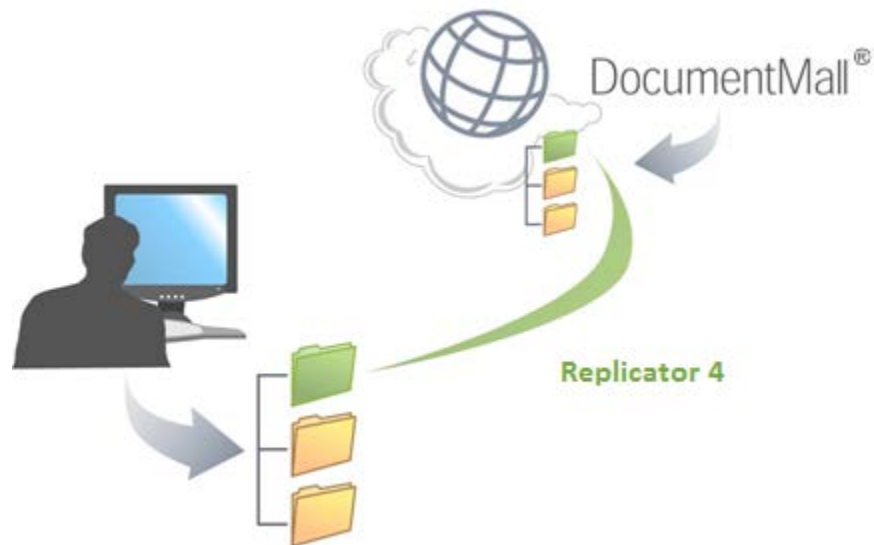


Installation and User's Guide

Replicator Version 4.0.08



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Visit www.documentmall.com/user for the latest version of this documentation.

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... ERROR! BOOKMARK NOT

DEFINED.

What is Replicator 4.0?

Replicator 4.0 is an application designed to perform one and two-way replication of content between a user's PC and DocumentMall.

This process makes a connection between folders on a user's local (or network) drive and corresponding folders in DocumentMall via a map created in Replicator 4.0. Users simply navigate to the folders they want to upload from their local (or network) drive and then navigate to the location in DocumentMall where they want the folder(s) to reside.

Files stored in DocumentMall can be downloaded to folders on their local PC, using the same map process.

In addition to Upload/Download, Replicator 4.0 the Sync option helps users to keep the local folder in sync with the DocumentMall folder.

Replicator 4.0 creates a **map** to follow while it uploads/download the contents of the folders from one location and another. Replicator 4.0 uses this map every time a request is made to upload and download those same folders in the future. The **mappings** created in Replicator 4.0 also specify the owner, Document Type and Permission Set assigns to the documents and folders when they uploaded DocumentMall. These **mapped settings** ensure the security and integrity of the documents being imported and the access to them.

Replicator 4.0 also supports a scheduling tool designed to execute scheduled document transfers automatically at specific times during the day, week or month. With **scheduled transfers**, all transfers occur concurrently in a background task. In addition, when the user checks a Start in Windows box, scheduled replication mappings can automatically occur.

About Document Transfers

Once a mapping is started, Replicator 4.0 compares the timestamps and size of files in local (or network) drive with DocumentMall. Only **new files** and/or **updated files** will be uploaded and/or downloaded.

Replicator 4.0 supports incremental updates. When a user runs an upload (or download) for the first time, all new files are transmitted. After that when the user runs the Replicator 4.0 again, only files that are changed since then will be transmitted.

During an upload, the owner, Permission Set, and Document Type of the uploaded document will be set at DocumentMall.

When running 2-way replication, the Upload replication will be performed first followed by the Download replication.

Replicator 4.0 does not perform any delete operation. It will not delete any files in local PC or DocumentMall. When Sync is activated, files are archived.

Use case examples:

For the following use cases, please assume File1.doc and File2.doc are uploaded from local PC to DocumentMall already.

Use case 1: (Uploading Files from PC to DocumentMall)

File1.doc at the local PC is updated. There is no change to File2.doc. When replication is started and Upload is a selected option, only File1.doc will be uploaded to DocumentMall. It will be uploaded as same, minor, major or new document, depending on the mapping settings. The owner, Document Type and Permission Set of File1.doc will be set at DocumentMall according to the setting information of the Replicator 4.0.

Since File2.doc had no changes since the last replication, it is not uploaded.

Use case 2: (Deleted Files in DocumentMall)

If the user deletes both File1.doc and File2.doc at DocumentMall and runs upload again, both files will be uploaded to DocumentMall.

Use case 3: (Deleted Files on PC)

If the user deletes File1.doc from a PC folder, and makes no changes to File2.doc in the same folder, and performs a **download replication**, File1.doc would be downloaded to the local PC folder. File2.doc would not be downloaded, since it hasn't changed since the last replication.

System Requirements

Replicator supports the following hardware and software platform:

Operating System:

- Windows 8
- Windows 7
- Windows Vista
- Windows XP
- Java 1.6+

In addition to this guide, you may need to reference the DocumentMall Administrator's Guide and DocumentMall User's Guide which is available online from your DocumentMall account main page Help link, or at: <http://www.documentmall.com/users>.

