# Table of Contents

## Chapter 1: Introduction
- About This Guide ........................................ 1-1
- What’s New ............................................. 1-3
- Installation Notes .................................... 1-3
- Documentation and Help ................................
  - Documentation .................................. 1-4
  - Tooltips ........................................... 1-4
  - Quick Help ....................................... 1-5
  - Help Menu ......................................... 1-5

## Chapter 2: Introduction to Retention Management
- Management of Retained Items ....................... 2-1
  - Needs for Retention Management .................. 2-1
    - Regulatory Needs ................................ 2-1
    - Litigation Needs ................................ 2-2
    - Business Needs .................................. 2-2
  - What Do I Retain? .................................. 2-3
    - Content Retention Qualities ..................... 2-3
    - Importance of Content .......................... 2-4
    - Retention ........................................ 2-4
    - Disposal ........................................ 2-5
- About Corporate Edition ............................... 2-5
- Basic Retention Management Concepts ............... 2-5
  - Retention Schedules ............................... 2-6
  - Series ............................................. 2-6
  - Retention Category ................................ 2-6
  - Disposition ........................................ 2-6
  - Disposition Instruction ............................ 2-6
  - Period ............................................. 2-6
  - Trigger ............................................ 2-7
  - Content Item Link ................................ 2-7
  - Freeze ............................................. 2-7
Corporate Edition and Content Server .................................................. 2-7
Basic Processes .......................................................................................... 2-8

Chapter 3: Interface Overview
Configure Retention Administration Page ............................................. 3-1
Individual Action Menus .......................................................................... 3-3
Content Server Menus .............................................................................. 3-4

Chapter 4: Screening and Updating
About Screening ....................................................................................... 4-2
Managing Screening .................................................................................. 4-2
   Enabling or Disabling User-Friendly Captions ................................... 4-3
   Performing Screenings ......................................................................... 4-3
   Scheduling a Screening Report ............................................................ 4-4
   Setting Default Metadata For Reports ................................................. 4-5
Screening Examples ................................................................................. 4-5
   Screening by Disposition Authority .................................................... 4-5
   Screening for Categories With No Disposition ................................. 4-6
   Screening Content Due for an Event ................................................... 4-6
Screening Interface Pages ........................................................................ 4-6
   Screen for <topic> Page ..................................................................... 4-7
      Disposition Criteria ......................................................................... 4-10
      Retention Category Criteria. ............................................................ 4-11
      Content Criteria ............................................................................. 4-13
   Schedule Screening Report Page ....................................................... 4-15
   Default Metadata for Checked-In Screening Reports Page ............ 4-16
   Screening Results Page ....................................................................... 4-18
Updating Information ............................................................................... 4-19
   Scheduling Updates ............................................................................ 4-20
   Update Interface .................................................................................. 4-20

Chapter 5: Working With Content
About Content Processing ....................................................................... 5-1
   Viewing Content Item Information .................................................... 5-2
      Viewing Content Item Life Cycles ................................................... 5-2
      Viewing Content Item Review History .......................................... 5-2
   Viewing an Item’s Freeze Details ....................................................... 5-2
Changing Item and Review Status ........................................................... 5-3
   Freezing or Unfreezing an Item ........................................................... 5-3
# Table of Contents

Marking an Item as Reviewed ........................................... 5-4  
Deleting and Changing Content Items ............................... 5-5  
Deleting an Item ....................................................... 5-5  
Assigning Disposition Schedules to Content Items ............... 5-5  

Content Management Screens ........................................... 5-6  
Content Information Page ............................................. 5-6  
Life Cycle Page .......................................................... 5-8  
Review History for <Item> Page ...................................... 5-9  

## Chapter 6: Editing Review Information  
About Items that are Subject to Review .............................. 6-1  
Managing Review Information ........................................... 6-2  
Subject to Review Interface Screens ................................... 6-2  
Edit Review Information for Retention Category Page .......... 6-3  

## Chapter 7: Scheduled Tasks  
Using Scheduled Tasks .................................................. 7-1  
Managing Scheduling ..................................................... 7-2  
Scheduling a Disposition Action ....................................... 7-2  
Scheduling Screening Reports .......................................... 7-2  
Viewing Scheduled Disposition Action Log Files ................. 7-3  
Editing Recurring Screening Reports ................................. 7-3  
Viewing Recurring Screening Report History ....................... 7-3  

Scheduling Interface Screens ........................................... 7-4  
Scheduled Disposition Actions Page ................................. 7-4  
Scheduled Screening Reports Page .................................... 7-6  
View History Page ....................................................... 7-10  
Edit Recurring Report Schedule Page ............................... 7-11  

## Chapter 8: Processing Retention Assignments  
About Retention Assignments .......................................... 8-1  
Approval and Completion ............................................... 8-2  
Frozen Items and Event Processing .................................... 8-2  
Scheduling ................................................................. 8-2  
Specifying an Alternate Reviewer ..................................... 8-3  
Audit Log Files for Processed Events .................................. 8-3  
Managing Retention Tasks ............................................. 8-4  
Viewing Information ..................................................... 8-4  
Marking Items as Reviewed ............................................. 8-5
### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Processing Pending Events</td>
<td>8-5</td>
</tr>
<tr>
<td>Accessing the Events Interface</td>
<td>8-6</td>
</tr>
<tr>
<td>Common Functionality in Event Processing</td>
<td>8-6</td>
</tr>
<tr>
<td>Processing a Checkin New Revision Event</td>
<td>8-7</td>
</tr>
<tr>
<td>Processing a Create Content Server Archive Event</td>
<td>8-7</td>
</tr>
<tr>
<td>Processing a Custom Disposition Event</td>
<td>8-8</td>
</tr>
<tr>
<td>Processing a Delete All Revisions Event</td>
<td>8-8</td>
</tr>
<tr>
<td>Processing a Delete Old Revisions Event</td>
<td>8-9</td>
</tr>
<tr>
<td>Processing a Delete Previous Revision Event</td>
<td>8-9</td>
</tr>
<tr>
<td>Processing a Delete Revision Event</td>
<td>8-9</td>
</tr>
<tr>
<td>Processing a No Action Event</td>
<td>8-9</td>
</tr>
<tr>
<td>Processing a Notify Authors Event</td>
<td>8-10</td>
</tr>
<tr>
<td>Processing a Supersede Event</td>
<td>8-10</td>
</tr>
<tr>
<td>Scheduling a Disposition Action</td>
<td>8-10</td>
</tr>
<tr>
<td>Retention Assignment Interface Screens</td>
<td>8-11</td>
</tr>
<tr>
<td>Action Menus</td>
<td>8-11</td>
</tr>
<tr>
<td>My Content Server Menu</td>
<td>8-12</td>
</tr>
<tr>
<td>My/Other Approval List Page</td>
<td>8-12</td>
</tr>
<tr>
<td>Disposition List Page Menus</td>
<td>8-13</td>
</tr>
<tr>
<td>Pending &lt;type&gt; Review Page</td>
<td>8-14</td>
</tr>
<tr>
<td>My/Other Completion List Page</td>
<td>8-15</td>
</tr>
<tr>
<td>Disposition ContentPage</td>
<td>8-17</td>
</tr>
</tbody>
</table>

### Chapter 9: Working With Audit Trails

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>About the Audit Trail</td>
<td>9-2</td>
</tr>
<tr>
<td>Managing Audit Trails</td>
<td>9-2</td>
</tr>
<tr>
<td>Configuring the Audit Trail</td>
<td>9-3</td>
</tr>
<tr>
<td>Specifying Metadata Fields to Audit</td>
<td>9-3</td>
</tr>
<tr>
<td>Generating an Audit Trail</td>
<td>9-4</td>
</tr>
<tr>
<td>Searching within the Audit Trail</td>
<td>9-4</td>
</tr>
<tr>
<td>Setting Default Metadata for Checking In Audit Trails</td>
<td>9-5</td>
</tr>
<tr>
<td>Checking In and Archiving the Audit Trail</td>
<td>9-5</td>
</tr>
<tr>
<td>Searching an Archived Audit Trail</td>
<td>9-6</td>
</tr>
<tr>
<td>Viewing an Archived Audit Trail</td>
<td>9-7</td>
</tr>
<tr>
<td>Examples: Searching the Audit Trail</td>
<td>9-7</td>
</tr>
<tr>
<td>Search for Successful Create Category Actions</td>
<td>9-7</td>
</tr>
<tr>
<td>Audit Trail Interface Screens</td>
<td>9-8</td>
</tr>
<tr>
<td>Sample Audit Trail</td>
<td>9-8</td>
</tr>
<tr>
<td>Configure Audit Page</td>
<td>9-10</td>
</tr>
<tr>
<td>Audit Fields Page</td>
<td>9-12</td>
</tr>
<tr>
<td>Checked-In Audit Entries Page</td>
<td>9-12</td>
</tr>
<tr>
<td>Default Metadata for Checked-In Audit Entries Page</td>
<td>9-14</td>
</tr>
</tbody>
</table>
Table of Contents

Search Audit Trail Page. ...................................................... 9-15

Chapter 10: Generating User and Group Reports
User Report ................................................................. 10-2
Role Report ................................................................. 10-3
Group Report ............................................................... 10-4
Group-User Report ...................................................... 10-5

Chapter 11: Exporting and Importing Corporate Edition Archives
About Content Archives .................................................. 11-1
The Export/Import Process ............................................. 11-2
Import/Export Rights and Permissions .............................. 11-3
Managing Imports and Exports ...................................... 11-3
Exporting a Content Archive ........................................ 11-4
Importing a Content Archive ......................................... 11-4
Import/Export Interface Screen ...................................... 11-5
Import/Export Content Archive Page .............................. 11-6

Appendix A: Corporate Edition Services
About Services ............................................................. A-2
ACTIVATE_SERVICE ...................................................... A-3
APPROVE_DELETE_SERVICE .......................................... A-3
BROWSE_CATEGORY_FORM ........................................... A-3
BROWSE_SERIES_FORM ................................................ A-3
CHECKIN_NEW_REVISION_SERVICE ............................... A-4
CHECKIN_SIMILAR_FORM .............................................. A-4
CLEAR_RECORD_CANCELLED_DATE ................................... A-4
DELETE_ALL_BUT_LAST_N_REVISIONS_SERVICE .............. A-4
DELETE_REVISION_SERVICE .......................................... A-4
FREEZE_RECORD ........................................................ A-5
INFO_CATEGORY_FORM ................................................. A-5
INFO_RECORD_LIFECYCLE ............................................. A-5
INFO_RECORD_REVIEW_HISTORY .................................... A-6
INFO SERIES_FORM ...................................................... A-6
# Table of Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARK_RECORD_CANCELLED_DATE</td>
<td>A-6</td>
</tr>
<tr>
<td>MARK_RECORD_REVIEW_DATE</td>
<td>A-6</td>
</tr>
<tr>
<td>PREVIEW_RECORD_LIFECYCLE</td>
<td>A-7</td>
</tr>
<tr>
<td>RMA_EXPORT_ARCHIVE_SERVICE</td>
<td>A-7</td>
</tr>
<tr>
<td>RMA_EXPORT_SERVICE</td>
<td>A-7</td>
</tr>
<tr>
<td>RMA_MARK_COMPLETED</td>
<td>A-7</td>
</tr>
<tr>
<td>RMA_NO_ACTION_SERVICE</td>
<td>A-7</td>
</tr>
<tr>
<td>RMA_SCRUB_SERVICE</td>
<td>A-8</td>
</tr>
<tr>
<td>RMA_SUPERSEDE_SERVICE</td>
<td>A-8</td>
</tr>
<tr>
<td>UNFREEZE_RECORD</td>
<td>A-8</td>
</tr>
</tbody>
</table>

## Appendix B: Third Party Licenses

- Apache Software License ............................... B-1
- W3C® Software Notice and License ................... B-1
- Zlib License ........................................... B-3
- General BSD License .................................... B-4
- General MIT License .................................... B-5
- Unicode License ........................................ B-5
- Miscellaneous Attributions ............................ B-7

## Glossary

## Index
Chapter 1

INTRODUCTION

OVERVIEW

This section covers the following topics:

- About This Guide (page -1)
- What’s New (page -3)
- Documentation and Help (page -3)

This guide provides instructions to set up and administer the Records Manager Corporate Edition software on the content server. The information contained in this document is subject to change as the product technology evolves and as hardware, operating systems, and third-party software are created and modified.

The main interface screens used to manage the product is discussed in Chapter 3 (Interface Overview). The core processing performed by administrators during the use and maintenance phases of the life cycle, such as screening and cycling content, is covered in the following sections:

- Chapter 4 (Screening and Updating)
- Chapter 5 (Working With Content)
- Chapter 8 (Processing Retention Assignments)
Introduction

ABOUT THIS GUIDE

Note: This system administration guide assumes you are using the Trays layout.

This guide provides instructions to set up and administer the Records Manager Corporate Edition application on the content server. The information contained in this document is subject to change as the product technology evolves and as hardware, operating systems, and third-party software are created and modified.

Symbols

The following symbols are used throughout this document:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="light_bulb.png" alt="Note" /></td>
<td>Note: Brings special attention to information.</td>
</tr>
<tr>
<td><img src="gears.png" alt="Tech Tip" /></td>
<td>Tech Tip: Identifies information that can be used to make your tasks easier.</td>
</tr>
<tr>
<td><img src="exclamation_mark.png" alt="Important" /></td>
<td>Important: Identifies a required step or required information.</td>
</tr>
<tr>
<td><img src="cross.png" alt="Caution" /></td>
<td>Caution: Identifies information that might cause loss of data or serious system problems.</td>
</tr>
<tr>
<td><img src="key.png" alt="Permissions" /></td>
<td>Permissions: Indicates what specific permissions are needed to perform tasks.</td>
</tr>
</tbody>
</table>

Conventions

The following conventions are used throughout this document:

- The notation `<CS_Install_Dir>` is used to refer to the location on your system where a specific instance of Universal Content Management is installed.

- Forward slashes (/) are used to separate parts of an Internet address. For example, `http://www.microsoft.com/windows2000/`. A forward slash might or might not appear at the end of an Internet address. Forward slashes (/) are also used to separate the directory levels in a path name whether on a UNIX or a Windows system. A forward slash always appears after the end of a directory name.
Introduction

- Paths to access operating system screens use the following formatting structure:
  Start—Settings—Control Panel
- Required user input is distinguished using the following font formatting:
  \texttt{xyz\_name}

**Audience**

This guide provides instructions to configure and administer the Corporate Edition product on Content Server. The guide is intended mainly for administrators, managers, and privileged users responsible for managing retention policies.

**WHAT'S NEW**

Several interface changes have been made from Version 7.1.4:

- Retention tasks to be processed are now available on pull-down menus instead of from the Trays menu.
- Advanced screening is no longer available. That functionality has been merged into the regular screening functionality.
- Dormant global triggers as a trigger type are no longer selectable as an option. You can create dormant global triggers by simply not adding an activation date when you create the trigger.
- The Configure Retention Components page is no longer used to configure aspects of the retention schedule (triggers, dispositions, and so on). All functionality of that type is now available by using pull-down menus which are available throughout the product.
- You can now edit pre-defined link (related content) types. By default the main links with new content item revisions is checked. This can be changed so linking is not revision independent.

**INSTALLATION NOTES**

Case-insensitive searches are not performed by default when using the Corporate Edition product for database searches (for example, in screening, audits, reviews or disposition listings). If you want to perform case-insensitive searches, the database used must be configured to do so.
Indexing fails for PDF files generated with Inbound Refinery versions prior to 7.6.1 and PDF Converter prior to version 7.6.1.

**DOCUMENTATION AND HELP**

This section covers the following topics:

- **Documentation** (page -4)
- **Tooltips** (page -4)
- **Quick Help** (page -5)
- **Help Menu** (page -5)

**Documentation**

The following Records Manager Corporate Edition documentation is available:

- **Records Manager Corporate Edition Installation Guide**
  This document provides information about installing the Corporate Edition software on the content server. It is provided as a PDF file on the Corporate Edition software distribution media.

  This document provides information about setting up and administering the Corporate Edition application on the content server. It is provided as a PDF file and HTML help system, both of which can be accessed from the Corporate Edition user interface. The PDF file is also available on the Corporate Edition software distribution media.

- **Records Manager Corporate Edition System Maintenance Guide** (this guide)
  This document provides information about administering the Corporate Edition application on the content server. It is provided as a PDF file and HTML help system, both of which can be accessed from the Corporate Edition user interface. The PDF file is also available on the Corporate Edition software distribution media.

  This document provides information about using the Corporate Edition application on the content server. It is provided as a PDF file and HTML help system, both of which can be accessed from the Corporate Edition user interface. The PDF file is also available on the Corporate Edition software distribution media.

In addition to these guides, you can also access information about the product with context-sensitive tooltips, quick help, and help menu.
**Tooltips**

If you hover the mouse cursor over a field label in your web browser, you can get context-sensitive information on the field label. A question mark is displayed, and then the tooltip appears.

*Figure 1-1  Field label tooltip*

<table>
<thead>
<tr>
<th>Field label</th>
<th>Tooltip Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disposition Authority</td>
<td>fn-246</td>
</tr>
<tr>
<td>Reference to legal authorization for disposition or archiving</td>
<td></td>
</tr>
</tbody>
</table>

If you are using Netscape or Mozilla as your web browser, you can view tooltips for items in options lists as well, provided the list items are not custom entries.

**Quick Help**

Click the *Quick Help* button where available on pages and screens to view context-sensitive help for that page or screen.

**Help Menu**

You can click the main menu Help link to open the online HTML help system for Universal Content Management, which includes the Corporate Edition help files. If you are logged in with user privileges, you will only see the end-user help system. If you are logged in as an administrator, you will see the full administrator help system (including the user documentation).
INTRODUCTION TO RETENTION MANAGEMENT

OVERVIEW

This section covers the following topics:

- Management of Retained Items (page -1)
- About Corporate Edition (page -5)
- Basic Retention Management Concepts (page -5)
- Corporate Edition and Content Server (page -7)
- Basic Processes (page -8)

MANAGEMENT OF RETAINED ITEMS

Corporate Edition effectively manages content items on a retention schedule.

The focus of retention management of content items tends to be the scheduled elimination of content in which the costs of retaining content outweighs the value of keeping it.

This section covers the following topics:

- Needs for Retention Management (page -1)
- What Do I Retain? (page -3)
Needs for Retention Management

There are various reasons why organizations may need retention management:

- **Regulatory Needs** (page 1)
- **Litigation Needs** (page 2)
- **Business Needs** (page 2)

Regulatory Needs

Many organizations are subject to regulations that require the retention of information for a specified period of time:

- Sarbanes Oxley:
  - Applies to all publicly traded corporations or companies that may become public
  - Audit-related working papers, communications, and correspondence must be retained for five years after the audit
- Pharmaceutical/healthcare industry—HIPAA, FDA regulations
- Financial services—SEC Rule 17a
- Telecommunications industry—47 CFR 42, etc.

Retention management enables organizations to comply with the retention requirements of these regulations.

Litigation Needs

There may be litigation-related needs for effective and efficient retention management:

- Policy-based retention of information:
  - Retain information that you may need for litigation (for example, a contract and any communication relating to it).
  - Centralized searching and retrieval of that information
- Systematic disposition of eligible content:
  - Less material to search through during discovery
  - Less material to give to opposing counsel
- Suspend/freeze disposition of content items relating to pending litigation:
  - Avoid appearance of cover-up and possible liability when content items relating to pending litigation are destroyed.
**Business Needs**

There may be business-related needs for effective and efficient retention management:

- **“Islands of content” problem.** Content items that are:
  - Generated across the organization
  - Created in a variety of forms—for example, e-mail, office application documents, sheets of paper, CDs, DVDs, microfiche, recordings of corporate events and conference calls, etc.
  - Stored in an ad-hoc fashion in a variety of locations—for example, employee desks, employee computers, corporate servers, central file storage, offsite storage.

- There is a need to:
  - Provide a uniform infrastructure for retrieving and sharing the content across the organization.
  - Ensure that content items are retained over the period of time that they are useful to the business.

Corporate Edition manages all content items, regardless of their source, in a single, consistent, manageable infrastructure.

**What Do I Retain?**

Content items for retention are any form of information, both physical and electronic that is **important** enough for an organization that it must be **retained** for a specific period and may be **disposed** of when it is no longer needed. However, it can be revisioned, retained (but not necessarily with a minimum retention period), and can be on a disposition schedule. Your organization may choose to manage content with Corporate Edition to eliminate outdated and misleading information and track documents related to legal proceedings.

See the following sections for more information:

- **Importance of Content** (page -4)
- **Retention** (page -4)
- **Disposal** (page -5)
Content Retention Qualities

Content retention qualities include:

- **Purpose:** Content items for retention are generally live, active documents that can be revisioned.

- **Benefits:** Benefits of retaining content items is reduced risk and cost of discovery for litigation, reduced costs associated with storage, elimination of clutter to promote user efficiency, and dissemination of only current information to improve communication.

- **Ability to Revision:** Content items can be checked out, modified, and checked back in to create multiple revisions.

- **Disposition:** Content items generally have disposition schedules (life cycles) assigned by item upon check in.

**Note:** Corporate Edition supports disposition schedules for content items, which means it can manage retention and disposal of content. This enables you to schedule lifecycles for content to eliminate outdated or superseded information, manage storage resources, or handle legal procedures.

- **Functionality Available to Content outside of Retention Schedule:**
  - Freeze
  - Link (available if the Related Content component is installed and enabled)
  - Subject to Review

Importance of Content

Retained information can be **important** for a variety of reasons:

- The information may be required for the day-to-day operations of the organization and needs to be kept for historical, tracking, or audit purposes (for example, receipts, order histories, completed forms, personnel files, corporate announcements).

