

M+Analytics for End Users

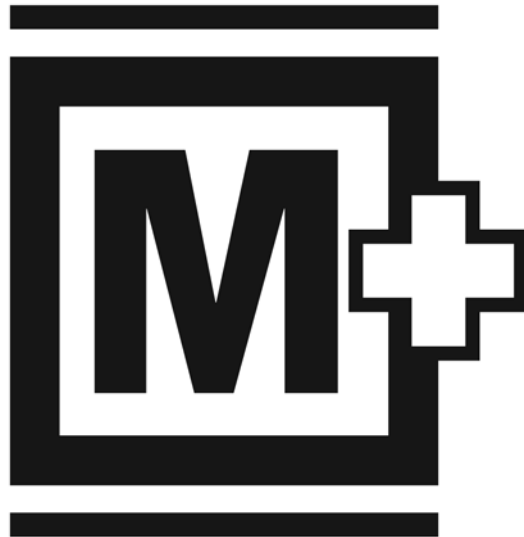


ArchiveTM
Email Retention


**Messaging
Architects**TM
BUSINESS DRIVEN EMAIL

M+Analytics User Guide

2010.1, version 1.0, 15 November 2010



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Document Version *M+Analytics User Guide* 2010.1, version 1.0, 15 November 2010

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About M+Archive

M+Archive is an enterprise-class electronic messaging solution that helps organizations address their current and future challenges of email archiving, retention, regulatory compliance, and fast retrieval of email messages. M+Archive integrates seamlessly and transparently into your corporate email system, improves server performance, lowers storage costs, and offers you the tools to individually or globally search archived messages in aid of legal discovery, regulatory compliance, or organizational policy enforcement.

About M+Analytics

M+Analytics is an easy-to-use web-based electronic discovery tool that allows users to intelligently search, retrieve, view, and manage their archived data in a simple and timely manner. M+Analytics' advanced search features and guided navigation allow for quick and accurate searching and easy viewing.

About this User Guide

This user guide is intended for the average email user. It assumes that you have a working knowledge of your computer and its operating system. The guide is structured in a series of tasks to help you learn how to use M+Analytics as quickly as possible. The guide will walk you through each of the tasks you can perform in M+Analytics.

Style Conventions

The following style conventions are used in this guide:

- The names of files, directory paths, and guides appear in italics. For example,
 - The data is stored in the *sample.xml* file.
 - The file is located in your *C:\Program Files\Messaging Architects* folder.
 - Please refer to your *M+Analytics User Guide*.
- Menus and commands that you need to choose are displayed in the form **Menu > Command**. For example, **File > Save** means click **File** in the menu bar, then click **Save** in the menu that appears.
- The names of keys are displayed in small capital letters, such as **CTRL** key.
- A plus (+) sign is used to indicate combinations of keys and/or mouse operations. For example:
 - **CTRL+C** means to hold down the **CTRL** key while pressing the **C** key.
 - **SHIFT+click** means to hold down the **SHIFT** key while you click an item with the mouse.

Symbols

Throughout the guide, you will sometimes see special symbols in the margins. The symbols are intended to supplement the information in the section where they are found. These symbols serve different functions based on the icon used to represent them. The types of symbols are:



Note: This symbol provides supplemental information and/or configuration tips. Look for this symbol if you want to find additional information for the subject that is being discussed.



Important: This symbol indicates that the information described in the corresponding section is important. Pay attention to this symbol when you encounter it.



Warning: This symbol lets you know when something requires caution. The goal of this symbol is to let you know about the potential errors into which you might run when using the function in question.



Tip: This symbol provides additional configuration tips. Look for this symbol if you want a tip on how to accomplish something.

1 Introducing M+Analytics

M+Analytics is an easy-to-use web-based electronic discovery tool that allows individual users to intelligently search, retrieve, view, and manage their archived items in a simple and timely manner. The benefit of M+Analytics lies in its advanced search features and guided navigation. The tool's advanced search features allow for word list usage, exact phrase matching, forbidden term searching, approximate spelling matching, and more. Users can also build their own customized search queries, meaning they are never limited to default search criteria. Any customized searches can also be saved as templates for future use. With guided navigation, users can sort their search results for easy viewing.

1.1 Accessing M+Analytics

End users can easily access M+Analytics through a URL link provided by their system administrator. Alternatively, GroupWise users can access M+Analytics directly through GroupWise WebAccess and WebViewer, while Exchange users can access it through Outlook Web Access and their Outlook client.

1.1.1 Accessing M+Analytics Through a URL Link

To access M+Analytics through a URL link, follow these steps:

- 1 Follow the URL link provided by your system administrator, or open your web browser and enter the URL directly in the browser's address bar.
- 2 On the M+Analytics login screen, enter your user name and corresponding password in the available text boxes. You can also choose your preferred language from the **Language** dropdown list. Available languages include English, French, French (Canadian), and German.
- 3 Click **Login**.



Figure 1-1: M+Analytics login

1.1.2 Accessing M+Analytics Through GroupWise WebAccess and WebViewer

To access M+Analytics through GroupWise WebAccess and WebViewer, follow these steps:

- 1 Open your web browser, navigate to your GroupWise login screen, and login to your GroupWise WebAccess account.
- 2 In your WebAccess mailbox, click the **Archive** link in the top right-hand corner of your screen.

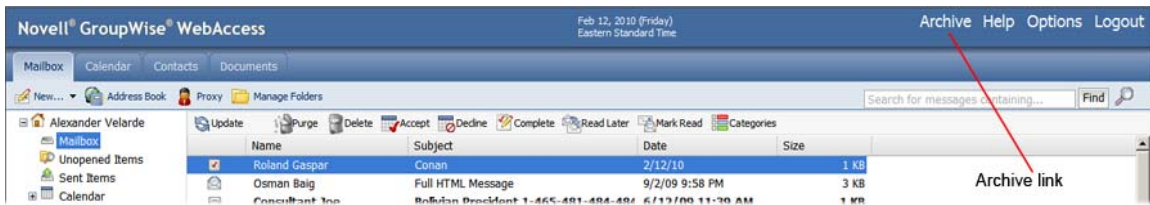


Figure 1-2: WebAccess > Archive link

You are redirected to your archived email located in M+Archive WebViewer.

- 3 In M+Archive WebViewer, click the **M+Analytics** link in the top right-hand corner of your screen.



Figure 1-3: WebViewer > M+Analytics link

You are redirected to M+Analytics, and your archive overview is displayed.

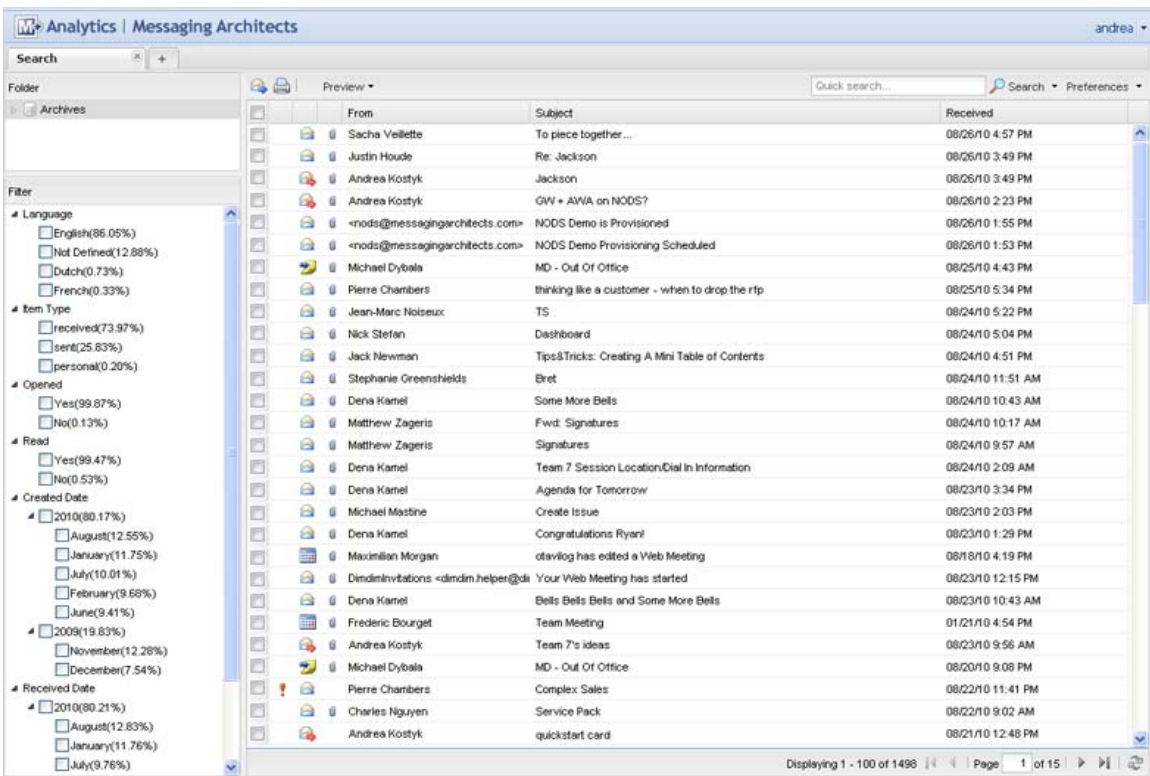


Figure 1-4: M+Analytics archive overview

1.1.3 Accessing M+Analytics Through the Outlook Client

To access M+Analytics through the Outlook client, follow these steps:

- 1 Open your web browser, navigate to your Outlook login screen, and login to your Outlook email account.

- 2 In your Outlook mailbox, click the **M+Archive** folder on the left-hand side of your screen. The M+Analytics archive overview screen is displayed directly in your Outlook client.

