

Enterprise Vault™

Setting up Domino Server Archiving

12.3

Enterprise Vault™: Setting up Domino Server Archiving

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About this guide

This chapter includes the following topics:

- [Introducing this guide](#)
- [Where to get more information about Enterprise Vault](#)

Introducing this guide

This guide describes how to set up Enterprise Vault so that you can archive items from Domino mail files and journal databases.

The guide assumes that you know how to administer the following products:

- Windows Server
- Domino Server
- Notes client
- Microsoft SQL Server
- Microsoft Internet Information Services (IIS)

Where to get more information about Enterprise Vault

[Table 1-1](#) lists the documentation that accompanies Enterprise Vault. This documentation is also available in PDF and HTML format in the [Veritas Documentation Library](#).

Table 1-1 Enterprise Vault documentation set

Document	Comments
Veritas Enterprise Vault Documentation Library	<p>Includes all the following documents in Windows Help (.chm) format so that you can search across them all. It also includes links to the guides in Acrobat (.pdf) format.</p> <p>You can access the library in several ways, including the following:</p> <ul style="list-style-type: none"> ■ In Windows Explorer, browse to the Documentation\language\Administration Guides subfolder of the Enterprise Vault installation folder, and then open the EV_Help.chm file. ■ On the Help menu in the Administration Console, click Help on Enterprise Vault.
<i>Introduction and Planning</i>	Provides an overview of Enterprise Vault functionality.
<i>Deployment Scanner</i>	Describes how to check the required software and settings before you install Enterprise Vault.
<i>Installing and Configuring</i>	Provides detailed information on setting up Enterprise Vault.
<i>Upgrade Instructions</i>	Describes how to upgrade an existing Enterprise Vault installation to the latest version.
<i>Setting up Domino Server Archiving</i>	Describes how to archive items from Domino mail files and journal databases.
<i>Setting up Exchange Server Archiving</i>	Describes how to archive items from Microsoft Exchange user mailboxes, journal mailboxes, and public folders.
<i>Setting up File System Archiving</i>	Describes how to archive files that are held on network file servers.
<i>Setting up IMAP</i>	Describes how to configure IMAP client access to Exchange archives and Internet Mail archives.
<i>Setting up SharePoint Server Archiving</i>	Describes how to archive documents from Microsoft SharePoint servers.
<i>Setting up Skype for Business Archiving</i>	Describes how to archive Skype for Business sessions.
<i>Setting up SMTP Archiving</i>	Describes how to archive SMTP messages from other messaging servers.

Table 1-1 Enterprise Vault documentation set (*continued*)

Document	Comments
<i>Classification using the Microsoft File Classification Infrastructure</i>	Describes how to use the classification engine that is built into recent Windows Server editions to classify all new and existing archived content.
<i>Classification using the Veritas Information Classifier</i>	Describes how to use the Veritas Information Classifier to evaluate all new and archived content against a comprehensive set of industry-standard classification policies. If you are new to classification with Enterprise Vault, we recommend that you use the Veritas Information Classifier rather than the older and less intuitive File Classification Infrastructure engine.
<i>Administrator's Guide</i>	Describes how to perform day-to-day administration procedures.
<i>PowerShell Cmdlets</i>	Describes how to perform various administrative tasks by running the Enterprise Vault PowerShell cmdlets.
<i>Auditing</i>	Describes how to collect auditing information for events on Enterprise Vault servers.
<i>Backup and Recovery</i>	Describes how to implement an effective backup strategy to prevent data loss, and how to provide a means for recovery in the event of a system failure.
<i>Reporting</i>	Describes how to implement Enterprise Vault Reporting, which provides reports on the status of Enterprise Vault servers, archives, and archived items. If you configure FSA Reporting, additional reports are available for file servers and their volumes.
<i>NSF Migration</i>	Describes how to import content from Domino and Notes NSF files into Enterprise Vault archives.
<i>PST Migration</i>	Describes how to migrate content from Outlook PST files into Enterprise Vault archives.
<i>Utilities</i>	Describes Enterprise Vault tools and utilities.
<i>Registry Values</i>	A reference document that lists the registry values with which you can modify many aspects of Enterprise Vault behavior.
<i>Help for Administration Console</i>	The online Help for the Enterprise Vault Administration Console.

Table 1-1 Enterprise Vault documentation set (*continued*)

Document	Comments
Help for Enterprise Vault Operations Manager	The online Help for Enterprise Vault Operations Manager.

For the latest information on supported devices and versions of software, see the Enterprise Vault [Compatibility Charts](#).

Enterprise Vault training modules

Veritas Education Services provides comprehensive training for Enterprise Vault, from basic administration to advanced topics and troubleshooting. Training is available in a variety of formats, including classroom-based and virtual training.

For more information on Enterprise Vault training, curriculum paths, and certification options, see <https://www.veritas.com/services/education-services>.

Setting up Domino mailbox archiving

This chapter includes the following topics:

- [About Domino mailbox archiving](#)
- [Preparation for Domino mailbox archiving](#)
- [Configuring Domino targets, tasks and policies in Enterprise Vault](#)
- [Installing Enterprise Vault extensions for Notes and DWA clients](#)
- [Identifying internal Notes mail recipients](#)
- [How to edit automatic messages after installing Domino mailbox archiving](#)
- [Enabling mailboxes for archiving after installing Domino mailbox archiving](#)

About Domino mailbox archiving

The Enterprise Vault Domino Gateway provides the interface between Notes and Enterprise Vault. Although archiving does not use the Enterprise Vault Domino Gateway, actions on archived data, such as opening, restoring, deleting and searching, are handled by the Enterprise Vault Domino Gateway.

[Figure 2-1](#) illustrates the process when archiving an item from a Domino mail file.

Figure 2-1 Archiving an item

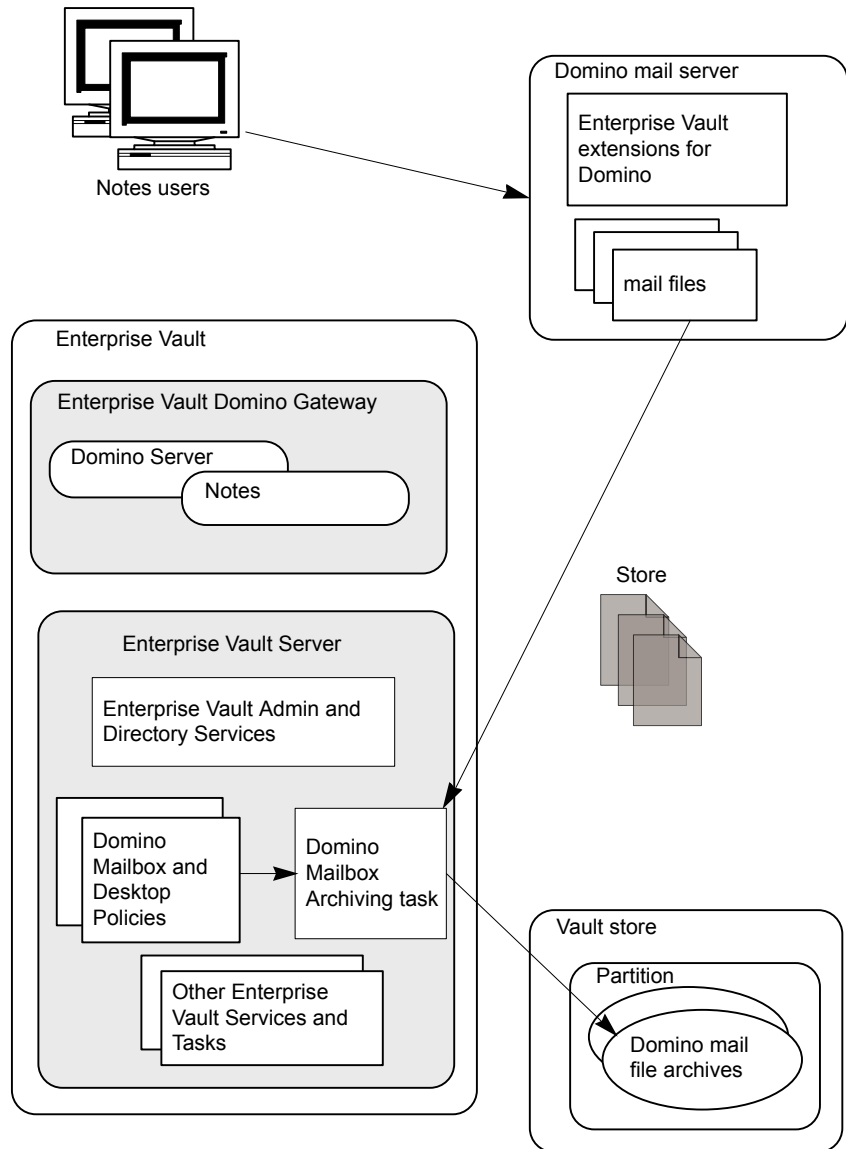
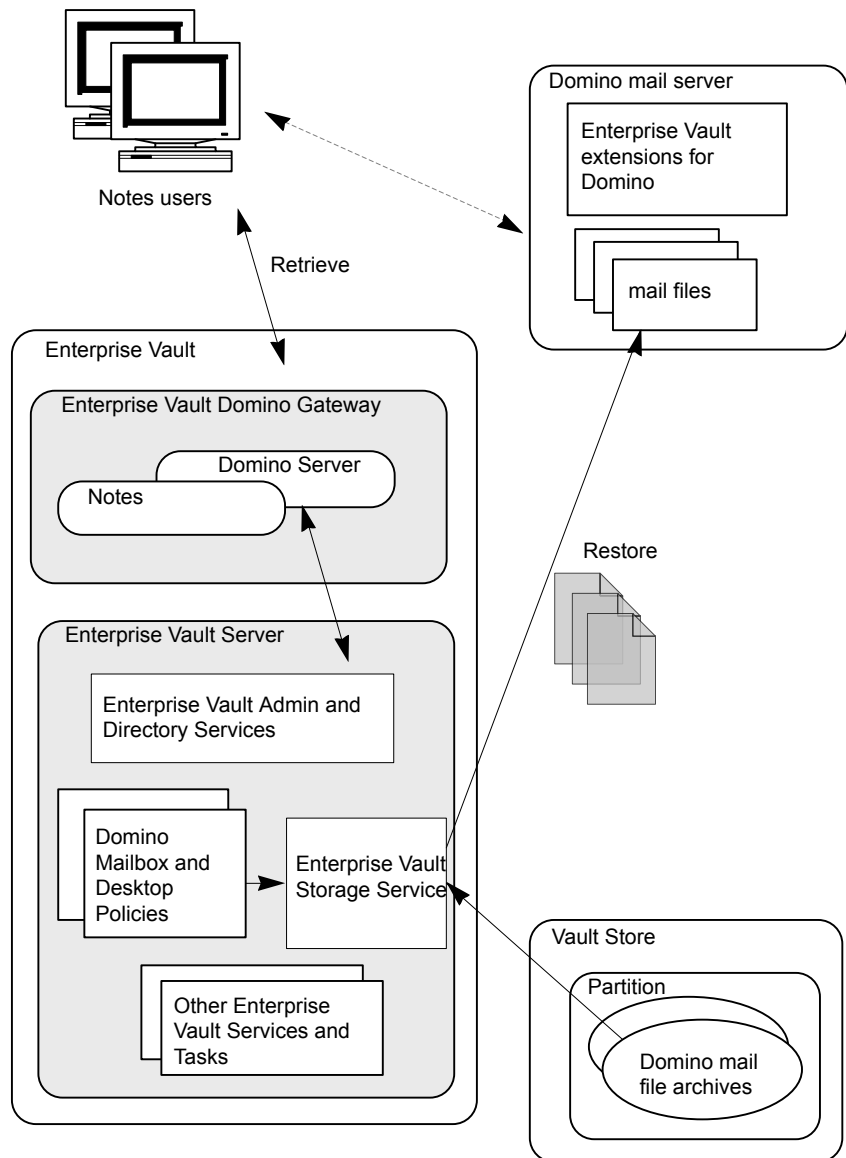


Figure 2-2 illustrates the process when viewing or restoring an archived item.

Figure 2-2 Retrieving or restoring an archived item



Enterprise Vault Extension Manager, which Enterprise Vault installs on the Enterprise Vault Domino Gateway, provides the main functionality of the Enterprise Vault Domino Gateway. Enterprise Vault Extension Manager is a server-side extension that processes requests from Notes and DWA clients and passes them on to

Enterprise Vault. In order for Extension Manager to have unrestricted access to Enterprise Vault data, the Domino server must run under the Vault Service account.

Preparation for Domino mailbox archiving

Before proceeding, ensure that you have done the following:

- Checked that software prerequisites are satisfied.
- Installed and configured Domino server on the Enterprise Vault Domino Gateway computer.
- Installed Enterprise Vault and run the configuration wizard.

See *Installing and Configuring* for instructions on how to perform these tasks.

Check Enterprise Vault configuration of Domino server

Now you can check the changes made to the Domino server configuration on the Enterprise Vault Domino Gateway.

Enterprise Vault installs the following binary files in the Domino program directory:

- EVDominoTrace.dll
- EVNoteStream.dll
- EVRT.dll
- nEVDominoEM.dll
- nEVDominoHousekeeping.exe

Enterprise Vault installs the following mail template and database files in the Domino data directory:

- EVAttach.ntf
- EVinstall.nsf
- EV\EVDomino.nsf

The Enterprise Vault configuration wizard edits the `notes.ini` file in the Domino program directory. This file should then contain the following entries:

```
ExtMgr_Addins=EvDominoEM.dll
```

```
ServerTasks= ... ,EVDominoHouseKeeping
```

Now start the Domino server on the Enterprise Vault Domino Gateway. If the Enterprise Vault Directory Service is running, the following lines are displayed in the console during start-up:

```
Veritas Enterprise Vault Extension Manager: SERVER
```

```
...
```

```
EV Housekeeping: Initialization complete.
```

```
Veritas Enterprise Vault Extension Manager: HTTP
```

Configure Enterprise Vault for web connections in preparation for Domino mailbox archiving

When Notes users start an archive search, a web connection is made to the Enterprise Vault Domino Gateway. You need to perform the configuration tasks described in this section to support these connections.

A new IIS virtual directory called EnterpriseVaultDomino is used to authenticate user access to Enterprise Vault archives when users perform an archive search. The virtual directory points to the Enterprise Vault\WebApp folder and has anonymous access enabled. For security, a web account is required for this virtual directory. It is advisable to create an account specifically for the purpose of web access.

Do not change the name of the virtual directory, EnterpriseVaultDomino.

If you have already configured an account for Exchange Server OWA access, then you must use the same account for Domino mailbox archiving.

Create a Windows domain user account to use as the Enterprise Vault Data Access account. This should be a basic domain account specifically created for the purpose; a local machine account cannot be used. The account must not belong to any administrative group.

To configure the Enterprise Vault Data Access account

- 1 Log on to the Enterprise Vault Domino Gateway computer using the Vault Service account.
- 2 Start the Enterprise Vault Administration Console.
- 3 Expand the tree and right-click the **Directory** container.
- 4 Select **Properties**.
- 5 In the **Directory Properties** window, click the **Data Access Account** tab.
- 6 In the **Account** box, select the Enterprise Vault Data Access account.

7 Enter and confirm the password for the account.

8 Click **OK**.

The EnterpriseVaultDomino virtual directory is created and Anonymous access is granted automatically to the account specified.

To check the configuration of the Data Access account

1 On a computer that is not a domain controller, open Local Security Policy in Administrative Tools. On a domain controller, open Domain Controller Security Policy.

2 Click **Local Policies > User Rights Assignment**.

3 The following permissions should be set:

Access this computer from the network (SeNetworkLogonRight).

Bypass traverse checking (SeChangeNotifyPrivilege).

Log on as a batch job (SeBatchLogonRight).

Allow log on locally (SeInteractiveLogonRight).

4 The following registry value is also created containing the Enterprise Vault Data Access account. This ensures that only this user can obtain a list of archives accessible by a Domino User:

```
HKEY_CURRENT_USER
  \Software
    \KVS
      \Enterprise Vault
        \AnonymousUser
```

HKEY_CURRENT_USER is the Vault Service account. The value of this setting is the full name, including the Windows domain, of the anonymous user, for example, mydomain\DomAnonUser.

Vault store group, vault store, and partition in preparation for Domino mailbox archiving

A vault store group, vault store, and vault store partition must exist before you enable mailboxes for archiving. After you enable the target mailboxes for archiving, Enterprise Vault automatically creates an archive for each mailbox in the selected vault store.

A default vault store can be set for the Domino server, or for a Provisioning Group.

Note: The vault store is managed by the local Enterprise Vault Storage service.

See the "Setting up storage" chapter in the *Installing and Configuring* guide.

Configuring Domino targets, tasks and policies in Enterprise Vault

You can now configure Domino mailbox archiving in the Enterprise Vault Directory using the Administration Console. The following list summarizes the tasks which are described in more detail in the following sections:

- Check that the list of Domino forms available is correct for the items that you want to archive from mailboxes.
- Add the target Domino domain.
- Add the Domino servers hosting the mailboxes to be archived. Optionally, Domino Provisioning and Mailbox tasks can be added when you add the first target Domino server in the Administration Console.
- Configure Domino mailbox policies, to define how Enterprise Vault archives target Domino server mailboxes.
- Configure Domino desktop policies, to control the Enterprise Vault functionality available in the Notes client.
- Check the Enterprise Vault site settings.
- Create provisioning groups for the target mailboxes.

Checking the list of Domino forms

The types of items that can be archived from Domino server mailboxes are defined using Domino forms or form aliases. The list of forms available is displayed in the Directory Properties. You select the forms of items to archive in the Domino mailbox policy.

To check the list of available forms

- 1 Start Enterprise Vault Administration Console.
- 2 Expand the tree and right-click the **Directory** container.
- 3 Select **Properties**.
- 4 In the Properties window, select the **Domino Forms** tab.
- 5 Ensure the list includes all the required forms for the types of documents to be archived. If necessary, use **Add** to add forms to the list.

Adding Domino Server archiving targets

In the Administration Console you need to add the Domino domain and Domino Servers that you want to archive.

Adding a Domino domain

You can now configure the target Domino domain in the Enterprise Vault Administration Console.

To add a Domino domain

- 1 In the left pane of the Administration Console, expand the **Targets** container.
- 2 Right-click **Domino** and, on the shortcut menu, click **New** and then **Domino Domain**.

The **New Domino Domain** wizard starts.

- 3 Work through the wizard.

You will be asked for the following information:

- The name and password for the ID file that will be used to access the Domino domain. This will typically be the ID of the Domino archiving user that you created.
- The fully-distinguished name of any Domino server in the domain that you are adding.

- 4 Copy the ID file to the following:

- Every Enterprise Vault server that runs a Domino mailbox archiving task.
- Every Enterprise Vault Domino Gateway.

Ensure that each ID file has the same file name on each server.

Adding target Domino mail servers

Next, add the target Domino mail servers in the Enterprise Vault Administration Console. A single Domino mailbox archiving task can archive several target Domino mailbox servers in a domain.

If you use secondary Domino servers to keep replicas of users' mail files, it is possible to archive from those secondary servers instead of from the mail servers. When there are many mail servers and only a few secondary servers this approach can simplify the configuration. If you want to use this method, add the secondary servers instead of the mail servers.

To add a target Domino mail server

- 1 In the left pane of the Administration Console, expand the **Targets** container.
- 2 Expand **Domino**.
- 3 Expand the Domino domain to which you want to add a server.
- 4 Right-click the Domino server container and on the shortcut menu, click **New** and then **Domino Server**.

The **New Domino Server** wizard starts.

- 5 Work through the wizard.

This wizard enables you to select the following:

- The Domino Server that you want to archive. In the wizard, the drop-down box under **Select the Domino server from which you want to archive** lists all the Domino servers in the domain.
- Cluster options. If the server you are adding is in a Domino cluster, you can choose to add all servers in the cluster to the Enterprise Vault Site. Additionally, you can set the server you are adding to be the preferred server. The archiving task uses the preferred server when archiving from mailboxes, when possible. A mailbox that is on a different server must be replicated to this preferred server in order for the archiving task to be able to archive using this server. If a mailbox is not replicated to this preferred server, the task archives from the server that hosts the mailbox.
- The Enterprise Vault tasks that you want created. If preferred, you can add these after adding the Domino mail server. There can be only one Domino Mailbox task on an Enterprise Vault server. There must be one (and only one) Domino Provisioning task for each Domino domain.
- If the tasks are to be created on a different Enterprise Vault server in the site, you will need the name of the Enterprise Vault server.
- The ID and password to be used to access the Domino mail server, if this is different from the ID used to access the domain. Typically, this will be the ID of the Domino archiving user that you created.