- The information may be necessary to the success or survival of the organization (for example, software source code, contracts, financial data).

- There may be internal policies or external regulations that require the information to be retained (for example, transaction documents, financial statements, lease agreements).

- The data may be important in preparation for possible litigation or discovery.
Retention
The information may need to be retained for different periods of time, depending on the type of content, its use within the organization, and the need to comply with external laws or regulations.

- The retention may be time-based (for example, five years from the filing date).
- The retention period may be event-based (for example, an employee termination).
- The retention period may be both time-based and event-based (for example, two years after employee termination).
- The retention period may be based on usage (if you have Stellent Content Tracker).
- The retention may be based on revision.

Disposal
After a retention period, content items are disposed of by authorized people according to the requirements of the organization.

ABOUT CORPORATE EDITION

Corporate Edition enables you to manage content items—regardless of their source or format—in a single, consistent, manageable infrastructure. Content items managed by Corporate Edition are assigned retention schedules and disposition rules. This enables you to schedule lifecycles for content to eliminate outdated or superseded information, manage storage resources, or comply with legal audit holds.

The items and their associated metadata are stored in retention schedules, which are hierarchies with categories that define disposition instructions for content. Access to the items is controlled by rights assigned to users by an administrator. The items can be accessed, reviewed, or retained in an easy and efficient manner, by authorized people according to the requirements of your organization.

Corporate Edition can also manage disposition schedules of content in the content server. This enables you to schedule lifecycles for content to eliminate outdated or superseded information, manage storage resources, or comply with legal audit holds.
BASIC RETENTION MANAGEMENT CONCEPTS

The following concepts are important in the context of Corporate Edition:

- Retention Schedules (page -6)
- Series (page -6)
- Retention Category (page -6)
- Disposition (page -6)
- Disposition Instruction (page -6)
- Period (page -6)
- Trigger (page -7)
- Content Item Link (page -7)
- Freeze (page -7)

Retention Schedules
The retention schedule is an organized hierarchy of series, and categories, which enables you to cluster content into similar groups, each with its own retention and disposition characteristics.

Series
A series is an organizational construct in the retention schedule which enables you to organize categories into functional groups. This is especially useful if you have a multitude of categories. Series cannot contain content items. A series can be nested, which means a series may contain other series.

Retention Category
A retention category is a set of security settings and disposition instructions in the retention schedule hierarchy, below a series. This enables you to organize content into groups with the same retention and disposition characteristics. A retention category may contain one or more content items, which then typically follow the security settings and disposition rules associated with that retention category. Retention categories cannot be nested, which means a retention category cannot contain other retention categories.
Disposition

Disposition is the collective set of actions taken on content items, usually for items that are no longer required. Disposition actions include wait times and activities such as notify authors, delete previous revisions, and delete all revisions.

Disposition Instruction

A disposition instruction is created within a retention category, and typically consists of one or more disposition rules, which define how content items are handled and what actions should be taken on them (for example, when and how they should be disposed of).

Period

A period is the segment of time that must pass before a review or disposition action can be performed. Corporate Edition comes with a number of built-in periods (for example, “one year”), but you can create custom periods to meet your unique business needs.

Trigger

A trigger is an event that needs to take place before a disposition instruction is processed. Triggers are associated with disposition rules for retention categories. Examples of triggering events include changes in status and completed processing of a preceding disposition action.

Content Item Link

A content item link is a defined relationship between content items. This may be useful when items are related and need to be processed together. Links are available for content items that are stored both in and out of the retention schedule. Linking is available if the Related Content component has been installed and enabled.

Freeze

Freezing a content item inhibits disposition processing for that item. Frozen content items cannot be altered in any way nor can they be deleted. This may be necessary in order to comply with legal or audit requirements (for example, as a result of litigation). Freezing is available for content items that are stored both in and out of the retention schedule.
CORPORATE EDITION AND CONTENT SERVER

Corporate Edition supports the following Content Server layouts and search templates (which users can set in their user profile):

- **Supported layouts:**
  - Trays
  - Top Menus
- **Supported search templates:**
  - Headline View
  - Thumbnail View
  - My Headline View

**Note:** The Corporate Edition application does not support the Classic layout or the Classic View search template. This guide assumes you are using the Trays layout.

BASIC PROCESSES

The following steps outline the basic workflow of content within Corporate Edition

1. The retention schedule and any required components (such as triggers, periods, and custom metadata fields) are created.

2. Content items are filed into the retention schedule by users. The filed items assume the disposition schedules of their assigned category.

3. Disposition rules are processed by Corporate Edition in accordance with the defined disposition schedules, which usually have a retention period. The processing is activated by either a system-derived trigger or custom trigger. The trigger could affect one or more content items simultaneously.

4. Whenever a disposition event is due for action as activated by a trigger, an e-mail notification is sent to the person responsible for processing the events. The same is true for review. The pending events and reviews are displayed in the pages accessed from the My Retention Assignments links within the user interface.

5. The administrator or privileged user performs the review process. This is a manual process.

6. The administrator processes the disposition actions in the pending events pages. This is a manual process.
Many disposition schedules are **time-based** according to a predictable schedule. The system keeps track of when the affected content items are due for action. Notification e-mail is sent, and the content items are routed to the My Retention Assignments area of Corporate Edition.

The person responsible for the pending events and reviews then processes the content items accordingly. The particular disposition actions due are indicated for the content items. Available menu actions are context-sensitive according to the state of the item.

In contrast, **time-event** and **event-based** dispositions must be triggered with a non-system-derived trigger; that is, a trigger that was defined for a particular scenario. When a pending legal case starts litigation, the administrator must enable the custom trigger and set its activation date since the start date information is external to the Corporate Edition logic. Custom triggers enable you to define event and time-event based disposition actions based on the occurrence of a particular event.
This chapter describes common interface elements in Corporate Edition that are used throughout the product.

When Corporate Edition is installed, a link to the **Configure Retention Administration Page** (page 3-1) is added to the **Administration** tray in the left navigation area of the Tray layout. Administrative users will see all options on that page. Other users (for example, those assigned privileged roles) may see a much smaller subset of the administrator menu, depending on their assigned rights.

This chapter discusses the following topics:

- **Configure Retention Administration Page** (page 3-1)
- **Individual Action Menus** (page 3-3)
- **Content Server Menus** (page 3-4)

**Configure Retention Administration Page**

Use this page to set most of the configuration options for your system. To access this page, select **Configure Retention Administration** from the **Administration** tray.

**Permissions:** The Admin.RecordManager right is required to use this page. This right is assigned by default to the ‘retadmin’ role.
The **Configure Retention Administration Page** (page 3-1) contains the following elements:

- **Top Page Menu**: This menu contains the following options:
  - **Configure**: This option is used to perform a number of configuration tasks, including defining triggers, periods, supplemental markings, security classifications, freezes, dispositions, custom security fields (if enabled), custom metadata, and related content types. Other users may be able to perform a subset of these tasks, depending on their assigned rights.
  - **Screening**: This option is used to perform a variety of screening operations, including screening by retention category, screen by content, and other screening options. See Chapter 4 (*Screening and Updating*) for details.
  - **Update**: This option is used to generate updates to internal content and retention categories. With this option you can quickly change multiple values, either immediately or on a scheduled basis. See **Updating Information** (page 4-20) for details.
  - **Tasks**: This option is used to perform disposition actions, freezes, import and export files, and create reports. See Chapter 7 (*Scheduled Tasks*) for details.
• **Reports:** This option is used to generate a variety of reports, including users, users and their roles, aliases, and a combination of users and aliases. See Chapter 10 (*Generating User and Group Reports*) for details.

• **Audit:** This option lets administrative users specify what actions on content should be recorded in the audit trail and what should be used in audit trails. See Chapter 9 (*Working With Audit Trails*) for details.

• **Batch:** These options allow administrative users to run scheduled batch services immediately, rather than wait for the scheduled time. Options are used to run all batch services, process notifications, or process actions and reviews.

❖ **Main body:** This portion of the page is used to configure a number of system preferences, including security options, fiscal calendar start date, e-mail notifications of pending reviews, and user-friendly captions for disposition instructions and screening queries. See the *Records Manager Corporate Edition System Setup Guide* for details about the options on the main page body.

**INDIVIDUAL ACTION MENUS**

When using this product, individual pulldown Action menus are available for many items.

![Actions menu](image)

The options on this menu vary depending on the type of item used (content, retention category, and so on). In this documentation, a designation such as **Information—Recent Reviews** indicates you should select the **Information** option from the **Actions** menu, followed by selecting the **Recent Reviews** suboption.

The following list summarizes the most commonly seen menu options:

❖ **Information:** displays a submenu that allows you to access information pages for folders, life cycle of the item, recent reviews, metadata history, and retention schedule reports.

❖ **Edit:** provides quick links to edit pages for folders or reviews, as well as options to move, close, freeze, or unfreeze an item.
Interface Overview

- **Trigger Dates**: provides quick links to actions associated with dates, such as marking items for review, cancelling, rescinding, and expiring items.
- **Delete**: provides options to delete the item or perform a recursive delete (delete tree).
- **Create**: provides options to create items appropriate to the location in the hierarchy. For example, if this is the action menu for a retention category, Create suboptions include Series and Retention Category.

Clicking the Info icon ( ) displays the Information page for the item. The Action menu options described previously are then available on the Page menu on the item’s information page.

**CONTENT SERVER MENUS**

When you install Records Manager Corporate Edition the Search menu for Content Server is changed due to default profile pages.

The additional menu option can be used to help you quickly narrow down your searches. Note that the Screening option on the Search menu is dependent on security rights assigned to the user.

When viewing search results, a query menu is added to the search results page.

**Figure 3-4**  Query Menu on Search Results

The options on this menu let you narrow your search by selecting new fields from those already selected, or to save the search under a file name for use later. See the *Content Server User Guide* for more details about searching and saving query results.

You can change profiles and further refine options by using the **Configure—Profile—Profile <type>** option on the **Configure Retention Administration Page** (page 3-1).
SCREENING AND UPDATING

OVERVIEW

Screening is an enhanced search capability that enables you to specify disposition information as your search criteria. This chapter discusses screening activities. It covers the following topics:

Concepts
- About Screening (page 4-2)
- Updating Information (page 4-20)

Tasks
- Enabling or Disabling User-Friendly Captions (page 4-3)
- Performing Screenings (page 4-3)
- Scheduling a Screening Report (page 4-4)
- Setting Default Metadata For Reports (page 4-5)

Examples
- Screening by Disposition Authority (page 4-6)
- Screening for Categories With No Disposition (page 4-6)
- Screening Content Due for an Event (page 4-6)
About Screening

In addition to search-like functionality, screening also enables you to isolate retention categories and content by their attributes. Screening allows you to see what has happened or what could happen within a retention schedule. You can screen at increasingly finer granularity within the retention schedule object levels. Within all levels, you can screen by disposition information.

Important: Screening differs from searching in that searching returns all content items that meet the search criteria, whereas screening returns items that are not completed for disposition actions.

Permissions: The Admin.Screening right is required to perform screening actions. This right is assigned by default to the ‘retadmin’ role.

Screening reports can be created as soon as they are called or they can be scheduled to be generated at a later time. This is especially useful for screening reports that affect large sets of content. Creating the screening report immediately might put a heavy load on the system, which could diminish its responsiveness and/or result in browser time-outs for end-users. To avoid this, you can schedule screening reports to be performed at midnight, which is an off-peak time in most environments.

You can perform many screening functions from the Search menu in Content Server. After Corporate Edition is installed, an additional Screening menu is available on the Search dropdown menu. The same screening activities described in this chapter can be performed using that functionality.
MANAGING SCREENING

The following tasks are used when managing screening:

- Enabling or Disabling User-Friendly Captions (page 4-3)
- Performing Screenings (page 4-3)
- Scheduling a Screening Report (page 4-4)
- Setting Default Metadata For Reports (page 4-5)

Enabling or Disabling User-Friendly Captions

You can enable and disable user-friendly captions at any time. This setting also affects the captions in disposition instructions.

Permissions: The Admin.RecordManager right is required to perform this action. This right is assigned by default to the ‘retadmin’ role.

1. Select Configure Retention Administration from the Administration tray. The Configure Retention Administration Page (page 3-1) is displayed.
2. Select the User-friendly disposition check box.
3. Click Submit Update. A message is displayed saying that configuration was successful.
4. Click OK.

To disable user-friendly captions, clear the User-friendly disposition check box.

Performing Screenings

This section describes a general procedure to perform screenings. You can search retention categories and content by disposition, disposition event criteria, and/or retention category criteria. You can click Search without entering any criteria, and all items are returned in your results.

Permissions: The Admin.Screening right is required to perform screenings. This right is assigned by default to the ‘retadmin’ role.

To perform a screening, complete the following steps:
1. Select **Screening—<screening type>** from the Configure Retention Administration Page (page 3-1).

   The Screen for <topic> Page (page 4-7) is displayed.

2. (Optional) To search a category by Disposition Criteria, select the appropriate criteria from the pulldown menu. See Disposition Criteria (page 4-11) for details about criteria that can be used.

3. (Optional) To search a category by Retention Category Criteria, select the appropriate criteria from the pulldown menu. See Retention Category Criteria (page 4-12) for details about criteria that can be used.

4. (Optional) if you are screening for a review or due date, specify the date in the **Review Due By** box.

5. Elect your sorting preferences in the **Results Options** area.
   a. If you do not want to sort by the default, select another option from the **Sort By** list.
   b. If you do not want to sort in the default descending order, select the ascending order.

6. Click **Search**. Any results that match your screening criteria display in the Screening Results Page (page 4-19).

### Scheduling a Screening Report

**Note:** You may be able to only schedule screening reports and not execute them immediately, depending on the setting of the “Only allow scheduled screening” option on the Configure Retention Administration Page (page 3-1). See the *Records Manager Corporate Edition System Setup Guide* for details about configuring your system.

Use this procedure to schedule a screening report:

1. Select **Screening—<screening type>** from the Configure Retention Administration Page (page 3-1).

   The Screen for <topic> Page (page 4-7) is displayed.

2. Select the criteria for the screening and click the **Schedule** button.

   The Schedule Screening Report Page (page 4-16) is displayed.

3. Provide a **name** for the screening report.
4. Provide the **start date** of the screening report. This is the date that the scheduled screening report will be generated. If the screening report is recurring, the first screening report will be generated for the first time on this date, and all subsequent reports at the end of each recurring period after this date.

5. If you want the screening report to be created periodically rather than just once, select the **Is Recurring** check box.

6. If you selected the **Is Recurring** check box, specify the interval at which the recurring screening report will be created (for example, once every 2 weeks).

7. Click **OK** when you finish.

The Scheduled Screening Reports page is displayed, which now includes the newly created scheduled screening report.

### Setting Default Metadata For Reports

Recurring screening reports are automatically checked into the content server. Use this procedure to set the default metadata for these checked-in reports:

1. Select **Screening—Metadata Defaults** from the Configure Retention Administration Page (page 3-1).

   The Default Metadata for Checked-In Screening Reports Page (page 4-17) is displayed.

2. Specify the default metadata for checked-in screening reports.

3. Click **Submit Update** when you finish.

### Screening Examples

This section contains a number of examples that provide step-by-step instructions for the following screening scenarios:

- **Screening by Disposition Authority** (page 4-6)
- **Screening for Categories With No Disposition** (page 4-6)
- **Screening Content Due for an Event** (page 4-6)
Screening by Disposition Authority

This example screens retention categories for a specific disposition authority. This may be necessary for government offices that need to handle changes or withdrawals of a disposition authority.

You can screen Retention Category Criteria in the Screen Categories or the Screen Content pages. This example screens at the retention category level.

1. Select **Screening—Categories** from the Configure Retention Administration Page (page 3-1).

   The Screen for <topic> Page (page 4-7) is displayed.

2. In the Retention Category Criteria area, select **Disposition Authority Matches**. Enter the disposition authority to screen for in the box, and click **OK**.

3. Click **Search**. Any results that match your screening criteria display in the Retention Category Search Results page.

Screening for Categories With No Disposition

This example screens retention categories that do not have disposition instructions defined. Retention categories that do not have disposition instructions defined are known as *unscheduled content items*.

1. Select **Screening—Categories** from the Configure Retention Administration Page (page 3-1).

   The Screen for <topic> Page (page 4-7) is displayed.

2. In the Retention Category Criteria area, select **Disposition Type Matches No Disposition**.

3. Click **Search**. Any results that match your screening criteria display in the Retention Category Search Results page.

Screening Content Due for an Event

This example screens content items that have an event disposition type and the specific event is obsolete.

1. Select **Screening—Content and Records** from the Configure Retention Administration Page (page 3-1).
2. In the Disposition Criteria area, select Triggering Event Matches Obsolete.

3. In the Retention Category Criteria area, select Disposition Type Matches Event Disposition.

4. Click Search. The results of your search are displayed in the Screening Results Page (page 4-19). Only items that have an event disposition type of obsolete are displayed.

SCREENING INTERFACE PAGES

The following pages are used when performing screenings:

- Screen for <topic> Page (page 4-7)
- Schedule Screening Report Page (page 4-16)
- Default Metadata for Checked-In Screening Reports Page (page 4-17)
- Screening Results Page (page 4-19)

Screen for <topic> Page

<table>
<thead>
<tr>
<th>Screen for Retention Categories</th>
<th>Configure</th>
<th>Screening</th>
<th>Tasks</th>
<th>Reports</th>
<th>Audit</th>
<th>Batch Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Search</td>
<td>Schedule</td>
<td>Clear</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Disposition Criteria

- Select a Field

Retention Category Criteria

- Select a Field

Results Options

- Results Per Page: 10
- Sort By: Retention Category Identifier
- Ascending

Search | Schedule | Clear

Quick Help
To access any screening page, click **Screening** on the Configure Retention Administration Page (page 3-1). Select the type of screening from the menu there.

Note the following considerations:

- The **Criteria** dropdown menus are used to select fields for use in the query. After a field is selected for use, additional dropdown menus are available to further refine the criteria.

- To screen for content items that are due for review, indicate a review date by which the review must be performed in the **Review Due By** box. If the retention schedule has nested retention categories with differing review periods, select the **Check Parent Review Date** to ensure the screening encompasses all review dates in its search.

- You can use the **Due for Action** fields to screen for content items that are due for processing of a specific disposition action on a specific date.

- You can use the **Freeze Status** field to limit the screening to content that is frozen, non-frozen, or either. If you screen for frozen items, the screening results contain items that are frozen themselves as well as those that are inheriting their freeze status from their parent. However, if the category to which the item belongs has an empty disposition, the frozen item will not appear in the screening results. If you want the screening results to include only content items that are themselves frozen and not those that inherit their freeze status, you should use the Is Frozen field on the **Content Criteria** (page 4-13). You can screen for content items that are currently frozen with a specific freeze from the Freeze Information page.

- Click **Search** without entering any criteria to return all content items in the retention schedule. The items that display in the results page are those for which you are authorized to access.

- Boolean operators can be used to combine fields. Click the plus symbol (+) to access a dropdown menu of Boolean operators. Click the remove symbol (−) to clear previous selections.

- Additional wildcard search operators, such as **Matches** and **Substring**, enable further flexibility in your screening.
<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Criteria Definition</strong></td>
<td></td>
</tr>
<tr>
<td>Search button (top and bottom of page)</td>
<td>Searches, or “screens” for the content that meet your criteria. This button is not displayed if “Only allow scheduled screening” is selected on the Configure Retention Administration Page (page 3-1). See the Records Manager Corporate Edition System Setup Guide for details about configuring your system.</td>
</tr>
<tr>
<td>Schedule button (top and bottom of page)</td>
<td>Schedules the creation of the screening report. For more information, see Scheduling a Screening Report (page 4-4).</td>
</tr>
<tr>
<td>Clear button (top and bottom of page)</td>
<td>Clears all of the Criteria boxes of screening criteria query selections. To clear only a particular Criteria box, click the remove symbol ( ) that corresponds to the Criteria box.</td>
</tr>
<tr>
<td>Disposition Criteria</td>
<td>Displays options on a Disposition Criteria dropdown menu. See Disposition Criteria (page 4-11) for details.</td>
</tr>
<tr>
<td>Retention Category Criteria</td>
<td>Displays options on a Retention Category dropdown menu. See Retention Category Criteria (page 4-12) for details.</td>
</tr>
<tr>
<td>Content Criteria</td>
<td>Displays options specific to searching for content. See Content Criteria on page 4-13.</td>
</tr>
<tr>
<td>Review Due By (Folders screen and Content screen only)</td>
<td>To screen for content items that have an impending review, enter a due date by which the review must be conducted.</td>
</tr>
<tr>
<td>Check Parent Review Date check box (Folders screen and Content screen only)</td>
<td>To ensure the screening encompasses all review dates in its search, select the Check Parent Review Date check box. If the retention schedule does not have differing review periods between categories, it is probably not necessary to select this check box.</td>
</tr>
<tr>
<td>Due for Action (By date)</td>
<td>Select a disposition action for which content items are due and indicate the due date for the action.</td>
</tr>
</tbody>
</table>
### Freeze Status

Select a freeze status for your screening criteria. Available freeze status options are:

- **All**—*(Default)* Screening results return both frozen and unfrozen items.
- **Frozen**—Screening results return only frozen items.
- **Not Frozen**—Screening results return only items that are not frozen.

**Note:** You can also screen for content that are frozen with a specific freeze from the Actions menu on the Freeze Information Page of that freeze.

