



DATABASES

ADMINISTRATION TOOL

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WHAT IS A GARGANTUA DATABASE?

GARGANTUA databases are containers created with the Administration Tool where users can store documents (the files imported) and metadata (the form attributes).

GARGANTUA databases contents are physically stored in the following locations:

- The form attributes, and the information related to the documents classification tree, are stored in the PostgreSQL, Oracle, or SQL Server relational database.
- The files imported are stored in one or more folders, in the storage areas.

The administrator decides which user, group or role can access each GARGANTUA database.

The optimal number of GARGANTUA databases to create will depend on the characteristics of your collection of documents and on your work habits.

CREATING A GARGANTUA DATABASE

To create a new GARGANTUA database, proceed as follows:

1. In the left pane of the Administration Tool, click the **Gargantua Databases** branch.

The **Manage databases** screen displays in the right pane.

2. In the bottom left corner of the right pane, click the **New** button.

The **Manage database** screen displays.

3. In the **Identity** section, fill in the **Database name** field.

4. At the bottom of the right pane, click the **Apply** button.

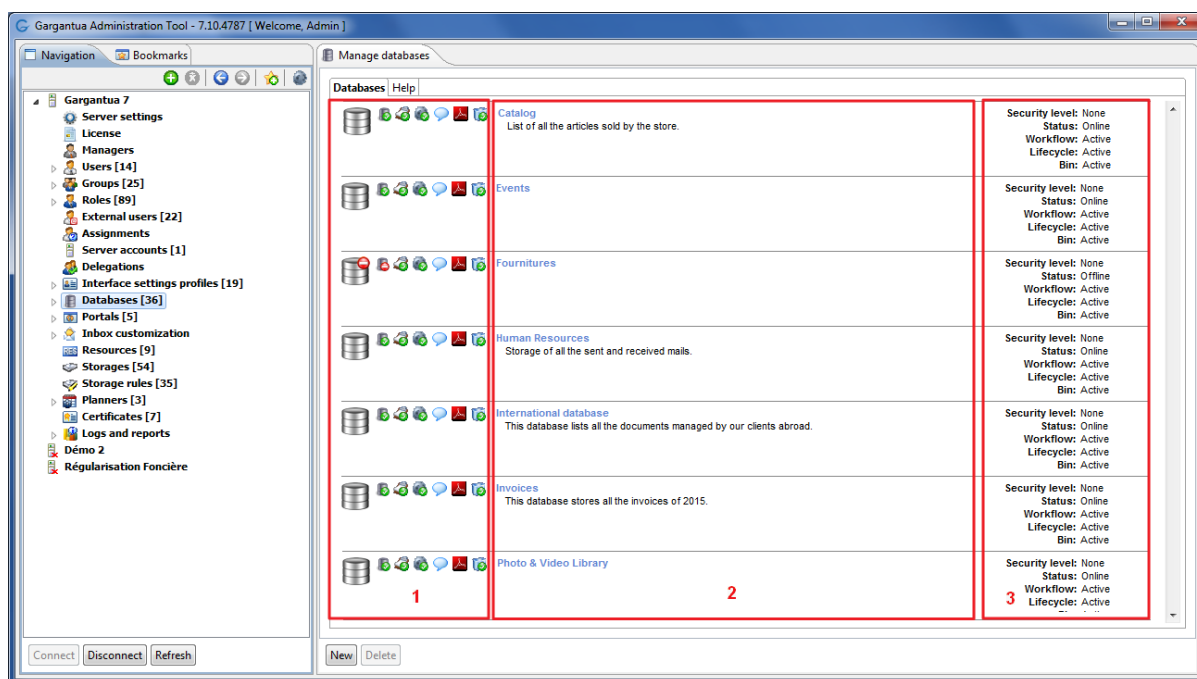
The database has been created: you can now [set the different options](#).

5. When you have finished configuring the database, click again the **Apply** button to save your settings.

“MANAGE DATABASES” SCREEN

GARGANTUA DATABASES LIST

The **Manage databases** screen, which lists all the databases of the current server, is as follows:



1. Column containing icons giving an overview of the [database status](#);
2. Column containing the name and the description of the database; the name is a hyperlink leading to the database management screen;
3. Column specifying the database security level, whether it is online or not, whether its workflow is active or not, and whether its lifecycle and bin are active or not.

GARGANTUA DATABASES STATUS ICONS

A set of status icons displaying in the **Manage databases** screen and in the sub-branches of the left pane gives information on each database status.

