



# 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

Lotus Notes Archive - Users Guide .....	1
Overview .....	2
Getting Access .....	3
Viewing Databases.....	4
Searching Databases.....	7
DATABASE LISTING.....	9



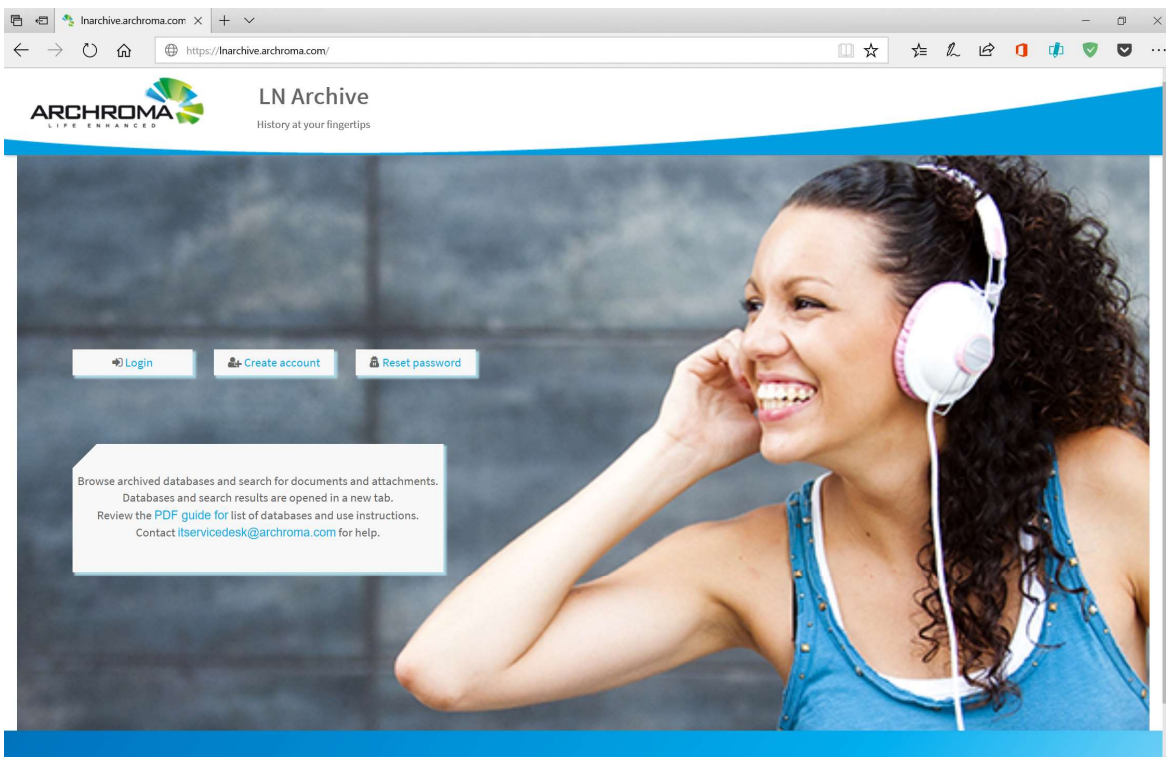
## Overview

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 For that reason, we chose to preserve the content for historical reference in a new web based application.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.

The "New Customer Registration" form is titled "New Customer Registration" and includes a sub-header "Please use your valid company email address when available." It contains three input fields: "Email", "Verify Email", and "Password". Below the "Password" field is a "Verify Password" field. A "Create an account" button is positioned below the "Verify Password" field. At the bottom of the form, there are two links: "Already registered? Login" and "Resend Confirmation Email". A copyright notice "© 2018 - Archroma" is located at the bottom of the form.

