



**IMiS<sup>®</sup> /wClient  
Manual**

Version 1.2.1810

**IMAGING  
SYSTEMS**

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# 1 PREFACE

This manual describes the operation of the IMiS®/wClient software product and offers advice on the technical and operational aspects of its use.

## 1.1 About the manual

The manual presents the web client architecture, user interface, range of actions over entities, mechanisms for verifying authenticity, report functionalities and the installation, configuring and management procedures of the IMiS®/wClient.

## 1.2 Target audience

Information presented by this manual is intended for users with at least intermediate understanding of computer and application use.

## 1.3 Conventions

The manual employs several font types to convey information. These are explained below:

Font type	Used to denote
Regular	basic text, images, tables
<b>regular bold</b>	chapter titles (main chapters 1-6 and subchapters)
<i>Italic</i>	advice, examples, tips, instructions
"inside quotation marks"	titles of selectable functions, files or actions
<u><i>underlined italic</i></u>	see specified chapter for more information
Monospace	names of console commands, files, directories, ...
<b>Monospace Bold</b>	user input characters

Table 1: Manual font types and their meaning

## 1.4 Terms and abbreviations

Abbreviations appearing in the text and images of the user manual are explained below

Abbreviation	Description
7ZIP	7-Zip open source file archiver and format (extension ».7z«)
ACL	Access Control List
AFM	Adobe Font Metrics (extension ».afm«)
AIP	Archival Information Package
ANPA	American Newspaper Publishers Association news feed format
ATOM	Atom Syndication Format
BMP	Bitmap image file format (Windows format – extension ».bmp«)
CAD	Computer Aided Design
CHM	CHM Help format (extension ».chm«)
CPIO	cpio file archiver and format (Unix format – extension ».cpio«)
CSV	Comma Separated Value (text file format– extension ».csv«)
DMS	Document Management System
DWG	CAD file format (extension ».dwg«)
ELF	Executable and Linkable Format (Linux, Unix, Mac OS X format)
EML	EML format (RFC 822 archive standard – extension ».eml«)
EPUB	Electronic Publication Format (extension ».epub«)
EXIF	Exchangeable image file format (image metadata format)
FB2	FixtionBook format (electronic book format – extension ».fb2«)
FLV	Flash Video file format (Adobe video format – extension ».flv«)
GB	Gigabyte (information unit of 2 <sup>30</sup> or roughly 10 <sup>9</sup> bytes)
GHz	Gigahertz (frequency unit of 10 <sup>9</sup> hertz)
GIF	Graphics Interchange Format (image format – extension ».gif«)
HDF	Hierarchical Data Format
HTML	HyperText Markup Language
ID	Identifier
IPTC	International Press Telecommunications Council News Feed Format
IPv4	Internet Protocol version 4
IPv6	Internet Protocol version 6
JPEG	Joint Photographic Experts Group format (extension ».jpg«)
LDAP	Lightweight Directory Access Protocol (Internet protocol for accessing directory)

Abbreviation	Description
MAT	Matlab data format
MB	Megabyte (information unit of $2^{20}$ or roughly $10^6$ bytes)
MBOX	MBox file format (Unix email archive format)
MIDI	Musical Instrument Digital Interface
MIME	Multipurpose Internet Mail Extensions (email standard)
MP3	MP3 format (audio format – extension ».mp3«)
MP4	MP4 format (video and audio format – extension ».mp4«)
NetCDF	Network Common Data Form formats
OGG	OGG format (open source format – extension ».ogg«)
PE	Portable Executable format (Win library and program format)
PDF	Portable Document Format (extension ».pdf«)
PDF/A	Portable Document Format for archiving electronic documents
PKCS7	PCKS #7 Cryptographic Message Syntax Standard
PNG	Portable Network Graphics (image format – extension ».png«)
PSD	Adobe Photoshop file format
PST	Personal Storage Table (email storage format for Windows)
RFC	Request for Comments (technical and organizational document, specification intended for the exchange of opinions on the subject)
RSA	Ronald <b>R</b> ivest, Adi <b>S</b> hamir, Leonard <b>A</b> dleman (public key encryption algorithm)
RSS	Rich Site Summary / Really Simple Syndication
RTF	Rich Text Format
S/MIME	Secure Multipurpose Internet Mail Extensions (secure MIME)
SDRAM	Synchronous Dynamic Random-access Memory
SHA	Secure Hash Algorithm (digital fingerprint algorithm)
SRP-6A	Secure Remote Password revision 6A (an encryption protocol for secure user authentication)
SSL	Secure Socket Layer (collection of cryptographic protocols)
SSO	Single Sign-on (user authentication in independent systems)
TAR	Tape Archive (Unix compression format – extension ».tar«)
TCP/IP	Transmission Control Protocol / Internet Protocol (family of network protocols)



Abbreviation	Description
TIFF	Tagged Image File Format (document storage format – extension ».tif«)
TLS	Transport Layer Security
TTF	TrueType Font (Microsoft text format – extension ».ttf«)
WAV	Waveform Audio File Format (Win audio format – extension ».wav«)
W3C	World Wide Web Consortium (organization for the standardization of web techniques)
XML	Extensible Markup Language (language for structuring data in the form of a text file)
XMLDSIG	XML Signature (specification for XML encoding of electronic signatures)
ZIP	ZIP archive file format (standard archiving format – extension ».zip«)

Table 2: Definition of abbreviations

Terms used in the text and images of the manual are explained below.

Term	Description
Attribute	The attribute is the basic cell or container of metadata. It prescribes the rules and framework for the entry, maintenance and storage of metadata values belonging to an entity.
Document	The document is the basic unit of archived content on the IMiS®/ARChive Server, which can store various kinds of digital content (e.g. text, images, video). Documents are usually located inside folders, but they can also be in a class of their own.
Entity	The entity is a container of data and content on the IMiS®/ARChive Server. There are three types of entity: class, folder, and document.
Folder	Folder - a group of entities (contained folders, documents), which round off the content. It represents a dossier of the folder in question (content-related question, topic, task, project, etc.) with all of the corresponding properties and contents. For more information see chapter <a href="#">Entity types</a> in the <a href="#">IMiS®/ARChive Server Manual</a> .
IMiS®/ARChive Server	IMiS®/ARChive Storage Server (archive server for document storage)
IMiS®/Scan	IMiS®/Scan client (IMiS® application for scanning paper documents)

IMiS®/Storage Connector	IMiS®/Storage Connector interface (interface for the transfer of archived objects between applications and archive servers)
IMiS®/View	IMiS®/View client (IMiS® client for viewing scanned documents)
Linux	Various open source operating systems similar to Unix.
Mac OS X	Apple operating system, based on Unix.
Metadata	Metadata represents "information about information" or "data about data" that is the object of storage.
Microsoft .NET Framework	Microsoft environment for the development of web services and other software components.
Microsoft Excel	Standard MS spreadsheet software that can also be used to view CSV files.
Class	The class is the basic constituent part of content organization on the IMiS®/ARChive Server. Classes can store folders or documents, e.g. according to the type or the owner of documents stored inside.
Template	The template prescribes the metadata scheme – the required and allowed attributes for entity creation. Each template contains built-in and predefined system attributes.
Unix	A family of computer operating systems that are based on the original Unix OS developed by Bell Labs.
Windows	Microsoft operating system.

Table 3: List of terms used in the manual

## 2 INTRODUCTION

### 2.1 Features

IMiS®/wClient is web client intended for the capture and management of content of electronic origin or content digitalized using scan procedures. The client operates directly with the IMiS®/ARChive Server, which ensures secure long-term storage of documents and archived content along with the corresponding metadata.

Users access the content from any web browser via the web client IMiS®/wClient.

Content is structured by the classification scheme, which sorts materials according to their subject, authority, activity, and the business and expert functions of corresponding personnel within the company.

Entities follow a hierarchical order (classes, folders, documents), with practically unlimited sub-levels specified according to need. Each entity in the archive has its own unique classification code.

Secure authentication of a local archive user is enabled via the username and password of the user, registered in the external directory, which is synchronized with the archive server via LDAP. Secure authentication is provided by username and password, along with all the current technological means of protection from unauthorized data access.

Content security is ensured through unique identifiers (ID), which are assigned to each entity and document when it is being stored on the IMiS®/ARChive Server. The identifiers are encrypted and prevent unauthorized access, viewing or deletion.

Managing the users' access rights to entities and metadata is a key concept for ensuring the confidentiality and integrity of archived content, along with appropriate availability.

Users are limited to accessing those entities; they have been authorized to access according to the security class of the document and the security class level of the user, which are both dictated by the access control list (ACL).

The audit log records all instances of server access, along with all the events and changes performed on the server. Throughout its entire life cycle, it is impervious to modification and protected from any interventions, whether authorized or not.

One of the most practical functionalities of the electronic archive is searching by metadata or searching the full text of stored content. Users may perform search functions on the complete archive, or on any selected entity.

The IMiS®/wClient can be connected to many IMiS®/ARChive Servers, which facilitates the capture and management of electronic content of several separate organizational units on a single location.

## 2.2 Versioning and numbering

The version of the IMiS®/wClient can be read from the name of the installation package, which appears according to this scheme:

*IMiS.wClient.MAJOR.MINOR.RELEASE.BUILD.zip*

The example of installation package name:

*IMiS.wClient.1.2.1810.2.zip*

The scheme consists of the name of the IMiS® module (IMiS.Client) and the following elements:

- **MAJOR:** marks a major/central version of the IMiS® module, which changes least frequently. Changes indicate a new generation of module that introduces major functionality changes compared to the previous version. The identifier has values ranging from 1-n which grow in successive numbers.
- **MINOR:** marks a minor version of the IMiS® module, which changes more frequently. Changes indicate fixes and minor changes to functionalities, and fixes to the generation of module marked by the MAJOR version. The values range from 1-n, are not always successive and revert back to the base value (1) with each change of the MAJOR version.
- **RELEASE:** marks the release version. Unlike the other value ranges, the IMiS® module release date follows a YYMM scheme, where MM marks the release month (range 01-12) and YY marks the final two digits of the year.
- **BUILD:** The identifier in this position indicates the unique serial number of the product build; this number never repeats. If smaller changes are made to the product within a single month, this identifier may change. In this case, all other identifiers remain the same. The range of values is from 1 to n. This number is not continuous and can only increase.

## 2.3 Functionalities

The basic functionalities of the IMiS®/wClient are as follows:

- Access to any of IMiS®/ARChive Servers from any web browser.
- Secured communication with the IMiS®/ARChive Server via SSL/TLS protocol.
- Secure user authentication (SRP-6A, LDAP).
- Simple user authentication via Single Sign-on (SSO) mode.
- Access to the records according to a predetermined classification scheme.
- Editing of access permissions for entities, attributes of directory entity type and metadata.
- Entry and management of the records metadata according to a predetermined attribute scheme.
- Content management (capturing, viewing data, saving, previewing, downloading, updating, copying, moving, deleting, tagging for later indexing or conversion).
- Document versioning.
- Storage of archive materials of electronic origin or digitized using the scanner.
- Streaming-mode access to the records.
- Audit log that records every operation performed over the records stored on the archive server (includes date and time, user name, name of computer, type of event, reason for action taken).
- Secure audit log viewing for authorized users.
- Search by metadata and search full text of stored content.
- Sorting of entities according to the values of the categorized attributes (categorized views).
- Establishing of connections between different entities (references).
- Management of retention policies and disposition holds for the records.
- Support for IPv4 and IPv6 network communication systems.



## 3 TECHNICAL DOCUMENTATION

### 3.1 Client architecture

IMiS®/wClient is the user component of an electronic and physical records management system. The client connects to the web service IMiS®/Storage Connector Services REST, which represents the service level of the interface of the IMiS®/Storage Connector.

The latter can be connected to many IMiS®/ARChive Servers.

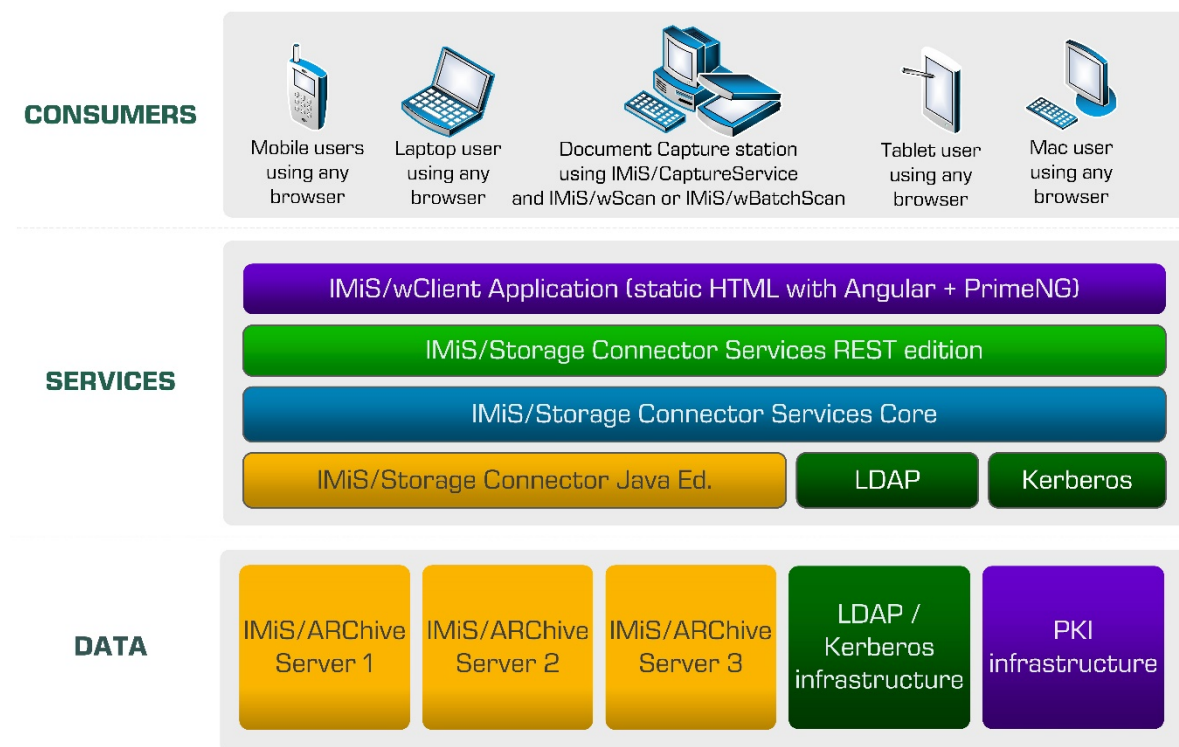


Image 1: Client architecture

### 3.2 Format of import / export files

The format of the import, export and data transfer files on the IMiS®/ARChive Server is the XML file, structured according to a partly modified Moreq2 scheme.

The differences between XML and Moreq2 schemes are as follows:

- Attributes which are required (mandatory) in the Moreq2 scheme and are not supported by the servers change from required to optional.
- All attributed in the "Custom" part of the XML scheme are newly added.

Moreq2 documentation is thus only a supplemental explanation of the attributes in the data transfer server scheme. Various types of entities (class, folder, document) are each covered by their separate scheme.

Since the schemes are derived from the Moreq2 standard, the following terminology is used:

Item type	Moreq2
Class	Class
Folder	Folder
Item inside folder	Sub-File
Document	Record

Table 4: Terminology explanation

The description of XML tags uses XPath notation for a clearer overview.

Example:

```
<?xml version="1.0"encoding="utf-8"?>
  <Class xmlns:xsd="http://www.w3.org/2001/XMLSchema"
    xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
    xmlns="http://www.dlm-network.org/moreq2/1.04.01">
    <Description xmlns="">
    <abstract />
    <classification>
      <classification_code>08</classification_code>
      <fully_qualified_classification_code>08</fully_qualified_classification_code>
    </classification>
    <place />
    <title>Balance sheet Q3 2018 </title>
```

...

Image 2: XPath notation text example

In the above example, the path to a full classification code in XPath notation would be shown by the following description:

*/Class/classification/fully\_qualified\_classification\_code.*

### 3.2.1 File structure

Each entity is contained by its own XML file. The filename must be in the following format:

[class|file|sub-file|record]\_audit\_n.xml (the sequence number is identical to the sequence number of the entity). When importing data, it is important for all files of a given entity to be located in the same directory as the entity file.

The names of remaining files are contained in corresponding XML tags (chapter [List of XML tags and their meaning](#)).

*Example: When exporting a class, the file containing the class is named `class_1.xml`, and the audit log file for the class is named `class_1_audit.xml`.*

### 3.2.2 List of XML tags and their meaning

The following section lists the supported tags, along with references to server documentation of the IMiS®/ARChive Server. The meaning of XML tags on the server and their reference to the Moreq2 code is presented in more detail. Every XML document begins with the root node, which describes the type (class, folder, sub-folder, document).

Since the scheme is derived from the Moreq2 scheme, it uses the Moreq2 terminology (Class, File, Sub-File, Record) which is explained in table 4 found above.

For better clarity, the name of the root node in the presentation below is swapped with »<entity\_type>«. In case the user is interested in an entity whose type is class, user can replace »/<entity\_type>« with »/Class« and only view tags that use »Class: YES«.

/<entity\_type>

	<b>Required:</b>	YES	<b>Number:</b>	1
<b>Definition:</b>	Root node			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	Uses entity types according to MOREQ2 standard (Class, File, Sub-File, Record).			
<b>XMLSchema type:</b>	complexType	<b>Reference:</b>	/	<b>MOREQ2 code:</b> /

/<entity\_type>/Description/abstract/description

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Entity description			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> NO
<b>Commentary:</b>	Optional short description of the entity. This attribute has no influence on the business logic of the server during operations with entities and is merely an information carrier.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:Description	<b>MOREQ2 code:</b> M047

/<entity\_type>/Description/abstract/keyword

	<b>Required:</b>	NO	<b>Number:</b>	Multiple
<b>Definition:</b>	Keyword			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	Optional keywords that define the entity. This attribute has no influence on the business logic of the server during operations with entities and is merely an information carrier.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:Keywords	<b>MOREQ2 code:</b> M004

/<entity\_type>/Description/abstract/classification/classification\_code

	<b>Required:</b>	YES	<b>Number:</b>	1
<b>Definition:</b>	Own classification code			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	The own classification code is unique among all entities that are subordinate (child) to the same entity.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	Classification code	<b>MOREQ2 code:</b> M011

/<entity\_type>/Description/abstract/classification/fully\_qualified\_classification\_code

	<b>Required:</b>	YES	<b>Number:</b>	1
<b>Definition:</b>	Full classification code			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	The full classification code is unique for the entire archive and consists of the full classification code of the parent entity, and the entity's own classification code.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	Classification codes	<b>MOREQ2 code:</b> M012

/<entity\_type>/Description/copy\_recipient/e\_mail\_address

	<b>Required:</b>	YES	<b>Number:</b>	Multiple
<b>Definition:</b>	Mail address of email copy recipient			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> NO	<b>Sub-File:</b> NO	<b>Record:</b> YES
<b>Commentary:</b>	Values represent valid email addresses of email copy recipients. They are forwarded by the messaging client, which usually acquires them from the message itself, though the precision of the information depends on the client. Values represent the values of attributes »cc« of the message according to RFC 2822 specification.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:eml:ToCC	<b>MOREQ2 code:</b> M185

/<entity\_type>/Description/copy\_recipient/name

	<b>Required:</b>	YES	<b>Number:</b>	Multiple
<b>Definition:</b>	Name of email copy recipient			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> NO	<b>Sub-File:</b> NO	<b>Record:</b> YES
<b>Commentary:</b>	Values represent names of email copy recipients. They are forwarded by the messaging client, which usually acquires them from the message itself, though the precision of the information depends on the client. Values represent the values of attributes »cc« of the message according to RFC 2822 specification.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:eml:ToCC	<b>MOREQ2 code:</b> M067

/<entity\_type>/Description/date

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Message date			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> NO	<b>Sub-File:</b> NO	<b>Record:</b> YES
<b>Commentary:</b>	The metadata is acquired from the message itself or entered when adding the message to the document system. It is used only in case of email messages and is filled out with the »sent« date.			
<b>XMLSchema type:</b>	DateTime	<b>Reference:</b>	sys:eml:Date	<b>MOREQ2 code:</b> M065

/<entity\_type>/Description/external\_identifier/external\_system\_reference

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Unique message identifier			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> NO	<b>Sub-File:</b> NO	<b>Record:</b> YES
<b>Commentary:</b>	This value represents the unique external identifier of the email message, assigned by the messaging server upon delivery. The value is forwarded by the messaging client, which usually acquires it from the message itself, though the precision of the information depends on the client. Values represent the values of the attribute »message-id« of the message according to RFC 2822 specification.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:eml:MessageId	<b>MOREQ2 code:</b> M195

/<entity\_type>/Description/place/current\_location

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Current location of physical records			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	The value represents a description of the current location of physical records, when this is not a home location or when physical records is checked out or entrusted to a third party for storage. Enter data that describes the external location of physical records as precisely as possible (address, room, cabinet, folder ...). At the same time, make the appropriate modification of the attribute »prm:Status« into »CheckedOut«.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:prm:CurrentLocation	<b>MOREQ2 code:</b> M086

/<entity\_type>/Description/place/home\_location

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Home location of physical records			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	This value represents a description of the home location of physical records. Enter data that precisely describes the in-house location where the physical records is being stored (address, room, cabinet, folder, file ...).			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:prm:HomeLocation	<b>MOREQ2 code:</b> M122

/<entity\_type>/Description/recipient/e\_mail\_address

	<b>Required:</b>	NO	<b>Number:</b>	Multiple
<b>Definition:</b>	Email address of email recipient			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> NO	<b>Sub-File:</b> NO	<b>Record:</b> YES
<b>Commentary:</b>	Values represent the valid email addresses of email recipients. They are forwarded by the messaging client, which usually acquires them from the message itself, though the precision of the information depends on the client. Values represent the values of attributes »to« of the message according to RFC 2822 specification.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:eml:To	<b>MOREQ2 code:</b> M186

/<entity\_type>/Description/recipient/name

	<b>Required:</b>	NO	<b>Number:</b>	Multiple
<b>Definition:</b>	Name of email recipient			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> NO	<b>Sub-File:</b> NO	<b>Record:</b> YES
<b>Commentary:</b>	Values represent valid names of email recipients. They are forwarded by the messaging client, which usually acquires them from the message itself, though the precision of the information depends on the client. Values represent the values of the attribute »to« of the message according to RFC 2822 specification.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:eml:To	<b>MOREQ2 code:</b> M066

/<entity\_type>/Description/sender/e\_mail\_address

	<b>Required:</b>	NO	<b>Number:</b>	Multiple
<b>Definition:</b>	Email address of email sender			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> NO	<b>Sub-File:</b> NO	<b>Record:</b> YES
<b>Commentary:</b>	This value represents a valid email address of the email sender. It is forwarded by the messaging client, which usually acquires it from the message itself, though the precision of the information depends on the client. The value represents the value of the attribute »from« of the message according to RFC 2822 specification.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:eml:From	<b>MOREQ2 code:</b> M187

/<entity\_type>/Description/sender/name

	<b>Required:</b>	NO	<b>Number:</b>	Multiple
<b>Definition:</b>	Name of the email sender			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> NO	<b>Sub-File:</b> NO	<b>Record:</b> YES
<b>Commentary:</b>	This value represents the valid name of the email sender. It is forwarded by the messaging client, which usually acquires it from the message itself, though the precision of the information depends on the client. The value represents the value of the attribute »from« of the message according to RFC 2822 specification.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:eml:From	<b>MOREQ2 code:</b> M075

/<entity\_type>/Description/title

	<b>Required:</b>	YES	<b>Number:</b>	1
<b>Definition:</b>	Title of the entity			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	The mandatory title of the entity being described.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:Title	<b>MOREQ2 code:</b> M003

/<entity\_type>/Event\_history/abstract/reclassification\_reason

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Commentary stating the reason for moving (reclassifying) an entity			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>				
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:moveReason	<b>MOREQ2 code:</b> M021

/<entity\_type>/Event\_history/date/checked\_in

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Date and time of change of attribute "prm:Status" to "CheckedIn"			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	The value represents the date and time when the attribute »prm:Status« of the entity in question received the value »CheckedIn«.			
<b>XMLSchema type:</b>	dateTime	<b>Reference:</b>	sys:prm:Status	<b>MOREQ2 code:</b> M093

/<entity\_type>/Event\_history/date/checked\_out

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Date and time of change of attribute »prm:Status« to »CheckedOut«			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	The value represents the date and time when the attribute »prm:Status« of the entity in question received the value »CheckedOut«.			
<b>XMLSchema type:</b>	dateTime	<b>Reference:</b>	sys:prm:Status	<b>MOREQ2 code:</b> M094

/<entity\_type>/Event\_history/date/closed

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Date and time of change of attribute »sys:Status« to »Closed«			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	The value represents the date and time when the attribute »sys:Status« of the entity in question received the value »Closed«.			
<b>XMLSchema type:</b>	dateTime	<b>Reference:</b>	sys:Closed	<b>MOREQ2 code:</b> M051

/<entity\_type>/Event\_history/date/created

	<b>Required:</b>	YES	<b>Number:</b>	1
<b>Definition:</b>	Date and time of the entity's creation			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	The value represents the date and time when the entity was created.			
<b>XMLSchema type:</b>	dateTime	<b>Reference:</b>	sys:Created	<b>MOREQ2 code:</b> M048

/<entity\_type>/Event\_history/date/opened

	<b>Required:</b>	YES	<b>Number:</b>	1
<b>Definition:</b>	Date and time of change of attribute »sys:Status« to »Opened«			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	The value represents the date and time when the attribute »sys:Status« of the entity in question received the value »Opened« (chapter <a href="#">General system attributes</a> ).			
<b>XMLSchema type:</b>	dateTime	<b>Reference:</b>	sys:Opened	<b>MOREQ2 code:</b> M050



/<entity\_type>/Event\_plan/date/return

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Return date and time of checked out physical record			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	This value represents the status of physical record according to its current storage location. It is specified/changed in case physical record is checked out or transferred to a thirty party that stores it at a remote location.			
<b>XMLSchema type:</b>	dateTime	<b>Reference:</b>	sys:prm:ReturnDue	<b>MOREQ2 code:</b> M098

/<entity\_type>/Event\_plan/status/permanent

	<b>Required:</b>	YES	<b>Number:</b>	1
<b>Definition:</b>	States this entity should not be deleted			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	This value states the entity should not be deleted, neither through an admin request nor in the review process. The value is merely a warning, and the administrator can choose to disregard it at their own discretion. The value »sys:Significance« of the coded entity is »Permanent« or »Vital«.			
<b>XMLSchema type:</b>	Boolean	<b>Reference:</b>	sys:Significance	<b>MOREQ2 code:</b> M031

/<entity\_type>/Identity/system\_identifier

	<b>Required:</b>	YES	<b>Number:</b>	1
<b>Definition:</b>	Unique system identifier			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	Assigned by the IMiS®/ARCHIVE Server.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	Internal entity identifier	<b>MOREQ2 code:</b> M020

/<entity\_type>/Relation/agent/custodian

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	States the current custodian of physical record			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	The value represents the identity of the current custodian of physical record. When record is stored at a home location (value of the attribute »prm:Status« is »CheckedIn«), this is the person safekeeping the physical record. When it is stored remotely (value of the attribute »prm:Status« is »CheckedOut«), it is the outside person who was entrusted with safekeeping the checked out record.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:prm:Custodian	<b>MOREQ2 code:</b> M002

/<entity\_type>/Relation/agent/owner

	<b>Required:</b>	YES	<b>Number:</b>	1
<b>Definition:</b>	Person who is the current owner of the entity			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	The value represents the directory subject (user or group) the entity belongs to (the owner of the entity).			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:Owner	<b>MOREQ2 code:</b> M002

/<entity\_type>/Relation/is\_child\_of

	<b>Required:</b>	YES	<b>Number:</b>	1
<b>Definition:</b>	Full classification code of the parent entity			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>				
<b>XMLSchema type:</b>	String	<b>Reference:</b>	Classification code	<b>MOREQ2 code:</b> M057

/<entity\_type>/Relation/retention\_and\_disposition\_schedule

	<b>Required:</b>	YES	<b>Number:</b>	Multiple
<b>Definition:</b>	Unique system identifier of the retention policy			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Document:</b> Conditionally
<b>Commentary:</b>	A link to the retention policy is required for the class, folder and document if it is classified directly under the class.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	Entity binds	<b>MOREQ2 code:</b> M025

/<entity\_type>/Relation/disposal\_hold

	<b>Required:</b>	NO	<b>Number:</b>	Multiple
<b>Definition:</b>	Unique system identifier of the disposition hold			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>				
<b>XMLSchema type:</b>	String	<b>Reference:</b>	Entity binds	<b>MOREQ2 code:</b> M032

/<entity\_type>/Use/status/active

	<b>Required:</b>	YES	<b>Number:</b>	1
<b>Definition:</b>	Entity is active			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> NO	<b>Record:</b> NO
<b>Commentary:</b>	»true« when the attribute »sys:Status« of the entity in question has the value »Opened« (chapter <a href="#">General system attributes</a> ).			
<b>XMLSchema type:</b>	Boolean	<b>Reference:</b>	sys:Status	<b>MOREQ2 code:</b> M019

/<entity\_type>/Use/status/physical

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Physical content tag			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	»true« when this is physical record, »false« or no value when it is not			
<b>XMLSchema type:</b>	Boolean	<b>Reference:</b>	Physical records management attributes	<b>MOREQ2 code:</b> M084

/<entity\_type>/Use/status/vital\_record

	<b>Required:</b>	YES	<b>Number:</b>	1
<b>Definition:</b>	States this entity is of vital importance to the archive owner			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> YES	<b>Sub-File:</b> NO	<b>Record:</b> YES
<b>Commentary:</b>	States that this entity is of vital importance. Deleting it by administrator's request or in the review process is prohibited. The entity may also follow a special data safety regime.			
<b>XMLSchema type:</b>	Boolean	<b>Reference:</b>	sys:Significance	<b>MOREQ2 code:</b> M005

/<entity\_type>/Use/technical\_environment/format

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Contains a description of physical record			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	The value represents a description of the physical record. Enter a precise description of the physical record, its format, physical carriers, volume ...			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:prm:Description	<b>MOREQ2 code:</b> M092

/<entity\_type>/Custom/acl

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	List of access rights and metadata on the entity (Access Control List)			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	The label »acl« contains data about the list of access rights and metadata on the entity, that are not a part of the Moreq2 specification. Individual entries in the list of access rights are found in the contained »entry« labels.			
<b>XMLScheme type:</b>	complexType	<b>Reference:</b>	ACL	<b>MOREQ2 code:</b> /

/&lt;entity\_type&gt;/Custom/acl/entry

	<b>Required:</b>	YES	<b>Number:</b>	Multiple
<b>Definition:</b>	List of access rights and metadata on the entity (Access Control List)			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	<p>The entry in the list of access rights for an entity does not contain values, but it does contain an XML »user« attribute with the name of the directory's entity, and the following XML attributes that specify which access rights are valid for the directory's entity:</p> <ul style="list-style-type: none"> <li>• type: enumerator of the type of access right (see below).</li> <li>• cr: right to edit access rights list.+ -</li> <li>• cse: right to create new child entities.</li> <li>• da: right to delete the entity.</li> <li>• mv: right to move the entity.</li> <li>• ra: right to read the entity.</li> <li>• wa: right to edit the entity.</li> <li>• cre: right to change storage.</li> <li>• csc: right to change security class.</li> <li>• cs: right to change status.</li> <li>• date_from: date of current access control list validity ( start / valid from).</li> <li>• date_to: date of current access control list validity (end / valid to).</li> </ul> <p>The entry in the list of access rights for the entity's metadata contains an XML »user« attribute with the name of the directory's entity, an XML »property« attribute with the name of the metadata, and the following XML attributes that specify which access rights are valid for the directory's entity:</p> <ul style="list-style-type: none"> <li>• type: enumerator of the type of right (see below).</li> <li>• ca: right to create the value of the entity's metadata.</li> <li>• da: right to delete the value of the entity's metadata.</li> <li>• ra: right to read the value of the entity's metadata.</li> <li>• wa: right to edit the value of the entity's metadata.</li> <li>• date_from: start of validity of the current list of access rights.</li> <li>• date_to: end of validity of the current list of access rights.</li> </ul> <p>Description of enumerator values for the type of access right:</p> <ul style="list-style-type: none"> <li>• EXPLICIT_ALLOW: explicit permission.</li> <li>• EXPLICIT_DENY: explicit denial.</li> <li>• INHERITED_ALLOW: inherited permission.</li> <li>• INHERITED_DENY: inherited denial.</li> </ul>			
<b>XMLScheme type:</b>	none	<b>Reference:</b>	ACL	<b>MOREQ2 code:</b> /

/&lt;entity\_type&gt;/Custom/additional\_metadata

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	User entered metadata			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	User entered metadata necessary for managing the archive. This data is not prescribed by the IMiS®/ARChive Server and is input by the user according to requirements. Additional metadata is intended for export only and is ignored in case of import.			
<b>XMLSchema type:</b>	any	<b>Reference:</b>	ETZ: 3.5.3.8 MOREQ2: 5.3.17	<b>MOREQ2 code:</b> /

/&lt;entity\_type&gt;/Custom/audit\_trail

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Name of the audit trail file			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	The name of the separate file that contains the audit trail. To verify the file's authenticity, an XML attribute »hash_algorithm« of the type »string« which contains the name of the hash algorithm, and the XML attribute »hash« which contains the hash value of the exported audit trail, are added.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	Audit trail	<b>MOREQ2 code:</b> /

/&lt;entity\_type&gt;/Custom/Content

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Container of attached content (files)			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> NO	<b>Sub-File:</b> NO	<b>Record:</b> YES
<b>Commentary:</b>	The »content« label contains at least one »part« label, which represents exactly one document content and an XML »hash_algorithm« attribute that contains the name of the hash function, which is used when calculating the hash value of the exported content.			
<b>XMLSchema type:</b>	complexType	<b>Reference:</b>	sys:Content	<b>MOREQ2 code:</b> /

/&lt;entity\_type&gt;/Custom/content/part

	<b>Required:</b>	NO	<b>Number:</b>	Multi
<b>Definition:</b>	Container of attached content (files)			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> NO	<b>Sub-File:</b> NO	<b>Record:</b> YES
<b>Commentary:</b>	<p>The »part« label contains the name of a separate file, which contains exactly one exported document content, and the following XML attributes:</p> <ul style="list-style-type: none"> <li>• description: content description</li> <li>• mime: data on content type</li> <li>• extension: extension of the attached content</li> <li>• size: content size</li> <li>• accessed: timestamp of the last access to the content</li> <li>• created: timestamp of the content creation</li> <li>• modified: timestamp of the last change of the content</li> </ul> <p>hash: hash value of the content that is used for verifying the authenticity of a separate file.</p>			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	ContentPart	<b>MOREQ2 code:</b> /

/&lt;entity\_type&gt;/Custom/email

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Email metadata (names and values)			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	The »email« label contains email metadata and the values that are not a part of the Moreq2 specification.			
<b>XMLSchema type:</b>	complexType	<b>Reference:</b>	»eml:« attributes	<b>MOREQ2 code:</b> /

/&lt;entity\_type&gt;/Custom/email/subject

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Email subject			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> NO	<b>Sub-File:</b> NO	<b>Record:</b> YES
<b>Commentary:</b>	The »subject« label contains the subject of the email.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:eml:Subject	<b>MOREQ2 code:</b> /

/<entity\_type>/Custom/email/blind\_copy\_recipient/e-mail\_address

	<b>Required:</b>	NO	<b>Number:</b>	Multi
<b>Definition:</b>	The email address of the hidden recipient of the email copy			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> NO	<b>Sub-File:</b> NO	<b>Record:</b> YES
<b>Commentary:</b>	The values represent valid email addresses of hidden recipients of the email copies. The values are transmitted by the client and are usually obtained from the email, although the accuracy of this information depends on the client. The values represent the values from the »bcc« attribute of the message according to the RFC 2822 specification.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:eml:ToBCC	<b>MOREQ2 code:</b> /

/<entity\_type>/Custom/email/blind\_copy\_recipient/name

	<b>Required:</b>	NO	<b>Number:</b>	Multi
<b>Definition:</b>	The name of the hidden recipient of the email copy			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> NO	<b>Sub-File:</b> NO	<b>Record:</b> YES
<b>Commentary:</b>	The values represent the names of hidden recipients of the email copies. The values are transmitted by the client and are usually obtained from the email, although the accuracy of this information depends on the client. The values represent the values from the »bcc« attribute of the message according to the RFC 2822 specification.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:eml:ToBCC	<b>MOREQ2 code:</b> /

/<entity\_type>/Custom/email/priority

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Contains the priority status when sending email			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> NO	<b>Sub-File:</b> NO	<b>Record:</b> YES
<b>Commentary:</b>	The »priority« label contains the priority status when sending email.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:eml:Priority	<b>MOREQ2 code:</b> /

/<entity\_type>/Custom/email/signed

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	The value indicates whether the email was electronically signed			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> YES	<b>Sub-File:</b> NO	<b>Record:</b> YES
<b>Commentary:</b>	The »signed« label contains the value that indicates whether the email has been electronically signed.			
<b>XMLSchema type:</b>	Boolean	<b>Reference:</b>	sys:eml:Signed	<b>MOREQ2 code:</b> /

/&lt;entity\_type&gt;/Custom/Evidence

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Evidence of entity's authenticity			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	<p>The value represents an evidence record of the entity's authenticity obtained from the previous ISDM in case of import. In case of export from ISDM, the data is exported into a metadata scheme and a third ISDM can again import it into the attributes of transferred entities. The attribute does not influence the business logic of the server, it serves merely as a carrier of information.</p> <p>Two XML attributes are contained:</p> <ul style="list-style-type: none"> <li>Hash_algorithm: »string« type containing the name of the hash algorithm.</li> <li>Hash: hash value of file with the authenticity evidence.</li> </ul> <p>The value of the XML tag contains the name of the authenticity evidence file.</p>			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:trf:Evidence	<b>MOREQ2 code:</b> /

/&lt;entity\_type&gt;/Custom/physical\_identifier

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Identifier of the metadata of physical material			
<b>Use:</b>	<b>Class:</b> NO	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	The label »physical_identifier« contains the identifier of the metadata of physical material.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	Physical content	<b>MOREQ2 code:</b> /

/&lt;entity\_type&gt;/Custom/properties

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Other entity attributes together with values			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	The »properties« label contains at least one »property« label, which represents the entity attributes together with values that are not a part of the Moreq2 specification.			
<b>XMLSchema type:</b>	complexType	<b>Reference:</b>	Attribute	<b>MOREQ2 code:</b> /



## /&lt;entity\_type&gt;/Custom/properties/property

	<b>Required:</b>	YES	<b>Number:</b>	Multi
<b>Definition:</b>	Entity attribute together with values			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	<p>The »property« label represents the entity attribute together with values. Every »property« label can have the following XML attributes:</p> <ul style="list-style-type: none"> <li>»name«, which contains the name of the attribute.</li> <li>»type«, which contains the type of the attribute in the database.</li> <li>»value_type«, which represents the type of the attribute with possible values: STRING, STRINGMAX, BINARY.</li> <li>»hash_algorithm«: contains the name of the hash function that is used for calculating hash value for STRINGMAX or BINARY type attributes and at least one »value« label, which contains either the value of the entity's attribute for STRING type attributes or the name of a separate file for STRINGMAX or BINARY type attributes.</li> </ul>			
<b>XMLSchema type:</b>	complexType	<b>Reference:</b>	Attribute	<b>MOREQ2 code:</b> /

## /&lt;entity\_type&gt;/Custom/properties/property/value

	<b>Required:</b>	YES	<b>Number:</b>	Multi
<b>Definition:</b>	Value of the entity's attribute			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	<p>The »value« label does not contain XML attributes if the attribute type is STRING (see the »property« label). In this case, the value written in the label is the same as the value of the attribute.</p> <p>If the value of the attribute type is the same as STRINGMAX or BINARY, the value written in the »value« label is the same as the name of the separate file that contains the value of the attribute. In this case, the »value« label contains the XML »hash« attribute that represents the hash value of the file with the attribute content.</p> <p>For BINARY attributes the »value« label also contains the XML »mime« attribute, which contains data on the content type.</p>			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	Attribute	<b>MOREQ2 code:</b> /

## /&lt;entity\_type&gt;/Custom/retention

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Entity retention policy list			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	<p>The »retention« label contains data on the entity retention policy list that is not a part of the Moreq2 specification. Individual entries in the retention policy list are found in the contained »policy« labels.</p>			
<b>XMLSchema type:</b>	complexType	<b>Reference:</b>	ACL	<b>MOREQ2 code:</b> /

/&lt;entity\_type&gt;/Custom/retention/policy

	<b>Required:</b>	YES	<b>Number:</b>	Multi
<b>Definition:</b>	Entity's retention policy			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	The »policy« value represents the entity's retention policy. The value of the label is the same as the identifier of the retention policy. Besides the value, the label has an XML »filter« attribute that represents the retention policy's filter type with the following possible values: CLASS, FOLDER or DOCUMENT and their combinations.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	ACL	<b>MOREQ2 code:</b> /

/&lt;entity\_type&gt;/Custom/template\_id

	<b>Required:</b>	YES	<b>Number:</b>	1
<b>Definition:</b>	Unique template ID			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	Unique template identifier on the IMiS®/ARChive Server.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	Templates	<b>MOREQ2 code:</b> /

/&lt;entity\_type&gt;/Custom/transferred\_audit\_log

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Previously imported audit log			
<b>Use:</b>	<b>Class:</b> YES	<b>Folder:</b> YES	<b>Sub-File:</b> YES	<b>Record:</b> YES
<b>Commentary:</b>	Content of the attribute »sys:trf:AuditLog«. The attribute is created only upon import to the IMiS®/ARChive Server.			
<b>XMLSchema type:</b>	String	<b>Reference:</b>	sys:trf:AuditLog	<b>MOREQ2 code:</b> /

/RDS/Description/abstract/description

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Longer description of the retention policy or disposition hold.			
<b>Commentary:</b>				
<b>XMLScheme type:</b>	String	<b>Reference:</b>	sys:ret:pol:DetailedDescription	<b>MOREQ2 code:</b> M043

/RDS/Description/mandate

	<b>Required:</b>	NO	<b>Number:</b>	Multiple
<b>Definition:</b>	Authorizations, which set the rights of the retention policy.			
<b>Commentary:</b>	Name of the file in the file system which stores the authorization in electronic form. Only the retention policy has authorizations.			
<b>XMLScheme type:</b>	String	<b>Reference:</b>	sys:Content	<b>MOREQ2 code:</b> M030

## /RDS/Description/abstract/reason

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Reason for creating a retention policy or disposition hold.			
<b>Commentary:</b>				
<b>XMLScheme type:</b>	String	<b>Reference:</b>	sys:ret:hold:Reasonsys:ret:pol:Reason	<b>MOREQ2 code:</b> M015

## /RDS/Description/title

	<b>Required:</b>	YES	<b>Number:</b>	1
<b>Definition:</b>	Title of the retention policy or disposition hold.			
<b>Commentary:</b>				
<b>XMLScheme type:</b>	String	<b>Reference:</b>	sys:Title	<b>MOREQ2 code:</b> M015

## /RDS/Event\_plan/event\_type/disposition\_action

	<b>Required:</b>	YES	<b>Number:</b>	1
<b>Definition:</b>	Default action of the retention policy in the implementation phase of the review process.			
<b>Commentary:</b>	Valid values: <ul style="list-style-type: none"> <li>• »Dispose«: the default action of the retention policy is the disposition of entities.</li> <li>• »Permanent«: the default action of the retention policy is the permanent retention of entities.</li> <li>• »Transfer«: the default action of the retention policy is the transfer of entities to another system and their disposition after confirmation of successful transfer.</li> <li>• »Review«: the default action of the retention policy is to leave the entity for the next review process.</li> </ul>			
<b>XMLScheme type:</b>	String	<b>Reference:</b>	sys:ret:pol:Action	<b>MOREQ2 code:</b> M014

## /RDS/Identity/system\_identifier/disposal\_hold

	<b>Required:</b>	YES	<b>Number:</b>	1
<b>Definition:</b>	Unique system identifier of the disposition hold.			
<b>Commentary:</b>	Set by IMiS®/ARCHive Server.			
<b>XMLScheme type:</b>	String	<b>Reference:</b>	Internal entity identifier	<b>MOREQ2 code:</b> M137

/RDS/Identity/system\_identifier/retention\_and\_disposition\_schedule

	<b>Required:</b>	YES	<b>Number:</b>	1
<b>Definition:</b>	Unique system identifier of the retention policy.			
<b>Commentary:</b>	Set by IMiS®/ARChive Server.			
<b>XMLScheme type:</b>	String	<b>Reference:</b>	Internal entity identifier	<b>MOREQ2 code:</b> M008

/RDS/Use/status/inheritance

	<b>Required:</b>	NO	<b>Number:</b>	1
<b>Definition:</b>	Specifies whether the retention policy can be inherited by entities.			
<b>Commentary:</b>	The IMiS®/ARChive Server specifies that all retention policies are inherited. The value is always TRUE.			
<b>XMLScheme type:</b>	String	<b>Reference:</b>	Internal entity identifier	<b>MOREQ2 code:</b> M197

Table 5: Lists of XML tags

### 3.2.3 Format of the additional metadata export file

The additional (user entered) metadata export file is used for the particular requirements of the archiving process. Upon export, each entity may optionally be added additional metadata which is not part of the archived entity's own metadata.

The additional metadata is prepared by the archivist, using a premade XML file.

This metadata is not within the framework of the client or server's business logic.

The format of the file is prescribed with the following XSD scheme:

```
<?xml version="1.0" encoding="UTF-8"?>
<xs:schema targetNamespace="http://www.dlm-network.org/moreq2/1.04.01"
xmlns:xs="http://www.w3.org/2001/XMLSchema"
xmlns:moreq2="http://www.dlm-network.org/moreq2/1.04.01"
elementFormDefault="unqualified" attributeFormDefault="unqualified" version="1.04.01">
  <xs:element name="AdditionalMetadataRoot">
    <xs:complexType>
      <xs:sequence>
        <xs:element name="Entity" minOccurs="0" maxOccurs="unbounded">
          <xs:complexType>
            <xs:sequence>
              <xs:any processContents="skip" maxOccurs="unbounded"/>
            </xs:sequence>
            <xs:attribute name="classification_code" type="xs:string"/>
          </xs:complexType>
        </xs:element>
      </xs:sequence>
    </xs:complexType>
  </xs:element>
</xs:schema>
```

Image 3: Example XSD scheme

For each entity to be added user metadata during export, the archivist enters, in an XML file under the root node with the name »AdditionalMetadataRoot« (prescribed by the Moreq2 scheme), an »Entity« node with the attribute of the entity's classification code. During export, the content of this node is copied into the export XML file of the entity.

```
<moreq2:AdditionalMetadataRoot xmlns:moreq2="http://www.dlm-network.org/moreq2/1.04.01">
  <Entity classification_code="03.01">
    <!-- add custom XML node entries -->
    <A>Metadata A</A>
  </Entity>
  <Entity classification_code="03.01/00001">
    ...
  </Entity>
</moreq2:AdditionalMetadataRoot>
```

Image 4: Example additional metadata export file

### 3.3 Format of the confirmation file during transfer

The format of the confirmation file is a text file containing comma separated values; abbreviation: CSV.

Each record contains the following values:

- Classification code of the transferred entity.
- Confirmation value («true» – if the entity has been successfully transferred to a third archive system).
- Reference to the transferred entity in the third archive system.

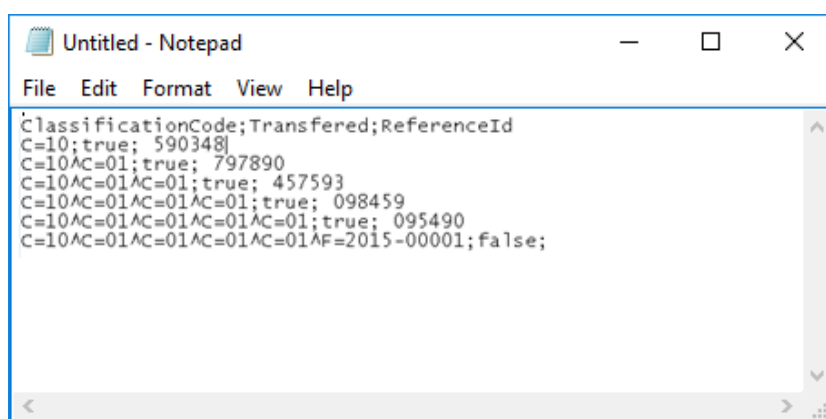


Image 5: Example of a confirmation file after transfer

## 4 USER MANUAL

### 4.1 Login and Logout

The user accesses the IMiS®/wClient application via a web browser (Google Chrome, Mozilla Firefox, MS Edge, ...) by entering the URL of IMiS®/wClient in the title bar. A login window appears in which the user can log into the IMiS®/ARCHive Server.

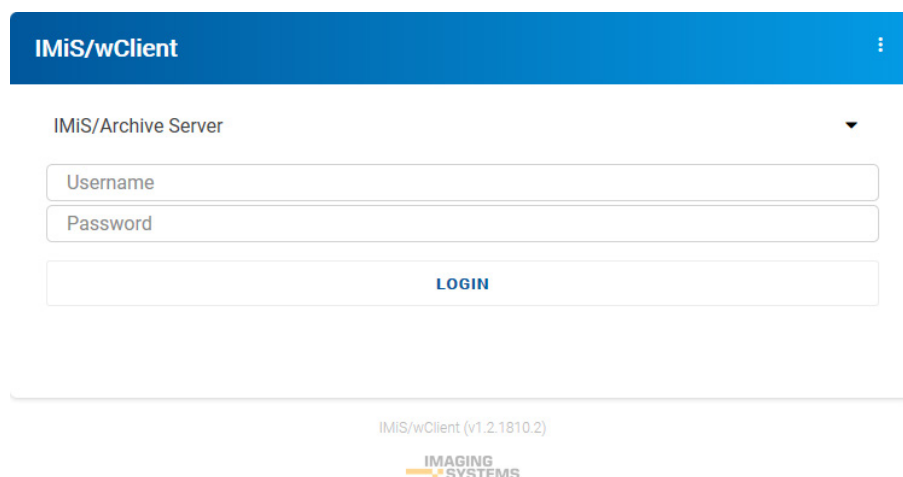


Image 6: Login on archive

#### 4.1.1 Cookie Policy

Before first login on the archive and every subsequent login (if cookies have been removed) the user has to agree to the use of cookies.

To ensure proper operation and a better user experience the website uses the following cookies:

- To remember last selected archive
- Current archive user identifier
- Archive token
- Entity handles
- Entity information visibility
- Current locale
- List mode
- Policy agreed
- Classification code visibility
- Description visibility
- Sort field
- Sort field descending.

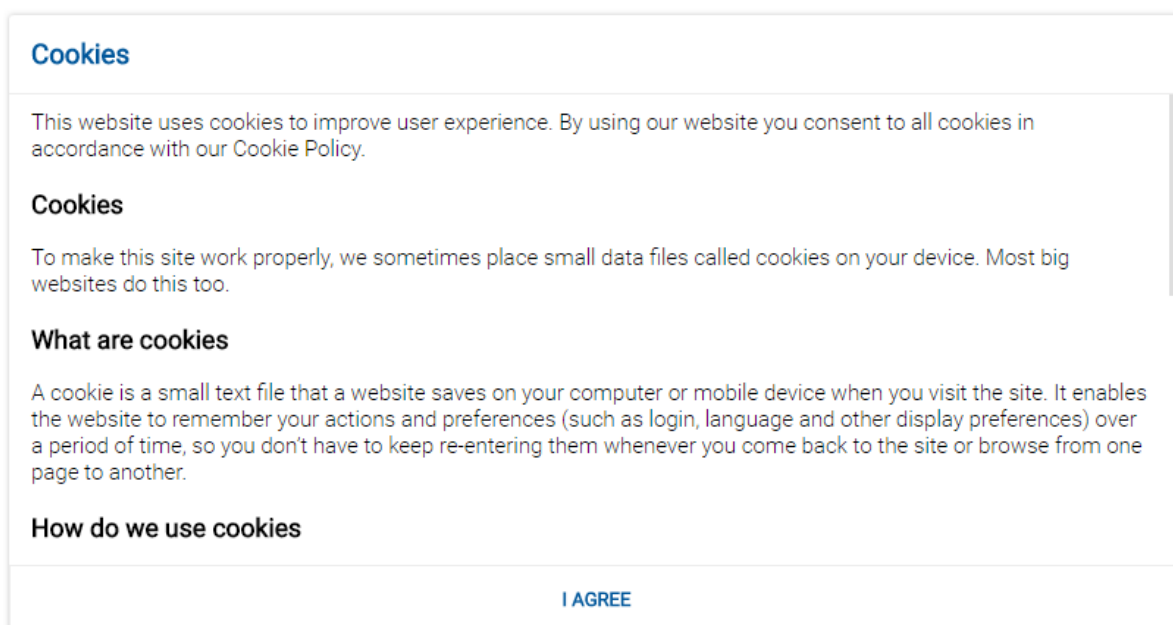



Image 7: Cookie Policy

#### 4.1.2 Localization

In the top right corner of the login window the user can choose the language of the IMiS®/wClient application from a list by clicking on the icon .

In agreement with the application developer Imaging Systems Inc., the language selection can be expanded as desired.

The languages currently supported are:

- English
- Slovene.

