



DocAve® 6 Job Monitor

Reference Guide

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About Job Monitor

Job Monitor allows you to view the status or details of jobs, download reports, and manage the jobs all from a central interface.

Job Monitor is also integrated into other DocAve products, which enables you to manage the jobs inside its corresponding modules with additional features specific to the product itself. These additional features are also available in the stand-alone Job Monitor module.

Submitting Documentation Feedback to AvePoint

AvePoint encourages customers to provide feedback regarding our product documentation. Click the following URL to access the **Submit Your Feedback** form on our website:

<http://www.avepoint.com/resources/documentation-feedback/?flush=1>

Before You Begin

Refer to the sections for system and farm requirements that must be in place prior to installing and using DocAve Job Monitor for SharePoint.

Configuration

In order to use DocAve Job Monitor for SharePoint, the DocAve 6 platform must be installed and configured properly on your farm. Job Monitor will not function without DocAve 6.

Agents

SharePoint Agents are responsible for running DocAve jobs and interacting with the SharePoint object model. DocAve Agents enable DocAve Manager to communicate with the respective servers, allowing for Job Monitor commands to function properly.

***Note:** The use of system resources on a server increases when the installed agent is performing actions. This may affect server performance. However, if the agent installed on a server is not being used, the use of system resources is very low; therefore, the effect on server performance is negligible.


For instructions on installing DocAve Platform, DocAve Manager, and DocAve module Agents, see the [DocAve 6 Installation Guide](#).

Getting Started

Refer to the sections below for important information on getting started with Job Monitor, including launching the module, understanding the interface, configuring your view, and searching for jobs.

Launching Job Monitor

To launch Job Monitor and access its functionality, follow the instructions below:

1. Log in to DocAve. If you are already in the software, click the **DocAve** tab.
2. From the DocAve tab, click **Job Monitor** to launch the module.
3. Alternatively, you can click the Job Monitor icon () from anywhere within the DocAve software to launch Job Monitor.

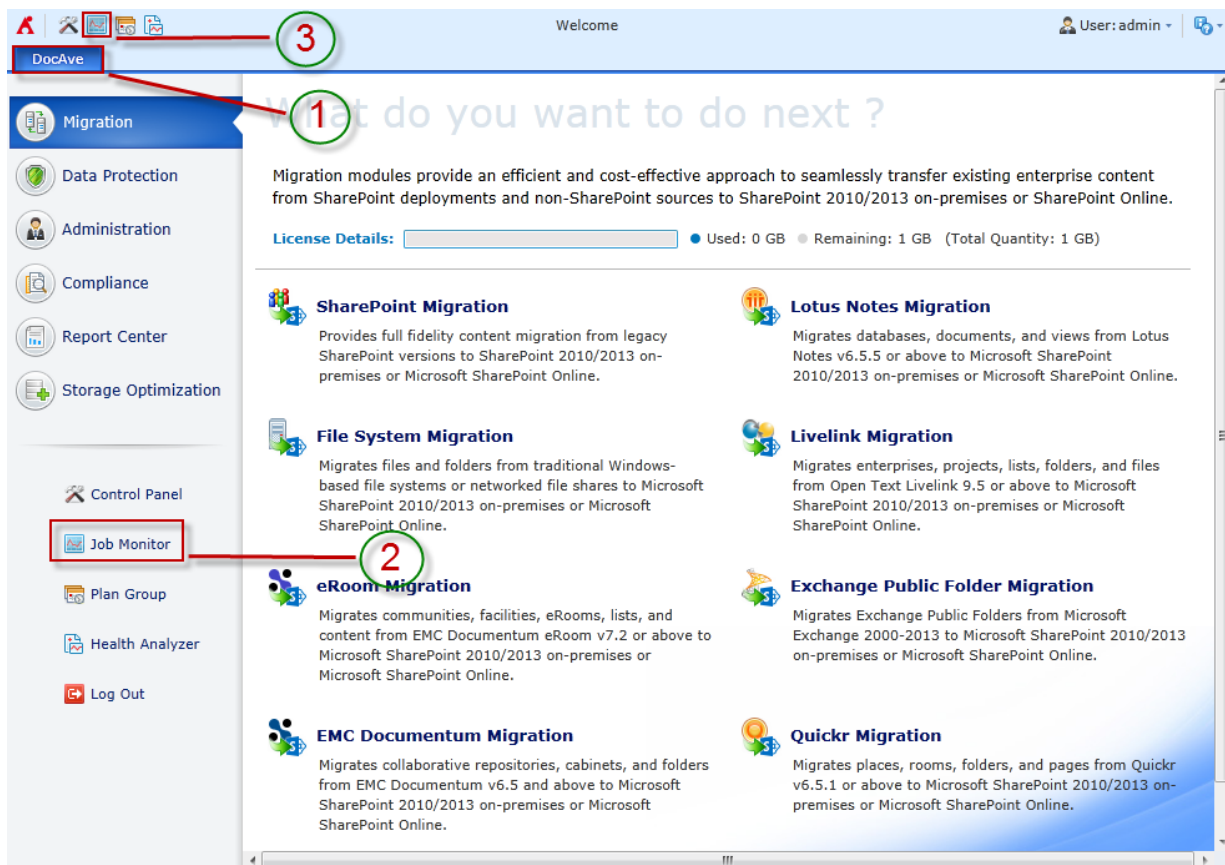


Figure 1: DocAve module launch window.

Understanding Job Monitor

Job Monitor provides you with a number of ways to customize the way your jobs are displayed so you can more efficiently manage them. The following two sections will cover the different viewing options.

Job Monitor Interface

The interface in Job Monitor contains the following four areas:

1. **Tab** – Switch between the Job Monitor and Scheduled Job Monitor interface.
2. **Ribbon** – Toolbar where you can customize the view, perform actions on selected jobs, and configure report location settings.
3. **Search** – Search tool for filtering the displayed jobs.
4. **Viewing pane** – List of jobs displayed according to the filters you configure.

