Guide for behandling av feilkonverteringer

Side 1 av 2

- 1) Go to webdmin and find "monitoring" -> "formatconverter".

- 2) Look up the failed conversions last week. If there are any failed conversions in the list, press the button "remove all".

- 3) Go to monitoring -> jobs. find the job called "Execute automatic conversion" and press execute. Check "monitoring" -> "formatconverter" that several new documents are being converted. When all are converted, go to the job called "Archive format validator" and press execute.

Side 2 av 2

- 4) Are there many failed conversions you need to run the jobs several times. But please wait between the executions until you see that there are few to no currently running conversions.

- 5) The files that fail again need to be handled manually.

- 6) Go to webdmin and find "monitoring" -> "formatconverter" and look up conversions that failed last month and do the same procedure. Then last 6 month and do the same.

Finne filer eldre enn 6 mnd:

- Det lar seg gjøre å søke opp for eksempel filformat docx med dokumentstatus journalført. Da får du samtlige som ikke er konvertert uansett tidsrom, men kun i det filformatet.

- Strengt tatt trenger filene heller ikke være feilkonverteringer – kan ha satt at wordfilen skal være i produksjonsformat (av en eller annen grunn) skal være aktiv versjon, heller enn arkivformatet i pdf – men det vil tilhøre sjeldenhetene.