

# contentACCESS Portal

## Manual – version 6.0



**DECEMBER 12, 2022**

TECH-ARROW a.s.  
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## What is contentACCESS Portal?

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

[http://\[contentACCESS Portal\\_Server\\_Name\]/contentACCESS Portal/](http://[contentACCESS Portal_Server_Name]/contentACCESS Portal/)

The only condition to access the archive with contentACCESS Portal is to have contentACCESS Portal 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.

contentACCESS Portal 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 contentACCESS Portal make the work with these documents more comfortable and intuitive.

### Main contentACCESS Portal 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.
- ✓ 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 contentACCESS Portal will be detailed in the following subchapters of the guide.

### Hardware requirements

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



## Software requirements

- o Operating System (64bit): Windows 2012 R2 and higher;
- o Internet Information Services 7.0 and higher;
- o .NET Framework 4.8

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

- o MS Outlook 2010 x64, MS Outlook 2013 x64, MS Outlook 2016 x64 or MS Outlook 2019x64

**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

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

## Installation

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



contentACCESS Setup



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## Steps

EULA

Components

## Components

Select the components which you would like to install.

### Components

☒ contentACCESS

License key



[Proxy settings](#)

☒ contentACCESS Central Administration

☒ contentACCESS Portal 

☒ Central login

☒ contentACCESS Web Services (Proxy)

☒ Virtual drive

☒ Search service

☒ SMTP server



Previous

Next

Cancel



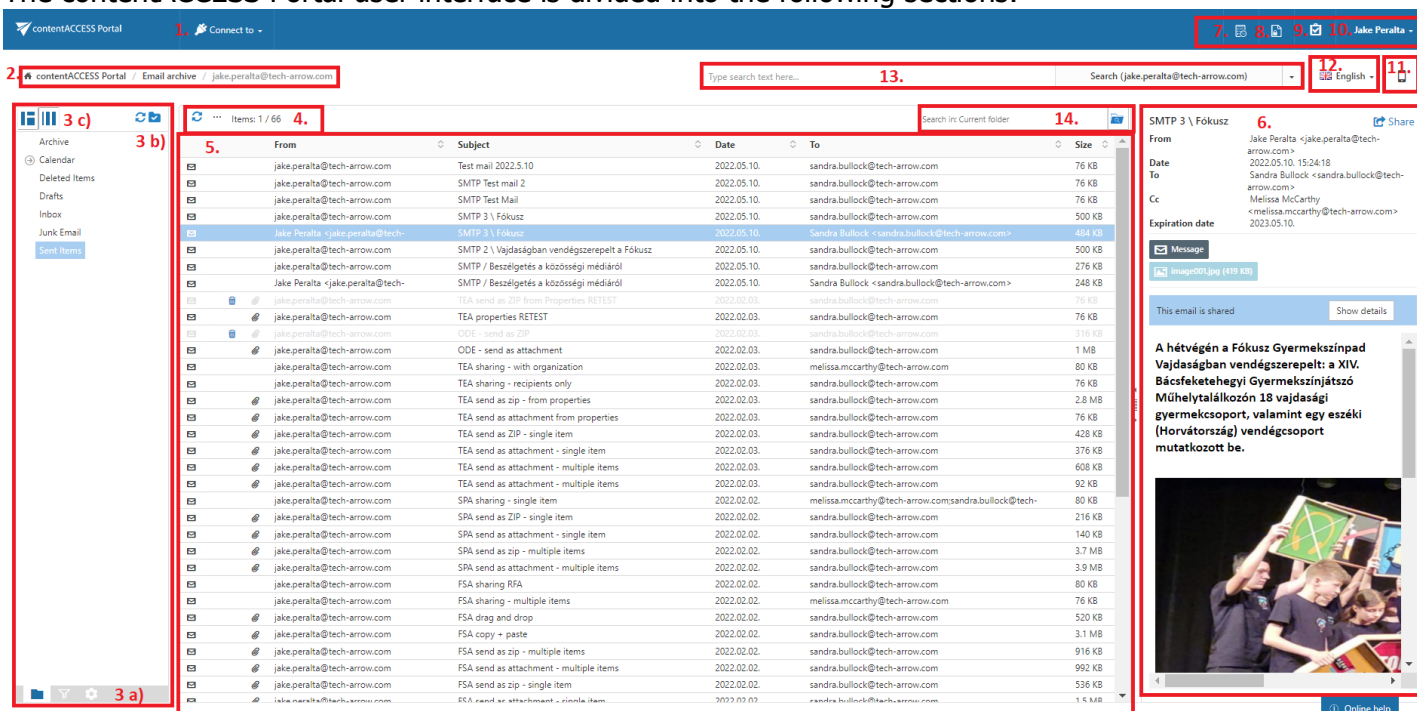
## Logging into contentACCESS Portal

How to log in to contentACCESS Portal over the web browser? The user can log into the user interface using one of the supported web browsers. After browsing the contentACCESS Portal URL ([http://\[contentACCESS Portal\\_Server\\_Name /contentACCESS Portal/Login.aspx\]](http://[contentACCESS Portal_Server_Name /contentACCESS Portal/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 contentACCESS Portal archive interface opens.

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

## contentACCESS Portal user interface

The contentACCESS Portal 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. contentACCESS Portal 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

**a) Folders button:** used to display the selected entity's folder structure in the navigation pane;

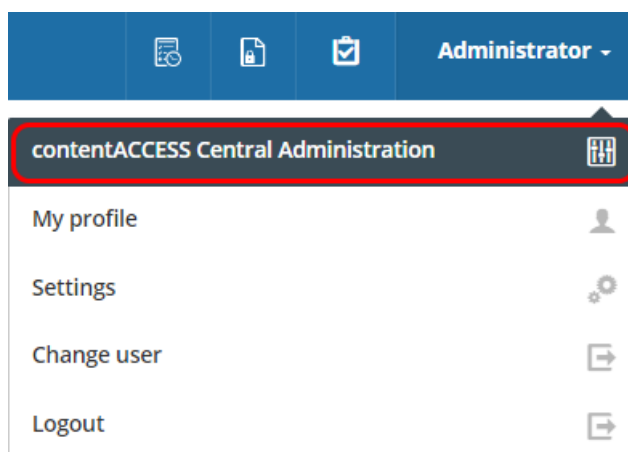
**Active/inactive items button:** active/inactive item view can be applied from here;

**Settings button:** the double click on item function may be applied from here;

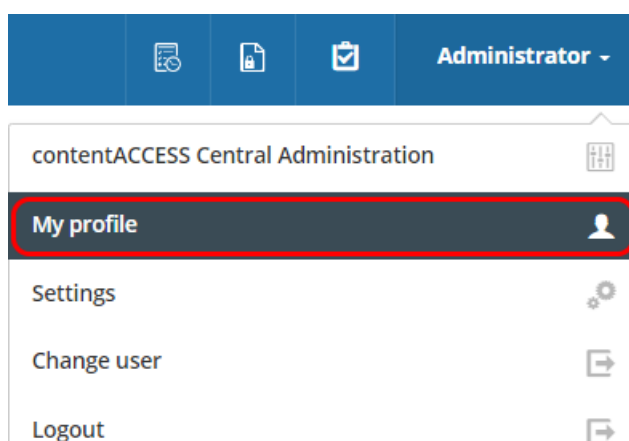


- b) **Folder selector buttons:** Here you can enable folder selection and then select/deselect the entire folder structure in the pane;
  - c) **Layout selector buttons:** Use this to adjust the reading pane to the right/left side;
4. **Toolbar buttons** – Refresh, Export to ZIP, Export to PST, Create report, Share item(s), 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. **Periodical search list** – here the user can find list of all available [Periodical search](#)
  8. **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;
  9. **Tasks list;**
  10. **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 contentACCESS Portal

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 [User profile page](#).





11. **Switch to mobile version**;
12. **Language selection** menu: the user may select a language here;
13. **Fulltext search** and **Advanced search** menu;
14. **Simple search** textbox with selector for level of searching – Current folder, Current folder and sub-folders, Subfolders only;

This manual will fully describe the above mentioned sections of the contentACCESS Portal 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 contentACCESS Portal 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.

The screenshot displays the contentACCESS Portal interface. At the top, there is a header bar with a 'Connect to' dropdown menu. Below this, the main content area is divided into three sections: a left sidebar with navigation options like 'Archive', 'Calendar', 'Deleted Items', 'Drafts', 'Inbox', 'Junk Email', and 'Sent Items'; a central pane showing a list of email items with columns for 'Subject', 'Date', 'To', and 'Size'; and a right pane showing details for the selected email, including 'From', 'Date', 'To', 'Cc', and a preview of the email content.

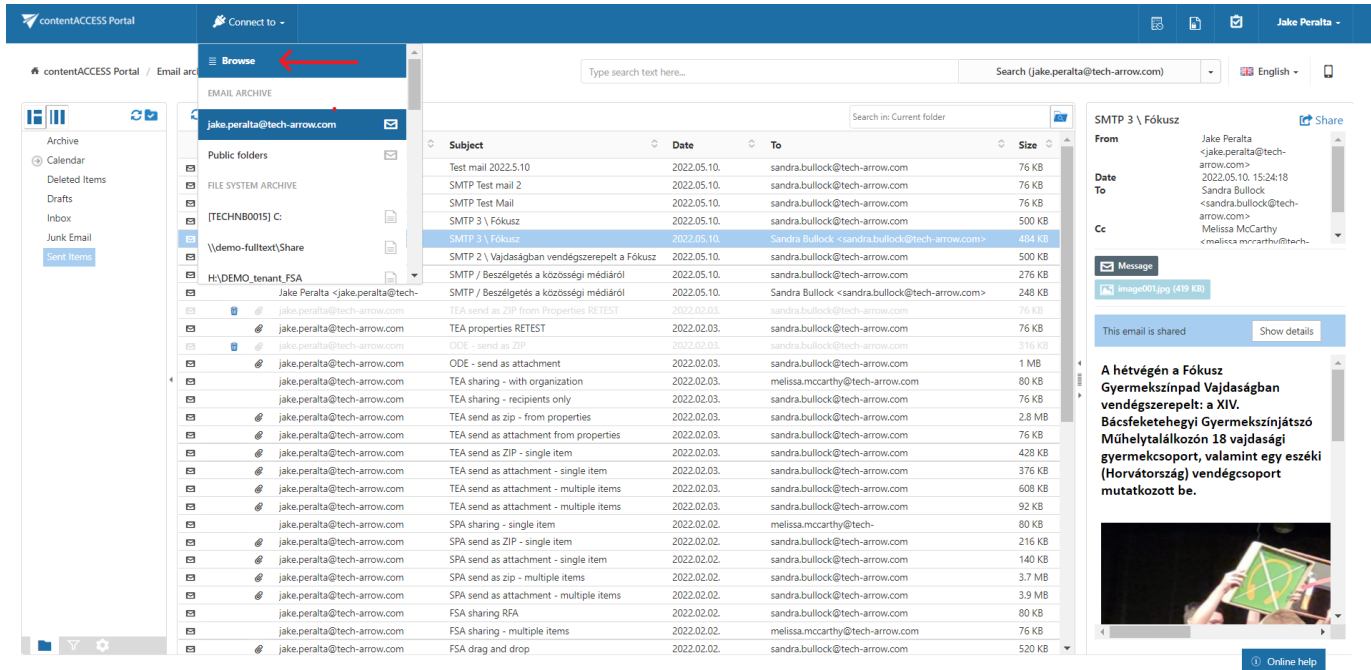
| Subject                                      | Date        | To   | Size   |
|--|-------------|--|--------|
| Test mail 2022.5.10                          | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| SMTP Test mail 2                             | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| SMTP Test Mail                               | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| SMTP 3 \ Fókusz                              | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 500 KB |
| SMTP 3 \ Fókusz                              | 2022.05.10. | Sandra Bullock <sandra.bullock@tech-arrow.com> | 494 KB |
| SMTP 2 \ Vajdaságban vendégzerepelt a Fókusz | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 500 KB |
| SMTP / Beszélgetés a közösségi médiáról      | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 276 KB |
| SMTP / Beszélgetés a közösségi médiáról      | 2022.05.10. | Sandra Bullock <sandra.bullock@tech-arrow.com> | 248 KB |
| TEA send as ZIP from Properties RETEST       | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| TEA properties RETEST                        | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| ODE - send as ZIP                            | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 316 KB |
| ODE - send as attachment                     | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 1 MB   |
| TEA sharing - with organization              | 2022.02.03. | melissa.mccarthy@tech-arrow.com                | 80 KB  |
| TEA sharing - recipients only                | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| TEA send as zip - from properties            | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 2.8 MB |
| TEA send as attachment from properties       | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| TEA send as ZIP - single item                | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 428 KB |
| TEA send as attachment - single item         | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 376 KB |
| TEA send as attachment - multiple items      | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 608 KB |
| TEA send as attachment - multiple items      | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 92 KB  |
| SPA sharing - single item                    | 2022.02.02. | melissa.mccarthy@tech-arrow.com                | 80 KB  |
| SPA send as ZIP - single item                | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 216 KB |
| SPA send as attachment - single item         | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 140 KB |
| SPA send as zip - multiple items             | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 3.7 MB |
| SPA send as attachment - multiple items      | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 3.9 MB |
| FSA sharing RFA                              | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 80 KB  |
| FSA sharing - multiple items                 | 2022.02.02. | melissa.mccarthy@tech-arrow.com                | 76 KB  |
| FSA drag and drop                            | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 520 KB |

The right pane shows details for the selected email (SMTP 3 \ Fókusz):

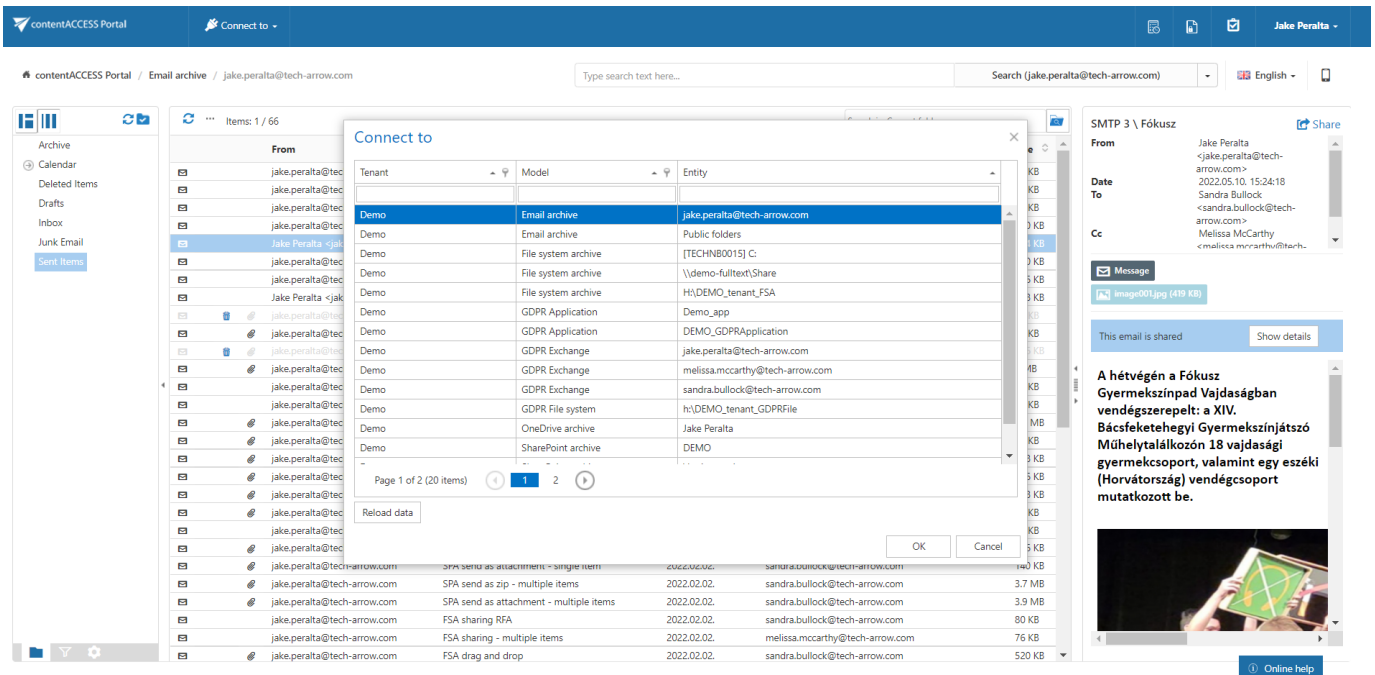
- From:** Jake Peralta <jake.peralta@tech-arrow.com>
- Date:** 2022.05.10. 15:24:18
- To:** Sandra Bullock <sandra.bullock@tech-arrow.com>
- Cc:** Melissa McCarthy <melissa.mccarthy@tech-arrow.com>

The email body contains a message about a children's event: "A hétvégén a Fókusz Gyermekszínpad Vajdaságban vendégzerepelt: a XIV. Bácsfeketehégyi Gyermekszíntárszó Műhelytalálkozóán 18 vajdasági gyermekcsoporthoz, valamint egy északi (Horvátország) vendégcsoport mutatkozott be."

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

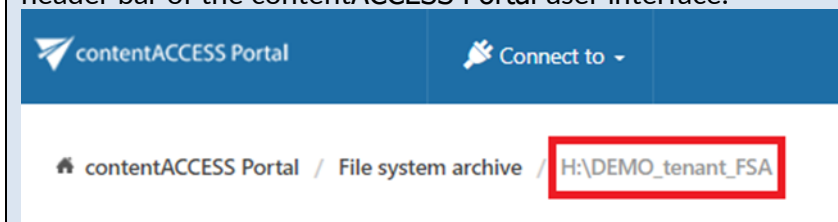


Here the user can browse the available entities. The grid allows to filter them by tenant and model type and it is also possible to search in them.



The user can select one entity and click OK or double click 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 contentACCESS Portal user interface.

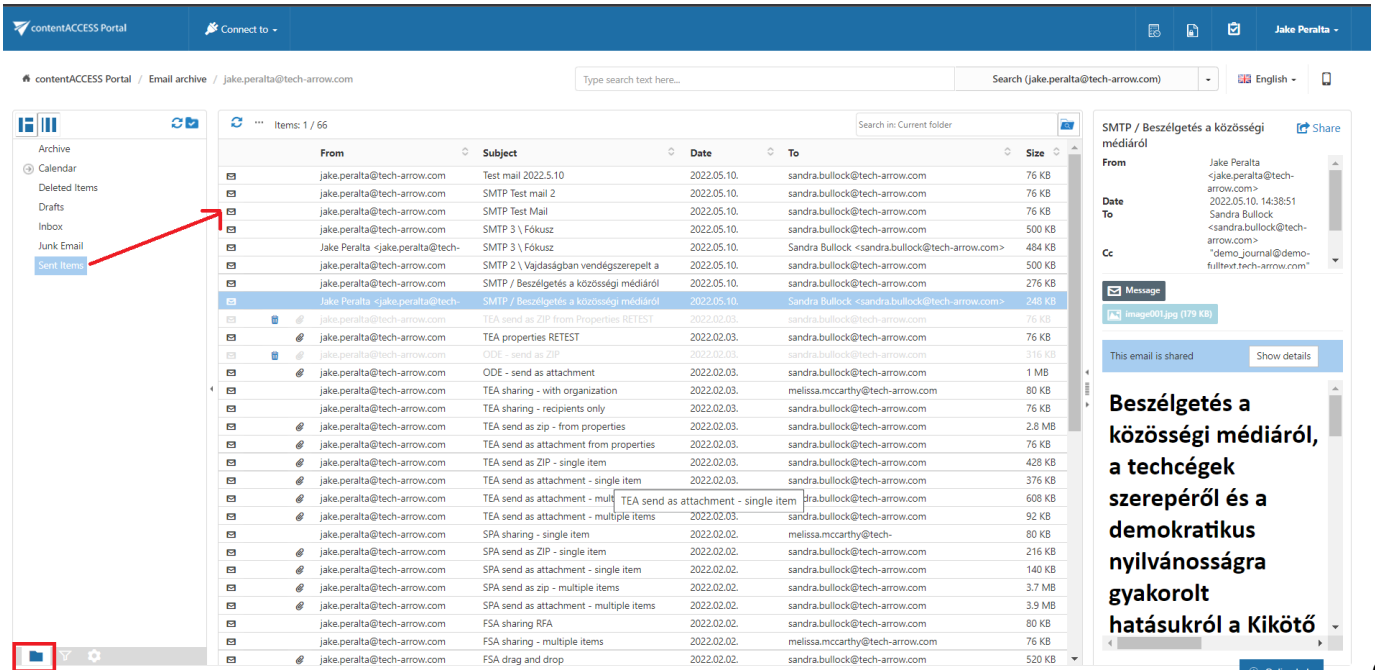


At the bottom of the connection list is a **Refresh** button. This may be used if any newly processed items have not been displayed yet and the list should be refreshed.









contentACCESS Portal / Email archive / jake.peralta@tech-arrow.com

Type search text here... Search (jake.peralta@tech-arrow.com) English

Items: 1 / 66

| From                                       | Subject                                 | Date                                 | To   | Size   |
|--|---|--------------------------------------|--|--------|
| jake.peralta@tech-arrow.com                | Test mail 2022.5.10                     | 2022.05.10.                          | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | SMTP Test mail 2                        | 2022.05.10.                          | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | SMTP Test Mail                          | 2022.05.10.                          | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | SMTP 3 \ Fókusz                         | 2022.05.10.                          | sandra.bullock@tech-arrow.com                  | 500 KB |
| Jake Peralta <jake.peralta@tech-arrow.com> | SMTP 3 \ Fókusz                         | 2022.05.10.                          | Sandra Bullock <sandra.bullock@tech-arrow.com> | 484 KB |
| jake.peralta@tech-arrow.com                | SMTP 2 \ Vajdaságban vendégzerepelt a   | 2022.05.10.                          | sandra.bullock@tech-arrow.com                  | 500 KB |
| jake.peralta@tech-arrow.com                | SMTP / Beszélgetés a közösségi médiáról | 2022.05.10.                          | sandra.bullock@tech-arrow.com                  | 276 KB |
| Jake Peralta <jake.peralta@tech-arrow.com> | SMTP / Beszélgetés a közösségi médiáról | 2022.05.10.                          | Sandra Bullock <sandra.bullock@tech-arrow.com> | 248 KB |
| jake.peralta@tech-arrow.com                | TEA send as ZIP from Properties RETEST  | 2022.02.03.                          | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | TEA properties RETEST                   | 2022.02.03.                          | sandra.bullock@tech-arrow.com                  | 76 KB  |
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| jake.peralta@tech-arrow.com                | TEA sharing - recipients only           | 2022.02.03.                          | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | TEA send as zip - from properties       | 2022.02.03.                          | sandra.bullock@tech-arrow.com                  | 2.8 MB |
| jake.peralta@tech-arrow.com                | TEA send as attachment from properties  | 2022.02.03.                          | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | TEA send as ZIP - single item           | 2022.02.03.                          | sandra.bullock@tech-arrow.com                  | 428 KB |
| jake.peralta@tech-arrow.com                | TEA send as attachment - single item    | 2022.02.03.                          | sandra.bullock@tech-arrow.com                  | 376 KB |
| jake.peralta@tech-arrow.com                | TEA send as attachment - multi          | TEA send as attachment - single item | sandra.bullock@tech-arrow.com                  | 608 KB |
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| jake.peralta@tech-arrow.com                | FSA drag and drop                       | 2022.02.02.                          | sandra.bullock@tech-arrow.com                  | 520 KB |

SMTP / Beszélgetés a közösségi médiáról

From: Jake Peralta <jake.peralta@tech-arrow.com>  
 To: 2022.05.10. 14:38:51 Sandra Bullock <sandra.bullock@tech-arrow.com>  
 Cc: "demo\_journal@demo-fulldemo.tech-arrow.com"

Message: image001.jpg (179 KB)

This email is shared Show details

Beszélgetés a közösségi médiáról, a techcégek szerepéről és a demokratikus nyilvánosságra gyakorolt hatásokról a Kikötő

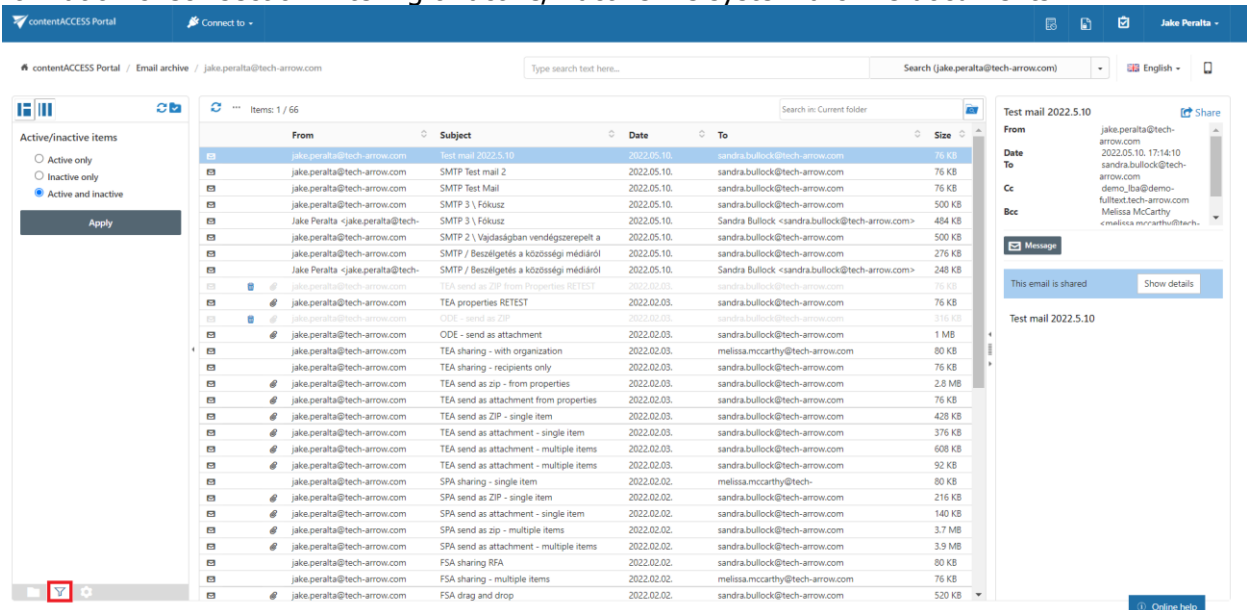
Online help

Click

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

For more information about the folder selection types in the navigation pane refer to section [Folder selection methods](#) below.

- b) **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.



contentACCESS Portal / Email archive / jake.peralta@tech-arrow.com

Type search text here... Search (jake.peralta@tech-arrow.com) English

Items: 1 / 66

Active/inactive items

Active only

Inactive only

Active and inactive

Apply

| From                                       | Subject                                 | Date        | To   | Size   |
|--|---|-------------|--|--------|
| jake.peralta@tech-arrow.com                | Test mail 2022.5.10                     | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 76 KB  |
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| jake.peralta@tech-arrow.com                | SPA send as ZIP - single item           | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 216 KB |
| jake.peralta@tech-arrow.com                | SPA send as attachment - single item    | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 140 KB |
| jake.peralta@tech-arrow.com                | SPA send as zip - multiple items        | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 3.7 MB |
| jake.peralta@tech-arrow.com                | SPA send as attachment - multiple items | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 3.9 MB |
| jake.peralta@tech-arrow.com                | FSA sharing RFA                         | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 80 KB  |
| jake.peralta@tech-arrow.com                | FSA sharing - multiple items            | 2022.02.02. | melissa.mccarthy@tech-arrow.com                | 76 KB  |
| jake.peralta@tech-arrow.com                | FSA drag and drop                       | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 520 KB |

Test mail 2022.5.10

From: jake.peralta@tech-arrow.com  
 To: 2022.05.10. 17:14:10 Sandra Bullock <sandra.bullock@tech-arrow.com>  
 Cc: demo\_journal@demo-fulldemo.tech-arrow.com  
 Bcc: Melissa McCarthy <melissa.mccarthy@tech-arrow.com>

Message: image001.jpg (179 KB)

This email is shared Show details

Test mail 2022.5.10

Online help

- c) **Settings** button: The double click on item function may be applied from here. For more information refer to section [Download from the item list/item preview in contentACCESS Portal](#).

contentACCESS Portal | Connect to - | Jake Peralta -

contentACCESS Portal / Email archive / jake.peralta@tech-arrow.com

Type search text here... Search (jake.peralta@tech-arrow.com) English

Double click on item

- No action
- Download

Apply

Items: 1 / 66

| From                                       | Subject                                 | Date        | To   | Size   |
|--|---|-------------|--|--------|
| jake.peralta@tech-arrow.com                | Test mail 2022.5.10                     | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | SMTP Test mail 2                        | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | SMTP Test Mail                          | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | SMTP 3 \ Fókusz                         | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 500 KB |
| Jake Peralta <jake.peralta@tech-arrow.com> | SMTP 3 \ Fókusz                         | 2022.05.10. | Sandra Bullock <sandra.bullock@tech-arrow.com> | 484 KB |
| jake.peralta@tech-arrow.com                | SMTP 2 \ Vajdaságban vendégszerepelt a  | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 500 KB |
| jake.peralta@tech-arrow.com                | SMTP / Beszélgetés a közösségi médiáról | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 276 KB |
| Jake Peralta <jake.peralta@tech-arrow.com> | SMTP / Beszélgetés a közösségi médiáról | 2022.05.10. | Sandra Bullock <sandra.bullock@tech-arrow.com> | 248 KB |
| jake.peralta@tech-arrow.com                | TEA send as ZIP from Properties RETEST  | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | TEA properties RETEST                   | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | ODE - send as ZIP                       | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 316 KB |
| jake.peralta@tech-arrow.com                | ODE - send as attachment                | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 1 MB   |
| jake.peralta@tech-arrow.com                | TEA sharing - with organization         | 2022.02.03. | melissa.mccarthy@tech-arrow.com                | 80 KB  |
| jake.peralta@tech-arrow.com                | TEA sharing - recipients only           | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | TEA send as zip - from properties       | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 2.8 MB |
| jake.peralta@tech-arrow.com                | TEA send as attachment from properties  | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | TEA send as ZIP - single item           | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 428 KB |
| jake.peralta@tech-arrow.com                | TEA send as attachment - single item    | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 376 KB |
| jake.peralta@tech-arrow.com                | TEA send as attachment - multiple items | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 608 KB |
| jake.peralta@tech-arrow.com                | TEA send as attachment - multiple items | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 92 KB  |
| jake.peralta@tech-arrow.com                | SPA sharing - single item               | 2022.02.02. | melissa.mccarthy@tech-arrow.com                | 80 KB  |
| jake.peralta@tech-arrow.com                | SPA send as ZIP - single item           | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 216 KB |
| jake.peralta@tech-arrow.com                | SPA send as attachment - single item    | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 140 KB |
| jake.peralta@tech-arrow.com                | SPA send as zip - multiple items        | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 3.7 MB |
| jake.peralta@tech-arrow.com                | SPA send as attachment - multiple items | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 3.9 MB |
| jake.peralta@tech-arrow.com                | FSA sharing RFA                         | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 80 KB  |
| jake.peralta@tech-arrow.com                | FSA sharing - multiple items            | 2022.02.02. | melissa.mccarthy@tech-arrow.com                | 76 KB  |
| jake.peralta@tech-arrow.com                | FSA drag and drop                       | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 520 KB |

Test mail 2022.5.10

From: jake.peralta@tech-arrow.com  
Date: 2022.05.10. 17:14:10  
To: sandra.bullock@tech-arrow.com  
Cc: demo\_jba@demo-fulltext.tech-arrow.com  
Bcc: Melissa McCarthy <melissa.mccarthy@tech-arrow.com>

Message

This email is shared Show details

Test mail 2022.5.10

## 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 [User interface settings](#)) which columns will be visible and which will be hidden.

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

contentACCESS Portal | Connect to - | Jake Peralta -

contentACCESS Portal / File system archive / H:\DEMO\_tenant\_FSA

Type search text here... Search (H:\DEMO\_tenant\_FSA) English

Items: 1 / 35

| Title   | Size      | Created              | Modified             | Versions |
|---|-----------|----------------------|----------------------|----------|
| 10 film to watch this April_The Northman.txt                              | 908 B     | 2022.04.07. 15:53:27 | 2022.04.01. 10:14:18 |          |
| 10 films to watch this April_The Northman.txt                             | 12.7 KB   | 2022.04.07. 15:53:28 | 2022.04.01. 10:13:06 |          |
| 10 films to watch this April_Downton Abbey.docx                           | 1232 KB   | 2022.04.07. 15:53:24 | 2022.04.01. 10:21:54 |          |
| 10 films to watch this April_Petite Maman.docx                            | 12.4 KB   | 2022.04.07. 15:53:25 | 2022.04.01. 10:15:46 |          |
| 2019-16 college ranking north-western college.pdf                         | 1011.9 KB | 2020.09.30. 15:02:40 | 2021.09.29. 07:23:05 | 1        |
| Academic Transfer.docx  | 16.7 KB   | 2020.09.28. 15:02:42 | 2021.10.11. 12:09:51 | 4        |
| BBC_Culture_Style_Stunning images of elegance and strength.pdf            | 731 KB    | 2021.05.28. 10:21:13 | 2021.05.28. 08:46:32 |          |
| BBC_News_Culture_Thanks The Chloebansh Awards that look much to us around | 438 KB    | 2021.06.28. 10:31:16 | 2021.06.28. 09:50:47 |          |

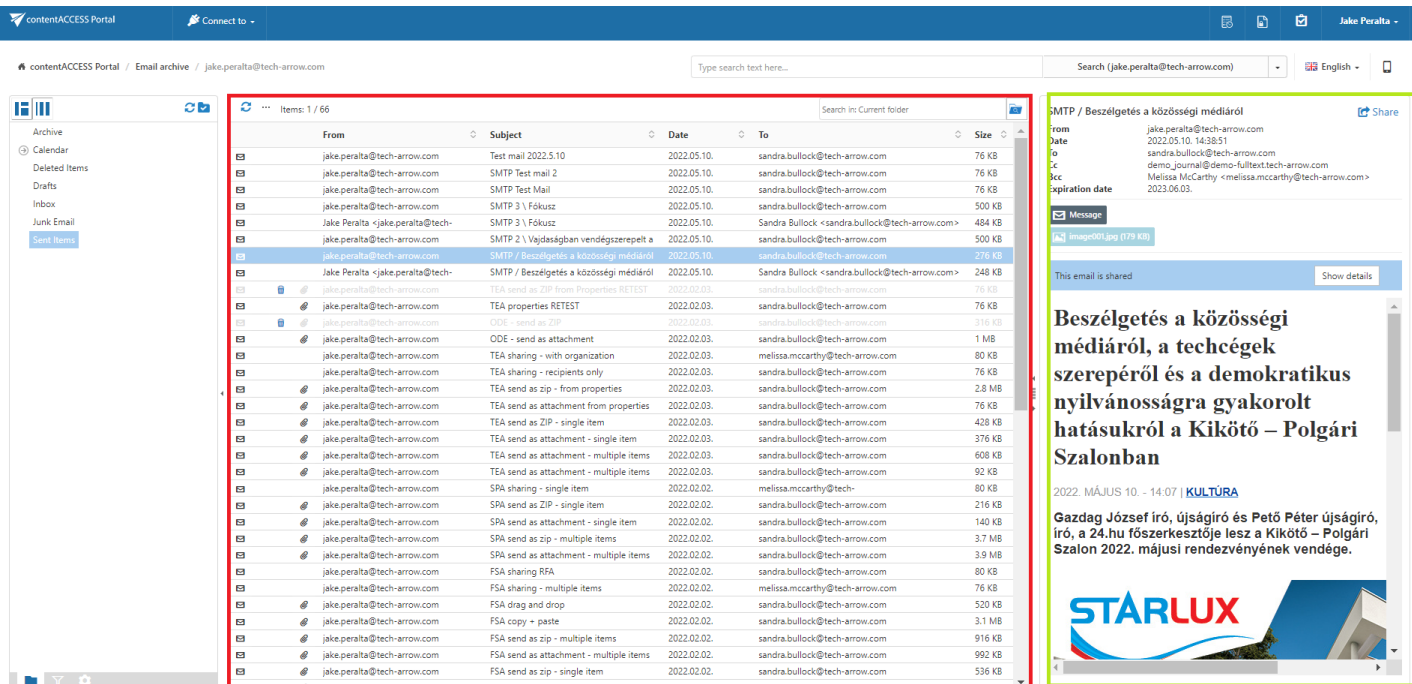
10 film to watch this April\_The Northman.txt

This item is shared Show details

Size: 908 B  
Created: 2022.04.07. 15:53:27  
Created by: Job #356 (Tenant #11)  
Modified: 2022.04.01. 10:14:18  
Path: H:\DEMO\_tenant\_FSA\10 film to watch this April\_The Northman.txt  
Mark for delete: False  
Expiration date: 2023.04.07. 02:00:00

Online help

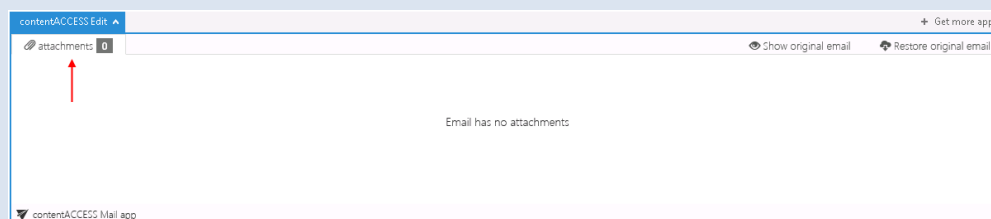
Files' item list and item preview



The screenshot displays the contentACCESS Portal interface. On the left is a navigation pane with options like Archive, Calendar, Deleted Items, Drafts, Inbox, Junk Email, and Sent Items. The main area shows a list of emails with columns for From, Subject, Date, To, and Size. A red box highlights a portion of the email list. On the right, a preview of an email is shown, titled "Beszélgetés a közösségi médiáról, a techcégek szerepéről és a demokratikus nyilvánosságra gyakorolt hatásokról a Kikötő – Polgári Szalonban". The preview includes the sender's name, date, and a brief description of the event.

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 ([MailApp](#), [officeGATE](#), [contentACCESS Mobile](#)) will show 0 attachments. However, if you open the original email, the attachments are shown.



If this option **was checked**, but the email was containing embedded email (.msg attachment), this embedded email won'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.



contentACCESS Portal | Connect to - | Jake Peralta -

contentACCESS Portal / Email archive / jake.peralta@tech-arrow.com

Type search text here... Search (jake.peralta@tech-arrow.com) English

Items: 1 / 66

| From                                       | Subject   | Date                 | To   | Size   |
|--|---|----------------------|--|--------|
| jake.peralta@tech-arrow.com                | Test mail 2022.5.10   | 2022.05.10. 17:14:10 | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | SMTP Test mail 2  | 2022.05.10. 16:53:57 | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | SMTP Test Mail  | 2022.05.10. 16:52:55 | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | SMTP 3 \ Fókusz   | 2022.05.10. 15:24:18 | sandra.bullock@tech-arrow.com                  | 500 KB |
| Jake Peralta <jake.peralta@tech-arrow.com> | SMTP 2 \ Vajdaságban vendég szerepelt a Fókusz Gyermekszínpad | 2022.05.10. 15:24:18 | Sandra Bullock <sandra.bullock@tech-arrow.com> | 484 KB |
| jake.peralta@tech-arrow.com                | SMTP 2 \ Vajdaságban vendég szerepelt a Fókusz Gyermekszínpad | 2022.05.10. 15:21:07 | sandra.bullock@tech-arrow.com                  | 500 KB |
| jake.peralta@tech-arrow.com                | SMTP / Beszélgetés a közösségi médiáról                       | 2022.05.10. 14:38:51 | sandra.bullock@tech-arrow.com                  | 276 KB |

**SMTP 3 \ Fókusz**

From: jake.peralta@tech-arrow.com  
 Date: 2022.05.10. 15:24:18  
 To: sandra.bullock@tech-arrow.com  
 Cc: melissa.mccarthy@tech-arrow.com  
 Bcc: demo\_journal@demo-fulltext.tech-arrow.com <demo\_journal@demo-fulltext.tech-arrow.com>  
 Expiration date: 2023.06.03.

Message  
 Image001.jpg (419 KB)

This email is shared

A hétvégén a Fókusz Gyermekszínpad Vajdaságban vendég szerepelt: a XIV. Bácsfeketehégyi Gyermekszínijátsszó Műhelytalálkozón 18 vajdasági gyermekcsoport, valamint egy eszéki (Horvátország) vendégcsoport mutatkozott be.

