

GWAVA Inc.

# **GWAVA**<sup>®</sup> Retain<sup>™</sup>

### For GroupWise®

## **Retain Viewer**

For version 3.2.1.1

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#### **Retain Viewer**

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



The viewer must be pointed to a valid database on initial startup. If the viewer does not prompt for the location to a published database, or if a new database is desired, select the 'Open' button and browse to and select the containing folder.

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

Viewer - published archive				_ <b>_</b> ×
Home				
Open Search Redaction Save Forw Tools Messe		PST PDF Export to		
Mailbox				
	From	То	Subject	Date
Mail Notes, Properties	t 🔛 Save - 🁒 Forward - 🍻 Print -	ave Strikeout/Unstrikeout		
From: To: Subject:		Date	:	
-				۵ ۲

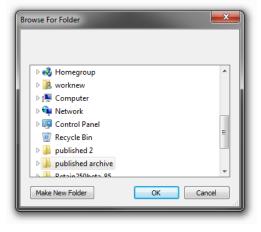
along the bottom. Tabs allow access to the message properties or text, and highlighted buttons below the tabs determine what is shown and how, (Attachments, HTML, Plain Text). The Viewer also has the ability to forward the selected message out of the portable archive to any specified address.

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

<b>•</b>	
Open	Recent archives: 1. published archive
About	C:\Users\worknew\Desktop\published archiv 🔨
Options	
🐳 Exit	

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.

Password	
Database is encrypted. Please enter	password.
C:\Users\work\Desktop\publish\new publish	
ОК	Cancel

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

Retain Viewer - publish test					
Home					
Open Search Redaction Save Forwar Tools Messao		abo Unstrikeout Delete Redaction	PST PDF		
Tools Messag Mailbox Benjamin (benjamin.po.dom)	es	Redaction	Export to		
Rush Home		From	То	Subject	Date
🔲 👝 Mailbox		<pre>stephanie.harris@ibu</pre>	"james@ibu	Topics for General Counsel	20-Mar-2000 10:2
		🖂 <stephanie.harris@ibu< th=""><th>"james@ibu</th><th>Topics for General Counsel</th><th>20-Mar-2000 10:2</th></stephanie.harris@ibu<>	"james@ibu	Topics for General Counsel	20-Mar-2000 10:2
		🖂 <stephanie.harris@ibu< th=""><th>"james@ibu</th><th>Topics for General Counsel</th><th>20-Mar-2000 10:2</th></stephanie.harris@ibu<>	"james@ibu	Topics for General Counsel	20-Mar-2000 10:2
		<pre>stephanie.harris@ibu</pre>	"james@ibu	Re: San Antonio Meeting	22-Mar-2000 05:5
	•				+
Mail Notes Properties					
HTML Plain text 🚽 Save 🔿 Forward	d 🕶 🛛 🖨 Prin	nt abaStrikeout/Unstrikeout	Black out		
From: To: CC: BC: Subject:				Da	te:

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.

Mail Notes Properties	
🕴 🕼 Attachments 📄 HTML 🏝 Plain text	🛃 Save 👻 🖼 Forward 👻 🍻 Print 👻 🕬 Strikeout/Unstrikeout

Mail	Notes	Properties		
Со	re			*
	Me	essage Ty	pe: Mail	
		Owner L	IID: 9bd5f380-11db-0000-9acc-0065c7f2c244	
		Parent No	de: Mailbox	=
		Re	ad: False	
		Creat	ed: 12/28/2001 5:04:54 PM	
		Deliver	ed: 5/28/2010 7:39:05 PM	
		Stor	ed:	
Ad	ditior	nal Pro	perties	
		emailSyst	em gw	•

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

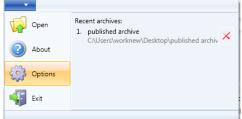
The Forward option allows the Retain Viewer to send the selected message from the archive to a destination account.

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.