### Result Options

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sort By</strong></td>
<td>Contains the sorting criteria you indicate with the lists and Add button.</td>
</tr>
<tr>
<td><strong>Sort By attribute list</strong></td>
<td>Select one or more attributes by which to sort the results. The list contains all of the screening criteria options.</td>
</tr>
<tr>
<td><strong>Sort order list</strong></td>
<td>Specifies the sort order of the screening results:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Descending (default)</strong>—Sorts alphabetical results in Z-A order; numerical results in 9-0 order; and date results in newest to oldest order.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Ascending</strong>—Sorts alphabetical results in A-Z order; numerical results in 0-9 order; and date results in oldest to newest order.</td>
</tr>
<tr>
<td><strong>Add button</strong></td>
<td>Click this button to add your Sort By attribute and order to the Sort By list. You can sort by multiple criteria.</td>
</tr>
<tr>
<td><strong>Clear button (sort order)</strong></td>
<td>Click this button to clear your sorting criteria from the Sort By box.</td>
</tr>
</tbody>
</table>
Screening and Updating

Disposition Criteria

Use this dropdown menu to select the disposition criteria by which to screen retention categories or content items.

Boolean operators can be used to combine fields. Click the plus symbol (+) to access a dropdown menu of Boolean operators. Click the remove symbol (-) to clear previous selections.

Additional wildcard search operators, such as Matches and Substring, enable further flexibility in your screening.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Results Per Page</td>
<td>Specifies the maximum number of results displayed on each screening results page.</td>
</tr>
<tr>
<td></td>
<td>❖ Default: 20.</td>
</tr>
<tr>
<td></td>
<td>❖ Valid range: 0 to 100.</td>
</tr>
</tbody>
</table>

### Disposition Criteria

Use this dropdown menu to select the disposition criteria by which to screen retention categories or content items.

Boolean operators can be used to combine fields. Click the plus symbol (+) to access a dropdown menu of Boolean operators. Click the remove symbol (-) to clear previous selections.

Additional wildcard search operators, such as Matches and Substring, enable further flexibility in your screening.

<table>
<thead>
<tr>
<th>Criteria (User Friendly Label/Default Label)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>After/Triggering Event</td>
<td>Select a triggering event. See the Records Manager Corporate Edition System Setup Guide for an overview of triggering events.</td>
</tr>
<tr>
<td>Do/Disposition Action</td>
<td>Select a disposition action by which to screen. See the Records Manager Corporate Edition System Setup Guide for an overview of disposition actions.</td>
</tr>
<tr>
<td>Notification Reviewer</td>
<td>Specify the name of the user who was notified of the event.</td>
</tr>
<tr>
<td>Wait For/Retention Period</td>
<td>To screen for content by time or time-event disposition retention period information, select Greater Than, Greater or Equal, Equal, Less Than, Less or Equal and enter an integer that represents the starting value of the retention period range.</td>
</tr>
</tbody>
</table>
## Retention Category Criteria

Use this screen to select the screening criteria for a retention category.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disallow Content Delete</td>
<td>Items included in this category are those which cannot be deleted by users.</td>
</tr>
<tr>
<td>Disposition Authority</td>
<td>Enter the code by which to screen that represents the disposition authority or authorities of a retention category.</td>
</tr>
<tr>
<td></td>
<td>- Maximum characters: 100.</td>
</tr>
<tr>
<td>Disposition Type</td>
<td>Select the type of disposition to screen for:</td>
</tr>
<tr>
<td></td>
<td>- <strong>No disposition</strong>—The retention category does not have a disposition schedule.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Time disposition</strong>—The retention category has a time-based disposition type.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Event disposition</strong>—The retention category has an event-based disposition type.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Time-event disposition</strong>—The retention category has a time-event disposition type.</td>
</tr>
<tr>
<td></td>
<td>Optional.</td>
</tr>
<tr>
<td></td>
<td>See the <em>Records Manager Corporate Edition System Setup Guide</em> for an overview of disposition types.</td>
</tr>
<tr>
<td>Retention Category Description</td>
<td>Enter a few keywords within the retention category description by which to screen.</td>
</tr>
<tr>
<td>Retention Category Identifier</td>
<td>Enter the unique retention category identifier by which to screen.</td>
</tr>
<tr>
<td></td>
<td>- Maximum characters: 100.</td>
</tr>
<tr>
<td>Retention Category Name</td>
<td>Enter the retention category name by which to screen.</td>
</tr>
<tr>
<td></td>
<td>- Maximum characters: 100.</td>
</tr>
</tbody>
</table>
### Screening and Updating

#### Content Criteria

Use this screen to define the criteria by which to screen items.

When screening for dates, select **On or After**, or **Before** from the dropdown menu and enter a date.

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
</tr>
</thead>
</table>
| Review Period    | To screen for retention categories by review period information, complete the following fields:  
|                  | - **From**—Enter an integer that represents the starting value of the review period range.  
|                  | - **To**—Enter an integer that represents the ending value of the review period range.  |
| Period Units     | Select the time unit of the period (for example, “Months”). The selection list contains all available built-in and custom periods. |
| Reviewer         | Enter the name of the reviewer for the retention category. |
| Series Identifier| The identifier of the parent series. It could be the identifier of the root series, or a nested series.  
|                  | - Maximum characters: 100                            |
| Subject to Review| Select the review status of the retention category.  
|                  | - **Yes**—The retention category is designated as a retention category that is subject to review.  
|                  | - **No**—The retention category is not designated as subject to review. |

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content ID</td>
<td>Select the ID of the content item.</td>
</tr>
<tr>
<td>Title</td>
<td>Select the title of the content item.</td>
</tr>
<tr>
<td>Security Group</td>
<td>Select the security group of the content item.</td>
</tr>
</tbody>
</table>
## Screening and Updating

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Addressee</td>
<td>The person to whom correspondence was addressed.</td>
</tr>
<tr>
<td>Author or Originator</td>
<td>Select the status of the items to screen.</td>
</tr>
<tr>
<td></td>
<td>Yes—The item is marked as a record.</td>
</tr>
<tr>
<td></td>
<td>No—The record is not marked as a record.</td>
</tr>
<tr>
<td>Distribution List</td>
<td>List of names of those received correspondence.</td>
</tr>
<tr>
<td>Email ID</td>
<td>ID designator for a specific piece of correspondence.</td>
</tr>
<tr>
<td>Email Subject</td>
<td>A subject in correspondence to use for the search.</td>
</tr>
<tr>
<td>Email to Lists</td>
<td>A list name used in correspondence to use for the search.</td>
</tr>
<tr>
<td>Freeze Name</td>
<td>Specify the freeze name by which to screen.</td>
</tr>
<tr>
<td>Freeze Reason</td>
<td>Specify the freeze reason by which to screen.</td>
</tr>
<tr>
<td>Is Correspondence</td>
<td>Select to search for correspondence.</td>
</tr>
<tr>
<td></td>
<td>Yes—It is correspondence.</td>
</tr>
<tr>
<td></td>
<td>No—It is not correspondence.</td>
</tr>
<tr>
<td>Is Frozen</td>
<td>Select the freeze status of the content, if inherited or set at the item level.</td>
</tr>
<tr>
<td></td>
<td>Yes—The content is frozen at the item level.</td>
</tr>
<tr>
<td></td>
<td>No—The content is not frozen at the item level.</td>
</tr>
<tr>
<td></td>
<td>If you screen for frozen items, the screening results will only contain items that are frozen themselves, not those that are inheriting their freeze status. If you want the screening results to include both types of frozen items, you should use the Freeze Status field on the Disposition Criteria (page 4-11). You can also screen for items that are frozen with a specific freeze from the Actions menu on the Freeze Information Page for that freeze.</td>
</tr>
<tr>
<td>Criteria</td>
<td>Description</td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>No Longer Latest Revision Date</td>
<td>Specifies the date at which this content is marked as no longer current.</td>
</tr>
<tr>
<td>Other Addresses</td>
<td>Specify other email addresses by which to screen.</td>
</tr>
<tr>
<td>Publication Date</td>
<td>Specify the date of the item by which to screen.</td>
</tr>
<tr>
<td>Reviewer</td>
<td>Enter the name of the reviewer by which to screen.</td>
</tr>
<tr>
<td>Review Period</td>
<td>To screen by review period information, select <strong>Greater Than</strong>, <strong>Greater or Equal</strong>, <strong>Equal</strong>, <strong>Less Than</strong>, <strong>Less or Equal</strong> and enter an integer that represents the starting value of the review period range.</td>
</tr>
<tr>
<td>Review Period Units</td>
<td>Select the time unit of the period (for example, “Months”). The selection list contains all available built-in and custom periods.</td>
</tr>
<tr>
<td>Subject to Review</td>
<td>Select the review status of the content, if inherited from a retention category or set at the item level.</td>
</tr>
<tr>
<td></td>
<td>❖ Yes—The item is designated as a item that is subject to review.</td>
</tr>
<tr>
<td></td>
<td>❖ No—The item is not designated as a item that is subject to review.</td>
</tr>
</tbody>
</table>
Schedule Screening Report Page

Use this screen to define the attributes of a scheduled screening report. To access it, click the Schedule button on the Screen for <topic> Page (page 4-7).

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name field</td>
<td>Specify a name for the scheduled screening report.</td>
</tr>
<tr>
<td></td>
<td>❖ Required.</td>
</tr>
<tr>
<td>Start Date field</td>
<td>Specify the date that the scheduled screening report will be generated.</td>
</tr>
<tr>
<td></td>
<td>If the screening report is recurring, the first screening report will be generated for the first time</td>
</tr>
<tr>
<td></td>
<td>on this date, and all subsequent reports at the end of each recurring period after this date.</td>
</tr>
<tr>
<td></td>
<td>If the start date is in the past, the processing will be done with the next scheduled run.</td>
</tr>
<tr>
<td></td>
<td>❖ Required.</td>
</tr>
<tr>
<td>Is Recurring check box</td>
<td>Specify if the scheduled screening report should be generated periodically.</td>
</tr>
</tbody>
</table>
The following screens comprise the Default Metadata for Checked-In Screening Reports page:

**Figure 4-5** Top half of screening page

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period and Period Name</td>
<td>These fields are only available if the Is Recurring check box is selected. Specify the interval at which the recurring screening report should be created (for example, once every 2 weeks).</td>
</tr>
<tr>
<td>Period and Period Name</td>
<td></td>
</tr>
</tbody>
</table>

**Default Metadata for Checked-In Screening Reports Page**

The following screens comprise the Default Metadata for Checked-In Screening Reports page:
Screening and Updating

**Figure 4-6** Bottom half of screening page

**Figure 4-7** Correspondence fields on screening page

Use this page to define the default metadata for checked-in screening reports. To access it, select **Screening—Metadata Defaults** from the **Configure Retention Administration Page** (page 3-1)
Screening Results Page

Use this page to view the results of your screening criteria. This page is displayed when you click **Search** on the **Screen for <topic> Page** (page 4-7). The results displayed depend on the type of search done. The following is an example of a Retention Category screening results page.

This page shows all retention categories that meet the criteria of the screening query that was performed.

**Tech Tip:** You can save the screening query so it appears in your saved query list under My Content Server. This enables you to perform the query later without having to go through screening pages. To save the query, choose **Save Search** in the **Actions** dropdown menu on the Screening Results page.
UPDATING INFORMATION

Permissions: The admin.noRmaSecurity right is required to perform updates. This right is not assigned by default to any role and must be assigned for the **Update** options to appear on the Configure Retention Administration Page (page 3-1). In addition, users must have the Admin role assigned to access and perform updates.

By using the Update functionality in Records Manager Corporate Edition you can quickly find and change large amounts of information at one time. You can choose to change the information immediately or at a later time by using a scheduled update option. For example, you can change any items in a category that match a certain disposition to a different review type or to a new reviewer.

To access this functionality, select **Update—<type>** from the Configure Retention Administration Page (page 3-1). These options also appear on other pages as information is screened.

The Define Query Page (page 4-21) is displayed. The options on this page are similar to those on the **Screen for <topic>** Page (page 4-7). The options in the Query section depend on the type of query being performed (category or internal content).

Follow these steps to define a query:

1. Choose a field for use from the dropdown menu.
2. Select a substring from the displayed list.
3. Select a query value from a displayed list.
4. Select a field that will be updated for all items matching your first query.
5. Select a substring for the value from the displayed list.
6. Select a new value for the field.
7. To preview the results of the update, click **Preview Results** in the upper right corner of the screen.

    The **Update Preview Screen** (page 4-23) is displayed. This screen shows those items which will be changed by the update. To return to the Define Query Page (page 4-21), click **Continue Defining Search** on the Page menu.

8. Continue adding update criteria if needed. To schedule the update for a later time, click **Schedule**. See Scheduling Updates (page 4-21) for more details. Click **Run Now** to run the change immediately. A message is displayed, indicating that the selected items were updated. Click **OK** to return to the Define Query Page (page 4-21).
Scheduling Updates

To run the update at a later time, click Schedule to open the Query Schedule Section (page 4-22) of the screen.

Select a time for the update and click Submit. Enter a name for the update event and click OK. The Scheduled Update Screen (page 4-22) is displayed. You can also access this screen by using the Tasks—Search and Update option from the Configure Retention Administration Page (page 3-1).

You can use this page to change the scheduled event. To edit an event, select Edit Scheduled Event. To delete the event, select Delete Scheduled Event. And to run the event immediately, select Run Now.

Update Interface

The following screens are accessed when using the update functionality:

- Define Query Page (page 4-21)
- Query Schedule Section (page 4-22)
- Scheduled Update Screen (page 4-22)
- Update Preview Screen (page 4-23)

Define Query Page
Use this page to define what fields will be updated and what values will be used for updating. To access this screen, select **Update—<type>** from the Configure Retention Administration Page (page 3-1) or **Tasks—Search and Update** from the Configure Retention Administration Page (page 3-1).

**Query Schedule Section**

The Schedule portion of the Define Query Page (page 4-21) is used to choose the times when updates will occur. To access this portion, click the Schedule button on the Define Query Page (page 4-21). Select values from the pulldown lists for the update schedule and select **Submit** when finished.

**Scheduled Update Screen**

This screen shows the results of scheduling an update action. This screen is displayed after scheduling an update or search or by selecting **Tasks—Scheduled—Search and Updates** from the Configure Retention Administration Page (page 3-1).

Use the **Actions** menu for the individual event to change the options for that event. The page menu on this screen is the same as that on the Configure Retention Administration Page (page 3-1).

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metadata Sets</td>
<td>This indicates the type of update which was selected.</td>
</tr>
<tr>
<td>Scheduled Search and Update Event Name</td>
<td>This is the event name which was entered when the scheduled update was created.</td>
</tr>
</tbody>
</table>
Update Preview Screen

This screen shows those items which will be changed when an update is done. To access this screen, select Preview Results on the Define Query Page (page 4-21).

To return to the Define Query Page (page 4-21), click Continue Defining Search on the Page menu.
Chapter 5

WORKING WITH CONTENT

OVERVIEW

This chapter discusses the tasks associated with the general maintenance and processing of content. It covers the following topics:

Concepts
❖ About Content Processing (page 5-2)

Tasks
❖ Viewing Content Item Information (page 5-2)
❖ Changing Item and Review Status (page 5-3)
❖ Deleting and Changing Content Items (page 5-5)

Interface
❖ Content Information Page (page 5-6)
❖ Life Cycle Page (page 5-8)
❖ Review History for <Item> Page (page 5-9)

Note: For information about creating and finding items in the content server, see the Records Manager Corporate Edition User Guide.
ABOUT CONTENT PROCESSING

Maintaining and processing content involves tasks such as moving them, initiating a freeze, or handling events such as cancelling, expiring. You can also rescind items.

Options for maintaining and processing content are accessible from the Page menu on the content information page of an item. The available actions vary depending on what type of content is being used.

MANAGING CONTENT ITEMS

The following tasks are involved in managing content:

- Viewing Content Item Information (page 5-2)
- Changing Item and Review Status (page 5-3)

Viewing Content Item Information

Permissions: The Record.Read right is required to perform these actions. All predefined management roles have this right.

Viewing information can be done in several ways depending on your location in the product hierarchy. First locate the item by browsing, searching, or screening. Then perform one of the following actions:

- On the search or screening results page, select Information then the desired option (Life Cycle, Recent Reviews, and so on) from the item’s Actions popup menu.
- On the search or screening results page, click the Info icon (i) of the content item.

The Content Information Page (page 5-6) is displayed. On the Page top menu, select Information then the option you need (Life Cycle, Metadata History, and so on).

Viewing Content Item Life Cycles

Use the previously described procedure to access the Information menu or page for a content item. When you select Life Cycle from a menu, the Life Cycle Page (page 5-8) is displayed.

The page shows the complete life cycle of the item according to its scheduled disposition, including the calculated dates of each disposition action. If a separate notification reviewer has been assigned for the item, that person’s user name is displayed.
Viewing Content Item Review History

Use the previously described procedure to access the Information menu or page for a content item. When you select Recent Reviews from a menu, the Review History for <Item> Page (page 5-9) is displayed.

The page shows a list of everyone who has reviewed the content item (and marked it as reviewed, see Marking an Item as Reviewed (page 5-5)), together with the date and time of review.

Viewing an Item’s Freeze Details

Use the previously described procedure to access the Information menu or page for a content item. If the item is frozen, the Is Frozen field value is ‘Yes’ and a Details hyperlink is displayed next to the field value. Click on the Details hyperlink. The Freeze Details Page (page 5-19) is displayed.

This page shows all freezes that are currently applied to the item. If the item inherited its freeze status that name is shown in the Inherited From column for the inherited freeze. If you click the info icon (ℹ️) for a freeze in the list, the content information page of the item is displayed.

To save the information on this page to a file (in the report format specified on the Configure Retention Administration Page (page 3-1), choose the Save Freeze Details option from the Page Create dropdown menu.

Note: If the generated report file is in PDF format, it cannot be viewed using Adobe Acrobat 5.x or earlier. You need at least version 6.0 of the Acrobat software.

Changing Item and Review Status

Managing content information can be done in several ways depending on your location in the product hierarchy. First locate the item by browsing, searching, or screening. Then perform one of the following actions:

- On the search or screening results page, select a Table menu then the desired option: Update (Freeze or Unfreeze).
- On the search or screening results page, click the Info icon (ℹ️) of the content item.
  The Content Information Page (page 5-6) is displayed. On the Page’s top menu, select Edit, Delete, or Trigger Dates then the option you need.
- You can perform actions on multiple items by clicking the selection box next to the item and choosing an option from the Table menu.
Freezing or Unfreezing an Item

Freezing inhibits disposition processing for that item.

In addition to content filed within a retention schedule, you can also freeze content items within Content Server that are not in a retention schedule and therefore associated with a retention schedule.

You can apply more than one freeze to a content item. You can view the Freeze Details page (see Viewing an Item’s Freeze Details (page 5-3)) for the item to see a list of all freezes currently applied to it.

If a person with the ‘retadmin’ role tries to freeze a content item to which the user does not have access control rights, an error occurs but the item is still frozen and thus removed from the disposition content list. If the RmaAddDocWhereClauseForScreening configuration variable is set to false (the default), the ‘retadmin’ can screen for frozen items which they do not have access to by using the screening page or from the Freeze Information page.

Unfreezing a content item releases the item again for disposition processing.

Permissions: The Record.Freeze/Unfreeze right to perform these actions. This right is assigned by default to the ‘retadmin’ role.

Note: If you freeze a content item, all revisions of that content item are frozen. The revision that you freeze is frozen directly and the other revisions inherit the freeze.

Use the previously described procedure to find an item to freeze.

1. Click Freeze or Unfreeze on the appropriate menu.

   The Freeze/Unfreeze Dialog Screen (page -21) is displayed.

2. In the Freeze Name dropdown list, select the freeze that should be applied or cancelled if unfreezing. The list contains all defined freezes. You can also provide a reason for the action.

3. Click OK to confirm the action. If you click Cancel, the entire action is aborted.

   If you confirmed the action, the Retention Schedule Information area of the content information page displays “Is Frozen: Yes” as well as a Details hyperlink, which links to the Freeze Details Page (page -19) for of the item. If you unfreeze the item, “Is Frozen: No” is displayed.

Note: After a content item is frozen, you cannot edit its freeze reason. If the freeze is no longer correct, you should unfreeze the item and freeze it with a new reason.
Marking an Item as Reviewed

Use this procedure to mark a content item as reviewed, either after receiving a review notification (as part of a disposition instruction) or ad hoc.

Permissions: The Record>Edit right and the Record>EditReview review are required to perform this action. These rights are assigned by default to the ‘retadmin’ role. The Record>EditReview right is assigned by default to the ‘retuser’ and ‘retadmin’ roles.

Use the previously described procedure to find an item to use. Select Mark Reviewed from the Trigger Dates menu. You are prompted to enter a reason for the action. If desired, enter a reason, and click OK to confirm. If you click Cancel, the entire action is aborted.

If you confirmed the action, the Retention Schedule Information area of the content information page displays the date the item was reviewed.

Deleting and Changing Content Items

Important: You cannot declassify a record that has ever had the Restricted Data or Formerly Restricted Data supplemental markings assigned. The Downgrade On field is disabled for records that have a restricted supplemental marking history.

Actions involving individual content items are usually done on the Content Information Page using the Content Actions Page menu. Select Update from that menu to access the menu choices discussed here.

Deleting an Item

Important: You cannot delete an item that is frozen.

Use this procedure to delete a content item immediately outside of its disposition schedule. Metadata is not preserved.

Permissions: The Record>Delete right is required to perform this action. This right is assigned by default to the ‘retadmin’ role. Delete permission (D) for the item’s security group is also required (unless Folders is installed).

1. Display the record’s Content Information Page (page 5-6).
2. In the Revision History area, click **Delete**. You are prompted to confirm the permanent delete action.

3. A message is displayed stating the item was deleted successfully.

**Assigning Disposition Schedules to Content Items**

Use this procedure to assign a disposition schedule to an existing content item.

1. Select **Content Actions—Update** on the record’s **Content Information Page** (page 5-6).
   
   The Info Update form is displayed.

