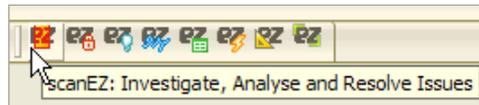


QUICK START GUIDE



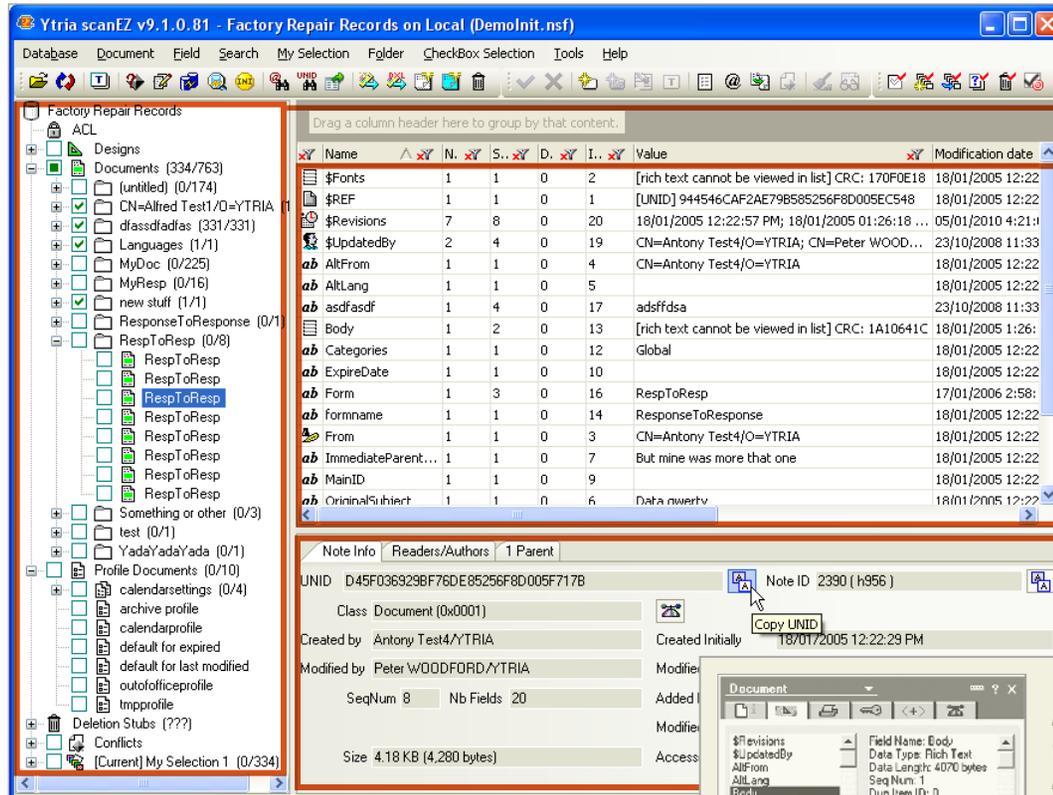
You can use it on fields and documents. It lets you analyze and modify databases. You can use it to work with several documents simultaneously. With over a hundred powerful tools, scanEZ is like a full-service garage for your Lotus Notes databases.

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



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

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



The scanEZ Selection Tree

The Item List panel

The Note Info panel

The main scanEZ screen

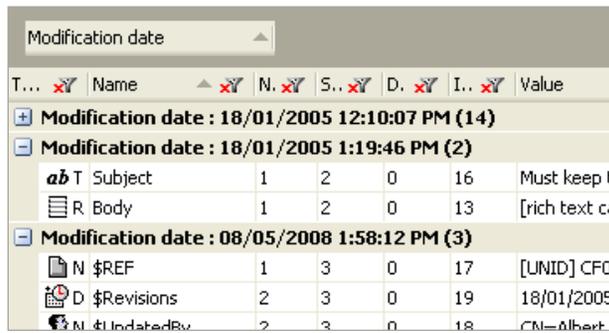
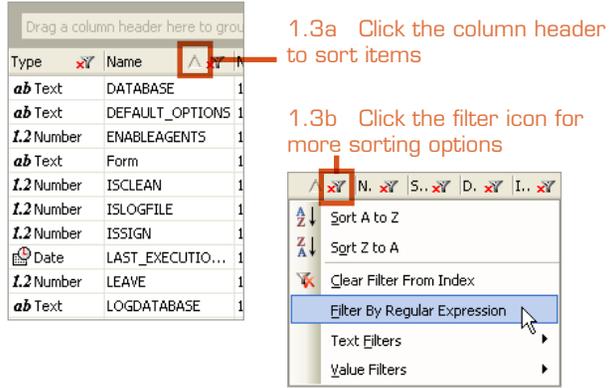
The resizable, editable main scanEZ screen vs. the tiny read-only Document Properties window in Notes.

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:**

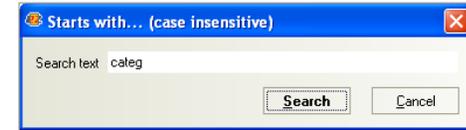
1.1 Open documents from the Selection Tree: Simply select a document from the Selection Tree (you could also select a document directly from your Lotus Notes client and click the scanEZ icon in the Ytria toolbar).

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.



1.4 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.

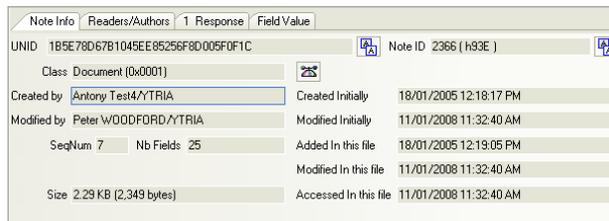


1.5 Modify, delete or create fields: Just click on a document field or item to enable editing; right-click in the document's window for options that let you Delete a field or Create a new one.

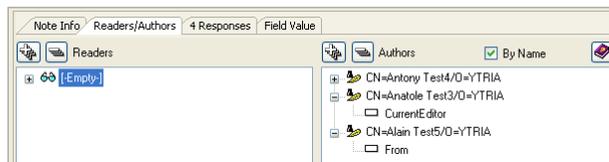
2 Ytria scanEZ makes viewing and editing document-level information a snap. **Here's how:**

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.

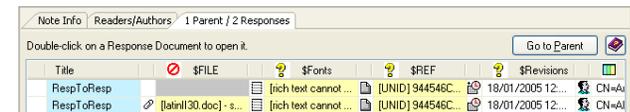


2.1 The scanEZ Note Info tab



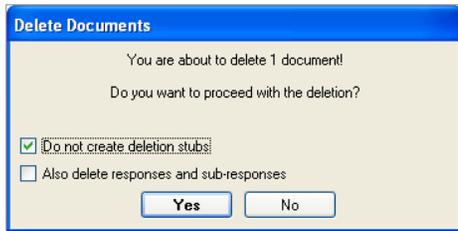
2.2 The scanEZ Readers/Authors tab

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."

