checksum when archiving.

☒ **Restrict disc spanning** Save  
Place a check mark in the checkbox to restrict saving of files across disc boundaries within a cartridge to a minimum when archiving.

☒ **Enable strict file compare when retrieving** Save  
Place a check mark in the checkbox to compare files when retrieving. Checksum comparison will also be carried out if the MD5 checksum was calculated when archived.

**Base Path**

Virtual path	Physical path	Delete after archived
Source	C:\Source	No

Add Delete Refresh

**Watched Folder**

Name	Path
Watched folder 1	C:\Watched

Add Delete Refresh

**Cartridge name**

Prefix:  Save

## Enable MD5 checksum

Place a check mark in the checkbox to check data using an MD5 checksum.

### Note

If verification is enabled using the Optical Disc Archive Utility, enabling MD5 checksum here will run a duplicate check when archiving, increasing the archive time. A confirmation message appears if verification is enabled in the Optical Disc Archive Utility and MD5 checksum is enabled in this software, or if both are disabled. If this occurs, change the settings of one or the other as required.

## Restrict disc spanning

Place a check mark in the checkbox to restrict saving of files across disc boundaries within a cartridge to a minimum when archiving.

## Enable strict file compare when retrieving

Place a check mark in the checkbox to perform a file size and MD5 checksum (if [Enable MD5 checksum] is selected when archiving) comparison of the retrieved file with the archived file to check that they match.

#### Note

Uncheck the checkbox if automatically converting the format of the file when retrieving.

## Base Path (File Manager mode only)

Specifies the folder (base path) to be displayed in the Desktop area on the Archive screen.

The files/folders under the specified folder are displayed on the Archive screen. Restricting the folders that are displayed prevents system files being changed in error.

The following items are set for base paths.

- Virtual path: Specifies the name of the virtual folder displayed in the Desktop area on the Archive screen.
- Physical path: Specifies the physical path on the local computer or network storage.
- Delete after archived: Specifies whether to delete source files after they have been archived.

### To add a base path

1. Click the [Add] button.
2. In the [Add Base Path] dialog, specify the virtual path name, physical path, and whether to delete files after they are archived, then click the [OK] button.

To specify a network path as the base path, click the [Browse] in the [Add Base Path] dialog and then follow the procedure in “Adding a Network Path.”

### To edit a base path setting

Select the base path, then click the [Edit] button.

### To delete a base path

Select the base path, then click the [Delete] button.

## Watched Folder (File Manager mode only)

Specifies watched folders that trigger file archiving automatically when a file is created in the folder.

For details, see “Archiving using Watched Folders.”

#### Notes

- Files saved in watched folders are automatically deleted after they are archived. However, folders created in watched folders are not deleted automatically. To delete folders, use Explorer (Windows) or Finder (macOS) as required.
- Read-only files are not archived by the Watched Folder function.

## Cartridge name

Specifies a character string prefix for the cartridge name when registering a new cartridge. The cartridge name format is “Prefix + consecutive number.”

# Maintenance Page

Makes settings related to software maintenance.

This page is displayed for users having Administrator authority only.

## File Manager mode

The screenshot shows the 'Maintenance' page in File Manager mode. At the top, there's a header 'Maintenance' and a subtitle 'This page is used to perform required system maintenance tasks.' Below this, the 'Service Termination & Start' section contains two radio buttons: 'Terminate service after all jobs are finished' (selected) and 'Terminate service after "Stand-by & Processing" jobs are finished'. To the right are 'Terminate' and 'Cancel' buttons. The 'Status' section features an 'Auto refresh' checkbox (checked) and a refresh icon. Below it is a table with four columns: 'Service Request Status', 'System Status', 'Waiting & Running Jobs', and 'Running Jobs'. The table shows 'No Requests' for the first column, 'Working' for the second, and '0' for the last two. The 'Log Collection' section has two date pickers: 'Date Period From \*' and 'Date Period To \*', followed by an 'Output' button.

