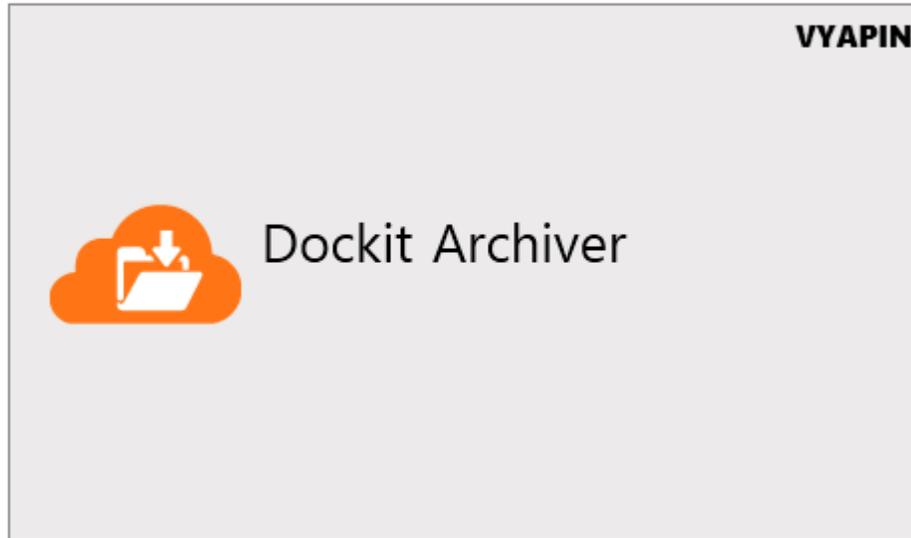


User Manual

Dockit Archiver



Last Updated: December 2019

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Vyapin Software Systems Private Limited

Website: <https://www.vyapin.com/>

Sales Contact: sales@vyapin.com

Technical Support: support@vyapin.com

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General Information

[How to purchase?](#)

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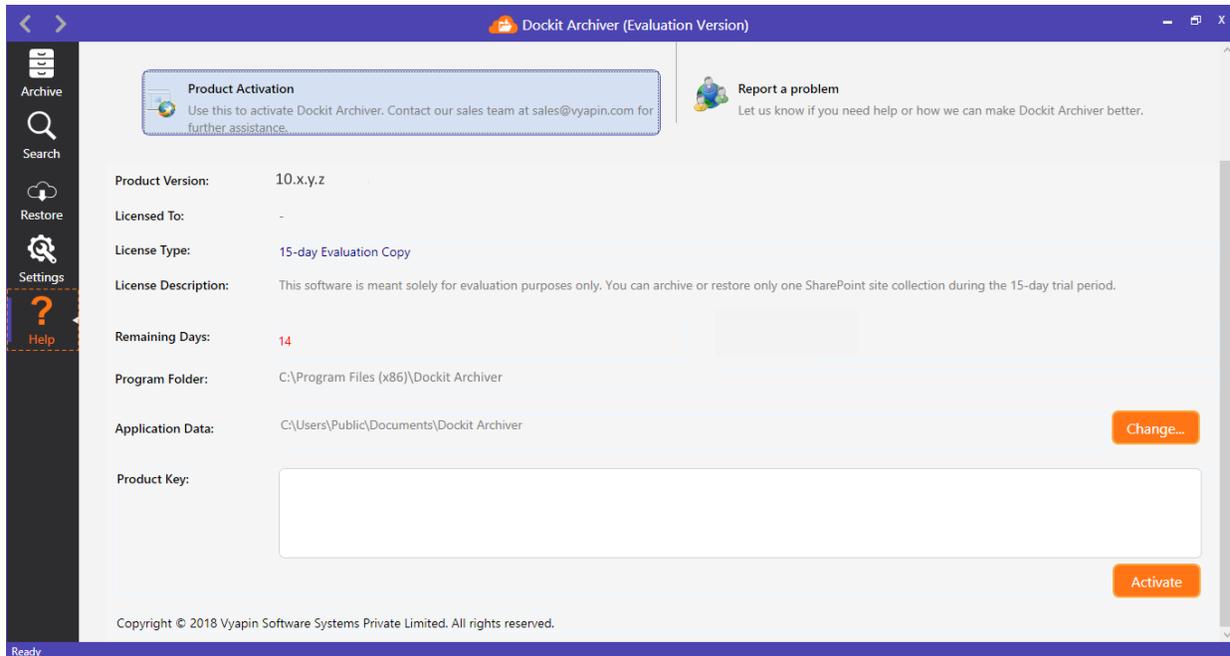
How to purchase?

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

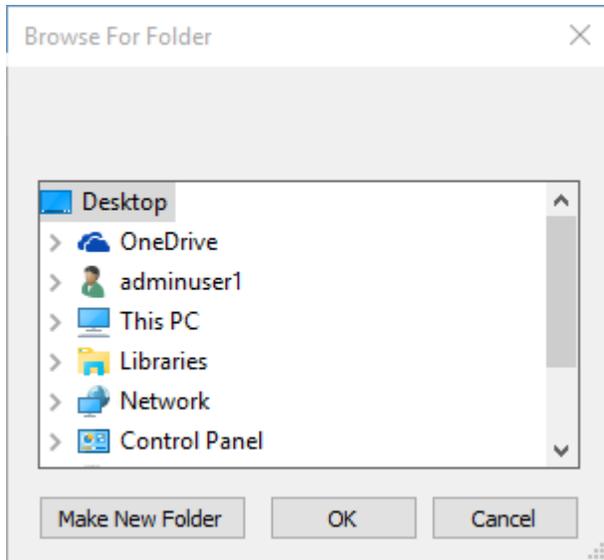
Application Data Folder Location

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:

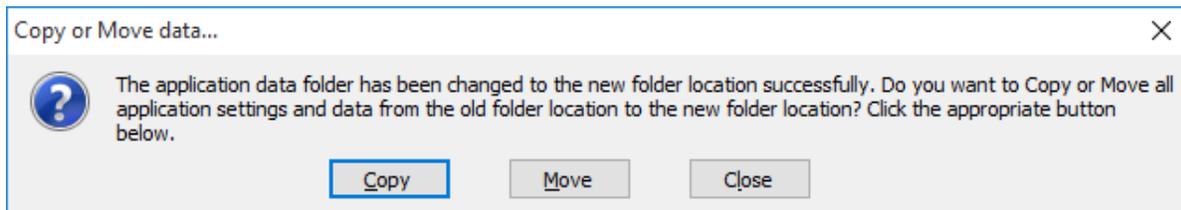
- 1) Select **Product Activation** option from **Help** menu
- 2) The **Product Activation** page appears as shown below:



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



- 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:



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

Technical Support

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

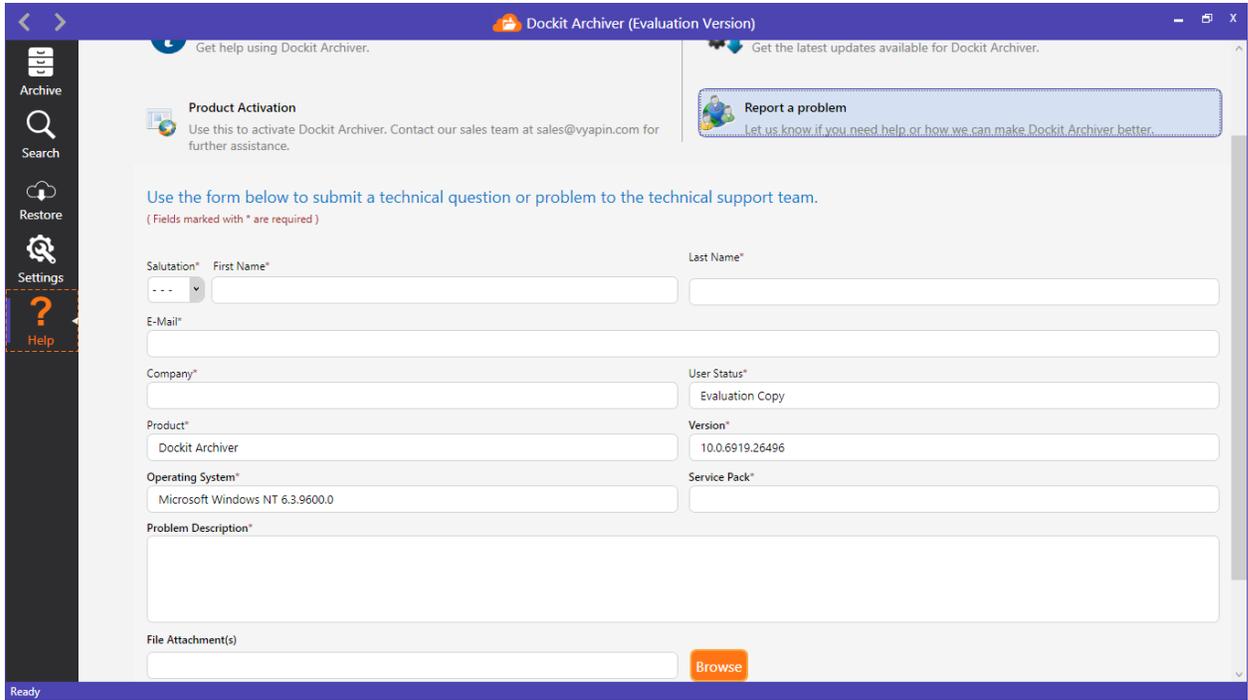
Please send us the following additional information if you are reporting a problem:

1. Version of Docket Archiver that you are evaluating or you have registered with us.
(Version information could be found by clicking  -> **Product Activation**.)
2. Additional services or resource consuming processes/applications (like anti-virus) running in the background on Docket Archiver installed computer.
3. Hardware configuration of the computer where Docket Archiver is installed.
4. "Archiver_<date×tamp>.txt" available in the common application data path of Docket Archiver (e.g., <Application Data Folder>\Docket Archiver\Logs\DocketArchiver_<date×tamp>.txt).
5. As for Archives, the logs folder is available inside Archive snapshot. For example: <Common Archive Folder Path>\<archivename>\<timestamp>\logs.
6. As for Restore history, you can find the logs folder inside Docket Archiver Restore folder stored in the application data path. For example: <Application Data Folder>\Docket 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\Docket Archiver\Archives**
- The <Application Data Folder> is the location where Docket Archiver restore settings and restore history is stored in the computer running Docket 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.



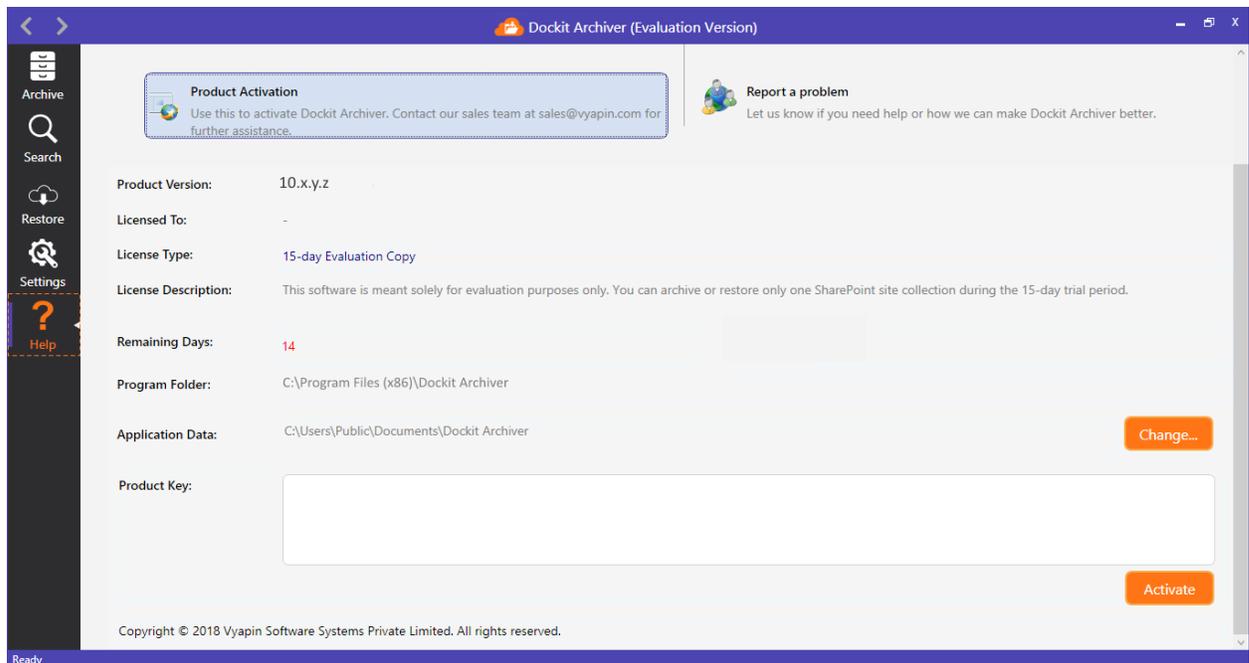
How to Register the Software?

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 sales@vyapin.com with the sales order number

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



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

How to uninstall Docket Archiver?

Use 'Programs and Features' applet from Control Panel to uninstall *Docket Archiver* application. As you know, Windows Installer program will remove only the application files from your machine. The SharePoint archives created by Docket 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](#)

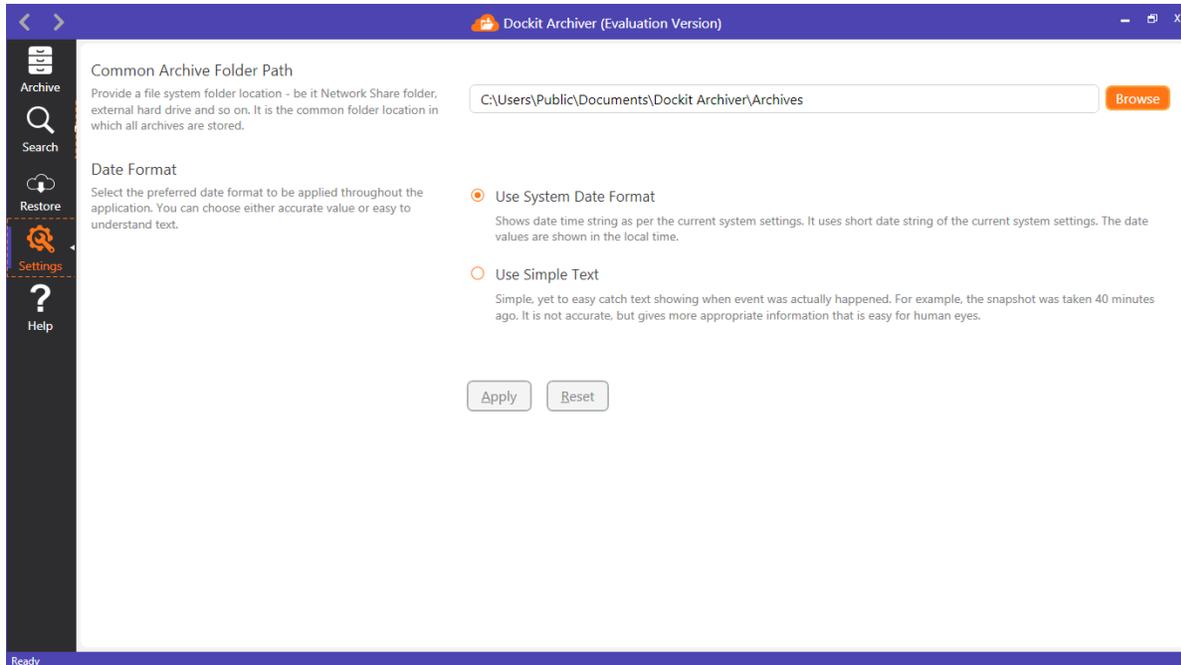
[View archived content](#)

[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:

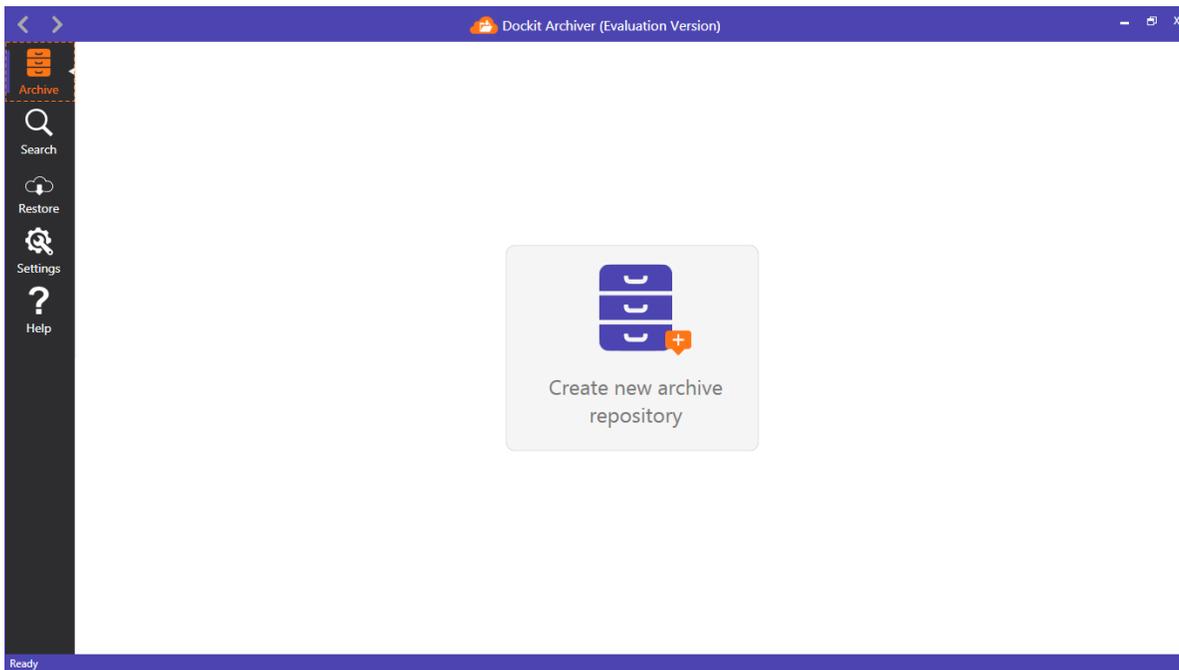


2. The **Common Archive Folder Path** is the location in which all SharePoint archives are created. You can modify the default location to network share folder if you wish to keep the archives in a separate storage location.
3. The **Date Format** informs how date values are displayed throughout the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

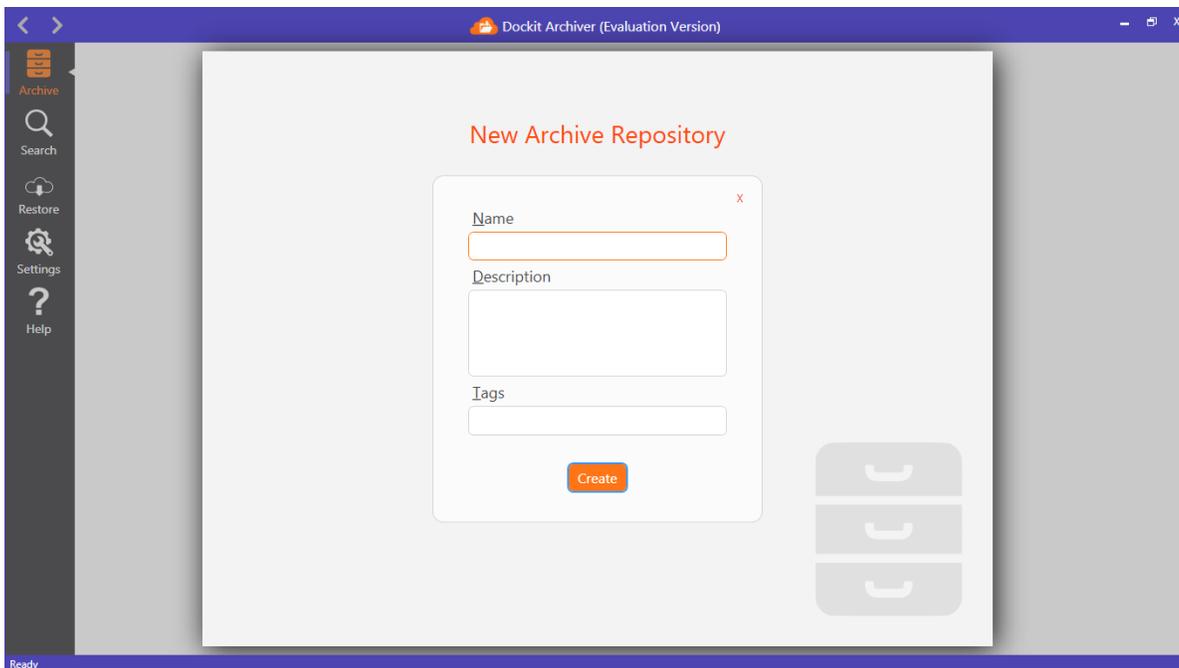
Create a new SharePoint On-premise task

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.

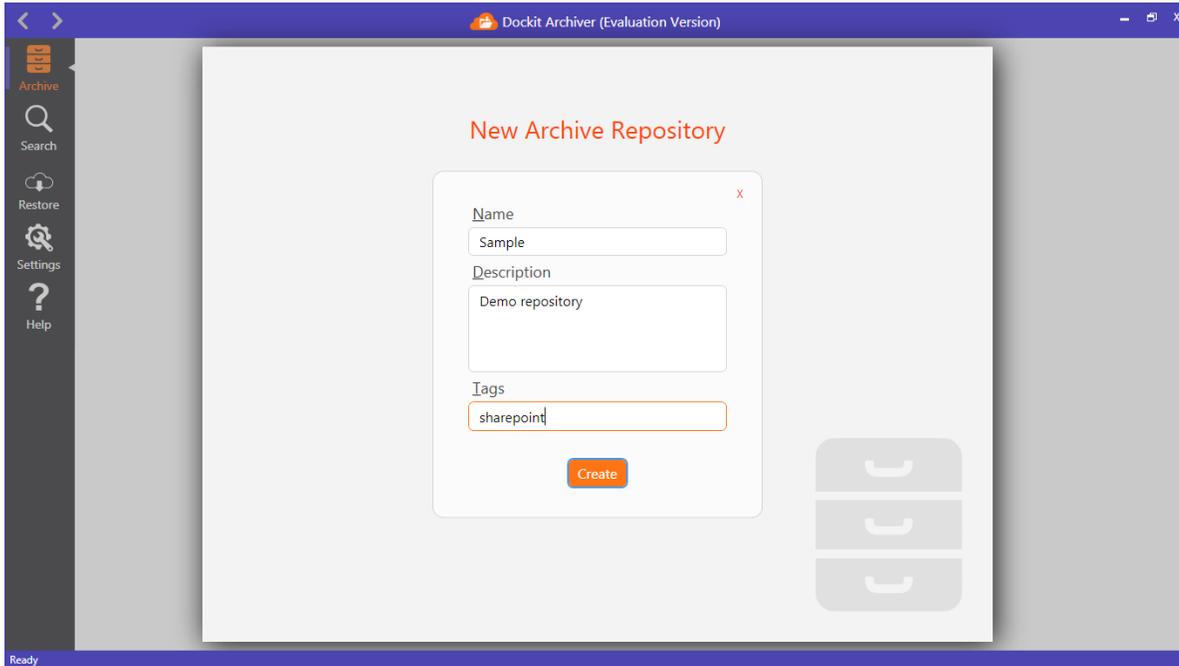
1. To get started, click **Create new archive repository** button as shown below:



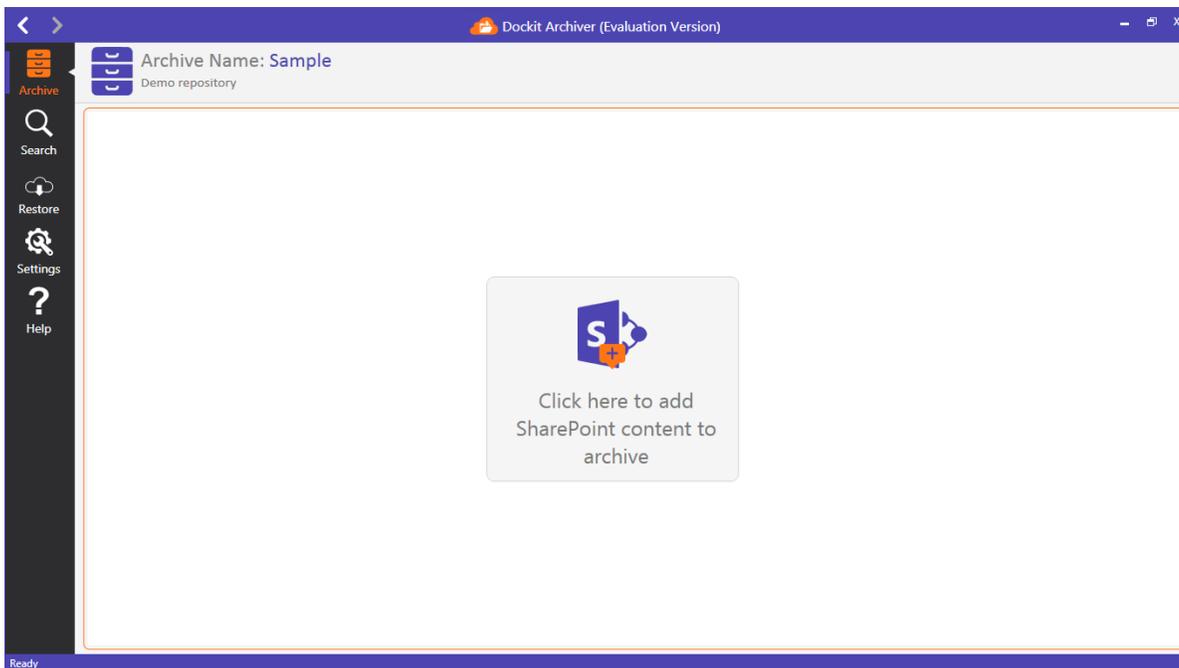
2. The **New Archive Repository** page appears as shown below:



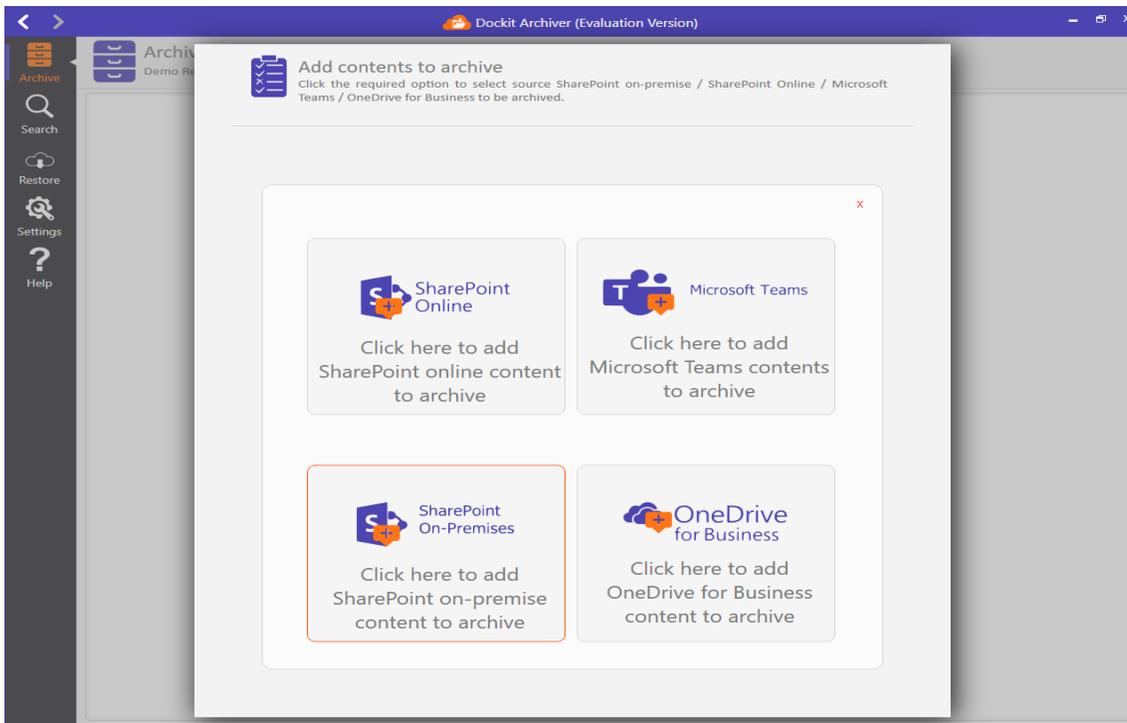
3. Provide *archive name* and other details as shown below:



4. Once you click **Create** button, *Docket 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 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

SharePoint Site URL
https://m365x154503.sharepoint.com

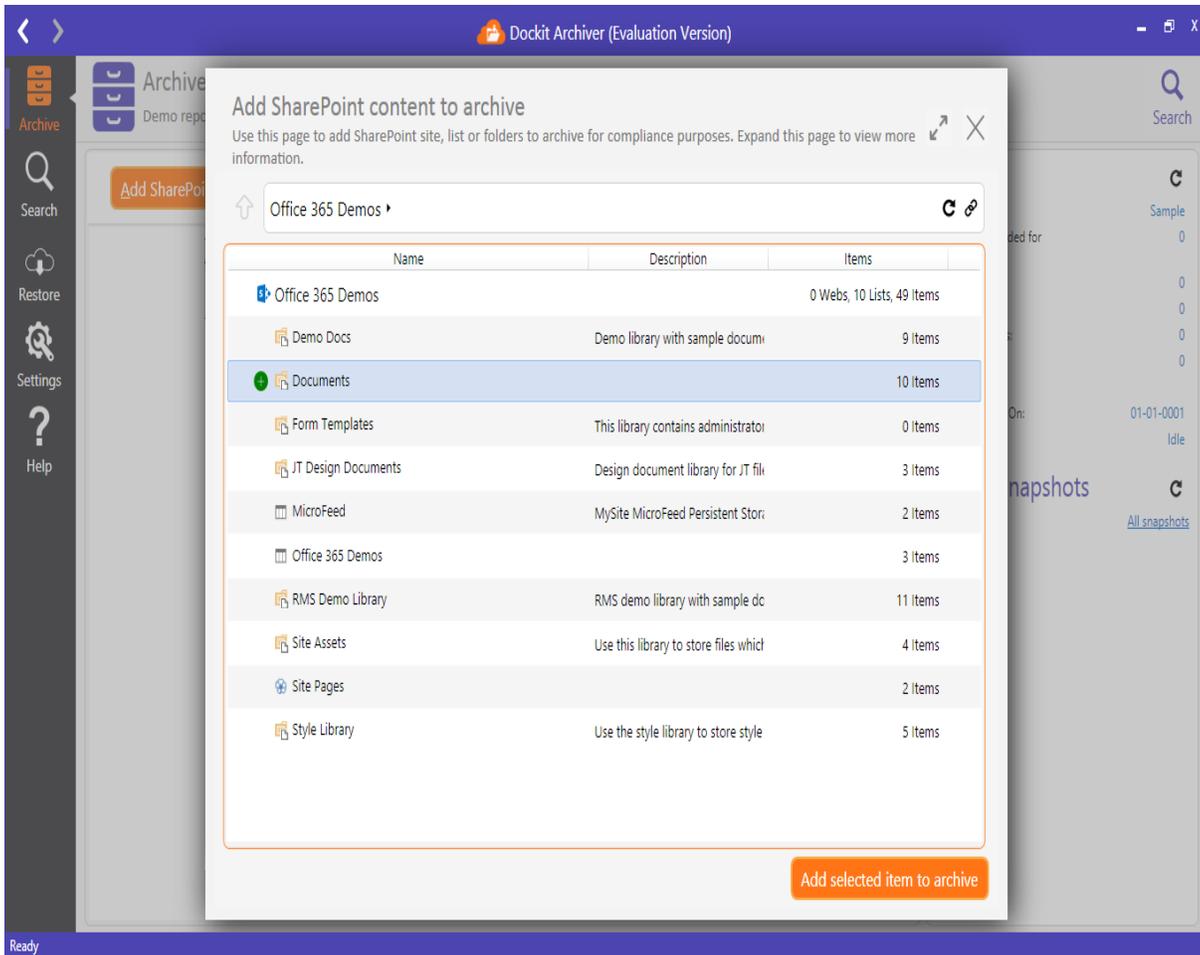
Authentication
Cloud Identity

User Name
meganb@m365x154503.onmicrosoft.com

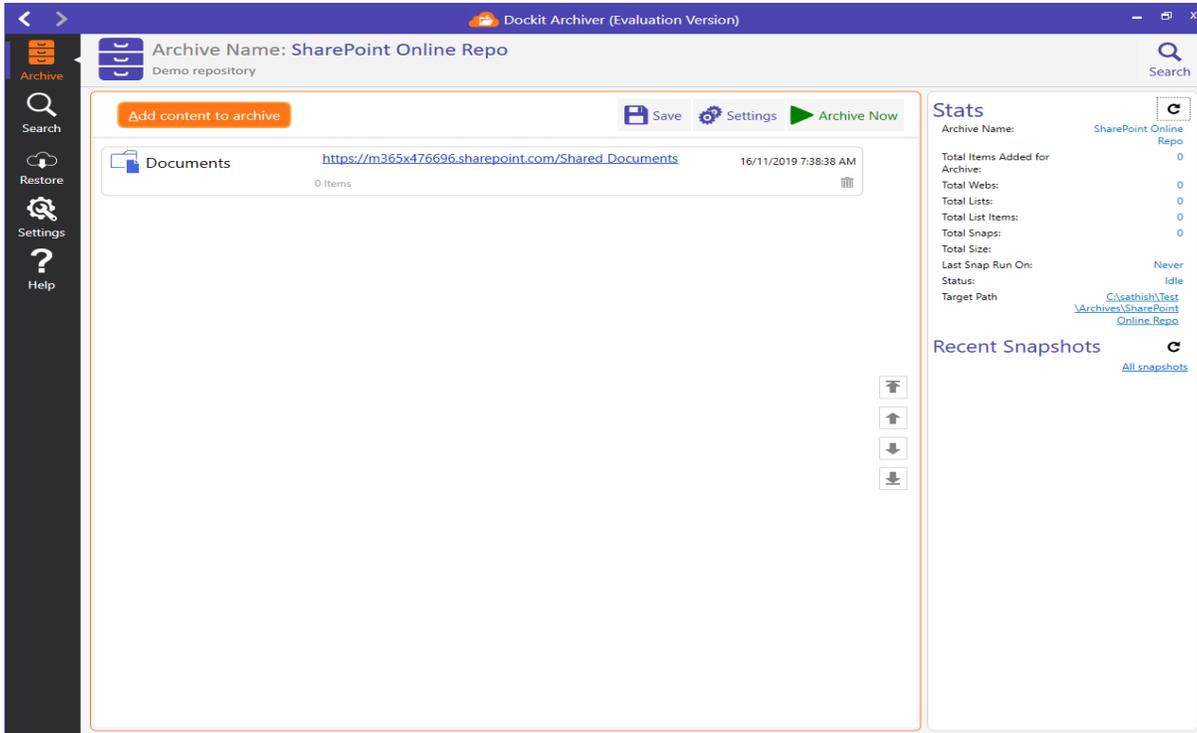
Password

Clear Connect

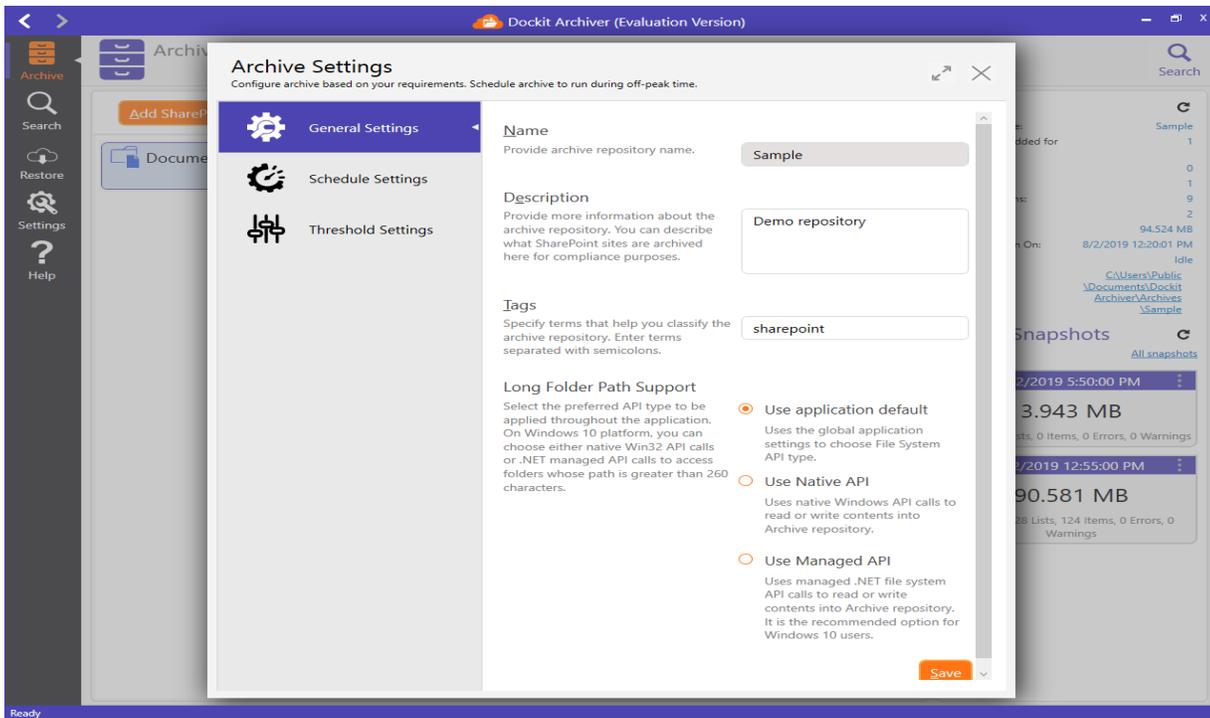
7. After providing SharePoint site URL, authentication type and credentials, click the **Connect** button to connect to SharePoint site as shown below:



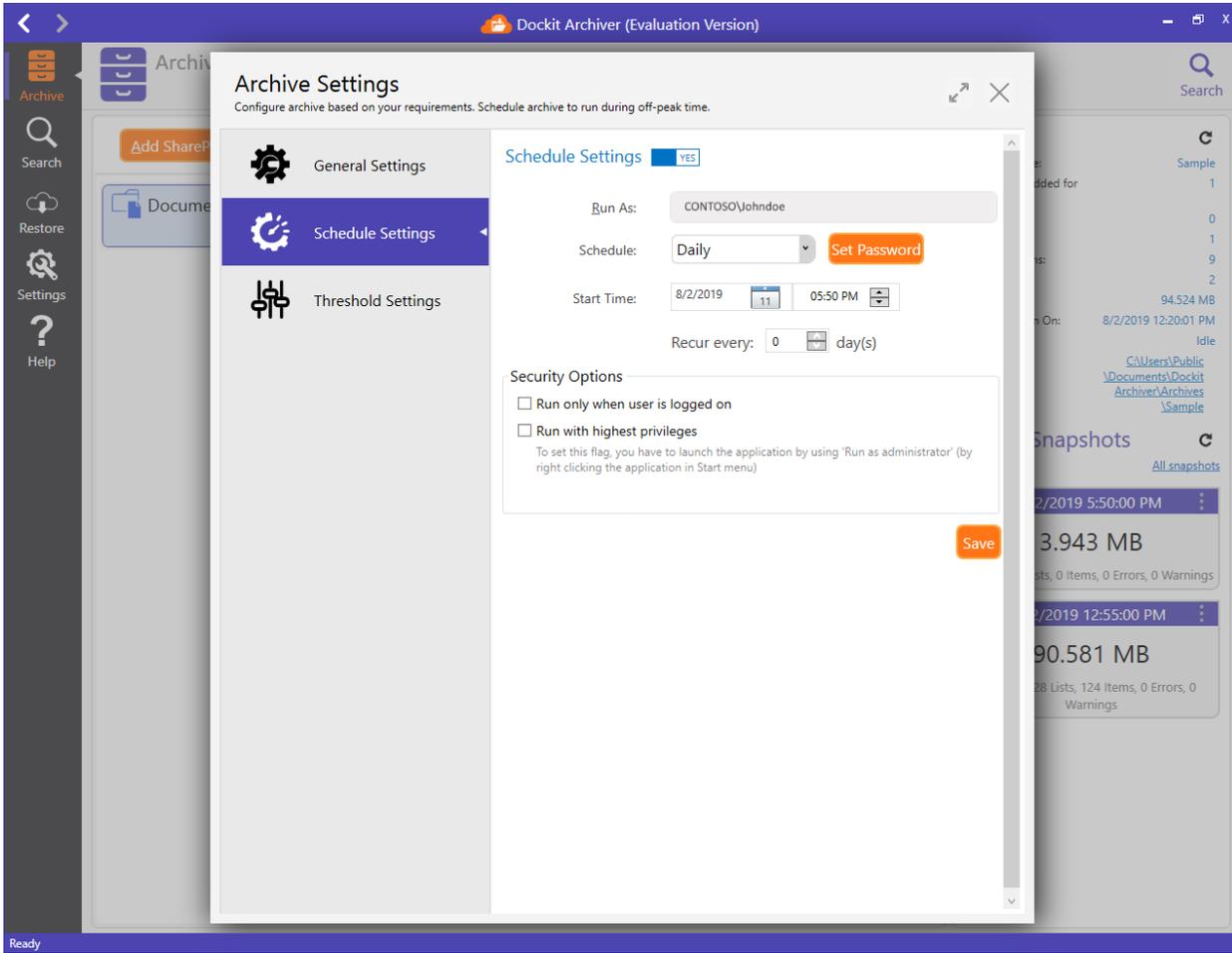
- Select the SharePoint site or library that you wish to archive into the repository for compliance purposes and click **Add selected item to archive** button at the bottom right corner of the dialog. Hence, the selected SharePoint content is added to archive list as shown below:



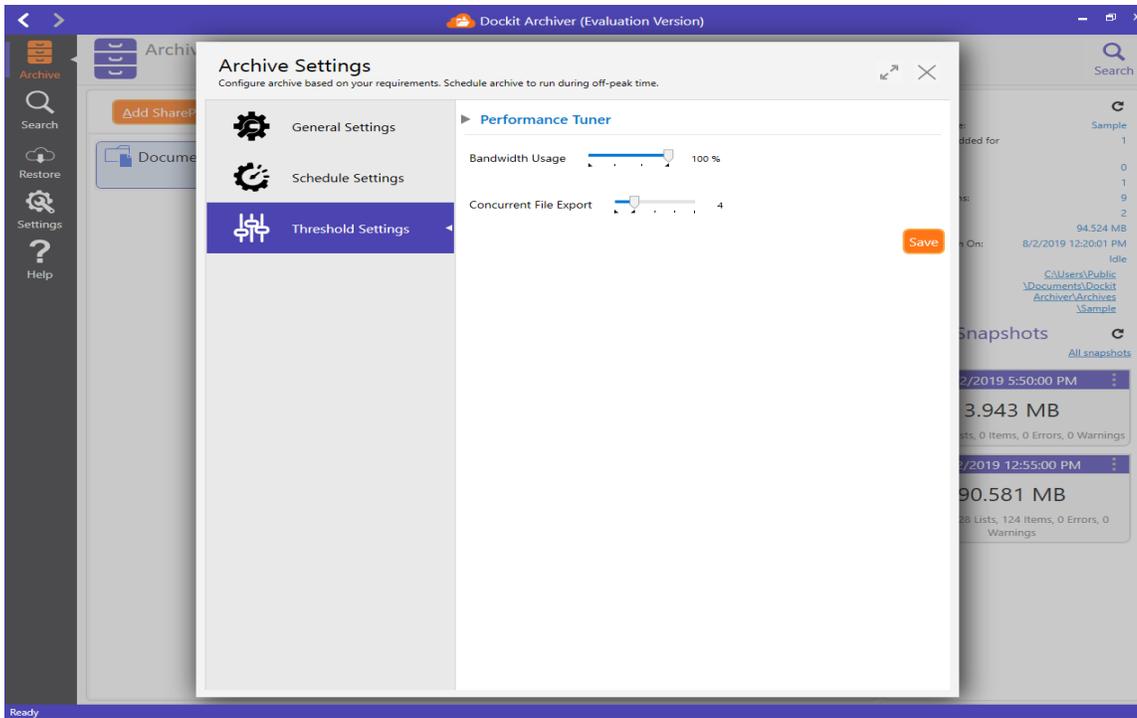
9. You can modify archive default settings by clicking  Settings icon. The **Archive Settings** page will be shown as below:



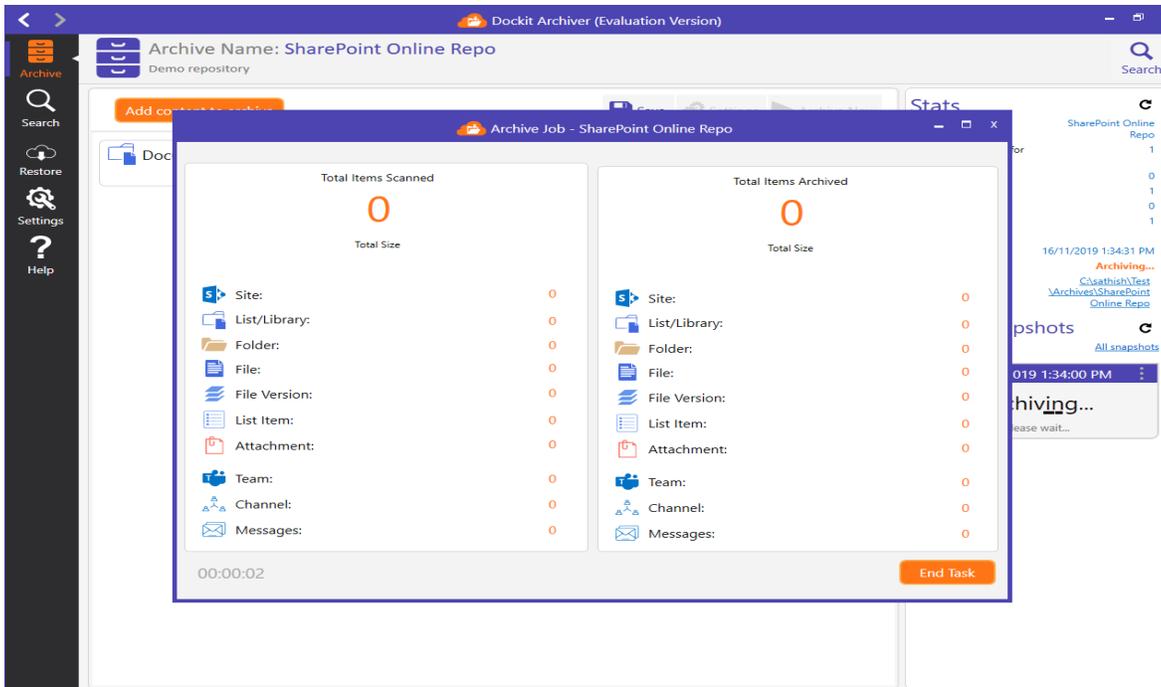
10. You can configure archive to be run at off-peak time by scheduling it. Open **Schedule Settings** as shown below:



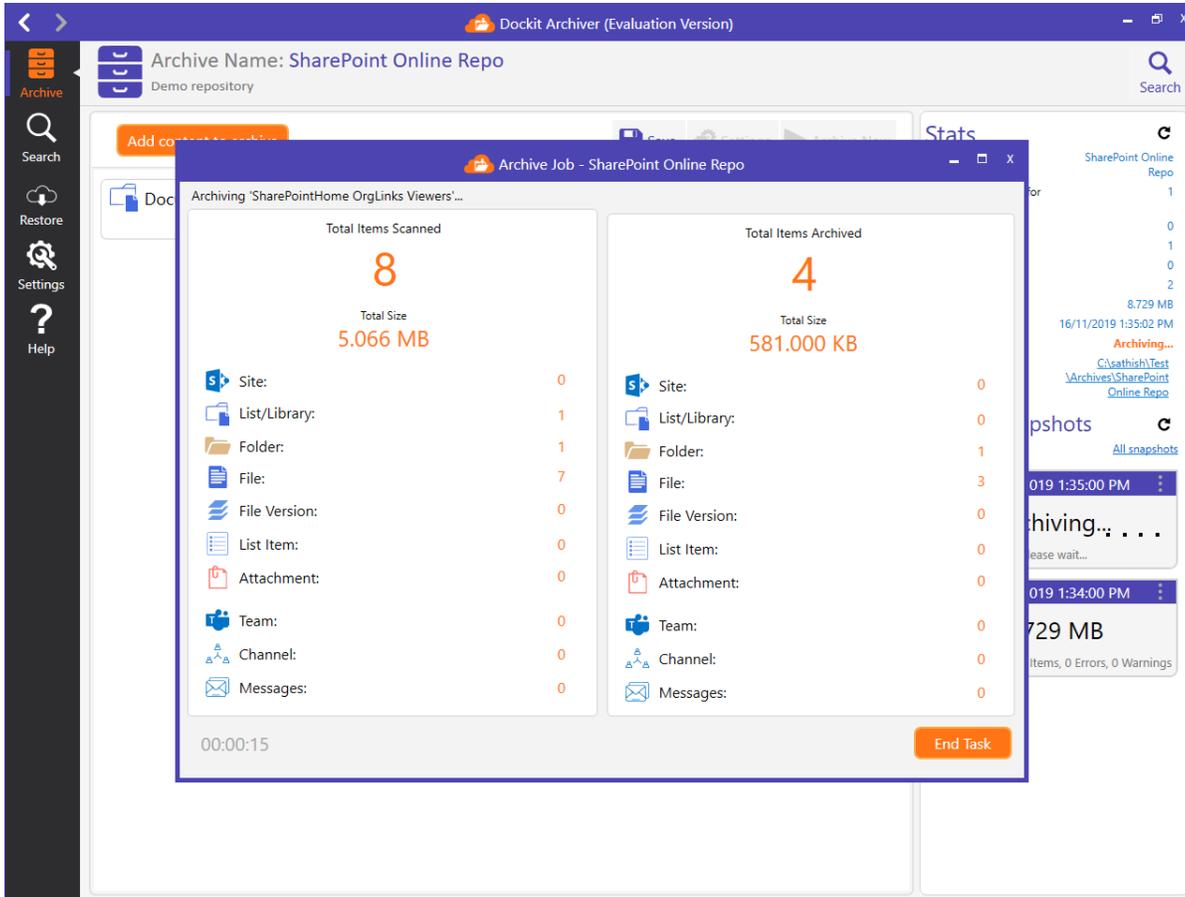
11. Open **Threshold Settings** to configure throttle of the archive engine:



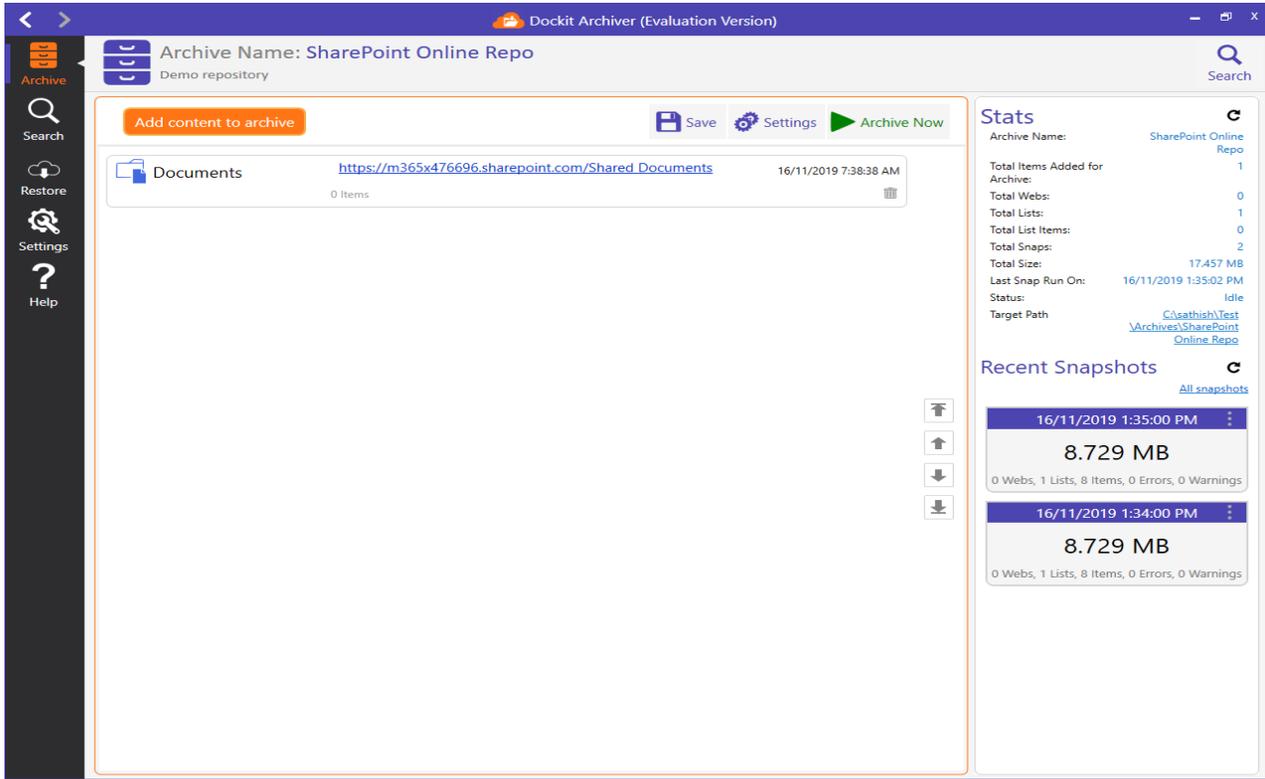
12. Close **Archive Settings** page and click  to commence the archive operation right away. Docket Archiver launches a separate process to handle archive operation. You can monitor the progress of the archive operation as shown below:



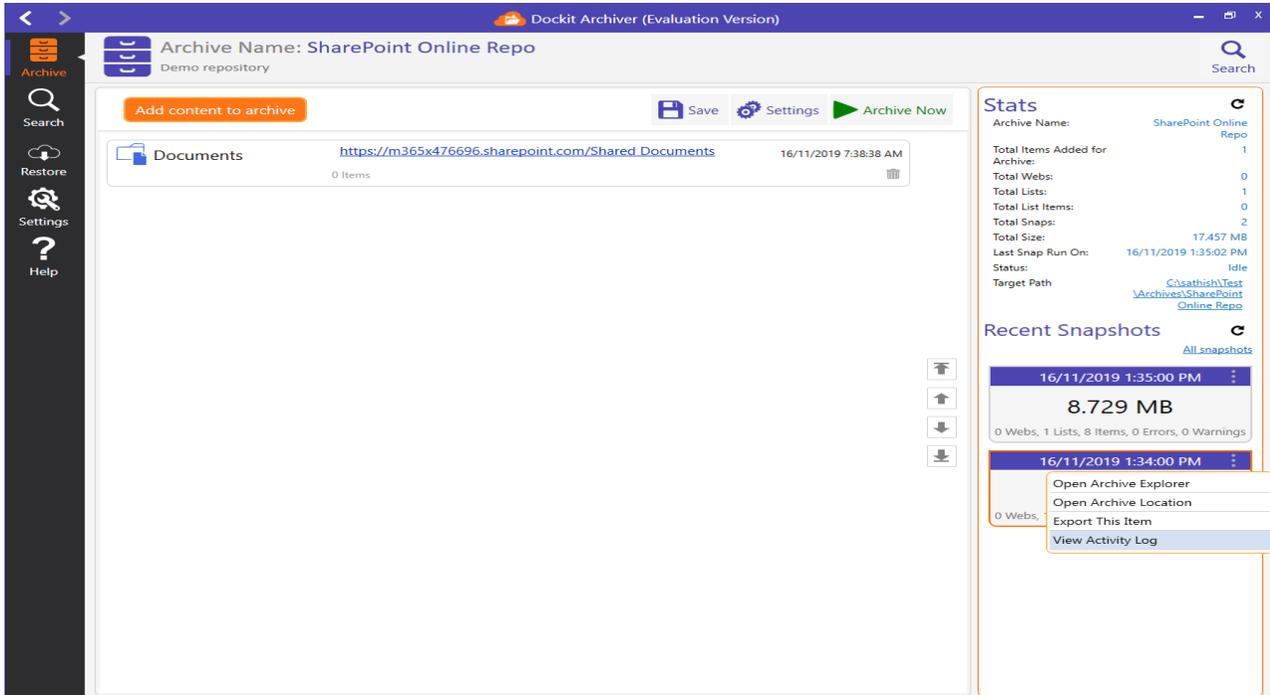
- At first, Docket Archiver scans all SharePoint content - be it SharePoint sites or libraries - to show detailed information about the SharePoint elements. Once the scan has completed a SharePoint element, e.g., a SharePoint list or library, it will start the archive operation concurrently to exhibit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



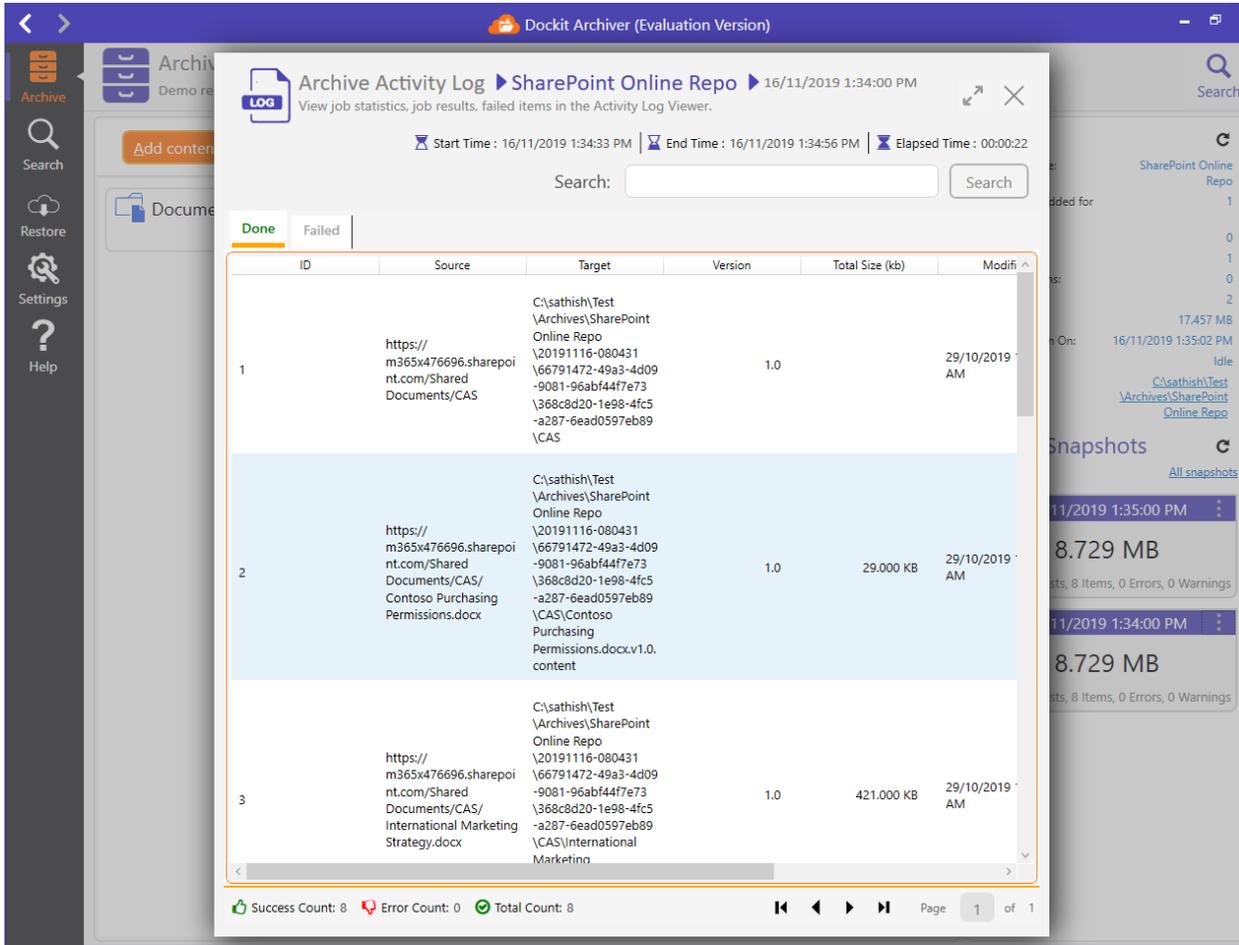
14. Once the archive operation is complete, you will see a snapshot (in the right pane) loaded in the archive repository home page as shown below:



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



16. Archive Activity Log dialog appears as shown below.



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

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

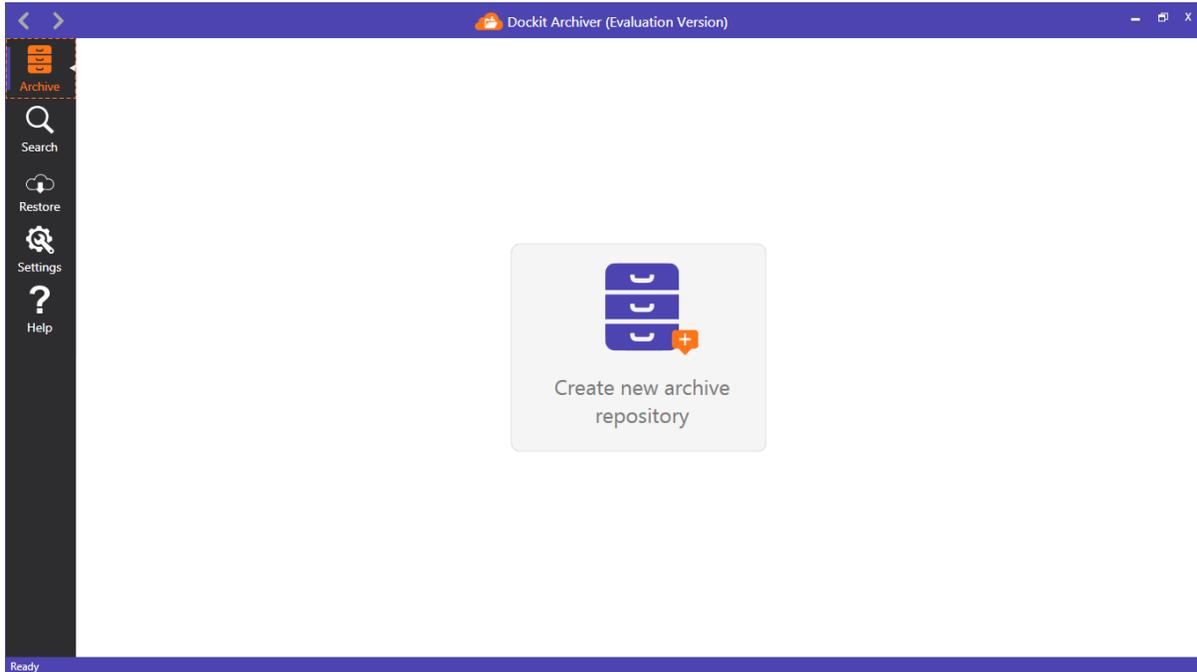
Search box is used to search for an item entry / entries in the Activity Log Viewer.

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.

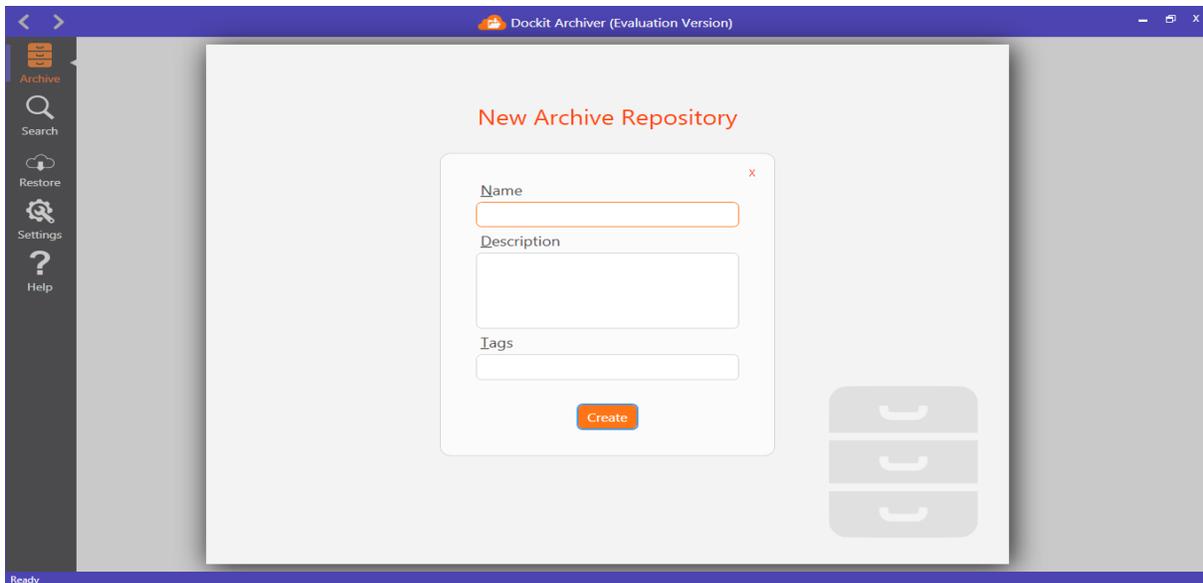
Create a new SharePoint Online task

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.

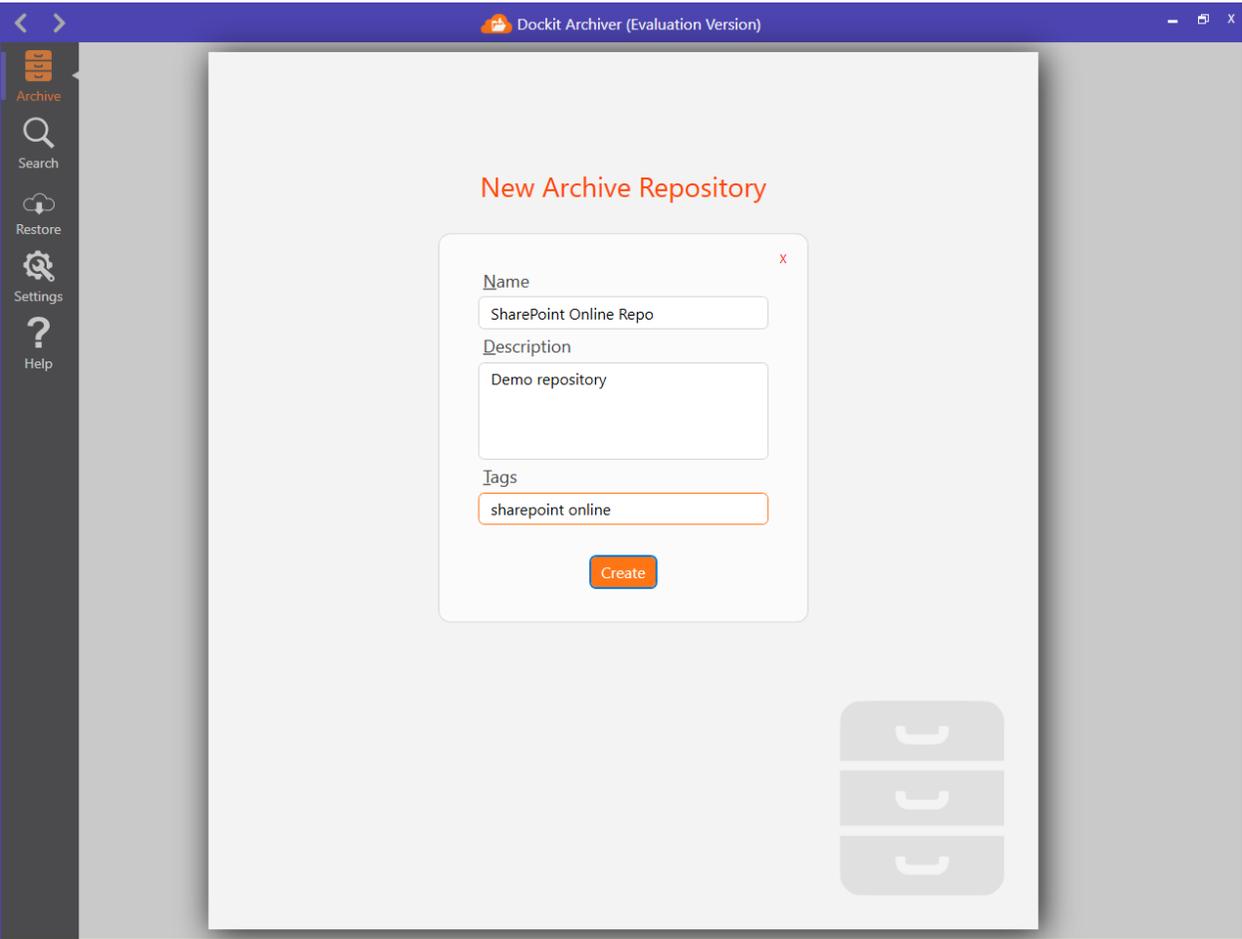
1. To get started, click **Create new archive repository** button as shown below:



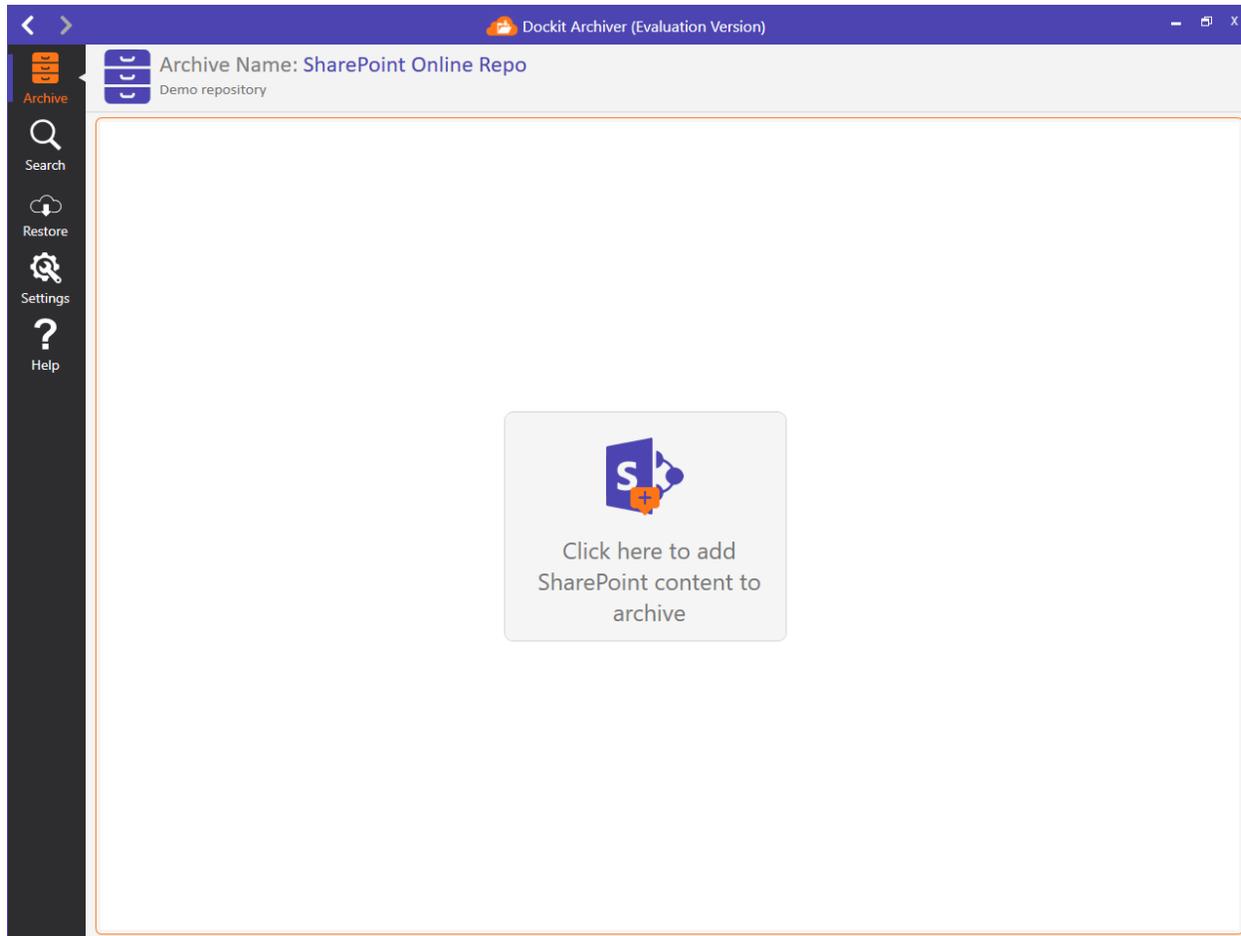
2. The **New Archive Repository** page appears as shown below:



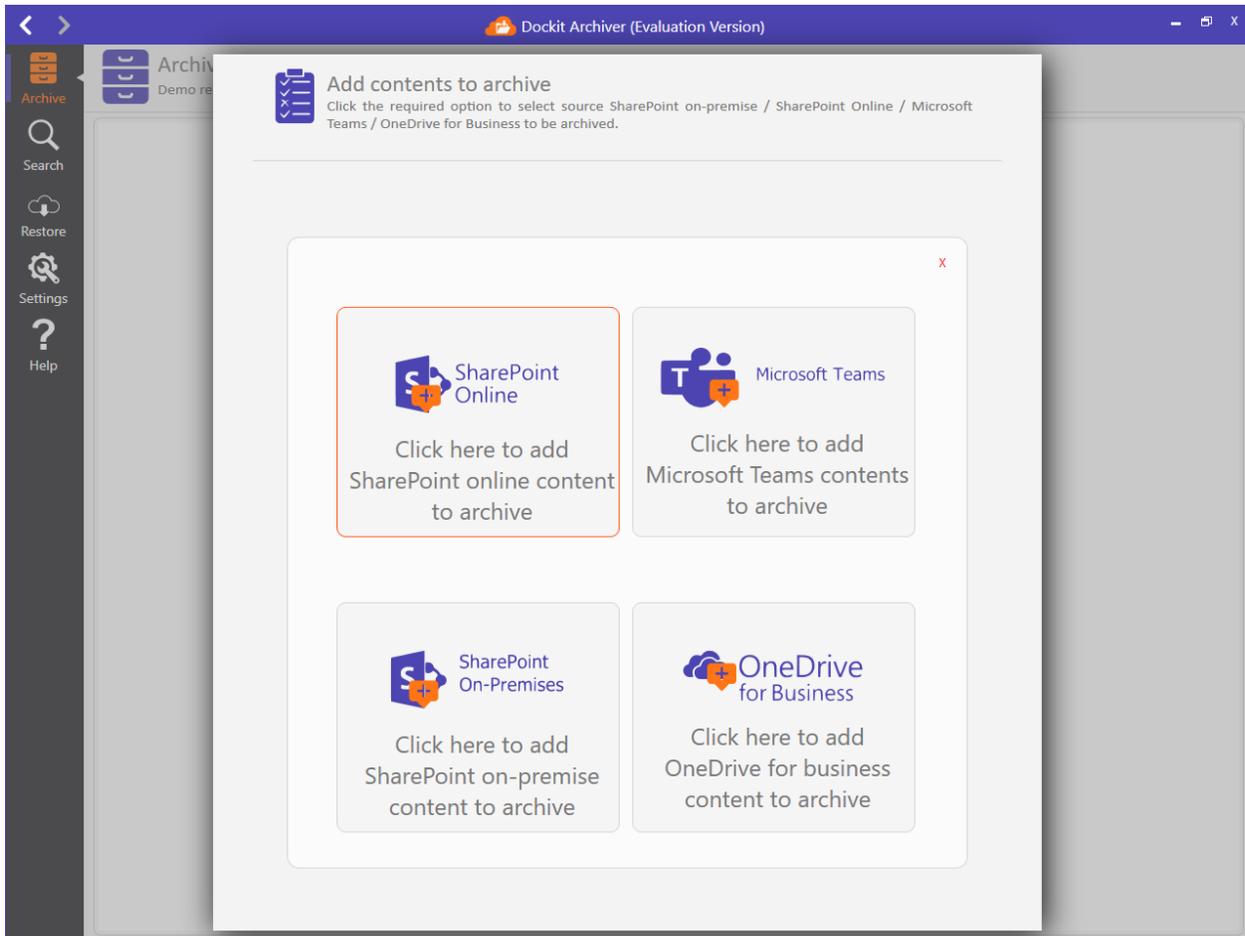
3. Provide archive **name** and other details as shown below:



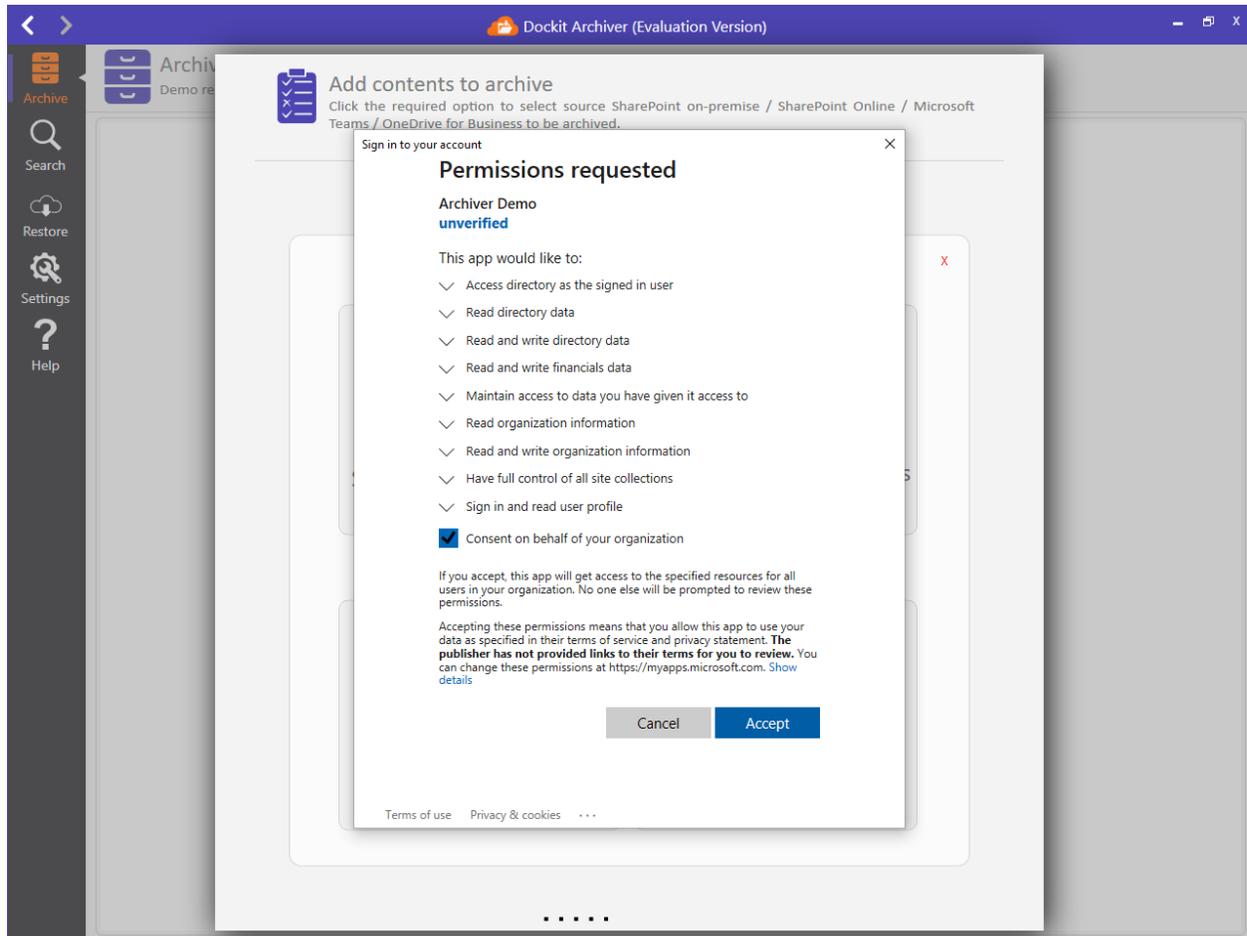
4. Once you click **Create** button, Docket Archiver creates a new archive repository using the specified inputs and opens the same as shown below.



