NewgenONE OmniDocs RMS

Administration Guide

Version: 4.0 SP1

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Preface

This chapter provides information about revision history, the purpose of this guide, details on the intended audience, related documents, and documentation feedback for the NewgenONE OmniDocs Record Management System (RMS) 4.0 SP1 Administration Guide.

Revision history

Revision date	Description
March 2024	Initial publication

About this guide

This administration guide explains how to create and manage locations, define policies, manage security, manage system configuration, personalize, and generate system reports in the admin module of Newgen OmniDocs RMS.

The NewgenONE OmniDocs RMS 4.0 SP1 product documentation is available at the following locations:

- Newgen Internal Doc Portal – For Newgen employees.
- Newgen Partner Portal – For Newgen partner

Intended audience

This administration guide is intended for the systems administrators and users of RMS Admin module responsible for configuring various features of RMS. The users must have medium to high-level knowledge about the working of the RMS.

Related documents

The following documents are related to the *NewgenONE OmniDocs RMS Administration Guide*:

- NewgenONE OmniDocs RMS Release Notes
- NewgenONE OmniDocs RMS User Guide.
- NewgenONE OmniDocs RMS Installation and Upgradation Guide

Documentation feedback

To provide feedback or any improvement suggestions on technical documentation, write an email to docs.feedback@newgensoft.com.
To help capture your feedback effectively, share the following information in your email:

- Document name
- Version
- Chapter, topic, or section
- Feedback or suggestions

Introduction

NewgenONE OmniDocs RMS is an application that handles the complete lifecycle of both physical and electronic records. It manages physical and electronic records through various stages such as creation, usage, storage, and maintenance to eventual destruction or permanent preservation while retaining the integrity, authenticity, and accessibility of the records. RMS is certified by DoD, ISO 15489, ISO 16175 - 1, and ISO 16175 - 2.

The major features of RMS include:

- Tracking of electronic and non-electronic records.
- Request and transfer of records in Records Management Application (RMA).
- Functional security for sharing or transferring records.
- Granular search for records, record folders, and record categories.
- Disposition policies for records and record folders.
- Archiving emails and associated attachments as records.
- Supports user-configurable search outputs and desktop settings.
- System-defined reports for planning and analysis.
- Design the dashboards for users to have easy tracking and access to frequently used tasks.

RMS allows organizations to classify paper content as records, as well as electronic documents, audio and video files, email, scanned images, and web pages. It creates a consistent central information management system and effectively minimizes the risk of unmanaged information and content.

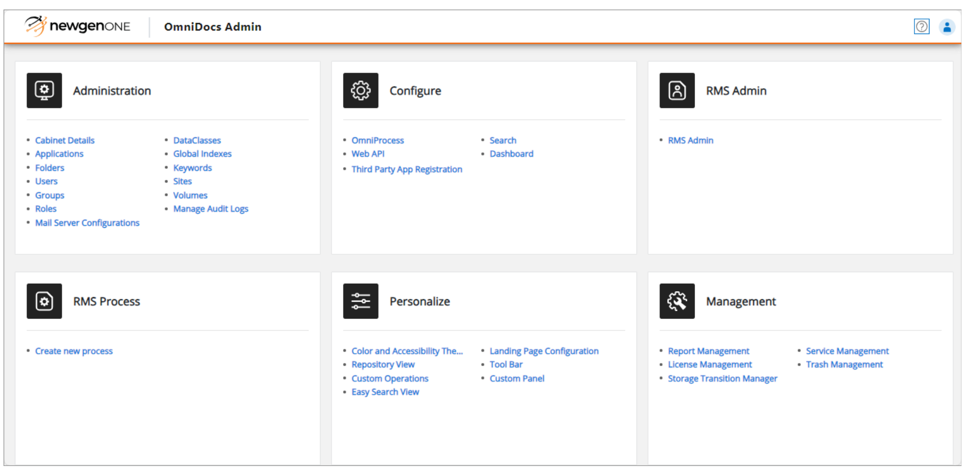
Getting started

This chapter describes how to get started with the NewgenONE OmniDocs RMS Admin module.

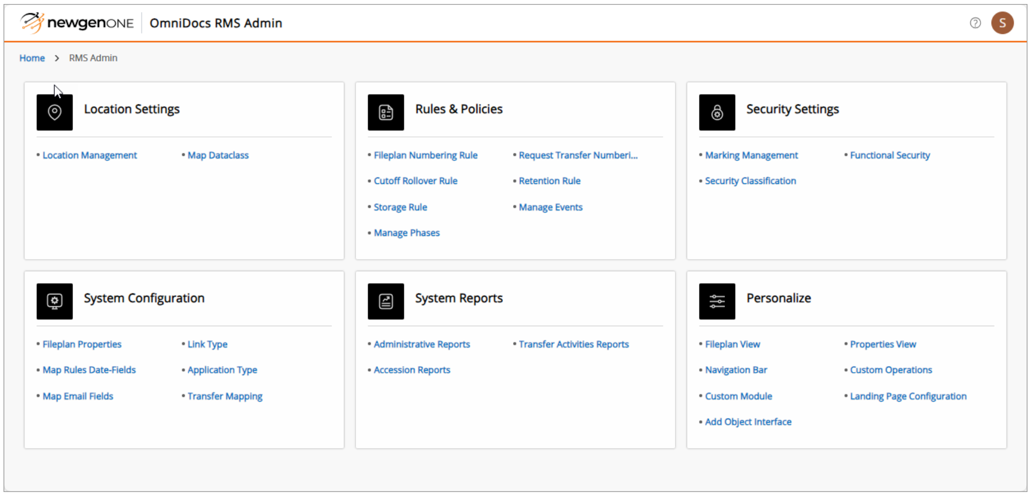
Accessing RMS Admin

The RMS Admin module is accessed through Newgen's OmniDocs Admin module.

1. Sign in to **NewgenONE OmniDocs Admin** using the registered username and password. On successful login, the NewgenOne OmniDocs Admin home page appears. It contains the tiles that are shortcuts to administrative operations.



2. Click **RMS Admin**. The RMS Admin screen appears. It contains the following tiles:
    - Locations Settings
    - Security Settings
    - System Reports
    - Rules & Policies
    - System Configuration
    - Personalize


newgenONE
OmniDocs RMS Admin
Home > RMS Admin
Location Settings
Location Management
Map Dataclass
Rules & Policies
Fileplan Numbering Rule
Request Transfer Numberi...
Cutoff Rollover Rule
Retention Rule
Storage Rule
Manage Events
Manage Phases
Security Settings
Marking Management
Functional Security
Security Classification
System Configuration
Fileplan Properties
Link Type
Map Rules Date-Fields
Application Type
Map Email Fields
Transfer Mapping
System Reports
Administrative Reports
Transfer Activities Reports
Accession Reports
Personalize
Fileplan View
Properties View
Navigation Bar
Custom Operations
Custom Module
Landing Page Configuration
Add Object Interface

Dashboard designer

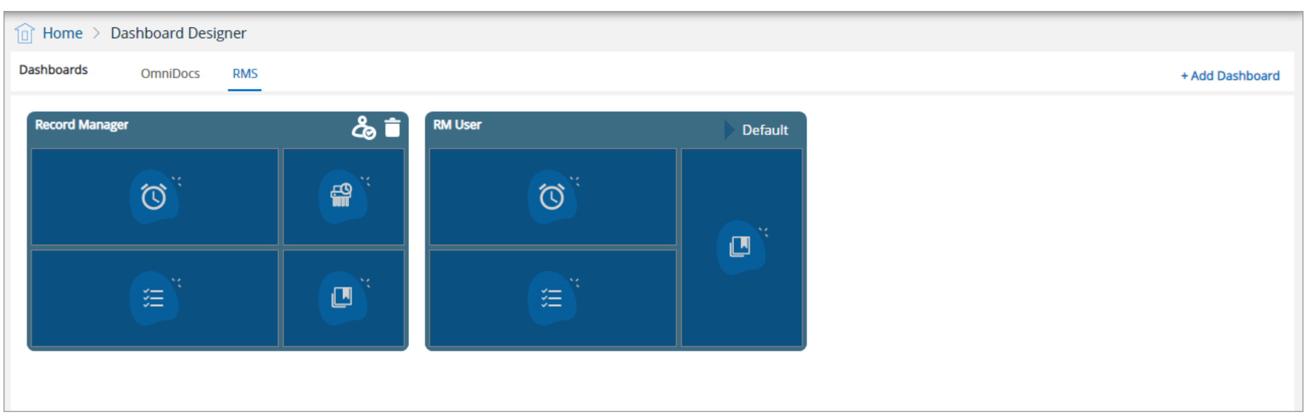
The dashboard in RMS provides you an interface from where you can track and easily access your regular and important tasks. The NewgenONE OmniDocs Admin module allows you to design a dashboard as per the user requirements.

To access the dashboard designer, perform the below steps:

1. Sign in to NewgenONE OmniDocs Admin.
2. On the home screen click **Dashboard** under **Configure** tile. The Dashboards screen appears. The screen contains the following two tabs:
   - **OmniDocs** — This tab allows you to add and design a dashboard for OmniDocs users.
   - **RMS** — This tab allows you to add and design a dashboard for RMS users.

   By default, the OmniDocs dashboard tab opens.

3. Click **RMS** to design a dashboard for RMS users. The RMS dashboard tab appears.



Initially, the Record Manager and RM User dashboards are provided. By default, the RM User dashboard is set as the default dashboard. You can also add other dashboards and design them as per the user requirements.

Adding a dashboard

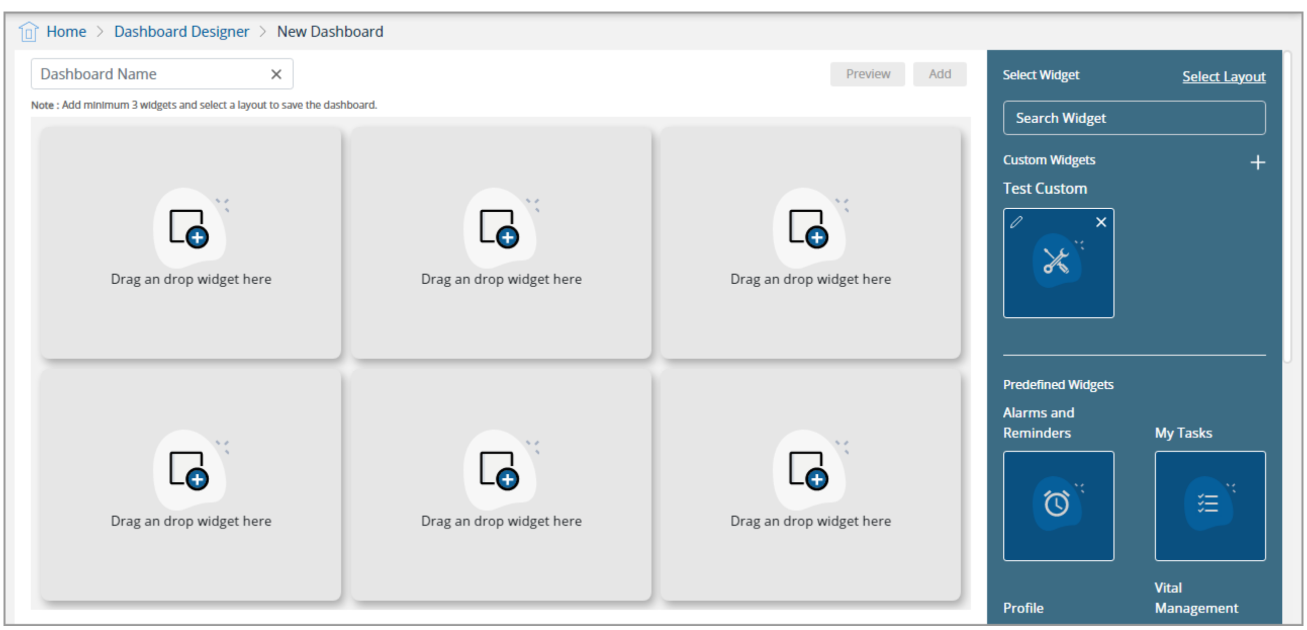
While adding a dashboard, you can select a maximum of six and minimum of three widgets. You can select different layouts for the selected number of widgets in the dashboards. You can also add a custom widget while configuring the dashboard.

It is possible to assign rights to the selected RMS users, groups, and role to allow them to view the dashboard in the Web module. In case, a user is provided rights on multiple dashboards, then the default dashboard appears to the user as per alphabetical order. The users are also provided with an option to select the required dashboard as per their requirements.

You can preview the designed dashboard in the RMS Admin module itself. Locations of the widgets can be interchanged in the dashboard while configuring them. Once a widget is removed from the dashboard, the layout suggestions are also changed. It is as per the number of widgets remaining in the dashboard.

To add a dashboard, perform the below steps:

1. In the RMS tab of the Dashboards screen, click **+ Add Dashboard** displayed in the top-right corner of the screen. The New Dashboard screen appears.



2. In the **Dashboard Name** box, enter the required name of a dashboard.
3. Click the Add Widget icon  to select the required widgets that you want to add to the dashboard.

You can also drag the required widgets from the Select Widget panel displayed in the right pane and drop them at the suitable box in the designer pane.

In case, you have selected an inappropriate widget, then remove it by clicking the Remove icon ✕ that appears on the top-right corner of the added widget box.

The following predefined widgets are available to select:

- **Alarms and Reminders** — This widget shows all the notifications in the form of alarms and reminders which can be dismissed from the widget itself.
- **My Tasks** — This widget displays the list of all incoming and outgoing requests of a signed-in user.
- **Profile** — This widget helps the users to view basic user information related to the signed-in users. A user can view details like user ID, full name, last name, and e-mail ID. This widget also gives details like user password expiry, and last login details. A user can do the profile settings and change the password through this widget.
- **Vital Management** — This widget displays the list of files, fileparts and records that are essential for the organization.
- **Pending Disposition** — This widget displays the list of the disposition items that are in pending.
- **Recently Accessed** — This widget displays the list of recently accessed classes, files, fileparts, and records with the date and time information.
- **Favorites** — Users can mark the classes, files, filepart, and records as favorites from the repository. This widget represents the list of the items marked as favorites by the signed-in user.
- **My Searches** — Using this widget, a user can view search configurations and saved searches on which the user has rights.

You can also create custom widgets, refer to the Creating custom widgets section for procedural details.

> You can select six widgets maximum and three widgets minimum while creating a new dashboard or changing the existing ones.

4. To select a layout, click **Select Layout** displayed in the top-right corner of the Select Widget pane. Based on the number of selected widgets, the list of different layouts appears.
5. Select an appropriate layout and click one of the following buttons:

- **Preview** — This button allows you to preview the final dashboard look. Once done, click the **Back to Configurator** button to return to previous screen and click **Add** to finalize the dashboard or make the required changes, if needed.
- **Add** — This button allows you to finalize the select layout. Once clicked, a message “Dashboard Added Successfully” appears.

Modifying a dashboard

To modify a dashboard, perform the below steps:

1. In the RMS tab of the Dashboards screen, click a required dashboard to modify it. The required dashboard opens.
2. Click **Edit** to modify it.
3. Select the widgets that you want to add or remove.

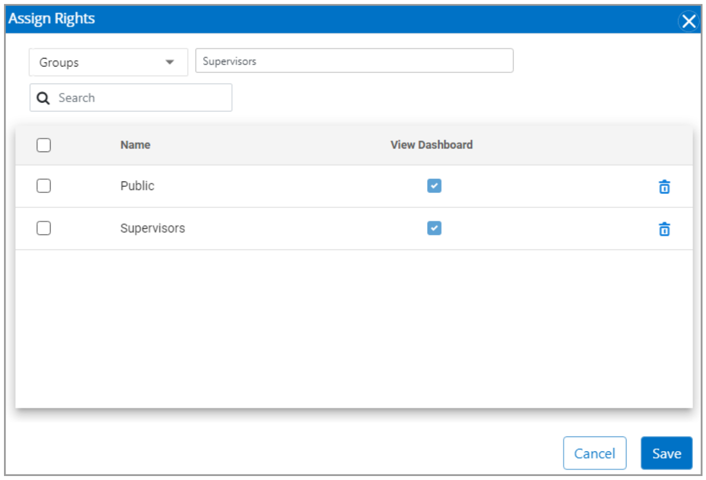
> You can select six widgets maximum and three widgets minimum while creating a new dashboard or changing the existing ones.

4. Click **Select Layout** from the right pane. Based on a selected number of widgets, the list of layout appears.
5. Select a layout.
6. Click **Preview** to preview the final dashboard look or click **Save** to apply the modification. Once saved, the message “Dashboard configuration is saved successfully” appears.

Assigning rights

To assign rights on the dashboard, perform the below steps:

1. In the RMS tab of Dashboards screen, click the **Assign Rights** icon displayed on the required dashboard or open the dashboard and click the icon. The Assign Rights dialog appears.



