

AvePoint® TrashBin®
(Enterprise Solutions for SharePoint)
User Guide

October 2006

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1 Revision History

This revision history summarizes the changes made in each published version of this document.

Document No.	Publication Date	Description of Revisions
DocAve 4.0 - TrashBin User Guide	October 2006	Initial version of the document. Describes TrashBin within DocAve GUI and TrashBin Web Part.

2 Architecture Overview

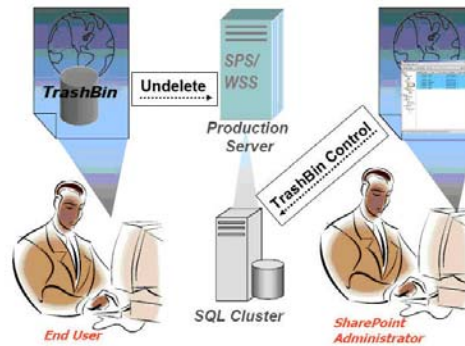


Figure 1: TrashBin Architecture

The overall architecture of the TrashBin product consists of two main parts namely the **TrashBin Administration GUI within the DocAve 4.0** and the **TrashBin Web Part** for the SharePoint environment. For the TrashBin to work properly, both of these parts need to be installed correctly in your environment.

2.1 TrashBin Administration GUI within the DocAve 4.0

The TrashBin Administration GUI is the central management interface for TrashBin across all the content databases in all the virtual servers that are located on one front-end SharePoint web server. TrashBin captures all the deleted data from all “SharePoint Aware” applications and stores it. The TrashBin Administration GUI automatically discovers all the SharePoint virtual servers, backend SQL database instances, and all content databases, and displays it. It also automatically detects the newly added SharePoint virtual servers, content databases, and SQL database instances.

2.2 TrashBin Web Part

The customized web-part that allows user to browse, select, and restore deleted documents. The administrator has to install the web-part on the portal/virtual server where they want to use the TrashBin application. The Web Part works on the front-end and allows the user to see the deleted data and manipulate it. In terms of security, a user can only view or recover items that they’re given access rights to.

3 TrashBin Administrative GUI

3.1 Installing TrashBin on the Content DB

TrashBin is part of DocAve 4.0, for DocAve 4.0 installation instructions; please refer to the DocAve 4.0 Installation Guide.

1. Click on the **DocAve SharePoint 2003** tab.
2. Click on the **TrashBin** tab.
3. Select your **Agent Host** from the drop down menu.
4. Select the **Content DB** radio button.
5. Click on the SharePoint Server link, then the Virtual Server to display the Content DB, then put a check mark next to the Content DB and this will populate the information boxes on the right.
6. Click on the **Install TrashBin** button.
7. At this point, you can setup the **Pruning Rule** and the **Schedules**.
8. Finally, hit **Save**.

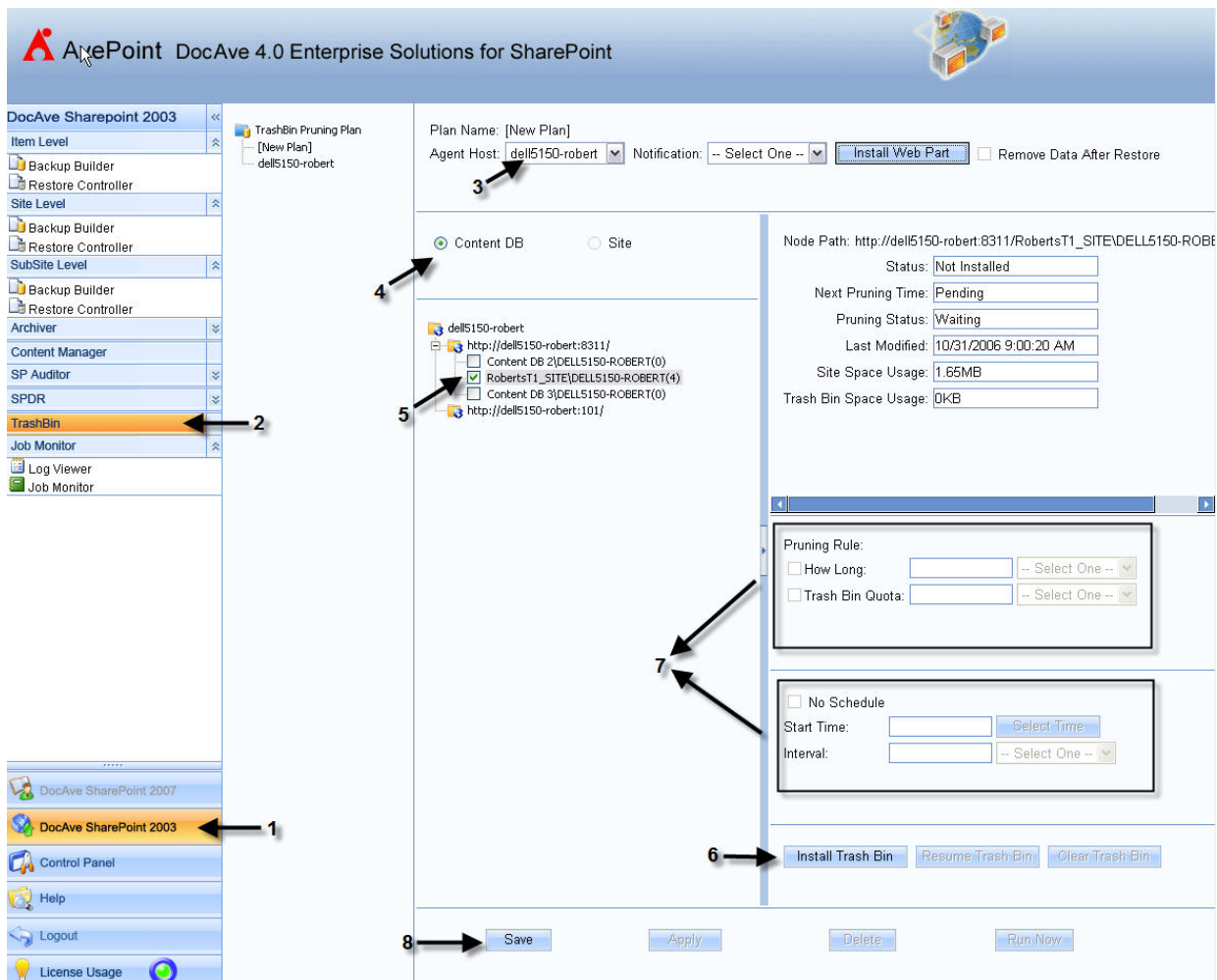


Figure 2: Installing TrashBin on the Content DB

After installing the TrashBin, when you select the Content DB the status will be set at **Ready**. This means that the TrashBin is ready and operational. Users can use TrashBin to do deletion capture and TrashBin Web Part for any restore operations.

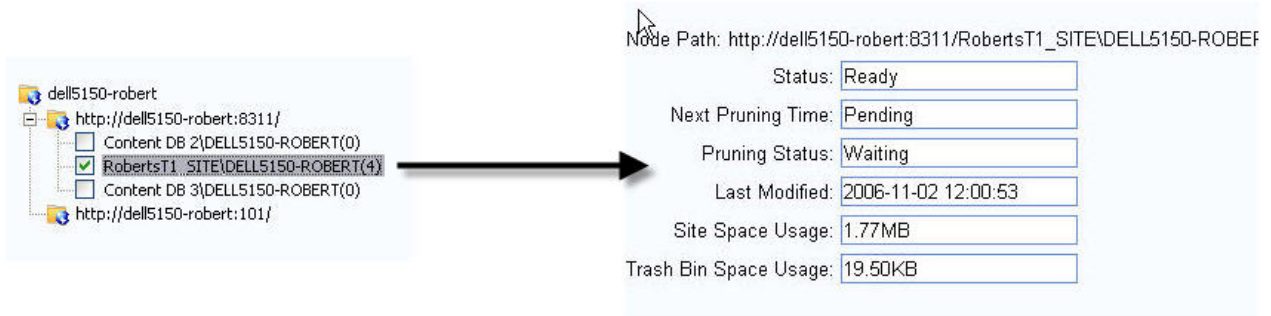


Figure 3: Ready Status

3.2 Installing the TrashBin Web Part

After installing TrashBin in the Content DB, please follow the steps below to install the TrashBin Web Part. The TrashBin Web Part will be installed on the selected Agent Host's SharePoint Server.

