# Ytria

[Lotus Notes Tools]

QUICK START GUIDE

scan EZ

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.

scanEZ: Investigate, Analyse and Resolve Issues
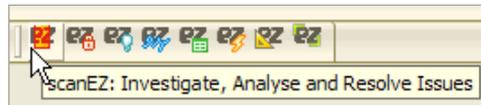
You can select notes (ie documents, design elements, deletion stubs, etc) or categories of notes by clicking on their names in the **Selection Tree pane**, which is on the left-hand side of the main scanEZ window. The right-hand pane in scanEZ is contextual—it changes based on what is highlighted in the Selection Tree.
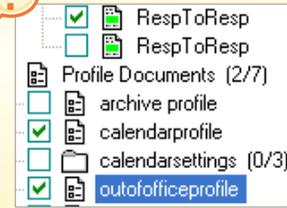
Note: In scanEZ, checkbox selections work independent of highlighted selections. Think of checkbox selections as 'sticky' selections that can be non-contiguous. Only the commands found in the **Checkbox Selection menu/** contextual menu will affect checkbox selections.
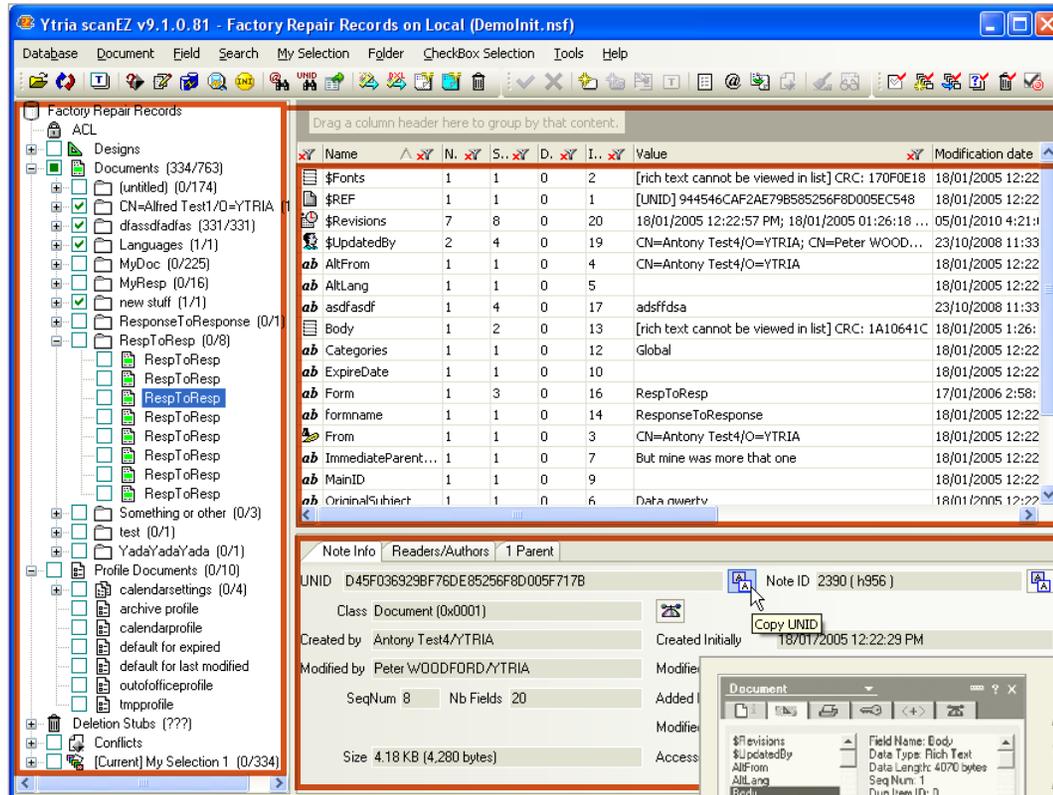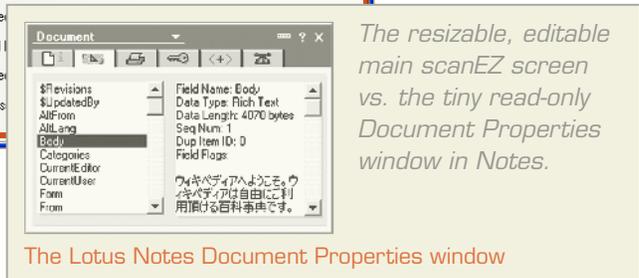
The scanEZ Selection Tree

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.

1.3a Click the column header to sort items

1.3b Click the filter icon for more sorting options
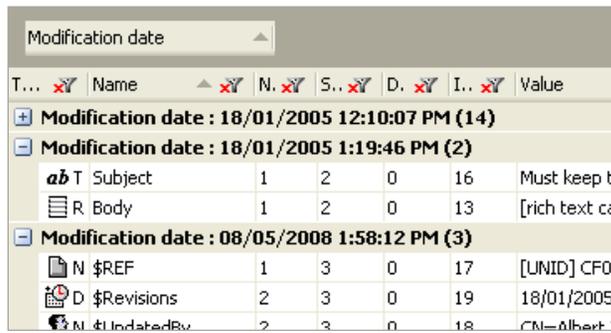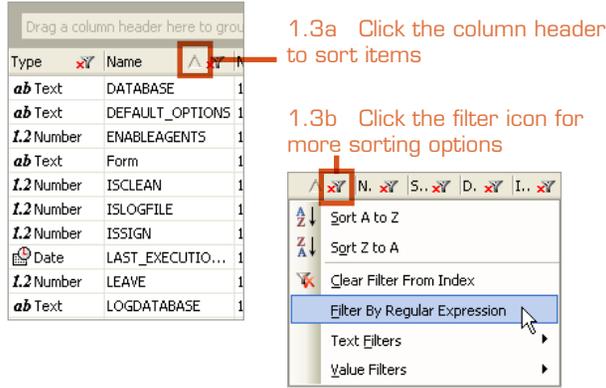
1.3c Group by column headers

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.
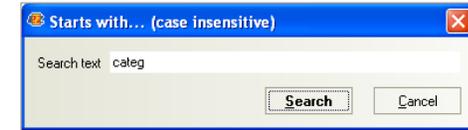

1.5 **Modify, delete or create fields:** Just click on a document field or item to enable editing; right-click in the document's window for options that let you Delete a field or Create a new one.


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.
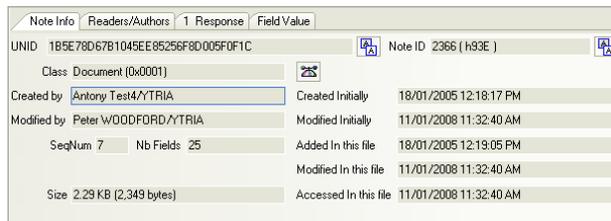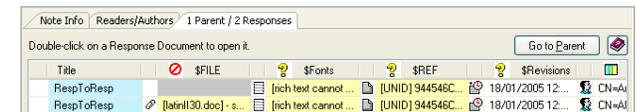

2.1 The scanEZ Note Info tab
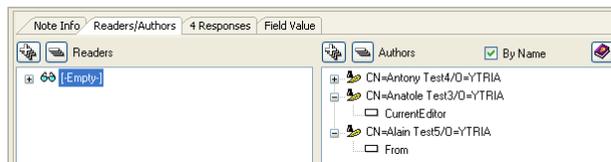
2.2 The scanEZ Readers/Authors tab

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.
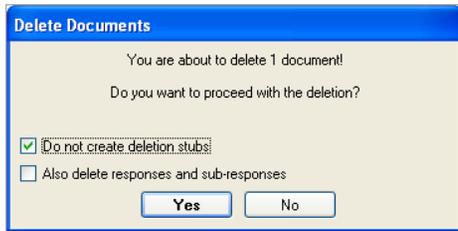
Note: IBM Lotus Domino Help defines a **Deletion Stub** as: "A truncated document that is left in a database in place of the original document to indicate to the Replication task that the document should, in fact, be deleted from all other replicas."
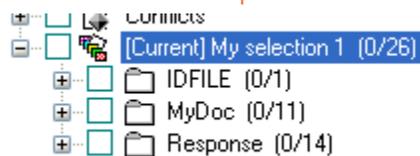
**2.5** **Even more options in the Document Menu:** This menu offers a number of other options that help you work with documents.
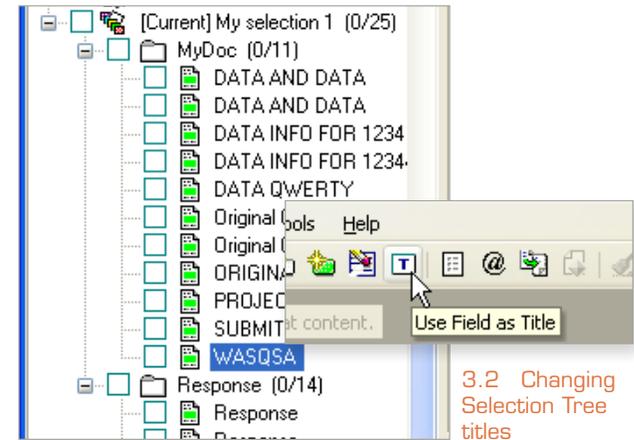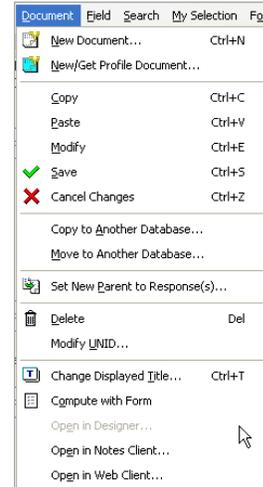
3

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

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

A] For individual notes or whole categories you can right click to add to a **MySelection folder**.

B] You can use checkboxes to make non-contiguous selections, then click **Add to New MySelection** in the Checkbox Selection menu/contextual menu.

C] Many dialogs in scanEZ (including those in all the Search menu options) allow you to add documents to MySelection folders.
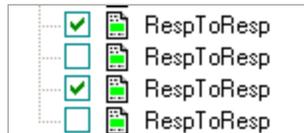
3.1.B   A checkbox selection in scanEZ

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

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   Changing Selection Tree titles

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**.

