



MetaJure Administrator Guide

Assumptions

This guide assumes MetaJure is installed on your server and you are familiar with Microsoft Windows software.

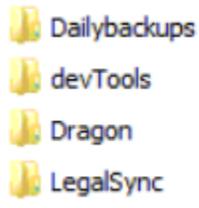
Sections

1. **FileSystem**
2. **Configurator**
3. **Crawl monitoring**
4. **Impersonating users**
5. **Queue**

1. **FileSystem**

All MetaJure files are installed on the data drive. (i.e. D: or E: drive)

The file system typically looks like this:



DailyBackups

Contain 2 or 3 daily backups of the index and the database.

devTools

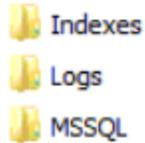
Contain tools to help diagnose issues. ExpressProfiler (database monitoring) is one such tool. There could be more depending on your installation

LegalSync

Contain all the files sync'ed via MetaSync. The files are organized by user id. Each userid's folder is secured so that only administrators or the actual user can open that folder.

Dragon

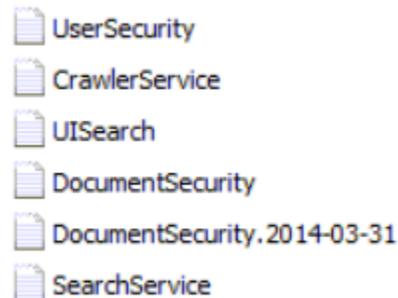
This is the folder where the MetaJure software resides. (Dragon was the original codename for the MetaJure application) Underneath Dragon, you will see the following folder structure.



Indexes contains the Lucene Index associated with the MetaJure search engine. You should not need to touch that folder.

MSSQL contains the MS SQL Server database for the MetaJure product

Logs holds all the logs associated with the application. When troubleshooting the MetaJure subsystems, this is a good place to look for an explanation. They typically look as follows:



They are mostly self-explanatory.

UserSecurity shows login errors and other user security issues

CrawlerService is where you would look to troubleshoot crawler errors.

UISearch stores web user interface errors.

DocumentSecurity will help with problems extracting security access to a document

SearchService stores the errors between the search UI and the index

2. Configurator

The MetaJure Configurator is the main administrative tool for the MetaJure application

You can launch it here:

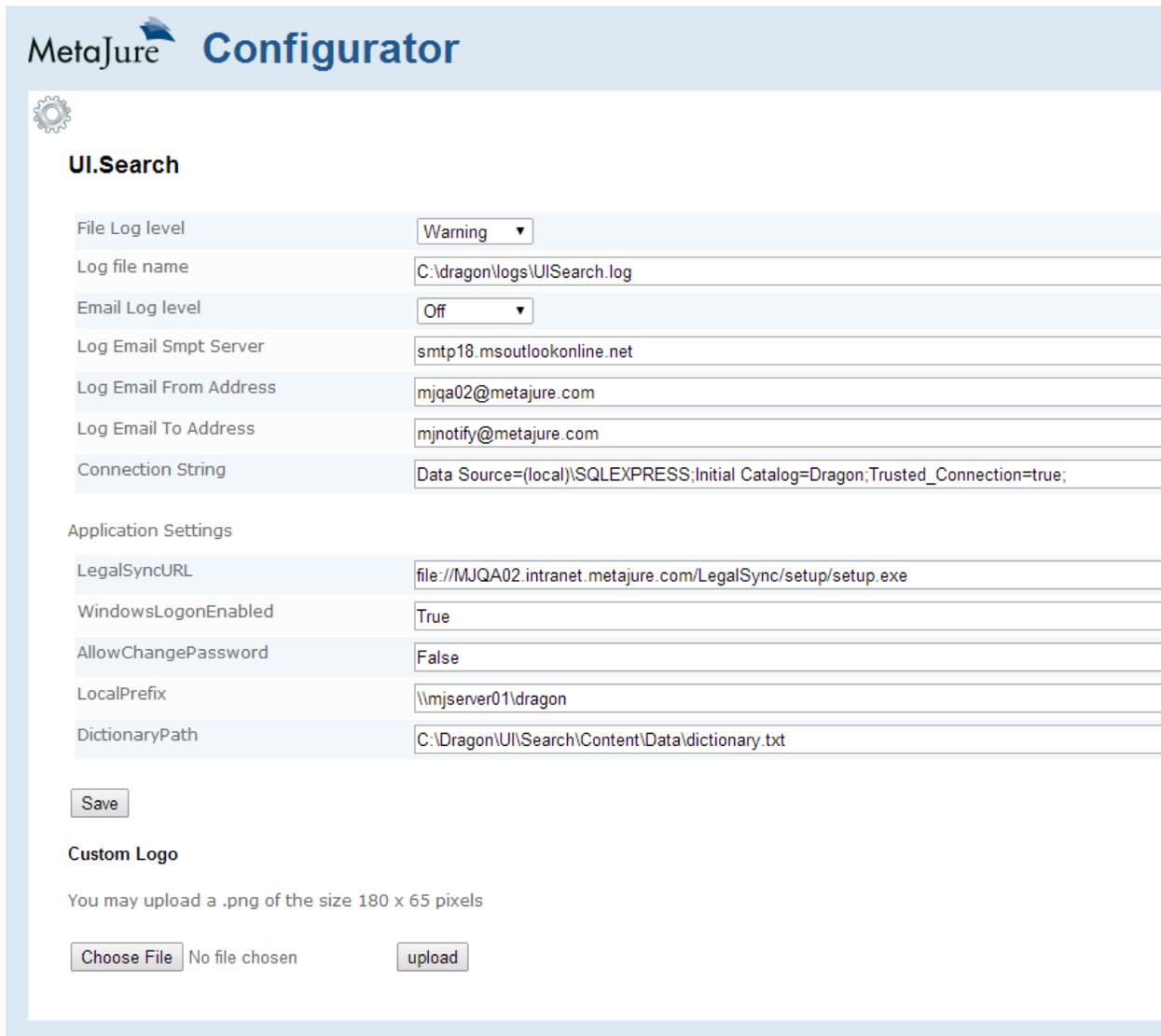
<http://<servername>/configuration>

(change <servername> to reflect your environment)

The username is **admin** and password is **M3tajur3**

The various sections of the configurator can be accessed by hovering over the gear on the top left corner.

UI.Search



The screenshot shows the MetaJure Configurator interface for the UI Search section. It features a header with the MetaJure logo and the title 'Configurator'. Below the header is a gear icon and the section title 'UI.Search'. The settings are organized into two main sections: 'UI Search' and 'Application Settings'. Each setting is represented by a row with a label on the left and a value on the right, which can be a dropdown menu or a text input field. A 'Save' button is located below the 'Application Settings' section. At the bottom, there is a 'Custom Logo' section with instructions on file size and format, and a file upload interface with a 'Choose File' button, the text 'No file chosen', and an 'upload' button.

| Setting | Value |
|------------------------|--|
| File Log Level | Warning |
| Log file name | C:\dragon\logs\UISearch.log |
| Email Log Level | Off |
| Log Email Smt Server | smtp18.msoutlookonline.net |
| Log Email From Address | mjqqa02@metajure.com |
| Log Email To Address | mjnotify@metajure.com |
| Connection String | Data Source=(local)\SQLEXPRESS;Initial Catalog=Dragon;Trusted_Connection=true; |

Application Settings

| | |
|---------------------|---|
| LegalSyncURL | file://MJQA02.intranet.metajure.com/LegalSync/setup/setup.exe |
| WindowsLogonEnabled | True |
| AllowChangePassword | False |
| LocalPrefix | \\mjserver01\dragon |
| DictionaryPath | C:\Dragon\UI\Search\Content\Data\dictionary.txt |

Save

Custom Logo

You may upload a .png of the size 180 x 65 pixels

Choose File No file chosen upload

Here's a description of each field:

File log level: Controls the level of logging in the UISearch.log file. This should only be changed for troubleshooting.