Getting started

DocumentMall Replicator 4.0 needs to be downloaded and installed on *each* personal computer that will be performing the replication with DocumentMall. It can be downloaded from the DocumentMall user website: <http://www.documentmall.com/users/>. Select Options, and then navigate to Replicator. Select the Windows or Macintosh version to download.

Once downloaded, navigate to the location of the application on your computer and click on the file name. The installation process will begin. Select the appropriate settings on the install screens until DocumentMall Replicator 4.0 is installed on your computer. A shortcut should be placed on your desktop to launch and login to Replicator 4.0.

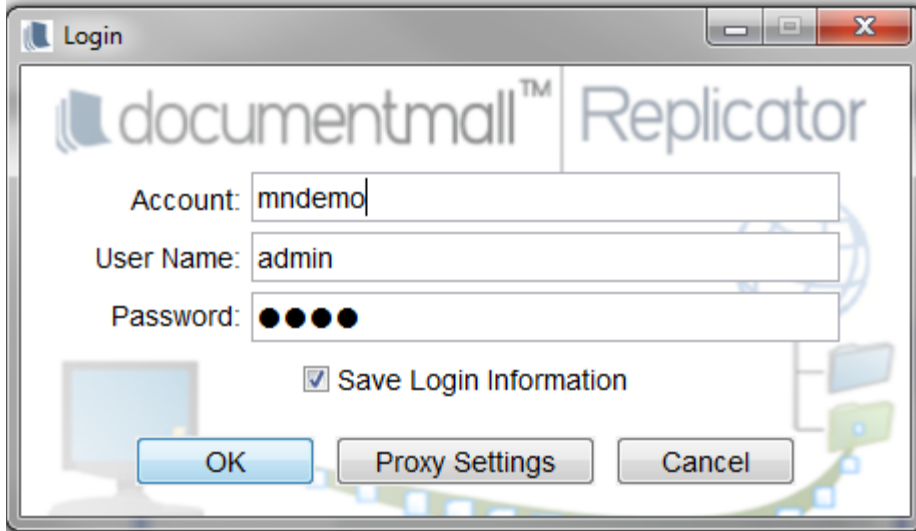
Note: If you have a previous version of Replicator installed on your computer, use the Windows control panel and Remove Program option to remove it prior to downloading the new Replicator version.

If a running Replicator 4.0 application is minimized, the Replicator icon is displayed on the Windows Taskbar as a background application. Double-clicking the icon will restore the application to the screen.

Log in Replicator 4.0

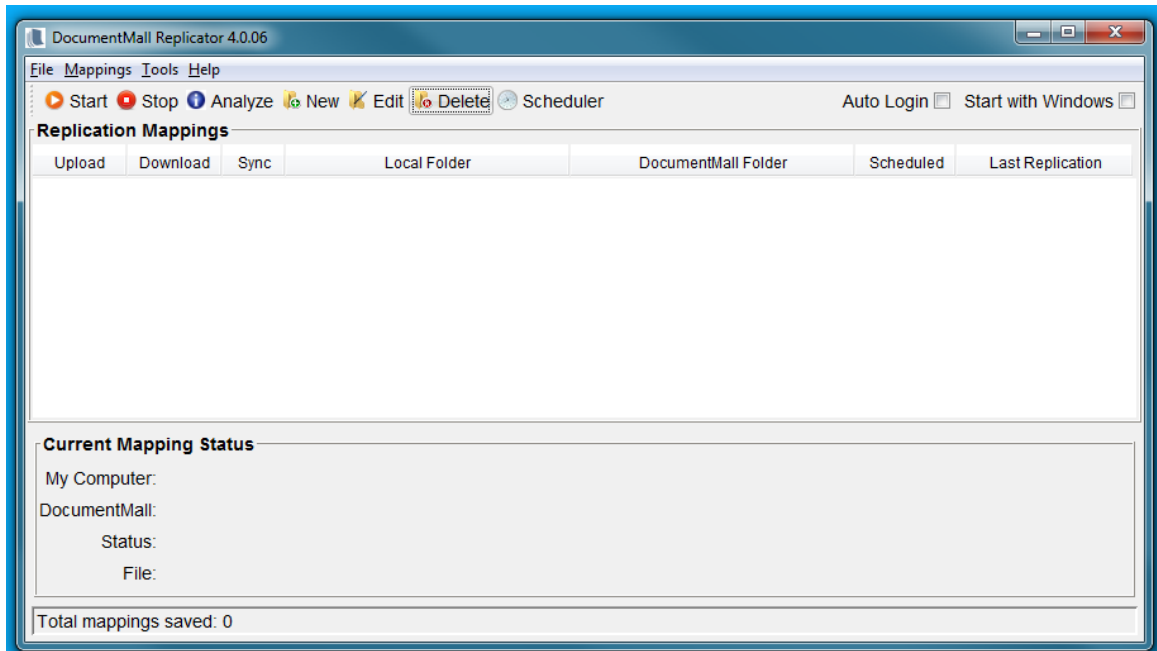
Double-click on the **Replicator icon** (shortcut) located on the desktop or select **DocumentMall Replicator 4.0** from the Start Menu to open the **Replicator Login Screen** shown below.





Enter your DocumentMall **Account Name**; **Login Name**, and **Password** then click Login to open the Replicator 4.0 Main Screen shown below. If you want Replicator to remember this login information, click on the checkboxes for Save Login Information and/or Save Password. (Information on Proxy Settings can be found later in this manual).

