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Introduction
This document provides an overview of the Office Cleanup functionality. Office Cleanup is used to cleanup data if any errors occur or if the data has been corrupted either during or after Office Migration, Office Merge, or Office Duplication. Use the Office Cleanup functionality prior to repeating the operation where corruption was found.

Why do we need office Cleanup?
Office Migration, Office Merge, and Office Duplication are performed on an office level either within the database or across databases. These operations can fail due to any of the following reasons:

• The Schema may be inconsistent between the Source and/or Target database.
• Inconsistent data.
• Failures occur due to linked records.
• Data becomes corrupt as the result of an improper offset detected during Office Merge.

When any of the above scenarios occur, the user can clean up the inconsistent data apart from the operation that had failed using Office Cleanup. Before performing Office Cleanup, ensure that the above-mentioned problems are eliminated from the Source office.

Important Considerations prior to beginning an Office Cleanup

• **Schema Consistency**: The schema should be consistent with the Source and Target databases.
• **Database Configuration**: Databases should be configured and running.
• **Job Status**: The status of the job to be cleaned up should not be either Processing or Not Started.
• **Type of Job**: Office Deletion and Office Cleanup jobs will not be eligible for this operation.

Office Cleanup Constraints

• The Source database should be running and configured with the same name as when the process was initially run.
• The Target database should be configured with the same name as when the initial process was run.
• The Source database should not be shut down when the process is running.
• If two simultaneous operations are run for the same Target office when attempting to clean only one of the processes, the Cleanup will delete the data belonging to both processes. However, the data can be cleaned up successfully if the processes are run one after the other.
Office Cleanup

1. Select **Office Cleanup** from the expanded **Office** menu to open the Office Cleanup Setup Wizard Step [1/3] dialog box.

   ![Office Cleanup Setup Wizard Step 1/3](image)

   **Please select datasource:**

   **Datasource:** ORACLE

   **Please provide the Job ID for cleanup:**

   **Job ID:** 7

   ![Next or Cancel Button](image)

2. Select the Data Source that contains the process to be cleaned up.
3. Enter the Job ID corresponding to the operation that is to be cleaned up.
4. After Validating the Job ID (the job should not correspond to any Office Deletion process or any of the earlier Office Cleanup processes), the Job Status (the job should not be currently Processing or Not Started. It can be marked as Completed, Paused, or Error(s) Found), and the Data Source, click the **Next** button to open the Office Cleanup Setup Wizard Step [2/3].

**Selecting Tables for Cleanup**

1. The tables are displayed according to the processing order. Select the table from where the Cleanup process should be performed. The lower order tables are also selected.

   ![Office Cleanup Setup Wizard Step 2/3](image)
2. Click the **Next** button to open the Office Cleanup Setup Wizard Step [3/3] dialog box.

### Office Clean Up Setup Wizard Step [3/3]

- **Source Data Source**: ORACLE
- **Source Office Name**: AIMS_241106a Office(8)
- **Target Data Source**: ORACLE
- **Target Office Name**: Dup_AIMS_241106a(3)

### Notes:
Schema has to be consistent with Source and Target database for successful completion of this process. Please perform schema consistency check by clicking **Source** and **Target** to ensure the same.

![Previous Clean Up Cancel]

### Cleanup

Click the **Cleanup** button to begin the cleanup operation. A new Job ID is created for the Office Cleanup, and once the **OK** button is selected, the message displaying the job to be resumed from the console after the cleanup operation is performed is displayed.

![Microsoft Internet Explorer]

**Resume Job ID 7 from 'ORACLE' in console once the Office Clean Up process is completed.**

**OK**

### Console

1. To check the status of the Office Cleanup, select the **Console** menu item to display the Job Summary.

### Smart Migrator Console

- **Data Source**: ORACLE
- **Status**: All

<table>
<thead>
<tr>
<th>Job ID</th>
<th>Operation</th>
<th>Status</th>
<th>Target Office</th>
<th>Start Time</th>
<th>End Time</th>
<th>Duration(hh:mm:ss)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Office Duplication</td>
<td>Completed</td>
<td>AIMS_241106a (06)</td>
<td>12/22/2006 10:18AM</td>
<td>12/22/2006 10:30AM</td>
<td>00:12:21</td>
</tr>
<tr>
<td>5</td>
<td>Office Duplication</td>
<td>Completed</td>
<td>AIMS_241106a (07)</td>
<td>12/22/2006 12:03PM</td>
<td>12/22/2006 12:04PM</td>
<td>00:01:48</td>
</tr>
<tr>
<td>6</td>
<td>Office Duplication</td>
<td>Completed</td>
<td>Dup_AIMS_241106a(08)</td>
<td>12/22/2006 01:39PM</td>
<td>12/22/2006 01:40PM</td>
<td>00:01:57</td>
</tr>
<tr>
<td>7</td>
<td>Office Duplication</td>
<td>Completed</td>
<td>Dup_AIMS_241106a(09)</td>
<td>12/22/2006 02:39PM</td>
<td>12/22/2006 02:40PM</td>
<td>00:01:57</td>
</tr>
<tr>
<td>8</td>
<td>Office Duplication</td>
<td>Completed</td>
<td>Dup_AIMS_241106a(10)</td>
<td>12/22/2006 03:39PM</td>
<td>12/22/2006 03:40PM</td>
<td>00:01:57</td>
</tr>
</tbody>
</table>

2. Check the status of the Office Cleanup job.
3. When the Status is set to Completed, tag the job, and then click the **View Log** button to check for more details related to that job.
4. After the Cleanup job is completed, select the Data Source that hosts the initial job, and then check if the job status has changed to Paused.

<table>
<thead>
<tr>
<th>Job Id</th>
<th>Operation</th>
<th>Status</th>
<th>Target Office</th>
<th>Start Time</th>
<th>End Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office Clean Up</td>
<td>Completed</td>
<td>AIMS_241106a(3)</td>
<td>12/26/2006 03:23PM</td>
<td>12/26/2006 03:35PM</td>
<td>00:02:05</td>
</tr>
<tr>
<td>2</td>
<td>Group Duplication</td>
<td>Paused</td>
<td>AIMS_241106a(3)</td>
<td>12/26/2006 03:35PM</td>
<td>12/26/2006 06:01PM</td>
<td>02:26:27</td>
</tr>
</tbody>
</table>

5. Click the JobId column to view the Task Summary for that particular job. Check if the statuses of all the tables selected in the Office Cleanup Setup Wizard Step [2/3] are designated as Not Started.

6. Resume the paused job from the Console to start the operation previously performed for this job.

**Check Data Integrity through SmartOffice**

After the completion of the job, check the data integrity through SmartOffice. In particular, verify if the error(s) that were reported by the previous operation (which are now fixed in the Source office) are properly reflected in the Target office.