Log File Name: Path for the log file.

Email log level: Controls the level of logging by email (only applies if you set up smtp email logging)

Log Email smtp Server: SMTP server address

Log Email From Address: From address for logging emails

Log Email To Address: To address for logging emails

Connection String: Database Connection string.

LegalSyncURL: Location for the MetaSync application.

WindowsLogonEnabled: Allows logging in directly from authenticated domain user

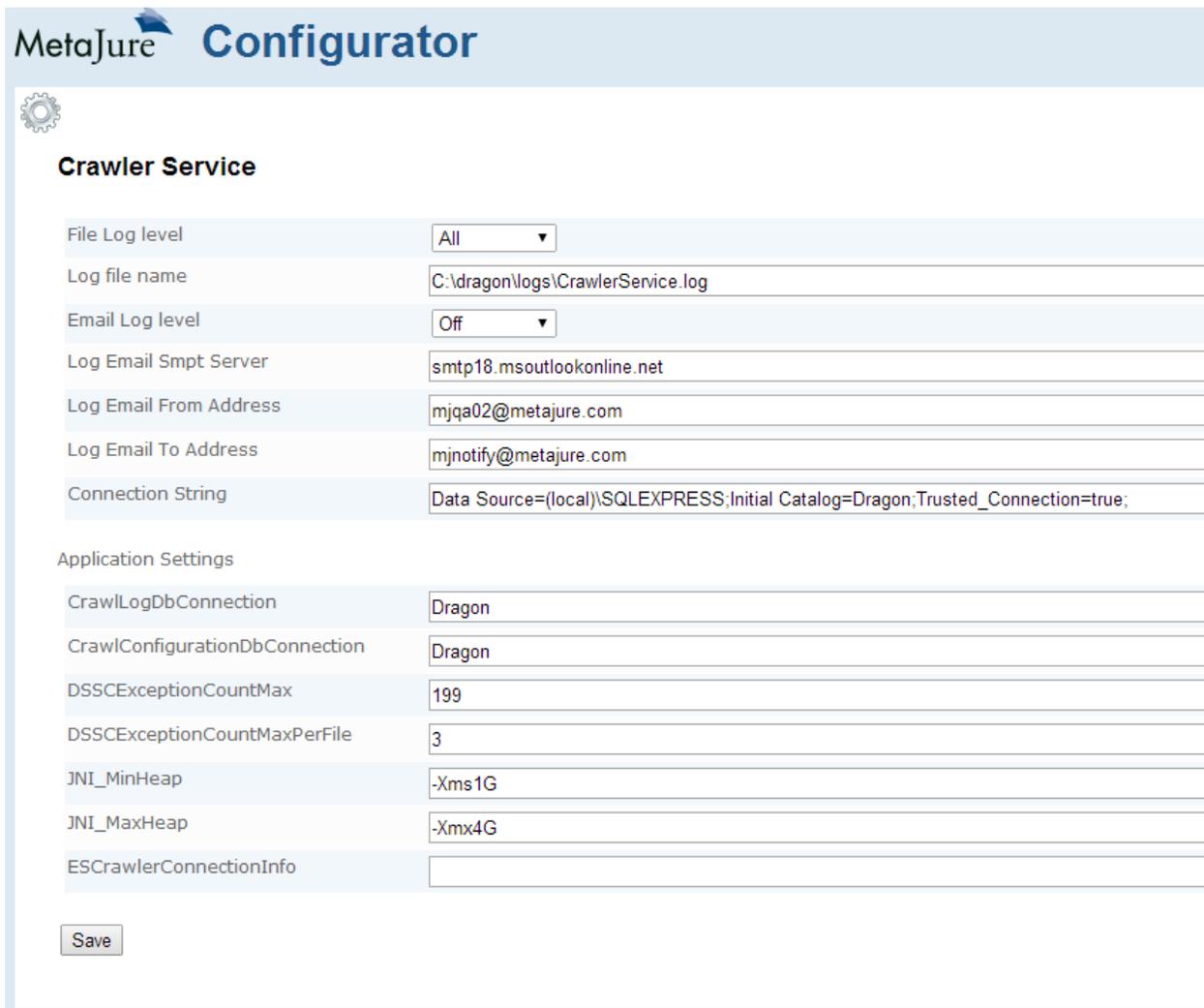
AllowChangePassword: Allows password change for non-windows authentication.

LocalPrefix: Location of Dragon folder

DictionaryPath: Location of dictionary file for Lucene

Custom Logo: Allows to upload your own logo. Make sure the logo is a png with the dimension 180 x 65 pixels

Crawler Service



The screenshot shows the MetaJure Configurator interface. At the top, there is a header with the MetaJure logo and the word "Configurator". Below the header, there is a gear icon and the title "Crawler Service". The configuration is organized into two sections: "Crawler Service" and "Application Settings".

| Crawler Service | |
|------------------------|--|
| File Log level | All |
| Log file name | C:\dragon\logs\CrawlerService.log |
| Email Log level | Off |
| Log Email Smt Server | smtp18.msoutlookonline.net |
| Log Email From Address | mjqa02@metajure.com |
| Log Email To Address | mjnotify@metajure.com |
| Connection String | Data Source=(local)\SQLEXPRESS;Initial Catalog=Dragon;Trusted_Connection=true; |

| Application Settings | |
|--------------------------------|--------|
| CrawlLogDbConnection | Dragon |
| CrawlConfigurationDbConnection | Dragon |
| DSSCExceptionCountMax | 199 |
| DSSCExceptionCountMaxPerFile | 3 |
| JNI_MinHeap | -Xms1G |
| JNI_MaxHeap | -Xmx4G |
| ESCrawlerConnectionInfo | |

At the bottom left of the configuration area, there is a "Save" button.

File log level: Controls the level of logging in the CrawlerService.log file. This should only be changed for troubleshooting.

Log File Name: Path for the log file.

Email log level: Controls the level of logging by email (only applies if you set up smtp email logging)

Log Email smtp Server: SMTP server address

Log Email From Address: From address for logging emails

Log Email To Address: To address for logging emails

Connection String: Database Connection string.

