AvePoint DocAve 6 User Guide

DocAve® 6 Service Pack 1

Job Monitor

Reference Guide

Revision C

Issued September 2012

The Enterprise-Class **Management Platform** for **SharePoint** Governance

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About Job Monitor

Job Monitor allows you to view the status or details of jobs, download reports, and manage the jobs all from a central interface.

Job Monitor is also integrated into other DocAve products, which enables you to manage the jobs inside its corresponding modules with additional features specific to the product itself. These additional features are also available in the stand-alone Job Monitor module.

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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 Job Monitor for SharePoint.

Configuration

In order to use DocAve Job Monitor for SharePoint, the DocAve 6 platform must be installed and configured properly on your farm. Job Monitor will not function without DocAve 6.

Agents

SharePoint Agents are responsible for running DocAve jobs and interacting with the SharePoint object model. DocAve Agents enable DocAve Manager to communicate with the respective servers, allowing for Job Monitor 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; therefore, the effect on server performance is negligible.

For instructions on installing DocAve Platform, DocAve Manager, and DocAve module Agents, see the DocAve 6 Installation Guide.

Getting Started

Refer to the sections below for important information on getting started with Job Monitor, including launching the module, understanding the interface, configuring your view, and searching for jobs.

Launching Job Monitor

To launch Job Monitor and access its functionality, follow the instructions below:

1. Log in to DocAve. If you are already in the software, click the DocAve tab.
2. From the DocAve tab, click **Job Monitor** to launch the module.

   Alternatively, you can click the **Job Monitor** icon ( ) from anywhere within the DocAve software to launch Job Monitor.

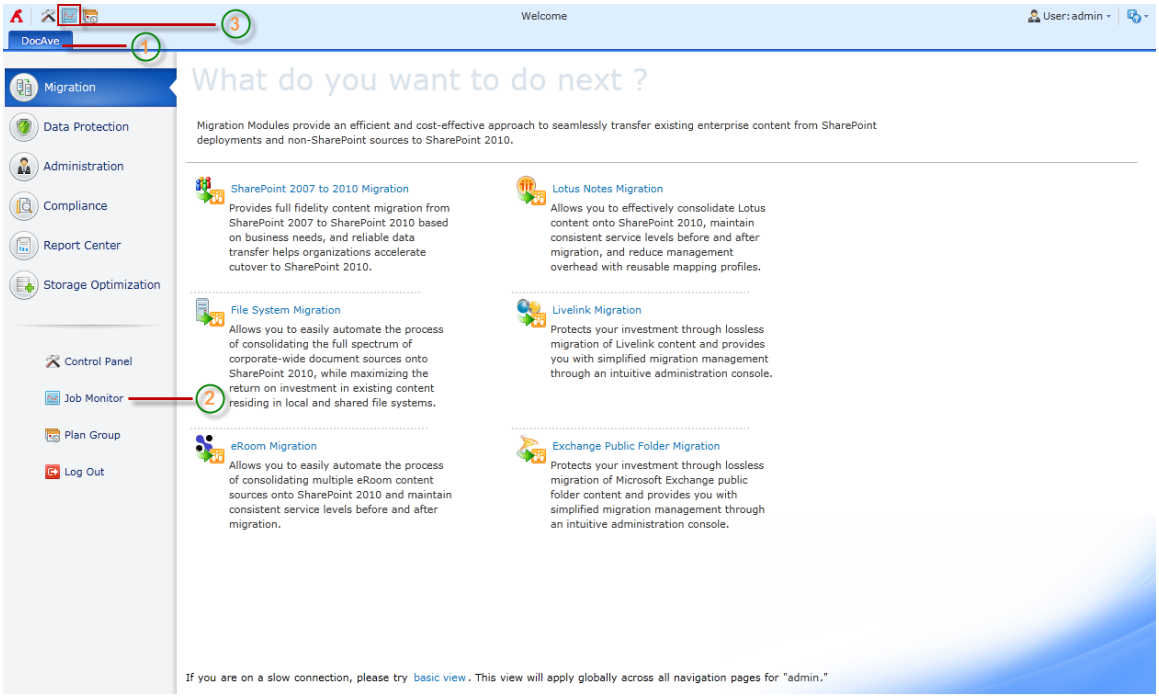

Figure 1: DocAve module launch window.