Online help

Screenshot A: Reading pane at the bottom of the view

contentACCESS Portal | Connect to - | Jake Peralta -

contentACCESS Portal / Email archive / jake.peralta@tech-arrow.com

Type search text here... Search (jake.peralta@tech-arrow.com) English

Items: 1 / 66

| From                                       | Subject                                 | Date        | To   | Size   |
|--|---|-------------|--|--------|
| jake.peralta@tech-arrow.com                | Test mail 2022.5.10                     | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | SMTP Test mail 2                        | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | SMTP Test Mail                          | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | SMTP 3 \ Fókusz                         | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 500 KB |
| Jake Peralta <jake.peralta@tech-arrow.com> | SMTP 3 \ Fókusz                         | 2022.05.10. | Sandra Bullock <sandra.bullock@tech-arrow.com> | 484 KB |
| jake.peralta@tech-arrow.com                | SMTP 2 \ Vajdaságban vendég szerepelt a | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 500 KB |
| jake.peralta@tech-arrow.com                | SMTP / Beszélgetés a közösségi médiáról | 2022.05.10. | sandra.bullock@tech-arrow.com                  | 276 KB |
| Jake Peralta <jake.peralta@tech-arrow.com> | SMTP / Beszélgetés a közösségi médiáról | 2022.05.10. | Sandra Bullock <sandra.bullock@tech-arrow.com> | 248 KB |
| jake.peralta@tech-arrow.com                | TEA send as ZIP from Properties RETEST  | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | TEA properties RETEST                   | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | ODE - send as ZIP                       | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 316 KB |
| jake.peralta@tech-arrow.com                | ODE - send as attachment                | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 1 MB   |
| jake.peralta@tech-arrow.com                | TEA sharing - with organization         | 2022.02.03. | melissa.mccarthy@tech-arrow.com                | 80 KB  |
| jake.peralta@tech-arrow.com                | TEA sharing - recipients only           | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | TEA send as zip - from properties       | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 2.8 MB |
| jake.peralta@tech-arrow.com                | TEA send as attachment from properties  | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 76 KB  |
| jake.peralta@tech-arrow.com                | TEA send as ZIP - single item           | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 428 KB |
| jake.peralta@tech-arrow.com                | TEA send as attachment - single item    | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 376 KB |
| jake.peralta@tech-arrow.com                | TEA send as attachment - multiple items | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 608 KB |
| jake.peralta@tech-arrow.com                | TEA send as attachment - multiple items | 2022.02.03. | sandra.bullock@tech-arrow.com                  | 92 KB  |
| jake.peralta@tech-arrow.com                | SRA sharing - single item               | 2022.02.02. | melissa.mccarthy@tech-arrow.com                | 80 KB  |
| jake.peralta@tech-arrow.com                | SRA send as ZIP - single item           | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 216 KB |
| jake.peralta@tech-arrow.com                | SRA send as attachment - single item    | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 140 KB |
| jake.peralta@tech-arrow.com                | SRA send as zip - multiple items        | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 3.7 MB |
| jake.peralta@tech-arrow.com                | SRA send as attachment - multiple items | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 3.9 MB |
| jake.peralta@tech-arrow.com                | FSA sharing RFA                         | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 80 KB  |
| jake.peralta@tech-arrow.com                | FSA sharing - multiple items            | 2022.02.02. | melissa.mccarthy@tech-arrow.com                | 76 KB  |
| jake.peralta@tech-arrow.com                | FSA drag and drop                       | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 520 KB |
| jake.peralta@tech-arrow.com                | FSA copy + paste                        | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 3.1 MB |
| jake.peralta@tech-arrow.com                | FSA send as zip - multiple items        | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 916 KB |
| jake.peralta@tech-arrow.com                | FSA send as attachment - multiple items | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 992 KB |
| jake.peralta@tech-arrow.com                | FSA send as zip - single item           | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 536 KB |
| jake.peralta@tech-arrow.com                | FSA send as attachment - single item    | 2022.02.02. | sandra.bullock@tech-arrow.com                  | 1.4 MB |

**SMTP 3 \ Fókusz**

From: jake.peralta@tech-arrow.com  
 Date: 2022.05.10. 15:24:18  
 To: sandra.bullock@tech-arrow.com  
 Cc: melissa.mccarthy@tech-arrow.com  
 Bcc: demo\_journal@demo-fulltext.tech-arrow.com <demo\_journal@demo-fulltext.tech-arrow.com>  
 Expiration date: 2023.06.03.

Message  
 Image001.jpg (419 KB)

This email is shared

A hétvégén a Fókusz Gyermekszínpad Vajdaságban vendég szerepelt: a XIV. Bácsfeketehégyi Gyermekszínijátsszó Műhelytalálkozón 18 vajdasági gyermekcsoport, valamint egy eszéki (Horvátország) vendégcsoport mutatkozott be.

Online help

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

## Download from the item list/item preview in contentACCESS Portal

There are two ways how to download the items in contentACCESS Portal:

- 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):




## Word document

**From** [redacted]  
**Date** 7/4/2017 12:32:12 PM  
**To** [redacted] <dne@ta.internal>  
**Expiration** 1/24/2018

 **Message** [download message](#)  
 **Test.docx (11 KB)** [download attachment](#)

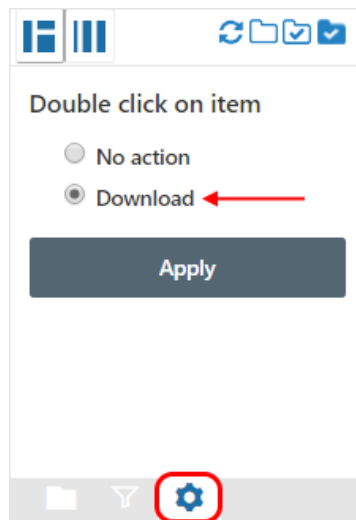
Sending the promised word document in attachment  
 screenshot A: Downloading an archived email/email attachment from the item preview

|                        |                           |   |
|------------------------|---------------------------|---|
| <b>Title</b>           | Testing.rar               |  |
| <b>Size</b>            | 417.4 KB                  |   |
| <b>Created</b>         | 1/19/2018 5:27:06 PM      |   |
| <b>Created by</b>      | Job #47 (Tenant #1)       |   |
| <b>Modified</b>        | 1/19/2018 5:26:43 PM      |   |
| <b>Path</b>            | C:\TESTFILES9\Testing.rar |   |
| <b>File name</b>       | Testing.rar               |   |
| <b>Mark for delete</b> | False                     |   |
| <b>Expiration date</b> | 1/19/2019                 |   |

Screenshot B: Downloading an archived file from the item preview

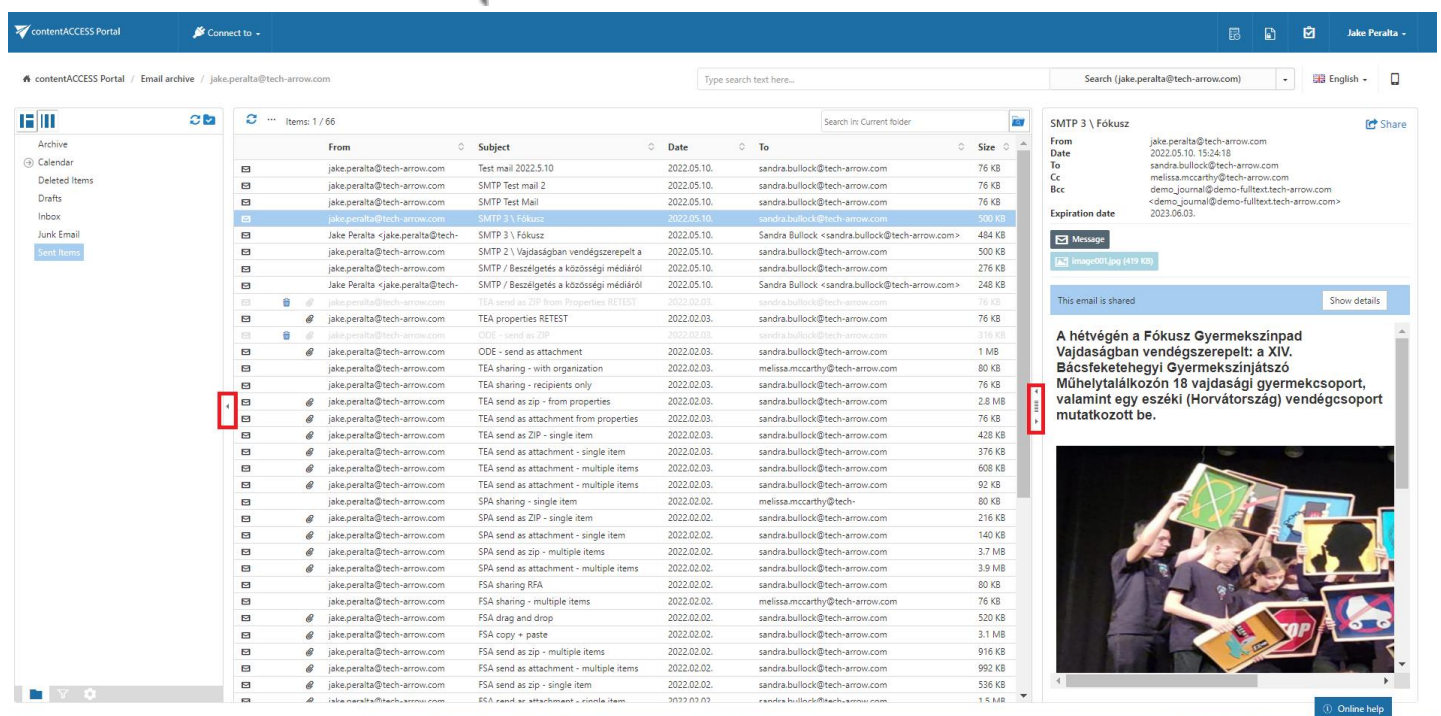
- b) The second (and easier) method of downloading the contentACCESS Portal item is to double click on it in the item list. With this option the selected item will be opened in a new tab and the user can save it. This option is configurable. To be able the download with this method, the following settings 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:



## Sorting in contentACCESS Portal

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 ( ) 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;
- ✓ **Size** – enables sorting according to size;
- ✓ **Created** – enables sorting according to creation date;
- ✓ **Modified** – enables sorting according to modification date.



contentACCESS Portal | Connect to - | Jake Peralta

contentACCESS Portal / File system archive / H:\DEMO\_tenant\_FSA

Type search text here... Search (H:\DEMO\_tenant\_FSA) English

Items: 1 / 9

| Title   | Size     | Created              | Modified             | Versions |
|---|----------|----------------------|----------------------|----------|
| 5 stages of the home buying process.docx                            | 28.9 KB  | 2022.01.14. 09:31:36 | 2020.12.23. 15:32:40 |          |
| BBC_News_Culture_Art_La_Peregrina_The_worlds_most_famous_pearl.docx | 223.9 KB | 2021.05.28. 10:26:24 | 2021.05.28. 11:20:49 |          |
| Best books inspired by Jane Austen.docx                             | 1 MB     | 2021.06.03. 15:53:37 | 2021.06.03. 15:53:52 |          |
| Books inspired by Jane Austen.xlsx                                  | 10.1 KB  | 2021.02.17. 12:37:54 | 2021.03.10. 11:54:52 |          |
| Digital Analytics.docx  | 114.3 KB | 2021.06.04. 09:10:34 | 2021.06.04. 09:10:37 |          |
| Emma.docx   | 111.8 KB | 2021.02.17. 12:37:50 | 2020.11.30. 08:57:50 |          |
| Great Expectations.png  | 333.5 KB | 2021.05.25. 16:12:46 | 2021.05.25. 16:13:42 |          |
| Jane Austen_bio.pdf   | 1.2 MB   | 2021.04.28. 07:33:32 | 2020.11.30. 09:05:19 |          |
| Lady Susan.docx   | 25.5 KB  | 2021.02.17. 12:37:53 | 2021.03.10. 11:35:05 |          |

5 stages of the home buying process.docx

This item is shared

Size: 28.9 KB

Created: 2022.01.14. 09:31:36

Created by: Job #356 (Tenant #11)

Modified: 2020.12.23. 15:32:40

Path: H:\DEMO\_tenant\_FSA\Testfolder\5 stages of the home buying process.docx

Mark for delete: False

Expiration date: 2023.04.07. 02:00:00

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

- ✓ **From** – enables sorting according to the sender;
- ✓ **Subject** – enables sorting according to the subject;
- ✓ **Date** – enables sorting according to the sent date;
- ✓ **To** – enables sorting according to the addressee;
- ✓ **Size** – enables sorting according to size.

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

contentACCESS Portal | Connect to - | Jake Peralta

contentACCESS Portal / Email archive / jake.peralta@tech-arrow.com

Type search text here... Search (jake.peralta@tech-arrow.com) English

Items: 1 / 6

| From                          | Subject                | Date                 | To   | Size   |
|-------------------------------|------------------------|----------------------|--|--------|
| jake.peralta@tech-arrow.com   |                        | 2021.06.07. 19:14:59 | szilvia.kelemen@tech-arrow.com                                 | 104 KB |
| jake.peralta@tech-arrow.com   | Triple testing meeting | 2021.05.06. 10:20:23 | sandra.bullock@tech-arrow.com; melissa.mccarthy@tech-arrow.com | 116 KB |
| jake.peralta@tech-arrow.com   | Double testing meeting | 2021.05.06. 10:14:42 | sandra.bullock@tech-arrow.com                                  | 116 KB |
| jake.peralta@tech-arrow.com   |                        | 2021.05.06. 10:13:50 | melissa.mccarthy@tech-arrow.com                                | 108 KB |
| DEMO_Team@tech-arrow.com      | Testing                | 2021.05.06. 10:13:46 | DEMO_Team@tech-arrow.com; jake.peralta@tech-arrow.com          | 132 KB |
| sandra.bullock@tech-arrow.com | Demo test              | 2021.01.15. 15:54:38 | sandra.bullock@tech-arrow.com; jake.peralta@tech-arrow.com     | 112 KB |

From: jake.peralta@tech-arrow.com

Date: 2021.06.07. 19:14:59

To: szilvia.kelemen@tech-arrow.com

Expiration date: 2022.06.29.

Start date: 2021.06.07. 19:20:00

End date: 2021.06.07. 19:50:00

Message:

This email is shared

Microsoft Teams értekezlet

Csatlakozzon a számítógépén vagy a mobilápolon

Kattintson ide az értekezlethez való csatlakozáshoz

További információ | Értekezlet beállításai

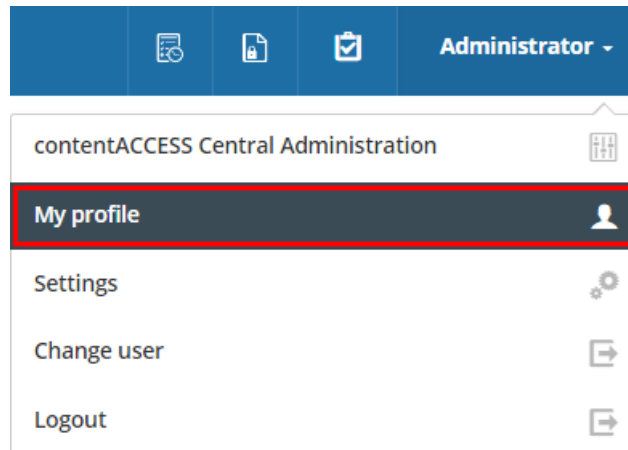
On the **UI settings** page, the system administrator may choose which columns will be visible in the grid



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 [User interface settings](#) of this guide.

## User profile page

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



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 contentACCESS Portal, click on the [Go to contentACCESS Portal](#) under the list of login sessions.

User profile

Logout

Administrator

User details:

Display name: Administrator [change](#)  
 E-mail address: [change](#)  
 Tenant: TECH-ARROW  
 Password: [change](#)

User logins:

| Provider | Username |
|----------|----------|
| Forms    | system   |

Login sessions:

| Login type | Login name | Last access date     | Expiration           | IP address      | Device  |
|------------|------------|----------------------|----------------------|-----------------|---|
| Forms      | system     | 6/29/2022 6:25:32 AM | 6/29/2022 7:25:32 AM | 10.10.5.173     | SmtpServer  |
| Forms      | system     | 6/29/2022 6:26:13 AM | 6/29/2022 7:26:13 AM | 192.168.183.102 | Platform: Desktop, Browser: Chrome (102.0.0.0), OS: Windows |
| Forms      | system     | 6/29/2022 6:00:04 AM | 6/29/2022 7:00:04 AM | 127.0.0.1       | SYSTEM  |
| Forms      | system     | 6/29/2022 6:26:13 AM | 6/29/2022 7:26:13 AM | 10.10.5.1       | Platform: Desktop, Browser: Chrome (102.0.0.0), OS: Windows |

[Go to contentACCESS Portal](#)

## Changing the display name

- click on the [change](#) next to the Display name of the user  
 Display name: Administrator [change](#)  
 Tenant: System  
 Password: [change](#)
- type in the desired name and click on the Save button





## Administrator

Display name\*:  ×

Save

Cancel

### Changing the password

- click on the [change](#) next to the Password

Display name: Administrator [change](#)

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 password

Current password\*:

New password\*:

Password strength: Weak

Confirm password\*:

Change Cancel



Change password

Current password\*:

.....

New password\*:

.....

Password strength

Good

Confirm password\*:

Change

Cancel

Change password

Current password\*:

.....

New password\*:

.....

Password strength

Strong

Confirm password\*:

Change

Cancel

Change

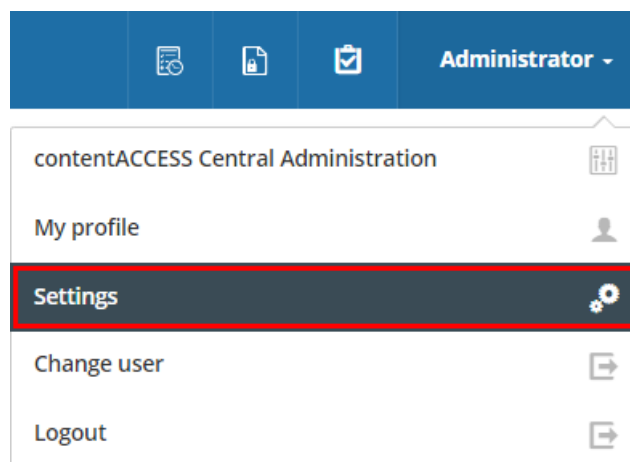
Cancel

- if your password changed, a green pear

was successfully  
notification bar will ap-

## User interface settings

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



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

contentACCESS Portal / UI Settings

Save settings Reset English

Common settings

Default search mode: ☒ Fulltext ☐ Classic

Default language:

Active and inactive items:

Show item count:

Load entities to Connect to menu:

GDPR search

Search for personal data:

Search for all sensitive data:

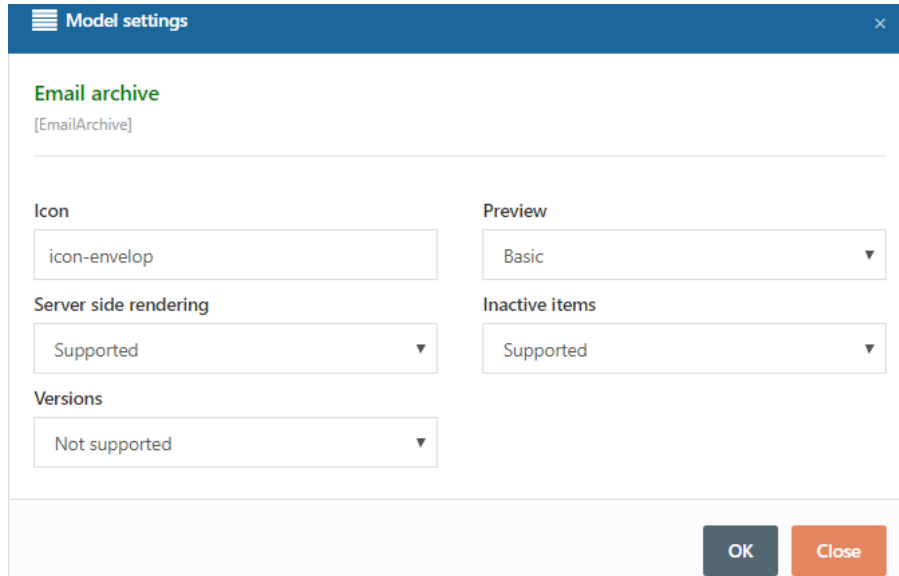
1. Table view columns 2. Quick search fields 3. Basic search fields 4. Advanced search fields

| Common settings (6/6) | Email archive (6/9) | File system archive (3/6) | GDPR Application (1/2) | GDPR Exchange (5/8) | GDPR File system (4/6) | Email Lifecycle Management archive (6/5) | OneDrive archive (4/6) | SharePoint archive (4/6) | SharePoint proxy (1/1) | Sharing (7/7)    | Teams archive (6/7) | Teams chat archive (5/5) |
|-----------------------|---------------------|---------------------------|------------------------|---------------------|------------------------|--|------------------------|--------------------------|------------------------|------------------|---------------------|--------------------------|
| Visible (6)           | Visible (6)         | Visible (5)               | Visible (1)            | Visible (5)         | Visible (4)            | Visible (6)                              | Visible (4)            | Visible (4)              | Visible (1)            | Visible (7)      | Visible (6)         | Visible (5)              |
| ItemIcon              | Has attachment      | File name                 | Title                  | Has attachment      | File name              | Has attachment                           | Name                   | Name                     | Title                  | File name        | Author              | Author                   |
| Model                 | From                | Size                      | Hidden (1)             | From                | Folder                 | From                                     | Modified date          | Modified date            |                        | Shared by        | Creation date       | Chat                     |
| Entity                | Subject             | Folder                    | DataSource             | Subject             | Creation date          | Subject                                  | Modified date          | Modified by              |                        | Expiration date  | Has attachment      | Date                     |
| Folder                | Date                | Creation date             |                        | Date                | Modified date          | Date                                     | Size                   | Size                     |                        | Status           | Title               | Folder                   |
| Title                 | To                  | Modified date             |                        | To                  |                        | To                                       |                        |                          |                        | Referenced model | Uri                 | Title                    |
| Date                  | Size                | Hidden (1)                |                        | Hidden (3)          | Hidden (2)             | Size                                     | Hidden (2)             | Hidden (2)               |                        | Download         |                     |                          |

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

### Model settings

Display settings of the available models can be changed by clicking on the respective window.



The screenshot shows a 'Model settings' window with a close button (X) in the top right corner. The title is 'Email archive' with a subtitle '[EmailArchive]'. Below the title, there are five settings sections, each with a dropdown menu:

- Icon:** icon-envelop
- Preview:** Basic
- Server side rendering:** Supported
- Inactive items:** Supported
- Versions:** Not supported

At the bottom right, there are two buttons: 'OK' (dark blue) and 'Close' (orange).

Screenshot: Email archive model settings

**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**  
The admin can set the default contentACCESS Portal language for the users. If the Browser language is selected and contentACCESS Portal supports that language (has a translation), it will use the users browser language. If contentACCESS Portal 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
- **Show item count**  
The administrator can choose if the item count of folders will be displayed or not. If the administrator chooses not to display it, the system won't have to query the item count from a folder.
- **Load entities to Connect to menu**  
If the administrator chooses not to load the entities, the user will be redirected directly to the **Browse menu** after clicking on the **Connect to menu**.

## GDPR search

Here it is possible to change the predefined patterns that are used by [GDPR search](#).

**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, basic and advanced search field settings are described in more details in chapter [Editing Quick, Basic and Advanced search criteria](#) 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  in the table of **Visible** columns. Clicking the  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).

**Note:** Only the visible column's settings can be edited.

| Sharing (4/5)  | Common settings (6/6)   | Email archive (6/8)  | File system archive (5/6)   | SharePoint archive (4/6)  | Teams archive (6/7)   | Teams chat archive (4/4)  |
|--|---|--|---|---|---|---|
| <div>Visible (4) </div> <div>File Name </div> <div>Expiration date </div> <div>Download limit </div> <div>Download count /limit </div> <div>Hidden (3) </div> <div>Creation Date </div> <div>Download Limit </div> <div>Expiration Date </div> | <div>Visible (6) </div> <div>Item Icon </div> <div>Model </div> <div>Entity Name </div> <div>Folder </div> <div>Title </div> <div>Date </div> | <div>Visible (6) </div> <div>Has Attachment </div> <div>From </div> <div>Subject </div> <div>Date </div> <div>To </div> <div>Size </div> <div>Hidden (3) </div> <div>Folder </div> <div>Is Reply </div> <div>Unread </div> | <div>Visible (5) </div> <div>File Name </div> <div>Size </div> <div>Folder </div> <div>Creation Date </div> <div>Modified Date </div> <div>Hidden (1) </div> <div>Modified By </div> | <div>Visible (4) </div> <div>Name </div> <div>Modified Date </div> <div>Modified By </div> <div>Size </div> <div>Hidden (2) </div> <div>Creation Date </div> <div>Url </div> | <div>Visible (6) </div> <div>Author </div> <div>Creation date </div> <div>Folder </div> <div>Has attachment </div> <div>Title </div> <div>Url </div> <div>Hidden (1) </div> <div>Channel </div> | <div>Visible (4) </div> <div>Author </div> <div>Chat </div> <div>Date </div> <div>Title </div> |

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

Column settings

From

[String]

Field name:

From

Format

Visibility

Always

Always

Standard view only

Advanced search view only

Title

Sender

Sortable

YES

YES

NO

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)

Items: 1 / 3 Active only Search in selected folder...

| From before configuration                 | Subject                       | Date              | To                | Size  |
|---|-------------------------------|-------------------|-------------------|-------|
| Administrator <Administrator@ta.internal> | contentACCESS invitation      | 12/5/2017 3:37 PM | <dne@ta.internal> | 49152 |
| Administrator <Administrator@ta.internal> | contentACCESS license error   | 12/5/2017 3:37 PM | <dne@ta.internal> | 45056 |
| Administrator <Administrator@ta.internal> | contentACCESS license warning | 12/5/2017 3:37 PM | <dne@ta.internal> | 45056 |

Items: 1 / 3 Active only Search in selected folder...

| Sender after configuration                | Subject                       | Date              | To                | Size  |
|---|-------------------------------|-------------------|-------------------|-------|
| Administrator <Administrator@ta.internal> | contentACCESS invitation      | 12/5/2017 3:37 PM | <dne@ta.internal> | 49152 |
| Administrator <Administrator@ta.internal> | contentACCESS license error   | 12/5/2017 3:37 PM | <dne@ta.internal> | 45056 |
| Administrator <Administrator@ta.internal> | contentACCESS license warning | 12/5/2017 3:37 PM | <dne@ta.internal> | 45056 |

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

Items: 1 / 3 visible column Active only Search in selected folder...

| From                                      | Subject                       | Date              | To                | Size  |
|---|-------------------------------|-------------------|-------------------|-------|
| Administrator <Administrator@ta.internal> | contentACCESS invitation      | 12/5/2017 3:37 PM | <dne@ta.internal> | 49152 |
| Administrator <Administrator@ta.internal> | contentACCESS license error   | 12/5/2017 3:37 PM | <dne@ta.internal> | 45056 |
| Administrator <Administrator@ta.internal> | contentACCESS license warning | 12/5/2017 3:37 PM | <dne@ta.internal> | 45056 |

Items: 1 / 3 "Date" column is hidden Active only Search in selected folder...

| From                                      | Subject                       | To                | Size  |
|---|-------------------------------|-------------------|-------|
| Administrator <Administrator@ta.internal> | contentACCESS invitation      | <dne@ta.internal> | 49152 |
| Administrator <Administrator@ta.internal> | contentACCESS license error   | <dne@ta.internal> | 45056 |
| Administrator <Administrator@ta.internal> | contentACCESS license warning | <dne@ta.internal> | 45056 |

sorting by this column is disabled

search view only.

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

## Search functions in contentACCESS Portal: "Connect to search", quick search, advanced search, GDPR search

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

### 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.

All search conditions can be negated using the **NOT** keyword. The keyword is **case sensitive**, so it must be **always written in UPPERCASE**. The **exclamation mark "!"** is a shorter version of the NOT keyword and has the exact same function. The syntax may look like as follows:

#### For freetext search:

- NOT value
- !value

#### For property search:

- Subject:(NOT test)
- Subject:(!test)



You can also combine the NOT operator with:

- **phrase queries:** NOT "this is a test"
- **regex queries:** filename:(NOT \*[0-9]{3}.txt)
- **wildcard queries:** NOT test\*
- **range queries:** Size:(NOT 1M,2M) OR Date:(NOT 2020-01-01,2020-12-31)

#### Samples for the most commonly used searches in the different models, tenants or search everywhere:

- From: ([jake.peralta@tech-arrow.com](mailto:jake.peralta@tech-arrow.com)) AND HasAttachment: (YES) AND SentDate: (last month) – the user can search for emails or messages which meet these criteria
- Attachment: (Computer.docx); Attachment: (pride\*) – if the user uses the whole file name, the search results list will contain the items with the same name and extension, and if the user search for a phrase (pride\*), then the search results list will show items where this word is part of the title or those documents which contain this phrase
- Source:(teams) AND price – search everywhere: the search results list will contain items from the Teams archive AND items with the phrase "price"
- Source:(sharepoint) AND price AND Size:(>1MB) – the search results will come from the Share-Point AND only those items which contains the phrase "price" AND bigger than 1MB

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

**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: archive, file, fs, filesystem
- For EmailArchive: archive, email, mail, mailarchive, emailarchive
- For GDPR Application: application, db, database, gdpr
- For GDPR Exchange: exchange, gdpr, mail, email
- For GDPR FileSystem: file, fs, filesystem, gdpr
- For OneDriveArchive: onedrive, onedrivearchive
- For SharePointArchive: archive, sharepoint, sharepointarchive, sp
- For Sharing: sharing, share, sharedfiles
- For TeamsArchive: archive, teams, teamsarchive, tea
- For TeamsChatArchive: archive, teams, chat, teamschat, teamschatarchive, tca

Examples:

- source:file
- source:mail

**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, TeamsArchive, TeamsChatArchive)

**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 ar-



chive.

#### Examples:

- entity:john.smith@tech-arrow.com – search in John Smith's mailbox
- entity:c:\temp – search in c:\temp folder

It is also possible to exclude models from the search with the **NOT** or **exclamation mark "!"** keyword. For example, you search in **everywhere** (the NOT search with the Source and Entity makes sense only in Search everywhere) and don't want to search in the Email archive => add condition **Source:(NOT email)**, and the Email archive will be excluded from the search. **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:

- Source:(NOT email) – Email archive will be excluded from the search
- Source:(!file) "pride and prejudice" – the search result list will contain only those items, which meet the condition
- Source:(NOT teams) source:(!sharing) – Teams, Teams chat archive and Sharing models are excluded from the search
- Source:(!sharing) AND title:("The Picture of Dorian Gray.docx") – only items with the title "The Picture of Dorian Gray.docx" will be displayed and the items from the Sharing model are excluded
- Source:(NOT sharing) Source:(!teams) AND FileName:(!"titanic.pptx") – the selected models and item will be excluded from the search
- Source:(NOT chat) Source:(NOT file) Source:(NOT sharing) Source:(!sharepoint) – these models will be excluded from the search results

In addition, the users can exclude entities from the search by using the **NOT** keyword. In this case – for example -, the user has **access to multiple entities within the models** (mailboxes or root folders), and during searching everywhere, the user wants to exclude one or more of these entities. Example: **source:(email) AND entity:(NOT [\\*@internal.com](#))** => the user wants to search in the Email archive, but not in the specified mailboxes.

#### Examples:

- source:(filesystem) entity:(NOT \*foldersharing) – the search result list will contain only the File system model and will exclude the root connection fitting the condition
- source:(email) AND entity:(!\*internal.com) – the search will exclude the internal.com mailboxes from the search
- source:(email) AND entity:(!emily) – Emily's mailbox will be excluded from the search in the Email archive
- entity:(NOT Emily.bronte) – entities, which are displayed/used in this format will be excluded from the search (example: Sharing, Email archive)
- Entity:(NOT Emily Bronte) – entities, which are displayed in this format will be excluded from the search (example: Teams Chat archive, OneDrive archive)

### 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)` (year-month-day; searches for items only from that specified day, in this case 5<sup>th</sup> of December 2016)
- `date:(2016-12)` (year-month; searches only for items from that specified month, in this case December 2016)
- `date:(2016)` (year; searches for items from whole year 2016)

Date intervals can be specified too, for example:

- `date:(>2016-12)` (searches for items younger than from December 2016)
- `date:(<2019-11-10)` (searches for items older than from 10th of November 2019)
- `date:(2017-10, 2017-12)` (searches for items created from October 2017 to December 2017)

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)

## Text

Properties with text values can be searched for a **single term** and **phrase** or **multiple terms** and **phrases**. Results of a single-term search will contain documents having the specified term in the text value of the specified property. Results of a multi-term search will contain documents having all of the specified terms in the text value of the specified property in any order.

Example:

- Subject:(lemon) – finds emails having the term "lemon" in their subject
- Subject:(lemon orange) – finds emails having the terms "lemon" and "orange" anywhere in their subject

Phrases must be enclosed in double quotes. Results of a phrase search will contain items having all of the specified terms in the text value of the specified property in the specified order.

Example:

- Subject:("John Smith") – finds emails having the name "John Smith" in their subject in the specified order

## Character escaping

The following characters have special meaning in the query syntax:

- ( ) " : \

They cannot be used directly in search terms. They have to be escaped using a backslash '\', otherwise the search query will be ambiguous and will produce unexpected results.

Example:

- Subject:(apple \(pear\)) – finds emails having the terms "apple" and "pear" in their subject
- 8\:00 – finds documents containing the text 8:00

## Boolean queries

Boolean query is a search type that allows you to combine desired keywords with operators like AND and OR to get more specific results.

### Operator AND

This operator will narrow your search down to items containing only the words separated by it. Every blank space has the same meaning as the AND operator.

Example (both will do the same):

- content **AND** access **AND** email **AND** archive
- content access email archive

### Operator OR

This operator, on the other hand, expands your search by connecting multiple phrases. The OR



operator works like "at least one phrase from the entered must be present". It means that the search will return results containing one of the selected phrases, two, three...or even all.

Example:

- content **OR** access – finds all item containing "content" or "access" or "content access"

### Grouping

Multiple terms or clauses can be grouped together by using parentheses "( )" to form sub-queries, for example:

- (email OR file) AND archive - the returned results must contain at least one of the following: email archive, file archive

## Regular expressions

Regular expression (regexp) is a sequence of characters defining a search pattern. This pattern is then often use to "find" or to "find and replace" strings. Regular expressions can be specified in search query by using double asterisk prefix:

**\*\*<regular-expression-pattern>**

Regular expressions can be used for property queries, but also for free text queries.

### Standard operators

#### Anchoring

It is possible to define the start and end on a string for your regexp pattern, but it needs to be anchored specifically. The symbol ^ indicates the beginning, while the \$ symbol indicates the end.

Patterns are always anchored by default. The provided pattern must match the entire string. For

example, for string "abcde":

- ab.\* = match
- abcd = no match

#### Allowed characters

Any Unicode character may be used in the pattern, but there are some exceptions that are reserved and must be escaped. The standard reserved characters are:

- .?+\*|{}[]()"\

If you enable optional features (described in this section), then the following characters may also be reserved:

- # @ & < > ~

**Note:** Any reserved character can be escaped using a backslash "\\*", including a backslash character itself: "\\".

Any character (except double quotes) is interpreted literally when bounded by double quotes:

- john"@smith.com"

#### Match any character

The period symbol "." can be used to represent any character. The string "abcde" can be found like this:

- ab... = match



- a.c.e = match

#### Once or more

The plus symbol "+" can be used to repeat the preceding pattern once or multiple times. The string "aaabbb" can be found like this:

- a+b+ = match
- aa+bb+ = match
- a+.+ = match
- aa+bbb+ = match

#### Zero or more times

The asterisk symbol "\*" can be used to match the preceding pattern zero or more times. The string "aaabbb" can be found like this:

- a\*b\* = match
- a\*b\*c\* = match
- .\*bbb.\* = match
- aaa\*bbb\* = match

#### Zero times or once

The question mark "?" makes the preceding pattern optional, so it can match zero times or once. The string "aaabbb" can be found like this:

- aaa?bbb? = match
- aaaa?bbbb? = match
- ?.? = match
- aa?bb? = no match

#### Minimum to maximum

Curly brackets "{}" can be used to specify a minimum and also maximum number of times the preceding shortest pattern can be repeated. The allowed forms are:

- {5} – the pattern repeats exactly 5 times
- {2,5} – the pattern repeats 2 to 5 times
- {2,} – the pattern repeats at least twice

For string "aaabbb", the following applies:

- a{3}b{3} = match
- a{2,4}b{2,4} = match
- a{2,}b{2,} = match
- .{3}.{3} = match
- a{4}b{4} = no match
- a{4,6}b{4,6} = no match
- a{4,}b{4,} = no match

#### Grouping

By using parentheses "()", it is possible to form sub-patterns. The quantity operators listed above operate on the shortest previous pattern, which can also be a group. For string "ababab", the following applies:

- (ab)+ = match
- ab(ab)+ = match
- (..)+ = match



- (...) + = no match
- (ab)\* = match
- abab(ab)? = match
- ab(ab)? = no match
- (ab){3} = match
- (ab){1,2} = no match

### Alternation

The pipe symbol "|" works the same as the OR operator mentioned above in this section. The match will be successful if the pattern on either the left side OR the right side matches. Alternation applies to the longest pattern. For string "aabb", the following applies:

- aabb|bbaa = match
- aacc|bb = no match
- aa(cc|bb) = match
- a+|b+ = no match
- a+b+|b+a+ = match
- a+(b|c)+ = match

### Character classes

Ranges of characters may be specified as character classes, by being enclosed in square brackets "[ ]". A leading ^ symbol negates the character class. The following forms are allowed:

- [abc] = 'a' or 'b' or 'c'
- [a-c] = 'a' or 'b' or 'c'
- [-abc] = '-' or 'a' or 'b' or 'c'
- [abc\\_] = '\_' or 'a' or 'b' or 'c'
- [^abc] = any character except 'a' or 'b' or 'c'
- [^a-c] = any character except 'a' or 'b' or 'c'
- [^\_-abc] = any character except '-' or 'a' or 'b' or 'c'
- [^abc\\_] = any character except '-' or 'a' or 'b' or 'c'

**Note:** The dash "-" indicates a range of characters, except when it is the first character or when it is escaped with a backslash.