Service Request Status	System Status	Waiting & Running Jobs	Running Jobs
No Requests	Working	0	0

## Filer Server mode

The screenshot shows the 'Maintenance' page in Filer Server mode. It has the same header and subtitle as the File Manager mode. The 'Service Termination & Start' section is identical. The 'Status' section has the 'Auto refresh' checkbox checked. The table below it has the same columns but shows 'Service Change Request' for the first column, 'Working' for the second, and '0' for the last two. The 'Log Collection' section is identical to the File Manager mode.

Service Change Request	System Status	Waiting & Running Jobs	Running Jobs
No Requests	Working	0	0

## Service Termination & Start (File Manager mode)

Terminates or starts the software service. When terminating service, you can select whether to terminate service after all jobs have been processed or after the currently processing jobs have been processed.

### To terminate the service

1. Confirm that the [System Status] field under [Status] displays "Working."
2. Select either [Terminate service after all jobs are finished] or [Terminate service after "Stand-by & Processing" jobs are finished].

3. Click the [Terminate] button.

When service terminates, the [System Status] field under [Status] changes to "Standby."

#### **To start the service**

1. Confirm that the [System Status] field under [Status] displays "Standby."
2. Click the [Start] button. (When service terminates, the [Terminate] button changes to a [Start] button.)

When service starts, the [System Status] field under [Status] changes to "Working."

To cancel service terminate/start operation, click the [Cancel] button.

#### **Note**

The software service cannot be started if Optical Disc Archive Filer is running.

#### **Status**

Displays the service status.

- Service Request Status: Displays the service request status.
- System Status: Displays the system processing status.
  - Working: Operating normally
  - Standby: In standby mode
  - Suspend: I/E Tray is open.
  - Failed: An error occurred, and service is not working
  - Not Ready: Not running
- Waiting & Running Jobs: Displays the number of jobs registered in the cue or being processed.
- Running Jobs: Displays the number of jobs being processed or are waiting.

## **Service Termination & Start (File Server mode)**

Terminates or starts the software service.

In maintenance mode, the virtual volume is unmounted. Stop any applications using the virtual volume.

#### **To terminate the service**

1. Confirm that the [System Status] field under [Status] displays "Working."
2. Click the [Terminate] button.

The virtual volume is unmounted, and then the service terminates after all "Stand-by" and "Processing" jobs are finished. Jobs other than "Stand-by" and "Processing" jobs are canceled.

When service terminates, the [System Status] field under [Status] changes to "Stopped."

#### **To start the service**

1. Confirm that the [System Status] field under [Status] displays "Stopped."
2. Click the [Start] button. (When service terminates, the [Terminate] button changes to a [Start] button.)

When service starts, the [System Status] field under [Status] changes to "Working."

#### **Note**

The software service cannot be started if Optical Disc Archive Filer is running.

#### **Status**

Displays the service status.

- Service Change Request: Displays the service request status.
- System Status: Displays the current system status.
  - Working
  - Stopped
  - Maintenance
  - Fault
- Waiting & Running Jobs: Displays the number of jobs registered in the cue or being processed.
- Running Jobs: Displays the number of jobs being processed or are waiting.

#### **[Terminate] / [Start] button**

Terminates or starts the service. The button display changes depending on the system status.

#### **[Start Maintenance] / [Stop Maintenance] button**

Used to start maintenance mode for changing database, drive, and cartridge settings. Also used to exit maintenance mode. The button display changes depending on the system status.

## **Log Collection**

Saves File Manager logs to the computer.

Specify the start and end dates of the logs to save, then click the [Output] button.

## **Notification Page**

---

Makes settings related to sending e-mail notifications.

This page is displayed for users having Administrator authority only.

Mail notification is sent to users on the [My Settings] page and [Users] page who have mail notification enabled in the following cases.

- When archive/retrieve has finished
- When archive/retrieve failed
- When a new account is added or the password is changed
- When reissuing a password

**Notification** This page allows you to edit the setting about e-mail notification.

Set to Typical Webmail Settings

Port number:

SMTP server:

☐ Use secure connection  ▼

☐ Use SMTP Auth

Account:

Password:

E-mail address:

Save



Specify the following items.

- Port number
- SMTP server
- Use secure connection: Place a check mark in the checkbox, and select a connection type.
- Use SMTP Auth
- Account: Enter the mail server account.
- Password: Enter the mail server password.
- E-mail address: Enter the e-mail address from which to send mail notifications.

