

# A Freakware Product



## GroupWise Document Information Reviewer

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### System Requirements

A Windows 9x, NT, 2000 or up workstation and access to a GroupWise system containing GroupWise libraries. The latest available GroupWise client for whatever version you are running always helps as well.

### Installation

Simply put the downloaded Docrevue.exe file into a new directory.

### What the program tries to do

The program is a general purpose utility to allow you as the administrator to obtain information from the GroupWise libraries. You can check the status of individual documents, run reports, check out and check in sub sets of the library, export the documents owned by someone leaving your company, and do overall checks for various preset document conditions..

### How to run the program

Double-click the executable from Explorer, use Start/Run, create a shortcut etc.

There are screen shots of the program's eleven tabbed screens on this and the following pages, and the rest of these instructions deal with the various options within the program.

The screenshot shows the 'GroupWise Document Information Reviewer' application window. The title bar indicates the user is logged in as 'Dave Parkes - Admin Rights'. The menu bar includes 'File', 'Options', and 'Help'. A 'Select Source Library' dropdown menu is set to 'Main\_Library (Norgren.GW5.Main\_Library)', with a 'Close' button to its right. Below this, a status bar shows 'Currently Selected Library - Main\_Library', 'Main GW5 Library', 'Highest Document Number: 163902', and 'Librarian Access'. A series of tabs are visible: 'DocInfo', 'Query', 'Export', 'Check In/Out', 'Reporter', 'Preset Reports', 'Excessive Rights', 'Customise Fields', 'Restore', 'Edit Rights', and 'DeMiSt'. The 'DocInfo' tab is active, displaying 'Information for a specific document'. It features an 'Enter Document Number' field with '103163' and a 'Get Info' button. Below this is a 'Select Version' dropdown menu showing '4', with a list of versions (1, 2, 3, 4) visible. To the right of the dropdown, it says '4 Versions' and has two checked checkboxes: 'Official' and 'Current'. The document details listed are: 'Document Author: OldUs...', 'Document Creator: Martin', 'Document Status: Available', 'Document Subject: Procedure fo setting up bought in parts and changing made in to bought in', 'Last Modified on: 03/05/2001 16:22:17', 'Last Modified by: Martin Cutler', 'Version Number: 4', 'Staged Filename:', 'File Extension: doc', 'File Size: 23040 bytes', and 'Document Type: Document'. At the bottom, a status bar shows 'Last Operation Completed retrieving information for Document 103163' and a 'Select Document Version' button.

**Figure 1 - The Document Information Tab**

Firstly, for the DocInfo Tab, type in a document number, then either hit <Enter> or click the GetInfo button. The program will initially return the information for the Official version of the document, although if there are other versions, these can be selected from the pull down list box. This screen is only a viewer screen, the Official and Current check boxes merely reflect the status of the version, they can't be used to change anything.

Using this option in the program is quicker than the alternatives of either doing a Find on the document number, or creating a new document reference. I find it useful for checking files which are obviously GroupWise documents in the user directories of an overcrowded server.

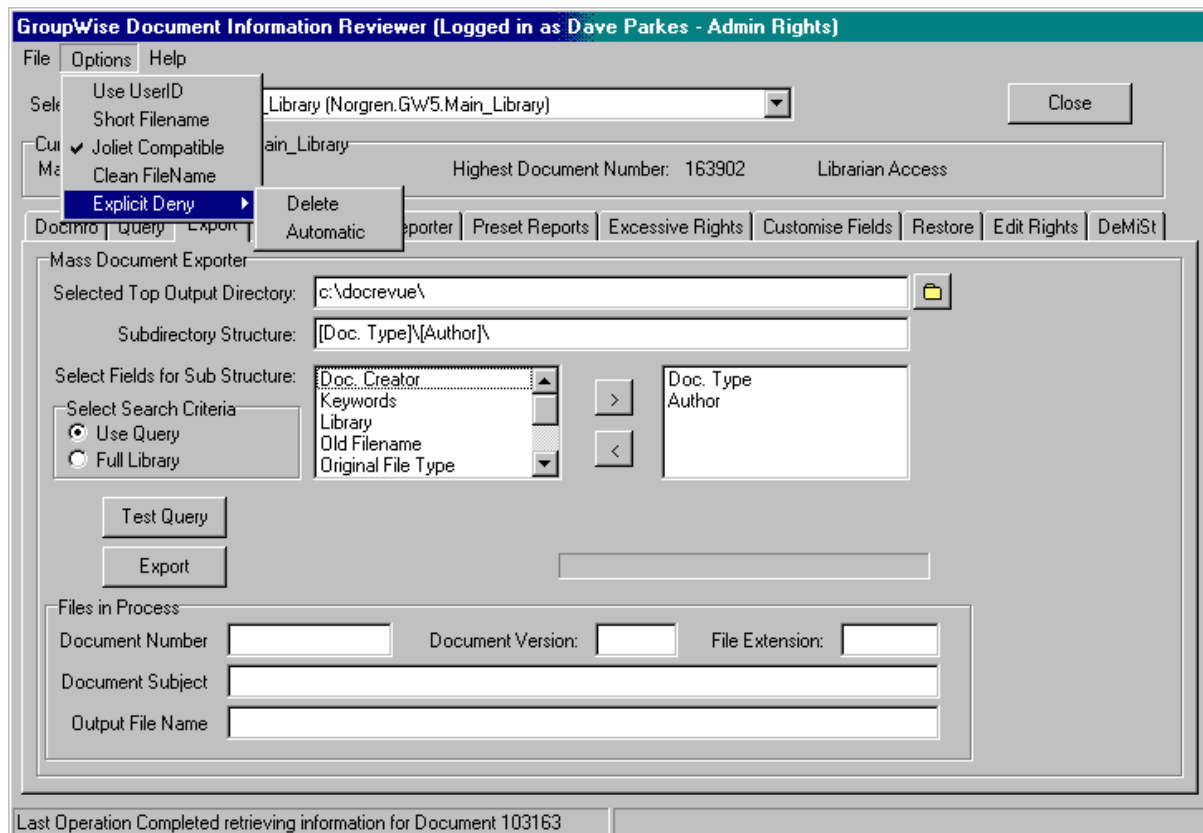
**Figure 2 - The Query Set Up Tab**

One of the more important tabs, as settings that can be made here affect options within the other tabs.