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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** (Conflicts Solver...). From here you can look at the fields of each version of the document in a table and then decide which value to keep.
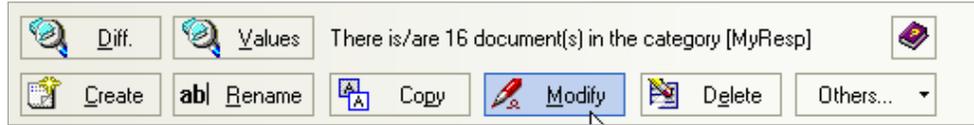

Ytria scanEZ puts conflicts in plain sight.
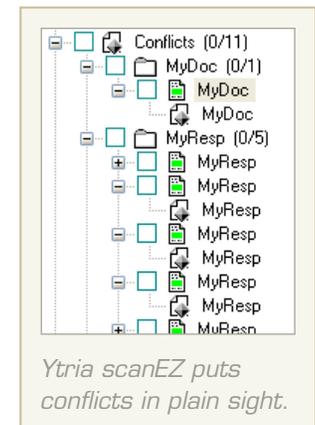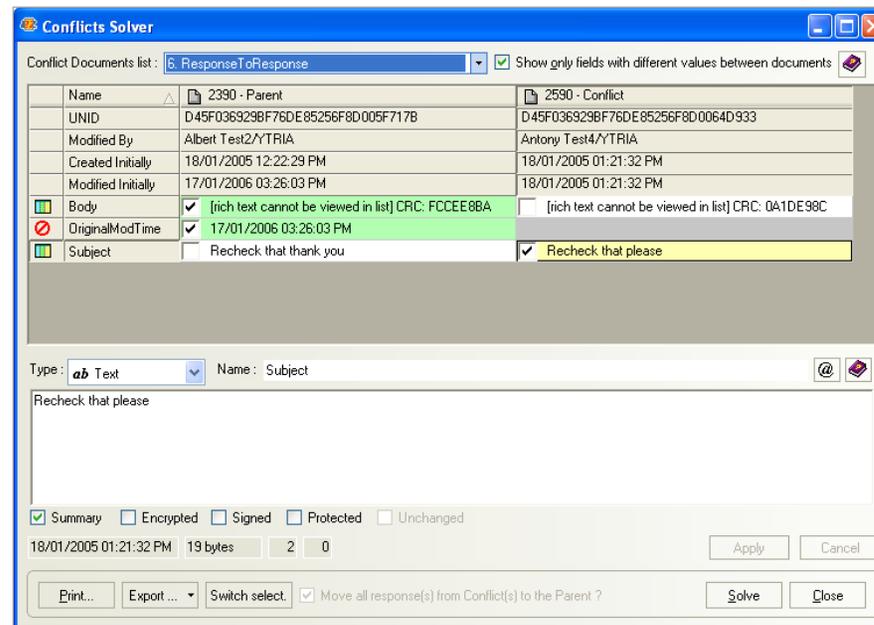
4.2   Choose what should stay and what should go with the scanEZ Conflict Solver

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[Lotus Notes Tools]

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.

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.

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

5.3 **Other Diff Panel options:**

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

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

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

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

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

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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 "The Library"—the name of the demo database used) scanEZ will give some general information about your database.

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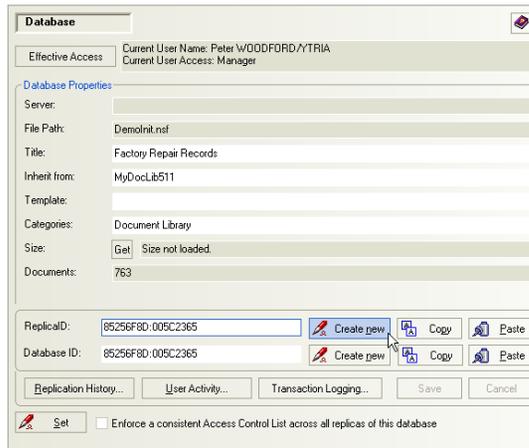
6.1   Ytria scanEZ gives you access to database level information

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

6.3.1 **Search by UNID**

6.3.2 **Search by NoteID**

6.3.3 **Search by NoteID Range:** For this feature you'll be prompted to type the first and the last **NoteID** 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**.

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6.4 **The Document Analyzer:** Reads the contents of your database and helps you find specific information or anomalies that **@formulas** cannot.
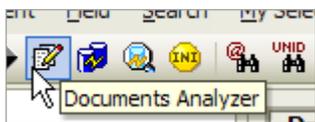
6.5 **The Replication Auditor:** It's like a crystal ball that lets you see what's going to happen during the next replication (including mishaps like conflicts). You just need to click the **Audit button** to use this feature.
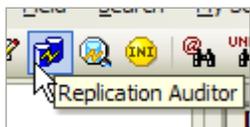
6.6 **The Post Replication Auditor:** Shows the state of a database after a replication. This can give you great insight into replication issues including document resurrections (ghosts).

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

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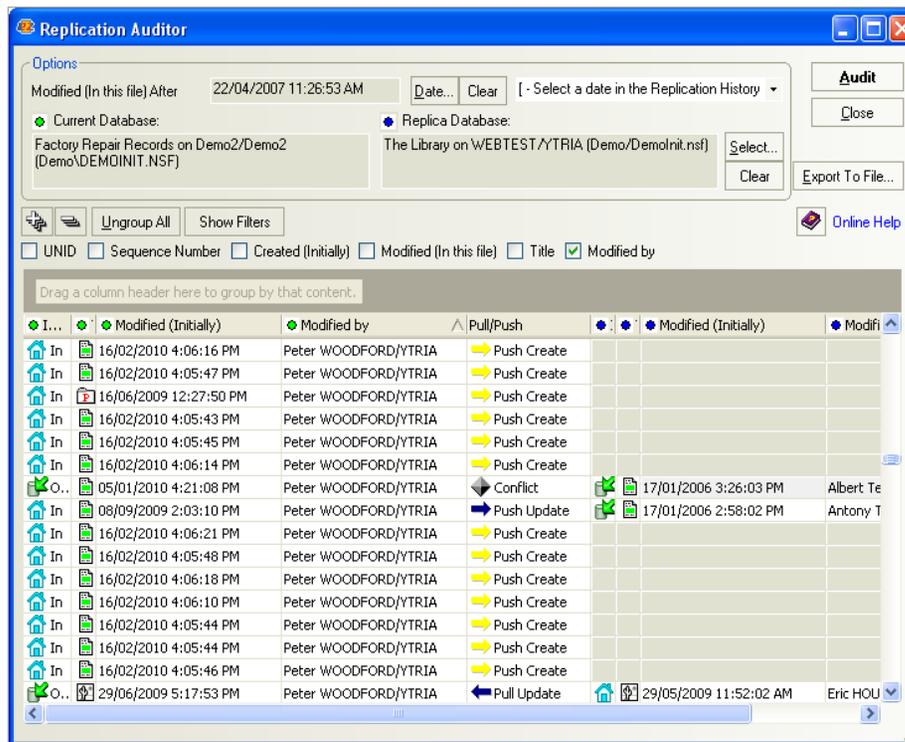
6.5   The Replication Auditor in scanEZ
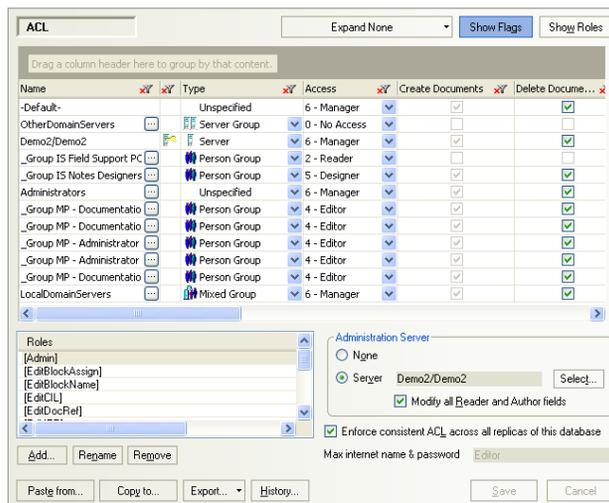
6.7   With scanEZ database ACL management is simple and intuitive

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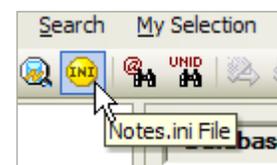
! **Note:** The **Notes. ini Editor** is fully functional in the free Lite version of scanEZ.

Ytria

QUICK ST▶RT
GUIDE

acl EZ

Take complete control over all your Domino server ACLs. Ytria aclEZ gives you a quick overview of all the ACLs on a server, plus it lets you mass-edit settings, manage roles, explore groups and more.

1

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

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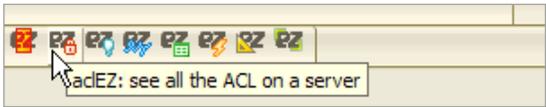
1.1 **Once you select a server you can see all its ACL information:** When you first launch aclEZ, you need to choose a server in the **File menu**. Once a server is loaded, the **Databases pane** (on the left) will list all the databases on the selected server. Ytria aclEZ will load the ACL information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

The main aclEZ window

Members of group _Group MP - Administrator 2

Server: Demo2/Demo2 [Set Default]

Look in: Demo2's Address Book

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

[Tree Layout] [Grid Layout]

- _Group MP - Administrator 2
  - Armando Ames/Demo2
  - Kirby Arroyo/Demo2
  - _Group MP - Administrator 1
    - Arnulfo Abraham/Demo2
    - Ronny Abbott/Demo2
    - Maddison Mann/Demo2
    - Matilda Mann/Demo2
    - Cleveland Manning/Demo2
    - Mervin Washington/Demo2
    - Gregory Warner/Demo2
    - James Joyce/Demo2
    - Finlay Joyce/Demo2
    - Roosevelt Joseph/Demo2
  - Mathew Ziegler/Demo2
  - Freya Young/Demo2
  - Leo Woods/Demo2
  - Josh Willis/Demo2
  - Courtney Whittaker/Demo2
  - Mauricio Werner/Demo2
  - Noah Watts/Demo2

[Close]

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

The ACL entries pane in aclEZ

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

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

1.1.1 **Ytria aclEZ gives you an in-depth overview of ACL information:** The ACL Entries pane lists all the selected databases' ACLs. This pane supports grouping— just drag a column header to the gray area to sort ACL information by any category you wish.
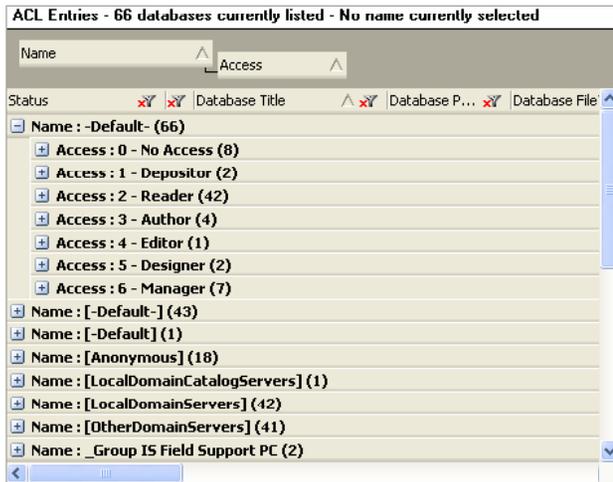
1.1.1   Grouping ACL Entries in aclEZ. In this example we can see that seven selected databases are set to give Manager Access by default

1.1.2 **Quickly make changes to Access levels and privileges:** From the Attributes panel you can make mass-modifications to Access level and privileges to groups or individuals selected in the ACL Entries pane.
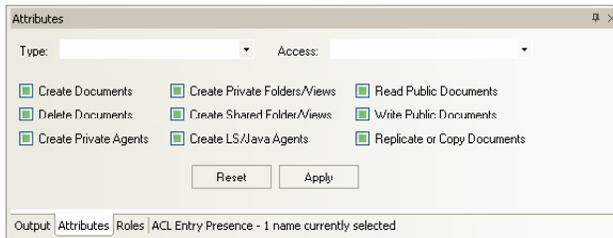
1.1.2   The aclEZ Attributes panel

