SOP - Configuring replica & Archiving Settings

1. Start lotus notes & open your **Local Mail Replica**. Now click on File-->Replications->Options for this replication as shown below:



2. Pop-up window will appear. Please click on "Other" & Check the option "Temporarily disable replication for this replica". **BE SURE YOU ARE DISABLING REPLICATION ON LOCAL REPLICA & NOT ON SERVER COPY.**

File Edit View	Create Actions To	ols Window Help
Open 👻 🔀 🗄		
🔀 Kuldeep Singh	- Mail 🗙 🔯 Fw:	DC Disconnection × 🔯 New Message 🗙
Kuldeen Singh	Replication Option	s for Kuldeep Singh
on Local	Basics	Special replication limitations
Inbox (104)	Space Savers	remporarily disable replication for this replica
Drafts	Send	Set scheduled replication priority for this replica
Sent	🔂 Other	This replica includes deletion stubs for all documen

3. Now shutdown Lotus Notes Client.

4. Move local replica from the default path eg. C:\Notes\Data\mail\kuldeepsingh.nsf to another directory for eg: d:\old replica\kuldeepsingh.nsf.

5. Start Lotus Notes & it will automatically create another local replica on the default path for eg. C:\Notes\Data\mail\kuldeepsingh.nsf.

6. Once replica is created, open replica settings of Local Replica, Click on "Send" & enable "Send deletions made in this replica to other replicas" as shown below.

Replication Options for Kuldeep Singh			
Basics	 Imit what will be sent to other replicas Send deletions made in this replica to other replicas Send changes in application title and catalog info to other replicas Send changes in local security property to other replicas 		
Other			
Advanced			

7. Now click on "Advanced" & enable "Deletion" option & click "OK" as shown below.

Replication Options for Kuldeep Singh				
🛃 Basics	Receive only a subset of information from other replicas			
Space Savers	When computer Kuldeep Singh/IT/Noida/LNJB 🗸			
Bend Send	Receives from -Any Server-			
🔂 Other	Documents in specified views or folders			
Advanced	Documents by selection formula Selected documents			
	Folders and Views -			
	Inbox			
	Drafts			
	Sent			
	All Documents			
	Grouped Entries			
	Receive these elements from other replicas			
	Design elements			
	Replication formula Fields Define			

8. Now please configure "Archive" settings going to local replica Inbox & clicking on File--> Application--> Properties-->"Archive Settings" as shown below



9. Now click on "Criteria" & click on "Enable" & "Edit"

Archive Sett	ings ? 🗙			
Basics	Manage Your Archive Criteria			
Criteria	To archive documents according to one or more sets of criteria, select the criteria and then click Enable.			
Advanced	You must then start archiving, either by setting a schedule for it (Schedule tab) or by closing the Archive Settings dialog box and choosing Actions - Archive - Archive Now from the menu.			
Schedule	Archiving will utilize all enabled criteria.			
	Default for Last Modified Create			
	Edit			
	Delete			
	Enable			
	These archive criteria copy all documents not modified after 30 days to your archive application archive\a_kuldee.nsf on Local and then delete these documents from this application.			
	Last change: Kuldeep Singh/IT/Noida/LNJB on 10/12/2017 07:22:03 PM According to: /IT/Noida/LNJB			
	OK Cancel			

10. Now add descriptive name of Archive & click on "Selection Criteria" & Change settings to "Older Than" & define number of days. for eg 30 days & click "OK"

Archive Settin	Edit Archive Criteria	? ×	? ×
Ragice	Specify General Criteria Information		
Citeria	Descriptive name of these archive criteria		then click
Critena	Kuldeep Archive		osing the
Advanced	Enable this criteria		nu.
Schedule	What Criteria Should be Used to Select Documents?		
	Click the button to specify selection criteria for Selection Criter	ria	Create
	Archive Selection Criteria		Edit
			Delete
	Which Documents do You Want Archived from this Application		
	All documents		
	older than V 30 days	~	
	In all views or folders		
	Coniy in these views or folders	-	application
	Inbox		
	Drafts		
	Calendar	~	
	ОК Сапос	•	Cancel

11. Now go to "Advanced" & check "Log all archiving activity into a log application".

Archive Set	tings	? ×
Basics	Advanced Archive Settings	
Criteria	These options apply to all archive criteria you create and enable for this application.	
Advanced	Delete a document only when the criteria can delete all responses as well.	
Schedule	This setting does not apply when using drag and drop or the menu item to archive user selected documents.	
	Log all archiving activity into a log application	
	archiveV_kuldeepsingh.nsf	
	Include links to archived documents.	
	-	
	ОК Са	ncel

12. Now you may select emails to be archived & dick on "Action" "Archive Selected Documents", It will create fresh Archive database

12. Now go to Schedule tab, check "Schedule Archiving", define schedule time & check days of the weeks when you want Archive to be run. Now click on "Any Location".

Archive Sett	tings	? ×
Basics Criteria Advanced Schedule	Archiving Schedule on Local Workstation This schedule will apply to all archive criteria enabled for this database. Image: Construction of the schedule archiving Run at Image: Construction of the schedule archive criteria enabled for this database. On these days Image: Construction of the schedule archive criteria enabled for this database. Image: Construction of the schedule archive criteria enabled for this database. Image: Construction of the schedule archive criteria enabled for this database. Image: Construction of the schedule archive criteria enabled for this database. Image: Construction of the schedule archive criteria enabled for this database. Image: Construction of the schedule archive criteria enabled for this database. Image: Construction of the schedule archive criteria enabled for this database. Image: Construction of the schedule archive criteria enabled for the schedule archive cri	
	Perform Scheduled Archiving when Using ● Any location ● Specific location Home ✓ Kuldeep lotus admin Offline Reset to default	
	ОК Са	ancel

Note: 1. Make sure scheduled time should be business hours as archiving will run once user is logged in to lotus notes.

2. There should be at least 2 minutes difference between scheduled archive of each users. It will help you to avoid unwanted bandwidth consumption as well as server better performance because deletion stubs will not replicate at the same time.

3. If you keep manual archive that is also fine, user just needs to press on Archive button as & when he/she receive quota warning message.