

contentWEB Manual – version 3.5



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What is contentWEB?

contentWEB is a client application of contentACCESS, which is used for viewing items processed/archived by contentACCESS via a web browser. A user can access contentWEB using the following sample:

http://[contentWEB_Server_Name]/contentWEB/

The only condition to access the archive with contentWEB is to have contentWEB access permissions that can be granted in contentACCESS Central Administration. For more information about how to grant access permissions please refer to the respective chapters of the contentACCESS Manual.

contentWEB is also accessible from all mobile devices. Pages fitting mobile device screen and simplified navigation contribute to ease of use. The searching, item listing, filtering, recovery and export functions of contentWEB make the work with these documents more comfortable and intuitive.

Main contentWEB functions:

- ✓ Quick and easy access of the processed emails/documents over the Internet;
- ✓ Easy access from mobile devices;
- ✓ Searching between the items according to their parameters (To, From, Subject, etc.)
- ✓ Searching in the content of the documents (using File Content Extractor plugin).
- ✓ Zero term search, quick search and advanced search.
- ✓ Easy item sorting and downloading options.
- ✓ Exporting into .pst and .zip format.
- \checkmark Manual recovery of the archived items.
- ✓ Active/inactive document view in the File system archive.
- ✓ Document versions are accessible in the File archive.
- ✓ One-click login with external providers.
- ✓ Saving the last view of the logged in user.



Requirements

The hardware, software, other requirements and the web browsers supported by contentWEB will be detailed in the following subchapters of the guide.

Hardware requirements

Minimal	Recommended
Intel P4 2 GHz	Dual Xeon
processor	
2GB RAM	4 GB RAM

Software requirements

- Operating System (64bit): Windows 2008 R2 and higher;
- Internet Information Services 7.0 and higher;
- .NET Framework 4.5.

The following prerequisites are needed if you would like to browse email archive in contentWEB:

• MS Outlook 2010 x64, MS Outlook 2013 x64;

Note: Outlook binaries are needed, software does not have to be licensed or activated.

Other requirements

o Create SSL certificate for secure connection and apply in IIS for https bindings.

Supported browsers

- Windows Internet Explorer 10 and higher;
- Mozilla Firefox 12 and higher;
- Apple Safari 5 and higher;
- Google Chrome 18 and higher.



Installation

contentWEB can be installed as a contentACCESS component when running the contentACCESS installation package. Download and run the setup package and select "contentWEB" with checking the appropriate checkbox in the 2nd step of the installation process.

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Logging into contentWEB

How to log in to contentWEB over the web browser? The user can log into the user interface using one of the supported web browsers. After browsing the contentWEB URL (http://[contentWEB_Server_Name]/contentWEB/Login.aspx), the central login window gets displayed. Users are asked to enter their name and password. Third party authentication providers can be also used for logging in (they must be configured in contentACCESS Central Administration). After logging in, the contentWEB archive interface opens.

Note: It is important to bear in mind that the end user must have contentWEB user permissions to log into the corresponding archive. This permissions can be granted in contentACCESS Central Administration.

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contentWEB user interface

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The contentWEB user interface is divided into the following sections:

- **1.** "**Connect to**" **menu:** From this menu the user may connect to the associated entities. An entity can be an email archive mailbox, file system archive folder etc., so anything processed/archived by a certain contentACCESS plugin type and displayed in this menu;
- 2. Breadcrumbs: The logged on user may see here the entity that he is currently connected to in the "Connect to" menu;
- **3. contentWEB pane:** based on the selected button at the bottom of the pane (3a) the folder structure; the active/inactive item filtering settings or double-click settings are displayed in the pane
 - **3 a)** Folders button: used to display the selected entity's folder structure in the navigation pane;

Active/inactive items button: active/inactive item view can be applied from here; Settings button: the double click on item function may be applied from here;

Note: The active/inactive items button is not available for Email Archive.

- **3 b)** Folder selector buttons: Here you can enable folder selection and then select/deselect the entire folder structure in the pane;
- **3 c)** Layout selector buttons: Use this to adjust the reading pane to the right/left side;

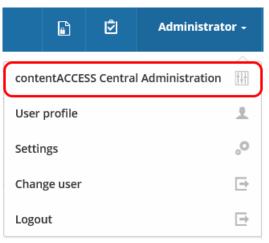


- 4. Toolbar buttons Refresh, Export to ZIP, Export to PST, Recovery, Delete, Legal hold (the processing options are dependent on the selected entity);
- 5. Item list view with the corresponding item properties;

Note: An item is a file/email from the list view that has been previously processed by the contentACCESS server;

- 6. Item preview;
- **7.** Legal hold: allows to create a Legal hold case, where documents can be put these documents can't be deleted from the system until the case expires;
- 8. Tasks list;
- **9.** Administrator's settings menu: Common settings and UI settings may be applied from the "Settings" menu item (available and visible only for System administrators); click "Logout" to log out from contentWEB

There is also the option, which allows to open the Central Administration directly if the user has access to it (like Tenant admin or System admin)



And the option to open the <u>User profile page</u>.

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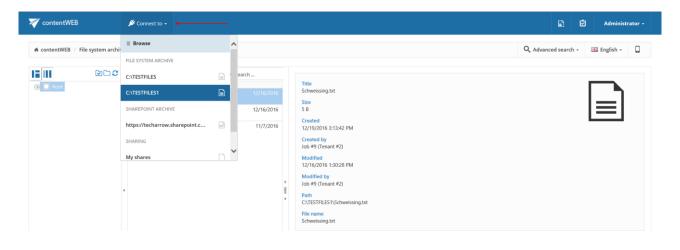
- 10. Switch to mobile version;
- **11. Language selection** menu: the user may select a language here;
- 12. Fulltext search and Advanced search menu;
- 13. Simple search textbox;

This manual will fully describe the above mentioned sections of the contentWEB user interface and will provide the reader with information about how to handle the processed items.

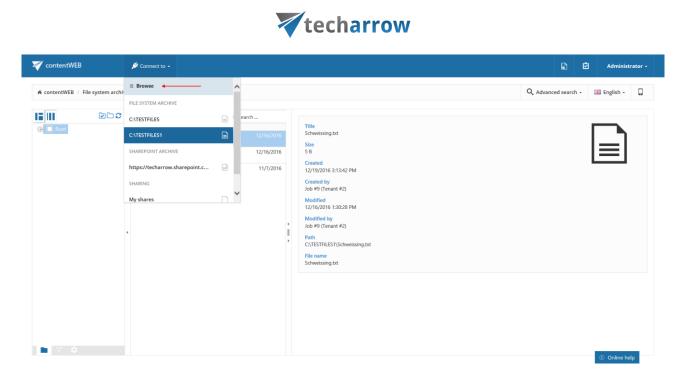
Definition of terms: Item = a file, an email or a folder that is present in the contentWEB archive. Entity = a mailbox (in case of Email archive), a root (in case of File system archive) ...; to connect to an entity select it in the "Connect to" menu

"Connect to" menu

In the left upper part of the header bar click on the "Connect to" menu to unfold the associated entities that you can connect to (to which an access permission is granted). Under **EMAIL ARCHIVE** the associated archived mailboxes can be seen; under **FILE SYSTEM ARCHIVE** the associated archived folders from the file system are visible etc.



At the top is a **Browse** button. After clicking on it, a pop-up opens.



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Here the user can browse the available entities. The grid allows to filter them by tenant and model type and it is also possible to search in them.

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The user can select one entity and click OK or doubleclick on an entity to connect to it.

Note: Once you have connected to a desired entity, the corresponding breadcrumbs will be visible under the header bar of the contentWEB user interface.

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At the bottom of the connection list is a **Refresh** button. This may be used if any newly processed items have not been displayed yet and the list should be refreshed.

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contentWEB's navigation pane

By default, the contentWEB pane displays the folder structure of the selected entity. By using the buttons at the bottom of the contentWEB pane, the user may switch between 2 views:

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a. Folders button: Displays the selected entity's folder structure in the navigation pane.
 To view the content of a desired entity in contentWEB, connect to it in the Connect
 to dropdown list first. Select the Folders button in the navigation pane and unfold the structure of the desired folder.

Click on the folder in the pane and the content of the selected folder will be displayed in the item list.

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For more information about the folder selection types in the navigation pane refer to section Folder selection methods below.

b. **Settings** button: The double click on item function may be applied from here. For more information refer to section <u>Download from the item list/item preview in contentWEB</u>.

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. 41-7	9/5/2012 4:10	PM A001	David Lum <david.lum@nwe< td=""><td>ea.org></td><td>False</td><td>AV exclusions</td><td></td><td>"NT System Admin Issue</td><td>s" <ntsysadmin@lyris.sunbelt-soft< td=""></ntsysadmin@lyris.sunbelt-soft<></td></david.lum@nwe<>	ea.org>	False	AV exclusions		"NT System Admin Issue	s" <ntsysadmin@lyris.sunbelt-soft< td=""></ntsysadmin@lyris.sunbelt-soft<>
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	8/31/2012 12	01 AM A001	"Matthew W. Ross" <mross@< td=""><td>ephrataschools.org></td><td>False</td><td>Deploying Printers in Group Policy not working for non-a</td><td>dmins</td><td>"NT System Admin Issue</td><td>s" <ntsysadmin@lyris.sunbelt-soft< td=""></ntsysadmin@lyris.sunbelt-soft<></td></mross@<>	ephrataschools.org>	False	Deploying Printers in Group Policy not working for non-a	dmins	"NT System Admin Issue	s" <ntsysadmin@lyris.sunbelt-soft< td=""></ntsysadmin@lyris.sunbelt-soft<>
	8/29/2012 5:2	1 PM A001	Stefan Jafs <stefan.jafs@gmi< td=""><td>ail.com></td><td>False</td><td>Can't ping a PC</td><td></td><td>"NT System Admin Issue</td><td>s" <ntsysadmin@lyris.sunbelt-soft< td=""></ntsysadmin@lyris.sunbelt-soft<></td></stefan.jafs@gmi<>	ail.com>	False	Can't ping a PC		"NT System Admin Issue	s" <ntsysadmin@lyris.sunbelt-soft< td=""></ntsysadmin@lyris.sunbelt-soft<>
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	Item is under legal	hold							Show details
	Test test								

c. Active/inactive items button: Active/inactive item view can be applied from here. For more

information check section Filtering of active/inactive file system archive documents.

contentWEB / File system a	rchive / c:\Adam	Type search text her	e		Search (c:\Adam) -	🏭 English 🗸
▋▋ ₽₽₽₽	C 2 2 5 1	1/16		YActive only Search in selected folder	Q		
ctive/inactive items	Modified date 🗘 Mo	dified by 🗧 Folder	Creation date 0	File name	Size 🗘 Ver	Title !@#\$%^&ing.docx	
Active only	6/5/2009 1:44 PM	c∖Adam	6/12/2017 2:53 PM	!@#\$%^&ing.docx	18 KB	Size	
Inactive only	9/19/2014 12:06 PM	c:∖Adam	6/15/2017 1:46 PM	55337 with ELM 6.3.17.png	84.6 KB	18 KB	
Active and inactive	11/26/2014 2:58 PM	c:\Adam	6/15/2017 1:46 PM	ACLjpg	205 KB	Created	
Active and inactive	7/22/2009 2:55 AM	c:\Adam	6/12/2017 2:53 PM	Aj%e1nlott feladatok.docx	11 KB	6/12/2017 2:53:23 PM	
Apply	5/14/2015 3:58 PM	c:∖Adam	6/12/2017 2:53 PM	Anschließend.txt	90 KB	Created by	
	5/14/2015 3:57 PM	c:∖Adam	6/12/2017 2:53 PM	árvítürő tükörfúrógép.txt	633.3 KB	Job #5 (Tenant #2)	
4	5/14/2015 3:57 PM	c:∖Adam	6/12/2017 2:53 PM	čľščžýáíé123+ľ‴k′h.txt	632.1 KB	Modified	
	5/14/2015 3:59 PM	c:\Adam	6/12/2017 2:53 PM	Dějiny.txt	113.5 KB	6/5/2009 1:44:54 PM	
	5/14/2015 4:12 PM	c:∖Adam	6/12/2017 2:53 PM	Kateguorėjė.xlsx	74.7 KB	Path	
	5/14/2015 4:09 PM	c:∖Adam	6/12/2017 2:53 PM	République tchèque.docx	84.4 KB	c:\Adam\!@#\$%^&ing.docx	
	5/14/2015 4:13 PM	c:\Adam	6/12/2017 2:53 PM	Síður sum slóða til Slavisk mál.xlsx	12.4 KB	File name	
	5/14/2015 4:07 PM	c:∖Adam	6/12/2017 2:53 PM	Sû-lok-phat-khiet-ngî.docx	34.6 KB	!@#\$%^&ing.docx	
	5/14/2015 4:08 PM	c:∖Adam	6/12/2017 2:53 PM	Карпатьскословѣньскъ.docx	19.9 KB		
	7/17/2013 1:55 PM	c:∖Adam	6/12/2017 2:53 PM	Толстой Лев Николаевич - Война и мир.txt	1.4 MB		
	5/14/2015 4:01 PM	c:\Adam	6/12/2017 2:53 PM	docx. سلوواک	50.1 KB		
-	5/14/2015 4:15 PM	c:\Adam	6/12/2017 2:53 PM	சுலோவாக்கிய மொழி.xlsx	40.2 KB		

Note: This button is not available for Email Archive.

Item list and item preview

If a folder is selected in the navigation pane, its items are displayed in the list view. Each item has several columns. The available item columns are entity-specific and the items can be sorted by these columns (red frame). The administrator may define in the **Settings** (will be described further in section <u>Table view column configurations</u>) which columns will be visible and which will be hidden.

Vtecharrow

The item preview (extended metadata information/the body of emails) gets displayed by selecting the particular item from the list view (green frame).

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♣ contentWEB / File system	m archive / c:\Ada	ım		Type search tex	d here		Search (c:1Adam) - 🔢 English -
	0 🖬	2 🖸 🗊 🔊 📄 Items: 1 /	16				Vactive only Search in selected folder
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		6/5/2009 1:44 PM		c\Adam	6/12/2017 2:53 PM	I@#\$%^&ing.docx	18 KB
		9/19/2014 12:06 PM		c\Adam	6/15/2017 1:46 PM	55337 with ELM 6.3.17.png	84.6 KB
		11/26/2014 2:58 PM		c:\Adam	6/15/2017 1:46 PM	ACLjpg	205 KB
		7/22/2009 2:55 AM		c:\Adam	6/12/2017 2:53 PM	Aj%e1nlott feladatok.docx	11 KB
		5/14/2015 3:58 PM		c:\Adam	6/12/2017 2:53 PM	Anschließend.txt	90 KB
		5/14/2015 3:57 PM		c:\Adam	6/12/2017 2:53 PM	árvítürő tükörfúrógép.txt	633.3 KB
		5/14/2015 3:57 PM		c:\Adam	6/12/2017 2:53 PM	čľščžýáíé123+ľ¨'k'h.txt	632.1 KB
		5/14/2015 3:59 PM		c\Adam	6/12/2017 2:53 PM	Dējiny.txt	113.5 KB
		5/14/2015 4:12 PM		c:\Adam	6/12/2017 2:53 PM	Kateguorėjė.xlsx	74.7 KB
		5/14/2015 4:09 PM		c:\Adam	6/12/2017 2:53 PM	République tchèque.docx	84.4 KB
		5/14/2015 4:13 PM		c:\Adam	6/12/2017 2:53 PM	Síður sum slóða til Slavisk mál.xlsx	12.4 KB
		5/14/2015 4:07 PM		c:\Adam	6/12/2017 2:53 PM	Sŷ-lök-phat-khiet-ngî.docx	34.6 KB
		Title 1@#5%+&ing.docx Size 18 K8 Created 6/12/2017 2:53:23 PM Created by Job #5 (Tenant #2) Modified 6/9/2009 1:44:34 PM Path c/datm/@#\$%+&ing.docc					W
70		File name					