2. In the **Life Cycle** dropdown list, select the retention category whose disposition instructions should be assigned to the item.

3. Click **Submit Update**.

   The content item is now processed in accordance with the disposition instructions associated with the selected retention category.

---

**CONTENT MANAGEMENT SCREENS**

The following screens are used when managing content:

- **Content Information Page** (page 5-6)
- **Life Cycle Page** (page 5-8)
- **Review History for <Item> Page** (page 5-9)

**Content Information Page**

The content information page of an item contains more information than that of a “normal” content item managed by Universal Content Management. The page has several main features:

**Item Information Area**

This area provides information about the item, including its location in the retention schedule, content ID, and other information.
Correspondence Area

The Correspondence area displays information about the item if it was designated as correspondence.

Links Area

This is available if the Related Content component has been installed and enabled. See the *Records Manager Corporate Edition Installation Guide* for details.

This area provides links to the native and web-viewable files, as well as a number of retention management links.
Working With Content

**Figure 5-10**  Links section of information page

<table>
<thead>
<tr>
<th>Links</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web Location:  <a href="http://test:692/lid/jgroups/records/group/dcuments/adacrtblm_000017.ppt">http://test:692/lid/jgroups/records/group/dcuments/adacrtblm_000017.ppt</a></td>
</tr>
<tr>
<td>Native File:  Financial Performance.ppt</td>
</tr>
</tbody>
</table>
| Related Content:  Renditions  
| Supersedes  
| Supporting Content  
| Supported Content By  
| Cross-References  
| Cross-Referenced By |

**Revision History Area**

This area provides release information about the current content item.

**Figure 5-11**  Revision History section of information page

<table>
<thead>
<tr>
<th>Revision History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision</td>
</tr>
<tr>
<td>[ 1 ]</td>
</tr>
</tbody>
</table>

**Life Cycle Page**

**Life Cycle of Map image**

- **Date:** 2/21/07 12:00 AM  
  - **Triggering Event:** Obsolete  
  - **Disposition Action:** Destroy  
  - **Notification Reviewer:**  
  - **Retention Category:** TestCategory  
  - **Identifier:**  

- **Date:** 2/23/07 12:00 PM  
  - **Triggering Event:** Scheduled declassify date  
  - **Disposition Action:** Declassify  
  - **Notification Reviewer:**  
  - **Retention Category:** Classified builtin  
  - **Identifier:**  

To access this page, locate the item by browsing, searching, or screening. On the search or screening results page, select **Information—Life Cycle** or click the Info icon of the content item and select **Information—Life Cycle** from the Page menu on the **Content Information Page** (page 5-6).
The page shows the complete life cycle of the item according to its scheduled disposition, including the calculated dates of each disposition action. If a separate notification reviewer has been assigned for the item, that person’s user name is displayed.

**Review History for <Item> Page**

<table>
<thead>
<tr>
<th>Recent Reviews of Test Setup: 0414-01</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reviewer:</strong> sysadmin</td>
</tr>
<tr>
<td><strong>Review Date:</strong> 4/7/05 4:50 PM</td>
</tr>
<tr>
<td><strong>Reviewer:</strong> sysadmin (Initial filing)</td>
</tr>
<tr>
<td><strong>Review Date:</strong> 4/7/04 2:32 PM</td>
</tr>
</tbody>
</table>

To access this page, locate the item by browsing, searching, or screening. On the search or screening results page, select **Information—Recent Reviews** or click the Info icon of the content item and select **Information—Recent Reviews** from the Page menu on the Content Information Page (page 5-6).

The page shows a list of everyone who has reviewed the content item (and marked it as reviewed, see **Marking an Item as Reviewed** (page 5-5)), together with the date and time of review. In the above example, the user ‘sysadmin’ created the item on 4/7/04, and that same person reviewed the item on 4/7/05 (for example, as part of an annual review).
EDITING REVIEW INFORMATION

OVERVIEW

You can elect to have content items that are subject to periodic review and update. Organizations may have content items that are vital to their type of business, and therefore subject to review.

You can edit the review status, reviewer, and review periods for categories. This chapter covers the following topics:

Concepts
- About Items that are Subject to Review (page 6-1)

Tasks
- Managing Review Information (page 6-2)

Interface
- Edit Review Information for Retention Category Page (page 6-3)

ABOUT ITEMS THAT ARE SUBJECT TO REVIEW

Content that is subject to review typically comprise about five percent of content deemed critical to a business. Some examples of content that is subject to review include:
Editing Review Information

- software source code
- patents and copyrights
- legal documents such as trusts, estates, and wills
- regulatory compliance data

_Cycling_ vital content subject to review refers to the periodic replacement of obsolete copies of content items with copies of current content items.

Reviews are only allowed on the latest revision and not on superseded content.

MANAGING REVIEW INFORMATION

Permissions: The Category>EditReview right or Folder>EditReview right is required to perform these actions. This right is assigned by default to the ‘retadmin’ role.

Follow this procedure to edit retention category review information:

1. Find the Retention category to view.
2. Select _Edit—Edit Review_ from the item’s Actions popup menu, or click the Info icon for the item and select _Edit—Edit Review_ from the Page menu.

   The _Edit Review Information for Retention Category Page_ (page 6-3) is displayed.
3. To change a review category to non-review category, clear the _Subject to Review_ check box. The remaining fields become gray and unavailable. To change a non-review category to a review category, select the _Subject to Review_ check box.

   **Tech Tip:** Remember that the review setting is inherited. Any content items filed directly into retention categories are directly affected by review status changes.

4. To select, remove, or change a reviewer, select the reviewer from the _Reviewer_ list. You can select the topmost blank to remove the reviewer and allow the system default to designate the reviewer.
5. To edit or enter the review period, enter an integer and select a review period in the _Review Period_ box and list.
6. Click _Submit Update_. An update message is displayed, and the Retention Category Information page displays the review information you entered.
# Editing Review Information

The following screen is used to manage review information:

- [Edit Review Information for Retention Category Page](#) (page 6-3)

## Edit Review Information for Retention Category Page

![Edit Review Information for Retention Category Page](image)

To access this page, open the **Browse Content** tray, and click the **Retention Schedules** link. The Exploring Series “Retention Schedule” page is displayed. Navigate to the retention category to edit. Click the Info icon (edio) for the category and select **Edit—Edit Review** from the Page menu.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
</table>
| Subject to Review check box | Select the check box to enable the retention category as a subject to review category. Then enter a reviewer user name in the text box, and select the associated period from the list.  
  - Optional.  
  - Default: Not selected; not a retention category that is subject to review. |

**Note:**
Editing Review Information

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reviewer</td>
<td>Select a reviewer for the items if you do not want to accept the system default reviewer specified on the <a href="#">Configure Retention Administration Page</a> (page 3-1). The reviewer you select for the retention category will receive e-mail notification when it is time to review and cycle content items. Optional.</td>
</tr>
<tr>
<td>Review Period text box and dropdown list</td>
<td>Enter the number of review periods and select the review period from the list, which contains custom and predefined periods. Required if the Subject to Review check box is selected.</td>
</tr>
<tr>
<td>Submit Update button</td>
<td>Submits your updated edits.</td>
</tr>
<tr>
<td>Reset button</td>
<td>Resets the page to the original settings.</td>
</tr>
</tbody>
</table>
Chapter 7

Scheduled Tasks

Overview

It is possible to set up a schedule to perform retention-related tasks at times that are more convenient for your environment. This chapter discusses scheduling tasks which can be performed at a later time. It covers the following topics:

Concepts

- Using Scheduled Tasks (page -1)

Tasks

- Scheduling a Disposition Action (page -2)
- Scheduling Screening Reports (page -2)
- Viewing Scheduled Disposition Action Log Files (page -3)
- Editing Recurring Screening Reports (page -3)
- Viewing Recurring Screening Report History (page -3)
- Viewing Recurring Screening Report History (page -3)

Interface

- Scheduled Disposition Actions Page (page -4)
- Scheduled Screening Reports Page (page -6)
USING SCHEDULED TASKS

Some of the tasks that Records Manager Corporate Edition performs may involve large sets of content items. Tasks such as processing retention assignments, performing archives, or customizing metadata may interfere with normal daily operations or put a heavy load on the content server, which is undesirable during regular business hours.

With the scheduling feature you can set up disposition actions and screening reports to be performed at a later time, during off-peak times on your system.

See Updating Information (page -19) for details about viewing scheduled updates and searches.

MANAGING SCHEDULING

Several different kinds of scheduling can be performed:

- Scheduling a Disposition Action (page -2)
- Scheduling Screening Reports (page -2)
- Viewing Scheduled Disposition Action Log Files (page -3)
- Editing Recurring Screening Reports (page -3)
- Viewing Recurring Screening Report History (page -3)
- Viewing Recurring Screening Report History (page -3)

Scheduling a Disposition Action

To schedule a disposition action, make sure that you choose the Schedule... command in the Actions icon popup menu ( ) of the item you need to process in your My Retention Assignments area.

The disposition action is then put in the queue of actions to be performed. All scheduled disposition actions are performed once a day at midnight.
Scheduled Tasks

Note: For more detailed information about pending disposition actions, see Chapter 8 (Processing Retention Assignments).

Scheduling Screening Reports

To schedule a screening report, click the Schedule button in the Screen for <topic> Page (page -7).

The screening report is then put in the queue of actions to be performed. All scheduled screening reports are generated once a day at midnight.

Note: For more information about screening, see Chapter 4 (Screening and Updating).

Viewing Scheduled Disposition Action Log Files

To view the log file of scheduled disposition action, complete the following steps:

1. Select Tasks—Scheduled—Disposition Actions from the Configure Retention Administration Page (page -1).

The Scheduled Disposition Actions Page (page -4) is displayed.

2. Choose View Log in the Actions icon popup menu of the disposition action to view.

The log file of the disposition action is displayed.

Editing Recurring Screening Reports

To edit a recurring scheduled screening report, complete the following steps:

1. Select Tasks—Scheduled—Screening Reports from the Configure Retention Administration Page (page -1).

The Scheduled Screening Reports Page (page -6) is displayed.

2. Choose Edit in the Actions icon popup menu of the screening report to modify and select the Edit option to use.

The Edit Recurring Report Schedule Page (page -11) is displayed.

3. Make changes as required, and click Submit Update when you finish.
Viewing Recurring Screening Report History

To view the history of recurring scheduled screening reports, complete the following steps:

1. Select **Tasks—Scheduled—Screening Reports** from the Configure Retention Administration Page (page -1).

   The Scheduled Screening Reports Page (page -6) is displayed.

2. Choose **Report History** in the Actions icon popup menu of the recurring screening report whose history will be viewed.

   The View History Page (page -10) is displayed.

3. To view a report, click on its link in the Name column.

Scheduling Interface Screens

The following screens are used for scheduling:

- Scheduled Disposition Actions Page (page -4)
- Scheduled Screening Reports Page (page -6)
- View History Page (page -10)
- Edit Recurring Report Schedule Page (page -11)

Scheduled Disposition Actions Page

This page lists all disposition actions that have been scheduled from the My Retention Assignments pages. See Retention Assignment Interface Screens (page -11) for further details about processing disposition events.
To access this page, select **Tasks—Scheduled—Disposition Actions** from the .

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
</table>
| Actions dropdown menu    | This dropdown menu enable you to switch between the available page layouts:  
  ❖ **Thumbnail View**—Used to change the page layout to thumbnail view.  
  ❖ **Headline View**—Used to change the page layout to headline view.                                                                                                |
| Name                     | This column indicates the type of disposition action that is scheduled. If you click on the link, the Disposition Information Page is displayed. For an overview of dispositions, see the *Stellent Retention Manager System Setup Guide*. |
| Requesting User          | This is the login name of the user who scheduled the disposition action.                                                                                                                                       |
| Start Date               | This is the date on which the scheduled disposition action will be (or was) processed with the next scheduled run (midnight). For example, if you scheduled a disposition action on 6/23/05 2:55 PM, then the action was processed on 6/24/05 12:00 AM (midnight). |
### Scheduled Tasks

#### Status

This is the current status of the scheduled disposition action:

- **Completed**—The scheduled disposition action has been executed successfully.
- **Failed**—The scheduled disposition action has not been executed successfully. The log file contains more details on the error(s) that occurred.
- **Processing**—The scheduled disposition action is currently being executed.
- **Pending**—The scheduled disposition action is currently in the queue of tasks to be performed, and will be executed at midnight.
- **Cancelled**—The scheduled disposition action was aborted before it could be completed successfully.

#### Actions icon ( )

When selected, a popup menu is displayed that contains a number of options relevant to the scheduled disposition action:

- **Disposition Information**—If used, the Disposition Information Page is displayed.
- **View Log**—If used, the content information page of the disposition action log file is displayed. You can use the Web Location or Native File links to view the file.
- **Remove**—If used, the disposition action is removed from the list of scheduled actions and will not be executed.

#### Info icon ( )

If used, the content information page of the automatically generated report file for the disposition action is displayed. You can use the Web Location or Native File link to view the file.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>This is the current status of the scheduled disposition action:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Completed</strong>—The scheduled disposition action has been executed successfully.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Failed</strong>—The scheduled disposition action has not been executed successfully. The log file contains more details on the error(s) that occurred.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Processing</strong>—The scheduled disposition action is currently being executed.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Pending</strong>—The scheduled disposition action is currently in the queue of tasks to be performed, and will be executed at midnight.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Cancelled</strong>—The scheduled disposition action was aborted before it could be completed successfully.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Actions icon ( )</th>
<th>When selected, a popup menu is displayed that contains a number of options relevant to the scheduled disposition action:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- <strong>Disposition Information</strong>—If used, the Disposition Information Page is displayed.</td>
</tr>
<tr>
<td></td>
<td>- <strong>View Log</strong>—If used, the content information page of the disposition action log file is displayed. You can use the Web Location or Native File links to view the file.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Remove</strong>—If used, the disposition action is removed from the list of scheduled actions and will not be executed.</td>
</tr>
</tbody>
</table>

| Info icon ( )    | If used, the content information page of the automatically generated report file for the disposition action is displayed. You can use the Web Location or Native File link to view the file. |
Scheduled Screening Reports Page

This page lists all screening reports that have been scheduled from screening pages. See Chapter 4 (*Screening and Updating*) for further details about screening.

To access this page, select **Tasks—Screening Reports** from the menu.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page menu</td>
<td>This menu is the same as that used on the Configure Retention Administration Page (page -1).</td>
</tr>
<tr>
<td>Name</td>
<td>This column indicates the name of the screening report.</td>
</tr>
<tr>
<td></td>
<td>If you click on the link, the current screening report is displayed. The report is in the format specified by the Report Format setting on the Configure Retention Administration Page (page -1).</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> You will see the report that was created last; the report is not generated again. To generate the report, choose the Run Report option from the Actions icon popup menu.</td>
</tr>
<tr>
<td>Requesting User</td>
<td>The login name of the user who scheduled the disposition action.</td>
</tr>
<tr>
<td>Start Date</td>
<td>The date when the scheduled screening report will be (or was) generated. If the screening report is recurring, the first screening report will be (or was) generated for the first time on this date, and all subsequent reports at the end of each recurring period after this date.</td>
</tr>
</tbody>
</table>
## Scheduled Tasks

The current status of the scheduled screening report:

- **Completed**—The scheduled screening report has been generated successfully once and is not scheduled to be repeated.
- **Failed**—The scheduled screening report has not been executed successfully. The log file contains more details on the error(s) that occurred.
- **Processing**—The scheduled screening report is currently being executed.
- **Pending**—The scheduled screening report is currently in the queue of tasks to be performed, and will be generated at midnight.
- **Cancelled**—The scheduled screening report was aborted before it could be completed successfully.
- **Recurring**—The scheduled screening report is set to be repeated at regular intervals, as defined in the [Schedule Screening Report Page](#) (page -15).

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>The current status of the scheduled screening report:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Completed</strong>—The scheduled screening report has been generated successfully once and is not scheduled to be repeated.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Failed</strong>—The scheduled screening report has not been executed successfully. The log file contains more details on the error(s) that occurred.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Processing</strong>—The scheduled screening report is currently being executed.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Pending</strong>—The scheduled screening report is currently in the queue of tasks to be performed, and will be generated at midnight.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Cancelled</strong>—The scheduled screening report was aborted before it could be completed successfully.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Recurring</strong>—The scheduled screening report is set to be repeated at regular intervals, as defined in the <a href="#">Schedule Screening Report Page</a> (page -15).</td>
</tr>
</tbody>
</table>
### Scheduled Tasks

**Actions icon ( )** Displays a popup menu that contains options relevant to the scheduled screening report. The available options depend on the type and status of the scheduled screening report, and may include:

- **View Report Info**—If used, the content information page of the generated screening report is displayed.
- **Unschedule**—If used, the scheduling of the screening report is cancelled and the report will not be generated.
- **Run Report**—If used, the screening report is created immediately. After the report is created, you can click the link in the Name column to view it. The report is in the format specified by the Report Format setting on the Configure Retention Administration Page.
- **View History**—If used, the View History Page (page -10) is displayed.
- **Edit Schedule**—If used, the Edit Recurring Report Schedule Page (page -11) is displayed, where you can modify the scheduling properties of the recurring screening report.
- **Edit Criteria**—If used, the associated screening definition page is displayed (for categories or content items), where you can modify the criteria for the screening report.
- **Remove**—If used, the disposition action is removed from the list of scheduled actions and will not be executed.

**Info icon ( )** Displays the content information page of the automatically generated report file. You can use the Web Location or Native File link to view the file.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actions icon ( )</td>
<td>Displays a popup menu that contains options relevant to the scheduled screening report. The available options depend on the type and status of the scheduled screening report, and may include:</td>
</tr>
<tr>
<td></td>
<td>- <strong>View Report Info</strong>—If used, the content information page of the generated screening report is displayed.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Unschedule</strong>—If used, the scheduling of the screening report is cancelled and the report will not be generated.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Run Report</strong>—If used, the screening report is created immediately. After the report is created, you can click the link in the Name column to view it. The report is in the format specified by the Report Format setting on the Configure Retention Administration Page.</td>
</tr>
<tr>
<td></td>
<td>- <strong>View History</strong>—If used, the View History Page (page -10) is displayed.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Edit Schedule</strong>—If used, the Edit Recurring Report Schedule Page (page -11) is displayed, where you can modify the scheduling properties of the recurring screening report.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Edit Criteria</strong>—If used, the associated screening definition page is displayed (for categories or content items), where you can modify the criteria for the screening report.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Remove</strong>—If used, the disposition action is removed from the list of scheduled actions and will not be executed.</td>
</tr>
<tr>
<td>Info icon ( )</td>
<td>Displays the content information page of the automatically generated report file. You can use the Web Location or Native File link to view the file.</td>
</tr>
</tbody>
</table>
Scheduled Tasks

## View History Page

This page shows a list of all reports that have been generated for a recurring scheduled screening report. To access this page, choose the **Report History** option in the Actions icon popup menu for a recurring scheduled screening report.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page menu</td>
<td>This menu is the same as that used on the [Configure Retention Administration Page](page -1).</td>
</tr>
<tr>
<td>Name</td>
<td>The name of the screening report as specified in the [Schedule Screening Report Page](page -15). If you click on the link, the screening report is displayed. The report is in the format specified by the Report Format setting on the Configure Retention Administration Page.</td>
</tr>
<tr>
<td>Process Date</td>
<td>The date and time that the recurring screening report was generated.</td>
</tr>
<tr>
<td>Status</td>
<td>The status of the scheduled screening report:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Completed</strong>—The scheduled screening report has been generated successfully.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Failed</strong>—The scheduled screening report has not been executed successfully. The log file contains more details on the error(s) that occurred.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Cancelled</strong>—The scheduled screening report was aborted before it could be completed successfully.</td>
</tr>
</tbody>
</table>
Scheduled Tasks

Scheduled Tasks

Edit Recurring Report Schedule Page

This page enables you to modify the scheduling properties of a recurring screening report. To access this page, choose the **Edit Schedule** command on the Action icon popup menu of a scheduled recurring screening report in the Scheduled Screening Reports Page (page -6).

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Name field</td>
<td>Specify a new name for the scheduled screening report (if required).</td>
</tr>
</tbody>
</table>
## Scheduled Tasks

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date field</td>
<td>Specify the new date that the first scheduled screening report should be generated according to the new schedule (if required). All subsequent reports will be generated at the end of each recurring period after this date.</td>
</tr>
<tr>
<td>Period and Period Name fields</td>
<td>Specify the interval at which the recurring screening report should be created (for example, once every 2 weeks).</td>
</tr>
</tbody>
</table>

**Note:** To modify a recurring screening report to become non-recurring (i.e., to run only once), you should run the report manually and then cancel it.
Retention assignments are the items and events (disposition actions) for which you are responsible for reviewing or processing. This section discusses processing retention assignments, which include reviewing items that are subject to review and processing disposition actions. It covers the following topics:

**Concepts**
- About Retention Assignments (page -1)

**Tasks**
- Viewing Information (page -4)
- Marking Items as Reviewed (page -5)
- Processing Pending Events (page -5)

**Interface**
- Action Menus (page -11)
- My Content Server Menu (page -12)
- Pending <type> Review Page (page -14)
ABOUT RETENTION ASSIGNMENTS

The My Retention Assignments area in the My Content Server tray is a link to all items that generated notifications. The pages list all items that need to be reviewed, as well as all pending events that need to be processed.

This section discusses the following topics:

- Approval and Completion (page -2)
- Frozen Items and Event Processing (page -2)
- Scheduling (page -2)
- Specifying an Alternate Reviewer (page -3)
- Audit Log Files for Processed Events (page -3)

Approval and Completion

All pending events need to be approved on the approval pages. Some events require only approval. After they have been approved, the associated disposition actions are executed automatically and logged in the audit log (see Audit Log Files for Processed Events (page -3)). The processed events are subsequently removed from the approval list.

