

# Jatheon cCore v3 End User Manual

Thank you for choosing Jatheon Technologies. This guide describes the most common tasks you can perform on your cCore archiving appliance.

\*Please note that the system presented in this manual may differ from yours depending on the version of the software you're currently using.

## Table of Contents

### 1. Simple Search

- Introduction ..... 2
- Simple Search Location ..... 2
- Options, Search Fields  
and Conditions ..... 2

### 2. Advanced Search

- Introduction ..... 4
- Advanced Search Location ..... 4
- Using Advanced Search (Basics) .. 5
- Search Fields ..... 7
- Field Conditions ..... 17
- Fields and Available Conditions ... 22

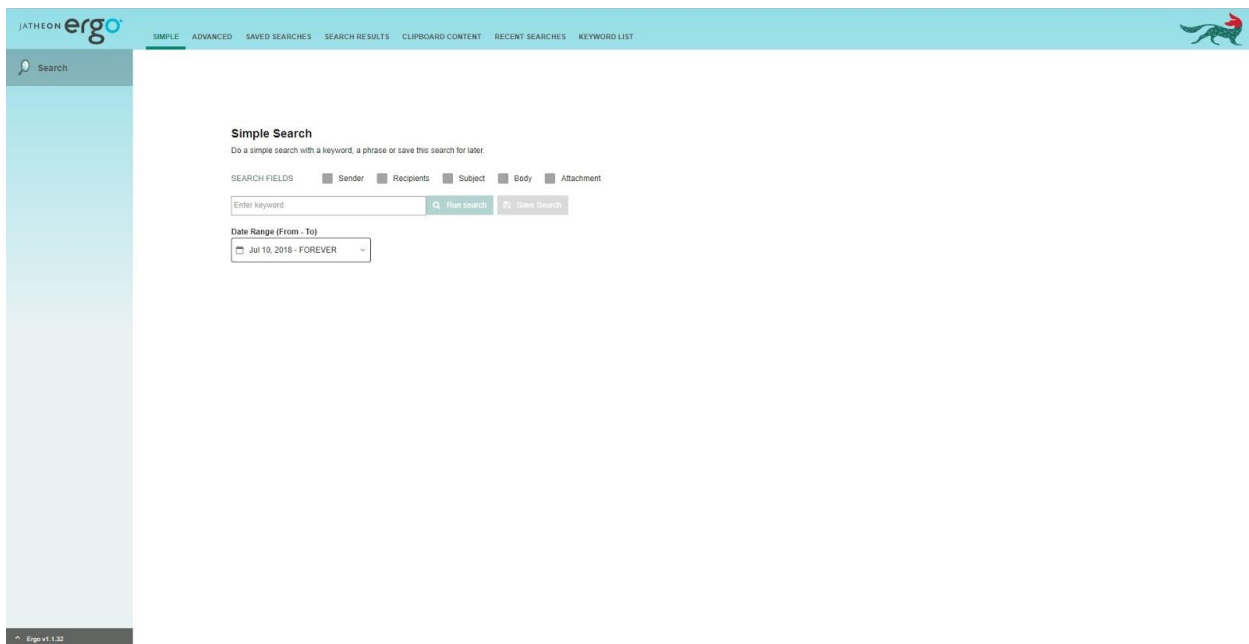
# 1. Simple Search

## Introduction

You can use Simple Search to search through and locate your archived emails. If you really know specific data you're looking for, you'll be able to find it among millions of other emails, in a matter of seconds. You should use Simple Search rather than Advanced Search when you know what specific email/messages you're looking for. There are a few important filter fields to choose from: Sender, Recipients, Subject, Body, Attachment.

## Simple Search Location

After logging in, Simple Search is the first page/tab that you'll see.



The screenshot shows the JATHEON ergo Simple Search interface. At the top, there's a navigation bar with tabs: SIMPLE, ADVANCED, SAVED SEARCHES, SEARCH RESULTS, CLIPBOARD CONTENT, RECENT SEARCHES, and KEYWORD LIST. The SIMPLE tab is active. Below the navigation bar, there's a search bar with a magnifying glass icon and the word "Search". The main content area is titled "Simple Search" and contains the instruction "Do a simple search with a keyword, a phrase or save this search for later". Below this, there are checkboxes for "SEARCH FIELDS": Sender, Recipients, Subject, Body, and Attachment. A text input field labeled "Enter keyword" is followed by "Run search" and "Save Search" buttons. Below the input field, there's a "Date Range (From - To)" section with a calendar icon and a dropdown menu showing "Jul 10, 2018 - FOREVER".

## Options, Search Fields and Conditions

If you select multiple check boxes (e.g. Body and Subject) and enter the desired keyword, search will display any email/messages that contain the keyword at least in one place, in the body or in the subject (or in both). Note that the condition is never that the keyword must be in both places. Clicking the search button will of course run search. To open the search result page/tab, you can press Enter on your keyboard as well. The calendar is here for filtering a specific time range. The Save Search option will give you the possibility to run that same search again from the saved search section. At least one check box/field is mandatory.

### **Sender**

If you select this check box, search will only look into the **From** section of email. You can use first names, last names, domains or any combinations of keywords here.

### **Recipients**

If you select this check box, search will look into the **To, Cc, Bcc, Hidden** section of email, i.e. every kind of recipients. You can use first names, last names, domains or any combinations of keywords here.

### **Subject**

If you select this check box, search will only look into the **Subject** section of email. You can use letters, numbers or special character here.

### **Body**

If you select this check box, search will only look into the **Body** section of email. You can use letters, numbers or special character here.

### **Attachment**

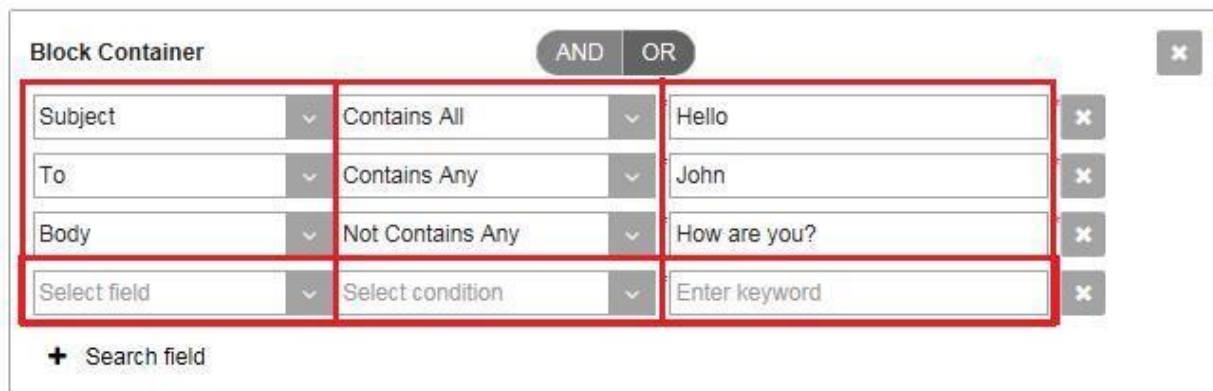
If you select this check box, search will look into email attachment/s, and search for two criteria: attachment file name, and content/data inside of the attachment.

## 2. Advanced Search

### Introduction

You can use Advanced Search to find any emails that are archived. If you know two or more bits of information about a specific email you're looking for, you can find it among millions of other emails, in a matter of seconds. There are a lot of fields with lots of different conditions to choose from.

Some fields, if they are similar, will share same conditions, whereas others will have completely unique conditions. The following picture explains what constitutes a field, a field condition and a keyword.



Block Container			AND	OR	X
Subject	Contains All	Hello			X
To	Contains Any	John			X
Body	Not Contains Any	How are you?			X
Select field	Select condition	Enter keyword			X

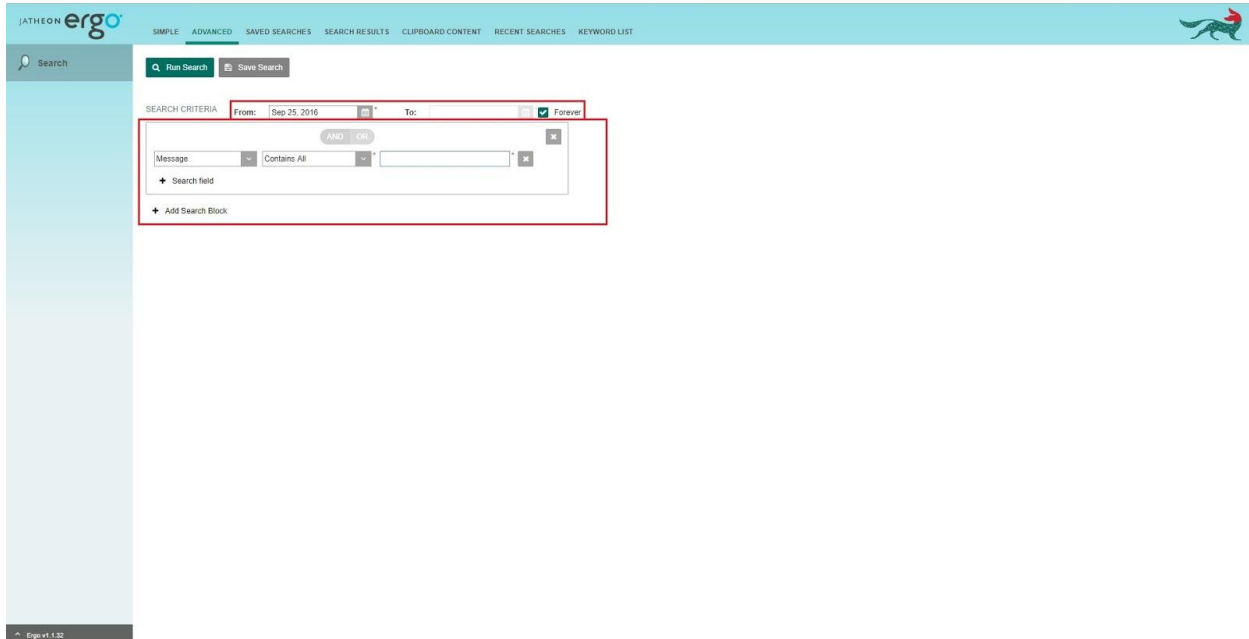
+ Search field

### Advanced Search Location

After logging in, you will see the Simple Search section of the system (default view after login). Click on the Advanced Search tab.

After you've clicked on the Advanced Search tab, you'll see the Advanced Search page with all its options:

- Run Search
- Save Search
- From
- To
- AND/OR buttons
- + Search Field
- + Add Search Block
- Cancel X icon
- Search Block Container



## Using Advanced Search (Basics)

- **From/To**  
Allows you to filter the time period.
- **Block Container**  
By default, only one block container will be displayed with Message as pre-selected field and Contains All as the default condition. You can add more block containers by clicking on **+Add Search Block**. Alternatively, you can add more search filters/fields to an existing block container by clicking on **+Search Field**.
- **Keyword**  
The third section in the block container is always the keyword field. Note that some fields are text boxes while some are drop-down menus with predefined values.
- **Save Search**  
This option is very useful once you have set up your search the way you want it and if you plan to use that same search in the future again. To avoid doing it all over again every time, just click on the Save Search button. A small pop-up will appear asking you to name your saved search. Click Save. Please note that the system does not allow saved searches with the same names.

