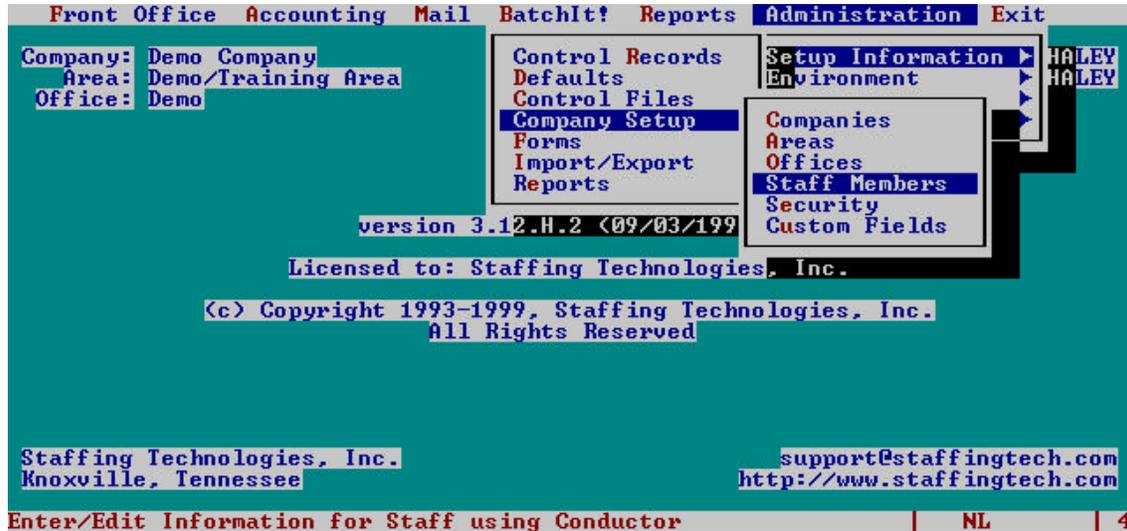
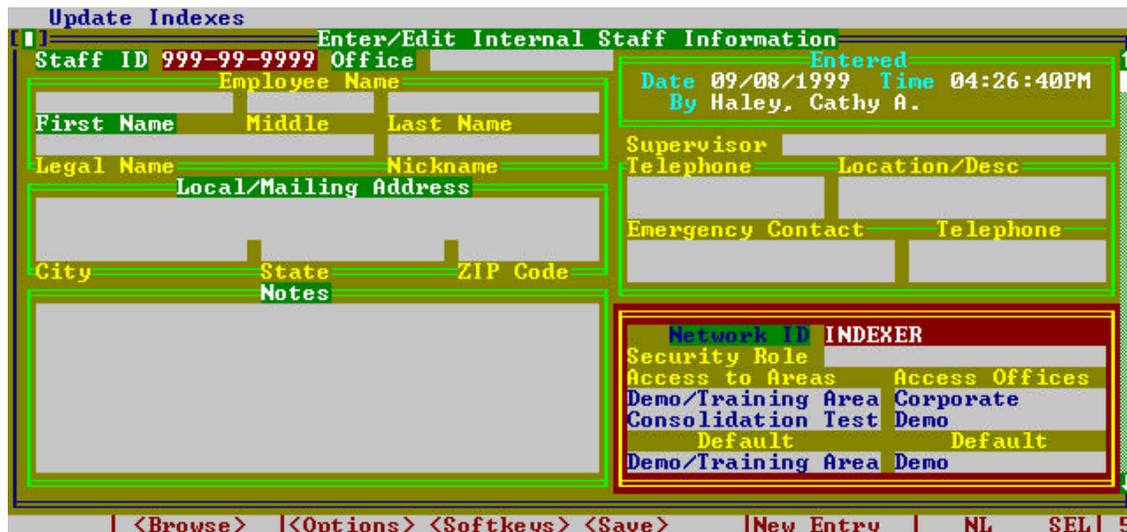


Setting up dedicated Indexing

1. Go to Administration | Setup Information | Defaults You will need to set the System Down: Start/End times in order for the dedicated Indexer to log out so your backup can run.
2. Setup the dedicated Indexer as explained in the instructions below in steps 4 through 8.
3. You will need to setup a workstation to automatically log into Conductor and which upon exit, waits¹ until backup is complete, then restarts Conductor.
4. Add a record in the Staff database, which is located on the Administration menu. This can be done from any area in Conductor, as the Staff database is global in scope.



