

EIM Custom Administration Tools for eDOCS

Active Directory Synchronization

An automated synchronization process of user and group memberships between Active Directory and eDOCS. Providing reduced administration and high accuracy via automation, this Windows Service ensures the synchronization of users within identified Active Directory groups into the corresponding users and groups in an eDOCS DM library. Click [here](#) for a fact sheet.

Activity Log Archiving

Since the Activity Log table can grow quickly and affect performance, this utility enables administrators to move activities out of the Activity Log table into another table. Users can continue to access this data via a right mouse click.

Archive Library

Creates a separate library for older documents, or special-purpose documents. Use a tested process for regularly updating the library with parameters such as: documents for projects inactive in the last 5 years, legacy email or files designated for knowledge management purposes.

Client - Matter Import

Automated scheduled import of client-matters from 3rd party programs such as accounting software into eDOCS.

Database Synchronization

Replicate eDOCS metadata (clients, matters, people, groups, applications, and document type) from one source database to another.

Document Purge

Generates a report listing all documents that are eligible to be deleted based on flexible parameters specified in the configuration. The report can be reviewed and any exclusions identified. Once the utility is run, all other documents can then be safely deleted by an administrator. The deletion history is retained, and available via built-in reporting tools.

File Checker

An essential tool for eDOCS administrators, this module shows Profiles and Versions where the corresponding file on the file server either does not exist or is zero bytes. It allows administrators to be notified of these occurrences in real time and take pro-active steps to

troubleshoot and correct them. An automated email notifier alerts administrators of any new missing or zero byte documents. Run on a scheduled basis, the module generates a detailed report containing document information and metadata. It can also be run retroactively and used as a clean-up mechanism in eDOCS. Click [here](#) for a fact sheet.

File Export

Allows administrators to effortlessly copy large volumes of documents and their associated metadata from eDOCS, preparing it for potential use in other programs. Click [here](#) for our video on file export and [here](#) for a fact sheet.

File Import

Enables bulk import of files from file shares, local drives, etc. Containing many options for importing both documents and mapping data (such as author, application, create date, etc.), File Import for DM can also be configured to include folder trees from either email or file systems.

Hide & Delete

Since most organizations do not allow end-users to delete documents, the Hide & Delete module is an automated, scheduled SQL database procedure that first hides documents that are 'Queued for delete'. A separate procedure will send database mail to a pre-designated group whenever the count of 'queued for delete' reaches a specific threshold. In this manner, administrators can manage and permanently delete these documents. Click [here](#) for a fact sheet.

Library Consolidator

Easily reduce the number of document libraries by combining and integrating multiple eDOCS DM5 databases. Key features include the transfer of all metadata, files, security, and versions. In addition, the consolidation tool handles all object types, including workspaces, quick searches, folders, documents, and related items. Migration options allow administrators to easily select and control the content to be consolidated. Migration of Folders, Quick Searches, and Workspaces are all supported. Click [here](#) for our video on library consolidator. For a Backgrounder and Press Release click [here](#).

Server Cache-Refresh

Offers the ability to refresh all DM Server Caches for one or more DM Servers. It is unique in that it can be run as an interactive utility, or it can be run via command line properties to execute from a non-interactive batch file or maintenance job.