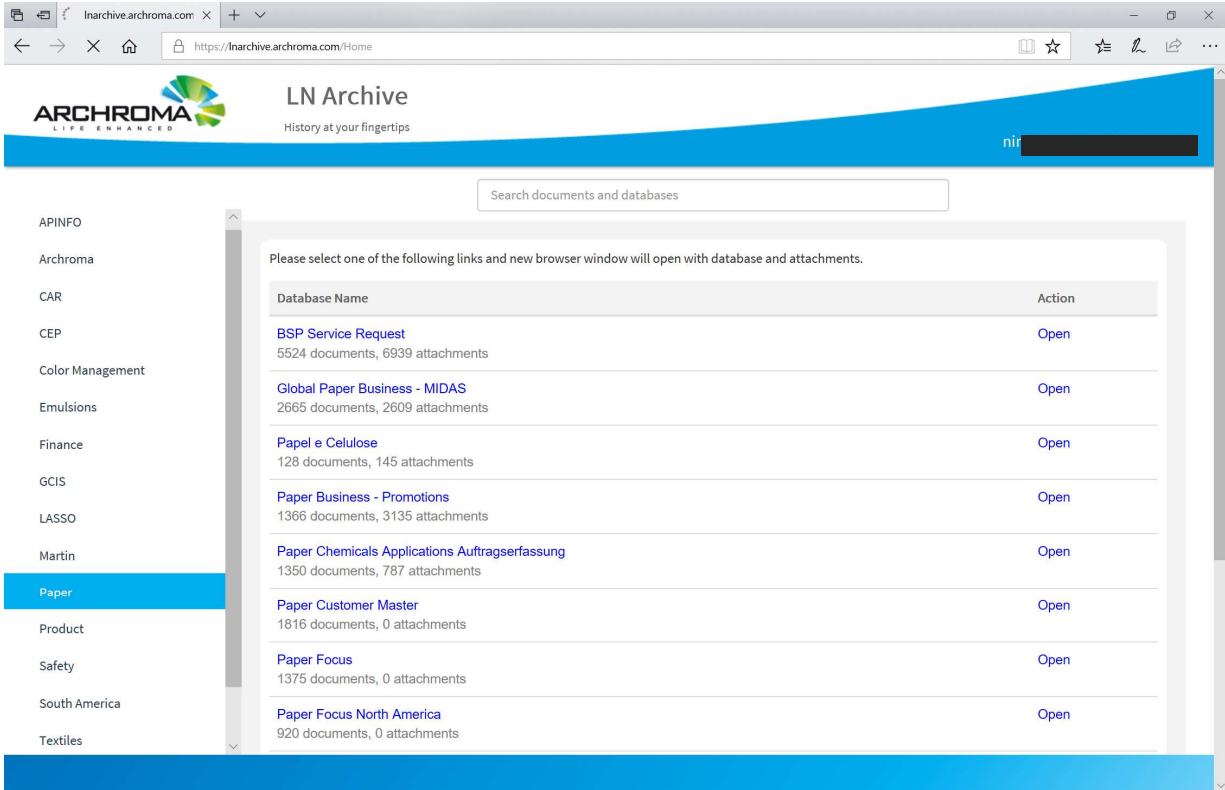
**Create Account**

The "Login" form is titled "Login" and contains two input fields: "Email" and "Password". A "Login" button is located below the "Password" field. At the bottom of the form, there are two links: "Forgot password?" and "I'm a new customer". A copyright notice "© 2018 - Archroma" is located at the bottom of the form.

