



# DocAve® 6.0.1 Archiver

## User Guide

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## About DocAve Archiver

DocAve Archiver is the industry's first truly seamless, business-rule aware, granular archiving solution for Microsoft SharePoint with full text index, federated search, tiered storage management, and backup and recovery support.

With SharePoint data volumes increasing rapidly, companies need a solution to attenuate data growth, manage long-term retention, and save money by leveraging a tiered storage system. Archiver helps your company save thousands just in license fees, and end-users can seamlessly search and view the archived content from SharePoint.

## Complementary Products

Many products and product suites on the DocAve 6 platform work in conjunction with one another. The following products are recommended for use with Archiver:

- DocAve Connector for collaborating upon network file shares and cloud storage resources directly through SharePoint without migration. Connected content appears as normal SharePoint content, and can be leveraged exactly as if it were residing within a SharePoint document library.
- DocAve Content Manager for SharePoint for restructuring or moving SharePoint content
- DocAve Report Center for SharePoint to examine pain points in the SharePoint infrastructure and report on SharePoint user behavior and changes
- DocAve Data Protection for setting backup and recovery points prior to adjusting SharePoint governance policies in this product
- DocAve Replicator to perform live or event-driven, as well as scheduled or offline replication. Synchronization and management of all content, configurations, and securities is performed with full fidelity.

## Submitting Documentation Feedback to AvePoint

AvePoint encourages customers to provide feedback regarding our product documentation. Click the following URL to access the **Submit Your Feedback** form on our Web site:

<http://www.avepoint.com/resources/documentation-feedback/?flush=1>

# Before You Begin

Refer to the sections for system and farm requirements that must be in place prior to installing and using DocAve Archiver.

## Configuration

In order to use DocAve Archiver, the DocAve 6 platform must be installed and configured properly on your farm. Archiver will not function without DocAve 6 present on the farm.

## Agents

DocAve Agents are responsible for running DocAve jobs and interacting with the SharePoint object model. At the minimum, DocAve must have at least one agent installed on the Web front-end server. DocAve Agents enable DocAve Manager to communicate with the respective servers, allowing for Archiver commands to function properly.

**\*Note:** The use of system resources on a server increases when the installed agent is performing actions. This may affect server performance. However, if the agent installed on a server is not being used, the use of system resources is very low and, therefore, the effect on server performance is negligible.

For instructions on installing the DocAve Platform, DocAve Manager, and DocAve Agents, see the [DocAve 6 Installation Guide](#).

## Licensing and Permissions

To install and use Archiver properly, ensure that the agent account has the following permissions.

1. Local System Permissions: These permissions are automatically configured by DocAve during installation. Refer to [Local System Permissions](#) for a list of the permissions automatically configured upon installation. If there are no strict limitations within your organization on the permissions that can be applied, you can simply add the **DocAve Agent Account** to the local **Administrators** group to apply all of the required permissions.
2. SharePoint Permissions: These permissions must be manually configured prior to using DocAve 6 Archiver; they are not automatically configured.
  - User is a member of the Farm Administrators group. Since Administrator works across farms and on all SharePoint settings and configurations, this account is needed in order to provide the best and most complete quality of service.
  - Full control to all zones of all web applications via User Policy for Web Applications
  - User Profile Service:
    - User Personal Features

- Create Personal Site
  - User Social Features
  - Managed Metadata Service – Term Store Administrator
  - Business Data Connectivity Service – Full Control
  - Search Service – Full Control
3. SQL Permissions: These permissions must be manually configured prior to using DocAve 6 Archiver; they are not automatically configured.
- a. Member has a Database Role of db\_owner for all of the databases related to SharePoint, including Content Databases, Config Database, and Central Admin Database.

## Local System Permissions

The following Local System Permissions are automatically configured during DocAve 6 installation:

- User is a member of the following local groups:
  - IIS WPG (for IIS 6.0) or IIS IUSRS (for IIS 7.0)
  - Performance Monitor Users
  - DocAve Users (the group is created by DocAve automatically; it has the following permissions):
    - Full control to the Registry of HKEY LOCAL MACHINE\SOFTWARE\AvePoint\DocAve6
    - Full control to the Registry of HKEY\_LOCAL\_MACHINE\System\CurrentControlSet\Services\EventLog6
    - Full Control to the Communication Certificate
    - Permission of **Log on as a batch job** (it can be found within **Control Panel > Administrative Tools > Local Security Policy > Security Settings > Local Policies > User Rights Assignment**)
    - Full Control Permission for DocAve Agent installation directory

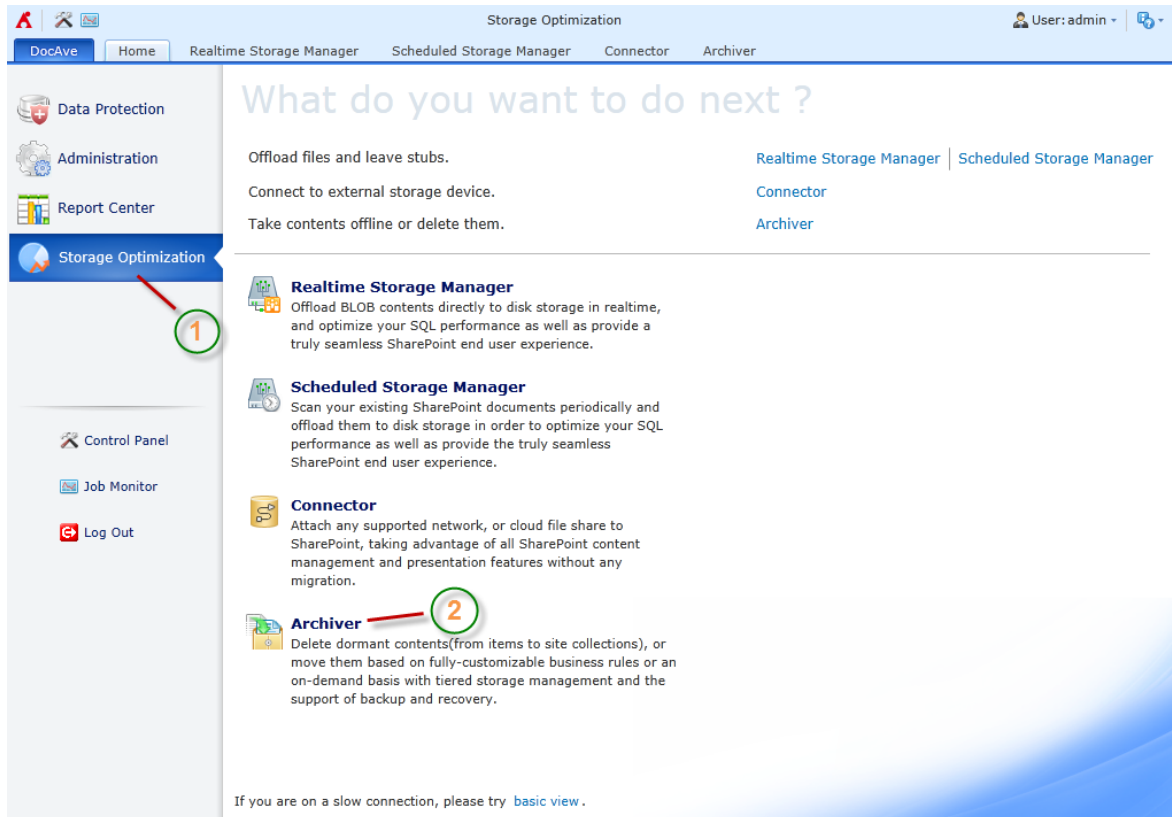
# Getting Started

Refer to the sections below for important information on getting started with Archiver.

## Launching Archiver

To launch Archiver and access its functionality, click the **DocAve** tab to display all modules for DocAve 6. Then follow the instructions below.

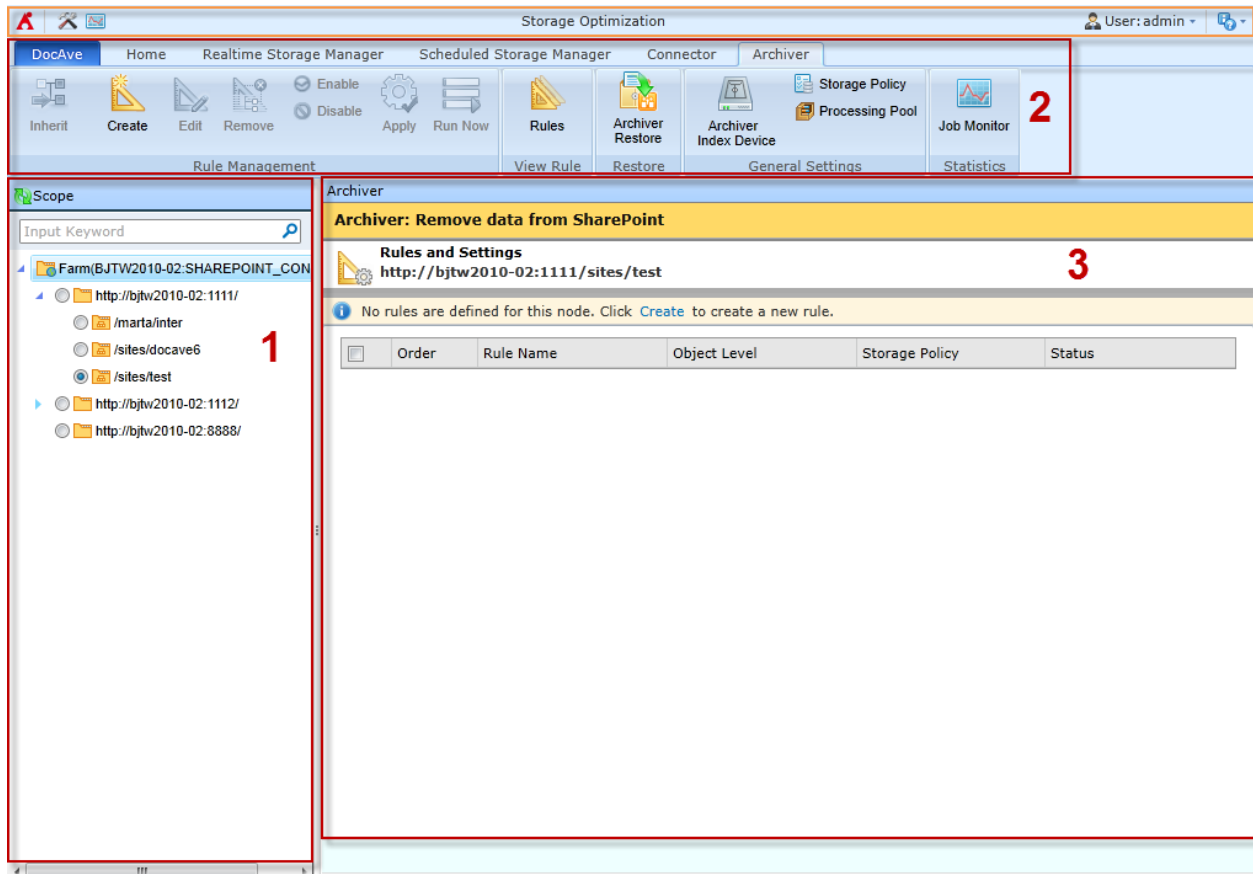
1. Log in to DocAve. If you are already in the software, click the **DocAve** tab. The **DocAve** tab displays all modules on the left side of the window.
2. Click **Storage Optimization** to view the Storage Optimization modules.
3. Click **Archiver** to launch this module.



