

ARCHIVE VIEWER PLUS USER GUIDE

Product Version 3.1
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About Archive Viewer Plus Documentation

Documentation for Adopteq's Archive Viewer Plus Product(s):

- User Guide – summary of Archive Viewer Plus's primary components and features, overviews of component and process instructions and applications notes for searching and retrieving archived content from your company determined File store(s).
 - The User Guide contains instructions and guidance for Archive Viewer Plus Web edition.
 - The Administrator Guide contains the processes for setup, configuration, and ongoing management of Archive Viewer Plus and includes any known issues or limitations.

Purpose & Audience

The purpose of this document is to provide information on how to configure and execute the search and retrieval of archived content (previously performed by the migration team) using Archive Viewer Plus.

This document assumes the reader has a minimum of one year's experience of using a windows application and understands the basics of how to search for content and using a generic search engine.

Archive Viewer Plus Web

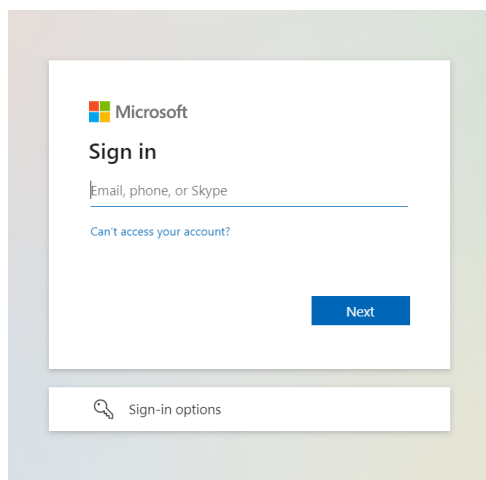
A. Client Installation & Configuration

Archive Viewer Plus web has no client installation or configuration. There are, however, IT department/administrative set up requirements.

These options are managed by your local IT department. If you have not been provided a website address to access Archive Viewer Plus, please contact your local IT department for more information or refer section 4 onward in this guide.

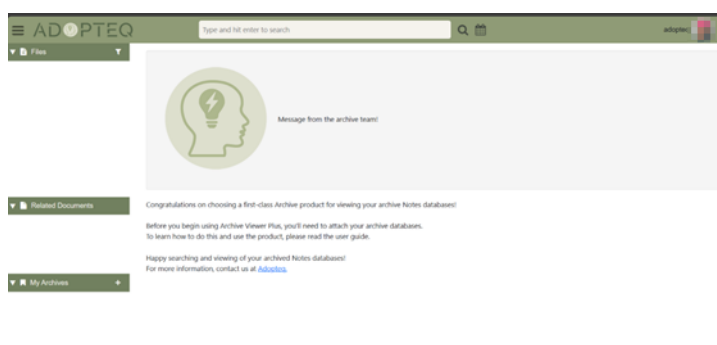
B. First Time Access Configuration

When you load Archive Viewer Plus web in your web browser, you will be asked to provide your Microsoft security credentials.



Enter your work account credentials.

The first time (or use a new browser) you load Archive Viewer Plus, no archives will be shown other than a 'welcome' screen. The next step is to select the archives you wish to access.

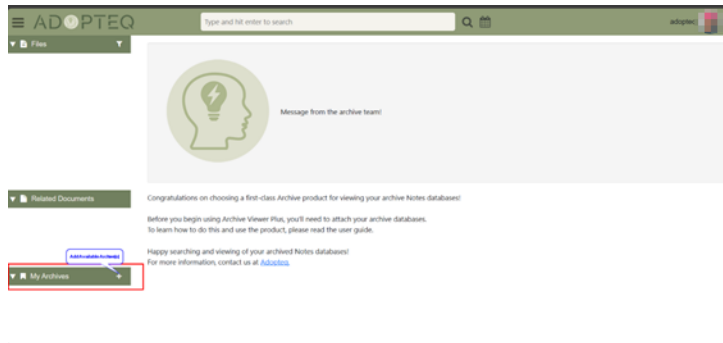


Note: The list of archives accessible to you is managed by the application owner and compliance/security team.

