# Retain Viewer

If bundled with an archive, there is no need to install the viewer, only run it. 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.
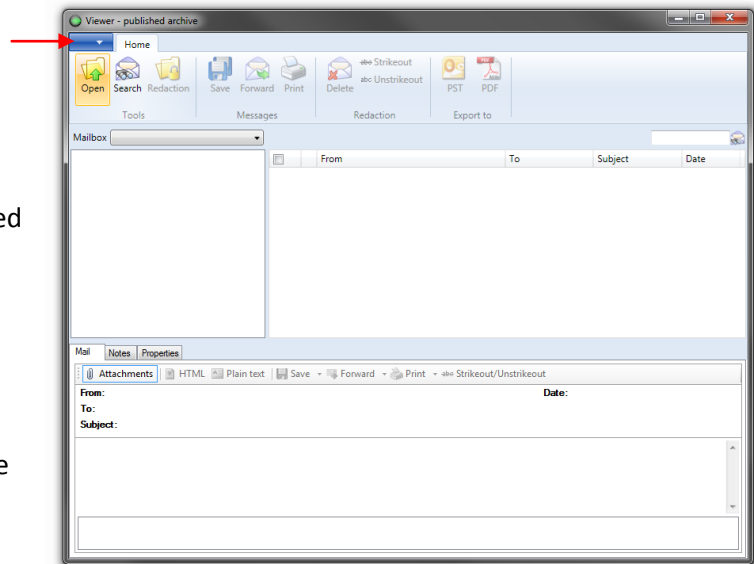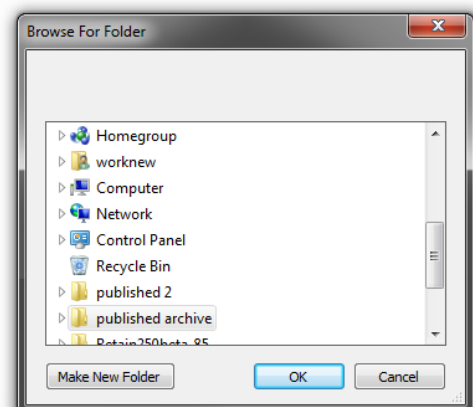
To access an archive, select the 'open' button from the top toolbar, or select the 'Open' option from the 'File' dropdown menu.
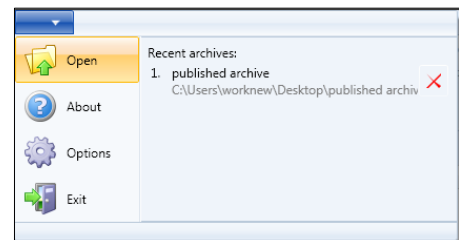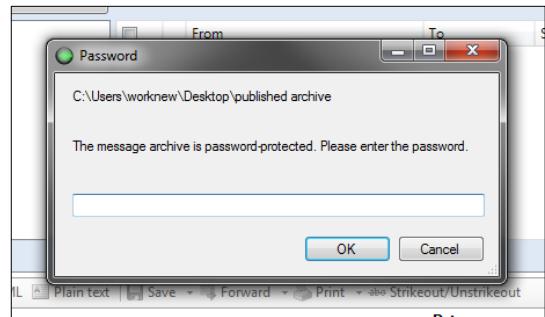
The Viewer only needs to know the base location of the archive, or the folder selected in the Publisher as the archive location. The 'Open' menu starts a browse window.
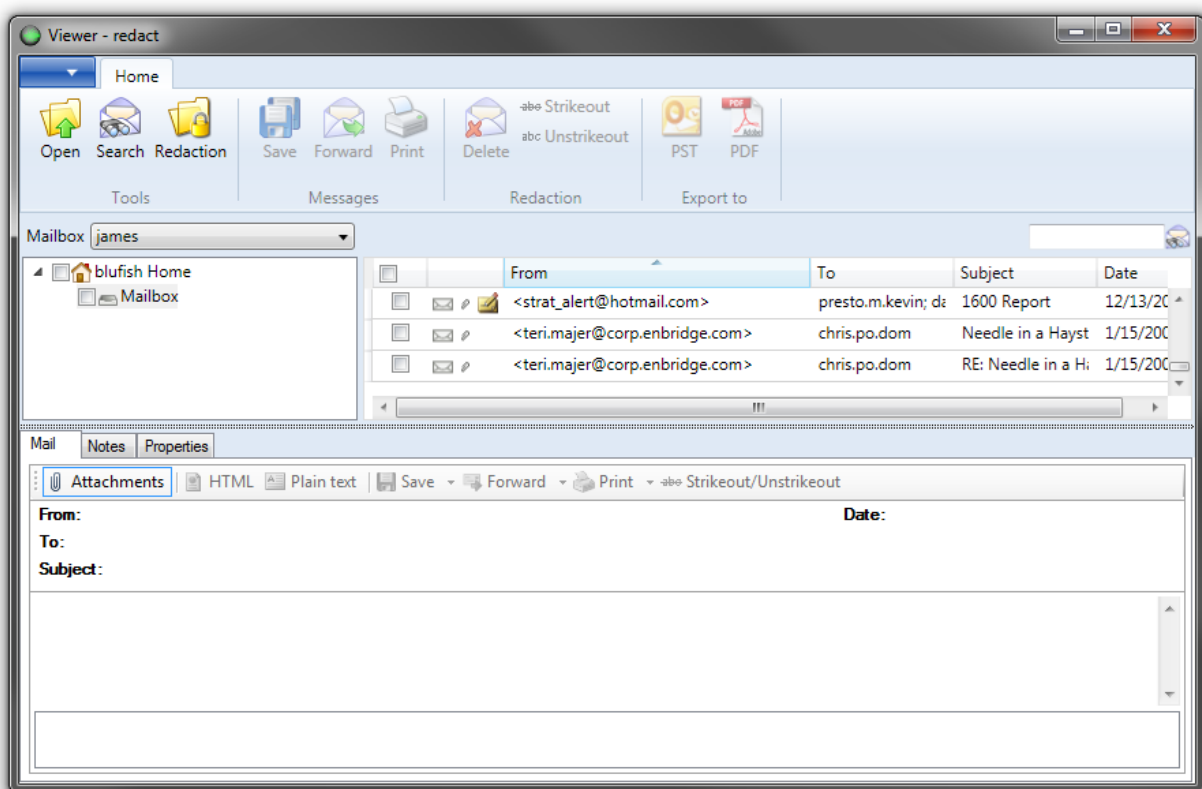
Browse to the location where the portable archive is located, select it, and click 'OK'.

