



eFileCabinet Desktop: Database Management

2019
Written and edited by
cwix

CONTENTS

STORAGE

What happens to the data that I store?	2
Storage and Encryption	2
Indexing	2
Hosting	2
Optical Character Recognition (OCR)	2

LOCATION

Where does it go?	3
-------------------	---

DATA USAGE

How much data do I have	4
-------------------------	---

BACKUPS

How do I protect that data?	5
Backing up eFileCabinet	5

BACKUP TYPES

Onsite Backups	6
Offsite Backups	6
Online Backups	6
CloudView Backup	6

STORAGE

What happens to the data that I store?

The quick and simple answer to this question is that it gets stored on your server, but where does it go? What is happening to it? This document aims to break the document storage process down so that you know exactly what's happening to every file you place into eFileCabinet Desktop.

Storage and Encryption

When you first store a document into eFileCabinet Desktop, it's immediately sent over your local network to your server. If the computer you're on is also the server, it will simply be encrypted and stored into the data storage location managed by the eFileCabinet Desktop Server Service.

eFileCabinet Desktop utilizes a 256-bit AES encryption during storage and transfer of your documents to ensure they are always safe and secure.

Indexing

The eFileCabinet Server includes an indexing service that indexes all files that get stored in your database. The end result of this is that every document you store on the server is easily searchable.

Hosting

Once those processes are done, the document is accessible by anybody on your local network that can log in to eFileCabinet Desktop. Any computer in your office that has eFileCabinet Desktop installed can log in with their credentials and view the documents they need with speed and ease.

Optical Character Recognition (OCR)

OCR is an optional feature we provide with eFileCabinet Desktop that gives your server the power to do even more with the documents you store into eFileCabinet Desktop.

The OCR service will read and process not just the documents themselves, but all of the text inside of that document. The end result being that not only can you search for that document, but you can search for a specific phrase and find documents that contain it.

LOCATION

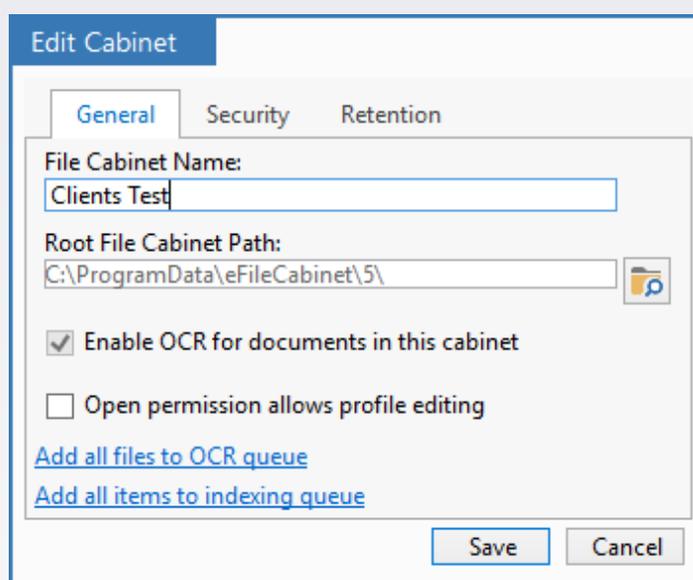
Where does it go?

By default, the data storage location that all documents end up in is the following directory on your server:

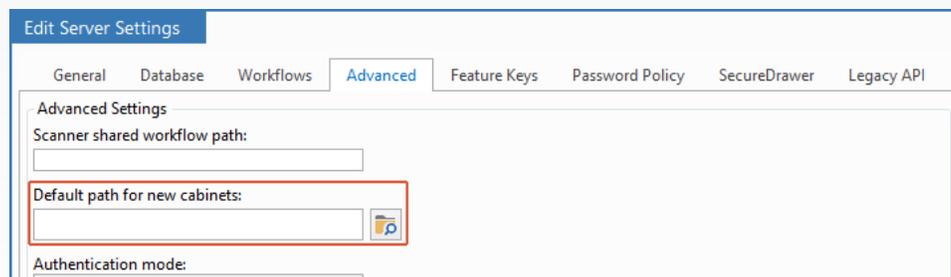
C:\ProgramData\eFileCabinet\5\Data

This is where your server hosts all of your encrypted files. If you're unsure where your data is being stored, you can quickly check the current data storage location within eFileCabinet.

