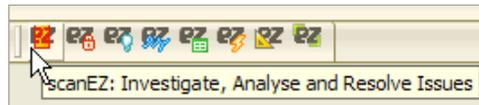


QUICK START GUIDE



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.

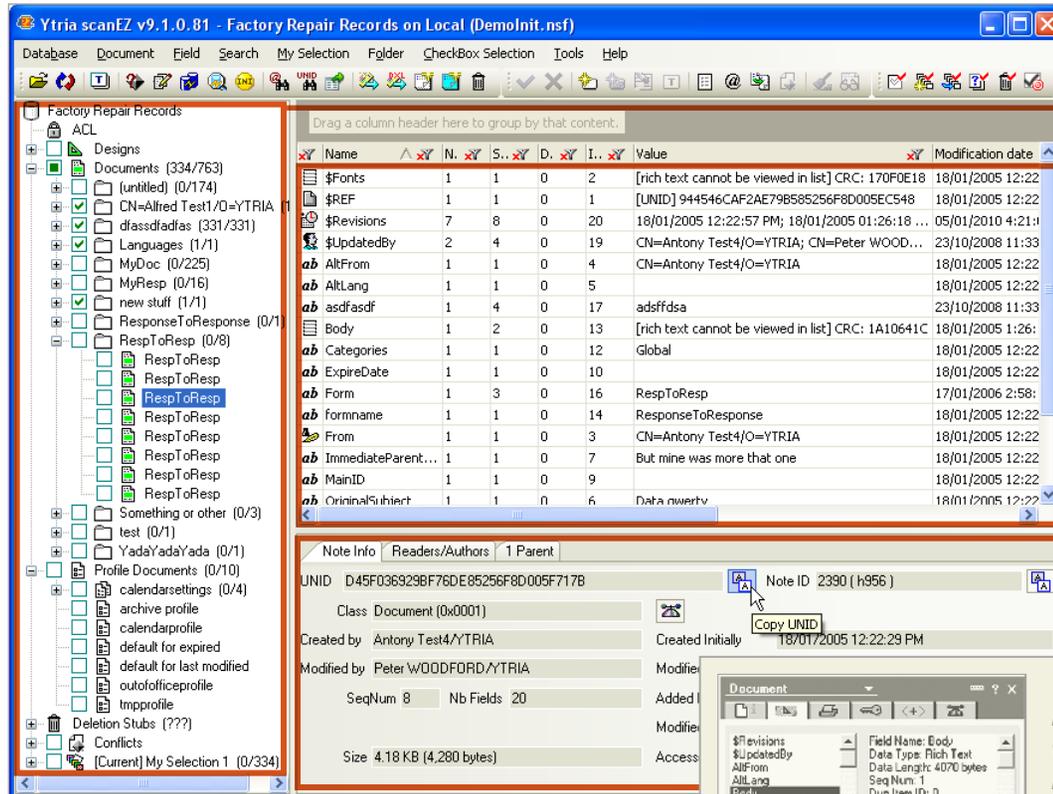
To begin exploring scanEZ's features, select a database to work with on your Lotus Notes Workspace, then click the scanEZ icon in the Ytria Toolbar.



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.

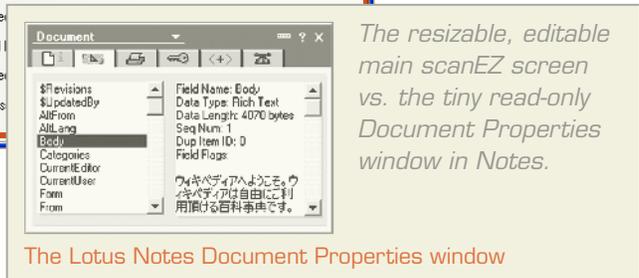


The scanEZ Selection Tree

The Item List panel

The Note Info panel

The main scanEZ screen



The resizable, editable main scanEZ screen vs. the tiny read-only Document Properties window in Notes.

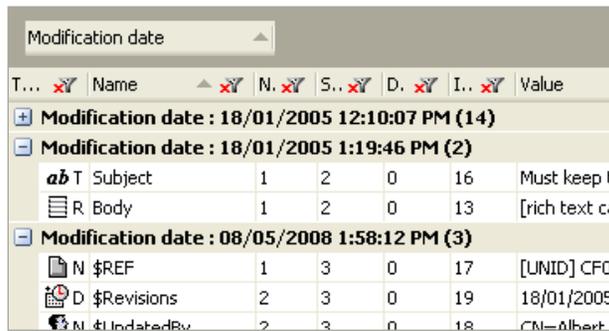
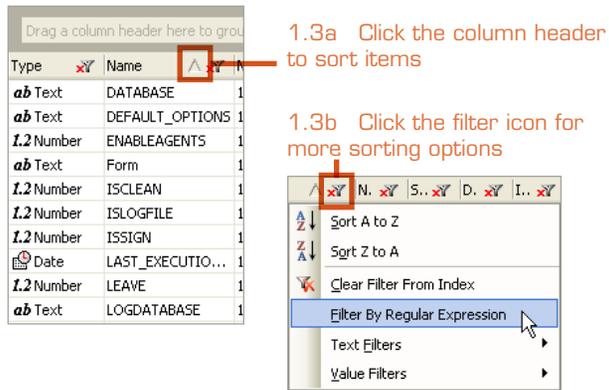
The Lotus Notes Document Properties window

1 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).

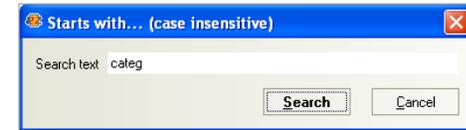
1.2 See all the fields contained in a document at the same time: The right-hand side of the scanEZ window should now show the Item List panel on top (which shows the document's fields) and the Note Info panel below. Notice how much easier it is to read document information here compared to the Document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



1.3c Group by column headers

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.

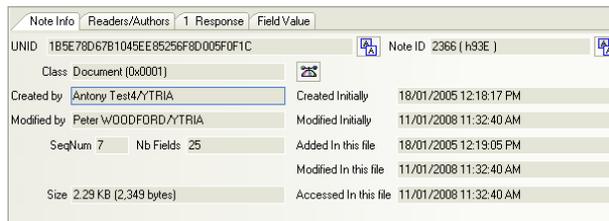


1.5 Modify, delete or create fields: Just click on a document field or item to enable editing; right-click in the document's window for options that let you Delete a field or Create a new one.

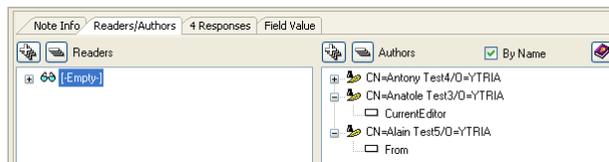
2 Ytria scanEZ makes viewing and editing document-level information a snap. **Here's how:**

2.1 Explore the Note Info tab: When a document is selected this tab (in the lower-right pane in scanEZ) shows you 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.

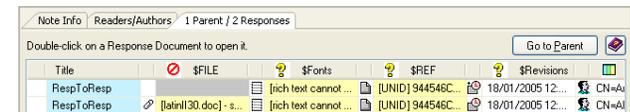


2.1 The scanEZ Note Info tab



2.2 The scanEZ Readers/Authors tab

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.



2.4 Deleting without creating deletions stubs:

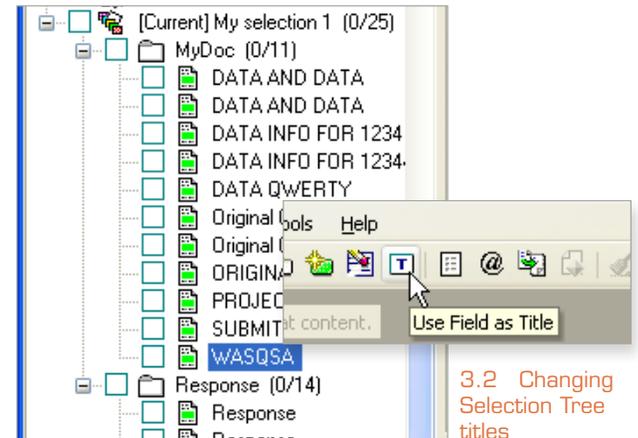
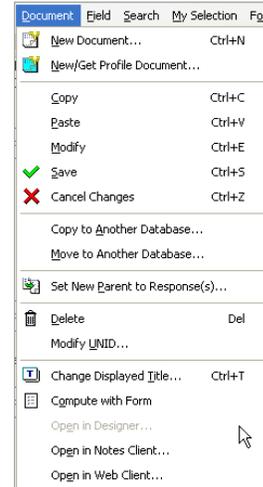
Whenever you delete a document in scanEZ, you have the option of not creating a deletion stub.



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."

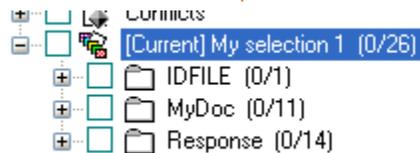
2.5 Even more options in the Document Menu:

This menu offers a number of other options that help you work with documents.



3

For a 'view on the fly' you can use scanEZ's MySelection virtual folders and title options. **Here's how:**



3.1.B A checkbox selection in scanEZ

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

Note: You can create as many MySelection virtual folders as you like.

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.

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.

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.

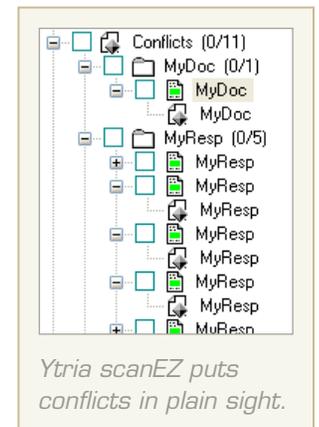
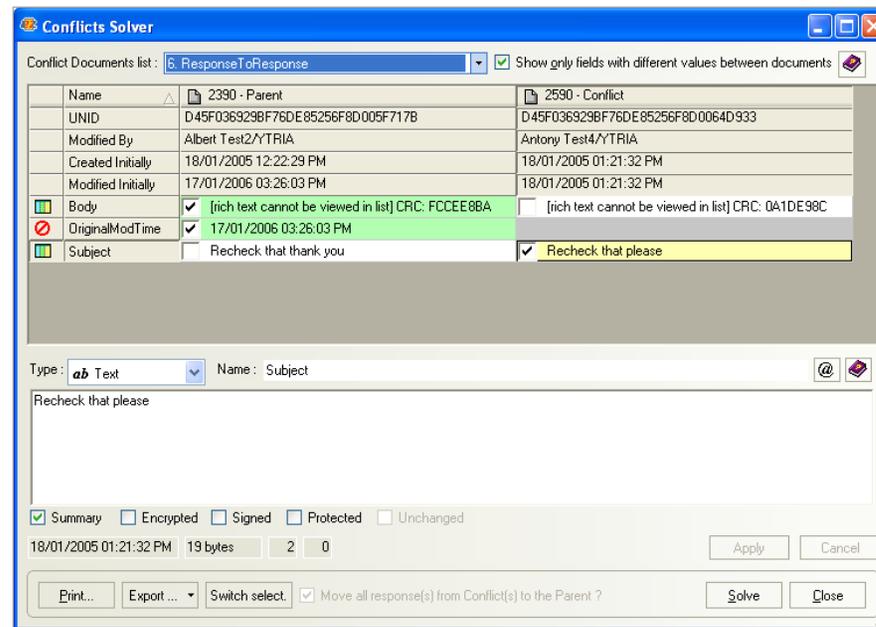
3.5.4 Remove from Selection: This lets you remove checked items from a MySelection folder.

4 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.



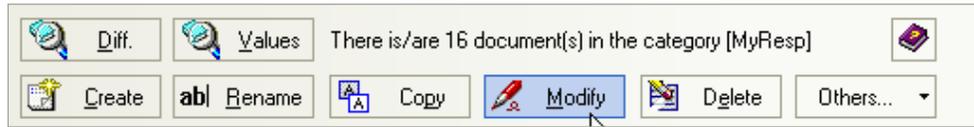
4.2 The Conflict Solver: This lets you quickly analyze and fix conflicts in your databases. Using the Conflict Solver is simple: just select one-or-more conflicts in the Selection Tree and click the Conflict Solver button (Conflict Solver...). From here you can look at the fields of each version of the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



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

5

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



Buttons available in scanEZ's Diff Panel

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.

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.

5.2 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.

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.

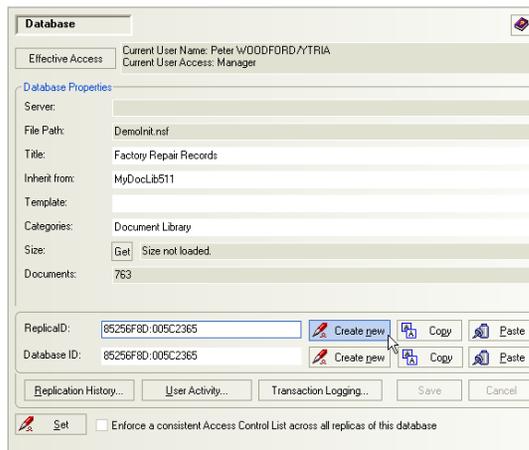
5.3.4 Modify: lets you change a field value in all documents, either manually or with a formula.

