

# SourceOne Search

Version 7.2 SP9

## User Guide

REV 01

February 2020

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# Preface

As part of an effort to improve the product lines, revisions of the software and hardware are periodically released. Therefore, some functions that are described in this document might not be supported by all versions of the software or hardware currently in use. The product release notes provide the most up-to-date information on product features.

Contact the technical support professional when a product does not function correctly or does not function as described in this document.

**Note:** This document was accurate at publication time. To find the latest version of this document, go to Online Support (<https://support.EMC.com>).

## Purpose

This document describes how to use the Dell EMC SourceOne Search application.

## Audience

This document is part of the Dell EMC SourceOne documentation set, and is intended for use by administrators and end users who need to search their archived email and other archived content types.

## Revision history

The following table presents the revision history of this document.

**Table 1** Revision history

Revision	Date	Description
01	February 3, 2020	GA release of the <i>Dell EMC SourceOne 7.2 SP9 Search User Guide</i> .

## Related documentation

The SourceOne documentation set includes the following publications.

SourceOne Products:

- *SourceOne Products Compatibility Guide*
- *SourceOne Products Security Configuration Guide*

SourceOne Email Management:

- *SourceOne Email Management Installation Guide*
- *SourceOne Email Management Administration Guide*
- *SourceOne Email Management Release Notes*
- *SourceOne Email Management Localized Product Release Notes*
- *SourceOne Auditing and Reporting Installation and Administration Guide*
- *SourceOne Management Pack for Microsoft System Center Operations Manager Guide*
- *SourceOne Search User Guide*
- *SourceOne Disaster Recovery Solution Guide*
- *SourceOne 7.0 and later SNMP Trap Monitoring Solution Technical Notes*

SourceOne Discovery Manager:

- *SourceOne Discovery Manager Installation and Administration Guide*
- *SourceOne Discovery Manager Desktop User Guide*
- *SourceOne Discovery Manager Web Application User Guide*
- *SourceOne Discovery Manager Release Notes*
- *SourceOne Discovery Manager Localized Product Release Notes*
- *SourceOne Discovery Manager Desktop Quick Reference Cards*

SourceOne for File Systems:

- *SourceOne for File Systems Installation Guide*
- *SourceOne for File Systems Administration Guide*
- *SourceOne for File Systems Release Notes*

SourceOne Offline Access:

- *SourceOne Offline Access Installation and Administration Guide*
- *SourceOne Offline Access User Guide*
- *SourceOne Offline Access Release Notes*

SourceOne Archiving for Microsoft SharePoint:

- *SourceOne Archiving for Microsoft SharePoint Installation Guide*
- *SourceOne Archiving for Microsoft SharePoint Administration Guide*
- *SourceOne Archiving for Microsoft SharePoint Release Notes*
- *SourceOne Archiving for Microsoft SharePoint Archive Search Quick Reference Card*

SourceOne for Microsoft SharePoint Storage Management:

- *SourceOne for Microsoft SharePoint Storage Management Installation Guide*
- *SourceOne for Microsoft SharePoint Storage Management Administration Guide*
- *SourceOne for Microsoft SharePoint Storage Management Release Notes*

SourceOne Email Supervisor:

- *SourceOne Email Supervisor Installation Guide*
- *SourceOne Email Supervisor Administration Guide*
- *SourceOne Email Supervisor Web Application (Reviewer and Reports) Guide*
- *SourceOne Email Supervisor Release Notes*

**Special notice conventions that are used in this document**

The following conventions are used for special notices:

**i** | **NOTICE** Identifies content that warns of potential business or data loss.

**i** | **Note:** Contains information that is incidental, but not essential, to the topic.

**Typographical conventions**

The following type style conventions are used in this document:

**Table 2** Style conventions

<b>Bold</b>	Used for interface elements that a user specifically selects or clicks, for example, names of buttons, fields, tab names, and menu paths.
-------------	---



**Table 2** Style conventions (continued)

	Also used for the name of a dialog box, page, pane, screen area with title, table label, and window.
<i>Italic</i>	Used for full titles of publications that are referenced in text.
Monospace	Used for: <ul style="list-style-type: none"> <li>• System code</li> <li>• System output, such as an error message or script</li> <li>• Pathnames, file names, file name extensions, prompts, and syntax</li> <li>• Commands and options</li> </ul>
<i>Monospace italic</i>	Used for variables.
<b>Monospace bold</b>	Used for user input.
[ ]	Square brackets enclose optional values.
	Vertical line indicates alternate selections. The vertical line means or for the alternate selections.
{ }	Braces enclose content that the user must specify, such as x, y, or z.
...	Ellipses indicate non-essential information that is omitted from the example.

You can use the following resources to find more information about this product, obtain support, and provide feedback.

#### Where to find product documentation

- <https://www.dell.com/support>
- <https://community.emc.com>

#### Where to get support

The Support website <https://www.dell.com/support> provides access to product licensing, documentation, advisories, downloads, and how-to and troubleshooting information. The information can enable you to resolve a product issue before you contact Support.

To access a product-specific page:

1. Go to <https://www.dell.com/support>.
2. In the search box, type a product name, and then from the list that appears, select the product.

#### Knowledgebase

The Knowledgebase contains applicable solutions that you can search for either by solution number (for example, KB000xxxxxx) or by keyword.

To search the Knowledgebase:

1. Go to <https://www.dell.com/support>.
2. On the **Support** tab, click **Knowledge Base**.
3. In the search box, type either the solution number or keywords. Optionally, you can limit the search to specific products by typing a product name in the search box, and then selecting the product from the list that appears.

### Live chat


To participate in a live interactive chat with a support agent:

1. Go to <https://www.dell.com/support>.
2. On the **Support** tab, click **Contact Support**.
3. On the **Contact Information** page, click the relevant support, and then proceed.

### Service requests

To obtain in-depth help from Licensing, submit a service request. To submit a service request:

1. Go to <https://www.dell.com/support>.
2. On the **Support** tab, click **Service Requests**.

 **Note:** To create a service request, you must have a valid support agreement. For details about either an account or obtaining a valid support agreement, contact a sales representative. To find the details of a service request, in the `Service Request Number` field, type the service request number, and then click the right arrow.

To review an open service request:

1. Go to <https://www.dell.com/support>.
2. On the **Support** tab, click **Service Requests**.
3. On the **Service Requests** page, under **Manage Your Service Requests**, click **View All Dell Service Requests**.

### Online communities

For peer contacts, conversations, and content on product support and solutions, go to the Community Network <https://community.emc.com>. Interactively engage with customers, partners, and certified professionals online.

### How to provide feedback

Feedback helps to improve the accuracy, organization, and overall quality of publications. You can send feedback to [DPAD.Doc.Feedback@emc.com](mailto:DPAD.Doc.Feedback@emc.com).

# CHAPTER 1

## Getting Started

This section contains the following topics.

- [Accessing Dell EMC SourceOne Search](#)..... 12
- [Logging in to Dell EMC SourceOne Search](#)..... 12
- [Accessing Dell EMC SourceOne Search after the session expires](#)..... 15
- [Logging off Dell EMC SourceOne Search](#)..... 15
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- [Configuring Internet Explorer security for Search](#)..... 23
- [Configuring Internet Explorer to play animations](#)..... 24
- [Accessing Search from Outlook](#)..... 25
- [Browser considerations and limitations](#)..... 29

## Accessing Dell EMC SourceOne Search

Complete the following procedure to access SourceOne Search.

### Procedure

1. Using Internet Explorer, double-click the **Dell EMC SourceOne Search Application** shortcut on the desktop.
2. Start a web browser. In the **Address** field, type the address (URL) provided by the system administrator. For example:

`http://server/Search`

where *server* is the name of the Search Web server.

The **SourceOne Search Logon** page appears.

## Logging in to Dell EMC SourceOne Search

This section includes information about logging in to Dell EMC SourceOne Search.

The site configuration determines whether logging in to Dell EMC SourceOne Search is required.

If the site uses Windows Integrated Authentication or Domino Single Sign-on (SSO), the main search page appears instead of the search login page. Logging in to the Dell EMC SourceOne Search is not required.

### About logging in and user authentication

Whether the **SourceOne Search Logon** page appears, depends on the environment configuration.

If the Dell EMC SourceOne Search site uses Microsoft Windows Integrated Authentication or IBM Domino Single Sign-on (SSO), then the **Dell EMC SourceOne Search Logon** page does not appear. Otherwise, the **SourceOne Search Logon** login page appears.

### Specifying a domain

Depending on the site configuration, specifying a domain in the Username field when logging in to Dell EMC SourceOne Search is optional.

If the Dell EMC SourceOne Worker that is running the Dell EMC SourceOne Search service is in:

- A multi-domain (resource domain) environment and not in the same domain as the user, specify a domain in the **Username** field.
- The same domain as the user, specifying the domain is optional.

### Valid formats

Use one of the following formats to specify the domain in the Username field:

- `user@domain`
- `domain\user`

For example, either `JohnDoe@emc1.com` or `emc1\JohnDoe` is valid.

## How Windows interprets the username and domain

When a user logs in to Dell EMC SourceOne Search, the username and domain are passed to Windows exactly as typed by the user. Windows tries to log in the user by using these credentials.

- The domain name format is determined by how the domain was configured and what is visible in DNS. Usually, the domain name displays in the short form, for example, Dell EMC, or the full form, for example, emc.com.
- If a domain is not specified, Windows looks up both the local user account and the domain in which the local system belongs.
- For Dell EMC SourceOne, the system on which the Search service is running is considered to be the local system. The local system is the system from which the log in command is issued. The system running the web browser is not considered to be the local system.

## UPN Support

The SourceOne 7.2 SP4 release allows users to log in to the following products with a User Principal Name (UPN). For example, username@domain.com.

- SourceOne Search
- SourceOne Discovery Manager
- Mobile Services site (ExShortcut)  
Mobile Services software works along with Web Services software to support the resolution of shortcuts for the following SourceOne Email Management and SourceOne for File Systems users accessing them using a URL:
  - Mobile users
  - Microsoft Outlook Web Access users
  - Microsoft Outlook users who do not have the SourceOne Offline Access installed

**Note:** SourceOne for File Systems users, the Universal URL also supports resolution of links to files in the Native Archive which were archived from a file server.

## Limitations and considerations

The following sections describe Dell EMC SourceOne Search limitations and considerations.

### Supported characters

If all the Dell EMC SourceOne Search and Dell EMC SourceOne Search web services servers are configured to use Windows code page 1252 (Western Europe/Latin1), then you can log in using the following symbols and characters.

Symbols:

¡ ¢ £ ¤ ¥ ¦ § ¨ © ª « ¬ ® ¯ ° ± ² ³ ´ µ ¶ · ¸ ¹ º » ¼ ½ ¾ ¿ × ÷

Characters:

À Á Â Ã Ä Å Æ Ç È É Ê Ë Ì Í Î Ï Ñ Ò Ó Ô Õ Ö Ø Ù Ú Û Ü Ý Þ ß à á â ã ä å æ ç è é ê ë ì í î ï ð ñ ò ó ô õ ö ø ù ú û ü ý þ ÿ

If the Dell EMC SourceOne Search web servers are not configured to use Windows code page 1252, or are configured to use several Windows code pages including Windows code page 1252, then you must use only ASCII characters to log in. Other system code pages may enable you to use additional characters, but those code pages are not supported for SourceOne Search logon.

## IBM Lotus Domino

To log in to IBM Lotus Domino, you must have an Internet password defined.

Domino/Notes users whose names exist in multiple Domino directories (Notes address books) must log in by using their fully qualified Notes name.

## Logging in to Dell EMC SourceOne Search

The SourceOne Search Logon page displays the Username and the Login information of the last user that logged in. The typing cursor is in the Password field. If you are logging in to SourceOne Search for the first time, then the fields are blank, and the typing cursor appears in the Username field.

### About this task

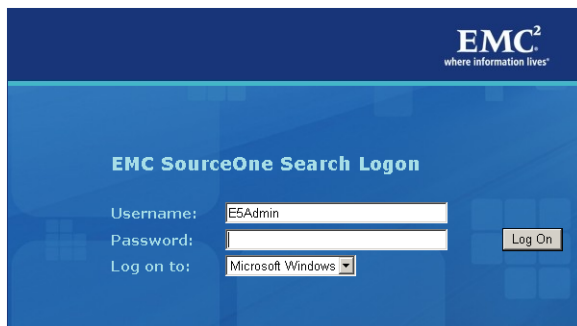
Perform the following steps to log in to SourceOne Search.

### Procedure

1. In the **Username** field, type the username.
2. In the **Password** field, type the password.
3. In the **Log on to** field, select the type of account:
  - For environments with Exchange and Outlook, select **Microsoft Windows**.
  - For environments with IBM Domino and IBM Notes, select **IBM Lotus Domino**.
4. Click **Log on**.

The **EMC SourceOne Search** page appears.

**Figure 1** SourceOne Search Logon



## How login information is saved

Login information, except the password, is saved as a cookie in the browser's cache.

If you delete the cookie by using the browser's **Delete Cookies** command, re-type the information in the following fields on the **SourceOne Search Logon** page:

- Username
- Log on to

Cookies are specific to a browser. For example, if you log in by using Internet Explorer, the log in settings are saved in an Internet Explorer cookie. If you log in later by using Firefox, Firefox does not display the log in settings because it is not aware of the Internet Explorer cookie.

## Protecting against brute password guessing attacks

Dell EMC SourceOne Search includes protection against brute force password guessing attacks for both Windows and Domino platforms.

Users are allowed 5 login failures within 30 minutes. If a user exceeds 5 failures within 30 minutes, then the following messages appears in the login page:

```
You have exceeded the maximum number of allowed login attempts. Please try again after 30 minutes.
```

The user is then prevented from logging in until 30 minutes has expired.

## Accessing Dell EMC SourceOne Search after the session expires

A SourceOne Search session times out after a period of inactivity.

The following occurs when the session times out:

- If the site does not use Windows Integrated Authentication or Domino Single Sign-on (SSO), the **SourceOne Search Log on** page appears.
- If the site uses Windows Integrated Authentication or Domino Single Sign-on (SSO), then an information page appears.

Depending on the site configuration, the information page displays one of the following messages:

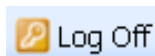
```
Your session has expired due to inactivity. Press Continue to return to the application.
```

```
Your Domino SSO session has expired. You will be redirected so that you can re-enter your portal credentials.
```

## Logging off Dell EMC SourceOne Search

To log off Dell EMC SourceOne Search, click the Log Off icon in the toolbar.

**Figure 2** Log Off icon



The page that appears next depends on the site's configuration:

- If the site does not use Windows Integrated Authentication or Domino Single Sign-on (SSO), then the **Search Log on** page appears.
- If the site uses Windows Integrated Authentication or Domino SSO, then an information page displays the following message:

```
To complete the log off process you must close all browser windows and exit the browser application.
```

## Overview of Search

Use Search to find archived content:

- Users can search for email content and files.
- Administrators can search for email content, files, and SharePoint content.

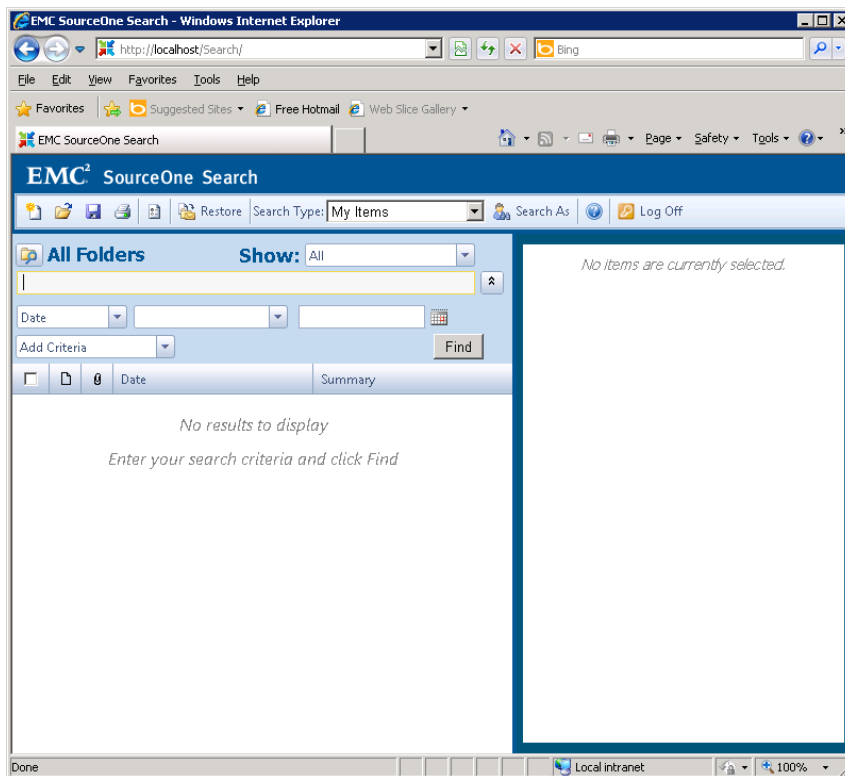
### Search page at startup

At startup, the Search page displays the last search that you ran, including the search type, folder scope, search fields, and search results.

Search reconnects to any unfinished jobs (Restore, Copy to Archive, Delete). By default, the results of the last search are automatically saved for seven days.

If you never created a search, the fields and results are blank at startup.

**Figure 3** Example Search page at start-up (blank)



**Note:** The system administrator can configure the default search type and hide the **Search As** option on the toolbar.

### Main areas on Search page

The Search page has the following four main areas. The areas are described in the following sections.

#### Toolbar

This section outlines the options that are available in the Search toolbar:

- Administrator



- My Items
- My Contributed Items—when you also have Delete permission
- All Items
- My Files Folder









### Search as and Restore option

The system administrator can hide the **Search As** option and the **Restore** option.

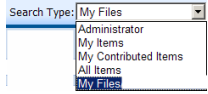
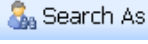
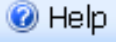

### Icons and fields in the toolbar

The following table describes each component of the **Search** toolbar. The icons in the toolbar depend on the **Search Type** selected.

**Table 3** Dell EMC SourceOne Search toolbar

Icon or field	Name	Description
	New Search	Use to clear search results and to reset the search fields.
	Open Search	Use to open saved search criteria.
	Save Search	Use to save search criteria.
	Print Preview	Use to print the preview pane for a selected item.
 Options	Options	Use to set preferences and to select columns to display in search results.
 Restore	Restore	If the system administrator enabled it, this option is available for Administrator, All Items, My Contributed Items, and My Files search types. Use to restore the following: <ul style="list-style-type: none"> <li>• Email messages to mailboxes on the mail server</li> <li>• File content to file systems</li> </ul>
 Copy To	Copy To (Archive)	Only available for the Administrator search type. Use to restore and copy selected email messages or file content to another archive folder.
 Delete	Delete	Not available for All Items, My Items, and My Files search types. Not available for delegate searches (Search As searches). Use to delete a message from the following: <ul style="list-style-type: none"> <li>• The archive, if you selected the Administrator search type</li> </ul>

**Table 3** Dell EMC SourceOne Search toolbar (continued)

Icon or field	Name	Description
		<ul style="list-style-type: none"> <li>The archive, if you selected the My Contributed Items search type and if you have Delete permission on the folders containing the messages that you want to delete.</li> </ul>
	Search Type	Use to select the type of search that you want to perform. The available search types depend on the level of permissions. The default is My Items. If you perform a delegate search (Search As), then the available search types are those for which the delegate user has permissions.
	Search As (Delegate User)	If the system administrator enabled it, the <b>Search As</b> option is available for My Items, My Contributed Items, and All Items search types. The <b>Search As</b> option is never available for Administrator and My Files search types. Use to specify the name of the person whose email you want to search as a delegate.
	Help	Use to open the help for Search.
	Log Off	Use to log off Search.

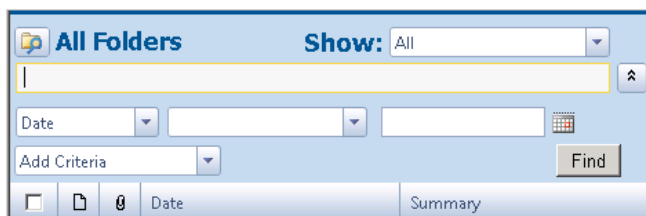
## Search criteria

In the search criteria area, specify the following:

- Folders to search
- Types of content to search
- **Search** fields to use
- Values on which to search for items

The default search fields depend on the content type that you select in the **Show** field.

**Figure 4** Search criteria area default fields for All content type



## Folders

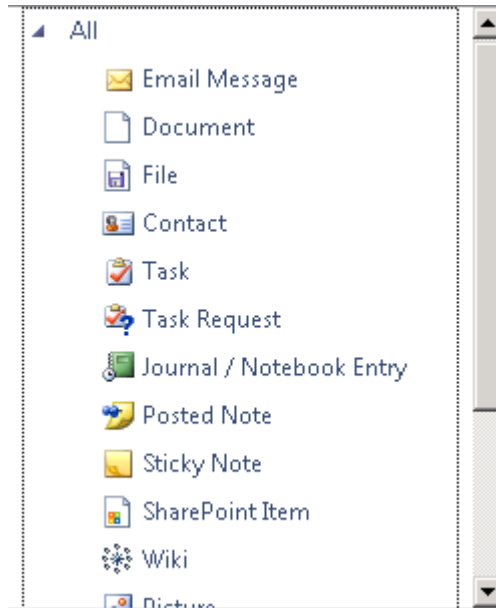
The upper left corner displays the folders selected to search. The default is All Folders.

## Show field

Use the **Show field** to select the type of content to search.

The available content types depend on the content types that the site archives, and the search type that you selected. The default content type is **All**.

**Figure 5** Show field examples



## Keyboard field

Use the top, unlabeled field for keyboard searches.

Add Keyboard fields by clicking **Add Criteria**.

## Default search fields

The default search fields vary, depending on the content type you selected in the Show field.

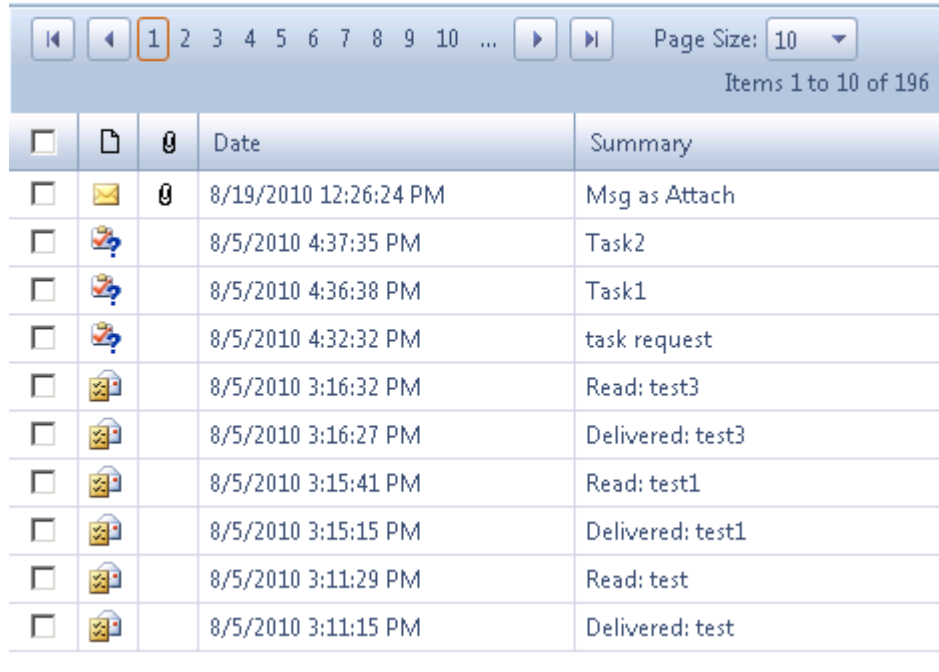
For example, if you select **All** in the **Show** field, then **Date** is the only default search field.

You can add, change, and remove search fields.

## Search results

The search results area lists the archived items that match the search criteria.

**Figure 6** Example Search results



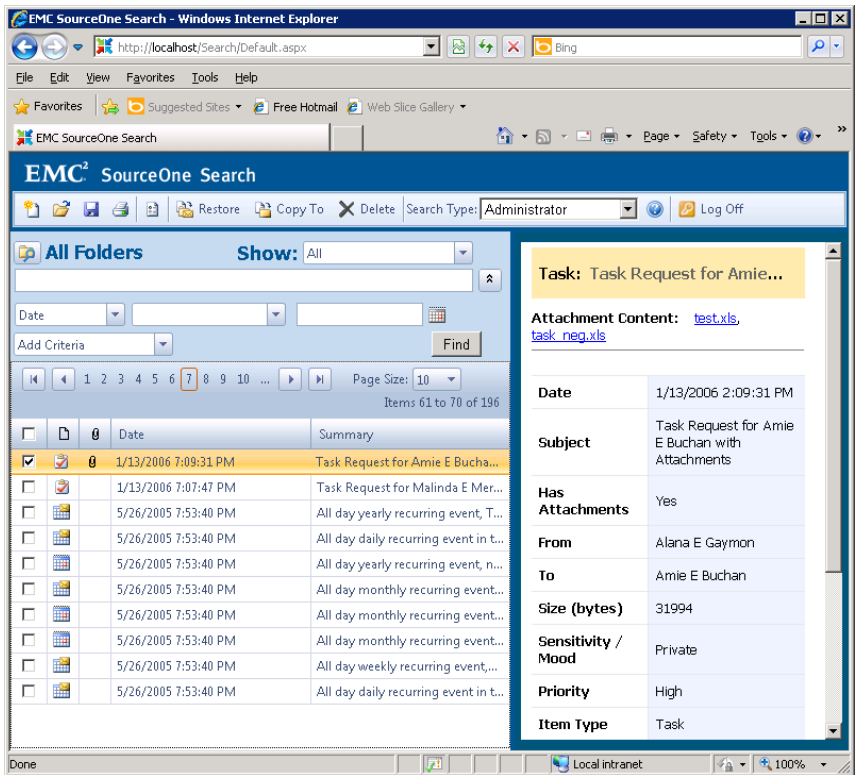
<input type="checkbox"/>		0	Date	Summary
<input type="checkbox"/>		0	8/19/2010 12:26:24 PM	Msg as Attach
<input type="checkbox"/>			8/5/2010 4:37:35 PM	Task2
<input type="checkbox"/>			8/5/2010 4:36:38 PM	Task1
<input type="checkbox"/>			8/5/2010 4:32:32 PM	task request
<input type="checkbox"/>			8/5/2010 3:16:32 PM	Read: test3
<input type="checkbox"/>			8/5/2010 3:16:27 PM	Delivered: test3
<input type="checkbox"/>			8/5/2010 3:15:41 PM	Read: test1
<input type="checkbox"/>			8/5/2010 3:15:15 PM	Delivered: test1
<input type="checkbox"/>			8/5/2010 3:11:29 PM	Read: test
<input type="checkbox"/>			8/5/2010 3:11:15 PM	Delivered: test

You can add and remove columns in search results. However, specify the columns before running a search.

Preview pane

The preview pane displays a preview of the selected item.

Figure 7 Example Preview of Contact



The Attachment Content field displays the names of attachments as links.

## Setting preferences

Use the Page Size setting in the navigation toolbar to set preferences for displaying search results. Starting with Search 7.0, the Number of items to display per page setting is no longer available in the Options dialog box.

### About this task

Perform the following steps to set preferences for displaying search results.

### Procedure

1. On the EMC SourceOne Search page, click Options in the toolbar.  
The Options dialog box appears.
2. Edit settings as described in the following table.