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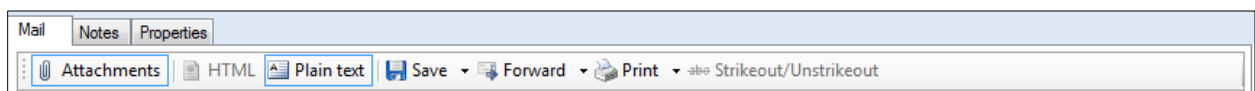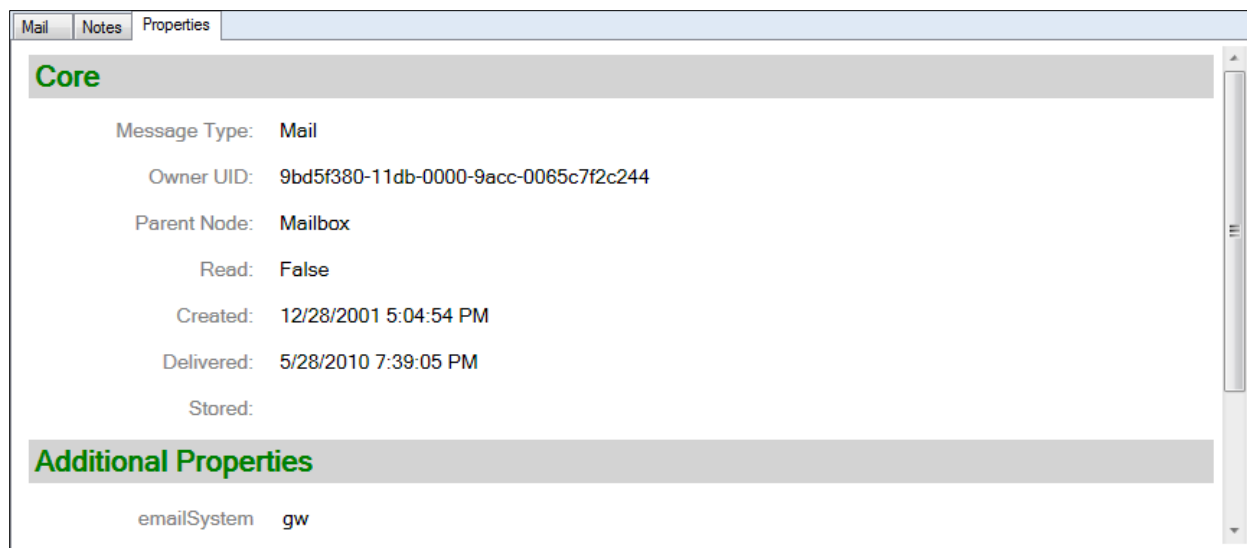
The properties tab displays the essential information on the mail item in question. The created, delivered, read status, and store date are displayed along with the identification number, message source, etc.