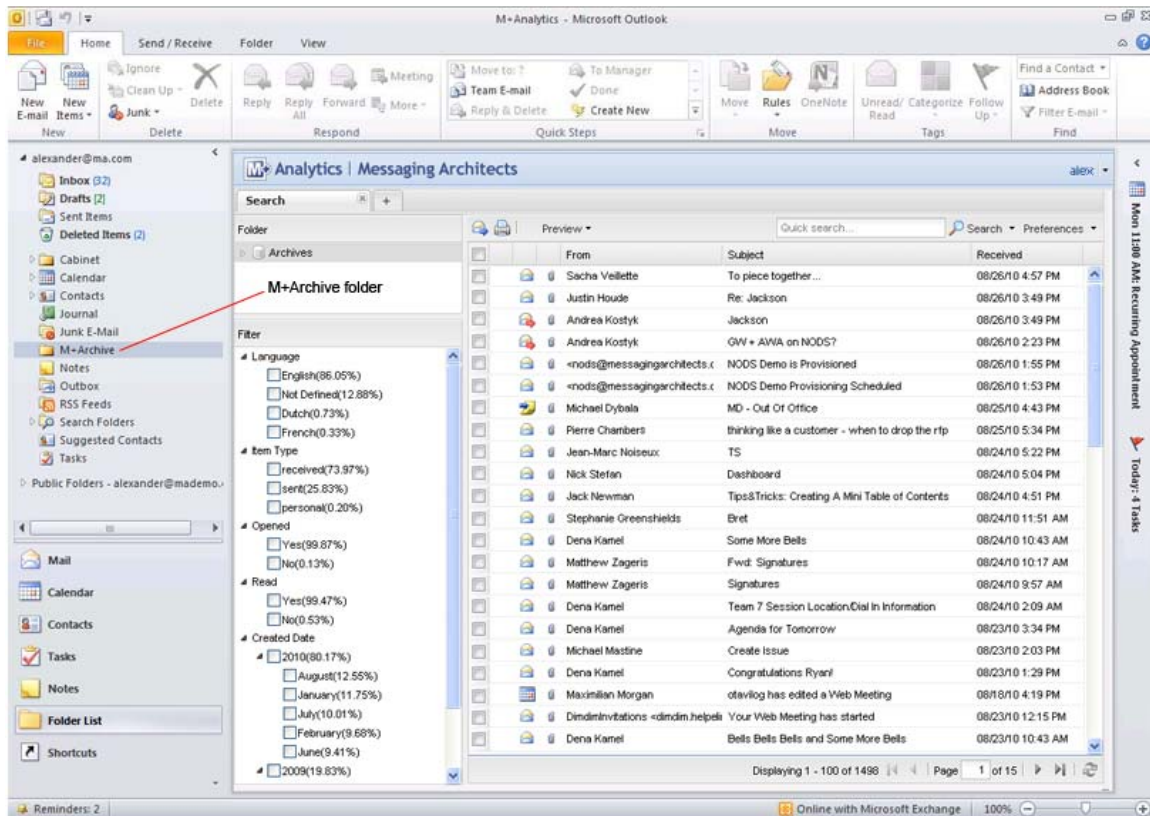


Figure 1-5: Outlook integration of M+Analytics

1.1.4 Accessing M+Analytics Through Outlook Web App

To access M+Analytics through Outlook Web App, follow these steps:

- 1 Open your web browser, navigate to your Outlook Web App login screen, and login to your Outlook Web App account.
- 2 In your Outlook Web App mailbox, click the **M+Archive** link located in the folder list in the lower left-hand side of the screen. You are redirected to M+Analytics, and your archive overview is displayed. To return to Outlook Web App, simply log out of M+Analytics, and you will be automatically redirected to Outlook Web App.

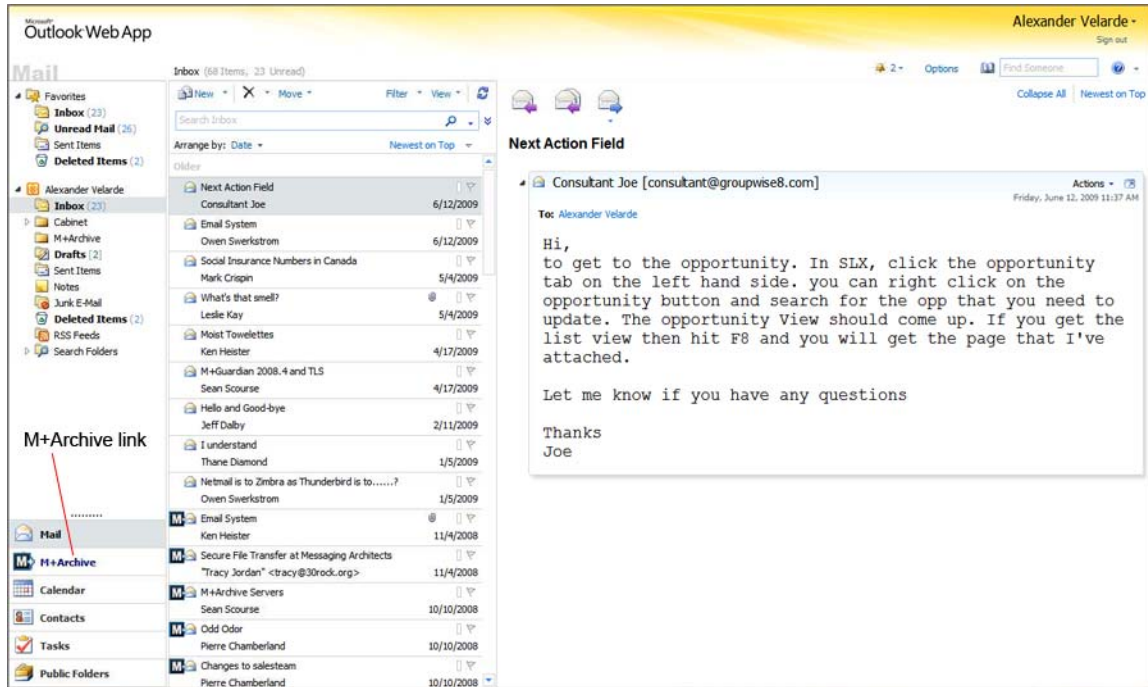


Figure 1-6: Accessing M+Analytics through Outlook Web App

1.2 Customizing M+Analytics

With M+Analytics, you have the option of applying different settings to customize your archive overview screen. More specifically, you can change your preferred interface language, and you can apply different themes to your archive overview.

1.2.1 Changing Languages

To change the language of the M+Analytics interface, click the arrow next to your user name in the top right-hand corner of the archive overview screen. Select **Language**, and choose your preferred interface language. You can choose from English, French, French (Canadian), and German.



Figure 1-7: Selecting language

1.2.2 Applying Themes

You can apply different themes to the M+Analytics interface to change the look of your archive overview screen.

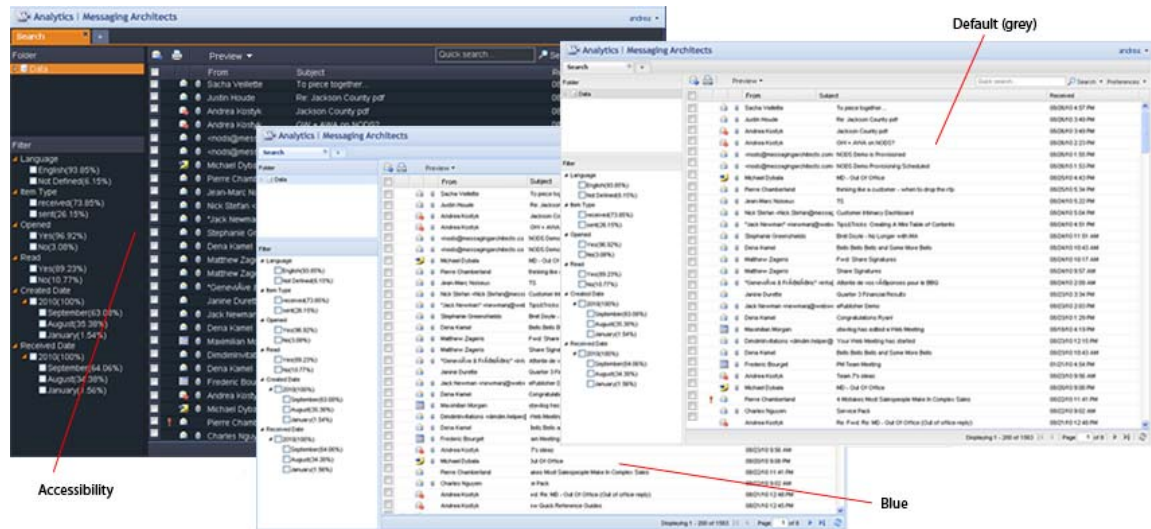


Figure 1-8: Themes

To change the theme, click the arrow next to your user name in the top right-hand corner of the archive overview screen. Select **Theme**, and choose your preferred theme. You can choose from **Default (grey)**, **Blue**, or **Accessibility**.

 The **Accessibility** theme is designed to provide better readability for users with impaired vision.

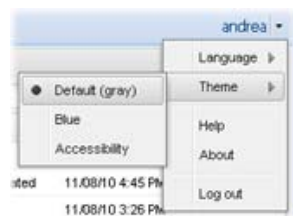


Figure 1-9: Selecting themes

Your Notes

2 Archive Overview

Once you have logged into M+Analytics, you are presented with an overview of your archived messages. The archive overview screen allows you to select and view your archived messages. You can also customize how messages are displayed on the screen. Furthermore, you can manage your searches and navigate between searches at any time.

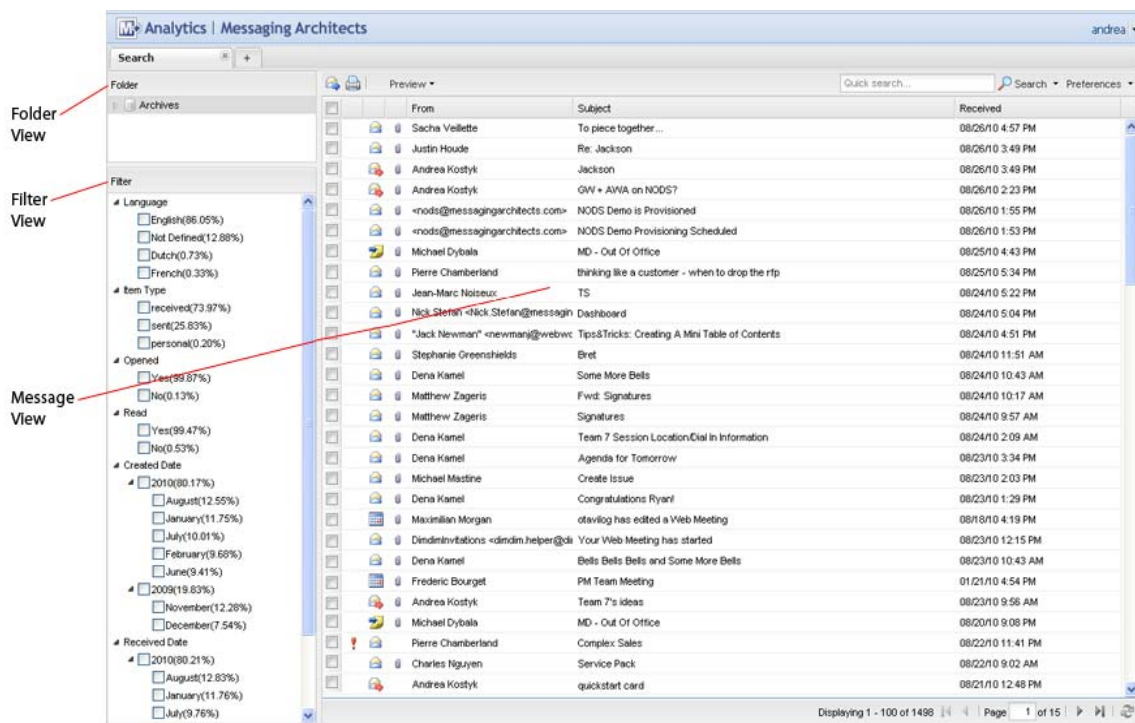


Figure 2-1: Archive overview

By default, three main window panes appear on the archive overview screen:

- Folder view
- Filter view
- Message view

2.1 Folder View

The folder view lists the archive stores in which your archived data is located.