Some events require two steps, depending on the event type and the item to be processed. First, they need to be approved, and then, after the action has been carried out manually, they need to be marked as completed. After such an event has been marked as approved, it is moved from the approval list to the completion list, where a user can mark it as completed after the required event action has been executed (for example, physical transfer to a different location).

Frozen Items and Event Processing
You can investigate what items are affected by an event on the Disposition ContentPage (page -17). If it is time to unfreeze a disposition, you can do so, and then try the event again.

**Scheduling**

Pending events and review cycles are processed by Corporate Edition every night on a 24-hour cycle. Notifications are sent daily at midnight.

While processing pending events, you may choose to schedule the events rather than perform them immediately (see Scheduling a Disposition Action (page -10)). This allows the disposition actions to be performed at midnight, which is generally an off-peak time. This may help avoid browser time-outs for actions that affect large sets of items, keep the content server responsive during regular work hours, and allow administrators to work more efficiently.

You can also use the Batch Services options on the Configure Retention Administration Page (page -1) to process certain actions immediately rather than wait for the scheduled processing time. Options on that menu include:

- **Run All**: processes all pending events.
- **Process Actions and Reviews**: processes pending actions and reviews
- **Send Notifications**: sends any pending notifications

**Specifying an Alternate Reviewer**

It may be useful to select another user than yourself to perform review actions and process disposition events, for example when you will be out of the office for some time. You can specify an alternate reviewer in your user profile, who will then receive e-mail notifications of any pending actions assigned to you and can act on them.

**Permissions**: The Admin.PerformActions or Admin.PerformPendingReviews right is required to perform this action. The Admin.PerformActions right is assigned by default to the ‘retadmin’ role. The Admin.PerformPendingReviews right is assigned by default to the ‘retuser’ and ‘retadmin’ roles. You can also ask your administrator to specify an alternate reviewer for you.

Log into the content server and open your user profile. Select an alternate reviewer from the dropdown list. The list includes all users that have been specified as default notification recipients as discussed in the *Records Manager Corporate Edition System*
Setup Guide. The selected person will now receive e-mail notifications of pending actions and events that are assigned to you.

Tech Tip: By default, only the alternate reviewer will receive notifications and not the users. You may configure your system so that both the users and the alternate reviewer are notified. To accomplish this, make sure that the configuration file <CS_Instance_Dir>/custom/RetentionManager/retentionmanger_environment.cfg contains the following line: RmaNotifyReviewerAndAlternateReviewer=true
You need to restart the content server for this setting to take effect.

Audit Log Files for Processed Events

When a disposition event is processed, an audit log file is created automatically behind the scenes and, if possible, checked into the content server using the specified default metadata for audit logs (see Default Metadata for Checked-In Audit Entries Page (page -14)). These checked-in log files can be used for audit trail purposes or as a verification tool.

It is important that you specify default metadata for audit logs. These settings determine how audit logs are checked into the content server and where they reside:

- If no default audit metadata are specified, the logs for processed disposition events are placed in the <install_dir>/data/recordsManagement/log directory and they are not checked into the content server.
- The logs for processed disposition actions are checked in as content. If the same disposition action is processed again, a new revision is created for the log (not a separate, new content item).

Managing Retention Tasks

The following tasks are performed when managing retention schedules and objects:

- Viewing Information (page -4)
- Marking Items as Reviewed (page -5)
- Processing Pending Events (page -5)
Viewing Information

**Permissions:** The Record.Read right is required to perform this action. The Admin.PerformActions right is required to view your own or pending events of others. This right is assigned by default to the ‘retadmin’ role.

To view information prior to reviewing or performing actions, follow these steps:

1. Click **My Content Server—My Retention Assignments.**
   The My/Other Approval List Page (page -12) is displayed.
2. Click **Pending Approval—My Dispositions.**
   The My/Other Approval List Page (page -12) is displayed showing items assigned to you that are awaiting approval. To view the pending approvals of others, select **Other Dispositions**.

To view the review history of an item, follow these steps:

1. Click **My Content Server—My Retention Assignments.**
   The My/Other Approval List Page (page -12) is displayed.
2. Click **Pending Reviews** and select the type of item.
   The Pending <type> Review Page (page -14) is displayed.
3. Select **Information—Recent Reviews** from any item’s Actions menu.

Marking Items as Reviewed

Follow this procedure to perform reviews, either for your own assignments or for other people.

1. Click the email notification link you received or click **My Content Server—My Retention Assignments.**
   The My/Other Approval List Page (page -12) is displayed.
2. Click Pending Review.
   The Pending <type> Review Page (page -14) is displayed.
3. For each item you need to review and then mark as reviewed, select **Edit—Mark reviewed** option from the Actions popup menu for that item.
Processing Pending Events

This section contains procedures for processing pending events, either your own or for other people.

- Accessing the Events Interface (page -6)
- Common Functionality in Event Processing (page -6)
- Scheduling a Disposition Action (page -10)

It also describes the following specific events, listed here alphabetically:

- Processing a Checkin New Revision Event (page -7)
- Processing a Create Content Server Archive Event (page -7)
- Processing a Delete All Revisions Event (page -8)
- Processing a Delete Old Revisions Event (page -9)
- Processing a Delete Previous Revision Event (page -9)
- Processing a Delete Revision Event (page -9)
- Processing a Supersede Event (page -10)

Accessing the Events Interface

In the following event descriptions, all events are accessed in the following fashion:

- To process your own events, click My Content Server—My Retention Assignments—Pending Events—My Content.
- To process events of other users, click My Content Server—My Retention Assignments—Pending Events—Other Content.
- To complete your own event, click My Content Server—My Retention Assignments—Pending Completion—My Completed Items.
- To complete events of other users, click My Content Server—My Retention Assignments—Pending Completion—Other Completed Items.
- You can also click the appropriate e-mail notification link to directly access the My/Other Completion List Page (page -15).
Common Functionality in Event Processing

The following list and table describes common functionality regardless of the type of event being processed:

- The Admin.PerformActions right is required to perform these actions. This right is assigned by default to the ‘retadmin’ role.

- For many events, when the disposition event is processed, an audit log file is created automatically behind the scenes and, if possible, checked into the content server. See Audit Log Files for Processed Events (page -3) for further details. The following table indicates those events where this occurs.

- You may be able to only schedule actions and not execute them immediately, depending on the setting of the “Only allow scheduled disposition action” option on the Configure Retention Administration Page (page -1). The following table lists those actions where this occurs.

The following table indicates with an X if an audit log is created and if the action must be scheduled and cannot execute immediately.

<table>
<thead>
<tr>
<th>Event</th>
<th>Audit Log Created</th>
<th>Must schedule; cannot execute immediately</th>
</tr>
</thead>
<tbody>
<tr>
<td>Checkin New Revision</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Create Content Server Archive</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Delete All Revisions</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Delete Old Revisions</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Delete Previous Revision</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Delete Revision</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Supersede</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>
Processing a Checkin New Revision Event

This disposition action takes the latest revision of the affected content items, and checks a copy of those revisions into the content server as new revisions. This may be useful to process a content item revision based on changed historical information, “refresh” an expired document, or enter a content item into a criteria workflow for disposition processing.

1. See Accessing the Events Interface (page -6).
2. Select Checkin New Revision in the Actions popup menu for the item to process.
   You can also choose the Schedule Checkin New Revision command to schedule this action rather than perform it immediately (see Scheduling a Disposition Action (page -10)).

Processing a Create Content Server Archive Event

This action creates a Content Server archive that contains the affected content items with their metadata. This archive can be processed further using the Archiver utility.

1. See Accessing the Events Interface (page -6).
2. Select Schedule Create Content Server from the Actions popup menu the item to process.

   Note: You can only schedule the Create Content Server Archive action; you cannot perform it manually.

   The Create Content Server Archive action is now scheduled to be performed at midnight. For more information about scheduling, see Chapter 7 (Scheduled Tasks).

   After the Create Content Server Archive action has been performed, the generated archive is included in the list of current archives in the content server (as displayed in the Archiver utility), where it can be processed further.

Processing a Custom Disposition Event

1. See Accessing the Events Interface (page -6).
2. In the Actions popup menu for the item to process, click the name of the disposition command that you can want to perform. The available commands depend on the definition of the custom disposition action.
If the custom disposition action was set up to allow scheduling, you can also choose the Schedule... command to schedule the action rather than perform it immediately (see Scheduling a Disposition Action (page -10)).

### Processing a Delete All Revisions Event

This disposition action deletes the content item revision that triggered the disposition action as well as all earlier revisions. The revision that activated the trigger may be the latest revision of a content item, but does not need to be. If a Delete All Revisions event is to be performed on the latest revision of a content item, that content item is essentially removed from the content server completely.

1. See Accessing the Events Interface (page -6).
2. Select Delete All Revisions in the Actions popup menu for the item to process.
   
   You can also choose the Schedule Delete All Revisions command to schedule this action rather than perform it immediately (see Scheduling a Disposition Action (page -10)).

### Processing a Delete Old Revisions Event

This disposition action deletes all revisions prior to the content item revision that triggered the disposition action. The revision that activated the trigger may be the latest revision of a content item, but does not need to be.

1. See Accessing the Events Interface (page -6).
2. Select Delete Old Revisions in the Actions popup menu for the item to process.
   
   You can also choose the Schedule Delete Old Revisions command to schedule this action rather than perform it immediately (see Scheduling a Disposition Action (page -10)).

### Processing a Delete Previous Revision Event

This disposition action deletes the revision prior to the content item revision that triggered the disposition action. The revision that activated the trigger may be the latest revision of a content item, but does not need to be.

1. See Accessing the Events Interface (page -6).
2. Select Delete Previous Revision in the Actions popup menu for the item to process.
You can also choose the Schedule Delete Previous Revision command to schedule this action rather than perform it immediately (see Scheduling a Disposition Action (page -10)).

**Processing a Delete Revision Event**

This disposition action deletes the content item revision that triggered the disposition action. This revision may be the latest revision of a content item, but does not need to be.

1. See Accessing the Events Interface (page -6).
2. Select Delete Revision in the Actions popup menu for the item to process.
   
   You can also choose the Schedule Delete Revision command to schedule this action rather than perform it immediately (see Scheduling a Disposition Action (page -10)).

To view information prior to reviewing or performing actions, follow these steps:

**Processing a No Action Event**

Use this procedure to process a “no action” event, which is usually a rule found mid-disposition. Processing a No Action event merely acknowledges that the disposition milestone has passed, and the next step in the disposition begins processing.

1. See Accessing the Events Interface (page -6).
2. Select No Action in the Actions popup menu for the item to process.
   
   You can also choose the Schedule No Action command to schedule this action rather than perform it immediately (see Scheduling a Disposition Action (page -10)).

**Processing a Notify Authors Event**

This action notifies the original authors of the affected content items.

1. See Accessing the Events Interface (page -6).
2. Select Notify Authors in the Actions popup menu for the item to process.
   
   You can also choose the Schedule Notify Authors command to schedule this action rather than perform it immediately (see Scheduling a Disposition Action (page -10)).

**Processing a Supersede Event**

Supersede events are only available if the Related Content component is installed and enabled.
1. See Accessing the Events Interface (page -6).
2. Select Supersede in the Actions popup menu for the item to process.
   You can also choose the Schedule Supersede command to schedule this action rather than perform it immediately (see Scheduling a Disposition Action (page -10)).

Scheduling a Disposition Action

Most disposition actions can be performed immediately or they can be scheduled to be performed at a later time. This is especially useful for disposition actions that affect large sets of items. Performing the disposition action immediately might put a heavy load on the system, which could diminish its responsiveness and/or result in browser time-outs for end-users. To avoid this, Corporate Edition allows you to schedule disposition actions to be performed at midnight, which is generally an off-peak time in most environments.

To schedule a disposition action, make sure that you choose the Schedule... command in the Actions icon popup menu (/button) of the item you need to process in your My Retention Assignments area.

The disposition action is then put in the queue of actions to be performed. All scheduled disposition actions are performed once a day at midnight.

For more information about scheduling see Chapter 7 (Scheduled Tasks).

RETENTION ASSIGNMENT INTERFACE SCREENS

The following screens are used when processing retention assignments:

- Action Menus (page -11)
- My Content Server Menu (page -12)
- Pending <type> Review Page (page -14)
- My/Other Completion List Page (page -15)
- Disposition ContentPage (page -17)

Action Menus

Single Action menus are available for many items.
The options on this menu vary depending on the type of item used (content, retention category, and so on). The following list summarizes the most commonly seen menu options:

- **Information**: displays a submenu that allows you to access information pages for folders, life cycle of the item, recent reviews, metadata history, and retention schedule reports.

- **Edit**: provides quick links to edit pages for folders or reviews, as well as options to move, close, freeze, or unfreeze an item.

- **Delete**: provides options to delete the item or perform a recursive delete (delete tree).

- **Create**: provides options to create items appropriate to the location in the hierarchy. For example, if this is the action menu for a retention category, Create suboptions include Series and Retention Category.

Clicking the Info icon ( ) displays the Information page for the item. The Action menu options described previously are then available on the Page menu on the item’s information page.

A double Action menu ( ) is also provided for certain type of items. The leftmost menu applies to the type of event being processed and provides options to view information about the action, approve, or schedule the action. The rightmost menu applies to processing options and allows you to list other items affected by the action.

### My Content Server Menu

This menu is used to access several options which are specific to each user, such as saved queries, profile information, and a list of checked-out content.

Clicking on My Retention Assignments on this page brings up the My/Other Approval List Page (page -12) where you can process retention assignments.
My/Other Approval List Page

This page serves as a portal page for most of the retention assignment tasks. To access this page, click My Retention Assignments on the My Content Server Menu (page -12).

This page contains links for both system administrators and regular users. Use this page to view all events that you have been assigned to approve. The following persons may receive notifications of events triggered by disposition rules, depending on the system configuration:

- the author or “filer” of a retention category
- the default notification recipient
- the additional notification reviewer, if specified

The pending events appear in both the other notification recipient’s approval list and the filer’s own approval list. If the main recipient processes the event, the event is removed from the author’s approval list, and vice versa.

All pending events need to be approved. Some events only require approval. After you approve these events, their associated disposition actions are executed automatically and logged in the audit log (see Audit Log Files for Processed Events (page -3)).

The processed events are subsequently removed from the approval list. Some events require two steps, depending on the event type and the item to be processed. First, you need to approve them, and then, after you have manually carried out the action, you need to mark them as completed. After you have marked a two-step event as approved, it is moved from the approval list to the completion list (see My/Other Completion List Page (page -15)), where you can mark it as completed after you have executed the required event action (for example, transferred an item to a different location).

To access the My Approval List page, click My Content Server—My Retention Assignments—Pending Events—Approval List. This page is also displayed when you click on the relevant link in the e-mail notification that you received.
Disposition List Page Menus

Depending on assigned rights and on the default main recipient for notifications, the menus on the pages used for disposition processing contain different links.

- **Pending Review:** This opens a submenu with the following possible option:
  - **My Content:** This opens a Pending <type> Review Page (page -14), which lists all pending items owned by the currently logged-in user that are assigned for review. All users see this menu link, regardless of their assigned rights.
  - **Other Content:** This opens a Pending <type> Review Page (page -14), which lists all pending items owned by others that the currently logged-in user is assigned to review. All users see this menu link, regardless of their assigned rights.

- **Pending Approval:** This opens a submenu with the following options:
  - **My Disposition:** This opens a My/Other Approval List Page (page -12), which lists all dispositions created by the current logged-in user that are pending approval.
  - **Other Disposition:** This opens a My/Other Approval List Page (page -12) which lists dispositions created by other users that are pending approval.

- **Change View:** Opens a submenu that allows you to toggle between two views:
  - **Headline View:** Sets viewing options in a horizontal line.
  - **Thumbnail View:** Sets viewing options with icons representing items.

- **Pending Completion:** Opens a submenu with the following options:
  - **My Completed <instance> Items:** Displays those actions that have been completed by the logged-in user.
  - **Other Completed <instance> Items:** Displays those actions that have been completed by the logged-in user.

**Pending <type> Review Page**

<table>
<thead>
<tr>
<th>Other Pending Content Review</th>
<th>Found potential item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending Review</td>
<td>Pending Approval</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Identifier</th>
<th>Filer</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>FreezeRF1</td>
<td>FreezeRF1</td>
<td>christy</td>
<td>![Actions Icon]</td>
</tr>
</tbody>
</table>
Permissions: The Admin.PerformActions right is required to use these pages. This right is assigned by default to the ‘retadmin’ role. In addition, you must be designated as the notification recipient.

Use this page to view the items that require your review or action. To access this page, click My Content Server—My Retention Assignments. Select the type of review to perform from the Pending Review Page menu. This page is also displayed when you click on the relevant link in the e-mail notification that you received.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page menus</td>
<td>See Disposition List Page Menus (page -13) for details.</td>
</tr>
<tr>
<td>Selection check boxes</td>
<td>Select the check box for each item to be used. You can select the check box in the column heading to select all items on the page.</td>
</tr>
<tr>
<td>Name</td>
<td>The name of the items that needs to be reviewed. If you click on the link, the Exploring page for the Item is displayed from the Browse Content tray.</td>
</tr>
<tr>
<td>Identifier</td>
<td>The ID of the item that needs to be reviewed.</td>
</tr>
<tr>
<td>Filer</td>
<td>The login name of the person who originally created (“filed”) the item.</td>
</tr>
<tr>
<td>Actions icon ( )</td>
<td>See Individual Action Menus (page -3) for details.</td>
</tr>
<tr>
<td>Info icon ( )</td>
<td>Displays an Information page for the item.</td>
</tr>
</tbody>
</table>

My/Other Completion List Page

![My Completion List for idc2](image)
Permissions: The Admin.PerformActions right is required to use this page. This right is assigned by default to the ‘retadmin’ role. In addition, you must be designated as the notification recipient when performing actions for others.

Use this page to view all events you have been assigned to mark as completed, either yours or for others. The following persons may receive notifications of events triggered by disposition rules, depending on the system configuration:

- the author or “filer” of a retention category
- the default notification recipient
- the additional notification reviewer, if specified

The pending events appear in both the other notification recipient’s completion list and the filer’s own completion list. If the main recipient processes the event, the event is removed from the author’s completion list, and vice versa.

Events shown in the completion list have been approved (in the approval list), but also require a completion step. This is typically because the event requires an action that cannot be performed automatically (for example, physically transferring items to a different location). This action needs to be carried out manually, after which the event can be marked as completed on the My Completion List page.

To access this page, click My Content Server—My Retention Assignments—Pending Completion—My Completed <repository name> Items. This page is also displayed when you click on the relevant link in the e-mail notification that you received.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page menus</td>
<td>See Disposition List Page Menus (page -13) for details.</td>
</tr>
<tr>
<td>Name</td>
<td>Indicates the type of disposition action. See Processing Pending Events (page -5).</td>
</tr>
<tr>
<td></td>
<td>If the disposition action is scheduled (see Scheduling a Disposition Action (page -10)), the icon is displayed next to its name.</td>
</tr>
<tr>
<td></td>
<td>If you click on the link, the Disposition Information Page is displayed.</td>
</tr>
</tbody>
</table>
Processing Retention Assignments

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identifier</td>
<td>Lists the identifiers of the affected items. For categories, a number indicates at which step (rule) in the disposition instructions the current event is processing. It is a progress indicator. A zero (0) indicates it is the first step in a disposition instruction that is being processed; a one (1) indicates it is about to process the second step; a two (2) indicates it is processing the third step. This is because the (index) count starts at zero rather than one.</td>
</tr>
<tr>
<td>Filer</td>
<td>The login name of the user who checked in the item.</td>
</tr>
<tr>
<td>Double actions icon (ขวา)</td>
<td>Displays popup menus with options relevant to the event to be approved. One menu applies to the type of event being processed. See Action Menus (page -11) for details.</td>
</tr>
<tr>
<td>Info icon (תבנית)</td>
<td>Displays disposition information for the affected item.</td>
</tr>
</tbody>
</table>

### Disposition ContentPage

Use this page to view or work with all items that will be affected by an action taken from an approval or completion list page. There are separate disposition list pages for each available repository of internal or external content.
**Important:** Any frozen items are listed on this page, but they are not affected by any processing action until they are unfrozen.

To access this page, click any of the **Disposition <type> List** options in the popup actions menu for a pending event.

The number of items displayed in the disposition list depends on the value configured for the Disposition List Result Count option on the **Configure Retention Administration Page** (page -1). It may be useful to limit very long lists, which may otherwise take a long time to load. If the list contains more items than displayed, navigation controls are added to move between pages.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page menus</td>
<td>See <strong>Disposition List Page Menus</strong> (page -13) for details.</td>
</tr>
<tr>
<td>Actions dropdown menu</td>
<td>See <strong>Action Menus</strong> (page -11) for details.</td>
</tr>
<tr>
<td>Selection check boxes</td>
<td>Select the check box for each item to be used in actions performed from the main Page dropdown menus. You can select the check box in the column heading to select all items on the page.</td>
</tr>
<tr>
<td>Name</td>
<td>The title of the item that is affected by the disposition action. If you click on the link, the Content Information page that item is displayed.</td>
</tr>
<tr>
<td>Identifier</td>
<td>The ID of the item that is affected by the disposition action.</td>
</tr>
<tr>
<td>Filer</td>
<td>The login name of the user who originally checked in (“filed”) the item affected by the disposition action.</td>
</tr>
<tr>
<td>Actions icon ( alta)</td>
<td>See <strong>Action Menus</strong> (page -11) for details.</td>
</tr>
<tr>
<td>Info icon ( alta)</td>
<td>Displays the Content Information page for the the item.</td>
</tr>
</tbody>
</table>
WORKING WITH AUDIT TRAILS

OVERVIEW

The audit trail captures and records all user activity that you have configured to be included in the audit trail. An audit trail is critical for tracking user actions within your management system.