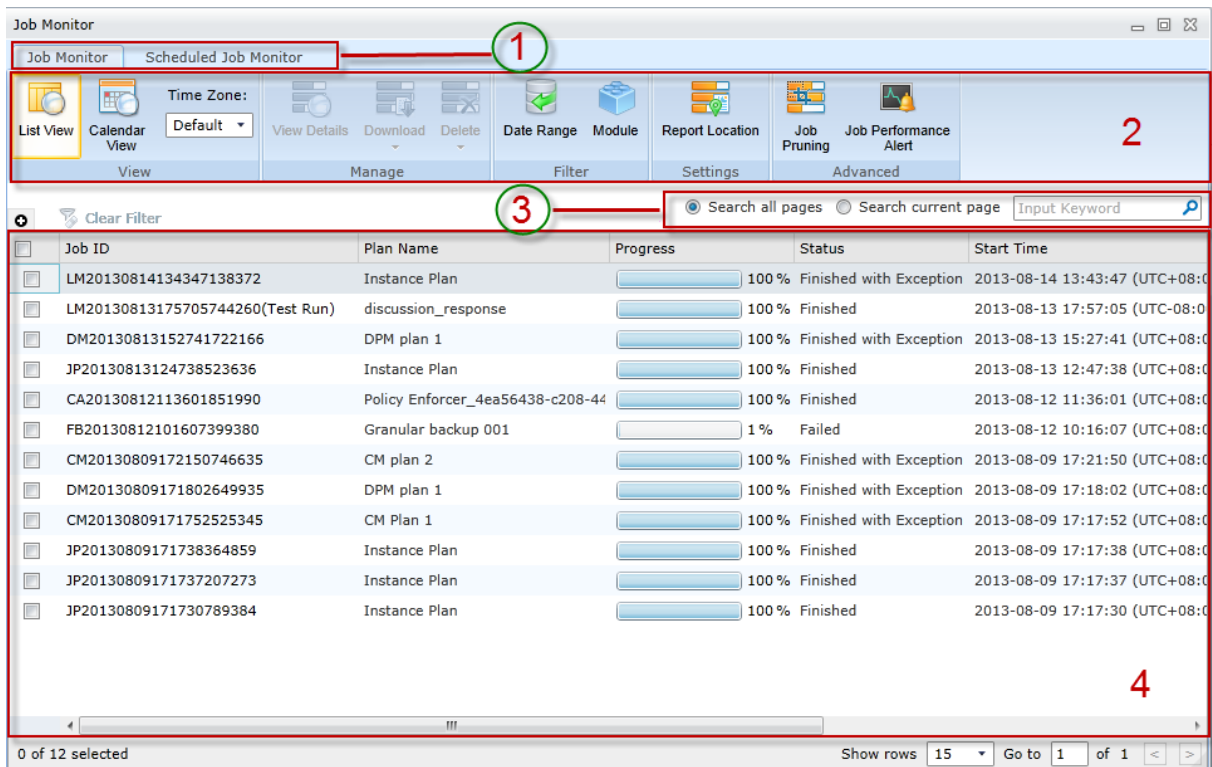


Figure 2: Job Monitor User Interface.

Job Monitor vs. Scheduled Job Monitor

The Job Monitor module interface contains two tabs:

- **Job Monitor** – Displays all current and previous jobs.
- **Scheduled Job Monitor** – Allows you to exclusively access jobs that are scheduled to run in the future.

***Note:** Job Monitor differentiates between scheduled jobs (jobs scheduled to run in the future) and recurring jobs. Scheduled jobs will only show up on the **Scheduled Job Monitor** tab. Recurring jobs will show up on both tabs.

***Note:** Any scheduled jobs that are overdue to run will be skipped and displayed in the **Job Monitor** tab.

Configuring the Viewing Pane

In both the **Job Monitor** and **Scheduled Job Monitor** tabs, there is a **View** toolbar and a **Filter** toolbar on the ribbon with further configurable options to help you more efficiently manage your current and previous jobs.

The View Toolbar

This toolbar allows you to choose to have your jobs displayed in List View or Calendar View:

- **List View** – Displays your jobs in a table. You can add or remove a column to customize your view by clicking the manage columns button (⊕). Select the desired column for this view by selecting the checkbox next to its name in the drop-down menu. Click **OK** to save your choices, or click **Cancel** to close the drop-down menu without saving your choices.
- **Calendar View** – Displays your jobs in a calendar. You can configure Calendar View to display in **Day**, **Week**, or **Month** format by clicking the respective button in the upper right-hand corner. To see detailed information about a job, place your mouse cursor over its time slot.

You can also configure the **Time Zone** in this toolbar by specifying one of the options below to display in the job information.

- **Default** – Displays the time zone of the machine where the control service is installed. In the Scheduled Job Monitor tab, the default time zone is based on the time zone configured for each schedule.
- **Local** – Displays the time zone that the Internet Explorer (IE) browser used to access DocAve.

By default, the time zone of the job information is set to **Default**. To change the time zone, click the drop-down menu, and select **Local**. In Calendar View, the time zone is set to Local and cannot be altered.

The Filter Toolbar


This toolbar allows you to filter the jobs listed in the viewing pane by Date Range or Module.

- **Date Range** – Allows you to limit the jobs displayed by specifying a time frame.
- **Module** – Allows you to limit the jobs displayed by specifying the module where the jobs are run.

Searching Jobs

Job Monitor also allows you to search for jobs to further customize which jobs are displayed to you. The search interface is located under the toolbar ribbon. Select the corresponding radio button to either **Search all pages** or **Search current page**. Placing your cursor over the Search text box will bring up a tooltip informing you of the searchable parameters.

***Note:** The search function is not case sensitive.

Since the Job ID includes the start time for the job, you can search for a job by start time. Enter the time as a numerical string in the text box, and then click the magnifying glass  to search (for example: search for 2014-01-01 17:05:10 by typing 20140101170510 in the Search text box).

Managing Jobs

The **Job Monitor** tab and the **Scheduled Job Monitor** tab offer different sets of tools suitable for managing the different types of jobs.

***Note:** If one tool is not supported for the selected job of the specified product, the corresponding button of this tool will be grayed out and not selectable.

Operations in the Job Monitor Tab

The Job Monitor tab provides you with a number of tools that allow you to perform actions to jobs you are currently running or have run in the past. By default, jobs are displayed in List View in the **Job Monitor** tab.

***Note:** The tools explained here only cover the general ones in Job Monitor. To access the tools that are specific to the DocAve products, you can access the Integrated Job Monitor in each of the DocAve products. You can also access Job Monitor from the welcome page, click the **Module** button, select the specified module by selecting the appropriate checkbox, and then choose from jobs run by that module. For details about tools specific to each DocAve product, see the [Integrated Job Monitor](#) section of this guide.

The Manage Toolbar

This toolbar provides you with the following functionality:

- **View Details** – Allows you to view a job report of the selected job. Select the job by selecting the corresponding checkbox. Click **View Details** on the ribbon. The **Job Details** tab appears with the job report displayed in the viewing pane with the **Summary** tab selected. The **Summary** tab displays general information about the job. For more in-depth information, click the corresponding **Details** tabs in the viewing pane.