2. Click the dropdown icon and select the required **Group**, **Role**, or both to assign rights for the dashboard.
3. Based on the **Group** or **Role** selection, specify the required group or role type from the existing group or role list. The added groups or roles appear in the list.
4. Select the **View Dashboard** checkbox against the added groups or roles to whom you want to provide the dashboard view rights.
   If you want to remove the unwanted groups or roles from the list, click the **Delete** icon against the required groups or roles. You can also select all groups and roles by clicking against the Name checkbox, and then click the **Delete** icon to remove them all.
5. Click **Save** to save the changes.

Deleting a dashboard

To delete a dashboard, perform the below steps:

1. In the RMS tab of the Dashboards screen, go to the existing dashboard that you want to delete.
2. Click the **Delete** icon. The Delete Dashboard box appears.
3. Click **Confirm** to delete the dashboard. The message “Deleted Dashboard Successfully” appears.

Creating custom widgets

The OmniDocs Dashboard Designer allows you to create customized widgets as per the requirements.

To create custom widgets, perform the below steps:

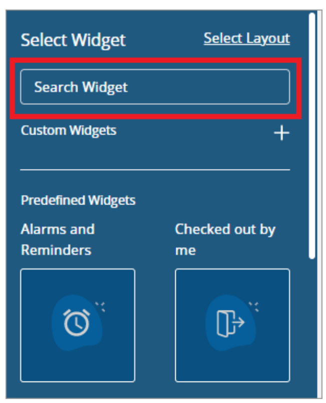
1. In the open dashboard screen, click the **Add** + icon displayed against **Custom Widgets** in the Select Widget pane. The Add Custom Widget screen appears.
2. Enter the widget **Name** and **URL**.
3. Click **Add** to finalize.

Searching a widget

The OmniDocs Dashboard Designer provides an option to search the widgets. This option helps when multiple widgets exist in the **Select Widget** list.

To search for a widget, perform the below steps:

1. In the open dashboard screen, go to the **Select Widget** pane.
2. Enter the name of the required widget in the **Search Widget** box.



Location settings

The Locations Settings tile contains the following functionality:

- Location Management
- Map Dataclass

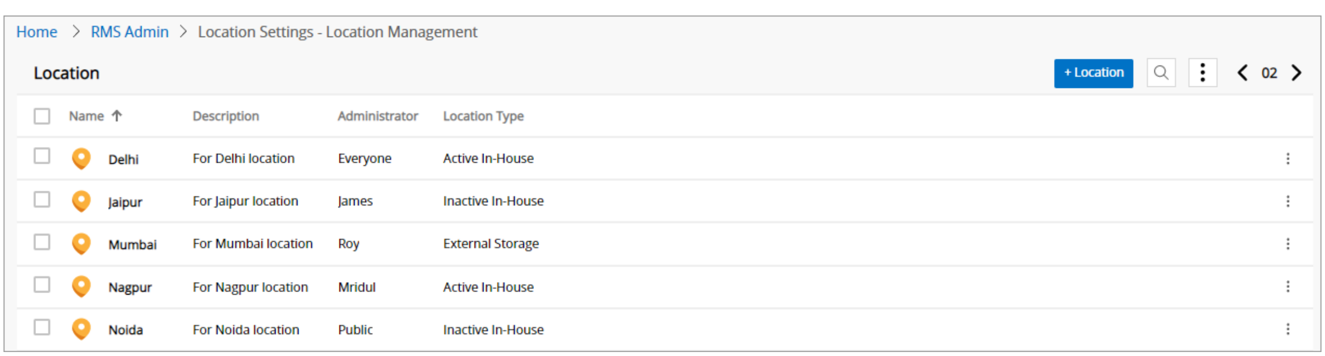
Managing locations

A location and sub-location are used to represent a physical entity used for the storage of classes, files, fileparts, and records in an organization. A location can be of three types:

- **Active in-House** — This type of location is used for interim transfer and storing frequently used items.
- **Inactive in-House** — This type of location is used for interim transfer and storing infrequently used items.
- **External Storage** — This type of location is used for the accession (Permanent transfer) of records to some outside authority. For example, this location could represent some archiving authority.

To access Location Management, perform the below steps:

1. On the RMS Admin home screen, go to the **Location Settings** tile.
2. Click **Location Management**. The Location Management screen appears. It displays the list of existing locations.

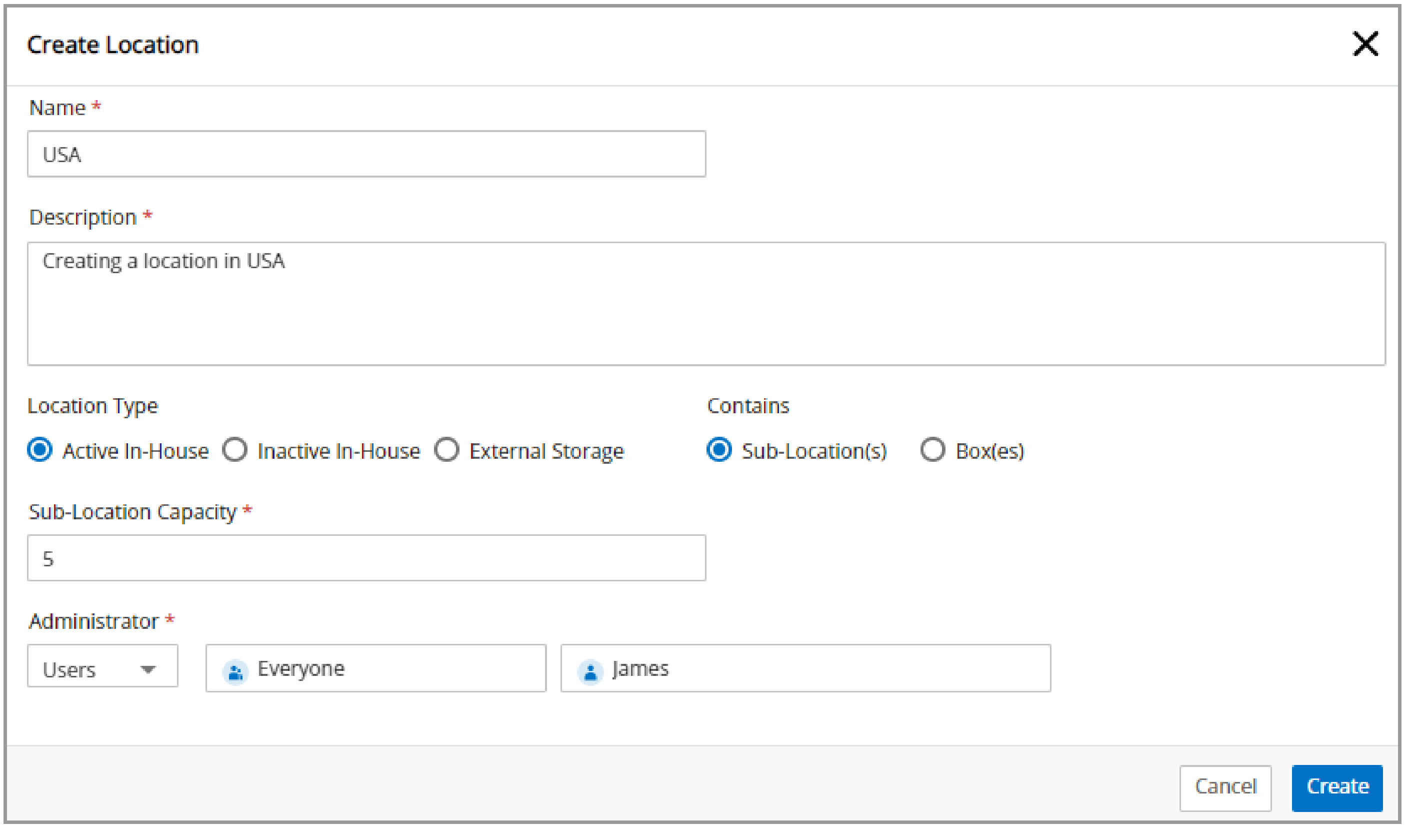


Creating location

To create a location, perform the below steps:

1. On the Location Management screen, click **+ Location**. The Create Location dialog appears.
2. Specify the following fields:

Fields	Description
Name	Name of the location.
Description	Location description for reference.
Location Type	Select the desired Location Type. The options are: • **Active In-House** — This type of location is used for interim transfer and storing frequently used items. • **Inactive In-House** — This type of location is used for interim transfer and storing infrequently used items. • **External Storage** — This type of location is used for the accession (Permanent transfer) of records to some outside authority. For example, this location could represent some archiving authority.
Contains	Select the **Sub-Location(s)** option to create a sub-location within the location being created. On selecting the **Sub-Location(s)** option, you are required to provide **Sub-Location Capacity**. It is the number of locations that can be created at a sub-location. Select the **Box(es)** option to create a box within the location being created.
Administrator	The administrator is a person responsible for managing the location. The administrator can be a Group or a User or a Role. If a **Group** is selected, then select the required group name from the associated dropdown list. If a **Role** is selected, it can be specified for a particular group. Select a Group and then the Role name from the respective dropdown lists. If a **User** is selected, then select the required user name from the associated dropdown list.



3. Click **Create** to continue. The message "Location Created Successfully" appears. The newly added location now appears in the list of existing locations.

Creating sub-location

Make sure the location in which you want to create a sub-location is created to contain sub-locations.

To create a sub-location within a location, on the Location Management screen, click the **Actions** ⋮ icon against a specific location and select **Create Location**. Alternatively, open a specific location and click **+ Sub-Locations**. The Create Location dialog appears. The remaining steps are the same as explained in the Create location section. The added sub-location appears in the Sub-Locations tab.

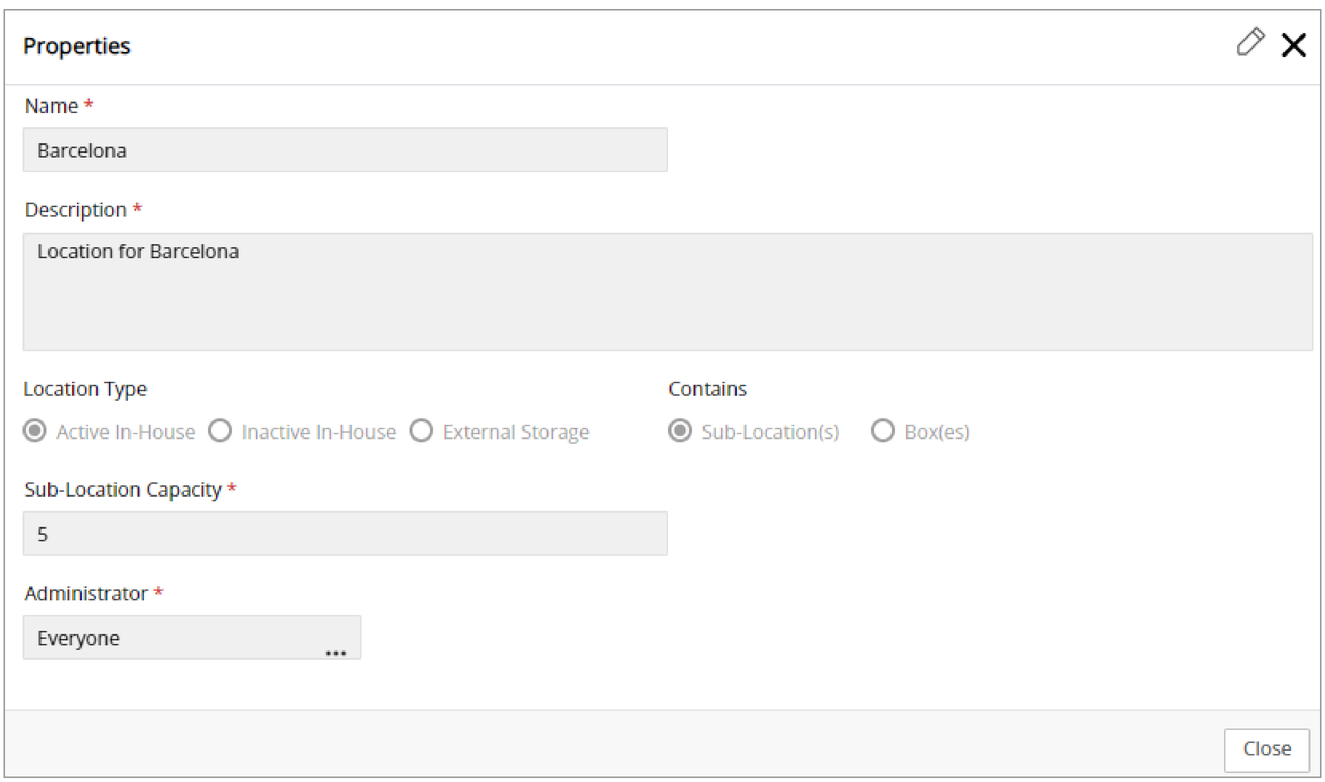
Viewing and modifying properties of location or sub-location

The properties interface display the properties of the selected location or sub-location. If you have rights to modify the location's properties, you can change the location or sub-location name, description, location type, and administrator.

You can modify location or sub-location properties only if you have the right to modify them.

To view and modify location or sub-location properties, perform the below steps:

1. Go to a specific location or sub-location.
2. Click the **Actions** icon against a specific location or sub-location and select **Properties**. Alternatively, open a specific location or sub-location and click the **Properties** icon that appears on the operation bar. The Properties dialog appears.



3. Click the **Edit** icon. The editable fields enable to modify. The **Contains** and **Sub-Location Capacity** fields are unable to modify.
4. Make the required modifications.

5. Click **Save Changes** to continue. The message “Properties Updated Successfully” appears.

Viewing and saving audit log of location or sub-location

An audit log provides you a chronological record of operations that are performed on the specified location or sub-location by any member of the Record Management System.

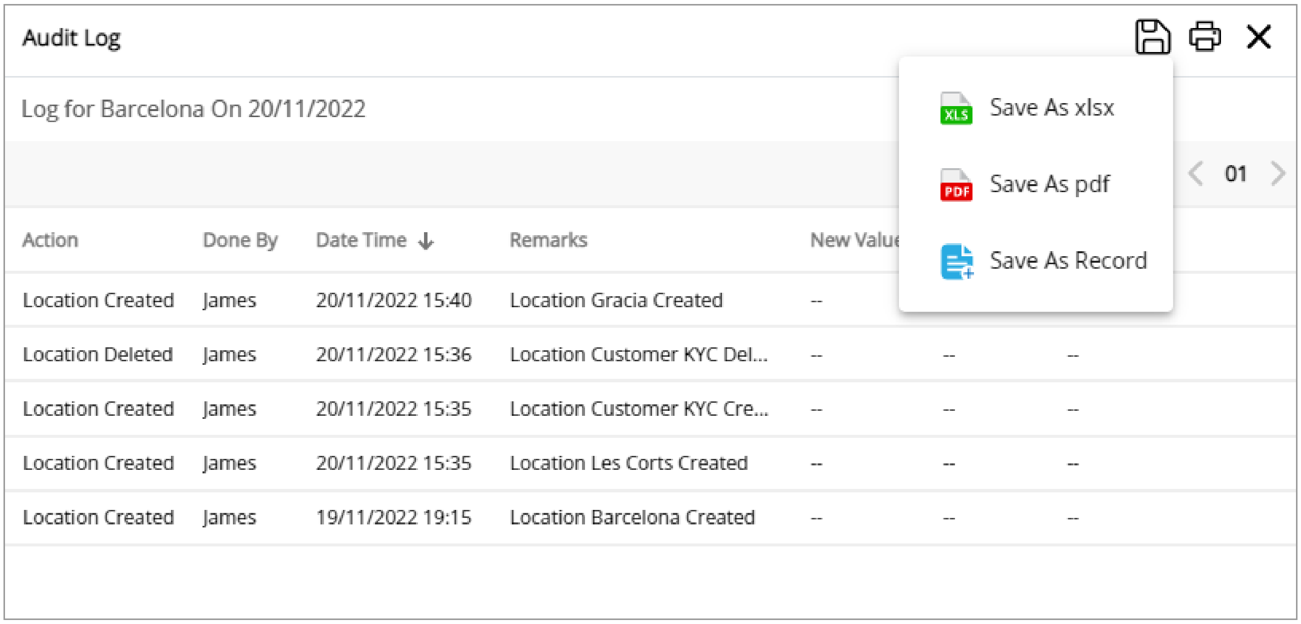
To view an audit log of a location or sub-location, perform the below steps:

1. Go to a specific location or sub-location.
2. Click the **Actions** ⋮ icon against a specific location or sub-location and select **Audit Log**. Alternatively, open a specific location or sub-location and click the **Audit Log** icon that appears on the operation bar. The Audit Log dialog appears.

To print an audit log, click the **Print** icon. The Print dialog appears. Make the required configurations and click **Print**.

To save an audit log, perform the below steps:

1. On the Audit Log dialog, click the **Save** icon. The options to save the audit log in the following format appears:
   - Save As xlsx
   - Save As pdf
   - Save As Record



2. To save the audit log in XLSX or PDF format, click the respective **Save As xlsx** or **Save As pdf** option. The audit log gets downloaded into your system. In case you want to save the audit log as a record in RMS, then follow the below steps:
    a. Click **Save As Record**. The Save As Record dialog appears.
    b. Navigate to the desired filepart where you want to save the audit log as a record and click **Done** to continue. The **Basic** and **Advanced** tabs appear.
    c. Specify the following details in the **Basic** tab:

Fields	Description
Record Name	Enter record name.
Record Number	The number of this record.
Publication Date	Select publication date.
Originating Organization	Enter the name of the organization.
Author	Enter the author name of the record.

