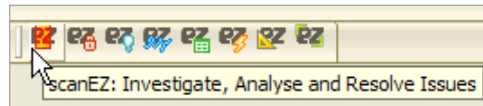


## QUICK START GUIDE

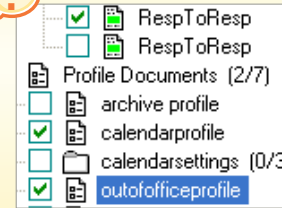


You can use it on fields and documents. It lets you analyze and modify databases. You can use it to work with several documents simultaneously. With over a hundred powerful tools, scanEZ is like a full-service garage for your Lotus Notes databases.

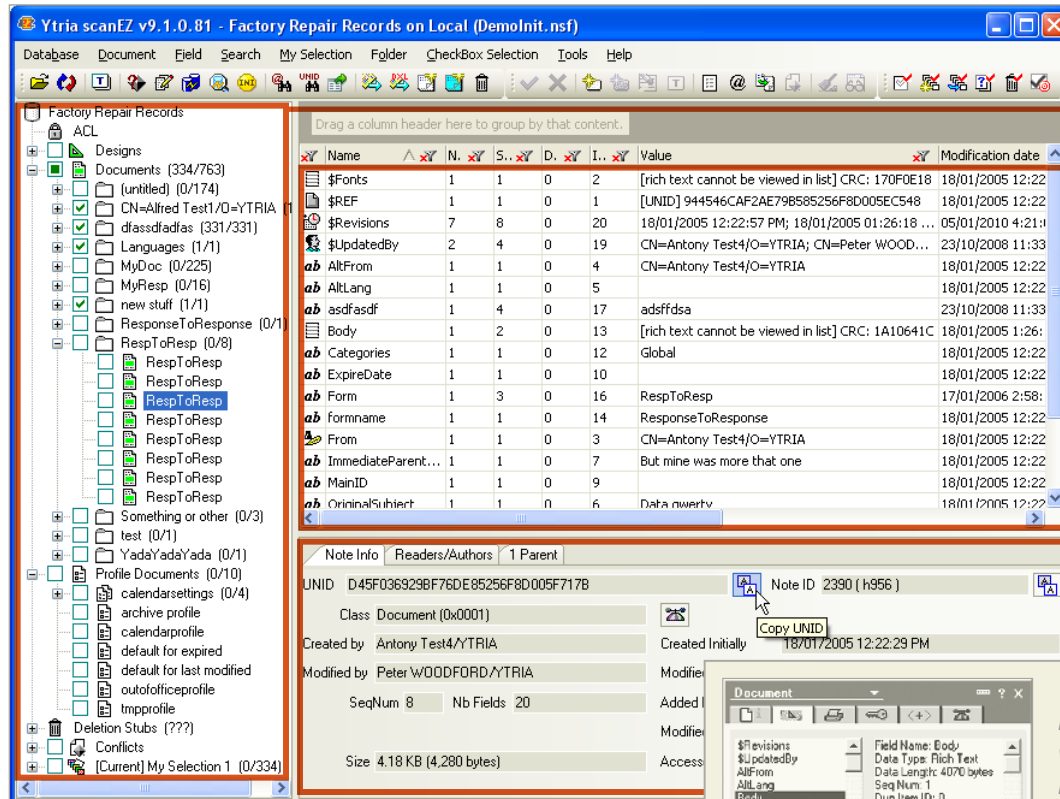
To begin exploring scanEZ's features, select a database to work with on your Lotus Notes Workspace, then click the scanEZ icon in the Ytria Toolbar.



