

Perform an Archive Search

<https://campus.barracuda.com/doc/42048378/>

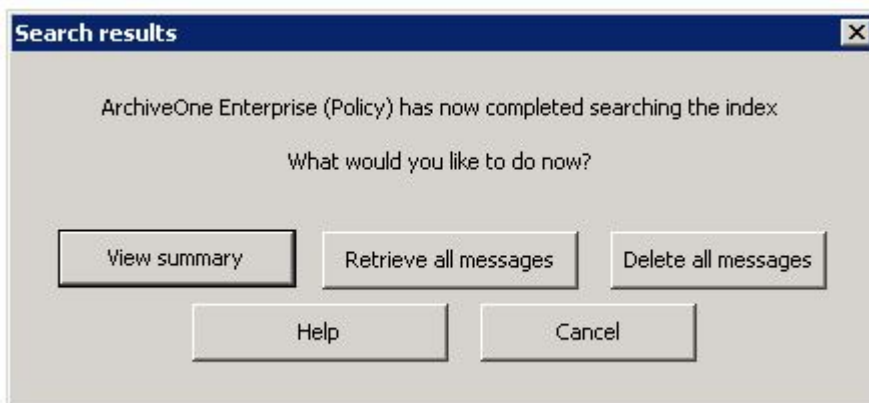
Configure [archive search criteria](#) before running a search.

Run an Archive Search

1. Log in to the ArchiveOne Admin Console, and click **Archive Searches**.
2. Right-click the search you want to run, and then click **Run**.
3. Enter a comment about the search you are running.

Search comments are mandatory by default, however, you can configure this to be optional on the [Search Comments page](#).

4. Once the search is complete, the **Search Results** dialog box displays:



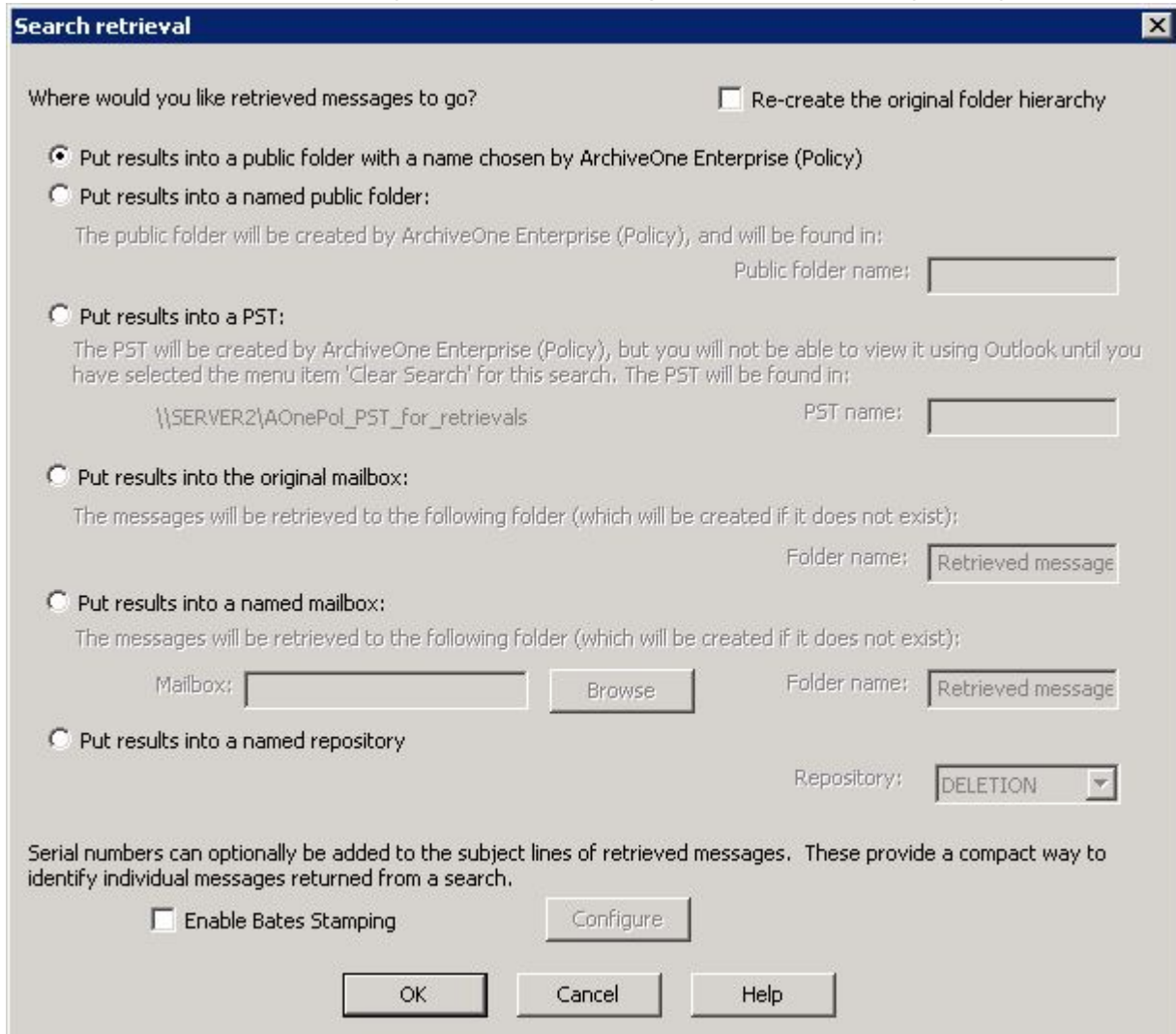
5. Select from the available actions:
 1. **View Summary** - Click to view a summary of the results; click **OK** to close the results.
 2. **Retrieve all messages** - Click to retrieve the results without viewing messages.
 3. **Delete all messages** (*not recommended*) - Click to delete the results without viewing messages.
6. Close the dialog when you are done.