Click **Download** to download the job report. Select **TXT**, **CSV** or **XLS** as the format for the report, then select to download the **Current columns** or **All columns** from the corresponding Details tabs, and then click **OK** to download the report, or **Cancel** to return to the **Job Details** tab.

***Note:** High level logs for Platform Backup and Restore jobs (except Test Run jobs) that fail, stop, or finish with exception are collected and downloaded together with the job report.

***Note:** The **Details** tabs are specific to DocAve products. For more information, you can access the Job Monitor in each of the DocAve products.
- **Download** – Allows you to download the job details and job logs of the selected job to a specified location. Select the corresponding checkboxes next to the jobs you want to

download, click **Download** on the ribbon and choose an option from the drop-down menu.

- Select the **Download Job Details** option from the drop-down menu. You have the option to set the **Report Format** to download in **TXT**, **CSV** or **XLS** format.

***Note:** High level logs for Platform Backup and Restore jobs (except Test Run jobs) that fail, stop, or finish with exception are collected and downloaded together with the job report.

- Select the **Download Job Logs** option from the drop-down menu. A Log Manager job will run automatically. DocAve collects all of the logs for the Control service, Media service (if used in the job), and Report service (if used in the job) with common logs and the job related logs in the related Agents.

When the Log Manger job finishes, you can find the logs in the following ways:

- A pop-up window appears when the Log Manager job finishes. You can save the logs to a desired place.
- Select the Log Manager job, click **Download** on the ribbon and select the **Download Job Details** from the drop-down menu, and then select a desired place to save the logs.
- By default, the logs will be stored in the `... \AvePoint\DocAve6\Manager\Work\TempLogFile` directory.

***Note:** The **Download Job Logs** option is only visible and clickable for the login user who is a member of the System Group or Administrators Group. Only these users have the permission to view the corresponding Log Manager jobs.

***Note:** For Platform Backup and Restore jobs, DocAve collects all of the logs for the Control service, Media service (if used in the job), and Report service (if used in the job) together with common logs and all of the Platform Backup and Restore jobs' logs in the related Agent.

***Note:** Prior to downloading the job report, make sure the Internet Explorer (IE) download settings are configured properly. You can configure the download settings for IE by following the steps in the [Configuring Internet Explorer Download Settings](#) section of this guide.

- **Delete** – Deletes job information of the selected jobs. Click **Delete**, and then select **Delete Job** from the drop-down menu.

***Note:** To delete a job, the current user must have permission to the farms used in the job.

Configuring Internet Explorer Download Settings

1. Navigate to **Internet Explorer > Tools > Internet Options**.

2. Select the **Security** tab and select a zone.
3. Click the **Custom level** button inside the **Security level for this zone** field.
4. Scroll down to the **Downloads** setting.
5. Change the detailed settings according to [Figure 3](#).

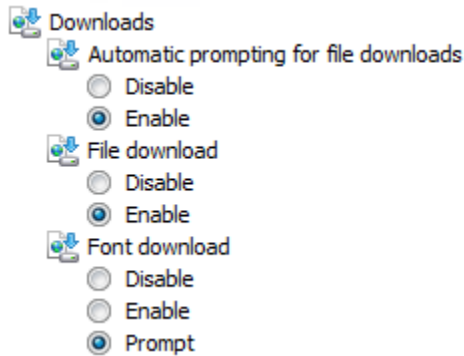


Figure 3: IE Security Settings.

The Actions Toolbar

This toolbar provides you with the following possible actions for your selected job(s): **Rerun with Debug Logging, Pause, Resume, Stop, and Start**.

The **Rerun with Debug Logging** button is highlighted and clickable on the ribbon when you select a failed, stopped, skipped, finished, or finished with exception job. The selected job's corresponding plan, rule, or settings will rerun. The new job will collect **Information, Warning, Error, and Debug** level logs. In addition, the job will be marked as a rerun job.

***Note:** This action is supported by the majority of DocAve modules except the following modules: SQL Server Data Manager, Vault, Health Analyzer, and Control Panel.

***Note:** For the Control Service, Media Service, and Report Service, the **Debug** level logs will be generated when running the rerun job. The jobs that run with the same Control service, Media service, and Report service at this time will also generate the **Debug** level logs. The jobs that run after the rerun job finishes will use the original log level configured in Log Manager. For the Agent that is used to run the rerun job, the original log level configured in Log Manager will be kept. However, the Agent logs that are related to this rerun job will be the Debug level logs.

The **Pause, Resume, Stop, and Start** actions are specific to the DocAve products. Select the job of each DocAve product, and the corresponding actions that the DocAve product supports are highlighted and clickable.

The Settings Toolbar

This toolbar provides access to the Report Location tool that allows you to specify a location for storing the reports generated after running the jobs. If you do not configure this tool, the job reports will be stored in the default location (...\\AvePoint\\DocAve6\\Manager\\work).

To store the job reports on a network share:

1. Select the **Use the Net Share path as the report location** checkbox.
2. Enter the **UNC path**.
3. Select a managed account profile from the drop-down menu.
4. Click **OK**.

For detailed information on managed account profiles, refer to the **Managed Account Profile** section in the [DocAve 6 Control Panel Reference Guide](#).

The Advanced Toolbar

This toolbar provides access to the **Job Pruning** that allows you to set up pruning rules for all job records across your farms. When a job record is pruned, it will be deleted from the Job Monitor and the DocAve Control database.

This toolbar also provides access to the **Job Performance Alert** that allows you to configure the settings of the job performance alert for the unresponsive jobs across your farm. When a job is not responded for the configured time, a notification e-mail will be sent about this issue.

Refer to the Job Pruning and Job Performance Alert sections in the [DocAve 6 Control Panel Reference Guide](#) for information on Job Pruning and Job Performance Alert.

Operations in the Scheduled Job Monitor Tab

The **Scheduled Job Monitor** tab provides you with two toolbars that allow you to perform actions to jobs that you have scheduled to run in the future. By default, the jobs are displayed in the Calendar View in the **Scheduled Job Monitor** tab. The following sections explain what these tools do in detail.

***Note:** The tools explained here only cover those in the main Job Monitor module. For details about tools specific to Job Monitor that are integrated into other DocAve products, see the [Integrated Job Monitor](#) section of this guide.

The Actions Toolbar

This toolbar provides the following actions for a scheduled job:

- **Enable** – If the status of the selected job(s) is disabled, you will have the option to click this button to enable it.

- **Disable** – If the status of the selected job(s) is enabled, you will have the option to click this button to disable it.

