

Export Agent Configuration and Management

To create a policy related to access, discovery, and distribution, system administrators can use the Export Agent to create an Export Job to automatically export selected content from their XML repositories to an external location. The data can subsequently be copied to external media, such as a DVD, for data portability or storage purposes.

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Selecting Export Job Criteria

After creating your Export Job and specifying appropriate Job Settings as described in [Job Creation and Distribution](#), you are ready to select advanced Export Job criteria. To begin, click the name of the job you created earlier. By default, the **Job Settings** tab is displayed. The **Job Settings** tab allows you to configure basic settings for any of your jobs. The **Job Settings** tab is available on each Job Agent and is displayed by default when you click on the name of the job you created.

Note: *The Export Agent has a pre-defined job named Netmail Search Export. This job is executed automatically when using the Export feature of the Netmail Search component of Netmail Archive. See [Netmail Search Export Job](#) for more information.*

Click the **Criteria** tab. The **Criteria** tab allows you to specify the location where Netmail Archive will find the archives you want to export, as well as additional export criteria. You can also specify the data format to which you want to export.

Choosing a Data Source Location

Under **Data Source**, specify the location of the archives from which you want to export items and additional export criteria.

- **Data Source** _____

Archive Location:

Delete Data After Exporting

Include address book content with export.

Archive Location

Use the dropdown box to choose an existing archive storage location containing the data you want to export.

Delete Data After Exporting

By default, an Export Job copies the specified items from the source location, leaving the source data untouched. Select this option if you want to delete the archive items from the source location after exporting.

Important: Netmail does **not** recommend that you choose the **Delete Data After Exporting** option. Archive deletion should normally be carried out using ILM Agent deletion jobs. For more information, see [ILM Agent Configuration and Management](#).

Include Address Book Content with Export

Select this option if you want to include any archived personal address book information for the specified accounts included in this job in your export.

Choosing a Data Target

The **Data Target** settings are used to determine the export format to be carried out and the corresponding location to which the export data will be written.

Searchable XML

Select **Searchable XML** if you want to export your archived data to another archive storage location. Specify the location in the **Target location for export** dropdown list. This option is typically used to export items to a separate location dedicated to eDiscovery purposes, or perhaps for the purpose of a legal hold. Exporting your data to an archive storage location maintains the Netmail Archive XML data format and allows you to view the exported archives using the WebViewer and Netmail Search components.

- **Data Target** _____

Searchable XML *Outlook PST*

Target location for export:

Note: If no locations appear in the list, you must configure a location as described in [Specifying Locations](#).

Outlook PST

Select **Outlook PST** if you want your data to be exported as PST files. Under **Export Path**, specify the location of the folder in which you want to store your resulting PST files. This option is typically used when archived data is being exported for provision to a third party that has requested the data in PST format.

- **Data Target** _____

Searchable XML *Outlook PST*

Export Path:

Incremental Export

This option is applicable to **Searchable XML** exports only and allows you to export incrementally, in scenarios where you wish to run more than one Export Job for the same purpose. To export incrementally, you need to apply an export stamp to the items exported by this job by selecting **Apply export stamp on all exporting messages** and entering a **Stamp ID**. If you select the **Ignore messages having export stamp** option, your Export Job will ignore any messages that have already been stamped with an export stamp. Incremental exporting is thereby achieved when using subsequent executions of the same job or of a different Export Job with the same **Stamp ID**.

- **Incremental Export** _____

Apply export stamp on all exporting messages. Stamp ID:

Ignore messages having export stamp.

*To export incrementally, you need to apply an export stamp to the items to be exported by this job by selecting **Apply export stamp on all exporting messages** and entering a **Stamp ID**. If you select the **Ignore messages having export stamp** option, your Export Job will ignore any messages that have already been stamped with an export stamp. Incremental exporting is thereby achieved when using subsequent executions of the same job or of a different Export Job with the same **Stamp ID**.*

Overwriting Existing Archives

This option is applicable to **Searchable XML** exports only. Select **Overwrite existing archives** if you would like your Export Job to overwrite any existing matching items in the target location.

- Overwrite

Overwrite existing archives

Important: After specifying your Export Job **Criteria** options, click **Save** to save your settings. If you do not click **Save**, your settings will not be saved.

Netmail Search Export Job

The Netmail Search Export Job is used to monitor the progress of export jobs that have been activated in Netmail Search. This job exists in Netmail Archive by default and cannot be modified or deleted. On the **Log Settings** tab, select the **Enable Trace Logging** option if you need to collect troubleshooting information on problems with Netmail Search exports. You can also choose to **Enable logging only for the next run** or **Disable detailed logging** altogether. Logging reports will be automatically submitted by email to the designated administrator for review. Use the **Report** tab to view a table listing the outcome of the most recent executed Netmail Search Export Job. For more information about job reports and the **Report** tab, see [Reporting with Netmail Archive](#).

The screenshot displays the Netmail Platform interface. On the left is a navigation tree with the following structure:

- netmail Platform
 - Secure
 - Archive
 - Clusters
 - Cluster (10.10.23.110)
 - Agents
 - Archive
 - Discovery
 - Export
 - Netmail Search Export** (selected)
 - Sample Export Job
 - Group
 - ILM
 - Index
 - Tracking
 - Storage Management
 - Utility
 - Nodes
 - Policies
 - Store
 - Index Server

The main content area is titled "Log Settings" and "Report". The "Log Settings" tab is active, showing the following options:

- Log Settings**
 - Disable detailed logging
 - Enable logging
 - Enable logging only for the next run
- Notifications**
 - Administrator Email Address:

At the bottom of the configuration area are buttons for "Save", "Cancel", "Rename", "Clone", and "Delete". The footer of the interface reads "Messaging Architects."