### **Vtria** [Lotus Notes Tools]

# QUICK ST∎RT



You can use it on fields and documents. It lets you analyze and modify

databases. You can use it to work with several documents simultaneously. With over a hundred powerful tools, scanEZ is like a full-service garage for your Lotus Notes databases. o begin exploring scanEZ's features, select a database to work with on your Lotus Notes Workspace, then click the scanEZ icon in the Ytria Toolbar.

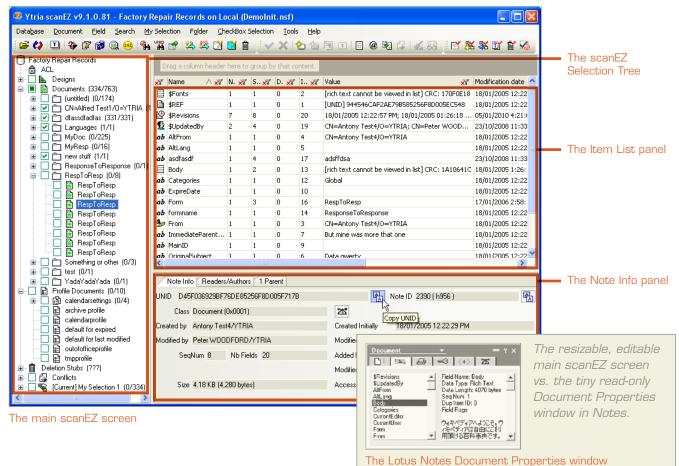
## ScanEZ: Investigate, Analyse and Resolve Issues

You can select notes (ie documents, design elements, deletion stubs, etc) or categories of notes by clicking on their names in the **Selection Tree pane**, which is on the left-hand side of the main scanEZ window. The right-hand pane in scanEZ is contextual—it changes based on what is highlighted in the **Selection Tree**.



Note: In scanEZ, checkbox selections work independent of highlighted selections. Think of checkbox selections as 'sticky' selections that can be non-contiguous. Only the commands found in the Checkbox Selection menu/

contextual menu will affect checkbox selections.



Ytria scanEZ gives you far better access to field information than Notes and Domino. You can use scanEZ to easily manipulate field data in documents. Here's how:

**1.1** Open documents from the Selection Tree: Simply select a document from the Selection Tree (you could also select a document directly from your Lotus Notes client and click the scanEZ icon in the Ytria toolbar).

**1.2** See all the fields contained in a document at the same time: The right-hand side of the scanEZ window should now show the Item List panel on top (which shows the document's fields) and the Note Info panel below. Notice how much easier it is to read document information here compared to the **Document** Properties window in Notes.

**1.3 Sort, filter or group field information:** Just click any of the column headers to sort items or click on the filter icon to further sort the information. You can also drag column headers to the grouping area at the top of the window to group by those criteria.

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<b>ab</b> Text	DEFAULT_OPTIONS	1 1	3b Click the filter icon for
1.2 Number	ENABLEAGENTS	1 n	nore sorting options
<b>ab</b> Text	Form	1	
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1.3c Group by column headers

Ytria
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Here

scanEZ makes viewing and editing Iment-level information a snap. 's how:

2.1 Explore the Note Info tab: When a document is selected this tab (in the lower-right pane in scanEZ) shows vou all the information you'd see in the **Document IDs** and Document Info tabs of the Lotus Notes Document Properties window. Unlike Notes, scanEZ lets you copy this information to the clipboard.

2.2 **Readers/Authors:** This tab gives you a quick rundown, by name, of any readers and authors associated with a document.

Note Info Readers/Authors 1 Response Field	Value		
UNID 185E78D67B1045EE85256F8D005F0F1C	<b>A</b>	Note ID 2366 ( h93E )	
Class Document (0x0001)	*		
Created by Antony Test4/YTRIA	Created Initially	18/01/2005 12:18:17 PM	
Modified by Peter W00DF0RD/YTRIA	Modified Initially	11/01/2008 11:32:40 AM	
SeqNum 7 Nb Fields 25	Added In this file	18/01/2005 12:19:05 PM	
	Modified In this file	11/01/2008 11:32:40 AM	
Size 2.29 KB (2,349 bytes)	Accessed In this file	11/01/2008 11:32:40 AM	

### 2.1 The scanEZ Note Info tab

Note Info Readers/Authors 4 Responses Field Value Readers Authors ۲ By Name 🗉 🆢 CN=Antony Test4/0=YTRIA 🛓 🖢 CN=Anatole Test3/0=YTRIA CurrentEditor 🖕 🙅 CN=Alain Test5/0=YTRIA Erom

2.2 The scanEZ Readers/Authors tab

**1.4 Quick or advanced field searches:** When you have a document item selected in scanEZ's Item List panel just start typing and a search window will appear—just like in a Notes view. You can also click Ctrl+F for advanced field searches with regular expression support.

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Search text	categ	
	<u>Search</u> Cancel	

**1.5** Modify, delete or create fields: Just click on a document field or item to enable editing; right-click in the document's window for options that let you Delete a field or Create a new one

2.3 Keep track of family ties with Parent/ **Response tabs:** If the document has any responses or is a response to another document, Parent and or Response tabs will appear. If the document is a response, a convenient Go to Parent button will appear in the tab.

Note Info Readers/Authors 1 Parent / 2 Responses														
Double-click on a Response Document to open it. Go to Parent														
Title		0	\$FILE		2	\$Fonts		2	\$REF		2	\$Revisions		
RespToResp					[rich	text cannot		[UNII	D] 944546C	. iQ	18/0	1/2005 12:		CN=AI
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P2

### 2.4 Deleting without creating deletions stubs:

Whenever you delete a document in scanEZ, you have the option of not creating a deletion stub.



**Note:** IBM Lotus Domino Help defines a **Deletion** Stub as: "A truncated document that is left in a database in place of the original document to indicate to the Replication task that the document should, in fact, be deleted from all other replicas." 2.5 Even more options in the Document Menu: This menu offers a number of other options that help you work with documents.

Docu	iment	Eield	<u>S</u> earch	My Selection	Fol
	New [	Docume	nt	Ctrl+N	
	<u>N</u> ew/	Get Pro	file Docur	nent	
	⊆ору			Ctrl+C	
	Paste			Ctrl+V	
	Modif	У		Ctrl+E	
~	Save			Ctrl+5	
×	Cance	el Chan	ges	Ctrl+Z	
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	<u>M</u> ove	to Ano	ther Data	base	
L.	Set N	ew <u>P</u> ar	ent to Re:	sponse(s)	
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For a 'view on the fly' you can use scanEZ's MySelection virtual folders and title options. Here's how: Cornects Current] My selection 1 (0/26)

Response (0/14)

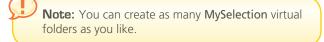
**3.1** Put just about anything inside a virtual folder: MySelection virtual folders let you collect database contents together in a sort of 'view on the fly.' There are a few different ways to add documents or other notes to MySelection folders:

- A] For individual notes or whole categories you can right click to add to a MySelection folder.
- **B]** You can use checkboxes to make non-contiguous selections, then click Add to New MySelection in the Checkbox Selection menu/contextual menu.

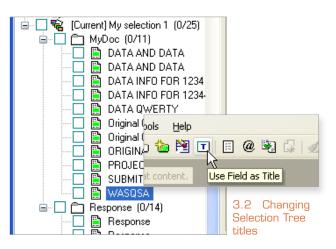
**C]** Many dialogs in scanEZ (including those in all the Search menu options) allow you to add documents to **MySelection folders**.



3.1.8 A checkbox selection in scanEZ



**3.2** Title Options to give meaningful names to your data: One of scanEZ's most useful features is the ability to customize titles used in MySelection folders and elsewhere in the Selection Tree. To change titles, you can either: a) select a field in an open document then click the Use Field as Title button or b) click the Change Displayed Title button and use any of the options listed below.



**3.2.1 Default:** This option will use predefined for titles (eg Form field for Documents, Type for Designs, etc).

**3.2.2** Field Name: This lets you choose a field whose values will be used for titles.

**3.2.3** Formula: With this option, you can enter a formula to generate titles. Formulas here can do things that view selection formulas can't (eg you can use @getdocfield and @dblookup commands).

**3.2.4 Column Value:** Choose a view or folder column and use its values for titles.

ΡЗ



# **3.3** Do things your way with custom re-categorization for MySelection folders: You can also choose how to organize notes in your MySelection by right-clicking the virtual folder and choosing 'Re-categorize.' Here are the available options:

**3.3.1 Using Current Displayed Title:** This option will categorize the notes inside your **MySelection** by whatever settings you are using for displayed titles.

**3.3.2 Flat:** This option will remove all categorization and display the notes flat.

**3.3.3 Default:** This option will categorize notes using scanEZ's predefined defaults (eg Form for Documents, Type for Designs etc).

**3.3.4 Field Name:** This lets you choose a field whose values will be used for categories.

**3.3.5** Formula: This allows you to categorize notes with a formula (eg entering "@Lowercase(subject)" will re-categorize the MySelection folder using the Subject field value in lowercase).

**3.3.6 Column Value:** This option lets you categorize the notes in a **MySelection folder** by a view or folder column value.

**3.4** Home in on your target with advanced **Selection options:** Once notes are in collected in **MySelection folders**, scanEZ offers the following right-click (and **Checkbox Selection menu**) options to narrow down your selections:

**3.4.1** Select All with Identical Displayed Title: This is a handy feature to use in conjunction with the title-changing options. The dialog gives the option of skipping the first match or conversely selecting only the first match. **3.4.2 Select Using Regular Expression:** You can also use regular expressions (regexes) to grab extremely specific selections.

3.5 More options for managing virtual folders in the MySelection menu:

**3.5.1 Rename Selection:** This lets you set a new name for a MySelection folder.

**3.5.2 Remove Selection:** This lets you delete a **MySelection folder**. Since it is a virtual folder, the contents will not be deleted or otherwise affected.

**3.5.3 Set as Current Selection:** If you have multiple virtual folders, this option will let you choose the current or active **MySelection**.

**3.5.4 Remove from Selection:** This lets you remove checked items from a **MySelection folder**.

### You can use scanEZ for database analysis and modification. **Here's how:**

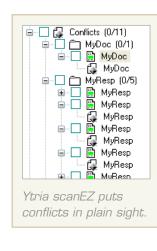
4.1 View and edit all your Documents, Profile Documents and deletion stubs: Unlike the Lotus Notes client, scanEZ lets you see Profile Documents—you'll find them in the Selection Tree. You can also create a new Profile Document by clicking the button pictured below.



4

**4.2** The Conflict Solver: This lets you quickly analyze and fix conflicts in your databases. Using the Conflict Solver is simple: just select one-or-more conflicts in the Selection Tree and click the Conflict Solver button ( Conflicts Solver...). From here you can look at the fields of each version of the document in a table and then decide which value to keep.

🚾 Co	nflicts Solver		
Conflic	ct Documents list : 6.	ResponseToResponse 🔽 🔽	Show only fields with different values between documents 🧳
	Name 🛆	2390 - Parent	2590 - Conflict
	UNID	D45F036929BF76DE85256F8D005F717B	D45F036929BF76DE85256F8D0064D933
	Modified By	Albert Test2/YTRIA	Antony Test4/YTRIA
	Created Initially	18/01/2005 12:22:29 PM	18/01/2005 01:21:32 PM
	Modified Initially	17/01/2006 03:26:03 PM	18/01/2005 01:21:32 PM
	Body	[rich text cannot be viewed in list] CRC: FCCEE8BA	[rich text cannot be viewed in list] CRC: 0A1DE98C
0	OriginalModTime	17/01/2006 03:26:03 PM	
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Type :	: <b>ab</b> Text	Vame: Subject	@ @
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18/01	/2005 01:21:32 PM	19 bytes 2 0	Apply Cancel
	Print Export	Switch select. Move all response(s) from Conflict(	s) to the Parent ? Solve Close



4.2 Choose what should stay and what should go with the scanEZ Conflict Solver

p4





6

You can scan and modify fields for multiple documents simultaneously with scanEZ's Diff Panel. **Here's how:** 

5.1 **The Diff button:** This lets you check the consistency of several documents' fields and values. Just select a collection of documents (ie a folder, a **MySelection virtual folder** or a category of documents) in the **Selection Tree** and click the **Diff button** to compare and contrast the fields in the selection.

**5.2** The Values button: If you click this button you'll get a spreadsheet-like view of the selected fields (hold down the Ctrl key to select non-contiguous items). You can choose to use either a Grouping grid (offers extensive sorting and filtering options) or a Basic grid (uses less memory) to display field values.

 Q
 Diff.
 Q
 Values
 There is/are 16 document(s) in the category [MyResp]

 Image: Create
 abl
 Rename
 Rename
 Modify
 Modify
 Delete
 Others... •

Buttons available in scanEZ's Diff Panel

**Note:** It's often very handy to use the **Values button** after you've used the **Diff button**. By doing this you see the difference between documents in greater detail. If you'd like to make a non-contiguous selection, hold down the **Ctrl key** while clicking items.

### 5.3 Other Diff Panel options:

**5.3.1 Create:** lets you create a new field in all the selected documents.

5.3.2 **Rename:** lets you rename one-or-more fields in all documents.

5.3.3 **Copy:** lets you copy one-or-more fields in all documents.

5.3.4 **Modify:** lets you change a field value in all documents, either manually or with a formula.

5.3.5 **Delete:** lets you delete one-or-more fields in all documents.

There are tons of other great features in scanEZ. **Here are just a few more:** 

6.1 **Explore the top-level of a database:** If you click the database icon at the top of the Selection Tree (this icon takes the name of the open database, so in the example screenshots it will be called "The Library"—the name of the demo database used) scanEZ will give some general information about your database.

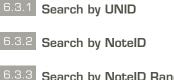
6.2 The Document Comparator: This feature lets you see all the contents of multiple documents side-by-side in a sortable table. There's no limit to the number of documents you can compare. To use the Document Comparator, select the documents you'd like to look at with a checkbox selection and then click the Compare Documents button.



Database ٢ Current User Name: Peter WOODFORD/YTRIA Current User Access: Manager Effective Access Databa Server: File Path DemoInit.nsf Title: Factory Repair Records Inherit from: MvDocLib511 Template: Categories Document Library Get Size not loader Documents: 763 ReplicalD: 85256E8D-005C2365 🔏 Create n 🔊 Paste Database ID: 85256E8D-005C2365 🔏 Create <u>n</u>ew S Paste Сору Transaction Logging. Replication History. User Activity Enforce a consistent Access Control List across all replicas of this database

 $6.1\quad\mbox{Ytria}\xspace$  scanEZ gives you access to database level information

**6.3** Ytria scanEZ's Search menu options: Results for all search types are placed in My Selection virtual folders. Also, you can customize the diplayed titles of any results (see section 3).



6.3.3 **Search by NotelD Range:** For this feature you'll be prompted to type the first and the last **NotelD** of the range you'd like to search.



6.3.5 **Search by Formula:** Lets you search using **@Formulas** (and save the formulas for future use).

6.3.6 Quick Retrieve Contents of a View or Folder: Lets you gather the contents of an existing view or folder. Because indexed information is used, this option is usually very fast.

**6.3.7 Search using Full Text:** For Notes-style Full **Text searches**.

Р5



**6.4 The Document Analyzer:** Reads the contents of your database and helps you find specific information or anomalies that **@formulas** cannot.



**6.5** The Replication Auditor: It's like a crystal ball that lets you see what's going to happen during the next replication (including mishaps like conflicts). You just need to click the Audit button to use this feature.



**6.6 The Post Replication Auditor:** Shows the state of a database after a replication. This can give you great insight into replication issues including document resurrections (ghosts).



Status :	Potential R			-	3)
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101	100	$\mathcal{S}$		87	1
839	839	$\mathcal{D}$		87	1

6.6 The ghost icon in scanEZ's Post Replication Auditor flags potential resurrections

6.7 Database ACL management made easy: The ACL icon in the scanEZ Selection Tree shows the same information you'd see in Notes. But there is one big difference—scanEZ makes it much easier to scrutinize or edit your ACLs thanks to its spreadsheet-like grid interface.