Table 4 Settings in Options dialog box

Setting	Description
Maximum number of search results	Specify the maximum number of items that you want search to return. The minimum value is 1.

**Table 4** Settings in Options dialog box (continued)

Setting	Description
Always search embedded messages	Select this checkbox to search for messages that are embedded in other messages. If the checkbox is cleared, Search may still search embedded messages in certain cases. For example, by default, other search fields, such as <b>Keyboard</b> , <b>Subject</b> , and <b>Body</b> , perform a full-text index search on messages and embedded messages in the Native Archive. A full-text index search occurs when values are typed in the address field.
Remove duplicate items from search results	Select this checkbox to remove duplicate items from search results. Clear this checkbox to display duplicate items in search results.
Choose columns	<p>The columns that are available depend on what is selected in the <b>Search Type</b> field and the <b>Show</b> field. Perform one of the following steps for each column checkbox:</p> <ul style="list-style-type: none"> <li>To display a column in search results, select the checkbox.</li> <li>To hide a column in search results, clear the checkbox.</li> </ul> <p>Specify the columns before you run a search. If you specify certain columns after a search runs and click <b>Save</b> in the <b>Options</b> dialog box, the following alert appears:</p> <p>The following columns were added but data may not be available until the next search is run.</p> <p>If you do not rerun the search after you add columns, then those columns may be empty in search results. Both the search criteria fields and the results columns you choose determine whether a relational search or a full-text index search is performed. If you choose any columns that are full-text only, then a full-text index search is performed, even if the search criteria fields by themselves could support a relational-only search. This full-text index search ensures that complete results are returned.</p>
Fit columns to screen	Select this checkbox to adjust column widths to the width of the screen. Clear this checkbox to display a horizontal scrollbar.
Install Dell EMC SourceOne ONM Viewer	This link is available if you logged in to Search using a Notes login and if the system administrator has allowed users to install the viewer. To install the ONM Viewer, which is required to open Notes messages in search results, click the link.
Do not prompt to install Dell EMC SourceOne ONM Viewer	<p>This checkbox is available if you logged in to Search by using a Notes log in and if the system administrator has allowed users to install the viewer. To control the display of the ONM Viewer download prompt when you open a Notes message in search results for the first time, perform one of the following steps:</p> <ul style="list-style-type: none"> <li>Select the checkbox to prevent the download prompt from appearing.</li> <li>Clear the checkbox to display the download prompt.</li> </ul>

**Table 4** Settings in Options dialog box (continued)

Setting	Description
	 <b>Note:</b> If a newer version of the ONM Viewer is available, then the download prompt appears even if you selected the checkbox.

3. Click **Save and Close** to save the changes and to close the **Options** dialog box.

## Removing duplicates from search results

If you select the Remove duplicate items from search results checkbox and if duplicates are encountered during the search, you might see fewer items that are returned than the Maximum number of search results that you specified.

In search results, duplicate items are counted as part of the **Maximum of search results** value. Search returns the maximum number of results first, then removes the duplicates.

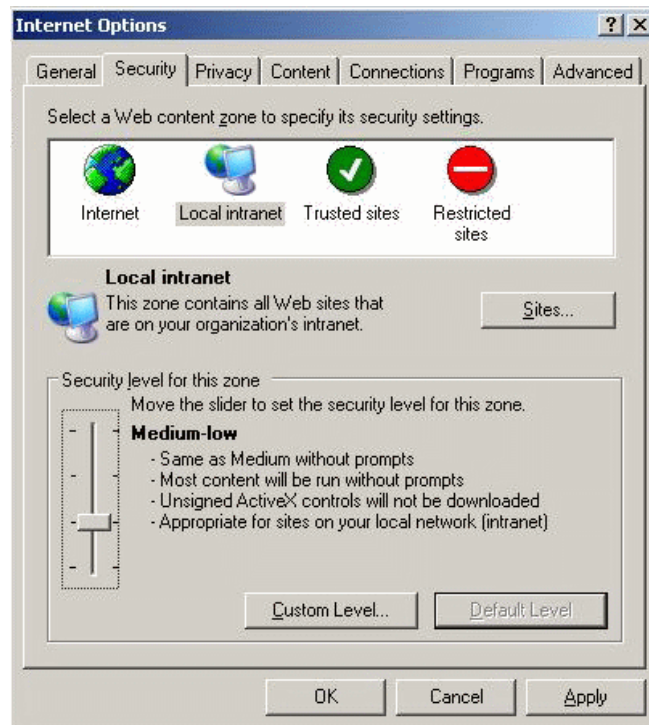
For example, suppose you specified a **Maximum number of search results** value of 500 and you selected the **Remove duplicate items from search results** checkbox. Assume that the maximum number of items was found (500) and included 150 duplicates. Instead of seeing 500 items that are displayed, you see 350 items.

## Configuring Internet Explorer security for Search

Perform the following tasks to configure Internet Explorer security for Search.

### Procedure

1. Perform the following steps to add the **Search URL to Internet Explorer's Local Intranet** list:
  - a. In the **Security** tab of the **Internet Options** dialog box, select the **Local Intranet** icon.

**Figure 8** Internet Explorer Internet Options Local Intranet icon

- b. Click **Sites**.
  - c. In the **Local Intranet** dialog box, click **Advanced**.
  - d. In the second **Local Intranet** dialog box, click **Add** to add the Search URL to the list.
  - e. Click **Close** to close the second **Local Intranet** dialog box.
  - f. Click **OK** to close the first **Local Intranet** dialog box.
  - g. In the **Internet Options** dialog box, click **Apply** to apply the changes.
  - h. Leave the **Internet Options** dialog box open for the next step.
2. Perform the following steps to configure the Local Intranet zone for Medium-low security.
    - a. In the **Security** tab of the **Internet Options** dialog box, select the **Local Intranet** icon.
    - b. Set the security level slider to **Medium-low**.
    - c. In the **Internet Options** dialog box, click **OK** to save the changes and to close the dialog box.

## Configuring Internet Explorer to play animations

This section only applies to Internet Explorer when used with Windows Server 2008 R2.

### About this task

Dell EMC SourceOne uses animated images to indicate that certain operations are in progress.

In Internet Explorer that is used with Windows Server 2008 R2, animated images are disabled by default.

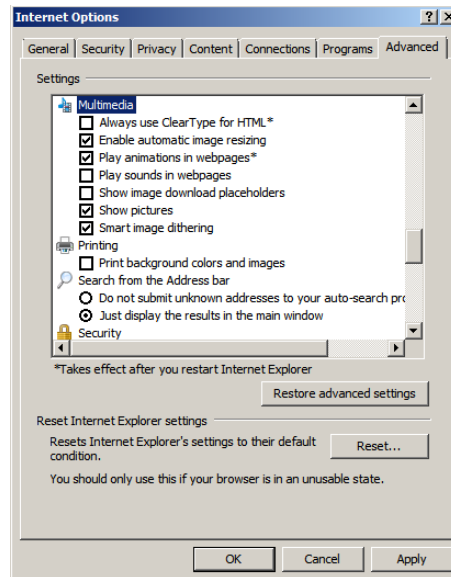
Perform the following steps to play animated images.



### Procedure

1. In Internet Explorer, select **Tools > Internet Options**
2. Click the **Advanced** tab.
3. In the **Multimedia** section, select **Play animations in webpages**.
4. Restart Internet Explorer.

**Figure 9** Play animations in webpages in Internet Explorer



## Accessing Search from Outlook

You can access Search from Outlook. Search opens in a new browser window.

### About this task

To add a link to Outlook 2010 to access Search, refer to the following Dell EMC solution:

[How to add a SourceOne Email Management Web Search shortcut link in a Microsoft Office Outlook client.](#)

Perform the following steps to add a button to Outlook 2007 to access Search.

### Procedure

1. In Outlook, select **Tools > Customize**.
2. Complete the following steps in the order that they are presented.

## Displaying the Web toolbar

Perform the following steps to display the Web toolbar in Outlook 2007.

### Procedure

1. In the **Customize** dialog box, click the **Toolbars** tab.
2. On the **Toolbars** tab, select the **Web** checkbox.

Figure 10 Outlook Customize > Toolbars tab

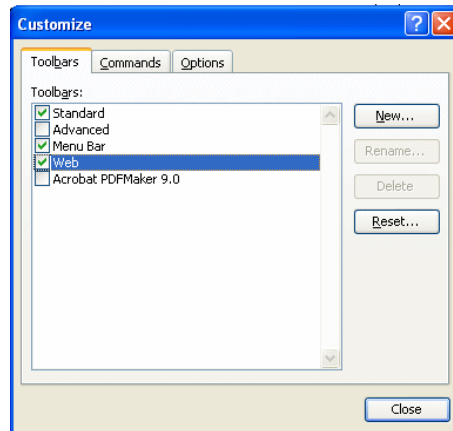
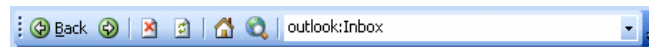


Figure 11 Outlook Web toolbar



3. Click **Close**. The **Web** toolbar appears in the Outlook toolbar area.

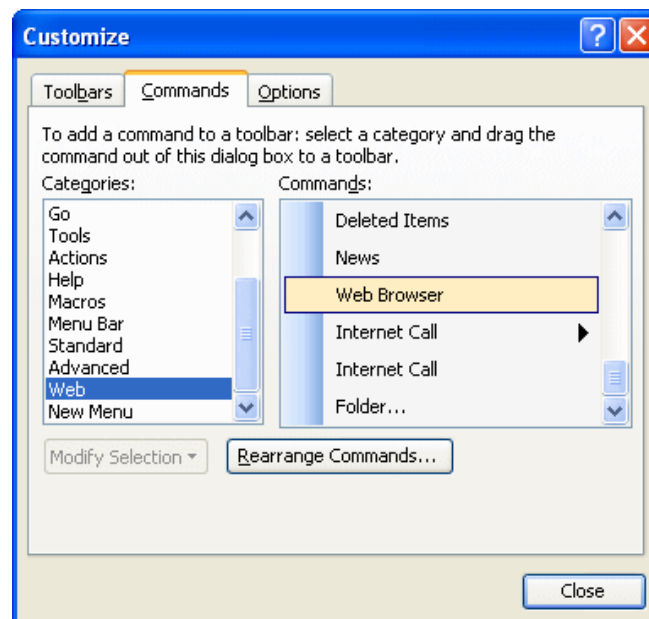
## Adding a Web Browser button to the Web toolbar

Perform the following steps to add a Web Browser button to the Web toolbar in Outlook 2007.

### Procedure

1. In the **Customize** dialog box, click the **Commands** tab.
2. Perform the following steps from the **Commands** tab.
  - a. In the **Categories** list, select **Web**.
  - b. In the **Commands** list, select **Web Browser**, then drag and drop the web browser button onto the web toolbar.

Figure 12 Outlook Customize > Commands tab



**Figure 13** Outlook Web Browser button added to Web toolbar

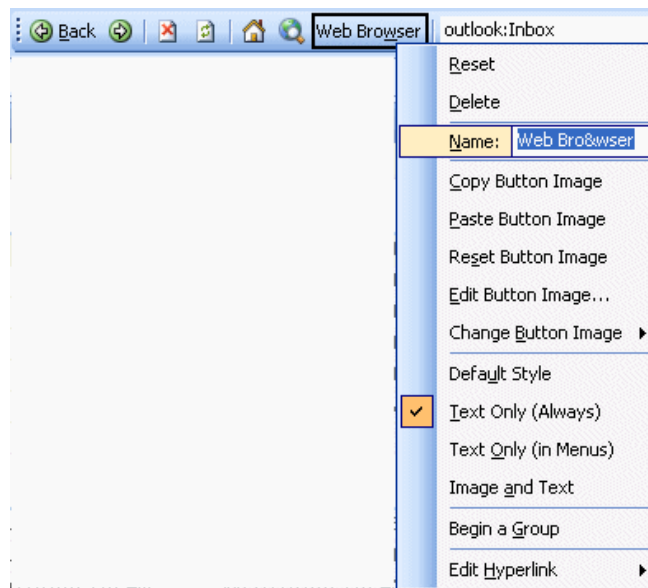
3. Keep the **Customize** dialog box open.

## Customizing the Web Browser button

Perform the following steps to customize the Web Browser button in Outlook 2007.

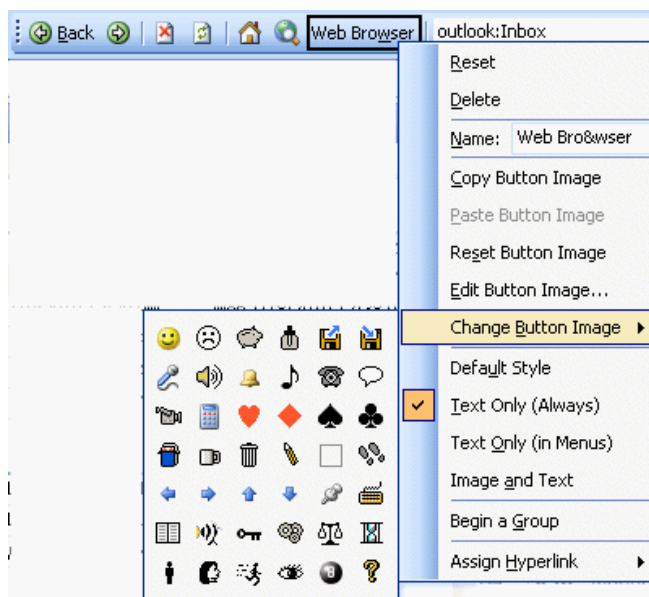
### Procedure

1. In the Web toolbar, right-click the new **Web Browser** button to display a menu. Perform the following steps by using the options on the right-click menu.
2. In the **Name** option, change the name from Web Browser to one that describes the button, for example, Search or Search Archive.

**Figure 14** Outlook Web Browser button > Name

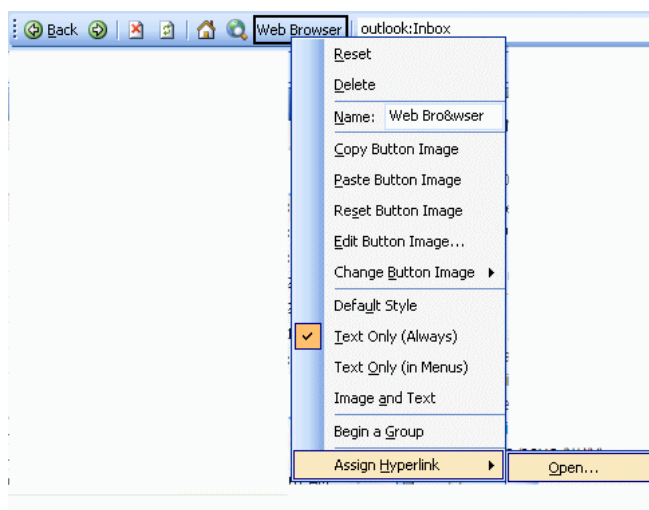
3. Click **Change Button Image**, then select an icon that is appropriate for a search button, for example, a key icon.

**Figure 15** Outlook Web Browser button > Change Button Image



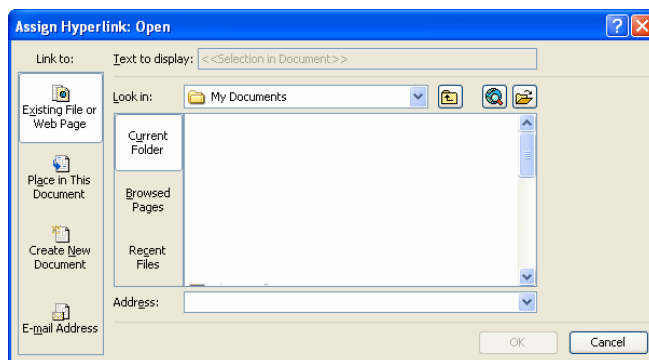
- 4. Click **Assign Hyperlink > Open**.

**Figure 16** Outlook Web Browser button > Assign Hyperlink > Open



- 5. Perform the following steps in the **Assign Hyperlink: Open** dialog box.

**Figure 17** Outlook Assign Hyperlink: Open dialog box



- a. In the **Link to** column, **Existing File or Web Page** is the default.
  - b. Ignore the **Look in** field and the scrolling list below it.
  - c. In the **Address** field, type the following URL for Search:  
`http://<Server Name>/Search`  
where *<Server Name>* is the name of the Search Web server.
  - d. Click **OK** to close the **Assign Hyperlink: Open** dialog box
6. Click **Close** to close the **Customize** dialog box.

When you click the new button on the Web toolbar, a new Web browser window appears, pointing to the SourceOne Search website.

## Browser considerations and limitations

Do not use the Refresh, Forward, or Back button on the browser. Doing so may result in viewing out-of-date information.

For example, if you delete search criteria fields and then use the browser's **Refresh** button, the deleted search criteria fields may appear.



# CHAPTER 2

## Specifying Search Criteria

This section contains the following topics.

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## Considerations and limitations

Refer to the following sections for considerations and limitations when specifying search criteria.

### General considerations

Review the following general considerations and limitations for specifying search criteria.

- Run one search at a time. If you open a second browser window in Internet Explorer (**File > New > Window**) and run another search, the same results are posted to both windows.
- Both the search criteria fields and the results columns that are chosen determine whether a relational search or a full-text index search is performed. If you choose columns that are full-text only, then a full-text index search is performed to ensure that complete results are returned.
- To search for content in attachments, including embedded email addresses, perform a full-text index search. Type a full or partial email address in an address field. Do not select addresses from the address book. Addresses that are selected from the address book match only archived items, not their attachments.
- Performing a search for the text "unknown" in the **Attachment Name** field might return the following results:
  - Items that have attachments with no name
  - Embedded messages that have attachments with no name
  - Items that have attachments that contain the name "unknown"
- Do not copy text from HTML sources into search fields. Certain characters, such as double quotes, display correctly after pasting, however, they include HTML codes that result in incorrect search results. Dell EMC SourceOne only supports keyboard-generated double quotes or other special characters.
- If you do not supply values for any search criteria fields, the following confirmation prompt appears:

```
No search criteria was specified. Running this search will return all items
in the archive. Are you sure you want to continue?
```

If you continue, then the search finds and returns all items in the archive, up to the **Maximum number of search results** specified in **Options**.

Running a search without criteria can adversely affect system performance.

- The keyboard field and other manual fields are limited to 255 characters each. If you submit a search that exceeds the search engine token limit, the following error message appears:

```
The search did not execute because the query was too large.
```



## My Items versus Administrative Owner keyword search results

The Administrative Owner keyword search produces more results than the **My Items** keyword search, as shown in the following table.

**Table 5** My Items vs. Administrative Owner keyword search

Field	My Items search	Administrative Owner search
To		<input checked="" type="checkbox"/>
From		<input checked="" type="checkbox"/>
Subject	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Body	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attachments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Attach	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Title	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Notes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Comments	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
FileName	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

## Searching across multiple Personal folders

Consider the following when searching across multiple Personal folders that are mapped to a single archive folder returns duplicate results:

- Two Personal folders (Personal1 and Personal2) are mapped to the same Native Archive folder.
- User A archives a message by using User-Directed Archiving to the Personal1 mapped folder.
- User B archives the same message by using User-Directed Archiving to the Personal2 mapped folder.
- User A has Contributor ownership on the message that is archived to the Personal1 mapped folder.
- User B does not have Contributor ownership on the same message that is archived to the Personal2 mapped folder.
- User A has Contributor permission on both Personal mapped folders.
- If User A performs a **My Contributed Items** search on the two Personal folders that are mapped to the same Native Archive folder, results include both occurrences of the same message. The duplicates are items that the user has rights to see in at least one folder.

- If User A has Delete permission on the Personal1 mapped folder and deletes the message from that folder, then User A no longer sees the message in either Personal folder.

## Searching for archived files

By design in Search, the Owner field does not return results when administrators search for owners of archived files.

## Language considerations

You cannot search for words in a Thai or Korean message using **Search** because there are no spaces between words in a Thai or Korean sentence. Search does not recognize the individual words because there are no spaces.

Search for Thai or Korean messages using a method other than searching words in the body of the message.

## Archived SharePoint content

Users cannot use Search to search for archived SharePoint content.

Users can search for archived SharePoint content using Archive Search in SharePoint. Refer to the Dell EMC SourceOne for Microsoft SharePoint Archive Search Quick Reference Card or online help.

## Creating a new search

Perform the following steps to create a new search.

### Procedure

1. To clear search results and to reset the search fields, click the **New Search** icon in the toolbar.

**Figure 18** New Search icon




2. Select a search type.
3. Select a content type in the **Show** field.
4. Perform any of the following steps:
  - Use the default search fields that appear at startup or after you use **New Search**.
  - Add or remove search fields.
  - Use saved search criteria.
5. Click Find.

## Specifying a search type

In the toolbar, the **Search Type** field displays the types of search you are authorized to run. The types of content you can search depend on the content types that the site archives, as described in the following table.

**Table 6** Search types

Search type	Description
My Items	See only those email items for which you are an owner. You must have Owner permission on each folder that you search.
My Files	See files for which you have access permissions. You must have My Files permission on each folder that you search.  <b>Note:</b> The My Files search type is available only if you log in to Search with Windows credentials. If you log in to Search with Domino credentials, the My Files search type is not available because this combination is not valid.
My Contributed Items	See only those email items for which you are a contributor (you directed the messages to be archived). You must have Contributor permission on each folder that you search. If you have Delete permission on the folders containing the archived mail items, then you are can delete those items.
All Items	See all email items, SharePoint content, and file content. You must have Read All permission on each folder that you search.
Administrator	Read, add, or delete all email items, SharePoint content, and file content. You must have Administrator permission on each folder that you search.

The search type determines the search fields and toolbar icons that you are allowed to use.

You cannot change the search type while a search is running.

Select the search type before you type search criteria. If you change the search type, the following prompt appears:

Changing the search type will reset the search fields. Are you sure you want to continue?

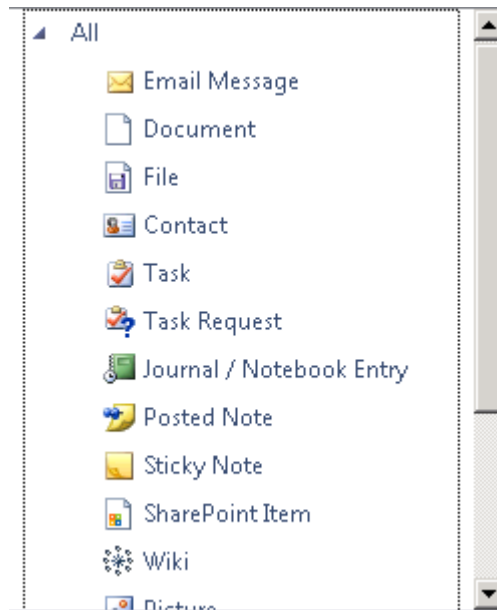
If you select **Yes**, then all the search criteria is lost, and any search fields that you added are removed. Also, results from a previous search are cleared.

## Selecting a content type

In the **Show** field, select the content type to search.

The available content types depend on the content types that the site archives and on the search type that you selected. The default content type is **All**.

**Figure 19** Show field



For Domino and Notes, the following map to the Appointment content type:

- Appointments
- Meetings
- Events

To search for Notes Meeting items, calendar items, and email content, perform the following steps:

- For Notes Meeting items, select **Calendar Item > Appointment** in the **Show** field.
- For calendar items, select **Calendar Item** in the **Show** field.
- For email content that was journaled from an Office 365 environment, use the Email Message content type. The search of Office 365 email messages might return meeting requests, task requests, and email messages.

## Opening saved search criteria

If you have saved search criteria, open the saved criteria and rerun the search.

### About this task

Rerun the search with the saved criteria or edit the criteria first. You can save the edited search criteria under a different name.

Perform the following steps to open saved search criteria.

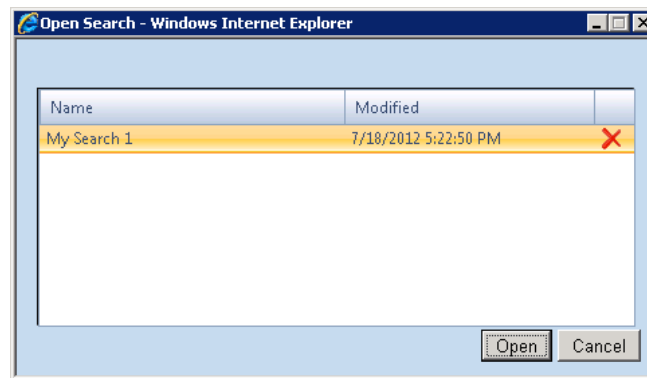
### Procedure

1. In the toolbar, click the **Open Search** icon.
2. Perform the following steps in the **Open Search** dialog box:
  - a. Sort on the **Name** column or the **Modified** column to find saved criteria faster.

 **Note:** By default, saved searches are sorted on the Modified column, so that the last one saved is at the top of the list.

- b. Select the saved search criteria.
- c. Click **Open**.

**Figure 20** Open Search



The **SourceOne Search** page displays the saved search criteria.

## Searching on keywords

The behavior of the **Keyword** field differs depending on whether you are performing an **Administrator** search or a **User** search:

- **Administrator** search—Use the **Keyword** field to search on all indexed fields for all content types.
- **User** searches—Use the **Keyword** field to search on the subject, body, attachment content, and attachment names.

## Email Messages content type

For the Email Message content type, both Administrator searches and user searches can search on keywords in the body, subject, attachment content, and attachment names.

## Contact content type

For the Contact content type, Administrator searches can search on keywords in the first name, last name, and full name.

### About this task

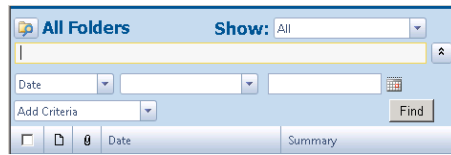
For Email Message content, to search the subject, body, attachment name, or the attachment content, you can use the following:

- The **Subject, Body, Attachment Name, or Attachment Content** fields.
- The keyword field, as described in the following procedure.

Perform the following procedure to search on a keyword.


### Procedure

1. Type all or some of the characters of the keyword in the keyword field.

**Figure 21** Keyword field

2. Click **Find**. An OR search is automatically performed on words that are typed in the keyword field.

To perform an AND search, add another keyword field to the search criteria area.

 **Note:** The words AND and OR do not act as operators.

## Searching reserved words

For certain search operations, Dell EMC SourceOne does not treat some words in the search criteria as ordinary text, which can result in unintended search results. Reserved words is the term for these words that software programs use to perform specific functions.

To have Dell EMC SourceOne treat a reserved word as ordinary text, precede the word with an insignificant character, such as a single quote. For example, to have Dell EMC SourceOne treat the Boolean operator AND as ordinary text, precede it with a single quote as follows:

'and

The following is a list of reserved words and their corresponding category that require a preceding insignificant character for Dell EMC SourceOne to process them as ordinary text.

Dell EMC SourceOne only supports the use of the reserved words AND, NOT, and OR as operators in search criteria. Precede all other reserved words with an insignificant character:

- AFTER—Range keyword
- AND—Boolean operator
- BEFORE—Range keyword
- BODYONLY—Positional keyword
- BUTNOT—Boolean operator
- CONTAINS—Positional keyword
- ESPIN—Positional keyword
- EXCEPT—Boolean operator
- FILENAME—Positional keyword
- GE—Range keyword
- IN—Positional operator
- LABEL—Positional operator
- LE—Range keyword
- METAONLY—Positional keyword
- NOT—Boolean operator
- OR—Boolean operator
- TO—Range keyword
- XOR—Boolean operator

## Searching characters

Dell EMC SourceOne does not index some characters, so a user cannot search on those characters. Dell EMC SourceOne also reserves characters. If you perform a search with reserved characters, unintended results may occur.

