Oracle® Universal Records Management

Oracle Universal Records Manager Adapter for FileNet Installation Guide

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1 Installation Overview

1.1 Overview

This section contains the following topics:

- About This Guide
- About Universal Records Manager
- Software Requirements
- Optional Hardware

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1.2 About the guide

This guide provides instructions on how to install FileNet Adapter on a computer running on Microsoft Windows.

Before proceeding with the installation, make sure that you read the release note that is shipped with the software. It contains up-to-the-minute installation issues and considerations.

1.2.1 Audience

This guide is intended for system administrators who need to run and configure FileNet adapter.

1.2.2 Conventions

The following conventions are used throughout this guide:

- Forward slashes (/) are used to separate parts of an Internet address. For example, http://www.oracle.com/en/index.htm. A forward slash might or might not appear at the end of an Internet address.
- Backward slashes (\) are used to separate the levels in a path to a Windows server, directory, or file. For example, C:\stellent\idcm1\. A backward slash will always appear after the end of a Windows server, directory, or file path.
- File names and file paths within text are indicated by the following convention: <*filename*> file in the <*path_to_directory*> directory.
- Script names follow the convention: <script name>.
- Variable and class names are indicated by the following convention "*classname*", "*variablename*".
 - Notes, technical tips, important notices, and cautions use these conventions:



1.3 About Universal Record Manager (URM):

Oracle Universal Records Manager (URM) provides the ability to perform records management, retention management, and litigation support across the entire enterprise. From a single Oracle URM server, organizations can define all their policies for records and retention management, as well as perform legal searches and apply litigation holds.

URM allows organizations to manage their records and retention policies, disposition processes, and litigation or audit holds in a central repository known as a URM Server. They can then apply those policies, dispositions, and holds to content stored in multiple repositories through URM adapters. The repositories can be any server or application that holds content whose retention is to be controlled.

1.4 Software Requirements

1.4.1 Supported Databases

The current version of the Adapter supports the following databases:

Oracle 9i with the following patch: 9.2.0.4.0- 3262468(OLEDB Patch)

SQL server 2000 with the service pack 4 (SP4)

1.4.2 Compatibility with URM and Content Server

Currently, the Oracle URM Adapter communicates with Oracle Universal Records Manager 10gR3 (10.1.3.3.2). Currently, this version of URM is supported only on Oracle Content Server versions 10gR3 (10.1.3.3.2) and later.

1.4.3 Optional Hardware Requirements

Installation of URM Adapter requires 1 GB RAM.

1.4.4 FileNet Server

FileNet content engine 3.5 should be installed. The details of the database along with required patched has been mentioned above in Section 1.4.1.FileNet CE 3.5 runs only on Windows and hence this adapter cannot be used on Linux systems.

2 Installing Oracle URM Adapter for FileNet

2.1 Overview

This document contains the installation detail of the Universal Records Management adapter for providing record and retention management for FileNet.

The Oracle URM Adapter for FileNet obtains all policies from the URM server and applies them to the content items stored in FileNet. The Adapter provides the bridge between URM which manages the retention policies and FileNet which stores the content. The Adapter also sends information back to the URM server, so it can maintain an up-to-date catalog of the enterprise's important content. Thus, companies can apply their records and retention policies to content, more consistently, with less administrative effort, and less disruption for users. This document will help administrators at the users end to configure and set up this adapter on the system.

2.2 Pre-Installation Tasks and Considerations

2.2.1 Steps to set the environment for FileNet Adapter

o Install JDK 1.5

2.2.2 Installing the Adapter files

The following are the steps that need to be followed to use the installer for installing the adapter on the user's machine:

For Windows Machine:

- o Double click on FileNet Adapter installer (exe file) to start installation.
- o The Install shield wizard dialog box opens as below.



o Click on the "Next" button to start with the installation steps



 \circ $\;$ Browse to the directory where the installer needs to be installed and click Next.

