# QUICK ST∎RT



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

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

## ScanEZ: Investigate, Analyse and Resolve Issues

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



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

contextual menu will affect checkbox selections.



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

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

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

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

Drag a colur	nn header here to gro	1.3	3a Click the column header sort items
ah Tout	DATABASE	1	
abiext		1	
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<b>ab</b> Text	Form	1	
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1.3c Group by column headers

Ytria
docu
Here

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

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

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

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

### 2.1 The scanEZ Note Info tab

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

2.2 The scanEZ Readers/Authors tab

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

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Search text	categ	
	<b><u>Search</u></b>	

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

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

N	Note Info Readers/Authors 1 Parent / 2 Responses														
Doi	Couble-click on a Response Document to open it									) 🤌					
	Title		0	\$FILE		2	\$Fonts		2	\$REF		2	\$Revisions		
	RespToResp					[rich	text cannot		[UNI	D] 944546C.	🕑	18/0	1/2005 12:		CN=AI
	RespToResp	Ø	[latin]	30.doc] - :	s 🔲	[rich	text cannot		[UNI	D] 944546C.	🔮	18/0	1/2005 12:		CN=AI

## 2.4 Deleting without creating deletions stubs:

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



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

Docu	iment	Eield	<u>S</u> earch	My Selection	Fol
2	New [	Ctrl+N			
	<u>N</u> ew/	Get Pro	file Docur	ment	
	⊆ору			Ctrl+C	
	<u>P</u> aste			Ctrl+V	
	Modif	У		Ctrl+E	
✓	Save			Ctrl+5	
×	Cance	el Chan	ges	Ctrl+Z	
	Сору	to <u>A</u> no	ther Data	base	
	<u>M</u> ove	to Ano	ther Data	abase	
5	Set N	ew <u>P</u> ar	ent to Re:	sponse(s)	
Ô	Delet	е		Del	
	Modif	y <u>U</u> NID			
T	Chan	ge Disp	layed <u>T</u> itle	e Ctrl+T	
ŧΞ	Comp	ute wit	h Form		
	Op <u>e</u> n	in Desi	gner		
	Op <u>e</u> n	in Note	es Client	. k	2
	Onen	in Web	Client		

For a 'view on the fly' you can use scanEZ's MySelection virtual folders and title options. Here's how: Cornicts Current] My selection 1 (0/26)

Response (0/14)

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

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

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



3.1.8 A checkbox selection in scanEZ



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



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

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

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

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



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

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

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

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

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

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

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

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

**3.4.1 Select All with Identical Displayed Title:** This is a handy feature to use in conjunction with the title-changing options. The dialog gives the option of skipping the first match or conversely selecting only the first match.

**3.4.2 Select Using Regular Expression:** You can also use regular expressions (regexes) to grab extremely specific selections.

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

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

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

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

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

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

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



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

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



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

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

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

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

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

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

Buttons available in scanEZ's Diff Panel

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

## 5.3 Other Diff Panel options:

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

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

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

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

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

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

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

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



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

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

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



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



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

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

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

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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).



Status	: Potenti	ial Resuri	recti	on (:	3)
869	181	2	¥	Q	0
101	100	3		87	1
839	839	- 3		87	1

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

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

Replication Auditor									
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Current Database:     Factory Repair Records on Demo2/Demo2     [Demo\DEMOINIT.NSF]     Select								<u>U</u> lose	ile
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Drag a column header here to group by	that content.								
● I ● ● Modified (Initially)	Modified by	/	N Pull/Push	•	•1	Modified (In	itially)	Modil	fi 📥
🚮 In  🗎 16/02/2010 4:06:16 PM	Peter WOODFOR	D/YTRIA	→ Push Create						
🚮 In  🗎 16/02/2010 4:05:47 PM	Peter WOODFOR	D/YTRIA	💛 Push Create						
🚮 In 😰 16/06/2009 12:27:50 PM	Peter WOODFOR	D/YTRIA	💛 Push Create						
🚮 In  16/02/2010 4:05:43 PM	Peter WOODFOR	D/YTRIA	💛 Push Create						
🚮 In  🗎 16/02/2010 4:05:45 PM	Peter WOODFOR	D/YTRIA	💛 Push Create						
🚮 In  🗎 16/02/2010 4:06:14 PM	Peter WOODFOR	D/YTRIA	💛 Push Create						9
💕 O 🖺 05/01/2010 4:21:08 PM	Peter WOODFOR	D/YTRIA	🔶 Conflict	d 🖌		17/01/2006 3::	26:03 PM	Albert T	Έ
🚮 In  🗎 08/09/2009 2:03:10 PM	Peter WOODFOR	D/YTRIA	🔿 Push Update	d 🖌		17/01/2006 2:	58:02 PM	Antony	Т
🚮 In  🖺 16/02/2010 4:06:21 PM	Peter WOODFOR	D/YTRIA	💛 Push Create						
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🙀 0 😰 29/06/2009 5:17:53 PM	Peter WOODFOR	)/YTRIA	🖛 Pull Update		\$	29/05/2009 11	:52:02 AM	Eric HO	0 🗸
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#### 6.5 The Replication Auditor in scanEZ