**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.



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

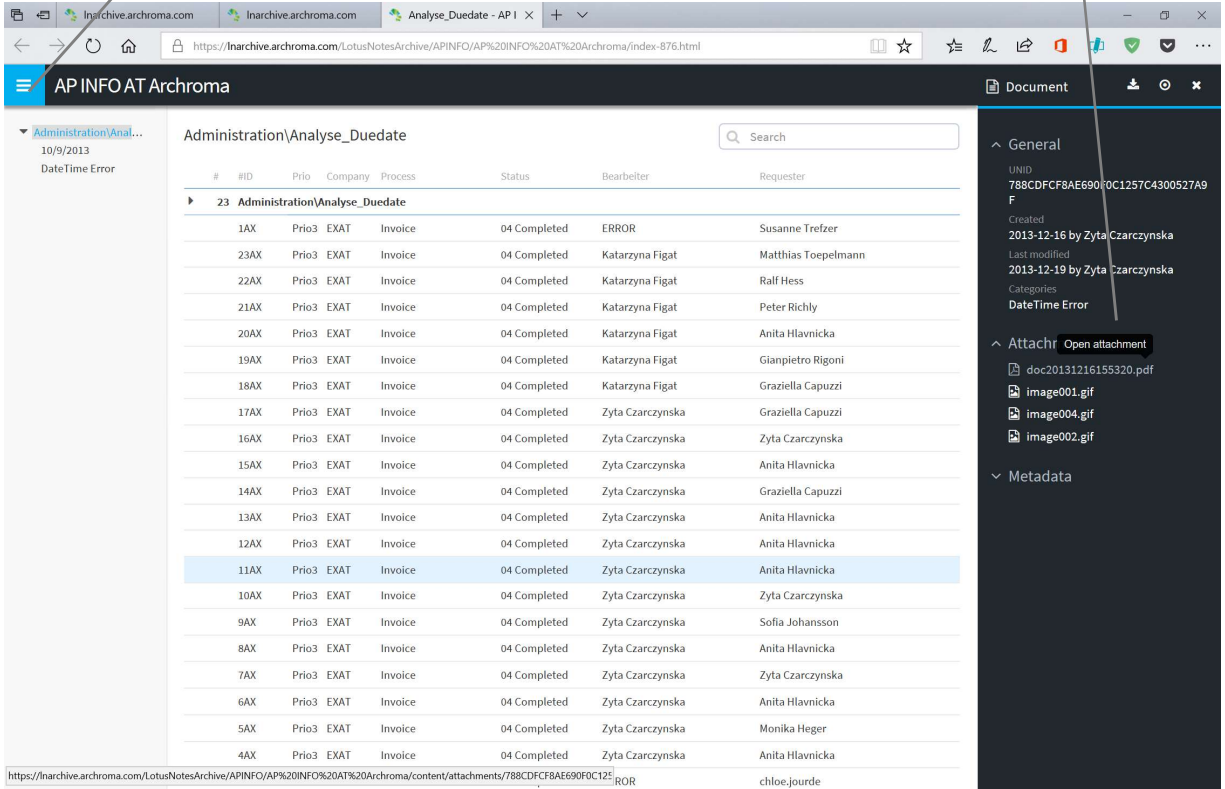
Database Name	Action
<a href="#">BSP Service Request</a> 5524 documents, 6939 attachments	<a href="#">Open</a>
<a href="#">Global Paper Business - MIDAS</a> 2665 documents, 2609 attachments	<a href="#">Open</a>
<a href="#">Papel e Celulose</a> 128 documents, 145 attachments	<a href="#">Open</a>
<a href="#">Paper Business - Promotions</a> 1366 documents, 3135 attachments	<a href="#">Open</a>
<a href="#">Paper Chemicals Applications Auftragserfassung</a> 1350 documents, 787 attachments	<a href="#">Open</a>
<a href="#">Paper Customer Master</a> 1816 documents, 0 attachments	<a href="#">Open</a>
<a href="#">Paper Focus</a> 1375 documents, 0 attachments	<a href="#">Open</a>
<a href="#">Paper Focus North America</a> 920 documents, 0 attachments	<a href="#">Open</a>

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

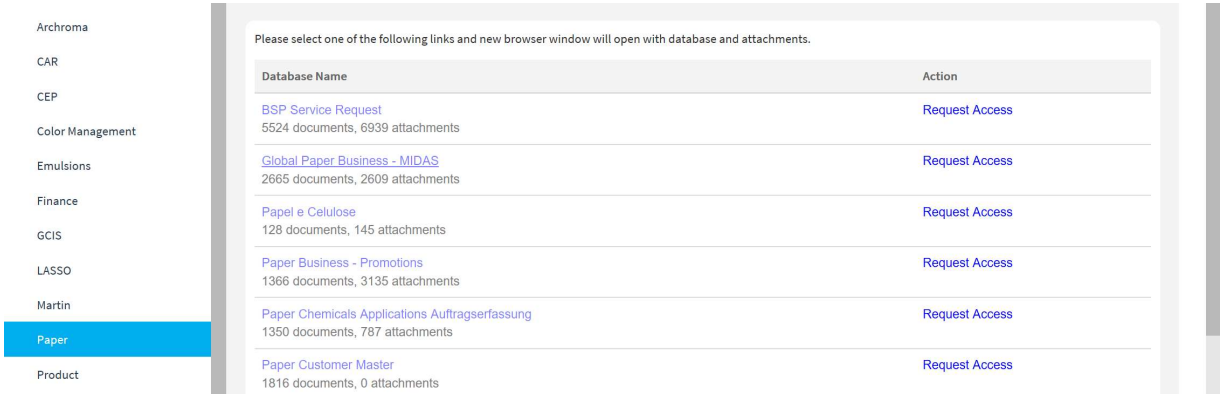
Doc info metadata and attached files



The screenshot shows the Archroma AP INFO AT interface. The main content area displays a table of invoices with columns for ID, Priority, Company, Process, Status, Bearbeiter, and Requester. The table lists 23 invoices, with the first one (ID 23) expanded to show details. The right sidebar shows document metadata for the selected invoice, including UNID, creation and modification dates, and a list of attachments (doc20131216155320.pdf, image001.gif, image004.gif, image002.gif).