**Figure 1:** DocAve module launch window.

## User Interface Overview

After clicking **Archiver**, the Storage Optimization suite user interface launches with the **Archiver** tab active. This tab displays your farm environment and allows for quick access to a list of Archiver features.



**Figure 2:** Archiver User Interface.

1. The **SharePoint tree (Scope panel)** displays all content within your farm(s). Use this panel to select the content that you wish to perform actions on. Selecting content often reveals new tabs and functionality on the **ribbon**.
2. The **ribbon** shows the available actions and wizards for the selected nodes. This content is dynamic; it will often change depending on what is selected in the SharePoint tree.
3. The **workspace** shows all form-based content that is used during the configuration of actions performed in DocAve products.

## Selecting Farms and Nodes

To select farms and nodes:

1. From the **Scope** panel on the left, double-click the farm that contains the relevant SharePoint content.
2. Select the relevant content from which you want to perform further operations by clicking the radio buttons to the left of the content.
3. Selecting content enables you to perform the procedures described throughout this guide.

If the newly created SharePoint objects are not displayed on the tree, right-click the corresponding node and click **Refresh** to refresh the tree.

# Pre-Archiver Job Configurations

The sections below detail the configurations to make prior to setting up an Archiver job.

## Configuring Devices and Setting Up Storage Policies

In order to perform a backup job using Archiver, it is necessary to first configure one or more physical device(s) and then set up a storage policy. Archiver can write to any Net Share, FTP, TSM, EMC Centera, Cloud Storage, or Dell DX Storage device.

In addition, DocAve has the ability to treat multiple storage devices as a single logical unit when saving backup data. This is especially useful for very large archive plans, as many small drives can be combined. A logical device must be defined before creating an archive plan.

For instructions on defining devices and setting up storage policies, refer to the [DocAve 6 Control Panel Reference Guide](#).

## Configuring the Archiver Index Device

After setting up the logical device, configure the Archiver Index Device for the SharePoint objects that will be included in the archive job. The Index Device stores the index of the archived data for a future restore. Follow the instructions below to configure an Archiver Index Device:

1. Click **Archiver** tab > **General Settings** group > **Archiver Index Device**. The **Configure Archiver Index Device Page** appears.
2. From the **Object** column, [select the location](#) where to apply the archive index device. All of the farms that have DocAve agents installed and Archiver module enabled are listed.
3. To configure the Archiver Index Device for the selected object(s), there are two conditions to consider:
  - To configure the Index Device for the selected nodes and their sub-nodes, click **Configure** in the **Manage** group.
  - To configure the Index Device for the selected node only, click **Configure** to the right of the selected corresponding node.

**\*Note:** When creating a new Archiver rule on the selected node, DocAve will check if the Index Device has been configured for its parent node. If not, DocAve will check the Index Device configuration of the grandparent node, and so on. If DocAve finds one available Index Device from the upper level node, this Index Device will be used in the corresponding rule. If not, you must configure the Index Device for the selected node.
4. Specify one **Logical Device** from the drop-down menu for the selected object(s).
5. Click **OK** to apply the settings.

## Configuring the Processing Pool

The Processing Pool feature allows you to control the maximum number of archive jobs that can be run at the same time. Normally, an archive job is fairly resource-intensive, so running multiple archive jobs simultaneously may affect the performance of the server. To avoid this condition, configure the Processing Pool feature.

Archive jobs that are added into the Processing Pool become threads. The number of threads you allow in the Processing Pool is the maximum number of archive jobs that can be run simultaneously. The remaining archive jobs are placed in a queue.

Each SharePoint farm has 1 default processing pool: **Default\_Farm(Farm Name)**. The number of threads set in this pool is **5**.

To create a new Processing Pool:

1. Click **Archiver** tab > **Processing Pool** in the **General Settings** group.
2. Click **Create** in **Manage** group on the **Processing Pool** tab. The **Processing Pool** page appears.
3. Enter a **Processing Pool Name** and an optional **Description**.
4. Select the **Farm** from the drop-down list.
5. Select an **Agent Group** from the drop-down list. The agents in the specified agent group are used by this Processing Pool to perform the Archiver jobs. For more information about creating agent groups, refer to the [DocAve 6 Control Panel Reference Guide](#).
6. Specify the **Number of Threads** that will be used for the Archiver jobs. For example, if you enter **8** in this field, then 8 Archiver jobs can be run at the same time.

To edit an existing processing pool, select one from the processing pool page and click **Edit** in the **Manage** group on the **Processing Pool** tab.

To delete the existing processing pools, select one or more pools from the processing pool page and click **Delete** in the **Manage** group on the **Processing Pool** tab.

# Creating Archiver Plans

Before running an Archiver job, a new plan must be created for the selected node. Plans are created by setting the Archiver rules for the data that will be removed (archived) from SharePoint. This process involves [creating Archiver rule settings](#) and [configuring the advanced settings](#).

See the information below for instructions on creating and configuring rules.

## Creating and Configuring Archiver Rules

To create Archiver rule settings:

1. [Select a node](#) in the **Scope** field.
2. Click the **Archiver** tab >**Rule Management** group > **Create**. The **Create Rule** pop-up window appears.
3. Choose to **Create a new rule**, **Reuse an existing rule**, or **Copy from an existing rule**.
  - **Reuse an existing rule** – Select an existing rule from the drop-down list. Note that the existing rule cannot be modified from this screen.
  - **Copy from an existing rule** – Selected an existing rule to copy from the drop-down list. Use this selection to modify the settings of an existing rule and save the modification as a new one with a different rule name.
  - **Create a new rule** – Enter a name for the new rule and enter an optional **Description**, if desired.
4. Specify the **Object Level** for this Archiver rule. The level you specify cannot be higher than the selected node level.
  - There are eight object levels that can be selected: **Document**, **Document Version**, **Item**, **Item Version**, **Attachment**, **List/Library**, **Site**, and **Site Collection**.
  - Depending on the node selected on the farm tree, only the equivalent object level or lower level can be selected. Only one object level can be selected for each rule.

**\*Note:** When the selected object level is the same as the selected node level, selecting criteria is not necessary, as all content below the selected level is archived. For example, if the node level is site collection and the object level is site collection, all of the site collection's content is archived.
5. Configure the criteria for the specified object level. Refer to [Appendix A: Criteria Filter Conditions](#) for more information.

**\*Note:** Multiple criteria can be added into the **Criteria** row. But, to create a rule successfully, at least one criteria row is required.

  - When finished setting the criteria, click **Add** to add the new filter condition. Change the logical relationship between the filter rules by clicking the logic icon after the rule.
    - **And** – The content that meets all of the rules is archived.

- **Or** – The content that meets any one of the rules is archived.
  - Under **Basic Filter Conditions**, view the Archiver rules logical relationship. For example, if the logical relationship is **((1 And 2) Or 3)**, the contents that meet both the filter rule 1 and filter rule 2, or meet the filter rule 3 are archived.
6. **Storage Policy** – Select one of the previously-configured storage policies for the archived data from the drop-down list, or create a new [Storage Policy](#).
  7. Select an optional **Data Compression** setting. Select the **Compression** checkbox to enable data compression, and then choose a compression level using the slider. A low compression level results in a faster compression rate but a larger data set, while a high compression level results in a slower compression rate but a smaller, better quality data set. Note that small data sets cause slower job times. Select whether to leverage DocAve Media Server (**Media Service**) resources or SharePoint Server (**SharePoint Agent**) resources for compression.
  8. Select the **Encryption** checkbox (optional) to enable data encryption. Note that encrypting data causes slower archive times. Select whether to leverage DocAve Media Server (**Media Service**) resources or SharePoint Server (**SharePoint Agent**) resources for compression.
  9. Click **OK** to save the configuration and create this new rule successfully or click **Cancel** to cancel it.
  10. After clicking **OK**, the Archiver rule is created and displayed in detail in the **Rules and Settings** pane. Here you can view the information (**Order**, **Rule Name**, **Object Level**, **Storage Policy**, **Status**, and **Details**) about the created rules.

## Configuring Advanced Settings

After successfully creating an Archiver rule, advanced settings can be set in the **Rules and Settings** page.

1. **Processing Pool** – Specify a processing pool for the Archiver rule, or click **New Processing Pool** to create a new pool. Refer to [Configuring the Processing Pool](#) for more information.
2. **Workflow** – Select how you wish to manage the workflows in the source.
  - a. **Include workflow definition** – Archives only the definition of existing source workflows.
  - b. **Include workflow instance** – Archives definition and history of existing source workflows.
3. Using the drop-down boxes, select the type of report (**Summary** or **Detailed**), enter the recipient's e-mail address, and click **Add**. Repeat this procedure for any additional recipients. For instructions on setting up Outgoing E-mail Server, refer to the [DocAve 6 Control Panel Reference Guide](#).
4. Select a scheduling option.
  - a. **No Schedule** – Select this option to run the Archiver job immediately.
  - b. **Configure the schedule myself** – Select this option to configure a customized schedule, and run the Archiver job by schedule. Fill in the parameters according to your desired schedule. After configuring the schedule for the Archiver job, click **Calendar View** to view the scheduled search by day, week, or month.

# Applying and Running Archiver Rules

After creating a rule under a node in the farm tree, it is ready to be applied to that node and run.

