



## **View data**

### **SaaS Backup for Microsoft 365**

NetApp

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# View data

## Create a user defined filter

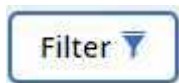
You can filter the view of your mailboxes, sites, or MySites to only show results that fit specific criteria. For example, you can set your filters to only see mailboxes in a certain country and a certain department within that country.

### 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**.

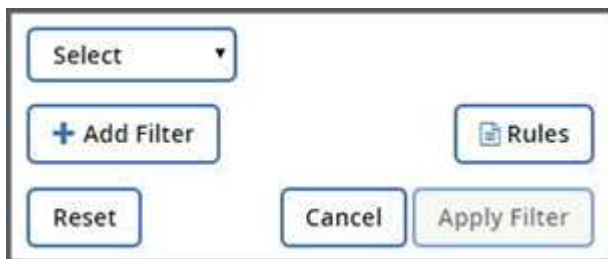


3. Click the **Select** drop-down menu, and select the filter of your choice.

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.

## Perform a search

In SaaS Backup for Microsoft 365, you can search your protected data in all services - Exchange Online, SharePoint Online, OneDrive for Business, and Groups and Teams.

You can search unprotected instances, but it will yield search results only if previous backups have been taken.

To improve your search results, use the following criteria:

- Three character minimum



If you enter more than 3 characters, previous search results for 3 characters may remain in your search results.

- Alphanumeric input
- Single quotes for an exact match of a word, string of words, or number. Ex: "2014 Budget".

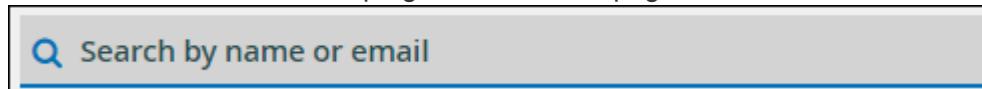
Follow the steps below to search your protected instances.

### Steps

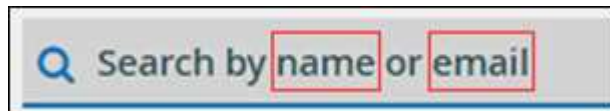
1. From the Dashboard, click the number above **Protected** in any service in which you want to search.



2. Find the search box at the top right corner of the page.



Then enter the prompted information you see in the search box, such as "name" or "email" in the search box.



- a. Search by name or email address for Microsoft Exchange Online.
  - b. Search by name, email, or MySite for Microsoft OneDrive for Business.
  - c. Search by site name or url for Microsoft SharePoint Online.
  - d. Search by group name or team name for Microsoft 365 Groups and Teams.
3. Any results that fit or match the search criteria will appear.

You can also perform a search at more granular levels within each service. If you see a dropdown menu to the right of the search box, select **File** or **Folder** from the dropdown menu to narrow your search results.

[search box with file/folder dropdown menu]

# Use Advanced Search for Microsoft Exchange Online

You can use **Advanced Search** for Microsoft Exchange Online to search for individual or shared mailbox items and restore these items to their original mailbox.

Administrators can enable **Advanced Search** by going to [Support](#) and submitting a request. You can also email the SaaS Backup support team at [saasbackupsupport@netapp.com](mailto:saasbackupsupport@netapp.com).

After you enable **Advanced Search**, you can turn on Self Service Portal (SSP) for individual tenants. If you do not enable **Advanced Search** before your first backup, no search results appear.



- [Enable Advanced Search](#)
- [Perform a search](#)
- [Find previous search jobs](#)

## Enable Advanced Search

You can enable the **Advanced Search** feature in Advanced Search Settings.



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.
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. 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.

## Perform a search

You can 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 an asterisk (\*).  
Optional fields: Conditions and Query Conditions.

**Advanced Search**

**Required**

**SELECT USER\***

**SEARCH\***

EXACT MATCH ☐

CONDITIONS **Items** ☒ **Folder Name** ☐

**QUERY CONDITIONS**

SUBJECT ☒

DATE RANGE

SIZE IN BYTES

FROM

TO

HAS ATTACHMENT ☐

- **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.

## Find previous search jobs

You can 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. Find 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**.

## View job history and activity log

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

### View job history

You can view or download reports of all your job history in NetApp SaaS Backup for Office 365. You can filter your search by 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, type, or status. 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.

