

Configure Search Criteria

<https://campus.barracuda.com/doc/42048372/>

Before Getting Started

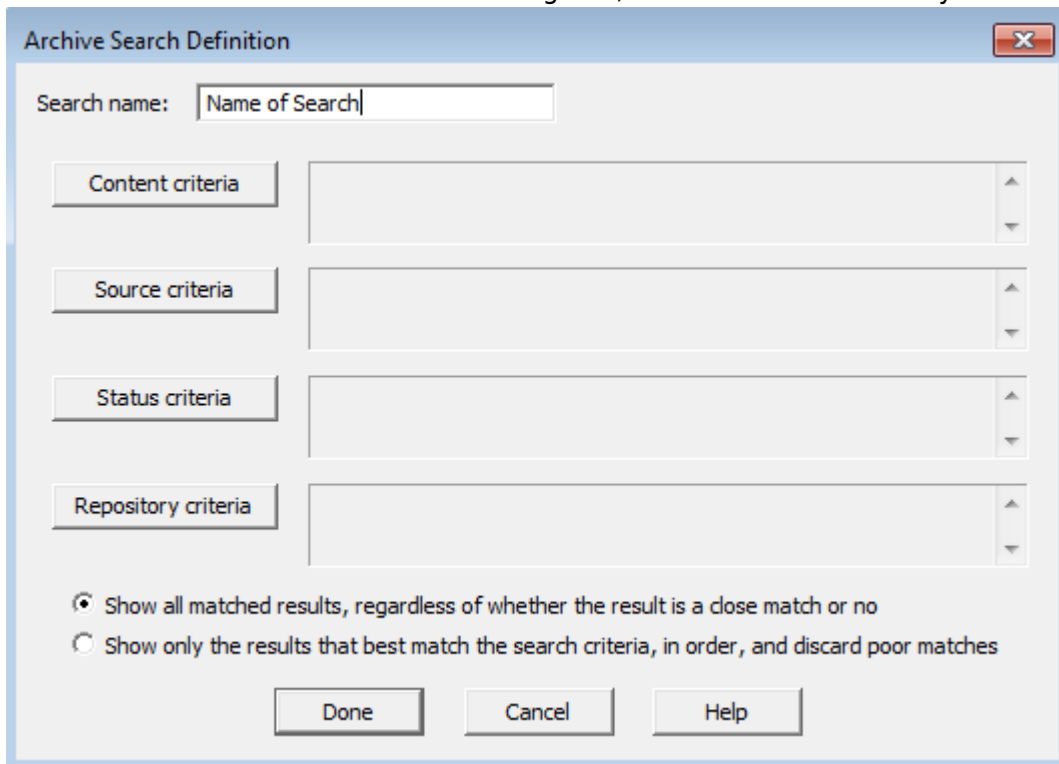
Verify the following:

- You have archived data;
- You have ArchiveOne Admin permissions;
- Client machine running Microsoft Outlook.