- **Run Search**

When you have set up your search the way you want it, just click on this button and it will open the Search Results page/tab with emails/messages displayed in a list.

- **X icon next to a keyword**

This icon will remove the field, condition and keyword entirely with all its data.

- **X icon next to a block container**

This icon will remove the entire block container with all its data.

- **AND/OR buttons**

They will be grayed out by default, but once you add one more field to search within the same block container, they will become available for use.

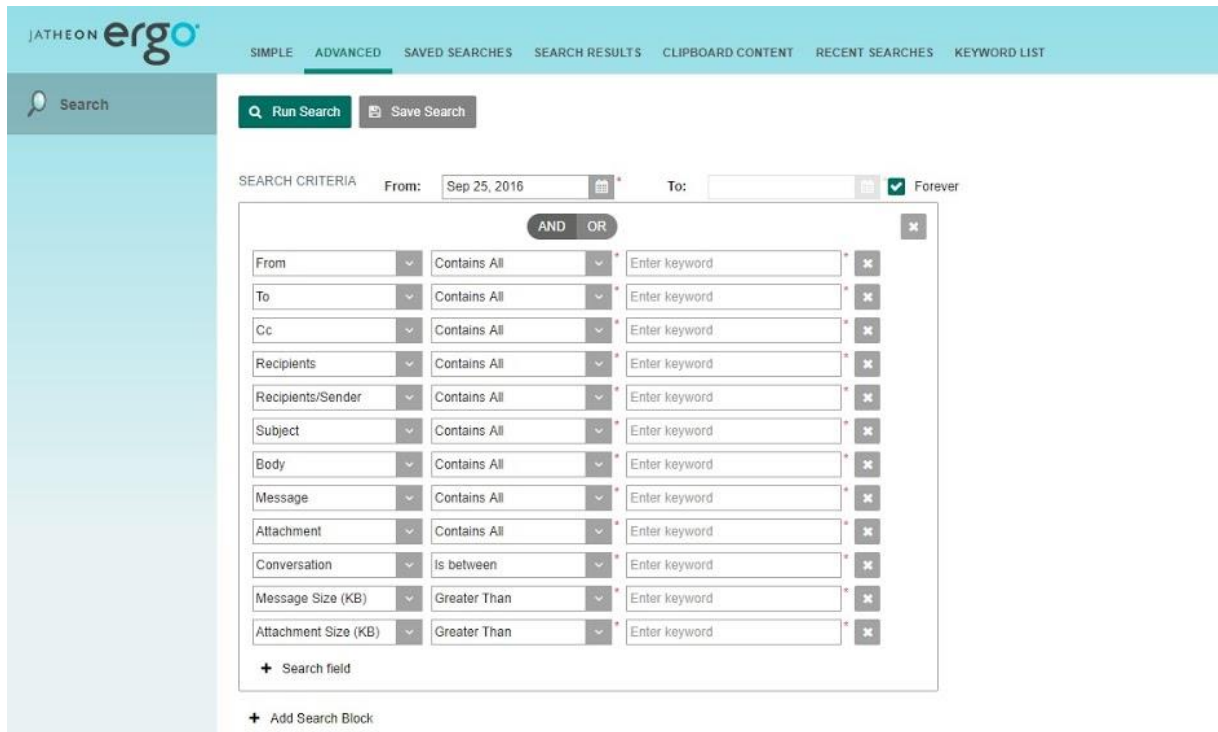
**AND** means that search will display only emails that contain all of the specified requirements together, within a search block. Any emails/messages that lack one or more fields/conditions will not be displayed. For example, if you search: From >**John**, To >**Nikola**, Body >**Text**, you'll only see emails/messages that have John as sender, Nikola as receiver, with text in the email body.

**OR** means that search will display any emails containing at least one of the criteria specified in the block container. Even if the email contains all three fields, on the search results page you'll see ANY emails that meet at least one of the search criteria: John as the sender, or Nikola as the receiver, or Text in body of email.

## Search Fields

This is the list of all search fields. Under this list you'll find detailed explanation of every field itself with its first default condition. Some fields can search for only one section of an email/message, while other fields may search for more.

- From
- To
- Cc
- Bcc
- Hidden
- Recipients
- Recipients/Sender
- Subject
- Body
- Message
- Attachment
- Conversation
- Message Size (KB)
- Attachment Size (KB)

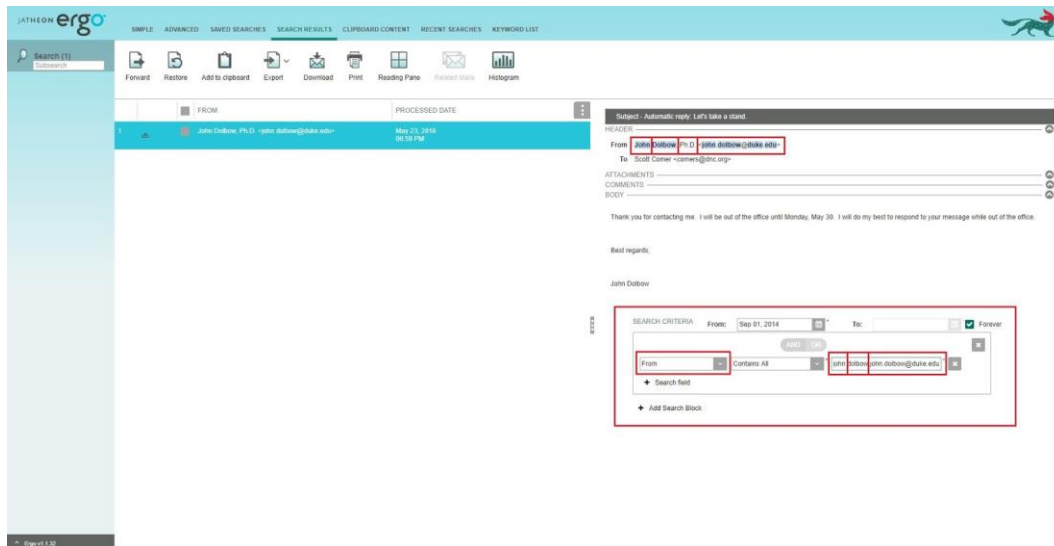


The screenshot shows the JATHEON ergo search interface. At the top, there's a navigation bar with links: SIMPLE, ADVANCED, SAVED SEARCHES, SEARCH RESULTS, CLIPBOARD CONTENT, RECENT SEARCHES, and KEYWORD LIST. The 'ADVANCED' tab is selected. Below the navigation bar, there's a search bar with a magnifying glass icon and the word 'Search'. To the right of the search bar are two buttons: 'Run Search' and 'Save Search'. Below the search bar, there's a section for 'SEARCH CRITERIA'. It includes a 'From' field with a date picker set to 'Sep 25, 2016' and a 'To' field with a date picker set to 'Forever'. Below these fields, there's a table with search criteria. The table has columns for the field name, the condition, and the keyword. The fields listed are: From, To, Cc, Recipients, Recipients/Sender, Subject, Body, Message, Attachment, Conversation, Message Size (KB), and Attachment Size (KB). The conditions for the first nine fields are 'Contains All', and for the last three, they are 'Is between', 'Greater Than', and 'Greater Than' respectively. Each row has a dropdown menu for the condition and a text input field for the keyword. There are also 'AND' and 'OR' buttons to combine search criteria. At the bottom of the table, there's a '+ Search field' button and a '+ Add Search Block' button.

Field	Condition	Keyword
From	Contains All	Enter keyword
To	Contains All	Enter keyword
Cc	Contains All	Enter keyword
Recipients	Contains All	Enter keyword
Recipients/Sender	Contains All	Enter keyword
Subject	Contains All	Enter keyword
Body	Contains All	Enter keyword
Message	Contains All	Enter keyword
Attachment	Contains All	Enter keyword
Conversation	Is between	Enter keyword
Message Size (KB)	Greater Than	Enter keyword
Attachment Size (KB)	Greater Than	Enter keyword

## From

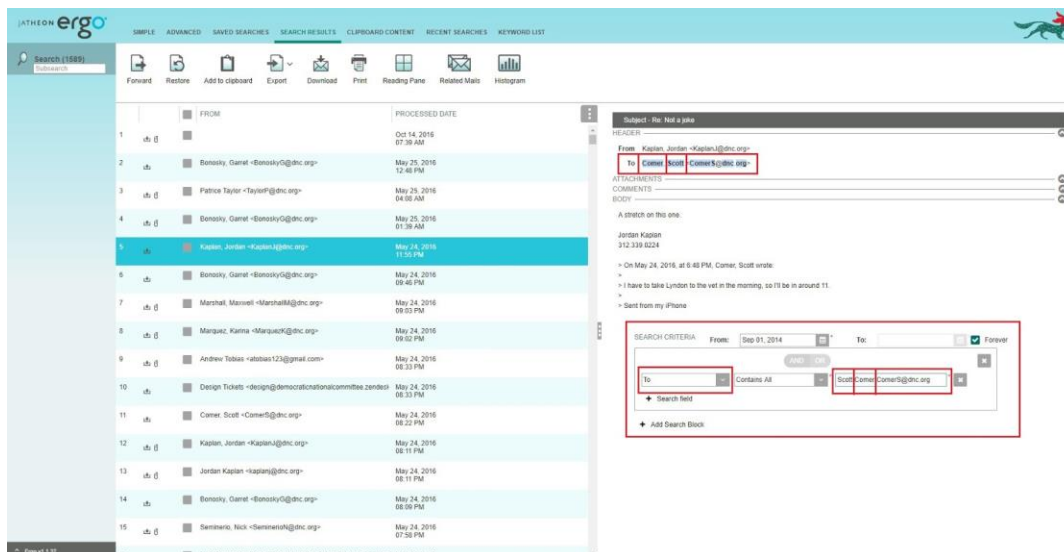
This field will search for the **Sender** of email/messages and nowhere else. It can be a single word, first name or last name, an entire email address or domain or different combinations. Here you can see what was used as the keyword for **From** field, and what will be displayed and highlighted on the search results page/tab.



The screenshot shows the JATHEON ergo search interface. The search criteria are set to 'From: John Dobson' and 'To: Scott Comer'. The search results show a list of emails, with the first one highlighted. The email header shows 'From: John Dobson <john.dobson@duke.edu>' and 'To: Scott Comer <scott.comer@duke.edu>'. The email body contains a message about a meeting and a signature from John Dobson.

## To

This field will search only in **Recipient(s)** of emails/messages in **To** section and nowhere else. It can be a single word, first name or last name, an entire email address or domain, or different combinations. Here you can see what was used as the keyword for To field, and what will be displayed and highlighted on the search results page/tab.