1. Within the **DocAve SharePoint 2003** tab and the **TrashBin** tab, select the **Install Web Part** button.

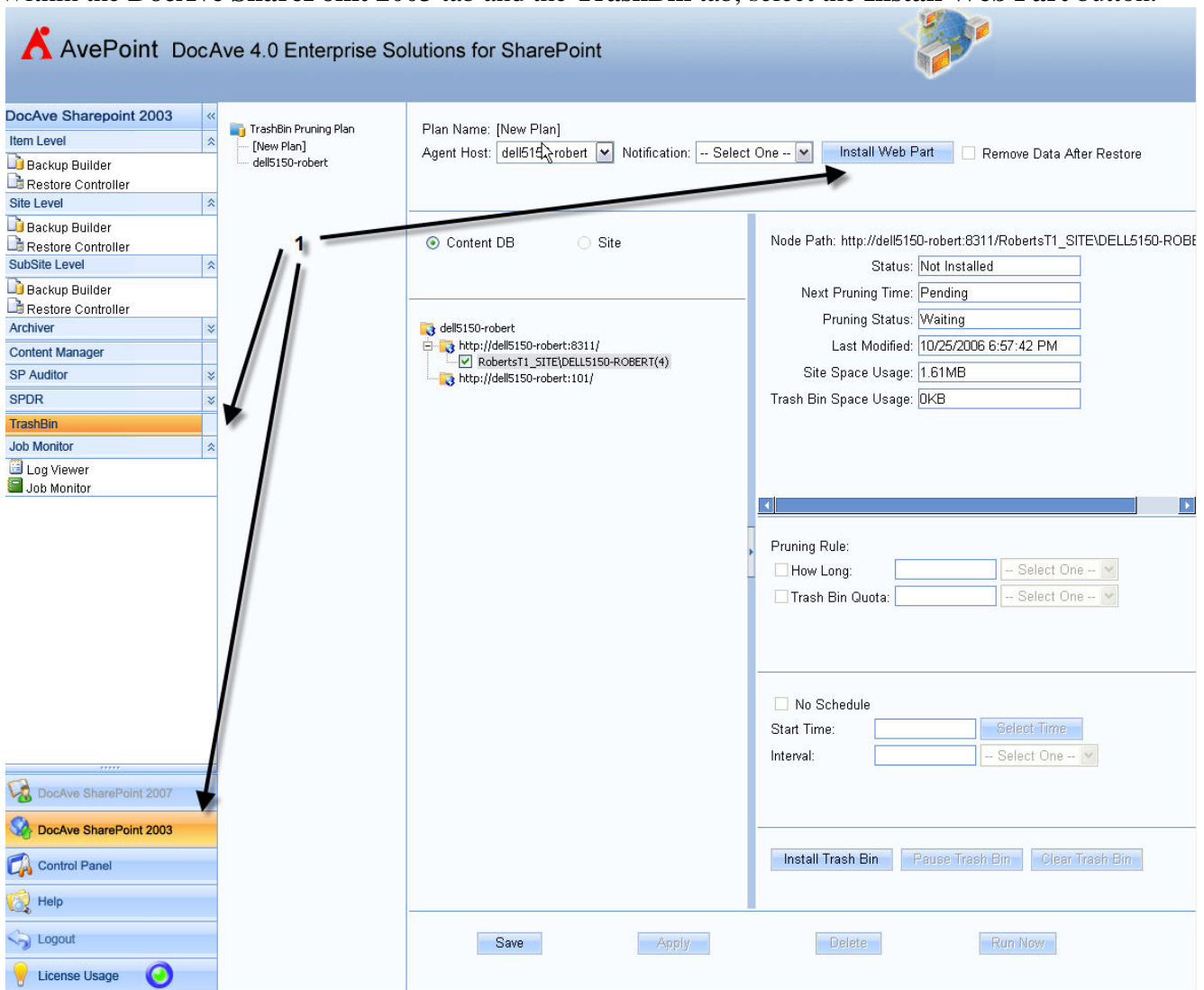
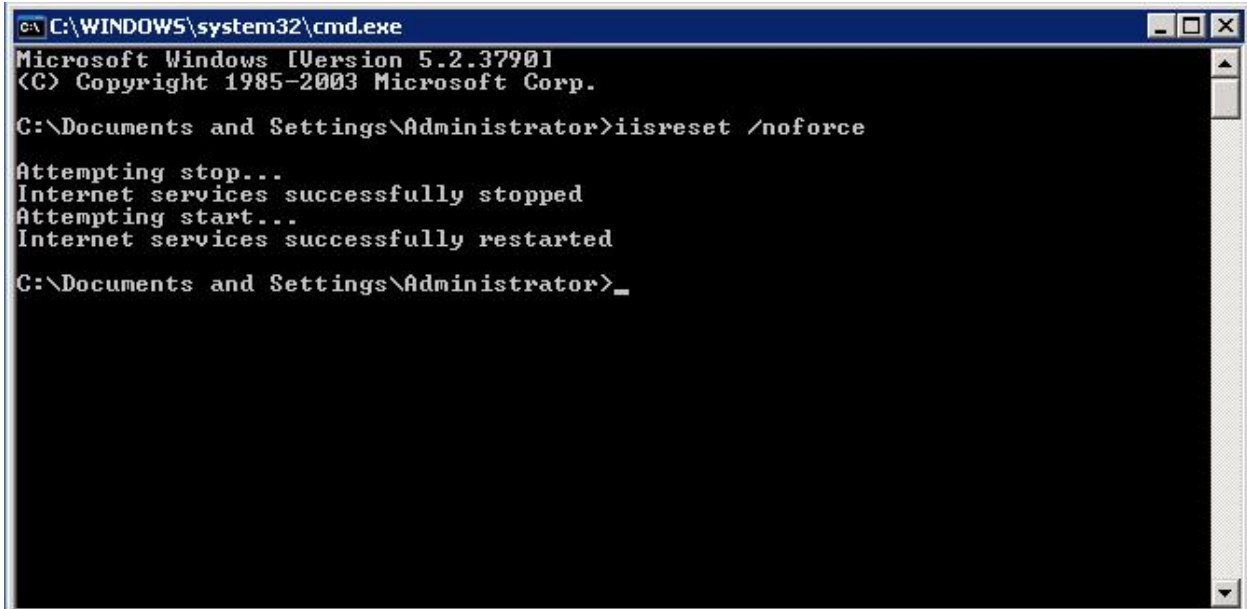


Figure 4: Installing the TrashBin Web Part

2. Right after you have installed the TrashBin Web Part, Internet Information Services (IIS) must be restarted. On the SharePoint Front-end Web Server, open up the Command Prompt by typing **cmd** within the **Run** box. At this point type the command **iisreset /noforce** to stop and restart internet services. Use the **/noforce** parameter to help prevent data loss in case the IIS services cannot be stopped within the one minute time-out period. If you are certain that it is safe to force IIS to restart, you can omit the **/noforce** parameter. However, be aware that you could lose data if you do not include this parameter.



```
C:\WINDOWS\system32\cmd.exe
Microsoft Windows [Version 5.2.3790]
(C) Copyright 1985-2003 Microsoft Corp.

C:\Documents and Settings\Administrator>iisreset /noforce

Attempting stop...
Internet services successfully stopped
Attempting start...
Internet services successfully restarted

C:\Documents and Settings\Administrator>_
```

Figure 5: IIS Reset

3.3 TrashBin Configuration

3.3.1 Administrative Account

To administer TrashBin, users should have full administrative privileges for DocAve, SharePoint Portal Server (or Windows SharePoint Server), and SQL Database. You can check this under the **Agent Monitor** within the **Control Panel**.

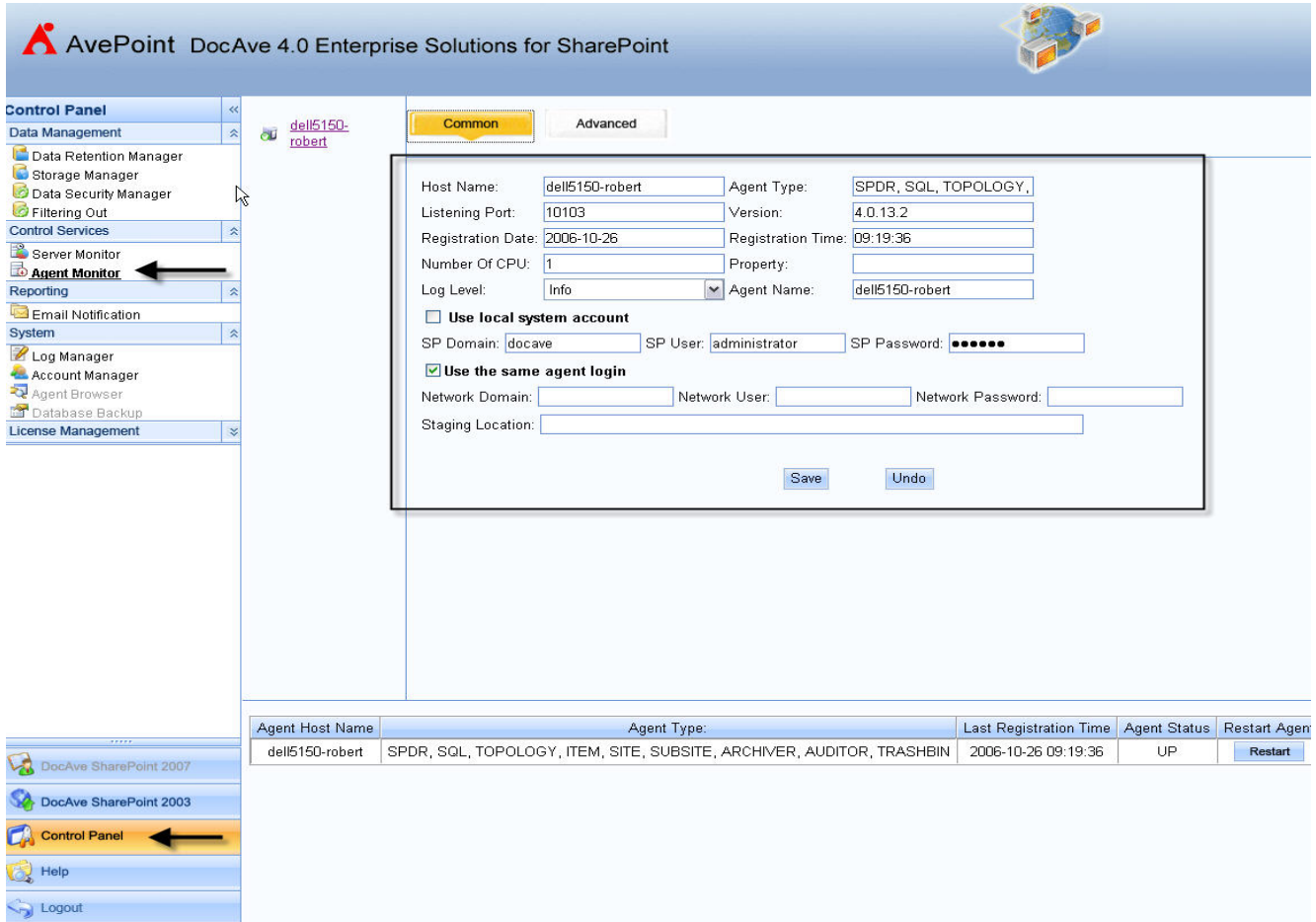


Figure 6: Administrative Account

3.3.2 License Management for TrashBin

Log into the DocAve GUI

1. Click on the **Control Panel** tab.
2. Click on the **License Management** tab, and then click on **License Manager** link.
3. Click on the **TrashBin** button under **Application License Info.** to view the License History.
4. At the bottom, click on the **Import** button and find the **.lic** license file.
5. Click the **Apply** button to finish the process.

