User Manual

Dockit Archiver



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Vyapin Software Systems Private Limited

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General Information

How to purchase?

Technical support

How to register the software?

How to uninstall Dockit Archiver

You can purchase Dockit Archiver online from our website <u>https://www.vyapin.com/.</u> Please contact our Sales department at sales@vyapin.com for sales and price related queries.

Application Data Folder Location

Dockit Archiver enables you to change **Application Data** folder location, where Dockit Archiver's logs, settings and search indices are stored, at any time after installing Dockit software. To change the Application Data folder location, perform the following steps given below:

- 1) Select **Product Activation** option from **Help** menu
- 2) The **Product Activation** page appears as shown below:

< >		🔥 Dockit Archiver (Evaluation Version) — 🗗 X
Archive Q Search	Product Act Use this to a further assis	ivation citivate Dockit Archiver. Contact our sales team at sales@vyapin.com for Let us know if you need help or how we can make Dockit Archiver better.
ŵ	Product Version:	10.x.y.z
Restore	Licensed To:	-
<u>R</u>	License Type:	15-day Evaluation Copy
Settings	License Description:	This software is meant solely for evaluation purposes only. You can archive or restore only one SharePoint site collection during the 15-day trial period.
Help	Remaining Days:	14
	Program Folder:	C:\Program Files (x86)\Dockit Archiver
	Application Data:	C:\Users\Public\Documents\Dockit Archiver Change
	Product Key:	
		Activate
	Copyright © 2018 Vyapir	n Software Systems Private Limited. All rights reserved.
Ready		

3) Click **Change** button to change **Application Data** folder location of Dockit application. The Browse for Folder location dialog will appear as shown below:

Browse For Folder	\times
📃 Desktop	^
> 🐔 OneDrive	
> 🤱 adminuser1	
> 💻 This PC	
> 🐂 Libraries	
> 💣 Network	
> 📴 Control Panel	~
Make New Folder OK Cancel	

- 4) Select a desired folder location and Click OK. The folder location can be local drives or mapped network drives.
- 5) Dockit provides an option to copy or move the existing Dockit application settings to the new location once you change the Application Data Folder. Once you specify the new Application Data folder location, Dockit will prompt you to copy or move existing Dockit application settings to the new location as shown below:

Copy or I	Move data	×
?	The application data folder has been changed to the new folder location successfully. Do you want to Copy or Mo application settings and data from the old folder location to the new folder location? Click the appropriate button below.	ve all
	<u>C</u> opy <u>M</u> ove Close	

6) Click the desired action (Copy / Move / Close) to proceed. Dockit will use the new Application Data folder location henceforth.

Please send all Technical Support questions to support@vyapin.com.

Please send us the following additional information if you are reporting a problem:

1. Version of Dockit Archiver that you are evaluating or you have registered with us.

(Version information could be can be found by clicking **Product Activation**.)

- 2. Additional services or resource consuming processes/applications (like anti-virus) running in the background on Dockit Archiver installed computer.
- 3. Hardware configuration of the computer where Dockit Archiver is installed.
- "Archiver_<date×tamp>.txt" available in the common application data path of Dockit Archiver (e.g., <*Application Data Folder*>\Dockit Archiver\Logs\DockitArchiver <date×tamp>.txt).
- 5. As for Archives, the logs folder is available inside Archive snapshot. For example: <*Common Archive Folder Path*>*archivename*>*timestamp*>\logs.
- As for Restore history, you can find the logs folder inside Dockit Archiver Restore folder stored in the application data path. For example: <*Application Data Folder*>\Dockit Archiver\Restore\<*timestamp*>\Logs.

Note:

- The <Common Archive Folder> is the common location where all SharePoint archives will be stored. The <Common Archive Folder> can be found by clicking Settings icon in the App Side bar. The default path of <Common Archive Folder> is
 C:\Users\Public\Documents\Dockit Archiver\Archives
- The <Application Data Folder> is the location where Dockit Archiver restore settings and restore history is stored in the computer running Dockit Archiver application. The

<Application Data Folder> can be found by clicking -> Product Activation. The default path of <Application Data Folder> is C:\Users\Public\Documents

Select **Report a problem** option from **Help** menu as shown below.

< >		ition Version) – đ	
Archive	Get help using Dockit Archiver. Product Activation Use this to activate Dockit Archiver. Contact our sales team at sales@vyapin.com for	Get the latest updates available for Dockit Archiver. Report a problem Let us know if you need help or how we can make Dockit Archiver better.	
Search C Restore	Turther assistance. Use the form below to submit a technical question or problem to the tect (Fields marked with * are required)	hnical support team.	
ୟ	Salutation* First Name*	Last Name"	
Settings			
?	E-Mail*		
Help			
	Company*	User Status*	
		Evaluation Copy	
	Product*	Version*	
	Dockit Archiver	10.0.6919.26496	
	Operating System*	Service Pack*	
	Microsoft Windows NT 6.3.9600.0		
	Problem Description*		
	File Attachment(s)		
		Browse	
Ready			

How to Register the Software?

Once you purchase the software online or through any one of our resellers, you will receive a purchase notification through e-mail from our sales department. We will send you an e-mail with the necessary instructions to register the software.

Request License Key

In case you do not receive an e-mail from our sales team after you purchase the software, please contact our sales department at <u>sales@vyapin.com</u> with the sales order number

- 1. Select **Product Activation** from **Help** menu.
- 2. The **Product Activation** page appears as shown below:

< > _		🐣 Dockit Archiver (Evaluation Version) 🗕 🗗 X
Archive	Product Act Use this to a further assis	tivation activate Dockit Archiver. Contact our sales team at sales@vyapin.com for tance.
ŵ	Product Version:	10.x.y.z
Restore	Licensed To:	
Ŕ	License Type:	15-day Evaluation Copy
Settings	License Description:	This software is meant solely for evaluation purposes only. You can archive or restore only one SharePoint site collection during the 15-day trial period.
Help	Remaining Days:	14
	Program Folder:	C:\Program Files (x86)\Dockit Archiver
	Application Data:	C:\Users\Public\Documents\Dockit Archiver Change
	Product Key:	Activate
Ready	Copyright © 2018 Vyapi	n Software Systems Private Limited. All rights reserved.

3. Once you paste the license key, click **Activate** button to apply the new license key

How to uninstall Dockit Archiver?

Use 'Programs and Features' applet from Control Panel to uninstall *Dockit Archiver* application. As you know, Windows Installer program will remove only the application files from your machine. The SharePoint archives created by Dockit Archiver remain in the *Common Archive Folder*.

Dockit Archiver Features

Configure Settings Create a new SharePoint on-premise task Create a new SharePoint Online task Create a new SharePoint Microsoft Teams task Create a new OneDrive task Create a new OneDrive task View archived content Search documents from archives Restore content to SharePoint

Configure Settings

1. Click **Settings** icon in the left App Side bar. It launches *Settings* page as shown below:



- 2. The **Common Archive Folder Path** is the location in which all SharePoint archives are created. You can modify the default location to network share folder if you wish to keep the archives in a separate storage location.
- 3. The **Date Format** informs how date values are displayed throughout the application for uniformity.

Create a new SharePoint On-premise task

Dockit Archiver creates snapshots inside the archive repository for every time you run the archive job. Each snapshot is nothing but a full archival of the SharePoint content that you added for archive.

1. To get started, click **Create new archive repository** button as shown below:



2. The **New Archive Repository** page appears as shown below:

< >	🐣 Dockit Archiver (Evaluation Version)	_ 8 ×
Archive Q Search Restore Restore P Help	New Archive Repository Name Description Iags Create	_ 6 X
Ready		
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		

3. Provide *archive name* and other details as shown below:

$\langle \rangle$	🧀 Dockit Archiver (Evaluation Version)	_ 8 ×
Archive Q Search Restore Restore P Help	New Archive Repository Name Sample Description Demo repository Iags sharepoint Create	_ 6 X

4. Once you click **Create** button, *Dockit Archiver* creates a new archive repository using the specified inputs and opens the same as shown below.

