



Installation Manual for
TheRepository™
Windows Version

Published by

Archive Index Systems, Inc.

P.O. Box 40135
Bellevue, WA 98015

425-644-6449 Fax 240-384-7297

www.archiveindex.com
<http://www.the-repository.net/>
[mailto: sales@archiveindex.com](mailto:sales@archiveindex.com)

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Version 3.0.0
September, 2006

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Archive Index Systems, Inc.

PO Box 40135

Bellevue, WA 98015

425-644-6449

www.archiveindex.com

doug@archiveindex.com

Technical Support

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Installation of the Windows version of TheRepository™

Date of instructions: September, 2006
For version 3.0.0

First-time installation of TheRepository™:

1. You will need to write down the MAC address of the network card on your server when it displays during the installation process. The MAC address will have to be e-mailed to sales@archiveindex.com to receive your license key to complete the installation program.
2. TheRepository must be loaded on a server running the server version of Windows 2000, or 2003.
3. The program currently uses Apache for the Web server. If Apache and Microsoft IIS are to co-exist on the same server, then they must be associated with different TCP/IP ports. Both systems are associated with port 80 (World Wide Web HTTP) by default. A conventional alternate choice for one of the systems would be port 8080 (see <http://www.iana.org/assignments/port-numbers>).
4. Microsoft SQL server also prevents TheRepository from operating because SQL server starts IIS and there is that port conflict previously mentioned.
5. During the installation process the program will install the Berkeley database engine on the server. The Berkeley database support programs will install in a subfolder of the "Support program archive" folder (the BIN folder) created during installation. Our suggestion is to name TheRepository folder REP, as the examples will show.
6. On the Repository Installation Utility form you will notice both slashes (/ and \) are displayed. The forward slash / is what Apache is expecting to see and the back slash \ is the standard Windows format that the operating system expects to see. The installation program will automatically correct any of the slashes if you get one wrong.

Start the Installation:

There are three parts to the installation. The **first** is installing TheRepository basic programs. The **second** is configuring the Apache web server. The **third** is installing GhostScript on your server and adding a path statement for GhostScript.

REP_INSTALL - Repository Installation Utility

Mac Address: 000-475-73f-3a3

License Key:

License parameters:

Installation Parameters:

Installation drive: C:

CGI Path:

CGI Prefix:

Document Root Path:

Support program archive:

Database root path:

TheRepository home path:

Default field storage path:

Default upload storage path:

Web server group name:

Web server user name:

System title:

System license host URL:

Web server host URL:

Backup path:

Backup hour:

Install Id: Automatic file overwrite?

Figure 1: TheRepository Installation Utility.

1. Installing TheRepository Program.

1. There are two methods of receiving the software: by download or by CD. If you downloaded the software, unzip it into a temporary folder. If you received the CD load it into your CD drive. Then open the rep_install.exe program.
2. The first menu looks like Figure 1 and is called the “Repository Installation Utility” menu. You should expand the menu down so you can see more of the fields you will be filling out.
3. You should think about where you are going to place the various directories on your server. You have three main areas where files/data will be placed. First, the location where the program executables will be loaded by the installation program (TheRepository home path); The second is

where the Berkeley database tables are located for the program and for each of the individual databases, and both do not have to be in the same location (Default field Storage path). The third is the location where the uploaded files reside (Default uploaded storage path).

4. If you received your software from other than download, you will need to request a license key. To get your license key, we need your MAC address, which will appear on the first line of the install program menu. You should write it down and e-mail it to sales@archiveindex.com with the words “MAC address for license key for XX users” in the subject line and in the body of the e-mail, replacing the XX for the number of users you have paid for. You can also call us (1-425-644-6449) during business hours and receive a license key.

If you received your software via download from the The-Repository.net web site, you will have received a confirmatory e-mail, which contains the license key.

5. Type your license key into the License Key line and then hit your TAB key.

6. If you are performing an update or re-installing the program, when you hit the TAB key the program will read the system.cfg file in the Home directory path and automatically fill out the fields that were last there. If this is a fresh install you will start filling out the fields covered below. If you are performing an upgrade or update make sure you check the box labeled “Automatic file overwrite.”

In the examples that follow, we assume that you have created and are using a folder named **Rep** for the installation. If not substitute whatever folder name you are using.

Installation drive: The default drive letter where the program will reside.

CGI Path: The Windows location on your server where the CGI files will be located.

Example: C:\rep\cgi\ (\rep is the directory where the Repository programs will be loaded)

CGI Prefix: The location where the Apache web server will find the CGI scripting when it is generating the web pages.

