Natural, familiar, intuitive.

affinity

successful ECM adoption through Outlook

Repstor affinity™

Installation and Configuration Guide(Generic)

Contents

1. Introduction to Repstor affinity

Repstor affinity™ provides uninterrupted access to content repositories within the familiar interface of Microsoft Outlook®.

Repositories can be accessed by users seamlessly within Outlook for viewing, adding and editing content whether connected to a network or not. Repstor affinity automatically synchronizes any changes back to the content repository meaning users no longer have to wait for potentially slow downloads and uploads to content stores.

Repstor affinity helps users adopt new content systems while ensuring an organization can maintain efficient processes, and meet requirements for compliance and information governance.

Advantages of Repstor affinity

✔ Repstor affinity is accessed through the familiar Microsoft Outlook folders interface. This approach allows for rapid adoption of the technology. Emails can be added by dragging and dropping and then automatically synchronized to the central server.

✔ The technology is delivered as a client-side software solution. The only requirement is Microsoft Outlook and an internet connection.

✔ The user experience is delivered, independently of the network. Bandwidth, latency or connectivity problems do not significantly impact on the user experience. Users have the most up to date content at all times.

✔ Users can create, open and edit documents remotely while offline.

✔ Collaboration and content management across geographically disperse sites is enhanced.

✔ Users can quickly navigate large hierarchies of folders easily and be more productive.

✔ Central control of configuration ensures that users see the most appropriate content and allows users to be alerted to new content as it is created or updated.

2. Repstor affinity Installation

Prerequisites

✔ Microsoft Windows 7 or later

✔ Microsoft Office 2010 or later[1]

✔ Hardware minimum specifications –

Client hardware must be suitable to run the office version that is being utilized – see Microsoft Guidance regarding office versions and hardware requirements. In addition sufficient disk space should be available to store the volume of data that needs to be synchronized, this varies by use case and should be taken into account when planning use of the Repstor products.

Office 2010 - https://technet.microsoft.com/en-us/library/ee624351(v=office.14).aspx

Office 2013 - https://technet.microsoft.com/en-us/library/ee624351.aspx

Office365/2016 - https://products.office.com/en-gb/office-system-requirements

Software download

The latest release of the Repstor Software can be downloaded from the Repstor web site, for details contact the Repstor support desk on support@repstor.com. If you have requested a trial license you should have received an email with the relevant instructions for download of the software.

Pre-installation check

If you have an existing version of Repstor affinity, please see Updating Repstor affinity to a new version/release below

Nonstandard Installation

If you wish to customize the default installation please see Appendix C: Customizing the default installation

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[1] Note that support for Office 2007 has been discontinued from Microsoft but limited support is available for using the Repstor products with this version. Later versions of office are fully supported.
Repstor's policy is to support only versions of Office, and Operating systems that remain in support or extended support by Microsoft)

Installing Repstor affinity

1. Note that installing Repstor affinity requires administrative privileges, and you may be prompted for credentials/permission during the installation.

2. Ensure that Outlook, Word, Excel, Powerpoint and Internet Explorer are not running on the system.

3. Locate and **double click** the installer file that you have downloaded or been provided. A Security Warning dialog box appears, prompting you to click Run or Cancel.

4. Click **Run**.

   The Repstor affinity Setup Wizard opens, displaying the Welcome dialog box.

Figure 1 - Installation Dialogue

5. Click **Next**.

6. The License Agreement dialog box is displayed. Select I Agree, and click **Next**.

7. The Select Installation Folder dialog box Installation is displayed. To install to the default location click **Next** or to install to a different location Click **Browse**, select a Save location, and click **Next**.

8. The Confirm Installation dialog box is displayed. Click **Next**.

9. The Installing Repstor affinity dialog box is displayed, showing a progress bar. Wait.

10. Finally, the Installation Complete dialog box is displayed, confirming that Repstor affinity is successfully installed. Click **Close**.

Licensing Repstor affinity

If the Repstor unlicensed icon is shown in the Repstor section of the Home ribbon you need to license your installed copy of Repstor.

If you do not have a license key you can request one by clicking on the Repstor Unlicensed icon and following the instructions.

If you have received a license by email, the email will include a link that when opened will automatically add the license key to the installation, or if you have a license key string it can be added by clicking on the **Repstor unlicensed** button in the Repstor area of the Home Ribbon and following the instructions to enter the key.

Depending on the type of license, there may be an additional "activation" step after applying the license to Repstor.

Once the license has been applied and activated, the software becomes operational and the "Repstor Unlicensed" text in the ribbon will change to say "Repositories".

Updating Repstor affinity to a new version/release

Read the release notes to identify any special instructions for the specific Release that may override these general instructions.

1. Perform a manual synchronization, to ensure there are no current pending changes, conflicts or errors listed in the search folders.

2. Ensure that Outlook, Word, Excel, PowerPoint and Internet Explorer are not running on the system.

3. If the update is a new version you can simply install on top of the existing installation by performing a standard install, this will replace the previous version with the new.

4. If the version is a minor release it may require an uninstall of the existing version before allowing installation of the newer release.

Note: Existing setting are preserved even with an upgrade or uninistall/re-install. If you need to do a complete reset of the product please contact Repstor support.

Uninstalling Repstor affinity

1. Perform a manual synchronization, to ensure there are no current unresolved changes, conflicts or errors.

2. Exit Outlook

3. To remove the Microsoft Outlook Data File, right click the **Repstor affinity** folder in Microsoft Outlook, and select **Close "Repstor affinity"**.

4. Close Microsoft Outlook, Word, Excel Powerpoint and Internet Explorer.

5. From the **Start** button, select **Control Panel**, and double click **Add or Remove Programs**.

6. Select **Repstor affinity**, and click **Remove**. The software is removed from the system.

Following an uninstall, an empty affinity toolbar remains in Microsoft Outlook 2007. To remove the toolbar, open the **Tools** menu and select **Customize**. The **Customize** dialog box is displayed. From the **Toolbars** tab, select affinity and click **Delete**.

3. Configuring Repstor affinity

This chapter outlines the procedures involved in configuring Repstor affinity.

File Shares mechanism

Use the Repositories function in the Outlook client

Other Repositories

Refer to specific connector documentation for setting specific Search scopes and other mechanisms available for individual repositories.

