

# Dockit Archiver Installation Guide

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## Overview

Dockit Archiver is the product which archives the contents and its associated metadata to the Windows File System. It will archive SharePoint libraries, folders, documents, version histories and metadata to the desired location in the Windows File System.

It is created for both Office 365 and On-Premises (SharePoint 2013, SharePoint 2016) which now supports only the SharePoint Libraries. We also have the Conditional Archiving option in the tool.

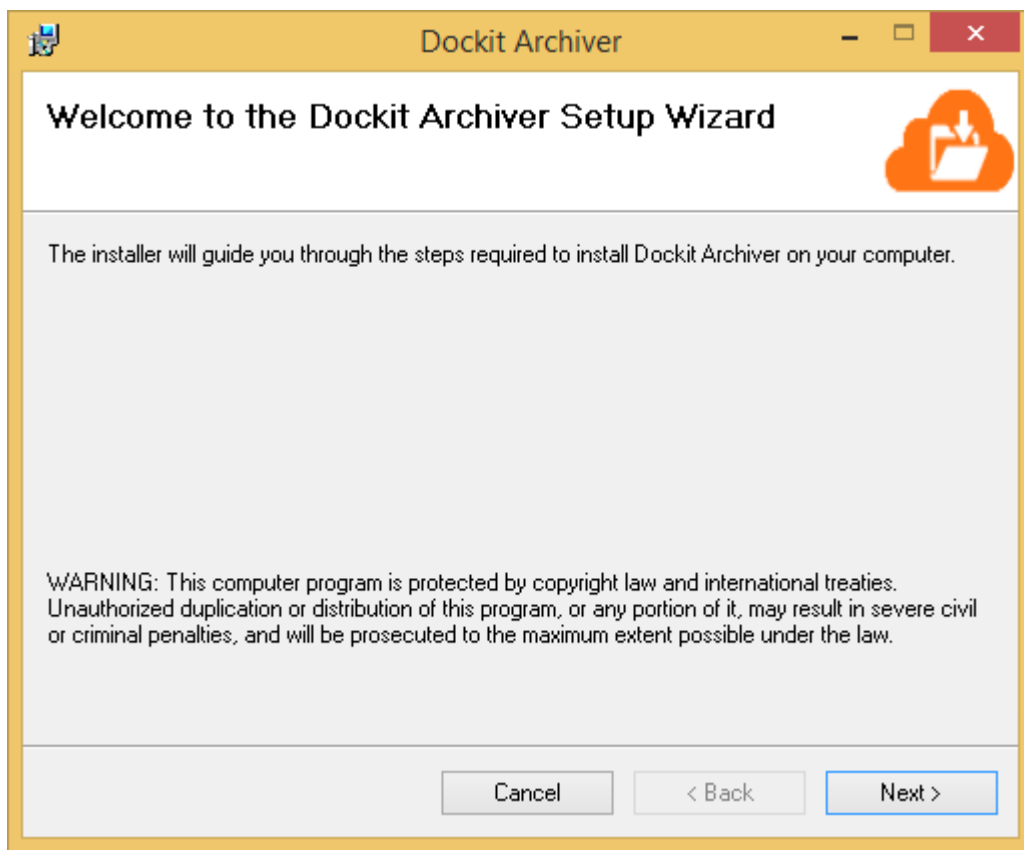
## System Requirements

- Windows 10 / Windows 8 / Windows 7 (or) Windows Server 2012 / Windows Server 2008 with the latest service packs (32 or 64 bit platforms)
- .NET Framework 4.5 or higher