2.2 Filter View

The filter view lists the available filters for performing guided navigation. M+Analytics allows you to narrow the data shown in your message view based on a wide variety of parameters, called filters. These filters make it easy for you to locate the specific data that you want to view. Once you apply the filters, only those messages selected through the filters are shown in the message view.

For more information about applying filters in M+Analytics, see [“Filters and Advanced Searching” on page 27](#).

2.3 Message View

By default, the message view is the main portion of the archive overview. The message view provides a list of all your archived messages.

2.3.1 Previewing messages

The default message view simply lists the messages located in your archive. However, you can also choose to preview individual messages. To preview messages, click **Preview**, and select either **Bottom pane** or **Side pane** from the dropdown list. **Bottom pane** displays the contents of a selected message at the bottom of the screen, while **Side pane** displays the contents of a selected message on the right side of the screen. To return to the basic list view, select **No preview**.

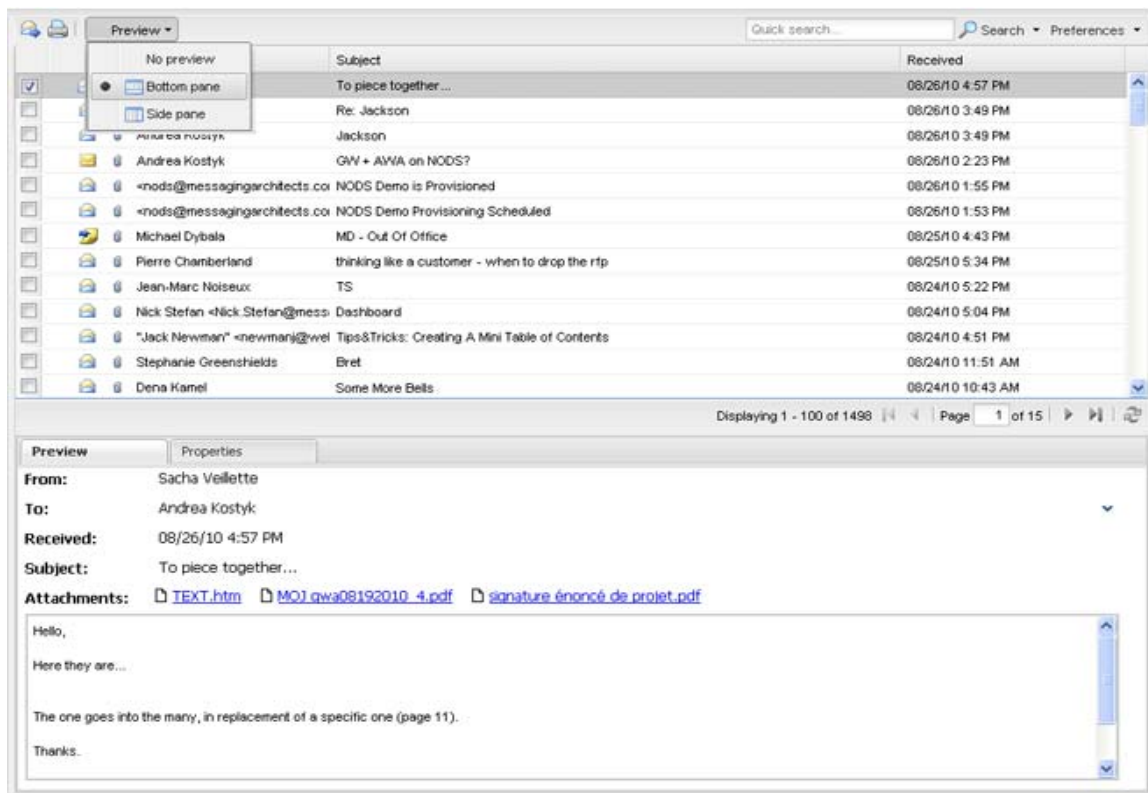


Figure 2-2: Bottom pane view

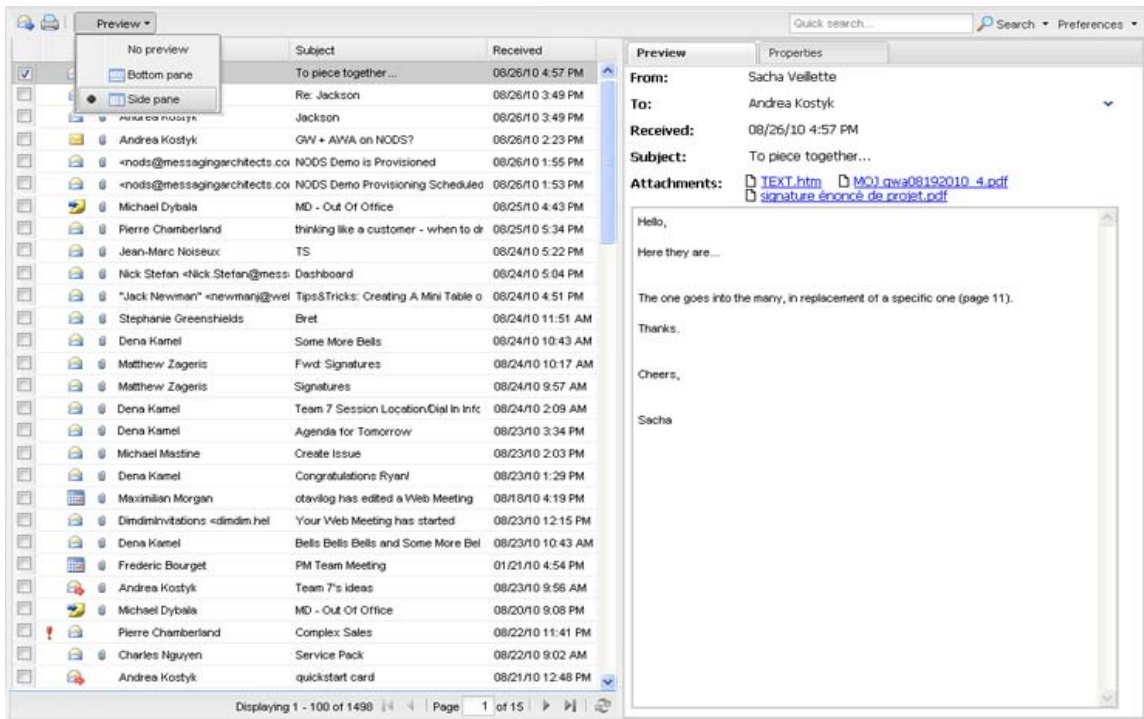


Figure 2-3: Side pane view

Preview Tab

Whether you are in **Bottom pane** or **Side pane** view, the **Preview** tab is selected by default. The **Preview** tab displays who the selected message is from, to whom it was sent, when it was received, the message subject, if there are any attachments, and the message contents.

Properties Tab

Click the **Properties** tab. The **Properties** tab displays the main properties of the selected message.



Figure 2-4: Properties tab > Bottom pane view

2.3.2 Sorting Messages

To rearrange the order of the displayed messages, position your mouse over the heading of the column you want to use to sort the messages, and click the arrow to activate the dropdown list. From the list, select either **Sort Ascending** to sort messages in alphabetically ascending order or **Sort Descending** to sort data in alphabetically descending order. Alternatively, you can simply click the column heading to toggle between sorting the messages in ascending order or descending order.



Figure 2-5: Message sorting

2.3.3 Displaying Columns

In the message view, the **From**, **Subject**, and **Received** columns are shown by default. To select the columns you want displayed in the message view, position your mouse over any column heading, and click the arrow to activate the dropdown list. Select **Columns** to activate the dropdown list, and choose the columns you want shown in the message view.

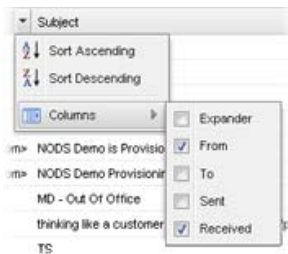


Figure 2-6: Selecting column display

You have the choice of displaying the following columns:

- **Expander** Adds a + icon next to each message. Click the icon to expand the message to reveal its details. With this feature, you can expand two messages inline so as to compare their contents.
- **From** Displays who sent the message.
- **To** Displays to whom the message was sent
- **Sent** Displays when the message was sent.
- **Received** Displays when the message was received.



The **Subject** column cannot be removed from the message view. This is to ensure that at least one column remains in the message view so that data can actually be displayed.

