



How to Configure and Perform an Archive Search

Applies to: ArchiveOne® Express; Topic Last Modified: 27 January 2010

Note

This topic explains how to use the ArchiveOne Express Admin Console to configure and perform a simple archive search.

Before You Begin

Before you perform the procedure in this topic, be aware of the following:

- Mail must already have been archived.
- Must have proper user permissions to run ArchiveOne Express.
- You'll need a client machine to view the actual messages.

Procedure

To configure an archive search

1. Open the ArchiveOne Express Admin Console.
2. Right click on **Archive Searches** and select **New**.
 - Optionally, you can enter a name for this search in the top text box.
3. Click on the **Content criteria** button to display your selection of criteria:
 - *Top two text boxes*: Search for certain words in either the message body or subject, optionally using AND/OR/NEAR modifiers.
 - *Property pull down menu*: Select the criteria to search for.
 - *Condition pull down menu*: Select the comparison to search for.
 - *Value text box*: Type what you're searching for. This could be a name, username, certain word, email address, etc.
 - *All or any criteria*: Select whether you want to find items that match all of your set criteria, or items that match any of your set criteria.
4. Click on the **Source criteria** button to display your selection of sources.
 - *Selected mailboxes or dlists*: This selection allows you to choose certain mailboxes to search into.
 - *Selected public folder and sub-folders*: This selection configures the search to look into a selected public folder.
 - *All archived mailboxes and public folders*: This is the default selection. This selection configures the search to look into all configured locations.
5. Click the **Status criteria** button to display your selection of types of status.
 - *Search expired items*: Choose whether you want to search items that have expired.
 - *Search deleted items*: Choose whether you want to search deleted items.

- *Search on hold items*: Choose whether you want to search for items that are on hold.
 - *Search Recycle Bin*: Choose whether you want to search into the ArchiveOne Express Recycle Bin.
6. Click the **Repository criteria** button to display the selection of repositories.
 - *Examine all repositories*: Select this if you would like to run your search through all of your existing repositories.
 - *Select repositories from list*: Select this if you would like to run your search through specific repositories. You'll then need to check which repositories you would like to search through.
 7. Click on the **Done** button to save your search.

To perform an archive search and perform an action on the results

1. Open the ArchiveOne Express Admin Console.
2. Click on **Archive Searches**.
3. Right click on the search that you want to run and select **Run Search**.
4. The search will run; click on the View Summary button when the search completes.
 - A dialog window may appear asking "This operation is going to take some time. Are you sure you want to run this operation?" Click the **Yes** button.
 - A window appears displaying "Retrieving results – Please wait"
5. Another dialog window appears stating how many messages match your search criteria; click the **OK** button.
 - The results are then displayed in the right window pane.
6. Select the item(s) you would like to retrieve.
7. Right click your selection and select **Retrieve Message**.
8. Select where you would like to retrieve the item(s):
 - *Put results into a public folder with a name chosen by ArchiveOne Express*. Choose this to copy your item(s) into a new folder within the Retrieval Folder.
 - *Put results into a named public folder*: Choose this to copy your item(s) into a specific folder within the Retrieval Folder.
 - *Put results into a PST*: Choose this to copy your item(s) into a specific PST (this PST will *be created if it isn't present*) .
 - *Put results into the original mailbox*: Choose this to copy your item(s) into a specific folder in the original mailbox.
 - *Put results into a named mailbox*: Choose this to copy your item(s) into a specific folder in a specific mailbox.
 - *Re-create the original folder hierarchy*: Check this box if you would like to recreate the folder structure that held the item(s) .
9. Click on the **OK** button.

For more information

For assistance with other features of ArchiveOne Express, see the other ArchiveOne Express documentation available from C2C:

- [C2C website](#)
- [C2C Support Portal](#)