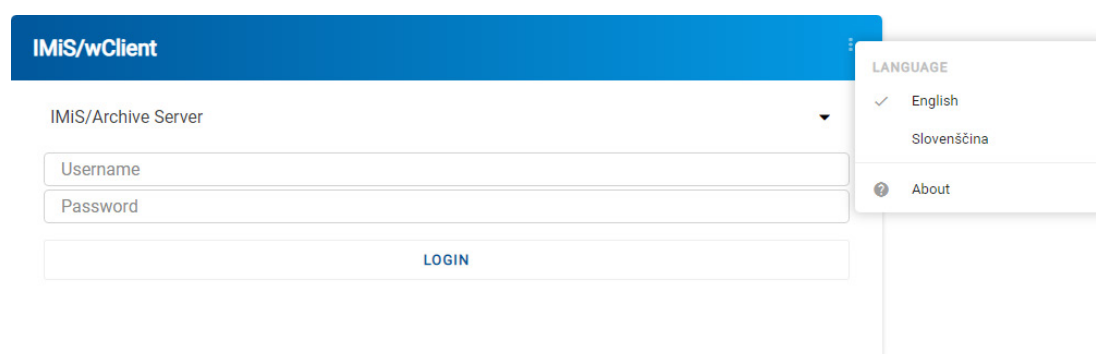


Image 8: Language selection



### 4.1.3 About

By selecting the »About« command, the user is shown a new window with the following information:

- IMiS® module name.
- IMiS® module version.
- Archive name and version.
- IMiS®/Storage Connector Services REST version.
- License Agreement.
- Notices and Trademarks.

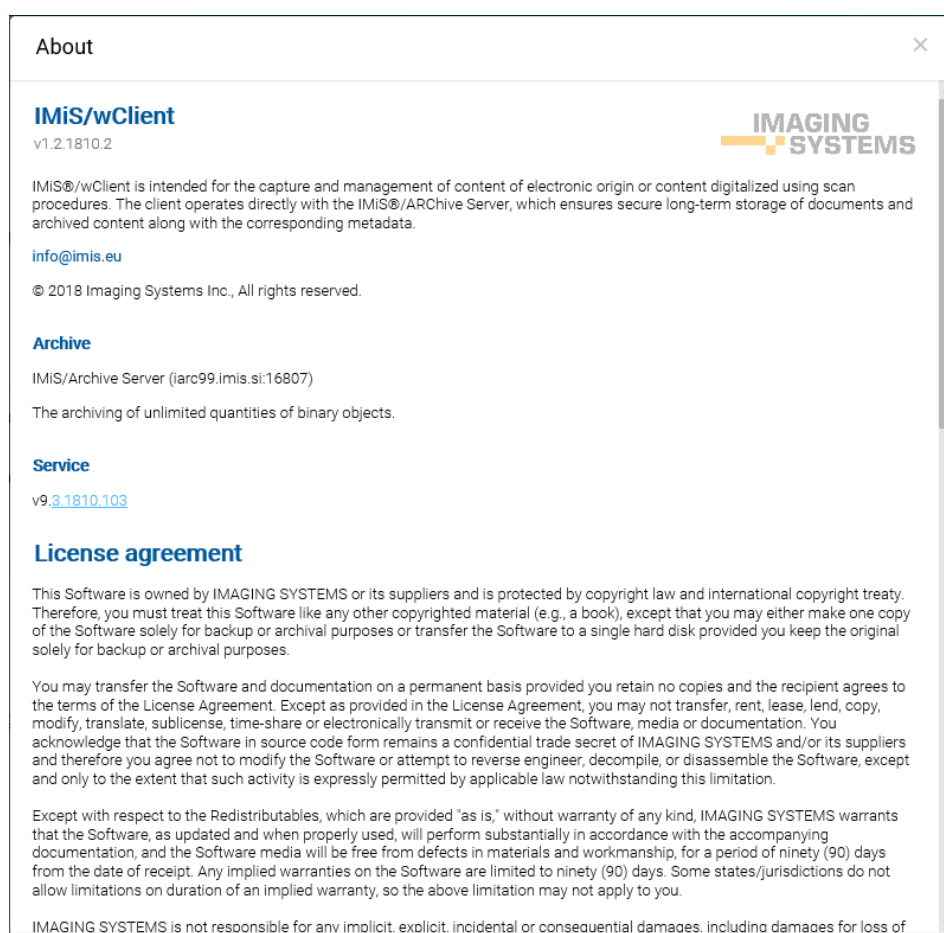


Image 9: About dialog box

#### 4.1.4 Login

The user logs into the archive of the IMiS®/ARCHive Server via the IMiS®/wClient by first selecting the relevant archive in the login window.

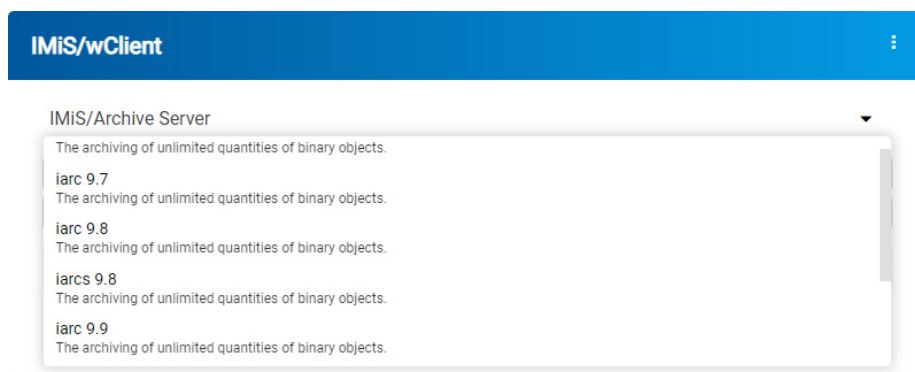


Image 10: A list of available archives

*Note:*

*The user can choose only among the archives predefined by the administrator. The user selects the archive from a list by clicking on the arrow in the top right area of the login window. The administrator is the only one who can remove an archive.*

The user enters his username in the field »Username« and his password in the field »Password«. The user confirms login with the »Log in« button.

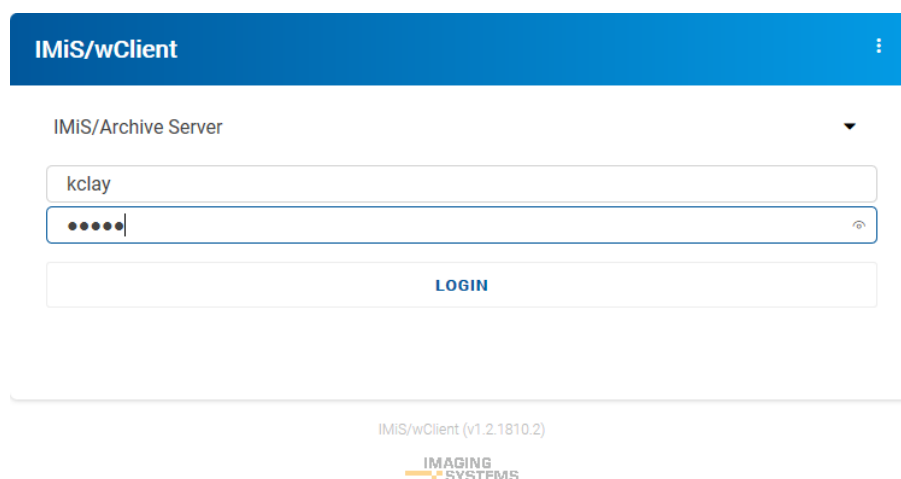


Image 11: Logging into the archive

After a successful login, the central view shows the user a list of root classes in the classification scheme of the selected archive to which the user has access rights.

### 4.1.5 Logout

The user logs out of the archive using the »Log out« command in the popup menu.

Access to the popup menu is enabled by clicking the arrow next to the user's name in the top right corner of the user interface.

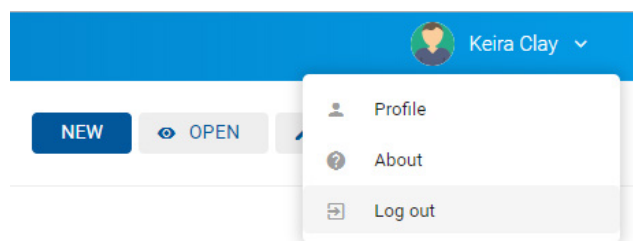


Image 12: Log out of the archive

## 4.2 Interface description

The user interface of the IMiS®/wClient is designed in accordance with contemporary design trends. It has preserved the concept of displaying the key data on the archive records, following the example of the desktop client IMiS®/Client.

Therefore, managing the archives and entities of the electronic archive is similar to managing regular folders and files, which makes use simple and familiar.

The user interface consists of six (6) main windows described below.

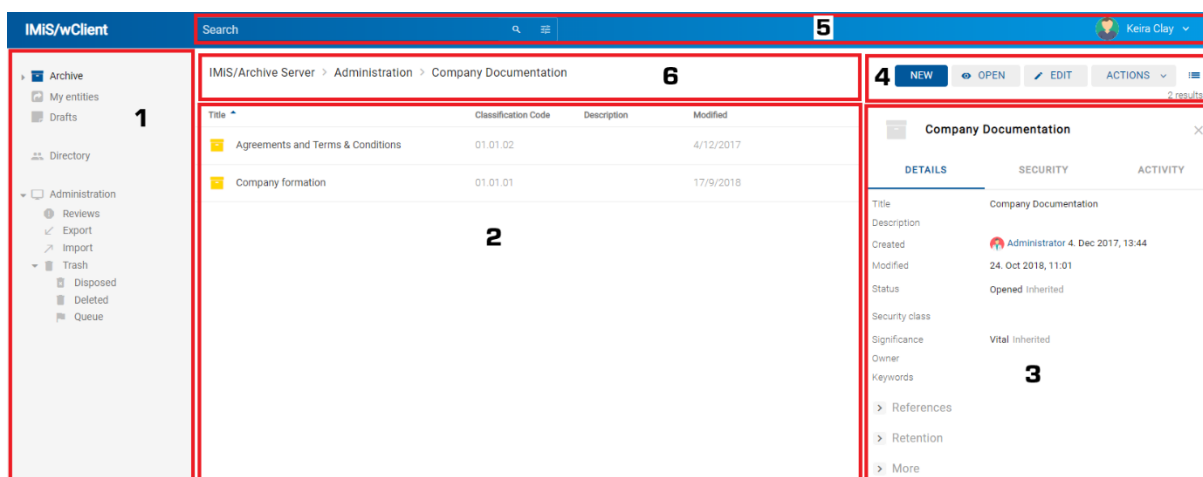


Image 13: User interface of the IMiS®/wClient

The left view of the user interface (number 1 in the image above) contains the following categories:

- Archive
- My entities
- Drafts
- Directory
- Administration.

For more information see chapter [Classification scheme](#).

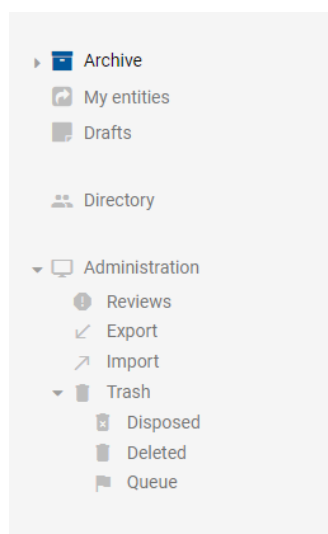


Image 14: Categories in the left view

In the central view of the user interface (number 2 in the image above) is a list of contained entities of the selected archive or entity. The archive contains only classes, while the class and folder may contain folders and documents.

IMiS/Archive Server &gt; Miscellaneous





Title ▲	Classification Code	Description	Modified
 複写資料が到着しました【武蔵大学図書館】	07/000043		18/10/2018
 Despatch_Telekom Slovenije.tif	07/000057		18/10/2018
 Invoice_Telekom Slovenije.pdf	07/000067		18/10/2018
 Payment transaction recorded in the PayU Sy...	07/000049		18/10/2018

Image 15: A list of entities

The contained entities are shown below the bar with the titles of the common attributes.

The »Title« is shown by default. If the user has also selected the »Classification code«, »Description« and »Modified« in the settings, the view also shows information on the selected entity.

More on the central view in the chapter [List of entities](#).

The right view of the user interface (number 3 in the image above) contains tabs which show different types of information on the selected entity. When viewing publicly accessible entity data, the user is generally provided public metadata on the entity in the »Details« tab and shown the user's effective rights on the entity in the »Security« tab.

Users with rights have access to the selected the audit log for the selected entity in the »Activity« tab and display of the selected retention periods and disposition holds in the »Retention« tab in Edit mode. If the user does not have the appropriate rights, the tabs are not shown.

For more information see the chapter [Entity information](#).

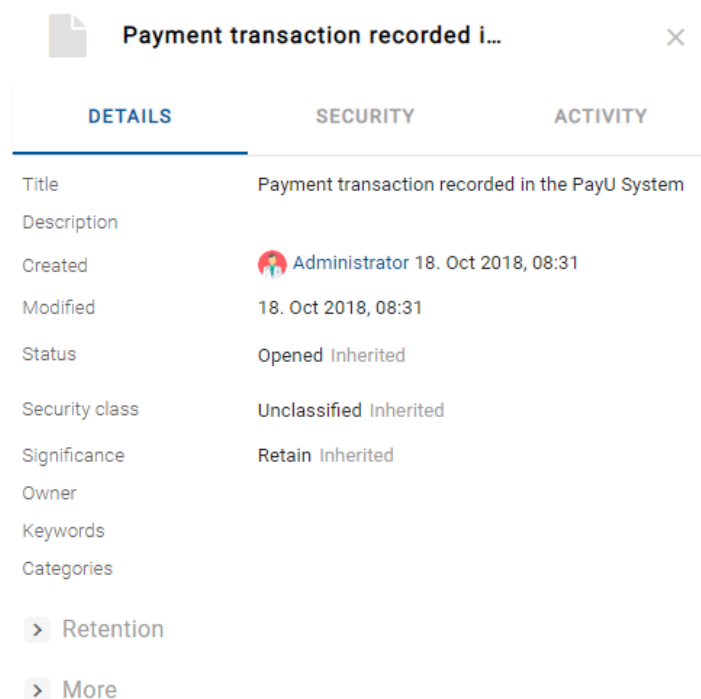


Image 16: Entity information

**Note:**

*The default setting of the IMiS®/wClient is to always show information on the entity and content.*

The command bar (number 4 in the image above) contains commands and actions.

They depend on the type and status of the element selected in the classification scheme or of the entity selected from the list of entities, and on the user's rights and role.

For more information see the chapter [Command bar](#).



Image 17: Display of the command bar

**Note:**

*If the »Archive« folder is selected, only the button for creating root classes (New) is enabled in the command bar.*

The header of the user interface (number 5 in the image above) contains:

- Information on the title of the application (IMiS®/wClient).
- A field for entering the search string with the option of selecting the search scope.

For more information see chapter [Search](#).

- Information on the user's profile and the program module.

For more information see chapter [Menu functions](#).



Image 18: Header of the user interface

To enable quicker access to entities, the user is provided a hierarchical view of the entity's position within the tree structure (number 6 in the image above) above the central view of the user interface. It enables quick access to the parent entities.

IMIS/Archive Server > Custom Relationship Man... > Invoicing and Crediting > Invoices > Takok 2018

Image 19: Hierarchical position of the entity within the tree structure

### 4.2.1 Classification scheme

In the left view of the IMiS®/wClient, the user is shown the following categories:

- Archive: root classes in the classification scheme.
- My entities: a list of entities accessed by the user.
- Drafts: drafts of document versions.
- Directory: a list of archive users.
- Administration: a system folder with subfolders.

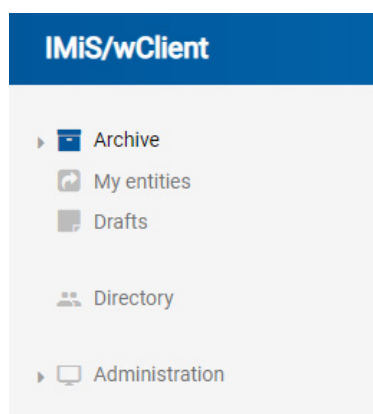


Image 20: Display of folders in the left view of the web client IMiS®/wClient

#### 4.2.1.1 The »Archive« folder

By selecting the »Archive« folder in the left view, the user is shown a list of archive root classes.

*Note:*

*By clicking on the arrow in front of the selected class, the user is shown a list of contained classes.*

*By configuring the server, the user can limit the number of levels for classes and folders in the classification scheme. The default setting specifies a hierarchy with a maximum of three (3) class levels.*

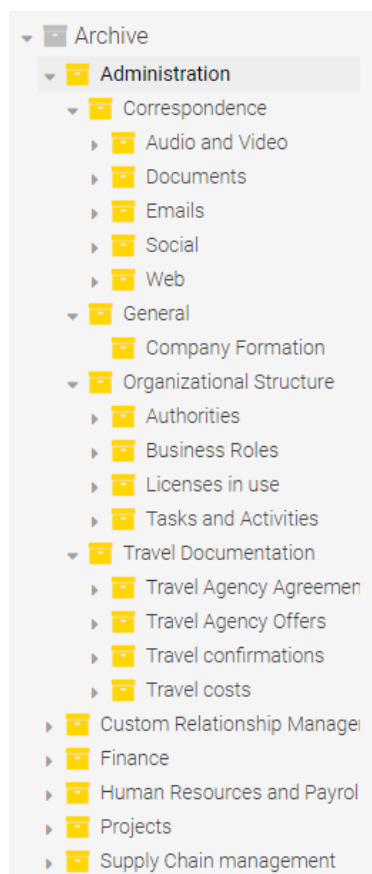


Image 21: The tree view of the classification scheme in the »Archive« folder

The IMiS®/ARChive Server does not limit the number of the archive's root classes nor the number of contained classes, folders or documents in an individual class or folder.



### 4.2.1.2 The »My entities« folder

By selecting the »Directory« folder in the left view, the user is shown a list of entities, whose owner is the current user, in the central view.

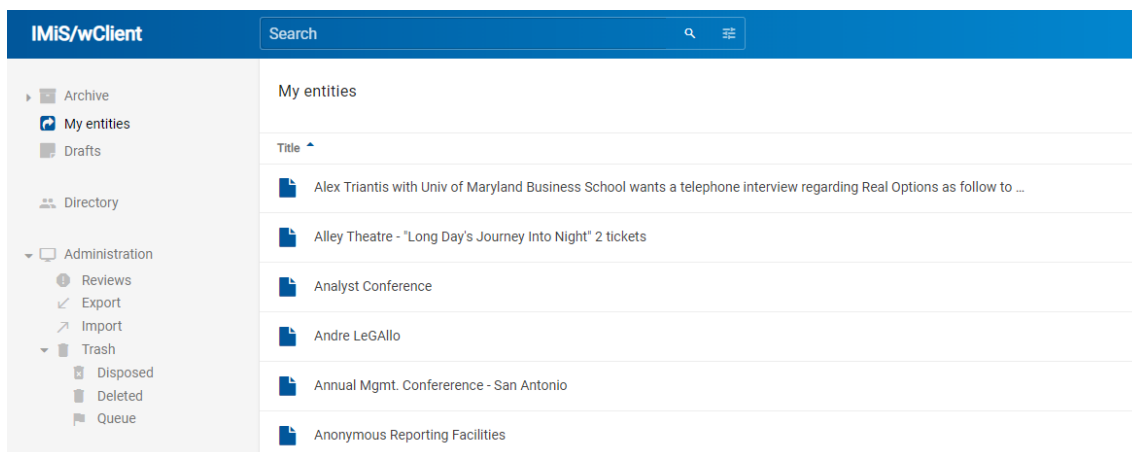


Image 22: Selecting the entity in the »My entities« folder in the central view

### 4.2.1.3 The »Drafts« folder

By selecting the »Drafts« folder in the left view, the user is shown a list of entity version drafts, to which the current user has access, in the central view.

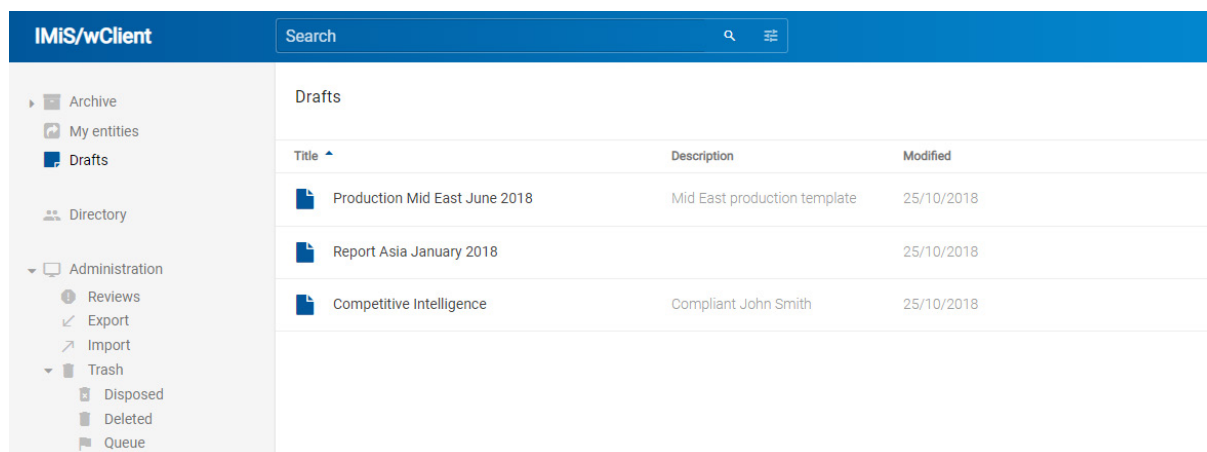


Image 23: Selecting the »Drafts« folder in the left view

#### 4.2.1.4 The »Directory« folder

By selecting the »Directory« folder in the left view, the user is shown a list of users or groups in the central view.

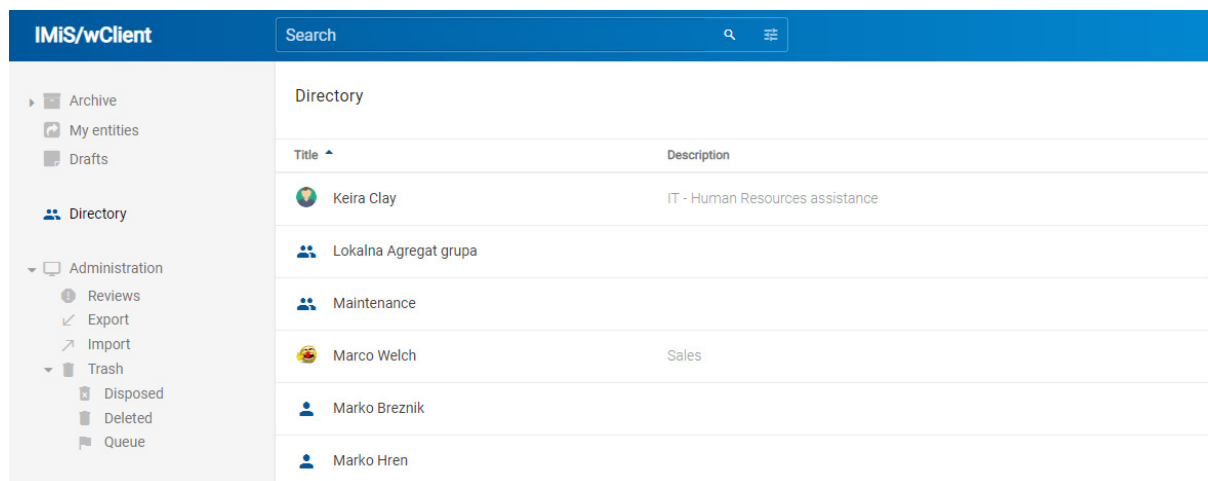



Image 24: The »Directory« folder in the left view

By selecting the  icon and »Details« command in the user or group record, the right view shows the user or group data.

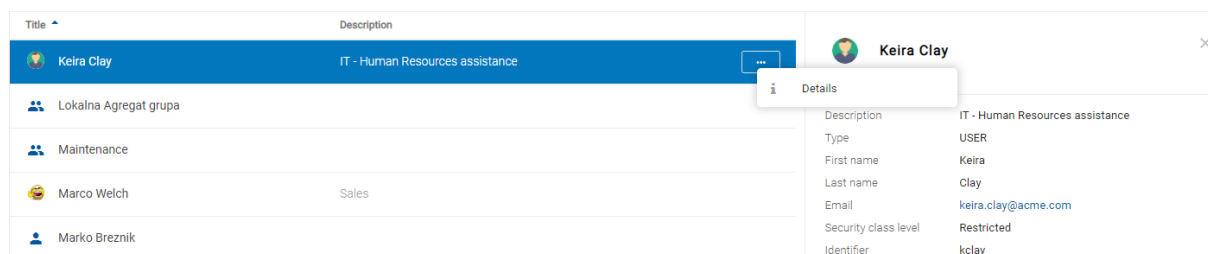


Image 25: User data

#### 4.2.1.5 The »Administration« folder

The folder »Administration« is available to the user in the left view with a default display of subfolders:

- **Reviews:** a list of reviews in the review process.  
For more information see chapter [Review process](#).
- **Export:** a list of entity exports containing reports.  
For more information see chapter [Export](#).

- Import: a list of entity imports containing reports.  
For more information see the chapter [Import](#).
- Trash: a list of deleted entities. This folder contains the following subfolders:
  - Disposed: a list of entities disposed of during the review process.
  - Deleted: a list of deleted entities.
  - Queue: a list of entities waiting for deletion.

### 4.2.2 List of entities

A list of contained entities (classes, folders or documents) of the selected class is located in the central view of the user interface. The contained entities are shown below the bar with the titles of the common attributes of the contained entities.

The order of the shown attributes is predefined and is as follows:

- 1) Title
- 2) Classification code
- 3) Description
- 4) Modified.

IMIS/Archive Server > Supply Chain management









Title	Classification Code	Description	Modified
 Maintenance	03.06		13/9/2018
 Manufacturing	03.04		22/8/2018
 Planning and Control	03.01		22/8/2018
 Procurement	03.03		22/8/2018
 Production	03.07	Production docu...	27/9/2018
 Quality Management	03.05		22/8/2018
 Work Organization	03.02		22/8/2018

Image 26: A list of contained entities of the selected entity

The user can add or remove the columns of the selected attribute »Classification code«, »Description« and »Modified« with the icon  in the command bar. The »Title« column is always present and cannot be removed.

For more information on the entity display options see chapter [Menu functions](#).

By selecting the arrow or title of the column of the selected attribute »Title« or »Classification code«, the user specifies the order of the entities shown.

IMiS/Archive Server > Supply Chain management








Title	Classification Code	Description	Modified
 Planning and Control	03.01		22/8/2018
 Work Organization	03.02		22/8/2018
 Procurement	03.03		22/8/2018
 Manufacturing	03.04		22/8/2018
 Quality Management	03.05		22/8/2018
 Maintenance	03.06		13/9/2018
 Production	03.07	Production docu...	27/9/2018

Image 27: Selecting the order of displaying the list of entities

**Note:**

*The setting of displayed attributes applies to the selected browser at the level of the entire archive for all entities shown on the list of contained entities.*

**Tip:**

*In order to preserve a clear classification scheme and limit the moving of entities, users are advised AGAINST classifying documents directly into classes but always in folders.*

### 4.2.3 Entity information

Information about the selected entity is found in the right view of the IMiS®/wClient user interface. The tabs are available in the following modes of displaying information on the selected entity:

- »Preview«: a display of tabs and their contents which are publicly accessible to the user.
- »Open«: a display of tabs according to the user's effective permissions.
- »Edit«: a dialog box opens with the attributes whose values can be modified.
- »Details«: contains system metadata that may be edited, and the predefined metadata of the entity. In the reading mode the tabs show all the data for which the user has the read permission.
- »Security«: contains an overview of the effective permissions of groups and users for the selected entity. A user with the »Change permissions« effective permission is enabled the editing of explicit access rights for a selected entity user or group that has predefined effective permissions on the entity.
- »Activity Log«: contains the audit log for the selected entity.

A user with the »AuditLogQuery« role is enabled to review the audit log data.

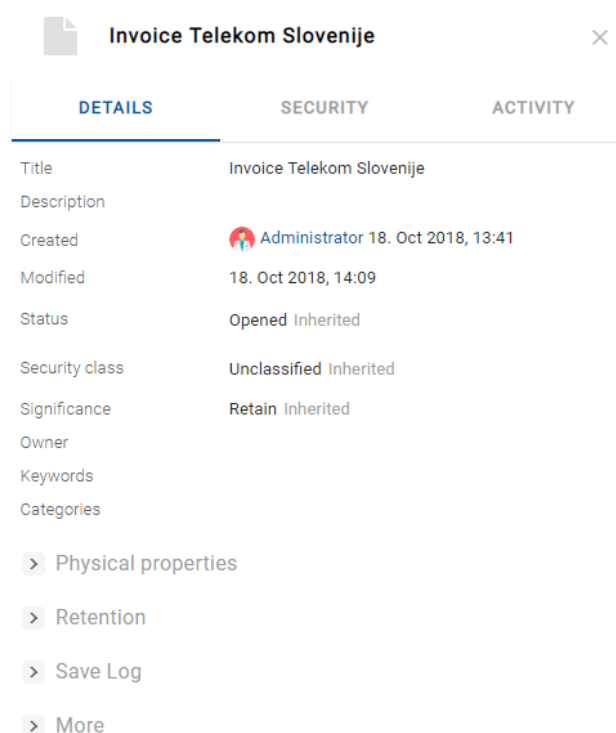


Image 28: Tabs containing entity information in the reading mode

### 4.2.3.1 The »Details« tab

The »Details« tab contains a list of the metadata of the selected entity.

The first column gives the titles of attributes, while the second column displays their values.

#### 4.2.3.1.1 General metadata

The »Details« tab contains general and general metadata for the selected entity.

By selecting the name in front of a given set, the user is shown the remaining entity details.

For more information see chapter [General system attributes](#).

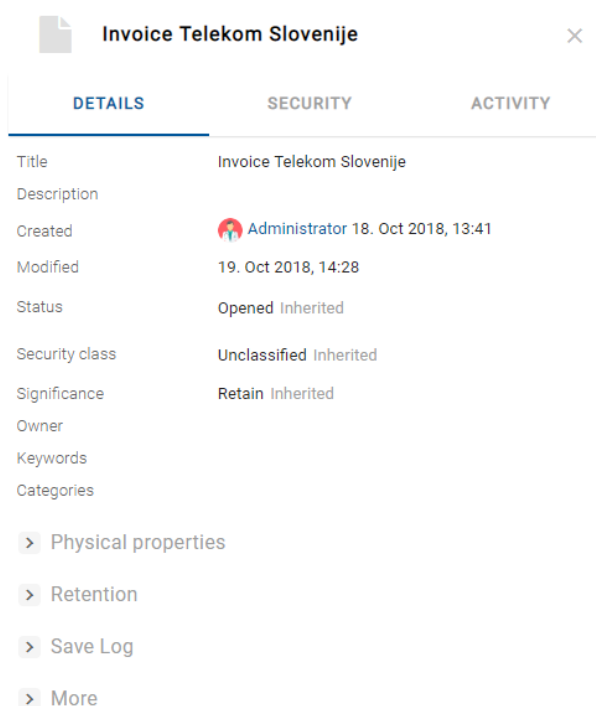
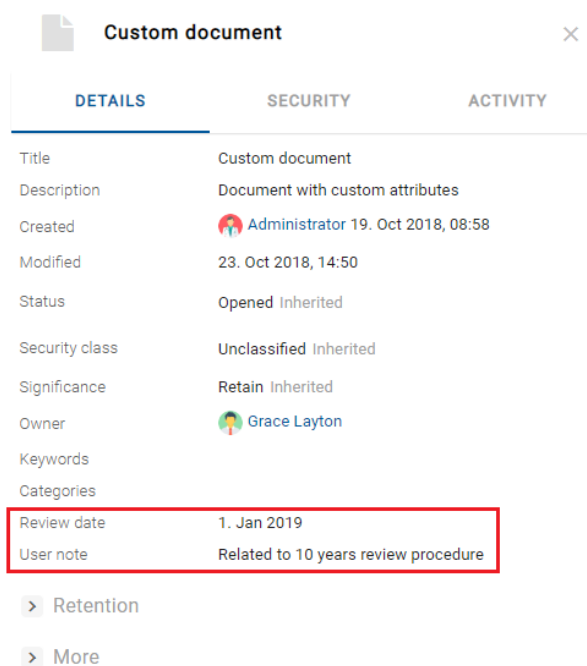


Image 29: The »Details« tab in the reading mode

#### 4.2.3.1.2 Custom metadata

If using a suitable template, the user with the appropriate rights can predefine the »Custom« metadata when creating or editing an entity.

They are available to the user in open mode in the »Details« tab.



**Custom document** ✕

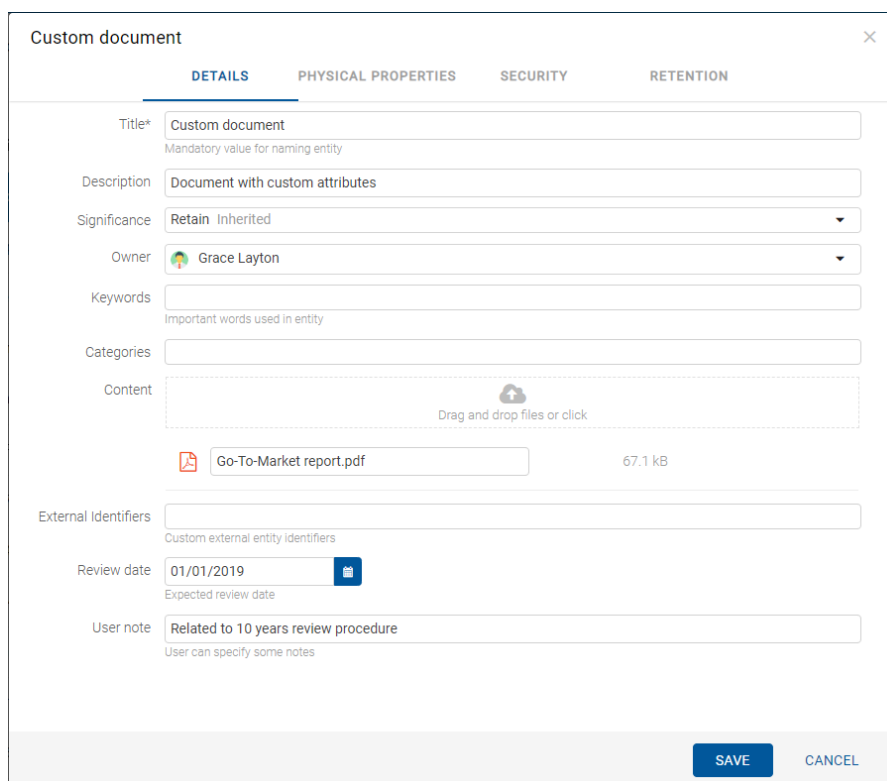
DETAILS	SECURITY	ACTIVITY
Title	Custom document	
Description	Document with custom attributes	
Created	Administrator 19. Oct 2018, 08:58	
Modified	23. Oct 2018, 14:50	
Status	Opened Inherited	
Security class	Unclassified Inherited	
Significance	Retain Inherited	
Owner	Grace Layton	
Keywords		
Categories		
Review date	1. Jan 2019	
User note	Related to 10 years review procedure	

> Retention

> More

Image 30: Custom metadata in the reading mode

In edit mode the user has the option of editing »Custom« metadata.



**Custom document** ✕

DETAILS	PHYSICAL PROPERTIES	SECURITY	RETENTION
Title*	Custom document <small>Mandatory value for naming entity</small>		
Description	Document with custom attributes		
Significance	Retain Inherited		
Owner	Grace Layton		
Keywords	 <small>Important words used in entity</small>		
Categories			
Content	<div>  Drag and drop files or click </div> <div>  Go-To-Market report.pdf 67.1 kB </div>		
External Identifiers	 <small>Custom external entity identifiers</small>		
Review date	01/01/2019 <small>Expected review date</small>		
User note	Related to 10 years review procedure <small>User can specify some notes</small>		

SAVE CANCEL

Image 31: »Custom« metadata in edit mode

#### 4.2.3.1.3 System metadata

Unlike the general metadata, which are publicly accessible and can be edited and changed by the user, the system metadata are read-only. The user can access them by selecting the arrow in front of the »More« record.

For more information see chapter [General system attributes](#).

Invoice Telekom Slovenije	
DETAILS	SECURITY
Title	Invoice Telekom Slovenije
Description	
Created	Administrator 18. Oct 2018, 13:41
Modified	18. Oct 2018, 14:09
Status	Opened Inherited
Security class	Unclassified Inherited
Significance	Retain Inherited
Owner	
Keywords	
Categories	
Retention	
10 years	
Inherited	
Valid for	Classes  Folders  Documents
More	
Classification Code	07/000076
Template	<a href="#">Document</a>
Type	Document
Permanent	No
Authenticity evidence	GET
Accessed	18. Oct 2018, 15:38
Opened	18. Oct 2018, 13:41
Identifier	mHiUj-CyorU4JtRp9TrWgsv8V4g57-3r
External Identifiers	

Image 32: The »Details« tab in reading mode

#### 4.2.3.1.4 Reference

The user with the effective »Change references« permission can add new references, edit and delete them.

In the »References« set the user is shown the references to other entities by clicking on the arrow in front of the name in open mode.





Image 33: References in the »Details« tab

For more information see chapter [Adding and editing references](#).

#### 4.2.3.1.5 Email

In the »Email« set the user is shown the email metadata by clicking on the arrow in front of the name in the reading mode (Open). Only the documents created based on the email template are shown.

For more information see chapter [Email attributes](#).

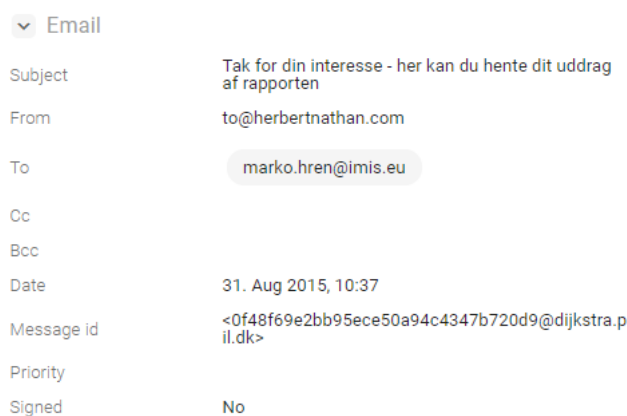


Image 34: Email data in the reading mode

In edit mode the user has the option to review email metadata but not to edit them.

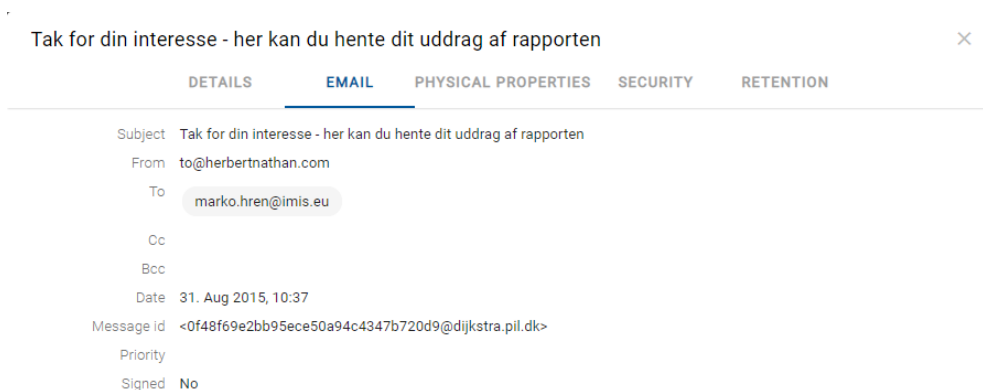


Image 35: Email data in the editing mode

#### 4.2.3.1.6 Physical content

The »Physical properties« set is available to the user only if the value of at least one attribute has been defined. By clicking on the arrow in front of the name in open mode, the user is shown the physical content metadata.

For more information see chapter [Physical content attributes](#).

Physical properties	
Identifier	ID435
Description	Building 4, Floor 2nd, Room 5, Cabinet 2, Shelf 1
Status	CheckedOut, 26. Sep 2018, 11:47
Home location	Brnčičeva 41G
Current location	Dunajska cesta 56
Custodian	Alex Nelson
Return due	28. Sep 2018

Image 36: Physical content data in the reading mode

In edit mode the user has the option of editing all metadata.

Information about a new payment transaction
×

DETAILS
EMAIL
**PHYSICAL PROPERTIES**
SECURITY
RETENTION

Identifier
ID435

Description
Building 4, Floor 2nd, Room 5, Cabinet 2, Shelf 1

Status
CheckedOut

Status change 26. Sep 2018, 11:47

Home location
Brnčičeva 41G

Current location
Dunajska cesta 56

Custodian
Alex Nelson

Return due
09/28/2018

Image 37: Physical content data in the editing mode

#### 4.2.3.1.7 Retention

A user with the »Change retention« effective permission is enabled the adding and editing of retention and disposition hold periods.

In the »Retention« set the user is shown the settings for the selected retention and disposition hold periods in the preview or reading mode by clicking on the arrow in front of the name.

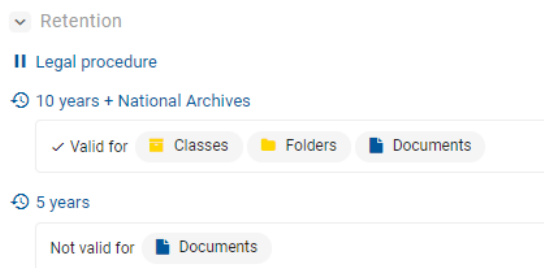


Image 38: Retention and disposition hold periods in the »Retention« tab

By clicking on the »Disposition hold« title, a notification window opens, containing the following information:

- Name: unique name of the disposition hold.
- Description: a short description of the disposition hold.
- Reason: the reason for creating a disposition hold.
- Identifier: unique identifier of the disposition hold.

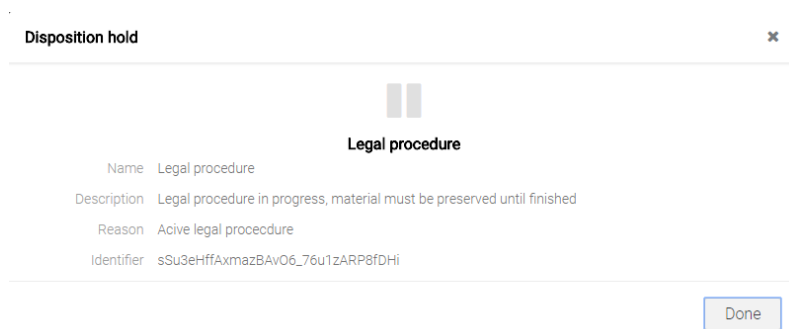


Image 39: Dialog box with the information on disposition hold

By clicking on the »Retention policy« title, a notification window opens, containing the following information:

- Name: unique name of the retention policy.
- Description: short description of the retention policy.
- Detailed description: detailed description of the retention policy.
- Action: the default action from the list of actions for entity.
- Identifier: unique identifier of the retention policy.
- Mandates: mandates for an individual retention policy.

The user closes the notification window by selecting the »Done« button.

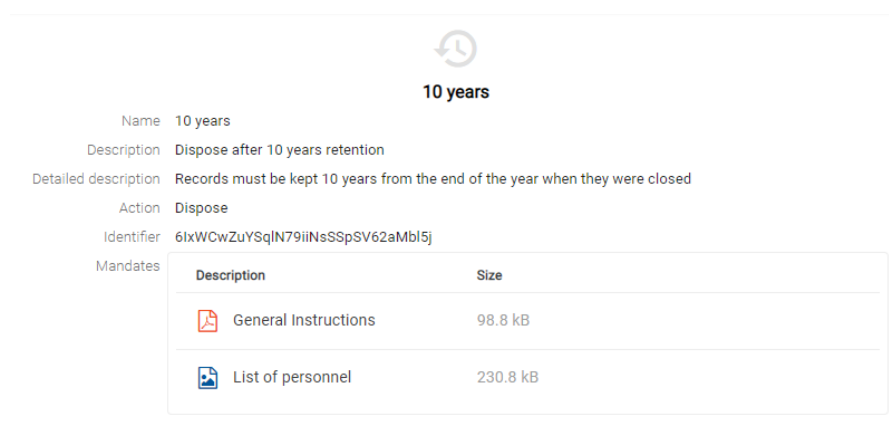


Image 40: Dialog box with the information on retention policy

By selecting the icon and the command »Preview« on the mandate record, the content opens for the user in the viewer.

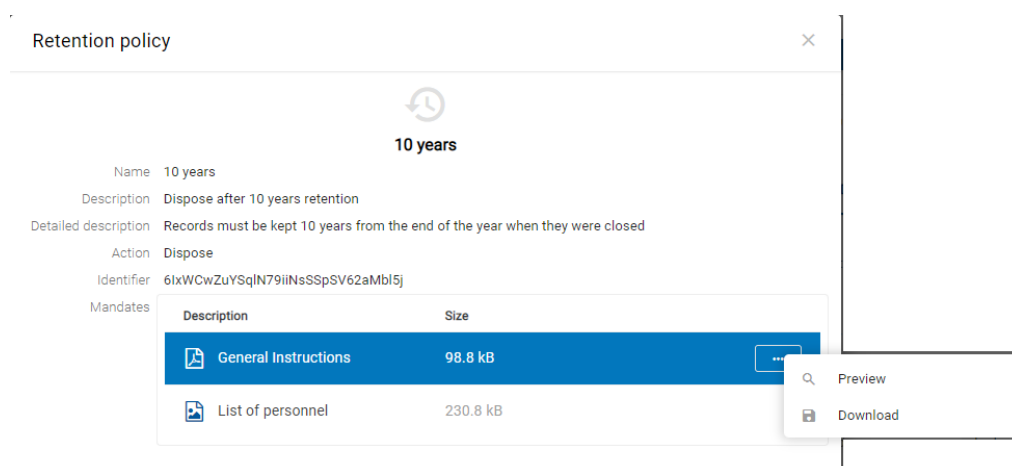


Image 41: A dialog box for selecting an action on the mandate

With the command »Preview« the user opens the content.

With the command »Download« the user downloads the mandate to the device.

By selecting the arrow on the notification about a downloaded document, the user can open the popup menu and execute the relevant action.



Image 42: An example of selecting a download

The user closes the notification window by selecting the »Done« button.

For more information on editing retention and disposition hold periods see chapter [Editing retention policies](#).

#### 4.2.3.1.8 Save log

After checking the validity of electronic signatures and digital certificates upon capture, a »Save log« is created. The user can review it in the open mode by selecting the arrow in front of the »Save log« closed set.

For more information see chapter [Checking the validity of the digital certificate](#).

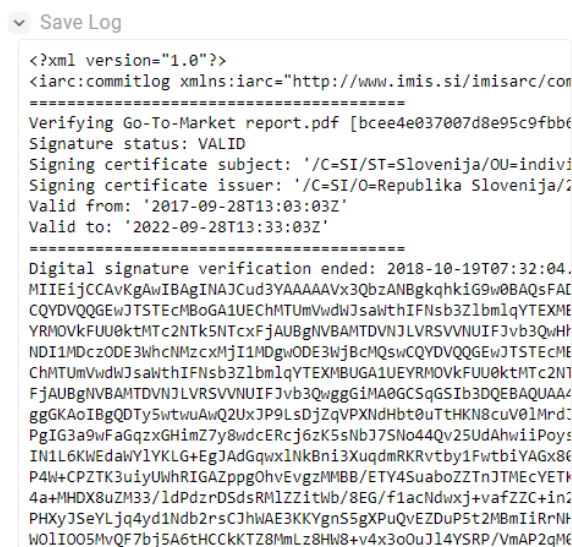


Image 43: A report on checking the validity of electronic signatures and digital certificates

### 4.2.3.2 The »Security« tab

The »Security« tab is intended for reviewing the access control list (ACL) or the list of explicit permissions of groups or users on the entity and its metadata.

In the preview mode the user is shown a list of the access control list (ACL) for the logged user.

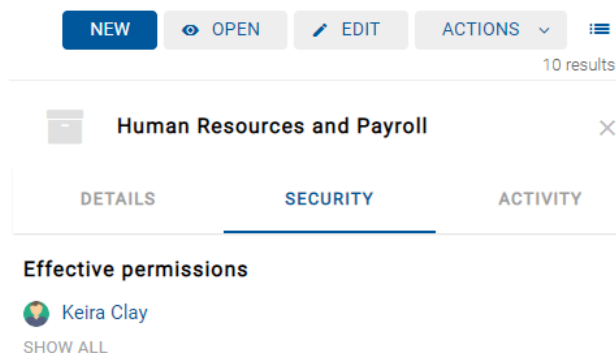


Image 44: The »Security« tab for a logged user in the preview mode

By expanding the display (Show all) under the title of the user or group, the list shows the current status of »Effective permissions« for the selected entity.

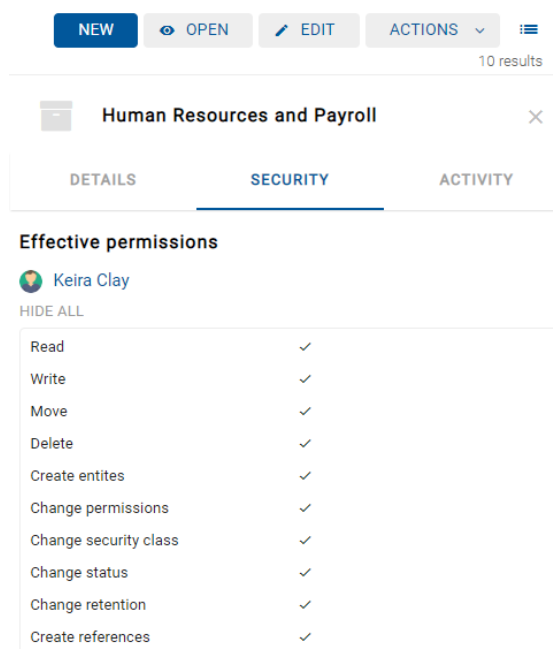


Image 45: A list of effective permissions for the logged user in the preview and reading mode

The list of permissions granted to the user (on the selected entity) consists of the following permissions:

- Read: permission to read data on the selected entity (view metadata and content files).
- Write: permission to edit entity data (write metadata and add content files).
- Move: permission to move the entity within the classification scheme.
- Delete: permission to delete entity data (delete metadata and remove content files).
- Create entities: permission to create sub-entities inside the selected entity.
- Change permissions: permission to change the effective permissions of other users on the selected entity.
- Change security class: permission to change the security class of the selected entity.
- Change status: permission to change the status of a selected entity.
- Change retention: permission to read and change the content of »Retention« tab.
- Create reference: permission to create a reference to another reference.

In the reading mode the user is shown a list of all users or groups that have been granted at least one explicit permission on the selected entity in the access control list (ACL).

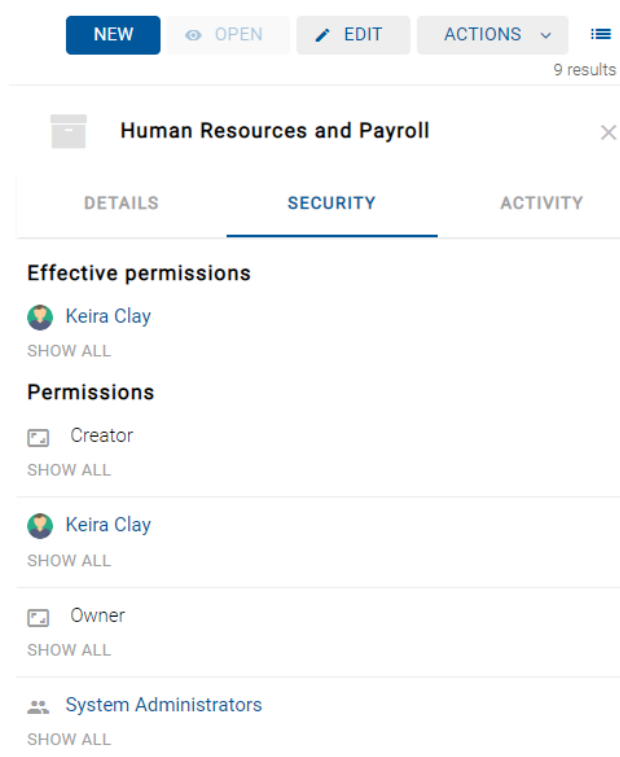


Image 46: A list of users/groups with access rights to the entity in the reading mode

### 4.2.3.3 The »Activity« tab

The »Activity« tab shows the audit log for the selected entity.

This tab is shown to the user with the »AuditLogQuery« role.