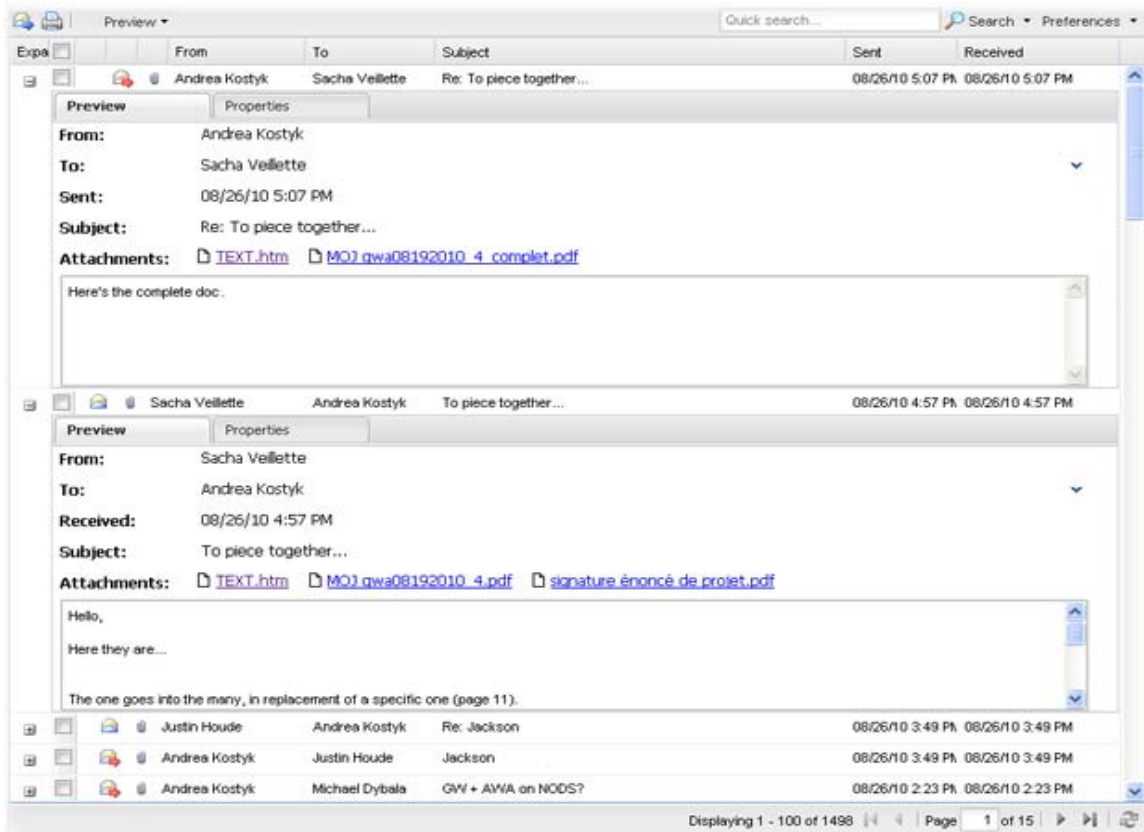


Figure 2-7: Column display

It is also possible to change the order in which the columns are displayed. To do so, simply click on the heading of the column you want to move, and hold the mouse button down. Drag the column heading to the spot to which you want to move it, and release the mouse button.

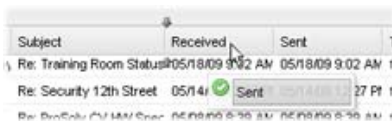


Figure 2-8: Reordering columns

2.3.4 Selecting Page Size

By default, the number of messages displayed on each page in the message view is 20. It is, however, possible to change the number of messages displayed per page. To do so, click **Preferences > Page Size**, and select the number of messages you want shown on each page. You can choose to display 20, 50, 100, or 200 messages per page.

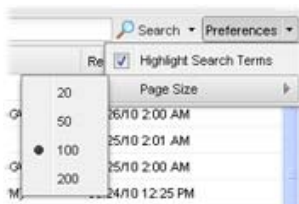


Figure 2-9: Page Size options

The bottom right-hand corner of the message view shows the range of messages currently being displayed, how many messages there are in all, which page of messages is being displayed, and the total number of pages. You also have the option of typing in the page number you want to view, navigating to the previous or next page, navigating to the first or last page of messages, or refreshing the current page view.



Figure 2-10: Page range and message range display

2.4 Performing Actions on Messages

Once you have populated the message view with the list of messages that you would like to view, it is possible for you to perform specific actions on the messages. Most simply, you can double-click a message to open it and view its contents in a separate dialog box.

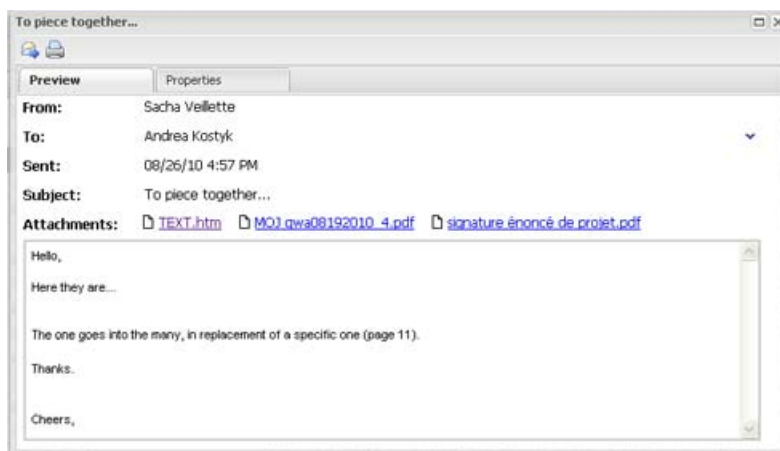


Figure 2-11: Opening a message

The **Preview** and **Properties** tabs are available. For more information about these tabs, see [“Message View” on page 14](#). You can also choose to forward or print the selected message from this dialog box.

2.4.1 Forwarding Messages

To forward one or more selected messages, click the **Forward** icon in the top left-hand corner of the message view. The **Forward selected messages** dialog box opens. Enter the email address(es) of the person(s) to whom you are forwarding the message, and click **Forward**. Alternatively, you can double-click a message to open it, and click the **Forward** icon.

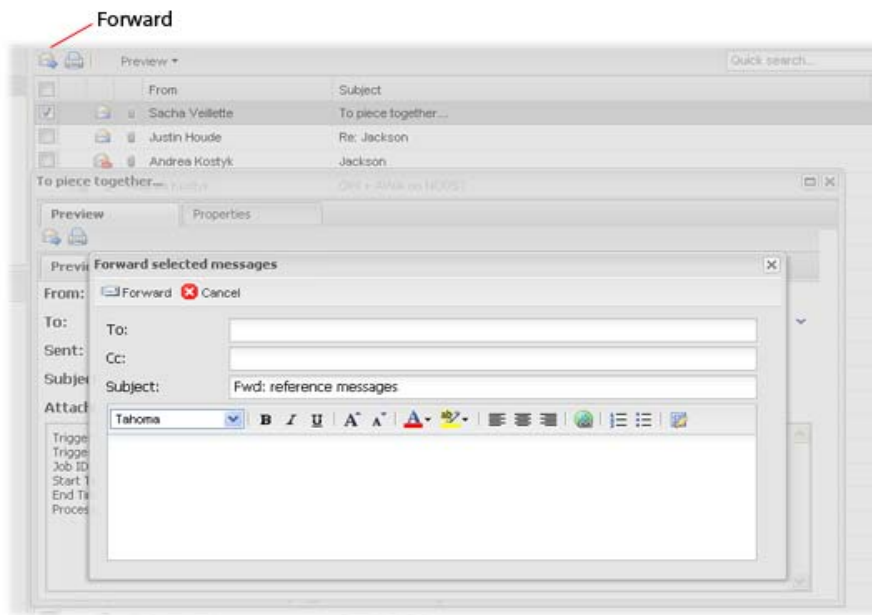


Figure 2-12: Forwarding messages

2.4.2 Printing Messages

To print one or more selected message, click the **Print** icon in the top left-hand corner of the message view. A new tab in your web browser opens. The contents of the selected message, including the case to which it pertains, who the message is from, to whom it was sent, the date the message was sent, the message subject, a list of any file attachments, and the message body are printed in PDF format. The file can also be saved for future use. Alternatively, you can double-click a message to open it, and click the **Print** icon.



If several messages are selected for printing, all the selected messages will be printed to the same PDF file.

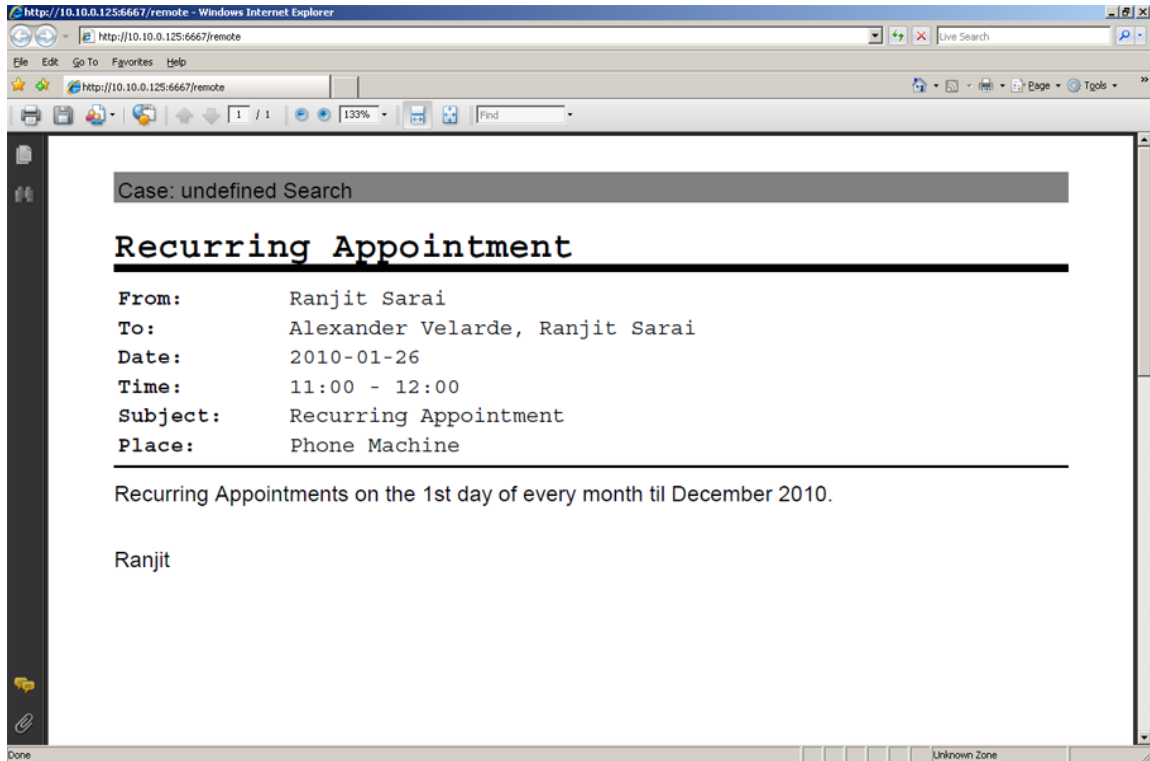


Figure 2-13: Printing messages

2.5 Calendar View

By default, the message view simply displays a list of archived items. However, if any calendar items such as appointments, notes and tasks are archived, you can use M+Analytics' calendar view to display these items in a calendar. To do so, click on the calendar folder located in the folder view.