- 6 The Domino domain is then added to the Enterprise Vault directory and displayed in the tree. You can now add the Domino mail servers that you want Enterprise Vault to archive.
- 7 If you have added a secondary server to archive replica mail files you must also define the DominoHubServers registry value on the Enterprise Vault server that runs the provisioning task.

See the *Registry Values* guide for details of how to create the DominoHubServers registry value.

Configuring mailbox policies for Domino mailbox archiving

Domino mailbox policies define how Enterprise Vault archives target Domino server mailboxes. You can create multiple policies if you want different groups of mailboxes to be archived using different policy settings. If you wish, you can create a custom mailbox policy for each provisioning group.

A default Domino mailbox policy is created in the Administration Console by the configuration wizard.

To view and modify the properties of the default Domino mailbox policy

- 1 Expand your Enterprise Vault site.
- 2 Click **Policies > Domino > Mailbox**.
- 3 Right-click **Default Domino Mailbox Policy** in the right pane and select **Properties**. You can modify the properties of this policy, as required, and also create new policies.

To create a new Domino mailbox policy

- 1 In the Administration Console, expand your Enterprise Vault site and then click **Policies > Domino > Mailbox**.
- 2 Right-click the **Mailbox** container and select **New > Policy** to launch the new policy wizard.
- 3 The new policy is displayed in the right pane.
- 4 To adjust the policy properties, right-click the policy and select **Properties**.

General tab (Domino mailbox archiving)

[Table 2-1](#) lists the settings on the General tab. These settings provide a name and description for the policy.

Table 2-1 Domino mailbox policy General tab settings

Setting	Description	Default value
Name	A name for the policy.	None.
Description	An optional description for the policy, which you can change as often as you wish.	None.

Archiving Rules tab (Domino mailbox archiving)

[Table 2-2](#) lists the settings on the Archiving Rules tab. Use these settings to control the archiving strategy.

Table 2-2 Domino mailbox policy Archiving Rules tab settings

Setting	Description	Default value
Young items	The minimum age limit at which items can be archived	2 weeks
Large items	Whether to archive larger items before smaller items and, if so, the minimum size of the items that are given priority.	Not selected.
Archiving strategy	Strategy for archiving the remaining items. This is based on the period of time since an item was modified.	Items that have not been modified for 6 months are archived.
Archive messages with attachments only	Archive an item only if it has an attachment, assuming all other archiving criteria are met. Note that this is not the same as archiving attachments only.	Not selected.
Archive encrypted messages	Archive messages that are encrypted. Note that Enterprise Vault cannot index encrypted messages. This means that it cannot display the body of an archived encrypted message, and users cannot find or view the body text when performing searches. However, users can view an encrypted message that is retrieved or restored from its shortcut, as normal.	Not selected.

Archiving Actions tab (Domino mailbox archiving)

[Table 2-3](#) describes the settings on the Archiving Actions tab. Use these settings to configure whether the item in the mailbox is to be deleted and a shortcut created, and also whether to archive unread items.

Table 2-3 Domino mailbox policy Archiving Actions tab settings

Setting	Description	Default value
Delete original item after archiving	Original item is deleted from mailbox after archiving.	Selected.
Create shortcut to archived item after archiving	After it has been archived, the item in the mailbox is replaced with a shortcut.	Selected.
Archive unread items	Archive mailbox items even if they have not yet been read.	Not selected.

Shortcut Content tab (Domino mailbox archiving)

[Table 2-4](#) describes the settings on the **Shortcut Content** tab. Use these settings to configure what is to be included in shortcuts.

Note that Enterprise Vault does not create shortcuts for archived calendar or to-do items. Instead, these are kept intact, although you can configure the mailbox archiving policy to strip calendar attachments.

See [“Advanced tab \(Domino mailbox archiving\)”](#) on page 24.

Table 2-4 Domino mailbox policy Shortcut Content tab settings

Setting	Description	Default value
Include recipient information	Whether to store recipient information (To: and Cc: details) in shortcuts. Shortcuts always contain the From and Subject information.	Shortcuts include recipient information.

Table 2-4 Domino mailbox policy Shortcut Content tab settings (*continued*)

Setting	Description	Default value
Shortcut body	<p>How much of the message body to store in shortcuts. Regardless of the setting value, the full message, with attachments, are still stored in the archive.</p> <ul style="list-style-type: none"> None. None of the message text is stored in the shortcut. Use message body. Shortcuts contain all of the message body text, but no attachments. Customize. Select the amount of text and links that you want included in shortcuts. See “Using customized shortcuts for Domino mailbox archiving” on page 25. 	The first 1000 characters of the message body are stored in the shortcut.

The file `LotusShortcutText.txt` is required if you configure customized shortcuts. You can also use this file to process standard shortcuts for untitled attachments.

See [“Using customized shortcuts for Domino mailbox archiving”](#) on page 25.

Forms tab (Domino mailbox archiving)

The list shows the types of items that will be archived when the policy is applied.

Select or clear Domino forms check boxes, as required.

If you need to edit the list of available forms, go to the Domino Forms tab of the Directory properties.

Shortcut Deletion tab (Domino mailbox archiving)

Shortcut deletion does the following:

- Deletes those shortcuts that are older than the age you specify on this page. Enterprise Vault uses the modified date or archived date to determine the age of a shortcut. You can specify which date to use on the **Storage Expiry** tab of **Site Properties**.
- Deletes orphaned shortcuts. These are those shortcuts that no longer have corresponding archived items. Typically users or storage expiry have deleted the archived items.

- Deletes those shortcuts for which the retention period has elapsed. Storage expiry may remove the corresponding archived items. It is possible to delete the shortcuts without deleting the archived items.

The Domino Mailbox Archiving task performs the shortcut deletion. When you run the task using **Run Now**, you can choose a Run mode that includes shortcut processing.

Table 2-5 describes the available settings.

Table 2-5 Shortcut Deletion settings

Setting	Description	Default value
Delete shortcuts	Select this option to make Enterprise Vault delete those shortcuts that are older than the age you specify. This option does not affect the corresponding archived items. Users can still search for the archived items. For example, you can choose to delete all shortcuts older than 12 months, but retain archived items for several years.	Not selected
Delete orphaned shortcuts	Select this option to make Enterprise Vault delete shortcuts in mailboxes if the corresponding archived item has been deleted. If the shortcuts contain text from the original message, those shortcuts might be useful to users even though the archived items have been deleted. However, deleting large shortcuts frees space in the mail files.	Not selected

Advanced tab (Domino mailbox archiving)

Table 2-6 briefly describes the settings on the Advanced tab. These settings enable you to change advanced archiving behavior. Information about each advanced setting is given in the *Administrator's Guide*.

Table 2-6 Domino mailbox policy Advanced tab settings

Setting	Description
List settings from	Controls the category of settings that are shown in the list. There is only one category: <ul style="list-style-type: none"> Archiving General. Settings that control archiving behavior. For example, you can configure the archiving task to strip attachments from calendar and to-do items before archiving. Information about each setting is given in the <i>Administrator's Guide</i> .
Reset All	This returns all the settings in the list to their default values. There is a confirmation prompt that asks if you are sure you want to reset all the values.
Modify	Enables you to change the value for the selected setting. You can also double-click the setting to modify it.
Description	A brief description of what each setting controls.

Targets tab (Domino mailbox archiving)

Later, when you create provisioning groups to add mailboxes as archiving targets, you will assign the required Domino mailbox policy to each group. The associated provisioning groups will then be displayed in the Targets page of the policy.

Using customized shortcuts for Domino mailbox archiving

You can use custom shortcuts to change the information that is displayed in shortcuts.

In a new installation of Enterprise Vault, a default shortcut contains the following:

- From and Subject information.
- Recipient information: To, CC, BCC.
- A banner containing a link to the complete archived item.
- The first 1000 characters of the message body.
- No list of attachments or links to attachments.

You can change the settings so that shortcuts contain as much information as you require.

Note that the changes you make apply to shortcuts that are generated in the future, not to shortcuts that have already been created.

Details of custom shortcut content are held in the file, `LotusShortcutText.txt`, in the Enterprise Vault folder (for example `C:\Program Files (x86)\Enterprise Vault`). On a new installation, an English version of this file is placed in the Enterprise Vault folder. Language versions of the file are available in the language folders under `Languages\ShortcutText`.

To define custom shortcut content

- 1 Locate the required language version of the `LotusShortcutText.txt` file (under `Languages\ShortcutText`).
- 2 Open `LotusShortcutText.txt` with Windows Notepad. and make any required changes to the file.
 See [“Layout of LotusShortcutText.txt for Domino mailbox archiving”](#) on page 26.
- 3 Save the file as a Unicode file.
- 4 Copy the file to the Enterprise Vault program folder (for example `C:\Program Files (x86)\Enterprise Vault`).
- 5 Copy the file to the Enterprise Vault program folder on all other Enterprise Vault servers in the Enterprise Vault Site.
- 6 If Domino Mailbox tasks are already created and running, you need to restart them to pick up the changes.

To apply the new content to new shortcuts

- 1 Start the Administration Console and go to the **Shortcut Content** tab in the **Domino Mailbox Policy** properties.
- 2 In the box beside **Content of shortcut body**, select **Customize** and then specify which options you want. Click **Help** on the tab for more information.

Layout of LotusShortcutText.txt for Domino mailbox archiving

`LotusShortcutText.txt` is laid out using the standard Windows .ini file format:

```
[Section]
Item1="value1"
Item2="value2"
```

You can change any of the values in the file. Remember to enclose each value in quotes.

The sections in `LotusShortcutText.txt` are as follows:

[Archived text]	<p>The entries in this section are displayed in the banner at the top of the shortcut.</p> <p>The entry that is used for the shortcut is the one that matches the archived item's Domino form or form alias.</p> <p>Values in this section all have a space before the final quote. This space separates the text from the link text.</p>
[Link]	<p>The entry in this section specifies the text in the banner that is a link to the archived item.</p>
[Attachment table]	<p>The Title entry in this section specifies the text immediately before the list of attachments.</p> <p>The OLERemoved entry lets you define the string to display in shortcuts when an embedded OLE object has been removed. In the default entry, the placeholder {0} in the string is replaced with the number of removed OLE objects. The combined size of the OLE objects is also displayed.</p>

Domino mailbox archiving retention folders

The Retention Folder feature enables you to create a single folder or a hierarchy of folders automatically in users' mail files. Enterprise Vault archives these folders according to policies that you assign. If a user deletes any folders in the retention folder hierarchy, Enterprise Vault automatically recreates them.

You specify the retention folders and their retention categories in retention plans. You can create as many retention plans as you require.

Caution: These retention plans differ from those that you can create with the Enterprise Vault retention plan feature, which was introduced in Enterprise Vault 12. With that feature you can set up retention plans that associate a retention category with a number of other settings, such as a classification policy, and apply them all to one or more archives. This is not true of the retention plans that are described in this section.

For information on the Enterprise Vault retention plan feature, see the *Administrator's Guide*.

You use Enterprise Vault provisioning groups to apply retention plans to mail files. Thus, different users can have different retention folders with the appropriate retention categories. You can also define a default retention plan that Enterprise Vault applies to all users for whom a specific plan is not defined.

If a user moves a retention folder, the folder does not retain the retention plan settings. Items that are archived in the future will be archived according to the policy

that applies to the folder in its new location. Items that have already been archived from the folder are unaffected and retain the original retention category.

If a user creates a subfolder beneath a retention folder, that subfolder inherits the retention folder settings. For example, if you create a 'Projects' folder users could then create a subfolder for each project. The subfolders would automatically use the retention folder settings from the parent 'Projects' folder.

You create an XML file in which you define the retention plans. You then use the `EVDominoRetentionPlans` command-line tool to upload the XML file to Enterprise Vault.

For details of how to create Domino retention plans, see the "Domino Retention Plan Tool" chapter of the *Utilities* guide.

Configuring desktop policies for Domino mailbox archiving

A Domino desktop policy defines the end user's experience when using the Enterprise Vault Notes client. It contains settings that determine the Enterprise Vault features and functionality that the client provides. You can create multiple policies if you want different provisioning groups to use different policy settings. If you wish, you can create a custom desktop policy for each provisioning group.

The desktop policy settings include following options:

- Show or hide Enterprise Vault menu options, such as Search, Store, Restore, and Delete.
- Control the availability of Vault Cache and its maximum size.
- Control advanced settings for Vault Cache.

A default Domino desktop policy is created in the Administration Console by the configuration wizard.

If you modify a desktop policy after setting up Domino mailbox archiving, then you need to synchronize the mailboxes using the button on the Synchronization tab in the Domino Provisioning task properties.

To view and modify the properties of the default Domino desktop policy

- 1 Expand your Enterprise Vault site.
- 2 Click **Policies > Domino > Desktop**.
- 3 Right-click **Default Domino Desktop Policy** in the right pane and select **Properties**. You can modify the properties of this policy, as required, and also create new policies.

To create a new Domino desktop policy

- 1
- In the Administration Console, expand your Enterprise Vault site and then click **Policies > Domino > Desktop**.
- 2
- Right-click the **Desktop** container and select **New > Policy** to launch the new policy wizard.
- 3
- The new policy is displayed in the right pane.
- 4
- To adjust the policy properties, right-click the policy and select **Properties**.

General tab (Domino desktop policy)

Table 2-7 lists the settings on the General tab. These settings provide a name and description for the policy.

Table 2-7 Domino desktop policy General tab settings

Setting	Description	Default value
Name	A name for the policy.	None.
Description	An optional description for the policy, which you can change as often as you wish.	None.

Options tab (Domino desktop policy)

The settings on the Options tab enable you to control the availability of Enterprise Vault menu options on the Domino clients.

The **Enabled** check box controls whether a feature is displayed as a menu option.

Table 2-8 describes the settings on this tab. See the help on the desktop policy properties for more details on the effects of these settings.

Table 2-8 Domino desktop policy Options tab settings

Setting	Description	Default value
Search	Controls whether client users can search for archived items, by showing or hiding the 'Enterprise Vault Search' menu option.	Enabled.

Table 2-8 Domino desktop policy Options tab settings (*continued*)

Setting	Description	Default value
Store and Cancel	Controls whether client users can perform manual archiving and cancel pending operations. Shows or hides the 'Enterprise Vault Store' and 'Enterprise Vault Cancel' menu options.	Enabled.
Restore	Controls whether client users can restore items, by showing or hiding the 'Enterprise Vault Restore' menu option.	Enabled.
Delete	Controls whether client users can delete archived items and their corresponding shortcuts, by showing or hiding the 'Enterprise Vault Delete' menu option.	Enabled.

Vault Cache tab (Domino desktop policy)

[Table 2-9](#) describes the settings on the Vault Cache tab. These settings control the availability of Vault Cache, its maximum size and available features.

Table 2-9 Domino desktop policy Vault Cache tab settings

Setting	Description	Default value
Make Vault Cache available for users	<p>Select this to make Vault Cache available in this Enterprise Vault site. If this setting is cleared, no new Vault Caches are created. Users will have access to existing Vault Caches, but no items will be added.</p> <p>If you make Vault Cache available, additional settings enable you to choose one of the following:</p> <ul style="list-style-type: none"> Automatically enable Vault Cache for offline users. Allow users to enable Vault Cache by displaying the Enable Vault Cache option from the Tools button and on the Actions > Tools menu. 	<p>Vault Cache is not available. No new Vault Caches are created. Users will have access to existing Vault Caches, but no items will be added.</p> <p>If you make Vault Cache available, the default is to automatically enable Vault Cache.</p>
Limit size of Vault Cache	<p>Use these settings to limit the size of Vault Caches, either as a percentage of unused disk space (calculated dynamically), or as a size in megabytes.</p> <p>If a Vault Cache reaches the specified size, the oldest items are automatically deleted in order to make room for new items. The space is not allocated until it is needed.</p>	10% of the unused disk space.

Advanced tab (Domino desktop policy)

Table 2-10 briefly describes the settings on the Advanced tab, which provide advanced settings for the policy. Information about each advanced setting is given in the *Administrator's Guide*.

Table 2-10 Domino desktop policy Advanced tab settings

Setting	Description
List settings from	Controls the category of settings that are displayed in the list. There is only one category: <ul style="list-style-type: none"> ■ Vault Cache Information about each advanced setting is given in the <i>Administrator's Guide</i> .
Reset All	This returns all the settings in the list to their default values. There is a confirmation prompt that asks if you are sure you want to reset all the values.
Modify	Enables you to change the value for the selected setting. You can also double-click the setting to modify it.
Description	A brief description of what each setting controls.

Targets tab (Domino desktop policy)

Later, when you create provisioning groups to add mailboxes as archiving targets, you will assign the required Domino desktop policy to each group. The associated provisioning groups will then be displayed in the Targets page of the policy.

Creating a Domino Provisioning task

If you did not request Enterprise Vault to create the Domino Provisioning task in the New Domino Server wizard, you can create this task manually, as described in this section. A separate Provisioning task is required for each domain.

To add a Domino Provisioning task

- 1 In the left pane of the Administration Console, expand the Site hierarchy until the **Enterprise Vault Servers** container is visible.
- 2 Expand the **Enterprise Vault Servers** container.
- 3 Expand the name of the server to which you want to add the Domino Provisioning task.
- 4 Right-click **Tasks** and, on the shortcut menu, click **New** and then **Domino Provisioning Task**.

The **New Domino Provisioning Task** wizard starts.

- 5 Work through the wizard.

Creating a Domino Mailbox task

If you did not request Enterprise Vault to create the Domino Mailbox task in the New Domino Server wizard, you can create this task manually, as described in this section.

There can be only one Domino Mailbox task on an Enterprise Vault server. A single task can process several Domino servers in different Domino domains.

A single Domino server can be processed by several Domino Mailbox tasks on different Enterprise Vault servers; in this situation, the Domino mailbox archives would be distributed across multiple vault stores.

To add a Domino Mailbox task

- 1 In the left pane of the Administration Console, expand the Site hierarchy until the **Enterprise Vault Servers** container is visible.
- 2 Expand the **Enterprise Vault Servers** container.
- 3 Expand the name of the server to which you want to add the Domino Mailbox task.
- 4 Right-click **Tasks** and, on the shortcut menu, click **New** and then **Domino Mailbox Task**.

The **New Domino Mailbox Task** wizard starts.

- 5 Work through the wizard.

Reviewing the default settings for the Enterprise Vault site

Check the default settings that are configured in the Enterprise Vault site properties.

Site properties include the following settings. Note that you can override some of these at a lower level. For example, you can override the site archiving schedule for a particular task by setting the schedule in the task properties.

Table 2-11 Site properties

Tab	Settings
General	<ul style="list-style-type: none">■ The Vault site alias and description.■ The protocol and port to use for the Web Access application.■ A system message for users of the Web Access application, if required.■ The following site properties settings apply only to Exchange Server archiving: PST holding area details.■ A note for administrators, if required.

Table 2-11 Site properties (*continued*)

Tab	Settings
Archive Settings	<ul style="list-style-type: none"> ■ The default retention category. ■ If users perform actions that could potentially update the retention categories of their archived items, whether to allow these updates to take place. ■ Whether users can delete items from their archives. ■ Whether the items that users have deleted can be recovered. ■ The length of time for which the deleted items remain available for recovery.
Storage Expiry	<ul style="list-style-type: none"> ■ The schedule to run storage expiry to delete from archives any items that are older than the retention period assigned. ■ Whether expiry is based on an item's modified date or its archived date.
Site Schedule	<ul style="list-style-type: none"> ■ The schedule to run automatic, background archiving.
Archive Usage Limit	<ul style="list-style-type: none"> ■ If required, you can set limits on the size of archives.
Indexing	<ul style="list-style-type: none"> ■ Indexing level: brief or full. ■ Email content that should not be indexed, such as disclaimers. ■ How long indexing subtasks are retained before they are deleted.
Advanced	<ul style="list-style-type: none"> ■ Advanced settings that you can use to tune Enterprise Vault indexing within the Enterprise Vault site. <p>Note: Do not change the Indexing settings unless your technical support provider advises you to do so.</p>
Monitoring	<ul style="list-style-type: none"> ■ Performance counters for monitoring Enterprise Vault.

To review the default settings for the Enterprise Vault site

- 1 In the Administration Console, expand the contents of the left pane until the Enterprise Vault site is visible.
- 2 Right-click the Enterprise Vault site and then, on the shortcut menu, click **Properties**.