CrawlLogDbConnection: Connection to use for logging

CrawlConfigurationDbConnection: Connection to use for the configurator

DSSCExceptionCountMax: Maximum document security error logging

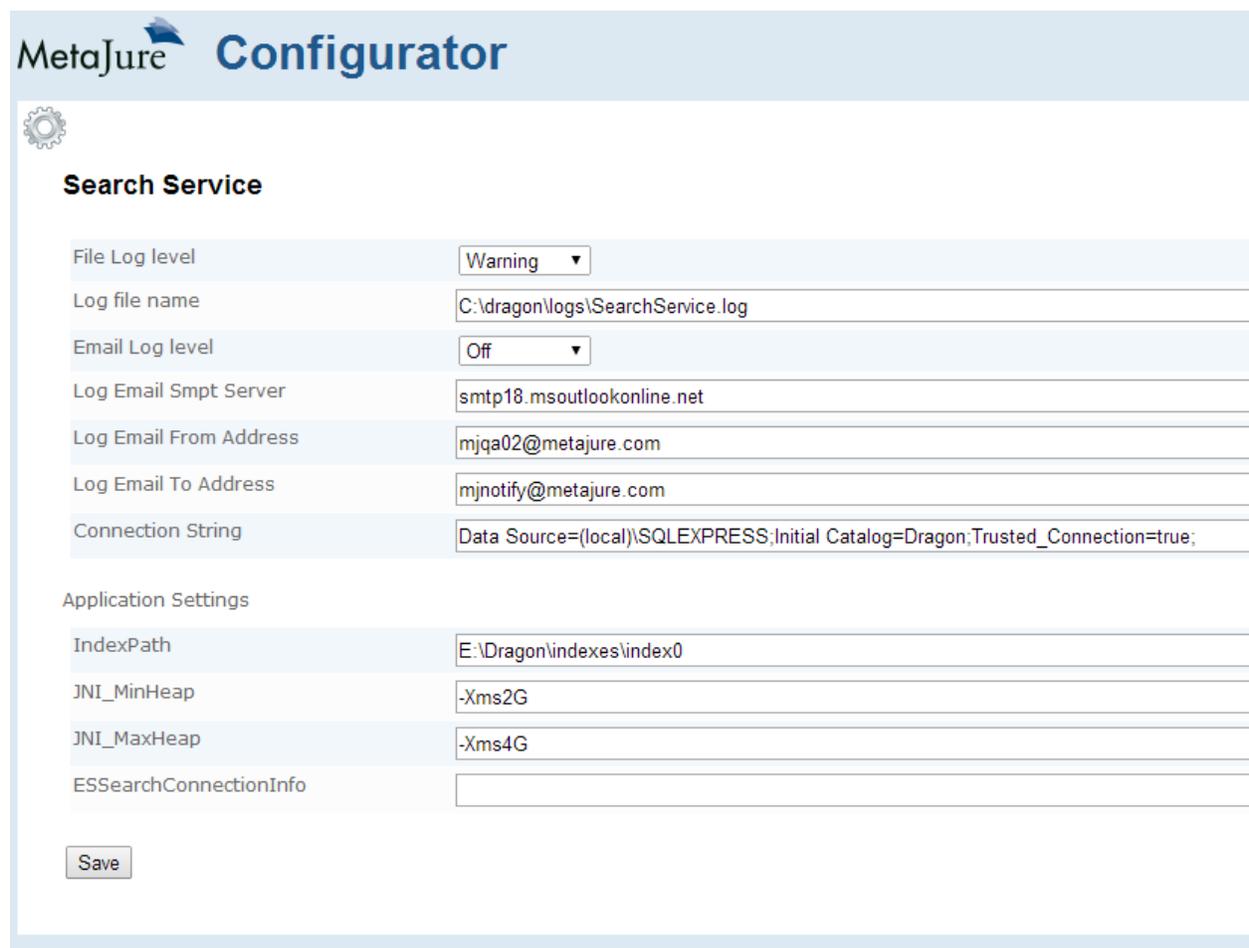
DSSCExceptionCountMaxPerFile Maximum document security error logging per file

JNI_MinHeap: Minimum memory for Java Crawler component

JNI_MaxHeap: Maximum memory for Java Crawler component

ESCrawlerConnectionInfo: No longer in use

Search Service



The screenshot shows the MetaJure Configurator interface for the Search Service. It features a header with the MetaJure logo and the word 'Configurator'. Below the header is a gear icon and the title 'Search Service'. The settings are organized into two sections: 'Search Service' and 'Application Settings'. Each setting is represented by a label and a corresponding input field or dropdown menu. A 'Save' button is located at the bottom left of the form.

| Setting | Value |
|------------------------|--|
| File Log level | Warning |
| Log file name | C:\dragon\logs\SearchService.log |
| Email Log level | Off |
| Log Email Smpt Server | smtp18.msoutlookonline.net |
| Log Email From Address | mjqa02@metajure.com |
| Log Email To Address | mjnotify@metajure.com |
| Connection String | Data Source=(local)\SQLEXPRESS;Initial Catalog=Dragon;Trusted_Connection=true; |
| Application Settings | |
| IndexPath | E:\Dragon\indexes\index0 |
| JNI_MinHeap | -Xms2G |
| JNI_MaxHeap | -Xms4G |
| ESSearchConnectionInfo | |

Save

File log level: Controls the level of logging in the SearchService.log file. This should only be changed for troubleshooting.

Log File Name: Path for the log file.

Email log level: Controls the level of logging by email (only applies if you set up smtp email logging)

Log Email smtp Server: SMTP server address

Log Email From Address: From address for logging emails

Log Email To Address: To address for logging emails

Connection String: Database Connection string.