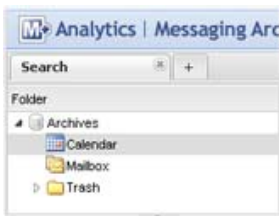


Figure 2-14: Selecting calendar items

There are four modes in which calendar items may be viewed:

- Day view
- Week view
- Month view
- List view

By default, the **Week calendar view** is displayed.

2.5.1 Day View

To view calendar items on a specific day, click the **Day calendar view** icon at the top of the calendar view.

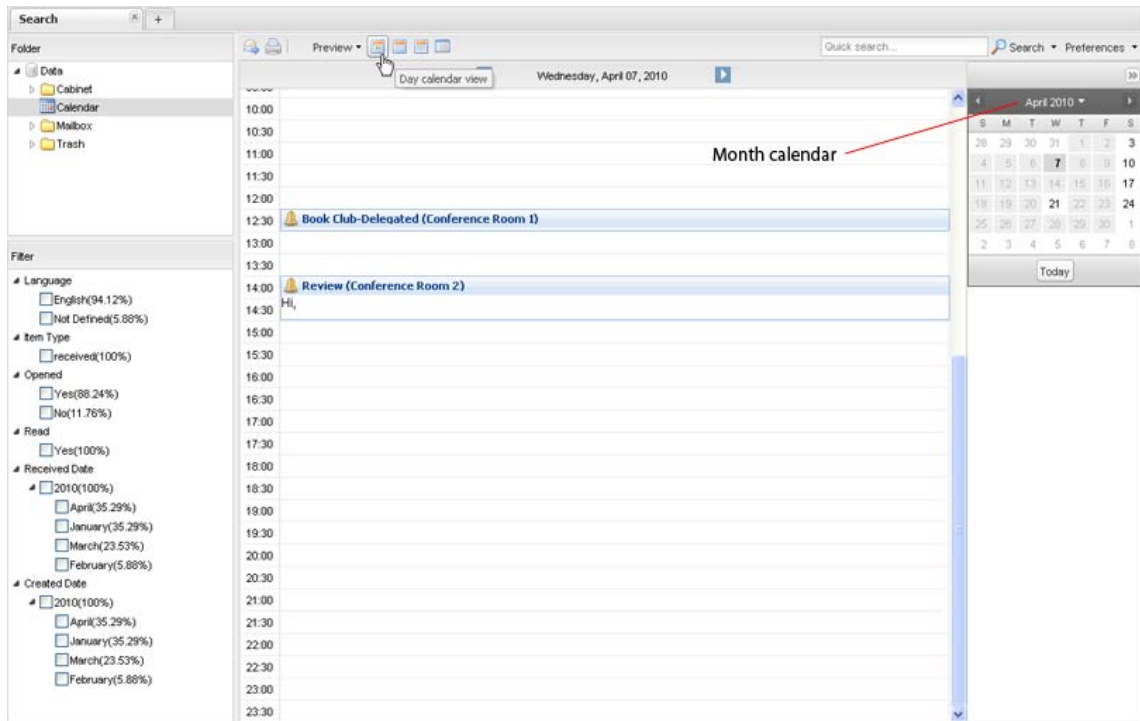


Figure 2-15: Day calendar view

The date that is currently being displayed is shown at the top of the calendar view. To navigate to the previous or next day, simply click the left and right arrow buttons on either side of the date.



Figure 2-16: Navigating to the previous or next day

To view items listed on a specific day, click the desired date link in the small month calendar located on the right-hand side of the screen. Dates which are greyed out do not contain any calendar items, while those not greyed out have at least one calendar item.

To change the month, click the left and right arrow buttons on either side of the month and year. Alternatively, click the arrow to the right of the month and year, and choose the desired month and year from the dropdown menu. When you are done, click **OK** to close the dropdown menu. To display today's calendar items, click **Today**.

The double chevron button in the top right-hand corner of the month calendar can be used to toggle between hiding and showing the calendar in the calendar view.

2.5.2 Week View

To view calendar items for an entire week, click the **Week calendar view** icon at the top of the calendar view.

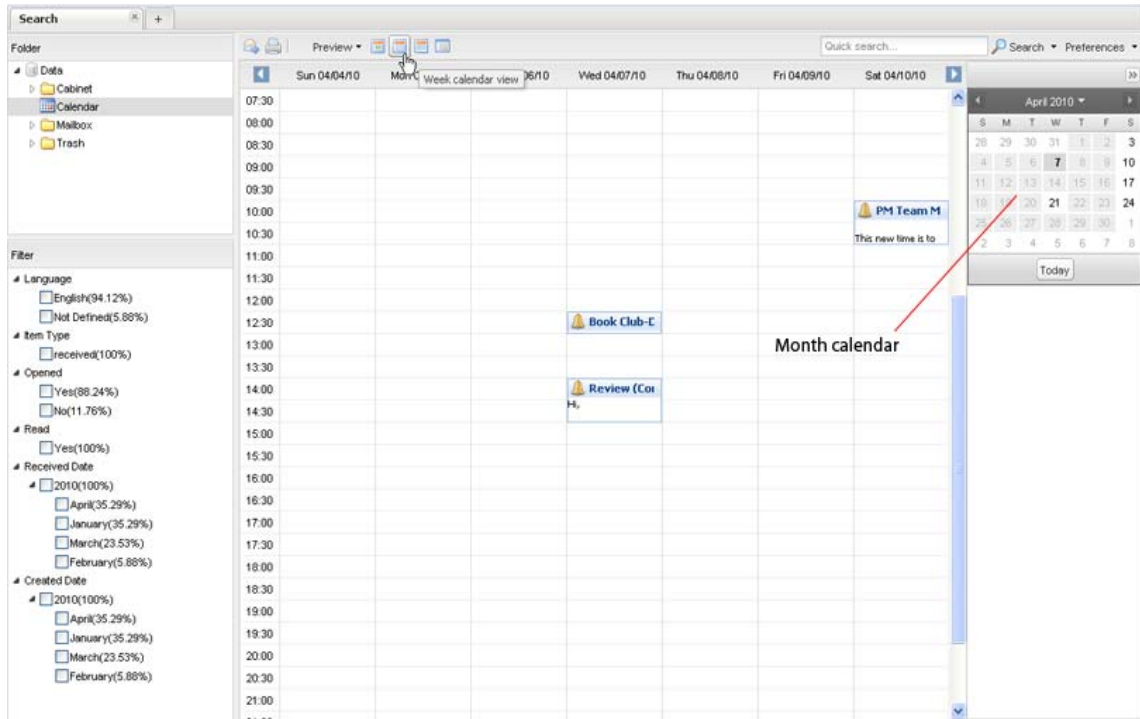


Figure 2-17: Week calendar view

Each day in the week that is currently being displayed is shown at the top of the calendar view. To navigate to the previous or next week, simply click the left and right arrow buttons at either end of the week.

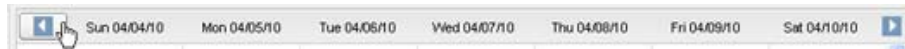


Figure 2-18: Navigating to the previous or next week

You can use the small month calendar on the right-hand side of the screen to view items listed during a different week within the same month. Simply click a date link in the desired week to view the entire week. Dates which are greyed out do not contain any calendar items, while those not greyed out have at least one calendar item. Only dates containing calendar items can be clicked.

To change the month, click the left and right arrow buttons on either side of the month and year. Alternatively, click the arrow to the right of the month and year, and choose the desired month and year from the dropdown menu. When you are done, click **OK** to close the dropdown menu. To display the week containing today's calendar items, click **Today**.

The double chevron button in the top right-hand corner of the month calendar can be used to toggle between hiding and showing the calendar in the calendar view.

2.5.3 Month View

To view calendar items for an entire month, click the **Month calendar view** icon at the top of the calendar view.

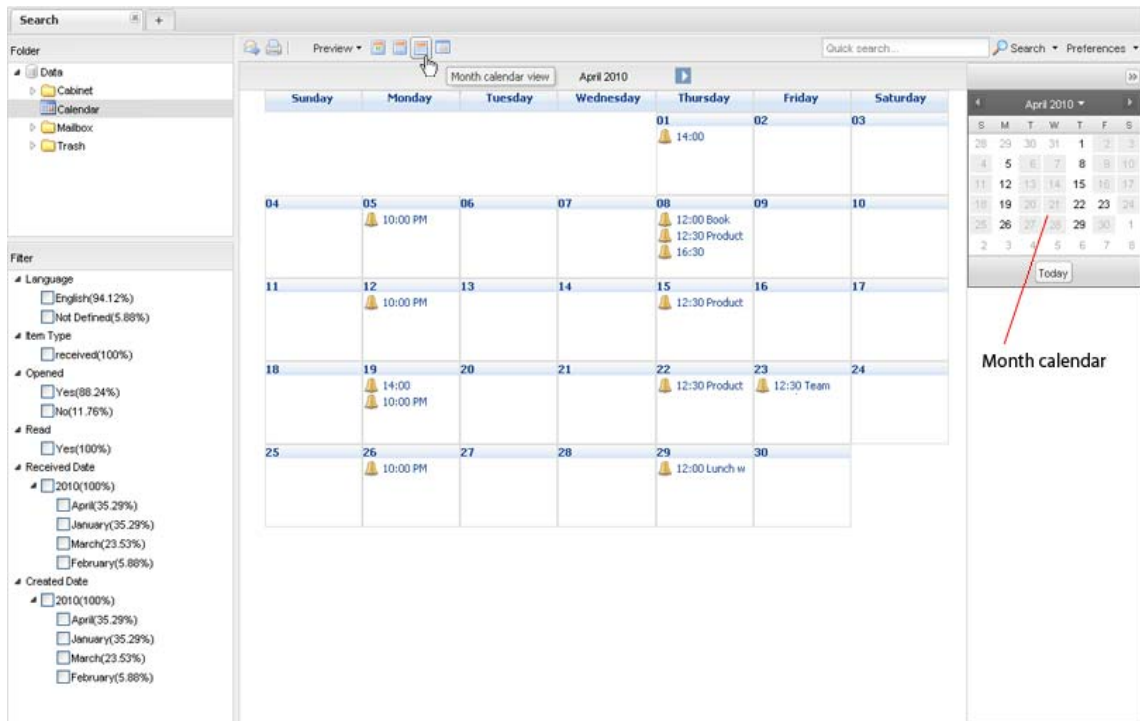


Figure 2-19: Month calendar view

The month and year currently being displayed are shown at the top of the calendar view. To navigate to the previous or next month, simply click the left and right arrow buttons on either side of the date. Alternatively, you can use the left and right arrow buttons on the small month calendar on the right-hand side of the screen to change the month.



