

**United States Army Records Management and
Declassification Agency (USARMDA)**

**ARIMS Bulk Archive Tool
(ARIMS-BAT)
User's Guide v 3.7**



Prepared by



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1 Overview

The ARIMS Bulk Archive Tool (BAT) enables registered users to store electronic documents and emails locally, on a local computer hard drive or on a shared network drive, and then submit them as a batch to the ARIMS Army Electronic Archive (AEA).

The BAT creates a local directory folder structure on a user's computer or on a shared network drive that mirrors the electronic folder structure defined by a specific approved Office Records List (ORL) in ARIMS to which a user wishes to archive files. If a user is multi-hatted, he or she will be able to create multiple sets of electronic folders that correspond to each of the approved ORLs they are associated with.

NOTE: Users must be sure to follow the naming convention for electronic folders of no more than 100 characters for both the File System and Outlook if using both locations to setup the folder structure.

When electronic folders are created from an approved ORL in ARIMS and set up on a local or shared network drive or in Outlook using the BAT, users will be able to store any files in them that will eventually be uploaded to the ARIMS AEA. The folders will be used throughout the lifecycle of the particular ORL to which they correspond. The BAT may be executed as frequently as desired, depending on the policy established at each user site since only *new* or *changed* files will be uploaded.

The first time the BAT is executed, it will determine if the user has already defined a root location to be the starting point for the creation of electronic folders and subfolders or if a new location will define the source folders. This is the root directory that is located either on the user's local computer drive or on a shared network drive. The BAT will remember the root location between executions so that it need only be specified once.

Once the root location is established, the authenticated user will select an office symbol if he or she is associated with more than one. The current/most recent year ORL will be displayed by default but the user may select a different year. The BAT will then query ARIMS to determine the structure of open electronic folders for that ORL. Under the root folder/location, a directory will be created to setup the electronic folder structure for the selected ORL. This ORL directory name will consist of the Office Symbol and the year of the ORL. Under the ORL directory, folders and subfolders will be created that mirror the electronic folders created in ARIMS from a particular ORL. This will include folders of all record types. In general, only Long-term (6+ years) and Permanent records will be uploaded to the ARIMS AEA; Temporary (0-6 years) and Unscheduled records will be uploaded *only if they belong to a Special Collection*. Temporary (0-6 years)

records must be managed locally and deleted when eligible for destruction so long as no records freeze or other action (e.g., audit, legal proceeding) is delaying their final disposition.

On subsequent executions, the BAT will verify that the existing structure still matches the ORL. It will add any missing folders and inform the user if any folders were added, renamed, or closed. If there are invalid or closed folders, the user will be warned that any files in those folders will not be uploaded. An invalid folder is any folder not created by the ARIMS-BAT.

The BAT will find any files in open record folders. The BAT will store basic information about each file, including file name, modification, creation times, and file path info. It will fill in metadata for all of these files and import that data along with the files into the ARIMS AEA. The following is a list of file types, listed by extension, that will not be uploaded into the ARIMS AEA due to AKO unacceptable file format limitations.

The ARIMS System (and the ARIMS AEA) does not accept the following record types:

".ace"	".ad"	".ade"	".adp"	".asp"	".aspx"	".b64"
".bas"	".bat"	".bhx"	".ceo"	".ce0"	".chm"	".class"
".com"	".cpl"	".crt"	".dbx"	".dll"	".dot"	".eml"
".exe"	".hlp"	".hqx"	".hta"	".inf"	".ins"	".ini"
".js"	".jse"	".lnk"	".mdb"	".mde"	".mim"	".msi"
".msp"	".nch"	".ocx"	".pl"	".pif"	".pst"	".rar"
".scr"	".sct"	".shb"	".shs"	".upx"	".uue"	".uu"
".vbe"	".vbs"	".vss"	".vst"	".vsw"	".wmi"	".ws"
".wsc"	".wsf"	".wsh"	".xxe"	".zip"		

All other file formats will be accepted.

When all files have been examined, the BAT provides the user with a list of all the associated folders that contain files that need to be uploaded; these files are indicated by providing a status icon beside the file names that are listed.

The user may then initiate upload of the files to the ARIMS AEA. Each file is uploaded separately, complete with all available metadata. Users can minimize the BAT window during the upload process but cannot close it. If a user tries to close the BAT window, it will warn the user that the upload is incomplete and will stop the upload process. If a user attempts to upload more than 5 gigabytes of data in one upload session, the user will experience a latency issue where his or her computer or network will run significantly slower during the upload process.

NOTE: The BAT does not provide any security beyond the local system security for documents that should be protected by classification or Privacy Act (PA). Users should coordinate with their IT Support to establish the necessary permissions/restrictions to folders setup on a shared network drive that may be used to file/manage classified or PA restricted information.

2 Using the ARIMS-BAT – File System Option

You may run the BAT *File System* option, or the BAT *Email System* option, depending on where the files to be uploaded currently reside or where the agency/organization has established a shared network drive or public folder for all files.

2.1 Installing ARIMS-BAT (File System)

1. To install the BAT, click the **Upload** tab on the ARIMS menu, select **Bulk Upload Tool** in the left menu, as shown in Figure 1.

UnClassified Logged In As: Tamara McCaughey, Unit: US AHS-W313AA | Log Out

ARIMS Army Records Information Management System

U.S. ARMY

HOME SEARCH **UPLOAD** ORLs & FOLDERS MANAGE MY ACCOUNT HELP ADMIN REPORTS

UPLOAD > BULK UPLOAD

BULK ARCHIVE TOOL

Use this page to deploy the Bulk Archive Tool (BAT). The BAT can be used to upload multiple documents or emails into the ARIMS Army Electronic Archive. When you click on one of the links below the BAT will be downloaded onto your computer. The BAT will be automatically installed with user approval if 1) the BAT has never been installed on your computer or 2) the BAT has been upgraded since you last used it.

See the BAT User's Guide in the [References](#) section of ARIMS for further information on the use of the Bulk Archive Tool.

32-Bit Version

[Run the Bulk Archive Tool \(File System\)](#) ▶▶

[Run the Bulk Archive Tool \(Email System\)](#) ▶▶

64-Bit Version

[Run the Bulk Archive Tool \(File System\)](#) ▶▶

[Run the Bulk Archive Tool \(Email System\)](#) ▶▶

1. ARIMS – Bulk Archive Tool Page

2. Click the **Run the Bulk Archive Tool (File System)** link for the version that applies to your operating system and the type of electronic folder structure you will be using, as shown in Figure 1. You can determine whether you have a 32-bit or 64-bit operating system by right-clicking on **My Computer** on your desktop, then clicking **Properties**. The information page that displays will tell you which type you have.
3. If the BAT has never been installed on your computer a Security Warning appears, as shown in Figure 2, asking if you want to install the BAT.

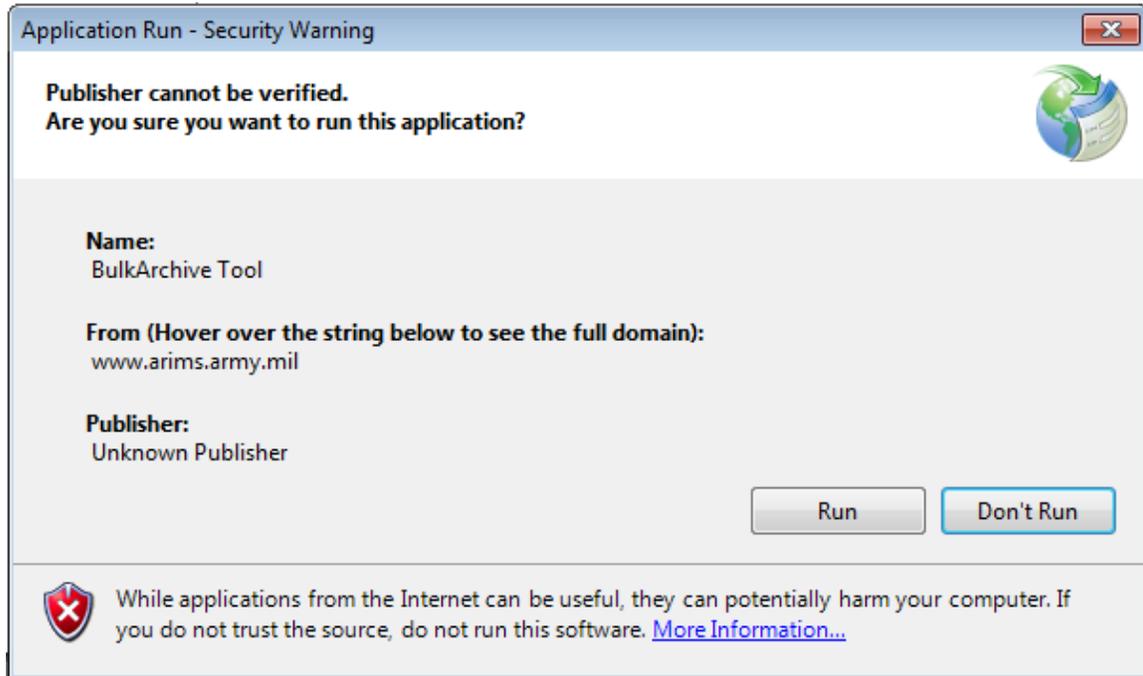


Figure 2. ARIMS-BAT Installation Security Warning

4. Click the **Run** button → there will be a delay while the application is being installed → then the BAT default window will appear as shown in Figure 3.

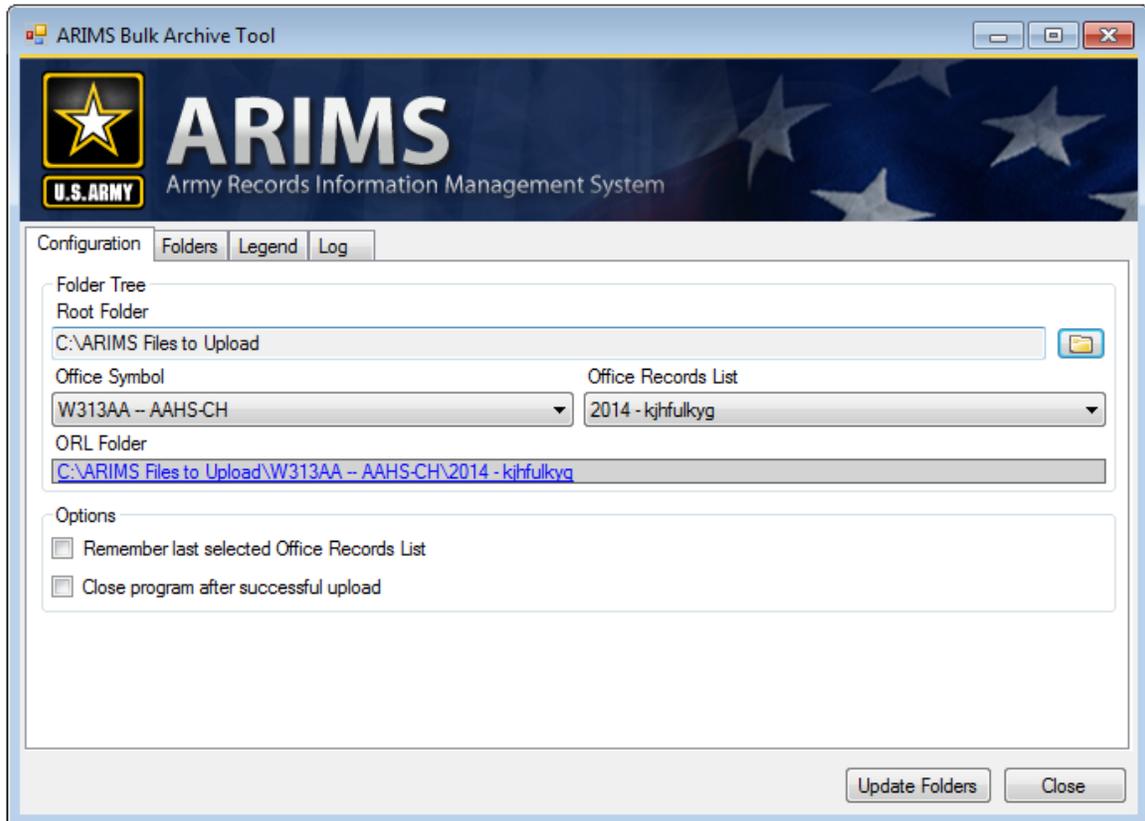


Figure 3. ARIMS-BAT Default Window

The **BAT** default window has four tabs: **Configuration**, **Folders**, **Legend**, and **Log**.

- The **Configuration** tab shows the root folder of files to be uploaded from your computer and the destination folders on the ARIMS Server.
- The **Folders** tab shows the file structure on your machine and any files to be uploaded.
- The **Legend** tab shows the various icons you may encounter while running the BAT.
- The **Log** tab shows all results and status messages that are written to the Status log.

The icons displayed on the **Legend** window can be seen in Figure 4 below.



Figure 4. ARIMS-BAT Legend Window

NOTE: Once you have downloaded the BAT, the next time you use the **Run the Bulk Archive Tool** link on the ARIMS **Bulk Archive Tool** page, the BAT will launch and start immediately. If the BAT program has been changed, however, it will download again before you can run it.

2.2 Running the ARIMS-BAT (File System)

1. From the **Bulk Archive Tool** Screen → click the **Run the Bulk Archive Tool (File System)** link to launch the BAT → the default BAT window will appear, as shown in Figure 5.