## Installation Steps

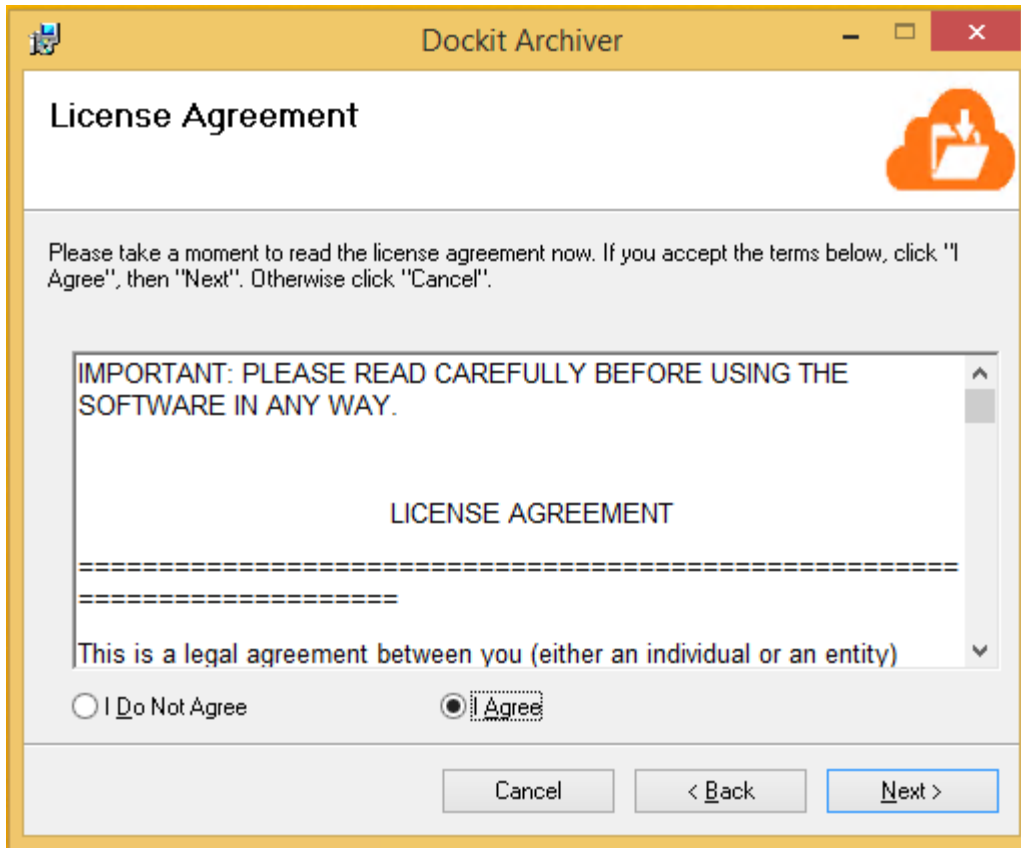
The simple setup wizard will guide you through the installation process as shown below:

**Step 1:** Once you double-click the Docket Archiver.msi, the setup wizard will appear as shown below:



Click **Next** to proceed.