Settings	
SMTP Settings	Language Attachment Types
The following att	chment types can be displayed in the message view:
HTML Format:	.htmhtml
Text Format:	.bt,.html
L	Save Cancel



O Settings	<b>X</b>
SMTP Settings Language Attachment Types	
The following settings are used to send and forward me	ssages from Retain Viewer
SMTP Server:	
Usemame:	
Password:	
	Save Cancel
Settings	<b></b>
SMTP Settings Language Attachment Types	
Interface language:	
	English 👻
	Save Cancel

#### 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.

ble Redaction			_		×
Enter the p	assword	to enable	redac	tion	
		ОК		Cancel	
	ble Redaction Enter the p		Enter the password to enable	Enter the password to enable redac	Enter the password to enable redaction

When Redaction is enabled, the 'Notes' tab becomes active and 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.

Viewer - redact				<b>x</b>
Open Search Redaction Save		PDF		
Mailbox james	•			8
🔺 🔲 🏠 blufish Home	From	То	Subject	Date
🔳 📻 Mailbox	🔽 🖂 🖉 <strat_alert@hotmail.com< th=""><th>&gt; presto.m.kevin; da</th><th>1600 Report</th><th>12/13, *</th></strat_alert@hotmail.com<>	> presto.m.kevin; da	1600 Report	12/13, *
	📃 🖂 🖉 <teri.majer@corp.enbridg< th=""><th>e.com&gt; chris.po.dom</th><th>Needle in a Haysta</th><th>1/15/2</th></teri.majer@corp.enbridg<>	e.com> chris.po.dom	Needle in a Haysta	1/15/2
	🔲 🖂 🖉 <teri.majer@corp.enbridg< th=""><th>e.com&gt; chris.po.dom</th><th>RE: Needle in a Ha</th><th>1/15/2</th></teri.majer@corp.enbridg<>	e.com> chris.po.dom	RE: Needle in a Ha	1/15/2
	4			* }
Mail Notes Properties				
Place your notes here				

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 accessable regardless which message is selected.

#### **Searching the Archive**

The Retain Viewer provides full search functionality. 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 following options are functional for both the search messages option included here, as well as the publisher search criteria. In the search 'look for' line:

- && represents 'and'
- I represents 'or'

For example:

girl"

No operators work as an exact match search.

Boy girl = exact search for "Boy

Boy && girl = Boy and girl search
Boy || Girl = Boy OR girl search
Boy && girl || dog && cat = Boy and girl OR dog and cat search.

Sea	rch items by specific query	
Look for: Exact phrase Word prefix <b>All words</b> Any word From/Author	Look in:     Devid (benjamin.po.dom)     Devid (david.po.dom)	
<any sender=""> To/CC</any>		
Item type: Mail Appointment Note Task Phone Message		
Profile wessage           Date range:           Created or delivered between:           9/18/2011           15           9/18/2012		

NOTE: These search operators DO NOT work with the search option 'starts with', but can be utilized with all of the other base modes of the search.

In addition to the operators and text, the sending Author or the destination and carbon copy recipients of a message as well as item type and the date range can specify or restrict a search. 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 in a separate results window, identical to the main viewer interface.

Home       Image: Search Reduction       Tools					
	Stop loading				
🗐 🛅 Search Results (7789)	From	То	Subject	Date	
	📄 🖂 <james@ibu< td=""><td>ycra</td><td>-</td><td>25-May-2001</td><td></td></james@ibu<>	ycra	-	25-May-2001	
	📄 🖂 <ghkim@sk-< td=""><td>ibuy</td><td>[Urgent]Approval for</td><td>05-Jun-2001</td><td></td></ghkim@sk-<>	ibuy	[Urgent]Approval for	05-Jun-2001	
	📄 🖂 <james@ibu< td=""><td>ycra</td><td>-</td><td>01-Jun-2000</td><td></td></james@ibu<>	ycra	-	01-Jun-2000	
	📄 🖂 <james@ibu< td=""><td>ycra</td><td>-</td><td>01-Jun-2000</td><td></td></james@ibu<>	ycra	-	01-Jun-2000	
	📄 🖂 <james@ibu< td=""><td>ycra "rhutchison@velaw.cc</td><td>-</td><td>08-Dec-2000</td><td></td></james@ibu<>	ycra "rhutchison@velaw.cc	-	08-Dec-2000	
Mail Notes Properties → HTML Plain text → Save → Forwar From: To: CC: BC: Subject:	rd ▼                                   Print	nstrikeout Black out		Date:	