Files' item list and item preview

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🐔 contentWEB / Email arc	chive / Crommelin@mcs	01.local		Type search te	xt here		Search (Crommelin@mcs01.local)	• 36	English -
= 111	0 🖬 🔇	• • • • • • •	ltems:	1/223					Search in selected fol	lder
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AAAA		6/7/2017 2:49 PM	A001	Crommelin <crommelin@mcs01.local></crommelin@mcs01.local>	F	alse	CWAttach2	Crommelin <crommelin@< td=""><td>mcs01.local></td><td></td></crommelin@<>	mcs01.local>	
Attach		6/7/2017 2:48 PM	A001	Crommelin <crommelin@mcs01.local></crommelin@mcs01.local>	F	alse	CWAttach1	Crommelin <crommelin@< td=""><td>mcs01.local></td><td></td></crommelin@<>	mcs01.local>	
Attach2	E)									
BBB		9/4/2012 4:39 PM	A001	"Andrew S. Baker" <asbzone@gmail.com></asbzone@gmail.com>	F	alse	Check If Your Apple Device Has Been Compromised by the AntiSec	"NT System Admin Issues"	<ntsysadmin@lyris.s< td=""><td>sunbelt-software.c</td></ntsysadmin@lyris.s<>	sunbelt-software.c
BCCTest		8/31/2012 7:52 PM	A001	"Ziots, Edward" <eziots@lifespan.org></eziots@lifespan.org>	F	alse	Another Exploit discovered in Java to escape sandbox and run cod	"NT System Admin Issues"	<ntsysadmin@lyris.s< td=""><td>sunbelt-software.c</td></ntsysadmin@lyris.s<>	sunbelt-software.c
BodyTest		8/31/2012 12:01 AM	A001	"Matthew W. Ross" <mross@ephrataschools.o< td=""><td>rg> F</td><td>False</td><td>Deploying Printers in Group Policy not working for non-admins</td><td>"NT System Admin Issues"</td><td><ntsysadmin@lyris.r< td=""><td>sunbelt-software.</td></ntsysadmin@lyris.r<></td></mross@ephrataschools.o<>	rg> F	False	Deploying Printers in Group Policy not working for non-admins	"NT System Admin Issues"	<ntsysadmin@lyris.r< td=""><td>sunbelt-software.</td></ntsysadmin@lyris.r<>	sunbelt-software.
		8/29/2012 5:21 PM	A001	Stefan Jafs <stefan.jafs@gmail.com></stefan.jafs@gmail.com>	F	alse	Can't ping a PC	"NT System Admin Issues"	<ntsysadmin@lyris.s< td=""><td>sunbelt-software.</td></ntsysadmin@lyris.s<>	sunbelt-software.
Galendar		8/27/2012 8:44 PM	A001	*Ziots, Edward* <eziots@lifespan.org></eziots@lifespan.org>	F	alse	0 Day in Java 1.7 up to Version 6	"NT System Admin Issues"	<ntsysadmin@lyris.s< td=""><td>sunbelt-software.</td></ntsysadmin@lyris.s<>	sunbelt-software.
Category1		8/27/2012 6:26 PM	A001	"Sam Cayze" <scayze@gmail.com></scayze@gmail.com>	F	false	'Clean' power and UPSes, can I skip it for a Redundant Power Supp	"NT System Admin Issues"	<ntsysadmin@lyris.r< td=""><td>sunbelt-software.</td></ntsysadmin@lyris.r<>	sunbelt-software.
CategoryTest										
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Doc2	То	INT System Ad	nin issues <n< td=""><td>itsysadmin@lyris.sunbelt-software.com></td><td></td><td></td><td></td><td></td><td></td><td></td></n<>	itsysadmin@lyris.sunbelt-software.com>						
Ex01	6	Message								
ExFolder1										
Fil1		tem is under legal hold								Channel and a lite
Fil2		tem is under legal hold							3	Show details
Filter1				ended to exclude specific files/folders on D			rvers, SQL servers, etc. er exclusion setting that you apply to all servers weather they	/d paged it or pat?		
Filter2		Do you guys have a dir	erent exclus	ion policy for each class of server, or do you	i just nave o	ne mast	er exclusion setting that you apply to all servers weather they	d need it or not?		
FolderTest			ure way is to	be specific to each server role, but I don't	know of the	manage	ement overhead is worth it. Our server environment here isn't	as static as you might thi	nk	
)avid Lum								
		ystems Engineer // NWEA TM https:// Cell (voir	altert) 503 267 (2764						

Emails' item list and item preview

Note: The **Split attachments** option is active (checked) by default. That means that the body of the email and the attachment are stored separately. If the email message containing attachments has been archived by a job, where this option **was not checked**, our apps (<u>MailApp</u>, <u>officeGATE</u>, <u>contentACCESS Mobile</u>) will show 0 attachments. However, if you open the original email, the attachments are shown.



	contentACCESS Edit 🔺		+ Get more apps	
	attachments 0	👁 Show original email	Restore original email	
	1			
		Email has no attachments		
	₩ contentACCESS Mail a	p		
If this opti	on was c l	necked , but the email was containing embedded email (.	msg attach	iment), this
embedded	email wo	n't be displayed between the attachments in our apps.		

Layout selector

From the layout selector menu (situated above the navigation pane on the left side) the user can choose from 2 kinds of layouts: the item preview can be situated either at the bottom of the view (Screenshot A), or on the right side of the view (Screenshot B). It depends on the user which option he prefers.

🏹 contentWEB	j≇ Connect to →					Administrator -
& contentWEB / Email arc	hive / Crommelin@mcs01.I	local	Type search tex	d here	Search (Crommelin@mcs01.loca	al) - 🔚 English - 🗋
	2 b 2 6	🖹 🗊 🛃 🗊 🖏 Items: 1 / 223				Search in selected folder Q
A001 A002		nelin <crommelin@mcs01.local> tach4</crommelin@mcs01.local>				6/7/2017 Ø
ААА АААА	Cromm	nelin <crommelin@mcs01.local> tach3</crommelin@mcs01.local>				6/7/2017 Ø
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BCCTest BodyTest		Lum <david.lum@nwea.org> clusions</david.lum@nwea.org>				9/5/2012
④ Calendar	Check	ew S. Baker" <asbzone@gmail.com> : If Your Apple Device Has Been Compron</asbzone@gmail.com>	ised by the AntiSec Leak			9/4/2012
Category1 CategoryTest	Anothe	Edward" <eziots@lifespan.org> ner Exploit discovered in Java to escape sa</eziots@lifespan.org>	ndbox and run code in context of the I	logged on user.		8/31/2012
⊖ Contacts	1			A 1111 V		
CWAttach1 DanikaIndex Doc Doc2	CWAt From Date To	ttach4 Crommelin <crommelin@mcs01.local 6/7/2017 2:57:11 PM Crommelin <crommelin@mcs01.local< td=""><td></td><td></td><td></td><td></td></crommelin@mcs01.local<></crommelin@mcs01.local 				
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Fil2 Filter1	Item	is under legal hold				Show details
Filter2	Test	test				
	*					
1						① Online help

Screenshot A: Reading pane at the bottom of the view

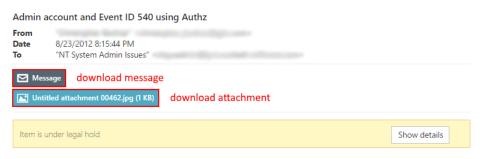


contentWEB	🔊 Conr	iect to -					Ð	Administrate
& contentWEB / Email arcl	hive / Crommelin	@mcs01.local		Type search text here			Search (Crommelin@mcs01.local)	• 🔠 English • [
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A001		Date	Folder 0	From	IsReply	Subject	From Crommelin <crommelin@mi Date 6/7/2017 2:57:11 PM</crommelin@mi 	cs01.local>
A002		C1 6/7/2017 2:57 PM	A001	Crommelin <crommelin@mcs01.local></crommelin@mcs01.local>	False	CWAttach4	To Crommelin <crommelin@me< td=""><td>cs01.local></td></crommelin@me<>	cs01.local>
AAA		6/7/2017 2:49 PM	A001	Crommelin <crommelin@mcs01.local></crommelin@mcs01.local>	False	CWAttach3		
AAAA		6/7/2017 2:49 PM	A001	Crommelin <crommelin@mcs01.local></crommelin@mcs01.local>	False	CWAttach2	Message	
Attach		6/7/2017 2:48 PM	A001	Crommelin <crommelin@mcs01.local></crommelin@mcs01.local>	False	CWAttach1	arvi()ztú%ró tük@ör\$fúrógép.txt (3 K	5)
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BodyTest		8/29/2012 5:21 PM	A001		False	Can't ping a PC		
③ Calendar		8/27/2012 8:44 PM	A001	fan hant - Cardonan og	False	0 Day in Java 1.7 up to Version 6	Test test	
Category1		8/27/2012 6:26 PM	A001	Text Court Countillandorem	False	'Clean' power and UPSes. can I skip it for a Redundant Pc		
CategoryTest		8/27/2012 4:57 PM	A001		False	Adding a Front end to exchange 2003	4	
④ Contacts		8/27/2012 2:12 AM	A001	Youthin held - Anish Williamprodue	False	Anternet	1	
CWAttach1		8/24/2012 6:40 PM	A001	Reprint and the second second	False	Death of the Desktops?		
Danikalndex		8/23/2012 8:15 PM	A001	Transfer fails and stranges pairs fight on	False	Admin account and Event ID 540 using Authz		
Doc		8/22/2012 9:32 PM	A001	Real Contra Service Science Provide State	False	AD Property pages		
Doc2		8/21/2012 8:51 PM	A001	Western constraining street	False	Event ID 2042: It has been too long since this machine re		
		8/20/2012 11:12 PM	A001	to be an an and the second second	False	Global Server and Server OS Reliability		
Ex01		8/17/2012 5:43 PM	A001	Balling - Carriella Strange	False	GPO manage a service that's not on machine with GPMC		
ExFolder1		8/17/2012 2:35 PM	A001	The State Ambridge Street Stre	False	Dashboard Reporting Software - Looking for recommend		
Fil1		8/16/2012 5:56 PM	A001	Revision - manufacture de manuel	False	Dice article		
Fil2		8/14/2012 7:42 PM	A001	And building and the second seco	False	DNS Lookup Failing for One Address		
Filter1		8/14/2012 5:47 PM	A001	ARCON - CONTRACTOR	False	Clonezilla compared to Ghost		
Filter2		8/14/2012 1:33 AM	A001	And the contracting protocols	False	2003 R2 hotfix, but I think it's the wrong one		
FolderTest		8/13/2012 4:17 PM	A001	Territor Control of Co	False	DCs in saperate OU		
 Inbox 		8/13/2012 4:00 PM	A001	Barriss - Barris British	False	For your reading pleasure		
2) moox	•	8/10/2012 9:25 PM	A001	No. 117 - Anna Page 11 - Anna	False	Friday semi-OT: I can't remember if this has been mentio		
1 0		4						

Screenshot B: Reading pane at the right side of the view

Download from the item list/item preview in contentWEB

There are two ways how to download the items in contentWEB: a) First option is to click on the corresponding button in the item preview. The below displayed screenshots illustrate how it looks in the Email Archive (Screenshot A), and in the File System Archive (Screenshot B):



this was new to me so thought I would pass it along to the group in case it saves anyone some time.

Screenshot A: Downloading an archived email/email attachment from the item preview



Title !@#\$%^&king.docx Size 18 KB Created 6/12/2017 2:53:23 PM Created by Job #5 (Tenant #2) Modified 6/5/2009 1:44:54 PM Path	download the file from here
Path c:\Adam\!@#\$%^&ing.docx	
File name !@#\$%^&ing.docx	

Screenshot B: Downloading an archived file from the item preview

b) The second (and easier) method of downloading the contentWEB item is to double click on it in the item list. With this option the selected item will be opened in a new tab and the user can save it. This option is configurable. To be able the download with this method, the following settings must be done: at the bottom of the navigation pane click on the cog mark () and check the "Download" radio button. Then click "Apply". To disable double click download again, check "No action" radio button and click "Apply".



Hide/show function

The user interface is divided into 3-columns/sections. Any of these sections can be easily hidden with clicking on the small arrow marks (•) as shown on the picture below:



contentWEB	ight Connect to -								Admini	strato
♣ contentWEB / File system	marchive / c:\Adam	search text here	5				Search (c	:\Adam) -	🔡 English 🗸	[
	C 2 2 5 6 Items: 1/16			YActive only	Search in selected folder		Q.			
Root	Modified date \diamond Modified by	Folder	Creation date 0	File name	0	Size 🗘	Ver	Title !@#\$%^&ing.docx		
	6/5/2009 1:44 PM	c:∖Adam	6/12/2017 2:53 PM	!@#\$%^&ing.do	cx	18 KB		Size		
	9/19/2014 12:06 PM	c:∖Adam	6/15/2017 1:46 PM	55337 with ELM 6	5.3.17.png	84.6 KB		18 KB		
	11/26/2014 2:58 PM	c:\Adam	6/15/2017 1:46 PM	ACLjpg		205 KB		Created		
	7/22/2009 2:55 AM	c:\Adam	6/12/2017 2:53 PM	Aj%e1nlott felada	atok.docx	11 KB		6/12/2017 2:53:23 PM		
	5/14/2015 3:58 PM	c:\Adam	6/12/2017 2:53 PM	Anschließend.txt		90 KB		Created by		
	5/14/2015 3:57 PM	c:\Adam	6/12/2017 2:53 PM	árvítürő tükörfúró	ógép.txt	633.3 KB	\odot	Job #5 (Tenant #2)		
	5/14/2015 3:57 PM	c:\Adam	6/12/2017 2:53 PM	čľščžýáíé123+ľ~~k	c'h.txt	632.1 KB	=	Modified		
	5/14/2015 3:59 PM	c:\Adam	6/12/2017 2:53 PM	Dějiny.txt		113.5 KB	=	6/5/2009 1:44:54 PM		
	5/14/2015 4:12 PM	c:\Adam	6/12/2017 2:53 PM	Kateguorėjė.xlsx		74.7 KB	U	Path		
	5/14/2015 4:09 PM	c:\Adam	6/12/2017 2:53 PM	République tchèo	jue.docx	84.4 KB		c:\Adam\!@#\$%^&ing.docx		
	5/14/2015 4:13 PM	c:\Adam	6/12/2017 2:53 PM	Síður sum slóða t	il Slavisk mál.xlsx	12.4 KB		File name		
	5/14/2015 4:07 PM	c:\Adam	6/12/2017 2:53 PM	Sû-lók-phat-khie	t-ngî.docx	34.6 KB		I@#\$%^&ing.docx		
	5/14/2015 4:08 PM	c:∖Adam	6/12/2017 2:53 PM	Карпатьскослов1	Бньскъ.docx	19.9 KB				
	7/17/2013 1:55 PM	c:\Adam	6/12/2017 2:53 PM	Толстой Лев Ник	солаевич - Война и мир.txt	1.4 MB				
	5/14/2015 4:01 PM	c:\Adam	6/12/2017 2:53 PM	docx. سلوواک		50.1 KB				
	5/14/2015 4:15 PM	c:\Adam	6/12/2017 2:53 PM	சுலோவாக்கிய	ப மொழி.xlsx	40.2 KB				
🗖 7 🗘	4) E			

Sorting in contentWEB

The processed items can be sorted by the available item columns (displayed columns are configurable in the **UI settings**). With a click on the arrow sign (\degree) the user may sort them in the reverse order.

By default, the following columns are visible in **File Archive** system:

- ✓ **Title** enables sorting according to file name;
- ✓ **Created** enables sorting according to creation date;
- ✓ **Modified** enables sorting according to modification date;
- ✓ Size enables sorting according to size.

Note: The Folders column is available from the Advanced search view only.

🗸 contentWEB 🛛 💉	Connect to -					Ú	Ad	ministrator
f contentWEB / File system archive /	\\diskstation			c), Advar	nced search	1 -	🏭 English
15 111	605	😂 🛃 🕄 🖻 🛐 Items: 1/14				Type to se	earch	. (
🧿 🔲 Personal		Title	\$ Created	\$ Modified	0	Size	٥)	Versions
) 🔲 eba		4 APA and DKA.html	10/16/2015 1:04 PM	9/7/2015 5:37 PN	1	889 B		
) 🔁 🔲 Email archive video		4 APA and DKA_config.xml	10/16/2015 1:04 PM	9/7/2015 5:37 PN		2.8 KB		
🔲 Email archive video DE		4 APA and DKA_controller.swf	10/16/2015 1:04 PM	5/31/2013 8:02 P	м	531.5 KB		
🔲 File archive video		4 APA and DKA_embed.css	10/16/2015 1:04 PM	9/7/2015 5:37 PN	1	385 B		
🔲 Intro&Outro		4 APA and DKA_player.html	10/16/2015 1:04 PM	9/7/2015 5:37 PN	1	1.9 KB		
Music		4_APA_and_DKA_First_Frame.png	10/16/2015 1:04 PM	9/7/2015 3:59 PN	1	11.6 KB		
		andraspalffy - email archive 001.mp3	10/16/2015 1:05 PM	8/27/2015 2:32 P	м	11.8 MB		
~ =		EA(12).sbv	10/16/2015 1:04 PM	9/9/2015 8:20 AM	4	4.9 KB		
			A 1000 V					

By default, the following columns are visible in **Email Archive** system:

✓ **From** – enables sorting according to the sender;

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- ✓ Subject enables sorting according to the subject;
- ✓ To enables sorting according to the addressee;
- ✓ **Date** enables sorting according to the sent date;
- ✓ Attachment enables sorting based on email attachments;

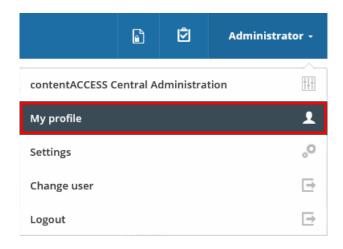
Note: The Folders column is available from the Advanced search view only.