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

6

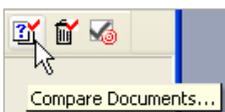
There are tons of other great features in scanEZ. **Here are just a few more:**

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 "Factory Repair Records"—the name of the demo database used) scanEZ will give some general information about your database.



6.1 Ytria scanEZ gives you access to database level information

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.



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 displayed titles of any results (see section 3).

6.3.1 Search by UNID

6.3.2 Search by NotelD

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

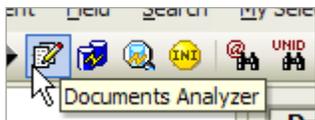
6.3.4 Search Design Element by Title

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

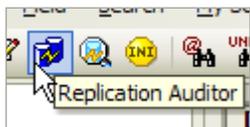
6.3.6 Quick Retrieve Contents of a View or Folder: Lets you gather the contents of an existing view or folder. Because indexed information is used, this option is usually very fast.

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

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.



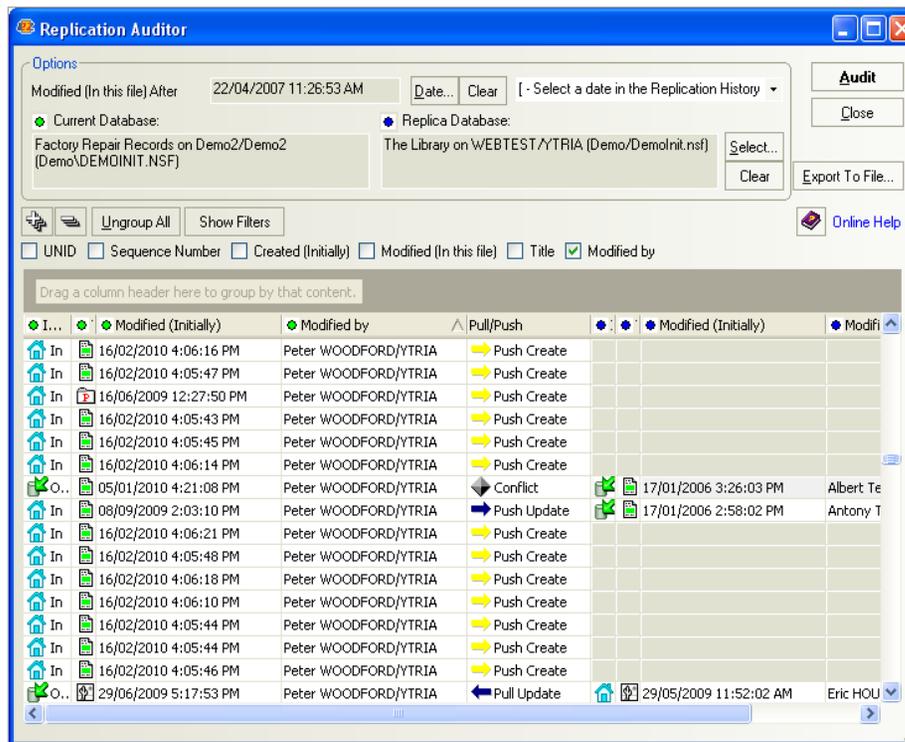
6.6 The Post Replication Auditor: Shows the state of a database after a replication. This can give you great insight into replication issues including document resurrections (ghosts).



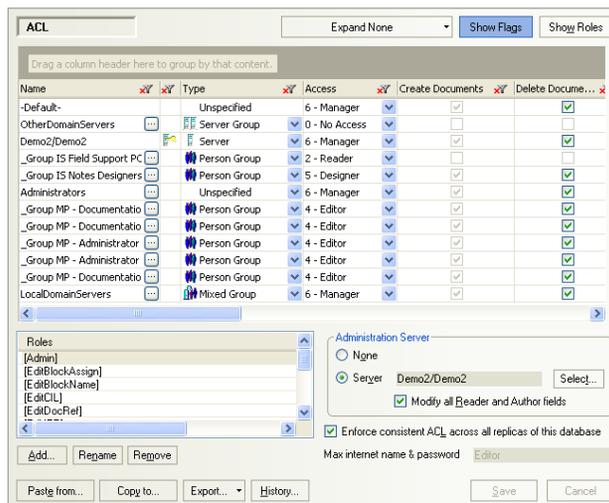
Diff with DB	Diff	S	A	I...	T...	Created (Initially)
Status : Possible Resurrection (10855)						
326	2907					02/03/2002 7:15:40 P
326	2549					24/02/2003 2:19:45 P
164	1006					07/12/2006 9:38:44 A

6.6 The ghost icon in scanEZ's Post Replication Auditor flags possible 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.

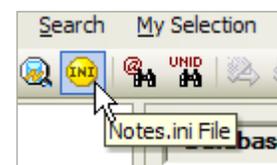


6.5 The Replication Auditor in scanEZ



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.

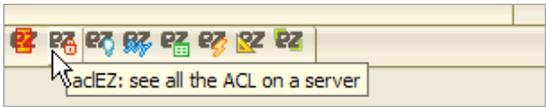
QUICK START GUIDE



Take complete control over all your Domino server ACLs. Ytria acIEZ

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.

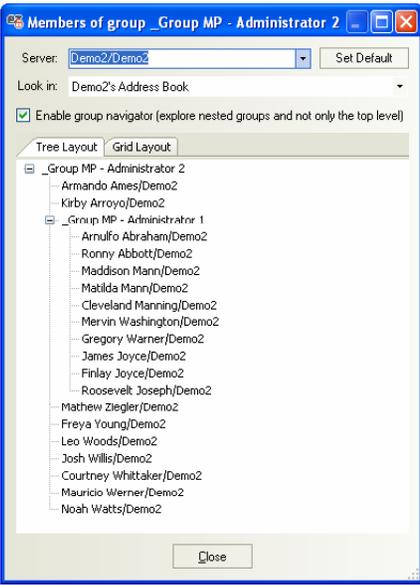
1 Ytria acIEZ gives you a bird's eye view of server ACLs. Here's how:



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:

The main acIEZ window

Database Title	Database File	Name	Members	Hierarchy	Type
Server Certificate Admin	\certsrv.nsf	OtherDomainServers	[- WARNING: Group i...	/OtherDomainServers	Server Gro
Server Certificate Admin	\certsrv.nsf	Anonymous	Anonymous	/	Unspecified
Server Certificate Admin	\certsrv.nsf	LocalDomainServers	Demo2/Demo2	/LocalDomainServers	Server Gro
Server Certificate Admin	\certsrv.nsf	LocalDomainServers	Mister Admin/Demo2	/LocalDomainServers/...	Server Gro
Server Certificate Admin	\certsrv.nsf	LocalDomainServers	*YTRIA	/LocalDomainServers/...	Server Gro
Server Certificate Admin	\certsrv.nsf	LocalDomainServers	Process MP/Demo2	/LocalDomainServers/...	Server Gro
Server Certificate Admin	\certsrv.nsf	Mister Admin/Demo2	Mister Admin/Demo2	/	Unspecified
Server Certificate Admin	\certsrv.nsf	Demo2/Demo2	Demo2/Demo2	/	Server
Server Certificate Admin	\certsrv.nsf	Administrators	Mister Admin/Demo2	/Administrators	Unspecified
Server Certificate Admin	\certsrv.nsf	Administrators	*YTRIA	/Administrators	Unspecified
Server Certificate Admin	\certsrv.nsf	Administrators	Process MP/Demo2	/Administrators	Unspecified
Server Certificate Admin	\csrv50.nsf	-Default-	-Default-	/	Unspecified
Server Certificate Admin	\csrv50.nsf	[OtherDomainServers]	[- ERROR: Group do...	/[OtherDomainServers]	Server Gro
Server Certificate Admin	\csrv50.nsf	[OtherDomainServers]	[- WARNING: Group i...	/[OtherDomainServers]	Unspecified
Server Certificate Admin	\csrv50.nsf	[-Default-]	[-Default-]	/	Unspecified
Server Certificate Admin	\csrv50.nsf	[LocalDomainServers]	[- ERROR: Group do...	/[LocalDomainServers]	Server Gro
Server Certificate Admin	\csrv50.nsf	LocalDomainServers	Demo2/Demo2	/LocalDomainServers	Unspecified
Server Certificate Admin	\csrv50.nsf	LocalDomainServers	Mister Admin/Demo2	/LocalDomainServers/...	Unspecified
Server Certificate Admin	\csrv50.nsf	LocalDomainServers	*YTRIA	/LocalDomainServers/...	Unspecified



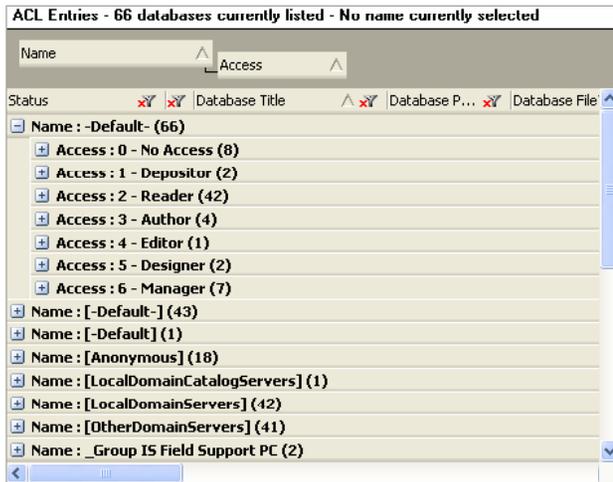
The Group Expander button in acIEZ lets you see all the members of a group in an ACL entry

The ACL entries pane in acIEZ

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

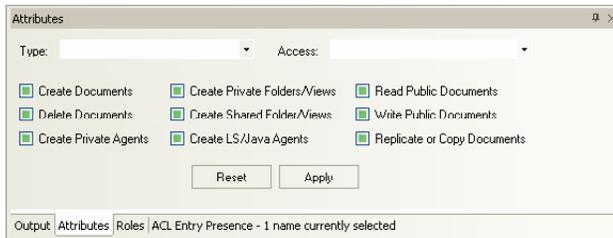
When you select ACL entries in acIEZ's ACL Entries pane, the database to which they belong will be shown in boldface in the Databases panel

1.1.1 Ytria acIEZ 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.



1.1.1 Grouping ACL Entries in acIEZ. 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 groups or individuals selected in the ACL Entries pane.

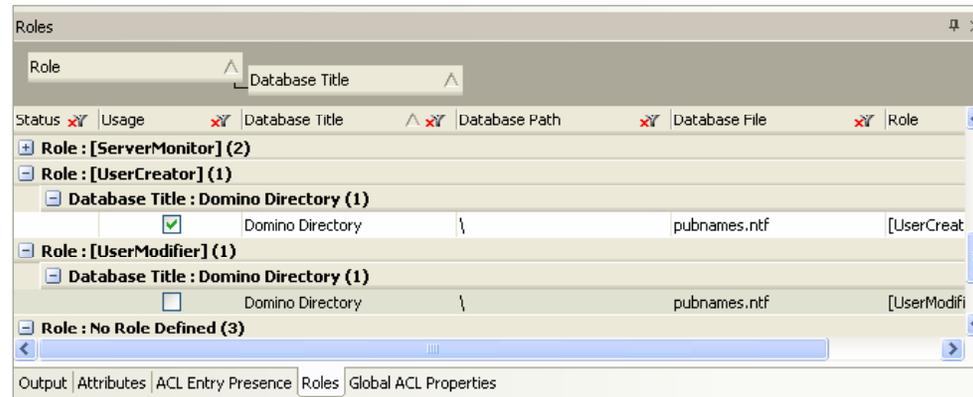


1.1.2 The acIEZ Attributes panel

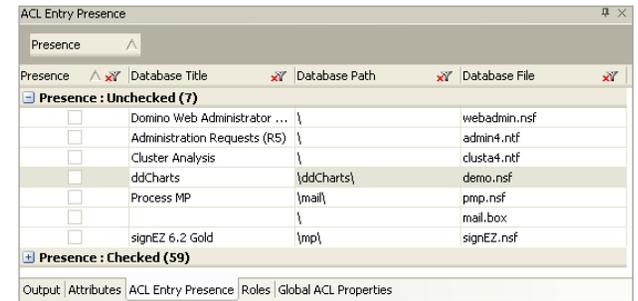
1.1.3 See who has what role: The Roles panel lists detailed information about all the roles present in the databases whose checkboxes you've ticked in the Databases panel. If you select one-or-more entries in the ACL Entries pane, the Roles panel will tell which names have a given role assigned to them 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; 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.