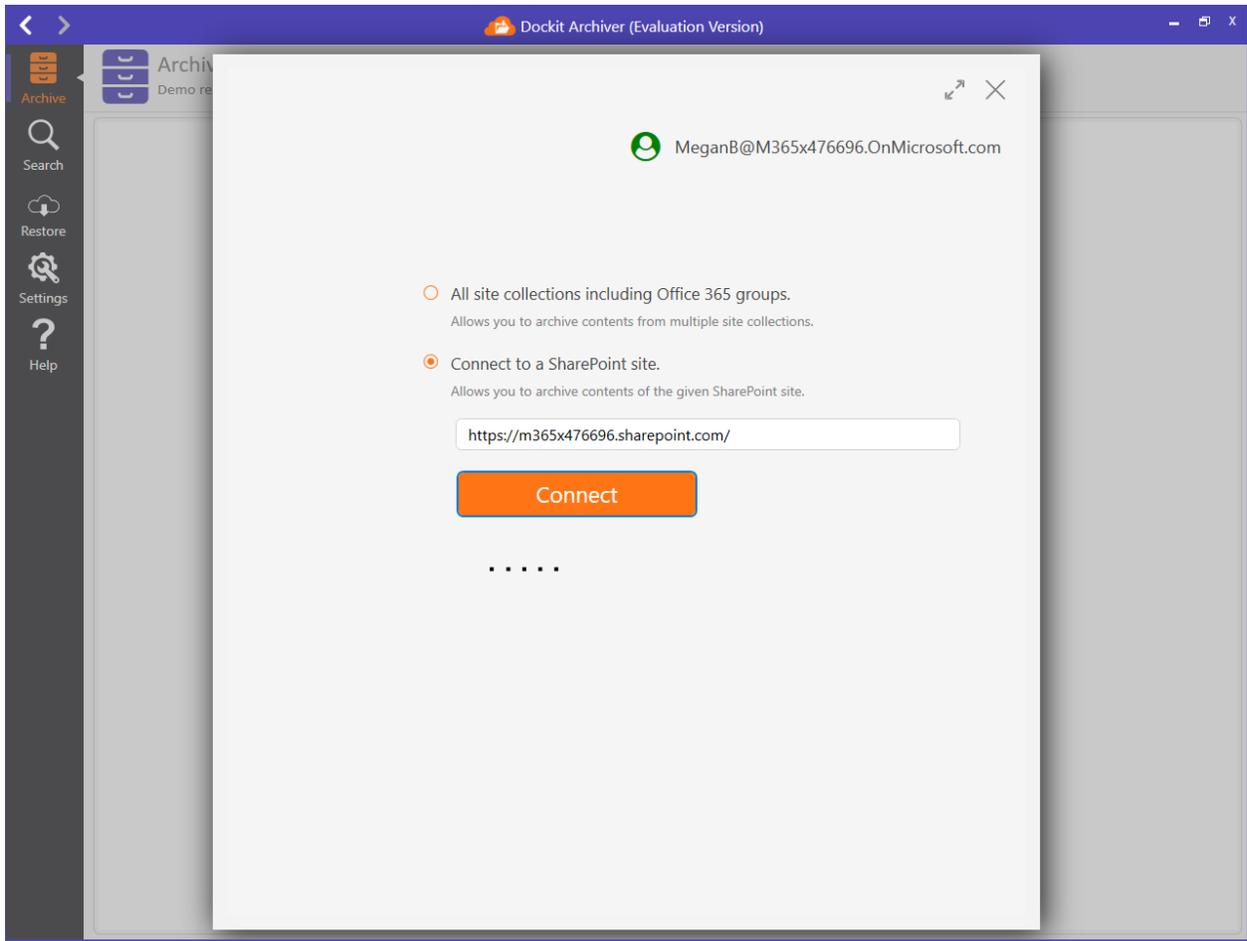
5. To add SharePoint content for this repository, click the tile available in the center of the page. It will launch Archive Selection Page where you can select the **SharePoint Online** tile as shown below:



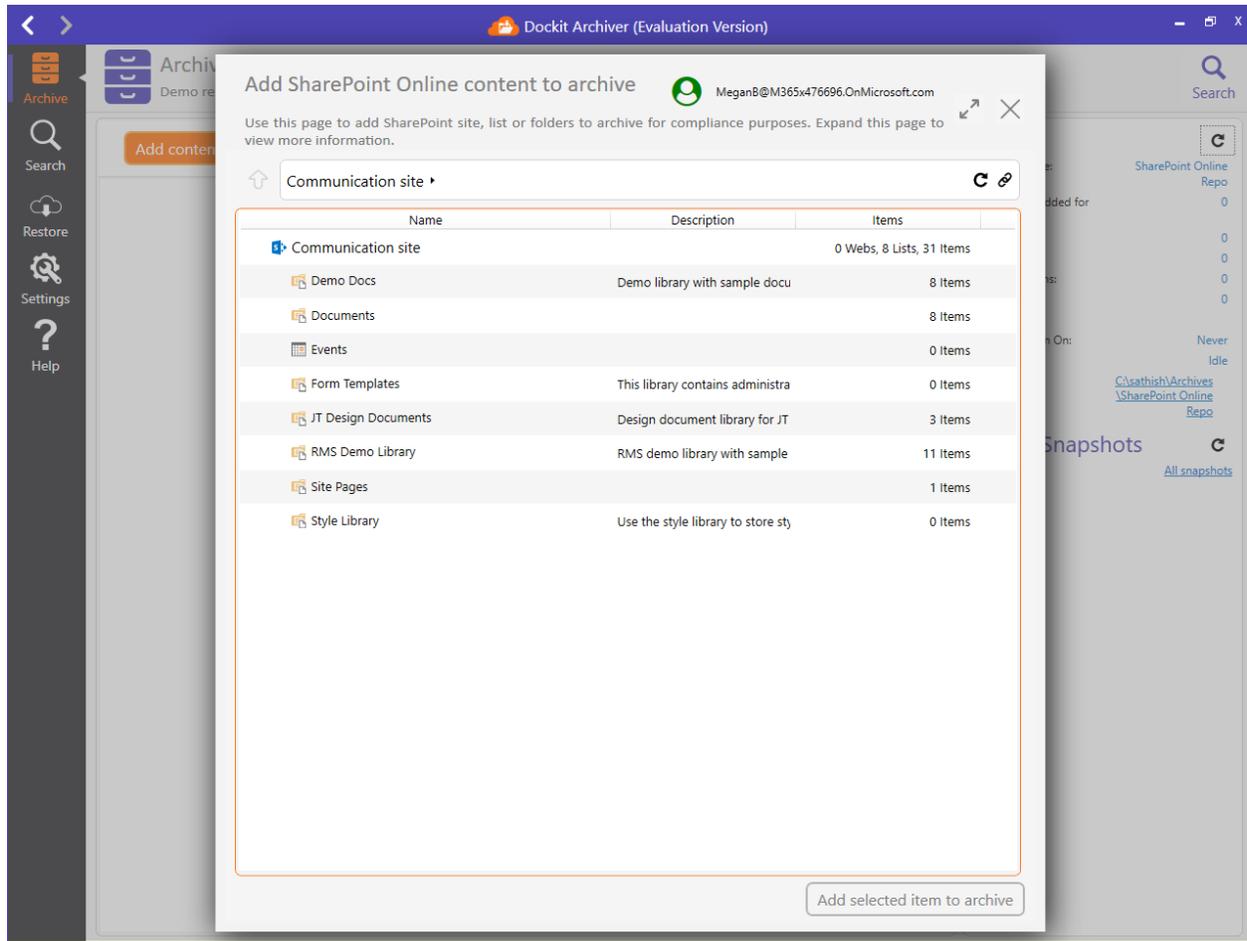
6. Once you run a archiver job using a tenant for the first time in the application, the permission requested dialog will be shown as in the below image. Click **Accept** to store the user account in azure portal and prevent the credential dialog while running the job for the same tenant in future.



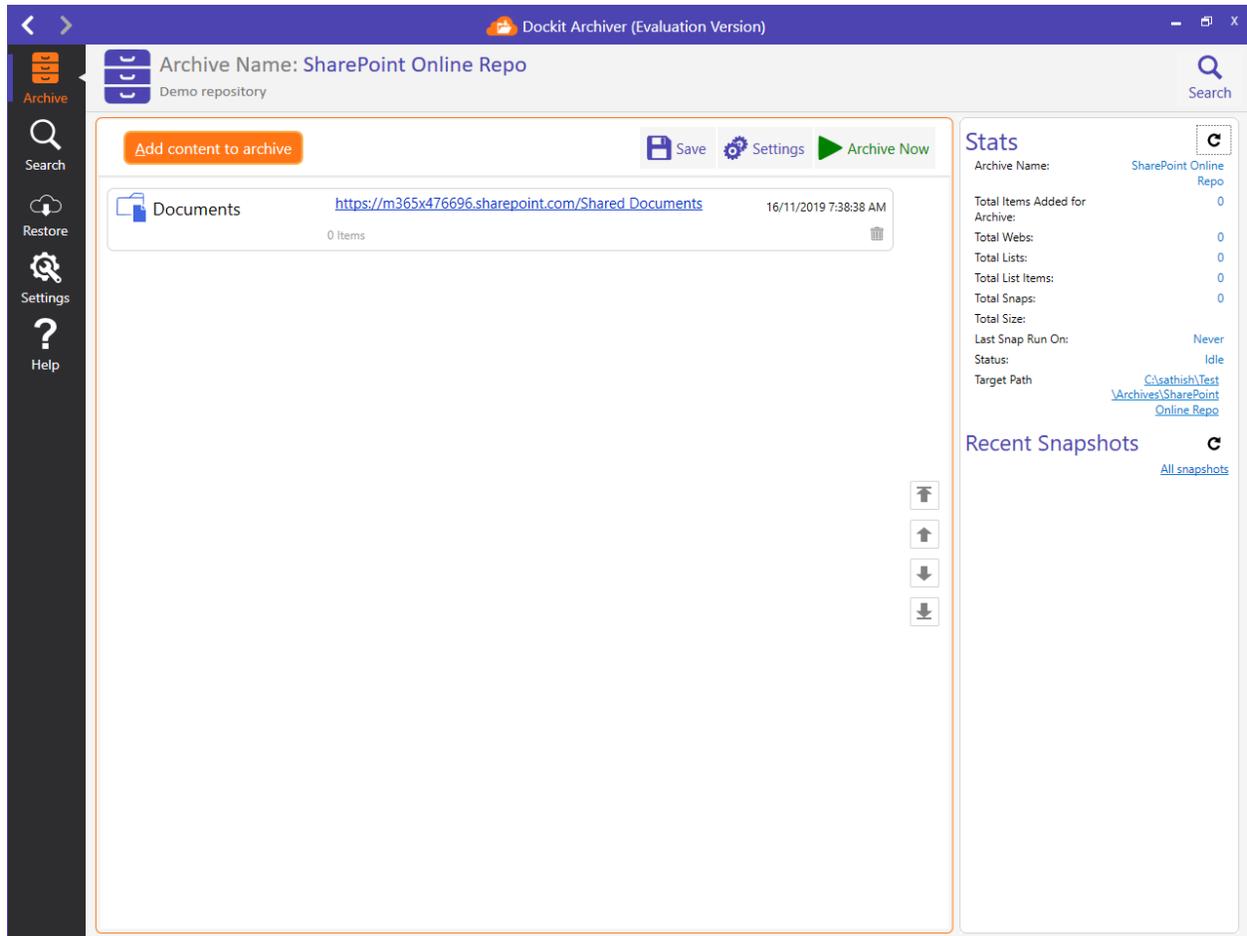
7. To archive contents from multiple site collections in a single job, select '**List Out All Site Collections, Office365, Groups** etc' option and click 'Connect' button to proceed. For archiving contents from single site collection, select "**Connect To A Particular SharePoint Site**", provide the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



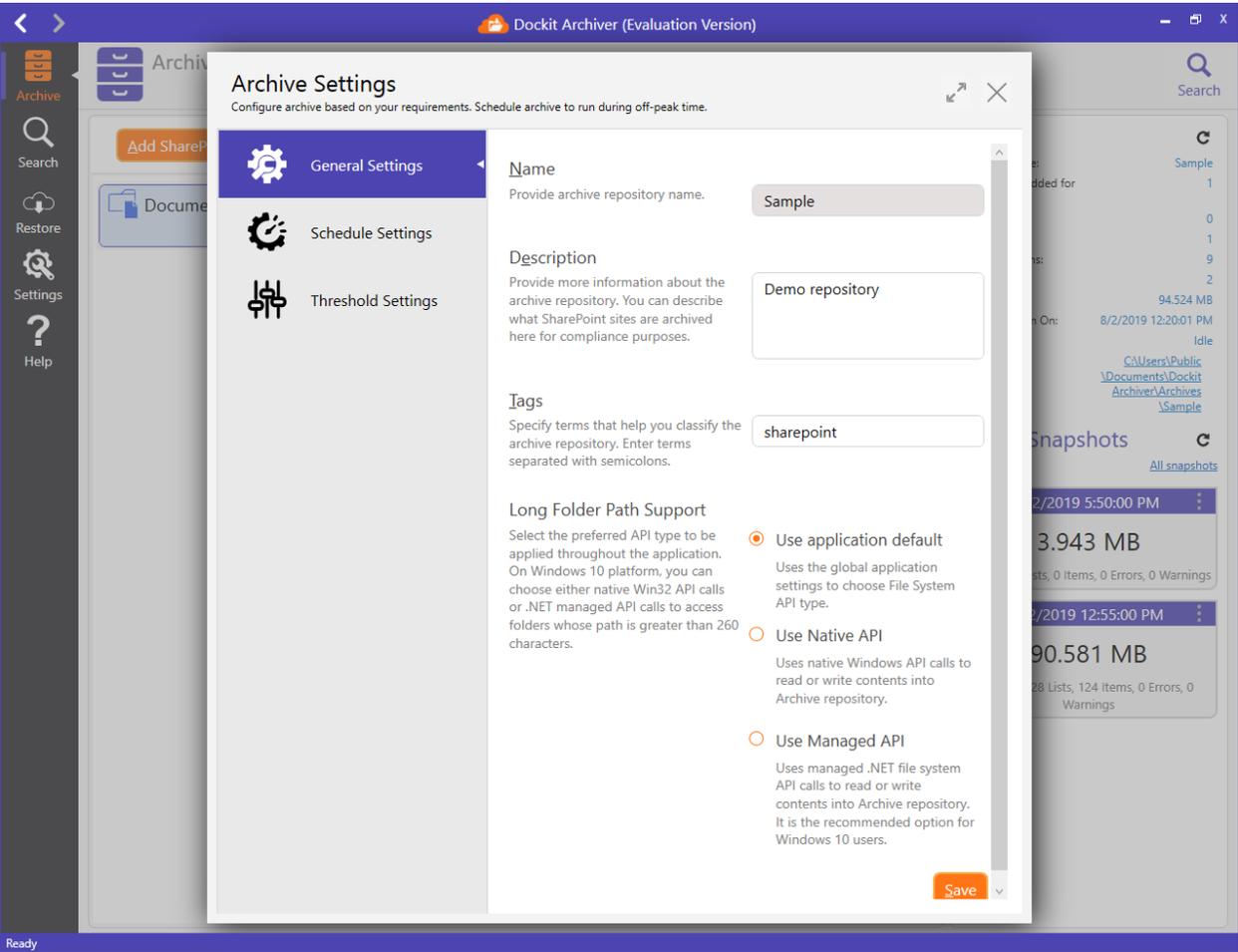
8. Based on the url given in the textbox and click on **Connect** button. it load's the SharePoint site/list/libraries contents in SharePoint explorer page.



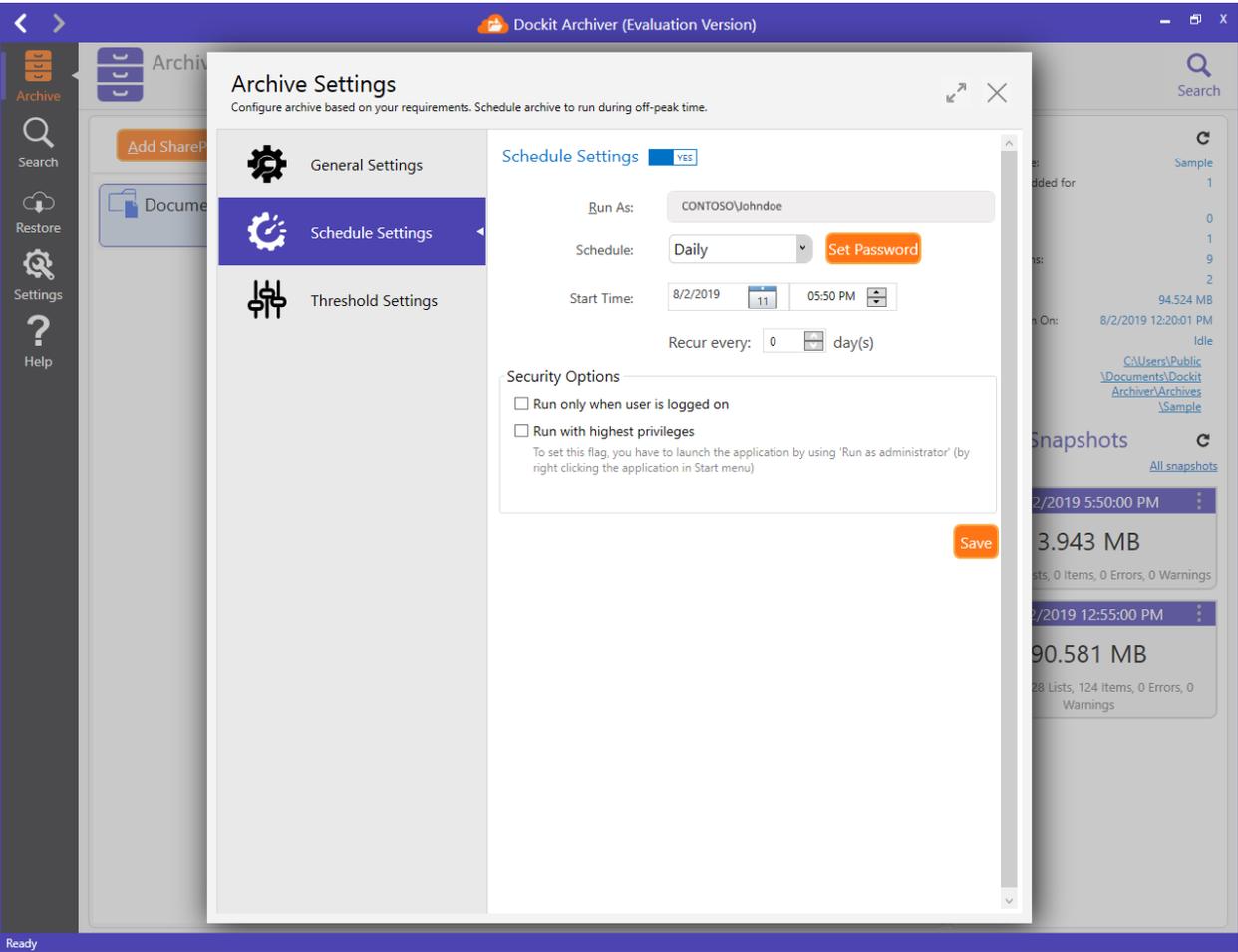
9. Select the SharePoint site or library that you wish to archive into the repository for compliance purposes and click **Add selected item to archive** button at the bottom right corner of the dialog. Hence, the selected SharePoint content is added to archive list as shown below:



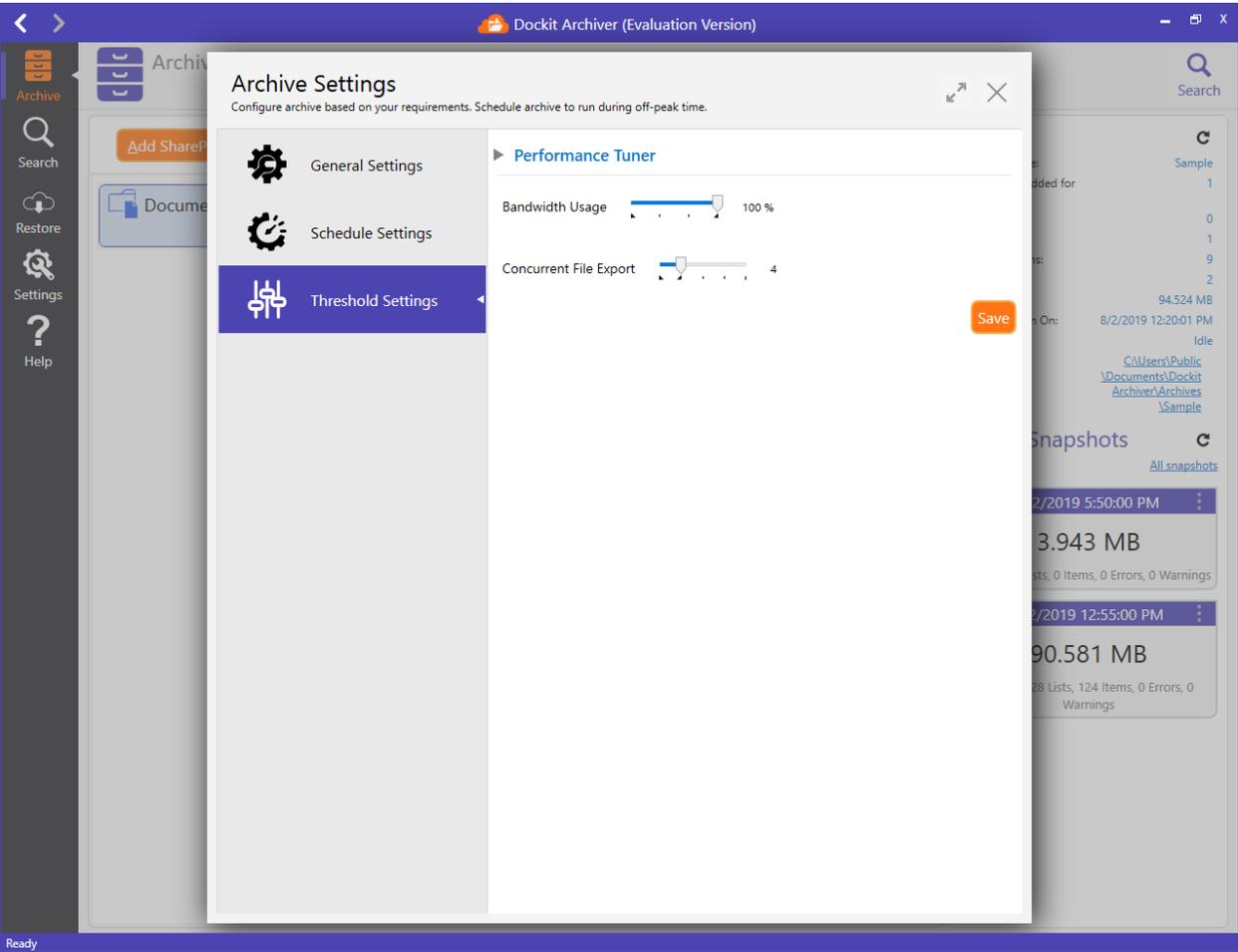
10. You can modify archive default settings by clicking  icon. The **Archive Settings** page will be shown as below:



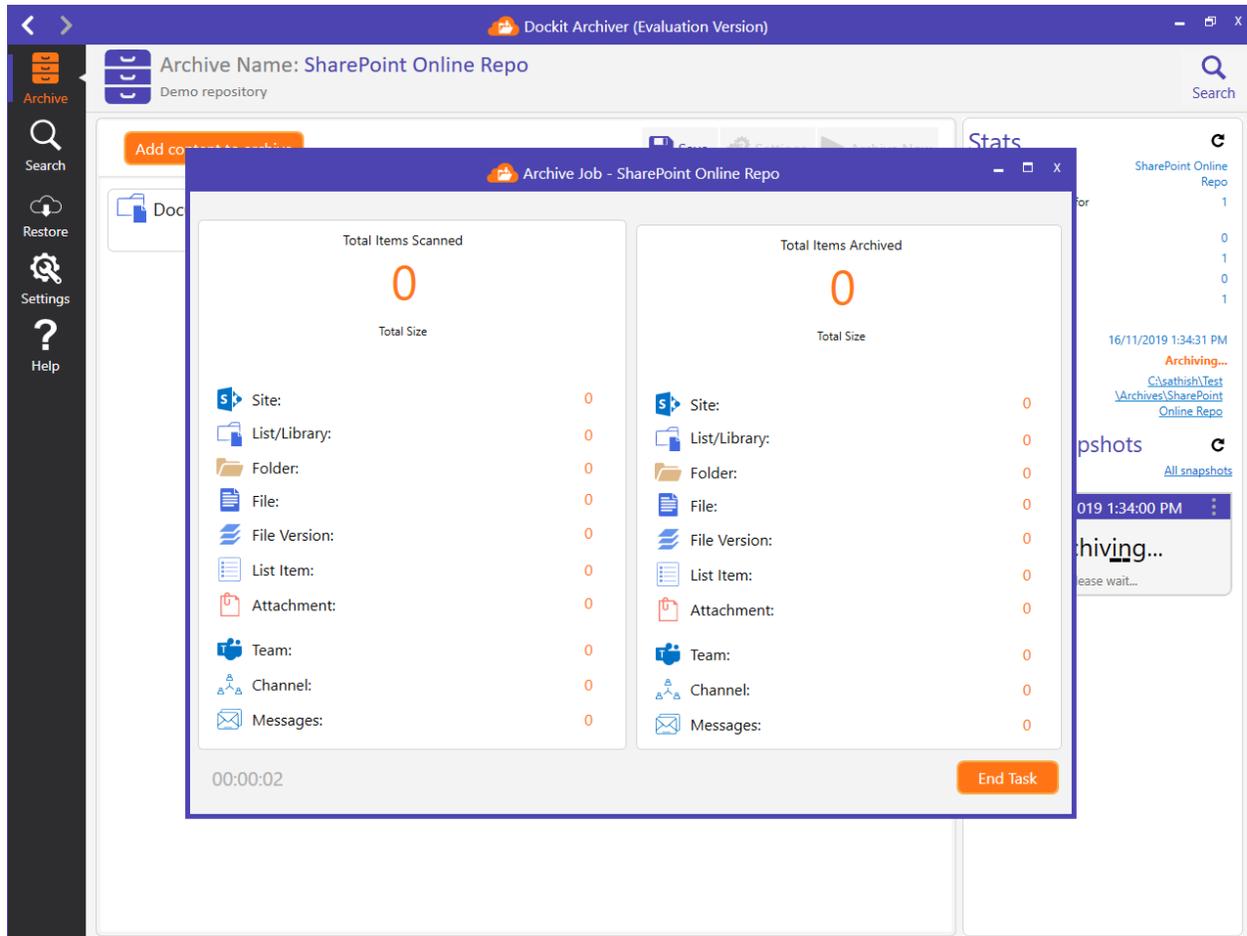
11. You can configure archive to be run at off-peak time by scheduling it. Open **Schedule Settings** as shown below:



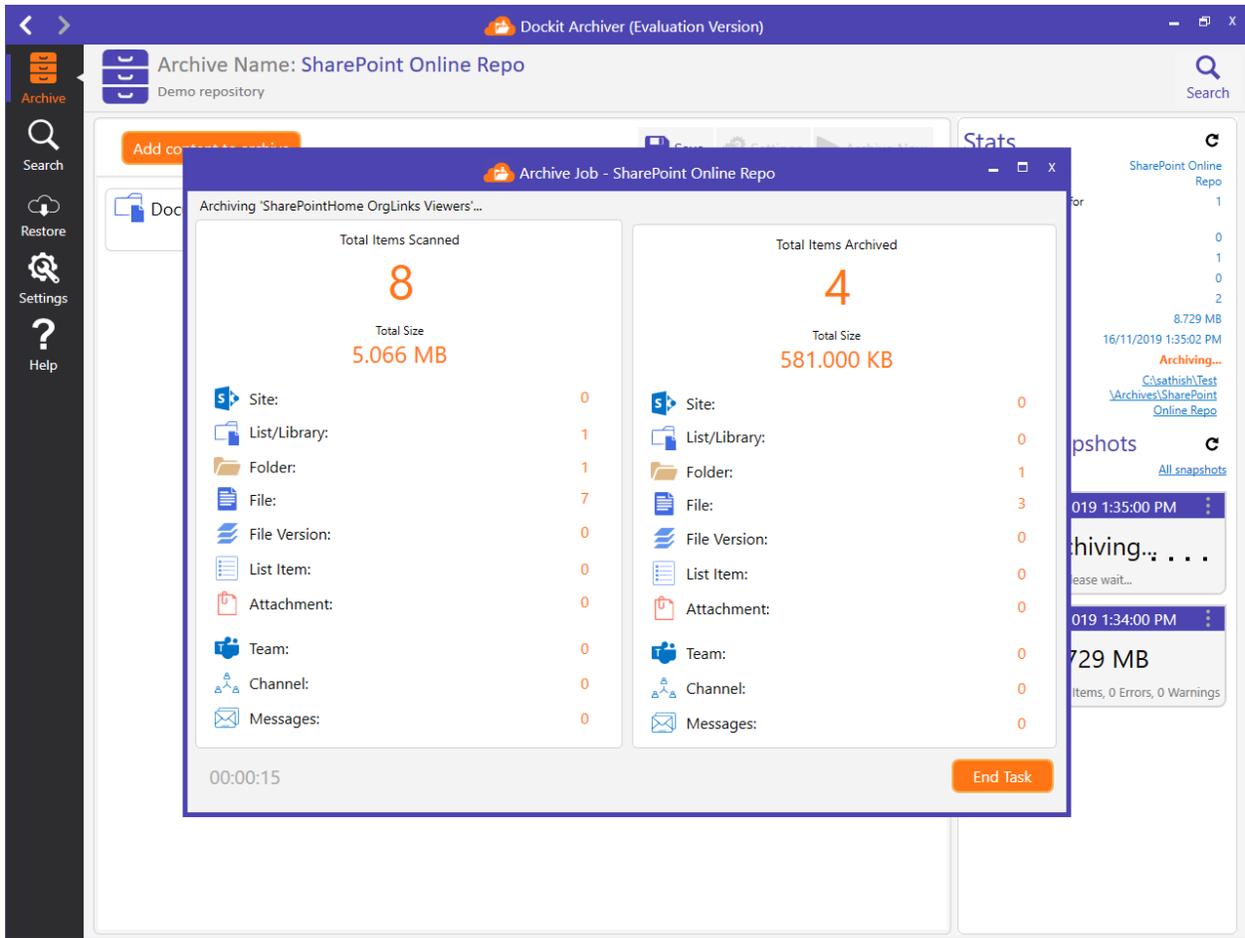
12. Open **Threshold Settings** to configure throttle of the archive engine:



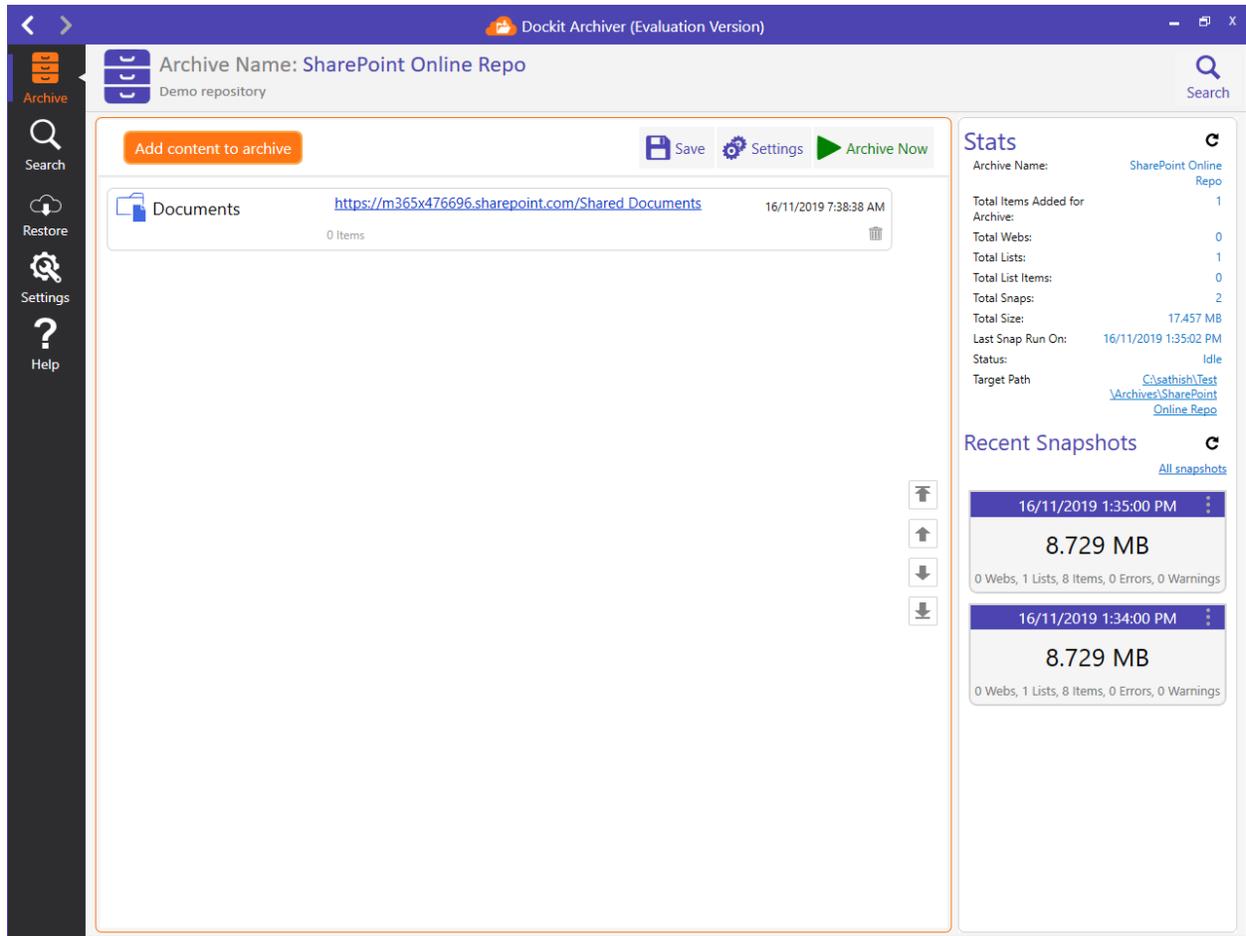
13. Close **Archive Settings** page and click  to commence the archive operation right away. Docket Archiver launches a separate process to handle archive operation. You can monitor the progress of the archive operation as shown below:



14. At first, Docket 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.

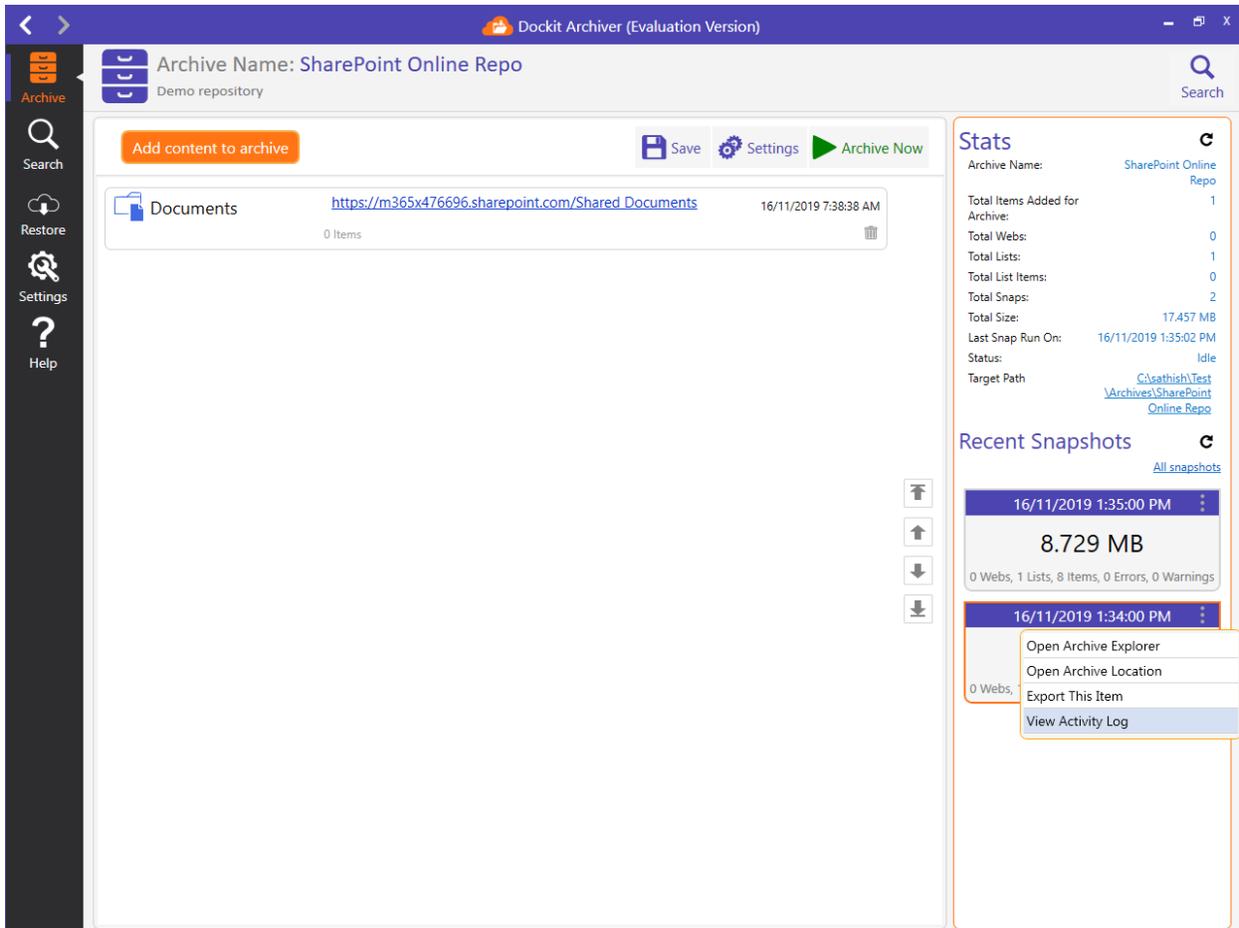


15. Once the archive operation is complete, you will see a snapshot (in the right pane) loaded in the archive repository home page as shown below:

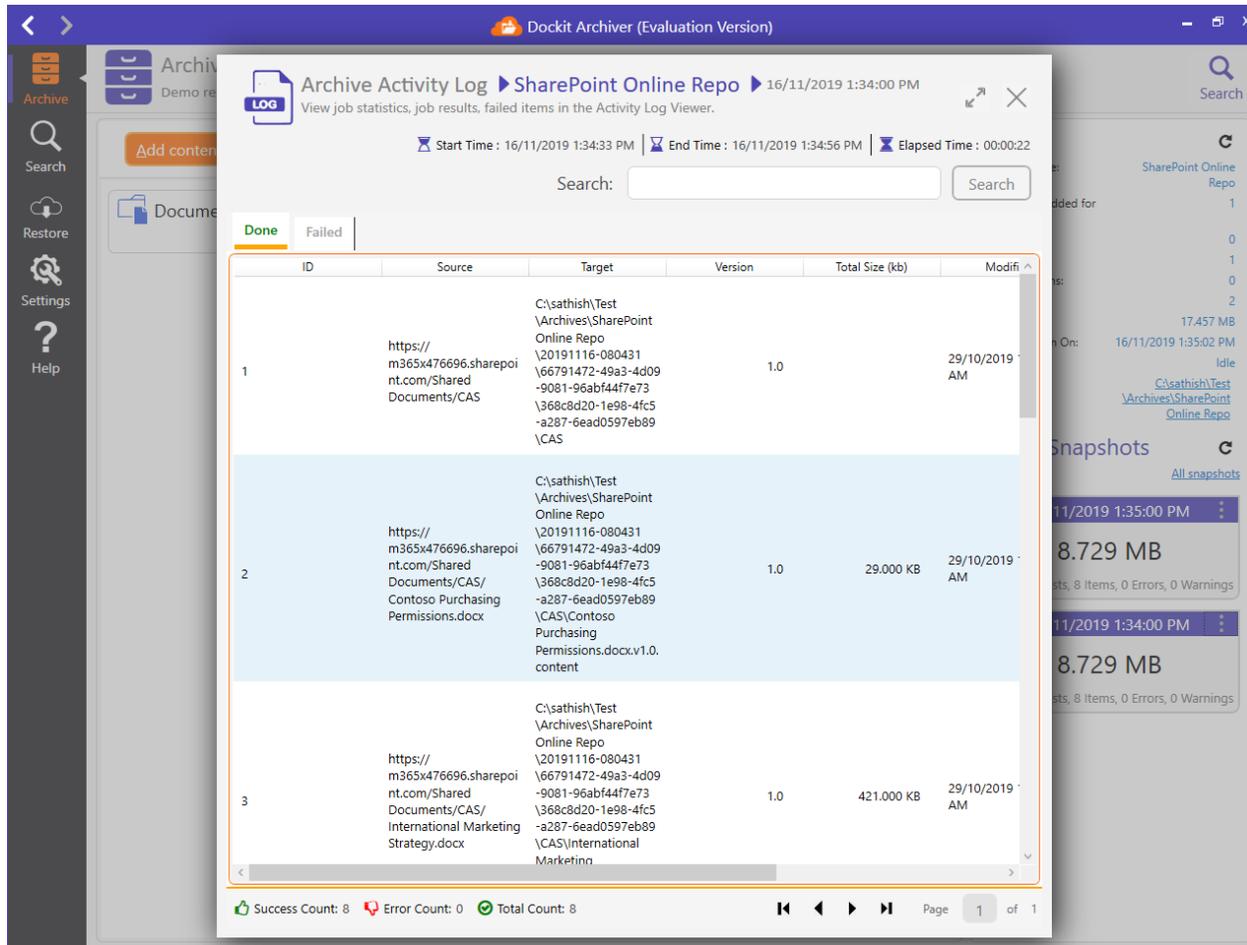


16. To view activity log associated with a Snapshot:

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



17. Archive Activity Log dialog appears as shown below.



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

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

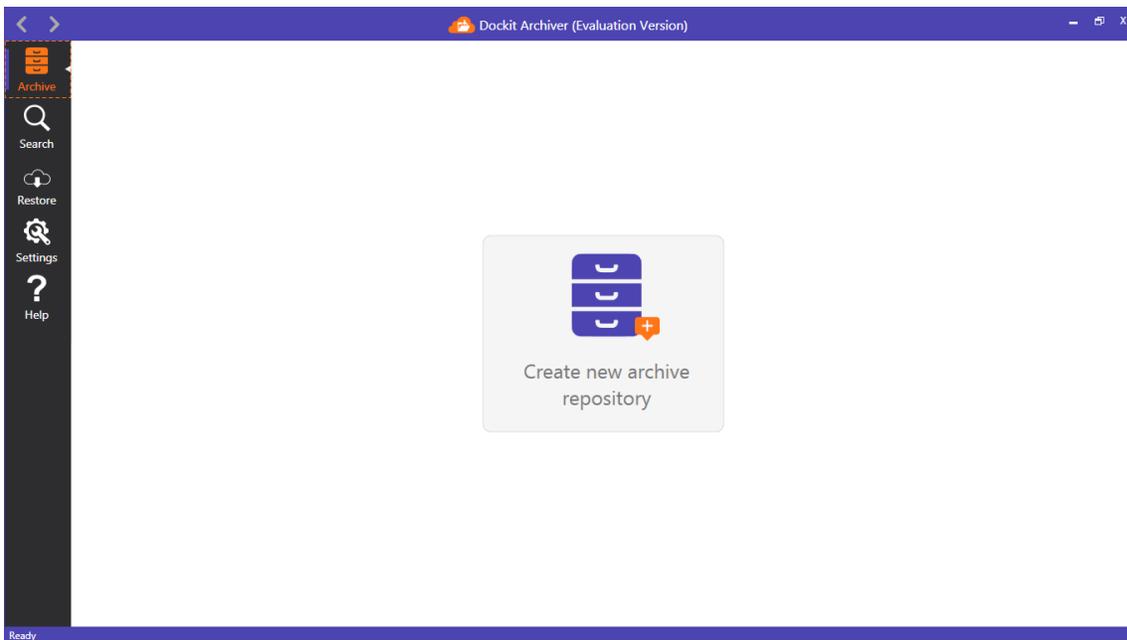
Search box is used to search for an item entry / entries in the Activity Log Viewer.

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.

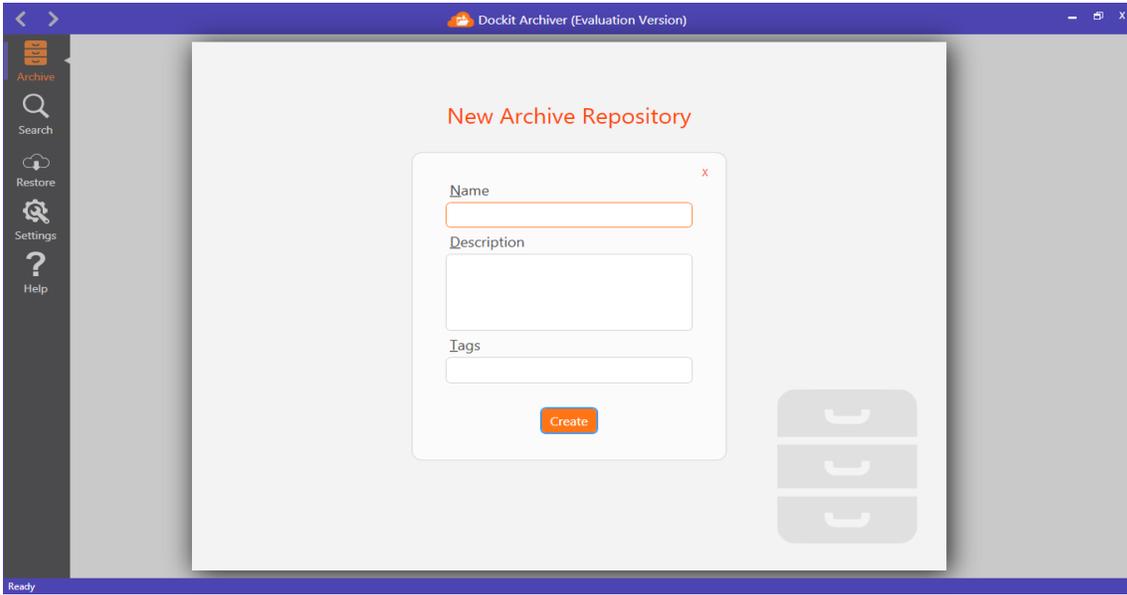
Create a new Microsoft Teams task

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.

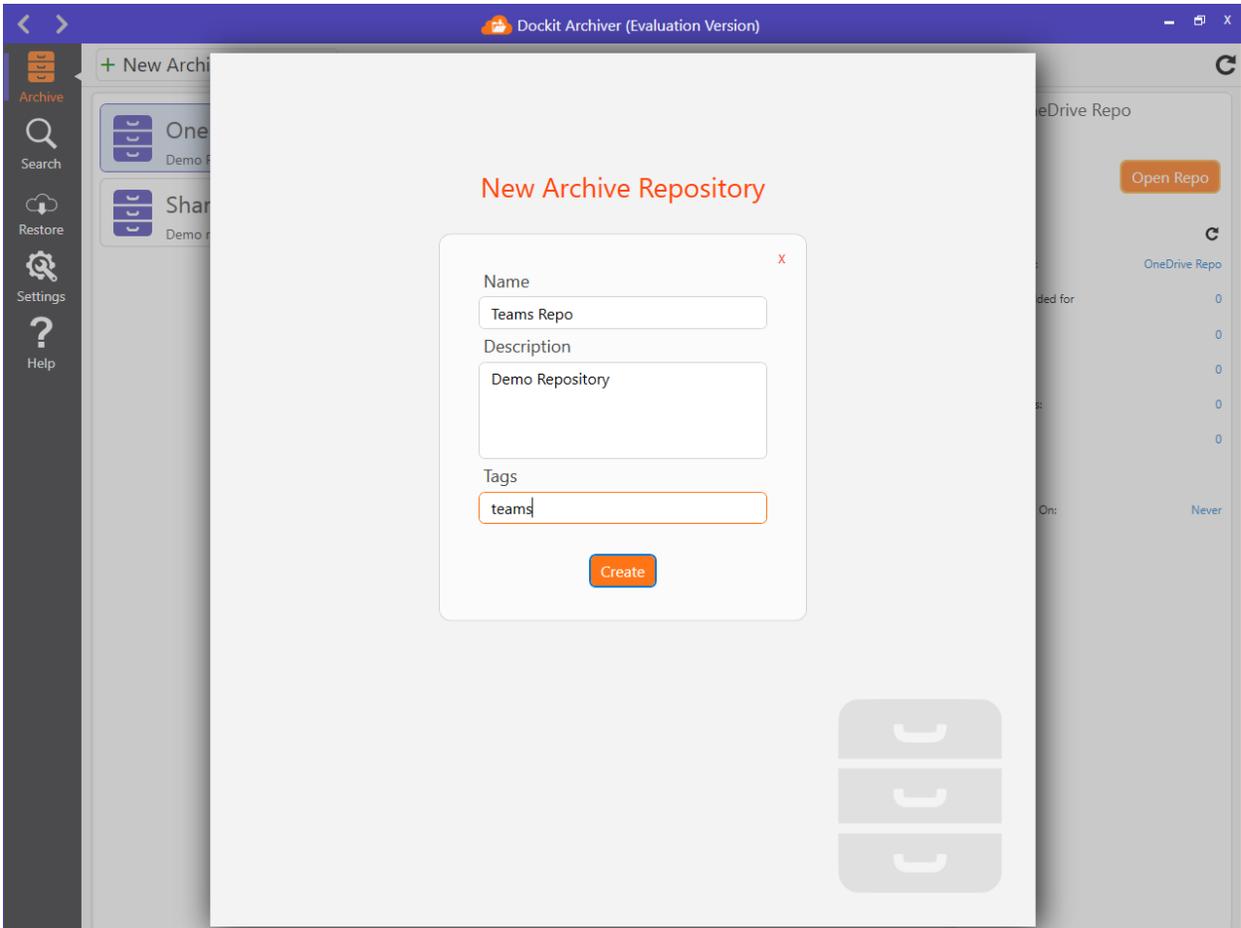
1. To get started, click Create new **archive repository** button as shown below:



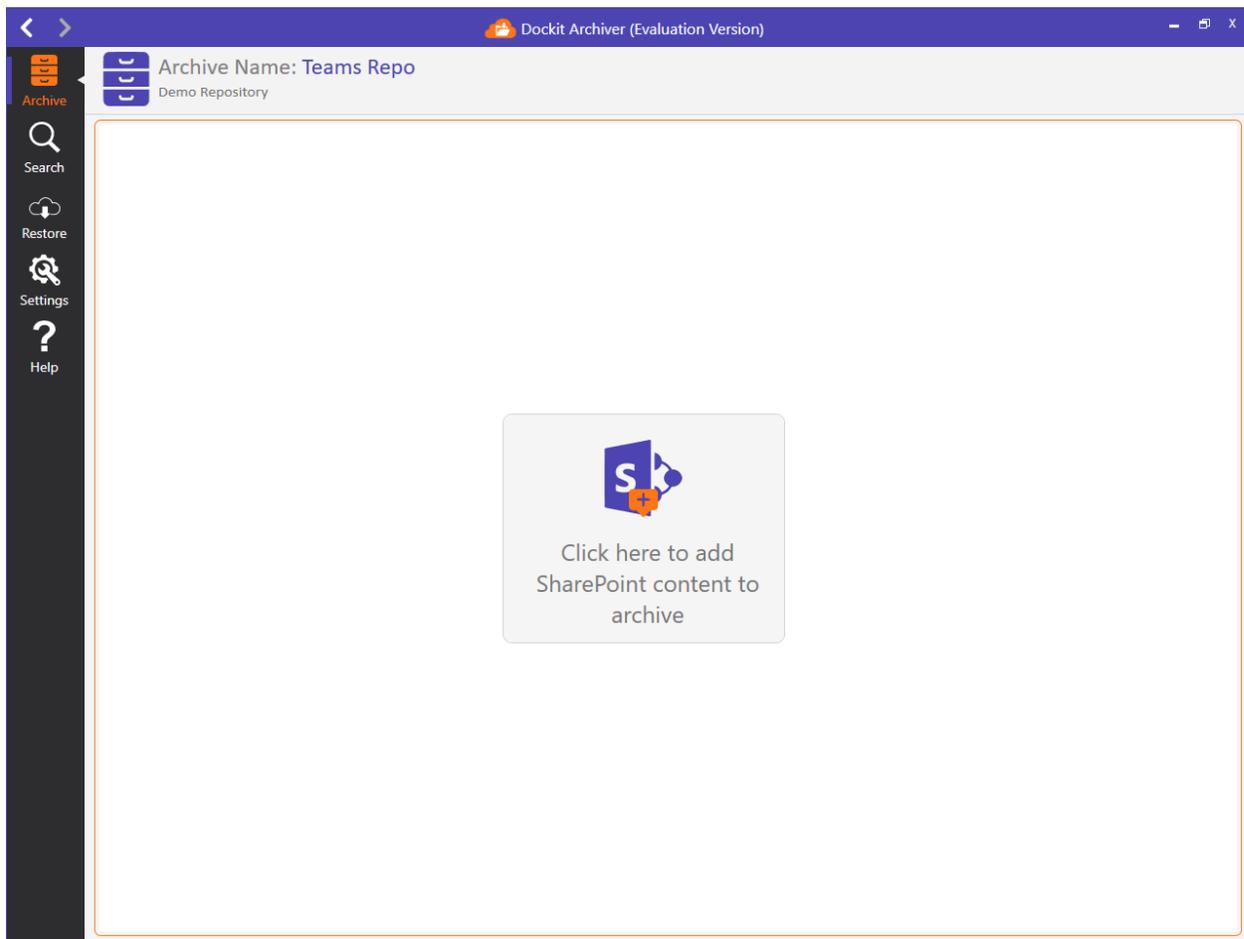
2. The **New Archive Repository** page appears as shown below:



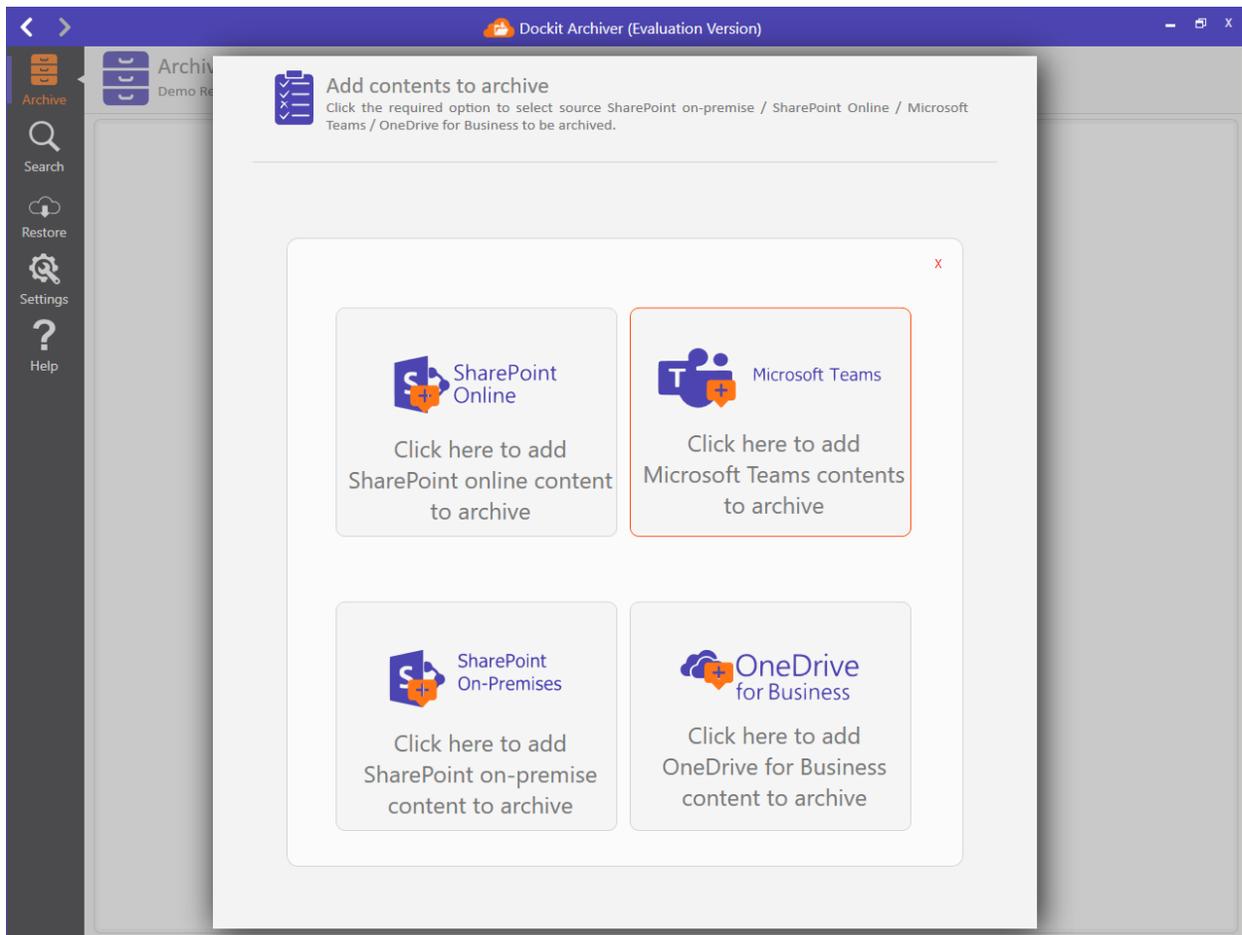
3. Provide archive name and other details as shown below:



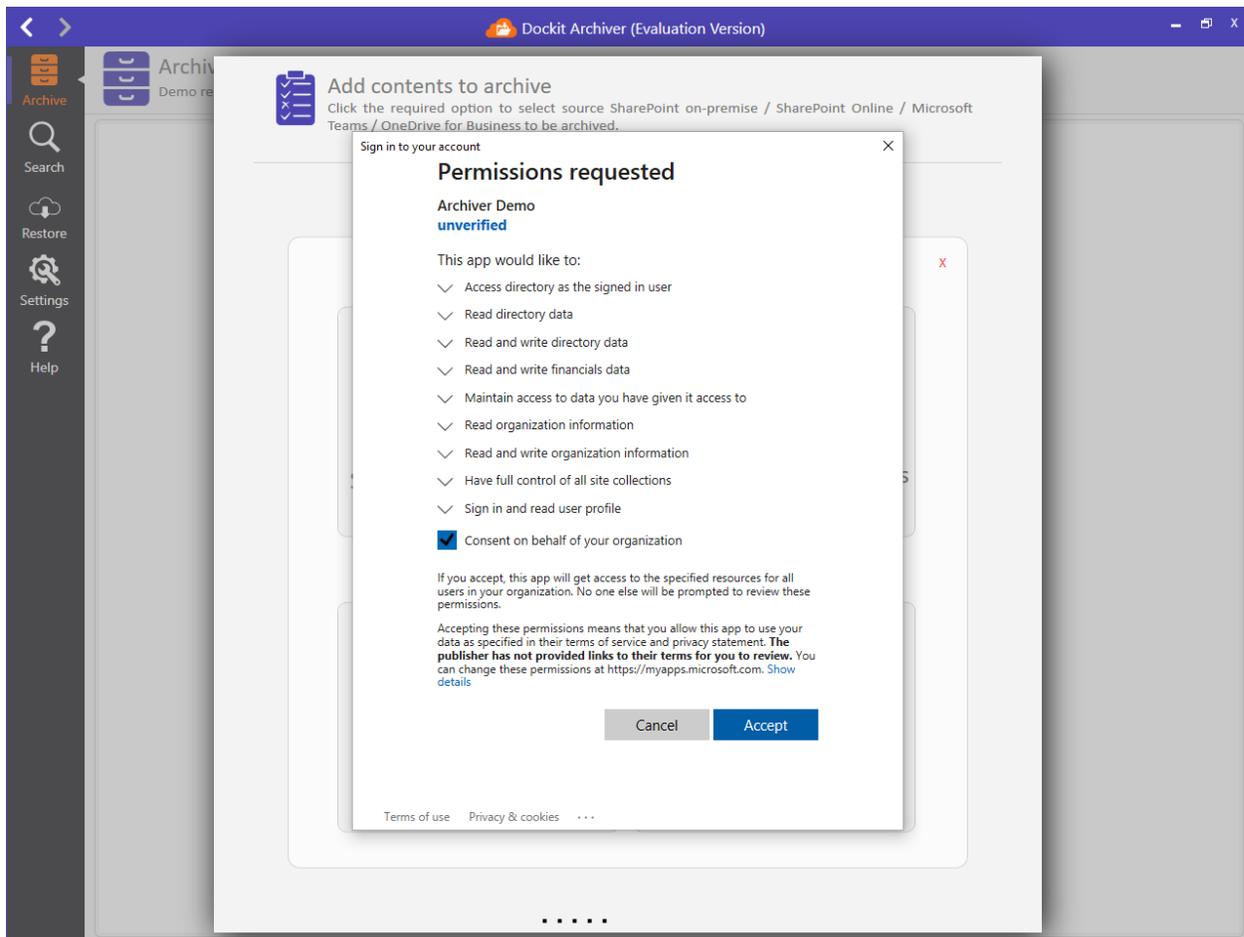
4. Once you click **Create** button, Docket Archiver creates a new archive repository using the specified inputs and opens the same as shown below.



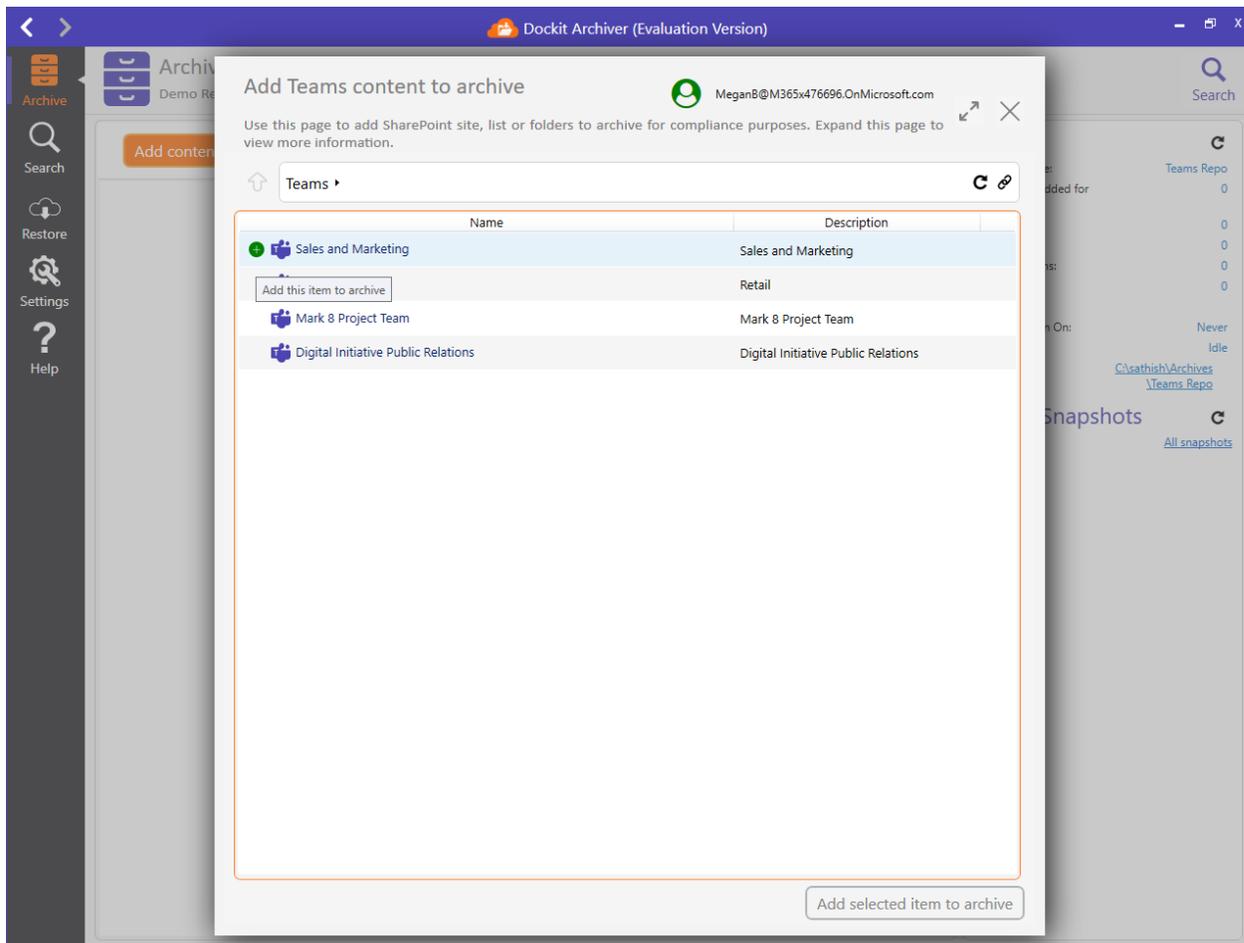
5. To add Teams content for this repository, click the tile available in the center of the page. It will launch Archive Selection Page where you can select the **SharePoint Online** tile as shown below:



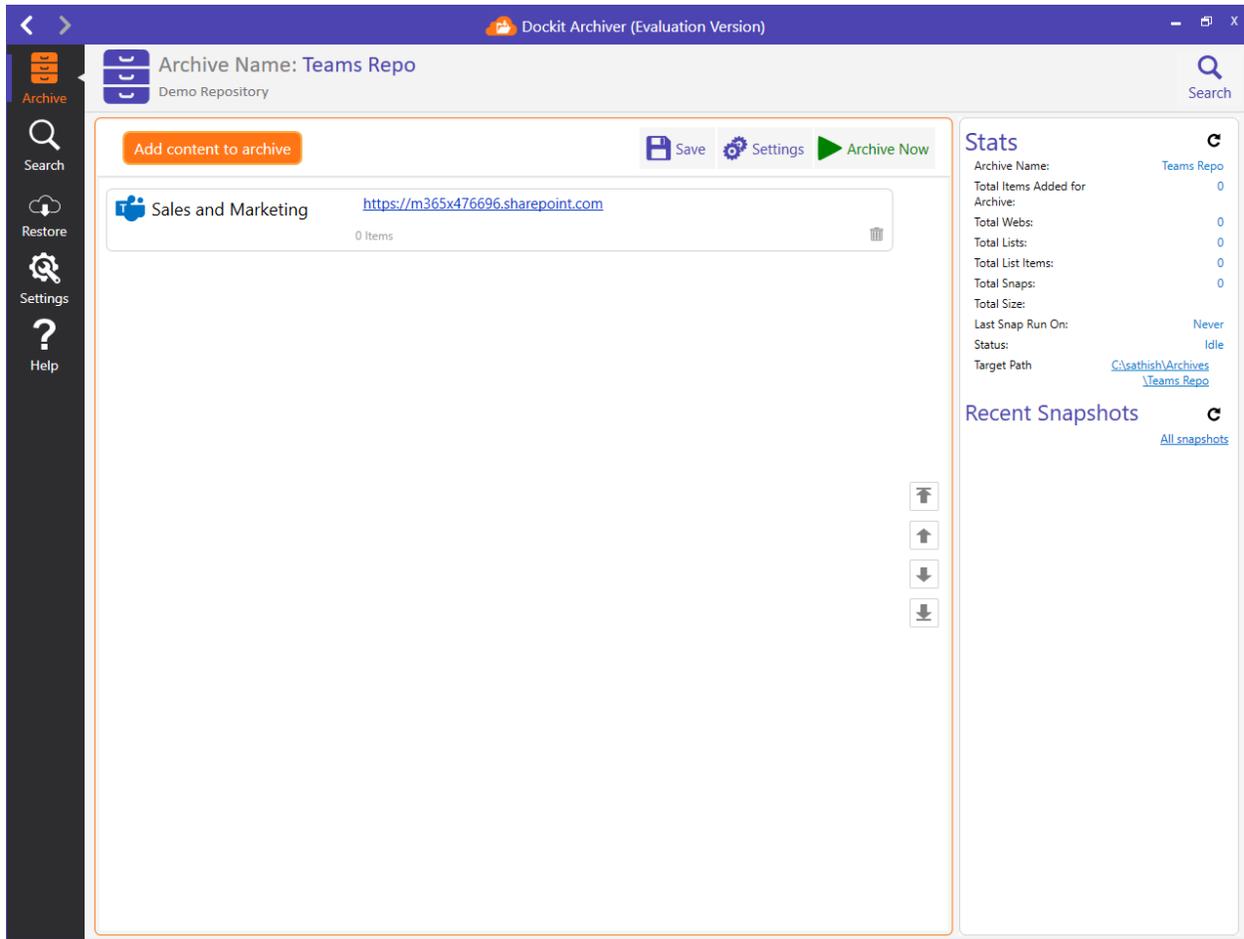
6. Once you run a archiver job using a tenant for the first time in the application, the permission requested dialog will be shown as in the below image. Click **Accept** to store the user account in azure portal and prevent the credential dialog while running the job for the same tenant in future.



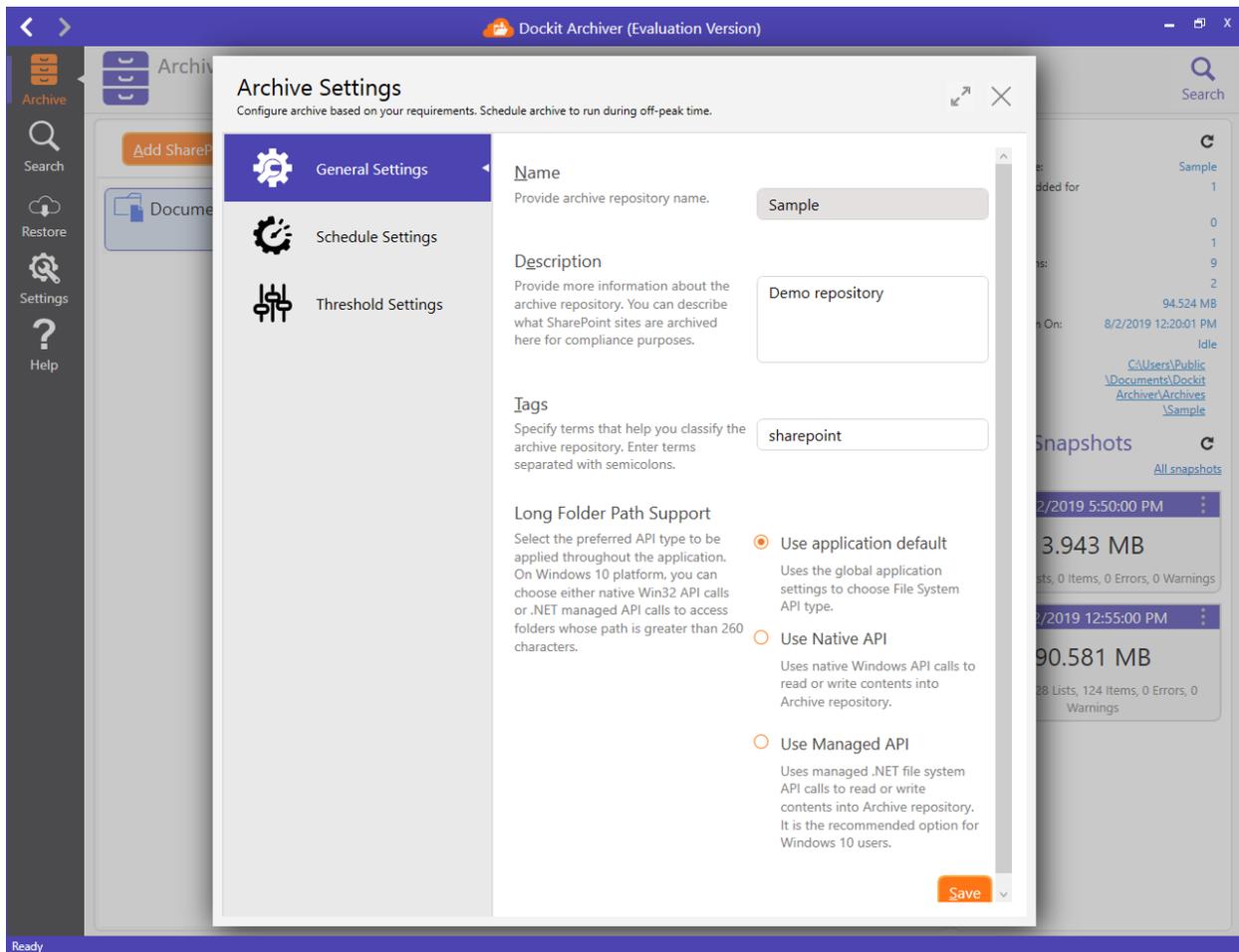
7. After click on **Accept** button. it load's the list of teams available in the connected user account.



