

USER GUIDE

SIATEL MEDIA TOOL

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INTRODUCTION



In this document, and in SIATEL Media Tool interface, the “medium” word is used to describe a storage medium such as a CD, DVD or Blu-ray.

SIATEL Media Tool allows you to:

- Make backup copies of documents on a medium;
- Archive on a medium documents that will remain visible in Gargantua Web Client, and available for viewing if the corresponding medium is inserted into the server optical drive;
- Create Auto Media containing documents and SIATEL Auto Media, a light version of Gargantua Web Client that allows you to view them in their original classification scheme.

This document explains how to use SIATEL Media Tool.

To know how to install SIATEL Media Tool, see the “SIATEL Media Tool - Installation guide” documentation.

For more information about SIATEL Auto Media, the light version of GARGANTUA Web Client available in an Auto Media, see the context help directly available in the [Help](#) tab of SIATEL Auto Media.

STARTING SIATEL MEDIA TOOL

Once installed, SIATEL Media Tool is available in: **Start** menu > **Programs / All programs** > **SIATEL** > **Siatel Media Tool**. A shortcut icon is also available on the desktop.

1. Start SIATEL Media Tool from the list of programs or the desktop shortcut.

The following login window displays:



2. Enter your Gargantua user name and password, and the server URL, and click **OK**.



By default, the server URL has the following form: "http://MyServer:8080/siatel-web/". It is the same URL as the one used to log in to Gargantua Web Client.



To use SIATEL Media Tool, you need to have the "Full access" privilege and the access right to the "Media" component. If you do not have enough access rights, contact your administrator.

The SIATEL Media Tool window displays.

TYPES OF JOBS

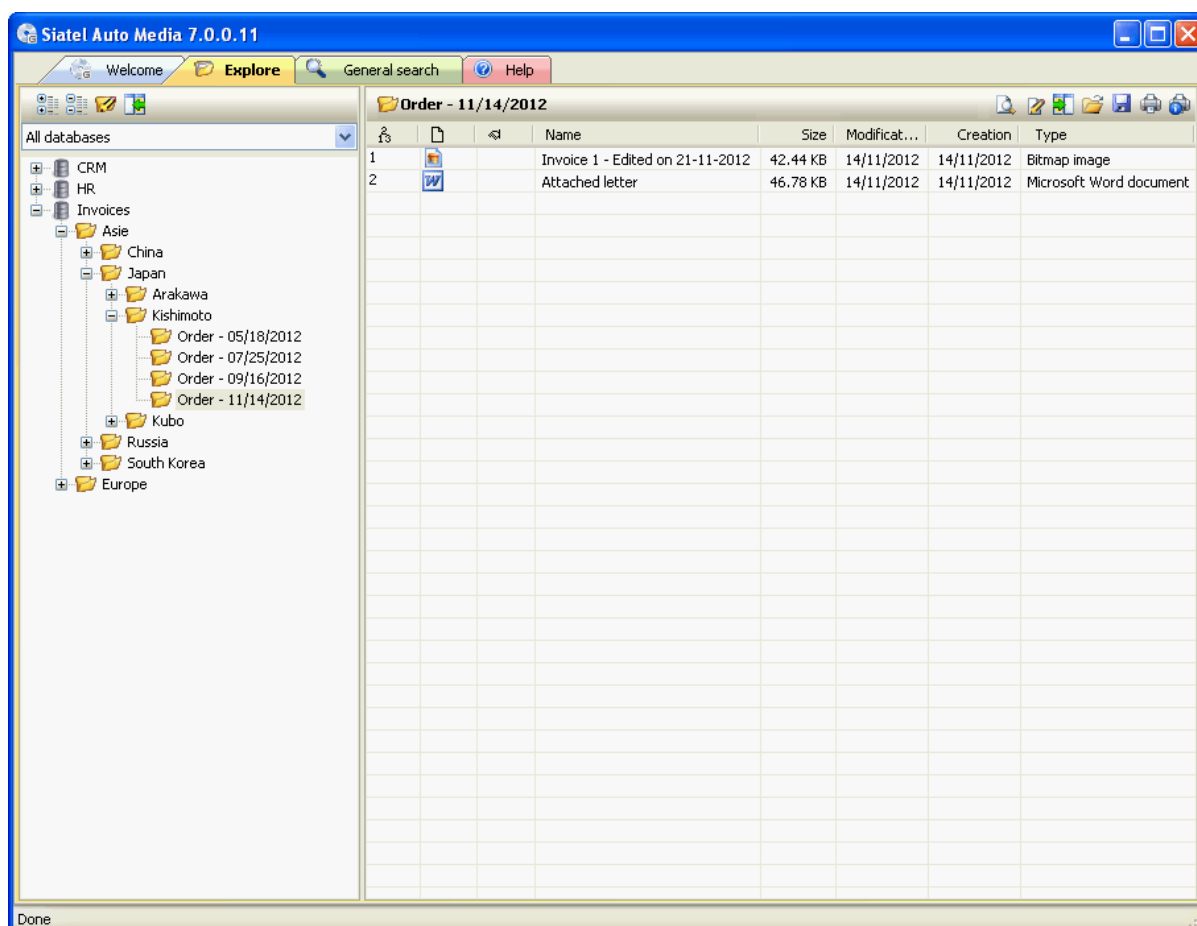
SIATEL Media Tool includes different types of jobs allowing you to burn data on a medium (CD, DVD or Blu-ray) in order to back them up, to archive them or to hand them over to someone for viewing.

