Impero Education Pro

Data Retention Guide.

EXTERNAL

September 2017

Contents

Purpose of Document

This guide provides an overview of the Data Retention principals of Education Pro along with guidance of how to archive data.

Impero Database Lifecycle

Captures (ilogs) are stored in the default database file. The location of this file is set in the server configuration.

The console application will generate reports using the current default database file and any previously created files, which are available.

The system maintains a list of database files, which are available.

When the server service is restarted (including server reboot), a fresh file is created and the previous database file is included in the list of databases available.

The duration the data is kept is configurable. This is achieved in the server configuration application and allows database files older than a given amount of days to be removed.

Additionally a separate Backup function can create a compressed zip file of the current list of valid database files into a specified location. Each compressed file will include all deleted files.

The backup function also includes a trim value that limits the number of compressed files to retain. For example, the backup function can be set to create a backup every 2 months and only retain six files. This would mean that 12 months of data would be maintained.

To access the files in the backup a manual intervention is required. The files need to be decompressed and added back into the list of available database files.

How to remove the Impero Logs manually.

At the end of the school year, you may wish to archive data for school leavers. This will increase the available data storage and increase the efficiency of Database queries within Education Pro.

The following steps outline how to archive Impero logs

> Stop the Impero Server Services.

> Navigate to the following location

C:\Program Files (x86)\Impero Solutions Ltd\Impero Server\Data.

Or the location of choice when initially installing Impero should it differ from the above.

> Right click the Logs Folder and select rename, rename the folder to represent the period for example "Logs-sept 2017 - july2018".

Please Note: Once renamed you must move this archive to a secure backup location of your choice. Do not leave the folder in the \Data directory. Impero Server backups the \Data directory everyday and will make duplicates if the folder is not moved.

> Restart the Impero Server Services (A new Logs folder is automatically created with a new, empty Ilog.)

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How to remove the Impero XML Files manually.

Impero performs a daily backup of your Impero XML Files, which includes Clients, Groups, Licence, Pcredits, Policies, Settings, Web Server Settings and Software Licencing.

The following steps outline how to move and archive your XML Backup files.

> Stop the Impero Server Services.

> Navigate to the following location

C:\Program Files (x86)\Impero Solutions Ltd\Impero Server

> Right click the Backups Folder and select open, simply select the folders you wish to remove and delete or right click to cut and paste to a location of your choice.

If you wish to remove/archive all backup files simply rename the Backups folder in the following location

C:\Program Files (x86)\Impero Solutions Ltd\Impero Server

> Restart the Impero Server Services this automatically creates a Backups folder and at 12am the server will create its first backup.

Impero Screen Recordings

Screen recordings are stored on the Impero Server in the following location (based on the Impero Server default installation directory)

C:\Program Files\Impero Solutions Ltd\Impero Server\Recordings (change to Program Files (x86) for x64 based systems)

Inside this folder, you will find a number of items:

1) Folders matching user names - these folders contain the private recordings made by console users.

2) Public folder - this folder contains public records available to all console users who have access to screen recordings

3) Recordings.Index - this file contains a list of all recordings made, both public and private

To remove all screen recordings

> Stop Impero Server service

> Delete contents of the recordings folder

> Start Impero Server service

To remove specific screen recordings

> Stop Impero Server service

> Open Recordings.index file in notepad

> Identify the recording in the list you wish to remove and delete that entry and save

> Find the recording in the public folder or user folder and delete recording file (.IRF)

> Start Impero Server service

How to manually remove the Console Logs

Impero EdPro takes a daily backup of your Console Logs, which includes all activity and actions performed through the Impero Console by console users.

The following steps outline how to move and archive your Console Logs

> Stop the Impero Server Services from running.

> Navigate to the following location

C:\Program Files (x86)\Impero Solutions Ltd\Impero Server.

> Right click the Console Logs Folder and select open, this folder contains the backup files for each date when any user used the console.

> Simply select the files you wish to remove and delete or right click cut and paste to a location of your choice.

If you wish to remove all backup files simple rename the Console Logs folder in the following location

C:\Program Files (x86)\Impero Solutions Ltd\Impero Server.

> Restart the Impero Server Services

This will create a Backups folder and at 12am the server will create its first backup of the console logs.

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