Upon successful login, the DocumentMall Replicator 4.0 screen will appear.



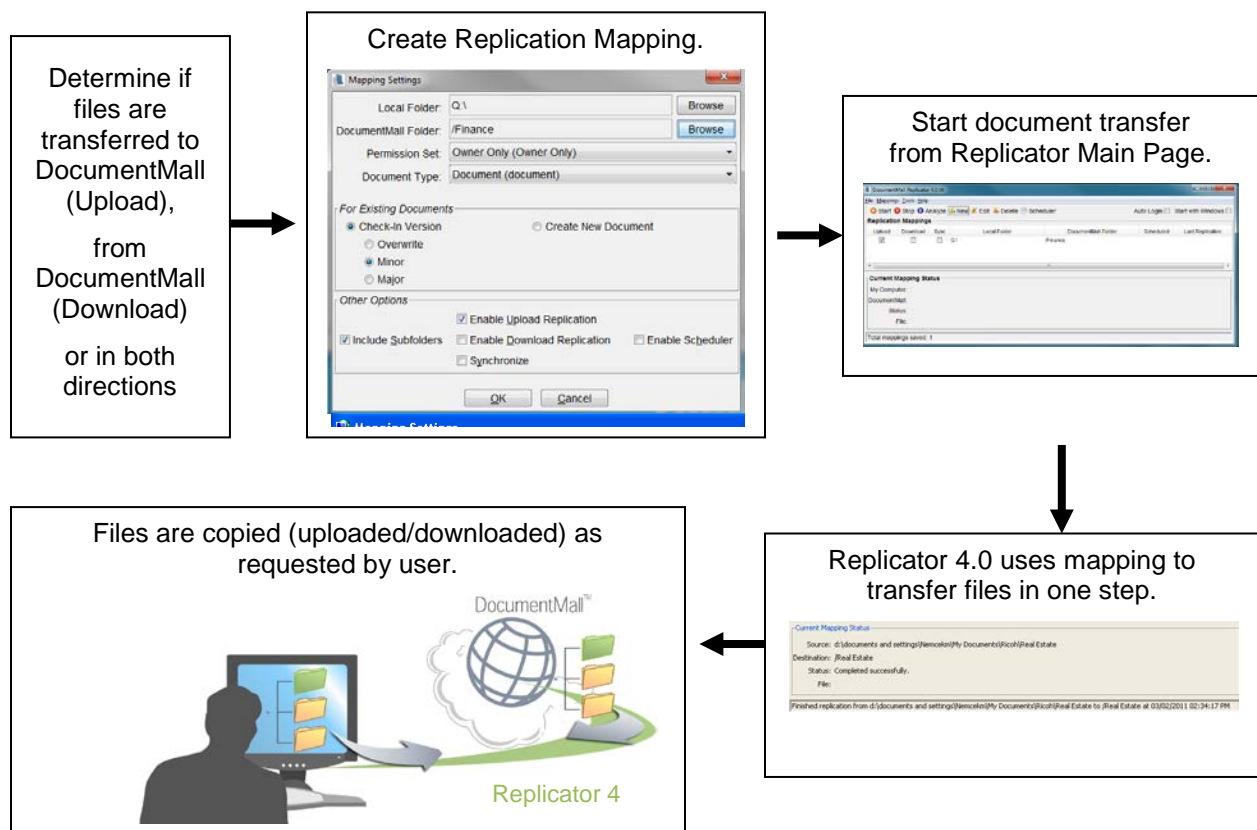
Using Replicator 4.0

The most efficient use of Replicator 4.0 is designed to support the transfer of large or multiple files between a local PC (or network drive) and DocumentMall. In addition, document transfers are **mapped** between the local (or network) drive and DocumentMall to ensure accurate storage, versioning, Document Type and Permission Set of imported documents. Replicator also supports the ability to setup hourly, daily, weekly or monthly transfers automatically.

About Replication Mappings

Users create an electronic map (called a **replication mapping**) by selecting preferences that tell Replicator 4.0 how to process the transfer request. Besides simply uploading and downloading files from one place to another, the mapping identifies permissions, and Document Types, whether to version the files or create new ones, uploads subdirectories, enables the mapping for execution or schedules it to occur automatically.

Multiple (or single) mappings can be performed manually, to upload and download folders one at a time or automatically transfer a folder(s) at a specific time each day, week or month. The scheduled transfer is performed using the Replicator Scheduler feature. Whether performed manually or automatically, replication mappings are an efficient and secure way to manage large document transfers from one location to another.

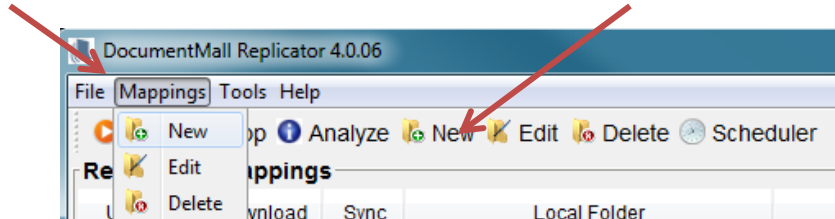


Create New Mapping

The first task performed in Replicator is to create a new mapping. This task is performed from the **Mapping Settings Screen**.