Configure an Archive Search

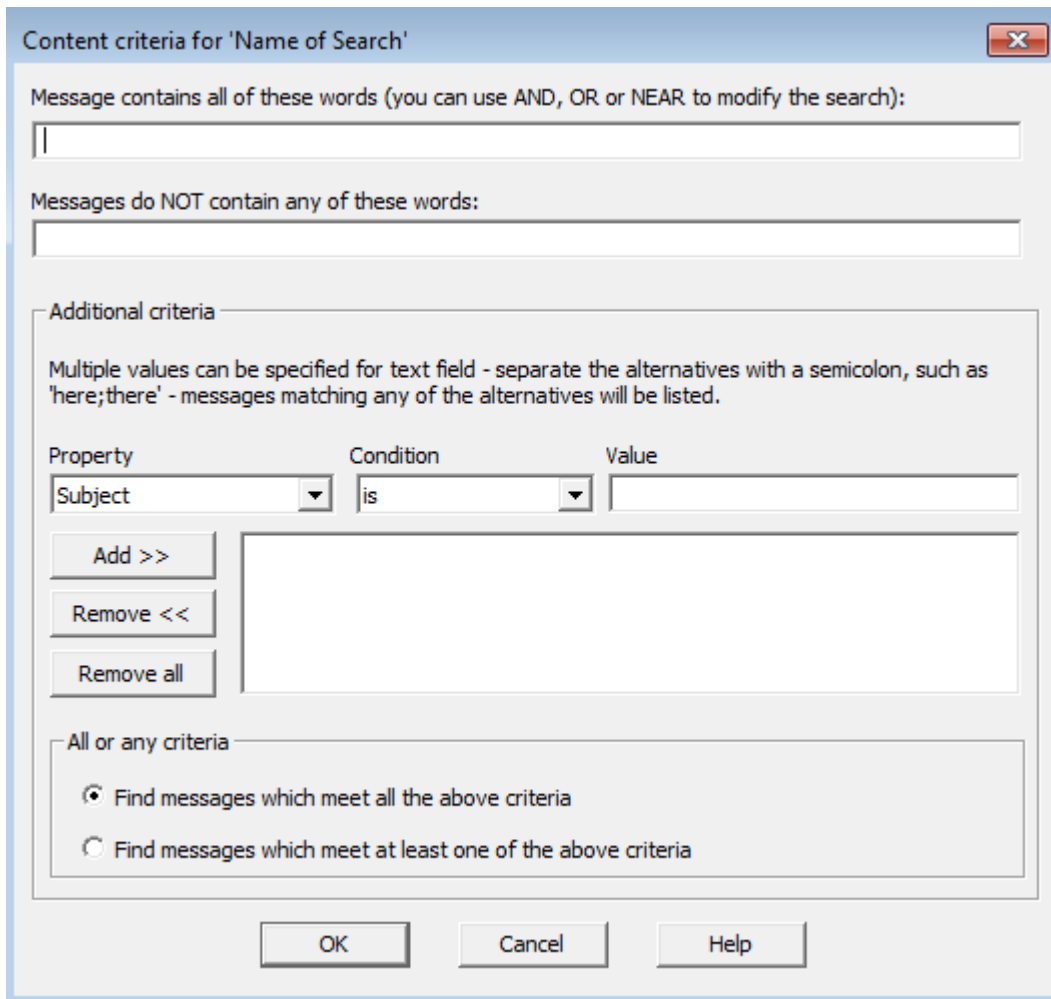
Use the following steps to configure an archive search:

1. Log in to the ArchiveOne Admin Console, right-click **Archive Searches**, and click **New**.
2. In the **Archive Search Definition** dialog box, enter a name to identify the search:



The image shows the 'Archive Search Definition' dialog box. It has a title bar with a close button. Inside, there is a 'Search name:' label followed by a text input field containing 'Name of Search'. Below this are four sections, each with a button on the left and a list box on the right: 'Content criteria', 'Source criteria', 'Status criteria', and 'Repository criteria'. At the bottom, there are two radio buttons: the first is selected and labeled 'Show all matched results, regardless of whether the result is a close match or no'; the second is labeled 'Show only the results that best match the search criteria, in order, and discard poor matches'. At the very bottom are three buttons: 'Done', 'Cancel', and 'Help'.

3. Click **Content criteria**, and enter the search criteria:



Content criteria for 'Name of Search'

Message contains all of these words (you can use AND, OR or NEAR to modify the search):

Messages do NOT contain any of these words:

Additional criteria

Multiple values can be specified for text field - separate the alternatives with a semicolon, such as 'here;there' - messages matching any of the alternatives will be listed.