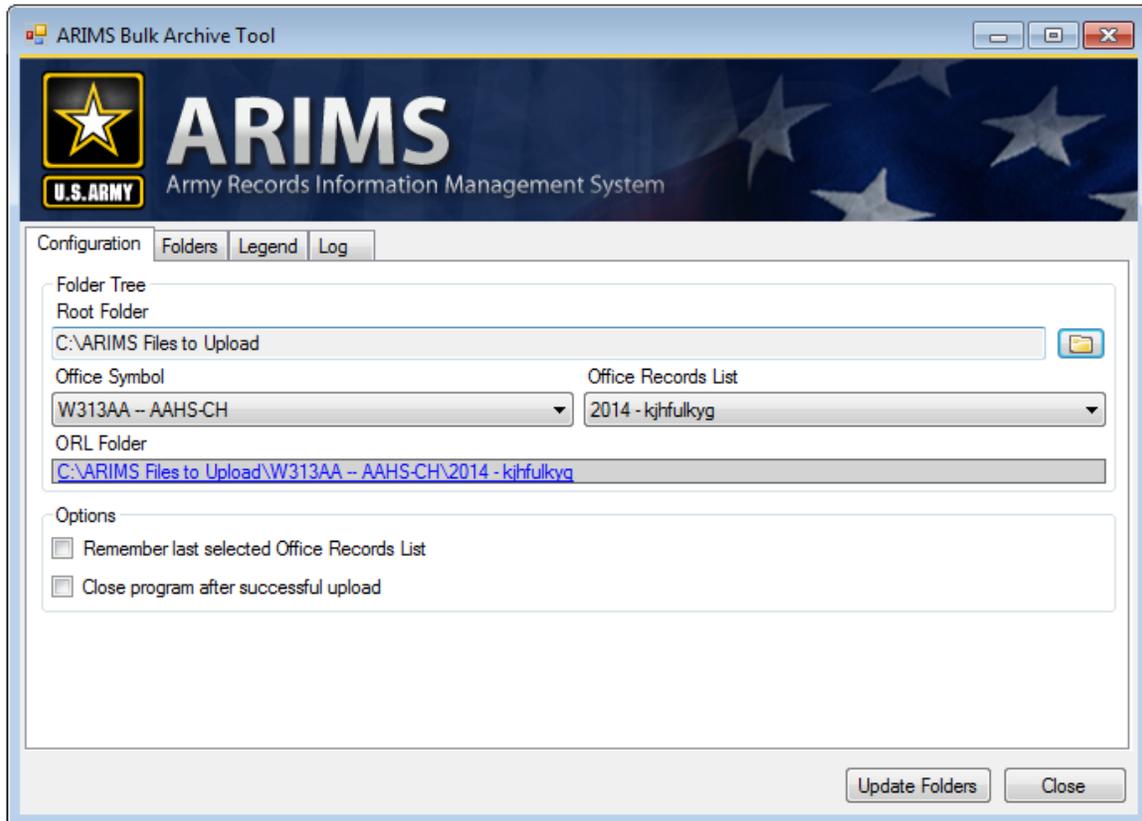


Figure 5. ARIMS-BAT Default Window, Configuration Tab Display

2. Select the *Root Folder* on your own machine or on a shared network drive. This is the location that the BAT will create a mirror of the electronic folder structure defined by a specific approved ORL and where files to be uploaded should be stored → Then select the Office Symbol and Office Records List (ORL) for the files to be uploaded. You may also select the two check boxes to *Remember last selected Office Records List*, or *Close program after successful upload*.

Note: For Windows 7 forward, you must map to the network location as a drive and then select that drive/folder as the root. Please contact IT Support for assistance with mapping a drive.

3. Click the **Update Folders** button → The BAT will examine the existing folder structure, if any, and compare it to the folder structure obtained for the ORL. If any new folders or subfolders are needed, they will be created.

NOTE: All results and status messages will be written to the Status log, which is accessed using the **Log** tab.

4. Then click the **Folders** tab to see the structure, or folder tree that was created on your machine or shared network drive as shown in Figure 6.

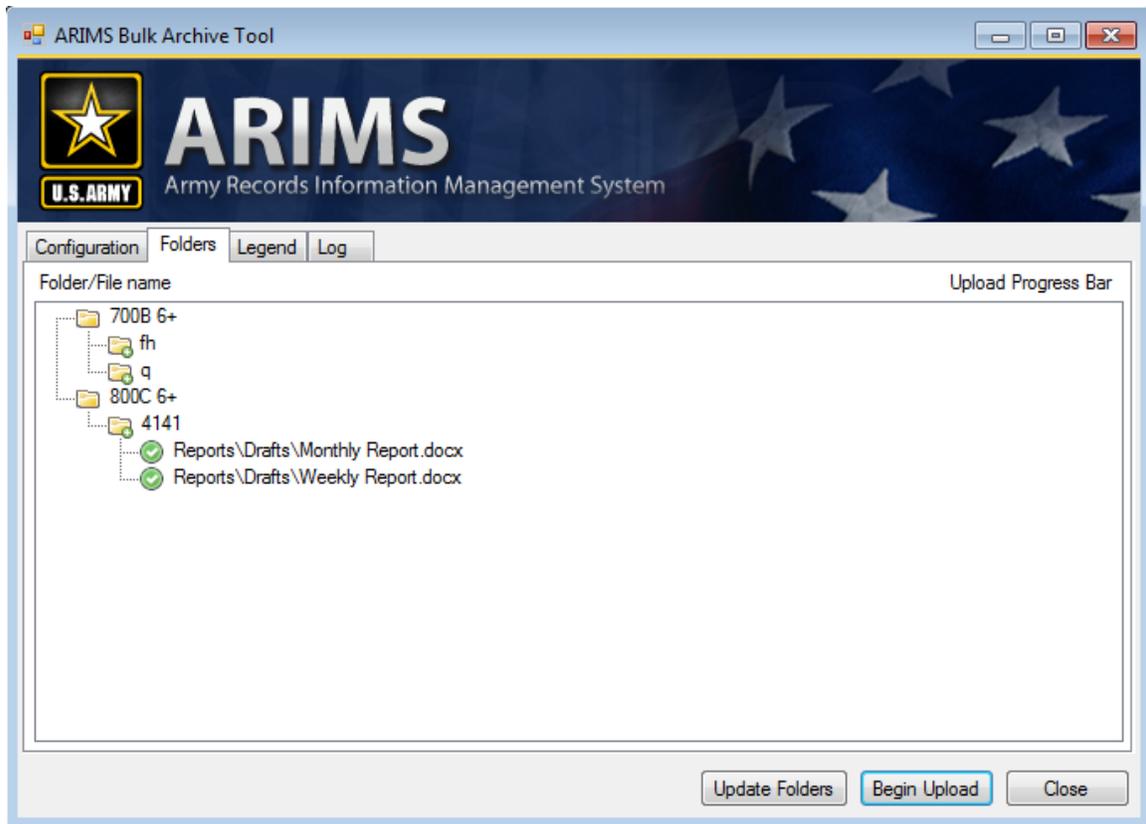


Figure 6. ARIMS-BAT Folder Tab, Folder Tree Display

5. Copy or move files you wish to upload to the appropriate folders and click Update Folders. New files that were moved into the file structure to be uploaded. New files are marked with a green plus mark, as shown in Figure 7. Alternately, you may copy or move files by clicking on the Configuration Tab which will take you to the hyperlink to the ORL Folder Link, as shown in Figure 8.

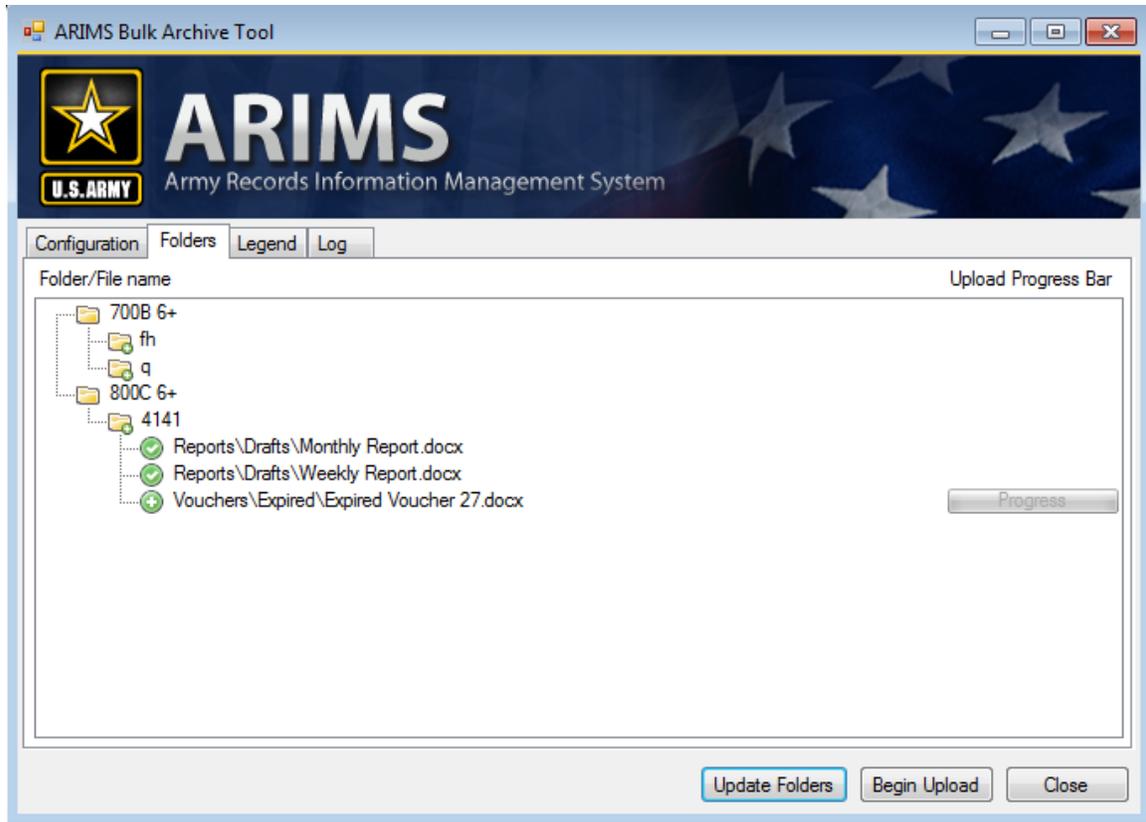


Figure 7. ARIMS-BAT Folder Tab Display (Files to be Added)

NOTE: You can copy or move files at any time to the appropriate folders, even if the BAT is not active. You can also copy, move, or drag and drop files in non-ARIMS folders that may not already be included in your BAT folder tree structure (depending upon your privileges to locally shared folders), and place them into the appropriate ARIMS-BAT folders for eventual uploading.

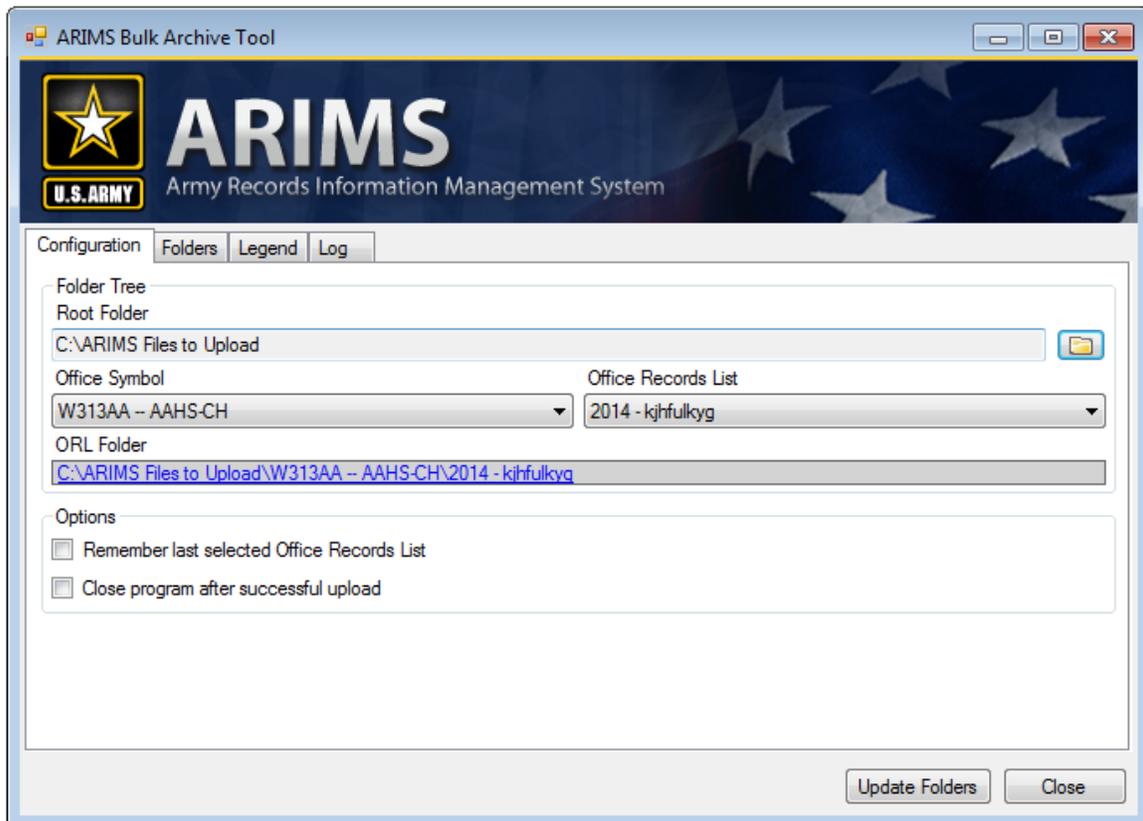


Figure 8. ORL Folder Hyperlink

NOTE: There are character limitations associated with ARIMS file naming conventions that must be taken into consideration. When creating electronic folders there is a 127-character limit by default in MS Outlook. With this consideration in mind, it was decided that a constraint should be put on the number of characters when creating a folder name in ARIMS. The character limit will be 100 characters for both the **File System** and the (Outlook) **Email System** which will standardize the naming convention and keep it consistent for both options even if users wish to run the BAT in two locations. Any names put on folders will also be stored as variables in order to accommodate the option that those names can be changed at a later date if necessary.

6. When you are ready to upload files, click the **Begin Upload** button → The **Upload Progress Bar(s)** will become active as the files are uploaded. See Figure 9 for an example showing that new files were uploaded to the ARIMS AEA. Upon completion of the upload, the **Upload Complete** dialogue box will display.