Understanding Job Monitor

Job Monitor provides you with a number of ways to customize the way your jobs are displayed so you can more efficiently manage them. The following two sections will cover the different viewing options.

Job Monitor Interface

The interface in Job Monitor contains the following four areas:

1. **Tabs** – Switch between the Job Monitor and Scheduled Job Monitor interface.
2. **Ribbon** – Toolbar where you can customize the view, perform actions on selected jobs, and configure report location settings.
3. **Search** – Search tool for filtering the displayed jobs.
4. **Viewing pane** – List of jobs displayed according to the filters you configure.

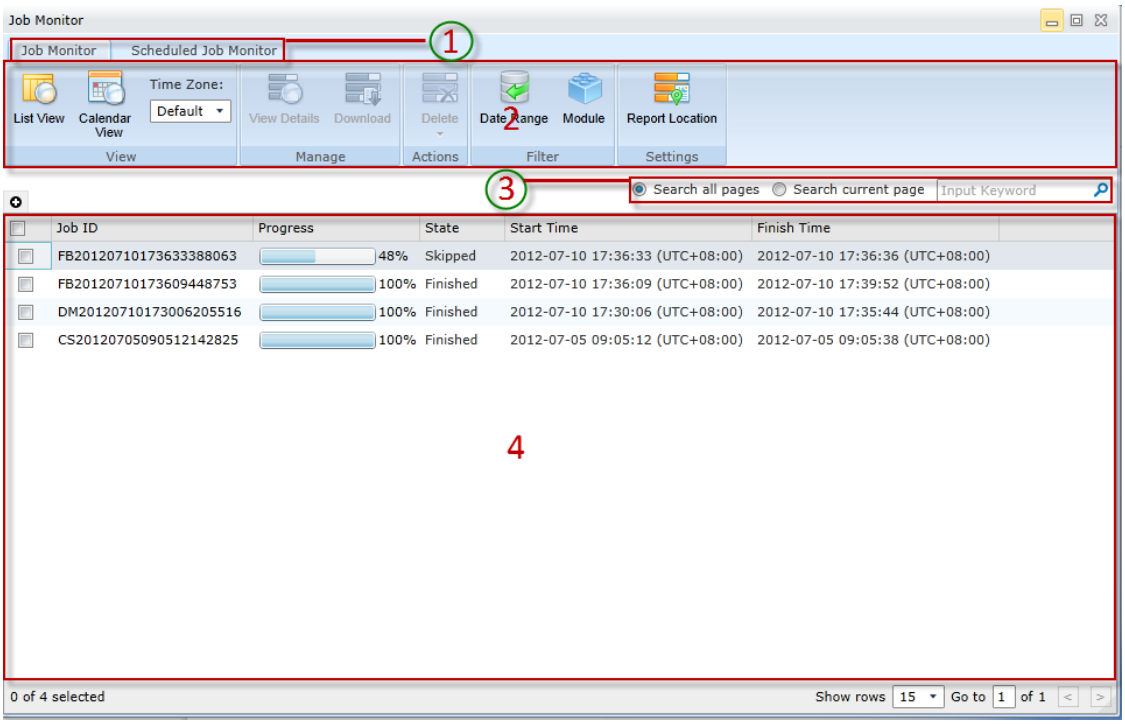

Figure 2: Job Monitor User Interface.

Job Monitor vs. Scheduled Job Monitor

The Job Monitor module interface contains two tabs:

- **Job Monitor** – Allows you to access all of the current and previous jobs.
- **Scheduled Job Monitor** – Allows you to exclusively access jobs that are scheduled to run in the future.

***Note:** Differentiate between scheduled jobs (jobs scheduled to run in the future) and recurring jobs. Scheduled jobs will only show up on the Scheduled Job Monitor tab. Recurring jobs will show up on both tabs.

Configuring the Viewing Pane

In both the Job Monitor and Scheduled Job Monitor tabs, there is a View toolbar and a Filter toolbar on the ribbon with further configurable options to help you more efficiently manage your current and previous jobs.

