



## Folder Create Policy

### How Folder Create Policies Work

The **Folder Create** policy wizard allows administrators to add new folders immediately below the “Root” and “Cabinet” objects in the destination GroupWise accounts. Folder Create policies can be used to delete existing folders in destination GroupWise accounts including folders not originally created using a Folder Create policy.

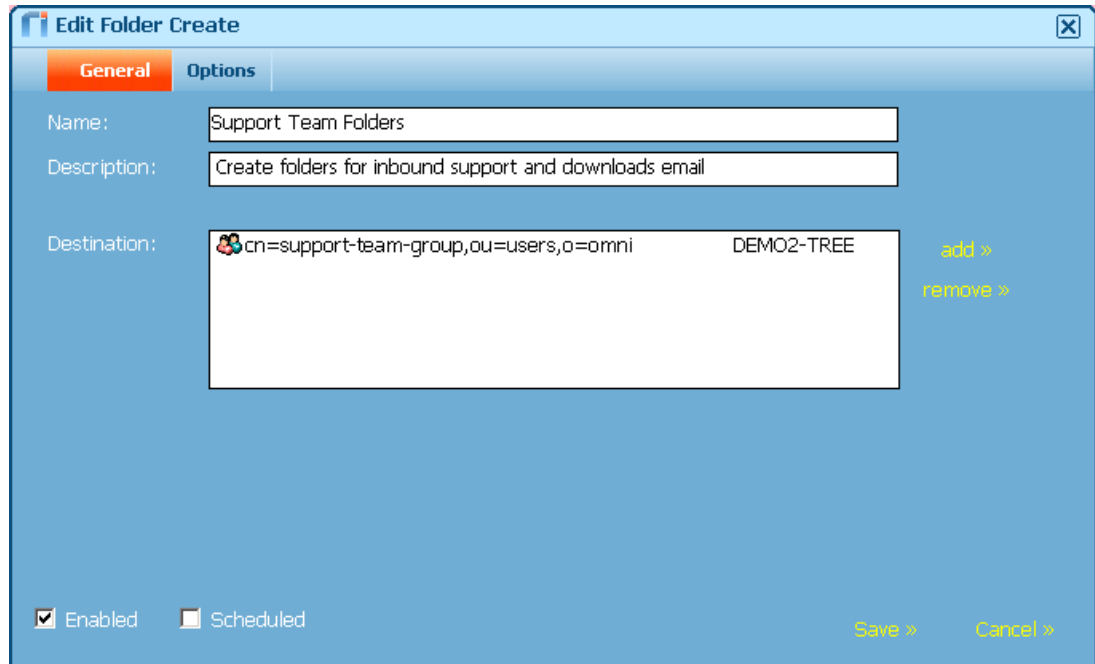
### Creating New Folders Using a Folder Create Policy

To create a Folder Create policy:

1. In the **Policies** page, under **Other Policies**, click the **Folder Create** policy wizard link.
2. Provide a short name and description for the policy.

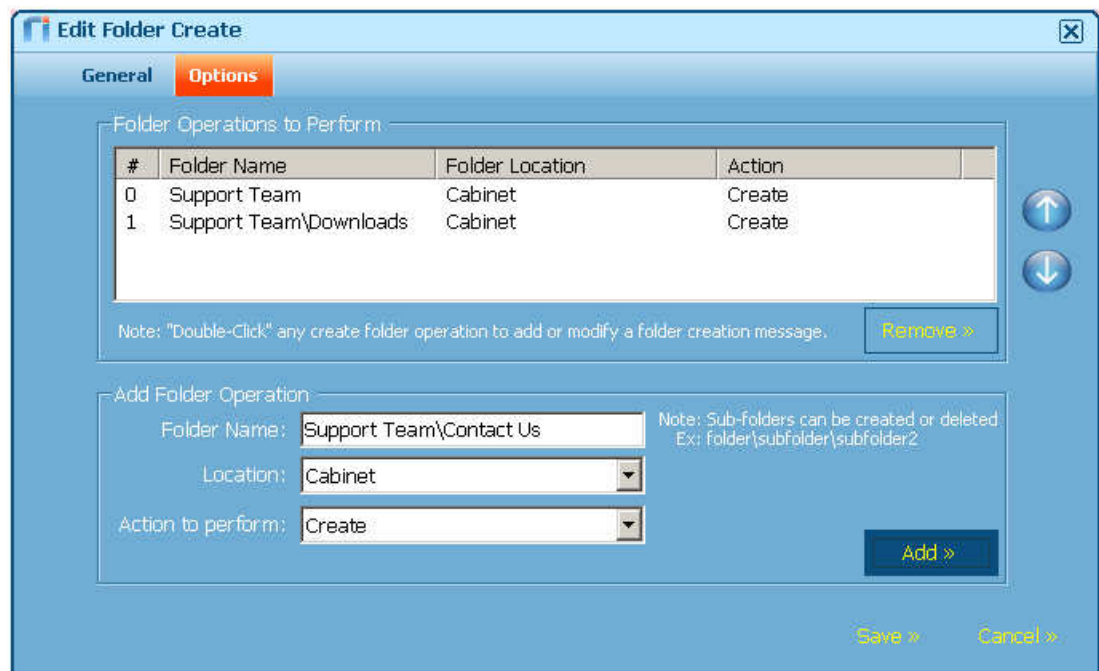
Edit Folder Create	
General	Options
Name:	Support Team Folders
Description:	Create folders for inbound support and downloads email