Property	Condition	Value
Subject	is	

Add >>

Remove <<

Remove all

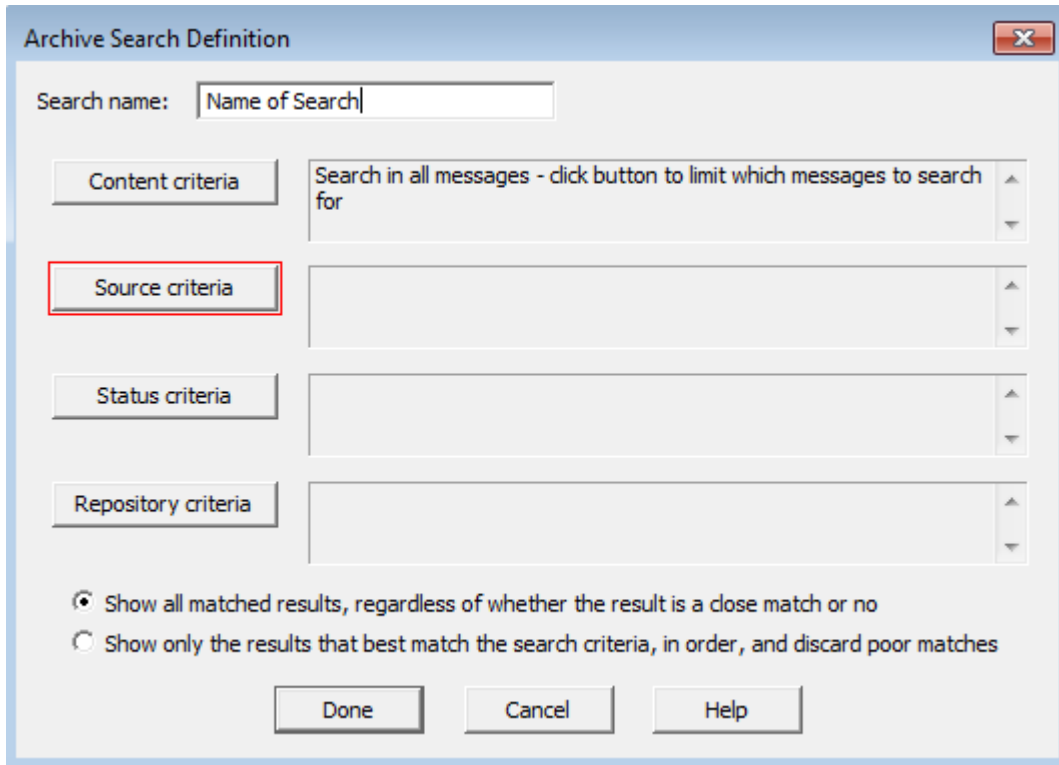
All or any criteria

☒ Find messages which meet all the above criteria

☐ Find messages which meet at least one of the above criteria

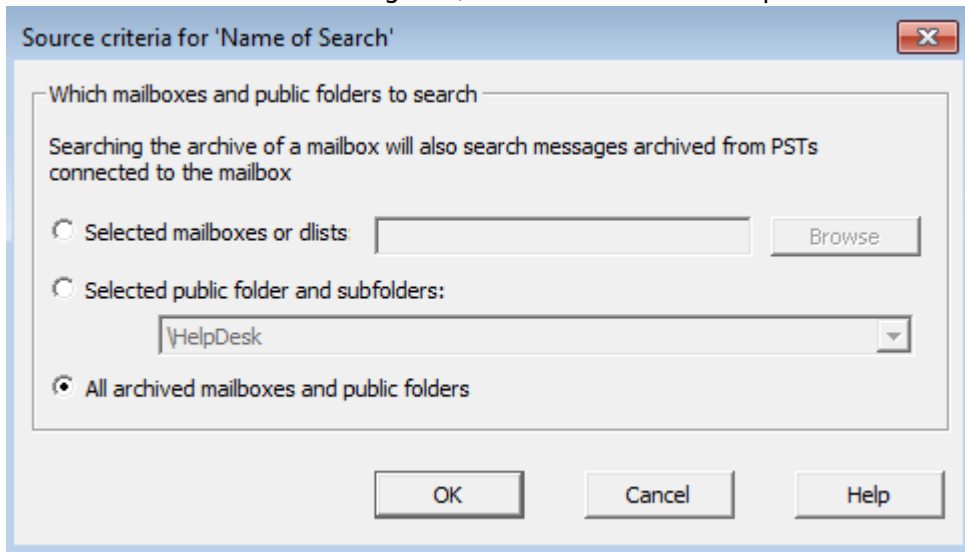
OK Cancel Help

4. Specify words that are contained/not contained in a message.
5. In the **Additional criteria** section, enter the desired values:
 1. **Property** - Select the desired message property on which to search.
 2. **Condition** - Select the range of conditions; options display based on the selected property (string or numeric).
 3. **Value** - Select the value used to compare with the property's value.
6. Click **Add**; the search criteria is added to the **Additional criteria** section. To remove a value, click on the entry you want to remove, and then click **Remove**, or click **Remove all** to eliminate all search criteria and start over.
7. In the **All or any criteria** section, specify whether to find items that match *all* or *any* of your set of search criteria.
8. Click **OK** to save the set of search criteria and return to the **Archive Search Definition** dialog box. Click **Source criteria**:



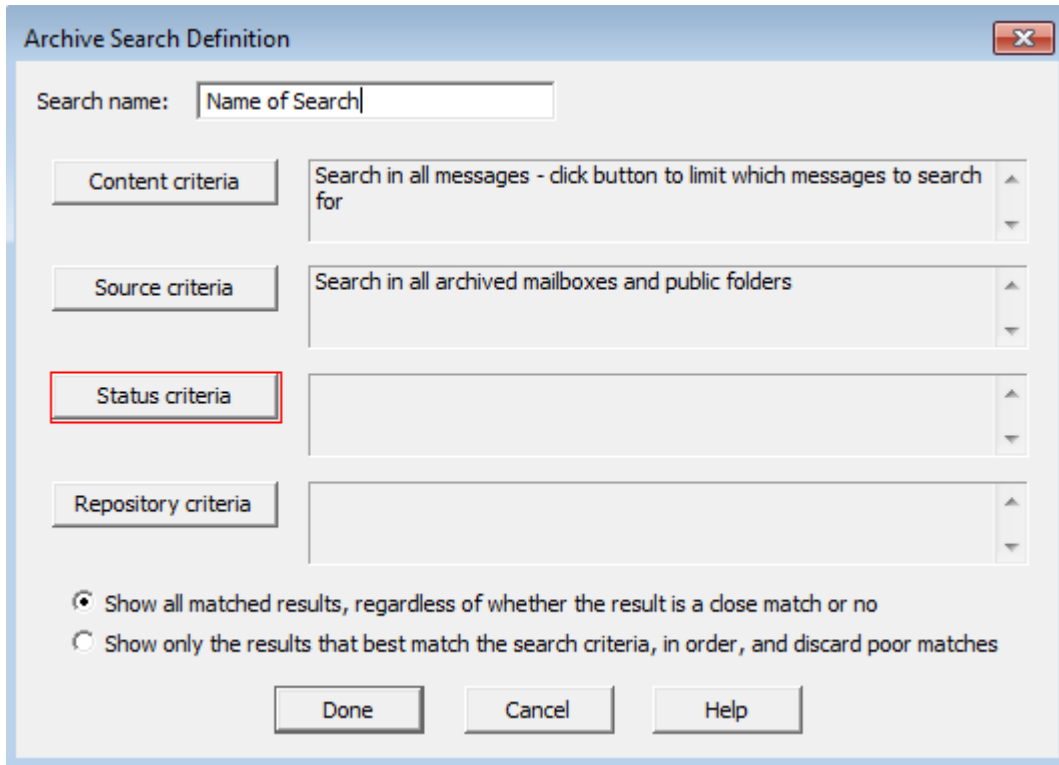
The 'Archive Search Definition' dialog box is shown. It has a title bar with a close button. Inside, there is a 'Search name:' label followed by a text box containing 'Name of Search'. Below this are four criteria sections, each with a button on the left and a text area on the right: 'Content criteria' (with text 'Search in all messages - click button to limit which messages to search for'), 'Source criteria' (highlighted with a red box), 'Status criteria', and 'Repository criteria'. At the bottom, there are two radio buttons: 'Show all matched results, regardless of whether the result is a close match or no' (selected) and 'Show only the results that best match the search criteria, in order, and discard poor matches'. At the very bottom are 'Done', 'Cancel', and 'Help' buttons.