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Drag a column header here	to gr	oup by that content.					
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-Default-		Unspecified		6 - Manager	~		
OtherDomainServers		Server Group	~	0 - No Access	~		
Demo2/Demo2	F^	📱 Server	~	6 - Manager	~		<b>V</b>
_Group IS Field Support PC 🔤		🇰 Person Group	~	2 - Reader	~		
_Group IS Notes Designers 🔤		🇰 Person Group	~	5 - Designer	~	Image: A start and a start	<b>V</b>
Administrators 🔤		Unspecified	~	6 - Manager	~	Image: A start and a start	<ul><li>✓</li></ul>
_Group MP - Documentatio 🖂		🇰 Person Group	~	4 - Editor	~	Image: A start and a start	✓
_Group MP - Documentatio 🔤		🇰 Person Group	~	4 - Editor	~	Image: A start and a start	<b>V</b>
_Group MP - Administrator 🔤		🇰 Person Group	~	4 - Editor	~	Image: A start and a start	<b>~</b>
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_Group MP - Documentatio 🖂		🇰 Person Group	~	4 - Editor	~		<b>~</b>
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Add Rename Remo	ve			Max interne	t nar	me & password Editor	
Paste from Copy to		Export •	ory			<u>S</u> a	ve Cancel

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

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



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



Р**6** 

# QUICK ST⊵RT GUIDE



Your Notes signature nightmares are over. Ytria signEZ gives you

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

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

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

#### The Selection Tree in the main signEZ window



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

Design Elements Settings	Sign Using		
Action Signi	O Cl <u>e</u> an and S	iign 🔘	A <u>u</u> dit
Signature options Save previous info in Log Re-sign my design elemer	database 🗌 nts 🔽	<u>P</u> rompt for each sign Verify previous signa	ature Itures
Do not re-sign the <u>f</u> ollowin	ig signatures: 🗌	Re-sign the <u>f</u> ollowing	) signatures:
			Add
			J

1.2 The signEZ Settings tab

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

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

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

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

#### The signEZ Sign Using tab

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

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

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

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

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

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

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

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

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

1.4 The signEZ Signature and Audit Status window

P2



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

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

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

Read Private Design Elements (\

Remember my settings

The signEZ Remember my settings checkbox

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

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

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

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

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

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

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

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

2.1.1 The Saved Settings view in the signEZ database

$\triangleright$ c	àoto Sa	ved Settings 🛛 🚸 Select All	🗢 De-select All 🛛 🐴	Delete Selected 🔬 Open Selected 🖉 Process Sele	cted 🗔 Install
		action By 🗘	⇔ with ≎	k signer ID 🗘	
	2 🔻	Audit Report			
	2	DEMO2/DEMO2			
	2	The Library (demo	/demoinit.nsf)		
~[	1	▼ 06/03/2009 03:40:	08 PM		
		Peter WOODFORD/YTRIA	Using current ID	Peter WOODFORD /YTRIA	
~	1	06/03/2009 11:37:	47 AM		
		Peter WOODFORD/YTRIA	Using current ID	Peter WOODFORD /YTRIA	
	2 🔻	Sign Report			
	2	Demo2/Demo2			
	1	Activity Trends (6)	(activity.ntf)		
<ul> <li>✓</li> </ul>	1	<b>• 09/03/2010 05:03:</b>	25 PM		
		Peter WOODFORD/YTRIA	Using another ID	Glen Aaron/Demo2	
~	1	Factory Repair Re	cords (Demo/DEMO	INIT.NSF)	
	1	<b>• 09/03/2010 05:03:</b>	25 PM		
		Peter	Using another ID	Glen Aaron/Demo2	