Right-click on a cabinet and selecting 'Edit Cabinet'. In the small window that appears, it will list a file path that corresponds to where your data is being stored on the server. The data storage path can be set up on a per-cabinet basis as well if needed, so be sure to check all of them.



If you need to change the default data storage location for your cabinets, you can do so as well from the 'Server Settings' window. Click on the 'Administrator' tab and locate the 'Server Settings' window, you can then find the default storage path for new cabinets under the 'Advanced' tab.

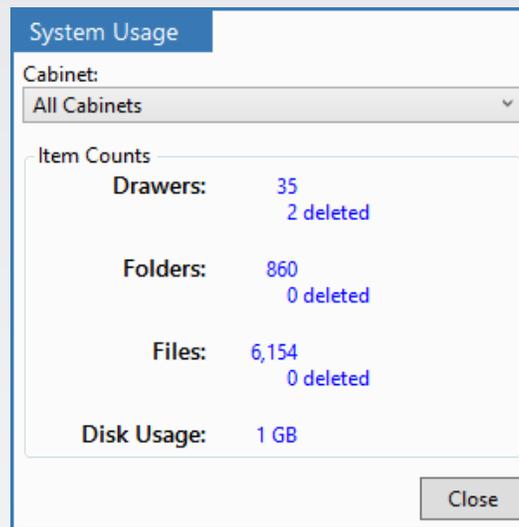


DATA USAGE

How much data do I have

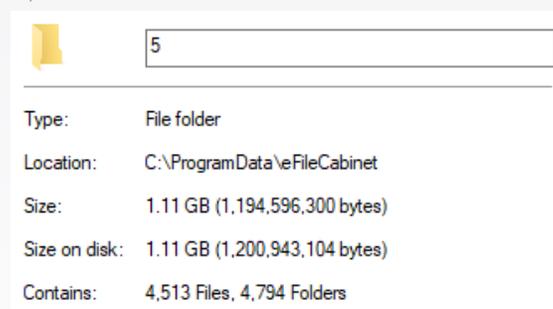
You can very easily determine how much data you have stored in eFileCabinet in one of two ways.

The first would be the system usage tool that we provide in eFileCabinet, this can be found by clicking on the 'Administration' tab in eFileCabinet Desktop and selecting 'System Usage'. You can view the individual system usage of every cabinet you have in eFileCabinet, as well as how many drawers, folders, and individual files are contained within it.



You can very easily determine how much data you have stored in eFileCabinet in one of two ways.

The first would be the system usage tool that we provide in eFileCabinet, this can be found by clicking on the 'Administration' tab in eFileCabinet Desktop and selecting 'System Usage'. You can view the individual system usage of every cabinet you have in eFileCabinet, as well as how many drawers, folders, and individual files are contained within it.



BACKUPS

How do I protect that data?

Simply put, protecting your data is one of the most important things to consider when using eFileCabinet Desktop. Here's some of the ways you can safeguard the data that keeps your business running.

It's important to note that backing up your eFileCabinet data is solely your responsibility. eFileCabinet can not restore your data if a catastrophe strikes unless the proper back up measures have been taken.