3. Click **add >>** to open the eDirectory browse window. Select the desired eDirectory user, group, container, or GroupWise resource, post office or domain objects to identify the destination users where folders will be created or deleted. One or more destination objects can be selected for this policy. The recommended best practice is to select eDirectory group objects as they have members lists that can be modified.

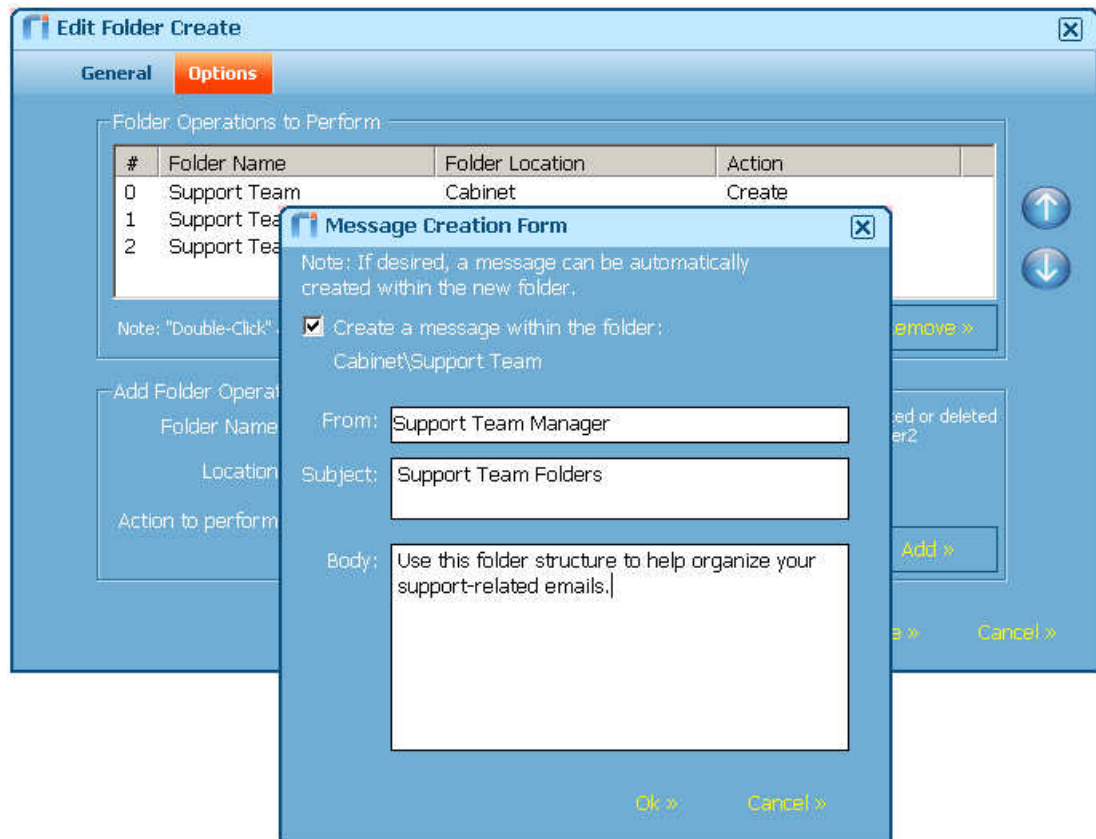


Click **OK>>** to save the destination objects.