& content₩EB / Email arc	hive / edit.balazsy@tech-arrow.com			Q Adu	vanced search -	🎇 English
	C 🖻 🗊 🛃 🗊 🔊 Items: 1/7				Type to search	h C
Inbox	From O	Subject O	То	ି Da	te 0	Attachment
	Edit_Balázsy < edit.balazsy@tech-arrow.com>	officeGATE video	John Arrow <john.arrow@tech-arrow.com></john.arrow@tech-arrow.com>	3/8	3/2016 8:50 AM	Q
	John Arrow <john.arrow@tech-arrow.com></john.arrow@tech-arrow.com>	officeGATE	Edit_Balázsy < edit.balazsy@tech-arrow.com>	2/2	25/2016 12:43 PM	
	John Arrow <john.arrow@tech-arrow.com></john.arrow@tech-arrow.com>	video	Edit_Balázsy < edit.balazsy@tech-arrow.com>	2/2	25/2016 12:38 PM	
	<tfs@techarrow.onmicrosoft.com></tfs@techarrow.onmicrosoft.com>	New contentACCESS setup 2.8.14 (PATCH) is ready	<build_notification@tech-arrow.com></build_notification@tech-arrow.com>	1/2	26/2016 8:30 AM	
	<tfs@techarrow.onmicrosoft.com></tfs@techarrow.onmicrosoft.com>	New contentGATE setup x64 2.0.2 is ready	<build_notification@tech-arrow.com></build_notification@tech-arrow.com>	1/2	26/2016 8:16 AM	
	Edit_Balázsy <edit.balazsy@tech-arrow.com></edit.balazsy@tech-arrow.com>	Test	Edit_Balázsy < edit.balazsy@tech-arrow.com>	1/2	2/2016 10:49 AM	Ø
	<tfs@techarrow.onmicrosoft.com></tfs@techarrow.onmicrosoft.com>	New contentGATE setup x64 2.0.0 is ready	<build_notification@tech-arrow.com></build_notification@tech-arrow.com>	1/2	21/2016 3:25 PM	

On the **UI settings** page, the system administrator may choose which columns will be visible in the grid for the given model. It is also possible to rename the columns and set them to sortable/non-sortable in case of need. For more information about these settings refer to chapter <u>User interface</u> <u>settings</u> of this guide.

User profile page

The user profile page is directly accessible for end users from contentWEB.



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On the page it is possible to see the name, display name, tenant, user logins and login sessions of the current user. There are options to change the display name and the password. The user can also log out using the **Logout** button in the upper right corner. To return back to contentWEB, click on the <u>Go to contentWEB</u> under the list of login sessions.

🍼 User profi	le					
🔍 Ad	ministra	tor				
User details:						
Display name:	Administrator d	hange				
Tenant:	System					
Password:	<u>change</u>					
User logins:						
Provider		Username				
 Forms 		system				
Login session	IS:					
Login type	Login name	Last access date	Expiration	IP address	Device	
Forms	system	1/31/2018 4:13:53 PM	1/31/2018 5:13:53 PM	fe80::cd8c:bbd6:306e:8235%12	Platform: Desktop, Browser: Internet Explorer (11), OS: Windows	
Go to content	WEB					

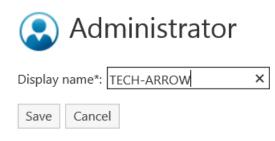
Changing the display name

click on the <u>change</u> next to the Display name of the user

Display name: Administrator <u>change</u> Tenant: System

Password: <u>change</u>

type in the desired name and click on the Save button



Changing the password

click on the <u>change</u> next to the Password

Display name: Administrator <u>change</u> Tenant: System

Password: change

 type in the current password, the desired password and another time the desired password to confirm it (the new and confirm must match), then click on the Change button. The Password strength bar changes depending on the new password length, minimum character count is 8.



Change password	
Current password*:	•••••
New password*:	•
Password strength	Too short
Confirm password*:	
	Change Cancel
	Change Cancer
Change password	
Current password*:	•••••
New password*:	•••••
Password strength	Weak
Confirm password*:	
	Change Cancel
	Change Cancel
Change password	
Change password Current password*:	•••••
	•••••
Current password*:	••••••••• •••••••• Fair
Current password*: New password*:	•••••••• ••••••••• Fair
Current password*: New password*: Password strength	••••••••• ••••••••• Fair
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Current password*: New password*: Password strength	
Current password*: New password*: Password strength	
Current password*: New password*: Password strength Confirm password*:	
Current password*: New password*: Password strength Confirm password*: Change password	
Current password*: New password*: Password strength Confirm password*: Change password Current password*:	
Current password*: New password*: Password strength Confirm password*: Change password Current password*: New password*:	Change Cancel
Current password*: New password*: Password strength Confirm password*: Change password Current password*: New password*: Password strength	Change Cancel



Change password	
Current password*:	•••••
New password*:	•••••
Password strength	Strong
Confirm password*:	
	Change Cancel

• if your password was successfully changed, a green notification bar will appear

Change password	
Current password*:	•••••
New password*:	•••••
Password strength	Strong
Confirm password*:	•••••
Password successfully	changed!
	Change Cancel

User interface settings

contentWEB's user interface settings are available on the **UI Settings** page. The page can be opened with clicking on the **Settings** menu item ...

	ß	¢	Administrato	or -		
conte	entACCE	SS Centra	l Administration			
User	User profile					
Setti	Settings					
Chan	Change user 🕞					
Logo	ut			₽		

... and switching to **UI** in the left pane of the settings page.

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tentWEB								Administrator
Ū	希 contentWEB / U	JI Settings					Save settings	Reset 🔡 English
	Sharing		ory view	Email archive	File system archive Preview: File harePoint archive			e Management archive
	o Common settin	gs			Preview: Basic			
	Default search mode Default language: Active and inactive it	Browser langua	ge 🔹					
	1	mps 20 Quick sear	ch fields	search fields	dvanced search fields			
	1 III Table view colu Sharing (1/2)	Common settings (5/5)	Category view (1/6)	search fields 4.Q A Email archive (5/8)	dvanced search fields File system archive (5/6)	Kendox (1/0)	Email Lifecycle Management archive (6/5)	SharePoint archiv (4/6)
		Common settings	Category view	Email archive	File system archive	Kendox (1/0) Visible (1) Title Q X	Email Lifecycle Management archive (6/5) Has Attachment °° × From °° × Subject °° × To °° × Date °° × Folder °° ×	(4/6) Visible (4) Name 0 Date Modified By 0 Size 0 Size 0

The **UI Settings** page features the following configuration options:

Common settings - in this section setting that are common for all entities can be set:

- Default search mode

The admin can specify what search mode will be used by default when a user searches in multiple models which support both full-text and legacy search. There are two options for this setting: Full-Text or Classic.

- Default language

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The admin can set the default contentWEB language for the users. If the **Browser language** is selected and contentWEB supports that language (has a translation), it will use the users browser language. If contentWEB doesn't support it, then English will be used as default.

- Active and inactive items

The admin can set which items should be visible by default for the users. There are three options:

- Show active only
- Show inactive only
- Show all

Table view column configurations (1) – allows to set which columns will be displayed in the grid (in standard view and advanced search view)

Quick search fields (2) - quick search criteria may be enabled/disabled here

Basic search fields (3) - basic search criteria may be enabled/disabled here

Advanced search fields (4) - advanced search criteria may be enabled/disabled here

The default **UI Settings** table may be reset easily via the **Reset** button located at the top of the page.

If some changes are made, they need to be saved using the **Save settings** button in the upper right corner. If the user has made some changes without saving, he will be notified when leaving the page.

Quick and advanced search field settings are described in more details in chapter <u>Editing Quick</u>, <u>Basic and Advanced search criteria</u> of this guide. Now only the **Table view column configurations** will be described.

Table view column configurations

Table view column configurations allow to set which columns will be displayed in the item's grid.

Hiding/Unhiding columns



Visible columns may be hidden for a model (e.g. Email archive model) by clicking on the cross mark (*) in the table of **Visible** columns. Clicking the check mark (✓) in the **Hidden** column makes it work the opposite way. Columns that were set to Visible/Hidden are shifted to the appropriate column in the grid.

Column settings

Column settings can be edited with clicking on the cog mark located next to the given column name (e.g. "From" as on the picture below).

mail archive (6/8)		File system archive (5/6)		SharePoint archive (5/6)	
Visible (6)	×	Visible (5)	×	Visible (5)	×
Date	× °.	Creation Date	° × °,	Creation Date	°°;
Folder	∝ ∘ ₀	File Name	° × °,	Modified By	°°;
From	×	Folder	° × °	Modified Date	°°;
Is Reply	°• ×	Modified By	°• ×	Name	°°;
Subject	° ×	Modified Date	°° ×	Size	°°,
То	× °,				
		Hidden (1)	\checkmark	Hidden (1)	\checkmark
Hidden (2)	\checkmark	Size	~	Url	~
Has Attachment	\checkmark				

By clicking on the cog mark, the settings dialog of the selected column opens.

Column settings	×
From [String]	
Field name:	Title
From	Sender
Format	Sortable
	YES 🔻
Visibility	YES NO
Always 🔻	NO
Always	
Standard view only Advanced search view only	Close Save changes

It is possible to configure the following values in this dialog:



1. Title - allows to change the title of the column in the grid (e.g. Sender as on the screenshots)

C 🖻 🗗 🖸	D 9	🔒 Ite	ems: 1 / 12				Search in selected folder	Q
Date	0	Folder	© From before configuration	\diamond	IsReply	Subject		
6/14/2017 1:53	PM	AAA	Crommelin <crommelin@mcs01.local></crommelin@mcs01.local>		False	only Body		
4/25/2016 4:07	' PM	AAA	Jiri <jiri@mcs01.local></jiri@mcs01.local>		False	Send Jiri		
4/25/2016 4:03	PM	AAA	Surgut@mcs01.local		False	To Jiri		
C D D D	d 9	🔒 Ite	ems: 1 / 12				Search in selected folder	Q
C Date	C (1)	Folder		0	IsReply	Subject	Search in selected folder	Q
	0			0	IsReply False	Subject Attach	Search in selected folder	Q
Date	\$) PM	Folder	© Sender after configuration	\$			Search in selected folder	Q
Date 6/14/2017 1:59	≎ PM PM	Folder AAA	Crommelin <crommelin@mcs01.local></crommelin@mcs01.local>	0	False	Attach	Search in selected folder	Q

2. **Visibility** – allows to set in which views will be the given column available; in standard view, in advanced search view or always

200200		1/12				Search in selected folder	Q
Date Visible colum		From	\diamond	IsReply	Subject		
6/14/2017 1:59 PM							
6/14/2017 1:53 PM	AAA	Crommelin <crommelin@mcs01.local></crommelin@mcs01.local>		False	only Body		
4/25/2016 4:07 PM	AAA	Jiri <jiri@mcs01.local></jiri@mcs01.local>		False	Send Jiri		
4/25/2016 4:03 PM	AAA	Surgut@mcs01.local		False	To Jiri		

200	🔁 🗊 🕲 🔒 Items: 1 / 12				Search in selected folder		Q
O ^{"Date"} co	olumn is hidden From	\circ	IsReply	Subject		\diamond	То
AAA							Crommelin
AAA	Crommelin <crommelin@mcs01.local></crommelin@mcs01.local>		False	only Body			Crommelin
AAA	Jiri <jiri@mcs01.local></jiri@mcs01.local>		False	Send Jiri			Surgut <sur< td=""></sur<>
AAA	Surgut@mcs01.local		False	To Jiri			Jiri@mcs01.

Note: By default, the "From" and "Date" columns are turned on in the Advanced search view only.

3. Sortable- allows to set if the items will be sortable based on this column

	🔀 🗊 🕲 🖬 Items: 1 / 12				Search in selected folder	Q
Folder	sorting by this column is disabled	\diamond	IsReply	Subject	\$	То
AAA						Crommelin <cr< td=""></cr<>
AAA	Crommelin <crommelin@mcs01.local></crommelin@mcs01.local>		False	only Body		Crommelin <cr< td=""></cr<>
AAA	Jiri <jiri@mcs01.local></jiri@mcs01.local>		False	Send Jiri		Surgut <surgut< td=""></surgut<>
AAA	Surgut@mcs01.local		False	To Jiri		Jiri@mcs01.loca

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Search functions in contentWEB: "Connect to search", quick search, advanced search

The following chapters will describe how to use the search functions that are available in contentWEB.

Search query language

The search query language is used to specify conditions on documents which have to be returned as result when searching the archive. The search query language used in any user interface of contentACCESS can be divided into following categories:

Source specification

The searching user can specify where to search on different levels: tenant, model, entity

Tenant:(string) - select a tenant by name; search in tenants having the specified string in name

MTID:(string) – select a model by type identifier (EmailArchive, FileSystemArchive, SharePointArchive)

Source:(string) – select a model by keyword; search in models having the specified string as a keyword (email, file, sharepoint). This is similar as the MTID mentioned, but accepts more free model specification. Possible values are:

- For FileSystemArchive: file, fs, filesystem, archive
- For EmailArchive: archive, email, mail, mailarchive, emailarchive

Examples:

- source:file
- source:mail

Entity:(string) - select one or more entities by name; search in entities having the specified string in name. Entity name is **mailbox address** in **Email archive** and **Root folder path** in **File system archive**.

Examples:

- entity:abal@tech-arrow.com search in ABAL's mailbox
- entity:c:\temp search in c:\temp folder

Property value specification



The following properties can be used to specify conditions on documents to be returned as result when searching the archive:

Date

Applicable only for properties of "date" type. Exact date specification has to be in format YYYY-MM-DD (no hours, minutes, seconds can be specified).

Example:

date:(2016-12-05)

Available placeholders: now - means this hour; today, yesterday, this week, last week, this month, last month, this year, last year

Example:

date:(now), date:(last week)

Number

Numbers are written as usually (1, 2, 3...). For the size conditions also units can be specified:

- K | KB size in kilobytes
- M | MB size in megabytes
- **G | GB** size in gigabytes
- T | TB size in terabytes

Example:

• size:(>1K) – files or emails (depending on the archive) larger than 1 KB

Range

Two types of ranges can be specified: numerical and date ranges. Ranges can be upper bound, lower bound or an interval. A range can be specified as a value for all properties of type "date" and "number".

Prop:(>value) - the value of property "Prop" is greater than "value"

Prop:(<value) - the value of property "Prop" is less than "value"

Prop:(value1, value2) - the value of property "Prop" is greater than "value1" and less than "value2"



Examples:

- size:(1K, 1M) files/emails (depending on the archive) larger than 1KB and smaller than 1MB
- date:(2016-10, 2016-12) files created/modified or emails sent (depending on the archive) in the last quarter of 2016

Filename

Finds items by attachment name (Email archive) or file name (File archive). Wildcard characters can be used for filename pattern specification (* or ?). They have the same meaning as when searching for files in Windows.

Filename:(*.txt) - this will find all attachments and files having the extension .txt

Filename:(file) - this will find attachments and files having the exact name "file"

Filename:(file.*) - this will find attachments and files named "file" of any type (extension)

Properties in different archives

When specifying a boolean value for a property in query, the following notations can be used:

- true | yes | y stand for True
- false | no | n stand for False

Property names and values are not case sensitive. Wildcard characters (* and ?) can be used everywhere.

The character '|' means an option or alternative (in cases if multiple property names and values can be used).

If the value is specified in quotes (e.g. "value"), it is considered as a phrase.

