

Installing the Observatory Archive

Overview

The Observatory Archive is a very simple database. Unlike other components of the system, there are no agents and no administration forms to configure.

The Archive provides views and forms to display Project Reports, Project Commitment Reports, and Library Documents.

Note: If you add additional "LD..." subforms to your Observatory you should add them to the Archive design also so that Library documents created using those new document formats can be read.

Installation Process

Review the *ReadObs* file in the \OBS directory on the distribution CD!

Creating the database on the server

1. Copy the distribution database template "POBSA200.NTF" (the number may change from release to release) from the \OBS\OBSADB directory on the distribution CD to your local Notes\Data directory.
2. Using Windows Explorer, change the file attributes on this file from Read-only to Read Write. Since the file is stored on a CD, it is Read-only. But in order to modify the template, now or in the future, you must have Read/Write access. Select the file. Select the command "File Properties" from the Explorer menu, and uncheck the Read-only checkbox.
3. Switch ID to your new Observatory ID.
4. Sign the template with the Observatory ID.

Notes 4. Use the Server Administration command: Tools, Server Administration, Database Tools, Sign a Database, Sign Every Design Note. You will have to enter the file name of the template (POBSA200.NTF) since only databases show in the list. Depending upon system performance and network speed, this operation can take several minutes. It will always take at least a minute.

If the signing process appears to complete instantaneously, then you have pressed the "Done" button rather than the "Sign" button on the

form. This is a very common problem due to the design of the form. Go back and do it again.

When done, look at the design tab of any of the agents in the template. It should show that the "last modified by" ID is your Observatory ID.

In Notes 5, the Sign Database command is located in the Administrator client.

5. Create a new database from this template. Note that the template name is PjtObsArchive Template200. (The number at the end may change from release to release.)

Select File, Database, New...

Server: Specify the intended server, this should be the same one that holds the Observatory Center database.

Title: - We suggest something easy to recognize like "MyCo Observatory Archive"

Filename: - Choose a short file name such as OBAR.NSF. Do not include spaces or punctuation.

Note: Put the database into the root of the data directory of the server. If you must put it into a subdirectory, ensure that the name of the subdirectory name does not contain any spaces or other characters that are used in URL's such as _ + & .

Size: - Set the database size to 4 Gigabytes.

Access Control

The Observatory design specifies 4 roles which should be assigned to appropriate.

[OBSADMIN] - used to give administrative power.

[OBSAGENT] - used for agents to allow them to modify all documents. The observatory ID must have this role.

[OBSANALYST] - used to assign limited administrative power for classification.

[OBSEXEC] - used to provide read access to all documents. This should be restricted to executives with unlimited "need to know" authority. Will override Read Access limitations set on individual reports.

Open the database on the server, go to the access control list and add the special observatory ID to the access control list as Manager. Assign it the roles of [OBSADMIN] and [OBSAGENT].

Add your own personal ID to the access control list with the role of [OBSADMIN].

Connecting the Archive to the Observatory

Open the Observatory Database and go to the Management navigator. Select the administration tab and open the Observatory Administration Form.

Set the URL of the Archive database in the Web Access and Email Setup section under Related Databases. Make sure this is valid by copying it to the location field your web browser. The Observatory Archive navigator should appear.

Go to the Archiving Section of the Administration Form and set the following:

Server Name for Observatory Archive Database: This must be the same server that the Observatory Center database agents run on.

File name: This must be the file name of the Observatory Archive database. The administration form validates (when saved) that the archive is accessible.

The following options would normally be set Yes. But note that you cannot set Yes unless you have entered in the name of the Observatory Archive database in the line above.

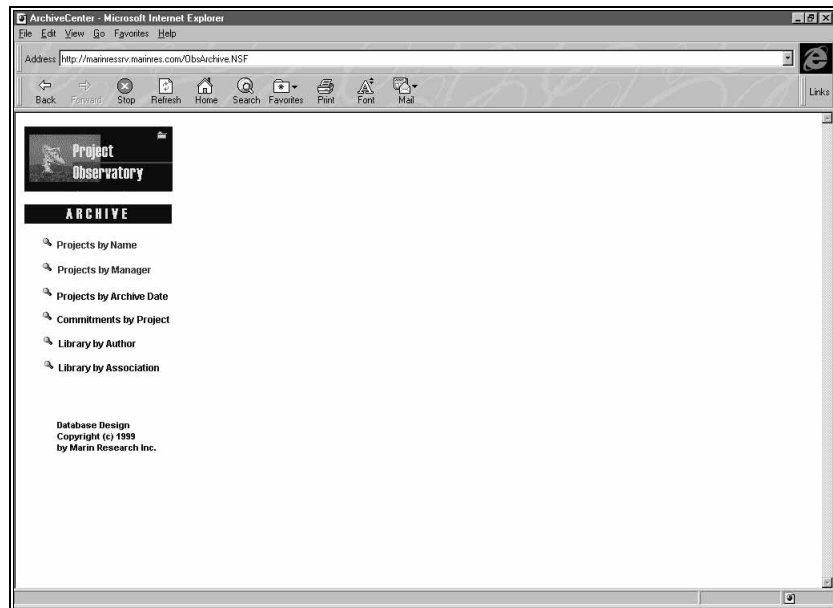
Enable Archiving of Project Reports when they are deleted (Yes/No)

Archive associate Project Commitment Reports (Yes/No)

Archive associated Library Documents (Yes/No)

These setting will normally be Yes. Consult with your Project Office manager for the settings in the remainder of this section.

Close and save the administration form.



Observatory Archive opened from a browser

