



Moving emails between MailArchiver databases

This document outlines the steps required to move emails between MailArchiver databases. This is typically required when emails have been accidentally archived to the wrong database or when splitting a large database into several smaller databases based on date ranges.

Note: The Bulk Export Tool is designed for exporting less than 5000 emails at one time from a database. GFI does not support exporting more than 5000 emails and will not be held liable for any issues that may result.

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Moving all emails into the current, active database

In this scenario, emails will be moved from an old database into the current database. Because all emails will be archived to the current database, there is no need to create new databases or specify date ranges that these databases will contain.

Step 1: Browse to the [Identify the statistics of the database to be exported](#) section of this document to determine how many emails are in the database.

Step 2: Use the GFI MailArchiver Bulk Export Tool to export the emails from the old database by using the steps in the [Using the GFI MailArchiver Bulk Export Tool](#) section of this document.

Step 3: Reference the section titled [Importing the emails into the new databases](#) for the steps to import the emails into the current, active database. However, when performing the action in Step 6, move all of the .raw files from Folder_1 to \GFI\MailArchiver\Core\Pickup folder.

Moving emails into different databases based on a specific date range

In this scenario, emails will be moved from one or more existing databases into several smaller databases based on configured date ranges. As an example, this procedure would be used to split a database containing all emails for 2006 into four separate databases containing just the emails for each quarter of 2006.

Step 1: Browse to the [Identify the statistics of the database to be exported](#) section of this document to determine how many emails are in the current database.

Step 2: If they do not already exist, create new databases to hold the exported emails by using the steps in the [Create the new Microsoft SQL databases](#) section of this document.

Step 3: Browse to the [Add the new databases to the MailArchiver configuration](#) section of this document to setup the new databases within the MailArchiver web interface.

Step 4: Use the MailArchiver Import Service configuration tool to setup the date ranges that the new databases will contain. The steps needed to set this up can be found in the [Add the new databases to the GFI MailArchiver Import Service Configuration](#) section of this document.

Step 5: Use the GFI MailArchiver Bulk Export Tool to export the emails from the old database by using the steps in the [Using the GFI MailArchiver Bulk Export Tool](#) section of this document.

Step 6: Reference the section titled [Importing the emails into the new databases](#) for the steps to import the emails into the new databases.

Identify the statistics of the database to be exported

Open the MailArchiver configuration and browse to the Archive Stores node. Click the statistics icon for the database that you want to export the emails from.



If the total number of emails in the database is greater than 5000, it is necessary to increase the search limit for the Bulk Export tool. This can be accomplished by following the below steps:

For the purpose of these instructions we will assume that the Archive Store is named 'MARC4'.

1. Open Windows Explorer and browse to the GFI\MailArchiver\Indexes\MARC4 folder.
2. Open 'index.xml' in a text editor such as Notepad.
3. Find the entry 'autostoplimit='. Change the default value from '5000' to the amount of results shown in the database statistics.
4. Find the entry 'maxfiles='. Change the default value from '5000' to the amount of results shown in the database statistics.

5. It is recommended to restore the settings from steps 3 and 4 back to '5000' once the export is complete.

Create the new Microsoft SQL databases

Note: If the 'GFI MailArchiver database and file system' option will be used to create a Firebird database, this step can be omitted

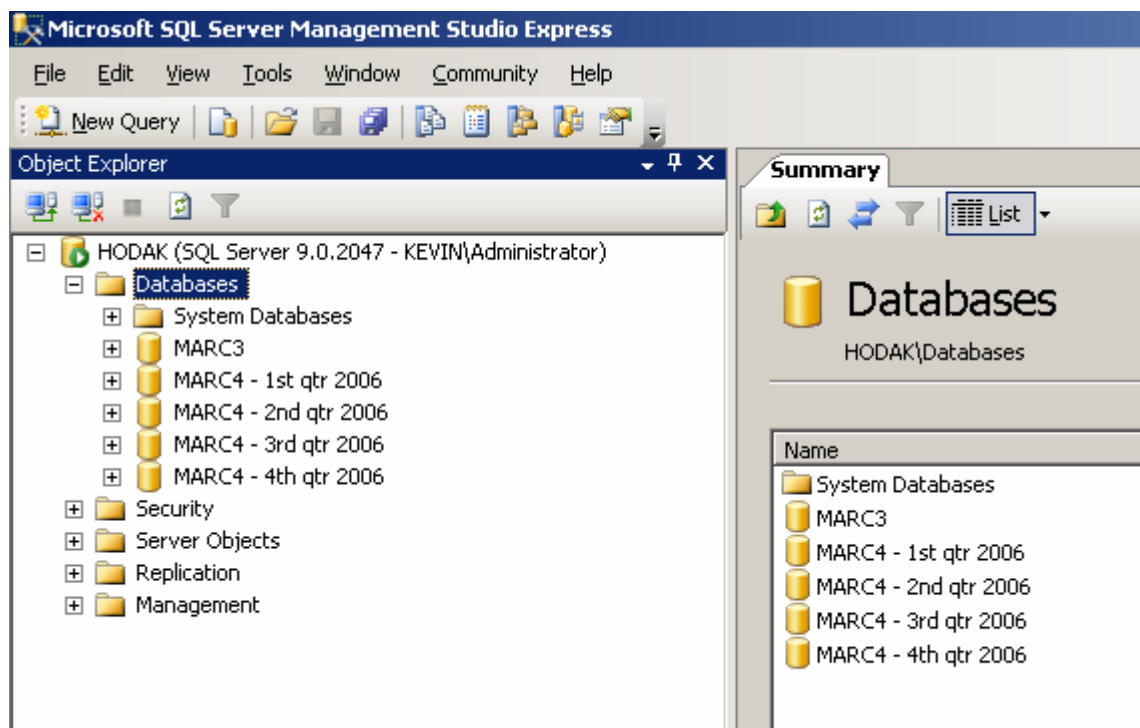
For Microsoft SQL Server 2005:

Step 1: Browse to the Start menu, All Programs, Microsoft SQL Server 2005 program group and launch the SQL Server Management Studio.

Step 2: Right-click on the 'Databases' node and choose 'New Database'

Step 3: Enter a name for the database. It is recommended to use descriptive database names to help in identifying them.

Step 4: Repeat steps 2 and 3 to add the desired number of databases



Database view from the Microsoft SQL 2005 Management Studio

For Microsoft SQL Server 2000:

Step 1: Browse to the Start menu, All Programs, Microsoft SQL Server program group and launch the Enterprise Manager.

Step 2: Right-click on the 'Databases' node and choose 'New Database'

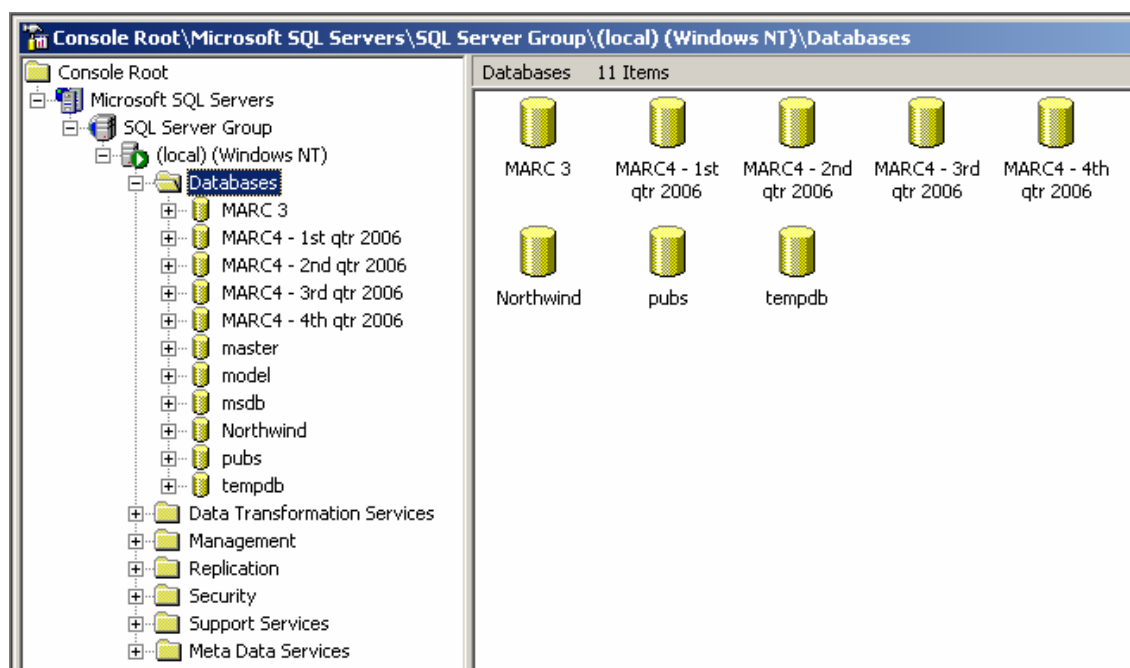
Step 3: Enter a name for the database. It is recommended to use descriptive database names to help in identifying them.

Step 4: Change to the Data Files tab, switch the 'File growth' radio button to 'In megabytes:', and enter 100. Ensure that the 'Maximum file size' option is set to 'Unrestricted file growth'.

Step 5: Change to the Transaction Log tab, switch the 'File growth' radio button to 'In megabytes:', and enter 10. Ensure that the 'Maximum file size' option is set to 'Unrestricted file growth'.

Step 6: Click 'OK' to create the database

Step 7: Repeat steps 2 through 6 to add the desired number of databases



Database view from the Microsoft SQL 2000 Enterprise Manager

Add the new databases to the MailArchiver configuration

Step 1: Launch the MailArchiver configuration and browse to the Archive Stores node.