This chapter discusses configuring, generating, searching, and archiving an audit trail of activities within Records Manager Corporate Edition. It covers the following topics:

Concepts
- About the Audit Trail (page 9-2)

Tasks
- Configuring the Audit Trail (page 9-3)
- Specifying Metadata Fields to Audit (page 9-4)
- Generating an Audit Trail (page 9-4)
- Searching within the Audit Trail (page 9-5)
- Setting Default Metadata for Checking In Audit Trails (page 9-5)
- Checking In and Archiving the Audit Trail (page 9-6)
- Searching an Archived Audit Trail (page 9-6)
- Viewing an Archived Audit Trail (page 9-7)
About the Audit Trail

The audit trail is generated in the format specified by the Report Format setting on the Configure Retention Administration Page (page 3-1).

Permissions: The Admin.Audit right is required to work with audit trails. This right is assigned by default to the ‘retadmin’ role.

Note: If the generated file is in PDF format, it cannot be viewed using Adobe Acrobat 5.x or earlier. You need at least version 6.0 of the Acrobat software.

At certain points, you can cut off and archive the current audit trail and check it into the content server as a content item itself. The audit trail must be cycled for growth reasons just as all other items. Be sure to check in the audit trail log on a regular basis to keep the file size smaller and the report generation time faster. Each current audit trail is generated from the time Corporate Edition was installed or archived up until the current moment that you request to generate an audit trail.

You can generate an audit trail at any time. Notice that the columns within the audit trail correspond directly with the fields by which you can search within the Search Audit Trail Page (page 9-16).
MANAGING AUDIT TRAILS

Several tasks are involved in managing Audit Trails:

- Configuring the Audit Trail (page 9-3)
- Specifying Metadata Fields to Audit (page 9-4)
- Generating an Audit Trail (page 9-4)
- Searching within the Audit Trail (page 9-5)
- Setting Default Metadata for Checking In Audit Trails (page 9-5)
- Checking In and Archiving the Audit Trail (page 9-6)
- Searching an Archived Audit Trail (page 9-6)
- Viewing an Archived Audit Trail (page 9-7)

Configuring the Audit Trail

The configuration on the Configure Audit Page (page 9-11) determines the administrator and user actions that are recorded for an audit trail.

Permissions: The Admin.Audit right is required to perform this action. This right is assigned by default to the ‘retadmin’ role.

Caution: If you deselect any actions for objects, the actions are not captured by the audit trail. It is recommended that you leave all settings selected and use the Search Audit Trail Page (page 9-16) to narrow down searches of the audit trail. If transactions are heavy and the audit log grows too large too fast, you might want to consider turning off capturing browsing actions to manage the audit trail size.

To configure an audit trail, complete the following steps:

1. Select Audit—Configure Audit on the Configure Retention Administration Page (page 3-1).
   The Configure Audit Page (page 9-11) is displayed.
2. Select the check boxes for the actions to audit for each entity.
3. Click Submit Update. A message indicates configuring the audit was successful. The next time you generate the audit trail, the trail reflects the selections you made.
4. Click OK. The Configure Audit page is displayed again with the updated settings.
Specifying Metadata Fields to Audit

Use this procedure to specify which metadata fields should be included in the audit trail.

Permissions: The Admin.SelectMeta right is required to perform this action. This right is assigned to the ‘retadmin’ role by default.

1. Select Audit—Select Audit Fields from the Configure Retention Administration Page (page 3-1).
   
   The Audit Fields Page (page 9-13) is displayed.

2. Select the check boxes for the metadata field that you want included in the audit trail.

3. Click Submit Update when you finish.

Note: Any changes take effect immediately; you do not need to restart the content server.

Generating an Audit Trail

This action creates an audit trail in the format specified by the Report Format setting on the Configure Retention Administration Page (page 3-1). For further information, see Configuring the Audit Trail (page 9-3) and Specifying Metadata Fields to Audit (page 9-4).

Permissions: The Admin.Audit right is required to perform this action. This right is assigned by default to the ‘retadmin’ role.

1. Select Audit—Audit Trail from the Page menu on the Configure Retention Administration Page (page 3-1).

2. You are prompted to open or save the document.

3. You can view, save, mark up, or print the report within the Acrobat viewer window. Close the browser window when you complete printing or viewing the report.
Note: If you generate any subsequent audit trails without closing the separately launched browser window, the audit trail refreshes within the browser window that is already open. If you are clicking the Audit Trail link and it seems as though you are not getting any results, make sure the browser window is not already open underneath any other windows.

Searching within the Audit Trail

Use this procedure to further refine a search within the current audit trail. For example, you can search for all delete actions, or all delete actions by a particular user, or all actions by a particular user, and so on. To search within archived audit trails, see Searching an Archived Audit Trail (page 9-6). To view example current audit trail searches, see Examples: Searching the Audit Trail (page 9-7).

Permissions: The Admin.Audit right is required to perform this action. This right is assigned by default to the ‘retadmin’ role.

1. Select Audit—Search Audit Trail from the .

   The Search Audit Trail Page (page 9-16) is displayed.

2. Make the selections to narrow your search. You can select as much or as little detail as you want. To adjust the scope (narrow or widen) of the search, you can use the Boolean operators before each field.

3. Click Search. The search results are displayed in the format specified by the Report Format setting on the Configure Retention Administration Page.

Setting Default Metadata for Checking In Audit Trails

Setting the default metadata is useful for setting similar check-in attributes.

Permissions: The Admin.Audit right is required to perform this action. This right is assigned by default to the ‘retadmin’ role.

Important: You must set the default metadata before you can check in an audit trail for the first time.

To set the default metadata for checking in and archiving a portion of the audit trail, complete the following steps:
1. Select **Audit—Checked-In Audit Entries** from the Configure Retention Administration Page (page 3-1).

   The Checked-In Audit Entries Page (page 9-13) is displayed.

2. Click the **Default Metadata for Checked-In Audit Entries** link.

   The Default Metadata for Checked-In Audit Entries Page (page 9-15) is displayed.

3. Make selections that reflect the metadata you most commonly use when checking in an archived audit trail. When you are done, click **Submit Update**. A message is displayed saying that default metadata has been updated successfully.

4. Click **OK**.

### Checking In and Archiving the Audit Trail

A user must have performed at least one action while logged into Corporate Edition to generate an audit trail entry. If you attempt to check in an empty audit trail, a message informs you that there are no entries in the audit trail. Before you can check in an audit trail for the first time, you must set the default metadata for the check-in (see Setting Default Metadata for Checking In Audit Trails (page 9-5)).

**Permissions:** The Admin.Audit right is required to perform this action. This right is assigned by default to the ‘retadmin’ role.

1. Select **Audit—Checkin-In Audit Entries** from the Configure Retention Administration Page (page 3-1).

   The Checked-In Audit Entries Page (page 9-13) is displayed.

2. In the Check In Audit Entries area, specify the date and time to cut off the audit trail in the **Date** box, and click **Archive**. The check-in confirmation page is displayed.

**Note:** The content ID of the checked-in audit trail is as follows:

AUDITLOGARCHIVEyyymmddhhmmss (e.g., AUDITLOGARCHIVE040810121728) (where ‘yyymmdd’ is the current date (year, month, day) and ‘hhmmss’ the current time (hour, minutes, seconds).

3. Click [Content Info] to view the information about the archived audit log. The Content Information page is displayed. To view the audit log you just checked in, click the **Web Location** or the **Native File** in the **Links** area of the content information page.
Searching an Archived Audit Trail

Use this procedure to search for all checked in and archived audit trails.

**Prerequisites:**

- Checking In and Archiving the Audit Trail (page 9-6)

**Permissions:** The Admin.Audit right is required to perform this action. This right is assigned by default to the ‘retadmin’ role.

1. Select Audit—Checked-In Audit Entries from the Configure Retention Administration Page (page 3-1).
   The Checked-In Audit Entries Page (page 9-13) is displayed.
2. Click **Search**. The results of the search are displayed in the search results page. From the search results page, you can click options in the **Query Actions** list to:
   - search within the results
   - save the search

Viewing an Archived Audit Trail

Use this procedure to view an archived audit trail for which you have searched.

**Prerequisites:**

- Searching an Archived Audit Trail (page 9-6)

To view an archived audit log from the search results page, do one of the following:

- click the ID (quickest method)
- click the information icon ( ), and then click the PDF links on the content information page.

**EXAMPLES: SEARCHING THE AUDIT TRAIL**

This example searches the current audit trail and presents the results in the format specified by the Report Format setting on the Configure Retention Administration Page (page 3-1). The current audit trail is the active audit log that is currently capturing information; that is, it is not an archived and checked-in audit trail log.
Search for Successful Create Category Actions

This example searches for successful create actions attempted by all users on a retention category.

Permissions: The Admin.Audit right is required to perform these tasks. This right is assigned by default to the ‘retadmin’ role.

To search the audit trail for actions of successfully creating retention categories, complete the following steps:

1. Select Audit—Search Audit Trail from the Configure Retention Administration Page (page 3-1).
   The Search Audit Trail Page (page 9-16) is displayed.
2. Clear the user name from the User box.
3. In the Successful list, select Yes.
4. In the Action list, select Create.
5. In the Type list, select Category.

Click Search. Depending on the report format chosen, your search results are displayed or you are prompted to save the report. All successful create category actions are listed.

AUDIT TRAIL INTERFACE SCREENS

Note: The PDF file cannot be viewed using Adobe Acrobat 5.x or earlier. You need at least version 6.0 of the Acrobat software.

The following screens are used when managing audit trails:
- Sample Audit Trail (page 9-9)
- Configure Audit Page (page 9-11)
- Audit Fields Page (page 9-13)
- Checked-In Audit Entries Page (page 9-13)
- Default Metadata for Checked-In Audit Entries Page (page 9-15)
- Search Audit Trail Page (page 9-16)
## Sample Audit Trail

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>This column displays the date and time the action occurred. The format of the date and time depend on your systems settings and user locale.</td>
</tr>
<tr>
<td>User</td>
<td>This column displays the user name of the person who performed the action.</td>
</tr>
<tr>
<td>Successful</td>
<td>This column displays ‘Yes’ or ‘No’, depending on if the corresponding action was successful.</td>
</tr>
<tr>
<td>Action</td>
<td>Displays the action the user performed. The actions recorded in this column depend on your settings for both actions and the corresponding selected objects in the Configure Audit Page (page 9-11).</td>
</tr>
<tr>
<td>Type</td>
<td>Displays the type of retention schedule object upon which the action was performed.</td>
</tr>
</tbody>
</table>
### Column Description

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
</table>
| ID | Displays the identifier of the audited item:  
- For **retention schedule objects**, the series identifier or category identifier.  
- For **retention schedule components**, the identifier of the custom period, supplemental marking, or custom trigger.  
- For **metadata fields**, the unique Content Server identifier (dID) of the content item for which the metadata field was changed.  
This column is empty in case of any changes to the configuration. |
| Name | Displays the name of the audited item:  
- For **retention schedule objects**, the series or category name.  
- For **retention schedule components**, the name of the custom period or custom trigger.  
- For **metadata fields**, the title of the content item for which the metadata field was changed.  
If a retention schedule report was generated, “Retention Schedule” is displayed in the Name field.  
This column is empty in case of any changes to the configuration. |
| Details | Displays the details of Edit actions—for example, changes to the configuration settings or metadata field values. |
| Comments | Displays information such as any reason entered for freezing an item or deleting an item.  
This column does not display any comments entered in the Comments box when checking in an item Content Server’s content check-in page. |

**Tech Tip:** The audit trail reports are generated using Idoc Script, much like regular content server pages. This means they can be customized in much the same way as content server pages. For more information see the Content Server developer documentation.
Configure Audit Page

Permissions: The Admin.Audit right is required to use this screen. This right is assigned by default to the ‘retadmin’ role.

By default, all options are selected when you first access the Configure Audit page. To access this page, select Retention Administration—Audit—Configure Audit from the Administration tray.

Note: The Edit Metadata column is only visible if the Log Metadata Changes option is enabled on the Configure Retention Administration Page.
## Working With Audit Trails

### Audited Objects and Features

<table>
<thead>
<tr>
<th>Audited Objects and Features</th>
<th>Actions Recorded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Series</td>
<td>Select the check boxes for the actions you want recorded within the current audit trail:</td>
</tr>
<tr>
<td>Category</td>
<td>✤ <strong>Delete</strong>—All action of deleting items are recorded in the current audit trail.</td>
</tr>
<tr>
<td>Period</td>
<td>✤ <strong>Edit</strong>—All actions of editing items are recorded in the current audit trail.</td>
</tr>
<tr>
<td>Trigger</td>
<td>✤ <strong>Create</strong>—All actions of creating items are recorded in the current audit trail.</td>
</tr>
<tr>
<td>Custom Direct Trigger</td>
<td>✤ <strong>Retrieve</strong>—All items that are retrieved are recorded in the audit trail. This means the information was viewed within an information page.</td>
</tr>
<tr>
<td>Indirect Trigger</td>
<td>✤ <strong>Browse</strong>—All browsing actions within the retention schedule are recorded in the current audit trail.</td>
</tr>
<tr>
<td>Configuration</td>
<td>✤ <strong>Search</strong>—All searching actions for items are recorded in the current audit trail. Screening is also captured by the Search action.</td>
</tr>
<tr>
<td>Content</td>
<td>✤ <strong>Edit Metadata</strong>—All metadata changes for items, categories and series are recorded in the current audit trail. Not only is the changed status recorded, but also what the change entails (old and new field values). This column is only visible if the Log Metadata Changes option is enabled on the Configure Retention Administration Page.</td>
</tr>
<tr>
<td>Freeze</td>
<td><strong>Note:</strong> The User Accounts column represents users and is not to be confused with the accounts-based security model within Universal Content Management. The Configure Audit User Accounts option tracks users and not document accounts. The User Groups options tracks users assigned to an alias group.</td>
</tr>
<tr>
<td>User Groups</td>
<td></td>
</tr>
<tr>
<td>User Accounts</td>
<td></td>
</tr>
<tr>
<td>Indirect Trigger Data</td>
<td></td>
</tr>
<tr>
<td>Custom Security Field</td>
<td></td>
</tr>
<tr>
<td>Related Content Type</td>
<td></td>
</tr>
</tbody>
</table>

### Submit Update button

Submits your updates.

### Reset button

Resets the page to the initial settings.
Audit Fields Page

Audit Fields

Select the fields you want audited.

- Content ID
- Title
- Author
- Type
- Security Group
- Revision
- Checked out
- Checked out by
- Revision Rank
- Latest Revision
- Check In Date
- Indexed Date
- Release Date
- Expiration Date
- Comments
- Category/D
- Review Date
- Superseded Date
- Is Frozen
- Freeze Name
- Freeze Reasons
- Subject to Review
- Reviewer
- Review Period
- Review Period Units
- No Longer LatestRevision Date
- Superseded Twice
- Life Cycle
- Profile Trigger
- Superseding Content
- New Revision Date

Permissions: The Admin.SelectMeta and Admin.Audit rights are required to use this page. Audit.SelectMeta is assigned to ‘retadmin’ by default.

Use this page to specify which metadata fields should be included in the audit trail. To access this page, select Audit—Audit Fields from the Configure Retention Administration Page (page 3-1).

Checked-In Audit Entries Page
Permissions: The Admin.Audit right is required to use this page. This right is assigned by default to the ‘retadmin’ role.

Use this page to cut off and check in the audit trail. You must first set the default metadata for the audit trail when archiving and checking it into the content server. In addition, you can search archived audit trails from this page.

To access this page, select Audit—Checked-In Audit Entries from the Configure Retention Administration Page (page 3-1).

You can do any of the following actions on this page:

- To set the default metadata for checking in audit logs, click the Default Metadata for Checked-in Audit Entries link. The Default Metadata for Checked-In Audit Entries Page (page 9-15) is displayed.

Important: It is very important that you specify default metadata for checked-in audit logs. These settings determine how and where the audit logs are checked in. For details, see Default Metadata for Checked-In Audit Entries Page (page 9-15).

- To check in an audit trail as a content item, enter a date in the Date box of the Check In Audit Entries area, and click Archive. A check-in confirmation page is displayed.

- To search by date audit trails that are archived and checked in, specify the date range within which to search in the From and To boxes. To perform a full text search, enter keywords or phrases separated by commas as noted in the interface, and click Search.
Default Metadata for Checked-In Audit Entries

Permissions: The Admin.Audit right is required to use this page. This right is assigned by default to the ‘retadmin’ role.

Use this page to set the default metadata for checking in archived audit trails. You must set the default metadata for audits before you can archive audit trails. After the default metadata are set, you can check in with the same metadata or edit the metadata before check-in. Setting the default metadata saves time when checking in an archive with the same metadata. Defining default metadata enables you to create a “template” for checking
in audit logs with similar metadata. You can edit the metadata for the audit logs at any time.

To access this page, select **Audit—Checked-In Audit Entries** from the Configure Retention Administration Page (page 3-1). Click the **Default Metadata for Checked-In Audit Entries** link.

### Search Audit Trail Page

**Permissions:** The Admin.Audit right is required to use this page. This right is assigned by default to the ‘retadmin’ role.

Use this page to narrow down a search within an audit trail. The search results of the audit trail are presented in the format specified by the Report Format setting on the Configure Retention Administration Page.

To access this page, select **Audit—Search Audit Trail** from the Configure Retention Administration Page (page 3-1)

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Search Audit Trail section</strong></td>
<td></td>
</tr>
<tr>
<td>Date fields</td>
<td>The date or date range during which to search the audit trail.</td>
</tr>
<tr>
<td></td>
<td>‣ <strong>From</strong>—The search finds actions recorded on or after the From date.</td>
</tr>
<tr>
<td></td>
<td>‣ <strong>To</strong>—The search finds actions recorded before but not on the To date.</td>
</tr>
<tr>
<td></td>
<td>You can click the icon to the right of each field to choose a date from a calendar popup.</td>
</tr>
<tr>
<td>User field</td>
<td>Enter the user name to search for in the audit trail. Any actions by the user name you entered are retrieved in the search audit report. The default is the user that is currently logged in.</td>
</tr>
<tr>
<td>Successful field</td>
<td>Select a successful or unsuccessful action by which to search within the current audit trail. Available options are:</td>
</tr>
<tr>
<td></td>
<td>‣ <strong>Yes</strong>—The attempted action was successful.</td>
</tr>
<tr>
<td></td>
<td>‣ <strong>No</strong>—The attempted action was not successful.</td>
</tr>
</tbody>
</table>
### Working With Audit Trails

#### Feature

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action list</td>
<td>Select the enabled action by which to search within the current audit trail. These actions are enabled on the Configure Audit Page (page 9-11).</td>
</tr>
<tr>
<td>Type list</td>
<td>Select the type by which to search the audit trail. The types displayed are those that are enabled in the Configure Audit Page (page 9-11).</td>
</tr>
<tr>
<td>ID field</td>
<td>Enter an identifier for a series, retention category or content item to track. You can also enter the identifier of a custom period, custom trigger, supplemental marking, or custom security field.</td>
</tr>
<tr>
<td>Name field</td>
<td>Enter the name of a series, retention category or content item to search for in the audit trail. You can also enter the name of a custom period, custom trigger, supplemental marking, or custom security field.</td>
</tr>
<tr>
<td>Details field</td>
<td>Enter a few keywords that contain details to search for in the audit trail. Details tracked include changes to retention management configuration, the document ID, and so on.</td>
</tr>
<tr>
<td>Comments field</td>
<td>Enter a text string by which to search for as comments, such as a freeze or delete reason.</td>
</tr>
</tbody>
</table>

#### Results Options section

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sort By field list</td>
<td>Specifies the field that the search results are sorted by, such as Date, User, or ID.</td>
</tr>
</tbody>
</table>
| Sort By order list | Specifies the sort order of the search audit results:  
  - **Descending (default)**—Sorts alphabetical results in Z-A order; numerical results in 9-0 order; and date results in newest to oldest order.  
  - **Ascending**—Sorts alphabetical results in A-Z order; numerical results in 0-9 order; and date results in oldest to newest order. |
## Working With Audit Trails

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
</table>
| Search button | Displays the audit trail items that match the search criteria. The search audit report is generated in the format specified by the Report Format setting on the Configure Retention Administration Page.  
If no search criteria is entered, the entire search audit trail is displayed.  
To return to the Search Audit Trail page, click the browser’s Back button, or click a link to which to navigate in the tray area. |
| Clear button      | Clears any criteria entered into the search fields and resets to the initial defaults, such as “Substring.” The Clear button does not reset Results Options settings.                                         |
Chapter 10

Generating User and Group Reports

Overview

After you create your users and alias groups, and assign management roles and rights to users, you can generate reports to view at a glance which users and alias groups have access to your application. The following reports are available:

- User Report (page -2)
- Role Report (page -3)
- Group Report (page -4)
- Group-User Report (page -5)

The reports are generated in the format specified by the Report Format setting on the Configure Retention Administration Page.

Note: If the generated report file is in PDF format, it cannot be viewed using Adobe Acrobat 5.x or earlier. You need at least version 6.0 of the Acrobat software.

Tech Tip: The user and group reports are generated using IDoc Script, much like regular content server pages. This means they can be customized in much the same way as content server pages. For more information see the Content Server developer documentation.
Generating User and Group Reports

**Permissions:** The Admin.Reports right is required to produce any reports. This right is assigned by default to the ‘retadmin’ role. Content Server’s Admin role is also required.