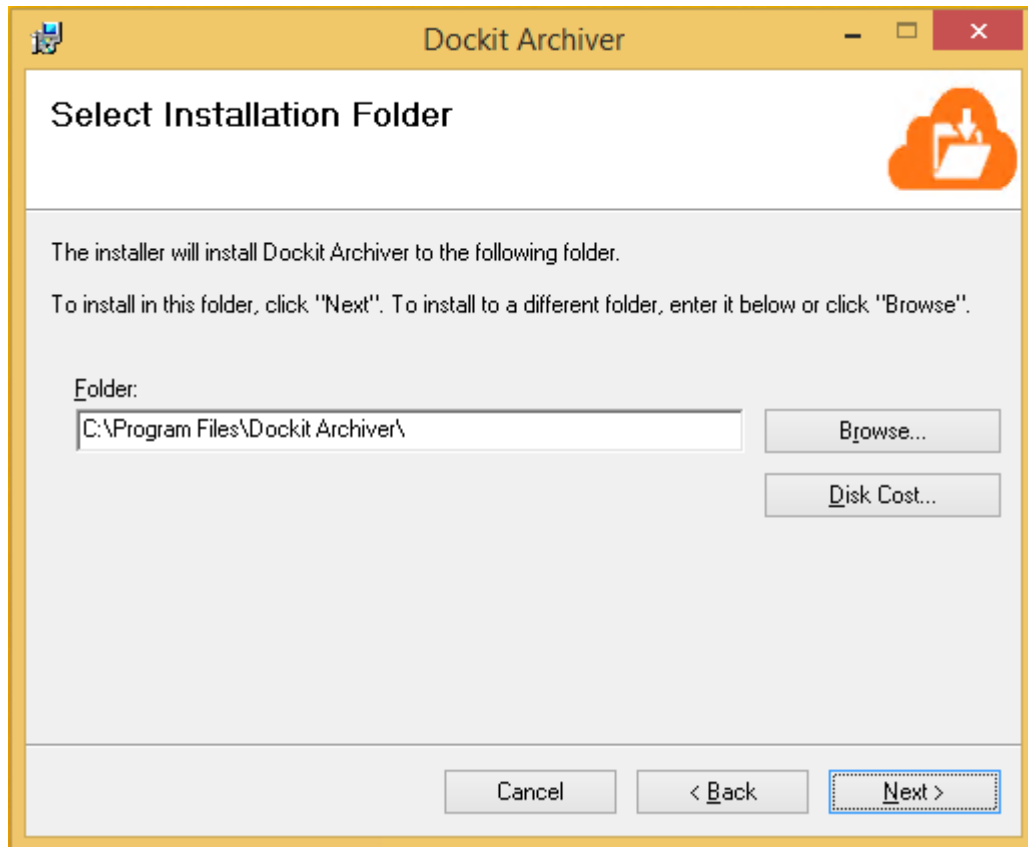
**Step 2:** License Agreement screen will be shown as below:



Please go through the License Agreement information to familiarize yourself with the contents. This will help you when purchasing the product license.

Click **I Agree** to accept the terms in the **License Agreement** screen and Click **Next** to proceed.

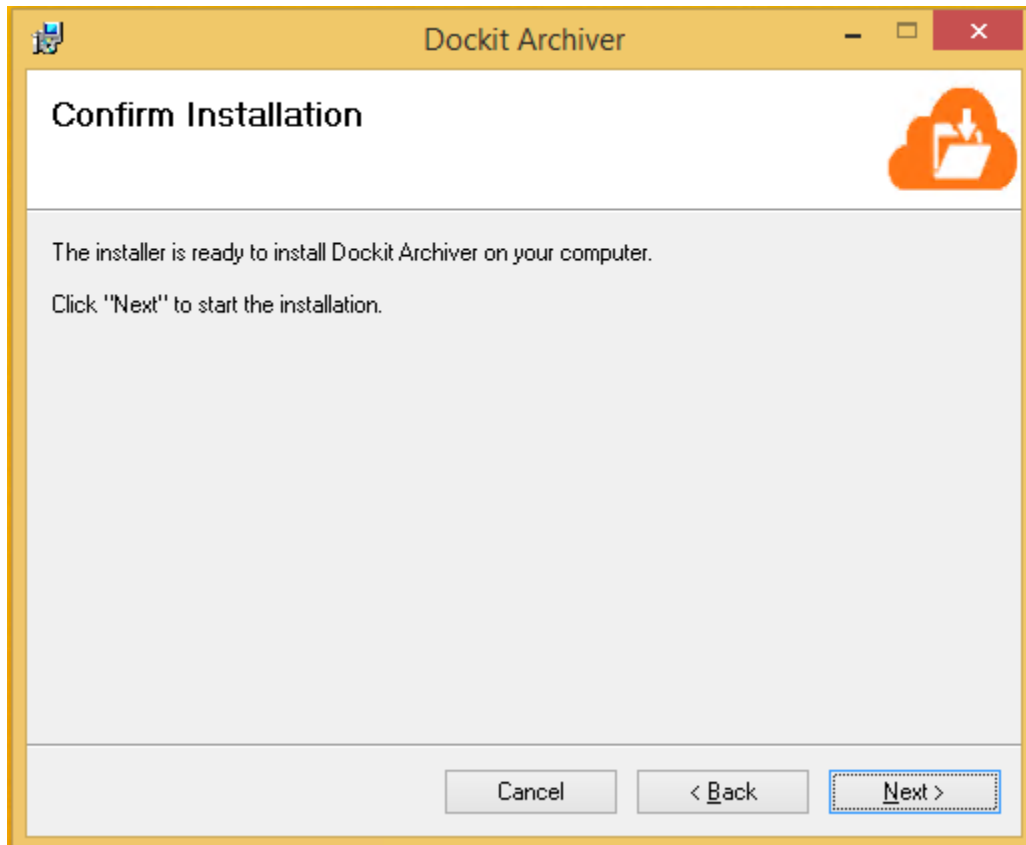
**Step 3:** Installation Location screen will be shown as below:



- You can select the default location displayed (or)
- You can specify your preferred location through the **Browse** button.

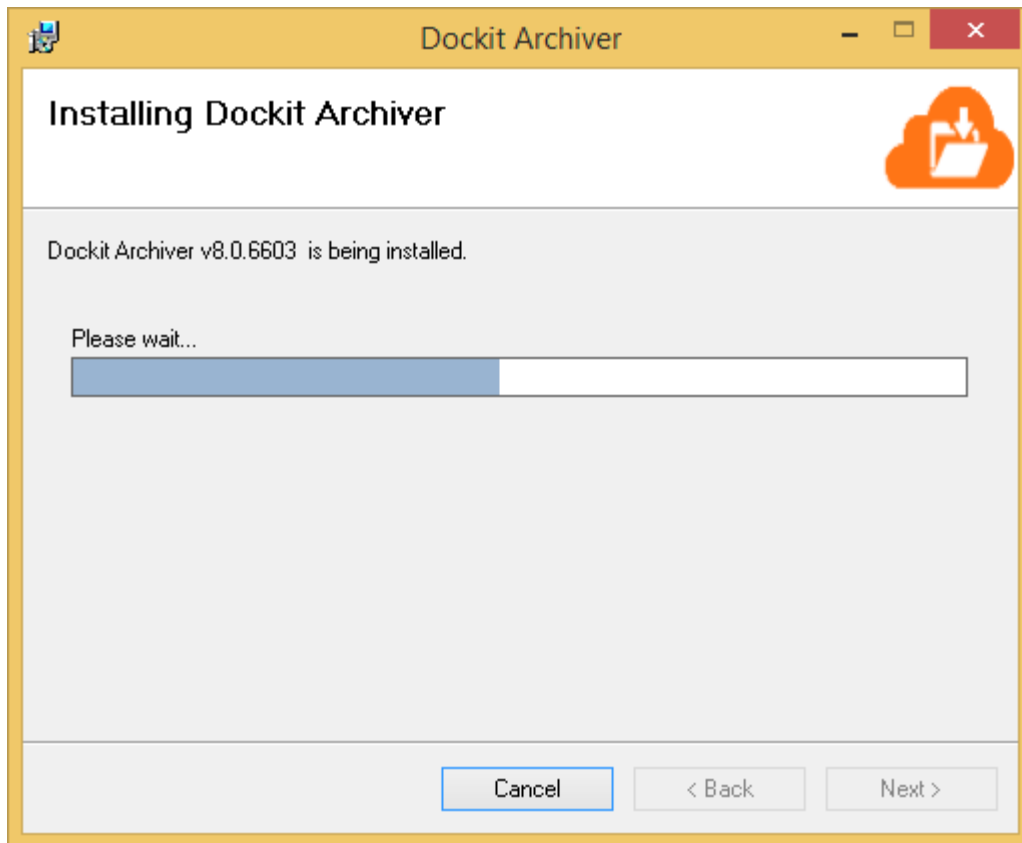
The **Disk Space** button is used to check for available free space in the partition you want to install the product. Click Next to proceed.