To apply and run an Archiver rule:

1. Select the node from the **Scope** panel.
2. Select the created rule(s) from the **Rules and Settings** workspace by selecting the checkbox(es) to the left of the rule. You can specify which rule will be checked first by changing their order. You can make sure the rule is checked first by raising its rank. To re-order the rules, modify the value in the **Order** column.
3. Click **Apply** in the **Rule Management** group to apply all selected rules. The selected rules are applied to the selected node and all nodes below it. For more information on inheritance, see [Inheriting and Stop Inheriting](#).
4. Click **Run Now** to run the applied rules and settings immediately. The running jobs can be checked in the Job Monitor.

**\*Note:** Alternatively, click **Apply and Run Now** to both apply and run the rule with one click.

**\*Note:** To run only a particular rule or rules under a selected node, disable the unneeded rules first. For more information, please refer to [Enabling and Disabling Rules](#).

## Archiver Job Running Status

To view the Archiver rule or rules you select to run, click **Job Monitor** in the **Statistics** group. During the running process, the following three jobs are run, one by one, for the Archiver rule.

- **Scan** – The first job searches for the data that matches the corresponding Archiver rule. If there is no matching object, the next two jobs will not be run.
- **Archive** – The second job archives the data that was located in the first job. If no data has been archived in this job, the Merge Index job will not be performed.
- **Merge Index** – The last job is a merge index job. Since the site collection has a major index, the minor index generated by the Archiver job must be merged into the major one.

# Managing Archiver Rules

Once created and applied, Archiver rules can be edited, removed, disabled, and deleted. In addition, inheritance can be applied or stopped. See the sections below for information on managing Archiver rules.

## Inheriting and Stop Inheriting

After [setting up](#) and [applying](#) an Archiver rule [on the selected node](#), the sub-nodes automatically inherit the rule that is applied to their parent node.

**Stop Inheriting** logically separates the rule in the lower level node from the upper level node; this is useful, for example, in ensuring that often-used data is not archived accidentally.

To create a new rule or edit an existing rule that is applied to the current node or lower level nodes, you must break the inheritance first. To break this inheritance, click **Stop Inheriting** in the **Rule Management** group.

To manually apply an Archiver rule inheritance to a node:

1. Select the node that will inherit the parent node's Archiver rule.
2. Click **Inherit** in the **Rule Management** group to inherit the rule. After clicking **Inherit**, this button changes to **Stop Inheriting**.

## Helpful Notes for Using Inherit

- By default, the Archiver rule configured for a higher level is inherited by the lower levels.
  - You cannot create a new rule on the node if it inherits the Archiver rules of the higher level.
  - When inheriting, the inherited Archiver rule cannot be edited or removed and can only be viewed.
  - After breaking the rule inheritance on a node, if you choose to inherit the rules of the higher level again, all of the rules that are added after breaking the inheritance on this node will be removed from the following nodes:
    - The node that inherits the higher level rules again
    - The nodes that inherit the rules from the node above
- \*Note:** The newly-added rules in the specified level(s) are not deleted; they still exist in the Archiver Rule list for re-application, if necessary.

## Helpful Notes for Using Stop Inheriting

- When breaking the rule's inheritance at a specified level, the inheritance is only broken at this level; the rule's inheritance of the lower levels is not broken.
- After the rule's inheritance is broken, you can apply new rules and edit the corresponding rule settings at the lower level.
- If you break the rule inheritance on a node and then disable the inherited rule, this rule can still be used by the upper level.
- If you break the rule inheritance on a node and then edit the inherited rule, the changes will affect all of the SharePoint objects that use this rule.
- If you run an Archiver job at a higher level after breaking the rule's inheritance on a specified node, there are two conditions:
  - If the **Object Level** of the higher level's Archiver rule is higher than the level of the specified node, it will be included in the scope of the Archiver job.
  - If the **Object Level** of the higher level's Archiver rule is lower than or equal to the level of the specified node, it will not be included in the Archiver job.

## Editing or Removing Archiver Rules

Existing Archiver rules can be edited or removed from nodes. See the information below.

### Editing Existing Archiver Rules

Certain created Archiver rule settings can be modified using the **Edit** feature. The **Description**, **Object Level**, **Criteria**, **Storage Policy**, **Data Compression**, and **Data Encryption** settings can all be edited. The **Rule Name** is the fixed setting and cannot be changed using the **Edit** feature.

To edit an existing Archiver rule:

1. [Select the node](#) in the **Scope** panel that contains the rule or rules you would like to edit.
2. Select a rule from the **Rules and Settings** workspace by selecting the checkbox to the left of the rule.
3. Click **Edit** in the **Rule Management** group.
4. If necessary, click **Continue** in the **Commit** group to continue the editing.
5. The **Archiver Rule** page appears; you can view associated object(s) for this rule. See [Configuring Archiver Rules](#) for more information.

## Removing Existing Rules from Nodes

When a created rule is no longer useful for the node(s) in the farm tree, you can remove this rule from the node. Use the **Remove** feature to simplify rules management and lessen unnecessary created rules in the nodes.

To remove an existing Archiver rule:

1. [Select the node](#) in the **Scope** panel that contains the rule or rules you would like to remove.
2. Select one or more rules from the **Rules and Settings** workspace by selecting the checkbox(es) to the left of the rule.
3. Click **Remove** in the **Rule Management** group.
4. The rule or rules are removed from the selected node and sub-nodes on the tree.

**\*Note:** The removed rule or rules still exist in the Archiver Rule list for re-applying if necessary.

**\*Note:** If the current node inherits the rules from the upper node, before performing a **Create**, an **Edit**, or a **Remove**, you must first stop inheriting at this node.

## Enabling and Disabling Rules

Once rules are created and applied to a node, they can be enabled (to be included in a run) and disabled (to be omitted from a run) as desired. Disabling is useful, for example, when some of the rules do not need to be run in a particular job. As opposed to [deleting the rule](#), which removes it from the Archiver Rule list entirely, disabling the rule omits it from that particular run but saves it in the Archiver Rule list for future use.

See below for information on disabling and enabling rules.

### Disabling an Existing Rule

After creating and applying the rule, the **Status** of rule in the **Rules and Settings** pane reads **Enabled** by default. In some situations, it may be desired to disable a rule for a particular job.

To disable an enabled Archiver rule:

1. [Select the node](#) in the **Scope** panel that contains the rule or rules you would like to disable.
2. Select a rule or rules from the **Rules and Settings** workspace by selecting the checkbox(es) to the left of the rule.
3. Click **Disable** from the **Rule Management** group to disable the selected rule(s). The rule status changes to **Disabled** in the **Status** column.

## Enabling a Disabled Rule

To enable an existing disabled Archiver rule:

1. [Select the node](#) in the **Scope** panel that contains the rule or rules you would like to enable.
2. Select a rule or rules from the **Rules and Settings** workspace by selecting the checkbox(es) to the left of the rule.
3. Click **Enable** in the **Rule Management** group to enable the selected rule(s). The rule status changes to **Enabled** in the **Status** column.

## Using Rule Viewer


Use the Rule Viewer to search for and manage created Archiver rules. The basic operations described below are:

- Viewing and searching for rules using a Rule Based view
- Viewing and searching for rules using a Scope Based view
- Deleting rules that are useless to the whole farm tree
- Removing rules from the selected scope(s)



To launch the Rule Viewer, click **Rules** in the **View Rule** group. The **Archive Rules** page appears. See the sections below for information on using the Rule Viewer.

### Rule Based Viewing

The **Rule Based** table view initially displays all rules sorted alphabetically in the first (**Rule Name**) column and includes two other columns: **Scope** and **Module**.

Note that only the **Module** column can be deselected from the column list by clicking the  icon, deselecting **Module**, and clicking **OK**.

When in **Rule Based** view, you can use the following functions:

- **Search all pages** – Input a keyword and click  to search for the related rules from the first page to the last page.
- **Search current page** – Input a keyword and click  to search for the related rules in the page you select.  
**\*Note:** Keywords are not case sensitive, and the search accepts partial word input. However, use of wildcards is not supported.
- **Show rows** –The number of the rules that are displayed on each page is **15** by default. You can reset the number from the drop-down list. Once the number of rules exceeds the number that can be included in a single page, they will be displayed in the next page. You can enter a specific **Number** to directly go to the corresponding page, or click < or > icon to page forwards or page backwards.

## Deleting Rules

Delete a created rule when it no longer has a use for any node within the entire farm tree. Deleting a rule permanently removes the rule from the Archive Rules list.


To delete an Archiver rule in the **Rule Based** view, follow the steps below.

1. Click the **Archiver** tab.
2. In the **View Rule** group, click **Rules**.
3. In the pop-up window, click **Rule Based** in **View** group.
4. Select a rule or rules you want to delete in the table by selecting the checkbox(es) to the left of the rule.
5. Click **Delete** in the **Manage** group to delete the selected rule(s). The rule is permanently deleted from the Archiver Rules list.



**\*Note:** Since the delete operation cannot be undone, make sure that the rule you are deleting is no longer needed.

## Scope Based Viewing

The **Scope Based** table view initially displays all rule-related URLs sorted alphabetically in the first (**Scope**) column and includes the **Rule Name** column as well. The **Rule Name** column lists every rule applied to the scope in the same row.

Note that the **Rule Name** column can be deselected from the column list by clicking the  icon, deselecting **Rule Name**, and clicking **OK**.

When in **Scope Based** view, you can use the following functions:

- **Search all pages** – Input a keyword and click  to search for the related rules from the first page to the last page.
- **Search current page** – Input keyword and click  to search for the related rules in the page you select.
- **Show rows** – The number of the rules that are displayed on each page is **15** by default. You can reset the number from the drop-down list. Once the number of rules exceeds the number that can be included in a single page, they will be displayed in the next page. You can enter a specific **Number** to directly go to the corresponding page or click **<** or **>** icon to page forwards or page backwards.

## Removing Rules

To remove a Storage Manager rule in the **Scope Based** view, follow the steps below.

1. Click the **Archiver** tab.
2. In the **View Rule** group, click **Rules**.
3. In the pop-up window, click **Scope Based** in **View** group.
4. Select a scope or scopes where you want to remove the rules in the table by selecting the checkbox(es) to the left of the scope.
5. Click **Remove** in the **Manage** group to remove all of the rule(s) from the selected scope(s).

For more information, refer to [Removing Existing Rules from Nodes](#).