1.1.3 **See who has what role:** The Roles panel lists detailed information about all the roles present in the databases whose checkboxes you've ticked in the Databases panel. If you select one-or-more entries in the ACL Entries pane, the Roles panel will tell which names have a given role assigned to them through the checkbox in the Role Assignment column. If it's checked, the role is assigned to the selected names; if unchecked, the role is not assigned to the names; 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.
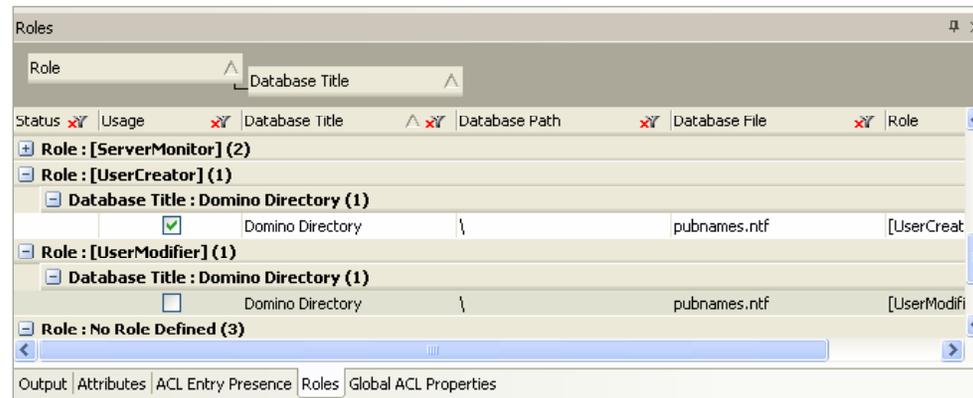
1.1.3   The aclEZ Roles panel
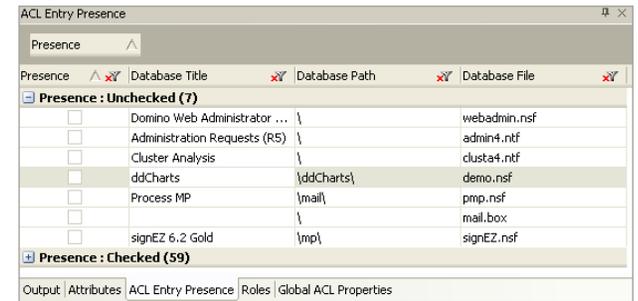
1.1.4   The aclEZ ACL Entry Presence panel

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.

Ytria

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

Here's how:

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

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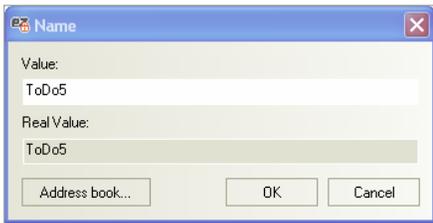
2.2   This dialog appears for aclEZ's New ACL Entry (based on current selection) option

2.3 **Ytria aclEZ lets you copy and paste ACL entries between databases:** If you right-click a name in the **ACL Entries pane** there is a **Copy Selected ACL Entries to...** option in the resulting contextual menu. When you click **Copy Selected ACL Entries to...** (Figure 2.3a) aclEZ will copy the selected entries' ACL settings and a dialog box (Figure 2.3b) entitled '**Copy Element(s)**' will appear. Use this dialog to choose where to copy the **ACL entries**. Please note that **ACL entries** with the same name can have very different settings so be careful to choose the correct entries.

> **Note:** When you modify an agent in agentEZ you'll see a **pencil icon** (🖉 Modified) but in order for the changes to actually be applied to your server you must click **Ctrl+S** or select "**Apply Changes**" in the **File menu**.
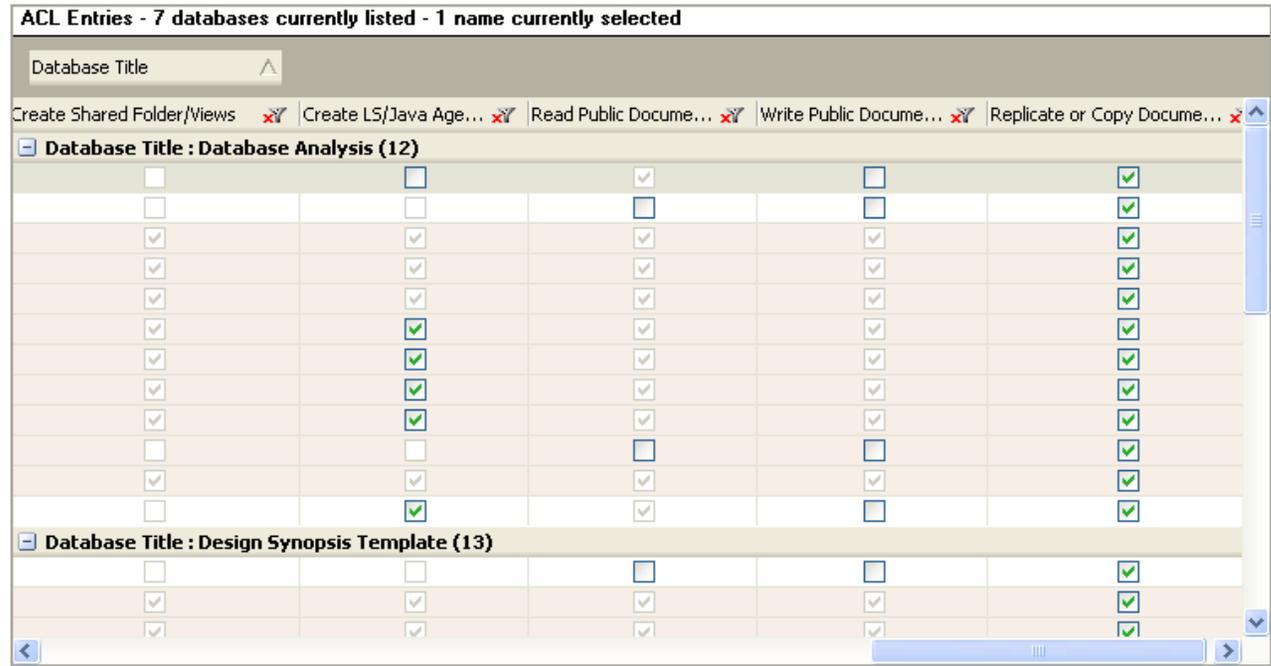
2.1   In the ACL Entries pane you can scroll to the right to see and modify access settings with checkboxes
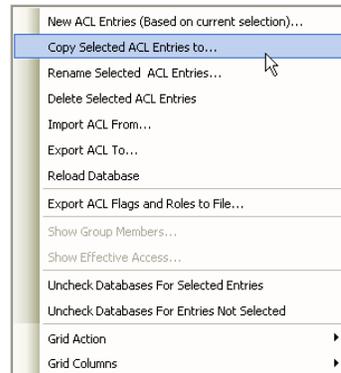
2.3a   The 'Copy Selected ACL Entries to' contextual menu option in aclEZ
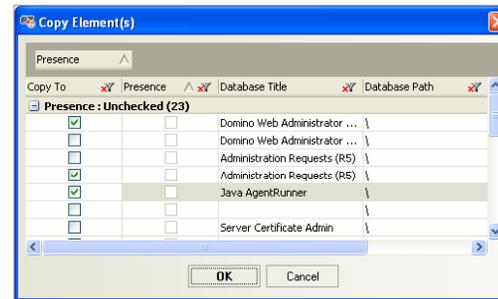
2.3b   The 'Copy Elements to' dialog box in aclEZ. This is where you choose the databases to which you'll copy ACL settings.

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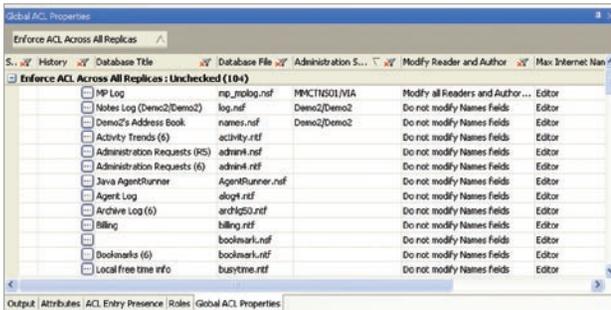
The Global ACL Properties panel lets you see advanced ACL information and change administration server settings.

3.2 **Explore the groups in a Notes Address Book:** The NAB Group Navigator can be found in aclEZ's Tools menu. This feature lets you see all the groups and group members on a server's NAB, including nested groups. The NAB Group nativator lets you see a server's group information in either a 'Tree' layout or a grid.
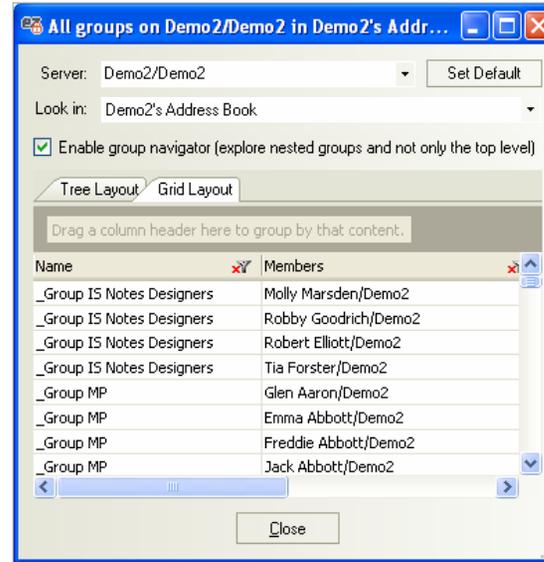
3.3 **Ytria aclEZ supports Full Access Administration:** Just click Options>Full Access Administration to turn on this feature. The aclEZ implementation of Full Access in no way circumvents Notes security, therefore in order to use Full Access Administration in aclEZ (or any of our tools for that matter) you must be listed as a Full Access Administrator on the server; this is set in Domino Administrator.
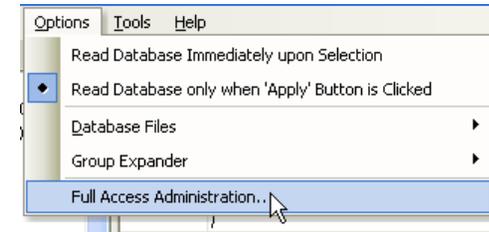
3.3 aclEZ's title bar will remind you if Full Access Administration is turned on

Ytria

Ytria

[Lotus Notes Tools]

QUICK ST▶RT
GUIDE

See all the agents on your Domino server—even those that aren't scheduled to run today. Ytria agentEZ lets see the load on your server, view agent logs, make mass modifications to agents, sign agents with your current ID and much more.

