



# Admin Guide

This document provides comprehensive administrative guidance for GFI Archiver AI, explaining how to configure AI-powered email compliance scanning, generate automated rules, and analyze organizational email archives for regulatory risks.



**GFI** Software™

# Introduction

## Background

In the digital age, managing and storing emails efficiently is more crucial than ever, especially for businesses keen on maintaining compliance and reducing server loads. The increasing volume of digital communications has made email management a complex and time-consuming task. Organizations face challenges in efficiently storing emails and ensuring compliance with various regulations. Additionally, quickly retrieving important information when needed poses another hurdle.

## Overview

GFI Archiver AI steps into this arena as a pioneering feature within the GFI Archiver platform. It is designed to ensure seamless email management while spotlighting potential compliance risks. Leveraging the cutting-edge capabilities of Large Language Models (LLMs) and a user-friendly chatbot interface, GFI Archiver AI represents a new era of intelligent email analysis and storage solutions.

### Key Features:



#### LLM Integration

Harnesses the power of generative AI to analyze emails, pinpoint compliance risks, and uncover sensitive data.



#### User-Friendly Chatbot Interface

Gathers essential business details from users, ensuring tailored and precise email analysis.



#### Comprehensive Email Scans

Enables administrators to initiate detailed scans of email correspondences over specified periods, focusing on compliance and sensitivity.



#### Dynamic Report Generation

Automatically generates detailed reports for easy compliance tracking and transparent email management.

## Purpose

GFI Archiver AI transforms email management and compliance by using AI to understand organizational needs, analyze emails for potential risks, and streamline storage processes. It serves as an essential tool for proactive risk management and efficient email administration. The primary purposes of GFI Archiver AI are:

- ✔ To enhance compliance efforts by identifying potential risks and sensitive information within email archives.
- ✔ To reduce the burden on IT teams by providing an intelligent, self-learning system for email archive management.
- ✔ To improve decision-making processes related to email retention and compliance through AI-driven insights.

## Benefits

By integrating generative AI with a sophisticated understanding of regulatory compliance and sensitive information, GFI Archiver AI offers several key benefits:

### Enhanced Compliance Knowledge

Leverages AI to provide up-to-date compliance insights, compensating for potential gaps in administrators' or companies' regulatory knowledge. This ensures organizations stay informed about relevant regulations without requiring extensive in-house expertise.

### Proactive Risk Management

By continuously analyzing email content, the system helps organizations stay ahead of potential compliance issues and data risks, even as regulations evolve.

### Streamlined Email Storage

Reduces server load by efficiently managing and storing emails, leading to improved system performance and reduced IT infrastructure costs.

### Improved Information Retrieval

AI-powered analysis makes critical emails easily searchable, saving time and effort for employees looking for specific information.

### Customized Analysis

The chatbot interface ensures each analysis is relevant to specific business needs, providing more actionable insights tailored to the organization.

### Efficient Resource Utilization

Automated scans and report generation free up valuable resources, allowing IT teams to focus on core business activities rather than manual email management tasks.

### User-Friendly Implementation

The intuitive interface makes it easy for administrators to set up and manage, reducing the learning curve and increasing adoption rates within the organization.

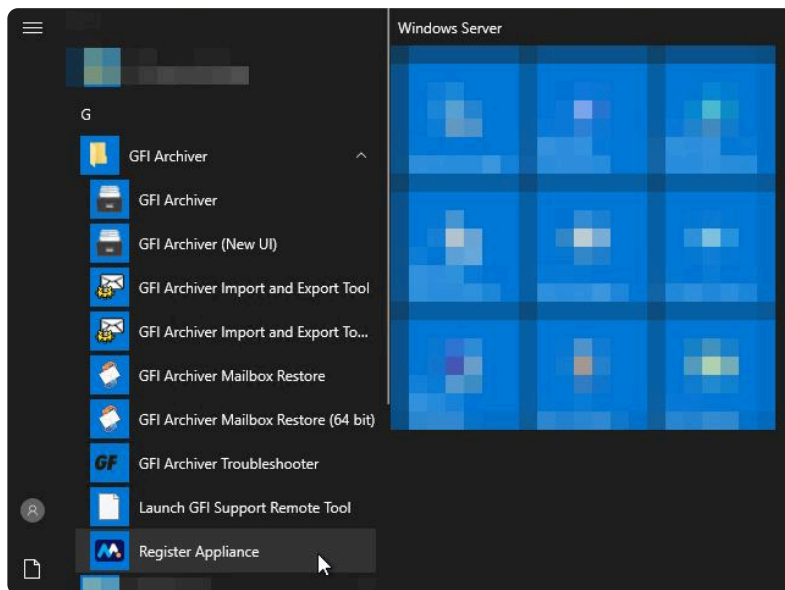
These benefits collectively contribute to a more efficient, compliant, and cost-effective email management strategy for businesses of all sizes.