The Filter Toolbar

This toolbar provides the following filter options for a scheduled job:

- **Date Range** – Allows you to limit the jobs displayed by specifying a time frame.
- **Module** – Allows you to limit the jobs displayed by specifying the module where the jobs are run.

Integrated Job Monitor

While Job Monitor is able to access and organize jobs across different DocAve products, it is also integrated into the products in order to provide easy access and additional functionalities tailored to each product and its modules. When Job Monitor is accessed from the interface of a given product's module, it only displays jobs executed by that module and allows you to access related jobs without leaving your current interface. The integrated Job Monitor modules contain all of the same functionalities of the stand-alone Job Monitor module. The following modules include integrated Job Monitor:

Product	Module	Module in Job Monitor	Job ID
Migration	SharePoint Migration	SharePoint Migration	FBxxxxx(Full Migration) IBxxxxx(Incremental Migration) RSxxxxx(Import) MDxxxxx(Online Migration)
	File System Migration	File System Migration	FMxxxxx
	eRoom Migration	eRoom Migration	EMxxxxx
	Lotus Notes Migration	Lotus Notes Migration	LMxxxxx
	Livelink Migration	Livelink Migration	LLxxxxx
	Exchange Public Folder Migration	Exchange Public Folder Migration	PFxxxxx
	Quickr Migration	Quickr Migration	QMxxxxx
	EMC Documentum Migration	EMC Documentum Migration	MCxxxxx
Data Protection	Granular Backup & Restore	Granular Backup	FBxxxxx(Full Backup) IBxxxxx(Incremental Backup) DBxxxxx(Differential Backup)
		Granular Restore	RSxxxxx
		End-User Granular Restore	ERxxxxx
		Data Synchronization	DPSxxxxx
		Retention	DRGxxxxx
	Platform Backup & Restore	Platform Backup	FBxxxxx(Full Backup) IBxxxxx(Incremental Backup) DBxxxxx(Differential Backup)
		Platform Restore	RSxxxxx
		Farm Rebuild & Repair	PFRxxxxx
		Platform Maintenance Manager	PMxxxxx
		Platform Index Migration	PIMxxxxx

Product	Module	Module in Job Monitor	Job ID
		Platform Database Migration	PDMxxxxx
		Data Synchronization	DPSxxxxx
		Retention	DRPxxxxx
	SQL Server Data Manager	Analyze SQL Backup Data	DMAxxxxx
		Restore Analyzed SQL Backup Data	DMRxxxxx
	High Availability	High Availability Pre-Scan	HPxxxxx
		High Availability Synchronization	Hlxxxxx(Full Synchronization) HSxxxxx(Incremental Synchronization)
		High Availability Failover	HFxxxxx
		High Availability Fallback	HBxxxxx
	Administration	Administrator	Administrator
Administrator Policy Enforcer			CAxxxxx
Content Manager		Content Manager	CMxxxxx
		Report Collector	CRxxxxx
Deployment Manager		Deployment Manager	DMxxxxx
Replicator	Replicator	RPxxxxx	
Compliance	eDiscovery	eDiscovery	EDxxxxx
	Vault	Vault	VAxxxxx
		Report Collector	CRxxxxx
Report Center	Usage Reports	Report Center	RCxxxxx
	Infrastructure Reports	Report Center	RCxxxxx
	Administration Reports	Report Center	RCxxxxx
	Compliance Reports	Report Center	RCxxxxx
	DocAve Reports	Report Center	RCxxxxx
Storage Optimization	Real-time Storage Manager	Convert Stub To Content	CSxxxxx
		Clean Up Orphan BLOBs	SRxxxxx
		Storage Report	SAxxxxx
	Scheduled Storage Manager	Scheduled Storage Manager	ESxxxxx
		Convert Stub To Content	CSxxxxx
		Clean Up Orphan BLOBs	SRxxxxx
		Storage Report	SAxxxxx
	Connector	Connector	CRxxxxx COxxxxx(Inventory Report)
		Convert Stub To Content	CSxxxxx
		Storage Report	SAxxxxx
		Cloud Connect	Connector
	Archiver	Archiver	ARxxxxx
		End-User Archiver	EAxxxxx
		Archiver Full Text Index	Alxxxxx
		Archiver Restore	RSxxxxx
End-User Archive Restore		ERxxxxx	

Product	Module	Module in Job Monitor	Job ID
		Archiver Retention	RTxxxxx
Control Panel		Job Pruning	JPxxxxx
		Log Manager	LMxxxxx
		Data Manager	DIxxxxx
Health Analyzer		Health Analyzer	HARxxxxx

Additional Job Monitor Features in Granular Backup & Restore

In Job Monitor, selecting certain types of Granular Backup & Restore jobs will provide you with additional features.

Re-Sync Jobs

In Job Monitor, certain granular backup jobs in Granular Backup & Restore allow you to click **Re-Sync** on the ribbon. This button allows you to sync the backup data from the Primary Storage Group to the Secondary Storage Group specified in the corresponding logical device for the second time.

***Note:** The **Re-Sync** button will only be highlighted and clickable when the Granular Backup job is **Finished/Finished with Exception**, the corresponding Data Sync job is **Failed**, and the corresponding logical device is configured with the **Redundant backup data storage device** radio button selected.

Deleting Job and Backup Data

In Job Monitor, certain granular backup jobs in Granular Backup & Restore allow you to click **Delete Job and Backup Data** on the ribbon. This button allows you to delete the selected jobs and the related backup data. There are two conditions according to the job type you select to delete:

- If the selected job is an incremental backup job, the jobs and the related backup data before the next full/differential backup job of the same cycle will also be deleted. The same situation also occurs when deleting the differential backup jobs and data.
- If the selected job is a full backup job, all the jobs and the related backup data of the same cycle will be deleted.

***Note:** This option is only available for the jobs whose statuses are **Finished/Finished with Exception**. The related backup data is deleted by the Retention job that runs automatically in Job Monitor. The selected backup jobs in Job Monitor will be deleted immediately after the related backup data is deleted.

***Note:** To delete a granular backup job, the current user must have permission to the farms used in the job.

Additional Job Monitor Features in Platform Backup & Restore

In Job Monitor, selecting certain types of Platform Backup & Restore jobs will provide you with additional features.