Specifically, the Full library options on the next few tabs respect any settings that are made in the Start and End fields, this allows you to get the benefits of reporting on the full library, but allows you to do this section by section. Another advantage of this facility is that, should any particular operation fail, you can restart the operation from just before the failure. As Full library operations can take a long time, avoiding the necessity of restarting from scratch seemed a good idea. Also on a related point, during any of the longer operations, the usual Close button at the top right changes its option to Cancel, this allows for a more graceful exit from an operation than simply killing the program.

The majority of the options are similar to those found in the GroupWise client. Document types are picked from a list, Author/Creator can be typed in or picked from the GroupWise address book, dates use a simple date control from which <Esc> exits with no changes. The More Fields buttons allows access to select any custom character fields.

The Query criteria are displayed at the bottom of the screen so you can see what you are creating. The Query results are limited to around 4000 documents as versions of GroupWise before GW6 are limited in the amount of records a single query can hold. This is where the Full library option respecting the start and end document numbers comes into its own.



**Figure 3 - The Export Documents Tab**

The Export Tab is used to copy documents from the DMS library to a directory, and the ideas are based on the original program to do this written by the ever excellent Jeff Stratford of Nexic.

The output directory can be specified as well as the directory structure that the export creates. This allows for all the documents of one user to be put together, or all the documents of one type placed in the same branch of the directory tree. The exported files are redated to reflect the last time they were used within GroupWise, and all versions of any selected document are exported..

The export can either be done using a preset Query expression or can slog through the entire library. The Test query button on most of the screens just runs the Query expression to see how many documents the query returns.

A tab-delimited log file, Export.rpt, is created in the root of the target export directory, and by default contains the fields Export Status (Success/Failure), Exported File Name, Document Number and Document Version. This report can be expanded as it looks to see if any fields have been added to the Reporter tab, if there are any, then these fields will be added to the log report. The Reporter tab can also include any Customised fields, of which more later.

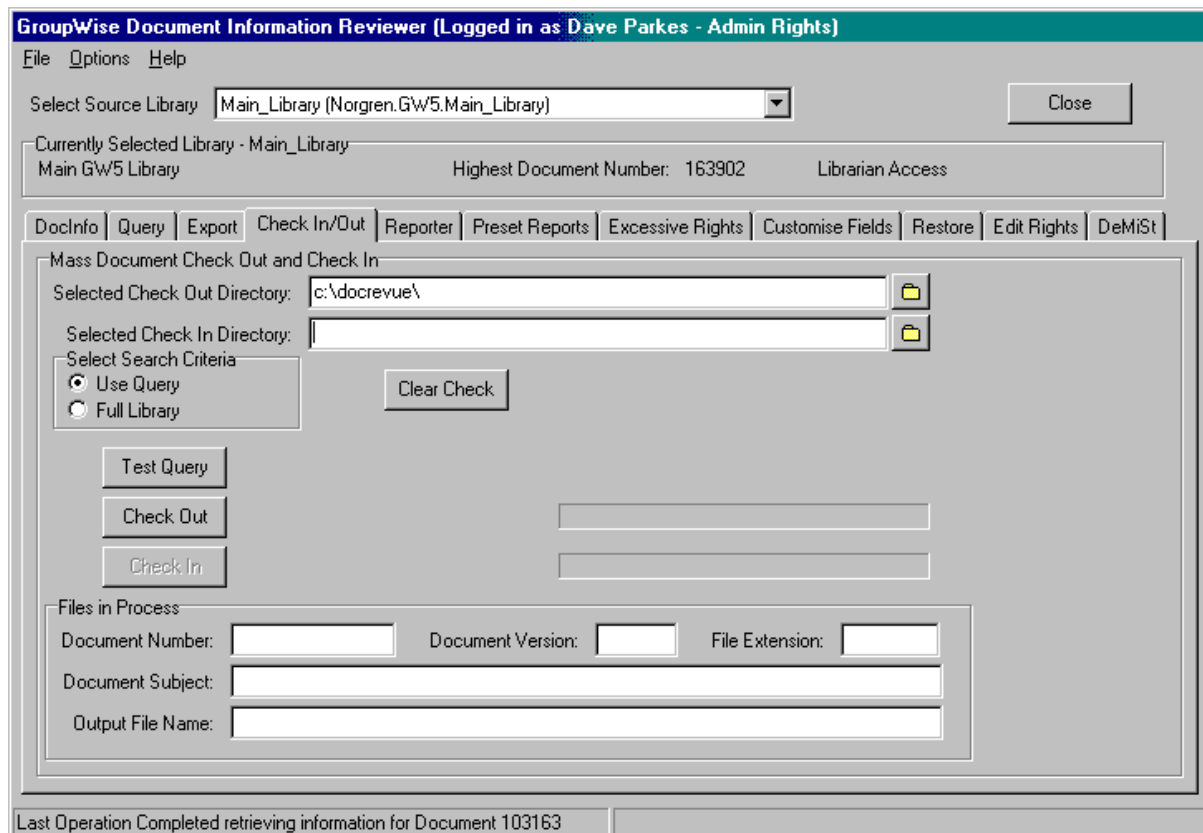
The Options menu has been shown opened on the figure above as the settings there affect how the export is carried out. The various settings act as follows