Foreward

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 drop-down menu.
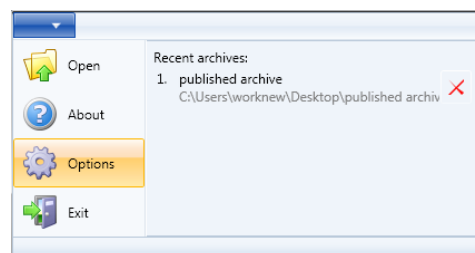

The 'Settings' configuration menu will appear. Enter the DNS or address of the SMTP Server desired to use for the Viewer system, and an appropriate account, (Username and Password), to connect and send messages.

Language and displayed document format settings my be changed as well for the specific viewer.
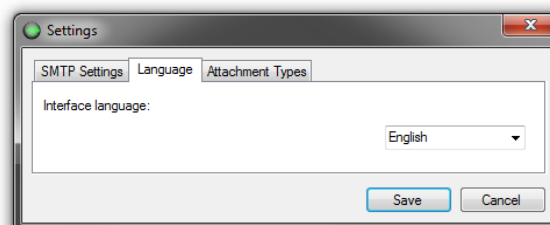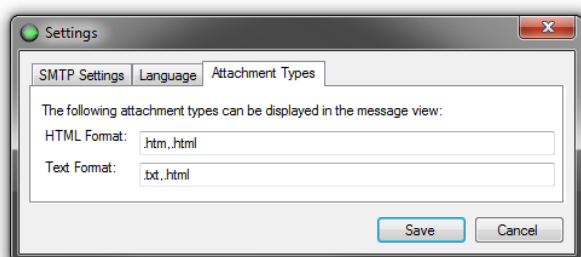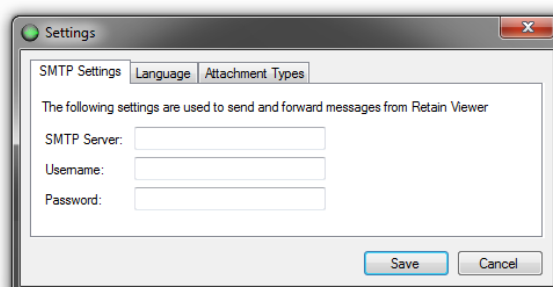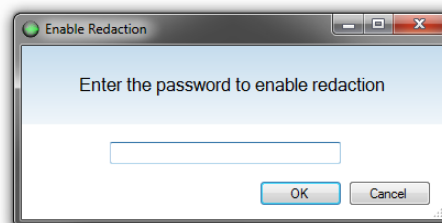
Redaction