## Introduction

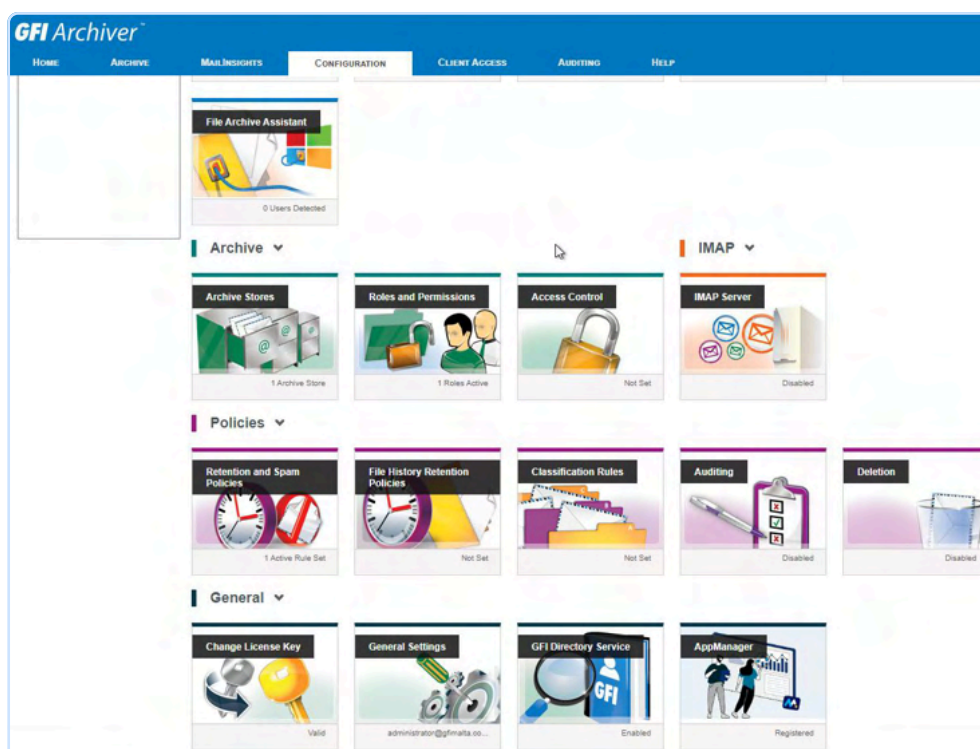
Follow the next steps to configure and use the AI feature in GFI Archiver.

## Register GFI Archiver to GFI AppManager

1. Update GFI Archiver to the latest version that supports GFI AppManager.
  - In Windows, select GFI Archiver and Register Appliance.



2. There are 3 ways to register GFI Archiver to GFI AppManager:
  - Within GFI Archiver.

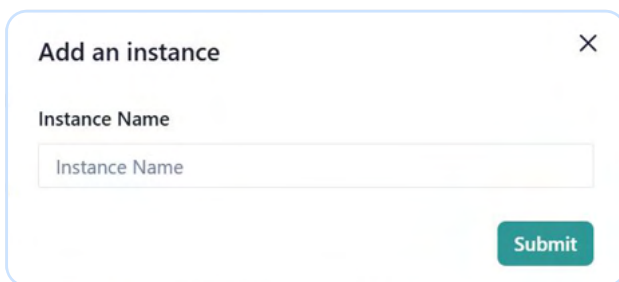


- During the initial configuration wizard of GFI Archiver, right after product installation, there is a box to opt-in on AppManager registration once the configuration wizard has completed - a redirect will happen for the registration.