Fields	Description
Security Classification	Select an option to apply an appropriate level of security. The levels of security classification are as follow: • Top Secret • Secret • Confidential • Restricted • Unclassified The security classification follows the same hierarchy as mentioned in the above list. A fileplan item (file, filepart, or record) with specific security levels will be accessible only to the authorized users, groups, or roles who have permission to access that item. For example, a top security file will be visible to only those users, groups, or roles who have permission to access the top secret files. Similarly, the users, groups, or roles who have confidential permission can access confidential, restricted, and unclassified files, but cannot access secret and top secret files. The security classification level of the record depends upon the highest security level specified for the file and filepart in which the record is to be added.
Barcode	Enter the record barcode.
Save As	It allows you to select one of the following formats to save the audit log: • pdf • xlsx

3. Click the **Advanced** tab and specify the following fields:

Fields	Description
Dataclass	Select a data class from the Select Data Class dropdown list and fill the respective data class fields.
Global Index	Select the global index to be associated with the record from the available values.

Fields	Description
Keyword	Select the keywords to be associated with the record from the available values. A new keyword, not appearing in the dropdown list, can also be added here itself.
Markings	The Marking Management feature allows you to configure and refine search parameters. Select Marking Names and Marking Values from the associated dropdown lists.

4. Click **Add**. The message "Record Added Successfully" appears.

Deleting a location or sub-location

A location or sub-location can be deleted only if it does not contain any sub-locations or boxes.

To delete a location or sub-location, perform the below steps:

1. Go to the specific location or sub-location.
2. Click the **Actions** ⋮ icon against a specific location or sub-location and select **Delete**. Alternatively, open a specific location or sub-location and click the **Delete** icon that appears at the top-right corner of the screen. The Delete dialog appears to confirm the deletion.
3. Click **Confirm** to continue. The message “Location(s) Deleted Successfully” appears.

To delete multiple locations or sub-locations simultaneously, perform the below steps:

1. Select the checkboxes against the specific locations or sub-locations. On selecting multiple checkboxes the **Delete** button appears.
2. Click **Delete** to continue. The Delete dialog appears to confirm the deletion.
3. Click **Confirm**. The message “Location(s) Deleted Successfully” appears.

Creating box

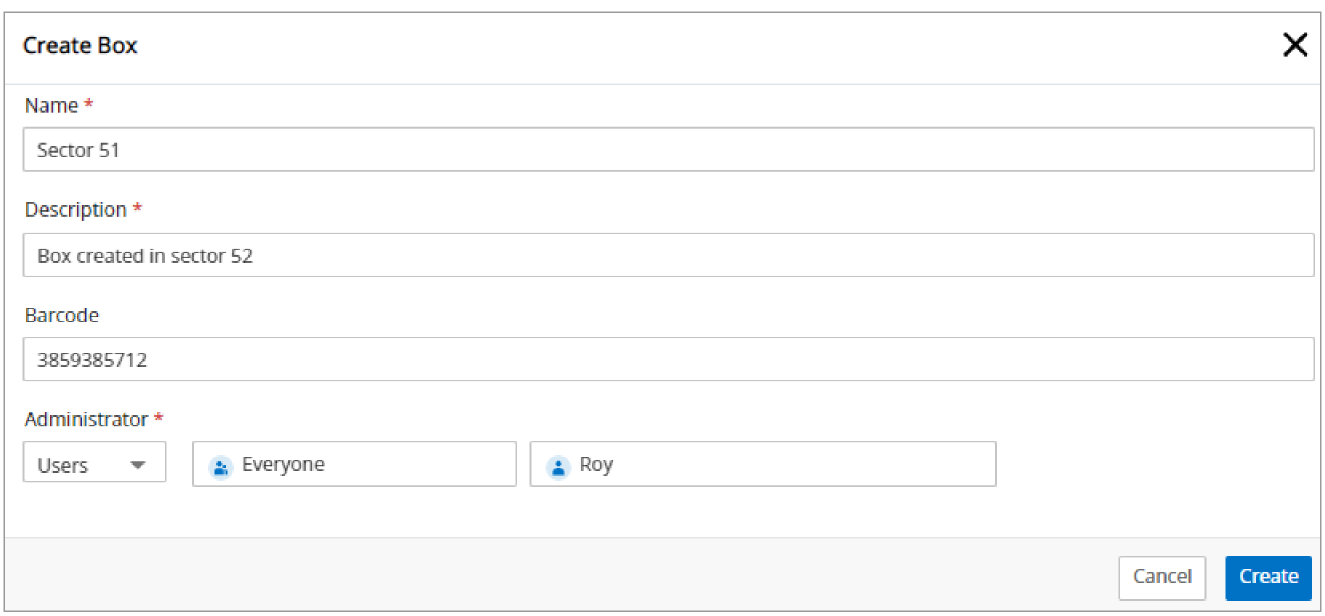
A Box in RMS allows you to temporarily store the classes, files, fileparts, and records. Boxes are required while transferring records from one location to another. Boxes are placed inside any location or a sub-location.

Make sure the location or sub-location in which you want to create a box is created to contain boxes.

To create a box within a location or a sub-location, perform the below steps:

1. Go to a specific location or sub-location.
2. Click the **Actions** ⋮ icon against a specific location or sub-location and select **Create Box**. Alternatively, open a specific location or sub-location and click **+ Box**. The Create Box dialog appears.
3. Specify the following fields:

Fields	Description
Name	Name of the box.
Description	Details of the box.
Barcode	Barcode value of the box.
Administrator	Administrator of the box. The administrator can be a Group or User or Role. If **Group** is selected, then select the required group name from the associated dropdown list. If **Role** is selected, it can be specified for a particular group. Select a Group and then the Role name from the respective dropdown lists. If **User** is selected, it can be specified for a particular group. Select a Group and then the user name from the respective dropdown list.



4. Click **Create** to continue. The message “Box Created Successfully” appears.

Hold or unhold box

The Hold or Unhold operation of the box allows you to give restricted authorization to another user on the created box.

Hold:

When a box is set on hold, you cannot create a new class, file, or filepart in this held box. Also, you cannot insert a new record in this box.

Unhold:

When a box is set on unhold, all the restrictions that were applied during the hold box get reverted, and you can add records and create a new class, file, and filepart in that box. Unhold box is enabled only for those boxes that are already in the hold state.

To hold a box, perform the below steps:

1. Go to a specific box.
2. Click the **Actions** ⋮ icon against a specific box and select **Hold**. The Hold dialog appears for confirmation.
3. Click **Confirm** to continue. The message "Box(es) Held Successfully" appears.

To unhold a box, perform the below steps:

1. Go to a specific hold box.
2. Click the **Actions** ⋮ icon against a specific hold box and select **Unhold**. The Unhold dialog appears for confirmation.
3. Click **Confirm** to continue. The message "Box(es) Released Successfully" appears.

To hold or unhold multiple boxes simultaneously, perform the below steps:

1. Select the checkboxes against the specific boxes. On selecting multiple boxes the **Hold** or **Unhold** button appears.

> Unhold box is enabled only for those boxes which are already in the hold state.

2. Click **Hold** or **Unhold** to continue. The Hold or Unhold dialog appears for confirmation.
3. Click **Hold** or **Unhold**. The message “Box(es) Held or Released Successfully” appears.

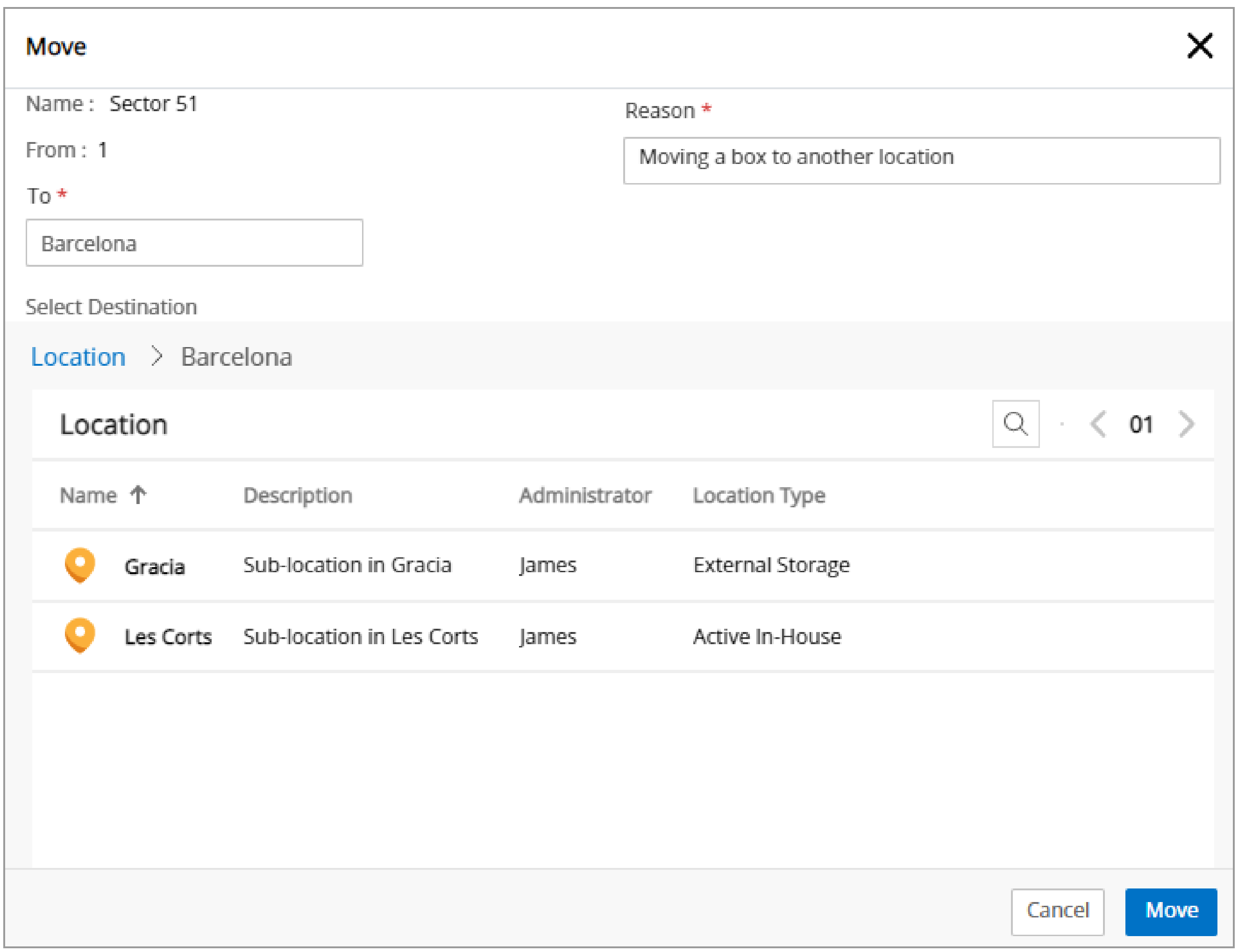
Moving box

The Move operation of a box allows you to move a required box from one location to another location.

It is not allowed to move a box in a hold state. Therefore, the hold option disables for a box in a hold state.

To move a box, perform the below steps:

1. Go to a specific box.
2. Click the **Actions** ⋮ icon against a specific box and select **Move**. The Move dialog appears.
3. Select a desired destination from the **Select Destination** list. The selected destination appears in the **To** box.
4. Specify a reason in the **Reason** box.



5. Click **Move**. The message “Box(es) Moved Successfully” appears.

To move multiple boxes simultaneously, perform the below steps:

1. Select the checkboxes against the specific boxes. On selecting multiple boxes the **Move** button appears.
2. Click **Move** to continue. The Move dialog appears. The remaining steps are the same as mentioned above.

Viewing and modifying properties of box

If a box is in a hold state then its properties cannot be modified.

To view and modify the properties of a box, perform the below steps:

1. Go to a specific box.
2. Click the **Actions** icon against a specific box and select **Properties**.

3. Click the **Edit** icon. The fields enable in the editable mode.
4. Make the required modifications.
5. Click **Save Changes** to continue. The message “Properties Updated Successfully” appears.

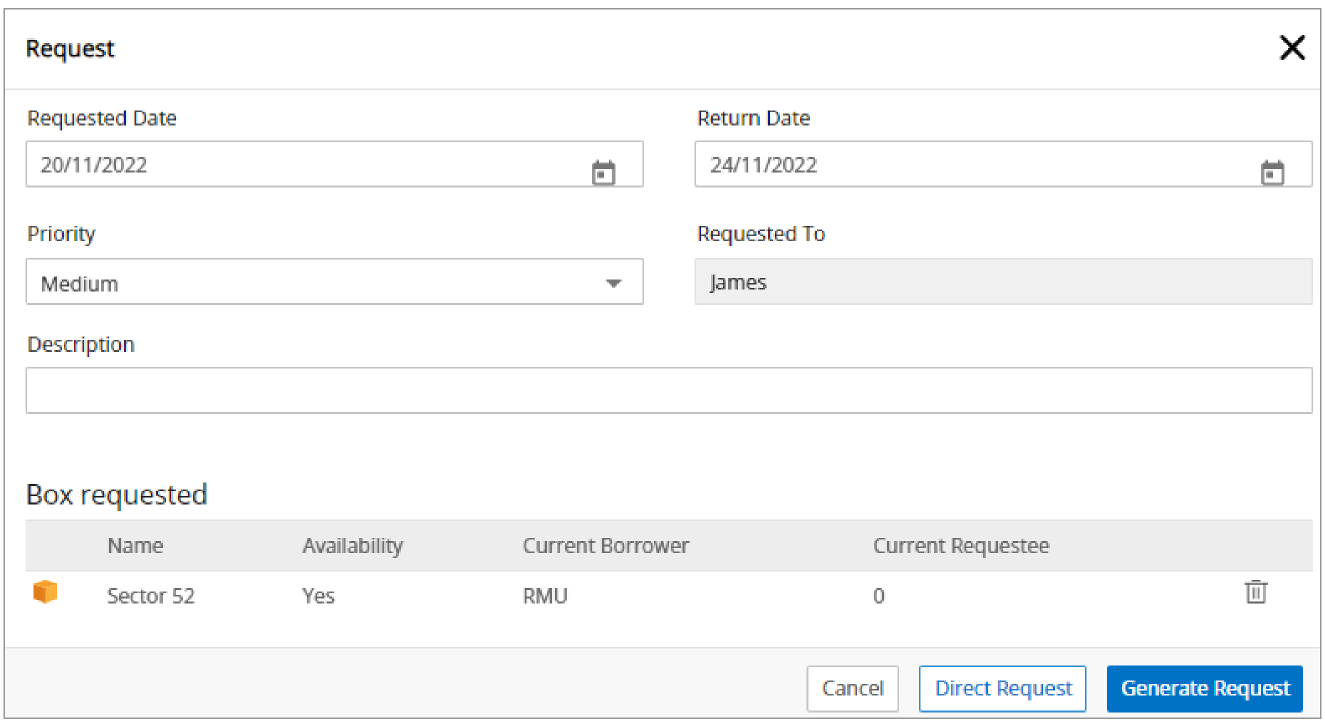
Requesting box

The Request operation allows you to request the required boxes. When a request is made, the corresponding information is passed to whom the request is made.

The items requested are clubbed under a request number so that you can directly grant or reject all the items straightaway, otherwise grant or reject items under this request number individually.

To request a box, perform the below steps:

1. Go to a specific box.
2. Click the **Actions** icon against a specific box and select **Request**. The Request dialog appears. The selected box that is required for the referral is displayed in the list of Box Requested. You can delete unnecessary boxes by clicking the **Delete** icon against them.



3. Specify the following details:

Fields	Description
Requested Date	The date on which the boxes are required. By default, the current date is pre-filled.

Fields	Description
Return Date	The date on which the boxes will be returned. By default, this date is pre-filled which is calculated based on the Borrow period defined by RMS Admin.
Priority	Priority of the request. It can be Low, Medium, or High.
Requested To	User, Role, or Group to whom the request is made. It is not modifiable and is set by default as the owner of the box to be requested.
Description	Description of request.