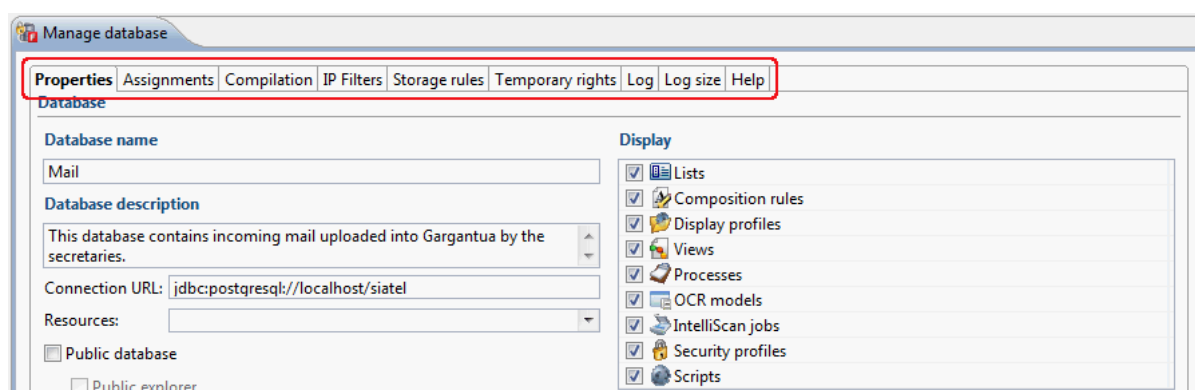
- Icon indicating that the content of the database has been indexed for full-text search;
- Icon indicating that the database is private (a public database is a database which content users can access as guests, without providing any username or password);

-  - Icon indicating that the database is currently offline; in the **Manage databases** screen, the  /  icons also indicate whether the database is online or offline;
-  /  - Icons indicating whether the database Workflow processes are currently active or inactive;
-  /  /  - Icons indicating if the database document lifecycle is currently active, inactive, or in debug mode;
-  /  - Icons indicating whether the database forum is currently enabled or disabled;
-  /  - Icons indicating whether the PDF display mode is currently enabled or disabled;
-  /  - Icons indicating whether the bin is enabled (the deleted objects will be moved to the bin) or disabled (the objects will be definitively deleted).

GARGANTUA DATABASE MANAGEMENT SCREEN - AVAILABLE TABS

The management screen of each GARGANTUA database contains the following tabs:

- The **Properties** tab gathers the database main settings: display, security level, full-text indexing, etc;
- The **Assignments** tab allows you to assign users, groups and/or roles to the database and to nominate managers;
- The **Compilation** tab allows you to view the compiler messages and to know if some design objects of the database might cause problems;
- The **IP Filters** tab allows you to filter the IP addresses from which the database can be accessed;
- The **Storage rules** tab lists the storage rules applied to the database documents (for more information, see the **Storage rules** branch help);
- The **Temporary rights** tab allows you to grant rights to users for a short period of time (less than one hour) after an object has been created. These rights can for example allow users who are not allowed to modify objects on the database to correct something on a document they have just added;
- The **Lifecycle jobs** tab allows you to view all the lifecycle jobs running on the GARGANTUA database. The lifecycle execution frequency (frequency with which objects will be scanned in order to be archived, deleted, etc.) is also set at form level (for more information, see the **Forms** branch help);
- The **Log** tab allows you to view the list of all the operations performed on the database, and to filter them according to some criteria (for more information, see the **Logs and reports** branch help);
- The **Log size** tab allows you to set options in order to reduce the database's log size;
- The **Help** tab allows you to access the contextual help.



“PROPERTIES” TAB

AVAILABLE OPTIONS

The **Properties** tab of a database management screen contains the following options:

Database name

This field must contain the database name.

Database description

This field can contain the database description.

Connection URL

This field allows you to specify the server and the relational database where the current database data will be stored.

This field is only editable when creating the database. You can enter in this field a connection URL pointing to an existing PostgreSQL, Oracle or SQL Server server. The URLs must have the following format:

`jdbc:postgresql://server-name/database-name`, `jdbc:oracle:thin:@server-name/database-name`,
`jdbc:sqlserver://server-name;instanceName=instance-name;databaseName=database-name` (see GARGANTUA server installation documentation for more information).

If this field is left empty, the GARGANTUA database is stored in the default relational database set by the `siatel.config.database.primary.url` configuration key (**G Menu > Server configuration > General**).



Using several relational databases, possibly located on different servers, improves data security and makes system maintenance easier.

Resources

This drop-down list allows you to select an image or a text to display by default when a Web Client frame is empty. The values available in this field correspond to the resources created from the **Resources** branch in the left pane of GARGANTUA Administration Tool.

Public database

This checkbox allows you to determine if the database should be public. If a database is public, its content can be accessed by guest users without providing any username or password.

Public explorer

This checkbox allows you to determine if the database explorer should be public. If a database Explorer is public, guest users can use it to browse the database content. If a database Explorer is not public, but the database is, the contents remain available to guest users, in particular from search features.

Enable database forum

This checkbox allows you to enable the database forum.

Save document thumbnails

This checkbox allows you to save the document thumbnails on the server, so they will load more quickly from the second time they are displayed.

Document thumbnails are saved in the same folder as the corresponding document files. As enabling this option uses space on the server, it is disabled by default, and should only be enabled if thumbnails display

will be used a lot on the database.

Enable PDF conversion

This checkbox allows you to enable the PDF viewing mode on the GARGANTUA Web Client documents.

Execute conversion on document display

This checkbox allows you to enable the PDF viewing mode on documents, as soon as they are displayed for the first time in the GARGANTUA Web Client.