The following section lists the characters that are indexed, not indexed, and reserved.

The information on insignificant characters, punctuation, and reserved characters also applies to equivalent double-byte characters.

### Characters that are indexed and searchable

This section includes characters that are indexed and that are searchable.

#### Basic characters

Basic characters are always indexed.

The basic character set includes the following:

a b c d e f g h i j k l m n o p q r s t u v w x y z  
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

#### Significant characters

Significant characters are indexed as standard alphanumeric characters and are considered an important part of a word. If they are included as part of a word, or if they are a word by themselves, you can search for these characters.

The default significant character set includes the following:

\$ % & - 0 1 2 3 4 5 6 7 8 9 @ \_

**Note:** SourceOne treats significant characters as normal characters in a search within ISYS. Significant characters can be configured using `\EMC SourceOne\EXPBA\bin\Indexer9\ISYS.CFG` for ISYS9, and `\EMC SourceOne\EXPBA\bin\Indexer\ISYS.CFG` for ISYS8.

### Characters that are not indexed and not searchable

The following sections include characters that are not indexed and are not searchable.

#### Insignificant characters

Dell EMC SourceOne does not index insignificant characters, and automatically removes insignificant characters from a search string. Insignificant characters are treated as invisible.

The insignificant character set includes the following:

! " # \$ % & ' ( ) \* + , - . / : ;


**Note:** SourceOne removes and treats insignificant characters as invisible in a search within ISYS. Insignificant characters can be configured using `\EMC SourceOne\EXPBA\bin\Indexer9\ISYS.CFG` for ISYS9, and `\EMC SourceOne\EXPBA\bin\Indexer\ISYS.CFG` for ISYS8.





## Using the NOT (-) operator

In Search, a minus sign (-) at the beginning of a word acts as a NOT operator. The NOT (-) operator is not supported for address fields (Sender, Recipient, Sender, or Recipient, and Owner), the Attachment Name field, and the File Name field.

 **Note:** The word NOT does not act as an operator.

For example:

- If you type `-closed` in the **Subject** search field, then the search does not return messages containing the word `closed` in the subject.
- If you type `trade -closed` in the **Subject** field, then an **OR** search is performed. The search finds messages that have the word `trade` or that do not have the word `closed`. If it also has the word `trade` in the subject, a message that has the word `closed` in the subject would be returned .

## Searching for words and phrases

The following sections contain more information about searching for words and phrases.

The following sections do not apply to the **Search Expression** field.

### Exact words and phrases

To search for an exact word or phrase, enclose the text in double quotes.

For example, the search term *"George Washington"* returns items only if the exact phrase *George Washington* is found in its entirety. The text *George A. Washington* would not result in a match, nor would *Wash*.

### Multiple words and phrases

You can search on multiple words, phrases, or both. To perform an OR search on multiple words in the same text field, put a space between the words.

Do not put the word OR between search terms. The word OR does not act as an operator.

For example, if you search on *sales quota Q3*, an OR search is performed. Results are returned that partially match at least one of the words.

You can search several words and phrases, such as *Chicago "internal sales" Q1*.

To search on exact words and phrases, enclose the words and phrases in double quotes.

### Periods

Periods are treated as word separators. For example, consider this scenario for the following email addresses:

- `firstname@test.com`
- `firstname.lastname@yahoo.test.com`

If a search is performed for the word `test`, then only the `firstname.lastname@yahoo.test.com` address appears in search results.

The `firstname@test.com` address does not appear in search results because it is treated as a phrase with the following parts:

- `firstname@test`
- `com`

The `firstname.lastname@yahoo.test.com` address appears in search results because it is treated as a phrase with the following parts:

- `firstname`
- `lastname@yahoo`
- `test`
- `com`

There is an exception to periods serving as word separators. A period that appears between two numbers, for example, `1.2`, is not treated as a word separator. In contrast, a period that appears between a number and a letter, for example, `1.a` or `a.1`, is treated as a word separator.

For example, consider this scenario for the following email address:

```
service.36422.3407680@mail.test.com
```


If a search is performed for `3407680@mail`, then the address does not appear in search results because it is treated as a phrase with the following parts:

- `service`
- `36422.3407680@mail`
- `test`
- `com`

For the address to appear in search results, the search criteria must include `36422.3407680@mail`.

## Using wildcards

SourceOne Search uses the asterisk (\*) as a wildcard to represent zero or more characters.

 **Note:** Only the asterisk is supported as a wildcard. Do not use other reserved characters, like question marks, as wildcards in a search term. Otherwise unintended results may be returned.

## Non-supported uses of asterisk wildcards

Asterisk wildcards are not supported in the following cases.

- A single asterisk wildcard character on its own. For example:  
`*`
- An asterisk wildcard used as an operator on a phrase if the asterisk is outside of the double quotes. For example:  
`*"quarterly dividend"`
- An asterisk wildcard in a phrase other than at the beginning or end of the phrase. For example:  
`"quarterly * dividend"`
- In the Owner field.
- Embedded asterisk wildcards. For example:  
`over*pay`  
`stock*hold*er`
- Multiple asterisk wildcard characters in a single search term. For example:  
`*over*`

If you use asterisk wildcard characters in unsupported cases, then the search criteria area displays the following error message:

```
An error occurred while generating the search. Invalid use of the wildcard character '*'
```

## Supported uses of asterisk wildcards

The following sections include information about supported uses of asterisk wildcards.

### Using asterisk wildcards in address fields

Consider the following when using asterisk wildcards in address fields:

- The asterisk wildcard is not supported in the **Owner** field.
- The asterisk wildcard is supported in the **Sender**, **Recipient**, and **Sender or Recipient** fields.

### Using an asterisk wildcard in the Attachment Name field

To search by file name extension in the **Attachment Name** search field, type the period followed by the file name extension.

An asterisk wildcard is valid but not necessary. For example, to find items that have attachments with the `TEXT` file name extension, type either of the following entries:


```
.txt
```

```
*.txt
```

You can use wildcards to search for partial names. For example, for an attachment with the name `Q2FinanceReport.pdf`, the following wildcard usage would be valid:

```
*FinanceReport.pdf
```

```
Q2FinanceReport.*
```

 **Note:** The Does Not Contain operator (-) does not work in the **Attachment Name** field.

## Using the pathname field

The **pathname** field is available for the File content type in **Administrator**, **All Items**, and **My Files** searches.

Use the **pathname** field to search on the location of the file, as a full pathname:

- The **Pathname** field performs an EQUALS search. Specify the exact name of each folder in the path.
- Partial folder names and wildcards are not supported.
- The following characters are required:
  - Two leading slashes (\\)
  - If the path includes spaces, enclose the entire path in double quotes.
  - Optionally use single slashes in the path, they do not affect search results.

For example, you can search for any valid path or sub path. If an item was archived from `\MyMachine\ParentFolder\InnerFolder\`, then the following values in the **Pathname** field are valid:

```
\\MyMachine
```

```
\\MyMachine\
```

```
\\MyMachine\ParentFolder  
\\MyMachine\ParentFolder\  
\\MyMachine\ParentFolder\InnerFolder  
\\MyMachine\ParentFolder\InnerFolder\  
\\MyMachine\ParentFolder\InnerFolder\
```

The following examples are invalid values that are not supported:

- `\\MyMachine\ParentFolder\InnerFo*` This input is not supported because there is no support for wildcards.
- `MyMachine` This input is not supported because two leading slashes are required to form a valid path.

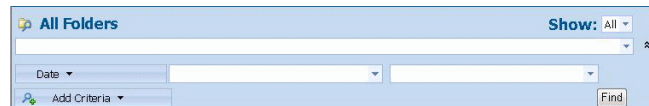
## Specifying folders to search

Perform the following steps to specify the folders to search.

### Procedure

1. Click the **Select Folder(s)** icon in the upper left corner of the search criteria area, next to **All Folders**.

**Figure 22** Select Folder(s) icon



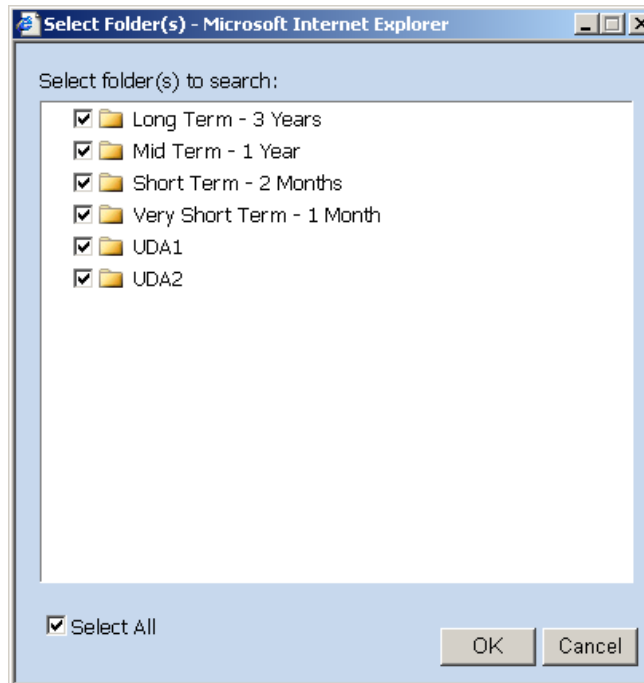
If you do not have permissions for any folders for the search type that you selected, then the following error message appears:

No folders available for the selected search type. Verify that you selected the correct search type

If the error message appears, repeat step 1. Consult the system administrator if you still see the error message.

If you do have permissions on any folders for the search type that you selected, then the **Select Folder(s)** dialog box appears.

2. In the **Select Folder(s)** dialog box, perform one of the following steps:
  - Select the checkbox next to each folder that you want to search.
  - Select the **Select All** checkbox.

**Figure 23** Select Folder(s)

**Note:** The folders listed are those for which you have been granted appropriate permission. For example, to perform an Administrator search on a folder, you must have Administrator permission on that folder.

3. Click **OK** to save the selections and to close the **Select Folder(s)** dialog box.

The names of the selected folders appear in the upper left corner of the search criteria area. If you select **Select All**, then **All Folders** appears in the upper left corner of the search criteria area. The default is **All Folders**.

If the search criteria area does not display the name of the folder that you selected in the **Select Folder(s)** dialog box, press **F5** to refresh the browser screen.

## Customizing search fields

The default search fields depend on the content type that you selected in the **Show** field. For example, the default content type is **All**, and it has one default search field: **Date**.

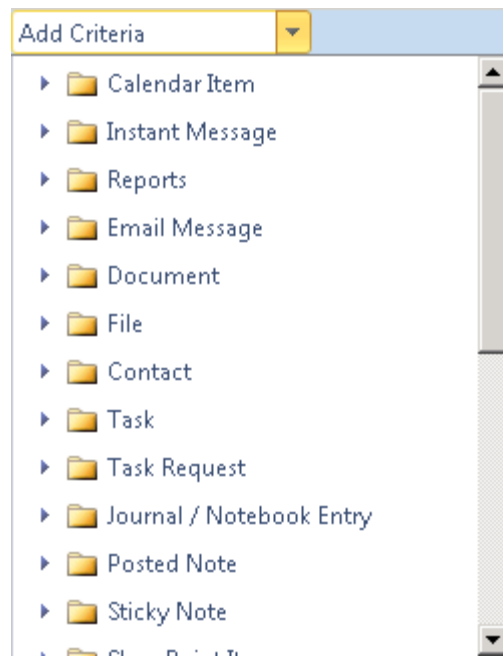
The unlabeled keyword field is always available. You cannot remove the unlabeled keyword field.

## Adding a search field

Perform the following steps to add a search field.

### Procedure

1. In the search criteria area, click **Add Criteria**.
2. Select the field that you want to add from the **Add Criteria** list box:
  - The available fields depend on the content type that you selected in the **Show** field.
  - The search criteria area refreshes.
  - The selected field is added to the bottom of the search criteria area.

**Figure 24** Example: Add Criteria list for All content types

**Note:** A screen resolution of 800x600 does not provide enough room to display the Add Criteria submenus. Resize the search pane to make it larger, then resize the preview pane to make it smaller.

## Changing a search field

For a content type, you can change any search field to another search field in one step.

For example, for the Email content type, you can change the **Subject** field to the **Body** field.

## Retention of values in search fields

For a content type, values are retained when you change fields of the same data type.

For example, assume that you select Email as the content type and specify agenda in the **Subject** field. If you change that field to the **Body** field, then change it back to the **Subject** field, the value agenda would display in the **Subject** field.

However, if you switch between the **Subject** field and a field of a different data type, such as **Priority**, the value would not be retained in the **Subject** field.

For example, for the Email Message content type:

- Value retention works for fields with the following data types:
  - Text—Body, Subject, Attachment Content, Attachment Name.
  - Address—Recipient, Sender, Owner.
  - Boolean—Has Attachments, Encrypted, Password Protected.
- Value retention does not work for fields that are combo types (drop-downs): Date, Priority, Sensitivity, Item Type.

## Changing a search field

Perform the following steps to change a search field.

### Procedure

1. In the search criteria area, click the label of the search field that you want to change.
2. Select the field that you want from the drop-down list. The search criteria area refreshes.  
The original search field changes to the field that you selected.

## Removing a search field

The unlabeled keyword field is always available. You cannot remove the unlabeled keyword field.

### About this task

Perform the following steps to remove a search field.

### Procedure

1. In the search criteria area, click the label of the search field that you want to remove.
2. Select **Remove** from the drop-down list.

The search criteria area refreshes and the search field no longer displays.

## Resetting search fields and clearing search results

To revert to the default search fields and clear results, click the New Search icon in the toolbar.

**Figure 25** New Search icon



## Specifying recipient, sender, or owner

This section includes information about recipient, sender, or owner searches.

### Using the Sender, Recipient, or Owner field

The limitations that are described in this section for the **Sender** or **Recipient** field also apply to the **Recipient** field.

In Dell EMC SourceOne 6.7.x and earlier, the **Sender** or **Recipient** field produced different results depending on whether the mail was archived using historical archiving or journaling.

When mail that was sent to distribution lists is archived through historical archiving, the **Sender** or **Recipient** field might produce incomplete search results. This problem occurs because the distribution list was not expanded when the mail that was sent to the distribution list was archived from the mailbox.

With historical archiving, the archive does not know the valid members of the distribution list when the message was sent. As a result, the person is marked as an Owner of the messages in the mailbox but not as a recipient. If the person's name is found in the **To** field, **Cc** field, or both, that person is marked as a recipient as well as an Owner.

When historical archiving is used to archive messages, the **Sender** or **Recipient** field works for mail that is sent by the person that the search is being performed on or received by the person

explicitly. The search does not return mail that the person received through a distribution list or BCC.

To search for that mail, use the **Owner** field.

With the introduction of SourceOne Email Management 6.8, Sender or Recipient email searches return email messages where the specified recipients were Bcc'd or a member of a Distribution List when the message list is archived using journaling.


## Specifying addresses

There are two ways to specify addresses in the **Recipient**, **Sender**, **Sender or Recipient**, or **Owner** field. Each method generates a different type of search.

### Address book

When you select an address from the address book, an exact search is generated for the selected address. Only messages with that exact address are returned.

For example, if you select **Alana E Raysor** from the address book in the **Recipient** field, only messages that are received from Alana E Raysor are returned. Messages from other users with the name Alana are not returned.

 **Note:** When you select a user from the address book, the search includes all the addresses that are known by the mail server for the user.

### Manual entry


Search terms are interpreted differently in address-type fields than in text fields.

#### Single search term

When you manually type a single search term into the **Recipient**, **Sender Recipient**, or **Sender** field, a partial search is generated.

Messages with addresses that contain the specified address are returned. For example, if you manually type the single search term *Alana* into the **Recipient** field, messages whose recipients are *Alana E Gaymon* and *Alana E Raysor* are returned.

Manually type an address in the **Owner** field to search for messages belonging to a user no longer in the address book.

 **Note:** If you type an address in the **Owner** field, type the full address exactly as it was journaled. Unlike other address fields, partial searches are not performed on the **Owner** field.

The maximum number of characters you can type in an address field is 255.

#### Multiple search terms

Separate multiple search terms with semicolons in environments with Microsoft Exchange and Microsoft Outlook or commas in environments with IBM Domino and IBM Notes.

For example, to search for the recipients *Alana E Gaymon* and *Allan E Cluff* in a Microsoft Exchange environment, type the following:

```
Alana E Gaymon;Allan E Cluff
```



## NOT (-) operator

The NOT (-) operator is not supported for address fields (Sender, Recipient, Sender or Recipient, or Owner).

## About index and address searches

When you manually type an address in the Recipient or Sender field, the full-text indexes are searched.

If indexing is not enabled, a search of the full-text indexes is not possible.

To search on addresses if indexing is not enabled:

1. Select addresses from the address book.
2. Ensure that the specified value is an exact match of the address that was stored for the ingested email.

## Selecting names from the address book

Perform the following steps to select a recipient, sender, or owner from the address book.

### About this task

If a timeout occurs when you use the **Find Names** dialog box, the Dell EMC SourceOne system administrator can use the **Admin console** to lower the value of the **Maximum address book entries** setting in the **Application Configuration > Web Search > Server Settings**.

### Procedure

1. Click the address book icon in the **Recipient**, **Sender**, or **Owner** field.  
The **Find Names** dialog box appears.
2. Select the mail system **Exchange** or **Domino**. The email system determines the fields that are available in the **Find Names** dialog box.

**Figure 26** Find Names Exchange

3. Perform the following tasks for a IBM Domino environment that does not use LDAP:

- a. In the **Choose Directory** field, select a IBM Domino directory.

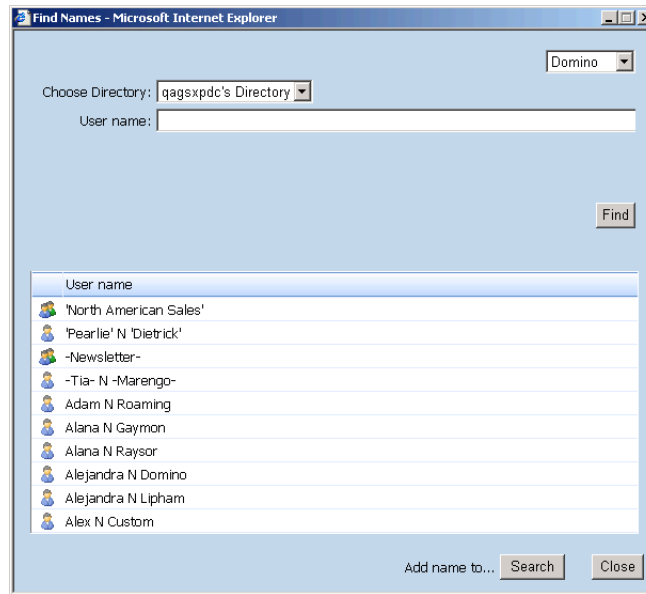
The first page of the selected IBM Domino directory appears.

- b. Type a partial name in the **Username** field, then click **Find** to go directly to that point in the directory.

If you type a username that does not match any names in the directory, then the following message appears:

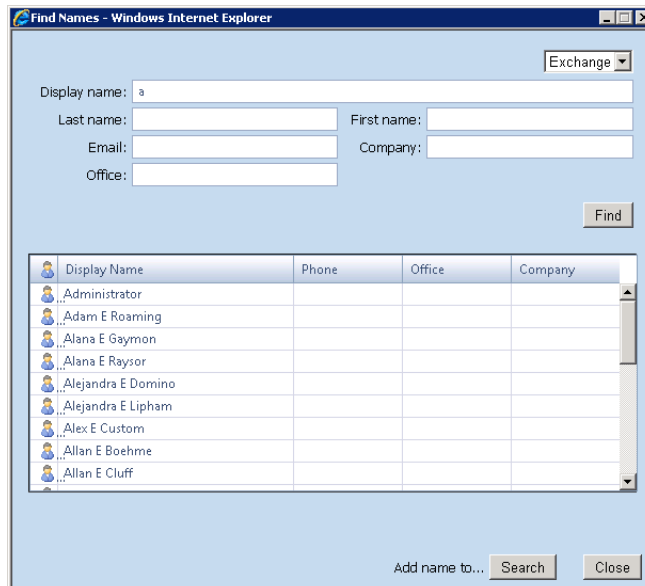
No results to display. Specify search criteria.

**Figure 27** Find Names Domino



4. For Exchange or a Domino environment that uses LDAP, perform the following tasks to search for a name using any combination of fields in the **Find Names** dialog box:

**Figure 28** Find Names Exchange and Domino




- a. Type the search criteria in the fields.

Search on the following LDAP special characters:

\* ( ) \

The asterisk (\*) is a searchable character, not a wildcard character in the **Find Names** dialog box. Begins with wildcard functionality is built in for the **Display name**, **Last name**, and **First name** fields. For example, typing only the character a is equivalent to a wildcard search of a\*.

 **Note:** In IBM Domino environments only, to search on Company, enable that field in the IBM Domino Admin client.

- b. Click **Find**. The **Find Names** dialog box lists names that match the criteria. Sort on any of the columns.
5. Select the names that you want to copy to the **EMC SourceOne Search** page, then click **Search**.

The selected names appear above the field in the search criteria area on the **EMC SourceOne Search** page.

**Figure 29** Selected names above address field



To remove a name on the **EMC SourceOne Search** page, select the name, then press the **Delete** key.

6. Perform the following tasks to specify both Microsoft Exchange and IBM Domino addresses in the same search field:
  - a. In the **Find Names** dialog box, select the other mail system **Exchange** or **Domino**. The list of previously selected names clears.
  - b. Repeat steps 3 and 4.
7. When you are finished finding names, click **Close** to close the **Find Names** dialog box.

## Typing names manually

To type names manually, type display names in the **Recipient**, **Sender**, or **Owner** field:

- If you type an address in the **Owner** field, type the full address exactly as it was archived. Unlike other address fields, partial searches are not performed on the **Owner** field.
- Separate display names with semicolons in environments with Microsoft Exchange and Microsoft Outlook, or commas in environments with IBM Domino and IBM Notes.
- If a display name contains semicolons or commas, for example, John's Mailbox, select the user from the address book.
- The maximum number of characters you can type in an address field is 255.
- You cannot search on domain names, such as jdoe@xyz.com. For messages journaled from Microsoft Exchange or IBM Domino, SMTP addresses do not exist. Type the display name, not the SMTP address.

## Specifying a date

The **Date** field is available for all content types.

Depending on the content type that you select, additional date fields are available to use as search criteria, such as **Start Date**, **Creation Date**, and **Date Last Modified**.

**Note:** The date is displayed according to the date format specified in regional settings on the Search Web server.

## Date field

The Date search field is displayed by default.

This date represents the most significant date for the content type that you selected in the **Show** field.

### Default date range

If the system administrator defines a default sliding date range, then the **Date** fields are automatically populated.

**Figure 30** Example of default date range on or before

A screenshot of a search interface showing a dropdown menu with 'Date' selected, followed by a dropdown menu with 'on or before' selected, and a text field containing '04/13/10'.

**Figure 31** Example of default range on or after

A screenshot of a search interface showing a dropdown menu with 'Date' selected, followed by a dropdown menu with 'on or after' selected, and a text field containing '04/27/09'.

**Figure 32** Example of default range between

A screenshot of two search interface elements. The top one shows a dropdown menu with 'Date' selected, followed by a dropdown menu with 'on or before' selected, and a text field containing '04/13/10'. The bottom one shows a dropdown menu with 'Date' selected, followed by a dropdown menu with 'on or after' selected, and a text field containing '04/27/09'.

The default sliding date range is based on today's date, and is updated when you perform any of the following actions:

- Select **New Search** to create a search.
- Select a different **Search Type**.
- Select a content type in the **Show** field.
- Run a search for the first time.

The default sliding date range is not updated for a previously run search until the system disposes of the search results (by default, after seven days). You can override the default dates or remove the **Date** fields.

### Specifying a date

You can specify a date in the **Date** field.

#### Procedure

1. In the first part of the **Date** field, select one of the following options:
  - **on**—Use to specify a single date. When you select the on operator, you cannot select a time. The on operator searches between 12:00 AM and 11:59:59 PM on the date you specify.
  - **on or after**—Use to specify the start date for an open-ended date range.
  - **on or before**—Use to specify the end date for an open-ended date range. When you select the on or before operator:
    - The time defaults to 11:59 PM.
    - When the search runs, 59 s are added so that the default time is 11:59:59 PM
2. In the second part of the **Date** field, click the drop-down arrow, then select a date from the calendar.

The default is today's date. The minimum date is January 1, 1970. The maximum date is January 1, 2038. If you type an invalid date, then the date reverts to its original valid value when you click **Find**.

## Specifying a range between two dates

You can specify a range between two dates.

### Procedure

1. Add two **Date** fields.
2. In the first **Date** field, select **on or after** and specify the start date.
3. In the second **Date** field, select **on or before** and specify the end date.



#### Note:

You are not prevented from creating an illogical search that can never return any results.

For example, assume that you search using two **Date** fields, with the first **Date** field set to **on or after** tomorrow and the second **Date** field set to **on or before** yesterday. There are no possible matches, so no results are returned.

For date range searches, Dell EMC recommends using full-text index type searches.

## Specifying an item size

You can specify an item size.

### Procedure

1. In the first part of the **Size** field, select one of the following options:
  - **equals**—Use to specify a size.
  - **greater than**—Use to specify the smallest size for an open-ended size range.
  - **less than**—Use to specify the largest size for an open-ended size range.
2. In the second part of the **Size** field, type a size in bytes.

## Specifying a range between two sizes

You can specify a range between two sizes.

### Procedure

1. Add another **Size** field.
2. In the first **Size** field, select **greater than** and specify the smallest size.
3. In the second **Size** field, select **less than** and specify the largest size.

You are not prevented from creating an illogical search that can never return any results. For example, assume that you search using two **Size** fields, with the first **Size** field set to **less than** and the second **Size** field set to **greater than**. There are no possible matches, so no results are returned.

## Indexing Error and Any Unindexed Content fields

Search not only finds and returns content that was indexed, but also find items that could not be indexed.

Search results can include the following:

- Items that were indexed.
- Items that match the ownership criteria, but could not be indexed due to encryption. For example, a message body that is encrypted.
- Items that match the ownership criteria, but have attachments that could not be indexed due to encryption or password protection.
- Items, and their attachments, that match the ownership criteria, but that could not be indexed due to an indexing error.

To find items that could not be indexed, use one of the following search fields:

- Any Unindexed Content—Set to **Yes** to find items that could not be indexed for any reason. For example, encryption, password protection or indexing errors.
- Indexing Error—Set to **Yes** to find items that could not be indexed due to indexing errors only, not due to encryption or password protection. An Indexing Error column is available for display in search results.

## Saving search criteria

When you save search criteria, the search fields and their values are saved. The search folders that are selected to be searched are not saved. Search results are not saved.

### About this task

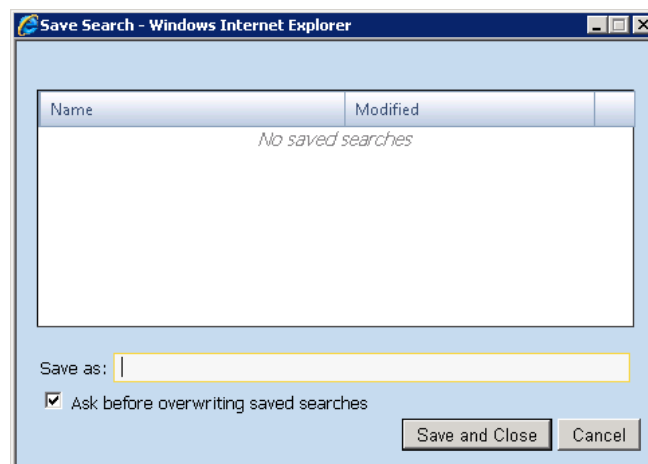
Perform the following steps to save the current search criteria.