Replication Auditor				
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Factory Repair Records on Demo2/Dem (Demo\DEMOINIT.NSF)	52 The Library	on WEBTEST/YTRIA		ect lear <u>E</u> xport To File
💫 😑 Ungroup All Show Filters				Online Hel
UNID 🔄 Sequence Number 🗌 Cre	ated (Initially) 📃 Modified (In	this file) 🔝 Title 🔽	Modified by	_
Drag a column header here to group by	that content.			
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🚹 In  🗎 16/02/2010 4:06:16 PM	Peter WOODFORD/YTRIA	💛 Push Create		
🚹 In  🗎 16/02/2010 4:05:47 PM	Peter WOODFORD/YTRIA	💛 Push Create		
In 😰 16/06/2009 12:27:50 PM	Peter WOODFORD/YTRIA	→ Push Create		
n 🖺 16/02/2010 4:05:43 PM	Peter WOODFORD/YTRIA	→ Push Create		
n 🖺 16/02/2010 4:05:45 PM	Peter WOODFORD/YTRIA	→ Push Create		
n 🖹 16/02/2010 4:06:14 PM	Peter WOODFORD/YTRIA	Push Create	Ma	
ZO 🖺 05/01/2010 4:21:08 PM	Peter WOODFORD/YTRIA	Conflict	17/01/2006 3:26:	
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### 6.5 The Replication Auditor in scanEZ

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 $6.7\$  With scanEZ database ACL management is simple and intuitive

6.8 Instantly apply changes to your Notes.ini file: Just click the INI button in the scanEZ toolbar for access to scanEZ's Notes.ini Editor. Any changes will be applied instantly—you don't need to restart the Notes client.



Note: The Notes. ini Editor is fully functional in the free Lite version of scanEZ.



Р**6** 



# QUICK ST⊵RT



Take complete control over all your Domino serverACLs. Ytria aclEZ

gives you a quick overview of all the ACLs on a server, plus it lets you mass-edit settings, manage roles, explore groups and more. Server ACLs. Here's how:

**1.1** Once you select a server you can see all its ACL information: When you first launch acIEZ, you need to choose a server in the File menu. Once a server is loaded, the Databases pane (on the left) will list all the databases on the selected server. Ytria acIEZ will load the ACL information for any databases checked in this pane. Here is a quick overview of how acIEZ presents this information:

Ytria aclEZ gives you a bird's eye view of

### The main aclEZ window

Ytria aclEZ v9.1.0         File       Panels       Search         atabases         Image: Constraint of the panel search         Image: Constraint of the panel searc	Options <u>T</u>											
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			ver Certificate Admi		certsrv.nsf	Demo2/Demo2	_	Demo2/Demo2	1		Server	
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Base_Previ		E Serv	ver Certificate Admi	n \	csrv50.ntf	-Default-		-Default-	1		Unspecifi	ec
- V FB billing.ntf		E Serv	ver Certificate Admi	n \	csrv50.ntf	[OtherDomainSe	rvers] 🕒	- ERROR: Group do	/[OtherDomainServ	ers]	Server G	ro
🗸 🚫 bookmark.r	nsf	E Serv	ver Certificate Admi	n \	csrv50.ntf	OtherDomainSer	vers	- WARNING: Group i.	. /OtherDomainServe	rs	Unspecifi	ec
	ntf	Serv	ver Certificate Admi	n I	csrv50.ntf	[-Default-]		[-Default-]	1		Unspecifi	ec
	sf	and the second s	ver Certificate Admi		csrv50.ntf	[LocalDomainSer	vers]	- ERROR: Group do	/[LocalDomainServe	rsl	Server G	
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🗹 🔀 cache.ntf			ver Certificate Admi		csrv50.ntf	LocalDomainServ		Mister Admin/Demo2	/LocalDomainServer		Unspecifi	
🖂 😪 catalog.nsf			ver Certificate Admi		csrv50.ntf	LocalDomainServ		*/YTRIA	/LocalDomainServer		Unspecifi	
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<u> </u>	>	<	9		1					-	-	>
Patabase Selection Filter	Ŷ											
ACL Entry Selecti <mark>o</mark> n Filter	×	Output   Attri	butes   ACL Entry Pi	resence Roli	es Global ACL Prope	rties						

The Group Expander button in aclEZ lets you see all the members of a group in an ACL entry

 The ACL entries pane in aclEZ

🤏 Members of group \_Group MP - Administrator 2 🔲 🗖 🔀

Enable group navigator (explore nested groups and not only the top level)

Close

Set Default

Server: Demo2/Demo2

Look in: Demo2's Address Book

Tree Layout Grid Layout

\_Group MP - Administrator 2 Armando Ames/Demo2

Kirby Arroyo/Demo2
 Group MP - Administrator 1
 Arnulfo Abraham/Demo2
 Ronny Abbott/Demo2
 Maddison Mann/Demo2
 Maddison Mann/Demo2

Cleveland Manning/Demo2

Mervin Washington/Demo2 Gregory Warner/Demo2

James Joyce/Demo2 Finlay Joyce/Demo2

Freya Young/Demo2

Courtney Whittaker/Demo2 Mauricio Werner/Demo2

Leo Woods/Demo2 Josh Willis/Demo2

Noah Watts/Demo2

Roosevelt Joseph/Demo2 Mathew Ziegler/Demo2

> If you enable the 'Expand Nested Groups' function in the Options menu of acIEZ, you'll see all of a group's members in the ACL Entries pane. Group members will have a pink background

When you select ACL entries in aclEZ's ACL Entries pane, the database to which they belong will be shown in boldface in the Databases panel

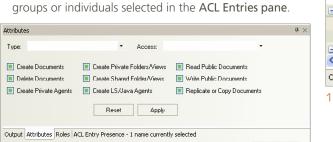
**1.1.1 Ytria aclEZ gives you an in-depth overview of ACL information:** The ACL Entries pane lists all the selected databases' ACLs. This pane supports grouping—just drag a column header to the gray area to sort ACL information by any category you wish.

#### ACL Entries - 66 databases currently listed - No name currently selected

Name	Access	Δ
Status	🗙 🔀 Database Title	🛆 💉 Database P 🛪 Database File 🛆
🖃 Name : -	Default- (66)	
🕑 Acce	ss : 0 - No Access (8)	
🗄 Acce	ss : 1 - Depositor (2)	
🕒 Acce	ss : 2 - Reader (42)	
🗄 Acce	ss : 3 - Author (4)	
🗄 Acce	ss : 4 - Editor (1)	
🗄 Acce	ss : 5 - Designer (2)	
🕒 Acce	ss : 6 - Manager (7)	
🗄 Name : [	-Default-] (43)	
🗄 Name : [	-Default] (1)	
🗄 Name : [	Anonymous] (18)	
🗄 Name : [	LocalDomainCatalogServers] (1	1)
🕒 Name : [	LocalDomainServers] (42)	
🗄 Name : [	OtherDomainServers] (41)	
🗄 Name : _	Group IS Field Support PC (2)	×
<		

1.1.1 Grouping ACL Entries in aclEZ. In this example we can see that seven selected databases are set to give Manager Access by default

**1.1.2** Quickly make changes to Access levels and privileges: From the Attributes panel you can make mass-modifications to Access level and privileges to



1.1.2 The aclEZ Attributes panel

**1.1.3** See who has what role: The Roles panel lists detailed information about all the roles present in the databases whose checkboxes you've ticked in the Databases panel. If you select one-or-more entries in the ACL Entries pane, the Roles panel will tell which names have a given role assigned to them through the checkbox in the Role Assignment column. If it's checked, the role is assigned to the selected names; if unchecked, the role is not assigned to the names; or if the box is filled-in or indeterminate, the role is assigned to one-or-more but not all selected names; or if the whole cell is grayed-out, the role is not available in the selected names. You can click the Role Assignment checkbox to toggle role assignment for the selected names.

Where you have a heterogeneous selection of names, the 'Names Affected' column shows which names have a particular role available in their ACL.

The right-click menu in the **Roles panel** lets you define new roles (with the 'New Role' contextual menu option), as well as rename or delete existing roles.

Presence		<u>^</u>		
Presence	$\wedge  \mathbf{\vec{x}} \mathbf{\vec{r}}$	Database Title 🕺 🕺	Database Path 🛛 🗙	Database File 🕺 🕺
🖃 Presen	ce : Un	checked (7)		
		Domino Web Administrator	1	webadmin.nsf
		Administration Requests (R5)	1	admin4.ntf
		Cluster Analysis	1	clusta4.ntf
		ddCharts	\ddCharts\	demo.nsf
		Process MP	\mail\	pmp.nsf
			1	mail.box
		signEZ 6.2 Gold	\mp\	signEZ.nsf
🗄 Presen	ce : Che	ecked (59)		

#### 1.1.4 The acIEZ ACL Entry Presence panel

**1.1.4** See where an ACL entry is present: The ACL Entry Presence Panel will reveal whether selected ACL entries are present in any given database. This panel supports grouping by dragging column headers. Here is an example of how you might put this feature to good use: In figure 1.1.4 the selected name in the ACL Entries pane is the "Administrators" group, so in the seven databases where the Presence is Unchecked there is no Administrators group.

Roles									д	×
Role										
			Database Title		<u>.</u>					
Status 🛒	Usage	×ï	Database Title	∆ ×ĭ	Database Path	×ĭ	Database File	×ĭ	Role	^
🗄 Role : [	ServerMon	nitor](2	2)							
🖃 Role : [	UserCreato	or](1)								
🖃 Dat	abase Title	: : Domi	ino Directory (1)							
			Domino Directory		\		pubnames.ntf		[UserCreat	
🖃 Role : [	UserModifi	ier](1)								
🖃 Dat	abase Title	: : Domi	ino Directory (1)							
			Domino Directory		1		pubnames.ntf		[UserModifi	i
🖃 Role : N	lo Role Defi	ined (3	)							~
<									>	
Output Att	tributes ACL	Entry P	resence Roles Glob	al ACL Prop	perties					

1.1.3 The aclEZ Roles panel



P2

2 With aclEZ you get a quick overview of ACL settings; it lets you edit, mass-edit or even copy and paste ACL entries. Here's how:

**2.1** See and change all your ACL entries: In the ACL Entries pane you can also manually adjust access settings.

**2.2** You can create new ACL entries: In the ACL Entries pane you can also add new ACL entries by right-clicking an entry and selecting New ACL Entry (based on current selection) in the contextual menu. A window will appear where you can name this new ACL entry (see Figure 2.2). The new ACL entry will be created with the same attributes as the entry that you originally right-clicked. Whenever you use the New ACL Entry option on a multiple selection, aclEZ will give the new entry the same attributes as the topmost entry in the selection.

🕰 Name	X
Value:	
ToDo5	
Real Value:	
ToDo5	
Address book	OK Cancel

2.2 This dialog appears for aclEZ's New ACL Entry (based on current selection) option

2.3 Ytria aclEZ lets you copy and paste ACL entries between databases: If you right-click a name in the ACL Entries pane there is a Copy Selected ACL Entries to... option in the resulting contextual menu. When you click Copy Selected ACL Entries to... (Figure 2.3a) aclEZ will copy the selected entries' ACL settings and a dialog box (Figure 2.3b) entitled 'Copy Element(s)' will appear. Use this dialog to choose where to copy the ACL entries. Please note that ACL entries with the same name can have very different settings so be careful to choose the correct entries. **Note:** When you modify an agent in agentEZ you'll see a **pencil icon** ( **Modified** ) but in order for the changes to actually be applied to your server you must click **Ctrl+S** or select "**Apply Changes**" in the **File menu**.

Λ

ACL Entries - 7 databases currently listed - 1 name currently	y selected
---------------------------------------------------------------	------------

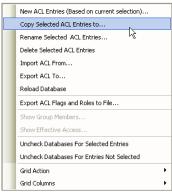
Database Title

Create Shared Folder/Views 🛛 💥 | Create LS/Java Age... 💥 | Read Public Docume... 💥 | Write Public Docume... 💥 Replicate or Copy Docume... 🖈 🛆

🖃 Database Title : Database	Analysis (12)		
		Image: A start and a start	
	Image: A start and a start		
Image: A start and a start	✓	Image: A start and a start	
	Image: A start and a start	Image: A start and a start	
Image: A start and a start		Image: A start and a start	
Image: A start and a start		Image: A start and a start	
Image: A start and a start	Image: A start and a start	Image: A start and a start	
Image: A start and a start		Image: A start and a start	
Image: A start and a start		Image: A start and a start	
	$\checkmark$	×	
🖃 Database Title : Design Sy	nopsis Template (13)		
	Image: A start of the start		
<			>

2.1 In the ACL Entries pane you can scroll to the right to see and modify access settings with checkboxes

Copy Element(s)



Presence Copy To 💥 Presence 🛛 🕂 📈 Database Title 💥 🛛 Database Path Presence : Unchecked (23) Domino Web Administrator ... Domino Web Administrator ... Administration Requests (R5) Administration Requests (RS) **V** lava AgentRunner Server Certificate Admin > OK Cancel

2.3a The 'Copy Selected ACL Entries to' contextual menu option in aclEZ

2.3b The 'Copy Elements to' dialog box in acIEZ. This is where you choose the databases to which you'll copy ACL settings.



ΡЗ

B Plus there's support for Full Access Administration, a tool for exploring NAB groups, a Global ACL Properties viewer and more... Here are just a few of the other features:

3.1 See advanced ACL information for all databases on a server at once: In the Global ACL Properties tab you can see all the information you'd find

in the 'Advanced' and 'Log' tabs in the Lotus Notes Access Control dialog. But unlike Notes, aclEZ lets you see this information for many databases at the same time. Just select all the databases whose advanced ACL information you'd like to see in the Databases pane and the information will appear in the Global ACL properties tab, each line representing the ACL properties on a database. The information in this tab is laid out in an easy-to-read grid. You can also right-click one-or-more entries and choose Edit Element to modify the Administration Server settings for your selection.

1.1	History	21	Oatabase Title	V Database File 📈	Administration S 7 📈	Modify Reader and Author 🕺	Max Internet Nan
- Enf	orce ACL	Acr	oss All Replicas : Unched	ked (104)			
		0	MP Log	mp_molog.nsf	MMCTNS01/VIA	Modify all Readers and Author	Editor
			Notes Log (Demo2)Demo2)	log.nsf	Demo2/Demo2	Do not modify Names fields	Editor
		0	Demo2's Address Book	names.nsf	Demo2/Demo2	Do not modify Names fields	Editor
			Activity Trends (6)	activity.ntf		Do not modify Names fields	Editor
		-	Administration Requests (RS	5) admin#.nsf		Do not modify Names fields	Editor
			Administration Requests (6)	admin4.ntf		Do not modify Names fields	Editor
		-	Java AgentRunner	AgentRunner.nsf		Do not modify Names fields	Editor
			Agent Log	alog4.ntf		Do not modify Names fields	Editor
			Archive Log (6)	archig50.ntf		Do not modify Names fields	Editor
			Billing	billing.ntf		Do not modify Names fields	Editor
				bookmark.nsf		Do not modify Names fields	Editor
			Dookmarks (6)	bookmark.ntf		Do not modify Names fields	Editor
		-	Local free time info	busytme.ntf		Do not modify Names fields	Editor
							5

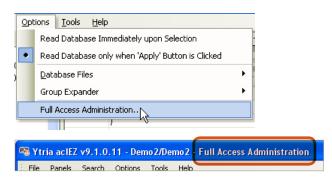
The Global ACL Properties panel lets you see advanced ACL information and change administration server settings.

**3.2** Explore the groups in a Notes Address Book: The NAB Group Navigator can be found in aclEZ's Tools menu. This feature lets you see all the groups and group members on a server's NAB, including nested groups. The NAB Group nativator lets you see a server's group information in either a 'Tree' layout or a grid.

🕾 All groups on Demo2/De	mo2 in Demo2's Addr 🔳 🗖 🗙				
Server: Demo2/Demo2	✓ Set Default				
Look in: Demo2's Address Book	< •				
<ul> <li>Enable group navigator (explo</li> </ul>	re nested groups and not only the top level)				
Tree Layout Grid Layout					
Drag a column header here to					
Name 🕺	Members 🗙 🛆				
_Group IS Notes Designers	Molly Marsden/Demo2				
_Group IS Notes Designers	Robby Goodrich/Demo2				
_Group IS Notes Designers	Robert Elliott/Demo2				
_Group IS Notes Designers	Tia Forster/Demo2				
_Group MP	Glen Aaron/Demo2				
_Group MP	Emma Abbott/Demo2				
Group MP	Freddie Abbott/Demo2				
Group MP	Jack Abbott/Demo2				
<					
	Close				

### 3.3 Ytria aclEZ supports Full Access Administration: Just click Options>Full Access Administration to turn on this feature. The aclEZ implementation of Full Access in no way circumvents Notes

security, therefore in order to use Full Access Administration in aclEZ (or any of our tools for that matter) you must be listed as a Full Access Administrator on the server; this is set in Domino Administrator.