#	ID	Prio	Company	Process	Status	Bearbeiter	Requester
23	Administration\Analyse_Duedate						
1	1AX	Prio3	EXAT	Invoice	04 Completed	ERROR	Susanne Trefzer
2	23AX	Prio3	EXAT	Invoice	04 Completed	Katarzyna Figat	Matthias Toepelmann
3	22AX	Prio3	EXAT	Invoice	04 Completed	Katarzyna Figat	Ralf Hess
4	21AX	Prio3	EXAT	Invoice	04 Completed	Katarzyna Figat	Peter Richly
5	20AX	Prio3	EXAT	Invoice	04 Completed	Katarzyna Figat	Anita Hlavnicka
6	19AX	Prio3	EXAT	Invoice	04 Completed	Katarzyna Figat	Gianpietro Rigoni
7	18AX	Prio3	EXAT	Invoice	04 Completed	Katarzyna Figat	Graziella Capuzzi
8	17AX	Prio3	EXAT	Invoice	04 Completed	Zyta Czarczynska	Graziella Capuzzi
9	16AX	Prio3	EXAT	Invoice	04 Completed	Zyta Czarczynska	Zyta Czarczynska
10	15AX	Prio3	EXAT	Invoice	04 Completed	Zyta Czarczynska	Anita Hlavnicka
11	14AX	Prio3	EXAT	Invoice	04 Completed	Zyta Czarczynska	Graziella Capuzzi
12	13AX	Prio3	EXAT	Invoice	04 Completed	Zyta Czarczynska	Anita Hlavnicka
13	12AX	Prio3	EXAT	Invoice	04 Completed	Zyta Czarczynska	Anita Hlavnicka
14	11AX	Prio3	EXAT	Invoice	04 Completed	Zyta Czarczynska	Anita Hlavnicka
15	10AX	Prio3	EXAT	Invoice	04 Completed	Zyta Czarczynska	Zyta Czarczynska
16	9AX	Prio3	EXAT	Invoice	04 Completed	Zyta Czarczynska	Sofia Johansson
17	8AX	Prio3	EXAT	Invoice	04 Completed	Zyta Czarczynska	Anita Hlavnicka
18	7AX	Prio3	EXAT	Invoice	04 Completed	Zyta Czarczynska	Zyta Czarczynska
19	6AX	Prio3	EXAT	Invoice	04 Completed	Zyta Czarczynska	Anita Hlavnicka
20	5AX	Prio3	EXAT	Invoice	04 Completed	Zyta Czarczynska	Monika Heger
21	4AX	Prio3	EXAT	Invoice	04 Completed	Zyta Czarczynska	Anita Hlavnicka