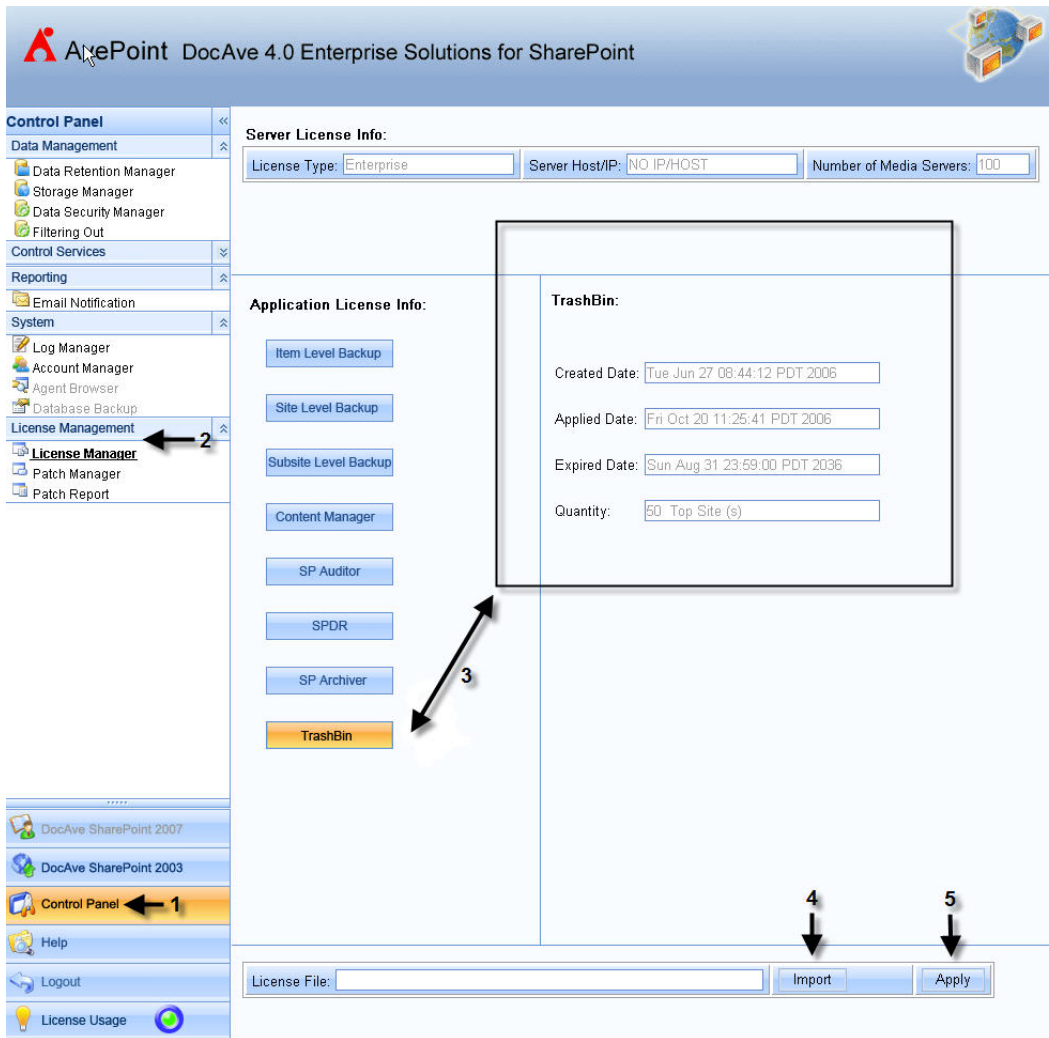


Figure 7: License Management

3.3.3 Notification

Email reports can be scheduled after each TrashBin pruning run so as to notify the Administrator of successes or failures. Notification must first be setup before one can select that option in the Notification section of TrashBin.

1. Click on the **Control Panel** tab.
2. Click on the **Email Notification** tab, and fill in the boxes accordingly.
3. Click on **Test Account Settings** to send a test e-mail.
4. Click **Save As** to finish creating the email notification.

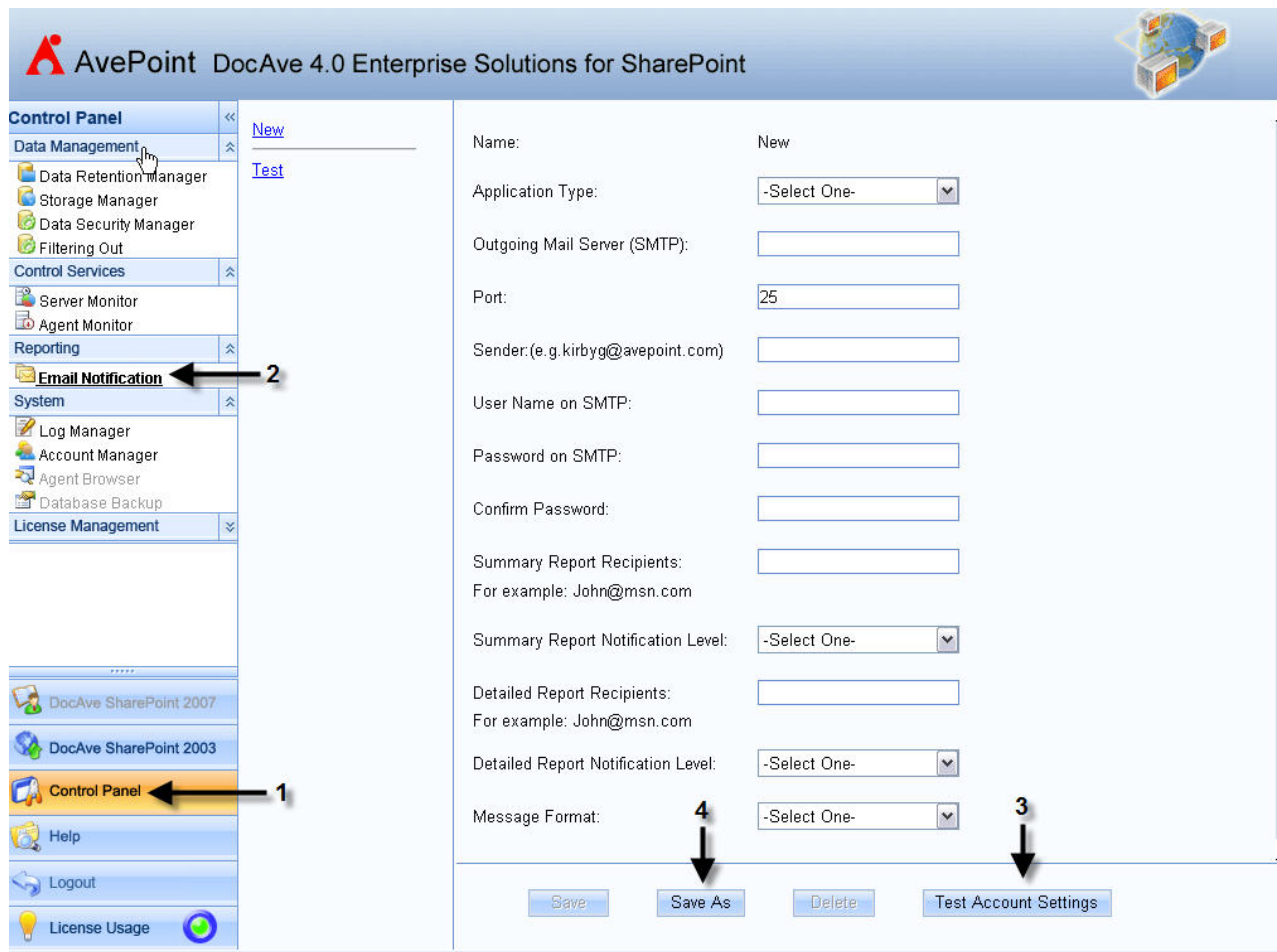


Figure 8: TrashBin Email Notification Setup

Afterwards, you will see the saved email notification profile within the TrashBin screen under the **Notification** drop-down menu.

