



How to Configure and Perform an Archive Search

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

Note

This topic explains how to use the ArchiveOne for Files 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:

- Files must already have been archived.
- User has proper permissions to run ArchiveOne for Files.

Procedure

To configure an archive search

1. Open the ArchiveOne for Files Admin Console.
2. Click on **Search** node
 - *Top text box*: Search for certain words in the body.
 - *New Criterion 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 file name, creation date, or a certain word, etc.
3. Click the **Status** 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.
4. 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.
5. Click on the **Blue Down Arrow** button and select **Save** to save your search.
 - *Save Search as*: Type the name of the search and click **OK**.

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

1. Open the ArchiveOne for Files Admin Console.
2. Click on **Search**.
3. Click on the **Blue Down Arrow** button and select **Load Search**.
4. Select the Search that you want to run and click on the **Search** button.
5. The search will run; and populate a list below the search criterion screen.
6. Select the item(s) you would like to Action (alternately use CTL+A to select All) .
 - *Retrieve*: This will retrieve items to a file location.
 - *Delete*: this will delete item from the Archive.
 - *Restore*: This will restore items to the original location in the original size (Note this option is only available when selecting multiple items to Action at one time) .
 - *Set Retention*: This setting will over ride the default Repository retention period for the items selected.

To retrieve Items from the Archive

1. Perform your search as outlined above.
2. The search will run; and populate a list below the search criterion screen.
3. Select the item(s) you would like to retrieve (alternately use CTL+A to select All) .
4. Select **Retrieve** from the list of Actions:
 - *File Retrieval location*: Type the directory location where items will be retrieved.
 - Click **OK**.

For more information

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

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