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

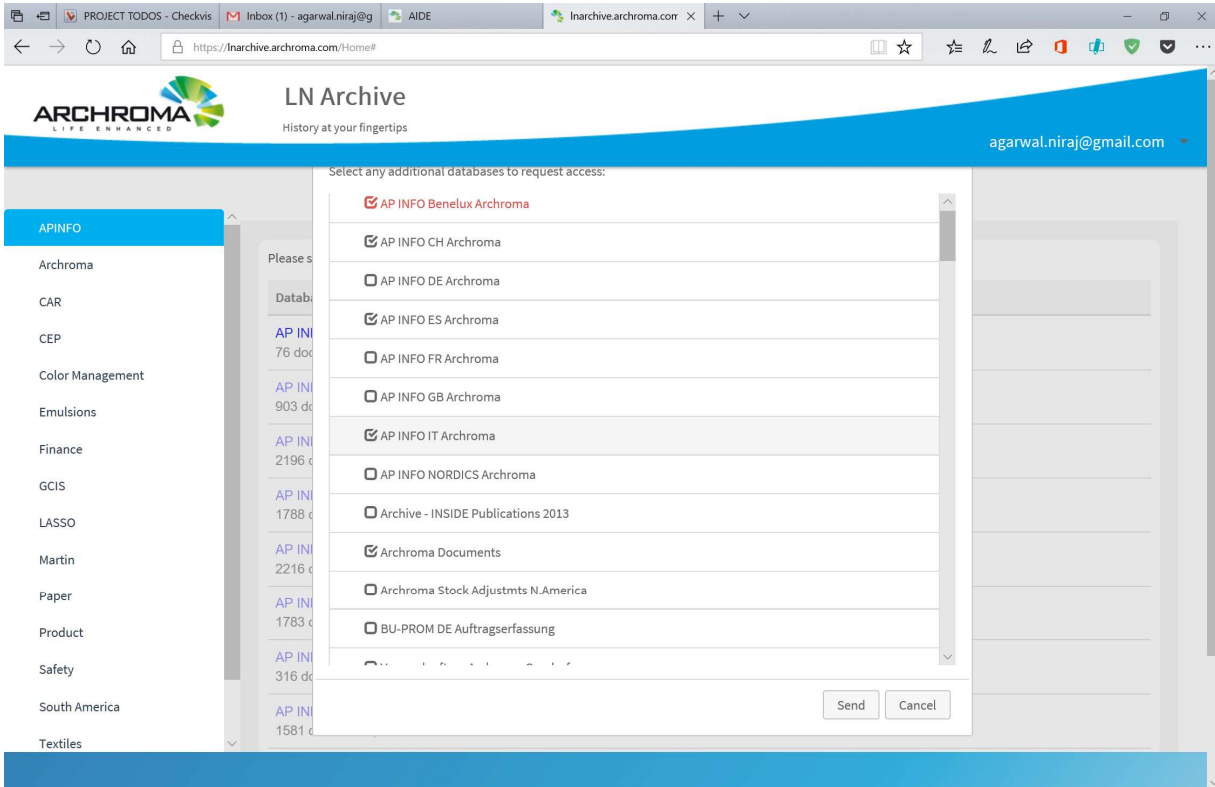


The screenshot shows the Archroma interface with a sidebar on the left listing various categories like CAR, CEP, Color Management, Emulsions, Finance, GCIS, LASSO, Martin, Paper, and Product. The main content area displays a table of databases with columns for Database Name and Action. The Action column contains a "Request Access" link for each database.

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 Auftragsfassung 1350 documents, 787 attachments	Request Access
Paper Customer Master 1816 documents, 0 attachments	Request Access

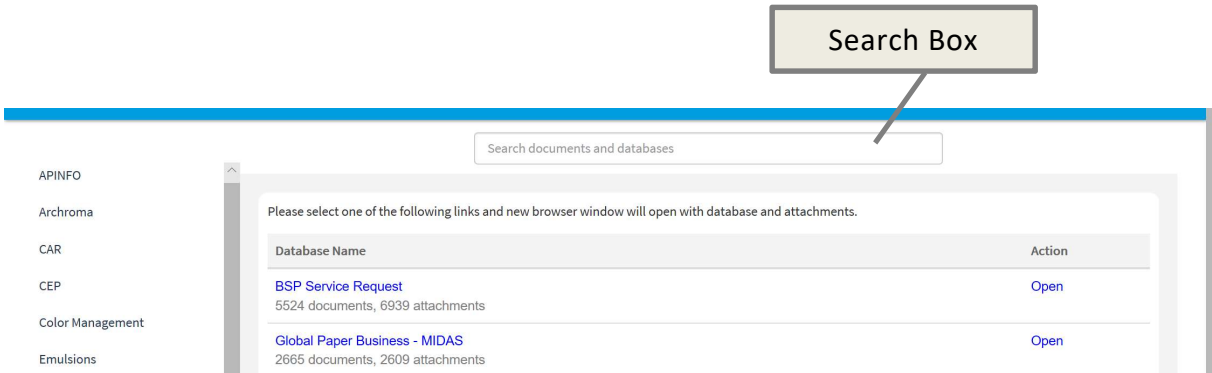


Clicking on **"Request Access"** link will show a dialog that let's you select additional databases. Submit the access request by clicking on **"Send"** button. You will receive confirmation from IT Service Desk once access has been granted. Please logout and log back in for updates to take effect.