- Use UserID - (Default is Unchecked)
- Checked - Use the GroupWise login ID for Address fields like Author and Creator
- Unchecked - Use the full display name for these fields
  
- Short FileName - (Default is Unchecked)
- Checked - Use the #####\_v.ext file naming for exported files
- Unchecked - Use the Document Subject to create the names for exported files
  
- Joliet Compatible - (Default is Checked)
- Checked - Trim the output file down to 64 characters to ease copying the files to a CD - (not relevant if ShortFileName is checked)
- Unchecked - Allow any length file name up to 255 characters
- (Default is Checked)
  
- Clean FileNames - (Default is Unchecked)
- Checked - Replace any DOS reserved characters in the subject according to the following table, (not relevant if ShortFileName is checked)

Bad	Good
"	SPACE
*	SPACE
+	&
.	SPACE
/	-
:	SPACE
;	SPACE
<	(
=	SPACE
>	)
?	SPACE
[	(
\	-
]	)
	SPACE

- Unchecked - Trim the subject to create an acceptable filename - usually cuts off from the last '\'. The subject is parsed as though it was a directory path.

In addition, a confirmation box appears when you actually run the Export, so these options can be confirmed or changed at that point.



**Figure 4 - The Check In / Check Out Tab**

The usual scenario for this tab is when you have a number of documents which need to be changed from one format to another. Essentially the check out side of this utility is a pared down version of the Export tab.

The log file is called Checkout.rpt and follows the same rules as explained for the Export tab.

The files are checked out using the conventional GroupWise usage naming format of <Number>\_<Version>.<Extension> into the one single named directory, so it is best to run this on smaller sub sets of files to avoid overloading a single directory. Again the files are redated to reflect their last modified within GroupWise, and all versions are checked out.

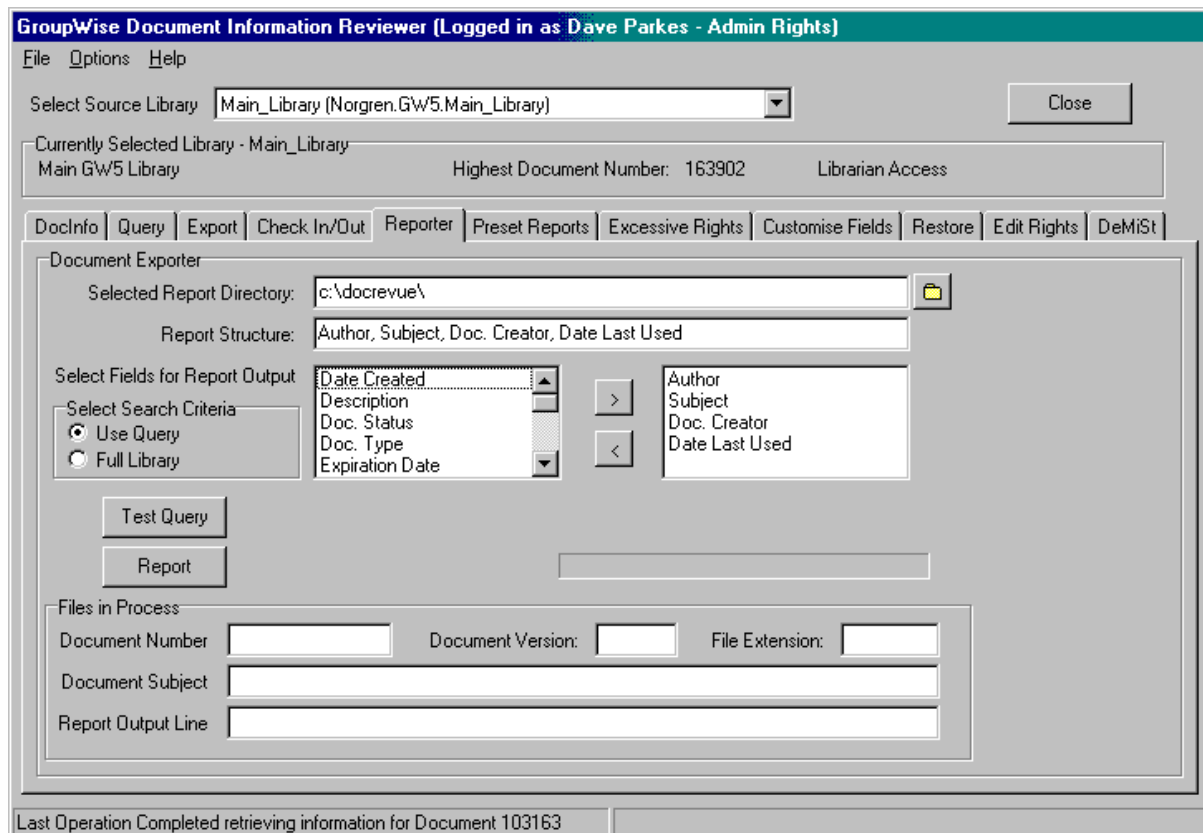
After this operation has been completed, then whatever changes required can be made to the documents outside the system and then they need to be checked in again.

To run the Check In option, simply point the program at the directory where any files to be checked in are held. The way it works is that the program expects to see files named XXXX\_Y.EXT, anything else will be flagged in the program logs as an error.

The program logs are located in the same directory as the executable and are named YYYYMMDD.log, they can be useful for troubleshooting as various errors within the program are picked up there.

Assuming file names of the correct format exist, the program checks to see that document XXXX, version Y is flagged within GroupWise as being checked out, if it is, then it checks the document back in. If the document is checked in successfully, then the program deletes the file in the check in directory. It also changes the file extension if required, so you could fairly easily, for example, change all DOC files to WPD files without actually doing anything to the files themselves. Mass Document Operations does not let you do this.