🕲 Oracle URM Adapter 1	for FileNetP8			
	Click Next to install "Oracle UR Browse to install to a different Directory Name: C:\FileNet Adapter	M Adapter for File directory.	NetP8" to this dire	ectory, or click B <u>r</u> owse
InstallShield				
		< <u>B</u> ack	<u>N</u> ext >	<u>C</u> ancel

• A summary is provided as shown below. Click Next.

🞯 Oracle URM Adapter	for FileNet P8
InstallShield	Please read the summary information below. Oracle URM Adapter for FileNet P8 will be installed in the following location: C:\FileNet Adapter for a total size: 33.6 MB
	< <u>B</u> ack <u>Next</u> > <u>C</u> ancel

 \circ $\;$ The dialog box shows the progress as the Adapter is installed.

🞯 Oracle URM Adapter fo	r FileNetP8			
	Installing Oracle URM Adap	ter for FileNetP8. P	llease wait	
	C:\FileNet Adapter\lib\oracle	ijewtijewt4.jar		
		62%		
InstallShield				
		< <u>B</u> ack	<u>N</u> ext ≻	<u>C</u> ancel

🞯 Oracle URM Adapter 1	for FileNetP8
	Please read the summary information below. The InstallShield Wizard has successfully installed Oracle URM Adapter for FileNetP8. Choose Finish to exit the wizard.
InstallShield -	< <u>B</u> ack Next > Finish

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After clicking the finish button the installer will copy all the adapter related files in the specified folder.

 \bigvee If you want to uninstall the files from the folder, click the uninstaller.exe in the _uninst folder.

2.3 Post-Installation Tasks and Considerations

2.3.1 Database setup for URM

Execute the Database scripts to create the tables related to URM adapter. Run the following scripts (depending on the database being used is oracle or MSSQL):

- <Adapter_Oracle.sql> or <Adapter_MS.sql >
- o <Framework_Oracle.sql> or <Framework_MS.sql>

These scripts are present in the '**scripts**' folder of the installed directory of FileNet Adapter.

2.3.2 Setting up Environment Variables

- Add activation.jar, javaapi.jar, log4j-1.2.14.jar, mail.jar, pe.jar, peResources.jar, soap.jar, xalan.jar, xercesImpl.jar, xml-apis.jar in the lib/FileNet folder inside the installed directory of FileNet Adapter. These jars are FileNet specific jars which can be obtained from the folder where FileNet Application Engine is installed on the server (E.g.: C:\Program Files\FileNet\Workplace\WebINF\lib folder).
- o Add Database driver for java:-

MS SQL Driver: - sqljdbc.jar in lib/microsoft folder inside the installed directory of the FileNet Adapter.

 Add the 'WcmApiConfig.properties' file in the root folder of the installed directory of FileNet Adapter. This properties file can be obtained from the location where FileNet Application Engine is installed (E.g.: C:\Program Files\FileNet\Workplace\WebINF folder)

2.3.3 Adding Custom Object Class and Folder

Whenever a document is frozen or marked as a record through Oracle URM, a custom object is created in FileNet CE. The custom object contains three properties: - 'isFrozen' 'isRecord' and 'Docld'. A custom object needs to be defined in FileNet CE to achieve the desired functionality.

A custom folder needs to be created in FileNet CE to store all the custom objects which are created when the documents are frozen or marked as a record.

Follow the below mentioned steps for creating the custom object class and folder through the FileNet Enterprise Manager.

Follow the convention of case sensitivity while defining a custom object class, custom folder since the FileNet repository is case sensitive.

Custom object class is created under the Other Classes \rightarrow Custom Object of the CE.

2.3.3.1 Right click on the Custom Object (in 'Other Classes'). Select New Class.



2.3.3.2 **Create a Class Wizard** of FileNet will then guide through the process of creating this custom class type. Click Next.



2.3.3.3 Give the name of the class as 'Urm_Permission' in the next screen. Click Next.

Ensure that the name of the custom class is "Urm_Permission".