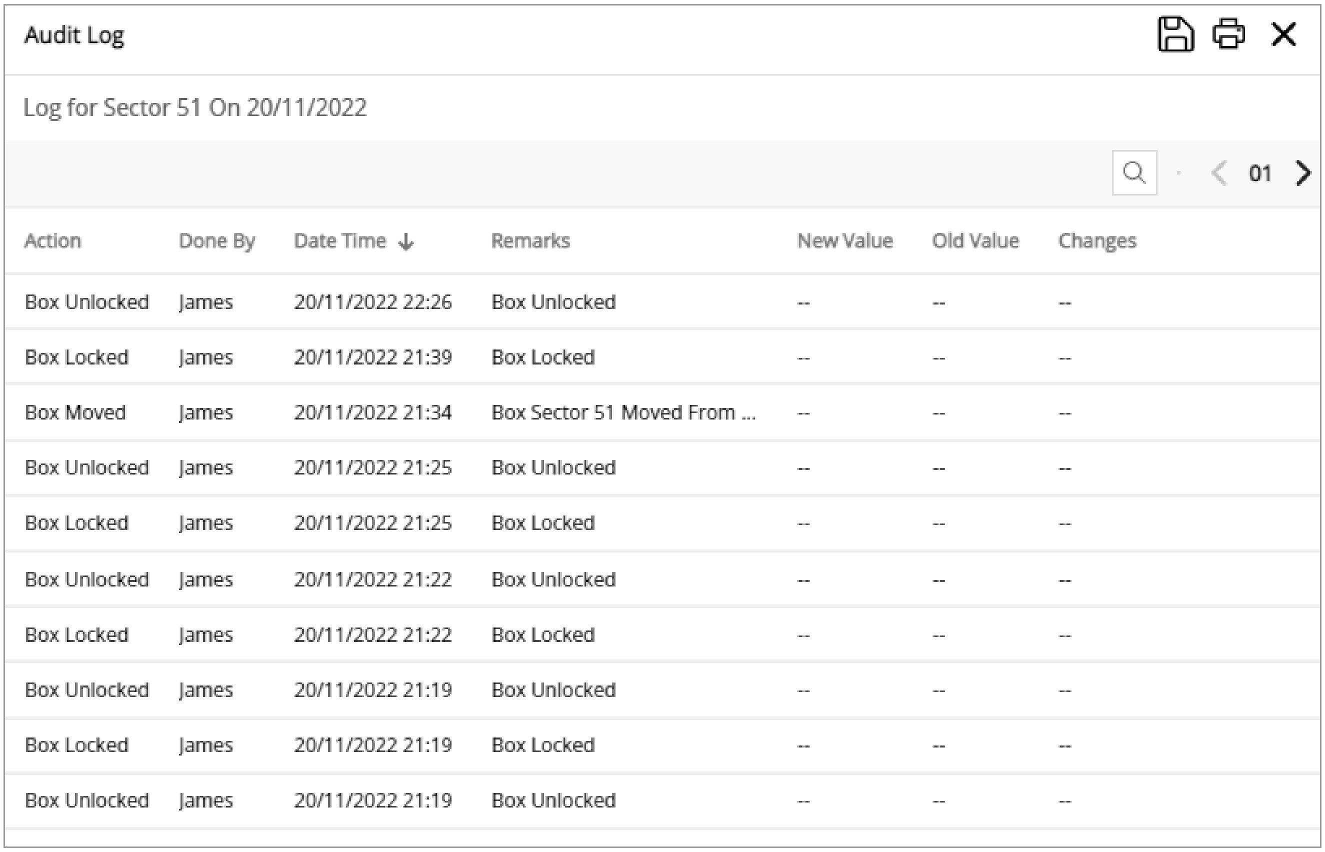
4. Click one of the following options:
   - **Direct Request** — Select this option if you want to make a direct request for a specific box. In case, any other user is the current borrower of the requested box, a request can be made directly to that user for the required box.
   - **Generate Request** — Select this option if you want to send the transfer request note. The dialog appears showing the summary and status of the request made.

Viewing and saving audit log of box

An audit log provides you a chronological record of operations that are performed on the specified box by any of the members of the Record Management System.

To view an audit log of a box, perform the below steps:

1. Go to a specific box.
2. Click the **Actions** ⋮ icon against a specific box and select **Audit Log**. The Audit Log dialog appears. It displays the different operations performed by the various users on a specific box.


Audit Log

Log for Sector 51 On 20/11/2022

01

Action	Done By	Date Time	Remarks	New Value	Old Value	Changes
Box Unlocked	James	20/11/2022 22:26	Box Unlocked	--	--	--
Box Locked	James	20/11/2022 21:39	Box Locked	--	--	--
Box Moved	James	20/11/2022 21:34	Box Sector 51 Moved From ...	--	--	--
Box Unlocked	James	20/11/2022 21:25	Box Unlocked	--	--	--
Box Locked	James	20/11/2022 21:25	Box Locked	--	--	--
Box Unlocked	James	20/11/2022 21:22	Box Unlocked	--	--	--
Box Locked	James	20/11/2022 21:22	Box Locked	--	--	--
Box Unlocked	James	20/11/2022 21:19	Box Unlocked	--	--	--
Box Locked	James	20/11/2022 21:19	Box Locked	--	--	--
Box Unlocked	James	20/11/2022 21:19	Box Unlocked	--	--	--

To print an audit log, click the **Print** icon. The Print dialog appears. Make the required configurations and click **Print**.

To save an audit log, click here for procedural details.

Deleting box

A box can be deleted only if it does not contain any item.

To delete a box, perform the below steps:

1. Go to a specific box.
2. Click the **Actions** icon against a specific box and select **Delete**. The Delete dialog appears for confirmation.
3. Click **Confirm** to continue. The message "Box(es) Deleted Successfully" appears.

To delete multiple boxes simultaneously, perform the below steps:

1. Select the checkboxes against the specific boxes. On selecting multiple checkboxes the **Delete** button appears.
2. Click **Delete** to continue. The Delete dialog appears for confirmation.
3. Click **Confirm**. The message "Box(es) Deleted Successfully" appears.

Filtering location, sub-location or box

The Filter operation allows you to search a required location, sub-location, or box from the existing list.

To filter a location, sub-location, or box, perform the below steps:

1. Go to the respective location, sub-location, or box screen.
2. Click the **Filter** icon. The filter criteria to search a location, sub-location, or box appear.
3. Specify the required filter criteria and click **Apply**. The search result appears.

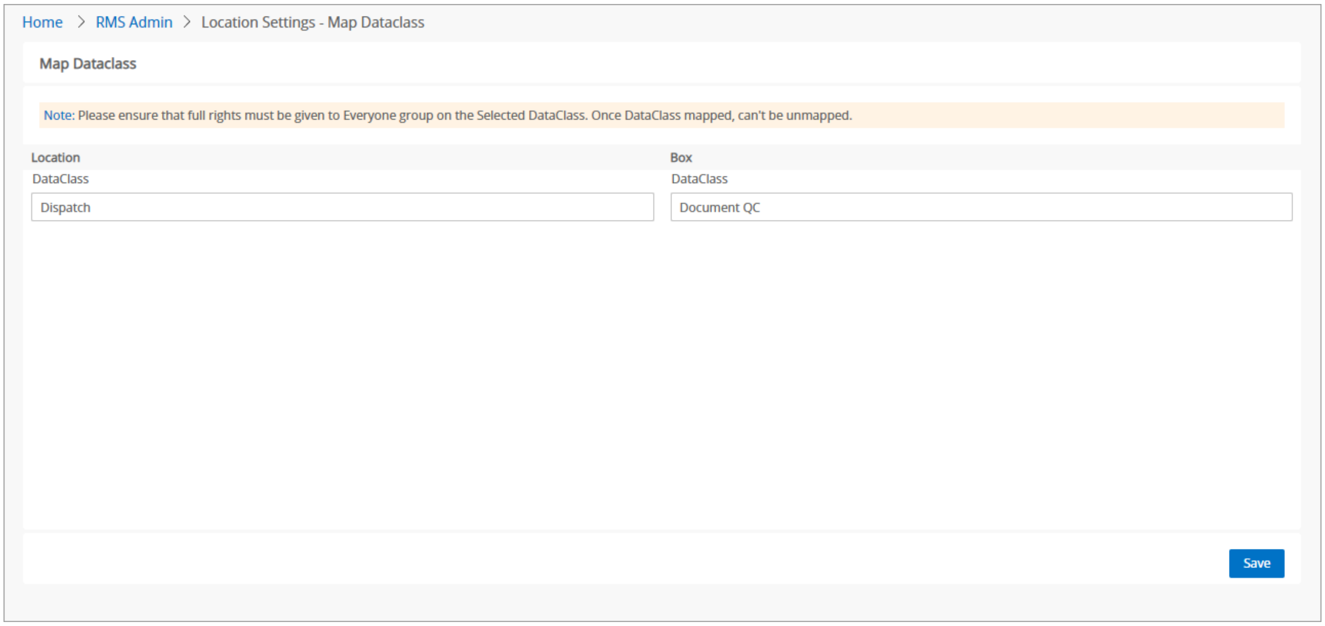
Mapping data class

The Map Dataclass allows you to associate a data class with locations and boxes.

Make sure, the Everyone group has full rights to the selected data class.

To associate the data class with a location and box, perform the below steps:

1. Go to **Location Settings** > **Map Dataclass**. The Map Dataclass screen appears.
2. In the **Location** section, select a data class from the **DataClass** dropdown list.
3. In the **Box** section, select a data class from the **DataClass** dropdown list.



4. Click **Save** to continue. The Confirm dialog appears.
5. Click **Save** to confirm.

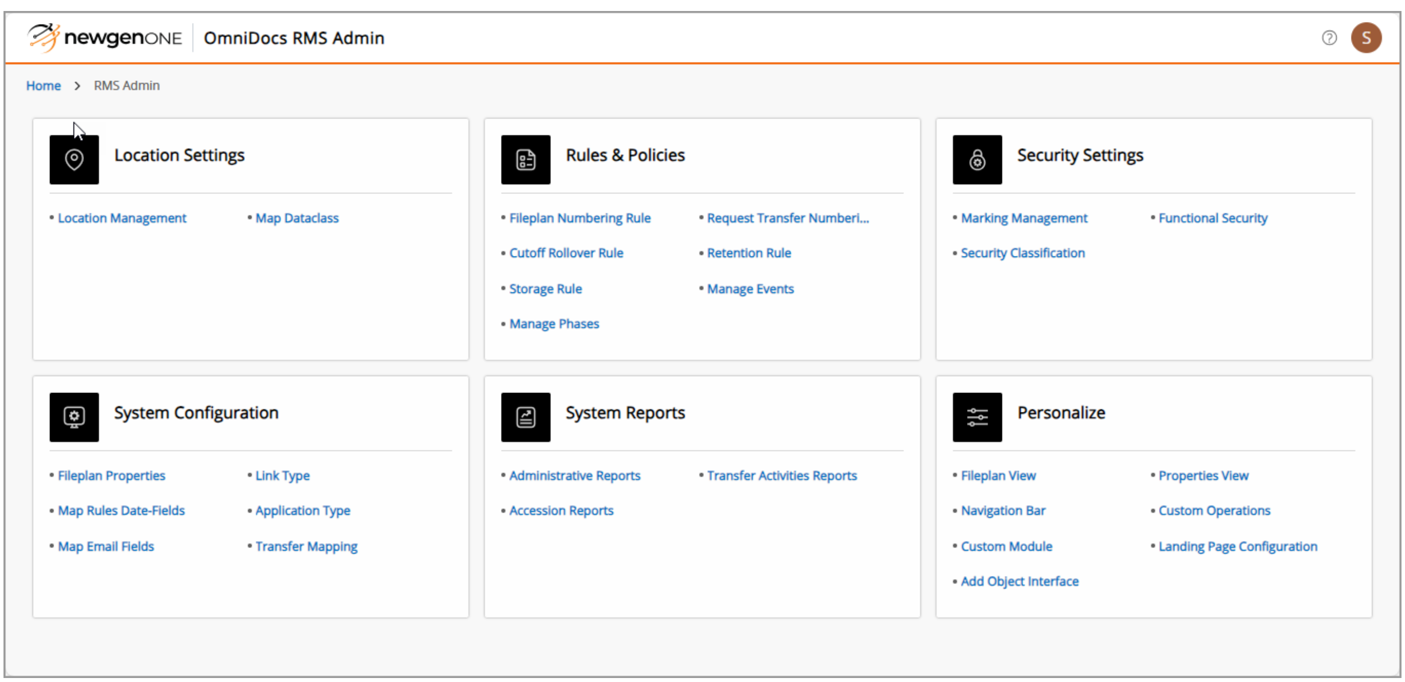
Defining rules and policies

Record policy consists of the following rules:

- Fileplan Numbering Rule
- Request Transfer Numbering Rule
- Cutoff Rollover Rule
- Retention Rule
- Storage Rule
- Manage Events
- Manage Phases

The administrator defines the components of the record rules and policies. These rules are applicable throughout the organization. The users in RMS Web can select these rules to move their records.

To access the rules and policies, on the RMS Admin home screen, go to the **Rules & Policies** tile and click the desired rules and policies to open them.



Fileplan numbering rule

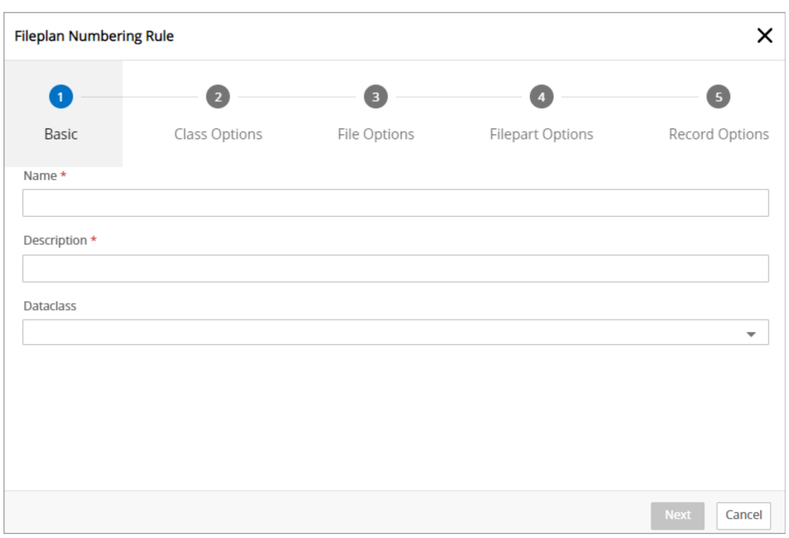
The Fileplan Numbering Rule defines how the file, filepart, and record within a class are numbered. This mechanism simplifies the task of generating the name of a file, filepart, and record. The file numbering must be specified either by using an external program or manually defining the file number generation rule (by selecting the define checkbox). After selecting the define option, you can define the file number generation either as automatic or manual.

Creating fileplan numbering rule

To create a fileplan numbering rule, perform the below steps:

1. On the RMS Admin home screen, go to **Rules & Policies** > **Fileplan Numbering Rule**. The Fileplan Numbering Rule screen appears.
2. Click **+ New Rule**. The Fileplan Numbering Rule dialog appears. It contains the following tabs:
   - Basic
   - Class Options
   - File Options
   - Filepart Options
   - Record Options

   By default, the Basic tab opens.



3. Specify the following details in the **Basic** tab:

Fields	Description
Name	Name of the file numbering scheme.
Description	Description of the file numbering scheme.
Dataclass	Select a data class for associating with the file numbering scheme.

4. Click **Next**. The Class Options tab appears.
5. Select one of the following **Entry Type** as follows:
   - **Manual** — Select this option to manually number the class while creating a class in RMS Web. If **Manual** is selected then other relative fields get disabled.
   - **Auto Generated** — Select this option to define an auto-numbering scheme for the class. If **Auto Generated** is selected, then define the following details:
     -

Fields	Description
Define Format	It allows you to define the rule for generating the class numbers automatically. Select a required format from the Define Format dropdown list. The following formats are available to select: • Parent Category • Parent Number • Format Strings • Constant • Data Class Fields

Fields	Description
Format String	It allows you to define a string format. In case of Parent Category format, the Format String is set as PC by default and it does not allow modification. If the Define Format is set as Format String, then the following format strings are available to select: • %1a — One character • %2a — Two characters • %3a — Three characters • %4a — Four characters • %5a — Five characters • %1n — One number • %2n — Two numbers • %3n — Three numbers • %4n — Four numbers • %5n — Five numbers • %6n — Six numbers • %7n — Seven numbers • %8n — Eight numbers • %9n — Nine numbers • %1d — Current date in a single digit • %2d — Current date in double digits • %1m — Current month in a single digit • %2m — Current month in double digits • %2Y — Current year in two digits format like 19, 20, 21 • %4Y — Current year in four-digit format like 2019, 2020, 2021
Starting Sequence	It allows you to specify a starting sequence for a defined numbering format. It enables to modify only if the Define Format is set as Format String.
Ending Sequence	It allows you to specify an ending sequence for a defined numbering format. It enables to modify only if the Define Format is set as Format String.

Fields	Description
Increment value	It allows you to specify a value to which the class number is to be incremented. It enables to modify only if the Define Format is set as Parent Number or Format String. For example, if Starting Sequence is A, Ending Sequence is Z, and Increment Value is 1, then the class numbering will be A1, A2, A3,......, A9. Once the Increment Value reaches 9, it will reset to 1 and Starting Sequence will be set to B and this sequence will repeat until it reaches the Ending Sequence of Z. Example B1, B2, B3, ..., B9...........Z1, Z2,......., Z9.

- Click **Clear All Class Format** to clear the selected format, else click **Add** to continue. The selected format gets added in the **Class Number** box.
- If you want to continuously increment the class number, click the **Continuous Increment** checkbox. If the **Continuous Increment** checkbox is unchecked, then the class number, for example, will increment as A1, B2, C3, D4, and so on.