The View Toolbar

This toolbar allows you to choose to have your jobs displayed in List View or Calendar View:

- **List View** – Displays your jobs in a table. You can add or remove a column to customize your view by clicking the ⊕ icon. Select the desired column for this view by checking the checkbox next to its name in the drop-down menu. Click **OK** to save your choices, or click **Cancel** to close the drop-down menu without saving your choices.
- **Calendar View** – Displays your jobs in a calendar. You can configure Calendar View to display in **Day**, **Week**, or **Month** format by clicking the respective button in the upper right-hand corner. To see detailed information about a job, place your mouse cursor over its time slot.

You can also configure the **Time Zone** in this toolbar by specifying one of the options below to display in the job information.

- **Default** – Displays the time zone of the machine where the control service is installed. In the Scheduled Job Monitor tab, the default time zone is based on the time zone configured for each schedule.
- **Local** – Displays the time zone that the Internet Explorer (IE) browser used to access DocAve.

By default, the time zone of the job information is set to **Default**. Note that in Calendar View, the time zone is set to Local and cannot be altered. To change the time zone, click the drop-down menu, and select **Local.**

The Filter Toolbar

This toolbar allows you to filter the jobs listed in the viewing pane by Date Range or Module.

- **Date Range** – Allows you to limit the jobs displayed by specifying a time frame.
- **Module** – Allows you to limit the jobs displayed by specifying the module where the jobs are run.

Searching Jobs

Job Monitor also allows you to search for jobs to further customize which jobs are displayed to you. The search interface is located under the toolbar ribbon. Select the corresponding radio button to either **Search all pages** or **Search current page**. Placing your cursor over the Search text box will bring up a tooltip informing you of the searchable parameters.

***Note:** The search function is not case sensitive.

Since the Job ID includes the start time for the job, you can search for a job by start time. Enter the time as a numerical string in the text box, then click (for example: search for 2011-01-01 17:05:10 by typing 20110101170510 in the search text box).

Managing Jobs

The Job Monitor tab and the Scheduled Job Monitor tab offer different sets of tools more suitable for managing the different types of jobs.

***Note:** If one tool is not supported for the selected job of the specified product, the corresponding button of this tool will be greyed out and not clickable.

Operations in the Job Monitor Tab

The Job Monitor tab provides you with a number of tools that allow you to perform actions to jobs you are currently running or have run in the past.

***Note:** The tools explained here only cover the general ones in Job Monitor. To access the tools that are specific to the DocAve products, you can access the Integrated Job Monitor in each of the DocAve products. You can also access Job Monitor from the welcome page, click the **Module** button, select the specified module by checking the appropriate checkbox, and then choose from jobs run by that module. For details about tools specific to each DocAve product, see the Integrated Job Monitor section of this guide.

The Manage Toolbar

This toolbar provides you with the following functionality:

- **View Details** – Allows you to view a job report of the selected job. Select the job by checking the corresponding checkbox. Click **View Details** on the ribbon. The Job Details tab appears with the job report displayed in the viewing pane with the Summary tab selected. The Summary tab displays general information about the job. For more in-depth information, click the **Details** tab in the viewing pane. Click **Download** to download the job report. Select **TXT**, **CSV** or **XLS** as the format for the report, then select to download the **Current columns** or **All columns** from the Details tab, and then click **OK** to download the report, or **Cancel** to return to the Job Details tab.
- **Download** – Allows you to download the job report of the selected job(s) to a specified location. You have the option to set the **Report Format** to download in TXT, CSV or XLS format. Here you can only choose to download **All columns** from the Details tab.

  ***Note**: Prior to downloading the job report, make sure the Internet Explorer (IE) download settings are configured properly. You can configure the download settings for IE by following the steps below.

  1. Navigate to **Internet Explorer** > **Tools** > **Internet Options**.
  2. Switch to the Security tab and select a zone.
  3. Click the **Custom level** button inside the **Security level for this zone** field.
  4. Scroll down to the **Downloads** setting.

5. Change the detailed settings according to the screenshot below.

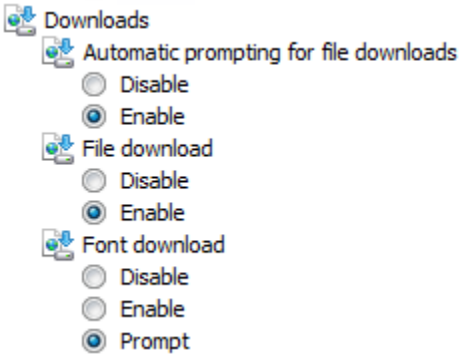

Figure 3: IE Security Settings.

