

Acclipse Document Manager — Client Indexing

This document explains what is involved with activating indexing in Acclipse Document Manager. The information provided should help you decide whether or not you would like Acclipse Support to activate indexing for you.

Activating indexing enables you to search for a file within either your entire client directory or a particular client's folder. When indexing is activated, client directories are automatically monitored for any changes or additions to files and folders.

Indexing can put significant pressure on your server, especially if business applications are being stored and accessed from the client's directory. Whenever the data file of the business application is modified (and in some cases whenever a transaction is changed) a heavy load will be placed on the server.

NOTE: To minimise pressure on your server, Acclipse Document Manager can be set up to index only Word, Excel, or PDF files.

Choose how you want indexing set up

There are a number of setup options to choose from for indexing. You can choose:

- To nominate only particular machines to communicate with the server regarding changes
- To include or exclude certain files
- Which paths (client directories) should be monitored

What happens once indexing is set up

Once Acclipse Support has applied your preferred setup options and restarted the workstation:

- All folders identified in the Monitored Path List will have a hidden folder named `.statuscache` which contains a file named `entries`.
- All changes to files in the monitored paths from now on will be copied and the relevant copy will be stored and indexed.

NOTE: If required, Acclipse Support can set the date and time for your monitored paths in the past so that earlier documents can also be indexed. If you would like Acclipse Support to do this, please be aware that doing so will increase the load on your server while all the historical files are copied and indexed.

- The size of the data will continue to grow as client data is added and indexed.

NOTE: It is difficult to determine how much data will accumulate because this depends on how often files are changed and on the compression efficiency of the type of file being modified.

If you would like to proceed with activating indexing, please contact Acclipse Support.