- **Auto Generate with Manual Override** - Select this option to define an auto-numbering scheme for the class as explained for Auto-Generated entry type, but while creating a class in RMS Web a user can also manually specify the class numbering.

6. Click **Next**. The File Options tab appears. Specify the required details. For procedural details, refer to step 5 in this section.
7. Click **Next**. The Filepart Options tab appears. Specify the required details. For procedural details, refer to step 5 in this section.
8. Click **Next**. The Record Options tab appears. Specify the required details. For procedural details, refer to step 5 in this section.
9. Click **Create** to continue. The message "Fileplan Numbering Rule Created" appears.

Modifying fileplan numbering rule

You can modify a fileplan numbering rule only if you have the right to modify it.

To modify a fileplan numbering rule, perform the below steps:

1. On the RMS Admin home screen, go to **Rules & Policies** > **Fileplan Numbering Rule**. A list of all the existing fileplan numbering rules appears.
2. Click the **Actions** ⋮ icon against a specific rule and select **Edit**. The Fileplan Numbering Rule dialog appears in editable mode.
3. Modify the properties as required. For procedural details, refer to the Creating fileplan numbering rule section.
4. Click **Next** to move to the next tab. You can also click any tab to open it directly.
5. Once the required properties are updated, go to the Record Options tab and click **Update** to save the modification. The message "Fileplan Numbering Rule Modified" appears.

Deleting fileplan numbering rule

To delete a fileplan numbering rule, perform the below steps:

1. On the RMS Admin home screen, go to **Rules & Policies** > **Fileplan Numbering Rule**. A list of all the existing fileplan numbering rules appears.
2. Click the **Actions** ⋮ icon against a specific fileplan numbering rule and select **Delete**. The Delete dialog appears for confirmation.
3. Click **Confirm**. The message "Fileplan Numbering Rule(s) Delete" appears.

To delete multiple fileplan numbering rules simultaneously, perform the below steps:

1. On the Fileplan Numbering Rule screen, click the checkboxes against the specific fileplan numbering rules. On selecting multiple checkboxes, the **Delete** button appears.
2. Click **Delete**. The Delete dialog appears for confirmation.
3. Click **Confirm**. The message "Fileplan Numbering Rule(s) Delete" appears.

Request transfer numbering rule

The Request Transfer Numbering Rule allows you to define the numbering scheme for a transfer request and notes. This rule is used when a user in RMS Web requests to borrow an item from an authorized member. This mechanism simplifies the task of generating the request number and transfer notes number.

Creating request transfer numbering rule

To create a request transfer numbering rule, perform the below steps:

1. Go to **Rules & Policies** > **Request Transfer Numbering Rule**. The Request Transfer Numbering Rule screen appears.
2. Click **+ New Rule**. The Request Transfer Numbering Rule dialog appears. It contains the following tabs:
   - Basic
   - Request Options
   - Transfer Options

   By default, the Basic tab opens.

3. Specify the following details in the **Basic** tab.

Fields	
Name	The name of the transfer request numbering scheme.
Description	A brief description of the transfer request numbering scheme.

4. Click **Next**. The Request Options tab appears.

5. Specify the following details:

Fields	Description
Define Format	It defines the rule for generating the request and transfer numbers automatically. Select a Define Format as follows: Format String — Select this option if you want to define various string and numeric formats. Constant — Select this option if you want to define a constant numbering scheme.
Format String	If Define Format is set as Constant, then By default, this field is set as 1. It can be increased or decreased as per the requirement. If Define Format is set as Format String, then select one of the following format strings as follows: • %1a — One character • %2a — Two characters • %3a — Three characters • %4a — Four characters • %5a — Five characters • %1n — One number • %2n — Two numbers • %3n — Three numbers • %4n — Four numbers • %5n — Five numbers • %6n — Six numbers • %7n — Seven numbers • %8n — Eight numbers • %9n — Nine numbers • %1d — Current date in a single digit • %2d — Current date in double digits • %3d — Current day in the words like WED, THU, FRI • %1m — Current month in a single digit • %2m — Current month in double digits • %3m — Current month in the words like JAN, FEB, MAR • %2Y — Current year in two digits format like 19, 20, 21 • %4Y — Current year in four-digit format like 2019, 2020, 2021

6. Click **Clear Format** to clear the selected format, else click **Add** to continue. The added format appears in the **Request Number** box.

7. Click **Next**. The Transfer Options tab appears.
8. Specify the details as required. For procedural details, refer to step 5 in this section.
9. Click **Create** to continue. The message "Request Transfer Rule Created" appears.

Modifying request transfer numbering rule

> You can modify a Request Transfer Numbering Rule only if you have the right to modify it.

To modify a request transfer numbering rule, perform the below steps:

1. On the RMS Admin home screen, go to **Rules & Policies** > **Request Transfer Numbering Rule**. A list of all the existing request transfer numbering rules appears.
2. Click the **Actions** ⋮ icon against a specific rule and select **Edit**. The Request Transfer Numbering Rule dialog appears in editable mode.
3. Modify the properties as required. For procedural details, refer to the Creating request transfer numbering rule section.
4. Click **Next** to move to the next tab. You can also click any tab to open it directly.
5. Once the required properties are updated, go to the Transfer Options tab and click **Update** to save the modification. The message "Request Transfer Rule Modified" appears.

Deleting request transfer numbering rule

To delete a request transfer numbering rule, perform the below steps:

1. On the RMS Admin home screen, go to **Rules & Policies** > **Request Transfer Numbering Rule**. A list of all the existing request transfer numbering rules appears.
2. Click the **Actions** ⋮ icon against a specific rule and select **Delete**. The Delete dialog appears for confirmation.
3. Click **Confirm**. The message "Request Transfer Rule(s) Delete" appears.

To delete multiple request transfer numbering rules simultaneously, perform the below steps:

1. On the Request Transfer Numbering Rule screen, click the checkboxes against the specific request transfer numbering rules. On selecting multiple checkboxes, the **Delete** button appears.
2. Click **Delete**. The Delete dialog appears for confirmation.
3. Click **Confirm**. The message "Request Transfer Rule(s) Delete" appears.

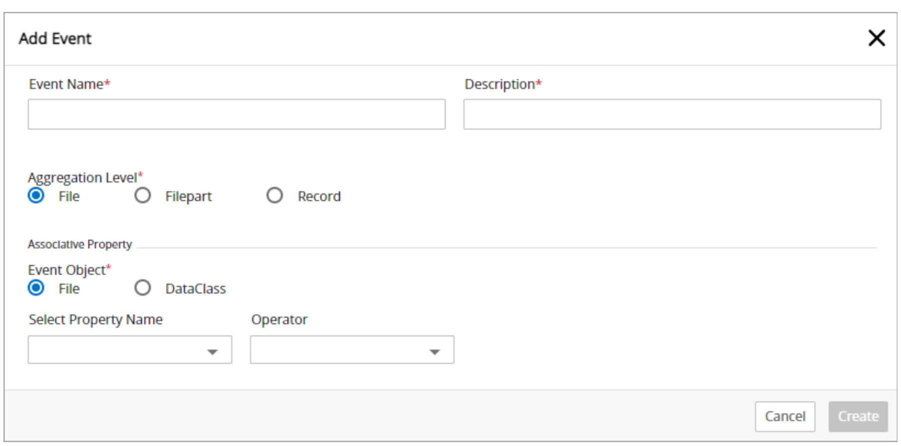
Managing events

An Event is a disposition instruction in which a record is eligible for the disposition (transfer or destroy) upon or immediately after the specified event occurs.

Adding event

To add an event, perform the below steps:

1. On the RMS Admin home screen, go to **Rules & Policies** > **Manage Events**. The Manage Events screen appears.
2. Click **+ Add Event**. The Add Event dialog appears.



3. Specify the following details:

Fields	Description
Event Name	The name of the event.
Description	A brief description of the event.
Aggregation Level	It allows you to select an aggregation level for which you want to define an event. Select an aggregation level from the following list: • File • Filepart • Record
Event Object	Based on the selection of an aggregation level, the Event Object appears to associate with an event property. The different event objects are as follows: • File • Filepart • Record • Dataclass • Global Index
Select Property Name	It appears to define only if the Event Object is selected as File, Filepart, or Record. It allows you to select an event property from the Select Property Name dropdown list. On selecting any of the properties the associated fields appear to define. Specify the associated fields as required.
Select Data Class	It appears to define only if the Event Object is selected as DataClass. It allows you to select a data class for an event property from the Select Data Class dropdown list. On selecting any of the properties the associated fields appear to define. Specify the associated fields as required.
Select Global Index	It appears to define only if the Event Object is selected as Global Index. It allows you to select a global index for an event property from the Select Global Index dropdown list. On selecting any of the properties the associated fields appear to define. Specify the associated fields as required.

4. Click **Create** to continue. The message "Event Created" appears.

Deleting event

To delete an event, perform the below steps:

1. On the RMS Admin home screen, go to **Rules & Policies** > **Manage Events**. A list of all the existing events appears.
2. Click the **Actions** ⋮ icon against a specific event and select **Delete**. The Delete dialog appears for confirmation.
3. Click **Confirm**. The message "Event(s) Deleted" appears.

To delete multiple events simultaneously, perform the below steps:

1. On the Manage Events screen, click the checkboxes against the specific events. On selecting multiple checkboxes, the **Delete** button appears.
2. Click **Delete**. The Delete dialog appears for confirmation.
3. Click **Confirm**. The message "Event(s) Deleted" appears.

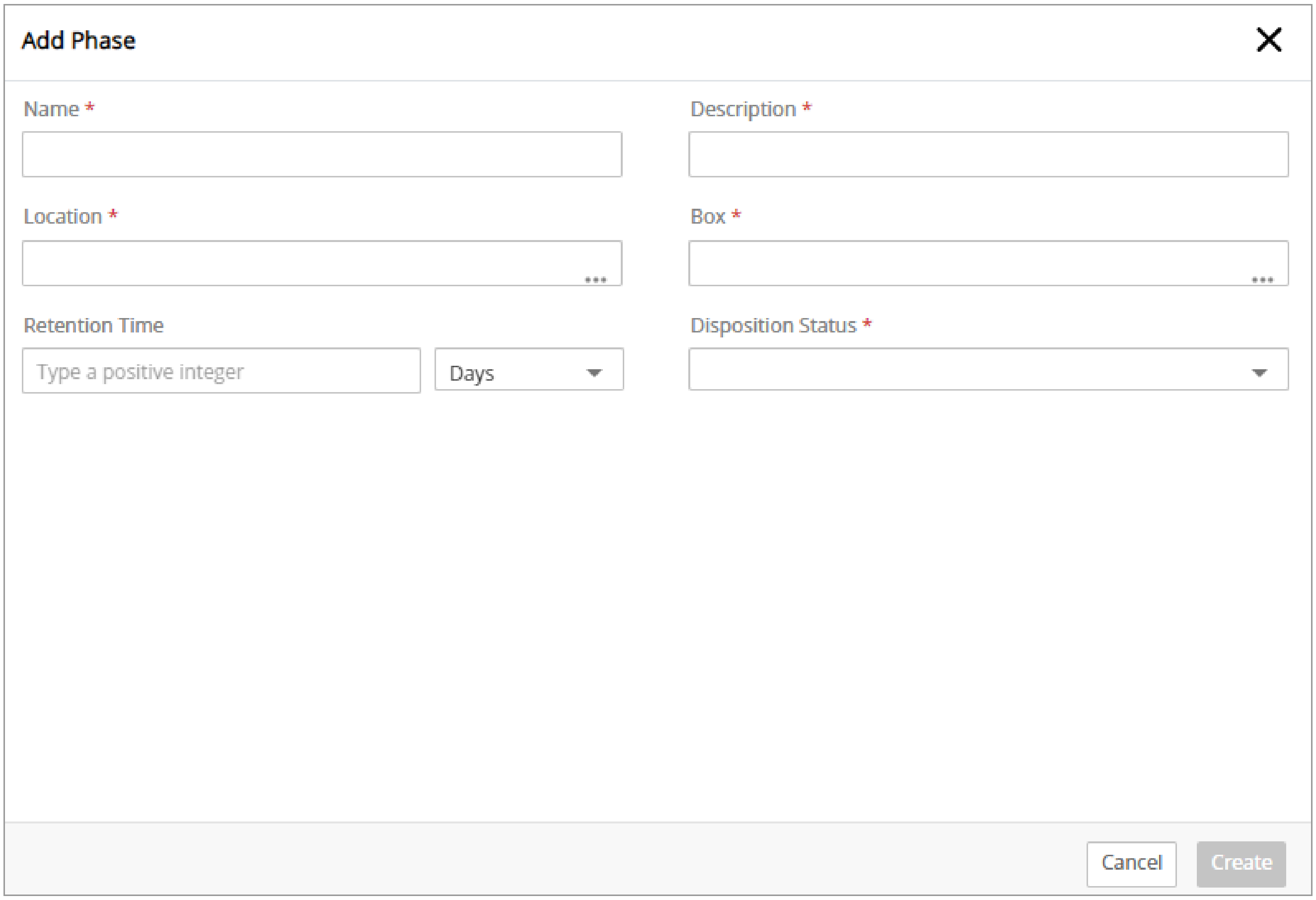
Managing phases

A Phase is a transfer instruction in which a fileplan item is eligible for transfer in multiple phases. Once the phases are defined, then these phases can be used in the retention rule to define the phase based transfer when a fileplan item serves the retention period.

Adding phase

To add a phase, perform the below steps:

1. On the RMS Admin home screen, go to **Rules & Policies** > **Manage Phases**. The Manage Phases screen appears.
2. Click **+ Add Phase**. The Add Phase dialog appears.



3. Specify the following details:

Fields	Description
Name	The name of the phase.
Description	A brief description of the phase.
Location	It allows you to select a location where the specific records are stored in a particular phase.
Box	It allows you to select a location for a Box where the specific records are stored in a particular phase.
Retention Time	It defines the retention time for a phase. Enter a positive integer and select Days, Months, or Years as required.

Fields	Description
Disposition Status	Click the Disposition Status dropdown list to define a suitable status for the disposition of an item. Select one of the following disposition statuses as required: • Record Exported • Current • Intermediate • Archived

4. Click **Create** to continue. The message "Phase Created" appears.

Deleting phase

To delete a phase, perform the below steps:

1. On the RMS Admin home screen, go to **Rules & Policies** > **Manage Phases**. A list of all the existing phases appears.
2. Click the **Actions** ⋮ icon against a specific phase and select **Delete**. The Delete dialog appears for confirmation.
3. Click **Confirm**. The message "Phase(s) Deleted" appears.

To delete multiple phases simultaneously, perform the below steps:

1. On the Manage Phases screen, click the checkboxes against the specific phases. On selecting multiple checkboxes, the **Delete** button appears.
2. Click **Delete**. The Delete dialog appears for confirmation.
3. Click **Confirm**. The message "Phase(s) Deleted" appears.

Cutoff rollover rule

Cutoff means closing a file or filepart on fulfillment of certain conditions, while rollover implies cutoff followed by the creation of a new filepart. The rollover rule is only applicable on filepart.

