

## How to Perform an Archive Search in ArchiveOne Enterprise Compliance

<https://campus.barracuda.com/doc/46205884/>

This article refers to Barracuda ArchiveOne Enterprise version 5.8 or higher.

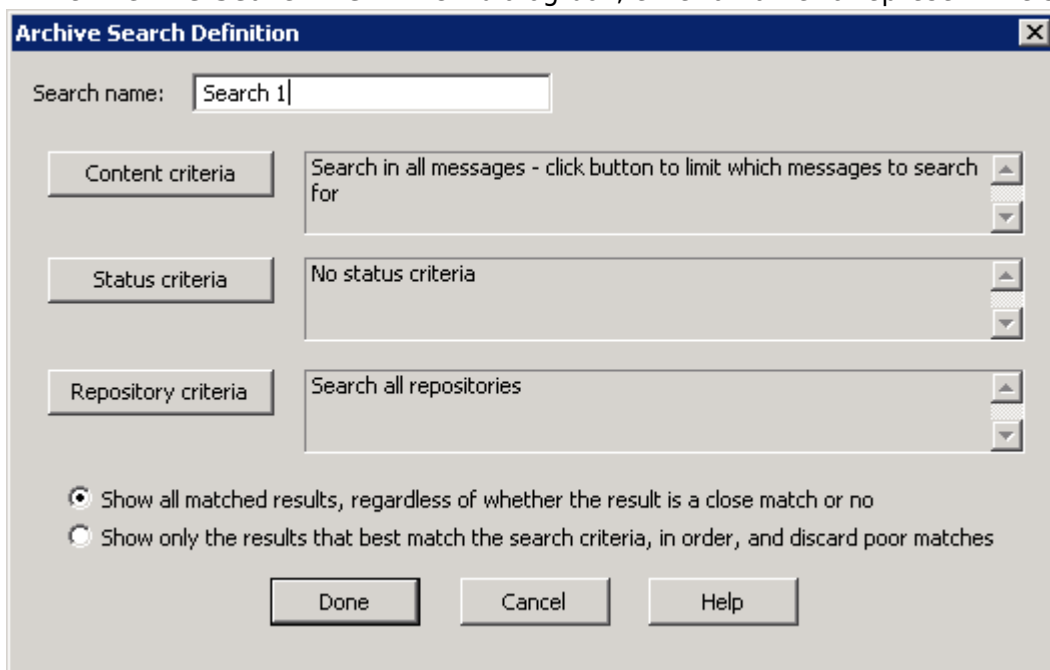
### Before Getting Started

Before getting started, verify you have:

- Archived data;
- Permissions to run archiveOne Enterprise (Compliance); and
- A client machine running Outlook to view retrieved messages from the archive.