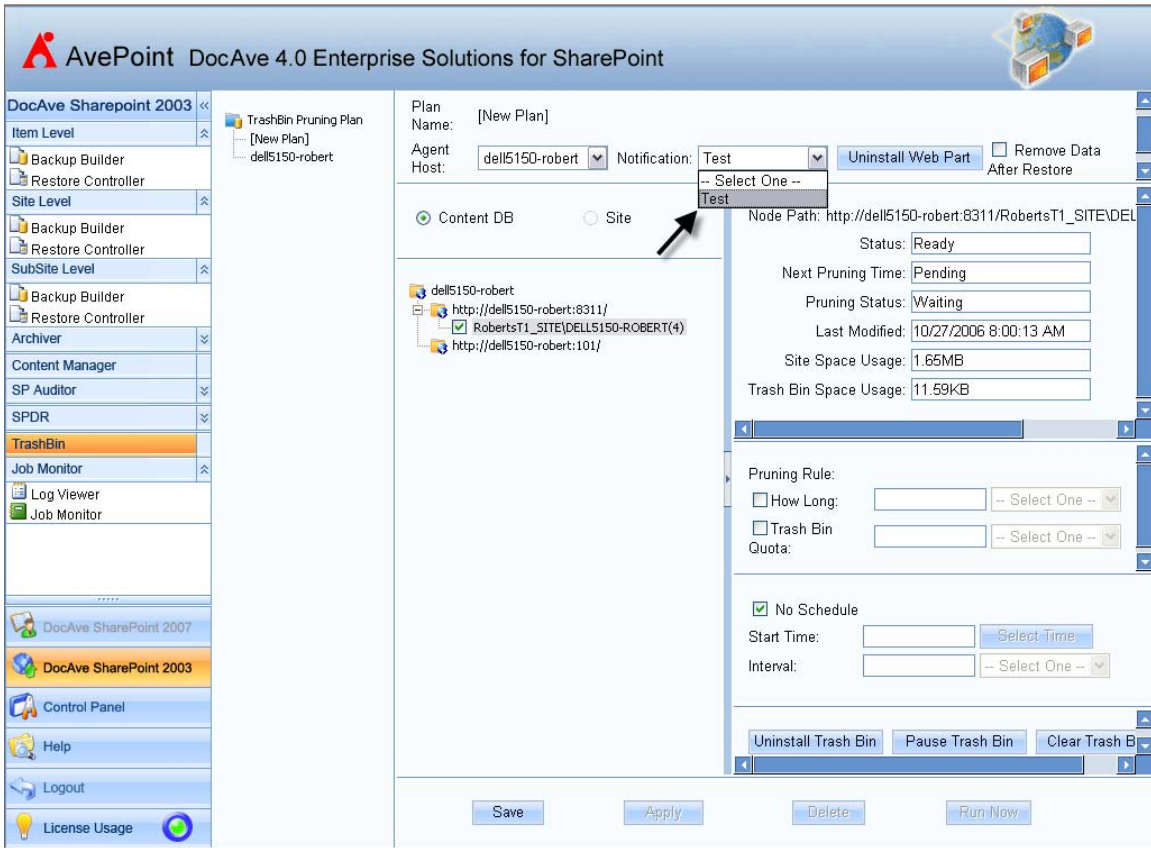


Figure 9: TrashBin Notification Selection

3.4 DocAve 4.0 TrashBin Administration

3.4.1 Pruning, Quota, and Scheduling

The Administrator can setup TrashBin pruning rules so that any item deleted more than “**x**” **hours, days, months, and weeks** must be removed from TrashBin. It is wise to keep the length of the pruning rule small, preferably less than or equal to the expiration date.

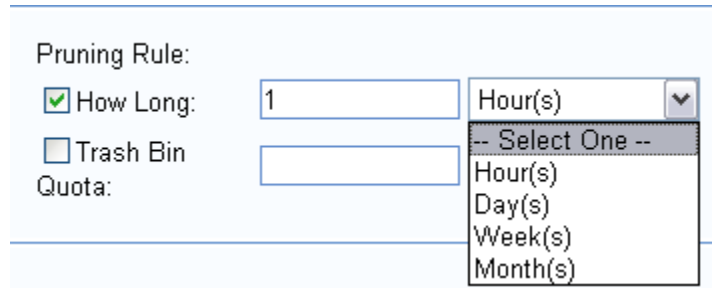


Figure 10: Pruning Rule

The **TrashBin Quota** option works in conjunction with the duration (**How Long**) set for the pruning rule. Therefore if the TrashBin data size is larger than TrashBin Quota size, the contents of the TrashBin will be deleted.

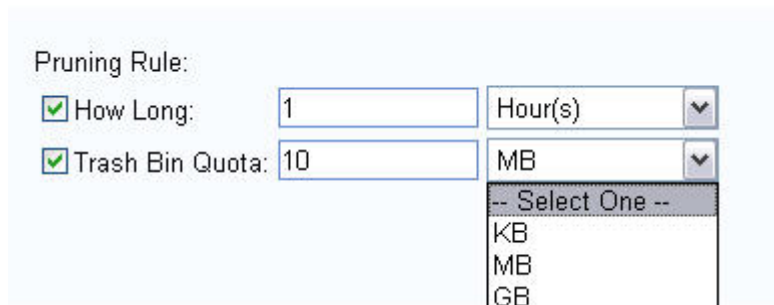


Figure 11: TrashBin Quota

TrashBin pruning can be activated manually or at a designated time via pruning schedules. Un-checking the **No Schedule** option will allow you to setup a pruning schedule. Pruning schedules specify the specific time of the day or day of the week that would activate a TrashBin pruning operation. There is one schedule per content database.

1. Choosing **Select Time** under the **Start Time** option will bring up a calendar popup.
2. The **Interval** option will allow you to set “x” hours, days, months, and weeks.

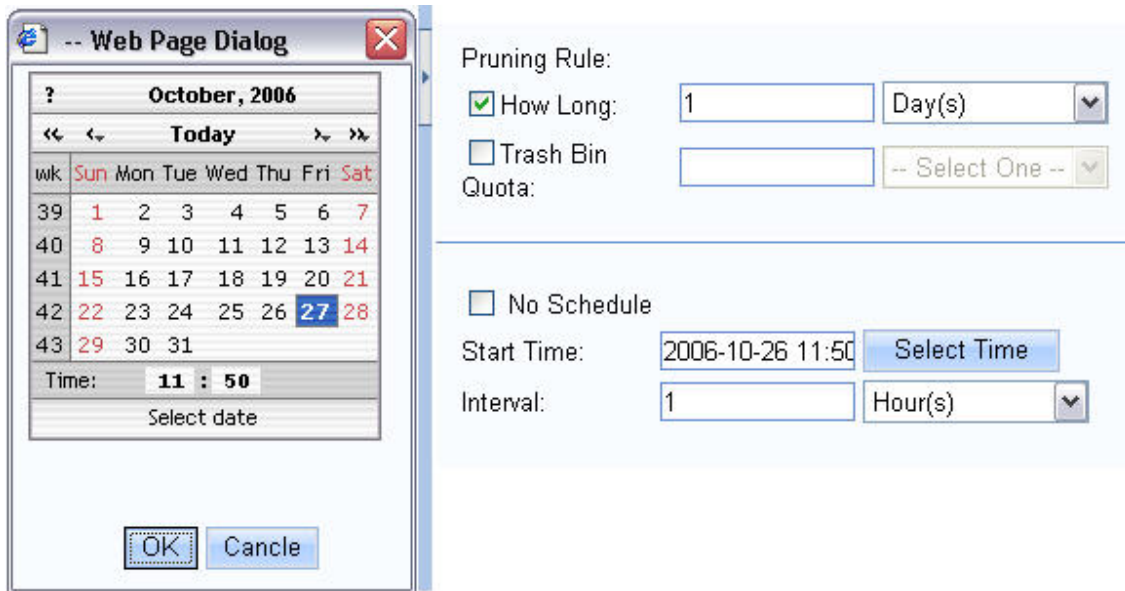


Figure 12: Scheduling

3.4.2 Pause TrashBin, Clear TrashBin

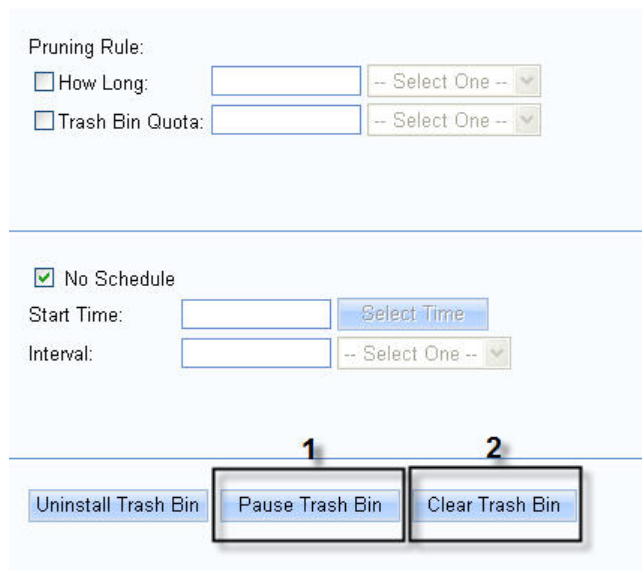


Figure 13: Pause and Clear TrashBin

1. The TrashBin should be paused if the SharePoint environment is under going major topography changes, such as deleting entire site collections or moving sites/subsites to a different URL. TrashBin should be resumed to capture deletion events from user’s date-to-date operations.

Pressing the **Pause TrashBin** button will set the Content DB in a **Paused** status. This suspends TrashBin from capturing all deletion events. Users can still use TrashBin Web Part for any restore operations.

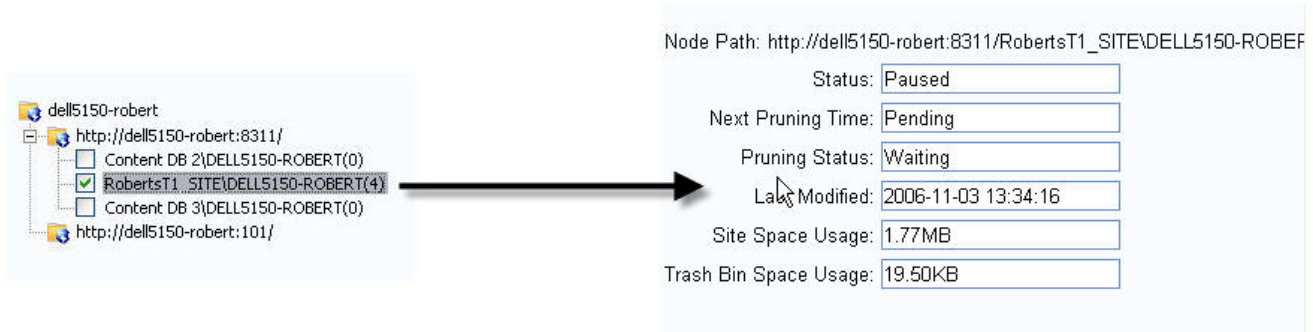


Figure 14: Paused Status

2. The Administrator can clear the TrashBin manually, regardless of the age of deleted documents, lists, or folders.

3.4.3 Multiple Content DB Manipulation

With DocAve you can manipulate TrashBin settings for multiple content databases. You can apply all of these settings and features (Uninstall TrashBin, Pause TrashBin, Clear TrashBin, Pruning Rules and Schedules, etc...) to **all** or **any** content database of your choice and run multiple actions.

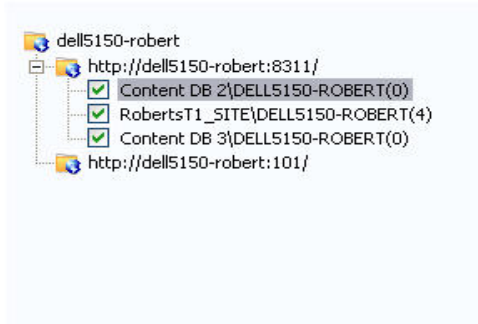


Figure 15: Multiple Content DBs

Via checkmarks you can select which content database you would like to manipulate.