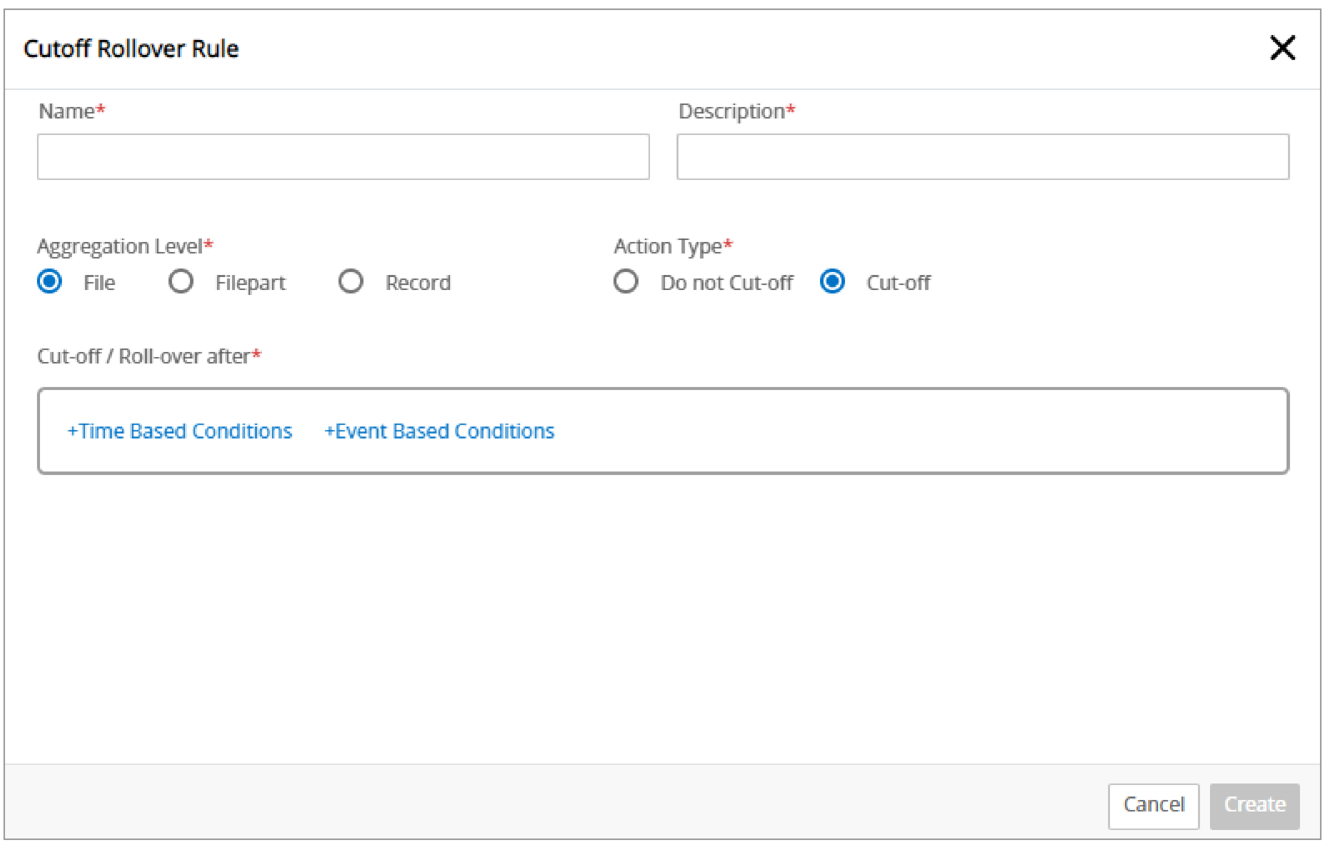
Cutoff rollover rules define whether a file or filepart is to be cutoff or rollover or left as it is on fulfillment of certain conditions. This may be required when you want to limit the number of records in a file or filepart, for example, you may want that a filepart to be closed when the number of records in the filepart becomes 10 or a new filepart is to be created 10 days after filepart is created.

Using these rules you can specify the condition, which will automatically perform cutoff or rollover. This allows you to control the time frame for which new records can be added to the file and filepart.

Creating cutoff rollover rule

To create a cutoff rollover rule, perform the below steps:

1. Go to **Rules & Policies** > **CutOff Rollover Rule**. The CutOff Rollover Rule screen appears.
2. Click **+ New Rule**. The CutOff Rollover Rule dialog appears.



3. Specify the following details:

Fields	Description
Description	A brief description of the cutoff rollover rule.
Name	The name of the cutoff rollover rule.
Action Type	It allows you to select an action that must be taken on fulfillment of a certain condition as explained below. Select an action type as follows: • **Do not Cut-off** — It specifies that no cutoff or rollover is applied to the selected aggregation level. Hence, the item selected does not close unless someone closes it manually. If this option is selected, then the remaining fields get disabled. • **Cut-off** — When this option is selected, the fields specifying the conditions for the cutoff get enabled. Specify the fields as required. • **Roll-over to new filepart** — This option is available only for the aggregation level of the filepart. When this option is selected, the fields for specifying the conditions for the cutoff get enabled. This implies that when the cutoff conditions are satisfied, a new filepart is automatically created according to the file numbering scheme. The new filepart is the default opened filepart now.
Aggregation Level	It allows you to select an aggregation level for which you want to define the cutoff rollover rule. Select an aggregation level from the following list: • File • Filepart • Record

Fields	Description
Cut-off/Roll-over after	It allows you to define the conditions for cutoff or rollover. On fulfillment of the defined conditions, the cutoff rollover rule applies on the select aggregation level. Select the conditions as follows: • **+ Time Base Conditions** — It allows you to define the condition on a time-based. Specify the following field as required: ◦ **Number** — Enter an integer number. ◦ **Periods** — Select a period such as Days, Months, or Years. ◦ **Rule Date** — Select a required condition from the dropdown list. • **+ Event Base Conditions** - It allows you to define the condition on an event-based. Select an event from the Select Events dropdown list. To create an event, refer to the Adding event section. Once a condition is defined, click **Add** to add it. You can also add multiple conditions using the **AND** or **Or** operator. For example: If there are two conditions specified such as 2 > Months > File Created Date and 2 > Days > File Revised Date, the join condition is used AND operator then the higher of the two dates will be used for cutoff rollover. If the join condition is used OR operator, then the smaller of the two dates will be used for cutoff rollover. It is also possible to remove an unnecessary condition by clicking the **Delete** icon against a specific condition.

4. Click **Create** to continue. The message "Cutoff/Rollover Rule Created" appears.

Modifying cutoff rollover rule

You can modify a cutoff rollover rule only if you have the right to modify it.

To modify a cutoff rollover rule, perform the below steps:

1. On the RMS Admin home screen, go to **Rules & Policies** > **CutOff Rollover Rule**. A list of all the existing cutoff rollover rules appears.

2. Click the **Actions** ⋮ icon against a specific rule and select **Edit**. The CutOff Rollover Rule dialog appears in editable mode.
3. Modify the properties as required. For procedural details, refer to the Creating cutoff rollover rule section.
4. Once the required properties are updated, click **Update** to save the modification. The message "Cutoff/Rollover Rule Modified" appears.

Deleting cutoff rollover rule

To delete a cutoff rollover rule, perform the below steps:

1. On the RMS Admin home screen, go to **Rules & Policies** > **CutOff Rollover Rule**. A list of all the existing cutoff rollover rules appears.
2. Click the **Actions** ⋮ icon against a specific rule and select **Delete**. The Delete dialog appears for confirmation.
3. Click **Confirm**. The message "Cutoff/Rollover Rule(s) Deleted" appears.

To delete multiple request cutoff rollover rules simultaneously, perform the below steps:

1. On the CutOff Rollover Rule screen, click the checkboxes against the specific cutoff rollover rules. On selecting multiple checkboxes, the **Delete** button appears.
2. Click **Delete**. The Delete dialog appears for confirmation.
3. Click **Confirm**. The message "Cutoff/Rollover Rule(s) Deleted" appears.

Scheduling rollover service

The RMS rollover utility makes use of the scheduler services that are configurable through the OmniDocs Admin module. You can schedule the rollover utility, that is used to check the condition defined in Cutoff Rollover Rule for Filepart.

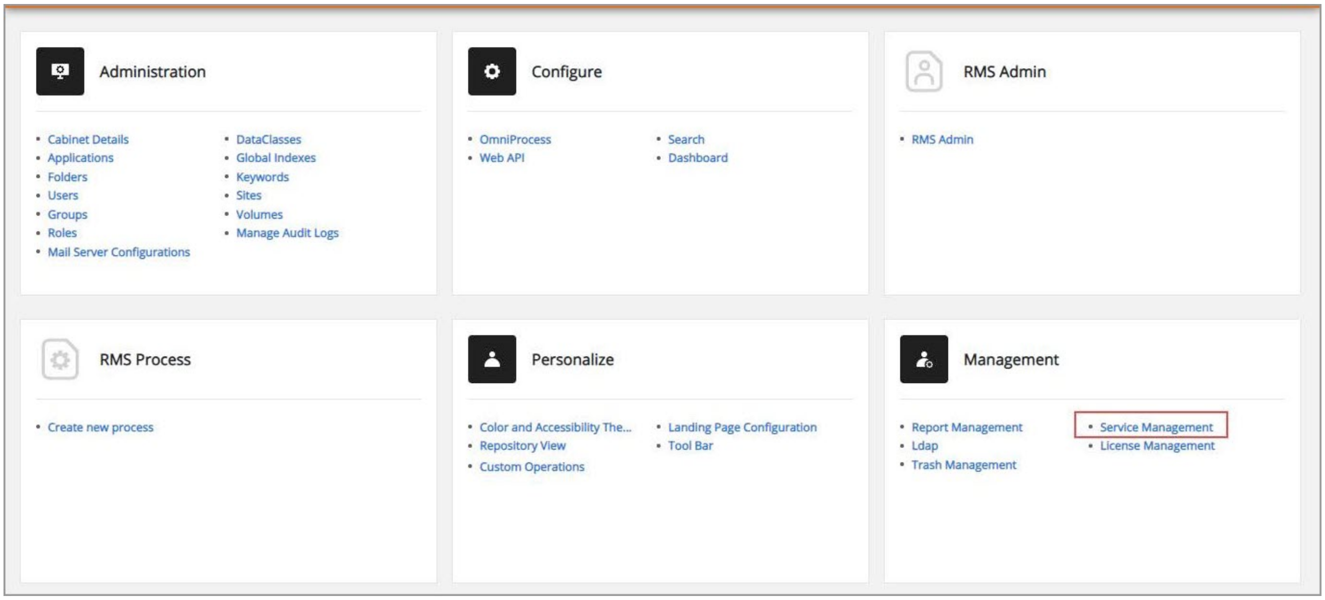
To access the environment for scheduling the rollover services, perform the below steps:

1. Sign in to the NewgenONE OmniDocs Admin module using the below URL format:

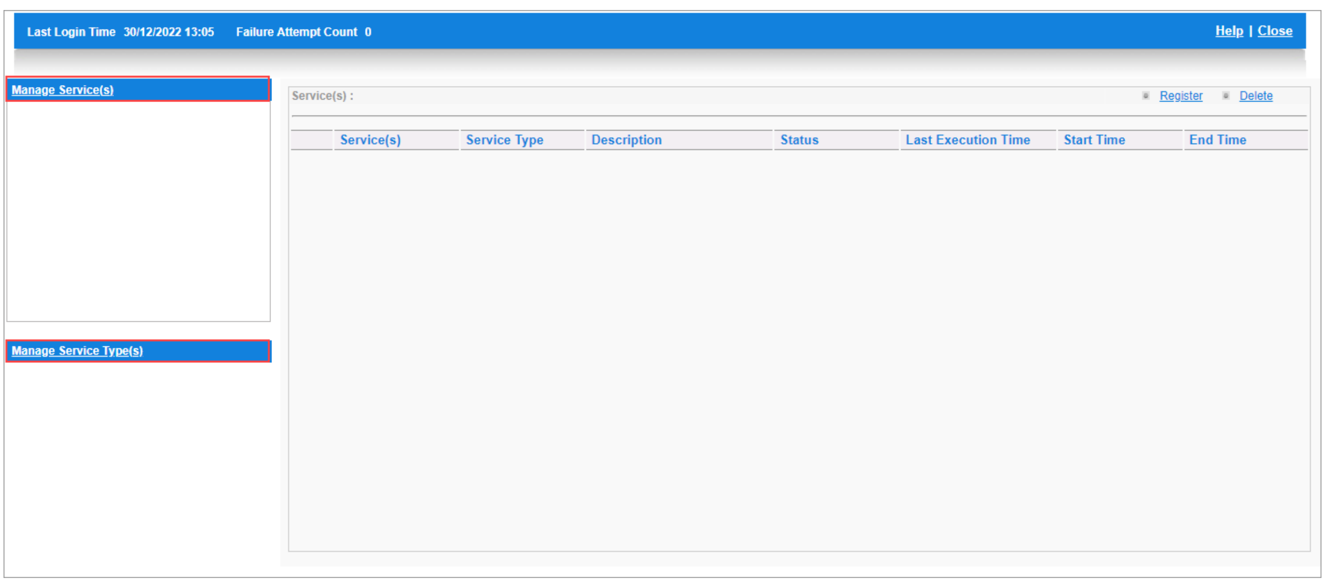
http or https://<IP address>:<Port>/omnidocs/dist/#/admin

On successful sign-in, the NewgenOne OmniDocs Admin screen appears.

2. In the **Management** tile, click **Service Management**.



The screen to schedule the RMS rollover service appears. It contains the Manage Service Type(s) and Manage Service(s) tabs in the left-pane.



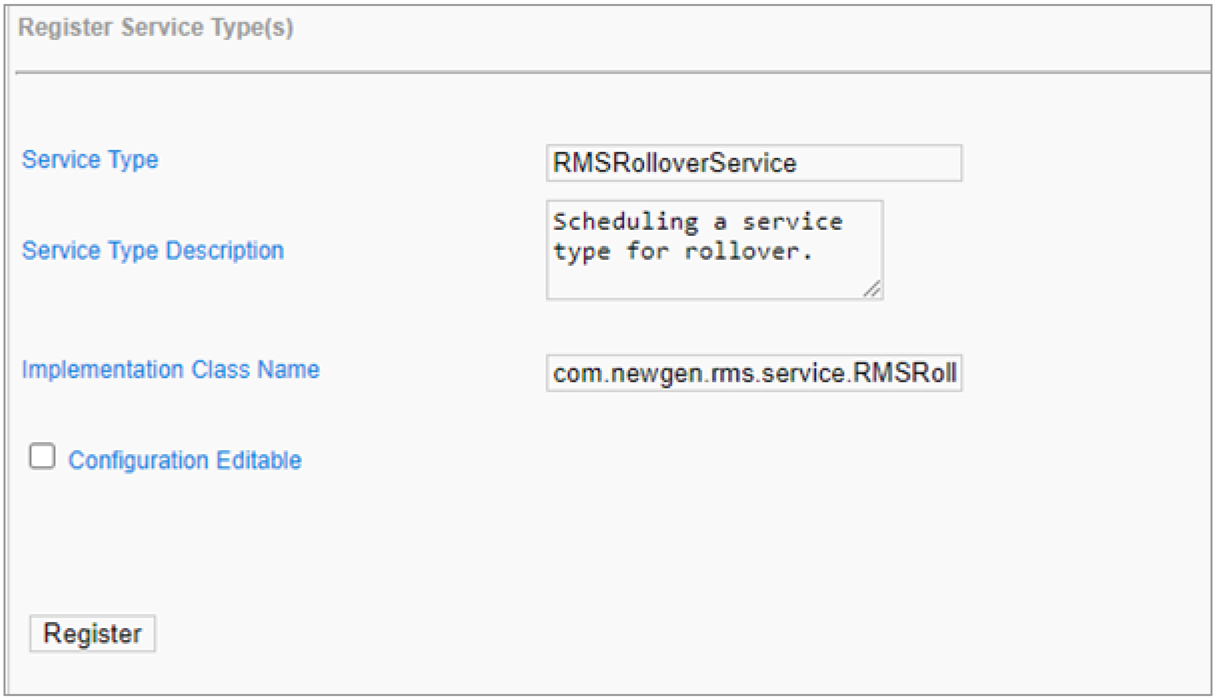
Managing service type

The Manage Service Type(s) tab allows you to create and manage the service type for scheduling the rollover service. Once a service type is created, you can use it while registering the rollover service in Manage Service(s).

To create a rollover service type, perform the below steps:

1. On the Service Management screen, click the **Manage Service Type(s)** tab displayed in the left-pane.
2. In the right-pane, click **Register**. The Register Service Type(s) screen appears.
3. Specify the following details:

Fields	Description
Service Type	Indicates the type of the service name. The service type name must start with the RMS text.
Service Type Description	Indicates a brief description of the service type.
Implementation Class Name	Indicates the class name where the service type is implemented in the product. Hence, the scheduler can use the specified class. Always specify the Implementation Class Name as *com.newgen.rms.service.RMSRollOverService*.
Configuration Editable	By selecting this checkbox, you can make the rollover service editable for a specific service type.



6. Click **Register**. The dialog displaying the successful creation of the service type appears.
7. Click **OK** to continue.

Once a service type is created, you can perform the following operations on it:

- Modify
- Generate report
- Delete

To modify a created service type, perform the below steps:

1. In the Manage Service Type(s) tab, click a specific service type displayed in the left-pane. The Modify Service Type screen appears in the right-pane.
2. Modify the required details as mentioned in step 3 of the *creating rollover server type* procedure.
3. Click **Save** to continue.

To generate a report of a created service type, perform the below steps:

1. In the Manage Service Type(s) tab, click a specific service type displayed in the left-pane. The Modify Service Type screen appears.
2. Click **Reports**. A report of the selected service type appears, if exists.

To delete a created service type, perform the below steps:

1. In the Manage Service Type(s) tab, click a specific service type displayed in the left-pane. The Modify Service Type screen appears.
2. Click **Delete**. The dialog to delete the service type appears.
3. Click **OK**. The dialog displaying the "Service Type Deleted Successfully" message appears.
4. Click **OK** to continue.