# Restoring Archived Data

Any data archived using DocAve’s Archiver can be restored down to the item/item version level. Restore the archived data by clicking **Archiver Restore** in the **Restore** group.

There are two kinds of Archiver restores:

- **In place restore** – Restores the archived data to its original location.
- **Restore to file system** – Used for out-of-place restoring of contents directly to the file system.

The steps for selecting the content to restore are identical for both **In place restore** and **Restore to file system**. Follow the instructions below, then proceed to the section relevant to the type of restore you are performing.

1. Click **Archiver Restore** in the **Restore** group. The **Archiver Data** page appears.
2. **Data Selection** – Select the archived data from the tree structure that you want to restore.

**\*Note:** To search for specific objects or data within each SharePoint level, use the **Advanced Search** feature. For more information, refer to [Appendix B: Advanced Search](#).

- a. In the **Archiver Data** pane, expand the tree and select the desired node. Regardless of the object level you selected when creating the Archiver rule, it is possible to restore data down to the item/item version level.
- b. When selecting certain nodes, the **Security** and **Property** checkboxes appear and are selected by default.
  - **Security** – Restores the security settings of the SharePoint objects.
  - **Property** – Restore the property settings of the SharePoint objects.

For more information about Security and Property settings, refer to the table below.

| Type     | SharePoint Object | Attributes of the SharePoint Object that Belong to the Specified Type                            |
|----------|-------------------|--|
| Security | Site Collection   | Users and groups of the Site Collection  |
|          | Site              | Mappings of the users and their permissions, Permission Levels, Groups, Users                    |
|          | List              | Mappings of the users and their permissions, Users, Groups                                       |
|          | Folder/Item/File  | Mappings of the users and their permissions, Users, Groups                                       |
| Property | Site Collection   | Basic information used to create the Site Collection; Site Collection, Site Features information |

|  |                  |   |
|--|------------------|---|
|  | Site             | Basic information used to create the Site; other Site, Site Columns, Site Content Types, Navigation, and Site Features information; triggers for the users' actions in the Site |
|  | List             | Basic information used to create the List; other List, List Columns, and List Content Types information; triggers for the users' actions in the List, Alerts                    |
|  | Folder/Item/File | Properties of the Folder/Item/File, Alerts  |

c. Select the data to be restored. See the table below for more information:

| Restore Level                    | Step  |
|----------------------------------|---|
| Restoring only a Site Collection | <ol style="list-style-type: none"> <li>1. Navigate to the site collection and expand its data tree.</li> <li>2. Select the checkbox next to the site collection to select the entire site collection.</li> </ol>  |
| Restoring a Site                 | <ol style="list-style-type: none"> <li>1. Navigate to the Site.</li> <li>2. Select the checkbox next to the Site to select the Site and its content.</li> </ol>   |
| Restoring a List/Library         | <ol style="list-style-type: none"> <li>1. Navigate to the List/Library.</li> <li>2. Select the checkbox next to the List/Library to select the List/Library and its content.</li> </ol>   |
| Restoring a File/ Item           | <ol style="list-style-type: none"> <li>1. Navigate to the root folder of the Library/List which contains the File/ Item.</li> <li>2. Click the Items icon.</li> <li>3. Select the checkbox next to the File/Item located in the pop-up window.</li> </ol> |

3. After selecting the content to restore, click **Next**. The **Restore Type** pane appears.

- a. [Click here](#) for further instructions if performing an **In place restore**.
- b. [Click here](#) for further instructions if performing a **Restore to file system**.

## Performing an In Place Restore

This section details the steps required to run an In Place Restore job, which restores the archived data to its original location.

1. After selecting the content to restore, select a **Restore Type**.
  - **Restore Type** – Select the location where to restore the backup data. In this case, select **In Place Restore** to restore data to the original SharePoint location.
  - **Agent Group** – Select an **Agent Group** to execute the restore job. For more information on Agent Groups, refer to the [DocAve 6 Control Panel Reference Guide](#).
2. Click **Next**. The **Restore Settings** pane appears.
3. Set the **Restore Settings**.
  - **Conflict Resolution** – If the SharePoint object name in the archived data is the same as the name of an existing object in the location you are restoring to, this is considered a “conflict”.
    - **Overwrite** – Copies the archived item/document to the original location by overwriting the original item with the same ID /the document with the same name.
    - **Not Overwrite** – Keeps the original item/document as it is and does not restore the archived item/document.
  - **Workflow** – Allows you to manage workflow data.
    - **Include workflow definition** – Restores the definition of the source workflows to SharePoint.
    - **Include workflow instance** – Restores the state, history, and tasks for each item.
  - **Notification** – Configure email notification settings. Using the drop-down boxes, select the type of report (**Summary** or **Detailed**), enter the recipient’s e-mail address, and click **Add**. Repeat this procedure for any additional recipients.
  - **Schedule** – Select when to restore the content to SharePoint.
    - **Restore once the wizard finished** – Run the plan immediately after finishing using the wizard.
    - **Configure the schedule myself** – Configure a schedule yourself and choose a start time.
4. When finished, click **Next**. The **Overview** screen appears.
5. **Overview** – Review and edit plan selections. Click **Edit** beside the row you wish to edit to open the corresponding settings page.
6. Confirm all of the configurations and click **Finish**.

## Performing a Restore to File System

This section details the steps required to run a Restore to File System job, which restores the archived data directly to the file system.

1. After selecting the content to restore, select a **Restore Type**.
  - **Restore Type** – Select the location where to restore the backup data. In this case, select **Restore to file system** to restore data to your desired location.
  - **Destination** – Specify the location where you wish to restore the archived data. Input a **UNC path**, **Username**, and **Password**. Click the **Validation Test** button to validate the entered configuration.
2. Click **Next**. The **Restore Settings** pane appears.
3. Set the **Restore Settings**.
  - **Conflict Resolution** – If the SharePoint object name in the archived data is the same as the name of an existing object in the location you are restoring to, this is considered a “conflict”.
    - **Overwrite** – Copies the archived item/document to the specified location by overwriting the item with the same ID/the document with the same name in the specified location.
    - **Not Overwrite** – Keeps the item/document in the specified location as it is and does not restore the archived item/document.
  - **Workflow** – Allows you to manage workflow data.
    - **Include workflow definition** – Restores the definition of the source workflows to SharePoint.
    - **Include workflow instance** – Restores the state, history, and tasks for each item.
  - **Notification** – Configure email notification settings. Using the drop-down boxes, select the type of report (**Summary** or **Detailed**), enter the recipient’s e-mail address, and click **Add**. Repeat this procedure for any additional recipients.
  - **Schedule** – Select when to restore the content to SharePoint.
    - **Restore once the wizard finished** – Run the plan immediately after finishing using the wizard.
    - **Configure the schedule myself** – Configure a schedule yourself and choose a start time.
4. When finished, click **Next**. The **Overview** screen appears.
5. **Overview** – Review and edit plan selections. Click **Edit** beside the row you wish to edit to open the corresponding settings page.
6. Confirm all of the configurations and click **Finish**.

## Checking a Job Status

Archiver contains a Job Monitor button where users can view the status of the running jobs. This is useful for monitoring jobs or troubleshooting for errors.

Refer to the [DocAve 6 Job Monitor Reference Guide](#) for more information.

# Using Archiver to Reduce Storage Costs and SharePoint SQL Server Density

Quickly-growing amounts of fixed or stale SharePoint content contributes to rising storage costs, increasing SharePoint's total cost of ownership (TCO). In addition to elevating storage costs, growing amounts of data decrease the overall quality of content available and increase the load on the system, thereby affecting overall performance.

In this use case, SharePoint Administrator Joe is facing the aforementioned issues. His organization is facing rising storage costs due to excessive content in SQL Server. Knowing the capabilities of the DocAve Platform, Joe deploys Archiver onto his organization's farm.

First, Joe [selects the web application](#) for which he will create and apply a rule. The selected web application contains the organization's documents that do not need to adhere to compliance policies. Joe wants to archive content that has not been modified in six months or more. He considers these documents to be inactive, and because they are taking up valuable space on SQL Server, he wants to archive them in less expensive storage. Joe creates the following rule and schedule:

| <input type="checkbox"/>  | Order | Rule Name             | Object Level | Storage Policy | Status  |
|---|-------|-----------------------|--------------|----------------|---------|
| <input type="checkbox"/>  | 1     | Archive Old Documents | Document     | Archive 6 mos1 | Enabled |
| Details:  |       |                       |              |                |         |
| Criteria:<br>1.Document, Modified Time, Older Than, 6Month(s)<br>Criteria Filters: ( 1 )<br>Storage Policy: Archive 6 mos1<br>Compression: None<br>Encryption: None |       |                       |              |                |         |

Start time: 2012-03-01 17:00  
Eastern Time (US & Canada)

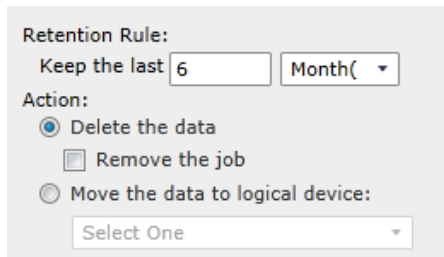
Interval: 7 Day(s) [Calendar View](#)

No end date  
 End after  occurrence(s)  
 End by 2012-02-28 14:52  
Eastern Time (US & Canada)

With these settings, all documents that have not been modified within 6 months will be archived in Net Share storage (specified in the [Storage Policy](#)). Archiver is set to run on a recurring schedule, occurring weekly during off-business hours to ensure that SharePoint performance is not affected by the job.

It is important to note that in addition to archiving specific content, Joe can also archive entire site collections, sites, and lists/libraries. Many organizations run projects using team sites. When a project comes to an end, Joe can use Archiver to archive the team site(s) and accompanying content, ensuring that the irrelevant content does not take up space in SQL.

Within the [Storage Policy](#), Joe selects the appropriate logical device, enables the **Retention Rule**, and selects **Archive type** as the storage policy type. For the **Retention Rule**, Joe decides to delete the data from storage if it is older than six months, as shown below.



The screenshot shows a configuration panel for a Retention Rule. It includes a section for the retention period, set to 'Keep the last 6 Month(s)'. Below this is an 'Action' section with three radio button options: 'Delete the data' (which is selected), 'Remove the job', and 'Move the data to logical device:'. The 'Move the data to logical device:' option has a dropdown menu below it with the text 'Select One'.