## View the activity log

A log is stored of all activity that occurs inside SaaS Backup for Microsoft 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 Microsoft 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.

## View 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.

## View a list of purged data

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

### Steps

1. Click  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.




# View deleted items

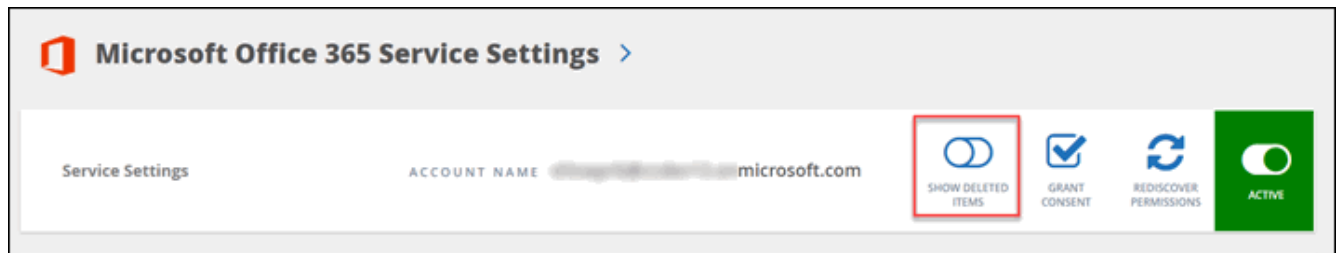
You can view deleted items in all services at any time by switching on **Show deleted items** in Service Settings. This helps you save time; instead of browsing through different backups for deleted items, turn on the switch to find the deleted items immediately.

By default, the switch is turned off.

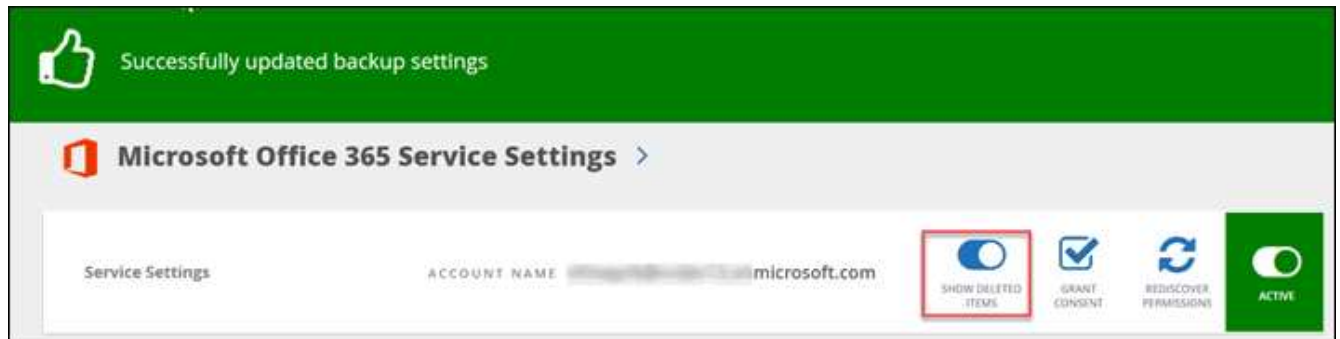
## Steps

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.



# Download logs

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

## Download the activity log

A log is stored of all activity that occurs inside SaaS Backup for Microsoft 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 Microsoft 365 activity is displayed.
3. Click .

The activity log is downloaded as a .csv file.

## Download 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.

## Monitor user data

In SaaS Backup for Microsoft Office 365, you can monitor user data for all services like email or url addresses, mailbox types, license use, discovery state, last discovery, backup status, backup tier, and more.

### Steps

1. Click **Services**.
2. Click the service for which you want to export user data.
  - a. For Microsoft Exchange Online, click on the number of protected, pending, or unprotected mailboxes.
  - b. For Microsoft SharePoint Online, click on the number of protected, pending, or unprotected sites.
  - c. For Microsoft OneDrive for Business, click on the number of protected, pending, or unprotected MySites.
  - d. For Microsoft Office 365 Groups, click on the number of protected, pending, or unprotected groups.
3. Click **Download** to export an Excel file of user data for the respective service.

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