3.5 Uninstalling TrashBin

Within the DocAve 4.0 GUI, the TrashBin for the Content DB and Web Part can be easily uninstalled by clicking on the buttons shown below:

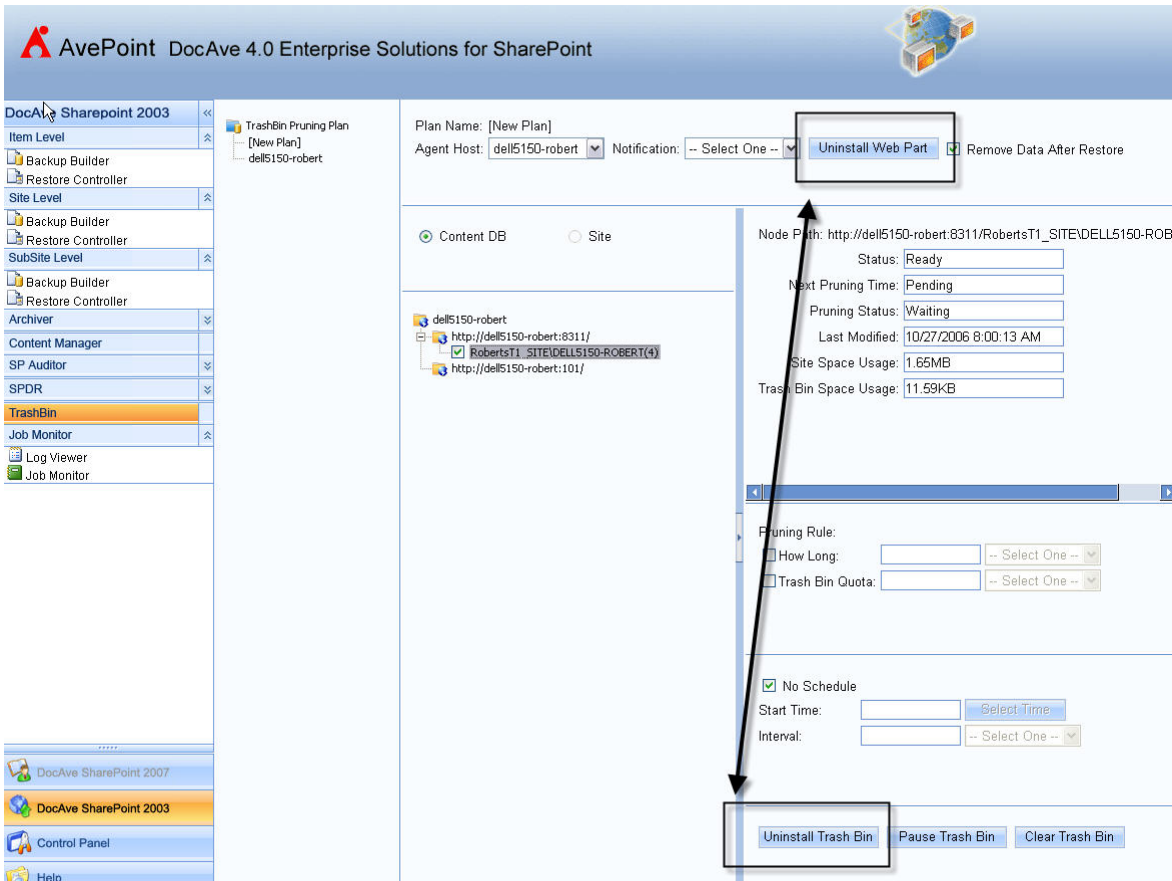


Figure 16: Uninstalling TrashBin

Uninstalling the TrashBin will set the Content DB status to **Not Installed**. This means TrashBin is not installed for a specific content database. User will not be able to use TrashBin Web Part for any operations.

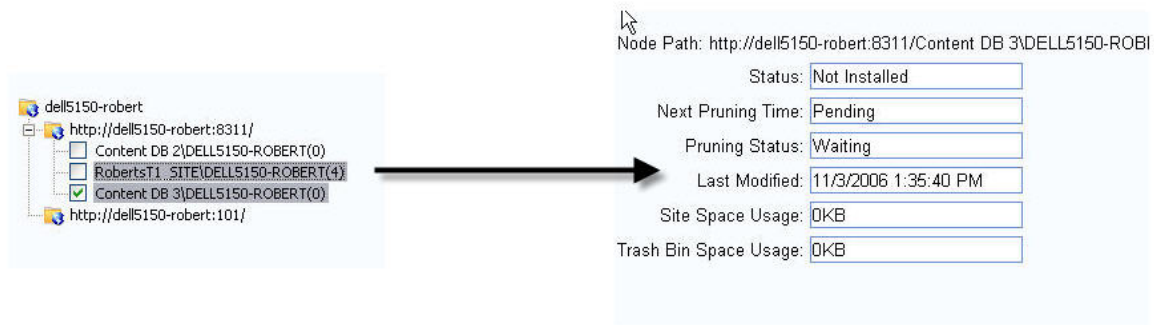


Figure 17: Not Installed Status

4 TrashBin Web Part

4.1 Enabling the TrashBin Web Part on Your SharePoint Page

Once the TrashBin Web Part has been installed, it can be added to any web page within your environment. Go to the page you want to add the TrashBin Web Part.

1. In the **Actions** pane on your left side, click **Edit Page**.
2. On the **Modify Shared Page** menu (upper-right corner), point to **Add Web Parts**, and then click **Browse**.
3. In the task pane, select the **Virtual Server Gallery** link.
4. Under **Web Part List** in the task pane, drag the **AvePoint TrashBin** to a zone on the page.
5. This will install the TrashBin Web Part to the page.