## Using the GFI Archiver AI

### Accessing GFI Archiver AI

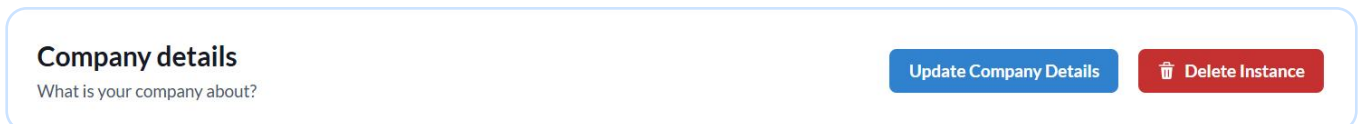
1. Go to the GFI Archiver AI [website](#).
2. Log in using your AppManager credentials.
3. If this is your first time, add an instance:



A dialog box titled "Add an instance" with a close button (X) in the top right corner. It contains a label "Instance Name" above a text input field that also contains the placeholder text "Instance Name". A green "Submit" button is located at the bottom right of the dialog.

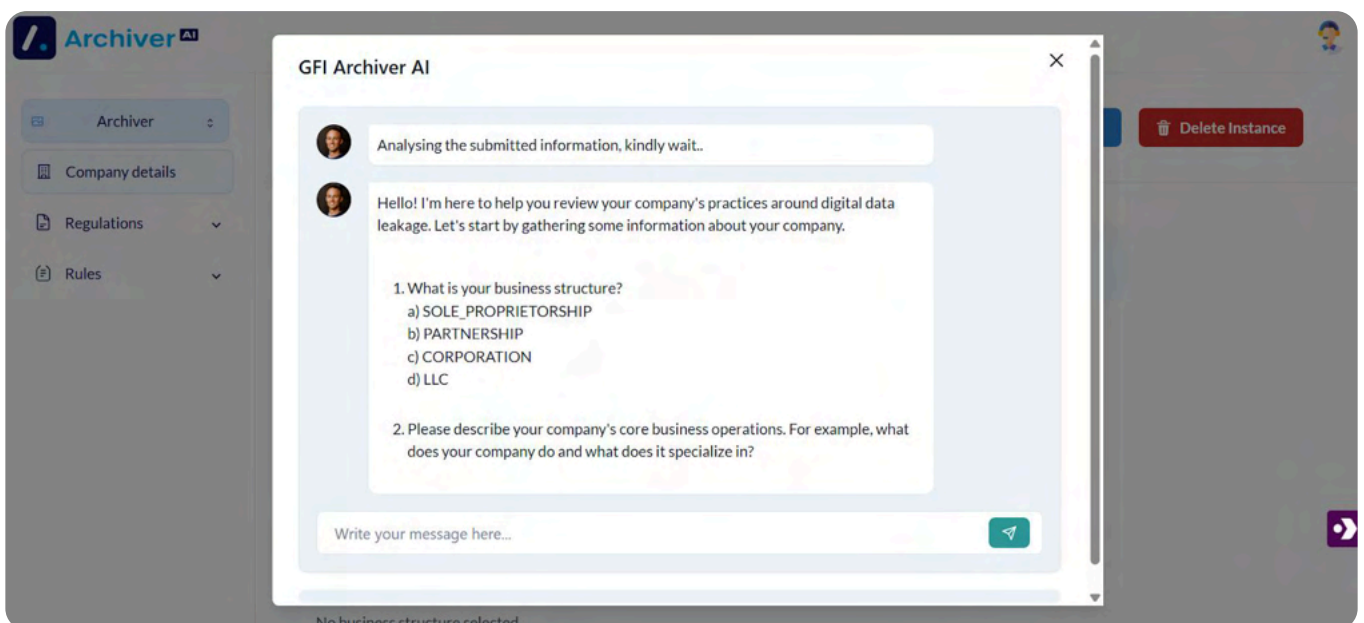
### Company Details

1. Select the Update Company Details button on the upper right hand corner:



A header bar for the "Company details" section. On the left, it says "Company details" and "What is your company about?". On the right, there are two buttons: a blue "Update Company Details" button and a red "Delete Instance" button with a trash icon.