 $3.3\ \text{aclEZ's}$  title bar will remind you if Full Access Administration is turned on



p4

### **Vtria** [Lotus Notes Tools]

# QUICK ST⊵RT GUIDE



See all the agents on your Domino server—even those

that aren't scheduled to run today. Ytria agentEZ lets see the load on your server, view agent logs, make mass modifications to agents, sign agents with your current ID and much more. Ytria agentEZ lets you see and analyze all the agents on your server. **Here's how:** 



1.1 See any agent—even private agents and agents not running today: When you first launch agentEZ, you'll be prompted to choose a server. Once a server is loaded, the Databases panel (on the left) will list all the databases on the selected server. Ytria agentEZ will show the agents for any databases checked in this panel. If you click the top-level checkbox, only databases with agents will be checked off that's a great way to quickly determine which databases have agents. You have a number of options to help you narrow down your selection and organize agent information: 1.1.1 **Choose the type of agents to display:** Near the top of the **Databases panel** there is a menu where you can specify the type of agents to show in agentEZ. Your options are to display: All agents; Scheduled agents only (the default setting); "Before new mail arrives" agents only; "After new mail arrives" agents only; "All documents are created or modified" agents only; or "When Server Starts" agents only.



Also, there is another pull-down menu in this panel that lets you choose between using the **Design Collection** or **Basic Search** to retreive agents. The **Design Collection** is faster but

🗠 Ytria agentEZ v9.1.0.20	- Demo 2/Demo 2						
: <u>F</u> ile <u>E</u> dit <u>P</u> anels <u>S</u> earch	Options Help						
Databases $\Psi \times$	44 databases and 111 agen	ts currently listed	in the grid.				<u></u>
Scheduled • Design Collection	Drag a column header here to g	roup by that conten	t.				Grid Data
□ ■ □ Demo2/Demo2 (44 ▲	🗙 Database Title 🗙	Database P 🛒	Database Filename 🛛 🗙 🏹	×ï	Name 🗙	Last Alias 🛛 🗙 🏹	Sched
	My Process Database	1	MyProcess.nsf	$\diamond$	Other Update Process	OtherProcess	Po Po
🛓 🗌 🧰 help (0/7)	My Process Database	1	MyProcess.nsf		Generic Update Process	GenProcess	sitio
🝺 🗌 🧰 iNotes (0/3) 📒	My Process Database	1	MyProcess.nsf		Special Daily Process	SpecialDailyProcess	
🛓 🗹 🚞 mail (3/3)	Domino User License Tracki	1	userlicenses.ntf	7	Calculate	Calculate	
🕀 🔳 🚞 mp (4/6)	Notices Of Change   Avis d	(mp)	mp_noc.nsf	$\diamond$	(CoreScript)	FullAction	V
	Test Database	1	test_one.nsf		(CoreScript)	PublicationAction4	
	Notices Of Change   Avis d	(mp)	mp_noc.nsf	$\diamond$	(CoreScript)	PublicationAction	V
	Domino Web Administrator (6		webadmin.nsf		agHousekeeping\$ServerL3		
alog4.ntf	Server Web Navigator (R5)	1	pubweb50.ntf	76	Purge		M
🖬 archlg50.ntf	Server Web Navigator (R5)	1	pubweb50.ntf	E	Refresh		
🖸 🐼 Base_Preview.r	Reports for Demo2/Demo2	1	reports.nsf	$\diamond$	Daily Report Agent	aaDailyReportAgent	M
📴 billing.ntf	Reports for Demo2/Demo2	1	reports.nsf	$\diamond$	Weekly Report Agent	aaWeeklyReportA	M
bookmark.nsf	Reports for Demo2/Demo2	1	reports.nsf		Monthly Report Agent	aaMonthlyReportA	. 🗸 🗸
bookmark.ntf	<b>&lt;</b>						>
	Agent Timeline						<b>†</b> ×
	Agent Selector	Zoom In	Zoom Out		ast 24 Hours 🝷 Show all agents	in arid <b>x</b>	~
Catalog.nsf	Agent Selector	20011111	2001104		asc 24 mours · jointow air agents	an gha s	
🖂 🗹 🔁 catalog.ntf		Mar 24					=
		16:50	17:00 17:10		17:20 17:30	) 17:40	
certlog.ntf	QuickUpd						
certpub.ntf	ApprovalSta Special4D						
certreq.ntf	Special4D AssistProce						
	Assistriou		Mar 24 20	40			
	<		Mar 24, 20	10			Ň
Database Selection Filter 🛛 🗧 🎽	Output Agent Timeline						
Ready							NUM

The main agentEZ window

the **Basic Search option** will show private/personal agents. (NB: The options in this menu won't affect **Databases panel checkbox selections** after the fact. If you make a change in this menu you should re-select checkboxes for the databases you'd like to work with).

**Note:** Because of performance considerations, agentEZ does not, by default, automatically load agent information. To load the agent information, simply make a selection and click **Ctrl+L**. Alternately you can set agentEZ to automatically load detailed agent information in the **Options menu**.

#### 35 databases and 388 agents currently listed in the grid.

Schedule	Туре	Agent So	hedule 🛆				
status 🛒	Agent Type	X	Database Title	×ï	Database P 🚀	Database Filena	r /
🗉 Schedi	ule Type : (34	14)					
Schede	ule Type : Dail	ly (23)					
🗄 Age	ent Schedule :	: At 01:00:00 A	M (13)				
🖃 Age	ent Schedule :	: At 01:32:00 F	M (1)				
	LOTUSSCRIPT		Demo2's Address Bool	<	1	names.nsf	
🖃 Age	ent Schedule :	: At 03:00:00 A	M (2)				
	LOTUSSCRIPT		Catalog (RS)		١	catalog.ntf	
	LOTUSSCRIPT		Server Web Navigator	(R5.0)	١	pubweb50.ntf	
🗄 Age	ent Schedule :	: At 07:00:00 F	M (1)				
🗄 Age	ent Schedule :	: At 10:00:00 /	M (1)				
🗄 Age	ent Schedule :	: At 11:00:00 F	M (1)				
🖃 Age	ent Schedule :	: At 12:00:00 A	M (4)				
	JAVA		Reports for Demo2/De	emo2	1	reports.nsf	
	LOTUSSCRIPT		Reports for Demo2/De	emo2	١	reports.nst	
	JAVA		Reports (R5)		١	reports.ntf	
	LOTUSSCRIPT		Reports (R5)		1	reports.ntf	
🗄 Sched	ule Type : Mor	nthly (3)					I
🗄 Sched	ule Type : Mor	re than once a	day (13)				
Schede	ule Type : We	ekly (5)					
<						>	

1.1.2a Sorting by Schedule Type and Agent Schedule in agentEZ

Enable $\nabla$			
Status 🛛 🗙	Database Title 🛛 🕺	Database P 💉	Database Filename
😑 Enable : Ch	ecked (5)		
🖉 Modified	MP UNASSIGNED	\mp\	mp_unass.nsf
🖉 Modified	MP UNASSIGNED	\mp\	mp_unass.nsf
🖉 Modified	MP UNASSIGNED	\mp\	mp_unass.nsf
	MP UNASSIGNED	(mp)	mp_unass.nsf
	MP UNASSIGNED	\mp\	mp_unass.nsf
😑 Enable : Un	checked (39)		
	Reports for Demo2/Demo2	1	reports.nsf
	Reports (R5)	1	reports.ntf
	Personal Web Navigator (R	1	perweb50.ntf

1.1.2b Sorting agents by Enable / Disable status in agentEZ

1.1.2 Quickly see detailed, sortable agent

**information:** In the large main agentEZ pane (aka Grid pane) you have access to a wealth of information about the agents contained in the selected databases. This pane supports multi-layered grouping so you can sort agent information by numerous variables (eg in figure 1.1.2a the agents are grouped by Schedule Type and Agent Schedule).

**1.1.3 Customize agent data columns in the grid:** The **Grid Data Composition panel** lets you choose which columns of agent data to include in the grid. Disabling superfluous columns can greatly speed up performance when dealing with very large sets of agents. Conversely, you can use this panel to display a number of columns that are not shown by default (eg 'Run on Behalf' of).

Grid Data Composition $~~$ 4 $ imes$
Restore Default
Select All
Unselect All
✓Last Run Date     ✓Last Run Duration     Full Name     Agent Type     Shared     Start running agent on this dat     Stop running agent on this dat     Run on week-ends     Run as web user     ✓Run on behalf of     Allow remote debugging     Allow user activation     Compile Java code with debu.     Profile this agent

### 1.1.3 The Grid Data Composition panel

**1.2** Figure out how much agents are contributing to your server load (or if they're running at all): Ytria agentEZ lets you know the duration of an agent's last runtime via the Last Run Duration column in the main agentEZ pane. The Last Run Date column, which appears in the same pane, has a button that will open an Agent's log, if you need more detailed information.

#### 44 databases and 111 agents currently listed in the grid.

Dr	ag a column heac	ler here to group by ti	nat conter	it.			
×	Signer 🛛 📈	Last Run Start Date	💉 La	st Run Date	×ï	Last Run Duration 🟹 🚀	Choos
	Peter WOOD	22/03/2010 1:00:23	PM 22	/03/2010 1:10:24 PM		00:10:01	
	Peter WOOD	22/03/2010 12:34:17	PM 22	/03/2010 12:44:18 PM		00:10:01	
	Peter WOOD	22/03/2010 11:57:11	AM 22	/03/2010 12:07:11 PM		00:10:00	
	Peter WOOD	22/03/2010 1:10:25	PM 22	/03/2010 1:19:26 PM		00:09:01	
	Peter WOOD	22/03/2010 12:52:22	22 PM	/03/2010 1:00:22 PM		00:08:00	
	Peter WOOD	22/03/2010 12:47:21	PM 22	/03/2010 12:52:21 PM		00:05:00	
	Peter WOOD	22/03/2010 12:44:19	9 PM 22	/03/2010 12:47:19 PM		00:03:00	
	Lotus Notes	06/06/2002 6:08:14	PM 06	/06/2002 6:08:19 PM		00:00:05	
	Notification	27/03/2007 12:53:00	) PM 27	/03/2007 12:53:02 PM		00:00:02	
	Eric HOUVEN	17/12/2008 2:56:19	PM 17	/12/2008 2:56:20 PM		00:00:01	
	Notification	27/03/2007 12:53:03	8 PM 27	/03/2007 12:53:03 PM		00:00:00	
	Demo2/Demo2	22/03/2010 1:30:08	AM 22	/03/2010 1:30:08 AM		00:00:00	
AM	Lotus Notes						
	Peter WOOD						
<							111

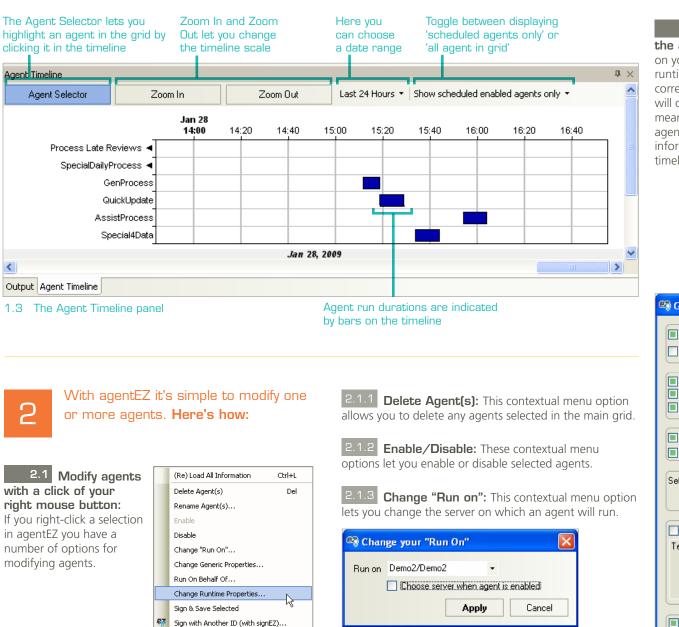
1.2a See detailed agent runtime information in agentEZ

🖏 Agent Logs					2
Drag a column h	eade	r her	e to group by	that content.	
Database Ti 🛒	хĩ	×ĩ	Name 🛒	Log Entry	^
My Process Data	٧	Nrg	Special D	Started running agent 'Special Daily Process SpecialD	E
My Process Data	٧	М	Special D	Running on all documents in database: 0 total	
My Process Data	٧.	М	Special D	Found 0 document(s) that match search criteria	
My Process Data	٧.	М	Special D	22/03/2010 11:57:11 AM: Theorical Agent Duration:	
My Process Data	٧.	М	Special D	22/03/2010 11:58:11 AM: Duration so far: 1 m 0 s	
My Process Data	٧.	М	Special D	22/03/2010 11:59:11 AM: Duration so far: 2 m 0 s	
My Process Data	٧	М	Special D	22/03/2010 12:00:11 PM: Duration so far: 3 m 0 s	
My Process Data	٧	М	Special D	22/03/2010 12:01:12 PM: Duration so far: 4 m 1 s	
My Process Data	٧	М	Special D	22/03/2010 12:02:12 PM: Duration so far: 5 m 1 s	~
<				>	
				Done	

1.2b For even more information, you can view an Agent Log



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1.3 The Agent Timeline for a visual overview of the agent runtimes: See when and how long agents ran on your server in the **Agent Timeline panel**. All the agent runtimes are displayed in a Gantt chart, so longer bars correspond to longer agent runtimes. The Agent Timeline will only show agents displayed in the Grid pane. This means that any active filters in the Grid pane will remove agents from the timeline. Please note than detailed agent information (Ctrl+L) must be loaded in the grid for the timeline to appear.

ent run durations are indicated	🛯 Generic Properties 🛛 🛛 🔀
bars on the timeline	
	Run as web user
	Run on behalf of
	Allow user activation
2.1.1 <b>Delete Agent(s):</b> This contextual menu option	Allow remote debugging
allows you to delete any agents selected in the main grid.	Allow Public Access users to view and run this agent
2.1.2 Enable/Disable: These contextual menu	Profile this agent
options let you enable or disable selected agents.	Compile Java code with debugging information
options let you chable of alsable selected agents.	Set runtime security level : (1 = most secure)
2.1.3 <b>Change "Run on":</b> This contextual menu option	2. Allow restricted operations
lets you change the server on which an agent will run.	
	All readers and above
🗠 Change your "Run On"	The set of
Run on Demo2/Demo2 -	
Choose server when agent is enabled	
Apply Cancel	
	<ul> <li>Store search in search bar menu</li> <li>Store highlights in document</li> </ul>
Changing the "Run on" setting in agentEZ	<ul> <li>Stole nigrilights in document</li> <li>Run in background client thread</li> </ul>
	Apply Cancel
2.1.4 Change Generic Properties: This contextual	
menu option lets you change a number of agent properties.	2.1.4 Change agent properties in agentEZ



ΡЗ

Contextual menu

options in agentEZ

Show Agent Log... Open in Designer... Run Agent on Server... Grid Action

Grid Columns

**2.1.5 Change Runtime Properties:** This contextual menu option lets you edit one-or-more agents' runtime properties.

🖏 Schedule Properties 🛛 🗙
Runtime
🔿 On event 💿 On schedule
Schedule Type : More than once a day -
Target : All new & modified documents -
Run Agent More Than Once a Day
Run agent every 1 🗢 hour(s) 0 🔷 minutes
O Between times 3:08:46 PM 🔷 and 3:08:46 PM 💠
⊙ All day
Restrict Dates When Agent Runs
Start running agent on this date 02/08/2007
Stop running agent on this date 02/08/2007
Don't run agent on week-ends
Apply Cancel

2.1.5 Change Runtime properties in agentEZ

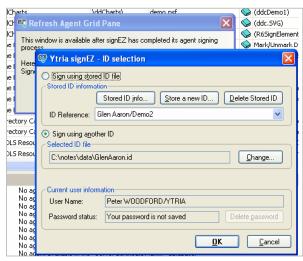
**2.1.6 Sign and Save Selected:** This contextual menu option lets you sign and save an agent with the current ID. This is a handy way to fix certain agent signature issues.

**2.1.7** Sign with another ID (with signEZ): This contextual menu option lets you sign and save agents selected in the grid with another Notes ID. In order to use this feature you must have a licensed copy of Ytria signEZ installed.

2.1.8 Open in Designer:	The option lets you open a
selected agent in Domino de	esigner.

**2.1.9 Run Agent on Server:** The option lets you run a selected agent on the server. This feature generates a command and displays it in a dialog box. From the dialog box you can click **OK** to send the command to the Domino console or **Cancel** to dismiss it.