Managing service

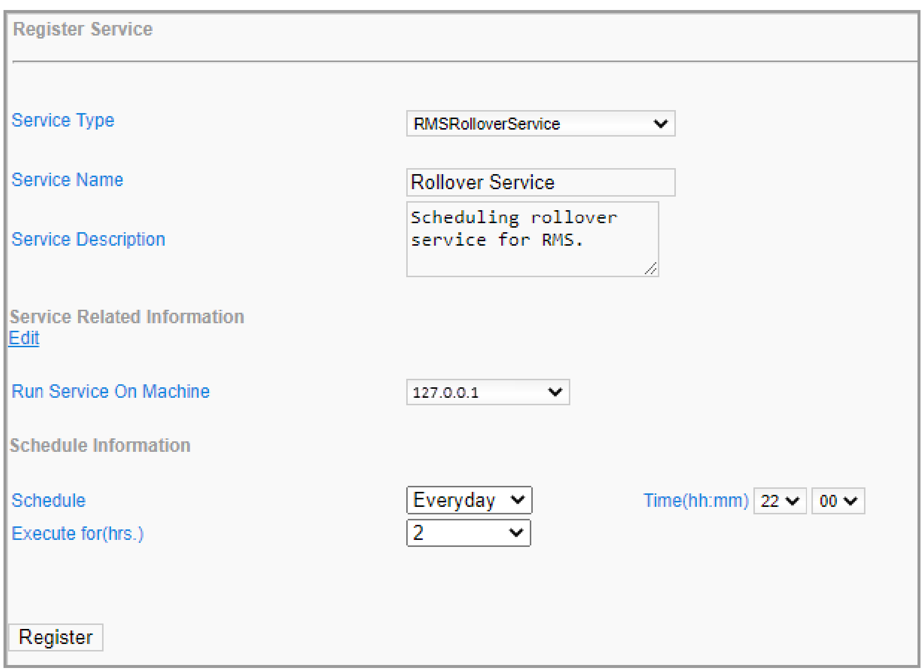
The Manage Service(s) tab allows you to register and manage the rollover service. Once a rollover service is registered, it runs at the scheduled time.

To schedule the rollover service, perform the below steps:

1. On the Service Management screen, click the **Manage Service(s)** tab displayed in the left-pane.
2. In right-pane, click **Register**. The Register Service(s) screen appears.
3. Specify the following details:

Field	Description
Service Type	Indicates the services type name. Select a specific service type using the <Select Service Type> dropdown.
Service Name	Indicates the service name.
Service Description	Indicates a brief description of the service.
Service Related Information	
Edit	Allows you to set the Username and Password that is used to make the connection with OmniDocs to run the registered rollover service.

Field	Description
Run Service On Machine	Allows you to select the IP address of the remote machine where the scheduler service is installed Specify *SchedulerLocation=<IP address of the remote machine where scheduler service is installed>* in *eworkstyle.ini* located at server directory.
Schedule Information The best time to schedule the RMS rollover service is during off-peak hours.	
Schedule	Allows you to schedule the rollover period for registered service.
Time(hh:mm)	Allows you to set the start timing to run the defined scheduled service in hours and minutes.
Execute for (hrs.)	Allows you to set the running duration for scheduled service in hours.



6. Click **Register**. The dialog displaying the successful registration appears.

7. Click **OK** to continue.
8. Go to the OmniDocs installation directory and run the *Secheduler.bat* (For Windows) or *Secheduler.sh* (For Linux) file located at the following location: *<OmniDocs installation directory>\Common Services for J2EE\Scheduler*

Once a service is registered, you can perform the following operation on it:

- Modify
- Delete

To modify a registered service, perform the below steps:

1. In the Manage Service(s) tab, click a specific service displayed in the left-pane. The service screen appears in the right-pane.
2. Modify the required details as mentioned in step 3 of the *scheduling rollover server* procedure.
3. Click **Save** to continue.

To delete a registered service, perform the below steps:

1. In the Manage Service(s) tab, click a specific service displayed in the left-pane. The Service screen appears in the right-pane.
2. Click **Delete**. The dialog to delete the service appears.
3. Click **OK**. The dialog displaying the "Service Deleted Successfully" message appears.
4. Click **OK** to continue.

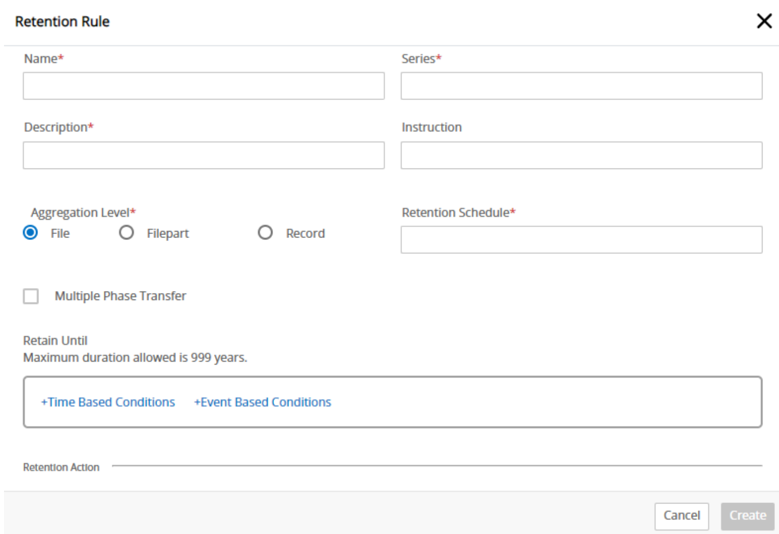
Retention rule

A Retention rule specifies whether a record is to be retained or destroyed. In case of destruction, retention rules allow you to specify the time and event based condition which will trigger the disposal of records. Retention rules can be applied on the class, file, and filepart level and are inherited by the records.

Creating retention rule

To create a retention rule, perform the below steps:

1. On the RMS Admin home screen, go to **Rules & Policies** > **Retention Rule**. The Retention Rule screen appears.
2. Click **+ New Rule**. The Retention Rule dialog appears.



3. Specify the following details:

Field	Description
Name	The name of the retention rule.
Series	It indicates a series for the retention rule. It can't be a duplicate of any other series
Description	A brief description of the retention rule.
Instruction	It indicates an instruction for the retention rule.
Aggregation Level	It allows you to select an aggregation level for which you want to define the retention rule. Select an aggregation level from the following list: • File • Filepart • Record

Field	Description
Retention Schedule	It indicates a defined schedule for a retention rule. Click the Retention Schedule box to select a valid schedule from the available list.
Multiple Phase Transfer	The Multiple Phase Transfer allows you to define the conditions for the retention rule based on multiple phases. If the checkbox against Multiple Phase Transfer is selected, then the Phase Based Conditions, Disposition Action, and Action on Electronic Record fields get enabled to define.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Retain Until</td><td>This section allows you to define the conditions for the retention rule. The following conditions are available to define:

+ Time Base Conditions — It allows you to define the condition on a time-based. Specify the following field as required:

Number — Enter an integer number.
Periods — Select a period such as Days, Months, or Years.
Rule Date — Select a required condition from the dropdown list.

+ Event Base Conditions — It allows you to define the condition on an event-based. Select an event from the Select Events dropdown list. To create an event, refer to the Adding event section.
+ Phase Based Conditions — This option appears only if the Multiple Phase Transfer checkbox is selected. Select the desired phase from the Select Phase dropdown list. To create a phase, refer to the Adding phase section.

Once a condition is defined, click Add to add it. You can also add multiple conditions using the AND or Or operator. For example:

If there are two conditions specified such as 2 > Months > File Created Date and 2 > Days > File Revised Date, the join condition is used AND operator then the higher of the two dates will be used for retention of a selected aggregation level.

If the join condition is used OR operator, then the smaller of the two dates will be used for retention of a selected aggregation level.

It is also possible to remove an unnecessary condition by clicking the Delete icon against a specific condition.</td></tr>
</table>

Field	Description
Disposition Action	Click the Disposition Action dropdown list to define the record for interim transfer and the next phases of transfer. Select one of the following disposition actions as required: • Transfer • Destroy • Export • Selective Transfer • Keep Indefinitely
Disposition Status	Based on the selection made for disposition action, click the Disposition Status dropdown list to define a suitable status for the disposition of an item. Select one of the following disposition statuses as required: • Record Exported • Current • Intermediate • Archived
Electronic Record	It allows you to select the destruction mode for an electronic record from the Electronic Record dropdown list. The following are the modes of electronic destruction: • Tape • CDROM/DVD • External Drive
Physical Record	It allows you to select the destruction mode for a physical record from the Physical Record dropdown list. The following are modes of physical destruction: • Shred • Burn • Pulping
Action on Electronic Record	It allows you to define the following actions on an electronic record on fulfillment of a retention rule: • **Delete Metadata** — Select this option to remove the metadata of a specific electronic record from RMS. If this action is selected, then both the Delete Image and Delete Log actions get selected by default. • **Delete Image** — Select this option to remove the image of a specific electronic record from the RMS. • **Delete Log** — Select this option to remove the log of a specific electronic record from the RMS.

4. Click **Create** to continue. The message "Retention Rule Created" appears.

Modifying retention rule

You can modify a retention rule only if you have the right to modify it.

To modify a retention rule, perform the below steps:

1. On the RMS Admin home screen, go to **Rules & Policies** > **Retention Rule**. A list of all the existing retention rules appears.
2. Click the **Actions** ⋮ icon against a specific rule and select **Edit**. The Retention Rule dialog appears in editable mode.
3. Modify the properties as required. For procedural details, refer to the Creating retention rule section.
4. Once the required properties are updated, click **Update** to save the modification. The message "Retention Rule Modified" appears.

Deleting retention rule

To delete a retention rule, perform the below steps:

1. On the RMS Admin home screen, go to **Rules & Policies** > **Retention Rule**. A list of all the existing retention rules appears.
2. Click the **Actions** ⋮ icon against a specific rule and select **Delete**. The Delete dialog appears for confirmation.
3. Click **Confirm**. The message "Retention Rule(s) Deleted" appears.

To delete multiple retention rules simultaneously, perform the below steps:

1. On the Retention Rule screen, click the checkboxes against the specific retention rules. On selecting multiple checkboxes, the **Delete** button appears.
2. Click **Delete**. The Delete dialog appears for confirmation.
3. Click **Confirm**. The message "Retention Rule(s) Deleted" appears.

Storage rule

Storage rules define how the files, fileparts, or records are to be moved from one location to another. Storage rules include the following two main movements:

Interim Transfer - For movement within the organization for example from the finance storeroom to the HR storeroom.

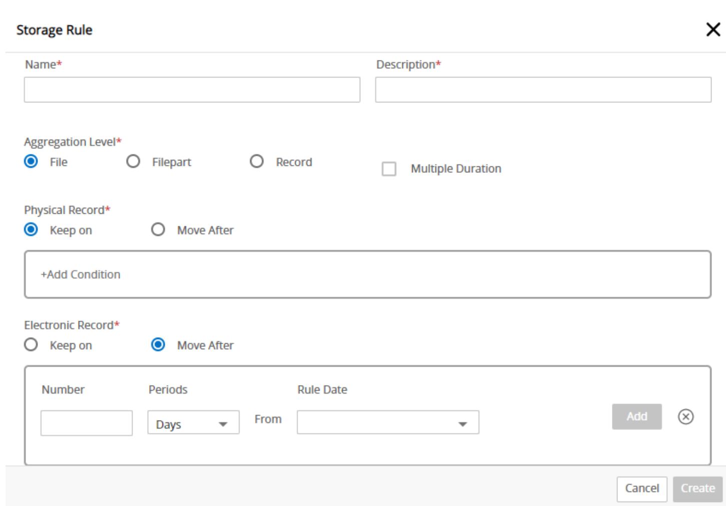
Accession - For movement outside the authority to some external location for example an archiving authority.

If a record has both physical as well as an electronic copy then the storage rules work accordingly for the physical as well as the electronic copy.

Creating storage rule

To create a storage rule, perform the below steps:

1. On the RMS Admin home screen, go to **Rules & Policies** > **Storage Rule**. The Storage Rule screen appears.
2. Click **+ New Rule**. The Storage Rule dialog appears.



3. Specify the following details:

Fields	Description
Name	The name of the storage rule.
Description	A brief description of the storage rule.
Aggregation Level	It allows you to select an aggregation level for which you want to define the storage rule. Select an aggregation level from the following list: • File • Filepart • Record
Multiple Duration	The Multiple Duration checkbox allows you to join multiple conditions while creating rules for the movement of files, fileparts, and records. On selecting, the Multiple Duration checkbox, the **Keep on** option gets disabled, and the **Move After** option gets auto selected. Define the multiple conditions, once the first condition is satisfied, the filepart and record will be visible in Storage Processing in RMS Web. From there, you can generate a Transfer Note for filepart and record movement. Once the filepart and record locations get updated, they will no longer be visible in Storage Processing. Similarly, when the second condition will get satisfied, the filepart will again become visible in Storage Processing for movement.

Fields	Description
Physical Record or Electronic Record	Define the conditions for the physical record or electronic record as follows: • **Keep on** — Select this option to restrict the movement of records and keep them active. • **Move After** — Select this option to move the records based on the rule specified. ◦ **+ Add Conditions** — It allows you to define the condition on a time-based. Specify the following field as required: - **Number** — Enter an integer number. - **Periods** — Select a period such as Days, Months, or Years. - **Rule Date** — Select a required condition from the dropdown list. - Once a condition is defined, click **Add** to add it. You can also add multiple conditions using the **AND** or **Or** operator. For example: - If there are two conditions specified such as 2 > Months > File Created Date and 2 > Days > File Revised Date, the join condition is used AND operator then the higher of the two dates will be used for retention of a selected aggregation level. - If the join condition is used OR operator, then the smaller of the two dates will be used for retention of a selected aggregation level. - It is also possible to remove an unnecessary condition by clicking the **Delete** icon against a specific condition. While creating a storage rule only for the physical records, specify the same conditions in both the **Physical Record** and **Electronic Record** fields. Similarly, while creating a storage rule for electronic records, specify the same conditions in both the **Physical Record** and **Electronic Record** fields.

4. Click **Create** to continue. The message "Storage Rule Created" appears.

Modifying storage rule

You can modify a storage rule only if you have the right to modify it.

To modify a storage rule, perform the below steps:

1. On the RMS Admin home screen, go to **Rules & Policies** > **Storage Rule**. A list of all the existing storage rules appears.
2. Click the **Actions** ⋮ icon against a specific rule and select **Edit**. The Storage Rule dialog appears in editable mode.
3. Modify the properties as required. For procedural details, refer to the Creating storage rule section.
4. Once the required properties are updated, click **Modify** to save the modification. The message "Storage Rule Modified" appears.

Deleting storage rule

To delete a storage rule, perform the below steps:

1. On the RMS Admin home screen, go to **Rules & Policies** > **Storage Rule**. A list of all the existing storage rules appears.
2. Click the **Actions** ⋮ icon against a specific rule and select **Delete**. The Delete dialog appears for confirmation.
3. Click **Confirm**. The message "Storage Rule(s) Deleted" appears.

To delete multiple storage rules simultaneously, perform the below steps:

1. On the Storage Rule screen, click the checkboxes against the specific storage rules. On selecting multiple checkboxes, the **Delete** button appears.
2. Click **Delete**. The Delete dialog appears for confirmation.
3. Click **Confirm**. The message "Storage Rule(s) Deleted" appears.

Security settings

The Security settings tile comprises the following modules:

- Marking Management
- Functional Security
- Security Classification

Marking management

The Marking Management provides an access to objects to be controlled based on specific property values. When a marking is applied to an object, the resulting access permissions for the object are a combination of the settings of its original access permissions and the settings of each marking that is applied to it. The result of this combination is effective security.

A marking is used to show the files or records to the specified users, roles, or groups who have the rights for specific marking.

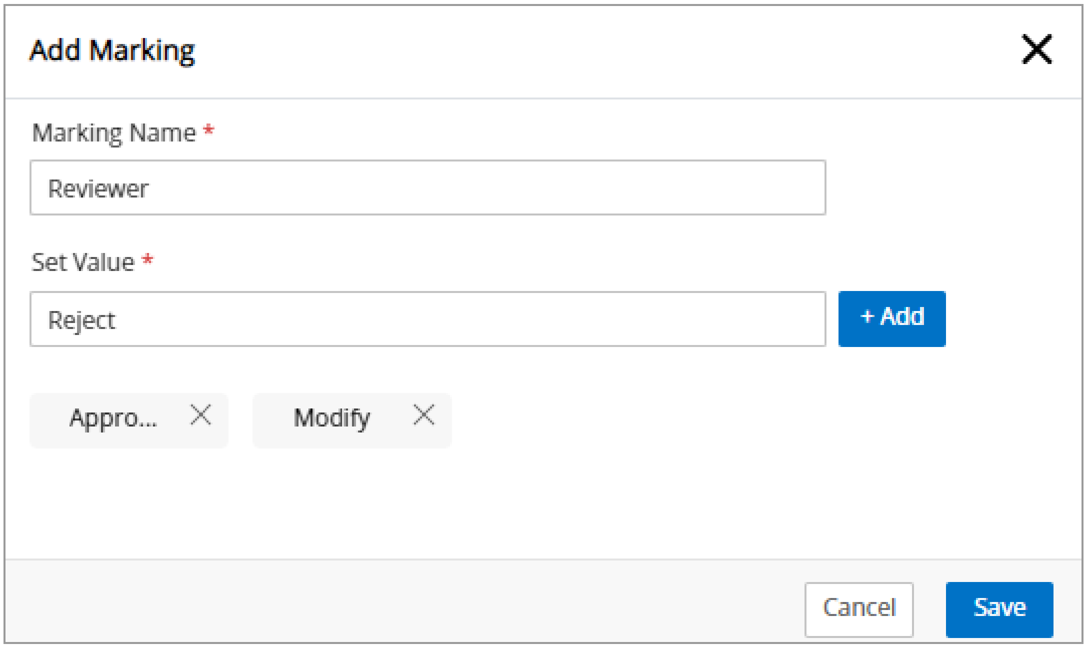
Adding a new marking and assigning marking rights

To add a new marking, perform the below steps:

1. On the RMS Admin home screen, go to the **Security Settings** tile and click **Marking Management**. The Marking Management screen appears. This screen is divided into two panes, the left pane displays the list of existing markings if created. The right pane allows you to assign marking rights to specific users, groups, or roles.