Click the [Set to Typical Webmail Settings] button to enter values (in this example, Gmail settings) in each field. Modify settings as required.

## **File Server Page (File Server mode only)**

---

Configures the virtual volume name and cache settings of the file server.

This page is displayed for users having Administrator authority only.

### **Note**

File server settings are enabled in maintenance mode only.

File Server

This page is used to configure file server settings.

Virtual Volume Setting

Drive letter

W: ▼

Volume name

ODAFileServer

Save

Cache Setting

Cache folder

C:/FSCache

Browse

Cache capacity

11

GB

Assignable range: 1 - 12000 GB

Save

Detail Setting

Template

Custom ▼

Flush unit

☒ File
 ☐ Cartridge

Flush interval

11

sec.

Assignable range: 1 - 604800 sec.

☐ Optional flush condition  
Synchronize when both the total size of files that have not initiated synchronization exceeds (A) GB and writing to the cartridge folder has not been executed for (B) seconds.

File Size (A)

1

GB

Assignable range: 1 - 5000 GB

Time (B)

1

sec.

Assignable range: 1 - 86400 sec.

Template-specific Setting

SmartDocs

Cache capacity for scan

0

GB

Assignable range: 0 - 5000 GB

Cache Clear

Save

## Virtual Volume Setting

Sets the drive letter and drive name of the virtual volume. After configuration, click the [Save] button.

### Drive letter

Select the drive letter from the pull-down menu.

### Volume name

Enter the volume name.

## Cache Setting

### Cache folder

Specify the folder to use as cache memory.

## Cache capacity

Specify the upper limit of the cache capacity. The capacity should be less than the remaining free space of the volume where the cache folder is located.

# Detail Setting

## Template

You can use a configuration template for high-level applications when configuring the file server. To continue without using a template, select [Custom].

## Flush unit

Sets whether the sync process for writing from the cache to cartridge occurs in file units or cartridge units.

- [File]: The time since a file was last updated before flushing the cache is managed for each file. When that value reaches the [Flush interval] setting, an archive job is registered in order to synchronize that file.
- [Cartridge]: The time since a file was last updated before flushing the cache is managed for each cartridge. When that value reaches the [Flush interval] setting, an archive job is registered in order to synchronize all the updated files.

## Flush interval

Sets the time from when writing a file to a virtual volume ends or from when the file is last updated until the file in cache is synchronized with a cartridge.

## Optional flush condition

This setting is valid only when flushing by cartridge units. When enabled, in addition to the normal archive job registration based on the [Flush interval], faster synchronization can be performed according to the total size of files to be updated.

When both the total size of files to be synchronized exceeds the [File Size (A)] setting and the files have not been written or updated for a duration given by [Time (B)], an archive job is registered to synchronize the files.

# Template-specific Setting

Specifies the template characteristics.

## SmartDocs

### Cache capacity for scan

Sets the cache capacity used by the SmartDocs scan function. A capacity independent of the [Cache capacity] in [Cache Setting] is reserved on the same volume.

### [Cache Clear] button

Deletes the files from within the cache capacity for scanning, clearing the used space.

# Database Page

---

Makes settings related to the database of the software.

This page is displayed for users having Administrator authority only.

**Database** This page allows you to edit the setting about maintenance of the database.

**Backup/Restore of the database**

DB Backup Schedule ☒ Auto refresh

Start Time	Day of Week	Output Folder	Max Preserved Files
00:00:00	Mon, Tue, Wed, Thu, Fri	C:/ProgramData/Sony/ODSFileManager/DBBackup	10

Last Backup Date & Time	Output File	Message
2019-11-15 00:00:26	FileManager2_Version 3.0 (3.0.0.212)_20191115000026.zip	

**DB Restore**

Backup File	Message

**DB Cleanup**

DB Cleanup

Start Time (Daily)	DB Cleanup (Days before)	Last Cleanup Date & Time
00:00:00	5	2019-11-15 00:00:30

## Backup/Restore of the database

Backs up and restores the database.