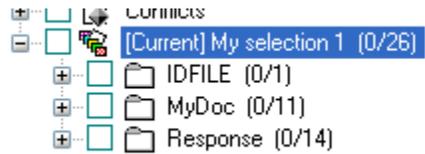
2.5 Even more options in the Document Menu:

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.

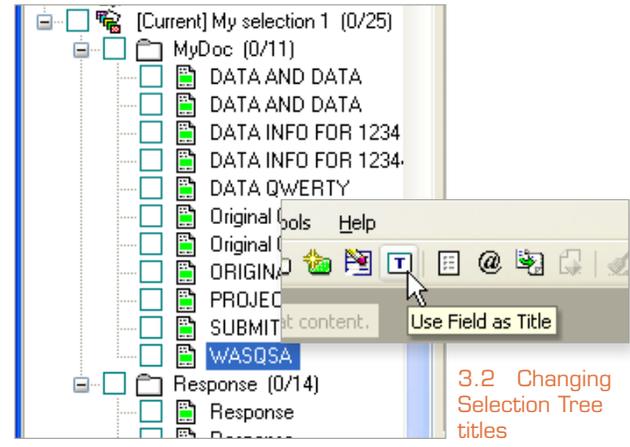
C] Many dialogs in scanEZ (including those in all the Search menu options) allow you to add documents to MySelection folders.



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.

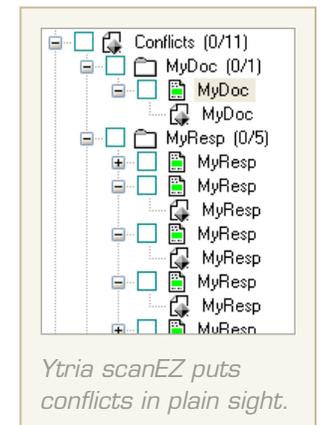
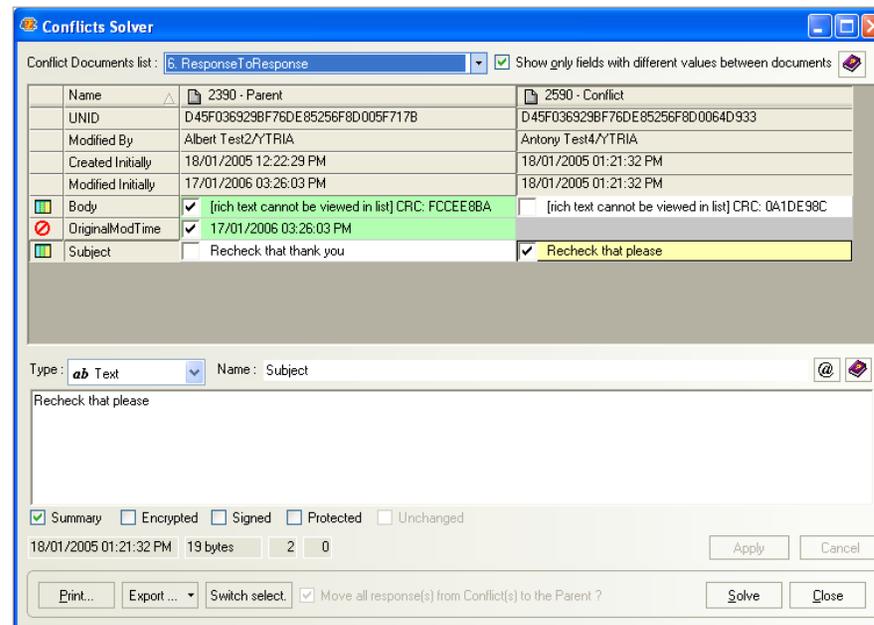
3.5.4 Remove from Selection: This lets you remove checked items from a MySelection folder.

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

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



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



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

5

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



Buttons available in scanEZ's Diff Panel

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

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

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

5.3 Other Diff Panel options:

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

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

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

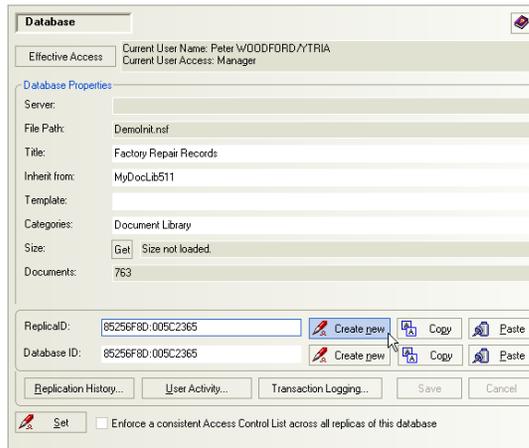
5.3.4 Modify: lets you change a field value in all documents, either manually or with a formula.

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

6

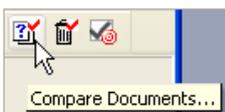
There are tons of other great features in scanEZ. **Here are just a few more:**

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



6.1 Ytria scanEZ gives you access to database level information

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



6.3 Ytria scanEZ's Search menu options:

Results for all search types are placed in My Selection virtual folders. Also, you can customize the displayed titles of any results (see section 3).

6.3.1 Search by UNID

6.3.2 Search by 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).

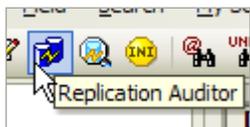
6.3.6 Quick Retrieve Contents of a View or Folder: Lets you gather the contents of an existing view or folder. Because indexed information is used, this option is usually very fast.

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

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



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



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

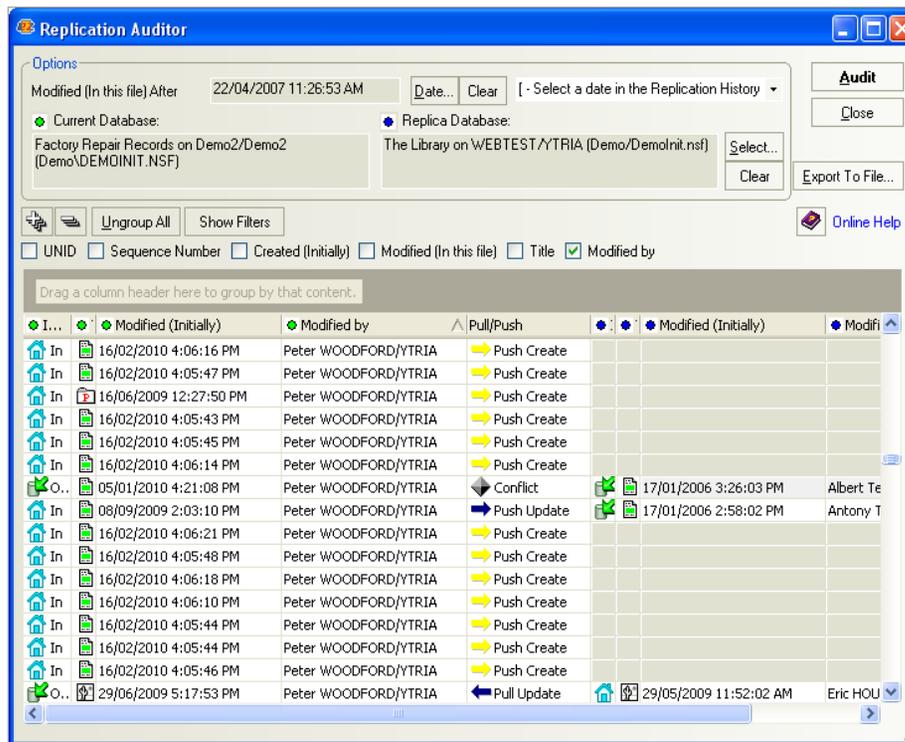


Status : Potential Resurrection (3)