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

agentEZ: see all the agents on a server
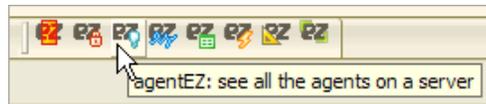
1.1 **See any agent—even private agents and agents not running today:** When you first launch agentEZ, you'll be prompted to choose a server. Once a server is loaded, the **Databases panel** (on the left) will list all the databases on the selected server. Ytria agentEZ will show the agents for any databases 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.
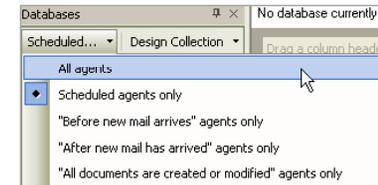
1.1.1 Choose which types of agents to display

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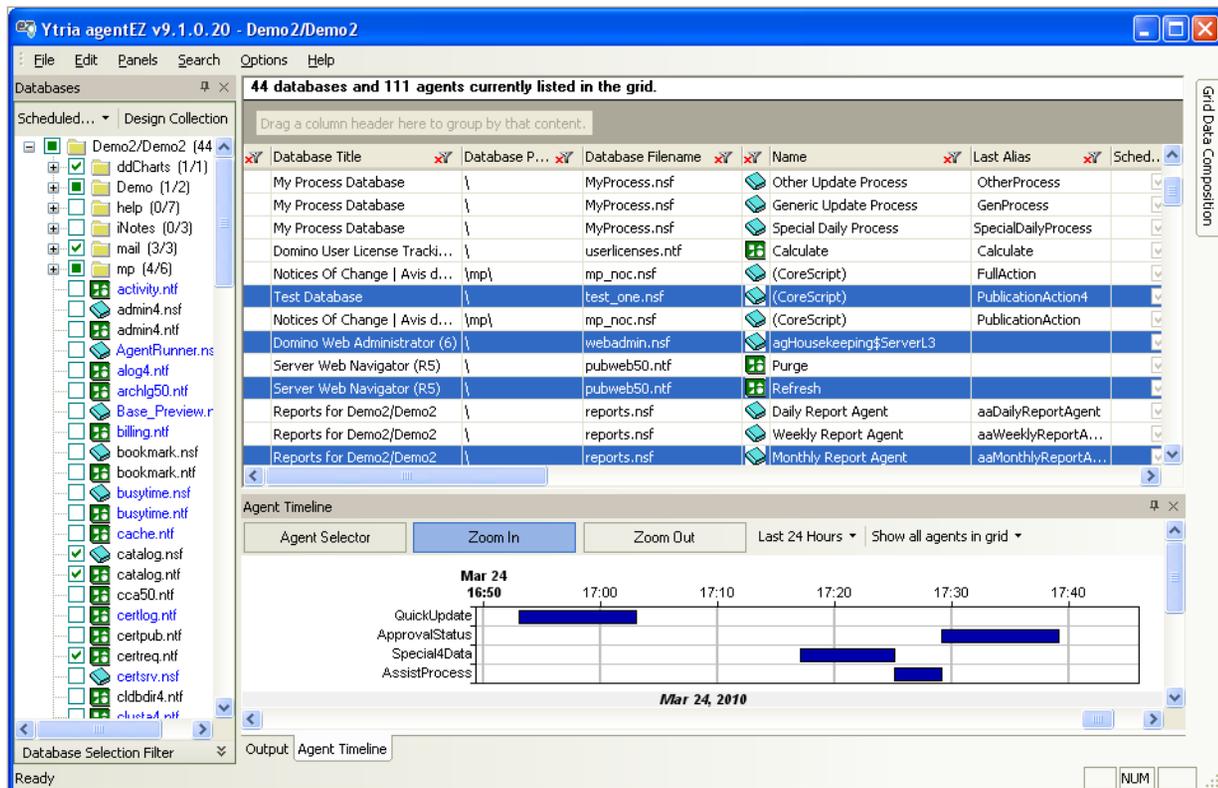
The main agentEZ window

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**.

1.1.2a Sorting by Schedule Type and Agent Schedule in agentEZ

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**).
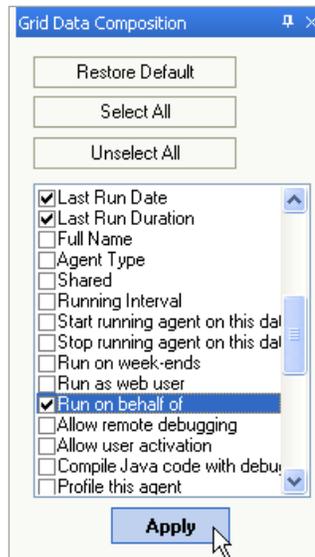
1.1.3 The Grid Data Composition panel

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.

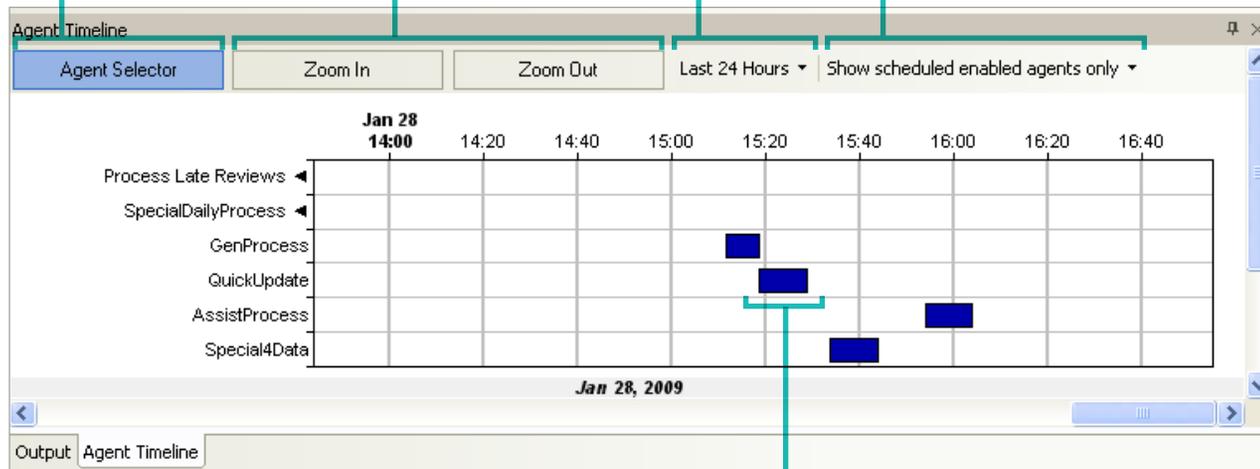1.2a See detailed agent runtime information in agentEZ

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

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.
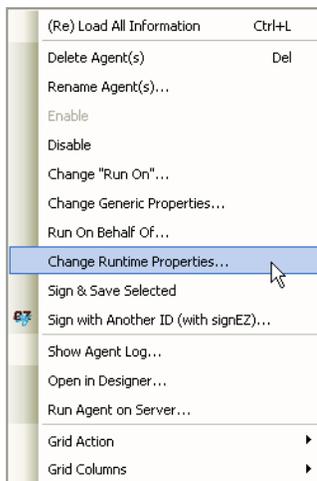
Contextual menu options in agentEZ

2.1.1 **Delete Agent(s):** This contextual menu option allows you to delete any agents selected in the main grid.
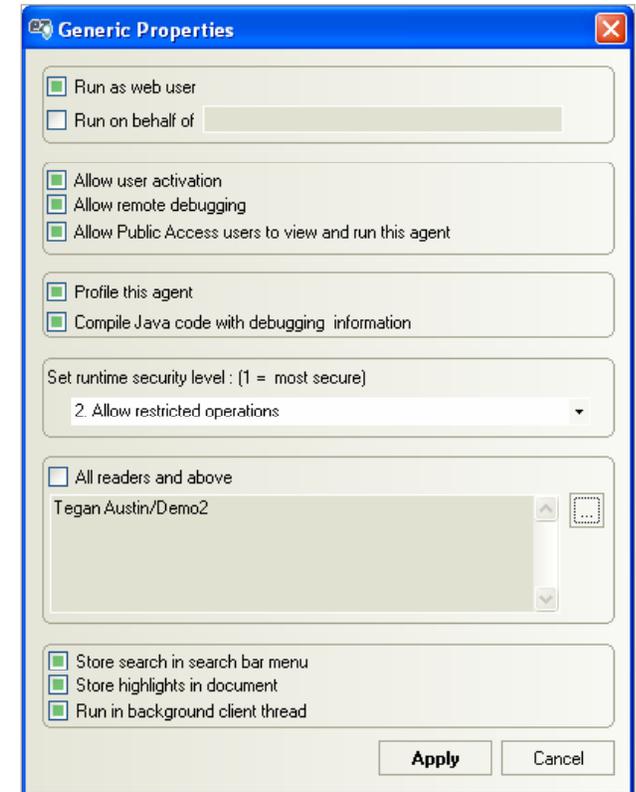
2.1.2 **Enable/Disable:** These contextual menu options let you enable or disable selected agents.

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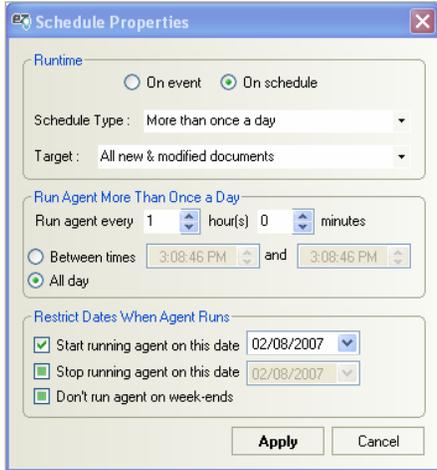

Changing the "Run on" setting in agentEZ

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

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.
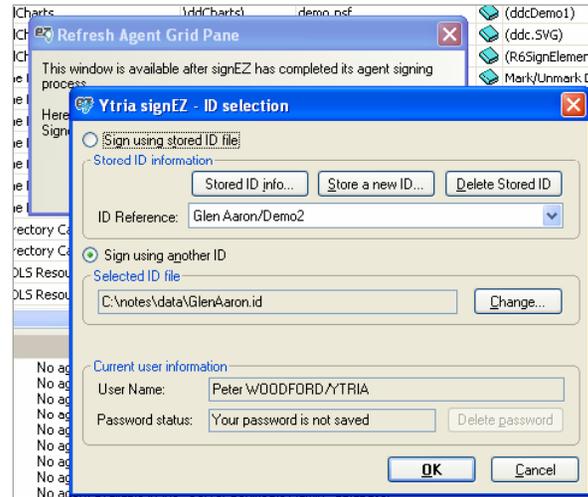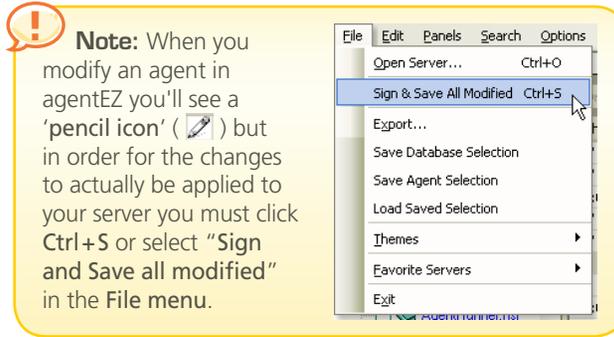
2.1.5   Change Runtime properties in agentEZ

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.

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

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.
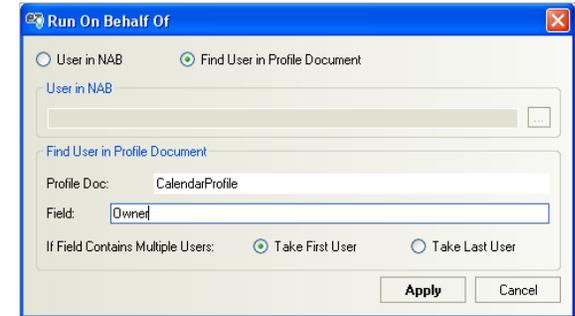
2.1.10   The Run on Behalf of dialog box

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.
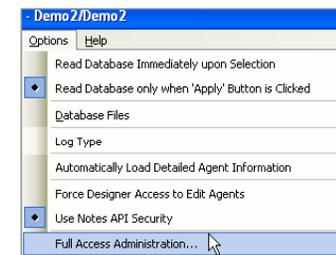
2.2a   Full Access Administration in agentEZ

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

Ytria

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

Quick Start Guide

database EZ

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.