2.1.1 The Logs view in the signEZ database

3

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

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



# QUICK ST⊠RT GUIDE



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

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

## ez ez ez ez ez ez ez

ViewEZ: View Column Properties Controller

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

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

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

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



1.1.1 The viewEZ Columns by Position in View tab

📽 Ytria viewEZ v9.1.0.25 - Factory Repair Records on	De 🔳 🗖 🔀
Database Actions Options Help Factory Repair Records on Demo2/Demo2 (Demo\DEMOI	NIT.NSF)
All (9/18)     Views (8/8)     (\$Profiles)   (\$Profiles)     (Copy 0f \$Profiles)   (\$Profiles)     (All Documents   (\$All)     All Documents   (\$All)     Ø    asdf     Ø    By Alternate Name   By Alternate Name     Ø    By Author   ByAuthor     Ø    By Category   ByCategory     Ø    Review Status   ReviewStatus     Folders (1/10)     More stuff     Ø    My Favorite Documents   My Favorite Document   My Favorite Documents   My Favorite Document   My Favorite   My Favorite Document   My Favorite	Favorite Documer 💟
Eead Private Design Elements (Views and Folders)	<u> </u>
<u>C</u> olumns <u>V</u> iews <u>F</u> ilter By Property	E <u>x</u> it

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

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



1.1.2 The viewEZ Columns by Link to Shared Columns tab

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

🗠 Columns - The Lit	orary on Demo2/Dem	io2 (Demo\DEMO	INIT.NSF)				
Columns Search Options							
Columns by Position is	Colonia ka Devilia in Mana / Colonia ka fiel de Charad Colonia / Colonia ka Develia						
+	TYIONS COUNTS BY INC	to shared columns.	Columns by Prop	501003			
Drag a column header	here to group by that co	tent Selection form	ula 🕺				
Design Element T 💞	Design Element 💞	Column Num 😿	Column 😿	Selection formula 🛛 🗸 💎	^		
Shared Columns	tonics I tor	1	Topic	REM (Variables to translate			
Views	By Alternate Name I	4	Topic	REM {Variables to translate			
Views	By Category   ByCat	6	Topic	REM {variable to translate}			
Views	By Category   ByCat	5		REM (variable to translate)			
Views	By Alternate Name	2		REM {variable to translate}	<b>1</b>		
Views	All Documents   (\$All)	5		REM {the following is for alt			
Folders	fdgfdgfdfgdghdf	5		REM {the following is for alt			
Folders	101000000000000000000000000000000000000	5		REM {the following is for alt			
Folders	afds	5		REM {the following is for alt			
Views	All Documents   (\$All)	6	Topic	REM {the following is for alt			
Folders	fdgfdgfdfgdghdf	6	Topic	REM {the following is for alt			
E Folders	111111111111111111111111111111111111111	6	Topic	REM (the following is for alt			
Folders	afds	6	Topic	REM {the following is for alt			
Views	(\$Profiles)   (\$Profiles)	2	Person Name	PersonName			
Views	(Copy Of \$Profiles)	2	Person Name	PersonName			
Views	(\$Profiles)   (\$Profiles)	1	Туре	Form + PersonName			
Views	(Copy Of \$Profiles)	1	Туре	Form + PersonName			
Views	By Category   ByCat	1		Categories			
Views	By Alternate Name	1		@Locale([LanguageName];	~		
Undo Not	Undo Not Shared Fully Shared Only Shared Shared with an Invalid Column Save Cancel						

#### 1.1.3 The viewEZ Columns by Properties tab

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

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

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

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

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

1.2.1 Mass-edit view columns in viewEZ

🕾 Compare Formulas		
(\$Profiles) (\$Profiles) Type Form + PersonName	(Copy Of *Profiles) (*Profiles) Type Form + PersonName	All Documents (SAII) Date @If(!@ISResponseDoc:@Cr eated;"")

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

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

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

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

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



1.3.1 Analyze column formulas in viewEZ

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



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



#### 1.4 Preview your changes in Lotus Notes in

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

Workspace Th 1 viewEZ Preview y 1 All Documents

1.4 Ytria viewEZ lets you preview your changes in Lotus Notes



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

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

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

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

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

2.1 Mass-edit view properties and formulas in viewEZ



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

🕾 View and Folder Properties (Standard Outline)					×		
		X &	×	~	a	Formula	
Auto Frame (Web Only)	Frameset Frame						]
Populate Tab U	sing Another	View or Fo	older. 💦		Apply	Cancel	