Figure 2-20: Navigating to the previous or next month

You can also use the small month calendar to view items listed in a different month and/or year. To do so, click the arrow to the right of the month and year, and choose the desired month and year from the dropdown menu. When you are done, click **OK** to close the dropdown menu. To display the month containing today's calendar items, click **Today**.

The double chevron button in the top right-hand corner of the month calendar can be used to toggle between hiding and showing the calendar in the calendar view.

2.5.4 List View

To view a list of all calendar items, click the **Calendar list view** icon at the top of the calendar view.

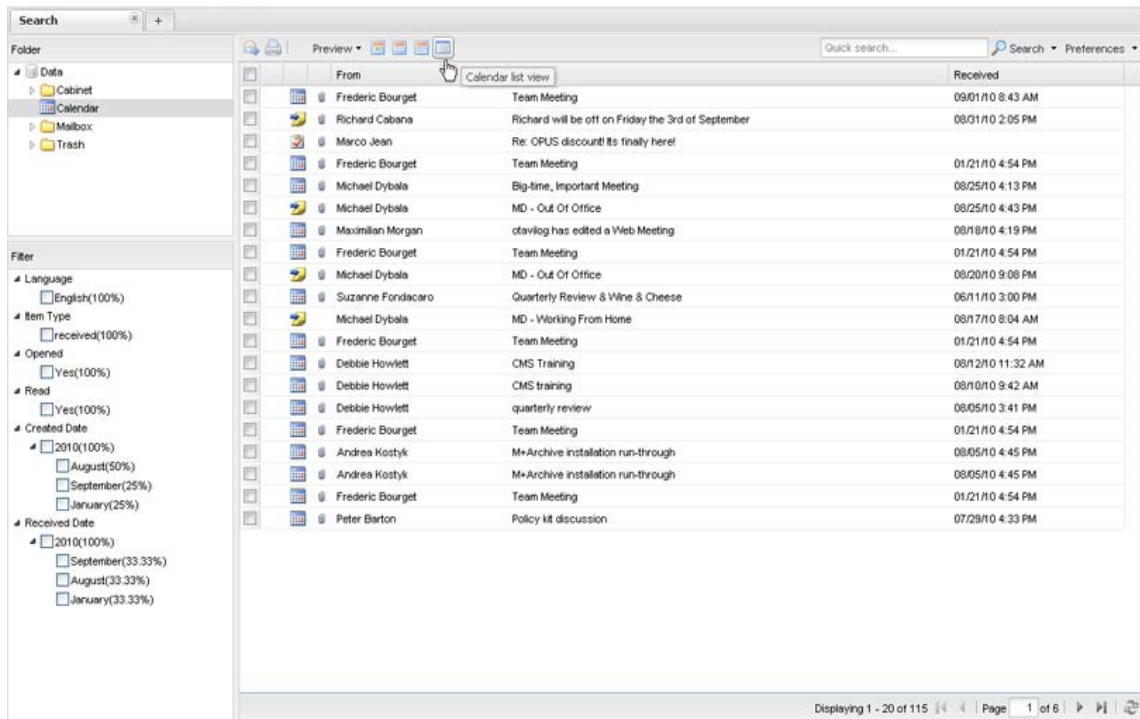


Figure 2-21: Calendar list view

Like message view, list view displays a list of all archived calendar items in the **Calendar** folder.

2.5.5 Viewing Calendar Items

The default calendar view simply lists the calendar items located in your archive. However, you can also choose to preview individual items, regardless of whether you are in day view, week view, month view, or list view.

Quick Preview

To quickly preview a calendar item, simply hover your mouse over the item. A popup appears, showing the time, subject, location (if any), and part of the message body (if any) of the item.


 The quick preview feature is not available in list view.



Figure 2-22: Quick preview

Full Preview

To fully preview a calendar item, click **Preview**, and select either **Bottom pane** or **Side pane** from the dropdown list. Like in the message view, **Bottom pane** displays the contents and properties of a selected item at the bottom of the screen, while **Side pane** displays the contents and properties of a selected item on the right side of

the screen. To return to the basic calendar view, select **No preview**.

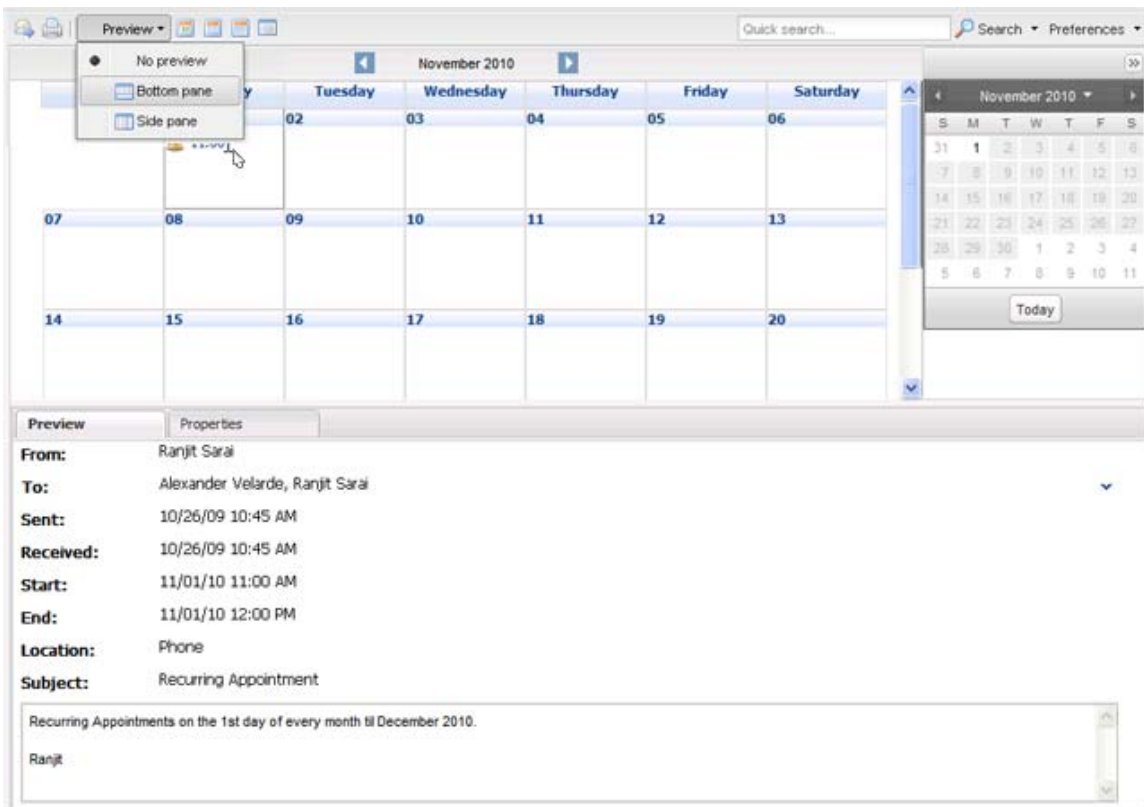


Figure 2-23: Calendar view, bottom pane view

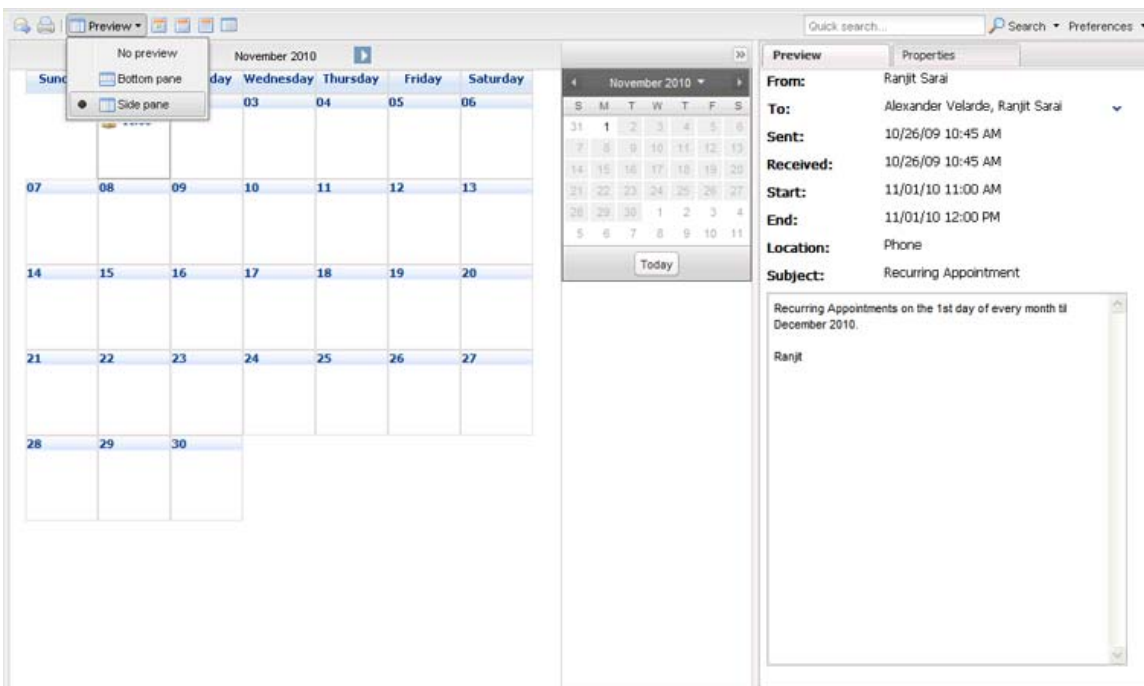


Figure 2-24: Calendar view, side pane view

Full View

To fully view the details of a specific calendar item, double-click the item to open it and view its contents in a separate dialog box. From here, you can forward the item and/or print the contents. For more information about forwarding items, see [“Forwarding Messages” on page 18](#). For more information about printing items, see [“Printing Messages” on page 19](#).



It is possible to forward and print multiple calendar items only if items are displayed in list view.