File Edit Panels Search Options Note: When you Open Server... Ctrl+O modify an agent in Sign & Save All Modified Ctrl+S agentEZ you'll see a 'pencil icon' ( 🖉 ) but Export... in order for the changes Save Database Selection to actually be applied to Save Agent Selection Load Saved Selection your server you must click Ctrl+S or select "Sign Themes . and Save all modified" Eavorite Servers ۲ in the File menu Exit



2.1.7 Using signEZ and agentEZ together to sign agents with a different ID

This command will be sent to the console:
tell amgr run "Demo\DEMOINIT.NSF" '(SubmitDocument)'
Be sure to have a console open in order to receive feedback. The "Run Agent on Server" command will only work if you have the right to send commands to the console.
<b>OK</b> Cancel

2.1.9 Tell the sever to run selected agents using agentEZ

**2.1.10 Run on Behalf of:** This option lets you change the **Run on Behalf of setting** for any selected agents. The dialog lets you either select a name from a **NAB** or find a user in a profile document. The latter option is useful for setting **Out of Office agents** to run on behalf of the mail file owner.

🗠 Run On Beha	lf Of		
O User in NAB User in NAB	⊙ Find U	lser in Profile Document	
Find User in Profi			
Profile Doc: Field: Own	CalendarProfile er	3	
If Field Contains I	dultiple Users:	⊙ Take First User	Take Last User



2.1.11 **Rename Agent(s):** The option lets you enter a new name and alias for the agents selected in the grid.

### 2.2 Use Full Access Administration:

agentEZ (like all other Ytria tools) supports Full Access Administration. To turn it on you simply click **Options>Full Access Administration**. This implementation in no way circumvents Notes security, so you must be listed as Full Access Administrator in order to use Full Access Administration in agentEZ.



2.2a Full Access Administration in agentEZ

Demo2/Demo2 -	Full Access Administration

tions Heln

p4





### databaseEZ: Serverwide NSF Property Manager

You can launch databaseEZ from Lotus Notes, Domino Designer, or Domino Administrator with this toolbar.

The **Databases panel** lists the databases on your server; tick checkboxes for the databases you wish to show in the main grid.

The **main grid** shows the databases on your server along with their properties.

The **Grid Data Composition panel** lets you choose which NSF properties to show in the main grid.

Databases 🛛 📮 🗙	137 databases currently listed	in the grid DAOS State			Grid Data Composition 9
🖃 🗹 📄 Demo2/Demo2 ( 🔺	Drag a column header here to gr	oup by that content.			
🗄 🗹 📄 ddCharts (1/:					📜 👌   stub 🛛 🖊   🖾
🗄 🗹 🚞 Demo (2/2)	🛪 Database Title 🛪 🛪 🗛	ogic 🛪 🏼 Physic 🛪 🖓 Template name 🛪	Allow soft del 😿 🏻	Space 🔻 🛪 DAOS ! 📤	Tab 1 - Database basics
🕀 🗹 🚞 help (7/7)	designPropEZ 8 🔪 😒	15,990,784 15,990,784		98.39% Not En _	1 Tab 2 - Info
🗄 🗹 📄 iNotes (3/3)		16,777,216 16,777,216 YtriaTemplate_sign		98.34% Not En	🗄 Tab 4 - Design
🗄 🗹 📄 mail (3/3) 👘	Notices Of Chan \ 🥪 7	20,371,712 720,371,712		98.30% Not En	□ Tab 6 - Full text
🗄 🗹 🚞 mp (6/6)	EZ Suite - Installa \ 😒 1	.00,663,296 100,663,296		98.10% Not En	
		13,369,344 13,369,344 StdR6Mail	1	97.06% Not En	Database is full text inde
	IBM Lotus Notes \ 🥥	6,291,456 6,291,456		96.79% Not En	Full text: last index time
		13,631,488 13,631,488 iNotes6	<u></u>	96.73% Not En	Full text index size
		13,893,632 13,893,632 ExtR6Mail	<b>V</b>	96.52% Not En	Tab 7 - Advanced
alog4.ntf		41,943,040 41,943,040		96.02% Not En	Replication Settings
archig50.ntf	Lotus Notes 6.5.1 \ 🧇	9,699,328 9,699,328		96.01% Not En	Remove Documents not
Sase_Preview	Domino Web Ser \	663,552 663,552 Lotus Notes/Domi		95.99% Not En	Deletion stub lifetime
www.www.us.		663,552 663,552 StdR5DominoWeb 18,350,080 18,350,080	<b>V</b>	95.68% Not En 95.27% Not En	Replicate document abs
bookmark.ntl	iNotes6 Commo \i \	18,350,080 18,350,080 6,291,456 6,291,456		95.13% Not En	
✓ 🖉 🌭 busytime.nsf		16,515,072 16,515,072		94.85% Not En	Send deletions made in 1
V R busytime.ntf	Domino Web Ad \	7,340.032 7,340.032 StdWebAdminData		94.52% Not En	Send changes in applica 📃
Cache.ntf	Process MP \ 😒	6.815.744 6.815.744		94.04% Not En	Send changes in local se
✓ Scatalog.nsf	2 Pete's Test db	2,621,440 2,621,440		93.44% Not En	Temporarily disable repl
Catalog.ntf	Domino MailTra \	746.496 746.496 MailTrackerStore		93.28% Not En	Scheduled replication pr
cca50.ntf		18.874.368 18.874.368 sdfadasd		93.07% Not En	Replicate using schedule
Certlog.ntf				• •	Deletion stub cutoff date
Certpub.ntf	Property Analyzer Grid			<b>4</b> ×	Miscellaneous Information
🖌 🚫 certsrv.nsf	Duplicate Replica IDs 🛛 🔻				Database ID
cldbdir4.ntf	Database Title	Filename 🛛 🔐 Duplicate template n 💥 🛛	uplicate Peolic	SZ "Inherit from" set to pe	Logical Path
			opicate replic • >	a mineric from set to ho	Physical Path
csrv50.ntf	Duplicate Replica IDs : 85256		E2E600D-004EE0E4		Last Fixup
da50.ntf	Microsoft Offi \ doclbm6.		525698B:004E50E1 525698B:004E50E1		Last Data Modified
🗹 🌭 dba4.nsf	Phonebook (6) \ phonebo		525098B:004E50E1		Last Non-Data Modified
🗹 🚼 dba4.ntf 🚽	Duplicate Replica IDs : (135)				
	Output Property Analyzer Grid			,	Apply

The **Output panel** (not shown) displays logs and errors.

The **Property Analyzer grid** displays the databases with issues or unusual properties. (e.g. duplicate Replica IDs)

Quick Start Guide

database

Get a bird's-eye-view of global database properties on a Domino server—fast.

Ytria databaseEZ lets you manage NSF properties with greater speed and precision. And its troubleshooting tools help you quickly find and fix database issues on your servers.

### With databaseEZ you can see and edit properties for all the databases on a server. Here's how:

### 1.1

### Analyze global NSF properties

in a grid: When you launch databaseEZ, you'll be prompted to choose a server. Once a server is selected, the lefthand panel (Databases) lets you click checkboxes for any or all databases to show their properties in the main grid.

### 1.1.1

Group, sort and filter global database properties: In the main grid each database is represented as a row and each column shows a different NSF property.

This grid interface lets you group by column headers or perform sorting / filtering operations.

#### 1.1.1 Grouping by column headers: This example shows a multi-tiered grouping based on three NSF properties.

137 databases currently listed in the grid. - Database Title Show in 'Open Application' dialog Database File Type Inherit from Status X Database Title 💥 🕺 Database Filename 💥 Database ... 🔺 💥 Show in 'Open Application' dialog : Checked (124) Database File Type : Advanced Template (54) Database File Type : Database (46) Inherit from : (19) Inherit from : DOLS Admin 1.0 (1) Inherit from : MpNocLogTemplate (2) Inherit from : MyDocLib511 (1) Inherit from : MyNewTemplate (3) 2 Test Database test one.nsf 🛇 Database MP ASSIGNED 🛇 Database \... mp\mp\_assig.nsf 2 MP UNASSIGNED \... mp\mp\_unass.nsf 🛇 Database Inherit from : MyOlderTemplate (1) Notices Of Change | Avis ... \... mp\mp\_noc.nsf 🚫 Database Inherit from : StdDominoLDAPSchema (1) Inherit from : StdNotes50SSLAdmin (1) Inherit from : StdNotesCatalog (1) Inherit from : StdNotesLog (1)

Drag a column header here to group by that content.

1 🗳 🔛

Remove Documents not modified in the last (days)

Send deletions made in this replica to other replica

Send changes in application title and catalog info t

Send changes in local security property to other reg

Apply

Receive summary and 40KB of rich text only

Temporarily disable replication for this replica

Scheduled replication priority for this replica

Replicate using schedule for priority applications

Grid Data Composition

Tab 1 - Database basics

Database is full text indexed

ion stub lifetime

Deletion stub cutoff date

Miscellaneous Information

Database ID

Logical Path

Last Fixup

Quota Limit

Max Size

Quota Warning

Physical Path

Last Data Modified

Last Non-Data Modified

Full text: last index time

Full text index size

Tab 7 - Advanced
 Replication Settings

1 Tab 2 - Info

Tab 4 - Design

Tab 6 - Full text

×ï	۲ <mark>x</mark> (	Replica ID 🛛 🗙 🏹	ODS	x7   x7	Template name 🛪	Inherit from 🛪	Allow soft del 🛪	Use DAOS 🗙
8:27		052569F1:005C	R4 (20)		StdActivityTrends	xcZZCx		
0:57		85257002:037A	R5 (41)			StdR4AdminR		
4:13		852561D4:006B	R4 (20)		StdR4AdminReque			
:10 P		85256714:0072	R5 (41)					
:17 P		852561E2:003C	R4 (20)		StdR4AgentLog			
:03 P		85256626:006B	R4 (20)		StdR50ArchiveLog			
20:5		8525715A:007D	R6 (43)					
:17 P		852561B7:0075	R4 (20)		StdR4Billing			
0:37		85257002:0079	R5 (41)					
):44:		85256832:003F	R4 (20)		Bookmarks			
7:14		85257436:0055	R6 (43)			BusyTime		
41.0		052562DE-001∆	R4 (20)		RusyTime			

**1.1.2** Summarized data: Yellow shading indicates properties retrieved using summarized data— they're shown nearly instantly.

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Save preferences

### 1.1.2

See summarized data immediately or load complete information: When you first populate the grid, the majority of properties will be shown immediately these are gathered using summarized data. What's more, the use of summarized data lets you see many properties for databases to which you have no access. To show the remaining properties, click Ctrl+L or Edit>Load Complete Database Information.

### 1.1.3

Choose the properties to analyze with the Grid Data Composition panel:

Roughly 100 database properties can be shown in the main grid, but to make things more visually manageable, only 22 are shown by default.

The Grid Data Composition panel lets you customize the properties shown in the grid, just tick the checkboxes then click 'Apply.' You can also save your preferences (or even multiple sets of preferences) in this panel.

**1.1.3** The Grid Data Composition panel: Use checkboxes to choose the properties to show in the main grid.



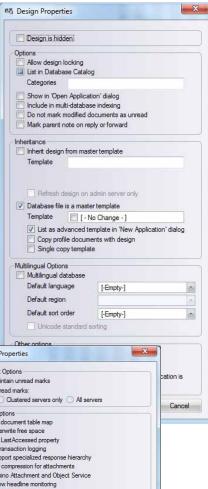
### 2.1

**Contextual menu options:** The right-click menu in databaseEZ offers numerous options for managing database properties either individually or en-masse, including the following:

### 2.1.1

**Edit Database Basic Properties:** This option lets you manage properties that correspond with the Basics tab of the Database properties dialog in Lotus Notes. (e.g. 'Don't allow URL open' and 'Disable background agents').

Title			ad Mark Options		
	[ - No Change - ]		ont maintain unread marks cate unread marks:		
Server	Demo2/Demo2	100000	ever 🔿 Clustered servers only 🔿 All servers		
Filename	[-No Change -]	1			
Web Access	Use JavaScript when generating pages Require SSL connection Dan1 allow URL open Enable enhanced HTML generation		nced Options ptimize document table map onit overwrite free space aintain Last Accessed property isable transaction logging on it support specialized response hierarchy		
Allow use of	kground agents for this database stored forms in this database yes after loading		se LZ1 compression for attachments se Domino Attachment and Object Service ont allow headline monitoring low more fields in database		
	Miscellaneous Properties	×			
Inherit op			allow simple search		
	User Activity V Record activity Activity is confid	ress database design ress document data			
Folder Ref		le automatic updating of views			
Database	Remove documents from the replica	_	le export of view data		
	Remove documents not modified in the last (days) Receive summary and 40KB of rich text only	[-NC-]	anently delete documents after 48 hours		
	Limit what will be sent to other replicas				
	<ul> <li>Send deletions made in this replica to other replicas</li> <li>Send changes in application title and catalog info to other</li> <li>Send changes in local security property to other replicas</li> </ul>		es in \$UpdatedBy fields 25 es in \$Revisions fields [-NC-]		
	Special replication limitations Temporarily disable replication for this replica Set scheduled replication priority for this replica		OK Cance		
	🔾 Low 💽 Medium 🔾 High				
	This replica includes deletion stubs for all documents deleted	d since	You can mass-edit global NSF pr		
	[ - No Change - ] Date Picker	ties, see <b>2.1.1</b> to <b>2.1.4</b> for more.			



### 2.1.2

### Edit Database Design Properties:

This option lets you manage properties that correspond with the Database Design tab of the Database properties dialog in Lotus Notes. (e.g. 'Show in Open Application dialog' and 'Template name').

### 2.1.3

Edit Database Advanced Properties: This option lets you manage properties that correspond with the Advanced tab of the Database properties dialog in Lotus Notes. (e.g. 'Don't maintain unread marks' and 'Allow soft deletions').

### 2.1.4

### Edit Database Miscellaneous

**Properties:** This option lets you manage properties related to User Activity and Replication Settings. (e.g. 'Record user activity' and 'Temporarily disable replication').

	New Template Name
StdR4AgentLog	ArchiveR4AgentLog
StdActivityTrendsDatabase	ArchiveActivityTrendsDatabas
StdR50ArchiveLog	ArchiveR50ArchiveLog
StdR4Billing	ArchiveR4Billing
StdR4AdminRequests	ArchiveR4AdminRequests
StdNotesCatalog	ArchiveNotesCatalog
StdNotes50SSLAuth	ArchiveNotes50SSLAuth
StdNotesCertificationLog	ArchiveNotesCertificationLog
StdCertPubRequests	ArchiveCertPubRequests
StdCertificateRequests	ArchiveCertificateRequests
StdR4ClusterDirectory	ArchiveR4ClusterDirectory
StdR4ClusterAnalysis	ArchiveR4ClusterAnalysis
StdNotes50SSLAdmin	ArchiveNotes50SSLAdmin
StdMasterAddressBook4.5	ArchiveMasterAddressBook4.
StdR4DBAnalysis	ArchiveR4DBAnalysis
StdDbDirMan	ArchiveDbDirMan
StdR4DatabaseLib	ArchiveR4DatabaseLib
StdNotesDecommissionServer	ArchiveNotesDecommissionS
4	↓

### Note:

Databases changed in the grid are marked with a 'pencil' icon. However, changes won't be written to the server until you click Server>Apply Changes (Ctrl+S) or Right-Click>Apply Changes to Selected.

### 🖉 Modified

Also, some properties require that you perform a compact operation after editing (i.e. "Don't Maintain unread marks"; "Optimize Document Table Map"; "Quota Limit"; "Don't support specialized response hierarchy"; and "Compress database design"). If the compact step is omitted, changes won't be applied.

### 2.1.5

### Edit Replia ID/ Generate Replica

**ID(s):** You can right-click any database in the grid to change its Replica ID. You can also right-click multiple selected databases and generate new replica IDs for them.

### 2.1.6

**Export IND File:** This allows you to export an IND file with the names of all the databases currently selected in the grid.

### 2.1.7

Open with...acIEZ/agentEZ/

designPropEZ/scanEZ/signEZ: These options let you open selected databases

### Note:

in other Ytria tools.



Like all Ytria software, databaseEZ is fully compliant with Lotus Notes security. You must have sufficient access in order to make changes to databases.

	Load Complete Database information	Ctrl+L
	Revert to Summarized Information	Ctrl+U
	Edit Database Basics Properties	Ctrl+1
	Edit Database Design Properties	Ctrl+2
1	Edit Database Advanced Properties	Ctrl+3
1	Edit Database Miscellaneous Properties	Ctrl+4
1	Edit Template Name(s)	
1	Edit Replica ID	
1	Generate Replica ID(s)	
1	Generate Database ID(s)	
1	Export IND file	
1	Apply Changes to Selected	
ē	Open with aclEZ	
ą	Open with agentEZ	
z	Open with designPropEZ	
2	Open with scanEZ	
<b>7</b>	Open with signEZ	
<b>7</b>	Sign/Audit with Another ID (with signEZ	)
	Open in Designer	
	Open in Notes Client	

Delete database(s)

The right-click menu in databaseEZ's main grid.