Perform an Action on Search Results

Once you run an archive search using the steps in the previous section, the results display in the right pane and you can take actions on messages.

If you run the search from the ArchiveOne Admin console installed on the ArchiveOne server, you are prompted to open Outlook to view retrieved messages.

1. Select one or more messages to retrieve, right-click, and then click **Retrieve Message**.
2. In the **Search retrieval** dialog box, select where you want the messages to go:



The screenshot shows the 'Search retrieval' dialog box with the following options and fields:

- Where would you like retrieved messages to go?** (with a checkbox for **Re-create the original folder hierarchy**)
- ☒ **Put results into a public folder with a name chosen by ArchiveOne Enterprise (Policy)**
- ☐ **Put results into a named public folder:**
The public folder will be created by ArchiveOne Enterprise (Policy), and will be found in:
Public folder name:
- ☐ **Put results into a PST:**
The PST will be created by ArchiveOne Enterprise (Policy), but you will not be able to view it using Outlook until you have selected the menu item 'Clear Search' for this search. The PST will be found in:
PST name:
- ☐ **Put results into the original mailbox:**
The messages will be retrieved to the following folder (which will be created if it does not exist):
Folder name:
- ☐ **Put results into a named mailbox:**
The messages will be retrieved to the following folder (which will be created if it does not exist):
Mailbox: Folder name:
- ☐ **Put results into a named repository**
Repository:

Serial numbers can optionally be added to the subject lines of retrieved messages. These provide a compact way to identify individual messages returned from a search.

☐ **Enable Bates Stamping**

3. Turn on **Re-create the original folder hierarchy** to recreate the folder structure that held the message(s).
4. Select from the available options to specify where you want the retrieved messages to go:
 1. **Put results into a public folder with a name chosen by ArchiveOne Enterprise (Policy) Manager** – Copies your item(s) into a new folder within the **Retrieval Folder**.
 2. **Put results into a named public folder** – Copies your item(s) into a specific folder within the **Retrieval Folder**.
 3. **Put results into a PST** – Copies your item(s) into a specific PST; if the PST is not present, it is created.
 4. **Put results into the original mailbox** – Copies your item(s) into a specific folder in the original mailbox.
 5. **Put results into a named mailbox** – Copies your item(s) into a specific folder in a specific mailbox.
 6. **Put the results into a named repository** – Moves archived messages from one repository to another.
5. To apply serial numbers to the subject line of messages when they are printed, turn on **Enable**

Bates Stamping , and then click **Configure**.

6. Click **OK** to start the retrieval process; a confirmation message displays when the process is complete.

Figures

1. search_results.png
2. search_retrieval.png

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