Maintenance Jobs

If you select a platform backup job in Job Monitor, the **Maintenance** appears on the ribbon. If you click the **Maintenance** button, the **Maintenance** tab opens, allowing you to configure the following settings:

- **Maintenance Action** – Select the maintenance actions for this job by selecting one of the following checkboxes:
 - Transfer snapshot data to media server
 - Generate InstaMount mapping
 - Generate granular index
 - Verify database backup data
- **Staging SQL Server** – Choose to use the **SQL Server for backup** or choose **Customize SQL Server** to use a custom SQL server as the staging SQL server.
***Note:** This field will appear after you select the **Generate granular index** or **Verify database backup data** checkbox.
- **Granular Index Method** – Choose how the granular index will be generated. **Sequential** will generate the index one database at a time on each SQL server, minimizing the resource requirements for generating an index. **Parallel** will index multiple databases simultaneously on each SQL server.
***Note:** This field appears after you select the **Generate granular index** checkbox.
- **Maintenance Notification** – Configure the notification settings for this job. Select a previously configured notification profile from the **Select a profile with address only** drop-down list, or create a new e-mail notification profile by clicking the **New Notification Profile** link. Click **View** to view the detailed configuration of the selected notification profile.

When you are finished configuring settings in the Maintenance tab, click **OK** to save the configurations, or click **Cancel** to close the Maintenance tab without saving any changes.

Re-Sync Jobs

In Job Monitor, certain platform backup jobs in Platform Backup & Restore allow you to click **Re-Sync** on the ribbon. This button allows you to sync the backup data from the Primary Storage Group to the Secondary Storage Group specified in the corresponding logical device for the second time.

***Note:** The **Re-Sync** button will only be highlighted and clickable when the platform backup job is **Finished/Finished with Exception**, the corresponding Data Sync job is **Failed**, and the corresponding logical device is configured with the **Redundant backup data storage device** radio button selected.

Deleting Job and Backup Data

In Job Monitor, certain platform backup jobs in Platform Backup & Restore allow you to click **Delete Job and Backup Data** on the ribbon. This button allows you to delete the selected jobs and the related backup data. There are two conditions according to the job type you select to delete:

- If the selected job is an incremental backup job, the jobs and the related backup data before the next full/differential backup job of the same cycle will also be deleted. The same situation also occurs when deleting the differential backup jobs and data.
- If the selected job is a full backup job, all the jobs and the related backup data of the same cycle will be deleted.

***Note:** This option is only available for the jobs whose statuses are **Failed/Stopped/Finished/Finished with Exception**. The selected jobs and related backup data are deleted by the Retention job that runs automatically in Job Monitor. The selected jobs and backup data will be deleted immediately after the Retention job finished successfully.

***Note:** To delete a platform backup job, the current user must have permission to the farms used in the job.

Additional Job Monitor Features in Administrator

Job Monitor provides the following additional job types for Administrator: Admin Search or Security Search, Delete Orphan Site, Dead Account Cleaner, Import Configuration File, Search Web Part, and Search Duplicate Files. Refer to the following sections for a detailed description of each of these additional features.

Admin Search or Security Search Jobs

In Job Monitor, selecting an Admin Search job allows you to click **Search Result** and **Download Report** on the ribbon. The **Search Result** button brings you to the **Management** tab of Administrator. Here you can click **Download Report** to download the report of the selected job.

In Job Monitor, selecting a Security Search job allows you to click **Search Result**, **Download Result**, and **Export for Editing** on the ribbon. The **Search Result** button brings you to the **Search Result Tools** tab of Administrator. Here you can perform the following actions on the search results:

- Download Report
- Export for Editing
- Import Configuration File

For more details on these actions, see the [DocAve 6 Administrator User Guide](#).

Delete Orphan Site Jobs

In Job Monitor, selecting a Delete Orphan Site job allows you to click **Orphan Sites Deletion** on the ribbon. This button brings you to the **Orphan Sites Deletion** tab of Job Monitor where you can view and manage the orphan sites. Click **Cancel** on the ribbon to close the tab.

In the viewing pane, you can customize how the orphan sites are displayed in the following ways:

- **Search** – Allows you to filter the sites displayed by the keyword you designate; the keyword must be contained in a column value. At the top of the Orphan Site Deletion viewing pane, type in the keyword for the orphan site(s) you want to display. You can select to **Search all pages** or **Search current page**.
***Note:** The search function is not case sensitive.
- **Manage columns** (⊕) – Manages which columns are displayed in the list so that only the information you want to see is displayed. Click the manage columns button (⊕), then select the checkbox next to the column name to have that column shown in the list.
- **Filter the column** (⌵) – Filters which item in the list is displayed. Unlike Search, you can filter whichever item you want, rather than search based on a keyword. Hover over the column name you want to filter, then click the filter the column button (⌵), and then select the checkbox next to the item name to have that item shown in the list. To remove all of the filters, click **Clear Filter**.

If you want to run an Orphan Site job, select the orphan sites you want to delete, and then click **Next**. Configure the Schedule and Notification settings for this deletion job, and then click **Next**. Review your configurations in the Overview page and click **Finish** to save these configurations, click **Finish and Run Now** to save these configurations and run the job immediately, or click **Cancel** to close the Orphan Sites Deletion tab without saving these configurations.

Dead Account Cleaner Jobs

In Job Monitor, selecting a Dead Account Cleaner job allows you to click **Dead Account Deletion** on the ribbon. This button brings you to the **Dead Account Deletion** tab of Job Monitor where you can clone the dead account's permissions to other users. Click **Cancel** on the ribbon to close the tab.

In the viewing pane, you can customize how the dead accounts are displayed in the following ways:

- **Search** – Allows you to filter the accounts displayed by the keyword you designate; the keyword must be contained in a column value. At the top of the Dead Account Deletion viewing pane, type in the keyword for the accounts you want to display. You can select to **Search all pages** or **Search current page**.
***Note:** The search function is not case sensitive.

- **Manage columns** (⊕) – Manages which columns are displayed in the list so that only the information you want to see is displayed. Click the manage columns button (⊕), then select the checkbox next to the column name to have that column shown in the list.
- **Filter the column** (🔍) – Filters which item in the list is displayed. Unlike Search, you can filter whichever item you want, rather than search based on a keyword. Hover over the column name you want to filter, then click the filter the column button (🔍), and then select the checkbox next to the item name to have that item shown in the list. To remove all of the filters, click **Clear Filter**.