### 2.1.8

Sign/Audit with Another ID (with signEZ): This lets you directly sign or audit the design elements for any selected database. This option requires that you also own Ytria signEZ.

### 2.1.9

### Open in Designer/Open in Notes

**Client:** These options allow you to open selected databases in either the Notes client or Domino Designer.

### 2.1.10

**Delete database(s):** You can use this to delete any databases you have selected in the grid.

### 2.2

Full Access Administration: Like all other Ytria tools, databaseEZ supports Full Access Administration. If you're listed as a Full Access Administrator on the server you can enable (or disable) this feature by clicking Options> Full Access Administration.

### Options Help

•	Read Database Immediately upon Selection	
	Read Database only when 'Apply' Button is Clicked	
	Database Files	×
	Log Type	×
	Automatically Load Detailed Agent Information	
	Force Designer Access to Edit Agents	
٠	Use Notes API Security	
	Full Access Administration	
	· · · · ·	

### With databaseEZ you can scan a server for issues or aberrations, here's how:

### 3.1

The Serverwide Property Analyzer: This utility lets you find databases with unusual or problematic properties; to launch it, click Tools>Property Analyzer. The following property analysis options are available:

### 3.1.1

**Template name duplicates:** This will flag any identical template names.

### 3.1.2

**Replica ID duplicates:** This will find databases that share the same Replica ID.

### 3.1.3

Inherits from a template that does not exist: This will reveal databases that are set to inherit from a nonexistent template.

### 3.1.4

Database has a specific percentage of quota remaining (%): This will reveal all databases that have reached or exceeded a given percentage of their size quota.

### 3.1.5

**No data change since** *n* **days:** Shows any databases where document data has not changed since before the given number of days.

### 3.1.6

#### Design changed within last *n* days:

Shows database where the design has changed within the number of days given.

### 3.1.7

### Database has reached a specific

**size:** Displays databases that match or exceed the size given.

Choose which properties you want to analyse Template names duplicates Replace ID duplicates		
<ul> <li>Inherit from a template that does not exist</li> <li>Database has a specific percentage of quota remaining</li> </ul>	90	*
No data changed since	25	days
Design changed within last	600	days
Database has reached a specific size	10	MB

**3.1** The Serverwide Property Analyzer dialog: You can scan a Domino server for databases that meet the conditions entered here.

### 3.1.8

Launch Analyzer on startup of databaseEZ: By checking this option the Property Analyzer dialog will appear each time you open databaseEZ.

### 3.1.9

**Save Settings and Run Analyzer:** This performs the Property Analyzer scan on all databases shown in the grid and also saves your settings.

### 3.1.10

**Save Settings:** Saves property settings for the next time you open the Property Analyzer.

Database Title 🕺	×ĩ	×	Duplicate template names 💥	Duplicate Replica 💉	"Inherit from" set to non-e
Domino LDAP Sc-	١.	\$	StdDominuLDAPSchema		
Domino LDAP Sc	1	1_	StdDominoLDAPSchema		
Microsoft Office	5	d		85256988-004E50E1	23
					8.
Activity Trends (6)	1				xcZZCx
Catalog (6)	1	¢,			acdfacdf
The Library	1	D			MyDecLib511
VtriaLogDatabase	N.	D			test template
Factory Repair Re	1	D			test template
designPropEZ 8.5	1	d.,			YtriaTemplate_designPropi

**3.2** The Property Analyzer Results grid: Databases found using a Serverwide Property Analyzer scan are shown in this grid.

### 3.2

Property Analyzer grid results: If you click Save Settings and Run Analyzer, any databases that match the entered criteria will appear in the Property Analyzer grid at the bottom of the databaseEZ window. From here you can group, sort or filter column headers. You can also right-click databases to select them in the main grid.

# QUICKSTART GUIDE >> replication

Manage all facets of database replication across Domino servers or clusters with replicationEZ.

Follow this guide to:



Start by launching replicationEZ from the Ytria Toolbar (Fig. 1.)



Fig. 1 Ytria toolbar

The Databases panel lists the databases on your server. Tick checkboxes for the databases you wish to show in the main grid.

The main grid shows the databases on your server along with their properties.

The Grid Data Composition panel lets you choose up to five database properties to show in the main grid.

The Number of Courses Courses the London to T							
	1499 replicalD(s) currently listed in th	e grid (1466 replicalDs loaded).				Grid Data Composition	<b>⊕</b> ₽ ×
	Number of Replicas 🔺					1 2↓   ↓	🖉 🍟
🖶 🖉 📕 Local (144/144)	Generic Properties	NOTESAPP/YTRIA	Demo2/Demo2	Local	WEBTEST/YTF	Logical size	
MAINR5/YTRIA (673/673)	xĩ Replica ID xĩ xĩ kĩ l	N 🔺 🛪 Database Full Path 🛪	🕅 Database Full Path 🔺 🕺 😾	🕅 Database Full Path 🛪		Physical size	
	802569DF:00555F07	4 names.nsf			names.nsf	Created	
	852570A9:00618B0C	4 schema.nsf	No.		schema.nsf		
	Number of Replicas : 5 (25)						
Image: Second State Sta							
	85257194:0060257E	6 feedcontent.ntf	EB	feedcontent.ntf	Feedcontent.r		
	8525760B:004BE32D	6 help\help85_admin.nsf	$\diamond$	Help\help85_admin.nsf	♦ help\help85_a	User Activity - Is Confi	
	get       Bares       B						
	85257632:004EACA2	6 mail85.ntf	F6	mail85.ntf	mail85.ntf	Allow design locking	
	85256DE1:005518CF	6 nntpcl6.ntf		nntpcl6.ntf	nntpcl6.ntf		
	852573E5:00608312	6 notebook8.ntf		notebook8.ntf	notebook8.nt		
	85256DE8:00543C42	6 phonebook7.ntf		phonebook7.ntf	phonebook7.		
	Selected control       Contro       Control       Contr						
	85256DE4:00650E10			-		Include in multi-datab	
	at besit       Section       Cold Data       Constrainty       Cold Data       Cold Data						
		6 discussion8.ntf		discussion8.ntf	discussion8.n	Inherit design from ma	
		6 doclbm7.ntf		doclbm7.ntf			
			FA			Refresh design on adm	
autosave.ntf						Database file is a maste	
🖬 billing.ntf					-	Template name	
bookmark.ntf						List as advanced temp	
					,	Cinale constamplate	
	Selected Databases (Display Limit: 30 E	Jatabases)	<b>₽</b> ₽×			2 12 1	
	Is Duplicate			Transitions Shown 5	2 %		
	is ouplicate					MultiLingual database	
catalog.ntf	Status 💥 Replica ID 🕺 Is Du	ip 🔻 🕺 Do Not R 🕺 Server Na	me 🕺 Database Ful 🔺	NOTEXNO/TI		Hidden Design	
cca50.ntf	Is Duplicate : Checked (1)					Tab 6 - Full text	
		Local	demo\Demo			Database is full text inc	
certpub.ntf							
certreq.ntf		SAMETIM	E/YTRIA mail85.ntf	MOBILE/YTRIA			
						Replicate unread mark	
					Pul Puh	Optimize document ta	
👽 😪 cppfbws.nsf					MAINRS/YTE	Don't overwrite free sp	
			· · ·				
🖬 da.ntf					Pull Push	Disable transaction log	
🗸 🔽 dba4.ntf						And a	
۰ III ا	Output Selecto Discou Pauli	Noto C Roplica Corres		Poplication Connecti	Discours Per	Apply	
Database Selection Filter	Output Selecte Discov Replic	Conne	Log An ACL Co Agent	Replication Connecti	Discover Rep		
Ready						NUM	

Fig. 2 Main interface replicationEZ

The Property Analyzer grid displays the databases with issues or unusual properties (e.g. duplicate Replica IDs).

The area graphically displays Replication History, Connection Analyzer and Discover Replicas charts.

### Find and analyze all of a database's replicas, across all servers.

Fig. 3 Choose Servers dialog box

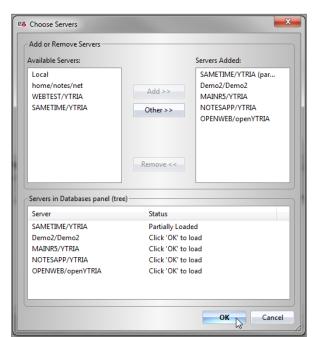
• 'Number of Replicas' displays a count of the number of replicas among loaded servers. These columns may be grouped, sorted or filtered (Fig. 2).

### 1.1

# Get a global map of replication across servers.

When you launch replicationEZ without any database selected in your Notes client, you'll see the 'Choose Servers' dialog where you can select the servers which will be available in the Databases panel (Fig. 3).

Once servers have been added to the Databases panel, you may tick check boxes to load them in the main grid (Fig. 2).



### 1.2

### Explore the replication linkages across servers.

The main grid lists 'Generic Properties'

in its leftmost columns and shows parent headers for each available server which was loaded in the Databases panel (Fig. 2).

### 1.3

### Get the number of replicas, duplicates, and non-replicating databases across multiple servers.

Under the Generic Properties parent header, you have access to the following columns:

• 'Is Duplicate' indicates if a duplicate replica exists on a server where the actual duplicate replica's cell will be highlighted in red under its server's header.

• 'Do Not Replicate' indicates if one-or-more of the replicas of the database in a given row is set to not replicate.

the selected database and its loaded replicas. For each replication history entry it finds, it attempts to access the replication history of all other replicas referred to by the previous

replication history entries until all existing replicas are found.

The Discover Replicas command.

The Discover Replicas feature is especially useful with a partially loaded database (on a server or the local machine) as an entry point (e.g. when replicationEZ is launched from the Ytria toolbar with the database already open or selected on the Lotus Notes workspace).

By selecting a database in the main grid, all its replicas on the loaded servers are selected

as well. If you click Tools>Discover Replicas, replicationEZ will retrieve all replicas on all

the servers in your environment. It achieves this by scanning the replication history of all

Find all the replicas for a given database.

### 2.2

2

2.1

### The Discover Replicas grid and chart.

After performing a Discover Replicas scan, the results of the scan are shown in the Discover Replicas grid and the Discover Replicas Chart (Fig. 4).

Replica ID	׾	Server Name	׾	Databa 🛪	Date 🕺	Direction 🕺	Server replicated with 🛛 🛪 🏹	Full path of database >
802569DF:00555F0	7	SAMETIME/YTR	IA	names.nsf	10/1/2012 10:20:3	SEND	MAINR5/YTRIA	names.nsf
802569DF:00555F0	7	SAMETIME/YTR	IA	names.nsf	10/1/2012 10:06:0	RECEIVE	MAINR5/YTRIA	names.nsf
802569DF:00555F0	7	NOTESAPP/YTR	IA	names.nsf	10/1/2012 10:18:0	SEND	MAINR5/YTRIA	names.nsf
802569DF:00555F0	7	NOTESAPP/YTR	AL	names.nsf	10/1/2012 10:02:1	RECEIVE	MAINR5/YTRIA	names.nsf
802569DF:00555F0	7	NOTESAPP/YTR	IA	names.nsf	4/13/2007 2:55:51	RECEIVE	WEBR5/YTRIA	names.nsf
802569DF:00555F0	7	NOTESAPP/YTR	AL	names.nsf	7/6/2012 3:01:41 P	RECEIVE	WEBTEST/YTRIA	names.nsf
802569DF:00555F0	7	NOTESAPP/YTR	AL	names.nsf	2/15/2008 1:12:19	RECEIVE	SAMETIME/YTRIA	names.nsf
802569DF:00555F0	7	NOTESAPP/YTR	AL	names.nsf	4/3/2007 11:04:11	SEND	WEBR5/YTRIA	names.nsf
802569DF:00555F0	7	NOTESAPP/YTR	AL	names.nsf	7/6/2012 3:01:40 P	SEND	WEBTEST/YTRIA	names.nsf
802569DF:00555F0	7	NOTESAPP/YTR	IA	names.nsf	12/9/2011 3:33:50	RECEIVE	TEST1/YTRIA	names.nsf

Fig. 4 Discover replicas grid

QUICK START GUIDE - replicationEZ

### 3.1

### Add Database properties to main grid.

The Grid Data Composition panel allows you to add up to five database properties (e.g. Modified date, DAOS status, Physical size, etc.) and to display them in the main grid under each server's parent header, next to the replica file path.

### 3.2

### Analyze and edit properties in the Selected Databases panel.

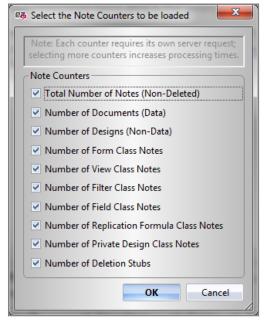
Select up to 30 databases in the main grid and see key database property information associated with all available replicas in the Selected Databases panel (Fig. 5).

Each replica is represented by a row in this panel with available properties shown under column headers. Additionally, you can edit 'Replication Properties', 'Miscellaneous properties' or Replica IDs in this panel via the right-click menu.

### 4.1

# See database content discrepancies across replicas.

Select any number of databases in the main replicationEZ grid and choose 'Load Note Counters' in the right-click menu to compare the contents of databases across replicas (Fig. 6).



#### Fig. 6 Note Counters dialog box

elected Databases (Display Limit: 30 Databases) 🖽 🛡 🗴
Do Not Replicate  Is Duplicate
tatus 🛪 Replica ID 🛪 🔻 🕅 🖈 🛪 Server 🛪 Database Full Path 🛪 Database Title 🛪 D 🛪 🛪 🛪 🛪 🛪 🛪 🛪 🛪 🛪 🛪 Scheduled replic
Do Not Replicate : Unchecked (3)
Is Duplicate : Checked (2)
85257276:0054145B 🗹 🗌 Local FieldBigger32K.nsf Really Important Notes A
85257276:0054145B 🗹 🗌 Local FieldBigger32K2.nsf Field bigger 32K 🔄 🗌 💭 💭 💭 Medium
□ Is Duplicate : Unchecked (1)
85257929:00569ECB 🔄 Local InstallVisiNotes.nsf VisiNotes Beta 0.1.2 Install 🔄 🔄 🔄 🔄 🗹 🔄 Medium
Do Not Replicate : Checked (8)
□ Is Duplicate : Unchecked (8)
8525725D:00563175
85257882:00730116 🛛 🗹 NOTESAPP Dev/Team/WebTrans.nsf Website Translations 🔄 🗖 💭 🗹 🔲 💭 Weblum
95257A566007A447E NIOTECADD Dowleric WakSiteDackoff WakSiteDackoff WakSiteDackoffice 2012

Fig. 5 Selected Databases panel

The Note Counters dialog lets you specify the types of notes to load (e.g. documents, designs, deletions stubs, etc.).