Step 2: Click the 'Add Archive Store' button. Proceed through the wizard to connect to the appropriate MSSQL database or to create a Firebird database.

Step 3: Repeat steps 1 and 2 to add the desired number of databases. Upon completion, click the 'Save Settings' button.

Add the new databases to the GFI MailArchiver Import Service Configuration

Step 1: Browse to the Start menu, All Programs, GFI MailArchiver, Import Tools program group and launch the GFI MailArchiver Import Service Configuration.

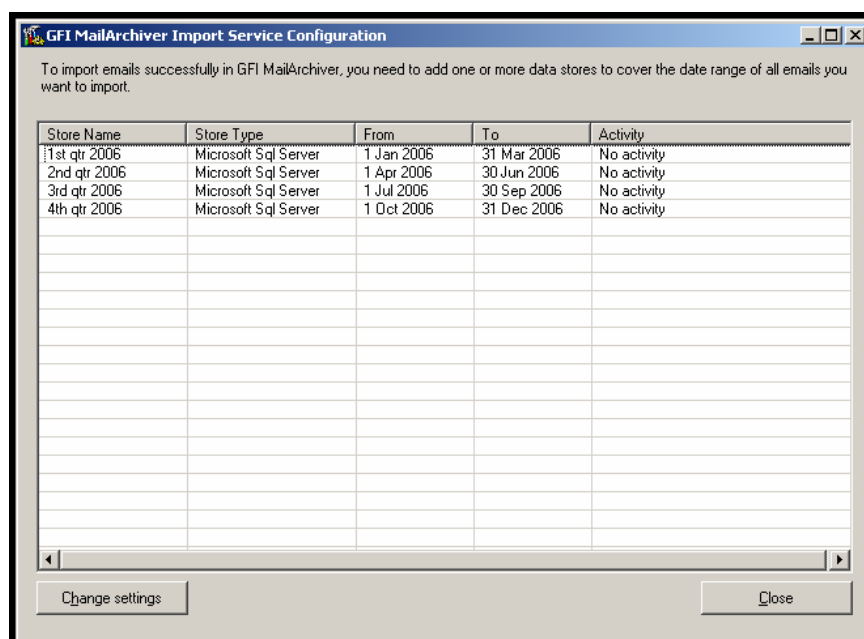
Step 2: Click the 'Change Settings' button and then the 'Add Store' button to configure one of the new databases.

Step 3: Choose the appropriate database from the drop-down menu and set the appropriate date range. (For example, choose the database for 4th quarter 2006 and set the date range for 1 October 2006 – 31 December 2006.)

Step 4: Click 'OK'

Step 5: Repeat settings 2 through 4 to add the additional new databases

Step 6: Click the 'Apply Settings' button to commit the changes



GFI MailArchiver Import Service Configuration after adding the Archive Stores

Using the GFI MailArchiver Bulk Export Tool

Step 1: Browse to the Start menu, All Programs, GFI MailArchiver program group and launch the GFI MailArchiver Bulk Export Tool.

Step 2: Enter the URL of the MailArchiver web page, the desired authentication, and click 'OK'

Step 3: Ensure that only the original database is selected from the 'Search in the following archive(s)' drop-down list.

Step 4: If exporting all emails from the original database set the filter condition to "Size (KB) is greater than 0". If exporting only older emails, set the filter condition to "Received Date is Before <DATE>".

Step 5: On the Export Options tab, choose the location where the exported emails will be downloaded. Note that this is only a temporary location that can be modified if desired.

Step 6: Click the 'Find Now' button to retrieve the messages meeting the Search criteria.

Step 7: Click the 'Download' button to download the emails to the location specified in Step 5. Note that if more than 500 emails are exported, it is recommended to perform the export after hours as it may cause high resource utilization on the MailArchiver server. Also, verify that the drive where the emails will be exported has sufficient disk space to hold the exported emails.

Importing the emails into the new databases

Step 1: Browse to the directory that was specified when downloading the emails. Note that this location was configured in Step 5 of the "Using the GFI MailArchiver Bulk Export Tool" section.

In this location, there will be a folder called Folder_# for every 5000 emails that were exported. For example, if 7000 emails were exported, Folder_1 would contain the first 5000 emails and Folder_2 would contain the remaining 2000 emails.

Step 2: Open Folder_1 and delete the Folder_1.xml file.

Step 3: Open a Command Prompt and browse to the Folder_1 directory.

Step 4: Type "ren *.eml *.raw" without the quotes and press Enter. This will change the extension on all of the .eml files in the Folder_1 directory to .raw.

Step 5: Repeat steps 2 through 4 for each of the Folder_# directories.

Step 6: Move all of the .raw files from Folder_1 to \GFI\MailArchiver\MAIS\Pickup.

Step 7: Repeat Step 6 for each of the Folder_# directories. It is recommended that the Pickup folder is allowed to clear before repeating this procedure for each of the Folder_# directories.