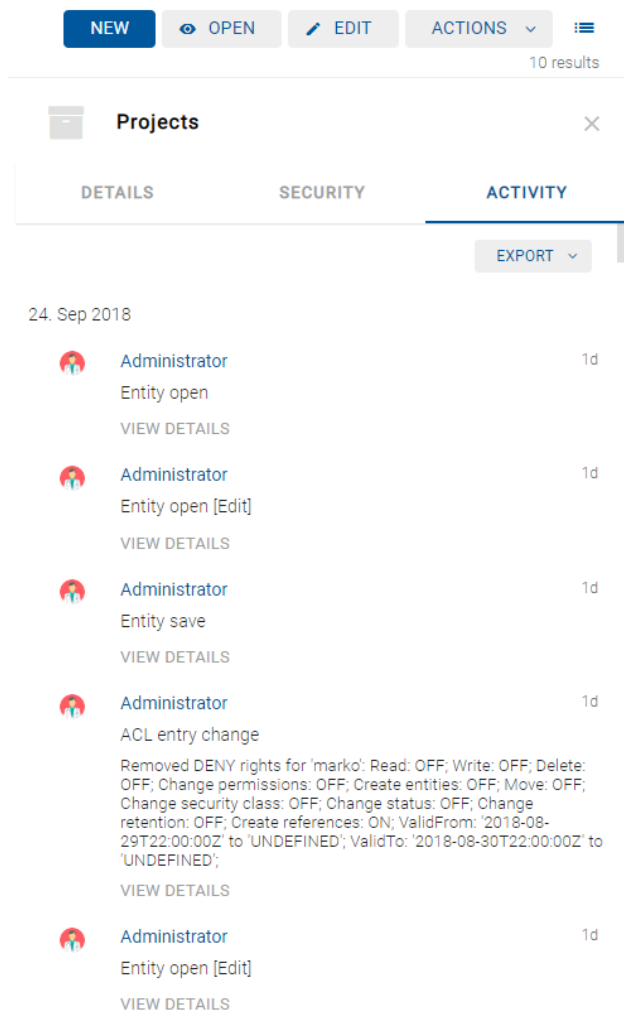


Image 47: The »Activity« tab in the preview and reading mode



The audit log records the following information:

- User: name of the user who performed an action on the selected entity.  
By clicking on the user's name, a notification window opens, showing user information.
- Event type: type of event that was performed on the selected entity.

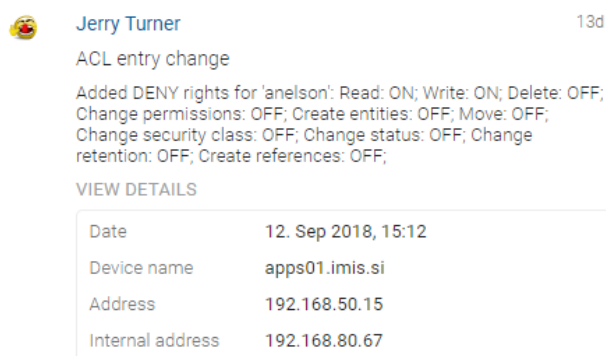


Image 48: User information

- Date: time when an action was performed on the selected entity.
- Device name: name of device, from where the command to perform the action on the selected entity came from.
- Address: the network address from where the command to perform the action on the selected entity came from.
- Internal address: IP address, which is set by opening a new session with the REST service.

When choosing the »Export« command in the right upper button, a popup menu appears with the possible audit log export formats for the selected entity. The supported formats are CSV and XML. When a format is chosen, a dialog box appears enabling the user to save the audit log to the file system.

#### 4.2.4 Command bar

After the user logs in to the selected archive, the following commands appear in the command bar above the information on the selected entity:

- New: creates a new root class or contained entity.
- Open: opens the selected entity in the reading mode.
- Edit: opens the selected entity in the editing mode.

- »Actions«: contains commands for performing various operations on the selected entity:
  - »Status«: edits the status of the entity via a dialog box, which also offers the option to enter the reasons for the changes performed.
  - »Security class«: changes the entity's security class via a dialog box, which requires the user to enter the reasons for the change performed.
  - New reference: adding a connection to another entity in the classification scheme via a dialog box.  
For more information see chapter [The »Details« tab](#).
  - New version: creating a new version of the selected document in the classification scheme via a dialog box.  
For more information see chapter [Versioning](#).
  - »Authenticity evidence«: retrieves authenticity evidence for the selected entity.
  - »Move«: moves the selected entity around the classification scheme of the archive.
  - Delete: deletes the selected entity.
  - Export: exports the selected entities of the archive.

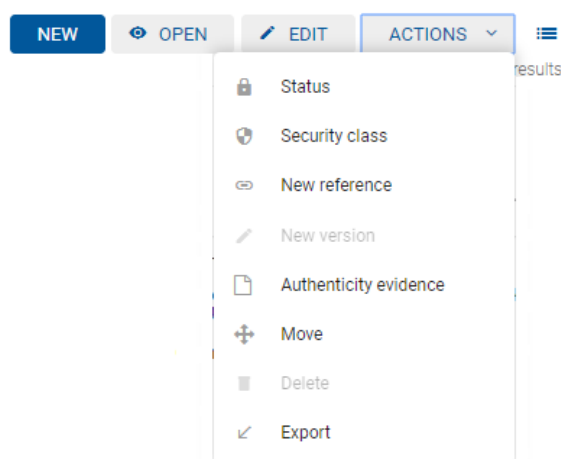


Image 49: Command bar above the information of the selected entity

Below the command bar is the search results counter. It displays the number of entities on the list in the central view.

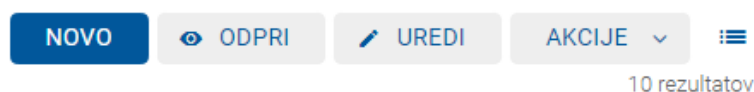


Image 50: The search results counter

## 4.2.5 Menu functions

### 4.2.5.1 User and application information

By selecting the arrow next to the user's name, the following commands are available in the popup menu:

- Profile: information about the user.
- About: information about the application and license agreement.
- Log out: log out from the application. After logging out of the selected archive, a dialog box appears for the user to log in again to the selected archive.

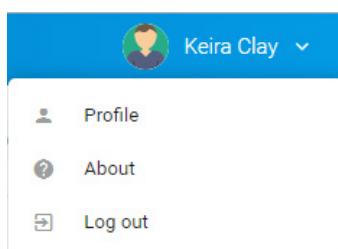


Image 51: Popup menu in the header of the user interface

#### 4.2.5.1.1 User profile

By selecting on »Profile«, a dialog window opens, showing the following user details:

- Description: a short description of the user.
- Type: type of user (user, group).
- First name: the first name of the user.
- Last name: the last name of the user.
- Email: the email address of the user.
- Security class level: the security class level of the user.
- Identifier: the unique identifier of the user.

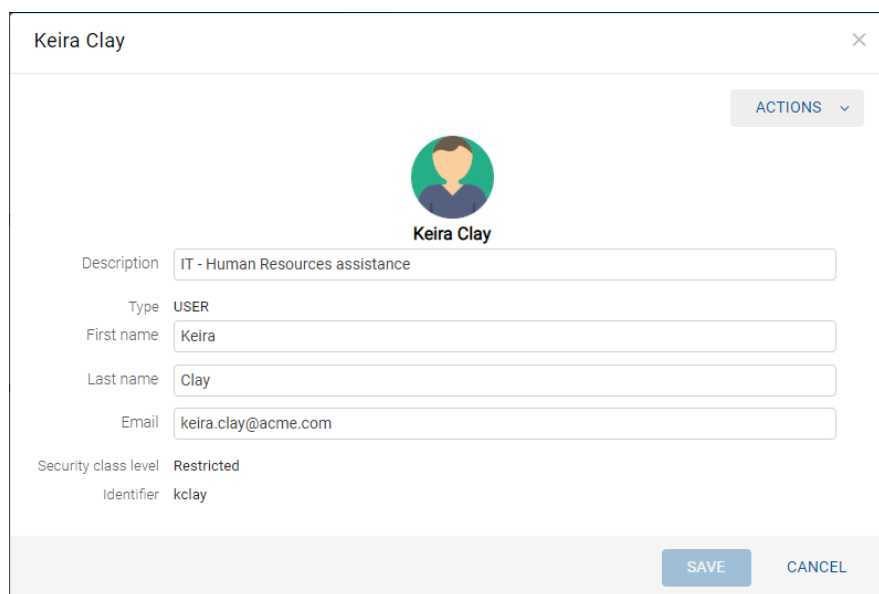


Image 52: Display of the window with user details

By clicking on the »Actions« button in the top right of the window, the following options are available to the user in the popup menu:

- Change avatar: selecting a new image file from the file system. The change becomes effective as soon as the file selection is confirmed.
- Remove avatar: removal of the existing image. After the removal it is replaced by the default image.
- Change password: changing the existing user password with a new one.

The user confirms the change of password with the »Change password« button.

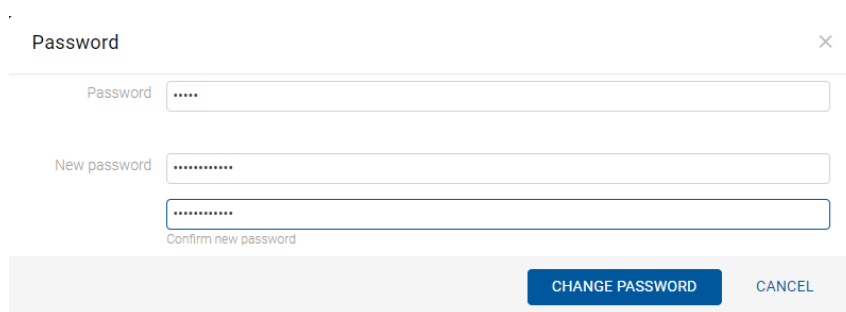


Image 53: Display of the window for changing the user password


#### 4.2.5.1.2 About

More information on the »About« command is available to the user in the chapter [About](#).

### 4.2.5.1.3 Log out

By selecting the »Log out« command, the user logs out of the archive. A login window appears for logging in to the archive. For more information see chapter [Login and logout](#).

### 4.2.5.2 Display of entities

By selecting the icon  to the right of the command bar, the user can define the display mode for the list of entities.

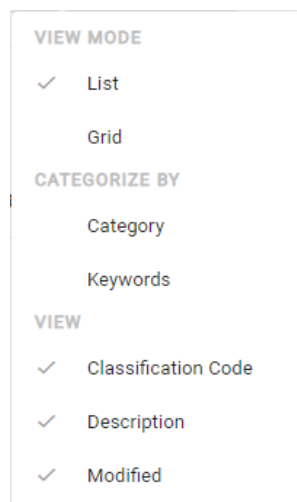


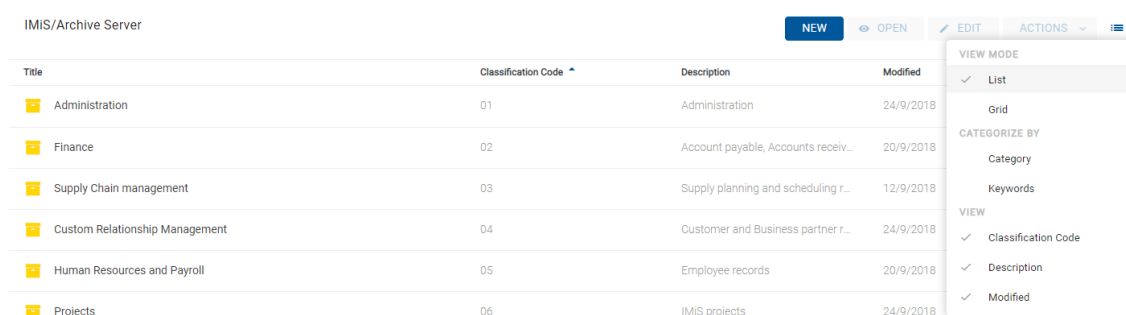
Image 54: Setting the display of entities

#### 4.2.5.2.1 View mode

In the »View mode« set the user defines how the entities are displayed in the central view.

The two available options are:

- List
- Grid.



Title	Classification Code	Description	Modified
Administration	01	Administration	24/9/2018
Finance	02	Account payable, Accounts receiv...	20/9/2018
Supply Chain management	03	Supply planning and scheduling r...	12/9/2018
Custom Relationship Management	04	Customer and Business partner r...	24/9/2018
Human Resources and Payroll	05	Employee records	20/9/2018
Projects	06	IMIS projects	24/9/2018

Image 55: Entities shown on a list

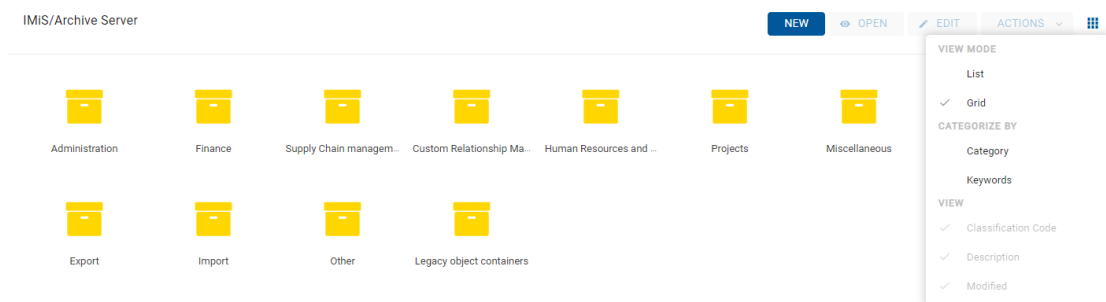


Image 56: Entities shown in a grid

#### 4.2.5.2.2 Categorization

In the »Categorize by« set the user defines how the entities are classified in the central view. Categorization enables a view of entities belonging to the same category at the same hierarchical level.

Two categorization options are available:

- Category
- Keywords.

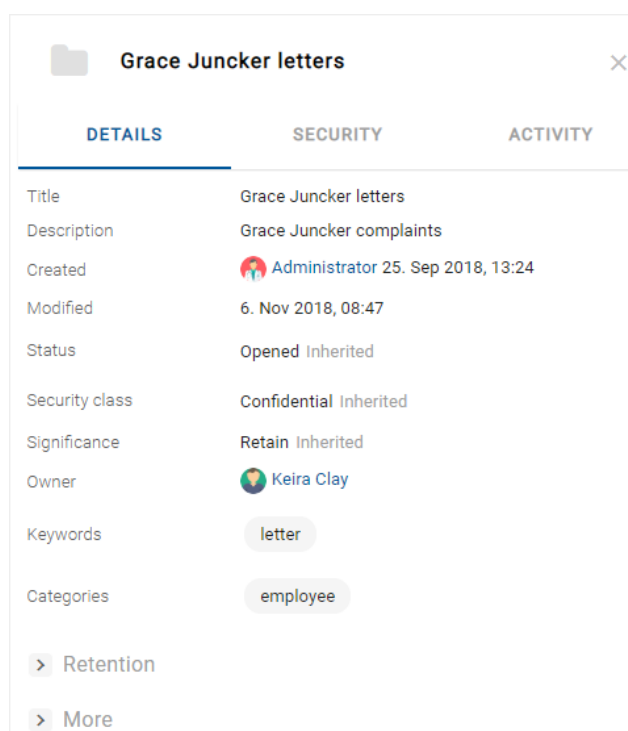


Image 57: An example of an entity with a defined value of the »Categories« attribute

If the value of the »Categories« attribute has been defined, the central view shows the user a list of entities classified into the same category at a specific hierarchical level.

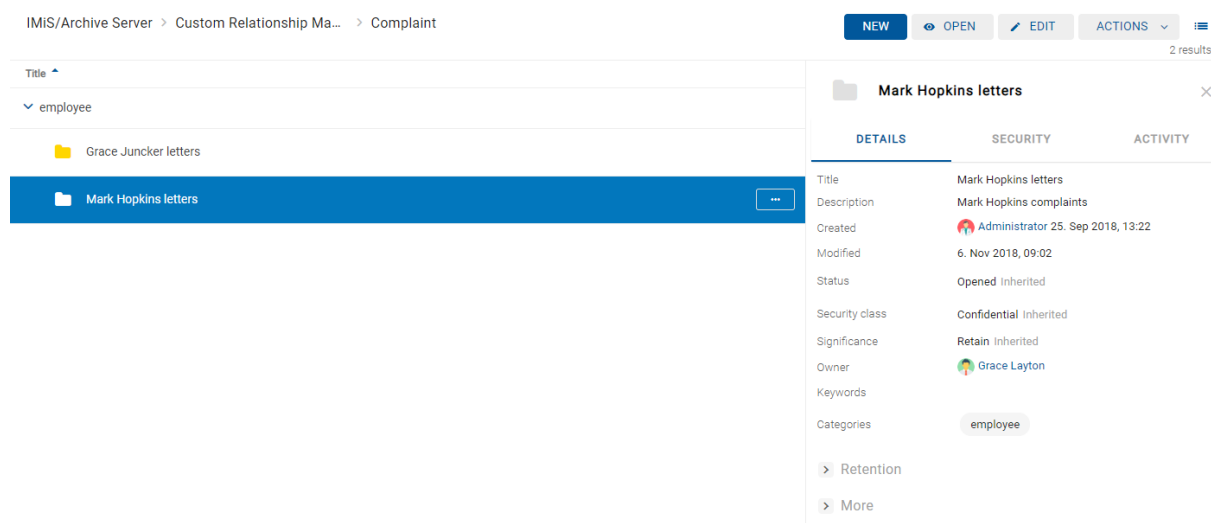


Image 58: A categorized »Categories« view

If the value of the »Keywords« attribute has been defined, the central view shows the user a list of entities with the same keyword at a specific hierarchical level.

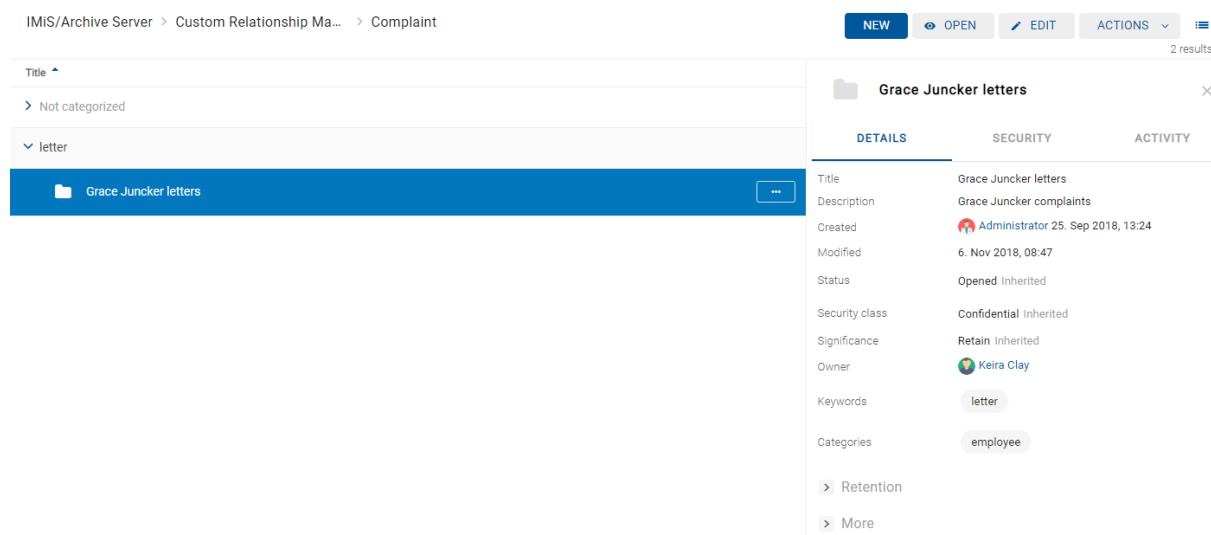
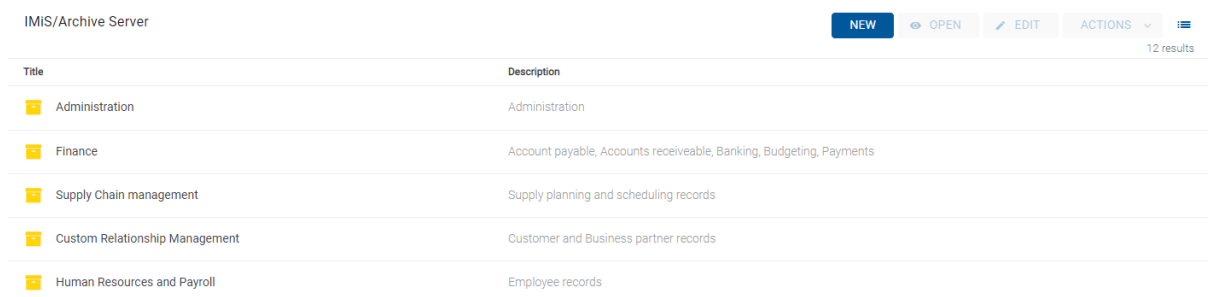


Image 59: A categorized »Keywords« view

#### 4.2.5.2.3 View

In the »View« set the user defines which columns of the selected attributes will be displayed in the central view. The user can add or remove the following columns of the selected attributes:

- Classification code
- Description
- Modified.



Title	Description
Administration	Administration
Finance	Account payable, Accounts receivable, Banking, Budgeting, Payments
Supply Chain management	Supply planning and scheduling records
Custom Relationship Management	Customer and Business partner records
Human Resources and Payroll	Employee records

Image 60: Display of the columns of the selected attributes of »Title« and »Description«

#### 4.2.6 Search

Located above the central view in the header of the user interface is the »Search« field.

It enables the user to search by the metadata of selected entities and to search by the entire text of the content of documents over the entire archive.

For more information on search options see chapter [Search functions](#).

### 4.3 Actions

This chapter describes the actions of the IMiS®/wClient on the selected archive:

- [Entity access](#)
- [Creating an entity](#)
- [Editing entity data](#)
- [Entity move](#)
- [Content management](#)
- [Versioning](#)
- [Search functions](#)
- [Archiving email messages](#)
- [Acquiring authenticity evidence](#)



- [Import](#)
- [Export](#)
- [Deleting an entity.](#)

### 4.3.1 Entity access

Access to the entity in the classification scheme depends on the security class of the entities, the user's security class level, and the user's access right.

For more information on security classes see chapter [Access](#) in the [IMiS®/ARChive Server user manual](#). For changing the security class of the entities see chapter [Changing the security class](#).

When logging into the selected archive, the root classes of the archive to which the user has the »Read« right are read from the IMiS®/ARChive Server.

The user is shown the root classes in the »Archive« folder in the left view and in the list of contained entities in the central view.

By selecting a root class, the tabs in the right view, where the entity information is located, show only the publicly accessible information on the class. For more on the content of tabs see chapter [Entity information](#).

By selecting the »Open« command in the command bar, all of the data to which the user has read permissions are read from the server. The same applies to the access to entities contained in the archive's root classes.

A user with the »Write« permission on the selected entity can select the »Edit« command in the command bar. The same data are shown in the tabs as when selecting the »Open« command. The user can edit and change the values of attributes that are not tagged on the server as read-only. For more information see chapter [Editing entity data](#).

### 4.3.2 Creating an entity

The user can create root classes and sub-entities in the IMiS®/wClient, if he has the »Create entities« right on the selected class or folder.

For faster capturing and classifying of entities to appropriate places in the classification scheme, it is recommended that users separate (organize) the documents by type before capture.

Documents separation is performed by classifying documents into the appropriate templates in the classification scheme. Each template has predefined attributes, which are set by the administrator in the settings of the IMiS®/ARChive Server. The user must enter the mandatory attributes before saving.

For more information on security classes see chapter [Templates](#) in the [IMiS®/ARChive Server Manual](#).

*Example: When creating entities, it is advisable that entities contain only a single type of subordinate entity. Thus, classes should contain only documents or only folders. Mixing different types of entities in the same hierarchy level is not allowed according to the Moreq2 standard (Ref. 3.1.25).*

#### 4.3.2.1 Creating a new entity

Besides the »Create entities« permission, the user has to have the »Change retention« permission to create new entities.

##### 4.3.2.1.1 Creating a root class

By selecting the »Archive« folder in the left view, the user can add a new root class to the entities list. The user does that by selecting the »New« command in the command bar, entering the values of attributes, defining the retention policy and confirming »Create«.

**Create Class**

Parent: root

Template\*: Class

Title\*: Production  
Mandatory value for naming entity

Description: Production documents

Status: Inherited

Security class: Inherited

Significance: Inherited

Owner: Caroline Irwin

Keywords: production  
Important words used in entity

External Identifiers  
Custom external entity identifiers

Classification Code Generated: Automatic

CREATE CANCEL

Image 61: Creating a root class

#### 4.3.2.1.2 Creating subentity

In the classification scheme in the left view or in the entities list in the central view the user selects the entity into which he wants to classify a new class, folder or document.

The user does that by selecting the »New« command in the command bar, same as when creating a root class.

IMiS/wClient

Search

Administrator

IMiS/Archive Server > Custom Relationship Ma... > Complaint

NEW OPEN EDIT ACTIONS 3 results

Title	Description	Modified
Jill Huston letters	Customer complaints	25/9/2018
Mark Hopkins letters	Mark Hopkins complaints	25/9/2018
Grace Juncker letters	Grace Juncker complaints	25/9/2018

Image 62: Display of contained entities.

The user is shown a dialog box with the relevant tabs and set of attributes based on the selected template. In the »Details« tab the following attributes are available to the user:

- Parent: the name of the parent entity. This attribute is read-only.
- Template: a set of available templates for creating allowed entities and classifying them under the selected class or folder. The attribute value is mandatory.

- Title: name of the entity. The attribute value is mandatory.
- Description: short description of the entity.
- Status: the status of the entity.
- Security class: a set of available entity security classes based on the entity's position in the classification scheme.
- Significance: a set of available entity significances.
- Owner: a directory entity (user or group) entity that is responsible for the selected entity (owner).
- Keywords: entity-related keywords. This attribute can have multiple values.
- Categories: the entity view mode.
- Content: document contents. This attribute is available only for document-type entities.
- External identifiers: a list of the unique external identifier of the entity on the server.
- Classification code generated: the type of classification code entry for the contained entities of the parent class.
- Custom attributes: additional custom attributes. The selection of attributes depends on the selected template.

Create entity

DETAILS PHYSICAL PROPERTIES SECURITY RETENTION

Parent Production

Template\* Document (Custom)

Title\* Product #4252 release plan  
Mandatory value for naming entity

Description Detailed plan on product with code name #4252 release

Status Inherited

Security class Top Secret

Significance Permanent

Owner Jerry Turner

Keywords product plan  
Important words used in entity

Categories production

Content  
Drag and drop files or click

External Identifiers 65756756  
Custom external entity identifiers

Review date 01/01/2019

CREATE CANCEL

Image 63: Display of creating a new document with custom attributes

*Troubleshooting: the most frequent issues when creating a new entity are:*

- *Entity with the template you selected cannot be created inside the selected entity.*
- *User does not have permission to create new entities inside the selected entity.*

#### 4.3.2.2 Entering entity metadata

The »Details« tab in the »Create entity« dialog box contains a list of all attributes of the class, folder or document, which can be entered by the user.

Required attributes are marked with an asterisk and must be entered before saving.

Title\*

Mandatory value for naming entity

Image 64: Entry of required metadata

Attribute entry fields are as follows:

- Text field where the user inputs any string of characters.

Description

Image 65: Entry of text metadata

- Date field where the user inputs the date, or selects one from the date and time selection popup window.

Return due

<

September

>

2018

Su	Mo	Tu	We	Th	Fr	Sa
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

Image 66: Entry of date and time metadata

- A pick list with predefined values, one of which is selected by the user.



Image 67: Entry of metadata with predefined values

- A multiple value field where the user inputs any desired text values, separated by using the »Enter« key. In the multiple value display field, the individual values are separated by spaces. The user has the option of removing individual keywords by clicking on the cross next to the word.
- A multiple value field where the user inputs any desired text values, separated by using the »Enter« key. In the multiple value display field, the individual values are separated by spaces.



Image 68: Entry of multiple value metadata

After entering all of the required and desired attribute values in the »Details« tab, the user continues by entering the values in the remaining tabs.

#### 4.3.2.3 Entry of the classification code

The entry of the classification code for new entities depends on the selected type of classification code generation of the parent class or folder.

In the preview or open mode, the information about the classification code of an existing entity is located in the »Details« tab in the set »More«.

In the editing mode, the drop-down list of the field »Child classification code generation« allows the user to set the entry type for the selected class or folder:

- Automatic: The classification code of child entity is generated automatically by the IMiS®/ARChive Server. These classification codes appear as successive numbers, with each new child entity increasing the number by one.
- Manual: The classification code of child class or folder entity must be entered manually by the user. This classification code may be any combination of letters and numbers, providing it is unique inside the entire parent class.



Image 69: Selecting the type of classification code entry for the contained entity

If the parent class or folder settings dictate the manual entry of classification codes for all new child entities, the user must enter them manually. The user only enters the relative part of the classification code, and the full classification code is then created from the parent entity's own classification code and the code input by the user.

*Example: (see below) Inside a class with the classification code »01.02«, the user creates a new folder for which user manually input »IS-EXP-1000« as the relative part of the classification code. When the folder is saved to the IMiS®/ARChive Server, its full classification code will be »01.02.IS-EXP-1000«.*

**Create Document**

**DETAILS**   PHYSICAL PROPERTIES   SECURITY   RETENTION

Parent: Export

Template\*: Document

Title\*: Information about new payment  
Mandatory value for naming entity

Classification Code\*: IS-EXP-1000  
Mandatory entity classification code

Description: Information about a new payment transaction recorded in the PayU System

Status: Opened Inherited

Security class: Restricted Inherited

Significance: Retain Inherited

Owner: John Smith

Keywords:   
Important words used in entity

Categories:

Content:   
Drag and drop files or click

Invoice\_Telekom Slovenije.tif 1.1 MB

External Identifiers:

**CREATE** **CANCEL**

Image 70: Manual entry of a child entity's classification code

	Information about new payment	13/IS-EXP-1000	Information about...	24/10/2018
--	-------------------------------	----------------	----------------------	------------

Image 71: Display of manually entered classification code

#### 4.3.2.4 Setting an entity's security class

This setting hides entities from users whose security class level is not high enough to access them. The user with the »Create entities« permission can specify a new »Security class« for new entities in the »Details« tab in the »Create entity« dialog box.

Security Class: Inherited

Significance: Inherited

Owner: Unspecified

Keywords: Top Secret

External Identifiers: Secret

Confidential

Restricted

Image 72: Specifying the security class of a new entity



Security classes are predefined, and range from lowest to highest as follows:

- »Inherited«: The security class is implicitly inherited from the parent entity.  
In case of root classes, the inherited security class value is empty.
- »Unspecified«: Access to this entity is not specified.
- »Restricted«: The entity is an internal matter. It may only be accessed by users with a clearance level »Restricted« or higher.
- »Confidential«: The entity is considered confidential. It may only be accessed by users with a clearance level »Confidential« or higher.
- »Secret«: The entity is considered secret. It may only be accessed by users with a clearance level »Secret« or higher.
- »Top Secret«: The entity is considered top secret. It may only be accessed by users with a »Top Secret« clearance level.

#### **4.3.2.5 Entering the status of an entity**

The user with the »Create entities« permission can specify the »Status« of new entities in the »Details« tab in the »Create entity« dialog box.

The user can choose from predefined values for the status of an entity:

- Inherited: the status of the entity is implicitly inherited from the parent entity.  
In the case of root classes, it matches the status »Opened«.
- Opened: the status of the entity changes explicitly to »Opened«.
- Closed: the status of the entity changes explicitly to »Closed«.

**Create entity** [X]

**DETAILS**    PHYSICAL PROPERTIES    SECURITY    RETENTION

Parent: Export

Template\*: Document

Title\*: Export payment transaction  
Mandatory value for naming entity

Classification Code\*: IS-EXP-300  
Mandatory entity classification code

Description: Information on export payment transaction

Status: **Opened** Inherited

Security class: **Opened** Inherited

Significance: **Opened**  
Closed

Owner: Keira Clay

Keywords: payment ✕  
Important words used in entity

Categories: export ✕

Content: Drag and drop files or click

External Identifiers:

**CREATE**    **CANCEL**

Image 73: Specifying the status of a new entity

#### 4.3.2.6 Entry of physical content metadata

In the case of a document- or folder-type entity, information about the physical content is also available to the user in addition to the above-mentioned information when in open or edit mode.

When capturing physical content into its electronic form, users may add metadata that describes the physical location of the stored content, in addition to other types of metadata. The location metadata is optional. Entry of physical content metadata is possible upon capture/import, or later when the content is already stored in electronic form.

By selecting the »Physical Content« tab in the editing mode, a list of attributes, referring to the description of physical content, appears.

**Create entity** ×

DETAILS **PHYSICAL PROPERTIES** SECURITY RETENTION

Identifier

Description

Status

Home location

Current location

Custodian

Return due

**CREATE** **CANCEL**

Image 74: Display of the entry of physical content metadata

The user can specify all of the attribute values except for »Date of status change«, which is automatically filled in with the date of the last change of the »Status« attribute.

When capturing physical content, set the »Status« to the »CheckedIn« value.

For more information on physical content attribute description see chapter [Physical content attributes](#).

Status

Status change 27. Sep 2018, 11:30

Image 75: The date of the last change of the »Status« attribute

#### 4.3.2.7 Specifying retention periods

A condition for successfully saving new entities is the existence of effective retention periods on the entity. This condition applies to all types of entities, except for documents in a folder for which retention periods cannot be specified.

Only a user with the »Change retention« permission can add retention and disposition hold periods. The user adds retention and disposition hold periods by selecting the command »Add« in the top part of the view.

For each retention period the user specifies the validity and type of entity to which it refers:

- »Classes«: the retention period is valid for all classes under and including the selected entity.
- »Folders«: the retention period is valid for all folders under and including the selected entity.
- »Documents«: the retention period is valid for all documents under the selected entity.

The retention period can be valid for or not valid for a specific type of entity.

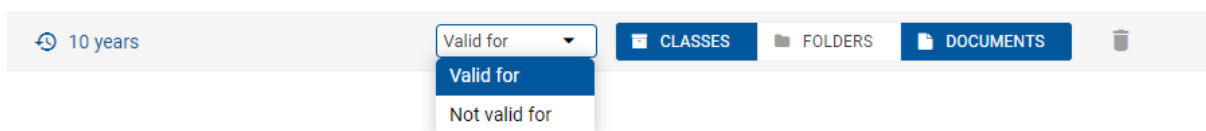


Image 76: Selecting validity for a specific type of entity

After creating an entity, the effective retention periods are ticked in front of the information about the validity of individual types of entities.

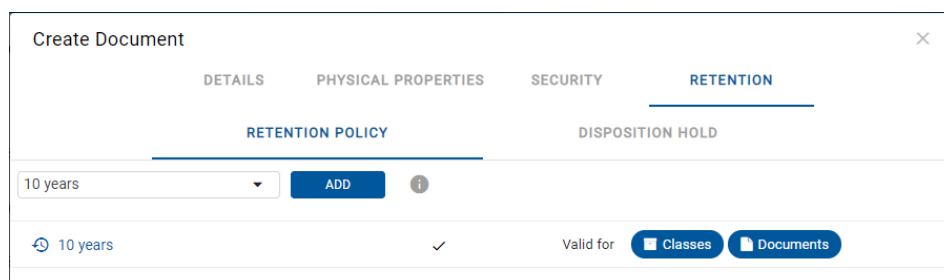


Image 77: Display of the »Retention« tab

The user can add retention periods and disposition holds by selecting the »Add« command.

**Create entity**

DETAILS   PHYSICAL PROPERTIES   SECURITY   **RETENTION**

**RETENTION POLICY**   DISPOSITION HOLD

10 years   **ADD**   ⓘ

↻ 10 years   ✓   Valid for   **Classes**   **Documents**

↻ Permanent   ✓   Valid for   **CLASSES**   **FOLDERS**   **DOCUMENTS**   ⓘ

**CREATE**   **CANCEL**

Image 78: Display of changing retention periods

#### 4.3.2.8 Saving an entity

Before saving an entity, the user has to enter all of the mandatory metadata and specify an effective retention period. The user saves the entity to the IMiS®/ARCHIVE Server by selecting the »Create« command in the bottom part of the dialog window.

**Create Document**

**DETAILS**   PHYSICAL PROPERTIES   SECURITY   RETENTION

Parent: Export

Template\*: **Document**

Title\*: Product #5127 export to Asia  
Mandatory value for naming entity

Classification Code\*: IS-EXP-1100  
Mandatory entity classification code

Description: Export product #5127 to Asian countries

Status: Opened   Inherited

Security class: Restricted   Inherited

Significance: Retain   Inherited

Owner: Ron Salazar

Keywords: asia   **x**  
Important words used in entity

Categories: export   **x**

Content: Drag and drop files or click

External Identifiers:   
Custom external entity identifiers

**CREATE**   **CANCEL**

Image 79: Saving a new or modified entity

Troubleshooting:*Most frequent errors when saving:*

- *The value of a mandatory attribute was not specified.*
- *The entered attribute value does not correspond to the limitations prescribed by the attribute.*

When saving an entity to the IMiS®/ARCHive Server, the following metadata is automatically recorded into the entity:

- »Classification code«: according to the classification of the entity in the classification scheme, the server creates a unique string of characters.

Classification Code 13/IS-EXP-500

Image 80: Example classification code

- »Creator«: the user who created the entity; meaning the user who was logged in during the session when the entity was created. This metadata never changes.

Owner  Ron Salazar

Image 81: Example creator of entity

- »Created«: records the date and time the entity was created on the server. This metadata never changes.

Created  Keira Clay 27. Sep 2018, 14:49

Image 82: Example date and time an entity was created

- »Modified«: records the date and time of the last change to any of the attributes or the content of the entity. This metadata changes every time the entity is saved.

Modified 27. Sep 2018, 14:49

Image 83: Example date and time of last changes to the entity

- »Accessed«: records the date and time the entity was last opened in the reading mode or the editing mode. This metadata changes whenever a user accesses or edits the entity.

Accessed 27. Sep 2018, 14:49

Image 84: Example date and time of last access to the entity

- »Opened«: records the date and time the »Status« attribute was saved with the »Opened« value.

Opened 27. Sep 2018, 14:49

Image 85: Example date and time an entity was opened

- »Closed«: records the date and time the »Status« attribute was saved with the »Closed« value.

Closed 27. Sep 2018, 15:01

Image 86: Example date and time an entity was closed

- »Identifier«: the entity's unique identifier on the server. This metadata never changes.

Identifier Jjgoyu4LBNJkT0HSu9aMalwQt-IYIuzH

Image 87: Example entity identifier

### 4.3.3 Editing entity data

Changing data about an entity in the IMiS®/wClient includes editing metadata and modifying content. A user can only change entity data when user have the »Write« permission on the entity. To edit the selected entity, use the »Edit« command in the command bar.

The user edits the selected entity using the »Edit« command in the command bar.

A dialog box opens with the attributes and their values.

The value can be text, date, logical or one of the predefined values, which may be multiple.

### 4.3.3.1 Editing entity metadata

In the »Details« tab the user can edit the attribute values.

The selection of attributes is defined by the selected template.

For more information on the set of editing metadata see chapter [Creating subentity](#).

### 4.3.3.2 Editing content

In the »Details« tab the user edits document contents.

For more information on editing contents see chapter [Content management](#).

### 4.3.3.3 Editing physical content metadata

In the »Physical Content« tab the user edits the metadata referring to the location of the physical content. The metadata are not mandatory for archiving physical content.

Physical content metadata can be entered for a folder or document. For more information on editing physical content metadata see chapter [Physical content attributes](#).

The user can edit the following values of physical content attributes:

- Identifier: unique identifier of the physical content.
- Description: description of the physical content.
- Status: the current status of the physical content.
- Home location: the home location of the document's physical content.
- Current location: the current location of the document's physical content.
- Return due: return date and time of checked out physical content.

Information about a new payment transaction ×

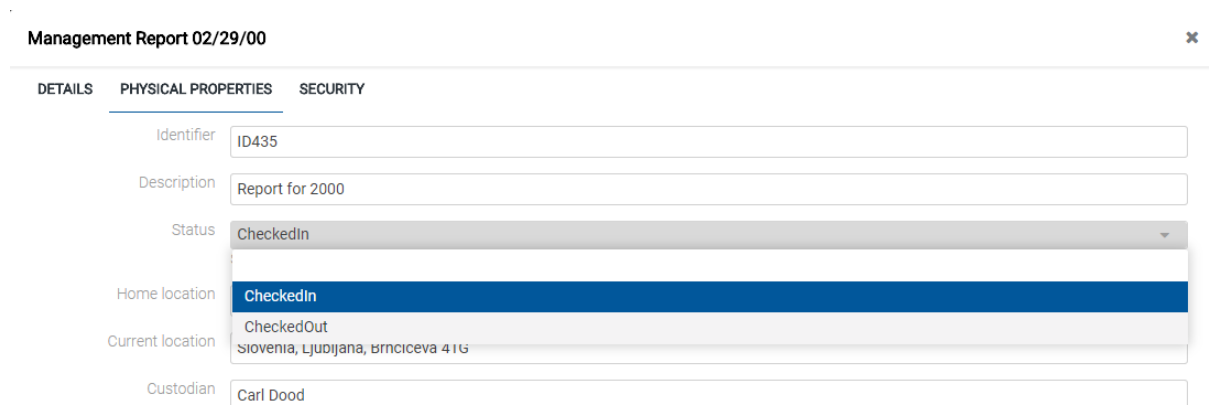
	DETAILS	EMAIL	PHYSICAL PROPERTIES	SECURITY	RETENTION
Identifier	<input type="text" value="ID534"/>				
Description	<input type="text" value="Building 4, Floor 2nd, Room 5, Cabinet 2, Shelf 1"/>				
Status	<input type="text" value="CheckedOut"/> <small>Status change 28. Sep 2018, 10:56</small>				
Home location	<input type="text" value="Broadway street 10170, Manhattan, New York"/>				
Current location	<input type="text" value="Denver street 500, Denver, Colorado"/>				
Custodian	<input type="text" value="John Cusack"/>				
Return due	<input type="text" value="09/30/2018"/> <input type="button" value="📅"/>				

Image 88: Editing of the physical content metadata



By changing the value of the »Status« attribute and saving the entity, the »Status Change« is written below the value field. »Status Change« is automatically filled in with the date of the last change of the »Status« field.

The user can change the value of the »Status« attribute to »CheckedIn« when checking in physical content or to »CheckedOut« when checking out physical content.



Management Report 02/29/00

DETAILS PHYSICAL PROPERTIES SECURITY

Identifier ID435

Description Report for 2000

Status CheckedIn

Home location CheckedIn

Current location CheckedOut  
Slovenia, Ljubljana, Brnciceva 416

Custodian Carl Dood

Image 89: Popup menu for selecting the status of the physical content

#### 4.3.3.4 Editing access rights

The user with the »Change permissions« permission can edit the access control list (ACL) for the entity or a selected metadata for a directory entity (user, group, attribute of directory entity type). The list shows only those directory entities that have been granted at least one explicit permission on the selected entity.

The »Permissions« field is located above the list of editing permissions. The default value is »Entity«, with which the access control list (ACL) is associated.

##### 4.3.3.4.1 Editing access rights for an entity

By selecting the »Edit« button in the command bar, a dialog box opens showing effective permissions on the entity for the selected directory entity or the given directory entity contained in the mentioned attribute of the directory entity type.

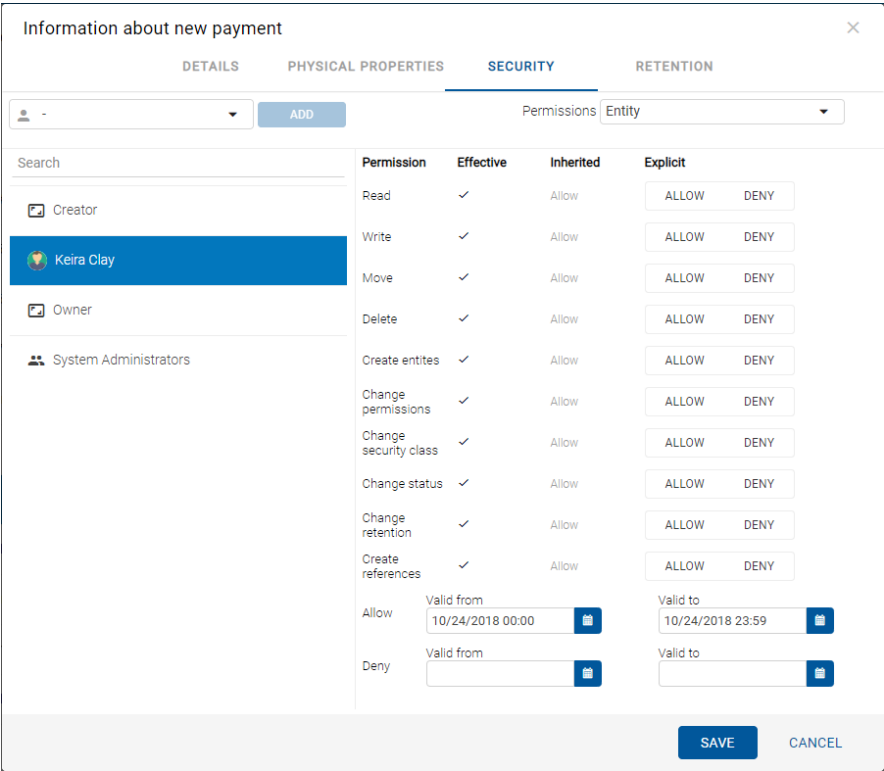


Image 90: »Security« tab in editing mode

The left part of the view contains a list of directory entities with access rights to the entity. In the event of a greater number of directory entities, search is enabled via a search box. If a specific group, user or an attribute of directory entity type, that is registered on the IMiS®/ARChive Server is not mentioned on the list, the user with permission can select and add them using the »Add« button.

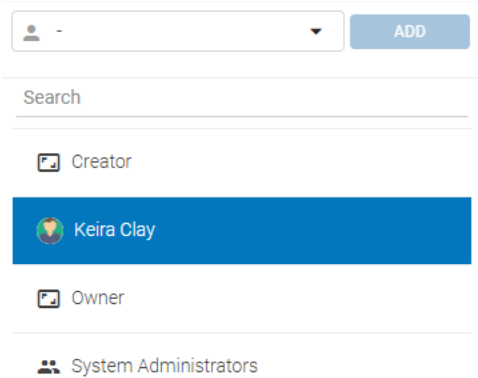


Image 91: List of directory entities with access rights to the entity

In the right part of the view a list of entity editing permissions is shown for the selected directory entity or an attribute of directory entity type.

In the »Explicit« column the user selects »Allow« to add an explicit permission, or »Deny« to revoke a permission. The user can specify explicit permissions for any registered directory entity or an attribute of directory entity type.

The »Inherited« column shows the values of access permissions inherited from the parent hierarchy.

The »Effective« column shows the current state of effective permissions for the selected group or user over the entity.

In the date field the user with the appropriate rights can limit the validity of permissions with regard to the »Valid from« and »Valid to« date for the selected directory entity or for the given directory entity contained in the mentioned attribute of the directory entity type.

Information about new payment

DETAILS PHYSICAL PROPERTIES SECURITY RETENTION

John Smith ADD Permissions Entity

Permission	Effective	Inherited	Explicit
Read			ALLOW DENY
Write			ALLOW DENY
Move			ALLOW DENY
Delete			ALLOW DENY
Create entites			ALLOW DENY
Change permissions			ALLOW DENY
Change security class			ALLOW DENY
Change status			ALLOW DENY
Change retention			ALLOW DENY
Create references			ALLOW DENY
Allow	Valid from 07/01/2018 10:40		Valid to 09/30/2018 10:40
Deny	Valid from		Valid to

SAVE CANCEL

Image 92: List of editing permissions

In the case of the directory entity type attributes, the permission is effective for the respective value in the mentioned attribute in the context of the entity in question. Therefore, a permission does not have the same effect on all child entities, but rather sets the permission for all users and/or user groups mentioned in the value of the attribute to which the access permission refers. Permissions have no effect on system directory entities.

The screenshot shows a web application window titled "Information about new payment" with a close button (X) in the top right corner. The window has four tabs: "DETAILS", "PHYSICAL PROPERTIES", "SECURITY" (selected), and "RETENTION".

Below the tabs, there is a search bar with a dropdown menu showing "Creator" and an "ADD" button. To the right, there are labels "Permissions" and "Entity" with a dropdown menu.

The main content area is a table with the following columns: "Permission", "Effective", "Inherited", and "Explicit". The "Explicit" column contains two sub-columns: "ALLOW" and "DENY".

Permission	Effective	Inherited	Explicit
Read	✓	Allow	ALLOW DENY
Write	✓	Allow	ALLOW DENY
Move	✓	Allow	ALLOW DENY
Delete	✓	Allow	ALLOW DENY
Create entities	✓	Allow	ALLOW DENY
Change permissions	✓	Allow	ALLOW DENY
Change security class	✓	Allow	ALLOW DENY
Change status	✓	Allow	ALLOW DENY
Change retention	✓	Allow	ALLOW DENY
Create references	✓	Allow	ALLOW DENY
Allow	Valid from 10/01/2018 00:00		Valid to 12/31/2018 23:59
Deny	Valid from 10/02/2018 10:34		Valid to 10/18/2018 10:34

At the bottom right of the window, there are "SAVE" and "CANCEL" buttons.

Image 93: A list of access permissions for a specific attribute

#### 4.3.3.4.2 Editing access rights for metadata

The »Permissions« field is located above the list of editing permissions.

Instead of the »Entity« default value, the user can select one of the metadata with which the access control list (ACL) is associated.

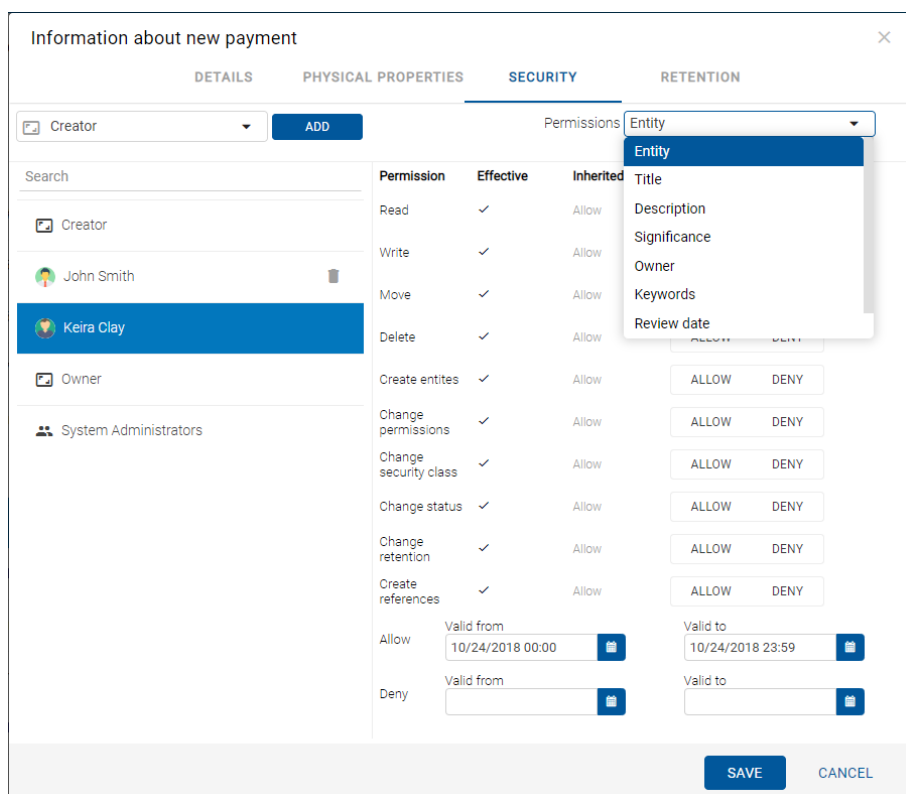


Image 94: Popup menu for selecting access rights to a selected metadata

The left part of the view contains a list of users with access rights to the selected metadata. User selects a directory entity to which it wants to grant access rights. In the event of a greater number of directory entities, search is enabled via a search box. The user adds it to the list using the »Add« button.

In the right part of the view a list of metadata editing permissions is shown for the selected directory entity. In the »Explicit« column the user selects »Allow« to add an explicit permission, or »Deny« to revoke a permission.

Information about new payment

DETAILS PHYSICAL PROPERTIES **SECURITY** RETENTION

Keira Clay ADD Permissions Title

Search

Keira Clay

Permission	Effective	Inherited	Explicit
Read			ALLOW DENY
Write			ALLOW DENY
Create			ALLOW DENY
Delete			ALLOW DENY
Allow	Valid from 10/01/2018 10:48		Valid to 10/31/2018 10:48
Deny	Valid from		Valid to

SAVE CANCEL

Image 95: List of user permissions on the selected metadata

The list of user permissions on the selected metadata of the entity consists of the following access rights:

- »Read«: the user has permission to read the value of the selected metadata of the entity.
- »Write«: the user has permission to edit the value of the selected metadata of the entity.
- »Create«: the user has permission to create the value of the selected metadata of the entity.
- »Delete«: the user has permission to delete the value of the selected metadata of the entity.

In the date field the user with the appropriate rights can limit the validity of permissions with regard to the »Valid from« and »Valid to« date for the selected directory entity.

The user confirms the changes to the explicit permissions with the »Save« command or cancels them with the »Cancel« button.

#### 4.3.3.5 Editing retention policies

The user with the »Change retention« permission can edit the retention periods and disposition holds of the selected entity by selecting the »Edit« command.

A new window opens containing the tabs:

- Retention policy: entity retention policy list.
- Disposition hold: entity disposition hold list.

In the central view of the contained »Retention policy« tab is a list of retention periods for the selected entity. The user can edit only the explicit retention periods.

The inherited retention periods cannot be edited.

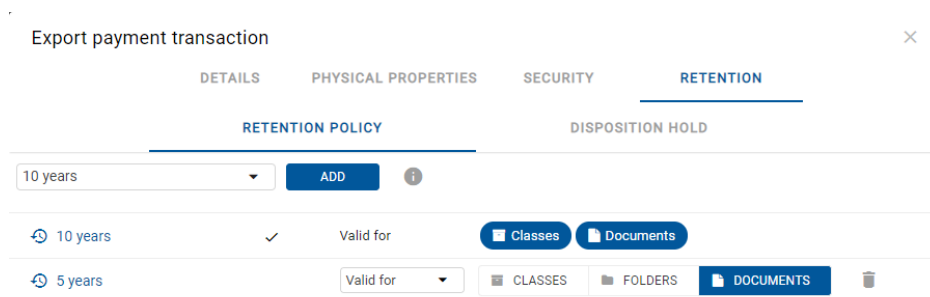


Image 96: The »Retention policy« tab in editing mode

If the retention period is not given on the list, the user can select and add it using the »Add« button in the top part of the view.

