CD / DVD Authoring

OnBase CD / DVD Authoring integrates with a supported CD-R or DVD-R writer to create a copy of the data portion of the OnBase system. OnBase stores data in disk groups; each disk group is made up of one or more volumes. A disk group is therefore a volume set. When a CD-R or DVD-R is authored, all data files from a disk group volume are placed onto the media. OnBase will maintain the location of each document as it migrates from media to media.

An OnBase system is comprised of three components: the database, the data and a workstation. The database stores indexing, security and licensing information. The data will be the documents managed by the system. The workstation runs the OnBase Client that controls the interface between the database and the data.

When setting up an OnBase system, the user will define disk groups. When a disk group is first created, a size is determined for each volume. After a disk group volume size is set, the user will define the number of disk group copies. There are three types of disk group copies: Mass Storage, Removable and Backup. They are provided so that multiple copies of data can be stored on different media. When a disk group volume reaches its designated size, it is closed and a new volume is created. At this point, the user has the ability to write a backup copy of the closed disk group volume to CD-R or DVD-R.

Setup for OnBase CD / DVD Authoring is a disk group that has been configured with a backup copy and data. As data is brought into the system and the disk group copy is filled and promoted, a backup CD-R or DVD-R can be written. A CD or DVD writer is required for the workstation along with the writing software. For the CD format, if your organization will be managing large data sets, a license for OnBase Automated CD Authoring should be considered as it provides the automatic creation of backup CD's, using a Rimage system, when a disk group is filled.

If the OnBase system is being used for storage and retrieval of accounting, quality control and human resource records, it may be desirable to keep each department's data in a separate disk group so that departmental backup CD-R's or DVD-R's can be easily created. When a department's disk group volume is full, a backup copy may be written. Once written the CD-R or DVD-R can be stored in a jukebox for near-line retrieval, stored off-site for disaster recovery purposes or to create additional space in a jukebox.

Licensing:

Every workstation that is to perform CD/DVD authoring must have one or both (depending on the media intended for use) of the following licenses:

CD Authoring (Workstation License)

The workstation license is a standard, perpetual license. A single instance of the module may be executed (used) on a designated computer or cluster. The workstation license includes permission to install the module on up to two additional computers or clusters solely for the purposes of disaster recovery, integration, or testing by the institution to which the software is licensed.

This license allows authoring to CD media only.
DVD Authoring (Workstation License)

The workstation license is a standard, perpetual license. A single instance of the module may be executed (used) on a designated computer or cluster. The workstation license includes permission to install the module on up to two additional computers or clusters solely for the purposes of disaster recovery, integration, or testing by the institution to which the software is licensed.

This license allows authoring to DVD media only.

Applications:

If the OnBase system is being used for storage and retrieval of accounting, quality control and human resource records, it may be desirable to keep each department’s data in a separate disk group so that departmental backup CD-R’s or DVD-R’s can be easily created. When a department’s disk group volume is full, a backup copy may be written. Once written, the CD-R or DVD-R can be stored in a jukebox for near-line retrieval, stored off-site for disaster recovery purposes or to create additional space in a jukebox.

**CORE FEATURES**

- Backup data to CD-R's or DVD-R's.
- Complements OnBase Export and Publishing modules.
- Backup queue allows you to create backup copies of promoted volumes within disk groups.
- Data files are the only information included on the CD.