



MessageSolution Enterprise File Archive User Manual

For End-Users

This manual accompanies the end-user web consoles provided by MessageSolution Enterprise File Archive (EFA). Information is organized according to the web console's navigation structure.

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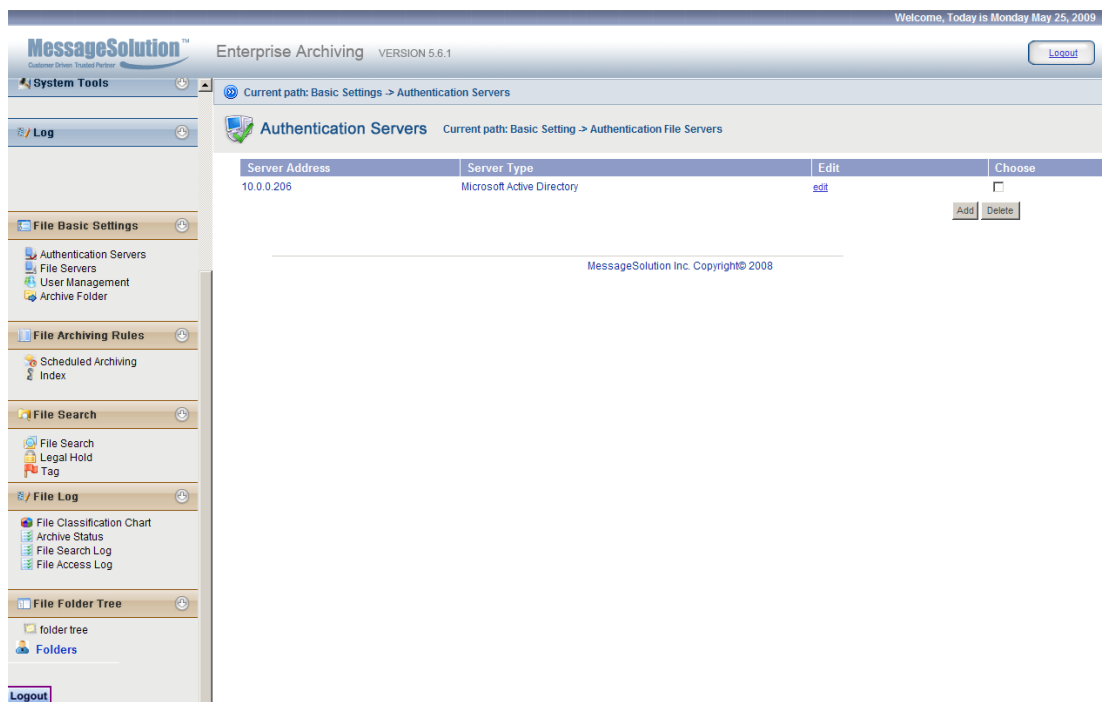
- 5. File Folder Tree 23**

1. File Basic Settings

1.1 Authentication Servers

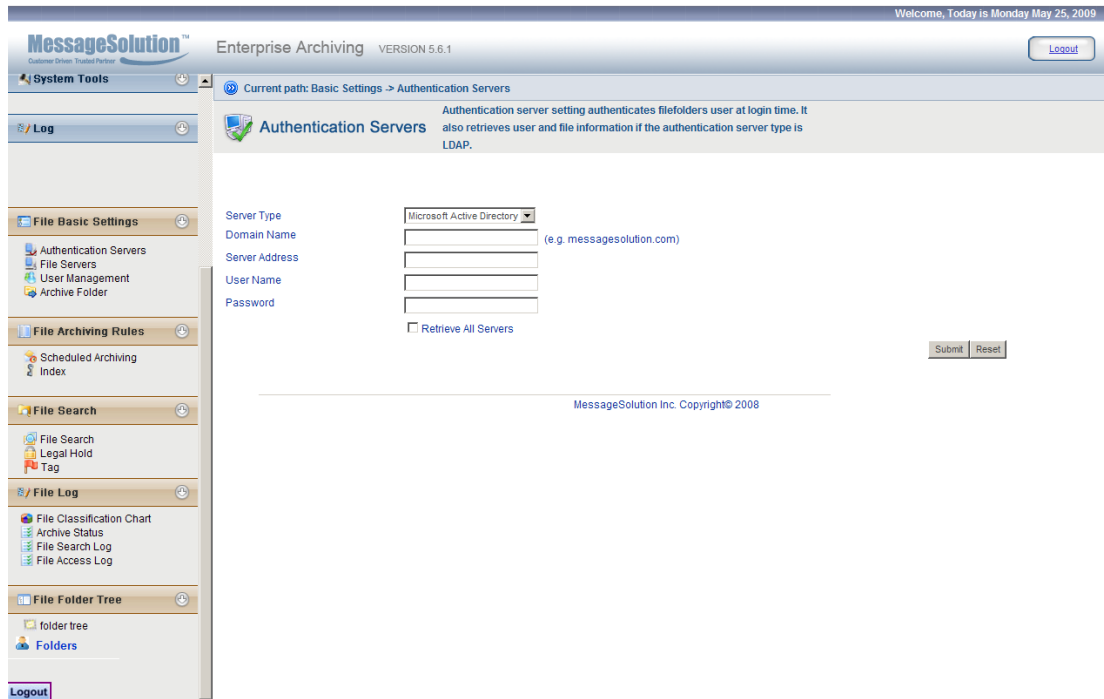
This page lists the Authentication File Servers recognized by MessageSolution Enterprise File Archive.
(See Figure 1)