Example:

"brown fox" will find all documents that contains the words "brown" followed by word "fox"

Email properties

The properties below are applicable when searching in Email archive

Property	Specificity	Description

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HasAttachment:	true false	if true, finds emails having one or more attachments; if false, finds emails having no attachments
Importance:	Low Normal High	finds emails with the specified importance level
Sensitivity:	Normal Personal Private Confidential	finds emails with the specified sensitivity level
Flag:	true false	find emails having a flag set (true) or not set (false)
AttachmentCount:	(number)	finds emails with the specified attachment count
Bcc:	(string)	condition on addresses in BCC tag of the email
Category:	(string)	condition on category
Cc:	(string)	condition on addresses in CC tag of the email
Folder:	(string)	condition on folder path; possible to find emails only in the specified folder (backslash is used as path separator, e.g. Inbox\Important)
ReceivedDate:	(date)	condition on receiving date
RetentionTime:	(number)	condition on retention time (in months)
Sender From:	(string)	condition on email sender
Date SentDate:	(date)	condition on email's sent date
Size:	(number)	condition on email's size in bytes
Title Subject:	(string)	condition on email subject
То:	(string)	condition on email's recipient
Body:	(string)	search in the mail's body text
Attachment:	(string)	search in mail's attachment text

File properties

The properties below are applicable when searching in File archive

Property	Specificity	Description
	content	VEB Manual Version 3.5 ALL RIGHTS RESERVED

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CreationDate:	(date)	condition on file's creation date
Title Filename: (string)		condition on file's name
Folder:	(string)	condition on file's path (\ is the path separator as in Windows, e.g. c:\documents\rfa)
Date ModifiedDate:	(date)	condition on file's creation date
Size:	(number)	condition on file's size in bytes

SharePoint document properties

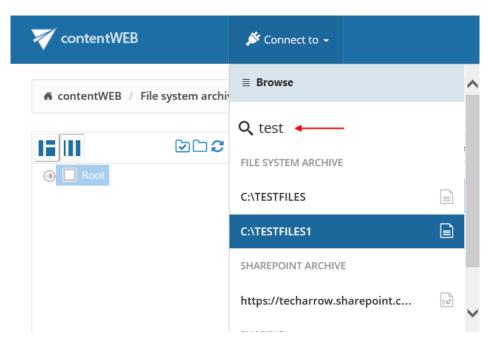
The properties below are applicable when searching in SharePoint archive

Property	Specificity	Description
CreatedBy:	(string)	condition on user who created the file
CreationDate:	(date)	condition on creation date
FileSize:	(number)	condition on file size
Date ModificationDate:	(date)	condition on modification date
ModifiedBy:	(string)	condition on user who modified the document
Name:	(string)	condition on document name
Title:	(string)	condition on document title
VersionNum:	(number)	condition on document's version number

"Connect to" search

Click into the **Connect to** dropdown list and start to write the name of the entity that you would like to connect to. This search function will automatically filter out the entities by the partial name entered here.





Quick search

The quick search function of contentWEB enables searching only in one single folder – the folder that is selected in the left navigation pane in the tree view. Quick search supports only text-based fields (e.g. Title, Subject). To start the search, connect to the desired folder in the "Connect to" list and locate the desired folder/subfolder in the navigation pane. Then type the searched phrase into the search box located above the list view.

The quick search criteria may be changed in the UI settings. This will be detailed in chapter <u>Editing</u> <u>Quick, Basic and Advanced search criteria</u> of this guide later on.

contentWEB	ø	Connect to -				🔊 🗹 🗚	ministrator
contentWEB / File syste	em archive / C:	\Personal	Type search text here		Search (C:\Personal)	- 🏭 Engl	ish -
	0	2 😰 😰 🦻 👔 Items: 1 / 1			√Active only	subtitles	c
eba (i) contentACCESS in dis (i) contentACCESS in dis contentVKEB testing (ii) EBA Dropbox backup (iii) EBA Dropbox backup (iii) EBA Dropbox backup (iii) EBA Dropbox backup (iii) EBA Dropbox backup (iiii) EBA Dropbox backup (iiiii) EBA Dropbox backup (iiii) EBA Dropbox backup (iii) EBA Dropbox backup	stributed enviro	Title Email Archive subtities docs	© Size 13.2 KB	0 Created 6/28/2017 1:52 РМ	 Modified 8/26/2015 5:32 PM 	¢	Versio
Marketing Music music for videoss myca video O' Office 365 mailbox m PST files PST files to import in SP testing Test files		Title Email Archive substites.docx Size 13.2 KB Created 6/28/201715246 PM Created by Job #10039 (Terant #4) Modified 8/26/2015 53:211 PM				W)
7 0	Þ	Path C\Personal\eba\Email archive video\Email Archive subtitle File name Email Archive subtitles.docx	sdocx				

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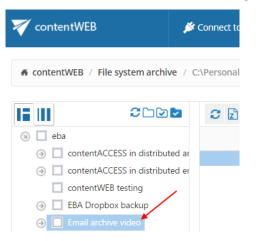
Searching for a document containing our Youtube video subtitles

Search criteria: Root folder (entity): C:\Personal Archive subfolder: Email archive video Title: contains phrase "subtitle".

In this use case we will search for a document in subfolder **Email archive video** on the C:\Personal root. We connect to the root (C:\Personal) in the **Connect to** list first.

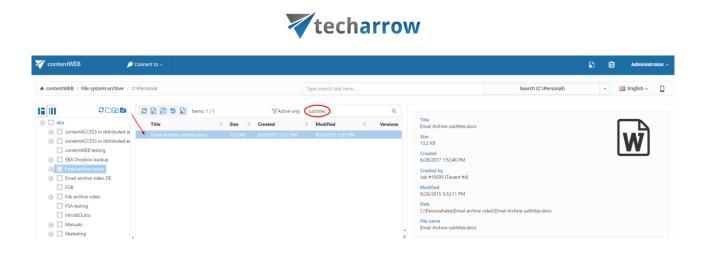
🟹 contentWEB	🗩 Connect to 🕞	
€ contontWEP / File system archi	john.arnold@ta.internal	
contentWEB / File system archive	public_O365	
II III <i>C</i>	public_taDC01	
(9) eba	FILE SYSTEM ARCHIVE	
 contentACCESS in distributed a 		_
	C:\Personal	
contentWEB testing	C:\TESTFILES	
⊖ EBA Dropbox backup	CATESTRILES	
⊖ Email archive video	C:\TESTFILES1	
④ Email archive video DE	C:\TESTFILES1	
FDB	CATESTRIEST	-

Further we select the given subfolder (*Email archive video*) in the navigation pane:



Now we type "subtitles" into the quick search field and the entry (entries) will be automatically searched for.

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Fulltext search

The fulltext search allows the user to search in the entity, which he selected in the **Connect to** dropdown list – archived mailbox, File archive root or SharePoint archive root site.

If you move your cursor over the **Type search text here...** field, a pop-up with some search filtering options and recent search will appear.

contentWEB / Email a	archive / dne@ta.ir	nternal	Type search text here	Search (dne@ta.internal)	- 🏭 English -	
			Common			
111	0	😂 🖻 🗊 😰 🗊 🕲 Items: 1 / 9	Title Date Size Folder File Name Source Tenant Entity		Search in selected folder	
Inbox		Subject	File system archive	O Date		
archive		test mail EA	Creation Date		2017 10:12 AM	
archive1		test mail EA	Email archive		2017 10:11 AM	
		test mail EA	From To Subject Has Attachment Attachment Sent Date		2017 4:49 PM 2017 9:28 AM	
		demanding our hero over and over			2017 9:28 AM 2017 9:27 AM	
		savior	Category Flag	5/11/2017 9:25 AM		
		never look back		5/11/	2017 9:25 AM	
		close to the edge	Recent		2017 9:24 AM	
		was RE: in-depth AD / blogging	RE	@ 6/14/2012 3:34 PM	2012 3:34 PM	
			testing			
	4	< test mail EA From Date	test			
			entity:(dne@ta.internal)			
		To	savior			
		Message				
		Item is under legal hold			Show details	
		Sending this mail for testing purposes.				

If the user has access to more than just one mailbox, he gets the option to **Search everywhere** – it will allow him to search in all of the mailboxes he has access to. If the user has access to only one mailbox, **Search everywhere** is not enabled.



🗸 contentWEB	×	Connect to -			6	Administrato			
6 contentWEB / Email a	rchive / dne@t	ta.internal	Type search text here	Search (dne@	ta.internal)	🏭 English -			
ii III	2 🖬	2 🖻 🗊 🗗 🗊 🔊 🔒 Items: 1 / 9			Search everywhere	ed folder			
() Inbox		Subject	ି From	0	Advanced search				
archive		test mail EA	<pre> dne@ta.internal></pre>		5/26/2017 10:12 AM				
③ archive1		e1	ve1	test mail EA	dne@ta.internal>		5/26/2017 10:11 AM		
		test mail EA	dne@ta.internal>		5/11/2017 4:49 PM				
		demanding our hero	idne@ta.internal>		5/11/2017 9:28 AM				
					over and over	<pre>dne@ta.internal></pre>		5/11/2017 9:27 AM	
				savior	<pre>«dne@ta.internal></pre>		5/11/2017 9:25 AM		
				never look back	«dne@ta.internal>		5/11/2017 9:25 AM		
		dose to the edge	dne@ta.internal>		5/11/2017 9:24 AM				
		was RE: in-depth AD / blogging	I lom@nwea.org>	ß	6/14/2012 3:34 PM				

If the user does a search using **Search everywhere** and there are models which support **Fulltext search** and also those which don't, a search mode selector will be visible. If the user selects **Full-Text**, it will search only in models which support **Fulltext search**. If the user selects **Classic**, it will search in models which support only the classic legacy search.

for contentWEB / Search	Type search text here.			
C 🗹 🔒 🔳 Items: 0		Search mode:	Full-Text	Classic
Title	Folder	Date	Entity	

In this case, the user has access to entities dne@ta.internal and ane@ta.internal

ኛ contentWEB		🗯 Connect to -						8 0	Administrator
# contentWEB / Sea	arch				Type search text here		Search everywhere		🏭 English - 🏾 🗋
2 월 월 🔒 Ite	ms: 1 / 16 From		Date	Folder	Entity	searching for answers From Date			
ng for answers		<ane@tainternal></ane@tainternal>	5/11/2017 9:34 AM	Inbox\archive	ANE@ta.internal	То			
mail9		ta.internal>	5/19/2017 1:04 PM	Inbox\archive1\archive1_sub	dne@ta.internal				
iving		«ANE@ta.internal>	5/11/2017 9:36 AM	Inbox\archive	ANE@ta.internal	Message			
: fear		<ane@ta.internal></ane@ta.internal>	5/11/2017 9:39 AM	Inbox\archive	ANE@ta.internal				
myself		<ane@ta.internal></ane@ta.internal>	5/11/2017 9:35 AM	Inbox\archive	ANE@ta.internal	Item is under legal hold			Show details
CA report ?	International Contract	@gmail.com> 🔗	7/31/2012 5:07 PM	Inbox\archive	ANE@ta.internal				
vn	1000	<ane@ta.internal></ane@ta.internal>	5/11/2017 9:38 AM	Inbox\archive	ANE@ta.internal	Searching for answers, a restless mind			
ding our hero	Second Sec.	dne@ta.internal>	5/11/2017 9:28 AM	Inbox\archive	dne@ta.internal	A place that knows			
	Second Second	«dne@ta.internal>	5/11/2017 9:25 AM	Inbox\archive	dne@ta.internal	Neither dark nor light			
o the edge	Second Sec.	«dne@ta.internal>	5/11/2017 9:24 AM	Inbox\archive	dne@ta.internal	A truth I denied Something left undone			
old test mail	Second Second	<dne@ta.internal></dne@ta.internal>	5/19/2017 12:51 PM	Inbox\archive\archive_sub	dne@ta.internal	The fear I swore I would overcome			
in-depth AD / blogging	Sector and	d.lum@nwea.org> @	6/14/2012 3:34 PM	Inbox\archive	dne@ta.internal	increar swore r would overcome			
id over	Second Second	«dne@ta.internal>	5/11/2017 9:27 AM	Inbox\archive	dne@ta.internal				
ook back	Second Sec	«dne@ta.internal>	5/11/2017 9:25 AM	Inbox\archive	dne@ta.internal				
il EA	Second Sec	=dne@ta.internal>	5/11/2017 4:49 PM	Inbox\archive	dne@ta.internal				
old test2	Second Second	<pre> dne@ta.internal></pre>	5/19/2017 1:00 PM	Inbox\archive\archive_sub2	dne@ta.internal				

so if the user searches for a phrase or applies a filter (requirement) that more items of the mailboxes meet, it will look like this:

fi c	ontentWEB / Search					RE
C	Z D Items: 1 / 2					
	Subject	From		Date	Folder	Entity
	was RE: in-depth AD / blogging			6/14/2012 3:34 PM		
						ANE@ta.internal

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Advanced search

With the advanced search function the user may search in one or multiple entities simultaneously according to one or multiple search criteria. With advanced search it is not allowed to search in one folder only. It crawls the whole folder structure of the selected entity/entities.

To start Advanced search, connect to an entity in the **Connect to** list. Then choose **Advanced search** option from the dropdown list on the right side of the user interface.

ኛ contentWEB	<i>#</i>	Connect to +									۵	Administ	trator	
♣ contentWEB / Email	archive / dne@t	ta.internal				Type search te	xt here			Search (dne@ta.internal)	•	🔛 English -	C	
	8	C D D D D 0 0	Items: 1 / 9			Search in sele	ted folder	Q	test mail EA	Search e	erywhere			
(a) Inbox		Subject	0	From		0	Date	¢	From Date	Advance	Isearch 🛻			
active		In test mail EA			dne@tainterna	is.	5/26/2017 10:1	Z AM	То	in the second seco		-		
⊕ archive1		test mail EA		10.000 Mar	<dne@ta.internal< td=""><td>Þ</td><td>5/26/2017 10:1</td><td>1 AM</td><td>E</td><td></td><td></td><td></td><td></td></dne@ta.internal<>	Þ	5/26/2017 10:1	1 AM	E					
		test mail EA		1	<dne@ta.interna< td=""><td> ></td><td>5/11/2017 4:49</td><td>PM</td><td>Message</td><td></td><td></td><td></td><td></td></dne@ta.interna<>	>	5/11/2017 4:49	PM	Message					
		demanding our hero		Sec. 10	<dne@ta.interna< td=""><td>l></td><td>5/11/2017 9:28</td><td>AM</td><td></td><td></td><td></td><td></td><td></td></dne@ta.interna<>	l>	5/11/2017 9:28	AM						
		over and over	over and over		<dne@ta.internal< td=""><td>e@ta.internal> 5/1</td><td>5/11/2017 9:27</td><td>AM</td><td>Item is under legal hold</td><td></td><td></td><td>Show deta</td><td>ails</td></dne@ta.internal<>	e@ta.internal> 5/1	5/11/2017 9:27	AM	Item is under legal hold			Show deta	ails	
		savior		10000	<dne@ta.internal< td=""><td>×</td><td>5/11/2017 9:25</td><td>AM</td><td></td><td></td><td></td><td></td><td></td></dne@ta.internal<>	×	5/11/2017 9:25	AM						
		never look back		Server, No.	<dne@ta.interna< td=""><td>></td><td>5/11/2017 9:25</td><td>AM</td><td>Sending this mail for testing</td><td>purposes.</td><td></td><td></td><td></td></dne@ta.interna<>	>	5/11/2017 9:25	AM	Sending this mail for testing	purposes.				
			close to the edge	Darray Silver		<dne@ta.interna< td=""><td>></td><td>5/11/2017 9:24</td><td>AM</td><td></td><td></td><td></td><td></td><td></td></dne@ta.interna<>	>	5/11/2017 9:24	AM					
		was RE: in-depth AD /	blogging	Concerner of	©nwea.on	> 6	6/14/2012 3:34	PM						

The **Advanced search** page will be loaded. Unroll the **Search in** dropdown list and select the entities (mailboxes/root folders) to be crawled. **Search in** filter lists all available mailboxes/roots on which the logged on user has the necessary access permissions.

If the user does a search using **Advanced search** and there are models which support **Fulltext search** and also those which don't, a search mode selector will be visible. If the user selects **Full-Text**, it will search only in models which support **Fulltext search**. If the user selects **Classic**, it will search in models which support only the classic legacy search.

# contentWEB / Search	Type search tex	«t here		
🔁 🛃 💼 🔳 Items: 0		Search mode:	Full-Text	Classic
Title	Folder	Date	Entity	

By using the advanced search criteria, the user may decide if documents with the identical name will be searched for (use the "**Equals**" filter), or also documents with this partial name will be searched for (use the "**Contains**" filter).