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



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

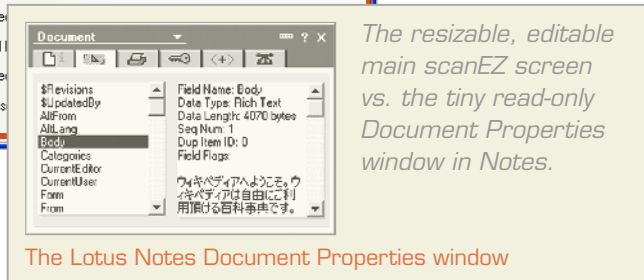


The scanEZ Selection Tree

The Item List panel

The Note Info panel

The main scanEZ screen



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

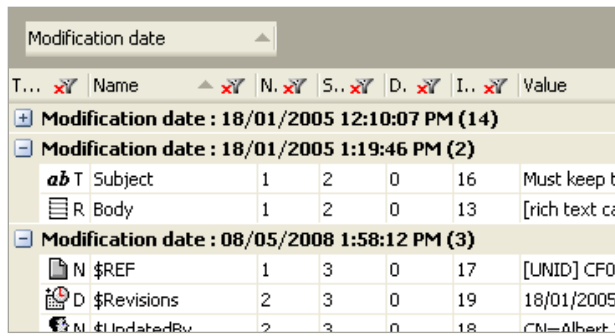
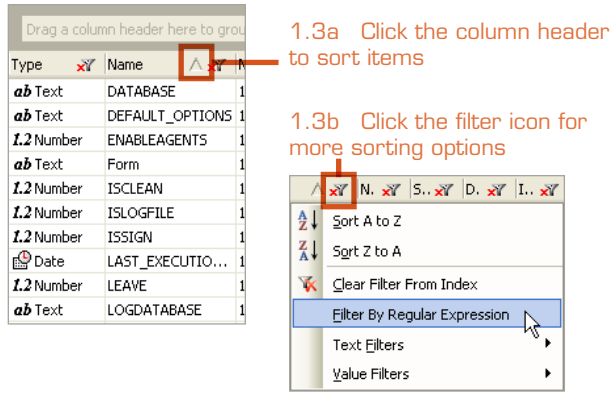
The Lotus Notes Document Properties window

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

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

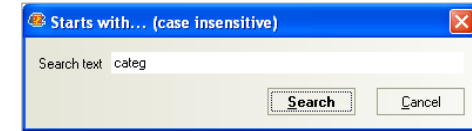
**1.2 See all the fields contained in a document at the same time:** The right-hand side of the scanEZ window should now show the Item List panel on top (which shows the document's fields) and the Note Info panel below. Notice how much easier it is to read document information here compared to the Document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

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



1.3c Group by column headers

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

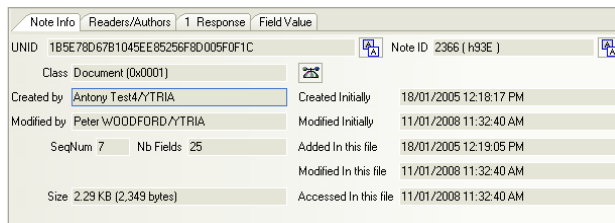


**1.5 Modify, delete or create fields:** Just click on a document field or item to enable editing; right-click in the document's window for options that let you Delete a field or Create a new one.

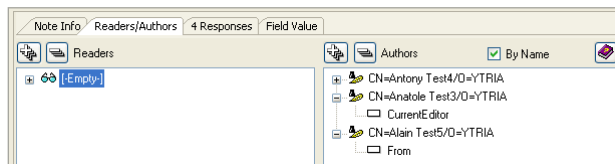
**2** Ytria scanEZ makes viewing and editing document-level information a snap. **Here's how:**