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



# QUICK ST⊵RT GUIDE

# actionBar

Take control of your Notes actions and

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

## 

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

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

🕫 Actions - The Library on Demo2/Demo2 (Demo\DEMOINIT.NSF)							
Action Options Help							
View by Position in Action Bars View by link to Shared Actions							
Shared Actions	(\$Subscription)	<ul> <li>(Archive Log)</li> <li>Archive Log</li> <li>ArchiveProfile</li> <li>Archive Profile</li> <li>ArchiveLog</li> </ul>	MyDoc AyDoc				
Edit Document	1. Categori_ze	1. Categori_ze	1Edit Document				
Formula [Shared # 2]	System Command	System Command	System Command				
Save & Close	2Edit Document	2Edit Document	2, Categori_ze				
Formula [Shared # 15]	System Command	System Command	System Command				
Add Sender To Address Book	3. Send Docu_ment	3. Send Docu_ment	3Forward				
JavaScript [Shared # 35]	System Command	System Command	System Command				
Close	4Forward	4Forward	4. Forward as Bookm				
JavaScript [Shared # 36]	System Command	System Command	Formula [Shared #				
New Document	5Move To Folder	5Move to Folder	5Move to Folder				
Formula [Shared # 17]	System Command	System Command	System Command				
New Response	6Remove From Folder	6Remove from Folder	6Remove from Fol				
Formula [Shared # 4]	System Command	System Command	System Command				
New Response to Response	7. Ok	7. Cancel	7. Send Docu_ment				
Formula [Shared # 5]	Formula	Formula [Shared # 10]	System Command				
Mark Private	8. Cancel	8. Cancel	8. Edit Document				
Formula [Shared # 6]	Formula	Formula [Shared # 23]	Formula [Shared #				
Mark Public Formula [Shared # 7]			9. Save & Close Formula [Shared #				
Parent Preview *** Formula [Shared # 9]			10. Submit for Review Formula				
Not Shared Shared with an Shared invalid action Save Cancel							

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

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

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

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

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

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

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



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

🕰 Action		×	
Command((ToolsSpellChr	AFormula ck.])@ @ACos @AddTofolder @Adjust @AdimitELIsLocked @All @AllDescendants @ASoi @ASoi @ASoi @ATan		1.2a Double-click a selection in the
	Auto-apply           Cancel         Close		actionBarEZ Actions window to change its functional properties



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

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

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

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

View by Position in Action Bars, View by link to Shared Actions			
Shared Actions			
Save & Close	1. Save & Close		
Formula [Shared # 15]	Formula [Shared # 15]		
Add Sender To Address Book	2. Add Sender To Address Book		
JavaScript [Shared # 35]	JavaScript [Shared # 35]		
Duplicate	3. Add Sender To Address Book		
action use	JavaScript [Shared # 35]		

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

1.5 See where actions are being shared in actionBarEZ





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

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

The Action Bars window in actionBarEZ

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

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

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

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

🗣 Select a Design
The Library on Demo2/Demo2 (Demo\DEMOINIT.NSF)
All (11/49)     Pages (8/8)     Pages (8/8)     StReturnAuthenticationFailure     StReturnAuthorizationFailure     StReturnGeneralError     (Subscription)     (Archive Log)   Archive Log   ArchiveProfile     MyDoc   MyDoc     Response   Response     Response   Response     Response   Response   Response To Response     Views (0/7)     Folders (1/1)     My Favorites   My Favorite Documents     Subforms (2/3)
Open Database Select Cancel

Ytria actionBarEZ lets you copy action bar properties from other databases



# QUICK ST⊠RT GUIDE

designProp

Search, audit and update design element properties in designPropEZ.

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

## 🥵 ez ez ez ez ez ez ez

designPropEZ: Design Property Updates

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

🥙 Ytria designPropEZ v8.0.1.51 - The Library on Demo2/ 📳	
Database Options Help The Library on Demo2/Demo2 (Demo\DEMOINIT.NSF)	
<ul> <li>All (28/81)</li> <li>All (28/81)</li> <li>Cutlines (2/2)</li> <li>SubscriptionFormOutline   SubscriptionFormOutline</li> <li>Framesets (0/1)</li> <li>Forms (0/8)</li> <li>Forms (0/8)</li> <li>Folders (10/10)</li> <li>Agents (0/8)</li> <li>Subrofrom (0/3)</li> <li>Subrofrom (0/4)</li> </ul>	
	<u>F</u> ilter E <u>x</u> it

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

📽 Search Properties	×
C Design Inheritance	7
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Search Cancel	

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.

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The designPropEZ Audit screen

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

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

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



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

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

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