Execute conversion immediately after document creation/modification

This checkbox allows you to enable the PDF viewing mode on documents, as soon as they are added or modified in the GARGANTUA Web Client.

For more details, please check [Configuring PDF conversion](#).

Apply watermark

This checkbox allows you to apply the selected watermark to all PDF documents in the GARGANTUA Web Client. If you want to apply a different watermark to the documents associated to a specific form, you can configure the Watermarks tab of this form. For more information, refer to the **Lists-Attributes-Forms** guide.

Sub-branches available in the left pane

These checkboxes allow you to select the sub-branches to display for the database in the left pane of GARGANTUA Administration Tool. The sub-branches that have been used and already contain design objects are grayed so they cannot be disabled by mistake.

Security level

This drop-down list allows you to [set the security level](#) for the database.

Default display profile

This drop-down list allows you to select a default display profile to apply to all the database objects that do not have a display profile explicitly set.

Full-text database/View stopfile/Add stopfile/Edit stopfile

These options allow you to [manage the full-text search](#) on the database. Thus, you can search for words or expressions within a document. You can also fine-tune your future searches by checking one of the following options:

Accents insensitive

Checking this checkbox allows you to search for words or expressions that take an accent, without necessarily typing them with their accent. It can be very useful if your database is made up of documents typed in a foreign language.

For example, you will find the French word “rôle” (role), spelt “rôle” or “role”.

Accents sensitive

Checking this checkbox allows you to search for words or expressions that take an accent, with the

obligation to spell them with their accent. It can be very useful if your database is made up of documents typed in a foreign language.

For example, you will find the French word “rôle” (role) only if typed “rôle”.

User choice

Checking this checkbox allows you to search for words or expressions that take an accent. It leaves the user the choice to spell them with or without their accent. Then, in the **Search** function of the GARGANTUA Web Client, the user can check the **Accent sensitive (full-text)** checkbox to add the accent constraint.

*For example, you will find the French word “rôle” spelt “rôle” or “role”, if you do not check the **Accent sensitive (full-text)** checkbox. However, you will not find the word “rôle” spelt “role”, if you check the **Accent sensitive (full-text)** checkbox.*

Storage areas

This table lists the storage areas used to store the files uploaded in the database.

The columns contain, in this order:

- The name of the storage area(s) used;
- The type of storage selected for each of them;
- The local or network location where the files are stored;
- **Exclusive** if no other database uses the storage area, **Shared** if files from different databases are stored in the storage area.

Database status

In this section you can:

- [Set the database as online or offline](#);
- [Start or stop the workflow of the database](#);
- [Enable, disable or set to debug mode the lifecycle](#);
- [Enable or disable the bin](#).

CONFIGURING PDF CONVERSION

WHAT IS PDF CONVERSION FOR?

The conversion PDF option allows you to enable the PDF viewing mode on the GARGANTUA Web Client documents.

If this option is enabled, users who will access a database from GARGANTUA Web Client will be able to view:

- The HTML version of documents;
- The original version of documents, with the ActiveX plugin mode;
- The PDF version of documents.



In the security profiles, the “View original file” access right allows you to forbid the access to the original version of documents, with the ActiveX plugin mode.



In the interface settings profiles, in the “Document viewer” section, you can select a default viewing mode.

OPTIONS AVAILABLE

In the **Properties** tab of each database management screen, you can configure the PDF conversion. The following options are available:

- **Enable PDF conversion**

This checkbox allows you to enable PDF conversion on the database.

- **Execute conversion on document display/Execute conversion after document creation/modification**

As creating the PDF version of a file can take some time, you can choose to execute it either when the file is viewed for the first time or when it is uploaded into GARGANTUA.



You can use the delayed operation for PDF files generation (available from the database explorer in GARGANTUA Web Client) to create the PDF version of all the files already in the database.

- **Extension filter**

This field allows you to specify the extensions of the files for which a PDF version will be created. The content of this field must be as follows:

```
+ [convert] ; - [exclude] ;
```

where **[convert]** corresponds to the extensions of the files to convert, without dot, separated by a semi-colon,

and **[exclude]** corresponds to the extensions of the files to exclude from conversion, without dot, separated by a semi-colon.

The **- [exclude] ;** part is optional.

Examples:

- To convert all the files, use **+* ;**.
- To convert only Microsoft Word files, use **+doc;docx ;**.
- To convert all the files, except Microsoft Word files, use **+* ; -doc;docx ;**.



PDF files are excluded by default from the conversion.

CASE STUDY

An administrator wants all the documents in the “Documentation” database to be available only in PDF format. Thus, he makes sure that the documents made available to users are not editable, and that the EDM version provided is the only version circulating.