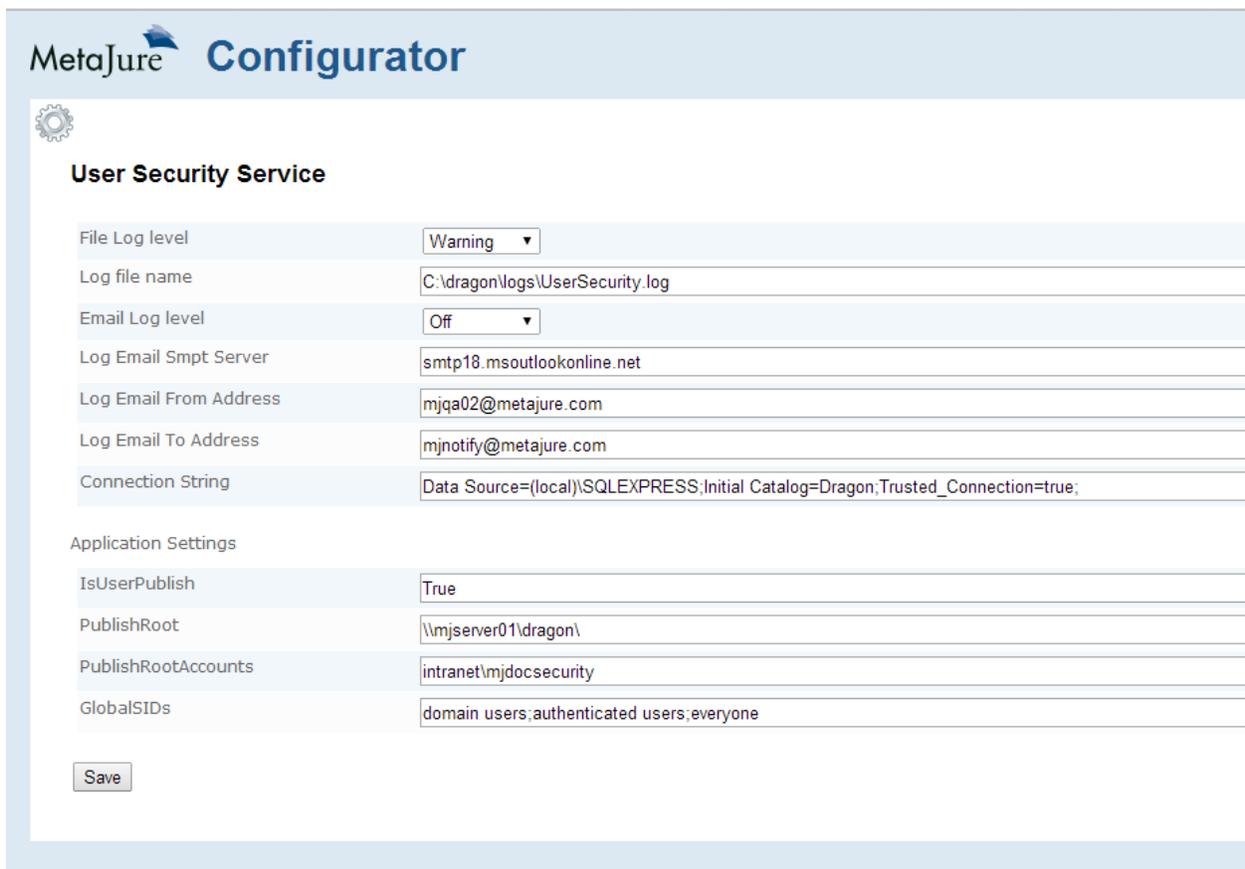
IndexPath: Path for the Lucene Index

JNI_MinHeap: Minimum memory for Java query component

JNI_MaxHeap: Maximum memory for Java query component

ESCrawlerConnectionInfo: No longer in use

User Security Service



The screenshot shows the MetaJure Configurator interface for the User Security Service. The interface is divided into two main sections: configuration fields and application settings. The configuration fields include File Log level (Warning), Log file name (C:\dragon\logs\UserSecurity.log), Email Log level (Off), Log Email Smpt Server (smtp18.msoutlookonline.net), Log Email From Address (mjqa02@metajure.com), Log Email To Address (mjnotify@metajure.com), and Connection String (Data Source=(local)\SQLEXPRESS;Initial Catalog=Dragon;Trusted_Connection=true;). The application settings section includes IsUserPublish (True), PublishRoot (\mjserver01\dragon\), PublishRootAccounts (intranet\mjdocsecurity), and GlobalSIDs (domain users;authenticated users;everyone). A Save button is located at the bottom left of the configuration area.

| Field | Value |
|------------------------|--|
| File Log level | Warning |
| Log file name | C:\dragon\logs\UserSecurity.log |
| Email Log level | Off |
| Log Email Smpt Server | smtp18.msoutlookonline.net |
| Log Email From Address | mjqa02@metajure.com |
| Log Email To Address | mjnotify@metajure.com |
| Connection String | Data Source=(local)\SQLEXPRESS;Initial Catalog=Dragon;Trusted_Connection=true; |
| Application Settings | |
| IsUserPublish | True |
| PublishRoot | \mjserver01\dragon\ |
| PublishRootAccounts | intranet\mjdocsecurity |
| GlobalSIDs | domain users;authenticated users;everyone |

Save

File log level: Controls the level of logging in the UserSecurityService.log file. This should only be changed for troubleshooting.

Log File Name: Path for the log file.

Email log level: Controls the level of logging by email (only applies if you set up smtp email logging)

Log Email smtp Server: SMTP server address

Log Email From Address: From address for logging emails

Log Email To Address: To address for logging emails

Connection String: Database Connection string.

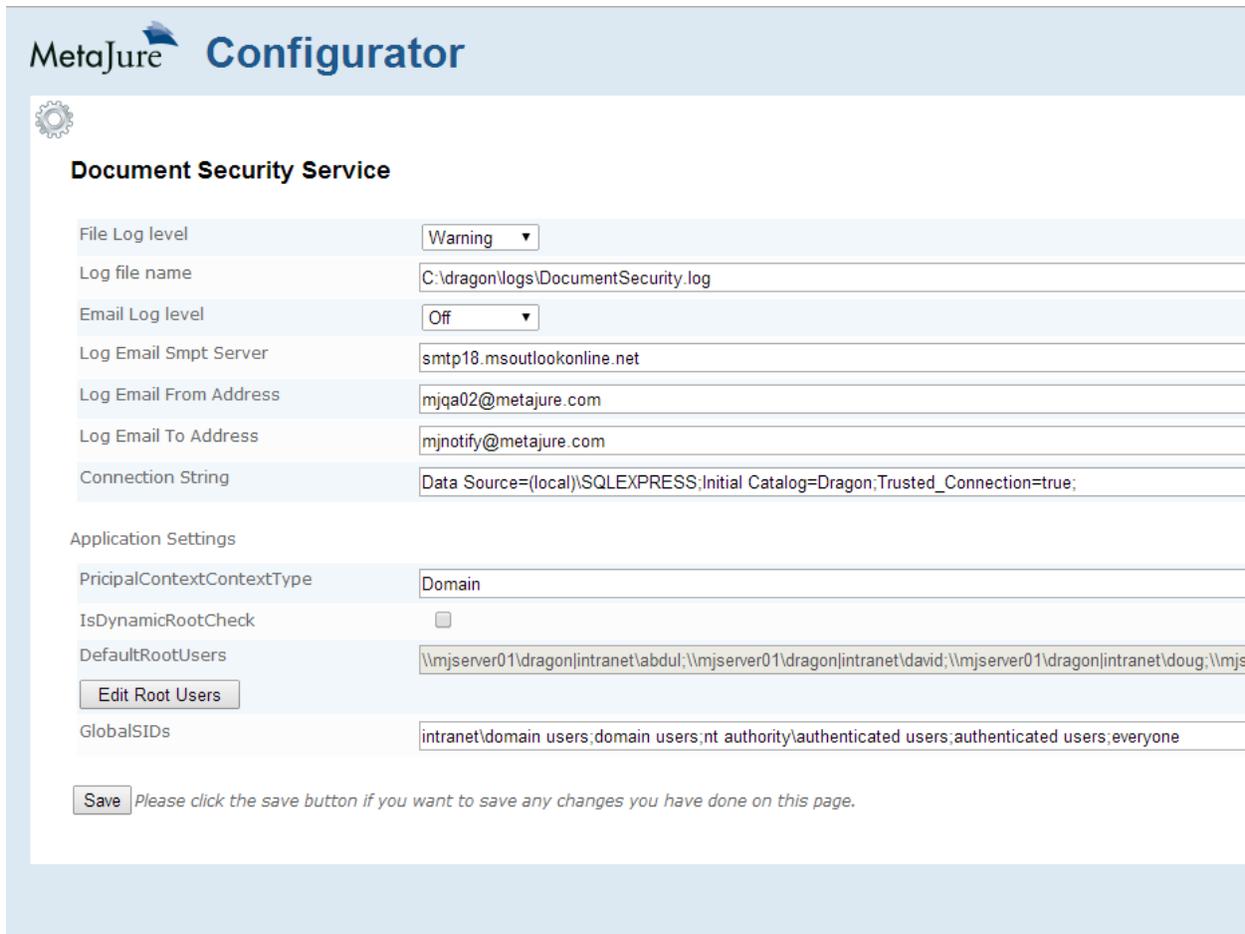
IsUserPublish: Will this server contain user PC content