Alternatively, select the site and click the **Review Site Properties** button on the toolbar.
- 3 Click **Help** on any of the site properties tabs for further information.

Adding a Provisioning Group when setting up Domino mailbox archiving

A provisioning group enables you to apply a Domino mailbox policy and a Domino desktop policy to any of the following:

- Individual users
- A group of Domino mailbox users
- A mail-in database

You can have a single provisioning group, comprising the whole corporate hierarchy, or multiple provisioning groups, if you want to assign different policies to different groups of users.

You can select any of the following target types to associate with a provisioning group:

- Directory group
- Mailbox
- Mail-in database
- Organizational Unit
- Corporate Hierarchy

Note: A mailbox must be added to a provisioning group, and mailboxes in the provisioning group must be configured and enabled by the Domino Provisioning task, before you can archive items from the mailboxes.

Note: Vault Cache is not available for mail-in databases. Enterprise Vault ignores Vault Cache policy settings in the case of mail-in databases.

If there are a large number of mailboxes, and automatic enabling of mailboxes is not configured for the provisioning group, then there could be a delay in the mailboxes being available to Enterprise Vault for enabling. If you do not want to wait, you can force an update. To force an update, run the following commands in the Domino server console:

```
LOAD UPDALL NAMES.NSF -T "($Users)"
LOAD UPDALL NAMES.NSF -T "($ServerConfig)"
LOAD UPDALL NAMES.NSF -T "($VIMGroups)"
LOAD UPDALL NAMES.NSF -T "($VIMPeople)"
LOAD UPDALL NAMES.NSF -T "($PeopleGroupsCorpHier)"
LOAD UPDALL NAMES.NSF -T "($Certifiers)"
```

To add a Provisioning Group

- 1 In the left pane of the Administration Console, expand **Targets**.
- 2 Expand the Domino domain that you added.
- 3 Right-click **Provisioning Group** and, on the shortcut menu, click **New** and then **Provisioning Group**.

The **New Provisioning Group** wizard starts.

- 4 Work through the wizard to add a provisioning group.

You will need the following information:

- The domain containing the Domino Servers that you want to archive.
- The Domino desktop policy to apply.
- The Domino mailbox policy to apply.
- The default retention category or retention plan to apply, when archiving from the mailboxes. The wizard enables you to create a new retention category or retention plan, if required.
- The default vault store in which the mailbox archives are to be created by Enterprise Vault. If mailboxes in the provisioning group are automatically-enabled for archiving, the vault store will be used for any future mailboxes added to the provisioning group.
 If you do not explicitly set the vault store for the provisioning group, the default vault store setting is inherited from the Domino Server properties.
- Whether you want the Domino Provisioning task to enable new mailboxes for archiving automatically.

A new mailbox is one that is new to Enterprise Vault. When you first start using Enterprise Vault, all the mailboxes are new. With auto-enabling set, all existing mailboxes are enabled when the Domino Provisioning task next runs. All mailboxes created in the future will also be enabled and the associated archives created automatically.

If auto-enabling is not selected, you use the **Enable Mailbox** wizard to enable the mailboxes for archiving. You can use the **Disable Mailbox** wizard to explicitly disable individual mailboxes. This prevents the mailbox being enabled automatically, so the mailbox is never archived unless you choose to enable it.

See [“Enabling mailboxes for archiving after installing Domino mailbox archiving”](#) on page 51.

Ordering provisioning groups when setting up Domino mailbox archiving

If you create multiple provisioning groups, the order in which they are listed is significant; the groups are processed from the top of the list down. Mailboxes that appear in more than one provisioning group use the settings from the first group in which they appear.

Ensure that the most specific group is at the top of the list and the least specific is at the bottom.

To re-order provisioning groups

- 1 In Administration Console tree, right-click the **Provisioning Group** container and select **Properties**.
- 2 Use **Move Up** and **Move Down** buttons to rearrange the groups.

Installing Enterprise Vault extensions for Notes and DWA clients

This section describes the Enterprise Vault client functionality available for Notes and DWA users, and how to install the necessary mail file design templates to provide the functionality that you require.

About Enterprise Vault clients for Notes and DWA clients

The Enterprise Vault functionality for Notes and DWA is provided by design changes to the mail file. These design changes are applied using revised mail templates.

For Domino mail file users you can configure the following Enterprise Vault client features:

- Enterprise Vault extensions for Notes.
If you want users to have the Enterprise Vault client functionality available, you need to install the Enterprise Vault extensions for Notes on all the target Domino mail servers.
- Enterprise Vault extensions for DWA.
If you want users to have the Enterprise Vault client functionality available in their DWA clients, you need to install the Enterprise Vault extensions for DWA on all the target DWA servers.

Enterprise Vault extensions for Notes

The Enterprise Vault Notes extensions have the following features:

- All folders and views are updated with a new column to indicate the archived status of the items.
- Double-clicking an archived item retrieves its contents, provided that the associated Enterprise Vault mailbox policy is configured to permit this.
- If an archived item has attachments, the paper clip icon is shown in all the views and folders.

The following options are added to the **More** action bar in Notes:

- **Enterprise Vault Search.** Searches for items in the available archives.
- **Enterprise Vault Store.** Marks the selected item for archiving during the next archiving run.
- **Enterprise Vault Cancel.** Stops Enterprise Vault while it is in the process of archiving items.
- **Enterprise Vault Restore.** Restores the selected item back to the mail file.
- **Enterprise Vault Delete.** Deletes the selected item, if permitted. A prompt lets users choose between deleting the shortcut only and deleting both the shortcut and the archived item.
- **Enterprise Vault Help.** Displays on-screen Help.
- **About Enterprise Vault.** Shows version information and technical support information.

Users can perform each operation on one or multiple items.

If a user attempts to reply to or forward a shortcut, the content of the archived item is included, if requested.

If a user attempts to use **Copy Into a Memo**, **Calendar Item** or **To Do** item from a shortcut document, the archived content is copied in, not the shortcut.

Enterprise Vault DWA client features

Enterprise Vault DWA client provides similar functionality to the Enterprise Vault extensions for Notes.

Note that, in order for users to be able to open archived signed or encrypted MIME items, there must be an SSL connection to the Enterprise Vault Domino Gateway.

If there is no such connection, users receive the following message:

```
Unable to complete the current operation.
SSL is required for secure mail,
but is not enabled on Domino Server.
Please notify your administrator.
```

Installing Enterprise Vault client extensions for Notes and DWA clients

If users are to have full Enterprise Vault functionality available in their Notes or DWA clients, then you need to install the Enterprise Vault client extensions on each of the target Domino mail servers and DWA servers.

The client extensions are installed using the Notes application, Veritas Enterprise Vault *version* - Domino Installer (the filename of the Notes database is `EVinstall.nsf`). During the Enterprise Vault installation, this database is installed in the Domino data directory of the Domino server on the Enterprise Vault Domino Gateway.

For both Enterprise Vault Domino Gateways and mail servers, if language packs are installed, `EVInstall.nsf` will install the required changes to support them.

Setting up an account to use `EVInstall.nsf` to set up an Enterprise Vault Domino Gateway

The account that will run `EVInstall.nsf` on the Enterprise Vault Domino Gateway must have permissions on a number of files, as described in this section. Note that, depending on the Domino version, not all the files will be present.

In order to run `EVInstall.nsf` on the Enterprise Vault Domino Gateway, the account must have the following on the Enterprise Vault Domino Gateway:

- The following permissions on the **Security** tab of the server document:
 - Sign agents to run on behalf of the invoker of the agent. If this setting is blank then this permission is already granted by default. If the setting is not blank, add the name of the account.
 - Create databases & templates. If this setting is blank then this permission is already granted by default. If the setting is not blank, add the name of the account. (This is not required if you choose the Full Access Administrator option.)
 - Create master templates. (This is not required if you choose the Full Access Administrator option.)
- One of the following:
 - Be a Full Access Administrator on the Enterprise Vault Domino Gateway.
 - Manager access to the following files:
 - `Mail9.ntf`
 - `Mail85.ntf`

- Mail8.ntf
- EVAttach.ntf
- EV\EVDomino.nsf
- EVinstall.nsf
- If you intend to select the option to modify Domino Web Access forms files you also need Manager access to the following files:
 - Forms9.nsf
 - Forms85.nsf
 - Forms8.nsf

EVinstall.nsf will automatically add the LocalDomainAdmins group to the access control lists (ACLs) of the following files, with Manager access:

- EVAttach.ntf
- EVOOffline.ntf
- EV\EVDomino.nsf
- EVinstall.nsf

Setting up an account to use EVInstall.nsf to set up a mail server

The account that will use EVInstall.nsf to set up a mail server must have permissions on a number of files, as described in this section. Note that, depending on the Domino version, not all the files will be present.

In order to use EVInstall.nsf to set up a mail server, the account must have the following permissions on the mail server:

- The following permissions set on the Security tab of the server document:
 - Sign agents to run on behalf of the invoker of the agent
 - Create master templates. (This is not required if you choose the Full Access Administrator option.)
- One of the following:
 - Be a Full Access Administrator on the mail server.
 - Manager access to the following files:
 - Mail9.ntf
 - Mail85.ntf
 - Mail8.ntf

- If you intend to select the option to modify Domino Web Access forms files you also need Manager access to the following files:
 - Forms9.nsf
 - Forms85.nsf
 - Forms8.nsf

Granting Execution Control List permissions when setting up Notes and DWA clients

You must grant ECL permissions so that users do not receive Execution Security Alerts when they use the Enterprise Vault client.

You must grant permissions to the following accounts:

- The account that you use to run EVInstall.nsf
 See [“Granting permissions to the account that will run EVInstall.nsf”](#) on page 41.
- The Enterprise Vault Domino Gateway server account
 See [“Granting permissions to the Enterprise Vault Domino Gateway server account”](#) on page 42.
- If you intend to run NSF Migration, the Domino archiving user account.
 See [“Granting permissions to the archiving user account”](#) on page 42.
- Each user who will use Vault Cache.
 See [“Granting permissions to users of Vault Cache”](#) on page 42.

Granting permissions to the account that will run EVInstall.nsf

The account that runs EVInstall.nsf requires the following:

- Ability to export data
- Ability to modify other databases
- Ability to read other databases
- Ability to send mail
- Access to current database
- Access to environment variables
- Access to external code
- Access to file system

Granting permissions to the Enterprise Vault Domino Gateway server account

The Enterprise Vault Domino Gateway server account requires the following:

- Access to current database

Granting permissions to the archiving user account

For NSF Migration and for retention folders the Domino archiving user account requires the following:

- Access to current database

Granting permissions to users of Vault Cache

You must grant the following ECL permissions to Vault Cache users:

- Access to current database
- Access to environment variables
- Ability to read other databases
- Ability to modify other databases
- Access to external code

Installing the Notes and DWA client extensions

Now you can install the Notes and DWA extensions on the Enterprise Vault and a target Domino mail server, as described in this section.

To run EVInstall.nsf you must use the correct Notes client version. The version of the Notes client must be the same as, or newer than, the version that is installed on the Enterprise Vault Domino Gateway and the Domino mail server.

For the full details of supported versions of Domino software and the required hotfixes, see the Enterprise Vault [Compatibility Charts](#).

Note: If the forms databases have replication enabled, the changes that EVInstall makes are replicated to all Domino mail servers. To prevent the replication to other mail servers, disable the replication of the Forms8.nsf, Forms85.nsf, and Forms9.nsf databases before you run EVInstall.nsf.

To run EVInstall.nsf to configure standard mail templates

- 1 Log on to Notes with the user ID that will run the EVInstall.nsf.
- 2 Make backup copies of the `Forms*.nsf` files.

- 3 Sign `EVInstall.nsf`.
- 4 Open the Veritas Enterprise Vault *version* - Domino Installer application (`EVInstall.nsf`).
- 5 In the application page, select the Enterprise Vault Domino Gateway and target Domino mail server.
- 6 If you use the browser-based Enterprise Vault Search facilities or you require iNotes (DWA), select **Modify Domino Web Access Forms Files**.
- 7 Click **Install Veritas Enterprise Vault *version* database design templates** to start the process.

The application should take several minutes to create the new Enterprise Vault templates.
- 8 When the update is complete, double-click each log line in the lower pane of the window and check that there were no errors reported.
- 9 If you had previously customized the templates, confirm that the templates still exist and function properly in the Enterprise Vault mail templates.
- 10 If you have installed on a Domino 9.0 mail server or a Domino 9.0 Enterprise Vault Domino Gateway, add the following entry to the **notes.ini** file:

```
iNotes_WA_FormsFiles=iNotes/ev_Forms9.nsf
```

Restart the HTTP server after you have modified the **notes.ini** file.

- 11 If you have other target mail servers with different Domino Server versions, do the following until you have deployed the templates to all mail server targets:
 - Run `EVInstall.nsf` again.
 - In the application page, clear the **Enterprise Vault Domino Gateway** selection.
 - Select a target Domino mail server.
 - If you require iNotes/DWA, select **Modify Domino Web Access Forms Files**.
 - Click **Install Veritas Enterprise Vault *version* database design templates** to start the process.
The application takes several minutes to create the new Enterprise Vault templates.
 - If you have installed on a Domino 9.0 mail server, add the following entry to the **notes.ini** file:

```
iNotes_WA_FormsFiles=iNotes/ev_Forms9.nsf
```

Restart the HTTP server after you have modified the **notes.ini** file.

- 12** If you want to do so, you can now use EVInstall.nsf to add Enterprise Vault customizations to a customized template.

See [“To run EVInstall.nsf to modify a customized database template or mail-in database template”](#) on page 44.

To run EVInstall.nsf to modify a customized database template or mail-in database template

- 1** Before you run Enterprise Vault to modify a customized template you must previously have run EVInstall.nsf to configure standard mail templates.
See [“To run EVInstall.nsf to configure standard mail templates”](#) on page 42.
- 2** Log on to Notes with the user ID that will run EVInstall.nsf.
- 3** Open the Veritas Enterprise Vault *version* - Domino Installer application (EVInstall.nsf).
- 4** Click the **Mail Template Customization** tab.
- 5** In the **Domino mail server** list, select the server that has the template you want to modify.
- 6** Next to **Template file name**, enter the name of the template. Click **Browse** if you want to select from the list of available templates.
- 7** In the **Original mail template on which this template is based** list, select the type of template that was originally used to create the template that you have selected. For example, if the template was created from mail8.ntf, select mail8.ntf.
- 8** In the **Original server version of base template** list, select the Domino version of the server from which the original mail template came. For example, if the original template was on a Domino 8.0.1 server, select 8.0.1.
- 9** Click **Add Enterprise Vault Customizations** to apply the Enterprise Vault customizations to the template that you have chosen.

Changes made by EVInstall.nsf when setting up Domino mailbox archiving

This section describes the changes made by EVInstall.nsf.

EVInstall.nsf changes on Domino 9.0 Enterprise Vault Domino Gateways

Table 2-12 describes changes made by `EVInstall.nsf` on Domino 9.0 Enterprise Vault Domino Gateways.

Table 2-12 EVInstall.nsf changes on Domino 9.0 Enterprise Vault Domino Gateways

File	Comments
<code>EVDGMail.ntf</code>	<p>This is the template used by the temporary databases created in the <code>EV</code> folder on the Enterprise Vault Domino Gateway server during the item retrieval process.</p> <p>The master template name of <code>EVDGMail.ntf</code> is <code>EVDGMail</code>.</p>
<code>ev_Forms9.nsf</code>	<p>This is the forms file for Domino 9.0 servers. It is a new database with the Enterprise Vault extensions; <code>Forms9.nsf</code> still exists without any changes.</p>
<code>ev_Forms9_x.nsf</code>	<p>This is the iNotes forms extension file for Domino 9.0 servers to which the Enterprise Vault extensions are added. If the forms extension database does not exist, a new one is created from the forms extension file template <code>Forms9_x.ntf</code> and then the Enterprise Vault extensions are added.</p>
<code>evattach.ntf</code>	<p>Installed by the Enterprise Vault installation. It is used to display archived attachments in a separate window when the user clicks a link in a shortcut. This file must be signed. <code>EVInstall.nsf</code> has an option to perform the signing.</p>
<code>EVOOffline.ntf</code>	<p>This is the template that Enterprise Vault uses to create Vault Cache databases. This file is installed automatically when you run <code>EVInstall.nsf</code>. This file must be signed. <code>EVInstall.nsf</code> has an option to perform the signing.</p>
<code>domcfg.nsf</code>	<p>The Domino Web Server Configuration database (<code>domcfg.nsf</code>) is a database that can contain customized logon forms that will be displayed when using single sign-on. This database is created on the Enterprise Vault Domino Gateway server so that a customized logon form can be displayed for searching Domino mailbox archives.</p>
<code>EV\evdomino.nsf</code>	<p>Installed by the Enterprise Vault installation. This file must be signed. <code>EVInstall.nsf</code> has an option to perform the signing.</p>

EVInstall.nsf changes on Domino 8.5 Enterprise Vault Domino Gateways

Table 2-13 describes changes made by `EVInstall.nsf` on Domino 8.5 Enterprise Vault Domino Gateways.

Table 2-13 EVInstall.nsf changes on Domino 8.5 Enterprise Vault Domino Gateways

File	Comments
<code>EVDGMail.ntf</code>	<p>This is the template used by the temporary databases created in the <code>EV</code> folder on the Enterprise Vault Domino Gateway server during the item retrieval process.</p> <p>The master template name of <code>EVDGMail.ntf</code> is <code>EVDGMail</code>.</p>
<code>Forms85.nsf</code>	<p>This is the iNotes/DWA forms database that is used by Domino 8.5 servers. For this database, the Enterprise Vault changes are inserted into the existing database instead of creating a new forms database.</p>
<code>Forms85_x.nsf</code>	<p>This is the iNotes/DWA forms extension database that is used by Domino 8.5.1 (or later) servers. The Enterprise Vault changes are inserted into the existing iNotes/DWA forms extension database, if one exists. If the forms extension database does not exist, a new one is created.</p>
<code>evattach.ntf</code>	<p>Installed by the Enterprise Vault installation. It is used to display archived attachments in a separate window when the user clicks a link in a shortcut. This file must be signed. <code>EVInstall.nsf</code> has an option to perform the signing.</p>
<code>EVOffline.ntf</code>	<p>This is the template that Enterprise Vault uses to create Vault Cache databases. This file is installed automatically when you run <code>EVInstall.nsf</code>. This file must be signed. <code>EVInstall.nsf</code> has an option to perform the signing.</p>
<code>domcfg.nsf</code>	<p>The Domino Web Server Configuration database (<code>domcfg.nsf</code>) is a database that can contain customized logon forms that will be displayed when using single sign-on. This database is created on the Enterprise Vault Domino Gateway server so that a customized logon form can be displayed for searching Domino mailbox archives.</p>
<code>EV\evdomino.nsf</code>	<p>Installed by the Enterprise Vault installation. This file must be signed. <code>EVInstall.nsf</code> has an option to perform the signing.</p>

EVInstall.nsf changes on Domino 9.0 mail servers

[Table 2-14](#) describes changes made by `EVInstall.nsf` on Domino 9.0 mail servers.

Table 2-14 EVInstall.nsf changes on Domino 9.0 mail servers

File	Comments
<code>ev_mail9.ntf</code>	<p>This is the mail template for Domino 9.0 servers. It is a new database template; <code>mail9.ntf</code> still exists and any previous customizations to <code>mail9.ntf</code> are applied to <code>ev_mail9.ntf</code>.</p> <p>The master template name of the <code>ev_mail9.ntf</code> is <code>EVR9Mail</code>.</p>
<code>ev_Forms9.nsf</code>	<p>This is the forms file for Domino 9.0 servers. It is a new database with the Enterprise Vault extensions; <code>Forms9.nsf</code> still exists without any changes.</p>
<code>ev_Forms9_x.nsf</code>	<p>This is the iNotes forms extension file for Domino 9.0 servers to which the Enterprise Vault extensions are added. If the forms extension database does not exist, a new one is created from the forms extension file template <code>Forms9_x.ntf</code> and then the Enterprise Vault extensions are added.</p>

EVInstall.nsf changes on Domino 8.5 mail servers

[Table 2-15](#) describes changes made by `EVInstall.nsf` on Domino 8.5 mail servers.