If the selected file for check in does not match a checked out GroupWise document, then again it is ignored, and an error flagged in the program logs. This means that any errors in the process can be checked by seeing what files are left in the check in directory after the run has completed.



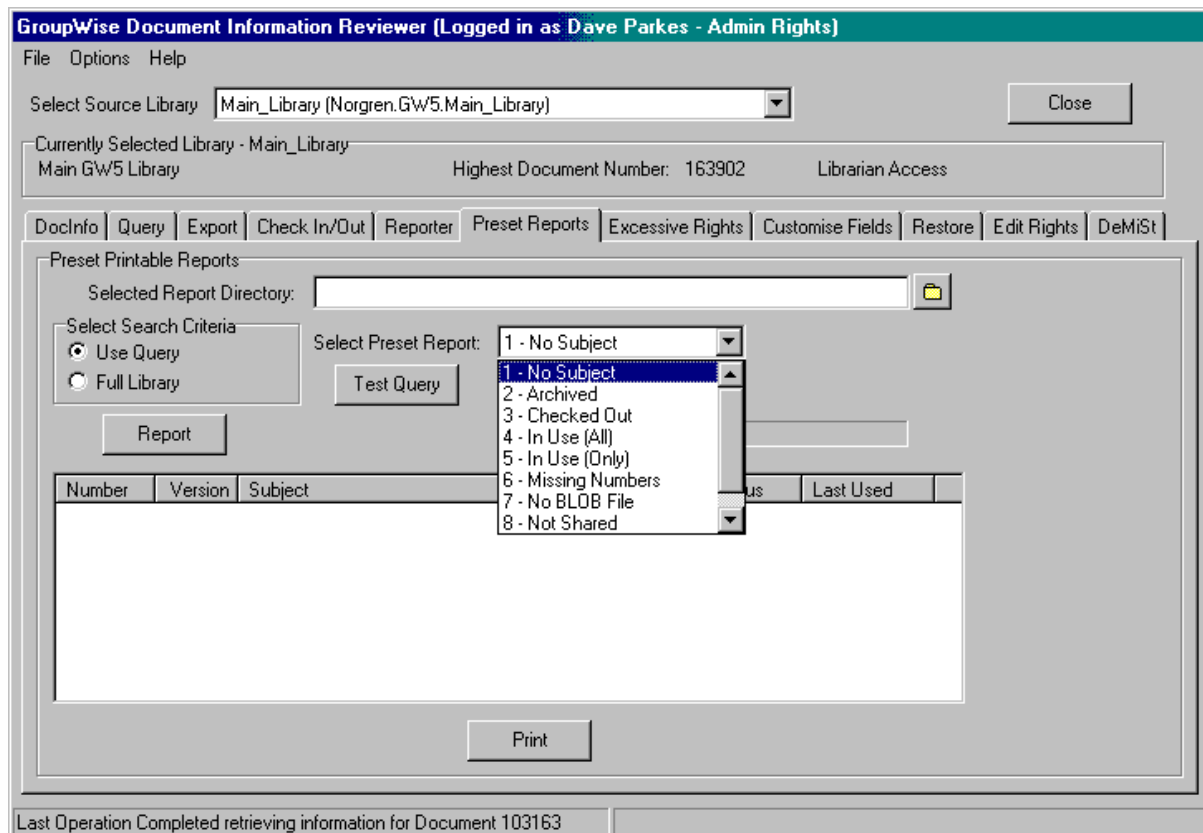
**Figure 5 - The Document Reporter Tab**

The Report tab is used both in its own right to produce tab delimited output report files from the GroupWise libraries, and also to add additional fields to both the Export and Checkout log files.

Fields are added to the report by selecting them from the left hand box and moving them into the right hand side, the result show in the read only Report Structure text box. If you have defined any custom fields, these are also selectable as output fields. The Test Query button is simply a check on the query range as elsewhere in the program, and the Report button only becomes live after a directory has been specified in the Selected Report directory box.

You can type directly into this field and if you do, you may be surprised to see that you've put in a directory name, and the Report button stays resolutely disabled. You have to tab out of the directory field to enable the button, this allow the program to check that the directory exists, and that the path has been entered in the correct format. It always needs an '\' on the end of the path. This twisted logic also applies to the other tabs.





**Figure 6 - The Preset Reports Tab**

This is where some generally useful reports have been set up, not an exhaustive list by any means, and any suggestions for extra options are welcomed.

The program adds all document versions that fit the selected option to the list at the bottom of the screen, and this list can be sorted by the various columns and printed. The Selected Report Directory is there if you want an extract of the information to a file as well as having it display on screen. The file is called Presets.rpt and includes the same fields as displayed by the list box. This one contains only those fields and does not look at the Reports tab, unlike the Export and Check Out reports.

The current possible choices are

1 - No Subject

Lists any document versions where there is a blank subject

2 - Archived

Lists any document versions where the actual file has been archived out of the actual GroupWise library.

3 - Checked Out

Lists any document versions that are checked out of the library. This selects **only** those documents that are checked out, not in use or unavailable for any other reason.

4 - In Use (All)

Lists any document versions that are unavailable because they are In Use, Checked Out, or whatever ConnectedReadWrite means ?

5 - In Use (Only)

Lists any document versions that are currently in use. This selects **only** those documents that are in use, not checked out or unavailable for any other reason.

6 - Missing Numbers

List any documents where the program fails to find an attached document for a specific number. This choice is only really useful with the Full Library option selected, which as previously mentioned, can be limited to a specific range of numbers by using the Query tab.