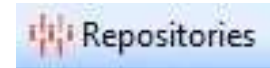## Managing Repositories in Repstor affinity

When Repstor affinity is installed, the affinity toolbar is displayed and the **Repositories** button on this toolbar allows synchronized document repositories to be added and deleted, and for synchronization to be enabled and disabled.
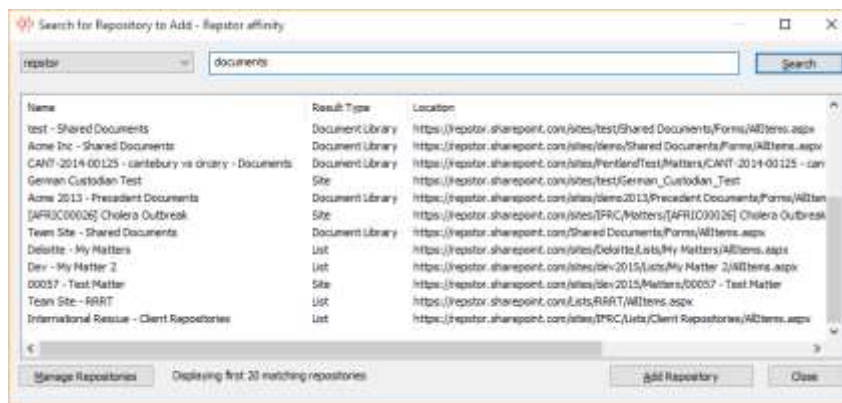

Figure 2 - Outlook 2010+ Repositories Button

Figure 3 - Outlook 2007 Manage Repositories (Limited support)

Adding a Repository using the Repository function

1. From the affinity toolbar, click **Repositories**. The **Search for Repository** dialog box is displayed.

Searching for Repositories must be configured before it is used. See Search Scope Options in the repository specific documentation for details of how new search scopes can be configured for individual repository types.

After searching and finding a repository, click **Add Repository** which will bring up a pre-completed **Add Repository** dialog.

2. For some repositories, or to add a repository using its location without searching, the **Manage Repositories** button can be pressed to display the **Manage Repositories** dialog box. From the dialog box dialog click **Add**.
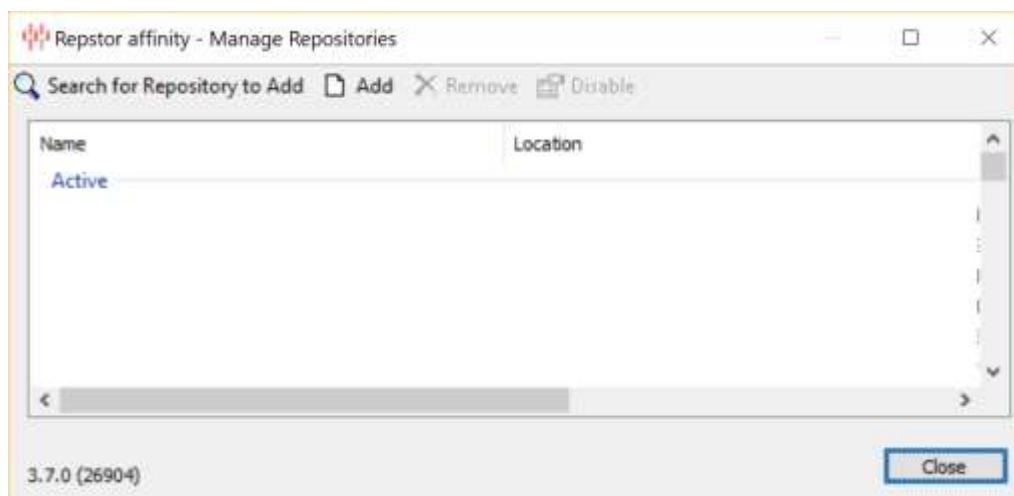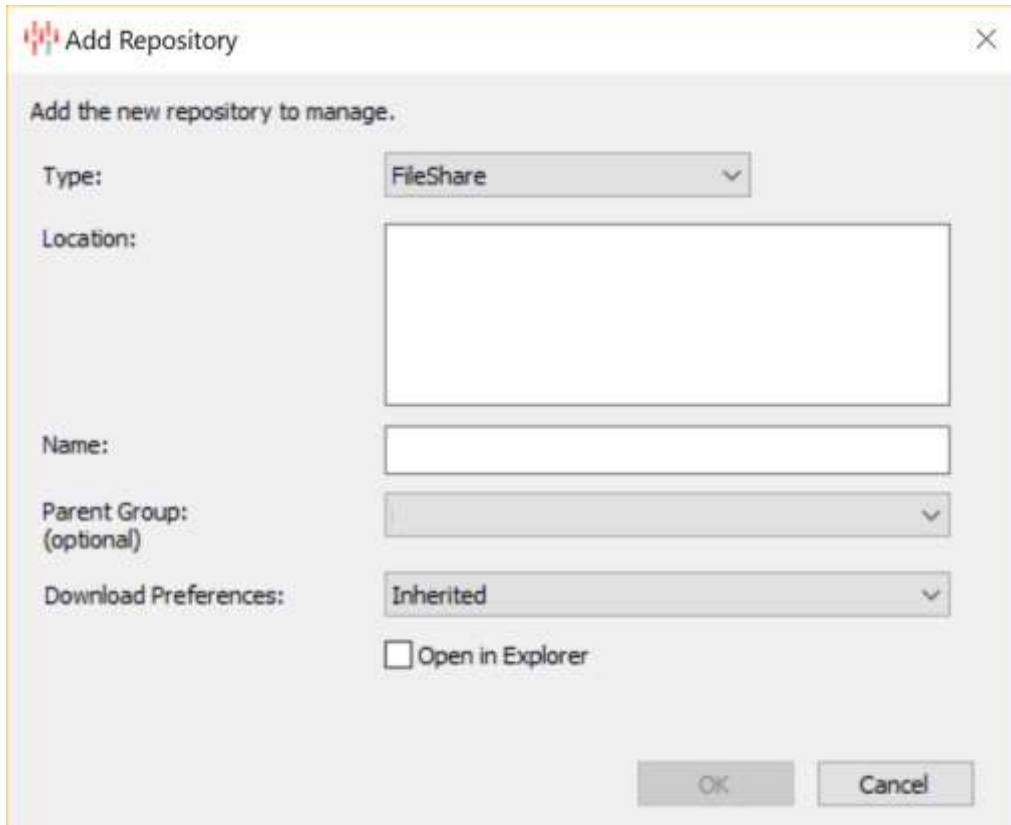

Figure 4 - Manage Repositories dialog

3. After selecting a repository, the **Add Repository** dialog box is displayed. Note that: if searching is utilized the Type, Location and Name will be filled in already.