For each retention period the user specifies the validity and type of entity to which it refers:

- Classes: the retention period is valid for all classes under and including the selected entity.
- Folders: the retention period is valid for all folders under and including the selected entity.
- Documents: the retention period is valid for all documents under the selected entity.

The retention period can be valid for or not valid for a specific type of entity.

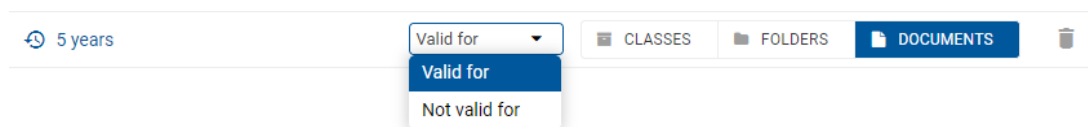



Image 97: Selecting validity for a specific type of entity

The user can remove explicit retention periods from the list by clicking on the icon  at the end of the record of an individual retention period.

The user confirms the changes to the retention periods with the »Save« command or cancels them by selecting the »Cancel« command.

In the central view of the contained »Disposition hold« tab is a list of disposition holds for the selected entity.

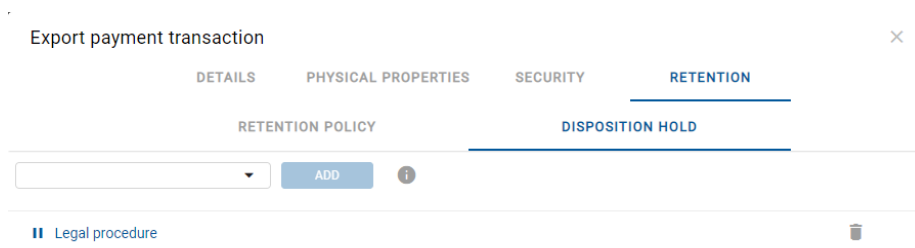



Image 98: The »Disposition hold« tab in editing mode

If the disposition hold is not given on the list, the user can select and add it using the »Add« button in the top part of the view.

The user can remove disposition holds from the list by clicking on the icon  at the end of the record of an individual disposition hold.

The user confirms the changes to the disposition holds with the »Save« command or cancels them by selecting the »Cancel« command.



#### 4.3.3.6 Changing the status of an entity

For changing the status of an entity, the user has to have the »Change status« permission on the entity. The user can change the current status on existing entities by selecting the »Actions« command in the command bar and the »Status« action in the popup menu.

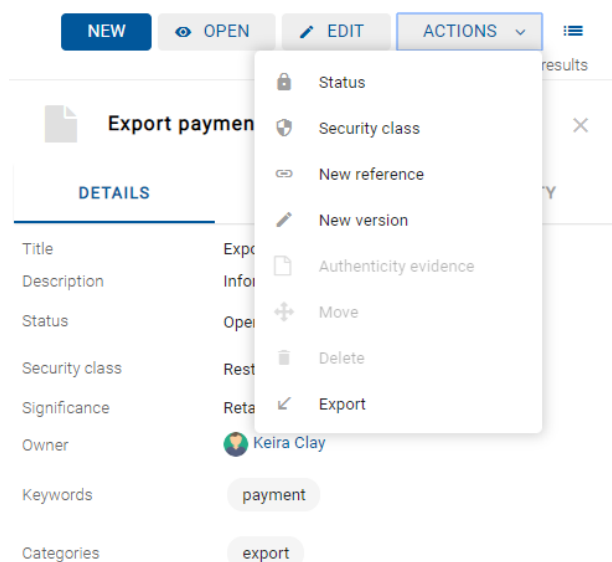


Image 99: The popup menu for selecting the »Status« command

In the »Change status« dialog box in the »Status« field the user selects the desired status from the drop-down menu.

For more information on the set of predefined values for the entity's status see chapter [Entering the status of an entity](#).

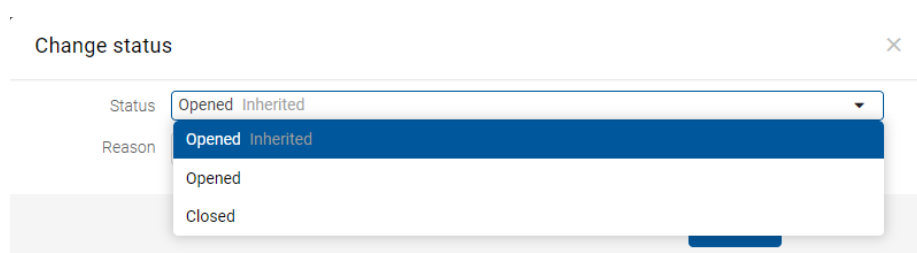


Image 100: Selecting the status and giving the reason for the change

The user writes a reason for the status change in the »Reason to change« field.

The change of status for the selected entity is confirmed using the »Save« button.

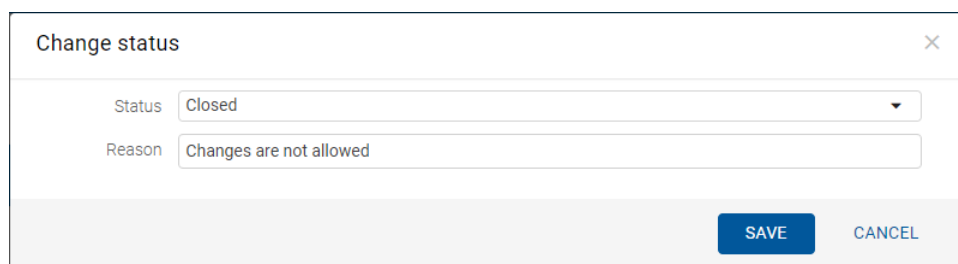
A dialog box titled "Change status" with a close button (X) in the top right corner. It contains two input fields: "Status" with a dropdown menu showing "Closed" and a downward arrow, and "Reason" with a text input field containing "Changes are not allowed". At the bottom right, there are two buttons: "SAVE" (blue) and "CANCEL" (grey).

Image 101: Selecting the status and giving the reason for the change

#### 4.3.3.7 Changing the security class

To change an entity's security class, the user must have the »Change security class« access right on the entity.

The user can change the current security class on existing entities by selecting the »Actions« command in the command bar and »Security class« in the popup menu.

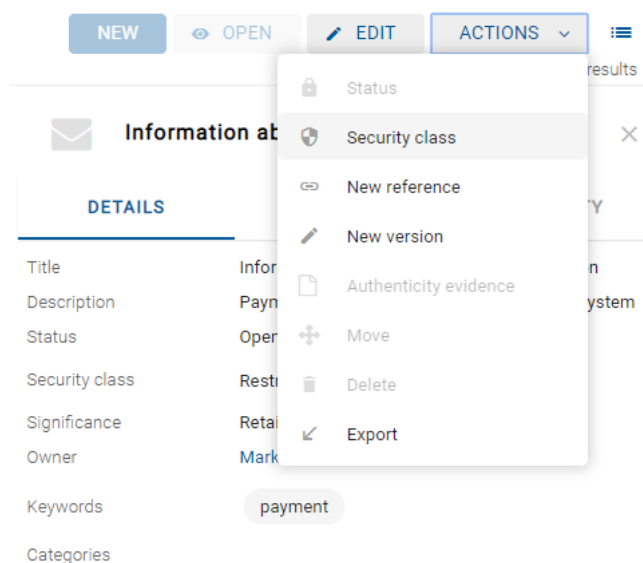


Image 102: The popup menu for selecting the »Security class« command

In the »Change security class« dialog box in the »Security class« field the user selects the desired security class from the drop-down menu.

For more information on the set of predefined values for the entity's security class see chapter [Setting an entity's security class](#).

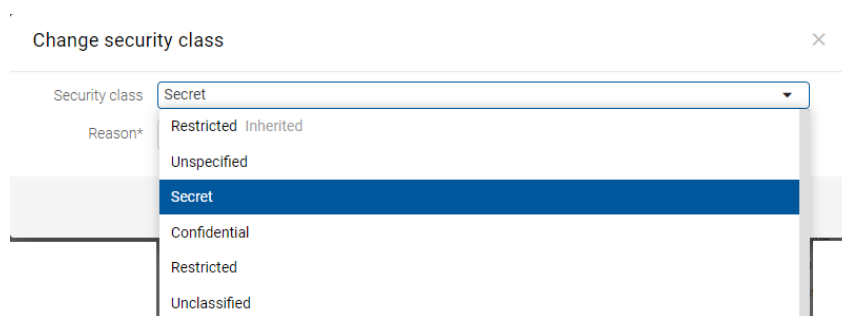


Image 103: Selecting the security class

The user enters the reason for the change of security class into the »Reason to change« field. The change is confirmed by clicking the »Save« button.

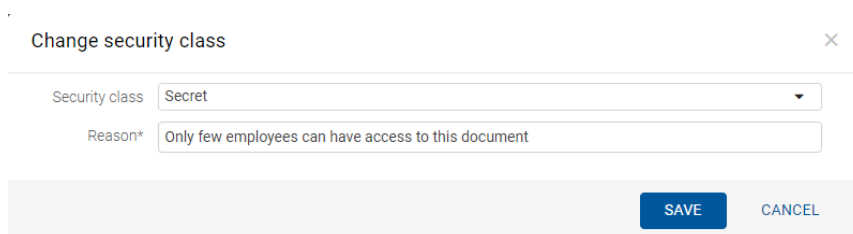


Image 104: Selecting the security class and giving the reason for the change

#### 4.3.3.8 Adding and editing references

References enable a user to establish connections between entities and instantly move to other entities in the classification scheme.

To add references on an entity the user must have the »Create reference« permission.

The user can add a reference on existing entities by selecting the »Actions« command in the command bar and »New reference« in the popup menu.

*Note: Functionality is supported in IMiS/ARChive Server version 9.9 or higher.*

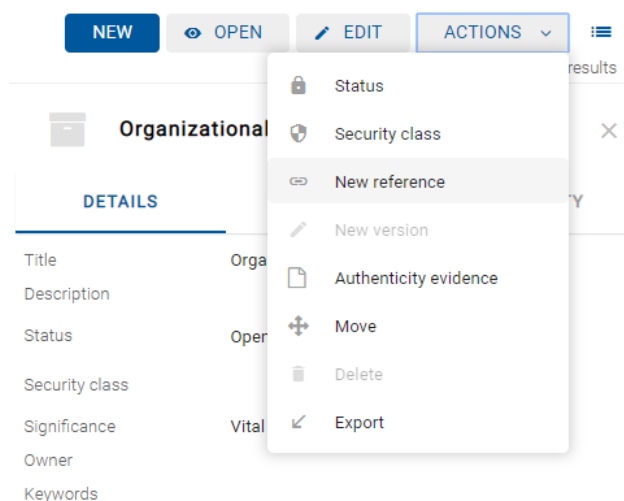


Image 105: The popup menu for selecting the »New reference« command

The user is shown a dialog box for adding a reference.

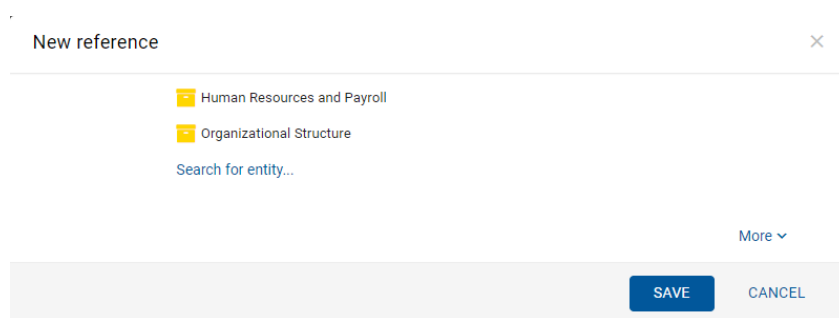


Image 106: The dialog box for adding and editing a reference

By selecting »Search for entity«, an entity tree opens for the user in the dialog box.

By confirming the selection of the relevant entity (Add), the user establishes a reference between the entities.

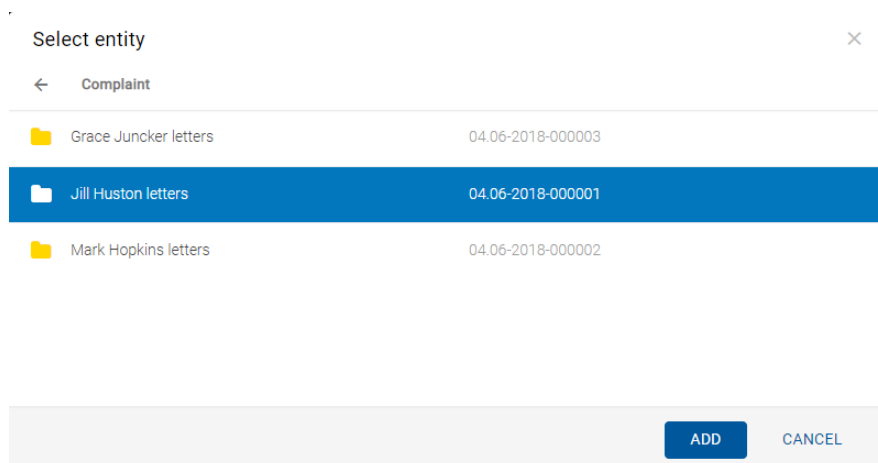


Image 107: Selecting »Search for entity« in the »New reference« dialog box

By selecting »More« in the dialog box, the user is shown two fields for entering the values of the attributes »Title« and »Description« of the reference.

The two attributes are not mandatory. If their values are empty, the fields stay hidden.

The title of the reference is simply the name of the reference, if there is no reference title and there is only one entity in the reference. If there is more than one entity in the reference, they are shown below the title of the reference.

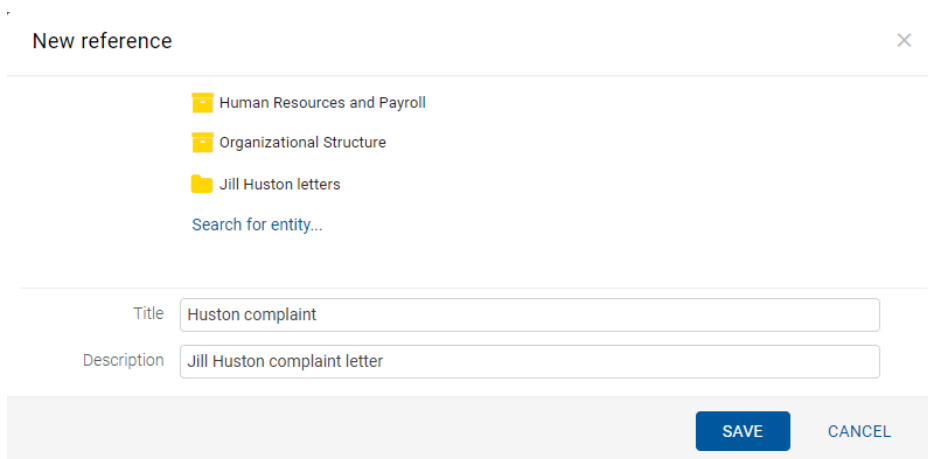



Image 108: Adding the »Title« and »Description« in the »New reference« dialog box

The reference can be removed by selecting the icon  at the end of the record of each reference.

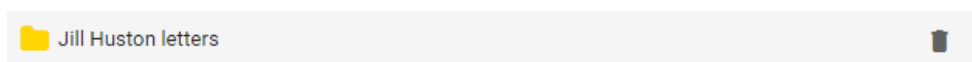



Image 109: Removing a reference before saving

***Note:** Saving is enabled in the dialog for editing a reference if at least 2 entities are displayed. A reference with a single entity cannot be saved.*

References between entities are visible to the user in the set »References« in the »Details« tab in the right view. The user can edit the reference in the preview mode or in the open mode by selecting the icon  at the end of the reference record.

One exception is a document classified under a folder, in which case the set »References« is visible only in open mode.

By selecting the »Edit« command, the user can edit existing references or add new ones.

By selecting the »Delete« command, the user removes the reference from the list.

The user cannot delete an entity that contains a reference which the user is editing.

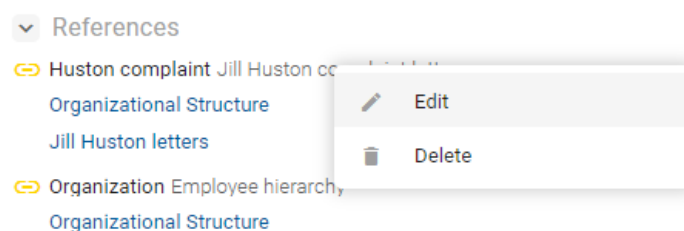


Image 110: A dialog box for selecting an action on the reference

#### 4.3.4 Entity move

The IMiS®/wClient enables the movement of entities across the classification scheme.

To move entities, a user requires the following permissions:

- »Move«: on the entity he is moving.
- »Delete«: on the entity he is moving.
- »Create entities«: on the newly selected parent entity or root class.

To begin moving entities within the classification scheme, select the entity you wish to move, and then the »Move« command, which is available via:

- »Actions« command in the command bar.
- popup menu on the entity chosen from the list of contained entities.

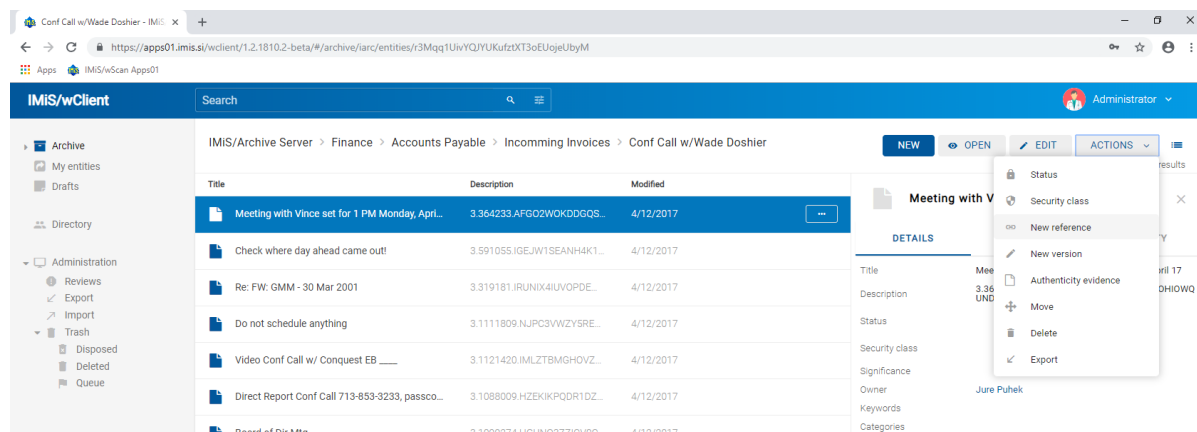


Image 111: Selecting the »Move« command via the »Actions« command in the command bar

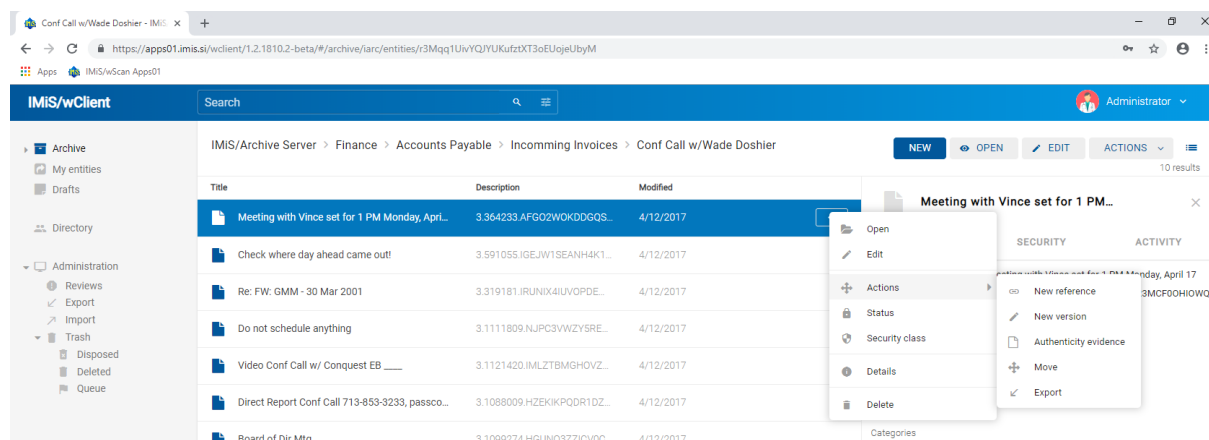


Image 112: A popup menu on the selected entity for selecting the »Move« command

When selecting the »Move« command, user will receive the »Move« dialog box, where he selects new parent entity from the list of entities, and the »Reason« field to enter the reason for the move. The move of the entity is confirmed using the »Move« button.

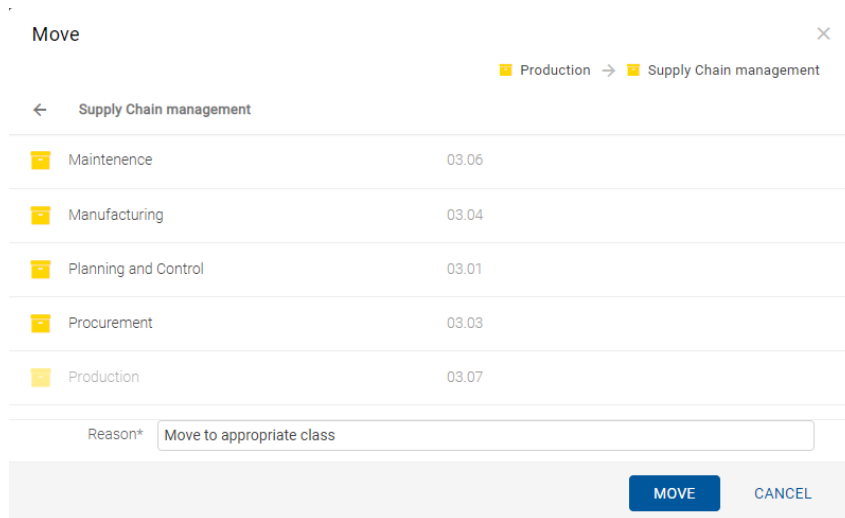


Image 113: A dialog box for moving an entity

The classification code serves as a unique locator of the entity within the classification scheme. It consists of the relative classification codes of the entities.

***Note:***

*The following rules apply to the user when moving:*

- *The user can move all entities, regardless of whether they are closed or opened.*
- *The user cannot move documents which are classified directly under a class under folders.*  
*The user likewise cannot move documents which are classified under folders directly into a class.*

### 4.3.5 Content management

This chapter describes the following actions over document contents:

- Capture
- Content information view
- Save
- Preview
- Update
- Download
- Copy
- Move
- Delete
- Index
- Convert.



### 4.3.5.1 Capturing content

The IMiS®/wClient enables the capture of those content, that are supported by the IMiS®/ARChive Server and can be described using the IANA-registered content type (MIME type).


The format of the file is recognized from the file's extension. If the file extension is wrong, it is possible the recognized format will also be wrong.

*Example:*

- Long-term content storage formats (TIFF, PDF/A).
- Formats related to email (e.g. EML, VCF).
- Various text, image and graphics formats (e.g. TXT, JPG, DWG).
- Microsoft Office formats (e.g. DOCX, XLSX, PPTX).
- Webpage file formats (e.g. HTML, XML).
- Compression formats (e.g. ZIP, TGZ).
- Audio-video formats (e.g. AVI, MP4).
- ...

By selecting a document, the user is shown a list of contents in the central view.

In the case of a new document the list is empty. The contents are shown below the bar with the titles of the common attributes. »Description« and »Size« are shown by default.

The user can add or remove the columns of selected attributes: »Classification code«, »Description« and »Modified« via the icon  in the command bar.

*Note:*

Attaching contents is possible only in the Document entity type.

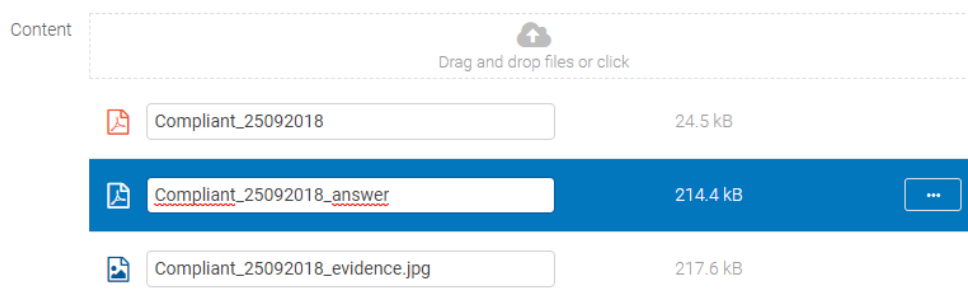


Image 114: Display of the list of contents in the central view

The user adds contents by first selecting the »Edit« button in the command bar.

This opens a dialog box with entity details, in which the user drops content in the »Content« field using the »Drag and drop« mode or clicks it on the list.

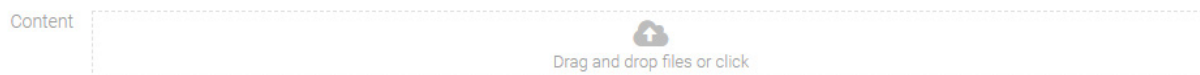


Image 115: The »Content« field for dropping contents

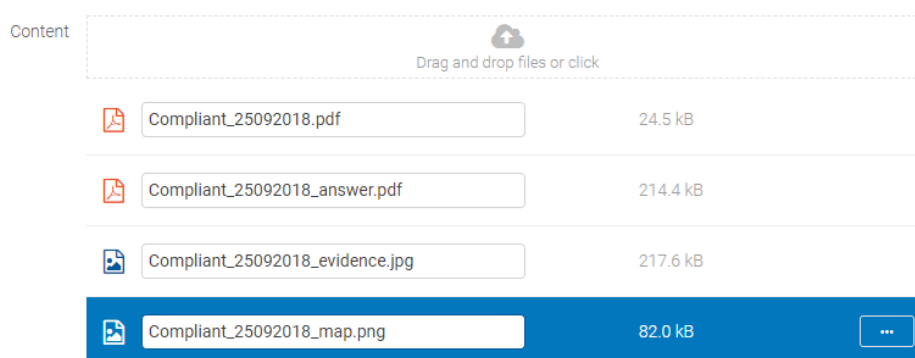


Image 116: The added content before saving

After confirmation the contents are added to the list under the »Content« field. After the user has finished capturing contents, the document can be saved.

For more information see chapter [Saving an entity](#).

IMIS/Archive Server > Administration > Company Documentation > Company formation > Cliff Baxter group > Florenc

Title	Size	Modified
Compliant_25092018.pdf	24.5 kB	5/6/2018
Compliant_25092018_answer.pdf	214.4 kB	5/6/2018
Compliant_25092018_evidence.jpg	217.6 kB	27/8/2018
Compliant_25092018_map.png	82.0 kB	1/10/2018

Image 117: The added content after saving

#### 4.3.5.2 Content details





The entity content details provide certain information to the user which is otherwise not shown in the list of contents. If the details are not shown in the right view by default, the user can access them by selecting the »Details« command in the popup menu on the tagged content.


Besides the list of contents, the user is also shown the following entity content details in the right view:

- Description: Content description.
- Type: Content type.
- Content type: MIME content type.
- Size: Content size in kB.
- Created: Timestamp of the content creation.
- Modified: Timestamp of the last change of the content.
- Accessed: Timestamp of the last access to the content.
- Indexed: states whether the content is indexed.
- Signed: a value that registers if the email message was electronically signed.
- Identifier: unique identifier of the content.

IMiS/Archive Server > Administration > Company Documentation > Company formation > Cliff Baxter group > Florence Mutidie

NEW OPEN EDIT ACTIONS 4 results

Title	Size	Modified
 Compliant_25092018.pdf	24.5 kB	5/6/2018
 Compliant_25092018_answer.pdf	214.4 kB	5/6/2018
 Compliant_25092018_evidence.jpg	217.6 kB	27/8/2018
 Compliant_25092018_map.png	82.0 kB	1/10/2018

 **Compliant\_25092018.pdf**

Description	Compliant_25092018.pdf
Type	PDF
Content Type	application/pdf
Size	24.5 kB
Created	5. Jun 2018, 10:26
Modified	5. Jun 2018, 10:26
Accessed	27. Sep 2018, 11:26
Indexed	Yes
Signed	No
Identifier	wFwo3ZRqC-YdyiSchYLUszIz3L5YNIL

Image 118: Content details in the right view

Of all the displayed data the user can change only the description of the content when in entity editing mode.

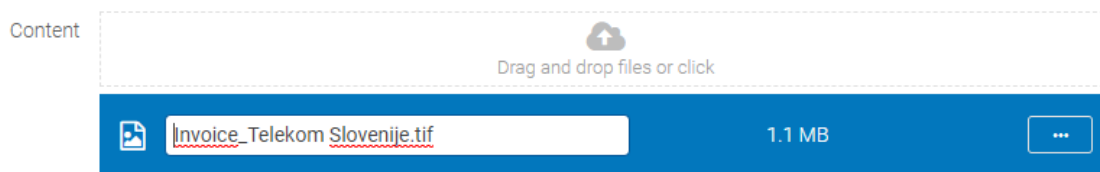



Image 119: Changing the description of content in editing mode

By selecting the content from the list in the central view, the following options are available to the user in the popup menu  in reading mode (Open):

- Preview: opening content in the preview mode.
- Download: downloading the content to a computer or device.
- Copy: copying content to another document.
- Details: displaying information on the content. These details are displayed if they were not displayed yet.
- Manage: tagging the content for executing specific actions.
  - Queue for Indexing: the selected content is tagged for later indexing.
  - Queue for Conversion: the selected content is tagged for later conversion.

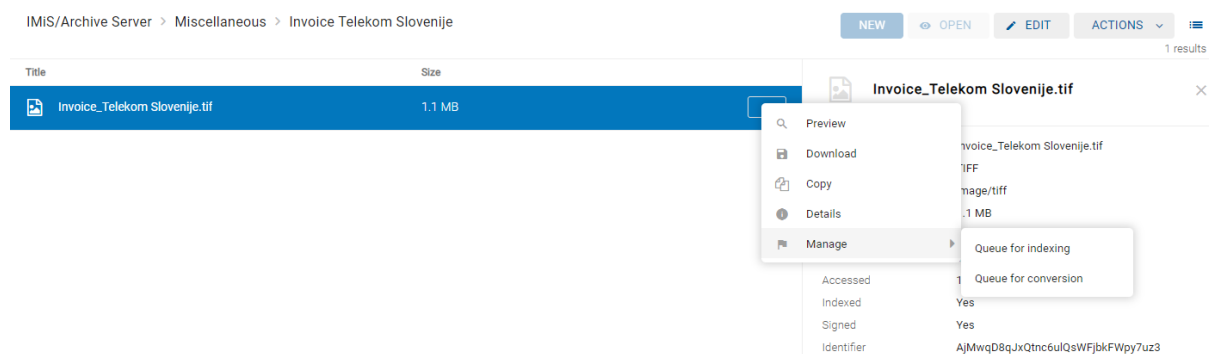


Image 120: Popup menu on the selected content in the reading mode

### 4.3.5.3 Saving content

When saving document content to the IMiS®/ARCHive Server, the following attribute values are automatically recorded into the entity:

- Content type: the type of the content output format (MIME type).

Content Type      application/pdf

Image 121: An example of the content type of a document

- Created: the date the document content was created on the server. As long as the content exists, the attribute value does not change.

Created      8. May 2018, 14:43

Image 122: An example of the date of creating the document content

- Modified: the date the user changed the document content. As long as the document content exists, the attribute value changes with each change of content.

Modified      8. May 2018, 14:43

Image 123: An example of the date of modifying the document content

- Accessed: the date and time the document content was last opened in reading mode or in editing mode. As long as the content exists, the attribute value changes each time the user opens or modifies the content.

Accessed      8. May 2018, 14:43

Image 124: An example of the date of the last access to the document content

- Identifier: The unique identifier of the content of the document saved on the server. As long as the content exists, the attribute value does not change.

Identifier      1b6cdcdcdc9a7fb3d57851d72500f2cf5440d9b170dd  
015ab6140a1da5ed0ace

Image 125: An example of the document content identifier

- Indexed: A value that shows whether the document content is indexed.

Indexed Yes

Image 126: An example of a display of indexed document content

- Signed: A value that shows whether the document content is electronically signed.

Signed No

Image 127: An example of a display of signed document content

#### 4.3.5.4 Content preview

The user opens the document content by selecting »Preview« in the popup menu on the tagged content in the document reading mode («Open«).

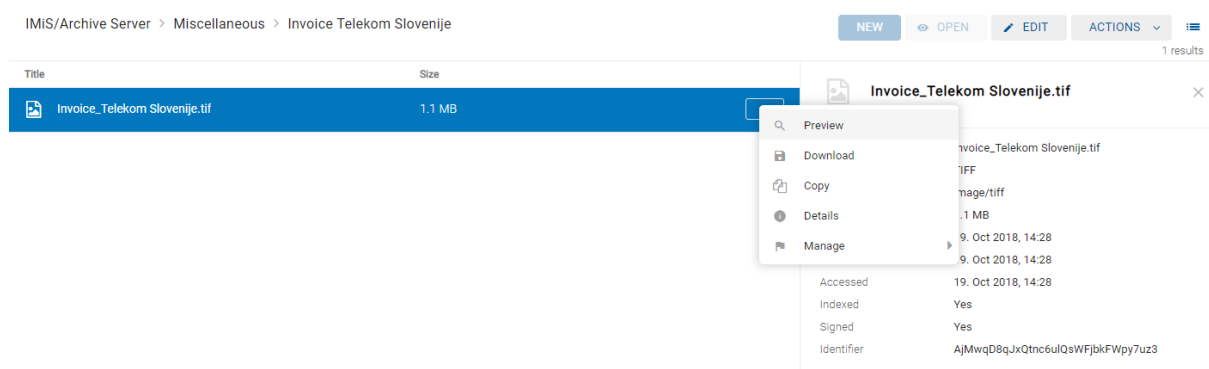


Image 128: Opening document content

An alternative option is that the user simply clicks on the content record.

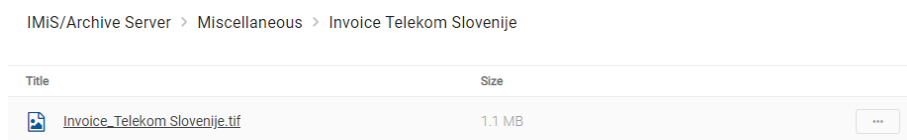


Image 129: Opening content by clicking on the content

Certain contents are opened directly in the browser's viewer; if that is not possible, the contents are downloaded and opened with an external viewer.

For more information on downloading content see chapter [Downloading content](#).

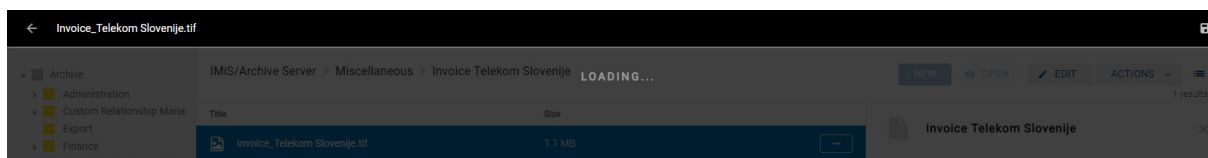


Image 130: Loading content

In the context of the content formats which are supported on the IMiS®/ARCHive Server and can be described with IANA-registered content types (MIME type; see chapter [Capturing content](#)), the user can play the following audio and video contents in streaming mode:

- Audio (wav, ogg, mpeg)

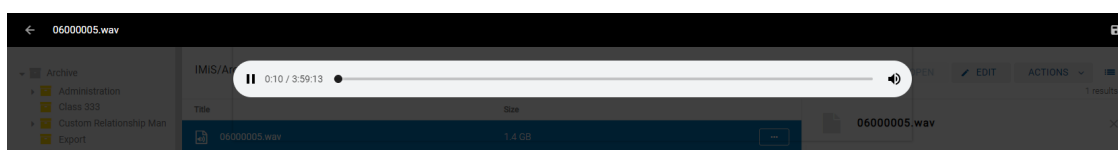


Image 131: Opening audio content

- Video (mp4, webm, ogg)

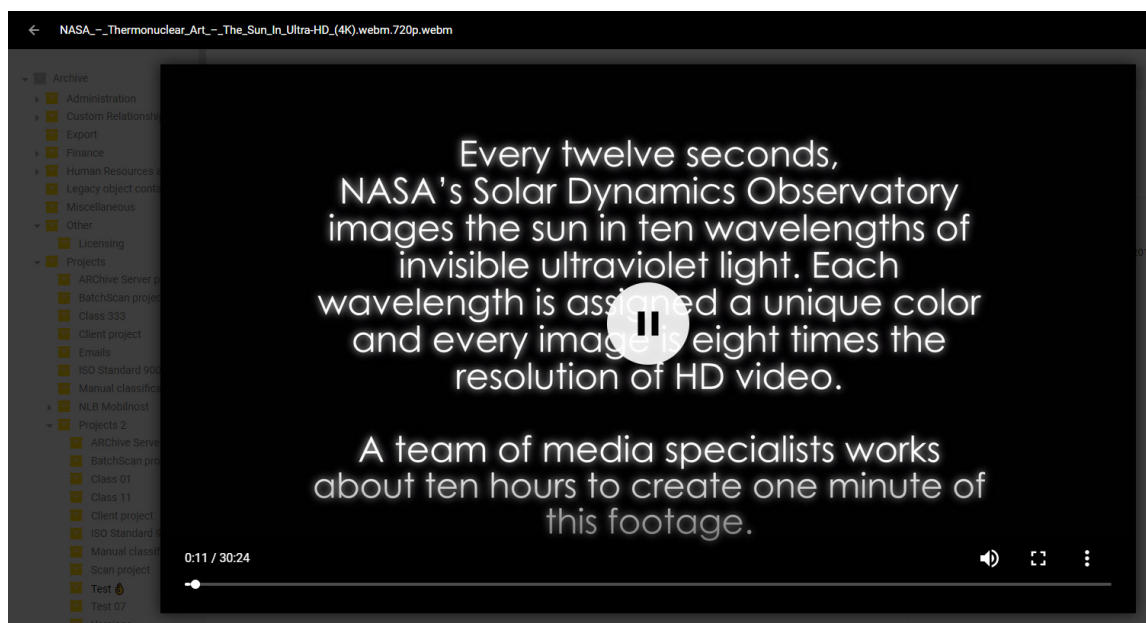


Image 132: Opening video content

*Note: Previewing audio and video contents is possible if the content has been optimized for online viewing.*

#### 4.3.5.5 Downloading content

By selecting the »Download« command in the popup menu on the tagged content in the document reading mode (»Open«), the user downloads the content to the device.

The content is saved in the selected location on the device.

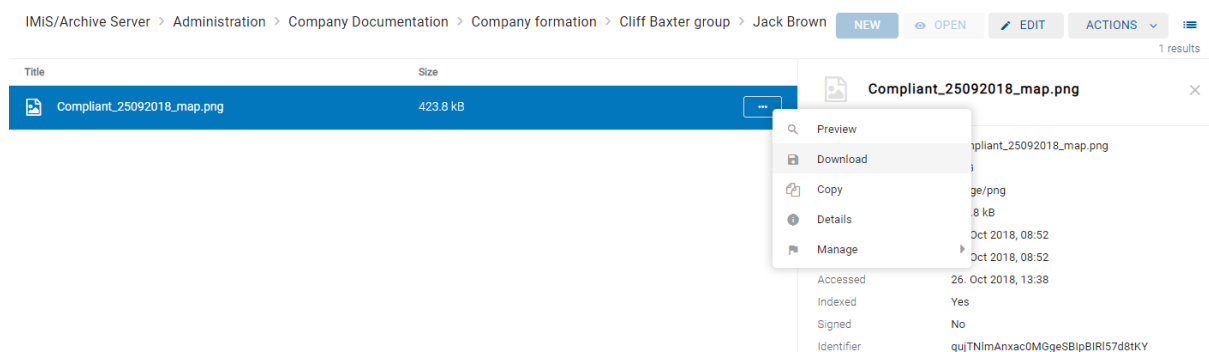


Image 133: Selecting the »Download« command in the popup menu

In the bottom left corner the user is shown the progress of the download of content and the Cancel option.

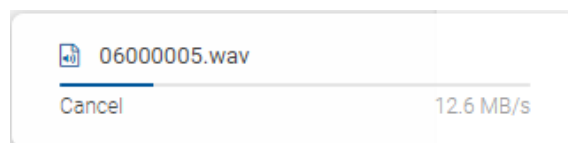


Image 134: Displaying the progress of the download of content

By selecting the popup menu on the notification about downloaded content, the user has the option of selecting actions.

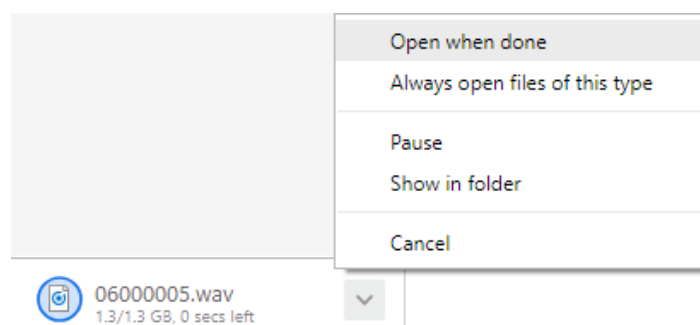


Image 135: Displaying the option of selecting actions on downloaded content



#### 4.3.5.6 Content update

Content update can be performed by the user with the »Write« right.

The user has the option of updating saved content. In editing mode, the user selects the document content. In the popup menu the user selects the »Update« command.

This opens a dialog box for selecting the content which will replace the existing content.

If the user does not change the title of the content, it is preserved.

The user confirms the change to the entity with the »Save« command or cancels it with the »Cancel« command.

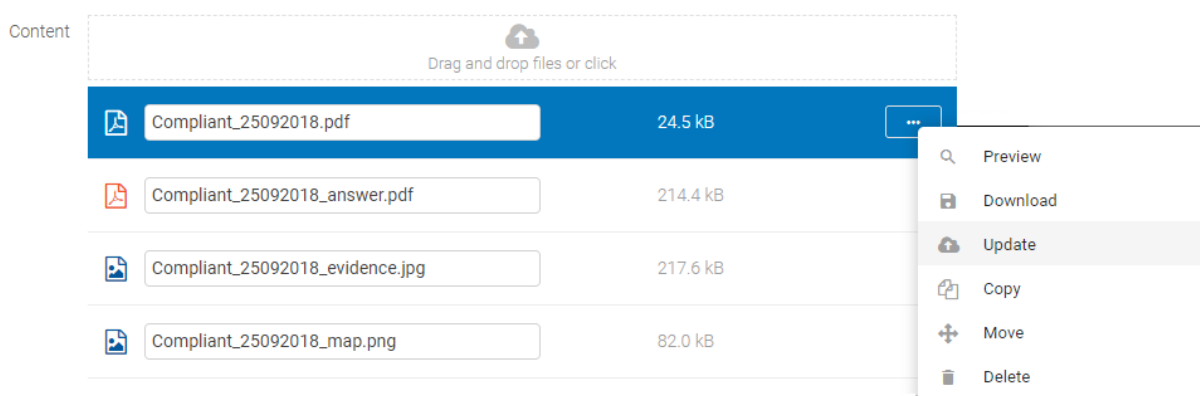


Image 136: Selecting the »Update« command in the popup menu

Title	Size	Modified
Compliant_25092018_Mutidie.pdf	24.5 kB	5/6/2018
Compliant_25092018_answer.pdf	214.4 kB	5/6/2018
Compliant_25092018_evidence.jpg	217.6 kB	27/8/2018
Compliant_25092018_map.png	82.0 kB	1/10/2018

Image 137: The selected content after update

#### 4.3.5.7 Copying content

Copying content can be performed by the user with the »Write« right.

The user makes a copy of the entity's content and copies it to another document-type entity.

The user selects the content in the Open mode. By selecting the popup menu on the tagged content, the user selects the »Copy« command.

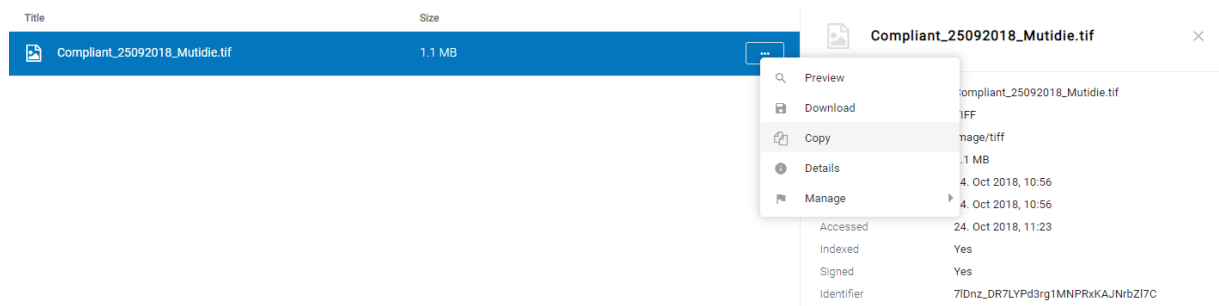


Image 138: Selecting the »Copy« command in the popup menu

This opens a dialog box for selecting the target document in the classification scheme.

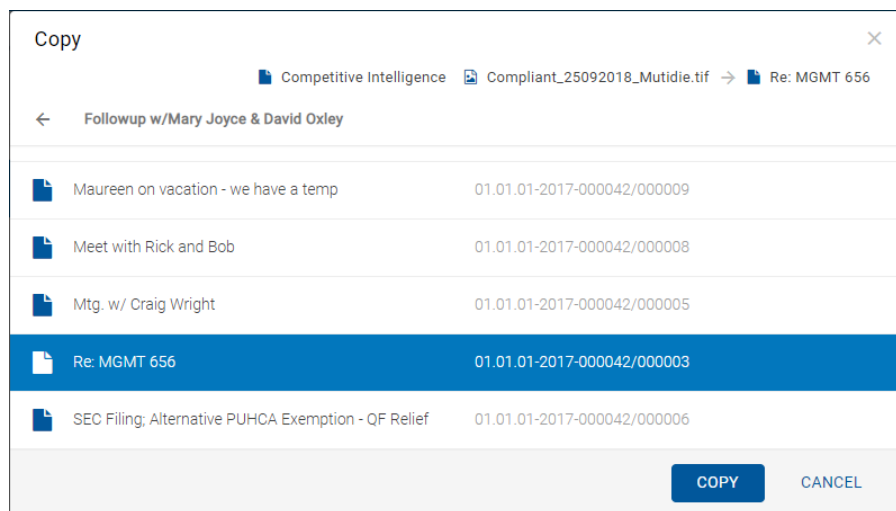


Image 139: Copying the content to another document

After confirming the »Copy« command, a copy of the content is saved to the selected document. The user is informed of saving a copy of the content.

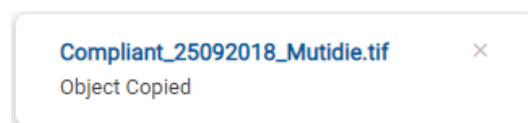


Image 140: Information about saving a copy of the content

#### 4.3.5.8 Moving content

Moving content from one entity to another can be performed by the user with the »Write« right. The user selects the content in the editing mode. In the popup menu on the tagged content, the user selects the »Move« command.

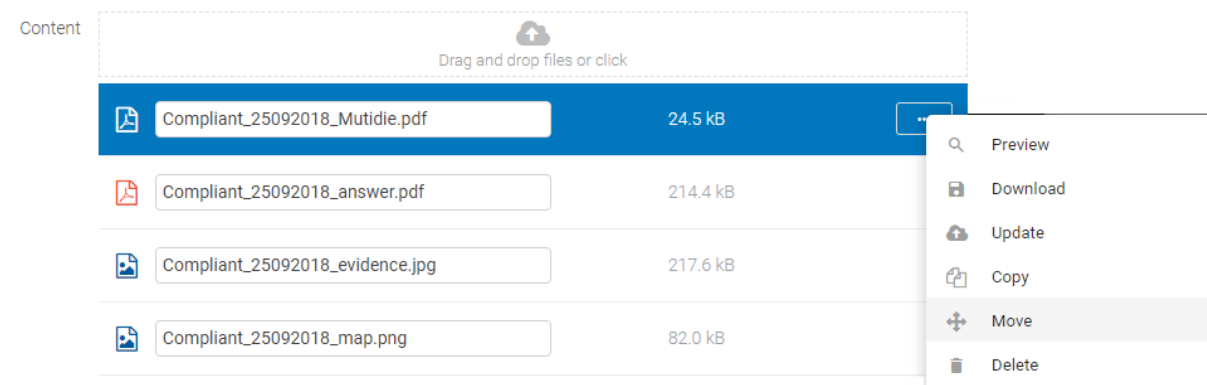


Image 141: Selecting the »Move« command in the popup menu

This opens a dialog box for selecting the target document in the classification scheme.

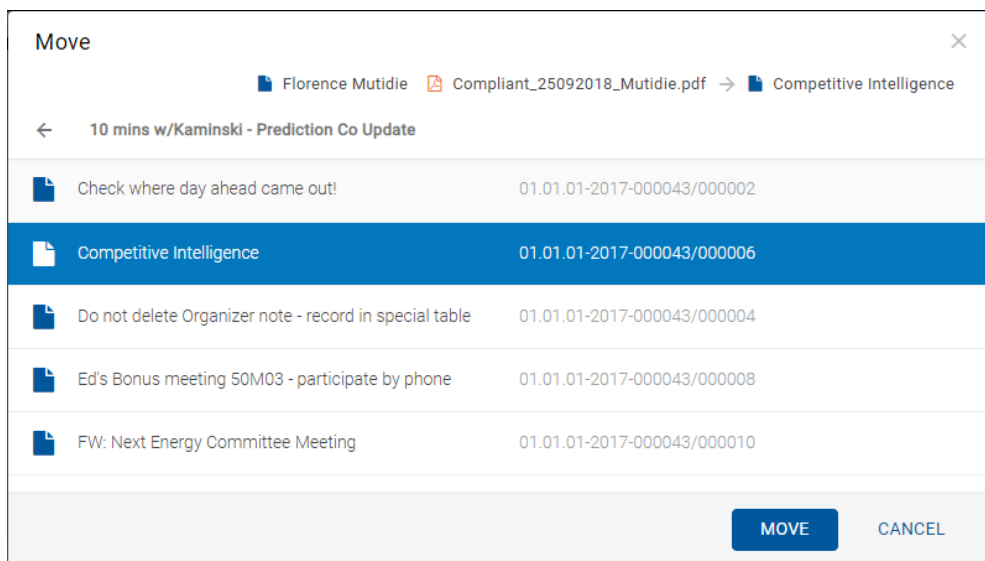


Image 142: Selecting the target document for moving content

By confirming the selection with the »Move« command, the content is tagged to move.

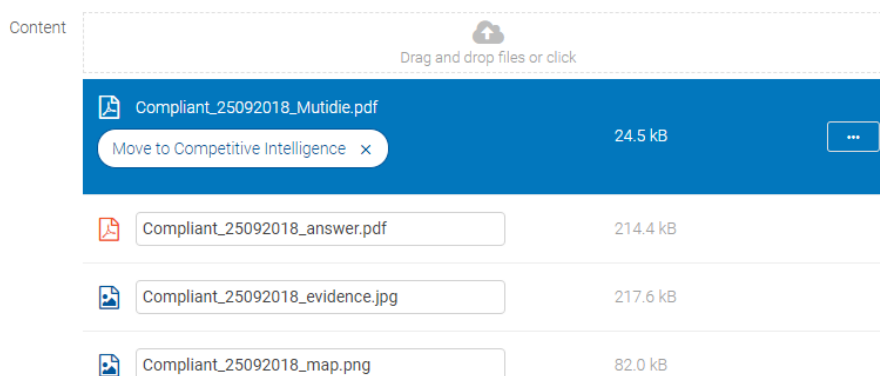


Image 143: Content temporarily removed from the document

Content move is not performed until after saving changes.

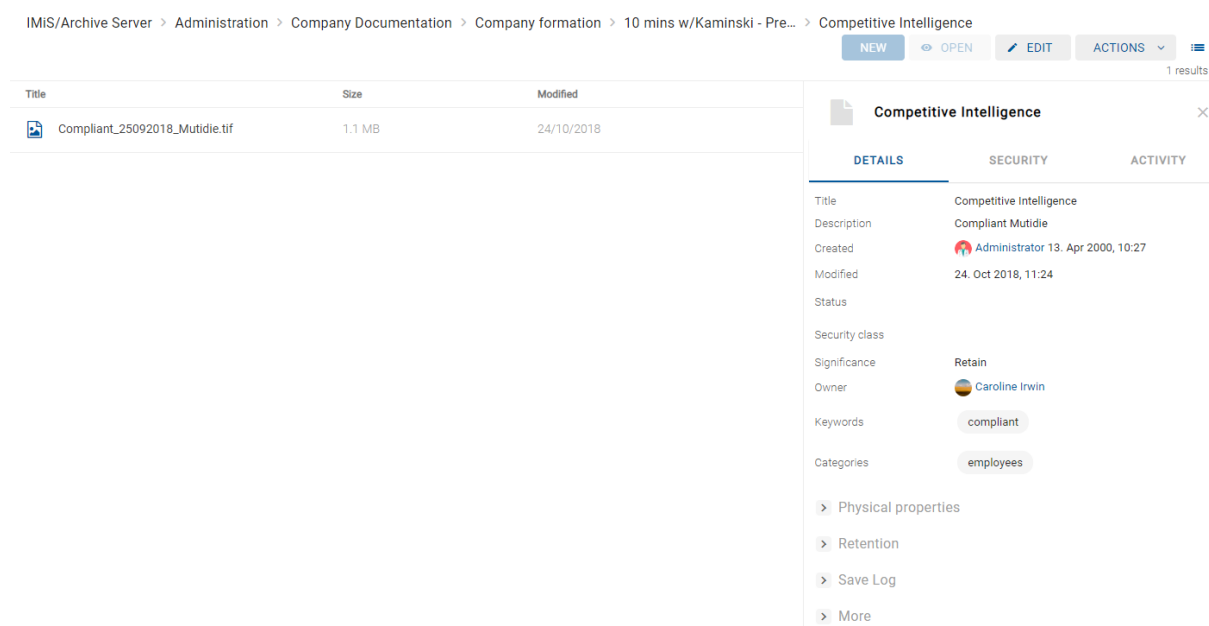


Image 144: Saved document content

#### 4.3.5.9 Deleting content

Deleting content can be performed by the user with the »Write« right.