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 **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.
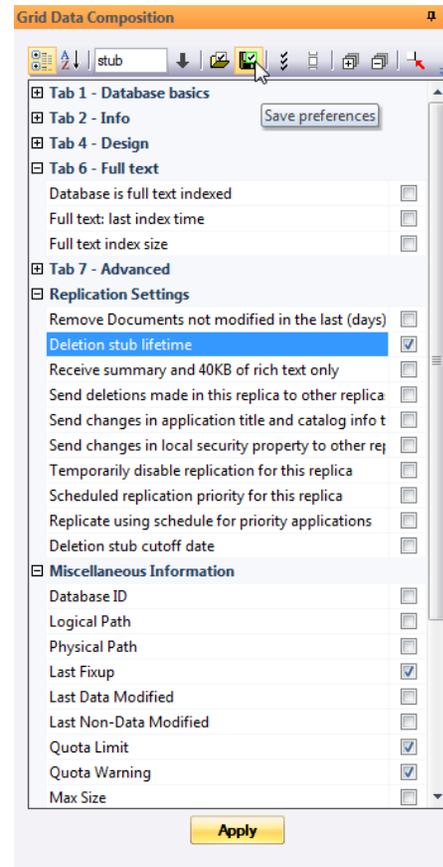
1.1.1
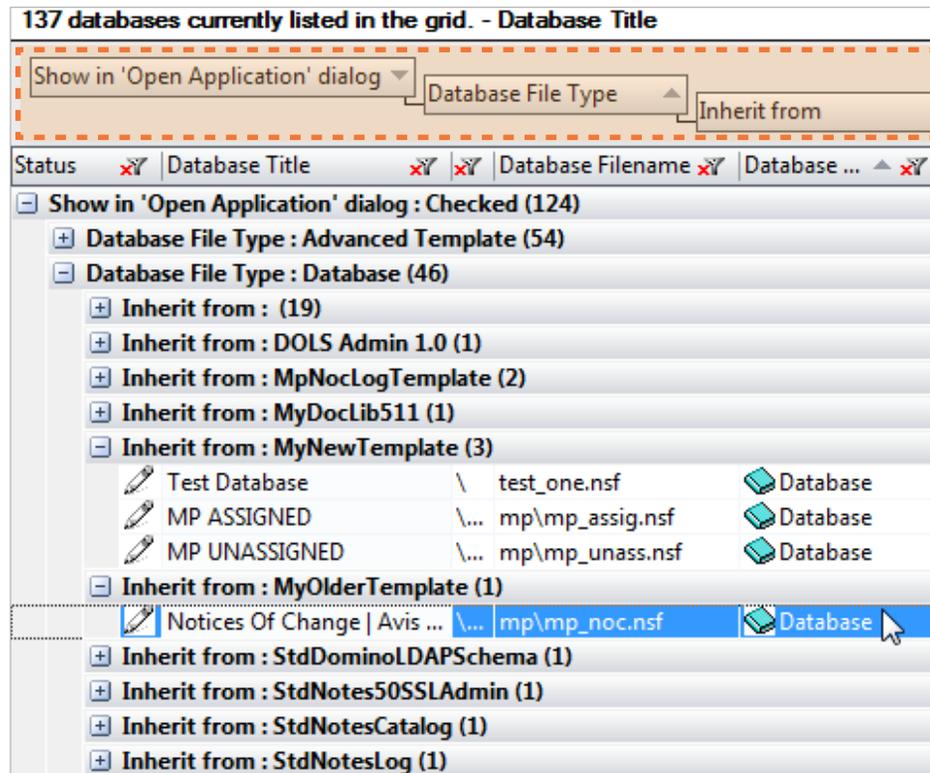
Group, sort and filter global database properties: In the main grid each database is represented as a row and each column shows a different NSF property.

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

1.1.2

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.

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').
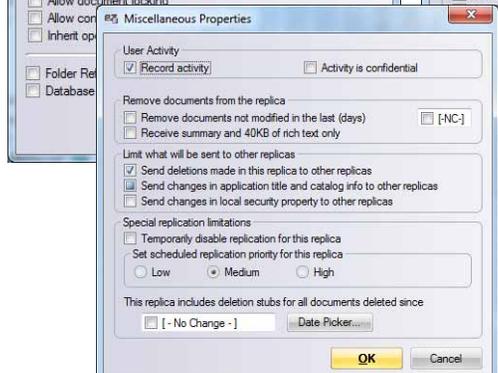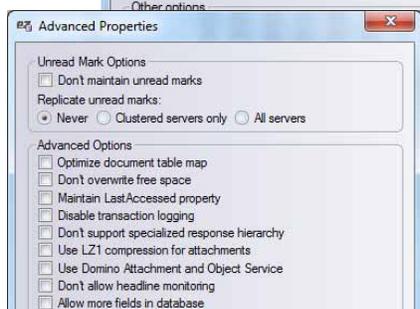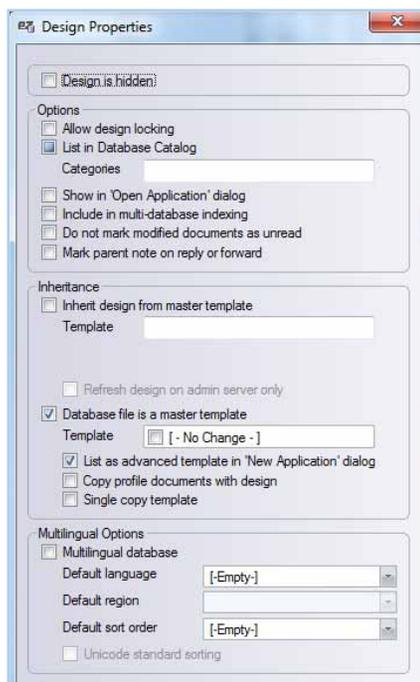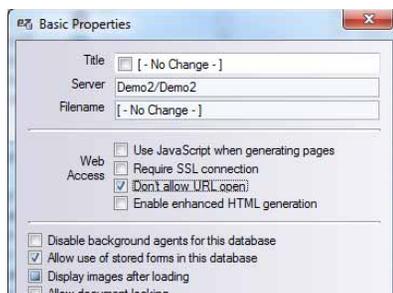

You can mass-edit global NSF properties, see **2.1.1** to **2.1.4** for more.

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').
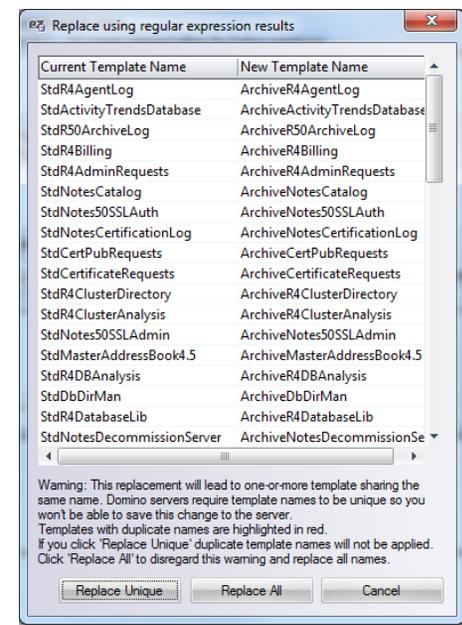
Note:

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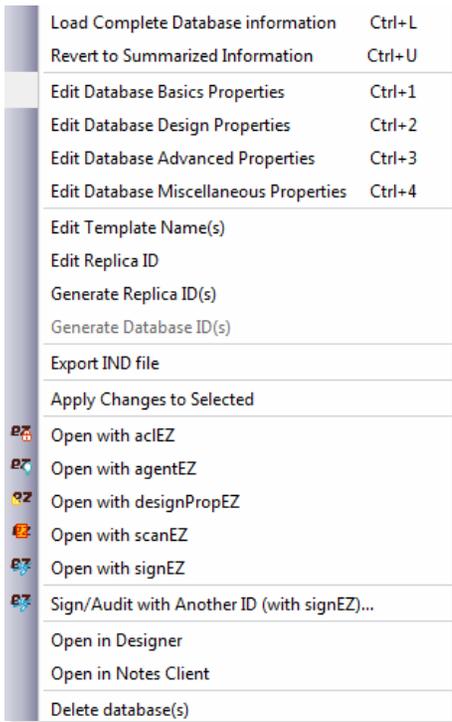
The right-click menu in databaseEZ's main grid.

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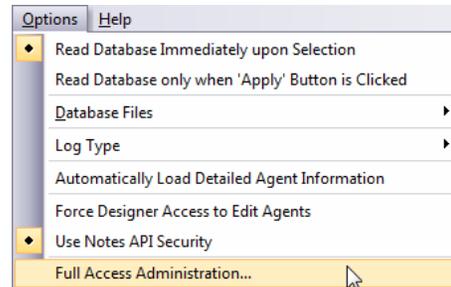**Full Access Administration:** Like all other Ytria tools, databaseEZ supports Full Access Administration. If you're listed as a Full Access Administrator on the server you can enable (or disable) this feature by clicking **Options> Full Access Administration**.

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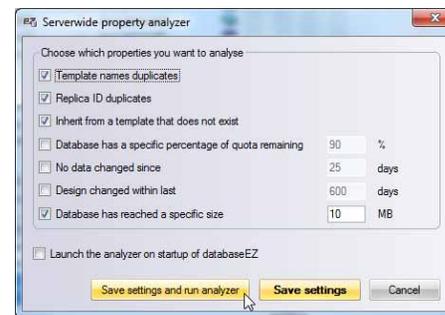
3.1 The Serverwide Property Analyzer dialog: You can scan a Domino server for databases that meet the conditions entered here.

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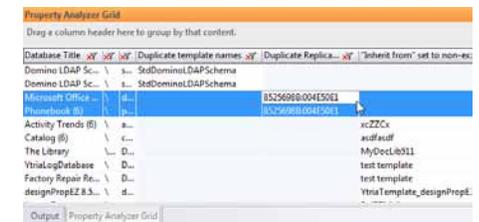
3.2 The Property Analyzer Results grid: Databases found using a Serverwide Property Analyzer scan are shown in this grid.

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.

QUICKSTART GUIDE ▶▶

replication**EZ**

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

Follow this guide to:

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

2 Find all the replicas for a given database.

3 Analyze database properties across servers.

4 Spot discrepancies between replicas across servers.

5 Analyze both database-level and server-level settings.

6 Seamlessly integrate replicationEZ with other Ytria tools.

7 Initiate replication without opening your server console.

8 Get a flat, sortable view of replication history across servers.

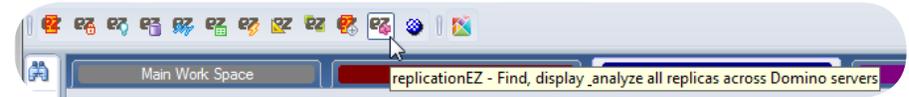**Start by launching replicationEZ from the Ytria Toolbar (Fig. 1.)**