Figure 1. Authentication Servers page



To add new authentication servers, choose the Server type and input the Domain Name, Server Address, User Name and Password. Select **Retrieve All Servers**. (See Figure 2)

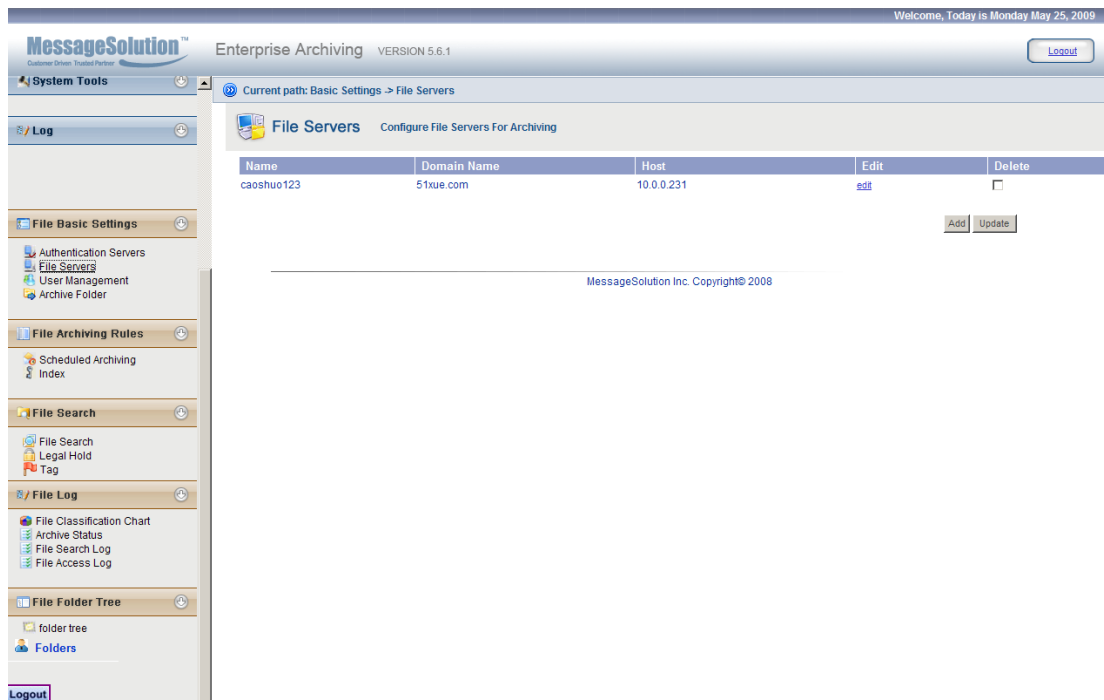
Figure 2. Add Authentication Servers page



1.2 File Servers

This page lists all file servers recognized by MessageSolution Enterprise File Archive. (See Figure 3)
After retrieving all authentication servers, you can add new File Servers.

Figure 3. File Server page



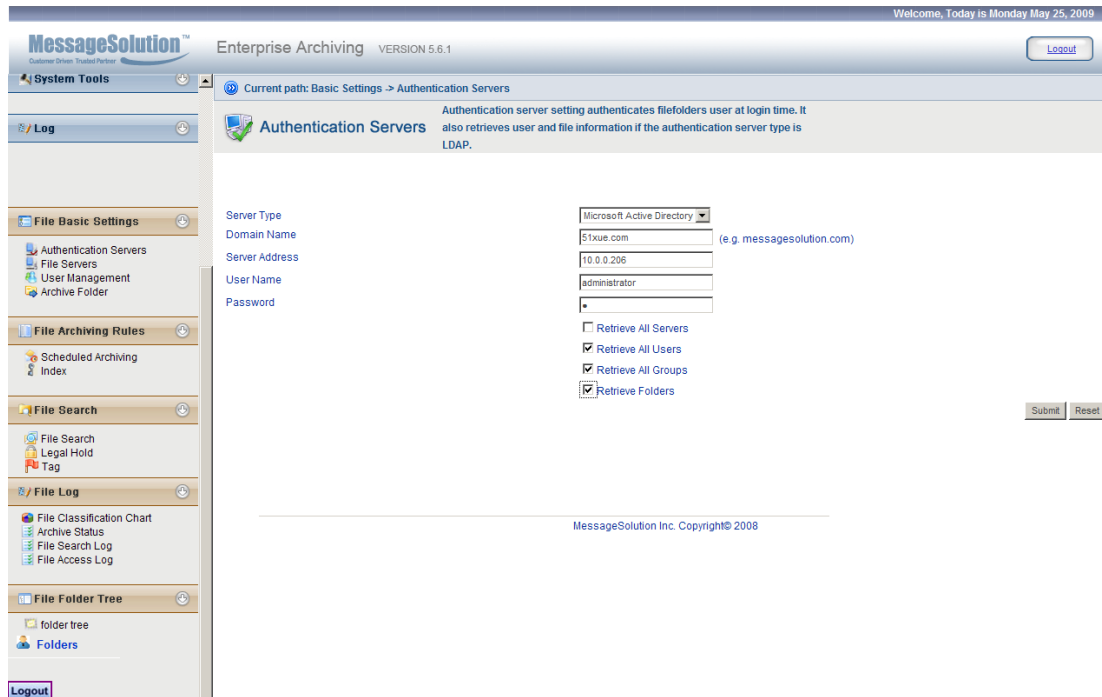
To add new file servers, input the Host Name, Domain Name, logon Name, logon Password, and File Server Host. (See Figure 4)