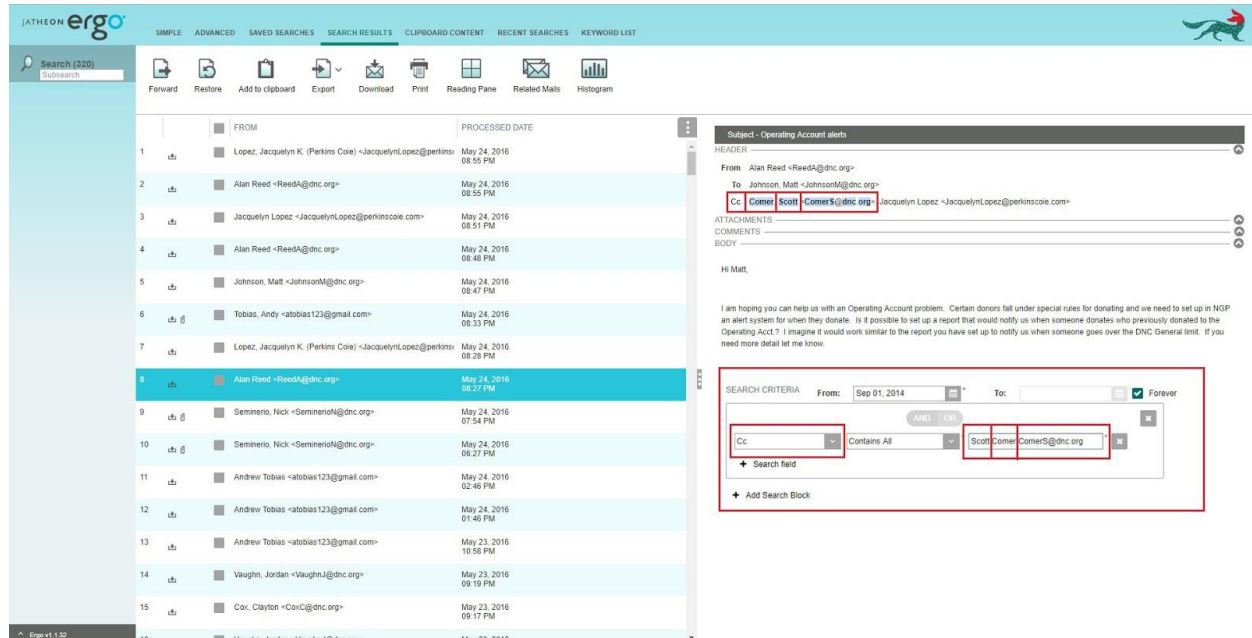


The screenshot shows the JATHEON ergo search interface. The search criteria are set to 'To: Scott Comer' and 'From: John Dobson'. The search results show a list of emails, with the first one highlighted. The email header shows 'From: Kaplan, Jordan <jkaplan@duke.edu>' and 'To: Scott Comer <scott.comer@duke.edu>'. The email body contains a message about a meeting and a signature from Jordan Kaplan.



## Cc

This field will search only for **Recipient(s)** of emails/messages that was/were added in the **Cc** section and nowhere else. It can be a single word, first name or last name, an entire email address or domain or different combinations. Here you can see what was used as the keyword for **Cc** field, and what will be displayed and highlighted on the search results page/tab.



The screenshot shows the JATHEON ergo search interface. The search results list shows 16 items, with the 8th item selected. The detailed view of the selected email shows the following header information:

- Subject:** Operating Account alerts
- From:** Alan Reed <ReedA@dnc.org>
- To:** Johnson, Matt <JohnsonM@dnc.org>
- Cc:** Comer, Scott <ComerS@dnc.org> (highlighted in red)
- Body:** Hi Matt, I am hoping you can help us with an Operating Account problem. Certain donors fall under special rules for donating and we need to set up in NSGP an alert system for when they donate. Is it possible to set up a report that would notify us when someone donates who previously donated to the Operating Acct? I imagine it would work similar to the report you have set up to notify us when someone goes over the DNC General limit. If you need more detail let me know.

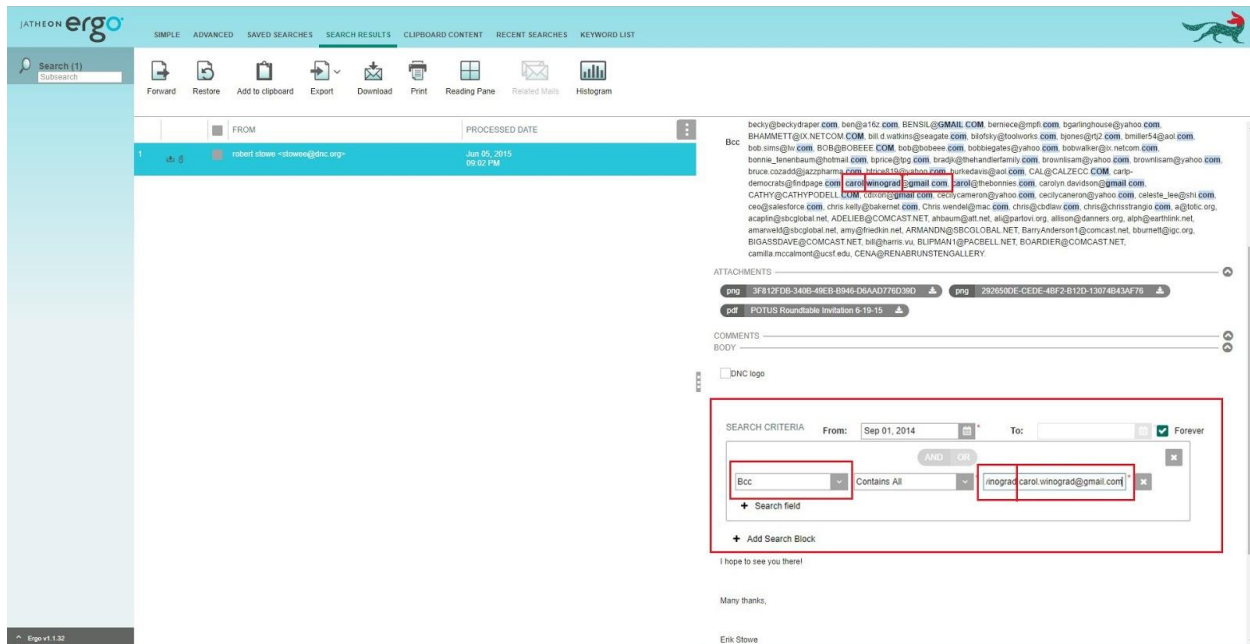
The search criteria section shows the search was performed on the 'Cc' field, containing all results, with the keyword 'Scott Comer ComerS@dnc.org' (highlighted in red).

## Bcc/Hidden

These fields will search only for **Recipient(s)** of emails/messages that was/were added in the **Hidden/ Bcc** section (**Blind Carbon Copy**) and nowhere else.

It can be a single word, first name or last name, an entire email address or domain or different combinations. Here you can see what was used as the keyword for **Hidden/Bcc** fields and what will be displayed and highlighted on the search results page/tab.

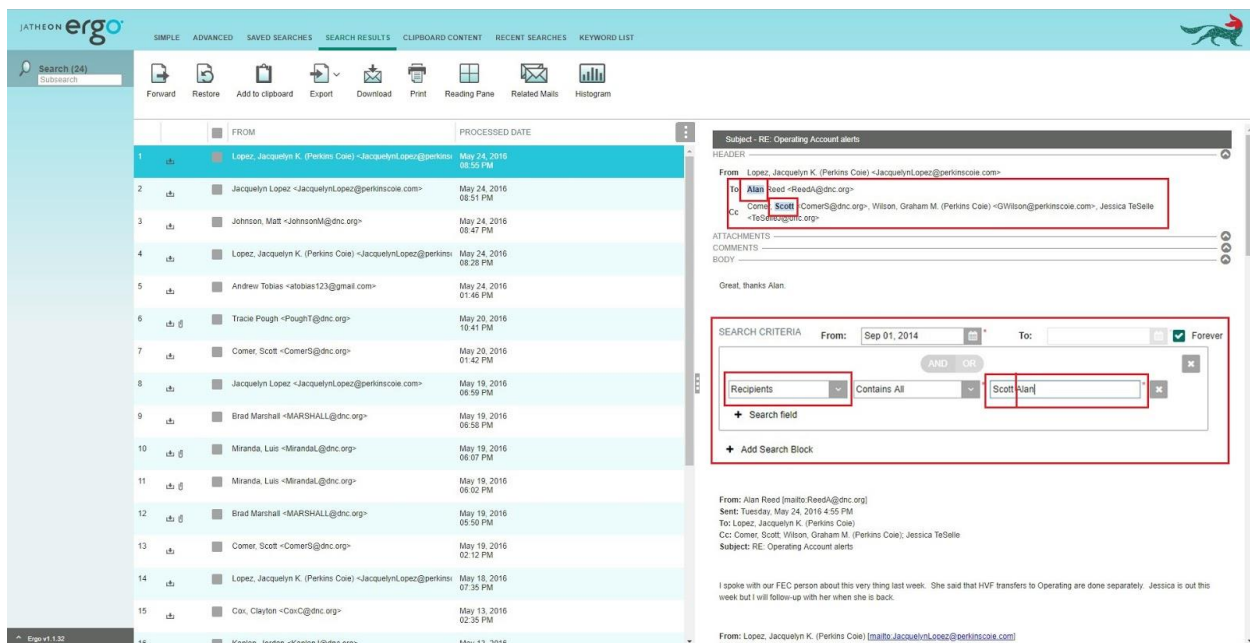
Depending on your email server setup/type and email types that are being processed, you can use the Hidden or Bcc option to search for hidden recipients.



The screenshot shows the JATHEON ergo search results page. The search criteria are set to "Bcc" and "Contains All" with the keyword "(inograd,carol.winograd@gmail.com)". The results list shows a search for "Bcc" with a processed date of Jun 05, 2015. The search criteria are displayed in a red box, showing "From: Sep 01, 2014" and "To: Forever". The search criteria are also displayed in a red box, showing "Bcc" and "Contains All" with the keyword "(inograd,carol.winograd@gmail.com)".

## Recipients

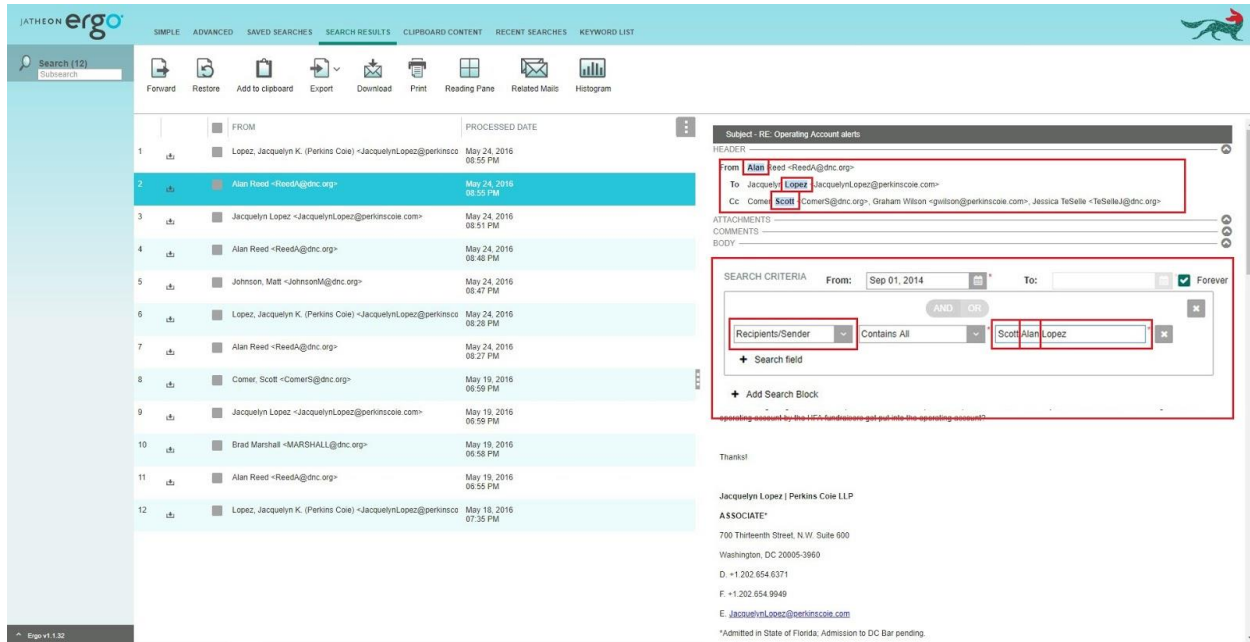
This field will search for all recipients of email/messages that were added in any of the following sections: **To**, **Cc**, **Bcc** or **Hidden**. Your query can be a single word, first name or last name, an entire email address or domain or different combinations. Here you can see what was used as the keyword for **Hidden** field, and what will be displayed and highlighted on the search results page/tab.