The Actions Toolbar

This toolbar provides you with the following possible actions for your selected job(s):

- **Stop** – Stops the selected in-progress job immediately. The job status will change to *Stopped*, but the job information will be retained, as well as any data aggregated by the job.

  ***Note**: Once a job is stopped, in order to run it again, you must launch the respective module you used to run that job. Click the Plan Manager tab, then select the plan by checking the checkbox, and click **Run Now**. When you run the same job again, it will be considered a new job, so the previous data is retained.

- **Delete** – Deletes job information without sending a notification to anyone. Click **Delete**, and then select **Delete Job** from the drop-down menu.

- **Pause** – Pause the currently running job when required.

- **Resume** – Resume the paused job and continue to run it.

The Settings Toolbar

This toolbar provides access to the Report Location tool that allows you to specify a location for storing the reports generated after running the jobs. If you do not configure this tool, the job reports will be stored in the default location (*...\AvePoint\DocAve6\Manager\work)*.

To store the job reports on a network share:

1. Check the checkbox next to **Use the Net Share path as the report location**.
2. Enter the **UNC Path**.
3. Enter the **Username**.
4. Enter the **Password**.
5. Click **OK**.

Operations in the Scheduled Job Monitor Tab

The Scheduled Job Monitor tab provides you with two toolbars that allow you to perform actions to jobs that you have scheduled to run in the future. The following sections explain what these tools do in detail.

***Note:** The tools explained here only cover those in the main Job Monitor module. For details about tools specific to Job Monitor that are integrated into other DocAve products, see the Integrated Job Monitor section of this guide.

The Actions Toolbar

This toolbar provides the following actions for a scheduled job:

- **Enable** – If the status of the selected job(s) is disabled, you will have the option to click this button to enable it.
- **Disable** – If the status of the selected job(s) is enabled, you will have the option to click this button to disable it.

The Filter Toolbar

This toolbar provides the following filter options for a scheduled job:

- **Date Range** – Allows you to limit the jobs displayed by specifying a time frame.
- **Module** – Allows you to limit the jobs displayed by specifying the module where the jobs are run.

Integrated Job Monitor

While Job Monitor is able to access and organize jobs across different DocAve products, it is also integrated into the products in order to provide easy access and additional functionalities tailored to each product and its modules. When Job Monitor is accessed from the interface of a given product's module, it only displays jobs executed by that module and allows you to access related jobs without leaving your current interface. The integrated Job Monitor modules contain all of the same functionalities of the stand-alone Job Monitor module. The following modules include integrated Job Monitor:

Product	**Module**
Data Protection	Platform Backup & Restore
Administration	Administrator
	Content Manager
	Deployment Manager
	Replicator
Report Center	Usage Reports
	Infrastructure Reports
	Administration Reports
	DocAve Reports
	Compliance Reports
Compliance	eDiscovery
Storage Optimization	Archiver

Additional Job Monitor Features in Platform Backup & Restore

In Job Monitor, certain platform backup jobs in Platform Backup & Restore allow you to configure maintenance settings after the job has run. Select an appropriate platform backup job, and then click **Maintenance** on the ribbon. The Maintenance tab opens, allowing you to configure the following settings:

- **Maintenance Action** – Select the maintenance action(s) for this job by checking one of the following checkboxes:
    - **Generate InstaMount mapping**
    - **Generate index mapping**
    - **Copy snapshot data**
- **Staging SQL Server** – Choose to use the **SQL Server for backup** or choose **Customize SQL Server** to use a custom SQL server as the staging SQL server.
- **Maintenance Notification** – Configure the notification settings for this job. Select a previously-configured notification profile from the **Select a profile with address only** drop-down list, or

create a new e-mail notification profile by clicking the **New Notification Profile** link. Click **View** to view the detailed configuration of the selected notification profile.

When you are finished configuring settings in the Maintenance tab, click **OK** to save the configurations, or click **Cancel** to close the Maintenance tab without saving any changes.

Additional Job Monitor Features in Administrator

Job Monitor provides the following additional job types for Administrator: Admin Search or Security Search, Delete Orphan Site, Dead Account Cleaner, Import Configuration File, and Search Web Part. Refer to the following sections for a detailed description of each of these additional features.