Results of these scans are shown in the Note Counters panel grid (Fig. 7). A special 'Inconsistency found' column provides a handy means for quickly spotting databases with discrepancies across replicas (displayed in red highlighting).

for the	e 'Database Full Pa	th' column is: NOTE	SAPP/YTRIA	-		
header	here to group by	that content.				
×ĩ	Database F 🛒	Note Class	Inco 🔊	SANTIAGO/ 💉	NOTESAPP 😿	
684	WebSite\WebSi	Total Number of N	<b>V</b>	61847	61846	
684	WebSite\WebSi	Number of Docume.		60690	60690	
684	WebSite\WebSi	Number of Designs	. 🔽	1157	1156	
684	WebSite\WebSi	Number of Form Cl		76	76	
684	WebSite\WebSi	Number of View Cla.		284	284	
684	WebSite\WebSi	Number of Field Cla.		0	0	
684	WebSite\WebSi	Number of Replicati.		1	0	
684	WebSite\WebSi	Number of Private		4	4	
684	WebSite\WebSi	Number of Deletion		624	624	
	header *7 684 684 684 684 684 684 684 684	header here to group by Database F X Database F X 684 WebSite\WebSi 684 WebSite\WebSi 684 WebSite\WebSi 684 WebSite\WebSi 684 WebSite\WebSi 684 WebSite\WebSi 684 WebSite\WebSi	header here to group by that content.         XY       Database F XY       Note Class       XY         684       WebSite\WebSi       Total Number of N         684       WebSite\WebSi       Number of Docume         684       WebSite\WebSi       Number of Designs         684       WebSite\WebSi       Number of Form Cl         684       WebSite\WebSi       Number of View Cla         684       WebSite\WebSi       Number of Field Cla         684       WebSite\WebSi       Number of Replicati         684       WebSite\WebSi       Number of Private	header here to group by that content.         XY       Database F XY       Note Class       XY       Inco XY         684       WebSite\WebSi       Total Number of N       Y         684       WebSite\WebSi       Number of Docume       Image: Colspan="2">Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"         684       WebSite\WebSi       Number of Designs       Y         684       WebSite\WebSi       Number of Form Cl       Image: Colspan="2">Colspan="2">Colspan="2">Colspan="2">Colspan="2"         684       WebSite\WebSi       Number of Form Cl       Image: Colspan="2">Colspan="2"         684       WebSite\WebSi       Number of Field Cla       Image: Colspan="2">Colspan="2"         684       WebSite\WebSi       Number of Replicati       Image: Colspan="2">Colspan="2"         684       WebSite\WebSi       Number of Private       Image: Colspan="2">Colspan="2"	XY       Database F XY       Note Class       XY       Inco XY       SANTIAGO/ XY         684       WebSite\WebSi       Total Number of N       Image: Constraint of the state of the stat	header here to group by that content.         XY       Database F XY       Note Class       XY       Inco XY       SANTIAGO/ XY       NOTESAPP XY         684       WebSite\WebSi       Total Number of N       ✓       61847       61846         684       WebSite\WebSi       Number of Docume        60690       60690         684       WebSite\WebSi       Number of Designs       ✓       1157       1156         684       WebSite\WebSi       Number of Form Cl        76       76         684       WebSite\WebSi       Number of View Cla        284       284         684       WebSite\WebSi       Number of Field Cla        0       0         684       WebSite\WebSi       Number of Replicati        1       0         684       WebSite\WebSi       Number of Private        4       4

Fig. 7 Note Counters panel grid displaying inconsistencies in red

### 4.2

### Revealing ACL inconsistencies across servers.

Security and access discrepancies can also be discovered by selecting databases in the main grid and choosing 'Compare ACLs' in the right-click menu. Results will be shown in the ACL Comparator panel (Fig. 8).

Each property or flag for a given database's ACL is shown on its own row with column headers for each loaded server showing the value or status on each replica.

A handy 'Inconsistency found' column lets you spot ACL entries that differ across replicas.

ACL Comparate	or						<b>⊕</b> ₽
The server used	for the 'Database Full Path'	column is: NOTESAPP	/YTRIA -				
Inconsistency	Found						
Replica ID	Database Full P 🔊	Namo 🕺	Property 🕺	1 4 37	NOTESAPP/YT 🗙	Demo2/Demo2	Local 😽
			1 2			Demoz/Demoz Xr	
	7A2 certsrv.nsf	LocalDomainServers	08 - Create LS/Java			M	
85257002:00	7A2 certsrv.nsf	LocalDomainServers	09 - Read Public Do			$\checkmark$	
85257002:00	7A2 certsrv.nsf	LocalDomainServers	10 - Write Public Do			$\checkmark$	
85257002:00	7A2 certsrv.nsf	LocalDomainServers	11 - Replicate or Co			$\checkmark$	
Inconsisten	cy Found : Checked (187)						
8525667B:00	072D cca50.ntf		00 - Last Signature		02/27/2003 08:44:33	02/27/2003 08:44:33	02/27/2003 08:44:33 .
8525667B:00	072D cca50.ntf		00 - Last Signature	. 🖂	Lotus Notes Templa	Lotus Notes Templa	Lotus Notes Templa.
8525667B:00	072D cca50.ntf	Anonymous	03 - Create Docume.	. 🖂	N/A	N/A	N/A
8525667B:00	072D cca50.ntf	Anonymous	04 - Delete Docume		N/A	N/A	N/A
4	17.07 FA 17		AF C + D + +	121	N17A	N1/A	NICA
Output	Selected Data Discove	r Repl Replication H.	. Note Counters Re	plication S	Connection Lo	g Analyzer ACL Con	npar Agent Comp

Fig. 8 ACL Comparator panel

### 4.3

### Find agents inconsistencies across replicas.

Select any number of databases in the main grid and choose 'Compare Agents' in the right-click menu. The Agent Comparator grid will display a separate row entry for each encountered agent's 'Enabled', 'Run on' and 'Run on behalf of' property (Fig. 9). A column header for each server shows the settings for those properties on each replica. An 'Inconsistency found' column quickly lets you know of any agent property differences across replicas.

Agent Compara	ator								± <b>₽</b> :
The server used	l for the	e 'Database Full Path', '	'Name', 'Last Alias' and	'Trigger Type' column	is is: NOTESAPP/YTRIA	•   Trigger Type: All a	gents   Search Type: U	e Design Colle	ection Note
Inconsistency	Found	<b>v</b>							
Replica ID	×ï	Database Full P 🛪	UNID 🕺	Name 🕺	Last Alias 🛛 🛪	Trigger Type 🛛 🗙 🏹	🛪 Property	x7 I x7	NOTESAPP/
Inconsisten	cy Fou	nd : Checked (2)							
85256354:00	656E	events4.ntf	ED371A6E794457138	Reset Monitor Num		Trigger on schedule.	···· Enabled:		
85256354:00	656E	events4.ntf	ED371A6E794457138	Reset Monitor Num		Trigger on schedule.	···· Run On:		Masterlock/
Inconsisten	cy Fou	nd : Unchecked (379)							
85256354:00	656E	events4.ntf	E34158522AA7CC90	(OpenSCH)		On event : Agent lis	Enabled:		
85256354:00	656E	events4.ntf	E34158522AA7CC90	(OpenSCH)		On event : Agent lis	···· Run On:		
85256354:00	656E	events4.ntf	E34158522AA7CC90	(OpenSCH)		On event : Agent lis	···· On Behalf Of:		
85256354:00	656E	events4.ntf	D313625368FC0C0A	(RefreshSCH)		On event : Agent lis	···· Enabled:		×
85256354:00	656E	events4.ntf	D313625368FC0C0A	(RefreshSCH)		On event : Agent lis	···· Run On:		
4		1.4.16		(D.C. LCCL)		0 I A IF			•
Output	Se	elected Datab Disco	ver Replic Replicatio	on His Note Count	ers Replication Set	Connection An	Log Analyzer ACL Co	mparator A	gent Compar

Fig. 9 Agent Comparator panel

### 5.1

### Easier database-to-database Replication analysis.

Find any existing selective replication formulas and display them in a grid by selecting one or more databases in the main grid and then by clicking 'Load Replication Settings'. Any available selective replication formulas will be shown in the Replication Settings grid (Fig. 10). Each selective replication formula is given its own row. You can delete selective replication formulas via the right-click menu.

Replic	ation Settings					<b>⊞ ₽</b> ×
Data	base Full Path	▲				
S 🟋	Server Name 🛛 🗙 🏹	Database Full Path 🛛 🔺 🚀	Receiver 🗙	Sender 🕺	Documents from Vie 🕺	Documents from \
🖃 Dat	tabase Full Path : bsj	phere302P3.ntf (2)				
	Local	bsphere302P3.ntf	-	-		
	Local	bsphere302P3.ntf	Peter WOODFORD/YTRIA	-		-
🖃 Dat	tabase Full Path : Co	pyDemoInit.nsf (3)				
	Local	CopyDemoInit.nsf	-	-		
	Local	CopyDemoInit.nsf	Antony Test4/YTRIA	-		
	Local	CopyDemoInit.nsf	Antony Test4/YTRIA	WEBTEST/YTRIA		
🖃 Dat	tabase Full Path : De	emo Data\DemoInit.nsf (3)				
	Local	Demo Data\DemoInit.nsf	-	-		
•	Local	Demo Data\DemoInit.nsf	Antony Test4/YTRIA	-		► T
0	utput Selected D	Dat Replication Disco	ver Re Note Count F	Replication Connection	Log Analyzer ACL Com	pa Agent Com

Fig. 10 Replication Settings panel

### 5.2

### See server connections in a flat view or a chart.

Manage Server Connection documents by clicking Tools>Connection Analyzer and then by choosing a server (the NAB from this server is used to discover connection document). Results are shown in a flat view in the Connection Analyzer grid panel (Fig. 11). When you select any individual Connections Analyzer row, the Connection Analyzer Chart will provide graphical representation (Fig. 12).

Source	2	Destinat	ion	<b></b>							
Jse 🗙	7 Filename	×ï	Excluded Filenan	nes 🕺	Source	- 🗡	Destination	≜ <b>x</b> ĭ	Replication Type	×ĭ	0
	LNN/				MAINR5/YTRIA		Lotus-00/NANETSR	V/Lotus	Pull Only		1
Sour	ce : MOBILE/YT	RIA (4)									
🖃 D	estination : MAI	NR5/YTRIA (4	4)								
	admin4.nsf				MOBILE/YTRIA		MAINR5/YTRIA		Pull Push		N
	events4.nsf				MOBILE/YTRIA		MAINR5/YTRIA		Pull Push		
	catalog.nsf				MOBILE/YTRIA		MAINR5/YTRIA		Pull Push		
	names.nsf				MOBILE/YTRIA		MAINR5/YTRIA		Pull Push		
Sour	ce : NOTESAPP/	YTRIA (16)									
🖃 D	estination : MAI	NR5/YTRIA (8	3)								
4	1										

Fig. 11 Connection Analyzer Grid

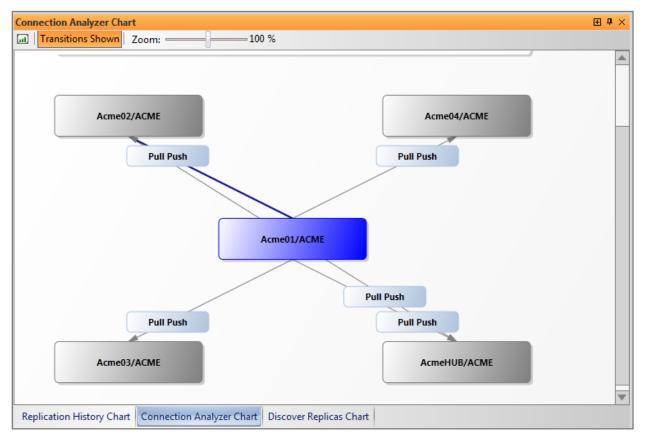


Fig. 12 Connection Analyzer Chart panel

### Seamlessly integrate replicationEZ with other Ytria tools.

### 6.1

### Open selected databases with scanEZ.

Select databases in the main grid and open them in scanEZ via the right click menu. You have the option of directly opening scanEZ's ACL panel or Replication Auditor tool. Note that each replica of a database will open in a separate instance of scanEZ.



You must have aclEZ, agentEZ, databaseEZ, or scanEZ installed in order to use the integration features.

### 6.2

### Take database property management further with databaseEZ.

Select any database in the main grid and click 'Open in databaseEZ' in the right-click menu. You have the option of partially (only the selected databases) or fully loading the server.

### 6.3

### Perform in-depth security analysis by opening replicas in aclEZ.

Right-click a selection of databases in the main grid to see the open in aclEZ option for more complete ACL management options.

### 6.4

### See more detailed agent information in agentEZ.

Right-click a selection of databases in the main grid and open them in agentEZ. Note that a different instance of the tool will open for each applicable server. You have the option of loading the server partially (only load selected databases) or fully.

The Console Commands						
Command Type						
Replicate	O Push	O Pull	O Custom			
Command Line Details						
Origin Server	Demo2/Demo2					
Database : (On Origin)	iNotes\Forms6.nsf					
Target Server	MAINR5/YTRIA					
-	Demo2/Demo2					
Effective Command Line Command Lines :						
replicate MAINR5/YTRIA iNotes\Forms6.nsf						
		<u></u> <u>O</u> K	Cancel			

#### Fig. 13 Console Commands dialog

7.1

### Save time with the built-in console.

In the course of using replicationEZ, you may encounter issues that require replicating to fully fix them. In such cases, select the databases in question in the main grid and choose Console Commands in the right-click menu (Fig. 13).

You will have the option of initiating a replication, push, pull, or custom command. The dialog will be preconfigured with your database selection. You can adjust any of the command parameters.

### 8.1

8

### Analyze replication history events in a grouping grid.

Select up to 30 databases in the main grid and choose 'Load Replication History' in the right-click menu to retrieve replication histories. Each line in the Replication History panel represents a replication event (Fig. 14).

### 8.2

### See charts on where and when replication occurred.

To see a graphical representation of a replication history event, just select a row in the Replication History grid (or the main grid) and choose Load Replication History chart in the right-click menu.

### Be sure not to miss new products updates, invaluable tips and tricks, and informative event announcements by signing up for our newsletter at

### www.ytria.com/newsletterSignup

 $\sim$ 

For more information (including tips, screenshots, and videos) on replicationEZ, please visit

www.ytria.com/replicationEZ

Tin	ne of Retrieval 👘 🛪 🏹	Replica ID 🛛 🗙 🏹	Server Name	🛪 Database Full Path	׾	Date	׾	Direction
÷	Direction : RECEIVE (2	26)						
	Direction : SEND (12)							
	10/1/2012 4:16:52 PM	802569DF:02555F07	NOTESAPP/YTRIA	events4.nsf		10/1/2012 1:20	:58	SEND
	10/1/2012 4:16:52 PM	802569DF:02555F07	MAINR5/YTRIA	events4.nsf		10/22/2003 12:	02:	SEND
	10/1/2012 4:16:52 PM	802569DF:02555F07	MAINR5/YTRIA	events4.nsf		9/20/2004 10:3	8:1	SEND
	10/1/2012 4:16:52 PM	802569DF:02555F07	MAINR5/YTRIA	events4.nsf		10/1/2012 1:05	:12	SEND
	10/1/2012 4:16:52 PM	802569DF:02555F07	MAINR5/YTRIA	events4.nsf		10/1/2012 1:17	:26	SEND
	10/1/2012 4:16:52 PM	802569DF:02555F07	MAINR5/YTRIA	events4.nsf		10/1/2012 1:17	:39	SEND
	10/1/2012 4:16:52 PM	802569DF:02555F07	MAINR5/YTRIA	events4.nsf		10/1/2012 1:17	:35	SEND
L.,	10/1/2012 4-16-52 DM	002560DE-02555E07		evented act		11/27/2011 2.0	7.2	CENID

Fig. 14 Replication History Grid Panel

### **Vtria** [Lotus Notes Tools]

## QUICK ST⊵RT GUIDE



Your Notes signature nightmares are over. Ytria signEZ gives you

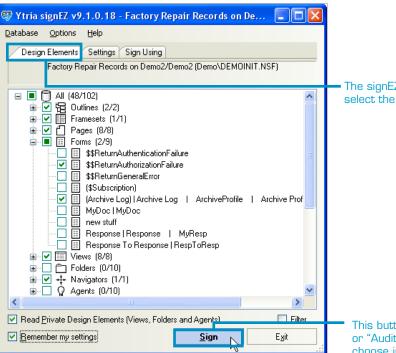
complete control over database signing. It allows you to: delegate signatures to other users; sign using stored IDs; audit signatures; and batch sign multiple databases. And signEZ does all this without circumventing Notes security. Ytria signEZ lets you quickly sign or audit signatures for multiple documents. Here's how:

📽 🕰 🖏 👯 🛃 😵 💱 🕏

**1.1** Choose which design elements to work with: Just make a checkbox selection in the Design Elements tab of the main signEZ window to choose which design elements you'd like to sign or audit.

**1.2** Set your options: In the Settings tab of the main signEZ window you can choose what you'd like to do with any selected design elements. The three Action options are: Sign; Clean and Sign (ie sign plus delete the selected design elements' \$UpdatedBy fields); and Audit.

### The Selection Tree in the main signEZ window



**1.2.1 More options:** The options in the bottom of the **Settings tab** are contextual, changing depending on which **Action option** is selected above. For a detailed explanation of available settings, please see the Ytria Help Database at http://www.ytria.com/WebSiteHelp.nsf.

Design Elements Setting:	s Sign Using		
Action ⓒ (Sign)	🔵 Cl <u>e</u> an a	nd Sign	🔿 A <u>u</u> dit
Signature options Save previous info in Log Re-sign my design element	-		r each signature vious signatures
Do not re-sign the <u>f</u> ollowi	ng signatures:	🔲 Re-sign th	e <u>following</u> signatures:

1.2 The signEZ Settings tab

The signEZ Design Elements tab is where you select the documents you'd like to work with

This button can either be "Sign", "Clean & Sign" or "Audit" depending on what action setting you choose in the Settings tab

**1.3** Choose a signing ID: The Sign Using tab lets you choose options related to signature IDs. This tab is divided into three sections: Stored ID information; Sign using another ID; and Sign using current ID.