9. In the **Source criteria** dialog box, select mailboxes and public folder sources to search:



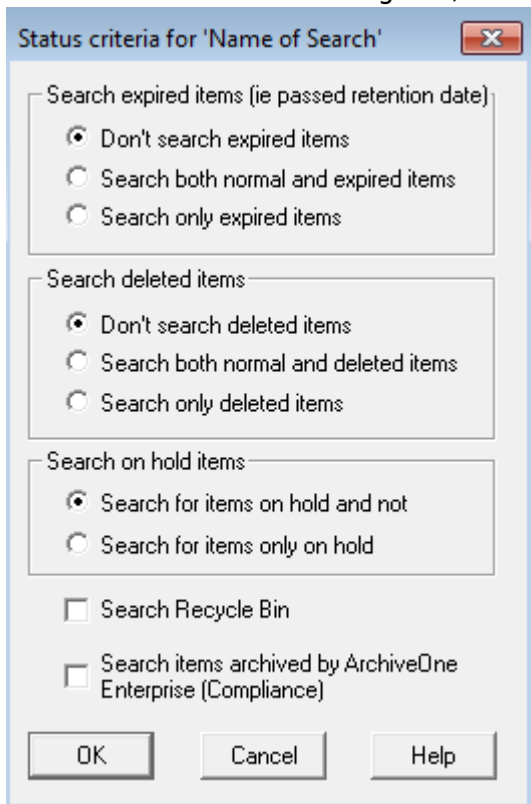
The 'Source criteria for 'Name of Search'' dialog box is shown. It has a title bar with a close button. Inside, there is a section titled 'Which mailboxes and public folders to search' with a subtitle 'Searching the archive of a mailbox will also search messages archived from PSTs connected to the mailbox'. Below this are three radio button options: 'Selected mailboxes or dlists' (with a text box and a 'Browse' button), 'Selected public folder and subfolders:' (with a dropdown menu showing '\HelpDesk'), and 'All archived mailboxes and public folders' (selected). At the bottom are 'OK', 'Cancel', and 'Help' buttons.

10. Select the desired setting:
1. **Selected mailboxes or dlists** – Searches only select mailboxes.
 2. **Selected public folder and subfolders** – Searches only the selected archived public folder.
 3. **All archived mailboxes and public folders** – *Default*. Search all configured locations.
11. Click **OK** to save your settings and return to the **Archive Search Definition** dialog box. Click **Status criteria**:



The 'Archive Search Definition' dialog box is shown. It has a title bar with a close button. Inside, there is a 'Search name:' label followed by a text box containing 'Name of Search'. Below this are four sections, each with a button on the left and a list box on the right: 'Content criteria' (Search in all messages - click button to limit which messages to search for), 'Source criteria' (Search in all archived mailboxes and public folders), 'Status criteria' (highlighted with a red rectangle), and 'Repository criteria'. At the bottom, there are two radio buttons: 'Show all matched results, regardless of whether the result is a close match or no' (selected) and 'Show only the results that best match the search criteria, in order, and discard poor matches'. At the very bottom are 'Done', 'Cancel', and 'Help' buttons.

12. In the **Status criteria** dialog box, select status options:



The 'Status criteria for 'Name of Search'' dialog box is shown. It has a title bar with a close button. Inside, there are three sections, each with a label and a list box: 'Search expired items (ie passed retention date)' with options 'Don't search expired items' (selected), 'Search both normal and expired items', and 'Search only expired items'; 'Search deleted items' with options 'Don't search deleted items' (selected), 'Search both normal and deleted items', and 'Search only deleted items'; and 'Search on hold items' with options 'Search for items on hold and not' (selected) and 'Search for items only on hold'. Below these are two checkboxes: 'Search Recycle Bin' and 'Search items archived by ArchiveOne Enterprise (Compliance)'. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

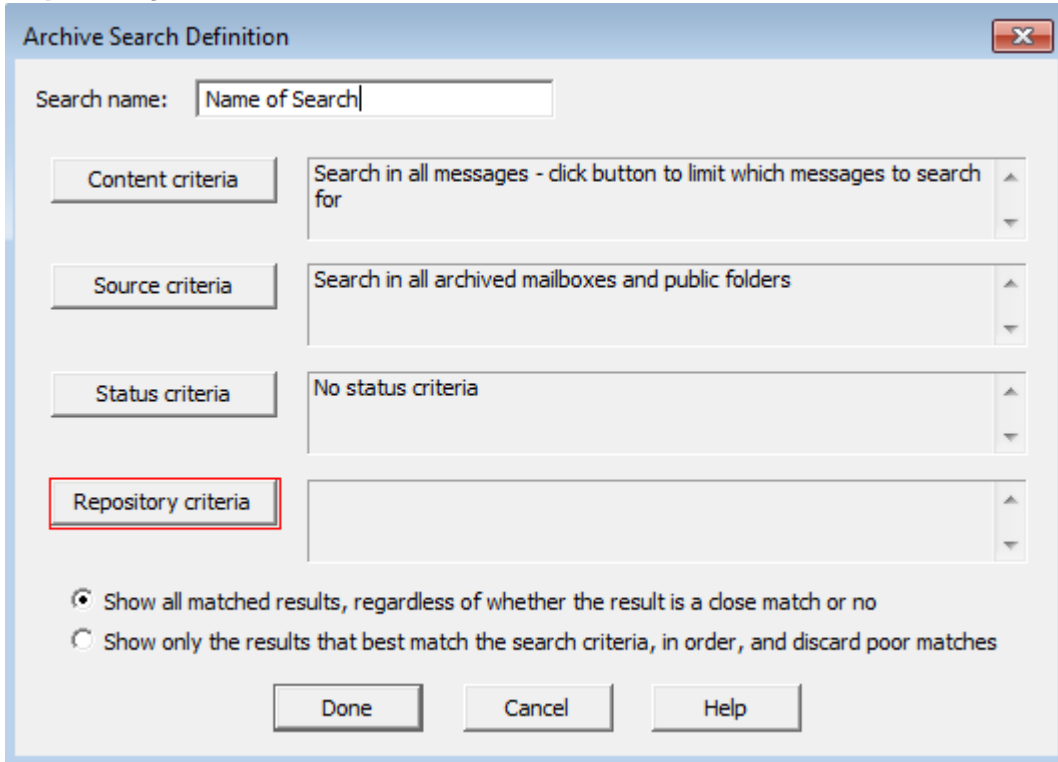
1. **Search expired items** - Select how to search expired items.
2. **Search deleted items** - Select how to search deleted items.
3. **Search on hold items** - Select whether to search items on hold.
4. **Search Recycle Bin** - Select whether to search the ArchiveOne Enterprise (Policy)