The user removes document content by first selecting the document content in Edit mode.

In the popup menu the user selects the »Delete« command. The content is removed from the list. The user confirms the change to the entity with the »Save« command or cancels it with the »Cancel« command.

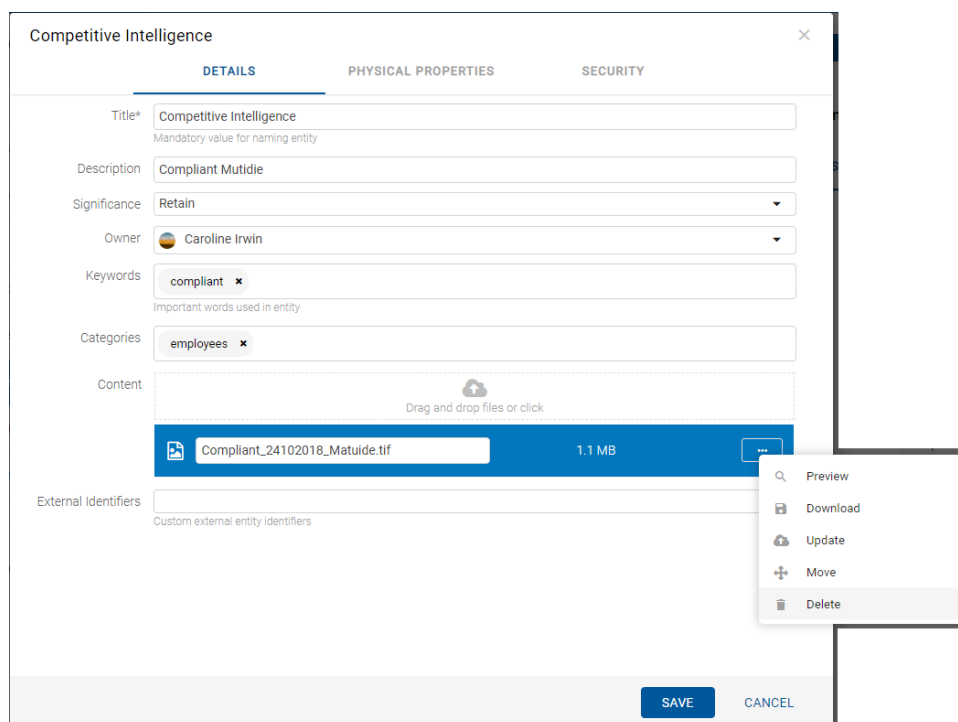


Image 145: The content on the list before deletion

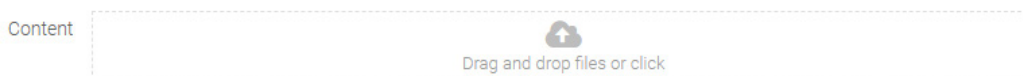


Image 146: The content on the list after deletion

#### 4.3.5.10 Indexing content

The manual tagging of content for indexing can be performed by the user with the »ContentManagement« role.

By selecting the popup menu on the tagged content in the document reading mode (»Open«), the user can select the »Manage« command. By confirming the »Queue for Indexing« command, the selected content is tagged for later indexing.

The indexing of content can be done automatically with the appropriate settings on the IMiS®/ARChive Server or manually for an individual content within the interval specified in the server settings.

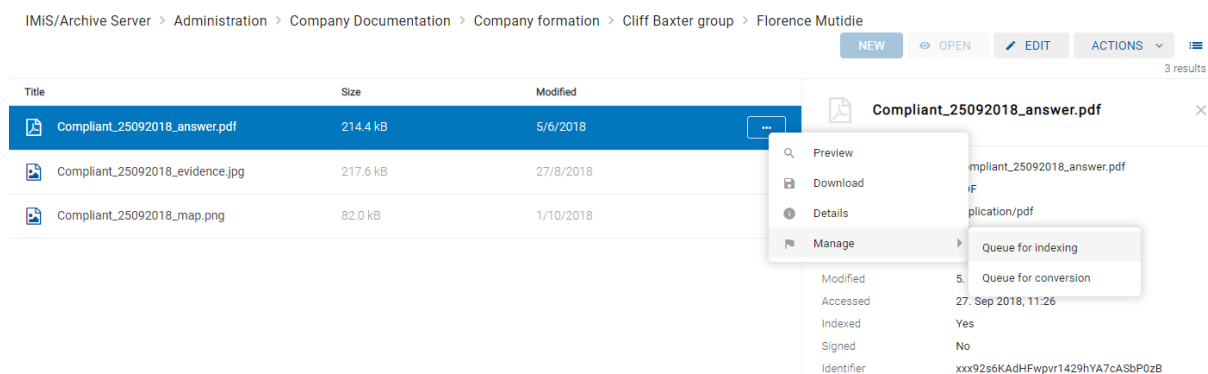


Image 147: Selecting the »Queue for Indexing« command

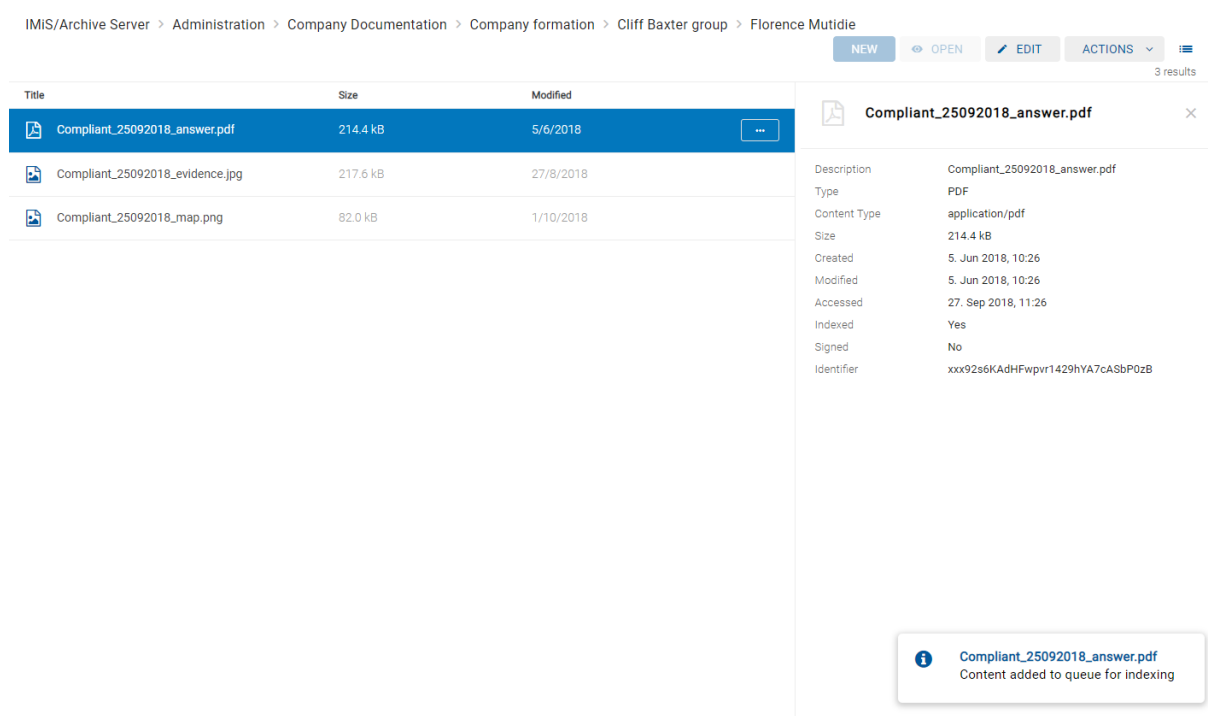


Image 148: Successful adding of content for indexing

#### 4.3.5.11 Content conversion

The IMiS®/ARCHive Server enables automatic content conversion. All newly added content is automatically converted to a long-term storage format after being stored according to the period setting in the server configuration (PDF/A, TIFF).

*Example: A content created in Microsoft Word that is attached to the document must be converted into the PDF/A file type to ensure long-term storage.*

For better visibility, the converted content is displayed in a tree. Content can also be multi-level and enable a view of the conversion history. The conversion of content can be done automatically with the appropriate settings on the IMiS®/ARChive Server or manually for an individual content within the interval specified in the server settings. For the manual tagging of content for conversion the user must have the »ContentManagement« role.

By selecting the popup menu on the tagged content in the document reading mode (»Open«), the user can select the »Manage« command. By confirming the »Queue for Conversion« command, the selected content is tagged for later conversion.

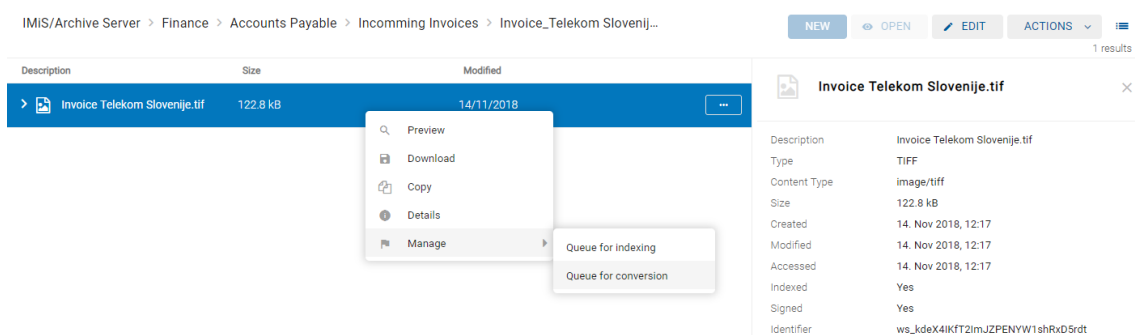


Image 149: Selecting the »Queue for Conversion« command

The user is informed of successfully tagging the content for later conversion.

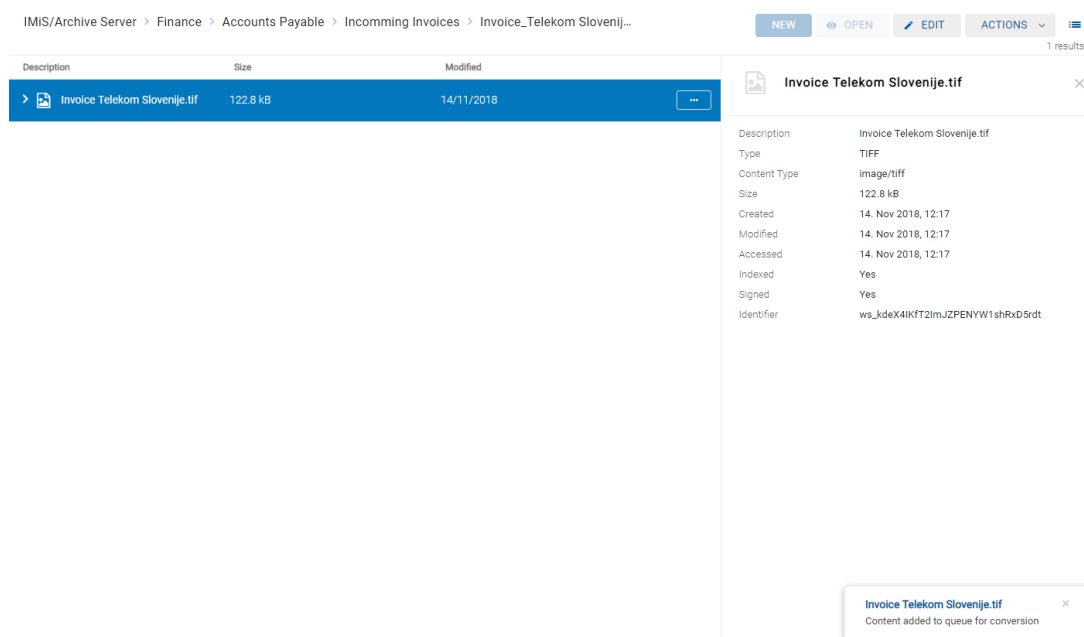


Image 150: Successful tagging of content for later conversion

#### 4.3.5.12 Detaching content

In edit mode the user has the option of detaching the selected converted content.

The user with the »Write« permission can perform the detachment.

In edit mode the user selects the content. In the popup menu the user selects the »Detach« command.

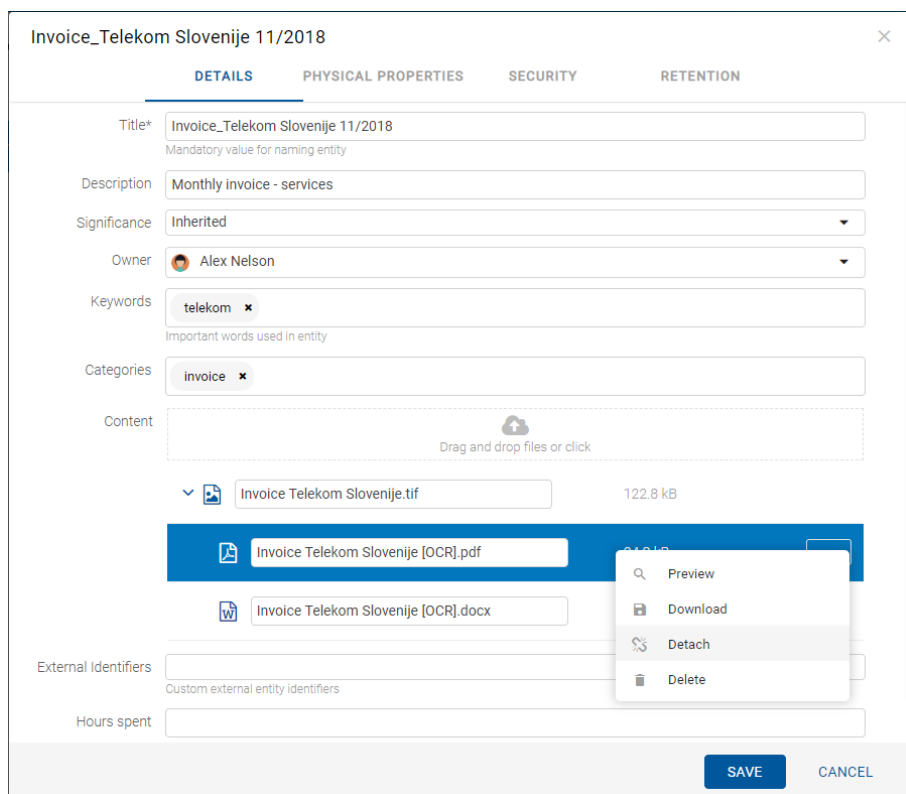


Image 151: Detaching the selected converted content

The detachment is not executed until confirmed with the »Save« command.

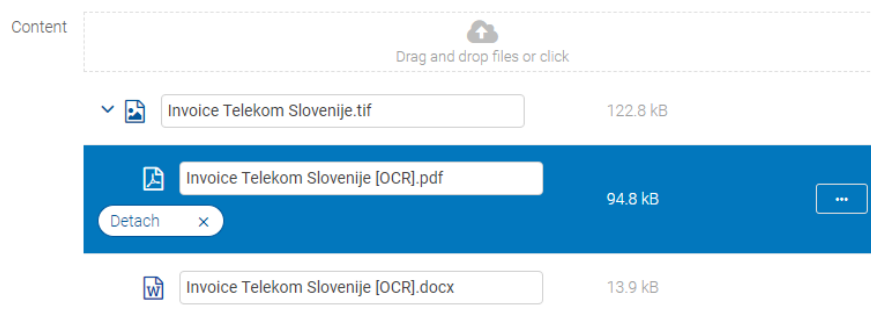


Image 152: Tagging content for detachment



After confirming the detachment of converted content, the selected content is classified under the last content on the list.

IMiS/Archive Server > Finance > Accounts Payable > Incoming Invoices > Invoice\_Telekom Slovenij...

NEW OPEN EDIT ACTIONS 2 results

Description	Size	Modified
Invoice Telekom Slovenije.tif	122.8 kB	14/11/2018
Invoice Telekom Slovenije [O...]	13.9 kB	14/11/2018
Invoice Telekom Slovenije [O...]	94.8 kB	14/11/2018

Invoice Telekom Slovenije [OCR]...

Description	Invoice Telekom Slovenije [OCR].pdf
Type	PDF
Content Type	application/pdf
Size	94.8 kB
Created	14. Nov 2018, 13:33
Modified	14. Nov 2018, 13:33
Accessed	14. Nov 2018, 13:33
Indexed	Yes
Signed	No
Identifier	zZoVaSc6AJtiq7hJmakXWDL9ggzj-kY

Image 153: Displaying detached content on the list

***Warning:** Removal of source content is possible only after a prior removal of all interpretations of the content. While removing content at individual levels, the entity must be saved.*

### 4.3.6 Versioning

The user is enabled the versioning of all document-type entities. The properties that have been modified in individual document versions can be reviewed only on templates that enable versioning.

***Note:** This functionality is supported in IMiS®/ARChive Server version 9.9 or higher.*

#### 4.3.6.1 Creating new version

By selecting the action »New version« in the popup menu on the »Actions« button in the command bar or on the document selected from a list, the user is shown a dialog box with the relevant tabs and set of attributes.

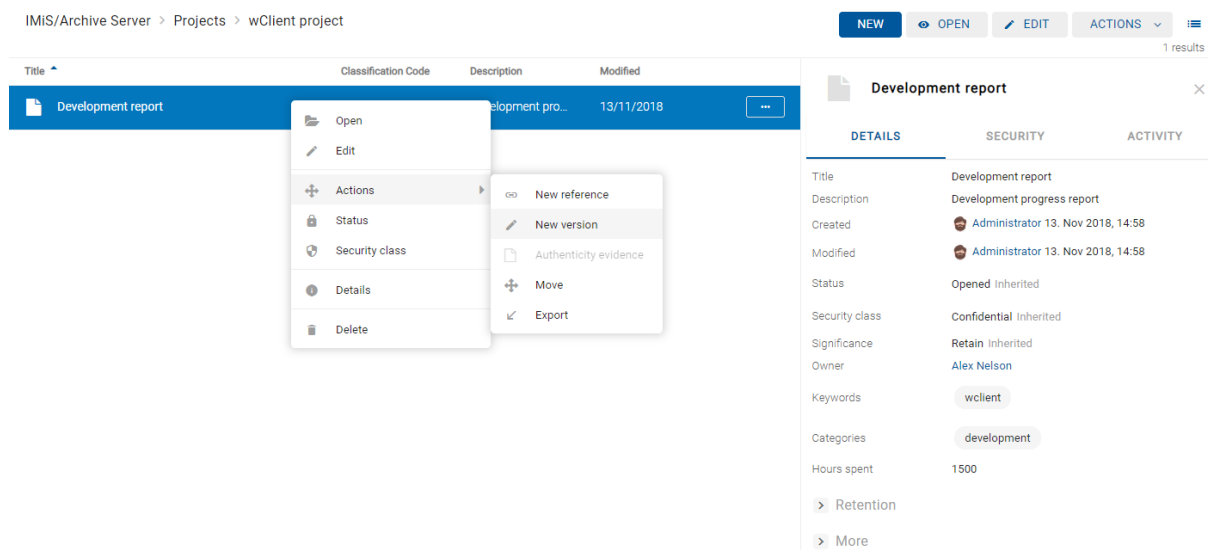


Image 154: Selecting the action »New version« in the popup menu

In the »Details« tab the following attributes are available to the user:

- Version: selecting a document version. The available options are:
  - Major: signifies major changes to the document.
  - Minor: signifies minor changes to the document.
  - 3rd level: signifies minimum changes to the document.
  - 4th level: signifies the smallest changes to the document.
  - Overwrite: overwrites the existing document version.
- Comment: a comment to the document version.
- Title: the name of the document. This attribute is mandatory.
- Description: a short description of the document.
- Significance: a set of available document significances.
- Owner: the directory entity (user or group) that is responsible for the selected document version (owner).
- Keywords: document-related keywords. This attribute can have multiple values.
- Categories: a collection of document categories.
- Content: document contents.
- External identifiers: a list of the unique external identifier of the document version on the server.

Development report

DETAILS PHYSICAL PROPERTIES SECURITY

Version: Major

Comment: Major

Title\*: 3rd level

Description: Overwrite

Significance: Inherited

Owner: Alex Nelson

Keywords: wclient

Categories: development

Content: Drag and drop files or click

External Identifiers: Custom external entity identifiers

Hours spent: 500

SAVE DRAFT DISCARD SAVE CANCEL

Image 155: Checking out a document version

The user confirms the checking out of a new document version with the »Save« command or cancels it with the »Cancel« button.

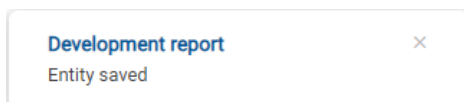


Image 156: Information about saving a document version

***Note:** While creating a document version, the source document is available to other users only in read-only mode.*

#### 4.3.6.2 Reviewing a document version

In the preview mode and open mode, the user can review document versions in the set »Versions« in the »Details« tab in the right view.

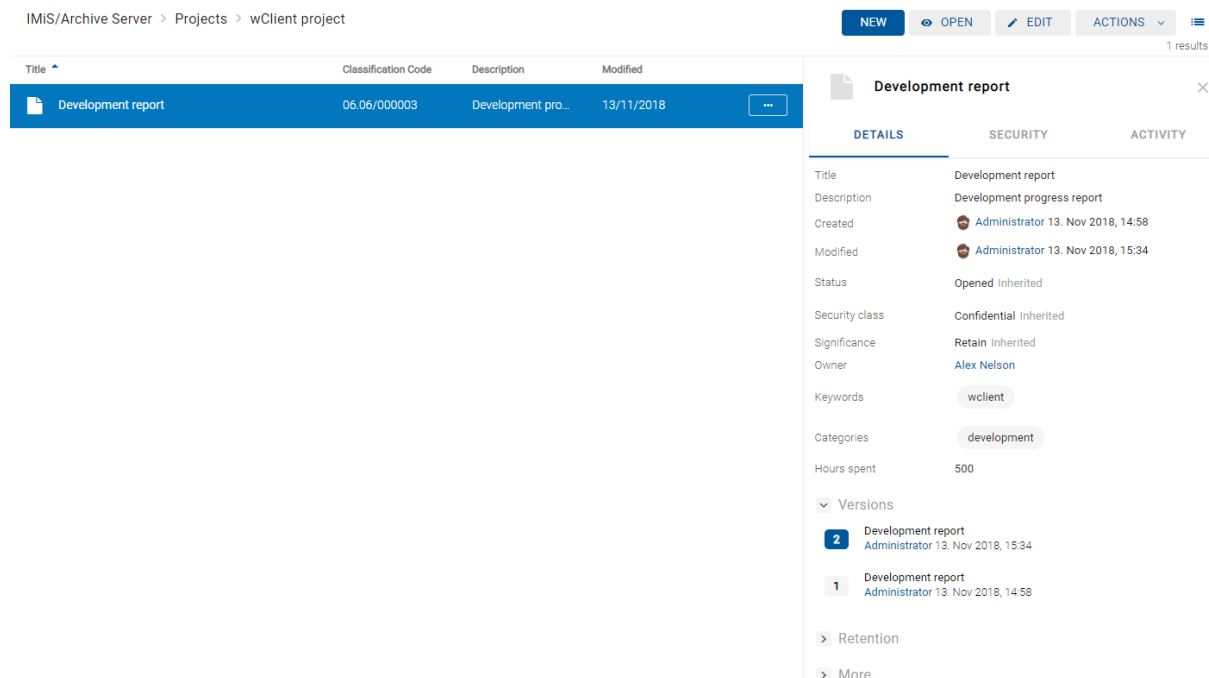



Image 157: Displaying document versions in the set »Versions«

**Note:** The last saved document version is placed at the top of the view. The selected document version is marked in blue.

#### 4.3.6.3 Editing document version

The user can edit only the values of attributes to which he has the appropriate access rights.

By selecting the icon  on the document version record, the user can choose from the following options in the popup menu:

- Open: opens the selected document version in the reading mode.
- Edit: opens the selected document version in the editing mode.
- New version: creates a new version of the document via a dialog box.
- Delete: deletes a document version.

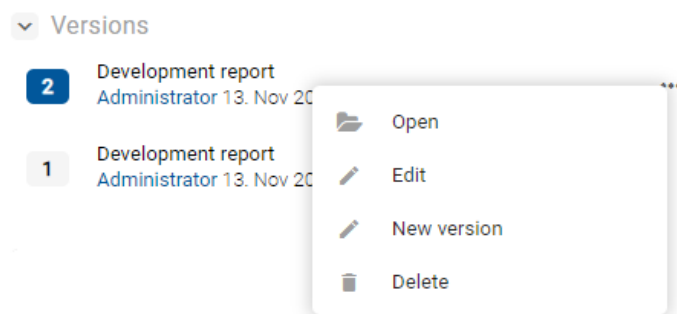


Image 158: A popup menu on the document version

In edit mode the user can change the attribute values.

 A screenshot of the 'Development report' edit form. The form has a title bar 'Development report' with a close button. Below the title bar are four tabs: 'DETAILS' (selected), 'PHYSICAL PROPERTIES', 'SECURITY', and 'RETENTION'. The 'DETAILS' tab contains several fields: 'Title\*' (value: 'Development report', with a note 'Mandatory value for naming entity'), 'Description' (value: 'Development progress report'), 'Significance' (value: 'Retain inherited'), 'Owner' (value: 'Alex Nelson'), 'Keywords' (value: 'wclient', with a note 'Important words used in entity'), 'Categories' (value: 'development'), 'Content' (a file upload area showing 'wClient\_Development\_report.docx' and '5.8 kB'), 'External Identifiers' (with a note 'Custom external entity identifiers'), and 'Hours spent' (value: '650', with a note 'Number of hours spent working on project so far'). At the bottom right are 'SAVE' and 'CANCEL' buttons.

Image 159: Opening a document version in editing mode

***Note:** When editing the document version, the values of attributes with the property »Versionable« will apply only to this version. By changing the values of attributes that do not have this property, the changed values will be saved in all previous versions of the document.*

The user can delete an individual version of the document or the versioned document by removing every single version.

#### 4.3.6.4 Creating draft

If the user wants to check in a document version at a later time, he can save it temporarily with the command »Save as draft«.

The screenshot shows a 'Development report' dialog box with three tabs: 'DETAILS', 'PHYSICAL PROPERTIES', and 'SECURITY'. The 'DETAILS' tab is active. The form contains the following fields and options:

- Version:** A dropdown menu with 'Minor' selected. The dropdown is open, showing 'Major' and 'Minor' as options.
- Comment:** A text input field with 'Minor' entered.
- Title\*:** A text input field with '3rd level' entered.
- Description:** A text input field with 'development progress report' entered.
- Significance:** A dropdown menu with 'Inherited' selected.
- Owner:** A dropdown menu with 'Alex Nelson' selected.
- Keywords:** A text input field with 'wclient' entered.
- Categories:** A text input field with 'development' entered.
- Content:** A section for uploading files. It includes a 'Drag and drop files or click' instruction and a file named 'wClient\_Development\_report.docx' (5.8 kB).
- External Identifiers:** A text input field with 'Custom external entity identifiers' entered.
- Hours spent:** A text input field with '150' entered.

At the bottom of the dialog, there are three buttons: 'SAVE DRAFT' (highlighted with a red box), 'DISCARD', and 'SAVE'. A 'CANCEL' button is also present on the right side.

Image 160: Saving a draft for later editing

By selecting the »Drafts« folder, the left view shows a list of drafts of document versions. The user can review information about the selected document version with the »Open« command, edit the document draft with the »Edit« command and perform actions on the draft via the »Actions« command.

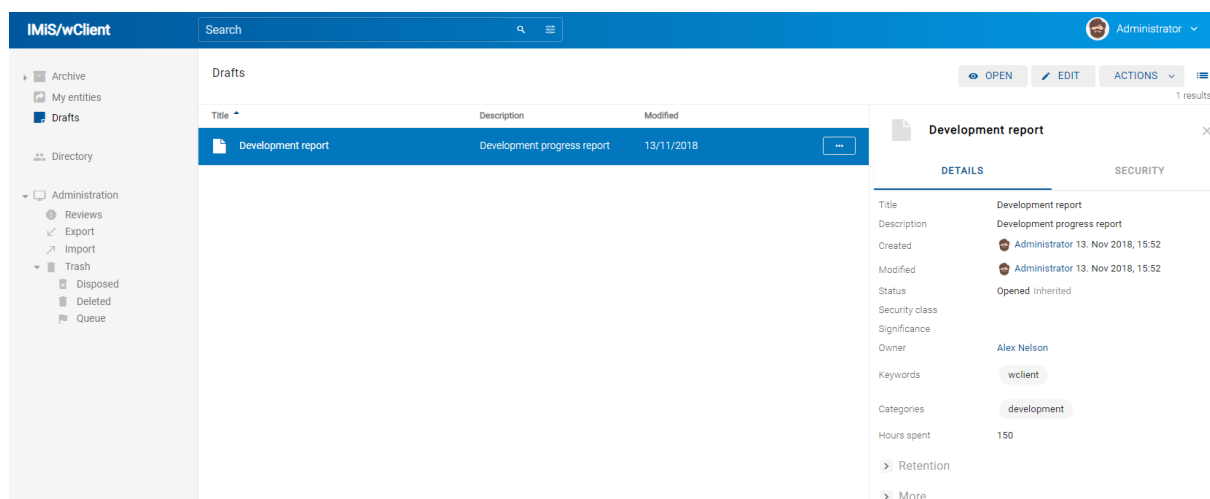


Image 161: A draft of a document version in the »Drafts« folder

#### 4.3.6.5 Discarding draft

The user can discard a document draft with the »Discard« command, thus destroying it.

The screenshot shows the 'Development report' form with tabs for DETAILS, PHYSICAL PROPERTIES, and SECURITY. The DETAILS tab is active. Fields include Version (3rd level), Comment (3rd level), Title\* (Development report), Description (Development progress report), Significance (Inherited), Owner (Alex Nelson), Keywords (wclient), Categories (development), Content (with a file upload area showing 'wClient\_Development\_report\_final.docx' at 5.8 kB), External Identifiers, and Hours spent (250). At the bottom, there are buttons for 'SAVE DRAFT', 'DISCARD' (highlighted with a red box), 'SAVE', and 'CANCEL'.

Image 162: Discarding a document draft with the »Discard« command

#### 4.3.6.6 Checking in draft

The user checks in a version of a document saved in the »Drafts« folder by selecting the »Save« command in the bottom command bar.

Development report

**DETAILS**    PHYSICAL PROPERTIES    SECURITY

Version: 3rd level

Comment: 3rd level

Title\*: Development report  
Mandatory value for naming entity

Description: Development progress report

Significance: Inherited

Owner: Alex Nelson

Keywords: wclient ✕  
Important words used in entity

Categories: development ✕

Content:   
Drag and drop files or click  
wClient\_Development\_report\_final.docx    5.8 kB

External Identifiers:   
Custom external entity identifiers

Hours spent: 250  
Number of hours spent working on project so far

SAVE DRAFT    DISCARD    **SAVE**    CANCEL

Image 163: Reviewing a draft before checking it in with the »Save« command

Versions	
2.1.1	Development report Administrator 14. Nov 2018, 09:59
2.1	Development report Administrator 14. Nov 2018, 09:47
2	Development report Administrator 13. Nov 2018, 15:45
1	Development report Administrator 13. Nov 2018, 14:58

Image 164: Displaying the document versions after checking in the draft with the »Save« command



### 4.3.7 Search functions

The IMiS®/ARCHive Server enables users to search by:

- Metadata of the class, folder and document.
- Full text of the content attached to the document.
- Title of content contained by the document.
- Metadata and full text of content, simultaneously.


Users may only search entities they are authorized to access. Search functions are available for the selected entity, or the entire server archive.

The search engine is made up of two sets which refer to the:

- conditions for searching by metadata
- content descriptions
- full text of document contents.

#### 4.3.7.1 Full text search

The user begins searching the full text of the content by entering a search string in the »Search« field in the header of the user interface.

The user confirms it by selecting the icons , which denote a search.

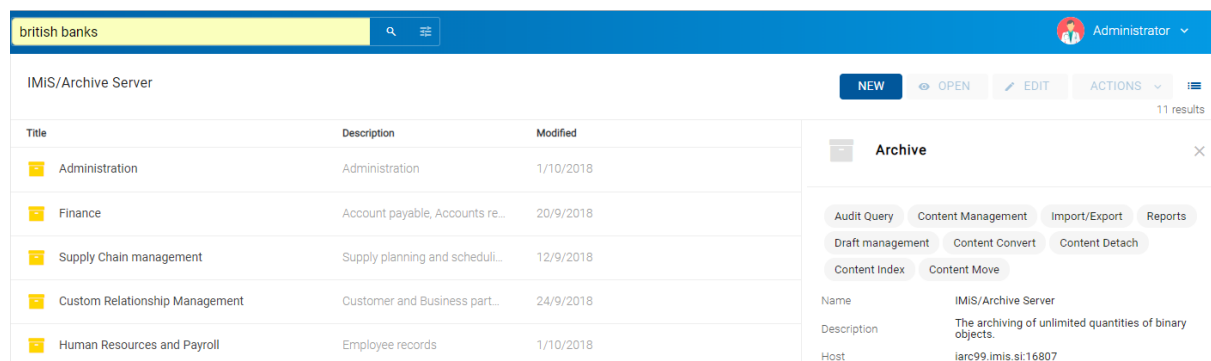


Image 165: Entering a search string in the »Search« field

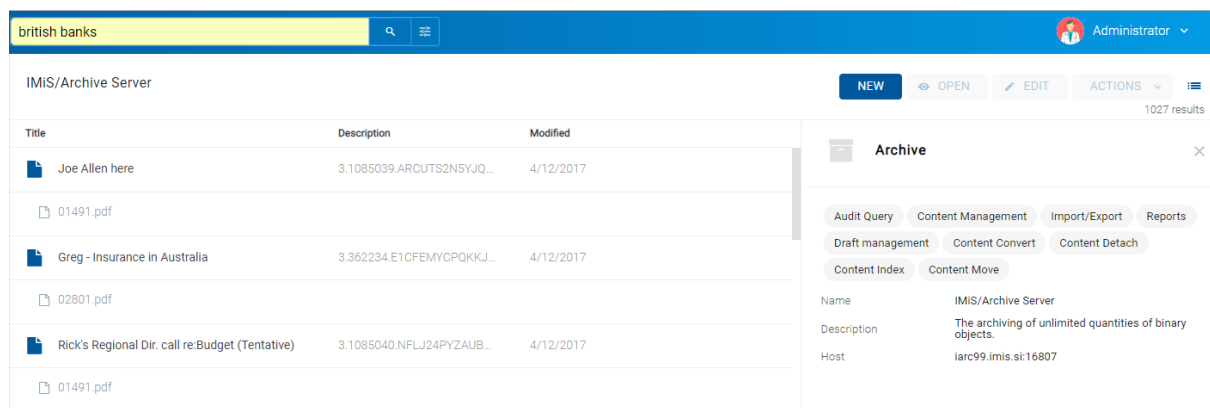



Image 166: A full text search result

An alternative way of searching the full text of the content is by selecting the icon  in the header of the user interface and entering the search string in the »Full text search« field in the »Search« dialog box.

The user can create a search string from one or multiple simple search conditions.

The screenshot shows the 'Search' dialog box. It has a title bar with a close button. Inside, there are several input fields: 'Title', 'Owner' (with a user icon), 'Keywords' (with a hint 'Important words used in entity'), 'Content' section with 'Full text search' (containing 'british AND BANKS' and a hint 'Full text search value'), 'Content description', and 'Custom metadata' (with a 'Name' field). At the bottom right, there are 'SEARCH' and 'CANCEL' buttons.

Image 167: Entering a search string in the »Full text search« field

The full text search is case insensitive and searches only by the text file formats from which the IMiS®/ARCHive Server can extract the text.

The user can also perform a wildcard search by using the special characters »\*« and »?« in the search string.

B?RITISH ban\*

Administrator

IMIS/Archive Server

NEW OPEN EDIT ACTIONS

3769 results

Title	Description	Modified
Lou Pai staff meeting EB 791	3.1125849.LOK2VLGULB3KP...	4/12/2017
01076.pdf		
Joe Allen here	3.1085039.ARCUTS2NSYJQ...	4/12/2017
01491.pdf		
May 17, 200 Commission Meeting	3.1102903.L45N1GX11MTFL...	4/12/2017

**Archive**

Audit Query Content Management Import/Export Reports

Draft management Content Convert Content Detach

Content Index Content Move

Name IMIS/Archive Server

Description The archiving of unlimited quantities of binary objects.

Host larc99.imis.si:16807

Image 168: A wildcard search by using special characters

Besides values and special characters, the user can also use »Operator« in the search string. It is about the logical operators for chaining simple search conditions into complex search conditions. The available operators are the logical inclusive (AND), the logical interchangeable (OR), and the logical mutually exclusive (XOR).

british AND BANKS

Administrator

IMIS/Archive Server

NEW OPEN EDIT ACTIONS

11 results

Title	Description	Modified
Administration	Administration	1/10/2018
Finance	Account payable, Accounts re...	20/9/2018
Supply Chain management	Supply planning and scheduli...	12/9/2018
Custom Relationship Management	Customer and Business part...	24/9/2018
Human Resources and Payroll	Employee records	1/10/2018

**Archive**

Audit Query Content Management Import/Export Reports

Draft management Content Convert Content Detach

Content Index Content Move

Name IMIS/Archive Server

Description The archiving of unlimited quantities of binary objects.

Host larc99.imis.si:16807

Image 169: Searching using operators

The search result is shown in the central view of the user interface. It contains only the list of entities or contents to which the user has access.

IMIS/Archive Server > Miscellaneous		
Title	Classification Code	Description
Assignments	07/000002	Group assignments
Regulations.pdf		

Image 170: An example of a search result

Examples:


A user is searching for entities in the full text of the content. Based on the search string:

- **\*test** returns an error. Such syntax is not allowed.
- **te\*st** finds all document contents with words beginning with »te« and ending with »st« (i.e. telephonist, terrorist, ...).
- **te?t** finds all document contents in which the third letter of the word is unknown (i.e. test, text, ...).
- **test\*** finds all document contents with the word »test« (i.e. tests, testing, ...).
- **test result** finds all document contents with words »test« or »result«.  
The rule is that if there are no logical operators between the words, operator OR will be used.
- **test AND result** finds all document contents with words »test« and »result«. Logical operators must be written in uppercase.
- **»test result«** finds all document contents with words »test result« written in succession.
- **»test result\*«** finds all document contents with words »test result« written in succession, with the possibility that the second word can also be longer (i.e. results, resultados, ...)

Formats supported by the full text search function are:

- HTML, XML and similar formats.
- Microsoft Office, OpenOffice and iWork formats.
- RTF format.
- PDF format.
- Text formats.
- Audio format metadata (metadata of WAV, MIDI, MP3, MP4, OGG).
- Image format metadata (metadata of BMP, GIF, PNG, PSD; EXIF for JPEG, TIFF).
- Video format metadata (metadata of FLV, MP4).
- Email formats (PST, MBOX, EML).
- PKCS7 formats.
- Electronic publication formats (EPUB, FB2).
- Web feed and news formats (RSS, ATOM, IPTC, ANPA).
- DWG format.
- CHM format.
- Font formats (TTF, AFM).
- Scientific formats (HDF, NETCDF, MAT).
- Program and library formats (ELF, PE).
- Compression formats (TAR, CPIO, ZIP, 7ZIP).

### 4.3.7.2 Search by metadata

The user can search by metadata by selecting the icon  in the header of the user interface and selecting the values from the list, or by entering a search string in the following fields in the »Search« dialog box:

- Title: name of the entity.
- Owner: owner of the entity.
- Keywords: keywords related to the entity.

Creates a search string from one or multiple simple search conditions.

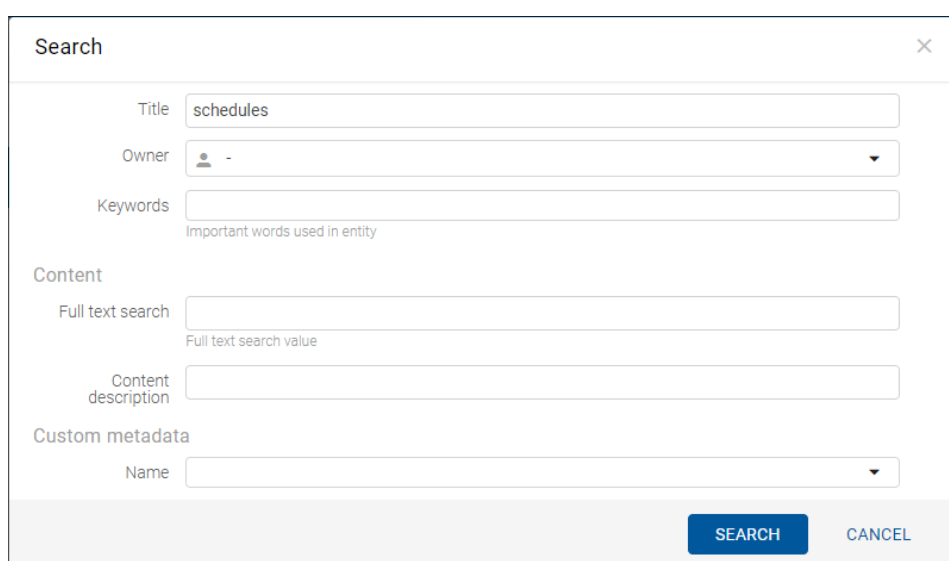
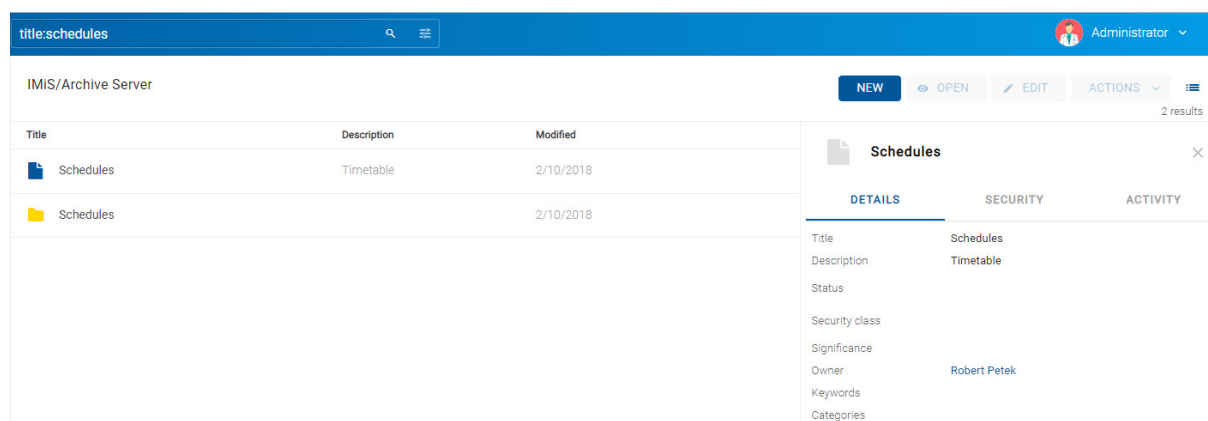




Image 171: A dialog box for searching by metadata



Title	Description	Modified
 Schedules	Timetable	2/10/2018
 Schedules		2/10/2018

**Schedules**

**DETAILS** | SECURITY | ACTIVITY

Title: Schedules

Description: Timetable

Status:

Security class:

Significance:

Owner: Robert Petek

Keywords:

Categories:

Image 172: An example of a metadata search result

When choosing text metadata, the search value must be text. When searching text metadata, the value does not have to be exactly identical. The IMiS®/wClient also allow you to perform a »Wildcard search« by using special characters in the search string:

- »\*« means zero or more characters of any kind
- »?« means any character.

Image 173: Use of special characters in a search string

Title	Description	Modified
Florida Projects		4/12/2017
EES revenue through customer DSM projects	3.351934.HYHCQ2PFQKV0Y...	4/12/2017
Summary of Last 6 Months Projects	3.319293.ENALD45SVKA5T0...	4/12/2017
Projects		4/12/2017
RE: HR Research Projects	3.356400.ISTVM2EUR003HC...	4/12/2017
RAC IT Improvement Projects	3.354807.L2SLG4ZIZ1G305X...	4/12/2017

Image 174: An example of a result of searching by metadata using special characters

**Note:**

*The user does not have to pay attention to the use of small and capital letters, because the search is case insensitive.*

Example:

If the user is searching entities by the »Title« metadata, the search string:

- »a\*« searches for entities whose title starts with the letter »a«. For example, producing: »aa«, »Administration«, »authorization«, »A-test« and »Auto Service«.
- »\*traffic\*« searches for entities that have a string of characters »traffic« in the title  
For example: »traffic light«, »havy traffic«, »road traffic jam «.
- »\*en« searches for entities whose title ends with a string of characters »en«.  
For instance: »then«, »when«, »hen«, »maiden«.
- »d?b« searches for entities whose title has a specified first and third letter (in this case »d« and »b«), while the second letter and all other letters can be random.  
For example, producing: »debate«, »Debit«, »dab« or »dubious claims«.

This does not work when searching metadata whose value is represented by the name of a IMiS®/ARChive Server user (for example the metadata »Owner«).

For these values, the search string must be identical to the value of the metadata.


Instead of manually entering the title of the owner into the search string, the user selects it from the set of available users.

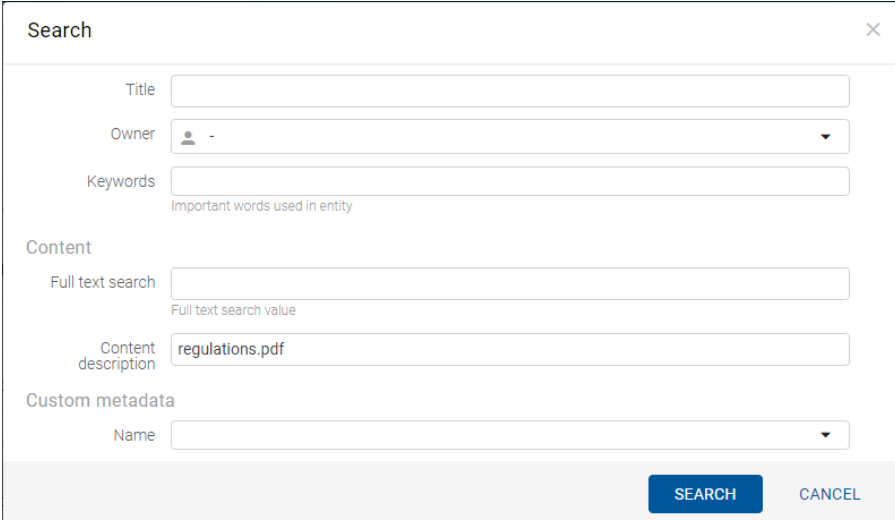
Image 175: A dialog box for searching by the metadata »Owner«

Tip:

To make the archive clearer, the administrator should, if possible, recommend a standard structure for naming entities and metadata (upper and lower case, abbreviations...) saved to the server.

### 4.3.7.3 Search by content descriptions

The user searches by the document content description by selecting the icon  in the header of the user interface and entering the search string into the »Content description« field in the »Search« dialog box.



The screenshot shows a 'Search' dialog box with the following fields and values:

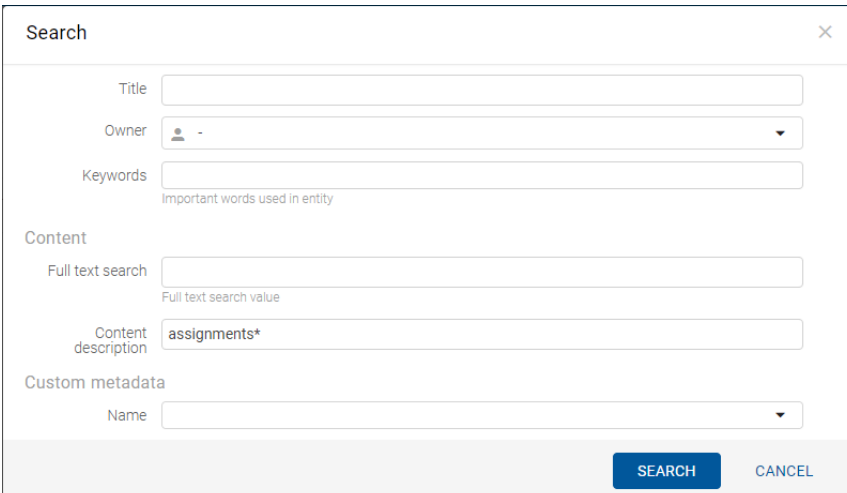
- Title: (empty)
- Owner: (empty)
- Keywords: (empty)
- Content description: regulations.pdf
- Full text search: (empty)
- Custom metadata: (empty)

Buttons at the bottom: SEARCH, CANCEL.

Image 176: A dialog box for searching by the content description

The IMiS®/wClient can perform a »wildcard search« by using special characters in the search string:

- »\*« means zero or more characters of any kind.
- »?« means any character.



The screenshot shows the same 'Search' dialog box as Image 176, but with the 'Content description' field filled with 'assignments\*'.

Buttons at the bottom: SEARCH, CANCEL.

Image 177: Use of special characters in a search string



The user does not have to pay attention to the use of small and capital letters, because the search by the content description is case insensitive.

**Example:**

If the user is searching entities by the content descriptions, the search string:

- »a\*« searches for entities containing contents whose titles begin with the letter »a«. For example, producing: »aa«, »Administration«, »authorization«, »A-test« and »Auto Service«.
- »\*traffic\*« searches for entities containing contents whose titles contain the »traffic« character string. For example: »traffic light«, »havy traffic«, »road traffic jam «.
- »\*en« searches for entities containing contents whose titles end with the »en« character string. For instance: »then«, »when«, »hen«, »maiden«.
- »d?b« searches for entities containing contents whose titles have a specific first and third letter (in this case »d« and »b«), while the second letter and all other letters can be random. For example, producing: »debate«, »Debit«, »dab« or »dubious claims«.

In the central view the user is shown the search results.






content:assignments*  		
IMiS/Archive Server		
Title	Description	Modified
 Assignments	Group assignments	14/5/2018
 Assignments_import.xml		

Image 178: Results of searching by the document contents description

#### 4.3.7.4 Combined search

The user can also perform the following combinations of searches:

- By metadata and the full text of the content.
- By metadata and the content description.
- By the full text of the content and the content description.

The user performs a combined search by selecting the icon  in the header of the user interface and entering the search strings into the relevant fields, or by selecting the value of the attribute »Owner« from the list in the »Search« dialog box.

**Note:**

The combined search takes the logical operator »AND« into account.

**4.3.7.4.1 Combined search by metadata and full text search**

The user can simultaneously search by metadata and by the full text of the content.

The search result is all documents containing the searched metadata (e.g. Owner = Keira Clay) and whose content also contains the searched text (e.g. exclusive).

The searched text can contain one or multiple simple search conditions.

Image 179: Entering a search string in a combined search

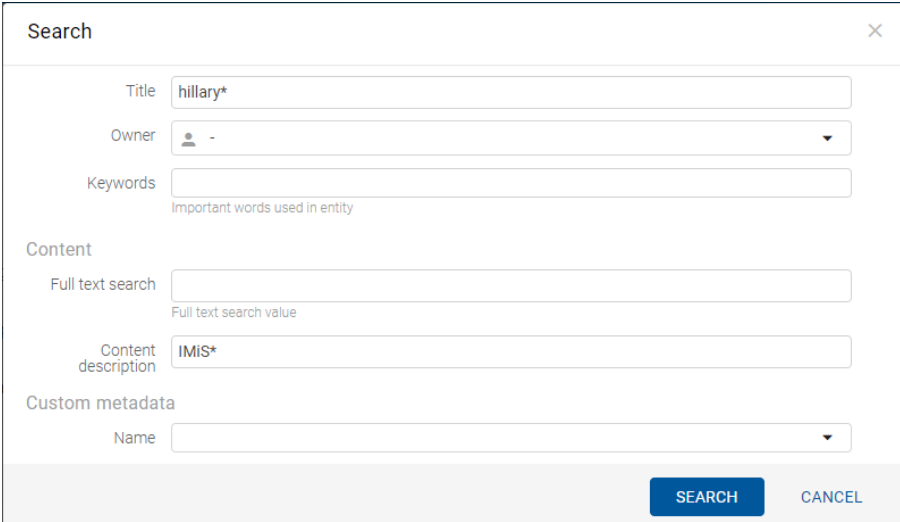
owner:kclay exclusive		
IMiS/Archive Server		
Title	Description	Modified
OPTION EXERCISE!	3.593671.F2KJNQVI4HTKTC...	4/12/2017
01101.pdf		

Image 180: Results of searching by metadata and the text of the content

#### 4.3.7.4.2 Combined search by metadata and content descriptions

The user can simultaneously search by metadata and by the content description.