**Step 4:** Confirm Installation screen is displayed as below:

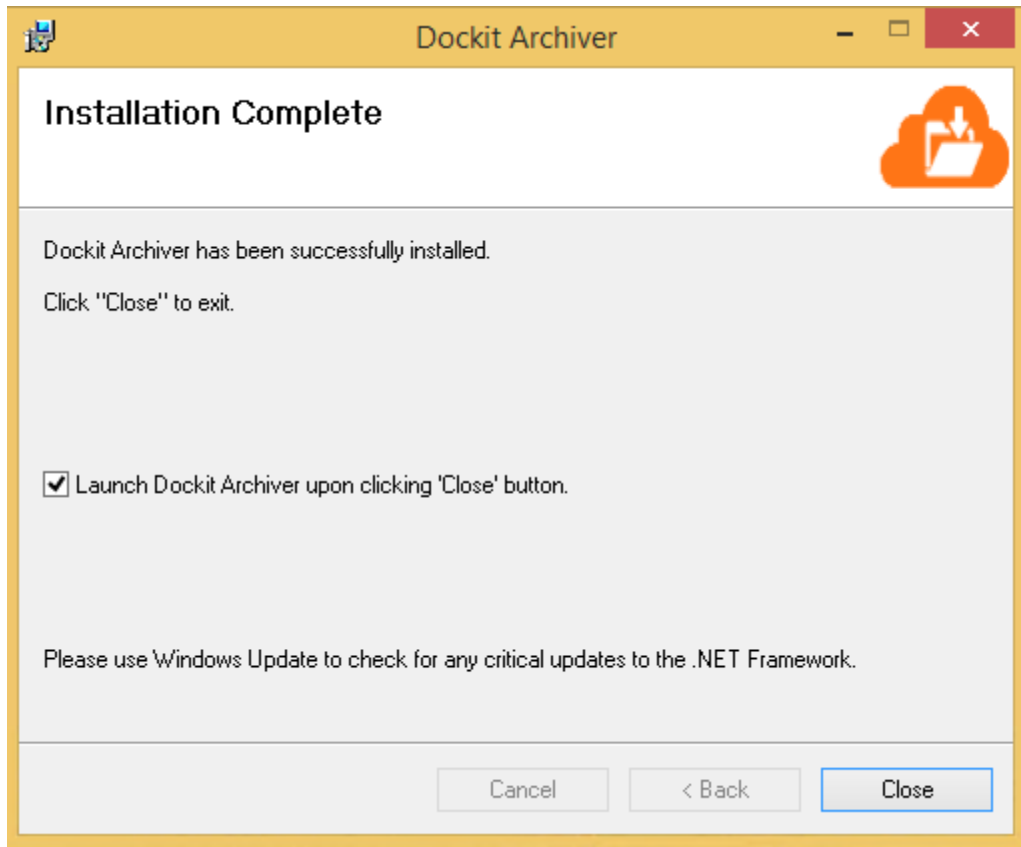


- **Back** – Click this if you want to retrace your steps and change the selected settings.
- **Next** – Click this if you want to proceed with installation.

The progress of the installation is displayed in the **Installing Docket Archiver** screen as shown below.



Once the installation is complete, the **Installation Complete** window is displayed as below.