Create a Class Wizard Name and Describe the Class The name describes the class and mus	t be unique within an object store.
Name:	Existing Names:
Urm_Permission	
Symbolic Name:	AccessHole Annotation
Urm_Permission	Audit Configuration Event
Description:	Cancel Checkout Event CancelCheckoutEvent
Urm_Permission	Change Class Event Change State Event ChangeClassEvent ChangeStateEvent
< <u>B</u> ack	<u>N</u> ext > <u>C</u> ancel <u>H</u> elp

2.3.3.4 Next screen will show all the available properties that can be assigned to this custom object. For creating a new property, click on New button in right lower corner.

Create a Class Wizard Select Properties Select properties from the Ava	ailable list and click Add to assign to this class.	×
Available Show Object Type Access Key Animation Enabled Application Name Apply Definition AssociatedPropertyID Cc Cc Character Sat	Add>>	
To create a property, click New.	<u>N</u> ew	
	< <u>B</u> ack <u>N</u> ext > <u>C</u> ancel <u>H</u> elp	

2.3.3.5 A new window will open; give the property name as **isFrozen**. Click on Next button.

Create a Property Template	×
Name and Describe the Property Template Enter the property template name and description. and must be unique.	The name identifies the property 🛛 븆
Name:	Existing Names:
lisFrozen	
Symbolic Name:	AccessNey Animation Enabled
lisFrozen	Application Name
Description:	Apply Definition
isFrozen	AssociatedPropertyID CarbonCopy
< <u>B</u> ack <u>N</u> ex	t> <u>C</u> ancel <u>H</u> elp

2.3.3.6 Select the Data type of the property and Click Next.

Create a Prop	erty Template	×
Select the The dat cannot	• Data Type ta type defines the kind of data the property template will contain. You change this after the property template is created.	#
Binary Boolean DateTime Float ID Integer Object String		
	< <u>B</u> ack <u>N</u> ext > <u>C</u> ancel	Help

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2.3.3.7 Click Next on the above screen, below screen will be opened for property is to be made Single value or multi value, select Single button. Click Next and then Finish adding the new property to the custom object class.

Property Template	×
• or Multi-Value? ill the property be a single value or a multi-value? Most properties are single, but noose multi-value if the property will contain a list.	ŧ
e or Multi Value	
• Single	
C Multi	
C Non-unique and ordered values (such as lines in an address)	
C Unique and unordered values (such as the list of primary colors)	
t other property template attributes, click More.	1
<u></u>	
	or Multi-Value? ill the property be a single value or a multi-value? Most properties are single, but ioose multi-value if the property will contain a list. e or Multi Value Single Multi Non-unique and ordered values (such as lines in an address) Unique and unordered values (such as the list of primary colors) t other property template attributes, click More. <u>More</u>

2.3.3.8 Repeat the steps mentioned in section 2.3.3.4 to 2.3.3.7 for creating the other two properties 'isRecord' and 'Docld'. For property 'Docld', select "String" as the data type in step 2.3.3.6.

2.3.3.9 Continue to click Next, until the below screen appears. The last screen shows the details of the name and properties of the class. Click Finish to complete the process of creating the new custom object class.

Create a Class Wizard			×
	Completing the Create a Class These are the values yo class.	Wizard u selected. Click Finish to create thi	s
	Name	Value	
FILENET °	Name Symbolic Name Description Properties Properties	Urm_Permission Urm_Permission Urm_Permission isFrozen isRecord Docld	
	< <u>B</u> ack <u>F</u> inish	<u>C</u> ancel <u>H</u> elp	