For string "abcd", the following applies:

- ab[cd]+ = match
- [a-d]+ = match
- [^a-d]+ = no match

### Optional operators

#### Complement

Complement is probably the most used and helpful option. The shortest pattern that comes after a tilde symbol "~" is negated. For example, "ab~cd" means:

- Starts with a
- a is followed by b
- b is followed by a string of any length that is anything, except c
- Ends with d

For the string "abcdef", the following applies:

- ab~df = match



- `ab~cf` = match
- `ab~cdef` = no match
- `a~(cb)def` = match
- `a~(bc)def` = no match

### Interval

The interval option enables the use of numeric ranges. The ranges have to be always enclosed by angle brackets "<>". For string "access90", the following applies:

- `access<1-100>` = match
- `access<01-100>` = match
- `access<001-100>` = no match

### Intersection

The ampersand symbol "&" joins two patterns. They both of them have to match the string. For string "aaabbb", the following applies:

- `aaa.+&.+bbb` = match
- `aaa&bbb` = no match

### Any string

The at sign "@" matches any string in its entire length. This can be combined with intersection and complement (mentioned above) in cases when you want to search for "everything except something". For example:

- `@&~(content.+)` finds everything, except strings beginning with "content"

## 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 |
|----------|-------------|-------------|
|----------|-------------|-------------|



|                       |                     |  |
|-----------------------|---------------------|--|
| <b>HasAttachment:</b> | true   false        | if true, finds emails having one or more attachments; if false, finds emails having no attachments |
| <b>Importance:</b>    | Low   Normal   High | finds emails with the specified importance level   |

|                         |  |  |
|-------------------------|--|--|
| <b>Sensitivity:</b>     | Normal   Personal   Private   Confidential | finds emails with the specified sensitivity level  |
| <b>Flag:</b>            | true   false                               | find emails having a flag set (true) or not set (false)  |
| <b>AttachmentCount:</b> | (number)                                   | finds emails with the specified attachment count   |
| <b>Bcc:</b>             | (string)                                   | condition on addresses in BCC tag of the email   |
| <b>Category:</b>        | (string)                                   | condition on category  |
| <b>Cc:</b>              | (string)                                   | condition on addresses in CC tag of the email  |
| <b>Folder:</b>          | (string)                                   | condition on folder path; possible to find emails only in the specified folder (backslash is used as path separator, e.g. Inbox\Important) |
| <b>ReceivedDate:</b>    | (date)                                     | condition on receiving date  |
| <b>RetentionTime:</b>   | (number)                                   | condition on retention time (in months)  |
| <b>Sender   From:</b>   | (string)                                   | condition on email sender  |
| <b>Date   SentDate:</b> | (date)                                     | condition on email's sent date   |
| <b>Size:</b>            | (number)                                   | condition on email's size in bytes   |
| <b>Title   Subject:</b> | (string)                                   | condition on email subject   |
| <b>To:</b>              | (string)                                   | condition on email's recipient   |
| <b>Body:</b>            | (string)                                   | search in the mail's body text   |
| <b>Attachment:</b>      | (string)                                   | search in mail's attachment text   |

### File properties

The properties below are applicable when searching in File archive

| Property             | Specificity | Description                       |
|----------------------|-------------|-----------------------------------|
| <b>CreationDate:</b> | (date)      | condition on file's creation date |



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

### SharePoint document properties

The properties below are applicable when searching in SharePoint archive

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

### Teams archive properties

The properties below are applicable when searching in Teams archive

| Property                            | Specificity | Description   |
|-------------------------------------|-------------|---|
| <b>Title:</b>                       | (string)    | message title   |
| <b>Date, CreationDate:</b>          | (date)      | message's sent date   |
| <b>Size:</b>                        | (number)    | message size, including attachments   |
| <b>Folder, Location, Path, Url:</b> | (string)    | specifies the channel name or attachment location (SharePoint document URL) |
| <b>FileName:</b>                    | (string)    | attachment name   |
| <b>Subject:</b>                     | (string)    | subject of the email message posted to a channel                            |





|                              |           |  |
|------------------------------|-----------|--|
| <b>Author, Sender:</b>       | (string)  | the user who sent the message  |
| <b>Channel, ChannelName:</b> | (string)  | the Teams Channel the message was sent to  |
| <b>Mentioned:</b>            | (string)  | name of the mentioned user   |
| <b>Reacted:</b>              | (string)  | name of the user who sent a reaction   |
| <b>ReactedOn:</b>            | (date)    | the date when a reaction was sent  |
| <b>Reaction:</b>             | (string)  | type of the reaction; possible values are: Like, Angry, Sad, Laugh, Heart, Surprised   |
| <b>Attachment:</b>           | (string)  | attachment name and content  |
| <b>HasAttachment:</b>        | (boolean) | message has attachment or not  |
| <b>Type:</b>                 | (string)  | the type of the item, possible values are: Message (normal chat message), Reply (reply on a message), File (attachment file or file on Teams-related SharePoint sites) |



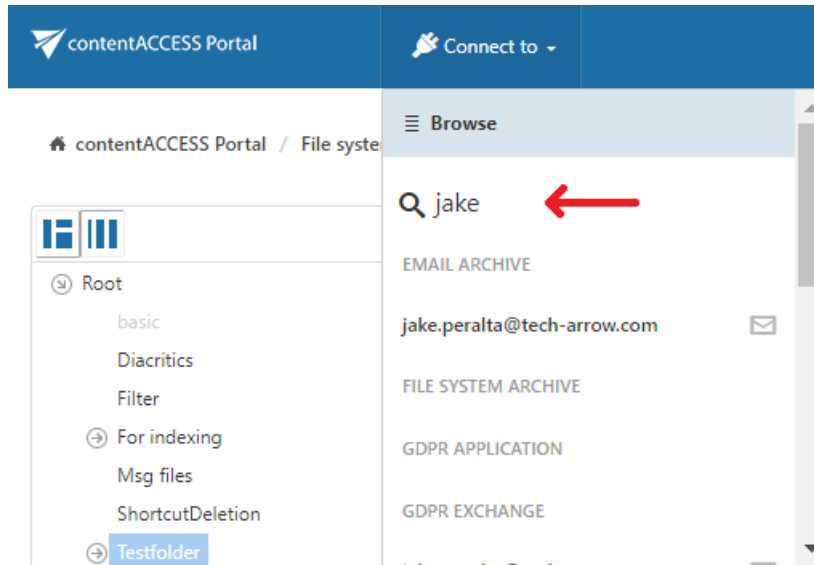
### Teams chat archive properties

The properties below are applicable when searching in Teams chat archive

| Property                   | Specificity | Description  |
|----------------------------|-------------|--|
| <b>Title:</b>              | (string)    | message title  |
| <b>Date, CreationDate:</b> | (date)      | message's sent date  |
| <b>Size:</b>               | (number)    | message size, including attachments  |
| <b>Folder, Category:</b>   | (string)    | specifies the message category, valid values: Chats, Group chats or Meetings         |
| <b>FileName:</b>           | (string)    | attachment name  |
| <b>Author, Sender:</b>     | (string)    | the user who sent the message  |
| <b>Mentioned:</b>          | (string)    | name of the mentioned user   |
| <b>Reacted:</b>            | (string)    | name of the user who sent a reaction   |
| <b>ReactedOn:</b>          | (date)      | the date when a reaction was sent  |
| <b>Reaction:</b>           | (string)    | type of the reaction, possible values are: Like, Angry, Sad, Laugh, Heart, Surprised |
| <b>Attachment:</b>         | (string)    | attachment name and content  |
| <b>HasAttachment:</b>      | (boolean)   | message has attachment or not  |
| <b>Member:</b>             | (string)    | name of the user who is member of a chat   |
| <b>Topic:</b>              | (string)    | topic of a meeting   |

### “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

**Note:** For more information about the search query language, please read [this](#) section.

The quick search function of contentACCESS Portal enables searching only in current folder (the folder that is selected in the left navigation pane in the tree view) and its subfolders. Quick search supports only text-based fields (e.g. Title, Subject). Connect to an archive (select one from the "Connect to" menu) and navigate to the folder of your choice. Then type the searched phrase into the search box located above the list view and by clicking on the icon next to the search box, choose if you want to search in:

- Current folder
- Current folder and subfolders (recursively, including all subfolders)
- Subfolders only (recursively)

The behavior of the quick search criteria can be customized in the UI settings. The customization is described in chapter [Editing Quick, Basic and Advanced search criteria](#) of this guide later on.



contentACCESS Portal / Email archive / jake.peralta@tech-arrow.com

Search (jake.peralta@tech-arrow.com)

Items: 1 / 23

| From                        | Subject                                 | Date                 | To                            | Current folder                | Size    |
|-----------------------------|---|----------------------|-------------------------------|-------------------------------|---------|
| jake.peralta@tech-arrow.com | TEA send as ZIP from Properties RETEST  | 2022.02.03. 16:54:40 | sandra.bullock@tech-arrow.com | Current folder and subfolders | 1 MB    |
| jake.peralta@tech-arrow.com | ODE - send as ZIP                       | 2022.02.03. 14:01:08 | sandra.bullock@tech-arrow.com | Subfolders only               | 2.8 MB  |
| jake.peralta@tech-arrow.com | ODE - send as attachment                | 2022.02.03. 13:59:43 | sandra.bullock@tech-arrow.com |                               | 76 KB   |
| jake.peralta@tech-arrow.com | TEA send as zip - from properties       | 2022.02.03. 08:07:32 | sandra.bullock@tech-arrow.com |                               | 428 KB  |
| jake.peralta@tech-arrow.com | TEA send as attachment from properties  | 2022.02.03. 08:02:17 | sandra.bullock@tech-arrow.com |                               | 376 KB  |
| jake.peralta@tech-arrow.com | TEA send as ZIP - single item           | 2022.02.03. 07:38:03 | sandra.bullock@tech-arrow.com |                               | 608 KB  |
| jake.peralta@tech-arrow.com | TEA send as attachment - single item    | 2022.02.03. 07:37:47 | sandra.bullock@tech-arrow.com |                               | 92 KB   |
| jake.peralta@tech-arrow.com | TEA send as attachment - multiple items | 2022.02.03. 07:34:29 | sandra.bullock@tech-arrow.com |                               | 216 KB  |
| jake.peralta@tech-arrow.com | TEA send as attachment - multiple items | 2022.02.03. 07:31:30 | sandra.bullock@tech-arrow.com |                               | 140 KB  |
| jake.peralta@tech-arrow.com | SPA send as ZIP - single item           | 2022.02.02. 21:20:03 | sandra.bullock@tech-arrow.com |                               | 3.7 MB  |
| jake.peralta@tech-arrow.com | SPA send as attachment - single item    | 2022.02.02. 21:18:37 | sandra.bullock@tech-arrow.com |                               | 3.9 MB  |
| jake.peralta@tech-arrow.com | SPA send as zip - multiple items        | 2022.02.02. 21:13:52 | sandra.bullock@tech-arrow.com |                               | 3.1 MB  |
| jake.peralta@tech-arrow.com | SPA send as attachment - multiple items | 2022.02.02. 21:12:05 | sandra.bullock@tech-arrow.com |                               | 916 KB  |
| jake.peralta@tech-arrow.com | FSA copy - paste                        | 2022.02.02. 19:37:53 | sandra.bullock@tech-arrow.com |                               | 992 KB  |
| jake.peralta@tech-arrow.com | FSA send as zip - multiple items        | 2022.02.02. 19:25:25 | sandra.bullock@tech-arrow.com |                               | 536 KB  |
| jake.peralta@tech-arrow.com | FSA send as attachment - multiple items | 2022.02.02. 19:24:09 | sandra.bullock@tech-arrow.com |                               | 1.5 MB  |
| jake.peralta@tech-arrow.com | FSA send as zip - single item           | 2022.02.02. 19:22:18 | sandra.bullock@tech-arrow.com |                               | 112 KB  |
| jake.peralta@tech-arrow.com | FSA send as attachment - single item    | 2022.02.02. 19:21:14 | sandra.bullock@tech-arrow.com |                               | 12.2 MB |
| jake.peralta@tech-arrow.com | EA send as zip - single item            | 2022.02.02. 13:47:18 | sandra.bullock@tech-arrow.com |                               | 1.4 MB  |
| jake.peralta@tech-arrow.com | EA send as zip - multiple items         | 2022.02.02. 13:47:05 | sandra.bullock@tech-arrow.com |                               | 948 KB  |
| jake.peralta@tech-arrow.com | EA send as attachment - multiple items  | 2022.02.02. 13:20:49 | sandra.bullock@tech-arrow.com |                               | 18 MB   |
| jake.peralta@tech-arrow.com | EA send as attachment - single item     | 2022.02.02. 13:16:26 | sandra.bullock@tech-arrow.com |                               |         |
| jake.peralta@tech-arrow.com | You're attachments                      | 2021.05.10. 16:07:11 | sandra.bullock@tech-arrow.com |                               |         |

TEA send as ZIP from Properties RETEST

From: jake.peralta@tech-arrow.com  
Date: 2022.02.03. 16:54:40  
To: sandra.bullock@tech-arrow.com  
Expiration date: 2023.02.15.

35 California fires August Complex CA 902,463 acres burned 8.zip (1 KB)

This email is shared. Show details

Online help

### Searching for emails containing the word 'send'

Search criteria: Selected archive: jake.peralta@tech-arrow.com  
Archive folder: Sent items  
Search in: Current folder  
Title: contains phrase "send".

In this use case we will search for emails in folder **Sent items** on the [jake.peralta@tech-arrow.com](mailto:jake.peralta@tech-arrow.com) archive. We connect to the archive ([jake.peralta@tech-arrow.com](mailto:jake.peralta@tech-arrow.com)) in the **Connect to** list first.

contentACCESS Portal / Connect to

contentACCESS Portal / Email archive

Browse

EMAIL ARCHIVE

jake.peralta@tech-arrow.com

Public folders

FILE SYSTEM ARCHIVE

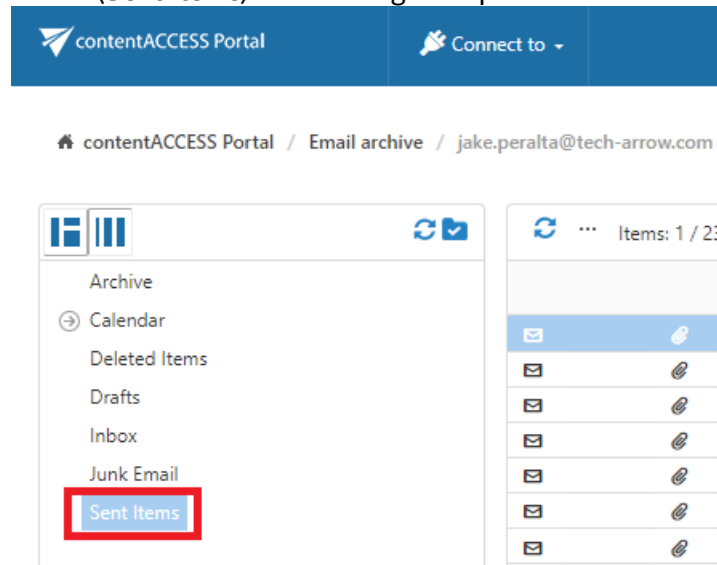
[TECHN80015] C:

\\demo-fulltext\Share

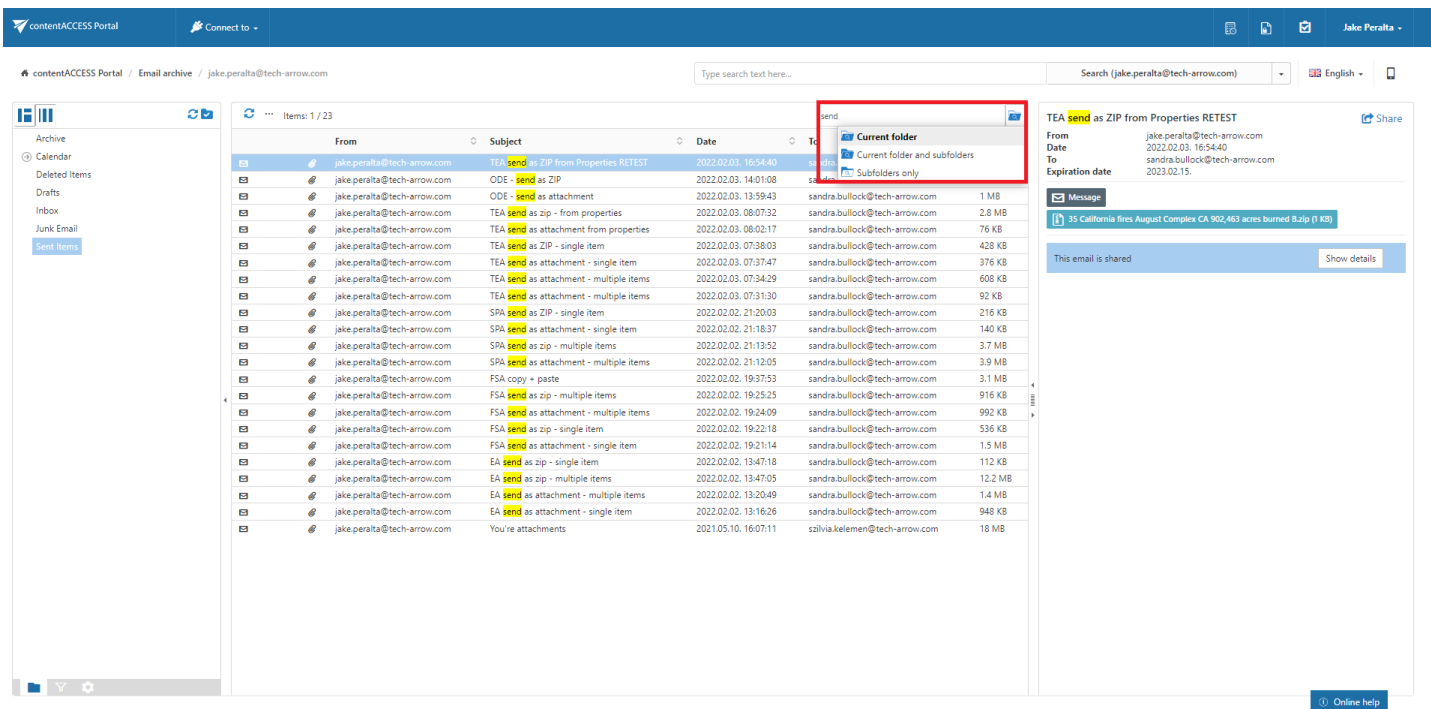
H:\DEMO\_tenant\_FSA



Further we select the given folder (*Sent items*) in the navigation pane:



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





**Note:** If **Enable hit highlighting** is turned on in [Central administration](#), the located words will be

**Note:** For more information about the search query language, please read [this](#) section of the documentation.

| Subject  | From                   | Date                | Size   | To |
|--|------------------------|---------------------|--------|----|
| [Build succeeded] contentACCESS - contentACCESS:develop - cont   | noreply@tech-arrow.com | 09/07/2020 3:38:36  | 200704 |    |
| [Build succeeded] officeGATE Dev - officeGATE:develop - contentA | noreply@tech-arrow.com | 08/07/2020 14:18:19 | 196608 |    |
| [Build succeeded] contentACCESS - contentACCESS:develop - cont   | noreply@tech-arrow.com | 08/07/2020 14:06:39 | 233472 |    |
| [Build failed] contentACCESS - contentACCESS:develop - contentA  | noreply@tech-arrow.com | 08/07/2020 3:38:49  | 241664 |    |
| [Build succeeded] contentACCESS - contentACCESS:develop - cont   | noreply@tech-arrow.com | 07/07/2020 3:40:04  | 196608 |    |
| [Build succeeded] contentACCESS - contentACCESS:develop - cont   | noreply@tech-arrow.com | 06/07/2020 14:41:31 | 241664 |    |
| [Build succeeded] contentACCESS - contentACCESS:develop - cont   | noreply@tech-arrow.com | 06/07/2020 3:40:03  | 233472 |    |

## 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, SharePoint archive root site or archived Teams and Teams chats.

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. If the Enable search suggestions option is turned on in [System](#) settings, the system will suggest words to search for when the user starts typing.

The screenshot displays the contentACCESS Portal interface. On the left, there's a sidebar with navigation options like Archive, Deleted Items, Drafts, Inbox, and Junk Email. The main area shows a list of search results with columns for From, Subject, Date, and Size. A search filter dropdown menu is open, showing various search filters and recent searches. The dropdown menu includes sections for common filters, SharePoint archive, File system archive, Email archive, Teams archive, Shared On, OneDrive archive, and GDPR File system. The search results list shows various emails from jake.peralta@tech-arrow.com, including test mail, SMTP test mail, and various attachments like landscape.jpg and Teams chat files.

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



**Note:** When searching in multiple archives, the sorting of results may be a bit “out of order”. The reason is that the search engine is **not able** to merge and sort data coming from multiple sources (archives) and sorts results from every archive separately.

If the user does a search using **Search everywhere** and there are models which support **Fulltext search** and also those which don't, a result mode selector will be visible. If the user selects **Fulltext**, it will search only in models which support **Fulltext search**. If the user selects **Classic**, it will search in models which support other types of search, except fulltext. For more information about this setting, read [this](#) section of the manual.

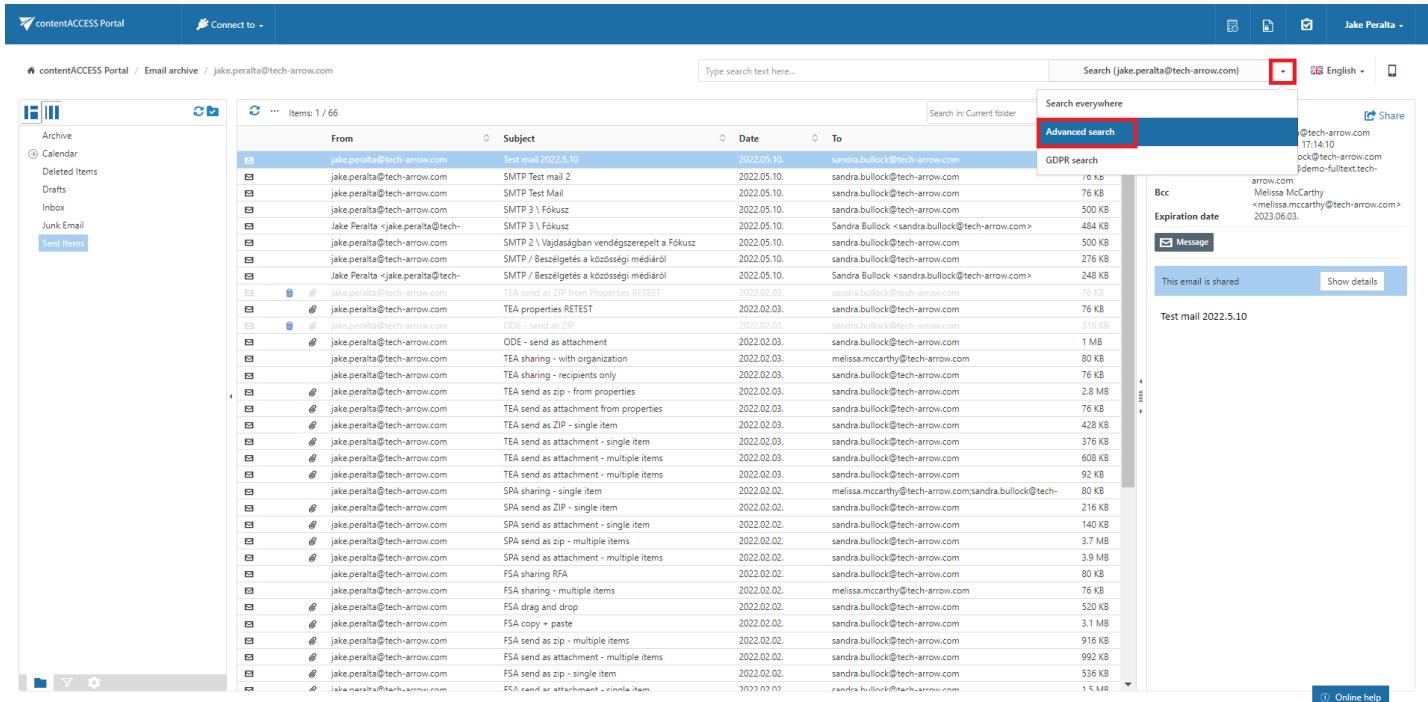
**Note:** If **Enable hit highlighting** is turned on in [Central administration](#), the located words will be highlighted with a yellow color.

## 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.

**Note:** When searching in multiple archives, the sorting of results may be a bit “out of order”. The reason is that the search engine is **not able** to merge and sort data coming from multiple sources (archives) and sorts results from every archive separately.

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.



If the user does a search using **Advanced search** and there are models which support **Fulltext search** and also 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** those which don't, a search mode selector will be visible. If the user selects **Fulltext**, it will search only in models which support **Fulltext search**. If the user selects **Classic**, it will search in models which support other types of search, except fulltext. For more information about this setting, read [this](#) section of the manual.

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).

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, Teams archive, Teams chat archive...). Here on the screenshot below the parameters common for all kind of entities can be seen.



contentACCESS Portal
Connect to

contentACCESS Portal / Advanced search
English

Search in
Select

Search for text
Q

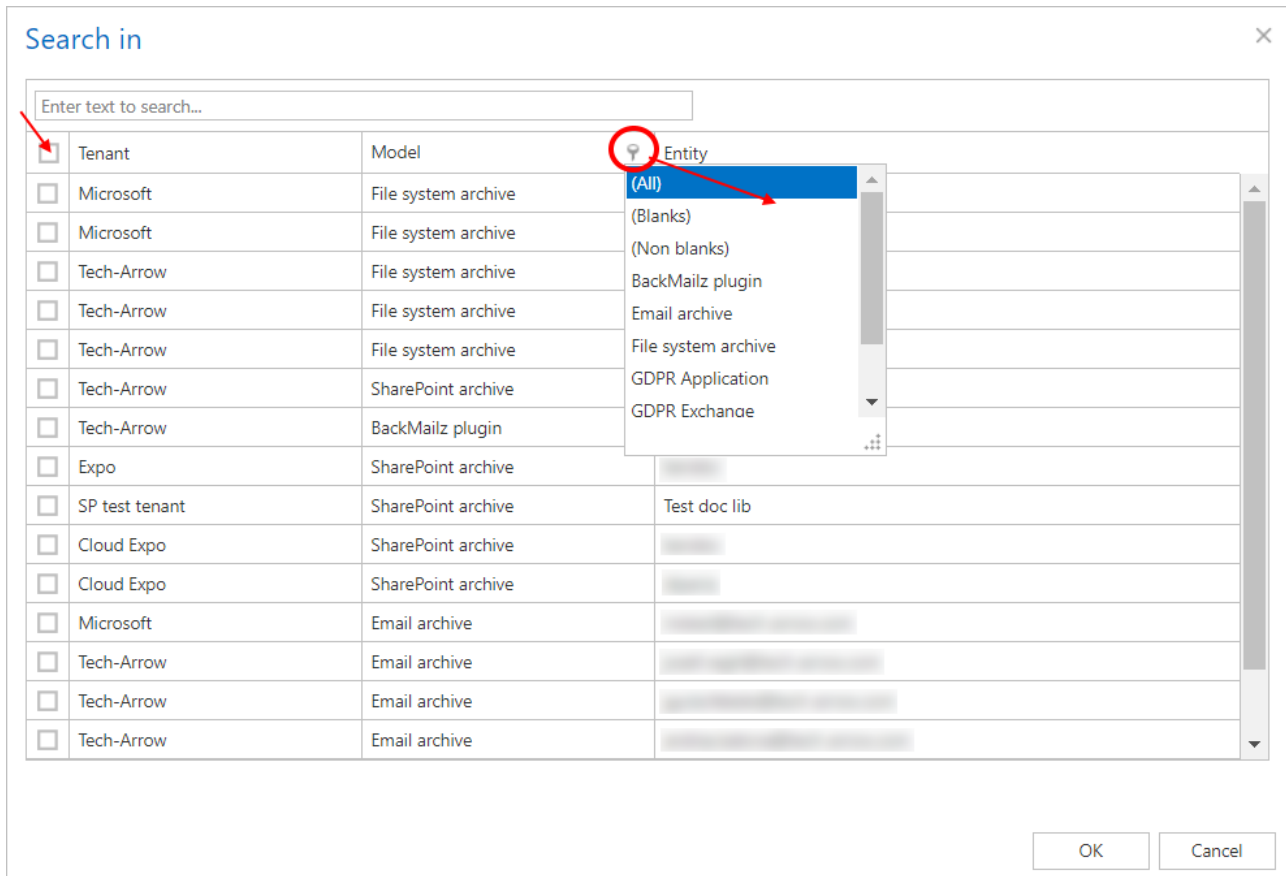
Email archive: jake.peralta@tech-arrow.com

### Email archive

|                     |             |   |               |                |      |
|---------------------|-------------|---|---------------|----------------|------|
| Subject             | Contains ▾  | Q | Folder        | Contains ▾     | Q    |
| From                | Contains ▾  | Q | To            | Contains ▾     | Q    |
| Cc                  | Contains ▾  | Q | Bcc           | Contains ▾     | Q    |
| Sent date           | After ▾     |   | Received date | After ▾        |      |
| Has attachment      | No Filter ▾ |   | Size          | Smaller than ▾ | MB ▾ |
| Attachment          | Contains ▾  | Q | Body          | Contains ▾     | Q    |
| Category            | Contains ▾  | Q | Importance    | No Filter ▾    |      |
| Is In-Place Archive | No Filter ▾ |   | Sensitivity   | No Filter ▾    |      |

Clear
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.



contentACCESS Portal enables advanced searching based on criteria set in the **UI settings**.

For more information refer to the [Editing Quick, Basic and Advanced search criteria](#) subchapter of this guide.

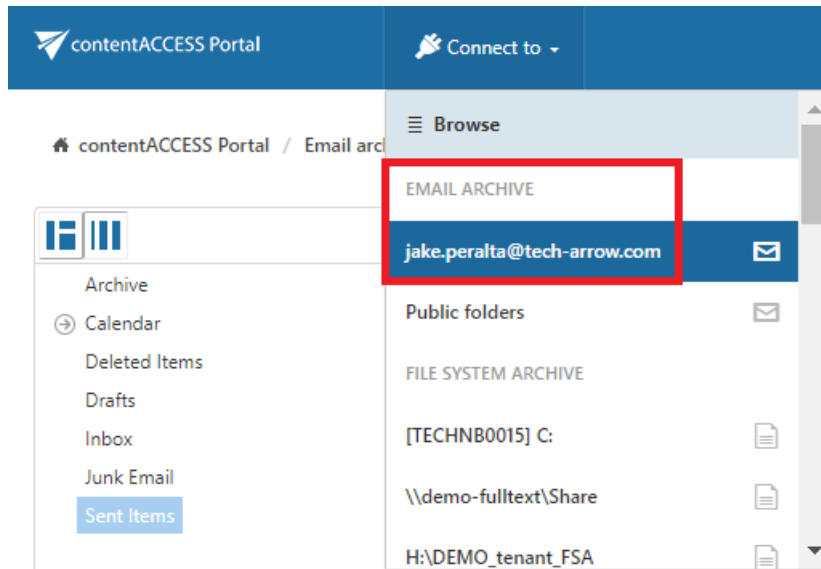
#### **Searching for an email message containing the phrase “test”**

Search criteria: **Mailbox:** [jake.peralta@tech-arrow.com](mailto:jake.peralta@tech-arrow.com)  
**Date range:** 10.02.2022 – 30.03.2022

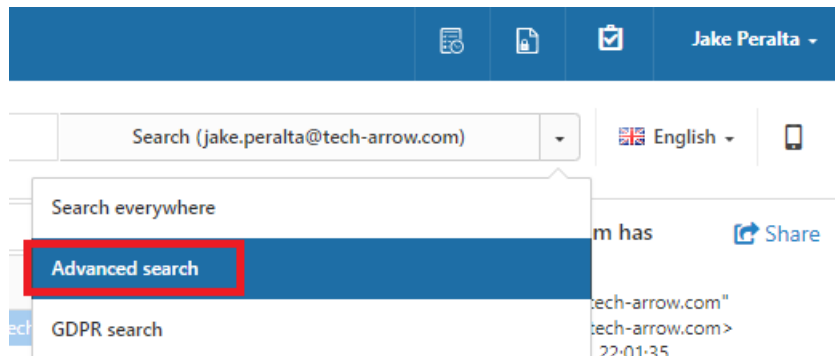
**Subject:** contains phrase “test”.

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 contentACCESS Portal.

To start advanced search, connect to the archive mailbox of [jake.peralta@tech-arrow.com](mailto:jake.peralta@tech-arrow.com) in the **Connect to** list.

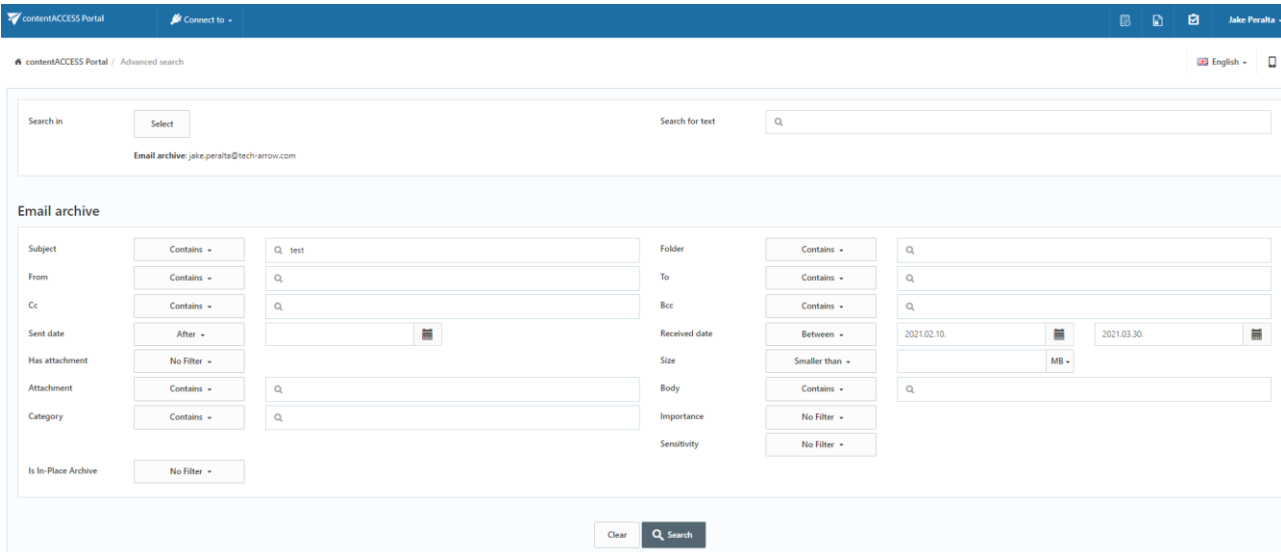


Select **Advanced search** option from the dropdown menu in the right upper part of the user interface.

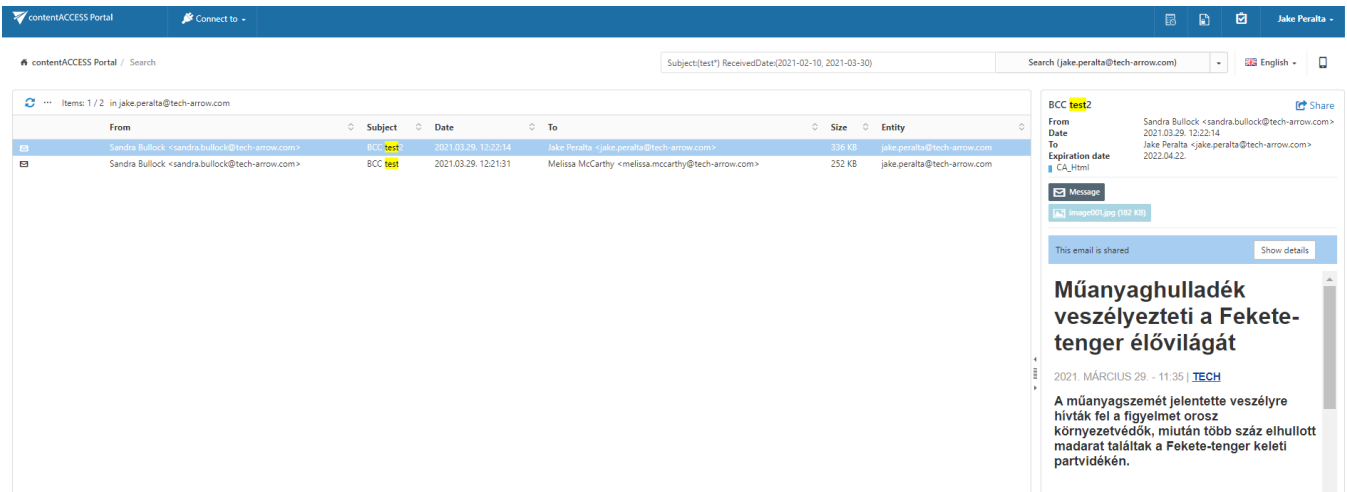


Specify the desired criteria:

1. 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 [jake.peralta@tech-arrow.com](mailto:jake.peralta@tech-arrow.com) that we have selected in the **Connect to** list.
2. As we are searching for emails with subject containing "test", we enter this phrase into the **Subject** text box.
3. We are searching for emails in date range **10/02/2022 – 30/03/2022**, so we select **Between** from the **Receive Date** dropdown list. Then we specify the desired date range and click on **Search**.



The desired files have been found as displayed on the picture below:



| From   | Subject  | Date                 | To   | Size   | Entity                      |
|--|----------|----------------------|--|--------|-----------------------------|
| Sandra Bullock <sandra.bullock@tech-arrow.com> | BCC test | 2021.03.29, 12:22:14 | Jake Peralta <jake.peralta@tech-arrow.com>         | 336 KB | jake.peralta@tech-arrow.com |
| Sandra Bullock <sandra.bullock@tech-arrow.com> | BCC test | 2021.03.29, 12:21:31 | Melissa McCarthy <melissa.mccarthy@tech-arrow.com> | 252 KB | jake.peralta@tech-arrow.com |

**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 [Table view column configurations](#) of this guide

**Note:** If **Enable hit highlighting** is turned on in [Central administration](#), the located words will be highlighted with a yellow color.

## Periodical search

**GDPR** requires to detect any data leakage and as soon as possible. Thanks to this feature the user won't have to manually search if someone worked with sensitive data, but can instead create and configure a periodical search, which will perform all the necessary actions. Periodical search is a search performed automatically by the **Task runner** with the recur-



rence and other parameters configured by the user. The search is performed only on the entities allowed by the user's roles and permissions.

### Permissions

There are 2 periodical search related permissions that can be assigned from [Central Administration](#):

**Role details** [X]

Role display name:

**Permissions**

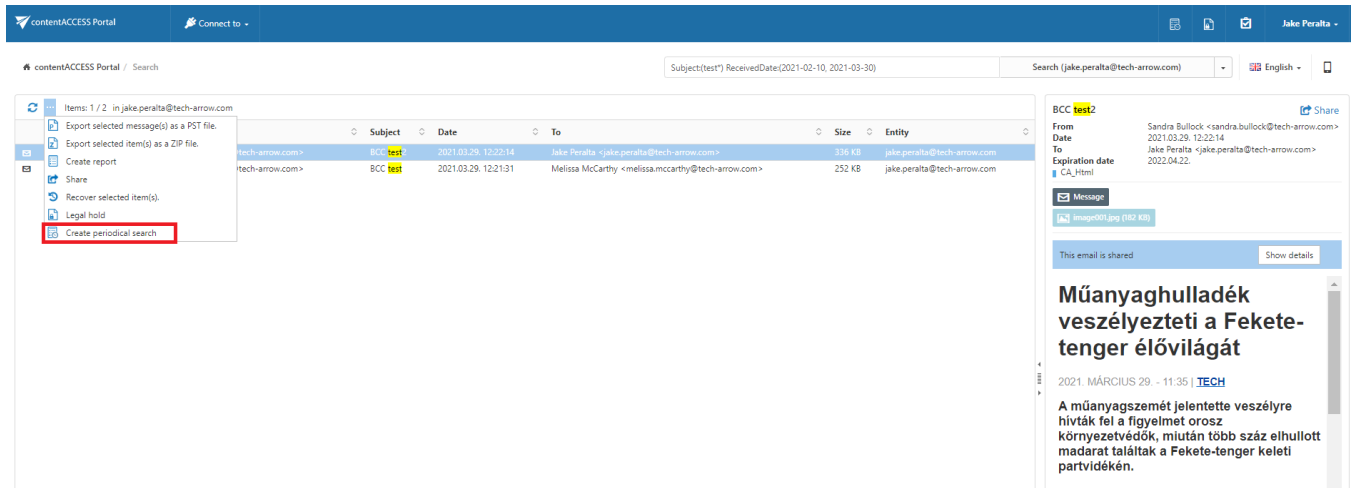
|   |  |  |  |   |
|---|--|--|--|---|
| Manage legal hold cases:                          | <input checked="" type="radio"/> Not allowed | <input type="radio"/> All allowed            | ?                                      |   |
| View legal hold cases:                            | <input checked="" type="radio"/> Not allowed | <input type="radio"/> All allowed            | ?                                      |   |
| <b>PeriodicalSearch</b>                           |  |  |  |   |
| Create periodical searches:                       | <input type="radio"/> Not allowed            | <input checked="" type="radio"/> All allowed | ?                                      |   |
| Manage other user's periodical searches:          | <input type="radio"/> Not allowed            | <input checked="" type="radio"/> All allowed | ?                                      |   |
| <b>Plugin.BackMailz</b>                           |  |  |  |   |
| Use BackMailz Service:                            | <input checked="" type="radio"/> Not allowed | <input type="radio"/> All allowed            | <input type="radio"/> Specific allowed | ? |
| <b>Plugin.CategorizeToPF</b>                      |  |  |  |   |
| View mailboxes:                                   | <input checked="" type="radio"/> Not allowed | <input type="radio"/> All allowed            | <input type="radio"/> Specific allowed | ? |
| <b>Plugin.Datengut</b>                            |  |  |  |   |
| View Datengut DDCs:                               | <input checked="" type="radio"/> Not allowed | <input type="radio"/> All allowed            |  | ? |
| <b>Plugin.EmailArchive</b>                        |  |  |  |   |
| Select a tenant, where the role will be available |  |  |  |   |
| Tenant:   | <input type="text" value="TECH-ARROW"/>      |  |  |   |
|   |  |  | Save Cancel                            |   |

- 1) **Create periodical search** – allows to define a periodical search and manage (view, delete) own periodical searches
- 2) **Manage other's periodical searches** - The Manage other's periodical searches permission allows to see other user's periodical searches – on tenant or system level – based on role assignment. With this permission, the user cannot create a periodical search. He can only see, enable/disable and delete the periodical searches on the tenant(s) where he has permissions. If the user had the Create periodical search permission before, but the permission was removed, he will be still able to see his own periodical searches.



## Using periodical search

First, the user must perform a search in contentACCESS Portal. The same parameters that were entered here will be later used by the periodical search.



Click on the periodical search button. A pop-up window will open. Here you can set the following:

- Search name – name of the periodical search
- Notification recipients (split by “;”) – email addresses of users that will receive the notification email (this email will be sent by the notification job)
- Tenant – Tenant that the search will be performed on (only tenants available for the user are listed in the dropdown list)
- Keep results – number of search results that will be stored in the database (explained below)
- Recurrence (weekly on selected day(s) at selected time or monthly on selected day(s) at selected time)
- Description – description of the periodical search

### Create periodical search

Search name:

Notification recipients:

Keep results:

Recurrence:

Weekly

☒ Sunday
 ☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☒ Friday
 ☐ Saturday

At:

Description:

OK

Cancel

The list of all available periodical searches can be viewed by clicking on the Periodical search button in the upper right corner.





The following actions are available:

| contentACCESS Portal                     |                         |                                     |                     |                 |                               |         |         |
|--|-------------------------|-------------------------------------|---------------------|-----------------|-------------------------------|---------|---------|
| Connect to -                             |                         |                                     |                     |                 |                               |         |         |
| contentACCESS Portal / Periodical search |                         |                                     |                     |                 |                               |         |         |
| English -                                |                         |                                     |                     |                 |                               |         |         |
| 1)                                       |                         |                                     |                     |                 |                               |         |         |
| Name                                     | Last execution duration | Recurrence                          | Next run            | Keep in history | Notification recipients       | Enabled | Action  |
| PeriodicalSearch Test                    | 47 seconds              | Running weekly on Monday at 12:...  | 7/4/2022 1:45:00 PM | 15              | sandra.bullock@tech-arrow.com | Yes     | ⌕ ✎ ⌵ ⌶ |
| Sharing Periodical search                | 1 second                | Running weekly on Saturday at 8:... | 7/2/2022 9:00:00 AM | 10              | sandra.bullock@tech-arrow.com | Yes     | ⌕ ✎ ⌵ ⌶ |
| Sharing search 2022.01.31                | 1 second                | Running weekly on Monday,Tues...    | 7/4/2022 2:15:00 PM | 10              | sandra.bullock@tech-arrow.com | Yes     | ⌕ ✎ ⌵ ⌶ |
| Test                                     | -                       | Running weekly on Sunday,Friday ... | 7/1/2022 8:00:00 PM | 10              | jake.peralta@tech-arrow.com   | Yes     | ⌕ ✎ ⌵ ⌶ |

2) 3) 4) 5)

- 1) Refresh – refreshes the list of periodical searches
- 2) View details – explained below
- 3) Edit – explained below
- 4) Enable/disable – with this button it is possible to enable or disable the selected periodical search (when disabled, it won't perform any actions; disabled searches have grey background)
- 5) Delete – deletes the periodical search

## View details

On this page it is possible to see the details about the selected periodical search. The **Query** displays all searching parameters of the periodical search (the search this periodical search was created from). By clicking on the link, the defined search will be performed again in a moment. The previous search result summary is displayed in the grid below. We can see the start date, end date, duration and total hit count. It is also possible to download the report file from here by clicking on the button in the **Actions** column. The report file contains a detailed summary with the list of emails, files and database records, where the results are coming from.

contentACCESS Portal

Connect to -

contentACCESS Portal / Periodical search / PeriodicalSearch Test

English -

Jake Peralta

PeriodicalSearch Test

Description: Test

Next run: 7/4/2022 1:45:00 PM

Recurrences: Running weekly on Monday at 12:45 PM

Keep in history: 15

Recipients: sandra.bullock@tech-arrow.com

Created by: Sandra Bullock

Query: all in everywhere

Edit

Previous search results

| Start date            | End date              | Duration   | Hit count | Actions           |
|-----------------------|-----------------------|------------|-----------|-------------------|
| 6/6/2022 1:45:26 PM   | 6/6/2022 1:46:15 PM   | 49 seconds | 2807      | <a href="#">⬇</a> |
| 6/27/2022 1:45:29 PM  | 6/27/2022 1:46:17 PM  | 47 seconds | 2863      | <a href="#">⬇</a> |
| 6/20/2022 1:45:21 PM  | 6/20/2022 1:46:00 PM  | 39 seconds | 2855      | <a href="#">⬇</a> |
| 6/13/2022 1:45:25 PM  | 6/13/2022 1:46:12 PM  | 47 seconds | 2854      | <a href="#">⬇</a> |
| 5/9/2022 1:45:18 PM   | 5/9/2022 1:45:18 PM   | 1 second   | 0         | <a href="#">⬇</a> |
| 5/30/2022 1:45:17 PM  | 5/30/2022 1:46:06 PM  | 48 seconds | 2804      | <a href="#">⬇</a> |
| 5/23/2022 1:45:33 PM  | 5/23/2022 1:46:11 PM  | 48 seconds | 2804      | <a href="#">⬇</a> |
| 5/2/2022 1:45:20 PM   | 5/2/2022 1:46:06 PM   | 45 seconds | 2815      | <a href="#">⬇</a> |
| 5/16/2022 1:46:00 PM  | 5/16/2022 1:46:56 PM  | 56 seconds | 2807      | <a href="#">⬇</a> |
| 4/4/2022 1:45:25 PM   | 4/4/2022 1:46:13 PM   | 47 seconds | 2816      | <a href="#">⬇</a> |
| 4/25/2022 1:45:24 PM  | 4/25/2022 1:46:18 PM  | 53 seconds | 2826      | <a href="#">⬇</a> |
| 4/18/2022 1:45:29 PM  | 4/18/2022 1:46:19 PM  | 49 seconds | 2832      | <a href="#">⬇</a> |
| 4/11/2022 1:45:22 PM  | 4/11/2022 1:46:03 PM  | 41 seconds | 2845      | <a href="#">⬇</a> |
| 3/28/2022 1:45:27 PM  | 3/28/2022 1:46:17 PM  | 50 seconds | 2881      | <a href="#">⬇</a> |
| 3/21/2022 12:45:18 PM | 3/21/2022 12:46:05 PM | 47 seconds | 2859      | <a href="#">⬇</a> |

## Edit

Here it is possible to set/change the same parameters as after clicking on the **Periodical search** button after performing a search.