Table 2-15 EVInstall.nsf changes on Domino 8.5 mail servers

File	Comments
<code>ev_mail85.ntf</code>	<p>This is the mail template for Domino 8.5 servers. It is a new database template; <code>mail85.ntf</code> still exists and any previous customizations to <code>mail85.ntf</code> are applied to <code>ev_mail85.ntf</code>.</p> <p>The master template name of the <code>ev_mail85.ntf</code> is <code>EVR85Mail</code>.</p>
<code>Forms85.nsf</code>	<p>This is the iNotes/DWA forms database that is used by Domino 8.5 servers. For this database, the Enterprise Vault changes are inserted into the existing database instead of creating a new forms database.</p>

Table 2-15 EVInstall.nsf changes on Domino 8.5 mail servers *(continued)*

File	Comments
Forms85_x.nsf	This is the iNotes/DWA forms extension database that is used by Domino 8.5.1 (or later) servers. The Enterprise Vault changes are inserted into the existing iNotes/DWA forms extension database, if one exists. If the forms extension database does not exist, a new one is created.

EVInstall.nsf changes on Domino 8 mail servers

[Table 2-16](#) describes changes made by EVInstall.nsf on Domino 8 mail servers.

Table 2-16 EVInstall.nsf changes on Domino 8 mail servers

File	Comments
ev_mail8.ntf	This is the mail template for Domino 8 servers. It is a new database template; mail8.ntf still exists and any previous customizations to mail8.ntf are applied to ev_mail8.ntf. The master template name of the ev_mail8.ntf is EVR8Mail.
Forms8.nsf	This is the DWA forms database that is used by Domino 8 servers. For this database, the Enterprise Vault changes are inserted into the existing database instead of creating a new forms database.

Updating mail files with the new design after installing the Notes and DWA extensions

The final task to give users the full Enterprise Vault client functionality is to replace the design of their mail file with the appropriate Enterprise Vault mail template. The template used depends on which mail template version users are using and whether they are using iNotes/DWA.

- On Domino 9.0, IBM Notes and iNotes users should use EV_Mail9.ntf.
- On Domino 8.5, Notes and iNotes users should use EV_Mail85.ntf.
- On Domino 8.0.x, Notes and DWA users should use EV_Mail8.ntf.

There are two methods of replacing the design:

- To update a small number of mail files, you can click File, then Database, and then Replace Design in the Administration client.

- To update a large number of mail files, stop the mail router and then use the `Convert` Domino server task.
Because the `Convert` server task is resource intensive, you are recommended to run it out of peak hours. For a large mail server it may take some hours to convert all mail files.

To stop the mail router, type the following command in the Domino server console:

```
tell router quit
```

The simplest use of `Convert` is when the same mail file template is applied to all users. In the following example command, `EVR8mail` is applied to all users:

```
Load convert mail\*.nsf * ev_mail8.ntf
```

Take care when using the asterisk for the `existingtemplatename` argument, because you can inadvertently convert users to the wrong template.

To examine the full syntax of the `Convert` task, type the following at the Domino server console:

```
load convert -?
```

Note: To upgrade existing user-created folders in each mail file with the Enterprise Vault Notes extensions you use the `-s` and `-u` parameters of the `Convert` utility or choose 'Actions' and the 'Upgrade Folder Design' from within the mail file.

The following steps facilitate setting up subsequent new users. These changes ensure that the generic Domino archiving user automatically can access the new mail file and that the mail file is using the correct mail template:

- In the Access Control List for the Enterprise Vault Mail Template, add the generic Domino archiving user with Editor access, and 'Delete documents' and 'Create shared folders/views' permissions. When typing in the user, enclose the name in square brackets. This ensures that the user is automatically added to the ACL of any mail file that is created from the template.
- To ensure that administrators use the correct mail template when registering new users, change the default mail template in the administration preferences. To change the default mail template, do the following:
 - From the Domino Administrator client select **File**, then **Preferences**, then **Administration Preferences**.
 - Click the **Registration** tab, and then click **Mail Options**.
 - Change the mail file template to the appropriate Enterprise Vault mail template and click **OK** twice to save the preferences.

How users access Enterprise Vault Search features after installing the Notes and DWA extensions

Enterprise Vault provides a number of browser-based facilities with which client users can find, view, and restore archived items. Domino single sign-on (SSO) must be configured to enable access to these facilities. Searching is performed using the virtual directory, `/EnterpriseVaultDomino`. This virtual directory is configured to use anonymous authentication and a special anonymous user account.

To start Enterprise Vault Search, the user selects the **Enterprise Vault Search** option in Notes or iNotes/DWA. This option is on the **More** menu. This displays the SSO logon box. The user needs to enter their Notes user name (common name or full hierarchical name) and their Internet password. The Internet password is defined within the user's person document, and may or may not be the same as their Notes user ID password. The user must have an Internet password in order to log on to Enterprise Vault Search.

When a user searches for archived content, the Enterprise Vault Search application runs on the Enterprise Vault Domino Gateway.

In Domino mailbox archiving, Enterprise Vault search can only be used to search Domino mailbox archives in the same Domino domain.

Identifying internal Notes mail recipients

You can specify that Enterprise Vault must perform a local address lookup for specific Notes domains. The local lookup enables Enterprise Vault to identify the Notes user name for those messages that are addressed to alternate email addresses. The local lookup results can aid searching in the web applications and in Compliance Accelerator and Discovery Accelerator.

To specify the domains that require local address lookup you must edit the registry on the Enterprise Vault servers that run the journaling and archiving tasks.

See the *Registry Values* guide for details of the NotesDomains registry key.

How to edit automatic messages after installing Domino mailbox archiving

Enterprise Vault sends automatic messages to users when their mailbox is enabled for archiving.

Optionally, you can configure Enterprise Vault to send an automatic warning when a user's archive is reaching the maximum size, if you have set a limit.

Example messages are installed, but you need to customize the text for your organization.

Editing the Welcome message after installing Domino mailbox archiving

When Enterprise Vault enables a mailbox for archiving, it automatically sends a Welcome message to that mailbox. The Welcome message provides information for users on how to get help and what to expect. You must edit this message before it is sent to reflect how you have set up Enterprise Vault.

During the installation, the Welcome message is placed in a folder beneath the Enterprise Vault program folder, for example:

```
C:\Program Files (x86)\Enterprise Vault\Languages\Mailbox Messages\lang
```

Where *lang* indicates the language used.

The Welcome message is in a file called `EVMessages.nsf`.

To set up the Welcome message

- 1 Decide which language version of **EVMessages.nsf** you want to use and locate the file.
- 2 Optionally, use an appropriate user ID to sign the file. The ID must have **Access to current Database** permission in the Execution Control List on the computer on which you intend to edit the file. If you have an existing ID set up for such purposes, you can use that ID.
- 3 Using a computer that has Notes installed, double-click the file **EVMessages.nsf** in Windows Explorer to edit the message.
- 4 Review the text and make any changes that you require.
- 5 Save the file.
- 6 Copy **EVMessages.nsf** to the Enterprise Vault program folder (for example `C:\Program Files (x86)\Enterprise Vault`) on every Enterprise Vault server in the site.

Enabling mailboxes for archiving after installing Domino mailbox archiving

Mailboxes that are new to Enterprise Vault are configured and enabled for archiving by the Domino Provisioning task. If you have selected the option, Automatically enable mailboxes, on the provisioning group properties, then the Domino

Provisioning task will configure the mailboxes and then enable them automatically when it runs. If this option is not selected, then new mailboxes will be configured when the Domino Provisioning task runs, but you will then need to enable the mailboxes manually.

Enterprise Vault menu options do not appear in Notes until the user's mailbox has been enabled and the user has reopened their mailbox. You can therefore roll out the Enterprise Vault extensions for Notes before users' mailboxes are enabled.

When a Domino mailbox is enabled, a new archive is created for the mailbox in the vault store specified for the provisioning group. An archive has an associated account that is used for billing purposes, and can have one or more users who can access the information stored in it.

If you want to deny access to Enterprise Vault archives for certain Domino mailbox users, you can specify the users in the registry setting, `DominoProvisioningACLSyncFilters`. For details of this setting, see the *Registry Values* guide.

As part of the provisioning process, the Domino Provisioning task configures in the mail file the Enterprise Vault Domino Gateway that is to be used by the client. If the Enterprise Vault Domino Gateway and the Enterprise Vault Storage Service that manages the archive are on the same computer, then the Enterprise Vault Domino Gateway assigned will be the one that is local to the user's archive. If the Enterprise Vault Domino Gateway is not on the same computer as the Enterprise Vault Storage Service that manages the archive, then the Domino Provisioning task will select an Enterprise Vault Domino Gateway at random.

The Task Controller service and Domino Provisioning task must be started before you can enable mailboxes. The default is for tasks to start automatically when the Task Controller service starts. On a default system, the Domino Provisioning task will run once a day. On the task properties, you can schedule the task to run twice a day at specific times. You can also force a run to process new mailboxes that have been added to provisioning groups.

You can configure the Domino Provisioning task to generate reports when the task is run in either report or normal mode. The reports are created in the folder `Enterprise Vault\Reports\Domino Provisioning`. In the task properties, check that the reporting level is as you require.

Full reporting will list the following:

- Each mailbox that is processed
- The provisioning group
- The mailbox policy assigned
- The username associated with the mailbox

- The action taken
- Details of any errors

Summary statistics about the task run are included at the end of the report.

To start the Task Controller service and Domino Provisioning task

- 1 In the left pane of the Administration Console, expand the **Enterprise Vault Servers** container.
- 2 Expand the computer to which you added the Task Controller service and then click **Services**.
- 3 In the right pane, right-click **Enterprise Vault Task Controller Service** and, on the shortcut menu, click **Start**.
- 4 In the left pane, click **Tasks** and ensure that the Domino Provisioning task has started.
- 5 The task will run automatically at the times that you have scheduled. You can also force a provisioning run by using the **Run Now** option, which is available on the **Schedule** properties page and on the menu when you right-click the task.
- 6 After the task has run, check the Domino Provisioning report.

To force the Domino Provisioning task to process mailboxes

- 1 In the left pane of the Administration Console, expand **Enterprise Vault Servers**, and then your Enterprise Vault server.
- 2 Click **Tasks**.
- 3 In the right-hand pane, right-click the Domino Provisioning task and select **Properties**.
- 4 Check that the reporting level is as you require.
- 5 In the right-hand pane, right-click the Domino Provisioning task and select **Run now**.
- 6 Select whether you want the task to run in report or normal mode. The task will then start processing the mailboxes in the provisioning groups.
- 7 After the task has run, check the Domino Provisioning report.
- 8 If you selected the option for mailboxes to be enabled for archiving automatically, they will also be enabled by the Domino Provisioning task during the run.

If you did not select the option to enable new mailboxes automatically, you must enable them manually.

To enable one or more mailboxes manually

- 1** In the Administration Console, click **Enable Mailbox** on the **Tools** menu or click the **Enable Mailboxes for Archiving** icon on the toolbar.
The **Enable Mailbox** wizard starts.
- 2** Follow the instructions, and click **Help** on any of the wizard screens for further information.
- 3** If mailboxes to be enabled are not listed as expected, check the Domino Provisioning report to ensure that they have been processed by the Domino Provisioning task.

Setting up a Vault Cache for offline users

This chapter includes the following topics:

- [About Vault Cache for Domino users](#)
- [Enabling users for Vault Cache with the Domino Desktop policy](#)
- [Disabling Vault Cache using the Domino Desktop policy](#)
- [Troubleshooting setting up Vault Cache for Domino](#)

About Vault Cache for Domino users

Vault Cache provides a local cache of archived items. Vault Cache performs the following functions:

- Gives a user instant access to archived items, even when the user is not connected to the corporate network.
- Is in addition to the normal, online archive.
- Is useful to mobile users who use laptop computers.

Additionally, Vault Cache may be useful in normal offices if you need to conserve bandwidth or improve performance. The improvement is because archived items are retrieved on the local computer.

When the Vault Cache is enabled for an archive, Enterprise Vault downloads copies of items to the Vault Cache database on the user's computer.

Enterprise Vault automatically synchronizes Vault Cache with the archive once a day. If new items have been added to the archive, copies of these are then

downloaded to Vault Cache. If there is no connection to the archive, the synchronization happens automatically the next time a connection is detected.

To minimize the number of items that need to be downloaded to the Vault Cache, items that are due to be archived soon, are automatically added to the Vault Cache. This feature is called *preemptive* copying.

When a user who is working offline opens a shortcut in Notes, the local copy in the Vault Cache database is opened.

When new items need to be downloaded to a Vault Cache database, copies of the items are gathered together and held temporarily in the Vault Cache before being downloaded to the user's Vault Cache.

Note: Vault Cache is not available for mail-in databases. Enterprise Vault ignores Administration Console Vault Cache policy settings for mail-in databases.

Enabling users for Vault Cache with the Domino Desktop policy

You can use the settings on the Vault Cache tab of the Domino Desktop policy to control behavior of the Vault Cache.

To enable users for Vault Cache

- 1 If you have not already done so, grant permissions to the users who you are going to enable for Vault Cache.
 See [“Granting permissions to users of Vault Cache”](#) on page 42.
- 2 Open the properties of the Domino Desktop policy and click the **Vault Cache** tab.
- 3 Select **Make Vault Cache available for users**.
- 4 Select one of the following:
 - **Automatically enable.** Select this option to enable Vault Cache automatically for all offline users.
 - **Allow users to decide.** Select this option to allow users to enable Vault Cache by selecting Enterprise Vault Cache Options from the Tools menu.
- 5 Modify the other Vault Cache settings as required.
- 6 Click **OK** to close the policy properties.
- 7 Synchronize the mailboxes. You can run the Domino Provisioning Task to synchronize the mailboxes. You can do either of the following:

- Use **Synchronize Individual Mailboxes**, which is on the **Synchronization** tab of the provisioning task's properties. This method requires you to select the mailboxes you want to synchronize.
- Use **Run Now**, which is on the **Schedule** tab of the provisioning task's properties. **Run Now** processes all mailboxes in the Domino domain, but may take longer because the mailboxes that are associated with other policies may also be processed.

The Vault Cache will be available to users when they create or update their local replica-based mail.

Setting permissions on the Enterprise Vault Domino Gateway when using Vault Cache

You must ensure that all users who are enabled for Vault Cache have permission to create databases on the Enterprise Vault Domino Gateway.

To set permissions on the Enterprise Vault Domino Gateway

- 1 Open the Domino server document for the Enterprise Vault Domino Gateway.
- 2 Click the **Security** tab.
- 3 Scroll down to the **Create databases & templates** setting.
- 4 Set the required value for **Create databases & templates**, as follows:
 - To allow all users to create databases on the Enterprise Vault Domino Gateway, leave **Create databases & templates** blank.
 - To restrict database creation to the users who have been enabled for Vault Cache, specify every user or group of users.
- 5 Click **Save & Close** to save your changes.

Disabling Vault Cache using the Domino Desktop policy

If you need to disable Vault Cache, you must edit the Desktop policy in the Administration Console and then replicate the local mail databases. This procedure disables Vault Cache for all users to whom the policy applies.

Note that individual users have the option to disable Vault Cache by clearing **Enable Vault Cache** in the Enterprise Vault Cache Options.

To disable Vault Cache

- 1** In the Administration Console, double-click the Domino Desktop policy to display its properties.
- 2** Click the **Vault Cache** tab.
- 3** Clear **Make Vault Cache available for users**.
- 4** Click **OK** to close the policy properties.
- 5** Run the provisioning task to apply the new policy settings.
- 6** Replicate the local mail replica databases with the mail databases on the server.

To check that Vault Cache has been disabled

- 1** Open the local mail replica database.
- 2** Click **Tools** and then **About Enterprise Vault**.
- 3** Check that Vault Cache is disabled.

Troubleshooting setting up Vault Cache for Domino

This section provides troubleshooting information for setting up Vault Cache.

Newly-enabled Vault Cache for Domino is not populated

When Vault Cache is enabled for a Notes client, the Notes agents scan the local mail replica and download messages to Vault Cache. The Notes agents are 'Process Request' and 'Trawler'. If the Notes client configuration means that these agents cannot run, Vault Cache is never populated with Notes items.

If Vault Cache is not populated, try the following

- 1** Ensure that **Enable scheduled local agents** is selected in the user preferences:
 - From the **Notes** menu, select **File**, then **Tools**, and then **User Preferences**.
 - Under **Startup Options**, select **Enable scheduled local agents**.
 - Exit, and then restart Notes.

For more information, see the IBM article [Locally Scheduled Agents Do Not Run on Schedule](#).

- 2** Restart the Notes client.

- 3 Ensure that the database property **Disable background agents for this database** is not selected in the mail replica database:
 - **Select File**, then **Database**, then **Properties** to display the InfoBox.
 - Ensure that **Disable background agents for this database** is not selected.

For more information, see the IBM article [Background Agents Are Not Running in a Particular Database](#).
- 4 If the problem is still not solved, set `Log_AgentManager = 1` in the `notes.ini` file to ensure that Agent Manager (amgr) events are logged to the local `log.nsf`.

Setting up Domino Journaling archiving

This chapter includes the following topics:

- [Preparation for Domino Journaling archiving](#)
- [Adding a Domino domain](#)
- [Adding a Domino server](#)
- [Assigning a vault store for Domino Journaling](#)
- [Creating a Domino Journal archive](#)
- [Adding permissions to the Domino journal archive](#)
- [Creating a Domino Journal policy](#)
- [Creating a Domino Journaling task](#)
- [Adding a Domino Journaling location](#)
- [Identifying internal Notes mail recipients](#)
- [How to configure clients when setting up Domino Journal archiving](#)

Preparation for Domino Journaling archiving

Before you proceed, ensure that you have done the following:

- Checked that software prerequisites are satisfied.
- Configured the Domino journal databases as required by Enterprise Vault.

- Prepared a Notes ID file with suitable access to the Domino domain, server and journaling location.

See the *Installing and Configuring* guide for instructions on how to perform these tasks.

Adding a Domino domain

You can now configure the target Domino domain in the Enterprise Vault Administration Console.

To add a Domino domain

- 1 In the left pane of the Administration Console, expand the **Archiving Targets** container.
- 2 Right-click **Domino** and, on the shortcut menu, click **New** and then **Domino Domain**.

The **New Domino Domain** wizard starts.

- 3 Work through the wizard.

Adding a Domino server

Next, configure the target Domino Servers in the Enterprise Vault Administration Console.

To add a Domino server

- 1 In the left pane of the Administration Console, expand the **Archiving Targets** container.
- 2 Expand **Domino**.
- 3 Right-click the Domino domain to which you want to add a server and on the shortcut menu, click **New** and then **Domino Server**.

The **New Domino Server** wizard starts.

- 4 Work through the wizard.

Assigning a vault store for Domino Journaling

Domino Journaling archives can be held in an existing vault store that is also used for other types of archive. Alternatively, you may want to create a new vault store for the archives. If you want to use a new vault store, create the vault store and partition before you add the Domino journaling location.

You start the New Vault Store wizard from the Administration Console. To do this from the Administration Console right-click the Vault Store container and, on the shortcut menu, click **New** and then **Vault Store**. Alternatively, click the **Create new Vault Store** icon on the toolbar. Follow the instructions, and click **Help** on any of the wizard screens for further information.

You will need to provide the following information:

- The name of the SQL Server
- The location for the vault store database files

The safety copy setting is ignored for journaling; Enterprise Vault deletes the safety copy immediately when journaling.

The name you specify for the new vault store must contain any of only the following characters:

- The letters A through Z
- Numbers 0 through 9
- Spaces

When the vault store has been created, the wizard then takes you through creating a partition.

You can view and customize the properties of vault stores, partitions and archives by right-clicking the object container in the Administration Console tree and selecting **Properties**. For information on the properties of each object, see the online Help for the Administration Console.

Creating a Domino Journal archive

This section describes how to create a Domino Journal archive.

To create a Domino Journal archive

- 1 In the left pane of the Administration Console, expand the Site hierarchy until the **Archives** container is visible.
- 2 Expand the **Archives** container.
- 3 Right-click **Domino Journal** and, on the shortcut menu, click **New** and then **Archive**.

The **New Domino Journal Archive** wizard starts.

- 4 Work through the wizard.

Adding permissions to the Domino journal archive

You must add permissions for those users who need to be allowed access to items that have been archived from the journal mailbox.

Users can have the following different types of access to an archive:

- **Read:** users can view and retrieve items from the archive. Those who need to search items archived from the journal mailbox, such as auditors, must have at least read access to the archive.
- **Write:** this is ignored for Domino Journal archives.
- **Delete:** users can delete items from the archive.
 Note that, even though you grant the delete permission here, a user cannot delete from the archive unless you also select the option **Users can delete items from their archives** on the **Archive Settings** tab of the **Site Properties** dialog box.

