# Rimage Order Archive and Order Archive Manager<sup>™</sup>

#### **Overview**

The Rimage Order Archive is a database that stores metadata for orders recorded using a Rimage system running Rimage Software Suite 9.1 or higher. This metadata includes information about the client that submitted the job, file names of recorded data, date recorded, and custom user-defined fields.

The Rimage Order Archive Manager is a client tool for searching and maintaining the database. Searches can be performed with simple queries or by using the tool to build advanced queries for specific information.

# **Order Archive Database**

The Order Archive database is stored in the existing Rimage performance tracking database. The Rimage software can be pointed at the network location of an existing SQL database that is protected with server redundancies and backups. Backing up on an external database is recommended if the Order Archive data is critical or needs to be kept long term, as a safety net is always recommended.

When an order is submitted, an entry including the order data is made in the database. As the job is recorded and finished, the data is updated with the results of a successful burn. If the recording encountered an error, the data is flagged as a failed burn. Important note: only the metadata and user-defined data is stored. The actual contents of the disc are not kept in the database.

# **Order Archive Manager Client**

The order archive database can be used with QuickDisc<sup>™</sup> or with a custom client using the Rimage SDK 9.1 (available March 2016). Creating and submitting an order on a custom client involves one added step, submitting user-defined data for the archive. The user-defined data can be entered manually by an operator or generated programmatically through a customer client. The data is then added to all of the automatically collected metadata.

The Order Archive Manager (OAM) client uses both the database and a Lucene index built from the database to offer powerful search capabilities at very fast speeds. This includes searching for individual files recorded to a disc to find which disc the files were recorded on, when, and by whom. The OAM client can be configured to display only those columns of metadata that are useful for the operator. Double-clicking on a result will display full data about the related order. Results can be exported to a file for use with other applications. OAM can be installed on a client computer and does not need to be installed on the Rimage system, enabling continued use if the Rimage system is unavailable.



#### Example Uses Archiving

Rimage systems have always been able to archive data to optical disc. The OAM provides a way to manage the archive, making it easier to use optical media for simple archives and to search and retrieve the archived data.

#### Billing or system usage monitoring

Metadata captured includes the client that submitted the job. This allows a Rimage system purchased by one department in an organization to be used by other departments. The OAM can then be used to find all jobs burned by a department, the number and types of discs, and which client submitted them. This data can be exported into Excel or a similar application to create an invoice and bill back system costs to the user.

#### Audit trail or usage validation of the Rimage system

Since the client ID is captured, the OAM can be used to review who submitted a job and when. While the archived data is not captured, the filename is. This can be used to verify that a certain disc was recorded at the right time per policy, or to confirm that no user has recorded a disc that contains unauthorized files.

## **Installation and Setup**

If you have Rimage Software Suite 9.1 or later, the components for the database are pre-installed as part of the Rimage Software Suite installation. Rimage software updates are included as part of a Rimage service contract, so if you have older software, please contact Rimage Support at support@rimage.com to request the latest version.

In QuickDisc, the order archive settings can be found in Preferences  $\rightarrow$  General  $\rightarrow$  Order Archive Options. Here you can enable the order archive, disable it, add custom fields, and choose pre-defined fields. You can flag user-entered fields, including the pre-defined Description and Location, as mandatory, requiring a user to fill out the field before submitting the job.

The Order Archive Manager client installer can be found in D:\Rimage\Setups\ Order Archive Manager\. This folder is shared by default and can be accessed by changing the D: in the path to \\computer\_name\ (example: \\rimagesystem\ Rimage\Setups\Order Archive Manager\). The installer is a one-click setup for fast and easy access. If OAM is installed on a remote computer, you will need to specify the location of the Rimage Messaging Server when first launching the client.

## For Additional Assistance

If you have additional questions or would like assistance setting up or using the Rimage Order Archive, please contact Rimage Support at support@rimage.com.

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