Archive Searches Node

https://campus.barracuda.com/doc/43222726/
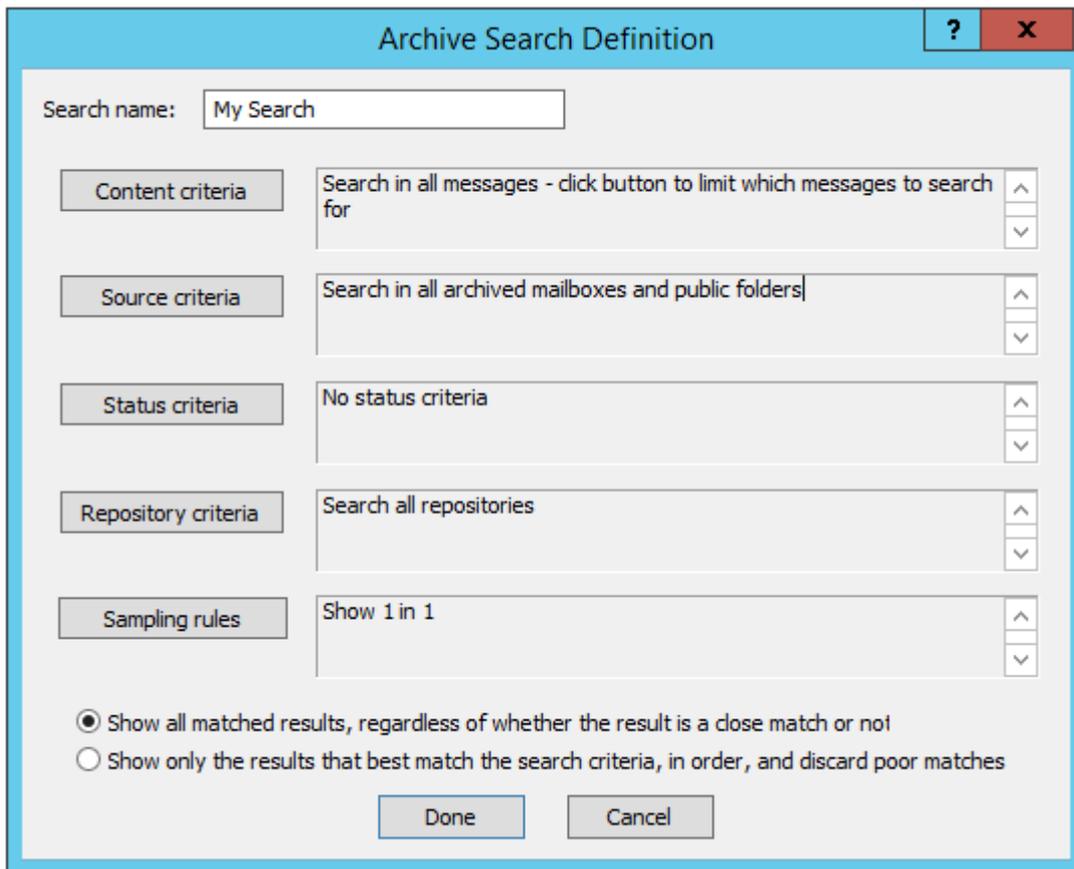
Use the **Archive Searches** node for administrative searches against all archived mail. To search only your own mailbox and other authorized mailboxes, use the Search and Retrieval Website

1. In the ArchiveOne Admin console, right-click **Archive searches**, and then click **New**:

2. Enter the search criteria based on your requirements, and then click **Done**.

   > The search is saved on the server shared between all instances of ArchiveOne Admin connecting to the same server and can be run at any time in the future without having to redefine the search.

The configuration options available are:

- **Content criteria**, which is split into basic and additional criteria. Use **Message contains** to search for a simple word or phrase, or add additional search criteria, for example:
    - **one AND two** finds messages containing both words (this is the default behavior if you just list words without an operator such as **AND** between them)
    - **one OR two** finds messages containing one or other words.
    - **one NEAR two** finds messages containing both words within 10 words of each other.
    - **"crown jewels"** (a phrase in quotes) finds messages containing both words together as a phrase.

- **(one OR two) AND three** (a search expression in brackets) finds messages containing **three** and either **one** or **two**
- ***day** (use of * as a wildcard) matches any word ending in **day** – use an asterisk (*) anywhere in a word to indicate any number of missing letters.
- **thurs???** (use of ? as a wildcard) matches any word starting "thurs" followed by exactly 3 letters – a question mark ? can be used anywhere in a word to indicate one missing letter.

To exclude words, add them to the **Subject, body or attachments do NOT contain any of these words** field. You can optionally add **Additional criteria** by choosing a property, condition, and value, and then clicking **Add**. You can have as many additional criteria as you like. Be aware that some text-based search criteria in the **Additional criteria** are affected if the corresponding property in the message is over 111 characters long. For instance, if the subject of a mail is more than 111 characters, a search for **Subject contains xyz** does not find **xyz** if it occurs at the end of the string, but a search for **Subject starts with xyz** finds messages whose subject starts with **xyz** regardless of the length of the subject. When searching into the index, the words in embedded messages and their attachments are indexed as searchable words, but none of the advanced criteria (such as delivery date) are applied to embedded messages, except the filenames of attachments to embedded messages. Property searches are limited to 28 characters per property (see Archive Search returns 'Sorry, no archived items match your search criteria' ACSS_TOKEN_TOO_LARGE for more information).

