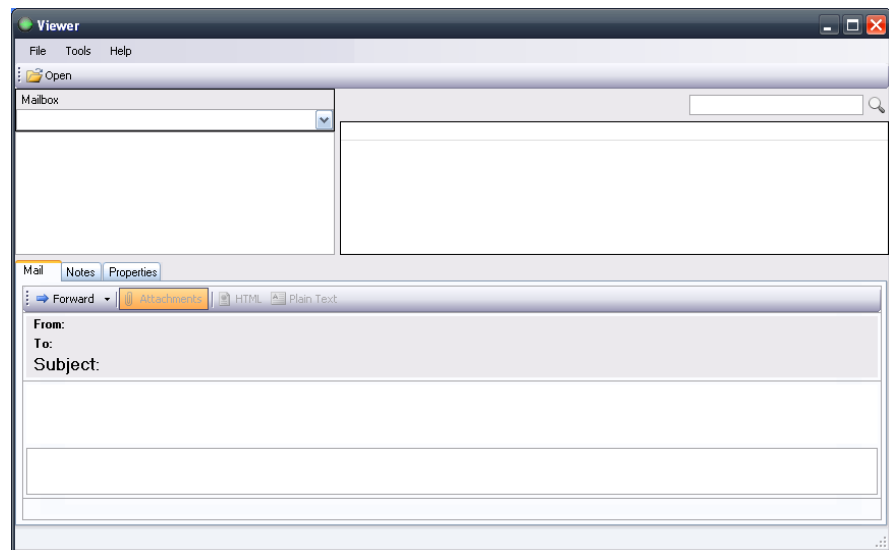


Retain Viewer

To connect to the published archive, locate the shortcut to the installed Retain Viewer and start the Viewer.

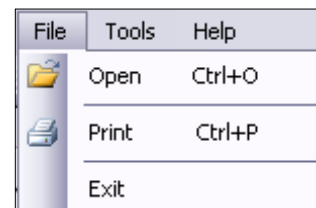


The viewer is setup similar to an email client, with the mailbox and account on the left, the selected account's contents fill the space on the top right, and any selected message's contents are displayed along the bottom. Tabs allow access to the message properties or text, and highlighted buttons below the tabs determine what is shown and how, (Attachments, HTML, Plain Text).



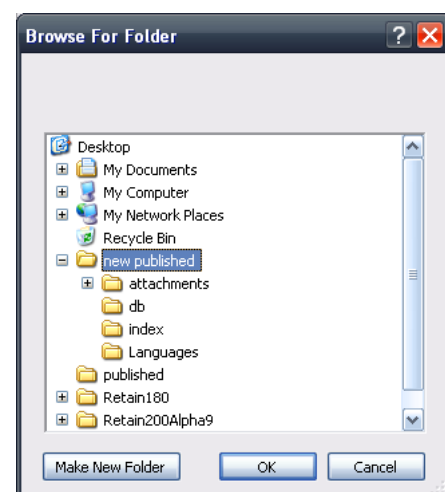
The Viewer also has the ability to forward the selected message out of the portable archive to any specified address.

To access an archive, select the 'open' button from the top toolbar, or select the 'Open' option from the 'File' dropdown menu.

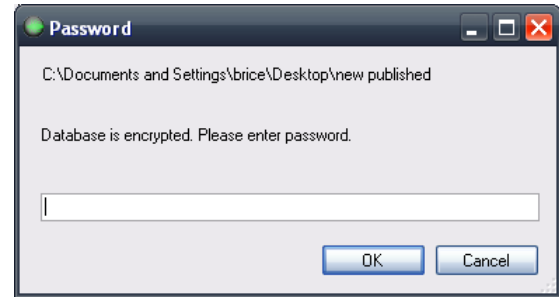


The Viewer only needs to know the base location of the archive, or the folder selected in the Publisher as the archive location. The 'Open' menu starts a browse window.