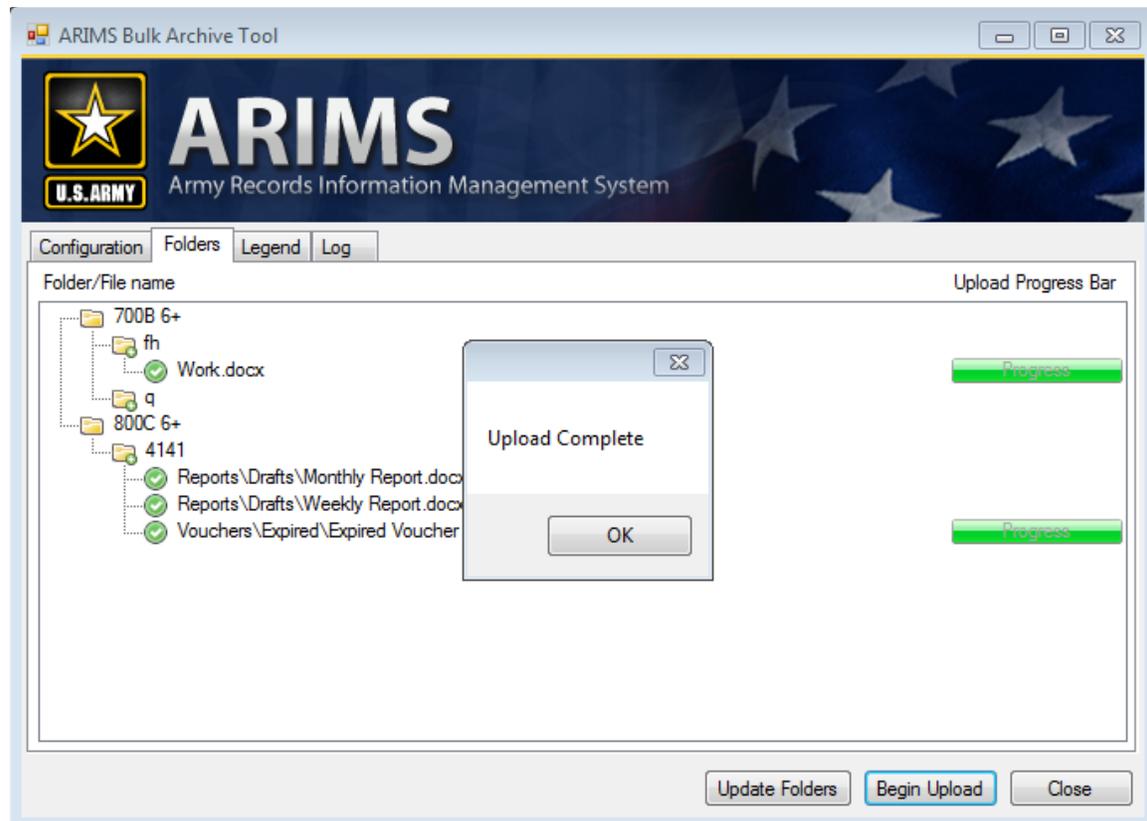


Figure 9. Upload Complete

7. If the upload is successful, the **Upload Complete** message appears. If the upload is not successful, the message will display the number of files that did not upload. The files that were successfully uploaded are marked with a green check mark. If files did not upload successfully, rescan and try again.
8. If you selected the **Close program after successful upload** check box and if all files uploaded successfully, the BAT will close automatically. If the **Close program after successful upload** check box was not selected, you will be returned to the BAT Main Screen.
 - The window may be minimized during the upload, but if you exit the BAT before it has finished, the upload will be incomplete.
 - If you selected the **Remember last selected Office Record List** check box, this setting will be remembered between executions of the BAT.

- After the records are successfully uploaded, they will appear immediately on the **List Folders** page under the ORLs & Folders tab in ARIMS and in the ARIMS Master Index after the next scheduled database update, usually within 24 hours.

Note: The BAT window will remain active as long as you are logged into ARIMS. If the session times out, you will have to login again with your CAC to continue

9. If the **Close program after successful upload** check box was not checked, you will need to click the **Close** button at the bottom of the BAT window in order to exit.

3 Using the ARIMS-BAT – Email System Option

3.1 Installing ARIMS-BAT (Email System)

1. To install the Bulk Archive Tool (Email System), click the **Upload** tab on the ARIMS menu, select **Bulk Upload** in the left menu, and then the **Bulk Archive Tool** page appears as shown in Figure 10.

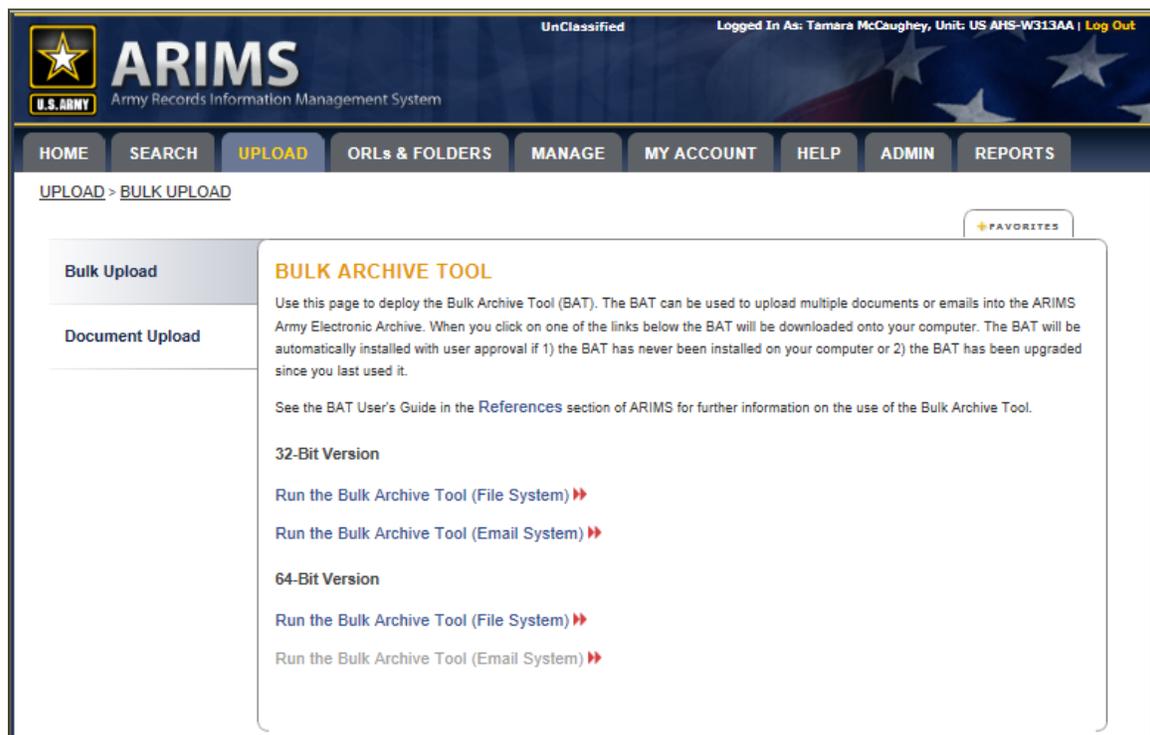


Figure 10. ARIMS-BAT – Bulk Archive Tool Page

2. Click the **Run the Bulk Archive Tool (Email System)** link. If the BAT has never been installed on your computer, a Security Warning appears asking if you wish to install the BAT, as shown in Figure 11.

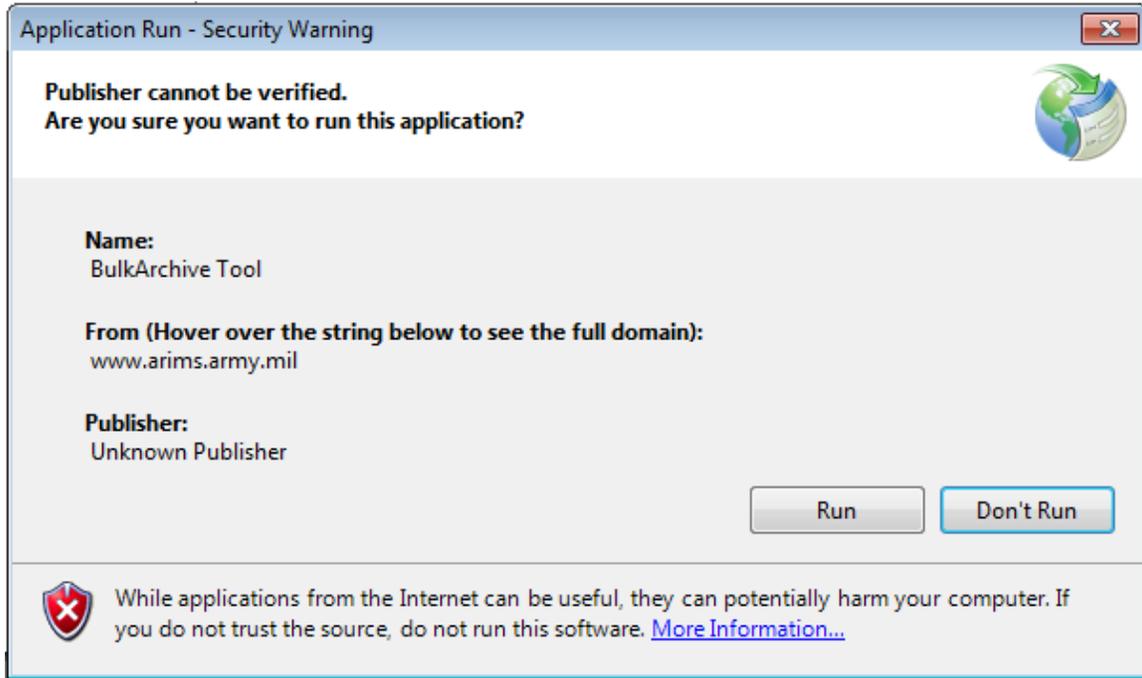


Figure 11. ARIMS-BAT Installation Security Warning

3. Click **Install**. After a short delay while the application is installed, the BAT default window will be displayed, similar to the one in Figure 12.



Figure 12. ARIMS-BAT Default Window

The **ARIMS-BAT** default window has four tabs available in its upper navigation:

Configuration, Folders, Legend, and Log:

- The **Configuration** tab shows the root folder of files to be uploaded from your computer, and the destination folders on the ARIMS Server.
- The **Folders** tab shows the file structure on your machine and any files to be uploaded.
- The **Legend** tab shows the various icons you may encounter while running ARIMS-BAT.
- The **Log** tab shows all results and status messages that are written to the Status log.

The icons on the **Legend** window are shown below in Figure 13.



Figure 13. ARIMS-BAT Legend Window

NOTE: Once you have downloaded the BAT, the next time you use the **Run the Bulk Archive Tool** link on the ARIMS **Bulk Archive Tool** page, the BAT will start immediately. If the BAT program has been changed, however, it will download again before you can run it.

3.2 Running the ARIMS-BAT (Email System)

Using the **BAT Email System** is similar to using the **BAT File System**. The majority of the steps and considerations for using either BAT System will be the same.

1. Click the **Run the Bulk Archive Tool (Email System)** link to display the **BAT** default window shown below in Figure 14.



Figure 14. ARIMS-BAT Default Window, Configuration Tab Display

2. Select the **Office Symbol** and **Office Records List** for the files to be uploaded. You may also select the two check boxes to *Remember last selected Office Records List*, or *Close program after successful upload*.
3. Click the **Update Folders** button.
 - The BAT will examine the existing folder within your email structure, if any, and compare it to the folder structure obtained for the selected ORL.
 - If any new folders or subfolders are needed, they will be created.
 - All results and status messages will be written to the Status log, which is accessed using the **Log** tab.
4. Then click the **Folders** tab to see the folder structure or folder tree that was created on your machine, as shown in Figure 15.

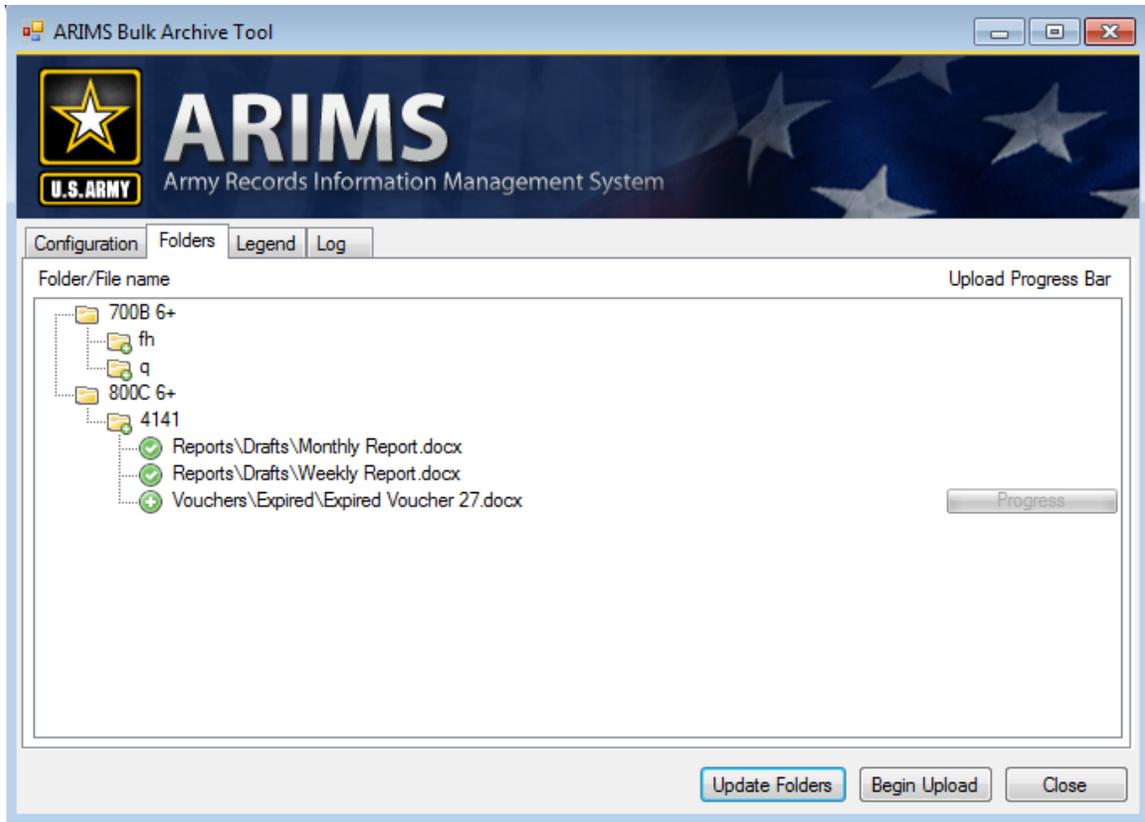


Figure 15. ARIMS-BAT Folder Tab, Folder Tree Display

5. You can also see the file structure by opening your email program (MS Outlook) and looking for the directories created under your office symbol, similar to that shown in Figure 16.