- **Source criteria**, which you can use to identify the mailboxes and public folders whose archives you want to search into.
- **Status criteria**, which you can use to specify searching into expired items (which have exceeded their repository retention time), deleted items (selected for deletion by an administrator), or on hold items (which an administrator has decided should not be allowed to expire or be deleted). This can also be used to specify search into the recycle bin – for more information, see Recycle Bin Node.
- **Repository criteria**, which you can use to identify which repository you want to search into. If you have multiple repositories but you know you are only looking for mail archived into one, you can use this option to speed up the search. You can also select to search all mailbox archiving repositories or all journal archiving repositories.
- **Sampling rules**, which you can use to specify that you want to see only a subset of items found (e.g., 1 in 13 of them). The items are selected from the search results at random, so a repeated sample search typically displays different items.
- **All matched results or best matches**, which you can use to request the search process to list a summary of either all messages that match the search criteria exactly, or messages that best meet the criteria, in order of quality of match. The latter is ranked by characteristics such as the frequency and closeness of words being searched for; this may not list some matches that do not match the criteria well.

Right-click the search once created and select **Role assignment** to assign administrator roles on the search. See How to Define Role Behavior for more information.

Once you define the search and click **Done**, select the search, and then click **Run search** on the toolbar. You may be prompted to specify why you are running a search. This information is stored in the audit along with the details of the search being run. You can control whether archive search comments are optional or mandatory by changing the setting on the Search Comments page on the Status node configuration.

Once the search is complete, you can select to view a summary of all messages found; to retrieve the messages all to a selected public folder, PST, or repository where they can be reviewed and processed using Outlook; or to delete the messages and move them to the recycle bin; or to delete the messages if they are already in the recycle bin.

If you choose to view the summary of messages, a warning may display if it is judged that retrieving the list may take some time. If you choose to continue, or if you are not warned, the list of messages displays. If you select to see the quality of search match, the **rank** column displays a number expressing the message's relative quality of match to the search criteria. The numeric rank does not mean anything by itself, only in comparison to the rank of other messages.

The follow actions are available from the toolbar:

- **Edit the search** – if you click **Done** to commit changes to the search, this action clears the current results.
- **Duplicate** – Create an identical copy of the search with a similar name.
- **Run search** – Search the archive again, discarding the current search results.
- **Show results folder** – Show using Outlook the public folder into which retrieved messages are placed. Note that messages may have been placed into sub-folders of folder.
- **Change retrieval location** – Change the location into which retrieved messages are placed.
- **Role definition** – Allows you to assign administrator roles on the search. See How to Define Role Behavior for more information.

You can also right-click **Search Archive**, and click **Clear search** to clear the results list and retain the search criteria.

If you select a message or multiple messages, the additional toolbar buttons available are:

- **Retrieve Message** – Retrieve a message into a specified location. All attributes of the message are identical to when the message was archived.
- **View Message** (or double-click on a message) – Retrieve a message into a specified location if it is not already retrieved, and then display it using Outlook.
- Other buttons related to updating the message status. See Archive Updates for more information.

Close Outlook before viewing messages as ArchiveOne Admin invokes and controls Outlook for you.

Retrieving or viewing a message causes ArchiveOne Admin to prompts you for a location for the

message. Select from the following options:

- **A public folder** (named by you or by ArchiveOne Admin, based on the configured base search results public folder). Public folders must be enabled in your Exchange environment.
- **A mailbox**. Choose a mailbox or select the mailbox from which the mail originally came. You can name a base folder, in which case the folder is created in the root of the mailbox folder tree and all messages retrieved into it. If you leave this folder name blank, messages are retrieved into the root of the mailbox.
- **A PST file**. ArchiveOne creates a PST file in a share on the ArchiveOne Service machine and adds the PST file. . ArchiveOne Admin is unable to display the messages you retrieve. If the PST exceeds 1Gb during retrieval, a new one is started in the same location with **_1** added to the filename. If this exceeds 1Gb, another with **_2** is created, and so on. Once you have finished retrieving messages, you can take the PST file to an Outlook installation anywhere to view the messages, but if you attach the PST to Outlook while still viewing and retrieving messages, ArchiveOne Service is unable to add new messages to it.
- A repository – the retrieved items will be committed into the repository you specify (which must already exist). If you choose this option, Bates Stamping will not be available.

You can check 'Re-create the hierarchy' which will create folders to replicate the hierarchy that the messages were originally in, and then retrieve the messages to the correct location in that hierarchy. If you are retrieving to a mailbox and have named a base folder, the hierarchy will be created in that base folder.

 In most cases, when retrieving messages you can enable **Bates Stamping** which adds an identifier to the body of each message retrieved for future unique identification.

You can select, in the case where the item being retrieved is an envelope journal item, whether to retrieve the envelope item as is or to retrieve the item inside the envelope.

Subsequent retrievals or viewings uses the same folder, mailbox, or PST file – to use a different folder or file, rerun the search.

Figures

1. Archive Search Definition.PNG