4. To create folders in the destination objects, select **Options** to configure the actions to take with folders.

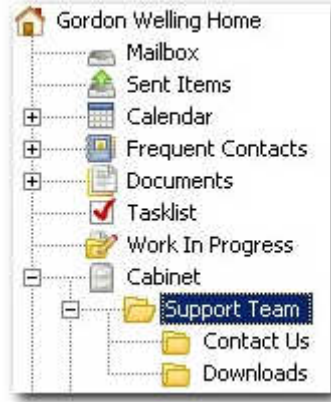


- a. Start by creating the root folder for the folder structure to be created. Specify a suitable **Folder Name** to create, e.g. **Support Team**.
  - b. Use the drop-down **Location** list to select the desired location for the new folder. There are only two options, **Root** (create the folder immediately below the root object) or **Cabinet** (create the folder immediately below the Cabinet folder).
  - c. Set the **Action to perform** to **Create**.
  - d. Click **Add >>** to add the folder to the folder list.
  - e. For child folders, specify the relational path in the **Folder Name:** field, for example:
    - Support Team\Downloads**
    - Support Team>Contact Us**
  - f. Ensure that the **Location** field for each child folder uses the same location as the root folder for this structure.
  - g. Ensure that the **Action** field is set to **Create**.
  - h. Click **Add >>** to add each child folder to the folder list.
5. To add a notification email in the new folder after it is created, double-click the folder in the select **Create a message within the folder:** and complete the form.



Click **Ok >>** to close this window.

6. Return to the **General** detail page and verify that **Enabled** is checked to enable the policy. Only enabled policies can be executed.
7. Click **Save>>** to save and close the policy.
8. Execute the policy to implement the changes.



## Remove the Folder Create Message

The folder information in a Folder Create policy can be modified at any time. To modify a folder in a policy:

1. Select **Options** in the Folder Create policy.
2. Double-click the desired folder in the folder list to open the details for that folder.
3. Modify any of the fields, or remove the check mark for **Create a message within the folder**: to disable the create a message feature for that folder.

A screenshot of a 'Message Creation Form' dialog box. The title bar reads 'Message Creation Form' with a close button. Below the title bar is a note: 'Note: If desired, a message can be automatically created within the new folder.' There is a checkbox labeled 'Create a message within the folder:' which is currently unchecked. Below this checkbox is the text 'Cabinet\Support Team'. The form has three input fields: 'From:' with the value 'Support Team Manager', 'Subject:' with the value 'Support Team Folders', and 'Body:' with the text 'Use this folder structure to help organize your support-related emails.' At the bottom right of the dialog are two buttons: 'Ok >' and 'Cancel >'.

4. Click **Ok >>** to save the changes to that folder.
5. Click **Save >>** to save changes to the policy.
6. Execute the policy to implement the changes.

## Deleting Folders Using the Folder Create Policy

The Folder Create policy can also be used to delete existing folders in destination GroupWise accounts including folders not created by a Folder Create policy.

To delete existing folders:

1. Right click the policy and choose **Edit**.
2. Click **Options**.
3. In the **Options** page, go through the steps to add a folder that has the same name as the folder you want to remove from the folder list (e.g. “**Support Team\Technical Support**”). Ensure that the **Action to perform:** is set to **Delete**.

Add Folder Operation

Folder Name: Support Team\Technical Support

Location: Cabinet

Action to perform: Delete

Create  
Delete

4. When this policy is executed, Riva will delete the specified folder if it is empty. Select **Delete even if folder has content** if you want to force folders to be deleted.

Add Folder Operation

Folder Name: Support Team\Technical Support

Location: Cabinet

Action to perform: Delete

Delete even if folder has content.

5. Click the **Add >>** button to add the folder with the “Action Type” set to **Delete\_All**.
6. Highlight the same folder name with the “Action Type” set to **Create** and click the **Remove >>** button.

Folder Operations to Perform

#	Folder Name	Folder Location	Action
2	Support Team\Contact Us	Cabinet	Create
3	Support Team\Technical Support	Cabinet	Create
4	Support Team\Technical Support	Cabinet	Delete_All

Note: "Double-Click" any create folder operation to add or modify a folder creation message.

Remove >>

7. Click **Save>>** to save and close the policy.

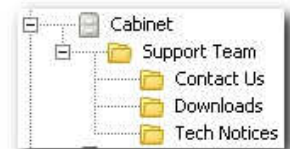
- Execute the policy to implement the changes.

## Controlling the Order that Folders are Created and Display

The default folder create option in the GroupWise client is to create a child folder immediately below it's parent and push existing folders lower down in order that they appear in the tree view. If you want to control the order that folders will appear in the tree view, you need to build the child folders in reverse order. Thus the following order in the policy will generate the following tree view:

#	Folder Name	Folder Location	Action
0	Support Team	Cabinet	Create (with message)
1	Support Team\Tech Notices	Cabinet	Create
2	Support Team\Downloads	Cabinet	Create
3	Support Team>Contact Us	Cabinet	Create

Note: "Double-Click" any create folder operation to add or modify a folder creation message. Remove >>



You can change the order in the policy, but this will not change the display order for those destination accounts that have already been affected by this policy. Changing the display order in the policy will only affect users that do not have folders identified in the policy. To change the display order of folders to be created:

- Right click the policy and choose **Edit**.
- Click **Options**.
- In the **Options** page, highlight the folder that needs to be adjusted and click the up or down arrow button to modify its position in the folder list.

