7 Daily Tasks To Keep Enterprise Vault Running Smoothly

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Introduction

In this guide, you'll learn about the top seven tasks to perform daily to keep your Enterprise Vault environment performing optimally. Whether you have a single Enterprise Vault server or many, it's essential with any extensive system like this to take the time to execute these activities. There are many different tasks to help with all the moving parts in the system. Failing to perform these activities could lead to your Enterprise Vault environment impacting end-users or failing to archive the desired data.

So, let's dig into the seven tasks that you should perform daily.

1 Review Mailbox Archiving Reports

The mailbox archiving reports generated by Enterprise Vault help you see the fundamental archiving activity taking place. They show how your archiving policy (or policies) affects the mailboxes belonging to your user community.

To check the archiving reports, navigate in your Enterprise Vault Administration Console to the 'Enterprise Vault Servers' node, then pick one of your servers, and then 'Tasks'. Right-click on one of your mailbox archiving tasks and open the properties. Clicking on the 'Reporting' tab will provide basic information about the most recent archiving run. You can also click on 'View Reports' to see the available reports:

Archiving Report - 1

Exchange archiving reports for DEV1-EXC2016-01

Start date and time	Run type	Run mode	Status	Reports
21.11.2022 00:00	Scheduled	Archiving and shortcut processing	Completed	HTML CSV
20.11.2022 00:00	Scheduled	Archiving and shortcut processing	Completed	HTML CSV
19.11.2022 00:00	Scheduled	Archiving and shortcut processing	Completed	HTML CSV
18.11.2022 00:00	Scheduled	Archiving and shortcut processing	Completed	HTML CSV
17.11.2022 00:00	Scheduled	Archiving and shortcut processing	Completed	HTML CSV
12.10.2022 15:43	Run now	Archiving	Completed	HTML CSV
29.09.2022 12:37	Run now	Archiving	Completed	HTML CSV
29.09.2022 12:23	Run now	Archiving	Completed	HTML CSV
23.09.2022 10:55	Run now	Archiving	Completed	HTML CSV
03.03.2022 14:05	Run now	Archiving and shortcut processing	Completed	HTML CSV

Again, this initial page shows you an overview and will crucially show you if there were any errors.

More details can be found by viewing an individual report:

Archiving Report - 2

Exchange archiving report: DEV1-EXC2016-01 on 21.11.2022

For more information about Exchange archive reporting, see: http://www.veritas.com/docs/HOWTO77092

Run summary

Run status	Completed
Exchange Server	DEV1-EXC2016-01.AD.DEV1.CFLABS.IO
Enterprise Vault site	DEV1-EV12-SITE-01
Start time	21.11.2022 00:00
End time	21.11.2022 00:08
Processing time	00:08:10
Run type	Scheduled
Run mode	Archiving and shortcut processing
Run ID	Scheduled_20221121_000033
Items archived	0

Mailbox summary

Mailboxes targeted	409
Mailboxes completed	408
Mailboxes partially processed	0
Mailboxes with no action taken	1
Mailboxes not processed	0
Mailboxes with warnings	0

Mailboxes processed　　　More detail >

		User and policy identification				Archiving summary					
	Mailbox display name	Archiving status	Mailbox policy	Archiving strategy	Items archived	Time of youngest item archived	Pending items	Future eligible items	Items ineligible under policy	Quota status
1	Aaron Austin	Completed: already in quota	MIZE	Age and quota	0	-	0	0	0	2119 MB Under
2	Addie Foley	Completed: already in quota	MIZE	Age and quota	0	-	0	0	0	2119 MB Under
3	Alexander Gutshall	Completed: already in quota	MIZE	Age and quota	0	-	0	0	0	2119 MB Under
4	Alfred Bettis	Completed: already in quota	MIZE	Age and quota	0	-	0	0	74 (2.35 MB)	2116 MB Under
5	Alvin Reese	Completed: already in quota	MIZE	Age and quota	0	-	0	0	57 (1.85 MB)	2116 MB Under
6	Amber Porto	No action taken: Windows account disabled	-	-	-	-	-	-	-	-
7	Amy Roark	Completed: already in quota	MIZE	Age and quota	0	-	0	0	57 (1.87 MB)	2116 MB Under
8	Andre Vang	Completed: already in quota	MIZE	Age and quota	0	-	0	0	66 (2.35 MB)	2115 MB Under

And there is even the option to get more detail (by clicking on 'More detail' on the report).

You will also notice in your browser the URL for the report. This allows you to quickly create shortcuts to each archiving task on each archiving server and get an overview of the activity across the entire environment.

Here are just a few of the available options in a mailbox archiving policy:

Note: *Remember, it's the combination of archiving policies and provisioning groups which determines the impact of archiving on end-user mailboxes.*

2 Check Windows Event Logs

Enterprise Vault will, when necessary, write information to the Windows Event log. For example, application-specific information will be written to the Application event log, and service or system-related issues will be written to the System event log.

In addition to those Windows event logs, Enterprise Vault has additional application log files that it writes to, which are also visible in the Event Viewer.

These are the Veritas Enterprise Vault log and the Veritas Enterprise Vault Converters log.