**USER REPORT**

---

<table>
<thead>
<tr>
<th>Name</th>
<th>Full Name</th>
<th>E-mail Address</th>
<th>Creation Date</th>
<th>Change Date</th>
<th>Supplemental</th>
</tr>
</thead>
<tbody>
<tr>
<td>pf_tr</td>
<td>Portuguese User (Brazil)</td>
<td></td>
<td>7/12/04 10:46 AM</td>
<td>7/12/04 10:46 AM</td>
<td></td>
</tr>
<tr>
<td>rma</td>
<td>RTA User</td>
<td></td>
<td>7/14/04 10:51 AM</td>
<td>7/14/04 10:51 AM</td>
<td></td>
</tr>
<tr>
<td>rmadmin</td>
<td>Records Manager</td>
<td></td>
<td>7/23/04 12:1 PM</td>
<td>7/23/04 12:1 PM</td>
<td></td>
</tr>
<tr>
<td>rmp privileged</td>
<td>RTA Privileged User</td>
<td></td>
<td>7/14/04 10:51 AM</td>
<td>7/14/04 10:51 AM</td>
<td></td>
</tr>
<tr>
<td>sysadmin</td>
<td>System Administrator</td>
<td></td>
<td>7/16/04 1:31 PM</td>
<td>7/23/04 12:17 PM</td>
<td></td>
</tr>
<tr>
<td>us</td>
<td>English User (USA)</td>
<td></td>
<td>7/12/04 10:50 AM</td>
<td>7/12/04 10:50 AM</td>
<td></td>
</tr>
</tbody>
</table>

Use this report to see a list of all users who have access to the Corporate Edition application. The users are defined in Content Server’s User Admin utility and then assigned rights and roles.

To generate this report, select **Reports—User Report** from the Page menu on the **Configure Retention Administration Page** (page -1).

**Column** | **Description**
----------|--------------------------------------------------
User Name  | Displays the user name of the user as entered in Content Server’s User Admin utility.
Full Name  | Displays the full name of the user as entered in Content Server’s User Admin utility.
E-mail Address | Displays the e-mail address of the user.
Generating User and Group Reports

### ROLE REPORT

Use this report to view a list of all users and their assigned roles.

To generate this report, select **Reports—Role Report** from the Page menu on the **Configure Retention Administration Page** (page -1).

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creation Date</td>
<td>Displays the date and time the user was created in Content Server’s User Admin utility.</td>
</tr>
<tr>
<td>Change Date</td>
<td>Displays the date and time the user information was last modified in Content Server’s User Admin utility.</td>
</tr>
<tr>
<td>Supplemental</td>
<td>Displays any supplemental markings assigned to a user in Content Server’s User Admin utility.</td>
</tr>
</tbody>
</table>

**All Users Roles**

<table>
<thead>
<tr>
<th>User</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>rma</td>
<td>rma</td>
</tr>
<tr>
<td>rmadmin</td>
<td>admin</td>
</tr>
<tr>
<td>rmadmin</td>
<td>rmadmin</td>
</tr>
<tr>
<td>rmprivileged</td>
<td>rmprivileged</td>
</tr>
<tr>
<td>sysadmin</td>
<td>admin</td>
</tr>
<tr>
<td>sysadmin</td>
<td>rmadmin</td>
</tr>
<tr>
<td>sysadmin</td>
<td>sysmanager</td>
</tr>
<tr>
<td>us</td>
<td>admin</td>
</tr>
</tbody>
</table>

Use this report to view a list of all users and their assigned roles.

To generate this report, select **Reports—Role Report** from the Page menu on the **Configure Retention Administration Page** (page -1).
Generating User and Group Reports

**GROUP REPORT**

Use the All Groups report to view a list of all groups defined for the Corporate Edition application.

To generate this report, select **Reports—Group Report** from the Page menu on the **Configure Retention Administration Page** (page -1).

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User</td>
<td>Displays the user name of the user as entered in Content Server’s User Admin utility.</td>
</tr>
<tr>
<td>Role</td>
<td>Displays the role assigned to the user.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Name</td>
<td>Lists all alias groups defined in Content Server’s User Admin utility.</td>
</tr>
<tr>
<td>Description</td>
<td>Displays a short description of each alias group.</td>
</tr>
</tbody>
</table>
**GROUP-USER REPORT**

Use this report to view a list of all users and groups (aliases) currently defined for access in the Corporate Edition application. The users and groups (aliases) are assigned in Content Server’s User Admin utility.

To generate this report, select **Reports—Group-User Report** from the Page menu on the **Configure Retention Administration Page** (page -1).

<table>
<thead>
<tr>
<th>Column</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group</td>
<td>Lists all alias groups defined in Content Server’s User Admin utility.</td>
</tr>
<tr>
<td>User</td>
<td>Lists every user assigned to an alias group.</td>
</tr>
</tbody>
</table>
Chapter 11

EXPORTING AND IMPORTING CORPORATE EDITION ARCHIVES

OVERVIEW

If you set up a Corporate Edition environment on one computer (including retention schedule, security scheme, and so on), you may want to copy this configuration information to another computer—for example, from a development machine to a production machine or a mirrored site. You can easily accomplish this using built-in archive import and export features.

This chapter discusses exporting archives and importing them into other instances to duplicate the retention schedule and a variety of other configuration settings. It covers the following topics:

Concepts

- About Content Archives (page 11-2)
- The Export/Import Process (page 11-3)
- Import/Export Rights and Permissions (page 11-3)

Tasks

- Exporting a Content Archive (page 11-4)
- Importing a Content Archive (page 11-5)
Interface

❖ Import/Export Content Archive Page (page 11-6)

ABOUT CONTENT ARCHIVES

You can also use the import/export features to back up or restore your retention schedule and other configuration settings. The export feature copies a variety of configuration settings to a separate .hda file that can be imported into another Corporate Edition instance or stored in a safe location for backup purposes. The .hda file is a plain-text, serialized data file that can be opened in any text editor.

Retention Schedule objects should be imported before importing content server content. Content server content should be imported before importing the content-related objects.

Permissions: See Import/Export Rights and Permissions (page 11-3) for details.

The archive export and import features enable you to export and import the following:

❖ Periods
❖ Triggers
❖ Retention schedules
❖ Dispositions history—that is, a log of all actions that have been performed on content
❖ Freezes
❖ Recurring scheduled tasks

When importing an archive, you may choose to overwrite any existing items, or leave them unchanged.

When custom category metadata fields are imported, the order of the fields is not updated. You must restart the Content Server after importing custom fields.

The disposition history is not updated. Only new dispositions are imported.

Note: The export feature copies the retention schedule definition (i.e., the defined hierarchy of series and categories together with their disposition instructions), not the content items within the retention schedule.

Note: If an add-on is installed, there may be additional items available for export.
Important: If your organization uses ACL security on your retention schedule, the import and export only includes content items that can be accessed by the user performing the import or export. For example, if the person does not have ACL access to a particular category, that category is not imported or exported. A message is displayed during the import or export process if any objects are not processed due to ACL access. Make sure that you have ACL access to all items to export and import.

The Export/Import Process

The process of importing and exporting content consists of three distinct parts.

1. You must first import or export a retention schedule and any of the objects in that schedule. This corresponds to the Include Retention Schedules Plan portion of the Export and Import screens.

2. Then you can import or export the content using the Content Server Archiver. See the System Migration Guide for details about using the Archiver.

3. After content has been imported or exported using the Archiver, you can import or export the Disposition History of related objects if so desired. This corresponds to the Include Dispositions History portion of the Export and Import screens.

Import/Export Rights and Permissions

The following export rights are needed for specific objects. These rights are included by default with the ‘retadmin’ role:

- Admin.RetentionSchedulesArchive right to export a Retention Schedule.
- Admin.Triggers right to export triggers.
- Admin.PerformActions right to export Disposition Histories.
- Admin.RecordManager right to export objects other than those mentioned previously.

The following import rights are needed for specific objects:

- Category.Edit and Record.Edit rights to import a Retention Schedule (because these objects are part of a Retention Schedule).
- Admin.Triggers right to import triggers.
- Admin.PerformActions right to import Disposition Histories.
- Admin.CustomDispositionActions to import Disposition Actions.
Admin.RecordManager right to import objects other than those mentioned previously.
- If ACL security is enabled, make sure you have access to all retention schedule components and objects to import.

**MANAGING IMPORTS AND EXPORTS**

The following tasks are performed when importing or exporting archives:
- Exporting a Content Archive (page 11-4)
- Importing a Content Archive (page 11-5)

**Exporting a Content Archive**

Use this procedure to export an archive that you can import into another instance (located on the same or a separate system) or for backup purposes. You can choose which of the available items should be exported.

Permissions: See Import/Export Rights and Permissions (page 11-3) for details.

1. Select **Tasks—Import/Export** from the Configure Retention Administration Page (page 3-1).
   - The Import/Export Content Archive Page (page 11-6) is displayed.
2. Select all items that should be included in the export.
3. Click **Export**.
   - The File Download dialog is displayed.
4. To save the archive, click **Save**.
   - The Save As dialog is displayed.
5. Specify a name for the archive, and navigate to the location to save the .hda archive file.
6. Click **Save**.
   - The file is saved to the specified location, and you return to the Export Content Archive page.
Importing a Content Archive

Use this procedure to import an archive that you exported on another instance (located on
the same or a separate system). You can choose which of the available items in the archive
should be imported. The items to import must have been included in the export of the
archive.

Permissions: See Import/Export Rights and Permissions (page 11-3) for details.

1. Select Tasks—Import/Export from the Configure Retention Administration Page
   (page 3-1).

   The Import/Export Content Archive Page (page 11-6) is displayed.

2. Select all items that should be included in the import, and specify whether to update
   existing items or leave them untouched.

3. Click Browse next to the Archive File box to select the archive file (.hda) to import.

4. After you have selected the file, click Import. The import adds all new items and
   updates any existing ones, if applicable. The results of the imported archive are
   tracked in the audit trail for the enabled actions.

   If an error occurs, the error message indicates the number of checkbox items which failed,
   not necessarily the number of individual errors for all retention schedule components.

IMPORT/EXPORT INTERFACE SCREEN

The following screen is used when managing the import/export process:

- Import/Export Content Archive Page (page 11-6)
Import/Export Content Archive Page

Use this page to import or export an archive. To access it, select Archive Administration from the Administration tray.

<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Export Date field</td>
<td>This field enables you to export only items that have changed since a specific date. Enter the start date or select one using the calendar icon next to the field.</td>
</tr>
<tr>
<td></td>
<td><strong>Note:</strong> This field is only displayed if the Show Export Date check box on the Configure Retention Administration Page (page 3-1) has been selected.</td>
</tr>
</tbody>
</table>
### Feature | Description
--- | ---
Retention Schedule Objects check boxes | Select a check box to include the specified item in the exported archive, or clear it to exclude it. Note the following:
   - Only *recurring* scheduled tasks are exported. This means that scheduled screening reports are included, but scheduled disposition actions are not.
Content Related Objects check boxes | Select a check box to include the specified item in the exported archive, or clear it to exclude it. At this time only the Dispositions History can be checked. The dispositions history is a log of all actions that have been performed on content items (expiring, freezing, etc.).
Import or Export button | Imports or exports the archive file to a location and name that you specify.
Reset button | Resets the page to its initial settings (i.e., before you made any changes).

**Note:** If an add-on is installed, there may be more items available for export than the ones shown in the above screenshot (for example, items related to physical content if its associated add-on is installed)
CORPORATE EDITION SERVICES

OVERVIEW

This appendix contains a list of the main services that are used by Corporate Edition:

- About Services (page A-2)
- ACTIVATE_SERVICE (page A-3)
- APPROVE_DELETE_SERVICE (page A-3)
- BROWSECATEGORY_FORM (page A-3)
- BROWSE_SERIES_FORM (page A-4)
- CHECKIN_NEW_REVISION_SERVICE (page A-4)
- CHECKIN_SIMILAR_FORM (page A-4)
- CLEAR_RECORD_CANCELLED_DATE (page A-4)
- DELETE_ALL_BUT_LAST_N_REVISIONS_SERVICE (page A-5)
- DELETE_REVISION_SERVICE (page A-5)
- FREEZE_RECORD (page A-5)
- INFOCATEGORY_FORM (page A-6)
- INFO_RECORD_LIFECYCLE (page A-6)
- INFO_RECORD_REVIEW_HISTORY (page A-6)
- INFO_SERIES_FORM (page A-6)
- MARK_RECORD_CANCELLED_DATE (page A-6)
ABOUT SERVICES

A typical service call is similar to the following:

LIST_DISPOSITION_RECORDS  
Service 33 PENDING_REVIEW_LIST null null !csUnableToGetRecordsList 
3:hasRmaRights:admin.performactions:0:null 
3:checkRecordsFoldersMap::0:null 
3:setLocalValuesAfterEval:dRequestedUser,<$dUser$>::null 
3:setLocalValues:IsNavigation,1::null 

In this example:

- the first line indicates the service name: LIST_DISPOSITION_RECORDS
- The second line lists the service’s attributes:
  - Service class: service (generic service)
  - Access level: 33
  - Template: PENDING_REVIEW_LIST
  - Service type: null
  - Subjects Notified: null
  - Error message: Unable to get records list
- The remainder of the entry lists the service’s actions, each line designating one action:
  - action type: for example, 3, indicating a Java method.
  - action name: for example, hasRmaRights

Note: For more information about how services are used in Oracle products and how to modify their behavior, see the Services Reference Guide.
• action parameters: for example, dRequestUser. If no parameters are specified, :: are included.
• action control mask: for example, 1, indicating “Ignore error”. If no control mask is specified, :: is included.
• action error message, or null if no message is available.

Each element of the service’s action is separated by a colon (:).

Important: All services have at least one required parameter. The IdcService parameter takes the name of the service as its argument. If any other parameters are required, they are noted in the description of the service.

See the Services Guide for details about a service’s attributes and actions.

**ACTIVATE_SERVICE**

This service is used to set an Activate disposition action date.

**Additional Required Service Parameters**

- dDispositionID: The unique identifier of the disposition action to be processed.

**APPROVE_DELETE_SERVICE**

This service is used to an Approve Delete disposition action date.

**Additional Required Service Parameters**

- dDispositionID: The unique identifier of the disposition action to be processed.

**BROWSE_CATEGORY_FORM**

This service is used to retrieve a page used to browse the contents of a retention category in the retention schedule.

**Additional Required Service Parameters**

- dCategoryID: The unique identifier of the retention category to be retrieved.
BROWSE_SERIES_FORM

This service is used to retrieve a page used to browse the contents of a series in the retention schedule.

*Additional Required Service Parameters*

- dSeriesID: The unique identifier of the series to be retrieved.

CHECKIN_NEW_REVISION_SERVICE

This service is used to check in the latest revision of a content item as a new revision. This is usually used to trigger a workflow.

CHECKIN_SIMILAR_FORM

This service is used to retrieve the Check In Similar page. This is a check-in page with metadata fields already filled in based on the previous content item checked in.

*Additional Required Service Parameters*

- dID: The unique content ID for the item already checked in.

CLEAR_RECORD_CANCELLED_DATE

This service is used to clear the date at which a content item was cancelled.

*Additional Required Service Parameters*

- dID: The unique identifier of the item to be processed.
DELETE_ALL_BUT_LAST_N_REVISIONS_SERVICE

This service is used to process a Delete All But Last N Revisions disposition action. The administrator sets \( n \), which is a variable.

**Additional Required Service Parameters**

- dDispositionID: The unique identifier of the disposition action to be processed.

DELETE_REVISION_SERVICE

This service is used to delete the latest revision of a content item.

**Additional Required Service Parameters**

- dDispositionID: The unique identifier of the disposition action to be processed.

FREEZE_RECORD

This service is used to freeze an existing content item. Freezing a content item pauses any processing of disposition rules associated with the content item until the UNFREEZE_RECORD service is called.

**Additional Required Service Parameters**

- dID: The content ID of the content item to be frozen.
- auditComments: The freeze name.
- auditComments2: The freeze reason.

See also:

- **UNFREEZE_RECORD** (page A-9)
INFOCATEGORYFORM

This service is used to retrieve the information page of a retention category.

Additional Required Service Parameters

- dCategoryID: The unique identifier of the retention category to be retrieved.

INFORECORDLIFECYCLE

This service is used to retrieve the lifecycle information page for a content item.

Additional Required Service Parameters

- dID: The content ID of the item.
- dCategoryID: The unique identifier of the retention category associated with the item.

INFORECORDREVIEWHISTORY

This service is used to retrieve the review history of a content item.

Additional Required Service Parameters

- dID: The content ID of the content item.

INFOSERIESFORM

This service is used to retrieve the information page for a series in the retention schedule.

Additional Required Service Parameters

- dSeriesID: The unique identifier of the series.

MARKRECORDCANCELLEDDATE

This service is used to set the current date for when a content item will be cancelled.
**Additional Required Service Parameters**

- dID: The content ID of the content item to be processed.
- currentDate: The date to be used as the cancellation date.

**MARK_RECORD_REVIEW_DATE**

This service is used to set the current date for when a content item will be reviewed.

**Additional Required Service Parameters**

- dID: The content ID of the content item to be processed.
- currentDate: The date to be used as the review date.

**PREVIEW_RECORD_LIFECYCLE**

This service is used to retrieve the lifecycle preview of a content item.

**Additional Required Service Parameters**

- dID: The content ID of the content item to be processed.

**RMA_EXPORT_ARCHIVE_SERVICE**

This service is used to add a archive to a Content Server archive.

**Additional Required Service Parameters**

- dDispositionID: The unique identifier of the disposition action.

**RMA_EXPORT_SERVICE**

This service is used to create a zip archive.
**Corporate Edition Services**

*Additional Required Service Parameters*
- dDispositionID: The unique identifier of the disposition action.

**RMA_MARK_COMPLETED**

This service is used to mark the completion of an action.

*Additional Required Service Parameters*
- dDispositionID: The unique identifier of the disposition action.

**RMA_NO_ACTION_SERVICE**

This service is used to process a No Action disposition action.

*Additional Required Service Parameters*
- dDispositionID: The unique identifier of the disposition action.

**RMA_SCRUB_SERVICE**

This service is used to securely delete content item so they cannot be recovered.

*Additional Required Service Parameters*
- dDispositionID: The unique identifier of the disposition action.

**RMA_SUPERSEDE_SERVICE**

This service is used to process a Supersede disposition action.

*Additional Required Service Parameters*
- dDispositionID: The unique identifier of the disposition action.
UNFREEZE_RECORD

This service is used to unfreeze an existing content item. Unfreezing releases the content item for processing of its associated disposition rules.

Additional Required Service Parameters

- dFolderID: The unique identifier of the content item to be processed.
- auditComments: The unfreeze name.
- auditComments2: The unfreeze reason.
THIRD PARTY LICENSES

OVERVIEW

This appendix includes a description of the Third Party Licenses for all the third party products included with this product.

- Apache Software License (page -1)
- W3C® Software Notice and License (page -1)
- Zlib License (page -3)
- General BSD License (page -4)
- General MIT License (page -5)
- Unicode License (page -5)
- Miscellaneous Attributions (page -7)

APACHE SOFTWARE LICENSE

* Copyright 1999-2004 The Apache Software Foundation.

* Licensed under the Apache License, Version 2.0 (the "License");

* you may not use this file except in compliance with the License.

* You may obtain a copy of the License at

* http://www.apache.org/licenses/LICENSE-2.0

*
* Unless required by applicable law or agreed to in writing, software
* distributed under the License is distributed on an "AS IS" BASIS,
* WITHOUT WARRANTIES OR CONDITIONS OF ANY KIND, either express or implied.
* See the License for the specific language governing permissions and
* limitations under the License.

W3C® SOFTWARE NOTICE AND LICENSE

* Copyright © 1994-2000 World Wide Web Consortium,
* (Massachusetts Institute of Technology, Institut National de
* Recherche en Informatique et en Automatique, Keio University).
* All Rights Reserved. http://www.w3.org/Consortium/Legal/

* This W3C work (including software, documents, or other related items) is
* being provided by the copyright holders under the following license. By
* obtaining, using and/or copying this work, you (the licensee) agree that
* you have read, understood, and will comply with the following terms and
* conditions:
* 1. The full text of this NOTICE in a location viewable to users of the
*    redistributed or derivative work.
* 2. Any pre-existing intellectual property disclaimers, notices, or terms
and conditions. If none exist, a short notice of the following form

(hypertext is preferred, text is permitted) should be used within the

body of any redistributed or derivative code: "Copyright ©


Institute of Technology, Institut National de Recherche en

Informatique et en Automatique, Keio University). All Rights

Reserved. http://www.w3.org/Consortium/Legal/

3. Notice of any changes or modifications to the W3C files, including the
date changes were made. (We recommend you provide URIs to the location
from which the code is derived.)

THIS SOFTWARE AND DOCUMENTATION IS PROVIDED "AS IS," AND COPYRIGHT HOLDERS
MAKE NO REPRESENTATIONS OR WARRANTIES, EXPRESS OR IMPLIED, INCLUDING BUT
NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR
PURPOSE OR THAT THE USE OF THE SOFTWARE OR DOCUMENTATION WILL NOT INFRINGE
ANY THIRD PARTY PATENTS, COPYRIGHTS, TRADEMARKS OR OTHER RIGHTS.

COPYRIGHT HOLDERS WILL NOT BE LIABLE FOR ANY DIRECT, INDIRECT, SPECIAL OR
CONSEQUENTIAL DAMAGES ARISING OUT OF ANY USE OF THE SOFTWARE OR
DOCUMENTATION.

The name and trademarks of copyright holders may NOT be used in advertising
or publicity pertaining to the software without specific, written prior
permission. Title to copyright in this software and any associated
documentation will at all times remain with copyright holders.
ZLIB LICENSE

* zlib.h -- interface of the 'zlib' general purpose compression library

version 1.2.3, July 18th, 2005

Copyright (C) 1995-2005 Jean-loup Gailly and Mark Adler

This software is provided 'as-is', without any express or implied warranty. In no event will the authors be held liable for any damages arising from the use of this software.