Publish Root: Location of the LegalSync download

PublishRootAccounts: service account

Global SIDs: Global SIDs for this domain

Document Security Service



MetaJure Configurator

Document Security Service

| | |
|------------------------|--|
| File Log level | Warning |
| Log file name | C:\dragon\logs\DocumentSecurity.log |
| Email Log level | Off |
| Log Email Smpt Server | smtp18.msoutlookonline.net |
| Log Email From Address | mjqa02@metajure.com |
| Log Email To Address | mjnotify@metajure.com |
| Connection String | Data Source=(local)\SQLEXPRESS;Initial Catalog=Dragon;Trusted_Connection=true; |

Application Settings

| | |
|--|---|
| PricipalContextContextType | Domain |
| IsDynamicRootCheck | <input type="checkbox"/> |
| DefaultRootUsers | \\mjserver01\dragon\intranet\abdul;\\mjserver01\dragon\intranet\david;\\mjserver01\dragon\intranet\doug;\\mjs |
| <input type="button" value="Edit Root Users"/> | |
| GlobalSIDs | intranet\domain users;domain users;nt authority\authenticated users;authenticated users;everyone |

Please click the save button if you want to save any changes you have done on this page.

File log level: Controls the level of logging in the DocumentSecurityService.log file. This should only be changed for troubleshooting.

Log File Name: Path for the log file.

Email log level: Controls the level of logging by email (only applies if you set up smtp email logging)

Log Email smtp Server: SMTP server address

Log Email From Address: From address for logging emails

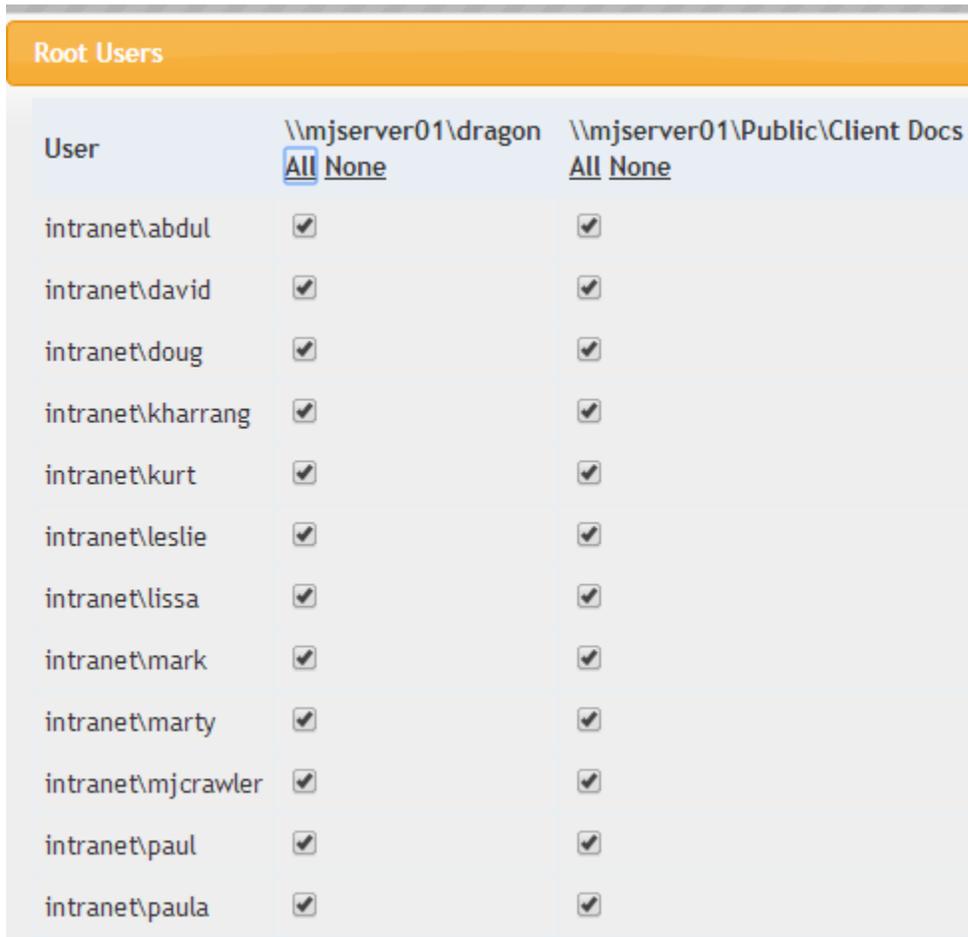
Log Email To Address: To address for logging emails

Connection String: Database Connection string.

PrincipalContextContextType: Security infrastructure

IsDynamicRootCheck: Controls whether the security access is enforced at the root share directory

DefaultRootUsers: Users allowed in the shared drive. Typically all users allowed. Clicking Edit Root Users will allow editing those users. Every time a new user is added, you should click on Edit Root Users and add that user to all root directories. (screenshot below)



The screenshot shows a window titled "Root Users" with a table of users and their permissions. The table has three columns: "User", "\mjsserver01\dragon", and "\mjsserver01\Public\Client Docs". Each of the last two columns has sub-columns for "All" and "None". The "All" sub-column in the first row is selected. All users listed have checkmarks in both the "All" sub-columns, indicating they are allowed access to both directories.

| User | \mjsserver01\dragon | | \mjsserver01\Public\Client Docs | |
|--------------------|-------------------------------------|--------------------------|-------------------------------------|--------------------------|
| | All | None | All | None |
| intranet\abdul | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| intranet\david | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| intranet\doug | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| intranet\kharrang | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| intranet\kurt | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| intranet\leslie | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| intranet\lissa | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| intranet\mark | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| intranet\marty | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| intranet\mjcrawler | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| intranet\paul | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| intranet\paula | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Global SIDs: Global SIDs for this domain

Database

Connection String:

Enroll DB users

User Name:

Licensing

Seat Count:

Seat Limit:

Signature:

Repositories

| Name | Type | Credentials Store | Credentials Detail | Credentials Userid | Credentials Password | Default | Contains Global Users | Reference |
|---------------------|---------------|-------------------------------|--------------------------------|--------------------|----------------------|---------|-------------------------------------|--|
| intranet Domain | NetworkShare | OB1-WAN.intranet.metajure.com | DC=intranet,DC=metajure,DC=com | intranet\mjcrawler | ***** | Default | <input checked="" type="checkbox"/> | <input type="text" value="intranet Domain"/> Edit |
| LegalSync | PersonalShare | | | | | | <input type="checkbox"/> | <input type="text" value="intranet Domain"/> Edit Set Default Delete |
| MetaJure SharePoint | SharePoint | | | | | | <input checked="" type="checkbox"/> | <input type="text" value="intranet Domain"/> Edit Set Default Delete |

[Add](#)