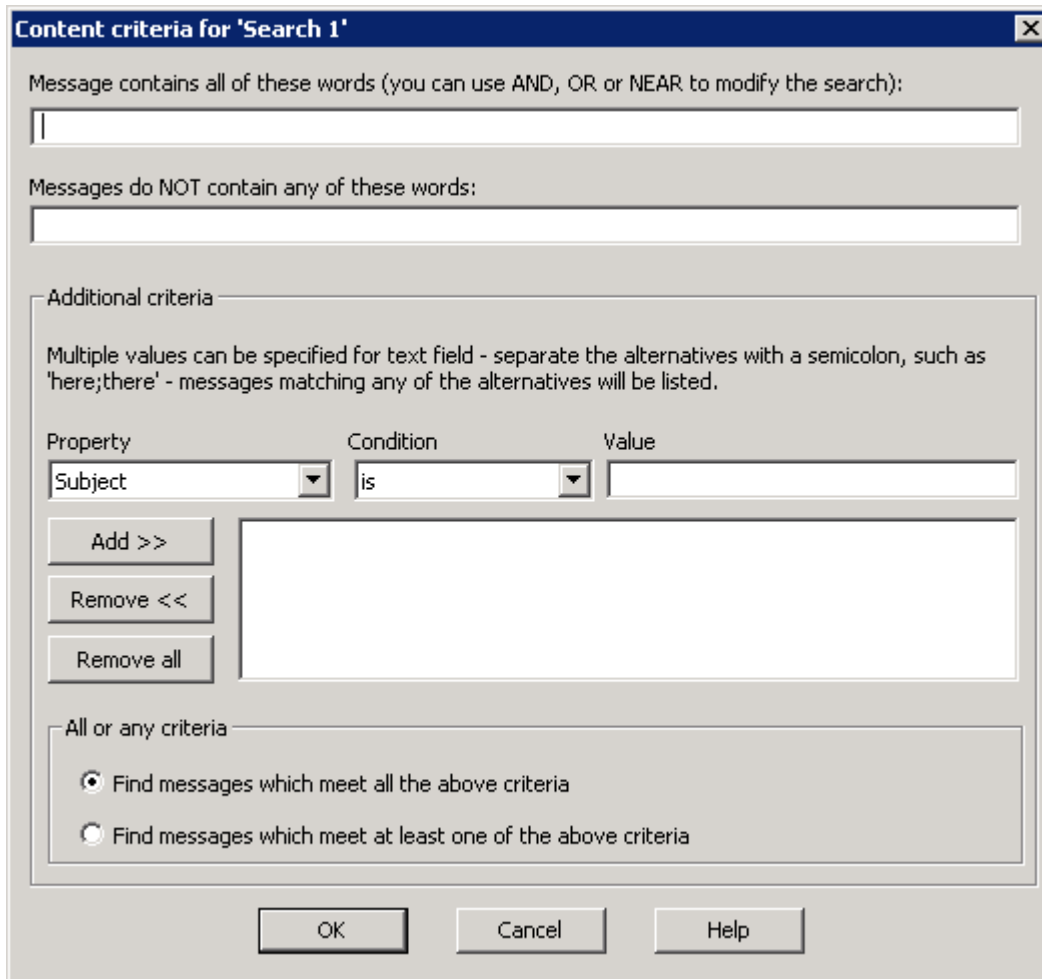
### Step 1. Configure an Archive Search

1. Open the ArchiveOne Enterprise (Compliance) Admin Console.
2. Right-click **Archive Searches**, and click **New**.
3. In the **Archive Search Definition** dialog box, enter a name to represent 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 box containing 'Search 1'. Below this are three sections, each with a button on the left and a text box on the right. The first section is 'Content criteria' with a button, and the text box contains 'Search in all messages - click button to limit which messages to search for'. The second section is 'Status criteria' with a button, and the text box contains 'No status criteria'. The third section is 'Repository criteria' with a button, and the text box contains 'Search all repositories'. 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'.

