

DSTrashman

DocuShare Trashcan Auto-Expunging Program for use with Xerox DocuShare

No one wants to take out the trash. DocuShare's trashcan works like a backup system in that you determine how long to retain deleted documents before marking them as "expired". The date indicates the number of days since deletion. If 30 days seems about right, then you can set expiration to 30 in the Admin Home > Content Management > Trashcan section. When you expunge (permanently delete) the "expired" content it will leave more recently deleted documents in the trashcan. You can adjust the expiration period from one hour to six months.

DSTrashman exports a CSV list with headings of objects to be expunged for future reference. You can comment this out to skip this step. You can also write this and/or the report to a watched folder to upload the results into a DocuShare collection for tracking deleted items using the Content Intake feature for flat files.

If you have personal trashcans turned on under Site Management > Site Configuration then you're expecting users to clean up after themselves. (Good luck with that.) Set that option to No and all their trash will show up in the Admin Trashcan where you can operate on all that content.

Features

Generates dated reports showing object counts before and after expunging.

Exports dated CSV list of objects with filenames to be expunged for future reference. You can comment this out to skip this step.

Easy to set up. Creates Windows Scheduled Task to run weekly.

Change processing interval from every hour to six months to suit your needs.


Expunges expired documents in the background.

Tightens the indexing database for optimal search performance.

Pairs well with Lifecycle Manager and Content Rules to permanently delete expired content.

DSTrashman is affordable, convenient, and easy to implement. Make DSTrashman part of your lights-out automation plan. Purchase and download one copy for all your DocuShare servers.

Criteria First also carries other DocuShare tools for increasing its functionality and for interfacing with industry leading capture and conversion systems such as ABBYY FlexiCapture and FineReader Server for use in automating filing and archival processes. Call us for recommendations if you require other functionality.

You can purchase and download  DSTrashman for Windows from our online store.

Criteria First

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