< >	6	Dockit Archiver (Evaluation Version)	_ @ X
Archive	Archive Name: Sample		
Q Search			
C Restore			
R Settings			
? Help		Click here to add SharePoint content to archive	
Ready			

5. To add SharePoint content for this repository, click the tile available in the center of the page. It will launch Archive Selection Page where you can select the SharePoint On-Premises tile as shown below.



6. To add SharePoint content for this repository, click the tile available in the center of the page. It will launch SharePoint credential dialog as shown below:

Connect to SharePoint site	×
<u>S</u> harePoint Site URL	
https://m365x154503.sharepoint.com	~
Authentication	
Cloud Identity	v
<u>U</u> ser Name	
meganb@m365x154503.onmicrosoft.com	~
Password	

Clear	Connect

7. After providing SharePoint site URL, authentication type and credentials, click the **Connect** button to connect to SharePoint site as shown below:

$\langle \rangle$			Dockit Archiver (Evaluation Version)			_ 8 X
Archive	Archive Demo rept Add SharePoi	Add SharePoint content to arc Jse this page to add SharePoint site, list or f nformation.	hive olders to archive for compliance purposes. Expand t	this page to view more $\mathbf{v}^{\mathbf{a}}$ \times		Q Search
Search	Aud SharePol	Office 365 Demos •		୯ ଡ		Sample
ŵ		Name	Description	Items	ded for	0
Restore		Office 365 Demos		0 Webs, 10 Lists, 49 Items		0
<u> </u>		🔂 Demo Docs	Demo library with sample docume	9 Items	2	0
Settings		😑 🖻 Documents		10 Items		U
?		🖪 Form Templates	This library contains administrator	0 Items	On:	01-01-0001
Help		🖪 JT Design Documents	Design document library for JT file	3 Items	nanchata	~
		MicroFeed	MySite MicroFeed Persistent Stora	2 Items	napsnots	All snapshots
		Office 365 Demos		3 Items		
		🖪 RMS Demo Library	RMS demo library with sample do	11 Items		
		🖪 Site Assets	Use this library to store files which	4 Items		
		🛞 Site Pages		2 Items		
		🖻 Style Library	Use the style library to store style	5 Items		
				Add colocted item to prohim		
				Add selected item to archive		
Ready						

8. Select the SharePoint site or library that you wish to archive into the repository for compliance purposes and click **Add selected item to archive** button at the bottom right corner of the dialog. Hence, the selected SharePoint content is added to archive list as shown below:

Contemporary Conte	_ = ×
Archive Name: SharePoint Online Repo	Q Search
Q Search ▲dd content to archive Save Settings ▲ Archive Now Stats Search Search Save Settings ▲ Archive Now Stats	SharePoint Online Repo
Preside	All snapshots

9. You can modify archive default settings by clicking settings icon. The **Archive Settings** page will be shown as below:



10. You can configure archive to be run at off-peak time by scheduling it. Open **Schedule Settings** as shown below:



11. Open **Threshold Settings** to configure throttle of the archive engine:

< >		🔗 Dockit Archiver (Evaluation Version)		_ @ ×
Archive	Archive Settings Configure archive based on your requirements.	Schedule archive to run during off-peak time.	<i>⊭</i> [≈] ×	Q Search
Control Search Control Restore Control Control <	General Settings Schedule Settings Check Settings Check Settings Check Settings	Performance Tuner Bandwidth Usage Concurrent File Export	* Save * On: 5 na 2/20 3.5 3.5 2/20 90. 28 Lis	C Sample for 1 9 94524 MB 8/2/2019 2/2001 PM 8/2/2019 2/2001 PM 8/2/2019 2/2001 PM 8/2/2019 2/2001 PM 8/2/2019 2/2001 PM 8/2/2019 2/2001 PM 8/2/2019 2/2001 PM 9/2/2019 2/2001 PM 9/2/2001 PM

12. Close **Archive Settings** page and click Archive Now to commence the archive operation right away. Dockit Archiver launches a separate process to handle archive operation. You can monitor the progress of the archive operation as shown below:



13. At first, Dockit Archiver scans all SharePoint content - be it SharePoint sites or libraries - to show detailed information about the SharePoint elements. Once the scan has completed a SharePoint element, e.g., a SharePoint list or library, it will start the archive operation concurrently to exhibit better throughput against overall archive operation. In other words, the scanning and archive go together.

< >		🐣 Dockit Archiver (Evaluation Version)					
Archive	Dem	Archive Name: SharePoint Online Repo Demo repository					
Q Search	Add co		🐴 Archive Job - Sh	narePoint Online Repo	Stats - • ×	C SharePoint Online Repo	
	C Doc	Archiving 'SharePointHome OrgLinks Viewers	<u>.</u>			for 1	
Restore		Total Items Scanned		Total Items Archived		0 1	
Settings		8		4		0 2	
? Help		Total Size 5.066 MB		Total Size 581.000 KB		8.729 MB 16/11/2019 1:35:02 PM Archiving	
		Site:	0	Site:	0	<u>\Archives\SharePoint</u> Online Repo	
		List/Library:	1	List/Library:	0	pshots C	
		Folder:	1	Folder:	1	All snapshots	
		File:	7	File:	3	019 1:35:00 PM	
		🗾 File Version:	0	💋 File Version:	0	hiving	
		List Item:	0	List Item:	0	ease wait	
		🖞 Attachment:	0	C Attachment:	0	019 1:34:00 PM	
		📫 Team:	0	📫 Team:	0	729 MB	
		A Channel:	0	ه ^ڳ ه Channel:	0	Items, 0 Errors, 0 Warnings	
		Messages:	0	Messages:	0		
		00:00:15			End Task		

14. Once the archive operation is complete, you will see a snapshot (in the right pane) loaded in the archive repository home page as shown below:

< >	Dockit Archiver (Evaluation Version)	_ @ X
Archive	Archive Name: SharePoint Online Repo	Q Search
Archive Q Search Restore Q Settings P Help	Add content to archive	Search Stats C Archive Name: Archive: Call Items Added for Archive: Call Items Added for Call Items Added for Call News Call Status: Ca
		0 Webs, 1 Ebits, 8 items, 0 Errors, 0 Warnings 16/11/2019 1:34:00 PM 8.729 MB 0 Webs, 1 Lists, 8 items, 0 Errors, 0 Warnings

15. To view activity log associated with a Snapshot: Click from the snapshot and select View Activity Log.

< >		Pockit Archiver (Evaluation)	Version)	×
Archive	Archive Name: Sh	harePoint Online Repo		Q Search
Q Search	Add content to archive	Save	Settings Archive Now	Stats C Archive Name: SharePoint Online Repo
Restore Restore Settings Help	Documents	Nttps://m365x476696.sharepoint.com/Shared Documents 0 Items	16/11/2019 7:38:38 AM	Total Items Added for 1 Archive: 0 Total Uses: 0 Total Uses: 1 Total Stas: 2 Total Stas: 2 Total Stas: 1 Total Stas: 2 Total Stase: 17.457 MB Last Snap Run On: 16/11/2019 1:3502 PM Status: 16/11/2019 1:3502 PM Status: 16/11/2019 1:3502 PM Clast Shapshots C All snapshots C B.729 MB 0 Webs, 1 Lists, 8 Items, 0 Errors, 0 Warnings 16/11/2019 1:34500 PM 1 Open Archive Explorer Open Archive Location Export This Item View Activity Log