2.3.3.10 The Urm_Permission class which is created is shown as below.

🛷 FileNet Enterprise Manager - [Enterprise	Manager [URMFN]\Obje	ct Stores\URMOBJ\Ot	ner Classes\C	ustom Object\	Urm_Permissio	n]			
≁ Eile Action ⊻iew Window Help							_ 8 ×		
🍇 Enterprise Manager [URMFN]	Display Name	Description	Data Type	Created By	Create Date				
🖻 🚞 Object Stores	DocId	DocId	String						
E 🕼 URMOBJ	isFrozen	isFrozen	Boolean						
Choice Lists	isRecord	isRecord	Boolean						
🕀 🖓 Document Class									
Document Classification Action									
Document Lifecycles									
Events									
Export Manifest									
File Stores									
Other Classes									
Choice List									
Form Provy									
J ISMappingCustomObie									
Publish Key									
Publish Request									
Publish Style Template									
- 🛃 Publish Transformation									
- 🥳 StringLookup									
Urm Permission									
UrmPermission									
- 🖓 Database Storage Policy									
- 🙀 Document Classification Ac									
- 🖓 Document Classification Qu									
- 🛃 Document Lifecycle Action									
- 💥 Document Lifecycle Policy									
🗄 🕰 Event									
Event Action									
Event Queue Item									
File Storage Policy									
Folder									
Instance Subscription									
Property Template									
	<u> </u>								

2.3.3.11 The following are the properties which are added to this custom class. These can be viewed by right clicking on the custom class and selecting properties.

The **isFrozen** property represents the frozen status of the document. The **isRecord** property represents the record status of the document. **DocId** represents the unique document ID.

Ensure that all the 3 properties have been added.

Urm_Permission Clas	s Properties			×
About Security Policy General Properties	Advance Default In Property Definit	d stance Security ions Audit De	Subscript S finitions A	ions iecurity udit History
Show Show System Proper	erties		Reset <u>D</u> isp	lay
Property		Data Type	ls	Name?
isRecord Docld		Boolean (2) Boolean (2) String (8)		
•			1	
Add/Remove	<u>R</u> emove	Edit	Prop	agate
<u><u> </u></u>	<u>C</u> anc	el <u>Ap</u> r	oly	<u>H</u> elp

The custom folder is created under Root Folder.

2.3.3.12 Custom folder is added to the Enterprise manager. This custom folder will hold all the objects of type custom class. For this go to "Root Folder". Right click and say New → Sub Folder.

🛹 FileNet Enterprise Manager - [Enterprise Manager [URM	IFN]\Object Stores\URMOBJ\Root Folder						_ 8 ×
✓ Eile Action View Window Help							_ 8 ×
	3 Sn						
Senterprise Manager [URMFN]	Containment/Folder Name	Size (KB)	Created	Creator	Class	Major Version	Minor Version
Enterprise Manager [URMFN] Object Stores Output Stores Document Class Enterprise Manager [URMFN] Choice Lists Document Class Polich 5 Form Pote Polich 5 Polich 5 Polich 6 Polich 7 Polich 7 Polich 8 Op Object 8 Polich 7 Polich 7 Polich 8 Op Object 8 Op Object 8 Optoment 1 Polich 7 Polich 8 Optoment 1 Polich 8 Optoment 1 Polich 8 Optoment 1 Polich 8 Optoment 1 Polich 8 Polich 9 Polich 9 <td>Containment/Folder Name Permission -folders) Sub Folder Sub Folder Document via Import Document via Import Custom Object Subscription</td> <td>Size (KB)</td> <td>Created 7/8/2008 6:19:4</td> <td>Creator Admi</td> <td>Class Folder</td> <td>Major Version</td> <td>Minor Version</td>	Containment/Folder Name Permission -folders) Sub Folder Sub Folder Document via Import Document via Import Custom Object Subscription	Size (KB)	Created 7/8/2008 6:19:4	Creator Admi	Class Folder	Major Version	Minor Version
	1						
Create new folder							

2.3.3.13 Provide the name of the folder as 'Urm_Permission'. Click Next.

Ensure that the name of the custom folder is "Urm_Permission".