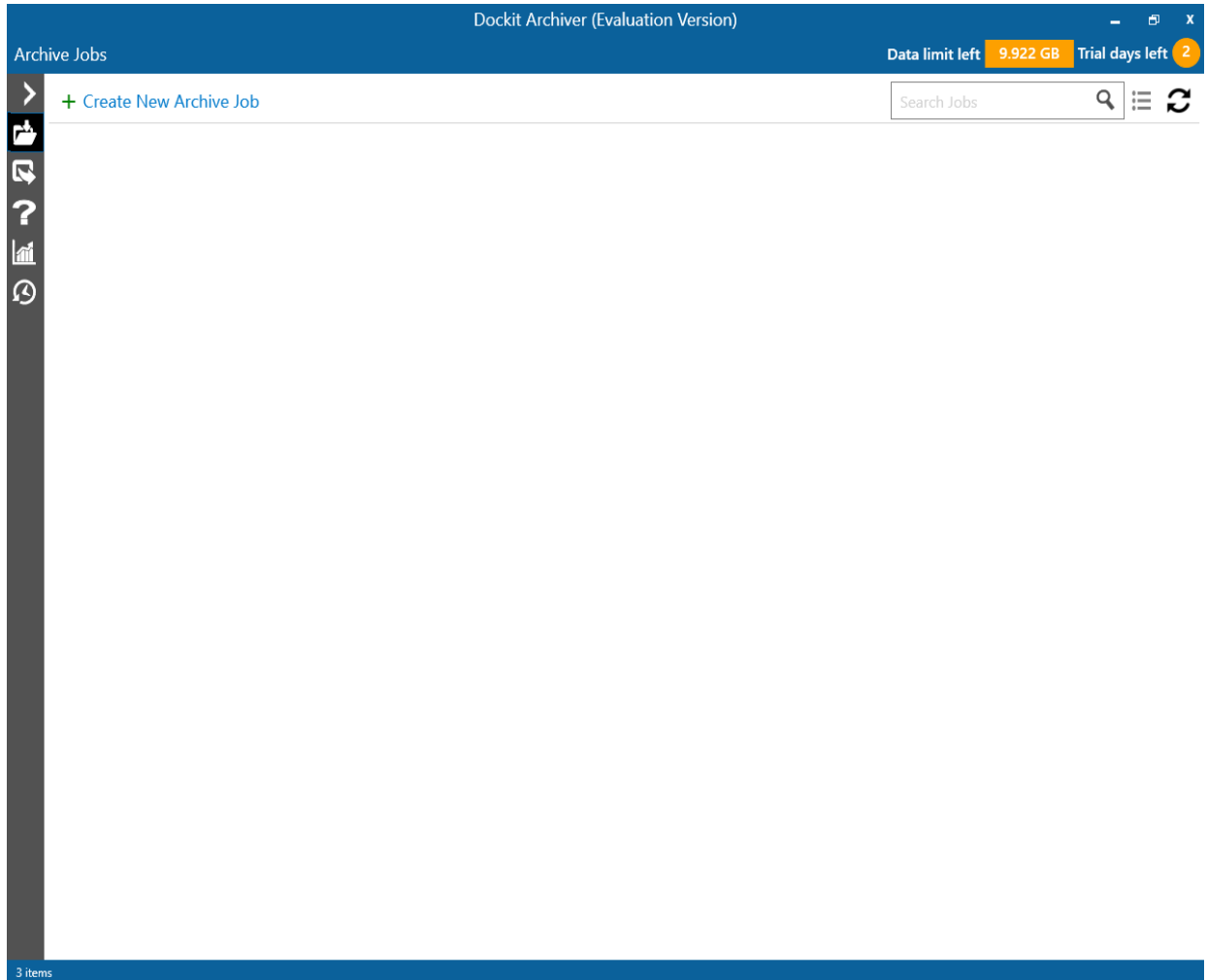
If the **Launch Docket Archiver upon clicking 'Close' button** check-box is checked, then the application is launched immediately. If you do not want the application to start immediately, then uncheck this check-box.

Click **Close** to close the installation wizard.