1.1.3 The acIEZ Roles panel



1.1.4 The acIEZ ACL Entry Presence panel

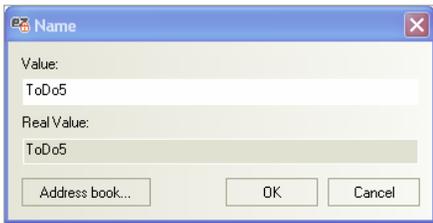
1.1.4 See where an ACL entry is present: The ACL Entry Presence Panel will reveal whether selected ACL entries are present in any given database. This panel supports grouping by dragging column headers. Here is an example of how you might put this feature to good use: In figure 1.1.4 the selected name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

2 With acIEZ 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.

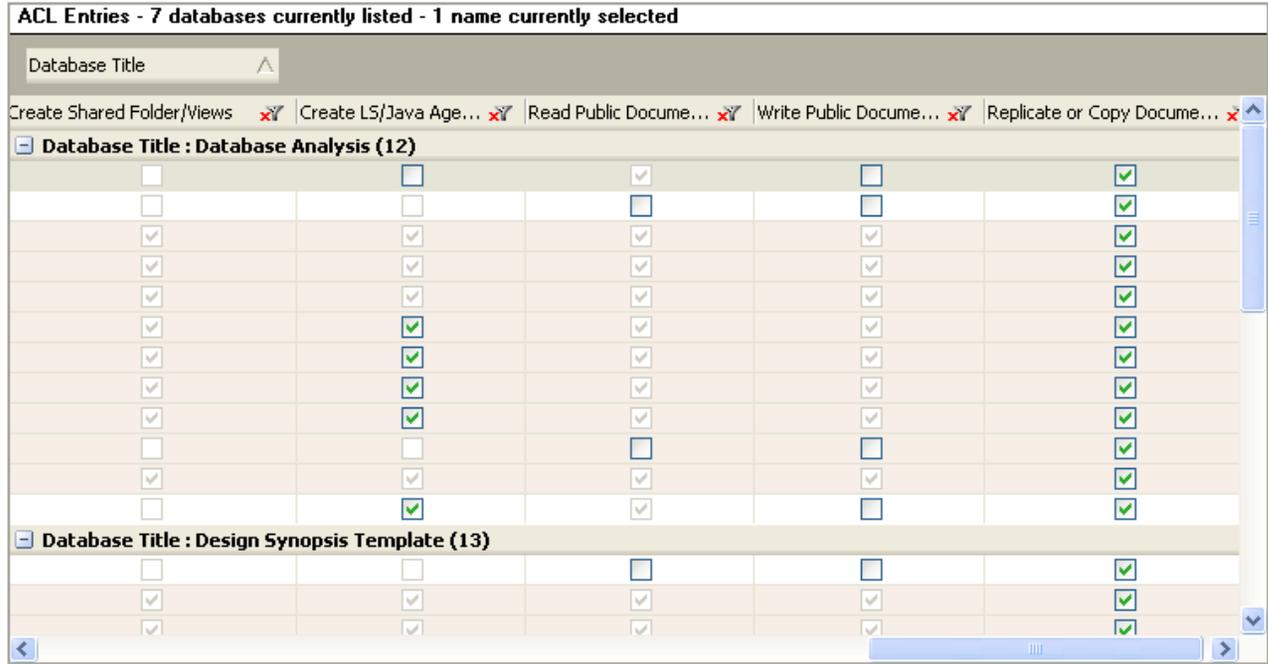
2.2 You can create new ACL entries: In the ACL Entries pane you can also add new ACL entries by right-clicking an entry and selecting **New ACL Entry (based on current selection)** in the contextual menu. A window will appear where you can name this new ACL entry (see Figure 2.2). The new ACL entry will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



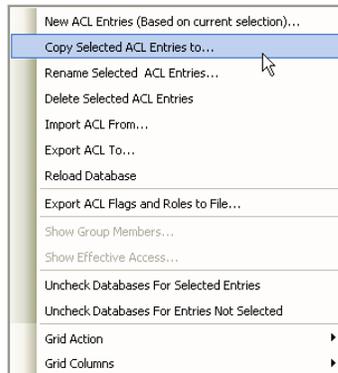
2.2 This dialog appears for acIEZ's New ACL Entry (based on current selection) option

2.3 Ytria acIEZ 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) acIEZ 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.

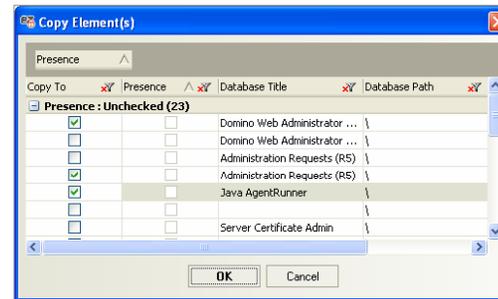
Note: When you modify an agent in agentEZ you'll see a pencil icon (Modified) but in order for the changes to actually be applied to your server you must click **Ctrl+S** or select "Apply Changes" in the File menu.



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



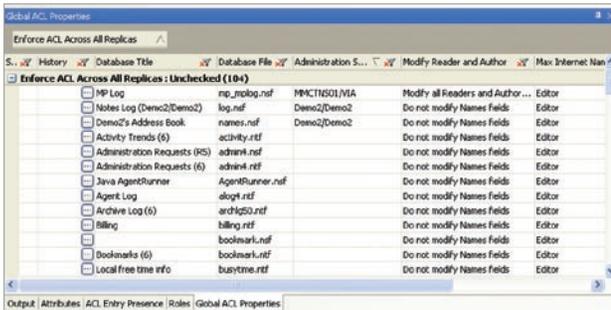
2.3a The 'Copy Selected ACL Entries to' contextual menu option in acIEZ



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

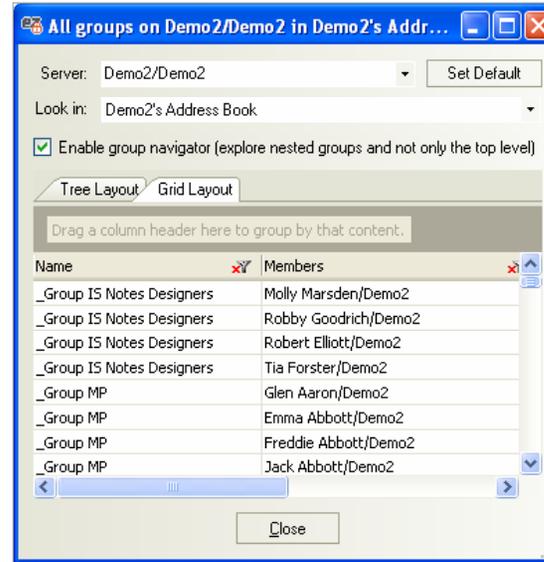
3 Plus there's support for Full Access Administration, a tool for exploring NAB groups, a Global ACL Properties viewer and more... **Here are just a few of the other features:**

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, acIEZ 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.

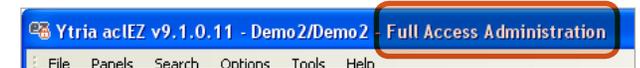
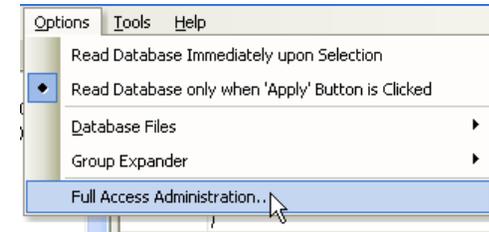


The Global ACL Properties panel lets you see advanced ACL information and change administration server settings.

3.2 Explore the groups in a Notes Address Book: The NAB Group Navigator can be found in acIEZ'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 navigator lets you see a server's group information in either a 'Tree' layout or a grid.



3.3 Ytria acIEZ supports Full Access Administration: Just click Options>Full Access Administration to turn on this feature. The acIEZ implementation of Full Access in no way circumvents Notes security, therefore in order to use Full Access Administration in acIEZ (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 acIEZ's title bar will remind you if Full Access Administration is turned on

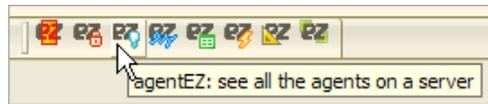


See all the agents on your Domino server—even those

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.

1

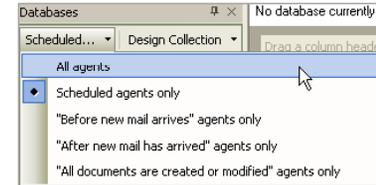
Ytria agentEZ lets you see and analyze all the agents on your server. **Here's how:**



1.1 See any agent—even private agents and agents not running today:

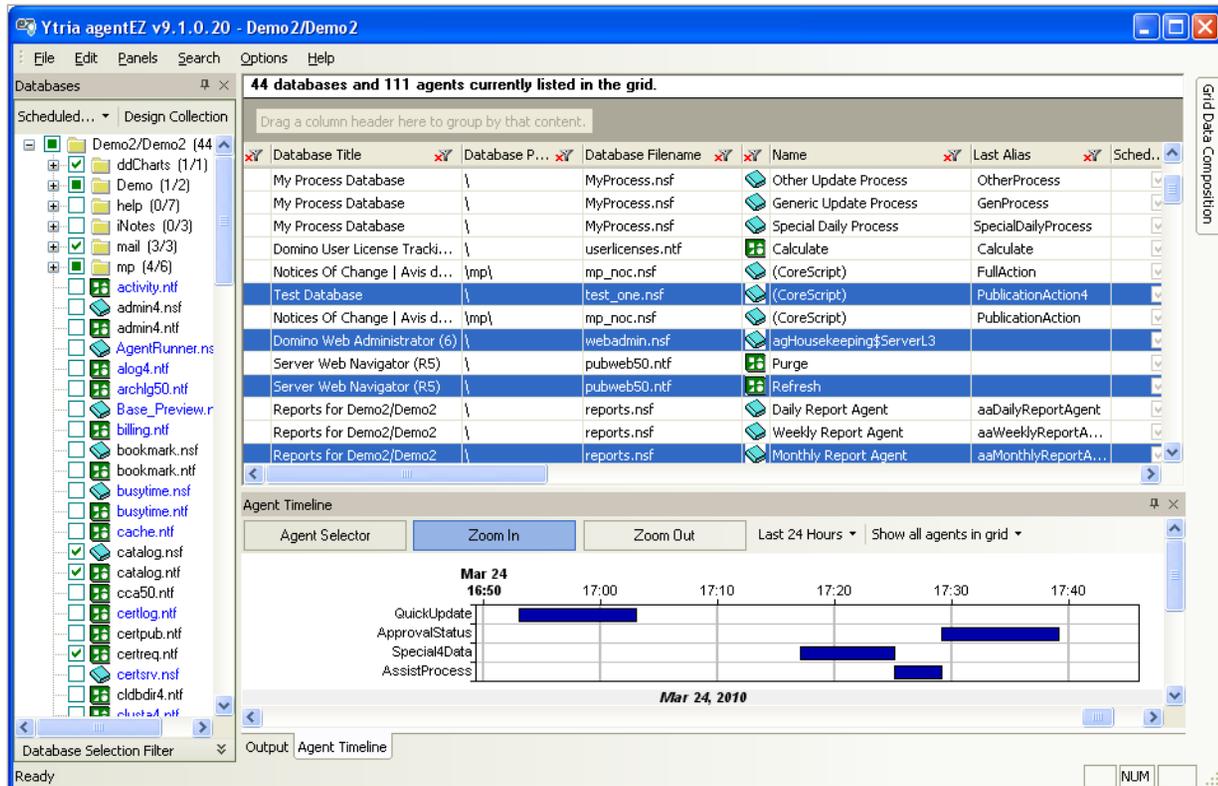
When you first launch agentEZ, you'll be prompted to choose a server. Once a server is loaded, the Databases panel (on the left) will list all the databases on the selected server. Ytria agentEZ will show the agents for any databases checked in this panel. If you click the top-level checkbox, only databases 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.



1.1.1 Choose which types of agents to display

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



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 Type	Agent Type	Database Title	Database P...	Database Filena...
Schedule Type : (344)				
Schedule Type : Daily (23)				
Agent Schedule : At 01:00:00 AM (13)				
Agent Schedule : At 01:32:00 PM (1)				
LOTUSSCRIPT		Demo2's Address Book	\	names.nsf
Agent Schedule : At 03:00:00 AM (2)				
LOTUSSCRIPT		Catalog (R5)	\	catalog.ntf
LOTUSSCRIPT		Server Web Navigator (R5.0)	\	pubweb50.ntf
Agent Schedule : At 07:00:00 PM (1)				
Agent Schedule : At 10:00:00 AM (1)				
Agent Schedule : At 11:00:00 PM (1)				
Agent Schedule : At 12:00:00 AM (4)				
JAVA		Reports for Demo2/Demo2	\	reports.nsf
LOTUSSCRIPT		Reports for Demo2/Demo2	\	reports.nsf
JAVA		Reports (R5)	\	reports.ntf
LOTUSSCRIPT		Reports (R5)	\	reports.ntf
Schedule Type : Monthly (3)				
Schedule Type : More than once a day (13)				
Schedule Type : Weekly (5)				

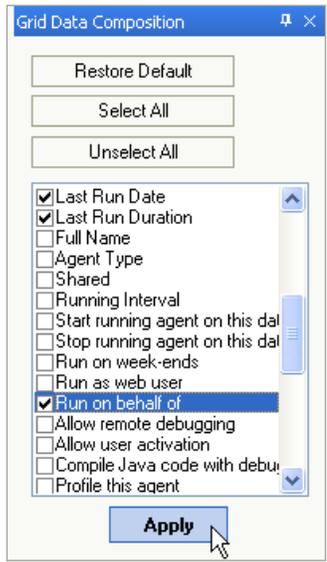
1.1.2a Sorting by Schedule Type and Agent Schedule in agentEZ

Status	Database Title	Database P...	Database Filename
Enable : Checked (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 : Unchecked (39)			
	Reports for Demo2/Demo2	\	reports.nsf
	Reports (R5)	\	reports.ntf
	Personal Web Navigator (R...	\	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).