Fig. 1 Ytria toolbar

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

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

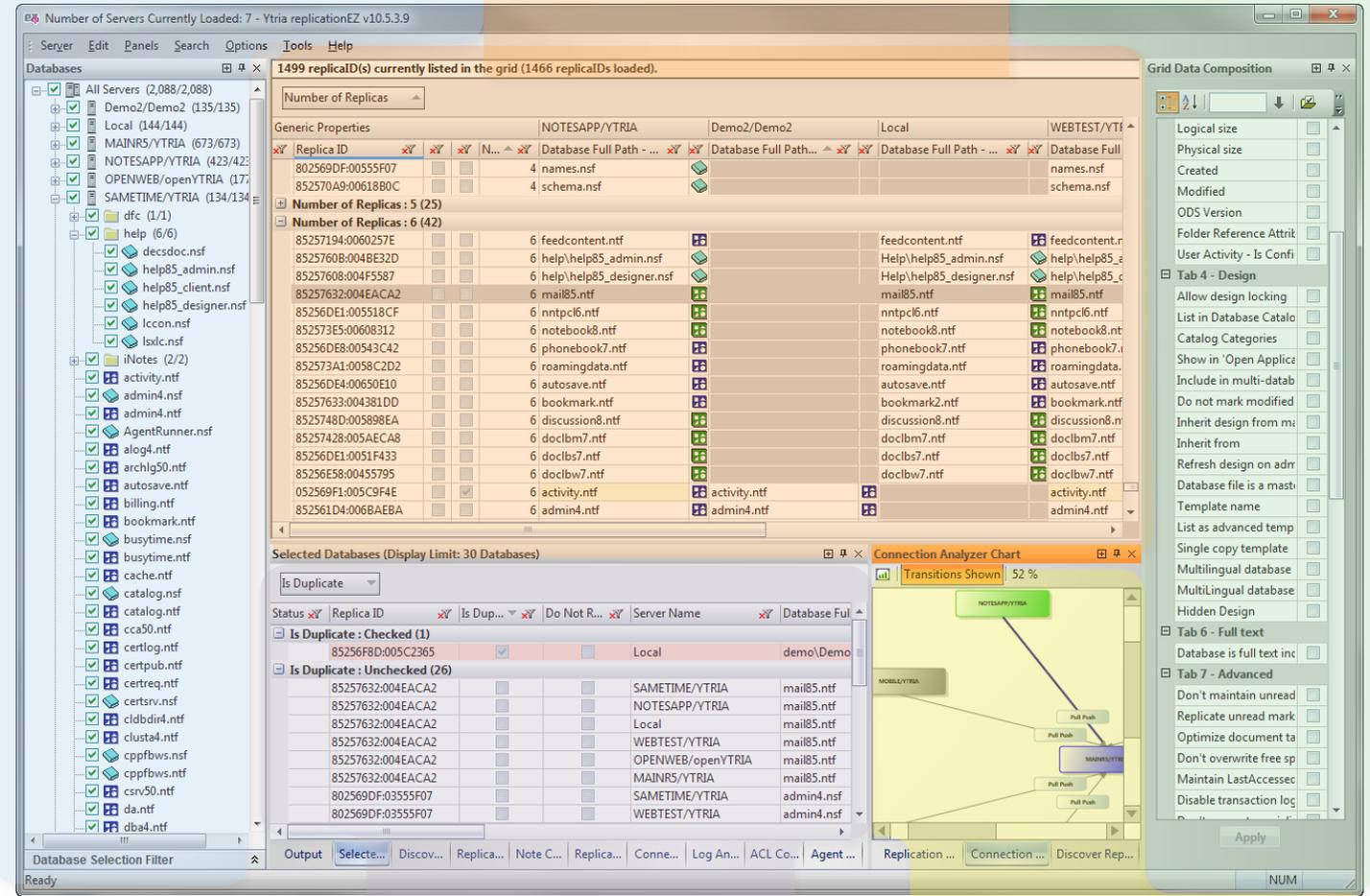The Grid Data Composition panel lets you choose up to five database properties to show in the main grid.

Fig. 2 Main interface replicationEZ

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

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

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

1.1
Get a global map of replication across servers.

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

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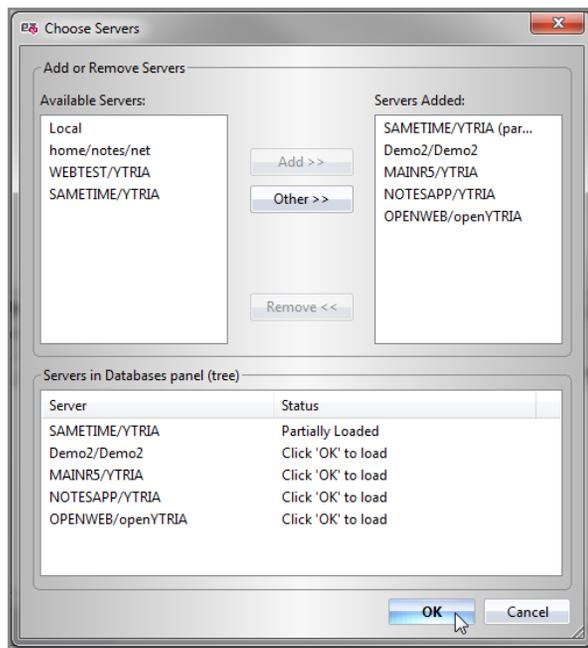

Fig. 3 Choose Servers dialog box

1.2
Explore the replication linkages across servers.

The main grid lists 'Generic Properties' in its leftmost columns and shows parent headers for each available server which was loaded in the Databases panel (Fig. 2).

1.3
Get the number of replicas, duplicates, and non-replicating databases across multiple servers.

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

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

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

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

2 Find all the replicas for a given database.

2.1
The Discover Replicas command.

By selecting a database in the main grid, all its replicas on the loaded servers are selected as well. If you click Tools>Discover Replicas, replicationEZ will retrieve all replicas on all the servers in your environment. It achieves this by scanning the replication history of all the selected database and its loaded replicas. For each replication history entry it finds, it attempts to access the replication history of all other replicas referred to by the previous replication history entries until all existing replicas are found.

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

2.2
The Discover Replicas grid and chart.

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

Fig. 4 Discover replicas grid

3.1

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

3.2

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

Each replica is represented by a row in this panel with available properties shown under column headers. Additionally, you can edit 'Replication Properties', 'Miscellaneous prop-erties' or Replica IDs in this panel via the right-click menu.
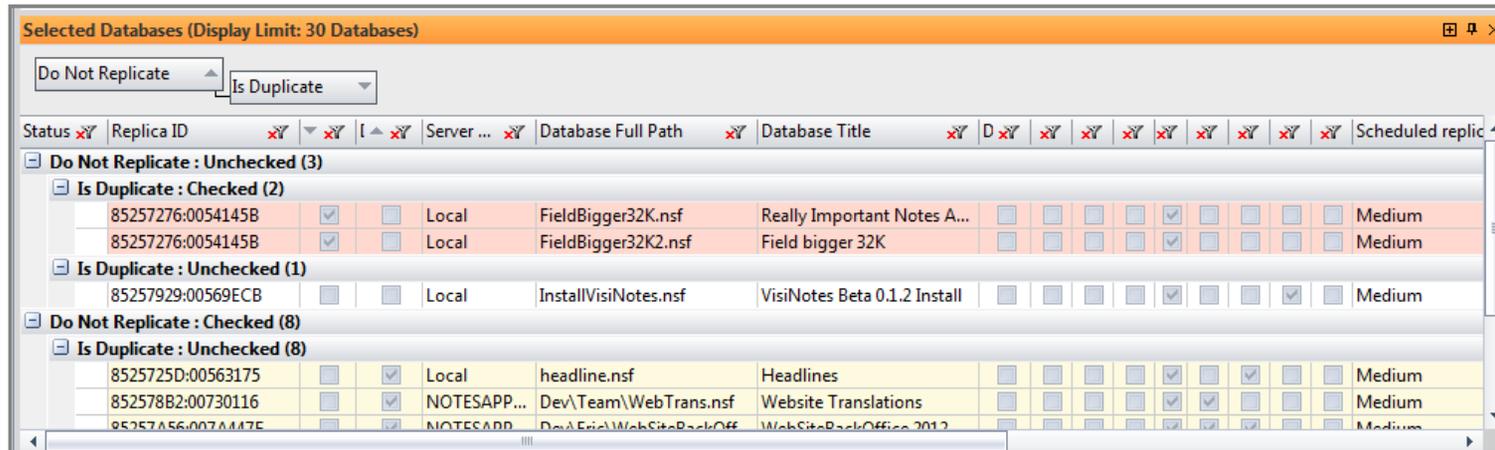
4.1

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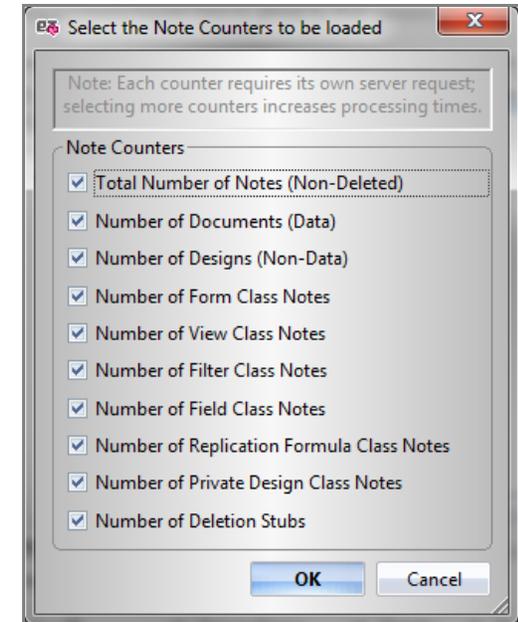
Fig. 6 Note Counters dialog box

Fig. 5 Selected Databases panel

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

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


Fig. 7 Note Counters panel grid displaying inconsistencies in red

4.2

Revealing ACL inconsistencies across servers.

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

Each property or flag for a given database's ACL is shown on its own row with column headers for each loaded server showing the value or status on each replica.
A handy 'Inconsistency found' column lets you spot ACL entries that differ across replicas.
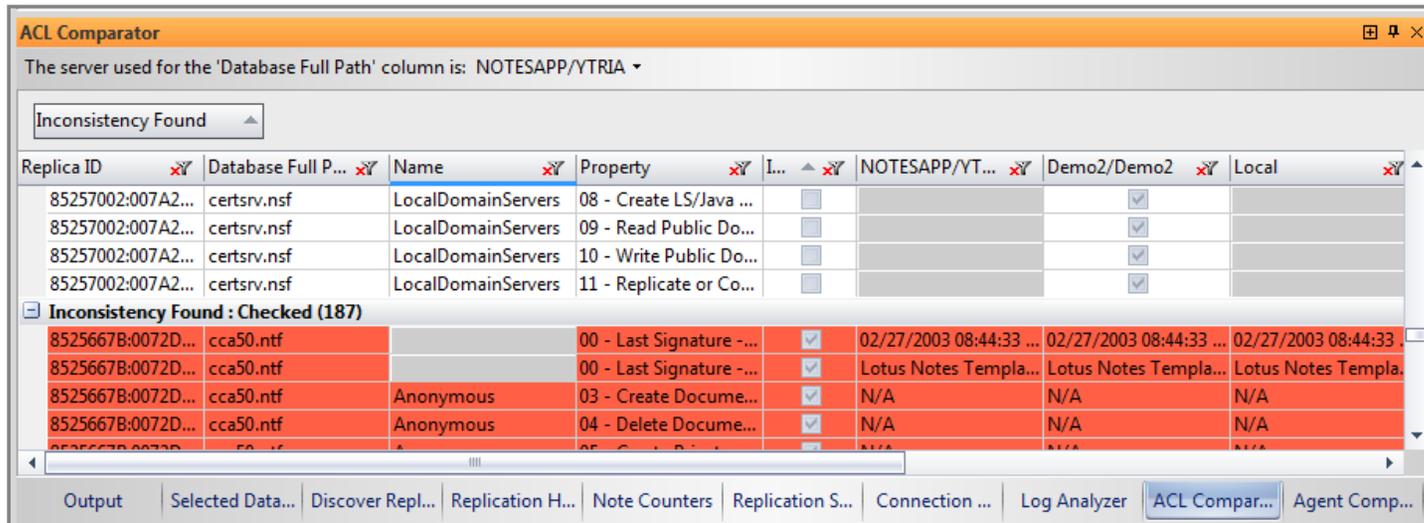
Fig. 8 ACL Comparator panel

4.3

Find agents inconsistencies across replicas.