#	Folder Name	Folder Location	Action
2	Support Team>Contact Us	Cabinet	Create
3	Support Team\Technical Support	Cabinet	Delete_All
4	Sample Team\Tech Notices	Cabinet	Create

Note: "Double-Click" any create folder operation to add or modify a folder creation message. Remove >>

- Click **Save>>** to save and close the policy.

## Management Considerations of Folder Create Policies

There are a couple of important things to remember about Riva Folder Create policies:

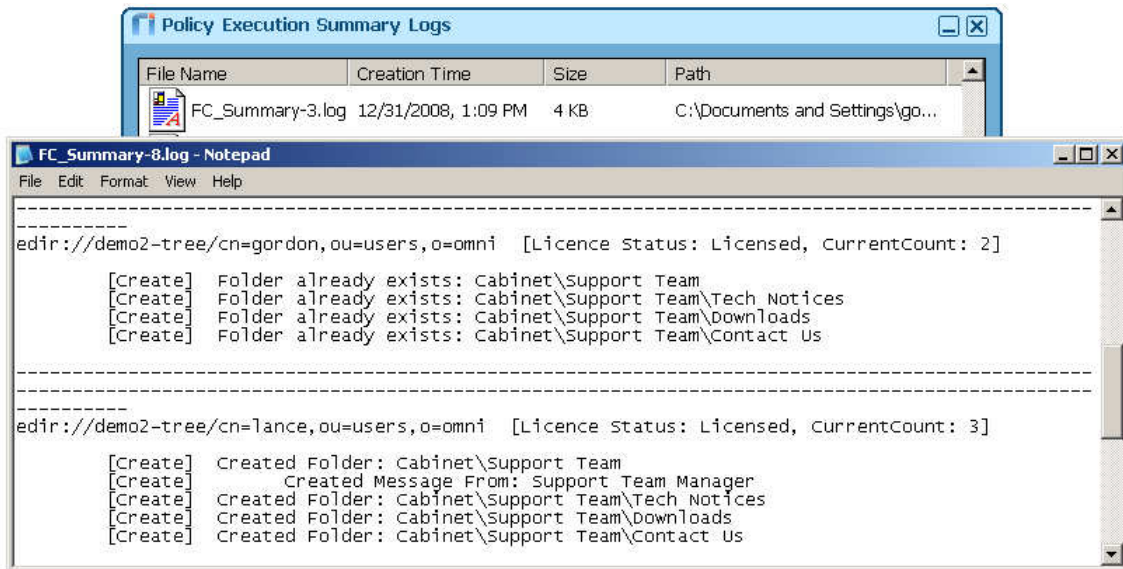
- Riva will check to see if a folder with the same name already exists in the target location in the destination GroupWise accounts. Riva will skip destination GroupWise accounts where a folder with the same name already exists.
- There is no option to rename folders.
- If you add a new user to the destination list or as a member of a GroupWise object in the destination list, the folder(s) will not be created until the policy is executed again.

- If you specify the name of an existing folder (not created by an Folder Create policy) and set it to delete, it will remove those folders from target GroupWise accounts if it finds a folder with the exact name in the specified location.

## Executing Folder Create Policies

Whenever you execute a Folder Create policy, a Policy Execution Summary Logs window will open showing the available logs. Highlight the desired log file and click **Show >>** or double-click the desired log file in the list to open the log file.

When Riva executes these policies, it will not create a folder if one with the same name exists in the same path as defined in the policy.



## Best Practices for Folder Create Policies

Here are recommended best practices:

- Test, test, and test. When creating or modifying a Folder Create policy, use a sample destination user account to test creation and / or deletion of folders.
- Folder Create policies are often used to support other Riva policies like Managed Rules policies. Ensure that you create and test Folder Create rules before the other Riva rules that they are designed to support.
- Use eDirectory objects for destination. Although Folder Create policies allow the use of GroupWise objects (post offices and domains), using GroupWise objects as destinations are less efficient than using eDirectory objects. This functionality was created specifically to support environments that have GroupWise only accounts that are not linked to an eDirectory account. Using eDirectory accounts as source and destination objects will provide significantly faster policy execution.

## **Additional Information**

You can refer to the following links for additional information about Riva:

- Flash Based Tutorials - <http://www.omni-ts.com/quicktours/>
- Home page for Riva Policies - <http://www.omni-ts.com/policies/>
- Riva Documentation - <http://www.omni-ts.com/documentation/messaging/>
- Riva Tips (from our Riva Support Forum) - <http://www.omni-ts.com/forum/post--2055--page-1.html>