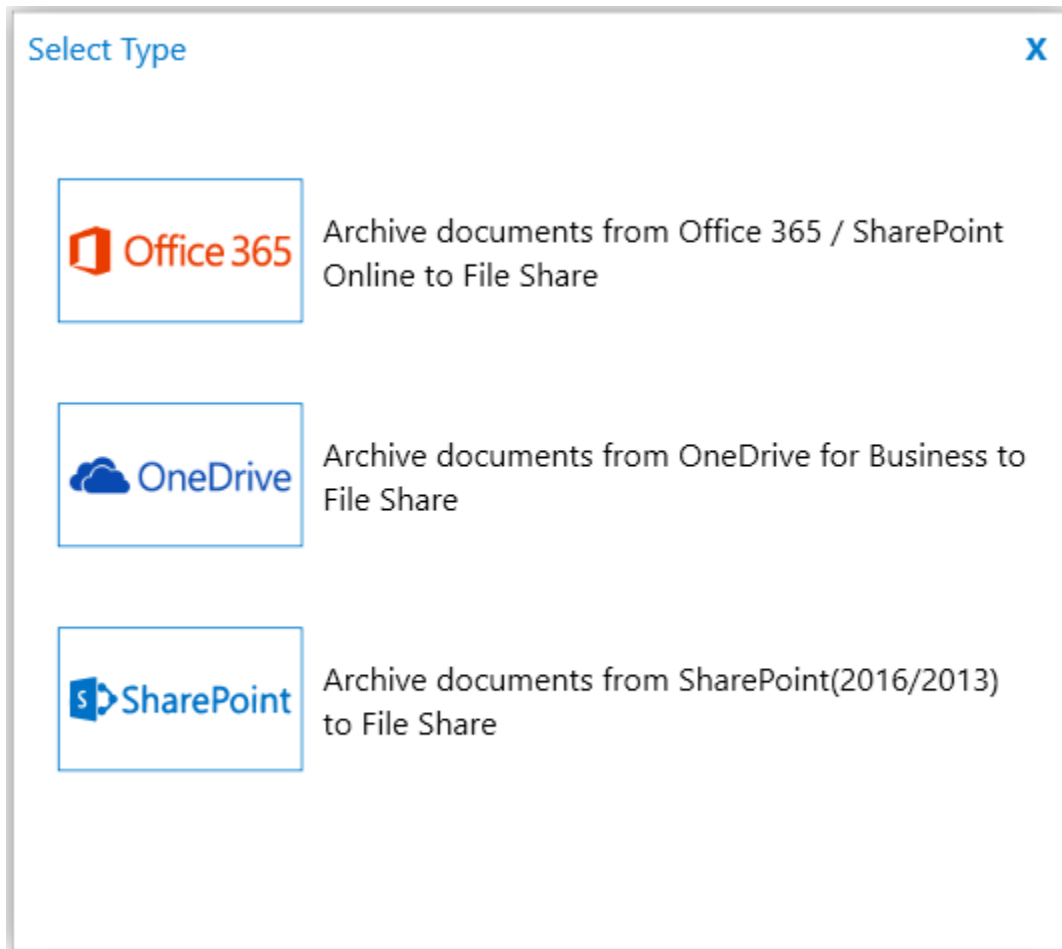


## Create a new archive job in Docket Archiver

1. Launch Docket Archiver application, Home screen will be shown as below.



2. Clicking **Create New Archive Job** action will provide you the options as shown below.



3. You can select the archive type based on your requirements. For demo purpose, click **Archive documents from Office 365 / SharePoint Online to File Share** option. It will bring you to a new Tab as shown below.

Dockit Archiver (Evaluation Version)

Archive Jobs ▶ New Archive <sup>Ⓜ</sup>

Data limit left **9.922 GB** Trial days left **2**

### New Archive

Job Name \*

Job Description

\* mandatory

### SharePoint


Site/Library URL

Authentication

User name

Password

**Connect**



4. You are now ready to setup your archive job.

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