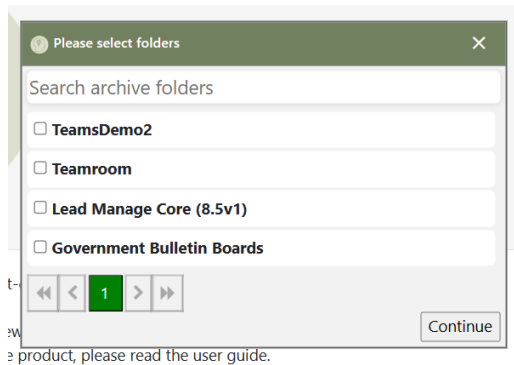
C. Managing your Archive Databases

Adding Archive Databases

Navigate to the + icon on 'My Archives' section on the left-hand side. The archive files can be stored on a file server, or they may be stored in Azure (or both). There is no requirement to navigate to the storage system to view the archives you have access to.

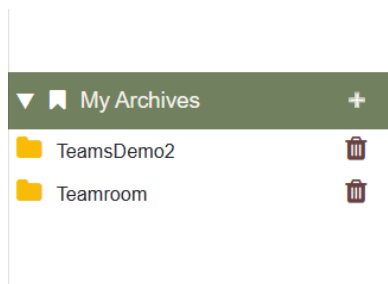


A pop-up window will display the archive databases you have access to.



You DO NOT have to add all archives available to you. We recommend you add and remove archives as needed which will be visible in 'My Archives' the left-hand pane of the window.

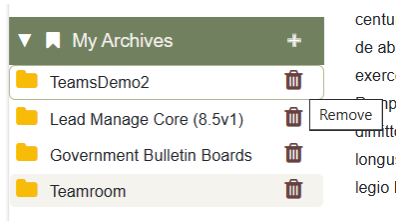
If you do not see all the archives, you believe you require, contact your IT Department.



The folders you have selected are visible in the 'My Archives' section.

Removing Archive Databases

To remove seldom searched archives, use the 'remove' icon on the right-hand side of the archive you no longer wish to have persistently in your web client.



D. Searching and Viewing Archives

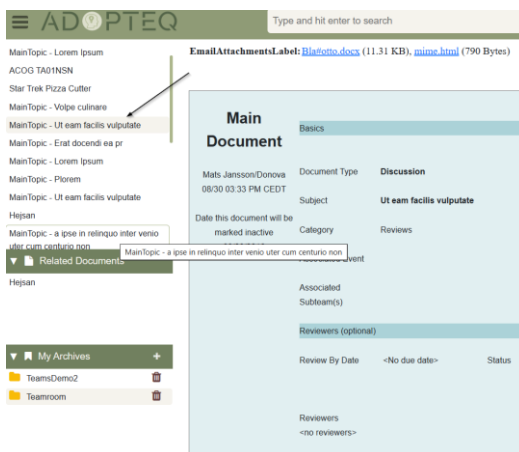
There are multiple ways to search and view the content of your archives.

Direct Viewing (using in-app navigation without search)

Using the Archive Viewer Plus interface, you can navigate through the list of documents within each database archive you have access to.

This is performed by using the 'Files' section as your guide. This 'Files' contain the title of the document within Lotus Notes.

This list can be navigated using a mouse click or by using the 'up and down' navigation keys on your keyboard.



To view a document select it in the Navigator pane. The document will look like the original in Lotus Notes document however, IT IS NOT EDITABLE dynamic or contain workflow. There is a single static view displayed of the document.

You can view information 'behind the scenes' (metadata) which may be necessary at times.

To see the metadata of the document, click on (1) Document details. A separate pop out window will appear displaying the Notes Header and Notes Fields.

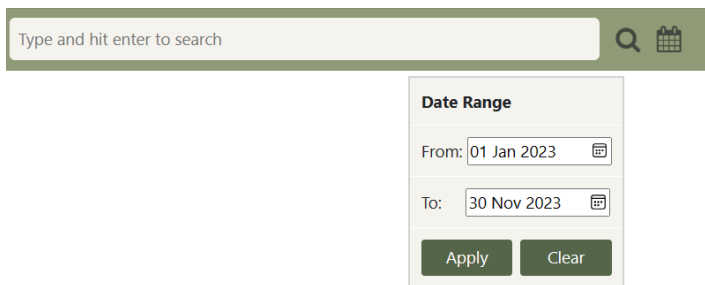
To view the content of any of these documents, click on the document of choice in the Title pane. This will display the Notes document.