Permission is granted to anyone to use this software for any purpose, including commercial applications, and to alter it and redistribute it freely, subject to the following restrictions:

1. The origin of this software must not be misrepresented; you must not claim that you wrote the original software. If you use this software in a product, an acknowledgment in the product documentation would be appreciated but is not required.
2. Altered source versions must be plainly marked as such, and must not be misrepresented as being the original software.
3. This notice may not be removed or altered from any source distribution.

Jean-loup Gailly jloup@gzip.org
Mark Adler madler@alumni.caltech.edu
GENERAL BSD LICENSE

Copyright (c) 1998, Regents of the University of California
All rights reserved.

Redistribution and use in source and binary forms, with or without modification, are permitted provided that the following conditions are met:

"Redistributions of source code must retain the above copyright notice, this list of conditions and the following disclaimer.

"Redistributions in binary form must reproduce the above copyright notice, this list of conditions and the following disclaimer in the documentation and/or other materials provided with the distribution.

"Neither the name of the <ORGANIZATION> nor the names of its contributors may be used to endorse or promote products derived from this software without specific prior written permission.

THIS SOFTWARE IS PROVIDED BY THE COPYRIGHT HOLDERS AND CONTRIBUTORS "AS IS" AND ANY EXPRESS OR IMPLIED WARRANTIES, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE DISCLAIMED. IN NO EVENT SHALL THE COPYRIGHT OWNER OR CONTRIBUTORS BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR CONSEQUENTIAL DAMAGES (INCLUDING, BUT NOT LIMITED TO, PROCUREMENT OF SUBSTITUTE GOODS OR SERVICES; LOSS OF USE, DATA, OR PROFITS; OR BUSINESS INTERRUPTION) HOWEVER CAUSED AND ON ANY THEORY OF LIABILITY, WHETHER IN CONTRACT, STRICT LIABILITY, OR TORT (INCLUDING NEGLIGENCE OR OTHERWISE) ARISING IN ANY WAY OUT OF THE USE OF THIS SOFTWARE, EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.

GENERAL MIT LICENSE

Copyright (c) 1998, Regents of the Massachusetts Institute of Technology

Permission is hereby granted, free of charge, to any person obtaining a copy of this software and associated documentation files (the "Software"), to deal in the Software without restriction, including without limitation the rights to use, copy, modify, merge, publish, distribute, sublicense, and/or sell copies of the Software, and to permit persons to whom the Software is furnished to do so, subject to the following conditions:

Records Manager Corporate Edition System Maintenance Guide
The above copyright notice and this permission notice shall be included in all copies or substantial portions of the Software.

THE SOFTWARE IS PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT. IN NO EVENT SHALL THE AUTHORS OR COPYRIGHT HOLDERS BE LIABLE FOR ANY CLAIM, DAMAGES OR OTHER LIABILITY, WHETHER IN AN ACTION OF CONTRACT, TORT OR OTHERWISE, ARISING FROM, OUT OF OR IN CONNECTION WITH THE SOFTWARE OR THE USE OR OTHER DEALINGS IN THE SOFTWARE.

UNICODE LICENSE

UNICODE, INC. LICENSE AGREEMENT - DATA FILES AND SOFTWARE

Unicode Data Files include all data files under the directories
http://www.unicode.org/Public/, http://www.unicode.org/reports/, and
http://www.unicode.org/cldr/data/. Unicode Software includes any source code
published in the Unicode Standard or under the directories
http://www.unicode.org/Public/, http://www.unicode.org/reports/, and
http://www.unicode.org/cldr/data/.

NOTICE TO USER: Carefully read the following legal agreement. BY DOWNLOADING,
INSTALLING, COPYING OR OTHERWISE USING UNICODE INC.'S DATA FILES ("DATA FILES"),
AND/OR SOFTWARE ("SOFTWARE"), YOU UNEQUIVOCALLY ACCEPT, AND AGREE TO BE BOUND BY,
ALL OF THE TERMS AND CONDITIONS OF THIS AGREEMENT. IF YOU DO NOT AGREE, DO NOT
DOWNLOAD, INSTALL, COPY, DISTRIBUTE OR USE THE DATA FILES OR SOFTWARE.

COPYRIGHT AND PERMISSION NOTICE

Copyright © 1991-2006 Unicode, Inc. All rights reserved. Distributed under the
Terms of Use in http://www.unicode.org/copyright.html.

Permission is hereby granted, free of charge, to any person obtaining a copy of the
Unicode data files and any associated documentation (the "Data Files") or Unicode
software and any associated documentation (the "Software") to deal in the Data
Files or Software without restriction, including without limitation the rights to
use, copy, modify, merge, publish, distribute, and/or sell copies of the Data Files
or Software, and to permit persons to whom the Data Files or Software are furnished
to do so, provided that (a) the above copyright notice(s) and this permission notice
appear with all copies of the Data Files or Software, (b) both the above copyright
notice(s) and this permission notice appear in associated documentation, and (c)
there is clear notice in each modified Data File or in the Software as well as in
the documentation associated with the Data File(s) or Software that the data or
software has been modified.
THE DATA FILES AND SOFTWARE ARE PROVIDED "AS IS", WITHOUT WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE AND NONINFRINGEMENT OF THIRD PARTY RIGHTS. IN NO EVENT SHALL THE COPYRIGHT HOLDER OR HOLDERS INCLUDED IN THIS NOTICE BE LIABLE FOR ANY CLAIM, OR ANY SPECIAL INDIRECT OR CONSEQUENTIAL DAMAGES, OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA OR PROFITS, WHETHER IN AN ACTION OF CONTRACT, NEGLIGENCE OR OTHER TORTIOUS ACTION, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THE DATA FILES OR SOFTWARE.

Except as contained in this notice, the name of a copyright holder shall not be used in advertising or otherwise to promote the sale, use or other dealings in these Data Files or Software without prior written authorization of the copyright holder.

Unicode and the Unicode logo are trademarks of Unicode, Inc., and may be registered in some jurisdictions. All other trademarks and registered trademarks mentioned herein are the property of their respective owners.

MISCELLANEOUS ATTRIBUTIONS

Adobe, Acrobat, and the Acrobat Logo are registered trademarks of Adobe Systems Incorporated.

FAST Instream is a trademark of Fast Search and Transfer ASA.

HP-UX is a registered trademark of Hewlett-Packard Company.

IBM, Informix, and DB2 are registered trademarks of IBM Corporation.

Jaws PDF Library is a registered trademark of Global Graphics Software Ltd.

Kofax is a registered trademark, and Ascent and Ascent Capture are trademarks of Kofax Image Products.

Linux is a registered trademark of Linus Torvalds.

Mac is a registered trademark, and Safari is a trademark of Apple Computer, Inc.

Microsoft, Windows, and Internet Explorer are registered trademarks of Microsoft Corporation.

MrSID is property of LizardTech, Inc. It is protected by U.S. Patent No. 5,710,835. Foreign Patents Pending.

Oracle is a registered trademark of Oracle Corporation.

Portions Copyright © 1994-1997 LEAD Technologies, Inc. All rights reserved.

Portions Copyright © 1990-1998 Handmade Software, Inc. All rights reserved.

Portions Copyright © 1988, 1997 Aladdin Enterprises. All rights reserved.
Third Party Licenses

Portions Copyright © 1997 Soft Horizons. All rights reserved.
Portions Copyright © 1995-1999 LizardTech, Inc. All rights reserved.
Red Hat is a registered trademark of Red Hat, Inc.
Sun is a registered trademark, and Sun ONE, Solaris, iPlanet and Java are trademarks of Sun Microsystems, Inc.
Sybase is a registered trademark of Sybase, Inc.
UNIX is a registered trademark of The Open Group.
Verity is a registered trademark of Autonomy Corporation plc
**audit trail**
An electronic means of tracking interactions with content items in a system so that any access to the content item within the system can be documented as it occurs or afterward. An audit trail may be used to identify unauthorized actions in relation to the items (for example, modification, deletion, or addition).

**category**
A description of a particular set of content items within a retention schedule. Each category has retention and disposition data associated with it, applied to all content items within the category.

**create**
To file a new electronic content item and its associated metadata.

**custom disposition action**
A disposition action defined by administrators, as opposed to a disposition action that is built into Records Manager Corporate Edition. See also: disposition action.

**custom period**
A period defined by administrators, as opposed to a period that is built into Records Manager Corporate Edition. See also: period.
**custom trigger**

A trigger defined by administrators, as opposed to a trigger that is built into Records Manager Corporate Edition. See also: trigger.

**cycle**

The periodic replacement of obsolete copies of content that is subject to review with copies of current content that is subject to review. This may occur daily, weekly, quarterly, annually, or at other designated intervals as specified by regulations or by the administrator.

**disposition**

All actions to be taken when a retention period of a content item has ended and it has reached a designated disposition date.

**disposition action**

An individual operation to be performed when a retention period of a content item has ended and it has reached a designated disposition date.

**disposition instruction**

A set of individual actions that are to be performed when a retention period of a content item has ended and it has reached a designated disposition date.

**electronic record**

A item stored in a form that a computer can process. Electronic items are also referred to as machine-readable content items.

**event disposition**

A disposition instruction in which a content item is eligible for the specified disposition (transfer or destroy) upon or immediately after the specified event occurs. No retention period is applied. See also: time disposition, time-event disposition.

**external item**

A content item, physical or electronic, whose source file is not specifically stored in Records Manager Corporate Edition. Records Manager Corporate Edition can be used to track and search metadata associated with the external file, including disposition schedules, and can even manage an electronic rendition of an external file. An electronic rendition can be checked in as a primary file of an external content item, or be filed as a
Records Manager Corporate Edition System Maintenance Guide

separate file, and then linked to the external file metadata.
See also: internal item.

file plan
See: retention schedule.

freeze
To pause disposition processing of a content item due to special circumstances, such as a lawsuit, court order, or investigation. Freezing content items temporarily extends an approved retention period.

inactive record
See noncurrent content item.

internal item
An electronic item stored within Records Manager Corporate Edition.
See also: external item.

link
A defined relationship between content items. This may be useful when content items are related and need to be processed together.

media type
The material or environment on which the information of a content item is inscribed (for example, microform, electronic, paper).

metadata
Data describing stored data; that is, data describing the structure, data elements, interrelationships, and other characteristics of electronic content items.

noncurrent content item
Items no longer required to conduct business and therefore ready for final disposition.

originating organization
Official name or code identifying the office responsible for the creation of a document.
**period**
The segment of time that must pass before a review or disposition action can be performed. Records Manager Corporate Edition comes with a number of built-in periods (for example, “one year”), but you also can create custom periods to meet your unique business needs.

**privileged user**
An individual who is given special permission to perform functions beyond those of typical users.

**publication date**
The date and time that the author or originator completed the development of, or signed the document. For electronic documents, this date and time should be established by the author or from the time attribute assigned to the document by the application used to create the document. This is not necessarily the date or time that the document was filed in the system.

**retention schedule**
The collective set of the series, categories and content item contained in a hierarchical structure.
See also: category.

**rendition**
Replication of a content item that provides the same content but differs from the reference because of storage format or storage medium (for example, an HTML version generated from an original Word document).

**retention period**
Length of time that a content item must be kept in its repository before the content item can enter its final disposition instruction, such as destroy or archive.

**screening**
The process of aggregating and reviewing content items for management, review, and disposition purposes.

**series**
A collection of retention categories in the retention schedule. You cannot file content items directly into a series; you must file the items into a category.
**subject to review**
Essential agency or private-sector business content items required to meet operational responsibilities. These content items are subject to periodic review and update. Also referred to as “essential content.”

**supersede**
To supplant, or displace, an item by another item that is more recent or improved (superior).

**time disposition**
A disposition instruction specifying when a content item is cut off, after which a fixed retention period is applied before disposition.
See also: event disposition, time-event disposition.

**time-event disposition**
A disposition instruction specifying that a content item is disposed of a fixed period of time after a predictable or specified event. After the specified event has occurred, then the retention period is applied.
See also: event disposition, time disposition.

**trigger**
An event that needs to take place before a disposition instruction is processed. They are associated with disposition rules for retention categories. Examples of triggering events include changes in item state, completed processing of a preceding disposition action.
A
- action review, 8-4
- ACTIVATE_SERVICE, A-3
- alternate reviewer, 8-3
- approval, 8-2, 8-2
- APPROVE_DELETE_SERVICE, A-3
- archived audit trail
  - searching an, 9-6
  - viewing, 9-7
- Archiver, 8-7
- archives, 8-7
  - exporting, 11-4
  - importing, 11-4
  - overview, 11-1
- archiving audit trail, 9-5
- Audit Fields page, 9-12
- audit logs for processed events, 8-3, 9-14
- audit trail
  - archiving, 9-5
  - checking in, 9-5
  - configuring, 9-2
  - customizing, 9-10
  - default metadata, 9-14
  - examples, 9-7 to ??
  - generating --, 9-4
  - overview, 9-2
  - searching an archived, 9-6
  - searching within, 9-4
  - specifying metadata fields to audit, 9-3
  - viewing an archived, 9-7

B
- basic concepts, 2-5
  - retention schedules, 2-6
- basic processes, 2-8
- batch processing, 8-3
- BROWSECATEGORY_FORM, A-3
- BROWSE_SERIES_FORM, A-3

C
- categories
  - definition, 2-6
  - screening, 4-3
- Checked-In Audit Entries page, 9-12
- CHECKIN_NEW_REVISION_SERVICE, A-4
- CHECKIN_SIMILAR_FORM, A-4
- checking in audit trail, 9-5
- CLEARRECORD CANCELLED_DATE, A-4
- completion, 8-2
- completion list
  - my, 8-15
- components
  - ReportMaker, 9-10
- configuration
  - audit trail, 9-2
  - exporting, 11-4
  - importing, 11-4
  - metadata field to audit, 9-3
- Configure Audit page, 9-10
- content
  - overview, 2-1
- Content Criteria screen, 4-13
- content information, 5-2
- content information page
  - Links area, 5-7, 5-7
  - Retention Schedule Information area, 5-6
  - Revision History area, 5-8, 5-8
- content items
  - assigning disposition schedule to, 5-5
  - deleting, 5-5
  - freezing, 5-3
  - marking as reviewed, 5-4
  - recent reviews, 5-2
  - review history, 5-2
  - screening, 4-3
  - subject to review, 6-1
  - unfreezing, 5-4
  - viewing information about, 5-2
  - viewing the life cycle of, 5-2
- Content Server
layouts supported in product, 2-7
search templates supported in product, 2-7
custom category metadata fields
  importing, 11-4
custom disposition actions
  processing of, 8-8
customization
  audit trail, 9-10
  user and group reports, 10-1

default metadata for audit trails, 9-14
Default Metadata for Checked-In Audit Entries page, 9-13
definition
  content link, 2-7
disposition, 2-6
disposition rules, 2-6
freeze, 2-7
period, 2-6
retention category, 2-6
series, 2-6
triggers, 2-7
DELETE_ALL_BUT_LAST_N_REVISIONS_SERVICE service, A-4
DELETE_REVISION_SERVICE, A-4
deleting, 5-5
  content items, 5-5
disposal, 2-5
disposition
  assigning schedule to content, 5-5
definition, 2-6
event-based, 2-8
time-based, 2-8
time-event, 2-8
disposition actions
  log file of scheduled, 7-3
log files for processed, 8-3
scheduled, 7-4
  scheduling, 7-2, 8-10
Disposition Content List page, 8-17
Disposition Criteria screen, 4-10
disposition list result count, 8-17
disposition rules
  definition, 2-6
documentation, 1-3

event dispositions, 2-8
event processing
  audit log, 8-3
events
  checkin new revision, 8-7
create Content Server archive, 8-7
delete all revisions, 8-8
delete old revisions, 8-9
delete previous revision, 8-9
delete revision, 8-9
no action, 8-9
notify authors, 8-10
processing pending, 8-5
supersede, 8-10
events
  audit trail, 9-7 to ??
screening, 4-5 to ??
Export Content Archive page, 11-6
exporting archives, 11-4
exporting configuration settings, 11-4

FREEZE_RECORD, A-5
freezes
  event processing, 8-2
freezing
  content items, 5-3
definition, 2-7
frozen items, 8-2

generating an audit trail, 9-4
glossary, 1-1
group reports, 10-4
group-user reports, 10-5

disposition actions
  log file of scheduled, 7-3
log files for processed, 8-3
scheduled, 7-4
  scheduling, 7-2, 8-10
Disposition Content List page, 8-17
Disposition Criteria screen, 4-10
disposition list result count, 8-17
disposition rules
  definition, 2-6
documentation, 1-3

history of recurring screening reports, 7-10
history of screening reports, 7-3, 7-10

Idoc Script, 9-10
Idoc Script and reports, 10-1
importing archives, 11-4
importing configuration settings, 11-4
INFO_CATEGORY_FORM, A-5
INFO_RECORD_LIFECYCLE, A-5
INFO_RECORD_REVIEW_HISTORY, A-6
INFO_SERIES_FORM, A-6

information page
  Links area, 5-7

information page of content items
  Links area, 5-7
  Retention Schedule Information, 5-6

information pages
  Links area, 5-7
  Revision History, 5-8
  Revision History area, 5-8

L

layouts supported in product, 2-7
life cycle
  content items, 5-2
links
  definition, 2-7
  Links area of content information page, 5-7
  log file of scheduled disposition actions, 7-3
  log files for processed disposition events, 8-3

M

MARK_RECORD_CANCELLED_DATE, A-6
MARK_RECORD_REVIEW_DATE, A-6
marking as reviewed
  content items, 5-4
metadata
  default for checked-in screening reports, 4-16
  metadata for audit trails, 9-14
My Completion List page, 8-15
My Pending Review Folders page, 8-14
My Retention Assignments menu, 8-12

N

New features and enhancements, 1-3
no action events, 8-9
notifying authors, 8-10

O

overview, 2-5
  services, A-1

P

pages, see ‘user interface’
pending events, 8-5

periods
  definition, 2-6
  importing, 11-4
PREVIEW_RECORD_LIFECYCLE, A-7
processing
  batch or scheduled, 8-3
  checkin new revision, 8-7
  completion, 8-2
  create Content Server archive, 8-7
  custom disposition actions, 8-8
  delete all revisions, 8-8
  delete old revisions, 8-9
  delete previous revision, 8-9
  delete revision, 8-9
  frozen items, 8-2
  no action, 8-9
  notify authors, 8-10
  scheduling, 8-2
  supersede, 8-10
product
  documentation, 1-3
  product overview, 2-5
  product processes, 2-8

R

recurring screening reports
  definition, 4-15, 7-3
  history, 7-3, 7-10
  schedule, 7-3, 7-11
report history, 7-10
ReportMaker component, 9-10
reports
  audit trail, 9-2
  customization, 9-10, 10-1
  group, 10-4
  group-user, 10-5
  role, 10-3
  user, 10-2
  retention, 2-4
  retention assignments, 8-1
  retention assignments, see ‘processing events’
Retention Category Criteria screen, 4-11
Retention Category Screening Results page, 4-18, 4-18
retention schedule, 2-6
retention schedule archives, see ‘archives’
retention schedule components
  exporting, 11-4
  importing, 11-4
  review history, 8-4
  content items, 5-2
  reviewer, alternate, 8-3
reviewing
  content items, 5-4
reviews, 8-5
reviews, performing, 8-5
Revision History area, 5-8
RMA_EXPORT_ARCHIVE_SERVICE, A-7
RMA_EXPORT_SERVICE, A-7
RMA_MARK_COMPLETED, A-7
RMA_NO_ACTION_SERVICE, A-7
RMA_SCRUB_SERVICE, A-8
RMA_SUPERSEDE_SERVICE, A-8
role reports, 10-3
running updates, 4-20

S
scheduling, 7-4, 8-2
disposition actions, 7-2, 8-10
screening report history, 7-3, 7-10
screening reports, 4-4, 4-5, 7-2
scheduling updates, 4-20
screening
categories, 4-3
content, 4-3
default metadata for checked-in reports, 4-16
difference with searching, 4-2
examples, 4-5 to ??
overview, 4-2, 7-4
report history, 7-3, 7-10
saving query, 4-18
scheduled reports, 7-6
screening reports, 4-4, 4-5, 4-15
user-friendly captions, 4-3
screening reports
history, 7-10
scheduled, 7-6
scheduling, 4-15, 7-2
screens, see 'user interface'
Search and Update, 4-20
Search Audit Trail page, 9-15
search templates supported in product, 2-7
searching an archived audit trail, 9-6
searching within audit trail, 9-4
series
definition, 2-6
services

T
time dispositions, 2-8
time-event dispositions, 2-8
triggers
definition, 2-7
importing, 11-4

U
UNFREEZE_RECORD, A-8
unfreezing
content items, 5-4
updating information, 4-20
user interface, 4-18
Audit Fields page, 9-12
Checked-In Audit Entries page, 9-12
Configure Audit page, 9-10
Content Criteria screen, 4-13
Default Metadata for Checked-In Audit Entries page, 9-13
Disposition Content List page, 8-17
Disposition Criteria screen, 4-10
Edit Review Information for Retention Category page, 6-3
Export Content Archive page, 11-6
My Completion List page, 8-15
My Pending Review Folders page, 8-14
My Retention Assignments menu, 8-12
Retention Category Criteria screen, 4-11
Screen for Page, 4-7
Search Audit Trail page, 9-15
user reports, 10-2
user-friendly captions
screening, 4-3

V
viewing an archived audit trail, 9-7
viewing information
collection, 5-2
viewing information about actions, 8-4
viewing life cycle
collection, 5-2
viewing review history, 8-4
content items, 5-2