Using DocAve Archiver, Joe reduced SharePoint storage costs by automatically offloading SharePoint content that would ordinarily reside in expensive SQL Server storage to less expensive hierarchical storage systems. Because Archiver does not leave data stubs in SharePoint, the Archiver jobs reduced the density of data on SQL Server, thereby improving system performance (especially when running content searches).

# Using Archiver to Manage Compliance Content

Along with managing storage costs, organizations must find ways to efficiently store records in compliance with retention or records management policies.

SharePoint administrator Joe wants to manage content that must adhere to compliance policies. In this case, Joe wants to archive all compliance data on a particular site. This data is no longer being actively modified, but it must stay accessible in inexpensive storage for the next 3 years. Subsequent to that time frame, the data must be deleted immediately. To begin, Joe [selects that web application](#) and creates the following rule:

| <input type="checkbox"/>           | Order | Rule Name       | Object Level | Storage Policy     | Status  |
|------------------------------------|-------|-----------------|--------------|--------------------|---------|
| <input type="checkbox"/>           | 1     | Compliance Data | Document     | Compliance Storage | Enabled |
| Details:                           |       |                 |              |                    |         |
| Criteria:                          |       |                 |              |                    |         |
| 1.Document, Name, Contains, 21CFR  |       |                 |              |                    |         |
| Criteria Filters: ( 1 )            |       |                 |              |                    |         |
| Storage Policy: Compliance Storage |       |                 |              |                    |         |
| Compression: None                  |       |                 |              |                    |         |
| Encryption: EncryptionAgent        |       |                 |              |                    |         |

With these settings, all documents that contain 21CFR in the title will be archived in compliance storage. Joe is running this job once, so he does not set a schedule. From within [Storage Policy](#), Joe sets the retention rule to delete the data after 36 months (three years).

Retention Rule:

Keep the last

Action:

Delete the data

Remove the job

Move the data to logical device:

With this rule, Joe is using DocAve Archiver to reduce compliance risk by enabling consistent disposition of content in accordance with records management policies for content preservation, remediation, or retention.

# Appendix A: Criteria Filter Conditions

**\*Note:** Multiple criteria can be added into the **Criteria** row. But, to create a rule successfully, at least one criteria row is required.

**\*Note:** Before you set an Archiver rule with the criteria of Custom Property, the corresponding properties have to be added in the lists/libraries, sites or site collections in advance.

## Site Collection Object Level

1. **URL** – Enter the URL of a site collection.

**\*Note:** It is not case sensitive when entering the **URL/Title/Name** in each object level.

- **Matches** – Wildcards such as “\*” and “?” are available when using **Matches**; it is the most flexible way of specifying the object(s) you would like to archive. The content that matches the entered text will be archived.
- **Does not Match** – As with **Matches**, wildcards are available. However, this selection archives all of the site collections that do not match the entered URL.
- **Contains** – Wildcards cannot be used in this field; all of the objects that contain the entered URL will be archived.
- **Does not Contain** – This selection archives all of the site collections that do not contain the entered URL. Wildcards are unavailable.
- **Is (exactly)** – Enter the complete site collection URL. This selection archives the site collection that exactly matches the entered URL. Wildcards are unavailable.
- **Is (exactly) not** – Enter the complete site collection URL. This selection archives all of the site collections except for the one that matches the entered URL. Wildcards are unavailable.

2. **Title** – Enter the title of a site collection.

- **Matches** – Wildcards such as “\*” and “?” are available when using **Matches**; it is the most flexible way of specifying the object(s) you would like to archive. The content that matches the entered text will be archived.
- **Does not Match** – As with **Matches**, wildcards are available. However, this selection archives all of the site collections that do not match the entered title.
- **Contains** – Wildcards cannot be used in this field; all of the objects that contain the entered URL will be archived.
- **Does not Contain** – You can enter part of the site collection title here. This selection archives all of the site collections that do not contain the entered title. Wildcards are unavailable.
- **Is (exactly)** – Enter the complete site collection title. This selection archives the site collection that exactly matches the entered title. Wildcards are unavailable.

- **Is (exactly) not** – Enter the complete site collection title. This selection archives all of the site collections except for the one that matches the entered title. Wildcards are unavailable.
3. **Modified Time** – Set a date range for the modified site collections.
    - **From ... To** – Archives all of the site collections that are modified between the two dates selected.
    - **Before** – Archives all of the site collections modified before the date selected.
    - **Older Than** – Archives all of the site collections with a modification date that is older than the **Days, Weeks, Months, or Years** selected from the drop-down list.
  4. **Created Time** – Set a date range for the created site collections.
    - **From ... To** – Archives all of the site collections that were created between the two dates selected.
    - **Before** – Archives all of the site collections that were created before the date selected.
    - **Older Than** – Archives all of the site collections with a creation date that is older than the **Days, Weeks, Months, or Years** selected from the drop-down list.
  5. **Primary Administrator** – Enter the name of the administrator.
    - **Contains** – You can enter part of the administrator’s name here. This selection archives all of the site collections whose primary administrator’s name contains the entered value. Wildcards are unavailable.
    - **Is (exactly)** – Enter the complete primary administrator’s name. This selection archives the site collection whose primary administrator’s name exactly matches the entered value. Wildcards are unavailable.
  6. **Site Collection Size Trigger** – Enter a data size value for the site collection. The units for this value can be selected as **KB, MB** or **GB** from the drop-down list.
    - a. **>=** – Archives all of the site collections whose data size is equal to or exceeds the entered value.
  7. **Custom Property (Text)** – Enter the property name that is customized by users, followed by the text content.
    - **Matches** – Wildcards such as “\*” and “?” are available when using **Matches**; it is the most flexible way of specifying the object(s) you would like to archive. The content that matches the entered text will be archived.
    - **Does not Match** – As with **Matches**, wildcards are available. However, this selection archives all of the site collections whose custom property does not match the entered text.
    - **Contains** – Wildcards cannot be used in this field; all of the objects that contain the entered URL will be archived.

- **Does not Contain** – You can enter part of the site collection property text here. This selection archives all of the site collections whose property name does not contain the entered text. Wildcards are unavailable.
  - **Is (exactly)** – Enter the complete site collection property text. This selection archives the site collection whose property name exactly matches the entered text. Wildcards are unavailable.
  - **Is (exactly) not** – Enter the complete site collection property text. This selection archives all of the site collections except for those whose property name matches the entered text. Wildcards are unavailable.
8. **Custom Property (Number)** – Enter the property name that is customized by users, followed by an Arabic number.
- **>=** – Archives the site collections whose Custom Number Property value is equal to or greater than the entered number.
  - **<=** – Archives all of the site collections whose Custom Number Property value is equal to or less than the entered number.
  - **=** – Archives the site collections whose Custom Number Property value is equal to the entered number.
9. **Custom Property (Yes/No)** – Enter the property name that is customized by users and select **Yes** or **No**.
- **Yes** – If selected, archives the site collections whose Custom Yes/No Property value is **Yes**.
  - **No** – If selected, archives the site collections whose Custom Yes/No Property value is **No**.
10. **Custom Property (Date and Time)** – Enter the property name that is customized by users and set the Date and Time.
- **From ... To** – Archives the site collections whose Custom Date/Time Property is within the selected Date/Time period.
  - **Before** – Archives the site collections whose Custom Date/Time Property is earlier than the selected Date/Time period.
  - **Older Than** – Archives the site collections whose Custom Date/Time Property is older than the current date for the number of Days/Weeks/Months/Years.

## Site Object Level

1. **URL** – Enter the URL of a site.

**\*Note:** It is not case sensitive when entering the **URL/Title/Name** in each object level.

- **Matches** – Wildcards such as “\*” and “?” are available when using **Matches**; it is the most flexible way of specifying the object(s) you would like to archive. The content that matches the entered text will be archived.
- **Does not Match** – As with **Matches**, wildcards are available. However, this selection archives all of the sites that do not match the entered URL.
- **Contains** – Wildcards cannot be used in this field; all of the objects that contain the entered URL will be archived.
- **Does not Contain** – You can enter part of the site URL here. This selection archives all of the sites that do not contain the entered URL. Wildcards are unavailable.
- **Is (exactly)** – Enter the complete site URL. This selection archives the site that exactly matches the entered URL. Wildcards are unavailable.
- **Is (exactly) not** – Enter the complete site URL. This selection archives all of the sites except for the one that matches the entered URL. Wildcards are unavailable.

2. **Title** – Enter the title of a site.

- **Matches** – Wildcards such as “\*” and “?” are available when using **Matches**; it is the most flexible way of specifying the object(s) you would like to archive. The content that matches the entered text will be archived.
- **Does not Match** – As with **Matches**, wildcards are available. However, this selection archives all of the sites that do not match the entered title.
- **Contains** – Wildcards cannot be used in this field; all of the objects that contain the entered Title will be archived.
- **Does not Contain** – You can enter part of the site title here. This selection archives all of the sites that do not contain the entered title. Wildcards are unavailable.
- **Is (exactly)** – Enter the complete site title. This selection archives the site that exactly matches the entered title. Wildcards are unavailable.
- **Is (exactly) not** – Enter the complete site title. This selection archives all of the sites except for the one that matches the entered title. Wildcards are unavailable.

3. **Modified Time** – Set a date range for the modified site.

- **From ... To** – Archives all of the sites that are modified between the two dates selected.
- **Before** – Archives all of the sites modified before the date selected.
- **Older Than** – Archives all of the sites with a modification date that is older than the **Days, Weeks, Months, or Years** selected from the drop-down list.

4. **Created Time** – Set a date range for the created site.