The Mapping Settings Screen can be opened in two places. You can click on Mappings in the Menu bar, or click the New option on the Tool bar.

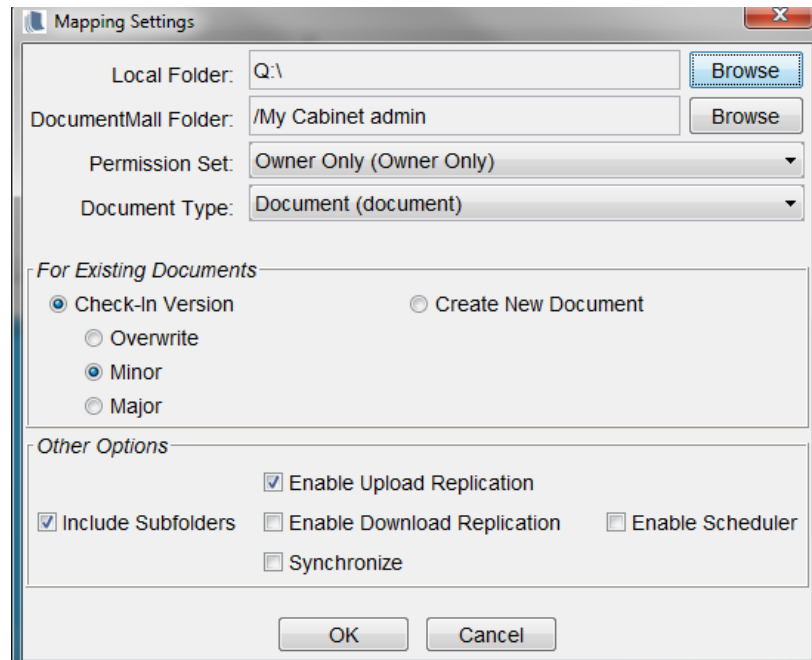
Menu Bar



The Mapping Settings screen will appear.

From the Mapping Settings Screen, click Browse to navigate to the **local** folder(s) you want to upload from the local (or network) drive, or download from DocumentMall.

Click the next Browse button to select the **DocumentMall** cabinet or folder where you want to upload / download folder(s).

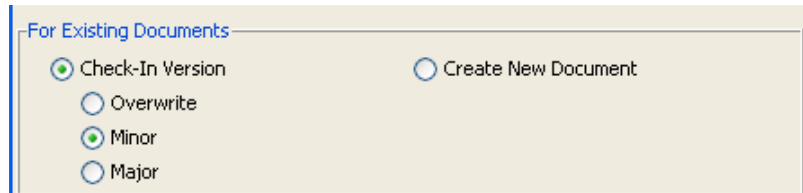


Note:

- A user will only see cabinets or folders based on their permission settings.
- Select the Permission Set and Document Type you wish to assign to the folders and/or documents in DocumentMall. The permission sets and document types previously created in DocumentMall will be shown in the drop down boxes for each selection.
- Owner Only is the default Permission Set. Document is the default Document Type. Drop down boxes allow the user to change these settings for replication only.

For Existing Documents

Under Mapping Settings, the For Existing Documents section allows you to set Version options when you upload files to DocumentMall from a PC. These options work the same way versioning works in DocumentMall at Check-In.



Check-In Version

If Check-In Version is selected, one of the following options must be selected.

Overwrite simply writes over the existing old file and does not change the version number assigned.

Minor (version) updates the minor document version number associated with the file (i.e., 1.1 to 1.2 or 3.2 to 3.3).

Major (version) updates the major document number associated with the file (i.e., 1.5 to 2.0 or 3.0 to 4.0).

Create New Document

If Create New Document is selected, the Check-in Version will not be available. Create New Document is used when you want to upload existing PC files, but you want to have new documents created in DocumentMall without versioning.

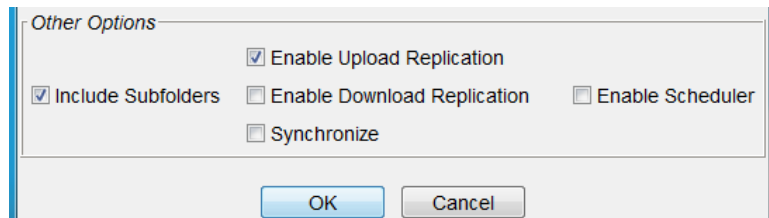
Note: When Create New Document is selected and you upload files to DocumentMall, you will have multiple files with the same name in DocumentMall.

Other Options

Include Subfolder

When Include Subfolders is checked, it instructs Replicator

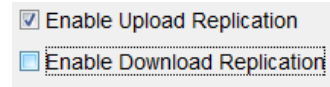
4.0 to upload all the subdirectories within a selected folder from the local (or network) drive to DocumentMall. If this option is not selected and there are files and subdirectories within a selected folder, the files in that specific folder will be uploaded, but the subdirectories, and contents of the subdirectories will not be uploaded to DocumentMall.



Upload and Download Replication

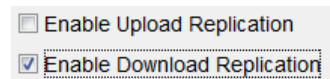
Replicator 4.0 allows you to transmit files between your PC and DocumentMall.