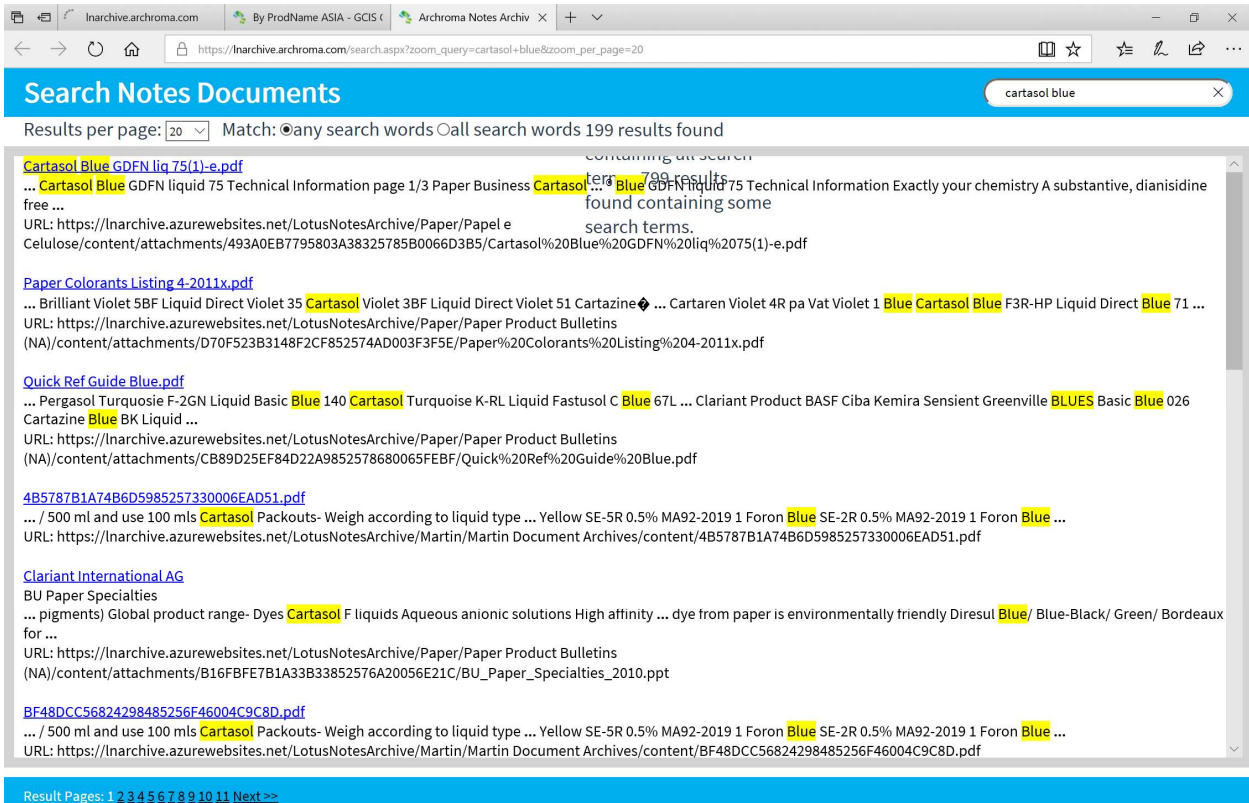


## Searching Databases

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.

01 by Product Name

Search results for: "defoamer".

Product name	
Antimussol® AFC Liquid (03/17/10)	Paper Chemicals / Defoamer
Antimussol® BPH Liquid (07/30/12)	Paper Chemicals / Defoamer
Antimussol® C-1 Liquid (04/09/2013)	Paper Chemicals / Defoamer
Antimussol® WTF Liquid 04/09/2013	Paper Chemicals / Defoamer
Check List For Paper Machine Defoamer Screening and Trials (03/05/10)	Paper Chemicals / Defoamer
Coating Defoamer Evaluation (March 2010)	Paper Chemicals / General Information & Sales Tools
Pulp and Paper Defoamers (05/10/2013)	Paper Chemicals / Defoamer

Showing 25 items on page 1 of 1

Document

General

UNID: DFDCE208BE6435CBD85257B48005818A1

Created: 2013-04-09 by Ralph Strickler

Last modified: 2013-04-09 by Ralph Strickler

Attachments

Antimussol C-1 Liquid.pdf

Metadata



## DATABASE LISTING

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

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



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