It's outside the scope of this document to go into detail about the contents of the event logs, however, as is generally good practice, the event logs should be frequently reviewed, and any warnings or errors should be investigated and corrected.

If you have many Enterprise Vault servers (and other Windows Servers), you should consider investing in a tool to collect and summarize event log information so that multiple servers do not have to be checked individually.
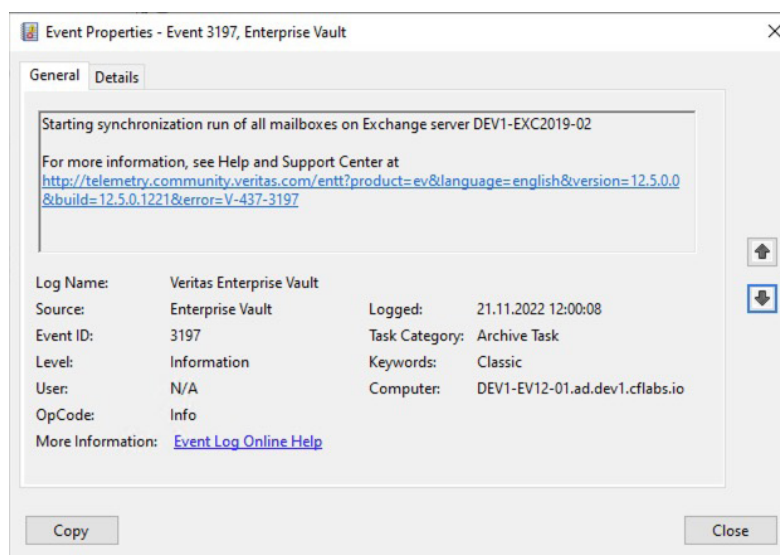
Do you know what Leavers are?

This is a term coined by many users of Enterprise Vault to describe archives that have been orphaned. They 'belong' to people who have left your company / organization. In many customer environments leavers data may be extensive. If you want to learn more about leavers, here at Cloudficient we have several tools available to help you determine how many leavers you have and how much data is being stored.

3 Check Disks

Obviously, an extensive, busy system like Enterprise Vault needs fundamental things checking, such as disk space. If all available disk space is consumed, it will impact many activities your Enterprise Vault server (or servers) should be doing.

Enterprise Vault consumes disk space for:

- Vault store data
- SQL Data
- Index data
- Temporary locations

Fortunately, Enterprise Vault has had features built into the product for many years to help, in part, when it comes to monitoring and checking disk space. The Enterprise Vault Admin Service will log warning and critical event log messages when disk space is almost depleted (95% full for warning, 99% for critical). It monitors all available local hard drives on the Enterprise Vault Server.

So, the first thing to check is the event log messages indicating that the warning threshold has been reached. If it is logged, you can then investigate and take appropriate action.

When disks are reported as 99% full, Enterprise Vault will shut down all of its services. This is a situation you want to avoid, as it will have a significant impact on your end-users.

In the Enterprise Vault documentation, there is a lot of useful information about configuring the Enterprise Vault Admin service: for example, some local disks can be excluded if required.

Note: Don't forget to monitor the disk space usage on the SQL Servers that host the Enterprise Vault databases. This is also a crucial aspect, as running out of space will impact the Enterprise Vault environment.

Prepare For Your Cloud Migration

In our guide you will find information on:
- Reviewing the data that needs to be migrated
- Deciding what to do with the data left behind
- Deciding on licensing and additional settings that will be configured

Get Your Prep Guide Now!

4 Monitor Journal Mailboxes

Most organizations that have deployed Enterprise Vault use it for journal archiving and mailbox archiving. Journal archives are considered the unaltered copy of all mail sent and received in an environment and can be crucial in a legal eDiscovery case.

Microsoft Exchange journal mailboxes are typically very busy mailboxes and can have hundreds of thousands of messages arriving per day. It's essential to ensure that the Enterprise Vault journaling task keeps up with the activity and hasn't suffered an issue.

The Enterprise Vault journaling task is constantly running and processing the appropriately targeted journal mailbox. If issues are encountered when processing a message, there are many mechanisms in place to try to resolve the issue. Inside the journal mailbox, several folders might get created containing any items where problems have been encountered. These should be reviewed frequently and issues addressed potentially by also contacting Microsoft or Veritas support.

Note: The items in the folders are usually reprocessed when the journal task is restarted. So, the existence of the folders themselves might not indicate a problem; it's more related to whether there are items inside the folders.

5 Manage Partition Rollover

Apartition is the name given to the location where archived data is physically stored by an Enterprise Vault server. Many different types of storage media are supported, and to help make things more generic, the term partition is used and configured within Enterprise Vault.

A partition can be one of three states:

Open:	Ready:	Closed:
A Vault Store can only have one open partition. Data archived by Enterprise Vault to this Vault Store will be written to this partition.	A Vault Store can have any number of these partitions. When an open partition becomes full, a ready partition will be used (and the previously open – now full – partition will be closed). The order in which ready partitions are used is configurable at the Vault Store level.	A closed partition is not available for archiving. A closed partition can be opened or made ready for rollover if required.