Admin Search or Security Search Jobs

In Job Monitor, selecting an Admin Search job or a Security Search job allows you to click **Search Result** on the ribbon. This button brings you to the Search Result Tools tab of Administrator. Here you can perform the following actions on the search results:

- Edit user permissions
- Remove user permissions
- Download report
- Export for editing
- Import configuration file

For more details on these actions, see the DocAve 6 Administrator User Guide.

Delete Orphan Site Jobs

In Job Monitor, selecting a Delete Orphan Site job allows you to click **Orphan Site Deletion** on the ribbon. This button brings you to the Orphan Site Deletion tab of Job Monitor where you can view and manage the deleted orphan sites. Click **Close** on the ribbon to close the tab.

In the viewing pane, you can customize how the deleted orphan sites are displayed in the following ways:

- **Search** – Allows you to filter the sites displayed by the keyword you designate; the keyword must be contained in a column value. At the top of the Orphan Site Deletion viewing pane, type in the keyword for the plan(s) you want to display. You can select to **Search all pages** or **Search current page**.
  ***Note:** The search function is not case sensitive.
- ⊕ – Manages which columns are displayed in the list in order to control the information you want to view. Click **+**, then check the checkbox next to the column name to have that column appear in the list.

- – Allows you to filter which item in the list is displayed. Unlike Search, you can filter whichever item you want, rather than search based on a keyword. Click the of the column you want to filter, then check the checkbox next to the item name to display in the list.

If you want to delete an Orphan Site job(s), select the orphan sites you want to delete, then click **Next**. Configure the Schedule and Notification settings for this deletion job, then click **Next**. Review your configurations in the Overview page and click **Finish** to save these configurations, click **Finish and Run Now** to save these configurations and run the job immediately, or click **Cancel** to close the Orphan Sites Deletion tab without saving these configurations.

Dead Account Cleaner Jobs

In Job Monitor, selecting a Dead Account Cleaner job allows you to click **Dead Account Deletion** on the ribbon. This button brings you to the Dead Account Deletion tab of Job Monitor where you can clone the deleted account's permissions to another user(s). Click **Close** on the ribbon to close the tab.

In the viewing pane, you can customize how the deleted dead accounts are displayed in the following ways:

- **Search** – Allows you to filter the sites displayed by the keyword you designate; the keyword must be contained in a column value. At the top of the Dead Account Deletion viewing pane, type in the keyword for the account(s) you want to display. You can select to **Search all pages** or **Search current page**.
  ***Note:** The search function is not case sensitive.
- – Manages which columns are displayed in the list in order to control the information you want to view. Click **+**, then check the checkbox next to the column name to have that column appear in the list.
- – Allows you to filter which item in the list is displayed. Unlike Search, you can filter whichever item you want, rather than search based on a keyword. Click the of the column you want to filter, then check the checkbox next to the item name to display in the list.

Select a deleted account to enable user permissions cloning, then perform the following configuration:

1. In the Clone User Permissions text box for its respective account, enter the name of the user(s) you want to clone the permissions to. Click to check the names, or click to browse for the user(s) you want to clone the permissions to.
2. Click **Next** to save these configurations and configure Options for Transfer Permissions.
3. In Permissions Option, select **Append** to add the source permissions to the destination permissions, or **Replace** to substitute the destination permissions with the source permissions.
4. In Include Alerts, select **Yes** or **No** for whether or not to have the source user's alerts sent to the destination user(s).
5. In Change Metadata, select **Yes** or **No** for whether or not to transfer the corresponding source user's metadata to the destination user.

6. In Permission Rule, select the rule(s) you want to apply. You can choose to include permissions inherited from groups, which will then enable you to select **Add user to the same groups** in the destination.
7. Click **OK** to save these configurations, or click **Cancel** to close the Dead Account Deletion tab without saving the configurations.

Import Configuration File Jobs

In Job Monitor, selecting an Import Configuration File job allows you to click **Rollback Changes** on the ribbon. This feature can change permissions back to the state before a selected job was executed.

Search Web Part Jobs

In Job Monitor, selecting a Search Web Part job allows you to click **Web Part Management** on the ribbon. This button brings you to the Web Part Management tab of Job Monitor where you can view information about the Web Parts in the selected job. Click **Close** on the ribbon to close the tab.