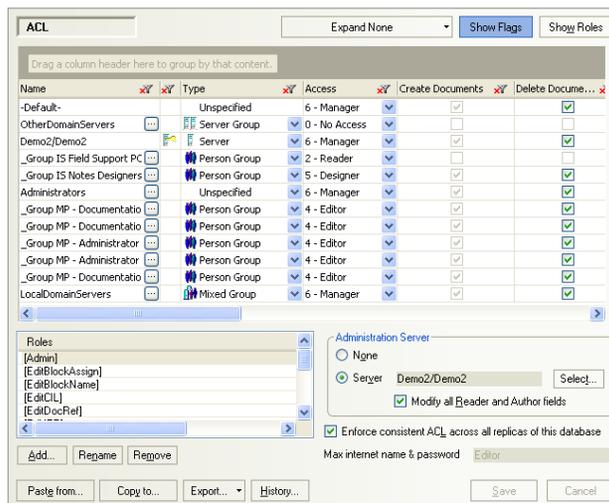
869	181				0
101	100				1
839	839				1

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

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

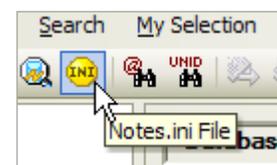


6.5 The Replication Auditor in scanEZ



6.7 With scanEZ database ACL management is simple and intuitive

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



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

QUICK START GUIDE



Your Notes signature nightmares are over. Ytria signEZ gives you

complete control over database signing. It allows you to: delegate signatures to other users; sign using stored IDs; audit signatures; and batch sign multiple databases. And signEZ does all this without circumventing Notes security.

1

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



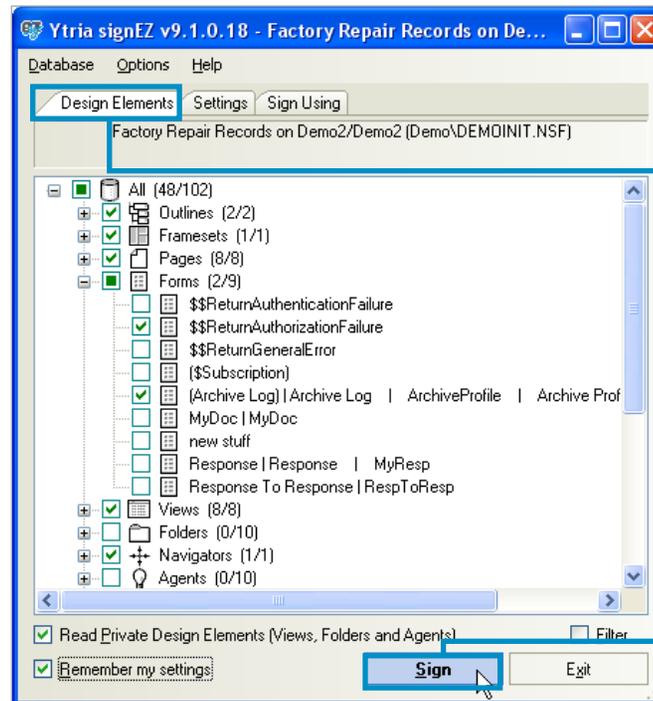
1.1 Choose which design elements to work with:

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

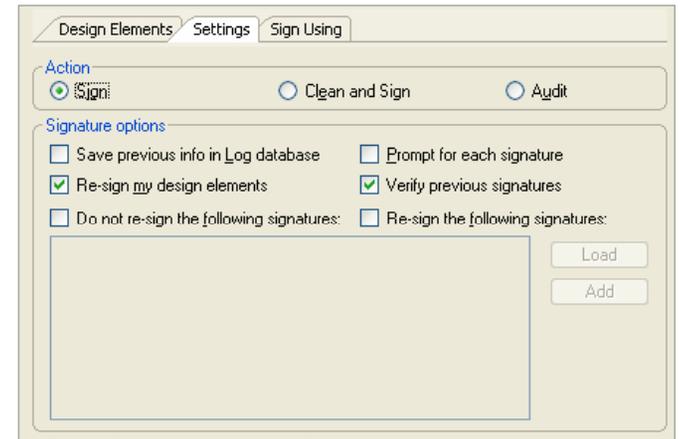
1.2 Set your options:

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

The Selection Tree in the main signEZ window



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



1.2 The signEZ Settings tab

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

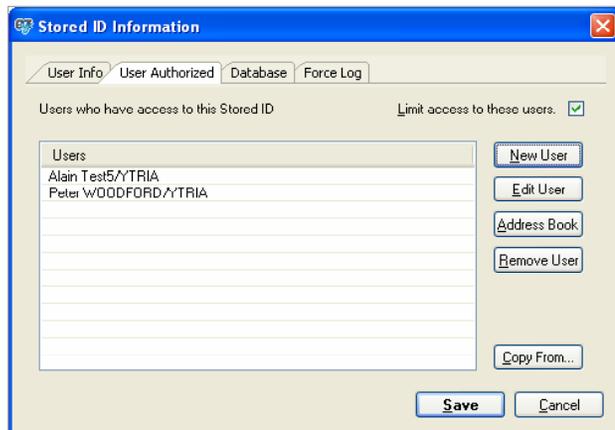
This button can either be "Sign", "Clean & Sign" or "Audit" depending on what action setting you choose in the Settings tab

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



The signEZ Sign Using tab

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



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

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

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

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

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

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

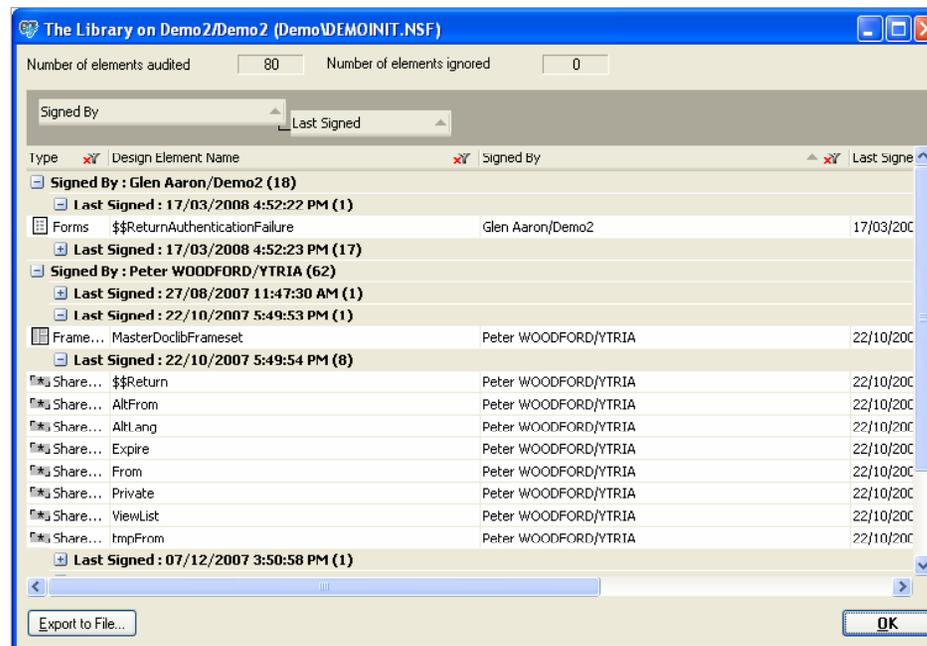
button (whichever you chose in the Settings tab will appear) at the bottom of the main SignEZ window. A Signature or Audit Status window will appear after signing or auditing. This window offers grouping functionality (dragging column headers to sort information) and it also offers an Export to File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