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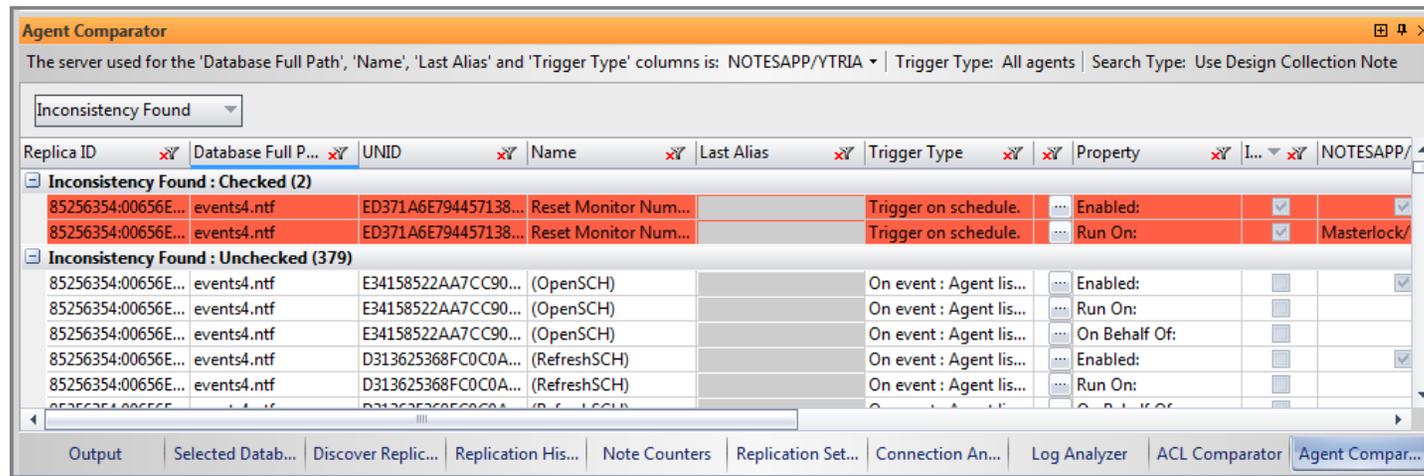
Fig. 9 Agent Comparator panel

5 Analyze database-level and server-level settings.

5.1

Easier database-to-database Replication analysis.

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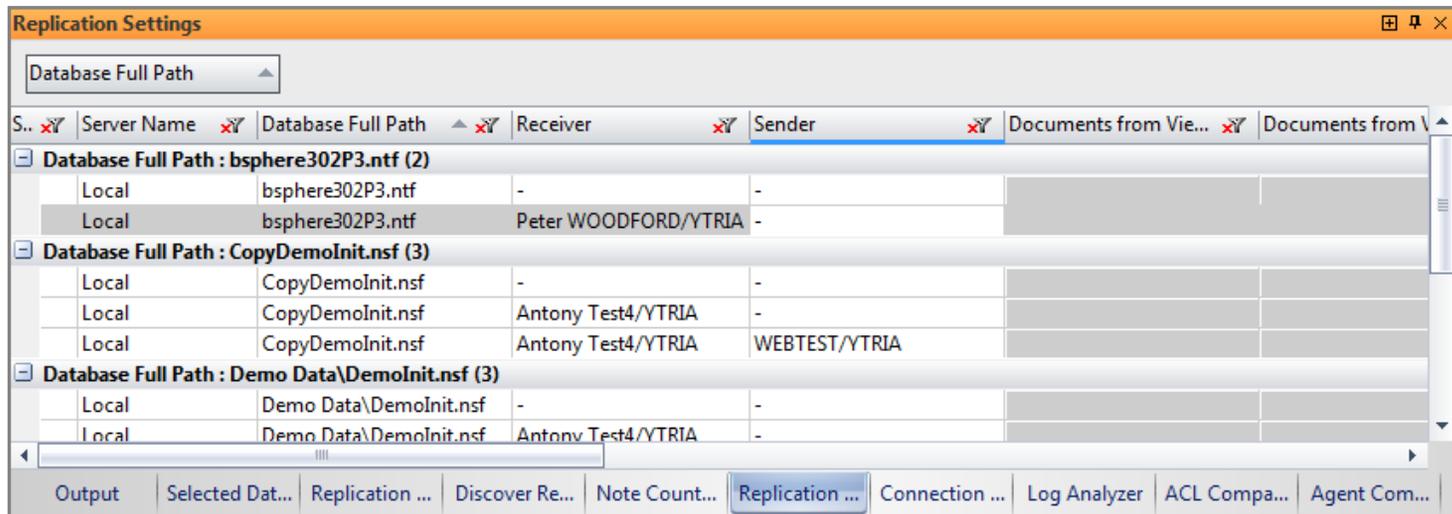
Fig. 10 Replication Settings panel

5.2

See server connections in a flat view or a chart.

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

Fig. 11 Connection Analyzer Grid

Fig. 12 Connection Analyzer Chart panel

6 Seamlessly integrate replicationEZ with other Ytria tools.

6.1

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

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

6.2

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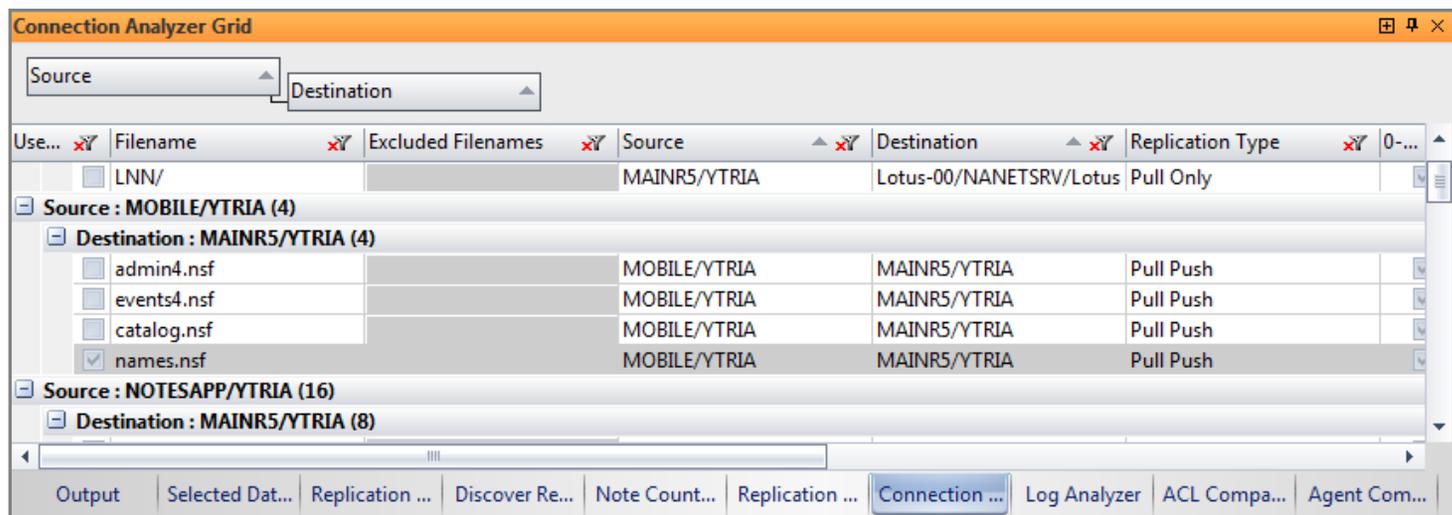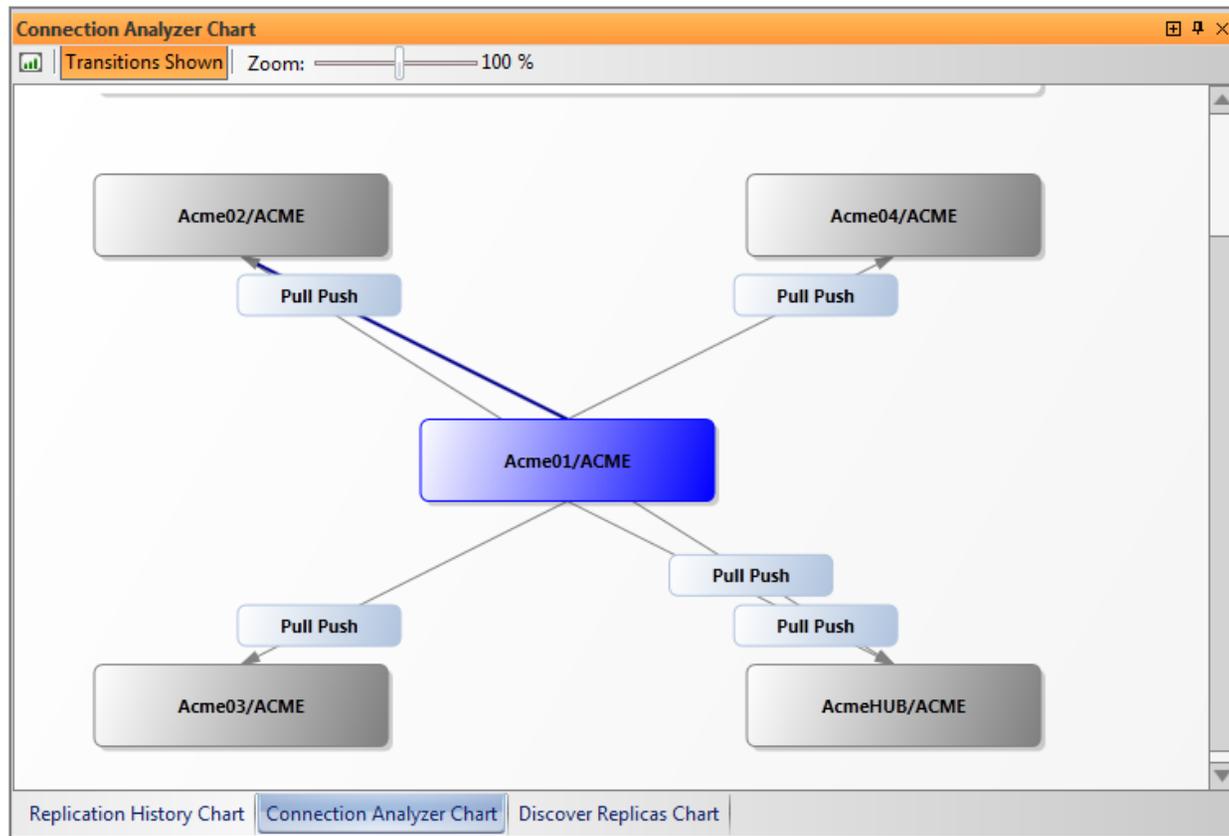Select any database in the main grid and click 'Open in databaseEZ' in the right-click menu. You have the option of partially (only the selected databases) or fully loading the server.

6.3

Perform in-depth security analysis by opening replicas in aclEZ.
Right-click a selection of databases in the main grid to see the open in aclEZ option for more complete ACL management options.