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The range of parameters that can be set differs based on what kind of entity does the user **Connect to** (File archive, Email archive, SharePoint archive...). Here on the screenshot below the parameters common for all kind of entities can be seen.

🏹 contentWEB	🗯 Connect to -					Ø	Administr	ator -
f contentWEB / Advanced search	h					SH3 E	nglish -	
	lect		Search for text	Q				
Search	everywhere							
Common								
Title	Contains - Q		Date	After -	=			
Size Si	naller than 👻	мв -	Folder	Contains 👻	٩			
			File name	Contains -	٩			
		Clear	Q Search					

To select the desired entity (or entities), click on the **Select** button (upper left part of the screenshot above). Check the checkboxes of the entities you want to perform search in. If you check the **Tenant** checkbox (first one, marked on screenshot), then all entities listed below will be selected. If you click on the icon in the **Model** column (marked on screenshot), you will be able to filter entities by model type.

\$ Sea	rch in			×
Ente	er text to search			
	Tenant	Model 💡	Entity	
	Microsoft	File system archive	AII)	
	Tech-Arrow	File system archive	Slanks)	
	Tech-Arrow		ackMailz plugin	
	Microsoft		mail archive	
	Tech-Arrow		ile system archive	
	Tech-Arrow	backivializ plugin	SDPR Application	
	Ехро	SharePoint archive		
	SP test tenant	SharePoint archive	Test doc lib	
	Cloud Expo	SharePoint archive	1001000	
	Cloud Expo	SharePoint archive	- Contract of the Contract of	
	Enron Corporation	Email archive	and a standard and and	
	Enron Corporation	Email archive	Mart man Brenn of	
	Enron Corporation	Email archive	and in Bernstein	
	Enron Corporation	Email archive		
	Enron Corporation	Email archive		-
			OK Cancel	



contentWEB enables advanced searching based on criteria set in the **UI settings**. For more information refer to the <u>Editing Quick search and Advanced search criteria</u> subchapter of this guide.

Searching for an email message containing the phrase "the edge"Search criteria:Mailbox: dne@ta.internalDate range: 10.06.2012 - 30.06.2017Subject: contains phrase "the edge".

As we need to search for an item based on a non-textual value (date range), and we would like to search for the item according to multiple search criteria (date range and subject), we need to use the **Advanced search** of contentWEB.

To start advanced search, connect to the archive mailbox of <u>dne@ta.internal</u> in the **Connect to** list.

🏹 contentWEB	🗯 Connect to 🗸	
	EMAIL ARCHIVE	
♣ contentWEB / Email archive /	dne@ta.internal	

Select Advanced search option from the dropdown menu in the right upper part of the user interface.

			Ľ	Administ	rator -
	Search (dne@ta.internal)		•	🟭 English 🗸	
test mail EA	Search	everywhere			
From Date To	Advan	ced search	•		

Specify the desired criteria:

 From the Search in dropdown list the user may select multiple archive mailboxes (root folders in case of file archive), on which he has access permissions. Now we are searching only in mailbox <u>dne@ta.internal</u> that we have selected in the Connect to list.



- 2. As we are searching for emails with subject containing "the edge", we enter this phrase into the **Subject** text box.
- We are searching for emails in date range 10/06/2012 30/06/2017, so we select Between from the Receive Date dropdown list. Then we specify the desired date range and click on Search.

contentWEB / Advance	ced search						88	English 🗸
Search in	dne@ta.internal	*	Search for text	Q,				
Email archive								
Subject	Contains -	Q, the edge	Folder	Contains -	Q,			
From	Contains -	Q	То	Contains -	Q			
Cc	Contains +	Q	Bcc	Contains +	Q			
Sent Date	After -	iii	Received Date	Between -	2012-06-10	i	2017-06-30	
Has Attachment	No Filter 👻		Size	Smaller than +		MB -		
Attachment	Contains -	Q,	Body	Contains 👻	٩			
Category	Contains -	Q	Importance	No Filter 👻				
			Sensitivity	No Filter 👻				

() Online help

The desired file has been found as displayed on the picture below:

🟹 contentWEB	🗯 Connect to -							Ø	Administr	ator -
f contentWEB / Search				Entity:(dne@ta.inte	ernal) Subject:("the	edge") ReceivedDate:(2012-06-10, 2017-06	Search (dne@ta.internal)	•	🖁 English 🗕	Q
C D D D D Subject	ltems: 1 / 1	Date	Folder	Entity	close to th From Date	e edge 5/11/2017 9:24:20 AM				
close to the edge	New York, and Subject	5/11/2017 9:24 AM	Inbox\archive	dne@ta.internal	To Messag	<dne@ta.internal></dne@ta.internal>				
					Item is und	er legal hold			Show details	R.
					As close to If there's	ought I'd be o the edge as I am today no one to hold me back better off taking a step forward				

Note: In the search view the **Folder** column is automatically displayed as well. This feature simplifies the identification of the file location in the folder structure. The administrator may configure, which columns should be displayed in search view. This configuration is further described in chapter <u>Table</u> <u>view column configurations</u> of this guide

Editing Quick, Basic and Advanced search criteria

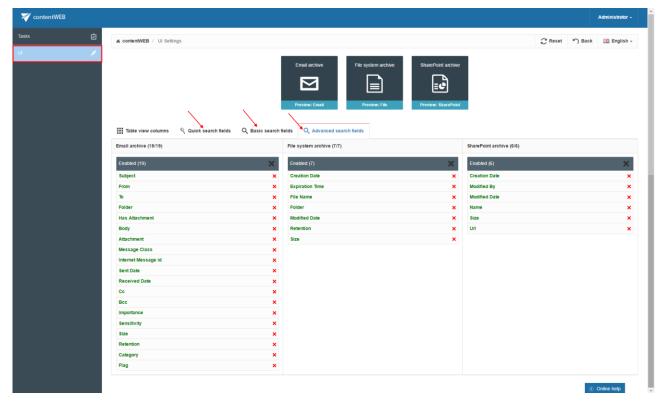
techarrow

The search criteria that the contentWEB quick search and advance search use may be edited by the system administrator. To edit these criteria, open the **Administrator** menu and click on **Settings**.

🏹 contentWEB	🗩 Connect to 🗸				D 0	Administrator -
f contentWEB / SharePoint arch	nive / Testing site Type search text	nere	Search (Te	esting site) content	ACCESS Centra	Administration
2 L	📿 😰 🛍 🔒 Items: 0			User pr		<u>±</u>
S Test Subsite	Title	Modified	Modified by	Setting		°.
Documents LBAPicLib		Ther	e are no items to show in this view	Change	user	Ē
 Projects Projects_new 				Logour		

Switch to **UI settings** with clicking on **UI** in the left panel. Open the

- > Quick search fields tab to edit the search fields that the quick search uses
- > Basic search fields tab to edit the search fields that the basic search uses
- > Advanced search fields tab to edit the search fields that the advanced search uses



New search fields may be enabled/disabled for the available models (Email Archive, File Archive etc.) by clicking on the

- > check mark (\checkmark) means enable
- cross mark (x) means disable

next to the given model's field.



The enabled search fields will be added to/ the disabled fields will be deleted from the **Advanced search** menu's search criteria.

🏹 contentWEB	🗩 Connect to -				Administrator -
6 contentWEB / Advance	ced search				🎛 English - 🎧
Search in	c:\StoreTest - Files1	•	Search for text	Q	
File system arc	chive				
Creation Date	After -	m	File Name	Contains - Q	
			Clear Q Search		

The default search field settings can be reset by clicking the **Reset** button on the **UI settings** page:

🏹 contentWEB			Administrator -
Tasks 🖻	6 contentWEB / UI Settings		📿 Reset 🆒 Back 🔠 English -
u ,	₩ Table view columns ৎ Quick search fields Q Basic search f	Email archive File system archive File File system archive File File system archive File File File File File File File Fil	
	Email archive (19/19)	File system archive (2/7)	SharePoint archive (6/6)
	Enabled (19)	Enabled (2)	Enabled (6)
	Subject X	Creation Date X	Creation Date X
	From X	File Name X	Modified By X
	To X		Modified Date X
	Folder X	Disabled (5)	Name X
	Has Attachment X	Modified Date	Size X
	Body × Attachment ×	•	Un ×
	Attachment × Message Class ×	Folder	
	Internet Message Id X	Size 🗸	
	Sent Date X	Retention 🗸	
	Received Date X	Expiration Time	
	C0. V	•	

Folder selection methods

In the following subchapters we will describe how multiple folders/items may be selected in the contentWEB pane/in the items grid. Any operations may be started on multiple items/folders that are selected. These operations are described in more details in section <u>Tasks supported by different</u> <u>entities</u>.

Important: To select a folder, first click the button Enable folder selection.

techarrow					
	The contentWEB State of the content				
	♠ contentWEB / File system archive / C:				
	Root 01 02				

Multi-selection

Multiple item selection:

If the user would like to perform any operations on the contentWEB items from the grid (item list), he can **select multiple items** for processing.

The user may select multiple items in the item's grid with

 holding down the CTRL/SHIFT keys and selecting multiple items to process (like on the picture below);

ኛ contentWEB	🗩 Connect to 🕞							2	Administrator -
♣ contentWEB / Email archive	ve / Crommelin@mcs01.loc	al		Type search text here			Search	(Crommelin@mcs01.local) -	🖁 English 🗸 🔲
15 111	C 🖬	2001005	Items: 5 / 223			Search in selected folder	Q,	Another Exploit discovered in Java to e	cape sandbox and
A001	A.	Date	Folder From		IsReply	Subject	-	run code in context of the logged on us	er.
A002		6/7/2017 2:57 PM	A001 Crommelin <cror< td=""><td>nmelin@mcs01.local></td><td>False</td><td>CWAttach4</td><td></td><td>From Date 8/31/2012 7:52:04 PM</td><td></td></cror<>	nmelin@mcs01.local>	False	CWAttach4		From Date 8/31/2012 7:52:04 PM	
AAA		6/7/2017 2:49 PM						To "NT System Admin Issues"	
AAAA		6/7/2017 2:49 PM	A001 Crommelin <cror< td=""><td>nmelin@mcs01.local></td><td>False</td><td>CWAttach2</td><td></td><td>and the second of</td><td></td></cror<>	nmelin@mcs01.local>	False	CWAttach2		and the second of	
Attach		6/7/2017 2:48 PM	A001 Crommelin <cror< td=""><td>mmelin@mcs01.local></td><td>False</td><td>CWAttach1</td><td></td><td>Message</td><td></td></cror<>	mmelin@mcs01.local>	False	CWAttach1		Message	
Attach02		9/5/2012 4:10 PM	A001			AV exclusions			
Attach2		9/4/2012 4:39 PM					nise	the second second second second	
DDD		8/31/2012 7:52 PM					ndt	Item is under legal hold	Show details

> CTRL + A - with this function the user may select the first 200 items from the grid.

Multiple folder selection:

An action can be run in parallel either on one or on multiple folders. First, you need to **Enable folder selection**.





To **select one or multiple folders for processing**, check the checkbox(es) next to the desired folder(s) **in the navigation pane.** The selected folders' paths will be displayed in the grid. Now you can run the desired action on the selected folders at one go.

🏹 contentWEB	🔉 Connect to			6	Adminis	strator -
♠ contentWEB / Email archite	ve / Crommelin@mcs01.loc	Type search text here Search	ch (Crommelin@mcs01.local)	-	🔠 English -	
1 . III	€∟⊍∎	D D D D Folders: 4				
AAAA	^	Folder name/path				
Attach02		AAA				
Attach2		АААА				
BBB		Attach				
BCCTest		Calendar/CA01				
BodyTest						
le Calendar						
CA01						

Recursive folder selection

First, folder selection must be enabled.



Then the user may select the

- Entire folder structure by a) a single click into the checkbox of the main parent folder or
 b) using the Select all folders button
- Recursive folder structure starting from a parent folder by a single click on the parent subfolder in the contentWEB's navigation pane.

By **double clicking** the parent folder's checkbox, **only the parent will be selected**, on **third click the already selected folder will be deselected**.

Selecting the entire folder structure:

The user may select the whole recursive folder structure by

a single click into the checkbox of the main parent folder. The information that the subfolders have been also selected is involved in the grid, and the path is marked with a black color.

			techarrow					
🏹 contentWEB	🖋 Conne	st to 💂			ß	Û	Administ	strator -
♣ contentWEB / Email a	archive / Crommelin@	ncs01.local	Type search text here	Search (Crommelin@mcs01.local)	-		English -	
	2° 10 🗖	P Z 9 B	Folders: 1					
© ♥ FolderTest ♥ 1 1 click ♥ 2 ♥ F1 ♥ F2 ♥ F3		Folder name/pat						

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Screenshot: Selecting the whole recursive folder structure using the single click option

> Clicking on the **Select all folders** icon above the contentWEB pane:

🏹 contentWEB	💉 Connec	to •		Ø	Adminis	trator -
& contentWEB / Email archive	e / Crommelin@m	cs01.local Type search text here Search (Crommelin@mcs01.local)	•		English -	۵
Image: Second secon		Polders: 61 Folder name/path A001 A002 AAA AAAA Atach Attach2 Attach2 BBB BCCTest BoodyTest				
LBA02 Multi1 N01 N02 N03 N04	•	Calendar (including all subfolders) Category1 Category7est Contacts (including all subfolders) CVVAttach1 DanikaIndex			 Online he 	elp

Screenshot: Selecting the whole recursive folder structure using the Select all folders icon

Selecting a recursive folder structure starting from a parent folder: The user may select a folder

- structure starting from a parent folder
 - with clicking **1x** into the checkbox of the **given parent folder** (e.g. 2 on the picture below):

🏹 contentWEB	🔊 Conne	ct to -			ľ	م ال	\dministra	ntor -
♣ contentWEB / Email at	rchive / Crommelin@	mcs01.local	Type search text here	Search (Crommelin@mcs01.local)	-	👬 Engl	lish -	
	2 L d d	0290	Folders: 1					
FolderTest		Folder name/pat	h					
Ck 1x F1 F2 F3		FolderTest/2 (inclu	ding all subfolders)					

 use the **Deselect all folders** icon above the contentWEB pane to deselect all already selected folders:

				te	charro	W				
contentWEB	💉 Connect	t to -								🖹 💆 Administrato
🚓 contentWEB / Email a	archive / Crommelin@m	ncs01.local	Type search text here				Searc	h (Crommelin	@mcs01.lo	ocal) - 🔚 English -
FolderTest		Date	 Solution Folder 0:37 PM FolderTest\2 	From		IsReply	selected folder Subject ANOTHER network and	Q To	ANOTH From Date To	IER network anomaly 2/2/2012 10:37:40 PM "NT System Admin Issues"
 2 3 F1 F2 F3 	/					Turoc			Mes Item is	under legal hold Show details

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Screenshot: Deselecting the whole recursive folder structure using the Deselect all folders icon

Selecting the parent folder without its subfolders:

If the user wants to exclude the child folders from processing and would like to process the **selected parent folder** only, he has to **click the parent folder twice** as illustrated on the below displayed screenshot. In this case, the folder path will be marked with a grey color in the grid.

🏹 contentWEB	🗩 Conne	ct to -			È	Admini	istrator
♣ contentWEB / Email a	rchive / Crommelin@	mcs01.local	Type search text here	Search (Crommelin@mcs01.local)	-	🚟 English 🗸	
	2 L b 🗖	D 2 9 6	Folders: 1				
FolderTest	•	Folder name/pat	h				
		FolderTest					
🔲 3							
S □ F2							
🔲 F3							

Screenshot: Selecting the parent folder by double-clicking the check box

On **third click** the **parent folder will be** automatically **deselected**. The same can be achieved by clicking the **Deselect all folders** icon above the pane.

ContentWEB	🗩 Conne	ct to 🔸											Ð	Ż	Adminis	strato
♠ contentWEB / Email a	rchive / Crommelin@	mcs01.	local	Type se	earch text her	е				Search (Crom	melin@	@mcs01.loc	cal)	•	🖁 English 🗸	(
i III	3 - D d d	C	e e z () 9	ltems:	1/3		Search	in selected	folder	Q,	AD Prop	erty pages			
FolderTest	•		Date	$\hat{}$	Folder	From		0	IsReply	Subject		From				
			8/22/2012 9:3	2 PM	FolderTest		and a free literature of the		False	AD Property pages		Date	8/22/2012 9			
click a			5/8/2012 1:21	AM	FolderTest				False	A new side job - and	a fe	То	"NT System	Admin Is	sues"	
3			2/25/2012 2:2	9 AM	FolderTest	Sec. 1	and a state from the second		False	Acronis = the new Sy	/mar		_			
🔲 F1												Mess Mess	age			
🗵 🔲 F2																
□ F3												Item is u	inder legal hold		Show details	

Screenshot: Deselecting the parent folder on third click

It is also possible to select the parent folder and only some of its child folders. To achieve this, double click the checkbox of the parent folder and check the checkboxes of those child folders that you would like to select.