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.

Signer	Last Run Start Date	Last Run Date	Last Run Duration	Choo...
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 PM	22/03/2010 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 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 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	
Lotus Notes ...				
Peter WOOD...				

1.2a See detailed agent runtime information in agentEZ

Agent Logs

Database Ti...	Name	Log Entry
My Process Data...	Special D...	Started running agent 'Special Daily Process\SpecialD
My Process Data...	M... Special D...	Running on all documents in database: 0 total
My Process Data...	M... Special D...	Found 0 document(s) that match search criteria
My Process Data...	M... Special D...	22/03/2010 11:57:11 AM: Theoretical Agent Duration:
My Process Data...	M... Special D...	22/03/2010 11:58:11 AM: Duration so far: 1 m 0 s
My Process Data...	M... Special D...	22/03/2010 11:59:11 AM: Duration so far: 2 m 0 s
My Process Data...	M... Special D...	22/03/2010 12:00:11 PM: Duration so far: 3 m 0 s
My Process Data...	M... Special D...	22/03/2010 12:01:12 PM: Duration so far: 4 m 1 s
My Process Data...	M... Special D...	22/03/2010 12:02:12 PM: Duration so far: 5 m 1 s

A **Done** button is located at the bottom right of the log window.

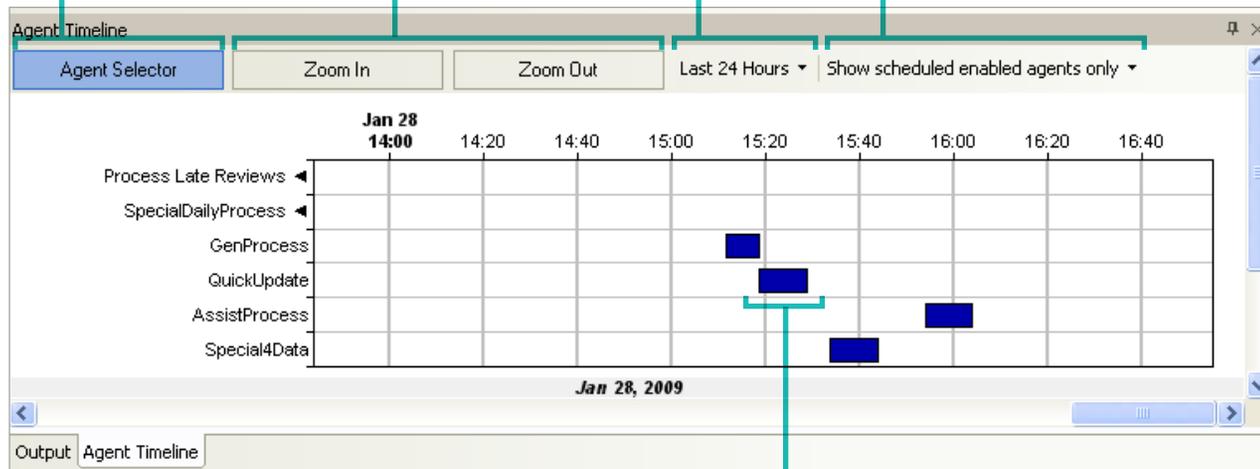
1.2b For even more information, you can view an Agent Log

The Agent Selector lets you highlight an agent in the grid by clicking it in the timeline

Zoom In and Zoom Out let you change the timeline scale

Here you can choose a date range

Toggle between displaying 'scheduled agents only' or 'all agent in grid'



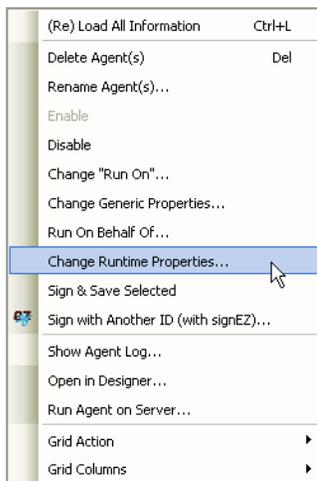
1.3 The Agent Timeline panel

Agent run durations are indicated by bars on the timeline

2 With agentEZ it's simple to modify one or more agents. Here's how:

2.1 Modify agents with a click of your right mouse button:

If you right-click a selection in agentEZ you have a number of options for modifying agents.

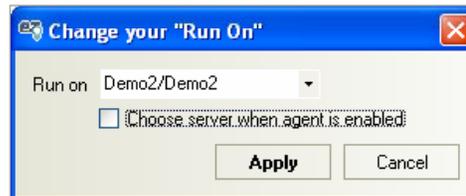


Contextual menu options in agentEZ

2.1.1 Delete Agent(s): This contextual menu option allows you to delete any agents selected in the main grid.

2.1.2 Enable/Disable: These contextual menu options let you enable or disable selected agents.

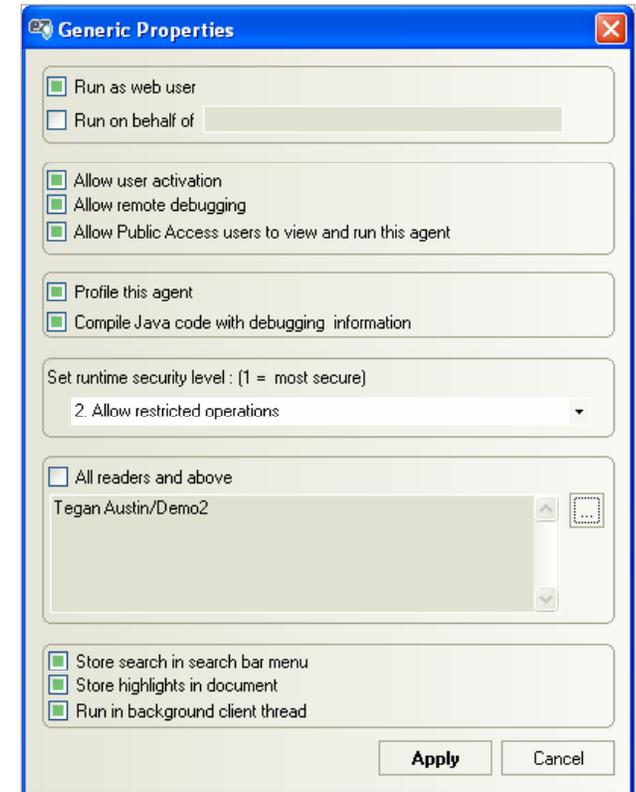
2.1.3 Change "Run on": This contextual menu option lets you change the server on which an agent will run.



Changing the "Run on" setting in agentEZ

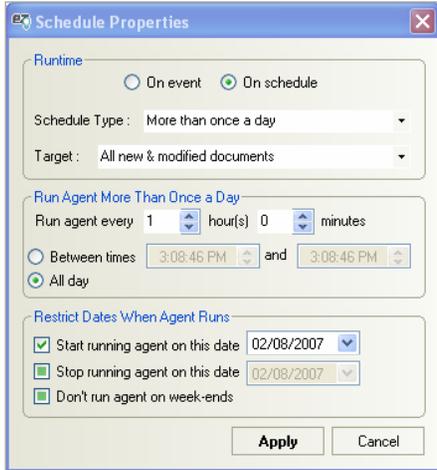
2.1.4 Change Generic Properties: This contextual menu option lets you change a number of agent properties.

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 that detailed agent information (Ctrl+L) must be loaded in the grid for the timeline to appear.



2.1.4 Change agent properties in agentEZ

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



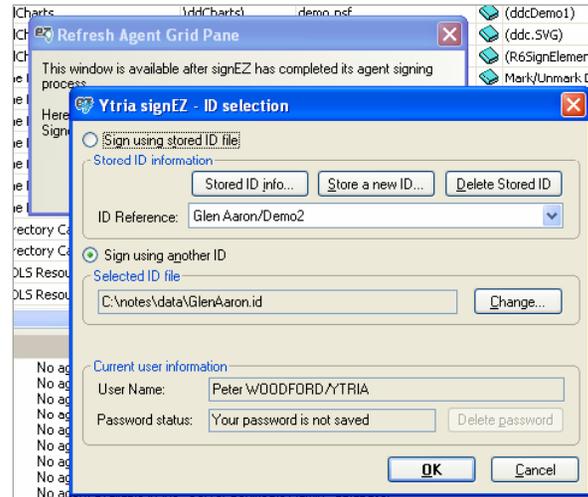
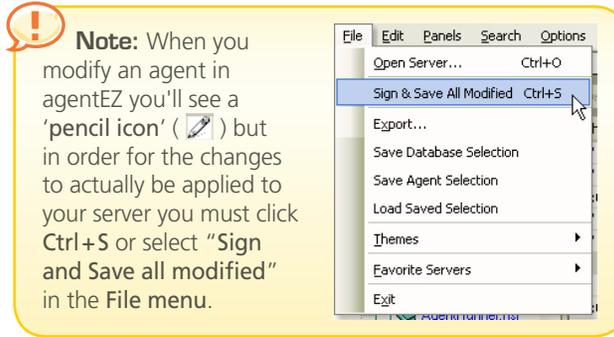
2.1.5 Change Runtime properties in agentEZ

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 designer.

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.

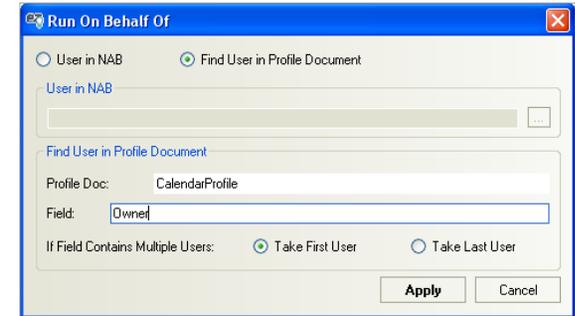


2.1.7 Using signEZ and agentEZ together to sign agents with a different ID



2.1.9 Tell the sever to run selected agents using agentEZ

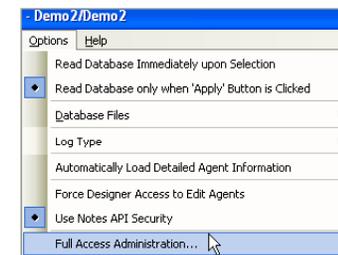
2.1.10 Run on Behalf of: This option lets you change the Run on Behalf of setting for any selected agents. The dialog lets you either select a name from a NAB or find a user in a profile document. The latter option is useful for setting Out of Office agents to run on behalf of the mail file owner.



2.1.10 The Run on Behalf of dialog box

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



2.2b agentEZ's title bar will remind you if Full Access Administration is turned on

QUICK START 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.

1

Ytria signEZ lets you quickly sign or audit signatures for multiple documents. Here's how:



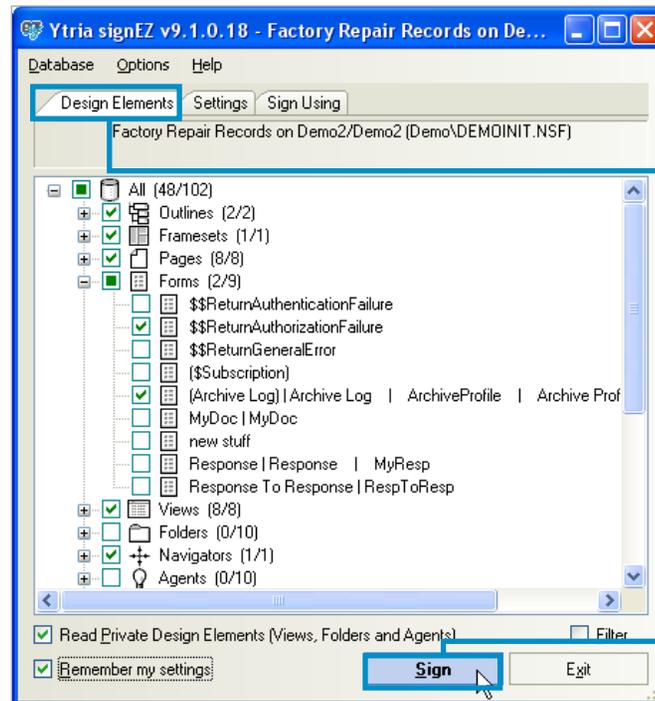
1.1 Choose which design elements to work with:

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.