STANDALONE REDISTRIBUTABLE DISC

A **Standalone redistributable disc** job allows you to create an “Auto Media” containing:

- The folders of your choice, selected from one or several Gargantua databases;
- SIATEL Auto Media, a light version of Gargantua Web Client allowing you to view the content of the folders with its original classification scheme on a computer where Gargantua is not installed.

SIATEL Auto Media interface is as follows:



BACKUP DISC

A **Backup disc** job allows you to create a backup copy of the documents of your choice on a medium.

This type of backup does not allow you to restore data in Gargantua in case of original data loss.

ARCHIVE DISC

An **Archive disc** job allows you to move some documents to a medium. The corresponding documents will remain visible in Gargantua Web Client and will be accessible for viewing if the right medium is inserted into the server optical drive. This type of job applies to documents that are not frequently viewed.

For more information, see [Moving documents to a medium](#).

AGGREGATED STORAGE ARCHIVE

An **Aggregated storage archive** job allows you to create a backup copy of documents that were stored in a storage area of **Aggregated file storage (fixed size)** type on a medium.

This type of backup does not allow you to restore data in GARGANTUA in case of original data loss.

STARTING A JOB

To start a job, proceed as follows:

1. From the SIATEL Media Tool home screen, you can:
 - Click **Start new job**, and select a [job type](#).
 - Click **Select a completed job**, and select a job previously launched.
2. Click **Next**.
3. Configure the [different job options](#).

CONFIGURING A JOB

When running a job, the following screens successively display to allow you to configure the burning process and select the medium content.

CONFIGURATION SCREEN OF THE BURNING PROCESS

Configure the following options related to the burning process:

Disc size

The graduated bar located in the **Disc size** frame allows you to see at a glance the amount of used and free space on the media inserted in the optical drive.



If the media inserted in the optical drive is a rewritable disk that already contains data, it will be entirely erased before the burning, even if there is enough free space to keep the data.

Disc information

Disk type

This information specifies the type of disk inserted in the optical drive: CD, DVD or Blu-ray.



“R” means the disk can be burnt only once. “RW” means the disk is rewritable.

Total size

This information specifies the total size of the disk inserted in the optical drive.

Disc ID

This information specifies the identifier of the disk inserted in the optical drive, if any.

Device information

Device

This information specifies the name of the optical drive model available on your workstation.

Type

This information specifies the type of optical drive available on your workstation. The optical drive must have the burning feature.

Burning speed

This drop-down list allows you to select the burning speed. Disks burnt with a slower speed will have a longer lifetime.

Other options

Do not burn the media when job finished

This checkbox allows you not to burn the disk at the end of the job, but to create an ISO image which can be burnt later.



An ISO image is a file with an .iso extension. It is the image of an optical disk (CD, DVD or Blu-ray) as a file. It can be burnt using a burning software.

Disk size (MB)

This option is only available if you have checked the **Do not burn the media when job finished** checkbox.

This drop-down list allows you to select a size for the ISO image. The standard sizes of the most common disk formats are available in the list. However, you can select the **Custom size** value, and indicate a size in megabytes in the field located on the right side of the drop-down list.

Remove job from server when media burning is finished

This checkbox allows you to delete the current job when the burning ends. The job will not display in the SIATEL Media Tool list of completed jobs.