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

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



The signEZ Remember my settings checkbox



1.4 The signEZ Signature and Audit Status window

2

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

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

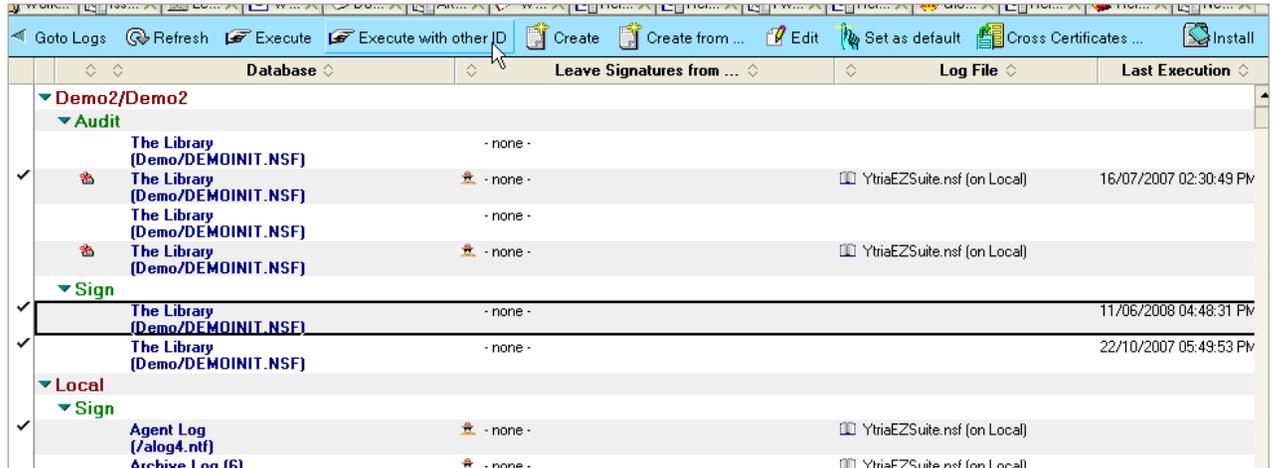
You can have as many signEZ databases as you like (eg it may be useful to have separate databases for storing ID files and logs, each with different ACL settings), you just need to use the 'Link to Another signEZ Database' command in the signEZ application's Database menu to switch active databases.

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

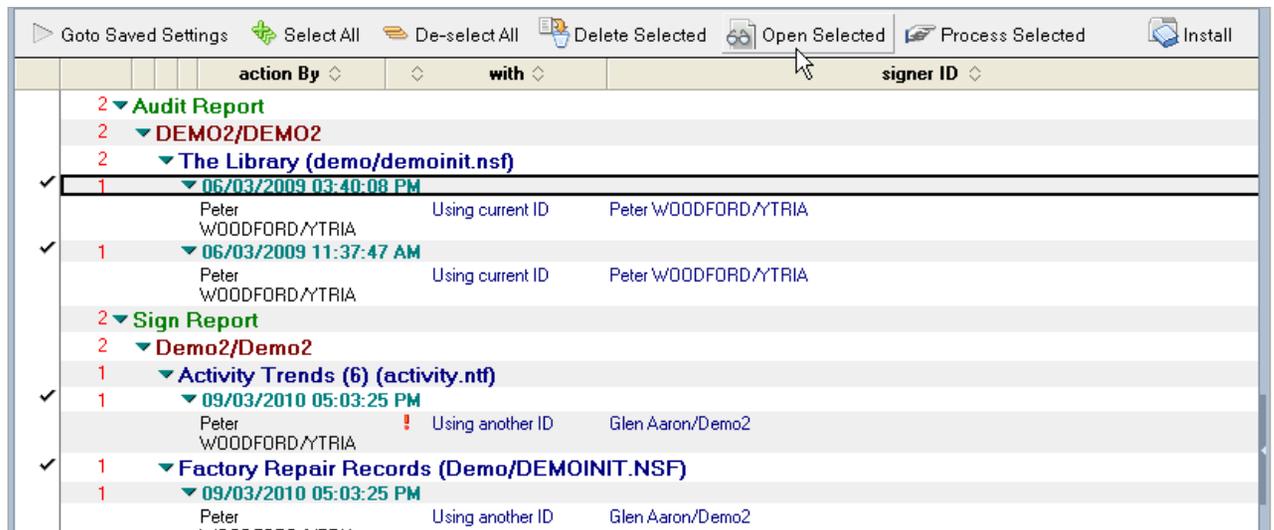
2.1.1 The Saved Settings view: This is the first of the two views in the signEZ database. If you checked the Remember my settings box, any of the settings used for signing or auditing will appear here. You can execute one-or-more saved signing/auditing operations from this view by selecting the documents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

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

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



2.1.1 The Saved Settings view in the signEZ database



2.1.1 The Logs view in the signEZ database

3

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

3.1 Power-users can craft their own custom signEZ

solutions: Go to www.ytria.com/WebSiteHelp.nsf for more information.

QUICK START GUIDE

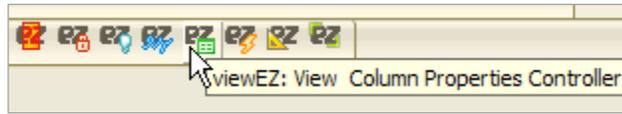


Take complete control of your Notes views and folders. Ytria viewEZ

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

1

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

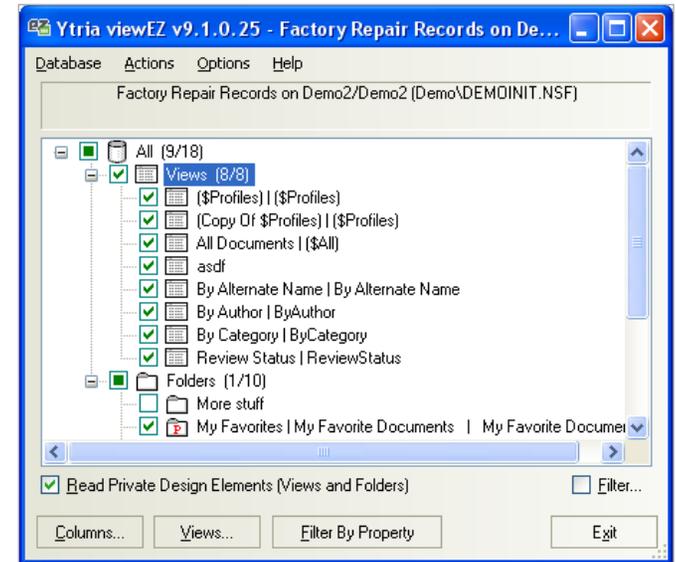


1.1 View columns laid out right before your eyes: If you make a selection in the main viewEZ screen (all your database's views and columns will be listed in the Selection Tree) and click the Columns button you'll arrive at the Columns window.