To clear or reset the search, simply click the 'X' button in the search box and press enter.

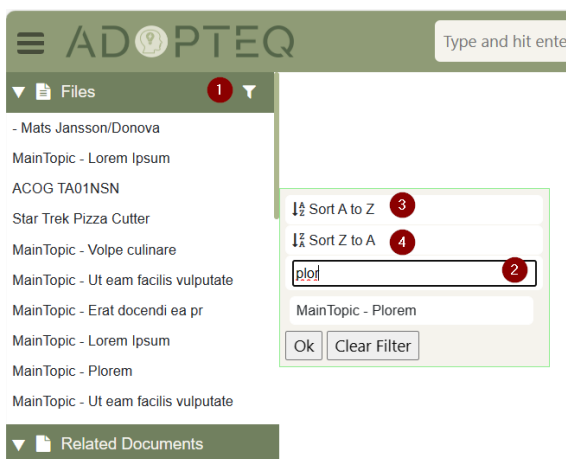
Date Range Search

If you wish to search for content based upon a date range (to narrow a search for example), click on the down arrow to expand the view and enter the date range you wish to search:



Title Search

Searching within the content of a document can return many results which then require an additional filter which can be performed on the 'Title' of a document to better find the documents for viewing.



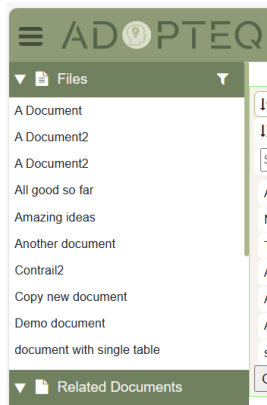
To search by 'title', click the (1) filter icon. This opens a search section for the title. To search for specific title information, use the (2) search box. Results will be shown below.

Title Sort

To make the Title content easier to view and navigate, there is also the possibility to sort in ascending or descending order. You can also sort from (3) A-Z and (4) from Z-A.

This will toggle A to Z and Z to A to sort in ascending or descending order. Numbers take precedence when sorting A to Z followed by alphabetical order.

Note. The content of this information is a text string and is limited by the nature of a text string to the return of information based upon the first letter (or number). Below is an example where the document titles have been sorted A to Z:



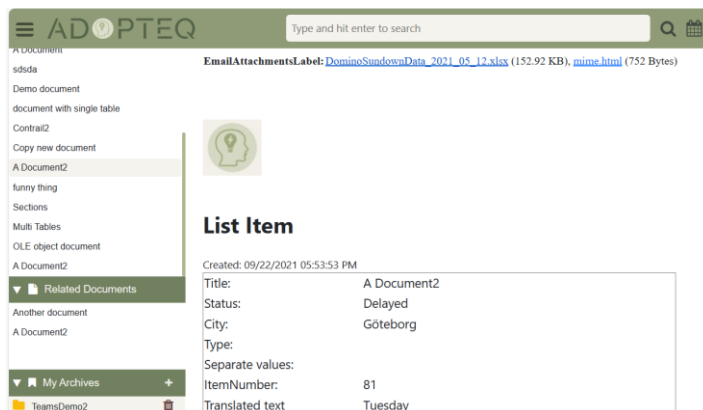
Tip! Using the search title sub filter will assist in finding a specific set of values tailored to your expected results.

E. Related, Linked Documents & Attachments

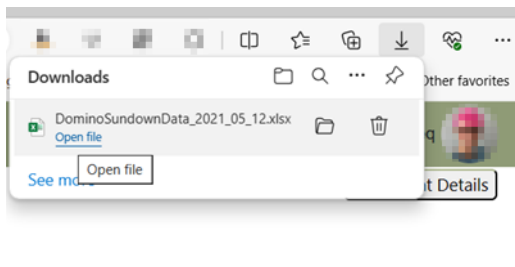
Within Lotus Notes, documents can be linked to each other and contain attached documents. Because this is a read only archive and not an NSF (Notes document), how the linked document relationship functions must be presented in an alternate way.