Design Elements Settings Sign Using				
O Sign using stored	ID file			
-Stored ID informatio	n			
	Stored ID info Store a new ID Delete Stored ID			
ID Reference: G	len Aaron/Demo2 🗸 🗸			
Sign using another ID     Selected ID file     C:\notes\data\GlenAaron.id				
Sign using current				
Current user informa	ation			
User Name:	Peter WOODFORD/YTRIA			
Password status:	Your password is not saved Delete password			

### The signEZ Sign Using tab

**1.3.1 Stored ID information:** From here you can store and manage signature ID files. If you click the **Store a new ID button**, you can choose an ID file (you'll be prompted to enter its password) and once you click **Save** it will be placed in the current **signEZ database (see 2.1 for more on this database)**. ID passwords will be protected using signEZ's AES-based encryption algorithm.

Stored ID Information	X
User Info User Authorized Database Force Log	
Users who have access to this Stored ID	Limit access to these users. 🔽
Users Alain Test5/YTRIA Peter WOODFORD/YTRIA	New User       Edit User       Address Book       Remove User
	Copy From
	<b>Save</b> Cancel

1.3.1 The signEZ Stored ID Information window allows you to delegate design signatures

Once you have an ID file stored you can set conditions for its use by clicking the **Stored ID info button**. In the **Stored ID Information window**, you can set who has access to a stored ID and in what databases these users can sign with this ID.

**Note:** In signEZ you can sign using another ID and open databases in Notes or Designer will not close on you (as they would if you switched IDs in Notes).

**1.3.2** Sign using another ID: From here you can select an ID file to use for signatures. You can sign with any ID provided you know its password.

**1.3.3 Sign using current ID:** Here you can opt to use the currently logged-in ID for signatures.

**1.4 Signing and auditing:** Once you've made a selection in the **Design Elements tab** and set the parameters to your liking in the **Settings** and **Sign Using tabs** you're ready to click the **Sign**, **Clean and Sign** or **Audit** 

🐺 The Library on Demo2/Demo2 (Demo\DEMOINIT.NSF) Number of elements audited 80 Number of elements ignored 0 Signed By Last Signed Type 🛛 💥 Design Element Name 💥 🛛 Signed By 🔺 🔐 🛛 Last Signe 🔨 Signed By : Glen Aaron/Demo2 (18) Last Signed : 17/03/2008 4:52:22 PM (1) Forms \$\$ReturnAuthenticationFailure Glen Aaron/Demo2 17/03/200 Last Signed : 17/03/2008 4:52:23 PM (17) Signed By : Peter WOODFORD/YTRIA (62) 🗄 Last Signed : 27/08/2007 11:47:30 AM (1) Last Signed : 22/10/2007 5:49:53 PM (1) Frame... MasterDoclibFrameset Peter WOODFORD/YTRIA 22/10/200 Last Signed : 22/10/2007 5:49:54 PM (8) ™Share... \$\$Return Peter WOODFORD/YTRIA 22/10/200 Share... AltFrom Peter WOODFORD/YTRIA 22/10/200 5 Share... Alti and Peter WOODFORD/YTRIA 22/10/200 「★」Share... Expire Peter WOODFORD/YTRIA 22/10/200 「★」Share... From Peter WOODFORD/YTRIA 22/10/200 「★」Share... Private Peter WOODFORD/YTRIA 22/10/200 T\*5 Share... ViewList Peter WOODFORD/YTRIA 22/10/200 Share... tmpFrom Peter WOODFORD/YTRIA 22/10/200 Last Signed : 07/12/2007 3:50:58 PM (1) > Export to File... OK

1.4 The signEZ Signature and Audit Status window

P2



button (whichever you chose in the Settings tab will appear) at the bottom of the main SignEZ window. A Signature or Audit Status window will appear after signing or auditing. This window offers grouping functionality (dragging column headers to sort information) and it also offers an Export to File option. When exporting, you can choose between HTML and plain text.

1.4.1 **Remember my settings:** If you sign or audit any design elements while the **Remember my settings checkbox** is ticked, signEZ will create a document in the **signEZ database** that will save your signature or audit settings for future use.

**Note:** These saved settings will be the defaults for the database currently open in signEZ. If the database already has default settings, clicking **Remember My Settings** will overwrite them.

Read Private Design Elements (\

Remember my settings

The signEZ Remember my settings checkbox

# 2 The signEZ database lets you batch sign, analyze signature logs and more. Here's how:

2.1 The signEZ database: This NSF database is used as a container for stored ID files, logs (optional) and Saved Settings documents, plus it serves as a powerful application in its own right. You can access a number of signEZ's advanced features through the signEZ database. This database is either called YtriaEZSuite.nsf (which you should have if you installed signEZ as part of a suite) or signEZ.nsf (if you installed signEZ on its own). Whatever .nsf file you use, it should be placed on a server if you plan on using it to hold delegated stored IDs or logs.

You can have as many signEZ databases as you like (eg it may be useful to have separate databases for storing ID files and logs, each with different ACL settings), you just need to use the 'Link to Another signEZ Database' command in the signEZ application's Database menu to switch active databases.

**Note:** If you accidentally deleted your signEZ database, don't worry: you can download a new copy at www.ytria.com. Just click the Downloads link and look for signEZ Template.

**2.1.1** The Saved Settings view: This is the first of the two views in the signEZ database. If you checked the Remember my settings box, any of the settings used for signing or auditing will appear here. You can execute one-or-more saved signing/auditing operations from this view by selecting the documents then clicking the Execute (or Execute with Another ID) action bar button.

**2.1.2 The Logs view:** The other view in the signEZ database is used to store signature or audit logs if you either chose to save logs in the **Settings tab** in signEZ or enable forced logging for delegated signing ID users.

You don't necessarily need to use a signEZ database to store your logs—you can set any database to be the log container from the Force Log tab of the Stored ID Information dialog—but this view is already there for you if you choose a signEZ database.

📑 Create 📑 Create from ... 🕜 Edit 🐌 Set as default 🛛 🖆 Cross Certificates S Install Goto Logs 🛞 Refresh 🛛 🖅 Execute 🖉 Execute with other ID Database 🗘 Leave Signatures from Log File Last Execution 0 0 Demo2/Demo2 Audit The Library (Demo/DEMOINIT.NSF) - none The Library (Demo/DEMOINIT.NSF) 🏦 - none -YtriaEZSuite.nsf (on Local) 16/07/2007 02:30:49 PM 禽 The Library (Demo/DEMOINIT.NSF) - none \* The Library (Demo/DEMOINIT.NSF) 📩 - none -YtriaEZSuite.nsf (on Local) ▼ Sign The Library (Demo/DEMOINIT.NSF) 11/06/2008 04:48:31 PN - none -The Library - none 22/10/2007 05:49:53 PM (Demo/DEMOINIT.NSF) Local Sign Agent Log (/alog4.ntf) 🚖 - none -YtriaEZSuite.nsf (on Local) Archive Log (6) 🕏 - none 1 YtriaEZSuite nsf (on Local).

2.1.1 The Saved Settings view in the signEZ database

$\triangleright$ c	àoto Sa	wed Settings 🛛 🚸 Select All	🗢 De-select All 🛛 🐴	Delete Selected 🙆 Open Selected 🕼 Process Selec	ted 🗔 Install
		action By 🛇	⇔ with ≎	signer ID 🗘	
	2 🔻	Audit Report			
	2	DEMO2/DEMO2			
	2	The Library (demo	/demoinit.nsf)		
~[	1	▼ 06/03/2009 03:40:0	D8 PM		
		Peter WOODFORD/YTRIA	Using current ID	Peter WOODFORD/YTRIA	
~	1	<b>• 06/03/2009</b> 11:37:4	47 AM		
		Peter WOODFORD/YTRIA	Using current ID	Peter WOODFORD/YTRIA	
	2 🔻	Sign Report			
	2	Demo2/Demo2			
	1	Activity Trends (6)	(activity.ntf)		
<ul> <li>✓</li> </ul>	1	<b>• 09/03/2010 05:03:</b>	25 PM		
		Peter WOODFORD/YTRIA	Using another ID	Glen Aaron/Demo2	
~	1	Factory Repair Re	cords (Demo/DEMO	INIT.NSF)	
	1	<b>• 09/03/2010 05:03:</b>	25 PM		
		Peter	Using another ID	Glen Aaron/Demo2	

2.1.1 The Logs view in the signEZ database

3

And you can extend the power of signEZ with LotusScript. **Here's how:** 

3.1 Power-users can craft their own custom signEZ solutions: Go to www.ytria.com/WebSiteHelp.nsf for more information.



ΡЗ

### **Vtria** [Lotus Notes Tools]

## QUICK ST⊠RT GUIDE



Take complete control of your Notes views and folders. Ytria viewEZ

lets you mass-edit view properties, preview any changes and undo what you've done. Ytria viewEZ gives you total control over view columns. **Here's how:** 

### ez ez ez ez ez ez ez

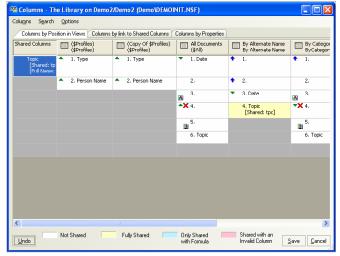
ViewEZ: View Column Properties Controller

**1.1** View columns laid out right before your eyes: If you make a selection in the main viewEZ screen (all your database's views and columns will be listed in the Selection Tree) and click the Columns button you'll arrive at the Columns window.

There are three tabs in the **Columns window**, and each offers a different way of looking at a view's columns:

**1.1.1 Columns by Position in View:** Each header in this tab represents a design element (ie views or folders). Each cell represents a view column or folder column. The order in which the cells appear corresponds to their position in the view. You can drag-and-drop or copy/paste view or folder columns between design elements on this screen.

**1.1.2** Columns by Links to Shared Columns: This tab looks very similar to the Columns by Position in View tab except it's designed to give a quick overview of where shared columns are being used.

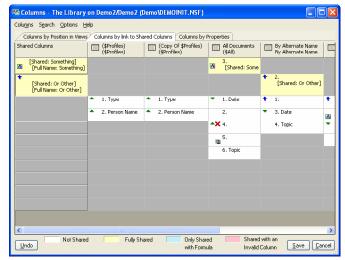


1.1.1 The viewEZ Columns by Position in View tab

📽 Ytria viewEZ v9.1.0.25 - Factory Repair Records on	De 🔳 🗖 🔀
Database Actions Options Help Factory Repair Records on Demo2/Demo2 (Demo\DEMOI	INIT.NSF)
All (9/18)     Views (8/8)     (\$Profiles)   (\$Profiles)     (Copy 0f \$Profiles)   (\$Profiles)     (All Documents   (\$All)     All Documents   (\$All)     Ø    All Documents   My Favorite Documents   My F	Favorite Documer 💟
<u>Read Private Design Elements (Views and Folders)</u>	<u>F</u> ilter
Columns Views Filter By Property	E <u>x</u> it

The main viewEZ window features the Selection Tree (for selecting designs) plus a Filter by Property button (lets you narrow down design selections using view and/or folder properties).

Note: If you have more than one instance of viewEZ open, you can drag-and-drop view columns between databases.



1.1.2 The viewEZ Columns by Link to Shared Columns tab

**1.1.3 Columns by Properties:** From here you can see all your columns and folders sorted by their properties (eg design element type, font size, column width, etc). You can customize this tab to display only the properties you wish to see (just select or de-select items under Grid Columns in the right-click menu). This tab offers grouping functionality (drag the column headers to sort). Additionally, you can export the displayed information to a text or HTML file with the Export to File command which you'll find in viewEZ's Columns menu.

Columns by Position i	n Views Columns by link	to Shared Columns)	Columns by Prop	perties	
Drag a column header	here to group by that cor	ntent Selection formu	la 🗙		
esign Element T 🚀	Design Element 😿	Column Num 📈	Column 😿	Selection formula 🛛 🖓 🎢	
Shared Columns	topics   tpc	1	Topic	REM {Variables to translate	
Views	By Alternate Name	4	Topic	REM {Variables to translate	
Views	By Category   ByCat	6	Topic	REM {variable to translate}	
Views	By Category   ByCat	5		REM (variable to translate)	
Views	By Alternate Name	2		REM {variable to translate}	
Views	All Documents   (\$All)	5		REM {the following is for alt	
Folders	fdgfdgfdfgdghdf	5		REM {the following is for alt	
Folders	100000000000000000000000000000000000000	5		REM {the following is for alt	
Folders	afds	5		REM {the following is for alt	
Views	All Documents   (\$All)	6	Topic	REM {the following is for alt	
Folders	fdgfdgfdfgdghdf	6	Topic	REM {the following is for alt	
Folders	10110101010101010101010101010101010	6	Topic	REM (the following is for alt	
Folders	afds	6	Topic	REM {the following is for alt	
Views	(\$Profiles)   (\$Profiles)	2	Person Name	PersonName	
Views	(Copy Of \$Profiles)	2	Person Name	PersonName	
Views	(\$Profiles)   (\$Profiles)	1	Туре	Form + PersonName	
Views	(Copy Of \$Profiles)	1	Туре	Form + PersonName	
Views	By Category   ByCat	1		Categories	
Views	By Alternate Name	1		@Locale([LanguageName];	

#### 1.1.3 The viewEZ Columns by Properties tab

**Note:** you can make non-contiguous selections by holding down the **Ctrl key**).

1.2 With viewEZ you can see and edit several view columns all at once:

1.2.1 Edit or mass-edit view column properties: Just right-click your selection and choose Column Properties from the resulting contextual menu.

**1.2.2 Compare column formulas:** Again, just right-click your selection and pick the **Column Formula** option in the contextual menu and a window will appear where you can compare and contrast the formulas.

🕾 4 Column Title: 📃 [ • No Change • ] Width: T-NC-1 😴 Multi-value separator : [-No Change - ] 🗸 Resizable Show responses only Display values as icons Editable column Use value as color 🔲 User definable Profile document Do not display title in column header Show twistie when row is expandable @ Twistie image Auto-apply Close

1.2.1 Mass-edit view columns in viewEZ

Compare Formulas		
(\$Profiles) (\$Profiles) Type	(Copy Of \$Profiles) (\$Profiles) Type	All Documents (\$All) Date
orm + PersonName	Form + PersonName	<pre>♥ff((0TsResponseDoc;0Cr a eated;"")</pre>
	1 2	

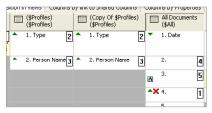
1.2.2 Ytria viewEZ lets you see selected column formulas side-by-side

1.3 Ytria viewEZ gives you lots of view column information in a single glance:

1.3.1 **Column formula search options:** In both the Columns by Position in View or Columns by Link to Shared Column tabs you have access to powerful column

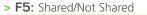
formula search options (found in the **Search menu** and the right-click menu). There are options which allow you to perform regular expression searches for strings or fields in column formulas plus there's a very handy **Analyze Column Formulas option**.

Analyze Column Formulas gives a quick overview of which view columns share the same formula. When this feature is engaged, viewEZ will tag cells with a number; cells with numbers that are alike share the same column formulas. You can then click Ctrl+T for the Quick Tag Select feature which selects all columns with a given column formula.



1.3.1 Analyze column formulas in viewEZ

**1.3.2 Color coded information:** In all three tabs in the **Columns window**, you have a choice of color coding schemes for view columns. To cycle between color schemes, just click the **F-keys** below:



Not Shared	Fully Shared	Only Shared with Formula	Shared with an Invalid Column
<b>50</b> 6 4 <b>7</b>			
> F6: Sort Type			
Categorized Asc. Categorized Desc.	Sort Asc. Sort Desc.		
> <b>F7:</b> Family			
Colors Colors Colors Colors Colors Responses	Icons Icons Responses	Responses	
> F8: Hidden/Not	Hidden		
Not Hidden	Hidden Upon a Formula	Always Hidden	
> F9: Modified/No	ot Modified		
Not Modified Modified			

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### 1.4 Preview your changes in Lotus Notes in

**no time:** If you select some cells in either the Columns by Position in View or Columns by Link to Shared Column tabs you have access to the Generate Preview of Selected Views function. You can find this command in the Columns menu.