To add permissions to the journal archive

- 1 In the left pane of the Administration Console, expand the hierarchy until **Archives** is visible.
- 2 Expand **Archives**.
- 3 Click **Domino Journal**.
- 4 In the right pane, double-click the archive whose permission list you want to modify.
 The archive's properties are shown.
- 5 Click the **Permissions** tab.

Creating a Domino Journal policy

This section describes how to create a Domino Journal policy.

To create a Domino Journal policy

- 1 In the left pane of the Administration Console, expand the Site hierarchy until the **Policies** container is visible.
- 2 Expand the **Policies** container.
- 3 Right-click **Domino Journaling** and, on the shortcut menu, click **New** and then **Policy**.
 The **New Domino Journaling Policy** wizard starts.
- 4 Work through the wizard.

Creating a Domino Journaling task

This section describes how to create a Domino Journaling task.

To add a Domino Journaling task

- 1 In the left pane of the Administration Console, expand the Site hierarchy until the **Enterprise Vault Servers** container is visible.
- 2 Expand the **Enterprise Vault Servers** container.
- 3 Expand the name of the server to which you want to add the Domino Journaling task.
- 4 Right-click **Tasks** and, on the shortcut menu, click **New** and then **Domino Journaling Task**.

The **New Domino Journaling Task** wizard starts.

- 5 Work through the wizard.

Adding a Domino Journaling location

By default, Enterprise Vault archives from all Domino Journaling databases that are in the subfolder and use the StdMailJournaling template. You can use a registry value to specify other templates to use.

To add a Domino Journaling location

- 1 In the left pane of the Administration Console, expand the **Archiving Targets** container.
- 2 Expand **Domino**.
- 3 Expand the Domino domain that contains the server to which you want to add a location.
- 4 Expand the Domino server to which you want to add a location and, on the shortcut menu, click **New** and then **Domino Journaling Location**.

The **New Domino Journaling Location** wizard starts.

- 5 Work through the wizard.

To specify additional journaling templates

- 1 On the Enterprise Vault server that will run the Domino Journaling task, create a new string registry value called `DominoJournalingTemplates` in the following location:

```
HKEY_LOCAL_MACHINE
\SOFTWARE
\KVS
\Enterprise Vault
\Agents
```
- 2 Give `DominoJournalingTemplates` a value that is a comma-separated list of the journaling templates that you want to use.
- 3 Restart the Domino Journaling Task to apply the new setting.

Identifying internal Notes mail recipients

You can specify that Enterprise Vault must perform a local address lookup for specific Notes domains. The local lookup enables Enterprise Vault to identify the Notes user name for those messages that are addressed to alternate email addresses. The local lookup results can aid searching in the web applications and in Compliance Accelerator and Discovery Accelerator.

To specify the domains that require local address lookup, you must edit the registry on the Enterprise Vault servers that run the journaling and archiving tasks.

See the *Registry Values* guide for details of the `NotesDomains` registry key.

How to configure clients when setting up Domino Journal archiving

A web browser on a client computer can be used to search for archived items. An HTML preview of archived items is always available from within the search results. However, whether an alternate format of the item is available depends on the software that is installed on the user's computer.

The format that Enterprise Vault uses for the items that it sends to the client computer depends on settings in the `WebApp.ini` initialization file. This initialization file controls the behavior of the Web Access application.

[Table 4-1](#) shows the requirements and corresponding `WebApp.ini` settings.

Table 4-1 WebApp.ini settings for Domino

Download format	Requirements	WebApp.ini setting
As an HTML file that is then opened by the web browser on the client computer.	None.	HTMLNotMSG=1
As an EML file that the client can open immediately.	Outlook Express or Outlook must be present on the user's computer.	None required

Note on using a Notes client when setting up Domino Journal archiving

You cannot use a Notes client to view archived Domino Server messages.

The Notes client installed on the Enterprise Vault server is used by Enterprise Vault and should not be used by any other user. You cannot start this client while Enterprise Vault is running.

Configuring filtering

This chapter includes the following topics:

- [About filtering](#)
- [Configuring custom filtering](#)

About filtering

Filtering provides more granular control over how Enterprise Vault archiving tasks process items during an archiving run.

Note: It is important that you test your filtering configuration on a development server, using realistic data, before implementing it on your production servers.

Enterprise Vault provides the following filtering features:

- Custom filtering. This feature provides sophisticated filtering. You create rules that select messages by matching one or more attributes, such as email addresses, subject text, message direction or the value of certain message properties.
The rules also include instructions on how Enterprise Vault is to process a selected message. This can include archiving the message, assigning a particular retention category, storing the message in a specified archive, or deleting or marking the message.
The option to remove message attachments is not yet available when filtering Domino server messages.
By default, Enterprise Vault archives items that do not match any filter rule. You can configure filter rules so that only items that match a rule are archived.
See [“About custom filtering ruleset files”](#) on page 73.

- Custom properties. This feature is an extension of custom filtering. It enables you to configure Enterprise Vault to index additional properties on messages that are selected by the custom filters. These properties may be standard properties that a default Enterprise Vault system does not index, or they may be properties added to messages by a proprietary, third party application. Custom properties also introduces the concept of “content categories” for grouping the settings that are to be applied to messages that match a rule. These settings can include the retention category to assign, the archive to use and the additional properties to index.
As the custom properties feature provides extended functionality to custom filtering, it is enabled with custom filtering, and shares the custom filtering configuration.

Configuring custom filtering

Custom filtering provides sophisticated filtering for Domino server archiving. For example, you may want items with a particular subject, sender or recipients to be sent to a separate archive, or you may want messages sent within the company to be given a special retention category of “Internal”.

You can set up default filters that apply to all archiving tasks that are enabled for custom filtering. In addition, you can create separate custom filters for a specific Domino provisioning group to filter all the mailboxes provisioned by the group, and you can create custom filters for individual Domino journaling locations.

If custom properties have been added to items, you may want these properties indexed for selected items. Instructions are provided on how to extend custom filtering to use the custom properties feature.

See [“Configuring custom properties and content categories”](#) on page 97.

Table 5-1 Steps to configure custom filtering

Step	Action	More information
Step 1	Configure registry settings to enable custom filtering.	See “Configuring registry settings for Domino custom filtering” on page 69.

Table 5-1 Steps to configure custom filtering (*continued*)

Step	Action	More information
Step 2	Create filter rules and actions in one or more XML ruleset files, as required. The ruleset files must be placed in the folder Enterprise Vault\Custom Filter Rules .	<p>See “About custom filtering ruleset files” on page 73.</p> <p>See “About the general format of ruleset files for custom filtering” on page 77.</p> <p>See “About rule actions for custom filtering” on page 80.</p> <p>See “About message attribute filters for custom filtering” on page 81.</p> <p>See “Example ruleset file for custom filtering” on page 94.</p>
Step 3	Restart the archiving tasks that have custom filtering enabled.	<p>The following message is sent to the Enterprise Vault event log when the Domino server archiving tasks start:</p> <pre>EventID = 41086 Description = External Filter The Lotus custom filter 'KVS.EnterpriseVault. LotusDomino.CustomFilter' has started.</pre> <p>The following message is sent to the Enterprise Vault event log when the Domino server archiving tasks stop:</p> <pre>EventID = 41087 Description = External Filter 'KVS.EnterpriseVault. LotusDomino.CustomFilter' stopped.</pre>

Configuring registry settings for Domino custom filtering

Custom filtering can be enabled separately for Domino mailbox archiving and for Domino journal archiving by setting registry values. The procedures in this section describe the registry configuration that is required to enable each of these features, and additional optional registry values that refine the behavior of custom filtering.

Note: The changes you make to these registry values do not take effect until you restart the Domino archiving tasks.

Enabling Domino mailbox custom filtering

The procedure in this section describes how to enable Domino mailbox custom filtering.

To enable Domino mailbox custom filtering

- 1 On the computer than runs the Domino mailbox archiving task, log in using the Vault Service account.
- 2 Create a new registry key called `Lotus Archiving` under the following registry key:

```
HKEY_LOCAL_MACHINE
\Software
\Wow6432Node
\KVS
\Enterprise Vault
\External Filtering
```

- 3 Under `Lotus Archiving`, create a registry string value called `1`, and assign to it a data value in the following format:

```
dll_name!class_name
```

Where:

```
dll_name is KVS.EnterpriseVault.LotusDominoCustomFilter
```

```
class_name is KVS.EnterpriseVault.LotusDomino.CustomFilter
```

- 4 If you run Domino mailbox archiving tasks on other Enterprise Vault servers, repeat this procedure on each of these servers.

Enabling Domino journal custom filtering

The procedure in this section describes how to enable Domino journal custom filtering.

To enable Domino journal custom filtering

- 1 On the computer that runs the Domino journal archiving task, log in using the Vault Service account.
- 2 If it does not already exist, create a new registry key called `Lotus Journaling` under the following registry key:

```
HKEY_LOCAL_MACHINE
\Software
\Wow6432Node
\KVS
\Enterprise Vault
\External Filtering
```

- 3 Under `Lotus Journaling`, create a registry string value called `1`, and assign to it a data value in the following format:

```
dll_name!class_name
```

Where:

```
dll_name is KVS.EnterpriseVault.LotusDominoCustomFilter
```

```
class_name is KVS.EnterpriseVault.LotusDomino.CustomFilter
```

- 4 If you run Domino journal archiving tasks on other Enterprise Vault servers, repeat this procedure on each of these servers.

Reprocessing items marked **MARK_DO_NOT_ARCHIVE**

Custom filtering can mark individual items with the `MARK_DO_NOT_ARCHIVE` action so that they are not archived. By default, after an item has been marked in this way, subsequent runs of the Domino archiving tasks do not reexamine the item under the rules you have defined.

You can override this behavior using the `Override` registry value, so that subsequent runs of the Domino archiving tasks reexamine all messages, including those that have been marked `MARK_DO_NOT_ARCHIVE`.

If you want both the Domino mailbox archiving task and the Domino journal archiving task to reprocess these items, create the `Override` registry value under the following registry key:

```
HKEY_LOCAL_MACHINE
\Software
\Wow6432Node
\KVS
```

```
\Enterprise Vault  
  \External Filtering
```

You can also create the `Override` registry value under `Lotus Archiving` or `Lotus Journaling` if you want to override the default behavior of just Domino mailbox archiving or Domino journal archiving.

To reprocess items marked `MARK_DO_NOT_ARCHIVE`

- 1 On the computer than runs the archiving task you want to configure, log in using the Vault Service account.
- 2 Under the appropriate registry key, create a registry `DWORD` value called `Override` and assign to it the value `1`.
- 3 If you want to configure the default behavior for Domino archiving tasks on other Enterprise Vault servers, repeat this procedure on each of these servers.

Ignoring the absence of default filter rules

The following sections describe the configuration files that control custom filtering of mail items, and the way in which custom mail properties are indexed. This includes the configuration of default actions for mail items not matched by rules, and default content categories applied during the indexing of custom properties.

If you do not want to apply default actions and content categories, and to apply actions and content categories only to items that are matched by your rules, you must set the `IGNORENODEFAULT` registry value. This prevents the Domino archiving tasks from producing errors when they fail to find default actions and content categories.

You must create `IGNORENODEFAULT` separately for Domino mailbox archiving and Domino journal archiving. For example, if you want to ignore the absence of defaults for both, you must create `IGNORENODEFAULT` under both `Lotus Archiving` and `Lotus Journaling`.

To ignore the absence of default filter rules and default content categories

- 1 On the computer than runs the archiving task you want to configure, log in using the Vault Service account.
- 2 Under the appropriate registry key, create a new registry key called `KVS.EnterpriseVault.LotusDomino.CustomFilter`.
- 3 Under `KVS.EnterpriseVault.LotusDomino.CustomFilter`, create a new registry `DWORD` value called `IGNORENODEFAULT` and assign to it the value `1`
- 4 If you want to configure the Domino archiving task on other Enterprise Vault servers, repeat this procedure on each of these servers.

About custom filtering ruleset files

Custom filter rules and actions are defined in XML ruleset files. Each ruleset file contains one or more rules with associated actions.

Each rule contains the following:

- A set of one or more attribute filters for evaluating each item that the archiving task processes. The order of attribute filters in a rule is not significant, all the attribute filters are evaluated.
- An action to be applied to an item that matches all the attribute filters in the rule. Examples of actions are applying a particular retention category or storing the item in a specified archive. More than one action can be applied to matching items.

Although the order of the attribute filters in a rule is not significant, the order of the rules in the ruleset file is significant. The rules are evaluated in the order in which they appear in the file. The action associated with the first matching rule is applied to the item, and no further rules are evaluated for that item. If none of the rules match the item, the default action is to archive the item.

By default items that do not match any rules are archived by the mailbox archiving task or the journal archiving task. If you want to archive only items that match a rule, you can create a catch-all rule as the last rule in the ruleset file. Assign the action "MARK_DO_NOT_ARCHIVE" to this last rule.

While developing and testing your filter, we strongly advise that you assign the action "MARK_DO_NOT_ARCHIVE" to your rules. Check that the rules are applied exactly as you expect before changing them to the actions that you want to use in your production environment.

All ruleset files must be available in the folder `Custom Filter Rules` in the main Enterprise Vault folder (for example `C:\Program Files (x86)\Enterprise Vault`) on the computer hosting the archiving tasks that are enabled for custom filtering. After Enterprise Vault has been installed, this folder contains the following XML files:

- `Example Filter Rules.xml` — This provides examples of filter rules.
- `ruleset schema.xdr` — This contains the XML schema for validating the XML ruleset files.
- `Example Custom Properties.xml` — This provides example entries for the `custom properties.xml` file.
See [“About the general format of Custom Properties.xml”](#) on page 100.
- `customproperties.xsd` — This contains the XML schema for validating the custom properties XML file.

When you create ruleset files or modify existing ruleset files, you must restart the associated archiving tasks before the changes take effect. In a distributed environment, you must copy the updated file to each computer with tasks enabled for custom filtering, and then restart the associated tasks on each computer.

Note: If you create rules to match names that contain special characters, you must save the XML ruleset files with Unicode encoding.

About the default filter rules file for custom filtering

The Domino archiving tasks use the rules defined in `Default Filter Rules.xml` as the defaults for all provisioning groups and journaling locations. However, `Default Filter Rules.xml` is not mandatory and you might choose to create only named ruleset files, which the Domino journaling tasks then apply to specific provisioning groups or journaling locations.

See [“About named ruleset files for individual Domino provisioning groups and journaling locations”](#) on page 74.

If you choose not to use `Default Filter Rules.xml`, you must configure the `IGNORENODEFAULT` registry value.

See [“Ignoring the absence of default filter rules”](#) on page 72.

In this way, custom filtering is only applied to target locations explicitly defined by named ruleset files.

If you implement the custom properties feature, and want the same actions applied to all items that the archiving tasks process (that is, specific items are not selected for processing by matching attributes), you can omit ruleset files altogether and define a default content category in the file, `custom properties.xml`.

Information on content categories and the `custom properties.xml` file is provided in the following section:

See [“Configuring custom properties and content categories”](#) on page 97.

About named ruleset files for individual Domino provisioning groups and journaling locations

To implement filtering for a specific Domino provisioning group or for a specific Domino journaling location, you can create additional ruleset files. Each archiving target that has an associated named ruleset file is processed according to the rules in the ruleset file.

For example, you can create a ruleset file called `Sales.xml` to filter all the mailboxes provisioned by the provisioning group called “Sales”. If you create no additional

ruleset files, mailboxes in other provisioning groups are filtered using the rules in `Default Filter Rules.xml`.

In the case of Domino journal archiving, where you are likely to have only one journaling location per Domino server, you can use only `Default Filter Rules.xml` and allow these default rules to apply to the journaling location.

However, if you do have more than one journaling location on a server, you can create named ruleset files in the same way as you do for individual provisioning groups.

For example, if you want to filter the Domino journaling location that is shown as “Marketing/*” in the Administration Console, create a ruleset file called `Marketing.xml`. If you create no additional ruleset files, other journaling locations are filtered using the rules in `Default Filter Rules.xml`.

About controlling default custom filtering behavior

If Enterprise Vault archiving tasks are enabled for filtering, the actions they take when archiving is determined by the existence of the various configuration entities:

- XML ruleset files in the folder, `Enterprise Vault\Custom Filter Rules`
- The XML ruleset file, `Default Filter Rules.xml`
- The XML custom properties file, `Custom Properties.xml`
- Content category entries in `Custom Properties.xml`

An additional configuration option, `IGNORENODEFAULT` registry entry, can be used to alter the archiving task behavior, if some of the configuration entities are not defined.

Different configurations and the resulting actions of archiving tasks for each configuration are shown in [Table 5-2](#) and [Table 5-3](#).

Summary of default behavior for custom filtering

[Table 5-2](#) shows ten different configurations for custom filtering and properties.

The resulting actions taken by archiving tasks in each case are described in [Table 5-3](#).

In all cases it is assumed that the appropriate registry settings have been configured to enable the archiving task for custom filtering. The following configuration entities are considered:

- Named XML ruleset files in the folder, `Enterprise Vault\Custom Filter Rules`. In the example cases shown, `Marketing.xml` and `Sales.xml` are named ruleset files for the provisioning groups Marketing and Sales respectively.

The examples in this section show named ruleset files for provisioning. You can also create named ruleset files specific Domino journaling locations.

See [“About custom filtering ruleset files”](#) on page 73.

- The default ruleset file for all types of archiving, `Enterprise Vault\Custom Filter Rules\Default Filter Rules.xml`.
- The custom properties file, `Enterprise Vault\Custom Filter Rules\Custom Properties.xml`, with custom properties defined for indexing.
- Content category entries in the `Custom Properties.xml` file.
- The registry setting, `IGNORENODEFAULT`, with a value of 1.

Table 5-2 Example custom filter and custom property configurations

Case	Custom properties file exists	Default content category defined	Named ruleset file exists: <code>Marketing.xml</code>	Named ruleset file exists: <code>Sales.xml</code>	Default ruleset file exists	IGNORENODEFAULT set
1	No	No	No	No	No	No
2	No	No	No	No	No	Yes
3	No	No	Yes	No	No	No
4	No	No	Yes	No	No	Yes
5	No	No	Yes	No	Yes	No
6	No	No	Yes	No	Yes	Yes
7	Yes	No	No	Yes	No	No
8	Yes	No	No	Yes	No	Yes
9	Yes	Yes	No	Yes	No	No
10	Yes	Yes	No	Yes	No	Yes

Table 5-3 Resulting actions for example configurations

Case	Resulting action
1	An error is written to the event log and the archiving task stops, because custom filtering is enabled but there is no ruleset file or custom property file.
2	Missing defaults are ignored and both mailboxes are archived according to the default mailbox policy.

Table 5-3 Resulting actions for example configurations (*continued*)

Case	Resulting action
3	An error is reported for the Sales provisioning group, because no default ruleset file or custom properties file exists.
4	Marketing mailboxes are archived according to rules in <code>Marketing.xml</code> and Sales mailboxes are archived according to the default mailbox policy. Missing defaults are ignored.
5	Marketing mailboxes are archived according to rules in <code>Marketing.xml</code> and Sales mailboxes are archived according to the rules in <code>Default Filter Rules.xml</code> . No custom properties are indexed. Content categories cannot be used.
6	As for case 5. The fact that <code>IGNORENODEFAULT</code> is set makes no difference.
7	An error is reported for Marketing mailboxes, because there is no applicable named ruleset file or default ruleset file.
8	Marketing mailboxes are archived according to rules in the default mailbox policy. Sales mailbox are archived according to the rules in <code>Sales.xml</code> .
9	All messages are archived from Marketing mailboxes and custom properties indexed. Messages are archived from Sales mailboxes according to the rules in <code>Sales.xml</code> .
10	As for case 9. The fact that <code>IGNORENODEFAULT</code> is set makes no difference.

About the general format of ruleset files for custom filtering

This section describes the required overall format of the XML ruleset files.

All ruleset files must be located in the `Custom Filter Rules` folder, in the main Enterprise Vault folder (for example `C:\Program Files (x86)\Enterprise Vault`) on the computer hosting the archiving tasks that are enabled for custom filtering.

Ruleset files have the following general format:

```
<?xml version="1.0"?>
<RULE_SET xmlns="x-schema:ruleset schema.xdr">

  <RULE [NAME="rule_name"] [ACTION="match_action"]
    [CONTENTCATEGORY="content_category"]
    [RETENTION="retention_category"]
    [ARCHIVEID="archiveid"]>
```

```

<message_attribute [attribute_value_operators]>
  <attribute_value>
    [<attribute_value>]
  </message_attribute>

  [<message_attribute>... </message_attribute>]

</RULE>

[<RULE> ... </RULE>]
</RULE_SET>

```

The ruleset can contain one or more rules. Naming a rule (`NAME="rule_name"`) is optional. It is advisable to include it for documentation purposes and to distinguish the rule in trace output.