Do not allow burning over 80% of disc capacity

The area in the periphery of a disk is more fragile than its central area. For that reason, it may be recommended to burn only 80% of a disk in order that the 20% left, located in the periphery of the disk, remain blank. This checkbox allows you to apply this method, in order to reduce the risks of losing data.

Click **Next** to go to the data selection screen.

SELECTION SCREEN OF THE DATA TO INCLUDE IN THE DISK

Search the data to include in the disk, and add them to the selection. This screen does not display if you have selected a job previously completed.

SEARCHING THE DATA TO BE INCLUDED IN THE DISK

To search the data to be included in the disk, you can use the three different methods that are available in the three tabs of the left frame:

- **Explorer** tab:
 1. In the **Gargantua Database** drop-down list, select the database of your choice.
 2. Browse through the folders navigation tree to the folder of your choice.
- **Advanced search** tab:

1. In the **Gargantua Database** drop-down list, select the database of your choice.
2. In the **Attributes and value** section, for every row, you can select an attribute in a drop-down list and specify in the field the value for this attribute. You need to fill in at least one row.
3. Click **Search**.

This feature is not case sensitive: you can use equally upper and lower case.



This feature searches for the exact expression specified. If you only want to search for a part of the attribute value, you can use the "" operator (for example, use the "order*" expression to search for the "Order 29/10/04" value).*

- **General search** tab:
 1. In the **Expression** field, enter a search expression.
 2. In the **Search in** section, check the checkboxes corresponding to the objects in which you want to perform the search.
 3. In the **Search options** section, check the checkboxes corresponding to the options you want to apply to the search.
 4. In the **Gargantua Database** frame, check the checkboxes corresponding to the databases where you want to perform the search.
 5. Click **Search**.

ADDING FOLDERS TO THE SELECTION

To add folders to the selection, proceed as follows:

1. In the explorer or among the results of your search, select the folder of your choice or the database general content.
2. You can check the **Recurse** checkbox. This option allows you to include in the selection not only the content of the selected folder, but also the content of its subfolders.
3. Click **Add** at the bottom of the screen.

The selected folder displays in the right frame.

4. Click **Update** to know the size of your current selection and how much free space is available on the disk.
5. Repeat steps 1 to 4 as many times as needed until you get the selection you want. If necessary, you can remove folders from the selection: select them in the right frame, and click **Delete**.
6. When you are satisfied with your selection, click **Burning**.

The burning screen displays: the burning starts.

MOVING DOCUMENTS TO A MEDIUM

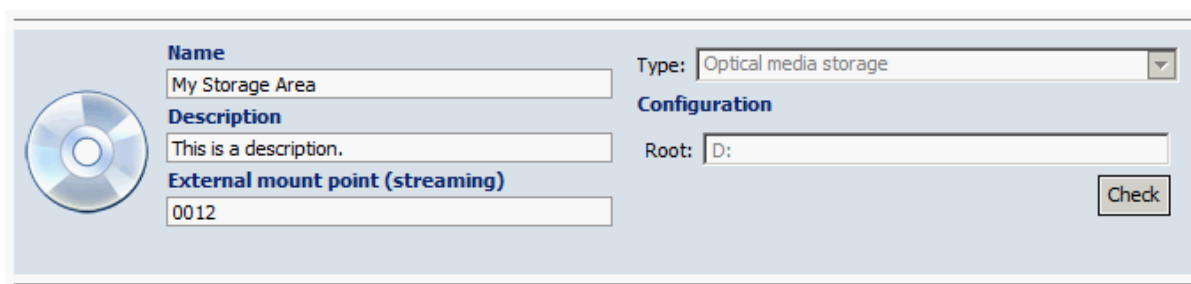
SIATEL Media Tool allows you to archive on a medium documents which will remain visible in Gargantua Web Client, and available for viewing if the corresponding medium is inserted into the server optical drive.

To move documents to a medium, proceed as follows:

1. In SIATEL Media Tool, burn the documents on a medium using an **Archive disc** job.

In Gargantua Web Client, the corresponding documents still display in the list, but cannot be viewed any more.