The search result is all documents containing the searched metadata (e.g. Title = meeting) and whose content descriptions also contain the searched text (e.g. IMiS).

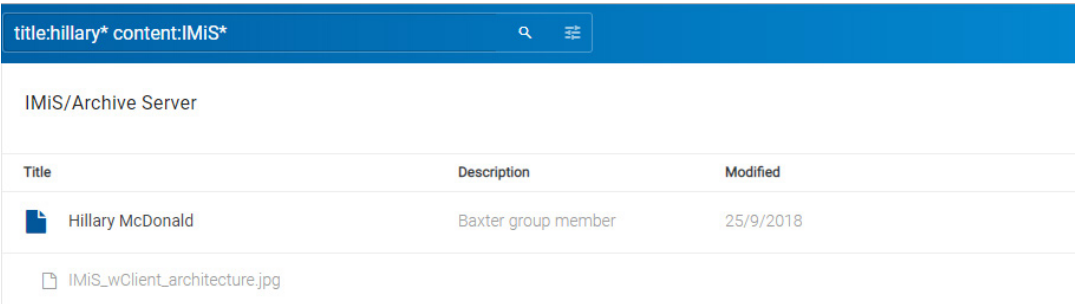


The screenshot shows a 'Search' dialog box with the following fields and values:

- Title:** hillary\*
- Owner:** -
- Keywords:** (empty)
- Content:**
  - Full text search:** (empty)
  - Content description:** IMiS\*
- Custom metadata:** (empty)

Buttons at the bottom: SEARCH, CANCEL.

Image 181: Entering a search string when searching by metadata and the content description



The screenshot shows search results for the query 'title:hillary\* content:IMiS\*'. The results are displayed in a table with the following data:



Title	Description	Modified
IMiS/Archive Server		
 Hillary McDonald	Baxter group member	25/9/2018
 IMiS_wClient_architecture.jpg		

Image 182: Results of searching by metadata and the content description

#### 4.3.7.4.3 Combined search by content descriptions and full text search

The user can simultaneously search by the content description and by the full text of the content.

The search result is all documents containing a specific search string in the content description (e.g. IMiS) and whose content also contains the searched text (e.g. assignment).


The searched text can contain one or multiple simple search conditions.

Image 183: Entering a search string when searching by the text of the content and the content description

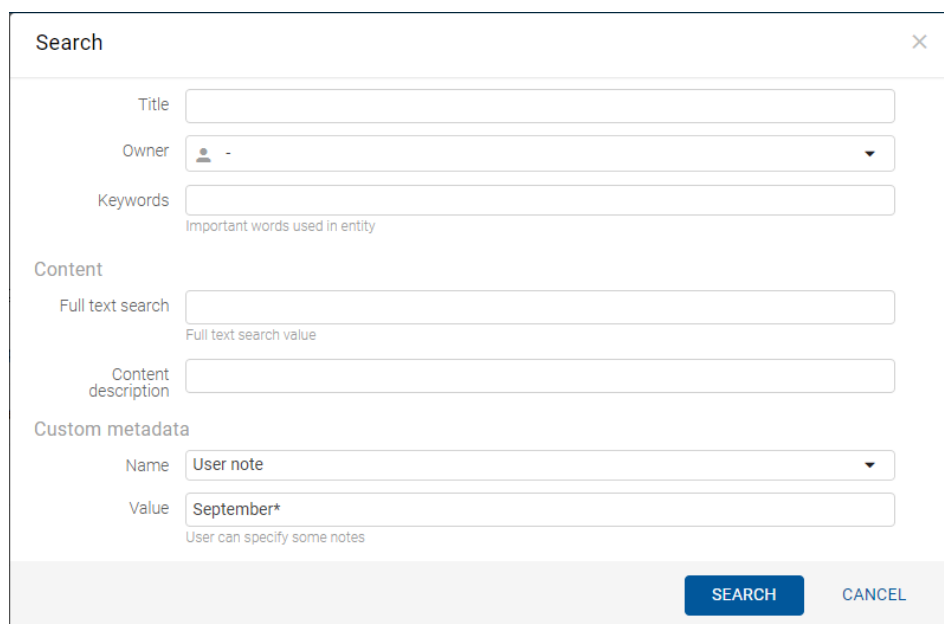
title:Austin* content:IMiS* assignment*		
IMiS/Archive Server		
Title	Description	Modified
Austin Powell		2/10/2018
IMiS.pdf		

Image 184: Displaying the result of searching by the text of the content and the content description

#### 4.3.7.4.4 Search by metadata


The user searches by custom metadata by selecting the icon  in the header of the user interface, selecting the value of the attribute »Name« from the list, and entering the search string in the field »Value« in the »Search« dialog box.

The search result is all the documents whose values of the custom attribute (e.g. User note) match the search string (e.g. September).



**Search** [X]

Title

Owner  -

Keywords   
Important words used in entity

**Content**

Full text search   
Full text search value

Content description

**Custom metadata**

Name

Value   
User can specify some notes

**SEARCH** **CANCEL**

Image 185: Entering the search string when searching by a custom attribute




"User note":September*		
IMiS/Archive Server		
Title	Description	Modified
 Project Incognito		13/9/2018
 Custom review		13/9/2018
 Procedure Good		13/9/2018

Image 186: Displaying the result of searching by a custom attribute

### 4.3.8 Archiving email messages


The IMiS®/wClient enables users to capture the received and sent email messages with corresponding metadata and attachments, depending on the IMiS®/ARChive Server settings. To enable capture, the server must be configured with at least one template that contains email message attributes [Email attributes](#).

#### 4.3.8.1 Email archiving procedure

The user captures email messages by using the »Drag and drop« functionality.

The user marks one or several email messages, including their attachments, in the email client (MS Outlook, IBM Notes etc.) and »drags« them to the selected class or folder in the classification scheme in the IMiS®/wClient.

The user arranges the IMiS®/wClient and email client windows so that they are both visible on screen. By holding down the left mouse button, the user drags the selected email messages to the central view of the IMiS®/wClient.

If a window appears notifying user that he can drop  the selected email message, this means that a popup window for creating an entity will appear when the email message is dropped. If the email is recognized successfully and it is possible to create entities with a template that enables email, the »Email« tab will be shown.

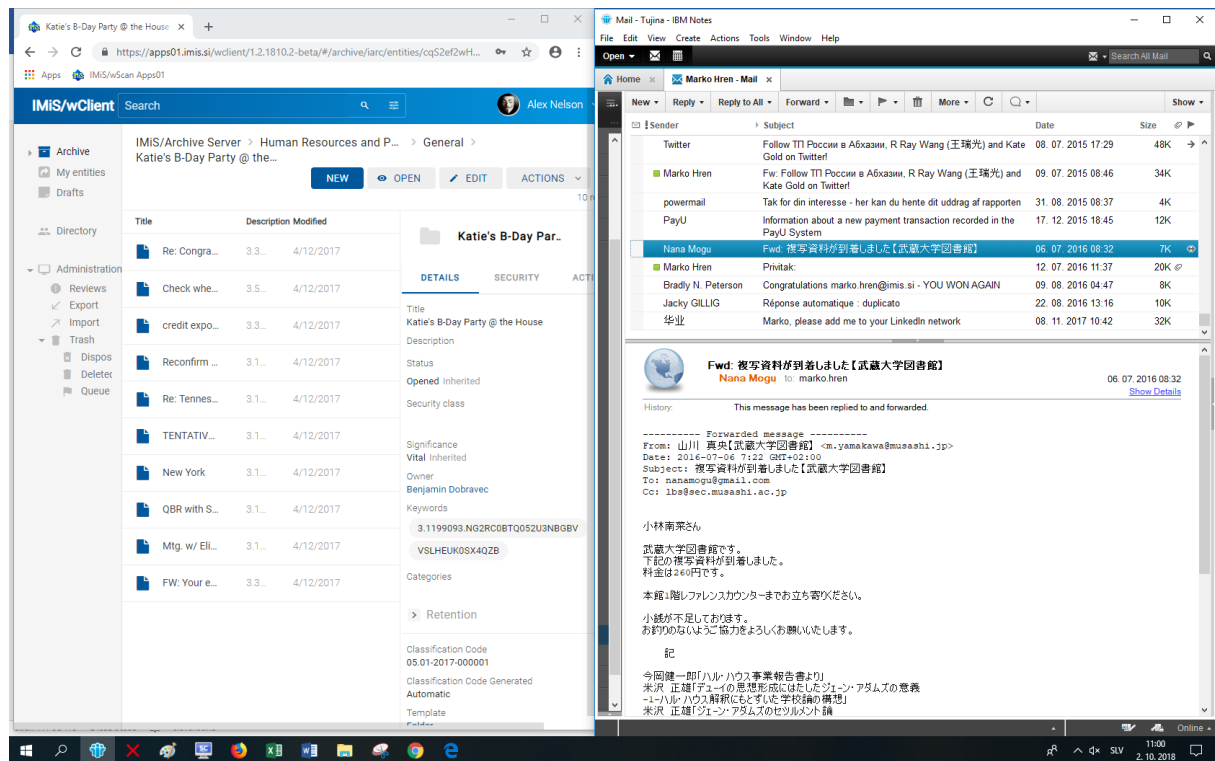


Image 187: Preparing the environment for transferring an email message from the email client to the archive

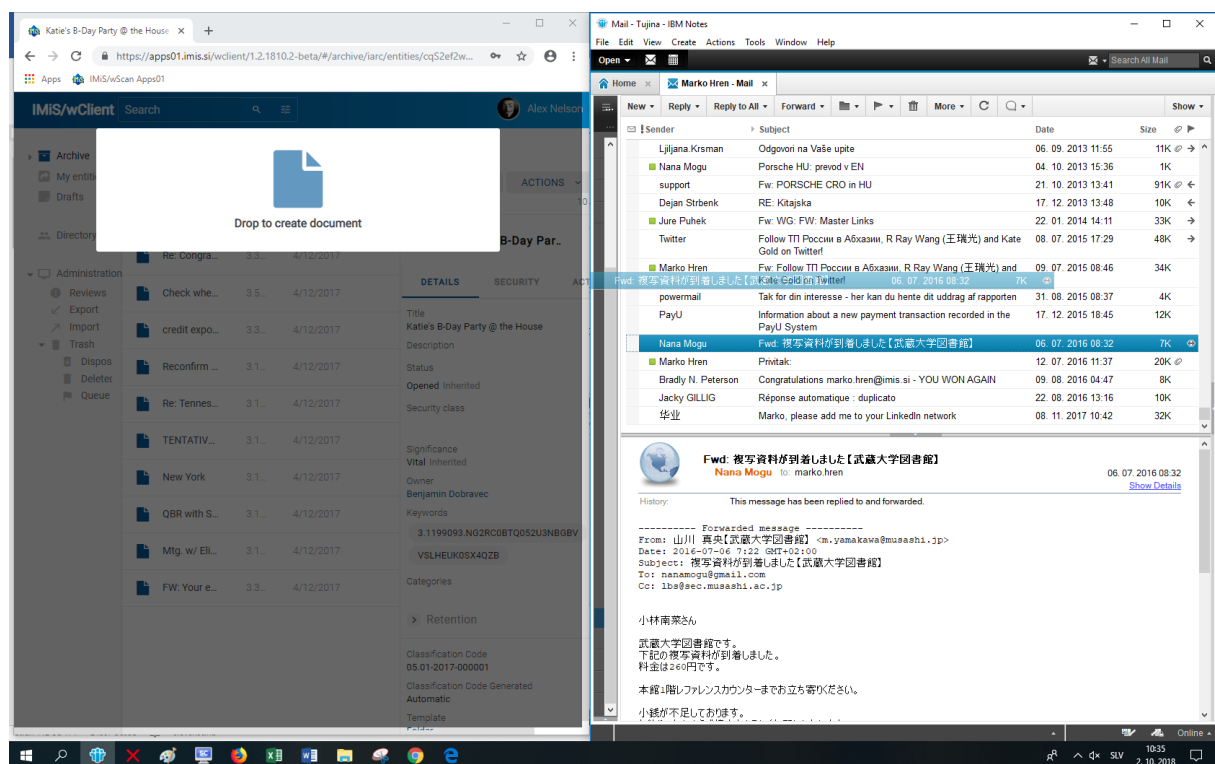


Image 188: Dropping the email message to the selected entity

After releasing the mouse button, a dialog box opens for viewing and editing the details of the email message.

**Create entity**

**DETAILS** | EMAIL | PHYSICAL PROPERTIES | SECURITY

Parent: Katie's B-Day Party @ the House

Template\*: E-mail (Filed)

Title\*: Fwd: 複写資料が到着しました【武蔵大学図書館】  
Mandatory value for naming entity

Description:

Security class: Inherited

Significance: Vital Inherited

Owner: -

Keywords: Important words used in entity

Categories:

Content:   
Drag and drop files or click  
AD142EDED059E76841DE51AA10C0DC 6.3 kB

External Identifiers: Custom external entity identifiers

**CREATE** **CANCEL**

Image 189: Viewing and editing the details of an email message before saving

In the »Details« tab the user can view or edit the following metadata:

- Parent: the title of the parent entity. This attribute is read only.
- Template: a set of available templates for creating allowed entities and classifying them under the selected class or folder. This attribute is mandatory.
- Title: name of the folder or document described. Attribute value is mandatory.
- Description: Short description of the entity.
- Security class: a set of available entity security classes based on the entity's position in the classification scheme.



- Significance: significance rating of the entity.
- »Owner«: a directory (user or group) entity that is responsible for the selected entity.
- Keywords: keywords related to the entity. Attribute can have multiple values.
- Categories: the entity view mode.
- Content: document contents. This attribute is available only for document-type entities.
- External identifiers: a list of the entity's unique external identifiers on the server.

In addition to the above-mentioned attributes, the user can also edit the so-called »Custom attributes«, which are predefined by the template.

When the selected email message is moved to the IMiS®/wClient, the value of the »Title« attribute is automatically transferred to the »Content« field, and contents containing email details are created. If the email contains additional contents, they too are transferred. After confirming the entry and selection of attribute values with the »Create« button, the selected messages are automatically transferred to the desired location in the classification scheme together with their metadata and content and are saved to the IMiS®/ARChive Server.

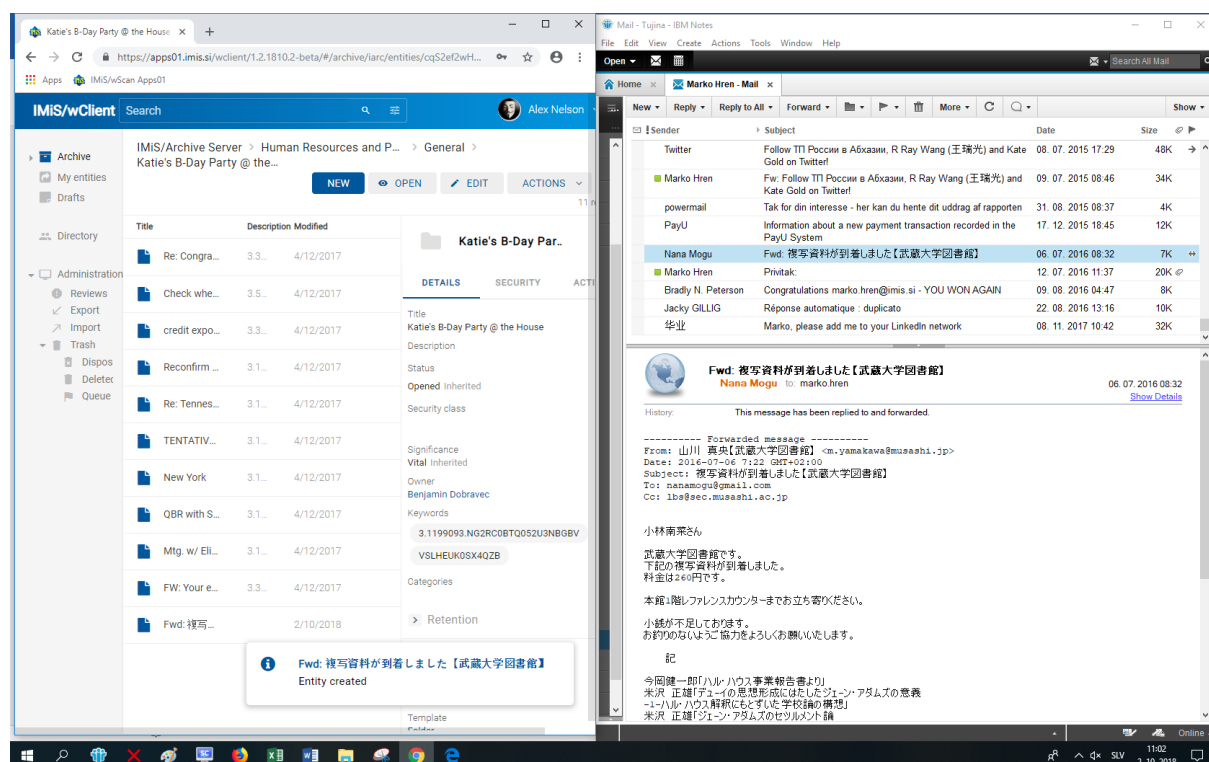


Image 190: Displaying a saved email message on the list of entities

In the »Details« tab, the user can see all the content that was saved together with the email message in the editing mode. In the »Content« field the original email message in the EML format and the recognized email attachments are created.

The screenshot shows a web interface for editing an email record. The title bar reads 'Fwd: 複写資料が到着しました【武蔵大学図書館】'. The 'DETAILS' tab is selected, showing various metadata fields. The 'Content' field is a large area where attachments are listed. Three attachments are shown: an EML file, a GIF, and a PNG. At the bottom right, there are 'SAVE' and 'CANCEL' buttons.

Image 191: Contents of the email message

#### 4.3.8.2 Functionality description

After viewing and confirming the email message with the »Create« button, the selected email messages are copied to the specified location in the classification scheme, in the form of an EML file. For each email message, the IMiS®/wClient creates a new document containing the original message, the metadata and any captured content.

The following metadata (when present) is automatically extracted from the email message and is visible to the user in the »Email« tab:

- »Subject«: the subject of the message.
- »From«: email address of the sender.
- »To«: email addresses of recipients.
- »CC«: email addresses of the carbon copy recipients.

- »BCC«: email addresses of hidden recipients.
- »Date«: the date and time the message was sent or received.
- »Message Id«: automatically generated message identifier.
- »Priority«: priority status of the email.
- »Signed«: a value that registers if the email message was electronically signed.

The »Date« and »Sender« email metadata are mandatory.

If one of these is not successfully captured, the message will not be saved.



Image 192: Display of the metadata transferred from the email message

In the »Physical Content« tab the user can add information about the physical content.

In the »Security« tab the user with the »Change permissions« permission can change the access permissions of directory entities (users, groups, attributes).

**Warning:**

*E-mail messages can't be saved if the selected template includes »Required« custom attribute.*

### 4.3.9 Acquiring authenticity evidence

Authenticity evidence is created on the IMiS®/ARChive Server for the entities, whose properties correspond to at least one rule for generating proofs and have at least one metadata or content that is intended for generating proofs.

For additional information on rules for generating and renewing proofs see chapter [Rules](#) in the [IMiS®/ARChive Server Manual](#).

Evidence is created in packets, according to predetermined time intervals.

In case authenticity evidence for the selected entity already exists on the archive, the user can retrieve it by using the »Action« command and »Authenticity evidence« command.

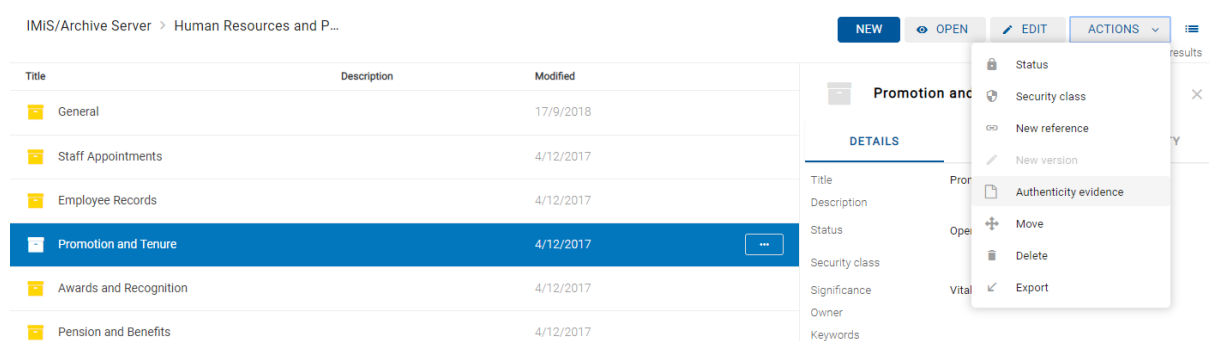



Image 193: The popup menu for selecting the »Authenticity evidence« command

The user can obtain authenticity evidence also by selecting the icon  in the set »More« of the »Details« tab in the right view.

IMiS/Archive Server > Human Resources and P...

NEW OPEN EDIT ACTIONS 9 results

Title

- Administration
- Awards and Recognition
- Education
- Employee Records
- General
- Pension and Benefits
- Promotion and Tenure**
- Salary and Payroll
- Staff Appointments

**Promotion and Tenure**

DETAILS SECURITY ACTIVITY

Title Promotion and Tenure

Description

Created Administrator 4. Dec 2017, 13:44

Modified 4. Dec 2017, 13:44

Status Opened Inherited

Security class

Significance Vital Inherited

Owner

Keywords

Retention

More

Classification Code 05.04

Classification Code Generated Automatic

Template Class

Type Class

Permanent No

Authenticity evidence GET

Accessed 2. Oct 2018, 11:59

Opened 4. Dec 2017, 13:44

Identifier h2gvvyUGPT8QNYIL-N7gZaSnGIWGYd5Q

External Identifiers

Image 194: Obtaining authenticity evidence in the »Details« tab

The notification bar in the bottom part of the user interface shows the information about saving a file with authenticity evidence.

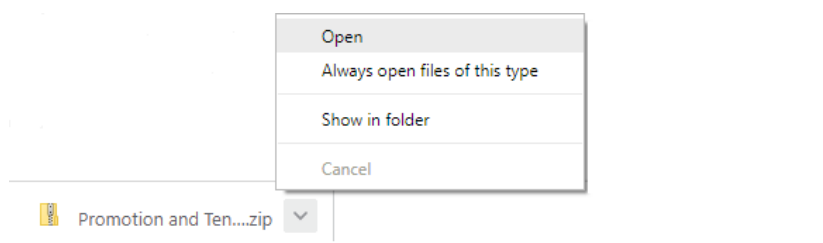


Image 195: Information for the user about saving a directory with authenticity evidence

Windows10_PC > Prenosi > Promotion and Tenure - AIP							
Ime	Vrsta	Stisnjena velikost	Zaščiten z ...	Velikost	Razmerje	Datum spremembe	
AIP	XML Document	1 KB	Ne	1 KB	31%	2. 10. 2018 11:57	
EvidenceRecord_0	XML Document	6 KB	Ne	11 KB	51%	2. 10. 2018 11:57	

Image 196: A directory with two files containing authenticity evidence

The authenticity evidence includes these two file types:

- »AIP.xml«: XML file that contains the »Archival Information Package – AIP«, which is a summary of the entity's metadata and content subject to the authenticity verification procedure.
- »EvidenceRecord X.xml«: one or more XML files that contain the evidence record of the entity according to the »Evidence Record Syntax – ERS« standard, which prescribes a system for ensuring the authenticity of long-term archived content. The »X« in the name of the file means the successive number of the record.

```
<?xml version="1.0" encoding="UTF-8"?>
<aip:AIP xmlns:aip="http://www.imis.eu/imisarc/aip"
xmlns:ds="http://www.w3.org/2000/09/xmldsig#">
  <aip:Header Version="1">
    <ds:CanonicalizationMethod Algorithm="http://www.w3.org/TR/2001/REC-xml-c14n-
20010315"/>
  </aip:Header>
  <aip:Attribute Id="sys:Closed" Type="16">
    <aip:Value>2014-03-31T16:23:50.401+02:00</aip:Value>
  </aip:Attribute>
  <aip:Attribute Id="sys:Opened" Type="16">
    <aip:Value>2014-03-31T16:23:47.094+02:00</aip:Value>
  </aip:Attribute>
  <aip:Attribute Id="sys:Status" Type="18">
    <aip:Value>Closed</aip:Value>
  </aip:Attribute>
  <aip:Content Id="sys:Content">
    <aip:ContentValue>
      <ds:DigestMethod Algorithm="http://www.w3.org/2001/04/xmldsig#sha256"/>
      <ds:DigestValue>ONPJp3qfSkFm...T5irpOT+SrJMp+VE=</ds:DigestValue>
    </aip:ContentValue>
  </aip:Content>
</aip:AIP>
```

Image 197: Example archive information package

**Warning:**

*Depending on the settings of the IMiS®/ARChive Server, authenticity evidence is created in certain intervals. The default setting is 5 minutes. The evidence thus becomes available when this time period has elapsed.*

```

<?xml version="1.0" encoding="UTF-8"?>
<EvidenceRecord xmlns="http://www.setcpe.org/schemas/ers" Version="1.0">
  <ArchiveTimeStampSequence>
    <ArchiveTimeStampChain Order="1">
      <DigestMethod Algorithm="http://www.w3.org/2000/09/xmldsig#sha1"/>
      <CanonicalizationMethod Algorithm="http://www.w3.org/TR/2001/REC-xml-c14n-20010315"/>
      <ArchiveTimeStamp Order="1">
        <HashTree>
          <Sequence Order="1">
            <DigestValue>RiHMqrrhrGATA/fDYJVO2IVg4fTw=</DigestValue>
            <DigestValue>dawWHxN2luddA7O+NGHYNd3ApG8=</DigestValue>
          </Sequence>
          <Sequence Order="2">
            <DigestValue>vqBEIqW7kGPUaFB/g6tfUFWwylE=</DigestValue>
          </Sequence>
        </HashTree>
      <TimeStamp>
        <TimeStampToken Type="XMLENTRUST">
          <dsig:Signature xmlns:dsig="http://www.w3.org/2000/09/xmldsig#" Id="TimeStampToken">
            <dsig:SignedInfo>
              <dsig:CanonicalizationMethod Algorithm="http://www.w3.org/TR/2001/REC-xml-c14n-20010315"/>
              <dsig:SignatureMethod Algorithm="http://www.w3.org/2000/09/xmldsig#rsa-sha1"/>
              <dsig:Reference URI="#TimeStampInfo-13ED106F54C2C33ED420000000000007BD7">
                <dsig:DigestMethod Algorithm="http://www.w3.org/2000/09/xmldsig#sha1"/>
                <dsig:DigestValue>fWwSckW04udY+/kvwMgL59scG3k=</dsig:DigestValue>
              </dsig:Reference>
              <dsig:Reference URI="#TimeStampAuthority">
                <dsig:DigestMethod Algorithm="http://www.w3.org/2000/09/xmldsig#sha1"/>
                <dsig:DigestValue>j8bwhFukHoD6jcjmzgEZtXDF/ko=</dsig:DigestValue>
              </dsig:Reference>
            </dsig:SignedInfo>
            <dsig:SignatureValue>J5Vmm9HR9gYzPouh... ELWNov32qUw==
          </dsig:SignatureValue>
          <dsig:KeyInfo Id="TimeStampAuthority">
            <dsig:X509Data>
              <dsig:X509Certificate>MIIFYDCCBEi...InphHBlzxEkFU3</dsig:X509Certificate>
            </dsig:X509Data>
            </dsig:KeyInfo>
          </dsig:KeyInfo>
          <dsig:Object Id="TimeStampInfo-13ED106F54C2C33ED420000000000007BD7">
            <ts:TimeStampInfo xmlns:ds="http://www.w3.org/2000/09/xmldsig#"
              xmlns:ts="http://www.entrust.com/schemas/timestamp-protocol-20020207">
              <ts:Policy id="http://www.si-tsa.si/dokumenti/Sl-TSA-politika-za-casovni-zig-1.pdf"/>
              <ts:Digest>
                <ds:DigestMethod Algorithm="http://www.w3.org/2000/09/xmldsig#sha1"/>
                <ds:DigestValue>kKsYK3bWkp5Zc/wbgssA/XIbNsA=</ds:DigestValue>
              </ts:Digest>
              <ts:SerialNumber>108487637460...6624147310345175</ts:SerialNumber>
              <ts:CreationTime>2014-04-02T09:45:00.093Z</ts:CreationTime>
              <ts:Nonce>7949411139179750976</ts:Nonce>
            </ts:TimeStampInfo>
          </dsig:Object>
        </TimeStampToken>
      </TimeStamp>
    </ArchiveTimeStampChain>
  </ArchiveTimeStampSequence>
</EvidenceRecord>

```

```

</dsig:Signature>
</TimeStampToken>
<CryptographicInformationList>
<CryptographicInformation Order="1"
Type="CERT">MIEHDCCAwSgBAGlE...z9Oz6gk/2vorAfGEhuB9nBxVeoQp</CryptographicInformation>
<CryptographicInformation Order="2"
Type="CRL">MIISKTCCECAQEWdQYJ...pYO2SYQMkw819LR9I/YOFg</CryptographicInformation>
</CryptographicInformationList>
</TimeStamp>
</ArchiveTimeStamp>
</ArchiveTimeStampChain>
</ArchiveTimeStampSequence>
</EvidenceRecord>

```

Image 198: Example evidence record

### 4.3.10 Import

Each import action on the IMiS®/ARChive Server is logged in the »Import« folder contained in the »Administration« system folder in the left view. This folder can only be accessed by users who have been assigned the »Reports« role and the appropriate rights to import logs.

For more information on roles see chapter [Access](#) in the [IMiS®/ARChive Server Manual](#).

The IMiS®/wClient enables the review of imported entities on the IMiS®/ARChive Server, including import data. The imported entities reviewed by the user are prepared in the prescribed XML format. For more information on the file format for import and the file structure see chapter [Format of the import / export file](#).

The screenshot shows the IMiS®/wClient interface. On the left, the 'Administration' system folder is expanded, showing the 'Import' folder. The main window displays a list of import records. The table has columns for Title, Description, and Modified. The first record is highlighted in blue. On the right, a detailed view of a specific import record is shown, including fields like Title, Description, Status, Security class, Significance, Owner, Keywords, Categories, and Retention.

Title	Description	Modified
2018-09-21T15:45:26.9356540+02:00	Import started at 2018-09-21...	21/9/2018
2018-09-20T17:21:55.2428277+02:00	Import started at 2018-09-20...	20/9/2018
2018-09-20T17:06:41.0883874+02:00	Import started at 2018-09-20...	20/9/2018
2018-09-20T17:02:51.3116586+02:00	Import started at 2018-09-20...	20/9/2018
2018-09-20T16:57:47.9508037+02:00	Import started at 2018-09-20...	20/9/2018
2018-09-20T16:54:39.3544140+02:00	Import started at 2018-09-20...	20/9/2018
2018-09-20T16:51:49.9345045+02:00	Import started at 2018-09-20...	20/9/2018
2018-09-20T16:50:55.5666692+02:00	Import started at 2018-09-20...	20/9/2018
2018-09-20T16:44:37.6464559+02:00	Import started at 2018-09-20...	20/9/2018
2018-09-20T16:43:26.8061458+02:00	Import started at 2018-09-20...	20/9/2018
2018-09-20T16:42:14.9954431+02:00	Import started at 2018-09-20...	20/9/2018
2018-09-20T16:38:51.3321636+02:00	Import started at 2018-09-20...	20/9/2018
2018-09-20T16:38:00.1374124+02:00	Import started at 2018-09-20...	20/9/2018
2018-09-20T16:36:28.2891838+02:00	Import started at 2018-09-20...	20/9/2018

The detailed view on the right shows the following information:

- Title:** 2018-09-21T15:45:26.9356540+02:00
- Description:** Import started at 2018-09-21T15:45:26.9356540+02:00
- Status:** Closed
- Security class:** Closed
- Significance:** Closed
- Owner:** Administrator
- Keywords:** Administrator
- Categories:** Administrator
- Retention:**
  - Classification Code: sys.Logs.Import/000031
  - Template: sys.AutonomousLog
  - Type: Document
  - Permanent: No
  - Created: 21. Sep 2018, 15:45
  - Modified: 21. Sep 2018, 15:45
  - Accessed: 8. Oct 2018, 15:19
  - Opened: 21. Sep 2018, 15:45
  - Closed: 21. Sep 2018, 15:45
  - Identifier: ffcayBcrKtnJezFWiXcdV1Lv5FBNuU
  - External Identifiers:

Image 199: Display of the »Import« folder in the »Administration« system folder



By selecting the import record from the list, the user is shown the following log files:

- XML report
- Report
- Error report.

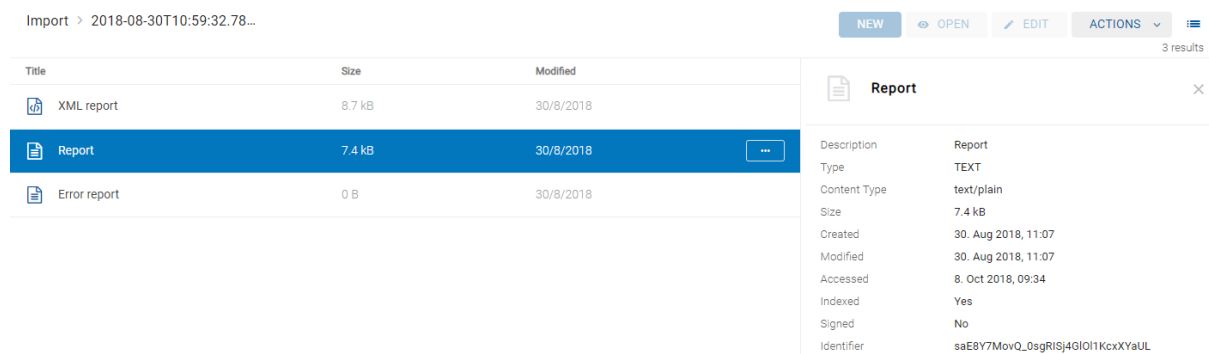


Image 200: Import reports

By selecting the popup menu on the import report, the user can choose from the following options:

- Preview  
For more information on content preview see chapter [Content preview](#).
- Download  
For more information on downloading content see chapter [Downloading content](#).
- Details  
For more information on content information see chapter [Content details](#).
- Manage
  - Queue for Indexing  
For more information on indexing content see chapter [Indexing content](#).
  - Queue for Conversion  
For more information on content conversion see chapter [Content conversion](#).

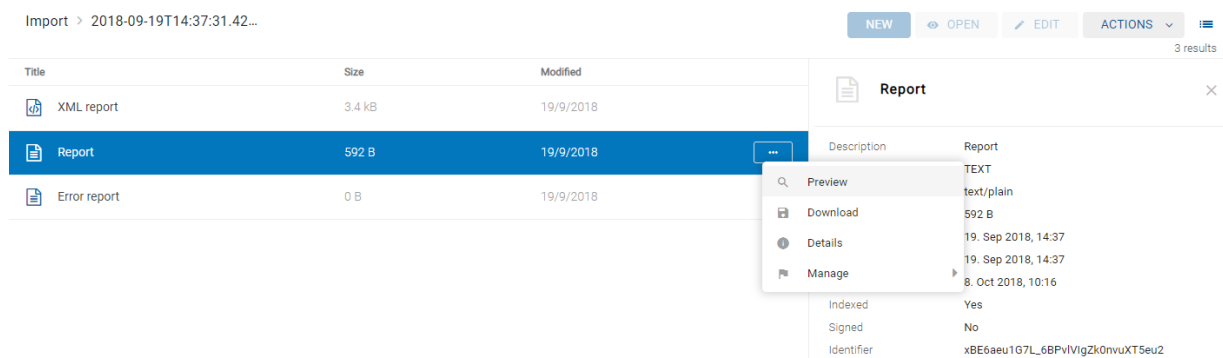


Image 201: Popup menu on a report

### 4.3.11 Export

Users who have the »ImportExport« role can export the complete classification scheme or any of its individual parts. Each entity is exported with all its metadata and content, while export of the audit log and additional metadata is optional. User-added metadata is not part of the entity's own metadata and is employed only for the purposes of the archiving procedure. For more information on the export file format and file structure see chapter [Format of the import / export files](#).

For more information on server roles see [Access](#) chapter in the [IMiS®/ARChive Server Manual](#).

Every export action from the IMiS®/ARChive Server is recorded in the »Export« folder located in the »Administration« system folder.

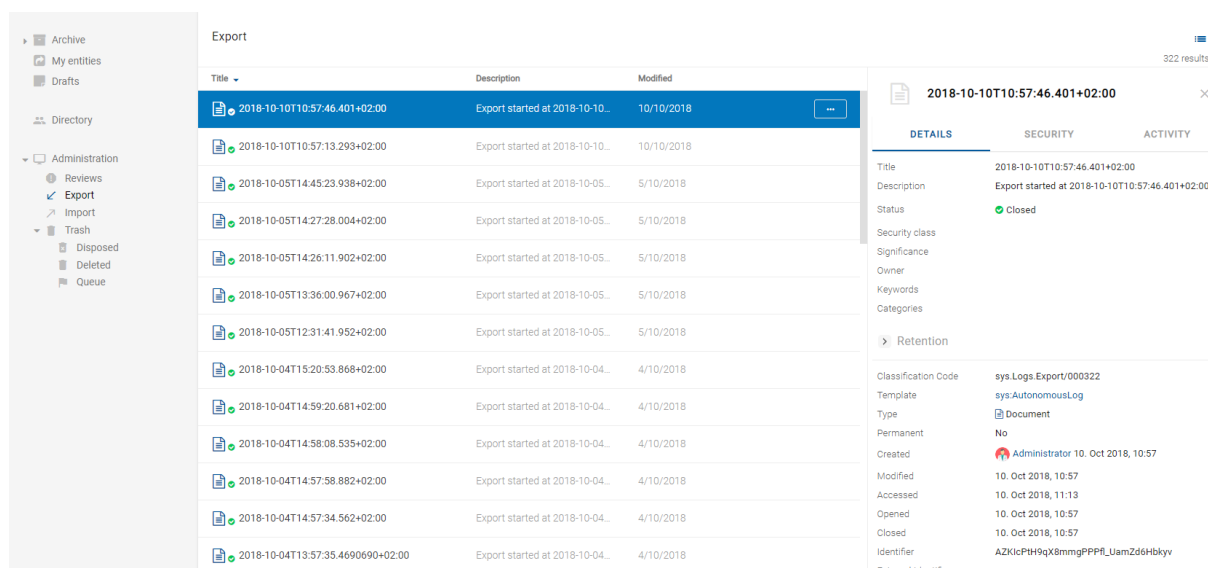


Image 202: Display of the »Export« folder in the »Administration« system folder and the document selected for export

#### 4.3.11.1 Exporting the entire classification scheme

The user begins the procedure of exporting the entire classification scheme by selecting the »Actions« command in the command bar and the »Export« action in the popup menu before selecting the root class.

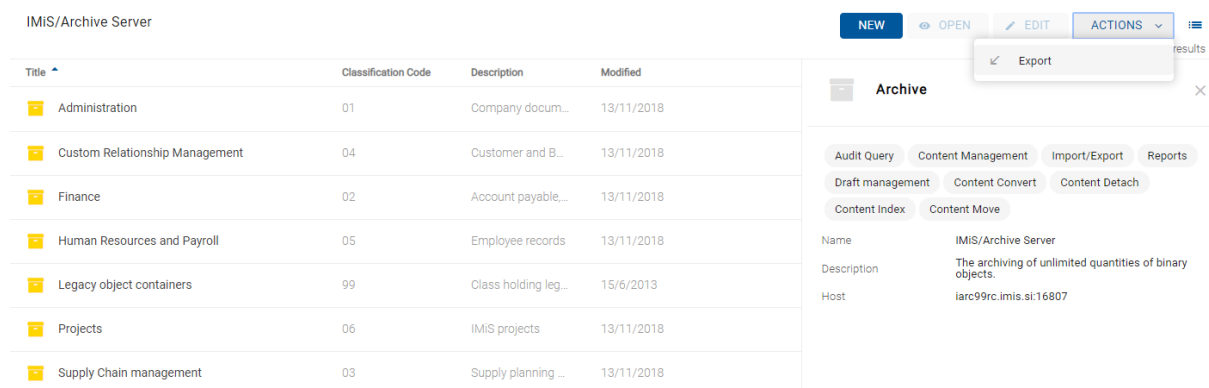


Image 203: Selecting the »Export« command at the level of the entire classification scheme

After completing the export of the entire classification scheme, the user is shown a notification in the bottom bar about saving the export file (IMiS\_Archive Server.zip).

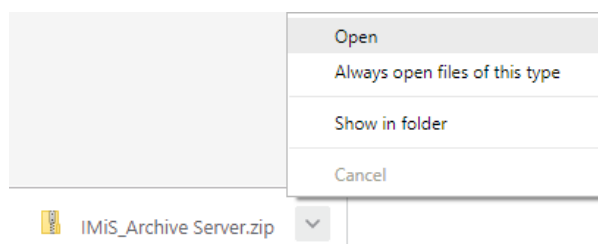


Image 204: Notification about saving a file of exported entities of the entire classification scheme

By selecting the »Open« command, export reports open for the user.

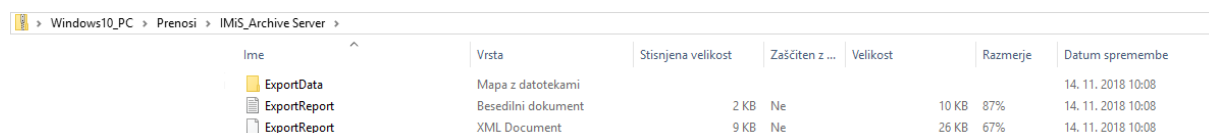


Image 205: Information about the export of the entire classification scheme

By selecting the ExportReport, the user is shown a more detailed notification about the export.

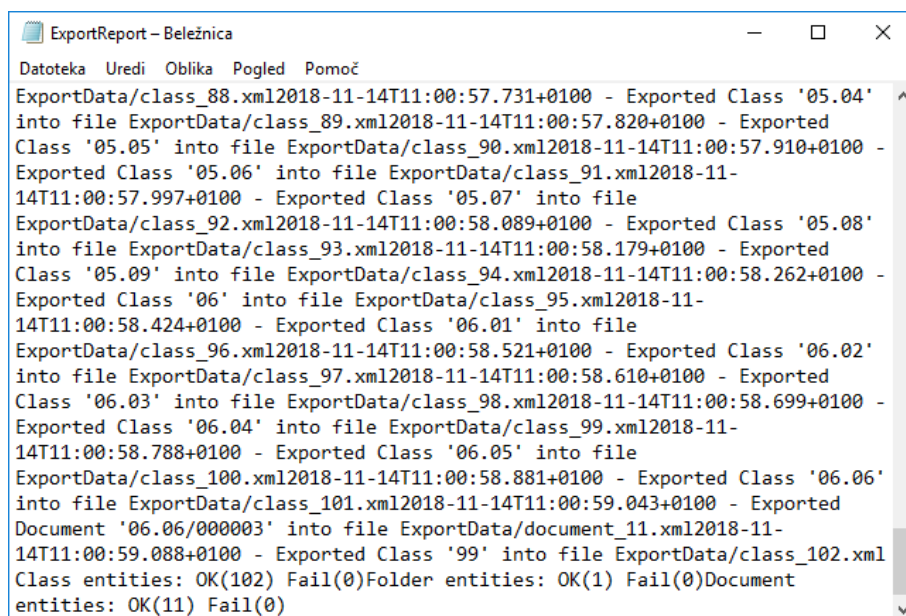


Image 206: Display of a more detailed notification about the export of the entire classification scheme

#### 4.3.11.2 Exporting an individual part of the classification scheme

The procedure of exporting an individual part of the classification scheme begins by selecting an entity in the classification scheme or from the list of entities.

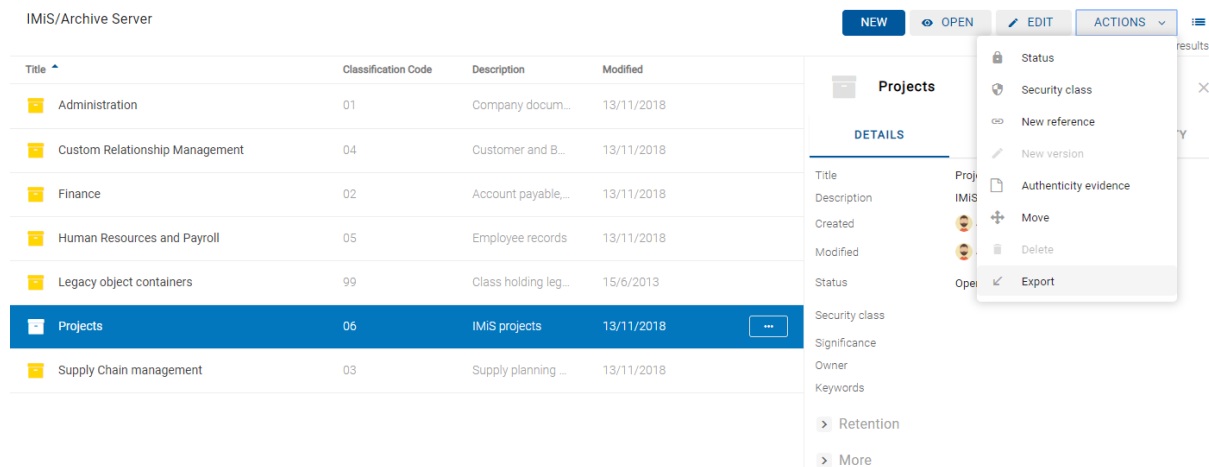


Image 207: Selecting the »Export« action

After selecting the »Actions« command in the command bar and the »Export« action in the popup menu, the user is shown a dialog box for setting the export parameters.

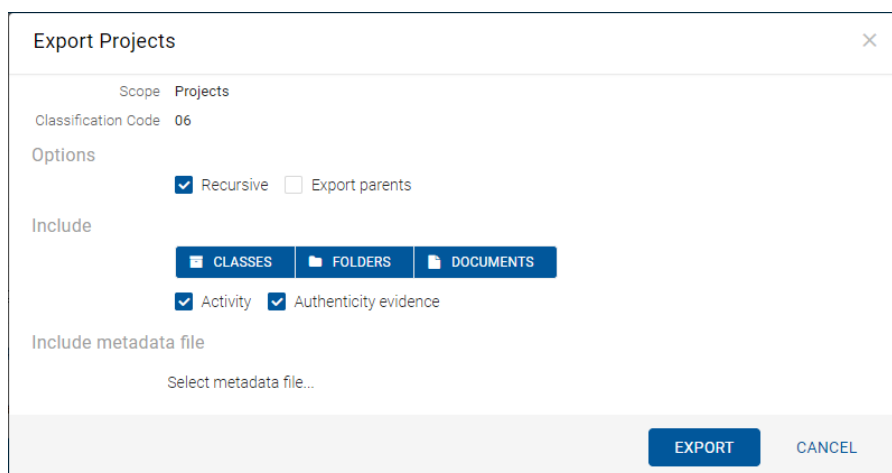


Image 208: Setting the export via a dialog box

In the »Scope« section, the user checks whether he wishes to export to the root class of the archive, or an entity currently selected in the classification scheme.

For greater clarity, the classification code of the selected entity is also available.

In the »Options« section, user can choose to additionally export:

- All the recursively contained entities – »Recursive«.
- All the parent entities – »Export parents«.

In the »Include« section, user can choose the types of entities to be included in the export:

- Classes
- Folders
- Documents.

By choosing »Audit log«, user can also export the audit log for individual exported entities.

In case authenticity evidence for the selected entity already exists on the archive, the user can include them by using the »Authenticity evidence« option.

In the section »Include metadata file« the user opens a dialog box for the selection of an XML file with the additional metadata that should be included in the export. For a description of the structure of the additional metadata file see chapter [Format of the additional metadata export file](#).

The command »Export« begins the export procedure. The export can be cancelled using the »Cancel« command.

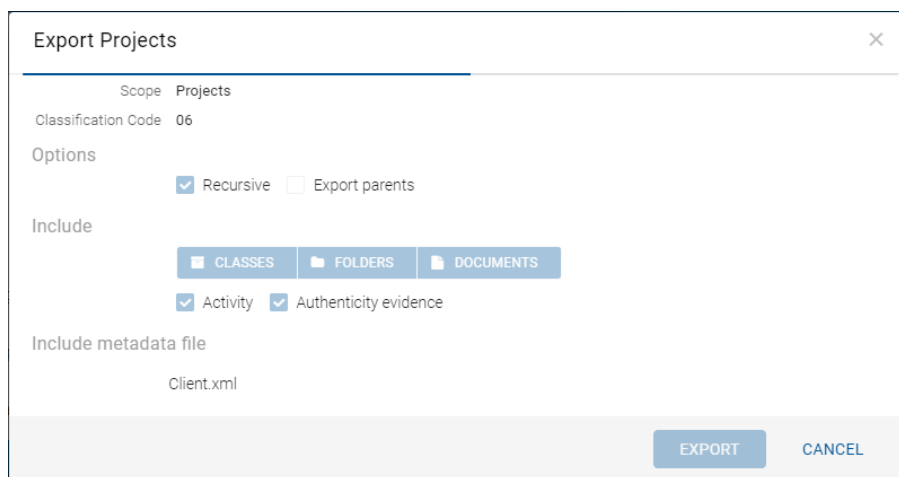


Image 209: Implementing the export procedure

The entities are exported in the XML format to the default directory »Downloads«. The user can access the export details from the notification bar by selecting the action »Open« in the popup menu.

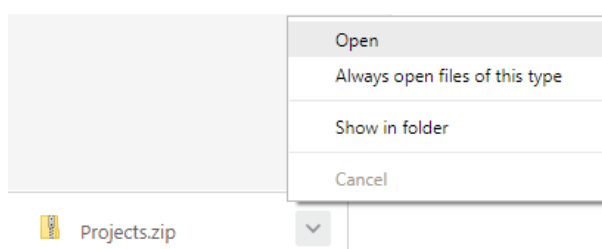


Image 210: Notification about saving a file of individual exported entities

Windows10_PC > Prenosi > Projects >							
Ime	Vrsta	Stisnjena velikost	Zaščiteno z ...	Velikost	Razmerje	Datum spremembe	
ExportData	Mapa z datotekami					14. 11. 2018 11:07	
ExportReport	Besedilni dokument	1 KB	Ne	1 KB	70%	14. 11. 2018 11:07	
ExportReport	XML Document	4 KB	Ne	6 KB	44%	14. 11. 2018 11:07	

Image 211: Information about the export of a part of the classification scheme

By selecting the ExportReport, the user is shown a more detailed notification about the export.

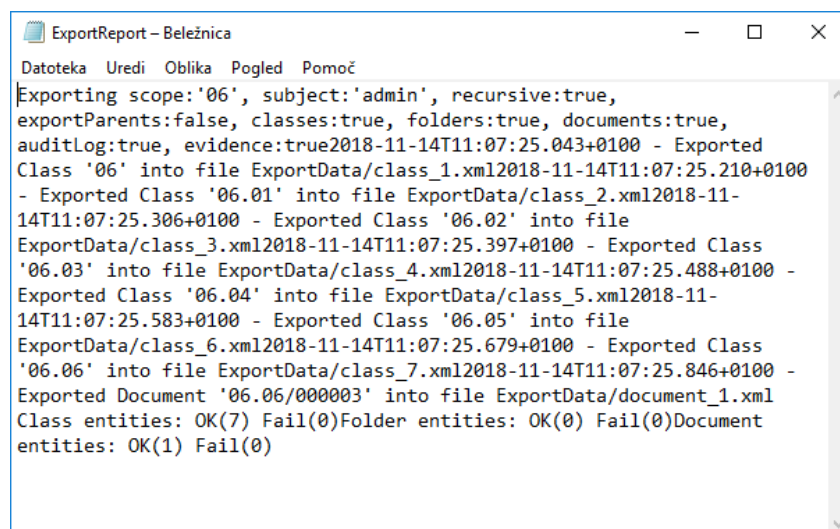


Image 212: Display of a more detailed notification about the export

***Warning:** The user can export different entities into the selected export folder several times, without having to delete previous export files. When saving exported entities into the selected folder, the previous export files are overwritten.*

#### 4.3.11.3 Export procedure

At the start of the export procedure, the IMiS®/wClient creates a new document in the folder »Export« located in the »Administration« system folder. This document contains a report on the export from the archive server.

The title of the document is identical to the date and time of export, in ISO format. The status of the document is »Opened«.

During exporting, the export document is completed with the following two or three log files:

- »ExportReport.xml«: XML file that contains:
  - Statistics of successfully and unsuccessfully exported entities.
  - List of failed export attempts (including the classification codes).
  - List of successfully exported files (including hash values and full classification codes).
- »ExportReport.txt«: which contains a report for each successfully or unsuccessfully exported entity.
- »ExportReport\_ERROR.txt«: which contains a report for each failed export attempt, including the error received.

```

2018-08-23T13:40:03.6077245+02:00 - ERROR: Unable to export Class "07". Error "key is not is not found.".
2018-08-23T13:40:03.7442354+02:00 - ERROR: Unable to export Document "07/000001". Error "key is not is not found.".
2018-08-23T13:40:03.7852115+02:00 - ERROR: Unable to export Document "07/000002". Error "key is not is not found.".
2018-08-23T13:40:03.8311923+02:00 - ERROR: Unable to export Document "07/000005". Error "key is not is not found.".
2018-08-23T13:40:03.8681634+02:00 - ERROR: Unable to export Document "07/000006". Error "key is not is not found.".
2018-08-23T13:40:03.9061416+02:00 - ERROR: Unable to export Document "07/000007". Error "key is not is not found.".
2018-08-23T13:40:03.9431203+02:00 - ERROR: Unable to export Document "07/000008". Error "key is not is not found.".
2018-08-23T13:40:03.9781000+02:00 - ERROR: Unable to export Document "07/000009". Error "key is not is not found.".