- **From ... To** – Archives all of the sites that were created between the two dates selected.
  - **Before** – Archives all of the sites that were created before the date selected.
  - **Older Than** – Archives all of the sites with a creation date that is older than the **Days, Weeks, Months, or Years** selected from the drop-down list.
5. **Created By** – Enter the name of the user who created the site.
- **Contains** – You can enter part of the creator’s name here. This selection archives all of the sites whose creator’s name contains the entered value. Wildcards are unavailable.
  - **Is (exactly)** – Enter the complete creator’s name. This selection archives the site whose creator’s name exactly matches the entered value. Wildcards are unavailable.
- \*Note:** The user name has two different forms (**Log on Name** and **Displayed Name**):
- **Log on Name** – If entering a log on name with **Is (exactly)**, enter the value as *Domain\Username*.
  - **Displayed Name** – If entering a displayed name with **Is (exactly)**, enter the username exactly how it displays in SharePoint.
6. **Custom Property (Text)** – Enter the property name that is customized by users, followed by the text content.
- **Matches** – Wildcards such as “\*” and “?” are available when using **Matches**; it is the most flexible way of specifying the object(s) you would like to archive. The content that matches the entered text will be archived.
  - **Does not Match** – As with **Matches**, wildcards are available. However, this selection archives all of the sites whose custom property does not match the entered text.
  - **Contains** – Wildcards cannot be used in this field; all of the objects that contain the entered Custom Property Text will be archived.
  - **Does not Contain** – You can enter part of the site property text here. This selection archives all of the sites whose property name does not contain the entered text. Wildcards are unavailable.
  - **Is (exactly)** – Enter the complete site property text. This selection archives the site whose property name exactly matches the entered text. Wildcards are unavailable.
  - **Is (exactly) not** – Enter the complete site property text. This selection archives all of the sites except for those whose property name matches the entered text. Wildcards are unavailable.
7. **Custom Property (Number)** – Enter the property name that is customized by users, followed by an Arabic number.
- **>=** – Archives the sites whose Custom Number Property value is equal to or greater than the entered number.
  - **<=** – Archives all of the sites whose Custom Number Property value is equal to or less than the entered number.

- = – Archives the sites whose Custom Number Property value is equal to the entered number.
8. **Custom Property (Yes/No)** – Enter the property name that is customized by users and select **Yes** or **No**.
- **Yes** – If selected, archives the sites whose Custom Yes/No Property value is **Yes**.
  - **No** – If selected, archives the sites whose Custom Yes/No Property value is **No**.
9. **Custom Property (Date and Time)** – Enter the property name that is customized by users and set the Date and Time.
- **From ... To** – Archives the sites whose Custom Date/Time Property is within the selected Date/Time period.
  - **Before** – Archives the sites whose Custom Date/Time Property is earlier than the selected Date/Time period.
  - **Older Than** – Archives the sites whose Custom Date/Time Property is older than the current date for the number of Days/Weeks/Months/Years.

## List/Library Object Level

1. **Name** – Enter the name of a list/library.
- **Matches** – Wildcards such as “\*” and “?” are available when using **Matches**; it is the most flexible way of specifying the object(s) you would like to archive. The content that matches the entered text will be archived.
  - **Does not Match** – As with **Matches**, wildcards are available. However, this selection archives all of the lists/libraries that do not match the entered name.
  - **Contains** – Wildcards cannot be used in this field; all of the objects that contain the entered Name will be archived.
  - **Does not Contain** – You can enter part of the list/library name here. This selection archives all of the lists/libraries that do not contain the entered name. Wildcards are unavailable.
  - **Is (exactly)** – Enter the complete list/library name. This selection archives the list/library that exactly matches the entered name. Wildcards are unavailable.
  - **Is (exactly) not** – Enter the complete list/library name. This selection archives all of the lists/libraries except for those that match the entered name. Wildcards are unavailable.
2. **Modified Time** – Set a date range for the modified list/library.
- **From ... To** – Archives all of the lists/libraries that are modified between the two dates selected.
  - **Before** – Archives all of the lists/libraries modified before the date selected.
  - **Older Than** – Archives all of the lists/libraries with a modification date that is older than the **Days, Weeks, Months, or Years** selected from the drop-down list.

3. **Created Time** – Set a date range for the created lists/libraries.
  - **From ... To** – Archives all of the lists/libraries that were created between the two dates selected.
  - **Before** – Archives all of the lists/libraries that were created before the date selected.
  - **Older Than** – Archives all of the lists/libraries with a creation date that is older than the **Days, Weeks, Months, or Years** selected from the drop-down list.
4. **Created By** – Enter the name of the user who created the list/library.
  - **Contains** – You can enter part of the creator’s name here. This selection archives all of the lists/libraries whose creator’s name contains the entered value. Wildcards are unavailable.
  - **Is (exactly)** – Enter the complete creator’s name. This selection archives the lists/libraries whose creator’s name exactly matches the entered value. Wildcards are unavailable.
5. **Custom Property (Text)** – Enter the property name that is customized by users, followed by the text content.
  - **Matches** – Wildcards such as “\*” and “?” are available when using **Matches**; it is the most flexible way of specifying the object(s) you would like to archive. The content that matches the entered text will be archived.
  - **Does not Match** – As with **Matches**, wildcards are available. However, this selection archives all of the lists/libraries whose custom property does not match the entered text.
  - **Contains** – Wildcards cannot be used in this field; all of the objects that contain the entered Custom Property Text will be archived.
  - **Does not Contain** – You can enter part of the list/library property text here. This selection archives all of the lists/libraries whose property name does not contain the entered text. Wildcards are unavailable.
  - **Is (exactly)** – Enter the complete list/library property text. This selection archives the list/library whose property name exactly matches the entered text. Wildcards are unavailable.
  - **Is (exactly) not** – Enter the complete list/library property text. This selection archives all of the lists/libraries except for those whose property name matches the entered text. Wildcards are unavailable.
6. **Custom Property (Number)** – Enter the property name that is customized by users, followed by an Arabic number.
  - **>=** – Archives the lists/libraries whose Custom Number Property value is equal to or greater than the entered number.
  - **<=** – Archives all of the lists/libraries whose Custom Number Property value is equal to or less than the entered number.

- = – Archives the lists/libraries whose Custom Number Property value is equal to the entered number.
7. **Custom Property (Yes/No)** – Enter the property name that is customized by users and select **Yes** or **No**.
    - **Yes** – If selected, archives the lists/libraries whose Custom Yes/No Property value is **Yes**.
    - **No** – If selected, archives the lists/libraries whose Custom Yes/No Property value is **No**.
  8. **Custom Property (Date and Time)** – Enter the property name that is customized by users and set the Date and Time.
    - **From ... To** – Archives the lists/libraries whose Custom Date/Time Property is within the selected Date/Time period.
    - **Before** – Archives the lists/libraries whose Custom Date/Time Property is earlier than the selected Date/Time period.
    - **Older Than** – Archives the lists/libraries whose Custom Date/Time Property is older than the current date for the number of Days/Weeks/Months/Years.

## Document Object Level

1. **Name** – Enter the name of the document.
  - **Matches** – Wildcards such as “\*” and “?” are available when using **Matches**; it is the most flexible way of specifying the object(s) you would like to archive. The content that matches the entered text will be archived.
  - **Does not Match** – As with **Matches**, wildcards are available. However, this selection archives all of the documents that do not match the entered name.
  - **Contains** – Wildcards cannot be used in this field; all of the objects that contain the entered Name will be archived.
  - **Does not Contain** – You can enter part of the document name here. This selection archives all of the documents that do not contain the entered name. Wildcards are unavailable.
  - **Is (exactly)** – Enter the complete document name. This selection archives the document that exactly matches the entered name. Wildcards are unavailable.
  - **Is (exactly) not** – Enter the complete document name. This selection archives all of the documents except for those that match the entered name. Wildcards are unavailable.
2. **Document Size** – Enter a data size value for the document. The units for this value can be selected as **KB**, **MB** or **GB** from the drop-down list.
  - **>=** – Archives all of the documents whose size is equal to or greater than the entered size.
  - **<=** – Archives all of the documents whose size is equal to or less than the entered size.
3. **Modified Time** – Set a date range for the modified documents.

- **From ... To** – Archives all of the documents that are modified between the two dates selected.
  - **Before** – Archives all of the documents modified before the date selected.
  - **Older Than** – Archives all of the documents with a modification date that is older than the **Days, Weeks, Months, or Years** selected from the drop-down list.
4. **Created Time** – Set a date range for the created documents.
- **From ... To** – Archives all of the documents that were created between the two dates selected.
  - **Before** – Archives all of the documents that were created before the date selected.
  - **Older Than** – Archives all of the documents with a creation date that is older than the **Days, Weeks, Months, or Years** selected from the drop-down list.
5. **Created By** – Enter the name of the user who created the document.
- **Contains** – You can enter part of the creator’s name here. This selection archives all of the documents whose creator’s name contains the entered value. Wildcards are unavailable.
  - **Is (exactly)** – Enter the complete creator’s name. This selection archives the documents whose creator’s name exactly matches the entered value. Wildcards are unavailable.
6. **Modified By** – Enter the **Name** of the user who latest modified the documents.
- **Contains** – You can enter part of the modifier’s name. This selection archives all of the documents whose modifier’s name contains the entered value. Wildcards are unavailable.
  - **Is (exactly)** – Enter the complete modifier’s name. This selection archives the documents whose modifier’s name exactly matches the entered value. Wildcards are unavailable.
- \*Note:** The user name has two different forms (**Log on Name** and **Displayed Name**):
- **Log on Name** – If entering a log on name with **Is (exactly)**, enter the value as *Domain\Username*.
  - **Displayed Name** – If entering a displayed name with **Is (exactly)**, enter the username exactly how it displays in SharePoint.
7. **Content Type** – Enter a name for the document content type.
- **Matches** – Wildcards such as “\*” and “?” are available when using **Matches**; it is the most flexible way of specifying the object(s) you would like to archive. The content that matches the entered text will be archived.
  - **Does not Match** – As with **Matches**, wildcards are available. However, this selection archives all of the documents whose content type name does not match the entered content type name.

- **Contains** – Wildcards cannot be used in this field; all of the objects that contain the entered content type will be archived.
  - **Does not Contain** – You can enter part of the document content type name here. This selection archives all of the documents whose content type name does not contain the entered content type name. Wildcards are unavailable.
  - **Is (exactly)** – Enter the complete content type name. This selection archives the documents whose content type name exactly matches the entered name. Wildcards are unavailable.
  - **Is (exactly) not** – Enter the complete content type name. This selection archives all of the documents whose content type name does not match the entered name. Wildcards are unavailable.
8. **Column (Text)** – Enter the column name that is customized by users, followed by the text content.
- **Matches** – Wildcards such as “\*” and “?” are available when using **Matches**; it is the most flexible way of specifying the object(s) you would like to archive. The content that matches the entered text will be archived.
  - **Does not Match** – As with **Matches**, wildcards are available. However, this selection archives all of the documents containing a text column whose value does not match the entered value.
  - **Contains** – Wildcards cannot be used in this field; all of the objects that contain the entered text column will be archived.
  - **Does not Contain** – This selection archives all of the documents whose text column does not contain the entered value. Wildcards are unavailable.
  - **Is (exactly)** – Enter the complete text column value. This selection archives the documents whose text column value exactly matches the entered value. Wildcards are unavailable.
  - **Is (exactly) not** – Enter the complete text column value. This selection archives all of the documents whose text column value does not match the entered value. Wildcards are unavailable.
9. **Column (Number)** – Enter the column name, followed by an Arabic number.
- **>=** – Archives documents whose number column value is equal to or greater than the entered number.
  - **<=** – Archives documents whose number column value is equal to or less than the entered number.
  - **=** – Archives documents whose number column value is equal to the entered number.
10. **Column (Yes/No)** – Enter the column name and set **Yes** or **No**.
- **Yes** – If selected, archives the documents whose Yes/No column value is **Yes**.
  - **No** – If selected, archives the documents whose Yes/No column value is **No**.