Select (check the box) Enable Upload Replication to upload files from your PC to DocumentMall.



Enable Upload Replication
 Enable Download Replication

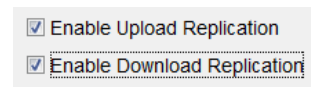
Select Enable Download Replication to transfer files from DocumentMall to your local/networked PC.



Enable Upload Replication
 Enable Download Replication

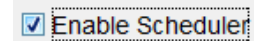
Select both Enable Upload and Enable Download to upload and download files.

When both options are selected and used in the replication process, the files in folders located on the local desktop or shared drive and DocumentMall are transmitted, so that the folder in each location contains the same and most current level of documents.



Enable Upload Replication
 Enable Download Replication

Enable Scheduler

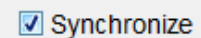


Enable Scheduler

When the Enable Scheduler is checked, this mapping can be scheduled to run automatically based on the defined timeframe in the scheduler.

Enable Synchronize

Enable Synchronize is an option that helps to keep a local computer folder in sync with the DocumentMall folder. When the "Synchronize" box is checked, the upload and download boxes are unchecked and disabled.



Synchronize

After you define the parameters of a mapping, click OK to save the settings.

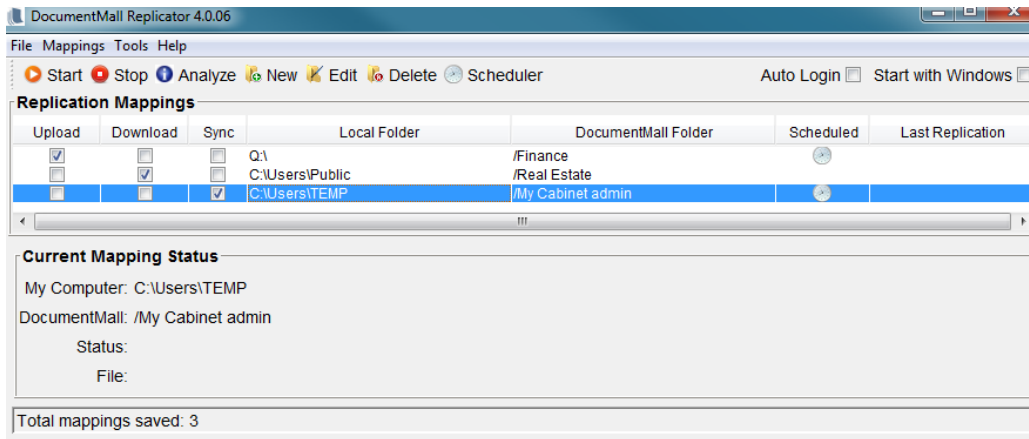
Note: In some cases, (by not selecting subfolders for example), not all items will be synced. In addition, archived files are not permanently deleted. Files are automatically moved / archived in the users DocumentMall My Cabinet / Replicator Archive location. On the local PC, files are archived in the following folder location: C:\users\userid\ricoh\documentmall\replicator\archive

If you do not wish to save the replication mapping, click **Cancel**, located at the bottom of the Mapping Settings Screen. This action closes the window without adding a mapping to the Replicator 4.0 Main Screen.

Examples of how synchronization works can be found at the end of this document.

Edit Mapping Setting

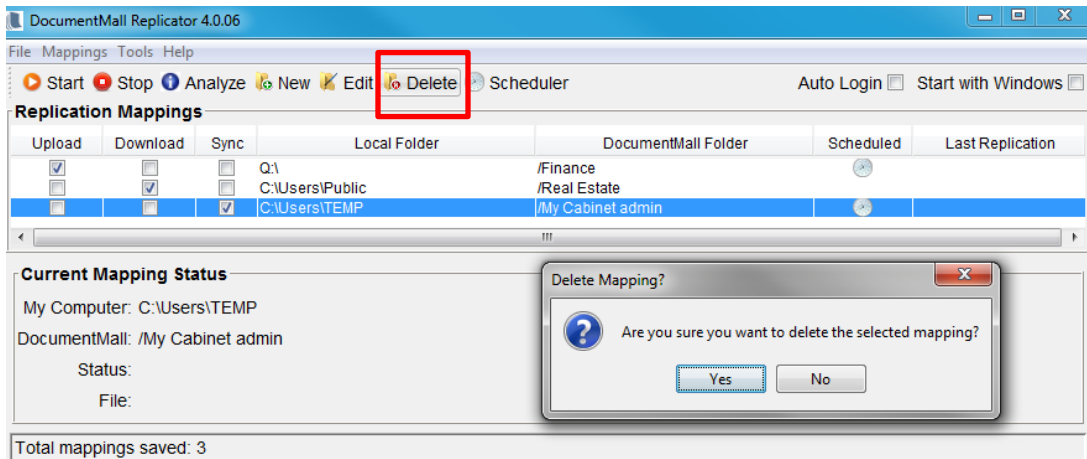
To change an existing mapping setting, simply select (highlight) the map setting you want to edit, and click the Edit button. (You can also double click on a mapping) This returns you to the Mapping Settings screen. Make any required changes and select OK when finished to save the mapping settings.



Delete Mapping Setting

To delete an existing mapping setting, select (highlight) the map setting you want to delete, and click the Delete button.