2. Complete the company details form in the pop-up window:

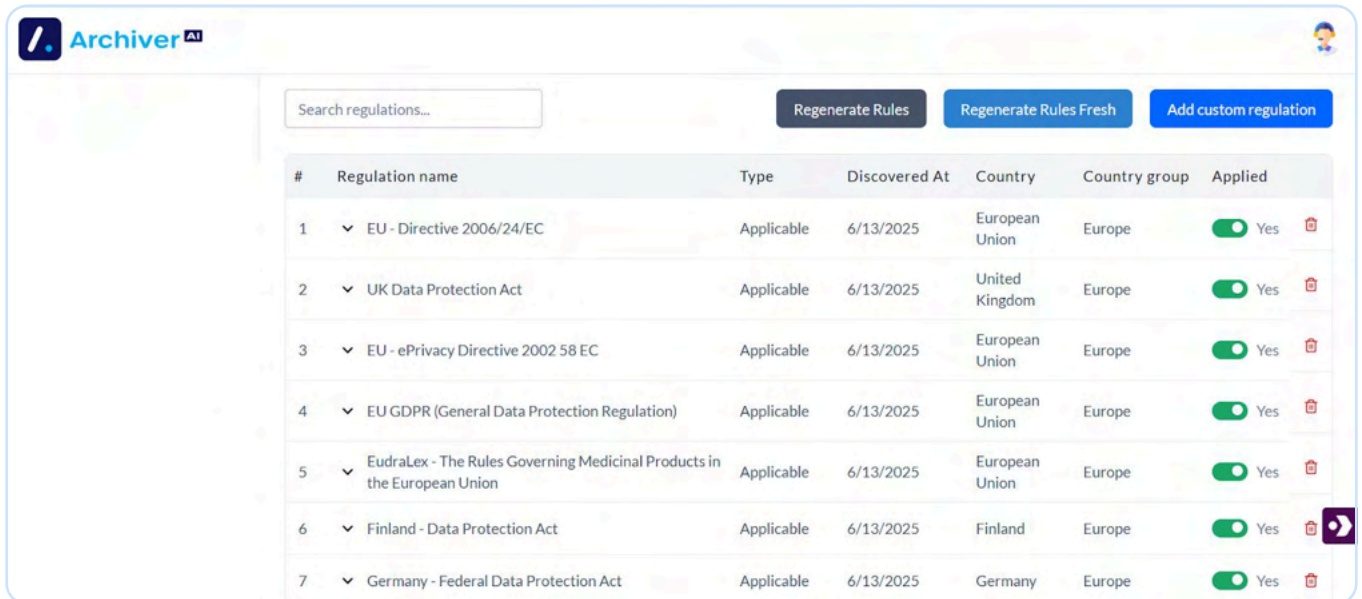


A screenshot of the GFI Archiver AI interface. On the left is a sidebar with "Archiver" and "Company details" (selected), and "Regulations" and "Rules" below it. The main area shows a chat window titled "GFI Archiver AI" with a close button (X). The chat contains two messages from a bot: "Analysing the submitted information, kindly wait.." and "Hello! I'm here to help you review your company's practices around digital data leakage. Let's start by gathering some information about your company." Below these are two numbered questions: "1. What is your business structure?" with options a) SOLE\_PROPRIETORSHIP, b) PARTNERSHIP, c) CORPORATION, d) LLC; and "2. Please describe your company's core business operations. For example, what does your company do and what does it specialize in?". At the bottom is a text input field "Write your message here..." and a green send button. A status bar at the very bottom says "No business structure selected". On the right side of the chat window, there is a red "Delete Instance" button.

3. Ensure all questions are answered, by writing in the, write your messages here... text window.  
Note- there are several questions.
4. Click the 'Submit' button to process the entered data, once completed.