### Procedure

1. In the toolbar, click the **Save Search** icon.

The **Save Search** dialog box appears.

**Figure 33** Save Search



2. In the **Save as** field, type a name for the saved search criteria.
3. Perform one of the following steps:

- To be warned before saved searches are overwritten, select the **Ask before overwriting saved searches** checkbox.
  - To overwrite saved searches without being warned, clear the **Ask before overwriting saved searches** checkbox.
4. Click **Save and Close**.

## Deleting saved search criteria

Perform the following steps to delete saved search criteria.

### Procedure

1. In the toolbar, click either the **Open Search** icon or the **Save Search** icon.
2. In the **Open Search** or **Save Search** dialog box, click the **X** next to the saved search that you want to delete.
3. At the following prompt, click **OK** to confirm the delete:

Are you sure you want to delete this saved search?

4. At the following prompt, click **OK**. The following message appears:

Delete successful!

## Performing a delegate search

Search the archive based on delegate permissions configured in Microsoft Outlook or IBM Lotus Notes.

Review the following considerations before performing a delegate search.

- If the system administrator has enabled it, delegate search (Search As) is available for **My Items**, **My Contributed Items**, and **All Items** search types. It is never available for **Administrator** and **My Files** search types.
- You can search another user's email if you have been allowed delegate access by that user or by the system administrator.
- A user can search the email if you or the system administrator allow that user delegate access.
  - ① **Note:** In IBM Lotus Notes, do not select any groups. For Notes, delegate users can perform a delegate search as a user, not as a group or a member of a group.
- A delegate search does not enable the delegate user to edit or delete items returned by a search.

## Understanding delegate search permissions

The following sections describe information on specifying delegate permissions for Microsoft Exchange or Microsoft Outlook and IBM Lotus Domino or IBM Lotus Notes.

### Microsoft Exchange/Outlook

For Microsoft Exchange or Microsoft Outlook, specify delegate permissions as follows.

- In the Exchange Management Console or Active Directory, at the mailbox level, system administrators can allow Full Mailbox Access on a mailbox to users or groups.

**Note:** Accounts granted Full Mailbox Access at the Microsoft Exchange server level, store level, or database level do not have delegate permission in SourceOne Search.

- In Microsoft Outlook, you can grant delegate users access to the entire mailbox or you can limit access to specific folders in the mailbox.

If the delegate user does not have full access to a mailbox, then Search uses the mailbox folder-level permissions that are defined in Microsoft Outlook.

The following table lists the item types that can be returned in a delegate search that is based on the user's delegate permissions in Microsoft Outlook.

**Table 7** Item types

Microsoft Outlook folder	Item type that is returned in a delegate search
Inbox	Email Message, Read Report, Other Report
Calendar	Meeting, Appointment, Notice
Tasks/To Do	Task, Task Request
Contacts	Contact
Notes	Sticky Note
Journal	Journal Entry

**Note:** In Microsoft Outlook, delegate permission on only the **Inbox** folder does not limit a delegate search to email messages that were archived from the **Inbox**. A user who has delegate permission on the **Inbox** folder can search for email messages that were archived from the other folders in that mailbox.

## IBM Lotus Domino/Notes

For IBM Lotus Domino or IBM Lotus Notes, assigning delegate permissions to another user is all or nothing on the entire mailbox. You cannot limit delegate actions to specific mail folders. Any delegate permission grants **Search As** rights to all items for a user in SourceOne Search.

For example, In IBM Lotus Domino or IBM Lotus Notes, assume that you grant delegate permission to John Doe for only the **Calendar** items. SourceOne Search allows John Doe **Search As** rights not only to the **Calendar** items, but also to all the other email items.

## Searching the email of another user as a delegate

Perform the following steps to search the email of another user as a delegate.

### About this task

Perform a delegate search as one user at a time.

Existing search results are cleared when you change from one Search As user to another Search As user.

### Procedure

1. The other user or the system administrator must first allow you delegate access.

For IBM Domino and Notes, perform a delegated search as a user, not as a group or a member of a group.

2. Log in to **Search** as yourself.
3. In the toolbar, click **Search As**.



4. In the **Find Name** dialog box, perform the following tasks to search for and select the user whose email you want to search for which you have delegate access:
  - a. Select the user from the list.
  - b. Click **Search As**.

The **Find Name** dialog box closes.

In the Search toolbar, the **Search As** button displays the name of the selected user.

5. In the Dell EMC SourceOne **Search Type** field, select **My Items** or **My Contributed Items**.  
The list updates to display the search types available for the user that you selected.
6. Specify other search criteria, then click **Find**.

The search results list matching messages for the user you specified, not the messages. You cannot edit or delete items that a delegate search finds.

## Changing from delegate search to non-delegate search

Perform the following steps to change from delegate search to non-delegate search.

### Procedure

1. In the Search toolbar, click **Search As *delegate\_user***.
2. In the **Find Name** dialog box, click **Search as myself**.

The **Find Name** dialog box closes.

Existing search results are cleared when you change from a delegate search to a non-delegate search.



# CHAPTER 3

## Running and Monitoring Searches

This section contains the following topics.

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- [Monitoring search progress](#)..... 60
- [Stopping a running search](#)..... 60
- [Understanding error messages and warnings](#)..... 60
- [About search jobs](#)..... 61
- [Re-running searches](#)..... 62

## Running a search

After you specify search criteria, click Find or press Enter to run the search.

## Monitoring search progress

This section describes monitoring search progress.

The following occurs while the search is in progress:

- The button label changes from **Find** to **Stop**.
- An animated magnifying glass icon is displayed.

The word `Searching` appears in the results pane.

At the top of the search results area, the page indicates the total number of results.

## Stopping a running search

You can stop a search that is in progress. When you select Stop, the search does not stop immediately.

You cannot resume a stopped search. Start the search again from the beginning.

## Understanding error messages and warnings


The following sections describe how to understand error messages and warnings.

### No search criteria specified

If you do not specify any search criteria, the following confirmation prompt appears when the search starts.

No Criteria Specified: No search criteria was specified. Running this search will return all items in the archive. Are you sure you want to continue?

Perform one of the following steps:

- If you want the search to find and return all the items in the archive, click **Yes**.  
 **Note:** Searching without criteria is not recommended. The search takes a long time and system performance is affected.
- If you want to cancel the search, click **No**. Specify search criteria and start the search again.

## Errors

If an error occurs during a search, an error message appears in the search criteria area above the results area.

For Administrator searches, additional error messages may display as described in the following table.

**Table 8** Search error messages

Error message	Description
Permission denied.	You do not have Admin permissions on the folders that you selected to search.
The specified search criteria is invalid.	You typed criteria incorrectly in one or more search fields.
Unable to start the specified task.	The search job was not able to start.
One or more indexes are unavailable. Search results may be incomplete.	A full-text index search was run against a folder that is not indexed, or the indexes that are associated with the folder are offline
An unknown error occurred.	An error occurred that is not covered by the other error messages.
Failed to retrieve item.	A <b>Restore</b> operation failed. This message is more likely to appear in the <b>Failure Report</b> dialog box.
Failed to store item.	A <b>Copy To</b> operation failed. This message is more likely to appear in the <b>Failure Report</b> dialog box.
Failed to delete item.	A <b>Delete</b> operation failed. This message is more likely to appear in the <b>Failure Report</b> dialog box.

## About search jobs

Every search generates a job, which administrators can monitor in the Job Management node of the Dell EMC SourceOne console.

Refer to the *SourceOne Email Management Administration Guide* for details.

The status of the job affects the running search. The following table describes the possible job states, and the effect of each state on a running search.

**Table 9** Effect of job status on running search

Job Status	Effect on Running Search
Waiting	Search continues.
Running	
Resuming	
Complete	Search stops.
Suspended	
Stopped	
Failed	Error message appears.

## Re-running searches

Time zone changes affect the results of new searches, not the results of existing searches that you rerun.

For example, assume you run a search that includes data criteria, and you save the search.

If you change the time zone and rerun the search, the results are for the original time zone. The original search contains the original time that is based on the original time zone. Time zone changes do not affect the results of existing searches that are rerun for the following reasons::

- The reloaded search correctly matches the reloaded search results.
- Re-running the saved search maintains the originally intended time window.

If you change the time zone, and then create and run a new search that includes date criteria, the results reflect the new time zone.

# CHAPTER 4

## Working with Search Results

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## Introduction

The search results area displays the list of items that match search criteria. You can add and remove the columns that appear in search results.

## Considerations and limitations

The following is a list of items to consider or known limitations when working with search results.

- In a mixed mail environment that has both Microsoft Exchange and IBM Domino, Microsoft Outlook must be the default mail client. Otherwise, errors may occur when you try to preview or open a message.
- By design for both **Administrator** and user searches, Search does not display BCC information in results. To see BCC information that is displayed in results, use SourceOne Discovery Manager.
- If SMTP address reuse was configured in Dell EMC SourceOne, the date ranges of the **My Items** and **My Contributed Items** searches are restricted to the hire date. **My Items** and **My Contributed Items** searches will only return search results on or after that hire date. In the search criteria, no new **Date** fields are filled in automatically, and you are not prevented from specifying a date range that starts before the hire date.

**Administrator**, **All Items**, and **My Files** searches are not affected.

- In IBM Domino and IBM Notes environments, calendar entries that are sent from a Blackberry device may appear twice in search results. For compliance reasons, Dell EMC SourceOne archives a calendar entry again if the content changes.
- An IBM Notes user who has a base template and a localized template can see two Inbox folders that are displayed when restoring email from Search results. Although the Inbox is listed twice, it represents a single Inbox. If the user selects either Inbox then the message restores correctly.
- Archived files and Microsoft SharePoint content may appear in **My Contributed Items** searches. If files and Microsoft SharePoint items were archived to an Organization folder that is converted to a Personal or Community folder with the Folder Conversion utility, then those archived items can appear in **My Contributed Items** search results. You can select files and Microsoft SharePoint items in search results for deletion. However, the deletion does not occur, and an error message appears.
- Legal Hold folders are not available in Search. To copy items to Legal Hold folders, use the Full edition of SourceOne Discovery Manager.
- If the **Enable Indexing** checkbox on the **New Archive Folder** page is clear, it is impossible to search for file content that is archived to an archive folder by file names or by pathnames. When you do not want to perform a full-text index of all file content, but want to index and search metadata, including file names and pathnames, perform the following:
  1. Select the **Enable Indexing** checkbox.
  2. Clear the **Content Cache** checkbox.
  3. Clear the **Attachment Indexing** checkbox.
- Search results can differ depending on whether Dell EMC SourceOne Search performs a SQL or a full-text index query.



## SQL or full-text index queries

Search performs searches using either SQL or full-text index (FTI) queries. If content is archived to folders without indexing (Enable Indexing checkbox on the New Archive Folder page is clear), an FTI search may not find items in those folders.

Only the following search fields are candidates for SQL queries:

- **Date**
- **Entry ID**
- **Item Type**
- **Platform Type**
- **Sensitivity/Mood**
- **Has Attachments**
- **Size**

When performing queries using the **Size** search field, search results can differ depending on whether Dell EMC SourceOne performs a SQL or an FTI query. For SQL queries, Dell EMC SourceOne considers the parent message size but not the size of an embedded message. When performing FTI queries, Dell EMC SourceOne considers both the parent message size and the size of an embedded message.

For example, consider the following scenario:

- Search criteria is Size greater than 10000.
- In the dataset, a parent message exists with an attachment that is an embedded message. Attributes are as follows:
  - Parent message size is 2500 bytes.
  - Embedded message size is 15,000 bytes.

For SQL queries, the parent message does not appear in the search results because the message size of 2500 is less than 10000.

For FTI queries, the parent message appears in the search results because the embedded message size of 15000 is greater than 10000.

- **Owner**
- **Sender**, only when selected from the address book
- **Recipient**, only when selected from the address book
- **Sender or Recipient**, only when selected from the address book

Using any other search fields results in an FTI query.

A search that uses the SQL search fields does not guarantee that the SQL query runs. The query method that Search uses is dynamic. Consider the following:

- If a search uses the SQL search fields that are listed previously, but the resulting search expression is complex or large, then Dell EMC SourceOne performs an FTI query because SQL is a subset of FTI.
- If you perform a search that specifies a result column that is only available in the FTI, then Dell EMC SourceOne performs an FTI query to return the requested result.

## Browsing search results

The following sections describe browsing search results.

### Specifying page size

Review the following section for specifying page size.

The following values determines the number of items that are displayed on one page of results:

- The default set by the system administrator in the Dell EMC SourceOne Console.
- The value that you select in the **Page Size** field in the navigation toolbar.

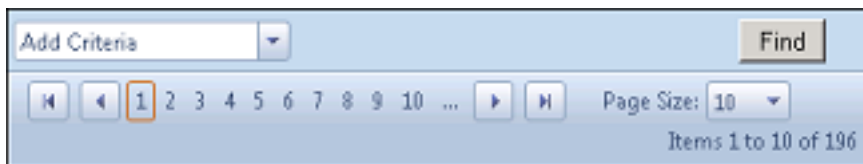
**Note:** Valid page size values are 10, 20, or 50. The **Page Size** value in the **Options** dialog box from a previous versions of Dell EMC SourceOne remains in effect until you select a new value.

### Paging through results

If there are too many items to display on one page that is based on the **Page Size** value, then the items are grouped into pages.

As results are being returned, the navigation toolbar shows the number of items that are returned so far. When the search is complete, the navigation toolbar shows the total number of items that are returned and the range of row IDs for the items on the current page.

**Figure 34** Navigation toolbar search results



To see the results on the other pages, perform one of the following steps:

- Click a page number to go directly to that page.
- Use the navigation icons that are described in the following table.

**Table 10** Navigation icons

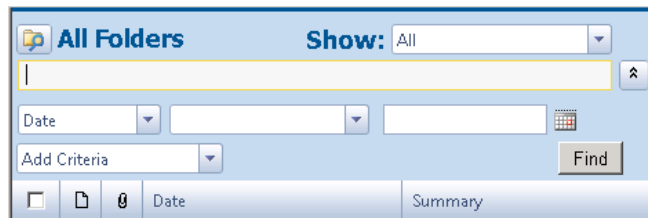
Icon	Description
	First—Displays the first page of results.
	Previous—Displays the previous page of results.
	Next—Displays the next page of results.
	Last—Displays the last page of results.

## Adjusting the size of the search results area

To increase the size of the search results area, perform the following steps.

- Maximize the browser window.
- Click the double arrow to hide the search criteria area.

**Figure 35** Hiding search criteria area



- To increase the size of the search results area, drag the left edge of the preview pane to the right.

## Adding and removing columns in search results

Certain columns are displayed by default in search results, depending on the content type.

Consider to the following when adding and removing columns in search results:

- To add and remove columns in search results, use the **Choose columns** checkboxes in the **Options** dialog box.
- Specify the columns before you run a search. If you specify certain columns after a search runs, and click **Save** in the **Options** dialog box, then the following alert appears:

The following columns were added but data may not be available until the next search is run.

- If you do not rerun the search after you add columns, those columns may be empty in search results.
- Both the search criteria fields, and the results columns that you select determine whether a relational search or a full-text index search is performed.
- If you select any columns that are full-text index only, a full-text index search is performed even if the search criteria fields by themselves could have supported a relational-only search. This full-text index search ensures that complete results are returned.

## Adjusting column widths

Perform the following tasks to adjust column widths.

### Procedure

1. To adjust column widths dynamically as you resize browser window, select the **Fit columns to screen** checkbox in the **Options** dialog box.
2. To display a horizontal scrollbar, clear the **Fit columns to screen** checkbox in the **Options** dialog box.
3. To adjust individual column width, drag the edge of the column header to the left or right.

## Changing order of columns

To change the order of columns in search results, drag-and-drop a column label to the left or right, as appropriate. Blue arrows indicate where to drop the column label.

## Changing sort column and sort order

To specify the column on which to sort results, click that column. A triangle appears which indicates the sort order of ascending or descending.

You cannot sort on the **Summary** column. It is a presentation-only column alias. The **Summary** column is displayed only in the **All** view.

You can toggle the sort order of a column by clicking the column multiple times.

If you add a column after a search runs, you must rerun the search before you can sort on that column.

## Selecting items

Use the checkboxes in the first column to select items in search results. You can select items across pages.

**Table 11** Selecting items

To select	Perform in the checkbox column
All items	Click the top checkbox in the column header.
Single item	Click checkbox for that message.
Multiple contiguous items	<b>Shift-Click</b>
Multiple noncontiguous items	<b>Ctrl-Click</b>

 **Note:** Before right-clicking an item to select an option from the menu, select the item.

## Previewing an item

To preview an item, click the item in the search results.

Consider the following when previewing items:

- Large content may take a few minutes to appear in the preview pane.
- Dell EMC SourceOne does not display encrypted content in the preview pane.
- When you use the up-arrow and down-arrow to move through the search results, the preview pane updates when you stay on a row for about 0.75 seconds.

## Previewing content-specific information

The preview pane shows information about the item that you selected. The fields that are shown depend on the content type of the selected item.

## Previewing attachments

Content that is associated with the item is shown as an attachment.

The display of attachments depends on whether the system administrator allows the attachment file type (file name extension).

For example:

- The names of restricted attachments display as plain text. Open the item to access the attachment.
- The names of allowed attachments are shown as links.

## Previewing files

This section describes previewing files.

### Path Name and attributes

Review this section for path names and attributes.

For files, the **Path Name** field lists the following:

- The file locations—Locations are shown only for files archived with SourceOne for File Systems 6.8 or later.
  - For Administrator searches, the **Pathname** field lists all the locations from which the file was archived.
  - For My Files searches, the **Pathname** field lists only the locations for which the user has access.
- The file attributes—For each location, the attributes that the file had at archive time. The names of the attributes are abbreviated, and can include the following:
  - **Archive (A)**
  - **Compressed (C)**
  - **Encrypted (E)**
  - **Hidden (H)**
  - **Offline (O)**
  - **Read-only (R)**
  - **System (S)**

### Large files

Consider the following points concerning archive support for large files.

- For files larger than 2 GB, the item size appears as 2147483647 or greater in the **Size** (bytes) column of the search results grid. The **Preview** pane shows the full size of the file.
- For files archived before Dell EMC SourceOne 7.0 that are larger than 10 MB, the **Creation Date** and **Last Access Time** fields display the following hyperlink:

[Click to retrieve \(may be slow\)](#)

These hyperlinks do not appear for files that were archive in Dell EMC SourceOne 7.0 and later.

## Displaying date time fields for multiple locations

For a file with multiple locations, one set of date time information is displayed, based on the first location archived. This setting was implemented for performance reasons.

The date time fields include:

- Creation Date
- Last Modified Date
- Last Access Time
- Archive Time

## Previewing files that were indexed-in-place in a virtual folder

If you try to preview a file that was index-in-placed in a virtual folder and then was modified, deleted, renamed, or moved, the following error message appears.

```
No preview is available for this file, because it has been modified on the original file server. Run the index in place activity again to refresh the database and index.
```

```
Consult the system administrator.
```

## Printing the preview pane

Perform the following step to print the preview pane.

### Procedure

1. In the search results, select the item to display it in the **preview** pane.
2. Perform one of the following steps:
  - Right-click the item in the preview pane, then select **Print**.
  - In the toolbar, click the **Print** icon.
3. In the **Print** dialog box, specify print options.

**Figure 36** Print icon



## Opening items

This section includes information about opening items.

### Considerations and limitations

The following are considerations and limitations when opening items.

- Pausing and resuming a download is not supported.
- If you double-click a message with many addresses in the **To**, **Cc**, or **Bcc** fields, the following error appears:

An error occurred retrieving the requested file.

### Opening different content types

The following table summarizes what happens when you double-click items of various content types from different sources. This behavior also depends on whether you log in using Microsoft Windows or IBM Domino.

For example, when Outlook is installed on the client computer, you can open an IBM Notes message in Microsoft Windows and view it in Microsoft Outlook. The message has low fidelity. Consider the following before opening different content types:

- Log in to the **Web Search** application using the Windows credentials.
- Perform an **Administrator** or **All Items** search.

Only the **Email Message** content type is supported. An error occurs if you try to open other IBM Notes item types, such as an **Appointment**. The following table describes how to open items from different sources by using both Microsoft Windows and IBM Lotus Domino logins.

**Table 12** Opening items

Source	Microsoft Windows login	IBM Lotus Domino login
Exchange	Open or download the Exchange message if you have Outlook installed on the computer.	<p>The behavior depends on the item's content type:</p> <ul style="list-style-type: none"> <li>• Open or download an Email item if you have the ONM Viewer installed on the computer.</li> <li>• Open or download the first attachment of a Document item.</li> <li>• You cannot open other content types. An error message appears above the search results area.</li> </ul>
Domino	The behavior depends on the item's content type:	Open or download the Notes message if you have the ONM Viewer installed on the computer.

**Table 12** Opening items (continued)

Source	Microsoft Windows login	IBM Lotus Domino login
	<ul style="list-style-type: none"> <li>• Open or download an Email item if you have Outlook installed on the computer.</li> <li>• Open or download the first attachment of a Document item.</li> <li>• You cannot open other content types. An error message appears above the search results area.</li> </ul>	
SMTP/MIME	<p>The behavior depends on whether the site has enabled or disabled the <b>Enable Open MIME Native</b> option in the Dell EMC SourceOne Admin console. If the <b>Enable Open MIME Native</b> option is disabled, then the behavior depends on the item's content type:</p> <ul style="list-style-type: none"> <li>• Open or download an Email item if you have Outlook installed on the computer.</li> <li>• Open or download the first attachment of a Document item.</li> <li>• You cannot open other content types. An error message appears above the search results area.</li> </ul> <p>If the <b>Enable Open MIME Native</b> option is enabled (default), SMTP/MIME items are not converted, the native EML message is downloaded. To configure Outlook to open EML files, refer to the <i>SourceOne Email Management Administration Guide</i>.</p>	<p>The behavior depends on whether the site has enabled or disabled the <b>Enable Open MIME Native</b> option in the Dell EMC SourceOne Admin console. If the <b>Enable Open MIME Native</b> option is disabled, then the behavior depends on the item's content type:</p> <ul style="list-style-type: none"> <li>• Open or download an Email item if you have the ONM Viewer installed on the computer.</li> <li>• Open or download the first attachment of a Document item.</li> <li>• You cannot open other content types. An error message appears above the search results area.</li> </ul> <p>If the <b>Enable Open MIME Native</b> option is enabled (default), SMTP/MIME items are not converted; the native EML message is downloaded.</p>
SharePoint	<p>The behavior depends on the item's content type:</p> <ul style="list-style-type: none"> <li>• Open or download an Email item if you have Outlook installed on the computer.</li> <li>• Open or download the first attachment of a Document item.</li> <li>• You cannot open other content types. An error message</li> </ul>	<p>The behavior depends on the item's content type:</p> <ul style="list-style-type: none"> <li>• Open or download an Email item if you have the ONM Viewer installed on the computer.</li> <li>• Open or download the first attachment of a Document item.</li> <li>• You cannot open other content types. An error message</li> </ul>



**Table 12** Opening items (continued)

Source	Microsoft Windows login	IBM Lotus Domino login
	appears above the search results area.	appears above the search results area.
Files	Open or download the file content.	Open or download the file content.

## Opening a message

To download and open a message in its native format, you must have the mail client installed on the computer.

### Downloading the ONM Viewer for Notes messages

If you log on to Dell EMC SourceOne using an IBM Notes login, Dell EMC SourceOne opens all messages in Lotus Domino or Lotus Notes format.

#### Before you begin

- You need the ONM Viewer to open IBM Notes messages.
- If you search for Microsoft Exchange or Microsoft Outlook messages, and double-click a Microsoft Exchange or Microsoft Outlook message, you are prompted to install the Dell EMC ONM Viewer if it has not been installed. Dell EMC SourceOne is working as designed. The ONM Viewer does not support the viewing of repeating Notices. If you try to view a repeating Notice, the following error message appears:

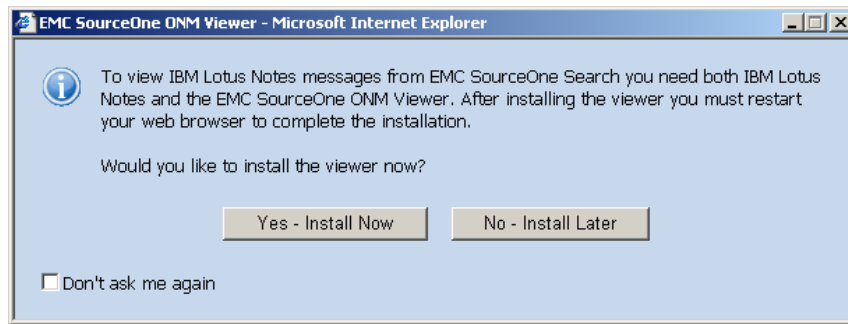
```
Restore or viewing of repeated Notes messages from the archive is not currently supported.
```

#### About this task

Perform the following steps to download the ONM Viewer.

#### Procedure

1. Consult a system administrator regarding the following:
  - The system administrator may have already installed the ONM Viewer on the computer.
  - If the system administrator did not install the ONM Viewer on the computer and has allowed users to install the viewer, you need the following software and privileges to download and install it:
    - .NET Framework version that is required by the version of Dell EMC SourceOne that the site has installed.
    - IBM Notes client is required for the ONM Viewer to open IBM Notes messages in Dell EMC SourceOne.
    - Local Admin privileges.
2. If the ONM Viewer is not installed on the computer, then the first time you double-click an IBM Notes message in search results, a prompt appears.

**Figure 37** ONM Viewer prompt

3. Perform one of the following steps:

- If you do not want to see the prompt again on this computer, select the **Don't ask me again** checkbox.
- If you do want to see the prompt again on this computer, clear the **Don't ask me again** checkbox (default).

**Note:** If a newer version of the ONM Viewer is available, then the download prompt will appear even if you selected the **Don't ask me again** checkbox.

4. Perform one of the following steps:

- Click **Yes–Install Now** to install the ONM Viewer. In the **File Download** dialog box, click **Open**. The installation starts.
- Click **No–Install Later** to skip installing the ONM Viewer. In the **File Download** dialog box, click **Save** to download the Notes message, in ONM file format, to the computer for viewing later, after you install the ONM Viewer.

5. Restart the Web browser to complete the installation of the ONM Viewer, otherwise the following error message appears:

```
ExNotesApi.dll was not found
```

## Disabling the Notes prompt

If IBM Notes is not the default mail client, when you use the ONM Viewer, a IBM Notes dialog box prompts you to set IBM Notes as the default mail client. Disable the IBM Notes prompt:

```
Lotus Notes is not currently set as the default email program. Would you like to set it now?
```

If the following requirements are met, the ONM Viewer prompts for the ONM password and the Notes password:

- Both the Microsoft Outlook mail client and the IBM Notes mail client are configured on the same computer.
- When you double-click a Notes message in search results, Microsoft Outlook is the default mail client, .  
If you supply the correct Notes password, an exception occurs.

To prevent exceptions from occurring, disable the Notes prompt by using one of the following steps:

- In the **Note prompt** dialog box, select the **In the future, do not perform this check** option.

- Disable the option in the user preferences of Notes.