The screenshot shows the JATHEON ergo search results page. The search criteria are set to "Recipients" and "Contains All" with the keyword "Scott Varj". The results list shows a search for "Recipients" with a processed date of May 24, 2016. The search criteria are displayed in a red box, showing "From: Sep 01, 2014" and "To: Forever". The search criteria are also displayed in a red box, showing "Recipients" and "Contains All" with the keyword "Scott Varj".

## Recipients/Sender

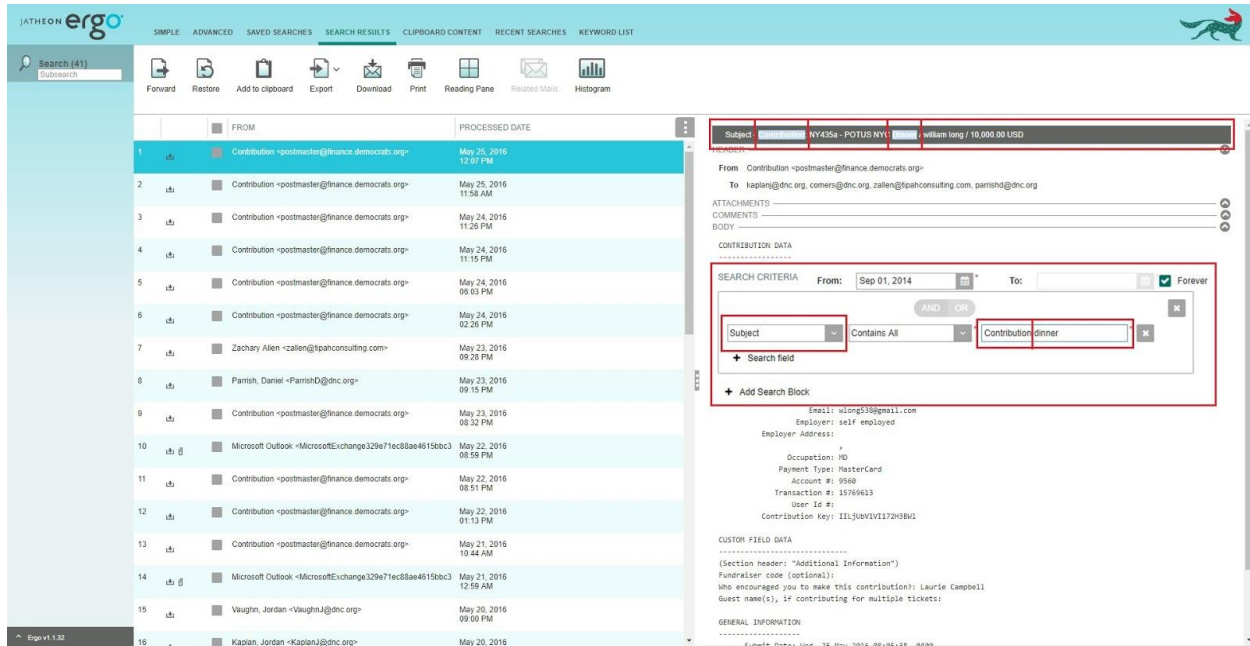
This field will search for **Sender** and **Recipient(s)** of email/messages that were added in any of the following sections: **From**, **To**, **Cc**, **Bcc** and **Hidden**. Your query can be a single word, first name or last name, an entire email address or domain or different combinations. Here you can see what was used as the keyword for **Recipients/Sender** field, and what will be displayed and highlighted on the search results page/tab.



The screenshot displays the JATHEON ergo search interface. The top navigation bar includes options like SIMPLE, ADVANCED, SAVED SEARCHES, SEARCH RESULTS, CLIPBOARD CONTENT, RECENT SEARCHES, and KEYWORD LIST. The main search results table lists 12 items, each with a 'FROM' field and a 'PROCESSED DATE'. The 'FROM' field for item 2 is highlighted, showing 'Alan Reed <ReedA@dnc.org>'. On the right side, the 'SEARCH CRITERIA' section is visible, showing a search for 'Recipients/Sender' containing 'Scott Alan Lopez'. The 'BODY' section of the selected email is also visible, showing a subject line 'Subject: RE: Operating Account alerts' and a body text starting with 'Thank!'. The email body text includes contact information for Jacquelyn Lopez | Perkins Cole LLP, including address, phone number, and email address.

## Subject

This field will search only in the **Subject** section of emails/messages and nowhere else. Your query can be a single word or more words, first name or last name. It can also contain numbers, special characters, or any combinations of previous things. Here you can see what was used as the keyword for **Subject** field, and what will be displayed and highlighted on the search results page/tab.



**Search Results Table:**

FROM	PROCESSED DATE
Contribution <postmaster@finance.democrats.org>	May 25, 2016 12:01 PM
Contribution <postmaster@finance.democrats.org>	May 25, 2016 11:58 AM
Contribution <postmaster@finance.democrats.org>	May 24, 2016 11:26 PM
Contribution <postmaster@finance.democrats.org>	May 24, 2016 11:15 PM
Contribution <postmaster@finance.democrats.org>	May 24, 2016 09:03 PM
Contribution <postmaster@finance.democrats.org>	May 24, 2016 02:26 PM
Zachary Allen <zallen@tpahconsulting.com>	May 23, 2016 09:26 PM
Pamish, Daniel <PamishD@dnrc.org>	May 23, 2016 09:15 PM
Contribution <postmaster@finance.democrats.org>	May 23, 2016 08:32 PM
Microsoft Outlook <MicrosoftExchange329e71ec88ae4619bdc>	May 22, 2016 08:59 PM
Contribution <postmaster@finance.democrats.org>	May 22, 2016 08:51 PM
Contribution <postmaster@finance.democrats.org>	May 22, 2016 01:13 PM
Contribution <postmaster@finance.democrats.org>	May 21, 2016 10:44 AM
Microsoft Outlook <MicrosoftExchange329e71ec88ae4619bdc>	May 21, 2016 12:59 AM
Wagman, Jordan <WagmanJ@dnrc.org>	May 20, 2016 09:00 PM
Kaplan, Jordan <KaplanJ@dnrc.org>	May 20, 2016

**Selected Email Details:**

**Subject:** NY45a - POTUS NYU - William Long / 10,000.00 USD

**From:** Contribution <postmaster@finance.democrats.org>

**To:** kaplanj@dnrc.org, comers@dnrc.org, zallen@tpahconsulting.com, pamishd@dnrc.org

**SEARCH CRITERIA:** From: Sep 01, 2014 To: Forever

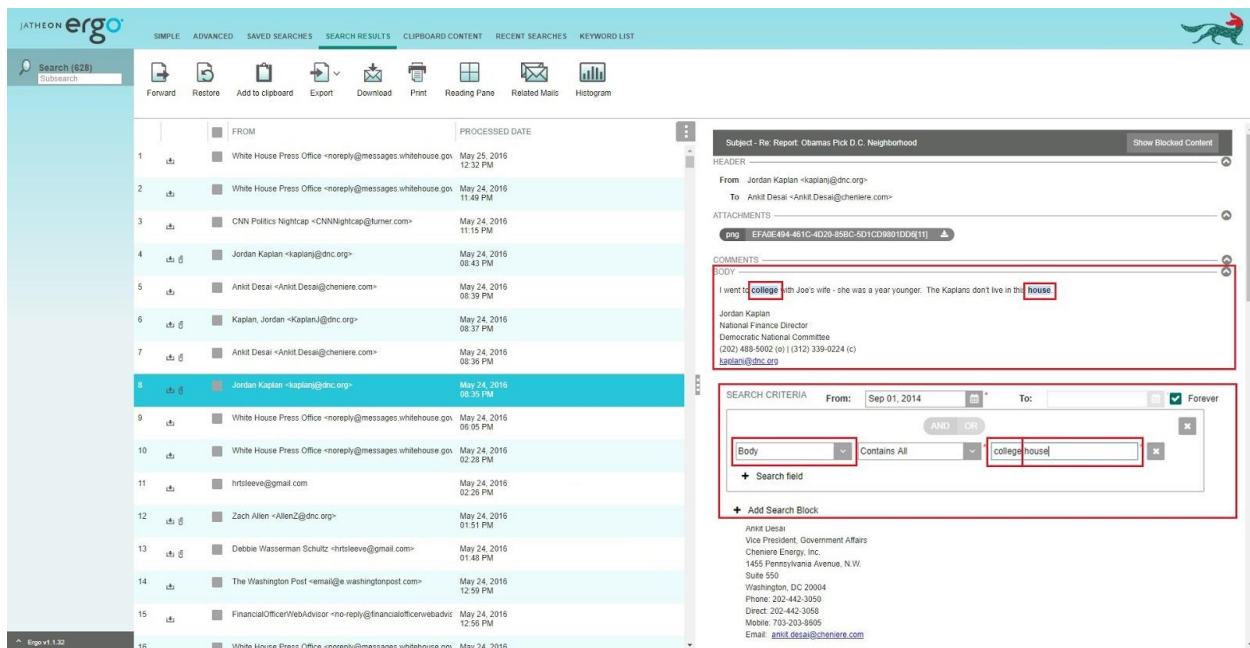
**Search Field:** Subject Contains All Contribution dinner

**GENERAL INFORMATION:**

Email: wlong318@gmail.com  
 Employer: self employed  
 Employer Address:  
 Occupation: PD  
 Payment Type: MasterCard  
 Account #: 9568  
 Transaction #: 15769633  
 User ID #:  
 Contribution Key: IILJUBVIV172H9BU

## Body

This field will search only in the **Body** section of emails/messages and nowhere else. Your query can be a single word or more words, first name or last name. Here you can also use numbers, special characters, or any combinations of previous things. Here you can see what was used as the keyword for **Body** field, and what will be displayed and highlighted on the search results page/tab.



