

R TIP NO. 8

WorkSite Portable

All computer networks can fail. An Interwoven safeguard has been created called **WorkSite Portable**.

If Echo is turned on for your firm's library, every time you close a WorkSite document a copy is saved to your hard disk that can still be accessed and updated even if the network is down.

If you make changes to these documents offline, a synchronize function is provided to update revised documents back to the network.

NOTE: For more robust offline capabilities, you may want to consider Offsite Matter Centric capabilities.

Accessing Echoed Documents Using WorkSite Portable

1. Launch WorkSite Portable from **Start → Programs → Interwoven → Interwoven Portable**
2. From the main menu, go to **View → Current View → Echo Only**.
3. Select a library under the WorkSite node in the Folder List. Any echo documents stored for the current user from the selected database are displayed in the Document Grid.
4. Right-click on a document to be edited, from the context menu, select the **Open Selected Items** option. A confirmation dialog appears.
5. Click [Yes] to open the document.

Issue

One thing to note, the echo directory will just grow and grow unless old content is removed. Below is a way of automatically clearing this directory.

Purging Echo Documents Automatically

You can set up your computer to automatically delete echo documents based on the age using a command line option for Interwoven Portable.

NOTE: Purging Echo documents removes them from your echo directory only; it does not remove the documents from the WorkSite library.

To implement this feature:

1. Create a shortcut to **Portbl32.exe**.
2. Right-click on the shortcut and select **Properties**.
3. In the **Properties** dialog that appears, click the [Shortcut] tab.

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4. In the **Target** field of the **Shortcut Properties** dialog box, enter the path to the portable executable file followed by **-D** then the maximum age of echo documents in days.

Example: "C:\Program Files\Interwoven\WorkSite\Portbl32.exe" -D 20

20 representing the maximum age of an echo document in days. Documents older than this specified number of days will be deleted.

NOTE: When you double click on this shortcut to run the Portable application, any echo documents older than the specified maximum age are deleted.

Silent Mode

You can also use this command line feature in silent mode. Silent mode means that when you double click on the shortcut, the Portable application only runs long enough to delete any echo documents older than the specified maximum age, and then exit. To implement this feature in silent mode, substitute **-DS** for **-D**.

Example: "C:\Program Files\ Interwoven\WorkSite\Portbl32.exe" -DS 20

This command line opens WorkSite Portable, purges echo documents older than 20 days from the echo directory, and then exits from WorkSite Portable.

Purging Documents for All Users

You can use this command line to purge echo documents for all users, not just the current user.

To do this, substitute **-PS** for **-D** or **-DS**.

Example: "C:\Program Files\ Interwoven\WorkSite\Portbl32.exe" -PS20

This command line opens WorkSite Portable, purges echo documents older than 20 days from the echo directory, and then exits from WorkSite Portable.