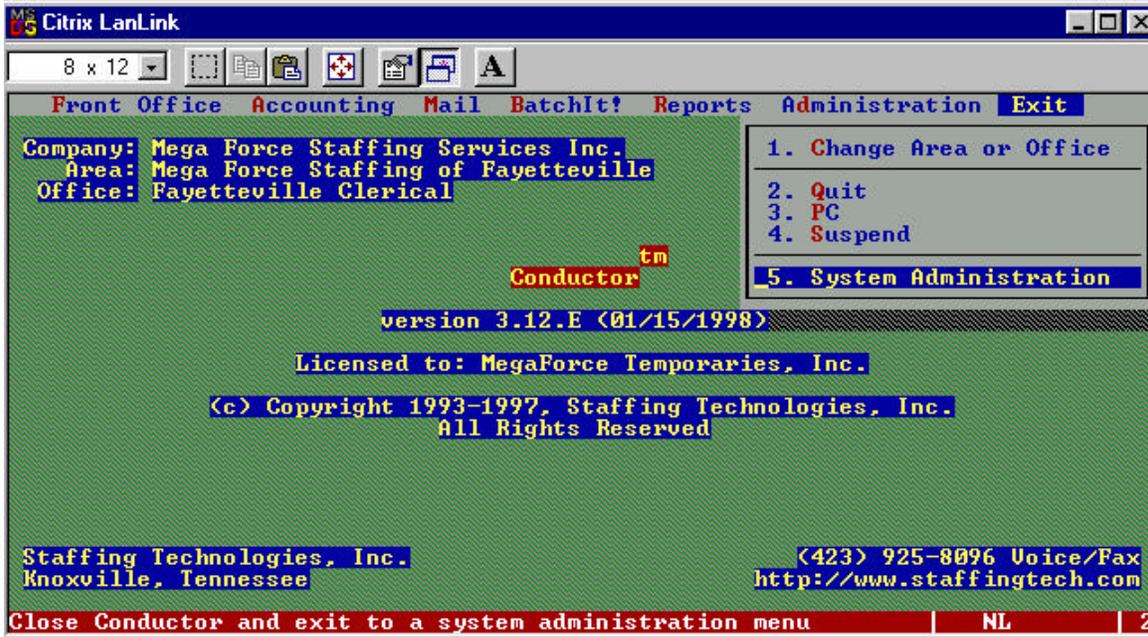
5. In the Staff window, enter a false ssn, assign Indexer as the last name, Indexer as the Network ID, and the Areas and Offices you would like to have indexed. Include defaults for the office and area in order to automate login. Don't forget to update indexes after saving.



¹ This may require additional third party software, depending on your operating system.

Setting up dedicated Indexing

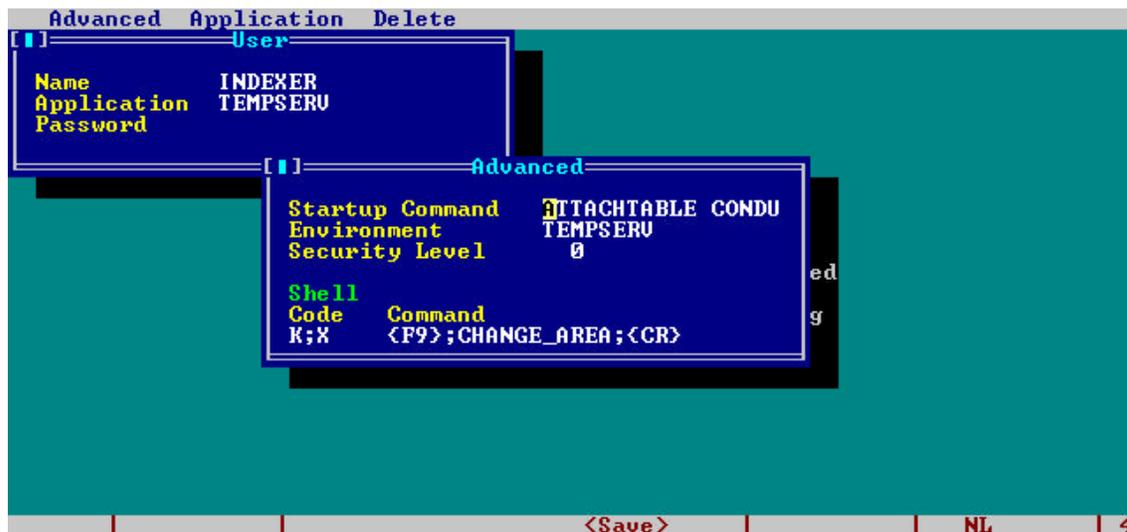
6. Set up a User record in the database. To do this, you must enter the System Administration mode.



7. Once there, choose Options | Users to set up the information required. You must enter the User name (Indexer) and Application, as well as the Advanced page, reached using the window menu by clicking with the mouse or pressing [F10]. Note that some of the information you cannot see the entire command in the window once it's typed.

Startup Command: ATTACHTABLE CONDUCTOR_IMAGE
Shell code: K;X;K;M
Command: {F9};CHANGE_AREA;{CR};AUTO_INDEXER

Note: You can put your cursor on the line item and press F3 to see what the entire line says. You then have to hit escape to return to the window.



Setting up dedicated Indexing

8. Copy the AREVC.INI file for the new user. From the System Administration menu, choose Application | DOS. At the DOS prompt, enter the command, COPY AREVC.INI INDEXER.INI. Type EXIT to return to System Administration.