Regular backup, using a specified schedule, and immediate backup methods, using the [Manual Backup] button, are supported.

Restoring restores the database to the status it had when it was backed up.

### DB Backup Schedule

Displays the specified backup schedule.

#### To set the backup schedule

1. Click the [Set] button.  
The [Set DB Backup Schedule] dialog appears.
2. Set the schedule in the dialog, then click the [OK] button.
  - Start Time: Specifies the time to start backup.
  - Day Of Week: Specifies the day(s) to perform backup (multiple selection supported).
  - Output Folder: Selects the output folder.
  - Max Preserved Files: Specifies the maximum number of previous backup files to be preserved.

To delete the schedule, click the [Delete] button.

#### Note

When setting the backup schedule, a network path cannot be selected for the output folder.

### Backup status display

Displays information about the last database backup.

- Last Backup Date & Time
- Output File
- Message

### [Manual Backup] button

Immediately executes backup.

When the button is clicked, a dialog appears prompting for the backup destination folder. If a different folder than the one for backing up files using the backup schedule is specified, the backup will not be automatically deleted.

To specify a network path for a backup, click the [Browse] button and follow the procedure in “Adding a Network Path.”

### DB Restore

- Backup File
- Message

### [Restore] button

Restores the database. Select a backup file in the [Restore] dialog.

#### Note

In File Server mode, [DB Restore] is enabled in maintenance mode only.

## DB Cleanup

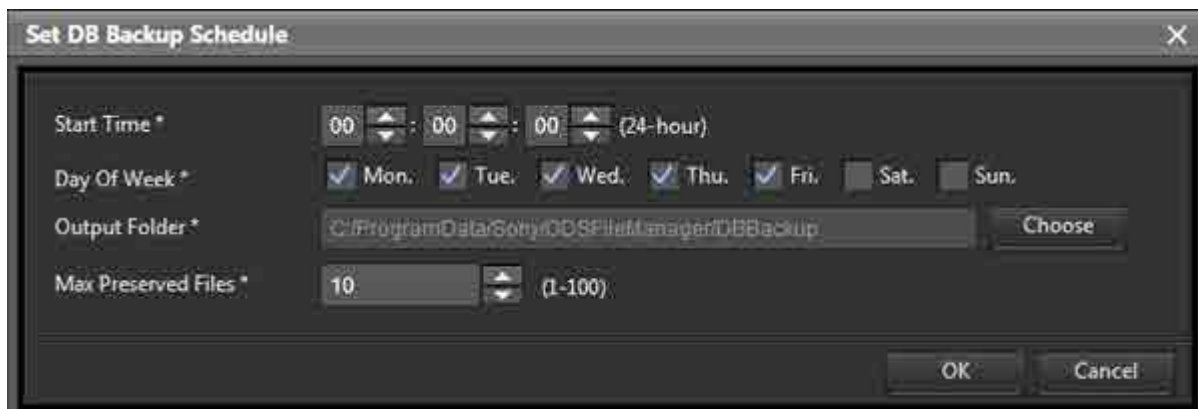
Deletes finished jobs automatically at regular intervals.

- Start Time (Daily): Displays the date and time to delete finished jobs.
- DB Cleanup (Days before): Displays the number of days to retain finished jobs before deletion.
- Last Cleanup Date & Time: Displays the date and time when finished jobs were last deleted.

To set the schedule for deleting finished jobs, click the [Set] button to display the configuration dialog.

## Set DB Backup Schedule / Set DB Cleanup Dialog

Sets schedules for backing up/cleaning the database.



### Start Time

Specifies the time to start backup/cleanup.

### Day of Week ([Set DB Backup Schedule] dialog only)

Specifies the day(s) to perform backup (multiple selection supported).

### Output Folder ([Set DB Backup Schedule] dialog only)

Selects the folder where backup files will be output.

**Max Preserved Files ([Set DB Backup Schedule] dialog only)**

Specifies the maximum number of previous backup files to be preserved.

**DB Cleanup ([Set DB Cleanup] dialog only)**

Specifies the number of days of data to retain (cleaning up older data).

# Appendix

The appendix comprises the following topics.

- Notice to Users
- Trademarks

## Notice to Users

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