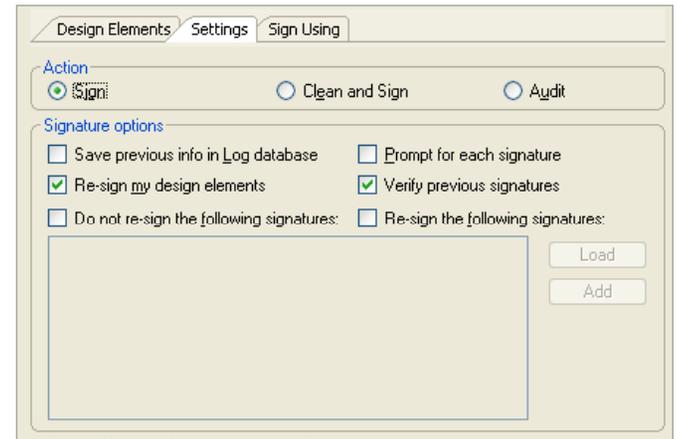
1.2 Set your options:

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>.



1.2 The signEZ Settings tab

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

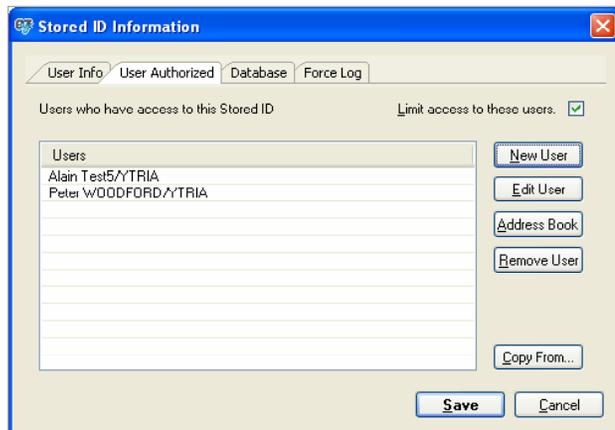
This button can either be "Sign", "Clean & Sign" or "Audit" depending on what action setting you choose in the Settings tab

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.



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.



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

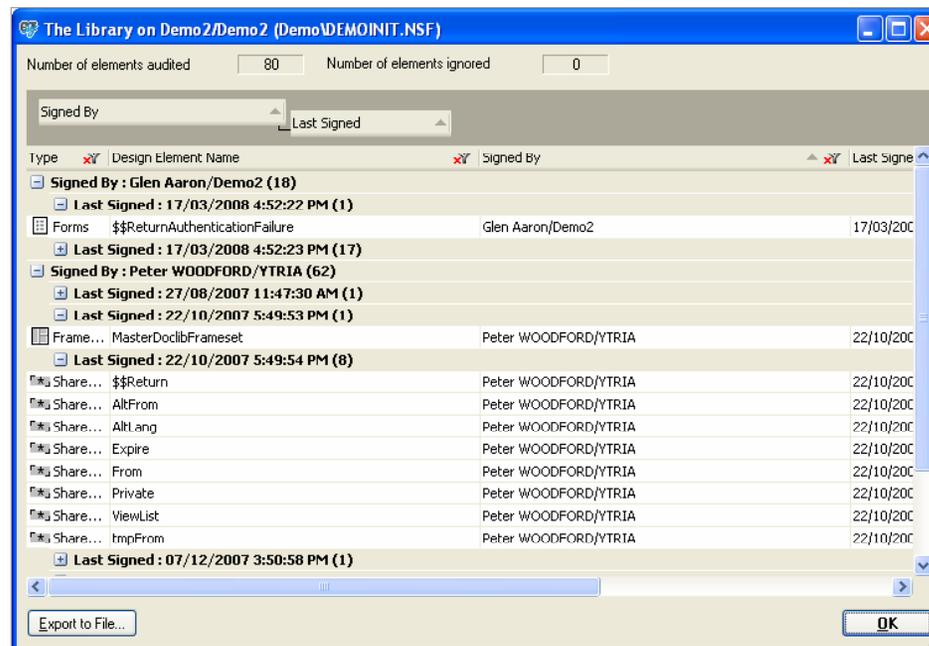
button (whichever you chose in the Settings tab will appear) at the bottom of the main SignEZ window. A Signature or Audit Status window will appear after signing or auditing. This window offers grouping functionality (dragging column headers to sort information) and it also offers an Export to File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



The signEZ Remember my settings checkbox



1.4 The signEZ Signature and Audit Status window

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.

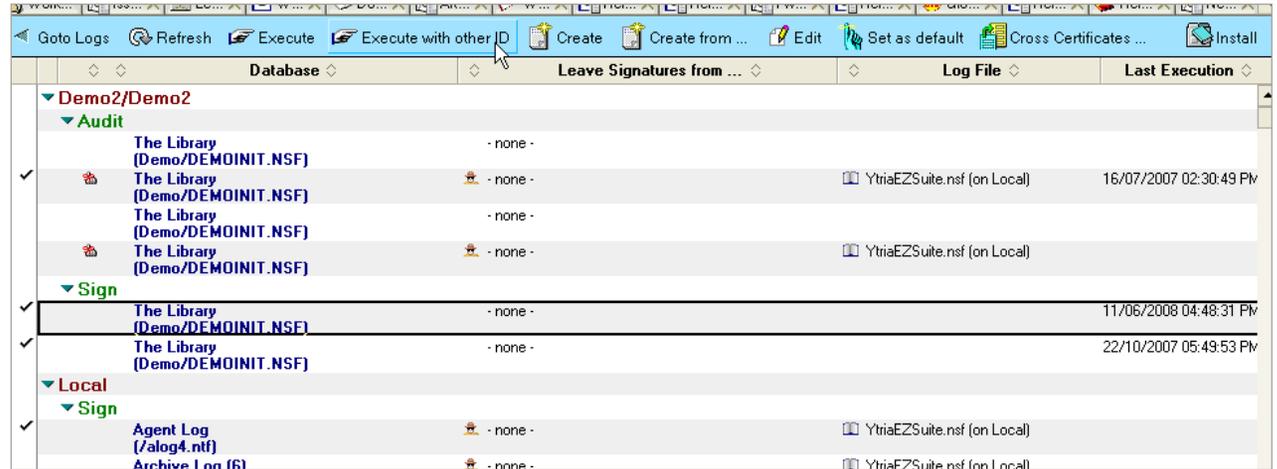
You can have as many signEZ databases as you like (eg it may be useful to have separate databases for storing ID files and logs, each with different ACL settings), you just need to use the 'Link to Another signEZ Database' command in the signEZ application's Database menu to switch active databases.

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.

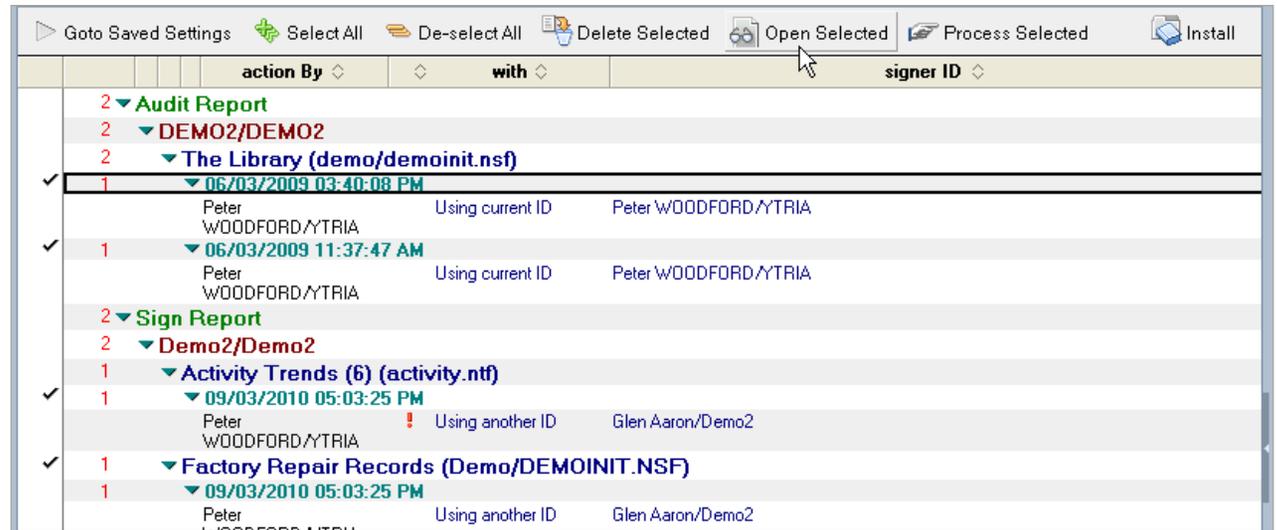
2.1.1 The Saved Settings view: This is the first of the two views in the signEZ database. If you checked the Remember my settings box, any of the settings used for signing or auditing will appear here. You can execute one-or-more saved signing/auditing operations from this view by selecting the documents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



2.1.1 The Saved Settings view in the signEZ database



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.

QUICK START GUIDE

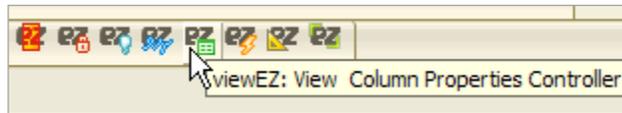


Take complete control of your Notes views and folders. Ytria viewEZ

lets you mass-edit view properties, preview any changes and undo what you've done.

1

Ytria viewEZ gives you total control over view columns. Here's how:

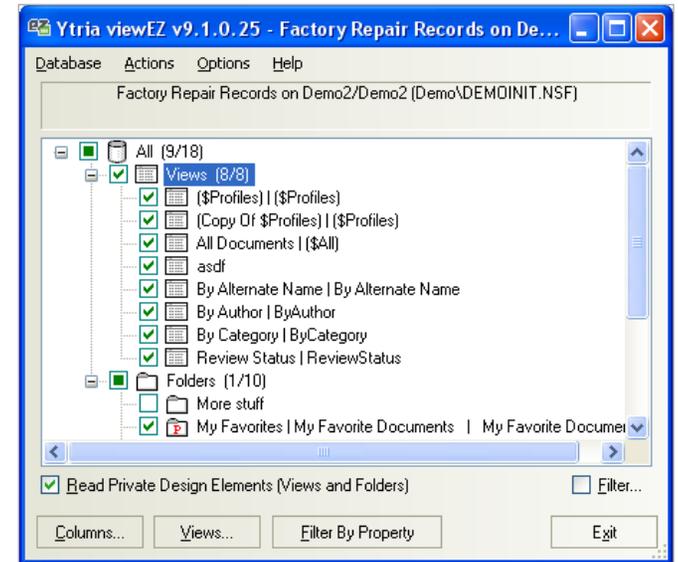


1.1 View columns laid out right before your eyes: If you make a selection in the main viewEZ screen (all your database's views and columns will be listed in the Selection Tree) and click the Columns button you'll arrive at the Columns window.

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

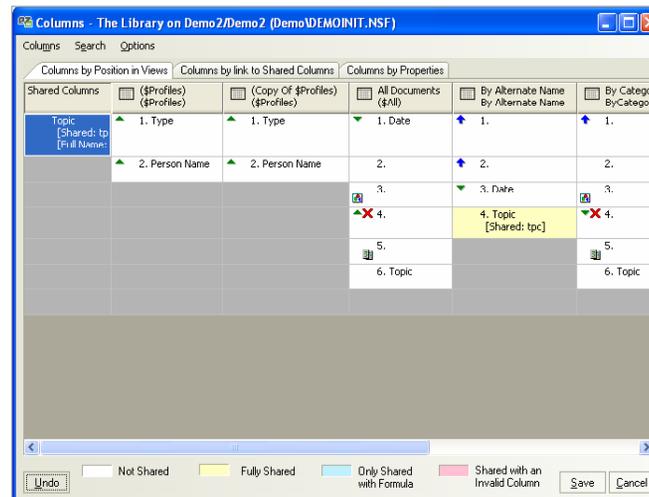
1.1.1 Columns by Position in View: Each header in this tab represents a design element (ie views or folders). Each cell represents a view column or folder column. The order in which the cells appear corresponds to their position in the view. You can drag-and-drop or copy/paste view or folder columns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

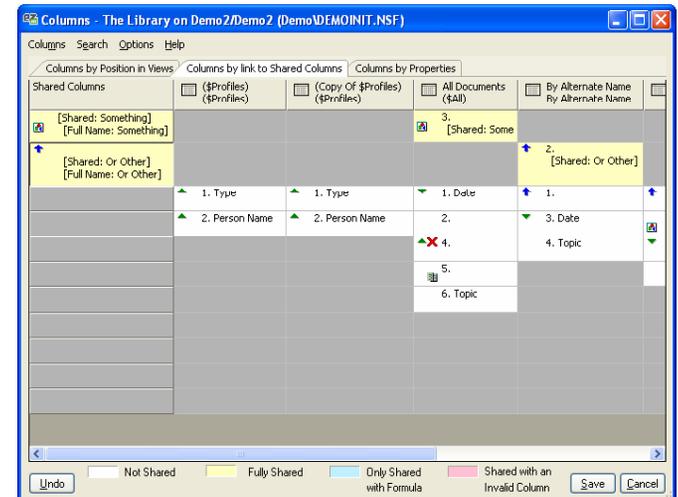


The main viewEZ window features the Selection Tree (for selecting designs) plus a Filter by Property button (lets you narrow down design selections using view and/or folder properties).