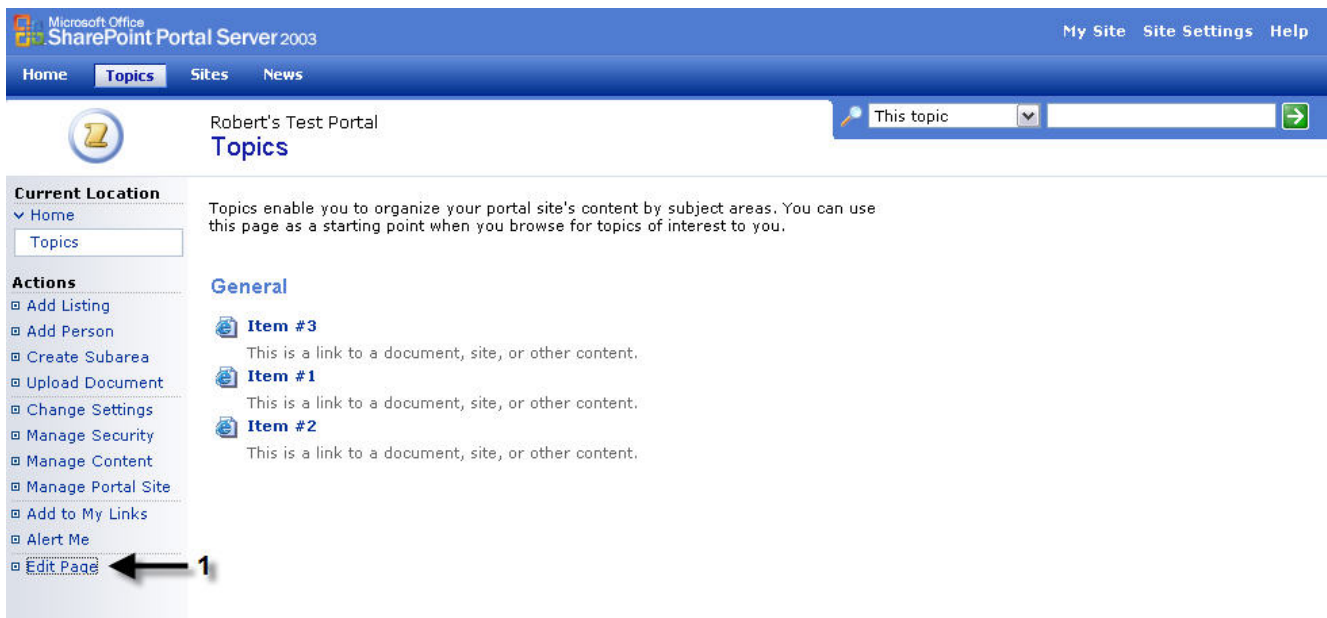


Figure 18: Enabling the TrashBin Web Part – Step 1

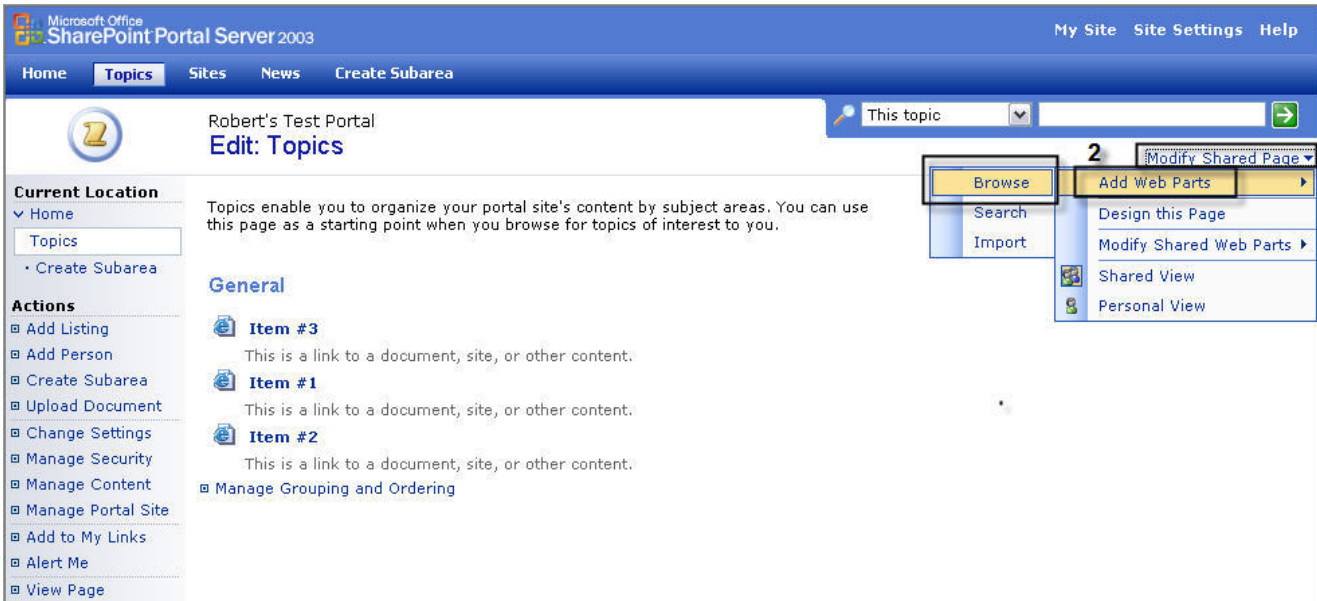


Figure 19: Enabling the TrashBin Web Part – Step 2

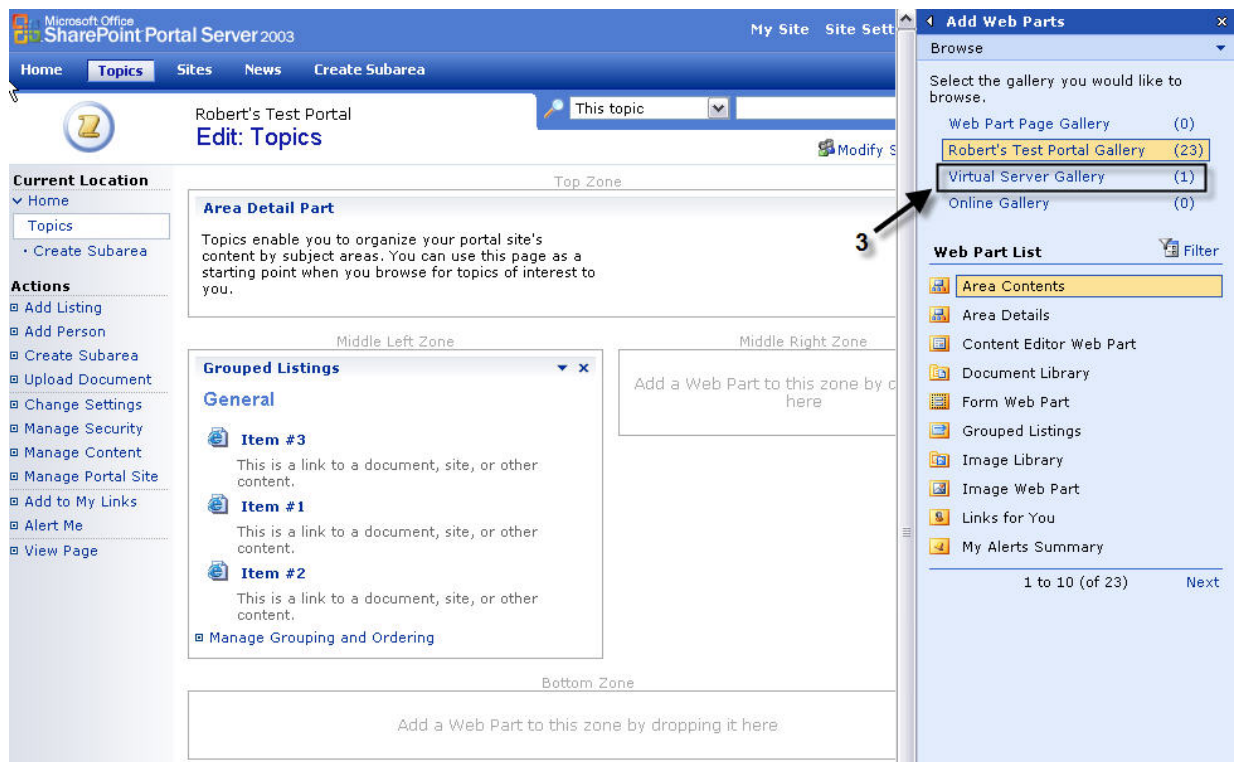


Figure 20: Enabling the TrashBin Web Part – Step 3

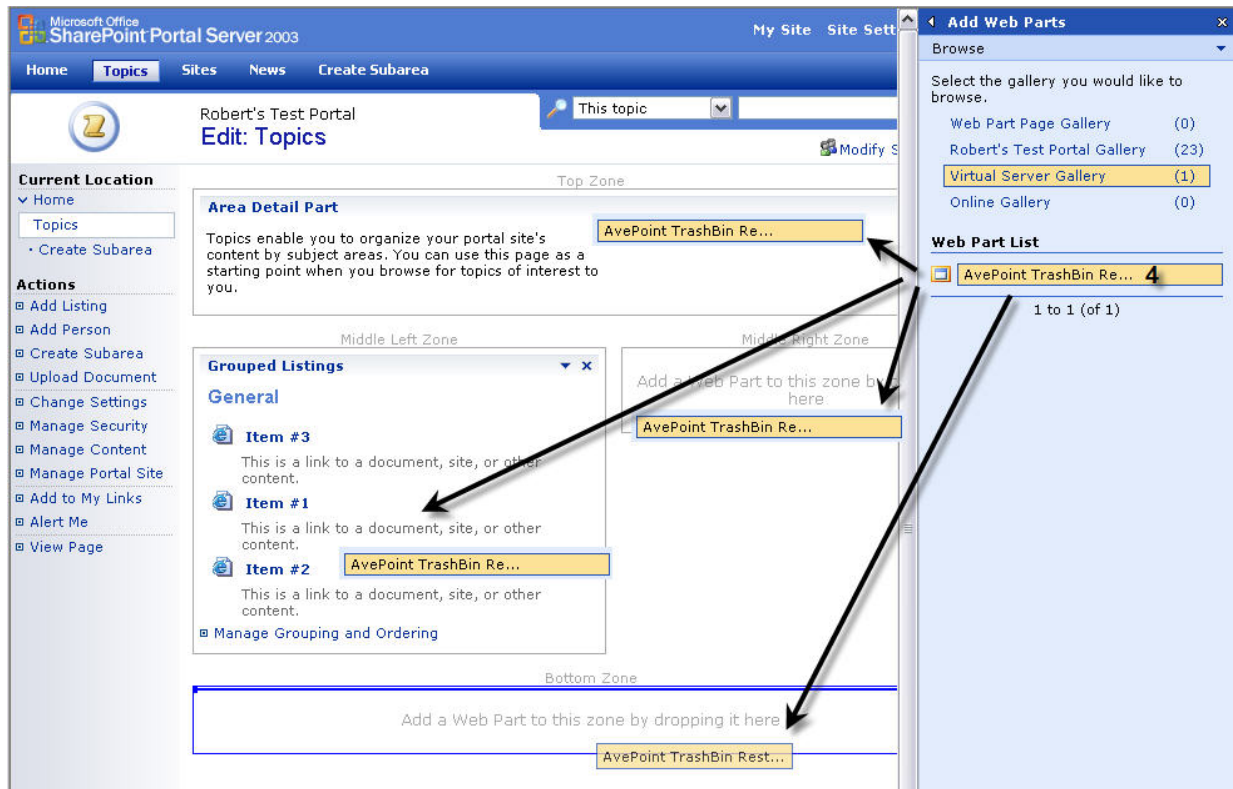


Figure 21: Enabling the TrashBin Web Part – Step 4

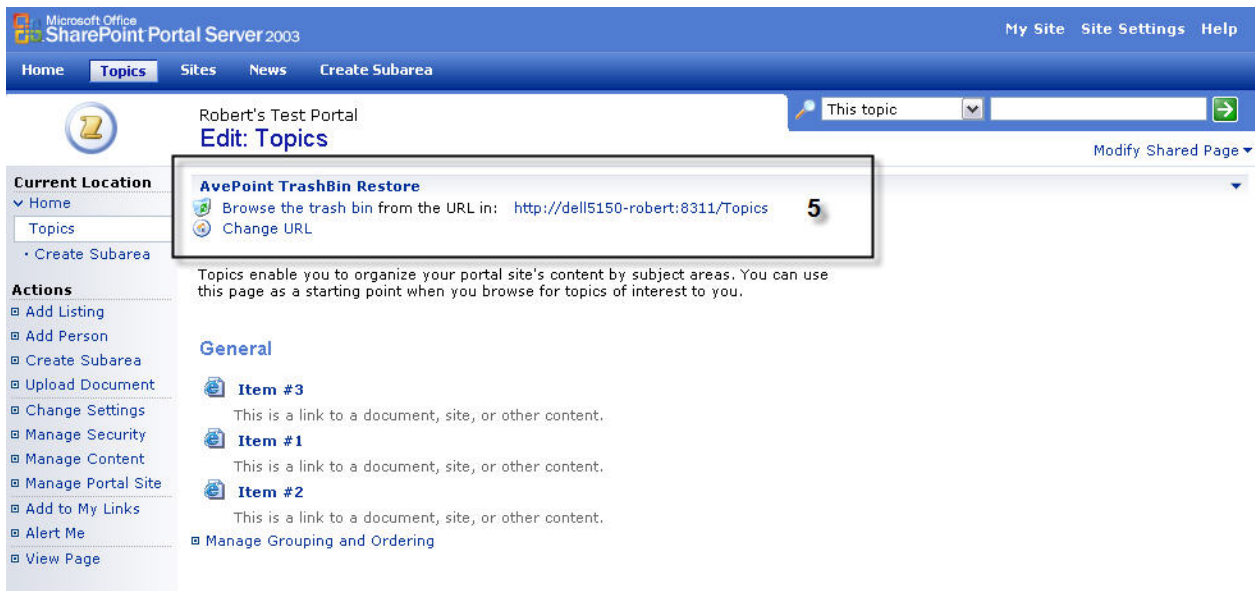


Figure 22: Enabling the TrashBin Web Part – Step 5

4.2 TrashBin Web Part Navigation

4.2.1 TrashBin Web Part Buttons

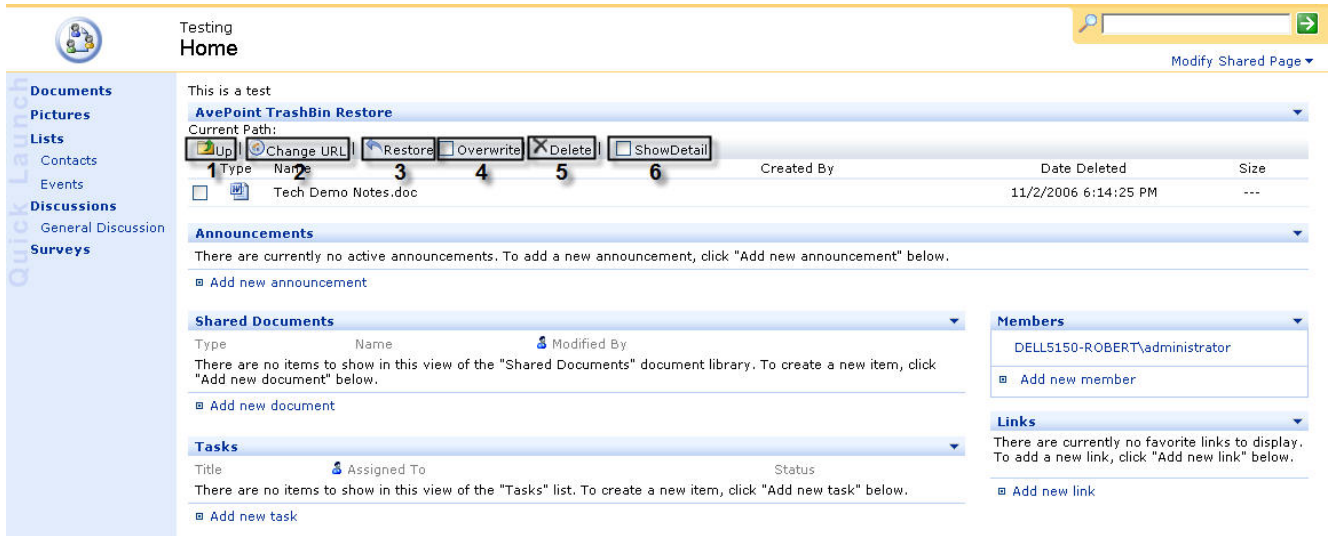


Figure 23: TrashBin Web Part Buttons

1. The **Up** button allows you to go up to the parent level.
2. The **Change URL** button allows you to view TrashBin contents in another SharePoint site. Afterwards you can browse the deleted item of that page and restore.

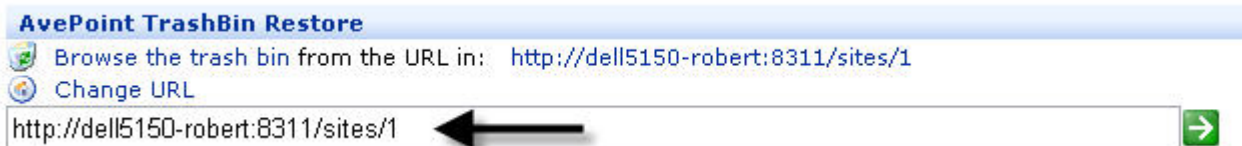