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🏹 contentWEB	🚿 Conne	ct to ~			Ē	Û	Administrat	or ·		
♠ contentWEB / Email a	rchive / Crommelin@	mcs01.local	Type search text here	Search (Crommelin@mcs01.local)		-	English -			
	# L b b	P Z 9 E	Folders: 4							
FolderTest	*	Folder name/par	h							
		FolderTest								
 2 3 		FolderTest/2 (incl	uding all subfolders)							
✓ 5		FolderTest/F1								
 F2 F3 		FolderTest/F2/F3								

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Screenshot: Selecting the parent folder and some of the child folders

Tasks supported by entities (models)

The tasks that are supported in contentWEB are entity-specific. The available tasks can be triggered using the appropriate toolbar buttons located above the items grid. There are 6 different tasks that can be run using these buttons, namely:

- 1. **Refresh** the button is used to manually update the item list;
- Export to PST exports selected mailbox items/folders or all items of the selected folder into Outlook PST format;
- 3. **Export to ZIP** exports selected items/folders or all items of the selected folder into a compressed ZIP format; emails are saved as MSG files and are compressed to ZIP format
- 4. **Recovery** recovers selected items, folders or the whole folder structure, if they were deleted from the original location (either from the mailbox or from the file system). Recovery works for the Email Archive and File system archive only.
- 5. Delete allows to mark/unmark documents for/from delete
- Legal hold allows to create a legal hold case, where the user can put documents afterwards. Documents which are under a legal hold case can't be deleted from the system until the legal hold case expires.

Toolbar buttons are available from the search page, too.



🏹 contentWEB	Donnect to -		Ð	Ŵ	Administrator -
f contentWEB / Email archive	/ dne@ta.internal Type search text here	Search (dne@ta.internal)		•	🗄 English 🗸 🛄
C 🖬	1 2 3 4 5 6 S D 2 S B h Items: 1/10		Search in s	elected fo	older Q
Inbox	Test				7/4/2017
	SNE and DNE				7/4/2017
	Confidental sensitivity				7/4/2017
	Private sensitivity				7/4/2017
	Personal sensitivity				7/4/2017
	SNE and DNE From Date 7/4/2017 3:10:56 PM				
	Testing mail for SNE and DNE				
•					① Online help

Screenshot: Toolbar buttons used to trigger Email archive tasks

Note: For more information regarding these functionalities in File System Archive and Email Archive read sections <u>File Archive tasks</u> and <u>Email Archive tasks</u> of this guide.

Enabling/disabling tasks

By default, all tasks available for an entity are enabled. However, the system administrator may configure if some tasks should be disabled/enabled for a given entity. This can be done from the administrators' settings page.

To open the page, navigate to the logged on user in the right upper part of the header bar, open the dropdown menu and click on **Settings**:

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	L.	Û	Administrate	or -						
conte	entACCE	SS Centra	Administration							
User	profile			<u>+</u>						
Setti	ngs			°°						
Chan	ige user			₽						
Logo	ut			₽						

On the **Task types** tab the tasks enabled/disabled by an entity (model) can be seen. With clicking on the cross mark (\times) the administrator may enable a particular task; with clicking on the check mark (\checkmark) he may disable the task again.

🏹 contentWEB						ļ	Administrator -
Casks 🖄	& contentWEB / Tasks Setting	32			Save settings	C Reset	副 English -
	O Common settings						
	Remove task after download						
	Task types 🌓 Manifes						
	Task types supported by a r	nodel					
		Export to PST	Export to ZIP	Recovery	Delete from	archive	Legal hold
	Email Archive	×	~	~	~		~
	File System Archive	-	~	~	×		~
	Legacy Email Archive	✓	×	-	-		-
	Share Point Archive	-	~	-	~		~
						0	Online help

If some changes are made, they need to be saved using the **Save settings** button. If the user has made some changes without saving, he will be notified when leaving the page.

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	Changes you made	leave this site?		×		А	dministrator +
Tasks <table-cell></table-cell>	Control Sections	indy not be sured.	Leave	Stay	Save settings	C Reset	াল English -
	Remove task after download						
	🔁 Task types 👘 Manifes						
	Task types supported by a r						
		Export to PST	Export to ZIP	Recovery	Delete from a	archive	Legal hold
	Email Archive	×	\checkmark	✓	✓		✓
	File System Archive		✓	✓	×		✓
	Legacy Email Archive	\checkmark	×	-	-		-
	Share Point Archive	-	✓	-	✓		✓

Legal hold

To learn about configuring Legal hold, please read this section first.

The document can be put into a legal hold case from:

- Selection (selecting one or more items or folders)
- Search result

	20000	3 [] Items: 1 / 7			Type to search	Q
Inbox archive	Subject	Legal hold	From	0	Date	0
	test mail EA				5/11/2017 4:49 PM	
	demanding our	hero			5/11/2017 9:28 AM	
	over and over				5/11/2017 9:27 AM	
	savior		Serve Server and Server		5/11/2017 9:25 AM	
	never look back		Investments studies on		5/11/2017 9:25 AM	
	close to the edg	je			5/11/2017 9:24 AM	
	was RE: in-dept	h AD / blogging	factors destroying	e	6/14/2012 3:34 PM	

After some items are chosen and you click the Legal hold button, a pop-up will show up.



Manage legal hold ca	se ×
Create new legal hold case	Update existing legal hold case
Name:*	
Description:	
Never expires	
Expiration date:	Ŧ
 All items (9 items) Selected item(s) (2 items) 	
	Save Cancel

Here you can set a legal hold case. Name and expiration date are required. By checking the **Never expires** checkbox, the expiration date disappears. Radio buttons on the bottom indicate which items should be included into legal hold case (all items means all items in the folder that is selected in contentWEB).

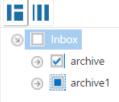
It is also possible to add items to an already existing legal hold case. If you wish to do so, select the option **Update existing legal hold case** and choose the case you want to add your item(s) to, then click **Update**.

Manage legal h	old case		\times
Create new legal	hold case	Update existing legal hold case	
You are going to add o information to update		existing legal hold case. Select necessary	
Legal hold case:*	FA index test	Ŧ	
 All items (9 items) Selected item(s) (2 	items)		
		Save Cance	el -

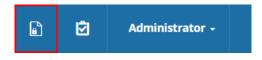


You can create a legal hold case if you select a folder from the tree on the left side. There are 2 possibilities. First is when you click the checkbox and a checkmark appears in the box. It indicates that all documents in the folder will be processed recursively. Second is when you click 2 times on the checkbox, then a square appears, which means that only document on the first level in the folder will be processed.

<i>Note:</i> The folder selection must	be enabled first.		
	Root	C 🗖	



The list of cases can be accessed from the upper right corner of the page, by clicking on the **Legal hold** icon.



The Legal hold view and management is controlled by the system's permission management, so only people with the correct permissions can manage or view legal hold cases and documents.

In the Legal hold cases page you can manage the existing legal hold cases, manually delete them or see details of the legal hold case including the document list. If an expiration date is specified for a legal hold case, then the system will automatically remove the legal hold from documents on case expiration.

In Legal hold cases page you can do 4 actions. In the left upper corner of the list is a refresh button (1) to reload legal hold cases. By double clicking on the row in table or by clicking on the info icon (2) in action column, you are redirected to the legal hold case detail view. By clicking the recycle bin (3) you can mark legal hold case for delete.

			techarrow	1				
🟹 contentWEB	⊯ Connect to •				۵	Ø	Administ	rator
6 contentWEB / Legal hold							English +	
C 1 Name	Expiration date	Status	Created	Deleted	Action			
Mix legal hold	5/20/2017	Finished	5/11/2017	No	3 💼 🛈			
Index test other2	5/20/2017	Finished	5/11/2017	No	â 🛈 2			
Index test other	5/20/2017	Finished	5/11/2017	No	<u>i</u>			
Legal hold ANE	5/20/2017	Finished	5/11/2017	No	a (i)			
Legal hold DNE	5/20/2017	Finished	5/11/2017	No	i ()			

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Legal hold case details view provides more information about a selected case. This page has 3 main parts. In the first part you find details of the legal hold case. In the second part there are information about tasks that were assigned to the legal hold case.

🗸 contentWEB 🛛 🔌	Connect to +				🗋 🗹 Administrat
contentWEB / Legal hold / Mix legal h	old				🔠 English 🗸
Mix legal hold					
escription: Total tasks spiration date: 5/20/2017 Finished ta reation date: 5/11/2017 Running ta atus: Finished Tasks with	sks: 2 sks: 0				
ask type	Creation date	Status		Action	
dd items xport items	5/11/2017 5/19/2017	Done Done		Ł	
🕻 🔁 🌐 Items: 0/3					Search
Name	Folder	Entity	Date	Action	
lose to the edge ver and over	Inbox\archive Inbox\archive	disable rearies	5/11/2017 5/11/2017	D.+	
ever look back	Inbox/archive	01001-001-0	5/11/2017	D± D±	

There are many different task types. After double clicking on the task you can see some additional data about the selected task. If task is in error state, then error message is shown in this pop-up view.

Task details		×
Task type:	Export items	
Creation date:	5/19/2017	
Status:	Done	
	Close	

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Export tasks are special task, which have additional action in tasks list. If task is an export task and it is finished, then in action column you can see a download icon.

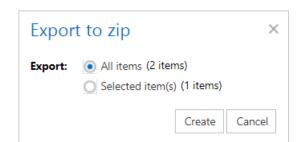
In the third part you can find documents, which belong to the current legal hold case. Here more actions are available. In the upper left corner of the documents list there is a refresh button (1) to refresh the view. Next to the refresh button is a zip icon (2), which indicates that you can create a zip export from the whole or just from selected documents. Next to the zip icon is a delete button (3) to delete selected item(s) from the legal hold case. In action column of documents list there are 2 buttons. First (4) will open a document in contentWEB and the second (5) will download it.

In the upper right corner is a search field. You can search in documents belonging to the legal hold case. Search will be performed against "Name" column. Search can be performed by hitting enter after you provide a search term. If you want to see the whole list again, then an empty search should be performed.

2 2 m Items: 0/3					Search	Q
Name	Folder	Entity	Date	Action		
close to the edge	Inbox\archive	diversities, retaining	5/11/2017	4 🔶 🗋		
over and over	Inbox\archive	CONTRACTOR CONTRACTOR	5/11/2017	🗋 🕁 🖛 5		
never look back	Inbox\archive	direction reserved	5/11/2017	$\Box \pm$		

Exporting the documents

After selecting some documents (with "CTRL" + click multiselect is enabled), you can choose the export to zip button. A popup will appear with 2 possible settings.



Here you can choose which items you want to export (all items in legal hold case or only some selected). By clicking on **Create**, a new export task is added to the legal hold case. It will be available as soon as the legal hold plugin processes the task. After it's finished a download link will appear in tasks list.

Task type	Creation date	Status	Action
Add items	5/11/2017	Done	
Export items	5/19/2017	Done	> <u>+</u>



Each document included in any legal hold is also marked and displayed for the user in search result and also in browsing mode.

demand	ling our hero		
From Date To	5/11/2017 9:28:21 AM		
Mes Mes	sage		
Item is u	under legal hold	[Show details
We're o If time	ding our hero crying for help won't save us e save ourselves		

Tasks list

Export, recovery and delete tasks that have been completed/are currently running can be viewed in the **Tasks list**. Click on the task button in the head bar of contentWEB to expand the list of tasks:

									Adminis	
Crommelin@	mcs01.local	Type search text here.			0	Tasks lis	t	ය	English +	
					Description	Status	Progress			
; 🗅 🖸 🔽) 🗊 🍤 👔 Items: 1	/ 223		Export 1 item(s) to ZIP	In progress	0%	۲	ler	
	Crommelin <cror CWAttach4</cror 	mmelin@mcs01.local>			Recover 1 item(s)	Completed	100%	â	6/7/	/2017 Ø
	CWAttach3				Export 1 item(s) to ZIP	Completed	100%			/2017 @
- 1	CWAttach2	Crommelin < Crommelin@mcs01.local> CWAttach2		Export 1 item(s) to ZIP	Completed	100%	1		/2017 @	
	CWAttach1	-			Export 5 item(s) to PST	Completed	100%	1		/2017 @ /2012
						+ 71 other ta	asks			/2012
	Date 6/7/2	017 2:57:11 PM								
	Message	tük@ör\$fúrógép.txt (3 KB)	AW Start # comlete ^ d	lebug_log.txt (15 KB)	N-m[test].txt (154 KB)					
		Crommelin@mcs01.local	Crommelin@mcs01.local Type search text here: Commelin < Crommelin@mcs01.local> CWAttach4 Crommelin < Crommelin@mcs01.local> CWAttach3 Crommelin < Crommelin@mcs01.local> CWAttach4 Crommelin < Crommelin@mcs01.local> CWAttach4 CWAttach4 From Crommelin@mcs01.local> CWAttach4 From Crommelin@mcs01.local> CWAttach4 From Crommelin@mcs01.local> CWAttach4 From Crommelin@mcs01.local> CWAttach4 From Crommelin@mcs01.local> CWAttach4 From Crommelin@mcs01.local> CWAttach4 From Crommelin@mcs01.local> CWAttach4	CWAttach4 From Crommelin@mcs01.local> CWAttach4 Commelin <crommelin@mcs01.local> CWAttach4 Commelin <crommelin@mcs01.local> CWAttach4 Commelin <crommelin@mcs01.local> CWAttach4 From Crommelin@mcs01.local> CWAttach4 From Crommelin@mcs01.local> Date 6/7/2017 257:11 PM To Crommelin <crommelin@mcs01.local> Effective Crommelin <crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local>	Crommelin@mcs01.local Type search text here Crommelin < Crommelin@mcs01.local> Crommelin < Crommelin@mcs01.local> CrowAttach4 From Crommelin@mcs01.local> CrowAttach4 From Crommelin@mcs01.local> CrowAttach4 From Crommelin <crommelin@mcs01.local> CrowAttach4 From Crommelin <crommelin <crommelin@mcs01.local=""> CrowAttach4</crommelin></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local></crommelin@mcs01.local>	Crommelin@mcs01.local Type search text here Description Commelin < Commelin@mcs01.local> CWAttach4 Crommelin < Crommelin@mcs01.local> CWAttach4 Crommelin < Crommelin@mcs01.local> CWAttach4 Export 1 item(s) to 2IP Export 5 item(s) to PST CWAttach4 Erem Commelin@mcs01.local> Dtm & C/7/2017.257:11 PM Tor Crommelin <crommelin@mcs01.local> Export Export Export</crommelin@mcs01.local>	Crommelin@mcs01.local Type search text here Image: Comparison of the compa	Crommelingmcs01.local Type search text here Image: Commelin Status Progress Commelin < Commelin Status	Crommelingmes01.local Type search text here Image: Commeline Status Progress Image: Commeline Status Image:	Crommelingmes01.local Type search text here Description Status Progress err Crommelin <commelin@mcs01.local> Crommelin@mcs01.local> Crommelin@mcs01.local></commelin@mcs01.local>

Currently running tasks can be cancelled by clicking on the **Cancel** button in the list:



0	Tasks list		ß
Description	Status	Progress	_
Export 1 item(s) to ZIP	in progress	0%	
Recover 1 item(s)	Completed	100%	d
Export 5 item(s) to PST	Completed	100%)
Export 4 item(s) to PST	Completed	100%)
Export 3 item(s) to PST	Completed	100%	<u>ت</u>
	+ 71 other ta	sks	

Screenshot: Cancelling an export task

The finished export tasks can be downloaded from here. The unnecessary tasks can be deleted manually from the tasks list one-by-one by clicking on the recycle bin mark in the respective row. With this action the exported items will be deleted from the server too. All completed tasks may be deleted by clicking the bin mark in the first row.

0	Tasks list		ß
Description	Status	Progress	đ
Export 1 item(s) to ZIP	In progress	0%	
Recover 1 item(s)	Completed	100%	面
Export 5 item(s) to PST	Completed	100%	<u>ت</u>
Export 4 item(s) to PST	Completed	100%	▶ 竜
Export 3 item(s) to PST	Completed	100%	<u>ا</u>
	+ 71 other ta	sks	

Screenshot: Download and deletion of the tasks

contentWEB allows to set the automatic deletion of already completed tasks. This configuration can be reached on the Task settings page. The page is accessible from **Settings** \rightarrow **Tasks** \rightarrow **Common settings**. If you want to use the automatic deletion, check the "Remove task after download" checkbox.