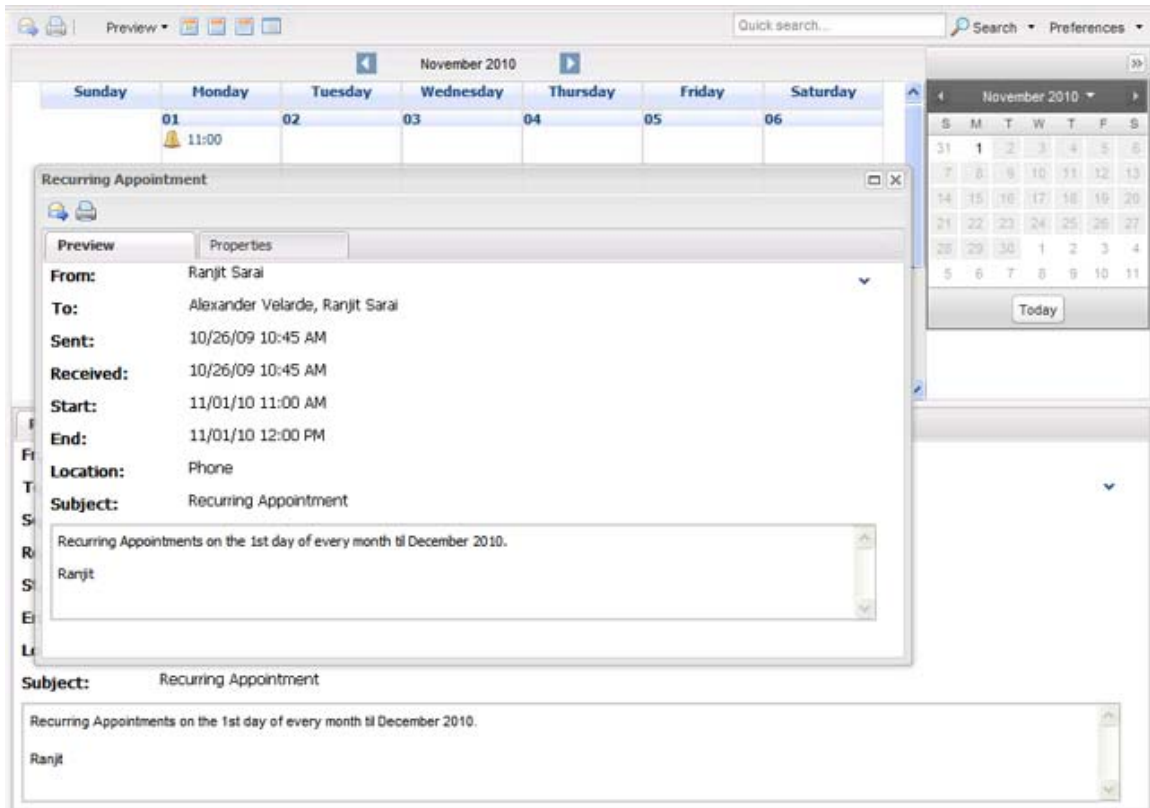


Figure 2-25: Calendar view, full view

3 Filters and Advanced Searching

M+Analytics has an advanced set of filters and search options that make it easy for you to locate the precise information you are looking for.

3.1 Filters

The search pane on the left-hand side of the archive overview screen lets you apply filters to your archived items.

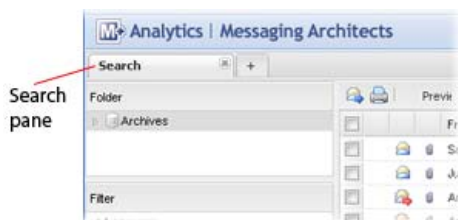


Figure 3-1: Search pane

3.1.1 Conducting Multiple Filtered Searches

By default, one search pane is open in the main archive overview. With M+Analytics, you can open additional search panes to run multiple searches with different filters applied to each search.

Adding Searches

To open an additional search pane, click the **+** sign to the right of the **Search** tab.

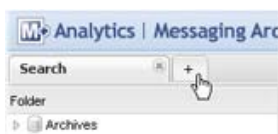


Figure 3-2: Adding a Search tab

Renaming Searches

It is possible to rename the **Search** tabs to distinguish different searches from one another. To rename a **Search** tab, simply right-click on it, and choose **Rename** from the dropdown list. When prompted, enter the new title you want to give the search, and click **OK**.



Figure 3-3: Renaming a Search tab

Cloning Searches

It is also possible to replicate the results of an existing search in a new search pane. To do so, left-click on the search tab you want to replicate, and choose **Clone** from the dropdown list. A new search pane opens, displaying the same search results as those of the search you have just replicated. The name of the search you have just replicated, however, is not carried over to the new search tab. You will have to rename your new search accordingly.



Figure 3-4: Cloning a search

Deleting Searches

To delete a search, simply click the **x** in the top right-hand corner of its **Search** tab. Alternatively, right-click on the **Search** tab of the search you want to delete, and select **Close** from the dropdown list. If you want to keep only one of your searches and delete all others, right-click on the **Search** tab of the search you wish to keep to activate the dropdown list, and select **Close Other Tabs**.



Figure 3-5: Deleting a search

3.1.2 Filtering by Archive Folder

Under **Folder**, you are shown a list of folders located in your archive. A quick and easy way to filter your data is to select an individual folder rather than your entire archive store. A folder containing subfolders can be expanded, and you can narrow your search further by selecting a subfolder.

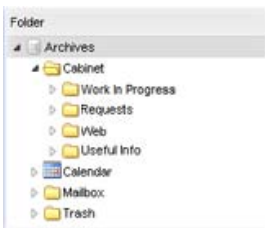


Figure 3-6: Folder filter

3.1.3 Using Filters

M+Analytics offers multiple filters that allow you to quickly sort through data and find the information you need. These filters are available only when an archive store is selected, not when individual folders within the archive store are selected. Place a checkmark next to the filter component(s) you want to enable. The values in parentheses next to the filter components indicate the percentage of items found in each respective filter component. The following filters are available:

- **Language** Allows you to filter by the language in which the archived message is written. The list of language filters varies according to the languages identified in the archived messages. Messages for which a specific language has not been identified fall into the Not Defined filter.
- **Item Type** Allows you to filter based on whether the message was received, sent, is personal, or a draft.
- **Opened** Allows you to filter based on whether or not the archived message was ever opened.
- **Read** Allows you to filter based on whether or not the archived message was ever read.
- **Created Date** Allows you to filter by the date on which a message was created. This filter displays the available years, followed by the available months of data.
- **Received Date** Allows you to filter by the date on which a message was received. This filter displays the available years, followed by the available months of data.

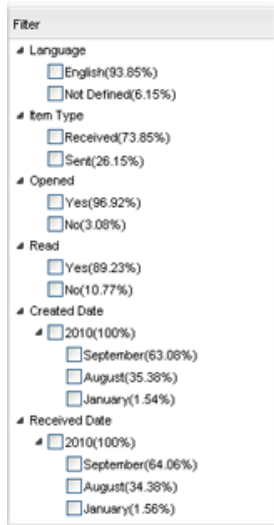


Figure 3-7: Filters

3.2 Advanced Searching

M+Analytics allows you to perform keyword searches as well as advanced searches on messages and attachments. Advanced searching allows you to apply various search criteria to help you narrow down your search and cull through your data quickly and efficiently.

3.2.1 Keyword Search

The right-hand side of the main case overview features a **Quick search** box. This search box allows you to search for a specific keyword in the data listed in your message view. Simply type your keyword(s) in the available textbox, and click **Search**.

If you enter several keywords in the **Quick search** box, such as:

needs deleted purged

M+Analytics will search for archived items containing all three keywords somewhere within the message header and/or body contents (i.e., a Boolean AND operation applied to all three search terms).

If you enter the same three keywords in the **Quick search** box, but enclose them in double quotation marks, like this:

“needs deleted purged”

M+Analytics will search for archived items that contain that exact expression enclosed in the quotation marks.



Each time you enter a keyword and click **Search**, a new search that includes your entire data set takes place. In other words, the narrowed down data set from one keyword search is not carried over to the next keyword search. To further narrow down your data set, use the available filters. For more information on using filters, see [“Filters” on page 27](#).



Figure 3-8: Search box

3.2.2 Message Search

A message search allows you to apply advanced search criteria to your archived messages. To perform a message search, click the arrow to the right of the **Search** button, and select **Messages** from the dropdown list.

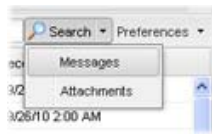


Figure 3-9: Search > Messages

The **Advanced Search** dialog box opens, displaying two tabs: **Message** and **Analytics**. The **Message** tab is displayed by default.

Message Tab

The **Message** tab lets you apply one or several of the following search criteria:

- **Subject contains** Allows you to search for a specific name appearing in the **Subject** field of a message.
- **Sender contains** Allows you to search for a specific name appearing in the **From** field of a message.
- **Recipients contains** Allows you to search for a specific name appearing in the **To**, **CC**, and **BC** (or **BCC**) fields of a message.
- **Body contains** Allows you to search for a specific word within the body of a message.
- **Sent date range** Allows you to search for messages that were sent during a specific date range.
- **Received date range** Allows you to search for messages that were received during a specific date range.
- **Item types** Allows you to search for specific items, namely mail, appointments, tasks, and notes.
- **Search embedded messages also** Allows you to also apply the above search criteria to messages embedded within other messages (i.e., message threads). Note that it may take a few moments for search results to appear.

When multiple search criteria are entered on the **Message** tab, a Boolean AND operation is applied to the criteria. For example, suppose you specify the following criteria:

Subject contains: doctor

Sender contains: Alex

Body contains: today

M+Analytics will search for messages containing the word “doctor” in the subject line, sent by a sender with the name “Alex”, and having the word “today” appearing at least once in the message body.

Once you have entered your search criteria, click **Search** to apply them to your archived messages.