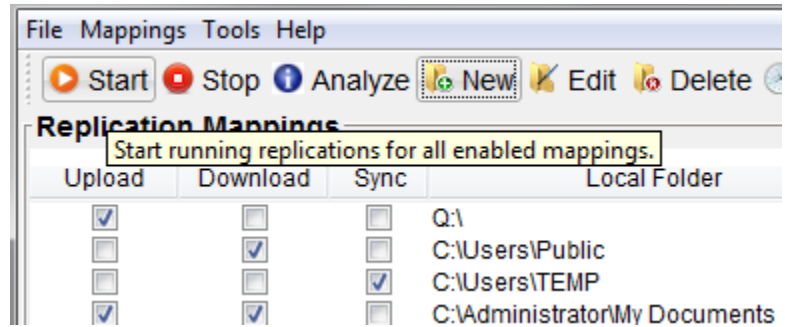
A message box appears that asks you to confirm the delete. Click Yes to delete the mapping.



Manual Document Transfers

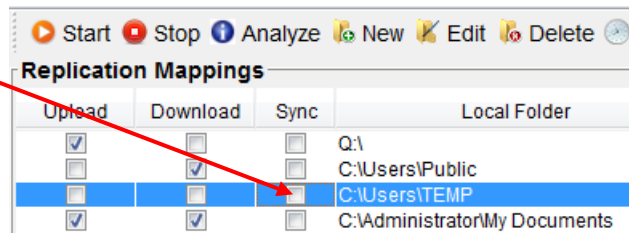
Replication mappings can be started manually, as well as automatically when scheduling is selected in the mapping.

If you click the **Start** button, **all** the replication mappings that are enabled (Upload, Download and/or Sync boxes are checked), will begin the file transfer process immediately.



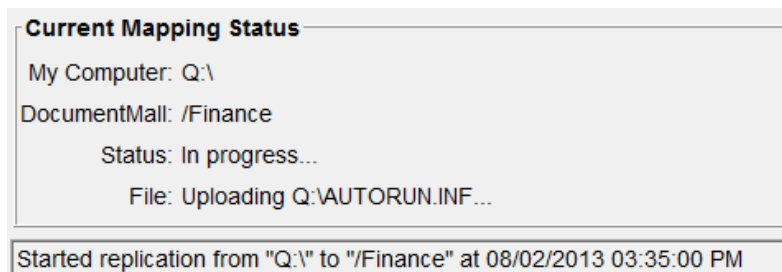
You can, however, disable scheduled mappings by **unchecking**, (disabling) the upload and download boxes on the Main Replicator screen, and start a replication for one (1) specific mapping.

This tells Replicator that this specific mapping is active and selected for transfer.



Once the mapping is enabled, click the Start button from the toolbar to begin the transfer.

The Current Mapping Status displays the Source, Destination, transfer Status, and File(s) being transferred.



The Status messages will indicate whether the transfer is **In Progress**, **Failed**, or **Successfully Completed** when all the files are successfully transferred.

Note: If you uncheck mappings to run a manual mapping, be sure to go back and check the appropriate boxes back to their original settings if you want the automatic Scheduler to run at their specified time.

Stop Document Transfers

In the event a document transfer must be terminated, simply click on the Stop button on the Replicator Toolbar.

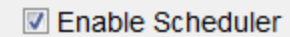


Scheduled Document Transfers

Instead of trying to remember to transfer revised documents between the local (or network) drive and DocumentMall manually, users can use the Scheduler option to schedule transfer requests that upload and download documents at a specific time every day, week or month. This is a good way to ensure revisions are stored on a regular basis and is more efficient than transferring documents manually.

Note: The Replicator application must be running for a scheduled transfer to occur. If you want a transfer to run while you are away from your desk or after hours, the PC must be left on with the Replicator application window open.

- In order to use the Scheduler for mappings, be sure that Enable Scheduler option is selected in the Mapping Settings.



- You can tell if schedules are selected for mappings if a clock is displayed on the Replication Mapping screen.

No clock indicates Scheduler not setup for HR mapping.

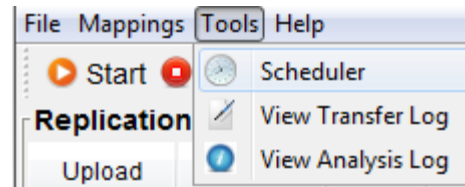
eplication Mappings						
Upload	Download	Sync	Local Folder	DocumentMall Folder	Scheduled	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Q:\	/Finance		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C:\Users\Public	/Real Estate		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C:\Users\TEMP	/My Cabinet admin		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C:\Administrator\My Documents	/My Cabinet admin		

- If Upload, Download or Sync options are **not** selected, even though a Scheduler clock displays (enabled), no transfer will occur. In this example, a schedule is enabled for the Userer\Temp Estate mapping, but the Upload, Download and Sync options aren't selected, so no transfer will occur.