Create New Folder Wizard				×
Name the new folder Enter a distinctive nam	e for the new folder			#
Folder Name:	Urm_Permission			
				Create
	< <u>B</u> ack	<u>N</u> ext >	<u>C</u> ancel	Help

2.3.3.14 Click Next

eate	New Folder Wizard		×
Cla	ss and Properties Select class from available list	7	
Clas	ss: Folder		List hidden classes List all properties
	Property Name	Property Value	
0	Parent	[Object ()]	
1	Folder Name	Urm_Permission	
2	Inherit Parent Permissio	TRUE	
3	IsHiddenContainer	FALSE	
		< <u>B</u> ack <u>N</u> ext >	<u>C</u> ancel <u>H</u> elp

2.3.3.15 In the end click Finish to complete the process of creating the Custom Folder.

Create New Folder Wiz	zard	×
Advanced Feature Set Security Polic	es cy for the new object.	#
-		
Security Policy:	<none></none>	T
	< <u>B</u> ack <u>F</u> inish <u>C</u> ancel	Help

2.3.4 Enable removal of documents from URM (Audit Trail)

These are the steps to enable Audit trail for document delete event, to keep a log entry for every document that is deleted from the FileNet repository:

Enable Auditing for the Object Store

• In the FileNet Enterprise Manager to enable auditing right click on the Object Store and Click on Properties.

🛹 FileNet Enterprise Manager - [Enterpris	e Manager [URMFN]\Object Stores\URMO	BJ]		_ 8 ×
≁ Eile Action ⊻iew Window Help				_ 8 ×
← → 🗈 🖬 🗙 😭 😫 🖬	Sa Ba			
Enterprise Manager [URMFN] Object Stores Object MrMBB	🔯 URMOBJ Tasks			
□ Choic Logon □ Docu □ E Search □ E Search		Restore Object Store Procedure	Import All Items	
- 23 F - 23 F - 23 F - 23 F - 23 F - 29 F - 20 F -	Back Up Object Store	Create Property Template	Create a Class	
P Delete	Create Choice List	Bog South Content Consistency Checker	Create Document Lifecycle Policy	
→ 23 S Retresn → 23 S → 23 U ⊕ 23 U ⊕ 23 U ⊕ 23 U Help	Create Document Lifecycle Action	Create File Store		
Worknow Derinition Worknow Derinition With Property Mapping Script Document Classification Actions	T			
Document Lifecycles DocumentLifecycles DocumentLifecycles DocumentLifecycles Docu				
Other Classes Property Templates Publishing				
H =				
⊕- 💼 Resources ⊕- 💼 Servers				
•				
Opens the properties dialog box for the current s	election.			

• Enable the auditing as shown below.

JRMOBJ Properties	
General Properties Database Locale Query About Security	
Symbolic Name:	
Description:	
URMOBJ	
ID: {7962097A-12AC-4409-8FA7-CFAAAB04C144}	
Domain: UBMFN	
Content Access Recording Level:	
None	Click on this
Full Text Enabled? Auditing Enabled? Default Checkout Type	
C Collaborative C Exclusive	auditing for this ObjectStore.

Register events to be audited

Next the "delete" event which needs to be audited has to be registered with the classes whose delete event has to be tracked.

• Right click on the Class for which this 'Delete' event has to be registered and select Properties.