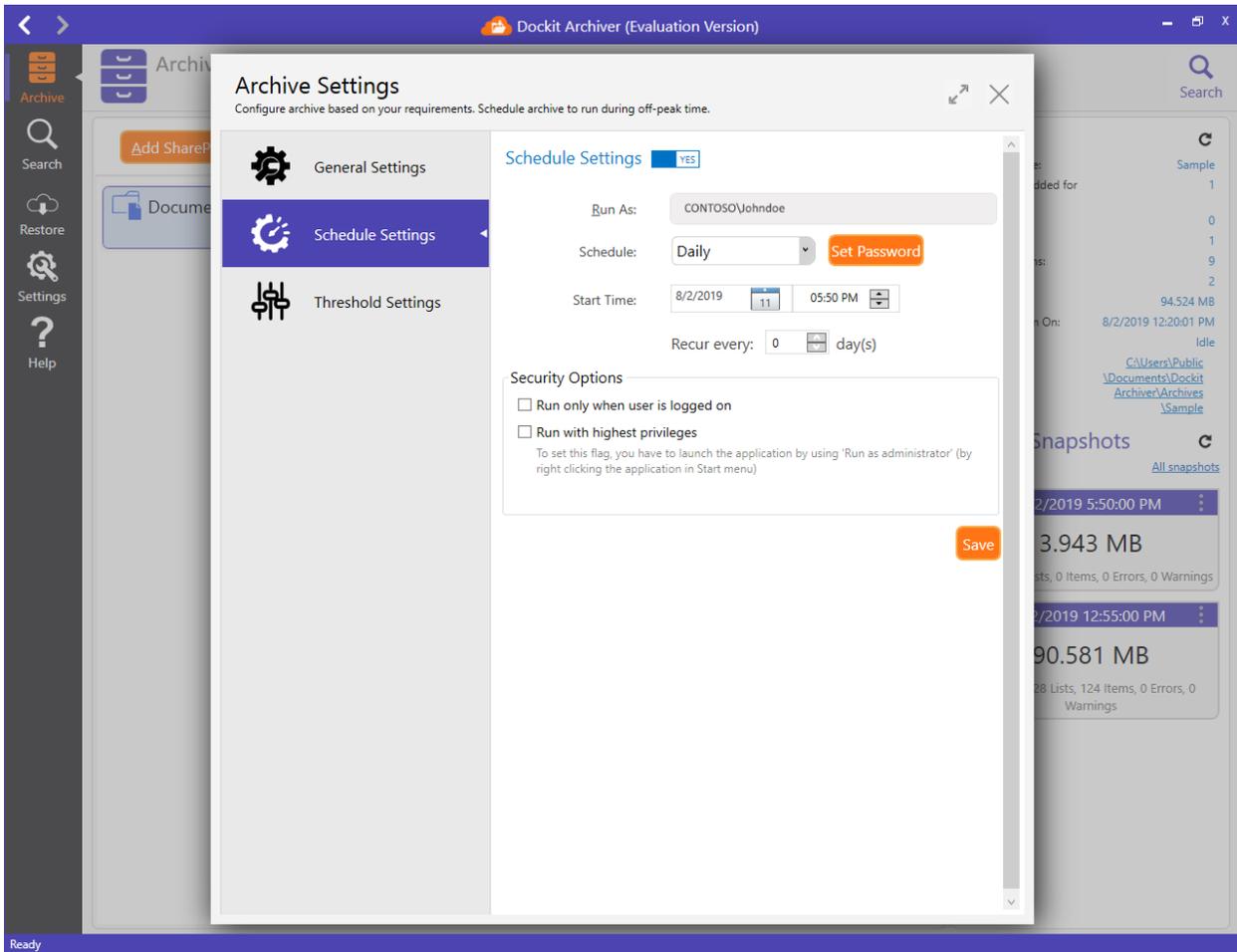
8. Select the Team that you wish to archive into the repository for compliance purposes and click **Add selected item to archive button** at the bottom right corner of the dialog. Hence, the selected SharePoint content is added to archive list as shown below:



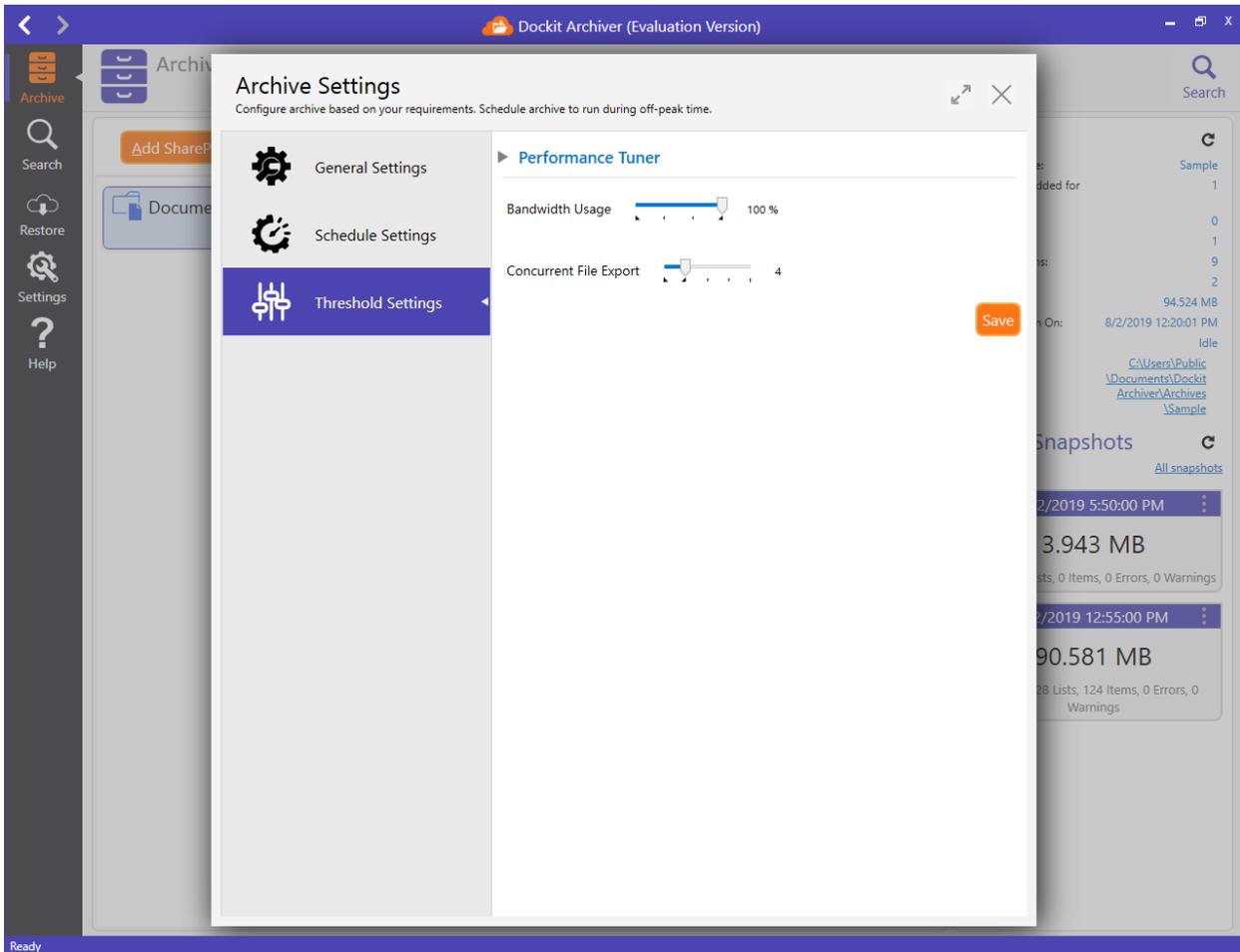
9. You can modify archive default settings by clicking  **Settings** icon. The **Archive Settings** page will be shown as below:



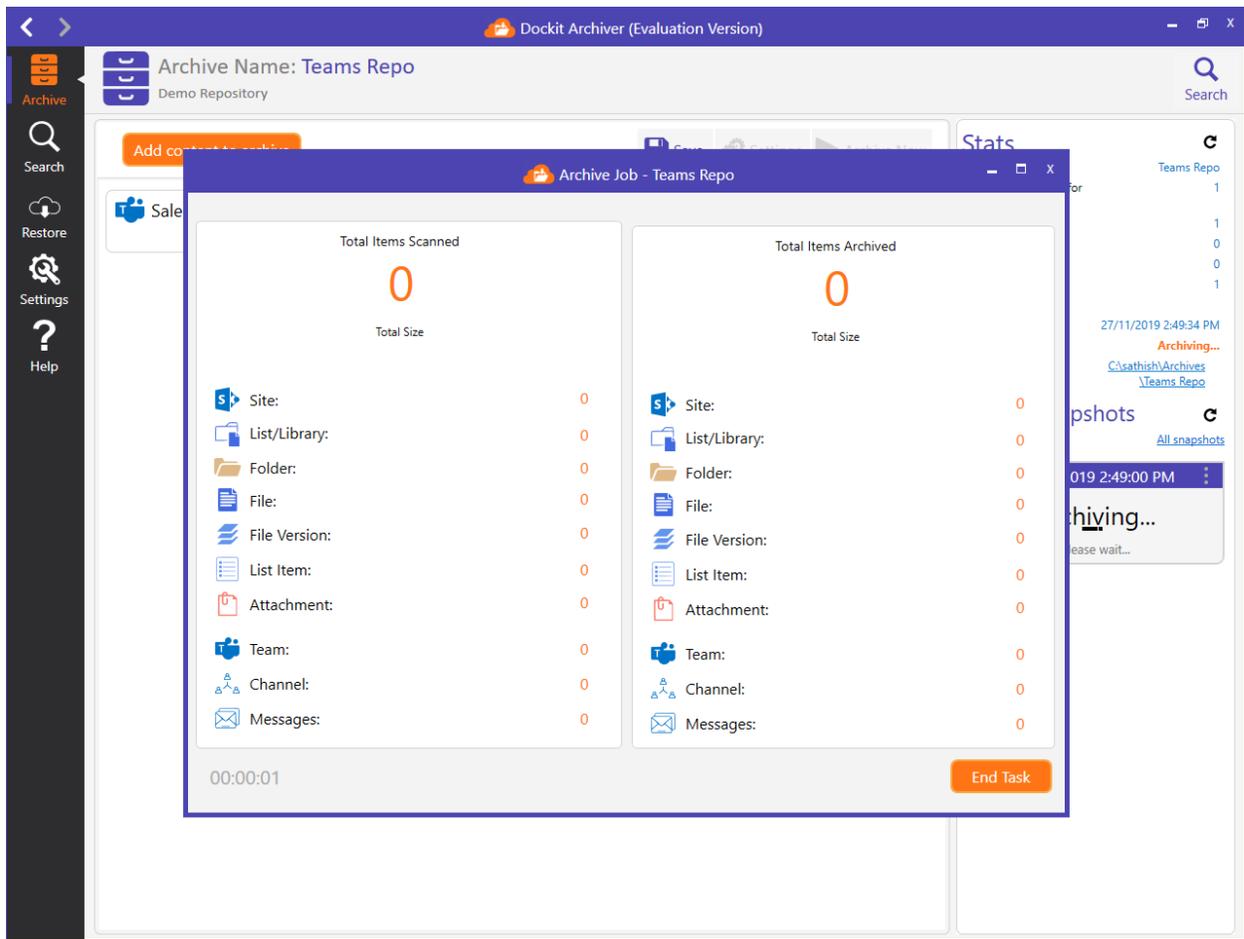
10. You can configure archive to be run at off-peak time by scheduling it. Open **Schedule Settings** as shown below:



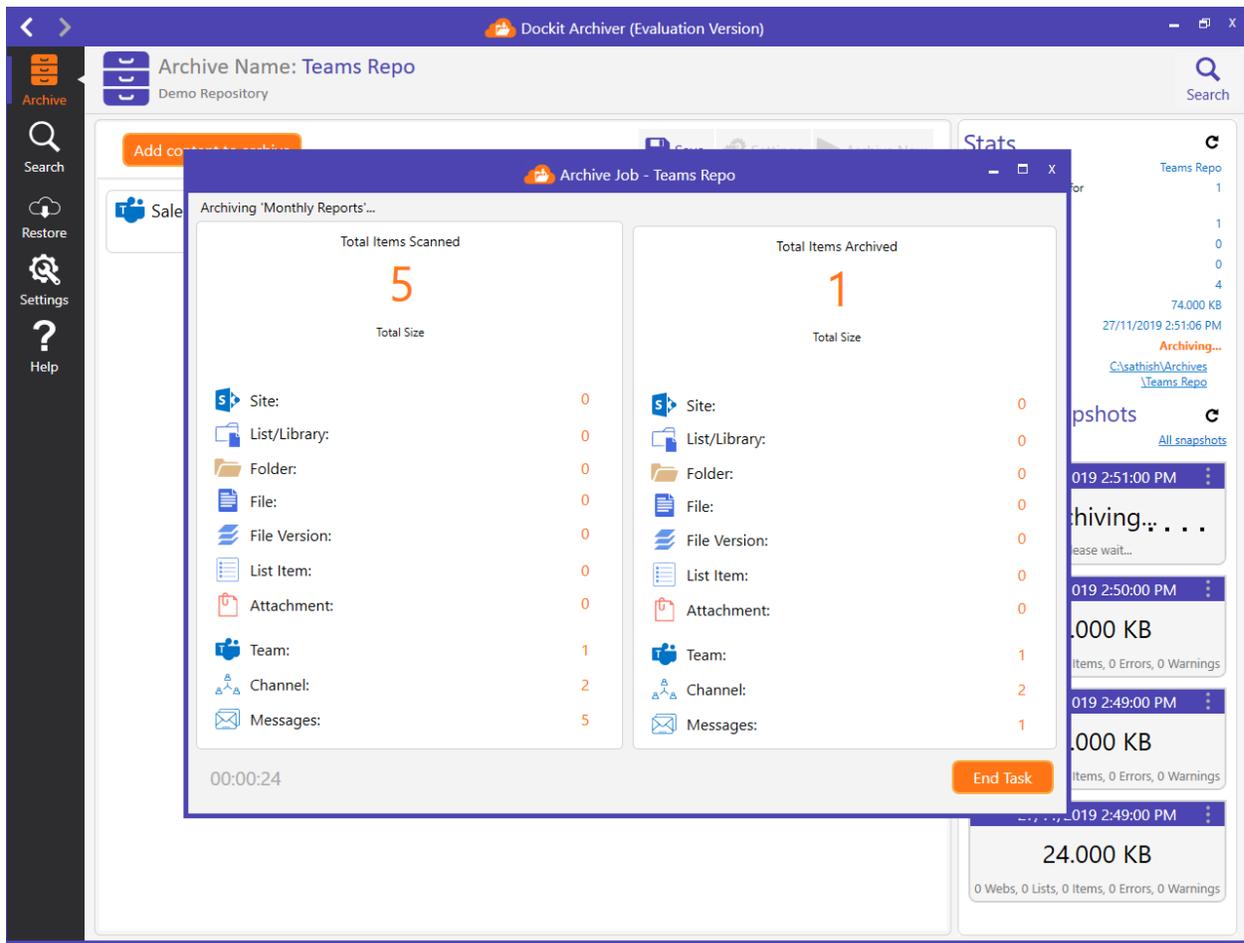
11. Open **Threshold Settings** to configure throttle of the archive engine:



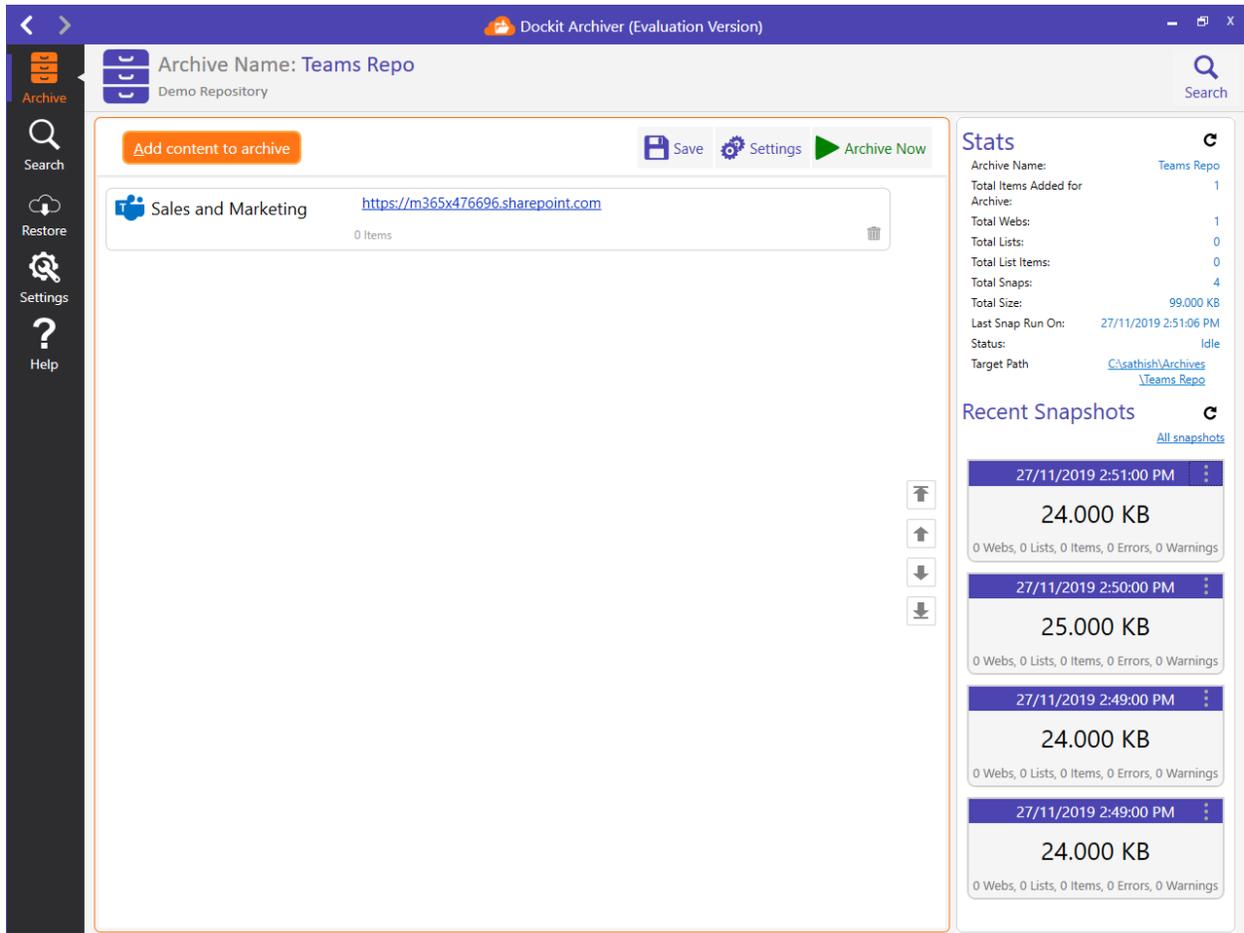
12. Close **Archive Settings** page and click  to commence the archive operation right away. Docket Archiver launches a separate process to handle archive operation. You can monitor the progress of the archive operation as shown below:



13. At first, Docket 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:

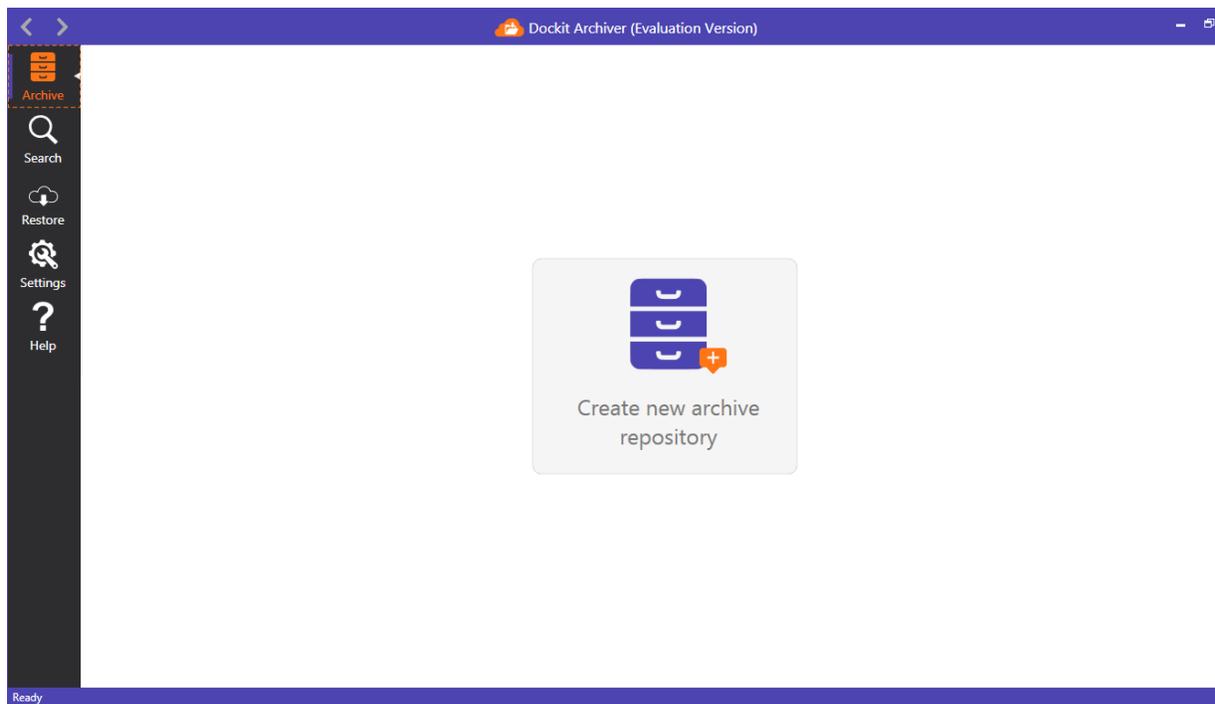


15. Every time you commence the archive operation, it creates a separate snapshot that holds the full information of the Teams contents you added. Each snapshot is independent of one another. It is listed in the reverse chronological order.

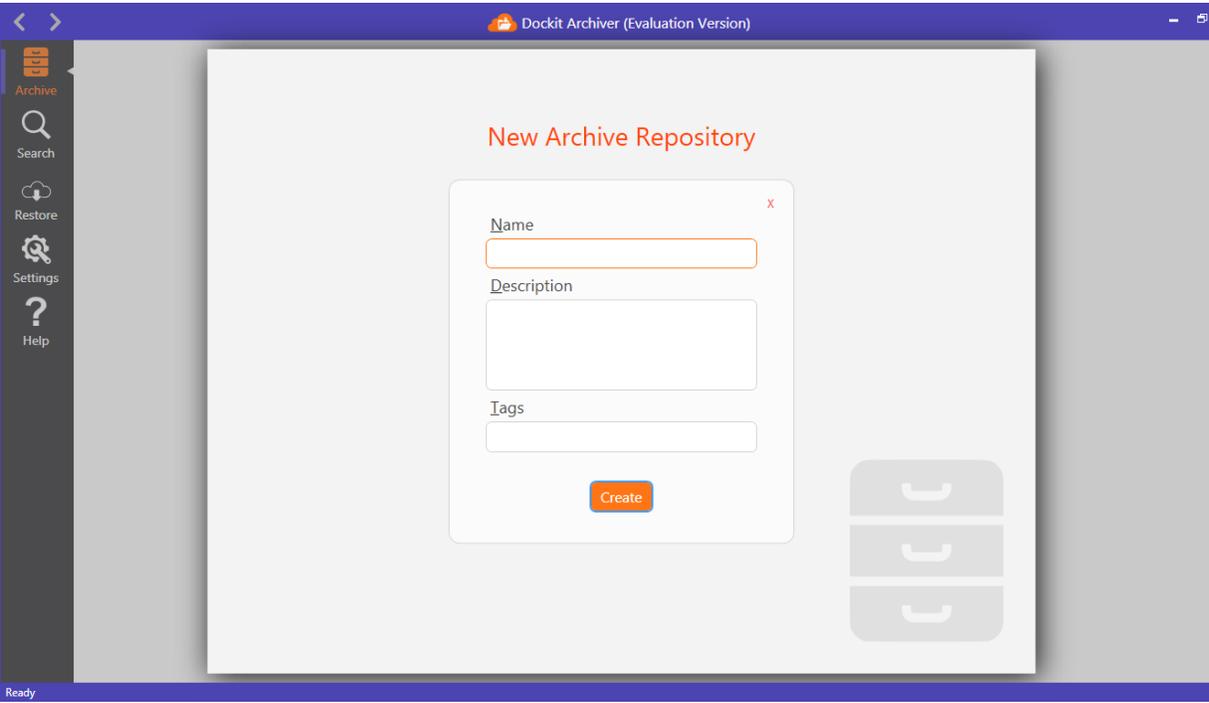
Create a new OneDrive task

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.

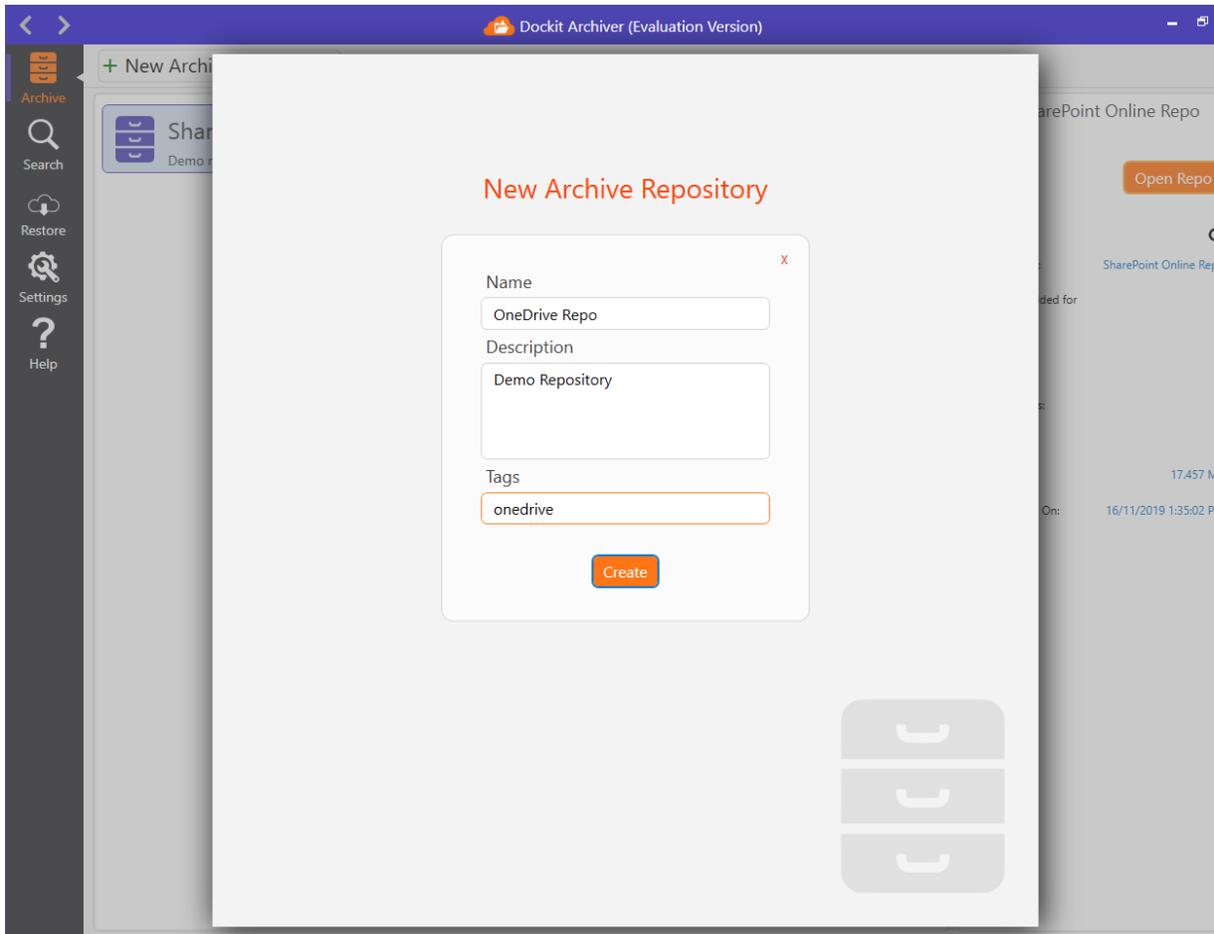
1. To get started, click **Create new archive repository** button as shown below:



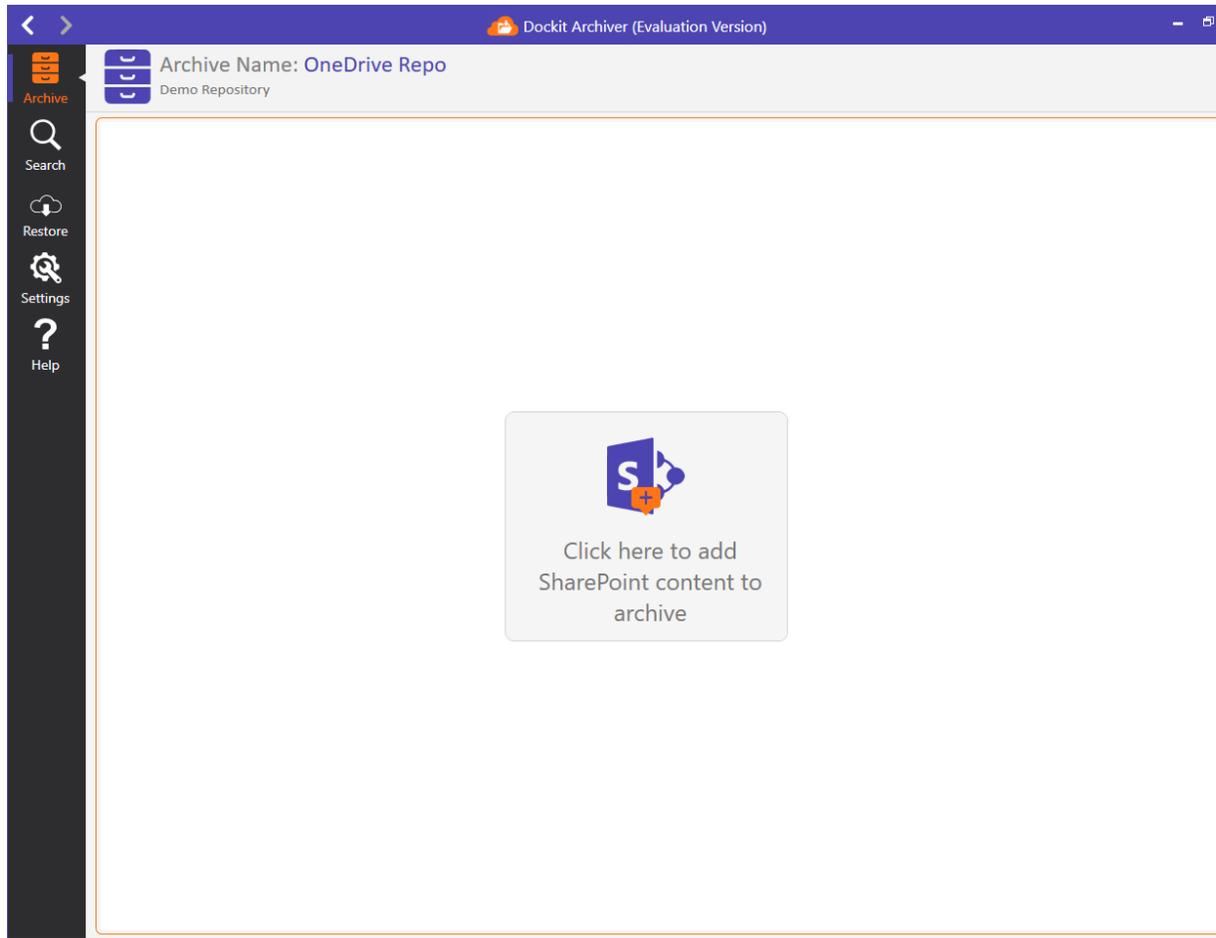
2. The **New Archive Repository** page appears as shown below:



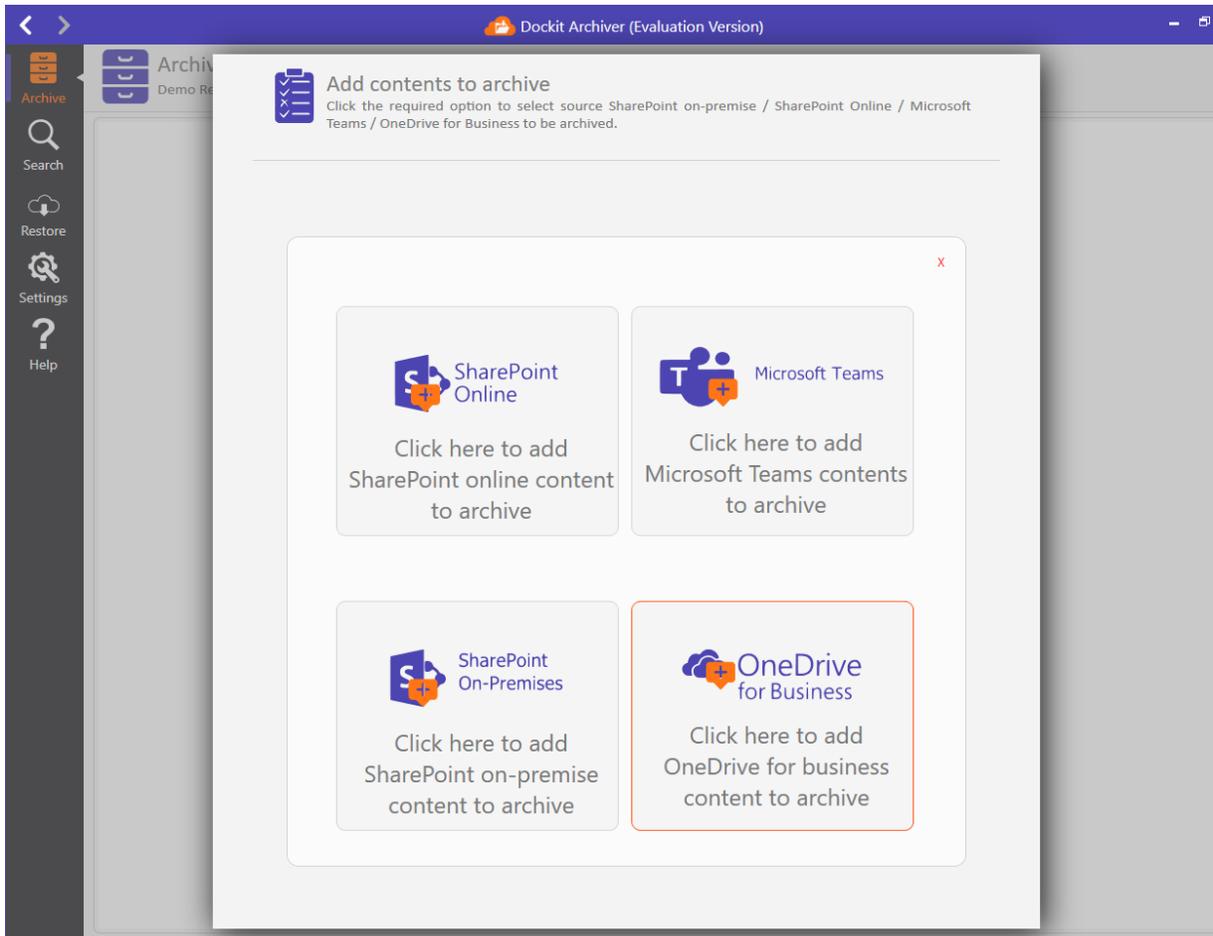
3. Provide archive name and other details as shown below:



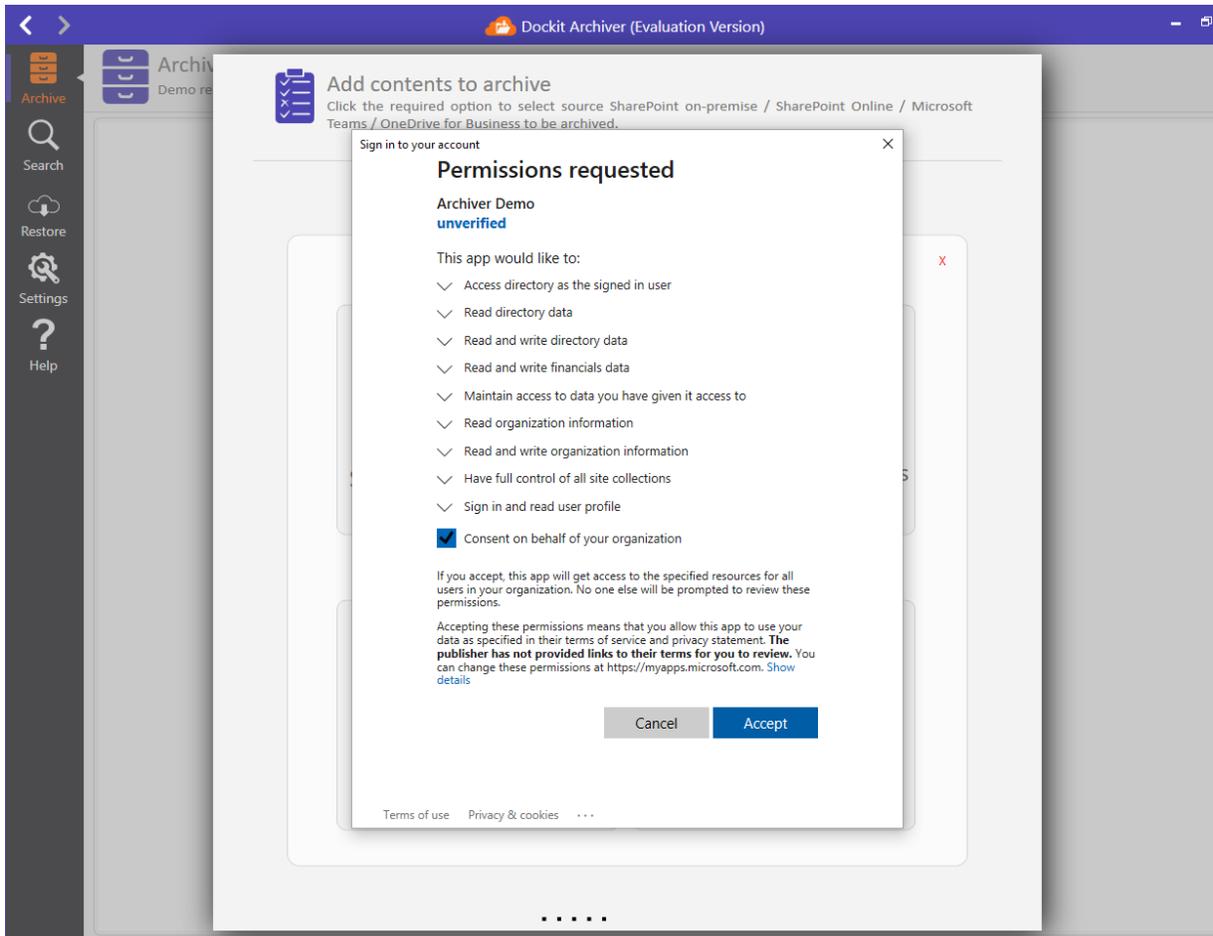
4. Once you click **Create** button, Docket Archiver creates a new archive repository using the specified inputs and opens the same as shown below.