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		techarrow			
🏹 contentWEB				ļ	Administrator -
Tasks	Ø	f contentWEB / Tasks Settings	Save settings	C Reset	🔡 English 🗸
	/	© Common settings			

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To show the complete task list on a new page, click on the page icon in the upper right corner of the Tasks list (\square) – this will navigate you to the <u>Tasks page</u>.

Tasks page

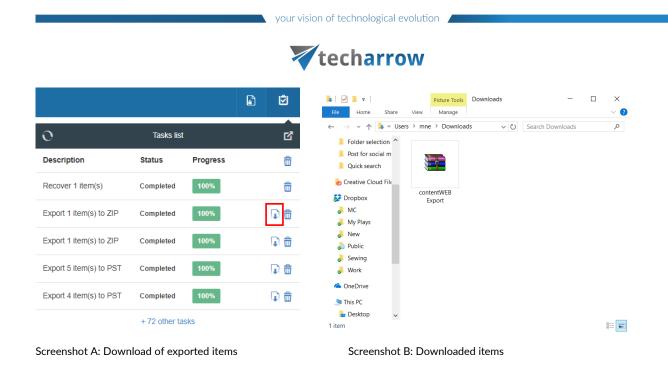
The task page is a more transparent and detailed view of the Tasks list.

Export, recovery and delete tasks are shown here. The user can download the finished export tasks, remove tasks, check progress or cancel the ongoing tasks.

ContentWEB / Tasks list C Mark for delete Waiting 8/15/2017 11:27 AM 0%	11:15/	glish - 8/15/	(2017
Mark for delete Waiting 8/15/2017 11:27 AM 0%	11:157	_	2017
11:27 AM 0%	11:157	_	2017
	11:157		
		AM 1	00%
			Ĩ
Export to PST Dane 8/15/2017 Export to zip Dane		8/15/	
11:15 AM 100%	11:147	AM 1	00%
क 🗇		Ţ	Ĩ

Download of export actions

Any export actions (Export to ZIP, Export to PST) can be downloaded from the Tasks list or from the Tasks page. The downloaded items are saved on the user's local disk between downloads. The ZIP package also contains a Manifest file in XLS format, which contains a summary about the exported items:



Manifest file and its settings

The manifest file is an XLS file that is automatically created when exporting any files and/or folders into ZIP format. It is a supplementary export file and can be found in the ZIP file downloaded from the **Tasks** list. It contains a summary about the items that have been exported. By default, the manifest contains the following information:

- On the Resume tab the user may view the task summary information, the start date and end date of the export action, the total number and size of the exported items;
- On the **Files** tab the user may find the title of the files, the file type, size and path of each file.

Note: The File System Archive's manifest file (Title column) contains links that point to the corresponding files.

Task	Export 6 ite	m(s) to ZIP		Title	Туре	Size	Path		
Started or	10/5/2015 1	:57:28 PM		Schedule	msg	45056	Inbox\TO	ARCHIVE\I	nbox
Finished c	10/5/2015 1	:57:29 PM		New Path	msg	36864	Inbox\TO	ARCHIVE\I	nbox
Files (tota	6			Start Date	msg	45056	Inbox\TO	ARCHIVE\I	nbox
Size (total	258048			Start Date	msg	45056	Inbox\TO	ARCHIVE	nbox
				Start Date	msg	45056	Inbox\TO	ARCHIVE\I	nbox
				UBSW ENE	msg	40960	Inbox\TO	ARCHI∨E∖I	nbox
< →	Resume	Files	+	 Image: Image: Im	Resum	e Files	+		

Screenshot: Manifest file's tabs



The exact fields involved in this manifest file can be configured in the administrator's settings as described below.

Field settings in the manifest file

To add/delete fields that should be involved in the exported manifest file, open the **Manifest settings** page from the **Administrator settings** \rightarrow **Tasks** \rightarrow **Manifest** tab.

Image: Constant Access central AdministrationImage: Central AdministrationUser profileImage: Central AdministrationSettingsImage: Central AdministrationChange userImage: Central AdministrationLogoutImage: Central Administration

Navigate to the logged on user and open the **Settings** page.

Further switch to Tasks in the pane and select the Manifest tab.

	Ø	f contentWEB / Tasks Se	ttinge							III cave	settings	C Reset	🔠 English
	(CONTENTIVED / TASKS SE	ungs							E Save	setungs	Reset	ata english
		•O Common settings											
		Remove task after downl	oad										
		🗗 Task types 👘 Mar	lifest										
		🛱 Model fields at manifes	t										
		Advanced Sharing	Custom		Email Archive		File System Archiv	ve	Kendox	Legacy Email A	rchive	Share Poin	t Archive
		Enabled 🗙	Enabled	×	Enabled	×	Enabled	×		Enabled	×	Enabled	×
		Expiration date 🖌	Date	✓	Subject	✓	Creation Date	✓		Date	~	Name	✓
			From	~	Date	✓	File Name	✓		From	~	Creation	Date 🖌
		Disabled 🗸	То	✓	From	✓	Modified By	✓		Subject	✓	Modified	Date 🖌
		Download limit 🗙	Has Attachment	✓	То	✓	Modified Date	✓		То	~	Size	✓
			Unread	✓	Folder	✓	Size	✓				Modified	ву 🖌
			Is Reply	✓	Has Attachment	✓				Disabled	\checkmark	Url	✓
					Unread	✓	Disabled	\checkmark		Has Attachme	ent 🗙		
					Is Reply	~	Folder	×					

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All available fields that can be displayed in the manifest file can be viewed here. Click on the cross mark (\times) next to the field to add it into the manifest. With clicking on the check mark (\checkmark) you may disable the selected field again.

File System Archive

contentWEB is also a web user interface for the contentACCESS File System Archive. Any files archived by a File System Archive job can be accessed by an end user (with the necessary rights) from contentWEB during the files' retention time.

File versions

In contentWEB, the end user may also view the versions of a file that have been created during the archiving process. Versions are created when the original file is modified in the original file system and the archive job archives this new file version into the archive. In contentWEB, these versions are accessible in the "**Versions**" column of the item list. Click on the version count in this column and the document version(s) will be displayed. Document versions are marked with blue color.

contentWEB / File s	ystem archive / c:\Te	st1	Type search t	ext I	nere				Search (c:\Test1)	- English -
i III	C 🖬	C [2 🗊 🤊 🔒	lt	ems: 1 / 10		Search in s	elected folder	Q	
Root		C	reation date	$\hat{\mathbf{v}}$	File name	Folder	Modified by 🗘	Modified date 0	Versions	Title árvíztűrő
		5/	/5/2017 11:26 AM	л	55337 with ELM 6.3.17.png	c:\Test1		9/19/2014 12:06 PM		tükörfúrógép.txt
		5/	/5/2017 11:26 AN	Л	árvíztűrő tükörfúrógép.txt	c:\Test1		5/12/2017 9:22 AM	(2)	Size
		5/	5/2017 11:26 AM	л	- version 2	c:\Test1		5/12/2017 9:14 AM		Size 21 B
		5/	/5/2017 11:26 AM	И	- version 1	c:\Test1		7/23/2013 11:21 AM	▲	Created
		5/	/5/2017 1:58 PM		Attach.txt	c:\Test1		5/5/2017 1:58 PM		5/5/2017 11:26:23 AM
		5/	/12/2017 11:18 A	м	AW Start comlete debug log.txt	c:\Test1		7/31/2014 11:01 AM		Created by
		5/	(12/2017 9:40 AM	4	GATE.contentAccess.log	c:\Test1		5/12/2017 9:40 AM		Job #5 (Tenant #2)
		5/	/12/2017 10:52 A	м	IndexDebugLog.LOG	c:\Test1		5/5/2017 12:00 PM	1	Modified
		5/	/5/2017 11:03 AM	4	Leo Tolstoy - War and Peace.txt	c:\Test1		9/26/2011 5:48 PM	=	5/12/2017 9:22:09 AM
		5/	/5/2017 11:03 AM	4	Names.txt	c:\Test1		4/7/2010 9:59 PM		Modified by
		5/	/5/2017 11:26 AM	4	Publication1.pub	c:\Test1		12/9/2014 2:03 PM		Job #5 (Tenant #2)
		5/	/5/2017 11:26 AN	И	Saperion.pptx	c:\Test1		12/9/2014 2:01 PM		Path c\Test1\árvíztűrő tükörfúrógép.txt
										File name árvíztűrő tükörfúrógép.txt

Filtering of active/inactive file system archive documents

When is an item/folder inactive in the archive? When an archive job is running, it is synchronizing the current state of the archive with the state of the file system. It synchronizes the folder permissions as well.

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An item/folder gets an inactive status in the archive if the file/folder no longer exists in the file system (neither the original, nor the shortcut to it).

Inactive files are marked with grey color in contentWEB, active files have a bold black color. Once the item is moved back by the user or it is restored, its status will turn to active.

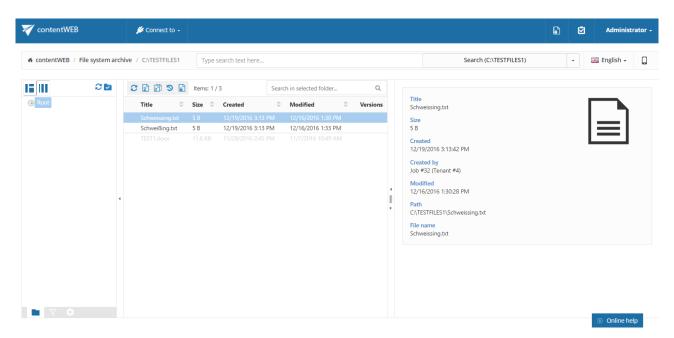
The aim of active/inactive item view in the archive is:

- ✓ To make visible in the archive, whether the archive items have corresponding original or shortcut in the original file system; this might be useful when the user wants to recover from the archive. (For more information about the recovery function refer to section "<u>Recovery</u>" below.)
- ✓ To avoid displaying duplicates by using the active/inactive filtering options in the archive.

Note: Duplicates are created if a file/folder was moved to another file system location, or if it has been renamed and an archive job processed both the old and the new file/folder.

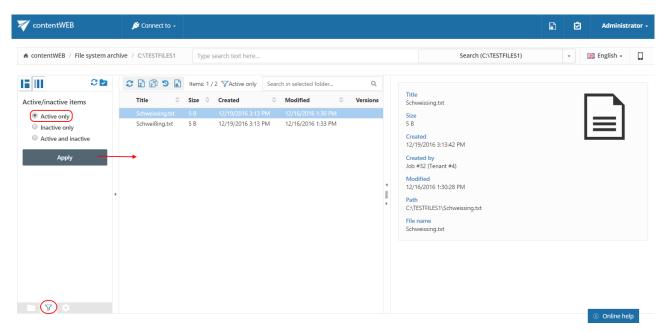
How to filter between active/inactive items in the archive?

Our archive folder "**TESTFILES1**" on the below displayed screenshot contains both active and inactive items.



To filter out active/inactive items in a folder, click on the horn sign (\forall) at the bottom of the navigation pane. To filter the active documents only, "**Active only**" filter must be applied. Screenshot A shows the active items of the archive folder, on screenshot B only the inactive items are filtered out:





Screenshot A: Active items of the folder

contentWEB	🗩 Connect to 🗸			Administrator
contentWEB / File system arcl	nive / C:\TESTFILES1 Type search text he	re	Search (C:\TESTFILES1)	- English -
Active/inactive items	C D D Items: 1 / 1 Title 0 Size 0 Created TEST1.docx 11.6 KB 11/28/2016 2x	Image: Modified Versions 5 PM 11/7/2016 10:49 AM	Title TEST1.docx Size	
Inactive only Active and inactive Apply		4 	11.6 KB Created 11/28/2016 2.45.27 PM Created by Job #32 (Tenant #4) Modified 11/7/2016 10.49.26 AM Path CATESTFILES1\TEST1.docx File name TEST1.docx	<u>vv</u>
				① Online help

Screenshot B: Inactive items of the folder

File Archive tasks

By default, the following tasks can be triggered on the selected File Archive items/folders using the toolbar buttons:

- 1. Refresh
- 2. Export to ZIP
- 3. Recover item(s)



4. Legal hold

5. Mark for delete

The file archive tasks can be disabled/enabled in the Administrator's settings on the **Task types** tab. For more information read section <u>Enabling/disabling tasks</u>.

contentWEB / File system	archive / C:\TESTFILES1 Type search text here 1 2 3 4			Search (C:\TESTFILES1)	- English -
11 ° b		selected folder	Q		
Root	Title	≎ Size ≎	Created	Title 10-crucial-security-tips-to-	
	10-crucial-security-tips-to-reduce-data-loss-in-microsoft-o	office-36 41.6 KB	7/18/2017 1	reduce-data-loss-in-	
	15967552_1713484378677420_289754125_o.jpg	103.4 KB	7/18/2017 1	microsoft-office-365-	
	16325704_1736867033005821_1427579637_o.png	975.9 KB	7/18/2017 1	758x426.jpg	Office 365
	256x256_png.png			Size	
	960x0.jpg	177.8 KB	7/18/2017 1	41.6 KB Created	i 🗄 🚽 🕈 🦉 🚮 i
	9h6c0qJ.jpg		7/18/2017 1	Created	🕈 📲 🕈 🗸 🚮
	Schweissing.txt		12/19/2016	7/18/2017 1:19:39 PM	
	Schweißing.txt		12/19/2016	Created by	
				Job #32 (Tenant #4)	
			₹	Modified 5/19/2017 3:26:43 PM	
				Path	
				C:\TESTFILES1\10-crucial-security-tips-to-reduce-o 758x426.jpg	data-loss-in-microsoft-office-365-
				File name	
				10-crucial-security-tips-to-reduce-data-loss-in-mi	crosoft-office-365-758x426.jpg
				ISLEGALHOLD	
				False	
				Mark for delete	
				False	

Screenshot: Toolbar buttons in File Archive

It is possible to select

- the whole folder structure on the root,
- a recursive folder structure
- child folders
- and **items** to process

For more information refer to section Folder selection methods.

Refresh

This toolbar button should be used if any items have not been displayed in the item list yet and the list of items should be reloaded.

Export to ZIP

To export file archive item(s)/folder(s) into ZIP format, select the desired item(s) from the list view (or select the node(s) in the left side pane) and click on the **Export to ZIP** button located above the



list view. The exported items are zipped in the background (on the server side). On the screenshot below we have selected the **Root** folder (including all its subfolders) to be exported into ZIP:

🏹 contentWEB	🏂 Connect to ᠇			Ð	Û	Administ	rator -
# contentWEB / File system a		Type search text here	Search (C:\TESTFILES1)		•	🚟 English 🗸	
 ♥ ♥ Root ♥ Active and Inactive ♥ Fass ♥ Fas 	click t	o export the Root (including all subfolders) to ZIP					
▼ ¢						① Online he	lp

The exported items/folders can be downloaded from the Tasks list. (For more information refer to section <u>Download of export actions</u>)

Recovery

Recovery is used to re-generate a file system from the archive back into the original file location.

This processing type can be used in the following cases:

- A folder structure has been deleted;
- One or more folders have been deleted;
- One or more documents from the folder(s) have been deleted

from the original file location and the user needs to get back these already archived documents from the archive. The items that do not have an original or a shortcut in the original file location (in the file system) are inactive in contentWEB and have a light grey color.

With the recovery function the archived items can be put back into their source location. It can also create the folder if it was deleted from the folder structure. It is possible to recover any part of the structure:

- One or multiple folders;
- Recursive folder structure;
- One or more folder contents.



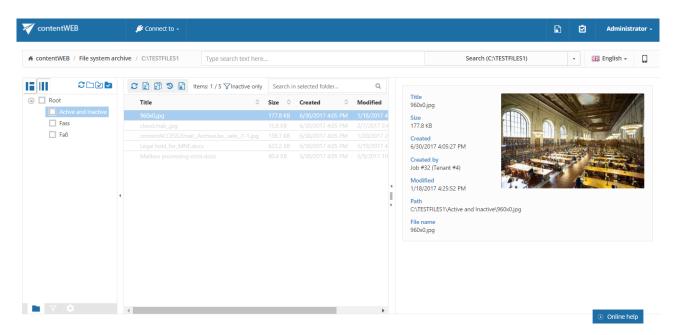
Important! The root folder mustn't be deleted (or it must be re-created if it was deleted) from the original file system, otherwise its contents can't be recovered back into the original location.

