

Repository Cleanup

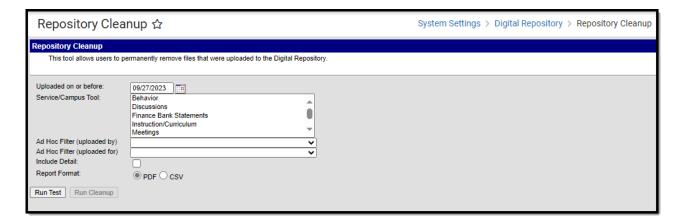
Last Modified on 03/22/2024 10:09 am CDT

Field Descriptions | Running a Test | Running the Cleanup

Tool Search Term: Repository Cleanup

The Repository Cleanup tool allows you to permanently remove files from the Campus Digital Repository (CDR). Occasionally, it may be necessary for you to remove files permanently. For example, you might have a District policy that requires removing documents for students who are no longer enrolled.

You do not need to use this tool to remove missing or incomplete files. All missing files and incomplete uploads are automatically purged from the CDR daily at 5 AM.



Repository Cleanup Tool

Field Descriptions

Field	Description
Uploaded on or before	Files that were uploaded on or before the date you select in this field will be permanently removed.
Service/Campus Tool	This is a comprehensive list of Campus tools where documents have been uploaded. Only files that were uploaded in the tools you select will be deleted.
Ad Hoc Filter (uploaded by)	Select an Ad Hoc filter to only remove files uploaded by a specific person or person(s).
	Ad Hoc Filters do not limit the repository cleanup to specific calendars.

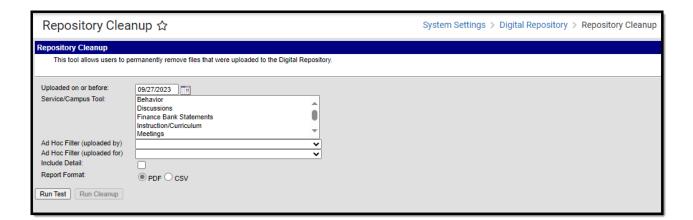


Field	Description
Ad Hoc Filter (uploaded for)	Select an Ad Hoc filter to only remove files uploaded for a specific person or person(s).
	Ad Hoc Filters do not limit the repository cleanup to specific calendars.
Include Detail	When this checkbox is marked, the report that displays after the test and cleanup will include the following details for each file: file name, file size, upload date, uploaded by and uploaded for.
	If this checkbox is not marked, a simple summary with the number and total size of the files displays in the report.
Report Format	After running the test or the actual removal of files, a report displays in the format you select.

Running a Test

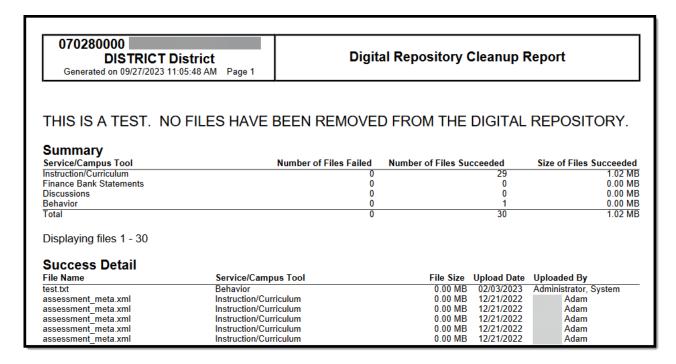
- 1. Determine if you would like file name, file size, upload date, uploaded by, and uploaded for data to be included in the test report. If so, mark the **Include Detail** checkbox.
- 2. Select the **Report Format**: PDF or CSV
- 3. Click the **Run Test** button to view a summary report of the files that will be permanently removed.

You must use the **Run Test** feature before permanently removing files.



Below is an example of the cleanup report with details included (shown in the Success Detail section).



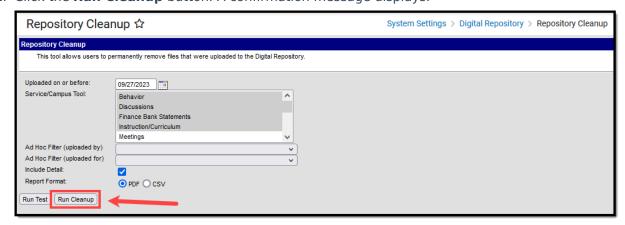


Digital Repository Cleanup Report in PDF with Details

Running the Cleanup

You must use the **Run Test** feature before permanently removing files.

1. Click the Run Cleanup button. A confirmation message displays.



2. Click **OK**. The files are now permanently removed and the Digital Repository Cleanup Report displays.



0281 SCHOOL **DISTRICT District** Digital Repository Cleanup Report Generated on 05/23/2017 10:29:06 AM Page 1 Some files were not properly deleted from the cloud, please re-run the Cleanup Report Summary Service/Campus Tool Person Documents (default) Total Number of Files Failed Number of Files Succeeded Size of Files Succeeded 0.24 MB Displaying files 1 - 3 Success Detail File Size Upload Date Uploaded By 0.04 MB 01/01/1960 Administrator, System 0.19 MB 01/01/1960 Administrator, System Service/Campus Tool File Name CDRUploadPaths Person Documents (default) Person Documents (default) Component1 Failure Detail File Size Upload Date Uploaded By 0.16 MB 01/01/1960 Administrator, System File Name Service/Campus Tool Component2 Person Documents (default)

The report will detail which files were successfully deleted (Success Detail) and which failed to be deleted (Failure Detail). If some files failed to be deleted, please re-run the Repository Cleanup tool.