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

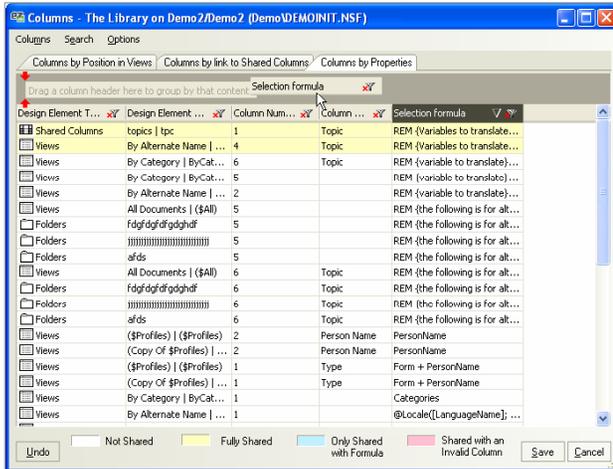


1.1.1 The viewEZ Columns by Position in View tab



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.



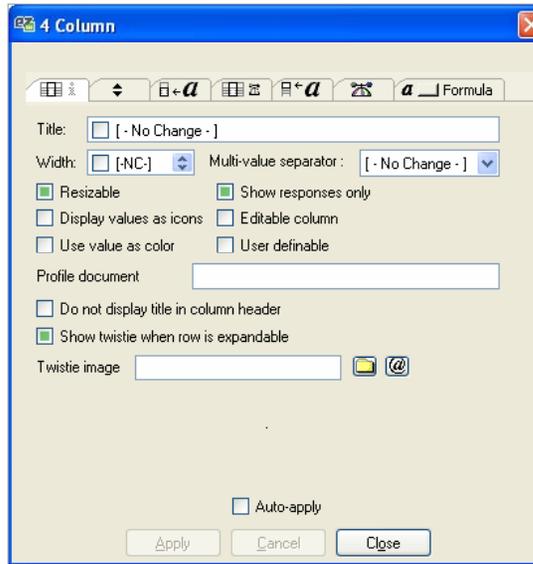
1.1.3 The viewEZ Columns by Properties tab

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

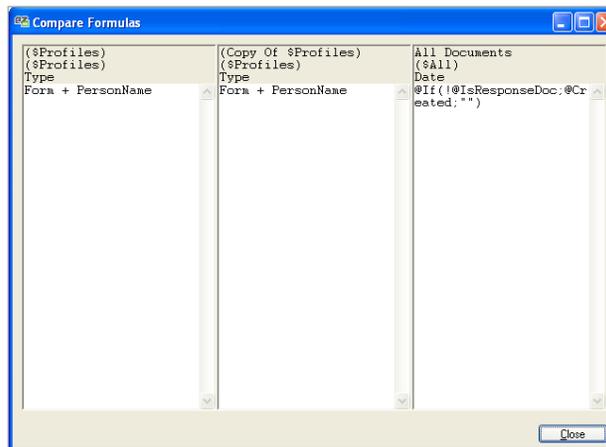
1.2 With viewEZ you can see and edit several view columns all at once:

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.



1.2.1 Mass-edit view columns in viewEZ



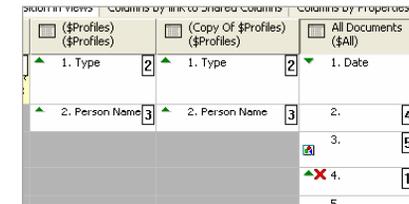
1.2.2 Ytria viewEZ lets you see selected column formulas side-by-side

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:

> F5: Shared/Not Shared

Not Shared	Fully Shared	Only Shared with Formula	Shared with an Invalid Column
------------	--------------	--------------------------	-------------------------------

> F6: Sort Type

Categorized Asc.	Sort Asc.
Categorized Desc.	Sort Desc.

> F7: Family

Colors	Icons	Responses
Colors Responses	Icons Responses	

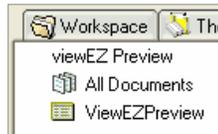
> F8: Hidden/Not Hidden

Not Hidden	Hidden Upon a Formula	Always Hidden
------------	-----------------------	---------------

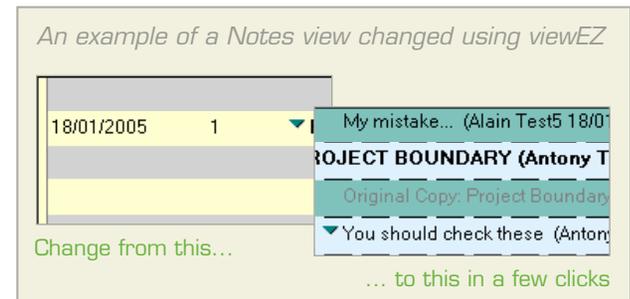
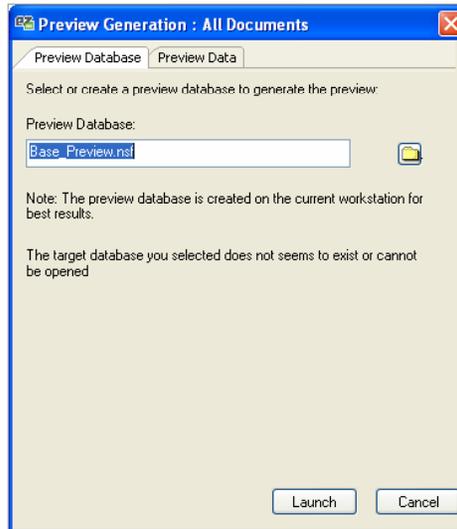
> F9: Modified/Not Modified

Not Modified	Modified
--------------	----------

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.

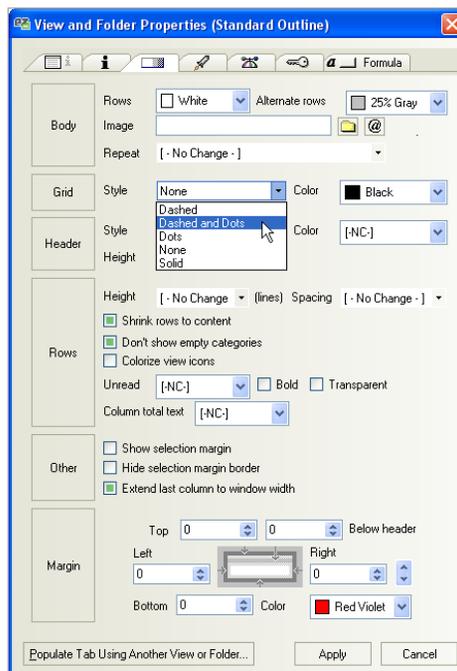
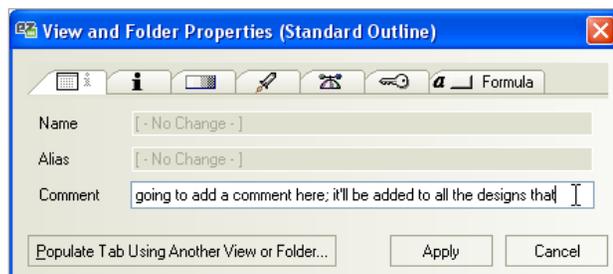


1.4 Ytria viewEZ lets you preview your changes in Lotus Notes



2 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.



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.



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

QUICK START GUIDE

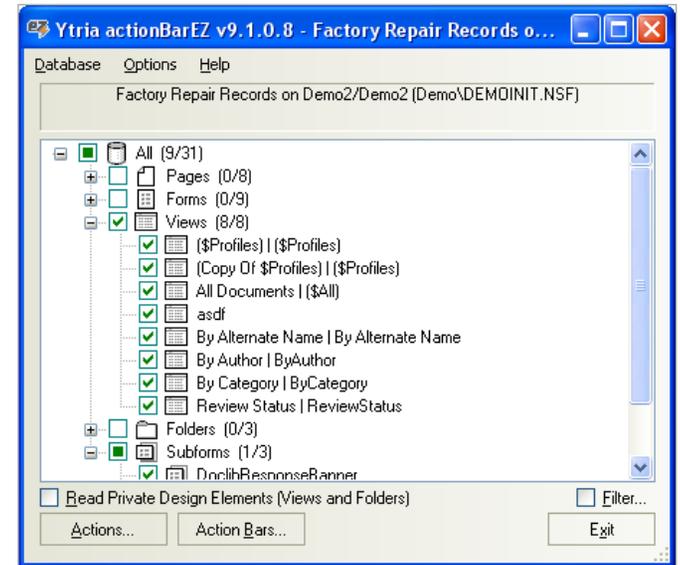
actionBarEZ Take control of your Notes actions and action bars. Ytria actionBarEZ lets you completely overhaul the look and feel of your Notes applications' action bars in a few simple clicks

1 Ytria actionBarEZ lets you scrutinize and modify action properties and formulas. Here's how:

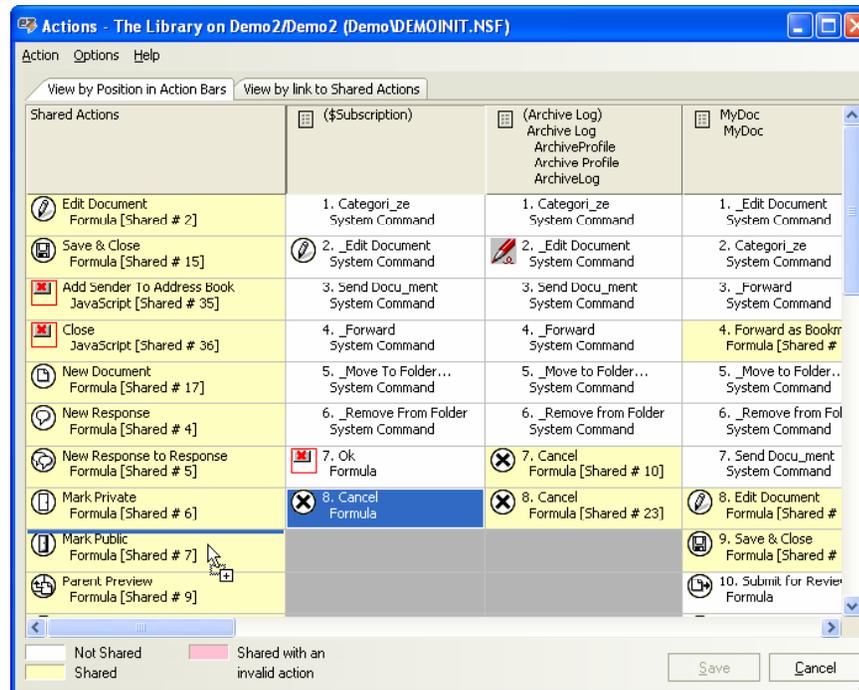


1.1 A bird's eye view of database actions: Just make a selection in the main actionBarEZ screen then click the Actions button and then the Actions window will appear. The Actions window shows all the actions associated with the selected design elements in a table.

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.



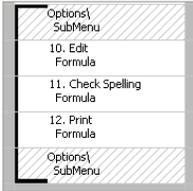
The selection tree in the main actionBarEZ window



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.



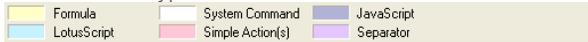
Submenus in actionBarEZ

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:

> **F5:** Shared/Not Shared



> **F6:** Action Type



> **F7:** Show Menu/Bar



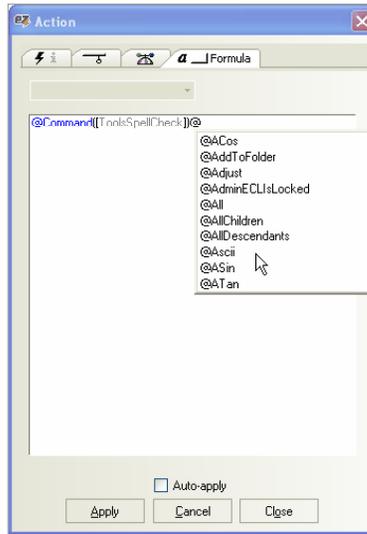
> **F8:** Hide Notes/Web/Mobile



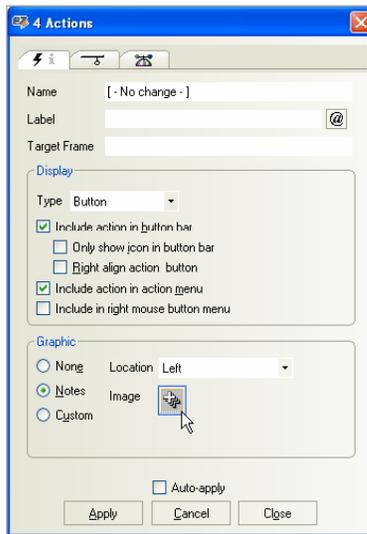
> **F9:** Modified/Not Modified



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.