Replication Mappings						
Upload	Download	Sync	Local Folder	DocumentMall Folder	Scheduled	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Q:\	/Finance		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C:\Users\Public	/Real Estate		
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C:\Users\TEMP	/My Cabinet admin		
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	C:\Administrator\My Documents	/My Cabinet admin		

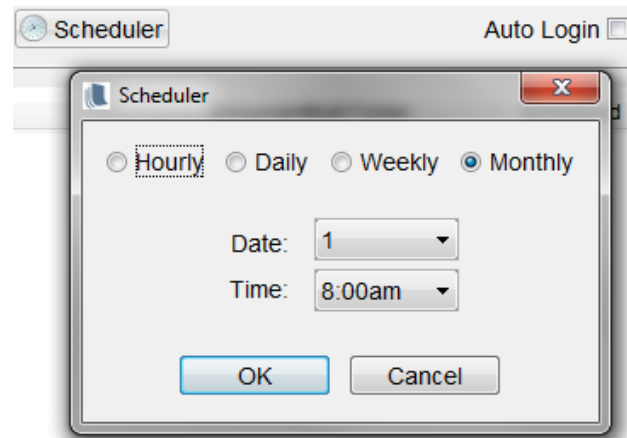
Create Scheduler

To schedule a mapping to start automatically as specific time, select Schedule from the drop down Menu or Toolbar.



The Scheduler setting page will appear.

Select the time frame to automatically upload and/or download your files. Clicking on the various timeframes changes the scheduling options. Click on OK when finished.

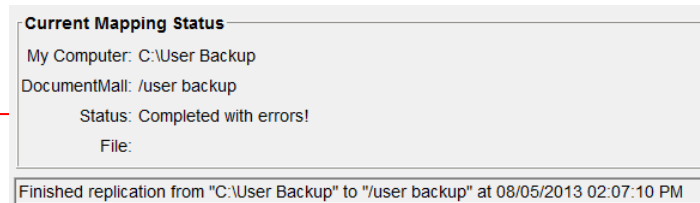


Change Scheduler

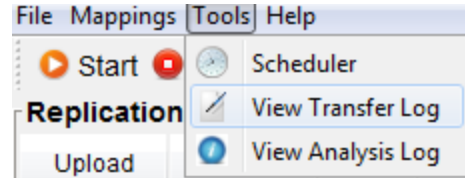
To make changes to an existing schedule, select Scheduler from the Menu or Toolbar, make the appropriate changes and click OK. File transfer will automatically take place based on the new time change, (based on mapping options).

View Transfer Error Log

In the event a document transfer is interrupted or unable to execute, Replicator creates a file called an Transfer Log that records the date, time, type and details of the error.



From the Replicator Main Screen, click on **Tools** from the Menu bar and then click **View Transfer Log** from the drop-down list. This action opens an HTML file in the user's default web browser.



This file is intended for use by the network administrator to determine the cause of an interruption or error encountered during a transfer.

My Computer	Size	Time	DocumentMall	Size	Time
Started replication between "Q:\\" and "/Finance" at 08/02/2013 02:57:16 PM					
Last replication:					
Q:\\$RECYCLE.BIN\S-1-5-21-2509535979-3647210812-2564699967-1000\desktop.ini	129	12/12/2012 09:08:57 PM	/Finance/\$RECYCLE.BIN\S-1-5-21-2509535979-3647210812-2564699967-1000/desktop.ini	Does not exist	
Unable to create server folder '/Finance/\$RECYCLE.BIN\S-1-5-21-2509535979-3647210812-2564699967-500' for folder 'Q:\\$RECYCLE.BIN\S-1-5-21-2509535979-3647210812-2564699967-500'.					
Unable to create server folder '/Finance/\$RECYCLE.BIN\S-1-5-21-2919920342-3166579714-2739444769-32264' for folder 'Q:\\$RECYCLE.BIN\S-1-5-21-2919920342-3166579714-2739444769-32264'.					
Q:\AUTORUN.INF	49	09/12/2012 06:38:22 PM	/Finance/AUTORUN.INF	Does not exist	
Unable to create server folder '/Finance/FactoryRecovery' for folder 'Q:\FactoryRecovery'.					
Unable to create server folder '/Finance/L3FF422' for folder 'Q:\L3FF422'.					

Common causes for errors during replication could include:

- A dropped Internet connection
- The Source or Destination cabinet or folder is deleted (on the PC or in DocumentMall) after a mapping is created

View Analysis Log

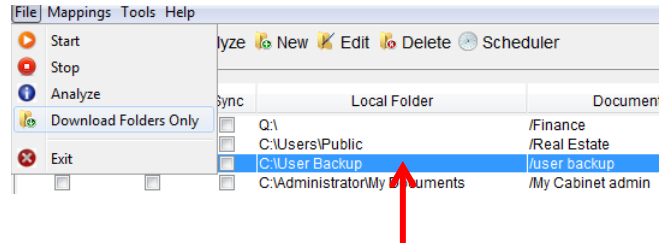
The Analyze capability allows users to see what will happen when they click the start button. When analysis completes, the analysis log will open automatically in the default web browser. If you want to view the analysis log again without rerunning "Analyze", click on Tools->View Analysis Log.