The administrator proceeds as follows:

1. In the **Properties** tab of the “Documentation” database management screen, he checks the **Enable PDF conversion** checkbox.
2. All the documents being added by the same person, he selects the **Execute conversion on document display** option, to make users viewing the documents share the conversion waiting time.
3. In the **Extention filters** fields, he leaves the **++** default value to convert all files without exception.
4. In the **Security level** drop-down list, he selects the **Low** option to apply the same security profile to the whole “Documentation” database.
5. In the “Documentation” database **Security profiles** sub-branch, he creates a new security profile named “PDF Documentation”.
6. In the “PDF Documentation”, on the **Everyone** row, he grants the viewing access rights to all the database users (**See object’s name in lists**, **View folder attributes**, **View document attributes**, **View document content...**), but he does not grant the **View original file** access right.
7. In GARGANTUA Web Client, he goes to the “Documentation” database explorer.
8. In the folder navigation toolbar, he clicks the “Access rights” tool, and selects the “PDF Documentation” security profile.

The “Documentation” database having a low security level, the security profile applies to all its objects.

9. He accesses the “Documentation” database as a simple user to check his settings.

When a user views a documentation uploaded in Microsoft Word format for the first time, it displays in PDF directly. The user cannot switch to the ActiveX plugin mode to view the documentation original file.

INDEXING THE CONTENTS OF A DATABASE FOR FULL-TEXT SEARCH

The contents of text files (.txt, Office, and other formats), text area attributes, and notes associated to documents stored in a GARGANTUA database can be indexed for future search, if you check the **Full-text database** checkbox in the **Properties** tab of the **Manage database** screen.

To index a database for full-text search, proceed as follows:

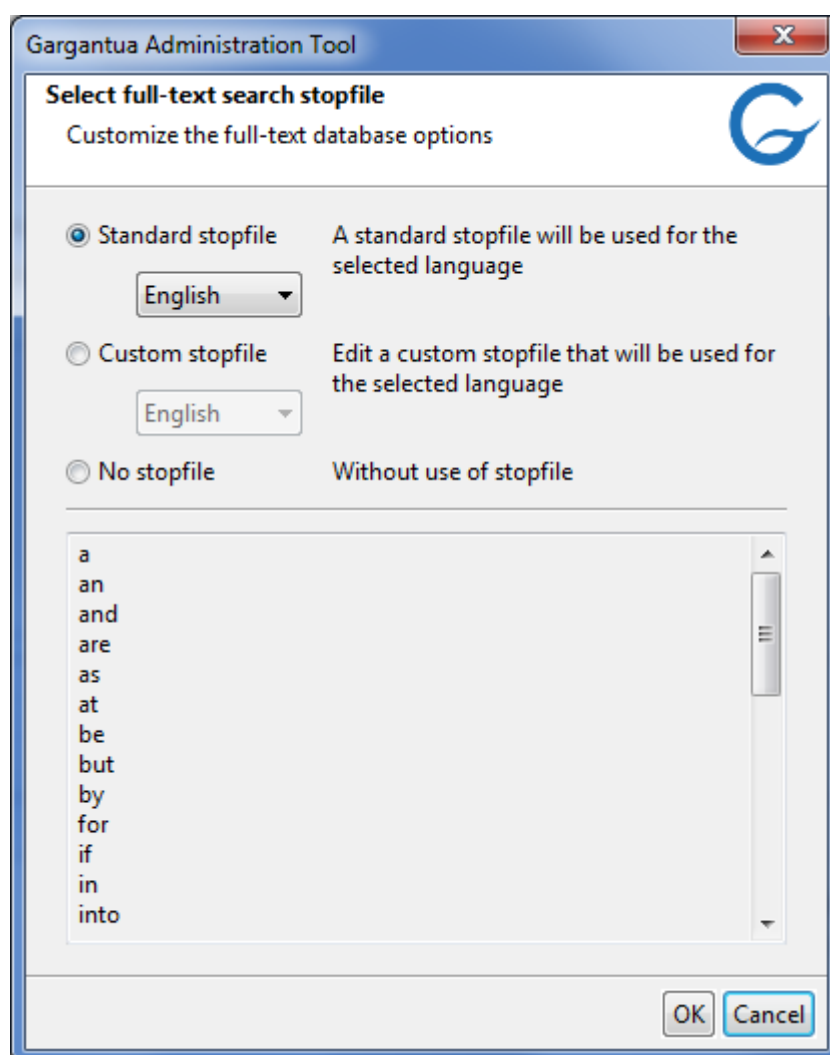
1. In the left pane of the Administration Tool, click the sub-branch corresponding to the database that you

want to index.

The **Properties** tab of the **Manage database** screen displays in the right pane.

2. Check the **Full-text database** checkbox.
3. Check one of the available options regarding the accents. For more details, check the paragraph in relation to the accents in the [Available options](#).
4. In the bottom left corner of the right pane, click the **Apply** button.

The **Select full-text stopfile** dialog displays.



The stopfile contains the list of the words that do not need to be taken into account in search expressions: it allows to set aside frequent irrelevant words such as “and” or “it” in a text in English.

5. If you want to use the default stopfile provided by GARGANTUA, select the first radio button in the dialog (**Standard stopfile**), and use the drop-down list to select the language corresponding to the contents

to index.

If you want to modify the stopfile, select the second radio button (**Custom stopfile**), use the drop-down list to select the language corresponding to the contents to index, and make the necessary changes directly in the text area of the dialog.