11. **Column (Date and Time)** – Enter the column name and set date and time.

- **From ... To** – Archives all of the documents whose Date and Time column value is between the two dates selected.
- **Before** – Archives all of the documents whose Date and Time column value is before the date selected.
- **Older Than** – Archives all of the documents whose Date and Time column value is older than the **Days, Weeks, Months, or Years** selected from the drop-down list.

## Document Version Object Level

1. **Title** – Enter the **Title** of a document version.

- **Matches** – Wildcards such as “\*” and “?” are available when using **Matches**; it is the most flexible way of specifying the object(s) you would like to archive. The content that matches the entered text will be archived.
- **Does not Match** – As with **Matches**, wildcards are available. However, this selection archives all of the document versions whose title does not match the entered title.
- **Contains** – Wildcards cannot be used in this field; all of the objects that contain the entered title will be archived.
- **Does not Contain** – You can enter part of the document version title here. This selection archives all of the document versions that do not contain the entered title. Wildcards are unavailable.
- **Is (exactly)** – Enter the complete document version title. This selection archives the document version whose title exactly matches the entered title. Wildcards are unavailable.
- **Is (exactly) not** – Enter the complete document version title. This selection archives all document versions except for those whose titles match the entered title. Wildcards are unavailable.

2. **Size** – Enter a data size value for the document version. The units for this value can be selected as **KB, MB** or **GB** from the drop-down list.

- **>=** – Archives all of the document versions whose size is equal to or greater than the entered size.
- **<=** – Archives all of the document versions whose size is equal to or less than the entered size.

3. **Modified Time** – Set a date range for the modified document versions.

- **From ... To** – Archives all of the document versions which were modified between the two dates selected.
- **Before** – Archives all of the document versions which were modified before the date selected.

- **Older Than** – Archives all of the document versions whose modification date is older than the **Days, Weeks, Months, or Years** selected from the drop-down list.
4. **Modified By** – Enter the name of the user who latest modified the document versions.
    - **Contains** – You can enter part of the modifier’s name here. This selection archives all of the document versions whose modifier’s name contains the entered value. Wildcards are unavailable.
    - **Is (exactly)** – Enter the complete modifier’s name. This selection archives the document versions whose modifier’s name exactly matches the entered value. Wildcards are unavailable.
  5. **Keep Latest Version** – The number of document versions (**Major** and **Minor**) you set in the text box are left in SharePoint. The rest of the versions are archived.

## Item Object Level

1. **Title** – Enter the title of the item.
  - **Matches** – Wildcards such as “\*” and “?” are available when using **Matches**; it is the most flexible way of specifying the object(s) you would like to archive. The content that matches the entered text will be archived.
  - **Does not Match** – As with **Matches**, wildcards are available. However, this selection archives all of the items whose title does not match the entered title.
  - **Contains** – Wildcards cannot be used in this field; all of the objects that contain the entered title will be archived.
  - **Does not Contain** – You can enter part of the item title here. This selection archives all of the items that do not contain the entered title. Wildcards are unavailable.
  - **Is (exactly)** – Enter the complete item title. This selection archives the item whose title exactly matches the entered title. Wildcards are unavailable.
  - **Is (exactly) not** – Enter the complete item title. This selection archives all of the items except for those that match the entered title. Wildcards are unavailable.
2. **Modified Time** – Set a date range for the modified items.
  - a. **From ... To** – Archives all of the items that are modified between the two dates selected.
  - b. **Before** – Archives all of the items modified before the date selected.
  - c. **Older Than** – Archives all of the items with a modification date that is older than the **Days, Weeks, Months, or Years** selected from the drop-down list.
3. **Created Time** – Set a date range for the created items.
  - a. **From ... To** – Archives all of the items that were created between the two dates selected.
  - b. **Before** – Archives all of the items that were created before the date selected.

- c. **Older Than** – Archives all of the items with a creation date that is older than the **Days, Weeks, Months, or Years** selected from the drop-down list.
4. **Created By** – Enter the name of the user who created the items.
  - a. **Contains** – You can enter part of the creator’s name here. This selection archives all of the items whose creator’s name contains the entered value. Wildcards are unavailable.
  - b. **Is (exactly)** – Enter the complete creator’s name. This selection archives the items whose creator’s name exactly matches the entered value. Wildcards are unavailable.
5. **Modified By** – Enter the **Name** of the user who latest modified the items.
  - **Contains** – You can enter part of the modifier’s name here. This selection archives all of the items whose modifier’s name contains the entered value. Wildcards are unavailable.
  - **Is (exactly)** – Enter the complete modifier’s name. This selection archives the items whose modifier’s name exactly matches the entered value. Wildcards are unavailable.
6. **Content Type** – Enter a name for the item content type.
  - **Matches** – Wildcards such as “\*” and “?” are available when using **Matches**; it is the most flexible way of specifying the object(s) you would like to archive. The content that matches the entered text will be archived.
  - **Does not Match** – As with **Matches**, wildcards are available. However, this selection archives all of the items whose content type name does not match the entered name.
  - **Contains** – Wildcards cannot be used in this field; all of the objects that contain the entered content type name will be archived.
  - **Does not Contain** – You can enter part of the item content name here. This selection archives all of the items whose content type name do not contain the entered content type name. Wildcards are unavailable.
  - **Is (exactly)** – Enter the complete content type name. This selection archives the items whose content type name exactly matches the entered name. Wildcards are unavailable.
  - **Is (exactly) not** – Enter the complete content type name. This selection archives all of the items whose content type name does not match the entered name. Wildcards are unavailable.
7. **Column (Text)** – Enter the column name that is customized by users, followed by the text content.
  - **Matches** – Wildcards such as “\*” and “?” are available when using **Matches**; it is the most flexible way of specifying the object(s) you would like to archive. The content that matches the entered text will be archived.
  - **Does not Match** – As with **Matches**, wildcards are available. However, this selection archives all of the items containing text column whose value does not match the entered value.

- **Contains** – Wildcards cannot be used in this field; all of the objects that contain the entered text column will be archived.
  - **Does not Contain** – This selection archives all of the items whose text column does not contain the entered value. Wildcards are unavailable.
  - **Is (exactly)** – Enter the complete text column value. This selection archives the items whose text column value exactly matches the entered value. Wildcards are unavailable.
  - **Is (exactly) not** – Enter the complete text column value. This selection archives all of the items whose text column value does not match the entered value. Wildcards are unavailable.
8. **Column (Number)** – Enter the column name, followed by an Arabic number.
- **>=** – Archives items whose number column value is equal to or greater than the entered number.
  - **<=** – Archives items whose number column value is equal to or less than the entered number.
  - **=** – Archives items whose number column value is equal to the entered number.
9. **Column (Yes/No)** – Enter the column name and set **Yes** or **No**.
- **Yes** – If selected, archives the items whose Yes/No column value is **Yes**.
  - **No** – If selected, archives the items whose Yes/No column value is **No**.
10. **Column (Date and Time)** – Enter the column name and set date and time.
- **From ... To** – Archives all of the items whose Date and Time column value is between the two dates selected.
  - **Before** – Archives all of the items whose Date and Time column value is before the date selected.
  - **Older Than** – Archives all of the items whose Date and Time column value is older than the **Days, Weeks, Months, or Years** selected from the drop-down list .

## Item Version Object Level

1. **Title** – Enter the **Title** of the item version.
  - a. **Matches** – Wildcards such as “\*” and “?” are available when using **Matches**; it is the most flexible way of specifying the object(s) you would like to archive. The content that matches the entered text will be archived.
  - b. **Does not Match** – As with **Matches**, wildcards are available. However, this selection archives all of the item versions whose title does not match the entered title.
  - c. **Contains** – Wildcards cannot be used in this field; all of the objects that contain the entered title will be archived.

- d. **Does not Contain** – You can enter part of the item version title here. This selection archives all of the item versions that do not contain the entered title. Wildcards are unavailable.
  - e. **Is (exactly)** – Enter the complete item version title. This selection archives the item version whose title exactly matches the entered title. Wildcards are unavailable.
  - f. **Is (exactly) not** – Enter the complete item version title. This selection archives all of the item versions except for those whose titles that match the entered title. Wildcards are unavailable.
2. **Modified Time** – Set a date range for the modified item versions.
    - **From ... To** – Archives all of the item versions that were modified between the two dates selected.
    - **Before** – Archives all of the item versions that were modified before the date selected.
    - **Older Than** – Archives all of the item versions whose modification date is older than the **Days, Weeks, Months, or Years** selected from the drop-down list.
  3. **Modified By** – Enter the name of the user who latest modified the item versions.
    - **Contains** – You can enter part of the modifier’s name here. This selection archives all of the item versions whose modifier’s name contains the entered value. Wildcards are unavailable.
    - **Is (exactly)** – Enter the complete modifier’s name. This selection archives the item versions whose modifier’s name exactly matches the entered value. Wildcards are unavailable.
  4. **Keep Latest Version** – The number of item versions (**Major** and **Minor**) you set in the text box are left in SharePoint. The rest of the versions are archived.

## Attachment Object Level

1. **Name** – Enter the name of the attachment.
  - a. **Matches** – Wildcards such as “\*” and “?” are available when using **Matches**; it is the most flexible way of specifying the object(s) you would like to archive. The content that matches the entered text will be archived.
  - b. **Does not Match** – As with **Matches**, wildcards are available. However, this selection archives all of the attachments that do not match the entered name.
  - c. **Contains** – Wildcards cannot be used in this field; all of the objects that contain the entered name will be archived.
  - d. **Does not Contain** – You can enter part of the attachment name here. This selection archives all of the attachments that do not contain the entered name. Wildcards are unavailable.
  - e. **Is (exactly)** – Enter the complete attachment name. This selection archives the attachment that exactly matches the entered name. Wildcards are unavailable.

