Viewing data

SaaS Backup For Office 365

NetApp
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Viewing data

Creating a user defined filter

You can filter the view of your mailboxes, sites, or MySites to only show results that fit specific criteria. For example, you can set your filters to only see mailboxes in a certain country and a certain department within that country.

Steps

1. From the Dashboard, click the number above **PROTECTED** or **UNPROTECTED** in the box of the service for which you want to create a filter.
   The number above PROTECTED indicates the number of mailboxes, MySites, or groups that are currently protected by a backup policy. The number above UNPROTECTED indicates the number of mailboxes, MySites, or groups that are not protected by a backup policy.

2. Click **Filter**.

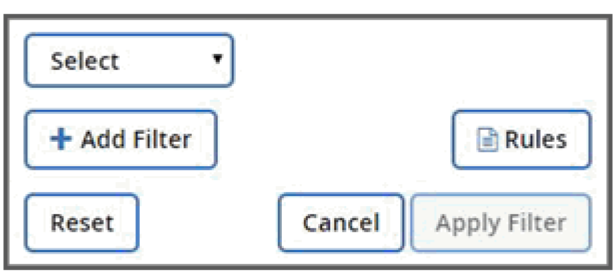
   

3. Click the **Select** drop-down menu, and select the filter of your choice.

   For Microsoft SharePoint Online, you can filter by Template ID. You can enter the Template ID to search for it, or select it from the dropdown menu.

   For all other services, you can filter by group, country, office, department, title, domain or country. If you have security groups, they are also listed as filtering options.

   The second drop-down menu is populated with selections based on the filter you select. For example, if you select Group as your first filter, you can select one of the backup policy group tiers as your secondary filter.

   A search field appears.

4. Enter your search criteria.
5. If you want to add more filters, click **Add Filter** and make your selection.
6. Click **Apply Filter**.
   Filter results are displayed.

Performing a search

You can use inline search for Microsoft Exchange Online, Microsoft OneDrive for Business, and Microsoft SharePoint Online to find specific content.

Searching options for Microsoft Exchange Online

You can perform an inline search or an advanced search.

- Performing an inline search inside Microsoft Exchange Online
- Using Advanced Search for Microsoft Exchange Online

Performing an inline search inside Microsoft Exchange Online

You can perform an inline search within an individual mailbox for specific content. This also applies to mailboxes that are part of an Office 365 Group.

Steps

1. From the Dashboard, click the number above **PROTECTED** or **UNPROTECTED** in Exchange box.
   

2. If you are searching **PROTECTED** mailboxes, click the email address for which you need to perform the search.
   a. Select the category (Mail, Tasks, Contacts, Calendar, or Other) that you need to search.
   b. Type a search string in the search field.
      The search is automatically performed and results are displayed after the search string is entered.
3. If you are searching **UNPROTECTED** mailboxes, select the mailbox you want to search.
   a. Type a search string in the search field.
      The search is automatically performed and results are displayed after the search string is entered.

Using Advanced Search for Microsoft Exchange Online

You can search for individual or shared mailbox items and restore these items to their original mailbox. To enable this setting, refer to the June 2020 New features and updates release notes.

- Setting advanced search settings
- Performing a search
- Finding previous search jobs

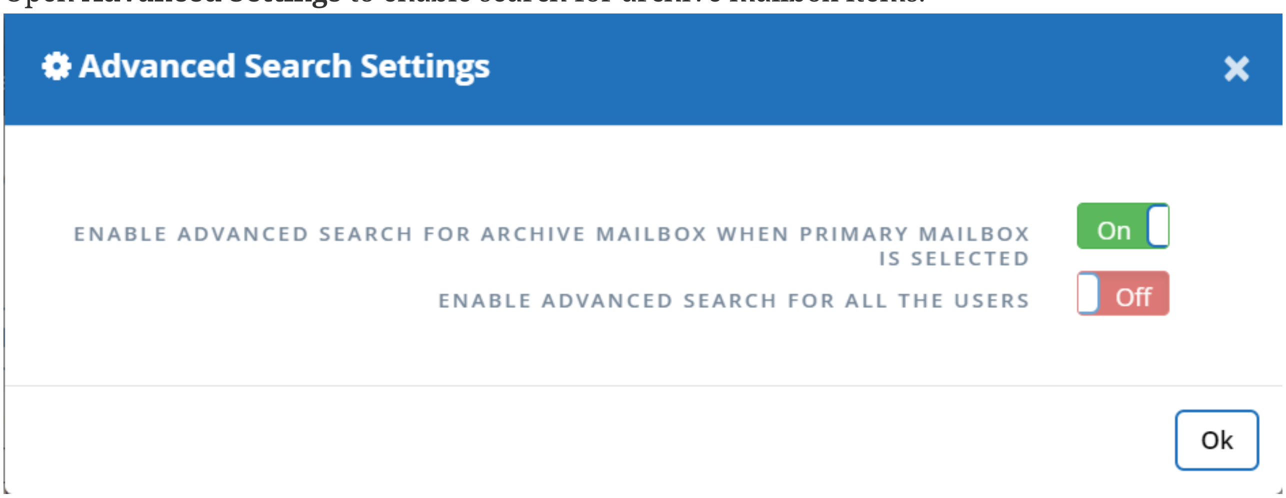
Setting advanced search settings

Advanced Search Settings gives users the option to enable or disable the search feature.

Licensed and unlicensed users can use the advanced search feature if enabled.

Steps

1. From the dashboard, click **Advanced Search** in the left menu.
2. Click **Advanced Search Settings**.
    - By default, the list displays all licensed users. Toggle between **Show All Users** and **Show Only Licensed Users** to filter the user type in the list.
    - Use the Search tool and type at least three characters to find a unique user.
    - Open **Advanced Settings** to enable search for archive mailbox items.



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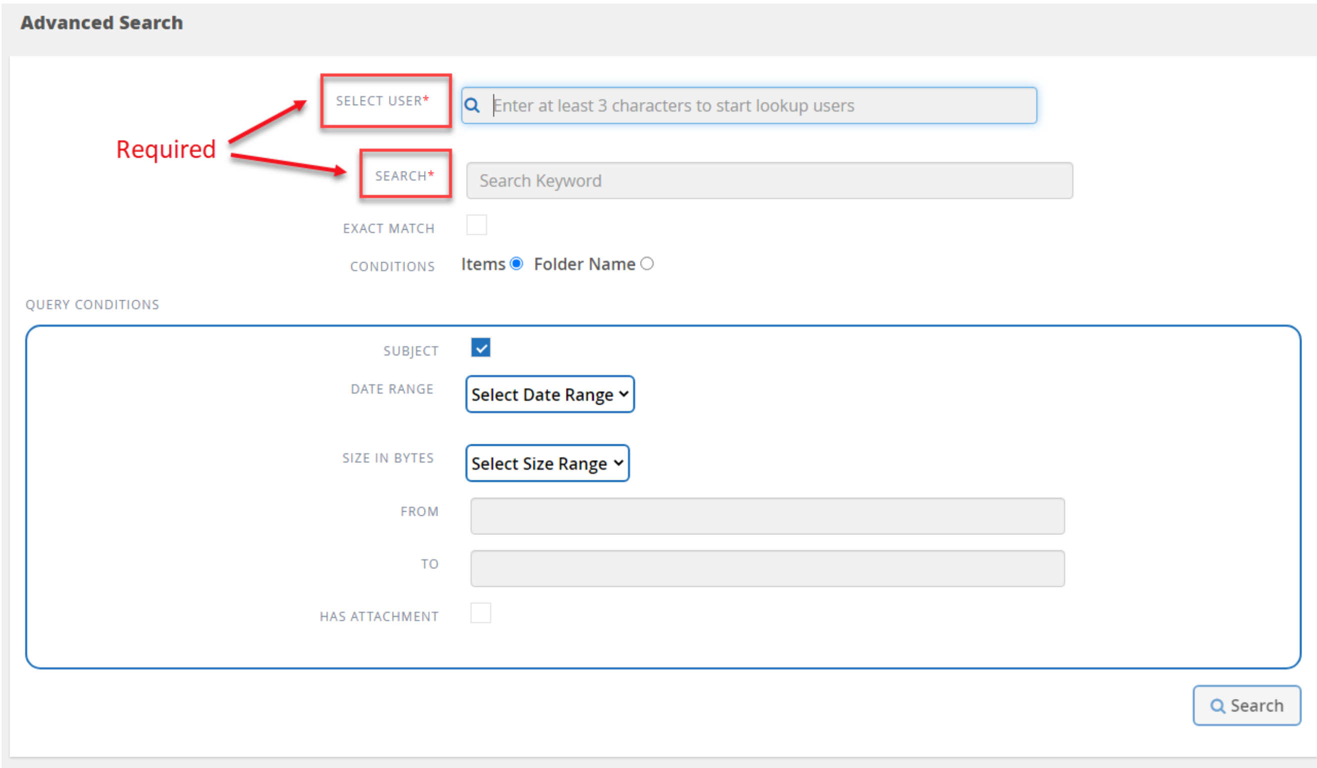
3. To enable a user, under the **Advanced Search** column, select **On**.
   The next time you protect that enabled user in a full or incremental backup, you can perform a search of any new email items.
4. To save your changes to the settings, click **Save Settings**.
5. To backup the enabled users, go to Scheduling a backup or changing backup frequency and remain on the **User** tab to select the users for backup.

Performing a search

Advanced Search gives users the option to perform a search for individual or shared mailbox items and restore these items to their original mailbox under **Perform Search**.

Steps

1. From the dashboard, click **Advanced Search** in the left menu.
2. Click **Perform Search**.
3. Enter information into the required fields with a red asterisk.
   Optional fields: Conditions and Query Conditions.



   - Select User*: Type at least three letters in the user's name to find the user you want to select.
   - Search*: Type at least three characters in a keyword. If you want to search a phrase, place the words in the phrase inside quotations (example: "Hello world"). If the words can be searched separately, quotes are not needed.
   - Exact match: Select if you want to search only for the exact keywords.
   - Conditions:
     - Items: Select items to search for all items in the mailbox.
     - Folder Name: Select folder name to search for items in a specific folder in the mailbox. Type the folder name in the text box provided.
   - Date range: From the date range drop down menu, select either **Last 7 Days** or **Custom Range** to input start and end date for the search.
   - Size in bytes: From the size in bytes drop down menu, select either **Greater Than (>)** or **Lesser Than (<)**. Then enter the size in bytes.
   - From: Enter the email address for the sender.

    - To: Enter the email address for the receiver.
    - Subject: Select to search only by subject.
    - Has attachment: Select if the email item or items have attachments.
4. Click **Search**.
5. To find your search job, go to Finding Previous Search Jobs below.

Finding previous search jobs

Advanced Search gives users the option to find previous search jobs under **Previous Search Jobs**

Steps

1. From the dashboard, click **Advanced Search** in the left menu.
2. Click **Previous Search Jobs**.
3. Locate the search job you performed previously.
   If zero search results appear, that means no items met the conditions you entered for your search.
4. Click on the number of total search results to display them.
5. From the results display view, you can restore items, select how many entries show using the drop-down menu **Show # entries**, or search to narrow the results further.

> Restored items go back to the original mailbox with the naming convention CC_search_MM.DD_time. To find the restore job, go to **Jobs** in the left menu.

6. To exit the results display for your search, click on **Back To Search Jobs**.

Searching inside Microsoft OneDrive for Business

You can perform an inline search within an individual MySite for specific content.

Steps

1. From the Dashboard, click the number above **PROTECTED** in OneDrive box.
2. Click the MySite in which you need to perform the search.
3. Click the files that you need to search.
4. Type a search string in the search field.
   The search is automatically performed and results are displayed after the search string is entered.

Searching inside Microsoft SharePoint Online

You can perform an inline search within an individual MySite for specific content. This also applies to sites that are part of an Office 365 Group.

Steps

1. From the Dashboard, click the number above **PROTECTED** in SharePoint box.
2. Click the site in which you need to perform the search.
3. Click the content category that you need to search.
4. Type the search string in the search field.
   The search is automatically performed and results are displayed after the search string is entered.

Viewing Job History and Activity Log

SaaS Backup for Office 365 stores a log of your job history and a log of all activities performed inside SaaS Backup.

Viewing Job History

NetApp SaaS Backup for Office 365 stores a log of all jobs that includes the job type, service, start time, end time, and completion status.

Steps

1. Click REPORTING on the left navigation pane.
   A list of all SaaS Backup jobs is displayed under the **Job History** tab.
2. To filter the results, click **Filter**.
3. Click the **Select** drop-down menu, and select a filter.
   You can filter by policy, service, or type. After you select a filter, a search field appears.
4. Enter your search criteria.
5. If you want to add more filters, click **Add Filter**.
6. Click Apply Filter
   Filter results are displayed.
7. Click any job to expand the view for additional job details.

Viewing the Activity Log

A log is stored of all activity that occurs inside SaaS Backup for Office 365. The log contains the date of each action performed along with the name of the user who performed the action. You can filter the activity log by service and event. For example, if you need to see all of the restore operations that have occurred for Microsoft Exchange Online, you can filter the activity log to view those specific results.

Steps

1. Click REPORTING on the left navigation pane.
2. Click the **Activity Log** tab.
   A list of all SaaS Backup for Office 365 activity is displayed.

3. To filter the results, click **Filter**.
4. Click the **Select** drop-down menu, and select a filter.
   You can filter by service or event. After you select a filter, a search field appears.
5. Enter your search criteria.
6. If you want to add more filters, click **Add Filter**.
7. Click Apply Filter.

   Filter results are displayed.

Viewing a list of deprovisioned items

You can view a list of mailboxes or user accounts that have been deprovisioned.