## Edit periodical search



|                          |   |
|--------------------------|---|
| Search name:             | <input type="text" value="PeriodicalSearch Test"/>  |
| Notification recipients: | <input type="text" value="sandra.bullock@tech-arrow.com"/>  |
| Keep results:            | <input type="text" value="15"/>   |
| Recurrence:              | <div>Weekly</div> <div><input type="checkbox"/> Sunday <input checked="" type="checkbox"/> Monday <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday<br/><input type="checkbox"/> Thursday <input type="checkbox"/> Friday <input type="checkbox"/> Saturday</div> |
| At:                      | <input type="text" value="12:45"/>  |
| Description:             | <input type="text" value="Test"/>   |

OK

Cancel





### History management

Every periodical search has a defined "**Keep in history**" property (same value as **Keep records** when creating the periodical search) – this means that we store X previous search results in the database and also in the corresponding report file on the resource storage.

### Task runner processing

#### When a periodical search is found

- We check the **IsActive** status – if the search is not active, it means that it was marked as deleted.
- If the search is marked as deleted, we will remove the corresponding history items, report files and also the definition/configuration of the periodical search.
- If a periodical search is disabled, it will be skipped by the **Task runner**.
- If the search is active, its scheduled time is recalculated based on recurrence – the next job will not process it. (It means that if it is scheduled to run at 10:00 on every Wednesday, it will be processed at that time and set to run on the next Wednesday at 10:00, on the other days and times the search can't be found).
- Task runner job will create a report in the resource storage, a new record in the history table and will add a reporting email into the notification job's queue – history management is performed during this processing.
- The report file is available only from contentACCESS Portal. The notification email contains a link to the periodical search detail page, which contains the stored history results – therefore it is easy to compare the results from there, and this way we can easily ensure that the report is not available for a user without permissions.
- If the user would like to share the report with another user, he needs to save the report file and send it to the user. He can use our sharing app for this.

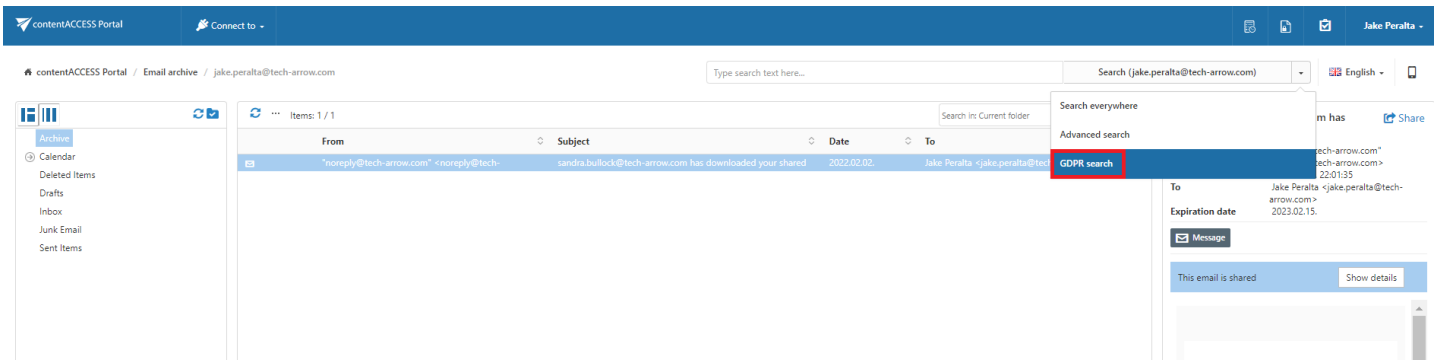
### GDPR search

The general data protection regulation, or as most people know it **GDPR**, brought new rules about data storage and regulation. Having a proper overview about all company and personal data – where it is stored, for how long, who is accessing it, may seem like a hard task now. That's why we programmed our **GDPR search**, so it would be much easier and faster for our customers to find all personal data they need. The predefined search patterns allow the user to search for the most common, sought, requested and necessary data in a very user-friendly way.

Does your customer want you to find and delete his personal data? Or you just want to check where a credit card number was mentioned? No problem!

To get to the **GDPR search** page, click on the search type dropdown list and choose the **GDPR search**.

**Note:** When searching in multiple archives, the sorting of results may be a bit "out of order". The reason is that the search engine is **not able** to merge and sort data coming from multiple sources (archives) and sorts results from every archive separately.



On the GDPR search page, it is possible to choose between two tabs – **Search for personal data** and **Search for all sensitive data**. The user can change the predefined search patterns by clicking on the **Change template** button on both tabs, but we don't recommend it. If the patterns were changed, the user can also reset them back to the original state.

**Note:** To be able to change the patterns, the user must have the **Customize GDPR search** permission allowed in his [role](#), otherwise this option won't even be visible.



Search for personal data

Search for all sensitive data

## SEARCH FOR PERSONAL DATA

Personal data means any information relating to an identified or identifiable natural person.

Search in

Select

Search everywhere

First name

Last name

ID card

Email

Phone

Country

Street

Zip code

Search

Change template

## Change template

Action

☐ Reset my settings☒ Update my settings

Current settings

```
<PersonalFieldCollection>
  <InnerList>
    <PersonalField>
      <SpanDistance>1</SpanDistance>
      <SpanCategory>1</SpanCategory>
      <DisplayName>First name</DisplayName>
      <Id>persFirstName</Id>
      <IsSpan>True</IsSpan>
      <IsIdentifier>False</IsIdentifier>
    </PersonalField>
    <PersonalField>
      <SpanDistance>1</SpanDistance>
      <SpanCategory>1</SpanCategory>
      <DisplayName>Last name</DisplayName>
      <Id>persLastName</Id>
      <IsSpan>True</IsSpan>
      <IsIdentifier>False</IsIdentifier>
    </PersonalField>
    <PersonalField>
      <SpanDistance>0</SpanDistance>
      <SpanCategory>0</SpanCategory>
      <DisplayName>ID card</DisplayName>
      <Id>persIdCard</Id>
      <IsSpan>False</IsSpan>
      <IsIdentifier>True</IsIdentifier>
    </PersonalField>
  </InnerList>
</PersonalFieldCollection>
```

OK

Cancel



## Search for personal data

On this page, the user can search for any information related to an identified person.

By clicking on the **Select** button, the entity selector popup window will open. Here the user may select entities he wants to search in. It is also possible to filter the entities by model type. Select the desired entities and click on **OK**.

**Note:** The search can be performed only on the entities allowed by the user's roles and permissions.

| Tenant                        | Model               | Entity                             |
|-------------------------------|---------------------|------------------------------------|
| <input type="checkbox"/> Demo | Email archive       | jake.peralta@tech-arrow.com        |
| <input type="checkbox"/> Demo | Email archive       | Public folders                     |
| <input type="checkbox"/> Demo | File system archive | [TECHNB0015] C:                    |
| <input type="checkbox"/> Demo | File system archive | \\demo-fulltext\Share              |
| <input type="checkbox"/> Demo | File system archive | H:\DEMO_tenant_FSA                 |
| <input type="checkbox"/> Demo | GDPR Application    | Demo_app                           |
| <input type="checkbox"/> Demo | GDPR Application    | DEMO_GDPRApplication               |
| <input type="checkbox"/> Demo | GDPR Exchange       | jake.peralta@tech-arrow.com        |
| <input type="checkbox"/> Demo | GDPR Exchange       | melissa.mccarthy@tech-arrow.com    |
| <input type="checkbox"/> Demo | GDPR Exchange       | sandra.bullock@tech-arrow.com      |
| <input type="checkbox"/> Demo | GDPR File system    | h:\DEMO_tenant_GDPRFile            |
| <input type="checkbox"/> Demo | OneDrive archive    | Jake Peralta                       |
| <input type="checkbox"/> Demo | SharePoint archive  | DEMO                               |
| <input type="checkbox"/> Demo | SharePoint archive  | Version testing                    |
| <input type="checkbox"/> Demo | Sharing             | jake.peralta@tech-arrow.com [Demo] |

The selected entities will be displayed under the **Select** button. Specify the information you want to search for and click on the **Search** button.



## GDPR search

**Search for personal data**

Personal data means any information relating to an identified or identifiable natural person.

Search for personal data

Search for all sensitive data

Search in Select

Email archive: jake.peralta@tech-arrow.com, Public folders  
File system archive: H:\DEMO\_tenant\_FSA  
GDPR Exchange: sandra.bullock@tech-arrow.com  
OneDrive archive: Jake Peralta

First name

Last name

ID card

Email

Phone number

Country

Street

Zip code

Search

The search results will be displayed and you can perform all the actions as with results of **Quick search** or **Advanced search** – export, create report, legal hold, mark for delete and even create periodical search.

contentACCESS Portal Connect to Jake Peralta

contentACCESS Portal / Search

Gdprpersknown(persCountry:Slovakia(persFirstName:Sandra)) Slovakia AND Sandra

Search in selected

English

Items: 1 / 18 in selected entities

| Model         | Entity                        | Folder          | Title   | Date                 |
|---------------|-------------------------------|-----------------|---|----------------------|
| GDPR Exchange | sandra.bullock@tech-arrow.com | Inbox/Important | Meeting with Hitachi  | 2020.09.29. 14:47:13 |
| GDPR Exchange | sandra.bullock@tech-arrow.com | Deleted Items   | Meeting with Hitachi  | 2020.09.29. 14:47:13 |
| GDPR Exchange | sandra.bullock@tech-arrow.com | KeepOriginal    | Meeting with Hitachi  | 2020.09.29. 14:47:13 |
| GDPR Exchange | sandra.bullock@tech-arrow.com | Inbox           | Test for flags and categories   | 2021.05.12. 09:28:58 |
| Email archive | jake.peralta@tech-arrow.com   | Inbox           | FW: Ůrult hšgřekordok repkednek Amerikában  | 2021.06.29. 08:27:13 |
| GDPR Exchange | sandra.bullock@tech-arrow.com | Inbox           | FW: Ůrult hšgřekordok repkednek Amerikában  | 2021.06.29. 08:27:13 |
| Email archive | jake.peralta@tech-arrow.com   | Inbox           | FW: Test message  | 2021.06.29. 08:27:40 |
| GDPR Exchange | sandra.bullock@tech-arrow.com | Inbox           | FW: Test message  | 2021.06.29. 08:27:40 |
| Email archive | jake.peralta@tech-arrow.com   | Inbox           | Documents   | 2020.10.05. 13:22:15 |
| Email archive | jake.peralta@tech-arrow.com   | Inbox           | FW: Fűlőp herceg életműve előtt tisztelőg kiállítás nyílik a windsori kastélyban          | 2021.06.29. 08:27:22 |
| Email archive | jake.peralta@tech-arrow.com   | Inbox           | FW: Živel spustošil české obce na nepoznanie: Dórazné upozornenie pre všetkých obyvateľov | 2021.06.29. 08:28:02 |
| GDPR Exchange | sandra.bullock@tech-arrow.com | Inbox           | FW: Živel spustošil české obce na nepoznanie: Dórazné upozornenie pre všetkých obyvateľov | 2021.06.29. 08:28:02 |
| GDPR Exchange | sandra.bullock@tech-arrow.com | Inbox           | FW: Fűlőp herceg életműve előtt tisztelőg kiállítás nyílik a windsori kastélyban          | 2021.06.29. 08:27:22 |
| Email archive | jake.peralta@tech-arrow.com   | Sent Items      | Meeting with Hitachi  | 2020.09.29. 14:47:13 |
| GDPR Exchange | sandra.bullock@tech-arrow.com | Sent Items      | ZIP OG  | 2022.02.01. 12:44:00 |
| Email archive | jake.peralta@tech-arrow.com   | Deleted Items   | FW: SPA send as attachment - single item  | 2022.02.02. 21:50:21 |
| Email archive | jake.peralta@tech-arrow.com   | Inbox           | RE: Tech news   | 2021.05.11. 11:16:29 |
| GDPR Exchange | sandra.bullock@tech-arrow.com | Sent Items      | MA Test 2   | 2022.02.04. 15:50:39 |

Meeting with Hitachi

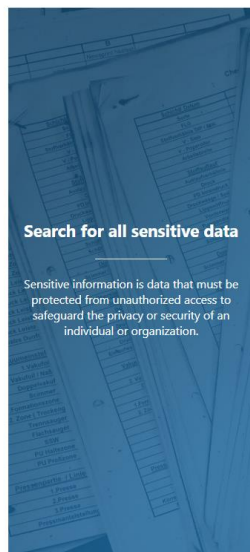
From: Jake Peralta <jake.peralta@tech-arrow.com>  
Date: 2020.09.29. 14:47:13  
To: Melissa McCarthy <melissa.mccarthy@tech-arrow.com> Sandra Bullock <sandra.bullock@tech-arrow.com>  
Cc: Bcc:  
Message

Error: The portal seems to be incorrectly configured. Please contact your administrator.

## Search for all sensitive data

On this page, the user can search for bank accounts, credit card numbers and phone numbers.

## GDPR search



**Search for all sensitive data**

Sensitive information is data that must be protected from unauthorized access to safeguard the privacy or security of an individual or organization.

Search for personal data
Search for all sensitive data

Search in Select

Email archive: jake.peralta@tech-arrow.com, Public folders  
File system archive: H:\DEMO\_tenant\_FSA  
GDPR Exchange: sandra.bullock@tech-arrow.com  
OneDrive archive: Jake Peralta

Known patterns

- ☐ Bank account IBAN
- ☐ Bank account BBAN
- ☐ Credit card VISA
- ☐ Credit card Mastercard
- ☐ Credit card Amex
- ☐ Phone number

Custom pattern

Search

[Online help](#)

By clicking on the **Select** button, the entity selector popup window will open. Here the user may select entities he wants to search in. It is also possible to filter the entities by model type. Select the desired entities and click on **OK**.

**Note:** The search can be performed only on the entities allowed by the user's roles and permissions.

## Search in

| ☐ | Tenant | ▲ | Model               | ▲ | 🔍 | Entity                             |
|---|--------|---|---------------------|---|---|------------------------------------|
| ☑ | Demo   |   | Email archive       |   |   |                                    |
| ☑ | Demo   |   | Email archive       |   |   |                                    |
| ☐ | Demo   |   | File system archive |   |   |                                    |
| ☐ | Demo   |   | File system archive |   |   |                                    |
| ☑ | Demo   |   | File system archive |   |   |                                    |
| ☐ | Demo   |   | GDPR Application    |   |   |                                    |
| ☐ | Demo   |   | GDPR Application    |   |   |                                    |
| ☐ | Demo   |   | GDPR Exchange       |   |   | jake.peralta@tech-arrow.com        |
| ☐ | Demo   |   | GDPR Exchange       |   |   | melissa.mccarthy@tech-arrow.com    |
| ☑ | Demo   |   | GDPR Exchange       |   |   | sandra.bullock@tech-arrow.com      |
| ☐ | Demo   |   | GDPR File system    |   |   | h:\DEMO_tenant_GDPRFile            |
| ☑ | Demo   |   | OneDrive archive    |   |   | Jake Peralta                       |
| ☐ | Demo   |   | SharePoint archive  |   |   | DEMO                               |
| ☐ | Demo   |   | SharePoint archive  |   |   | Version testing                    |
| ☐ | Demo   |   | Sharing             |   |   | jake.peralta@tech-arrow.com [Demo] |

OK
Cancel



The selected entities will be displayed under the **Select** button. Select the information you want to search for, or define your own pattern and click on the **Search** button.

contentACCESS Portal Connect to Jake Peralta

GDPR search

### Search for all sensitive data

Sensitive information is data that must be protected from unauthorized access to safeguard the privacy or security of an individual or organization.

Search for personal data

Search for all sensitive data

Search in

Select

Email archive: jake.peralta@tech-arrow.com, Public folders  
File system archive: H:\DEMO\_tenant\_FSA  
GDPR Exchange: sandra.bullock@tech-arrow.com  
OneDrive archive: Jake Peralta

Known patterns

☒ Bank account IBAN  
☐ Bank account BBAN  
☒ Credit card VISA  
☐ Credit card Mastercard  
☐ Credit card Amex  
☒ Phone number

Custom pattern

Search

Online help

The search results will be displayed and you can perform all the actions as with results of **Quick search** or Advanced search – export, create report, legal hold, mark for delete and even create periodical search.

contentACCESS Portal Connect to Jake Peralta

contentACCESS Portal / Search \*\*[a-z]{2}[0-9]{2}\*\*[0-9]{4}\*\*[0-9]{4} OR \*\*4[0-9]{15} OR \*\*4[0-9]{3}\*\*[0-9]{4} Search in selected English

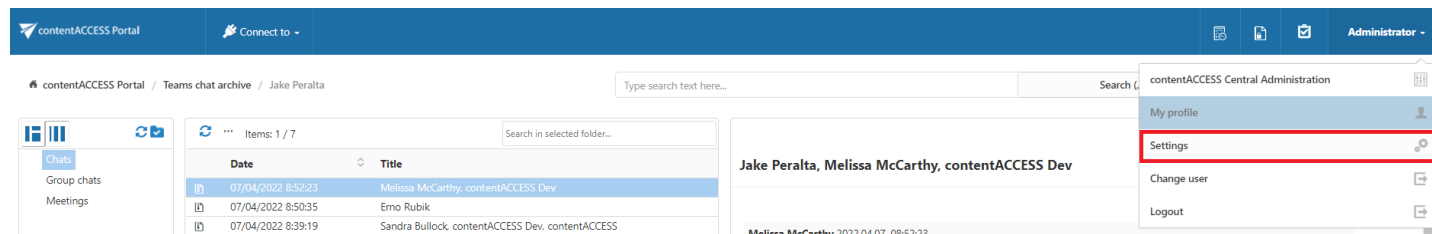
Items: 0 in selected entities

| Model                                   | Entity | Folder | Title | Date |
|---|--------|--------|-------|------|
| There are no items to show in this view |        |        |       |      |

**Note:** If **Enable hit highlighting** is turned on in [Central administration](#), the located words will be highlighted with a yellow color.

## Editing Quick, Basic and Advanced search criteria

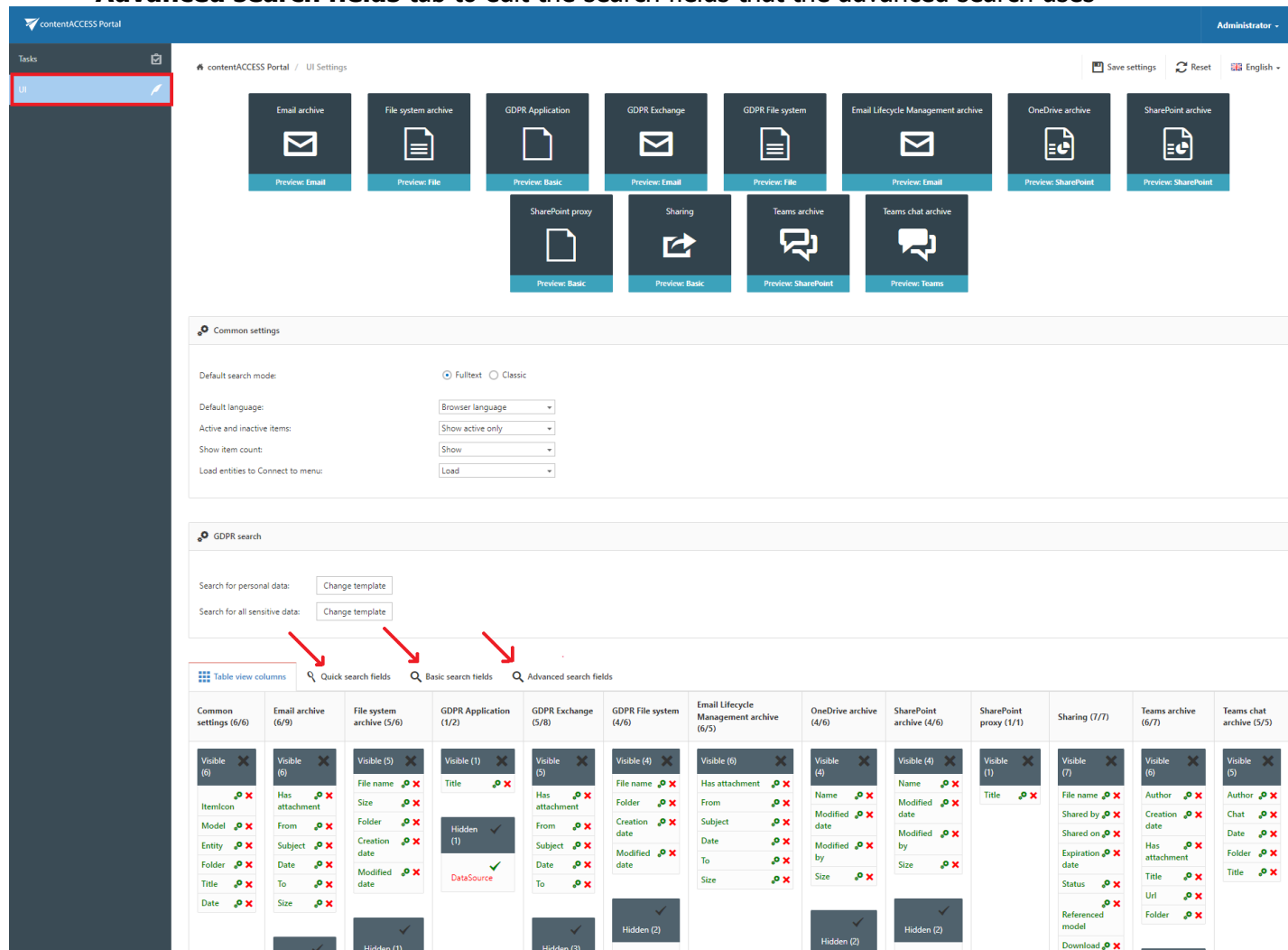
The search criteria that the contentACCESS Portal quick search and advance search use may be edited by the system administrator. To edit these criteria, open the **Administrator** menu and click on **Set-**



tings.

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 (✓) – means enable
- cross mark (✗) – 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.

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

## eDiscovery process

Electronic discovery, or **eDiscovery**, is the process of identifying, gathering and processing data stored in electronic form in response to a request in legal proceedings such as litigation, law suit or government investigations.

The **first step** is to search for the data you want to/need to find and process. This can be easily done by using the search function in contentACCESS Portal and applying filters to narrow down the search. For this task, we recommend one of the following options (or even combination of them, if



necessary):

- [Fulltext search](#) - search in the entity selected in **Connect to** by multiple criteria
- [Advanced search](#) - search in multiple entities by multiple criteria
- [GDPR search](#) - if you need to search for sensitive data (items containing name, phone number, address, card number, etc.)

**After the search has been performed**, it is possible to configure a [Periodical search](#). Thanks to this feature the user won't have to manually search if someone worked with sensitive data, but can let the system do the work instead. The system will be also sending notification emails with the results of the periodical search to the specified recipients - this way **any data leakage can be detected very soon**.

The search results can be exported as **PST** (if the results are only from Email archive) or **ZIP** file. The ZIP file will also contain [Manifest file](#) - an .xls file that contains summary about the exported items. Export actions can be [downloaded](#) from **Tasks list** or **Tasks page**.



**Export to PST** [X]

**Name \*:** Export Tue Jun 04 2019 Microsoft

**Export:** ☒ All items from the search result  
☐ Selected item(s) (1)

**Tenant \*:** TECH-ARROW

Create Cancel

Screenshot: Exporting items as PST

**Export to zip** [X]

**Name \*:** Export Tue Jun 04 2019 Microsoft

**Export:** ☒ All items from the search result  
☐ Selected item(s) (1)

**Tenant \*:** TECH-ARROW

Create Cancel

Screenshot: Exporting items as ZIP

The [legal hold](#) feature allows to create a legal hold case, where the user can put documents (searchresults) afterwards. Documents that are under a legal hold case can't be deleted from the system until the legal hold case expires.

**Manage legal hold case** [X]

Create new legal hold case | Update existing legal hold case

**Name\*:** Microsoft license

**Description:** Items related to Microsoft licenses

☐ Never expires

**Expiration date:** 6/30/2020

**Tenant\*:** TECH-ARROW

Only documents belonging to selected tenant going to be processed

☒ All items (42 items)  
☐ Selected item(s) (1 items)

Save Cancel

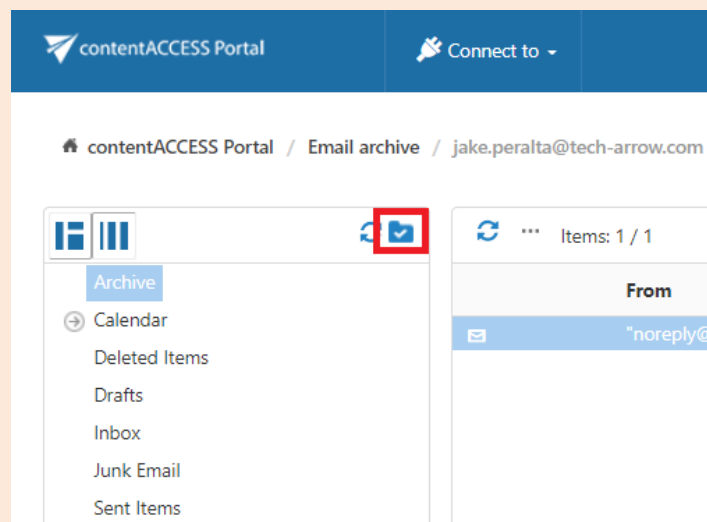


If you don't want to export search results as ZIP, but want to have an **.xls document with summary** about them (similar to the manifest file), it is possible to create one by using the [Create report](#) function. The report can be then downloaded from **Tasks list** or **Tasks page**.

## Folder selection methods

In the following subchapters we will describe how multiple folders/items may be selected in the contentACCESS Portal 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 [Tasks supported by different entities](#).

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



## Multi-selection

### Multiple item selection:

If the user would like to perform any operations on the contentACCESS Portal 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



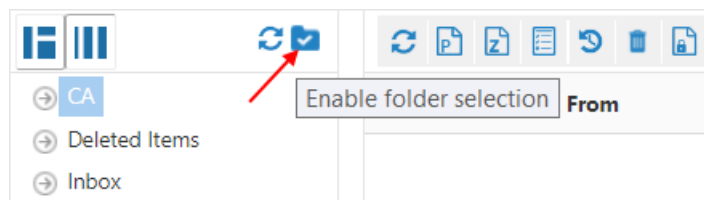
- holding down the CTRL/SHIFT keys and selecting multiple items to process (like on the picture below);

The screenshot shows the contentACCESS Portal interface. The top navigation bar includes the portal name, a 'Connect to' dropdown, and user information. The main area displays a file system archive for 'H:\DEMO\_tenant\_FSA'. A search bar is present. On the left, a navigation pane shows a tree structure with folders like 'Root', 'basic', 'Diacritics', 'Filter', 'For indexing', 'Msg files', 'ShortcutDeletion', 'Testfolder', and 'Wikipedia'. The 'Testfolder' is selected. The main grid shows 4 items out of 9. The items are listed with columns for Title, Size, Created, Modified, and Versions. The selected items are 'Jane Austen\_bio.pdf' and 'Lady Susan.docx'. On the right, a details pane for 'Jane Austen\_bio.pdf' shows its size (1.2 MB), creation date (2021.04.28), and modification date (2020.11.30).

- 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.

The screenshot shows the contentACCESS Portal interface with the 'Enable folder selection' button highlighted. The navigation pane on the left shows a tree structure with folders like 'Root', 'basic', 'Diacritics', 'Filter', 'For indexing', 'Msg files', 'ShortcutDeletion', 'Testfolder', and 'Wikipedia'. The 'Diacritics' folder is selected. The main grid shows 3 folders out of 3. The folders are listed with columns for Folder name/path. The selected folders are 'Root/Diacritics', 'Root/For indexing (including all subfolders)', and 'Root/Wikipedia (including all subfolders)'.

### 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

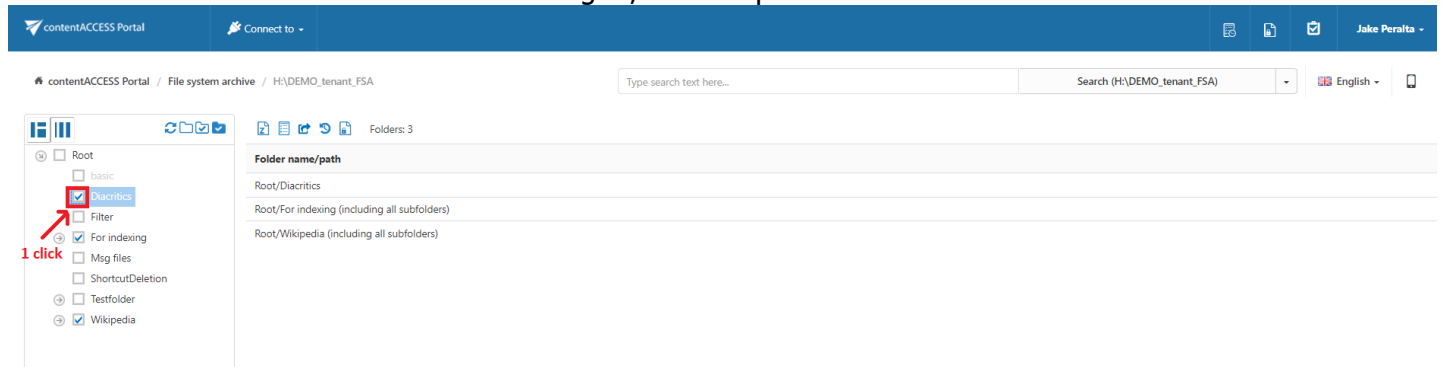
- **Recursive folder structure starting from a parent folder** – by a single click on the parent subfolder in the contentACCESS Portal's navigation pane.

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:

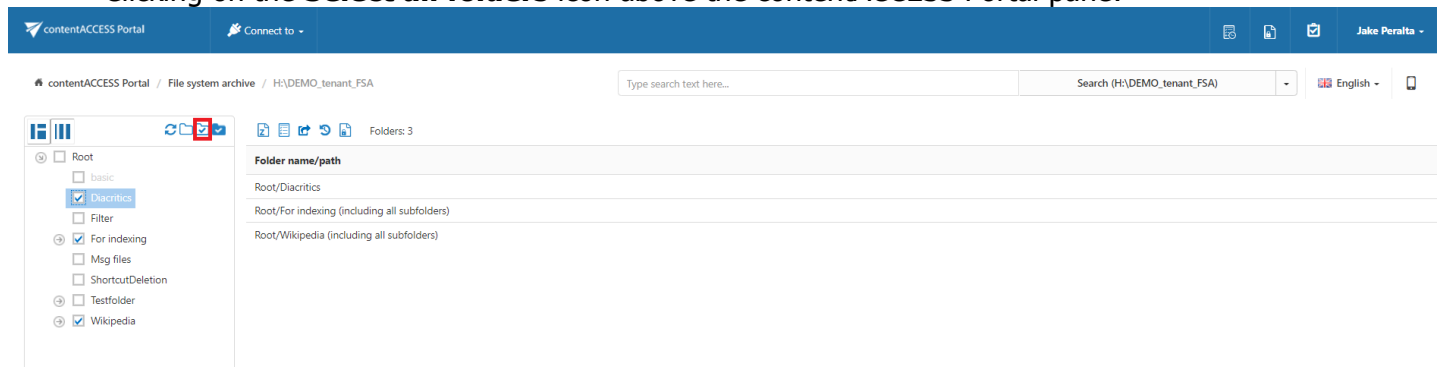
The user may select the **whole recursive folder structure by**

- 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.



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

- Clicking on the **Select all folders** icon above the contentACCESS Portal pane:

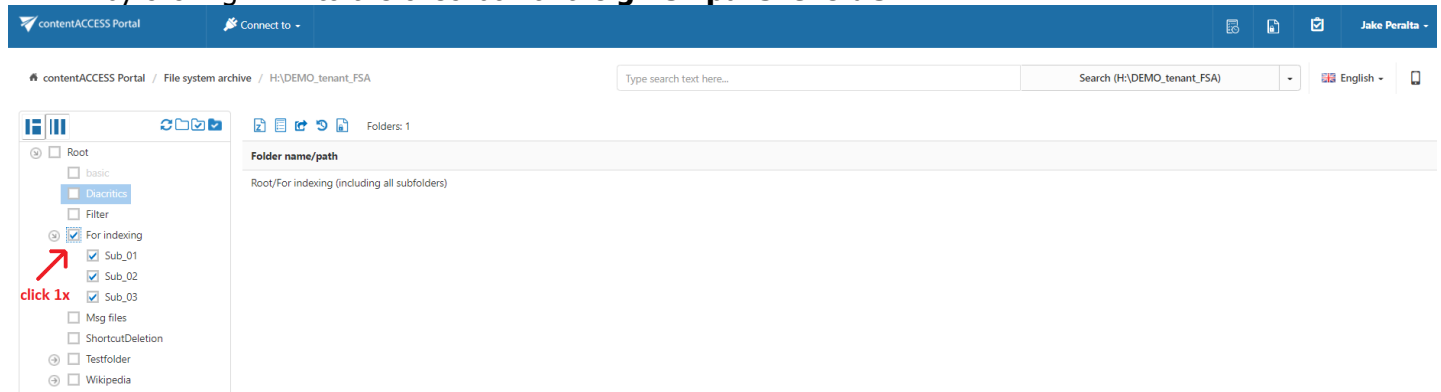


Screenshot: Selecting the whole recursive folder structure using the **Select all folders** icon

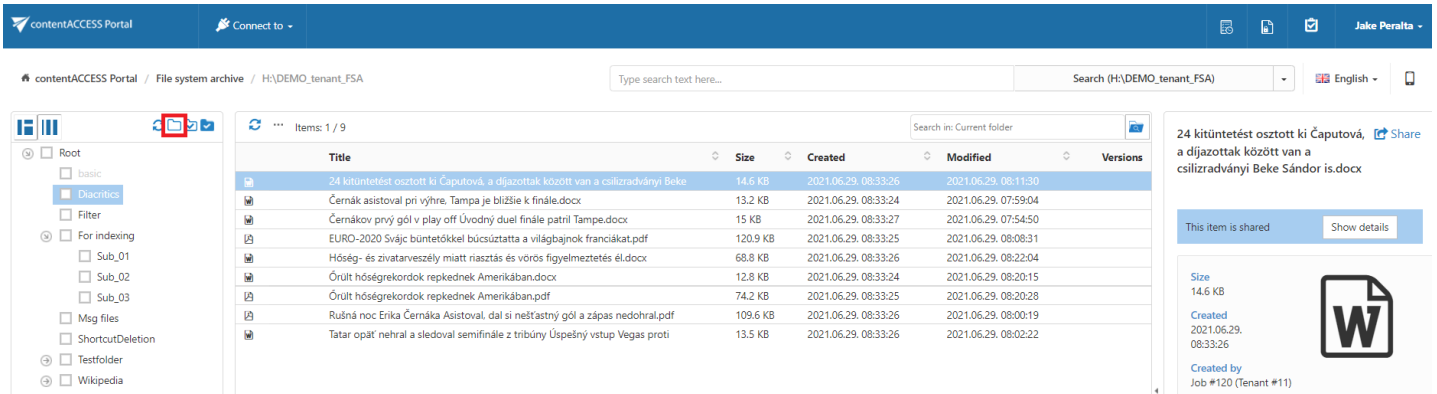
### Selecting a recursive folder structure starting from a parent folder:

The user may select a folder structure starting from a parent folder

- by clicking **1x** into the checkbox of the **given parent folder**:



- use the **Deselect all folders** icon above the contentACCESS Portal pane to deselect all already selected folders:



contentACCESS Portal / File system archive / H:\DEMO\_tenant\_FSA

Type search text here... Search (H:\DEMO\_tenant\_FSA)

Items: 1 / 9

| Title  | Size     | Created              | Modified             | Versions |
|--|----------|----------------------|----------------------|----------|
| 24 kiténtetést osztott ki Čaputová, a díjazottak között van a csilzradványi Beke | 14.6 KB  | 2021.06.29. 08:33:26 | 2021.06.29. 08:11:30 |          |
| Černák asistoval pri výhre, Tampa je bližšie k finále.docx                       | 13.2 KB  | 2021.06.29. 08:33:24 | 2021.06.29. 07:59:04 |          |
| Černákov prvý gól v play off Úvodný duel finále patril Tampe.docx                | 15 KB    | 2021.06.29. 08:33:27 | 2021.06.29. 07:54:50 |          |
| EURO-2020 Sväjc búntetókkal búcsúztatta a világbajnok franciákat.pdf             | 120.9 KB | 2021.06.29. 08:33:25 | 2021.06.29. 08:08:31 |          |
| Hőség- és zivatárvészely miatt riasztás és vörös figyelmeztetés él.docx          | 68.8 KB  | 2021.06.29. 08:33:26 | 2021.06.29. 08:22:04 |          |
| Órult hősegrekordok repkednek Amerikában.docx                                    | 12.8 KB  | 2021.06.29. 08:33:24 | 2021.06.29. 08:20:15 |          |
| Órult hősegrekordok repkednek Amerikában.pdf                                     | 74.2 KB  | 2021.06.29. 08:33:25 | 2021.06.29. 08:20:28 |          |
| Ruňná noc Erika Černáka Asistoval, dal si nešťastný gól a zápas nedohral.pdf     | 109.6 KB | 2021.06.29. 08:33:26 | 2021.06.29. 08:00:19 |          |
| Tatar opäť nehral a sledoval semifinále z tribúny Úspešný vstup Vegas proti      | 13.5 KB  | 2021.06.29. 08:33:26 | 2021.06.29. 08:02:22 |          |

24 kiténtetést osztott ki Čaputová, a díjazottak között van a csilzradványi Beke Sándor is.docx

This item is shared Show details

Size 14.6 KB

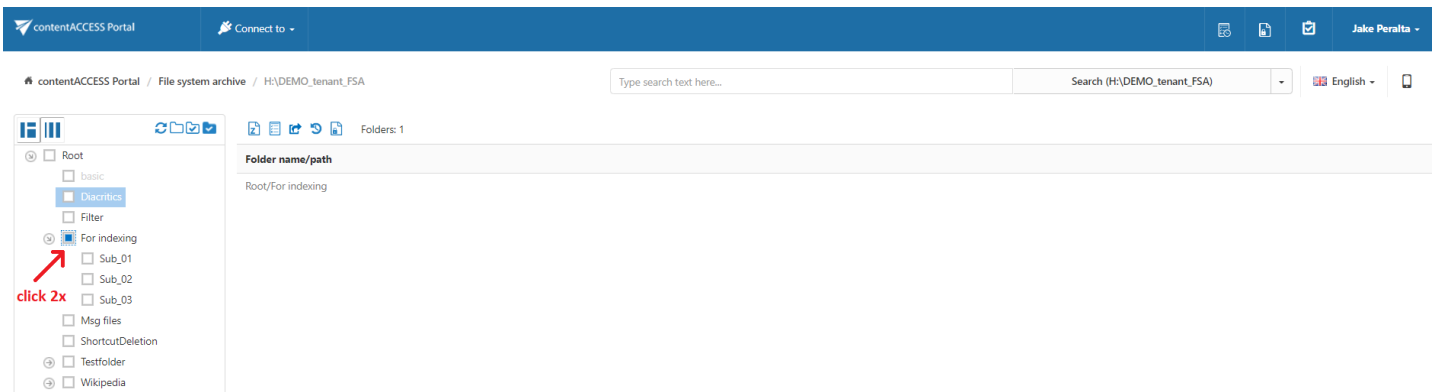
Created 2021.06.29. 08:33:26

Created by Job #120 (Tenant #11)

Screenshot: Deselecting the whole recursive folder structure using the **Select none** 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.



contentACCESS Portal / File system archive / H:\DEMO\_tenant\_FSA

Type search text here... Search (H:\DEMO\_tenant\_FSA)

Items: 1 / 9

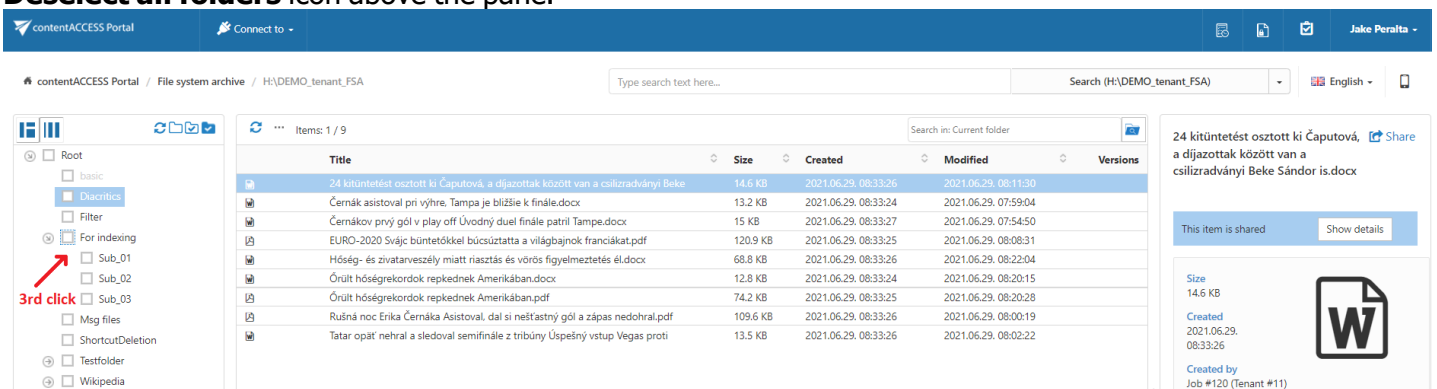
Folder name/path

Root/For indexing

click 2x

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.



contentACCESS Portal / File system archive / H:\DEMO\_tenant\_FSA

Type search text here... Search (H:\DEMO\_tenant\_FSA)

Items: 1 / 9

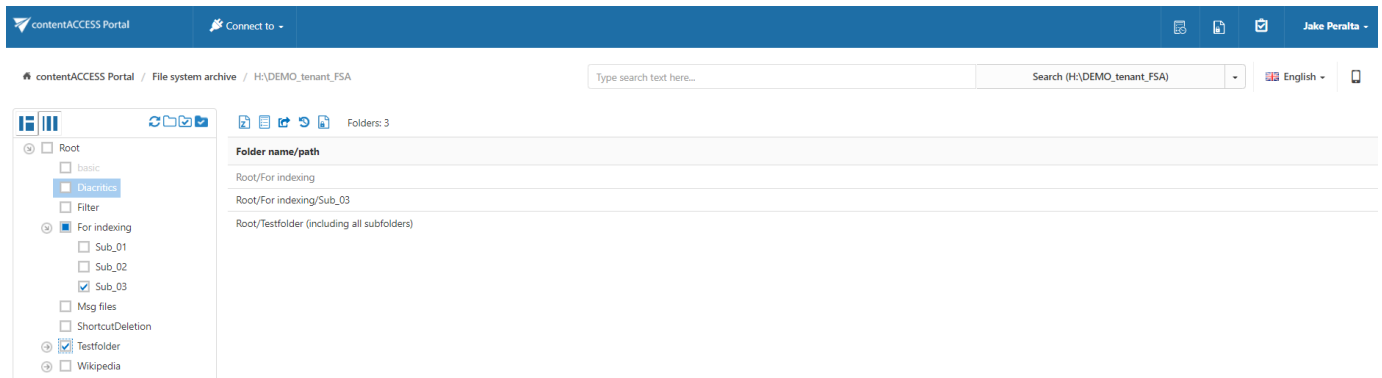
Folder name/path

Root/For indexing

3rd click

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.