1.2a Double-click a selection in the actionBarEZ Actions window to change its functional properties



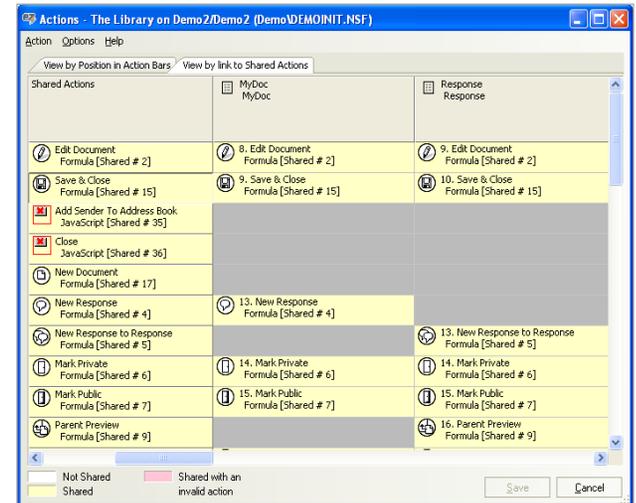
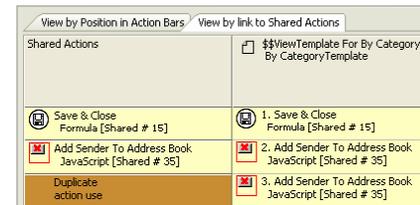
1.2b You can modify multiple actions simultaneously in actionBarEZ

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.

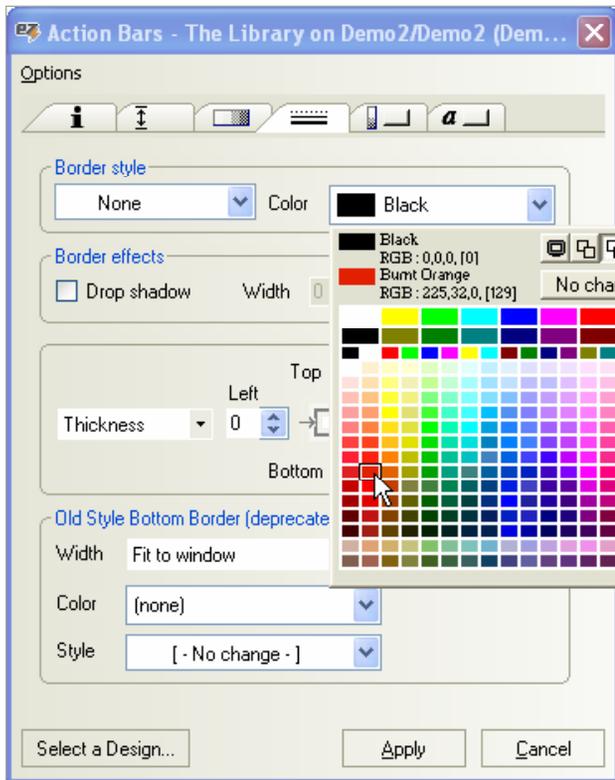


1.5 See where actions are being shared in actionBarEZ

2

Give your actions bars an instant makeover with actionBarEZ.

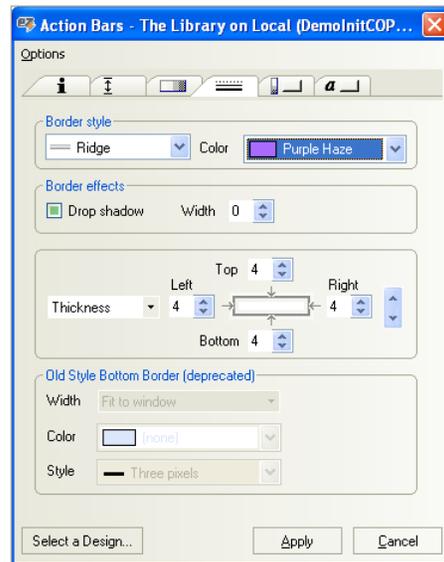
Here's how:



The Action Bars window in actionBarEZ

2.1 Mass-edit cosmetic aspects of your action bars:

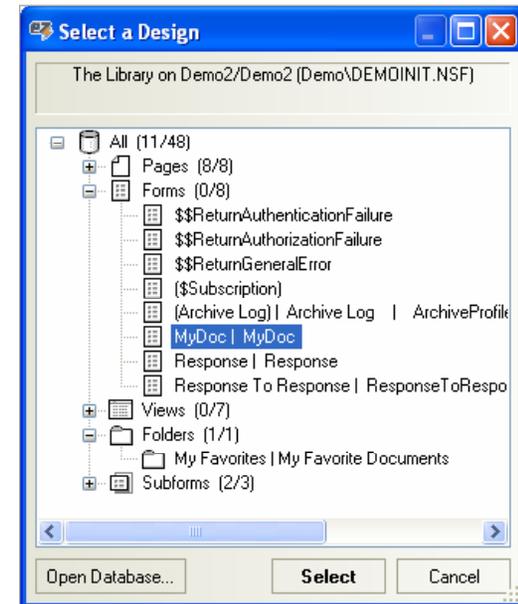
With actionBarEZ's Action Bars Window you'll have access to all the options in the Domino Designer Action Bar Properties box but with a big added bonus—you can apply these changes to many action bars at once. To do this, just make a selection in the main actionBarEZ window and click the Action Bars button.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



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

2.2 Copy action bar properties from another database:

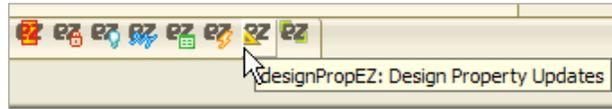
If you click the Select a Design button in the Action Bars dialog, you can pick a design element in any database and actionBarEZ will populate the Action Bars window based on the settings of this design element. This feature is a great way to ensure that all your databases' action bars have a consistent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



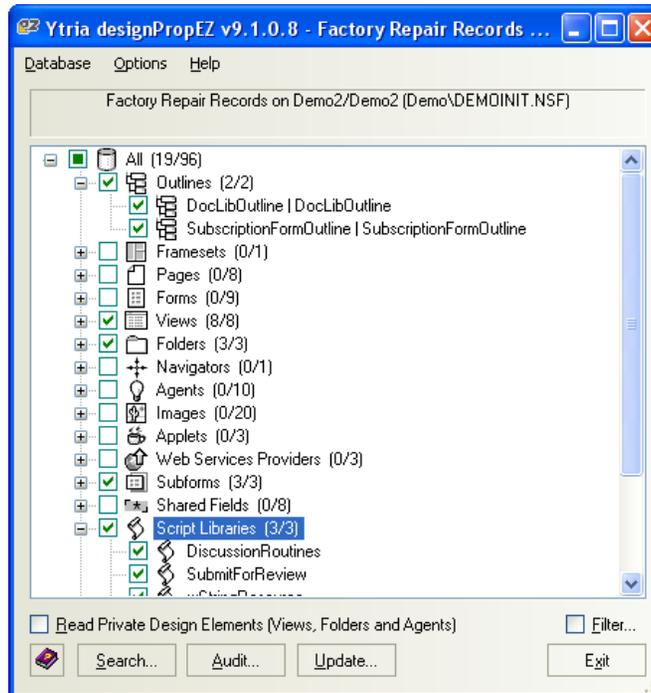
Ytria actionBarEZ lets you copy action bar properties from other databases

1

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



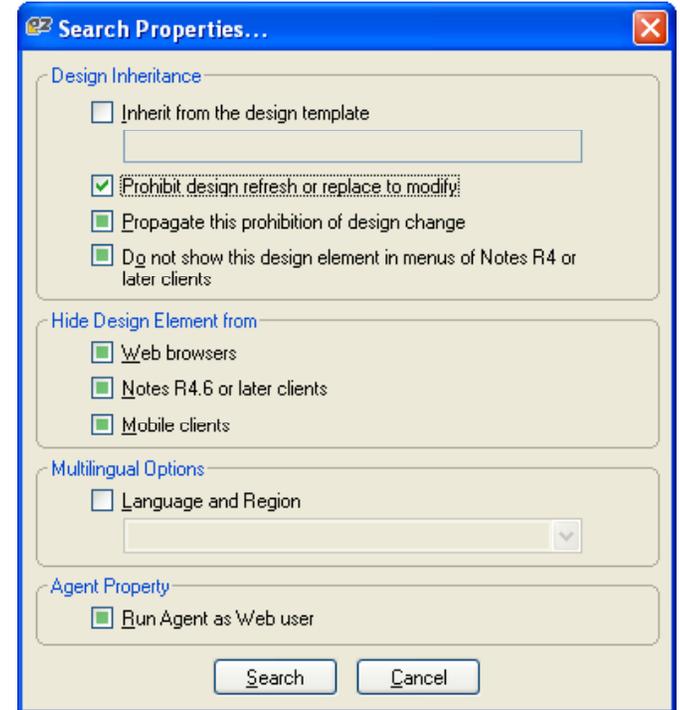
- Select some items in the selection tree then click the Search button in the main designPropEZ window.
- In the Search Properties window, tick the checkboxes for properties you'd like to find.
- Click Search in this window.
- Voilà—the design properties of the database will appear in the Search Results 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.



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.



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.

The screenshot shows the 'Audit Results' window with a table of design element properties. The table has columns for Type, Name & Alias, Inherit from, Prohibit Refresh, Propagate prohibit, and Not in menus. The 'Inherit from' column header is being dragged into the grouping area above the table.

Type	Name & Alias	Inherit from	Prohibit Refresh	Propagate prohibit	Not in menus
Shared Field	AllLang		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shared Field	Expire		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Field	From		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Field	Private		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Field	ViewList		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Field	tmpFrom		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Script Library	DiscussionRoutines		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Script Library	SubmitForReview		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Script Library	wStringResource		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	"About Database" Document		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	"Using Database" Document		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	Database Icon		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	Database Script		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	Shared Actions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Conn...	AccessConn		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Data Conn...	SpecialConn		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Style Sheet	css.css styleOther		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Style Sheet	myStyle.css theStyle		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Co...	Rewiever_Col		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shared Co...	SharedCol1 SharedCol1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The designPropEZ Audit screen

3

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.

4

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>



Quick Start Guide

databaseEZ

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.



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.

The screenshot shows the databaseEZ application window titled "Demo2/Demo2 - Ytria databaseEZ v10.1.0.7 - Demo2/Demo2". The interface includes a menu bar (Server, Edit, Panels, Search, Options, Tools, Help) and a "Databases" panel on the left with a tree view of server folders and databases. The main grid displays a table of 137 databases with columns for Database Title, Logic..., Physic..., Template name, Allow soft del..., Space..., and DAOS State. The "Grid Data Composition" panel on the right shows a list of tabs (Tab 1 - Database basics, Tab 2 - Info, Tab 4 - Design, Tab 6 - Full text, Tab 7 - Advanced) and various checkboxes for properties to display. The "Property Analyzer grid" at the bottom shows a table with columns for Database Title, Database Filename, Duplicate template n..., Duplicate Replic..., and "Inherit from" set to n. It highlights "Duplicate Replica IDs" for two databases: Microsoft Offi... \ doclbm6.ntf and Phonebook (6) \ phonebook.ntf.

Database Title	Logic...	Physic...	Template name	Allow soft del...	Space ...	DAOS State
designPropEZ 8...	15,990,784	15,990,784				98.39% Not En
Template signEZ...	16,777,216	16,777,216	YtriaTemplate_sign...			98.34% Not En
Notices Of Chan...	720,371,712	720,371,712				98.30% Not En
EZ Suite - Installa...	100,663,296	100,663,296				98.10% Not En
Mail (R6)	13,369,344	13,369,344	StdR6Mail			97.06% Not En
IBM Lotus Notes...	6,291,456	6,291,456				96.79% Not En
Domino Web Ac...	13,631,488	13,631,488	iNotes6			96.73% Not En
Extended Mail (R6)	13,893,632	13,893,632	ExtR6Mail			96.52% Not En
Lotus Domino D...	41,943,040	41,943,040				96.02% Not En
Lotus Notes 6.5.1...	9,699,328	9,699,328				96.01% Not En
Lotus Notes/Do...	663,552	663,552	Lotus Notes/Domi...			95.99% Not En
Domino Web Ser...	663,552	663,552	StdR5DominoWeb...			95.68% Not En
James Bates	18,350,080	18,350,080				95.27% Not En
iNotes6 Commo...	6,291,456	6,291,456				95.13% Not En
Lotus Domino A...	16,515,072	16,515,072				94.85% Not En
Domino Web Ad...	7,340,032	7,340,032	StdWebAdminData...			94.52% Not En
Process MP	6,815,744	6,815,744				94.04% Not En
Pete's Test db	2,621,440	2,621,440				93.44% Not En
Domino MailTra...	746,496	746,496	MailTrackerStore			93.28% Not En
Mister Admin	18,874,368	18,874,368	sdfadasd			93.07% Not En