**Search Results Table:**

FROM	PROCESSED DATE
White House Press Office <noreply@messages.whitehouse.gov>	May 25, 2016 12:32 PM
White House Press Office <noreply@messages.whitehouse.gov>	May 24, 2016 11:49 PM
CNN Politics Nightcap <CNNNightcap@turner.com>	May 24, 2016 11:15 PM
Jordan Kaplan <jkaplanj@dnrc.org>	May 24, 2016 08:43 PM
Ankit Desai <Ankit.Desai@cheniere.com>	May 24, 2016 08:39 PM
Kaplan, Jordan <KaplanJ@dnrc.org>	May 24, 2016 08:37 PM
Ankit Desai <Ankit.Desai@cheniere.com>	May 24, 2016 08:36 PM
Jordan Kaplan <jkaplanj@dnrc.org>	May 24, 2016 08:35 PM
White House Press Office <noreply@messages.whitehouse.gov>	May 24, 2016 06:05 PM
White House Press Office <noreply@messages.whitehouse.gov>	May 24, 2016 02:29 PM
Hrtisleeve@gmail.com	May 24, 2016 02:29 PM
Zach Allen <AllenZ@dnrc.org>	May 24, 2016 01:51 PM
Debbie Wasserman Schultz <hwtsleeve@gmail.com>	May 24, 2016 01:48 PM
The Washington Post <email@washingtonpost.com>	May 24, 2016 12:59 PM
FinancialOfficerWebAdvisor <nro-reply@financialofficerwebadvic>	May 24, 2016 12:56 PM
White House Press Office <noreply@messages.whitehouse.gov>	May 24, 2016

**Selected Email Details:**

**Subject:** Re: Report: Obamas Pick D.C. Neighborhood

**From:** Jordan Kaplan <jkaplanj@dnrc.org>

**To:** Ankit Desai <Ankit.Desai@cheniere.com>

**ATTACHMENTS:** EFA0E494-461C-4D20-85BC-5D1CD9801DD9(1)

**COMMENTS:**

I went to college with Joe's wife - she was a year younger. The Kaplans don't live in the house.

**SEARCH CRITERIA:** From: Sep 01, 2014 To: Forever

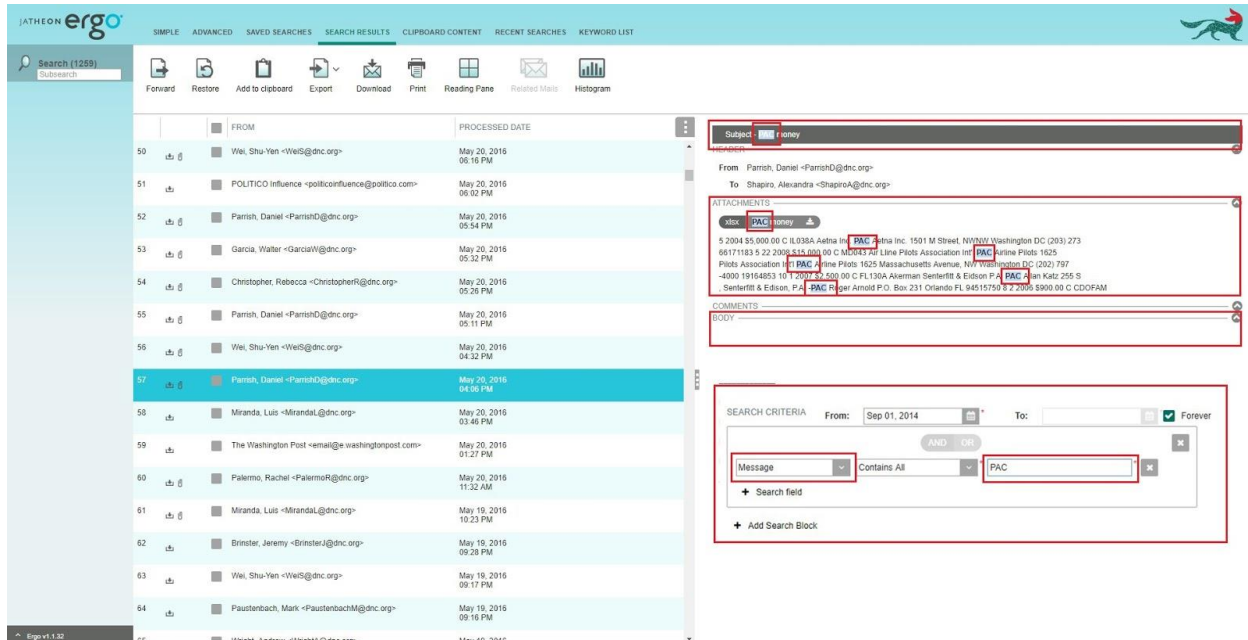
**Search Field:** Body Contains All college house

**GENERAL INFORMATION:**

Ankit Desai  
 Vice President, Government Affairs  
 Cheniere Energy, Inc.  
 1455 Pennsylvania Avenue, N.W.  
 Suite 550  
 Washington, DC 20004  
 Phone: 202-442-3050  
 Direct: 202-442-3058  
 Mobile: 703-503-8605  
 Email: ankit.desai@cheniere.com

## Message

This field will search in 4 sections of an email/message: **Subject, Body, Attachment (File name and Data/Text inside of attachment file)**. Your query can be a single word or more words. Here you can also use numbers, special characters, or any combinations of previous things. Here you can see what was used as the keyword for **Message** field, and what will be displayed and highlighted on the search results page/tab.

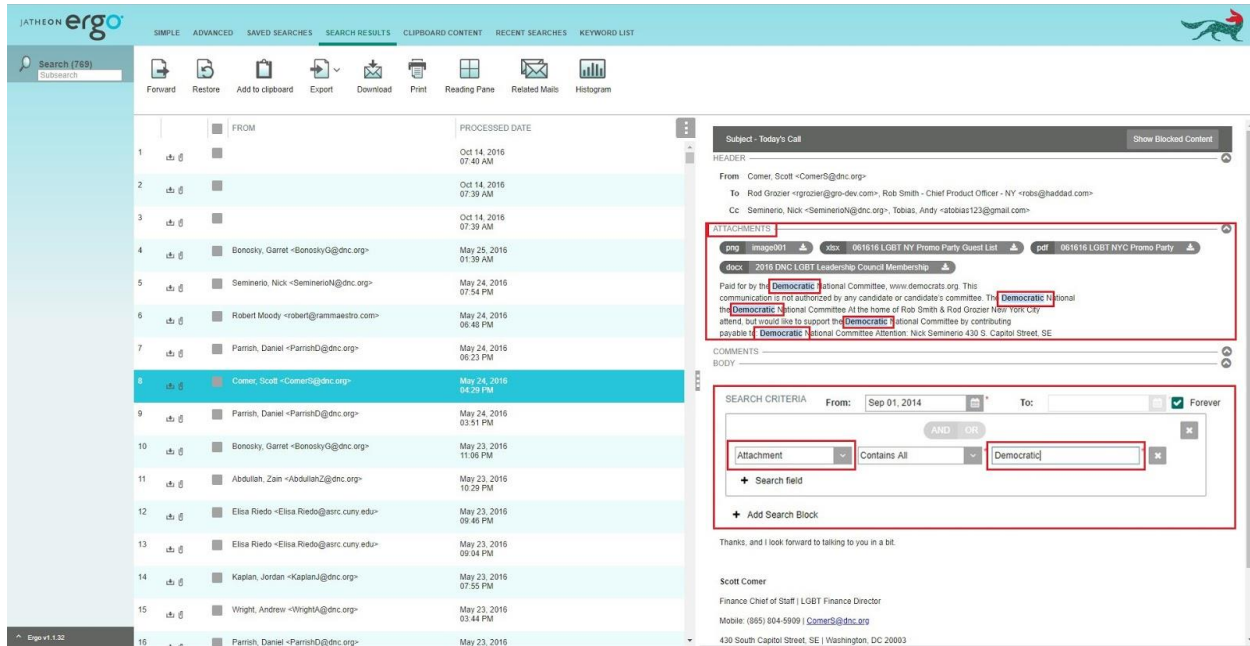


The screenshot displays the JATHEON ergo search interface. On the left, a list of search results is shown, including email addresses and dates. The main panel on the right shows a detailed view of a selected message. The message header includes the subject 'r money' and the sender 'Parrish, Daniel <ParrishD@dnc.org>'. The body of the message contains text about the 'PAC' (Political Action Committee) and mentions 'The Washington Post'. The search criteria panel at the bottom right shows the search query 'Message' and the condition 'Contains All' with the keyword 'PAC'.

## Attachment – Text/Data Inside of Attachments

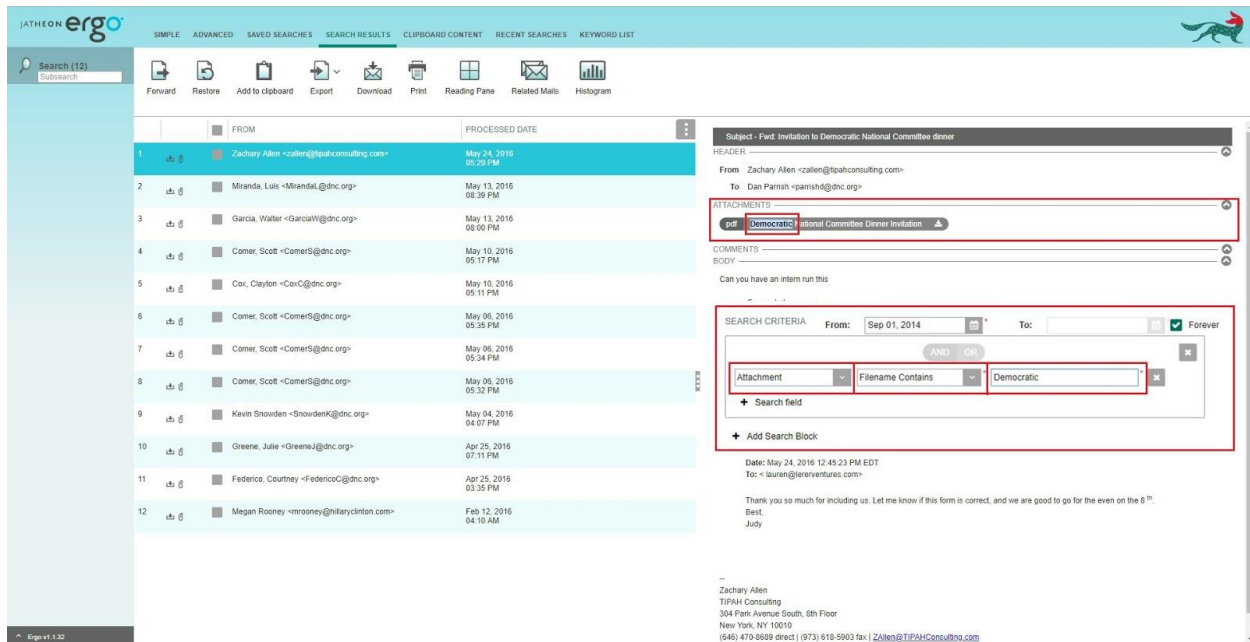
This field can search in 2 sections of email/message: **Attachment (File Name)** and **Text/data inside the attachment files**, depending on the condition. Your query can be a single word or more words, letters, numbers or any combinations of previous things. In this example for **Text/data inside attachments**, you can see what was used as the **keyword** for **Attachment** in combination with the condition, and what will be displayed and highlighted on the search results page/tab.