7 - No Blob

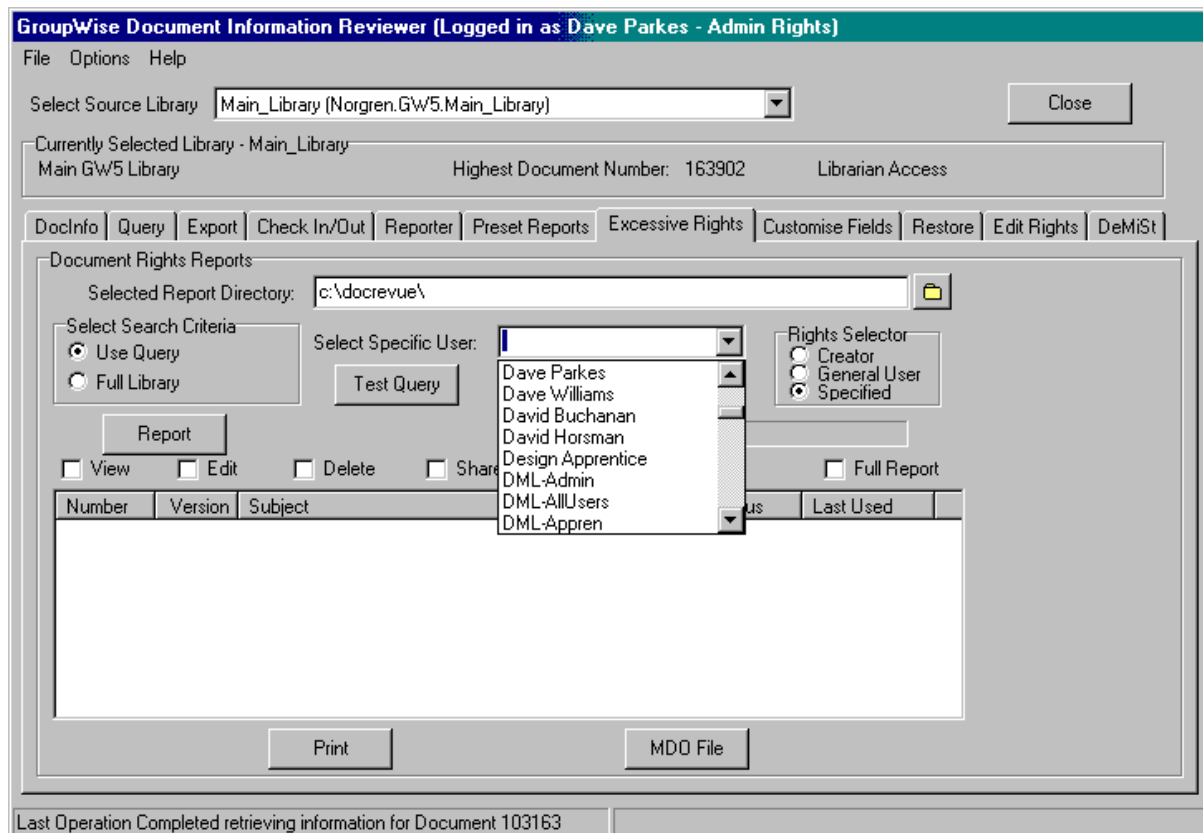
Lists any document versions where the program can't find a physical file to go with the GroupWise information. These are documents that would show up in a conventional Find with absolutely nothing showing in the Size column.

8 - Not Shared

Lists any documents where there are no additional members to the document sharing list beyond the Author/Creator and the General User Access entry. If the General User Access entry has been set to other than the default denied, then you are going to get false positive results with this selection.

9 - Information

Lists any documents selected within the query or library range set. Just a way of producing a simple report of a specified sub set of documents within the library.



**Figure 7 - The Excessive Rights Tab**

The Excessive Rights tab is a strange beast, it tries to give some useful options for checking and monitoring document security settings, but the settings need some careful explanation. Hopefully, this is it.

The little box on the right hand side of the screen gives 3 options - Creator, General User and Specified User, the selection here defines what the program checks for.

If you do specify a Report directory, then the output file fields re those displayed in the list box, exactly as in the previous Presets tab. With this tab, there is one additional field, it is the Rights Mask. This bit mask is comprised of the following rights settings added together

Rights	Value
View	4
Edit	2
Delete	1
Share	32
Modify	8

So for an entry that had View and Edit rights, the bit mask would be 6, Edit and Delete would be 3.

## The Rights check boxes

These serve a dual purpose, both selecting the Right to search for when using the General User option, and also for displaying the rights that the program has retrieved for a specific document after a run of this part of the program has been completed.

Once one option is selected, the rest are disabled. To select a different right, you need to uncheck the currently selected one first.

In the second role as a display of the rights, they are merely a display, any rights editing has to be done within the GroupWise client itself.

## The Creator option

This actually checks for restricted rights rather than excessive rights. It will add to the list any documents where the Author/Creator does not have the full complement of all five rights.

When the check has completed, and there are some entries in the list, then clicking on an item in the list will display the results by checking the appropriate boxes above the list, so you can check what rights are actually specified on the errant document, as explained above.

## The General User option

This checks for documents that include whatever has been selected as the right to search for. You check one of the rights tick boxes, and the program will return those documents where that right has been granted under general user access. This is **not** that just that right has been granted, it is that that right has been granted, possibly in company with other rights. The actual complete rights can be checked by clicking on the document in the list box, as explained above. This is the only option of the three which pays any attention at all to which Rights check box has been ticked before starting the search.