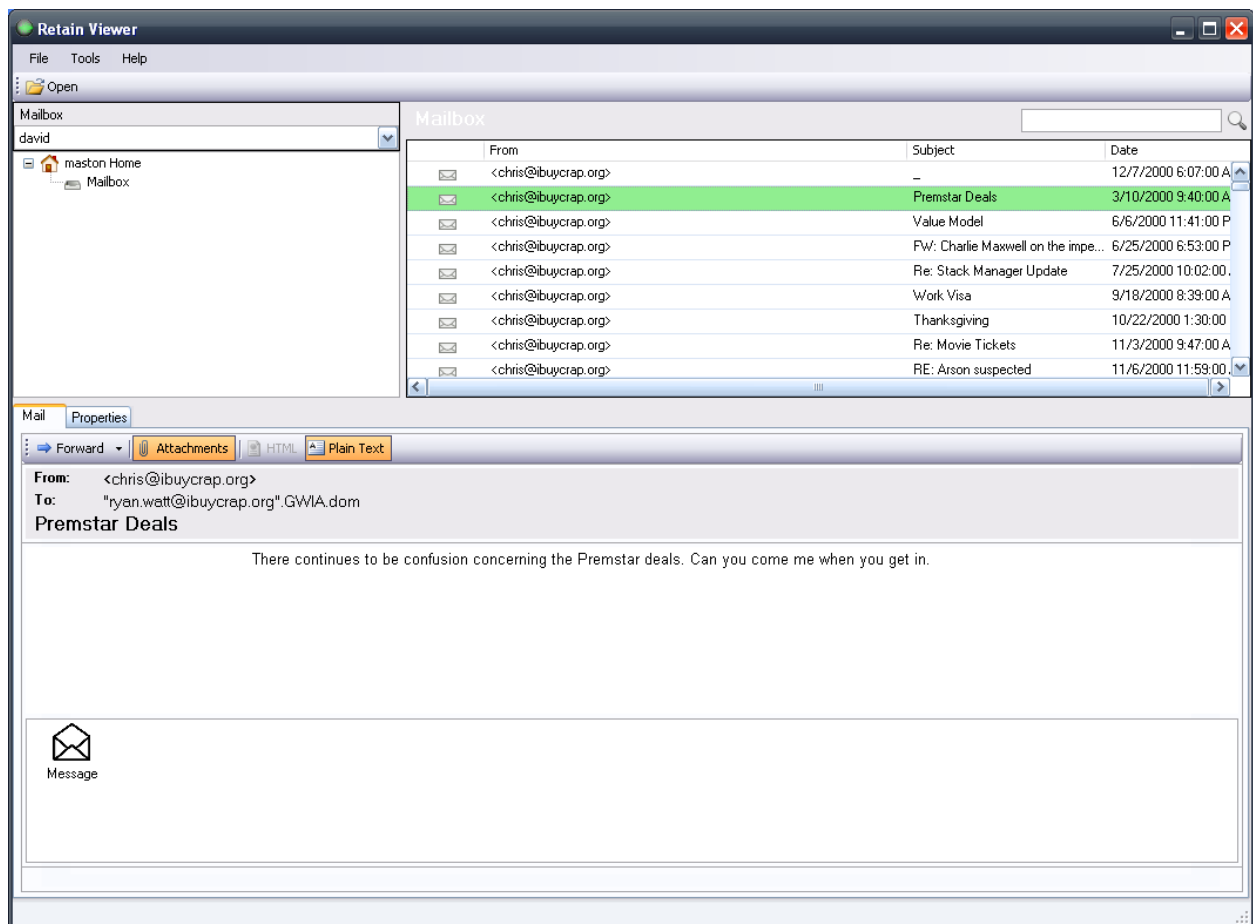
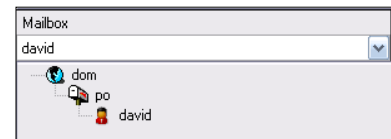
Browse to the location where the portable archive is located, select it, and click 'OK'.