Steps

1. Click **SERVICES** on the left navigation pane.
2. In the desired service, click the number of unprotected items.
3. Click the **DEPROVISIONED** tab.

Viewing a list of purged data

You can view a list of mailboxes or user accounts that have been purged.

Steps

1. Click the configuration icon next to your SaaS Backup user id in the top left corner.
2. Select **ACCOUNT SETTINGS**.
3. Click **RETAIN AND PURGE**.
4. Under **Purge Data**, click **Show Purged List**.

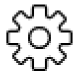
   You can view a list of items scheduled to be purged and a list of items that have already been purged.

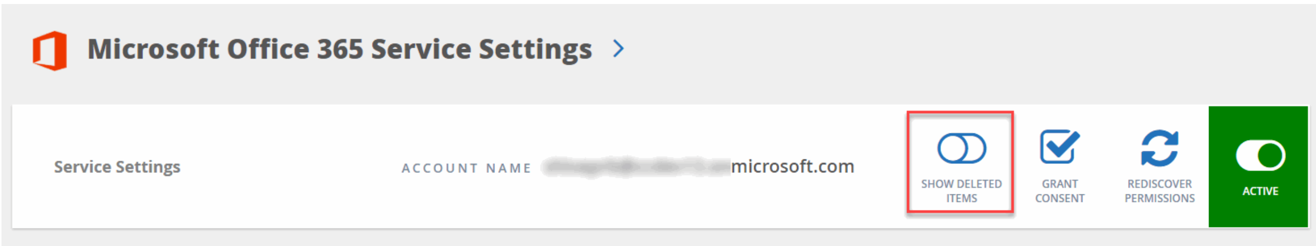
Viewing deleted items

You can view deleted items in all services at any time by switching on **Show deleted items** in Service Settings. This helps you save time; instead of browsing through different backups for deleted items, turn on the switch to find the deleted items immediately.

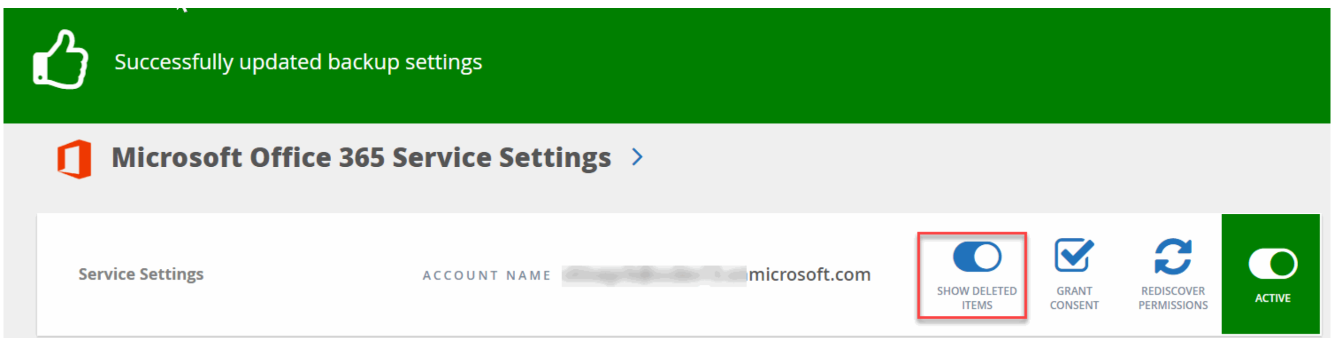
By default, the switch is turned off.

Steps

1. Click **SERVICES** on the left navigation pane.
2. Click the Settings icon  .



3. Turn on the **Show Deleted Items** switch.



4. Click **Jobs** on the left navigation pane.
5. Open the most recent backup to see the deleted items.

Downloading logs

SaaS Backup for Office 365 stores a log of your job history inside SaaS Backup. You can download the job history and a list of completed jobs.

Downloading the Activity Log

A log is stored of all activity that occurs inside SaaS Backup for Office 365. The log contains the date of each action performed along with the name of the user who performed the action. You can download the activity log to a .csv file.

Steps

1. Click 

 on the left navigation pane.
2. Click the **Activity Log** tab.
   A list of all SaaS Backup for Office 365 activity is displayed.

3. Click 

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   The activity log is downloaded as a .csv file.

Downloading a log of completed jobs

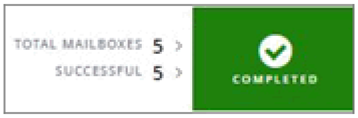
You can download an Excel spreadsheet of successfully completed jobs.

Steps

1. Click **Jobs** from the left navigation pane

2. Click the recently completed job that you want to download.
3. Click **Successful** under the number of successfully completed jobs.

4. Click **Download** in the top right.
   The log is downloaded