4. Click **Content criteria**:



**Content criteria for 'Search 1'**

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

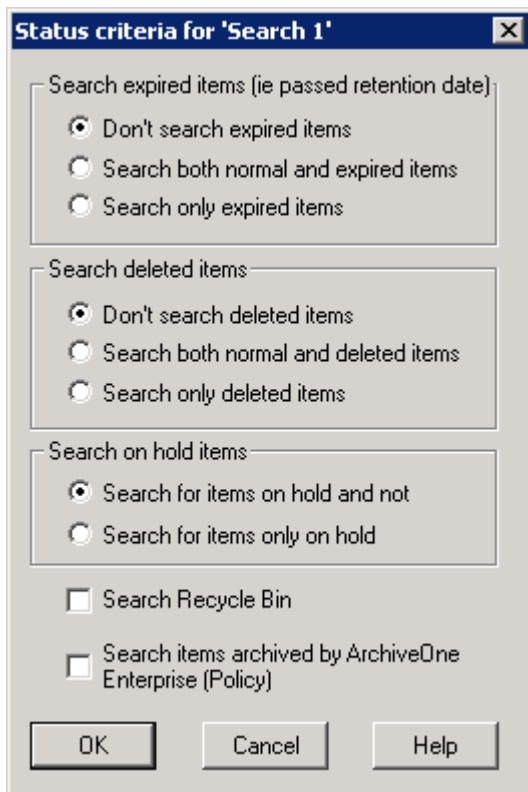
All or any criteria

☒ Find messages which meet all the above criteria

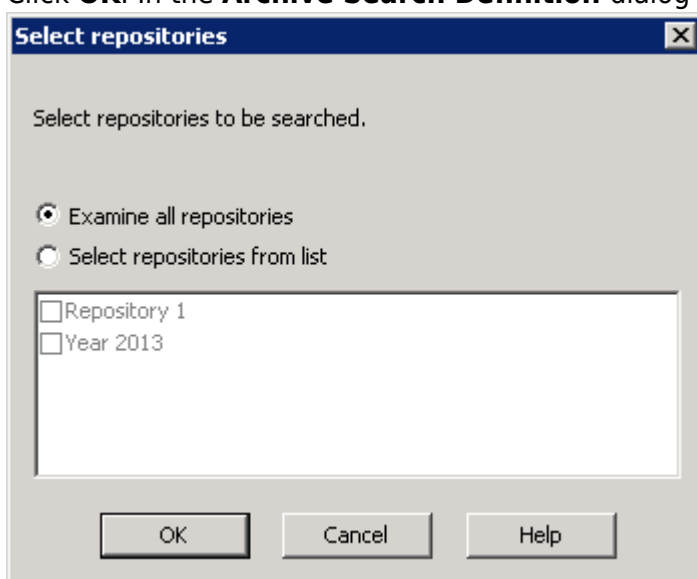
☐ Find messages which meet at least one of the above criteria

OK Cancel Help

1. **Message contains all of these words** - Enter those words on which to search for in the message body or subject using AND, OR or NEAR to modify the search.
  2. **Messages do NOT contain any of these words** - Enter those words you do not wish to search on.
  3. **Property** - Select the criteria to search for.
  4. **Condition** - Select the comparison to apply.
  5. **Value** - Enter the terms on which to search.
  6. **All or any criteria** - Select whether to find items that match all or any of your criteria sets.
5. Click **OK**. In the **Archive Search Definition** dialog box, click **Status Criteria**:



- 6.
1. **Search expired items** - Select whether to search expired items.
  2. **Search deleted items** - Select whether 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 recycle bin.
  5. **Search items archived by ArchiveOne Enterprise (Policy)** - Select whether to search archived items
7. Click **OK**. In the **Archive Search Definition** dialog box, click **Repository Criteria**:



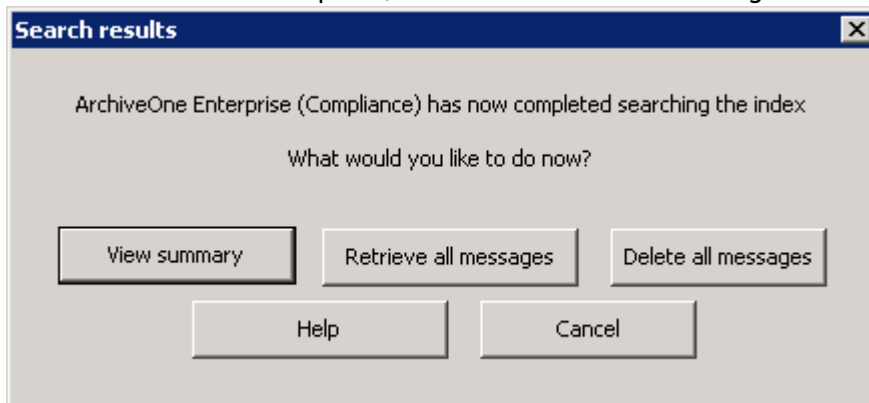
8. Click **OK**, and then click **Done** in the **Archive Search Definition** dialog box.

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## Step 2. Perform an Archive Search

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1. Open the ArchiveOne Enterprise (Compliance) 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.
4. Once the search is complete, the **Search Results** dialog box displays:



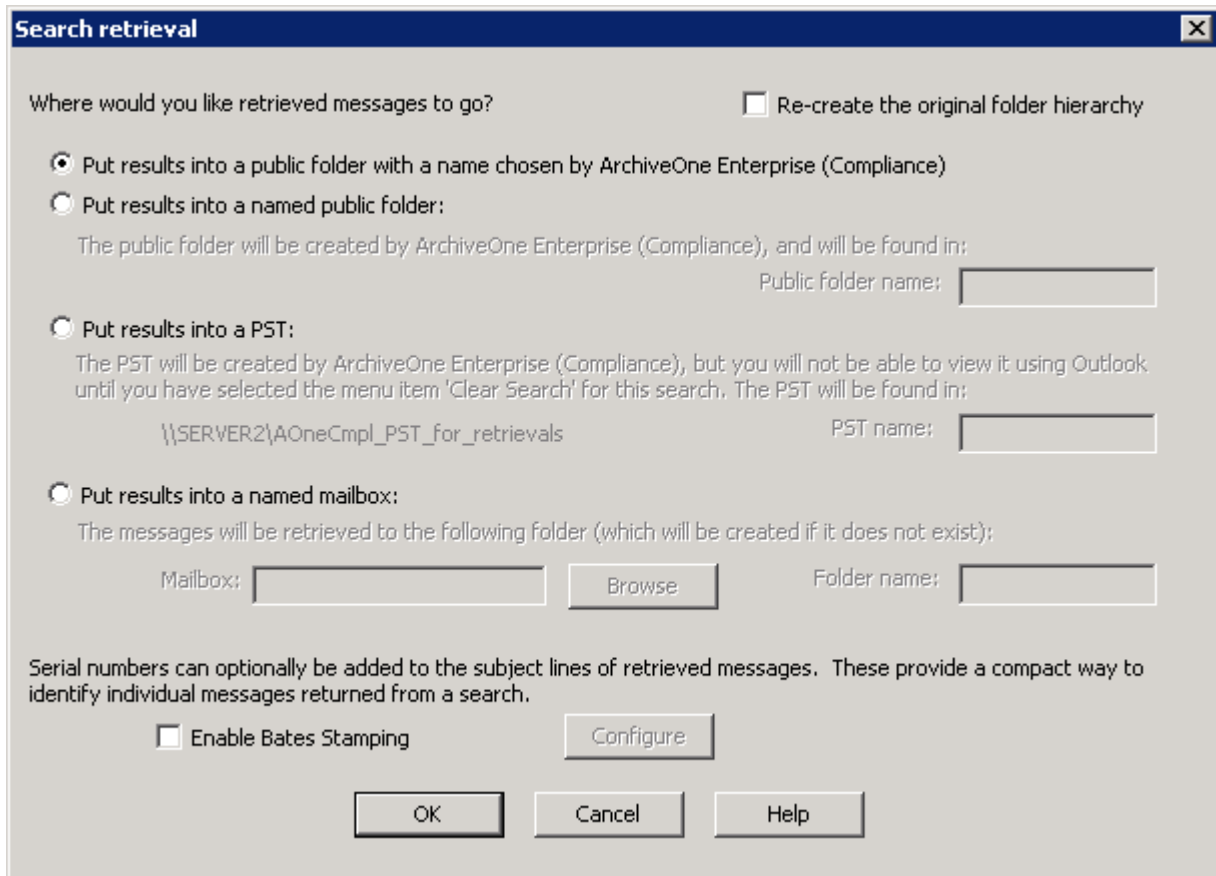
5. Select from the available actions:
  1. **View Summary** - Click to view a summary of the results; click **OK** to close the results.
  2. **Retrieve all messages** - Click to retrieve the results without viewing messages.
  3. **Delete all messages** - Click to delete the results without viewing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

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## Step 3. Perform an Action on the Search Results

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1. Select the messages you want to retrieve.
2. Right-click your selection, and click **Retrieve Message**.
3. In the **Search retrieval** dialog box, select where you want the messages to go:



**Search retrieval**

Where would you like retrieved messages to go? ☐ Re-create the original folder hierarchy

☒ Put results into a public folder with a name chosen by ArchiveOne Enterprise (Compliance)

☐ Put results into a named public folder:  
The public folder will be created by ArchiveOne Enterprise (Compliance), and will be found in:  
Public folder name:

☐ Put results into a PST:  
The PST will be created by ArchiveOne Enterprise (Compliance), 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:  
\\SERVER2\AOneCmpl\_PST\_for\_retrievals PST 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:  Browse Folder name:

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

4. Turn on **Re-create the original folder hierarchy** to recreate the folder structure that held the message(s).
5. 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 (Compliance)** – 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 a named mailbox** – Copies your item(s) into a specific folder in a specific mailbox.
6. To apply serial numbers to the subject line of messages when they are printed, turn on **Enable Bates Stamping**, and then click **Configure**.
7. Click **OK** to start the retrieval process; a confirmation message displays when the process is complete.

If you are running this search from the ArchiveOne Admin console installed on the ArchiveOne server, a message displays stating that you must open Outlook to view the retrieve messages.

## Figures

1. search\_00.png
2. search\_01.png
3. search\_02.png
4. search\_03.png
5. search\_04.png
6. search\_05.png

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