Workspace Th 1 viewEZ Preview y 1 All Documents

1.4 Ytria viewEZ lets you preview your changes in Lotus Notes



- Fleview Generation - All Documents	
Preview Database Preview Data	
Select or create a preview database to generate the preview:	
Preview Database:	
Base_Preview.nst	
Note: The preview database is created on the current workstation for best results.	
The target database you selected does not seems to exist or cannot be opened	
Launch	

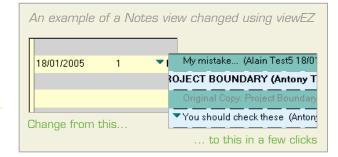
Ytria viewEZ gives you the power to mass-edit view formulas and properties. **Here's how:** 

2.1 Access to view Properties and the Programmer's pane options in a single window with mass-editing capabilities: If you make a selection in the main viewEZ window and click Views it will take you to the View Properties window. This window offers all the options you would find in the Domino Designer View Properties windows plus the formula options found in the Programmer's pane. But unlike Domino Designer, viewEZ lets you modify as many views as you want at the same time.

🖼 View and	Folder Properties (Standard Outline)	$\mathbf{X}$
	i 💷 🖌 🛣 🖘 a 🗆 Formula	
Name	[ - No Change - ]	
Alias	[ - No Change - ]	
Comment	going to add a comment here; it'll be added to all the designs that 🗍	
Populate Tab	Using Another View or Folder Apply Cancel	

	Rows White V Alternate rows 25% Gray V
Body	Image
	Repeat [ · No Change · ]
Grid	Style None Color Black V
	Style Dashed and Dots Color [-NC-]
Header	Height None Solid
	Height [-No Change - (lines) Spacing [-No Change -] -
	Shrink rows to content
Rows	Don't show empty categories     Colorize view icons
	Unread [-NC-] 🗸 🖸 Bold 🔲 Transparent
	Column total text [-NC-]
	Show selection margin
Other	Hide selection margin border
	Extend last column to window width
	Top 0 🔹 0 📚 Below header
	Left Right
Margin	
	Bottom 0 Color Red Violet 🗸

2.1 Mass-edit view properties and formulas in viewEZ



**2.2** Use existing views as templates: You can use any existing view or folder as a template for updating view/ folder properties. To do so, click the Populate Tab Using Another View or Folder button highlighted in figure 2.2; the resulting Select a Design dialog will list all the views and folders in your current database (you can also click the Open Database button to load another database for more choices of design elements). Once you've found a view or folder you'd like to use, just click the Select button and the 'template' design's settings will be applied to the active View Properties tab.

🖓 View and F	older Prop	erties (	Standar	d Outlin	e)		×
		X &	×	~	a	Formula	
Auto Frame (Web Only)	Frameset Frame						]
Populate Tab U	sing Another	View or Fo	older. 💦		Apply	Cancel	

2.2  $\,$  Select any design and use it as a template for view/ folder properties  $\,$ 

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### **Vtria** [Lotus Notes Tools]

# QUICK ST⊵RT GUIDE

# actionBar

Take control of your Notes actions and

action bars. Ytria actionBarEZ lets you completely overhaul the look and feel of your Notes applications' action bars in a few simple clicks Ytria actionBarEZ lets you scrutinize and modify action properties and formulas. Here's how:

### 

**1.1** A bird's eye view of database actions: Just make a selection in the main actionBarEZ screen then click the Actions button and then the Actions window will appear. The Actions window shows all the actions associated with the selected design elements in a table.

**1.1.1 Cells equal actions:** In the Actions window, each cell represents an action. The order in which the cells appear corresponds with their position in an action bar.

	by link to Shared Actions	- (1.1	
Shared Actions	(\$Subscription)	(Archive Log) Archive Log ArchiveProfile Archive Profile ArchiveLog	III MyDoc MyDoc
Edit Document	1. Categori_ze	1. Categori_ze	1Edit Document
Formula [Shared # 2]	System Command	System Command	System Command
Save & Close	2Edit Document	2Edit Document	2. Categori_ze
Formula [Shared # 15]	System Command	System Command	System Command
Add Sender To Address Book	3. Send Docu_ment	3. Send Docu_ment	3Forward
JavaScript [Shared # 35]	System Command	System Command	System Command
Close	4Forward	4Forward	4. Forward as Bookm
JavaScript [Shared # 36]	System Command	System Command	Formula [Shared #
New Document	5Move To Folder	5Move to Folder	5Move to Folder
Formula [Shared # 17]	System Command	System Command	System Command
New Response	6Remove From Folder	6Remove from Folder	6Remove from Fol
Formula [Shared # 4]	System Command	System Command	System Command
New Response to Response	7. Ok	7. Cancel	7. Send Docu_ment
Formula [Shared # 5]	Formula	Formula [Shared # 10]	System Command
Mark Private	8. Cancel	8. Cancel	8. Edit Document
Formula [Shared # 6]	Formula	Formula [Shared # 23]	Formula [Shared #
Mark Public Formula [Shared # 7]			9. Save & Close Formula [Shared #
Parent Preview ***+ Formula [Shared # 9]			10. Submit for Review

🥰 Ytria actionBarEZ v9.1.0.8 - Factory Repair Records o... 📘 🗖 🔀 Database Options Help Factory Repair Records on Demo2/Demo2 (Demo\DEMOINIT.NSF) 😑 🔳 🗍 All (9/31) ^ 🚊 🔽 📰 Views (8/8) V (\$Profiles) | (\$Profiles) 🔽 🧱 (Copy Of \$Profiles) | (\$Profiles) V 🔚 All Documents | (\$All) 🖌 🔝 asdf 🔽 🧱 By Alternate Name | By Alternate Name By Author | ByAuthor - 🔽 📰 By Category | ByCategory 🔽 🥅 Review Status | ReviewStatus 🖮 🗌 🛅 Folders (0/3) 🖃 🔳 🧰 Subforms (1/3) DoclibBesponseBanner <u>Read Private Design Elements (Views and Folders)</u> Eilter.. Action Bars... Actions.. Exit

#### The selection tree in the main actionBarEZ window

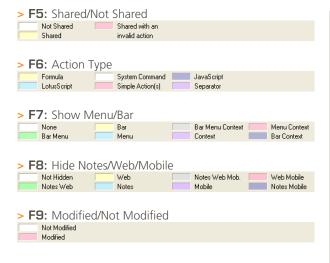
1.1 Ytria actionBarEZ lets you quickly see and edit all the actions in all your design elements

**1.1.2** Headers equal design elements: Each column header in the Actions window represents a design element (eg views or folders).

**1.1.3 Submenus stand out:** In actionBarEZ, submenus are delineated by cells with diagonal stripes.

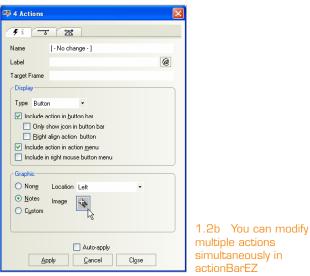
Options\ SubMenu	
10. Edit Formula	
11. Check Spelling Formula	
12. Print Formula	
Options( SubMenu	Submenus in actionBarEZ

**1.1.4 Color schemes:** Ytria actionBarEZ offers five color schemes; each scheme tags columns cells with different information about your database's actions. Use the following **F-keys** to cycle between color schemes:



**1.2** Change the way your actions work: If you select one or more cells in the Actions window and then double-click your left mouse button, actionBarEZ will open a window where you can modify action properties. The first three tabs are the same as the Action Properties window in Domino Designer. The fourth tab displays either System command; Simple action; Formula; LotusScript; JavaScript; or Web JavaScript depending on the action. This tab will not appear when multiple actions are selected.

🕰 Action		×	
Command((ToolsSpellChr	AI Formula @ACos @AddI of older @Addust @AdminECLIsLocked @AlliDescendants @AScii @AScii @AScii @ATan		1.2a Double-click a selection in the
	Auto-apply           Cancel         Close		actionBarEZ Actions window to change its functional properties



**1.3 Drag-and-drop or cut-and-paste actions:** In the View by Position in Action Bar tab you can completely overhaul your action bars with a few clicks of the mouse. You can drag-and-drop an action to move it to another design element's action bar. You can also cut, copy, paste or delete actions in this tab.

Note: you can make non-contiguous selections by holding down the Ctrl key).

**1.4 Create shared actions in single step:** Just drag a cell to the **Shared Action column** (it's on the far left of the **View by Position in Action Bar tab**) and *voilà*—it becomes a shared action.

**1.5** See exactly where shared actions are being used: The View by Link to Shared Actions tab quickly tells you where a shared action is used. This is handy if you plan on deleting a shared action and want to be sure it's not in use. In this tab, actionBarEZ also flags duplicate shared action usage with a brown cell.

Shared Actions	☆ViewTemplate For By Category By CategoryTemplate
Save & Close	I. Save & Close
Formula [Shared # 15]	Formula [Shared # 15]
Add Sender To Address Book	2. Add Sender To Address Book
JavaScript [Shared # 35]	JavaScript [Shared # 35]
Duplicate	3. Add Sender To Address Book
action use	JavaScript [Shared # 35]

🥮 Actions - The Library on Demo2	/Demo2 (Demo\DEMOINIT.NSF)	
Action Options Help		
View by Position in Action Bars View b	y link to Shared Actions	
Shared Actions	MyDoc MyDoc	Response
Edit Document Formula [Shared # 2]	8. Edit Document Formula [Shared # 2]	9. Edit Document Formula [Shared # 2]
Save & Close Formula [Shared # 15]	9. Save & Close Formula [Shared # 15]	I0. Save & Close Formula [Shared # 15]
Add Sender To Address Book JavaScript [Shared # 35]		
Close JavaScript [Shared # 36]		
New Document Formula [Shared # 17]		
New Response Formula [Shared # 4]	13. New Response Formula [Shared # 4]	
New Response to Response Formula [Shared # 5]		13. New Response to Response Formula [Shared # 5]
Mark Private Formula [Shared # 6]	14. Mark Private Formula [Shared # 6]	14. Mark Private     Formula [Shared # 6]
Mark Public Formula [Shared # 7]	15. Mark Public Formula [Shared # 7]	15. Mark Public Formula [Shared # 7]
Parent Preview Formula [Shared # 9]		16. Parent Preview Formula [Shared # 9]
<		>
Not Shared Shared invalid a		Save Cancel

1.5 See where actions are being shared in actionBarEZ

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Give your actions bars an instant makeover with actionBarEZ. **Here's how:** 

🥰 Action Bars - The Library on Demo2/Demo2 (Dem... X Options i Ľ₹ Border style 🗸 Color Black None ~ Black 0 6 9 Border effects-RGB: 0.0.0, [0] Burnt Orange RGB : 225,32,0, [129] No char Drop shadow Width Тор Left • O \$ Thickness Bottom Old Style Bottom Border (deprecate Width. Fit to window Color (none) ¥ v Style [-No change - ] Select a Design... Apply Cancel

The Action Bars window in actionBarEZ

**2.1** Mass-edit cosmetic aspects of your action bars: With actionBarEZ's Action Bars Window you'll have access to all the options in the Domino Designer Action Bar Properties box but with a big added bonus—you can apply these changes to many action bars at once. To do this, just make a selection in the main actionBarEZ window and click the Action Bars button. You can then make any desired changes in the Action Bars window. Your database will remain unchanged until you click the Apply button.

🕾 Action Bars - The Library on Local (DemoInitCOP 関
Options
Border style Ridge Color Purple Haze
Border effects
Drop shadow Width 0 🗢
Top 4 Left Fight Thickness • 4 Bottom 4 Bottom 4 Control 100 Control 100
Old Style Bottom Border (deprecated)
Width Fit to window -
Color (none)
Style — Three pixels
Select a Design

With actionBarEZ you can overhaul the look of many action bars simultaneously

2.2 Copy action bar properties from another database: If you click the Select a Design button in the Action Bars dialog, you can pick a design element in any database and actionBarEZ will populate the Action Bars window based on the settings of this design element. This feature is a great way to ensure that all your databases' action bars have a consistent look and feel.

🗣 Select a Design
The Library on Demo2/Demo2 (Demo\DEMOINIT.NSF)
All (11/49)     Pages (8/8)     Pages (8/8)     StReturnAuthenticationFailure     StReturnAuthorizationFailure     StReturnAuthorizationFailure     StReturnGeneralError     (Subscription)     (Archive Log)   Archive Log   ArchiveProfile     MyDoc   MyDoc     Response   Response     Response   Response   Response To Response     Response   Response   Response To Response   Respo
Open Database Select Cancel

Ytria actionBarEZ lets you copy action bar properties from other databases



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### **Vtria** [Lotus Notes Tools]

# QUICK ST⊠RT GUIDE

designProp

Search, audit and update design element properties in designPropEZ.

Ytria designPropEZ lets you instantly search for design element properties. **Here's how:** 

### 🥵 ez ez ez ez ez ez ez

designPropEZ: Design Property Updates

- A] Select some items in the **selection tree** then click the **Search button** in the main designPropEZ window.
- B] In the Search Properties window, tick the checkboxes for properties you'd like to find.
- C] Click Search in this window.
- D] Voilà—the design properties of the database will appear in the Search Results window. The Search Results window supports grouping (the gray header labeled 'drag a column header here to group by that content') to help you organize the information. You can also export the data in this window to a number of common file formats.

Database Options Help The Library on Demo2/Demo2 (Demo\DEMOINIT.NSF)
<ul> <li>All (28/81)</li> <li>V Dutlines (2/2)</li> <li>V SubscriptionFormOutline   SubscriptionFormOutline</li> <li>Framesets (0/1)</li> <li>V Forms (0/8)</li> <li>V Folders (10/10)</li> <li>Agents (0/8)</li> <li>V Shared Fields (0/8)</li> <li>Shared Fields (0/8)</li> <li>Subroms (0/3)</li> <li>Subroms (0/3)</li> <li>SubritForReview</li> <li>W StringResource</li> <li>W Others (0/4)</li> </ul>
<u>Read Private Design Elements (Views, Folders and Agents)</u> <u>Filter</u> <u>Search</u> <u>Audit</u> <u>Update</u> <u>Exit</u> <u>:</u> The designPropEZ main screen

**Note:** In the **Search Properties window** designPropEZ will ignore a design property if its checkbox is marked with a green square.

📽 Search Properties	×
C Design Inheritance	2
Inherit from the design template	
Prohibit design refresh or replace to modify	
Propagate this prohibition of design change	
Do not show this design element in menus of Notes R4 or later clients	J
Hide Design Element from	h
Web browsers	
Notes R4.6 or later clients	
<u>M</u> obile clients	J
Multilingual Options	5
Language and Region	
	J
Agent Property	h
<u>B</u> un Agent as Web user	J
<u>S</u> earch <u>C</u> ancel	

The designPropEZ Search Properties screen

# 2

With designPropEZ you can audit all the design element properties in a database. **Here's how:** 

- A] Click the Audit button in the main designPropEZ window.
- B] In the resulting Audit Results window you can drag a column header (eg Inherit From) into the grouping area to organize the results of your audit. This is a quick way to see design element properties across an entire database. Data from this window can also be exported.

Drag a column I	header here to group by that conti	ent.			
'ype 🕺	Name & Alias 🕺	Inherit from 🗙	Prohibit Refresh	Propagate prohibit 🕺	Not in menus 🕺 🛛 🗹
*J Shared Field	AltLang			¥	
*J Shared Field	Expire				
*J Shared Field	From				
*_ Shared Field	Private				
* Shared Field	ViewList				
*J Shared Field	tmpFrom				
🖇 Script Library	DiscussionRoutines				
Script Library	SubmitForReview				
🖇 Script Library	wStringResource				
Other	"About Database" Document				
•• Other	"Using Database" Document				
- Other	Database Icon				
- Other	Database Script		4		
	Shared Actions				
Data Conn	AccessConn		V		
Data Conn					
A Style Sheet	css.css   styleOther		V		
A Style Sheet	myStyle.css   theStyle				
Shared Co	Rewiever_Col		V		
Shared Co	SharedCol1   SharedCol1		4		
8					>

The designPropEZ Audit screen

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### You can use designPropEZ to batch update design element properties. **Here's how:**

- A] Click the **Update button** in the main designPropEZ window.
- B] In the resulting **Update Properties window**, tick off the checkboxes for the options you'd like enable. Click a checkbox until it is blank if you'd like to disable an option.
- C] Click **Update**. If you choose to apply the changes an **Update Results** will appear. You can export the data in this window.

**Note:** In the **Update Properties window** designPropEZ will ignore a design property if its checkbox is marked with a green square.



### You can batch process across several databases with designPropEZ and LotusScript. **Here's how:**

- A] Open your designPropEZ installer database (it will be called "designPropEZ.nsf" if you only downloaded the individual tool and it will be called "YtriaEZsuite. nsf" if you downloaded the entire EZ Suite). The file is installed to your Notes directory by default.
- B] From the designPropEZ database view you can create, edit or launch **Batch documents**.

**Note:** For more information on this feature see the Ytria Online Help Database: http://www.ytria.com/WebSiteHelp.nsf



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