Select a deleted account to enable user permissions cloning and dead account cleaning, and then perform the following configuration:

1. In the **Clone User Permissions** text box for its respective account, enter the name of the users you want to clone the permissions to. Click the check names button (👤) to check the names, or click the browse button (🔍) to browse for the users you want to clone the permissions to.
2. Click **Next** to save these configurations and configure Options for Transfer Permissions.
3. **Permissions Option** – Select **Append** to add the source permissions to the destination permissions, or **Replace** to substitute the destination permissions with the source permissions.
4. **Include Alerts** – Select **Yes** or **No** for whether or not to have the source user’s alerts sent to the destination user(s).
5. **Change Metadata** – Select **Yes** or **No** for whether or not to transfer the corresponding source user’s metadata to the destination user.
6. **Permission Rule** – Select the rules you want to apply. You can choose to **Add target users to the source user’s group**, or **Clone source user’s group permission to target users directly**
7. **Actions for My Site of Deactivated Users** – Select **Keep My Site** or **Delete My Site** to choose how to manage My Site of the dead account.
8. **Remove User Profiles From SSA** – Select **Keep user profiles** or **Delete user profiles** for whether or not to remove User Profiles of dead accounts from SSA.
9. **Schedule Selection** – Select **No Schedule** or **Configure the schedule myself** for whether to run the plan immediately or at a later time.
10. **E-mail Notification** – Select a notification profile from the drop-down menu or click **New Notification Profile** to create a new one.
11. Click **OK** to save these configurations, or click **Cancel** to close the Dead Account Deletion tab without saving the configurations.

Import Configuration File Jobs

In Job Monitor, selecting an Import Configuration File job allows you to click **Rollback Changes** on the ribbon. This feature can change permissions back to the state before a selected job was executed.

Search Web Part Jobs

In Job Monitor, selecting a Search Web Part job allows you to click **Web Part Management** on the ribbon. This button brings you to the **Web Part Management** tab of Job Monitor where you can view information about the Web Parts in the selected job. Click **Close** on the ribbon to close the tab.

By default, the **Search Result** tab is selected in the viewing pane. Click the **Web Part Usage** tab to view the Web Parts by their usage information. In the viewing pane, you can customize how the Web Parts are displayed in the following ways:

- **Search** – Allows you to filter the Web Parts displayed by the keyword you designate; the keyword must be contained in a column value. At the top of the Web Part Management viewing pane, type in the keyword for the Web Part(s) you want to display. You can select to **Search all pages** or **Search current page**.
***Note:** The search function is not case sensitive.
- **Manage columns** (⊕) – Manages which columns are displayed in the list so that only the information you want to see is displayed. Click the manage columns button (⊕), then select the checkbox next to the column name to have that column shown in the list.
- **Filter the column** (⌵) – Filters which item in the list is displayed. Unlike Search, you can filter whichever item you want, rather than search based on a keyword. Hover over the column name you want to filter, then click the filter the column button (⌵), and then select the checkbox next to the item name to have that item shown in the list. To remove all of the filters, click **Clear Filter**.

Select a Web Part, and then click **Remove Web Part**, **Reset Web Part**, or **Close Web Part** to perform the action on the selected Web Part(s). A popup window will appear to confirm the action. Click **OK** to proceed with the action, or **Cancel** to return to the Web Part Management tab.

Search Duplicate Files Jobs

In Job Monitor, selecting a Search Duplicate Files job allows you to click **Duplicate File Search** on the ribbon. This button brings you to the **Duplicate File Tool** tab of Job Monitor where you can view information about the duplicate files in the selected job. Click **Close** on the ribbon to close the tab.

Click **Search Conditions** on the upper left-hand corner of the page, you can view the basic settings of the selected job.

In the viewing pane, you can customize how the Duplicate Files are displayed in the following ways:

- **All Groups** – Displays all the duplicate files in the selected job.
- **File Names** – Displays the detailed information about the selected duplicate file.

Select a Search Duplicate Files job and you can perform the following action:

- Click **Download** to download the job report. Select **TXT**, **CSV** or **XLS** as the format for the report, then select to download the **Current columns** or **All columns** from the **Details** tab, and then click **OK** to download the report, or **Cancel** to return to the Duplicate File Tool page.

Additional Job Monitor Features in Content Manager

In Job Monitor, selecting certain types of Content Manager jobs will provide you with additional features.

Content Manager Jobs

In Job Monitor, certain Content Manager jobs allow you to configure rollback settings after the job has run. Select an appropriate Content Manager job, and then click **Rollback** on the ribbon. This button brings you to the Rollback pop-up window where you can configure the following settings:

- **Options** – Select a rollback method for this job by selecting one of the following options:
 - **Overwrite**
 - **Replace**
- **Rollback the Environment** – Choose to roll back the source or destination environment to return the environment in the executed plan to its state before the job was executed by selecting the following checkbox:
 - **Source environment**
 - **Destination environment**

When you are finished configuring settings in the Rollback pop-up window, click **OK** to save the configurations, or click **Cancel** to close the Rollback pop-up window without saving any changes.

Content Manager Move Jobs

In Job Monitor, certain Content Manager Move jobs will allow you to click **Delete Content** on the ribbon. Since move jobs are performed by first copying the content from the source node to the destination node then deleting the content from the source node, some move jobs can be configured to only execute the copying process then manually delete the content from the source node. Use this option only after you have verified that the copying process was successful.

Content Manager Merge Jobs

In Job Monitor, certain Content Manager jobs allow you to merge the job reports. Select two or more Content Manager jobs, and then click **Report Collector** on the ribbon. This button brings you to the **Report Aggregator** pop-up window where you can configure the following settings:

- **Schedule** – Select to run the job immediately, or configure a start time for this job.
- **Report Location** – Specify a UNC path for storing the automatically-created job report that has merged the job information of the selected jobs. The job report named **CRDateTime.zip**.
- **Status Filter** – Select the object status that you want to be included in the automatically-generated job report.

Additional Job Monitor Features in Deployment Manager

In Job Monitor, select a Deployment Manager job, and then click **View Details**. You will be brought to the **Plan Details** tab of Job Monitor with the **Summary** tab selected in the viewing pane. Here you can review general information about the Deployment Manager plan. Click on the **Queue** tab in the viewing pane, select a job, and then click **View Details** on the ribbon. You will be brought to the **Job Details** tab of Job Monitor with the **Summary** tab selected in the viewing pane. Here you can review the general information about the selected job. Click **Rollback** to return the deployed content in the executed plan to their state before the job was executed.

Additional Job Monitor Features in Replicator

In Job Monitor, selecting a Replicator job will allow you to click **View Mappings** on the ribbon. You will be brought to the **View Mappings** tab of Job Monitor where you can view information about the mappings in the selected job. Click **Close** on the ribbon to close the tab.

