



365 Indexer 2.2

User Guide

For use with dtSearch Desktop or dtSearch Network

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Installation

365 Indexer is an add-on product for use with dtSearch Desktop or dtSearch Network 7.96 or later.

IMPORTANT

Before installing 365 Indexer you must install a copy of dtSearch Desktop or dtSearch Network on the machine where you will create and maintain the indexes.

dtSearch Network licenses include use of an extra copy on a single additional machine for indexing and/or for shared network index access.

Install 365 Indexer on the same machine where your copy of dtSearch Network is installed, it will automatically detect where dtSearch Network is installed and will warn if a copy cannot be found.

The default install folder is ...**Program Files (x86)\DTSUK\365 Indexer**

Before installing any **beta** build, from Windows Control Panel, uninstall previous versions from the machine. Ensure that the install folder is completely empty before installing the beta version.

Evaluation mode limits:

- Scheduled indexing is not functional.
- SharePoint only 6 items per list are indexed
- OneNote a maximum of 3 pages per notebook section are indexed

To remove the limits, click **Register** and enter your serial number; you can find your serial number later by clicking on the help (?) icon in the title bar.



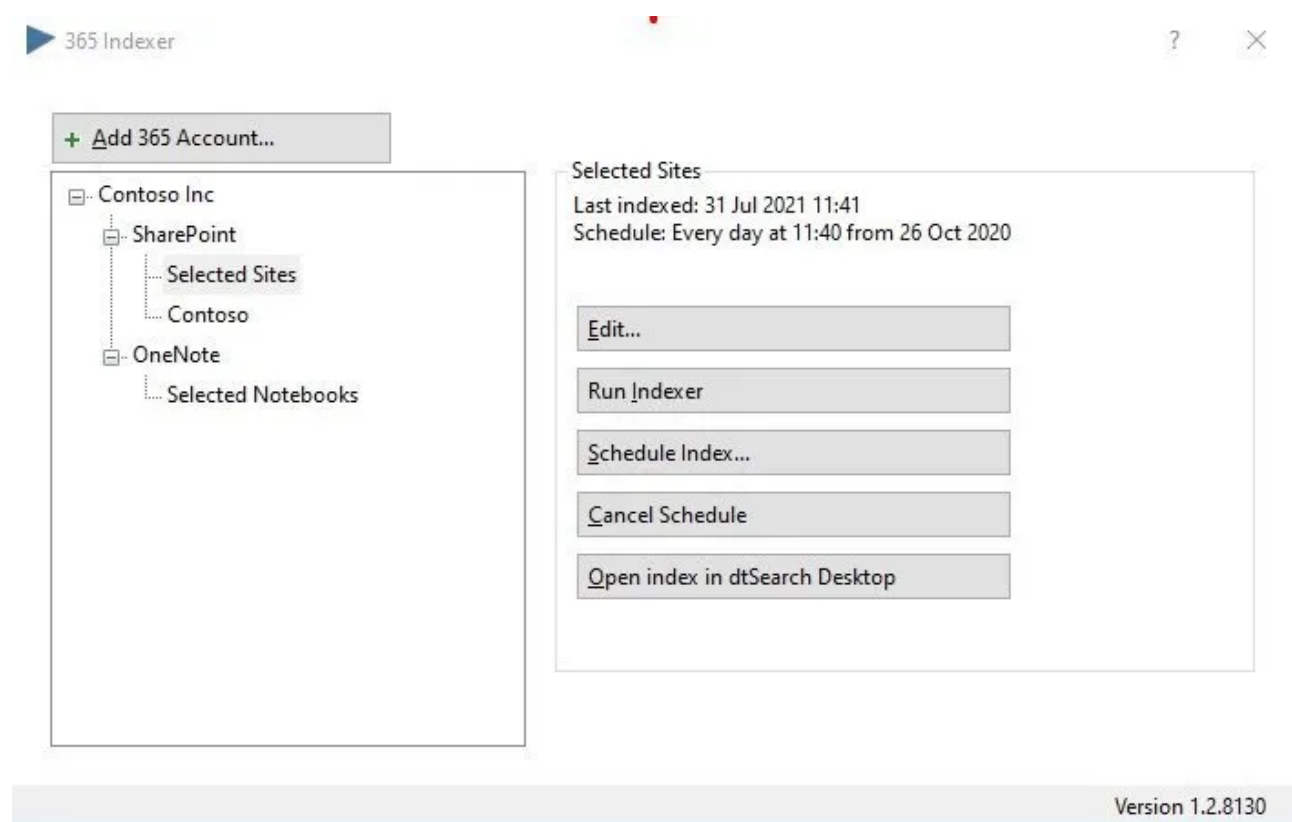
What's New

Version 2.0 now allows drilling down to choose what Lists are indexed in each SharePoint site, see pages 10 and 11.

Accessibility

365 Indexer supports keyboard only operation:

Hold the **Alt** key or **F10** down to display keyboard shortcuts, e.g., in the image below **Alt+E** will open the Edit dialog, **Alt+I** will run the indexer.



TreeView:

Press **Tab** or **Shift+Tab** to navigate in or out of the TreeView. Navigate the tree nodes by using the directional arrow keys. Press the **Menu** key, use arrow keys to select **Rename** or **Delete**. Press **Enter** to select

F1 - shows About dialog - contains your Serial Number for support and a link to online help.

Tab to navigate to any link or button and **Enter** to select any item in a dialog.

Esc closes a dialog.

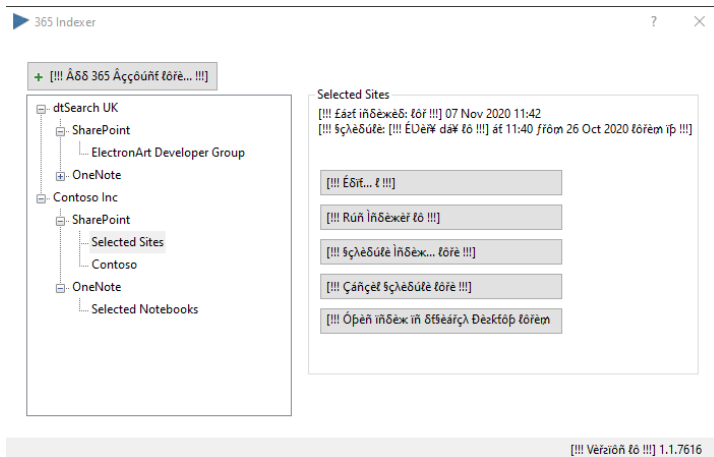
ALT + Spacebar + M to move the application window using the arrow keys.

ALT + F4 to close the application

Translation

The default language of the user interface is English. To translate the user interface, make a copy of the **365 Indexer - template.lang** file which is in the **\I18N** subfolder.

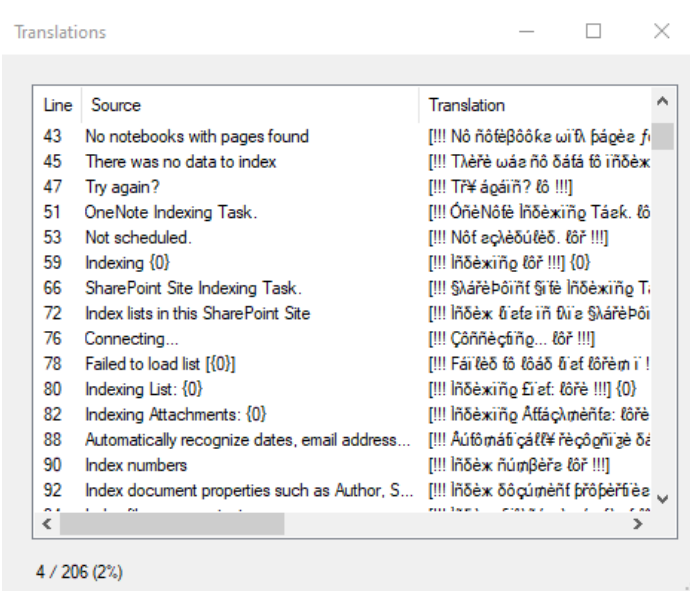
Place the untranslated copy of the template file in the same folder as the **365 Indexer.exe** file and run 365 Indexer, you will see all the English text is replaced by pseudo-language with a width 30% wider than English to take into account the typical expansion that occurs in translating from English to many other languages. Text Labels in Database Indexer will automatically expand to accommodate the length of the text.



Translate the appropriate text using a text editor (e.g. Notepad), save it in utf-8 format (we suggest you rename it using IETF language tags (e.g. **fr-CA.lang** for Canadian French) and place the file in the same folder as 365 Indexer.exe.

If a file with filename extension **.lang** is found when 365 Indexer is run, it will read the file to translate the user interface.

To assist translators, 365 Indexer can be run with a command line **-t**. This will display the list of phrases to translate, as each line is translated and the surrounding **[[]]** are removed, it will indicate what number and percentage of lines are translated.



If you experience any issues translating the user interface please contact support@dtsearch.co.uk for assistance.

Getting Started

The steps to create an index are

- [Add a New Account](#)
- [Create a SharePoint Index](#) or [Create a OneNote Index](#)
- [Run indexer](#)
- [Set a schedule](#) for index updating if needed.

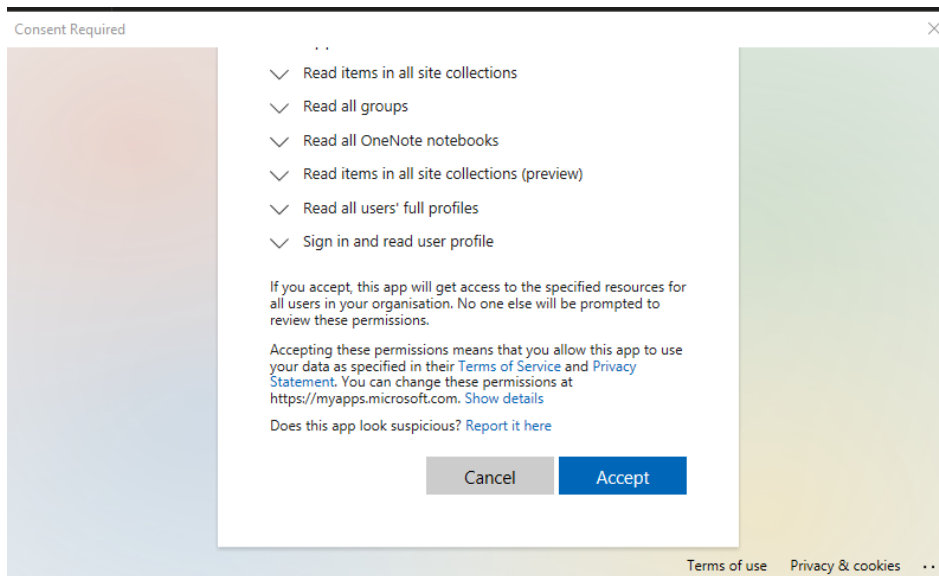
Click the **Edit...** button to change any of the settings later.

Add a 365 account

Open 365 Indexer and click the **Add 365 Account** button

Follow the prompts to log in with your Microsoft account. You may be prompted more than once to choose the desired Microsoft account.

When prompted for consent, click **Accept** to grant permission to 365 Indexer to read the necessary data. 365 Indexer requires read-only access to your Office 365 account.



Although 365 Indexer requires permission to read all the items listed, it provides granular control over what SharePoint or OneNote files to index.

Create a SharePoint index

After you add a new Microsoft 365 account, select it from the list and press the **Create Index** button.

365 Indexer will read in the lists of sites from the account and display the Team and Personal Sites it found on the account. This may take a minute or so for large sites.

Edit Selected Sites

Sites to index

Team

Index all (Default Lists)

Index selected

Search Sites...

- Communication site
- Crisis Management
 - All (Default Lists)
 - Selected Lists
 - Documents
 - Events
 - Form Templates
 - Site Assets
 - Site Pages
 - Style Library
- Digital Initiative Public Relations
 - All (Default Lists)
 - Selected Lists

Personal

Index all (Default Lists)

Index selected

Search Sites...

- Adele Vance
 - All (Default Lists)
 - Selected Lists
 - Form Templates
 - Social
 - Style Library
- Alex Wilber
 - All (Default Lists)
 - Selected Lists
- Diego Siciliani
- Grady Archie
- Henrietta Mueller
 - All (Default Lists)

< Back Next > Cancel

Choose **Index all** or **Index selected** team and personal sites as needed.

If you choose **Index selected** sites, check each site needed (or none if you do not want to index personal sites for example).

If you choose **Index All**, only lists in the **Default Lists** will be indexed.

Press the **Next** button and choose the **Default Lists** and **Data to Include**.

Set Data to Include & Default Lists

Edit Selected Sites



Data to include

- Index file items
- Index attachments

Default Lists

- All lists
- Selected lists:

<input checked="" type="checkbox"/> Documents
<input checked="" type="checkbox"/> Events
<input type="checkbox"/> Form Templates
<input type="checkbox"/> Site Assets
<input checked="" type="checkbox"/> Site Pages
<input type="checkbox"/> Social
<input type="checkbox"/> Style Library

< Back

Next >

Cancel

Data to Include

Select **Index file items** to index files in lists of files in the SharePoint Site.

Select **Index attachments** to index files that are attached to list Items.

Default Lists

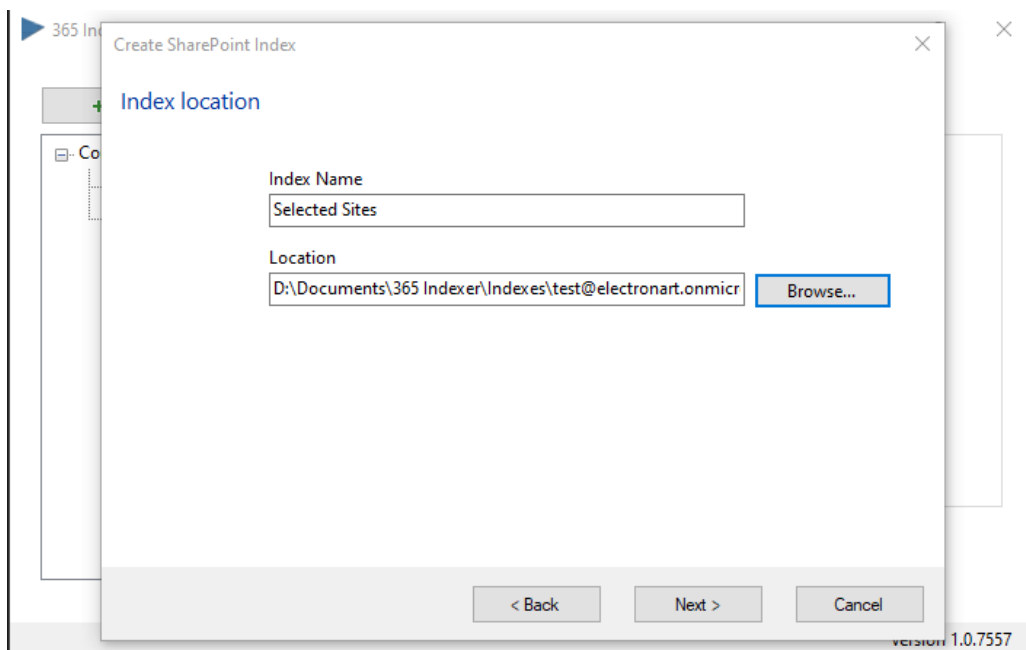
Choose **All lists** or **Selected lists** and check the items as needed.

Click the **Next >** button.

Set Index Name & Location

Choose an index **Location** on the same machine, on a drive where you have read/write permissions.

Edit the **Index Name** as needed (the default name is Selected Sites or All Sites)



Finally press the **Next >** button and choose [Default](#) or [Custom](#) indexing options.

365Indexer automatically stores all the index locations in an Index Library file (at My Documents/365 Indexer) and dtSearch Desktop automatically lists the library file in its Index Manager.

Change Index Location

You can change the location of the index later, by just editing the text in the **Location** textbox, then press **Next** and **Save**.

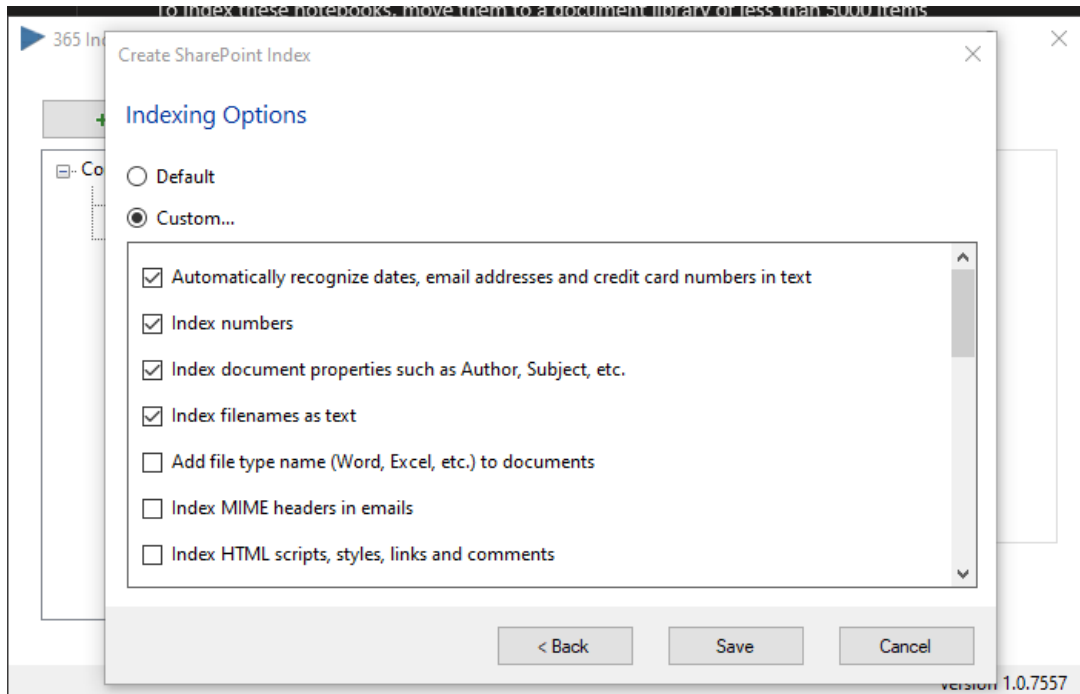
Change Index Name

Renaming the index is quickest by using the right-click context menu in the tree view, see [Rename an index](#).

Custom Indexing Options

Select Default or Custom indexing options.

If you want most of your indexes to have the same settings, select **Default** and edit the [Default Indexing Options](#) from the Help (?) dialog later, otherwise select **Custom** then check the options you need and **Save** your settings.



Generally, the more indexing options that are selected the larger the index size will be.

Index numbers

If the documents being indexed contain many numbers, and if these numbers do not have to be searchable, unchecking this setting can reduce index size considerably. Note: 'numbers' are defined as a word starting with a digit, a word such as PO325379 is NOT considered a number.

See Index Size & performance: <https://support.dtsearch.com/dts0142.htm>

Index filenames as text

Index document properties such as Author, Subject, etc.

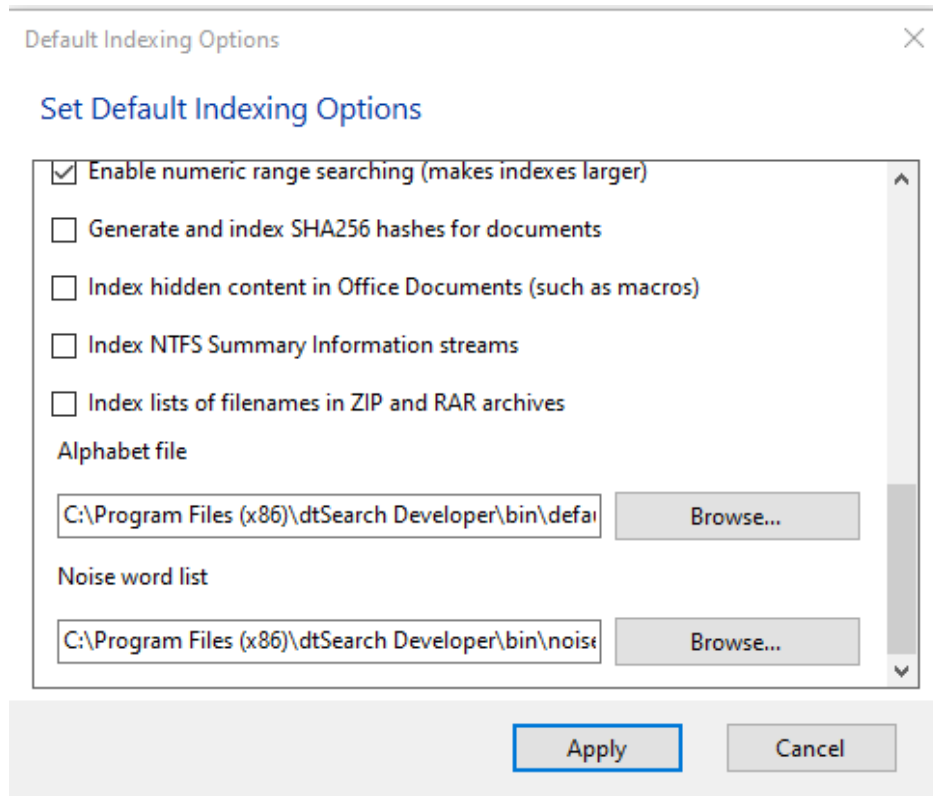
See: How to prevent filenames and document properties from appearing in documents
<https://support.dtsearch.com/faq/dts0173.htm>

Default Indexing Options

To change the default indexing options, click on the help (?) icon in the title bar and click on the **Default Indexing Options...** button.

The settings you choose will be applied to all index tasks that are set to use the default options.

From here you can also choose your Alphabet file and Noise word list from your installed copy of dtSearch Desktop\Network.



When finished click on **Apply** button

Note:

Noise word list. When you create an index, the index will store its own copy of the noise word list. Changes you make to the noise word list will be reflected in future indexes you create but will not affect existing indexes. If you make changes to the noise word file and want them applied to an existing index, you should rebuild the index.

The noise.dat file supplied with dtSearch contains English words. If you are searching non-English text, either edit the file to remove all the words and save it as none.dat or enter words appropriate to the language of the text you will be searching and save it with an appropriate name.

Alphabet file. The alphabet file determines how dtSearch interprets certain characters in your documents. If you modify the default.abc file, for example to make a character such as + searchable, we recommend using **Save as...** to save with a different filename. You will need to rebuild your index if you edit the alphabet file.

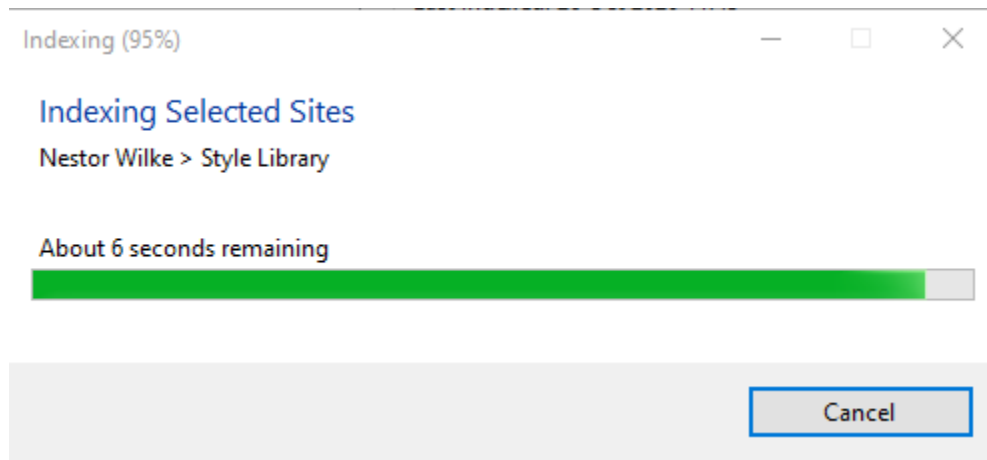
Run Indexer

After you create an index, we recommend you manually run the indexer before setting up a schedule for indexing to be carried out unattended. This is particularly important with very large document collections, to check that the indexing task can be completed within your intended schedule.

Select the index to run in the left-hand pane, then click the **Run indexer...** button.

CAUTION: Run Indexer rebuilds the index.

It will display a progress dialog.



Note: In scheduled mode it will not display a progress dialog or error message boxes. All events and errors are logged in the **Windows Event Viewer**.

To export and send the logs for support purposes:

1. Open Event Viewer by pressing the Windows key + r. Enter **eventvwr.msc** in the dialog that appears and press OK.
2. In the left-hand panel select **Windows Logs > Application**
3. In the right-hand panel select **Filter Current Log**.
4. In Event Sources select **365 Indexer**, press OK.
5. In the right-hand panel select **Save All Events As...** and **Save as type: CSV**, click **Save**.

Small CSV files can be emailed as attachments to support@dtsearch.co.uk or larger files via <https://spaces.hightail.com/uplink/dtSearch-UK>

Note: When selecting **All Notebooks** or when your document library contains thousands of items you may get an error message showing that some Notebooks were skipped.

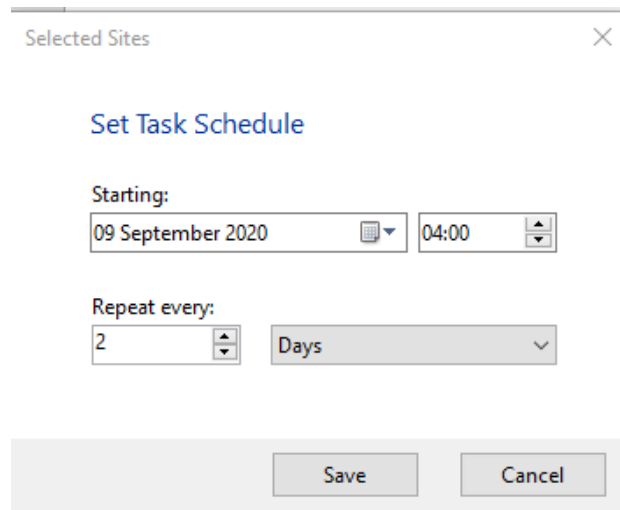
See [Microsoft Graph API 5000 limit](#)

Schedule the Index updates

Before setting a schedule, we recommend that check that indexing runs without errors and within your intended schedule by manually building an index. CAUTION: Pressing Run Indexer will rebuild the index.

Although the index can be updated manually by clicking the **Run Indexer** button, generally it is more convenient to run the indexer automatically on a regular schedule.

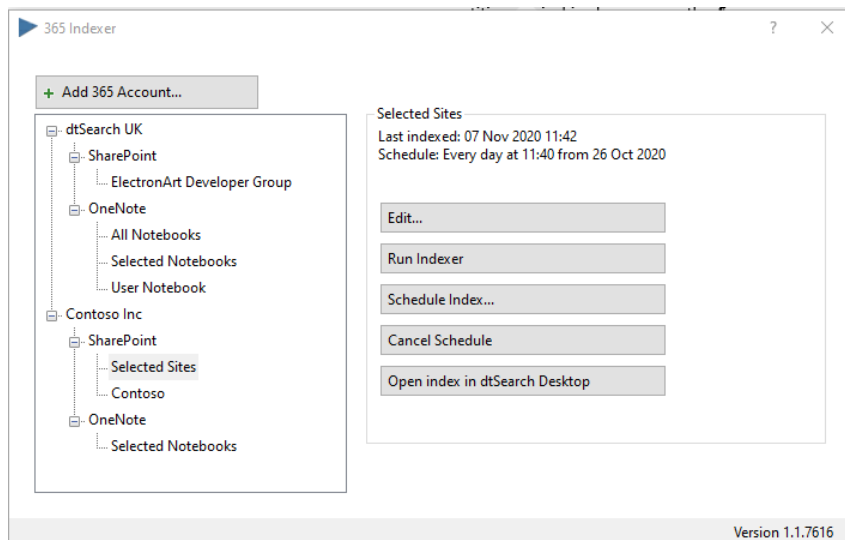
Select the index to schedule in the left-hand pane, then click the **Schedule Index...** button



Set the **Starting:** date and time, then set the repetition period in days or months.

It is usually preferable to set the schedule so that indexing is completed outside working hours.

Press **Save**.



The schedule details will appear on the main window along with a **Cancel Schedule** button.

The schedule will appear in Windows **Task Scheduler**, from where you can **Run** the task at any time.

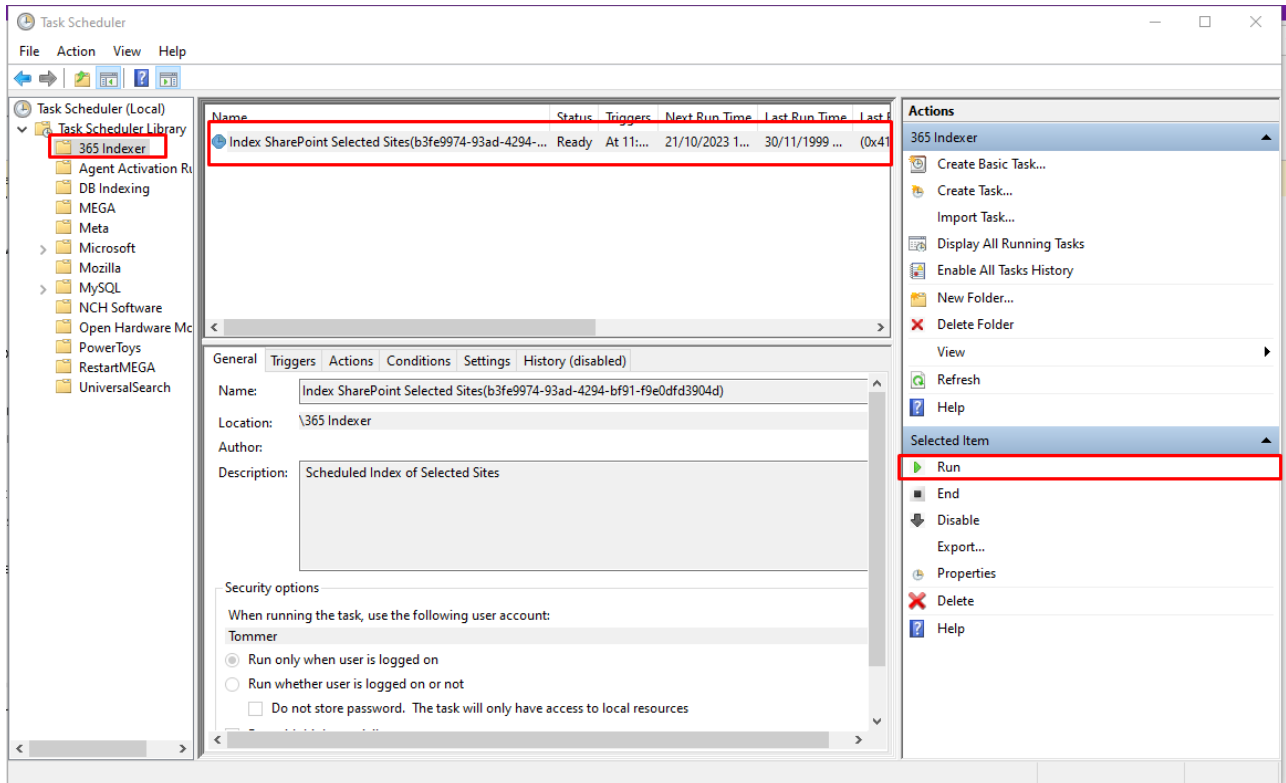
To rebuild the index daily, ensure that it can be rebuilt outside working hours; for very large sites this might not be possible, in which case you will need to create smaller indexes and schedule them separately. There is also a Monthly option for sites that don't need to be updated frequently.

A useful technique is to try to keep documents which are updated frequently in separate indexes to documents that are seldom edited (e.g., Communication sites in SharePoint) so that appropriate schedules are set for each index.

Task Scheduler

The schedule you set in 365 Indexer will appear in Windows **Task Scheduler**, from where you can **Run** the task at any time.

To launch Task Scheduler in Windows 10 or 11, press the Windows button or click inside the search box on the task bar, type in Task Scheduler in the search box and press enter.

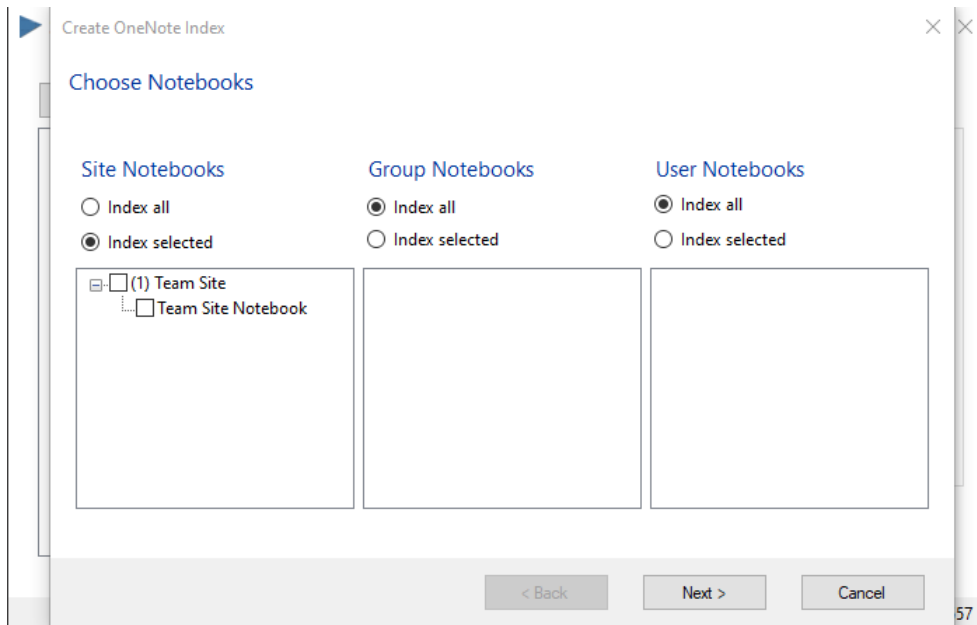


Create a OneNote Index

Select a OneNote node from the left hand panel.

Click the **Create Index** button

365 Indexer will read in the lists of Notebooks from the account and then display the Site, Group and User Notebooks it found under the account. This may take a minute or so for large sites.



Choose **Index all** or **Index selected** Site, Group or User Notebooks as needed.

If you chose **Index all** it will index all existing Notebooks and automatically discover and index new Notebooks each time it is run.

If you choose **Index selected**, expand the root node and select individual Notebooks, or do not select any, if you do not want to index any User Notebooks for example.

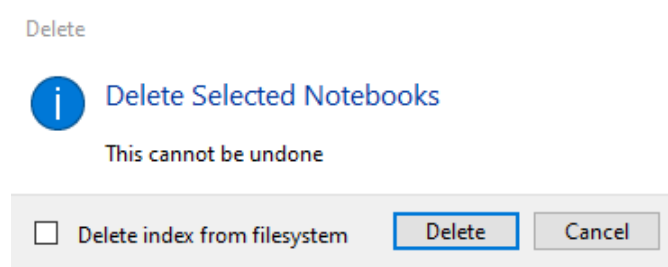
Ensure the Site/Group/User root node is unchecked to prevent new notebooks being discovered and indexed, or check it to index all notebooks belonging to the Site/Group/User, new notebooks will be automatically discovered and indexed when the task is run.

- Press the **Next >** button.
- Enter an Index Name and Location
- Press the **Next >** button.
- Choose Default or Custom indexing options as needed
- Press **Save**.

Remove an index

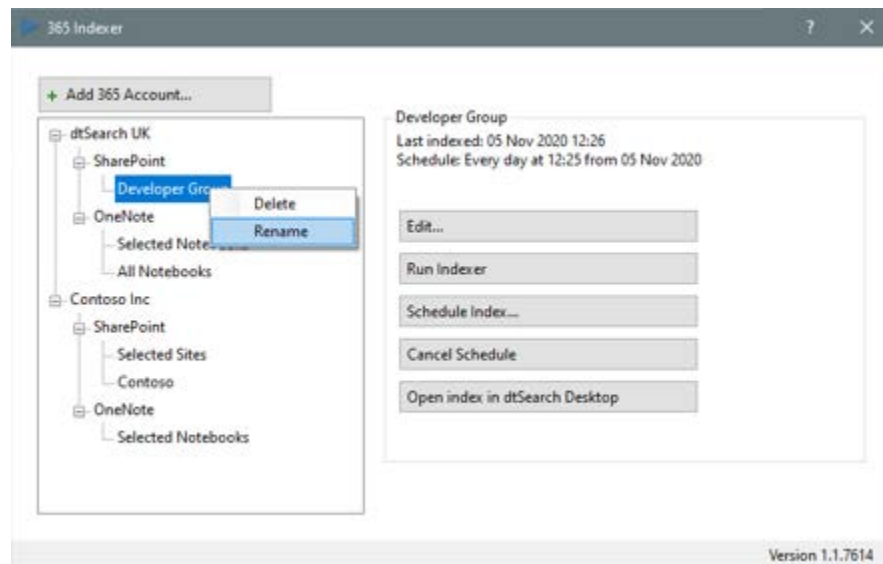
To remove an index, right-click on an item in the list and choose **Delete**.

Select the **Delete index from filesystem** checkbox and press the **Delete** button.



Rename an Index

To rename an index, right-click on an item in the list and choose **Rename**.



In the dialog that appears edit the name and press **OK**.

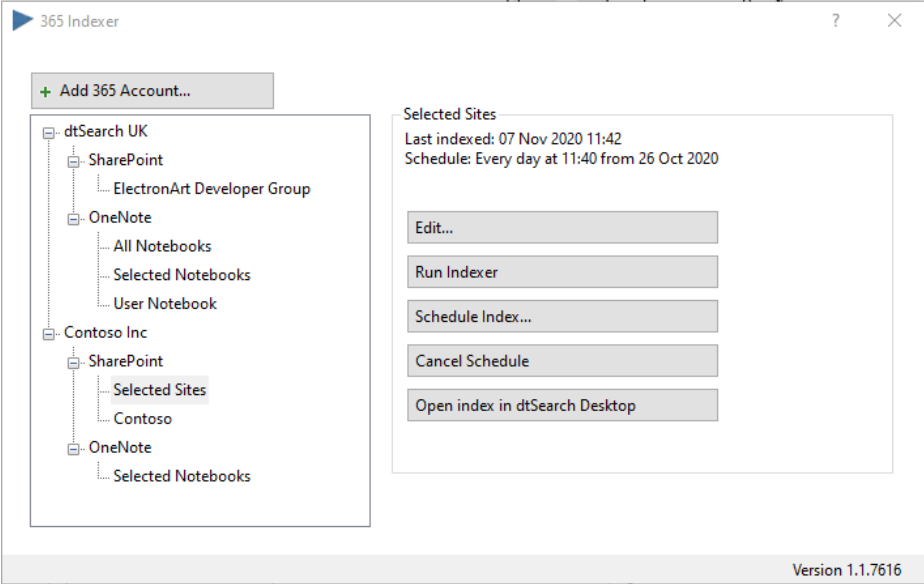
Remove data from Index

365 Indexer never alters or deletes any data in Microsoft 365 itself and only requires read permission.

If you delete a Notebook or document from Microsoft 365 it will not remove the data from the index. To clear data from the index if anything has been deleted requires the index to be rebuilt, either by clicking the **Run Indexer** button, or by clicking the **Schedule Index...** button to rebuild the index in future.

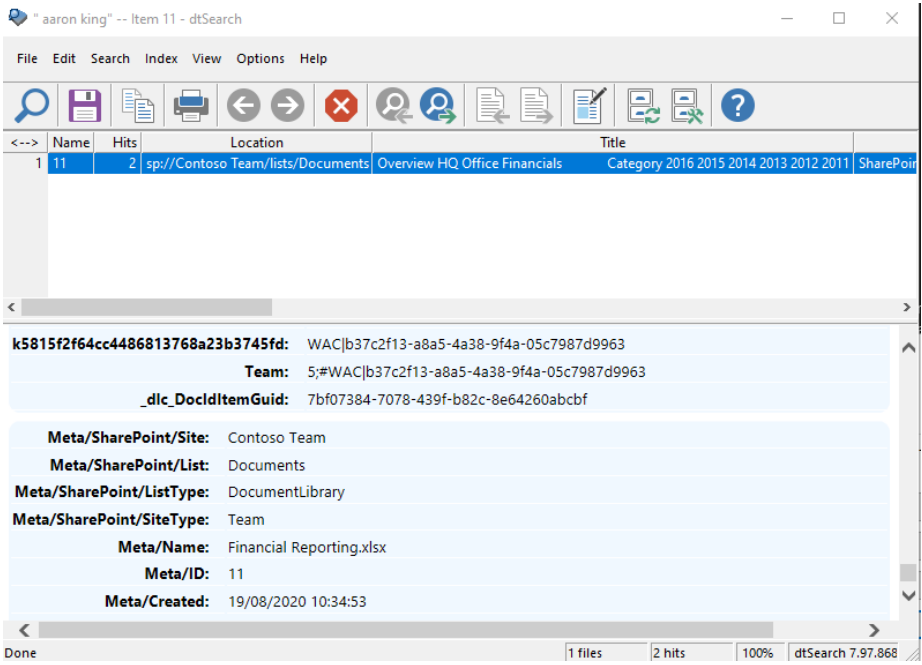
Open Index in dtSearch Desktop

If an Index has already been run at least once manually or on schedule, select it in the left-hand tree-view panel, then click **Open index in dtSearch Desktop**



The search dialog will open with the correct index already selected.

Choose **Boolean search**, click on the **fields...** button to see all the fields that are available to narrow down your search. For example you can narrow a search to Team or Personal Sites by choosing SiteType from the list of fields, this will automatically enter a search request of **(sitetype contains ())**, simply enter 'team' or 'personal' as needed, then click the **and** button and enter your other search terms for example: (sitetype contains (team)) and patti fernandez



dtSearch Desktop displays document meta data at the end of each document.

Quickly move between documents using Ctrl+Space or Ctrl+Backspace

See [Enumerable Fields](#) for more information.

Automatically Recognize Indexes

When the **Open index in dtSearch Desktop** button is pressed the search dialog of dtSearch Desktop is automatically opened at the index currently selected in 365 Indexer, ready for you to enter a search.

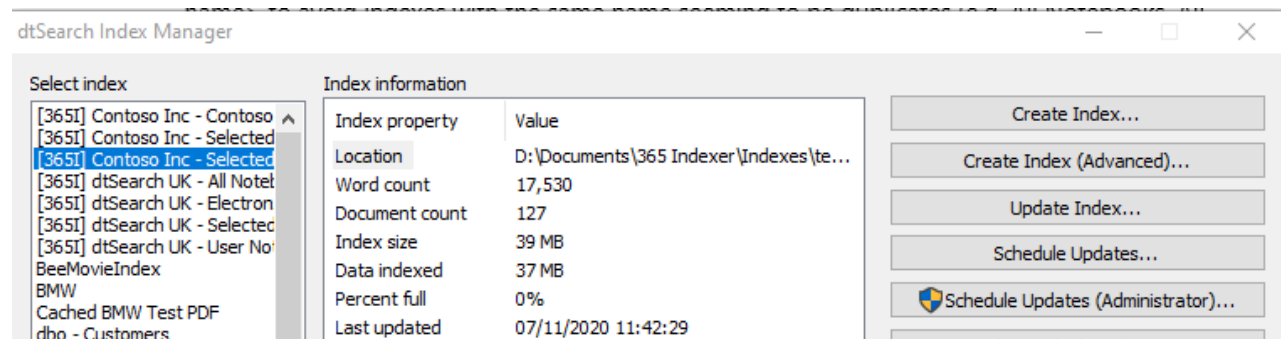
365 Indexer automatically creates and modifies Index Library (*.ilb) files whenever an index is created or modified, it also ensures that the main index library is registered with dtSearch Desktop.

Several index libraries are created but not all apply to dtSearch Desktop:

- Documents\365 Indexer\365 Indexer.ilb is for dtSearch Desktop and contains every index created by 365 Indexer. Index names appear in dtSearch Desktop as <office name> - <index name> to avoid indexes with the same name seeming to be duplicates (e.g. All Notebooks, All Notebooks in different office accounts).
- Documents\365 Indexer\Indexes\<office account>\<office account>.ilb is for Universal REST Search so that REST Server can have greater control over what is searchable to who.

New in version 1.1

Index Manager in dtSearch Desktop automatically lists all indexes created by 365 Indexer, so that you can examine the index size, document count, etc.



CAUTION: All indexes created by 365 Indexer can be identified by their **[365I]** prefix. You should NOT attempt to update, schedule, or rename these indexes from dtSearch Desktop.

SECURITY: When an administrator logs onto a shared computer where 365 Indexer is installed, and dtSearch Desktop is installed for **all users**, if indexes are automatically added to dtSearch for **all users**, some users who may not have permission to view documents in the 365 account would be able to view the documents, because they are cached in the Index. 365 Indexer ensures that the dtSearch Index Libraries are only automatically added to dtSearch Desktop for the logged-in user.

Stored Fields

Stored fields are stored in the index and will appear in the results columns in dtSearch Desktop.

In 365 Indexer 1.0 all fields are treated as stored fields in both SharePoint indexes and OneNote indexes.

The maximum size of a stored field is 128 characters. The total size of all stored fields associated with a single document, including field names, is limited to 27k.

These limits do not affect field searching. All fields in a document are searchable, regardless of how long they are or how many fields are in the document. For example, in a document with 100 fields each 64k in length, all the data in all of the fields is searchable. The limits described above apply only to fields that are copied into the index and returned in search results.

Enumerable Fields

Enumerable Fields are fields whose values will be stored in the index in a way that permits fast enumeration. All Enumerable Fields are also Stored Fields.

Enumerable fields can be used for facet searching (supported in the Universal Search API and Universal Search Clients).

Both SharePoint Indexes and OneNote have enumerable fields, detailed below:

OneNote

Notebook	Name of the Notebook the page or attachment is found inside
Tags	Tags found inside the page (if it is a Page and has any tags)
Type	Either Page or Attachment

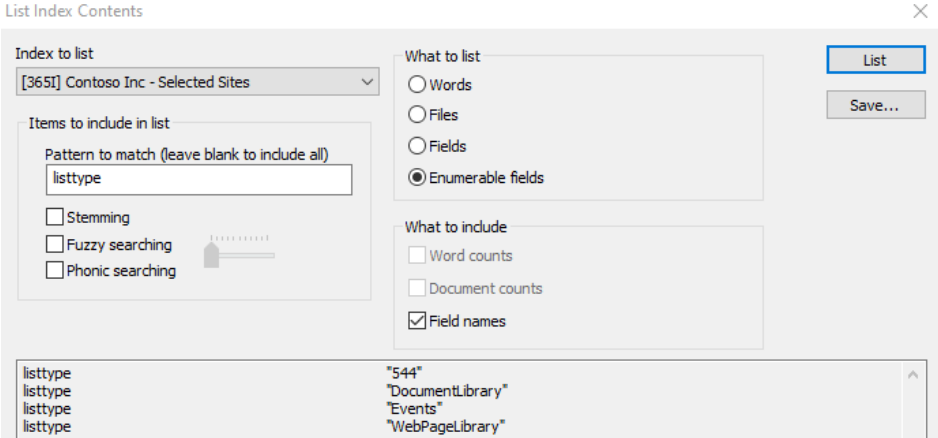
SharePoint

Site	Name of the SharePoint Site
SiteType	Either Team or Personal
List	The name of the list inside the Site
ListType	Template Type of the List. Can be any of the values listed on This Page

In dtSearch Desktop when using Boolean search, click on the **fields...** button to see a list of all the available fields.

List Index Contents in dtSearch Desktop

In dtSearch Desktop you can see a list of the Enumerable fields and other index data by choosing **List Index Contents** from the **Index** main menu. To list enumerable fields:

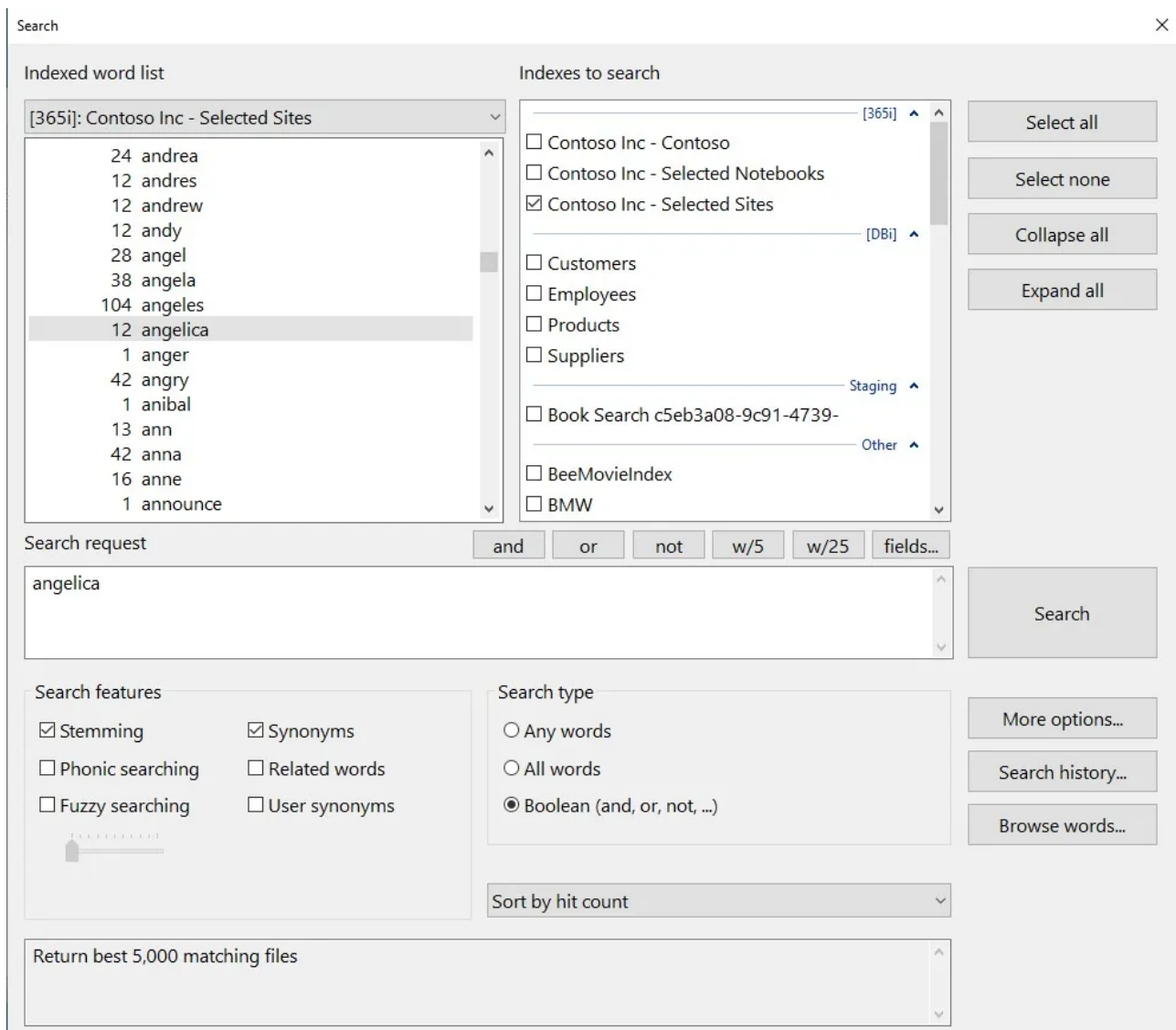


- From **Index to list**, select the index.
- From **What to list** select **Enumerable fields**
- In **Pattern to match** optionally narrow down your search as shown
- Press **List**

Index Groups

dtSearch Desktop 2021.02 and later have an index Group feature. To enable this option, click **Options > Preferences > Search Options**, and check the box to "Show indexes by group".

When groups are enabled, if an index name contains a colon, then the part before the colon is the group. The indexes created by 365 Indexer 1.2 and later are prefixed [365i]: (Earlier versions were pre-fixed [365i] without the colon, old indexes with this format will be automatically renamed.)



Microsoft Graph API 5000 limit

365 Indexer uses the Microsoft Graph API to access the OneNote Document Library; currently due to a limitation of the Graph API, Notebooks that are stored inside document libraries containing more than 5,000 items (e.g., a user's OneDrive) cannot be indexed by 365 Indexer.

365 Indexer will warn you if one or more Notebooks cannot be indexed due to this issue.

To index the Notebooks, move them to a document library containing less than 5000 items. This might mean moving the file to another user's OneDrive or moving the file into a SharePoint Documents Library containing less than 5000 items.

Depending on which version of OneNote is used to create the Notebook, the Notebook format and save location changes.

	OneNote for Windows 10	OneNote 2016 and prior versions of OneNote
Installed with	Windows 10	Microsoft Office 2016
How Notebooks are stored and accessed	Not accessible as files on the computer. Stored and accessed using Cloud APIs	Stored as .one files on the computer, by default found in C:\Users\<Username>\Documents\OneNote Notebooks (Default Location can be changed in application settings) Accessed by Microsoft Graph API through OneDrive Document Library

The limitation will affect indexing of Notebooks created by the older OneNote 2016 saved into OneDrive with more than 5000 files and folders, and Notebooks created in SharePoint sites with large document libraries exceeding 5000 items.

Get Help

Need assistance with evaluating or setting up 365 Indexer? Please contact support@dtsearch.co.uk. Always quote your product, version and serial number when contacting support.

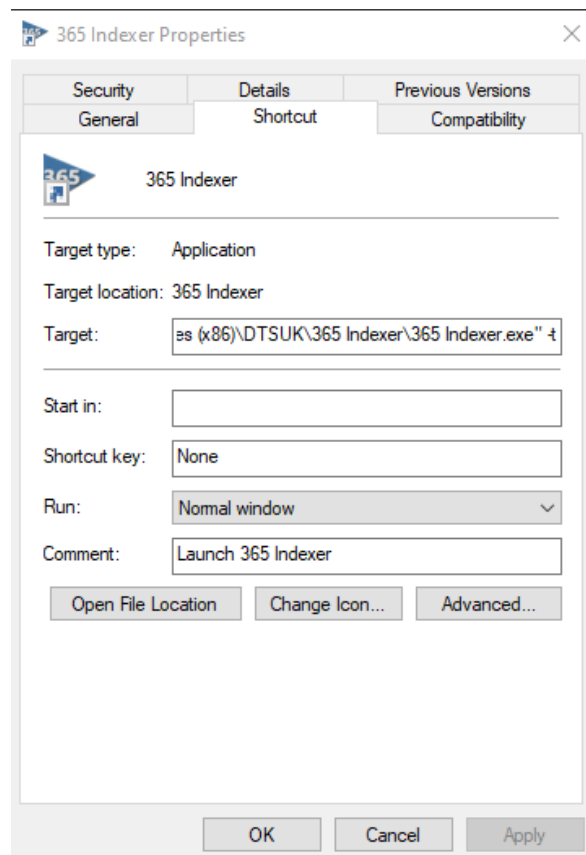
You can find free training articles on using dtSearch Desktop/Network and add-on products here: <https://www.dtsearch.co.uk/dtsupport/training.aspx>

Settings

The default indexing options can be changed by clicking the Help icon (?) in the title bar and clicking the **Default Indexing Options...** button.

Command Line Options

To run 365Indexer.exe with command line options, create a short-cut on your desktop then right-click on it and choose **Properties**; enter the command line in the **Target** and click **Apply, OK**



Feedback

Please give us feedback on this user guide so that we can provide content that is useful and helpful. support@electronart.co.uk Thank you!

Appendix