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

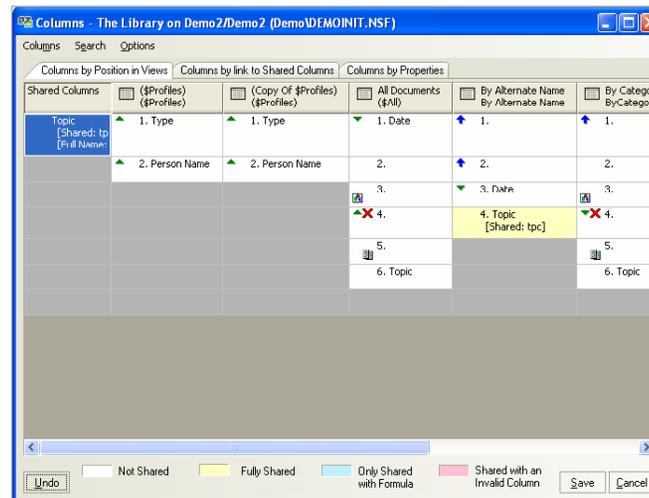
1.1.1 Columns by Position in View: Each header in this tab represents a design element (ie views or folders). Each cell represents a view column or folder column. The order in which the cells appear corresponds to their position in the view. You can drag-and-drop or copy/paste view or folder columns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

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

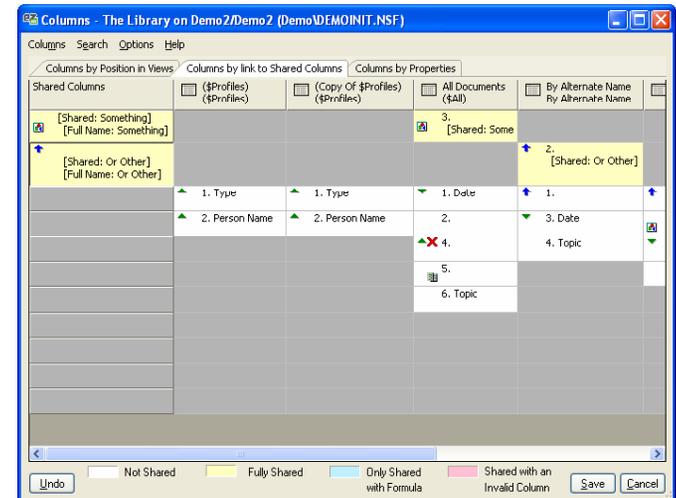


The main viewEZ window features the Selection Tree (for selecting designs) plus a Filter by Property button (lets you narrow down design selections using view and/or folder properties).

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

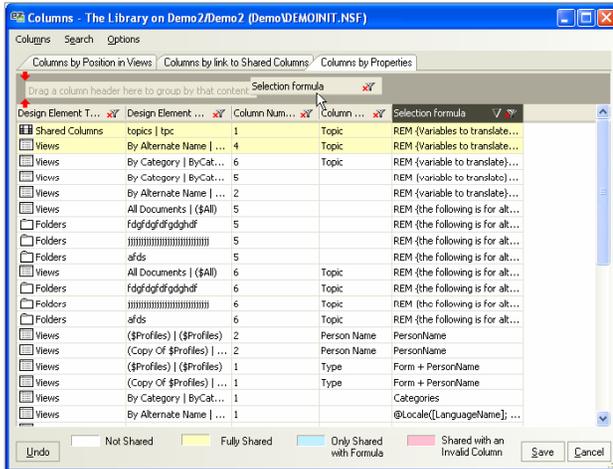


1.1.1 The viewEZ Columns by Position in View tab



1.1.2 The viewEZ Columns by Link to Shared Columns tab

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



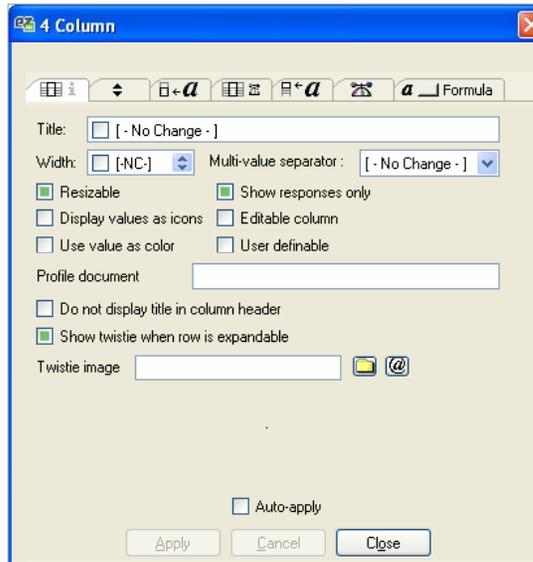
1.1.3 The viewEZ Columns by Properties tab

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

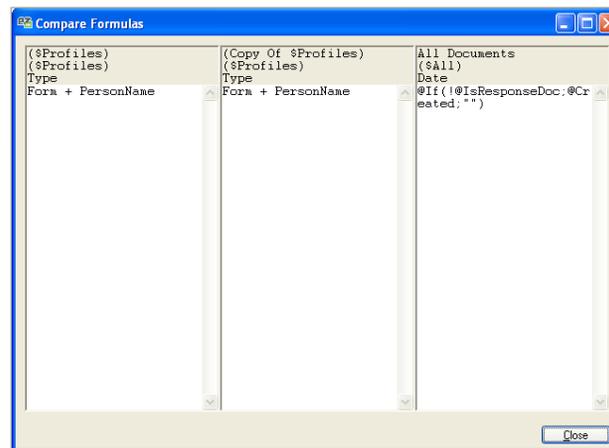
1.2 With viewEZ you can see and edit several view columns all at once:

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

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



1.2.1 Mass-edit view columns in viewEZ



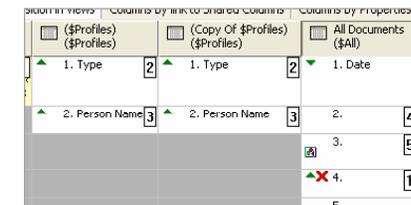
1.2.2 Ytria viewEZ lets you see selected column formulas side-by-side

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

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

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

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



1.3.1 Analyze column formulas in viewEZ

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

> F5: Shared/Not Shared

<input type="checkbox"/> Not Shared	<input type="checkbox"/> Fully Shared	<input type="checkbox"/> Only Shared with Formula	<input type="checkbox"/> Shared with an Invalid Column
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> F6: Sort Type

<input type="checkbox"/> Categorized Asc.	<input type="checkbox"/> Sort Asc.
<input type="checkbox"/> Categorized Desc.	<input type="checkbox"/> Sort Desc.