## The Specified User option.

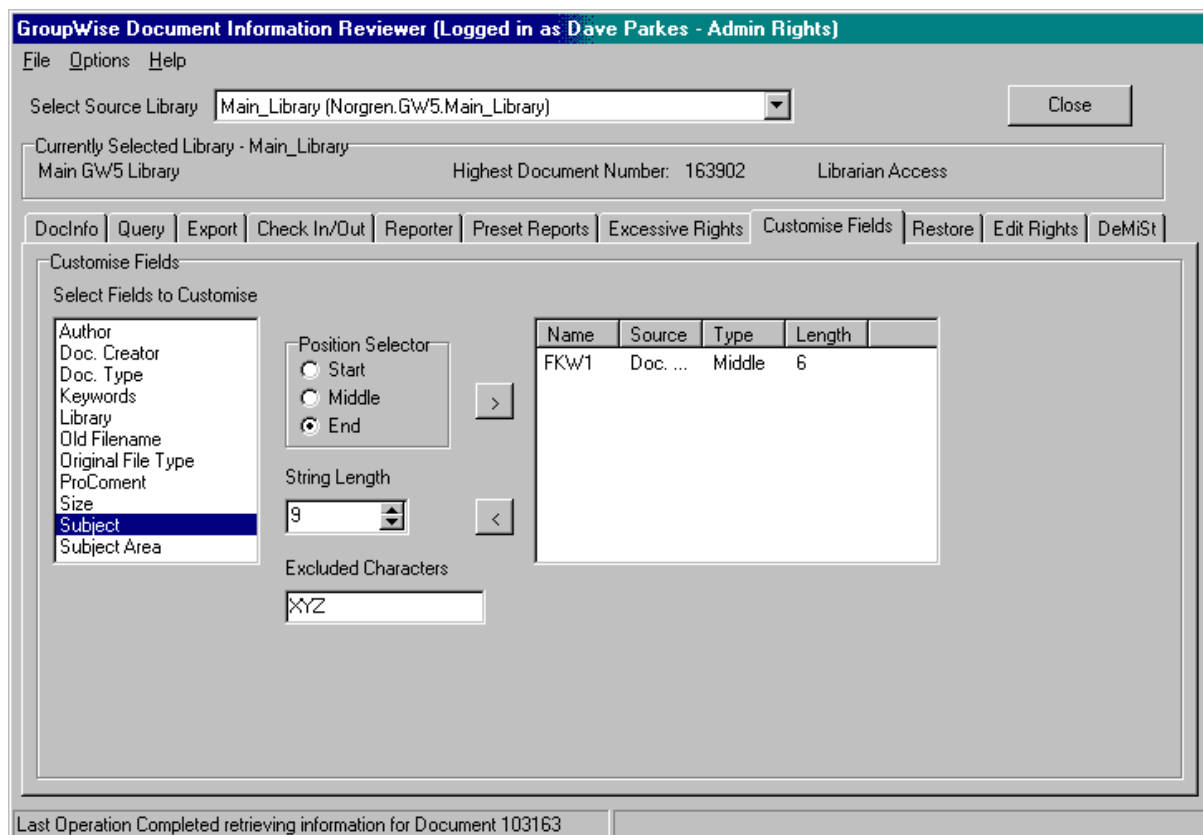
This checks for documents where the selected user or distribution list has been granted explicit rights to a document. This option just checks for the name, and ignores any settings of the check boxes. To do anything cleverer with this, for example, to find which documents group A has got only View rights to, you need to run the search with the export file option enabled and group A selected as the specified user. Then sort through the Rights.rpt file to find which documents have the Rights Mask entry set to 4.

## The Full Report Check Box

This will, if checked, override any other selection and create a text file, Frights.rpt, in the selected output directory. This will list the rights for all selected documents including version level rights. This can/will lead to a huge file, so be careful with it, but it is there if needed.

An option which only cuts in when the Full rights report is run is the ability to remove any explicit deny rights. This is when a user or distribution list is added to the sharing tab of a document, but deliberately or accidentally, all rights have been removed from the entry for this user. As the user entry is the most specific and selected above any distribution list rights, this can be helpful or deeply confusing, depending on whether you need the document to be visible to this user or not. The settings to control this behaviour are set under the Options menu, displayed in Figure 3. The Automatic option simply means that the 'Are you sure you want to do this' question is suppressed.

The MDO button writes out a file with the selected document numbers laid out in a format that is suitable for using with the Mass Document Operations option within the client.



**Figure 8 - The Customise Fields Tab**

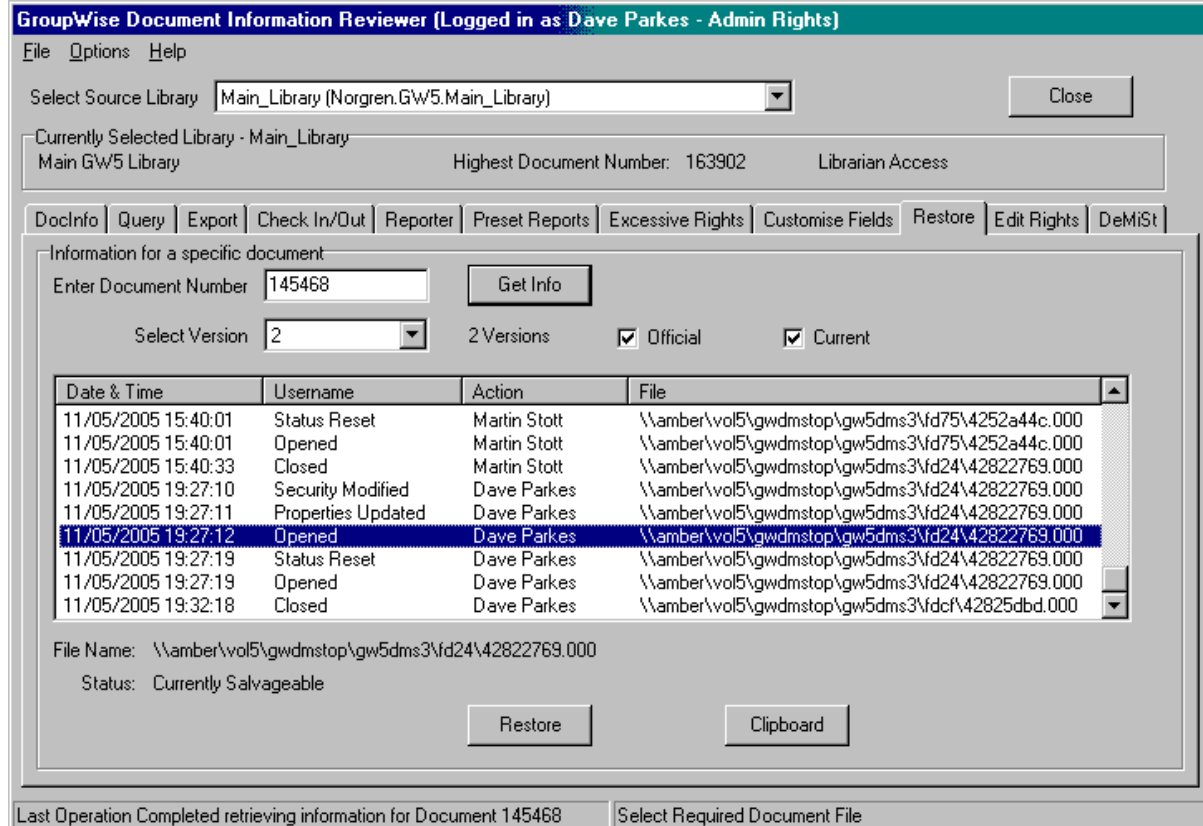
This tab is here for dismantling those custom fields in the libraries where the first three characters of a field mean something, and the last four characters of the same field mean something else. You can pick up any custom text field or some of the standard GroupWise text fields and produce a temporary field. These fields can be added into the fields selected on the Report tab, and can therefore be added to both the Export and Check Out reports as well as the Report tab itself.