The file system recovery job is checking for duplicates, so the same recovery job can be run safely multiple times, duplicates will not be created:

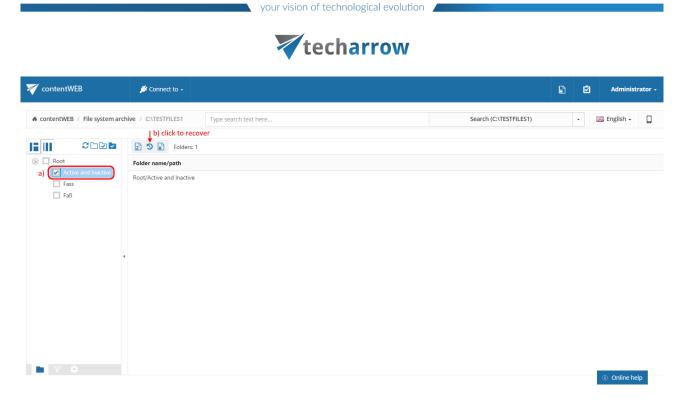
- If there is a shortcut for the recovered file in the folder the file won't be recovered;
- If the file is already present in the folder the file won't be recovered.

Recovery of deleted items of folder "Active and Inactive"

In this use case we will recover the deleted items of our shared folder "**Active and Inactive**". First we select this folder in the navigation pane. Our inactive items have a light grey color in the grid.



Now we want to have all deleted folder items (inactive documents) back in our file location. We check folder's check box in the navigation pane (step "a") and we click on the recovery toolbar button above the list view (step "b"):



With the manual recovery the user has multiple options:

- He can either recover with the original modification date;
- He can also recover with the recovery date.

It is worth to recover with the recovery date if an archive job is already running on the selected file system folders and the files with a modification date younger than the recovery date are set to be archived. By selecting the recovery date the user can prevent the recovered file(s) from being rearchived.

Folder(s) recovery	×
Set the modification date of recovered items to Original modification date O Recovery date	
	Cancel Recover

Click on "**Recover**" button to start the process. The active items will be skipped in the file system; if an original file exists, it will not touched, if a shortcut to the item exists, it will be skipped.

All the items were recovered into the given folder. The modification date is set to the original modification date:



👢 🕞 📜 =	Active and In	active	_ 0	x
		Open Select all Edit Select none Image: Invert selection Open Select		?
 Install LH_Storage LocalSTORE Log Migration MSOCache Outlook Msg files Outlook PST PerfLogs Personal Program Files Program Files (x86) Program Data TECH-ARROW TESTFILES Active and Inactive Fass Fass 	Name 960x0.jpg cloud.mailjpg contentACCESS.Email_Archive.be_safe_1 Image: contentACCESS.Email_Archive.be_safe_1 Ima	Date modifiedType6/30/2017 5:14 PMJPEG image6/30/2017 5:14 PMJPEG image6/30/2017 5:14 PMMicrosoft Word D6/30/2017 5:14 PMMicrosoft Word D	Size 174 KB 16 KB 136 KB 608 KB 79 KB	
5 items	V			

Once the files are recovered, they will be recolored to black in the contentWEB's item's grid:

contentWEB / File system arch	hive / C:\TESTFILES1 Type search text here	2			Search (C	:\TESTFILES1)	•	🚼 English 🗸
€∟₪	😋 🛃 🗊 🐌 👔 Items: 1 / 5	Search in	n selected folder	Q				
Root	Title \diamond	Size 🗘	Created 0	Modified	Title 960x0.jpg		1989	2 1 - 1
Active and Inactive	960x0.jpg	177.8 KB	6/30/2017 4:05 PM	1/18/2017 4	Size	The	1100	
Fass	cloud.mail_jpg	15.8 KB	6/30/2017 4:05 PM	2/7/2017 2:4	177.8 KB		100	
Faß	contentACCESS.EmailArchive.besafe1-1.jpg	138.7 KB	6/30/2017 4:05 PM	1/20/2017 2	Created			जा जा
	Legal hold_for_MNE.docx	622.2 KB	6/30/2017 4:05 PM	5/19/2017 4	6/30/2017 4:05:27 PM	A THE REAL PROPERTY OF A	A CONTRACTOR OF	SALAR STOL
	Mailbox processing error.docx	80.4 KB	6/30/2017 4:05 PM	5/9/2017 10	Created by Job #32 (Tenant #4) Modified 1/18/2017 4:25:52 PM Path C:\TESTFILES1\Active and Inactive File name 960x0.jpg	ve\960x0.jpg		

Mark for delete

With this task you can mark/unmark documents to be later deleted from the archive by the <u>Delete</u> <u>job</u>. You can either way mark/unmark only the selected files, or all files from the current folder.

	techarrow		
🧹 contentWEB	🏂 Connect to 🗸		
♠ contentWEB / File system ar	chive / C:\TESTFILES1 Type search text here		
2 b	C 2 3 a ltems: 1 / 9 Search in select	ed folder	Q
	Title \diamond	Size 🗘	Created
	10-crucial-security-tips-to-reduce-data-loss-in-microsoft-office-36	41.6 KB	7/18/2017 1:1
	15967552_1713484378677420_289754125_o.jpg	103.4 KB	7/18/2017 1:1
	16325704_1736867033005821_1427579637_o.png	975.9 KB	7/18/2017 1:1
	256x256_png.png	6.9 KB	
	960x0.jpg	177.8 KB	7/18/2017 1:19
	9h6c0qJ.jpg	310.7 KB	7/18/2017 1:1
	Schweissing.txt	5 B	12/19/2016 3:
	Schweißing.txt	5 B	12/19/2016 3:
		11.6 KB	

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Select the desired action (mark or unmark) from the **Operation** dropdown list and then click **Create**.

Delete from archive ×								
Process:	 All items (9 items) Selected item(s) (1 items) 							
Operation*:	Mark for delete	•						

egal hold				
ኛ contentWEB	3	🗯 Connect to 🔸		
scontentWEB /	File system are	hive / C:\TESTFILES1 Type search text her	e	
15 111	2 🗖	😂 😰 🧐 📑 Items: 1 / 9	Search in selected folde	er Q
Root		Title	Size	Created
		10-crucial-security-tips-to-reduce-data-loss-in-mi	crosoft-office-36 41.6 K	B 7/18/2017 1:19
		15967552_1713484378677420_289754125_o.jpg	103.4	KB 7/18/2017 1:19
		16325704_1736867033005821_1427579637_o.png	975.9	KB 7/18/2017 1:19
		256x256_png.png	6.9 KB	7/18/2017 1:19
		960x0.jpg	177.8	KB 7/18/2017 1:19
		9h6c0qJ.jpg	310.7	KB 7/18/2017 1:19
		Schweissing.txt	5 B	12/19/2016 3:13
		Schweißing.txt	5 B	12/19/2016 3:13
		TEST1.docx	11.6 K	B 11/28/2016 2:4

Read more about this feature <u>here</u>.



Email Archive

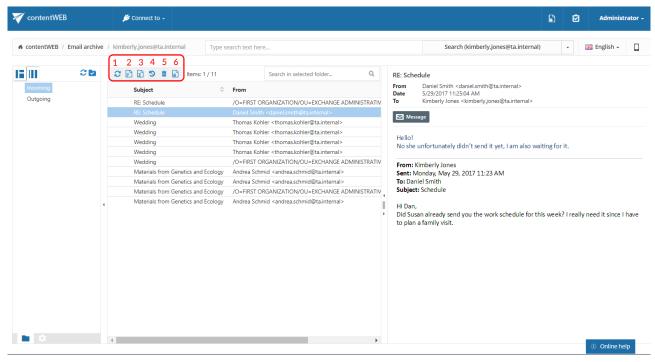
contentWEB is also a web user interface for the contentACCESS Email Archive. Emails and attachments archived by an Email Archive job can be accessed by an end user from contentWEB during the emails' retention time.

Email Archive tasks

By default, the following actions can be run on the selected email archive items/folders using the toolbar buttons.

- 1. Refresh
- 2. Export to PST
- 3. Export to ZIP
- 4. Recover item(s)
- 5. Mark for delete
- 6. Legal hold

The email archive tasks can be disabled/enabled in the Administrator's settings on the **Task types** tab. For more information read section <u>Enabling/disabling tasks</u>.



Screenshot: Toolbar buttons in the Email Archive

It is possible to select

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- the whole folder structure on the root,
- a **recursive folder** structure
- child folders
- and **items** to process

For more information refer to section Folder selection methods.

Refresh

This option should be used if any items have not been displayed in the item list yet and the list of items should be reloaded.

Export to PST / Export all to PST

To export one or multiple mailbox items/mailbox folders into PST format, select the items from the item list/mailbox folders from the navigation pane. Now click on the **Export to PST /Export all to PST** button located above the list view. **Export to PST** will export only the selected items, **Export all to PST** will select all items of the current folder into PST. On the screenshot below we have selected 2 items in the item list to be exported:

🗸 contentWEB	💉 Connei	ct to -										I	Û	Administra	ator -
ScontentWEB / Email arc	hive / Crommelin@r	ncs01.local	Type sea	arch text here					Search (Cro	mmelin	@mcs01.loca	ll) -	E E	inglish +	
15	2 🗖	2 🗗 🖻	2 3	ltems: 2 / 3				Searc	h in selected folder	Q,	Meeting	Test02			
S Calendar	^	Date	0	Folder	From 0	IsReply	Subject	0	То		From Date	Crommelin 6/19/2017 10:	52.55 ANA		
CA01		6/19/2	017 12:33 PM	Calendar\FixTest	Crommelin	False	Mee01		Crommelin@mcs01.local;Administ	trator@	То	Crommelin@n		Crommelin2@	2mcs01
FixTest											4				•
Meeting1		6/19/2	017 10:51 AM	Calendar\FixTest	Crommelin	False	MeetingTes	t01	Crommelin@mcs01.local;Cromme	lin2@r	Messa	ige			
Meeting3												.90			
Test1															
Test2											Item is u	nder legal hold		Show details	
Test3															
VWE Meeting										1	Test To				
Category1										,					
CategoryTest															
⊖ Contacts															
CWAttach1															
DanikaIndex															
DebugLog															
DebugLog2															
DebugLog3	-														
		4											_		_
_										,			đ	Online help	

The exported items/folders can be downloaded from the Tasks list. (For more information refer to section <u>Download of export actions</u>)

Export to ZIP / Export all to ZIP

To export one or multiple mailbox archive item(s)/folder(s) into ZIP format, select the mailbox item(s) from the item list (or select the node in the tree view) and click on the **Export to ZIP / Export all to ZIP** button located above the item list. **Export to ZIP** will export only the items selected in the items list, while **Export all to ZIP** will export all items of the selected folder(s). The exported items are zipped



in the background (on the server side). On the screenshot below we have selected parent folder "Calendar" and its subfolders from the navigation pane. These will be exported into ZIP:

contentWEB	🔊 Conne		Ð	Đ	Administrator ·
ScontentWEB / Email arch	ive / Crommelin@i	01.local Type search text here Search	I (Crommelin@mcs01.local)	• 1	English -
=		월 👔 🍤 📓 Folders: 1			
🕥 📝 Calendar	^	older name/path			
CA01 FixTest FixTest Meeting1 FixTest Fest1 Fest2 Fest3 We Meeting Category1		alendar (including all subfolders)			
 CategoryTest Contacts CWAttach1 					
Danikalndex					
DebugLog					
DebugLog2					
DebugLog3	-				
1 A	•			_	

Screenshot: "Calendar" parent and its subfolders selected for processing

Recovery

Recovery is used to re-generate the emails from the archive back into the original location.

This processing type can be used in the following cases:

- A folder structure has been deleted;
- One or more folders have been deleted;
- One or more emails from the folder(s) have been deleted

and the user needs to get back these already archived items from the archive.

With the recovery function the archived items can be put back into their original mailbox location. It can also create the folder if it was deleted from the mailbox's folder structure. It is possible to recover any part of the structure:

- One or multiple mailbox folders;
- Recursive folder structure;
- One or more folder contents.

Important! The root folder mustn't be deleted (or it must be re-created manually if it was deleted) from the folder structure, otherwise its content can't be recovered back into the original location in the mailbox.

• If there is a shortcut for the recovered email in the mailbox folder – the email won't be recovered;

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- If the email is already present in the mailbox folder the email won't be recovered;
- If the email has been deleted from the mailbox folder the email will be recovered.

Recovery of deleted mailbox folder "Calendar"

In this use case we will recover the deleted mailbox folder "**Calendar**". We would not like to involve the subfolders, so we double click on this folder's checkbox in the navigation pane. Then we click on the recovery toolbar button above the list view:

contentWEB / Email arc	hive / Crommelin@	mcs01.local	Type search text here	Search (Crommelin@mcs01.local)	-	🏭 English 🗸	
	# L b b		Folders: 1				
Calendar	*	Folder name/pat	h				
CA01		Calendar					
FixTest							
Meeting1							
Meeting3							
Test1							
Test2							
Test3							
VWE Meeting		4					
Category1							
CategoryTest							
Contacts							
CWAttach1							
Danikalndex							
DebugLog							
DebugLog2							
DebugLog3							

Folder "Calendar" will be put back into the mailbox after the task is completed.

Export and recovery actions (accessible from the toolbar buttons of Email Archive and File System Archive) that run/are currently running can be viewed and downloaded from the **Tasks list**. For more information about the Tasks List refer to section <u>Tasks list</u>.

Mark for delete

With this task you can mark/unmark emails to be later deleted from the archive by the <u>Delete job</u>. You can either way mark/unmark only the selected emails, or all emails from the current folder. your vision of technological evolution



🏹 contentWEB		🗩 Connect to 🗸				
🖨 contentWEB / Emai	l archive /	kimberly.jones@ta.internal	Type sea	arch text here		
	C 🗖	C 🖻 Z 🤊 🗖 🖻 🖿	tems: 1 / 11		Search in selected folder	Q
Incoming		Subject	\diamond	From		
Outgoing		RE: Schedule		/O=FIRST O	RGANIZATION/OU=EXCHANGE AD	MINISTRATIV
		RE: Schedule		Daniel Smith	<pre>daniel.smith@ta.internal></pre>	
		Wedding		Thomas Koh	ler <thomas.kohler@ta.internal></thomas.kohler@ta.internal>	
		Wedding		Thomas Koh	ler <thomas.kohler@ta.internal></thomas.kohler@ta.internal>	
		Wedding		Thomas Koh	ler <thomas.kohler@ta.internal></thomas.kohler@ta.internal>	
		Wedding		Thomas Koh	ler <thomas.kohler@ta.internal></thomas.kohler@ta.internal>	
		Wedding		/O=FIRST O	RGANIZATION/OU=EXCHANGE AD	MINISTRATIV
		Materials from Genetic	s and Ecology	Andrea Schr	nid <andrea.schmid@ta.internal></andrea.schmid@ta.internal>	
		Materials from Genetic	s and Ecology	Andrea Schr	nid <andrea.schmid@ta.internal></andrea.schmid@ta.internal>	
		Materials from Genetic	s and Ecology	/O=FIRST O	RGANIZATION/OU=EXCHANGE AD	MINISTRATIV
		Materials from Genetic	s and Ecology	Andrea Schr	nid <andrea.schmid@ta.internal></andrea.schmid@ta.internal>	

Select the desired action (mark or unmark) from the **Operation** dropdown list and then click **Create**.

Delete f	rom archive	\times
Process:	 All items (11 items) Selected item(s) (1 items) 	
Operation*:	Mark for delete	*
	Create Cano	el

egal hold						
🏹 contentWEB		🗩 Connect to 🖌				
🍝 contentWEB / Ema	il archive /	kimberly.jones@ta.internal	Type sea	arch text here	à	
	2 🗖	C 🖻 Z 🤊 🖬 🔒 Ite	ems: 1 / 11		Search in selected folder	Q
Incoming		Subject	0	From		
Outgoing		RE: Schedule		/O=FIRST O	RGANIZATION/OU=EXCHANGE AD	MINISTRAT
		RE: Schedule		Daniel Smith	n <daniel.smith@ta.internal></daniel.smith@ta.internal>	
		Wedding		Thomas Koh	ler <thomas.kohler@ta.internal></thomas.kohler@ta.internal>	
		Wedding		Thomas Koh	ler <thomas.kohler@ta.internal></thomas.kohler@ta.internal>	
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		Wedding		/O=FIRST O	RGANIZATION/OU=EXCHANGE AD	MINISTRAT
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