Enterprise Vault can help manage partition rollover; however, it is still a task that should be monitored to ensure that partitions aren't reaching capacity, causing archiving to stop.

A partition can roll over automatically if it's configured to do so. It can be based on size, amount of volume free space, elapsed time, or a specific date. Combinations of these are also possible, so there are many different options to suit most enterprise-sized organizations.

A partition can be manually rolled over using a PowerShell commandlet. This means that partition rollover can be tied to other operations in your enterprise if required.

Note: Enterprise Vault has introduced the concept of smart partitions, which store only data items that match specific tags that are assigned to them.

6 Review Expiry Report

One of the things that Enterprise Vault is also good at is removing or expiring data when, for your organization, it no longer has business value or does not need to be kept for legal eDiscovery purposes. This is based on times configured at the site level in Enterprise Vault.

Many organizations will have assigned different retention categories to different types of archived data. This has the effect of marking items with particular retention characteristics, but unless Storage Expiry is enabled, archived items won't actually be removed.

In many situations, customers will run expiry in report mode to determine the impact that the full expiry run will have. Remember that the expiry report is not written to the file system (like many other Enterprise Vault reports). Instead, the expiry report is written to the Veritas Enterprise Vault event log (see event log ID 7086 for report mode and 7085 for normal mode)

Note: Depending on the number of archived items in the Vault Store, expiry can take time to run.

Storage Expiry Report
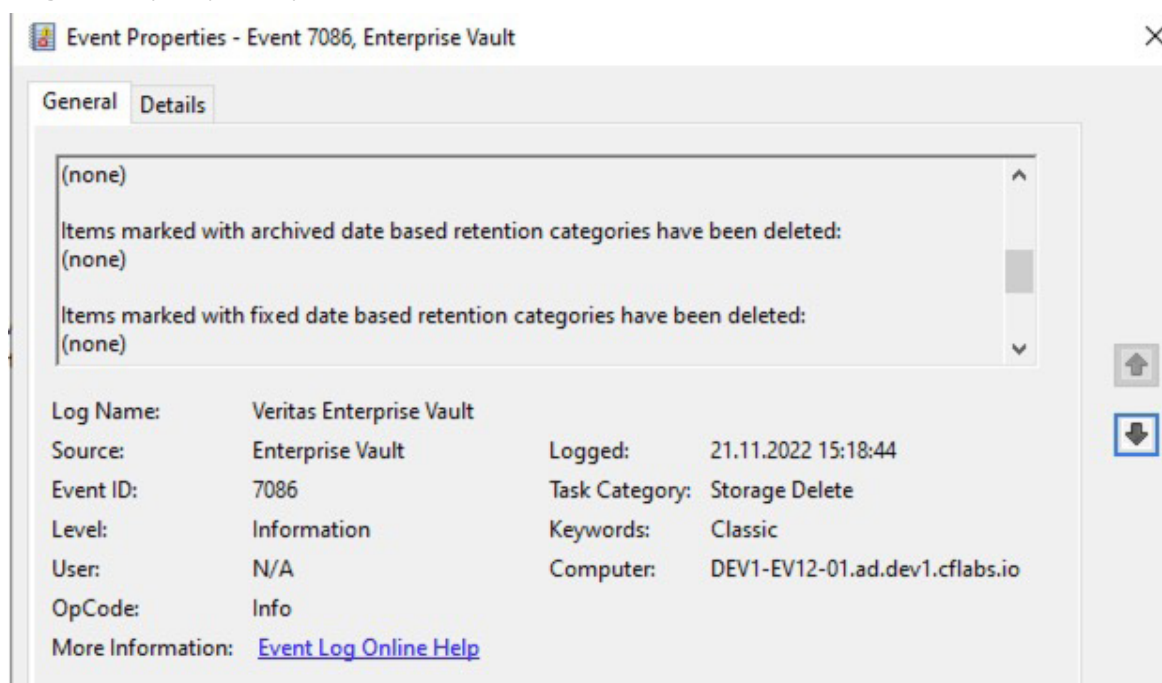
Do you know how much Enterprise Vault costs you annually?

We've written an extensive blog to help you understand all the costs involved in maintaining an archiving platform such as Enterprise Vault. Here is the link.

7 Move Archives To Other Geographies

In large global organizations, end-users sometimes move between geographical locations. While many organizations have very good network connectivity between offices, it's not always the case, especially in a remote or hybrid work situation.

For these and other reasons, from time to time, you might need to move archives to different locations so that a good end-user experience is maintained.

You can move archives:

Between Vault Stores in the same site	Between Vault Stores in different sites

Over the last few years, the capabilities of the Move Archive activity within Enterprise Vault has improved. However, there are still several limitations to be aware of, which are covered in the Enterprise Vault documentation.

One of the most critical aspects of Move Archive is that it supports the following type of archive:

- Domino Mailbox Archive
- Domino Journal Archive
- Exchange Mailbox Archive
- Exchange Journal Archive

Other archive types are not supported.

Note: Archives can not be moved if items are placed on legal hold by Discovery Accelerator.

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