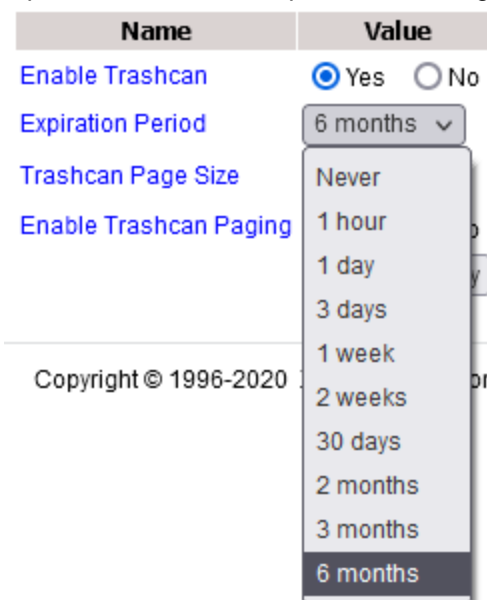


## How It Works

The DocuShare DSTrashman tool is a custom Windows batch file incorporating DocuShare command line utilities to export data and a report on its processes involving expunging objects of all types in the DocuShare trashcan. It's set up to run on a regular basis to ensure your repository size is reduced through proper elimination of content deemed too old to be considered for recovery into user areas.

## Setup

Begin by properly setting up the DocuShare Trashcan properties for a reasonable retention period. DocuShare doesn't actually delete expired content, but rather lets you determine when it's been in the trashcan long enough and then marking aged objects as expired. You have the option of choosing increments from every hour to every six months, as shown. The Trashcan must be enabled. Set the Page Size to show how many objects you want to see at one time and set Paging to Yes. You'll need to log in as the DocuShare admin and go to **Admin Home > Content Management > Trashcan > Trashcan Properties** for this.



Be sure to make sure you have Enable Personal Trashcans set to No by checking **Admin Home > Site Administration > Site Configuration**.

Create a folder under Xerox on your installation drive named **Maintenance** and copy the zip files you've downloaded into it. Unzip the package in that folder. If your DocuShare is installed on drive E: then you are ready to go to the next step. If not, open the DSTrashman.bat script in Notepad or another plain text editor and look to the fourth line where it says ...

```
set DSDisk=E:
```

... and change the drive letter to reflect where your DocuShare installation resides on your server. Save and close the file.

The next step is to right-click on SetupDSTrashmanTask.bat to run as Administrator and execute it. This sets up your Windows Scheduled Task. It's initially set up for 5:00 AM once a week on the day you've installed this. If you'd like a different interval or time you can change the schtasks /st (start) parameter to another time using HH:MM as your format in 24 hour time or change it afterward in Windows Task Scheduler. For more information on the Windows Task Scheduler, see ...

<https://docs.microsoft.com/en-us/windows-server/administration/windows-commands/schtasks-create>

That's it. Go into Scheduled Tasks and look for DSTrashman and run it as an initial test. It should not impact users unless your DocuShare server's resources are insufficient.

## Installation, Support and Maintenance

Criteria First provides installation, support, and maintenance for the DSTrashman and other beneficial DocuShare utilities. Installation is available via professional services and takes about thirty minutes to install and test. Please call or write for advice regarding configuration or other concerns.

Support: 972-492-4428

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