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.
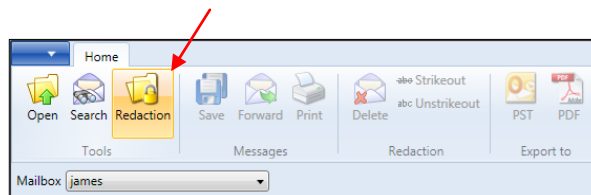
To enable redaction, the archive must first be exported with the redaction option enabled in the publisher, (if the archive was not published with Redation enabled, the option will appear grayed out), and a redaction password must be entered.

On a redaction-enabled archive, to access the feature, it must be 'enabled' in the viewer. This option is found on the toolbar. Select '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. Messages with notes on them are marked in the archive viewer with a notepad icon in the message list.
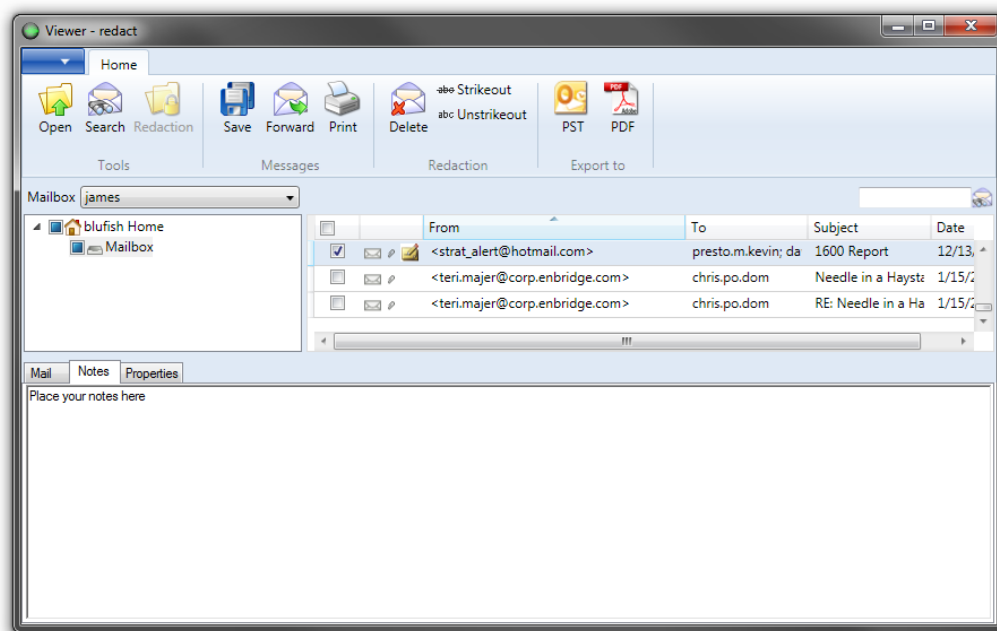
Redaction notes are connected to the entire archive and are not tied to any specific selected message; they stay the same across all messages to be accessible regardless which message is selected.

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 toolbar.

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 mail, or
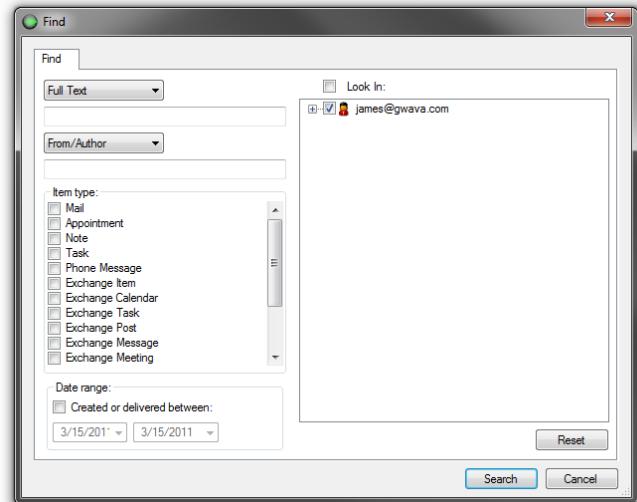
simply in the subject line.