```

Image 213: An example of an error report in the export procedure

The status of the document then changes to »Closed«.

If there is an error while the export document is being completed, it will remain in the system class in its raw form and with an »Open« status.

If there is an error during the export of an entity queued for export, the sub-entities it contains will not be exported. In case a sub-entity encounters an error during import, the other sub-entities will still be exported, providing the export of the parent entity was successful.

Export > 2018-10-04T13:57:35.46...

Title	Size	Modified
XML report	5.7 kB	4/10/2018
Report	1.3 kB	4/10/2018
Error report	0 B	4/10/2018

NEW OPEN EDIT ACTIONS 3 results

**Report**

Description	Report
Type	TEXT
Content Type	text/plain
Size	1.3 kB
Created	4. Oct 2018, 13:57
Modified	4. Oct 2018, 13:57
Accessed	4. Oct 2018, 13:57
Indexed	Yes
Signed	No
Identifier	EEQO-XwPQwvp859pxs5QANB.JfI7ZY6xL

Image 214: Display of an export report in the »Export« administration system folder

Export > 2018-08-23T12:16:56.97...

Title	Size	Modified
XML report	2.9 kB	23/8/2018
Report	1.0 kB	23/8/2018
Error report	934 B	23/8/2018

NEW OPEN EDIT ACTIONS 3 results

**Report**

Description	Report
Type	XT
Content Type	t/plain
Size	1 kB
Created	Aug 2018, 12:17
Modified	Aug 2018, 12:17
Accessed	Oct 2018, 10:59
Indexed	Yes
Signed	No
Identifier	VTcR_24C9EMf2W7KfXMe65RaQsyTnRVW

Preview Download Details Manage

Image 215: Popup menu on the export report



### 4.3.12 Deletion of an entity

To execute a delete action, the user must have the »Delete« right on the selected entity.

To learn how to check the effective rights of a user see chapter [Entity information](#).

The IMiS®/wClient enables two ways of removing an entity from the classification scheme:

- Immediate deletion.
- Marking an entity for later deletion (delete queue).

#### 4.3.12.1 Immediate deletion of an entity

Prior to deletion, the user has to make sure the classes or folders he is about to delete do not contain entities. Entities namely cannot be deleted. The same is valid for all closed entities (the value of the »Status« attribute is »Closed«).

The user can delete an entity by selecting the »Actions« command in the command bar and »Delete« in the popup menu.

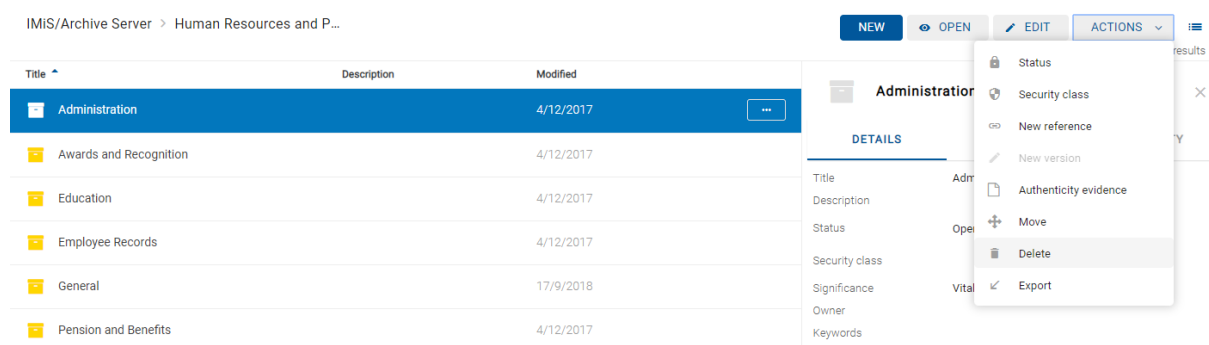


Image 216: Selecting the »Delete« command

A dialog box opens for giving the »Reason to delete« and the »Description«, which are required.

The screenshot shows a dialog box titled 'Delete entity'. It has a close button (X) in the top right corner. Inside the dialog, there are several fields: 'Title' with the value 'Administration', 'Classification Code' with the value '05.09', 'Description\*' with the value 'Human resources administration', and 'Reason to delete\*' with the value 'Administration moved to another class'. At the bottom right, there are two buttons: 'OK' and 'CANCEL'.

Image 217: A dialog box for deleting an entity

After both values have been entered, the »OK« command is enabled. The user can either confirm the deletion or cancel it by selecting the »Cancel« command.

#### 4.3.12.2 Marking an entity for later deletion

If the user has the »Write« access right on the entity, but does not have the »Delete« access right, user is able to mark the entity for later deletion. For the display of a user's current effective access rights see chapter [The »Security« tab](#).

All types of entities can be marked for later deletion. The procedure is as follows:

1. User finds and selects the entity he wishes to mark for later deletion.
2. By choosing the »Edit« command, the selected entity is opened in editing mode.
3. In the first tab »Details«, select the »Significance« attribute. Change the value of this attribute to »Delete« in the pick list of possible attribute values.
4. When the value of the »Significance« attribute is changed, save the entity using the »Save« command. The new value »Delete« is then stored to the server.

The screenshot shows a web application window titled 'Administration' with a close button (X) in the top right corner. The window has three tabs: 'DETAILS' (active), 'SECURITY', and 'RETENTION'. The 'DETAILS' tab contains several form fields:

- Title\***: A text field containing 'Administration'. Below it, a small note says 'Mandatory value for naming entity'.
- Description**: A text field containing 'Human resources administration'.
- Significance**: A dropdown menu that is currently open, showing a list of options: 'Vital', 'Inherited', 'None', 'Vital', 'Permanent', 'Retain', and 'Delete'. The 'Delete' option is highlighted in blue.
- Owner**: A text field containing 'Vital'.
- Keywords**: A text field containing 'Inherited'.
- External Identifiers**: A text field containing 'None'.
- Classification Code Generated**: A text field containing 'Vital'.

At the bottom right of the window, there are two buttons: 'SAVE' and 'CANCEL'.

Image 218: Marking an entity for later deletion

### 4.3.12.3 Managing the delete queue

Entities whose »Significance« attribute is set to »Delete« appear in the list of entities waiting for deletion. This list is found in the »Queue« folder in the »Trash« folder in the »Administration« system folder.

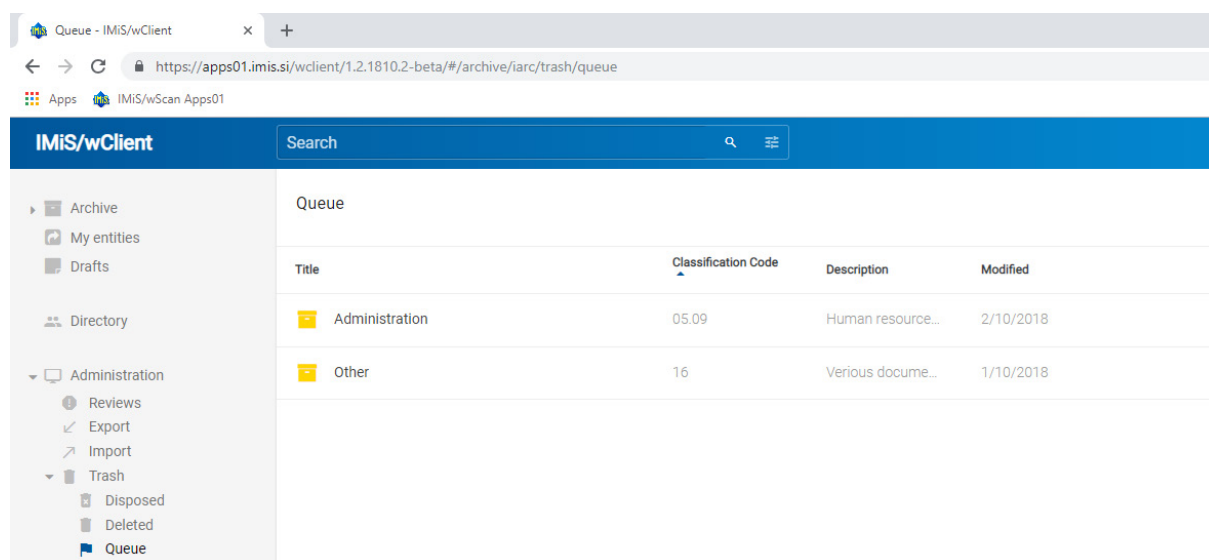


Image 219: A list of entities suggested for deletion in the »Delete queue list« folder

By selecting the »Queue« folder, the central view shows all the entities that were marked for deletion by various users.

Besides the title of the entity, the central view also shows the user information about the classification code, description and the last modified date.

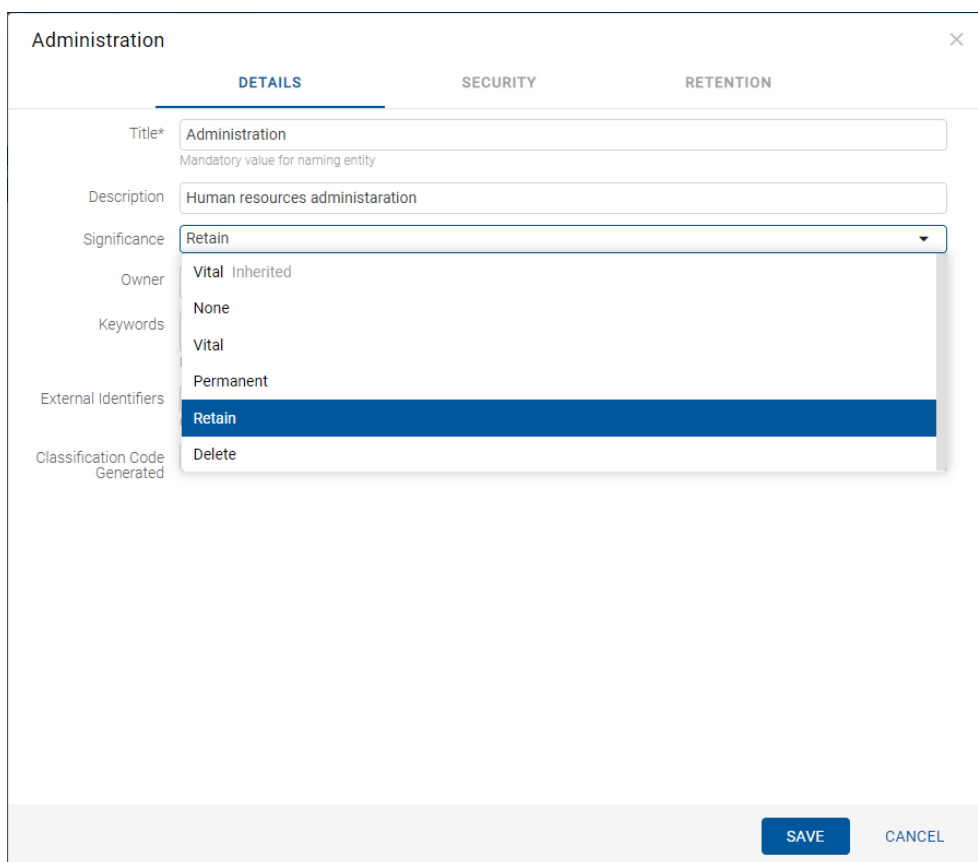
A user is responsible for checking the exact content of the entities and making the final decision whether or not to delete them. If deletion is warranted, the entity is deleted by choosing the »Delete« command in the popup menu on the entity selected from the list. For more information on deletion procedure see chapter [Immediate deletion of an entity](#).

If a user decides the entity should not be deleted, user can remove it from the delete queue. This is done by changing the »Significance« attribute of the entity to a value other than the »Delete« value.

The procedure for removing an entity from the delete queue list is as follows:

1. A user selects the entity to remove from the list.
2. By choosing the »Edit« command in the top command bar, the selected entity is opened in editing mode.
3. In the first tab »Details«, the user selects the »Significance« attribute.
4. The value of this attribute has to be changed from »Delete« to a different value in the pick list of possible values.
5. When the value is changed, the entity is saved using the »Save« command.

The new value of the »Significance« attribute is stored to the server.



The screenshot shows a web application window titled "Administration" with a close button (X) in the top right corner. Below the title bar are three tabs: "DETAILS" (active), "SECURITY", and "RETENTION". The "DETAILS" tab contains several form fields:

- Title\***: A text input field containing "Administration". Below it is a small text label: "Mandatory value for naming entity".
- Description**: A text input field containing "Human resources administration".
- Significance**: A dropdown menu that is currently open, showing a list of options: "Vital Inherited", "None", "Vital", "Permanent", "Retain" (which is highlighted in blue), and "Delete".
- Owner**: A text input field containing "Vital".
- Keywords**: A text input field containing "None".
- External Identifiers**: A text input field containing "Vital".
- Classification Code Generated**: A text input field containing "Permanent".

At the bottom right of the form, there are two buttons: "SAVE" (in blue) and "CANCEL" (in light blue).

Image 220: Removing an entity from the delete queue list

Once you refresh the delete queue list, the entity will no longer appear there. You can still find it in its old location in the classification scheme.

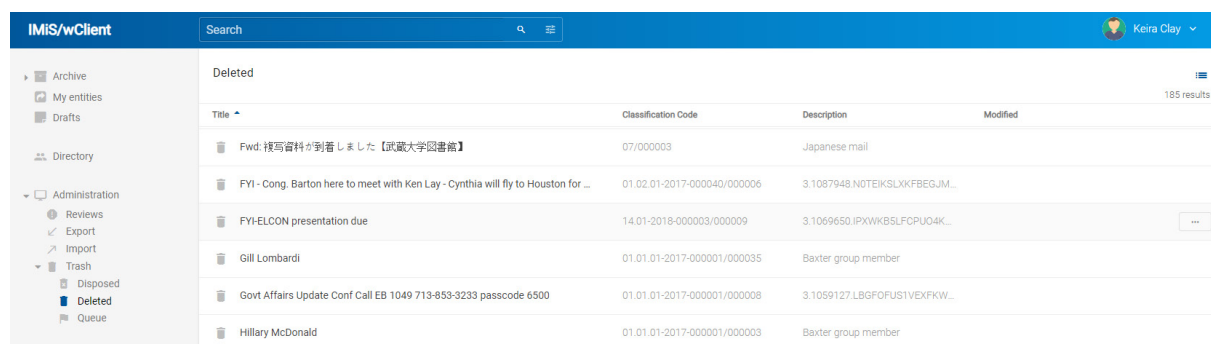
#### 4.3.12.4 Deleted entities

Each entity deleted by the user is located in its basic form in the »Deleted« subfolder of the »Trash« folder in the »Administration« system folder.

By selecting the »Trash« folder, the central view will display all the deleted entities.

The list of deleted entities shows the following entity information:

- »Title«: The title of the deleted entity
- »Classification code«: The classification code of the deleted entity.
- »Description«: A required description of the deleted entity. If an entity had no description before deletion, the delete action requires the input of a description.
- Modified: The date of the last change.



Title	Classification Code	Description	Modified
Fwd: 様写資料が到着しました【武蔵大学図書館】	07/000003	Japanese mail	
FYI - Cong. Barton here to meet with Ken Lay - Cynthia will fly to Houston for ...	01.02.01-2017-000040/000006	3.1087948.NOTEKSLKXFBEGJM...	
FYI-ELCON presentation due	14.01-2018-000003/000009	3.1069650.IPXWKB5LFCPU04K...	
Gill Lombardi	01.01.01-2017-000001/000035	Baxter group member	
Govt Affairs Update Conf Call EB 1049 713-853-3233 passcode 6500	01.01.01-2017-000001/000008	3.1059127.LBGF0FUST1VEFKW...	
Hillary McDonald	01.01.01-2017-000001/000003	Baxter group member	

Image 221: Display of the »Deleted« folder in the »Administration« system folder

The title, classification code and description are the only attributes still preserved when an entity has been deleted. All other metadata of the entity is erased and replaced with the following attributes:

- »Reason«: the reason for deletion as it was input by the user when removing the entity.
- »Date deleted«: date and time of the entity's deletion from the IMiS®/ARChive Server.
- »Identifier«: unique identifier of the user.

## 4.4 System attributes

System attributes are predefined. On the IMiS®/ARChive Server they are specified by the attribute scheme and have prescribed properties.

Attributes can be:

- Publicly accessible: The attribute is accessible to all users no matter what access rights and roles they have.
- Required: The attribute value has to be input before the entity can be saved.
- Read-only: Attributes can be read but not edited.

Attributes can have multiple values, pick list values or any combination of possible properties.

Attribute values can also be inherited.

The table below describes the possible attribute properties.

Name of attribute property	Description
Public	Attribute is publicly accessible to all users.
Required	Attribute value is mandatory.
Unique	Attribute value must be unique.
ReadOnly	Attribute value cannot be changed.
MultiValue	Attribute has multiple values.
PickList	Attribute must have one of the values from the pick list.
Searchable	Attribute is searchable.
Inherited	Attribute values are inherited from the parent entity.
AppendOnly	Attribute values may only be appended.
IncludeInAIP	Attribute values are part of the archive information package.

Table 6: Description of possible attribute properties

In addition to limitations that specify attribute properties, certain other system limitations also apply. For example, some attributes are only available for specific types of entities, and some only for entities in a specific location in the classification scheme, or after a specific action has been executed (e.g. transfer)

All the system attributes of the IMiS®/ARChive Server are described below.

#### 4.4.1 General system attributes

The general system attributes of an entity consist of various attributes such as »Title«, »Description« and »Classification code«. They contain mandatory as well as optional attributes.

Most attributes are available for all entities. The exceptions are »Status«, »Opened date« and »Closed date«, which are present for classes, folders, and those documents that are located directly under a class. The table below lists and describes all the general system attributes.

Name	Description
Classification code	Contains the entity's classification code within the classification scheme. The classification code is generated automatically on the archive server.  <i>Example: The classification code 01-2018-00004/00001 represents document 00001, located inside folder 2018-00004, located inside class 01. The classification code is a publicly accessible type of metadata.</i>
Title	Saves/contains the title of the entity. The title is a required, public metadata that enables search.
Description	Saves/contains a short description of the entity. The description is a public metadata.
Status	Saves/contains the status of the entity. The status is a required metadata for all entities that are either classes, folders, or documents directly under classes. It is a public metadata that enables search. The possible values are: <ul style="list-style-type: none"> <li>• »Opened«: the entity can be edited by a user with the appropriate effective access rights (the right to write)</li> <li>• »Closed«: the entity cannot be edited.</li> </ul>
Opened date	Contains the date and time the status of the entity was changed to »Opened«. The opened date is public metadata, is read-only and enables search.
Closed date	Contains the date and time the status of the entity was changed to »Closed«. The closed date is public metadata, is read-only and enables search.
Significance	Saves/contains the significance rating of the entity. Significance is a required metadata for folders and documents. It is public metadata that enables search. The possible values are: <ul style="list-style-type: none"> <li>• »Vital«: entity is vital.</li> <li>• »Permanent«: entity is permanent.</li> <li>• »Retain«: entity should be retained.</li> <li>• »Delete«: entity is queued for deletion.</li> </ul>

Name	Description
Security class	<p>Saves/contains the security class of the entity. The security class is optional metadata for all new entities. Once it is set, it cannot be modified without stating a reason for change. The security class is a public metadata that enables inheriting and enables search.</p> <p>The possible predefined values are:</p> <ul style="list-style-type: none"> <li>• »Unclassified«: entity is freely accessible.</li> <li>• »Restricted«: entity is of an internal nature. Can only be accessed by users with clearance level »Restricted« or higher.</li> <li>• »Confidential«: entity is confidential. Can only be accessed by users with clearance level »Confidential« or higher.</li> <li>• »Secret«: entity is secret. Can only be accessed by users with clearance level »Secret« or higher.</li> <li>• »Top Secret«: entity is top secret. Can only be accessed by users with clearance level »Top Secret«.</li> </ul>
Creator	Contains the creator of the entity (name of user who created it). The value is set when an entity is created on the IMiS®/ARChive Server and cannot be changed. The creator is a public metadata, is read-only and enables search.
Owner	Saves/contains the owner of the entity. The value of the attribute is selected from among the currently registered users of the archive server. The owner is a public metadata that enables search.
Keywords	Saves/contains keywords related to the entity. This attribute can have multiple values and is a public metadata that enables search.
External ids	<p>Saves/contains external identifiers of the entity. This attribute can have multiple unique values and is a public metadata that enables search.</p> <p><i><u>Warning:</u> When entering values, keywords should be separated using the »Enter« key or the semicolon character ( ; ).</i></p>
Save log	Contains a report on the verification of the electronic signature for digitally signed content. This attribute can have multiple, added values. It is a public metadata that enables search

Table 7: Description of general system attributes

#### 4.4.2 Security class change attributes

Security class change attributes are created by the IMiS®/ARChive Server when an entity's security class is changed. They store the agent of the change, the reason and date of the change, and the value before and after the security class change.



Name	Description
Agent	Contains the agent (user who changed the entity's security class).
Reason	Contains the reason for the security class change.
Modified date	Contains the date and time the security class was changed.
Before change	Contains the security class value prior to the change.
After change	Contains the security class value after the change.

Table 8: Description of security class change attributes

#### 4.4.3 Moved entity attributes

Moved entity attributes are created by the server when an entity is moved. They store the agent of the move, the reason and the date.

Name	Description
Agent	Contains the agent of the move.
Reason	Contains the reason for the move.
Moved date	Contains the date and time the entity was moved.

Table 9: Description of moved entity attributes

#### 4.4.4 Deleted entity attributes

Deleted entity attributes are created by the server when an entity is deleted. They store the agent of deletion, the classification code, the reason for the deletion and its date.

Name	Description
Agent	Contains the agent of the delete action.
Classification code	Contains the classification code of the deleted entity.
Reason	Contains the reason for the entity's deletion.
Deleted date	Contains the date and time the entity was deleted.

Table 10: Description of deleted entity attributes

#### 4.4.5 Transferred entity attributes

Transferred entity attributes are created by the server when an entity is imported.

They store the system identifier, the classification code of the transferred entity, the audit log and the date of import.

Name	Description
System Id	Contains the unique system identifier of the transferred entity.
Classification code	Contains the classification code of the transferred entity.
Audit log	Contains the audit log of the transferred entity.
Imported date	Contains the date and time the entity was transferred.

Table 11: Description of moved entity attributes

#### 4.4.6 Email attributes

Email attributes are only available for documents that have been created using an email template. Email attributes store information about the email such as the sender, recipients, and sent date.

Name	Description
Message Id	Contains the automatically generated message identifier.
From	Contains the address of the sender. This metadata is mandatory.
To	Contains the addresses of the email's recipients.
CC	Contains the addresses of the email's CC recipients.
BCC	Contains the addresses of the email's hidden recipients.
Subject	Contains the subject of the email message.
Priority	Contains the email priority status.
Signed	Contains a value that registers if the email was electronically signed.
Date	Contains the date and time the email was sent. This metadata is mandatory.

Table 12: Description of email attributes

#### 4.4.7 Physical content attributes

Physical content attributes are only available for documents. The existence of physical content is specified by the unique physical content identifier. The physical content has a home location, which changes when it is checked out. The change of location is saved in the »status« attribute.

Name	Description
Identifier	Contains the unique identifier of the physical content.
Description	Contains a short description of the physical content.
Status	Contains the current status of the physical content. Possible values are: <ul style="list-style-type: none"> <li>- »CheckedIn«: the physical content is stored at its home location.</li> <li>- »CheckedOut«: the physical content has been sent to another location.</li> </ul>
Status change date	Contains the date and time of the physical content's last status change.
Home location	Contains the home location of the physical content.
Current location	Contains the current location of the physical content.
Custodian	Contains the name of the physical content's custodian.
Return date	Contains the expected return date of checked out content.

Table 13: Description of physical content attributes

#### 4.4.8 Review process attributes

Review process attributes are available only during review processes.

Name	Description
Members	Users who perform review process.
Action	By selecting one of the valid values, you influence the review process. Valid values: <ul style="list-style-type: none"> <li>• »Reviewing«: the value represents the action of reviewing entities in the review process and does not influence the server.</li> <li>• »Complete«: the value represents the action of completing the review process on the server.</li> <li>• »Discard«: the value represents the action of canceling the review process on the server.</li> </ul>
Comments	Optional attribute which is used for entering various comments, explanations and other information that is in any way connected with the review process.
Message	Short error description entered by IMiS®/ARChive Server. In the event of an error during the preparation or implementation phase of the review process. Also recorded in the attribute is the successful completion of the review process.

Name	Description
State	<p>This value is set by IMiS®/ARChive Server during the review process.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>• »Unknown«: this value represents an invalid state of the review process.</li> <li>• »Created«: this value is set by the server when the user creates a new review.</li> <li>• »Preparing«: this value is set by the server during the content creation phase for the review process.</li> <li>• »InReview«: this value is set by the server after successfully creating the entities for the review process.</li> <li>• »Completing«: this value is set by the server when beginning of the review process.</li> <li>• »Completed«: this value is set by the server after successfully implementing the review process.</li> <li>• »Discarded«: this value is set by the server after successfully canceling the review process.</li> <li>• »Failed«: this value is set by the server if an irreparable error occurred during implementation or cancellation.</li> </ul>
Scope	Represents the classification code of the entity under which the preparation phase of the review process will be implemented. If this value is not present, the preparation is implemented on the entire archive.
Query	This value represents the query which will/has captured entities for the review processes. This value is set if the »Ad hoc« function was selected for creating the process.

Table 14: Description of review process attributes

#### 4.4.9 Entity attributes in the decision-making process

Decision-making entity attributes are available only to the entity undergoing the process.

Name	Description
Classification code	Contains the entity classification code in the classification scheme.
Title	Title of the selected entity.
Action	Contains the action which will be implemented over the selected entity during the execution process. This value is copied from the effective retention policy.
Reason	Contains the reasons for the action to be implemented over the entities. This value is copied from the effective retention policy.
Comment	Contains a random comment which is entered during the transfer process.
Transferred	This attribute value states whether the entity transfer was successful or not. Valid values: »true« or »false«.
Transfer id	Contains a value that represents a reference to the transferred entity.

Table 15: Description of entity attributes in the decision-making process

## 4.5 Authenticity

The IMiS®/wClient ensures the authenticity of stored electronic records for the lifelong duration of storage.

### 4.5.1 Digital certificate

The digital certificate and the private key are issued by a trusted Certificate Authority (CA) that manages the certificates. The certificate contains information that uniquely identifies the person who owns it. In addition to the private key disclosed only to the holder, it also contains a certified copy of the public key, which is used by third parties to verify the authenticity of content electronically signed using the certificate.

The public key and electronic signature authenticate the identity of the private key's holder.

Qualified digital certificates are used for:

- Secure internet communication using the SSL (Secure Sockets Layer) and TLS (Transport Layer Security) protocols.
- Secure email traffic using the S/MIME (Secure Multipurpose Internet Mail Extensions) protocol.
- Encryption and decryption of data in electronic form.
- Digital signing of data in electronic form, and the verification of the key holder's identity.
- Services or applications that require the use of qualified digital certificates.
- Safe deletion of data in electronic form.

#### 4.5.1.1 Checking the validity of the digital certificate

Each time it saves an electronically signed content in the PDF/A, TIFF or XML formats or an email message in the EML format, the IMiS®/ARChive Server automatically checks the validity of the digital certificate using the Certificate Revocation List (CRL) of the issuing authority.

During the validity checking procedure, the IMiS®/ARChive Server sends the serial number of the certificate to the trusted authority's digital certificate server. The server, which frequently updates certificate revocation lists, then sends electronically signed information about the certificate's status to the user.

#### **4.5.1.2 Revocation of the digital certificate**

A trusted certificate authority can revoke their certificate(s), making them invalid.

The authority's digital certificate server contains lists of active and revoked certificates.

The Certificate Revocation List (CRL), based on the X.509 standard, shows a list of certificates (ID code, date and time of revocation) that were revoked by the authority before having expired.

#### **4.5.2 Electronic signature**

Electronic signatures are based on asymmetrical cryptography. Users sign content with their own private key. The private key is only accessible to a particular user and is saved in their digital certificate, protected by a password. The password is set by the user upon installation and can also be changed later.

The public key is accessible to anyone, and the trusted certificate authority (CA) guarantees it belongs to a particular organization. Anyone can verify the organization's digital signature by processing it with the corresponding public key.

The electronic signature proves the authenticity and integrity of a signed document. It enables recognition of the signer, confirms the content has not been modified, and provides a link between the signer and the signed content.

Any change to the content of a document or its metadata will make the signature invalid.

##### **4.5.2.1 Process of electronic signing**

Using the electronic signature, the user integrates data from the digital certificate with the content of the document. On the basis of a hash algorithm, the complete content of the document is transformed into a unique string of data (digital fingerprint), which is encrypted with the user's private key. The private key is stored in the digital certificate or in a separate private key storage location, depending on the settings.

The digital fingerprint is integrated with the content of the document along with information about the digital certificate and the corresponding public key, but not the private key.

*Note: The IMiS®/wClient does not (yet) enable the electronic signing of TIFF and PDF/A-type files.*

#### 4.5.2.2 Verifying the validity of the electronic signature

The recipient of a signed document uses the signer's public key to verify the validity of the document. The public key is found in the signer's digital certificate, which is also stored in the signed document. If the signature is valid, this confirms the document was saved by the signer and was not modified since then. The validation procedure also checks the validity of the signer's digital certificate.

The IMiS®/wClient enables the verification of electronic signatures during document capture or when documents are being saved. The entire procedure is performed on the IMiS®/Archive Server for the document formats PDF/A, TIFF, XML, and for EML email messages.

The server then communicates the verification results to the client.

The verification message is displayed as a popup window in the bottom part of UI.

The screenshot shows the IMiS/Archive Server interface. On the left, a table lists documents under the path 'IMiS/Archive Server > Miscellaneous > Payment transaction rec...'. The table has columns for Title, Size, and Modified. The documents listed are 'Content' (1.1 kB, 18/10/2018), '94EEB3DE4EF21456DD0ECC9A28D85A87.eml' (10.9 kB, 18/10/2018), 'smime.p7s' (3.8 kB, 18/10/2018), and 'XML report.xml' (3.8 kB, 24/10/2018). On the right, the 'Payment transaction recorded i...' document is selected, showing details such as Title, Description, Created (18. Oct 2018, 08:31), Modified (24. Oct 2018, 11:39), Status (Opened Inherited), Security class (Unclassified Inherited), Significance (Retain Inherited), Owner, Keywords, and Categories. A popup window titled 'Payment transaction recorded in the PayU System' displays the digital signature verification results for the 'XML report.xml' document. The verification started at 2018-10-24T09:39:49.889Z and ended at 2018-10-24T09:39:49.913Z. The signature status is 'VALID', but an error occurred while checking the certificate chain, stating 'Certificate verification failed. Reason: 'certificate has expired''.

Title	Size	Modified
Content	1.1 kB	18/10/2018
94EEB3DE4EF21456DD0ECC9A28D85A87.eml	10.9 kB	18/10/2018
smime.p7s	3.8 kB	18/10/2018
XML report.xml	3.8 kB	24/10/2018

**Payment transaction recorded in the PayU System**  
Entity saved

Digital signature verification started: 2018-10-24T09:39:49.889Z  
=====

Verifying XML report.xml  
[0bd1ac9af5c8222fa4cea957ca0aad1c93974ecf19a383206831  
1b5e730b7a2]:  
Signature status: VALID  
Certificate (subject: /DC=si/DC=imis/OU=IMiS/CN=Marko Hren,  
serial: '3e09a2ed0000000000c9') verification: certificate has  
expired  
Error occurred while checking certificate chain (Certificate  
verification failed. Reason: 'certificate has expired'.)  
=====

Digital signature verification ended: 2018-10-24T09:39:49.913Z

Image 222: Popup window containing the result of the document's electronic signature verification.

The popup window automatically closes after a few seconds. The signature is automatically verified when a document is being archived to the server. The archive server also saves documents with invalid electronic signatures.

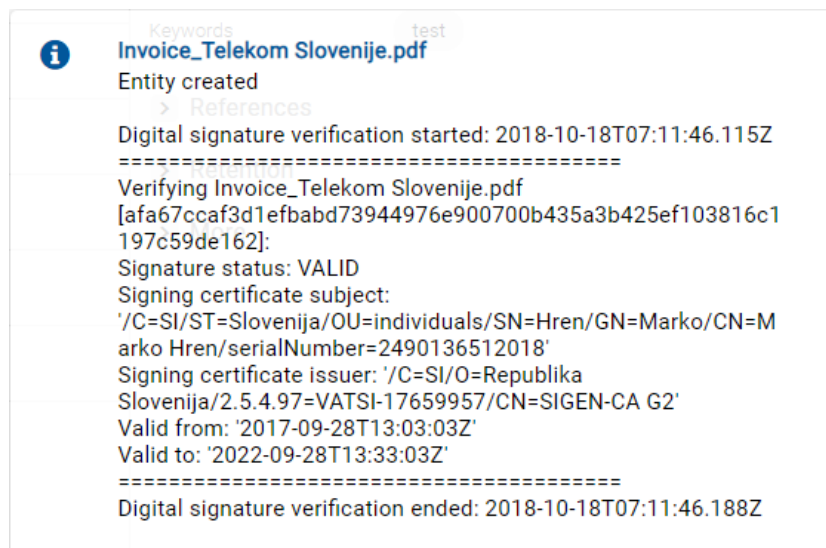


Image 223: Example of a report for a valid electronic signature and valid digital certificate



Image 224: Example of a valid electronic signature and an expired digital certificate



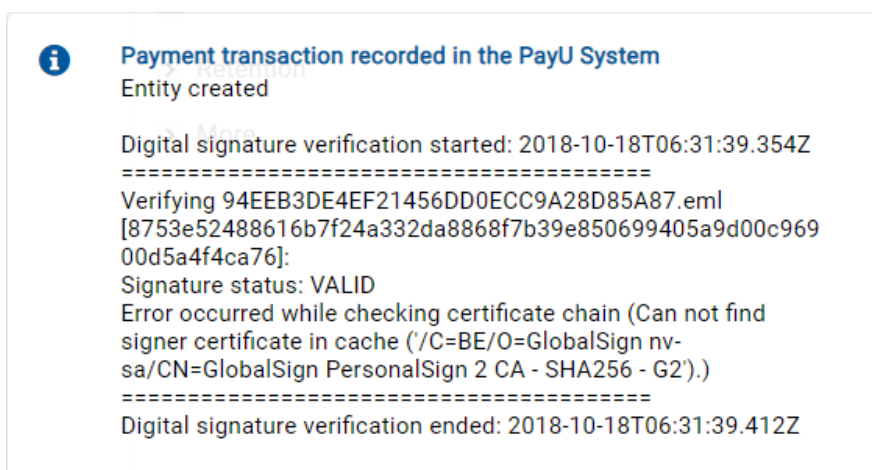


Image 225: Example of a valid electronic signature  
for which the certification authority could not be verified.

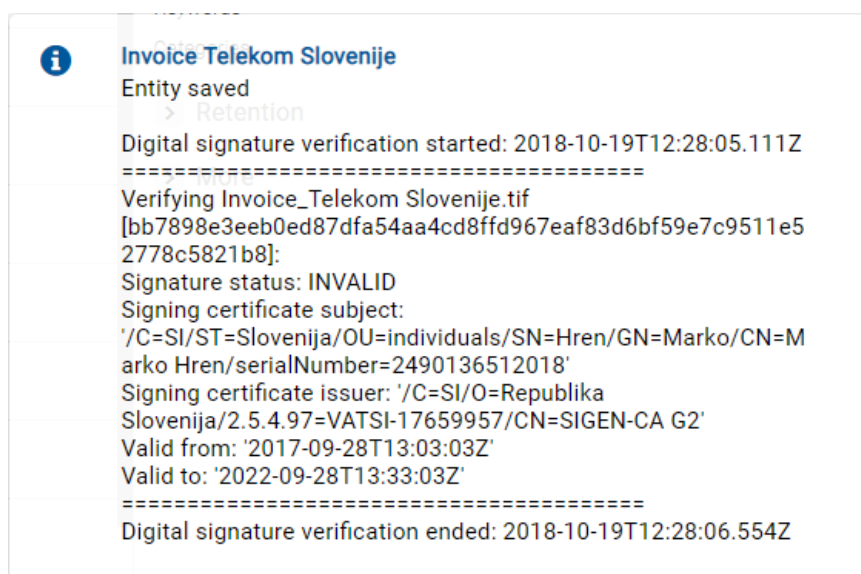


Image 226: Example of an invalid electronic signature due to a modification of the document after  
signing.

## 4.6 Review process

Each entity in the classification scheme has its own life span. Each class, folder or document classified directly under a class must have at least one retention period set, which specifies the time frame for the retention of an individual entity in the archive.

In addition to the time frame, the retention policy also contains the default action which will be implemented in the review process. This action can be changed by the team members during a controlled and planned process of implementation the transfer, disposition or permanent retention of the content.

IMiS®/wClient enables the user to:

- Prepare the review process.
- Review and select entities during the decision-making process.
- Implement the review process.
- Transfer selected entities.
- Review the content of documents.
- Review the selected retention periods.

All activities in the review process are implemented in the »Reviews« folder, classified under the »Administration« system folder.

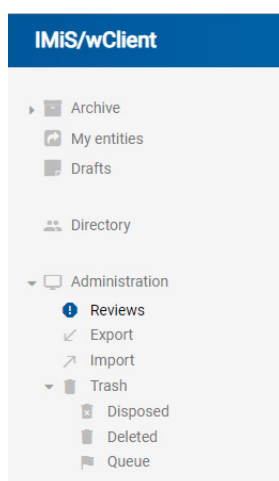
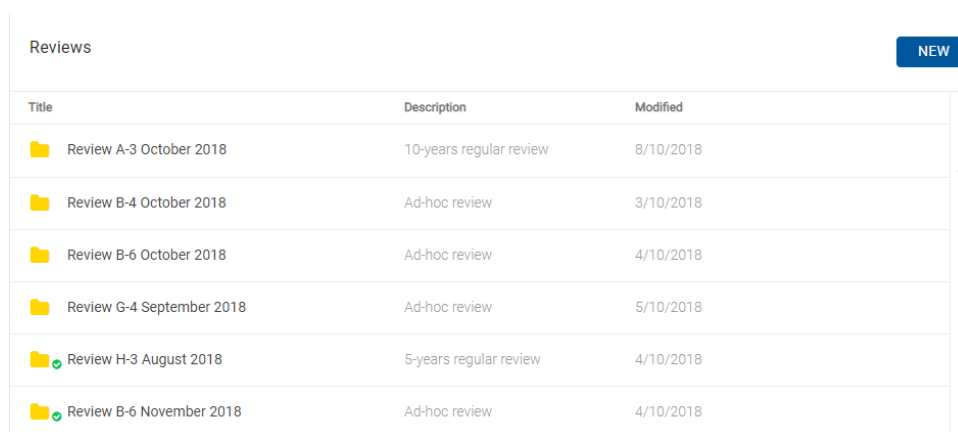


Image 227: The »Reviews« folder in the left view

The review process can be implemented by users with the »Read« access rights, which grants them access to the »Reviews« folder. Creating reviews is enabled for users with the »Create entities« right.

#### 4.6.1 Preparation phase

In the left view, the user selects the »Administration« system folder in which the »Reviews« folder is located. By selecting the folder, the central view shows the already prepared »Reviews«, if any.



Title	Description	Modified
Review A-3 October 2018	10-years regular review	8/10/2018
Review B-4 October 2018	Ad-hoc review	3/10/2018
Review B-6 October 2018	Ad-hoc review	4/10/2018
Review G-4 September 2018	Ad-hoc review	5/10/2018
Review H-3 August 2018	5-years regular review	4/10/2018
Review B-6 November 2018	Ad-hoc review	4/10/2018

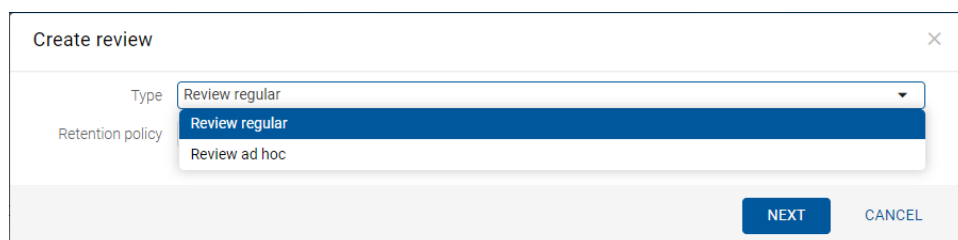
Image 228: A list of reviews in the review process

By selecting the »New« command, a pop-up menu appears, where the user selects the Type and Retention policy.

##### 4.6.1.1 Review types

The user can choose the following two modes for creating a review of selected entities:

- »Regular«: Preparation of review based on selected retention periods.
- »Ad hoc«: Preparation of review based on the query provided. It is used when transferring entities to a third archive.



Create review

Type

Review regular

Retention policy

Review regular

Review ad hoc

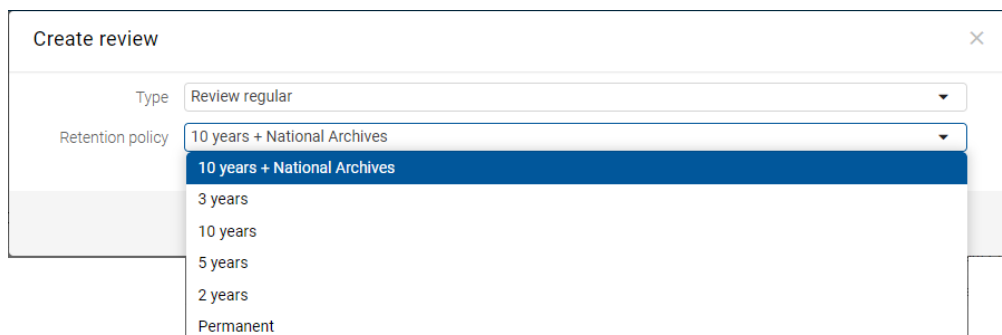
NEXT

CANCEL

Image 229: Selecting the review type

#### 4.6.1.1.1 Regular review

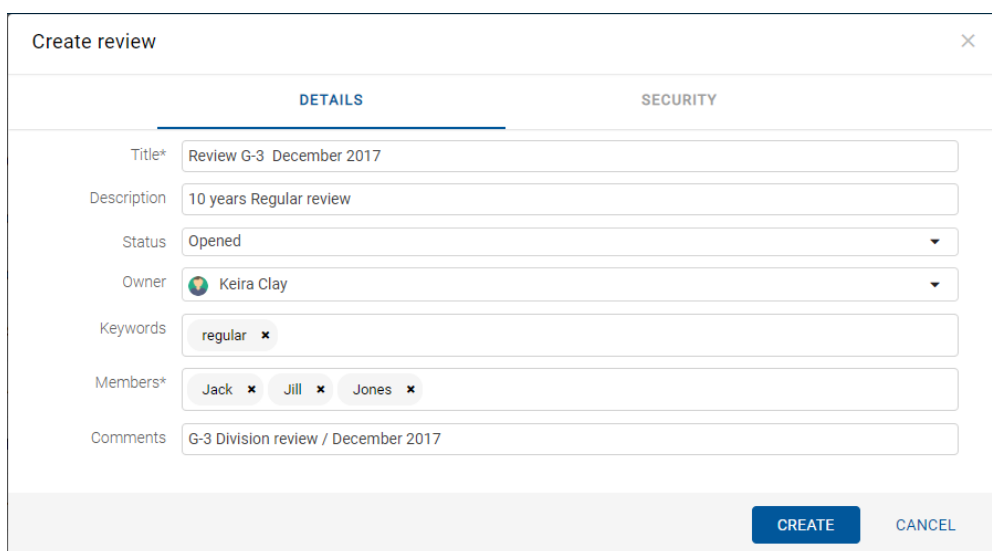
When selecting the default value »Regular review«, the user also selects the appropriate »Retention policy« in the popup menu.



The screenshot shows a 'Create review' dialog box. The 'Type' dropdown is set to 'Review regular'. The 'Retention policy' dropdown is open, showing a list of options: '10 years + National Archives' (highlighted in blue), '3 years', '10 years', '5 years', '2 years', and 'Permanent'.

Image 230: Creating a new »Regular review« in the preparation phase

After confirmation with the »Next« command, the user is shown the attributes of a new review in the review process.



The screenshot shows the 'Create review' dialog box with the 'DETAILS' tab selected. The attributes are as follows:

- Title\*: Review G-3 December 2017
- Description: 10 years Regular review
- Status: Opened
- Owner: Keira Clay
- Keywords: regular
- Members\*: Jack, Jill, Jones
- Comments: G-3 Division review / December 2017

At the bottom right, there are 'CREATE' and 'CANCEL' buttons.

Image 231: Display of review attributes in the review process

In the »Security« tab the user with the appropriate rights defines the access permissions for users, groups and attributes of the directory entity type. For more information on defining access permissions see chapter [Entity access](#).

Permission	Effective	Inherited	Explicit
Read	✓	Allow	ALLOW DENY
Write	✓	Allow	ALLOW DENY
Move	✓	Allow	ALLOW DENY
Delete	✓	Allow	ALLOW DENY
Create entities	✓	Allow	ALLOW DENY
Change	✓	Allow	ALLOW DENY

Image 232: Access permissions for review in the »Security« tab

#### 4.6.1.1.2 Ad-hoc review

After selecting the »Ad hoc« command, the field for entering the value of the attribute »Expression« appears to the user. The user enters a query into the »Expression«, based on which a list of selected entities will be created.

Image 233: Entering a search expression in the »Ad hoc« review

After confirmation by clicking on the »Next« button, a dialog window shows the tabs of a new review in the ad-hoc review process.

The »Attributes« tab contains the list of all process attributes which can be entered by the user. For more information on entering metadata see chapter [Entering entity metadata](#).

**Create review** [X]

**DETAILS** **SECURITY**

Title\* Review G-4 September 2018

Description Ad-hoc review

Status Opened

Owner 🧑 Marco Welch

Keywords adhoc

Members\* Peter Paul Pascal

Comments G-4 division ad-hoc review [Owner = anelson]

**CREATE** **CANCEL**

Image 234: Display of the attributes of the review process in the »Ad hoc« mode

By creation of the review, two attributes are mandatory: »Title« and »Members« performing the entity review. As in a regular review, the user with the appropriate rights defines the access permissions for users, groups and attributes in the »Security« tab.

After entering the metadata, the user saves the review to IMiS®/ARChive Server by selecting the action »Create«.

**Reviews** [NEW] [OPEN] [EDIT] [SAVE] [ACTIONS] 14 results

Title	Description	Modified
Review A-3 October 2018	10-years regular review	9/10/2018
Review B-4 October 2018	Ad-hoc review	3/10/2018
<b>Review B-6 October 2018</b>	<b>Ad-hoc review</b>	<b>16/10/2018</b>
Review G-4 September 2018	Ad-hoc review	19/10/2018
Review H-3 August 2018	5-years regular review	4/10/2018
Review B-6 November 2018	Ad-hoc review	4/10/2018
Review H-3 July 2018	5 years regular review	9/10/2018
Review J-2 August 2018	Ad-hoc review	8/10/2018

**Review B-6 October 2018** [X]

**DETAILS** **SECURITY** **ACTIVITY**

Title Review B-6 October 2018

Description Ad-hoc review

Status Opened

Owner 🧑 Keira Clay

Keywords adhoc

State InReview

Message Review prepared

Authenticity evidence GET

Created Administrator 3. Oct 2018, 09:37

Identifier Cos\_3ojuCM7c9S1DgpQCl48oYTjbEEt

Image 235: Display of a saved ad-hoc review

This starts the transfer of all entered metadata to IMiS®/ARChive Server. After the review has been saved, it is queued for preparation.

***Problem:** The most common problem during saving is that the value of the mandatory attribute has not been entered.*

***Problems:** The most common problem when creating a new review in the review process is that the user does not have the access right to create new reviews.*

#### 4.6.1.2 Canceling the review process

The review process can be discarded by team members at any time with the »Discard« command. They do that by selecting the »Actions« command in the command bar and the »Discard« action in the popup menu.

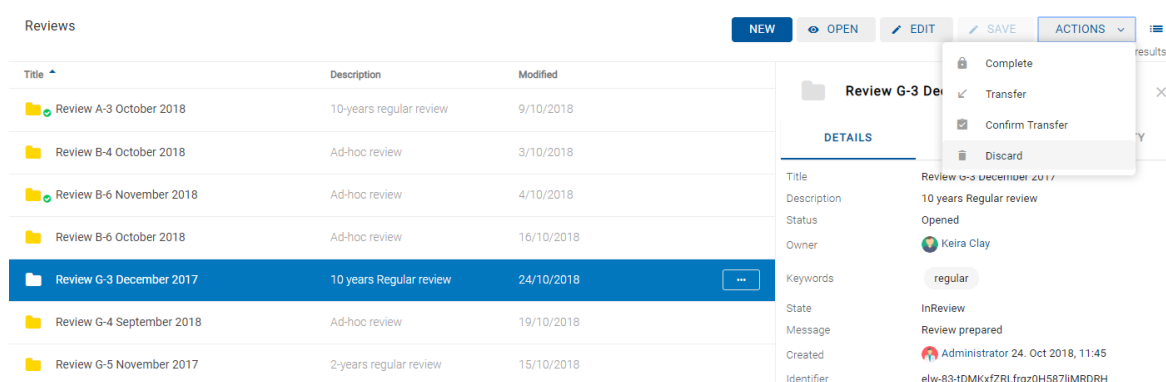


Image 236: Cancellation of the review process using the »Discard« command

After discarding the review process, the IMiS®/ARChive Server:

- Changes the value of the »State« attribute to »Discarded«.
- Changes the value of the »Status« attribute to »Closed«.
- It is entered into the »Message« attribute that the review process has been discarded by the user. In this case the entire review process must be recreated.

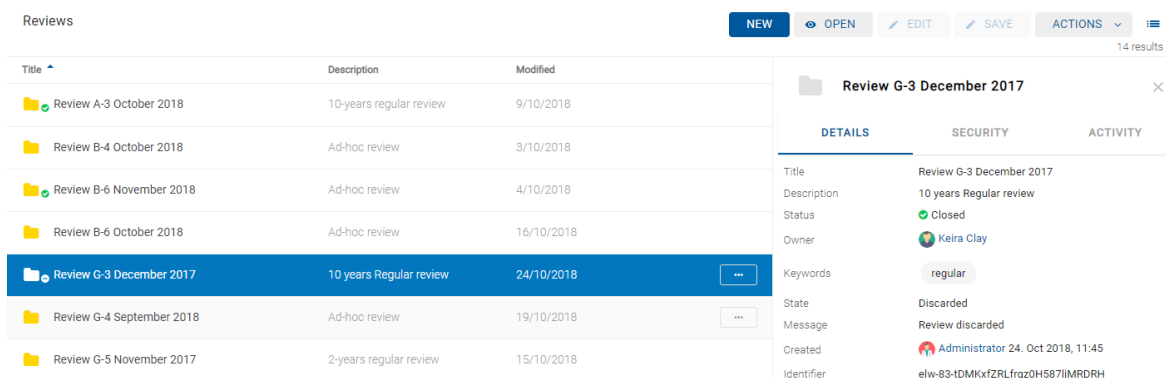


Image 237: A canceled decision-making phase

#### 4.6.1.3 Entity preparation phase

The phase of preparing a list of entities begins when IMiS®/ARChive Server detects that entities are queued for review. The list only shows those entities which meet the condition of the selected retention periods. Other criteria are considered in the process.

For more information see chapter [Filtering process](#) in the [IMiS®/ARChive Server Manual](#).

While the review process is in the preparation phase, it cannot be modified.

During that time, its »State« attribute shows the »Preparing« value.

The screenshot displays the 'Reviews' section of the IMiS®/wClient interface. A table lists several reviews, with 'Review A-7 July 2018' selected. The details panel on the right shows the following information for this review:

Review A-7 July 2018	
DETAILS	SECURITY
Title	Review A-7 July 2018
Description	5 years Regular review
Status	Opened
Owner	Ron Salazar
Keywords	regular
State	Preparing
Message	
Created	Administrator 24. Oct 2018, 11:54
Identifier	ePoesU-YEC3WrOmF2zaSfT94eD4mNYmc

Image 238: Display of the review in the preparation phase in the »Preparing« state

Once IMiS®/ARChive Server finishes preparing a list of entities, the value of the »State« attribute changes to »InReview«. The preparation of a review is completed and awaits the decision-making phase.

The entity placed on the list remains on that list even if its retention period is modified after the list was prepared.

During the preparation phase of the review process an error can occur for various reasons. In the event of an error, the review process is automatically cancelled. Such a process does not contain entities on its list and cannot be prepared again. Such a list also cannot be edited.

The following attributes change their values:

- The value of the »Status« attribute changes to »Closed«.
- The value of the »State« attribute changes to »Failed«.
- The cause of the cancellation is recorded into the »Message« attribute.