Each rule contains one or more message attribute filters for evaluating messages. Attachment filtering is not currently available with Domino server filtering.

[Table 5-4](#) shows the message attributes that you can use to select messages.

Table 5-4 Message attributes for custom filtering

Message attribute	More information
Author	See "Message author and recipients filters for custom filtering" on page 82.
Recipients	See "Message author and recipients filters for custom filtering" on page 82.
Direction	See "Message direction filters for custom filtering" on page 90.
Subject text	See "Message subject filters for custom filtering" on page 91.
Named property	See "Domino named property filters for custom filtering" on page 92.

Matching against attribute values is case-insensitive. All message attribute filters in a rule will be applied to a message, so the order of message attribute filters in a rule is not significant. A message matches a rule when it matches all the message attribute filters contained in that rule. When a message matches a rule, the action specified by `ACTION=` is applied to the message.

Each rule has a message action associated with it. `ACTION="match_action"` defines the action to be applied to the message when it matches a rule. For example, an

action could be to mark the item as evaluated but not archive it (ACTION="MARK_DO_NOT_ARCHIVE"). If the action is to archive the item, additional actions can be specified, such as assigning a specific retention category (RETENTION="*retention_category*") or storing the item in a particular archive (ARCHIVEID="*archive_ID*"). If no action is specified, it defaults to "ARCHIVE_ITEM".

The preferred way to specify how messages that match a rule are to be archived is to assign a content category. A content category is a group of settings that are to be applied to an archived item. This can include a retention category, an archive ID and a list of the additional properties that are to be indexed by Enterprise Vault. You define content categories in the file `custom_properties.xml`.

See [“About content categories”](#) on page 104.

Note: Each rule in the ruleset file will be evaluated in the order in which it appears in the file and only the first matching rule will be executed. For this reason, it is important to put the highest priority rules first.

About validating XML ruleset files for custom filtering

Archiving tasks that are enabled for custom filtering validate ruleset XML against the schema, `ruleset_schema.xdr`, when they start archiving items. If any of the XML is invalid, the tasks stop and you must correct any errors before restarting them.

To avoid disrupting tasks because of syntactic errors, it is a good idea to validate your XML file before it is accessed by the tasks. You could use a third party tool, such as the graphical XML Editor in Liquid XML Studio:

<http://www.liquid-technologies.com/XMLStudio/Free-Xml-Editor.aspx>

When using the tool, specify the namespace as:

```
x-schema:ruleset_schema.xdr
```

The schema file, `ruleset_schema.xdr`, is shipped in the `Custom Filter Rules` folder. The schema must be referenced at the start of any ruleset files as follows:

```
<?xml version="1.0"?>
<RULE_SET xmlns="x-schema:ruleset_schema.xdr">
```

If the file contains non-ANSI characters, ensure the correct encoding is set on the first line and save the file using the appropriate encoding.

Note: All the XML tags and predefined values shown in upper case in this document are case-sensitive and must be entered as upper case in the ruleset file. Values entered should also be treated as case-sensitive.

About rule actions for custom filtering

The following actions can be applied to messages that match a rule filter:

- ACTION="ARCHIVE_ITEM" — Archive the message. This is the default action if you do not include the ACTION= clause or a message does not match any of the rules.

With this action you can have additional actions: assigning a retention category (RETENTION="*retention_category*") to the item, sending the item to a specific archive (ARCHIVEID="*archive_ID*") and assigning a particular content category. See [“Assigning a retention category for custom filtering”](#) on page 80.

See [“Specifying an archive for custom filtering”](#) on page 81.

- ACTION="MARK_DO_NOT_ARCHIVE" — Do not archive the message; leave it in the original location.

Note: Messages marked as MARK_DO_NOT_ARCHIVE remain in the original location. If you are applying filtering to the Domino journaling location, this action should only be used for a small number of messages, as leaving lots of messages may affect journaling performance.

If you later change the rule action, you can temporarily set the Override registry value to 1 to force the task to reprocess marked items.

See [“Configuring registry settings for Domino custom filtering”](#) on page 69.

- ACTION="HARD_DELETE" — Do not archive the message; delete it immediately without moving it to the wastebasket.

Note: If you use Compliance Accelerator to capture a required percentage of all Domino Server journaled messages, do not configure a custom journal filter that deletes selected messages. This compromises the accuracy of the Compliance Accelerator monitoring policy, because any deleted messages are not available for capture.

Assigning a retention category for custom filtering

The RETENTION="*retention_category*" option is only applicable if the rule action is ACTION="ARCHIVE_ITEM".

Retention_category is the name of an existing retention category defined in Enterprise Vault. A different retention category may be specified for different rules.

The extract below shows how the option might be specified in the ruleset file. In this example, any messages that satisfy the message attribute filters will be archived and given the retention category, Legal:

```
<RULE NAME="Example rule2" ACTION="ARCHIVE_ITEM"
  RETENTION="Legal">
  <message attribute filters>
</RULE>
```

Specifying an archive for custom filtering

The ARCHIVEID="*<archive_ID>*" option is only applicable if the rule action is ACTION="ARCHIVE_ITEM". *Archive_ID* identifies an existing, enabled archive.

You can define a different archive for different rules. If you do not specify an archive, the default archive for the mail file is used.

The extract below shows how the option might be specified in the ruleset file. In this example, any messages that satisfy the message attribute filters will be stored in the archive specified:

```
<RULE NAME="Example rule" ACTION="ARCHIVE_ITEM"
  ARCHIVEID="15165263832890493848568161647.server1.local">
  <message attribute filters>
</RULE>
```

To find the ID of the required archive

- 1 Right-click the archive in the Enterprise Vault Administration Console.
- 2 Select **Properties**. The archive ID is displayed on the **Advanced** page of **Properties**.

About message attribute filters for custom filtering

Each rule can contain one or more message attribute filters. Each message attribute filter defines an attribute in the message to evaluate. To match a rule, a message must satisfy all the message attribute filters included in the rule. That is to say, there is an implicit AND between all message attributes included in a rule. The order of the attributes within a rule is not significant.

Message attributes are defined in a rule using the following general format:

```
<RULE NAME="rule_name" ...>
```

```

<message_attribute [attribute_value_operators]>
  <attribute_value>
    [<attribute_value>]
  </message_attribute>

  [<message_attribute>... </message_attribute>]
</RULE>

```

message_attribute defines a message attribute to match. This can be AUTHOR, RECIPIENTS, DIRECTION, SUBJECTS, or NAMEDPROP.

attribute_value defines the message attribute value(s) to match. For each attribute there may be one or more values.

attribute_value_operators are special operator options that enable you to define how values for an attribute are to be applied. The operators INCLUDES= and ALLOWOTHERS= are particularly useful if you want to define negative and positive matches when filtering on AUTHOR, RECIPIENTS, SUBJECTS, and NAMEDPROP.

See [“About creating complex filters using the INCLUDES and ALLOWOTHERS operators”](#) on page 85.

Attribute value operators are not available when filtering on message DIRECTION.

Message author and recipients filters for custom filtering

To match message sender ("From" address) and recipient addresses ("To", "cc", "Bcc" and "Undisclosed" addresses), you can use the message attributes <AUTHOR> </AUTHOR> and <RECIPIENTS> </RECIPIENTS>; in the ruleset file outline, message attributes are shown as:

```
<message_attribute>...</message_attribute>
```

Note: Matching attribute values is case-insensitive.

You can specify the actual addresses to match as SMTP email addresses, display names or SMTP domains using the following XML elements (these are represented by the <attribute_value> lines in the ruleset file outline):

- <EA>name@domain</EA>

This form can be used to specify SMTP addresses. The value specified must be the complete SMTP email address; if the value specified here is only part of an address, the message will not match. Wildcard characters cannot be used. If the ampersand character (&) is included in an SMTP address, the character must be replaced with

`&`;

because `&` is a special character in XML. For example, the SMTP address `admin&finance@ourcompany.com` should be specified in the XML file as:

```
admin&amp;finance@ourcompany.com
```

- **<DISPN>***display name***</DISPN>**

This form can be used to specify display names. As with the SMTP address, the value must be the full display name, without wildcard characters. As display names can take many different forms, it is advisable to include a filter for the associated SMTP address.

An example display name for Domino server messages is:

```
<DISPN>Kevin Smith/exampleorg</DISPN>
```

To match all required messages, ensure that you include all possible variations for a display name. If Organizational Units are included in display names, these must also be specified. For example,

```
<DISPN>Kevin Smith/Sales/exampleorg</DISPN>
```

- **<DOMAIN>***exampledomain.com***</DOMAIN>**

This form can be used to specify SMTP domains. The value specified can be the full domain or a subdomain. For example, if the following domain value is specified:

```
<DOMAIN>ourcompany.com</DOMAIN>
```

The following addresses will match:

- `john.doe@ourcompany.com`
- `jack.doe@hq.ourcompany.com`
- `jane.doe@uk.hq.ourcompany.com`

but the following address will not match:

- `john.doe@hqourcompany.com`

- **<DL>***distribution list name***</DL>**

Use this form when you want to match messages that have been sent to any members of the specified distribution list or group. For example, if a rule contains the following line:

```
<DL>ALL SALES</DL>
```

Then messages sent to any member of the distribution list or group called ALL SALES will match, irrespective of whether the member's name is shown as the Display Name or SMTP address on the message.

See [“About distribution lists in attribute values with custom filtering”](#) on page 84.

The following example shows how you can specify a simple rule to archive and set the retention category "Legal" on any messages sent from anyone in the domain, ourcompany.com, with legal@ourcompany.com or the Notes user, Greg Court, in the recipient list:

```
<RULE ... ACTION='ARCHIVE_ITEM' RETENTION='legal'>
  <AUTHOR>
    <DOMAIN>ourcompany.com</DOMAIN>
  </AUTHOR>
  <RECIPIENTS>
    <EA>legal@ourcompany.com</EA>
    <DISPN>Greg Court/ourorg</DISPN>
  </RECIPIENTS>
</RULE>
```

The attribute value operators, INCLUDES= and ALLOWOTHERS=, enable you to define complex filters.

See [“About creating complex filters using the INCLUDES and ALLOWOTHERS operators”](#) on page 85.

About distribution lists in attribute values with custom filtering

If you want to match all messages sent to members of a particular Domino group, then use the <DL> </DL> message attribute. For example,

```
<RECIPIENTS>
  <DL>ALL SALES</DL>
</RECIPIENTS>
```

would match any message sent to any member of the group, ALL SALES.

For this matching to work, ensure that expansion of groups is enabled in the Administration Console (in the "Archiving General" settings on the "Advanced" tab of the Domino journal policy).

You can specify distribution lists and groups using the <EA>, <DISPN> and <DOMAIN> message attributes. However, only messages with the specified string will match; no attempt is made to compare message recipients with individual members in the specified distribution list.

For example, the members of an Domino group called ALL SALES are:

- john.doe@ourcompany.com
- ken.brookes@ourcompany.com
- len.scott@ourcompany.com

In the ruleset file, the following message attribute filter is specified in a rule:

```
<RECIPIENTS>  
    <DISPN>ALL SALES</DISPN>  
</RECIPIENTS>
```

If a message has the display name ALL SALES in the recipient list, the message will satisfy the attribute filter above. If the message does not have the display name ALL SALES in the recipient list, it will not match the attribute filter, even if the recipient list does include the email address of a member of the distribution list.

About creating complex filters using the INCLUDES and ALLOWOTHERS operators

You can create more complex filters by specifying several values for AUTHOR, RECIPIENTS, SUBJECTS, and NAMEDPROP message attributes and using the operators, INCLUDES= and ALLOWOTHERS=, to define how the attribute values are to be matched.

INCLUDES= can have the following values:

- INCLUDES="NONE" means match messages that do not include the values specified for the attribute
- INCLUDES="ANY" means match messages that include one or more of the values specified for the attribute
- INCLUDES="ALL" means match messages that include all of the values specified for the attribute

If the INCLUDES= operator is not specified, INCLUDES="ANY" is assumed.

ALLOWOTHERS= can have the following values:

- ALLOWOTHERS="N" means match messages that include only the values specified in the filter and no others
- ALLOWOTHERS="Y" means that matched messages can include attribute values other than those listed in the filter can be included

If the ALLOWOTHERS= operator is not specified, ALLOWOTHERS="Y" is assumed.

This section provides examples of how you can use the INCLUDES= and ALLOWOTHERS= operators with RECIPIENTS message attributes.

In the following example, messages will match the rule if they have all three of the listed email addresses (INCLUDES="ALL"), and only these addresses (ALLOWOTHERS="N"), in the recipient list:

```
<RULE ... >
  <RECIPIENTS INCLUDES="ALL" ALLOWOTHERS="N">
    <EA>john.doe@ourcompany.com</EA>
    <EA>ken.brookes@ourcompany.com</EA>
    <EA>len.scott@ourcompany.com</EA>
  </RECIPIENTS>
</RULE>
```

In the next example, messages will match the rule if they have any of the listed email addresses (INCLUDES="ANY") but nothing else (ALLOWOTHERS="N"):

```
<RULE ... >
  <RECIPIENTS INCLUDES="ANY" ALLOWOTHERS="N">
    <EA>john.doe@ourcompany.com</EA>
    <EA>ken.brookes@ourcompany.com</EA>
    <EA>len.scott@ourcompany.com</EA>
  </RECIPIENTS>
</RULE>
```

In the next example, messages will match the rule if they do not include any of the listed email addresses in the recipient list (INCLUDES="NONE"). Matched messages can have other addresses in the recipient list (ALLOWOTHERS="Y"):

```
<RULE ... >
  <RECIPIENTS INCLUDES="NONE" ALLOWOTHERS="Y">
    <EA>john.doe@ourcompany.com</EA>
    <EA>ken.brookes@ourcompany.com</EA>
    <EA>len.scott@ourcompany.com</EA>
  </RECIPIENTS>
</RULE>
```

If you want to specify both positive and negative matches within a single rule, you can have multiple message attribute entries and use INCLUDES="NONE" or INCLUDES="ALL", as appropriate. For example:

```
<RULE ... >
  <RECIPIENTS INCLUDES="NONE">
    <EA>john.doe@ourcompany.com</EA>
    <EA>len.scott@ourcompany.com</EA>
  </RECIPIENTS>
  <RECIPIENTS INCLUDES="ALL">
```

```
<EA>Ken.Brookes@ourcompany.com</EA>
<EA>robert.hill@ourcompany.com</EA>
</RECIPIENTS>
</RULE>
```

In the above example, messages will match if they do not include john.doe@ourcompany.com or len.scott@ourcompany.com in the recipient list:

```
<RECIPIENTS INCLUDES="NONE" ...</RECIPIENTS>
```

but do include both ken.brookes@ourcompany.com and robert.hill@ourcompany.com

```
<RECIPIENTS INCLUDES="ALL" ... </RECIPIENTS>
```

By using different combinations of INCLUDES= and ALLOWOTHERS= values, you can set fairly complex filters.

Table 5-5 shows filter results for different messages when different combinations of values are set for the operators, INCLUDES= and ALLOWOTHERS=, in the following example filter:

```
<RULE ... ACTION="ARCHIVE_ITEM">
  <RECIPIENTS INCLUDES="NONE|ANY|ALL"
    ALLOWOTHERS="N|Y">
    <EA>Ann@example.com</EA>
    <EA>Bill@example.com</EA>
  </RECIPIENTS>
</RULE>
```

Ann@example.com and Bill@example.com are the recipient addresses to match.

Table 5-5 Effect of using different operator value combinations

Operator values set	Msg 1: recipient is Ann	Msg 2: recipients are Ann & Bill	Msg 3: recipients are Ann, Bill & Colin	Msg 4: recipients are Bill & Colin	Msg 5: recipient is Colin
INCLUDES="NONE" + ALLOWOTHERS="Y"	no match	no match	no match	no match	match
INCLUDES="NONE "+ ALLOWOTHERS="N"	no match	no match	no match	no match	no match
INCLUDES="ANY "+ ALLOWOTHERS="Y"	match	match	match	match	no match

Table 5-5 Effect of using different operator value combinations (*continued*)

Operator values set	Msg 1: recipient is Ann	Msg 2: recipients are Ann & Bill	Msg 3: recipients are Ann, Bill & Colin	Msg 4: recipients are Bill & Colin	Msg 5: recipient is Colin
INCLUDES="ANY" + ALLOWOTHERS="N"	match	match	no match	no match	no match
INCLUDES="ALL" + ALLOWOTHERS="Y"	no match	match	match	no match	no match
INCLUDES="ALL" + ALLOWOTHERS="N"	no match	match	no match	no match	no match

In the table, the main column headings show the recipients in five different test messages. (For brevity, the recipients are called Ann, Bill, and Colin in the column headings.)

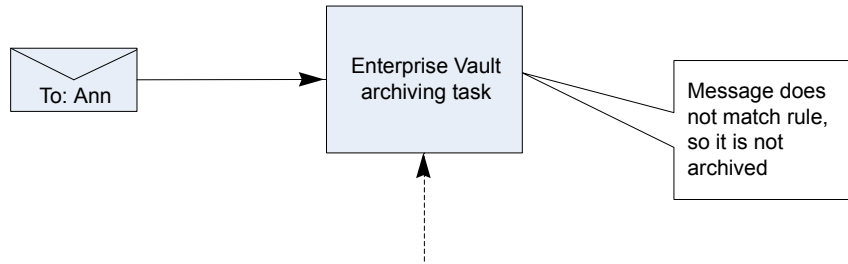
The first column shows different combinations of values set for the INCLUDES= and ALLOWOTHERS= operators.

"no match" means that, if the operator combination shown in the left column is set, a message sent to the recipients shown in the column heading would not satisfy the filter rule and would not be archived (that is, the rule action is not applied).

"match" means that, if the operator combination shown in the left column is set, a message sent to the recipients shown in the column heading would satisfy the filter rule and be archived.

[Figure 5-1](#) and [Figure 5-2](#) illustrate what happens in two of the scenarios in [Table 5-5](#).

Figure 5-1 Msg 1 with INCLUDES="NONE" and ALLOWOTHERS="N"

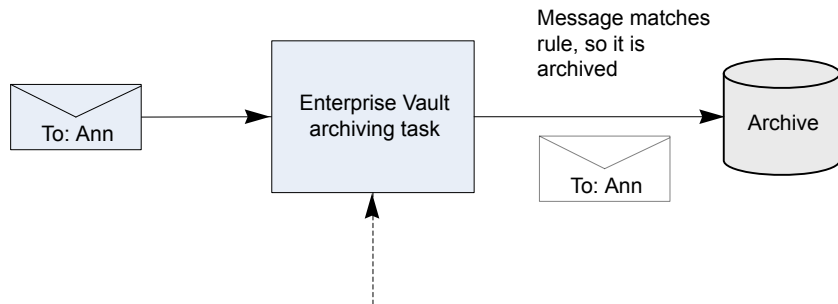


Custom filtering enabled.
Rule filter configured:

```

<RULE ...ACTION="ARCHIVE_ITEM">
  <RECIPIENTS INCLUDES="NONE"
    ALLOWOTHERS="N">
    <DISPN>Ann</DISPN>
    <DISPN>Bill</DISPN>
  </RECIPIENTS>
</RULE>
  
```

Figure 5-2 Msg 1 with INCLUDES="ANY" and ALLOWOTHERS="Y"



Custom filtering enabled.
Rule filter configured:

```

<RULE ...ACTION="ARCHIVE_ITEM">
  <RECIPIENTS INCLUDES="ANY"
    ALLOWOTHERS="Y">
    <DISPN>Ann</DISPN>
    <DISPN>Bill</DISPN>
  </RECIPIENTS>
</RULE>
  
```

Message direction filters for custom filtering

The `<DIRECTION></DIRECTION>` message attribute enables you to match messages based on the direction of the message, in relation to the organization, without needing to specify the author or recipient details in the rule. Message direction can be internal to the organization, outbound from the organization or inbound to the organization.

Note: To allow your filtering rules to identify internal and external mail, you must specify a list of your internal mail domains in the InternalSMTPDomains registry value. See the section called “InternalSMTPDomains (Domino)” in the *Registry Values* guide.

One or more of the following values can be specified in the `<DIRECTION></DIRECTION>` message attribute:

- `INTERNAL="Y"` means match the message if it is from an internal address to an internal address. The message must not include any external addresses in the recipient list.
- `OUTBOUND="Y"` means match the message if it is from an internal address to an external address. The message must include at least one external address in the recipient list.
- `INBOUND="Y"` means match the message if it is from an external address to an internal SMTP address. The message must include at least one internal SMTP address in the recipient list.