## Downloading or opening a message

By default, messages are downloaded or opened in MSG format. If the system administrator enabled it, you can download or open SMTP or MIME messages in .eml format in Microsoft Outlook, providing better rendering of the message contents.

### About this task

You can open one message at a time.

You can perform mail operations on the open message, such as **Forward** or **Reply**.

 **Note:** Opening a message does not restore the message to the mailbox. Use the **Restore** icon in the toolbar to restore messages to the mailbox.

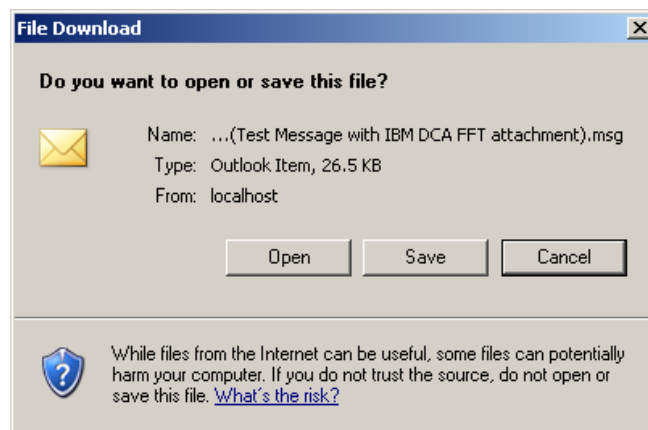
Perform the following steps to open a message.

### Procedure

1. Double-click the message in the search results.

The **File Download** dialog box appears.

**Figure 38** File Download MSG format




2. Perform one of the following steps:

- To open the message, select **Open**.

If you logged in to Dell EMC SourceOne using an IBM Notes login, then the **EMC Enter Password** dialog box appears for each message that you try to open. Type the IBM Notes password, then click **OK**.

If the mail client is installed on the computer, the message appears in its native mail client.

- To download the message, perform the following tasks:
  - a. Select **Save**.
  - b. Specify a destination folder for the message.
  - c. The subject of the message is used as the default message file name. You can change the file name.

 **Note:** Depending on the browser, some characters, such as spaces, may display differently. For example, the file name for a message with the subject Q1 Sales

Results might display as `Q1%20Sales%20Results.msg` or the browser may decode the escaped characters and display the original characters.

The subject may contain invalid characters, the file name generation method converts RFC 2396 reserved characters and all characters with a character value greater than 127 to their hexadecimal representation. All Unicode characters are converted to UTF-8 format before being escaped.

- d. To open the downloaded message in its native mail client, double-click the message in the destination folder that you specified.

## Opening attachments

The display of attachment names depends on whether the system administrator has allowed the attachment file type.

### About this task

The names of restricted attachments display as plain text. Open the message to access the attachment.

The names of allowed attachments are shown as links.

Perform the following steps to open a message attachment that is shown as a link.

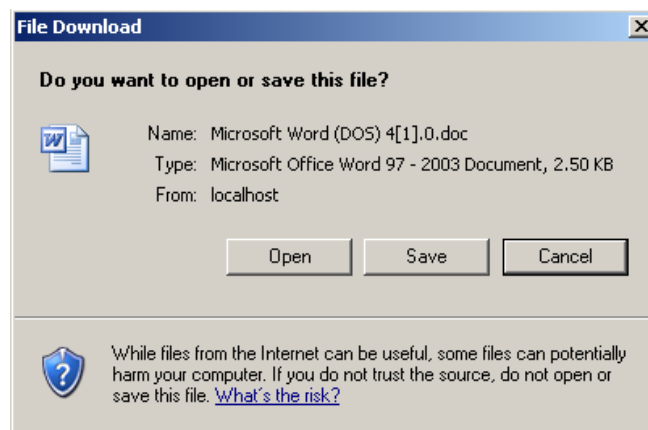
### Procedure

1. In the search results, click the message to display it in the **preview** pane.
2. Click the attachment link that is displayed in the **preview** pane.

 **Note:** To download an attachment, left-click on the link. **Right-click > Save As** is not supported.

The **File Download** dialog box appears.

**Figure 39** File Download attachment



3. Perform one of the following steps:
  - To open the attachment without downloading it, select **Open**. The attachment appears in its native application or viewer.
  - To download the attachment, perform the following tasks:
    - a. Select **Save**.

- b. Specify a destination folder for the attachment.
- c. Optionally, change the default file name.
- d. To open the downloaded attachment, double-click it in the destination folder that you specified.

## Opening files

To open a file, perform one of the following steps.

- Double-click the file in search results.
- Click the **File Content** link at the top of the preview pane.

## Opening large files

If you try to open a large file, by default a file larger than 100 MB, a confirmation prompt appears. A large file may take a significant amount of time to retrieve and may timeout.

## Opening files that were indexed-in-place in a virtual folder

If you try to open a file that was indexed-in-placed in a virtual folder and then was modified or is no longer available (deleted, renamed, or moved), the following error message appears.

```
An error occurred retrieving the requested file, because it has been modified on the original file server. Run the index in place activity again to refresh the database and index. Consult the system administrator.
```

## Replying to or forwarding Notes messages

If you open an IBM Notes message from search results and try to reply to or forward the message, the following error appears:

```
Document has been deleted.
```

The error occurs because Dell EMC SourceOne places the message back in the IBM Notes database, instructs the IBM Notes client to open the message, and then moves the message to the Trash folder.

To forward or reply to the message, perform one of the following steps.

- Restore the message to the mail database.
- Open the Trash folder and restore the message before you perform any Dell EMC SourceOne operation.

## Deleting items

The Delete operation is available for Administrator and My Contributed Items search types. It is not available for All Items, My Items, and My Files search types.

If you selected the following search types, you can delete a message from the archive:

- **Administrator** search type.
- **My Contributed Items** search type and if you have been granted **Delete** permission on the folders that contain the messages that you want to delete.

## Deleting duplicates

Duplicate mail items are not deleted from the archive automatically.

To delete duplicate mail items from the archive, the duplicate items must be displayed in search results so that you can select and delete them.

To display duplicates in search results, clear the **Remove duplicate items from search results** checkbox in the **Options** dialog box.

## Deleting a message considerations

This section includes considerations for deleting a message.

- All messages that are selected in the result set are deleted from the archive, not only the messages that are selected on the current page of results.
- Search results are not refreshed after you delete messages. Deleted messages remain in the current search results, although they have been deleted from the archive. User deletes may take up to 24 hours before the messages are removed from the archive. The deleted messages appear in search results during this time.
- The **Delete** function is not available during delegate searches.

## Deleting a message

To delete a message from the archive, select either the **Administrator** search type or the **My Contributed Items** search type.

### Procedure

1. Perform one of the following steps:

- Select the message in search results, then click the **Delete** icon on the toolbar.
- Right-click the message in search results, then select **Delete**.

If you select **Delete** without selecting any messages, then an error appears above the search results.

2. One of two confirmation prompts appears, depending on whether you enabled **Remove duplicate items from search results**.

- If duplicates are removed from search results, the following prompt appears:

- For an **Administrator** search type:

```
There are n items selected to be deleted.
Duplicate items were not included in the search results. Deleting an
item will remove only this copy of the item. If a copy exists in
another folder, it will not be deleted.
Are you sure you want to delete these n items from the archive? This
action cannot be undone.
```

- For a **My Contributed Items** search type:

```
There are n items selected to be deleted.
If the Archive contains one or more copies of these items, this
action will only remove this instance.
Duplicate items were not included in the search results. If a copy
exists in another folder, it will not be deleted.
Are you sure you want to delete these n items from the archive? This
action cannot be undone.
```

- If duplicates are in search results, the following prompt appears:

- For an **Administrator** search type:

```
There are n items selected to be deleted.
Are you sure you want to delete these n items from the archive? This
action cannot be undone.
```

- For a **My Contributed Items** search type:

```
There are n items selected to be deleted.
If the Archive contains one or more copies of these items, this
action will only remove this instance.
Are you sure you want to delete these n items from the archive? This
action cannot be undone.
```


3. Click **OK** to continue.
4. When the **Delete** operation is finished, reopen the **Delete Status** dialog box. The following prompt appears:

```
You will now be connected to the previous task. If you are finished
viewing the results of the previous task and want to create a new one,
you must first click Finish to release the previous one.
```

5. Click **OK** to close the prompt.

The **Delete Status** dialog box displays the status of the operation.

In the **Delete Status** dialog box, click **Finish** when finished viewing the results.

 **Note:** Click **Finish** before you can start a new operation.

## Verifying the deletion of messages

This section includes information about how to verify the deletion of a message from the archive.

If there are messages that are deleted from the archive through the mail client, the 24 hours starts after the Dell EMC SourceOne administrator runs the **Delete-User Initiated Delete** activity.

The following sections include more information about verifying the deletion of a message.

### Users

Complete the followings steps to confirm that the reference to a message has been deleted after 24 hours.

#### Procedure

1. Use the **My Contributed Items** search type to search for the message that you deleted.
2. Verify that the deleted message is not returned in search results.

### Administrators

Use an **Administrator** search to verify deletions from **Personal** folders, not from **Community** folders.

- If all contributors have deleted their references to the message in a **Personal** folder, then the message is not returned in search results. An **Administrator** search cannot verify that a user has deleted only their reference to a message in a **Personal** folder if other references to that message still exist.
- Even if all user references are removed, messages that are deleted from a **Community** folder are still shown in an **Administrator** search. An **Administrator** search cannot verify any deletions from a **Community** folder.

**Note:** An **Administrator** search using the **Owner** field may find messages that the user has deleted.

## Restoring items

If the system administrator selected the **Enable restore** option in the Dell EMC SourceOne Console, then the **Restore** operation is available for **Administrator**, **All Items**, **My Items**, **My Contributed Items**, and **My Files** search types.

**Note:** You cannot restore mixed content types in one restore operation. Select items that are all one content type. For example, if you select items that include email messages and files, an error appears.

## Restoring files

Review the following section for restoring files.

### Restoring files requirements

The following sections describes the requirements for restoring files.

#### User permissions and security

To restore files to their original location, ensure that the following user permissions and security requirements are met.

- The user who is logged in to Dell EMC SourceOne and who is restoring files must have the following:
  - One of the following permissions on the Dell EMC SourceOne mapped folders to view the archived files:
    - My Files—appropriate for end users
    - Administrator—appropriate for administrators
  - File system read and write permissions on the locations to which the files are being restored. The user can overwrite existing files or create files in the target directory.
- The Dell EMC SourceOne worker service account that processes the restore job must have file system read and write permissions on the locations to which the files are being restored. The Dell EMC SourceOne worker service account can overwrite existing files or create files in the target directory.  
Refer to the *SourceOne Email Management Installation Guide* for more information about required permissions on the worker service account.

### Restoring files considerations

Review this section for considerations when restoring files.

#### Restoration not supported for Domino users

Domino users that try to restore file content from Dell EMC SourceOne web search receive the following error message.

Restoration of File content is not supported for Domino users.



## Restoring files with unsupported attributes or streams

Archiving occurs for any Alternate Data Streams (ADS), also known as Secondary File Streams, or Extended Attributes (EAs) when archiving files from a supported operating system, for example, NTFS.

If restoring files to an alternate location, and that location does not support ADS or EAs, for example, an ReFS volume, Dell EMC SourceOne displays errors during the restore process. The restore of the primary data stream occurs, but Dell EMC SourceOne does not apply the ADS and EAs to the file.

### Restoring files procedure

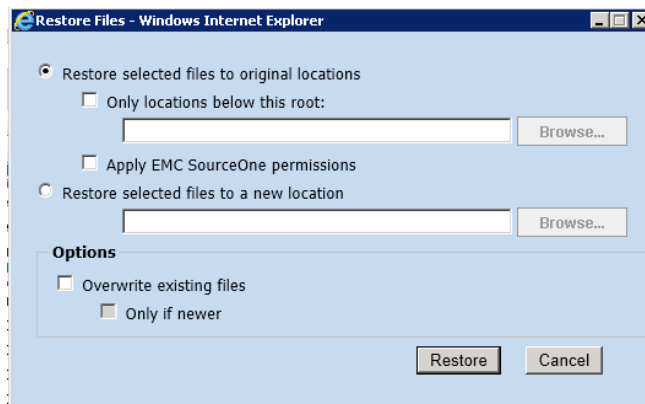
Perform the following steps to restore files.

#### Procedure

1. Select the files in search results.
2. Perform one of the following steps:
  - In the toolbar, click **Restore**.
  - Right-click in the search results, then select **Restore**.

If you selected only files, then the **Restore Files** dialog box opens.

**Figure 40** Restore Files





3. Specify options, as described in the following table.

**Table 13** Restore Files options

Option	Description
Restore selected files to original locations	<p>Select this option to restore the files to their original locations.</p> <ul style="list-style-type: none"> <li>• For a My Items search, the files are restored only to the locations for which you have access.</li> <li>• For an Administrator search, the files are restored to all original locations.</li> </ul> <p>Original directory structure is maintained. Directories are created as necessary. The</p>

**Table 13** Restore Files options (continued)

Option	Description
	server and share must exist. The default option is <b>selected</b> .
Only locations below this root	<p>Select this option to only locations below this root.</p> <ul style="list-style-type: none"> <li>• If the Restore selected files to original location checkbox is selected, use this option to specify a filter to locations. The file is restored to locations at or below the root location you specify.</li> <li>• If a file was archived from multiple locations, do not restore the file to all the original locations. To limit the restore location, select this option, then specify the root by either typing the location or clicking <b>Browse</b>.</li> </ul> <p> <b>Note:</b> Specify the location as a UNC path. Local drives are not valid unless they are shared.</p> <p>The default option is <b>cleared</b>.</p>
Apply Dell EMC SourceOne permissions	<p>If the Restore selected files to original location checkbox is selected, use the Apply Dell EMC SourceOnepermissions option. Specify the file permissions:</p> <ul style="list-style-type: none"> <li>• <b>Selected</b>—Restore the file not only with the default permissions for the target location, but also with its Dell EMC SourceOne Active Directory permissions as additional READ permissions. These permissions may not be the same permissions that the file had originally on the file system.</li> <li>• <b>Cleared</b>—Restore the file with the default permissions for the target location.</li> </ul> <p>The default option is <b>cleared</b>.</p>
Restore selected files to a new location	<p>Select this option if you want to restore selected files to a new location, then type the location or click <b>Browse</b>.</p> <p> <b>Note:</b> Specify the location as a UNC path. Local drives are not valid unless they are shared.</p> <p>All files are placed in the same directory. Directory structure is not restored. If you select multiple files with the same name to restore, only one is restored to the specified new location depending on the Overwrite options that you select. To ensure that the</p>

**Table 13** Restore Files options (continued)

Option	Description
	latest file is restored, select both the <b>Overwrite existing file</b> checkbox and the <b>Only if newer</b> checkbox. The default option is <b>cleared</b> .
Overwrite existing files	<p>Select this option if you want to overwrite existing files.</p> <ul style="list-style-type: none"> <li>• Selected—If a file with the same name exists in the target location, it is overwritten.</li> <li>• Cleared—If a file of the same name exists in the target location, it is not overwritten.</li> </ul> <p>The default option is <b>cleared</b>.</p>
Only if newer	<p>If the Overwrite existing files checkbox is selected, use this option:</p> <ul style="list-style-type: none"> <li>• Selected—The overwrite occurs only if the file being restored is newer than the existing file, which is based on the <b>Last Modified Time</b> the file was archived.</li> <li>• Cleared—The overwrite occurs regardless of whether the file being restored is newer than the existing file.</li> </ul> <p>The default option is <b>cleared</b>.</p>

4. Click **Restore**.

The **Restore Status** dialog box shows the progress of the restore.

On the Search toolbar, the **Restore** icon changes to a spinning gear while the restore is in progress.


To close the **Restore Status** dialog box without stopping the restore operation, click **Close**. Reopen the **Restore Status** dialog box at any time to see the progress of the restore operation by clicking **Restore** in the toolbar.

5. When the **Restore** operation is finished, and you reopen the **Restore Status** dialog box, the following prompt appears:

You will now be connected to the previous task. If you are finished viewing the results of the previous task and want to create one, you must first click **Finish** to release the previous one.

6. Click **OK** to close the prompt.

7. In the **Restore Status** dialog box, click **Finish**.

 **Note:** Click **Finish** before you can start a new operation.

On the Search toolbar, the **Restore** icon changes from a spinning gear to the default **Restore** icon.


You are now able to perform another restore operation.

## Specifying a root for restore locations

This section applies to the Restore selected files to original locations option in the Restore Files dialog box.

If a file was archived from multiple locations, do not restore the file to all the original locations. To limit the restore location:

- Select the **Only locations below this root** option
- Specify the root. This setting acts as a filter to file locations. If you do not specify a root, the file is restored to all of the original locations.

 **Note:** If you specify a path for the original location in the Only locations below this root field that is valid but inaccessible to you, restore skips the item. No error appears.

### File archived from multiple locations

Assume a file that is named `Results.xls` was archived from three physical locations in multiple subdirectories, as shown in the following table.

**Table 14** Example—File archived from multiple locations

Location 1	Location 2	Location 3
\\PrimaryServer \SalesResults \2016\EMEA	\\BackupServer\Backup \2016\EMEA	\\MyLaptop \LatestResults\EMEA
\\PrimaryServer \SalesResults \2016\AMER	\\BackupServer\Backup \2016\AMER	\\MyLaptop \LatestResults\AMER
\\PrimaryServer \SalesResults \2016\APAC	\\BackupServer\Backup \2016\APAC	\\MyLaptop \LatestResults\APAC

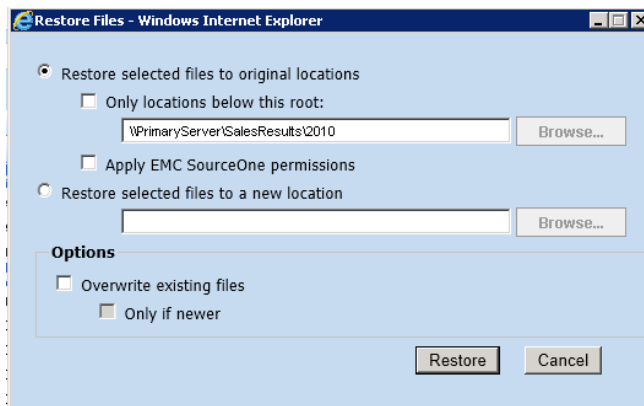
To restore the file only to the subdirectories in Location 1, specify the following root in the **Only locations below this root** option:

```
\\PrimaryServer\SalesResults\2016
```

### Pathname search

If you ran the search that is based on a value in the **Pathname search criteria** field, then the pathname is populated automatically. For example, if you searched on the **Pathname** field by using the value `\\PrimaryServer\SalesResults\2010`, then that value appears as the root in the **Restore File** dialog box.

The Only locations below this root option is not selected by default.

**Figure 41** Example—root based on Pathname search

## Understanding permissions and attributes on restored files

When you restore a file to its original locations the following occurs.

- The file is restored with the default permissions for the target locations.
- The file is restored with attributes.

### Permissions on restored files

If you select the Apply Dell EMC SourceOne permissions option in the Restore Files dialog box, then the file is restored not only with the default permissions for the target location, but also with its Dell EMC SourceOne Active Directory permissions as additional READ permissions.

**Note:** Dell EMC SourceOne permissions do not override existing permissions on the file. For example, if the default permissions for the file include FULL permissions for User ABC, and if the applied Dell EMC SourceOne permissions include User ABC, then that user is not restricted to READ permissions.

These permissions may not be the same permissions that the file had originally on the file system for the following reasons:

- When files are archived by Dell EMC SourceOne, permissions that are outside of the Active Directory, such as local users and groups, are not imported.
- Permissions can be assigned to files during archiving in the **File Archive-Historical** activity that never existed on the file in the file system.
- If users or groups no longer exist in the Active Directory, permissions may not be valid.

### Attributes on restored files

When you restore a file to an original location, the attributes that are applied are the same as the attributes from the original location.

When you restore a file to a new location, the attributes that are applied are those attributes of the first location from which the file was archived.

A file is restored with all the attributes that the file had when it was archived except for the **Compressed (C)**, **Encrypted (E)**, and **Offline (O)** attributes. These attributes reflect the state of the file on the drive at archive time, but do not reflect the state of the file at restore time.

- The **Offline (O)** attribute means that the file data was stored on secondary storage when Dell EMC SourceOne retrieved it to archive. However, when you restore the file from the Dell EMC SourceOne archive, the file is no longer offline.
- For the **Compressed (C)** and **Encrypted (E)** attributes, Dell EMC SourceOne decompresses or decrypts the file at the time of archive (if Dell EMC SourceOne has the rights to perform

so). However, Dell EMC SourceOne cannot recompress or re-encrypt the file when you restore it.

When you restore a file, Dell EMC SourceOne always sets the **Archive (A)** attribute so that third-party backup applications do not skip the file after it is restored.

For example, assume that two files were archived with the following attributes:

- File1 = R (Read-only)
- File2 =HC (Hidden, Compressed)

After the files are restored, they have the following attributes:

- File1 = RA (Read-only, Archived)
- File2 = HA (Hidden, Archived)

The **Archive** attribute was added and the **Compressed** attribute was removed.

## Restoring a message to a user mailbox

In an Administrator search, you can restore messages to another user's mailbox.

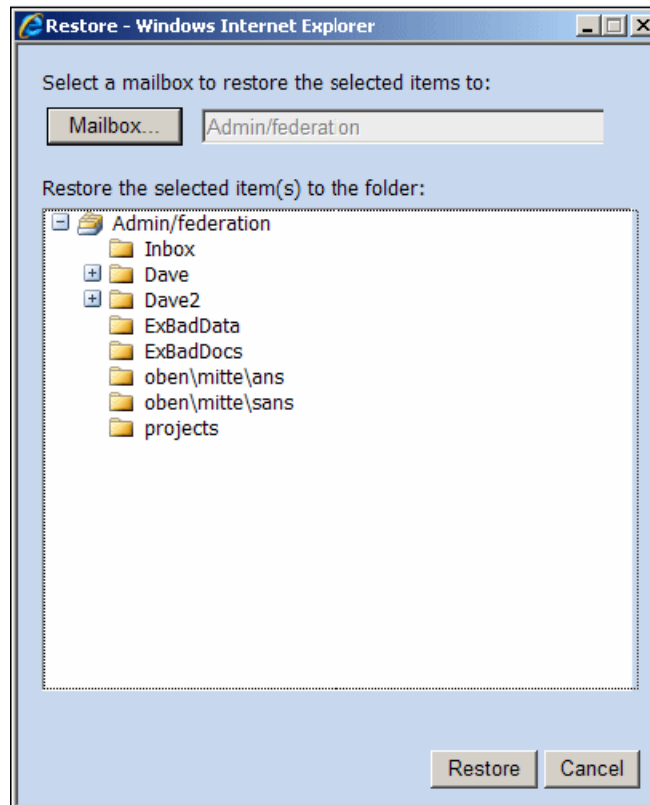
In a My Items or a My Contributed Items search, you can restore messages to the mailbox.

### Restoring a message to a user mailbox considerations and limitations

The following are considerations and limitations when restoring a message to a user mailbox.

- You can restore messages to mailboxes but cannot restore files or Microsoft SharePoint content to mailboxes. If you perform an Administrator search and select both messages and files to restore to a mailbox, the messages are restored but the files are not restored. To restore archived Microsoft SharePoint content to a Microsoft SharePoint site, refer to the SourceOne Archiving for Microsoft SharePoint Archive Search Quick Reference Card.
- If a message has many addresses in the **To**, **CC**, or **BCC** fields, a `System call failed` error occurs indicating `Failed restoring the lpmessage to an lpmessage`.
- If a timeout occurs when you use the **Find Names** dialog box, use the Dell EMC SourceOne Admin console to lower the value of the Maximum address book entries setting in the **Application Configuration > Web Search > Server Settings**.
- When you restore a Microsoft Exchange message to a folder in a IBM Domino or Notes mailbox, that message may not be restored correctly, and could contain garbled characters or it may not be viewable. Avoid restoring or exporting Exchange messages to Domino/Notes mailbox folders.
- IBM Notes users can create folders in the Notes client with names such as `myfolder\branch1\branch2\leaf`. Only the leaf folder is a valid destination in Notes. In the **Restore** dialog box, the complete name of this type of Notes folders is shown, but only the leaf folder can be a destination for restoring messages.

Figure 42 Example–Leaf folders (Notes)



- In IBM Notes, messages do not display the correct recipient when they are restored from Dell EMC SourceOne to any folder that is based on the **Sent** view in IBM Notes. A recipient is added, but it is the Sender's email address instead of the Recipient.
- A journal archived message contains a delivered date, it never appears in the Sent view. The Sent view only displays messages that do not contain a delivered date.
- You can perform one restore operation at a time per session. Each restore operation can process multiple messages.
- All messages that are selected in the result set are restored, not just the selected messages on the current page.
- If you are performing a delegate search, you cannot restore messages to the other person's mailbox. You can only restore messages to the mailbox (the logged in user's mailbox).
- If you restore a message to a mailbox from Dell EMC SourceOne, the restored message is not identified as having been previously archived. If the system administrator runs a historical archiving or shortcut activity against the mailbox, the message is subject to being re-archived. This operation occurs in both Exchange and Domino environments.
- Restoring shortcuts to full mailboxes causes problems. When a mailbox containing shortcut messages is close to exceeding the assigned size limit, shortcut messages can be restored to that mailbox causing it to exceed the size limit. The user receives an error messages and is no longer able to send or receive messages by using that mailbox. When a mailbox that contains shortcuts is close to exceeding the size limit, perform either of the following actions:
  - Increase the limit
  - Not restore any shortcuts to the mailbox until the mailbox has more free space.

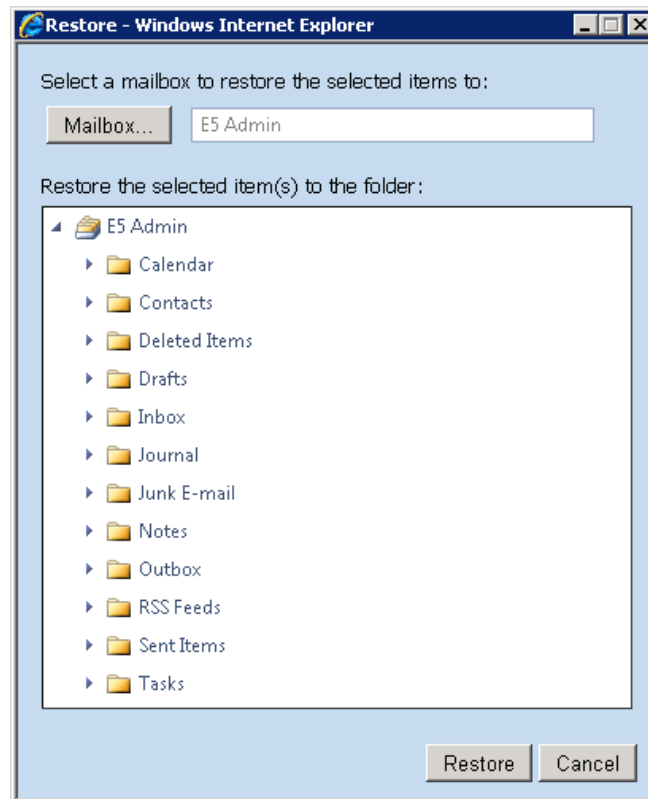
## Restoring a message to a user mailbox

Complete the following steps to restore messages to a folder in a user mailbox on the mail server.

### Procedure

1. Select the messages in search results.
2. Perform one of the following steps:
  - In the toolbar, click **Restore** or
  - Right-click in the search results, and then select **Restore**.