If you want to index all the words without exception, select the third radio button (**No stopfile**).

6. When you have selected an option, click **OK**.

Your choice has been saved: it will be applied to the new documents added to the database, and the existing contents will be automatically reindexed.

7. Later, if you want to access the stopfile, click the **View stopfile** button in the **Properties** tab of the **Manage database** screen.

If you want to modify the stopfile and/or the option you had selected in the dialog, click the **Edit stopfile** button in the **Properties** tab of the **Manage database** screen.

SETTING THE SECURITY LEVEL OF A DATABASE

4 security levels are available for a GARGANTUA database:

- **None** - The **Access rights**  tool in the Web Client is not available for databases with this security level: all the users that can access the database have all the access rights on all the objects.
- **Simple** - The **Access rights**  tool in the Web Client is available at database level: the access rights set at this level apply to all the objects of the database.
- **Medium** - The **Access rights**  tool in the Web Client is available at folder level: the access rights set for a folder apply to the documents it contains and to its sub-folders, except if it has been set otherwise.
- **High** - The **Access rights**  tool in the Web Client is available at object level: the access rights set for a folder apply to the objects it contains, except if it has been set otherwise.

SETTING A DATABASE AS OFFLINE

Selecting the **Offline** radio button for the database allows you to make it temporarily invisible and inaccessible to the Web Client users, except the DBA group members and the database managers.

When selecting this option, GARGANTUA prompts you to also [modify the workflow status](#). If you do not set the workflow as inactive, the process instances already started will keep running. However, users will not be able to start new ones.

STOPPING THE WORKFLOW OF A DATABASE

Selecting the **Inactive** radio button for the workflow allows you to:

- Suspend the execution of all the process instances of the current database;
- Temporarily prevent the Web Client users from starting new process instances of the database.

The process instances of the databases are paused: when selecting the **Active** radio button, they will start running again, and the authorized users will be able to start processes again.



If your processes have planners, the time count keeps going even when the workflow is inactive.

DISABLING OR SETTING TO “DEBUG MODE” THE LIFECYCLE

In the **Database status** section, you can set the lifecycle to **Inactive** or **Debug mode**:

- If you disable the lifecycle, all its tasks (for example, archiving or deleting documents after a given time) will be stopped.
- If you set the lifecycle to debug mode, all its tasks will compute which objects should be archived or destroyed, but the objects will be kept. The task log will be available in the lifecycle monitor (in the Web Client > G menu > **Monitor** > **Lifecycle monitor** tab).



You can configure the lifecycle in the “Lifecycle” tab of each form's management screen.

ENABLING OR DISABLING THE BIN

The bin prevents unintentional document deletion. From the bin, administrators can control deleted objects, and decide whether to delete them permanently or to restore them.

In the **Database status** section, you can choose to enable or disable the bin:

- When the bin is enabled, all the objects deleted by users, either from the active or the archive part of the GARGANTUA database, are sent to the bin. The bin is enabled by default.
- When the bin is disabled, all the objects deleted by users are permanently deleted. To disable the bin, you need to empty it first.

The bin can be accessed from a tab located in the bottom left corner of the GARGANTUA Web Client screen:





Only the DBA group users and the GARGANTUA database managers can access the bin and restore deleted objects.

Other users cannot access the bin. If they want to cancel a deletion, they need to contact a DBA group user or a GARGANTUA database manager.

“ASSIGNMENTS” TAB

ASSIGNING A USER/GROUP/ROLE TO A GARGANTUA DATABASE

To assign a user, a group, or a role to a GARGANTUA database, you can:

- Use the user, group, or role management screen;
- Use the assignments management screen available in the **Assignments** branch;
- Use the **Assignments** tab of the **Manage database** screen.

If you choose the last option, proceed as follows:

1. On the right side of the **Users, groups, roles** frame, click the  button.

A pop-up dialog displays.

2. In the **Name** field, type the first letters of the user, group or role name.

The list of the users, groups, and roles whose name starts with these letters display.

3. In the list, double-click the name of your choice.

The user, group, or role selected displays in the **Identity** column: it can now access the database.

4. If you want it to also access the archive part of the database, check the checkbox next to its name in the **Archive** column.



The DBA group members can always access the archive part of a database, even if you do not check the corresponding checkbox.

5. Later, if you want to cancel the assignment of a user, group, or role to a database, click its name in the **Identity** column, and click the  button.

The user, group, or role name disappears from the assignments list: it will not be able to access the database any longer.



By default, only the DBA group members are assigned to a GARGANTUA database that has just been created: if you want other users to be able to access it, you need to explicitly assign them.

ADDING/DELETING A GARGANTUA DATABASE MANAGER

Managers for each GARGANTUA database are assigned using the **Managers** frame in the **Assignments** tab of the **Manage database** screen.

The **Managers** chapter of this manual explains how the **Managers** frame works and details the different options available.

“LOG” TAB

The **Log** tab allows you to view a list of all the operations performed in one of the branches of GARGANTUA Administration Tool.