There are three selection options, Start, Middle and End, and a string length field.

- |        |  |
|--------|--|
| Start  | Returns the first <String Length> characters of the selected field   |
| Middle | Returns the selected field from character position <String Length> onwards, so if you need to trim off the first three characters of a particular field, set the string length value to 4. |
| End    | Returns the last <String Length> characters of the selected field.   |

You can have multiple customised fields based on the same GroupWise field quite happily.

The Excluded Characters field is set per customised field, and is used to exclude any characters that are not required in the output field. Probably the main usage here is to remove any of the reserved DOS characters from a field that you want to use as a part of the directory structure within an Export operation, and the Clean FileName option doesn't do quite what you want.

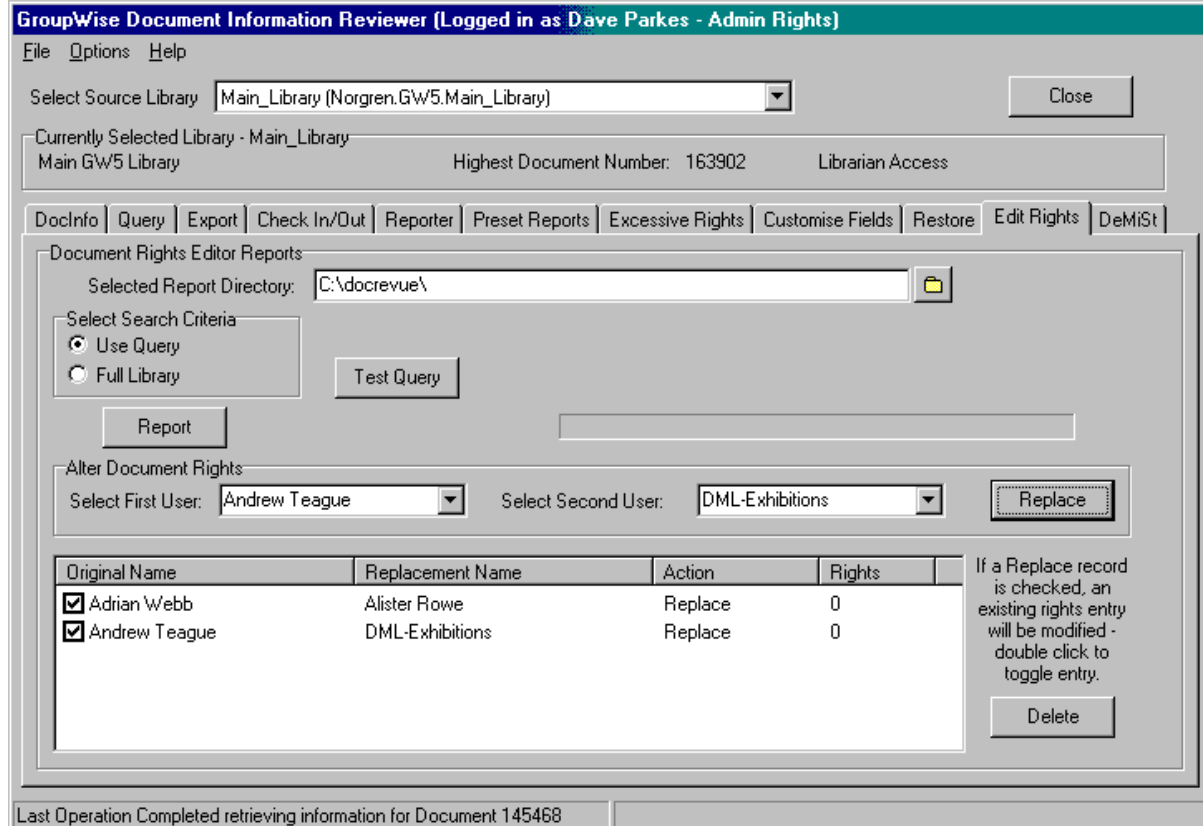


**Figure 9 - The Restore Tab**

This tab effectively does the same thing as Restore Document from Backup within the normal Win32 GroupWise client, albeit much more slowly. However it does have a couple of advantages over the client option. The first is that the records are actually selectable and the program will let you know whether the file is salvageable or needs to be restored from a tape, and the second is that the Salvage function is built into the program. So just using the Restore button on this screen will bring back the selected copy of the file

The Clipboard button simply transfers the Activity Log list into the clipboard so you can use it to search through whatever tapes are required without having to retype the file names.