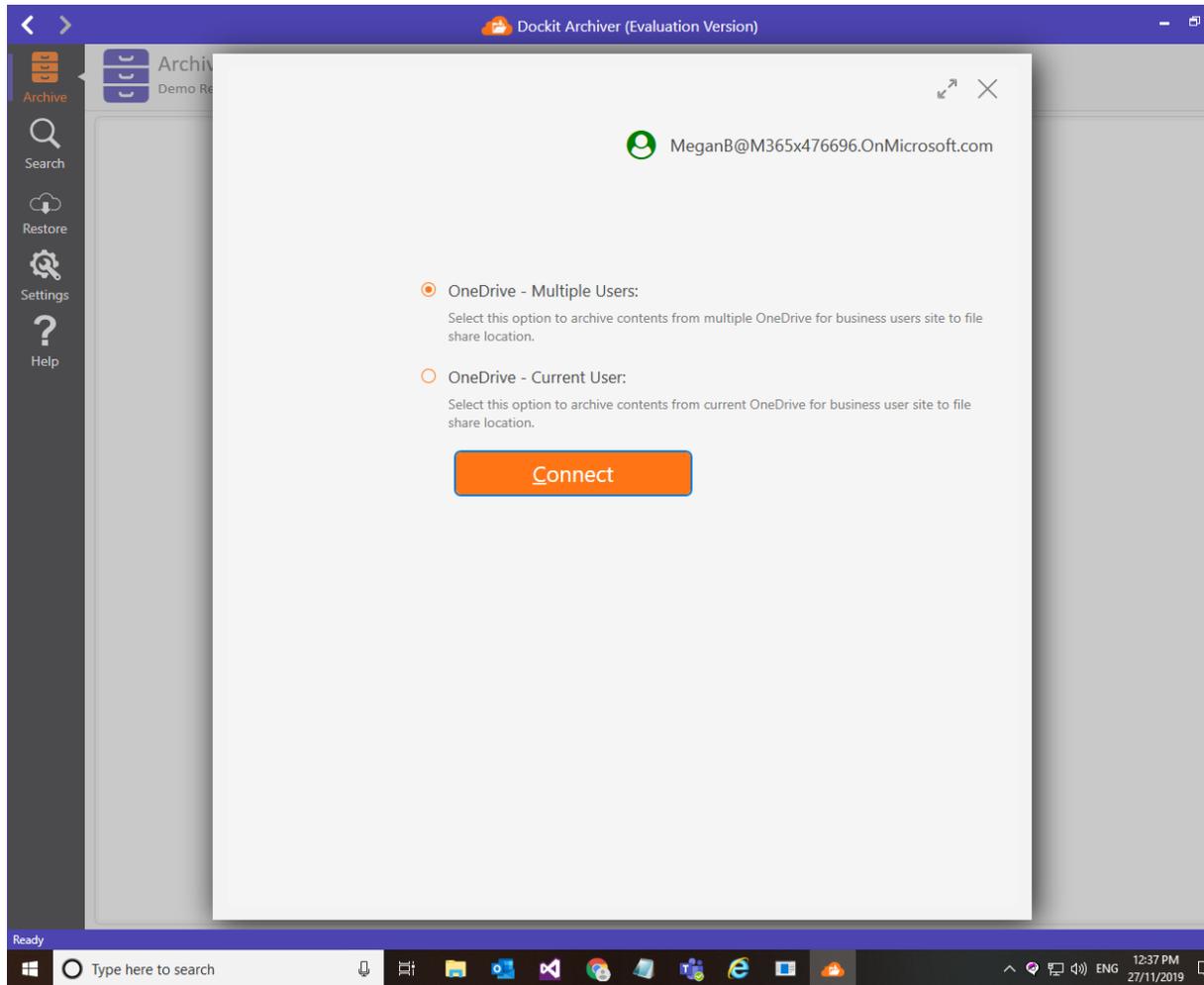
5. To add SharePoint content for this repository, click the tile available in the center of the page. It will launch Archive Selection Page where you can select the **OneDrive for Business** tile as shown below:



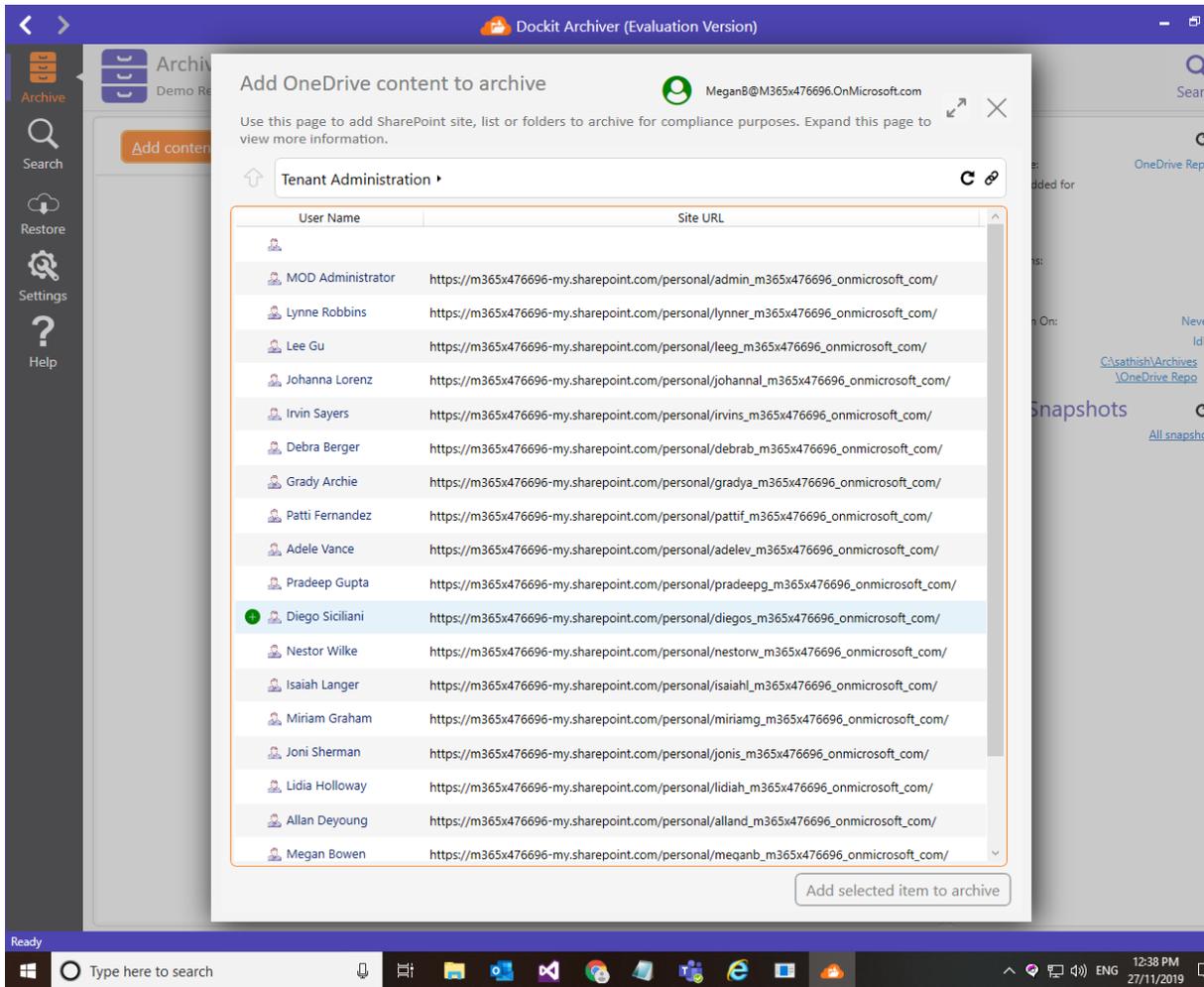
6. Once you run a archiver job using a tenant for the first time in the application, the permission requested dialog will be shown as in the below image. Click **Accept** to store the user account in azure portal and prevent the credential dialog while running the job for the same tenant in future.



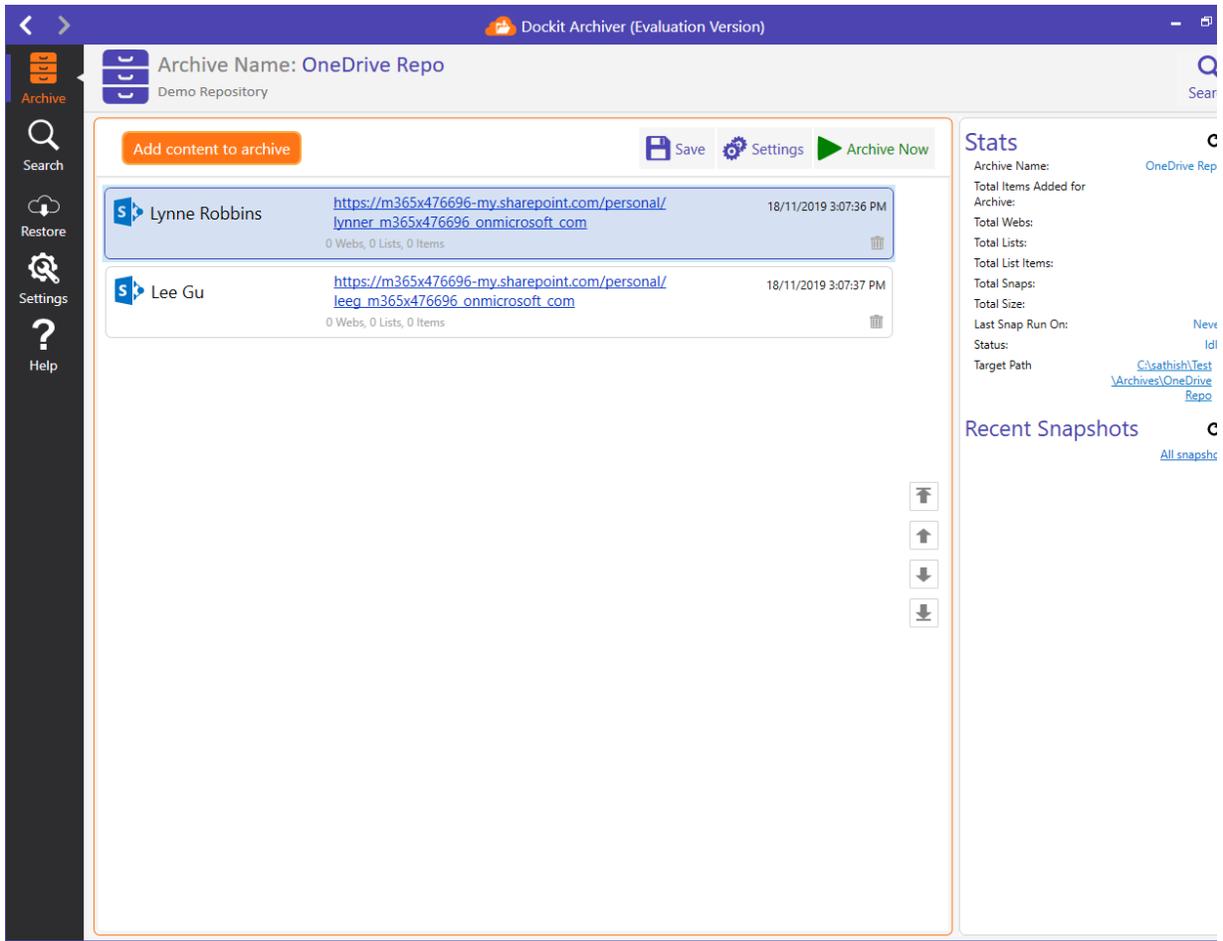
7. To archive contents from multiple OneDrive locations in a single job, select '**OneDrive - Multiple Users**' option and click '**Connect**' button to proceed. For archiving contents from single OneDrive, select '**OneDrive - Current User**', and click '**Connect**' button.



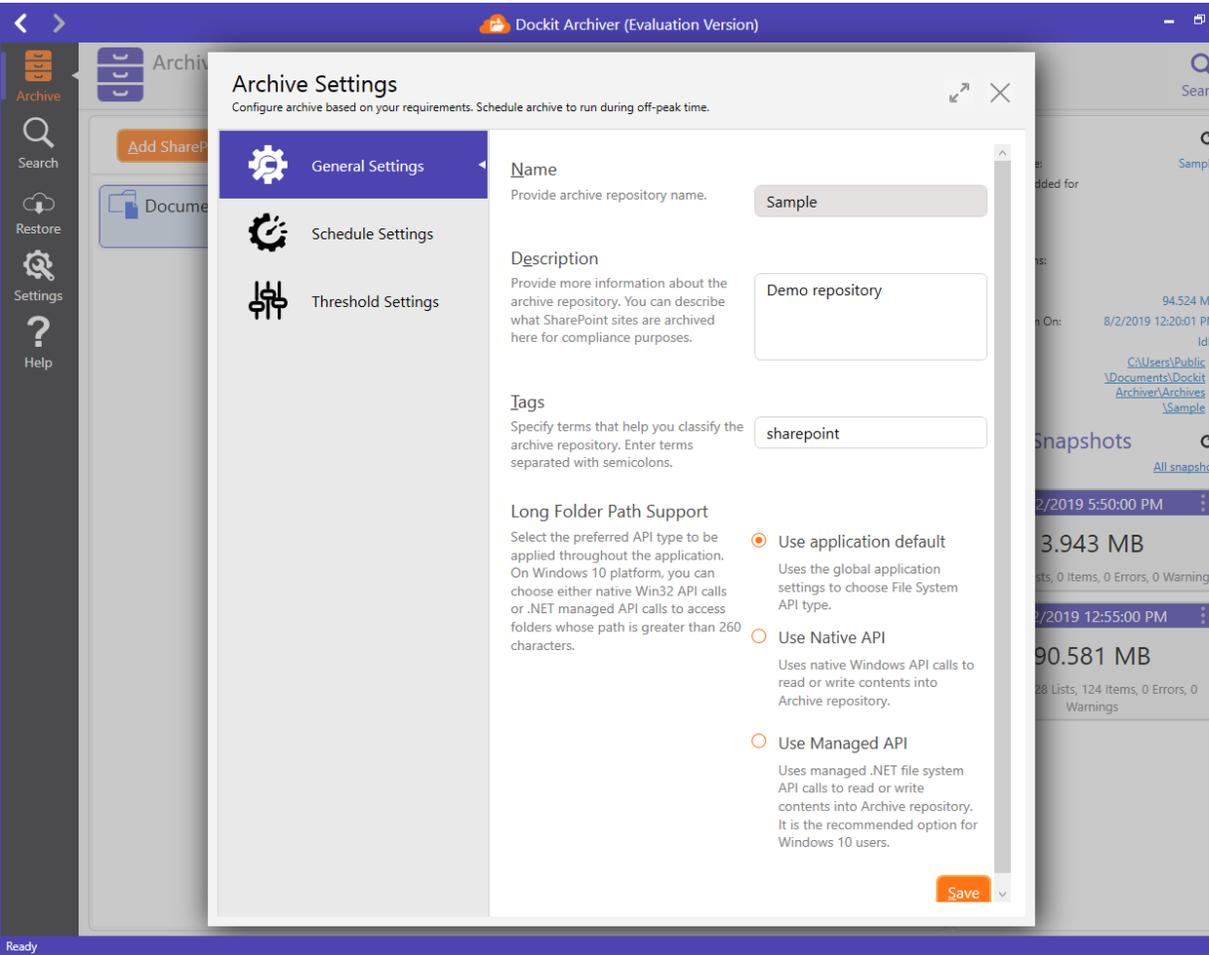
8. Based on the radio button checked, it load's all the multiple OneDrive for Business users or current OneDrive for Business user in SharePoint explorer page.



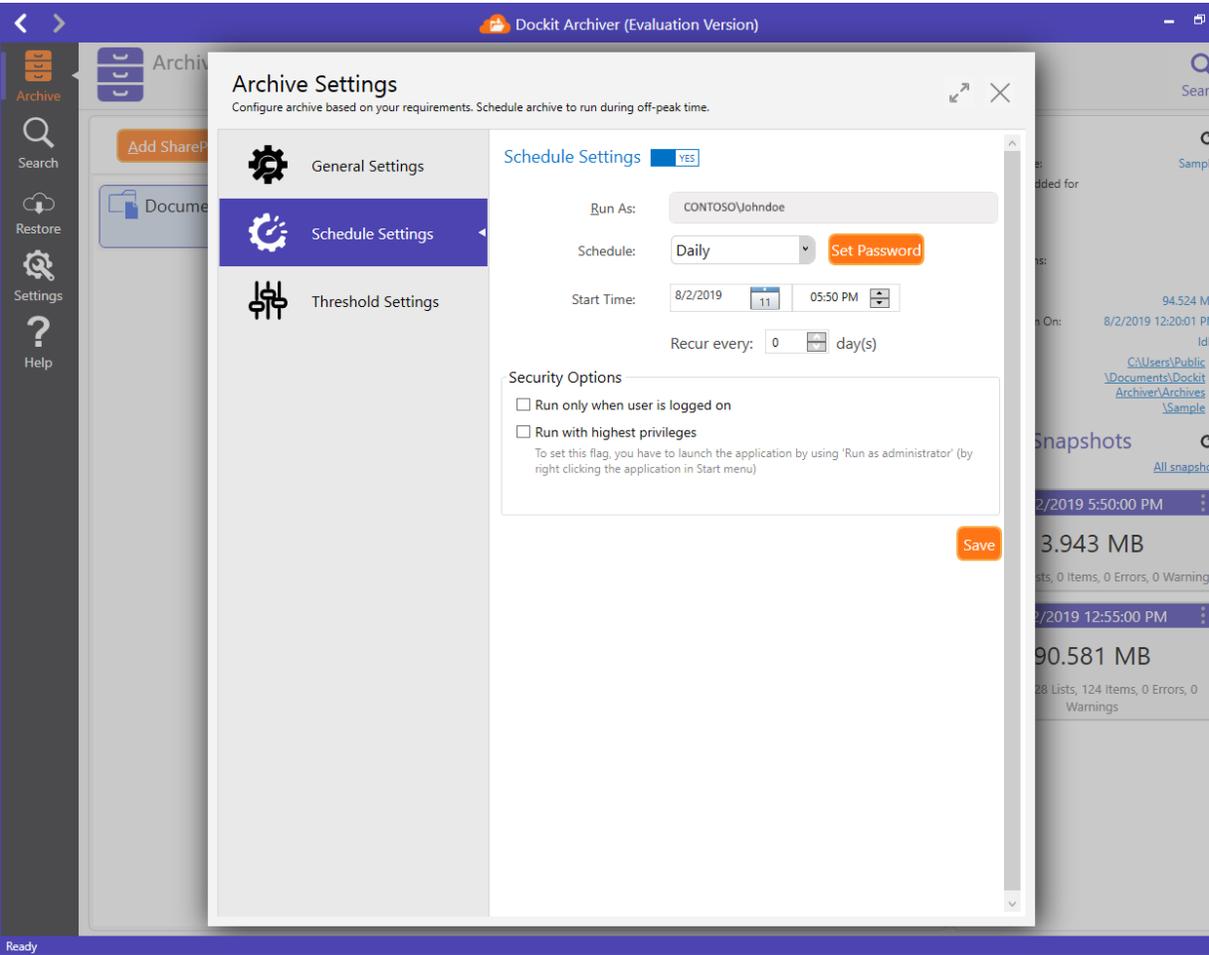
9. Select the Personal site, SharePoint site or library that you wish to archive into the repository for compliance purposes and click **Add selected item to archive** button at the bottom right corner of the dialog. Hence, the selected SharePoint content is added to archive list as shown below:



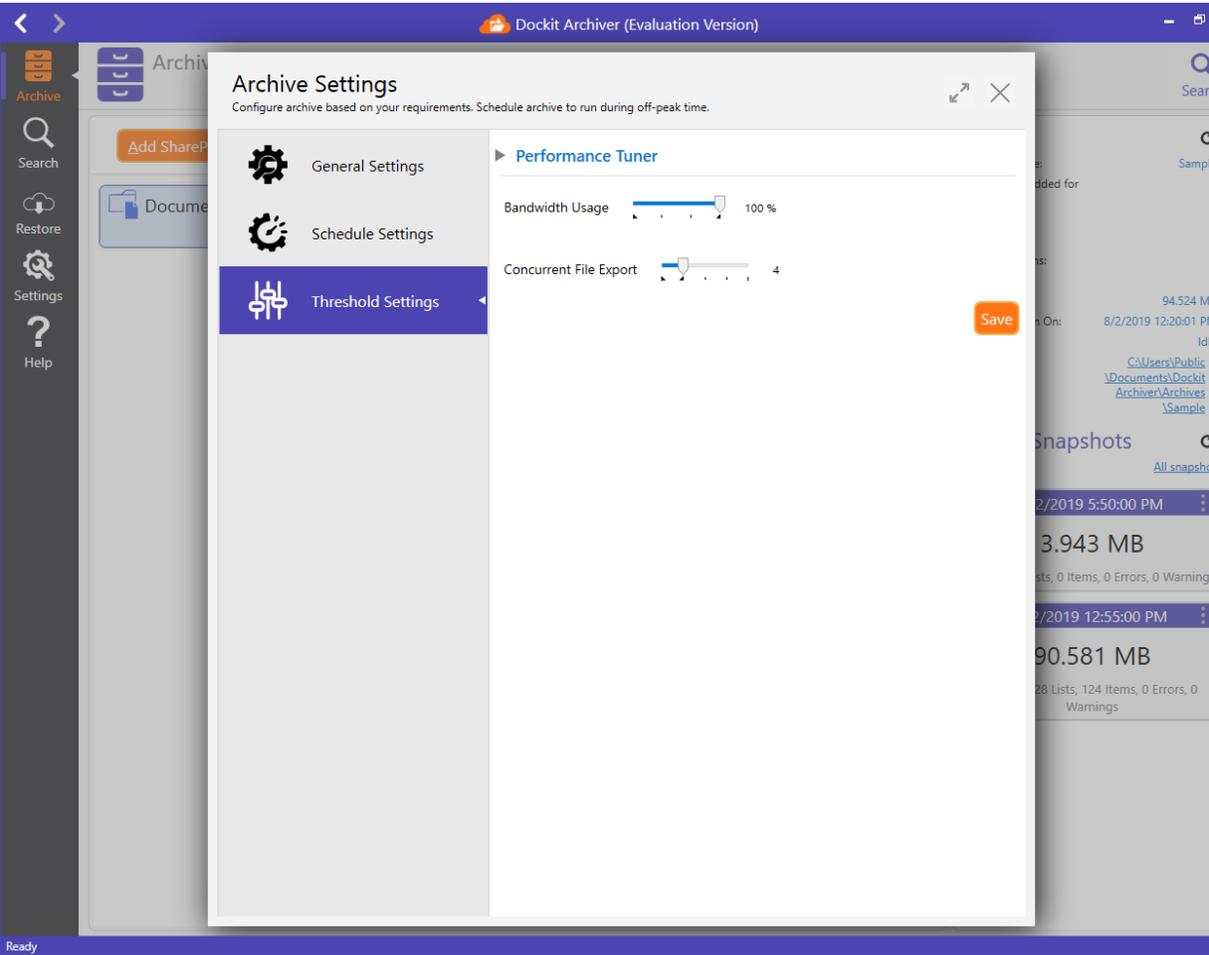
10. You can modify archive default settings by clicking  icon. The **Archive Settings** page will be shown as below:

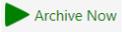


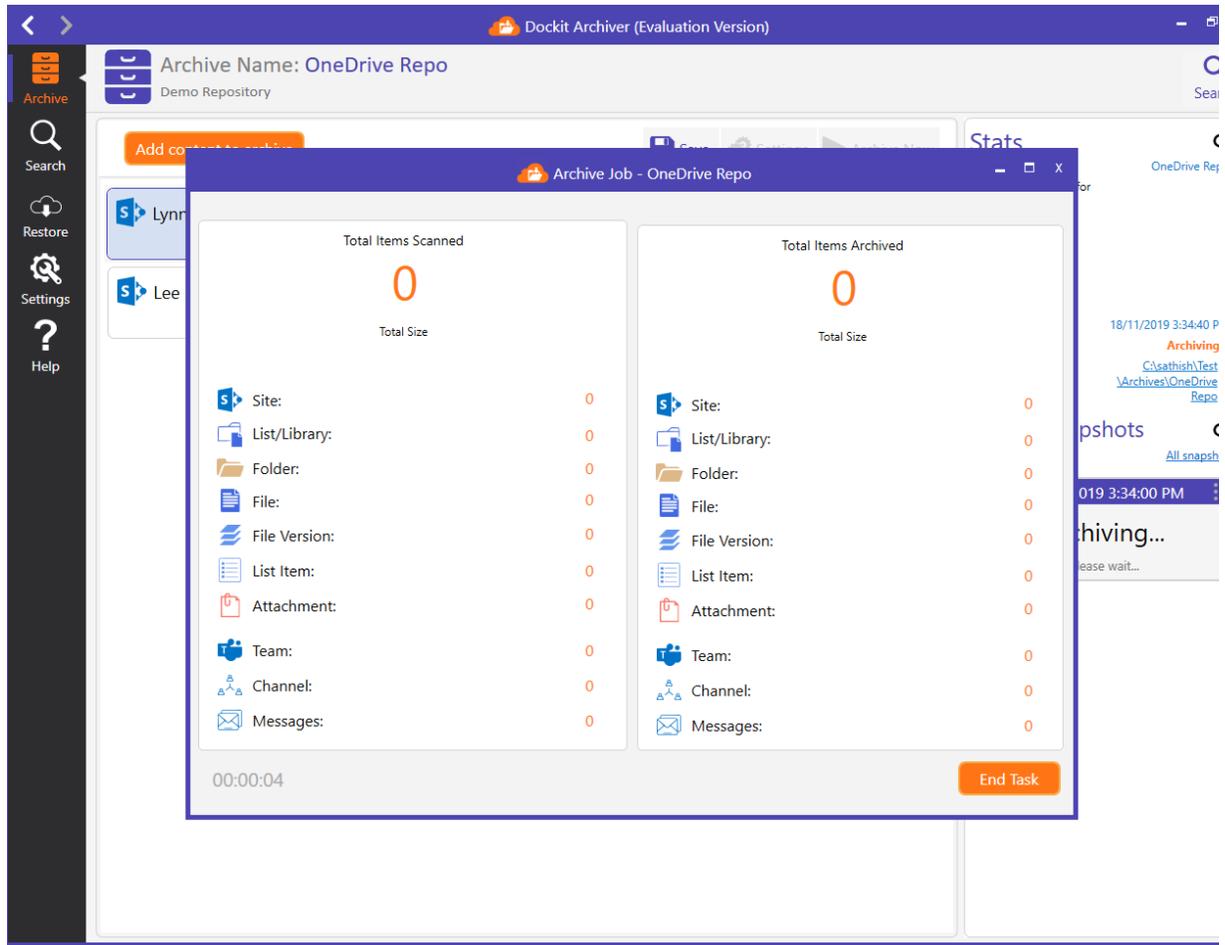
11. You can configure archive to be run at off-peak time by scheduling it. Open **Schedule Settings** as shown below:



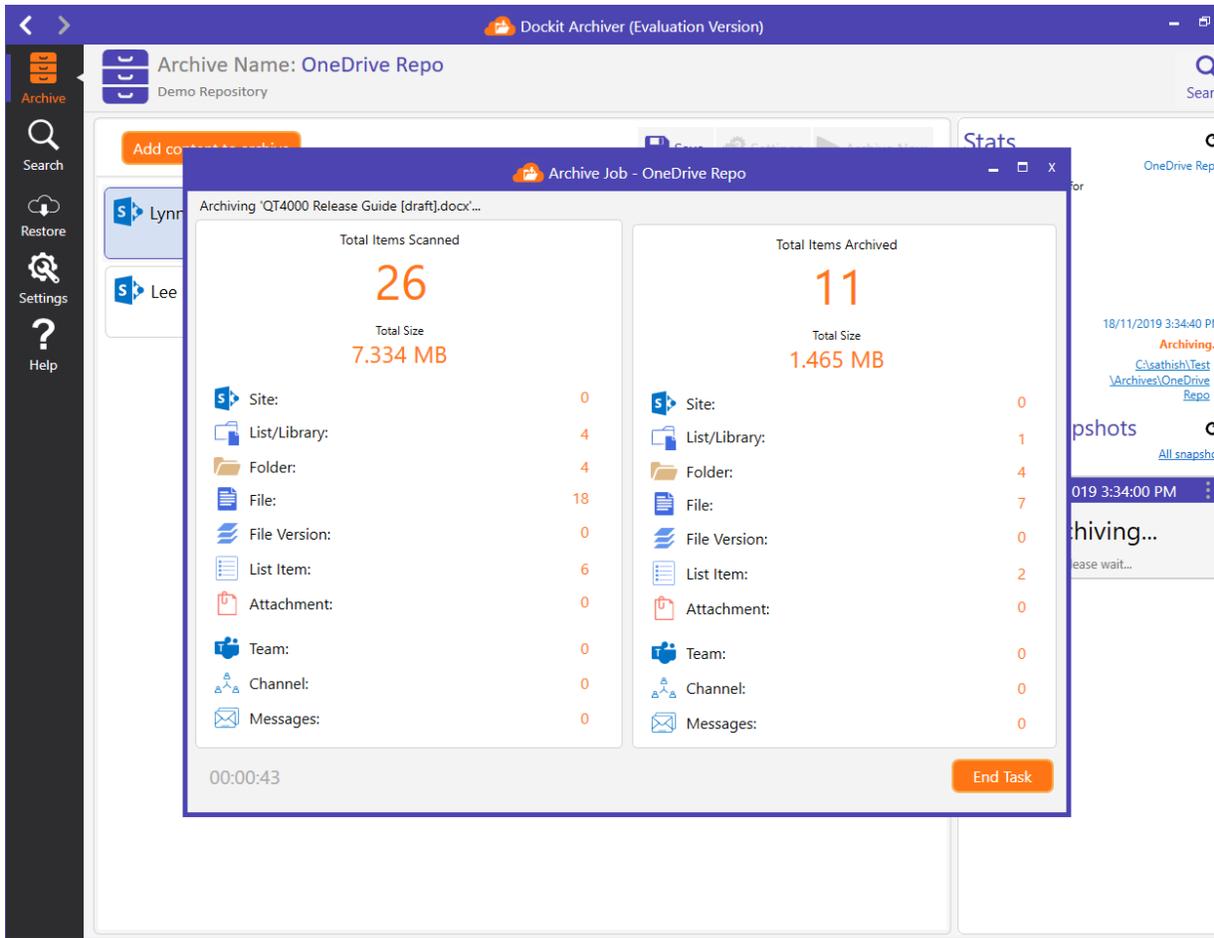
12. Open **Threshold Settings** to configure throttle of the archive engine:



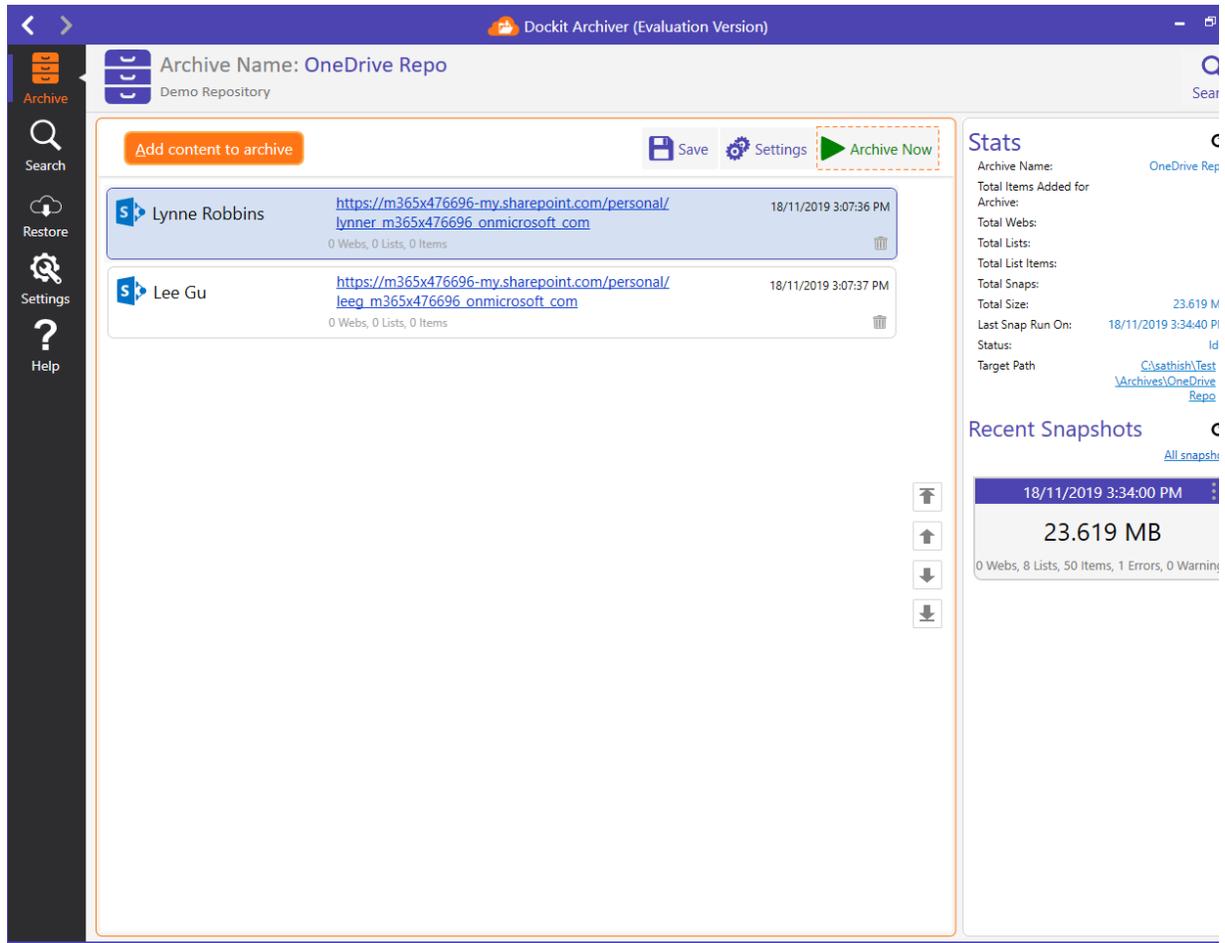
13. Close **Archive Settings** page and click  to commence the archive operation right away. Docket Archiver launches a separate process to handle archive operation. You can monitor the progress of the archive operation as shown below:



14. At first, Docket 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.

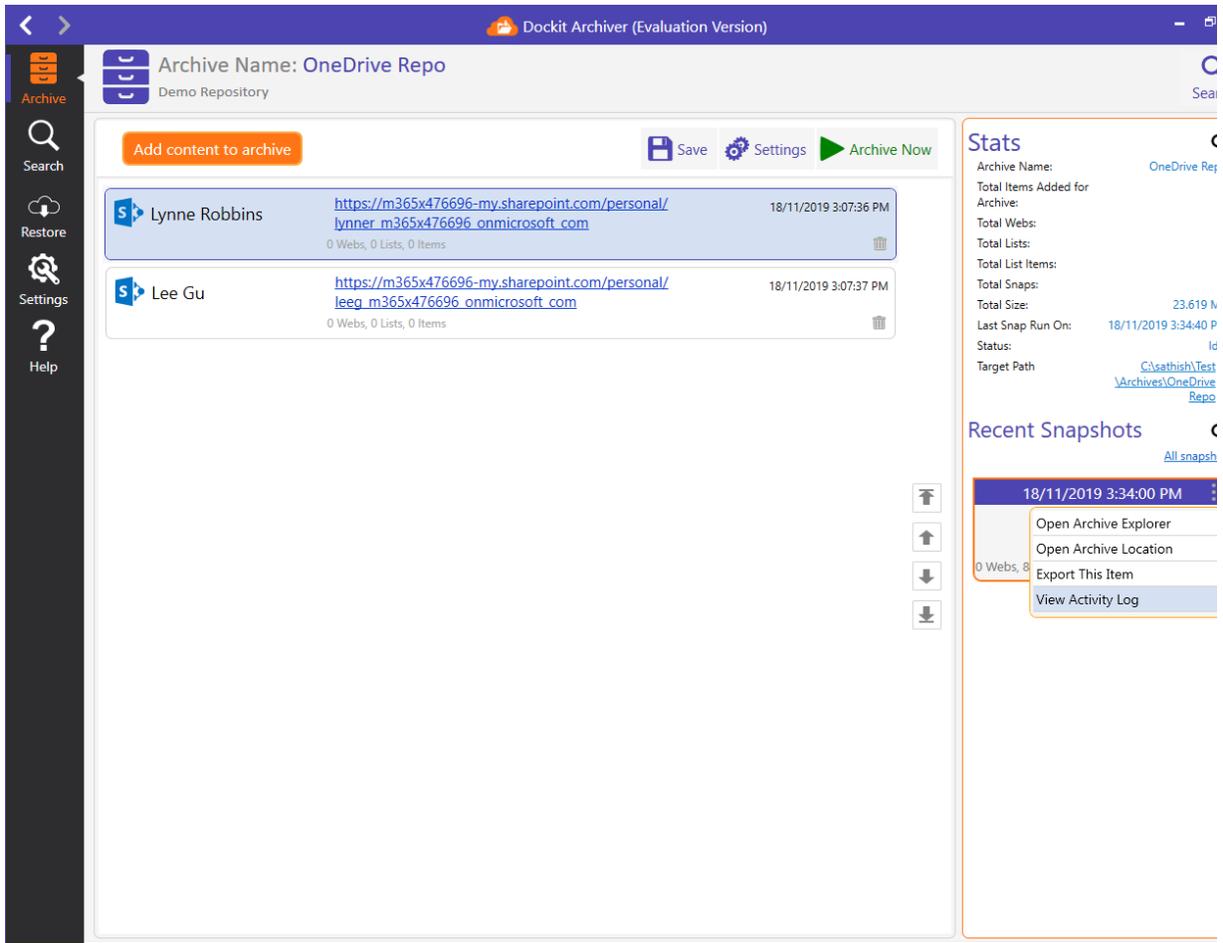


15. Once the archive operation is complete, you will see a snapshot (in the right pane) loaded in the archive repository home page as shown below:

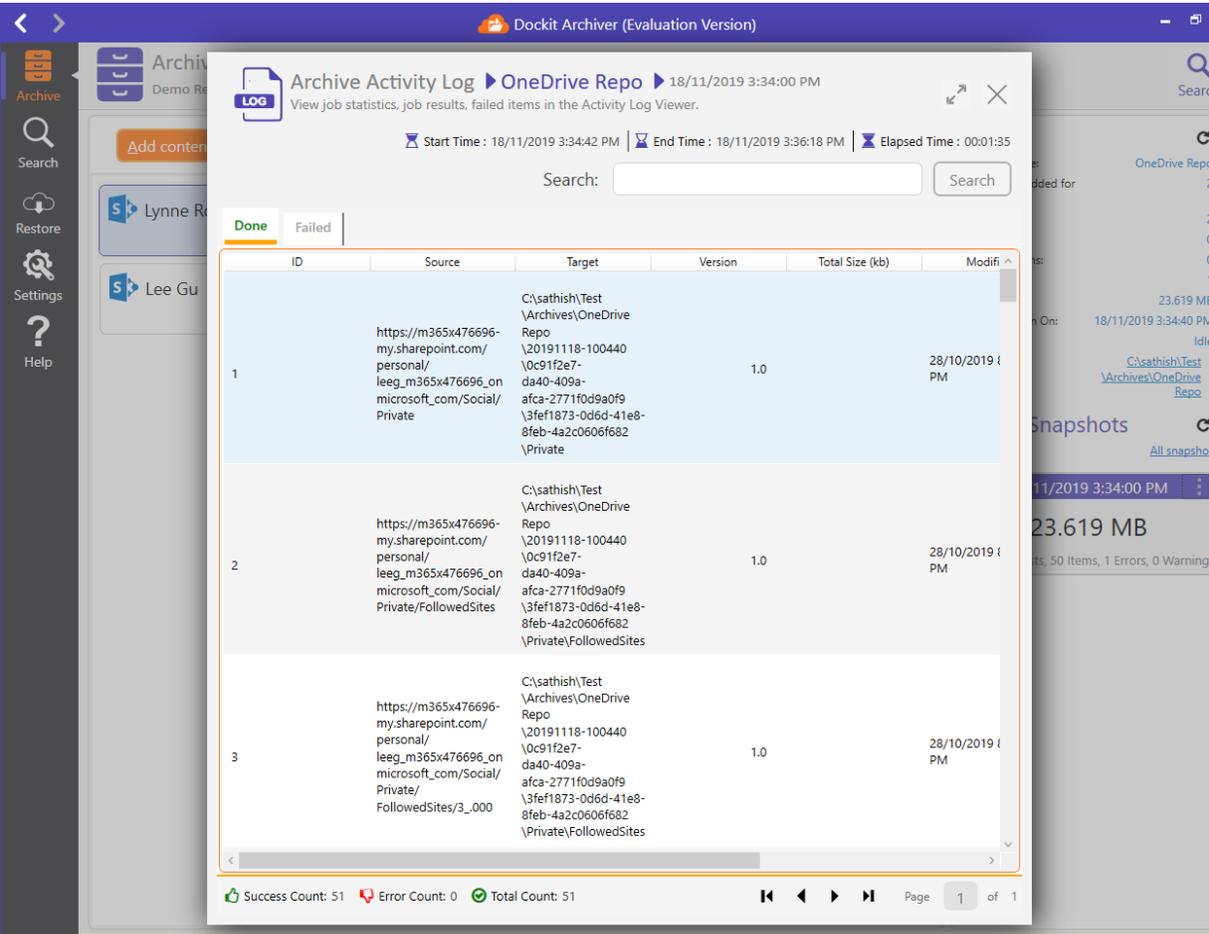


16. To view activity log associated with a Snapshot:

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



17. Archive Activity Log dialog appears as shown below.



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

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

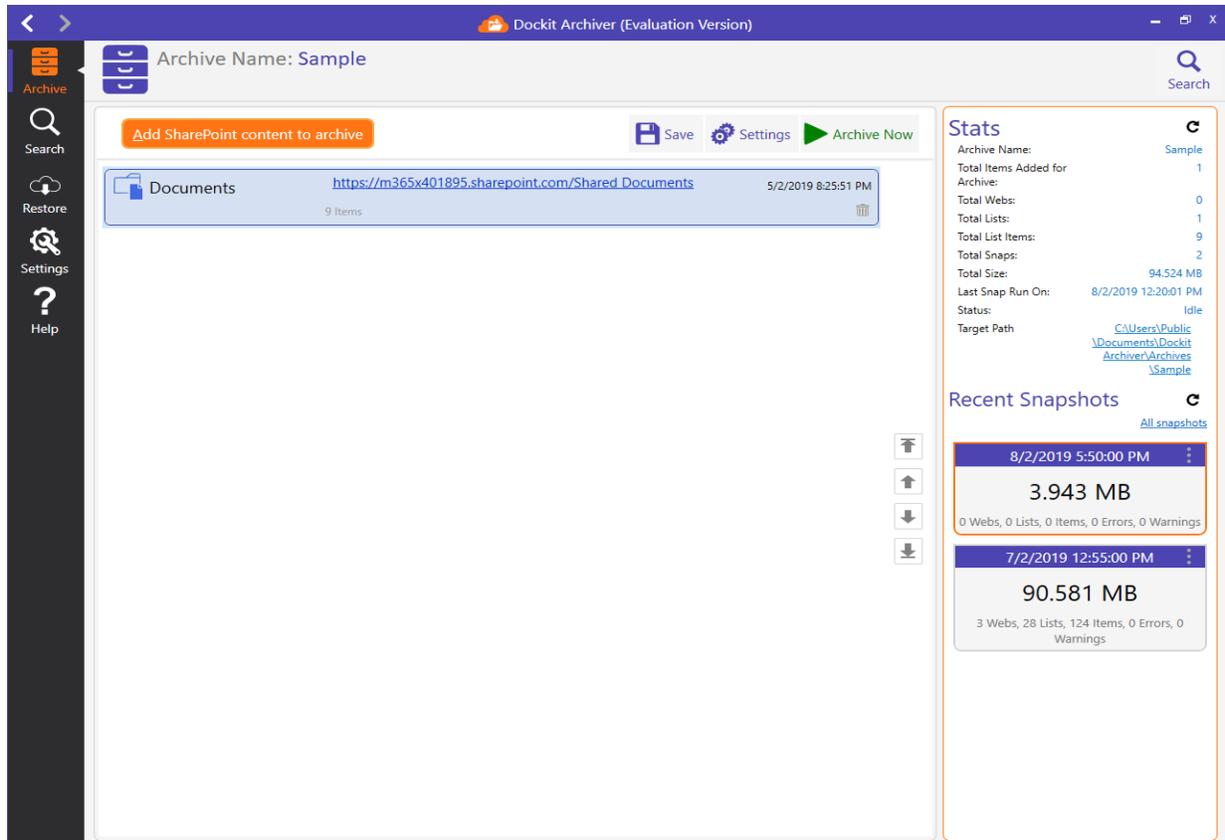
Search box is used to search for an item entry / entries in the Activity Log Viewer.

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.

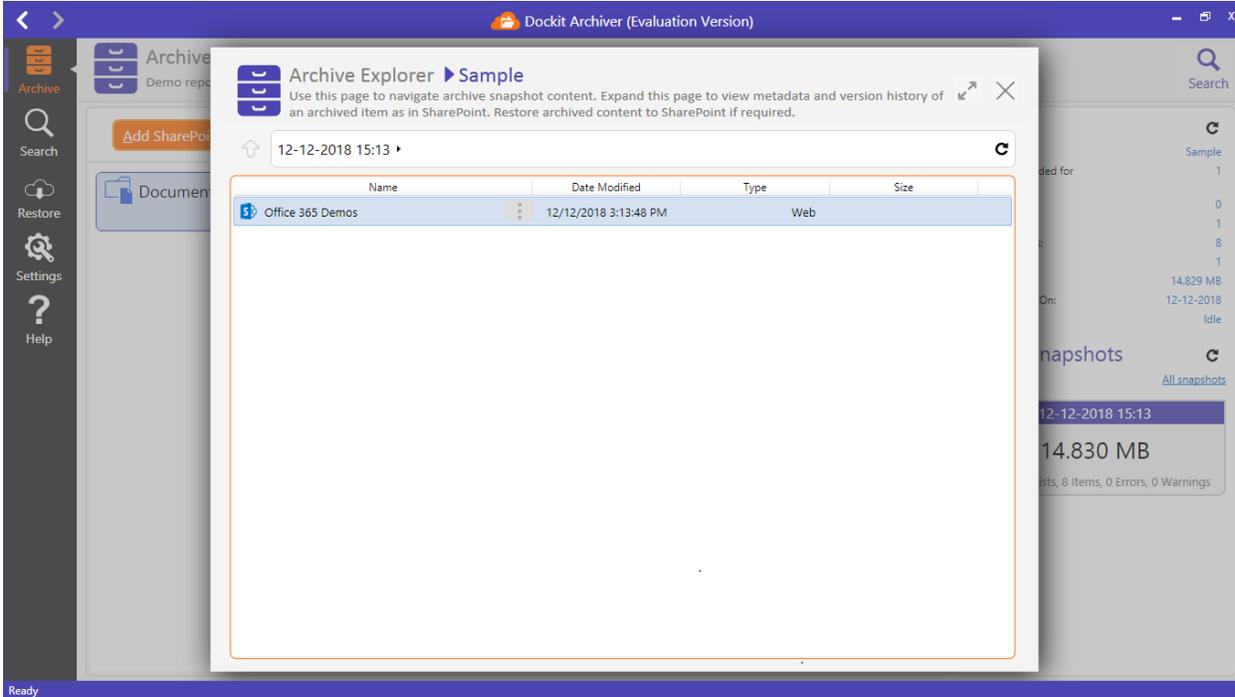
View archived content

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.

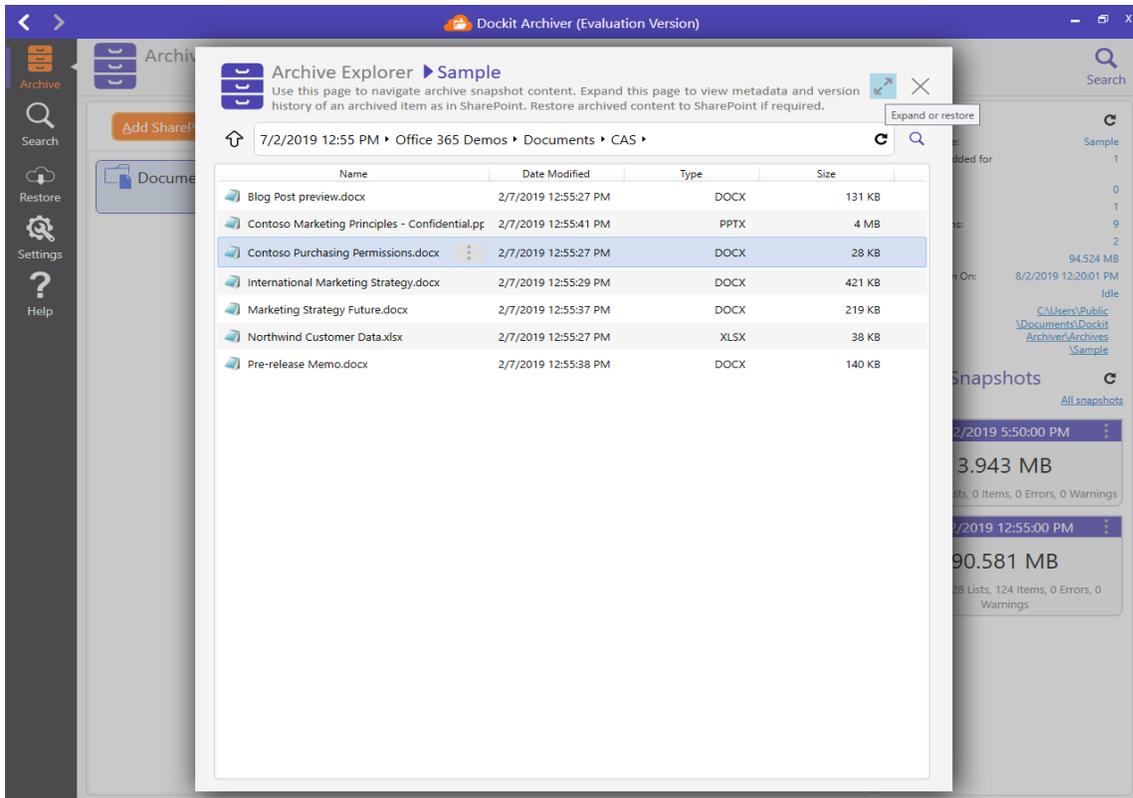
1. To get started, open the *Sample* archive repository as shown below.



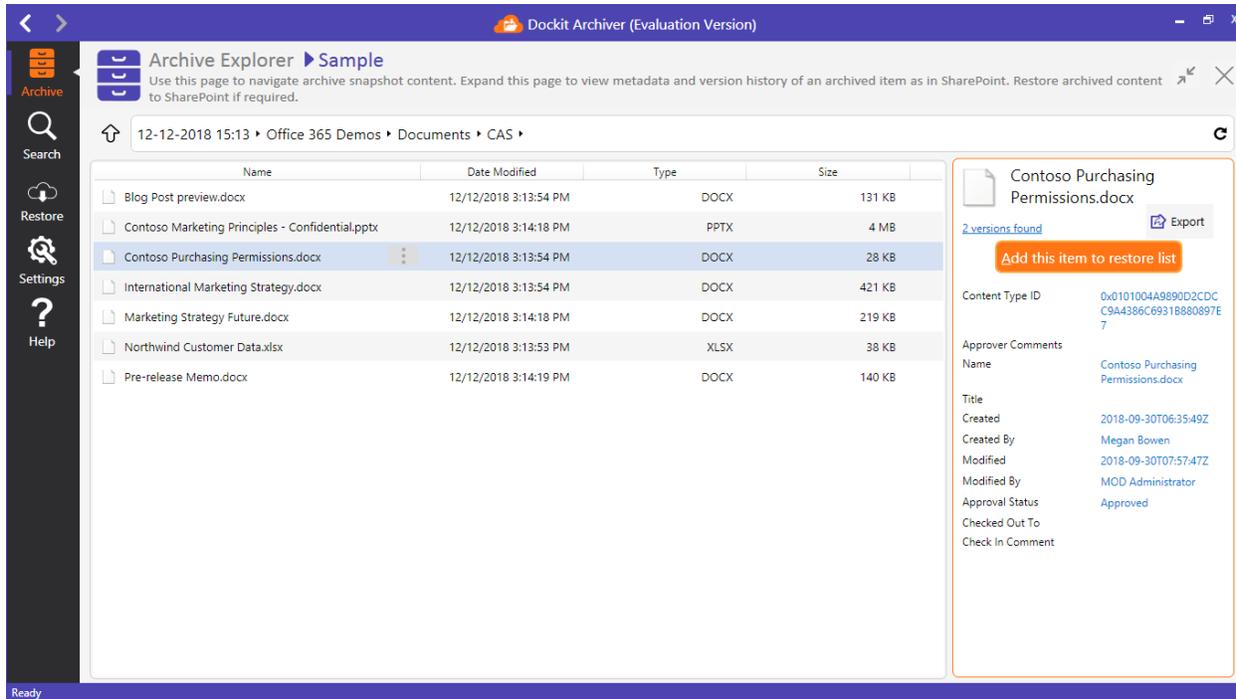
2. Click the snapshot available in the right pane. It launches **Archive Explorer** as shown below:



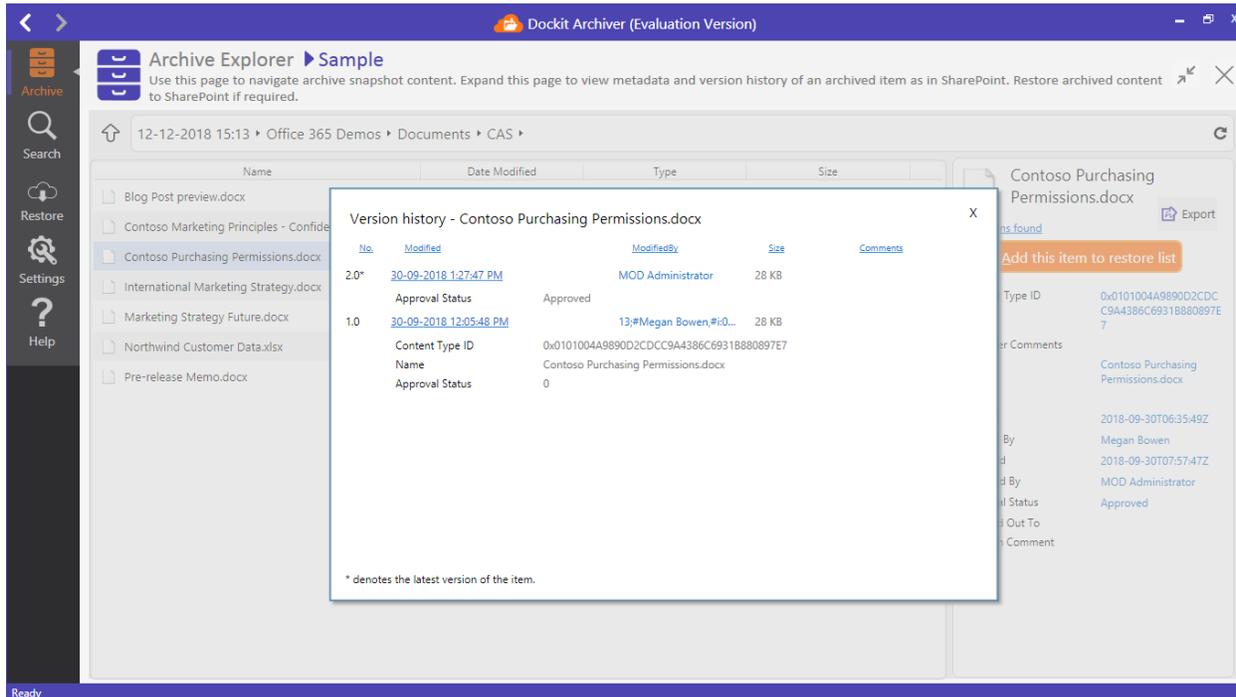
3. You can navigate the archived content as you do with SharePoint explorer. Docket Archiver emulates the content stored in the file system archive as in SharePoint. To view more information, you need to expand the *archiver explorer* page as shown below:



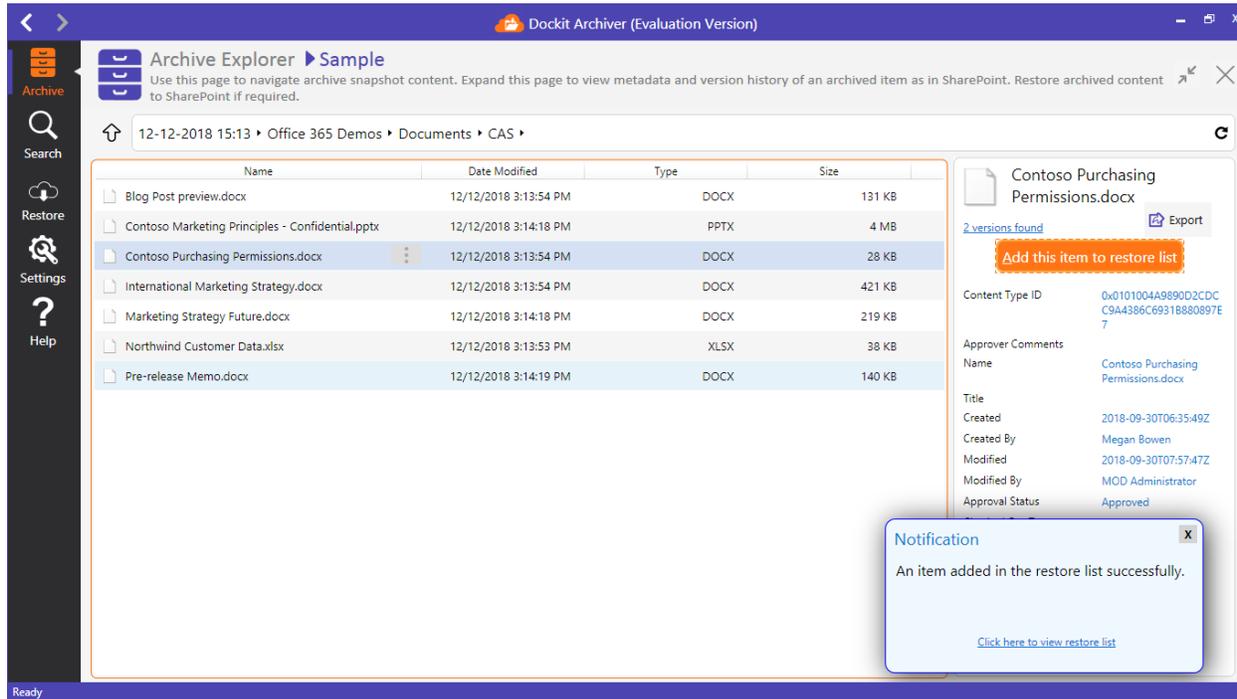
- Once you expand the archive explorer page, you can see metadata of the currently selected documents as shown below:



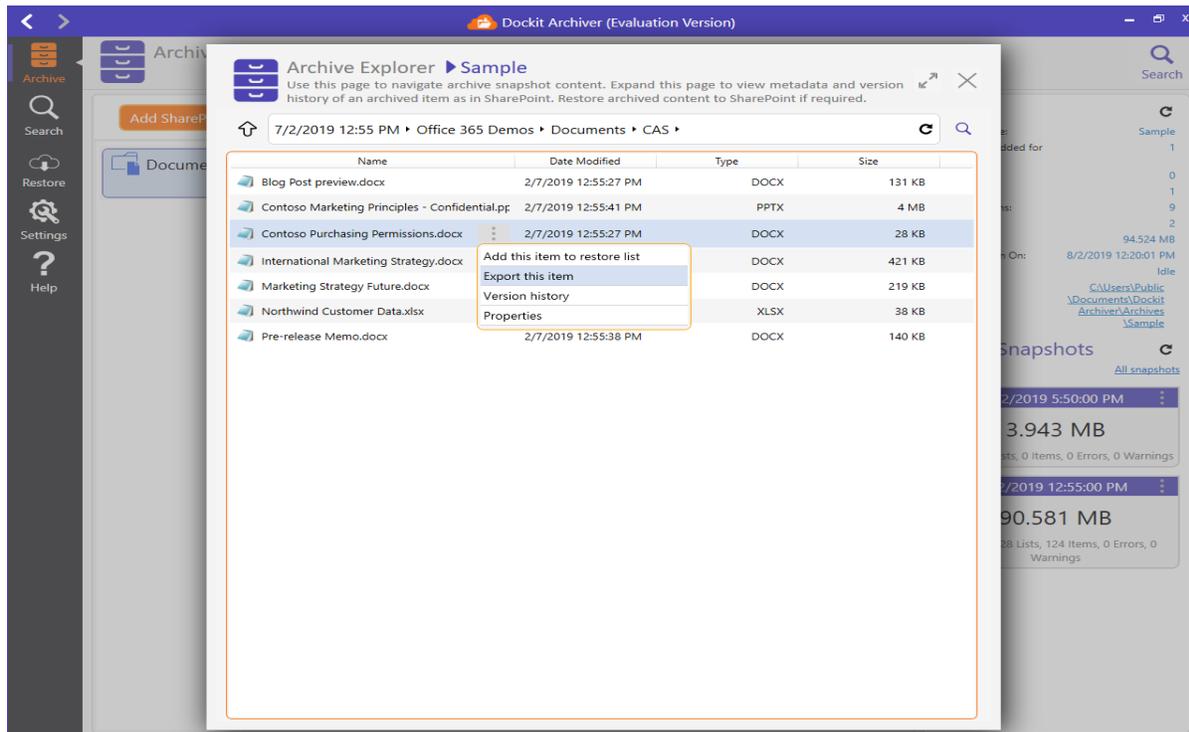
- You can see the version information as seen in SharePoint by clicking **Version history** hyperlink in the right pane. It will launch *history* pane as shown below:



- 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.



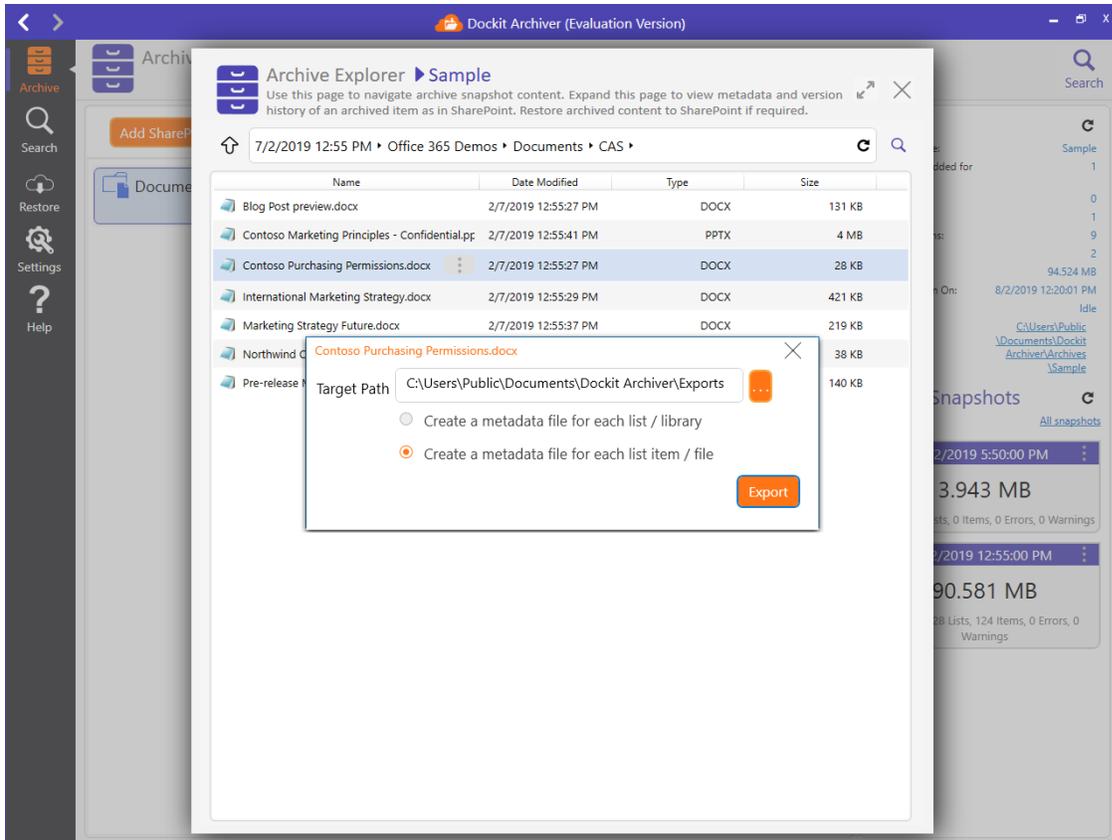
- If you wish to export the selected document to file share, you just need to click  and then click **Export this item** button as shown below.



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.



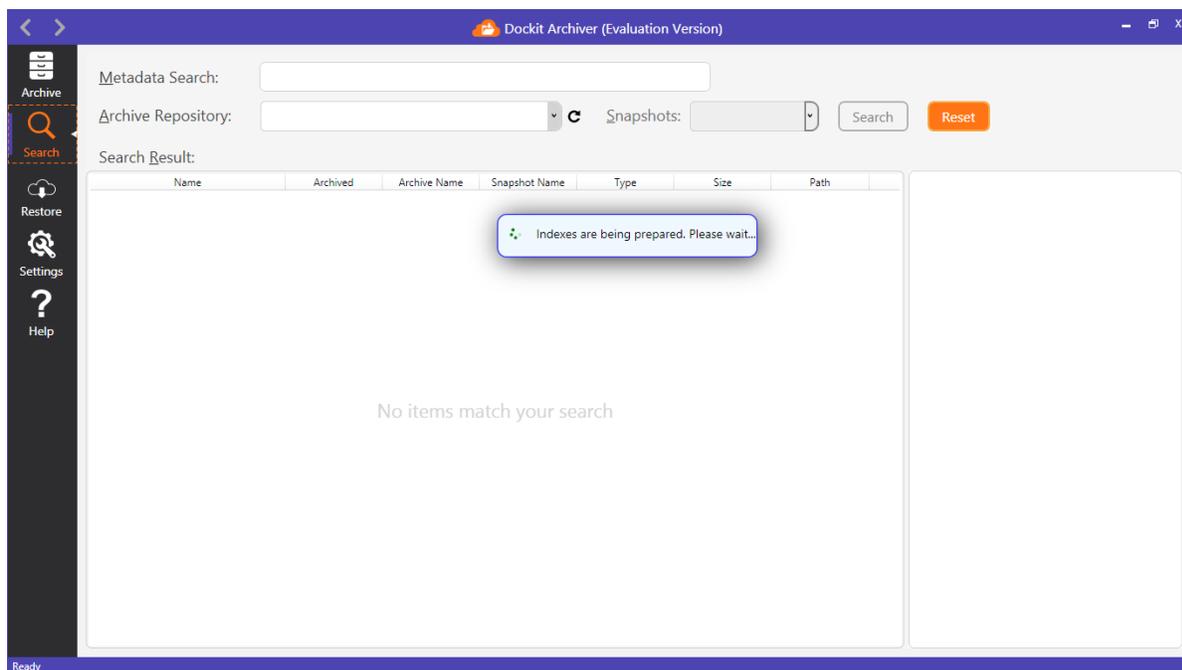
and then click the Export button.

Search documents from archives

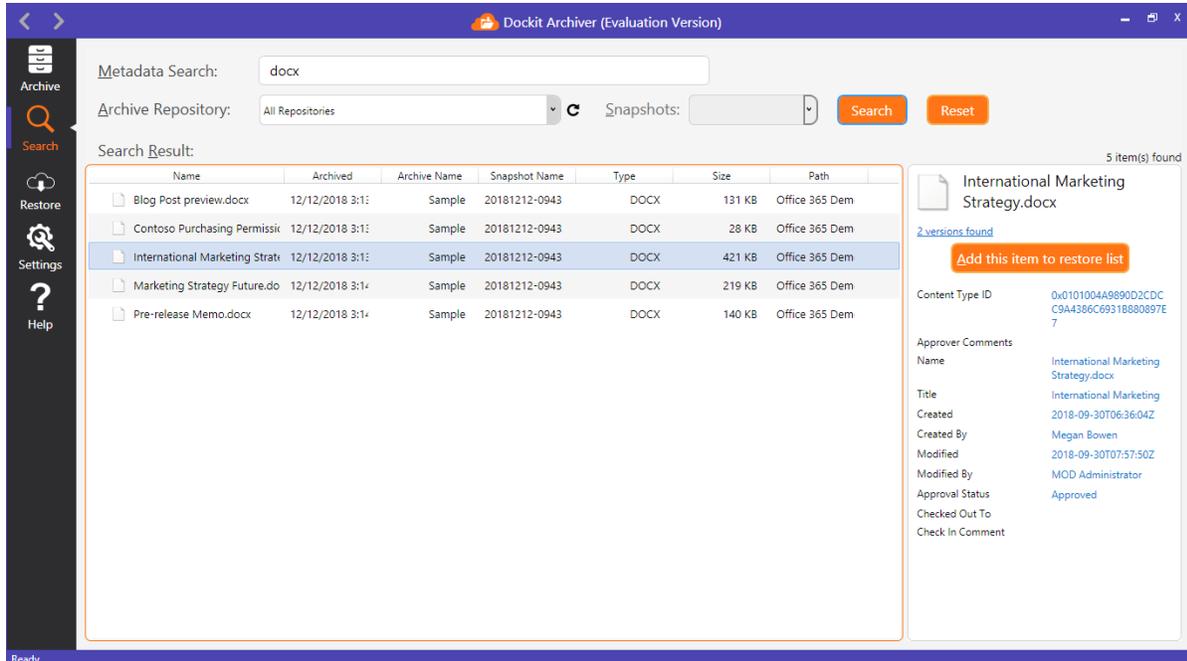
Dockit Archiver enables you search across its archives and snapshots of SharePoint content in a single page. It is common practice for any organization to archive content periodically. When the time comes, you need to find out a particular set of documents and folders using metadata search. Dockit Archiver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

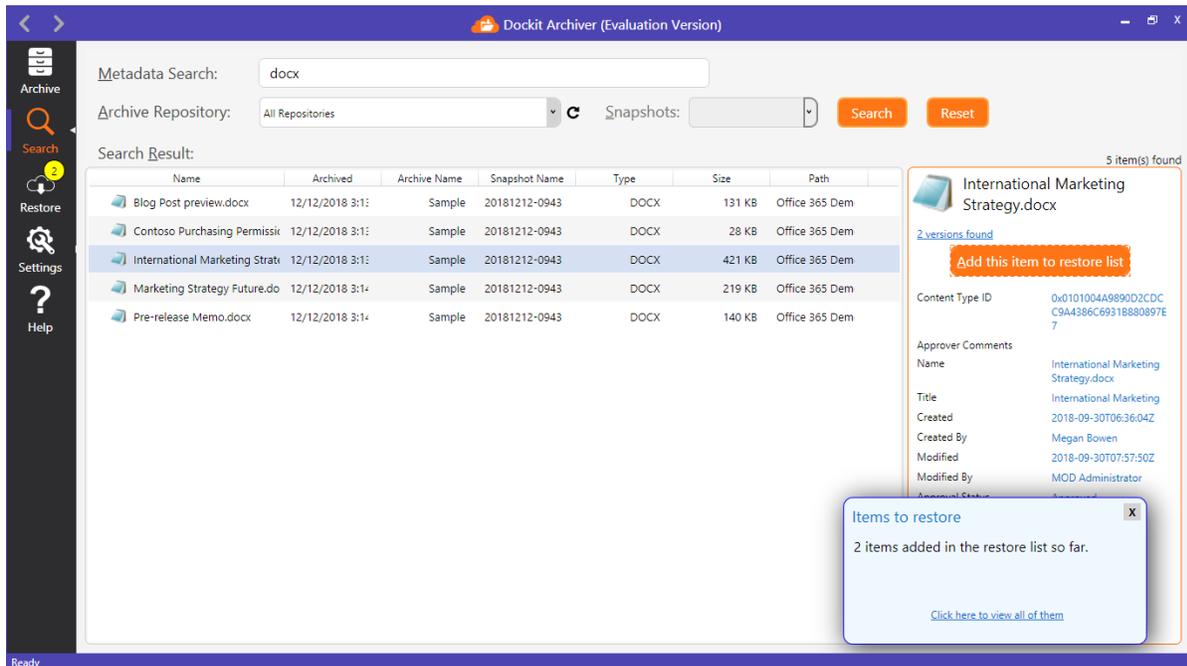
1. To experience search capability, click **Search** icon in the left side bar. It will launch the search page with indexing operation as shown below:



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:



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:



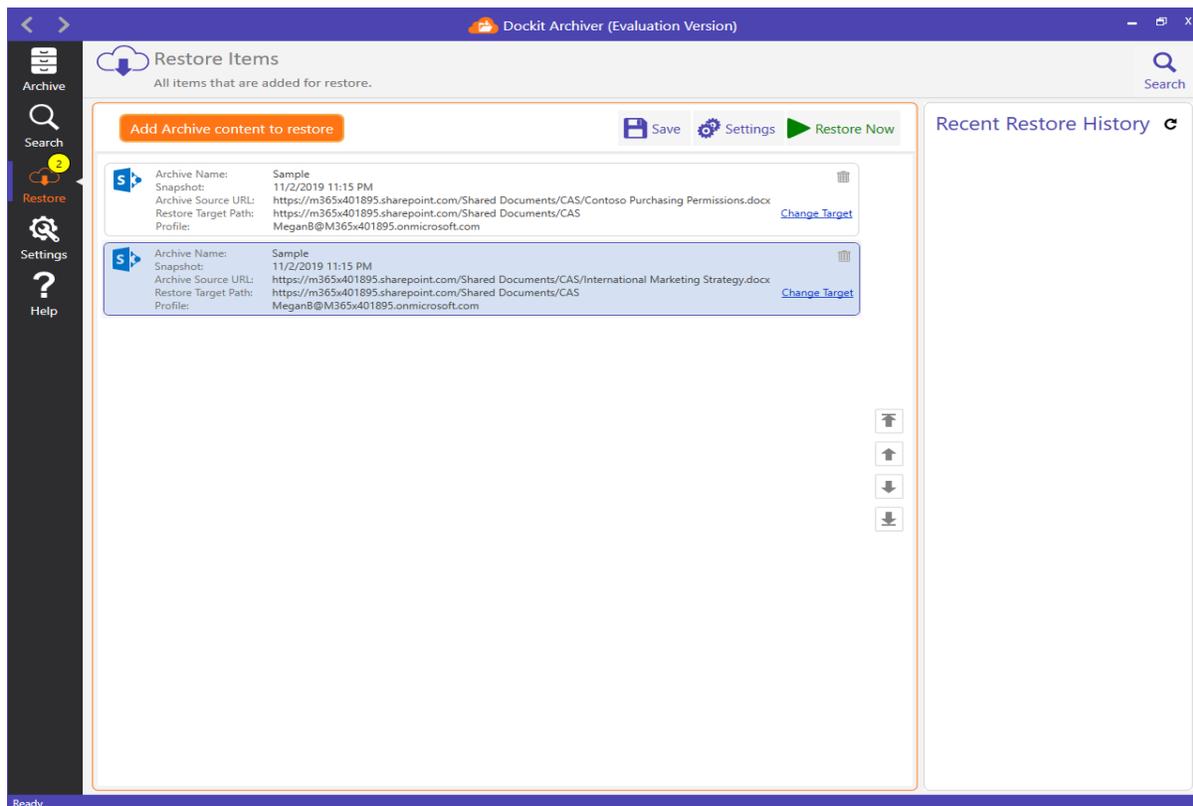
4. Hence, the search feature helps you find out the documents using the metadata and add the same to restore list if you wish to see the documents with metadata in SharePoint again.