Crawl Configurations / Repository End Points

Crawler Console Path:

usual value: c:\dragon\crawlerconsole\crawlerconsole.exe

| Root Friendly Name | Connector Type | Root Location | Config File Name | Repository | Is Enabled | Is Personal Share |
|-------------------------|----------------|---|--|---------------------|-------------------------------------|-------------------------------------|
| My PC | File System | \\mjserver01\dragon | c:\dragon\crawlerconsole\My_PC_1.xml | LegalSync | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Client Docs | File System | \\mjserver01\Public\Client Docs | c:\dragon\crawlerconsole\Client_Docs_2.xml | intranet Domain | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Dragon SharePoint | SharePoint | http://mjbuild01/sites/DefaultCollection/Dragon | c:\dragon\crawlerconsole/Dragon_SharePoint_3.xml | MetaJure SharePoint | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| MetaJure Legal Forms | SharePoint | http://mjbuild01/legal | c:\dragon\crawlerconsole\MetaJure_Legal_Forms_4.xml | MetaJure SharePoint | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| DragonClient SharePoint | SharePoint | http://mjbuild01/sites/DefaultCollection/DragonClient | c:\dragon\crawlerconsole/DragonClient_SharePoint_5.xml | MetaJure SharePoint | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Bugs | File System | \\mjserver02\Test Files\Bugs | c:\dragon\crawlerconsole\Bugs_6.xml | intranet Domain | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

[Add](#)

Connection String: Database Connection string.

Enroll DB Users: Query to enter users automatically

Seat Count: Number of users enrolled

Seat Limit: Maximum number of users enrolled

Signature: Key for the license. Contact MetaJure if you need to update your license

Repositories

Types of repositories installed on MetaJure. Click edit to change the repository or add to add a new repository. Typically, the repository needed are already installed during deployment.

Crawl Configuration

Path for the console application.

Crawl end points

This is where you add/remove crawls.

Root Friendly Name: The name of the top level repository that will appear on the user interface

Connector type : Drop down with all the connectors installed

Root Location: Location for the crawl end point

Repository: Drop down with the repository installed on MetaJure

IsEnabled: Will enable the crawl

IsPersonalShare: Should only be checked for the My PC crawl

Users

In this section, you can enroll/edit/delete users.

MetaJure **Configurator** Welcome admin! | [Log Out](#)

Users [New User](#)

Total number of users: 19 Page Size: 20

| User Name | First Name | Last Name | Email | Repository User | Roles | |
|-----------|------------|-----------|------------------------|-------------------|------------------------|--|
| Abdul | Abdul | Abdulle | Abdul@metajure.com | intranetabdul | MJAdmin,Reader | |
| David | Dave | Eckert | David@metajure.com | | Reader | |
| doug | Doug | Schulze | doug@metajure.com | intranetdoug | Reader | |
| KHarrang | Kevin | Harrang | KHarrang@metajure.com | intranetkharrang | Reader | |
| Kurt | Kurt | Walker | Kurt@metajure.com | intranetkurt | Reader | |
| leslie | Leslie | Meagley | leslie@metajure.com | intranetleslie | Reader | |
| Lissa | Lissa | Yap | Lissa@metajure.com | intranetlissa | Reader | |
| mark | Mark | Persinger | mark@metajure.com | intranetmark | Reader | |
| Marty | Marty | Smith | Marty@metajure.com | intranetmarty | Reader | |
| mjcrawler | Service | Account | mjcrawler@metajure.com | intranetmjcrawler | MJAdmin,Reader,Service | |
| Paul | Paul | Hill | Paul@metajure.com | intranetpaul | MJAdmin,Reader | |
| Paula | Paula | Reynolds | Paula@metajure.com | intranetpaula | Reader | |
| Rich | Rich | Corbett | Rich@metajure.com | intranetrich | Reader | |
| rob | Rob | Arnold | rob@metajure.com | intranetrob | Reader | |
| Rukshan | Rukshan | Perera | Rukshan@metajure.com | intranetrukshan | MJAdmin,Reader | |
| Shaun | Shaun | Fulmer | Shaun@metajure.com | intranetshaun | MJAdmin,Reader | |
| tschrag | Tom | Schrag | tschrag@metajure.com | intranettschrag | Reader | |
| Victor | Victor | Madina | Victor@metajure.com | intranetvictor | MJAdmin,Reader | |
| vincent | Vincent | Payette | vincent@metajure.com | intranetvincent | AllReader,Reader | |

To edit a user, click on the edit icon on the far right. To remove a user, click on the red X on the far right. To enroll a new user, click on the New User link.

User
✕

User Name (domain\name)

First Name

Last Name

Password

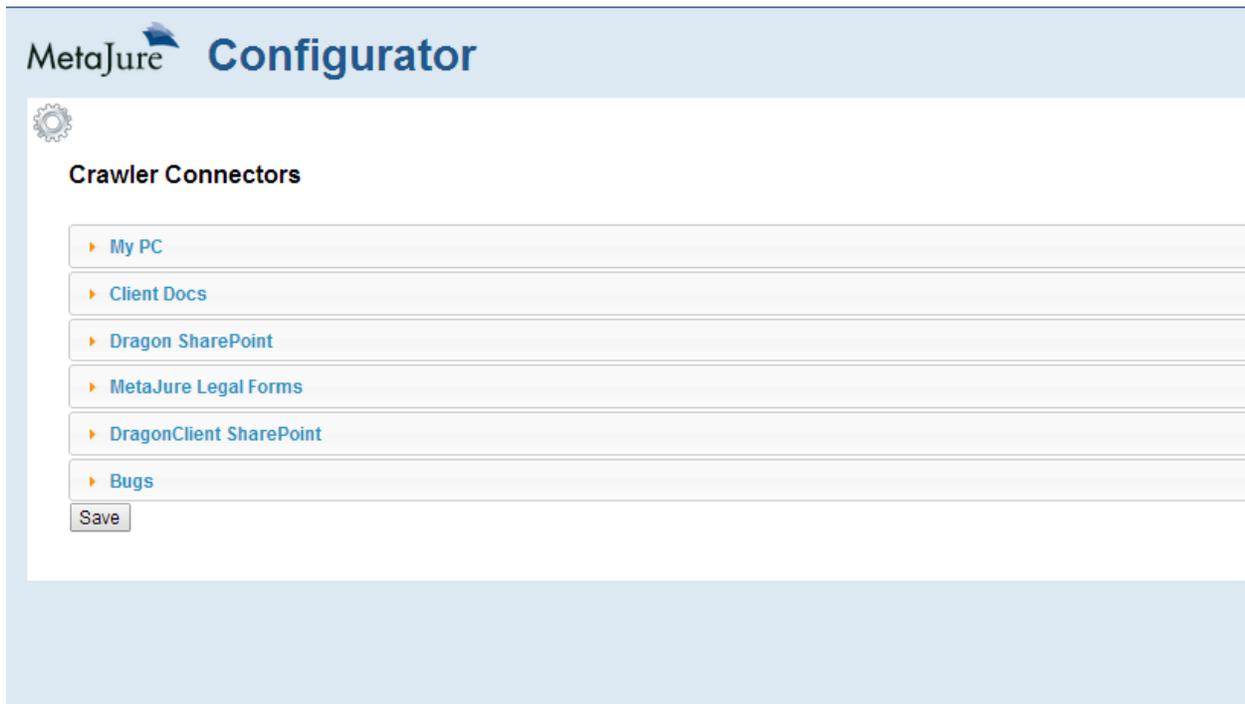
Email

Roles

Reader
 All Reader
 MJ Admin
 Service
 Client Admin
 Grantor

Enter the User Name, First Name, Last Name, email and leave Password blank. For regular users, check the Reader role. For super user with access to all data regardless of access rights, check the All Reader role.