#### **PDF and PST Export**

Retain Viewer can export selected files and messages from a mailbox or archive to a PDF or PST archive file. NOTE: *PST export requires MS Office or Outlook, but is not compatible with 64-bit versions of Outlook.* 

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.

•	Home			
Open S	Search Redaction	Save Forward Print	abo Strikeout abo Unstrikeout	PST PDF
	Tools	Messages	Redaction	Export to

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.

Export to PDF	
	Export to PDF
Title:	exported messages title
Subtitle:	Subtitle
Comments:	Comments show up here
Exported by:	Name of exporting user account
Export	Cancel

The published PDF displays the separate emails along the top in a list and displays the message information in a lower pane, as shown below.

Date 9/15/2012 1:15:28 AM 9/15/2012 1:15:28 AM 9/15/2012 1:15:28 AM 9/15/2012 1:15:28 AM ks for General Counsel Off-site From: To: Subject: Date:	<stephanie.harris@ "james@ ibycra.org" Topics for General 0</stephanie.harris@ 	From  stephanie harris@ibycra.org> stephanie harris@ibycra.org> stephanie harris@ibycra.org>  stephanie harris@ibycra.org>  bycra.org> ["stephanie.harris@ibycra.org" g	To "james@ibycra.org".GWIA.dom "james@ibycra.org".GWIA.dom "james@ibycra.org".GWIA.dom	Size           3.355 KB           3.356 KB           3.356 KB	Open File
9/15/2012 1:15:28 AM 9/15/2012 1:15:28 AM ics for General Counsel Off-site From: To: Subject:	Topics for General Counsel Off-site Topics for General Counsel Off-site off < stephanie.harris@i "james@ibycra.org" Topics for General C	<stephanie.harris@ibycra.org></stephanie.harris@ibycra.org>	"james@ibycra.org".GWIA.dom	3.356 KB	
9/15/2012 1:15:28 AM cs for General Counsel Off-site From: To: Subject:	Topics for General Counsel Off-site of <stephanie.harris@ "james@ ibycra.org" Topics for General C</stephanie.harris@ 	<stephanie.harris@ibycra.org></stephanie.harris@ibycra.org>			
cs for General Counsel Off-site From: To: Subject:	df <stephanie.harris@ "james@ ibycra.org" Topics for General (</stephanie.harris@ 	bycra.org> ["stephanie.harris@ibyc	"james®ibycra.org",GWIA.dom	3.356 KB	
From: To: Subject:	<stephanie.harris@ "james@ ibycra.org" Topics for General 0</stephanie.harris@ 				
To: Subject:	"james@ ibycra.org" Topics for General 0				ΜΔΙΙ
To: Subject:	"james@ ibycra.org" Topics for General 0				ΜΔΙΙ
To: Subject:	"james@ ibycra.org" Topics for General 0				ΜΔΙΙ
To: Subject:	"james@ ibycra.org" Topics for General 0				
To: Subject:	"james@ ibycra.org" Topics for General 0				
Subject:	Topics for General O				
			wa.domj		
Date:	14-Sep-2012 19:15				
Creation Da	e: 20-Mar-2000 10:27				
Store Date:	15-Sep-2012 15:38				
Status:					
Box Type: Folder:	received Rush Home > Mailb	Y			
Message Id	5053824F.dom.po.2				