Example: /cgi-bin

The programs that reside in that directory are:

rep_admin_menu
rep_browse
rep_dbadmin_menu
rep_file

rep_login
rep_search
rep_webapi

Document Root Path: Is the directory path where the web server, Apache, will find the `index.html` file and the two directories called `help`, which contains the help files including the sound and flash presentations, and `icon`, which contains all the icons for the program. We give you a default `index.html` file to start off with but you should modify this file to reflect your company or agency. If you already have an `index.html` file we will not replace it but you will have to copy the html code associated with the login button.

Example: `C:\rep\www\`

Support program archive: This is the location where other assisting programs are located. Some of these programs are: `DllStore`, `GhostScript`, `GnuWin32`, `ImageMagick`, `XnView`, `zip` and others.

Example: `C:\rep\bin\` (bin is short for binary)

Database root path: This is the location where the Berkeley database tables for the administrative parts of the program are stored such as users, groups, directory trees, OCR engine files, etc.

Example: `C:\rep\home\`

TheRepository home path: This will be the location where the primary program executables are located but as of this release it is not used. In this release the programs are placed in the database root path.

Default field storage path: The field storage area is where the program will put the database field information which comes from performing data entry (filling out database fields). When you create a new database the program will create a subdirectory, with a hexadecimal name, which will be the location of the database tables. You can change this location just after you create the database by entering the “edit database” information in the administrative part of the program. This does not have to be on the same server. See manual for complete explanation.

Example: `C:\rep\home\fields\`

Default upload storage path: The location where the uploaded files will be stored by the program. This directory does not have to be on the same server.

Example: C:\rep\home\data\

Web server group name: This field is not currently used.

Web server user name: This field is not currently used.

System Title: This is the title of the database that shows up on the login page.

Example: Archive-Index Windows Demo

System license host URL: The URL of the server the program resides on.

Example: 192.168.0.9

Web server host URL: The URL of the server where the Apache web server is located. Usually this will be the same server TheRepository program is loaded onto but it does not have to be.

Example: 192.168.0.9

Backup path: The location where the database tables will be backed up. It does not have to be the same server as the program server and it is best to have the backup on another server.

Example: C:\rep\backup\

Backup hour: The time (military time) when the backup will be performed. This feature is only activated if it is turned on in the Systems Setting of the program, accessed only by the System Administrator.

Example: 3

Install Id: If you are running more than one copy of TheRepository on the same server you will have to number each separate installation. For the most common installation with only one copy running, just leave this blank.

Automatic file overwrite?: If This is the first time The program is being installed then it does not matter if this box is checked but if you are performing an update then you must check this box otherwise the newer versions of the program will not be installed over the existing files.

Check Parameters: This option will check the consistency parameters entered.

Hit the install button.

During the installation process the program will display two messages. The first will appear only if this is a reinstall or upgrade and it will ask you if the install program should replace the old `system.cfg` file. You will say

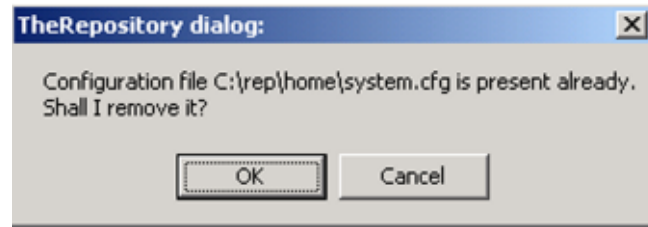


Figure 2: Question about existing configuration file.

“yes” and continue. The old configuration file will have a `.0001` placed after it.

The second warning is really an informational one telling you to make sure there are two lines added to the Apache configuration file. The first



being: `DocumentRoot "C:/rep/www"` and the second is the `ScriptAlias /cgi-bin/ "C:/rep/cgi/."`

2. Configuring the Apache Web Server.

After the installation program is finished, close the program and proceed to edit the Apache configuration file through the Apache program tool. Go to the **Start** menu and go to **Programs** option. Then select **Apache HTTP Server** ▶ **Configure Apache Server** ▶ **Edit the Apache httpd.conf Configuration File**

Search for the following lines in Apache:

(Note: the # symbol is used preceding commentary lines and they are not modified. You will modify the lines that do not have a # preceding it.

1. Search for “servername” then type in the IP address of your server.

2. Search for “documentroot” and type in the path Apache will find the index.html files as well as the help and icon directories. Example: “C:/rep/www”

3. Search for “ScriptAlias” and type within the quote marks the location Apache will find the cgi folder, where it will create the web pages: Example: “C:/rep/cgi/”

After these three steps have been completed make sure you save your changes in Notepad and then close the file. The next step you must restart Apache so the changes you just made will take effect. Go to the Start menu and go to Programs option. Then select Apache HTTP Server ▶ Control Apache Server ▶ Restart Apache. A command prompt window will briefly appear and that will complete the installation process.

3. Editing the index.html file.

The default index.html file we give you will acquire the correct IP address from the install program but if this is a reinstall on a network the changes the IP addresses if the routers have been turned off, you will have to modify the IP address in the index.html file. The line you have to modify is: <form action=”http://192.168.0.6/cgi-bin/rep_login”>.