🛹 FileNet Enterprise Manager - [Enterprise	e Manager [URMFN]\Object Stores	URMOBJ\Docu	iment Class]			
≁ Eile Action ⊻iew Window Help						_ _ _ _ _ _
	💷 🕺 🍢 👯					
Stranger [URMFN]	Display Name	Description	Data Type	Created By	Create Date	
🗄 📄 Object Stores	Email	Email		Administrator	7/8/2008 6:	
🖻 🚯 URMOBJ	Entry Template	Entry Tem		Administrator	7/8/2008 6:	
Choice Lists	Form Data	Form Data		Administrator	7/8/2008 6:	
🖻 🖼 Document Class	Form Policy	Form Policy		Administrator	7/8/2008 6:	
Email	Form Template	Form Temp		Administrator	7/8/2008 6:	
Entry Template	Preferences Document	Preference		Administrator	7/8/2008 6:	
Form Data	Publish Subsidiary Folder Owner			Administrator	7/8/2008 6:	
Find Form Template	Publish Template			Administrator	7/8/2008 6:	
Preferences Document	Scenario Definition	Scenario D		Administrator	7/8/2008 6:	
Publish Subsidiary Folder Owr	. Simulation	Simulation		Administrator	7/8/2008 6:	
- 🙀 Publish Template	Stored Search			Administrator	7/8/2008 6:	
- 💥 Scenario Definition	URMAdmin	URMAdmin		Administrator	7/8/2008 6:	
- 💥 Simulation		URMDOC		Administrator	7/25/2008 9	
Stored Search	Workflow Definition	A workflow			7/8/2008 6:	
URMAdmin New Class	Denvis Manager Script	Contains a			7/8/2008 6:	
H URMDOC Add Properties	s to Class		Object			
VIII Proper New Association	on Property	Document	String			
Add Subscripti	on	Entry Tem	ID Chuin -			
Document Life Add to Export	Manifest (include sub-classes)	Entry Tem	String			
Events Copy Object R	teference	Entry Tent	Suring Reclears			
Export Manifes		Ignore Keu	Object			
File Stores	E.		Binary			
Other Classes All Tasks	•		Ohiect			
Property Temp New Window f	rom Here		Object			
E Conv		test21	String			
Saved Searchs Delete			-			
A Search Results Rename						
Workflow Defir Refresh						
Resources						
Servers Properties						
Help						
<u>ــــــــــــــــــــــــــــــــــــ</u>						
Opens the properties dialog box for the current se	election.					

• Select the event (Deletion) from the event drop down list in the class Properties.

URMAdmin Class Pro	operties		×
About Security Policy General Properties	Advance Default h Property Defini	ed nstance Security itions Audit Def	Subscriptions Security initions Audit History
Show Inherited			
Event	Туре	Apply to Sub	Inherited?
Deletion	Success	True	False
Checkout Classify Complete Creation Deletion		ss	
Demote Version		-	
	Ad	d	<u>R</u> emove
<u>0</u>	K <u>C</u> an	cel <u>App</u>	ly <u>H</u> elp

Now click on the Check box 'Success' to indicate that all successful deletion events of • documents this class type will be audited. In case the delete fails for some reasons the event will not be registered. Also Select '**Apply to Subclasses**'to apply this auditing to all the subclasses of this

particular class.

URMAdmin Class Pr	operties			×
About Security Policy General Properties	Advanc Default s Property Defir	ed Instance Security nitions Audit De	Subsci finitions	riptions Security Audit History
Show Inherited	ł			
Event	Туре	Apply to Sub	Inherit	ted?
Deletion ↓ <u>E</u> vent:	Success		Faise	
Deletion				
Audit:	asses	✓ <u>S</u> uccess Eailure		
	Mo	dify	<u>R</u> em	ove
<u>0</u>	K <u>C</u> ar	icel App	yly	<u>H</u> elp

30 of 31

• The Audit Definition for the class now looks like this.

URMAdmin Class Properties						
About Security Policy General Properties	Advance Default li Property Defin	ed nstance Security itions Audit Defi	Subscriptions Security hitions Audit History			
	0					
Event	Туре	Apply to Sub	Inherited?			
<mark>. €</mark> vent:			•			
Audit	Г	<u>S</u> uccess Eailure				
C Apply to Subcl	asses <u>A</u> d	d	Bemove			
<u>0</u>	K <u>C</u> an	cel App[y <u>H</u> elp			

This auditing can be enabled for all the classes of '**Document Class**' Type by in a similar way as above. Follow the steps as mentioned above. Make sure to select the '**Apply to Subclasses**' checkbox to ensure that the auditing gets enabled for all the subclasses. This saves the task of individually enabling the auditing for all the classes.