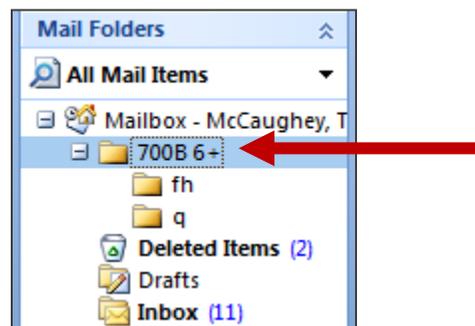


Figure 16. ARIMS-BAT Email Folders

6. Move or copy email messages or other documents/files into the appropriate folders either in your Outlook or your local windows machine. If new files are added or files are moved or removed after the update, you will need to update the

folders again. The example in Figure 17 shows that three new files were moved into the file structure to be uploaded.

NOTE: You can place messages or other documents/files into the Email folders at any time, even if the BAT is not active. You can also copy, move, or drag and drop any files in non-ARIMS folders that may not already be included in your BAT folder tree structure (depending upon your privileges to locally shared folders), and place them into the appropriate ARIMS-BAT folders for eventual uploading.

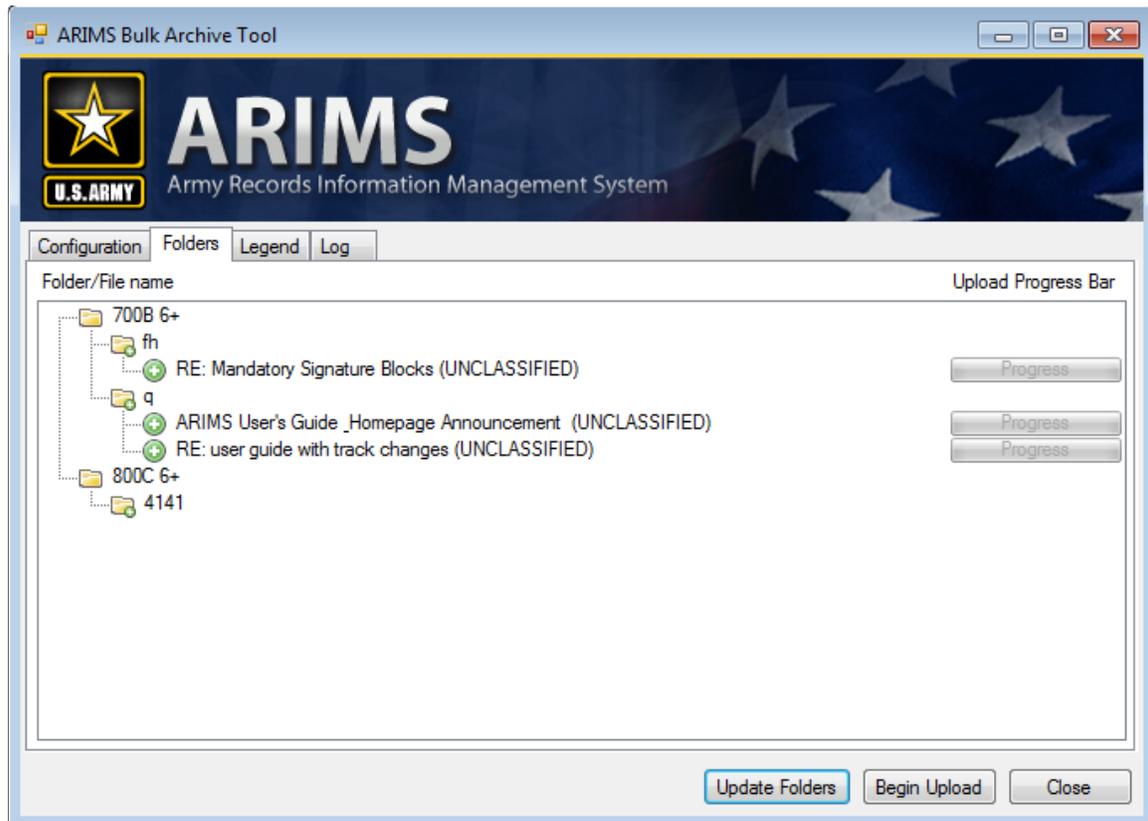


Figure 17. ARIMS-BAT Folder Tab, Folder Tree Display (Files to be Added)

NOTE: There are character limitations associated with ARIMS file naming conventions that must be taken into consideration. When creating electronic folders there is a 127 character limitation by default in MS Outlook. With this consideration in mind, it was decided that a constraint should be put on the number of characters when creating a folder name for ARIMS. The character limitation will be 100 characters for both the **File System** and the (Outlook) **Email System** which will standardize the naming convention and keep it consistent for both options even if users wish to run the BAT in two locations.

Any names put on folders will also be stored as variables in order to accommodate the option that those names can be changed at a later date if necessary.

7. When you are ready to upload the files, click the **Begin Upload** button → The **Progress** bars will become active as the files are uploaded.
 - The example below, Figure 18, shows that the three new files have been recently uploaded to the ARIMS AEA. Copies of these new files are still resident on your own machine or shared network drive.

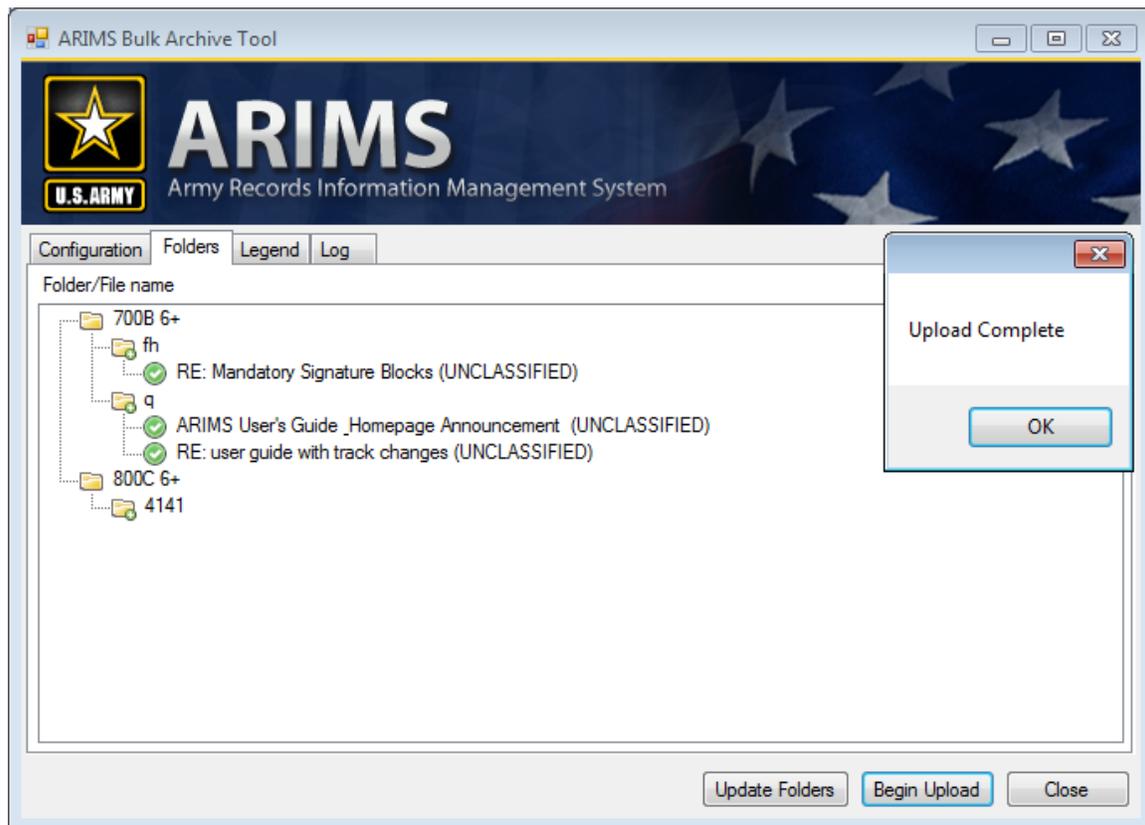


Figure 18. ARIMS-BAT Folder Tab Display (Files Added)

8. If the upload is successful, the **Upload Complete** message appears.
 - If the upload is not successful, a message will display the number of files that did not upload. If any files did not upload successfully, the user can rescan those files and try again.
 - The files that were successfully uploaded are marked with a green check mark.

9. If you have selected the **Close program after successful upload** check box, and if all files uploaded successfully, the BAT will close automatically.
 - If the **Close program after successful upload** check box is unchecked, you will be returned to the BAT default window.
 - The window may be minimized during the upload, but if you exit the ARIMS-BAT before it has finished, the upload will be incomplete.
 - If you had selected the **Remember last selected Office Records List** check box, this setting will be remembered between executions of the BAT.
 - After the records are successfully uploaded, they will appear immediately under **Folder** on the left menu on the **ORLS & Folders** tab in ARIMS and in the ARIMS Master Index after the next scheduled database update, usually within 24 hours.

Note: The BAT window will remain active as long as you are logged into ARIMS. If the session times out, you will have to login again with your CAC to continue

10. If you did not select the **Close program after successful upload** check box, you will need to click the **Close** button at the bottom of the BAT window in order to exit.

3.3 Encrypted or Digitally Signed Email

There is a warning message that can appear while using the BAT and the Email System Option for upload from MS Outlook. Whenever the BAT encounters a Digitally Signed or Encrypted Message, Outlook will prompt the user for permission to allow interaction via another program with Outlook. This dialogue box and prompt is built into Outlook as a security feature to prevent viruses or unwanted programs from accessing information which is stored or handled by the Outlook application.

- Outlook can be used to update and upload folders with the BAT; whenever Outlook encounters a Digitally Signed or Encrypted Message, it produces a pop-up window alert that requires action by the user in order to continue. While the user is performing an upload, the BAT will alert the user that the application is performing an action that may take a long time, as shown in Figure 19.

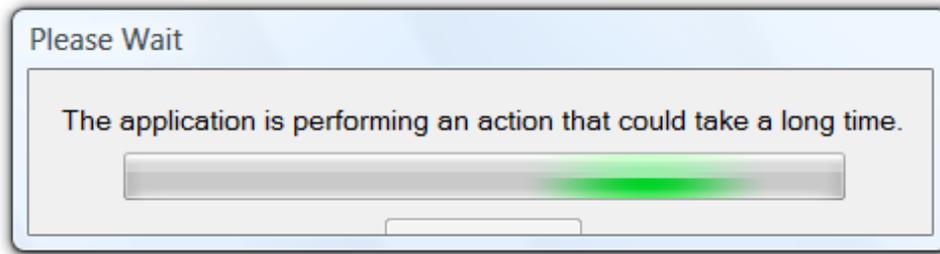


Figure 19. Application is performing an action processing window

- The user will see the dialogue box which allows access to data from MS Outlook, as shown in Figure 20.

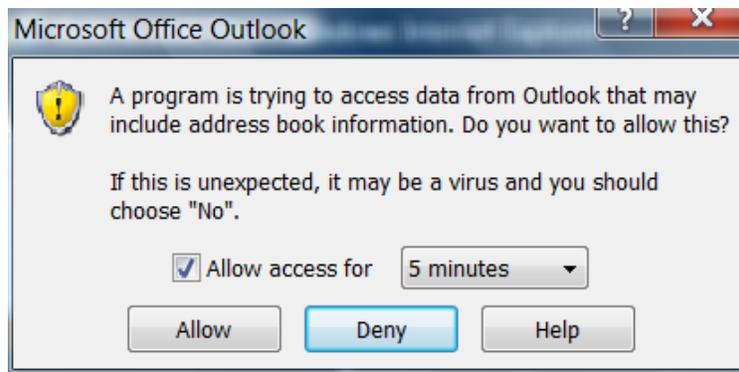


Figure 20. Allow Access to Data from Outlook Dialogue Box

- When this dialogue box which allows access to data from Outlook appears, the user is required to select an amount of time allowed for access → and then click the **Allow** button, before it would allow it to run.

NOTE: This pop-up will occur whenever a digitally signed or encrypted message is encountered. It will occur even in just checking the folder for messages, so if there is a digitally signed or encrypted message in the folder, even if it was already uploaded, this will occur.

4 Using the ARIMS-BAT for SharePoint

The BAT is able to perform folder-level bulk archiving using SharePoint for the File System. The process begins by finding the local location of the folders (on the local machine or local shared network location) which are associated with your Shared Documents in your agency or group's SharePoint System. Then a network location can be added to the user's computer network locations folder; and that will serve as the short

cut to which to point the BAT when using it from ARIMS. The instructions for setup and use are as follows.

4.1 Installing the ARIMS-BAT for SharePoint

To configure the BAT for use with SharePoint:

Log into the **SharePoint** System that is used by your agency or group for records management → browse to the **Document Library** which will be used for records management functions.