Figure 5 - Add Repository dialog

4. From the **Type** dropdown list, select the type of repository you wish to add. **The list available will reflect the connector types that have been installed,**

5. Enter the **Location** of the repository (folder).

    a. This will reflect the type of repository selected, e.g. For a File Share this is the UNC Path (e.g. \\fileshare\projects) or a local or mapped drive path (e.g. "Z:\Projects\documents" of the folder to be connected, which can be copied as text from the address bar when the folder is open in Windows explorer.

    b. For other Repositories refer to the documentation for the specific connector.

6. Enter a **Name** for the repository.(this is the folder name applied to the top level of the folder structure in Outlook).

7. Enter a **Parent Folder** if required (used to group a number of repositories under a virtual folder structure) – multiple levels of parent folders can be defined by delimiting level names with a colons (:).

8. Choose a download preference if required, choices are:

"Inherited"	The download preference defined in the options is applied.
"Full items"	Items are downloaded in their entirety as a single action.
"Headers Only"	Only header metadata is downloaded, the full item is only downloaded when the item is accessed by the users.
"Headers then full items"	Initially the header metadata is downloaded with the item content being downloaded as a separate background task. This can be used to get access to content quickly.
"No Downloads"	The folder structure is downloaded, but no content is downloaded. Any items added to the folders will be uploaded, and removed from Outlook. This can be used for submit only locations.
"Online Only"	The folder structure is downloaded. If the user clicks on

a folder, its contents will be downloaded as headers. After the Outlook session, the content will be removed from the local cache. This can be used for large hierarchies of information that are needed on an ad-hoc basis.

9. Click **OK**. The repository is added to Microsoft Outlook's Navigation Pane, under the **Repstor affinity** node and items start to download according to the download preference selected.

To remove a repository

You may wish to perform a manual synchronization before removing a repository to ensure any changes have been synchronized to the repository (these will be lost if the repository is removed prior to them completing synchronization). See *To synchronize a Repstor affinity document repository* on page 19, for further information.

1. On the affinity toolbar, click the **Repositories** button. The **Manage Repositories** dialog box is displayed.

   a. An alternative is to right click on the top level of the repository in the folder navigation panel and select **Remove Repository.** You will then be prompted to confirm removal.

2. Select the repository you wish to remove from the list. (Note central repositories may not be removed using this mechanism, they can be removed by updating the central repositories list).

   > Once you click **Remove**, you'll be prompted to confirm your removal and warned that any changes made to local Repstor affinity documents that have not synchronized will not be saved. This will then remove the local copies only, **there is no removal of content from the master repository.**

3. Click **Remove**. The selected repository has been removed from Repstor affinity, and is no longer displayed in the list.

4. Click **Close**.

To configure Search Scopes

Some repository types support the ability to search for new repositories to add to Repstor. This must be configured through Search Scopes.

To configure a search scope

1. On the affinity toolbar, click the Repstor tab, choose the **Options** button, and select the **Search Scope** tab.
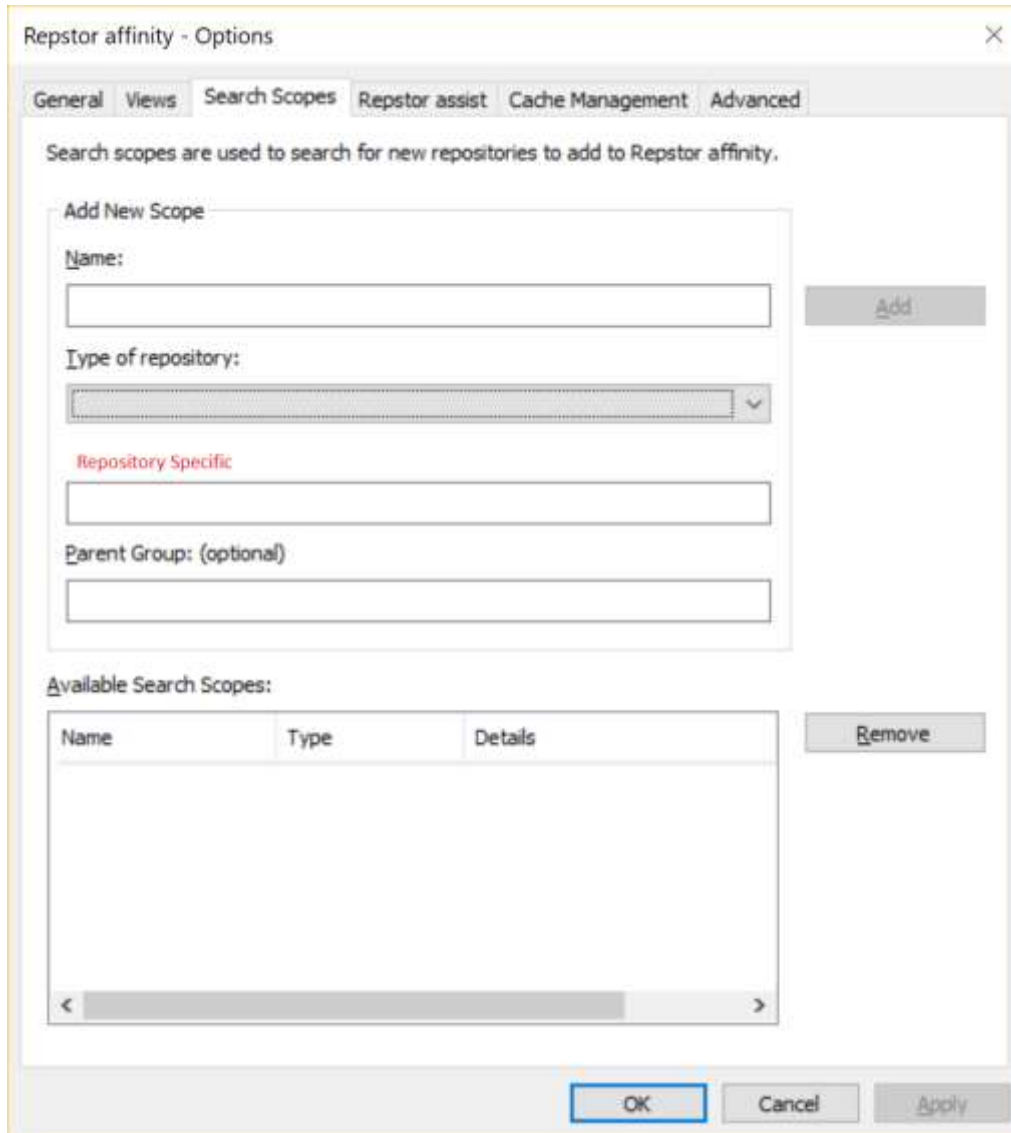
2. The Repository specific area is where the search service to be used is configured and this depends on the type of repository being searched, see repository specific documentation..

4. Configuring Synchronization in Repstor affinity

You may wish to control when synchronization happens. Normally, synchronization is set to happen automatically, while Microsoft Outlook is running. If it is not running, synchronization does not take place. The interval at which document repositories are synchronized is configured by a Group Policy and controlled centrally. See

Views Options

Synchronize Repository Views

When set will synchronize views from synchronized repositories if available

Add View Columns to Outlook Views
If set will create equivalent views in Outlook containing fields from the source repository
Set Group by/sort/filter criteria
When set will generate views that include these facets
Switch Views on initial synchronization
If set will display the configured or default view in Outlook

Search Scope Options

See the Repository specific documentation for Search Scopes options which are specific to the repositories being used.

Assist Options(For Quickfile)

Copy messages when using Quick file rather than move

When set, items that are Quick filed are by default, copied to the chosen location rather than moved.

> **Always move….**available only when Copy is set. Items that are being Quick filed to a folder within the same repository or mailbox will, by default, be moved rather than copied, items being Quick filed to a different repository will be copied.
>
> The user can override the settings within the quickfile dialog.
>
> Reindex folders will reindex the quickfile and jump to folder index. This is required if a lot of changes to inbox folders have been made.

Automatically prompt to Quick File when sending

This setting will pop a quickfile dialogue when a user hits the send button rather than simply sending the email

Categorization Settings and Tag settings

See the Repstor assist documentation

The move feature depending on the repository type and the nature of the move may perform a cut and paste of the current version only. Previous versions can typically be restored if necessary in repositories that support versioning via the recycle bin**.**

Cache Management Options

Content Expiration

Content within folders that are synchronized will remain in Outlook until the folder has not been accessed for a configurable period. To set this period (default 30 days) set the "Expire Content After" period. By unchecking the checkbox, no content will be expired, i.e. all synchronized content will remain in Outlook until the repository or the content is deleted from the repository.

Expired folders will not store content locally, but will re-synchronize if the user browses to them.

Expire to Headers, will expire content to header only information (Repository dependent) instead of clearing out the whole folder.

Minimize Local Storage

Can be used if local storage is at a premium, and offline access to content is really not important. When selected, Repstor will automatically expire folders after a short period of time, and when Outlook is closed. This gives a combination of efficient access to the repository, while avoiding the storage of local content.

This setting can be used in combination with "Expire to Headers", so only headers are stored locally.

Disk Space Management

To limit the amount of space used by Repstor affinity's cache, you can enable disk space limits, and set a maximum target value for the Repstor cache. Repstor will expire content more frequently when it approaches this limit.

> Due to the way Outlook manages the information within the Repstor affinity message store, the disk space management's maximum data storage is used as a guide to help manage local disk space. There may be rare situations where this disk space limit is exceeded.

Advanced Options

Allow Content Deletion
When set will allow users to delete individual or groups of items and is also necessary to allow moving items between locations.

Enable Folders Deletion
When set will allow users to delete folders

Display Queue information in Sync Log
If set then the Sync log will display the number of folder locations currently queued

Use Finish button to synchronize local document edits
If set then documents that have been updated are not synchronized until explicitly directed by the user by clicking on the Finish Editing button that is added to the ribbon/menu.

Prompt on exit if pending messages… If set then the user will be prompted on leaving Outlook if there are local changes still to be synced.

Allow header only downloads. If set this enables product functionality for header-only downloads.

Category name to apply to filed messages
If set will add a category to any emails that are filed to a repository.

Preview file max size
If set will stop items larger than the set value from being previewed (as this can take some time with larger files). The item can be viewed by clicking on the View Document option that is displayed in the preview pane.

Reset Connect to Outlook
Repository Specific

Reset Search Folders
Re-established the Repstor search folders to their default state.

Sync Background Lists
Synchronizes various background lists that contain property configurations and central repository lists.

Cancel Current Sync
Cancels the current synchronization task

Diagnostics
If set will generate diagnostic logs in the users documents folder under a directory called ROAM Logs

Appendix A: Administration via a Group Policy on page 2121, for further information.

Synchronization behavior can be set in a number of ways to support different scenarios:

Synchronization Granularity

Individual Repository Level

Set in the individual repository set up controlled by a central repositories list or by individual users using the Repositories dialogues. If set to disabled then no synchronization happens unless a user performs a manually initiated synchronization.

Overall Background Synchronization

Set in the Repstor affinity options – this enables or disables any background timed synchronizations but will synchronize folders that are accessed by the user (the synchronization intervals can be configured in the Registry settings).

Simple on/off synchronization setting

This disables both background and synchronization of folders as they are accessed. This is useful for circumstances where the user is on a connection where data is paid for on a meter. Individual folders can be explicitly synchronized by the user using the normal mechanisms. This is available on the main Repstor Ribbon as a tickbox.

User driven enable/disable synchronization

Users may completely stop and disable synchronization by using the Sync is Enabled toggle button in the Repstor Sync Status ribbon, synchronization can be completely disabled by the user. This is typically used to avoid using data allowances on metered connections or to avoid using bandwidth on slow connections..

Synchronizatio **is**

Configuring Background Synchronization

Automatic background synchronization is the default setting. It happens while Microsoft Outlook is running.

During Automatic synchronization, folders will be queued for synchronization on a schedule. In addition, as a user browses through folders of the system, the folders accessed are queued for immediate synchronization. These mechanisms help keep all

folders update-to-date in the system, while prioritizing those folders that are accessed frequently.

Switching off automatic background synchronization for all repositories
In the options dialogue untick the Schedule Regular synchronization of all active repositories. This will stop all background synchronization including active Repositories until the setting is reversed. **Note that the contents of folders that are accessed/browsed by the user on active repositories will still be synchronized.**
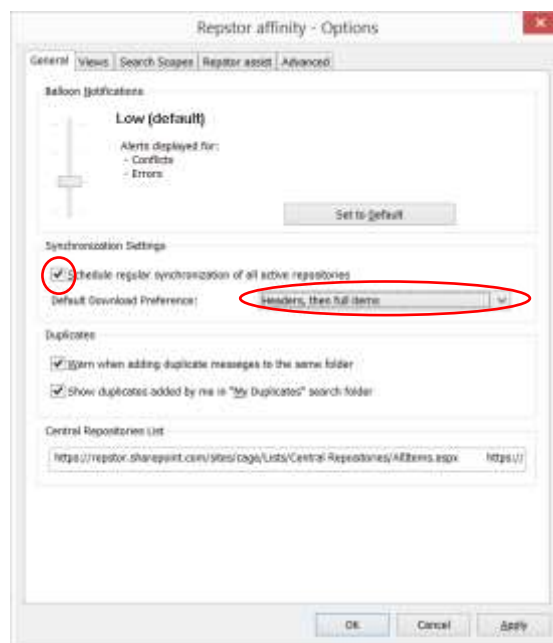

Figure 7 - Synchronization settings

Default Download behavior

There are options available to set the download behavior to meet different requirements. This can be set at a system, repository or folder level.

The system wide setting can be found in the General Options tab as shown in Figure 7 - Synchronization settings.

The options that are available are:

"Full items"   Items are downloaded in their entirety as a single action, this is the default setting

"Headers Only"   Only header metadata is downloaded, the full item is

only downloaded when the item is accessed by the users

"Headers then full items"   Initially the header metadata is downloaded and displayed with the item content being downloaded as a separate background task or when the user selects the item if that happens before the background task completes that item

"No Downloads"   The folder structure is downloaded, but no content is downloaded. Any items added to the folders will be uploaded, and removed from Outlook. This can be used for submit only locations.

"Online Only"   The folder structure is downloaded. If the user clicks on a folder, its contents will be downloaded as headers. After the Outlook session, the content will be removed from the local cache. This can be used for large hierarchies of information that are needed on an ad-hoc basis.

Switching off automatic background synchronization for individual repositories

Synchronization can also be managed for each individual repository from the **Repositories** dialog box. You can open the dialog box in two ways:

✔ From the **Repstor affinity** toolbar, click **Repositories**

✔ In Microsoft Outlook's Navigation Pane, right click the **Repstor affinity** node, and select **Repositories**

To enable automatic synchronization

On the affinity toolbar, click **Repositories**. The **Manage Repositories** dialog box is displayed.
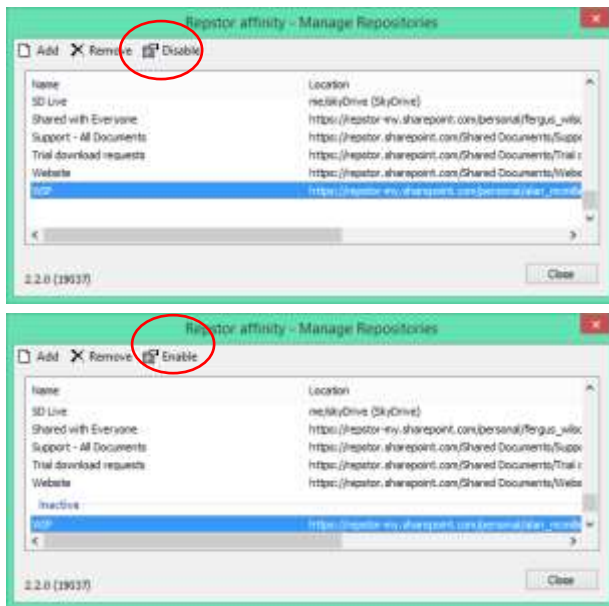
Click to select a repository, and click **Disable**. Synchronization has been disabled for the repository and all sub-folders, the repository is moved to an inactive area at the bottom of the repositories list. To re-enable Click on the repository and click on the enable button that appears instead of the disable button.

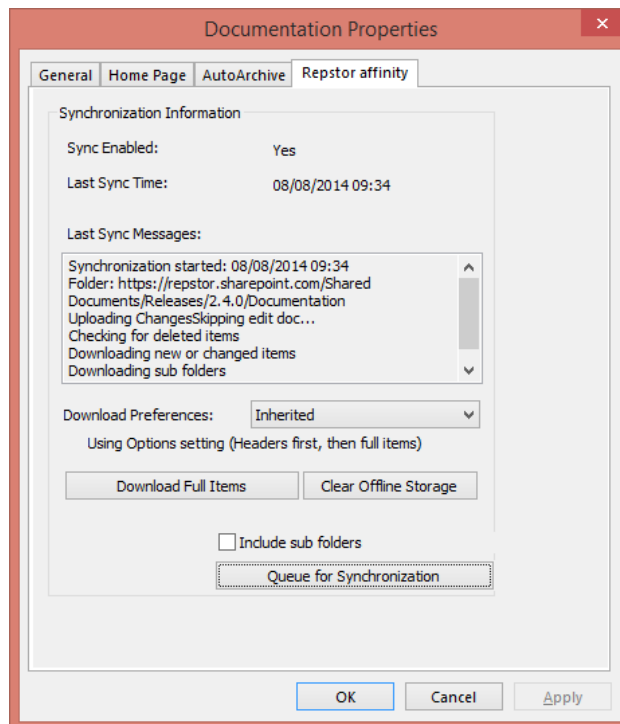**Figure 8 - Disabling Synchronization on individual repositories**

When you click on individual folders in a repository that is enabled, they are queued for synchronization. However where a Repository is Disabled folders are not queued.

Manual Synchronization

When automatic synchronization is disabled, you can manually synchronize a single Repstor affinity document repository.

To synchronize a Repstor affinity document repository manually

1. Click on the Sync Now button ion the Sync Status Ribbon

   or

2. Right click on the document repository, and select **Repstor->Queue for Synchronization**.

   or

3. Right click on the document repository, and select **Properties**. The **Properties** dialog box is displayed.

4. Click the affinity tab. The following dialog box is displayed.

Figure 9 - Folder properties

The following information is available from this screen.

Item	Description
Sync Enabled	This reflects the repository enabled/disabled setting. When automatic background synchronization is enabled, the status displays *Yes*. Otherwise, it displays *No*. If set to No then only user initiated synchronizations will be executed, no synchronization will happen on browsing to folders within the parent repository.
Last Sync Time	The date and time of the last synchronization for the folder. When the **Queue for Synchronization** button is first clicked, the status will display *Queued for Synchronization*.
Last Sync Messages	A list of the last synchronization messages for the folder.

5. For header-only downloads, **download preferences** can be set for this folder. This allows the setting of header-only downloads, download of full items, or headers, followed by full items, etc. on a folder-by-folder basis. If set to *inherited*, the settings are inherited from the repository (top level folder) setting, or if that is inherited, from the system setting.

6. For header-only downloads you can queue the synchronization of any headers in the current folder by choosing **Download Full Items**, and can clear any downloaded items back to headers by clicking **Clear Offline Storage**

7. Click **Queue for Synchronization**. **Last Sync Messages**: will display *Queued for Synchronization*.

8. Select "**Include sub folders**" option prior to clicking on **Queue for Synchronization** to cascade the synchronization to child folders.

9. **Last Sync Messages** will update as the folder is synchronized. You can also close the dialog and the synchronization will continue in the background.

> The information displayed on the tab applies to the individual folder that was selected.

Other Configuration Options

Repstor affinity includes many configuration options to allow for users to work in their preferred way, this section describes the options that are available via the options dialogues.
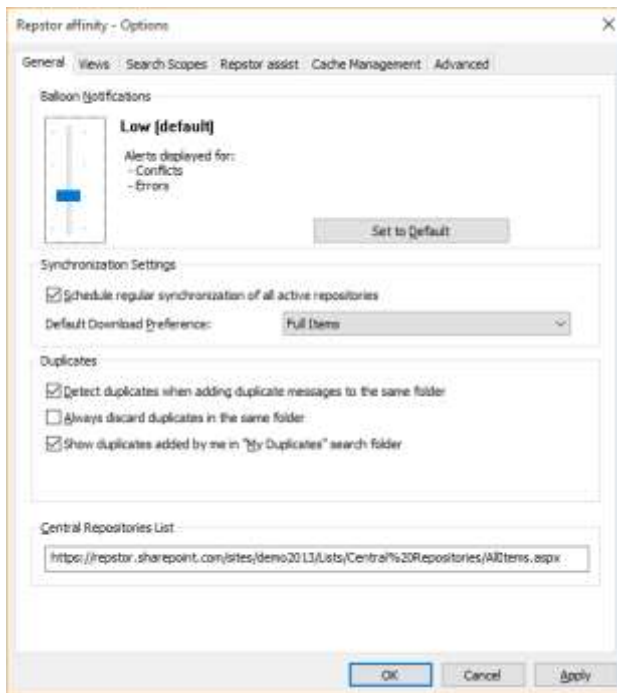
General Options

Balloon Notifications
Set what messages you want to be included in the Windows notifications

Synchronization Settings
Schedule Regular….. if ticked means that the system will check for changes to any enabled repositories in the background
Default download Preferences….. If header only downloads is switched on, this setting defines the default system download type.

Duplicates
Warn when…. If set will notify users if the file they are adding already exists in the location and allows them to either add or discard the item they are adding
Always discard… Will discard duplicates without prompting if found in the same folder.
Show….when ticked will add a search folder to show duplicates across all synchronized content

Central Repositories List
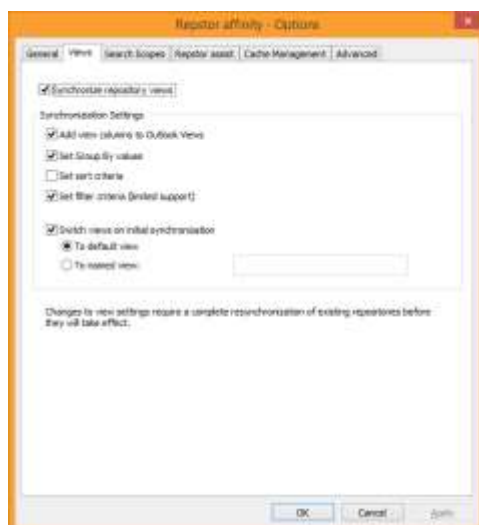This is the location of the list that contains repositories to be synchronized

Figure 10 General Options

Views Options

Synchronize Repository Views
When set will synchronize views from synchronized repositories if available
Add View Columns to Outlook Views
If set will create equivalent views in Outlook containing fields from the source repository
Set Group by/sort/filter criteria
When set will generate views that include these facets
Switch Views on initial synchronization
If set will display the configured or default view in Outlook

Figure 11 – Views Options

Search Scope Options

See the Repository specific documentation for Search Scopes options which are specific to the repositories being used.

Assist Options(For Quickfile)

Copy messages when using Quick file rather than move

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The user can override the settings within the quickfile dialog.
Reindex folders will reindex the quickfile and jump to folder index. This is required if a lot of changes to inbox folders have been made.

Automatically prompt to Quick File when sending

This setting will pop a quickfile dialogue when a user hits the send button rather than simply sending the email

Categorization Settings and Tag settings

See the Repstor assist documentation

Figure 12 Repstor assist options

The move feature depending on the repository type and the nature of the move may perform a cut and paste of the current version only. Previous versions can typically be restored if necessary in repositories that support versioning via the recycle bin.

Cache Management Options

Figure 16 – Cache Management Options

Content Expiration

Content within folders that are synchronized will remain in Outlook until the folder has not been accessed for a configurable period. To set this period (default 30 days) set the "Expire Content After" period. By unchecking the checkbox, no content will be expired, i.e. all synchronized content will remain in Outlook until the repository or the content is deleted from the repository. Expired folders will not store content locally, but will re-synchronize if the user browses to them.

Expire to Headers, will expire content to header only information (Repository dependent) instead of clearing out the whole folder.

Minimize Local Storage

Can be used if local storage is at a premium, and offline access to content is really not important. When selected, Repstor will automatically expire folders after a short period of time, and when Outlook is closed. This gives a combination of efficient access to the repository, while avoiding the storage of local content.

This setting can be used in combination with "Expire to Headers", so only headers are stored locally.

Disk Space Management

To limit the amount of space used by Repstor affinity's cache, you can enable disk space limits, and set a maximum target value for the Repstor cache. Repstor will expire content more frequently when it approaches this limit.

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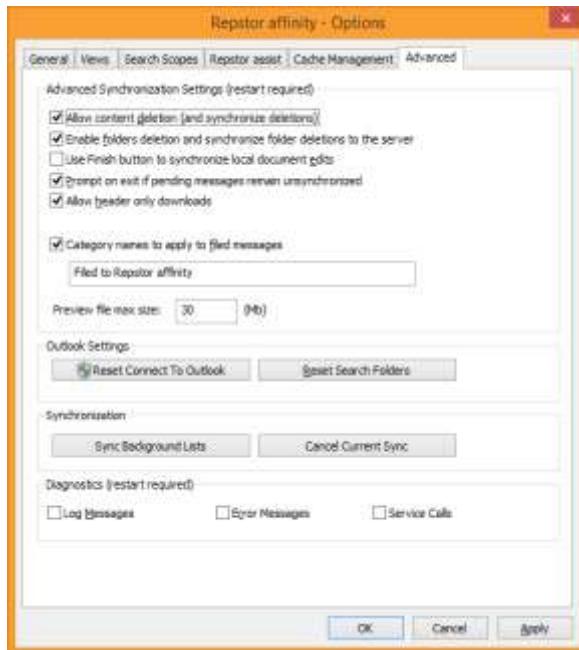
Advanced Options

Figure 13 - Advanced Options

Allow Content Deletion
When set will allow users to delete individual or groups of items and is also necessary to allow moving items between locations.

Enable Folders Deletion
When set will allow users to delete folders

Display Queue information in Sync Log
If set then the Sync log will display the number of folder locations currently queued

Use Finish button to synchronize local document edits
If set then documents that have been updated are not synchronized until explicitly directed by the user by clicking on the Finish Editing button that is added to the ribbon/menu.

Prompt on exit if pending messages…
If set then the user will be prompted on leaving Outlook if there are local changes still to be synced.

Allow header only downloads. If set this enables product functionality for header-only downloads.

Category name to apply to filed messages
If set will add a category to any emails that are filed to a repository.

Preview file max size
If set will stop items larger than the set value from being previewed (as this can take some time with larger files). The item can be viewed by clicking on the View Document option that is displayed in the preview pane.

Reset Connect to Outlook
Repository Specific

Reset Search Folders
Re-established the Repstor search folders to their default state.

Sync Background Lists
Synchronizes various background lists that contain property configurations and central repository lists.

Cancel Current Sync
Cancels the current synchronization task

Diagnostics
If set will generate diagnostic logs in the users documents folder under a directory called ROAM Logs

# Appendix A: Administration via a Group Policy

Configuration settings are established through a **Repstor affinity Group Policy Template**. This allows system administrators to specify various settings. The settings include mandatory repositories; how often background/idle synchronizations are run; and whether end users have the facility to manually add, remove or disable repositories.

Using this template, Repstor affinity configurations can be automatically applied to groups of **Active Directory** users.

Please contact support@repstor.com, for further information.

Installing the Template

The template is installed in the same way as any group policy template within the group policy management editor.
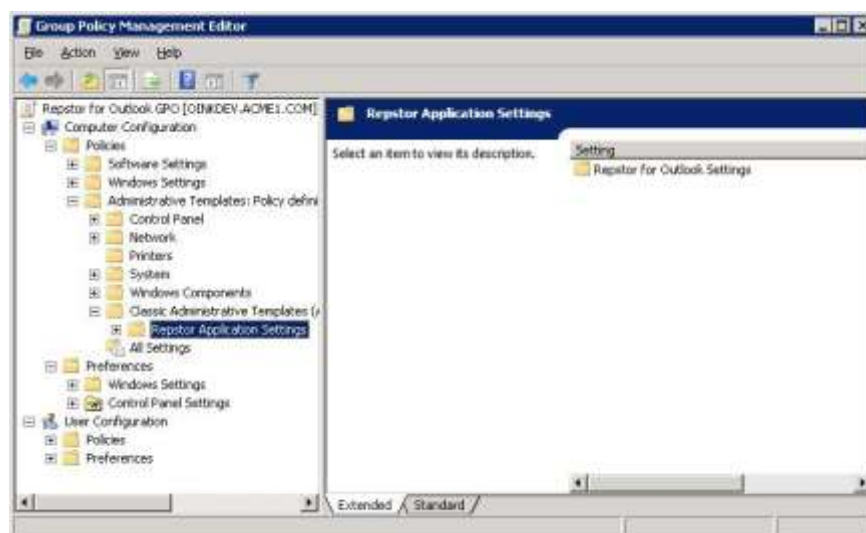
Editing Policy Settings

The policy settings can be configured centrally for groups of active directory users.

The settings include the default frequency where repositories should be synchronized, how frequently repositories should be considered for synchronization, and whether the user can add, remove or disable repositories from being synchronized.
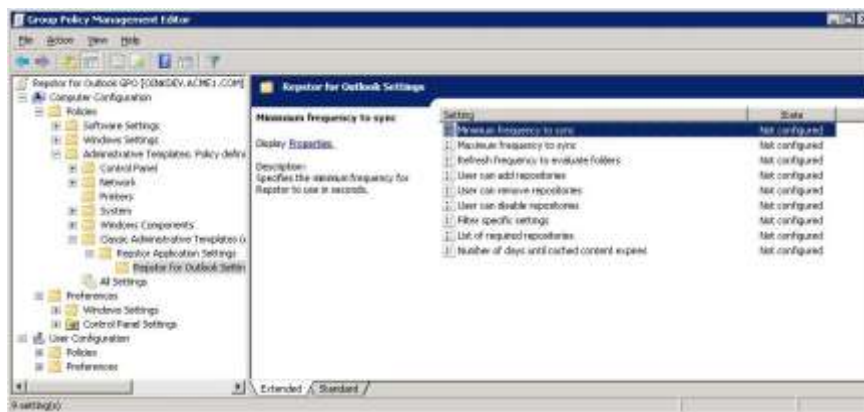
Individual settings exist for each type of filter

Within the group policy, it is possible to define repositories that are automatically synchronized for the users which belong to this policy group. As well as the name and location of the repository, these settings include how frequently each repository is synchronized, and whether the users can remove the repository.

Configuring required repositories using group policy is an alternative to the central repository mechanism described in the next section.

Appendix B: Registry Settings

Repstor affinity has a comprehensive list of configuration options that can be set through various registry settings. **These registry settings are in addition to the configuration that can be set through the group policy template and options dialogs**.

The configuration settings are fully documented in the Repstor Configuration Settings guide. Contact Repstor support to get access to this document.

Repstor will look for configuration options in registry locations in this sequence to determine the value to use.

1. *User specific Group policy override settings*

"HKEY_CURRENT_USER\SOFTWARE\Policies\Repstor\Repstor Affinity"

2. *Machine specific Group policy override settings*

"HKEY_LOCAL_MACHINE\SOFTWARE\Policies\Repstor\Repstor Affinity"

Or

"HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\Policies\Repstor\Repstor Affinity"

> Group policy override settings will override any settings at all other levels, and will lock down the options from being changed by the user within the Repstor affinity Options dialog.

3. *User defined settings*

HKEY_CURRENT_USER\Software\Repstor\Repstor Affinity

4. *Administrator defined default settings*

"HKEY_LOCAL_MACHINE\SOFTWARE\Repstor\Repstor Affinity"

Or

"HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\Repstor\Repstor Affinity"

> Administrator defined default settings will set default values which the user can change within the options dialog if the user chooses.
>
> Administrator defined defaults can be set by updating the registry during installation or by using Group Policy to push the registry change to the default settings keys.

Appendix C: Customizing the default installation

The Repstor affinity installation can be customized by using invoking command line options when installing the software.

This can be used to set the name of the Repstor affinity top level folder, to include licensing and other pertinent set up information such as setting specific options.

Command line options

The installation msi file be executed using the msiexec command as follows:

msiexec /i   <path to the Repstor msi file>

Additional command line options are as follows:

STORE_NAME="<Insert Name Here>"

LICENSEKEY="<insert key here>"

REQ_LIST_URL="<insert URL of Central repositories list>"

TARGETDIR="<Path to install software to>"

APP_DATA_PATH "<Path for the data and other files>"

Some examples of command line options

- Silent install.

```
msiexec /i <path to MSI> /qn
```

- Silent uninstall.

```
msiexec /x <path to MSI> /qn
```

- License during silent install

```
msiexec /i <path to MSI> /qn
LICENSEKEY="<affinity_key>"
```

- Configure Repstor affinity to use a Central Repository url

```
msiexec /i <path to MSI> /qn
REQ_LIST_URL=<central_repos_url>
```

- Configure Repstor affinity to use an alternative name in the Outlook folder structure

```
 msiexec /i <path to MSI> /qn STORE_NAME="<name to
use in Outlook>"
```

These custom arguments can be combined for example to use an alternative store name and license at the same time.

Additional standard Windows Installer options such as showing a basic uninterruptable progress dialog are listed at http://msdn.microsoft.com/en-us/library/aa367988(v=vs.85).aspx

Please contact Repstor at support@repstor.com should you wish to customize your installation and we'll be happy to help.

Appendix D – Outlook Registry Keys relevant to support

Maximum size of an item

The default largest file that Outlook will allow to be uploaded is 20MB. This can be made larger by adding the Outlook Registry setting MaximumAttachmentSize.

Note that account settings in Exchange can be used to limit the size of items that can be sent by Exchange email accounts allowing this Outlook setting to apply to non-Exchange stores, such as the Repstor affinity store.

Location and value of the Registry item

Outlook 2013

HKEY_CURRENT_USER\Software\Microsoft\Office\15.0\Outlook\Preferences

Outlook 2010:

HKEY_CURRENT_USER\Software\Microsoft\Office\14.0\Outlook\Preferences

Then add a new DWORD value: MaximumAttachmentSize

Unlimited message size uses a value of 0. For a specific message size (recommended) enter the value in Kb. You may want to round the value down to allow for overhead, so 50MB = 50000.

Datafile size and thresholds

See Microsoft Support article at http://support.microsoft.com/kb/832925

Appendix E – Configuring Outlook search for properties

Default setup

The default set up is that the Outlook search will not include any property values that come from the back end repository. To add properties to the index and also to allow metadata value specific searching some configuration is required as below.

Registry settings (HKEY_CURRENT_USER Repstor area)

ROAM.SearchProperties

This is a comma delimited string that should include the names of any properties to be indexed.

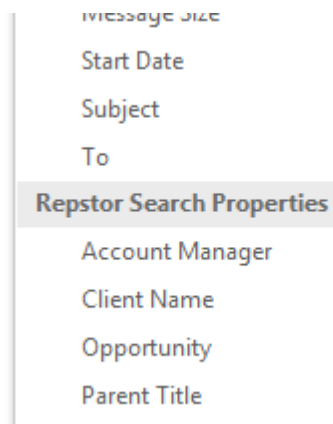Properties that are available to be searched are then published in the +More list in the Search Ribbon as shown below.

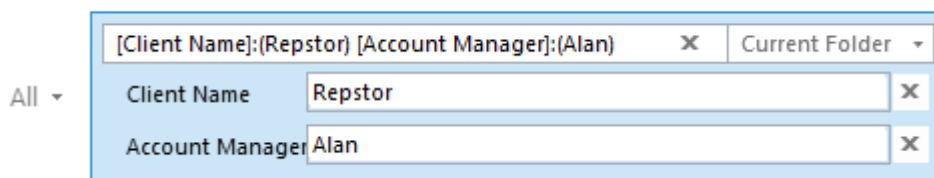**Figure 14 - Properties available to add to search Dialogues**

Figure 15 – Using properties in Search

Deploying additional Search Folders

Additional search folders can be deployed to users by setting the appropriate registry entry as described below:

Registry Entry name : ROAM.AdditionalSearchFolderQueries

Type: String

Example Value:

In the example below [USER] will be replaced with the users display name and [USEREMAIL] will be replaced with the users primary email address.:

http://schemas.microsoft.com/mapi/proptag/0x001a001e" LIKE '%IPM.Post.ROAM.doc%' AND %last7days("DAV:getlastmodified")% AND ("http://schemas.microsoft.com/mapi/proptag/0x0c1a001f" LIKE '%[USER]%' OR "http://schemas.microsoft.com/mapi/proptag/0x0c1a001f" LIKE '%[USEREMAIL]%'));Recent Documents

This will create a search folder that shows all items added or updated to the Repstor folders by the current user during the past 7 days.