You can filter your search through the following criteria:

- Start date, end date;
- User;
- Operation.

To filter by dates:

1. Fill in the date from which you want to view the operations performed, in the **Start date** field.
2. Fill in the date until which you want to view the operations performed, in the **End date** field.
3. Click on **Display**.

The list of the operations performed between the two dates is displayed in the **Log entries** field.



You can also click on the “Week audits”, “Month audits”, “Year audits” and “All audits” icons, so as to view the operations performed in larger periods of time.

To filter by users:

1. Click on the magnifying glass, close to the **User** field.
2. Fill in the user name from whom you want to view the performed operations.
3. Click on **Display**.

The list of the operations performed by the user is displayed in the Log entries field.

To filter by operation:

1. Click on the arrow of the **Operation** field.
A list of the possible operations is displayed.
2. Click on the type of operation desired.
3. Click on **Display**.

The list of the operations performed in relation with the selected type of operation is displayed in the

Log entries field.



You can tick the “Show login/logout events” box to display the users connections and disconnections. This functionality is only available for the “Users” and “Server log” branches.

You can tick the “Only Show error audits box” to only display the failed operations.



The “Reset” button allows you to cancel the last filtering.

You can also export the list of the performed operations, in .csv format.

To export a list of the performed operations:

1. Generate a list, depending on the previous criteria.
2. Click on the **CSV Export** button.
3. Choose the place where you want to save the export.
4. Click on **Save**.

You have exported a list of the performed operations.

“LOG SIZE” TAB

The **Database logging options** tab of a database management screen allows you to limit the log size, by deleting the log entries after a certain time, by limiting the number of entries that can be stored or by deleting all the entries at once.

If you do not enable any of these options, the log size will increase indefinitely, which might impact the server performance.

These options only apply to the logs of the database design objects, available in the **Log** tab of their management screen. The limitation of the server log size is carried out from the server options (accessed by clicking the server name in the left pane).



By default, the “Maximum number of log entries to keep” option is set to 10,000. However, it would be better to use the “Maximum time of log entries to keep” option because it allows you to define the time duration during which you think you need to access the log entries.

If you want to apply a maximum time to keep:

1. Check the **Maximum time of log to keep** checkbox.
2. Select the type of period: **year(s)**, **month(s)**, **week(s)** or **day(s)**.
3. Fill in the corresponding value.
4. When you have made the necessary modifications, in the bottom left corner of the right pane, click the **Apply** button.

The log entries prior to the selected period will be deleted on a regular basis.

If you want to limit the number of log entries to keep:

1. Check the **Maximum number of log entries to keep** checkbox.
2. Select a value in the drop-down list or fill in the value of your choice.
3. When you have made the necessary modifications, in the bottom left corner of the right pane, click the **Apply** button.

The oldest log entries will be deleted on a regular basis in order to respect the selected limit.

You can also clean all audit information of specific objects, such as design objects, EDM objects and Workflow objects. To do that, just check the appropriate checkboxes.

If you wish to delete at once all the log entries of the database, click the **Purge log** button, and confirm your choice in the dialog that displays.

DEPLOYING OR UNDEPLOYING THE OBJECTS OF A GARGANTUA DATABASE

DEPLOYING ALL OR PART OF THE OBJECTS CONTAINED IN A GARGANTUA DATABASE

Deploying all or part of the objects contained in a GARGANTUA database can be done at database level, which allows to act simultaneously on objects belonging to different categories (forms, views, processes...).

GARGANTUA allows you to:

- Deploy objects that are not currently deployed, either because they have never been deployed or because their deployment has been cancelled (**Deploy** button at the bottom of the **Manage database** screen);
- Redeploy objects for which a former version is currently deployed (**Redeploy** button in the lower part of the **Manage database** screen).



When an object is deployed or redeployed, GARGANTUA also deploys or redeploys all the objects it depends on.

To deploy or redeploy all or part of the design objects of a database:

1. In the left pane of the Administration Tool, click the sub-branch corresponding to the database of your choice.

The **Manage database** screen displays in the right pane.

2. In the lower part of the Administration Tool right pane, click the **Compilation** button to check if the database and the objects contain errors.

The **Compile** tab displays, listing errors, if any.

3. Once the problems found by the compiler have been solved, click the **Deploy** or **Redeploy** button at the bottom of the right pane.

A dialog allowing to select the objects to deploy displays. It contains not only the objects that can be deployed or redeployed, but also the objects they depend on.

4. In the dialog, check the checkboxes corresponding to the objects that you want to deploy.

If the objects selected depend on other objects, those are automatically checked and grayed in the dialog.

5. Click **OK** to close the dialog.

6. If all or part of the objects checked have already been deployed in the past, the dialog allowing to create versions of the design objects displays. In this case, perform the steps 7 and 8 of this procedure.

Otherwise, go to step 9.

7. If you want to keep a backup of the former version of the objects that you are about to deploy, select the **Create new object version** radio button. You can add a comment allowing you to identify later the new version that you are about to create. This version and its comment will display in the **Deployment history**, in the **Properties** tab of the management screen corresponding to each object.