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

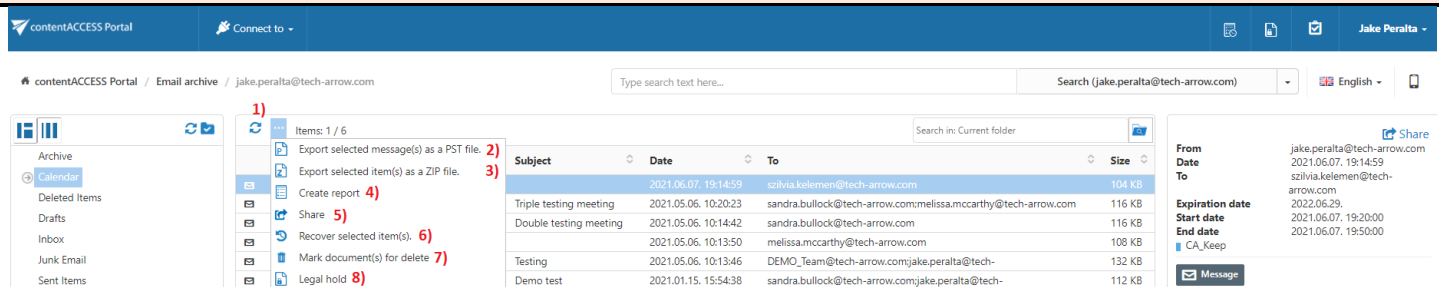
## Tasks supported by entities (models)

The tasks that are supported in contentACCESS Portal are entity-specific. The available tasks can be triggered using the appropriate toolbar buttons located above the items grid. There are 7 different tasks that can be run using these buttons, namely:

1. **Refresh** – the button is used to manually update the item list;
2. **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. **Create report** – creates a XLS file containing a list of the selected files and their details
5. **Share item(s)** – share items with selected users or your whole organization directly from contentACCESS Portal, without the need to use any other applications nor send large attachments; single items can be shared by using the **Share** button in the upper right corner too
6. **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)
7. **Delete** – allows to mark/unmark documents for/from delete
8. **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.

**Important:** Cross tenant sharing is **NOT** allowed. If the user you are logged in with is assigned to Tenant 1, then you cannot share data from Tenant 2, even if you have access to that data. You can view the sharing details but cannot share the items.

**Important:** When the user selects items to **mark/unmark documents** for/from delete from the **search results list**, and the task is done on the Task list, the **index job** has to run. Otherwise, the bin icon won't appear/disappear next to the selected items.



Screenshot: Toolbar buttons used to trigger Email archive tasks

Toolbar buttons are available from the search page, too.

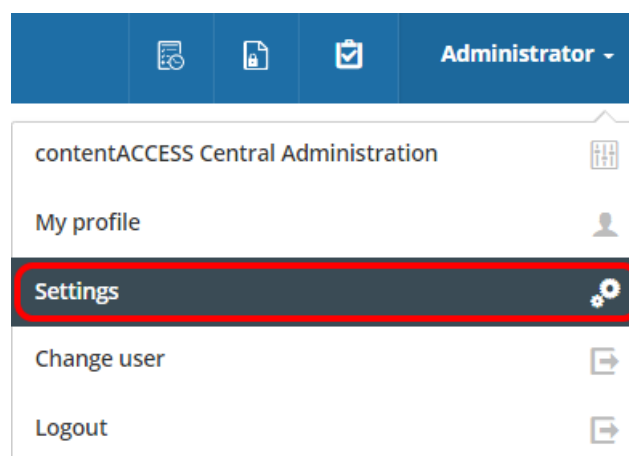




**Note:** For more information regarding these functionalities in File System Archive and Email Archive read sections [File Archive tasks](#) and [Email Archive tasks](#) of this guide.

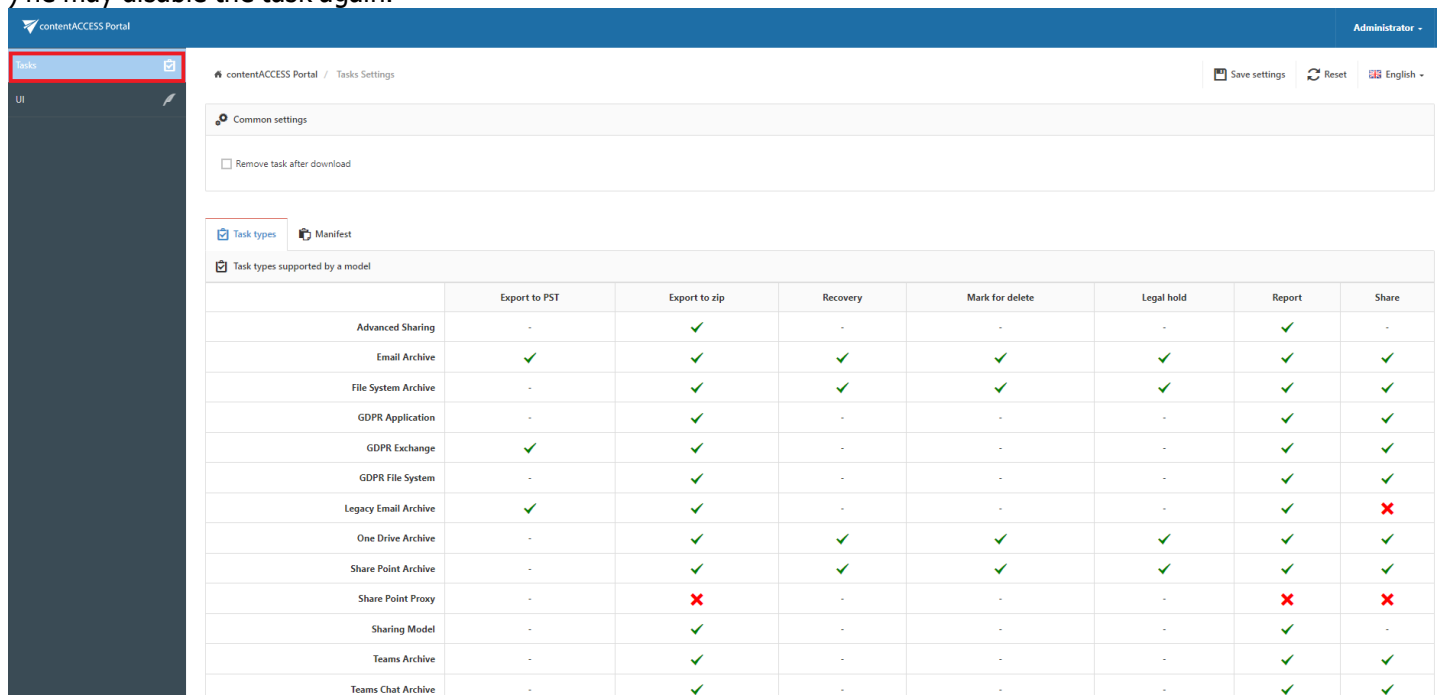
## Enabling/disabling tasks

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**:



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



|                      | Export to PST | Export to zip | Recovery | Mark for delete | Legal hold | Report | Share |
|----------------------|---------------|---------------|----------|-----------------|------------|--------|-------|
| Advanced Sharing     | -             | ✓             | -        | -               | -          | ✓      | -     |
| Email Archive        | ✓             | ✓             | ✓        | ✓               | ✓          | ✓      | ✓     |
| File System Archive  | -             | ✓             | ✓        | ✓               | ✓          | ✓      | ✓     |
| GDPR Application     | -             | ✓             | -        | -               | -          | ✓      | ✓     |
| GDPR Exchange        | ✓             | ✓             | -        | -               | -          | ✓      | ✓     |
| GDPR File System     | -             | ✓             | -        | -               | -          | ✓      | ✓     |
| Legacy Email Archive | ✓             | ✓             | -        | -               | -          | ✓      | ✗     |
| One Drive Archive    | -             | ✓             | ✓        | ✓               | ✓          | ✓      | ✓     |
| Share Point Archive  | -             | ✓             | ✓        | ✓               | ✓          | ✓      | ✓     |
| Share Point Proxy    | -             | ✗             | -        | -               | -          | ✗      | ✗     |
| Sharing Model        | -             | ✓             | -        | -               | -          | ✓      | -     |
| Teams Archive        | -             | ✓             | -        | -               | -          | ✓      | ✓     |
| Teams Chat Archive   | -             | ✓             | -        | -               | -          | ✓      | ✓     |

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.



contentACCESS Portal

Administrator

Tasks

contentACCESS Portal / Tasks Settings

Common settings

☐ Remove task after download

Task types

Manifest

Task types supported by a model

|                      | Export to PST | Export to zip | Recovery | Mark for delete | Legal hold | Report | Share |
|----------------------|---------------|---------------|----------|-----------------|------------|--------|-------|
| Advanced Sharing     | -             | ✗             | -        | -               | -          | ✓      | -     |
| Email Archive        | ✓             | ✓             | ✓        | ✓               | ✓          | ✓      | ✓     |
| File System Archive  | -             | ✓             | ✓        | ✓               | ✓          | ✓      | ✓     |
| GDPR Application     | -             | ✓             | -        | -               | -          | ✓      | ✓     |
| GDPR Exchange        | ✓             | ✓             | -        | -               | -          | ✓      | ✓     |
| GDPR File System     | -             | ✓             | -        | -               | -          | ✓      | ✓     |
| Legacy Email Archive | ✓             | ✓             | -        | -               | -          | ✓      | ✗     |
| One Drive Archive    | -             | ✓             | ✓        | ✓               | ✓          | ✓      | ✓     |
| Share Point Archive  | -             | ✓             | ✓        | ✓               | ✓          | ✓      | ✓     |
| Share Point Proxy    | -             | ✗             | -        | -               | -          | ✗      | ✗     |

## Create report

The **Create report** task creates a XLS file, which can be later downloaded from the Tasks list or Tasks page. The downloaded file is saved on the resource storage. It contains a summary about the selected items.

To create a report file, select some items and click on the **Create report** button.

contentACCESS Portal

Connect to

Jake Peralta

contentACCESS Portal / Email archive / jake.peralta@tech-arrow.com

Type search text here...

Search (jake.peralta@tech-arrow.com)

English

Archive

Calendar

Deleted Items

Drafts

Inbox

Junk Email

Sent Items

Items: 1 / 6

Export selected message(s) as a PST file.

Export selected item(s) as a ZIP file.

**Create report**

Share

Recover selected item(s).

Mark document(s) for delete

Legal hold

| Subject                | Date                 | To  | Size   |
|------------------------|----------------------|---|--------|
| Triple testing meeting | 2021.06.07. 19:14:59 | szilvia.kelemen@tech-arrow.com                                | 104 KB |
| Double testing meeting | 2021.05.06. 10:20:23 | sandra.bullock@tech-arrow.com;melissa.mccarthy@tech-arrow.com | 116 KB |
| Testing                | 2021.05.06. 10:13:50 | melissa.mccarthy@tech-arrow.com                               | 108 KB |
| Demo test              | 2021.05.06. 10:13:46 | DEMO_Team@tech-arrow.com;jake.peralta@tech-arrow.com          | 132 KB |
|                        | 2021.01.15. 15:54:38 | sandra.bullock@tech-arrow.com;jake.peralta@tech-arrow.com     | 112 KB |

From Date To

jake.peralta@tech-arrow.com

2021.06.07. 19:14:59

szilvia.kelemen@tech-arrow.com

2022.06.29.

Expiration date

Start date

End date

2021.06.07. 19:20:00

2021.06.07. 19:50:00

CA\_Keep

Message

This email is shared

Show details

A pop-up window opens. Name your report and choose if you want to get summary of all items (all items in the selected folder) or only of the selected items. Click **Create**.

Report

Name \*: Report Wed May 30 2018

Export:

☐ All items

☒ Selected item(s)

Create Cancel



Download the file from the Tasks list or the Tasks page.

| Description                       | Status | Progress | Action   |
|-----------------------------------|--------|----------|----------|
| Report Wed May 30 2018            | Done   | 100%     | Download |
| contentWEB Export 5/30/2018 test4 | Done   | 100%     | Download |
| contentWEB Export 5/30/2018 test3 | Done   | 100%     | Download |
| contentWEB Export 5/30/2018 test2 | Done   | 100%     | Download |
| contentWEB Export 5/30/2018 test1 | Done   | 100%     | Download |

+ 106 other tasks

On the **Summary** tab the user may view the task summary information, the creation date and who created the report action and the total number of the items.

| Report Wed May 30 2018 |                      |
|------------------------|----------------------|
| Tenant:                | Tech-Arrow           |
| Created on:            | 5/30/2018 2:27:03 PM |
| Created by:            | Administrator        |

| Email archive   |   |
|-----------------|---|
| Number of items | 4 |

Summary | Email archive

On the **Entity** tab (the tab is named based on the entity of the items) the user may find the title of the items, their type, size and path of each item.



## Email archive

[Back to Summary](#)

| Title   | Type | Size  | Path  | Date      | Subject                      | From | To | Message c | Has attach | Important | Mailbox         |
|---|------|-------|-------|-----------|------------------------------|------|----|-----------|------------|-----------|-----------------|
| <a href="#">Test shared file</a>                          | msg  | 18 KB | Inbox | 2017-10-2 | Test share /o=Exchan         |      |    | IPM.Note  | False      | 1         | @tech-arrow.com |
| <a href="#">New 6.6.45 setup(s)</a>                       | msg  | 76 KB | Inbox | 2016-11-3 | New 6.6.4 elmbuild02         |      |    | IPM.Note  | False      | 1         | @tech-arrow.com |
| <a href="#">New contentACCESS setup 3.1.35.0 is ready</a> | msg  | 56 KB | Inbox | 2016-11-2 | New conte<noreply@<build_not |      |    | IPM.Note  | False      | 1         | @tech-arrow.com |
| <a href="#">New contentACCESS setup 3.1.35.0 is ready</a> | msg  | 88 KB | Inbox | 2016-11-2 | New conte<noreply@<build_not |      |    | IPM.Note  | False      | 1         | @tech-arrow.com |

Summary **Email archive**

## Share item(s)

The **sharing feature** allows the user to specify the restriction and retention to be applied for the shared items when sharing them. This eliminates the need to retrospectively check the shared files and revoke access to older files.

It also automates the **user invitation** process in case the items are shared with an external recipient and sends an email with links pointing to the shared items. This makes the sharing very fast and useful for end users.

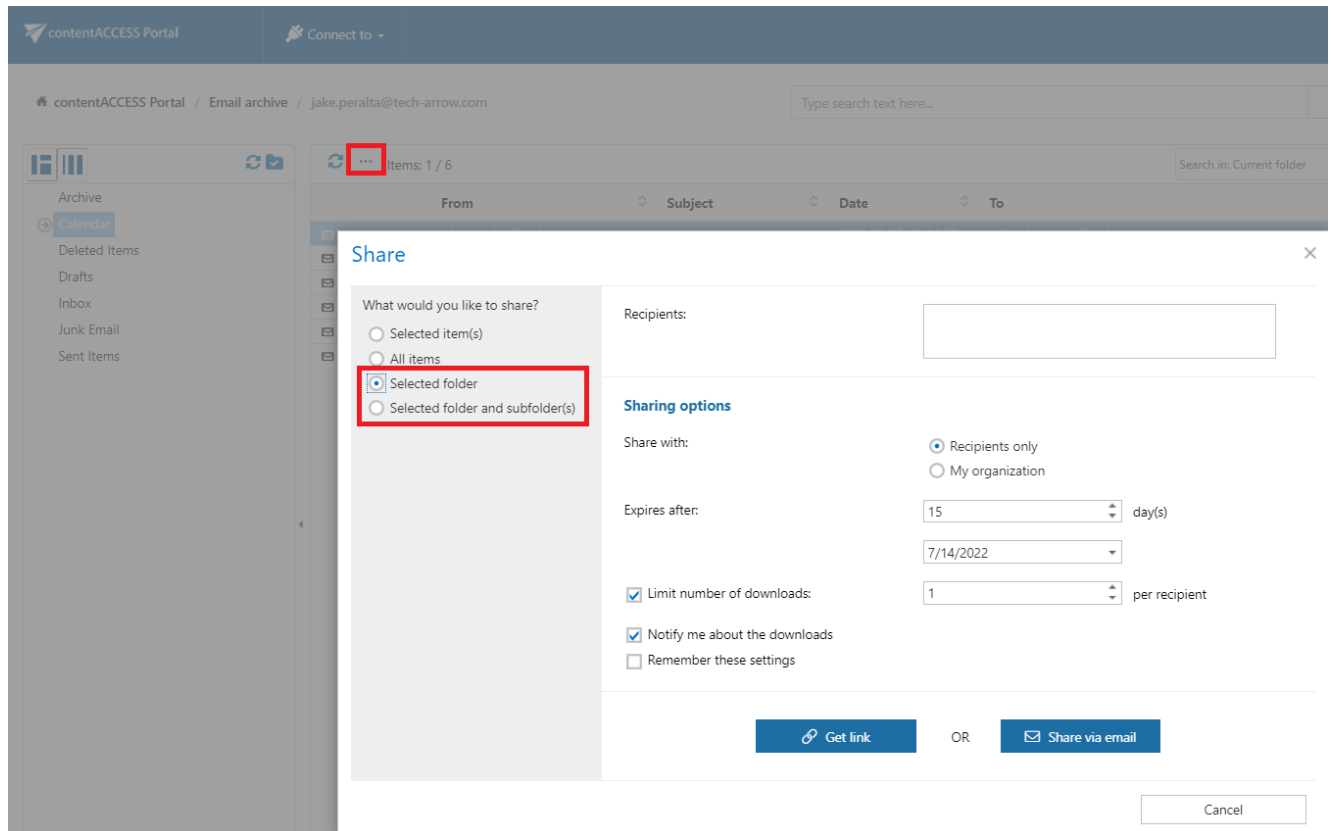
From the security side, it provides full [Auditing](#) log about the sharing user, who was downloading the file, when and from which machine and location, etc.

To share any items, select them and then click on the **Share item(s)** option. If you want to share only one item, it is enough to use the **Share** button in the top right corner (marked with arrow on screenshot below).

The screenshot shows the 'contentACCESS Portal' interface. On the left, there's a sidebar with 'Archive' and 'Calendar' selected. The main area displays a list of items with columns for Subject, Date, To, and Size. A context menu is open over the items, with the 'Share' option highlighted. On the right, there's a 'Share' button and a 'Message' button. The 'Share' button is marked with an arrow in the original image.

It is also possible to **share folders** from the context menu of the items list or the actions from the folder structure. The sharing process is the same as during the item sharing: add recipients, select the download limit and expiration date and send the email or get the link (more information is below).

The screenshot shows the 'contentACCESS Portal' interface. On the left, there's a sidebar with 'Archive' and 'Calendar' selected. The main area displays a list of folders with columns for Folder name/path and Deleted items. A context menu is open over the folders, with the 'Share' option highlighted. On the right, there's a 'Share' button and a 'Message' button. The 'Share' button is marked with an arrow in the original image.



A pop-up window opens.

Into the **Recipients** field, write the email addresses of the people you want to share the item(s) with. In **Sharing** options, specify who would you like to make the item(s) accessible for:

- **Recipients only** – even if the email with the link is forwarded, only the recipients will be able to access the shared item(s)
- **My organization** – only people from your organization (specified in Central Administration -> System -> Services -> Sharing settings) will be able to access the shared item(s)
- **Public** – anyone with the link will be able to access the shared item(s)

**Note:** The options **My organization** and **Public** can be currently selected only when using the **Share** button in the upper right corner. They also must be first allowed by the administrator in [Central Administration](#).

Specify how many days do you want the item to **expire in** or select the date from the calendar. It is also possible to **limit the number of downloads**, based on the option selected in **Share with**:

- **Recipients** – number of downloads per recipient
- **My organization** - number of downloads per user
- **Public** - number of downloads together

With the **Notify me about the downloads** function, the owner can get information about the downloads from the recipients' side. As soon as the users download the shared item, a notification email will be sent to the owner with the following information:

- User, who downloaded the item
- Downloaded file
- Downloaded time



## Downloaded remaining

Your files were downloaded



Dear [emily.bronte@tech-arrow.com](mailto:emily.bronte@tech-arrow.com),

Elena Ferrante has downloaded your shared file.

Downloaded file: **OG Search.xlsx**

Downloaded time: **3/18/2022 3:13 PM**

Downloaded remaining: **2/2**

You can access them using the following link(s):

[OG Search.xlsx](#)

Sincerely, your contentACCESS Team.

You can also save these sharing settings for future use by checking the **Remember these settings** checkbox. That way you won't need to fill in the **Sharing options** next time. If you are sharing an email with attachments, you can choose if you would like to share **only those attachments** (even select only some of them) or **the entire email**.

Share: Aurora and rare moonbows light up the night



What would you like to share?

☒ Entire item

☐ Attachment(s) only

☐ Aurora\_pictures.zip

Recipients:

sandra.bullock@tech-arrow.com X

**Sharing options**

Share with:

☒ Recipients only

☐ My organization

☐ Public

Expires after:

15 day(s)

4/7/2022

☒ Limit number of downloads:

1 per recipient

☒ Notify me about the downloads

☐ Remember these settings

Get link

OR

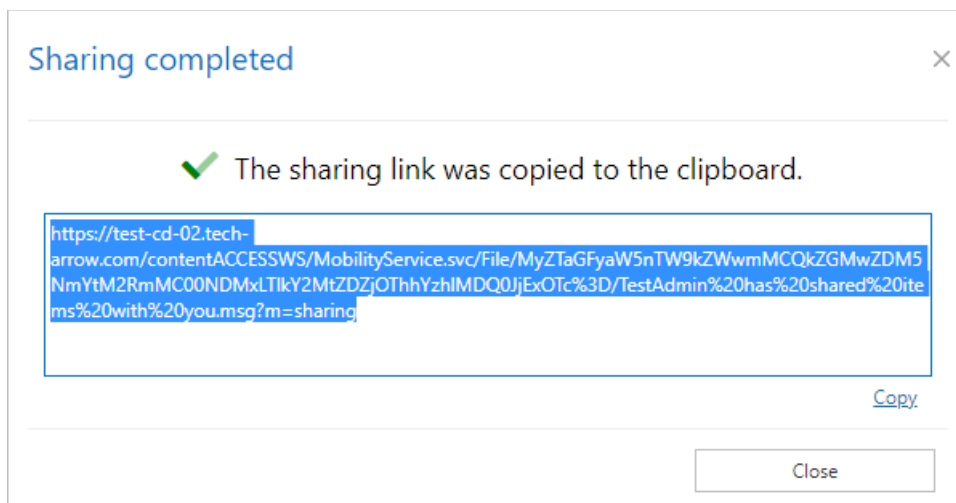
Share via email

Cancel

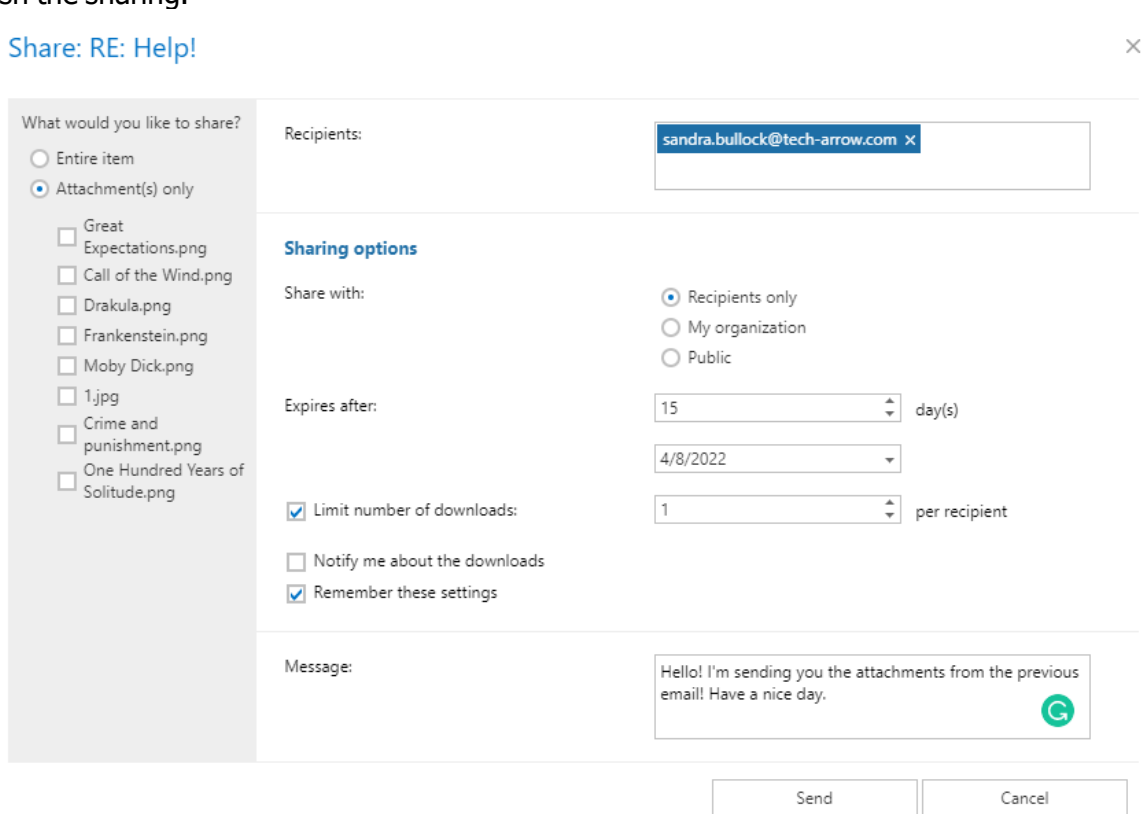
Finish the sharing by clicking on one of the two options: **Get link** or **Share via email**. If you select



Get link, the link to the shared item(s) will be copied to your clipboard and you will get this window.



If you select **Share via email**, the link to the shared item(s) will be inserted to the body of the email and you will be able to write a message, too. The subject of the email will be **[USER] has shared items with you**. Click on **Send** to finish the sharing.



If an item has been shared before, it will be marked in its preview. The item sharing is marked with the item icon, and the folder sharing is marked with the folder icon.





## Aurora and rare moonbows light up the night

[Share](#)

**From** jake.peralta@tech-arrow.com  
**Date** 2020.09.29. 15:10:25  
**To** sandra.bullock@tech-arrow.com  
**Cc** melissa.mccarthy@tech-arrow.com  
**Expiration date** 2021.05.22.  
 CA\_Html;CA

[Message](#)
[Aurora\\_pictures.zip \(205 KB\)](#)

This email is shared

[Hide details](#)

| Shared on   | Shared with  | Status  | Action  |
|-------------|--------------|---------|---|
| 2022.02.02. | Sandra       | Expired | <a href="#">Status</a> <a href="#">Modify</a> |
| 2022.02.01. | Organization | Expired | <a href="#">Status</a> <a href="#">Modify</a> |
| 2022.02.01. | Organization | Expired | <a href="#">Status</a> <a href="#">Modify</a> |
| 2022.01.31. | Sandra       | Expired | <a href="#">Status</a> <a href="#">Modify</a> |
| 2022.01.28. | Sandra       | Expired | <a href="#">Status</a> <a href="#">Modify</a> |
| 2022.01.17. | Sandra       | Expired | <a href="#">Status</a> <a href="#">Modify</a> |
| 2021.06.02  | Organization | Expired | <a href="#">Status</a> <a href="#">Modify</a> |

If you have applicable rights and permissions, you will be able to modify the sharing settings. Click on the **Modify option**. The **Modify sharing options** window will open. Here, you will be able to add and/or remove recipients, change accessibility, the expiration date and download limit. The option **Save and get link** works the same as **Get link**, the option **Save and share via email** works the same as **Share via email**. The option **Save** just saves the changes that were made to the sharing settings.

### Modify sharing options

×
[Sharing options](#)   [Status](#)

Recipients:

#### Sharing options

Share with:

- ☐ Recipients only  
☐ My organization  
☒ Public

Expires after:

 day(s)

☒ Limit number of downloads:

 globally

☒ Notify me about the downloads

☐ Remember these settings

[Save and get link](#)
[Save and share via email](#)
[Save](#)
[Cancel](#)

When you click on the **Status option**, you will be redirected to the window where you will be able to view the status and information about the selected sharing. From here, it is also possible to **Activate**



**or Suspend** the sharing. When an item (or whole sharing) is **suspended**, it is not possible to download it, until it is activated back again. If necessary, it is also possible to re-send the sharing notification by clicking on **the Send sharing notification** button.



## Modify sharing options



Sharing options    Status

Status: **Active [1]** [Suspend all](#)

Shared by: Jake Peralta

Shared on: 2022.03.24.

Expires on: 2022.04.08.

Download limit: 1 globally

Shared with: Public

### Shared items:

| Name         | Status |                                 |
|--------------|--------|---------------------------------|
| RE_Help!.msg | Active | <a href="#">Suspend sharing</a> |

Close

When you connect to the **Sharing model**, some items will have the **Show related files** button in their preview. This means that the item was shared together with at least one more item and you can view the list of items by clicking on that button.

The screenshot shows the contentACCESS Portal interface. The top navigation bar includes the portal name, a 'Connect to' dropdown, and user information. The main content area displays a list of shared items under the 'Sharing' tab. The list includes columns for File name, Shared by, Shared on, Expiration date, Status, Referenced model, and Download limit. A detailed preview of a selected item, 'Sandra Bullock, contentACCESS Dev, contentACCESS.zip', is shown on the right. This preview includes the item's status (Expired), shared by (Jake Peralta), shared on date, expiration date, download limit, and download count. It also lists the shared with (Public) and recipient(s) (No recipients specified). The 'Model' is identified as 'Teams chat archive'. At the bottom of the preview, there are buttons for 'Modify sharing options' and 'Show related files' (highlighted with a red box). A 'Download history' section is also visible at the bottom right.

The list will look for example like this:

contentACCESS Portal / Sharing / jake.peralta@tech-arrow.com [Demo]

Type search text here... Search (jake.peralta@tech-arrow.com [Demo]) English

Items: 1 / 4

| File name                  | Shared by                   | Shared on   | Expiration date | Status  | Referenced model | Download limit |
|----------------------------|-----------------------------|-------------|-----------------|---------|------------------|----------------|
| Greetings from Wyoming.jpg | jake.peralta@tech-arrow.com | 2022.03.02. | 2022.03.17.     | Expired | OneDrive archive | 1              |
| Elvis Presley.jpeg         | jake.peralta@tech-arrow.com | 2022.03.02. | 2022.03.17.     | Expired | OneDrive archive | 1              |
| Montana nature.jpg         | jake.peralta@tech-arrow.com | 2022.03.02. | 2022.03.17.     | Expired | OneDrive archive | 1              |
| 2011-ford-fieta-owners-    | jake.peralta@tech-arrow.com | 2022.03.02. | 2022.03.17.     | Expired | OneDrive archive | 1              |

Greetings from Wyoming.jpg

Status: Expired

Shared by: Jake Peralta

Shared on: 2022.03.02. 09:04:32

Expiration date: 2022.03.17. 23:59:59

Download limit: 1 per user

Download count: 1

Shared with: Organization

Recipient(s): No recipients specified

Model: OneDrive archive

Modify sharing options Show related files

Download history

Online help

In the **Sharing** model, the recipient can't download the whole folders, only the items from the folders. Click on the folder's name, and the user will see the items from the shared folder.

contentWEB / Sharing / jake.peralta@tech-arrow.com [Demo]

Type search text here... Search (jake.peralta@tech-arrow.com [Demo]) English

Items: 1 / 153

| File name   | Shared by                     | Shared on   | Expiration date | Status  | Referenced model    | Download limit |
|---|-------------------------------|-------------|-----------------|---------|---------------------|----------------|
| Calendar  | sandra.bullock@tech-arrow.com | 2022.02.21. | 2022.03.13.     | Expired | Email archive       | 20             |
| New NBA season to test LeBron James abilities.pdf             | sandra.bullock@tech-arrow.com | 2022.02.21. | 2024.11.16.     | Active  | Teams archive       | Un             |
| jake.peralta@tech-arrow.com has downloaded your shared        | sandra.bullock@tech-arrow.com | 2022.02.21. | 2024.11.16.     | Active  | Email archive       | Un             |
| Academic Transfer.docx  | sandra.bullock@tech-arrow.com | 2022.02.21. | 2022.03.13.     | Expired | File system archive | 20             |
| Academic Transfer.docx  | sandra.bullock@tech-arrow.com | 2022.02.21. | 2022.03.13.     | Expired | File system archive | 20             |
| Academic Transfer.docx  | sandra.bullock@tech-arrow.com | 2022.02.21. | 2022.03.13.     | Expired | File system archive | 20             |
| Jake.msg  | sandra.bullock@tech-arrow.com | 2022.02.10. | 2022.03.02.     | Expired | Email archive       | 20             |
| Melissa.msg   | sandra.bullock@tech-arrow.com | 2022.02.10. | 2022.03.02.     | Expired | Email archive       | 20             |
| BBC_news_culture_the_tv_shows_that_reveal_the_real_France.msg | sandra.bullock@tech-arrow.com | 2022.02.10. | 2022.03.02.     | Expired | Email archive       | 20             |
| Andy Samberg's career.msg                                     | sandra.bullock@tech-arrow.com | 2022.02.10. | 2022.03.02.     | Expired | Email archive       | 20             |
| 1001book you should read.xlsx                                 | jake.peralta@tech-arrow.com   | 2022.02.07. | 2022.02.11.     | Expired | OneDrive archive    | 1              |
| Virtual Drive.pptx  | sandra.bullock@tech-arrow.com | 2022.02.07. | 2022.03.02.     | Expired | Direct upload       | 23             |
| CA - GATE.contentAccess.log                                   | sandra.bullock@tech-arrow.com | 2022.02.07. | 2022.02.19.     | Expired | Direct upload       | 12             |
| Archive with share path 2.3.44 - mcs01 problem.txt            | sandra.bullock@tech-arrow.com | 2022.02.07. | 2022.02.19.     | Expired | Direct upload       | 12             |
| Add - Edit tenant.jpg   | sandra.bullock@tech-arrow.com | 2022.02.07. | 2022.02.19.     | Expired | Direct upload       | 12             |
| 1001 movie you should watch.txt                               | sandra.bullock@tech-arrow.com | 2022.02.07. | 2022.02.08.     | Expired | OneDrive archive    | 1              |
| Test with emails attach.msg                                   | sandra.bullock@tech-arrow.com | 2022.02.07. | 2022.02.08.     | Expired | Email archive       | 1              |
| Test with emails attach.msg                                   | sandra.bullock@tech-arrow.com | 2022.02.07. | 2022.02.08.     | Expired | Email archive       | 1              |
| 2016-18-college-catalog-north-seattle-college.pdf             | sandra.bullock@tech-arrow.com | 2022.02.04. | 2022.02.04.     | Expired | File system archive | 2              |
| Emily Bronte.zip  | sandra.bullock@tech-arrow.com | 2022.02.04. | 2022.02.11.     | Expired | Teams chat archive  | 2              |
| Health Med Computers 0809_1.docx                              | sandra.bullock@tech-arrow.com | 2022.02.04. | 2022.02.05.     | Expired | GDPR File system    | 5              |

Calendar (including all subfolders)

Status: Expired

Shared by: Sandra Bullock

Shared on: 2022.02.21. 10:46:46

Expiration date: 2022.03.13. 23:59:59

Download limit: 20 per recipient

Download count: 0

Shared with: Recipients only

Recipient(s): jake.peralta@tech-arrow.com

Model: Email archive

Folder sharing options

The shared folders are listed under the **Shared with me** and **My Organization** folders (if the sharing is active) and the **My shares** folder (always).



contentWEB / Sharing / jake.peralta@tech-arrow.com [Demo]

Type search text here...

Search (jake.peralta@tech-arrow.com [Demo])

English

Shared with me

My shares

Calendar

Calendar

Chats

Chats

Chats

Deleted Items

Deleted Items

Deleted Items

DemoDocLib

Diagnostics

Diagnostics

Diagnostics

Diagnostics

Discussion

Documents

Documents

Documents vol2

Drafts

Files

Files

Items: 1 / 34

Search in selected folder...

| File name  | Shared by          | Shared on   | Expiration date      | Status  | Referenced model | Download limit |
|--|--------------------|-------------|----------------------|---------|------------------|----------------|
| contentACCESS  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| People working on common projects using Microsoft Teams as     | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
|  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
|  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| third test message   | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Second test message  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Test message   | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Testing  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Testing  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
|  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
|  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
|  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
|  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Ten TV shows to watch in October Share using Email The Undoing | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| 35 California fires August Complex CA 902.463 acres burned     | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| https://www.latimes.com/wildfires-map/                         | jake.peralta@tech- | 2022.02.03. | 2022.02.03. 13:55:16 | Expired | Teams archive    | 1              |
| https://caea.tech-   | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| https://demo-fulltext.tech-                                    | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Bug related test message with attachments                      | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Test message for opening and downloading the attachments (bug  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Franchise History  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Los Angeles Rams   | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Lidar technology has revealed a whole new timeline of human    | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
|  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
|  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |

contentACCESS

Status

Expired

Shared by

jake.peralta@tech-arrow.com

Shared on

2022.02.03. 13:55:16

Expiration date

2022.02.04. 23:59:59

Download limit

1 per recipient

Download count

1

Shared with

Recipients only

Recipient(s)

sandra.bullock@tech-arrow.com

Model

Teams archive

Modify folder sharing options

Download history

Name

Download date

Device

sandra.bullock@tech-arrow.com

2022.02.03. 13:55:28

Windows computer

The **download history** is not available on the folder's preview, only on the items. The same goes for the **Status** tab. Here, the owner sees the status of the folder sharing, and because of this, the download history is not available neither on the folder's preview nor on the Status tab. The download history is available only on the items' preview in the shared folder.

Items: 1 / 34

Search in selected folder...

| File name  | Shared by          | Shared on   | Expiration date      | Status  | Referenced model | Download limit |
|--|--------------------|-------------|----------------------|---------|------------------|----------------|
| contentACCESS  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| People working on common projects using Microsoft Teams as     | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
|  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
|  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| third test message   | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Second test message  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Test message   | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Testing  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Testing  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
|  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
|  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
|  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
|  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Ten TV shows to watch in October Share using Email The Undoing | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| 35 California fires August Complex CA 902.463 acres burned     | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| https://www.latimes.com/wildfires-map/                         | jake.peralta@tech- | 2022.02.03. | 2022.02.03. 13:55:16 | Expired | Teams archive    | 1              |
| https://caea.tech-   | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| https://demo-fulltext.tech-                                    | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Bug related test message with attachments                      | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Test message for opening and downloading the attachments (bug  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Franchise History  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Los Angeles Rams   | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
| Lidar technology has revealed a whole new timeline of human    | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
|  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |
|  | jake.peralta@tech- | 2022.02.03. | 2022.02.04.          | Expired | Teams archive    | 1              |

contentACCESS

Status

Expired

Shared by

jake.peralta@tech-arrow.com

Shared on

2022.02.03. 13:55:16

Expiration date

2022.02.04. 23:59:59

Download limit

1 per recipient

Download count

1

Shared with

Recipients only

Recipient(s)

sandra.bullock@tech-arrow.com

Model

Teams archive

Modify folder sharing options

Download history

Name

Download date

Device

sandra.bullock@tech-arrow.com

2022.02.03. 13:55:28

Windows computer

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## Modify folder sharing options



Sharing options      Status

Status: **Expired [1]**

Shared by: Jake Peralta

Shared on: 2022.02.03.

Expires on: 2022.02.04.

Download limit: 1 per recipient

Shared with: Recipients only

### Shared items:

| Name  | Status  |
|-------|---------|
| Posts | Expired |

Close

## 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

The screenshot shows the contentACCESS Portal interface. The top navigation bar includes 'contentACCESS Portal', 'Connect to', and user information 'Jake Peralta'. The main area displays an email archive for 'jake.peralta@tech-arrow.com'. A search bar is present with the text 'Search (jake.peralta@tech-arrow.com)'. On the left, a sidebar shows folders like 'Archive', 'Calendar', 'Deleted Items', 'Drafts', 'Inbox', 'Junk Email', and 'Sent Items'. The main content area shows a list of items with columns for Subject, Date, To, and Size. A context menu is open over the first item, showing options like 'Export selected message(s) as a PST file.', 'Export selected item(s) as a ZIP file.', 'Create report', 'Share', 'Recover selected item(s).', 'Mark document(s) for delete', and 'Legal hold'. The 'Legal hold' option is highlighted with a red box. On the right, a details pane shows the 'From' and 'To' fields, the 'Expiration date' (2022.06.29), the 'Start date' (2021.06.07, 19:20:00), and the 'End date' (2021.06.07, 19:50:00). A 'Message' button is also visible.



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

**Manage legal hold case** [X]

**Create new legal hold case** | Update existing legal hold case

Name:\*

Description:

☐ Never expires

Expiration date:

☐ 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 contentACCESS Portal).

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 hold case** [X]

Create new legal hold case | **Update existing legal hold case**

You are going to add documents to an existing legal hold case. Select necessary information to update legal hold case

Legal hold case:\*

☐ All items (9 items)

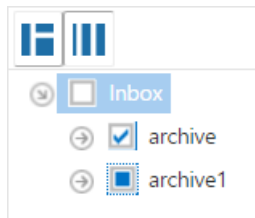
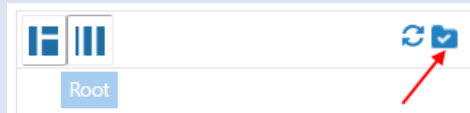
☒ Selected item(s) (2 items)

Save Cancel



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.