## AI-Assisted Rules Generation

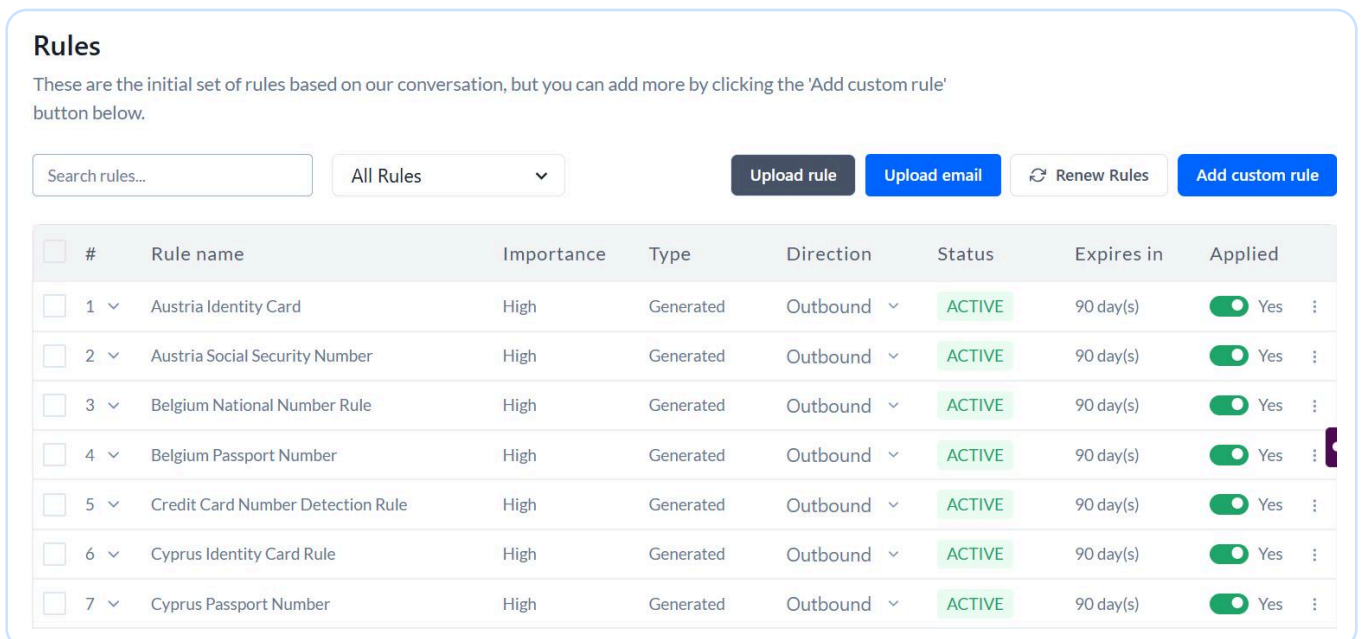
1. The AI first identifies regulations that are applicable to your organization based on earlier supplied information.



The screenshot shows the Archiver AI interface. At the top, there is a search bar labeled "Search regulations..." and three buttons: "Regenerate Rules", "Regenerate Rules Fresh", and "Add custom regulation". Below this is a table with the following columns: #, Regulation name, Type, Discovered At, Country, Country group, and Applied. The table lists seven regulations, all of which are "Applicable" and "Discovered At" 6/13/2025. Each regulation has a green toggle switch in the "Applied" column, indicating it is active.

#	Regulation name	Type	Discovered At	Country	Country group	Applied
1	EU - Directive 2006/24/EC	Applicable	6/13/2025	European Union	Europe	<input checked="" type="checkbox"/> Yes
2	UK Data Protection Act	Applicable	6/13/2025	United Kingdom	Europe	<input checked="" type="checkbox"/> Yes
3	EU - ePrivacy Directive 2002 58 EC	Applicable	6/13/2025	European Union	Europe	<input checked="" type="checkbox"/> Yes
4	EU GDPR (General Data Protection Regulation)	Applicable	6/13/2025	European Union	Europe	<input checked="" type="checkbox"/> Yes
5	EudraLex - The Rules Governing Medicinal Products in the European Union	Applicable	6/13/2025	European Union	Europe	<input checked="" type="checkbox"/> Yes
6	Finland - Data Protection Act	Applicable	6/13/2025	Finland	Europe	<input checked="" type="checkbox"/> Yes
7	Germany - Federal Data Protection Act	Applicable	6/13/2025	Germany	Europe	<input checked="" type="checkbox"/> Yes

2. Then it generates rules based on your company specific inputs in the previous stage.



The screenshot shows the "Rules" interface. At the top, there is a search bar labeled "Search rules..." and a dropdown menu labeled "All Rules". Below these are four buttons: "Upload rule", "Upload email", "Renew Rules", and "Add custom rule". The main part of the interface is a table with the following columns: #, Rule name, Importance, Type, Direction, Status, Expires in, and Applied. The table lists seven rules, all of which are "Generated" and "Outbound". Each rule has a green "ACTIVE" status and a green toggle switch in the "Applied" column, indicating it is active.