In the viewing pane, you can customize how the mappings are displayed in a number of ways:

- **Search** – Allows you to filter the mappings displayed by the keyword you designate; the keyword must be contained in a column value. At the top of the View Mappings viewing pane, type in the keyword for the process(es) you want to display. You can select to **Search all pages** or **Search current page**.
- ***Note:** The search function is not case sensitive.
- **Manage columns** (⊕) – Manages which columns are displayed in the list so that only the information you want to see is displayed. Click the manage columns button (⊕), then select the checkbox next to the column name to have that column shown in the list.
- **Filter the column** (🔍) – Filters which item in the list is displayed. Unlike Search, you can filter whichever item you want, rather than search based on a keyword. Hover over the column name you want to filter, then click the filter the column (🔍) button, and then select the checkbox next to the item name to have that item shown in the list. To remove all of the filters, click **Clear Filter**.

***Note:** Only the **Order** and **Job ID** columns support this feature.

Select a mapping and choose from the following actions:

- Click **View Details** to see more information about the mapping. In the **View Mappings** tab, you can view general information about the mapping's execution in the **Summary** tab, or click **Details** to see information about items within the mapping. Click **Download** to download the job report. Select **TXT**, **XLS**, or **CSV** as the format for the report, then select to download the **Current columns** or **All columns** from the **Details** tab, and then click **OK** to download the report, or **Cancel** to return to the **View Mappings** tab.

***Note:** The **Current columns** option is grayed out and not selectable in the **Download Job Report** pop-up window currently.

- Click **Download** to download the job report. Select **TXT**, **XLS**, or **CSV** as the format for the report, then select to download the **Current columns** or **All columns** from the **Details** tab, and then click **OK** to download the report, or **Cancel** to return to the **View Mappings** tab.

***Note:** The **Current columns** option is grayed out and not selectable in the **Download Job Report** pop-up window currently.
- Click **Rollback** to return the source and destination nodes to the state in the backup. Backup is configured in the Replicator plan configurations and is performed prior to the replication process.

Additional Job Monitor Features in Report Center

In Job Monitor, selecting certain Report Center jobs will provide you with additional options.

Usage Reports

In Job Monitor, selecting a Usage Report job provides you with the following options depending on the type of Usage Report job that was run. Select one of the following types of reports:

- **Workflow Status Report** – Select the job, and then click **View Workflow Status Reports**. You will be brought to the **Usage Reports** tab of Report Center where you can review the information on workflow definitions and instances within the selected node of the selected job.
- **SharePoint Alerts Report** – Select the job, and then click **View SharePoint Alerts Reports**. You will be brought to the **Usage Reports** tab of Report Center where you can review the information on SharePoint alerts configured by end users within the selected node of the selected job.
- **Last Accessed Time Report** – Select the job, and then click **View Last Accessed Time Reports**. You will be brought to the **Usage Reports** tab of Report Center where you can review the information on when the selected site collections or sites were last accessed, and by whom for the selected job.

Storage Analyzer Jobs from Infrastructure Reports

In Job Monitor, select a Storage Analyzer report job then click **View Storage Analyzer Reports** on the ribbon. You will be brought to the **Infrastructure Reports** tab of Report Center where you can review the size and location of the data in SharePoint databases and external devices for the selected plan.

Best Practice Reports Jobs from Administration Reports

In Job Monitor, select a Best Practice Reports job, and then click **View Best Practice Reports** on the ribbon. You will be brought to the **Administration Reports** tab of Report Center where you can review the health report of the selected object in the selected job.

Compliance Reports

In Job Monitor, selecting a Compliance Report job provides you with the following options depending on the type of Compliance Report job that was run. Select one of the following types of reports:

- **User Lifecycle Report** – Select the job, and then click **View User Lifecycle Reports**. You will be brought to the **Compliance Reports** tab of Report Center where you can review the action report for that user in the selected job.
- **List Access Report** – Select the job, and then click **View List Access Reports**. You will be brought to the **Compliance Reports** tab of Report Center where you can review what has happened to the specified lists in the selected job.
- **Item Lifecycle Report** – Select the job, and then click **View Item Lifecycle Reports**. You will be brought to the **Compliance Reports** tab of Report Center where you can review entire item life report for that item in the selected job.
- **Site Access Report** – Select the job, and then click **View Site Access Reports**. You will be brought to the **Compliance Reports** tab of Report Center where you can review what has happened to the specified sites in the selected job.
- **List Deletion Report** – Select the job, and then click **View List Deletion Reports**. You will be brought to the **Compliance Reports** tab of Report Center where you can review the deletion information report for that list in the selected job.
- **Permission Changes Report** – Select the job, and then click **View Permission Changes Reports**. You will be brought to the **Compliance Reports** tab of Report Center where you can review the report on permission changes in the selected job.
- **Content Type Changes Report** – Select the job, and then click **View Content Type Changes Reports**. You will be brought to the **Compliance Reports** tab of Report Center where you can review the changes made to content types in the selected job.
- **Custom Report** – Select the job, and then click **View Custom Reports**. You will be brought to the **Compliance Reports** tab of Report Center where you can review the report of the collected audit records based on your demand.
- **Term Store Changes Report** – Select the job, and then click **View Term Store Changes Reports**. You will be brought to the **Compliance Reports** tab of Report Center where you can review the information report for all managed metadata changes within the global and local term groups of the selected farm in the selected job.
- **Content Type Usage Report** – Select the job, and then click **View Content Type Usage Reports**. You will be brought to the **Compliance Reports** tab of Report Center where you can review the usage details for all of the available content types within the selected site collections or sites in the selected job.

Additional Job Monitor Features in eDiscovery

Job Monitor provides the following additional job type for eDiscovery: SharePoint Search, Archiver Search, Apply Legal Hold, Export the Search Result, Sync Data and Release Hold. Refer to the following section for a detailed description of the additional feature.

SharePoint Search or Archiver Search Jobs

In Job Monitor, selecting a SharePoint Search job or an Archiver Search job allows you to click **Search Result** on the ribbon. This button brings you to the **Search Results** tab of the selected SharePoint Search or Archiver Search job. Here you can perform the following actions on the search results:

- Apply Legal Hold
- Export the Search Result

Downloading Search Results Jobs

In Job Monitor, selecting a Download Search Results job allows you to click **Download Search Results** on the ribbon. This button allows you to download the report on the search results' information of the selected job to a desired location. The report's default name is **eDiscoverySearchResults_Date_Time.zip**.

Additional Job Monitor Features in Vault

In Job Monitor, certain Vault jobs allow you to merge the job reports. Select two or more Vault jobs, and then click **Report Collector** on the ribbon. This button brings you to the **Report Aggregator** pop-up window where you can configure the following settings:

- **Schedule** – Select to run the job immediately, or configure a start time for this job.
- **Report Location** – Specify a UNC path for storing the automatically-created job report that has merged the job information of the selected jobs. The job report named **CRDateTime.zip**.
- **Status Filter** – Select the object status that you want to be included in the automatically-generated job report.

Accessing Hot Key Mode

In order to work faster and improve your productivity, DocAve supports hot key mode for you to perform corresponding actions quickly by only using your keyboard.

To access hot key mode in the DocAve interface, press **Ctrl +Alt + Z** on your keyboard.

The following table provides a list of hot keys for the top level. For example, continue pressing **4** on your keyboard. You will be brought to Job Monitor page. Each time you want to go back to the top level after accessing the lower level interface, press **Ctrl + Alt + Z**.

Operation Interface	Hot Key
DocAve Home Page	1
DocAve Online Community	2
Control Panel	3
Job Monitor	4
Plan Group	5
Health Analyzer	6

Job Monitor Page

The following table provides a list of hot keys for the functionalities on the ribbon of the Job Monitor page. For example, continue pressing **M** on your keyboard and you will be brought to the Module interface.

Functionality Name and Hot Key							
List View	LV						
Calendar View	CV						
Time Zone	TZ						
View Details	VD	Job Details Page	V	Download	D	OK	O
				Close	X		
Download	DL			Download Job Details	DL	OK	O
				Download Job Logs	DR	Cancel	C
Pause	P						
Resume	RE						
Stop	SP						
Start	ST						
Delete	DE			Delete Job	D		
Date Range	DR						
Module	M						
Report Location	RL			OK		O	
				Back		B	
Job Pruning	JP						
Job Performance Alert	PA						

Schedule Job Monitor Page

To access the Schedule Job Monitor page by using hot keys from within the Job Monitor interface, press **Ctrl + Alt + Z** on your keyboard to access the hot key mode, and then press **S** on the keyboard to enter the Schedule Job Monitor page.

The following table provides a list of hot keys for the functionalities on the ribbon of the Schedule Job Monitor page. For example, continue pressing **L** and you will be brought to the List View interface.

Functionality Name and Hot Key	
List View	L
Calendar View	C
Time Zone	TZ
Enable	E
Disable	D
Date Range	R
Module	M

Special Hot Keys for Some Products

The following DocAve products have special hot keys that are specific to each interface: Platform Backup and Restore, Administrator, Content Manager, Deployment Manager, Replicator, Report Center, and eDiscovery. Review the following sections for details.

Platform Backup and Restore

To access the Job Monitor page by using hot keys from within the Job Monitor interface, select a Platform Backup job, and press **Ctrl + Alt + Z** on your keyboard to access the hot key mode. There will be an additional button(s) on the ribbon.

The following table provides a list of hot keys for the functionalities on the ribbon of the Job Monitor page. For example, continue pressing **N** and you will be brought to the Maintenance interface.

Functionality Name and Hot Key			
Maintenance	N	OK	O
		Cancel	C
Re-Sync		RS	
Delete	DE	Delete Job	D
		Delete Job and Backup Data	DJ

Administrator

To access the Job Monitor page by using hot keys in the Job Monitor interface, select an Administrator job, and press **Ctrl + Alt + Z** on your keyboard to access the hot key mode. There will be additional button(s) on the ribbon.

The following table provides a list of hot keys for the functionalities on the ribbon of the Job Monitor page. For example, continue pressing **SR** and you will be brought to the Search Result interface.

Functionality Name and Hot Key			
Search Result		SR	
Download Report		L	
Export for Editing		E	
Duplicate File Search	H	Download	L
		Close	X
Rollback Changes	RB	Rollback	R
		Cancel	C
Dead Account Deletion	DE	Back	B
		Next	N
		OK	O
		Cancel	C
Orphan Sites Deletion	O	Back	B
		Next	N
		Finish	F
		Cancel	C
Web Part Management	W	Remove Web Part	RM
		Reset Web Part	RS
		Close Web Part	W
		Close	X

Content Manager

To access the Job Monitor page by using hot keys within the Job Monitor interface, select a Content Manager job, and press **Ctrl + Alt + Z** on your keyboard to access the hot key mode. You can see additional button(s) on the ribbon.

If you select the **Backup the destination environment** checkbox in plan setting, you can continue pressing **RB**. You will be brought to the Rollback interface.

Functionality Name and Hot Key			
Rollback		RB	
Report Collector		CR	
Delete	DE	Delete Content	C

Deployment Manager

To access the Job Monitor page by using hot keys in the Job Monitor interface, select a Deployment Manager job, and press **Ctrl + Alt + Z** on your keyboard to access the hot key mode. You can see additional button(s) on the ribbon.

If you select the **Backup the destination environment** checkbox in plan setting, you can continue pressing **RB**. You will be brought to the Rollback interface.

Functionality Name and Hot Key	
Rollback	RB

Replicator

To access the Job Monitor page by using hot keys in the Job Monitor interface, select a Replicator job, and press **Ctrl + Alt + Z** on your keyboard to access the hot key mode. There will be additional button(s) on the ribbon.

Press **J** on your keyboard to access the Job Monitor tab. Continue pressing **VM** and you will be brought to the View Mappings interface. If you select the **Backup before Replication** checkbox in the Advanced Option of the profile, you can continue pressing **R**. You will be brought to the Rollback interface.

Functionality Name and Hot Key	
View Mappings	VM
Rollback	R

Report Center

To access the Job Monitor page by using hot keys in the Job Monitor interface, select a Report Center job, and press **Ctrl + Alt + Z** on your keyboard to access the hot key mode. There will be additional button(s) on the ribbon.

The following table provides a list of hot keys for the functionalities on the ribbon of the Job Monitor page. For example, continue pressing **BP** and you will be brought to the Best Practice Reports interface.

Functionality Name and Hot Key	
View Best Practice Reports	BP
View Storage Analyzer Reports	B
View Workflow Status Reports	W
View Customized Reports	CR
View User Lifecycle Reports	UL
View List Access Reports	LA
View Item Lifecycle Reports	IL
View Site Access Reports	SA
View List Deletion Reports	LD
View Permission Changes Reports	UP
View Content Type Changes Reports	CC
View Term Store Changes Reports	MC
View Content Type Changes Reports	CU
View SharePoint Alerts Reports	S
View Last Accessed Time Reports	L

eDiscovery

To access the Job Monitor page by using hot keys in the Job Monitor interface, select an eDiscovery job, and press **Ctrl + Alt + Z** on your keyboard to access the hot key mode. There will be additional button(s) on the ribbon.

For example, continue pressing **SR** and you will be brought to the Search Result interface.

Functionality Name and Hot Key	
Search Result	SR
Download Search Results	DS

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