By default, the Search Result tab is selected in the viewing pane. Click the Web Part Usage tab to view the Web Parts by their usage information. In the viewing pane, you can customize how the Web Parts are displayed in the following ways:

- **Search** – Allows you to filter the Web Parts displayed by the keyword you designate; the keyword must be contained in a column value. At the top of the Web Part Management viewing pane, type in the keyword for the Web Part(s) you want to display. You can select to **Search all pages** or **Search current page**.
  ***Note:** The search function is not case sensitive.
- – Manages which columns are displayed in the list in order to control the information you want to view. Click **+**, then check the checkbox next to the column name to have that column appear in the list.
- – Allows you to filter which item in the list is displayed. Unlike Search, you can filter whichever item you want, rather than search based on a keyword. Click the of the column you want to filter, then check the checkbox next to the item name to display in the list.

Select a Web Part, then click **Remove Web Part**, **Reset Web Part**, or **Close Web Part** to perform the action on the selected Web Part(s). A popup window will appear to confirm the action. Click **OK** to proceed with the action, or **Cancel** to return to the Web Part Management tab.

Additional Job Monitor Features in Content Manager

In Job Monitor, selecting certain types of Content Manager jobs will provide you with additional features.

Content Manager Jobs

In Job Monitor, selecting a Content Manager job allows you to click **Rollback** on the ribbon. This button brings you to the View Mapping tab of Job Monitor where you can view information about the replication plans in the selected job. Click **Close** on the ribbon to close the tab.

Click **Rollback** to return the sites in the executed plan to their state before the job was executed.

Content Manager Move Jobs

In Job Monitor, selecting a Content Manager Move job will allow you to click **Delete Content** on the ribbon. Since move jobs are performed by first copying the content from the source node to the destination node then deleting the content from the source node, some move jobs can be configured to only execute the copying process then manually delete the content from the source node. Use this option only after you have verified that the copying process was successful.

Additional Job Monitor Features in Deployment Manager

In Job Monitor, select a Deployment Manager job, then click **View Details**. You will be brought to the Plan Details tab of Job Monitor with the Summary tab selected in the viewing pane. Here you can review general information about the Deployment Manager plan. Click on the Queue tab in the viewing pane to see the status of the job in the queue.

Click **Rollback** to return the deployed content in the executed plan to their state before the job was executed.

Additional Job Monitor Features in Replicator

In Job Monitor, selecting a Replicator job will allow you to click **View Mapping** on the ribbon. You will be brought to the View Mapping tab of Job Monitor where you can view information about the replication plans in the selected job. Click **Close** on the ribbon to close the tab.

In the viewing pane, you can customize how the replication plans are displayed in a number of ways:

- **Search** – Allows you to filter the replication plans displayed by the keyword you designate; the keyword must be contained in a column value. At the top of the View Mappings viewing pane, type in the keyword for the process(es) you want to display. You can select to **Search all pages** or **Search current page**.
  ***Note:** The search function is not case sensitive.
- – Manages which columns are displayed in the list in order to control the information you want to view. Click **+**, then check the checkbox next to the column name to have that column appear in the list.
- – Allows you to filter which item in the list is displayed. Unlike Search, you can filter whichever item you want, rather than search based on a keyword. Click the of the column

you want to filter, then check the checkbox next to the item name to have that item shown in the list.

Select a replication plan and choose from the following actions:

- Click **View Details** to see more information about the execution of the replication plan. In the Mapping Details page, you can view general information about the plan's execution in the Summary tab, or click **Details** to see information about items within the plan. Click **Download** to download the job report. Select **TXT**, **CSV** or **XLS** as the format for the report, then select to download the **Current columns** or **All columns** from the Details tab, and then click **OK** to download the report, or **Cancel** to return to the Mapping Details page.
- Click **Download** to download the job report. Select **TXT**, **CSV** or **XLS** as the format for the report, then select to download the **Current columns** or **All columns** from the Details tab, and then click **OK** to download the report, or **Cancel** to return to the Mapping Details page.
- Click **Rollback** to return the source and destination nodes to the state in the backup. Backup is configured in the Replicator plan configurations and is performed prior to the replication process.

Additional Job Monitor Features in Report Center

In Job Monitor, selecting certain Report Center jobs will provide you with additional options.