Figure 24: Change URL

3. The **Restore** button allows you to restore the deleted item back to its original location.

Restore in progress:

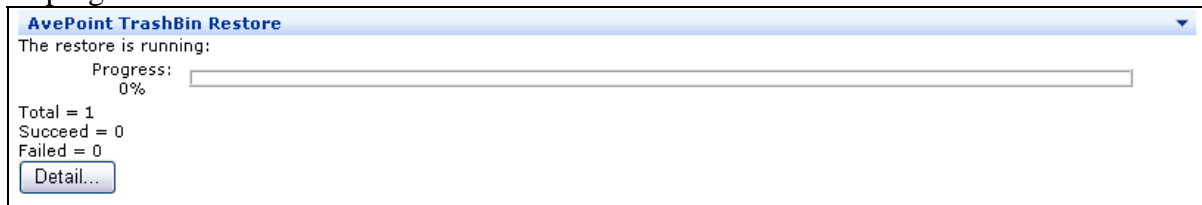


Figure 25: Restore in Progress

Restore successfully completed:

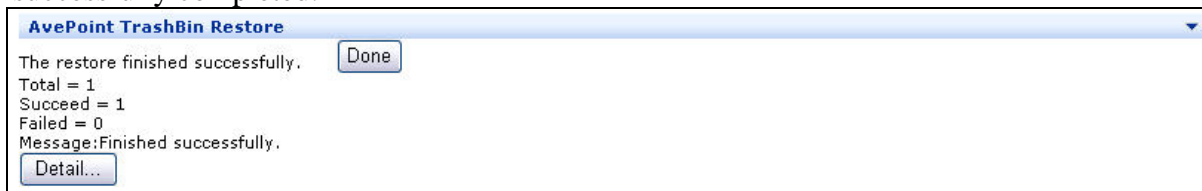


Figure 26: Restore Successfully Completed

Clicking on **Detail** will show the details of the restore operation, **Hide Detail** will close the job report box, and **Done** will bring you back to the TrashBin Web part screen, to continue with another restore:



Figure 27: Restore Statuses

4. The **Overwrite** option allows you to overwrite the existing file on SharePoint with the deleted file in TrashBin.
5. The **Delete** option allows you to delete items in TrashBin.
6. The **Show Detail** option allows you to display version information and attachments associated with items in the TrashBin.