**Figure 43** Restore (messages to mailbox)



3. Perform one of the following steps:
  - If you are performing an **Administrator** search, continue to Click **Mailbox**.
  - If you are performing a **My Items** search, continue to Select the folder to which to restore the messages.
4. Click **Mailbox**.
5. In the Find **Names** dialog box, perform the following steps:
  - a. Specify search criteria to find the mailbox.
  - b. Click **Find**.

The **Restore** dialog box lists the mailboxes that match the criteria.

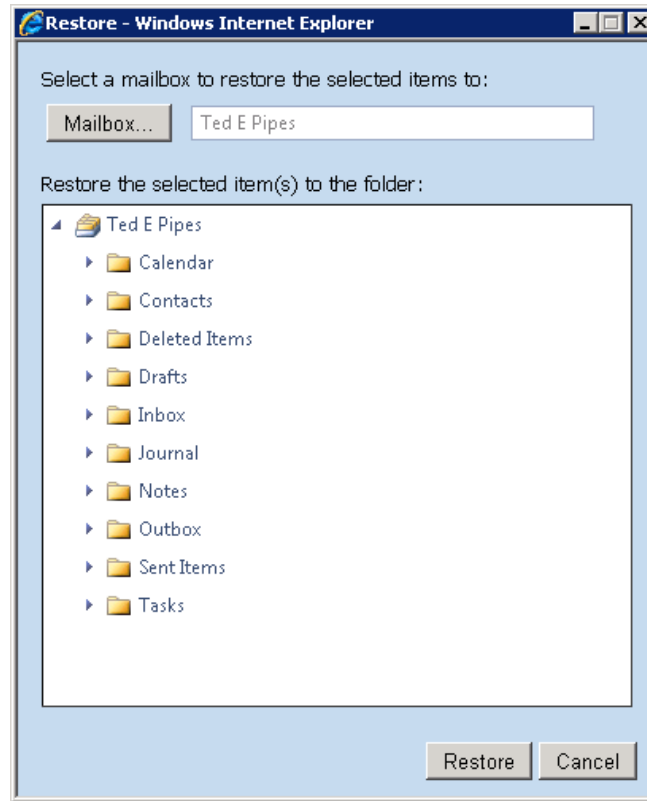
**Note:** For Domino, only the Inbox view and user folders are listed. All other views, such as Drafts or Sent, are not listed in the **Restore** dialog box.



- c. Select the mailbox.
- d. Click **Restoration**.

The **Restore** dialog box displays the name of the selected mailbox.

**Figure 44** Restore (selected mailboxes)



6. Select the folder to which to restore the messages.
7. Click **Restore**.

The **Restore Status** dialog box shows the progress of the restore.

On the **Search** toolbar, the **Restore** icon changes to a spinning gear while the restore is in progress.

To close the **Restore Status** dialog box without stopping the restore operation, click **Close**. Reopen the **Restore Status** dialog box at any time to see the progress of the restore operation by clicking **Restore** in the toolbar.

8. When the **Restore** operation is finished and you reopen the **Restore Status** dialog box, the following prompt appears:

You will now be connected to the previous task. If you are finished viewing the results of the previous task and want to create a new one, you must first click Finish to release the previous one.

9. Click **OK** to close the prompt.
10. In the **Restore Status** dialog box, click **Finish** when you have finished viewing the results.

**Note:** Click **Finish** before you can start a new operation.

On the **Search** toolbar, the **Restore** icon changes from a spinning gear to the default **Restore** icon.

You are now able to perform another restore operation.

## Copying items to an archive folder

Copy files and email messages to an archive folder. The **Copy To** operation is available for the **Administrator** search type. It is not available for **All Items**, **My Items**, **My Contributed Items**, and **My Files** search types.

**Note:** Legal Hold folders are not available in Dell EMC SourceOne. To copy items to Legal Hold folders, use the Full edition of Dell EMC SourceOne Discovery Manager.

Perform one copy operation at a time per session. Each copy operation can process multiple items.

**Note:** All items that are selected in the result set are copied, not just the selected items on the current page.

## Copying items to an archive folder considerations and limitations

Review the following considerations and limitations for copying items to an archive folder.

### Copying messages

When you use the **Copy To** function to copy a message from one mapped folder to another mapped folder, the ownership information on that message, Owner and Contributor, is copied according to the following table.

**Table 15** Copy To—How ownership information is copied

Source folder type	Destination folder type	Behavior
Organization	Organization	The message and all ownership (Owner) information are copied.
Personal or Community	Organization	The message and all ownership are copied. Contributor ownership is not copied. Contributor ownerships is not applicable in this case.
Personal or Community	Personal or Community	The message, Owner ownerships, and Contributor are copied.
Organization	Personal or Community	The message and Owner ownership are copied. Contributor ownership is assigned for all internet owners.

**Note:** If the cache of internal addresses that are used to assign internal owners has not been initialized, then the **Copy To** Personal/Community folders job fails. Refer to the .

## Copying items to an archive folder

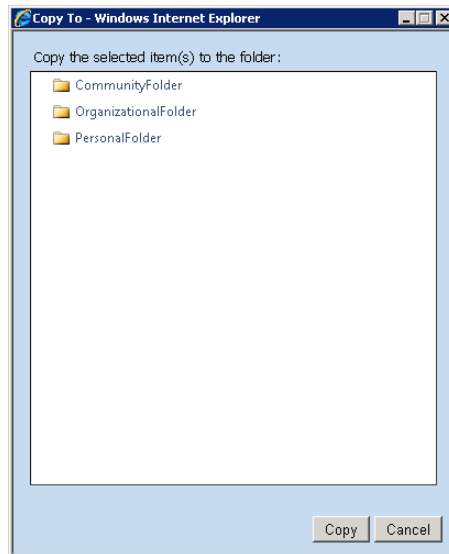
Perform the following steps to copy items to an archive folder.

### Procedure

1. Select the items.
2. Perform one of the following steps:
  - In the toolbar, click **Copy To**.
  - Right-click in the search results, then select **Copy To**.

The **Copy To** dialog box appears.

**Figure 45** Copy To



3. Select the archive folder to which you want to copy the items.
4. Click **Copy**.

The **Copy Status** dialog box shows the progress of the copy.

On the **Search** toolbar, the **Copy To** icon changes to a spinning gear icon while the copy is in progress.

To close the **Copy To Status** dialog box without stopping the restore operation, click **Close**. Reopen the **Copy To Status** dialog box at any time to see the progress of the copy operation by clicking **Copy To** in the toolbar.

5. When the **Copy To** operation is finished the following prompt appears:

You will now be connected to the previous task. If you are finished viewing the results of the previous task and want to create a new one, you must first click Finish to release the previous one.

6. Click **OK** to close the prompt.
7. In the **Copy To Status** dialog box, click **Finish** when you have finished viewing the results.

**Note:** Click **Finish** before you can start a new operation.

On the **Search** toolbar, the **Copy To** icon changes from a spinning gear to the default **Copy To** icon.

You are now able to perform another copy operation.

## Understanding status of Restore, Copy To, Delete operations

This section describes understanding status of restore, copy to, and delete operations.

### Understanding status indicators

When you perform a Restore, Copy To, or Delete, the status of the operation appears.

- If the operation completed successfully, the **Status** dialog box displays the following message:

Completed successfully.

- If the operation completed, but some items failed to process, the **Status** dialog box displays the following message:

Errors were encountered. See failure report.

- If the operation failed, the **Status** dialog box displays the following message:

Operation failed.

The **Status** dialog box might also display the following link:

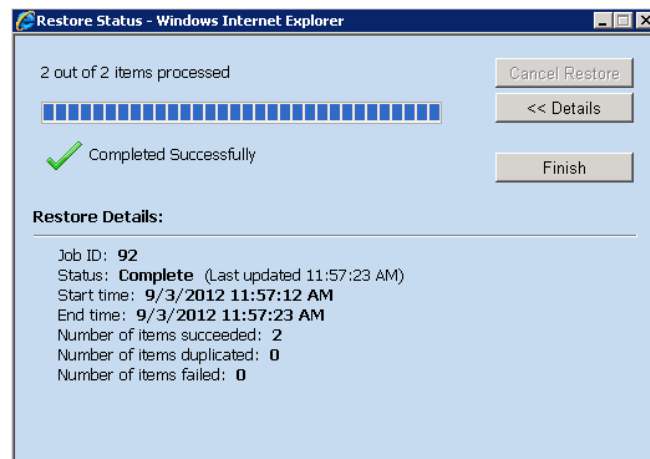
See failure report

### Viewing details about a Restore, Copy To, or Delete operation

To view details about an operation, click Details in the Status dialog box.

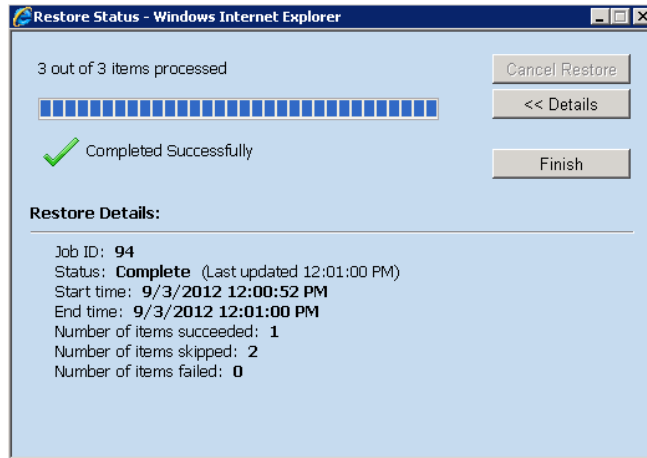
- For a Restore email operation, the **Restore Status** dialog box displays the number of succeeded, duplicate, and failed items.

**Figure 46** Restore Status dialog box–Restore Email example



- For a Restore files operation, the **Restore Status** dialog box displays the number of succeeded, skipped, and failed items.

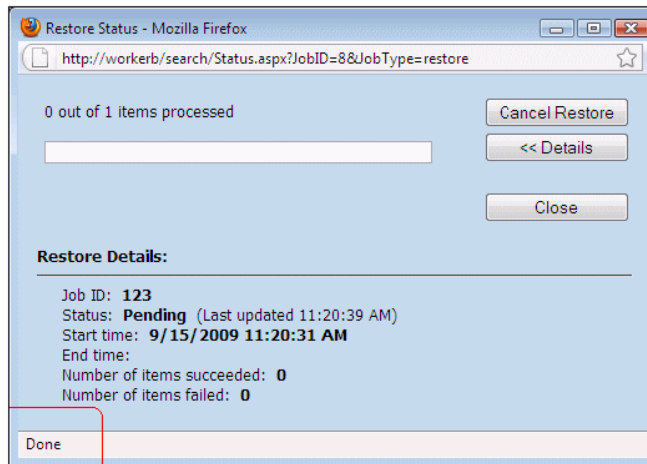
**Figure 47** Restore Status dialog box–Restore Files example



Item counts refer to search hits. Each item may have been restored to multiple locations. If an item fails in some locations, it might have succeeded in other locations.

- For a **Delete** operation that completes successfully, it may take up to 24 hours before the messages are removed from the archive. The deleted messages are in search results during this time.
- Some browsers (such as Mozilla Firefox) may display **Done** in the status bar before a **Search** operation completes. The **Done** status indicates that the browser page has finished loading. It does not indicate the progress of the **Search** operation.

**Figure 48** Restore Status dialog box–Done status in Mozilla Firefox



The following table lists the job states that can display in the Detail section. Some states have corresponding error messages that display in the search criteria area.

**Table 16** Job states in Status Details

State	Description	Corresponding error message in search criteria area
Pending	The job is available for the Job Dispatcher to assign to a worker.	None

**Table 16** Job states in Status Details (continued)

State	Description	Corresponding error message in search criteria area
Running	A worker has chosen the job and is preparing to start the job or a worker is processing the job.	None
Suspended	The job was temporarily stopped and resumes soon.	None
Completed	The job finished. This state does not imply success or failure.	None
Time Expired	The job was unable to finish in the time it was allocated to run or the job never ran because it has passed its end time before the Job Dispatcher could assign it to a worker.	The search has timed out. Search results may be incomplete.
Terminated	The job was terminated by the Job Dispatcher.	The search was terminated. Search results may be incomplete.
Manually Terminated	The Dell EMC SourceOne System Administrator terminated the job in the Dell EMC SourceOne Admin console.	The search was manually terminated. Search results may be incomplete.
Failed	The job never ran or failed to run.	An error occurred while running the search. Search results may be incomplete.

## Reasons for skipped files

Files are counted as skipped in the Restore Status dialog box and are not restored for any of the following reasons.

- The file exists at the location and you chose not to overwrite files. For example, assume the following:
  - You disabled the overwriting of files by clearing the **Overwrite** option in the **Restore Files** dialog box.
  - You selected three files to restore: File A and File B that exist at the target location, and File C that does not exist at the target location.

Assume processing completed without failures. File A and File B are not restored, and are counted as skipped in the **Restore Status** dialog box. File C is restored, and is counted as succeeded.

- You specified a location in the **Only locations below this root** field as a filter path, but the file being processed has no routes matching that filter. If the location is a valid UNC path, items are marked as skipped if they have no locations matching that filter. For example, assume that you perform a search for all files and find:

**Table 17** Example file names and locations

File name	Locations
File1.txt	<ul style="list-style-type: none"> <li>■ \\ServerOne\Share1</li> <li>■ \\ServerTwo\Share2</li> </ul>
File2.txt	\\ServerOne\Share1
File3.txt	<ul style="list-style-type: none"> <li>■ \\ServerOne\Share1</li> <li>■ \\ServerThree\Share3</li> </ul>

If you select all three files and specify `\\ServerTwo` as the root (filter) for the location, one file is restored and two files are skipped. `File1.txt` is restored because it was archived from the `\\ServerTwo` location. `File2.txt` and `File3.txt` are skipped and are not restored because they were not archived from the `\\ServerTwo` location. If the path does no longer exists, it is not an error.

If `\\ServerTwo` no longer exists, one file fails and two are skipped. Although `File1.txt` matches the location, it fails to restore because the location no longer exists. `File2.txt` and `File3.txt` are skipped and are not restored because they were not archived from the `\\ServerTwo` location.

To avoid skipping files because of the location, perform one of the following steps:

- Search using the **Pathname** field to find only files that are archived from that path. When you click **Restore**, that path is automatically copied to the root filter.
- In the preview pane's **Pathname** field, copy a path for a file then paste the path into the **Only locations below this root** field in the **Restore Files** dialog box.

## Viewing details about items that failed to process

Perform the following steps to view details about the items that failed to process.

### Procedure

1. Click the **Failure Report** link in the **Status** dialog box.

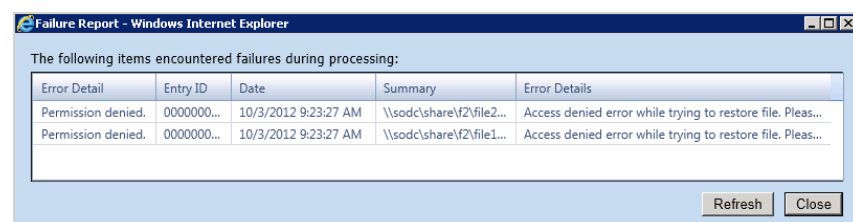
The **Failure Report** dialog box lists an error detail and ID for each failed item.

- For email messages, the received date and subject are also shown, if available. For example, assume that you are allowed to delete messages from the archive within 30 days of receipt. If you try to delete a message from the archive that is outside of that date window, the following error message displays:

Delete window expired. Items older than 30 days cannot be deleted.

- For file restore, the Summary column displays the location for a particular file that failed. Failures can occur at some locations but not at other locations.

**Figure 49** Example—File restore error in Failure Report dialog box



2. Click **Refresh** to refresh the list while the operation continues to run.
3. Click **Close** to close the **Failure Report** dialog box.

## Troubleshooting file restore

The following table lists file restore errors that can display in the Failure Report dialog box and the reason for each error.

**Table 18** Troubleshooting file restore

Error	Reason
The user does not have the required file system permissions to overwrite the existing file. Try restoring to an alternate location.	The logged in user does not have write permissions on the file that is to be overwritten.
The user does not have the required file system permissions on the directory to restore to the original location. Try restoring to an alternate location.	The logged in user does not have write permissions on the target directory.
Access denied error while trying to restore file. Verify the service access has write permissions at destination.	The service account for the Dell EMC SourceOne worker service must have write permissions on the target directory and on the file to be overwritten.
No write access to GUID file at file restore alternate location.	May occur when restoring files to an alternate location, due to the previously listed reasons.
Sharing violation occurred while trying to restore file.	Another application has the file open that must be overwritten, with exclusive access. Close the other application.
Unable to access the requested network share, which may no longer exist.	A network error occurred connecting to the server, share, or directory. The server or share may no longer exist, or may be unavailable temporarily.



# APPENDIX A

## Search Criteria Fields

This section includes the following subsections:

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- [Search criteria fields](#)..... 114

## Search criteria fields by content type

A user can search for the following archived content types depending on the Dell EMC SourceOne components that are installed at the site.

- Email
- Files
- SharePoint

### Search criteria fields for Email and File content types

The following tables displays the search criteria fields for various Email and File content types. The letter D indicates that the search criteria field is displayed by default. A plus sign (+) indicates that the search criteria field is available for the content type. A minus sign (-) indicates that the search criteria field is not available for the content type.

**Table 19** Appointment, Calendar Item, Contact, Email Message, and Files content types search criteria fields

Search criteria fields	Content types				
	Appointment	Calendar Item	Contact	Email Message	Files
Any Unindexed Content	+	+	+	+	+
Archive Time	-	-	-	-	+
Attachment Content	+	+	+	+	-
Attachment Name	+	+	+	+	-
Body	+	+	+	+	-
Category	-	-	-	-	-
Checkin Comments	-	-	-	-	-
Comments	-	-	-	-	-
Company City	-	-	+	-	-
Company Country	-	-	+	-	-
Company Name	-	-	D	-	-
Company State	-	-	+	-	-
Created By	+	+	+	+	-

**Table 19** Appointment, Calendar Item, Contact, Email Message, and Files content types search criteria fields (continued)

Search criteria fields	Content types				
	Appointment	Calendar Item	Contact	Email Message	Files
Creation Date	+	+	+	+	+
Date	D	D	+	D	D
Date Picture Taken	-	-	-	-	-
Date Sent	-	+	-	+	-
Document ID	-	-	-	-	-
Due Date	-	-	-	-	-
Email	-	-	+	-	-
Email 2	-	-	+	-	-
Email 3	-	-	+	-	-
Encrypted	+	+	+	+	+
End Date	+	+	-	-	-
Expires	-	-	-	-	-
File Content	-	-	-	-	D
File Name	-	-	-	-	D
File Type	-	-	-	-	-
First Name	-	-	+	-	-
Full Name	-	-	D	-	-
Has Attachments	+	+	+	+	-
Indexing Error	+	+	+	+	+
Issue ID	-	-	-	-	-
Item Type	+	+	+	+	+
Keyword	+	+	+	+	+
Last Access Time	-	-	-	-	+
Last Modified By	+	+	+	+	-
Last Modified Date	+	+	+	+	+
Last Name	-	-	+	-	-

**Table 19** Appointment, Calendar Item, Contact, Email Message, and Files content types search criteria fields (continued)

Search criteria fields	Content types				
	Appointment	Calendar Item	Contact	Email Message	Files
Location	+	+	-	-	-
Meeting Workspace	+	-	-	-	-
Metadata	-	-	-	+	-
Name	-	-	-	-	-
Owner	+	+	+	+	+
Password Protected Attachment	+	+	+	+	-
Path Name	-	-	-	-	+
Person Title	-	-	+	-	-
Picture Height	-	-	-	-	-
Picture Width	-	-	-	-	-
Platform Type	+	+	+	+	+
Post Title	-	-	-	-	-
Predecessors	-	-	-	-	-
Priority	+	+	-	+	-
Recipient	+	D	-	D	-
Recipient Domain	-	-	-	+	-
Related Issues	-	-	-	-	-
Search Expression	-	-	+	+	+
Sender	+	D	-	D	-
Sender Domain	-	-	-	+	-
Sender or Recipient	+	+	-	+	-
Sensitivity/Mood	-	-	-	+	-

**Table 19** Appointment, Calendar Item, Contact, Email Message, and Files content types search criteria fields (continued)

Search criteria fields	Content types				
	Appointment	Calendar Item	Contact	Email Message	Files
Size	+	+	+	+	+
Source Location	+	+	+	+	-
Source Type	+	+	+	+	-
Start Date	+	+	-	-	-
Status	-	-	-	-	-
Subject	D	+	-	+	-
Tags	-	-	-	-	-
Task Group	-	-	-	-	-
Title	-	-	-	-	-
Transaction ID	-	-	-	+	-
URL	-	-	-	-	-
Version	+	-	+	+	-
Workflow Outcome	-	-	-	-	-

**Table 20** Instant Messages, Journal Notebook Entry, Meeting, Notice, and Other content types search criteria fields

Search criteria fields	Content types				
	Instant Messages	Journal Notebook Entry	Meeting	Notice	Other
Any Unindexed Content	+	+	+	+	+
Archive Time	-	-	-	-	-
Attachment Content	+	+	+	+	+
Attachment Name	+	+	+	+	+
Body	+	D	+	+	+
Category	-	-	-	-	-
Checkin Comments	-	-	-	-	-

**Table 20** Instant Messages, Journal Notebook Entry, Meeting, Notice, and Other content types search criteria fields (continued)

Search criteria fields	Content types				
	Instant Messages	Journal Notebook Entry	Meeting	Notice	Other
Comments	-	-	-	-	-
Company City	-	-	-	-	-
Company Country	-	-	-	-	-
Company Name	-	-	-	-	-
Company State	-	-	-	-	-
Created By	-	+	+	+	+
Creation Date	+	+	+	+	+
Date	D	D	D	D	D
Date Picture Taken	-	-	-	-	-
Date Sent	+	-	+	+	+
Document ID	-	-	-	-	-
Due Date	-	-	-	-	-
Email	-	-	-	-	-
Email 2	-	-	-	-	-
Email 3	-	-	-	-	-
Encrypted	+	+	+	+	+
End Date	-	-	+	-	-
Expires	-	-	-	-	-
File Content	-	-	-	-	-
File Name	-	-	-	-	-
File Type	-	-	-	-	-
First Name	-	-	-	-	-
Full Name	-	-	-	-	-
Has Attachments	+	+	+	+	+
Indexing Error	+	+	+	+	+

**Table 20** Instant Messages, Journal Notebook Entry, Meeting, Notice, and Other content types search criteria fields (continued)

Search criteria fields	Content types				
	Instant Messages	Journal Notebook Entry	Meeting	Notice	Other
Issue ID	-	-	-	-	-
Item Type	+	+	+	+	+
Keyword	+	+	+	+	+
Last Access Time	-	-	-	-	-
Last Modified By	+	+	+	+	+
Last Modified Date	+	+	+	+	+
Last Name	-	-	-	-	-
Location	-	-	+	-	-
Meeting Workspace	-	-	-	-	-
Metadata	-	-	-	-	-
Name	-	-	-	-	-
Owner	+	+	+	+	+
Password Protected Attachment	+	+	+	+	+
Path Name	-	-	-	-	-
Person Title	-	-	-	-	-
Picture Height	-	-	-	-	-
Picture Width	-	-	-	-	-
Platform Type	+	+	+	+	+
Post Title	-	-	-	-	-
Predecessors	-	-	-	-	-
Priority	+	-	+	+	+
Recipient	+	D	D	D	D

**Table 20** Instant Messages, Journal Notebook Entry, Meeting, Notice, and Other content types search criteria fields (continued)

Search criteria fields	Content types				
	Instant Messages	Journal Notebook Entry	Meeting	Notice	Other
Recipient Domain	-	-	-	-	-
Related Issues	-	-	-	-	-
Search Expression	+	+	+	+	+
Sender	D	-	D	D	D
Sender Domain	-	-	-	-	-
Sender or Recipient	+	-	+	-	+
Sensitivity/Mood	+	-	-	+	+
Size	+	+	+	+	+
Source Location	+	+	+	+	+
Source Type	+	+	+	+	+
Start Date	-	-	+	-	-
Status	-	-	-	-	-
Subject	+	D	+	+	+
Tags	-	-	-	-	-
Task Group	-	-	-	-	-
Title	-	-	-	-	-
Transaction ID	-	-	-	-	-
URL	-	-	-	-	-
Version	-	-	-	-	-
Workflow Outcome	-	-	-	-	-



**Table 21** Posted Note, Reports, Sticky Note, Task, and Task Request content types search criteria fields

Search criteria fields	Content types				
	Posted Note	Reports	Sticky Note	Task	Task Request
Any Unindexed Content	+	+	+	+	+
Archive Time	-	-	-	-	-
Attachment Content	+	+	+	+	+
Attachment Name	+	+	+	+	+
Body	D	+	D	+	+
Category	-	-	-	-	-
Checkin Comments	-	-	-	-	-
Comments	-	-	-	-	-
Company City	-	-	-	-	-
Company Country	-	-	-	-	-
Company Name	-	-	-	-	-
Company State	-	-	-	-	-
Created By	+	+	+	+	+
Creation Date	+	+	+	+	+
Date	D	D	D	D	D
Date Picture Taken	-	-	-	-	-
Date Sent	-	+	-	+	+
Document ID	-	-	-	-	-
Due Date	-	-	-	+	+
Email	-	-	-	-	-
Email 2	-	-	-	-	-
Email 3	-	-	-	-	-
Encrypted	+	+	+	+	+
End Date	-	-	-	+	+

**Table 21** Posted Note, Reports, Sticky Note, Task, and Task Request content types search criteria fields (continued)

Search criteria fields	Content types				
	Posted Note	Reports	Sticky Note	Task	Task Request
Expires	-	-	-	-	-
File Content	-	-	-	-	-
File Name	-	-	-	-	-
File Type	-	-	-	-	-
First Name	-	-	-	-	-
Full Name	-	-	-	-	-
Has Attachments	+	+	+	+	+
Indexing Error	+	+	+	+	+
Issue ID	-	-	-	-	-
Item Type	+	+	+	+	+
Keyword	+	+	+	+	+
Last Access Time	-	-	-	-	-
Last Modified By	+	+	+	+	+
Last Modified Date	+	+	+	+	+
Last Name	-	-	-	-	-
Location	-	-	-	-	-
Meeting Workspace	-	-	-	-	-
Metadata	-	-	-	-	-
Name	-	-	-	-	-
Owner	+	+	+	+	+
Password Protected Attachment	+	+	+	+	+
Path Name	-	-	-	-	-
Person Title	-	-	-	-	-
Picture Height	-	-	-	-	-

**Table 21** Posted Note, Reports, Sticky Note, Task, and Task Request content types search criteria fields (continued)

Search criteria fields	Content types				
	Posted Note	Reports	Sticky Note	Task	Task Request
Picture Width	-	-	-	-	-
Platform Type	+	+	+	+	+
Post Title	-	-	-	-	-
Predecessors	-	-	-	+	-
Priority	+	+	-	+	+
Recipient	-	D	-	D	D
Recipient Domain	-	-	-	-	-
Related Issues	-	-	-	-	-
Search Expression	+	+	+	+	+
Sender	+	D	-	+	D
Sender Domain	-	-	-	-	-
Sender or Recipient	-	+	-	+	+
Sensitivity/Mood	-	+	-	+	+
Size	+	+	+	+	+
Source Location	+	+	+	+	+
Source Type	+	+	+	+	+
Start Date	-	-	-	+	+
Status	-	-	-	+	+
Subject	D	+	D	+	+
Tags	-	-	-	-	-
Task Group	-	-	-	+	+
Title	+	-	-	-	-
Transaction ID	-	-	-	-	-
URL	-	-	-	-	-

**Table 21** Posted Note, Reports, Sticky Note, Task, and Task Request content types search criteria fields (continued)

Search criteria fields	Content types				
	Posted Note	Reports	Sticky Note	Task	Task Request
Version	+	-	-	+	+
Workflow Outcome	-	-	-	+	+

## Search criteria fields for Microsoft SharePoint content types

The following tables displays the search criteria fields for various Microsoft SharePoint content types. The letter D indicates that the search criteria field is displayed by default. A plus sign (+) indicates that the search criteria field is available for the content type. A minus sign (-) indicates that the search criteria field is not available for the content type.