Workflow Status Jobs from Usage Reports

In Job Monitor, select a Workflow Status report job, then click **View Workflow Status Report** on the ribbon. You will be brought to the Usage Reports tab of Report Center where you can review the Workflow Status report for the selected job.

Storage Analyzer Jobs from Infrastructure Reports

In Job Monitor, select a Storage Analyzer report job then click **View Storage Analyzer Reports** on the ribbon. You will be brought to the Infrastructure Reports tab of Report Center where you can review the size and location of the data in SharePoint databases and external devices for the selected plan.

Compliance Reports

In Job Monitor, selecting a Compliance Report job provides you with the following options depending on the type of Compliance Report job that was run. Select one of the following types of reports:

- **User Lifecycle Report** – Select the job, then click **View User Life**. You will be brought to the Compliance Reports tab of Report Center where you can review the action report for that user in the selected job.
- **List Access Report** – Select the job, then click **View List Access**. You will be brought to the Compliance Reports tab of Report Center where you can review the usage information report for that list in the selected job.

- **Item Life Report** – Select the job, then click **View Item Life.** You will be brought to the Compliance Reports tab of Report Center where you can review entire item life report for that item in the selected job.
- **Site Access Report** – Select the job, then click **View Site Access.** You will be brought to the Compliance Reports tab of Report Center where you can review the usage information report for that site in the selected job.
- **List Deletion Report** – Select the job, then click **View List Deletion.** You will be brought to the Compliance Reports tab of Report Center where you can review the deletion information report for that list in the selected job.
- **Customized Report** – Select the job, then click **View Customized Report**. You will be brought to the Compliance Reports tab of Report Center where you can review the customized report you have configured.

Additional Job Monitor Features in eDiscovery

Job Monitor provides the following additional job type for eDiscovery: SharePoint Search or Archiver Search Jobs. Refer to the following section for a detailed description of the additional feature.

Additional Job Monitor Features in Archiver

In Job Monitor, select a Merge Index job from Archiver, then click **Start** to begin the selected job.

SharePoint Search or Archiver Search Jobs

In Job Monitor, selecting a SharePoint Search job or an Archiver Search job allows you to click **Search Result** on the ribbon. This button brings you to the Search Result Tools tab of eDiscovery. Here you can perform the following actions on the search results:

- Apply Legal Hold
- Export the Search Result

Accessing Hot Key Mode

In order to work faster and improve your productivity, DocAve supports hot key mode for you to perform corresponding actions quickly by only using your keyboard.

To access hot key mode in the DocAve interface, press **Ctrl** +**Alt** + **Z** on your keyboard.

The following table provides a list of hot keys for the top level. For example, continue pressing **4** on your keyboard**.** You will be brought to Job Monitor page. Each time you want to go back to the top level after accessing the lower level interface, press **Ctrl**+**Alt**+**Z**.

Operation Interface	**Hot Key**
DocAve Home Page	1
DocAve Online Community	2
Control Panel	3
Job Monitor	4
Plan Group	5

Job Monitor Page

The following table provides a list of hot keys for the functionalities on the ribbon of the Job Monitor page. For example, continue pressing **M** on your keyboard and you will be brought to the Module interface.

Functionality Name and Hot Key							
List View	LV						
Calendar View	CV						
Time Zone	TZ						
View Details	VD	Job Details Page	V	Download	D	OK	O
						Cancel	C
				Close	X		
Download	DL			OK	O		
				Cancel	C		
Pause	P						
Resume	RE						
Stop	SP						
Start	ST						
Delete	DE			Delete without Notification	D		
Date Range	DR						
Module	M						
Report Location	RL			OK	O		
				Back	B		

Schedule Job Monitor Page

To access the Schedule Job Monitor page by using hot keys from within the Job Monitor interface, press **Ctrl**+**Alt**+**Z** on your keyboard to access the hot key mode, and then press **S** on the keyboard to enter the Schedule Job Monitor page.

The following table provides a list of hot keys for the functionalities on the ribbon of the Schedule Job Monitor page. For example, continue pressing **L** and you will be brought to the List View interface.

Functionality Name and Hot Key	
List View	L
Calendar View	C
Time Zone	TZ
Enable	E
Disable	D
Date Range	R
Module	M

Special Hot Keys for Some Products

The following DocAve products have special hot keys that are specific to each interface: Platform Backup and Restore, Administrator, Content Manager, Deployment Manager, Replicator, Report Center, and eDiscovery. Review the following sections for details.