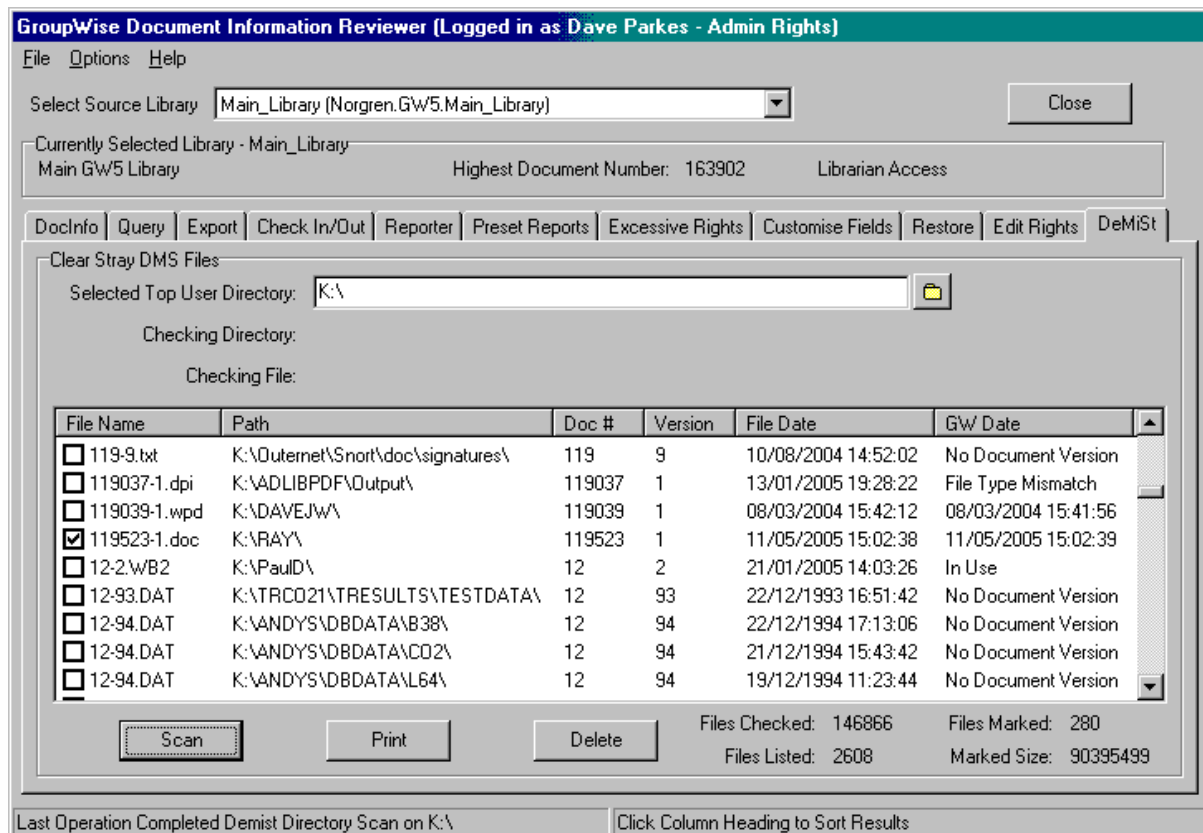




**Figure 10 - The Edit Rights tab**

This tab can help you sort and tidy the effective rights given to documents. GroupWise does not remove or update document rights as users are renamed or deleted, so the best advice is always to use Distribution Lists if you can. However, you may need to get from the current settings of rights by individual users to a system using mainly distribution lists, this is what this tab is for. It can either remove rights for a given user or list, (by leaving the first user and second user list boxes on the same name), or transfer the rights currently given to the first user to the second user, which can be another user or a distribution list.

If multiple users are merged into the same list, then the first rights to be set win, as once the rights are added in the first instance, then any existing rights to the document for that user or distribution list are not changed.



**Figure 11 - The DeMist Tab**

This tab can help you control your disc space. Documents checked out of the library for editing will not always return safely, so over time there will be a build up of files in the various check-out directories used by the system. It's a good idea to have the Save/Check-out directory specified under Tools/Options/Environment/File Locations set to a network drive, preferably the user's home directory. As the default is the TEMP directory on the local drive, where you don't have the advantages of Salvage, it is best to alter this setting.

Now if the check out directories are all in the user's home directories, this tab let's you scan through the entire user directory structure and remove any copies of files that are no longer listed as in use by the system, but still remain on the discs. It matches by filename and version, and then checks the file extension, also the file date must be older than latest time recorded in GroupWise, as Figure 11 shows, document 119039 fails this last test, whereas 119523 passes.

## General Points

The program tells you some information about the currently selected library at the top of the screen, the library's full name, the highest document number and whether or not you have librarian rights to the library. The selected library is picked from the list box at the top, and the program uses the GroupWise connection, either already in use if you are running the client, or stored within the registry.

The program has been known to fail in certain circumstances, one is where the document sharing rights are corrupt, and this corruption has to be corrected through the standard GroupWise client. The other is where the Official document version has been mysteriously set to 0 in a library where the versions start at 1. I cured this by deleting and reimporting the affected document versions.

## Other Things

The program is written in Delphi 6, and any comments, suggestions, enhancement requests would be welcome, either on the program or the documentation. Any reports of circumstances that make the program fail would also be welcomed so that I can improve the reliability of the utility, brief explanatory notes can be sent to [Dave@Norgren.co.uk](mailto:Dave@Norgren.co.uk)