**Attachment - File Name**

In this example of search done by **Attachment File Name**, you can see what was used as the keyword for **Attachment** in combination with **condition File Name Contains**, and what will be displayed and highlighted on the search results page/tab.



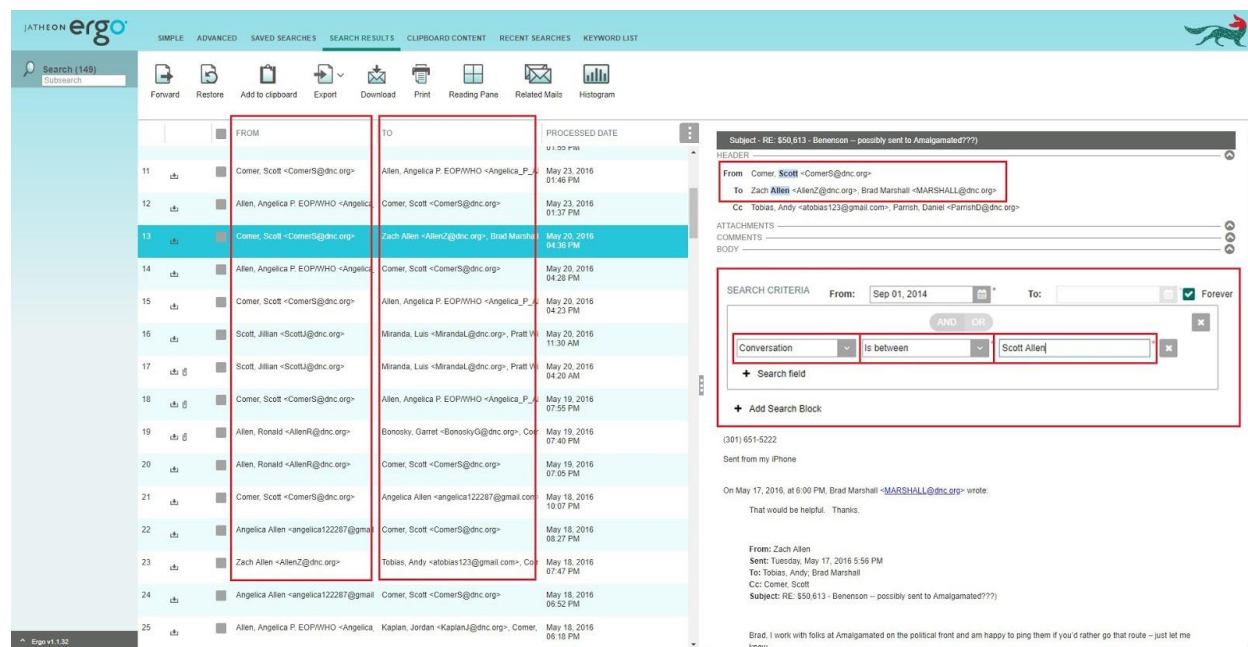
**Attachment - File Name**

In this example of search done by **Attachment File Name**, you can see what was used as the keyword for **Attachment** in combination with **condition File Name Contains**, and what will be displayed and highlighted on the search results page/tab.

## Conversation

This field will search for both Sender and Recipient of email/messages, and it will display all data that have e.g. John as sender + Nikola as receiver, or Nikola as sender + John as receiver. Your query can be a single word, first name or last name, an entire email address or domain or any other combination.

Here you can see what was used as the keyword for **Conversation** field, and what will be displayed and highlighted on the search results page/tab.



The screenshot shows the JATHEON ergo search interface. The search results are displayed in a table with columns for FROM, TO, and PROCESSED DATE. The search criteria are set to 'Conversation' and 'is between' with the keyword 'Scott Allen'.

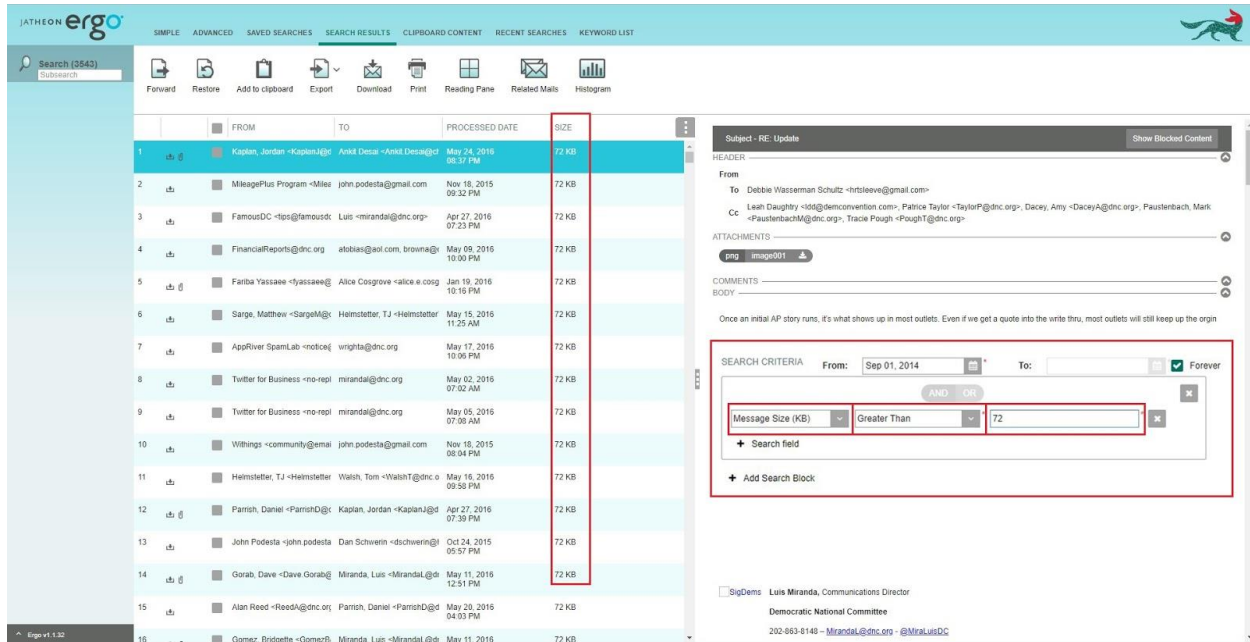
	FROM	TO	PROCESSED DATE
11	Comer, Scott <ComerS@dhc.org>	Allen, Angelica P. EOPWHO <Angelica_P...	May 23, 2016 01:46 PM
12	Allen, Angelica P. EOPWHO <Angelica...	Comer, Scott <ComerS@dhc.org>	May 23, 2016 01:37 PM
13	Comer, Scott <ComerS@dhc.org>	Zach Allen <AllenZ@dhc.org>, Brad Marshall	May 23, 2016 04:36 PM
14	Allen, Angelica P. EOPWHO <Angelica...	Comer, Scott <ComerS@dhc.org>	May 23, 2016 04:28 PM
15	Comer, Scott <ComerS@dhc.org>	Allen, Angelica P. EOPWHO <Angelica_P...	May 23, 2016 04:23 PM
16	Scott, Jillian <ScottJ@dhc.org>	Miranda, Luis <MirandaL@dhc.org>, Pratt V	May 23, 2016 11:30 AM
17	Scott, Jillian <ScottJ@dhc.org>	Miranda, Luis <MirandaL@dhc.org>, Pratt V	May 23, 2016 04:20 AM
18	Comer, Scott <ComerS@dhc.org>	Allen, Angelica P. EOPWHO <Angelica_P...	May 19, 2016 07:55 PM
19	Allen, Ronald <AllenR@dhc.org>	Borosky, Garret <BoroskyG@dhc.org>, Co	May 19, 2016 07:40 PM
20	Allen, Ronald <AllenR@dhc.org>	Comer, Scott <ComerS@dhc.org>	May 19, 2016 07:05 PM
21	Comer, Scott <ComerS@dhc.org>	Angelica Allen <angelicat22287@gmail.com>	May 18, 2016 10:07 PM
22	Angelica Allen <angelicat22287@gmail.com>	Comer, Scott <ComerS@dhc.org>	May 18, 2016 08:27 PM
23	Zach Allen <AllenZ@dhc.org>	Tobias, Andy <atobias123@gmail.com>, Co	May 18, 2016 07:47 PM
24	Angelica Allen <angelicat22287@gmail.com>	Comer, Scott <ComerS@dhc.org>	May 18, 2016 06:52 PM
25	Allen, Angelica P. EOPWHO <Angelica...	Kaplan, Jordan <KaplanJ@dhc.org>, Comer,	May 18, 2016 06:18 PM

The detailed view of the email conversation shows the following details:

- Subject:** RE: \$50,613 - Benenson - possibly sent to Amalgamated???
- From:** Comer, Scott <ComerS@dhc.org>
- To:** Zach Allen <AllenZ@dhc.org>, Brad Marshall <MARSHALL@dhc.org>
- Cc:** Tobias, Andy <atobias123@gmail.com>, Farnish, Daniel <FarnishD@dhc.org>
- SEARCH CRITERIA:** From: Sep 01, 2014 To: Forever
- Search field:** Conversation is between Scott Allen
- Body:** (381) 651-5222  
Sent from my iPhone  
On May 17, 2016, at 6:00 PM, Brad Marshall <MARSHALL@dhc.org> wrote:  
That would be helpful. Thanks.  
From: Zach Allen  
Sent: Tuesday, May 17, 2016 5:56 PM  
To: Tobias, Andy; Brad Marshall  
Cc: Comer, Scott  
Subject: RE: \$50,613 - Benenson - possibly sent to Amalgamated???

## Message Size

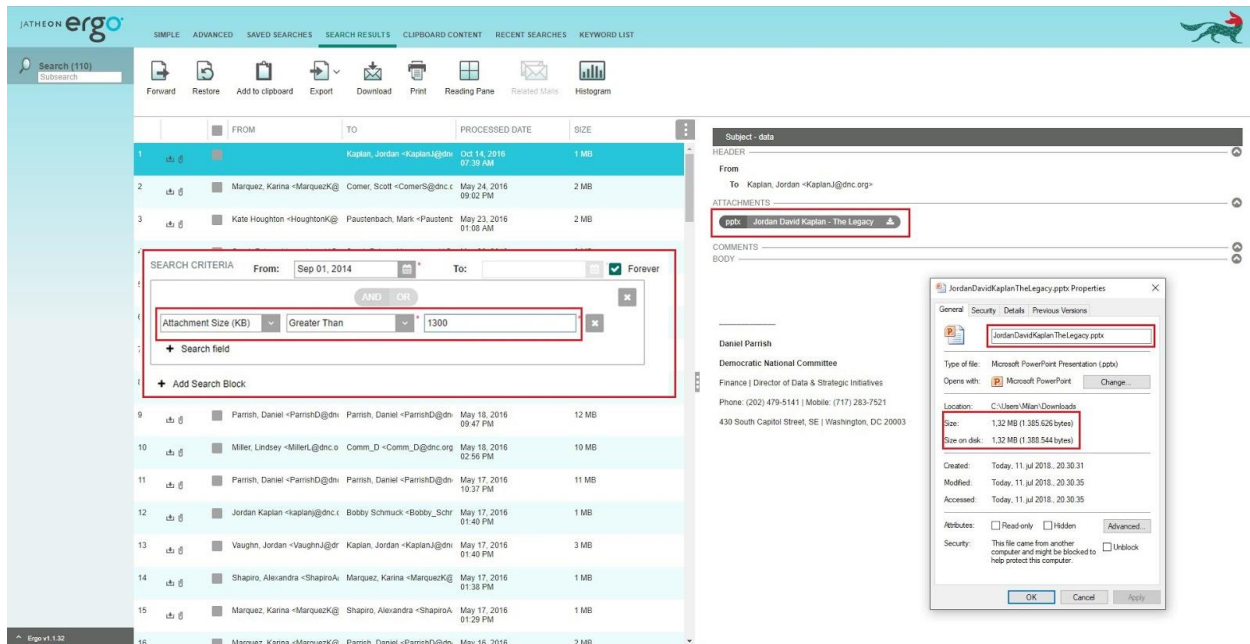
This field is self-explanatory. In this particular example, the system will display only emails that are larger than 72 KB because we used the condition **Greater Than**. You can set it up in reverse manner, using the other condition - **Less Than**. In this field, letters or special characters are forbidden. You can use only numbers.