16. Archive Activity Log dialog appears as shown below.

<>			<u>6</u>	Dockit Archiver (Evalua	ation Version)			_ 🗗 X
Archive	Archiv Demo re	Archive Activity Log > SharePoint Online Repo > 16/11/2019 1:34:00 PM					Q Search	
Search	Add conten	Done Failed	∑ start time : to/	Search:	IG TIME: 10/11/2019 1:34:36 PM	i 🔺 Elapse	Search	e: SharePoint Online Repo dded for 1
		ID	Source	Target	Version Total	Size (kb)	Modifi ^	0 1
Settings ? Help		1	https:// m365x476696.sharepoi nt.com/Shared Documents/CAS	C:\sathish\Test \Archives\SharePoint Online Repo \20191116-080431 \66791472-49a3-4d09 -9081-96abf447e73 \368c8d20-1e98-4fc5 -a287-6ead0597eb89 \CAS	1.0		29/10/2019 ⁻ AM	2 17.457 MB 1 On: 16/11/2019 1:35:02 PM Idle <u>CAsathish/Test</u> <u>Varchives/NarePoint</u> <u>Online Repo</u>
		2	https:// m365x476696.sharepoi nt.com/Shared Documents/CAS/ Contoso Purchasing Permissions.docx	C\sathish\Test \Archives\SharePoint Online Repo \20191116-080431 \66791472-49a3-4d09 -9081-96abf44f7e73 \368c8d20-1e98-4fc5 -a287-6ead059reb89 \CAS\Contoso Purchasing Permissions.docx.v1.0. content	1.0	29.000 KB	29/10/2019 ⁻ AM	All snapshots All snapshots 11/2019 1:35:00 PM 8.729 MB tts. 8 Items, 0 Errors, 0 Warnings 11/2019 1:34:00 PM 8.729 MB
		3	https:// m365x476696.sharepoi nt.com/Shared Documents/CAS/ International Marketing Strategy.docx	C\sathish\Test \Archives\SharePoint Online Repo \20191116-080431 \66791472-49a3-4d09 -9081-96abf447e73 \368c8d20-1e98-4fc5 -a287-6ead0597eb89 \CAS\International Marketing	1.0 .	421.000 KB	29/10/2019 - AM	sts, 8 Items, 0 Errors, 0 Warnings
		🖒 Success Count: 8	🐶 Error Count: 0 🛛 🞯 Total	Count: 8	₩ ♦ →	▶I Pa	ge 1 of 1	

a. **Done:** Displays detailed success report that occurred during archive.

b. Failed: Displays detailed error report that occurred during archive.

Search box is used to search for an item entry / entries in the Activity Log Viewer.

17. Every time you commence the archive operation, it creates a separate snapshot that holds the full information of the SharePoint contents you added. Each snapshot is independent of one another. It is listed in the reverse chronological order.

Create a new SharePoint Online task

Dockit Archiver creates snapshots inside the archive repository for Every time you run the archive job. Each snapshot is nothing but a full archival of the SharePoint content that you added for archive.

1. To get started, click **Create new archive repository** button as shown below:



2. The **New Archive Repository** page appears as shown below:

< >	👌 Dockit Archiver (Evaluation Version)	_ @ X
Archive Restore Restore Restore Restore Restore Restore Restore Restore Restore		_ Ø X
Ready		

3. Provide archive **name** and other details as shown below:

< >	Dockit Archiver (Evaluation Version)	_ @ X
Archive Q Search Restore	New Archive Repository	
Settings PHelp	Name SharePoint Online Repo Description Tags sharepoint online Create	

4. Once you click **Create** button, Dockit Archiver creates a new archive repository using the specified inputs and opens the same as shown below.



5. To add SharePoint content for this repository, click the tile available in the center of the page. It will launch Archive Selection Page where you can select the **SharePoint Online** tile as shown below:



6. Once you run a archiver job using a tenant for the first time in the application, the permission requested dialog will be shown as in the below image. Click **Accept** to store the user account in azure portal and prevent the credential dialog while running the job for the same tenant in future.



7. To archive contents from multiple site collections in a single job, select **'List Out All Site Collections**, **Office365**, **Groups** etc' option and click 'Connect' button to proceed. For archiving contents from single site collection, select "**Connect** To A Particular SharePoint Site', provide the SharePoint site URL and then click **'Connect'** button.



8. Based on the url given in the textbox and click on **Connect** button. it load's the SharePoint site/list/libraries contents in SharePoint explorer page.

< >		<u>@</u>	Dockit Archiver (Evaluation Version)		_ 6 ×
Archive	Archiv Demo re	Add SharePoint Online conte Use this page to add SharePoint site, list o view more information.	nt to archive O MeganB@M365x47r	Expand this page to e^{π} \times	Q Search
Search		Communication site >	Description	C Ø	e: SharePoint Online Repo dded for 0
Restore		Communication site	Description	0 Webs, 8 Lists, 31 Items	0 0
Settings		🗗 Demo Docs	Demo library with sample docu	8 Items	15: O O
?		Events		8 Items	n On: Never
Help		Form Templates	This library contains administra	0 Items	Idle <u>C:\sathish\Archives</u> \SharePoint Online
		🖪 JT Design Documents	Design document library for JT	3 Items	Repo
		📑 RMS Demo Library	RMS demo library with sample	11 Items	Snapshots C
		🖪 Site Pages		1 Items	<u>All snapsnots</u>
		ार्षे Style Library	Use the style library to store sty	0 Items	
				Add selected item to archive	

9. Select the SharePoint site or library that you wish to archive into the repository for compliance purposes and click **Add selected item to archive** button at the bottom right corner of the dialog. Hence, the selected SharePoint content is added to archive list as shown below:



10. You can modify archive default settings by clicking ^{Settings} icon. The **Archive Settings** page will be shown as below:



11. You can configure archive to be run at off-peak time by scheduling it. Open **Schedule Settings** as shown below:



12. Open **Threshold Settings** to configure throttle of the archive engine:


13. Close **Archive Settings** page and click Archive Now to commence the archive operation right away. Dockit Archiver launches a separate process to handle archive operation. You can monitor the progress of the archive operation as shown below:

< >			🔥 Dockit Archiver	(Evaluation Version)		_ & X
Archive	U Arc	chive Name: SharePoint Online	e Repo			Q Search
Q Search	Add co		🐣 Archive Job - Sh	arePoint Online Repo	Stats – ¤ ×	C SharePoint Online Repo for 1
Restore	L Doc	Total Items Scanned		Total Itams Arshived		0
R Settings		0				1 0 1
?		Total Size		Total Size		16/11/2019 1:34:31 PM Archiving
		Site:	0	Site:	0	<u>C:\sathish\Test</u> \Archives\SharePoint
		List/Library:	0	List/Library:	0	pshots C
		Folder:	0	Folder:	0	All snapshots
		File:	0	File:	0	019 1:34:00 PM
		💋 File Version:	0	💋 File Version:	0	hivina
		List Item:	0	List Item:	0	lease wait
		C Attachment:	0	C Attachment:	0	
		📫 Team:	0	📫 Team:	0	
		ه ^گ ه Channel:	0	م ^گ ه Channel:	0	
		Messages:	0	Messages:	0	
		00:00:02			End Task	

14. At first, Dockit Archiver scans all SharePoint content - be it SharePoint sites or libraries - to show detailed information about the SharePoint elements. Once the scan has completed a SharePoint element, e.g., a SharePoint list or library, it will start the archive operation concurrently to exhibit better throughput against overall archive operation. In other words, the scanning and archive go together.



15. Once the archive operation is complete, you will see a snapshot (in the right pane) loaded in the archive repository home page as shown below:



16. To view activity log associated with a Snapshot:

Click from the snapshot and select **View Activity Log**.