The screenshot shows the 'Reviews' section of the IMiS/wClient interface. A table lists several reviews, with 'Review S-3 January 2018' selected. The right-hand pane displays the details for this review, including its title, description, status (Closed), owner (Caroline Irwin), and keywords (ad-hoc). The 'State' is marked as 'Failed' with a message: 'Unable to locate metadata attribute named 'sys:Significance''. The 'Created' date and time are 'Administrator 24. Oct 2018, 12:00', and the 'Identifier' is 'fJZxq-EKpswPZZ4Zc4WjME2TMzmK5r5C'.

Title	Description	Modified
Review Z-13 October 2018	2-years regular review	15/10/2018
<b>Review S-3 January 2018</b>	<b>Ad-hoc review</b>	<b>24/10/2018</b>
Review M-6 December 2018	2 years regular review	15/10/2018
Review M-5 October 2018	2-years regular review	15/10/2018
Review J-3 October 2018	5-years regular review / Client	16/10/2018
Review J-2 August 2018	Ad-hoc review	8/10/2018
Review H-3 July 2018	5 years regular review	9/10/2018

Review S-3 January 2018	
DETAILS	SECURITY
Title	Review S-3 January 2018
Description	Ad-hoc review
Status	Closed
Owner	Caroline Irwin
Keywords	ad-hoc
State	Failed
Message	Unable to locate metadata attribute named 'sys:Significance'.
Created	Administrator 24. Oct 2018, 12:00
Identifier	fJZxq-EKpswPZZ4Zc4WjME2TMzmK5r5C

Image 239: Display of an error which occurred during the preparation phase of the review process

## 4.6.2 Decision-making phase

By selecting the folder, the central view shows all of the reviews created. By selecting the appropriate review, review pages are shown along with the associated documents, which are the object of the review process.

The screenshot shows the 'Reviews' section of the IMiS/wClient interface, specifically for 'Review M-6 December 2018'. A table lists several decisions documents, with 'Decisions document 3/3' selected. The right-hand pane displays the details for this document, including its title, description, creation and modification dates, and status. The 'Retention' and 'More' options are visible at the bottom of the details pane.

Title	Description	Modified
Decisions document 1/3	Regulations	24/10/2018
Decisions document 2/3	Mandates	24/10/2018
<b>Decisions document 3/3</b>	<b>Recommendations</b>	<b>24/10/2018</b>
Decisions - Page 1		15/10/2018

Decisions document 3/3	
DETAILS	SECURITY
Title	Decisions document 3/3
Description	Recommendations
Created	Administrator 24. Oct 2018, 12:15
Modified	24. Oct 2018, 12:15
Status	
Security class	
Significance	
Owner	
Keywords	
Categories	
<a href="#">Retention</a>	
<a href="#">More</a>	

Image 240: Display of the review pages and documents

In the review the following data is visible for each page:

- Sequential title of the review page in the »Title« line.
- Short description of the review page in the »Description« line.
- Date of last page modification in the »Modified« line.

Each page contains the final number of entities. The default value is 2,000 entities.

By clicking on the selected page, the central view shows a list of selected entities.

A feature of this list is a display of the action which will be executed for each entity after the entire review process is completed.

Reviews > Review M-6 December 20... > Decisions - Page 1

473 results

Title	Action	Reason	Comment
Mtg w/Kevin Garland - EB3324	Dispose	Retention policy ...	
Mtg w/Jim Hughes - EB3324	Transfer	Retention policy ...	
Meeting w/Tom Gros - EB3259	Permanent	Retention policy ...	
Meeting w/Katherine Corbally - EB3259	Dispose	Retention policy ...	
Meeting w/George Fastuca, Bob Chandler & ...	Transfer	Retention policy ...	
Final PRC - Four Seasons/Highland RM	Review	Retention policy ...	
Meeting w/Steve Horn, Fitzgerald, Ruane, Le...	Review	Retention policy ...	
Meeting w/Brad McSherry - EB3259	Review	Retention policy ...	
Meeting w/Lou Pai (maybe be rescheduled)	Review	Retention policy ...	

**Review M-6 December 2018**


**DETAILS** SECURITY ACTIVITY

Title: Review M-6 December 2018  
 Description: 2 years regular review  
 Status: Opened  
 Owner: Keira Clay  
 Keywords:  
 State: InReview  
 Message: Review prepared  
 Members: Tine, Tone, Tina  
 Authenticity evidence: GET

> Retention

Created: Administrator 15. Oct 2018, 14:41  
 Identifier: 3\_xWQu3VqOMw5jtLyZP6bq6Zme3uWJKP

Image 241: A list of selected entities on a specific review page

By selecting the icon  to the right of the command bar, the user can define which columns of the selected attributes will be shown on the list of selected entities in the central view. The user can add or remove: »Action«, »Reason« and »Comment«.

Reviews > Review M-6 December 20... > Decisions - Page 1

VIEW MODE

- ☒ List
- ☐ Grid
- ☒ Action
- ☒ Reason
- ☒ Comment

**Mtg w/Jim Hughes - EB3324**

**DETAILS** SECURITY VIEW

Title: Mtg w/Jim Hughes - EB3324  
 Action: Transfer  
 Reason: Retention policy ...  
 Comment:  
 Transferred: ☐  
 Transfer Identifier:  
 Classification Code: C=02\*C=01\*C=01\*F=2017-000024  
 Navigate to

Title: Mtg w/Jim Hughes - EB3324  
 Description:  
 Created: Administrator 30. Nov 2002, 09:00  
 Modified: 4. Dec 2017, 15:29  
 Status: Closed  
 Security class:  
 Significance:  
 Owner: Keira Clay

Image 242: Defining the columns of selected attributes in the popup menu

An entity which is included on the list of an individual review page has the following tabs:

- Details: a list of the metadata of the selected entity.
- Security: a review of the effective permissions of directory entities for the selected entity.
- Activity: audit log records for the selected entity.

By clicking on the »Navigate to« button in the right view, the selected entity is shown in the classification scheme.

The user can return to the review by selecting the back arrow in the browser.

Classification Code      C=02^C=01^C=01^F=2017-000017  
[Navigate to](#)

Image 243: Option of viewing an entity from the review

#### 4.6.2.1 Modification of the attribute values in the review

If team members decide that the actions of certain entities must be modified in the review process, they can do so with the »Edit« command.

For more information on attributes see chapter Attributes in the review process.

In the right view, the user can modify the following attributes:

- Action
- Reason
- Comment
- Transferred
- Transfer identifier.

**Mtg w/Jim Hughes - EB3324** ✕

**DETAILS**    SECURITY    ACTIVITY

Title: Mtg w/Jim Hughes - EB3324

Action:

Reason:

Comment:

Transferred: ☐

Transfer Identifier:

Classification Code: C=02^C=01^C=01^F=2017-000024

[Navigate to](#)

Image 244: Adding and modifying attribute values in editing mode

### Action

The default value of the »Action« attribute is set by the retention policy in the server's configuration. In the event that the entity undergoing the transfer process has several retention policies which contradict one another, the default value of this attribute is »InReview«. Such an entity requires a decision from team members on the type of action.

If team members decide that the actions of certain entities must be modified, they can perform one of the following actions:

- »Dispose«: the entity will be disposed of after the process is completed.
- »Permanent«: the entity will never again be selected in the review process. It has been marked for permanent retention.
- »Transfer«: after confirming the transfer and successfully completing the transfer process, the entity will be disposed of.
- »Review«: an action which does not modify the entity's life span. The entity can be selected in the next transfer process.

Reviews > Review M-6 December 20... > Decisions - Page 1

NEW OPEN EDIT SAVE ACTIONS 473 results

Title	Action	Reason	Comment
Mtg w/Kevin Garland - EB3324	Dispose	Retention policy ...	
Mtg w/Jim Hughes - EB3324	Dispose	Retention policy ...	
Meeting w/Tom Gros - EB3259	Permanent	Retention policy ...	
Meeting w/Katherine Corbally - EB3259	Dispose	Retention policy ...	
Meeting w/George Fastuca, Bob Chandler & ...	Transfer	Retention policy ...	
Final PRC - Four Seasons/Highland RM	Review	Retention policy ...	
Meeting w/Steve Horn, Fitzgerald, Ruane, Le...	Review	Retention policy ...	

**Mtg w/Jim Hughes - EB3324**

DETAILS SECURITY ACTIVITY

Title: Mtg w/Jim Hughes - EB3324

Action:

Reason:

Comment:

Transferred: ☒

Transfer Identifier:

Classification Code: C=02\*C=01\*C=01\*F=2017-000024

[Navigate to](#)

Image 245: Modifying the action of an entity in editing mode

### Reason

Every time the »Action« attribute is modified it is recommended that team members also record the reason for the modification in the »Reason« attribute.

### Comment

In the decision-making phase the team members can comment on their decisions.

### Transferred

Team members must specify for each entity on the list whether it has been transferred. They do so by ticking the box.

### Transfer identifier

If they wish, the team members can also enter a reference to the transferred entity by entering the value of the »Transfer identifier« attribute.

Reviews > Review M-6 December 20... > Decisions - Page 1

NEW OPEN EDIT SAVE ACTIONS 473 results

Title	Action	Reason	Comment
Mtg w/Kevin Garland - EB3324	Dispose	Retention policy ...	
Mtg w/Jim Hughes - EB3324	Dispose	Left company 3 ...	Obsolete
Meeting w/Tom Gros - EB3259	Permanent	Retention policy ...	
Meeting w/Katherine Corbally - EB3259	Dispose	Retention policy ...	
Meeting w/George Fastuca, Bob Chandler & ...	Transfer	Retention policy ...	
Final PRC - Four Seasons/Highland RM	Review	Retention policy ...	

**Mtg w/Jim Hughes - EB3324**

DETAILS SECURITY ACTIVITY

Title: Mtg w/Jim Hughes - EB3324

Action:

Reason:

Comment:

Transferred: ☒

Transfer Identifier:

Image 246: Modifying attribute values in the review

After completion, the team members select the »Finish« command in the top command bar and then by clicking on the »Save« button save all confirmations to IMiS®/ARChive Server.

After completing the review of entities on the list, they can apply all the modifications by clicking on the »Save« button or cancel them by returning to the list of reviews.

Modifications of entities are not saved to IMiS®/ARChive Server until the user saves the review page. After saving, the list of reviews reappears. The team members can start working on the next review.

#### 4.6.2.2 Canceling the decision-making process

The review process can be cancelled by team members selecting the »Actions« command and the »Discard« operation in the popup menu.

For more information on canceling the review process see chapter [Canceling the review process](#).

#### 4.6.3 Implementation phase

The decision-making phase is followed by the implementation phase. Team members complete the review by selecting »Actions« command and the »Complete« operation in the popup menu.

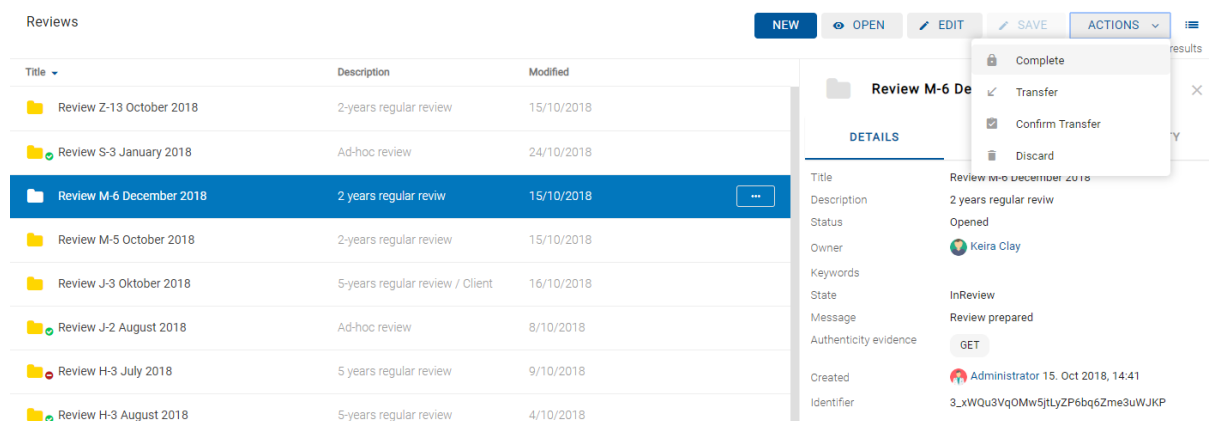


Image 247: Starting the process of completing the review

IMiS®/ARChive Server implements the review process of the disposition, transfer and permanent retention of entities.

The screenshot shows the 'Reviews' section of the IMiS/ARChive Server interface. On the left, a table lists several reviews. The review 'Review M-6 December 2018' is selected. On the right, the details for this review are displayed, including its title, description, status, owner, keywords, state, message, authenticity evidence, creation date, and identifier.

Title	Description	Modified
Review Z-13 October 2018	2-years regular review	15/10/2018
Review S-3 January 2018	Ad-hoc review	24/10/2018
<b>Review M-6 December 2018</b>	<b>2 years regular review</b>	<b>24/10/2018</b>
Review M-5 October 2018	2-years regular review	15/10/2018
Review J-3 October 2018	5-years regular review / Client	16/10/2018
Review J-2 August 2018	Ad-hoc review	8/10/2018
Review H-3 July 2018	5 years regular review	9/10/2018
Review H-3 August 2018	5-years regular review	4/10/2018

**Review M-6 December 2018**

**DETAILS** | SECURITY | ACTIVITY

Title: Review M-6 December 2018  
 Description: 2 years regular review  
 Status: Opened  
 Owner: Keira Clay  
 Keywords: Completing  
 State: Review in progress  
 Message: Review in progress  
 Authenticity evidence: GET  
 Created: Administrator 15. Oct 2018, 14:41  
 Identifier: 3\_xWQu3VqOMw5jLyZP6bq6Zme3uWJKP

Image 248: During the process of completing the review

It automatically creates a review execute report on the implementation phase and files it among the review contents. For more information see chapter [Reviewing and classifying documents](#).

The screenshot shows the 'Reviews' section of the IMiS/ARChive Server interface, specifically for the review 'Review M-6 December 2018'. On the left, a table lists several documents. The document 'Review execute report' is selected. On the right, the details for this document are displayed, including its title, description, creation date, modification date, status, security class, significance, owner, keywords, categories, retention, and more.

Title	Description	Modified
Decisions document 1/3	Regulations	24/10/2018
Decisions document 2/3	Mandates	24/10/2018
Decisions document 3/3	Recommendations	24/10/2018
<b>Review execute report</b>		<b>24/10/2018</b>
Decisions - Page 1		15/10/2018

**Review execute report**

**DETAILS** | SECURITY | ACTIVITY

Title: Review execute report  
 Description: Review execute report  
 Created: Administrator 24. Oct 2018, 13:14  
 Modified: 24. Oct 2018, 13:14  
 Status:   
 Security class:   
 Significance:   
 Owner:   
 Keywords:   
 Categories:   
 Retention:   
 More:

Image 249: Review execute report

This action completes the review process, which cannot be modified or implemented. The value of the »Status« attribute changes to »Closed« and the value of the »State« attribute to »Completed«.

Reviews

NEW OPEN EDIT SAVE ACTIONS 16 results

Title	Description	Modified
Review Z-13 October 2018	2-years regular review	15/10/2018
Review S-3 January 2018	Ad-hoc review	24/10/2018
Review M-6 December 2018	2 years regular review	24/10/2018
Review M-5 October 2018	2-years regular review	15/10/2018
Review J-3 Oktober 2018	5-years regular review / Client	16/10/2018
Review J-2 August 2018	Ad-hoc review	8/10/2018
Review H-3 July 2018	5 years regular review	9/10/2018
Review H-3 August 2018	5-years regular review	4/10/2018

**Review M-6 December 2018**

DETAILS SECURITY ACTIVITY

Title: Review M-6 December 2018

Description: 2 years regular review

Status: ✔ Closed

Owner: Keira Clay

Keywords:

State: Completed

Message: Review item action execution completed

Authenticity evidence: GET

Created: Administrator 15. Oct 2018, 14:41

Identifier: 3\_xWQu3Vq0Mw5jtLyZP6bq6Zme3uWJKP

Image 250: Review completed

In the event of an error during the review process:

- An error description is recorded in the »Message« attribute.
- The value of the »State« attribute changes to »Failed«.
- The value of the »Status« attribute changes to »Closed«.

In this case the entire review process must be recreated.

#### 4.6.4 Disposition

Each entity which was disposed of during the implementation phase of the review process is located in its raw form in the »Disposed« folder in the »Trash« folder, which is located in the »Administration« system folder.

Archive

My entities

Drafts

Directory

Administration

- Reviews
- Export
- Import
- Trash
  - Disposed
  - Deleted
  - Queue

Disposed

Title	Classification Code	Description	Modified
Review MH-08		Regular review - ...	
Review MH-07		Regular review - ...	
Review MH-06		Regular review - ...	
Review MH-05		Regular review / ...	
Review MH-03		Pregled 10-let	
Review MH-02		Pregled entitet n...	

Image 251: A list of deleted entities in the review process



By selecting the »Disposed« folder, the central view shows all of the review processes during which at least one entity was disposed of. By clicking on an individual review page, a list of disposed entities appears, where the following entity information are shown only:

- Title: the title of the disposed entity.
- Classification code: the classification code of the disposed entity.
- Description: a description of the disposed entity.
- Modified: the date of last change.

Disposed 154 results

Title	Classification Code	Description	Modified
Zoellick and Stelzer - Call in # 888-232-0370	05.01-2017-000...	3.1119507.KE0N...	
WTO strategy follow-up call & World Bank	02.01.01-2017-0...	3.1058434.MXX...	
Weekly Retail Meeting, EB 27C1	05.01-2017-000...	3.1122448.EVZ4...	
webcast mtg. w/ Palmer, etc.	05.01-2017-000...	3.1098736.A4JP...	
Water Mtg w/ Amanda Martin	02.01.01-2017-0...	3.1099281.LCBU...	

**Archive**

Audit Query Content Management Import/Export Reports

Draft management Content Convert Content Detach

Content Index Content Move

Name IMIS/Archive Server

Description The archiving of unlimited quantities of binary objects.

Host iarc99.imis.si:16807

Image 252: Display of the list of disposed entities on the review page

The Title, Classification code and Description of entity are the only attributes still preserved when an entity has been disposed of. All other entity metadata is erased and replaced with the following attributes:

- Reason: The reason for the disposition of the entity, which was entered by the user during the review process.
- Deleted: The date and time of the disposition of the entity.
- Identifier: Unique user identifier.

#### 4.6.5 Transfer of entities

If the review process was also intended for the transfer of entities from IMiS®/ARChive Server, this action must be executed prior to completing the process.

The transfer action is executed with two separate processes:

- Exporting from IMiS®/ARChive Server to the file system.
- Confirmation of the transfer of entities to a third archive.

#### 4.6.5.1 Exporting to a file system

The user executes the transfer of entities in the selected review selecting the »Actions« command and the »Transfer« operation in the popup menu.

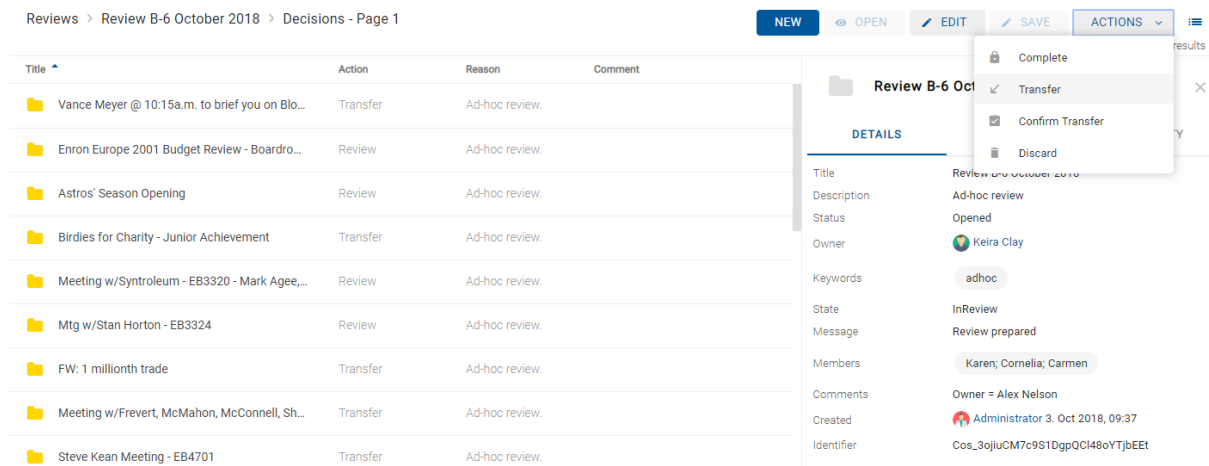


Image 253: Transfer of entities in the review process

After selecting the command, the user is shown a dialog box for setting the transfer parameters.

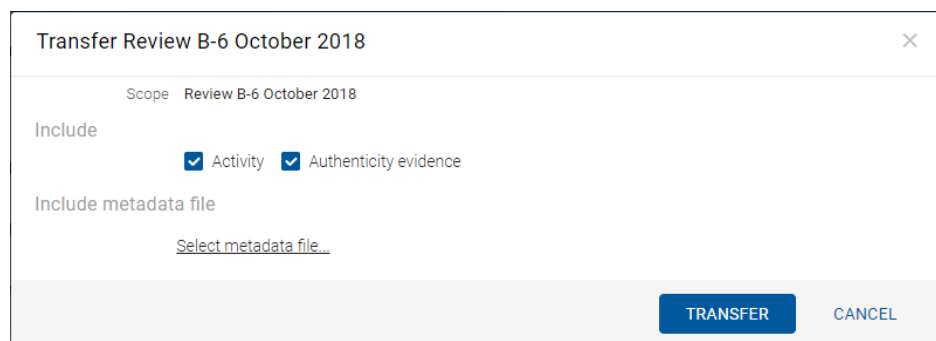


Image 254: Setting the transfer parameters

By selecting the »Activity« option, the audit log for an individual transferred entity can be included in the transfer.

If entity authenticity evidence has been created on the archive, the user can include it in the transfer by selecting the option »Authenticity evidence«.

**Warning:** If the user does not have the AuditLogQuery role and has nevertheless ticked the inclusion of an audit log in the transfer of entities in the transfer dialog box, the transfer is not executed.

In the »Include metadata file« section, the user invokes a dialog box for selecting an XML file with additional metadata to be included in the transfer.

For a description of the structure of the file with additional metadata see chapter [Format of the additional metadata export file](#).

By selecting the »Transfer« command, the transfer process begins. Team members can cancel the process by selecting the »Cancel« command.

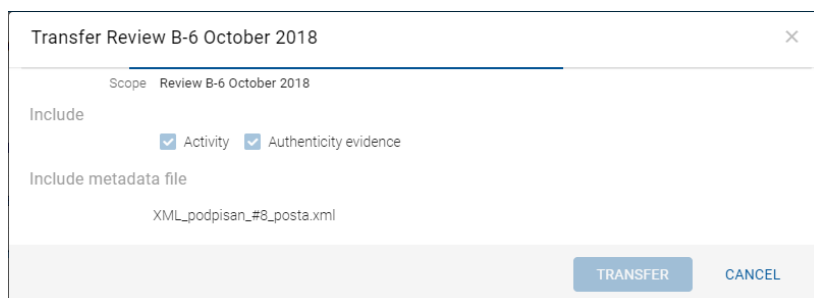


Image 255: Implementing the transfer process

The entities are exported in the XML format to the default directory »Downloads«. The user can access the transfer information from the notification bar by selecting the action »Open« in the popup menu.

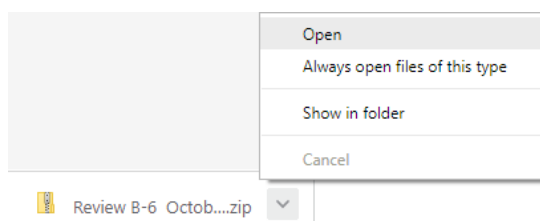


Image 256: Transfer notification

***Warning:** A user can export different entities to the same export folder several times without having to delete the export files prior to each export. When saving exported entities to the selected export folder, the previous export files are replaced.*

#### 4.6.5.1.1 Export phase

At the start of export IMiS®/wClient creates a new review document.

For more information see chapter [Reviewing and classifying documents](#).

This document represents a report on export from the archive server. It uses the date and time of the start of export in ISO format as the document title.

During export the following two or three log files are created in the file system:

- »ExportReport.xml«: An XML file which contains:
  - Statistics of successfully and unsuccessfully exported entities.
  - List of unsuccessfully exported entities (including the classification code).
  - List of successfully exported entities (including the compressed value and full classification code).
- »ExportReport.txt«: contains a report for each successfully or unsuccessfully exported entity.
- »ExportReport\_ERROR.txt«: contains a report for each unsuccessfully exported entity, including the returned error message.

Additionally, a utility file for automatic transfer confirmation »TransferConfirmation.csv« is created. With it the user of a third archive can quickly specify which entities will be confirmed as successfully transferred.

In the event of an error when exporting an entity, the error is recorded in the »ExportReport\_ERROR.txt« file. This file is created only in the event of an error.

After the first transfer phase – export, a new entity is attached to the review contents – a transfer report.

Reviews > Review B-6 October 2018

NEW OPEN EDIT SAVE ACTIONS 1 results

Title	Description	Modified
Document 1	Document #1 added to Review...	8/10/2018
Document 2	Document #2 added to Review...	8/10/2018
Document 3	Document #3 added to Review...	8/10/2018
2018-10-09T14:25:05.754+02:00	Transfer started at 2018-10-0...	9/10/2018
Decisions - Page 1		9/10/2018

**Review B-6 October 2018**

DETAILS SECURITY ACTIVITY

Title: Review B-6 October 2018  
 Description: Ad-hoc review  
 Status: Opened  
 Owner: Keira Clay  
 Keywords: adhoc  
 State: InReview  
 Message: Review prepared  
 Members: Karen; Cornelia; Carmen  
 Comments: Owner = Alex Nelson  
 Created: Administrator 3. Oct 2018, 09:37  
 Identifier: Cos\_3ojiuCM7c9S1DgpQCI48oYTjbEEt

Image 257: A report on the transfer between review entities

The transfer report contains the following log files:

- XML report
- Report
- Error report, if an error occurred.

Reviews > Review B-6 October 2018 > 2018-10-09T14:25:05.75...

NEW OPEN EDIT ACTIONS 2 results

Title	Size	Modified
ExportReport.xml	6.8 kB	9/10/2018
ExportReport.txt	3.2 kB	9/10/2018

**2018-10-09T14:25:05.754+02:00**

DETAILS SECURITY ACTIVITY

Title: 2018-10-09T14:25:05.754+02:00  
 Description: Transfer started at 2018-10-09T14:25:05.754+02:00  
 Status:  
 Security class:  
 Significance:  
 Owner:  
 Keywords:  
 Categories:

Image 258: Log files in the transfer report

By selecting the log file »ExportReport.txt«, the user is shown a report on successfully/unsuccessfully exported entities.

```
Transfer review id:'Cos_3ojiuCM7c9S1DgpQCl48oVTjbEEt', subject:'anelson', recursive:false, exportParents:true, classes:true, folders:true, documents:true, auditlog:true, evidence:true

2018-10-09T14:25:08.725+0200 - Exported Class '02' into file ExportData/class_1.xml
2018-10-09T14:25:11.185+0200 - Exported Class '02.01' into file ExportData/class_2.xml
2018-10-09T14:25:13.584+0200 - Exported Class '02.01.01' into file ExportData/class_3.xml
2018-10-09T14:25:16.121+0200 - Exported Folder '02.01.01-2017-000001' into file ExportData/folder_1.xml
2018-10-09T14:25:19.064+0200 - Exported Document '02.01.01-2017-000001/000001' into file ExportData/document_1.xml
2018-10-09T14:25:21.728+0200 - Exported Document '02.01.01-2017-000001/000002' into file ExportData/document_2.xml
2018-10-09T14:25:24.135+0200 - Exported Document '02.01.01-2017-000001/000003' into file ExportData/document_3.xml
2018-10-09T14:25:26.895+0200 - Exported Document '02.01.01-2017-000001/000004' into file ExportData/document_4.xml
2018-10-09T14:25:29.632+0200 - Exported Document '02.01.01-2017-000001/000005' into file ExportData/document_5.xml
2018-10-09T14:25:32.345+0200 - Exported Document '02.01.01-2017-000001/000006' into file ExportData/document_6.xml
2018-10-09T14:25:34.681+0200 - Exported Document '02.01.01-2017-000001/000007' into file ExportData/document_7.xml
2018-10-09T14:25:37.467+0200 - Exported Document '02.01.01-2017-000001/000008' into file ExportData/document_8.xml
2018-10-09T14:25:40.012+0200 - Exported Document '02.01.01-2017-000001/000009' into file ExportData/document_9.xml
2018-10-09T14:25:42.303+0200 - Exported Document '02.01.01-2017-000001/000010' into file ExportData/document_10.xml
2018-10-09T14:25:44.692+0200 - Exported Class '02.01.02' into file ExportData/class_4.xml
2018-10-09T14:25:47.130+0200 - Exported Folder '02.01.02-2017-000053' into file ExportData/folder_2.xml
2018-10-09T14:25:50.286+0200 - Exported Document '02.01.02-2017-000053/000001' into file ExportData/document_11.xml
2018-10-09T14:25:52.951+0200 - Exported Document '02.01.02-2017-000053/000002' into file ExportData/document_12.xml
2018-10-09T14:25:55.585+0200 - Exported Document '02.01.02-2017-000053/000003' into file ExportData/document_13.xml
2018-10-09T14:25:58.337+0200 - Exported Document '02.01.02-2017-000053/000004' into file ExportData/document_14.xml
2018-10-09T14:26:01.017+0200 - Exported Document '02.01.02-2017-000053/000005' into file ExportData/document_15.xml
2018-10-09T14:26:03.415+0200 - Exported Document '02.01.02-2017-000053/000006' into file ExportData/document_16.xml
2018-10-09T14:26:05.770+0200 - Exported Document '02.01.02-2017-000053/000007' into file ExportData/document_17.xml
2018-10-09T14:26:08.644+0200 - Exported Document '02.01.02-2017-000053/000008' into file ExportData/document_18.xml
2018-10-09T14:26:11.020+0200 - Exported Document '02.01.02-2017-000053/000009' into file ExportData/document_19.xml
2018-10-09T14:26:13.524+0200 - Exported Document '02.01.02-2017-000053/000010' into file ExportData/document_20.xml

Class entities: OK(4) Fail(0)
Folder entities: OK(2) Fail(0)
Document entities: OK(20) Fail(0)
```

Image 259: An example of an »ExportReport.txt« report

#### 4.6.5.1.2 Importing to a third archive system phase

All of the previously created files which contain exported entities must be transferred by the authorized user of the target archive to his location and an import of entities must be executed.

A description of the process of importing to a third archive is not covered by this manual.

It is recommended that a confirmation file is created when importing to a third archive, which will enable successful confirmation of the transfer on IMiS®/ARChive Server

For more information see chapter [Format of confirmation file during transfer](#).

#### 4.6.5.2 Transfer confirmation

Prior to completing the transfer, the user must execute transfer confirmation for each entity undergoing the review process which has been marked for transfer.

Confirmation can be executed in one of the following ways:

- Manually for each transferred entity.
- Automatically with a confirmation file.

When the review process is completed, only those entities for which transfer has been confirmed are disposed of.

#### 4.6.5.2.1 Manual transfer confirmation

Manual transfer confirmation is executed similarly to the modification of action on an individual entity in the review process.

For more information see chapter [Modification of the attribute values in the review.](#)

The screenshot displays the 'Reviews' section of the IMiS®/wClient interface. At the top, there is a breadcrumb trail: 'Reviews > Review B-6 October 2018 > Decisions - Page 1'. To the right of the breadcrumb are buttons for 'NEW', 'OPEN', 'EDIT', 'SAVE', and 'ACTIONS'. Below the breadcrumb is a table with 64 results. The table has four columns: 'Title', 'Action', 'Reason', and 'Comment'. The 'Birdies for Charity - Junior Achievement' entry is highlighted in blue. To the right of the table is a detailed view for this entity. The detailed view has three tabs: 'DETAILS', 'SECURITY', and 'ACTIVITY'. The 'DETAILS' tab is active, showing fields for Title, Action, Reason, Comment, Transferred (checked), Transfer Identifier, Classification Code, and a 'Navigate to' button. Below this, there is a section for 'Birdies for Charity - Junior Achievement' with fields for Title, Description, Status (Closed), Security class, Significance, Owner (Alex Nelson), Keywords, and Categories.

Title	Action	Reason	Comment
Vance Meyer @ 10:15a.m. to brief you on Blo...	Transfer	Ad-hoc review.	
Enron Europe 2001 Budget Review - Boardro...	Review	Ad-hoc review.	
Astros' Season Opening	Review	Ad-hoc review.	
Birdies for Charity - Junior Achievement	Transfer	Ad-hoc review.	This entity need ...
Meeting w/Syntroleum - EB3320 - Mark Agee,...	Review	Ad-hoc review.	
Mtg w/Stam Horton - EB3324	Review	Ad-hoc review.	
FW: 1 millionth trade	Transfer	Ad-hoc review.	
Meeting w/Frevert, McMahon, McConnell, Sh...	Transfer	Ad-hoc review.	
Steve Kean Meeting - EB4701	Transfer	Ad-hoc review.	
CA Litigation Team Wkly Conf Call	Transfer	Ad-hoc review.	
Meeting w/Lavorato - EB3324	Transfer	Ad-hoc review.	
Weekly Meeting w/Tom Gros - EB2801b	Transfer	Ad-hoc review.	
Mtg.w/ Skilling, David Berberian, Rex Shelby, ...	Transfer	Ad-hoc review.	

**Birdies for Charity - Junior Achi...**

**DETAILS** | SECURITY | ACTIVITY

Title: Birdies for Charity - Junior Achievement

Action: Transfer

Reason: Ad-hoc review.

Comment: This entity need to be transferred

Transferred: ☒

Transfer Identifier: referenceid1123

Classification Code: C=02\*C=01\*C=02\*F=2017-000053

Navigate to

---

Title: Birdies for Charity - Junior Achievement

Description:

Status: Closed

Security class:

Significance:

Owner: Alex Nelson

Keywords: 3.1204411.BXXTHBEA0G5HKYPWLH, JZN0XFDHOSSCZB

Categories:

Image 260: Manual transfer confirmation for an individual entity

Team members must specify for each entity on the list whether it has been transferred.

They do so by ticking the box of the »Transferred« attribute.

If they wish, they can also enter a reference to the transferred entity by entering the value of the »Transfer id« attribute.

After completion the team members save all confirmations on the IMiS®/ARChive Server by selecting the »Save« command.

#### 4.6.5.2.2 Automatic transfer confirmation

If there is a confirmation file from a third archive, team members use it for automatic confirmation of entity transfer. In the »Reviews« folder they select the review for which they wish the transfer confirmation to be executed. In the command bar they select the »Actions« command and the action »Confirm transfer« in the popup menu.

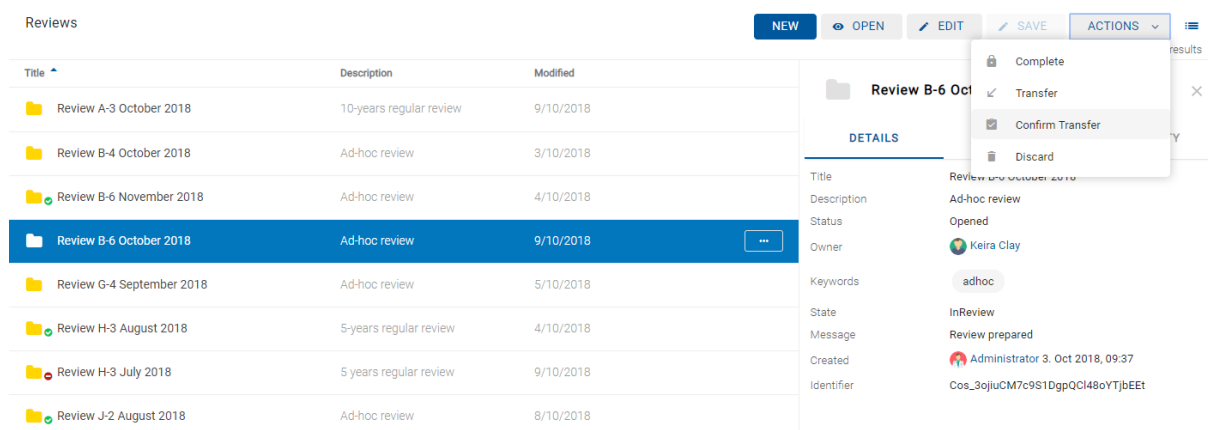


Image 261: Transfer confirmation using a confirmation file

After selecting the command, a dialog box appears for selecting the confirmation file. They search for the desired file in the file system and confirm their selection with the »Open« command.

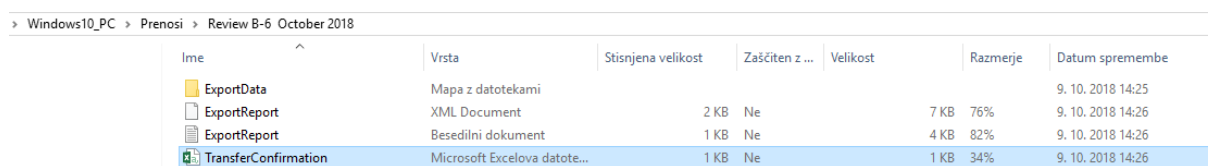


Image 262: Selecting the confirmation file

The confirmation of all entities recorded in the confirmation file begins to be executed. For more information see chapter [Format of the confirmation file during transfer](#). With the »Cancel« command team members cancel the selection of the confirmation file.

## 4.6.6 Reviewing and classifying documents

An integral part of the review process is the reviewing and classifying of documents, created by team members.

### 4.6.6.1 Classifying documents

During the review process the team members have the option of adding documents to the review. They select the relevant review from a list and then using the »New« command in the popup menu they select »Document«.



The screenshot shows the 'Reviews' section of the IMiS/wClient interface. A table lists several reviews with columns for Title, Description, and Modified date. The review 'Review B-6 October 2018' is selected. To the right, a 'DETAILS' panel for this review is open, showing attributes like Title, Description, Status, Owner, Keywords, State, Message, Created, and Identifier. A 'NEW' button is visible above the table, and a 'Document' button is highlighted in the 'NEW' dropdown menu.

Title	Description	Modified
Review A-3 October 2018	10-years regular review	8/10/2018
Review B-4 October 2018	Ad-hoc review	3/10/2018
<b>Review B-6 October 2018</b>	<b>Ad-hoc review</b>	<b>4/10/2018</b>
Review G-4 September 2018	Ad-hoc review	5/10/2018
Review H-3 August 2018	5-years regular review	4/10/2018
Review B-6 November 2018	Ad-hoc review	4/10/2018
Review H-3 July 2018	5 years regular review	8/10/2018
Review J-2 August 2018	Ad-hoc review	8/10/2018

**DETAILS** | SECURITY | ACTIVITY

Title: Review B-6 October 2018  
 Description: Ad-hoc review  
 Status: Opened  
 Owner: Keira Clay  
 Keywords: adhoc  
 State: InReview  
 Message: Review prepared  
 Created: Administrator 3. Oct 2018, 09:37  
 Identifier: Cos\_3ojuCM7c9S1DgpQCl48oYTjbEEt

Image 263: Adding documents to the review

The dialog box shows the attributes of the new document.

In the »Details« tab they define the values of attributes and add contents.

After entering the metadata, they include the document in the review by selecting the action »Create«.

The 'Create Document' dialog box is shown with the 'DETAILS' tab selected. It contains various fields for document metadata. The 'Parent' is set to 'Review B-6 October 2018'. The 'Title\*' is 'Document #1 Review B-6'. The 'Description' is 'Doxcument added to review B-6'. The 'Security class' is 'Inherited'. The 'Significance' is 'None'. The 'Owner' is 'Ron Salazar'. The 'Keywords' are 'ad-hoc' and 'document'. The 'Categories' is 'review'. The 'Content' section shows a file 'Dokument.tif' (43.8 kB) being added. The 'External Identifiers' field is empty.

**Create Document**

**DETAILS** | PHYSICAL PROPERTIES | SECURITY

Parent: Review B-6 October 2018

Title\*: Document #1 Review B-6  
 Mandatory value for naming entity

Description: Doxcument added to review B-6

Security class: Inherited

Significance: None

Owner: Ron Salazar

Keywords: ad-hoc x document x  
 Important words used in entity

Categories: review x

Content: Drag and drop files or click  
 Dokument.tif 43.8 kB

External Identifiers: Custom external entity identifiers

**CREATE** **CANCEL**

Image 264: Adding document metadata

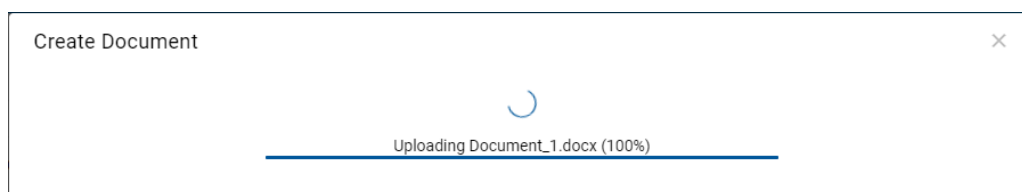


Image 265: Adding a document to the review

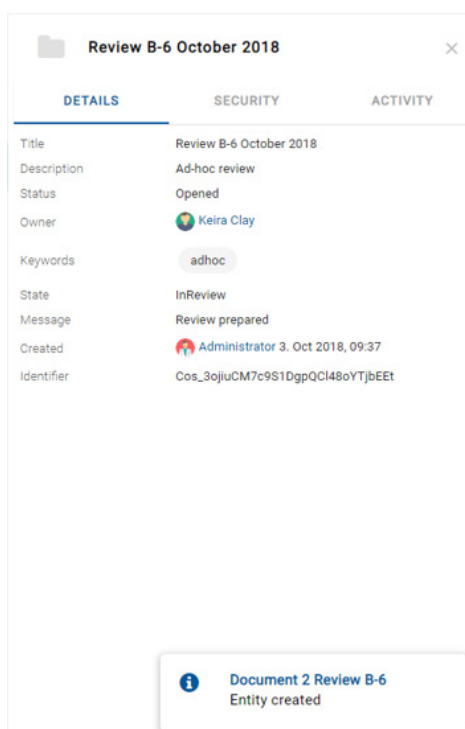


Image 266: Notification about a document added to the review

#### 4.6.6.2 Reviewing documents

The team members can review documents in the review by first selecting the relevant review from the list and opening it. In the center the review pages are shown with the corresponding documents and reports.

Reviews > Review B-6 October 2018

NEW OPEN EDIT SAVE ACTIONS 1 results

Title	Description	Modified
Document 1	Document #1 added to Review B-6 October 2018	8/10/2018
Document 2	Document #2 added to Review B-6 October 2018	8/10/2018
Document 3	Document #3 added to Review B-6 October 2018	8/10/2018
2018-10-16T14:40:01.210+02:00	Transfer started at 2018-10-16T14:40:01.210+02:00	16/10/2018
Decisions - Page 1		16/10/2018

**Review B-6 October 2018**

DETAILS SECURITY ACTIVITY

Title: Review B-6 October 2018

Description: Ad-hoc review

Status: Opened

Owner: Keira Clay

Keywords: **adhoc**

State: InReview

Message: Review prepared

Members: Karen; Cornelia; Carmen

Comments: Owner = Alex Nelson

Authenticity evidence: GET

Created: Administrator 3. Oct 2018, 09:37

Identifier: Cos\_3ojiuCM7c9S1DgpQCl48oYTjbEEt

Image 267: Reviewing documents

Examples of classified contents:

- Review execute report
- Transfer report
- Team minutes
- Attachment
- Custom document.

By selecting the popup menu on the entity selected from the list, the team members have the option of performing various actions on the entity.

Reviews > Review B-6 October 2018

NEW OPEN EDIT SAVE ACTIONS 1 results

Title	Description	Modified
Document 1	Document #1 added to Review B-6 October 2018	8/10/2018
Document 2	Document #2 added to Review B-6 October 2018	8/10/2018
Document 3	Document #3 added to Review B-6 October 2018	8/10/2018
2018-10-16T14:40:01.210+02:00	Transfer started at 2018-10-16T14:40:01.210+02:00	16/10/2018
Decisions - Page 1		16/10/2018

**Document 3**

DETAILS SECURITY ACTIVITY

Title: Document 3

Description: Document #3 added to Review B-6 October 2018

Status: Opened

Owner: Administrator 8. Oct 2018, 15:58

Keywords: **adhoc**

State: InReview

Message: Review prepared

Members: Karen; Cornelia; Carmen

Comments: Owner = Alex Nelson

Authenticity evidence: GET

Created: Administrator 3. Oct 2018, 09:37

Identifier: Cos\_3ojiuCM7c9S1DgpQCl48oYTjbEEt

Open

Edit

Actions

Status

Security class

Details

Delete

Retention

More

New reference

New version

Authenticity evidence

Move

Export

Image 268: Options of performing actions on entities

## 4.7 Roles

A server role is a set of access rights that allow users to execute specific operations on the IMiS®/ARChive Server. An appropriately authorized user can grant the following roles to other users or groups:

- **AuditLogQuery:** allows access to the audit log.  
Users with an »AuditLogQuery« role see the Activity tab in the entity information overview and can access the audit trail through this tab.
- **Content management:** The role enables the user to tag content for indexing or conversion.
- **ImportExport:** this role enables the import and export of content. Users with the »ImportExport« role can perform entity »Import« and »Export« actions via the popup menu for the entire archive or for an individual entity.
- **Reports:** this role enables the display of system reports on export and import.  
The »Administration« folder contains the subfolders »Import« and »Export«.
- **DraftManagement:** this role enables viewing and filing/discarding a document draft of other users (combined with the entity access permissions).

## 5 SYSTEM REQUIREMENTS

System requirements are divided into client requirements and the IMiS®/wClient requirements.

### 5.1 Hardware

Most current workstations and computers should be able to run the IMiS®/wClient.

The workstations and computers being sold on the market today meet the client requirements of the IMiS®/wClient. It needs few resources to operate and works in all of the popular web browsers on Windows, macOS and other operating systems.

### 5.1.1 Minimum requirements

- Browsers:
  - Chrome ≥ 66.0.3359
  - Firefox ≥ 60.0.1
  - Edge ≥ 42.17134
  - Safari ≥ 11.1
  - Internet Explorer 11 ≥ 11.0.10240.16384.
- Size of available work memory should be about 512 MB larger than the operating system's memory requirements.
- TCP/IP network access (IPv4 or IPv6).

### 5.1.2 Recommended hardware

- Browsers:
  - Chrome ≥ 66.0.3359
  - Firefox ≥ 60.0.1
  - Edge ≥ 42.17134
  - Safari ≥ 11.1
- Size of available work memory should be about 1 GB larger than the operating system's memory requirements.
- TCP/IP network access (IPv4 or IPv6).

## 5.2 Installation requirements

Most current servers should be able to run the IMiS®/wClient.

It needs the IMiS®/Storage Connector Services REST to operate.

### 5.2.1 Minimum requirements

- IMiS®/Storage Connector Services REST 9.2.1805.102.
- Minimum free disk capacity for installing the IMiS®/wClient is 6GB.
- TCP/IP network access (IPv4 or IPv6).

### 5.2.2 Recommended requirements

- IMiS®/StorageConnector Services REST 9.2.1805.102.
- Disk capacity for installing the IMiS®/wClient is  $\geq$  6GB.
- Minimum free disk capacity for installing the IMiS®/wClient is 6GB.
- TCP/IP network access (IPv4 or IPv6).

## 6 INSTALLATION

Below is a description of the installation procedure for the IMiS®/wClient. It can be performed by a user with the appropriate rights (Administrator). The installation is conducted step-by-step and is the same for everyone.

### 6.1 Installation procedure

The IMiS®/wClient must be installed in an environment that satisfies minimum requirements. The user must have rights on the server on which he is installing the client. The installation package is extracted to a directory on the server selected by the administrator.

Procedure:

1. The administrator extracts the installation package to a directory on the server.
2. He sets the settings.json.

#### 6.1.1 Installation settings

For successful installation the address to the IMiS®/Storage Connector Services REST must be entered into the »assets/settings.json« as the »url« property.

Example of the settings.json:

```
{  
  "url": "https://apps.imis.eu/scsvc",  
  "requestTimeout": 240000  
}
```

url	String	Address of the IMiS®/Storage Connector Services REST.
requestTimeout	Integer	The timeout of an individual request to the service in <i>ms</i> (optional). The default value is 120000.
logLevel	String	Log records level (optional). Set of values: - DEBUG - INFO - WARNING - ERROR (default) - NONE.

## 6.2 Upgrade procedure

1. The administrator copies the current »assets/settings.json« to a temporary directory.
2. Deletes the directory containing the IMiS®/wClient.
3. Extracts the installation package to the directory.
4. Replaces the settings.json from the temporary directory.

## 7 MANAGING PRODUCT

The IMiS®/wClient can be managed by a user with the appropriate rights (e.g. administrator).

The user must first log in to access the archive.

For more information on logging in/out see chapter [Login and logout](#).

The user stops the IMiS®/wClient by logging out and closing the tab/window of the web browser.

## 8 TROUBLESHOOTING

Users of the IMiS®/wClient must know how to handle the product correctly and are advised to follow instructions provided by documentation. If you encounter issues or errors, it is important to follow proper procedures. The first thing that is advised is to contact the IT expert or system administrator of your company.

Administrators are advised to troubleshoot errors with the help of the appropriate manual. If you cannot discover the cause of the issue or find the appropriate fix, feel free to contact IMiS® software support and we'll be glad to offer assistance. Be advised that a layperson's interference can make things worse and further destabilize the system.

## 8.1 How to avoid problems

Regular updating of the IMiS®/wClient is essential to keep issues at a minimum.

Every new version of IMiS® software fixes known bugs and errors.

If you want to make sure things run smoothly, a highly recommended choice is our optional maintenance contract. A valid maintenance contract will protect you from serious errors or system outage. Several kinds of maintenance contracts are available:

- Primary, where the developer takes over the complete process of system maintenance.
- Secondary, where the developer fixes serious or less frequent errors, while users and their IT service perform regular maintenance and troubleshooting.

Maintenance contracts can be tailored to the specific needs of IMiS® software users.

Ask for a deal and we'll be happy to assist you.

## 8.2 Frequent errors

This chapter describes errors that may be frequently encountered while using the IMiS®/wClient. Each error is paired with the possible reasons and the steps that should allow you to fix it.

### Error when accessing an archive

Likely cause: There was an error in establishing a connection with the IMiS®/ARChive Server, which can be due to:

- Wrong IP address.
- Invalid network port.
- Firewall on the client, or on the network between the client and the server, that prevents communication between the client and the server.

Solution: First, check the validity of the IP address and the network port. If that's not the cause, check if communication between the client and the server is open and reconfigure any firewalls as necessary.



**»Invalid Username or password«**

Likely cause: Invalid username or password.

Solution: Check whether the username and password have been entered correctly (e.g. use of capital/small letters, without initial or end spaces, etc.).

If that does not solve the problem, notify the administrator who will check whether a user with that name is actually registered on the IMiS®/ARChive Server.

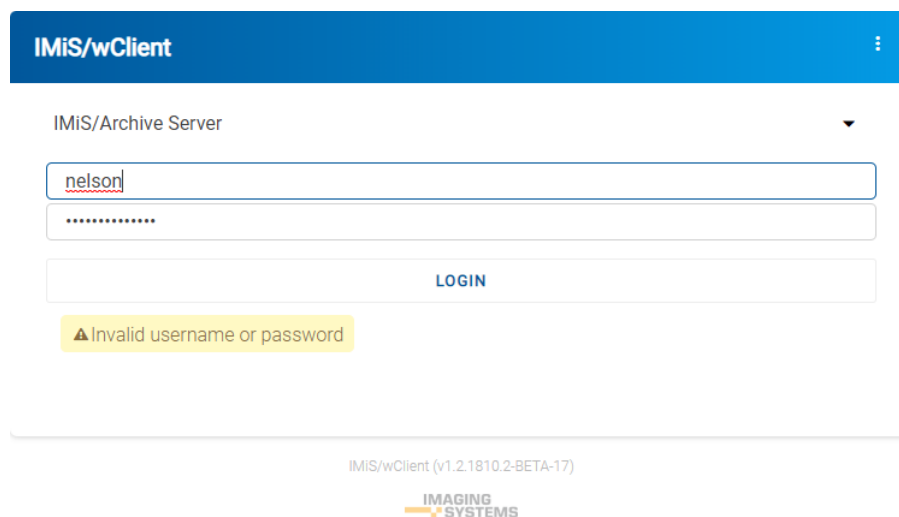


Image 269: An example of the error: Invalid or incorrect password

**»Entity cannot be created since Classification Code generator is not defined for its hierarchy depth.«**

Likely cause: Creating a folder in the classification scheme at a too low level.

When saving a new folder, a classification code is automatically generated, however, the classification code generator on the IMiS®/ARChive Server supports the generation only to a certain level in the classification scheme, and not beyond it.

Solution: Creating a folder at a higher level, which is still supported by the classification code generator on the server.

## Create Entity



## DETAILS

Parent Assets

Template\*

Case



⚠ Server reported an error processing request (Reason: code=ERR\_IAS\_ERROR, message='Entity cannot be created since Classification Code generator is not defined for its hierarchy depth.')

Type



Folder

Image 270: An example of an error when saving a new folder

**»[Class, Folder, Document] <classification code> cannot be edited.«**

Likely cause: The entity is already open in editing mode on another computer.

Solution: Wait until the other user finishes editing and then open the entity once again.

## Error



Server reported an error processing request (Reason: code=ERR\_IAS\_ERROR, message='Entity '200039759' is being edited by another party.')

OK

Image 271: An example of an error when opening an entity in editing mode