My Computer	Size	Time	DocumentMall	Size	Time
08/05/2013 02:19:06 PM					
Started analysis between "C:\User Backup" and "/user backup" at 08/05/2013 02:19:06 PM					
Last replication: 08/05/2013 02:07:02 PM					
C:\User Backup\big data analytics.docx	35,041	08/05/2013 02:07:05 PM	/user backup/big data analytics.docx	Does not exist	
C:\User Backup\Big Data Conference Notes.ppt	195,072	08/05/2013 02:07:08 PM	/user backup/Big Data Conference Notes.ppt	Does not exist	
C:\User Backup\Big Data confrence.docx	20,571	08/05/2013 02:07:10 PM	/user backup/Big Data confrence.docx	Does not exist	
Finished analysis between "C:\User Backup" and "/user backup" at 08/05/2013 02:19:08 PM					

Download Folders Only

In the event that a user wants to download the DocumentMall folder structure to their PC, the Download Folders Only option can be used. This option could be used if you want to create a staging area on your PC in preparation for uploading files into DocumentMall.

From the Menu bar, select File and Download Folders Only. This option will download the folder structure, based on the mapping settings that are in place in Replicator.



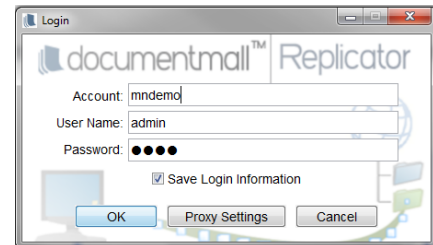
Download Folders Only structures are based the selected mapping (highlighted). It is has no dependency on the check boxes.

Note: Files within folders are not downloaded using this option. Only the folder structure is downloaded.

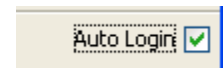
Auto Login

Auto Login is a feature that allows you to open Replicator without having to type in your DocumentMall login credentials every time.

To use the Auto Login feature, you must first check the **Save Login Information** box on the Replicator login screen.



When the Replicator page is open, check the Auto Login box on the main screen. The next time you start Replicator, it will automatically open without you having to login.



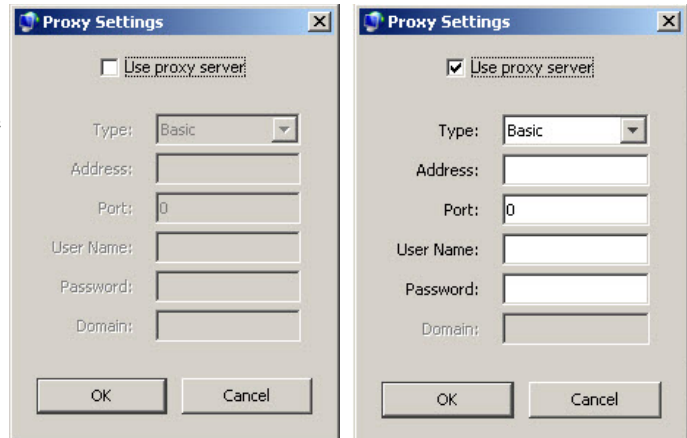
Start with Windows



When the Start with Windows box is checked, Replicator will automatically start (in minimized mode) when Windows starts. When the user checks this box, "Auto Login" is automatically checked, since Replicator will need to use the stored credentials to start. A minimized icon will be placed in a tray by the system clock. Note that this option is only available on Windows platforms.

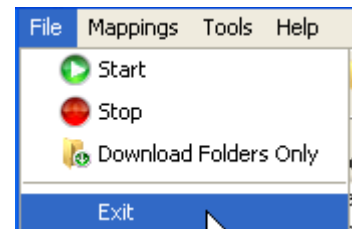
Proxy Settings

If proxy settings are required so Replicator can have access to DocumentMall, click the proxy settings button on the Replicator login screen to enter the appropriate proxy settings.



Exit Replicator

To turn off and/or exit Replicator, select File from the Menu bar, and select Exit.



Upgrading Replicator

If a new version of Replicator becomes available, remove the current version stored on your computer using Control Panel/Remove Programs.

Once the file is removed, download the most current version from www.documentmall.com/users. To find out what version you have installed, open Replicator and select Help and About.

Un-Installing Replicator

To uninstall the Replicator 4.0, simply go to Add or Remove Programs from the Control Panel, locate Replicator and select Remove.

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Examples of Synchronization

Case 1: A new mapping is created, and File1.doc and File2.doc exist on a local PC drive, but not in DocumentMall.

When Replicator is started and Sync is mapped with a DocumentMall folder location, the two local PC files will be will be uploaded to that DocumentMall folder.

Case 2: Modified date of File1.doc and File2.doc located on the local PC is before the date of the last replication.

During Replication, these files will be archived on the local PC.

Case 3: Modified date of File1.doc and File2.doc on the local PC is after date of last replication

The files will be uploaded to the mapped DocumentMall folder location when Replication occurs.

Case 4: New mapping, File3.doc and File4.doc exist in DocumentMall, but not in the local drive.

When a mapping with Sync is started in Replicator, the files will be downloaded from DocumentMall to the mapped folder on the local PC.

Case 5: Modified date of File3.doc and File4.doc located in DocumentMall is before last replication.

The files are archived in the DocumentMall My Cabinet \ Archive folder.

Case 6: Modified date of File3.doc and File4.doc located in DocumentMall is after last replication.

The files will be downloaded to the locally mapped PC folder.

Case 7: Modified date of File3.doc and File4.doc from DocumentMall is after last replication, and the files size is different

Replicator recognizes that the two files have changed due to the different date and files size, so the files will be downloaded to the locally mapped PC folder.