17. Archive Activity Log dialog appears as shown below.

< >				Dockit Archiver (Eval	uation Version)			_ @ X
Archive Search	Archiv Demo re	Archive View job st	e Activity Log S atistics, job results, failed i Start Time : 16/	harePoint Onlir tems in the Activity Log	The Repo 16/11/2019 Viewer. End Time : 16/11/2019 1:34:56	1:34:00 PM	₩ X	C Search C SharePoint Online
ŵ	Docume			Search:			Search	Repo dded for 1
Restore		Done Failed	Causa	Terret	Versian	tel Cier (lub)	Madie o	0
Settings ? Help		1	https:// m365x476696.sharepoi nt.com/Shared Documents/CAS	C:\sathish\Test \Archives\SharePoint Online Repo \20191116-080431 \66791472-4983-4d09 -9081-96abf44f7e73 \368c8d20-1e98-4fc5 -a287-6ead0597eb89 \CAS	Version it	(kU)	29/10/2019 - AM	rs: 0 2 17.457 MB on: 16/11/2019 1.35.02 PM Idle <u>Crysthish/Test</u> <u>Archives/SharePoint</u> <u>Online Repo</u>
		2	https:// m365x476696.sharepoi nt.com/Shared Documents/CAS/ Contoso Purchasing Permissions.docx	C:\sathish\Test \Archives\SharePoint Online Repo \20191116-080431 \66791472-4933-4009 -9081-96abf44f7e73 \368cdd20-1e98-4fc5 -a287-6ead0597eb89 \CAS\Contoso Purchasing Permissions.doc.v1.0. content	1.0	29.000 KB	29/10/2019 ⁻ AM	All snapshots All snapshots 11/2019 1:35:00 PM 8.729 MB sts, 8 Items, 0 Errors, 0 Warnings 11/2019 1:34:00 PM 8.729 MB
		3	https:// m365x476696.sharepoi nt.com/Shared Documents/CAS/ International Marketing Strategy.docx	C:\sathish\Test \Archives\SharePoint Online Repo \20191116-080431 \66791472-4983-4d09 -9081-96abf44f7e73 \388cdd20-1e98-4fc5 -a287-6ead0597eb89 \CAS\International Marketing	1.0	421.000 KB	29/10/2019 · AM	sts, 8 Items, 0 Errors, 0 Warnings
		🖒 Success Count: 8	🖓 Error Count: 0 🥥 Total	Count: 8	14	▶ ▶ Pa	age 1 of 1	

- a. **Done**: Displays detailed success report that occurred during archive.
- b. **Failed**: Displays detailed error report that occurred during archive.

Search box is used to search for an item entry / entries in the Activity Log Viewer.

17. Every time you commence the archive operation, it creates a separate snapshot that holds the full information of the SharePoint contents you added. Each snapshot is independent of one another. It is listed in the reverse chronological order.

Dockit Archiver creates snapshots inside the archive repository for Every time you run the archive job. Each snapshot is nothing but a full archival of the SharePoint content that you added for archive.

1. To get started, click Create new **archive repository** button as shown below:



2. The **New Archive Repository** page appears as shown below:

< >	n Cockit Archiver (Evaluation Version)	_ 8 ×
Archive Q Search C Restore C Settings C Help		_ 0 X
Bearts		

3. Provide archive name and other details as shown below:

$\langle \rangle$		📇 Dockit Archiver (Evaluation Version)	-	a x
Archive	+ New Archi Chive Parch store	New Archive Repository	eDrive Repo Open R	C
Restore Settings P Help	Demor	x Name Teams Repo Description Demo Repository Tags teams Create	: OneDri	C ve Repo 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0

4. Once you click **Create** button, Dockit Archiver creates a new archive repository using the specified inputs and opens the same as shown below.



5. To add Teams content for this repository, click the tile available in the center of the page. It will launch Archive Selection Page where you can select the **SharePoint Online** tile as shown below:



6. Once you run a archiver job using a tenant for the first time in the application, the permission requested dialog will be shown as in the below image. Click **Accept** to store the user account in azure portal and prevent the credential dialog while running the job for the same tenant in future.



7. After click on **Accept** button. it load's the list of teams available in the connected user account.



8. Select the Team that you wish to archive into the repository for compliance purposes and click **Add selected item to archive button** at the bottom right corner of the dialog. Hence, the selected SharePoint content is added to archive list as shown below:



9. You can modify archive default settings by clicking ^{Settings} icon. The **Archive Settings** page will be shown as below:



10. You can configure archive to be run at off-peak time by scheduling it. Open **Schedule Settings** as shown below:



11. Open **Threshold Settings** to configure throttle of the archive engine:



12. Close **Archive Settings** page and click Archive Now to commence the archive operation right away. Dockit Archiver launches a separate process to handle archive operation. You can monitor the progress of the archive operation as shown below:



13. At first, Dockit Archiver scans all SharePoint content - be it SharePoint sites or libraries - to show detailed information about the SharePoint elements. Once the scan has completed a SharePoint element, e.g., a SharePoint list or library, it will start the archive operation concurrently to exhibit better throughput against overall archive operation. In other words, the scanning and archive go together.



14. Once the archive operation is complete, you will see a snapshot (in the right pane) loaded in the archive repository home page as shown below:



15. Every time you commence the archive operation, it creates a separate snapshot that holds the full information of the Teams contents you added. Each snapshot is independent of one another. It is listed in the reverse chronological order.

Create a new OneDrive task

Dockit Archiver creates snapshots inside the archive repository for very time you run the archive job. Each snapshot is nothing but a full archival of the SharePoint content that you added for archive.

1. To get started, click **Create new archive repository** button as shown below:



2. The **New Archive Repository** page appears as shown below:

< >	🐴 Dockit Archiver (Evaluation Version) – 🕫
Archive Q Search	New Archive Repository
Restore Restore Settings Pelp	X Name Description
	Tags Create U U U U U U U U U U U U U U U U U U U
Ready	

3. Provide archive name and other details as shown below:

$\langle \rangle$			🔥 Dockit Archiver (Evaluation V	Version)	- 8
Archive Archive Search Restore	+ New Archi	chi nar no r	New Archive Repos	arePoint Online Repo Open Repo	
Settings P Help			Name OneDrive Repo Description Demo Repository Tags onedrive	x	e SharePoint Online Rep ded for 8 17,457 M
			Create		

4. Once you click **Create** button, Dockit Archiver creates a new archive repository using the specified inputs and opens the same as shown below.



5. To add SharePoint content for this repository, click the tile available in the center of the page. It will launch Archive Selection Page where you can select the **OneDrive for Business** tile as shown below:



6. Once you run a archiver job using a tenant for the first time in the application, the permission requested dialog will be shown as in the below image. Click **Accept** to store the user account in azure portal and prevent the credential dialog while running the job for the same tenant in future.



7. To archive contents from multiple OneDrive locations in a single job, select '**OneDrive -Multiple Users'** option and click '**Connect'** button to proceed. For archiving contents from single OneDrive, select '**OneDrive - Current User**', and click '**Connect'** button.



8. Based on the radio button checked, it load's all the multiple OneDrive for Business users or current OneDrive for Business user in SharePoint explorer page.