Platform Backup and Restore

To access the Job Monitor page by using hot keys from within the Job Monitor interface, select a Platform Backup job, and press **Ctrl**+**Alt**+**Z** on your keyboard to access the hot key mode. There will be an additional button(s) on the ribbon.

The following table provides a list of hot keys for the functionalities on the ribbon of the Job Monitor page. For example, continue pressing **N** and you will be brought to the Maintenance interface.

Functionality Name and Hot Key					
Maintenance	N	Maintenance Page	N	OK	O
				Cancel	C

Administrator

To access the Job Monitor page by using hot keys in the Job Monitor interface, select an Administrator job, and press **Ctrl**+**Alt**+**Z** on your keyboard to access the hot key mode. There will be additional button(s) on the ribbon.

The following table provides a list of hot keys for the functionalities on the ribbon of the Job Monitor page. For example, continue pressing **SR** and you will be brought to the Search Result interface.

Functionality Name and Hot Key					
Search Result	SR				
Duplicate File Search	H	Download	L		
		Close	X		
Rollback Changes	RB	Import Configuration File Rollback	I	Rollback	R
				Cancel	C
Dead Account Deletion	DE	Back	B		
		Next	N		
		OK	O		
		Cancel	C		
Orphan Sites Deletion	O	Back	B		
		Next	N		
		OK	O		
		Cancel	C		
Web Part Management	W	Remove Web Part	RM		
		Reset Web Part	RS		
		Close Web Part	W		
		Close	X		

Content Manager

To access the Job Monitor page by using hot keys within the Job Monitor interface, select a Content Manager job, and press **Ctrl**+**Alt**+**Z** on your keyboard to access the hot key mode. You can see additional button(s) on the ribbon.

If you check the **Backup the destination environment** checkbox in plan setting, you can continue pressing **RB**. You will be brought to the Rollback interface.

Functionality Name and Hot Key	
Rollback	RB

Deployment Manager

To access the Job Monitor page by using hot keys in the Job Monitor interface, select a Deployment Manager job, and press **Ctrl**+**Alt**+**Z** on your keyboard to access the hot key mode. You can see additional button(s) on the ribbon.

If you check the checkbox **Backup the destination environment** in plan setting, you can continue pressing **RB**. You will be brought to the Rollback interface.

Functionality Name and Hot Key	
Rollback	RB

Replicator

To access the Job Monitor page by using hot keys in the Job Monitor interface, select a Replicator job, and press **Ctrl**+**Alt**+**Z** on your keyboard to access the hot key mode. There will be additional button(s) on the ribbon.

Continue pressing **VM** and you will be brought to the View Mappings interface. If you check the **Backup before Replication** checkbox in the Advanced Option of the profile, you can continue pressing **RB**. You will be brought to the Rollback interface.

Functionality Name and Hot Key	
View Mappings	VM
Rollback	RB

Report Center

To access the Job Monitor page by using hot keys in the Job Monitor interface, select a Report Center job, and press **Ctrl**+**Alt**+**Z** on your keyboard to access the hot key mode. There will be additional button(s) on the ribbon.

The following table provides a list of hot keys for the functionalities on the ribbon of the Job Monitor page. For example, continue pressing **BP** and you will be brought to the Best Practice Reports interface.

Functionality Name and Hot Key	
View Best Practice Reports	BP
View Storage Analyzer Reports	B
View Workflow Status Reports	W
View Customized Reports	CR
View User Lifecycle Reports	UL
View List Access Reports	LA
View Item Lifecycle Reports	IL
View Site Access Reports	SA

View List Deletion Reports	LD
View Permission Changes Reports	UP
View Content Type Changes Reports	CC
View Term Store Changes Reports	MC
View Content Type Changes Reports	CU

eDiscovery

To access the Job Monitor page by using hot keys in the Job Monitor interface, select an eDiscovery job, and press **Ctrl**+**Alt**+**Z** on your keyboard to access the hot key mode. There will be additional button(s) on the ribbon.

For example, continue pressing **SR** and you will be brought to the Search Result interface.

Functionality Name and Hot Key	
Search Result	SR

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AvePoint, Inc.
3 Second Street
Jersey City, NJ 07311
USA