Figure 21 below shows an example of a typical **Document Library** that may be setup for use for records management functions by any particular agency or group; in this case, the **Document Library** is named “ARIMS Wish List.”

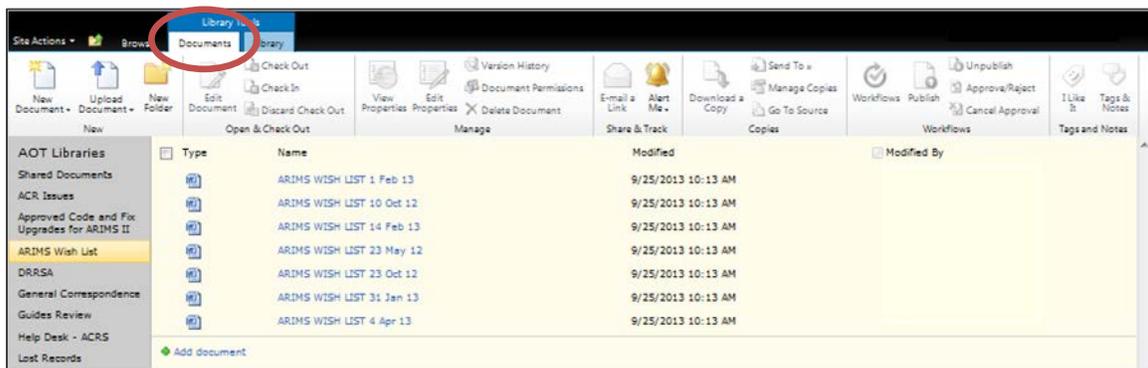


Figure 21. Example of Documents Location Used for Records Management

Click on the **Library** tab → select “Open with Windows Explorer” (on Vista you will have to allow this function, see Figure 22 for a picture of the dialog box).

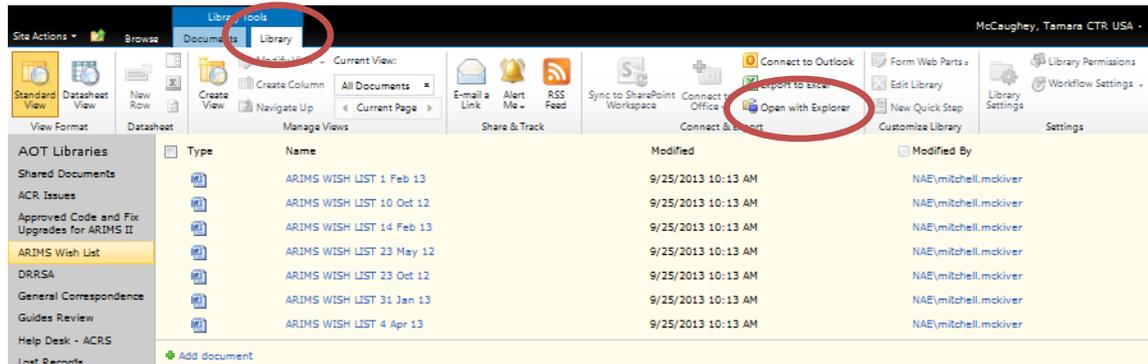


Figure 22. Library tab to select Open Windows Explorer

It is possible that a user may see one or more warning dialog boxes, depending upon the configuration of the user’s network. If the user sees the dialog warning “Network discovery is turned off”, the user should simply click the **OK** button and continue, as shown in Figure 23. Despite this warning, all of the functionality of the application will still work as designed. This message is simply notifying users of a network configuration option. Depending on the agency or group, network discovery may be controlled by Army DOIM, but does not affect installation and it is safe for users to ignore this message and continue.

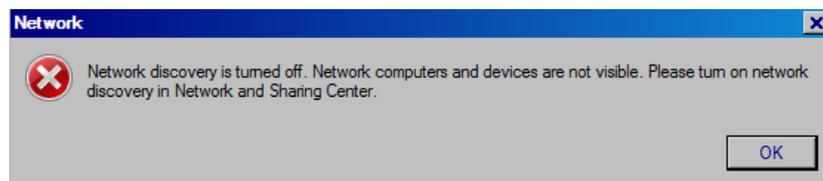


Figure 23. “Network discovery is turned off.” warning

It is possible that you may need to obtain assistance from your IT support team to map the SharePoint Document Library to a drive.

If a user sees the message in Figure 24, he/she is using the Windows Vista (or later) operating system (OS). This is one of the standard security warnings included with the Windows Vista OS. As long as the user’s environment and SharePoint Server are safe, it

is safe to allow this access and continue. This is a one-time permissions consideration; and a one-time action that the user will perform. Therefore, it is *not* recommended that users check the “Do not show me the warning for this program again” check box.



Figure 24. Standard Security Warning for Microsoft Windows Vista

If you are presented with any other dialog boxes at this time, it would be wise to contact your IT support to verify that your computer is not compromised.

Ultimately, this action will open the SharePoint Document Library in Windows Explorer as shown in Figure 25.

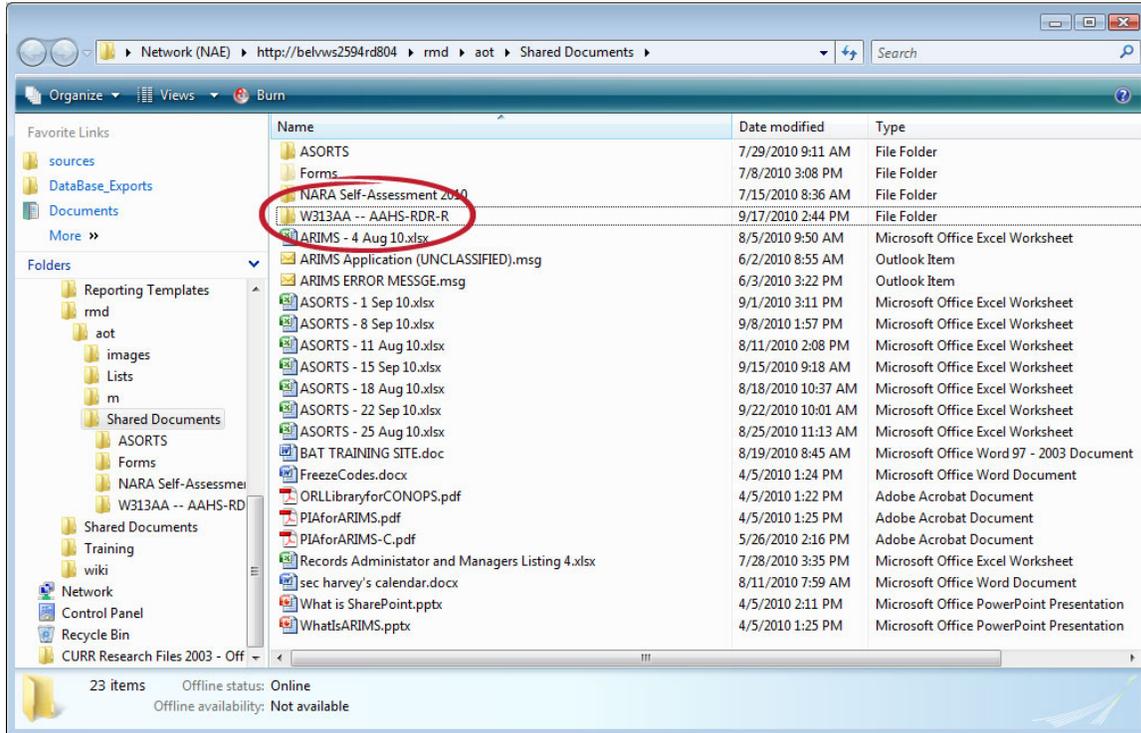


Figure 25. SharePoint Document Library in Windows Explorer

With the Shared Documents window open, highlight the location by clicking inside the address bar, as shown in Figure 26 → This will reveal the path to the folder directory for the files that are associated with the SharePoint Shared Documents → When the path is highlighted, copy it (Ctrl+C).

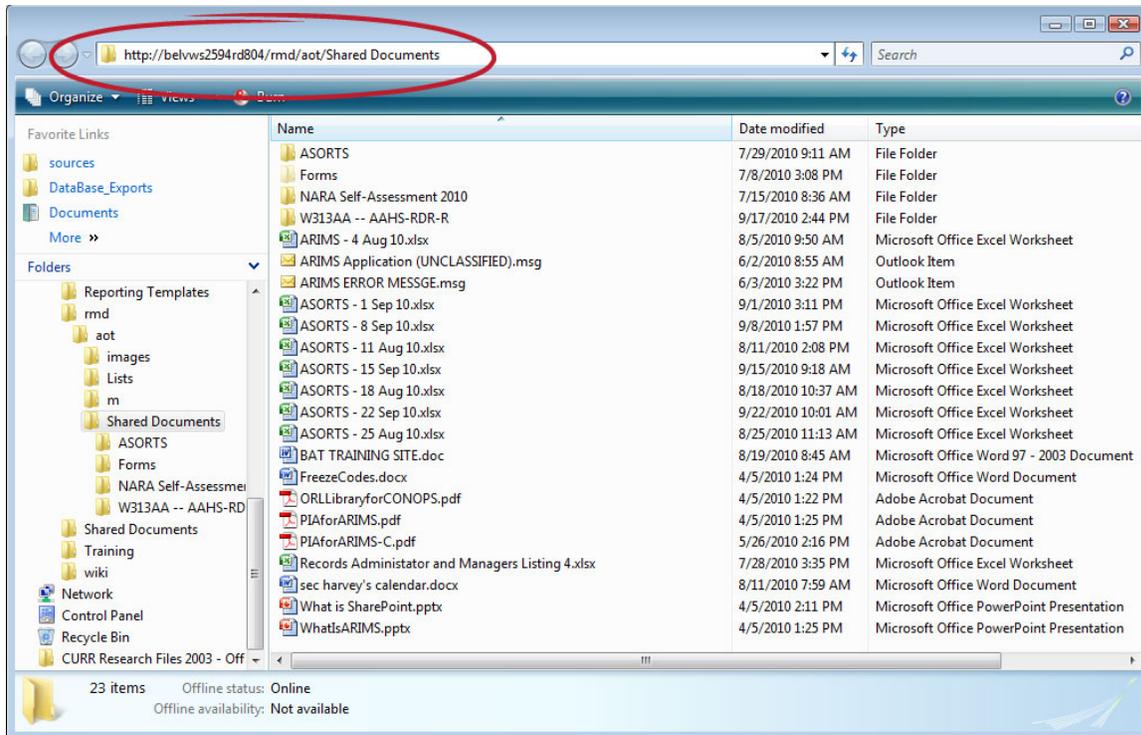


Figure 26. Copy Address Bar from Windows

4.1.1 MS Vista OS SharePoint Set-up Steps

For a computer operating with the MS Vista OS, open **My Computer** → right click on **My Computer** on the desktop, as shown in Figure 27 → and select **Add a Network Location**.

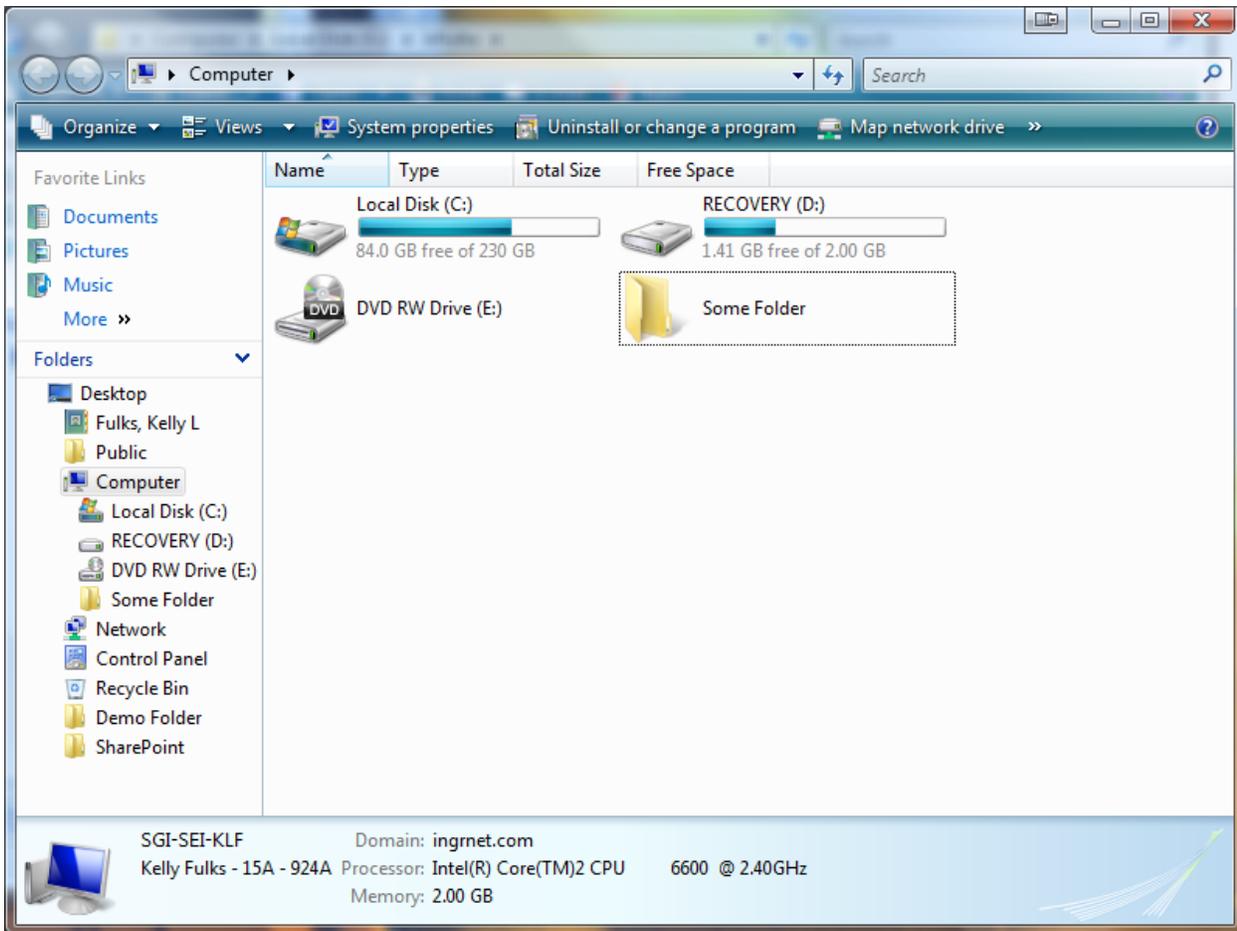


Figure 27. Right click in the My Computer Window

After the user right clicks in **My Computer** and selects **Add a Network Location** → click on **Next** for the “Welcome...” window of the Wizard for network location set-up → select **Choose a custom network location** → and click on the **Next** button → Then paste the URL from Windows Explorer folder (the one you just copied) into the **Internet or network address** text box in the Setup Wizard and click on the **Finish** button, as shown in Figure 28.