If some of the objects checked are redeployed, and others are deployed for the first time, the version comment will display in the history of all the objects. For the objects deployed for the first time, it will be followed by "Initial version" between brackets.

If you do not want to keep a backup of the former version of the objects that you are about to deploy, select the **Override current version** radio button.



Deleting the former version of a design object may cause other database objects not to work. In the case of workflow processes, for example, the instances already running keep relying on the versions deployed when they were started. Overwriting these versions may disrupt this mechanism.

8. Click **OK** to close the dialog.

A confirmation message displays.

9. Click **OK** to close the confirmation message.

The objects checked have been deployed or redeployed.

UNDEPLOYING THE OBJECTS OF A GARGANTUA DATABASE

If you want to make important modifications to many objects of a database, you can undeploy all the design objects it contains in one operation.

To do so:

1. In the left pane of the Administration Tool, click the sub-branch corresponding to the database of your choice.

The **Manage database** screen displays in the right pane.

2. At the bottom of the Administration Tool right pane, click the **Undeploy** button.

A confirmation message displays.

3. Click **Yes** to close the confirmation message.

A warning message displays.

4. Click **Yes** to close the warning message.

Another confirmation message displays.

5. Click **OK** to close the confirmation message.

All the objects of the database have been undeployed.



Undeploying all the design objects of a GARGANTUA database makes the corresponding production objects unavailable. This is why it is recommended to set the database as offline before performing this operation.

DISPLAYING THE STORAGE WIZARD

The storage wizard allows you to select a storage strategy and area. It is displayed when you create a new GARGANTUA database, but you can also display it once the database is created.

To display the storage wizard:

1. In the left pane of the Administration Tool, click the sub-branch corresponding to the database of your choice.

The **Manage database** screen displays in the right pane.

2. At the bottom of the Administration Tool right pane, click the **Storage wizard** button.

You have displayed the storage wizard of a database.

For more details about how to use the storage wizard, please check the documentation related to the storage areas and rules.

CLEANING UP A GARGANTUA DATABASE

The **Cleanup** tool allows you to eliminate the old versions of all the objects of a datatabase (form, process, etc.), when the latter has been deployed many times. Thus, only the latest versions of the objects of the database will be kept.

To cleanup a GARGANTUA database:

1. In the left pane of the Administration Tool, click the sub-branch corresponding to the database of your choice.

The **Manage database** screen displays in the right pane.

2. At the bottom right of the Administration Tool, click on **Tools**.

The **Confirm cleanup** dialog box displays.

3. Enter the administrator password in the **Password** field.
4. Click on **OK**.

A confirmation message is displayed: you have cleaned up the GARGANTUA database.

COMPARE TWO GARGANTUA DATABASES AND TRANSFER THEIR OBJECTS

With the **Compare** functionality, you can:

- [Compare the objects \(forms, attributes, processes, etc.\) from one database with another one](#);
- [Transfer objects from one database to the other](#);
- [Compare the same object between two different bases](#) (for instance, the same attribute can be indexed for the advanced search in one database, but not in the other).

Thereafter, we will talk about **source database** and **target database**. The **source database** is the first database that you will compare to a second one, the latter being called **target database**.

COMPARING THE OBJECTS OF TWO DIFFERENT DATABASES

To compare the objects of two different databases:

1. In the left pane of the Administration Tool, click the sub-branch corresponding to one of the two databases you want to compare.

The **Manage database** screen displays in the right pane.

2. At the bottom right of the Administration Tool, click on the arrow of the **Tools** button.

A list of functionalities are displayed.

3. Click on **Compare**.

A new window **Compare objects** is displayed.

4. Note that the left part of the window is dedicated to the source database while the right part is for the target database. Thus, the database you have selected is displayed in the **Database** field of the **Source** part.

5. Choose the target server in the list of the **Server** field, in the **Target** part.



It can be a different server of the one used for the source database.

6. Choose the target database in the list of the **Database** field, in the **Target** part.

All the objects of the two databases are displayed in the two **Objects** tables. You can now compare the objects of the two selected databases.

TRANSFER AN OBJECT FROM ONE DATABASE TO ANOTHER

To transfer an object from one database to another, you first have to perform the previous stage [Comparing the](#)

[objects of two different databases.](#)

Then:

1. Select the object you want to transfer.
2. Click on  **Copy right** or  **Copy left** depending on the database in which you want to transfer the object.

You have transferred the object from one database to the other.

To transfer several selected objects from one database to another:

1. Select several objects with the help of the *Ctrl* or *Shift* keys of your keyboard.
2. Click on  **Copy selected objects to right** or on  **Copy selected objects to left**.

You have transferred all the selected objects from one base to another.

To transfer all the objects of a type (forms, attributes, etc.) from one database to another:

1. Select one type of object. *For instance, select **Attributes**.*
2. Click on  **Copy objects to right** or on  **Copy objects to left**.

You have transferred all the objects of a type from one base to another.

To transfer all the objects from one database to another:

- Click on  **Copy all objects to right** or on  **Copy all objects to left**, depending on the database in which you want to transfer all the objects.