e Demo Re	Add OneDrive con Use this page to add Share view more information.	tent to archive ${igodot}_{MeganB@M365x476696.OnMicrosoft.com}$ 2Point site, list or folders to archive for compliance purposes. Expand this page to	<
	Tenant Administrat	ion > C &	e: Onel dded for
	User Name	Site URL	
e	2		
	a MOD Administrator	https://m365x476696-my.sharepoint.com/personal/admin_m365x476696_onmicrosoft_com/	15:
js	🚨 Lynne Robbins	https://m365x476696-my.sharepoint.com/personal/lynner_m365x476696_onmicrosoft_com/	n On:
	🧟 Lee Gu	https://m365x476696-my.sharepoint.com/personal/leeg_m365x476696_onmicrosoft_com/	Cherthicht
	🧟 Johanna Lorenz	https://m365x476696-my.sharepoint.com/personal/johannal_m365x476696_onmicrosoft_com/	<u>\OneDri</u>
	🧟 Irvin Sayers	https://m365x476696-my.sharepoint.com/personal/irvins_m365x476696_onmicrosoft_com/	Snapshots
	a Debra Berger	https://m365x476696-my.sharepoint.com/personal/debrab_m365x476696_onmicrosoft_com/	Δ
	🗟 Grady Archie	https://m365x476696-my.sharepoint.com/personal/gradya_m365x476696_onmicrosoft_com/	
	🧟 Patti Fernandez	https://m365x476696-my.sharepoint.com/personal/pattif_m365x476696_onmicrosoft_com/	
	🙇 Adele Vance	https://m365x476696-my.sharepoint.com/personal/adelev_m365x476696_onmicrosoft_com/	
	🧟 Pradeep Gupta	https://m365x476696-my.sharepoint.com/personal/pradeepg_m365x476696_onmicrosoft_com/	
	🖶 🧟 Diego Siciliani	https://m365x476696-my.sharepoint.com/personal/diegos_m365x476696_onmicrosoft_com/	
	🗟 Nestor Wilke	https://m365x476696-my.sharepoint.com/personal/nestorw_m365x476696_onmicrosoft_com/	
	🧟 Isaiah Langer	https://m365x476696-my.sharepoint.com/personal/isaiahl_m365x476696_onmicrosoft_com/	
	🧟 Miriam Graham	https://m365x476696-my.sharepoint.com/personal/miriamg_m365x476696_onmicrosoft_com/	
	🧟 Joni Sherman	https://m365x476696-my.sharepoint.com/personal/jonis_m365x476696_onmicrosoft_com/	
	🚨 Lidia Holloway	https://m365x476696-my.sharepoint.com/personal/lidiah_m365x476696_onmicrosoft_com/	
	🍰 Allan Deyoung	https://m365x476696-my.sharepoint.com/personal/alland_m365x476696_onmicrosoft_com/	
	🚨 Megan Bowen	https://m365x476696-my.sharepoint.com/personal/meganb_m365x476696_onmicrosoft_com/	
		Add selected item to archive	

9. Select the Personal site, SharePoint site or library that you wish to archive into the repository for compliance purposes and click **Add selected item to archive** button at the bottom right corner of the dialog. Hence, the selected SharePoint content is added to archive list as shown below:



10. You can modify archive default settings by clicking ^{Settings} icon. The **Archive Settings** page will be shown as below:



11. You can configure archive to be run at off-peak time by scheduling it. Open **Schedule Settings** as shown below:



12. Open **Threshold Settings** to configure throttle of the archive engine:



13. Close **Archive Settings** page and click Archive Now to commence the archive operation right away. Dockit Archiver launches a separate process to handle archive operation. You can monitor the progress of the archive operation as shown below:



14. At first, Dockit Archiver scans all SharePoint content - be it SharePoint sites or libraries - to show detailed information about the SharePoint elements. Once the scan has completed a SharePoint element, e.g., a SharePoint list or library, it will start the archive operation concurrently to exhibit better throughput against overall archive operation. In other words, the scanning and archive go together.



15. Once the archive operation is complete, you will see a snapshot (in the right pane) loaded in the archive repository home page as shown below:



16. To view activity log associated with a Snapshot:

Click from the snapshot and select **View Activity Log**.



17. Archive Activity Log dialog appears as shown below.

< >				6	Dockit Archiver (Eva	luation Version)			- 8
Archive	Archiv	LOG	Archive View job st	e Activity Log C atistics, job results, failed i Start Time : 18/	DneDrive Repo items in the Activity Log	 18/11/2019 3:34:00 J Viewer. End Time: 18/11/2019 3: 	0 PM 36:18 PM 🛛 🗶 Elaps	⊮ [™] × ed Time : 00:01:35	C Searc
Restore	S Lynne Ro	Done	Failed		Search:			Search	dded for 2
<u>a</u>			ID	Source	Target	Version	Total Size (kb)	Modifi ^	ns: O
Settings ? Help	S> Lee Gu	1		https://m365x476696- my.sharepoint.com/ personal/ leeg_m365x476696_on microsoft_com/Social/ Private	C:\sathish\Test \Archives\OneDrive Repo \2019118-100440 \0c91f2e7- da40-409a- afca-2771f0d9a0f9 \3fef1873-0d6d-41e8- 8feb-4a2c0606f682 \Private	1.0		28/10/2019 { PM	1 23.619 MG 1 On: 18/11/2019 3:34:40 PM Idle <u>CArchives/OneDrive</u> <u>Repo</u> Snapshots C All snapshot
		2		https://m365x476696- my.sharepoint.com/ personal/ leeg_m365x476696_on microsoft_com/Social/ Private/FollowedSites	C:\sathish\Test \Archives\OneDrive Repo \20191118-100440 \0c91f2e7- da40-409a- afca-2771f0d9a0f9 \3fef1873-0d6d-41e8- 8feb-4a2c0606f682 \Private\FollowedSites	1.0		28/10/2019 { PM	11/2019 3:34:00 PM 23.619 MB ts, 50 Items, 1 Errors, 0 Warnings
		3		https://m365x476696- my.sharepoint.com/ personal/ leeg_m365x476696_on microsoft_com/Social/ Private/ FollowedSites/3_000	C:\sathish\Test \Archives\OneDrive Repo \20191118-100440 \0091f2e7- da40-409a- afca-2771f0d9a0f9 \3fef1873-0d6d-41e8- 8feb-4a2c0606f682 \Private\FollowedSites	1.0		28/10/2019 { PM	
		<	is Count: 51	V Error Count: 0 🥑 Tot.	al Count: 51	к	∢ → ਮ	Page 1 of 1	

a. **Done**: Displays detailed success report that occurred during archive.

b. **Failed**: Displays detailed error report that occurred during archive.

Search box is used to search for an item entry / entries in the Activity Log Viewer.

18. Every time you commence the archive operation, it creates a separate snapshot that holds the full information of the OneDrive contents you added. Each snapshot is independent of one another. It is listed in the reverse chronological order.
View archived content

When you commence an archive operation, it creates a snapshot in the right pane of the archive repository. A snapshot is nothing but a timestamp folder created underneath named archive folder in the *common archive folder* location. You can specify the common archive folder location using **Settings** page. Every snapshot is a self-contained archive of the SharePoint content you added for archive.

1. To get started, open the *Sample* archive repository as shown below.

< >	🔗 Dockit Archiver (Evaluation Version)	_ & ×
Archive	Archive Name: Sample	Q Search
Q Search	Add SharePoint content to archive	Stats C Archive Name: Sample Total Items Added for 1
Restore Restore Settings P Help	https://m365x401895.sharepoint.com/Shared Documents 5/2/2019 825:51 PM 9 Items III	Archive: Total Webs: 1 Total Webs: 1 Total Webs: 1 Total Webs: 1 Total Snaps: 2 Total Size: 1 Total Snaps: 2 Total Size: 2 Total Size: 2 Total Size: 2 Total Size: 2 MessentyDackit 2 MessentyDackit

2. Click the snapshot available in the right pane. It launches **Archive Explorer** as shown below:

$\langle \rangle$			۵	Dockit Archiver (Evaluation	Version)				_ @ X
Archive	Archive Demo repo	Archive Explorer	Sample hive snapsh Point. Restor	ot content. Expand this page re archived content to ShareP	to view metadata and ve oint if required.	ersion history of	** ×		Q Search C
Search		12-12-2018 15:15 *						ded for	Sample 1
⊂ µ ⊃	Documen [®]	Name	0	Date Modified	Туре	Size			0
		Onice ses Demos	ē	12/12/2016 5:15:46 PM	web				1
<i>6</i> %									8
Settings								On:	14.829 MB 12-12-2018
?									ldle
Help								napshots	C
									All snapshots
								12-12-2018 15:13	3
								14.830 MB	
								ists, 8 Items, 0 Errors,	0 Warnings
					•				

3. You can navigate the archived content as you do with SharePoint explorer. Dockit Archiver emulates the content stored in the file system archive as in SharePoint. To view more information, you need to expand the *archiver explorer* page as shown below:

$\langle \rangle$		🐴 Di	ockit Archiver (Evaluat	tion Version)			_ 8 X
Archive	Archiv	Archive Explorer Samp	e pshot content. Expand Point. Restore archived	this page to view metr	adata and version	×	Q Search
Search	Add ShareP	⑦ 7/2/2019 12:55 PM ▸ Office 365 Dem	nos • Documents • CA	AS •	C	cpand or restore	C Sample
ŝ	Docume	Name	Date Modified	Туре	Size	dded for	1
Restore		Blog Post preview.docx	2/7/2019 12:55:27 PM	DOCX	131 KB		0
<u> </u>		Contoso Marketing Principles - Confidential.pr	2/7/2019 12:55:41 PM	PPTX	4 MB	ns:	9
Settings		Contoso Purchasing Permissions.docx	2/7/2019 12:55:27 PM	DOCX	28 KB		94.524 MB
?		International Marketing Strategy.docx	2/7/2019 12:55:29 PM	DOCX	421 KB	n On:	8/2/2019 12:20:01 PM
Help		Marketing Strategy Future.docx	2/7/2019 12:55:37 PM	DOCX	219 KB		C:\Users\Public
		Northwind Customer Data.xlsx	2/7/2019 12:55:27 PM	XLSX	38 KB	- 84	Archiver\Archives
		Pre-release Memo.docx	2/7/2019 12:55:38 PM	DOCX	140 KB	5naps 2/2019 3.94 xs, 0 tter 90.58 28 Usts, 1 Wa	hots C All snapshots 550:00 PM 3 MB ns, 0 Errors, 0 Warnings 12:55:00 PM 31 MB 124 Items, 0 Errors, 0 mings

4. Once you expand the archive explorer page, you can see metadata of the currently selected documents as shown below:

$\langle \rangle$		🔥 Dockit Ar	chiver (Evaluation Versio	n)		_ @ X
Archive	Archive Explorer Sample Use this page to navigate archive snapsh to SharePoint if required.	ot content. Expand this page to v	iew metadata and version	history of an archived item as	5 in SharePoint. Restore an	chived content $ {}^{\!$
Q	12-12-2018 15:13 • Office 365 Demos •	Documents • CAS •				c
Search	Name	Date Modified	Туре	Size	Contoso	Purchasing
	Blog Post preview.docx	12/12/2018 3:13:54 PM	DOCX	131 KB	Permissio	ons.docx
	Contoso Marketing Principles - Confidential.pptx	12/12/2018 3:14:18 PM	PPTX	4 MB	2 versions found	Export
<i>6</i> %	Contoso Purchasing Permissions.docx	12/12/2018 3:13:54 PM	DOCX	28 KB	<u>A</u> dd this ite	m to restore list
Settings	International Marketing Strategy.docx	12/12/2018 3:13:54 PM	DOCX	421 KB	Content Type ID	0x0101004A9890D2CDC
?	Marketing Strategy Future.docx	12/12/2018 3:14:18 PM	DOCX	219 KB		C9A4386C6931B880897E 7
Help	Northwind Customer Data.xlsx	12/12/2018 3:13:53 PM	XLSX	38 KB	Approver Comments	
	Pre-release Memo.docx	12/12/2018 3:14:19 PM	DOCX	140 KB	Name Title Created By Modified Modified By Approval Status Checked Out To Check In Comment	Contoso Purchasing Permissions.docx 2018-09-30706:35:492 Megan Bowen 2018-09-30707:57:472 MCD Administrator Approved

5. You can see the version information as seen in SharePoint by clicking **Version history** hyperlink in the right pane. It will launch *history* pane as shown below:

<>		🔁 Dockit Archiver (Evaluation Version)		_ = = ×
Archive	Archive Explorer Sale Use this page to navigate archito SharePoint if required.	mple e snapshot content. Expand this page to view metadata and version history of an archi	ived item as in SharePo	oint. Restore archived content $\ {}^{{}_{\!$
Q	12-12-2018 15:13 • Office 365	Demos + Documents + CAS +		C
Scurch	Name	Date Modified Type Size		Contoso Purchasing
_¢	Blog Post preview.docx		X	Permissions.docx
Restore	Contoso Marketing Principles - Confide	Version history - Contoso Purchasing Permissions.docx	*	ns found
ୟ	Contoso Purchasing Permissions.docx	No. Modified Modified By Size	Comments	Add this item to restore list
Settings	International Marketing Strategy.docx	2.0* <u>30-09-2018 1:27:47 PM</u> MOD Administrator 28 KB		
?	Marketing Strategy Future.docx	Approval Status Approved		C9A4386C6931B880897E
Help	Northwind Customer Data.xlsx	Content Type ID 0x0101004A9890D2CDCC9A4386C6931B880897E7		er Comments
	Pre-release Memo.docx	Name Contoso Purchasing Permissions.docx Approval Status 0		Contoso Purchasing Permissions.docx
				2018-09-30T06:35:49Z
				By Megan Bowen
				d By MOD Administrator
				al Status Approved
				d Out To
				- connent
		* denotes the latest version of the item.		
				_
Ready				

6. If you wish to restore the selected document back to SharePoint, you just need to click **Add this item to restore list** button as shown below.

	Documents + CAS +				
Name	Date Modified	Туре	Size	Contoso	Purchasing
Blog Post preview.docx	12/12/2018 3:13:54 PM	DOCX	131 KB	Permissio	ons.docx
Contoso Marketing Principles - Confidential.pptx	12/12/2018 3:14:18 PM	PPTX	4 MB	2 versions found	🐼 Export
Contoso Purchasing Permissions.docx	12/12/2018 3:13:54 PM	DOCX	28 KB	Add this ite	m to restore list
International Marketing Strategy.docx	12/12/2018 3:13:54 PM	DOCX	421 KB	Content Type ID	0x0101004A9890D20
Marketing Strategy Future.docx	12/12/2018 3:14:18 PM	DOCX	219 KB		C9A4386C6931B880
Northwind Customer Data.xlsx	12/12/2018 3:13:53 PM	XLSX	38 KB	Approver Comments	
Pre-release Memo.docx	12/12/2018 3:14:19 PM	DOCX	140 KB	Name	Contoso Purchasing Permissions.docx
				Title Created Created By Modified Modified By Approval Status	2018-09-30T06:35:4 Megan Bowen 2018-09-30T07:57:4 MOD Administrator Approved
			Notific	ation	x

If you wish to export the selected document to file share, you just need to click and then click Export this item button as shown below.

< >		<u>6</u>	Dockit Archiver (Evaluation \	/ersion)		_ = = ×
Archive	Archiv Archiv Use thistory	ive Explorer Samp is page to navigate archive s of an archived item as in Sha	Die napshot content. Expand this irePoint. Restore archived cont	page to view metadata tent to SharePoint if req	and version 🖉 🗙 juired.	Q Search
Search	Add ShareP	9 12:55 PM + Office 365 De	mos • Documents • CAS •		C Q	a: Sample
()	Docume	Name	Date Modified	Туре	Size	dded for 1
Restore	Blog Post pre	eview.docx	2/7/2019 12:55:27 PM	DOCX	131 KB	1
Ŕ	Contoso Mai	rketing Principles - Confidential.p	r 2/7/2019 12:55:41 PM	PPTX	4 MB	1s: 9
Settings	Contoso Pur	chasing Permissions.docx	2/7/2019 12:55:27 PM	DOCX	28 KB	2 94.524 MB
?	International	Marketing Strategy.docx	d this item to restore list	DOCX	421 KB	n On: 8/2/2019 12:20:01 PM
∎ Help	A Marketing St	trategy Future.docx	ort this item	DOCX	219 KB	Idle <u>C:\Users\Public</u>
	Northwind C	Customer Data.xlsx Prov	sion history	XLSX	38 KB	\Documents\Dockit Archiver\Archives
	Pre-release N	Vemo.docx	2/7/2019 12:55:38 PM	DOCX	140 KB	Sample
						C All snapshots C All snapshots 2/2019 5:50:00 PM C All snapshots 3.943 MB st. 0 Items, 0 Errors, 0 Warnings 90.581 MB 28 Lists, 124 Items, 0 Errors, 0 Warnings

8. Once You click **Export this item** button. Specify a Target path where the selected list items and metadata are to be exported. You can also Click browse ('...') button to launch folder browser dialog and also select the option

a. **Create a metadata file for each list/library:** This option will export the metadata for the entire list/library in a single file.

b. Create metadata file for each list item/file: This option will export separate metadata file for each list item or file.