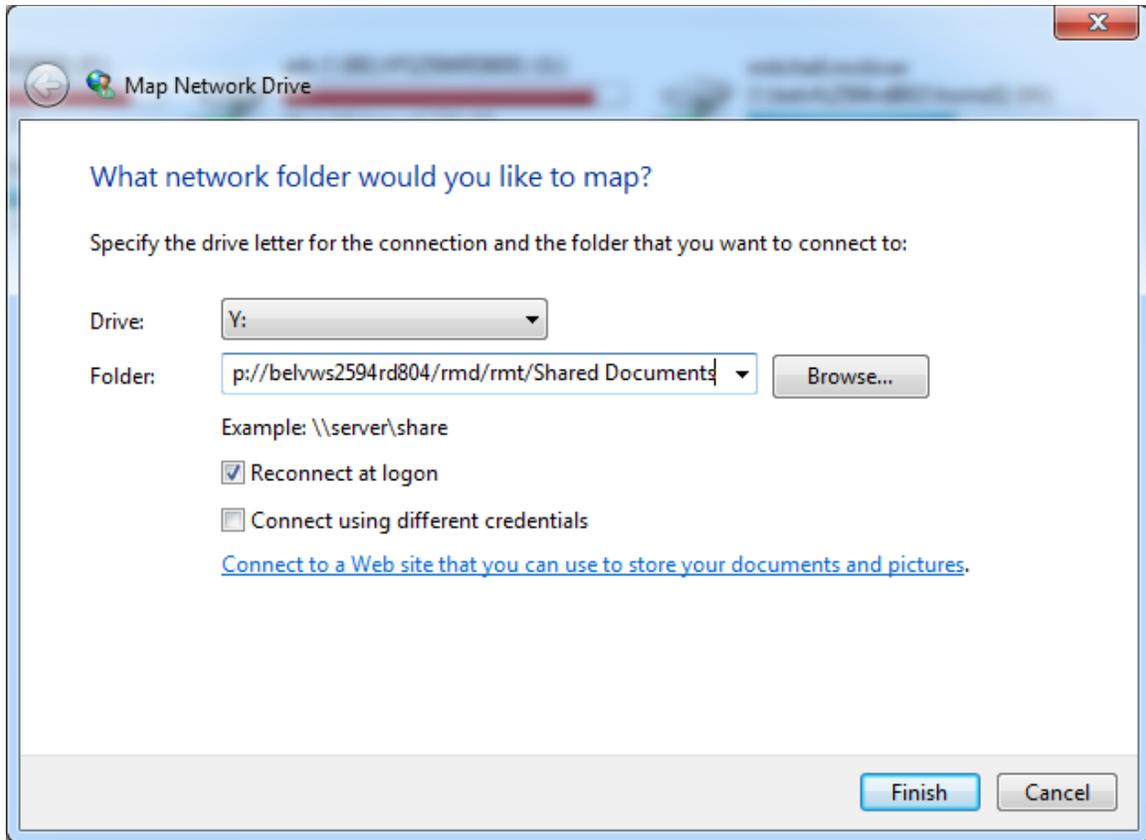


Figure 28 Internet or Network Address

Specify the drive letter you'd like to use for the folder you are connecting to, by selecting from the drop down list named "Drive:", as shown above.

4.1.2 MS Windows 7 SharePoint Set-up Steps

For a computer operating with Windows 7, right-click on **My Computer** on the desktop → and select **Map Network Drive** → Then click on the **Connect to a Web site that you can use to store your documents and pictures link**, as shown in Figure 28.

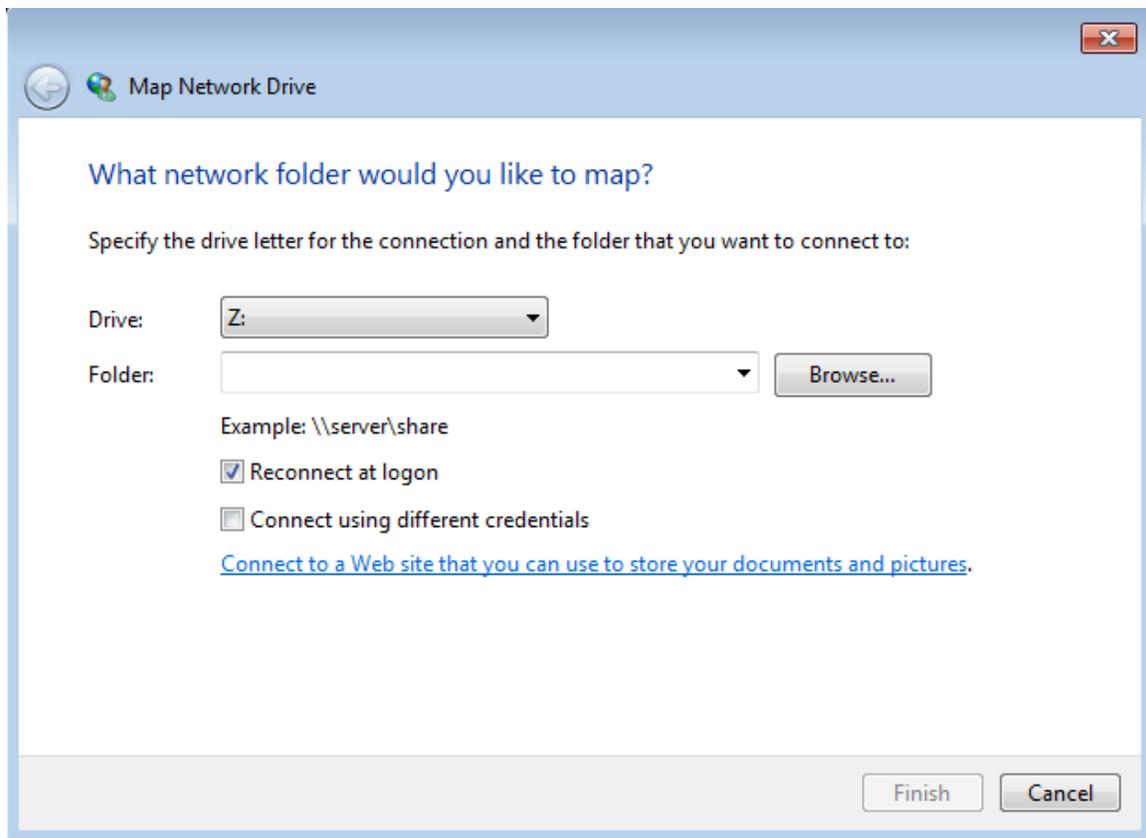


Figure 29. Map to a Website

Then click the **Next** button on the next window that opens → Select **Choose a custom network location** → Click the **Next** button → Paste the URL from Windows Explorer folder (the one you just copied) into the Internet or network address text box → Click the **Next** button, as shown in Figure 29.

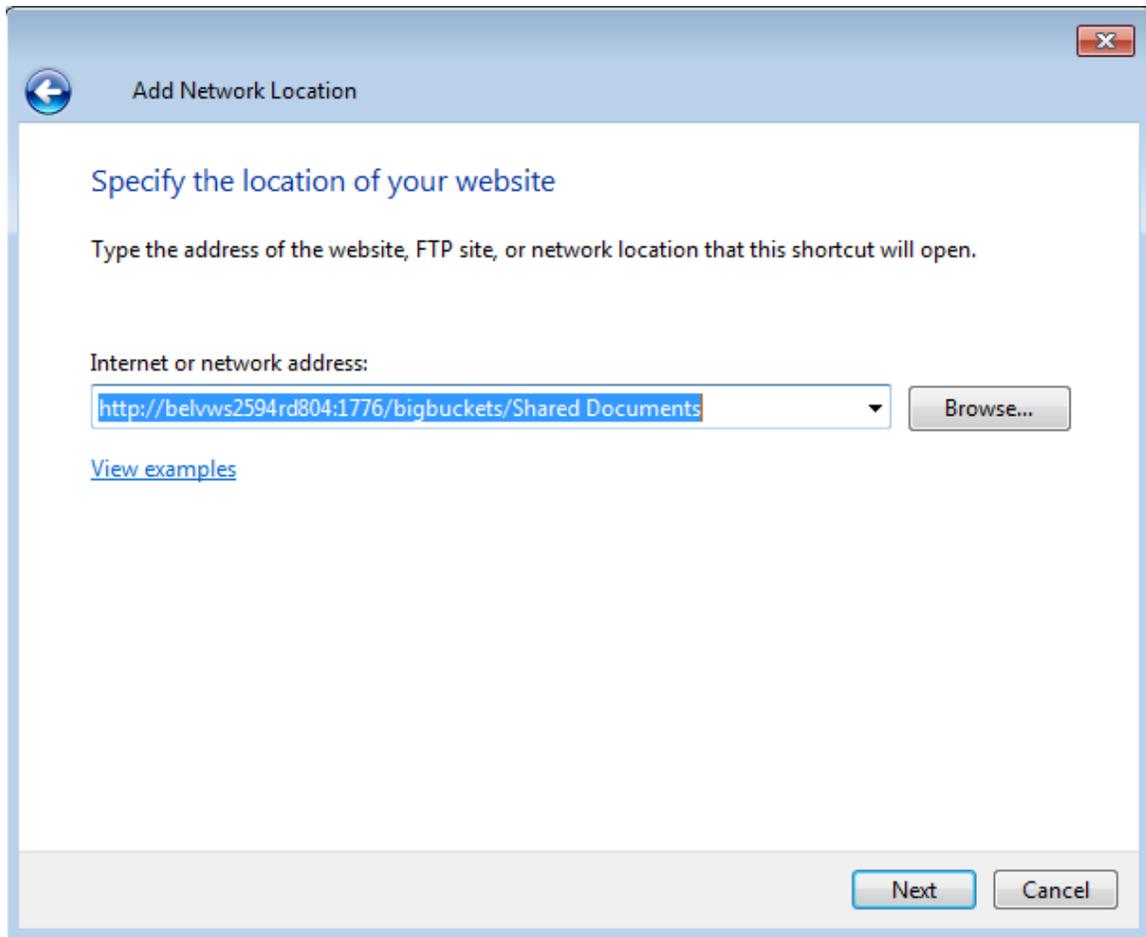


Figure 30. Internet or Network Address

Then paste the URL from Windows Explorer folder (the one you just copied) into the **Folder** text box in the Setup Wizard and click on the **Next** button → Give the location a name that has meaning such as “XYZ Documents”, as shown in Figure 30 → Click on the **Next** button and finally **Finish**.

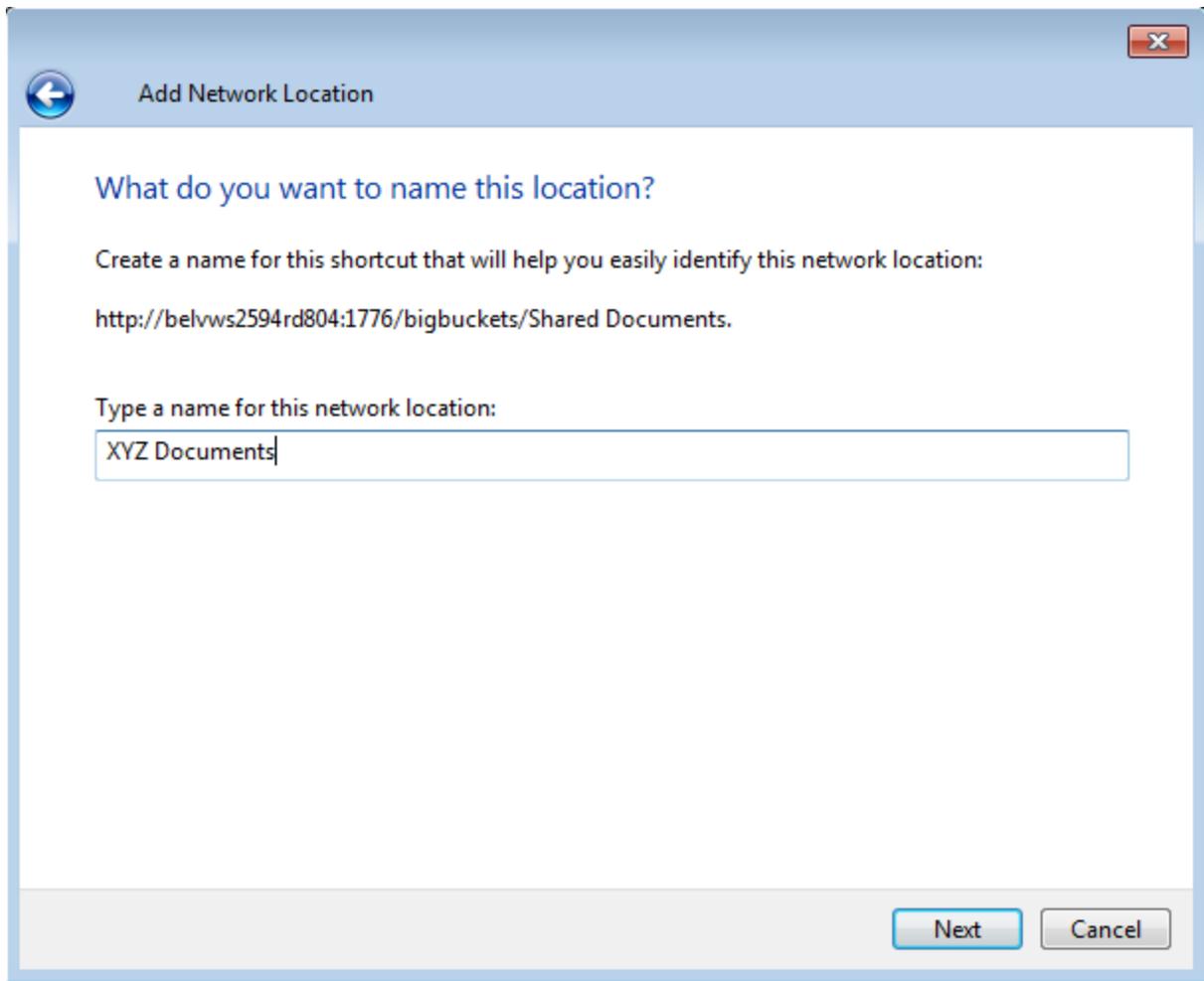


Figure 31. Location Name

4.1.3 MS XP OS SharePoint Set-up Steps

For a computer operating with the MS XP OS, open **My Network Places**, as shown in Figure 31 → then click on the **Add a Network Place** link in the left **Network Tasks** navigation.