Crawler Connectors



The crawler connectors are the connectors installed on your MetaJure application. The settings should only be modified by MetaJure support.

Schedules



Task Summary

| Name | Description | Status | Triggers | Last Run Time | Last Run Result | Next Run Time |
|-----------------------|-------------|--------|-----------------------|--------------------|-----------------|--------------------|
| Cancel running crawls | | Ready | At 11:00 PM every day | 4/21/2014 10:59 PM | | 4/22/2014 11:00 PM |
| Incremental Crawl | | Ready | At 11:15 PM every day | 4/21/2014 11:15 PM | | 4/22/2014 11:15 PM |

Account used to run the tasks

| | |
|-------------------|-------------------|
| Account User Name | intranetmjcrawler |
| Password | ***** |

Task settings

| | |
|----------------|-------------------------------------|
| Tasks Enabled | <input checked="" type="checkbox"/> |
| Daily run time | 23 ▾ 0 ▾ |
| Log File | nightlyCrawl.log |
| Backup Dir | c:\dragonbackup |

Crawl settings

| | |
|-----------------------------------|--------------------------|
| Crawler Console Directory | c:\dragon\crawlerconsole |
| Crawl Environment | MJQA02 |
| Crawl Description | MJQA02 |
| Crawl Status Email - From Address | mjqqa02@metajure.com |
| Crawl Status Email - To Address | mjnotify@metajure.com |

Daily crawl items

Following crawls are run during the incremental crawl task execution

| Crawl Friendly Name | Daily crawl enabled |
|-------------------------|-------------------------------------|
| My PC | <input checked="" type="checkbox"/> |
| Client Docs | <input checked="" type="checkbox"/> |
| Dragon SharePoint | <input checked="" type="checkbox"/> |
| MetaJure Legal Forms | <input checked="" type="checkbox"/> |
| DragonClient SharePoint | <input checked="" type="checkbox"/> |
| Bugs | <input checked="" type="checkbox"/> |

Save

The task summary section contains the configuration parameters for the scheduled crawl. The settings on that page will create or update Windows task scheduler tasks that run your crawls

At the top of the page, you see the currently scheduled task. The top task interrupts crawls if they are currently running and the next task starts the incremental crawl.

Task Settings

Task Enabled: Allow to enable or disable the automated crawl

Daily Run Time: Time when the crawl starts (military time 23:00 is 11pm)

Log File: Name of the log file

Backup Dir: Directory for the backup. Before the crawl starts, the task will perform a backup of the index and the database.

In the Task Settings section, enter the credentials for the service account and the desired time for the crawl. We recommend you start the crawl immediately after business hours to allow the most time for the crawl to complete.

Crawl Settings

Crawler Console Directory: Location for the crawler console applicatioa

Crawl Environment: Name of the server for this crawl

Crawl Description: Friendly name for the crawl

Crawl Status From Email: From address for logging emails (smtp must be enabled)

Crawl Status To Email: To address for logging emails (smtp must be enabled)

Daily Crawl Items

Lists all the repositories to crawl in that scheduled crawl.

Once you are done with changes, click on save to save changes.

Reports

This section allows configuring the UIsearch logging. It is useful for troubleshooting any problems in the UI.

File log level: Controls the level of logging in the UIsearch.log file. This should only be changed for troubleshooting.

Log File Name: Path for the log file.

Email log level: Controls the level of logging by email (only applies if you set up smtp email logging)

Log Email smtp Server: SMTP server address

Log Email From Address: From address for logging emails

Log Email To Address: To address for logging emails

Connection String: Database Connection string.



Reports

| | |
|------------------------|--|
| File Log level | Warning ▼ |
| Log file name | C:\dragon\logs\UISearch.log |
| Email Log level | Off ▼ |
| Log Email Smpt Server | smtp18.msoutlookonline.net |
| Log Email From Address | mjqa02@metajure.com |
| Log Email To Address | mjnotify@metajure.com |
| Connection String | Data Source=(local)\SQLEXPRESS;Initial Catalog=Dragon;Trusted_Connection=true; |

Application Settings

3. Crawl monitoring

On a periodic basis, we recommend to check on the MetaJure crawls to monitor their progress and ensure that all documents are getting indexed.

To check on the crawls, you must be logged in as the service account and then point your browser to:

<http://<servername>/search/Crawl>

You will see a screen that looks like this screenshot:

MetaJure

Administration

[Crawls](#) [Alias](#) [Performance](#) [Usage](#)

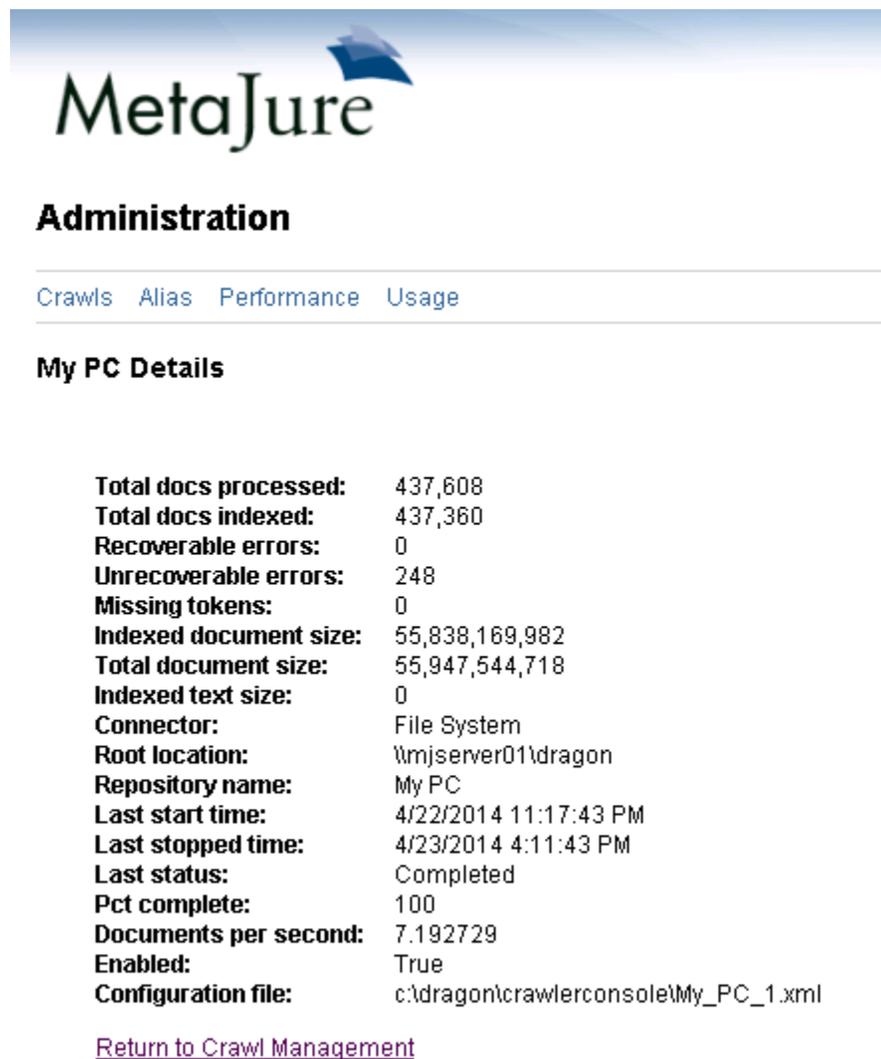
| Repository Name | Last Start | Last Status | Duration | Pct | Last Stopped | | | |
|-------------------------|-----------------------|-------------|-------------|------|----------------------|-----------------------|-------------------------|-------------------------|
| Bugs | 4/23/2014 4:13:47 PM | Cancelled | 00:00:00:07 | 9% | 4/23/2014 4:13:54 PM | Start | Disable | Details |
| DragonClient.SharePoint | 4/23/2014 4:13:33 PM | Completed | 00:00:00:08 | 100% | 4/23/2014 4:13:42 PM | Start | Disable | Details |
| MetaJure Legal Forms | 4/23/2014 4:12:52 PM | Cancelled | 00:00:00:38 | 23% | 4/23/2014 4:13:31 PM | Start | Disable | Details |
| Dragon SharePoint | 4/23/2014 4:12:19 PM | Completed | 00:00:00:28 | 100% | 4/23/2014 4:12:48 PM | Start | Disable | Details |
| Client Docs | 4/23/2014 4:12:02 PM | Completed | 00:00:00:13 | 100% | 4/23/2014 4:12:16 PM | Start | Disable | Details |
| My PC | 4/22/2014 11:17:43 PM | Completed | 00:16:54:00 | 100% | 4/23/2014 4:11:43 PM | Start | Disable | Details |