#	Rule name	Importance	Type	Direction	Status	Expires in	Applied
1	Austria Identity Card	High	Generated	Outbound	ACTIVE	90 day(s)	<input checked="" type="checkbox"/> Yes
2	Austria Social Security Number	High	Generated	Outbound	ACTIVE	90 day(s)	<input checked="" type="checkbox"/> Yes
3	Belgium National Number Rule	High	Generated	Outbound	ACTIVE	90 day(s)	<input checked="" type="checkbox"/> Yes
4	Belgium Passport Number	High	Generated	Outbound	ACTIVE	90 day(s)	<input checked="" type="checkbox"/> Yes
5	Credit Card Number Detection Rule	High	Generated	Outbound	ACTIVE	90 day(s)	<input checked="" type="checkbox"/> Yes
6	Cyprus Identity Card Rule	High	Generated	Outbound	ACTIVE	90 day(s)	<input checked="" type="checkbox"/> Yes
7	Cyprus Passport Number	High	Generated	Outbound	ACTIVE	90 day(s)	<input checked="" type="checkbox"/> Yes

3.
Export the rules as an XML file.

A

Archiver

VALID

Supply of healthcare components

Update info

Export rules

8 Applicable regulations

7 Potential regulations

58 Generated rules

Rules downloaded on:
Never
Last regulation discovery:
6/13/2025
by erhun.aideyan@gfi.com

Applying the Rules: *Import Rules into GFI Archiver*

1.
Log into GFI Archiver and navigate to the "Archiver AI" tab:

GFI Archiver™

HOME
ARCHIVE
MAILINSIGHTS
CONFIGURATION
CLIENT ACCESS
AUDITING
ARCHIVER AI
HELP

+

No records to display.

2.
Click the green plus icon to create a new AI search.

3.
Attach the XML file you downloaded from Archiver AI:

New AI Regex Scan

New AI Regex scan

Here you can use AI-generated rules to scan archives with emails.

XML File:

Choose File

me\_regulati...0CUK\_I.xml

Date From:

Date To:

Filter by domains:

All domains

From domains:

To Domains:

Filter by users:

All users

From users:

To users:

API credentials

Username

Password

?

Tell me more...

Run scan

Cancel

4. Optionally, specify:

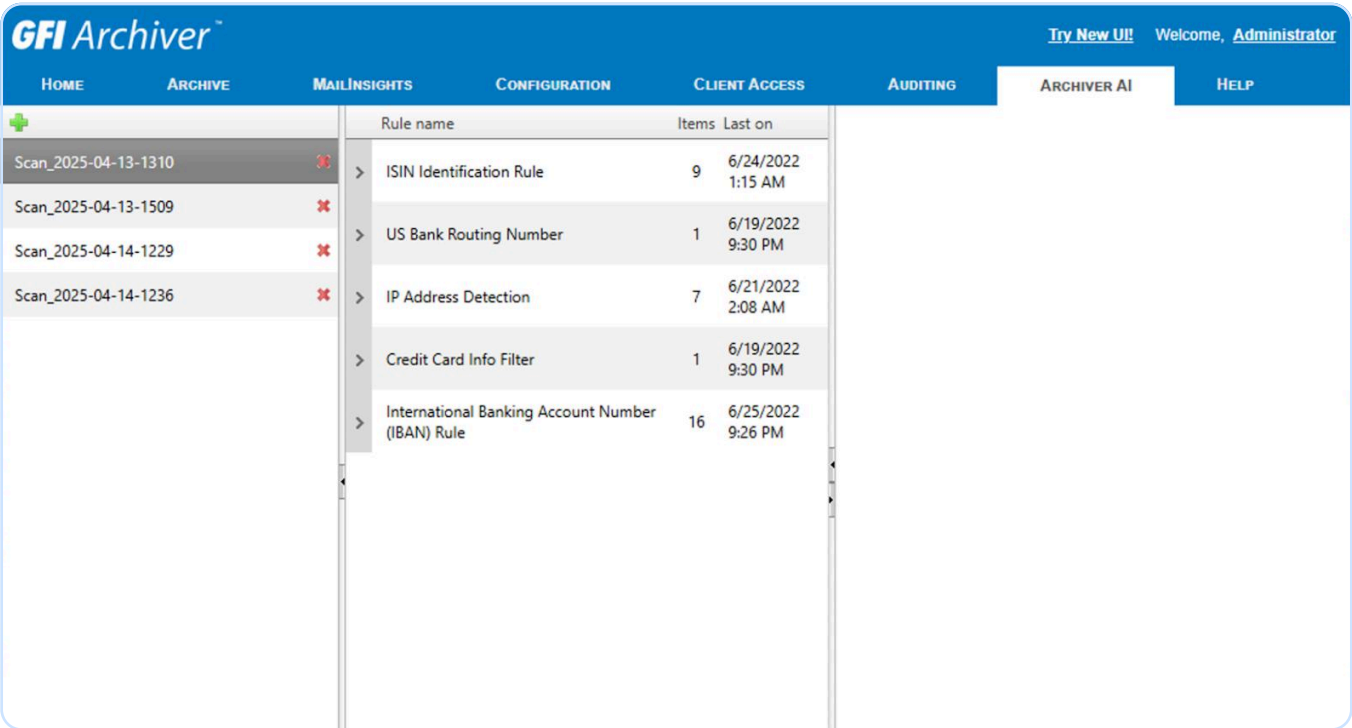
- Date range (by default, it searches emails 3 years back from now).
- Filters by domain and user.
- API credentials (use administrator's credentials of the GFI Archiver instance).