The screenshot shows the JATHEON ergo interface. The main table displays search results with columns for FROM, TO, PROCESSED DATE, and SIZE. The SIZE column is highlighted with a red box, showing values like 72 KB. On the right, the search criteria sidebar is visible, showing a search for 'Message Size (KB) Greater Than 72'. The email details on the right show a subject 'RE: Update' and a list of recipients.

## Attachment Size

This field is self-explanatory. In this particular example, the system will display only attachments that are larger than 72 KB because we used the condition **Greater Than**. You can set it up in reverse manner using the other condition – **Less Than**. In this field, letters or special characters are forbidden. You should use only numbers.



The screenshot shows the JATHEON ergo interface with search results. The main table displays search results with columns for FROM, TO, PROCESSED DATE, and SIZE. The SIZE column is highlighted with a red box, showing values like 1 MB. On the right, the search criteria sidebar is visible, showing a search for 'Attachment Size (KB) Greater Than 1300'. A file properties dialog is open for 'JordanDavidKaplanTheLegacy.pptx', showing details like 'Type of file: Microsoft PowerPoint Presentation (.pptx)' and 'Size: 1.32 MB (1,385,525 bytes)'.



## Field Conditions

This is the list of all conditions for all the fields. Under this list, you'll find a detailed explanation of every listed condition. Most of the conditions are repeated for similar fields and they are exactly the same. Some fields, however, have unique conditions.

- Contains All
- Contains Any
- Contains Phrase
- Not Contains Any
- Not Contains Phrase
- Less Than
- Greater Than
- In Group
- In OU
- Not In OU
- Not In Group
- Has Keyword
- Not Has Keyword
- File Name Contains
- File Name Not Contains
- Is Between

### **Contains All**

If there's more than one keyword used, search will display only emails/messages that contain all of the specified keywords. If only one keyword is not found, that email/message will not be displayed.

### **Contains Any**

If there's more than one keyword used, search will display all emails/messages that contain at least one of the specified keywords.

### **Contains Phrase**

If there's more than one keyword used, search will display only emails/messages that have all the words in exactly the same order as specified in the query, not just anywhere in the email/message.

### **Not Contains Any**

If there's more than one keyword used, search will display only results that don't contain any of the specified keywords. If there's only one keyword found, that email/message will not be displayed.

## Not Contains Phrase

If there's more than one keyword used, search will display only emails/messages that don't contain all the words used, but only if they are in exactly the same order as specified, not just anywhere in the email/message.

## Less Than

With this option you have to use numbers only. If you use this option in combination with To, Cc, Hidden etc., search will display only emails that have a smaller number of recipients than specified by your keyword. The condition is just less, not equal or less. So if you're looking for 3 recipients in To, Cc or Hidden, remember to use 4 as the keyword.

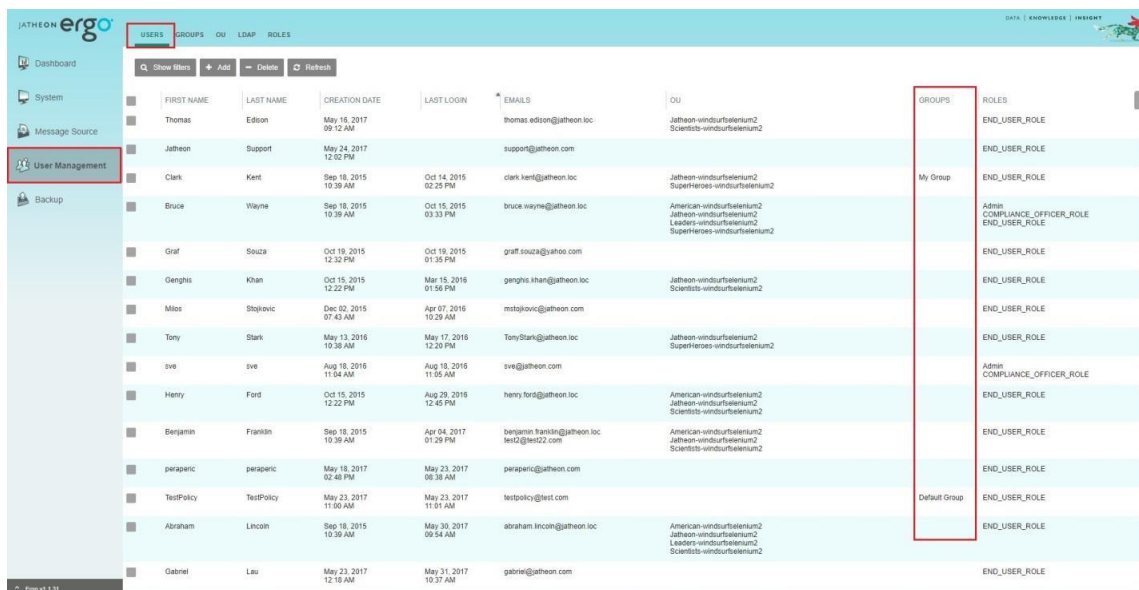
## Greater Than

With this option you have to use numbers only. If you use this option in combination with To, Cc or Hidden, search will display only emails that have a higher number of recipients than specified by your keyword. The condition is just greater, not equal or greater. So if you're looking for 3 recipients in To, Cc or Hidden, remember to use 2 as the keyword.

## In Group

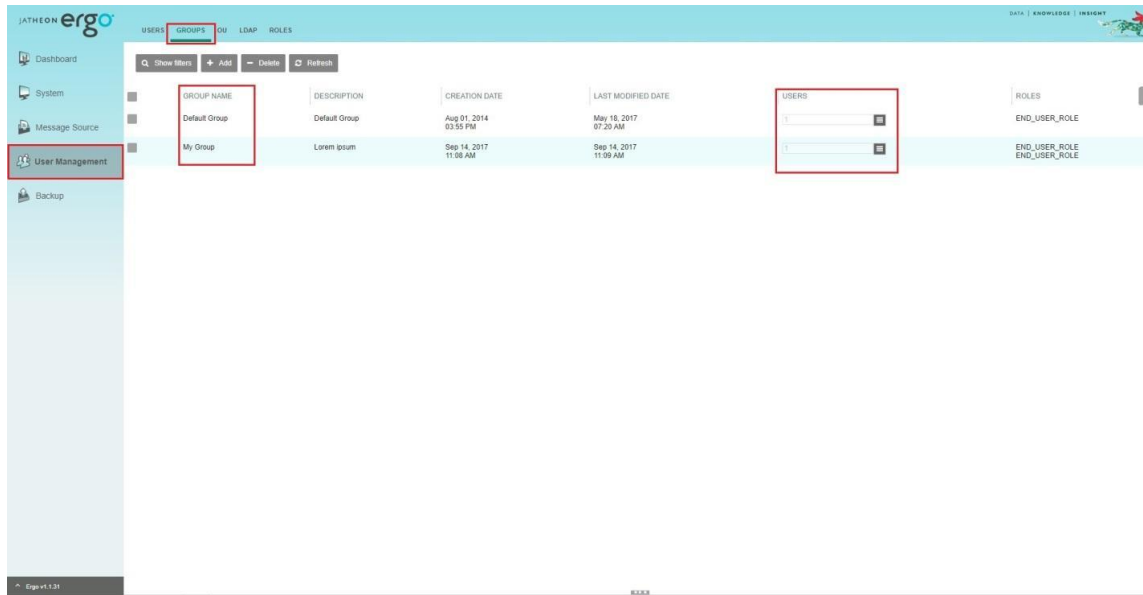
Group is a value that's created in the Admin menu and allows you to assign users to specific groups. The In Group condition only appears when you search for recipients or senders of emails and messages. Searching for email address-related fields such as From, To, Cc etc. will let you use this condition. The displayed results will only include emails/messages that contain users that belong to the specified group.

You can find out which users belong to what groups in: Admin menu → User Management → Users



FIRST NAME	LAST NAME	CREATION DATE	LAST LOGIN	EMAILS	OU	GROUPS	ROLES
Thomas	Edison	May 15, 2017 09:12 AM		thomas.edison@jatheon.loc	Jatheon-vindurfselenium2		END_USER_ROLE
Jatheon	Support	May 24, 2017 12:02 PM		support@jatheon.com	Scientist-vindurfselenium2		END_USER_ROLE
Clark	Kent	Sep 18, 2015 10:39 AM	Oct 14, 2016 02:25 PM	clark.kent@jatheon.loc	Jatheon-vindurfselenium2	My Group	END_USER_ROLE
Bruce	Wayne	Sep 18, 2015 10:39 AM	Oct 15, 2015 03:33 PM	bruce.wayne@jatheon.loc	American-vindurfselenium2		Admin COMPLIANCE_OFFICER_ROLE
Graf	Souza	Oct 19, 2015 12:32 PM	Oct 19, 2015 01:35 PM	graf.souza@jatheon.com	Superheroes-vindurfselenium2		END_USER_ROLE
Genghis	Khan	Oct 15, 2015 12:22 PM	Mar 15, 2016 01:56 PM	genghis.khan@jatheon.loc	Jatheon-vindurfselenium2		END_USER_ROLE
Milos	Stojkovic	Dec 02, 2015 07:43 AM	Apr 07, 2016 10:29 AM	mstojkovic@jatheon.com	Scientist-vindurfselenium2		END_USER_ROLE
Tony	Stark	May 13, 2016 10:38 AM	May 17, 2016 12:20 PM	TonyStark@jatheon.loc	Jatheon-vindurfselenium2		END_USER_ROLE
Ive	Ive	Aug 18, 2016 11:04 AM	Aug 18, 2016 11:56 AM	ive@jatheon.com	Superheroes-vindurfselenium2		Admin COMPLIANCE_OFFICER_ROLE
Henry	Ford	Oct 15, 2015 12:22 PM	Aug 29, 2016 12:45 PM	henry.ford@jatheon.loc	American-vindurfselenium2		END_USER_ROLE
Benjamin	Franklin	Sep 18, 2015 10:39 AM	Apr 04, 2017 01:28 PM	benjamin.franklin@jatheon.loc	Scientist-vindurfselenium2		END_USER_ROLE
peraperc	peraperc	May 18, 2017 02:48 PM	May 23, 2017 11:07 AM	peraperc@jatheon.com	Jatheon-vindurfselenium2		END_USER_ROLE
TestPolicy	TestPolicy	May 23, 2017 11:00 AM	May 23, 2017 11:07 AM	testpolicy@test.com	Scientist-vindurfselenium2		END_USER_ROLE
Abraham	Lincoln	Sep 18, 2015 10:39 AM	May 30, 2017 09:54 AM	abraham.lincoln@jatheon.loc	American-vindurfselenium2		END_USER_ROLE
Gabriel	Leu	May 23, 2017 12:18 AM	May 31, 2017 10:37 AM	gabriel@jatheon.com	Jatheon-vindurfselenium2		END_USER_ROLE

or in the Group section.