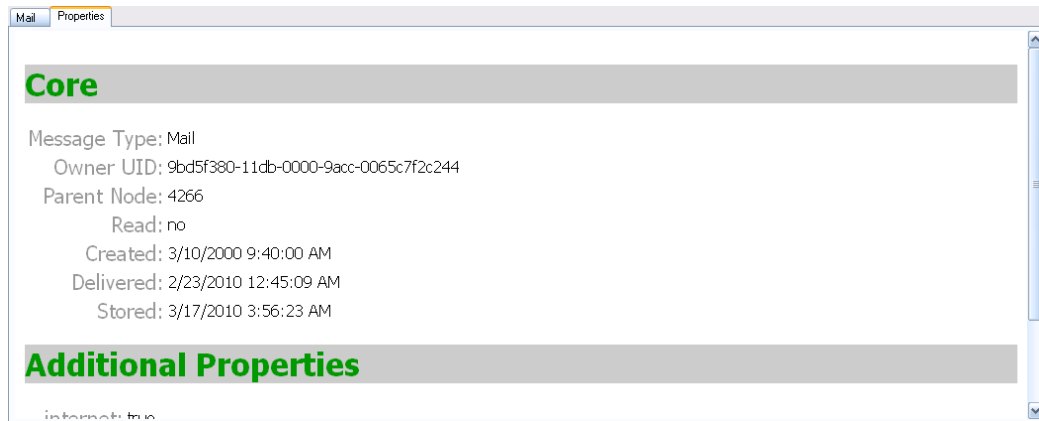
If the archive was password protected, the correct password must be entered here before the Viewer can gain access.



Once the Archive has opened, all mailboxes contained in the archive are displayed. Select a mailbox to access the mail in the archive.



The text of the selected message will be displayed in the bottom viewer pane. The viewer contains options to show or hide the attachments, forward the message, as well as whether to view the message in plain text, or in HTML when available.

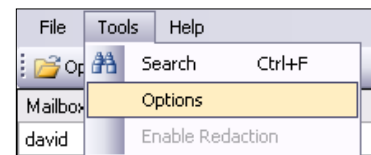


The properties tab displays the essential information on the mail item in question. The created, delivered, read status, and store date are displayed along with the identification number, message source, etc.

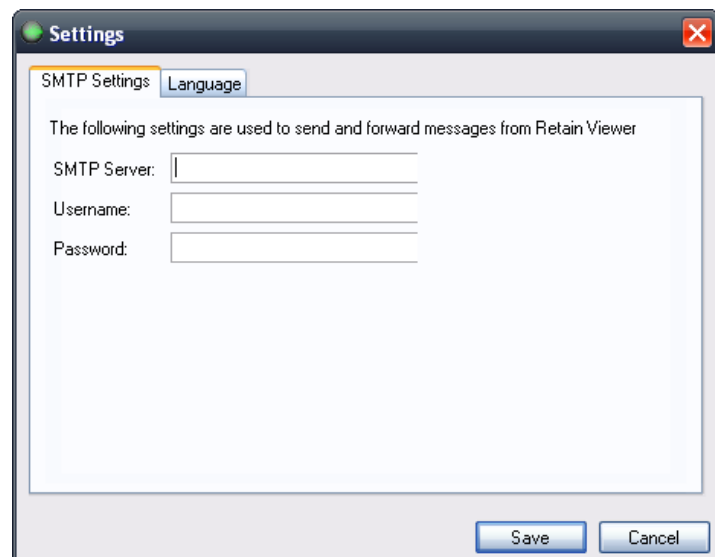
Forward

The Forward option allows the Retain Viewer to send the selected message from the archive to a destination account.

In order to utilize the 'Forward' option in the viewer pane, the Viewer must be configured with a mail server. To tell the Viewer which SMTP server and account to use to send messages, select 'Options' from the 'Tools' drop-down menu.