You have transferred all the objects from one database to another.

COMPARE THE SAME OBJECT IN TWO DIFFERENT BASES

It is possible that the same object appears in two different bases, but with different features. For instance, an attribute can be indexed for the advanced search in a base but not in the other; an attribute can be translated in one base to be used by foreign users, etc.

To compare the same object in two different bases:

1. Open the database compare tool, as explained [previously](#).
2. Select the attribute used in both databases.
3. Click on  **Compare**.

The **Compare** objects window is displayed. In this window, you can compare the attribute differences from one base to the other.

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IMPORTING/EXPORTING THE OBJECTS OF A GARGANTUA DATABASE

EXPORTING THE OBJECTS OF A GARGANTUA DATABASE

You can export the definitions of all or part of the design objects of a GARGANTUA database as an .sxa archive, in order, for example, to import them into another database.

To do so:

1. In the left pane of the Administration Tool, click the sub-branch corresponding to the database of your choice.

The **Manage database** screen displays in the right pane.

2. At the bottom of the Administration Tool right pane, click the **Export** button.

A dialog allowing to select the objects to export displays.

3. In the **Object** column of the dialog, check the checkboxes corresponding to the objects that you want to export.

If the objects selected depend on other objects, those are automatically checked and grayed in the dialog.

4. In the **History** column, check the checkboxes corresponding to the objects for which you want to export not only the version currently deployed, but also the history of former versions.

5. Click **OK** to close the dialog.

The file explorer displays.

6. Browse to the folder where you want to save the .sxa export, and click **Save**.

A confirmation message displays.

7. Click **OK** to close the confirmation message.

The .sxa export has been saved on your disk.

IMPORTING THE OBJECTS OF A GARGANTUA DATABASE

To import into a GARGANTUA database the definitions of the design objects from another database, proceed as follows:

1. In the left pane of the Administration Tool, click the sub-branch corresponding to the database where you want to perform the import operation.

The **Manage database** screen displays in the right pane.

2. At the bottom of the Administration Tool right pane, click the **Import** button.

The file explorer displays.

3. Browse to the folder where you have saved the .sxa archive, select it, and click **Open**.

A dialog allowing to select the objects to import displays.

4. Check the checkboxes corresponding to the options of your choice (see [Exporting the objects of a GARGANTUA database](#)), and click **OK**.

A confirmation message displays.

5. Click **OK** to close the confirmation message.

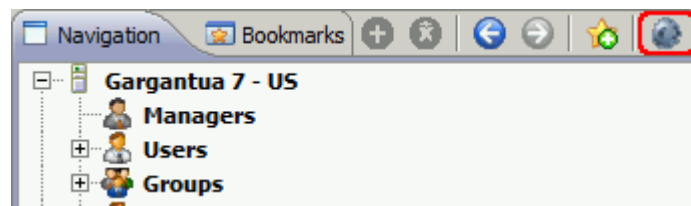
The selected objects have been imported into the database.

CHECKING IF A DATABASE MEETS GOOD PRACTICE

GARGANTUA Administration Tool allows you to enable warning messages that alert you when a database does not meet good practice.

To display these warning messages, proceed as follows:

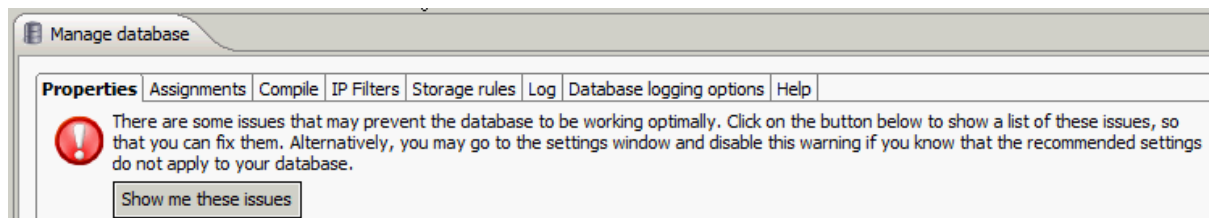
1. In the navigation toolbar of the Administration Tool, click the **Options** button.



The **Options** dialog displays.

2. In the dialog, in the **General** tab, check the **Enable the database good practice messages**.

An error message will now display at the top of the **Properties** tab of the **Manage database** screen every time the current database presents problems.



3. Click the **Show me these issues** to view the detailed list of non-conformities in the database.

The **Database issues** dialog displays.

4. If you do not want to display the warning messages about good practice any longer, click the **Disable good practice** button.

Otherwise, click **Close**.

DELETING A GARGANTUA DATABASE

To delete a GARGANTUA database, proceed as follows:

1. In the left pane of the Administration Tool, click the sub-branch corresponding to the database you want to delete.

The **Manage database** screen displays in the right pane.

2. In the bottom left corner of the Administration Tool right pane, click the **Delete** button.

A confirmation message displays.

3. Click **Yes**.

Another confirmation message displays.

4. Click **Yes** again.

The database has been deleted. It does not display in the databases list or in the left pane of the Administration Tool any longer.