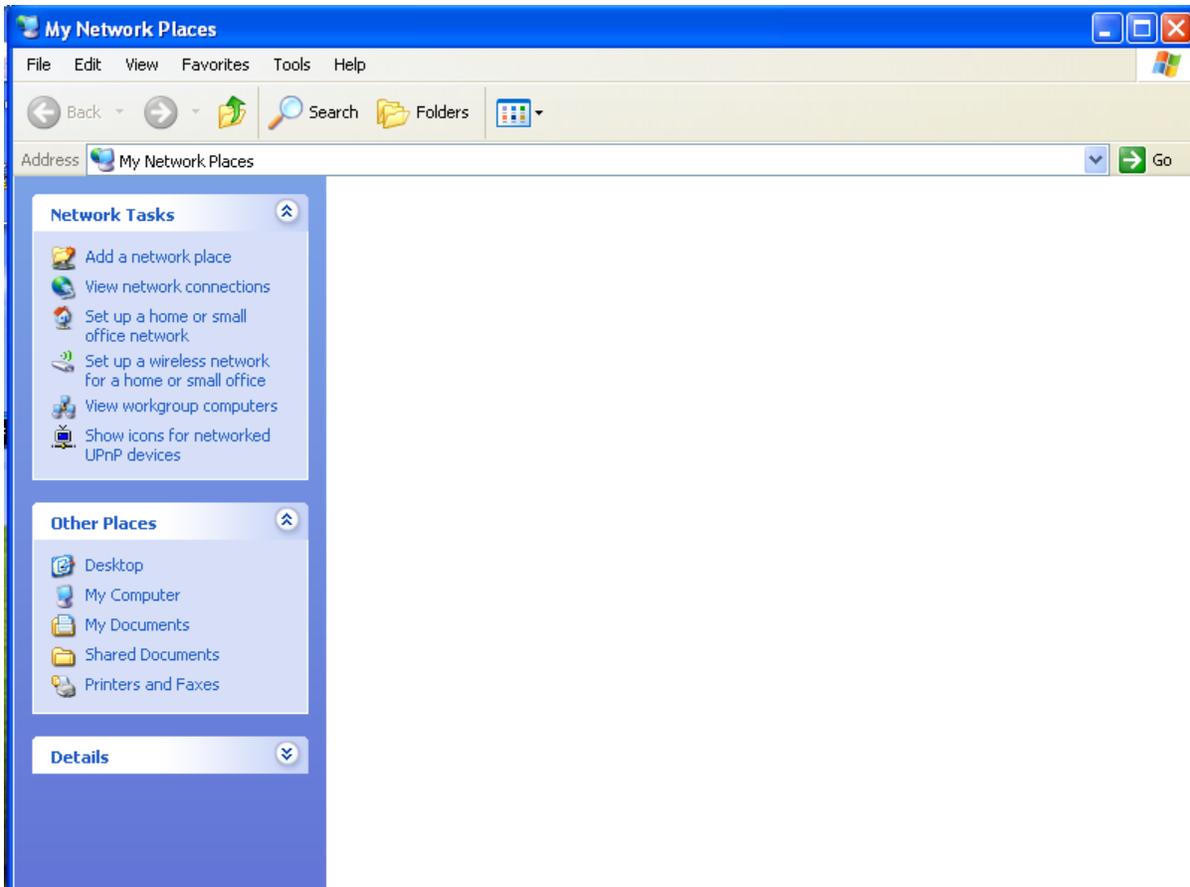


Figure 32. Open My Network Places and click "Add a network place"

Click on **Add a network place** → then click on **Next** for the “Welcome ...” window → select **Choose another network location** and then click **Next** → Then the user will paste the URL from Windows Explorer into the **Internet or network address** text box, as shown in Figure 32, and again click **Next**.

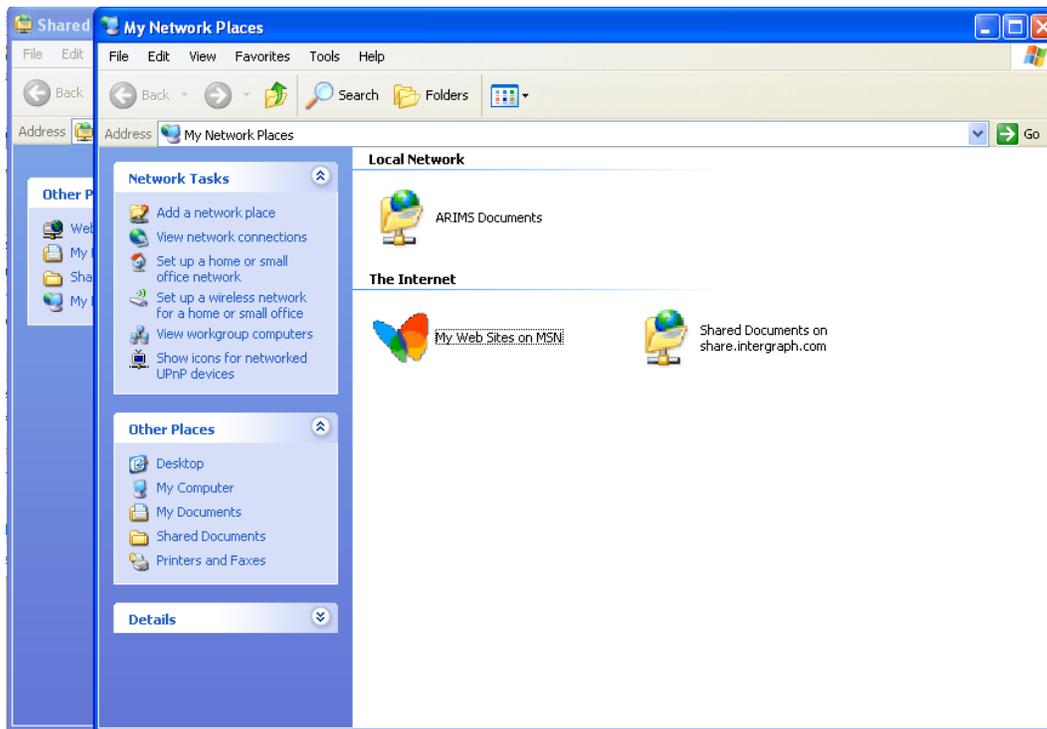


Figure 33. My Network Places

Give the location a name that has meaning such as “ARIMS Documents” and click **Next** → uncheck the **Open this network place when I click Finish** check box → and then click **Finish**.

If you see the dialog warning box that reads “Network discovery is turned off” → simply click the **OK** button and continue, as shown in Figure 34; all of the intended functionality will still work as designed. This message is simply notifying you of a network configuration option. Since this is controlled by the Army DOIM it does not affect what users are doing; it is safe to ignore this message and continue.

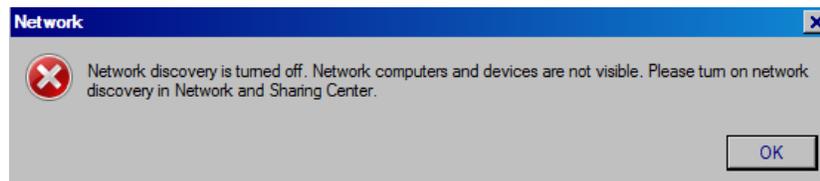


Figure 34. "Network discovery is turned off" warnings can be ignored

It is possible that you may have to contact your local IT Support unit to get assistance in mapping the SharePoint Document Library to a drive if this doesn't work.

4.2 Running the ARIMS-BAT for SharePoint

1. To begin, log in to ARIMS. Click the **Upload** tab on the ARIMS menu. The **Bulk Archive Tool** page appears, as shown in Figure 34 → Click on the **Run the Bulk Archive Tool (File System)** link to run the BAT for the SharePoint System.

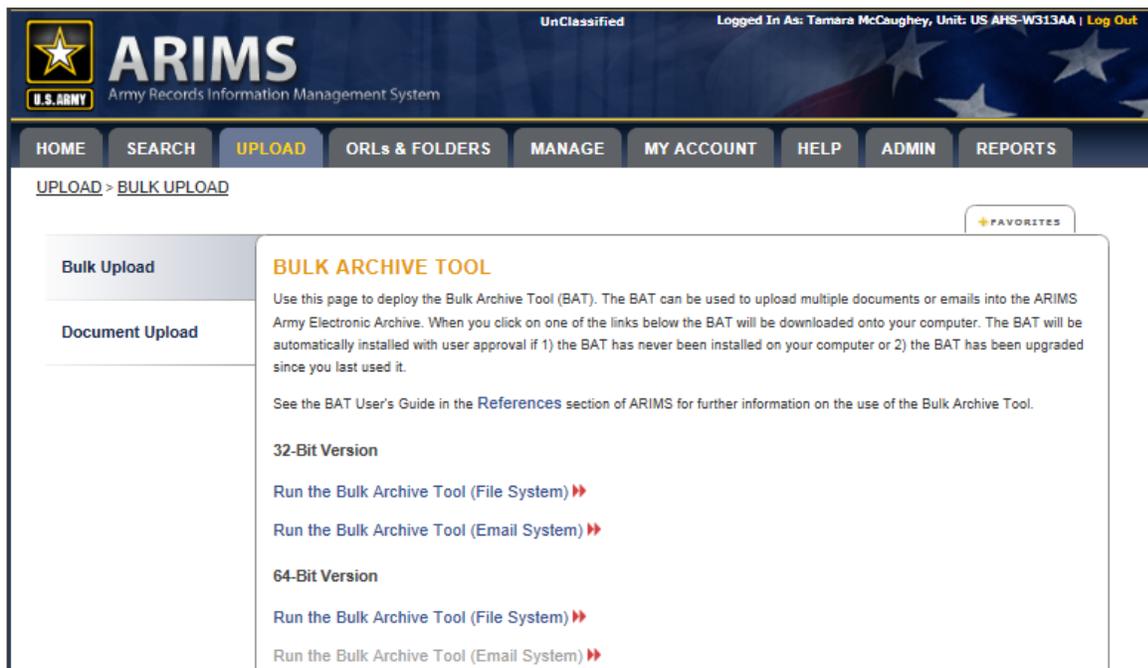


Figure 35. Click the "Run the Bulk Archive Tool (File System)" button

After clicking the **Run the Bulk Archive Tool (File System)** button, the BAT will launch → then click on the **Folder icon**, directly adjacent and to the right of the **Root Folder** text box shown in Figure 35.

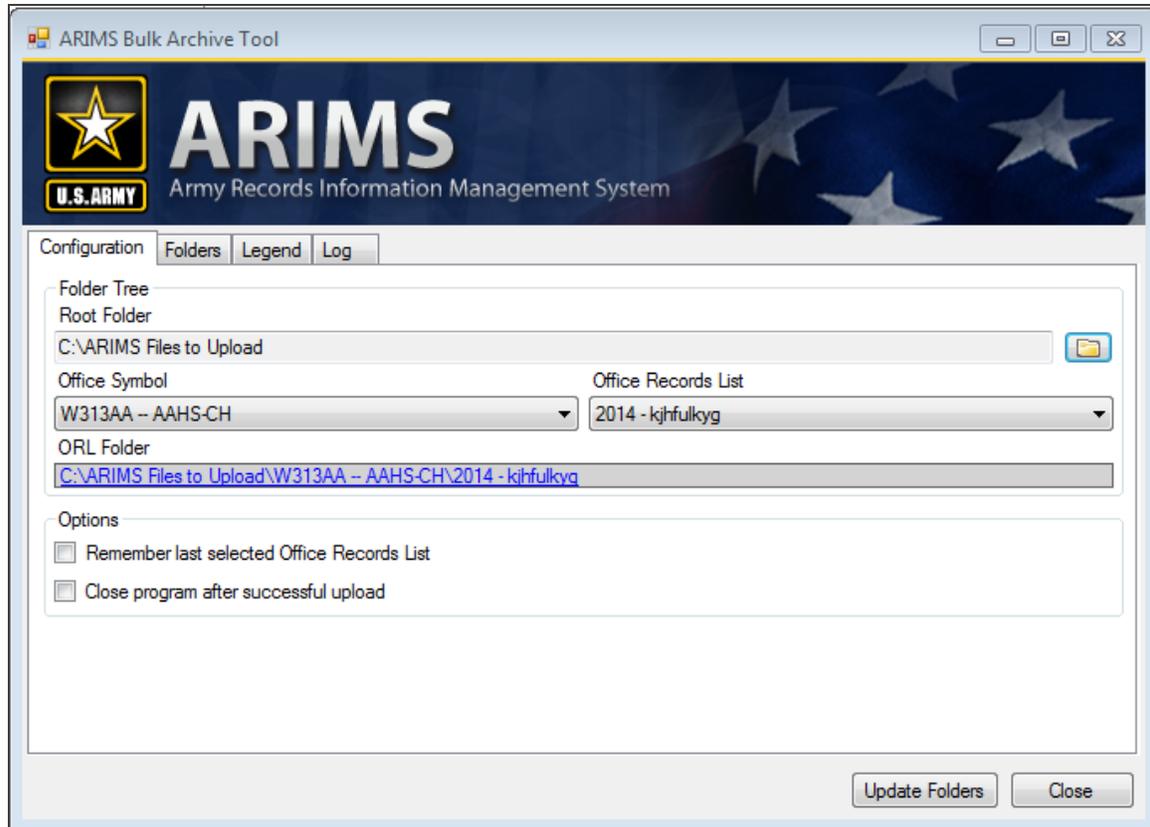


Figure 36. Click on the folder icon Folder button

If the Windows Vista OS is being used, expand the **Windows Explorer** window under **Computer** → and select the folder that was created earlier (in this case “ARIMS Documents”), as shown in Figure 36 → and then the user is now ready to work with the BAT for SharePoint.