If the value is not specified, it defaults to "N". For any messages to match, at least one value must be set to "Y".

The following example rule will archive and set the retention category "Internal", on messages from one internal address to another internal address only. Note that a message from one internal address to another internal address that also has an external address in the recipient list will be treated as external:

```
<RULE NAME="Internal only" RETENTION="Internal" >  
  <DIRECTION INTERNAL="Y" OUTBOUND="N" INBOUND="N"/>  
</RULE>
```

The following example rule will archive and set the retention category "External", on messages sent to or received from addresses outside the organization:

```
<RULE NAME="External" RETENTION="External" >  
  <DIRECTION OUTBOUND="Y" INBOUND="Y"/>  
</RULE>
```

If you want only items that match the rules to be archived, the following example rule can be added to the end of the file as a "catch-all" rule:

```
<RULE NAME="Do not archive anything else" ACTION="MARK_DO_NOT_ARCHIVE">  
<DIRECTION INBOUND="Y" OUTBOUND="Y" INTERNAL="Y"/> </RULE>
```

For each item that is evaluated using this example rule, one of the direction attributes will always have the value "Y". Therefore items that do not match any other rule in the file will match this rule. The associated action means that the matching items are not archived.

Message subject filters for custom filtering

The <SUBJECTS></SUBJECTS> message attribute enables you to match messages on the subject text of the message. Within a <SUBJECTS> attribute, values to match can be defined as follows:

- Match any message with a subject that is exactly the same as the specified string:

```
<SUBJ MATCH="EXACT">string</SUBJ>
```

- Match any message with a subject that contains the specified string:

```
<SUBJ MATCH="CONTAINS">string</SUBJ>
```

- Match any message with a subject that starts with the specified string:

```
<SUBJ MATCH="STARTS">string</SUBJ>
```

- Match any message with a subject that ends with the specified string:

```
<SUBJ MATCH="ENDS">string</SUBJ>
```

Matching against attribute values is case-insensitive. Wildcards cannot be used.

In the following example, messages that have a subject of exactly "Welcome New Employee" or starts with "Salary Summary for" or ends with "Message Notification" will be deleted without being archived:

```
<RULE NAME="Delete" ACTION="HARD_DELETE">  
  <SUBJECTS>  
    <SUBJ MATCH="EXACT">Welcome New Employee</SUBJ>  
    <SUBJ MATCH="STARTS">Salary Summary for</SUBJ>  
    <SUBJ MATCH="ENDS">Message Notification</SUBJ>  
  </SUBJECTS>  
</RULE>
```

The INCLUDES="NONE" operator can be used to match messages with a subject that does not include particular strings. For example, the following rule will match messages that do not have any of the specified values in the message subject:

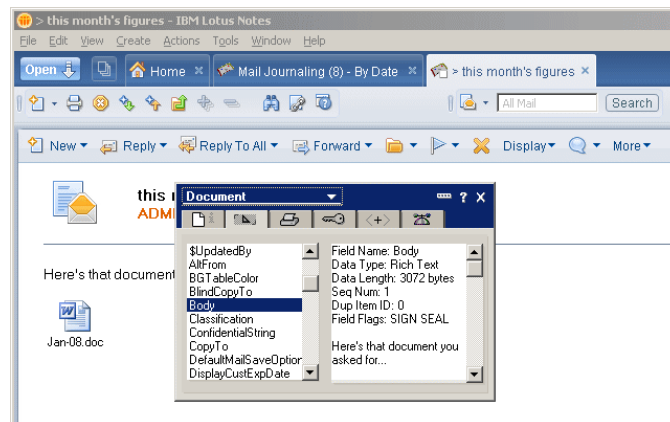
```
<RULE ... >
  <SUBJECTS INCLUDES="NONE">
    <SUBJ MATCH="EXACT">Welcome New Employee</SUBJ>
    <SUBJ MATCH="STARTS">Salary Summary for</SUBJ>
    <SUBJ MATCH="ENDS">Message Notification</SUBJ>
  </SUBJECTS>
</RULE>
```

Domino named property filters for custom filtering

The <NAMEDPROP> </NAMEDPROP> message attribute enables you to select Domino Server messages for processing depending on the value assigned to specific Domino named properties on the message. Named properties can be single-valued or multi-valued.

In the Notes client, you can view Domino named properties on a message as shown in [Figure 5-3](#).

Figure 5-3 Viewing Domino message properties



To view Domino named properties on a message

- 1 Open the message in the Notes client, then right-click the message.
- 2 Select **Document Properties** in the menu.
- 3 Select the **Fields** tab in the dialog box that is displayed.

The property names are listed in the left-hand pane. When you select a property in the left-hand pane, details of that property are displayed in the right-hand pane.

A named property filter takes the following general format:

```
<NAMEDPROP TAG="Domino_field_name" INCLUDES="operator_value"
  [ALLOWOTHERS="operator_value"]>
  <PROP VALUE="value" />
  [<PROP VALUE="value" />]
</NAMEDPROP>
```

The value of the TAG attribute is the field name of the property in Domino document properties.

The INCLUDES= operator value can be "ANY", "NONE" or "ALL". You can also use the operator, ALLOWOTHERS=, to create complex filters.

See [“About creating complex filters using the INCLUDES and ALLOWOTHERS operators”](#) on page 85.

Each <PROP> line defines a specific value for the property that custom filtering is to use when evaluating messages.

For example, a third party application adds a multi-valued, Domino named property called "Location" to messages. This property identifies the department and location of the sender or recipient. The following example rule shows a filter that matches messages that have the value "Pittsburgh" or "Finance" set for the "Location" property. Any messages that match are archived with the retention category, "Confidential".

```
<!--Example: Archive items that have Pittsburgh or Finance as values
for the Location property -->
<RULE NAME="Location rule" ACTION="ARCHIVE_ITEM"
  RETENTION="Confidential">
  <NAMEDPROP TAG="Location" INCLUDES="ANY">
    <PROP VALUE="Pittsburgh" />
    <PROP VALUE="Finance" />
  </NAMEDPROP>
</RULE>
```

Example ruleset file for custom filtering

The following shows the supplied example ruleset file, `Default Filter Rules.xml` (a renamed copy of `Example Filter Rules.xml`). If the registry keys have been set to enable custom filtering, this file will be used for filtering any archiving targets that do not have a named ruleset file.

```
<?xml version="1.0"?>
<RULE_SET xmlns="x-schema:ruleset schema.xdr">

  <!-- Example Rule 1: This rule will exclude any email from archiving
  if it originates from someone in the Employee Benefits distribution
  list.-->

  <RULE NAME="Benefits correspondence" ACTION="MARK_DO_NOT_ARCHIVE">
    <AUTHOR>
      <DISPN>HR Employee Benefits</DISPN>
    </AUTHOR>
  </RULE>

  <!--Example Rule 2: This rule will exclude any email from archiving
  if it is sent to someone in the Employee Benefits distribution list.
  -->

  <RULE NAME="Benefits correspondence" ACTION="MARK_DO_NOT_ARCHIVE">
    <RECIPIENTS>
      <DISPN>HR Employee Benefits</DISPN>
    </RECIPIENTS>

  </RULE>

  <!--Example Rule 3: (Available for Exchange Server archiving only)
  This rule will move email to the wastebasket if it comes
  from any of the sources listed, and is about any of the
  subjects listed.-->

  <RULE NAME="Newsletters" ACTION="MOVE_DELETED_ITEMS">
    <AUTHOR INCLUDES="ANY">
      <EA>icweek@ucg.com</EA>
      <EA>WebDirect@ACLI.com</EA>
      <DOMAIN>limra.com</DOMAIN>
    </AUTHOR>
    <SUBJECTS INCLUDES="ANY">
      <SUBJ MATCH="STARTS">Society SmartBrief</SUBJ>
      <SUBJ MATCH="EXACT">TaxFacts ENews</SUBJ>
    </SUBJECTS>
  </RULE>
</RULE_SET>
```

```
</RULE>
```

```
<!--Example Rule 4: Delete mail from known junk-mail sources,
(and others), if it contains certain common spam subjects-->
```

```
<RULE NAME="Junk Mail" ACTION="HARD_DELETE">
  <AUTHOR INCLUDES="ANY" ALLOWOTHERS="Y">
    <DOMAIN>indiatimes.com</DOMAIN>
    <DOMAIN>websavings-usa.net</DOMAIN>
  </AUTHOR>
  <SUBJECTS INCLUDES="ANY">
    <SUBJ MATCH="CONTAINS">enlargement</SUBJ>
    <SUBJ MATCH="CONTAINS">weight loss</SUBJ>
  </SUBJECTS>
  <SUBJECTS INCLUDES="ALL">
    <SUBJ MATCH="CONTAINS">debt</SUBJ>
    <SUBJ MATCH="CONTAINS">consolidate</SUBJ>
    <SUBJ MATCH="CONTAINS">loan</SUBJ>
  </SUBJECTS>
</RULE>
```

```
<!--Example Rule 5: Take default action (ARCHIVE_ITEM) if the
subject matches the composite rule:
```

```
Must start with "MEMO", contain "INTERNAL"
and end in "OurCompany"
```

```
e.g. "MEMO : Contains information internal to OurCompany"
```

```
would match, but "MEMO : do not distribute" would not match.
```

```
Also allocates the message to a content category "Memoranda"-->
```

```
<RULE NAME="Internal Memo" CONTENTCATEGORY="Memoranda">
  <SUBJECTS INCLUDES="ALL">
    <SUBJ MATCH="STARTS">Memo</SUBJ>
    <SUBJ MATCH="CONTAINS">Internal</SUBJ>
    <SUBJ MATCH="ENDS">OurCompany</SUBJ>
  </SUBJECTS>
</RULE>
```

```
<!--Example Rule 6: Take default action (ARCHIVE_ITEM) on any
email from management members included here. Email from
management will be categorized under "ManagementMail"
and retained as "Important"-->
```

```
<RULE NAME="Management" CONTENTCATEGORY="ManagementMail"
RETENTION="Important">
  <AUTHOR INCLUDES="ANY">
```

```
<EA>mike.senior@management.com</EA>
<EA>jon.little@management.com</EA>
<EA>jill.taylor@management.com</EA>
</AUTHOR>
</RULE>
```

<!--Example Rule 7: Take default action (ARCHIVE_ITEM) if an email is addressed to any of the managers AND NO ONE ELSE
The message will be archived in a special archive reserved only for this kind of email - specified by the ARCHIVEID-->

```
<RULE NAME="Sent to Management ONLY"
  ARCHIVEID="16611B008A3F65749BC4118182E0021461110000evsite.
  ourcompany.com">
  <RECIPIENTS INCLUDES="ANY" ALLOWOTHERS="N">
    <EA>mike.senior@management.com</EA>
    <EA>jon.little@management.com</EA>
    <EA>jill.taylor@management.com</EA>
  </RECIPIENTS>
</RULE>
```

<!--Example Rule 8: Do not archive mail that was sent to someone outside OurCompany-->

```
<RULE NAME="External Recipient" ACTION="MARK_DO_NOT_ARCHIVE">
  <RECIPIENTS INCLUDES="NONE">
    <DOMAIN>OurCompany.com</DOMAIN>
  </RECIPIENTS>
</RULE>
```

<!--Example Rule 9: Archive and give the existing Retention Category, Internal, to any email that was sent only to employees in OurCompany-->

```
<RULE NAME="Internal Recipient" ACTION="ARCHIVE_ITEM"
  RETENTION="Internal">
  <DIRECTION INTERNAL="Y"/>
</RULE>
```

<!--Example Rule 10: Use a special retention category for mail addressed to any members of the specified DL-->

```
<RULE NAME="On the VIP list" RETENTION="VeryImportant">
  <RECIPIENTS>
```



```

        <DL>TheVIPs</DL>
    </RECIPIENTS>
</RULE>

<!--Example Rule 11: (Available for Exchange Server archiving only)
Delete MP3 attachments before archiving-->
<RULE NAME="DeleteMP3s" ATTACHMENT_ACTION="REMOVE">
    <FILES>
        <FILE FILENAME="*.MP3"/>
    </FILES>
</RULE>

<!--Example Rule 12:
Match against named MAPI properties (defined in
Custom Properties.xml), or named Domino properties (using
the Domino field name for a property on an item) -->
<RULE NAME="Category Match" ACTION="ARCHIVE_ITEM">
    <NAMEDPROP TAG="CaseAuthor" INCLUDES="ANY">
        <PROP VALUE="Engineering"/>
        <PROP VALUE="Support"/>
    </NAMEDPROP>
    <NAMEDPROP TAG="CaseStatus" INCLUDES="ANY">
        <PROP VALUE="Open"/>
        <PROP VALUE="Pending"/>
    </NAMEDPROP>
</RULE>
</RULE_SET>

```

Configuring custom properties and content categories

Custom properties is an extension to custom filtering. It enables you to configure Enterprise Vault to index additional properties on messages that are selected by the custom filters. These properties may be standard properties that a default Enterprise Vault system does not index, or they may be properties added to messages by a proprietary, third party application.

Read this section to find out:

- How to include in Enterprise Vault indexes additional properties on an item, for example, properties that have been added to messages by third-party applications.
- How to configure Enterprise Vault Search to enable users to search on these indexed properties.

- How to configure content categories.

The custom properties feature is an extension to custom filtering that enables Enterprise Vault to access and index additional Domino server properties, that have been added to messages by a third-party application, when archiving items.

Content categories are groups of settings to be applied to messages as they are archived. Settings can include a retention category to be applied, an archive to be used and particular message properties to be indexed. You can configure Enterprise Vault to apply a content category on all messages archived by particular archiving tasks. Alternatively, by using custom filtering together with custom properties, you can configure Enterprise Vault to apply a content category on selected messages only.

You define custom properties and content categories in the XML file, `Custom Properties.xml`, which must be located in the folder `Enterprise Vault\Custom Filter Rules`. Additional entries in this file enable you to make the indexed properties available to other applications, for example, Enterprise Vault Search. Users can then include the custom properties in archive search criteria. An example of the custom properties file, `Example Custom Properties.xml`, is installed in the `Custom Filter Rules` folder.

If you have special filtering requirements for your archiving system, Veritas can supply the appropriate custom filters.

Table 5-6 Steps to configure custom properties or content categories

Step	Action	More information
Step 1	Ensure that the custom filtering registry settings for the required archiving tasks are configured. These need to be set, even if you want to implement custom properties or content categories, without filtering.	See “Configuring registry settings for Domino custom filtering” on page 69.

Table 5-6 Steps to configure custom properties or content categories
(continued)

Step	Action	More information
Step 2	Create the XML file, <code>Custom Properties.xml</code> . Place this file in the folder <code>Enterprise Vault\Custom Filter Rules</code> .	<p>See “About the general format of Custom Properties.xml” on page 100.</p> <p>The entries in <code>Custom Properties.xml</code> enable you to do the following:</p> <ul style="list-style-type: none"> ■ Index custom properties on messages. ■ Define required content categories. ■ Define how custom properties and content categories are displayed in proprietary search applications. <p>To configure Enterprise Vault to index specific custom properties on all messages, without performing any filtering, create a <code>Custom Properties.xml</code> file but no ruleset file. The <code>Custom Properties.xml</code> file must include definitions of the custom properties and a default content category. The default content category will be applied to all messages and defines which properties Enterprise Vault is to index. This behavior can be altered using the <code>IGNORENODEFAULT</code> registry setting.</p> <p>See “About controlling default custom filtering behavior” on page 75.</p>
Step 3	If you want to index the properties on selected messages or apply content categories to selected messages, create the required filter rules and actions in XML ruleset files. These are held in one or more XML ruleset files, which must also be placed in the folder, <code>Enterprise Vault\Custom Filter Rules</code> .	See “Configuring custom filtering” on page 68.
Step 4	Restart the archiving tasks that have custom properties and filters enabled.	

About the general format of Custom Properties.xml

For Enterprise Vault to access and index additional properties on Domino server messages, the properties must be defined in the file `Custom Properties.xml`, which you create in the `Enterprise Vault\Custom Filter Rules` folder on the computer running the archiving tasks enabled for custom filtering. The installed file, `Enterprise Vault\Custom Filter Rules\Example Custom Properties.xml` provides an example of this file.

The file has the following sections:

- **<CONTENTCATEGORIES></CONTENTCATEGORIES>** This section defines available content categories. A content category is a group of settings that will be applied to an item when it is archived. This can include custom properties to index.
See [“About content categories”](#) on page 104.
- **<CUSTOMPROPERTIES></CUSTOMPROPERTIES>** This section defines the additional message properties that are to be available to Enterprise Vault.
See [“Defining additional Domino message properties in custom properties”](#) on page 102.
- **<PRESENTATION></PRESENTATION>** This section defines how the content categories and custom properties are displayed to users in proprietary third party applications.
See [“Defining how custom properties are presented in third party applications”](#) on page 108.

Note: The order of these sections is significant.

The following outline shows the general format of the file:

```
<?xml version="1.0"?>
<CUSTOMPROPERTYMETADATA xmlns:xsi="http://www.w3.org/2001/
XMLSchema-instance"
    xsi:noNamespaceSchemaLocation="customproperties.xsd">
<!-- 1. DEFINITION OF CONTENT CATEGORIES AVAILABLE -->
  <CONTENTCATEGORIES>
    <CONTENTCATEGORY> ... </CONTENTCATEGORY>
    [<CONTENTCATEGORY> ... </CONTENTCATEGORY>]
  </CONTENTCATEGORIES>

<!-- 2. DEFINITION OF CUSTOM PROPERTIES AVAILABLE -->
  <CUSTOMPROPERTIES>
    <NAMESPACE> ... </NAMESPACE>
```

```

    [<NAMESPACE> ... </NAMESPACE>]
  </CUSTOMPROPERTIES>

<!-- 3. DEFINITION OF PRESENTATION PROPERTIES AVAILABLE -->
<PRESENTATION>
  <APPLICATION>
    <FIELDGROUPS>
      <FIELDGROUP> ... </FIELDGROUP>
      [<FIELDGROUP> ... </FIELDGROUP>]
    </FIELDGROUPS>
    <AVAILABLECATEGORIES>
      <AVAILABLECATEGORY> ... </AVAILABLECATEGORY>
      [<AVAILABLECATEGORY> ... </AVAILABLECATEGORY>]
    </AVAILABLECATEGORIES>
  </APPLICATION>
  [<APPLICATION> ... </APPLICATION>]
</PRESENTATION>

```

A summary description of all mandatory and optional elements and attributes in the file is provided in the following section:

See [“Summary of custom property elements and attributes”](#) on page 112.

Whenever you modify the file, you must restart the associated archiving tasks. In a distributed environment, you must copy the updated file to each computer with tasks enabled for custom properties, and then restart the associated tasks on each computer.

If Enterprise Vault Search is used to search for custom properties, then the Enterprise Vault Application Pool in IIS Manager must also be restarted.

When performing a search for custom properties using Enterprise Vault Search, you must enter the property name in the search criteria exactly as it is specified in the Custom Properties.xml file; the case used for the property name in the search criteria must match that used in the file. Values entered for custom properties are also case-sensitive.

About validating Custom Properties.xml

When Enterprise Vault is installed, `customproperties.xsd` is placed in the Custom Filter Rules folder. This is the XML schema for validating Custom Properties.xml.

The schema file must be referenced in the CUSTOMPROPERTYMETADATA entry at the start of the Custom Properties.xml file, as follows:

```
<?xml version="1.0"?>  
<CUSTOMPROPERTYMETADATA xmlns:xsi="http://www.w3.org/2001/  
XMLSchema-instance"  
  xsi:noNamespaceSchemaLocation="customproperties.xsd">
```

If the file contains non-ANSI characters, ensure the correct encoding is set on the first line and save the file using the appropriate encoding.

The XML is validated when the associated task starts processing messages. If anything is invalid, the task stops and you must correct any errors before restarting the task.