Recycle Bin.

5. **Search items Archived by ArchiveOne Enterprise (Compliance)** – Select whether to search items that archived by ArchiveOne Enterprise (Compliance)

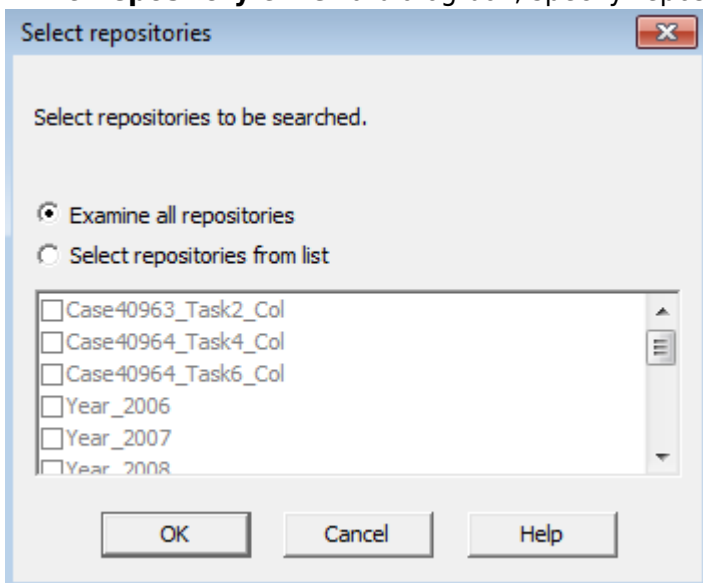
You must have ArchiveOne Enterprise (Compliance) repositories visible in the ArchiveOne Enterprise (Policy) admin console to use this option.

13. Click **OK** to save your settings and return to the **Archive Search Definition** dialog box. Click **Repository criteria**:



The 'Archive Search Definition' dialog box is shown. It has a title bar with a close button. Inside, there is a 'Search name:' label followed by a text box containing 'Name of Search'. Below this are four criteria sections, each with a button on the left and a dropdown menu on the right: 'Content criteria' (dropdown: 'Search in all messages - click button to limit which messages to search for'), 'Source criteria' (dropdown: 'Search in all archived mailboxes and public folders'), 'Status criteria' (dropdown: 'No status criteria'), and 'Repository criteria' (dropdown: empty). The 'Repository criteria' button is highlighted with a red rectangle. At the bottom, there are two radio buttons: 'Show all matched results, regardless of whether the result is a close match or no' (selected) and 'Show only the results that best match the search criteria, in order, and discard poor matches'. Below the radio buttons are three buttons: 'Done', 'Cancel', and 'Help'.