< >		🧀 D	ockit Archiver (Evaluation \	/ersion)		_ 8 X
Archive	Add ShareP	Archive Explorer Samp Use this page to navigate archive sni history of an archived item as in Shar	le apshot content. Expand this prePoint. Restore archived cont	page to view metadata sent to SharePoint if req	and version \varkappa^{n} X	C Search
Search	ν /	72/2019 12:55 PM + Office 365 Der	nos • Documents • CAS •		eq	dded for 1
Ĥ	Docume	Name	Date Modified	Туре	Size	0
Restore	al Blog	Post preview.docx	2/7/2019 12:55:27 PM	DOCX	131 KB	1
<u>R</u>	Cont	toso Marketing Principles - Confidential.pp	2/7/2019 12:55:41 PM	PPTX	4 MB	15: 9 2
Settings	Cont	toso Purchasing Permissions.docx	2/7/2019 12:55:27 PM	DOCX	28 KB	94.524 MB
?	Inter	national Marketing Strategy.docx	2/7/2019 12:55:29 PM	DOCX	421 KB	n On: 8/2/2019 12:20:01 PM Idle
Help	And Mark	keting Strategy Future.docx	2/7/2019 12:55:37 PM	DOCX	219 KB	<u>C:\Users\Public</u> \Documents\Dockit
	Nort	thwind C Contoso Purchasing Permissio	ins.docx		Х 38 КВ	Archiver\Archives \Sample
	Pre-	release Target Path C:\Users\Pu	iblic\Documents\Dockit Arc	hiver\Exports	140 KB	Snapshots c
		Create a	a metadata file for each lis	t / library		All snapshots
		Create a	a metadata file for each lis	t item / file		2/2019 5:50:00 PM
				Expo	ort	3.943 MB
						sts, 0 Items, 0 Errors, 0 Warnings
						2/2019 12:55:00 PM
						00 581 MR
						Warnings

and then click the Export button.

Search documents from archives

Dockit Archiver enables you search across its archives and snapshots of SharePoint content in a single page. It is common practice for any organization to archive content periodically. When the time comes, you need to find out a particular set of documents and folders using metadata search. Dockit Archiver provides you a comprehensive search experience that is capable of searching documents, items and folders using their metadata.

To provide instant search results, Dockit Archiver crawls the metadata of every snapshot and archive for the very first time. It maintains the indexing information in a separate database for every snapshot. The crawler engine detects if there is any new snapshot added in the repository. At present, the crawler engine reads from the metadata file, but not the actual content of the file.

1. To experience search capability, click **Search** icon in the left side bar. It will launch the search page with indexing operation as shown below:



2. Once the indexing is complete, you can start searching the documents in the archives. Provide any text in the **Metadata Search** text box and select the scope of your search using **Archive repository** dropdown box and **Snapshots** dropdown box. Click **Search** button to see the search results as shown below:

$\langle \rangle$				🔥 Dockit Archive	er (Evaluation Vers	ion)			_ 8 X
Archive	<u>M</u> etadata Search:	docx							
	<u>A</u> rchive Repository:	All Repositories		~ C	<u>S</u> napshots:		• Search	Reset	
Search	Search <u>R</u> esult:								5 item(s) found
ŵ	Name	Archived	Archive Name	Snapshot Name	Туре	Size	Path	Internatio	nal Marketing
Restore	Blog Post preview.docx	12/12/2018 3:1:	Sample	20181212-0943	DOCX	131 KB	Office 365 Dem	Strategy.c	locx
5	Contoso Purchasing Pern	nissic 12/12/2018 3:1:	Sample	20181212-0943	DOCX	28 KB	Office 365 Dem	2 versions found	
Settings	International Marketing S	Strate 12/12/2018 3:13	Sample	20181212-0943	DOCX	421 KB	Office 365 Dem	Add this iter	n to restore list
2	Marketing Strategy Futur	re.do 12/12/2018 3:14	Sample	20181212-0943	DOCX	219 KB	Office 365 Dem	Content Type ID	0x0101004A9890D2CDC
Help	Pre-release Memo.docx	12/12/2018 3:14	Sample	20181212-0943	DOCX	140 KB	Office 365 Dem		C9A4386C6931B880897E
								Approver Comments Name Title Created Created By Modified Modified By Approval Status Checked Out To Check In Comment	International Marketing Strategy.docx International Marketing 2016-09-30705656042 Megan Bowen 2018-09-3070575502 MOD Administrator Approved

3. From the search results, you can see the metadata of the documents right here. You can also decide whether you want to restore the documents back to SharePoint by clicking **Add this item to restore list** button as shown below:

< >				🔥 Dockit Archive	r (Evaluation Vers	sion)			_ @ X
Archive	<u>M</u> etadata Search:	docx							
	Archive Repository:	All Repositories		- C	<u>S</u> napshots:		• Search	Reset	
Search	Search <u>R</u> esult:								5 item(s) found
~~~	Name	Archived	Archive Name	Snapshot Name	Туре	Size	Path	Internatio	nal Marketing
Restore	Blog Post preview.docx	12/12/2018 3:1:	Sample	20181212-0943	DOCX	131 KB	Office 365 Dem	Strategy.c	locx
ය	Contoso Purchasing Perm	iissic 12/12/2018 3:1:	Sample	20181212-0943	DOCX	28 KB	Office 365 Dem	2 versions found	
Settinas	International Marketing S	trate 12/12/2018 3:1:	Sample	20181212-0943	DOCX	421 KB	Office 365 Dem	Add this ite	m to restore list
ົ້	Arketing Strategy Futur	e.do 12/12/2018 3:14	Sample	20181212-0943	DOCX	219 KB	Office 365 Dem	Content Type ID	0x0101004A9890D2CDC
f Help	Pre-release Memo.docx	12/12/2018 3:14	Sample	20181212-0943	DOCX	140 KB	Office 365 Dem	content type to	C9A4386C6931B880897E
							Items t 2 items	Approver Comments Name Title Created Created By Modified Modified By Access of Creater or restore added in the restore	International Marketing Strategy.docx International Marketing 2018-09-3070535604Z Megan Bowen 2018-09-3070757502 MOD Administrator INCO Administrator
								Since here to view of	

4. Hence, the search feature helps you find out the documents using the metadata and add the same to restore list if you wish to see the documents with metadata in SharePoint again.

## **Restore content to SharePoint**

Dockit Archiver allows you to restore the archived content to SharePoint if required. You can restore the content to the original source SharePoint (**InPlace Restore**) from which the archive is created. In some situations, you may want to restore the content to a different location. Dockit Archiver enables you to restore content to any supported version of SharePoint.

Let us consider that you have archived content from on-premises SharePoint 2010 environment. You may want to restore the site to Office 365. Dockit Archiver supports this **out-of-place restore** and other different SharePoint versions.

1. To get started, click **Restore** icon in the left side bar. It launches the restore page as shown below:



- 2. You can see that there are two documents added for restore here. The first document *Contoso Purchasing Permissions.docx* was added through **Archive Explorer** and another document *International Marketing Strategy.docx* was then added through **Search**.
- 3. By default, both documents are targeting to their original source location from whence they were archived. As you know, you could change the target location to anywhere as

per your current requirements. For this, please click **Change Target** hyperlink available right corner of the every restore item. It will launch a dialog as shown below:

< >		<i>(</i> 2)	Dockit Archiver (Evaluation Version)		_ @ ×
Archive	Restol All items	Change Restore Target Pa https://m365x401895.sharepoint.com/ Permissions docy	th /Shared Documents/CAS/Contoso Purchasing	" ×	Restore History C
Settings Help	Add Archive S Archive So Archive So Sompthate Archive So Sompthate Archive Na Sompthate Archive Na Sompthate Archive Na Sompthate Archive Na Sompthate Archive Na Sompthate Archive Na Sompthate Archive Na Archive Na	Control of the second	Description Demo library with sample docu This library contains administra Design document library for JT MySite MicroFeed Persistent St RMS demo library with sample Use this library to store files wh Use the style library to store sty	Items O Webs, 10 Lists, 46 Items O Webs, 10 Lists, 46 Items O	Restore History C
		New Target https://m365x401662.sharepoint.com			
				OK Cancel	
Ready					

4. Navigate to intended SharePoint target location as shown below:

$\langle \rangle$		🐣 Dockit Archiver (Evaluation Version)	_ 8 ×
Archive	Restol All items	Change Restore Target Path https://m365x401895.sharepoint.com/Shared Documents/CAS/Contoso Purchasing	Restore History C
Search Restore Settings Help	Add Archive Sectors To Restors To Restors To Restors To Archive So Restors To Restors To Profile:	Darmicione dave         Office 365 Demos + Documents +         C 6         Name       Description         C cas	Restore History C

5. In this example, we want to restore the documents to the same document library, but different folder. Click **OK** button to commit the changes. Hence, the modified restore list is shown below.



6. You can modify restore default settings by clicking Settings icon. The **Restore Settings** page will be shown as below:



7. You need to configure domain mapping for out-of-place restore, in case target SharePoint farm resides in the different AD domain

< >		4	洛 Dockit Archiver (Evaluation Versio	on)		_ 8 ×
Archive	Resto All items	Restore Settings Configure restore based on your requirements. Sc	<b>Q</b> Search			
Archive Q Search Restore Restore Help	All Items Add Archive Archive Na Snaphots Archive Si Profile Si Archive Si Archive Si Profile Profile Profile	Configure restore based on your requirements. Sc         Image: Schedule Settings         Image: Schedule Settings	hedule it to run during off-peak time. Source contoso.local	Taget          vsslab.local	save	Restore History C
Ready						

8. Close **Restore Settings** page and click Restore Now to commence the restore operation right away. Dockit Archiver launches a separate process to handle restore operation. You can monitor the progress of the restore operation as shown below:

🧀 Restore Job					
Scan		Restore			
Total Items Scanned		Total Items Restore			
2		0			
Total Size 28.000 KB		Total Size			
Site:	0	Site:	0		
List/Library:	0	List/Library:	0		
Folder:	0	Folder:	0		
File:	2	File:	0		
💋 File Version:	0	💋 File Version:	0		
List Item:	0	List Item:	0		
ប៉ិ Attachment:	0	C Attachment:	0		
00:00:02			End Task		

9. At first, Dockit Archiver scans all archived content to show detailed information about the archive source. Once the scan is complete, it will start the restore operation.

🖰 Restore Job				
Scan	Restore			
Total Items Scanned	Total Items Restore			
2		1		
Total Size	Total Size			
28.000 KB		28.000 KB		
Site: 0		Site:	0	
List/Library: 0		List/Library:	0	
Folder: 0		Folder:	0	
File: 2		File:	1	
File Version: 0		💋 File Version:	0	
List Item: 0		List Item:	0	
C Attachment: 0		C Attachment:	0	
00:00:16			End Task	

10. Once the restore operation is complete, you will see a restore history (in the right pane) loaded as shown below:



11. To view activity log associated with a restore history:

Click from the restore history and select **View Activity Log**.



12. Restore Activity Log dialog appears as shown below.

$\langle \rangle$			6	Dockit Archiver (Eval	uation Version)			_ @ ×	¢
Archive	Archiv	Archive Activity Log Sample 27/2/2019 2:20:00 PM View job statistics, job results, failed items in the Activity Log Viewer.					Q Search		
Search	Add ShareP		🔀 Start Time : 2	7/2/2019 2:20:17 PM	End Time : 27/2/2019 2:	20:44 PM X Elapse	d Time : 00:00:26	e: Sample	
Restore	Docume	Done Failed		bearein				0	
<u>a</u>		ID	Source	Target	Version	Total Size (kb)	Modifi ^	ns: 9	
Settings ? Help		1	https:// m365x401895.sharepoi nt.com/Shared Documents/CAS	\\vssrv5 \sparchiverexport \Sample\Sample 20190227-085016 \3e507185-0627-48a4 -b0d5-918b1108c0d7 \7621df28- e13d-4b7e- ba30-67b68a3582b9 \CAS	1.0		7/1/2019 7: AM	1 15.355 MB r On: 27/2/2019 & 50:16 AM Utvssrv5 <u>Usaarchiveresport</u> <u>UsampleVarchives</u> <u>Usample</u>	
		2	https:// m365x401895.sharepoi nt.com/Shared Documents/CAS/ Northwind Customer Data.xlsx	\\Vsssrv5 \sparchiverexport \Sample\Sample \20190227-085016 \3e507185-06C7-48a4 -b0d5-918b1108c0d7 \7621df28- e13d-4b7e- ba30-67b68a3582b9 \CAS\Northwind Customer Dataxlsx.v2.0.content	2.0	38.000 KB	7/1/2019 4: PM	All snapshots (2/2019 2:20:00 PM 15.355 MB ats, 9 Items, 0 Errors, 0 Warnings	
		3 < Success Count: 9	https:// m365x401895.sharepoi nt.com/Shared Documents/CAS/ Contoso Purchasing	\\vssrv5 \sparchiverexport \Sample\Sample \20190227-085016 \3e507185-06c7-48a4 -b0d5-918b1108c0d7 \7621df28 e13d-4b7e- ba30-67b68a3582b9 Count: 9	2.0	28.000 KB	7/1/2019 4: PM		

a. **Done:** Displays detailed success report that occurred during archive.

b. **Failed:** Displays detailed error report that occurred during archive.

Search box is used to search for an item entry / entries in the Activity Log Viewer.

13. To open restore logs associated with a restore history:

Click from the restore history and select **Open Restore Logs**.



## Reference

Troubleshooting

If and when a problem arises, please forward the following files to <u>support@vyapin.com</u> to revert back to you with a solution.

- 1. *Error log file* e.g., *<Application Data Folder>* \Dockit Archiver\Logs\DockitArchiver_*<date&time-stamp>*.txt
- For issues while running an archive job, send us the logs folder generated under the respective date and time-stamp folder (Snapshot) of the archive. e.g., <*Common Archive Folder*> \<ArchiveName>\<Date&Timestamp>\Logs. The snapshot logs folder contains:
  - Error log file (Archive_20181009-145858.txt)
  - Statistics file (ArchiveJobStatistics.xml)

The *<Common Archive Folder>* is the common location where all SharePoint archives will be stored. The *<Common Archive Folder>* can be found by clicking *Settings* icon in the App Side bar. The default path of *<Common Archive Folder>* is as follows:

- C:\Users\Public\Documents\Dockit Archiver\Archives
- 3. For issues while running a restore job, send us the logs folder generated under the respective date and time-stamp folder underneath Restore folder. e.g., *<Application Data Folder>* \<Restore>\<Date&Timestamp>\Logs. The restore history logs folder contains:
  - Error log file (Restore_20181009-145858.txt)
  - Restored Items file (RestoredItems.csv)

The *<Application Data Folder>* is the common location where Dockit Archiver restore history and search indices will be stored in the computer <u>running Dockit Archiver application</u>. The

<Application Data Folder> can be found by clicking Product Activation. The default path of <Application Data Folder> is as follows:

• C:\Users\Public\Documents