**Note:** The folder selection must be enabled first.



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 3 actions. In the upper left 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.





contentACCESS Portal

Connect to -

Jake Peralta -

contentACCESS Portal / Legal hold

English -

1)

| Name             | Expiration date | Status   | Creation date         | Deleted | Action |
|------------------|-----------------|----------|-----------------------|---------|--------|
| Test             | Never expires   | Waiting  | 6/29/2022 4:30:41 PM  | No      | 2)     |
| SPA legal hold 2 | 6/30/2022       | Finished | 6/27/2022 11:48:53 AM | No      |        |
| SPA legal hold   | Never expires   | Finished | 6/27/2022 11:47:27 AM | No      |        |
| FSA legal hold 2 | Never expires   | Finished | 6/27/2022 11:36:16 AM | No      |        |
| EA LegalHold     | Never expires   | Finished | 6/1/2022 12:15:02 PM  | No      | 3)     |

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.

Connect to -

Jake Peralta -

# contentACCESS Portal / Legal hold / SPA legal hold 2

English -

SPA legal hold 2

Description:

Test for delete from LH v...

Expiration date:

6/30/2022

Creation date:

6/27/2022 11:48:53 AM

Status:

Finished

Total tasks:

3

Finished tasks:

3

Running tasks:

0

Tasks with error:

0

| Task type    | Name | Creation date         | Status | Action |
|--------------|------|-----------------------|--------|--------|
| Add folders  |      | 6/27/2022 11:48:53 AM | Done   |        |
| Remove items |      | 6/27/2022 1:07:24 PM  | Done   |        |
| Remove items |      | 6/27/2022 1:08:04 PM  | Done   |        |

Items: 0/14

Search

| Name   | Folder  | Entity | Date      | Action |
|--|---|--------|-----------|--------|
| BBC_Culture_Style_Stunning_images_of_elegance_and_str...     | https://techarrow.sharepoint.com/sites/DEMO/Shared D... | DEMO   | 5/28/2021 |        |
| BBC_News_Culture_The_TV_shows_that_reveal_the_real_F...      | https://techarrow.sharepoint.com/sites/DEMO/Shared D... | DEMO   | 5/28/2021 |        |
| Černák asistoval pri výhre. Tampa je bližšie k finále.docx   | https://techarrow.sharepoint.com/sites/DEMO/Shared D... | DEMO   | 6/29/2021 |        |
| Černákov prvý gól v play off Úvodný duel finále patril Ta... | https://techarrow.sharepoint.com/sites/DEMO/Shared D... | DEMO   | 6/29/2021 |        |
| EURO-2020 Svajc búntetókkal búcsúztatta a világbajnok f...   | https://techarrow.sharepoint.com/sites/DEMO/Shared D... | DEMO   | 6/29/2021 |        |
| Hőség- és zivatárszély miatt riasztás és vörös figyelme...   | https://techarrow.sharepoint.com/sites/DEMO/Shared D... | DEMO   | 6/29/2020 |        |
| Malibu.docx  | https://techarrow.sharepoint.com/sites/DEMO/Shared D... | DEMO   | 9/29/2020 |        |
| Marie Curie.docx   | https://techarrow.sharepoint.com/sites/DEMO/Shared D... | DEMO   | 9/29/2020 |        |
| Moana_Your_welcome_lyrics_english_Dwayne_Johnson.bt          | https://techarrow.sharepoint.com/sites/DEMO/Shared D... | DEMO   | 5/28/2021 |        |
| Órult hőségrekordok repkednek Amerikában.docx                | https://techarrow.sharepoint.com/sites/DEMO/Shared D... | DEMO   | 6/29/2021 |        |
| Órult hőségrekordok repkednek Amerikában.pdf                 | https://techarrow.sharepoint.com/sites/DEMO/Shared D... | DEMO   | 6/29/2021 |        |
| Tabernacle of the Linaolli.pdf                               | https://techarrow.sharepoint.com/sites/DEMO/Shared D... | DEMO   | 9/29/2020 |        |
| The_lion_king_Circle_of_life_lyrics_english.txt              | https://techarrow.sharepoint.com/sites/DEMO/Shared D... | DEMO   | 5/28/2021 |        |
| Vivaldi.docx   | https://techarrow.sharepoint.com/sites/DEMO/Shared D... | DEMO   | 9/29/2020 |        |

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



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 contentACCESS Portal 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.

| Name              | Folder        | Entity | Date      | Action |
|-------------------|---------------|--------|-----------|--------|
| close to the edge | Inbox\archive |        | 5/11/2017 | 4 → 5  |
| over and over     | Inbox\archive |        | 5/11/2017 | 4 → 5  |
| never look back   | Inbox\archive |        | 5/11/2017 | 4 → 5  |

### 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   | → ↓    |

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



demanding our hero

From

Date

5/11/2017 9:28:21 AM

To

Message

Item is under legal hold

[Show details](#)

Demanding our hero  
We're crying for help  
If time won't save us  
Can we 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 contentACCESS Portal to expand the list of tasks:

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

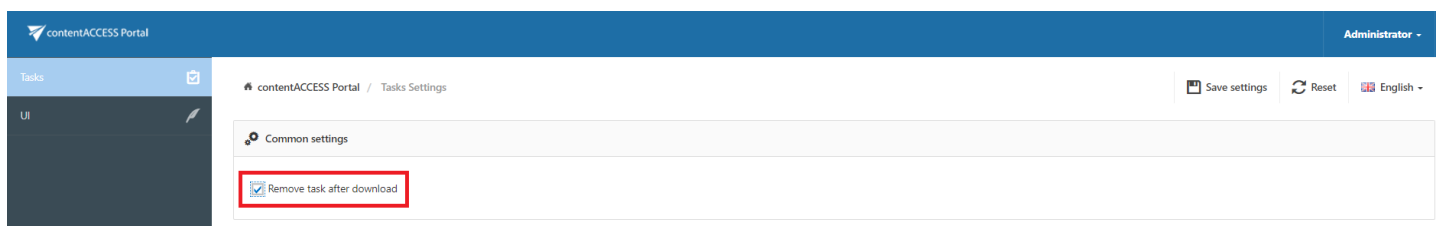
The finished export tasks can be downloaded from here. The unnecessary tasks can be deleted manually from the tasks list one-by-one by clicking on the recycle bin mark in the respective row. With this action the exported items will be deleted from the server too. All completed tasks may be deleted by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



| Tasks list                 |         |          |  |
|----------------------------|---------|----------|--|
| Description                | Status  | Progress |  |
| ZIP export evening         | Running | 19%      |  |
| Export Tue Jun 19 2018     | Done    | 100%     |  |
| Export ZIP                 | Done    | 100%     |  |
| Export ZIP Tue Jun 19 2018 | Done    | 100%     |  |
| Report Mon Jun 18 2018     | Done    | 100%     |  |
| + 10 other tasks           |         |          |  |

Screenshot: Download and deletion of the tasks

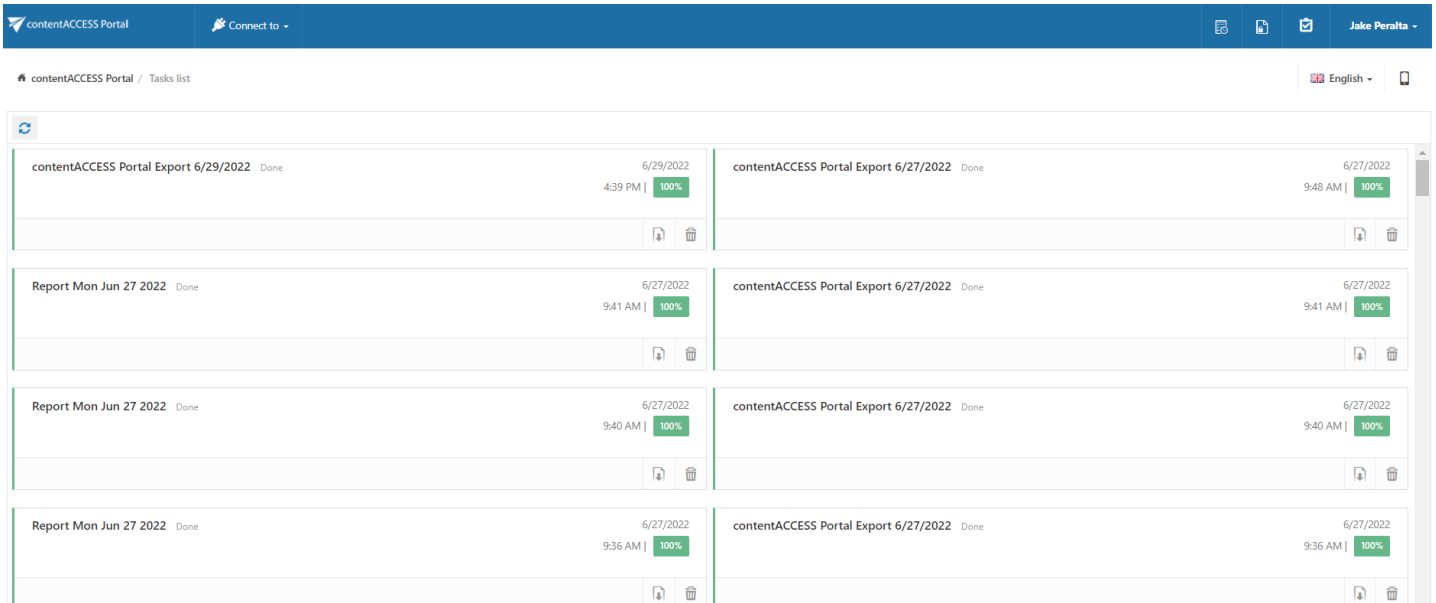
contentACCESS Portal allows to set the automatic deletion of already completed tasks. This configuration can be reached on the Task settings page. The page is accessible from **Settings** → **Tasks** → **Common settings**. If you want to use the automatic deletion, check the "Remove task after download"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



To show the complete task list on a new page, click on the page icon in the upper right corner of the Tasks list () – this will navigate you to the [Tasks page](#).

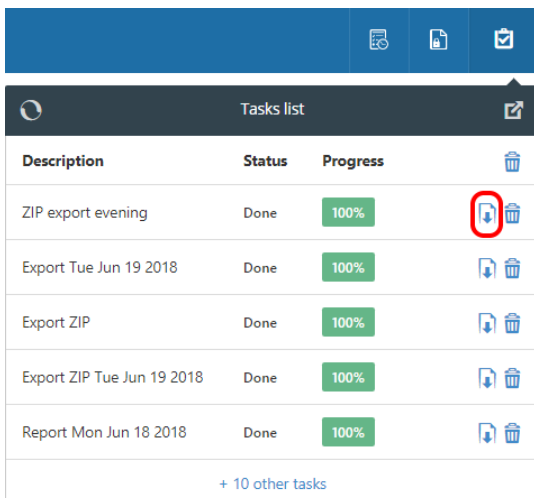
## Tasks page






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.



## Download of export actions

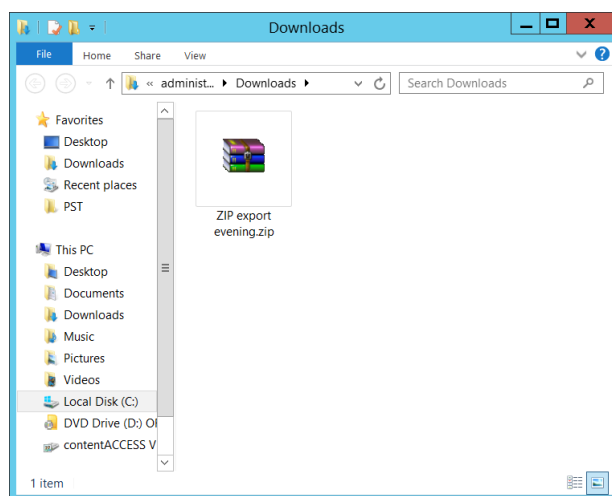
Any export actions (Export to ZIP, Export to PST) can be downloaded from the Tasks list or from the Tasks page. The downloaded items are saved on the user's local disk between downloads. The ZIP package also contains a Manifest file in XLS format, which contains a summary about the exported items:



| Description                | Status | Progress |   |
|----------------------------|--------|----------|---|
| ZIP export evening         | Done   | 100%     |  |
| Export Tue Jun 19 2018     | Done   | 100%     |  |
| Export ZIP                 | Done   | 100%     |  |
| Export ZIP Tue Jun 19 2018 | Done   | 100%     |  |
| Report Mon Jun 18 2018     | Done   | 100%     |  |

+ 10 other tasks

Screenshot A: Download of exported items



Screenshot B: Downloaded 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 **Summary** tab the user may view the task summary information, the creation date and creator of the export action, the total number of the exported items;
- On the **Entity** tab (named after entity where the items were exported from) the user may find the ti-



title of the items, the item type, size and path of each item.

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



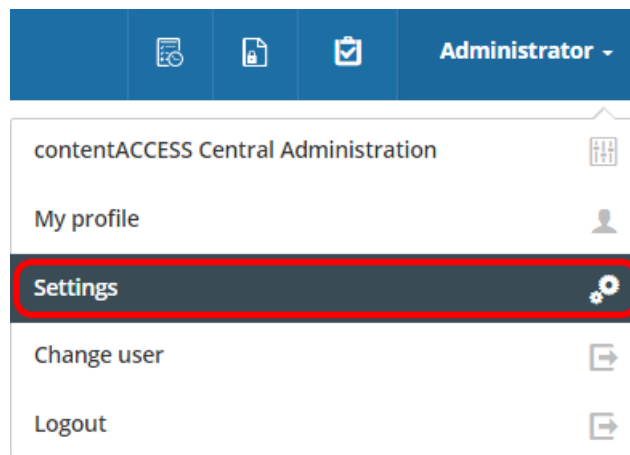
| ZIP export evening |   |  |  |
|--------------------|---|--|--|
| Tenant:            | TECH-ARROW  |  |  |
| Created on:        | 6/19/2018 5:12:06 PM  |  |  |
| Created by:        | Administrator   |  |  |
| Export details:    | Export from Entity: dne@ta.internal, Folder: CA recursively,<br>Entity: dne@ta.internal, Folder: Deleted Items recursively,<br>Entity: dne@ta.internal, Folder: Inbox recursively |  |  |
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| Email archive   |      |        |                                      |           |                     |                     |          |           |            |                 |
|---|------|--------|--------------------------------------|-----------|---------------------|---------------------|----------|-----------|------------|-----------------|
| < Back to Summary   |      |        |                                      |           |                     |                     |          |           |            |                 |
| Title   | Type | Size   | Path                                 | Date      | Subject             | From                | To       | Message c | Has attach | Importanc       |
| <a href="#">Pictures</a>  | msg  | 132608 | CA\AttachmentTest                    | 2017-06-3 | Pictures            | /O=FIRST ( User1@mi | IPM.Note | True      | 1          | dne@ta.internal |
| <a href="#">Attach03</a>  | msg  | 134144 | CA\AttachmentTest                    | 2017-06-3 | Attach03            | /O=FIRST ( User1@mi | IPM.Note | True      | 1          | dne@ta.internal |
| <a href="#">Attach02</a>  | msg  | 132816 | CA\AttachmentTest                    | 2017-06-3 | Attach02            | /O=FIRST ( Aranka@n | IPM.Note | True      | 1          | dne@ta.internal |
| <a href="#">Attach + body</a>   | msg  | 86528  | CA\AttachmentTest                    | 2017-06-3 | Attach + b          | /O=FIRST ( User1@mi | IPM.Note | True      | 1          | dne@ta.internal |
| <a href="#">contentACCESS invitation</a>                                  | msg  | 45056  | Inbox\Emails to archive\Emails to pr | 2017-12-1 | contentAC           | Administra          | IPM.Note | False     | 1          | dne@ta.internal |
| <a href="#">contentACCESS license error</a>                               | msg  | 45056  | Inbox\Emails to archive\Emails to pr | 2017-12-1 | contentAC           | Administra          | IPM.Note | False     | 1          | dne@ta.internal |
| <a href="#">contentACCESS license error</a>                               | msg  | 45056  | Inbox\Emails to archive\Emails to pr | 2017-12-1 | contentAC           | Administra          | IPM.Note | False     | 1          | dne@ta.internal |
| <a href="#">contentACCESS invitation</a>                                  | msg  | 45056  | Inbox\Emails to archive\Emails to pr | 2017-12-0 | contentAC           | Administra          | IPM.Note | False     | 1          | dne@ta.internal |
| <a href="#">contentACCESS license error</a>                               | msg  | 45056  | Inbox\Emails to archive\Emails to pr | 2017-12-0 | contentAC           | Administra          | IPM.Note | False     | 1          | dne@ta.internal |
| <a href="#">Word document</a>   | msg  | 36864  | Inbox\Emails to archive\Emails to pr | 2017-07-0 | Word docu           |                     | IPM.Note | True      | 1          | dne@ta.internal |
| <a href="#">Edgewave ThreatTest voted as one of the most promising MS</a> | msg  | 585728 | Inbox\Emails to archive\Emails with  | 2018-02-2 | Edgewave            |                     | IPM.Note | True      | 1          | dne@ta.internal |
| <a href="#">here's \$50 to sponsor your content on LinkedIn!</a>          | msg  | 53248  | Inbox\Emails to archive\Emails with  | 1753-01-0 |                     | linkedin@           | IPM.Note | False     | 1          | dne@ta.internal |
| <a href="#">Reminder: , your coupon is about to expire!</a>               | msg  | 53248  | Inbox\Emails to archive\Emails with  | 1753-01-0 | Reminder: linkedin@ |                     | IPM.Note | False     | 1          | dne@ta.internal |
| <a href="#">Edgewave ThreatTest voted as one of the most promising MS</a> | msg  | 45056  | Inbox\Emails to archive\Emails with  | 1753-01-0 | Edgewave            | techarrow           | IPM.Note | False     | 1          | dne@ta.internal |
| Summary Email archive   |      |        |                                      |           |                     |                     |          |           |            |                 |

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** → **Tasks** → **Manifest** tab. Navigate to the logged on user and open the **Settings** page.



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

contentACCESS Portal / Tasks Settings

Save settings Reset English

Common settings

☒ Remove task after download

Task types **Manifest**

Model fields at manifest

| Advanced Sharing   | Teams Archive                                      | Email Archive                                      | File System Archive                               | Legacy Email Archive                               | Share Point Archive                               |
|--|--|--|---|--|---|
| Enabled <input checked="" type="checkbox"/>              | Enabled <input checked="" type="checkbox"/>        | Enabled <input checked="" type="checkbox"/>        | Enabled <input checked="" type="checkbox"/>       | Disabled <input checked="" type="checkbox"/>       | Enabled <input checked="" type="checkbox"/>       |
| Creation date <input checked="" type="checkbox"/>        | Title <input checked="" type="checkbox"/>          | Subject <input checked="" type="checkbox"/>        | Modified date <input checked="" type="checkbox"/> | Subject <input checked="" type="checkbox"/>        | Name <input checked="" type="checkbox"/>          |
| Expiration date <input checked="" type="checkbox"/>      | Creation date <input checked="" type="checkbox"/>  | Date <input checked="" type="checkbox"/>           | Modified by <input checked="" type="checkbox"/>   | Date <input checked="" type="checkbox"/>           | Creation date <input checked="" type="checkbox"/> |
| Download limit <input checked="" type="checkbox"/>       | Author <input checked="" type="checkbox"/>         | From <input checked="" type="checkbox"/>           | Folder <input checked="" type="checkbox"/>        | From <input checked="" type="checkbox"/>           | Modified date <input checked="" type="checkbox"/> |
| Download count/limit <input checked="" type="checkbox"/> | Channel <input checked="" type="checkbox"/>        | To <input checked="" type="checkbox"/>             | Creation date <input checked="" type="checkbox"/> | To <input checked="" type="checkbox"/>             | Size <input checked="" type="checkbox"/>          |
| Status <input checked="" type="checkbox"/>               | Folder <input checked="" type="checkbox"/>         | Folder <input checked="" type="checkbox"/>         | File name <input checked="" type="checkbox"/>     | Has attachment <input checked="" type="checkbox"/> | Modified by <input checked="" type="checkbox"/>   |
| File name <input checked="" type="checkbox"/>            | Has attachment <input checked="" type="checkbox"/> | Has attachment <input checked="" type="checkbox"/> | Size <input checked="" type="checkbox"/>          |  | Url <input checked="" type="checkbox"/>           |
|  | Url <input checked="" type="checkbox"/>            | Unread <input checked="" type="checkbox"/>         |   |  |   |
|  |  | Replied <input checked="" type="checkbox"/>        |   |  |   |
|  |  | Size <input checked="" type="checkbox"/>           |   |  |   |

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





## File System Archive

contentACCESS Portal 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 contentACCESS Portal during the files' retention time.

## File versions

In contentACCESS Portal, 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 contentACCESS Portal, 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.

| Title   | Size      | Created              | Modified             | Versions |
|---|-----------|----------------------|----------------------|----------|
| 10 film to watch this April_The Northman.txt                            | 908 B     | 2022.04.07, 15:53:27 | 2022.04.01, 10:14:18 |          |
| 10 films to watch this AprilLdsx  | 12.7 KB   | 2022.04.07, 15:53:28 | 2022.04.01, 10:13:06 |          |
| 10 films to watch this April_Downtown Abbey.docx                        | 123.2 KB  | 2022.04.07, 15:53:24 | 2022.04.01, 10:21:54 |          |
| 10 films to watch this April_Petite Maman.docx                          | 12.4 KB   | 2022.04.07, 15:53:25 | 2022.04.01, 10:15:46 |          |
| 2016-18_college-catalog_north-seattle-college.pdf                       | 1011.9 KB | 2020.09.28, 15:02:40 | 2021.04.28, 07:32:55 | 1        |
| Academic Transfer.docx  | 16.7 KB   | 2020.09.28, 15:02:42 | 2021.10.11, 12:09:51 | 4        |
| Academic Transfer.docx  | 16 KB     | 2020.09.28, 15:02:42 | 2021.04.28, 07:32:55 |          |
| Academic Transfer.docx  | 16 KB     | 2020.09.28, 15:02:42 | 2020.09.29, 10:05:41 |          |
| Academic Transfer.docx  | 16 KB     | 2020.09.28, 15:02:42 | 2020.09.29, 10:01:39 |          |
| Academic Transfer.docx  | 16.2 KB   | 2020.09.28, 15:02:42 | 2020.09.28, 14:17:40 |          |
| BBC_Culture_Style_Stunning_images_of_elegance_and_strength.pdf          | 731 KB    | 2021.05.28, 10:21:13 | 2021.05.28, 08:46:32 |          |
| BBC_News_   | 428 KB    | 2021.05.28, 10:21:15 | 2021.05.28, 08:50:47 |          |
| BBC_News_Culture_Theater_Why_sisters_have_the_greatest_love_of_all.pdf  | 498.1 KB  | 2021.05.28, 10:21:16 | 2021.05.28, 08:52:03 |          |
| BBC_News_Culture_Art_La_Peregrina_The_worlds_most_famous_pearl.docx     | 223.9 KB  | 2021.05.28, 10:21:13 | 2021.05.28, 08:48:50 |          |
| BBC_News_Culture_The_truth_behind_Ancient_Rome's_most_controversial_wor | 4.3 KB    | 2021.05.28, 10:21:13 | 2021.05.28, 08:42:21 |          |
| Belgium.webp  | 217 KB    | 2022.04.07, 15:53:25 | 2022.04.01, 08:52:03 |          |
| Brazil.webp   | 224.6 KB  | 2022.04.07, 15:53:25 | 2022.04.01, 08:52:59 |          |
| Business Account Agreements.pdf   | 352.7 KB  | 2020.09.28, 15:02:42 | 2021.04.28, 07:32:56 | 1        |
| Business Changes Checklist.pdf  | 1.1 MB    | 2020.09.28, 15:02:43 | 2021.04.28, 07:32:56 | 1        |
| Checkfree.pdf   | 139.2 KB  | 2020.09.28, 15:02:45 | 2021.04.28, 07:32:56 | 1        |
| Chicago_Sister_Cities.xlsx  | 11.1 KB   | 2021.05.04, 09:47:42 | 2020.12.17, 13:18:16 |          |
| Computer.docx   | 102.6 KB  | 2020.09.28, 15:02:45 | 2021.05.04, 09:58:22 | 3        |

### 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. 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 contentACCESS Portal, 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 [Manual recovery](#) 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?

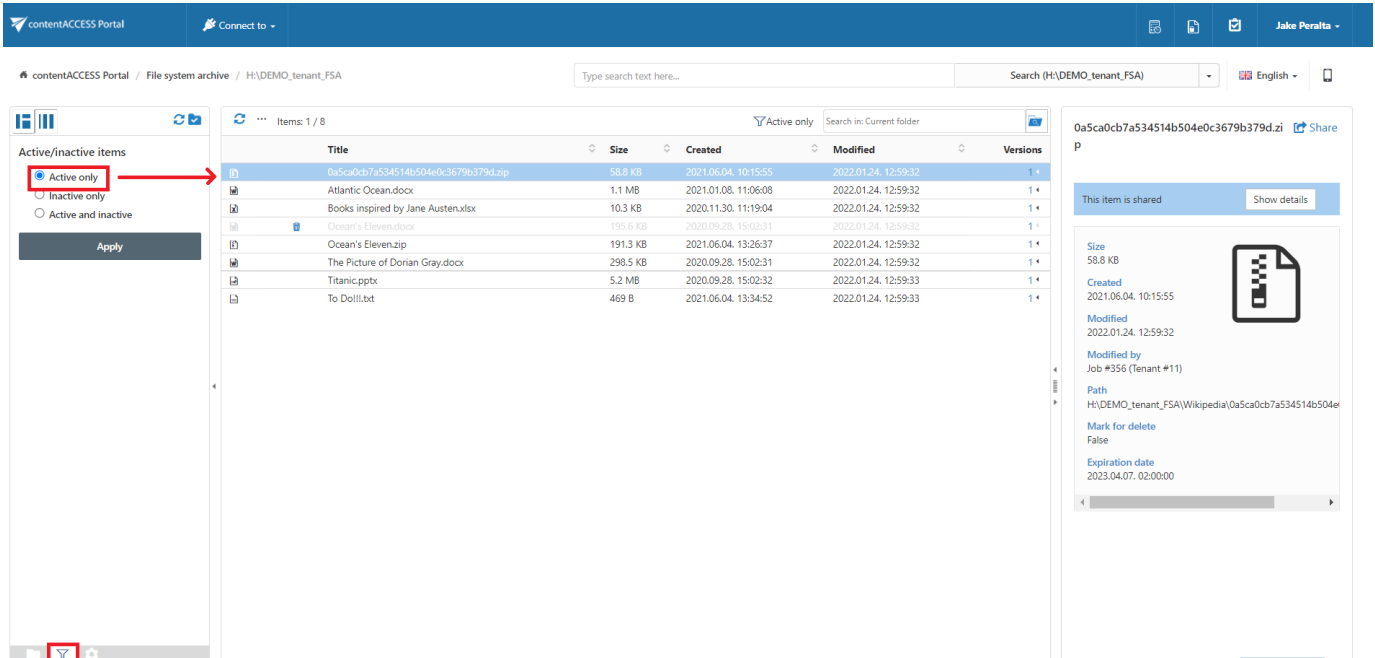
Our archive folder “**DEMO\_TENANT\_FSA**” on the below displayed screenshot contains both active and inactive items.

The screenshot shows the contentACCESS Portal interface. The top navigation bar includes the portal name, a 'Connect to' button, and a user profile 'Jake Peralta'. The breadcrumb path is 'contentACCESS Portal / File system archive / H:\DEMO\_tenant\_FSA'. A search bar is present with the text 'Type search text here...'. The main content area displays a table of files in the 'DEMO\_TENANT\_FSA' folder. The table has columns for Title, Size, Created, Modified, and Versions. The files listed are:

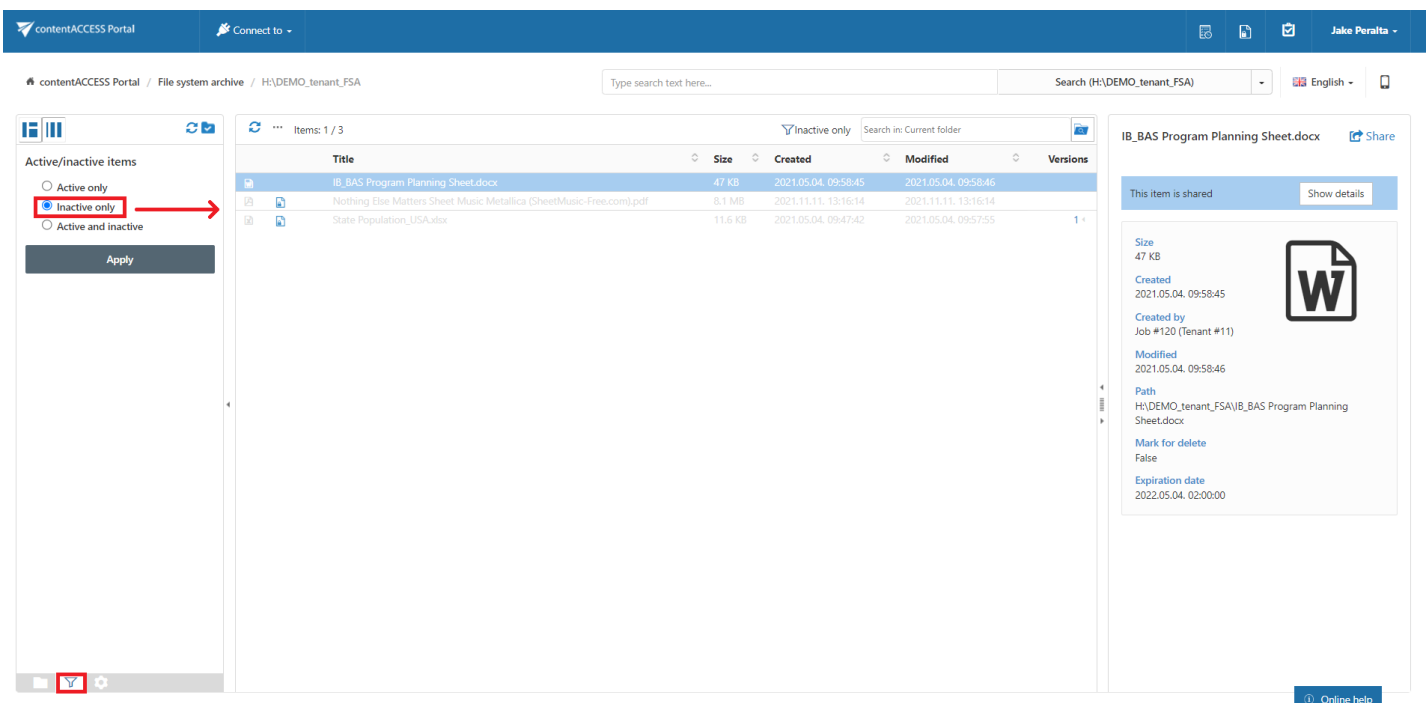
| Title                                | Size     | Created              | Modified             | Versions |
|--------------------------------------|----------|----------------------|----------------------|----------|
| 0a5ca0cb7a534514b504e0c3679b379d.zip | 58.8 KB  | 2021.06.04, 10:15:55 | 2022.01.24, 12:59:32 | 1        |
| Atlantic Ocean.docx                  | 1.1 MB   | 2021.01.08, 11:06:08 | 2022.01.24, 12:59:32 | 1        |
| Books inspired by Jane Austen.txt    | 10.3 KB  | 2020.11.30, 11:19:04 | 2022.01.24, 12:59:32 | 1        |
| My Documents.zip                     | 3 MB     | 2022.02.03, 14:51:55 | 2022.02.03, 14:53:08 |          |
| Nebraska.pdf                         | 1.2 MB   | 2022.02.04, 12:50:26 | 2022.02.04, 14:19:40 |          |
| Ocean's Eleven.docx                  | 195.6 KB | 2020.09.28, 15:02:31 | 2022.01.24, 12:59:32 | 1        |
| Ocean's Eleven.zip                   | 191.3 KB | 2021.06.04, 13:26:37 | 2022.01.24, 12:59:32 | 1        |
| The Picture of Dorian Gray.docx      | 298.5 KB | 2020.09.28, 15:02:31 | 2022.01.24, 12:59:32 | 1        |
| Titanic.pptx                         | 5.2 MB   | 2020.09.28, 15:02:32 | 2022.01.24, 12:59:33 | 1        |
| To Doll.txt                          | 469 B    | 2021.06.04, 13:34:52 | 2022.01.24, 12:59:33 | 1        |

The right-hand panel shows details for the selected file '0a5ca0cb7a534514b504e0c3679b379d.zip'. It includes a 'Share' button, a 'Show details' button, and a list of metadata: Size (58.8 KB), Created (2021.06.04, 10:15:55), Modified (2022.01.24, 12:59:32), Modified by (Job #356 (Tenant #11)), Path (H:\DEMO\_tenant\_FSA\Wikipedia\0a5ca0cb7a534514b504e0c3679b379d.zip), Mark for delete (False), and Expiration date (2023.04.07, 02:00:00).

To filter out active/inactive items in a folder, click on the horn sign ( ) 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



Screenshot B: Inactive items of the folder

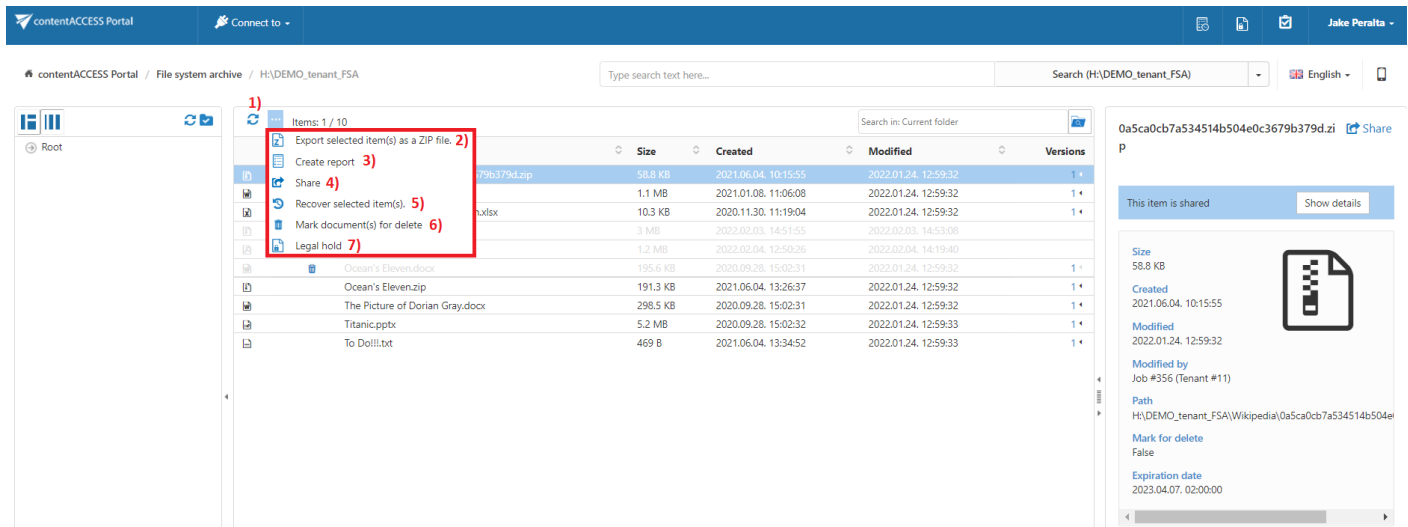
## File Archive tasks

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

1. Refresh
2. Export selected item(s) as a ZIP file
3. Create report
4. Share item(s)
5. Recover selected item(s)
6. Mark document(s) for delete
7. Legal hold

The file archive tasks can be disabled/enabled in the Administrator's settings on the **Task types** tab.

For more information read section [Enabling/disabling tasks](#).



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



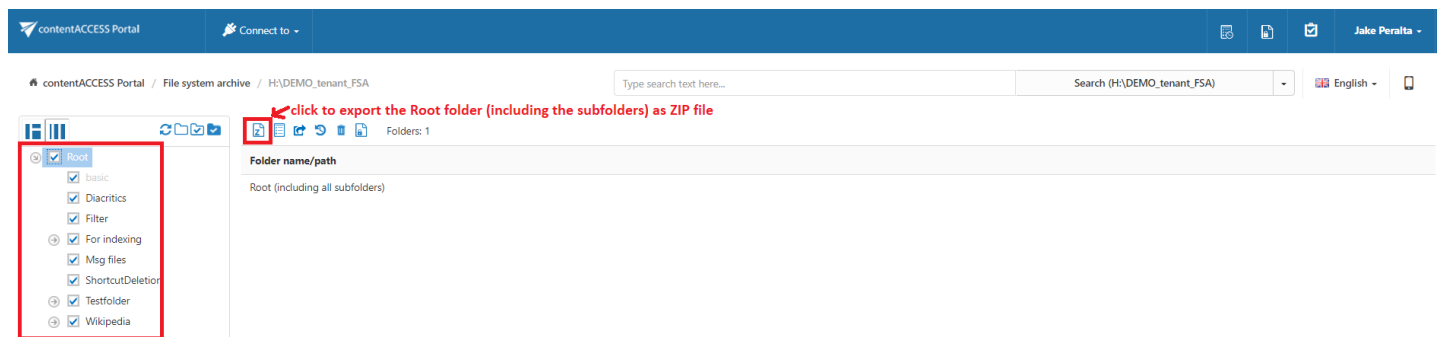
For more information refer to section [Folder selection methods](#).

### 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.

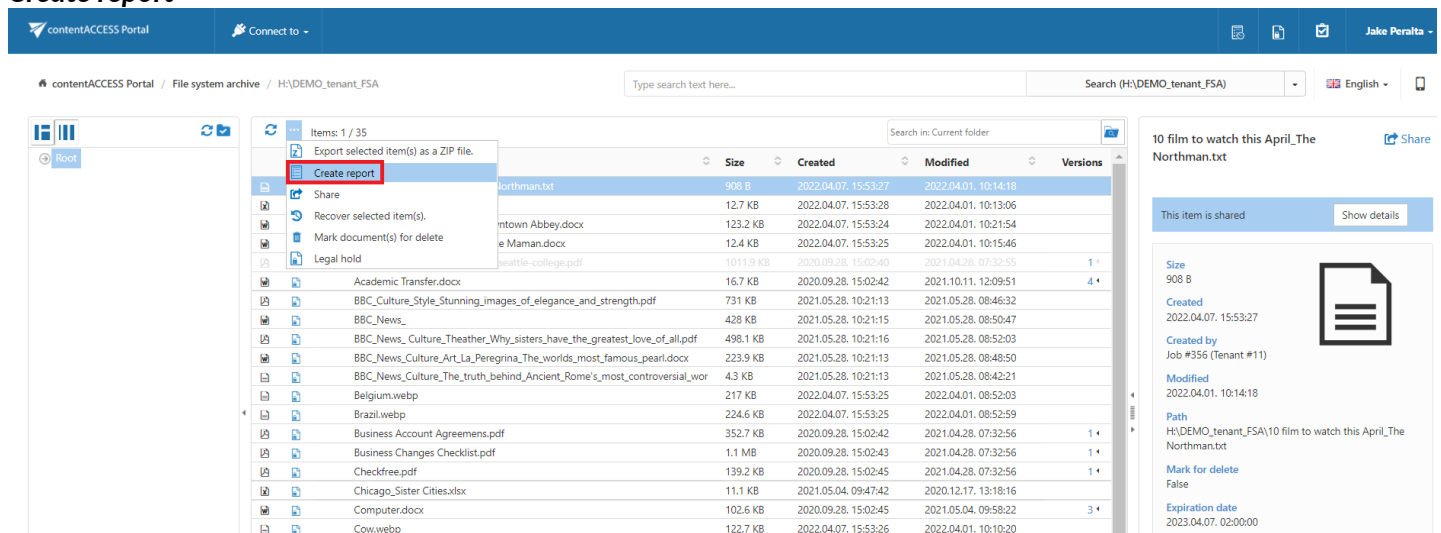
### Export selected item(s) as a ZIP file

To export file archive item(s)/folder(s) as a ZIP file, select the desired item(s) from the list view (or select the node(s) in the left side pane) and click on the **Export selected item(s) as a ZIP file** 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:



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

### Create report



Read more about this feature [here](#).

### 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 contentACCESS Portal 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 the file **does not exist** in the folder and the LNK file (shortcut) also **does not exist** in the folder => the original file is recovered to the folder
- if the file **does not exist** in the folder BUT the LNK file (shortcut) **does exist** in the folder => the LNK (shortcut) is replaced with the original
- if the file **already exists** in the folder => nothing happens

### Recovery of deleted items of folder "Wikipedia"

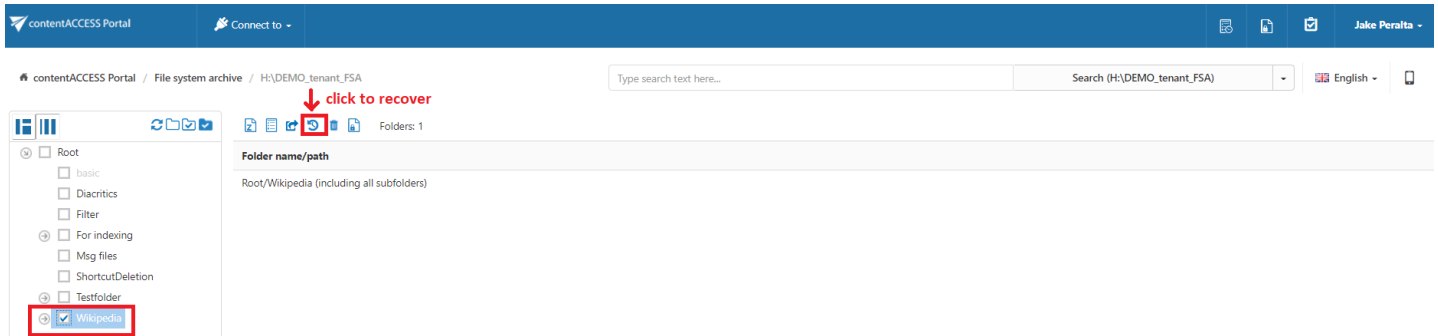
In this use case we will recover the deleted items of our shared folder "Wikipedia". First we select this folder in the navigation pane. Our inactive items have a light grey color in the grid.