Backing up eFileCabinet

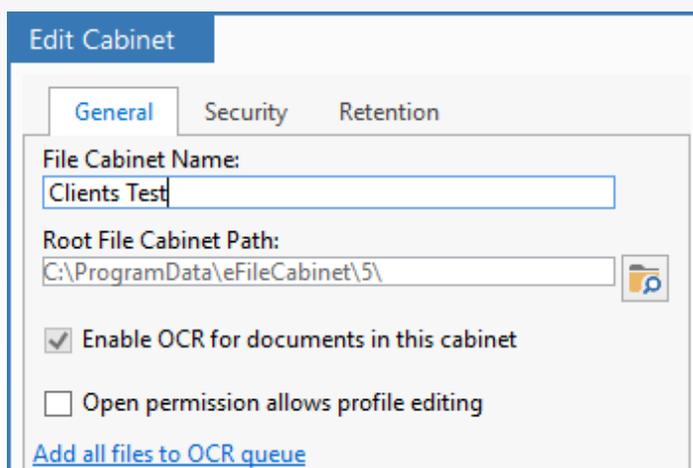
The first thing to consider is where your data is exactly. By default, all of your data is stored in the following directory on the server:

```
C:\ProgramData\eFileCabinet\5
C:\ProgramData\eFileCabinet\5\data
```

It is vitally important that you backup all the files in the above directories. Should a catastrophic failure occur, an inadequate backup could result in a permanent loss of data and information integral to your eFileCabinet Server.

The data folder listed in the above file paths is included to reiterate its importance as it is the folder that includes all of your actual encrypted files. The '5' folder listed above includes all data tables, server settings files, and the 'data' folder. However, the location of the data folder can be changed if needed, so it's important to always know what it is set to and where it is.

If you're unsure of where your data is being stored, you can always double check the file storage paths within eFileCabinet by right-clicking on a cabinet inside of eFileCabinet Desktop and select the 'Edit Cabinet' option to bring up a small window that lists the file path on the server.



BACKUP TYPES

Onsite Backups

Onsite backups entail the utilization of a backup program that stores all of the backed up data to a drive that is always externally connected to the server machine. In most situations, this would back up your data every day at a specific time.

Offsite Backups

Offsite backups often utilize a physical hard drive that is kept off-site in case of a fire or other disaster that could occur where your server is located. These are often performed on a weekly or bi-weekly basis, depending on need.

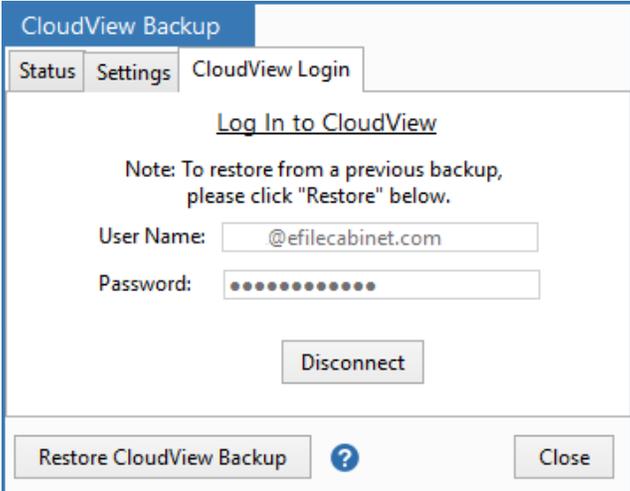
Online Backups

An online backup would be one that utilizes a fully cloud-based solution for your backup needs. Your server would, over time, upload all data to this online backup so that it can be accessed later in case of emergency.

CloudView Backup

CloudView Backup is our online backup solution that we offer here at eFileCabinet. It is fully built into the eFileCabinet Desktop and Server applications and allows you to ensure that your data is always being uploaded into the cloud for safekeeping.

It is important to note that our CloudView Backup tool is only meant to act as a tertiary backup and is only meant to play a small part of a healthy backup plan - it is not meant to be your primary backup resource. Redundancy of data is essential in the best protection of your company's data.



The screenshot shows a window titled "CloudView Backup" with three tabs: "Status", "Settings", and "CloudView Login". The "CloudView Login" tab is active. The window contains the following elements:

- Log In to CloudView** (underlined heading)
- Note:** To restore from a previous backup, please click "Restore" below.
- User Name:** A text input field containing "@filecabinet.com".
- Password:** A password input field with 10 dots.
- Disconnect** button.
- At the bottom: **Restore CloudView Backup** button, a help icon (question mark in a circle), and a **Close** button.