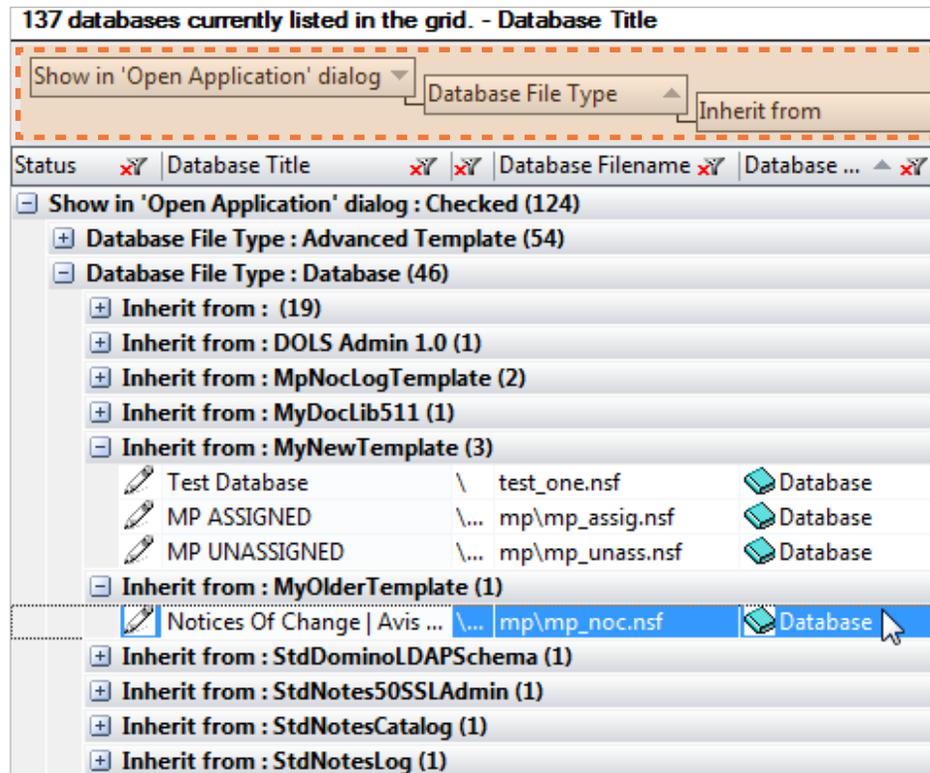
The **Output** panel (not shown) displays logs and errors.

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

1 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 left-hand panel (Databases) lets you click checkboxes for any or all databases to show their properties in the main grid.

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

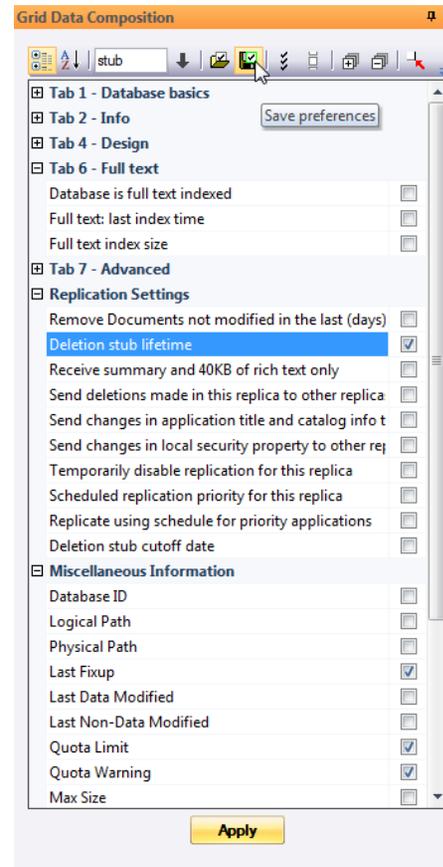


1.1.1 Group, sort and filter global database properties: In the main grid each database is represented as a row and each column shows a different NSF property. This grid interface lets you group by column headers or perform sorting / filtering operations.

Drag a column header here to group by that content.

	<input type="checkbox"/>	Replica ID	<input type="checkbox"/>	ODS ...	<input type="checkbox"/>	Template name	<input type="checkbox"/>	Inherit from	<input type="checkbox"/>	Allow soft del...	<input type="checkbox"/>	Use DAOS	<input type="checkbox"/>
8:27 ...	<input type="checkbox"/>	052569F1:005C...	R4 (20)		<input type="checkbox"/>	StdActivityTrends...		xcZCCx		<input type="checkbox"/>		<input type="checkbox"/>	
0:57 ...	<input type="checkbox"/>	85257002:037A...	R5 (41)		<input type="checkbox"/>	StdR4AdminR...		StdR4AdminR...		<input type="checkbox"/>		<input type="checkbox"/>	
4:13 ...	<input type="checkbox"/>	852561D4:006B...	R4 (20)		<input type="checkbox"/>	StdR4AdminReque...				<input type="checkbox"/>		<input type="checkbox"/>	
:10 P...	<input type="checkbox"/>	85256714:0072...	R5 (41)		<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	
1:7 P...	<input checked="" type="checkbox"/>	852561E2:003C...	R4 (20)		<input checked="" type="checkbox"/>	StdR4AgentLog				<input type="checkbox"/>		<input type="checkbox"/>	
:03 P...	<input type="checkbox"/>	85256626:006B...	R4 (20)		<input type="checkbox"/>	StdR50ArchiveLog				<input type="checkbox"/>		<input type="checkbox"/>	
20:5...	<input type="checkbox"/>	8525715A:007D...	R6 (43)		<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	
:17 P...	<input type="checkbox"/>	852561B7:0075...	R4 (20)		<input type="checkbox"/>	StdR4Billing				<input type="checkbox"/>		<input type="checkbox"/>	
0:37 ...	<input type="checkbox"/>	85257002:0079...	R5 (41)		<input type="checkbox"/>					<input type="checkbox"/>		<input type="checkbox"/>	
:44:...	<input type="checkbox"/>	85256832:003F...	R4 (20)		<input type="checkbox"/>	Bookmarks				<input type="checkbox"/>		<input type="checkbox"/>	
7:14 ...	<input type="checkbox"/>	85257436:0055...	R6 (43)		<input type="checkbox"/>			BusyTime		<input type="checkbox"/>		<input type="checkbox"/>	
41:0 ...	<input type="checkbox"/>	052562DF:001A...	R4 (20)		<input type="checkbox"/>	BusyTime				<input type="checkbox"/>		<input type="checkbox"/>	

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



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**.

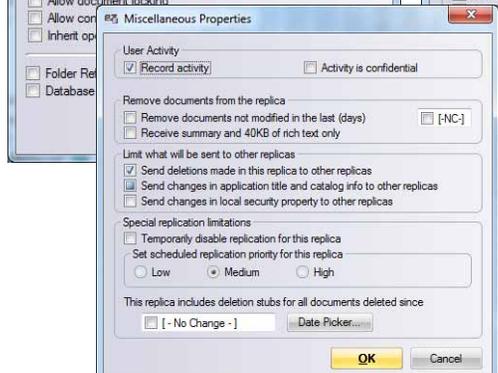
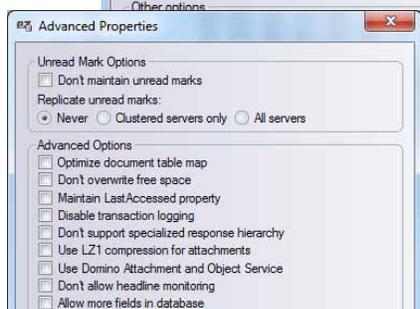
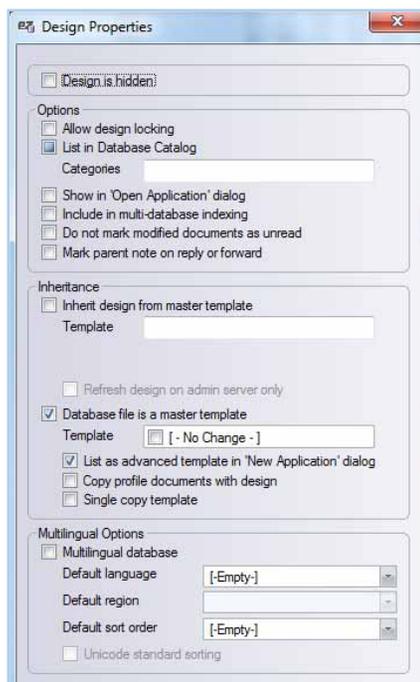
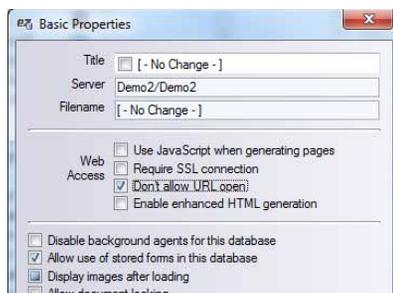
1.1.3 Choose the properties to analyze with the Grid Data Composition panel: Roughly 100 database properties can be shown in the main grid, but to make things more visually manageable, only 22 are shown by default. The Grid Data Composition panel lets you customize the properties shown in the grid, just 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 With databaseEZ it's simple to mass-modify database properties. Here's how:

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').

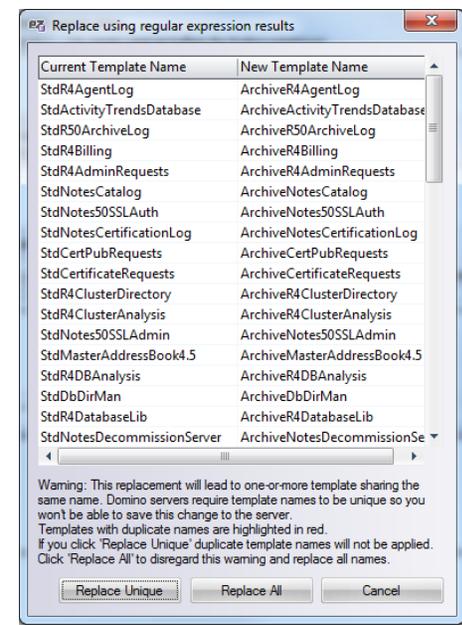


You can mass-edit global NSF properties, see 2.1.1 to 2.1.4 for more.

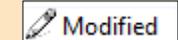
2.1.2 Edit Database Design Properties: This option lets you manage properties that correspond with the Database Design tab of the Database properties dialog in Lotus Notes. (e.g. 'Show in Open Application dialog' and 'Template name').

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').



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**.



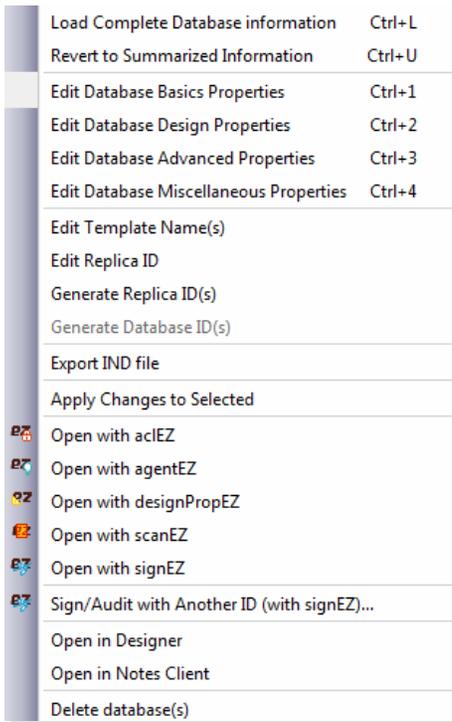
Also, some properties require that you perform a compact operation after editing (i.e. "Don't Maintain unread marks"; "Optimize Document Table Map"; "Quota Limit"; "Don't support specialized response hierarchy"; and "Compress database design"). If the compact step is omitted, changes won't be applied.

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 in other Ytria tools.

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



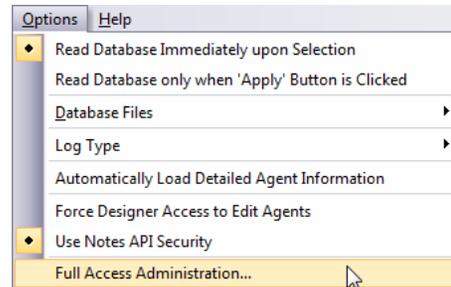
The right-click menu in databaseEZ's main grid.

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**.



3 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.

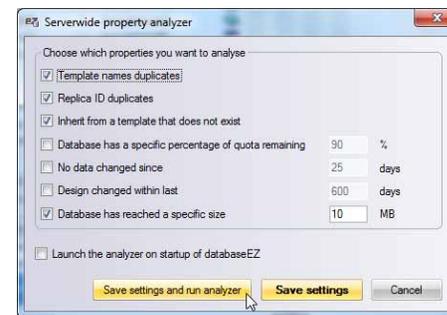
3.1.3 Inherits from a template that does not exist: This will reveal databases that are set to inherit from a nonexistent template.

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.

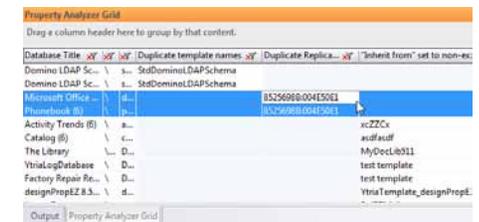


3.1 The Serverwide Property Analyzer dialog: You can scan a Domino server for databases that meet the conditions entered here.

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.



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.