2. In Gargantua Administration Tool, create, if it has not already been done, a storage area of **Optical media storage** type.
3. In the properties of the storage area created, in the **Root** field, specify the path to the drive in which you will insert the media (for example, **D:**):

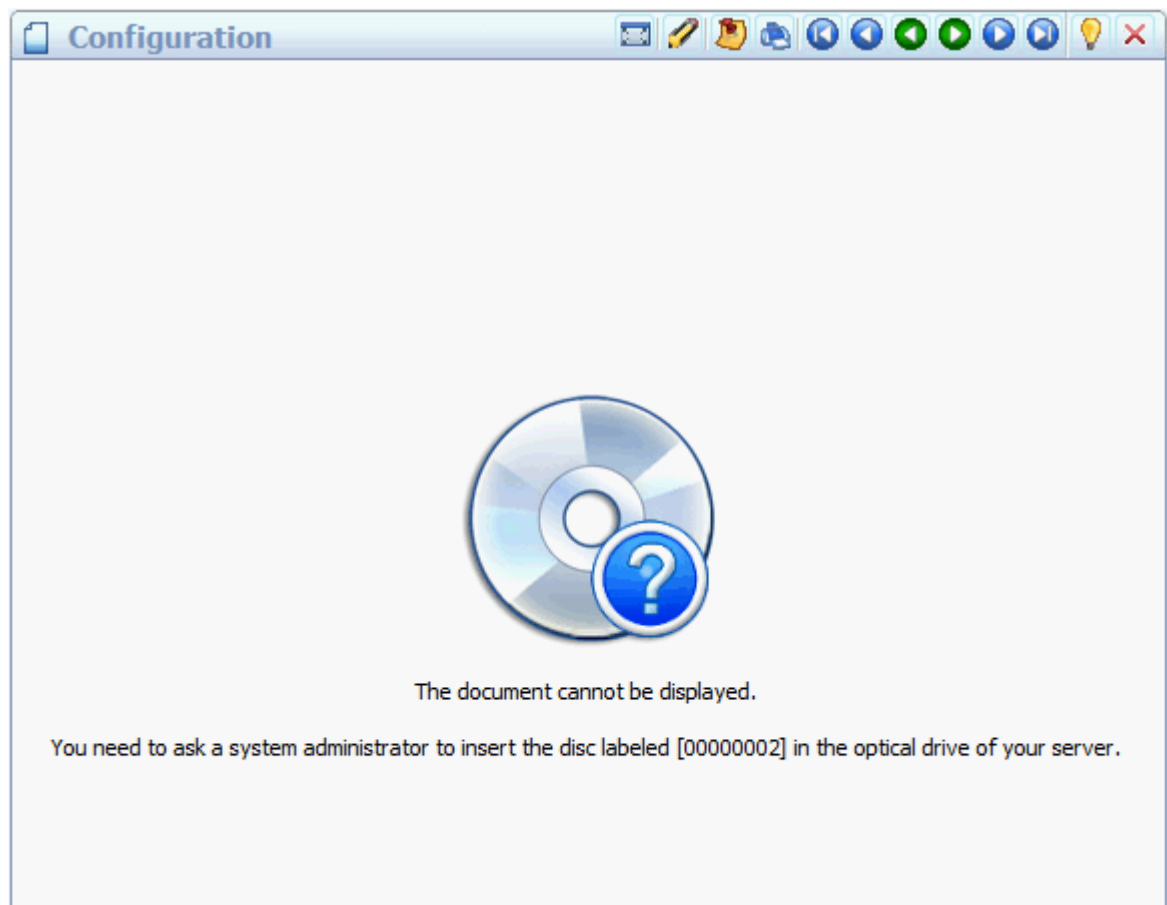


The screenshot shows a configuration window for an optical media storage area. On the left is a CD icon. The form has three main sections: 'Name' with a text field containing 'My Storage Area'; 'Description' with a text field containing 'This is a description.'; and 'External mount point (streaming)' with a text field containing '0012'. To the right, there is a 'Type' dropdown menu set to 'Optical media storage', a 'Configuration' section with a 'Root' text field set to 'D:', and a 'Check' button.

4. Create a storage rule that will transfer the burnt documents towards the newly-created storage area of **Optical media storage** type, and deploy it.

If the media is in the server drive, the users can view the documents.

If the media is in the server drive, the users trying to view the documents get the following message:



For the documents to be available for viewing, the medium must be inserted in a drive of the server, and not in a drive of the client workstation.

OPTIONS

To access the options from the SIATEL Media Tool home screen, click **Options**.

Check the **Stop the job if there are documents with missing files** checkbox if you want to stop the burning jobs when some of the selected files cannot be found.