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.

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.
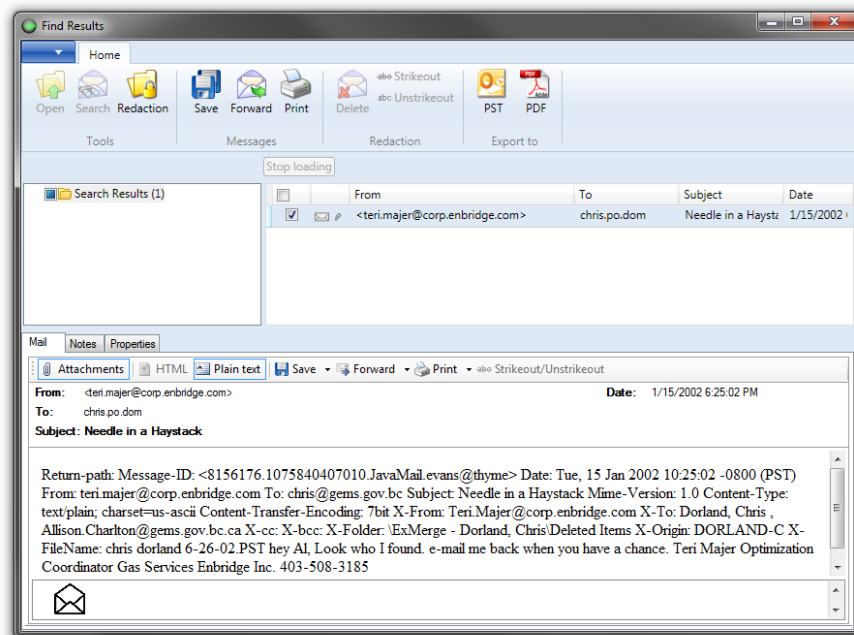
PDF and PST Export

Retain Viewer can export selected files and messages from a mailbox or archive to a PDF or PST archive file.

To migrate to PST, select desired files in the view window then select 'PST' from the toolbar.
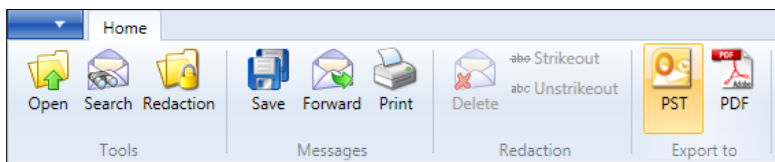

A window confirming the location and file will open. When the 'Save' button is selected the PST file is created and available for use.

The Retain Viewer can also save selected messages as PDF. Select the desired messages and click 'PDF' in the toolbar.
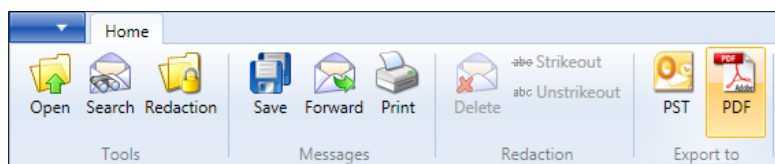
The selected messages are then published in a single PDF. In addition to the standard file name and location, the PDF has title, exported by, and comment sections that the user is prompted to specify before the viewer publishes the PDF.
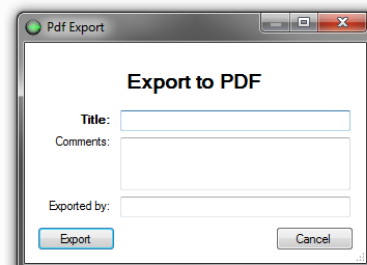
The finished PDF contains all the information displayed in the viewer, as well as an option to save individual text or message sources.