**Table 22** Announcement, Comment, Document, Document Set, and Issue Microsoft SharePoint content types search criteria fields

Search Criteria fields	Microsoft SharePoint Content types				
	Announcement	Comment	Document	Document Set	Issue
Any Unindexed Content	+	+	+	+	+
Archive Time	-	-	-	-	-
Attachment Content	+	+	+	+	+
Attachment Name	+	+	+	+	+
Body	+	+	+	-	+
Category	-	-	-	-	+
Checkin Comments	-	-	+	-	-
Comments	-	-	-	-	+
Company City	-	-	-	-	-
Company Country	-	-	-	-	-
Company State	-	-	-	-	-
Created By	+	+	+	+	+

**Table 22** Announcement, Comment, Document, Document Set, and Issue Microsoft SharePoint content types search criteria fields (continued)

Search Criteria fields	Microsoft SharePoint Content types				
	Announcement	Comment	Document	Document Set	Issue
Creation Date	+	+	+	+	+
Date	D	D	D	D	D
Date Picture Taken	-	-	-	-	-
Date Sent	-	-	-	-	-
Document ID	-	-	+	+	-
Due Date	-	-	-	-	+
Email	-	-	-	-	-
Email 2	-	-	-	-	-
Email 3	-	-	-	-	-
Encrypted	-	-	+	+	-
End Date	-	-	-	-	-
Entry ID	+	+	+	+	+
Expires	D	-	-	-	-
File Content	-	-	-	-	-
File Name	-	-	-	-	-
File Type	-	-	-	-	-
First Name	-	-	-	-	-
Full Name	-	-	-	-	-
Has Attachments	+	+	+	+	+
Indexing Error	+	+	+	+	+
Issue ID	-	-	-	-	+
Keyword	+	+	+	+	+
Last Access Time	-	-	-	-	-
Last Modified By	+	+	+	+	+
Last Modified Date	+	+	+	+	+
Last Name	-	-	-	-	-

**Table 22** Announcement, Comment, Document, Document Set, and Issue Microsoft SharePoint content types search criteria fields (continued)

Search Criteria fields	Microsoft SharePoint Content types				
	Announcement	Comment	Document	Document Set	Issue
Location	-	-	-	-	-
Meeting Workspace	-	-	-	-	-
Metadata	-	-	-	-	-
Name	-	-	-	-	-
Owner	+	+	+	+	+
Password Protected Attachment	-	-	+	-	-
Path Name	-	-	-	-	-
Person Title	-	-	-	-	-
Picture Height	-	-	-	-	-
Picture Width	-	-	-	-	-
Platform Type	+	+	+	+	+
Post Title	-	D	-	-	-
Predecessors	-	-	-	-	-
Priority	-	-	-	-	+
Recipient	-	-	-	-	-
Recipient Domain	-	-	-	-	-
Related Issues	-	-	-	-	+
Search Expression	+	+	+	+	+
Sender	-	-	-	-	-
Sender Domain	-	-	-	-	-
Sender or Recipient	-	-	-	-	-
Sensitivity/Mood	-	-	-	-	-

**Table 22** Announcement, Comment, Document, Document Set, and Issue Microsoft SharePoint content types search criteria fields (continued)

Search Criteria fields	Microsoft SharePoint Content types				
	Announcement	Comment	Document	Document Set	Issue
Size	+	+	+	+	+
Source Location	+	+	+	+	+
Source Type	+	+	+	+	+
Start Date	-	-	-	-	-
Status	-	-	-	-	+
Subject	D	D	D	D	D
Tags	-	-	-	-	-
Task Group	-	-	-	-	-
Title	-	-	-	-	-
URL	-	-	-	-	-
Version	+	+	+	+	+
Workflow Outcome	-	-	-	-	-

**Table 23** Link, Picture, Post, SharePoint Item, and Wiki Microsoft SharePoint content types search criteria fields

Search Criteria fields	Microsoft SharePoint Content types				
	Link	Picture	Post	SharePoint Item	Wiki
Any Unindexed Content	+	+	+	+	+
Archive Time	-	-	-	-	-
Attachment Content	+	+	+	+	+
Attachment Name	+	+	+	+	+
Body	+	+	+	D	+
Category	-	-	D	-	-
Checkin Comments	-	+	-	-	+
Comments	-	-	-	-	-

**Table 23** Link, Picture, Post, SharePoint Item, and Wiki Microsoft SharePoint content types search criteria fields (continued)

Search Criteria fields	Microsoft SharePoint Content types				
	Link	Picture	Post	SharePoint Item	Wiki
Company City	-	-	-	-	-
Company Country	-	-	-	-	-
Company State	-	-	-	-	-
Created By	+	+	+	+	D
Creation Date	+	+	+	+	+
Date	D	D	D	D	D
Date Picture Taken	-	+	-	-	-
Date Sent	-	-	-	-	-
Document ID	-	+	-	-	+
Due Date	-	-	-	-	-
Email	-	-	-	-	-
Email 2	-	-	-	-	-
Email 3	-	-	-	-	-
Encrypted	-	-	-	-	-
End Date	-	-	-	-	-
Entry ID	+	+	+	+	+
Expires	-	-	-	-	-
File Content	-	-	-	-	-
File Name	-	-	-	-	-
File Type	-	+	-	-	-
First Name	-	-	-	-	-
Full Name	-	-	-	-	-
Has Attachments	+	+	+	+	+
Indexing Error	+	+	+	+	+
Issue ID	-	-	-	-	-
Keyword	+	+	+	+	+



**Table 23** Link, Picture, Post, SharePoint Item, and Wiki Microsoft SharePoint content types search criteria fields (continued)

Search Criteria fields	Microsoft SharePoint Content types				
	Link	Picture	Post	SharePoint Item	Wiki
Last Access Time	-	-	-	-	-
Last Modified By	+	+	+	+	+
Last Modified Date	+	+	+	+	+
Last Name	-	-	-	-	-
Location	-	-	-	-	-
Meeting Workspace	-	-	-	-	-
Metadata	-	-	-	-	-
Name	-	+	-	-	-
Owner	+	+	+	+	+
Password Protected Attachment	-	+	-	+	+
Path Name	-	-	-	-	-
Person Title	-	-	-	-	-
Picture Height	-	+	-	-	-
Picture Width	-	+	-	-	-
Platform Type	+	+	+	+	+
Post Title	-	-	-	-	-
Predecessors	-	-	-	-	-
Priority	-	-	-	-	-
Recipient	-	-	-	-	-
Recipient Domain	-	-	-	-	-
Related Issues	-	-	-	-	-
Search Expression	+	+	+	+	+

**Table 23** Link, Picture, Post, SharePoint Item, and Wiki Microsoft SharePoint content types search criteria fields (continued)

Search Criteria fields	Microsoft SharePoint Content types				
	Link	Picture	Post	SharePoint Item	Wiki
Sender	-	-	-	-	-
Sender Domain	-	-	-	-	-
Sender or Recipient	-	-	-	-	-
Sensitivity/Mood	-	-	-	-	-
Size	+	+	+	+	+
Source Location	+	+	+	+	+
Source Type	+	+	+	+	+
Start Date	-	-	-	-	-
Status	-	-	-	-	-
Subject	D	D	D	D	D
Tags	-	D	-	-	-
Task Group	-	-	-	-	-
Title	-	+	-	-	-
URL	D	-	-	-	-
Version	+	+	+	+	+
Workflow Outcome	-	-	-	-	-

## Search criteria fields

The following table describes all of the search criteria fields.

**Table 24** Descriptions of search criteria fields

Search field	Description	Data type, valid values, and operators
Any Unindexed Content	Available for Administrator search. Set to <b>Yes</b> to find items that could not be indexed for any reason (encryption or password protection or indexing errors).	Select one of the following values: <ul style="list-style-type: none"> <li>• <b>Yes</b></li> <li>• <b>No</b></li> </ul>

**Table 24** Descriptions of search criteria fields (continued)

Search field	Description	Data type, valid values, and operators
Archive Time	The date and time the file was archived.	Date
Attachment Content	Use to search for items based on text in the attachment.	Text. Maximum 255 characters.
Attachment Name	Use to search for items based on text in the name of the attachment. To search by file name extension in the <b>Attachment Name</b> search field, type the period followed by the file name extension, without a wildcard. For example, to find items that have attachments with the TXT file name extension, type: <code>.txt</code> To search for attachment names that do not contain a certain file name extension, use the Does Not Contain operator (-) in the <b>Attachment Name</b> search field. Do not use a wildcard. For example, to find items that do not have attachments with the TXT file name extension, type: <code>- .txt</code>	Text. Maximum 255 characters.
Body	Use to search for items based on text in the body. For a wiki item, this is the same as the WikiField property in SharePoint. For a picture, this is the same as the Description property in SharePoint.	Text. Maximum 255 characters.
Category	The category of the issue.	Text
Checkin Comments	Comments associated with a document, wiki item, or picture when it was checked in to SharePoint.	Text
Comments	Comments associated with an issue.	Text
Company City	City in which the contact's company is located.	Text
Company Country	Country in which the contact's company is located.	Text

**Table 24** Descriptions of search criteria fields (continued)

Search field	Description	Data type, valid values, and operators
Company Name	Name of the contact's company.	Text
Company State	State in which the contact's company is located.	Text
Created By	Name of person who created the item. This may be the same as owner. SharePoint content types have only one owner per item.	Text
Creation Date	The date/time when the item was created.	Date
Date	Use to search for content based on the most significant date for the content type.	Click the dropdown arrow in the first part of the Date field, then select one of the following values: <ul style="list-style-type: none"> <li>• On</li> <li>• On or after</li> <li>• On or before</li> </ul> Specify a date in the second part of the <b>Date</b> field.
Date Picture Taken	Date and time that the image was created.	Date
Date Sent	The date that an item was sent.	Date
Document ID	ID of some SharePoint items.	Text
Due Date	The date that a task, task request, or issue is due.	Date
Encrypted	Available for Administrator search. Use to search for messages that are encrypted.	Click the Encrypted field dropdown arrow, then select one of the following values: <ul style="list-style-type: none"> <li>• <b>Blank</b>—Exclude this field from the search.</li> <li>• <b>Yes</b>—Search for messages that are encrypted.</li> <li>• <b>No</b>—Search for messages that are not encrypted.</li> </ul>
End Date	The date that a task, task request, or calendar item ended.	Date



**Table 24** Descriptions of search criteria fields (continued)

Search field	Description	Data type, valid values, and operators
Entry ID	ID of the item.	Text
Expires	Date that an Announcement expires.	Date
File Content	Use to search for files based on text in the file.	Text. Maximum 255 characters.
File Name	The name of the file.	Text
First Name	The first name of the contact.	Text
Full Name	The full name (first and last name) of the contact.	Text
Has Attachments	Use to search for items that have attachments.	Click the <b>Has Attachments</b> field dropdown arrow, then select one of the following values: <ul style="list-style-type: none"> <li>• <b>Blank</b>—Exclude this field from the search.</li> <li>• <b>Yes</b>—Search for items that have attachments.</li> <li>• <b>No</b>—Search for items that do not have attachments.</li> </ul>
Indexing Error	Available for Administrator search. Set to <b>Yes</b> to find items that could not be indexed due to indexing errors only, not due to encryption or password protection.	Select one of the following values: <ul style="list-style-type: none"> <li>• Yes</li> <li>• No</li> </ul>
Issue ID	The ID of the issue.	Number (integer)
Item Type	Use to search for messages based on the item type (message class).	Valid values are: <ul style="list-style-type: none"> <li>• Email Messages</li> <li>• Document (a SharePoint item type)</li> <li>• File</li> <li>• Contact</li> <li>• Task/To Do</li> <li>• Task Request</li> <li>• Journal/Notebook Entry</li> <li>• Posted Note</li> <li>• Sticky Note</li> <li>• SharePoint item</li> </ul>

**Table 24** Descriptions of search criteria fields (continued)

Search field	Description	Data type, valid values, and operators
		<ul style="list-style-type: none"> <li>• Wiki (a SharePoint item type)</li> <li>• Picture (a SharePoint item type)</li> <li>• Issue (a SharePoint item type)</li> <li>• Announcement (a SharePoint item type)</li> <li>• Post (a SharePoint item type)</li> <li>• Comment (a SharePoint item type)</li> <li>• Link (a SharePoint item type)</li> <li>• Document Set (a SharePoint item type)</li> <li>• Other</li> <li>• Calendar Item, Meeting, Notice, Appointment</li> <li>• Instant Message (FaceTime, Bloomberg, Akonix, IMlogic, MindAlign, UBS Chat)</li> <li>• Reports, Delivery Report, Read Report, Other Report</li> </ul>
Keyword	Refer to <a href="#">Searching on keywords</a> .	Text
Last Access Time	The last date and time the file was accessed.	Date
Last Modified By	Name of the person (editor) who last changed the item.	Text
Last Modified Date	The date/time when the item was last modified.	Date
Last Name	The last name of the contact.	Text
Location	The place where a meeting or appointment is scheduled to occur.	Text
Meeting Workspace	A meeting workspace is a SharePoint site created in	URL of SharePoint site

**Table 24** Descriptions of search criteria fields (continued)

Search field	Description	Data type, valid values, and operators
	support of a meeting or event (appointment).	
Name	Name of the item.	Text
Notes	Notes associated with the contact.	Text
Owner	Available for Administrator search. Use to search for content based on the owner. For SharePoint content types (SharePoint Item, Contact, Wiki, Discussion (Posted Note), Picture, and Document, the Author property is mapped to Owner. Not available for the File content type.	Address (route). You can select a value from the address book or type a value. Maximum 255 characters for manually entered values.  <b>Note:</b> For Email Message content, if you type a value, type the full address exactly as it was journaled. Unlike other address fields, partial searches are not performed on the <b>Owner</b> field.
Password Protected Attachment	Available for Administrator search. Use to search for messages that have password-protected attachments. It searches for the password-protected flag, not in the attachment.  <b>Note:</b> Search results indicate which attachments are password protected only if the archive folder that you are searching has the Attachment Indexing option enabled.	Click the <b>Password Protected</b> field dropdown arrow, then select one of the following values: <ul style="list-style-type: none"> <li>• <b>blank</b>—Exclude this field from the search.</li> <li>• <b>Yes</b>—Search for messages that have password-protected attachments.</li> <li>• <b>No</b>—Search for messages that do not have password-protected attachments.</li> </ul>
Path Name	Available for Administrator, All Items, and My Files searches. The location of the file from which it was archived, as a full path name.	Text
Person Title	Job title of the contact.	Text
Picture Height	Height of the picture.	In the first field, select one of the following values: <ul style="list-style-type: none"> <li>• <b>equals</b></li> <li>• <b>greater than</b></li> </ul>

**Table 24** Descriptions of search criteria fields (continued)


Search field	Description	Data type, valid values, and operators
		<ul style="list-style-type: none"> <li>• <b>less than</b></li> </ul> In the second field, specify a value.
Picture width	Width of the picture.	In the first field, select one of the following values: <ul style="list-style-type: none"> <li>• <b>equals</b></li> <li>• <b>greater than</b></li> <li>• <b>less than</b></li> </ul> In the second field, specify a value.
Platform Type	The type of system (platform) that was the source of the content.	Select one of the following values: <ul style="list-style-type: none"> <li>• <b>SMTP</b></li> <li>• <b>Exchange</b></li> <li>• <b>Domino</b></li> <li>• <b>SharePoint</b></li> <li>• <b>File</b></li> <li>• <b>Unknown</b></li> </ul>
Post Title	Title of the comment.	Text
Predecessors	Predecessor of task.	Text
Priority	Use to search for items based on the importance.	Valid values are: <ul style="list-style-type: none"> <li>• <b>High</b></li> <li>• <b>Normal</b></li> <li>• <b>Low</b></li> </ul>
Published Date	Date that a post was published.	Date
Recipient	Use to search for items based on the recipient.	Address (route). Select a value from the address book or type a value. Maximum 255 characters for manually entered values.
Related Issues	Issues related to the primary issue.	Text
Sender	Use to search for items based on the sender.	Address (route). Select a value from the address book or type a value. Maximum 255 characters for manually entered values.



**Table 24** Descriptions of search criteria fields (continued)

Search field	Description	Data type, valid values, and operators
Sender or Recipient	Use to search for items based on the sender or the recipient.	Address (route). Select a value from the address book or type a value. Maximum 255 characters for manually entered values.
Sensitivity/Mood	Use to search for items based on sensitivity/mood.	Valid values are: <ul style="list-style-type: none"> <li>• <b>None</b></li> <li>• <b>Personal</b></li> <li>• <b>Private</b></li> <li>• <b>Confidential</b></li> <li>• <b>Flame (for Notes)</b></li> <li>• <b>Good job (for Notes)</b></li> <li>• <b>Joke (for Notes)</b></li> <li>• <b>Reminder</b></li> <li>• <b>Question (for Notes)</b></li> <li>• <b>Thank you (for Notes)</b></li> <li>• <b>FYI (for Notes)</b></li> </ul>
Size	Use to search for content based on size, in bytes.	Click the dropdown arrow in the first part of the Size field, then select one of the following values: <ul style="list-style-type: none"> <li>• <b>equals</b></li> <li>• <b>greater than</b></li> <li>• <b>less than</b></li> </ul> In the second part of the <b>Size</b> field, type the size in bytes. The maximum number of digits is 20.
Source Location	Available for Administrator and All Items searches. The URL of the host server, web site, or SharePoint farm where the item originated. Use this field to search for the full path of a SharePoint item, or any of the paths in the path hierarchy. For example, assume an item was archived from: <code>http://SharePointServer/sites/MySite</code> The following entries would be	Text

**Table 24** Descriptions of search criteria fields (continued)

Search field	Description	Data type, valid values, and operators
	<p>valid values in the <b>Source Location</b> field:</p> <ul style="list-style-type: none"> <li>• http:// SharepointServer</li> <li>• http:// SharepointServer/ sites</li> <li>• http:// SharepointServer/ sites/MySite</li> <li>• http:// SharepointServer/ sites/MySite/</li> </ul> <p>The trailing slash is optional.</p> <p> <b>Note:</b> Source ID is still used as a result column for displaying the URL. Source Location is not available as a result column.</p>	
Source Type	The original content type of the item.	Text
Start Date	The date on which a task, task request, or calendar item started.	Date
Status	Status of the task, task request, or issue.	Text
Subject	Use to search for items based on text in the subject.	Text. Maximum 255 characters.
Tags	For a picture, this is the same as the Keywords property in SharePoint.	Text
Task Group	The task group to which a task belongs. A task group is a collection of tasks that can be worked on in parallel.	Text
Title	Display title of the item, which may differ from the name of the item.	Text
URL	URL of a link.	Text
Version	Version of the item.	Text

**Table 24** Descriptions of search criteria fields (continued)

Search field	Description	Data type, valid values, and operators
Workflow Outcome	For a task, the status of item in the workflow, such as <b>Accept</b> or <b>Reject</b> .	Text

## Status values for Task, Task Request, and Issues

The following table lists the values in the Status search field. A plus sign (+) indicates that the value is available for a content type.

**Table 25** Status values available for various content types

Status	Exchange (Task)	Domino (Task)	SharePoint (Task)	SharePoint (Issue)
Not Started	+	+	+	
In Progress/ Active	+	+	+	+
Completed/ Closed	+	+	+	+
Deferred	+		+	
Waiting	+		+	
Overdue		+		
Rejected		+		
Resolved				+



# APPENDIX B

## Search Results

This section includes the following subsections:

- [Columns in search results](#)..... 126
- [Information in preview pane](#)..... 140

## Columns in search results

The following tables lists the columns that display in search results.

A plus sign (+) indicates that the column is available for the content type.

The following columns are available only for Administrator search:

- Owner
- Encrypted
- Password Protected Attachment
- Archive Folder
- Indexing Error

## Search results columns for Email, File, and All content types

The following tables list the search results columns for Email, File, and All content types. The letter D indicates that the column is displayed by default for the content type. A plus sign (+) indicates that the column is available for the content type. A minus sign (-) indicates that the column is not available for the content type.

**Table 26** All, Appointments, Calendar Items, Contact, Email Messages, and Files content types search results columns

Search results	Content types					
	All	Appointments	Calendar Items	Contact	Email Messages	Files
Archive Time	+	-	-	-	-	+
Category	-	D	-	-	-	-
CC	+	+	+	-	+	-
Comments Number	-	-	-	-	-	-
Company City	+	-	-	+	-	-
Company Country	+	-	-	+	-	-
Company Name	+	-	-	D	-	-
Company State	+	-	-	+	-	-
Complete	+	-	-	-	-	-
Created By	+	+	+	+	+	-
Creation Date	+	+	+	+	+	+
Date	D	D	D	D	D	D

**Table 26** All, Appointments, Calendar Items, Contact, Email Messages, and Files content types search results columns (continued)

Search results	Content types					
	All	Appointments	Calendar Items	Contact	Email Messages	Files
Date	-	-	-	-	-	-
Picture Taken	-	-	-	-	-	-
Date Sent	+	-	+	-	+	-
Document ID	-	-	-	-	-	-
Due Date	+	-	-	-	-	-
Encrypted	+	+	+	+	+	+
End Date	+	+	+	-	-	-
Entry ID	+	+	+	+	+	+
External Participant	-	-	-	-	-	-
External Participant Reason	-	-	-	-	-	-
Expires	-	-	-	-	-	-
File Name	+	-	-	-	-	D
First Name	+	-	-	D	-	-
File Type	-	-	-	-	-	-
From	+	D	D	-	D	-
Full Name	+	-	-	+	-	-
Has Attachments	D	D	D	+	D	-
Issue ID	-	-	-	-	-	-
Item Type Class	D	D	D	D	D	D
Last Access Time	+	-	-	-	-	+
Last Date Modified	+	+	+	+	+	+
Last Modified By	+	+	+	+	+	-
Last Name	+	-	-	D	-	-
Location	-	+	+	-	-	-

**Table 26** All, Appointments, Calendar Items, Contact, Email Messages, and Files content types search results columns (continued)

Search results	Content types					
	All	Appointments	Calendar Items	Contact	Email Messages	Files
Name	-	-	-	-	-	-
Owner	-	+	-	-	-	-
Password Protected Attachment	+	+	+	+	+	-
Percent Complete	-	-	-	-	-	-
Person Title	+	-	-	+	-	-
Picture Height	-	-	-	-	-	-
Picture Width	-	-	-	-	-	-
Platform Type	+	+	+	+	+	+
Post Title	-	-	-	-	-	-
Predecessors	-	-	-	-	-	-
Priority	+	D	D	-	D	-
Published Date	-	-	-	-	-	-
Result ID	+	+	+	+	+	+
Sensitivity/Mood	+	-	-	-	+	-
Size	+	+	+	+	+	+
Source ID	+	+	+	+	+	-
Source Type	+	+	+	+	+	-
Start Date	+	+	+	-	-	-
State	D	-	-	D	D	D
Status	+	-	-	-	-	-
Subject	+	D	D	-	D	-
Task Group	-	-	-	-	-	-
Title	-	-	-	-	-	-
To	+	+	+	-	+	-



**Table 26** All, Appointments, Calendar Items, Contact, Email Messages, and Files content types search results columns (continued)

Search results	Content types					
	All	Appointments	Calendar Items	Contact	Email Messages	Files
URL	-	-	-	-	-	-
Version	+	+	-	D	+	-
Workflow Name	-	-	-	-	-	-
Workflow Outcome	-	-	-	-	-	-

**Table 27** Instant Message, Journal Notebook Entry, Meeting, Notice, and Other content types search results columns

Search results	Content types				
	Instant Message	Journal Notebook Entry	Meeting	Notice	Other
Archive Time	-	-	-	-	-
Category	-	-	-	-	-
CC	+	-	+	+	+
Comments Number	-	-	-	-	-
Company City	-	-	-	-	-
Company Country	-	-	-	-	-
Company Name	-	-	-	-	-
Company State	-	-	-	-	-
Complete	-	-	-	-	-
Created By	-	+	+	+	+
Creation Date	+	+	+	+	+
Date	D	D	D	D	D
Date Picture Taken	-	-	-	-	-
Date Sent	+	-	+	+	+
Document ID	-	-	-	-	-
Due Date	-	-	-	-	-

**Table 27** Instant Message, Journal Notebook Entry, Meeting, Notice, and Other content types search results columns (continued)

Search results	Content types				
	Instant Message	Journal Notebook Entry	Meeting	Notice	Other
Encrypted	+	+	+	+	+
End Date	-	-	+	-	-
Entry ID	+	+	+	+	+
External Participant	-	-	-	-	-
External Participant Reason	-	-	-	-	-
Expires	-	-	-	-	-
File Name	-	-	-	-	-
First Name	-	-	-	-	-
File Type	-	-	-	-	-
From	D	-	D	D	D
Full Name	-	-	-	-	-
Has Attachments	+	D	D	D	D
Issue ID	-	-	-	-	-
Item Type Class	D	D	D	D	D
Last Access Time	-	-	-	-	-
Last Date Modified	+	+	+	+	+
Last Modified By	+	+	+	+	+
Last Name	-	-	-	-	-
Location	-	-	+	-	-
Name	-	-	-	-	-
Owner	-	-	-	-	-
Password Protected Attachment	+	+	+	+	+
Percent Complete	-	-	-	-	-

**Table 27** Instant Message, Journal Notebook Entry, Meeting, Notice, and Other content types search results columns (continued)

Search results	Content types				
	Instant Message	Journal Notebook Entry	Meeting	Notice	Other
Person Title	-	-	-	-	-
Picture Height	-	-	-	-	-
Picture Width	-	-	-	-	-
Platform Type	+	+	+	+	+
Post Title	-	-	-	-	-
Predecessors	-	-	-	-	-
Priority	D	-	D	D	D
Published Date	-	-	-	-	-
Result ID	+	+	+	+	+
Sensitivity/ Mood	+	-	-	+	+
Size	+	+	+	+	+
Source ID	+	+	+	+	+
Source Type	+	+	+	+	+
Start Date	-	-	+	-	-
State	D	D	D	D	D
Status	-	-	-	-	-
Subject	D	D	D	D	D
Task Group	-	-	-	-	-
Title	-	-	-	-	-
To	+	-	+	+	+
URL	-	-	-	-	-
Version	-	-	-	-	-
Workflow Name	-	-	-	-	-
Workflow Outcome	-	-	-	-	-

**Table 28** Posted Notes, Reports, Sticky Notes, Tasks, and Task Requests content types search results columns

Search results	Content types				
	Posted Notes	Reports	Sticky Notes	Tasks	Task Requests
Archive Time	-	-	-	-	-
Category	-	-	-	-	-
CC	-	+	-	+	+
Comments Number	-	-	-	-	-
Company City	-	-	-	-	-
Company Country	-	-	-	-	-
Company Name	-	-	-	-	-
Company State	-	-	-	-	-
Complete	-	-	-	+	+
Created By	+	+	+	+	+
Creation Date	+	+	+	+	+
Date	D	D	D	D	D
Date Picture Taken	-	-	-	-	-
Date Sent	-	+	-	+	+
Document ID	-	-	-	-	-
Due Date	-	-	-	+	+
Encrypted	+	+	+	+	+
End Date	-	-	-	+	+
Entry ID	+	+	+	+	+
External Participant	-	-	-	+	-
External Participant Reason	-	-	-	+	-
Expires	-	-	-	-	-
File Name	-	-	-	-	-
First Name	-	-	-	-	-
File Type	-	-	-	-	-
From	+	D	-	D	D

**Table 28** Posted Notes, Reports, Sticky Notes, Tasks, and Task Requests content types search results columns (continued)

Search results	Content types				
	Posted Notes	Reports	Sticky Notes	Tasks	Task Requests
Full Name	-	-	-	-	-
Has Attachments	D	D	D	D	D
Issue ID	-	-	-	-	-
Item Type Class	D	D	D	D	D
Last Access Time	-	-	-	-	-
Last Date Modified	+	+	+	+	+
Last Modified By	+	+	+	+	+
Last Name	-	-	-	-	-
Location	-	-	-	-	-
Name	-	-	-	-	-
Owner	-	-	-	-	-
Password Protected Attachment	+	+	+	+	+
Percent Complete	-	-	-	+	-
Person Title	-	-	-	-	-
Picture Height	-	-	-	-	-
Picture Width	-	-	-	-	-
Platform Type	+	+	+	+	+
Post Title	-	-	-	-	-
Predecessors	-	-	-	+	-
Priority	D	D	-	D	D
Published Date	-	-	-	-	-
Result ID	+	+	+	+	+
Sensitivity/Mood	-	+	-	+	+

**Table 28** Posted Notes, Reports, Sticky Notes, Tasks, and Task Requests content types search results columns (continued)

Search results	Content types				
	Posted Notes	Reports	Sticky Notes	Tasks	Task Requests
Size	+	+	+	+	+
Source ID	+	+	+	+	+
Source Type	+	+	+	+	+
Start Date	-	-	-	+	+
State	D	D	D	D	D
Status	-	-	-	D	+
Subject	D	D	D	D	D
Task Group	-	-	-	+	-
Title	+	-	-	-	-
To	-	+	-	+	+
URL	-	-	-	-	-
Version	D	-	-	D	-
Workflow Name	-	-	-	+	-
Workflow Outcome	-	-	-	+	-

## Search results columns for Microsoft SharePoint content types

The following tables list the columns for Microsoft SharePoint content types. The letter D indicates that the column is displayed by default for the content type. A plus sign (+) indicates that the column is available for the content type. A minus sign (-) indicates that the column is not available for the content type.