> F7: Family

<input type="checkbox"/> Colors	<input type="checkbox"/> Icons	<input type="checkbox"/> Responses
<input type="checkbox"/> Colors Responses	<input type="checkbox"/> Icons Responses	

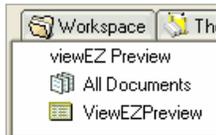
> F8: Hidden/Not Hidden

<input type="checkbox"/> Not Hidden	<input type="checkbox"/> Hidden Upon a Formula	<input type="checkbox"/> Always Hidden
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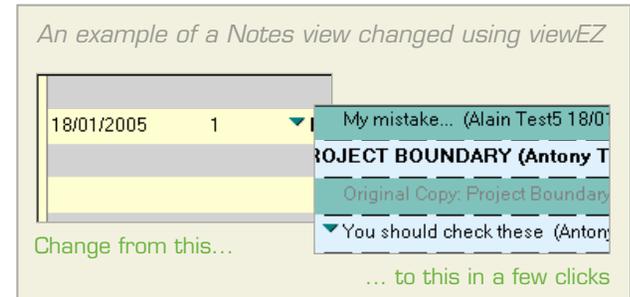
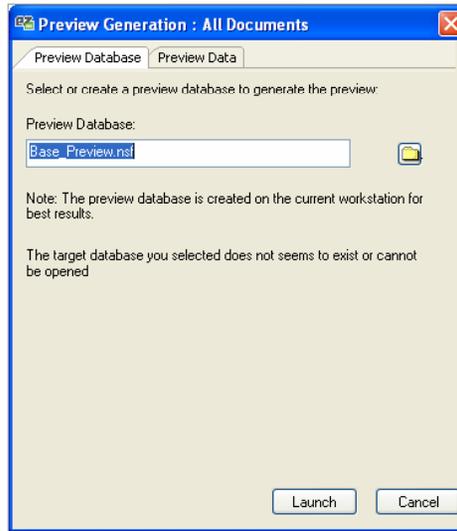
> F9: Modified/Not Modified

<input type="checkbox"/> Not Modified	<input type="checkbox"/> Modified
---------------------------------------	-----------------------------------

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

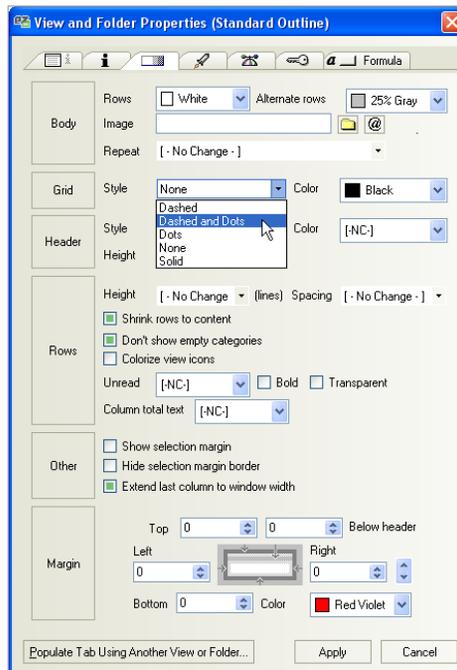
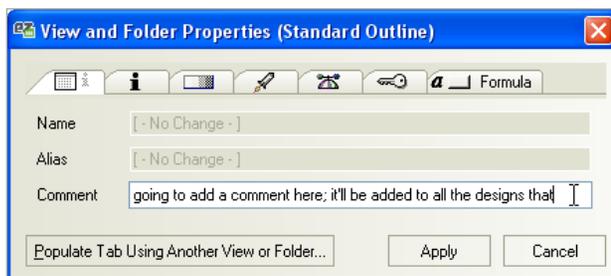


1.4 Ytria viewEZ lets you preview your changes in Lotus Notes



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

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



2.1 Mass-edit view properties and formulas in viewEZ

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



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

QUICK START GUIDE

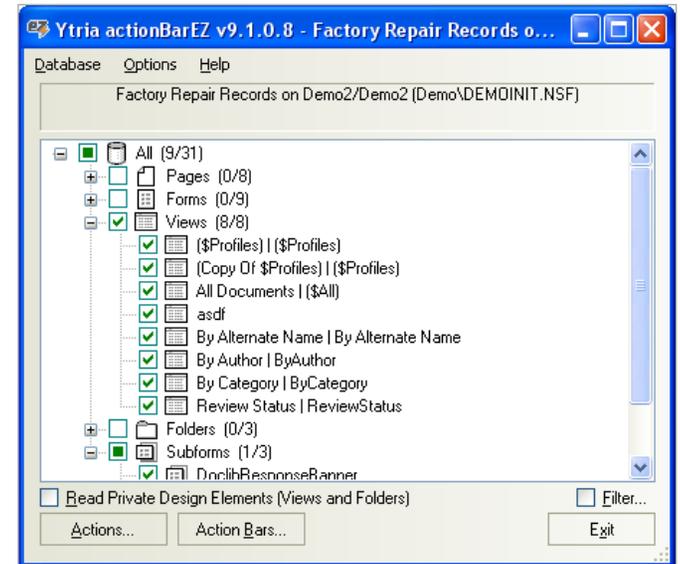
actionBarEZ Take control of your Notes actions and action bars. Ytria actionBarEZ lets you completely overhaul the look and feel of your Notes applications' action bars in a few simple clicks

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

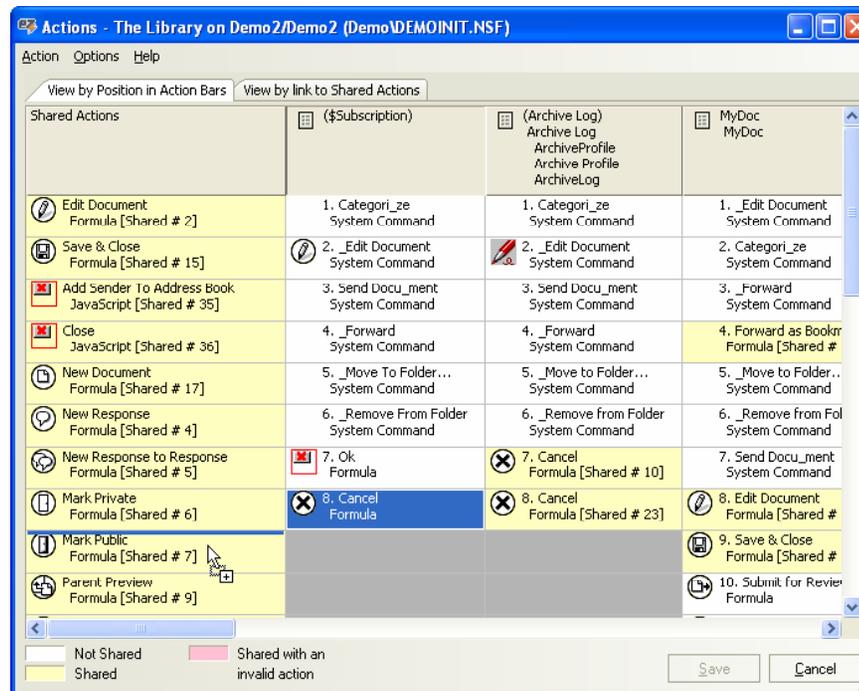


1.1 A bird's eye view of database actions: Just make a selection in the main actionBarEZ screen then click the Actions button and then the Actions window will appear. The Actions window shows all the actions associated with the selected design elements in a table.