Figure 4. Add File Server page

The screenshot shows the 'File Servers' configuration page in the MessageSolution Enterprise Archiving interface. The page title is 'File Servers' with the subtitle 'Setup the file server and domain information for archiving.' The breadcrumb trail is 'Current path: Basic Settings -> File Servers'. The page contains several input fields: 'HostName', 'Domain Name', 'logonName', and 'logonPassword'. Below these is a list of 'File Server Host' entries, with the first entry labeled '(primary server)'. At the bottom, there is a 'Test Connection' section with 'User Name' and 'Password' fields and a 'Connect' button. The interface includes a left-hand navigation menu with categories like 'System Tools', 'Log', 'File Basic Settings', 'File Archiving Rules', 'File Search', 'File Log', and 'File Folder Tree'. A 'Logout' button is located at the bottom left of the page.

Return to the Authentication Servers page to edit the retrieved Server(s) and to retrieve all users, groups, and folders. (See Figure 5)

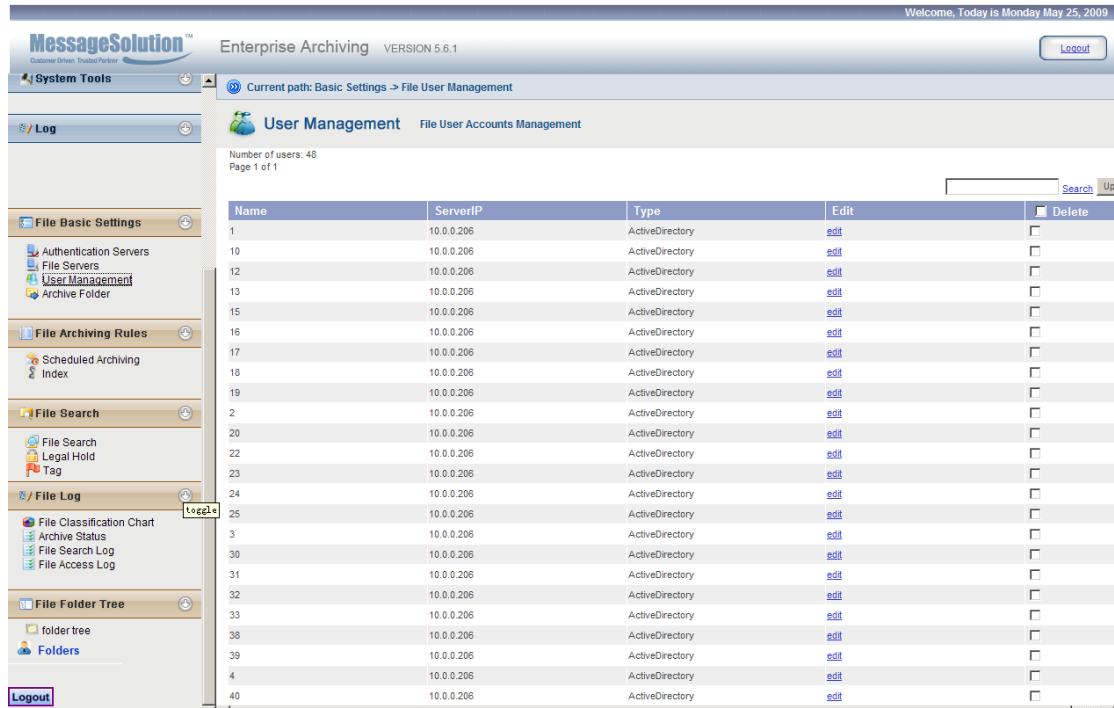
Figure 5. Edit retrieved server(s) and retrieve users, groups, folders



1.3 User Management

The User Management page allows the administrator to retrieve all users' information. The administrator can then edit users' information and delete users. (See Figure 6)