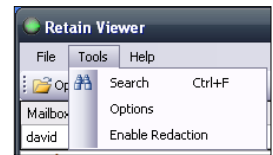
The 'Settings' configuration menu will appear. Enter the DNS or address of the SMTP Server desired to use for the Viewer system, and an appropriate account, (Username and Password), to connect and send messages.



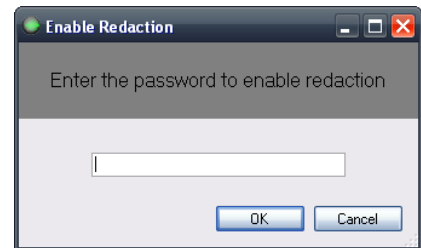
Redaction

Redaction allows the viewing auditor to compile notes on the archive. The notes are appended to the entire archive, and not any individual messages, which makes Redaction extremely useful to compile messages and identify messages of interest.

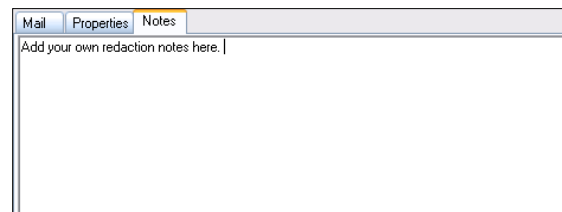
To enable redaction, the archive must first be exported with the redaction option enabled in the publisher, and a redaction password implemented.



On a redaction-enabled archive, to access the feature, it must be 'enabled' in the viewer. This option is found under the 'Tools' drop-down menu. Select 'Enable Redaction' from the drop-down menu and enter the redaction password.



When Redaction is enabled, the message pane in the Viewer gains a new tab called 'Notes'. The 'Notes' tab works much like a notepad that is always connected to the archive. Items of interest or whole messages' texts can be copied and compiled in the redaction notes.



Redaction notes are connected to the entire archive and are not tied to any specific selected message; they stay the same across all messages to be accessible regardless which message is selected.

Searching the Archive

The Retain Viewer provides a full search function. The Search function is accessed through either the shortcut 'Ctrl+F' or by selecting 'Search' from the 'Tools' drop-down menu.

The different options for the search are shown with the criteria input below the options. Any text string or value can be searched for in the full text of the

Full Text
Subject

From/Author
To/CC

mail, or simply in the subject line.

The sending Author or the destination and carbon copy recipients of a message may also be searched for.

The search window allows you to specify or restrict the desired item type, and the date range. Selection of the date range is done through an interactive calendar.

March, 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 3/24/2010

Tools Help

Search Ctrl+F

Options

Enable Redaction

Find

Find

Full Text

From/Author

Type:

☐ Mail ☐ Appointment

Date Range:

☐ Created or delivered between:

3/24/2010 3/24/2010

Look In:

maston Home

Mailbox

Reset

Search Cancel

Be sure to select the desired mailbox or mailboxes to apply the search through. (The depicted example archive only contains one mailbox.) Select 'Search' to begin.

When the search is finished, the results will be displayed. The results window has the messages found according to the search criteria above, and a display window for selected messages, identical to the search window in the main Viewer window.

Find Results

From	Subject	Date
<retain@bitter.com>	Retain Test Message Wed Feb 24 11:40:51 MST 20...	2/24/2010 6:40:51 PM
<retain@bitter.com>	Retain Test Message Wed Mar 03 23:44:10 MST 20...	3/4/2010 6:44:11 AM
<retain@bitter.com>	Retain Test Message Thu Mar 04 01:22:23 MST 2010	3/4/2010 8:22:23 AM
<retain@bitter.com>	Retain Test Message Wed Mar 10 10:57:21 MST 20...	3/10/2010 5:57:21 PM
<retain@bitter.com>	Retain Test Message Tue Mar 16 16:01:44 MDT 2010	3/16/2010 10:01:44 PM
<retain@bitter.com>	Retain Test Message Tue Mar 16 21:28:56 MDT 2010	3/17/2010 3:28:56 AM

Mail Notes Properties

Forward Attachments HTML Plain Text

From:

To:

Subject: