Lotus Notes Archive - Users Guide

| Date	Version	Author	Comments
Jan 2, 2018	1.0.0.0	Justin Windhorst	Initial Creation
Jan 7, 2018	1.0.0.1	Justin Windhorst	Added search for views Fixed image quality

Contents

Overview

As we moved away from Lotus Notes technology, we didn't want to lose our intellectual property and the history we stored in that technology. For that reason, we chose to preserve the content for historical reference in a new web based application. This conversion process preserved original database names, reports, content and data therein, as well as document attachments that were inside the given databases.

Users can now search across the application and across many databases, allowing them to find and retrieve content like never before.

Historical access from Lotus Notes was transposed to the new web based application and users are already preassigned access to the same databases they had access to in the past. The LN Archive is available at:

https://lnarchive.archroma.com
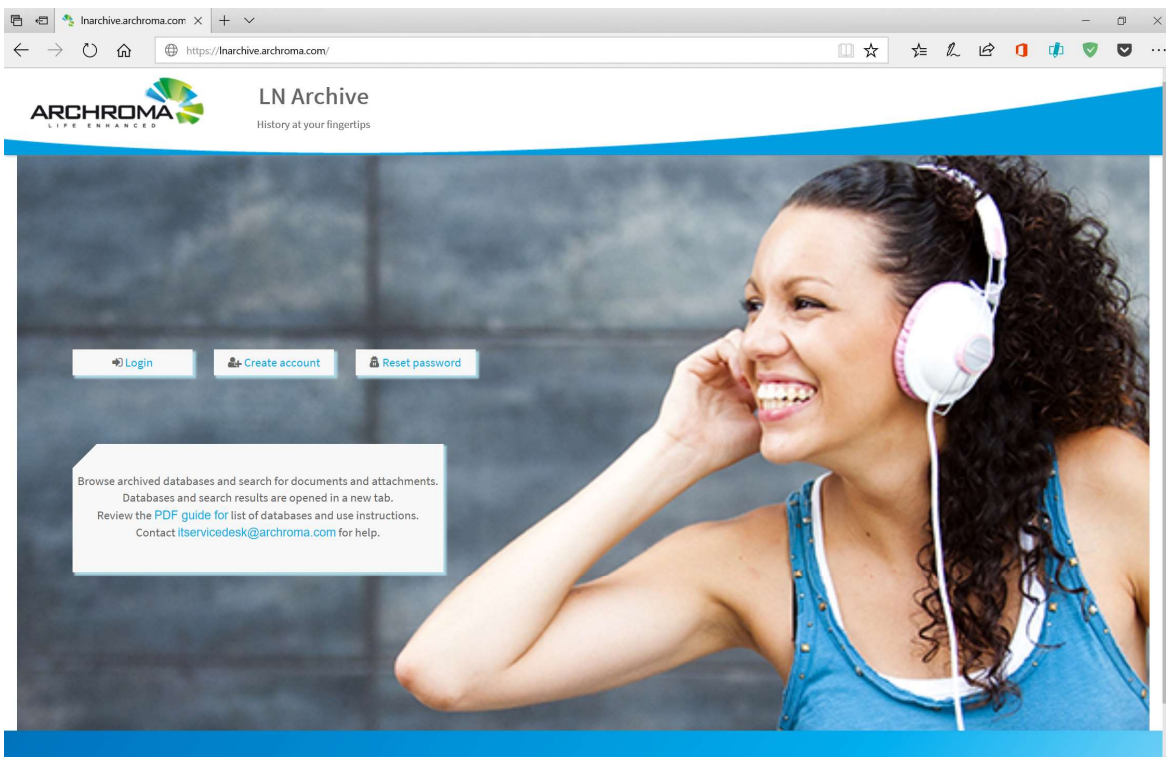
Getting Access

Use **"Create Account"** from main page to register yourself as a new Archroma OAuth user with Archroma email ID. Click on email verification link to validate account. If you registered previously for E-commerce, Color Finder, or Color Atlas, you already have Archroma OAuth account and can login with existing credentials.

Use "**Login**" from main page with Archroma OAuth credentials to access the Lotus Notes archive.

At initial login, users will have access to the same database as they did with Lotus Notes client. Users can request access to additional databases from the "**Request Access"** link as described in the next section.

Create Account

Login

Viewing Databases

Database catalog will show as below once you are logged in. Click on a database name or "**Open**" link to view the database In a new tab.

Database page will open in a new browser tab showing something like the page below.

- **Hamburger menu** on top left shows all available "views" from Notes database
- **Left panel** shows sub-views to list different selections of Notes documents
- **Document table** lists the documents. Click on table item to open the document.
- **Right panel** shows meta-data and links to attachments for current document

Opens menu of available views

Doc info metadata and attached files

For databases, not viewable with current user ID, a "**Request Access**" link is shown.

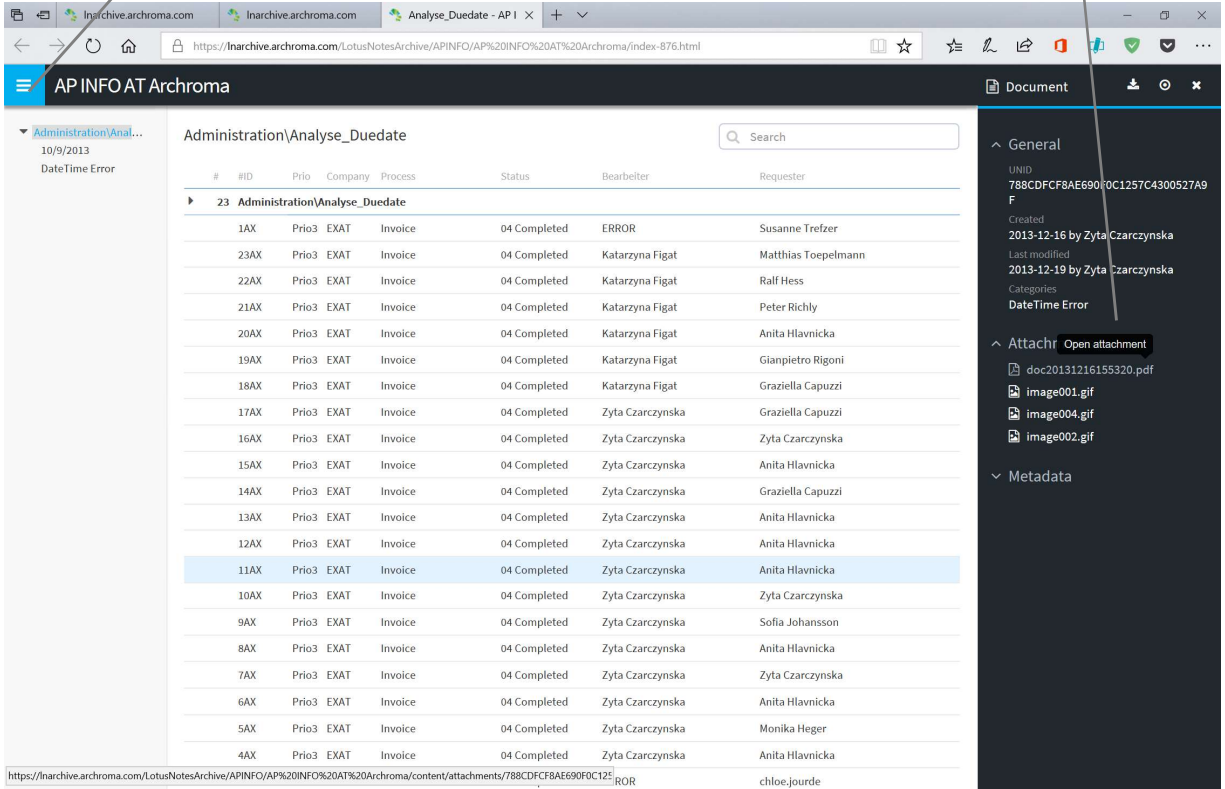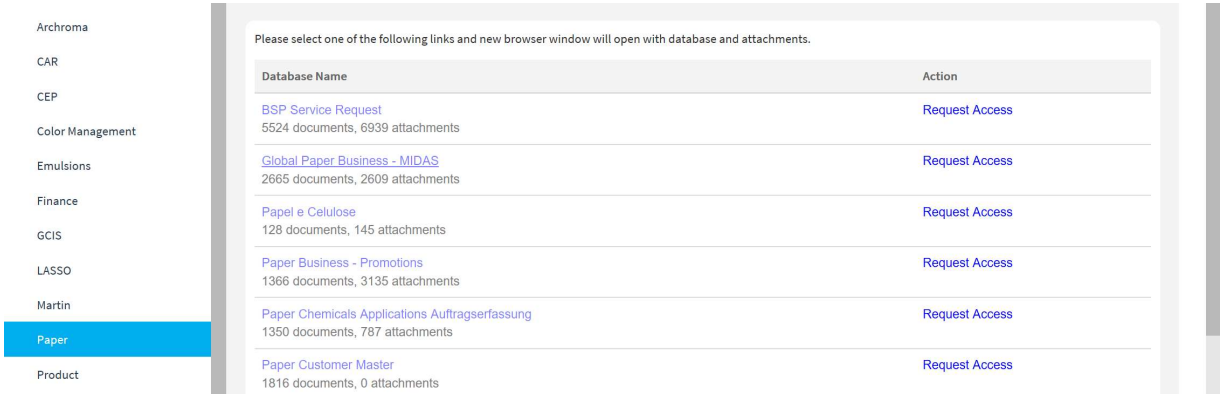Please select one of the following links and new browser window will open with database and attachments.

Database Name	Action
BSP Service Request 5524 documents, 6939 attachments	Request Access
Global Paper Business - MIDAS 2665 documents, 2609 attachments	Request Access
Papel e Celulose 128 documents, 145 attachments	Request Access
Paper Business - Promotions 1366 documents, 3135 attachments	Request Access
Paper Chemicals Applications Auftragserfassung 1350 documents, 787 attachments	Request Access
Paper Customer Master 1816 documents, 0 attachments	Request Access

Clicking on "**Request Access**" link will show a dialog that let's you select additional databases. Submit the access request by clicking on **"Send"** button. You will receive confirmation from IT Service Desk once access has been granted. Please logout and log back in for updates to take effect.
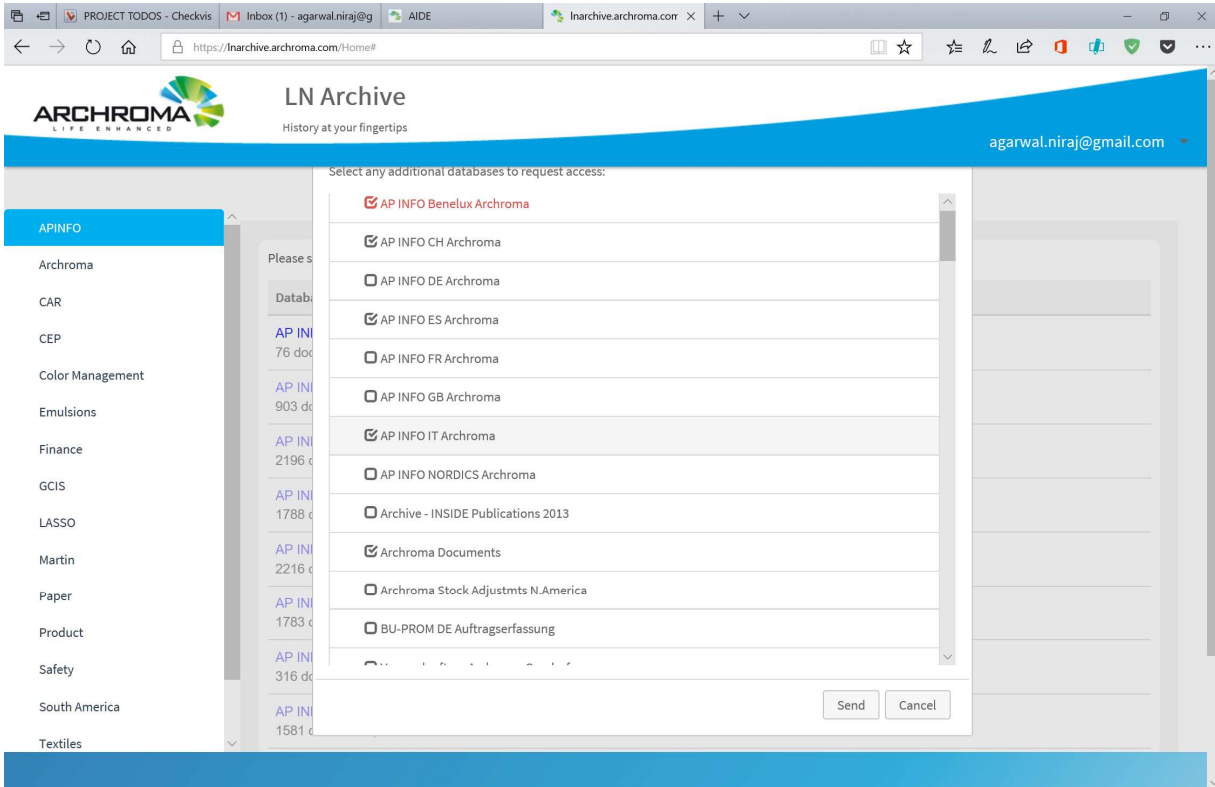
Searching Databases

To search over all databases for documents or attachments containing specific terms, use the search box on top of database listing page.
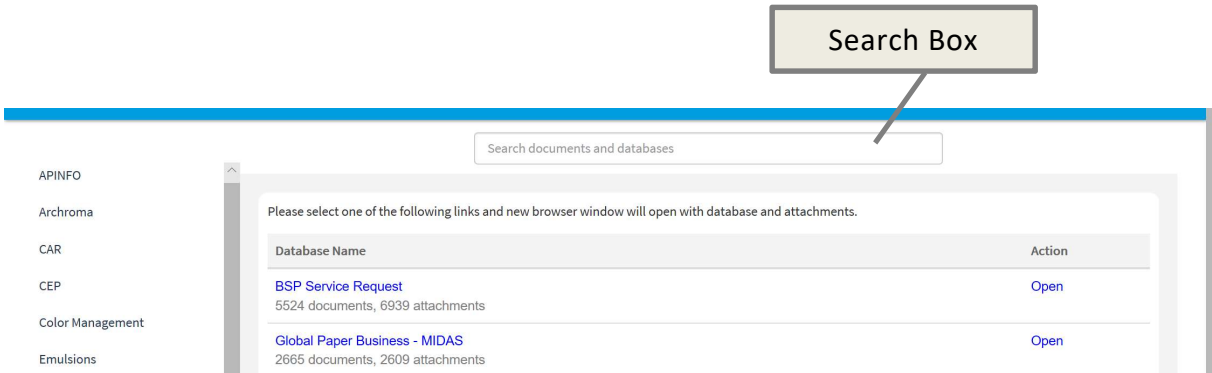
The results are shown in a separate browser tab. The search results include all the Notes documents and file attachments for databases accessible to the current user.
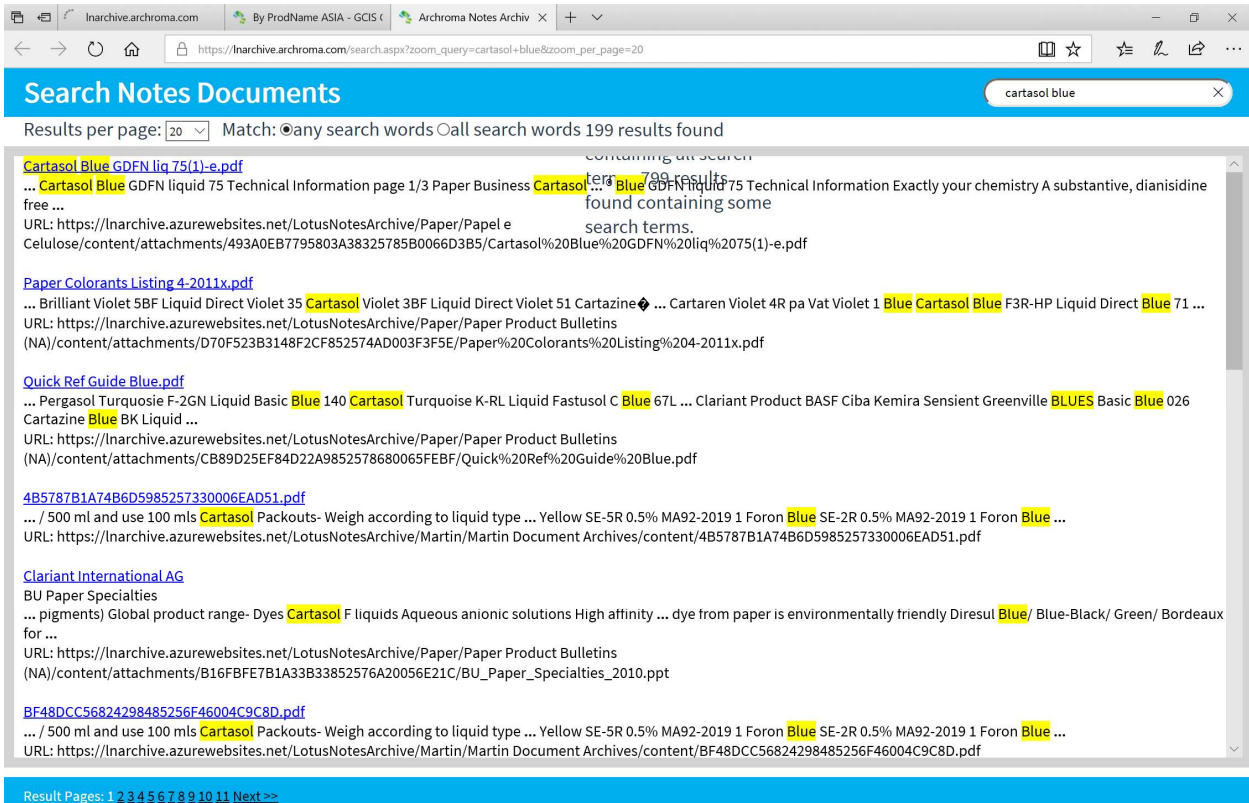
You can also filter the views in a single database by entering a search keyword. Note that this does not search the documents and attachments, just the text in the view table.

DATABASE LISTING

CATEGORY	DATABASE LINK	ATTACHMENTS	DOCUMENTS
South America	Amostra Cotacao Aval Forn Test	6660	7026
APINFO	AP INFO AT Archroma	72	76
APINFO	AP INFO Benelux Archroma	197	903
APINFO	AP INFO CH Archroma	2908	2196
APINFO	AP INFO DE Archroma	2740	1788
APINFO	AP INFO ES Archroma	3475	2216
APINFO	AP INFO FR Archroma	1282	1783
APINFO	AP INFO GB Archroma	424	316
APINFO	AP INFO IT Archroma	1801	1581
APINFO	AP INFO NORDICS Archroma	194	210
Emulsions	Application Lab Emulsion	155	27
Color Management	Arc Downloads (Archive)	61	64
Archroma	Archive - INSIDE Publications 2013	4661	4419
Finance	Archroma Discounting	0	8
Archroma	Archroma Documents	832	617
Color Management	Archroma Downloads	4	5
Safety	Archroma Product Safety Work Log	795	13475
Archroma	Archroma Stock Adjustmts N.America	46	1560
Finance	BLOCKED - Boletim de Taxas de Cambio	2299	2300
Paper	BSP Service Request	6939	5524
Archroma	BU-PROM DE Auftragserfassung	506	879
Textiles	BUTX-Key Accounts	33	129
CAR	CAR CH	396	449
CAR	CAR TLP	716	327
CEP	CEP AR - Informacion Comercial	0	15359
CEP	CEP Product Data Sheets	179	4355
CEP	CEP Technical Reports	3	2521
TLP	Clariant Provada TLP	2	879
TLP	COA TLP Database	15832	18182
Textiles	Competition Analysis BUTD	181	1038
Product	CPPS-Sample Management 2012	3676	14171
South America	Folletos Tecnicos	157	97
GCIS	GCIS Clariant prods textile BUs	0	4397
Paper	Global Paper Business - MIDAS	2609	2665
Safety	IMS Configuration 1.1 Data	0	1022
Safety	Incident Mgmt System V1	2091	35173
Emulsions	Info Emulsion	1693	428
Textiles	ITEC Textil	504	472
LASSO	LASSO Config Archroma	0	66
LASSO	LASSO Item Master Archroma	2	148
LASSO	LASSO Log Archroma	0	39
LASSO	LASSO Main Archroma	0	13390
Emulsions	Literature Emulsoes	0	9