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.

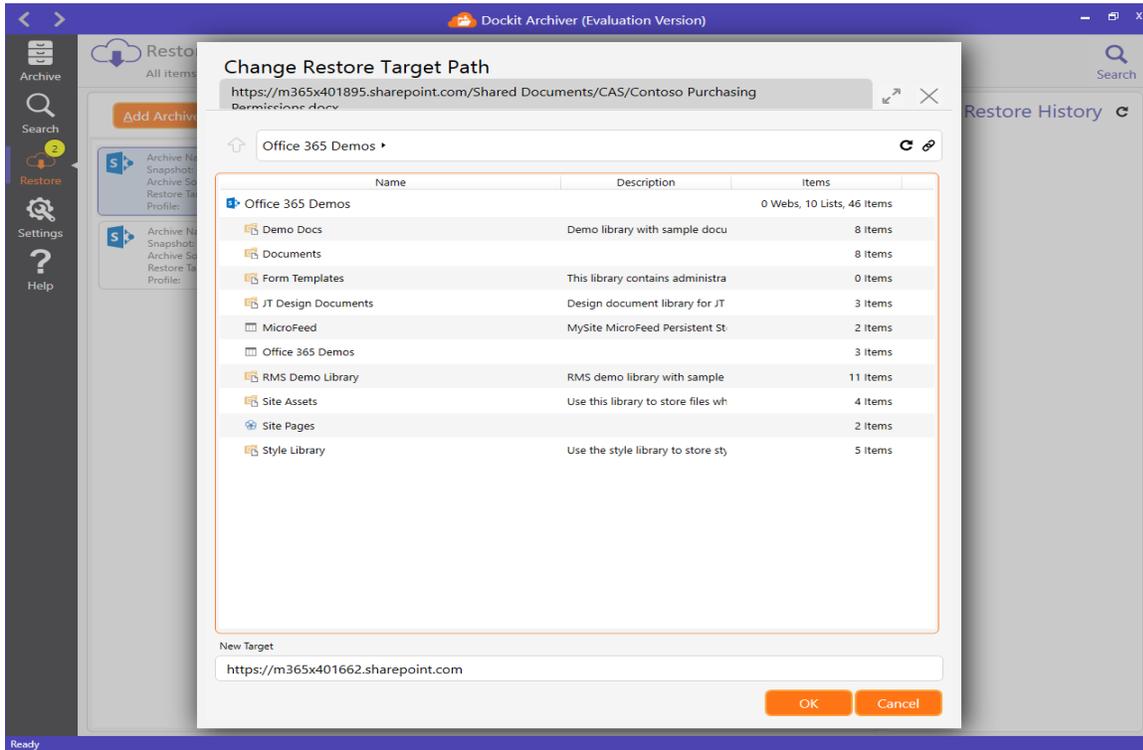
Let us consider that you have archived content from on-premises SharePoint 2010 environment. You may want to restore the site to Office 365. Dockit Archiver supports this **out-of-place restore** and other different SharePoint versions.

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

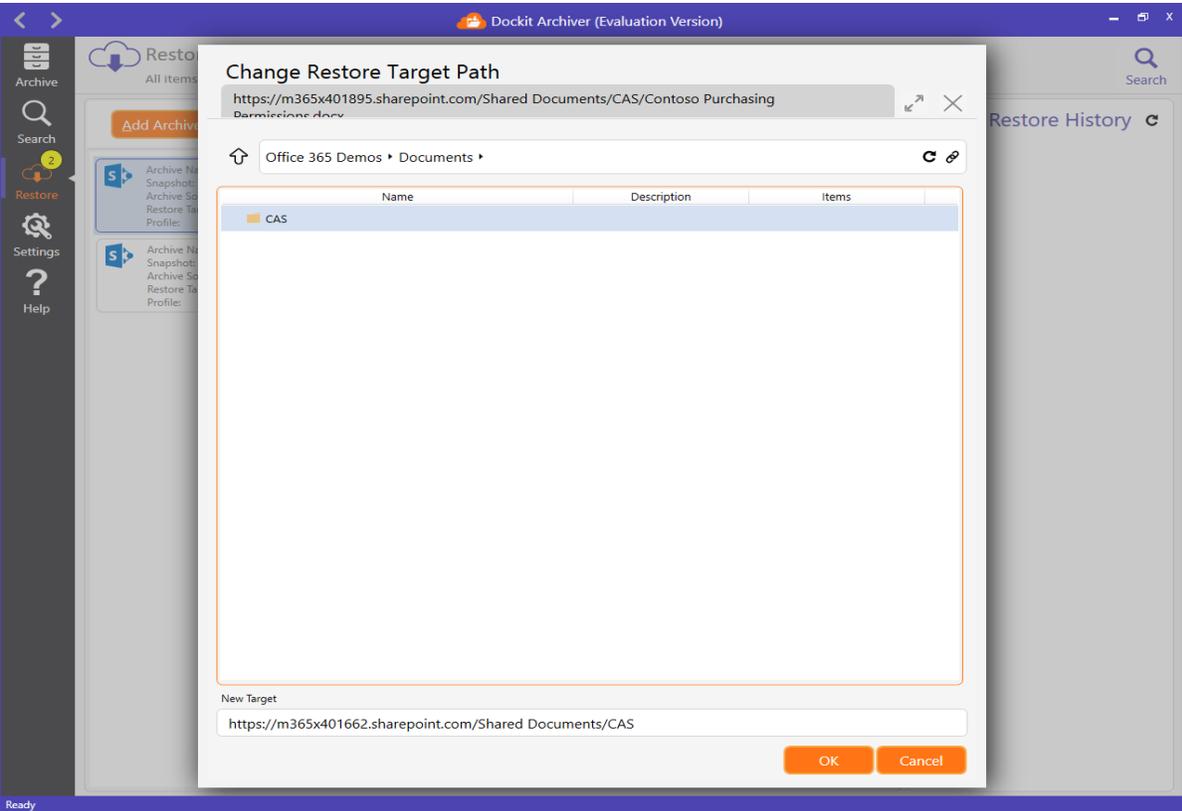


2. You can see that there are two documents added for restore here. The first document *Contoso Purchasing Permissions.docx* was added through **Archive Explorer** and another document *International Marketing Strategy.docx* was then added through **Search**.
3. By default, both documents are targeting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

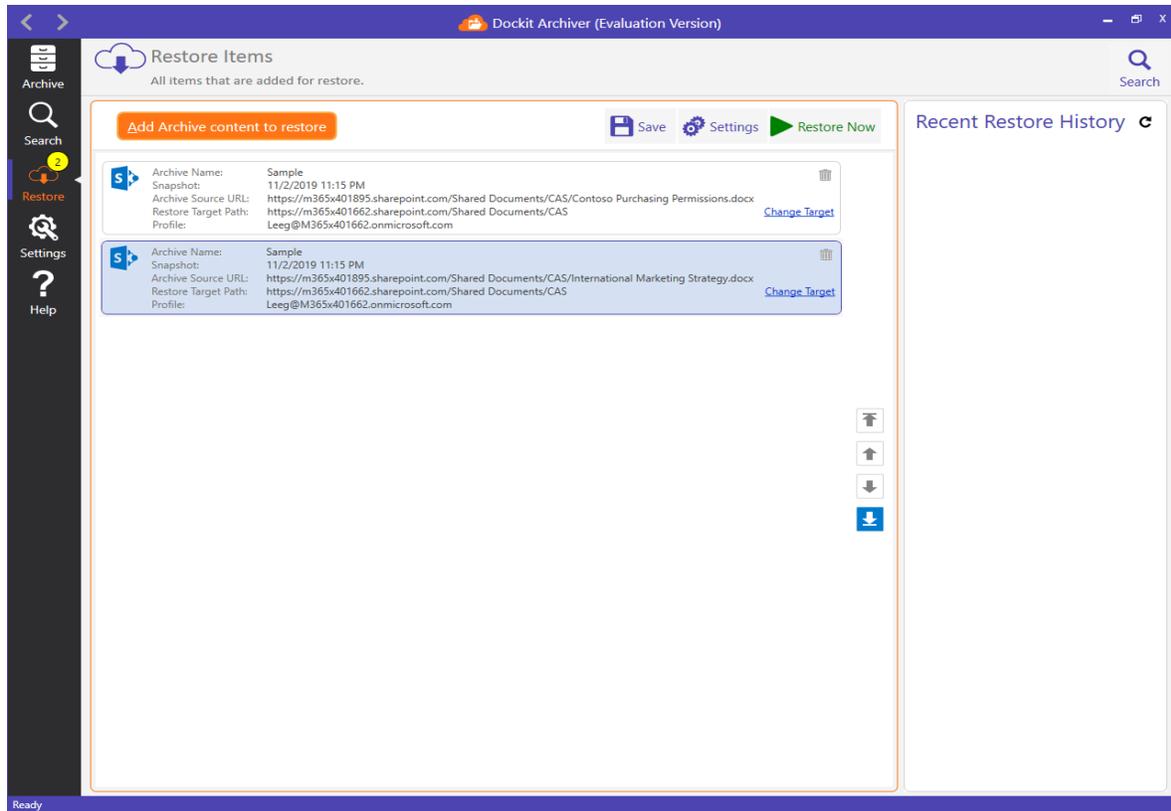
per your current requirements. For this, please click **Change Target** hyperlink available right corner of the every restore item. It will launch a dialog as shown below:

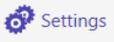


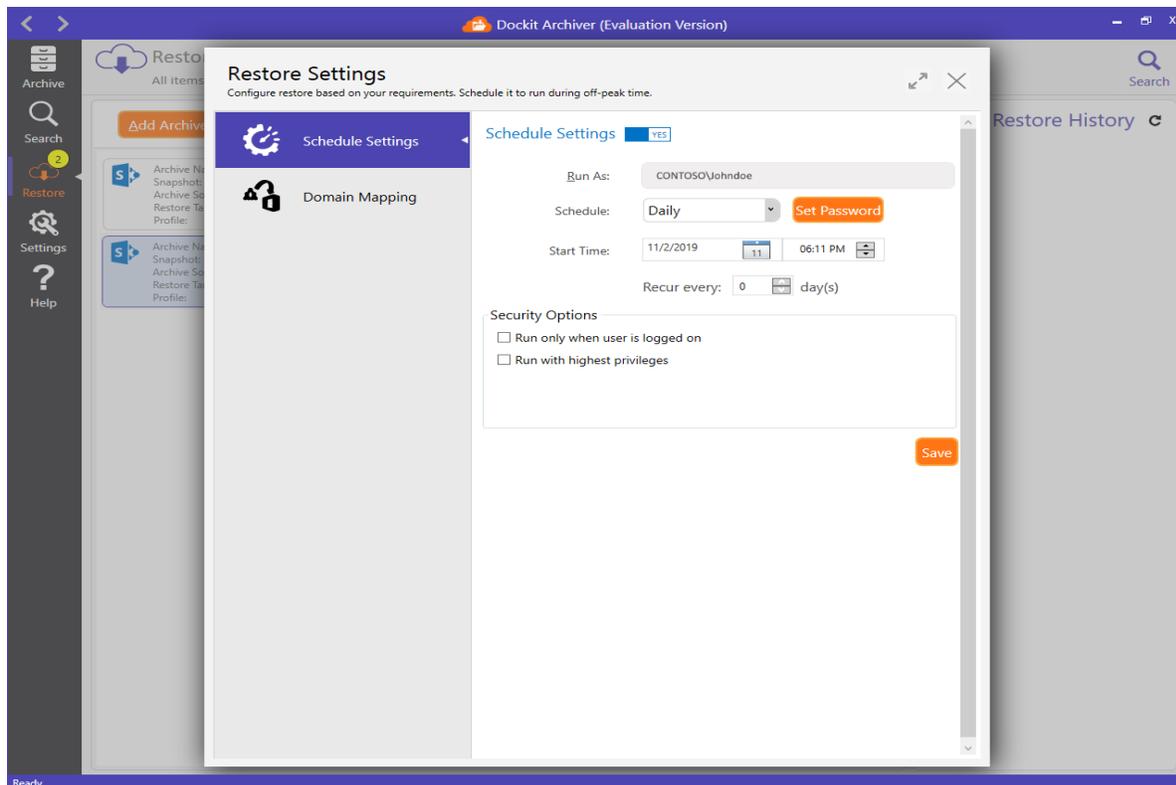
4. Navigate to intended SharePoint target location as shown below:



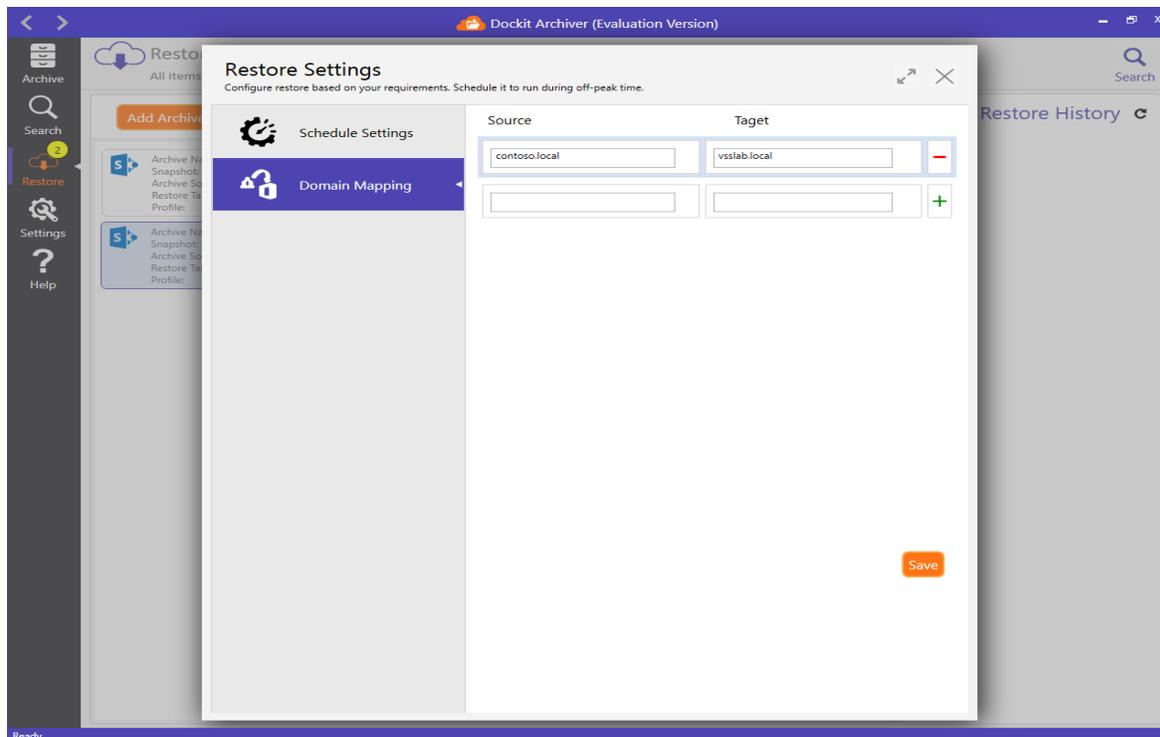
5. In this example, we want to restore the documents to the same document library, but different folder. Click **OK** button to commit the changes. Hence, the modified restore list is shown below.



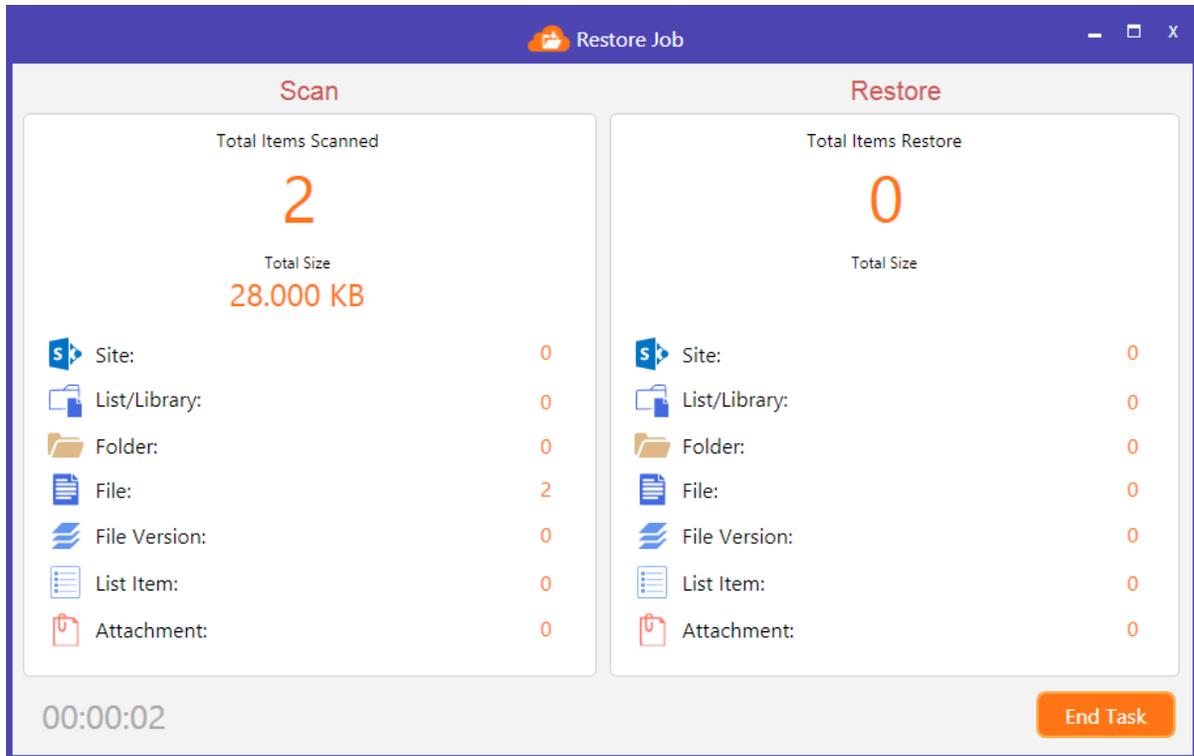
6. You can modify restore default settings by clicking  icon. The **Restore Settings** page will be shown as below:



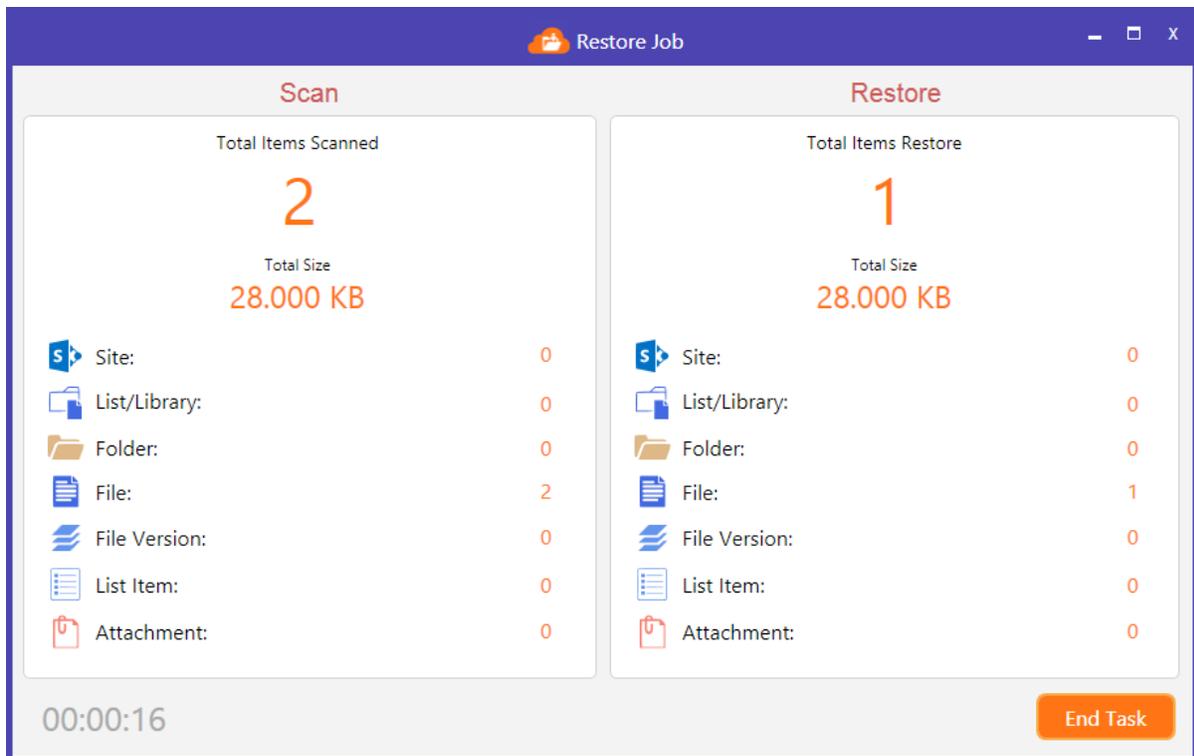
7. You need to configure domain mapping for out-of-place restore, in case target SharePoint farm resides in the different AD domain



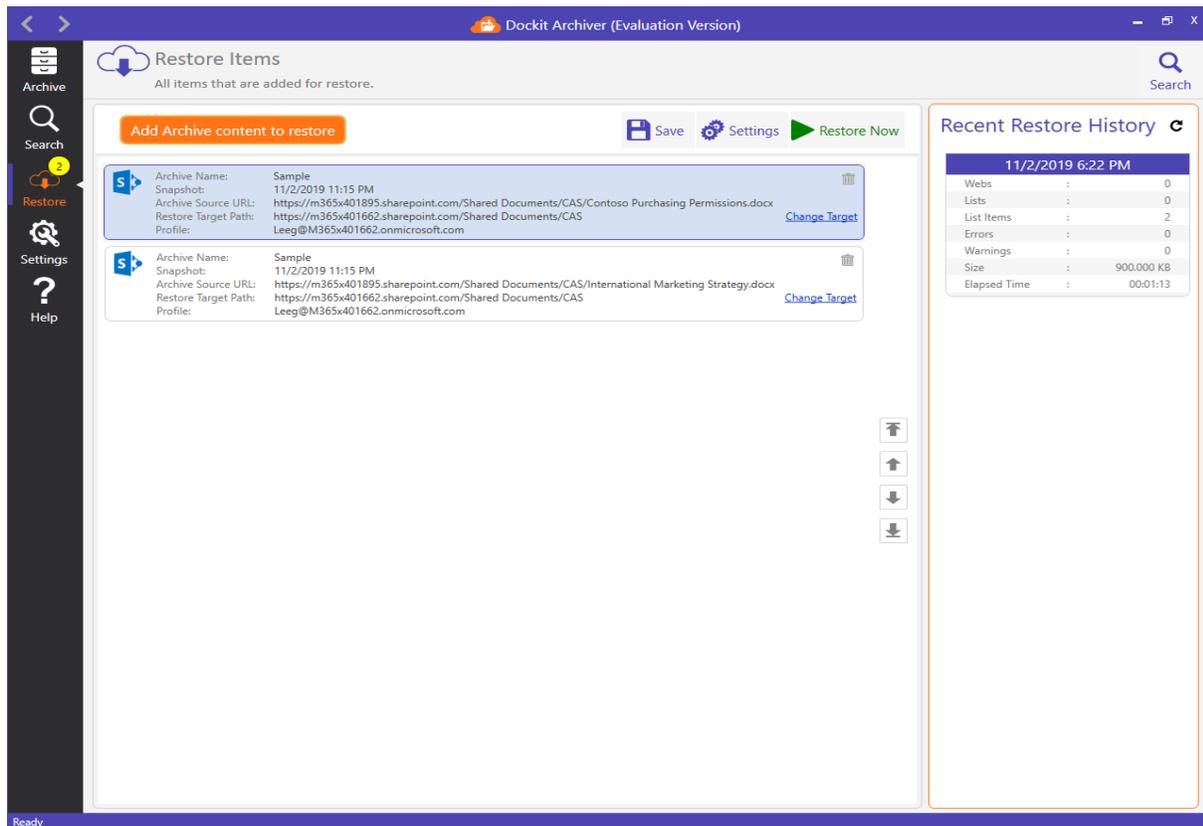
8. Close **Restore Settings** page and click  to commence the restore operation right away. Docket Archiver launches a separate process to handle restore operation. You can monitor the progress of the restore operation as shown below:



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.

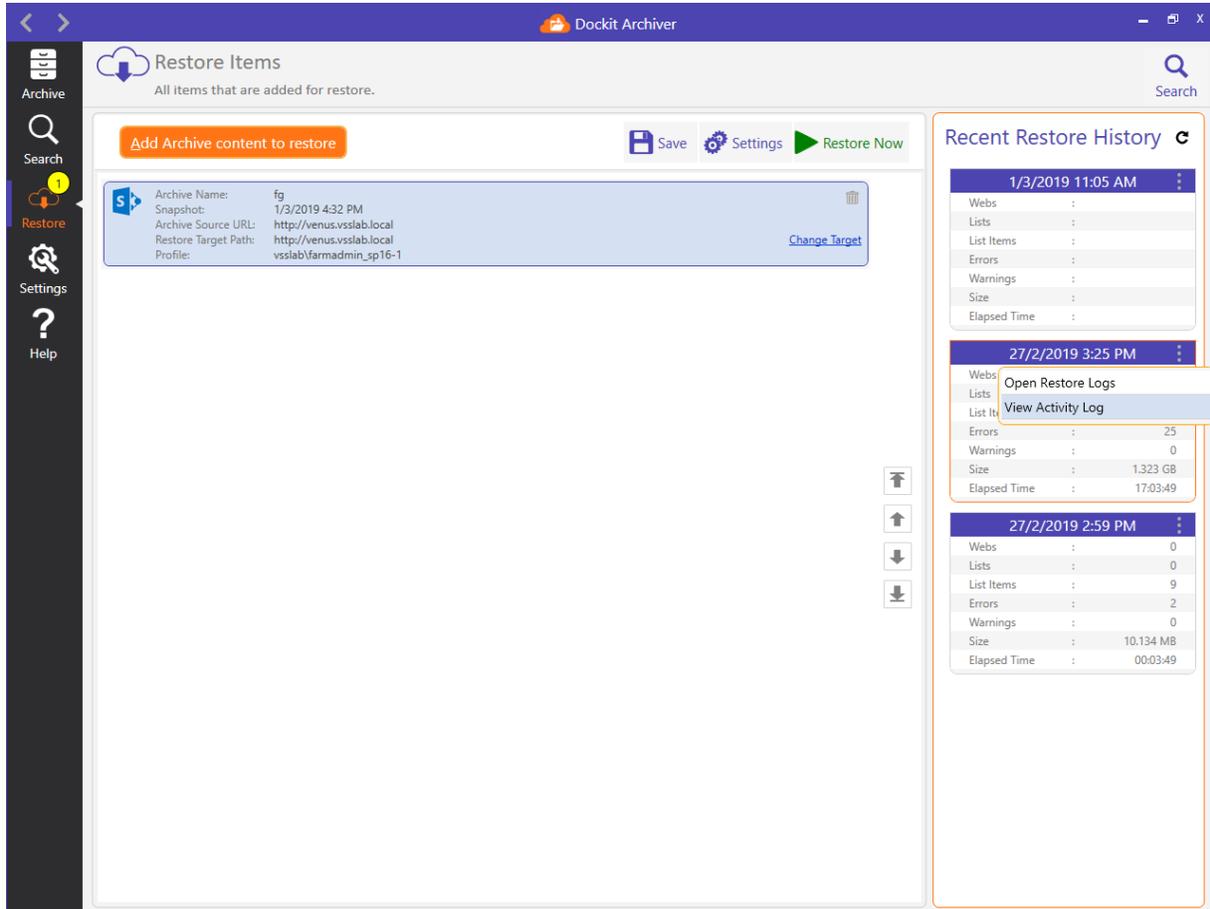


10. Once the restore operation is complete, you will see a restore history (in the right pane) loaded as shown below:

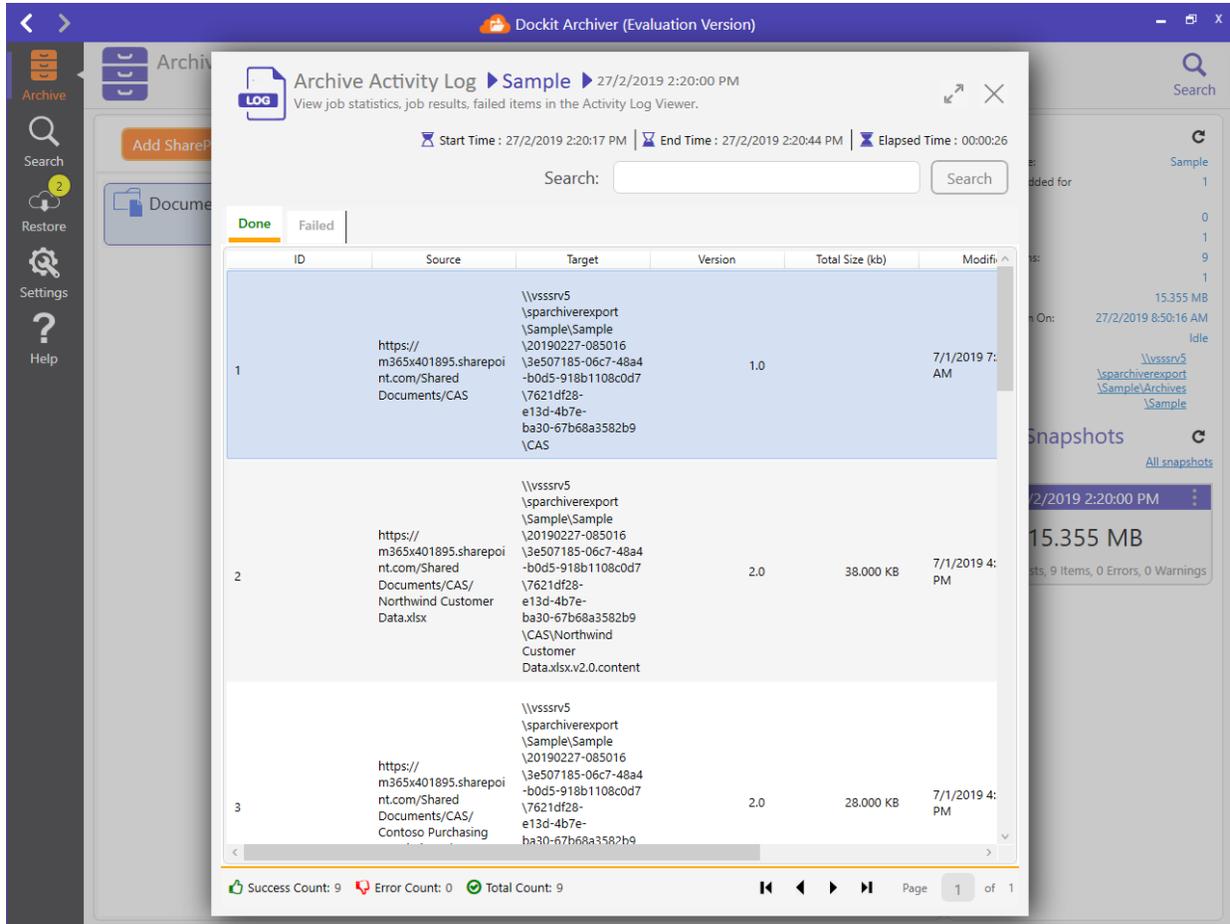


11. To view activity log associated with a restore history:

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



12. Restore Activity Log dialog appears as shown below.



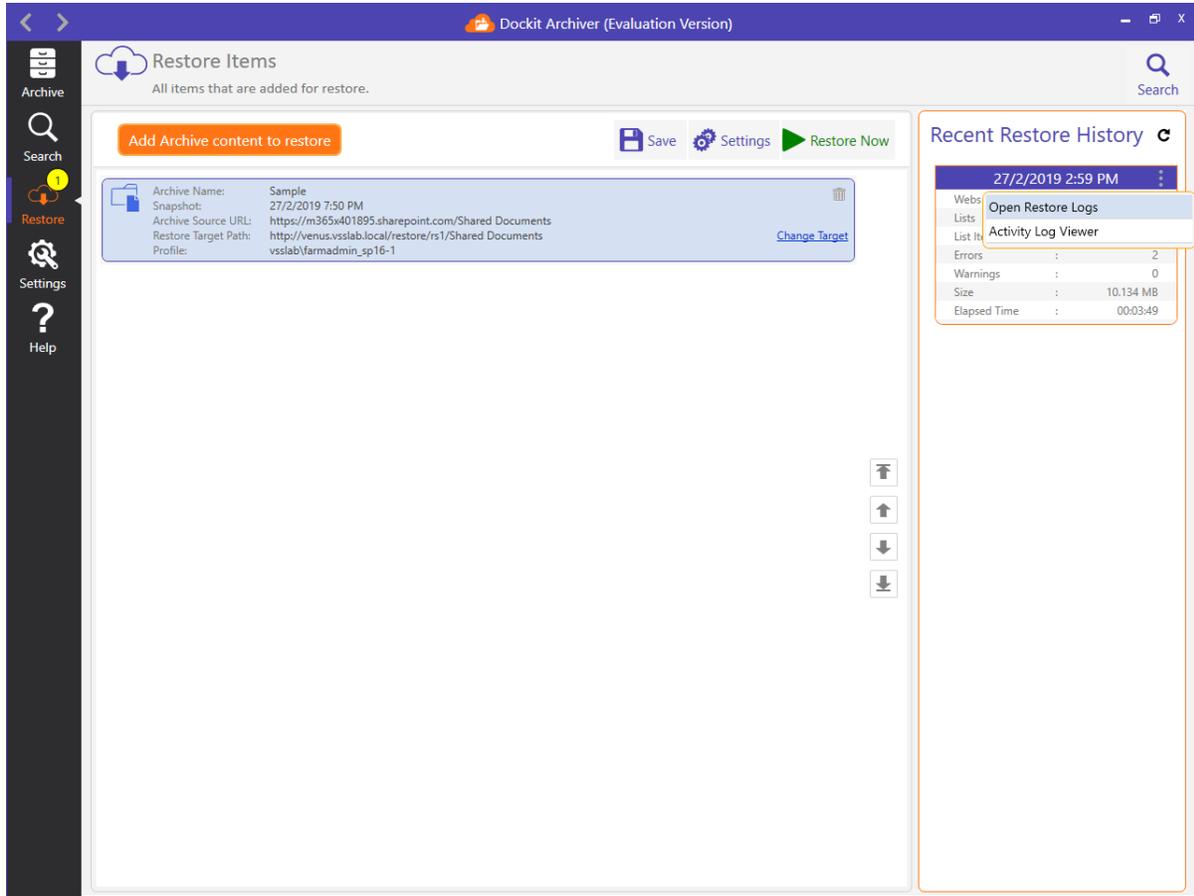
a. **Done:** Displays detailed success report that occurred during archive.

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](#)

Troubleshooting

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

1. *Error log file* - e.g., *<Application Data Folder> \Docket Archiver\Logs\DocketArchiver_<date&time-stamp>.txt*
2. 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\Docket 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 Docket Archiver restore history and search indices will be stored in the computer running Docket Archiver application. 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