4. Installing GhostScript.

The GhostScript program is used to generate the images and convert to various image formats. The install program will install the GhostScript install program called gs854w32-gpl.exe. You will find this program in the main Repository directory in a subdirectory called supp\GhostScript. Their install program will have a default location of c:\program files\gs, do not change it.

Example: c:\rep\supp\GhostScript\gs854w32-gpl.exe

After you have installed the program you must insert a path statement so Windows know where to find the program when it is called from our program. To add or change the Path statements in Windows go to the Start menu and go to Control Panel. In Control Panel select System. In the System menu box select the last tab called Advanced. The next menu

will show three choices. You will select the middle one called **Environment Variables**. The next menu will show two windows, you want the lower one called **System Variables**. Scroll down until you see the word "Path" then highlight the line and select **Edit**. Add the following at the end of the line: ";C:\Program Files\gs\gs8.54\bin". Save the changes and close the Control Panel.

Important: After you have installed TheRepository program and modified the path statement you must reboot the Windows server.

Starting TheRepository Program.

TheRepository program will have been installed as a Windows service (The Repository Lock Server). When the installation program terminates, the Windows service should be running. It is set-up to automatically start when the Windows system is booted. Its start-up status can if you wish be modified using the Windows service management menu.

This completes TheRepository installation.

Important Operating Things to Know

This section is not intended to substitute for reading the program manual but this is a summary of important basic things to do and features that will make operating the program easier.

The first and most obvious feature of TheRepository is that it is entirely WEB based. You access the program entirely through a WEB browser including administrative functions. Not all web browsers are equal and some will display images and code differently. We have tested the program with Internet Explorer 6 and Netscape 6 & 7.

System Requirements

The program will perform best using a Pentium 4 and above CPU. You should have at least 1 GB of RAM memory. As your database tables get larger the system will want to load them into memory. If you run out of RAM memory the system will start caching data onto your swap area on your hard drive. This will slow operations down considerably so make sure you have enough RAM memory on your Windows or Linux server. We recommend SCSI hard drives of at least 10,000 rpm speed and a reliable RAID controller by Adaptec or other well known brand name. Stay away from IDE hard drives or RAID controllers; they don't last and are slow.

There is a **Tmp** subdirectory in TheRepository **Rep** directory, used by the program for batch uploads and OCR processing. Make sure you have enough free disk space that will accommodate both large batch uploads and OCR swapping if you have that option.

Weekly and Monthly Server Cleanup.

The program comes with an automatic back up of the database tables. We do not backup your downloaded files because as assume your IT department will have set up for nightly incremental backups of your storage areas. We have had customers that have filled up their server with too many backup files of the database. Make sure you delete older backup files or you will eventually fill up your server.

TheRepository also comes with a full audit trail that will track everything a user does on the system including their IP address. The program creates a tsv file that is located in the **database** directory, where the program files are located. The file is called **rep.log**. If this file gets larger than 2 GB the program will not load up because the program can not write to the file because it has reached its limit in a 32 bit operating system. You must make sure this log file does not get that big and delete or rename the old files.

Procedures:

The program has no limitations to it. You can create as many totally separate databases and each database can have its own logo up on top. The Storage areas can be on any server on your network and you can create multiple storage areas per database. The same is true for the number of groups and users you can create. With this much flexibility you must keep track of what you created in the program. When you create a database the program will create a default storage area of 650 MB and place it in the default storage area states in the **System Settings** section in the Admin section. If you wish to place the storage area somewhere else for that database, you can change the default location, by going into the **Edit Database Properties** area in the **Database Menu** and just change the location. Make sure you move the database tables to that location. If you are importing files into the program and the processing menu says that it cannot store the files, that means you have filled up that storage area and it is time to create new ones. The procedures are covered in the full manual.

The first think we suggest you do is plain out the database you want to create and create them first. Then create at lease one additional storage area, but you should not create one larger then what you can store on a CD or DVD. This is for legal reasons (see our web site at www.archiveindex.com and go to the State laws for document imaging).

After you have created your databases create any Groups and assign what access right they should have per database. After the groups are created, start creating users and assign them to groups. That is the easiest way of doing it. If the person will be a supervisor just check the box and that user will have all access to the program except the **System Settings**, which is reserved for the System Administrator.

After the groups and users are created then go into each database and create the individual indexes. Again, we did not limit you as to the number of indexes you can create. Each index can have as many data fields as you wish.

Help Files for Users

To make life easier for the end users and the IT staff, we have created Macromedia director files for all the main menus in the user side of the program. You can also access them through the **Help** link on the top right of the browse page. These help files will display screen shots and voice explanations of what the users is supposed to do and what the results will be.

For additional help and setup please contact you Valued Added Reseller (VAR) of TheRepository program.

