Automated Management of iQ.Suite Clerk Database Documents

iQ.Suite Tips & Tricks for IBM Domino

Using iQ.Suite Clerk, every user can create, manage and delete their own deputy configuration. Activation and deactivation is also carried out by the users themselves; although deactivation and/or deletion in particular is often performed only sporadically. Most users actually create an additional document for every absence. This means that the database keeps on growing, and the performance of the Clerk module becomes increasingly worse, as the validity of every active document has to be checked.

It is therefore vital to keep the number of documents within reasonable limits and to deactivate those documents which have expired. This can really only be resolved in an automated way. A new function in iQ.Suite Clerk 11 and an iQ.Suite Action Database Job can assist you with this.

**Controlling the number of documents**

With the release of iQ.Suite Version 11, you can now restrict the number of documents which a user may store. This prevents an "uncontrolled growth" of documents.

- Navigate to the Clerk - "Abwesenheitsliste nach Benutzer" [Absence list by user] view.
- Click on "Konfiguration" [Configuration] (on the right corner of the screen).

- The restriction is individually adjusted for every forwarding (standard), forwarding (advanced) and redirection.
Deactivating old Clerk documents

For this, an iQ.Suite Action Database Job will be configured which will regularly search for Clerk documents which are configured for a transpired period of absence.

The formula rule for document selection is the crucial element of this job:

**Create a new database formula rule:**
Global- Datenbank-Regeln- Neu- Formelregel [Global- Database Rules- New- Formelregel]
Name: "Check old Clerk Docs"

**Formula:**
_days:= 0;
@If(DEL_EndDate