The screenshot shows the contentACCESS Portal interface. On the left, the navigation pane has 'Wikipedia' selected. The main area displays a table of files:

| Title                                | Size     | Created              | Modified             | Versions |
|--------------------------------------|----------|----------------------|----------------------|----------|
| 0a5ca0cb7a534514b504e0c3679b379d.zip | 58.8 KB  | 2021.06.04, 10:15:55 | 2022.01.24, 12:59:32 | 1        |
| Atlantic Ocean.docx                  | 1.1 MB   | 2021.01.08, 11:06:08 | 2022.01.24, 12:59:32 | 1        |
| Books inspired by Jane Austen.xlsx   | 10.3 KB  | 2020.11.30, 11:19:04 | 2022.01.24, 12:59:32 | 1        |
| My Documents.zip                     | 3 MB     | 2022.02.03, 14:51:55 | 2022.02.03, 14:53:08 | 1        |
| Nebraeka.pdf                         | 1.2 MB   | 2022.02.04, 12:50:26 | 2022.02.04, 14:19:40 | 1        |
| Ocean's Eleven.docx                  | 195.6 KB | 2020.09.28, 15:02:31 | 2022.01.24, 12:59:32 | 1        |
| Ocean's Eleven.zip                   | 191.3 KB | 2021.06.04, 13:26:37 | 2022.01.24, 12:59:32 | 1        |
| The Picture of Dorian Gray.docx      | 298.5 KB | 2020.09.28, 15:02:31 | 2022.01.24, 12:59:32 | 1        |
| Titanic.pptx                         | 5.2 MB   | 2020.09.28, 15:02:32 | 2022.01.24, 12:59:33 | 1        |
| To Doll.txt                          | 469 B    | 2021.06.04, 13:34:52 | 2022.01.24, 12:59:33 | 1        |

The right sidebar shows details for the selected item: 0a5ca0cb7a534514b504e0c3679b379d.zip. It includes a 'Show details' button, a file icon, and metadata such as Size (58.8 KB), Created (2021.06.04, 10:15:55), Modified (2022.01.24, 12:59:32), Modified by (Job #356 (Tenant #11)), Path (H:\DEMO\_tenant\_FSA\Wikipedia\0a5ca0cb7a534514b504e0c3679b379d.zip), Mark for delete (False), and Expiration date (2023.04.07, 02:00:00).

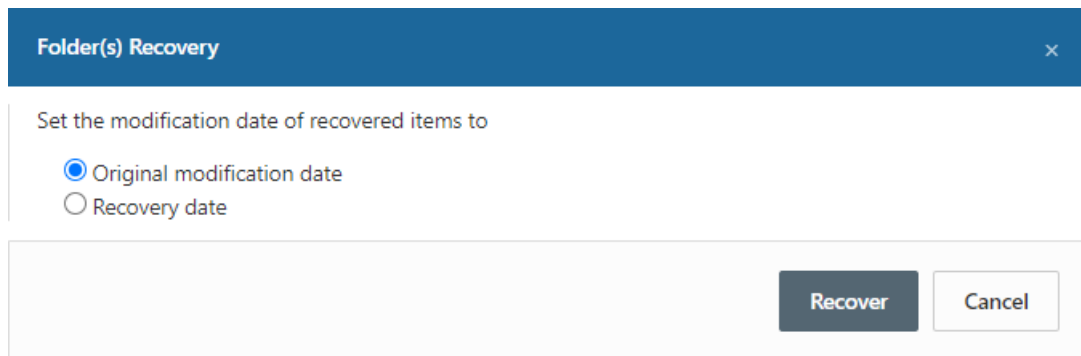
Now we want to have all deleted folder items (inactive documents) back in our file location. We check folder's check box in the navigation pane and we click on the recovery toolbar button above the list view:



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 re-archived.



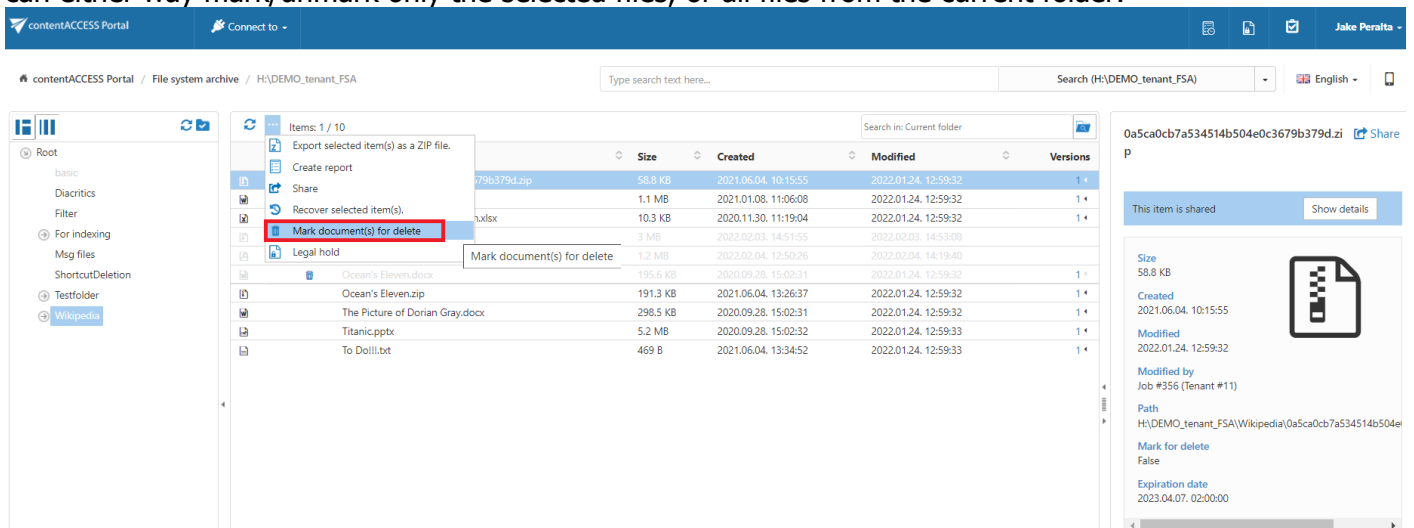
Click on **"Recover"** button to start the process. The active items will be skipped in the file system; if an original file exists, it will not be touched, if a shortcut to the item exists, it will be skipped.

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

Once the files are recovered, they will be recolored to black in the contentACCESS Portal's item's grid.

### Mark document(s) for delete

With this task you can mark/unmark documents to be later deleted from the archive by the [Delete job](#). You can either way mark/unmark only the selected files, or all files from the current folder.





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

Delete from archive

**Process:**
☐ All items from the selected folder  
☒ Selected item(s) (1)

**Operation\*:**

Create
Cancel

## Legal hold

contentACCESS Portal
Connect to -

contentACCESS Portal / File system archive / H:\DEMO\_tenant\_FSA
Type search text here...
Search (H:\DEMO\_tenant\_FSA)
English

Root
basic
Diacritics
Filter
For indexing
Msg files
ShortcutDeletion
Testfolder
Wikipedia

Items: 1 / 10
Export selected item(s) as a ZIP file.
Create report
Share
Recover selected item(s).
Mark document(s) for delete
Legal hold
Ocean's Eleven.docx
Ocean's Eleven.zip
The Picture of Dorian Gray.docx
Titanic.pptx
To Doll.txt

|                                 | Size     | Created              | Modified             | Versions |
|---------------------------------|----------|----------------------|----------------------|----------|
| 79b379d.zip                     | 58.8 KB  | 2021.06.04. 10:15:55 | 2022.01.24. 12:59:32 | 1        |
| 79b379d.zip                     | 1.1 MB   | 2021.01.08. 11:06:08 | 2022.01.24. 12:59:32 | 1        |
| 79b379d.zip                     | 10.3 KB  | 2020.11.30. 11:19:04 | 2022.01.24. 12:59:32 | 1        |
| 79b379d.zip                     | 3 MB     | 2022.02.03. 14:51:55 | 2022.02.03. 14:53:08 | 1        |
| 79b379d.zip                     | 1.2 MB   | 2022.02.04. 12:50:26 | 2022.02.04. 14:19:40 | 1        |
| Ocean's Eleven.docx             | 195.6 KB | 2020.09.28. 15:02:31 | 2022.01.24. 12:59:32 | 1        |
| Ocean's Eleven.zip              | 191.3 KB | 2021.06.04. 13:26:37 | 2022.01.24. 12:59:32 | 1        |
| The Picture of Dorian Gray.docx | 298.5 KB | 2020.09.28. 15:02:31 | 2022.01.24. 12:59:32 | 1        |
| Titanic.pptx                    | 5.2 MB   | 2020.09.28. 15:02:32 | 2022.01.24. 12:59:33 | 1        |
| To Doll.txt                     | 469 B    | 2021.06.04. 13:34:52 | 2022.01.24. 12:59:33 | 1        |

0a5ca0cb7a534514b504e0c3679b379d.zip
Share

This item is shared
Show details

Size  
58.8 KB  
Created  
2021.06.04. 10:15:55  
Modified  
2022.01.24. 12:59:32  
Modified by  
Job #356 (Tenant #11)  
Path  
H:\DEMO\_tenant\_FSA\Wikipedia\0a5ca0cb7a534514b504e0c3679b379d.zip  
Mark for delete  
False  
Expiration date  
2023.04.07. 02:00:00

Read more about this feature [here](#).

## Share item(s)

With this option, you can easily share links pointing to the selected items, which can be later sent to other users.

contentACCESS Portal
Connect to -

contentACCESS Portal / File system archive / H:\DEMO\_tenant\_FSA
Type search text here...
Search (H:\DEMO\_tenant\_FSA)
English

Root
basic
Diacritics
Filter
For indexing
Msg files
ShortcutDeletion
Testfolder
Wikipedia

Items: 1 / 10
Export selected item(s) as a ZIP file.
Create report
Share
Recover selected item(s).
Mark document(s) for delete
Legal hold
Ocean's Eleven.docx
Ocean's Eleven.zip
The Picture of Dorian Gray.docx
Titanic.pptx
To Doll.txt

|                                 | Size     | Created              | Modified             | Versions |
|---------------------------------|----------|----------------------|----------------------|----------|
| 79b379d.zip                     | 58.8 KB  | 2021.06.04. 10:15:55 | 2022.01.24. 12:59:32 | 1        |
| 79b379d.zip                     | 1.1 MB   | 2021.01.08. 11:06:08 | 2022.01.24. 12:59:32 | 1        |
| 79b379d.zip                     | 10.3 KB  | 2020.11.30. 11:19:04 | 2022.01.24. 12:59:32 | 1        |
| 79b379d.zip                     | 3 MB     | 2022.02.03. 14:51:55 | 2022.02.03. 14:53:08 | 1        |
| 79b379d.zip                     | 1.2 MB   | 2022.02.04. 12:50:26 | 2022.02.04. 14:19:40 | 1        |
| Ocean's Eleven.docx             | 195.6 KB | 2020.09.28. 15:02:31 | 2022.01.24. 12:59:32 | 1        |
| Ocean's Eleven.zip              | 191.3 KB | 2021.06.04. 13:26:37 | 2022.01.24. 12:59:32 | 1        |
| The Picture of Dorian Gray.docx | 298.5 KB | 2020.09.28. 15:02:31 | 2022.01.24. 12:59:32 | 1        |
| Titanic.pptx                    | 5.2 MB   | 2020.09.28. 15:02:32 | 2022.01.24. 12:59:33 | 1        |
| To Doll.txt                     | 469 B    | 2021.06.04. 13:34:52 | 2022.01.24. 12:59:33 | 1        |

0a5ca0cb7a534514b504e0c3679b379d.zip
Share

This item is shared
Show details

Size  
58.8 KB  
Created  
2021.06.04. 10:15:55  
Modified  
2022.01.24. 12:59:32  
Modified by  
Job #356 (Tenant #11)  
Path  
H:\DEMO\_tenant\_FSA\Wikipedia\0a5ca0cb7a534514b504e0c3679b379d.zip  
Mark for delete  
False  
Expiration date  
2023.04.07. 02:00:00

Read more about this feature [here](#).

## Email Archive

contentACCESS Portal is also a web user interface for the contentACCESS Email Archive. Emails and attach-





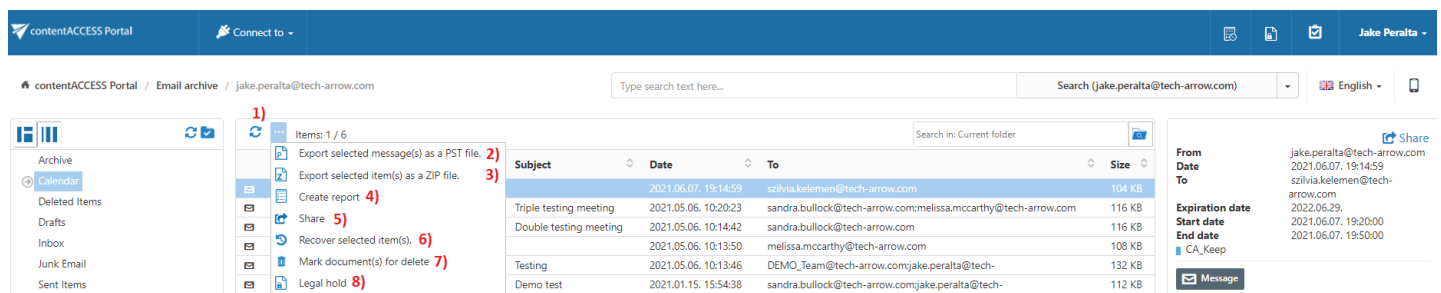
ments archived by an Email Archive job can be accessed by an end user from contentACCESS Portal during the emails' retention time.

## 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 selected message(s) as a PST file**
3. Export selected item(s) as a ZIP file
4. **Create report**
5. Share item(s)
6. **Recover selected item(s)**
7. Mark document(s) for delete
8. **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 [Enabling/disabling tasks](#).



Screenshot: Toolbar buttons in the Email Archive

It is possible to select

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

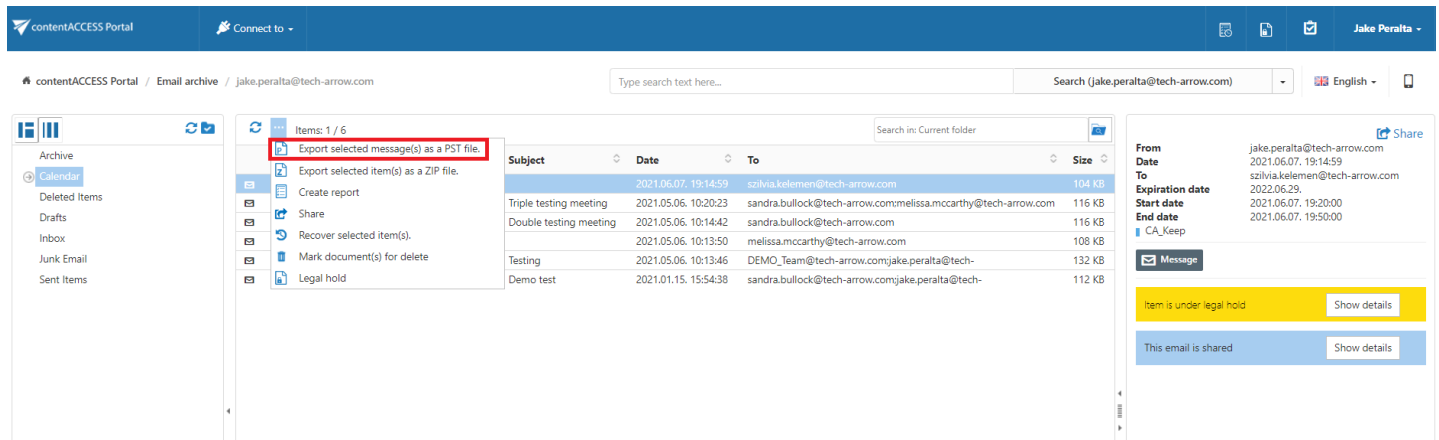
For more information refer to section [Folder selection methods](#).

### Refresh

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

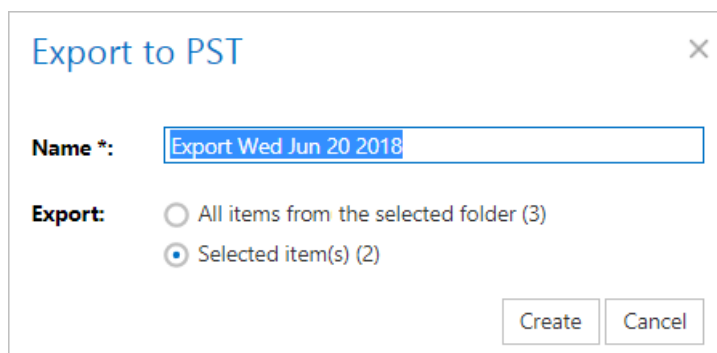
### Export selected message(s) as a PST file

To export one or multiple mailbox items/mailbox folders as a PST file, select the items from the item list/mailbox folders from the navigation pane. Now click on the **Export selected message(s) as a PST file** button located above the list view.



The screenshot shows the contentACCESS Portal interface. In the left sidebar, under the 'Items: 1 / 6' section, the option 'Export selected message(s) as a PST file' is highlighted with a red box. The main area displays a table of email items with columns for Subject, Date, To, and Size. The right sidebar shows details for a selected email, including 'From', 'Date', 'To', 'Expiration date', 'Start date', 'End date', and 'CA\_Keep'.

Choose if you want to export all items from the current folder, or only the selected items. Click on **Create** or press enter.

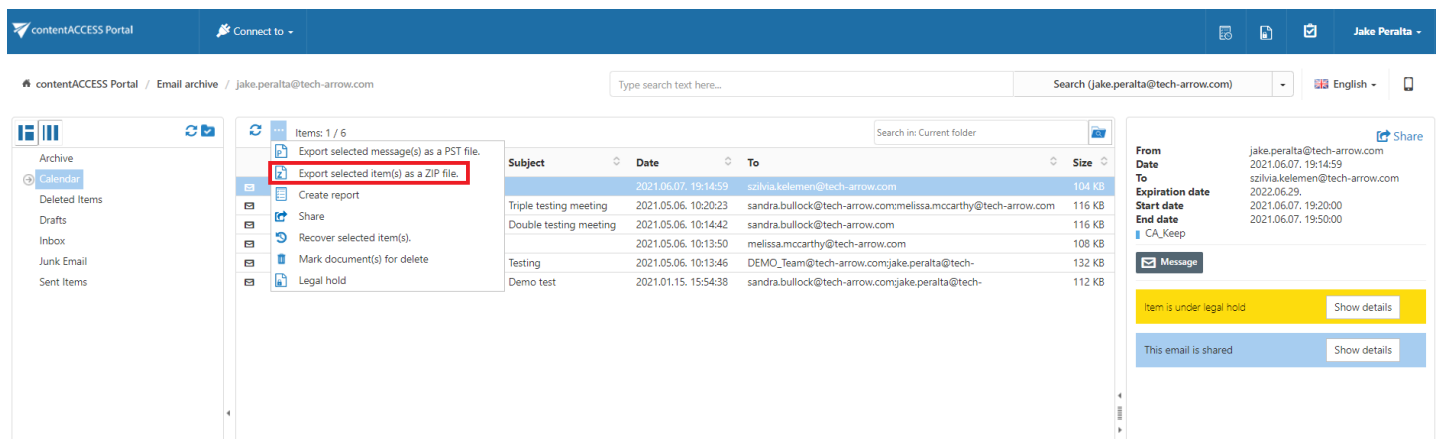


The 'Export to PST' dialog box is shown. It has a title bar with a close button. The 'Name \*:' field contains 'Export Wed Jun 20 2018'. The 'Export:' section has two radio buttons: 'All items from the selected folder (3)' and 'Selected item(s) (2)', with the latter being selected. At the bottom right are 'Create' and 'Cancel' buttons.

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

### Export selected item(s) as a ZIP file

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 selected item(s) as a ZIP file** button located above the item list.



The screenshot shows the contentACCESS Portal interface. In the left sidebar, under the 'Items: 1 / 6' section, the option 'Export selected item(s) as a ZIP file' is highlighted with a red box. The main area displays a table of email items with columns for Subject, Date, To, and Size. The right sidebar shows details for a selected email, including 'From', 'Date', 'To', 'Expiration date', 'Start date', 'End date', and 'CA\_Keep'.

Choose if you want to export all items from the current folder, or only the selected items. Click on



Create or press enter.

Export to zip

Name \*:

Export Wed Jun 20 2018

Export:

☐ All items from the selected folder (3)

☒ Selected item(s) (2)

Create

Cancel



## Create report

The screenshot shows the contentACCESS Portal interface. The left sidebar contains a navigation menu with options like Archive, Calendar, Deleted Items, Drafts, Inbox, Junk Email, and Sent Items. The main area displays a list of items with columns for Subject, Date, To, and Size. The 'Items' menu is open, and the 'Create report' option is highlighted with a red box. The right sidebar shows details for a selected item, including From, Date, To, Expiration date, Start date, End date, and CA\_Keep.

Read more about this feature [here](#).

## Share item(s)

With this option, you can easily share links pointing to the selected items, which can be later sent to other users.

The screenshot shows the contentACCESS Portal interface. The left sidebar contains a navigation menu with options like Archive, Calendar, Deleted Items, Drafts, Inbox, Junk Email, and Sent Items. The main area displays a list of items with columns for Subject, Date, To, and Size. The 'Items' menu is open, and the 'Share' option is highlighted with a red box. The right sidebar shows details for a selected item, including From, Date, To, Expiration date, Start date, End date, and CA\_Keep.

Read more about this feature [here](#).

## Recover selected item(s)

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.

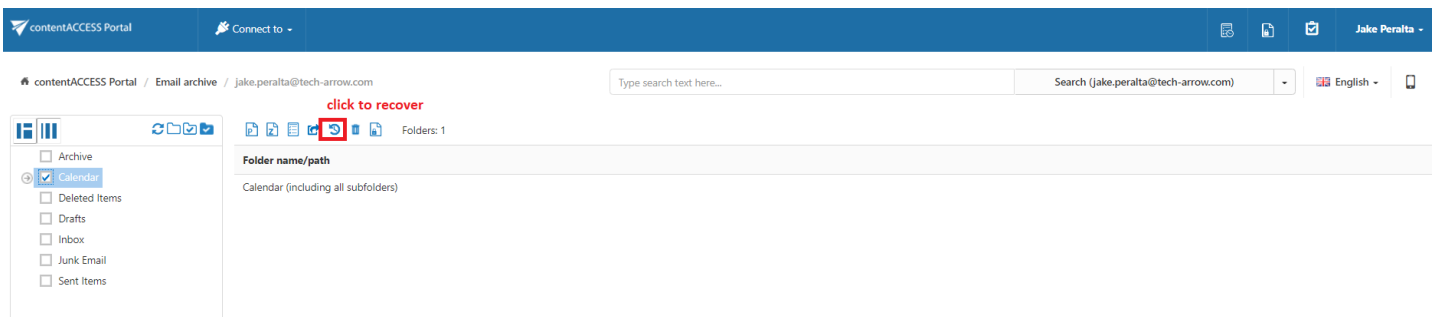
**Important!** The root folder mustn't be deleted (or it must be re-created manually if it was deleted) from the folder structure, otherwise its content can't be recovered back into the original location in the mailbox.



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





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 [Tasks list](#).

### Mark document(s) for delete

With this task you can mark/unmark emails to be later deleted from the archive by the [Delete job](#). You can either way mark/unmark only the selected emails, or all emails from the current folder.

The screenshot shows the contentACCESS Portal interface. On the left, the 'Archive' sidebar is visible with 'Calendar' selected. The main toolbar contains several action buttons, and 'Mark document(s) for delete' is highlighted with a red box. The central pane displays a list of email items with columns for Subject, Date, To, and Size. The right pane shows details for a selected email, including 'From', 'To', 'Expiration date', 'Start date', and 'End date'.

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

The dialog box titled 'Delete from archive' contains the following options:

- Process:**
  - ☐ All items from the selected folder
  - ☒ Selected item(s) (1)
- Operation\*:** Mark for delete

Buttons for 'Create' and 'Cancel' are at the bottom right.

### Legal hold

This screenshot is similar to the previous one, showing the contentACCESS Portal interface. In this instance, the 'Legal hold' button in the toolbar is highlighted with a red box. The rest of the interface, including the email list and details pane, remains the same.

Read more about this feature [here](#).

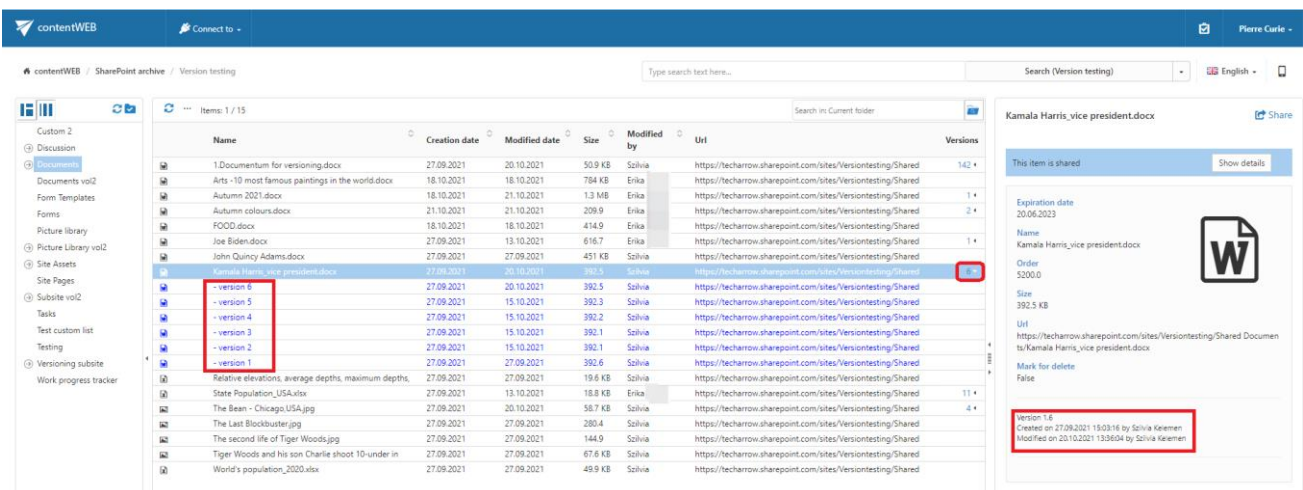
## SharePoint archive

contentACCESS Portal is also a web user interface for the contentACCESS SharePoint archive. Any files archived by a SharePoint Archive job can be accessed by an end user (with the necessary rights) from

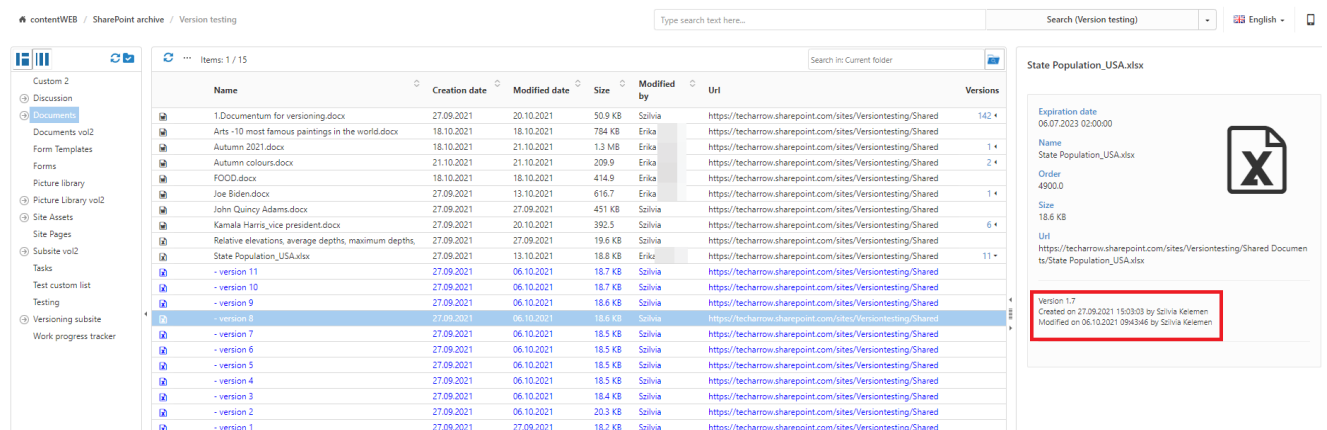
contentACCESS Portal during the files' retention time.

## Item versions in SharePoint archive

In contentACCESS Portal, 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 on SharePoint and the archive job archives this new file version into the archive. The archive job can build up the whole version history from the SharePoint site. In contentACCESS Portal, 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.



The version, the modification date, and the person who modified the items are displayed in the item's preview too.



The **sharing**, the **search** and the **tasks** from the toolbar are working only with the latest/current version in the SharePoint archive. If the user stands on a previous version, the Share button is disabled. On the other hand, if the user stands on a previous version, the tasks from the toolbar are enabled, but a message will appear to inform the user that the latest version will be added to the selected task.

Items: 1 / 15

Search in: Current folder

| Name                   | Creation date | Modified date | Size  | Modified by | Url  | Versions |
|------------------------|---------------|---------------|-------|-------------|--|----------|
| 1.Documentum for       | 27.09.2021    | 20.10.2021    | 50.9  | Szilvia     | https://techarrow.sharepoint.com/sites/Versiontesting/Shared Doc | 142      |
| Arts -10 most famous   | 18.10.2021    | 18.10.2021    |       |             | https://techarrow.sharepoint.com/sites/Versiontesting/Shared Doc | 1        |
| Autumn 2021.docx       | 18.10.2021    | 21.10.2021    |       |             | https://techarrow.sharepoint.com/sites/Versiontesting/Shared Doc | 2        |
| Autumn colours.docx    | 21.10.2021    | 21.10.2021    |       |             | https://techarrow.sharepoint.com/sites/Versiontesting/Shared Doc | 1        |
| - version 2            | 21.10.2021    | 21.10.2021    |       |             | https://techarrow.sharepoint.com/sites/Versiontesting/Shared Doc | 6        |
| - version 1            | 21.10.2021    | 21.10.2021    |       |             | https://techarrow.sharepoint.com/sites/Versiontesting/Shared Doc | 1        |
| FOOD.docx              | 18.10.2021    | 18.10.2021    |       |             | https://techarrow.sharepoint.com/sites/Versiontesting/Shared Doc | 1        |
| Joe Biden.docx         | 27.09.2021    | 13.10.2021    |       |             | https://techarrow.sharepoint.com/sites/Versiontesting/Shared Doc | 1        |
| John Quincy Adams.docx | 27.09.2021    | 27.09.2021    |       |             | https://techarrow.sharepoint.com/sites/Versiontesting/Shared Doc | 1        |
| Kamala Harris_vice     | 27.09.2021    | 20.10.2021    |       |             | https://techarrow.sharepoint.com/sites/Versiontesting/Shared Doc | 6        |
| - version 6            | 27.09.2021    | 20.10.2021    |       |             | https://techarrow.sharepoint.com/sites/Versiontesting/Shared Doc | 1        |
| - version 5            | 27.09.2021    | 15.10.2021    |       |             | https://techarrow.sharepoint.com/sites/Versiontesting/Shared Doc | 1        |
| - version 4            | 27.09.2021    | 15.10.2021    |       |             | https://techarrow.sharepoint.com/sites/Versiontesting/Shared Doc | 1        |
| - version 3            | 27.09.2021    | 15.10.2021    | 392.1 | Szilvia     | https://techarrow.sharepoint.com/sites/Versiontesting/Shared Doc | 1        |

Export to zip

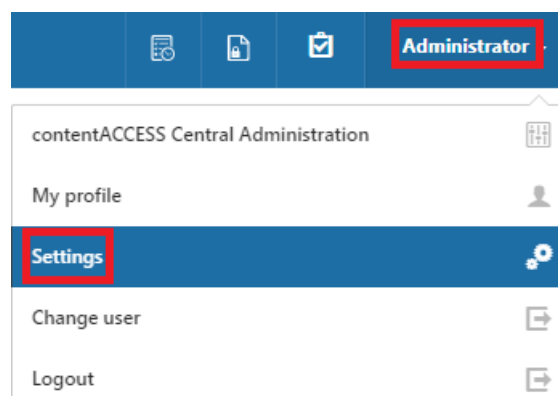
Name \*: contentWEB Export 12/22/2021

Export: ☐ All items from the selected folder ☒ Selected item(s) (1)

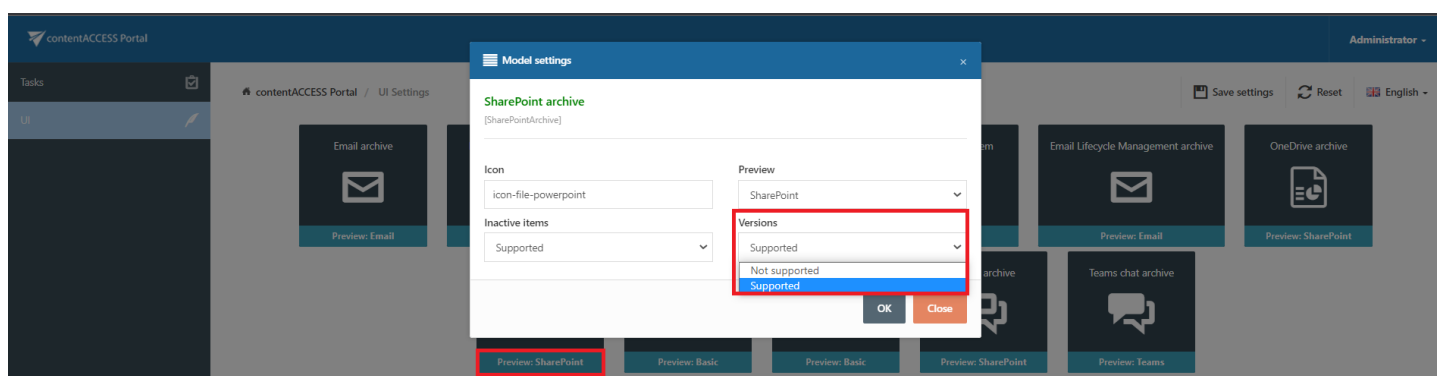
Only the latest version of the selected item(s) will be processed.

Create Cancel

The version column needs to be enabled on the Settings page to see the versions in the contentACCESS Portal. 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**:



On the UI tab select the SharePoint archive model settings and select the **Versions supported** option from the drop-down menu. The changes need to be saved at the top of the page.



**Important. LIMITATIONS:** The full SP version history is archived for SharePoint 2019+ or O365

## SharePoint archive tasks

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



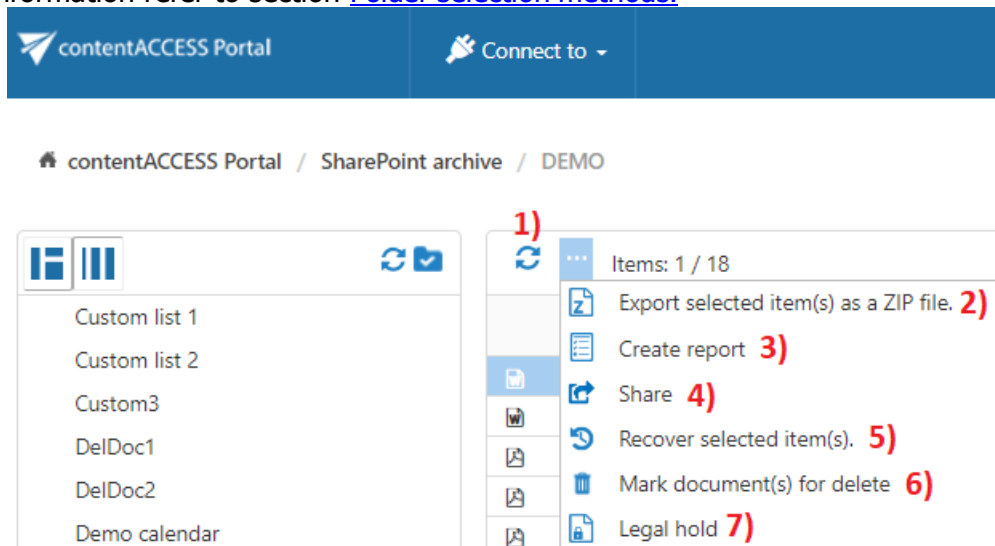
1. Refresh
2. **Export selected item(s) as a ZIP file**
3. Create report
4. **Share item(s)**
5. Recover selected item(s)
6. Mark document(s) for delete
7. Legal hold

The SharePoint archive tasks can be disabled/enabled in the Administrator's settings on the Task types tab. For more information read section [Enabling/disabling tasks](#).

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](#).



1. **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
2. *Export selected item(s) as a ZIP file* – To export SharePoint archive item(s)/folder(s) as a ZIP file, select the desired item(s) from the list view (or select the node(s) in the left side pane) and click on the **Export selected item(s) as a ZIP file** button located above the list view. The exported items are zipped in the background (on the server side). The exported items/folders can be downloaded from the Tasks list. (For more information refer to section [Download of export actions](#)).
3. *Create report* – read more about this feature [here](#).
4. *Share item(s)* – with this option, you can easily share links pointing to the selected items, which can be later sent to other users. Read more about this feature [here](#).
5. *Recover selected items* – with this function the user is able to recover the deleted item(s)/folder(s) from the archive to the original location on the SharePoint site. The items can be



recovered with the original modification date, or with the recovery date.

6. *Mark document(s) for delete* - With this task you can mark/unmark documents to be later deleted from the archive by the [Delete job](#). You can either way mark/unmark only the selected files, or all files from the current folder.
7. *Legal hold* - Read more about this feature [here](#).

## OneDrive archive

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

### Item versions in OneDrive archive

In contentACCESS Portal, the 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 user's OneDrive account, and the archive job archives this new file version into the archive. In contentACCESS Portal, 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. The item versioning in the OneDrive archive works with the same method as in the SharePoint archive. For more information refer to chapter [Item versions in SharePoint Archive](#).

The screenshot displays the contentACCESS Portal interface. The main area shows a list of items in the OneDrive archive. The first item, "1001book you should read.xlsx", is highlighted. In the "Versions" column for this item, a blue link labeled "1" is visible. To the right, a side panel shows the details for the selected file, including its expiration date, name, size, and a list of versions. The first version, "Version 2.0", is highlighted in red, showing it was created on 2021.05.10 and modified on 2021.05.26.

| Title  | Modified             | Modified by    | Size     | Versions |
|--|----------------------|----------------|----------|----------|
| 1001book you should read.xlsx                                  | 2021.05.26, 10:22:17 | Silvia Kelemen | 69.9 KB  | 1        |
| 18711527-beautiful-view-of-funchal-madeira-island-portugal.jpg | 2021.06.04, 13:23:55 | Jake Peralta   | 268.7 KB |          |
| Dictionary.txt   | 2021.06.04, 13:31:53 | Jake Peralta   | 720 B    |          |
| Ireland.pdf  | 2021.05.10, 16:01:36 | Jake Peralta   | 2.1 MB   |          |
| Ocean's Eleven.docx  | 2021.05.10, 16:01:38 | Jake Peralta   | 195.6 KB |          |
| Test.pptx  | 2021.06.04, 13:31:39 | Jake Peralta   | 5.2 MB   |          |
| Yellowstone National Park.docx                                 | 2021.05.10, 16:01:59 | Jake Peralta   | 845.6 KB |          |

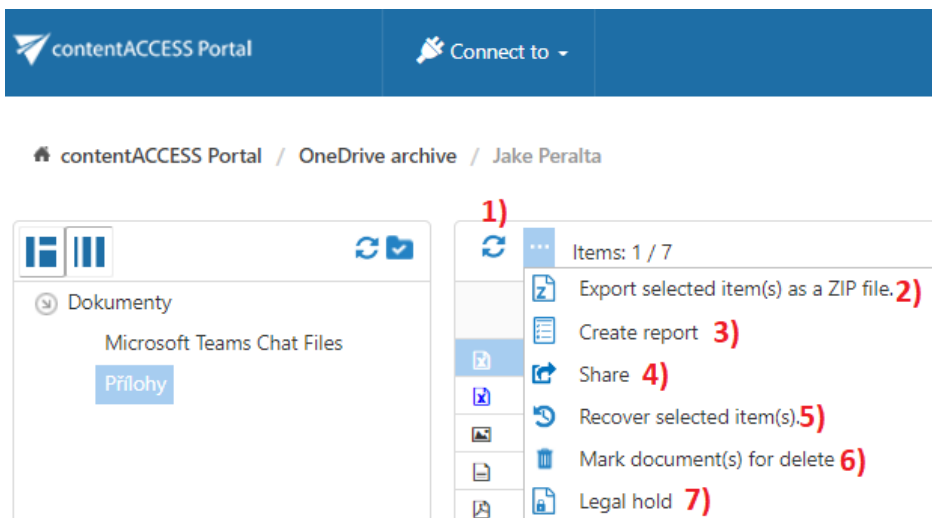
**File Details: 1001book you should read.xlsx**

- Expiration date: 2023.02.02, 01:00:00
- Název: 1001book you should read.xlsx
- Pořadí: 1500.0
- Size: 69.9 KB
- Uri: https://techarrow-my.sharepoint.com/personal/jake\_peralta\_tech-arrow\_com/Documents/Přilohy/1001book you should read.xlsx
- Mark for delete: False
- Version 2.0: Created on 2021.05.10, 16:01:26 by Jake Peralta; Modified on 2021.05.26, 10:22:17 by Silvia Kelemen

### OneDrive archive tasks

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

1. Refresh
2. **Export selected item(s) as a ZIP file**
3. Recover selected item(s)
4. **Mark document(s) for delete**
5. Legal hold
6. **Create report**
7. **Share item(s)**



## Sharing

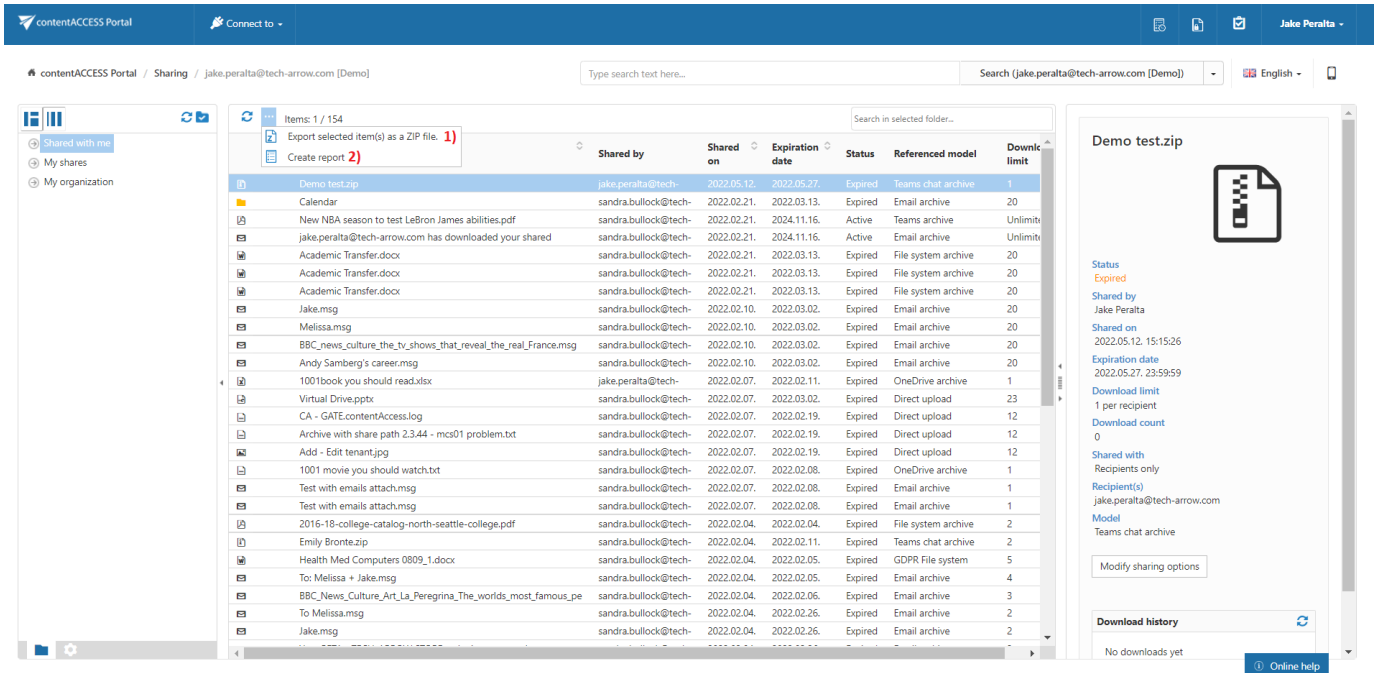
contentACCESS Portal is also a web user interface for the contentACCESS Sharing app. Any files shared by the app can be accessed by an end user (with the necessary rights) from contentACCESS Portal.