Attachments

In the view at the top of the document, you will see links to the attachments. The 'attachments' shown within the document are HTML representations of where the attachment resided previously (now not accessible). To overcome this, they are now accessible as links at the top of the document (shown below)



Note. You must have a valid application which can display the attachment.



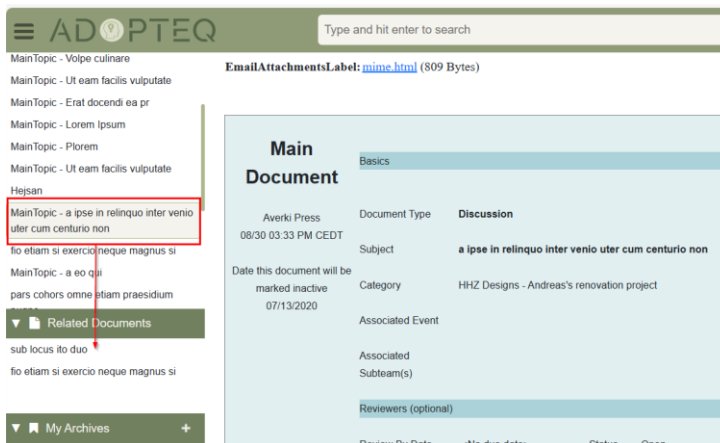
The downloaded attached document is fully functional and can be saved as another file in your documents, printed and so forth. Updating the attachment will not change the archived original.

Related Documents

A document may have relationships to other documents in the form of response documents. These documents are visible by searching for the related content within the folder.

Because we do not have multiple views in archives, these are accessed in an alternative way.

In the example below, we are using a common 'discussion' thread containing Topic and Response documents. If a main document has a related document, the response will be shown in the 'Related Documents' section and can be accessed by clicking it to display in the main window.



In this example, the relationship is 'a ipse in relinquo inter venio uter cum centurio non' Document' has two response documents 'sub locus...' And 'fio etiam...'. The example below is the response document 'sub locus ito duo'.



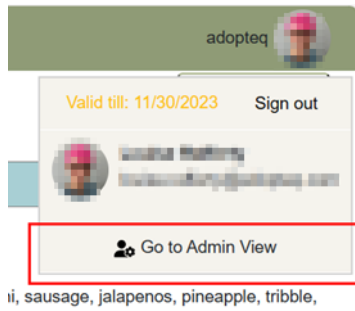
Linked Documents

A linked document is the same as a Notes document link. These do not need to be response documents but can link to any Notes document regardless of database or server. This function will

only be viable in finding document links within the same database. These will show in the related document pane if Linked documents are available in an equivalent manner as Related documents.

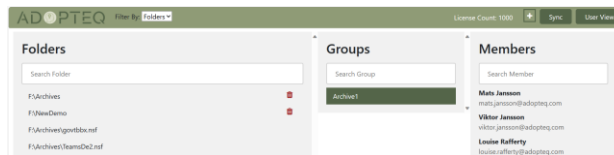
F. Admin View

For some users, your IT team may provide access to the admin view. This is managed by the security team by managing group membership.



The purpose of this view is to display and perform the following tasks:

1. Display which folders are available in Archive Viewer
 - a. By Security Group
 - i. Display which groups have security rights by folder and who the members are with access
 - b. By Folder
 - i. Display which folders are available to which group and who are members of those groups



NOTE: You cannot modify access or permissions. This is managed by the IT team on the file storage location and by the security/provisioning team.

2. Adds an additional 'top level folder' to the available Archive databases. When managing archives on the storage location, you may wish to create an additional 'top level folder' or 'folder tree' to store databases in for restricted access or you may choose to store based upon departments or locations.
 - a. When a new folder structure is added to the storage location, you select the 'sync' button which will collect the folders names for display in Archive Viewer Plus.

For further information on the administration and management of Archive Viewer Plus, please review the Administrator documentation or contact the IT department.

Learn more about Adopteq AB

For more information on Adopteq, visit us at www.adopteq.com/about/

Social Media



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