Figure 6. User Management page



Enterprise Archiving VERSION 5.6.1

Current path: Basic Settings -> File User Management

User Management File User Accounts Management

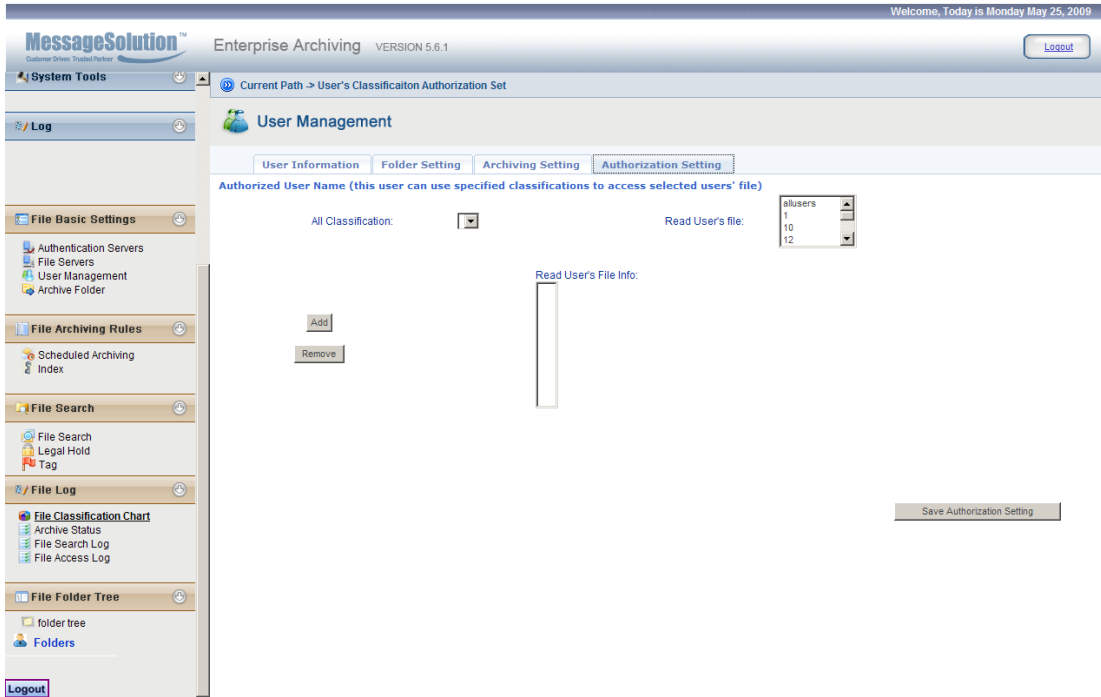
Number of users: 48
Page 1 of 1

Name	ServerIP	Type	Edit	Delete
1	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
10	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
12	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
13	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
15	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
16	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
17	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
18	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
19	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
2	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
20	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
22	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
23	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
24	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
25	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
3	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
30	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
31	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
32	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
33	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
38	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
39	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
4	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>
40	10.0.0.206	ActiveDirectory	edit	<input type="checkbox"/>

1.3.1 Edit

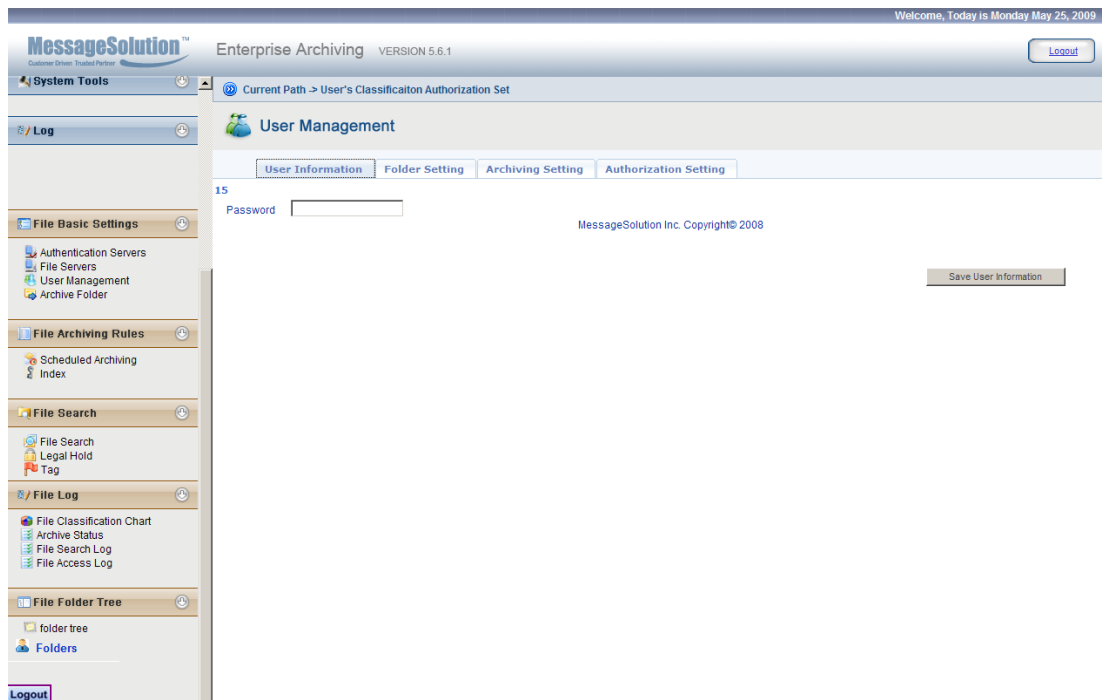
By clicking **Edit** on the main User Management page, the administrator can edit a variety of information. (See Figure 7)

Figure 7. Edit user information



To change a user's password, click **Edit** from the main User Management page. From the individual user's management page, click the User Information tab. The administrator can then change the user's password. (See Figure 8)

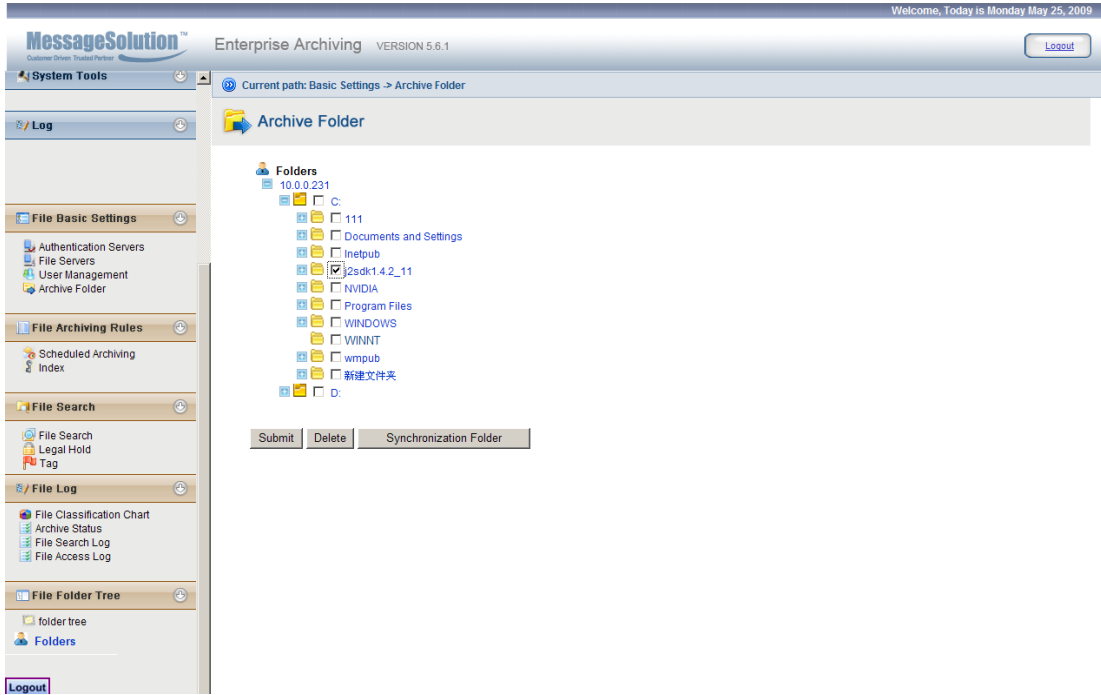
Figure 8. Change user password



1.4 Archive Folder

After retrieving all folders from the file server, select any folder(s) to archive. (See Figure 9)

Figure 9. Archive Folder



2. File Archiving Rules

2.1 Scheduled Archiving

Use this page to schedule a time to archive files from the servers' folders.

Figure 10. Scheduled Archiving Setting.

The screenshot displays the 'Scheduled Archiving' configuration page within the MessageSolution Enterprise Archiving application (Version 5.6.1). The page is titled 'Scheduled Archiving' and includes a sub-header 'Schedule a time to archive files from servers's folder.' The interface features a left-hand navigation menu with categories like 'System Tools', 'Log', 'File Basic Settings', 'File Archiving Rules', 'File Search', 'File Log', and 'File Folder Tree'. The main content area contains the following settings:

- Status:** Radio buttons for 'enable' (selected) and 'disable'.
- Schedule a time to archive:** A dropdown menu set to 'day', with 'Start Time' (1:00) and 'Stop Time' (24:00) fields.
- Archive files with size above:** A text input field set to '0' KB, with 'Add File Type' and 'Remove File Type' buttons.
- Archive And Stub File Last Modify Time that are more than:** A text input field set to '0' days old (recommend more than 2 days).
- Archive And Stub File Last Access Time that are more than:** A text input field set to '0' days old (recommend more than 2 days).
- Archive File Create Time that are more than:** A text input field set to '0' days old (recommend more than 2 days).
- Perform archiving now:** A checkbox (unchecked) with the text '(enable this to immediately archive)'.
- Perform stub now:** A checkbox (unchecked) with the text '(enable this to immediately stub)'.

A 'submit' button is located at the bottom of the configuration section. The footer of the page reads 'MessageSolution Inc. Copyright© 2008'.

2.2 Index

Information is automatically indexed after archiving occurs. The administrator can also re-index the information manually. (See Figure 11)

Figure 11. Index

MessageSolution™ Enterprise Archiving VERSION 5.6.1

Welcome, Today is Monday May 25, 2009

System Tools Current path: System Tools -> Index

Log

File Basic Settings

- Authentication Servers
- File Servers
- User Management
- Archive Folder

File Archiving Rules

- Scheduled Archiving
- Index

File Search

- File Search
- Legal Hold
- Tag

File Log

- File Classification Chart
- Archive Status
- File Search Log
- File Access Log

File Folder Tree

- folder tree
- Folders

Logout

Index Check and fix index.

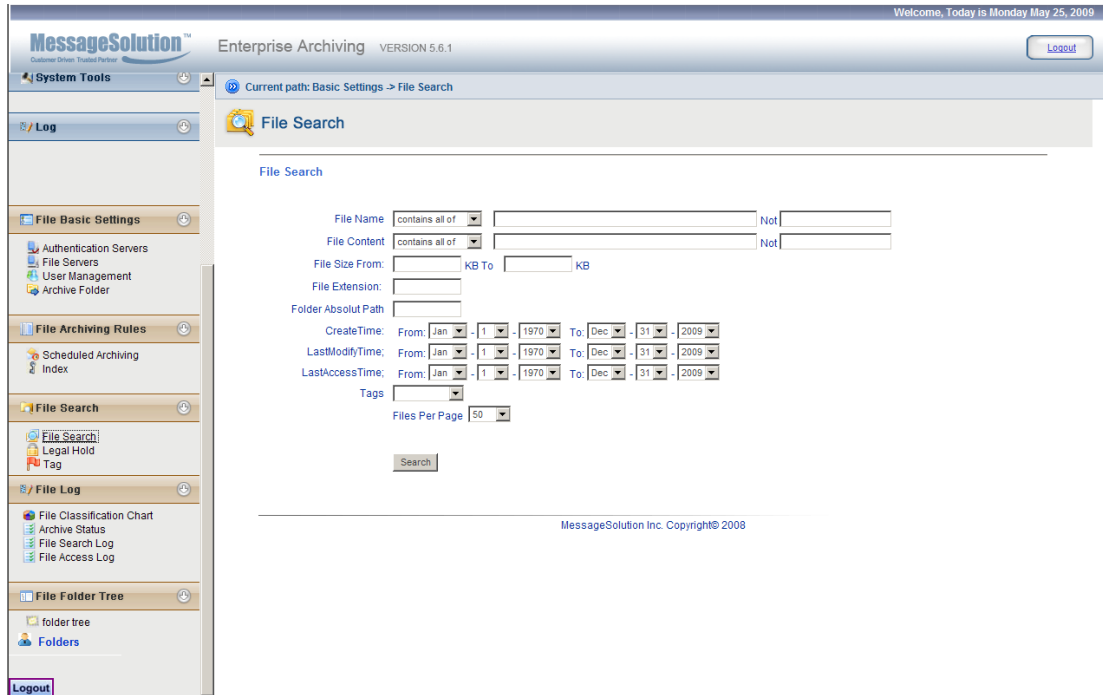
Date	Status	Index
2001-06	ok	<input type="checkbox"/>
2001-10	ok	<input type="checkbox"/>
2002-06	ok	<input type="checkbox"/>
2002-07	ok	<input type="checkbox"/>
2002-11	ok	<input type="checkbox"/>
2003-04	ok	<input type="checkbox"/>
2003-05	ok	<input type="checkbox"/>
2003-10	ok	<input type="checkbox"/>
2004-03	ok	<input type="checkbox"/>
2004-07	ok	<input type="checkbox"/>
2004-10	ok	<input type="checkbox"/>
2004-11	ok	<input type="checkbox"/>
2004-12	ok	<input type="checkbox"/>
2005-03	ok	<input type="checkbox"/>
2005-04	ok	<input type="checkbox"/>
2005-05	ok	<input type="checkbox"/>
2005-06	ok	<input type="checkbox"/>
2005-07	ok	<input type="checkbox"/>
2005-08	ok	<input type="checkbox"/>
2005-09	ok	<input type="checkbox"/>
2005-10	ok	<input type="checkbox"/>
2005-11	ok	<input type="checkbox"/>
2005-12	ok	<input type="checkbox"/>
2006-01	ok	<input type="checkbox"/>
2006-02	ok	<input type="checkbox"/>
2006-03	ok	<input type="checkbox"/>

3. File Search

3.1 File Search

The File Search page allows administrators and end-users to search for archived files according to a variety of conditions and full text keywords. (See Figure 12)

Figure 12. File Search

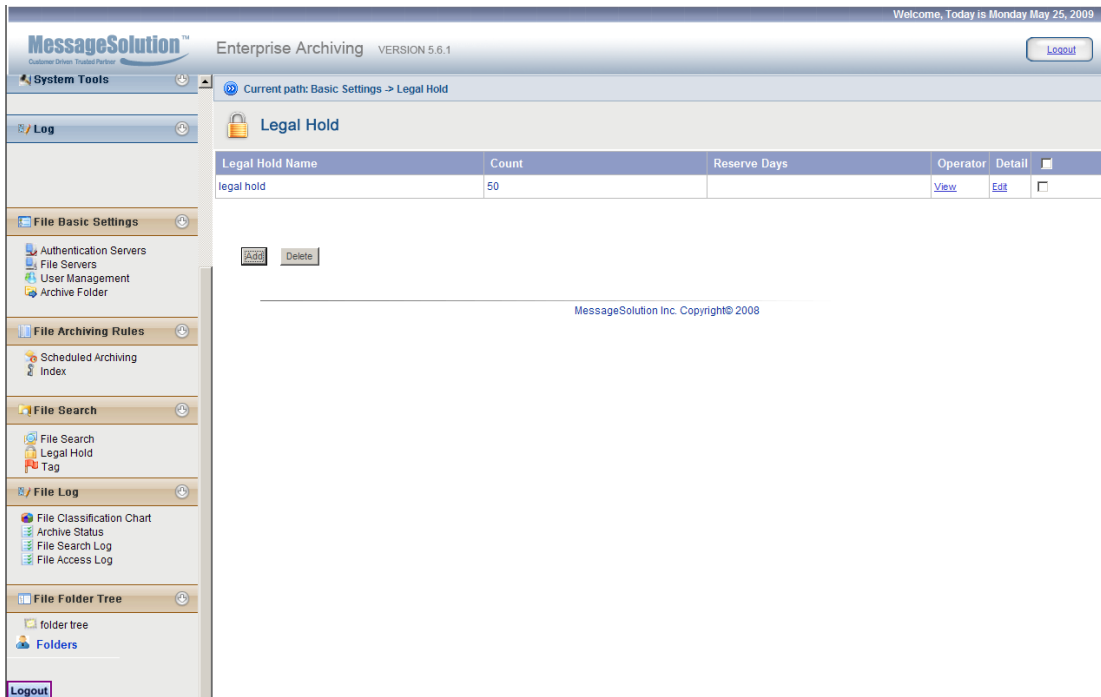


3.2 Legal Hold

The administrator and end-users with permission can set a Legal Hold to lock archived files. These locked files will not be deleted according to normal retention policies; they must be unlocked manually before they can be deleted.

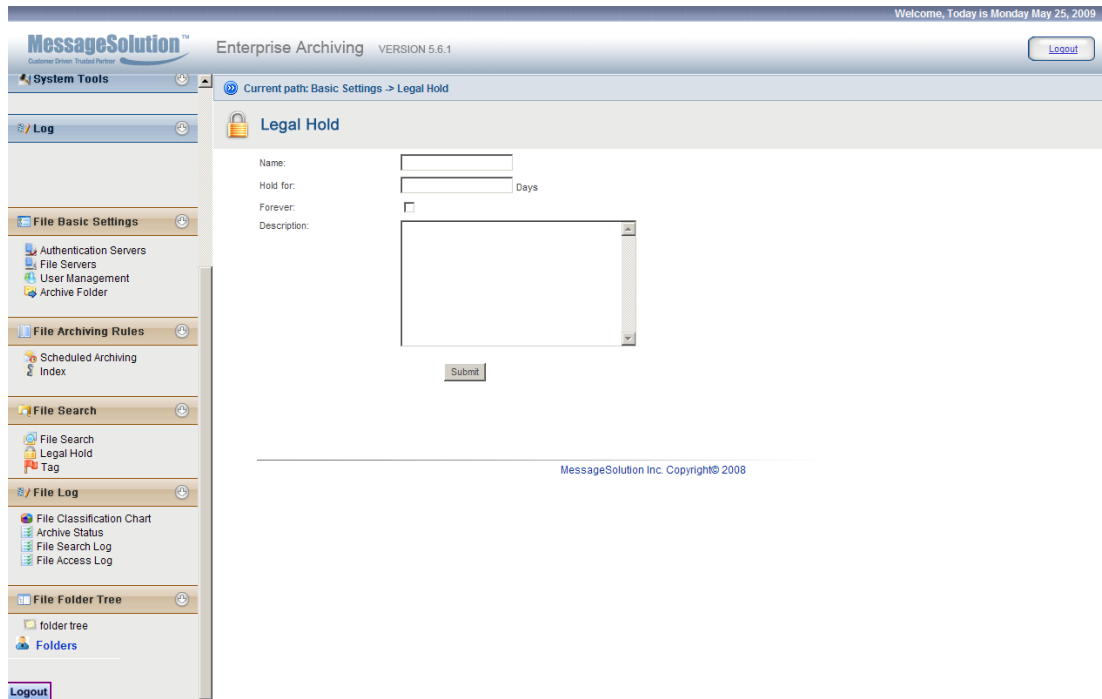
Click **Add** to create a new legal hold. (See Figure 14)

Figure 14. Legal Hold



After clicking **Add**, enter a name for the new legal hold (such as a case number, employee's name, etc.). Enter the number of days to hold the item for, or select Forever to hold the item until manually removed from the legal hold. A description of the case or why the item is on hold can also be entered in the Description box. Click Submit to apply the new legal hold. (See Figure 15)

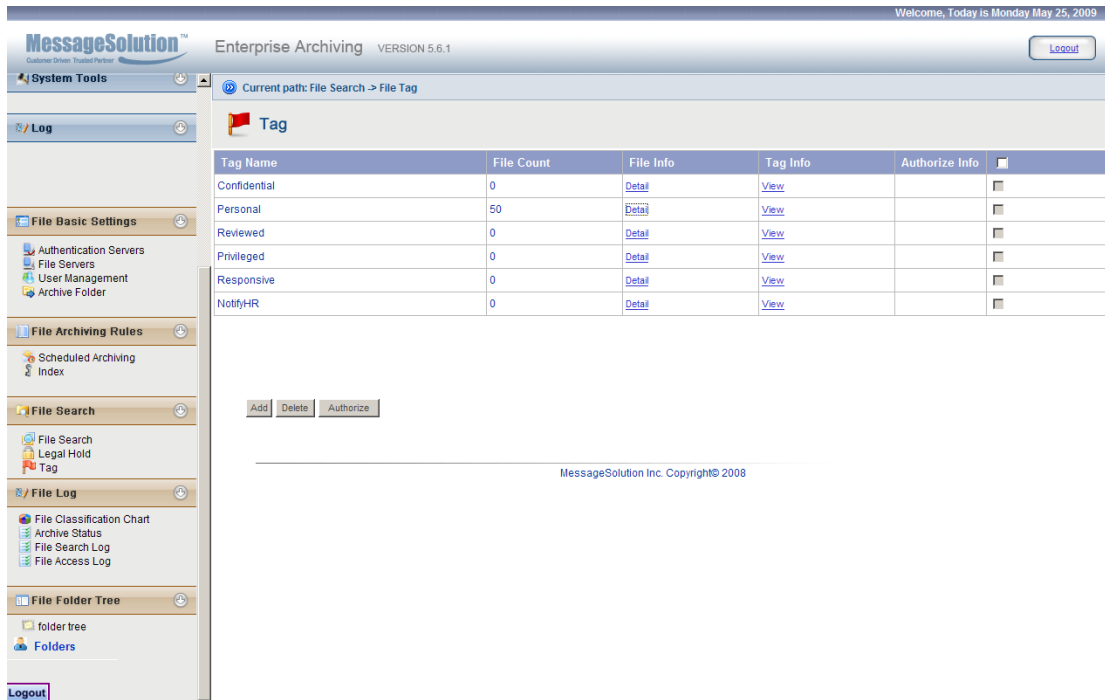
Figure 15. Creating a new legal hold



3.3 Tag

The administrator and reviewers can append a tag to the archived files. There are six system default tags. (See Figure 16)

Figure 16. Default tags



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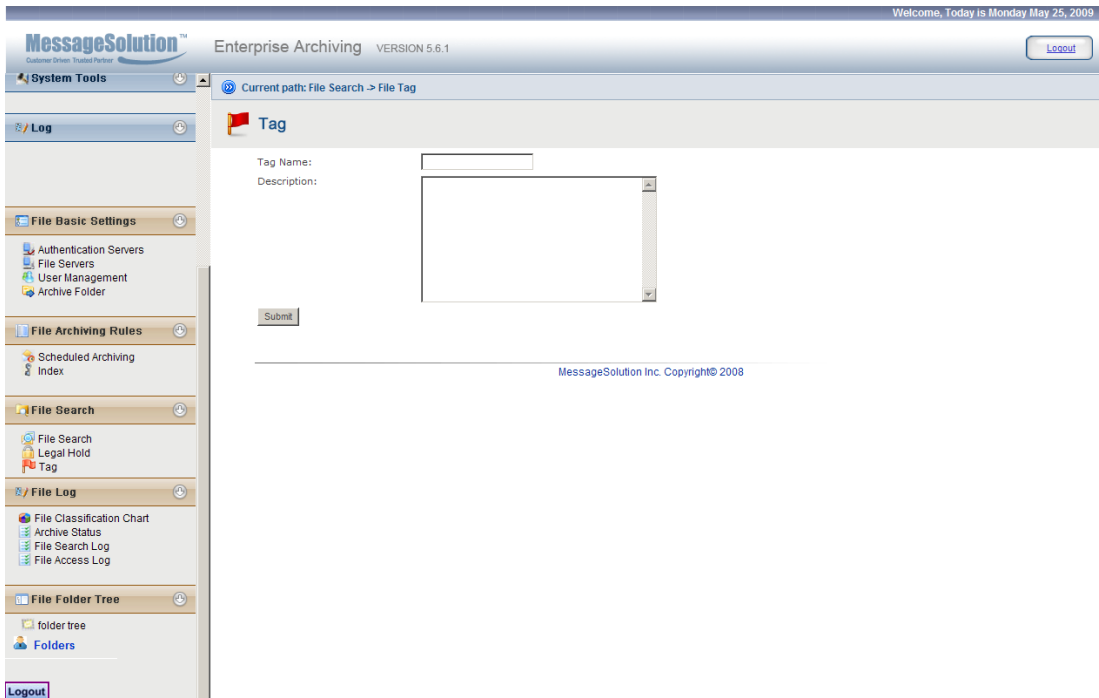
Current path: File Search -> File Tag

Tag Name	File Count	File Info	Tag Info	Authorize Info	
Confidential	0	Detail	View		<input type="checkbox"/>
Personal	50	Detail	View		<input type="checkbox"/>
Reviewed	0	Detail	View		<input type="checkbox"/>
Privileged	0	Detail	View		<input type="checkbox"/>
Responsive	0	Detail	View		<input type="checkbox"/>
NotifyHR	0	Detail	View		<input type="checkbox"/>

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Users can also create new tags manually and apply them to archived items. To create a new tag, click **Add** on the Tag page. Enter a name and description for the new tag, then click **Submit**. (See Figure 17)

Figure 17. Create a new tag

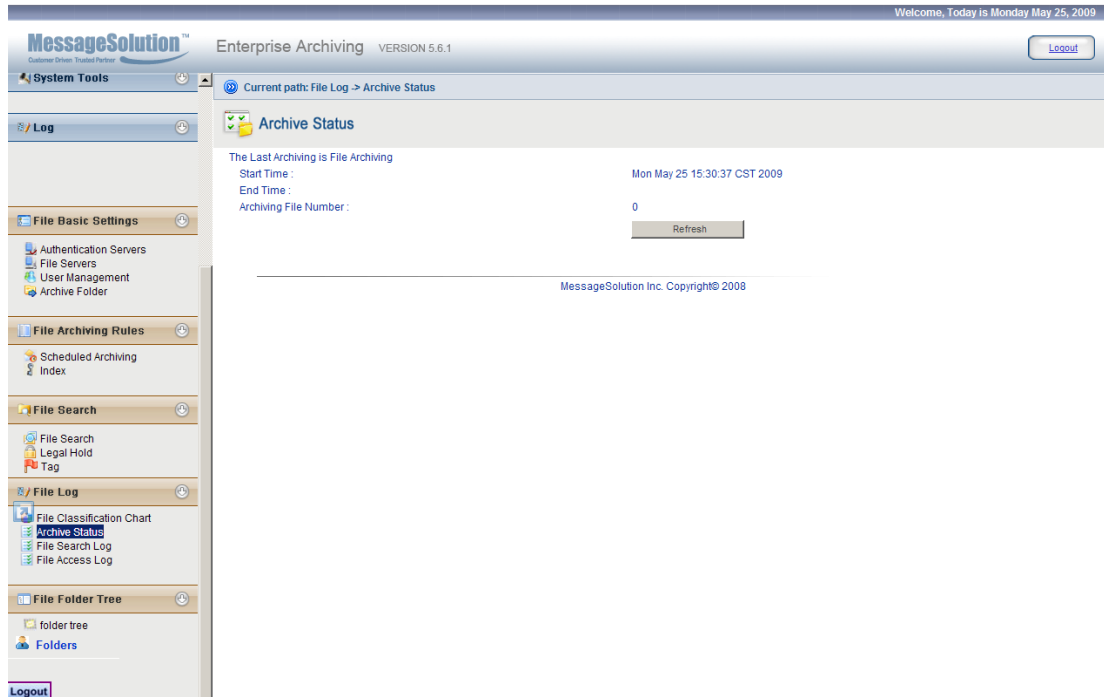


4. File Log

4.1 Archive Status

Archive Status includes archiving start and end times, along with the archived file numbers. (See Figure 18)

Figure 18. Archive Status



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live archiving solution!**

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If you have suggestions about how MessageSolution could improve our offerings or if you just want to tell us what features you like or use most, please email us at support@messagesolution.com.