4.2.2 TrashBin Web Part Options

1. Click on **AvePoint TrashBin Restore** under the **Modify Shared Page** button:

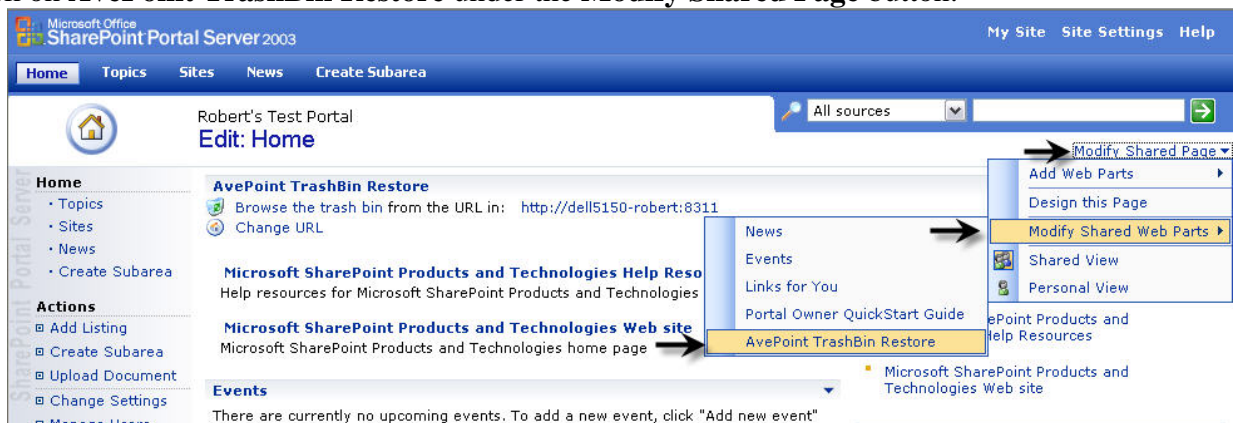


Figure 28: TrashBin Web Part Options

2. At this point you can change the Appearance, Layout, as well add other options accordingly:

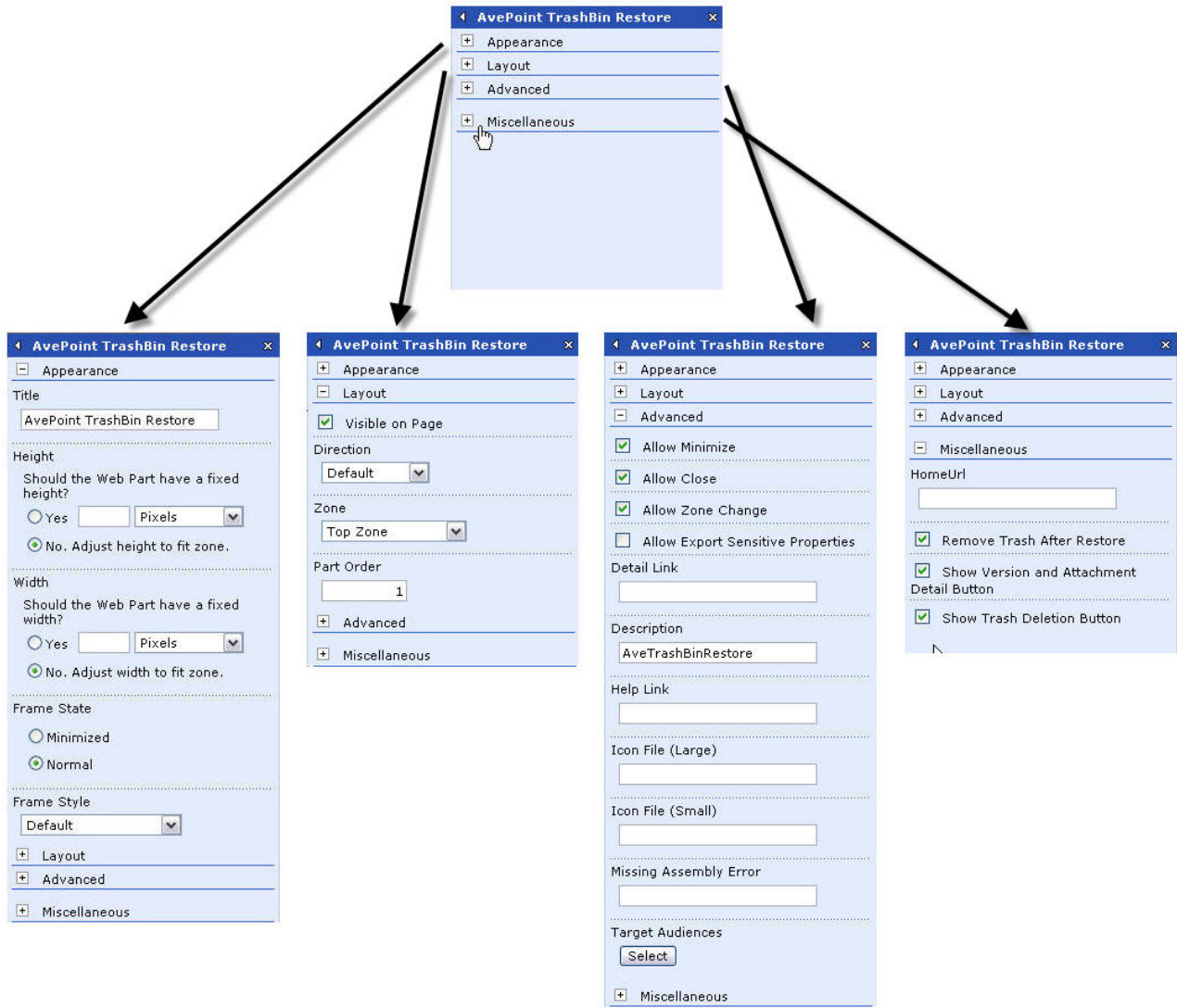


Figure 29: TrashBin Web Part Options Expanded

3. Web Part Options - Miscellaneous

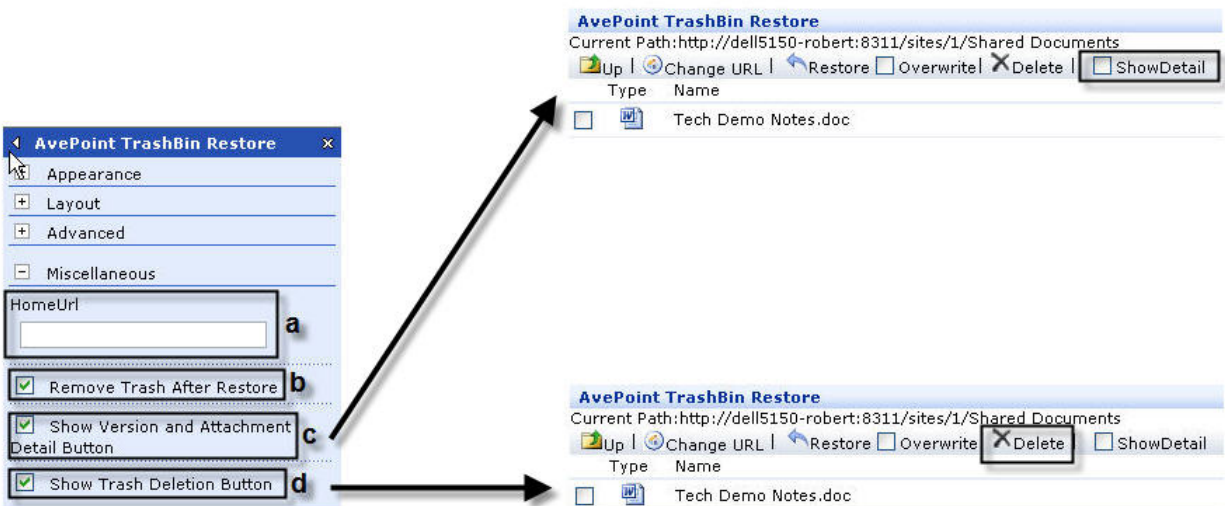


Figure 30: Web Part Options - Miscellaneous

a. **HomeURL** – refers to a TrashBin Web Part added on a MySite page. The HomeURL needs to be set to personal URL for TrashBin Web Part to display deleted items. **Note:** this should be done so the TrashBin users will not have to type in the proper URL every time TrashBin is accessed.

b. **Remove Trash After Restore** – Removes items from TrashBin after user initiated restore. This option is set by default. If this option is not set, copies of deleted documents will remain in the TrashBin until the administrator empties the TrashBin from the TrashBin Administration GUI or the item expired based on TrashBin expiration policies set via the TrashBin Administration GUI.

c. **Show Version and Attachment Detail Button** – Displays the **Show Detail** button on the TrashBin Web Part and allows the user to browse the attachments and document versions. This option is not set by default. This option should only be set for advanced users who can selectively restore older versions of a document. **Note:** Without restoring the original document, restoring older versions **will change the ordering** of document version histories.

For example, when the TrashBin Web Part is added to user Jane’s MySite page, TrashBin Web Part will show http://server_name/MySite. Set the HomeURL to <http://servername/personal/jane> instead.

d. **Show Trash Deletion Button** – Displays the **Delete** button on the TrashBin Web Part and allows the user to select a file and directly delete it from the TrashBin.

4.3 Uninstalling the TrashBin Web Part

To remove the TrashBin Web Part from your site, please follow the steps below:

1. Go to the location where the TrashBin Web Part is installed and click on the drop down arrow associated within the **AvePoint TrashBin Restore** section.
2. At this point, the TrashBin Web Part will be highlighted with dashed lines. Click on the drop down arrow and select **Delete**.

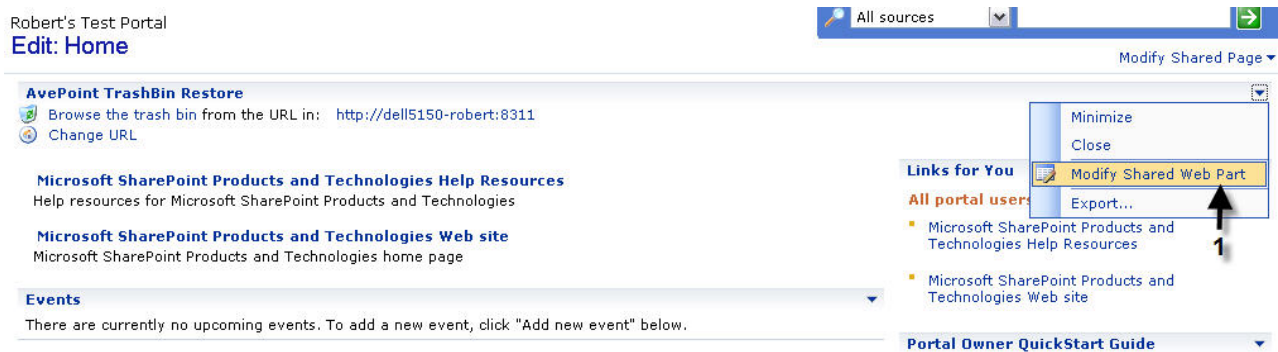


Figure 31: Uninstalling the TrashBin Web Part – Step 1

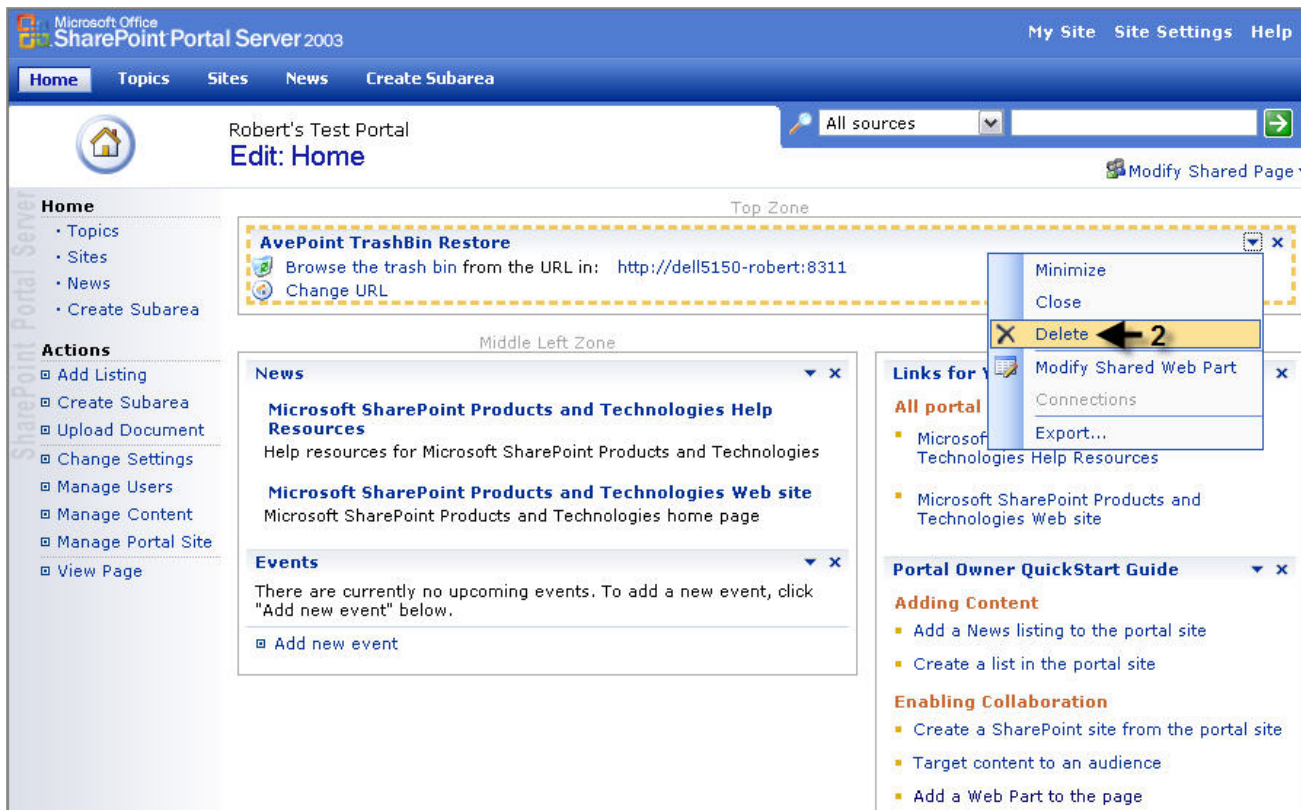


Figure 32: Uninstalling the TrashBin Web Part – Step 2