Martin	Martin - Instrument Specs	5961	5699
Martin	Martin Corrective Actions	49	640
Martin	Martin Course Offerings	92	368
Martin	Martin Document Archives	3895	6453
Martin	Martin Employee Training	1673	1765
Martin	Martin General Archive	450	1642
TLP	Materialabwertung TLP	0	99
Paper	Papel e Celulose	145	128
GCIS	Paper (Archroma Products) GCIS	0	2415
GCIS	Paper (Competitive Products) GCIS	6	3523
Paper	Paper Business - Promotions	3135	1366
Paper	Paper Chemicals Applications Auftragserfassung	787	1350
Paper	Paper Customer Master	0	1816
Paper	Paper Focus	0	1375
Paper	Paper Focus North America	0	920
GCIS	Paper G GCIS Keywords	0	290
Paper	Paper Product Bulletins (NA)	276	286
Paper	Paper Sampling	0	8509
Paper	Paper TMC v3.51	4	2062
Emulsions	PL Emulsions InfoBox	214	1013
Finance	PROC Contributions 2013 ARC	2507	2203
Paper	Quality control docs BU Paper (New)	19	614
Textiles	Quality control docs BUTD	649	6705
Textiles	R&D Textile Dyes	0	330
Product	READONLY - CPPS-Sample Management 2011	1423	11808
Product	READONLY - CPS-Sample Management 2009	2136	26647
Product	READONLY - CPS-Sample Management 2010	878	9708
South America	READONLY - OCTO (Producció)	4996	12717
South America	Requisicao de Servico ao Cliente	463	13006
Paper	Service Request South Africa (Paper)	851	773
Textiles	Silo	0	2458
Paper	STA - Centro Tecnológico de Papel e Celulose v.3	1753	2457
Textiles	ＴＣ試験DATA	5271	1169
Product	Techliterature 1	365	1479
Product	Technical Information	3	1384
Textiles	Textil Concorrentes	104	558
GCIS	Textile (Spain) GCIS V 1.2	109	5034
Textiles	Textile Dyes Guide 2.0	0	5626
Textiles	Textile Lab Canada - Old Version	2645	5587
Textiles	Textile Shade Card	1	730
GCIS	Textiles (Apparel Fashion) GCIS V2.02	11	529
GCIS	Textiles (Asia) GCIS V 2.02	2334	8932
GCIS	Textiles (Coproducers) GCIS V 2.02	88	2550
GCIS	Textiles (Europe) GCIS V 2.02	118	1848
GCIS	Textiles (Germany) GCIS V 1.2	102	5775
GCIS	Textiles (Global Key Accounts) GCIS V 2.02	556	3029
GCIS	Textiles (LATAM) GCIS V 2.02	116	5267

GCIS	Textiles (Special Markets) GCIS V2.02	98	822
GCIS	Textiles G Competitive - LATAM NAFTA	0	4274
GCIS	Textiles G Keywords	0	392
Textiles	Textiles Lab Canada	1433	1411
Textiles	Textiles TMC v3	7	15355
TLP	TLP Brasil	136	280
TLP	TLP Customer Profiles	396	318
TLP	TLP Dev Opt Brighteners	3096	2166
TLP	TLP ISO Library	318	294
TLP	TLP Master Data Processing	2386	6541
GCIS	TLP Paper GCIS Log	0	333083
GCIS	TLP Paper GCIS Sync	0	158
GCIS	TLP Textiles GCIS Log	0	212415
GCIS	TLP Textiles GCIS Sync	0	156
Safety	TSCA Registration Tracking	81	361
Archroma	Versandauftrag Archroma Gendorf	0	5703