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



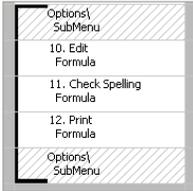
The selection tree in the main actionBarEZ window



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

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

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



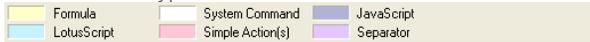
Submenus in actionBarEZ

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

> **F5:** Shared/Not Shared



> **F6:** Action Type



> **F7:** Show Menu/Bar



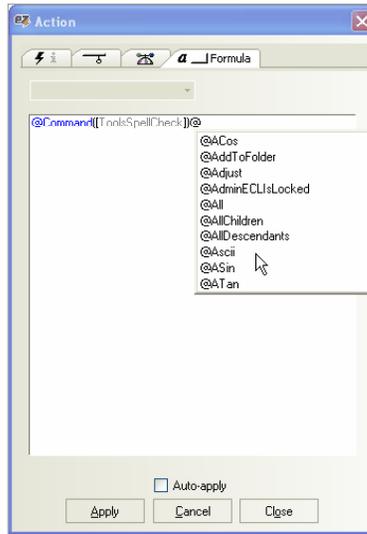
> **F8:** Hide Notes/Web/Mobile



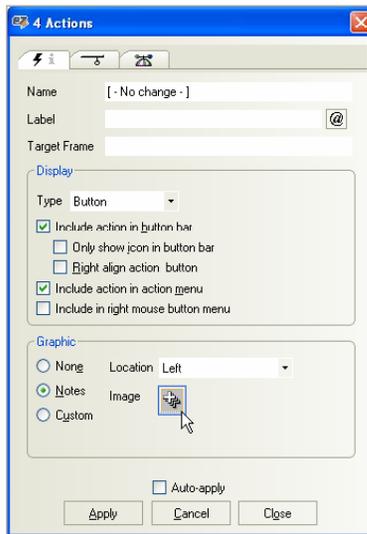
> **F9:** Modified/Not Modified



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



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



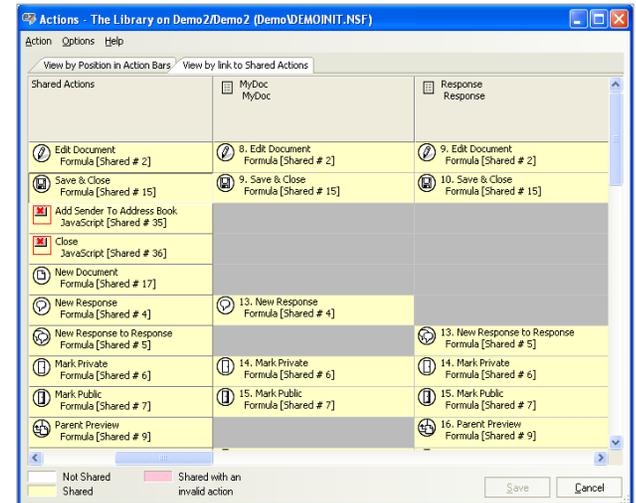
1.2b You can modify multiple actions simultaneously in actionBarEZ

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

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

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

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

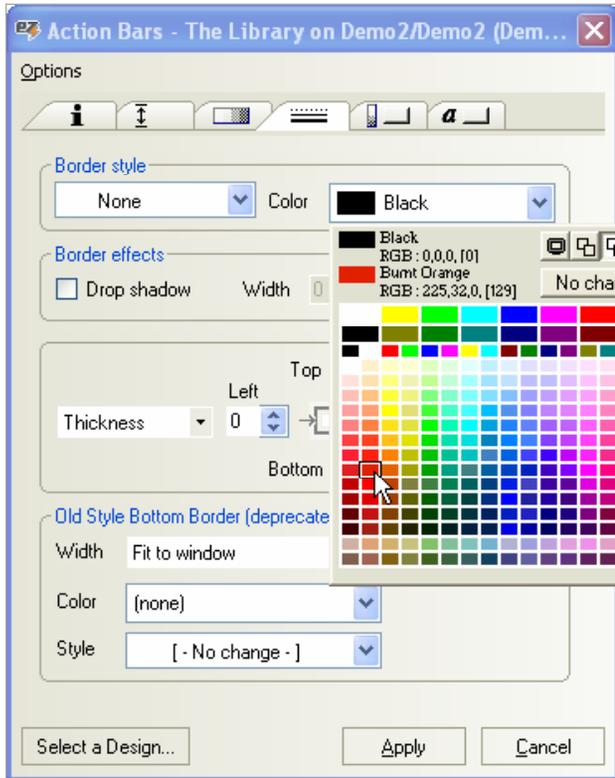


1.5 See where actions are being shared in actionBarEZ

2

Give your actions bars an instant makeover with actionBarEZ.

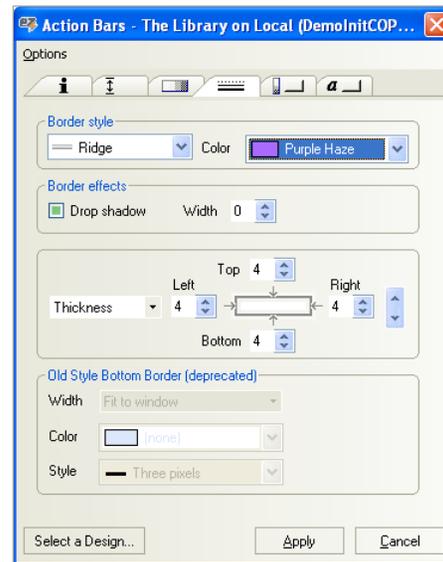
Here's how:



The Action Bars window in actionBarEZ

2.1 Mass-edit cosmetic aspects of your action bars:

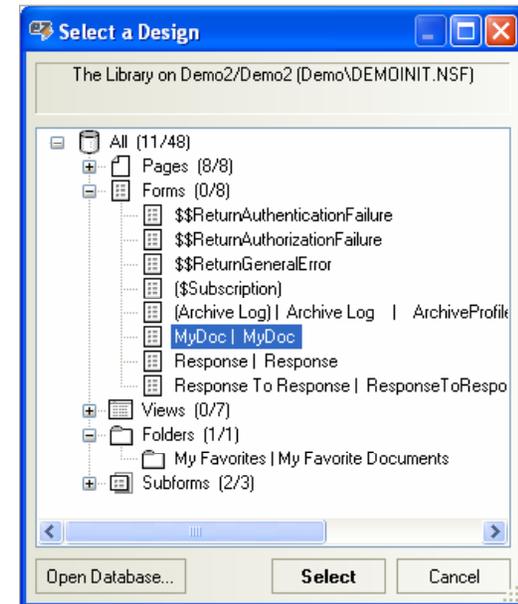
With actionBarEZ's Action Bars Window you'll have access to all the options in the Domino Designer Action Bar Properties box but with a big added bonus—you can apply these changes to many action bars at once. To do this, just make a selection in the main actionBarEZ window and click the Action Bars button.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



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

2.2 Copy action bar properties from another database:

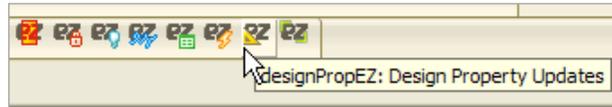
If you click the Select a Design button in the Action Bars dialog, you can pick a design element in any database and actionBarEZ will populate the Action Bars window based on the settings of this design element. This feature is a great way to ensure that all your databases' action bars have a consistent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



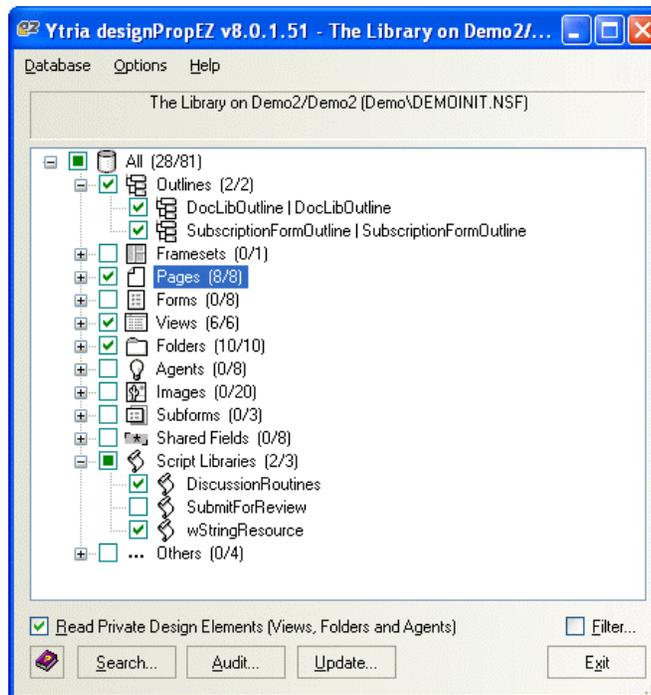
Ytria actionBarEZ lets you copy action bar properties from other databases

1

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



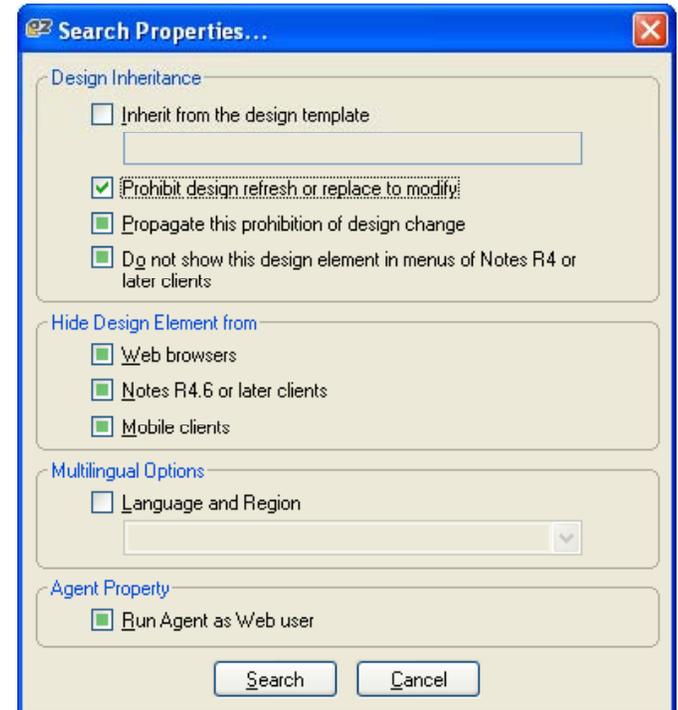
- Select some items in the selection tree then click the Search button in the main designPropEZ window.
- In the Search Properties window, tick the checkboxes for properties you'd like to find.
- Click Search in this window.
- Voilà—the design properties of the database will appear in the Search Results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



The designPropEZ main screen



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

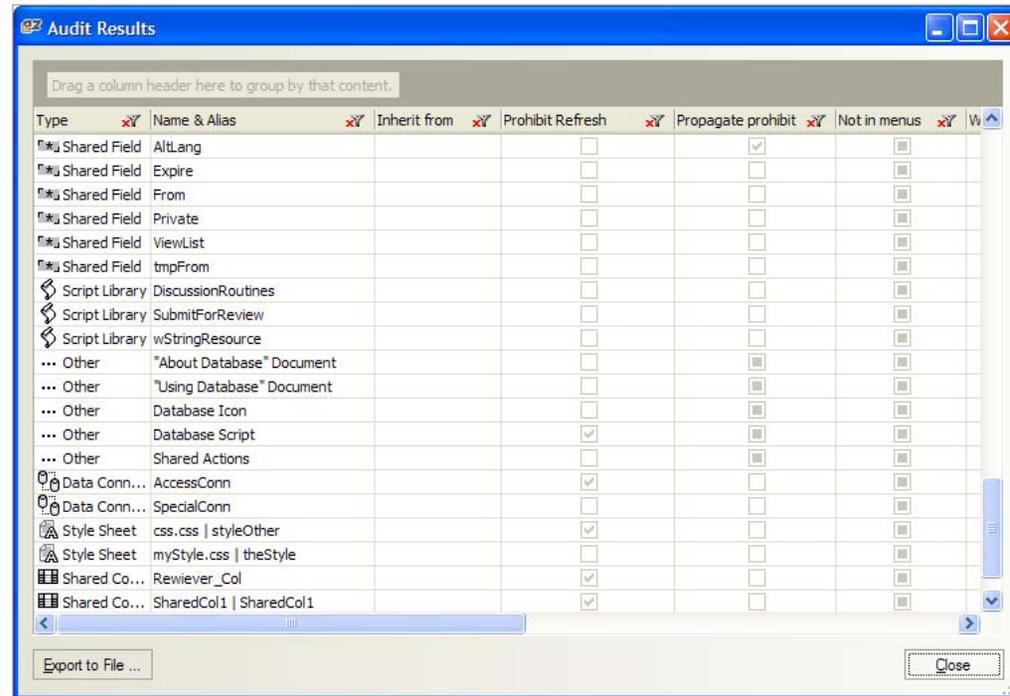


The designPropEZ Search Properties screen

2

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

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



The designPropEZ Audit screen

3

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

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



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

4

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

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



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