### Sharing tasks

By default, the following actions can be run on the selected sharing items:

1. Refresh
2. **Export selected item(s) as a ZIP file**
3. Create report
4. **Modify sharing options**
5. Show related files
6. **Download history refresh**

The **Export selected item(s) as a ZIP file** and **Create report** sharing tasks can be disabled/enabled in the Administrator's settings on the Task types tab. For more information read section [Enabling/disabling tasks](#).



contentACCESS Portal / Sharing / jake.peralta@tech-arrow.com [Demo]

Items: 1 / 154

Export selected item(s) as a ZIP file. 1)

Create report 2)

| ID  | Shared by            | Shared on  | Expiration date | Status  | Referenced model    | Download limit |
|---|----------------------|------------|-----------------|---------|---------------------|----------------|
| Demo test.zip   | jake.peralta@tech-   | 2022.05.12 | 2022.05.27      | Expired | Teams chat archive  | 1              |
| Calendar  | sandra.bullock@tech- | 2022.02.21 | 2022.03.13      | Expired | Email archive       | 20             |
| New NBA season to test LeBron James abilities.pdf             | sandra.bullock@tech- | 2022.02.21 | 2024.11.16      | Active  | Teams archive       | Unlimited      |
| jake.peralta@tech-arrow.com has downloaded your shared        | sandra.bullock@tech- | 2022.02.21 | 2024.11.16      | Active  | Email archive       | Unlimited      |
| Academic Transfer.docx  | sandra.bullock@tech- | 2022.02.21 | 2022.03.13      | Expired | File system archive | 20             |
| Academic Transfer.docx  | sandra.bullock@tech- | 2022.02.21 | 2022.03.13      | Expired | File system archive | 20             |
| Academic Transfer.docx  | sandra.bullock@tech- | 2022.02.21 | 2022.03.13      | Expired | File system archive | 20             |
| Jake.msg  | sandra.bullock@tech- | 2022.02.10 | 2022.03.02      | Expired | Email archive       | 20             |
| Melissa.msg   | sandra.bullock@tech- | 2022.02.10 | 2022.03.02      | Expired | Email archive       | 20             |
| BBC_news_culture_the_tv_shows_that_reveal_the_real_France.msg | sandra.bullock@tech- | 2022.02.10 | 2022.03.02      | Expired | Email archive       | 20             |
| Andy Samberg's career.msg                                     | sandra.bullock@tech- | 2022.02.10 | 2022.03.02      | Expired | Email archive       | 20             |
| 1001book you should read.xlsx                                 | jake.peralta@tech-   | 2022.02.07 | 2022.02.11      | Expired | OneDrive archive    | 1              |
| Virtual Drive.pptx  | sandra.bullock@tech- | 2022.02.07 | 2022.03.02      | Expired | Direct upload       | 23             |
| CA - GATE.contentAccess.log                                   | sandra.bullock@tech- | 2022.02.07 | 2022.02.19      | Expired | Direct upload       | 12             |
| Archive with share path 2.3.44 - mcs01 problem.txt            | sandra.bullock@tech- | 2022.02.07 | 2022.02.19      | Expired | Direct upload       | 12             |
| Add - Edit tenant.jpg   | sandra.bullock@tech- | 2022.02.07 | 2022.02.19      | Expired | Direct upload       | 12             |
| 1001 movie you should watch.txt                               | sandra.bullock@tech- | 2022.02.07 | 2022.02.08      | Expired | OneDrive archive    | 1              |
| Test with emails attachmsg                                    | sandra.bullock@tech- | 2022.02.07 | 2022.02.08      | Expired | Email archive       | 1              |
| Test with emails attachmsg                                    | sandra.bullock@tech- | 2022.02.07 | 2022.02.08      | Expired | Email archive       | 1              |
| 2016-18-college-catalog-north-seattle-college.pdf             | sandra.bullock@tech- | 2022.02.04 | 2022.02.04      | Expired | File system archive | 2              |
| Emily Bronte.zip  | sandra.bullock@tech- | 2022.02.04 | 2022.02.11      | Expired | Teams chat archive  | 2              |
| Health Med Computers 0809_1.docx                              | sandra.bullock@tech- | 2022.02.04 | 2022.02.05      | Expired | GDPR File system    | 5              |
| To: Melissa + Jake.msg  | sandra.bullock@tech- | 2022.02.04 | 2022.02.05      | Expired | Email archive       | 4              |
| BBC_News_Culture_Art_La_Peregrina_The_worlds_most_famous_pe   | sandra.bullock@tech- | 2022.02.04 | 2022.02.06      | Expired | Email archive       | 3              |
| To Melissa.msg  | sandra.bullock@tech- | 2022.02.04 | 2022.02.26      | Expired | Email archive       | 2              |
| Jake.msg  | sandra.bullock@tech- | 2022.02.04 | 2022.02.26      | Expired | Email archive       | 2              |

Demo test.zip

Status: Expired

Shared by: Jake Peralta

Shared on: 2022.05.12, 15:15:26

Expiration date: 2022.05.27, 23:59:59

Download limit: 1 per recipient

Download count: 0

Shared with: Recipients only

Recipient(s): jake.peralta@tech-arrow.com

Model: Teams chat archive

Modify sharing options

Download history

No downloads yet

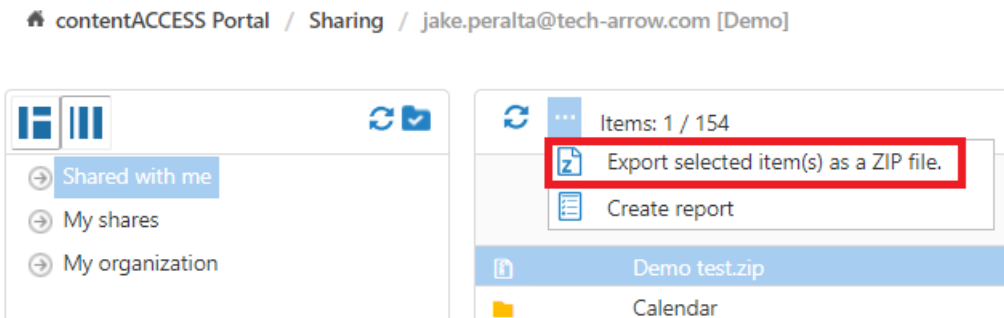
Online help

### 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 selected item(s) as a ZIP file

To export one or multiple sharing item(s) into ZIP format, select the item(s) from the item list and click on the **Export selected item(s) as a ZIP file** button located above the item list.



contentACCESS Portal / Sharing / jake.peralta@tech-arrow.com [Demo]

Items: 1 / 154

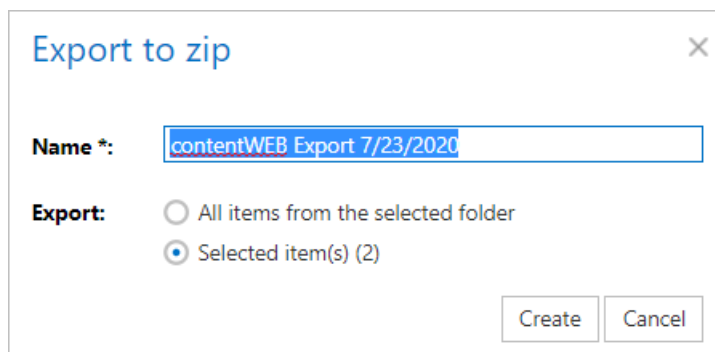
Export selected item(s) as a ZIP file.

Create report

Demo test.zip

Calendar

Choose if you want to export all items from the current folder, or only the selected item(s). Click on **Create** or press enter.



Export to zip

Name \*: contentWEB Export 7/23/2020

Export:

☐ All items from the selected folder

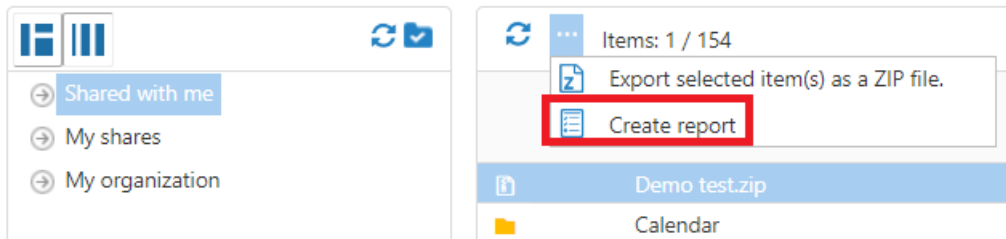
☒ Selected item(s) (2)

Create Cancel

### Create report



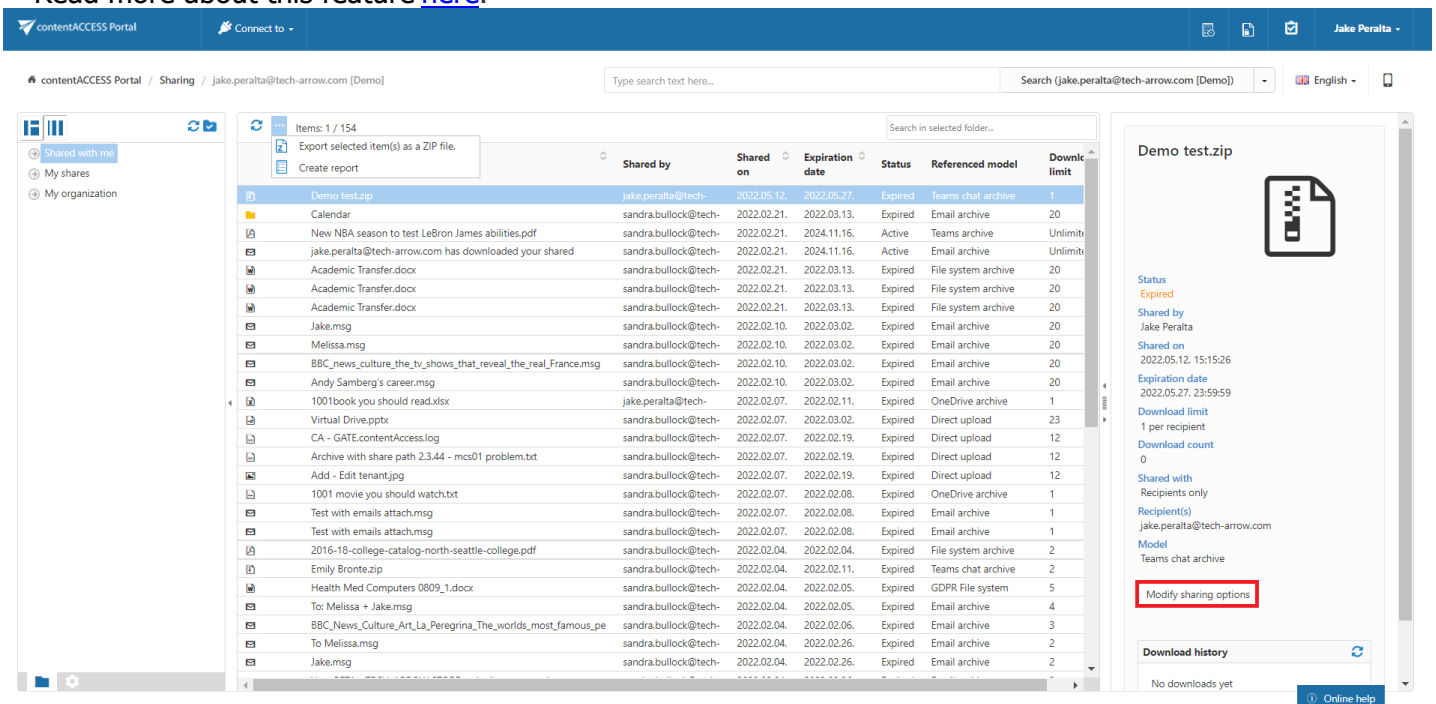
contentACCESS Portal / Sharing / jake.peralta@tech-arrow.com [Demo]



Read more about this feature [here](#).

## Modify sharing options

Read more about this feature [here](#).



## Show related files

Read more about this feature [here](#).



contentACCESS Portal / Sharing / jake.peralta@tech-arrow.com [Demo]

Type search text here... Search (jake.peralta@tech-arrow.com [Demo]) English

Items: 1 / 154

| File name   | Shared by            | Shared on  | Expiration date | Status  | Referenced model    | Download limit |
|---|----------------------|------------|-----------------|---------|---------------------|----------------|
| Demo test.zip   | jake.peralta@tech-   | 2022.05.12 | 2022.05.27      | Expired | Teams chat archive  | 1              |
| Calendar  | sandra.bullock@tech- | 2022.02.21 | 2022.03.13      | Expired | Email archive       | 20             |
| New NBA season to test LeBron James abilities.pdf             | sandra.bullock@tech- | 2022.02.21 | 2024.11.16      | Active  | Teams archive       | Unlimited      |
| jake.peralta@tech-arrow.com has downloaded your shared        | sandra.bullock@tech- | 2022.02.21 | 2024.11.16      | Active  | Email archive       | Unlimited      |
| Academic Transfer.docx  | sandra.bullock@tech- | 2022.02.21 | 2022.03.13      | Expired | File system archive | 20             |
| Academic Transfer.docx  | sandra.bullock@tech- | 2022.02.21 | 2022.03.13      | Expired | File system archive | 20             |
| Academic Transfer.docx  | sandra.bullock@tech- | 2022.02.21 | 2022.03.13      | Expired | File system archive | 20             |
| Jake.msg  | sandra.bullock@tech- | 2022.02.10 | 2022.03.02      | Expired | Email archive       | 20             |
| Melissa.msg   | sandra.bullock@tech- | 2022.02.10 | 2022.03.02      | Expired | Email archive       | 20             |
| BBC_news_culture_the_tv_shows_that_reveal_the_real_France.msg | sandra.bullock@tech- | 2022.02.10 | 2022.03.02      | Expired | Email archive       | 20             |
| Andy Samberg's career.msg                                     | sandra.bullock@tech- | 2022.02.10 | 2022.03.02      | Expired | Email archive       | 20             |
| 1001book you should read.xlsx                                 | jake.peralta@tech-   | 2022.02.07 | 2022.02.11      | Expired | OneDrive archive    | 1              |
| Virtual Drive.pptx  | sandra.bullock@tech- | 2022.02.07 | 2022.03.02      | Expired | Direct upload       | 23             |
| CA - GATE.contentAccess.log                                   | sandra.bullock@tech- | 2022.02.07 | 2022.02.19      | Expired | Direct upload       | 12             |
| Archive with share path 2.3.44 - mcs01 problem.txt            | sandra.bullock@tech- | 2022.02.07 | 2022.02.19      | Expired | Direct upload       | 12             |
| Add - Edit tenant.jpg   | sandra.bullock@tech- | 2022.02.07 | 2022.02.19      | Expired | Direct upload       | 12             |
| 1001 movie you should watch.txt                               | sandra.bullock@tech- | 2022.02.07 | 2022.02.08      | Expired | OneDrive archive    | 1              |
| Test with emails attach.msg                                   | sandra.bullock@tech- | 2022.02.07 | 2022.02.08      | Expired | Email archive       | 1              |
| Test with emails attach.msg                                   | sandra.bullock@tech- | 2022.02.07 | 2022.02.08      | Expired | Email archive       | 1              |
| 2016-18-college-catalog-north-seattle-college.pdf             | sandra.bullock@tech- | 2022.02.04 | 2022.02.04      | Expired | File system archive | 2              |
| Emily Bronte.zip  | sandra.bullock@tech- | 2022.02.04 | 2022.02.11      | Expired | Teams chat archive  | 2              |
| Health Med Computers 0809_1.docx                              | sandra.bullock@tech- | 2022.02.04 | 2022.02.05      | Expired | GDPR File system    | 5              |
| To: Melissa + Jake.msg  | sandra.bullock@tech- | 2022.02.04 | 2022.02.05      | Expired | Email archive       | 4              |
| BBC_News_Culture_Art_La_Peregrina_The_worlds_most_famous_pe   | sandra.bullock@tech- | 2022.02.04 | 2022.02.06      | Expired | Email archive       | 3              |
| To: Melissa.msg   | sandra.bullock@tech- | 2022.02.04 | 2022.02.26      | Expired | Email archive       | 2              |
| Jake.msg  | sandra.bullock@tech- | 2022.02.04 | 2022.02.26      | Expired | Email archive       | 2              |

Search in selected folder...

BBC\_news\_culture\_the\_tv\_shows\_that\_reveal\_the\_real\_France.msg

Status: Expired

Shared by: Sandra Bullock

Shared on: 2022.02.10, 08:45:29

Expiration date: 2022.03.02, 23:59:59

Download limit: 20 per recipient

Download count: 1

Shared with: Recipients only

Recipient(s): jake.peralta@tech-arrow.com

Model: Email archive

Sharing options: Show related files

Download history

Online help

## Download history refresh

This option should be used if any downloads of a shared item have not been displayed yet and the list should be reloaded.

contentACCESS Portal / Sharing / jake.peralta@tech-arrow.com [Demo]

Type search text here... Search (jake.peralta@tech-arrow.com [Demo]) English

Items: 1 / 154

| File name   | Shared by            | Shared on  | Expiration date | Status  | Referenced model     | Download limit |
|---|----------------------|------------|-----------------|---------|----------------------|----------------|
| BBC_News_Culture_Art_La_Peregrina_The_worlds_most_famous_pe | sandra.bullock@tech- | 2022.02.04 | 2022.02.06      | Expired | Email archive        | 3              |
| To: Melissa.msg   | sandra.bullock@tech- | 2022.02.04 | 2022.02.26      | Expired | Email archive        | 2              |
| Jake.msg  | sandra.bullock@tech- | 2022.02.04 | 2022.02.26      | Expired | Email archive        | 2              |
| Your BETA - TECH-ARROW STORE order is now complete.msg      | sandra.bullock@tech- | 2022.02.04 | 2022.02.26      | Expired | Email archive        | 2              |
| American Grown by Michelle (1) (1).docx                     | sandra.bullock@tech- | 2022.02.04 | 2022.02.26      | Expired | Direct upload        | 2              |
| jake.peralta@tech-arrow.com has downloaded your shared      | sandra.bullock@tech- | 2022.02.04 | 2022.02.26      | Expired | Direct upload        | 2              |
| Periodical search result.msg                                | sandra.bullock@tech- | 2022.02.04 | 2022.02.05      | Expired | Direct upload        | 2              |
| American Grown by Michelle .docx                            | sandra.bullock@tech- | 2022.02.04 | 2022.02.05      | Expired | Direct upload        | 2              |
| jake.peralta@tech-arrow.com has downloaded your shared      | sandra.bullock@tech- | 2022.02.04 | 2022.02.26      | Expired | Direct upload        | 2              |
| Filtering in reports.xlsx                                   | sandra.bullock@tech- | 2022.02.04 | 2022.02.26      | Expired | Direct upload        | 2              |
| ron-weasley.jpg   | sandra.bullock@tech- | 2022.02.04 | 2022.02.26      | Expired | Direct upload        | 2              |
| Sandra Bullock, contentACCESS Dev, contentACCESS.zip        | sandra.bullock@tech- | 2022.02.04 | 2022.02.26      | Expired | Direct upload        | 2              |
| Elvis Presley.jpg   | sandra.bullock@tech- | 2022.02.04 | 2022.02.26      | Expired | Direct upload        | 2              |
| _testmessage_.msg   | sandra.bullock@tech- | 2022.02.04 | 2022.02.26      | Expired | Direct upload        | 2              |
| Periodical search result.msg                                | sandra.bullock@tech- | 2022.02.04 | 2022.02.05      | Expired | Direct upload        | 1              |
| American Grown by Michelle .docx                            | sandra.bullock@tech- | 2022.02.04 | 2022.02.05      | Expired | Direct upload        | 1              |
| harry-potter-16.jpg   | sandra.bullock@tech- | 2022.02.04 | 2022.02.05      | Expired | SharePointProxyModel | 1              |
| jake.peralta@tech-arrow.com has downloaded your shared      | sandra.bullock@tech- | 2022.02.04 | 2022.02.05      | Expired | Direct upload        | 2              |
| Melissa McCarthy, contentACCESS Dev.zip                     | sandra.bullock@tech- | 2022.02.04 | 2022.02.05      | Expired | Teams chat archive   | 2              |
| contentACCESS Dev.zip                                       | sandra.bullock@tech- | 2022.02.04 | 2022.02.05      | Expired | Teams chat archive   | 2              |
| Erika Bugár.zip   | sandra.bullock@tech- | 2022.02.04 | 2022.02.05      | Expired | Teams chat archive   | 2              |
| Emily Bronte.zip  | sandra.bullock@tech- | 2022.02.04 | 2022.02.05      | Expired | Teams chat archive   | 2              |
| Priohy  | sandra.bullock@tech- | 2022.02.04 | 2022.02.05      | Expired | OneDrive archive     | 2              |
| 1001 movie you should watch.txt                             | sandra.bullock@tech- | 2022.02.04 | 2022.02.05      | Expired | OneDrive archive     | 4              |
| 2007-peugeot-307-64927.pdf                                  | sandra.bullock@tech- | 2022.02.04 | 2022.02.05      | Expired | OneDrive archive     | 4              |
| Agnes Grey.docx   | sandra.bullock@tech- | 2022.02.04 | 2022.02.05      | Expired | OneDrive archive     | 4              |

Search in selected folder...

Expired

Shared by: Sandra Bullock

Shared on: 2022.02.10, 08:45:29

Expiration date: 2022.03.02, 23:59:59

Download limit: 20 per recipient

Download count: 1

Shared with: Recipients only

Recipient(s): jake.peralta@tech-arrow.com

Model: Email archive

Sharing options: Show related files

Download history

| Name                        | Download date        | Device       |
|-----------------------------|----------------------|--------------|
| jake.peralta@tech-arrow.com | 2022.02.10, 09:25:44 | Other device |

## Teams archive

contentACCESS Portal is also a web user interface for Teams archive and Teams chat archive. Items archived by an archiving job can be accessed by an end user from contentACCESS Portal during their retention time.

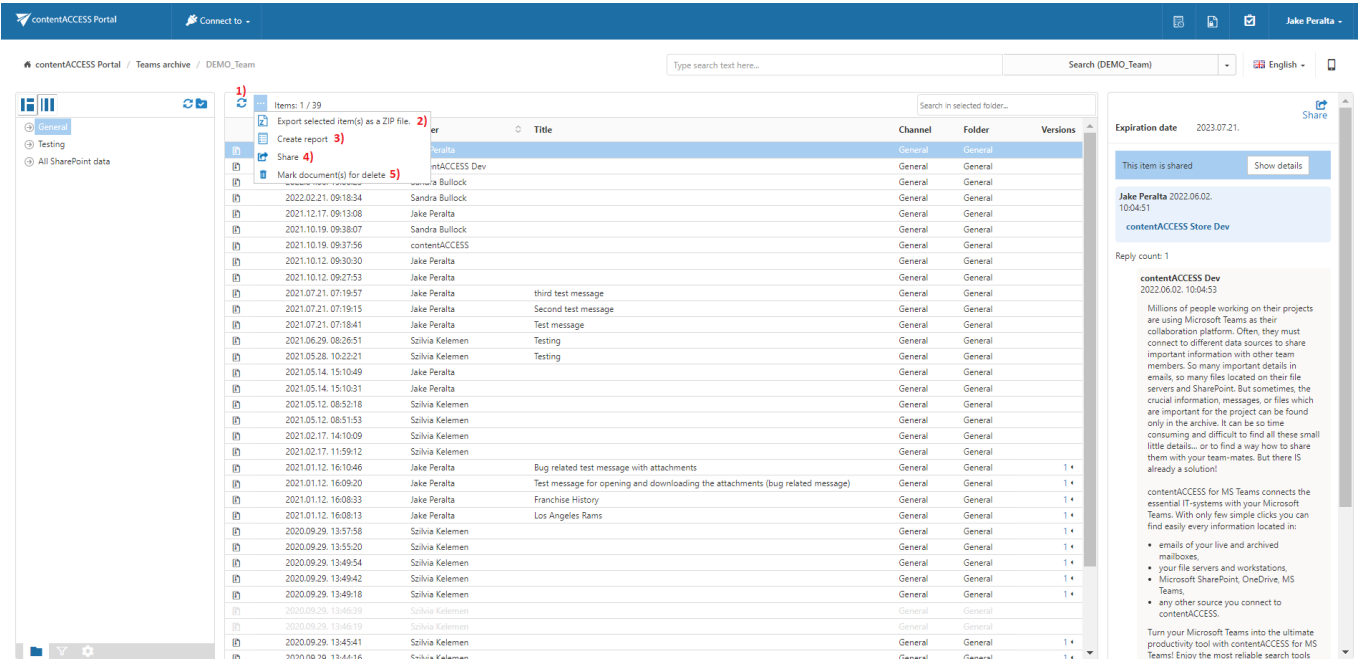
## Teams archive tasks

By default, the following actions can be run on the selected Teams archive items:

1. Refresh
2. Export selected item(s) as a ZIP file

3. Create report
4. Share item(s)
5. Mark document(s) for delete

The Export selected item(s) as a ZIP file and Create report tasks can be disabled/enabled in the **Administrator's settings** on the Task types tab. For more information read section [Enabling/disabling tasks](#).

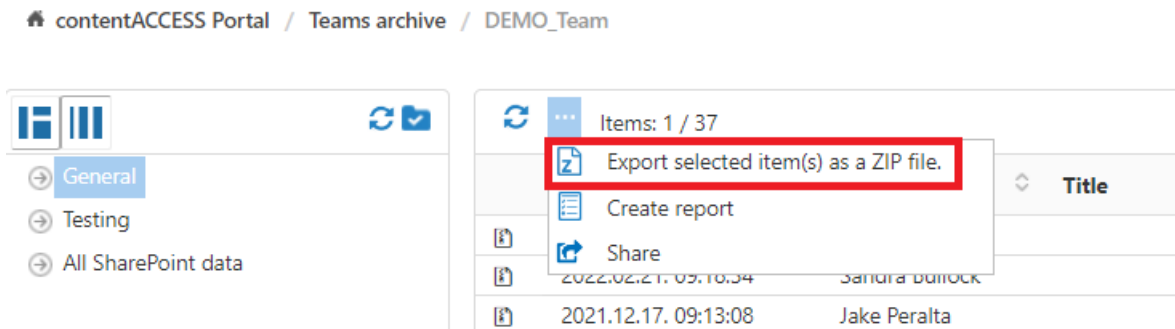


### Refresh

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 selected item(s) as a ZIP file

To export one or multiple item(s) into ZIP format, select the item(s) from the item list and click on the Export selected item(s) as a ZIP file button located above the item list.



Choose if you want to export all items from the current folder, or only the selected item(s). Click on **Create** or press enter.



Export to zip

Name \*:

contentWEB Export 10/22/2020

Export:

☐ All items from the selected folder  
☒ Selected item(s) (1)

Create

Cancel

## Create report

contentACCESS Portal / Teams archive / DEMO\_Team

General

Testing

All SharePoint data

Items: 1 / 37

Export selected item(s) as a ZIP file.

Create report

Share

Title

|                      |                |
|----------------------|----------------|
| 2022.02.21. 09:10:34 | Sandra Bullock |
| 2021.12.17. 09:13:08 | Jake Peralta   |

Read more about this feature [here](#).

## Share item(s) and Share

With these options, you can easily share links pointing to the selected items, which can be later sent to other users.

contentACCESS Portal

Connect to

Jake Peralta

contentACCESS Portal / Teams archive / DEMO\_Team

Type search text here...

Search (DEMO\_Team)

English

General

Testing

All SharePoint data

Items: 1 / 37

Export selected item(s) as a ZIP file.

Create report

Share

Title

|                      |                |
|----------------------|----------------|
| 2022.02.21. 09:10:34 | Sandra Bullock |
| 2021.12.17. 09:13:08 | Jake Peralta   |
| 2021.10.19. 09:38:07 | Sandra Bullock |
| 2021.10.19. 09:37:56 | contentACCESS  |
| 2021.10.12. 09:30:30 | Jake Peralta   |
| 2021.10.12. 09:27:43 | Jake Peralta   |

Expiration date

2022.01.12.

This item is shared

Show details

Jake Peralta 2021.01.12. 16:08:33

Franchise History

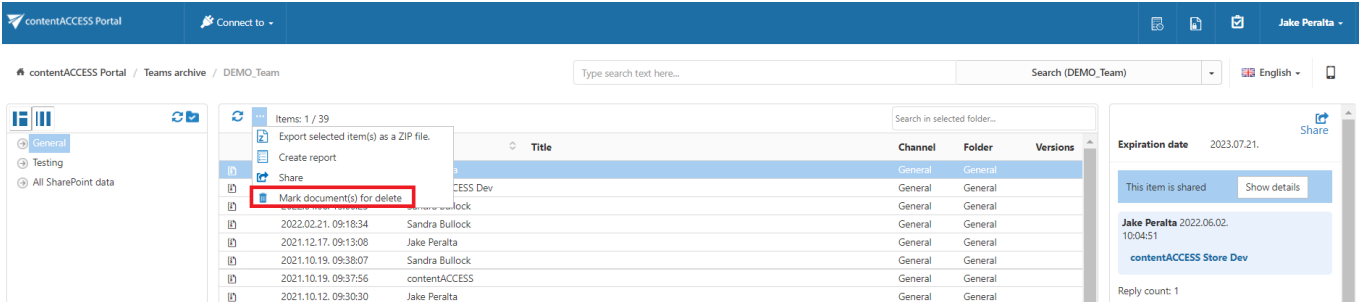
Cleveland Rams (1936–1945)

Both options are described in [this](#) section.

## Mark document(s) for delete

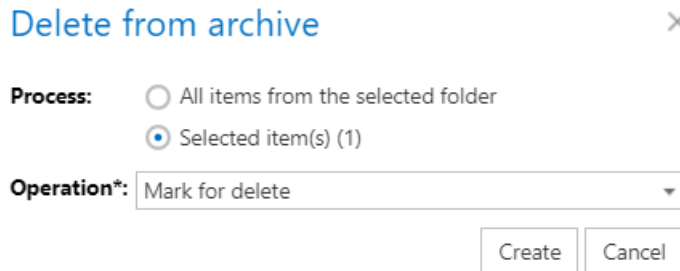
With this task, you can mark/unmark documents to be later deleted from the archive by the [Delete job](#). You can either way mark/unmark only the selected files, or all files from the current folder.





The screenshot shows the 'contentACCESS Portal' interface. A search bar at the top contains 'DEMO\_Team'. On the left, a sidebar shows 'General', 'Testing', and 'All SharePoint data'. The main area displays a list of items with columns for 'Title', 'Channel', 'Folder', and 'Versions'. A context menu is open over the first item, showing options like 'Export selected item(s) as a ZIP file', 'Create report', 'Share', and 'Mark document(s) for delete' (highlighted with a red box). On the right, a 'Share' panel shows the expiration date as '2023.07.21' and a 'Show details' button.

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



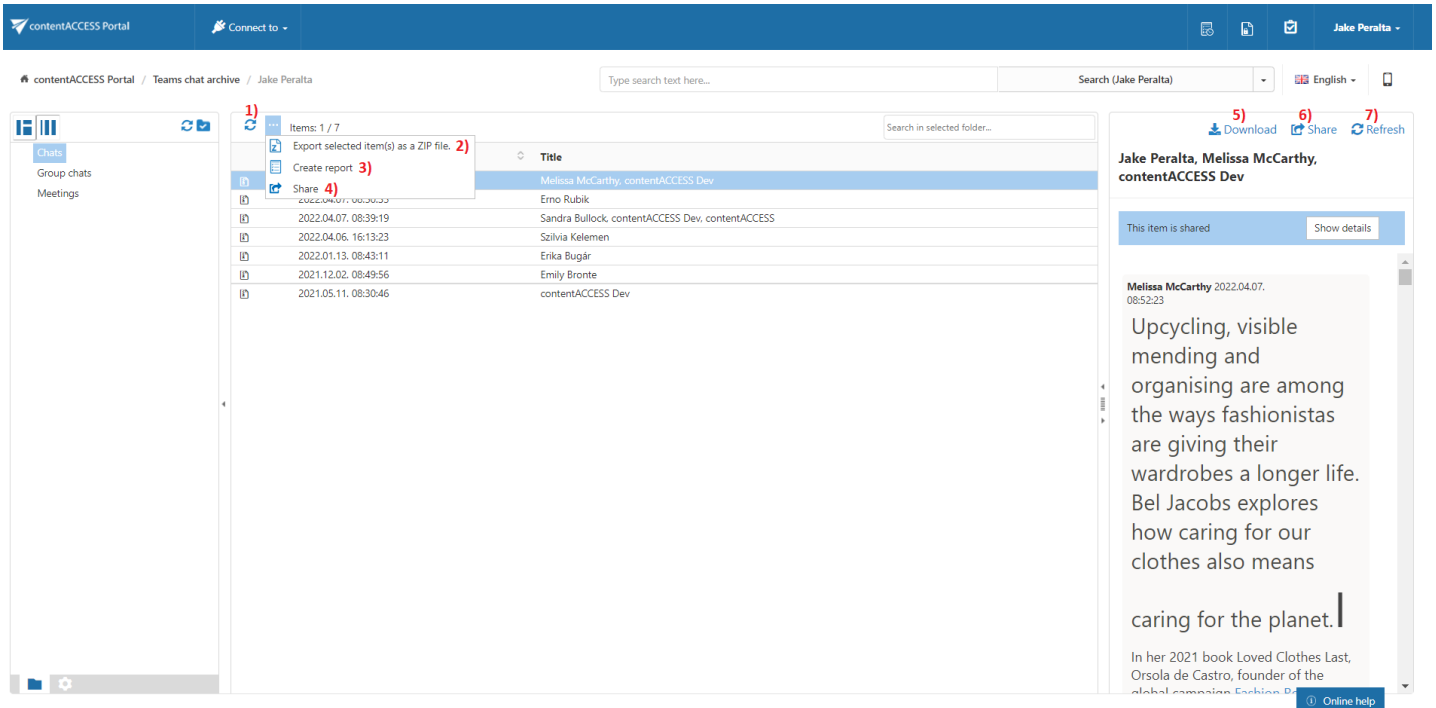
The 'Delete from archive' dialog box is shown. It has a title bar with a close button. The 'Process' section has two radio buttons: 'All items from the selected folder' and 'Selected item(s) (1)'. The 'Operation\*' dropdown is set to 'Mark for delete'. There are 'Create' and 'Cancel' buttons at the bottom right.

## Teams chat archive tasks

By default, the following actions can be run on the selected Teams chat archive items:

1. Refresh (list)
2. **Export selected item(s) as a ZIP file**
3. Create report
4. **Share item(s)**
5. Download
6. **Share**
7. Refresh (item)

The **Export selected item(s) as a ZIP file** and **Create report** tasks can be disabled/enabled in the Administrator's settings on the Task types tab. For more information read section [Enabling/disabling tasks](#).



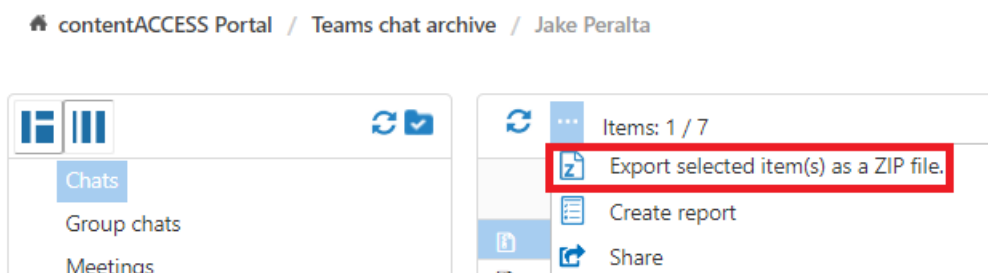
The screenshot shows the contentACCESS Portal interface. At the top, there's a navigation bar with 'contentACCESS Portal' and 'Connect to'. Below it, a breadcrumb trail shows 'contentACCESS Portal / Teams chat archive / Jake Peralta'. A search bar is present with the text 'Type search text here...'. On the left, a sidebar contains 'Chats', 'Group chats', and 'Meetings'. The main area displays a list of items with columns for 'ID', 'Title', and 'Content'. A context menu is open over the list, showing options: 'Export selected item(s) as a ZIP file.', 'Create report', and 'Share'. On the right, a sidebar shows a preview of a document titled 'Jake Peralta, Melissa McCarthy, contentACCESS Dev' with a 'Show details' button.

### Refresh (list)

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.

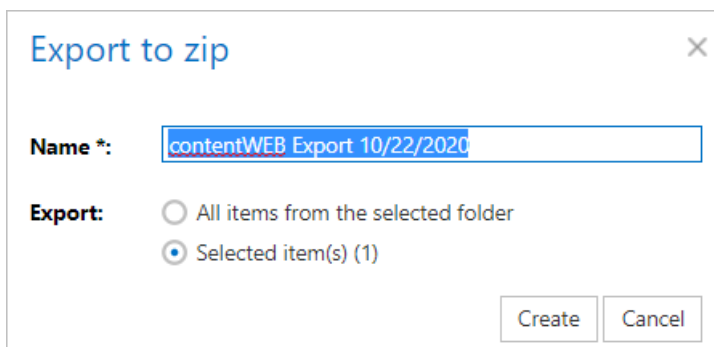
### Export selected item(s) as a ZIP file

To export one or multiple item(s) into ZIP format, select the item(s) from the item list and click on the **Export selected item(s) as a ZIP file** button located above the item list.



The screenshot shows the contentACCESS Portal interface. The breadcrumb trail is 'contentACCESS Portal / Teams chat archive / Jake Peralta'. The sidebar on the left shows 'Chats', 'Group chats', and 'Meetings'. The main area displays a list of items. A context menu is open over the list, and the option 'Export selected item(s) as a ZIP file.' is highlighted with a red rectangular box.

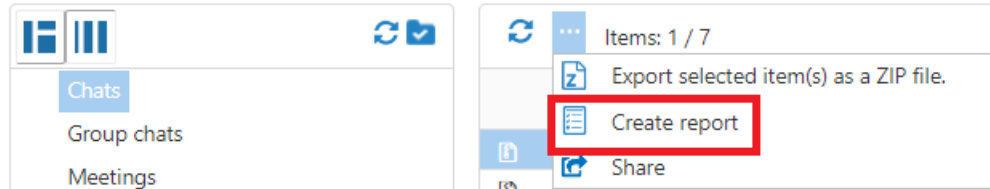
Choose if you want to export all items from the current folder, or only the selected item(s). Click on Create or press enter.



The screenshot shows a dialog box titled 'Export to zip'. It has a close button (X) in the top right corner. The 'Name' field is labeled 'Name \*:' and contains the text 'contentWEB Export 10/22/2020'. Below the name field, there are two radio buttons under the label 'Export:'. The first radio button is labeled 'All items from the selected folder' and is unselected. The second radio button is labeled 'Selected item(s) (1)' and is selected. At the bottom right, there are two buttons: 'Create' and 'Cancel'.

## Create report

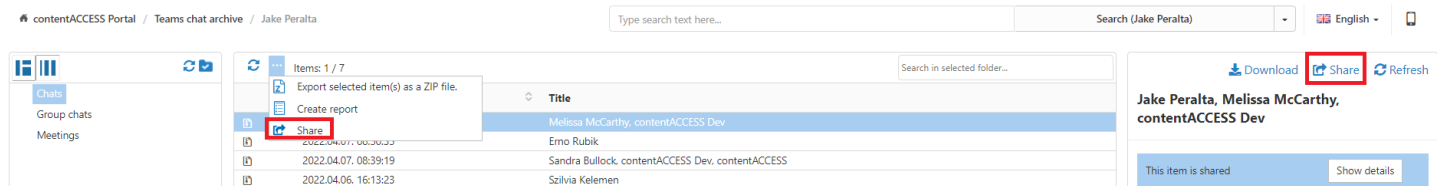
contentACCESS Portal / Teams chat archive / Jake Peralta



Read more about this feature [here](#).

## Share item(s) and Share

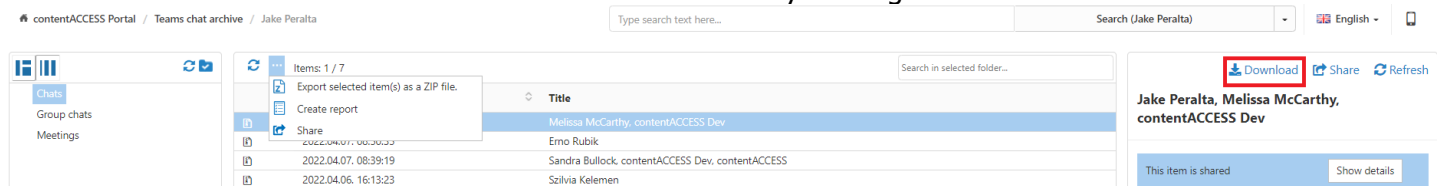
With these options, you can easily share links pointing to the selected items, which can be later sent to other users.



Both options are described in [this](#) section.

## Download

The selected Teams chat archive item can be downloaded by clicking on this button.



## Refresh (item)

This option should be used if any changes were made to the selected item and the changes are not yet displayed in the preview.