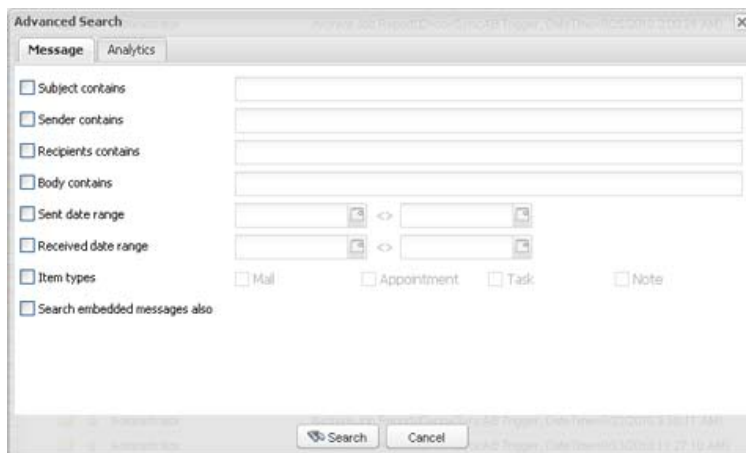


Figure 3-10: Advanced Search, Message tab



The **Recipients contains** field will search for the specified recipient(s) in the **To**, **CC**, and **BC** or **BCC** fields of messages. Boolean OR operators and parentheses can be used within the **Sender contains** and **Recipient contains** fields to search for multiple recipient names. For example, if you enter (Peter OR Paul OR John) in the **Sender contains** field, M+Analytics will search for messages with at least one of the three names appearing in the **From** field.

Analytics Tab

The **Analytics** tab allows you to build custom search queries with the following attributes:

- **Exact phrase** Allows you to search for messages containing a specific phrase or expression.
- **Forbidden terms** Allows you to search for messages containing specific terms you deem as forbidden.
- **Words starting with** Allows you to search for messages containing words that start with a specific root. For example, if you enter “terminat” all words beginning with that root will be included in your search results, such as terminate, terminating, terminated, etc.
- **Phonetic spelling** Allows you to search for messages containing words that are spelled the way they sound. For example, if you enter “ther” all words that sound the same when spoken will be included in your search results, such as there, they’re, their, etc.
- **Approximate spelling** Allows you to search for messages containing words that have similar spelling to the word you have specified.
- **Proximity search** Allows you to search for messages containing words that are within a specific number of words from one another.
- **Regular expression** Allows you to search for messages containing words that meet the criteria of a regular expression. For example, “.at” matches any three-character string ending with “at”, such as “cat”, “hat”, and “mat”.

With the **Analytics** tab, you can make your search queries as detailed as you want. To build a custom search query, select an attribute, enter a word or expression you want to include in your query, and click **Apply**. Use the **AND** and **OR** Boolean operators to add more attributes to your query. Once you are satisfied with the criteria of your custom search, click **Search** to apply the criteria to your archived messages.

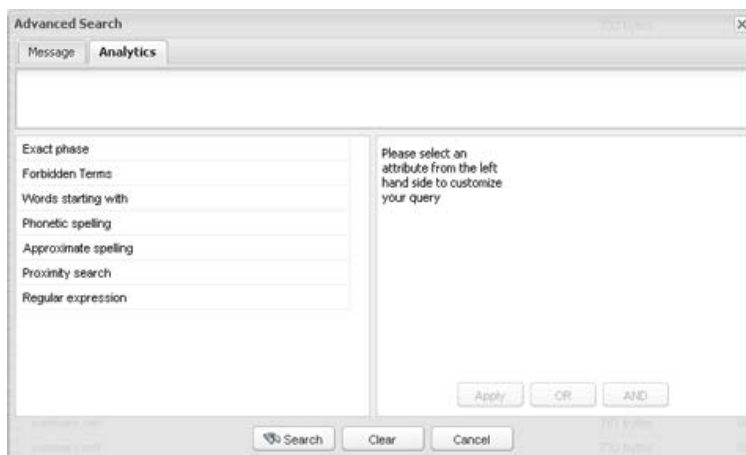


Figure 3-11: Advanced Search, Analytics tab



An advanced message search can involve only one search tab at a time. For example, assume you enter search criteria on the **Analytics** tab. If you then click the **Message** tab, enter additional search criteria on that tab, and click **Search**, only the criteria specified in the **Message** tab (the active tab) will be applied to the search.

3.2.3 Attachment Search

An attachment search allows you to apply advanced search criteria to attachments found in your archived messages. To perform an attachment search, click the arrow to the right of the **Search** button, and select **Attachments** from the dropdown list.

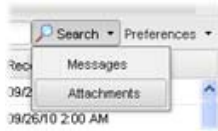


Figure 3-12: Searching for Attachments

The **Advanced Search** dialog box opens, displaying the **Attachment** tab.

Attachment Tab

The **Attachment** tab lets you apply one or several of the following search criteria to your archived attachments:

- **Filename contains** Allows you to search for attachments with a file name containing a specific word(s).
- **File size range** Allows you to search for attachments with a file size that falls within a specified size range. The file sizes must be entered in bytes.
- **Body contains** Allows you to search for attachments that have a specific word found within the attachment body. You can also choose to specify whether that word is within proximity to another word and/or whether M+Analytics should search for attachments containing words that sound like the specified word.

Once you have entered your search criteria, click **Search** to apply them to your archived attachments.

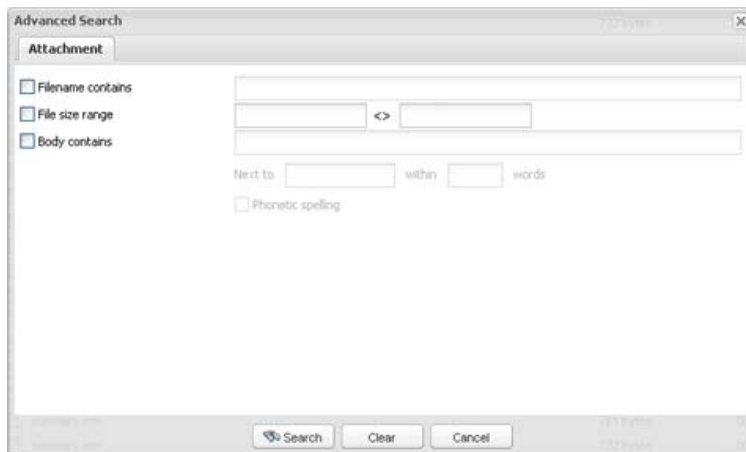


Figure 3-13: Advanced Search, Attachment tab

When you obtain the results from an attachment search, the message view displays a list of attachments that have been found rather than a list of messages. As such, a different set of columns are available.

By default, the **File name**, **Size**, **Received**, and **From** columns are shown. You can also choose to show the **Expander** column or hide the **Size**, **Received**, and/or **From** columns. To do so, position your mouse over any column heading, click the arrow to activate the dropdown list, and select **Columns**. From the dropdown list, choose the columns you want displayed in the message view.



Figure 3-14: Selecting column display



The **File name** column cannot be removed from the message view. This is to ensure that at least one column remains in the message view so that data can actually be displayed.

3.3 Viewing Search Results

When you conduct a keyword or advanced message search, you can use M+Analytics' highlighting tool to help you quickly locate your search terms in your search results. When enabled, this tool highlights your search terms in yellow in the list of search results and in the messages themselves.

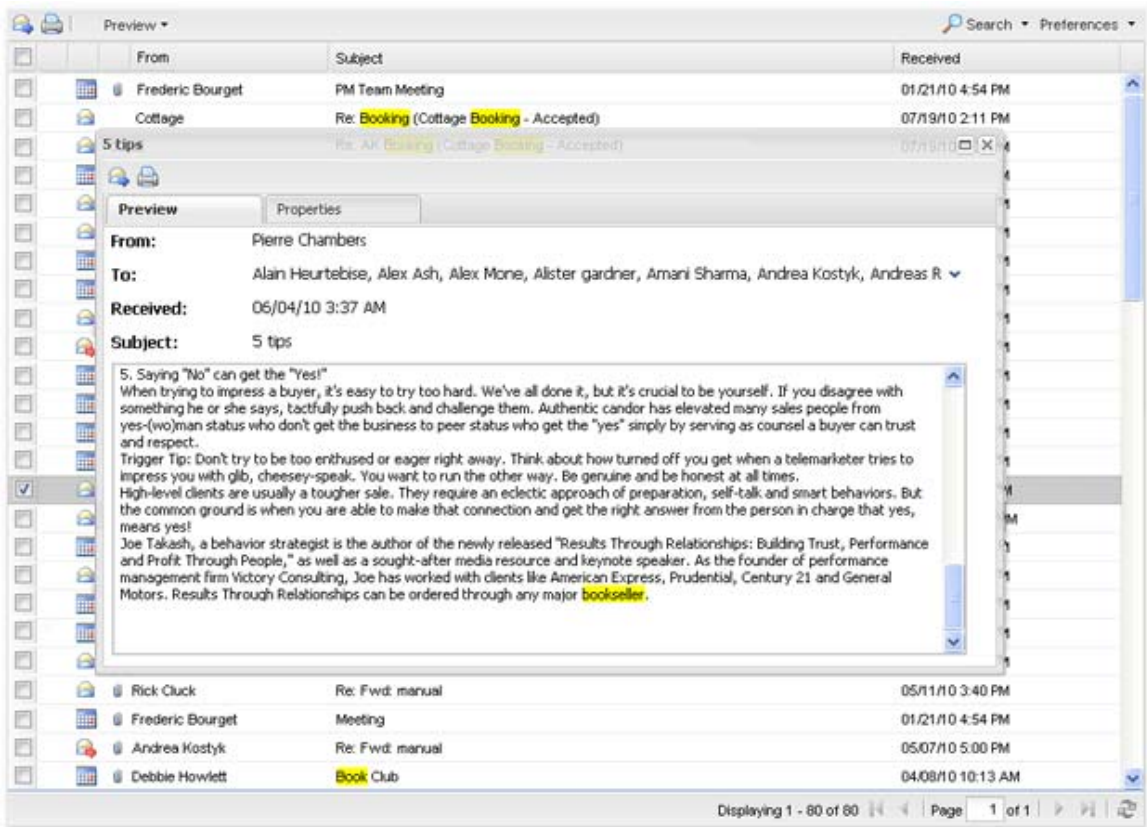


Figure 3-15: Highlighted search results

By default, the highlighting tool is enabled. To disable it, click **Preferences > Highlight Search Terms** to remove the checkmark.

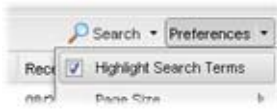


Figure 3-16: Highlighting tool



M+Analytics' highlighting tool does not apply to attachment searches, meaning search terms are not highlighted in yellow in the search results.

3.4 Logging Out

To log out of M+Analytics, click the arrow next to your user name in the top right-hand corner of the archive overview screen, and click **Log out**.

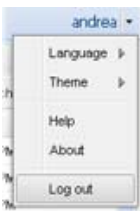


Figure 3-17: Logging out

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