To avoid disrupting tasks because of syntactic errors, it is a good idea to validate your XML file before it is accessed by the tasks. You could use a third party tool, such as the graphical XML Editor in Liquid XML Studio:

<http://www.liquid-technologies.com/XmlStudio/Free-Xml-Editor.aspx>

When using the tool, specify the namespace as:

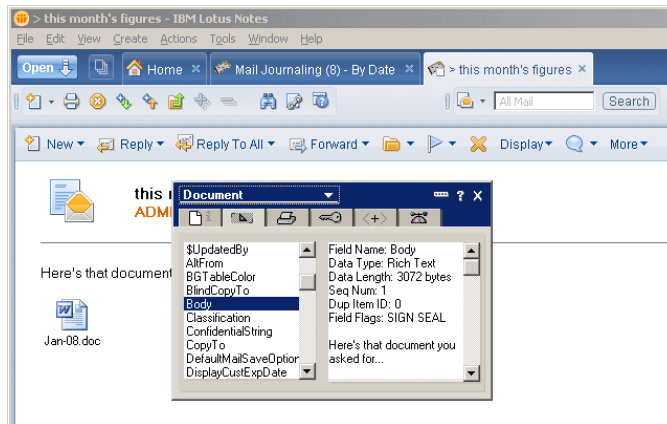
```
x-schema:customproperties.xsd
```

Note: All the XML tags and predefined values shown in upper case in this document are case-sensitive and must be entered as upper case in the file. Values entered should also be treated as case-sensitive.

Defining additional Domino message properties in custom properties

To include custom Domino message properties in Enterprise Vault indexes, you define the required properties in `Custom Properties.xml`.

In the Notes client, you can view Domino properties on a message as shown in [Figure 5-4](#).

Figure 5-4 Viewing Domino message properties**To view Domino message properties**

- 1 Open the message in the Notes client, then right-click the message.
- 2 Select **Document Properties** in the menu.
- 3 Select the **Fields** tab in the dialog box that is displayed.

The property names are listed in the left-hand pane. When you select a property in the left-hand pane, details of that property are displayed in the right-hand pane.

To make Domino message properties available to Enterprise Vault, you define them in the <CUSTOMPROPERTIES> section of `Custom Properties.xml`. The properties defined in this section can then be referenced in the content category and presentation sections.

The properties are grouped using the <NAMESPACE> element. Typically, properties accessed by a particular application are defined in the same namespace.

This outline of the custom properties section shows how Domino properties are defined:

```
<!-- 2. DEFINITION OF CUSTOM PROPERTIES AVAILABLE -->
```

```
<CUSTOMPROPERTIES>
```

```
  <NAMESPACE TYPE="LOTUS">
```

```
    <PROPERTY NAME="Domino_prop_name" LOTUSTYPE="Domino_data_type"
TAG="EV_prop_name" SEPARATOR="separator_characters" />
```

```
    [<PROPERTY ... />]
```

```
  </NAMESPACE>
```

```
</CUSTOMPROPERTIES>
```

The TYPE="LOTUS" identifies the property as a Domino property.

Within each <NAMESPACE> element, the properties are defined in <PROPERTY> elements using NAME and TAG attributes, as follows:

- In NAME="*Domino_prop_name*", the value is the property name displayed in the Notes document properties. The value must exactly match the value displayed in the Notes client.
- LOTUSTYPE="*Domino_data_type*" identifies the property data type. The following types are supported: "TEXT", "NUMBER", "TIME". Enterprise Vault indexes "NUMBER" properties as integers.
- TAG="*EV_prop_name*" identifies the property within Enterprise Vault. It must contain four or more alphanumeric characters (A-Z a-z 0-9); spaces and underscore characters are not permitted. The value assigned to the property TAG must be unique within the XML file. Although you can cross refer to the property using the TAG value, the same value cannot be used to identify any other entities in the file.
- SEPARATOR="*separator_characters*" specifies one or more characters to be treated as separators. All the characters you specify in this attribute are used individually as separators to split the string assigned to the Domino property. For example, if you want both colons and semi-colons to be treated as separator characters, set SEPARATOR to ";;". Enterprise Vault then splits the Domino property at each occurrence of one of these separator characters, and individually indexes each separated value.

About content categories

In the <CONTENTCATEGORIES> section of `Custom Properties.xml`, you define the content categories that you want to apply to filtered messages.

A content category defines a group of settings that are to be applied to an item when it is archived.

The settings can include the following:

- The retention category to assign to the item
- The destination archive
- A list of the additional message properties that Enterprise Vault is to index

There can be more than one content category defined in the <CONTENTCATEGORIES> element.

In ruleset files, the actions associated with a rule can include assigning a particular content category to messages that satisfy the rule. The content category definition

in `Custom Properties.xml` provides the default settings for the content category. Some of these can be overridden for particular rules.

See [“About assigning content categories in rules when configuring custom properties”](#) on page 106.

The following example shows entries for a content category called `Litigation`:

```
<!-- 1. DEFINITION OF CONTENT CATEGORIES AVAILABLE -->

<CONTENTCATEGORIES DEFAULT="Litigation">
  <CONTENTCATEGORY NAME="Litigation" RETENTIONCATEGORY="Litigation"
    ARCHIVEID="15165263832890493848568161647.server1.local">
    <INDEXEDPROPERTIES RETRIEVE="Y">
      <PROPERTY TAG="CaseAuthor"/>
      <PROPERTY TAG="CaseStatus"/>
    </INDEXEDPROPERTIES>
  </CONTENTCATEGORY>
</CONTENTCATEGORIES>
```

- `<CONTENTCATEGORIES></CONTENTCATEGORIES>` defines the content category section in the file.
- The `DEFAULT` attribute specifies the content category to be used as the default. This default applies to all types of archiving enabled for custom filtering. This attribute is optional, if custom filtering is used, but mandatory if there are no ruleset files (unless the registry setting `IGNORENODEFAULT` is configured). If filters are configured in ruleset files and a default content category is specified, any item that does not match any rules will be archived according to the settings in the default content category. If no default content category is specified, then a content category will only be applied to an item if specified by a matching rule in a filter ruleset file.

If no applicable ruleset files exist, then you must specify a default content category using the `DEFAULT` attribute in the `<CONTENTCATEGORIES>` element in `Custom Properties.xml`. The settings in the content category are then applied to all messages archived (unless the registry setting `IGNORENODEFAULT` is configured).

The actions of archiving tasks are determined by combinations of ruleset files, custom properties, content categories and the registry setting `IGNORENODEFAULT`.
- The `<CONTENTCATEGORY>` element defines a particular content category. There must be at least one content category defined.
- The content category `NAME` is used to identify this content category in the presentation section of the file, rules in custom filter ruleset files and external

subsystems, such as the Enterprise Vault Indexing service. The name must have at least five characters, which can include alphanumeric characters only (A-Z a-z 0-9); space and underscore characters are not permitted.

If the content category is included in the presentation section of the file, it will be possible to search on the content category name in order to find all items archived using this particular content category.

- RETENTIONCATEGORY is optional and enables you to assign a retention category to each item archived using this content category. The retention category must already exist in Enterprise Vault.
- ARCHIVEID is optional and enables you to specify a destination archive for the item. The archive must exist and be enabled. To find the ID of an archive, display the archive properties in the administration console and click the "Advanced" tab.
- The <INDEXEDPROPERTIES> element is mandatory and groups the additional properties that Enterprise Vault is to index.
- The RETRIEVE attribute (optional) determines whether or not the defined properties should be returned with archive search results. By default, the properties are not displayed with search results (RETRIEVE="N").
- A <PROPERTY> element is required for each additional property to be indexed.
- The TAG value must match the associated Enterprise Vault TAG value specified in the custom properties section.

See ["Defining additional Domino message properties in custom properties"](#) on page 102.

About assigning content categories in rules when configuring custom properties

When using custom properties, the preferred way to specify the actions to be taken for messages that match a filter rule is to assign a content category in the rule, in the ruleset file. You define the default settings included in a content category in the content categories section of `Custom Properties.xml`.

In the ruleset file, you assign a content category as follows:

```
<RULE NAME="Example rule" ACTION="ARCHIVE_ITEM"  
  CONTENTCATEGORY="content_category_name">  
  <message attribute filters>  
</RULE>
```

The value of `"content_category_name"` is the name of the required content category as specified in `Custom Properties.xml`.

In the ruleset file, content categories can only be assigned when ACTION="ARCHIVE_ITEM".

Overriding default content category settings

A rule can assign a content category and override some of the default content category settings. For example, if you have a content category that defines all the custom properties to index, a retention category and a destination archive, different rules can assign the content category but override values for the archive or retention category, as required.

For example, if a content category called Litigation is defined in Custom Properties.xml as follows:

```
<CONTENTCATEGORY NAME="Litigation" RETENTIONCATEGORY="Litigation"
  ARCHIVEID="15165263832890493848568161647.server1.local">
  <INDEXEDPROPERTIES RETRIEVE="Y">
    <PROPERTY TAG="AUTHOR01"/>
    <PROPERTY TAG="CASESTATUS"/>
  </INDEXEDPROPERTIES>
</CONTENTCATEGORY>
```

It can be referenced in a ruleset file as follows:

```
<RULE NAME="Example rule1" ACTION="ARCHIVE_ITEM"
  CONTENTCATEGORY="Litigation">
  <message attribute filters>
</RULE>
<RULE NAME="Example rule2" ACTION="ARCHIVE_ITEM"
  CONTENTCATEGORY="Litigation"
  ARCHIVEID="1516526383289049384890493848.server2.local">
  <message attribute filters>
</RULE>
```

Additional properties defined in the content category will be indexed with both rules. The second rule uses the same content category, but items that match this rule will be stored in a different archive.

Note: Before you alter an existing configuration, make sure that you understand what default behavior has been configured for each type of archiving. Check the DEFAULT content category attribute in Custom Properties.xml and the IGNORENODEFAULT registry setting.

See [“About controlling default custom filtering behavior”](#) on page 75.

Defining how custom properties are presented in third party applications

The presentation section of the file, <PRESENTATION>, defines how available content categories and custom properties are presented to external applications, such as a proprietary archive search engine.

Separating the presentation of properties from the underlying property definitions enables flexible mapping of custom property details onto a user interface. This also facilitates the support of multiple languages.

Entries in the presentation section define the following:

- Custom properties available for displaying by the named application
- How properties are to be grouped and displayed in the application
- Content categories available to the application
- How each content category should be displayed in the application

Presentation information can be defined for each application that will require access to custom properties in archived items.

Here is an example of a presentation section (partially completed) that shows how to define how custom properties are displayed in a web search application:

```
<!-- 3. DEFINITION OF PRESENTATION PROPERTIES AVAILABLE -->

<PRESENTATION>
  <APPLICATION NAME="engsearch.asp" LOCALE="1033">
    <FIELDGROUPS>
      <FIELDGROUP LABEL="Case Properties">
        <FIELD TAG="CaseAuthor" LABEL="Author" CATEGORY="Litigation">
        </FIELD>
        <FIELD TAG="CaseStatus" LABEL="Status" CATEGORY="Litigation">
        </FIELD>
      </FIELDGROUP>
      <FIELDGROUP LABEL="Client Properties">
        <FIELD TAG="Client" LABEL="Client Name" CATEGORY="ClientAction">
        </FIELD>
        <FIELD TAG="Topic" LABEL="Message Topic" CATEGORY="ClientAction">
        </FIELD>
      </FIELDGROUP>
    </FIELDGROUPS>

  <AVAILABLECATEGORIES>
    <AVAILABLECATEGORY CONTENTCATEGORY="Litigation" LABEL="Litigation">
```

```

</AVAILABLECATEGORY>
<AVAILABLECATEGORY CONTENTCATEGORY="ClientAction" LABEL="Client Action">
</AVAILABLECATEGORY>
</AVAILABLECATEGORIES>
</APPLICATION>

<APPLICATION NAME="jpnsearch.asp" LOCALE="1041">
<FIELDGROUPS>
<FIELDGROUP LABEL="...">
<FIELD TAG="CaseAuthor" LABEL="..." CATEGORY="Litigation"></FIELD>
<FIELD TAG="CaseStatus" LABEL="..." CATEGORY="Litigation"></FIELD>
</FIELDGROUP>
<FIELDGROUP LABEL="...">
<FIELD TAG="Client" LABEL="..." CATEGORY="ClientAction"></FIELD>
<FIELD TAG="Topic" LABEL="..." CATEGORY="ClientAction">
</FIELD>
</FIELDGROUP>
</FIELDGROUPS>
<AVAILABLECATEGORIES>
<AVAILABLECATEGORY CONTENTCATEGORY="Litigation" LABEL="...">
</AVAILABLECATEGORY>
<AVAILABLECATEGORY CONTENTCATEGORY="ClientAction" LABEL="...">
</AVAILABLECATEGORY>
</AVAILABLECATEGORIES>
</APPLICATION>
</PRESENTATION>

```

The example shows entries for two versions of an application — the US English (locale "1033") version, and a Japanese (locale "1041") version. In this particular case, the same elements and attributes have been specified for both versions, but the LABEL values for the second version (omitted in the example) would be in Japanese.

Note the following:

- The properties available to each application are grouped using the <APPLICATION> element.
- The NAME attribute identifies the application.
- The value of the LOCALE attribute is defined by the calling application. It is assumed here that the application uses the standard Microsoft Locale ID for the language that the application will use: 1033 represents US English. The second application in the example, `jpnsearch.asp`, also uses the Microsoft Locale ID; 1041 represents Japanese.

In the application search page, custom properties are displayed in groups defined by their content category; that is, when a particular content category is selected, the custom properties with that content category are displayed.

Note the following:

- The <FIELDGROUPS> element is used to define all the groups of custom properties to be displayed.
- Each group is defined in a <FIELDGROUP> element. The LABEL attribute gives the title that will be displayed in the application for the group of properties. The value of the LABEL attribute must be unique in the application.
- <FIELD> elements define each property to be displayed in the group.
The value of the TAG attribute identifies the property to be displayed. The value specified here must match the associated TAG value of the property in the <CUSTOMPROPERTIES> section of the file.
The value of the CATEGORY attribute identifies the content category with which this property is to be associated. When the user selects this content category in the search criteria, a box for this property could be displayed. The value specified for CATEGORY must match the associated NAME for the content category in the content category section of the file. Also, CATEGORY must be one defined in the <AVAILABLECATEGORIES> element.
TAG must be unique in the <FIELDGROUP> and the TAG/CATEGORY combination must be unique within the <APPLICATION> element.
LABEL defines the name that you want displayed in the user interface for the custom property.
- <AVAILABLECATEGORIES> groups the content categories that are to be available for selection in the application. Each content category is defined using the <AVAILABLECATEGORY> element; the value of the CONTENTCATEGORY attribute must match the name of the content category specified in the content category section of the file. The LABEL attribute defines the name you want displayed for the content category in the user interface.

Displaying custom properties in an example search application

This section shows how the example presentation section entries might be displayed in a proprietary archive search application. It is assumed that the search application uses the `Custom Properties.xml` file for details of the custom properties, and how to present them in the user interface.

Figure 5-5 shows search criteria with the example custom properties and content categories displayed.

Figure 5-5 Example presentation properties displayed in an example search page

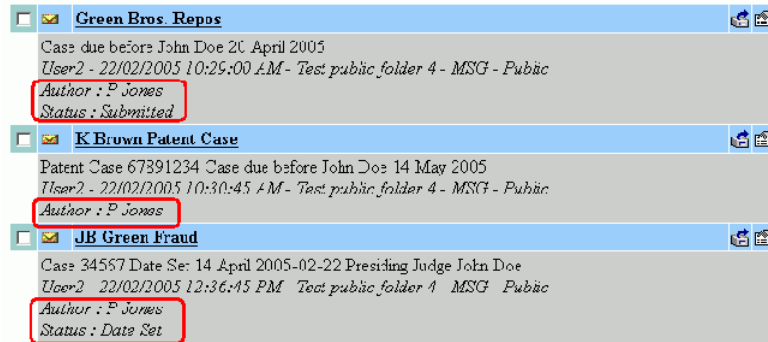
Archive	Archive1 ▾	
Subject	contains any of ▾	<input type="text"/>
Author	contains any of ▾	user2 <input type="text"/>
Content	contains any of ▾	<input type="text"/>
Recipient	contains any of ▾	<input type="text"/>
Date	From: <input type="text"/>	To: <input type="text"/>
Expired Date	From: <input type="text"/>	To: <input type="text"/>
File Extension	<input type="text"/>	
Retention Category	<input type="text"/> ▾	
Folders	<input type="text"/> <input type="button" value="Browse..."/>	
Content Category	Litigation ▾	
Case Properties	Author:	<input type="text"/>
	Status:	<input type="text"/>
Client Properties	Client Name:	<input type="text"/>
	Message Topic:	<input type="text"/>

In this example, a **Content Category** dropdown box shows the content categories available for searches. These were defined using the <AVAILABLECATEGORIES> element.

Searching on a content category returns all items that were archived with the selected content category.

The **Case Properties** and **Client Properties** sections display each group of custom properties (FIELDGROUP) associated with the selected content category. Searching on a custom property value searches the custom property index entry of archived items.

As RETRIEVE="Y" was set in the definition of the **Litigation** content category, the defined custom properties should be displayed for search result items.

Figure 5-6 Example of custom properties displayed in search results

If the contents of the `Custom Properties.xml` file is changed, searches may return different results. For example, if an item is indexed using one content category, and the properties included in the content category are changed, the custom properties returned by subsequent searches will be different. To ensure you can still search on the original properties, leave the original content category and create a new one.

Summary of custom property elements and attributes

Table 5-7 summarizes all elements and attributes in `Custom Properties.xml`.

The value in the **Mandatory** column assumes that the `IGNORENODEFAULT` registry setting is not used.

Table 5-7 XML elements and attributes in the `Custom Properties.xml` file

Element	Attribute	Mandatory	Description
CONTENTCATEGORIES		Yes	Defines the content category section of the file.
	DEFAULT=	No	Value is the name of the content category to be used as default. Required if custom properties in all items are to be indexed.
CONTENTCATEGORY		Yes	Defines a group of settings that are to be assigned to an archived item.
	NAME=	Yes	Value is a unique name to identify category to ruleset and presentation interface.

Table 5-7 XML elements and attributes in the Custom Properties.xml file
(continued)

Element	Attribute	Mandatory	Description
	RETENTIONCATEGORY=	No	Value is a retention category to be assigned to the archived item. The retention category must exist in Enterprise Vault.
	ARCHIVEID=	No	Value is the ID of the archive to store the item in. The value can be found in the properties of the archive in the Enterprise Vault Administration Console.
INDEXEDPROPERTIES		Yes	Defines a set of additional properties in the content category.
	RETRIEVE=	No	Value is "Y" or "N". Indicates whether or not properties in this set should appear in the search results. The default is "N".
PROPERTY		Yes	Defines an additional property to index for items that are assigned this content category.
	TAG=	Yes	Value is the Enterprise Vault TAG of the property.
CUSTOMPROPERTIES		Yes	Defines the custom property section of the file.
NAMESPACE		Yes	Defines a NAMESPACE that contains a group of custom properties.
	TYPE=	Yes	Value is the type of property: "LOTUS".
PROPERTY		Yes	Defines a custom property.
	NAME=	Yes	Value is the identity of the property as displayed in message properties in the Notes client. Value must be unique in NAMESPACE.

Table 5-7 XML elements and attributes in the Custom Properties.xml file
(continued)

Element	Attribute	Mandatory	Description
	LOTUSTYPE=	Yes	Value is the Domino property data type: "TEXT", "NUMBER" or "TIME".
	TAG=	Yes	TAG identifies the property within Enterprise Vault. It must contain four or more alphanumeric characters (A-Z a-z 0-9); spaces and underscore characters are not permitted. The value must be unique within the XML file. TAG value is the property name that will be stored in the index.
PRESENTATION		Yes	Defines the presentation property section of the file.
APPLICATION		Yes	Defines a group of fields for use by a named application.
	NAME=	Yes	Value is the name of the application that will use the fields in this definition.
	LOCALE=	Yes	The value depends on what the calling application requires to define the language. For example, an application may use the standard Microsoft Locale ID number that the application runs under.
FIELDGROUPS		Yes	Define the field groups available to the application.
FIELDGROUP		Yes	A logical grouping of fields for the presentation interface.
	LABEL=	No	Value will be presented to the application for this field group. The label must be unique within the application.
FIELD		Yes	Defines a field that will reference a custom property.

Table 5-7 XML elements and attributes in the Custom Properties.xml file
(continued)

Element	Attribute	Mandatory	Description
	LABEL=	Yes	Value will be displayed on the application user interface to represent this custom property.
	CATEGORY=	Yes	Value is the name of a content category listed in AVAILABLECATEGORIES for the application.
	TAG=	Yes	Value is the TAG of a custom property. The tag must be unique in the FIELDGROUP.
AVAILABLECATEGORIES		Yes	Define which content categories are available to the application.
AVAILABLECATEGORY		Yes	Defines a content category.
	LABEL=	Yes	Value defines how the content category is to appear in the user interface.
	CONTENTCATEGORY=	Yes	Value is the NAME of the required content category as specified in the Content Category section of the file.