- f. **Is (exactly) not** – Enter the complete attachment name. This selection archives all of the attachments except for those that match the entered name. Wildcards are unavailable.
2. **Size** – Enter a data size value for the attachment. The units for this value can be selected as **KB**, **MB** or **GB** from the drop-down list.
  - **>=** – Archives all of the attachments whose size is equal to or greater than the entered size.
  - **<=** – Archives all of the attachments whose size is equal to or less than the entered size.
3. **Created Time** – Set a date range for the created attachments.
  - a. **From ... To** – Archives all of the attachments that were created between the two dates selected.
  - b. **Before** – Archives all of the attachments that were created before the date selected.
  - c. **Older Than** – Archives all of the attachments with a creation date that is older than the **Days, Weeks, Months, or Years** selected from the drop-down list.
4. **Created By** – Enter the name of the user who created the attachment.
  - **Contains** – You can enter part of the creator’s name here. This selection archives all of the attachments whose creator’s name contains the entered value. Wildcards are unavailable.
  - **Is (exactly)** – Enter the complete creator’s name. This selection archives the attachments whose creator’s name exactly matches the entered value. Wildcards are unavailable.
5. **Column (Text)** – Enter the column name, followed by the text content.
  - **Matches** – Wildcards such as “\*” and “?” are available when using **Matches**; it is the most flexible way of specifying the object(s) you would like to archive. The content that matches the entered text will be archived.
  - **Does not Match** – As with **Matches**, wildcards are available. However, this selection archives all of the attachments whose text column does not match the entered value.
  - **Contains** – Wildcards cannot be used in this field; all of the objects that contain the entered text column will be archived.
  - **Does not Contain** – This selection archives all of the attachments whose text column does not contain the entered column name text. Wildcards are unavailable.
  - **Is (exactly)** – Enter the complete text column value. This selection archives the attachments whose text column value exactly matches the entered value. Wildcards are unavailable.
  - **Is (exactly) not** – Enter the complete text column value. This selection archives all of the attachments whose text column value does not match the entered value. Wildcards are unavailable.
6. **Column (Number)** – Enter the column name, followed by an Arabic number.

- **>=** – Archives attachments whose Number column value is equal to or greater than the entered number.
  - **<=** – Archives attachments whose Number column value is equal to or less than the entered number.
  - **=** – Archives attachments whose Number column value is equal to the entered number.
7. **Column (Yes/No)** – Enter the column name and set **Yes** or **No**.
- **Yes** – If selected, archives the attachments whose Yes/No column value is **Yes**.
  - **No** – If selected, archives the attachments whose Yes/No column value is **No**.
8. **Column (Date and Time)** – Enter the column name and set date and time.
- **From ... To** – Archives all of the attachments whose Date and Time column value is between the two dates selected.
  - **Before** – Archives all of the attachments whose Date and Time column value is before the date selected.
  - **Older Than** – Archives all of the attachments whose Date and Time column value is older than the **Days, Weeks, Months, or Years** selected from the drop-down list.

## Appendix B: Advanced Search

**Advanced Search** provides a quick method to select specific objects or data within each SharePoint level (from the web application down to the item level) to restore.

1. From the **Archiver Restore** page (see [Restoring Archived Data](#)), click **Advanced Search** from the Search group.
2. In **Advanced Search** page, the SharePoint levels equal to or lower than what you selected in the Archiver restore tree are listed in the **Level** drop-down list. The value is not case sensitive and supports wildcards.

| Level           | Rule       | Condition   | Value  | Result  |
|-----------------|------------|-------------|--|---|
| Web Application | URL        | Contains    | avepo  | Searches for the web application whose URL contains <i>avepo</i> .                              |
|                 |            | Is(exactly) | http://avepoint:365/                           | Searches for the web application whose URL is <i>http://avepoint:365/</i> .                     |
| Site Collection | URL        | Contains    | sitecollection                                 | Searches for the site collection whose URL contains <i>sitecollection</i> .                     |
|                 |            | Is(exactly) | http://avepoint:81/sites/sitecollectionA       | Searches for the site collection whose URL is <i>http://avepoint:81/sites/sitecollectionA</i> . |
| Site            | URL        | Contains    | siteA  | Searches for the site whose URL contains <i>siteA</i> .   |
|                 |            | Is(exactly) | http://avepoint:81/sites/sitecollectionA/siteA | Searches for the site whose URL is <i>http://avepoint:81/sites/sitecollectionA/siteA</i> .      |
|                 | Site Title | Contains    | A  | Searches for the site whose title contains <i>A</i> .   |
|                 |            | Is(exactly) | siteA  | Searches for the site whose title is <i>siteA</i> .   |
| List            | Name       | Contains    | A  | Searches for the list whose name contains <i>A</i> .  |
|                 |            | Is(exactly) | listA  | Searches for the list whose name is <i>listA</i> .  |
| Folder          | Name       | Contains    | A  | Searches for the folder whose name contains <i>A</i> .  |
|                 |            | Is(exactly) | folderA  | Searches for the folder whose name is <i>folderA</i> .  |

|            |  |             |                 |   |
|------------|--|-------------|-----------------|---|
| Item       | Title                                  | Contains    | A               | Searches for the item whose title contains <i>A</i> .                                     |
|            |  | Is(exactly) | itemA           | Searches for the item whose title is <i>itemA</i> .                                       |
|            | Attribute                              | Contains    | A               | Searches for the item whose attribute contains <i>A</i> .                                 |
|            |  | Is(exactly) | userA           | Searches for items that have one of the attributes as <i>userA</i> .                      |
| Document   | Docu-<br>ment<br>Name and<br>Extension | Contains    | A               | Searches for the document whose document name and extension contains <i>A</i> .           |
|            |  | Is(exactly) | fileA.doc       | Searches for the document whose document name and extension is <i>fileA.doc</i> .         |
|            | Attribute                              | Contains    | A               | Searches for the document whose attribute contains <i>A</i> .                             |
|            |  | Is(exactly) | userA           | Searches for the document that has one of the attributes as <i>userA</i> .                |
| Attachment | Docu-<br>ment<br>Name and<br>Extension | Contains    | A               | Searches for the attachment whose document name and extension contains <i>A</i> .         |
|            |  | Is(exactly) | attachmentA.doc | Searches for the attachment whose document name and extension is <i>attachmentA.doc</i> . |

3. Click **Add** to add a new filter condition. Change logical relationship between the filter rules by clicking the logic icon after the rule. There are two logic options: **And** and **Or**.
  - **And** – Searches for content that meets all of the rules.
  - **Or** – Searches for content that meets any one of the rules.
4. Click **Search** to execute the search operation. The search result is displayed under the tab **Search Result (1)**.

## Appendix C: Supported and Unsupported Web Parts

The following table lists the supported and unsupported Web parts in Archiver.

|                   | <b>Web Part</b>                    | <b>Supported</b> | <b>Unsupported</b> |
|-------------------|------------------------------------|------------------|--------------------|
| Business Data     | Business Data Actions              | √                |                    |
|                   | Business Data Connectivity Filter  | √                |                    |
|                   | Business Data Item                 | √                |                    |
|                   | Business Data Item Builder         | √                |                    |
|                   | Business Data List                 | √                |                    |
|                   | Chart Web Part                     | √                |                    |
|                   | Excel Web Access                   | √                |                    |
|                   | Indicator Details                  | √                |                    |
|                   | Status List                        | √                |                    |
|                   | Visio Web Access                   | √                |                    |
| Content Rollup    | Categories                         | √                |                    |
|                   | Content Query                      | √                |                    |
|                   | Relevant Documents                 | √                |                    |
|                   | RSS Viewer                         | √                |                    |
|                   | Site Aggregator                    | √                |                    |
|                   | Sites in Category                  | √                |                    |
|                   | Summary Links                      | √                |                    |
|                   | Table Of Contents                  | √                |                    |
|                   | Web Analytics Web Part             | √                |                    |
|                   | WSRP Viewer                        | √                |                    |
|                   | XML Viewer                         | √                |                    |
| Filters           | Apply Filters Button               | √                |                    |
|                   | Choice Filter                      | √                |                    |
|                   | Current User Filter                | √                |                    |
|                   | Date Filter                        |                  | √                  |
|                   | Page Filed Filter                  | √                |                    |
|                   | Query String(URL) Filter           | √                |                    |
|                   | SharePoint List Filter             | √                |                    |
|                   | SQL Server Analysis Service Filter | √                |                    |
|                   | Text Filter                        | √                |                    |
| Forms             | HTML Form Web Part                 | √                |                    |
|                   | InfoPath Form Web Part             | √                |                    |
| Media and Content | Content Editor                     | √                |                    |
|                   | Image Viewer                       | √                |                    |
|                   | Media Web Part                     | √                |                    |
|                   | Page Viewer                        | √                |                    |

|                        |                                    |   |   |
|------------------------|------------------------------------|---|---|
|                        | Picture Library Slideshow Web Part | √ |   |
|                        | Silverlight Web Part               |   | √ |
| Outlook Web App        | My Calendar                        | √ |   |
|                        | My contacts                        | √ |   |
|                        | My Inbox                           | √ |   |
|                        | My Mail Folder                     | √ |   |
|                        | My Tasks                           | √ |   |
| Search                 | Advanced Search Box                | √ |   |
|                        | Dual Chinese Search                | √ |   |
|                        | Federated Results                  | √ |   |
|                        | People Refinement Panel            | √ |   |
|                        | People Search Box                  | √ |   |
|                        | People Search Core Results         | √ |   |
|                        | Refinement Panel                   | √ |   |
|                        | Related Queries                    | √ |   |
|                        | Search Action Links                | √ |   |
|                        | Search Best Bets                   | √ |   |
|                        | Search Box                         | √ |   |
|                        | Search Core Results                | √ |   |
|                        | Search Paging                      | √ |   |
|                        | Search Statistics                  | √ |   |
|                        | Search Summary                     | √ |   |
| Search Visual Best Bet | √                                  |   |   |
| Top Federated Results  | √                                  |   |   |
| Social Collaboration   | Contact Details                    | √ |   |
|                        | Note Board                         | √ |   |
|                        | Organization Browser               | √ |   |
|                        | Site Users                         | √ |   |
|                        | Tag Cloud                          | √ |   |
|                        | User Tasks                         | √ |   |

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