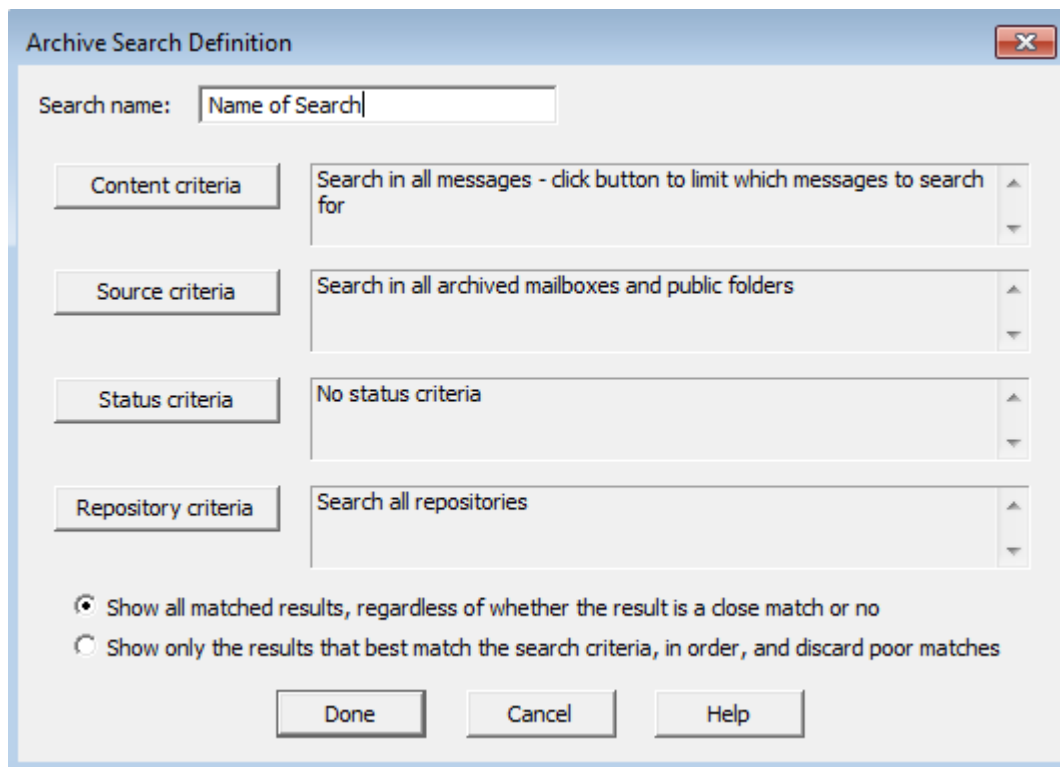
14. In the **Repository criteria** dialog box, specify repositories to search:



The 'Select repositories' dialog box is shown. It has a title bar with a close button. Inside, there is a label 'Select repositories to be searched.' Below this are two radio buttons: 'Examine all repositories' (selected) and 'Select repositories from list'. Below the radio buttons is a list box containing five items, each with a checkbox: 'Case40963_Task2_Col', 'Case40964_Task4_Col', 'Case40964_Task6_Col', 'Year_2006', 'Year_2007', and 'Year_2008'. At the bottom are three buttons: 'OK', 'Cancel', and 'Help'.

1. **Examine all repositories** – Run search through all existing repositories.
2. **Select repositories from list** – Run search through selected repositories only.

15. Click **OK** to save your settings and return to the **Archive Search Definition** dialog box:



The image shows a screenshot of the 'Archive Search Definition' dialog box. It has a title bar with a close button (X). Inside, there is a 'Search name:' label followed by a text box containing 'Name of Search'. Below this are four sections, each with a button on the left and a text box on the right: 'Content criteria' with 'Search in all messages - click button to limit which messages to search for', 'Source criteria' with 'Search in all archived mailboxes and public folders', 'Status criteria' with 'No status criteria', and 'Repository criteria' with 'Search all repositories'. Each text box has up and down arrow buttons on its right side. At the bottom, there are two radio buttons: the first is selected and labeled 'Show all matched results, regardless of whether the result is a close match or no', and the second is labeled 'Show only the results that best match the search criteria, in order, and discard poor matches'. At the very bottom are three buttons: 'Done', 'Cancel', and 'Help'.

16. Select whether to show all matched results or only results that best matches your search criteria, and then click **Done**.

Figures

1. archive_search01.png
2. Content_criteria.png
3. archive_search02.png
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5. archive_search03.png
6. status_criteria.png
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8. select_repositories.png
9. define_archive_search.png

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