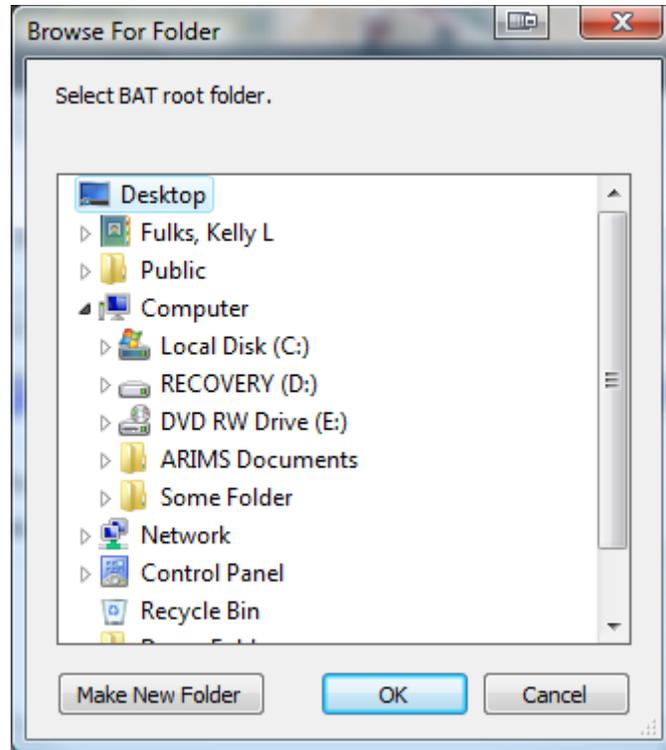


Figure 37. Under the "Computer" directory, select the folder created earlier

If the Windows XP OS is being used, expand **My Network Places**, as shown in Figure 37 → and select the folder which was created earlier (in this case “ARIMS Documents”) → and then click the **OK** button → the user is now ready to work with the BAT for SharePoint.

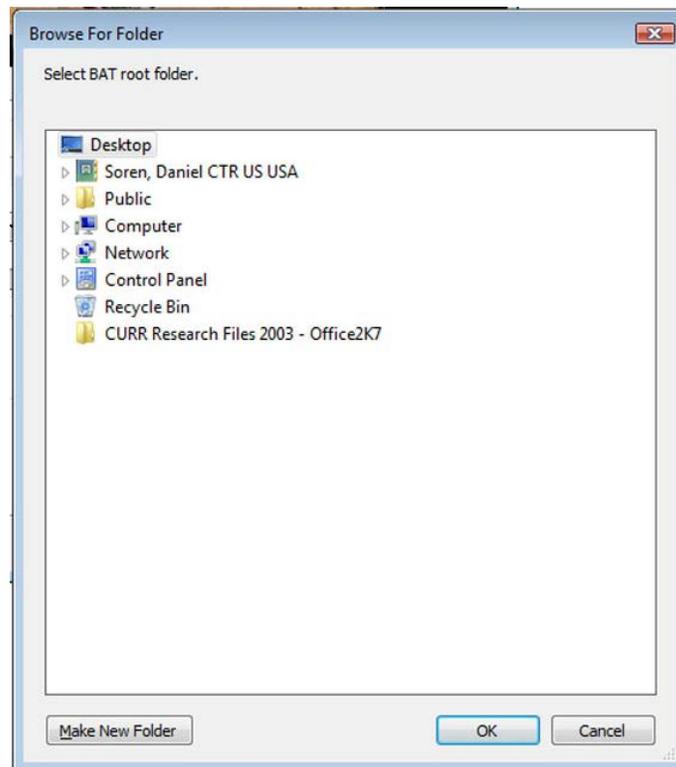


Figure 38. Expand “My Network Places” and select the folder created earlier

NOTE: There are character limitations associated with ARIMS file naming conventions that must be taken into consideration. When creating electronic folders there is a 127 character limitation by default in MS Outlook. With this consideration in mind, it was decided that a constraint should be put on the number of characters when creating a folder name for ARIMS. The character limitation will be 100 characters for both the **File System** and the (Outlook) **Email System** which will standardize the naming convention and keep it consistent for both options even if users wish to run the BAT in two locations. Any names put on folders will also be stored as variables in order to accommodate the option that those names can be changed at a later date if necessary.

Copy or move email messages or other documents/files to the appropriate folders in SharePoint, as shown in Figure 38. If new records are added, or if they are moved or removed after the update, you will need to update the folders again.

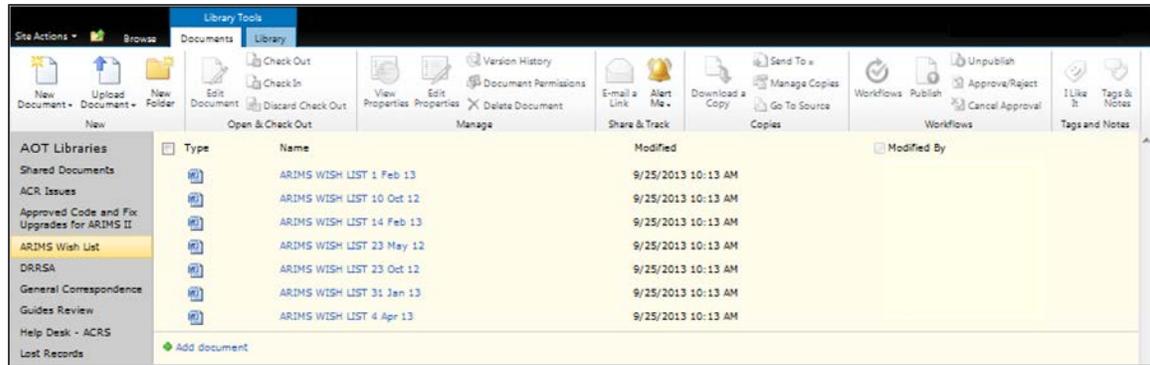


Figure 39. Shared Documents Folder Example

NOTE: You can copy or move files at any time to the appropriate folders, even if the BAT is not active. You can also copy, move, or drag and drop files in non-ARIMS folders that may not already be included in your BAT folder tree structure (depending upon your privileges to locally shared folders), and place them into the appropriate ARIMS-BAT folders for eventual uploading.

5 Troubleshooting the ARIMS-BAT

5.1 Network Failure

If a network failure occurs while the BAT is uploading folders, the system will display error messages in the status box. You should stop the upload.

When the network connection has been restored, restart the BAT and start a rescan. This should put you back where you were before the network stopped working.

5.2 Power Failure

If you have a power failure or other fatal program errors while uploading files, the control file will be corrupted. When you restart and rescan, the BAT will use the backup file and generate a message informing you of this.

The result will be that all files successfully uploaded before the power failure will be copied to the ARIMS AEA a second time; you will need to contact the ARIMS Help Desk to delete the duplicated records.

5.3 Latency Issue When Uploading More Than 5 Gigabytes

If a user attempts to upload more than 5 gigabytes of data to the ARIMS AEA in one bulk upload session, the user will experience a latency issue where his or her computer or

network will run significantly slower during the upload process. This circumstance comes as a result of a very large upload batch being sent through the processors of any computer or network server, ultimately placing significant demands on the user's local machine or on the network processors where the shared folder locations reside.

5.4 Character and Naming Limitations

In the ARIMS-BAT, there are character and naming limitations associated with ARIMS file and folder naming conventions that must be taken into consideration.

5.4.1 Electronic Folder Character and Naming Limitations

When creating electronic folders there is a 127 character limitation by default in MS Outlook. With this consideration in mind, it was decided that a constraint should be put on the number of characters when creating a folder name for ARIMS. The character limitation will be 100 characters for both the **File System** and the (Outlook) **Email System** which will standardize the naming convention and keep it consistent for both options even if users wish to run the BAT in two locations. Any names put on folders will also be stored as variables in order to accommodate the option that those names can be changed at a later date if necessary.

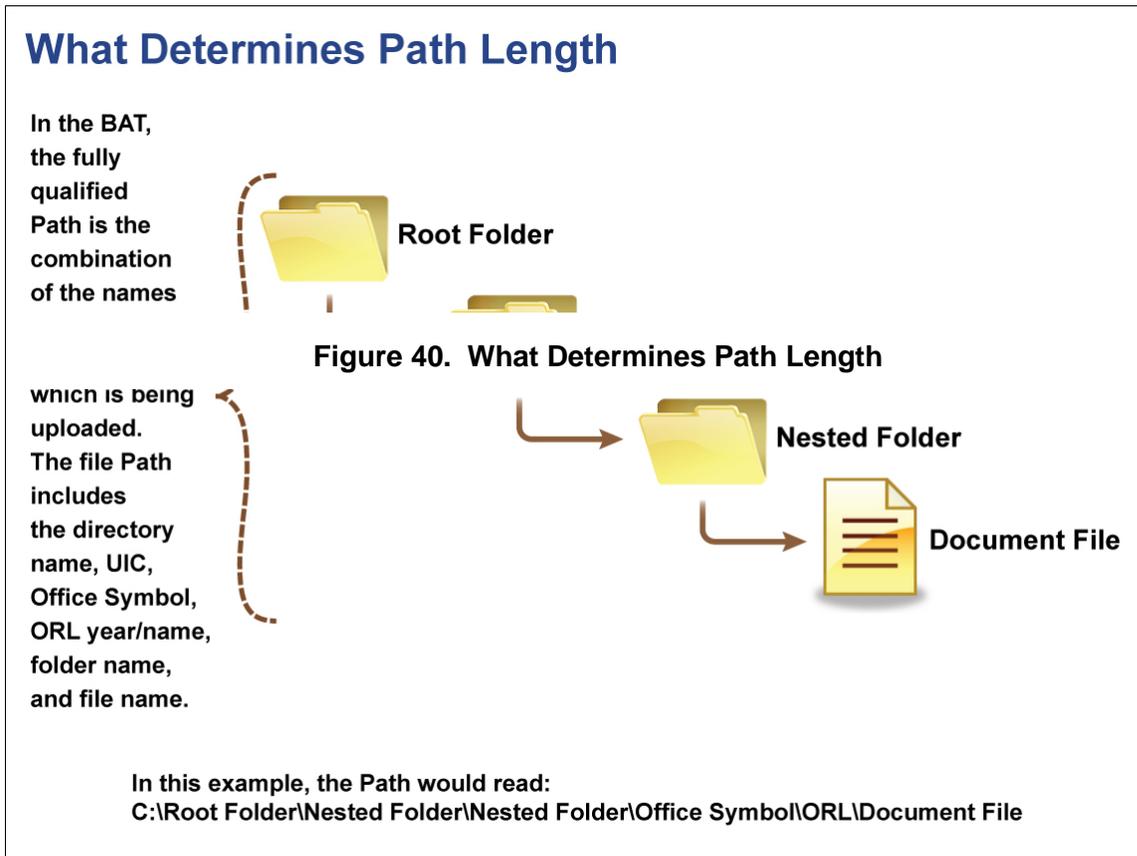
5.4.2 File Path, Character Count, and Naming Limitations

When using the ARIMS-BAT to upload files, there is also a file path limitation that must be considered. The entire path for any particular file can be no longer than 260 characters and therefore there are several considerations to keep in mind when choosing where to locate your local ORL folder directories and how to name folders and files. The more nesting that occurs where one folder is stored within another folder, within another folder, etc., having multiple steps from the root folder drilling down to the file, the longer the Path will be (as each folder name is appended to the Path and then the file name).

Users need to understand what determines the Path length of a file and the folder(s) it is nested within. The following image shows how a file will live inside of a folder that may be nested within other folders which ultimately lead to the root folder. See Figure 39 below for a visual example of how a File Path is created within the BAT system.

The file path, including the overall character count, determines whether the BAT can work with a particular file or not. The specified Path, which includes folder names and file name (the directory name, UIC, Office Symbol, ORL year/name, folder name, and file name), must have no more than the allowable character count (as determined by the operating system) i.e. Microsoft has a limitation of 260 characters including spaces for the file path.

If the character count in your file path is more than 260 characters, the user will receive an error message as shown in Figure 40 below.



5.4.3 Special Character Limitations, Naming Conventions, and SharePoint

SharePoint, by default, does not accept or work with certain special characters. File path, folder names and file names are subject to these restrictions, and the following characters in a file path, folder name, or file name will not be accepted and will cause an error:

~ " # % & * : < > ? / \ { | }

Whenever these characters are encountered in a file path, the BAT for SharePoint will experience an error. The entire path for any particular file can be no longer than 260 characters; and whenever using SharePoint, the special characters listed above will cause the BAT to crash.