[Refresh](#)

The Repository name shows the friendly name of the repository, Last Start is when the crawl was started, Last Status shows the last status of the crawl, Pct is percentage complete, Last Stopped shows the last time the crawl was Stopped.

If you scheduled the crawls to run automatically, the crawls will run without manual intervention. The Last Status is the field to check if there are any problems. If you see an Error in that status, contact MetaJure support to assist with troubleshooting.

To check general statistics on the crawls, click on the details. You will see a screen that looks like this:



The screenshot shows the MetaJure Administration interface. At the top is the MetaJure logo. Below it is a navigation menu with links for 'Crawls', 'Alias', 'Performance', and 'Usage'. The main section is titled 'My PC Details' and contains a list of statistics and configuration information:

| | |
|-------------------------------|--------------------------------------|
| Total docs processed: | 437,608 |
| Total docs indexed: | 437,360 |
| Recoverable errors: | 0 |
| Unrecoverable errors: | 248 |
| Missing tokens: | 0 |
| Indexed document size: | 55,838,169,982 |
| Total document size: | 55,947,544,718 |
| Indexed text size: | 0 |
| Connector: | File System |
| Root location: | \\mjserver01\dragon |
| Repository name: | My PC |
| Last start time: | 4/22/2014 11:17:43 PM |
| Last stopped time: | 4/23/2014 4:11:43 PM |
| Last status: | Completed |
| Pct complete: | 100 |
| Documents per second: | 7.192729 |
| Enabled: | True |
| Configuration file: | c:\dragon\crawlerconsole\My_PC_1.xml |

[Return to Crawl Management](#)

Total documents processed: shows how many documents where in the repository

Total documents indexed: shows how many were indexed.

Recoverable errors: show documents that could not be indexed because of a temporary error but will be indexed in the next crawl.

Unrecoverable errors: shows documents that could not be indexed. Examples of these documents include password protected files, corrupt files etc.

Missing Tokens: shows files that had missing security tokens (uncommon)
Indexed document size: Size of all documents indexed (bytes)
Total document size: Size of all documents in the repository (bytes)
Connector: Connector for this crawl
Root location: Location for the crawl end point
Repository name: Friendly name of the repository
Last start time: Time of the last crawl start
Last stop time: Time of the crawl stop
Pct Complete: Current percentage of crawl completion
Documents per second: Last rate of documents indexing
Enabled: Whether the crawl is enabled
Configuration file: File containing all settings for the crawl. Contact MetaJure support before modifying this file.

To disable the crawl, click on the disable link and the crawls will be run anymore.

If you want to run the crawls manually, just click on the Start link to start the crawl manually.

You will be presented with this screen.



Administration

[Crawls](#) [Alias](#) [Performance](#) [Usage](#)

Start a Crawl

| | |
|------------------------------|---|
| Repository: | My PC |
| Crawl type: | <input checked="" type="radio"/> Incremental <input type="radio"/> Full |
| Stop time: | <input type="checkbox"/> |
| Duration limit: | <input type="checkbox"/> |
| Optimize on complete: | <input type="checkbox"/> |
| Enumerate only: | <input type="checkbox"/> |

[Cancel and Return to Crawl Management](#)

Start Crawling

The Crawl Type lets you choose between an incremental crawl where only the changes to the repository are added to the crawl or a full crawl where all documents/email are re-indexed.

The other fields allow you to customize the characteristics of the crawl. Click on Start Crawling to begin the crawl.

4. User aliasing

With MetaJure, you can troubleshoot user issue by aliasing as that user. That way, you can view the interface exactly the way the user sees it. To access that feature, you point your browser to:

<http://<servername>/search/MJAdmin>



Administration

[Crawls](#) **Alias** [Performance](#) [Usage](#)

Logged in as: **Service Account (mjcrawler)**

Session id: ufnevnz0lxfx42oy5wimz0bz

Version: MetaJure Client Search UI 1.10.7.0

Currently aliased as: **None**

Alias as:

You can then use the drop down to select the user and click Submit, then click on the top right corner to return to search as that user. You will then see the user interface as if you are logged in as that user.

5. Queue

The MetaJure crawling and indexing infrastructure is underpinned by a queue mechanism that allows optimal usage of system resources. When investigating the performance of the crawl, the queue is a good place to check.

To access the queue, point your browser to:

<http://<servername>:15672/#/>

(replace <servername> with the MetaJure server name)

The RabbitMQ logo consists of an orange icon of a rabbit's head next to the text "RabbitMQ" in a grey, sans-serif font.

Username: *

Password: *

The username is **guest** and password is **guest**

The queue user interface looks like the screenshot below.



- Overview
- Connections
- Channels
- Exchanges
- Queues
- Admin

Overview

▼ Totals

Queued messages (chart: last minute) (?)



Message rates (chart: last minute) (?)



The chart at the top shows how many documents are in the queue to be indexed and the chart below shows how many documents are getting consumed by the indexing.

If the consumption is steady, the queue will eventually be flushed out when the indexing runs out of documents to index. If you see the queue building with no consumption for over an hour, contact MetaJure support to troubleshoot problems in the indexing pipeline.