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

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

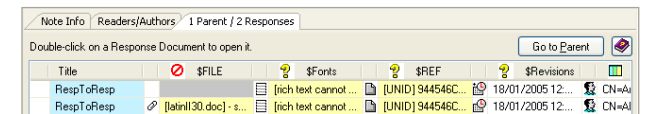


2.1 The scanEZ Note Info tab



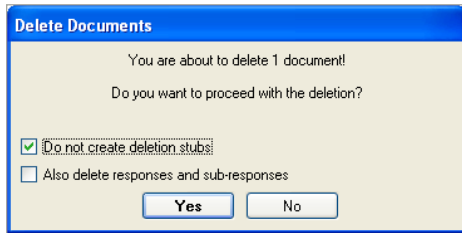
2.2 The scanEZ Readers/Authors tab

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



## 2.4 Deleting without creating deletions stubs:

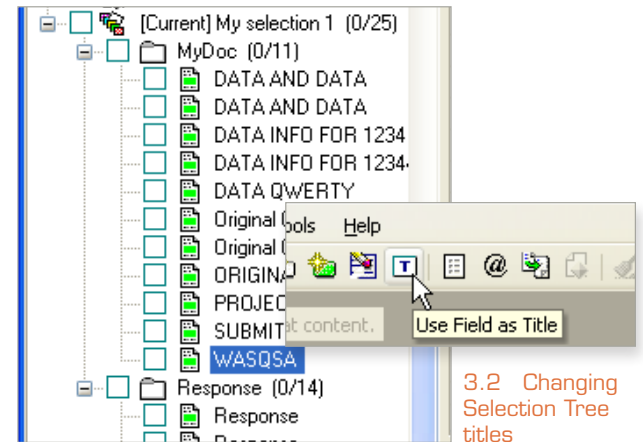
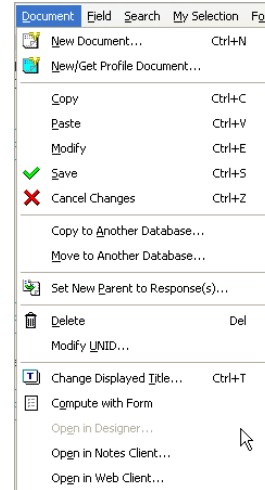
Whenever you delete a document in scanEZ, you have the option of not creating a deletion stub.



**Note:** IBM Lotus Domino Help defines a **Deletion Stub** as: "A truncated document that is left in a database in place of the original document to indicate to the Replication task that the document should, in fact, be deleted from all other replicas."

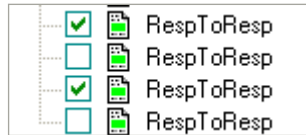
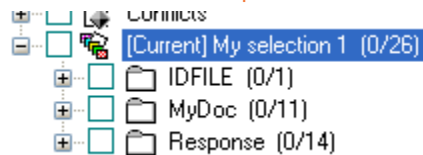
## 2.5 Even more options in the Document Menu:

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



## 3

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



3.1.B A checkbox selection in scanEZ

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

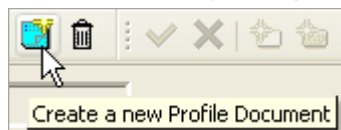
**3.5.2 Remove Selection:** This lets you delete a MySelection folder. Since it is a virtual folder, the contents will not be deleted or otherwise affected.

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

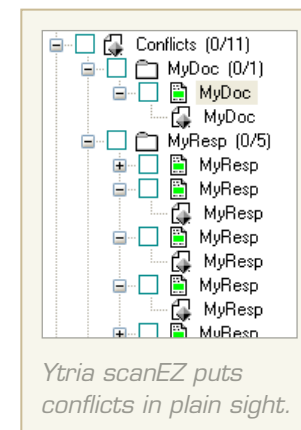
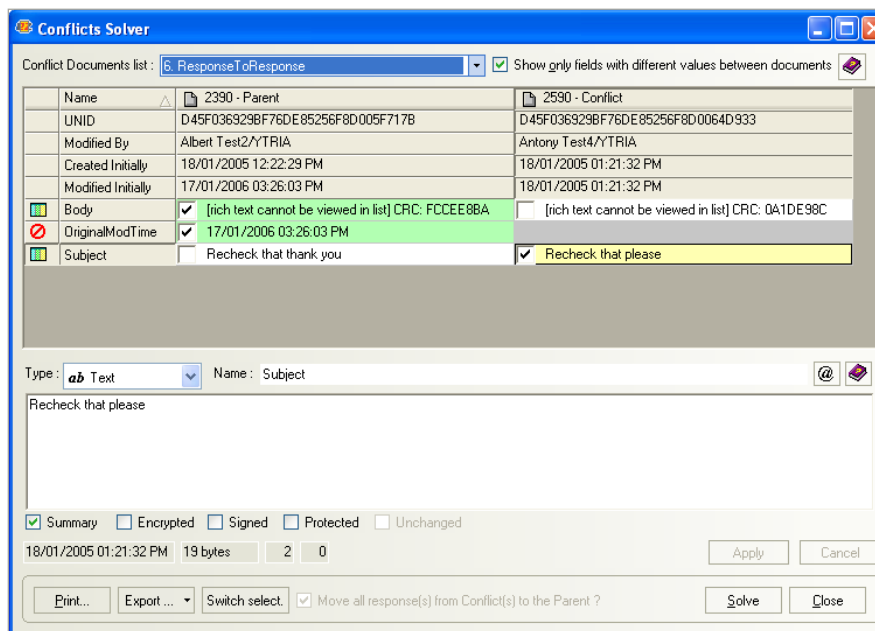
**3.5.4 Remove from Selection:** This lets you remove checked items from a MySelection folder.

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

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



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



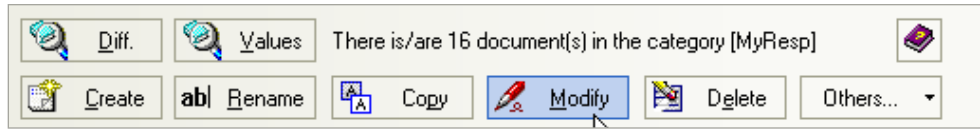
4.2 Choose what should stay and what should go with the scanEZ Conflict Solver

# 5

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

**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.



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.

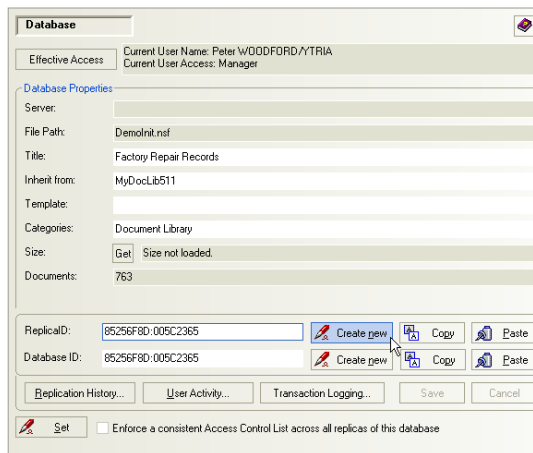
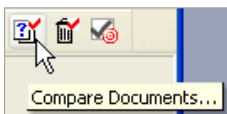
**5.3.5 Delete:** lets you delete one-or-more fields in all documents.

# 6

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

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

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



6.1 Ytria scanEZ gives you access to database level information

## 6.3 Ytria scanEZ's Search menu options:

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

**6.3.1 Search by UNID**

**6.3.2 Search by NotelD**

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

**6.3.4 Search Design Element by Title**

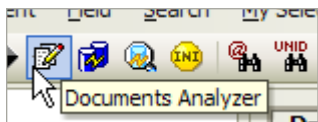
**6.3.5 Search by Formula:** Lets you search using @Formulas (and save the formulas for future use).

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

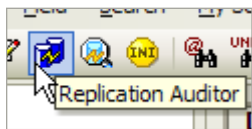
**6.3.7 Search using Full Text:** For Notes-style Full Text searches.



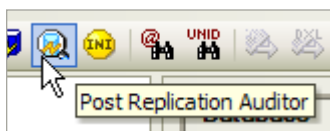
**6.4 The Document Analyzer:** Reads the contents of your database and helps you find specific information or anomalies that @formulas cannot.



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



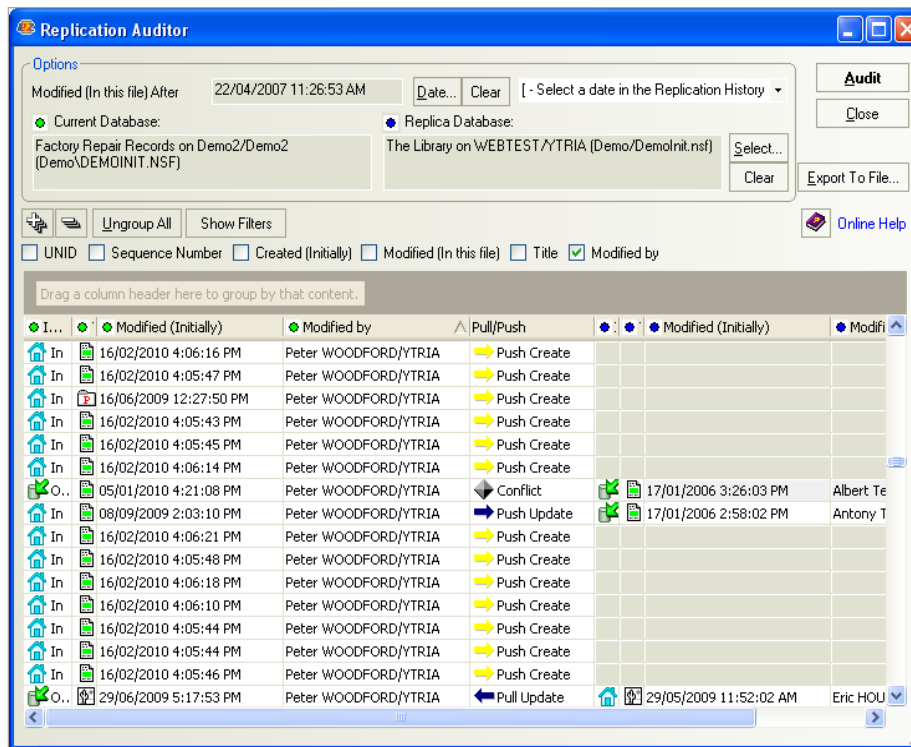
**6.6 The Post Replication Auditor:** Shows the state of a database after a replication. This can give you great insight into replication issues including document resurrections (ghosts).



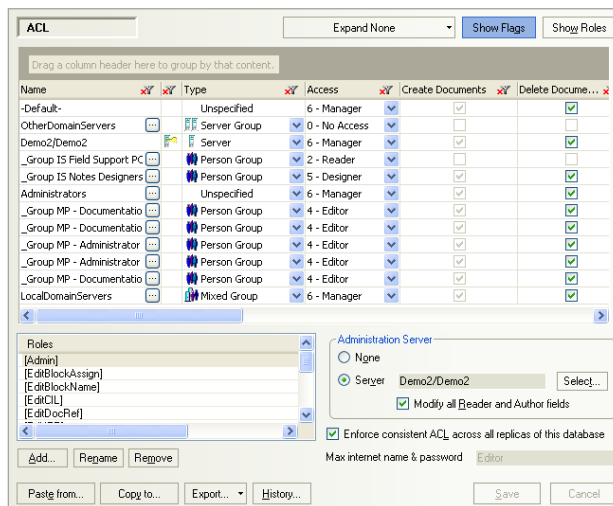
Diff with DB	Diff	S	A	I...	T...	Created (Initially)
<b>Status : Possible Resurrection (10855)</b>						
326	2907					02/03/2002 7:15:40 P
326	2549					24/02/2003 2:19:45 P
164	1006					07/12/2006 9:38:44 A

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

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

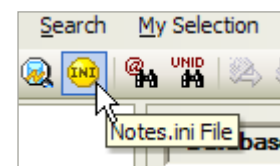


6.5 The Replication Auditor in scanEZ



6.7 With scanEZ database ACL management is simple and intuitive

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



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