Scanning Process

1. Click "Run Scan" to begin the analysis.
2. A new scan will be created in the list.



- Check the 'Reports' tab for scan status updates.
  - Wait for the scan to complete.
3. Once completed, you can view results grouped by Rules.
  4. You can expand each rule to read emails that potentially violate regulations directly from this tab



## Report Analysis

### 1. Review Scan Results

- Once the scan is completed, you can click on the View to see detailed results. You can also export the report as CSV with the button on the lower right corner of the chart.

The screenshot displays the GFI Archiver AI web interface. The top navigation bar includes links for HOME, ARCHIVE, MAILINSIGHTS, CONFIGURATION, CLIENT ACCESS, AUDITING, ARCHIVER AI (active), and HELP. The main content area is divided into two panes. The left pane shows a list of scan results with columns for Rule name, Item, and Last on. The right pane displays a detailed view of an email, including the header, body text, and attachments. The email body contains a greeting, an apology for a delay, and a list of questions answered in red. It also includes a disclaimer about the use of the email and its attachments.

Rule name	Item	Last on
ISIN Identification Rule	9	6/24/2022 1:15 AM
RE: Dandenong Hospital - roster/pay questions Cl: 1023838		6/23/2022 3:15 AM
From [redacted]		3.35 MB
Your membership fee account		6/21/2022 4:05 AM
From [redacted] To N/A		43 KB
FW: Our Reference: 1018118 - Proposed Changes to Fuel Allowance and Phone Allowance - Former Japar...		6/24/2022 1:15 AM
From [redacted] To N/A		251 KB
Welcome to ANMF (Vic Branch)		6/23/2022 3:54 PM
From [redacted] To N/A		224 KB
RE: Victorian Trades Hall & ANMF Union Winter		6/17/2022 5:20 AM
From [redacted] To N/A		582 KB
Your membership fee account		6/21/2022 4:05 AM
From [redacted] To N/A		43 KB
Welcome to ANMF (Vic Branch)		6/20/2022 3:30 AM
From [redacted] To N/A		224 KB

Hi Karen

Apologies for the delay.

I've answered your questions below in **red**.

Let me know if you need any further assistance.

Hope your well.

Kind regards,

[redacted]

We acknowledge the Traditional Custodians of this land and recognise their continuing connection to the land, waters and culture. We pay our respects to their Elders past, present and emerging.

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### Best Practices

- Regularly update the GFI Archiver machine to ensure optimal performance and security.
- Conduct periodic scans to maintain consistent compliance.
- Provide comprehensive information during the AI-assisted configuration for accurate results.

### Troubleshooting

- If the GFI Archiver machine is not visible in the drop-down, verify its registration status in GFI AppManager.
- For AI chat or scan issues, check network connectivity and GFI Archiver machine status.
- If reports appear incomplete or inaccurate, review the provided company information and compliance settings.

## Data Handling and Processing Privacy

The GFI Archiver AI is committed to protecting user privacy through strict data privacy measures. It processes only the data that users have explicitly supplied or predefined through configuration rules. This data is deleted after a predefined period, adhering to data minimization and privacy by design principles. Focusing solely on the necessary information for its operations, the AI avoids collecting or processing excess data, thus safeguarding user privacy and enhancing trust in its data handling practices.

By using GFI Archiver AI (limited to data submitted to AI), you acknowledge that your data will be transmitted to OpenAI and Anthropic. This data is subject to their data retention policies but will not be used to train their models.

Refer to the [OpenAI Privacy Policy](#) and [Anthropic Privacy Policy](#) for more details.

**Important:** No email data will ever be uploaded or handled by GFI Archiver AI.