6.4

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

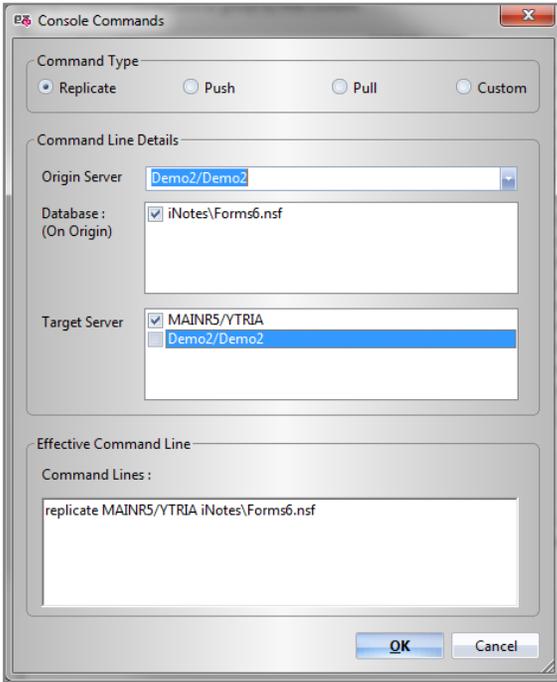**7** Initiate replication without opening your server console.

8 Get a flat, sortable view of replication history across servers.

Fig. 13 Console Commands dialog

7.1

Save time with the built-in console.

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

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

8.1

Analyze replication history events in a grouping grid.

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

8.2

See charts on where and when replication occurred.

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

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

www.ytria.com/newsletterSignup

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

www.ytria.com/replicationEZ

Fig. 14 Replication History Grid Panel

Ytria

[Lotus Notes Tools]

QUICK ST▶RT GUIDE

sign*EZ*

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:**

signEZ: Signature Management Tool

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

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

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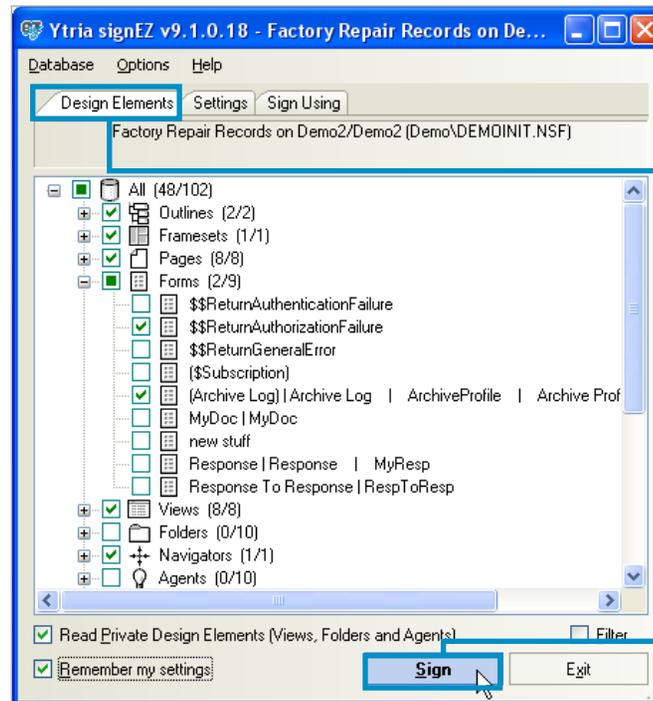
1.2.1 **More options:** The options in the bottom of the **Settings tab** are contextual, changing depending on which **Action option** is selected above. For a detailed explanation of available settings, please see the Ytria Help Database at http://www.ytria.com/WebSiteHelp.nsf.
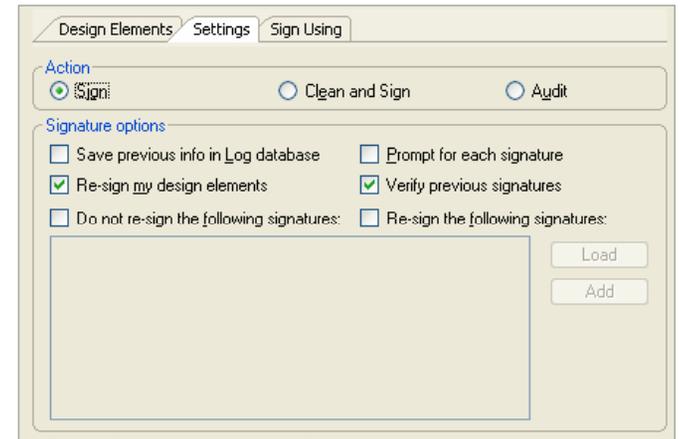
1.2 The signEZ Settings tab

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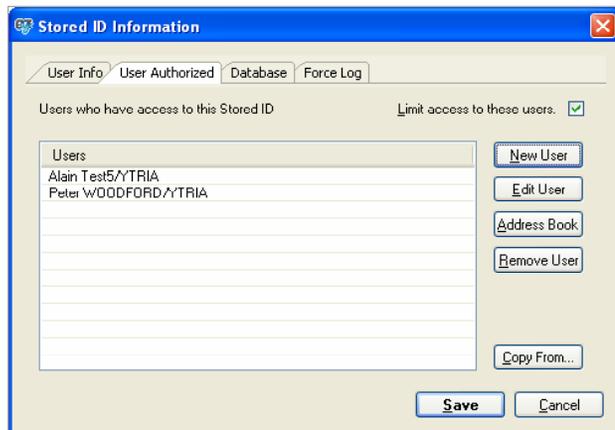
1.3.1   The signEZ Stored ID Information window allows you to delegate design signatures

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**

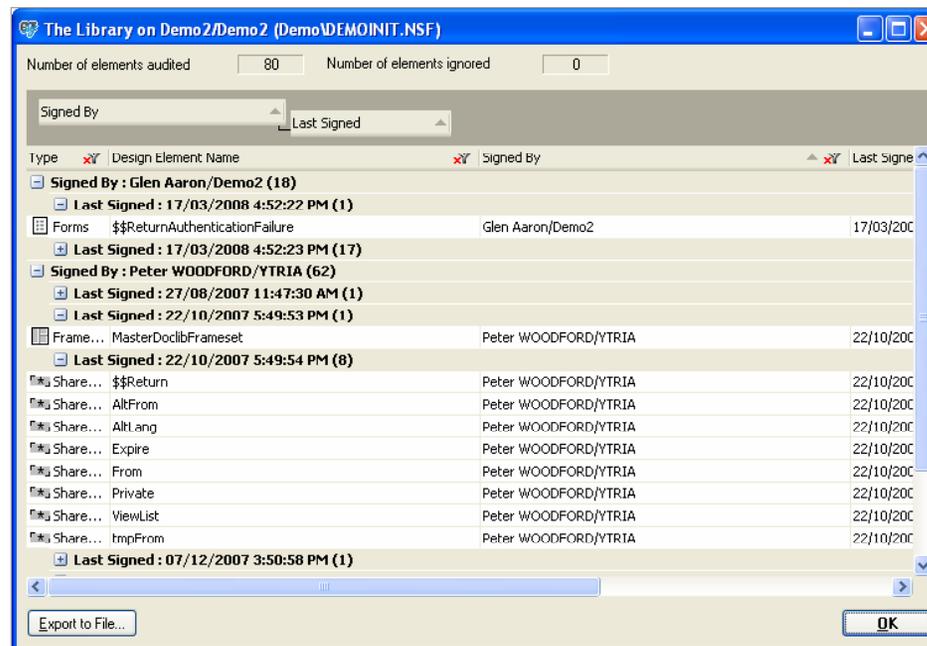1.4   The signEZ Signature and Audit Status window

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

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.
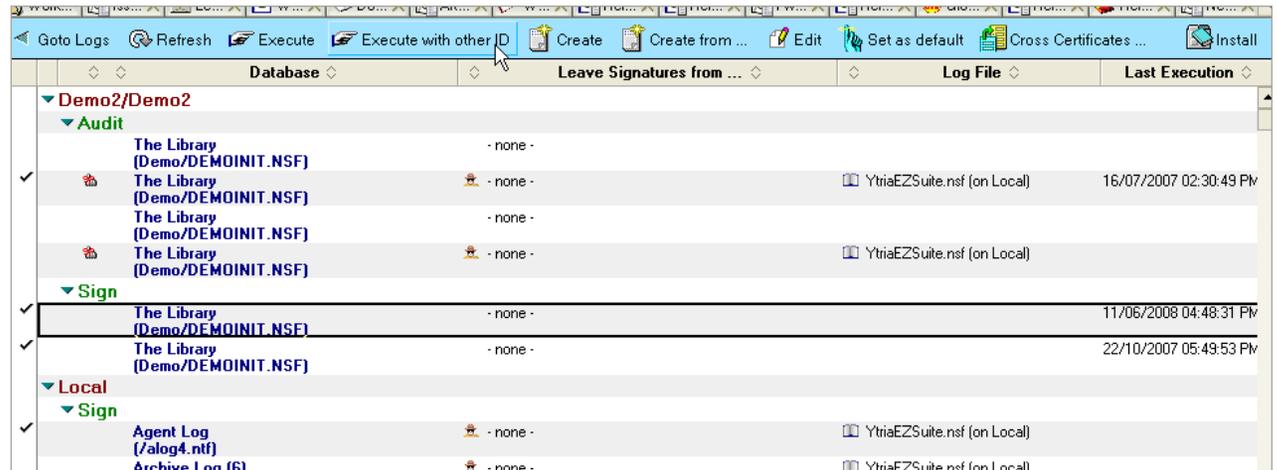
2.1.1   The Saved Settings view in the signEZ database
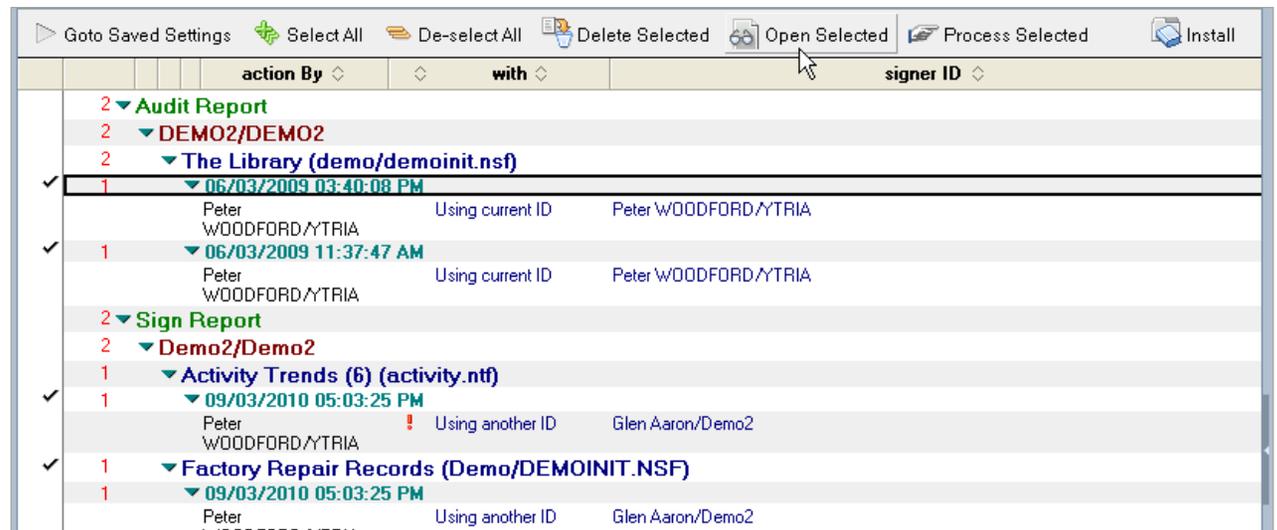
2.1.1   The Logs view in the signEZ database

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.

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