**Table 29** Announcement, Comment, Document, Document Set, and Issue Microsoft SharePoint content types search results columns

Search results	Microsoft SharePoint content types				
	Announcement	Comment	Document	Document Set	Issue
Archive Time	-	-	-	-	-
Category	-	-	-	-	+
CC	-	-	-	-	-
Comments Number	-	-	-	-	-
Company City	-	-	-	-	-

**Table 29** Announcement, Comment, Document, Document Set, and Issue Microsoft SharePoint content types search results columns (continued)

Search results	Microsoft SharePoint content types				
	Announcement	Comment	Document	Document Set	Issue
Company Country	-	-	-	-	-
Company Name	-	-	-	-	-
Company State	-	-	-	-	-
Complete	-	-	-	-	-
Created By	+	+	+	+	+
Creation Date	+	+	+	+	+
Date	D	D	D	D	D
Date Picture Taken	-	-	-	-	-
Date Sent	-	-	-	-	-
Document ID	-	-	+	+	-
Due Date	-	-	-	-	+
Encrypted	-	-	+	+	-
End Date	-	-	-	-	-
Entry ID	+	+	+	+	+
External Participant	-	-	-	-	-
External Participant Reason	-	-	-	-	-
Expires	+	-	-	-	-
File Name	-	-	-	-	-
First Name	-	-	-	-	-
File Type	-	-	-	-	-
From	-	-	-	-	-
Full Name	-	-	-	-	-
Has Attachments (paperclip icon)	+	+	+	+	+
Issue ID	-	-	-	-	D

**Table 29** Announcement, Comment, Document, Document Set, and Issue Microsoft SharePoint content types search results columns (continued)

Search results	Microsoft SharePoint content types				
	Announcement	Comment	Document	Document Set	Issue
Item TypeClass	D	D	D	D	D
Last Access Time	-	-	-	-	-
Last Date Modified	+	+	+	+	+
Last Modified By	+	+	+	+	+
Last Name	-	-	-	-	-
Location	-	-	-	-	-
Name	-	-	-	-	-
Owner	-	-	-	-	-
Password Protected Attachment	-	-	+	+	-
Percent Complete	-	-	-	-	-
Person Title	-	-	-	-	-
Picture Height	-	-	-	-	-
Picture Width	-	-	-	-	-
Platform Type	+	+	+	+	+
Post Title	-	D	-	-	-
Predecessors	-	-	-	-	-
Priority	-	-	-	-	D
Published Date	-	-	-	-	-
Result ID	-	-	-	+	-
Sensitivity/Mood	-	-	-	-	-
Size	+	+	+	+	+
Source ID	+	+	+	+	+
Source Type	+	+	+	+	+
Start Date	-	-	-	-	-



**Table 29** Announcement, Comment, Document, Document Set, and Issue Microsoft SharePoint content types search results columns (continued)

Search results	Microsoft SharePoint content types				
	Announcement	Comment	Document	Document Set	Issue
State	D	D	D	D	D
Status	-	-	-	-	+
Subject	D	D	D	D	D
Task Group	-	-	-	-	-
Title	-	-	-	-	-
To	-	-	-	-	+
URL	-	-	-	-	-
Version	D	D	+	D	D
Workflow Name	-	-	-	-	-
Workflow Outcome	-	-	-	-	-

**Table 30** Link, Picture, Post, SharePoint Item, and Wiki Microsoft SharePoint content types search results columns

Search results	Microsoft SharePoint content types				
	Link	Picture	Post	SharePoint Item	Wiki
Archive Time	-	-	-	-	-
Category	-	-	D	-	-
CC	-	-	-	-	-
Comments Number	-	-	+	-	-
Company City	-	-	-	-	-
Company Country	-	-	-	-	-
Company Name	-	-	-	-	-
Company State	-	-	-	-	-
Complete	-	-	-	-	-
Created By	+	+	+	+	D
Creation Date	+	+	+	+	D
Date	D	D	D	D	+

**Table 30** Link, Picture, Post, SharePoint Item, and Wiki Microsoft SharePoint content types search results columns (continued)

Search results	Microsoft SharePoint content types				
	Link	Picture	Post	SharePoint Item	Wiki
Date Picture Taken	-	+	-	-	-
Date Sent	-	-	-	-	-
Document ID	-	+	-	-	+
Due Date	-	-	-	-	-
Encrypted	-	-	-	-	-
End Date	-	-	-	-	-
Entry ID	+	+	+	+	+
External Participant	-	-	-	-	-
External Participant Reason	-	-	-	-	-
Expires	-	-	-	-	-
File Name	-	-	-	-	-
First Name	-	-	-	-	-
File Type	-	+	-	-	-
From	-	-	-	-	-
Full Name	-	-	-	-	-
Has Attachments (paperclip icon)	-	+	-	D	+
Issue ID	-	-	-	-	-
Item TypeClass	D	D	D	D	D
Last Access Time	-	-	-	-	-
Last Date Modified	+	+	+	+	D
Last Modified By	+	+	+	+	D
Last Name	-	-	-	-	-
Location	-	-	-	-	-
Name	-	+	-	-	-

**Table 30** Link, Picture, Post, SharePoint Item, and Wiki Microsoft SharePoint content types search results columns (continued)

Search results	Microsoft SharePoint content types				
	Link	Picture	Post	SharePoint Item	Wiki
Owner	-	-	-	-	-
Password Protected Attachment	-	+	-	+	+
Percent Complete	-	-	-	-	-
Person Title	-	-	-	-	-
Picture Height	-	+	-	-	-
Picture Width	-	+	-	-	-
Platform Type	+	+	+	+	+
Post Title	-	-	-	-	-
Predecessors	-	-	-	-	-
Priority	-	-	-	-	-
Published Date	-	-	+	-	-
Result ID	-	-	-	-	-
Sensitivity/Mood	-	-	-	-	-
Size	+	D	+	+	+
Source ID	+	+	+	+	+
Source Type	+	+	+	+	+
Start Date	-	-	-	-	-
State	D	D	D	D	D
Status	-	-	-	-	-
Subject	D	D	D	D	D
Task Group	-	-	-	-	-
Title	-	+	-	-	-
To	-	-	-	-	-
URL	+	-	-	-	-
Version	D	D	D	D	D
Workflow Name	-	-	-	-	-

**Table 30** Link, Picture, Post, SharePoint Item, and Wiki Microsoft SharePoint content types search results columns (continued)

Search results	Microsoft SharePoint content types				
	Link	Picture	Post	SharePoint Item	Wiki
Workflow Outcome	-	-	-	-	-

## Information in preview pane

The following tables list the information that is displayed in the preview pane. A plus sign (+) indicates that the information is available for the content type. A minus sign (-) indicates that the information is not available for the content type.

The following preview information is available only for Administrator search:

- Owner
- Encrypted
- Password Protected Attachment
- Archive Folder
- Indexing Folder

**Table 31** Appointment, Calendar Item, Contact, Document, and Email Message content types preview pane information

Information in preview pane	Content type				
	Appointment	Calendar Item	Contact	Document	Email Message
Archive Folder	+	+	+	+	-
Archive Time	-	-	-	-	-
Attachment Name	+	+	+	+	+
Attachments	+	+	+	+	+
Body	+	+	+	+	+
Category	-	-	-	-	-
CC	+	+	-	-	+
Checkin Comments	-	-	-	+	-
Comments	-	-	-	-	-
Company Assistant	-	-	+	-	-

**Table 31** Appointment, Calendar Item, Contact, Document, and Email Message content types preview pane information (continued)

Information in preview pane	Content type				
	Appointment	Calendar Item	Contact	Document	Email Message
Company City	-	-	+	-	-
Company Country	-	-	+	-	-
Company Name	-	-	+	-	-
Company Phone	-	-	+	-	-
Company State	-	-	+	-	-
Company Street	-	-	+	-	-
Created By	+	+	+	+	-
Creation Date	+	+	+	+	-
Date	+	+	+	+	+
Date Picture Taken	-	-	-	-	-
Date Sent	-	+	-	-	-
Delegator	-	+	-	-	+
Due Date	-	-	-	-	-
Email 1	-	-	+	-	-
Email 2	-	-	+	-	-
Email 3	-	-	+	-	-
End Date	+	+	-	-	-
Entry ID	+	+	+	+	+
External Participant	-	-	-	-	-
External Participant Reason	-	-	-	-	-
File Content	-	-	-	-	-
File Name	-	-	-	-	-
First Name	-	-	+	-	-
Folder	+	+	+	+	+

**Table 31** Appointment, Calendar Item, Contact, Document, and Email Message content types preview pane information (continued)

Information in preview pane	Content type				
	Appointment	Calendar Item	Contact	Document	Email Message
From	+	+	-	-	+
Full Name	-	-	+	-	-
Has Attachments	+	+	+	+	-
Issue ID	-	-	-	-	-
Item Type	+	+	+	+	-
Last Access Time	-	-	-	-	-
Last Modified By	+	+	+	+	-
Last Modified Date	+	+	+	+	-
Last Name	-	-	+	-	-
Location	+	+	-	-	-
Meeting Workspace	+	-	-	-	-
Middle Name	-	-	+	-	-
Mobile Phone	-	-	+	-	-
Name	-	-	-	-	-
Notes	-	-	+	-	-
Owner	+	+	+	+	-
Pager	-	-	+	-	-
Password Protected Attachment	-	-	-	-	-
Path Name	-	-	-	-	-
Percent Complete	-	-	-	-	-
Person Title	-	-	+	-	-
Picture Height	-	-	-	-	-
Picture Width	-	-	-	-	-

**Table 31** Appointment, Calendar Item, Contact, Document, and Email Message content types preview pane information (continued)

Information in preview pane	Content type				
	Appointment	Calendar Item	Contact	Document	Email Message
Platform Type	+	+	+	+	-
Priority	+	+	-	-	+
Recipient	-	+	-	-	+
Related Issues	-	-	-	-	-
Sender	-	+	-	-	+
Sensitivity/Mood	-	-	-	-	-
Size	+	+	+	+	-
Start Date	+	+	-	-	-
Status	-	-	-	-	-
Subject	+	+	-	+	+
Tags	-	-	-	-	-
Task Group	-	-	-	-	-
Title	-	-	-	-	-
To	+	+	-	-	+
Version	+	-	+	+	-
Workflow Name	-	-	-	-	-
Workflow Outcome	-	-	-	-	-

**Table 32** File, Instant Message, Issue, Journal or Notebook Entry, and Meeting content types preview pane information

Information in preview pane	Content type				
	File	Instant Message	Issue	Journal or Notebook Entry	Meeting
Archive Folder	+	+	+	+	+
Archive Time	+	-	-	-	-
Attachment Name	-	+	+	+	+

**Table 32** File, Instant Message, Issue, Journal or Notebook Entry, and Meeting content types preview pane information (continued)

Information in preview pane	Content type				
	File	Instant Message	Issue	Journal or Notebook Entry	Meeting
Attachments	-	+	+	+	+
Body	-	+	+	+	+
Category	-	-	+	-	-
CC	-	+	-	-	+
Checkin Comments	-	-	-	-	-
Comments	-	-	-	+	-
Company Assistant	-	-	-	-	-
Company City	-	-	-	-	-
Company Country	-	-	-	-	-
Company Name	-	-	-	-	-
Company Phone	-	-	-	-	-
Company State	-	-	-	-	-
Company Street	-	-	-	-	-
Created By	-	-	+	+	+
Creation Date	+	+	+	+	+
Date	+	+	+	+	+
Date Picture Taken	-	-	-	-	-
Date Sent	-	+	-	-	+
Delegator	-	-	-	-	+
Due Date	-	-	+	-	-
Email 1	-	-	-	-	-
Email 2	-	-	-	-	-
Email 3	-	-	-	-	-
End Date	-	-	-	-	+



**Table 32** File, Instant Message, Issue, Journal or Notebook Entry, and Meeting content types preview pane information (continued)

Information in preview pane	Content type				
	File	Instant Message	Issue	Journal or Notebook Entry	Meeting
Entry ID	+	+	+	+	+
External Participant	-	-	-	-	-
External Participant Reason	-	-	-	-	-
File Content	+	-	-	-	-
File Name	+	-	-	-	-
First Name	-	-	-	-	-
Folder	+	+	+	+	+
From	-	+	-	-	+
Full Name	-	-	-	-	-
Has Attachments	+	+	+	+	+
Issue ID	-	+	-	-	-
Item Type	+	+	+	+	+
Last Access Time	+	-	-	-	-
Last Modified By	-	+	+	+	+
Last Modified Date	+	+	+	+	+
Last Name	-	-	-	-	-
Location	-	-	-	+	-
Meeting Workspace	-	-	-	-	-
Middle Name	-	-	-	-	-
Mobile Phone	-	-	-	-	-
Name	-	-	-	-	-
Notes	-	-	-	-	-
Owner	-	+	+	+	+
Pager	-	-	-	-	-

**Table 32** File, Instant Message, Issue, Journal or Notebook Entry, and Meeting content types preview pane information (continued)

Information in preview pane	Content type				
	File	Instant Message	Issue	Journal or Notebook Entry	Meeting
Password Protected Attachment	-	-	-	-	-
Path Name	+	-	-	-	-
Percent Complete	-	-	-	-	-
Person Title	-	-	-	-	-
Picture Height	-	-	-	-	-
Picture Width	-	-	-	-	-
Platform Type	+	+	+	+	+
Priority	-	+	+	-	+
Recipient	-	+	-	-	+
Related Issues	-	-	+	-	-
Sender	-	+	-	-	+
Sensitivity/Mood	-	+	-	-	-
Size	+	+	+	+	+
Start Date	-	-	-	-	+
Status	-	-	+	-	-
Subject	-	+	+	+	+
Tags	-	-	-	-	-
Task Group	-	-	-	-	-
Title	-	-	-	-	-
To	-	+	+	-	+
Version	-	-	+	-	-
Workflow Name	-	-	-	-	-
Workflow Outcome	-	-	-	-	-

**Table 33** Notice, Other, Picture, Posted Note, and Reports content types preview pane information

Information in preview pane	Content type				
	Notice	Other	Picture	Posted Note	Reports
Archive Folder	+	+	+	+	+
Archive Time	-	-	-	-	-
Attachment Name	+	+	+	+	+
Attachments	+	+	+	+	+
Body	+	+	+	+	+
Category	-	-	-	-	-
CC	+	+	-	-	+
Checkin Comments	-	-	+	-	-
Comments	-	-	-	-	-
Company Assistant	-	-	-	-	-
Company City	-	-	-	-	-
Company Country	-	-	-	-	-
Company Name	-	-	-	-	-
Company Phone	-	-	-	-	-
Company State	-	-	-	-	-
Company Street	-	-	-	-	-
Created By	+	+	+	+	+
Creation Date	+	+	+	+	+
Date	+	+	+	+	+
Date Picture Taken	-	-	+	-	-
Date Sent	+	+	-	-	+
Delegator	-	-	-	-	+
Due Date	-	-	-	-	-

**Table 33** Notice, Other, Picture, Posted Note, and Reports content types preview pane information (continued)

Information in preview pane	Content type				
	Notice	Other	Picture	Posted Note	Reports
Email 1	-	-	-	-	-
Email 2	-	-	-	-	-
Email 3	-	-	-	-	-
End Date	-	-	-	-	-
Entry ID	+	+	+	+	+
External Participant	-	-	-	-	-
External Participant Reason	-	-	-	-	-
File Content	-	-	-	-	-
File Name	-	-	-	-	-
First Name	-	-	-	-	-
Folder	+	+	+	+	+
From	+	+	-	+	+
Full Name	-	-	-	-	-
Has Attachments	+	+	+	+	+
Issue ID	-	-	-	-	-
Item Type	+	+	+	+	+
Last Access Time	-	-	-	-	-
Last Modified By	+	+	+	+	+
Last Modified Date	+	+	+	+	+
Last Name	-	-	-	-	-
Location	-	-	-	-	-
Meeting Workspace	-	-	-	-	-
Middle Name	-	-	-	-	-
Mobile Phone	-	-	-	-	-
Name	-	-	+	-	-

**Table 33** Notice, Other, Picture, Posted Note, and Reports content types preview pane information (continued)

Information in preview pane	Content type				
	Notice	Other	Picture	Posted Note	Reports
Notes	-	-	-	-	-
Owner	+	+	+	+	+
Pager	-	-	-	-	-
Password Protected Attachment	-	-	+	-	-
Path Name	-	-	-	-	-
Percent Complete	-	-	-	-	-
Person Title	-	-	-	-	-
Picture Height	-	-	+	-	-
Picture Width	-	-	+	-	-
Platform Type	+	+	+	+	+
Priority	+	+	-	+	+
Recipient	-	+	-	-	+
Related Issues	-	-	-	-	-
Sender	-	+	-	-	+
Sensitivity/Mood	+	+	-	-	+
Size	+	+	+	+	+
Start Date	-	-	-	-	-
Status	-	-	-	-	-
Subject	+	+	+	+	+
Tags	-	-	+	-	-
Task Group	-	-	-	-	-
Title	-	-	+	-	-
To	+	+	-	-	+
Version	-	-	+	+	-
Workflow Name	-	-	-	-	-

**Table 33** Notice, Other, Picture, Posted Note, and Reports content types preview pane information (continued)

Information in preview pane	Content type				
	Notice	Other	Picture	Posted Note	Reports
Workflow Outcome	-	-	-	-	-

**Table 34** SharePoint Item, Sticky Note, Task, Task Request, and Wiki content types preview pane information

Information in preview pane	Content type				
	SharePoint Item	Sticky Note	Task	Task Request	Wiki
Archive Folder	+	+	+	+	+
Archive Time	-	-	-	-	-
Attachment Name	+	+	+	+	+
Attachments	+	+	+	+	+
Body	+	+	+	+	+
Category	-	-	-	-	-
CC	-	-	-	+	-
Checkin Comments	-	-	-	-	+
Comments	-	-	-	-	-
Company Assistant	-	-	-	-	-
Company City	-	-	-	-	-
Company Country	-	-	-	-	-
Company Name	-	-	-	-	-
Company Phone	-	-	-	-	-
Company State	-	-	-	-	-
Company Street	-	-	-	-	-
Created By	+	+	+	+	+

**Table 34** SharePoint Item, Sticky Note, Task, Task Request, and Wiki content types preview pane information (continued)

Information in preview pane	Content type				
	SharePoint Item	Sticky Note	Task	Task Request	Wiki
Creation Date	+	+	+	+	+
Date	+	+	+	+	+
Date Picture Taken	-	-	-	-	-
Date Sent	-	-	+	+	-
Delegator	-	-	-	+	-
Due Date	-	-	-	-	-
Email 1	-	-	-	-	-
Email 2	-	-	-	-	-
Email 3	-	-	-	-	-
End Date	-	-	+	+	-
Entry ID	+	+	+	+	+
External Participant	-	-	+	-	-
External Participant Reason	-	-	+	-	-
File Content	-	-	-	-	-
File Name	-	-	-	-	-
First Name	-	-	-	-	-
Folder	+	+	+	+	+
From	-	-	-	+	-
Full Name	-	-	-	-	-
Has Attachments	+	+	+	+	+
Issue ID	-	-	-	-	-
Item Type	+	+	+	+	+
Last Access Time	-	-	-	-	-
Last Modified By	+	+	+	+	+

**Table 34** SharePoint Item, Sticky Note, Task, Task Request, and Wiki content types preview pane information (continued)

Information in preview pane	Content type				
	SharePoint Item	Sticky Note	Task	Task Request	Wiki
Last Modified Date	+	+	+	+	+
Last Name	-	-	-	-	-
Location	-	-	-	-	-
Meeting Workspace	-	-	-	-	-
Middle Name	-	-	-	-	-
Mobile Phone	-	-	-	-	-
Name	-	-	-	-	-
Notes	-	-	-	-	-
Owner	+	+	+	+	+
Pager	-	-	-	-	-
Password Protected Attachment	+	-	-	-	+
Path Name	-	-	-	-	-
Percent Complete	-	-	+	-	-
Person Title	-	-	-	-	-
Picture Height	-	-	-	-	-
Picture Width	-	-	-	-	-
Platform Type	+	+	+	+	+
Priority	-	-	+	+	-
Recipient	-	-	-	+	-
Related Issues	-	-	-	-	-
Sender	-	-	-	+	-
Sensitivity/Mood	-	-	+	+	-



**Table 34** SharePoint Item, Sticky Note, Task, Task Request, and Wiki content types preview pane information (continued)

Information in preview pane	Content type				
	SharePoint Item	Sticky Note	Task	Task Request	Wiki
Size	+	+	+	+	+
Start Date	-	-	+	+	-
Status	-	-	+	+	-
Subject	+	+	+	+	+
Tags	-	-	-	-	-
Task Group	-	-	+	-	-
Title	-	+	-	-	-
To	-	-	+	+	-
Version	+	-	+	-	+
Workflow Name	-	-	+	-	-
Workflow Outcome	-	-	+	-	-



# APPENDIX C

## Supported Symbols and Characters for Login

This section includes the following subsections:

- [Introduction](#)..... 156
- [Supported symbols for login](#)..... 156
- [Supported characters for login](#).....157

## Introduction

If all the Search and Search Web Services servers are configured to use Windows code page 1252 (Western Europe/Latin1), log in to Search using the symbols and characters that are described in this appendix, as well as ASCII characters.

If the Search web servers are configured to use a mix of Windows code pages including Windows code page 1252, only use ASCII characters to log in. Other system code pages may allow you to use additional characters, but those code pages are not supported for Search login.

## Supported symbols for login

The following table describes supported symbols for login.

**Table 35** Supported symbols for login

Character	Code	Description
¡	161	Inverted exclamation mark
¢	162	Cent
£	163	Pound
¤	164	Currency
¥	165	Yen
¦	166	Broken vertical bar
§	167	Section
¨	168	Spacing diaeresis
©	169	Copyright
ª	170	Feminine ordinal indicator
«	171	Angle quotation mark (left)
¬	172	Negation
®	174	Registered trademark
¯	175	Spacing macron
°	176	Degree
±	177	Plus-or-minus
²	178	Superscript 2
³	179	Superscript 3
´	180	Spacing acute
µ	181	Micro
¶	182	Paragraph
·	183	Middle dot
¸	184	Spacing cedilla

**Table 35** Supported symbols for login (continued)

Character	Code	Description
<sup>1</sup>	185	Superscript 1
º	186	Masculine ordinal indicator
»	187	Angle quotation mark (right)
¼	188	Fraction 1/4
½	189	Fraction 1/2
¾	190	Fraction 3/4
¿	191	Inverted questions mark
×	215	Multiplication
÷	247	Division

## Supported characters for login

The following table describes supported characters for login.

**Table 36** Supported characters for login

Character	Code	Description
À	192	Capital a, grave accent
Á	193	Capital a, acute accent
Â	194	Capital a, circumflex accent
Ã	195	Capital a, tilde
Ä	196	Capital a, umlaut mark
Å	197	Capital a, ring
Æ	198	Capital ae
Ç	199	Capital c, cedilla
È	200	Capital e, grave accent
É	201	Capital e, acute accent
Ê	202	Capital e, circumflex accent
Ë	203	Capital e, umlaut mark
Ì	204	Capital i, grave accent
Í	205	Capital i, acute accent
Î	206	Capital i, circumflex accent
Ï	207	Capital i, umlaut mark
Ð	208	Capital eth, Icelandic
Ñ	209	Capital n, tilde

**Table 36** Supported characters for login (continued)

Character	Code	Description
Ò	210	Capital o, grave accent
Ó	211	Capital o, acute accent
Ô	212	Capital o, circumflex accent
Õ	213	Capital o, tilde
Ö	214	Capital o, umlaut mark
Ø	216	Capital o, slash
Ù	217	Capital u, grave accent
Ú	218	Capital u, acute accent
Û	219	Capital u, circumflex accent
Ü	220	Capital u, umlaut mark
Ý	221	Capital y, acute accent
Þ	222	Capital THORN, Icelandic
ß	223	Small sharp s, German
à	224	Small a, grave accent
á	225	Small a, acute accent
â	226	Small a, circumflex accent
ã	227	Small a, tilde
ä	228	Small a, umlaut mark
å	229	Small a, ring
æ	230	Small ae
ç	231	Small c, cedilla
è	232	Small e, grave accent
é	233	Small e, acute accent
ê	234	Small e, circumflex accent
ë	235	Small e, umlaut mark
ì	236	Small i, grave accent
í	237	Small i, acute accent
î	238	Small i, circumflex accent
ï	239	Small i, umlaut mark
ð	240	Small eth, Icelandic
ñ	241	Small n, tilde
ò	242	Small o, grave accent
ó	243	Small o, acute accent

**Table 36** Supported characters for login (continued)

<b>Character</b>	<b>Code</b>	<b>Description</b>
ô	244	Small o, circumflex accent
ö	245	Small o, tilde
ö	246	Small o, umlaut mark
ø	248	Small o, slash
ù	249	Small u, grave accent
ú	250	Small u, acute accent
û	251	Small u, circumflex accent
ü	252	Small u, umlaut mark
ý	253	Small y, acute accent
þ	254	Small thorn, Icelandic
ÿ	255	Small y, umlaut mark