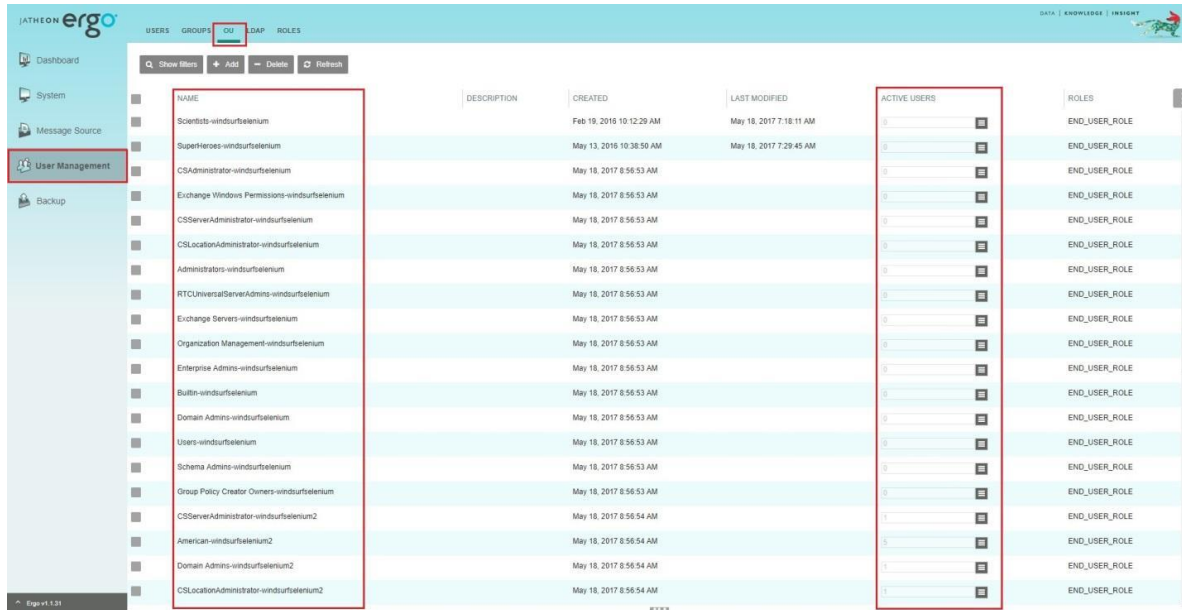
## In OU

OU is a value that you can find in the Admin menu for users imported via LDAP option. The In Group condition only appears when you search for recipients or senders of emails and messages. Searching for email address-related fields such as From, To, Cc etc. will let you use this condition. The displayed results will only include emails/messages that contain users that belong to the specified OU.

You can find out what users have what OU in Admin menu → User management → Users



and in the OU section.



NAME	DESCRIPTION	CREATED	LAST MODIFIED	ACTIVE USERS	ROLES
Scientists-windurftelium		Feb 19, 2016 10:12:29 AM	May 18, 2017 7:18:11 AM	1	END_USER_ROLE
SuperHeroes-windurftelium		May 13, 2016 10:38:50 AM	May 18, 2017 7:29:45 AM	1	END_USER_ROLE
CSAdministrator-windurftelium		May 18, 2017 8:56:53 AM		1	END_USER_ROLE
Exchange Windows Permissions-windurftelium		May 18, 2017 8:56:53 AM		1	END_USER_ROLE
CSAdministrator-windurftelium		May 18, 2017 8:56:53 AM		1	END_USER_ROLE
CSLocationAdministrator-windurftelium		May 18, 2017 8:56:53 AM		1	END_USER_ROLE
Administrators-windurftelium		May 18, 2017 8:56:53 AM		1	END_USER_ROLE
RTCUrbanServerAdmin-windurftelium		May 18, 2017 8:56:53 AM		1	END_USER_ROLE
Exchange Servers-windurftelium		May 18, 2017 8:56:53 AM		1	END_USER_ROLE
Organization Management-windurftelium		May 18, 2017 8:56:53 AM		1	END_USER_ROLE
Enterprise Admins-windurftelium		May 18, 2017 8:56:53 AM		1	END_USER_ROLE
BuiltIn-windurftelium		May 18, 2017 8:56:53 AM		1	END_USER_ROLE
Domain Admins-windurftelium		May 18, 2017 8:56:53 AM		1	END_USER_ROLE
Users-windurftelium		May 18, 2017 8:56:53 AM		1	END_USER_ROLE
Schema Admins-windurftelium		May 18, 2017 8:56:53 AM		1	END_USER_ROLE
Group Policy Creator Owners-windurftelium		May 18, 2017 8:56:53 AM		1	END_USER_ROLE
CSAdministrator-windurftelium2		May 18, 2017 8:56:54 AM		1	END_USER_ROLE
American-windurftelium2		May 18, 2017 8:56:54 AM		1	END_USER_ROLE
Domain Admins-windurftelium2		May 18, 2017 8:56:54 AM		1	END_USER_ROLE
CSLocationAdministrator-windurftelium2		May 18, 2017 8:56:54 AM		1	END_USER_ROLE

## Not in Group

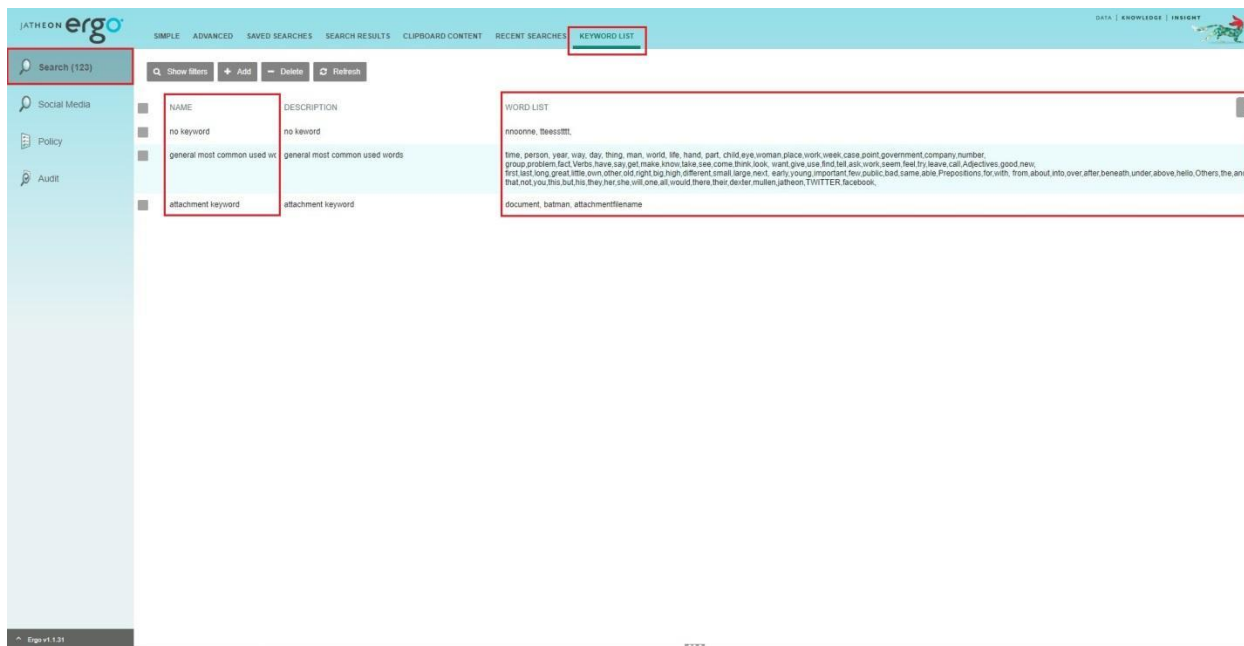
Search will only display email/messages that don't contain users within the searched group. You can find out what users belong to what groups in Admin menu → User management → Users, and in the screenshot above (regarding Groups).

## Not in OU

Search will only display email/messages that don't contain users within the searched OU. You can find out what users belong to which OU in Admin menu → User management → Users/OU, and in the screenshot above.

## Has Keyword

Keyword is a value that must be previously created using a word list, and only then will it appear in Advanced Search as a proper field condition. You can find and create keywords in: Main Search Menu → Search → Keyword List. Search will display any email/messages that contain any of the words from the word lists for the specified Keyword.



## Not Has Keyword

Search will display email/messages that do not contain any of the words from the word lists for the specified Keyword.

## File Name Contains

This option only appears for Attachment search criteria. Search will display only emails that got attachment but only with wanted file name.

## File Name Not Contains

This option only appears for Attachment search criteria. Search will display only emails that have an attachment but not with the specified file name.

## Is Between

This option only appears for Conversation search criteria. Search will display only emails that have the sender and recipients repeating in sender or recipients sections of email/messages. It will search into From and To fields.

## Fields and Available Conditions

Field	Conditions
<b>From</b>	Contains All
<b>To</b>	Contains Any
<b>Cc</b>	Contains Phrase
<b>Bcc</b>	Not Contains Any
<b>Hidden</b>	Not Contains Phrase
<b>Recipients</b>	Less Than
<b>Recipients/Sender</b>	Greater Than
	In Group
	In OU
	Not In OU
	Not In Group
	Has Keyword
	Not Has Keyword
<b>Subject*</b>	Contains All
<b>Body</b>	Contains Any
<b>Message</b>	Contains Phrase
	Not Contains Any
	Not Contains Phrase
	Has Keyword
	Not Has Keyword
	Starts With*
<b>Attachment</b>	Contains All
	Contains Any
	Contains Phrase
	Not Contains Any
	Not Contains Phrase
	Has Keyword
	Not Has Keyword
	File Name Contains
	File name Not Contains
<b>Conversation</b>	Is between
<b>Message Size (KB)</b>	Greater Than
<b>Attachment Size (KB)</b>	Less Than

\* **Starts With** is only available in **Subject** field.

## About Jatheon

We founded Jatheon Technologies Inc. in 2004 to empower companies in their efforts to ensure email compliance and facilitate eDiscovery.

Today, we are leaders in the archiving industry, with **5+ billion processed messages** and unique on-premise and cloud archiving and governance solutions. We continue to raise the bar throughout the industry with our latest enterprise-grade **cCore** archiving appliances, a powerful archiving, retrieval and dynamic monitoring software and best-in class tech support, **Jatheon Care**. In 2017, we built **Jatheon CTRL** - a social media and mobile archiving add-on that smoothly integrates with our email archiving software.

It is our mission to ensure security and bring peace of mind to businesses, government agencies, educational, financial and healthcare institutions across the globe. We're headquartered in Toronto, but we serve clients worldwide through our network of global business partners. For more information, please visit [www.jatheon.com](http://www.jatheon.com).