   The system provides a default *Color* marking option that enables you to assign marking rights to users on a set of pre-defined colors. For example, you can assign the right to use *Indigo* color marking to a user named *John*.

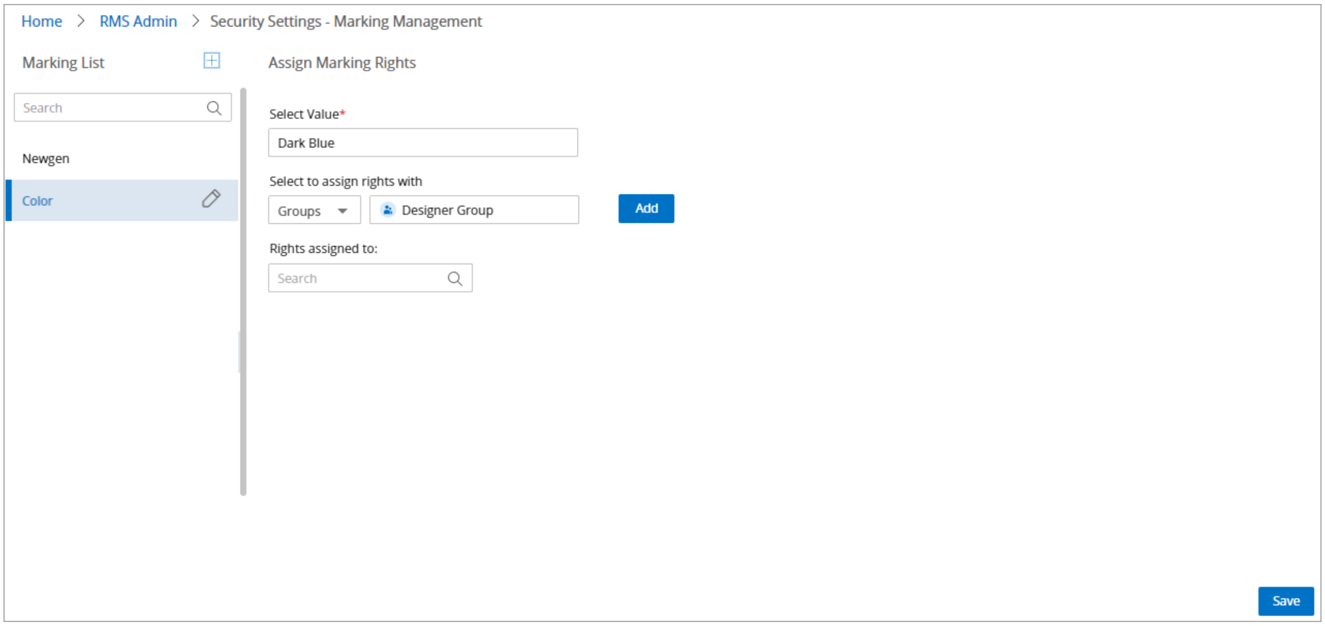
2. Click the  icon that appears at the top-left corner of the screen. The Add Marking dialog appears.
3. Specify a name in the **Marking Name** box.
4. Enter a value in the **Set Value** box and click **+ Add**. You can specify a single as well as multiple values separated by commas. The set value is added as a patch. If required, you remove an added value by clicking the cross icon against a specific patch.



5. Click **Save** to continue. The message "Marking Added Successfully" appears.

Once a marking is added, you can assign the marking rights to a newly added marking. To assign marking rights, perform the below steps:

1. Click a specific marking from the left pane.
2. In the right pane, click the **Select Value** box to select a marking value. As you select a value, the name that has created the Marking gets added as a patch. This means that the user who has created the Marking automatically gets the rights on the marking value.
3. Select the different **Users**, **Groups**, or **Roles** as required and click **Add** to continue. The added users, groups, or roles get added as a patch. If required, you can remove an added user, group, or role by clicking the cross icon against a specific patch.
   To search for a specific user, group, or role to whom the rights of a particular marking value are assigned, use the **Rights assigned to** search box.

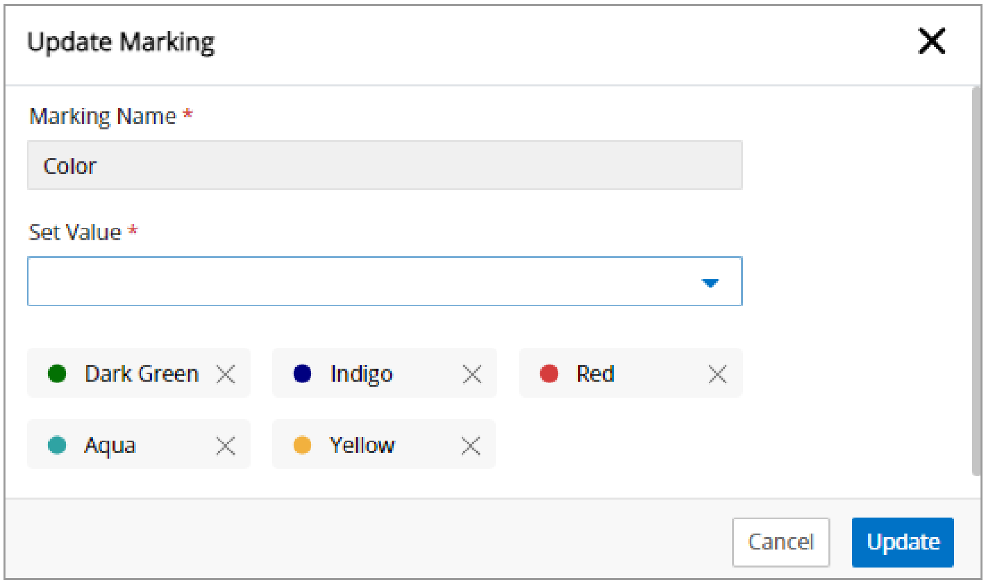


4. Click **Save** to save the defined rights. The message "Set Rights Successfully" appears.

Modifying marking

To modify a marking, perform the below steps:

1. On the Marking Management screen, click a specific marking in the left pane. The and icons appear against the marking.
2. Click the icon. The Update Marking screen appears.
3. Modify the marking properties as required. For procedural details, refer to the Adding a new marking section.
4. Once the modifications are completed, click **Update**. The message "Markings Updated Successfully" appears.



Deleting marking

To delete a marking, perform the below steps:

1. On the Marking Management screen, click a specific marking in the left pane. The and icons appear against the marking.
2. Click the icon. The message "Marking Deleted Successfully" appears.

You are not allowed to delete the default marking.

Functional security

The Functional Security allows you to provide functional or access rights to the existing users, groups, and roles in RMS. These rights are divided into the following seven categories based on the functionalities:

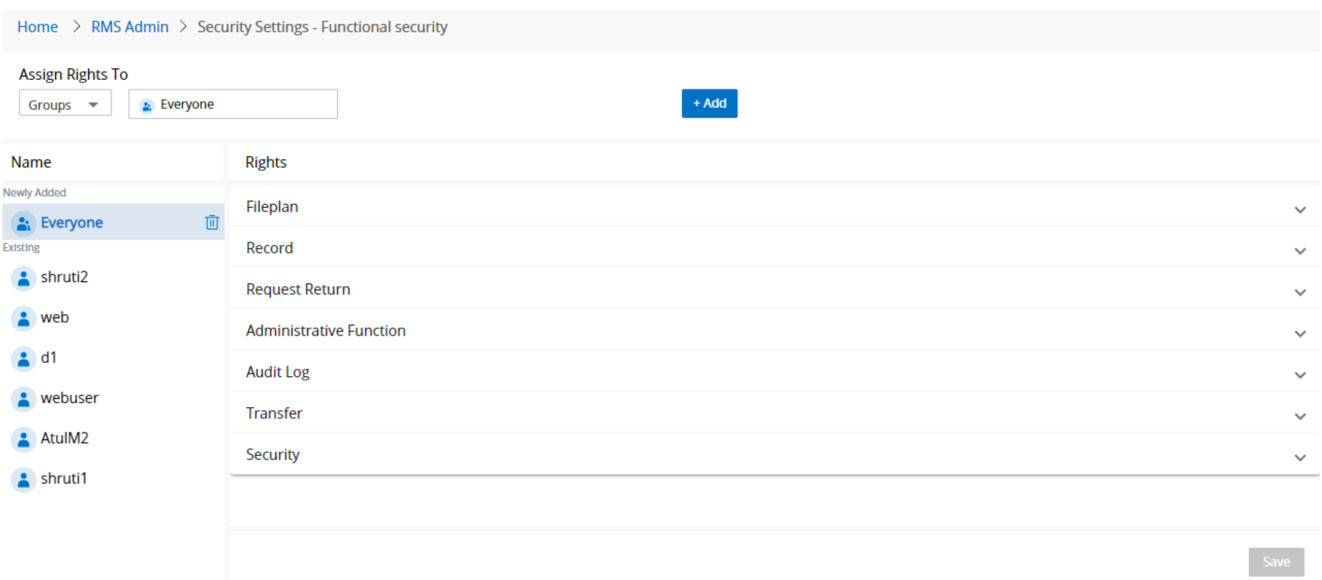
- Fileplan
- Record
- Request Return
- Administrative Function
- Audit Log
- Transfer
- Security

The Functional Security feature works only in combination with the object level sharing rights. This means both functional security and object level sharing rights must be provided to the required users, groups, or roles to carry out operations such as creating and deleting any object in RMS. Sharing rights on fileplan needs to be provided on the required cabinet through OmniDocs Admin.

Adding functional security

To add functional security for groups, users, or roles, perform the below steps:

1. On the RMS Admin home screen, go to the **Security Settings** tile and click **Functional Security**. The Functional Security screen appears. This screen is divided into two panes, the left pane displays the list of existing and newly added users, groups, and roles. The right pane allows to assign functional security rights to the added users, groups, and roles.



2. Go to **Assign Rights To** that appears at the top-left corner of the screen and click **Groups**, **Users**, or **Roles** dropdown menu to select a group, user, or role.
3. Click **+ Add** to continue. The newly added group, user, or role appears under the **Newly Added** section in the left pane. This section contains the names of those groups, users, or roles whose rights are not assigned yet. Once the rights are assigned, they move to the **Existing** section.
4. Select the newly added group, user, or role and in the right pane, go to the **Rights** section.

5. Click the desired functional category to view and enable or disable the various rights associated with that functional category. The following categories are available to assign rights:
   - **Fileplan** - This category includes the rights for operations that can be performed on class, file, and filepart.
   - **Record** - This category includes rights for operations that can be performed on a record.
   - **Request Return** - This category includes the rights for operations related to request and return functionality.
   - **Administrative Function** - This category includes the rights for operations related to administrative functions.
   - **Audit Log** - This category includes the rights for operations related to the generation or management of audit logs. In addition to them, you require the Manage Audit Log privilege. This privilege can be provided to the required users in OmniDocs Admin. The group, user, or role will be able to view the audit log, delete the audit log, and backup or export the audit log for only those rights that are assigned for the fileplan.
   - **Transfer** - This category includes the rights for mapping the records transferred by export or import schemas.
   - **Security** - This category includes rights for access level of records.
6. Once the required rights are assigned, click **Save**. The message "Functional Rights Set Successfully" appears.

Modifying functional security

To modify the functional security, perform the below steps:

1. On the Functional Security screen, select a specific group, user, or role from the left pane and go to the **Rights** section that appears in the right pane.
2. Click the desired functional category to enable or disable the various rights associated with that functional category.
3. Click **Save** to continue. The message "Functional Rights Set Successfully" appears.

Deleting functional security

To delete functional security, perform the below steps:

1. On the Functional Security screen, select a specific group, user, or role from the left pane. The icon appears against a selected group, user, or role.
2. Click the icon. The message "Functional Rights Deleted Successfully" appears.

Security classification

The Security Classification allows the administrator to put restrictions on other users from accessing certain records. This is achieved by applying an appropriate level of security on groups, users, or roles. In RMS, security is classified in the following categories:

- Top Secret
- Secret
- Confidential
- Restricted
- Unclassified

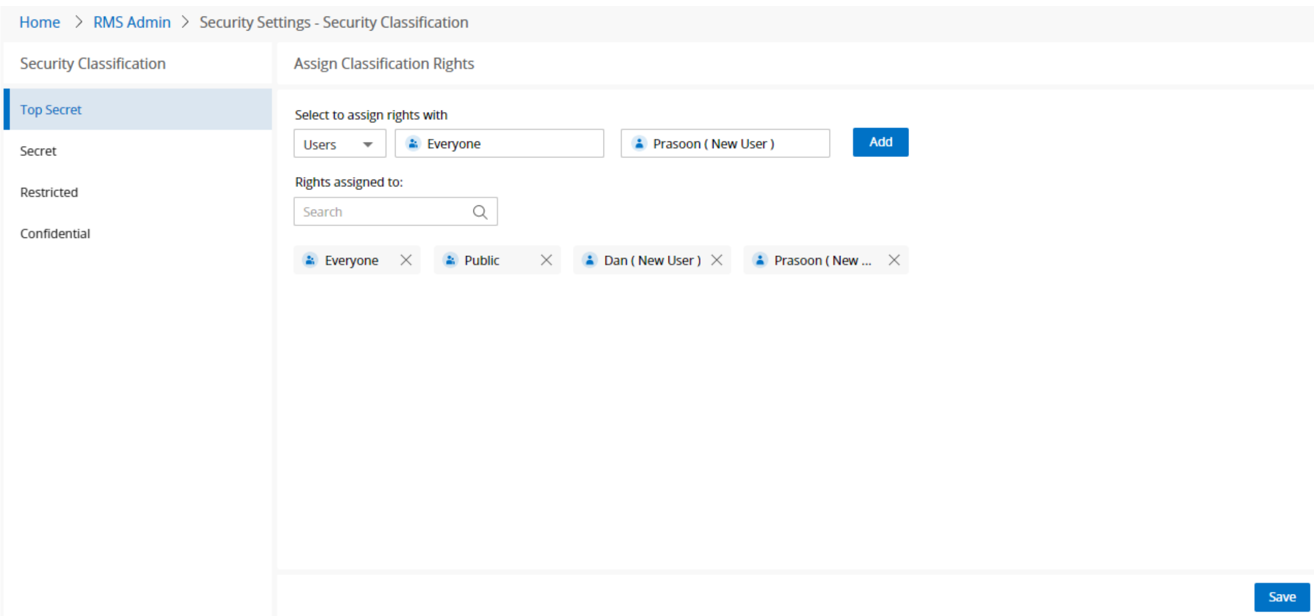
The security classification follows the same hierarchy as mentioned in the above list. A fileplan item (file, filepart, or record) with specific security levels will be accessible only to the authorized users, groups, or roles who have permission to access that item. For example, a top security file will be visible to only those users, groups, or roles who have permission to access the top secret files. Similarly, the users, groups, or roles who have confidential permission can access confidential, restricted, and unclassified files, but cannot access secret and top secret files.

Adding groups, users, or roles in security classification

To add groups, users, or roles in different security classification levels, perform the below steps:

1. On the RMS Admin home screen, go to the **Security Settings** tile and click **Security Classification**. The Security Classification screen appears. This screen is divided into two panes, the left pane displays the list of security classification levels. The right pane allows to assign rights for different levels of security classifications to specific users, groups, or roles.

2. Select a security level from the list of **Security Classifications** that appear in the left pane.
3. In the right pane, go to the **Assign Classification Rights** section.
4. Select a group, user, or role from the **Groups**, **Users**, or **Roles** dropdown menu and then select a name accordingly.
5. Click **Add**. The selected group, user, or role gets added as a patch. if required, you can remove an added group, user, or role by clicking the cross mark against it.
   To search for a specific user, group, or role to whom the security classification rights are assigned, use the **Rights assigned to** search box.



6. Click **Save** to continue. The message "Set Rights Successfully" appears.

Modifying groups, users, or roles in security classification

To modify the groups, users, or roles in security classification, perform the below steps:

1. On the RMS Admin home screen, go to the **Security Settings** tile and click **Security Classification**. The Security Classification screen appears.
2. Select a specific security level from the list of **Security Classifications** that appear in the left pane.
3. In the right pane, go to the **Assign Classification Rights** section.
4. Add or remove the groups, users, or roles as required.

5. Once the modifications are completed, click **Save** to continue. The message "Set Rights Successfully" appears.

System configuration

The System Configuration tile contains the following configurations:

- Fileplan Properties
- Link Type
- Map Rules Data-Fields
- Application Type
- Map Email Fields
- Defining Transfer Mapping

Fileplan properties

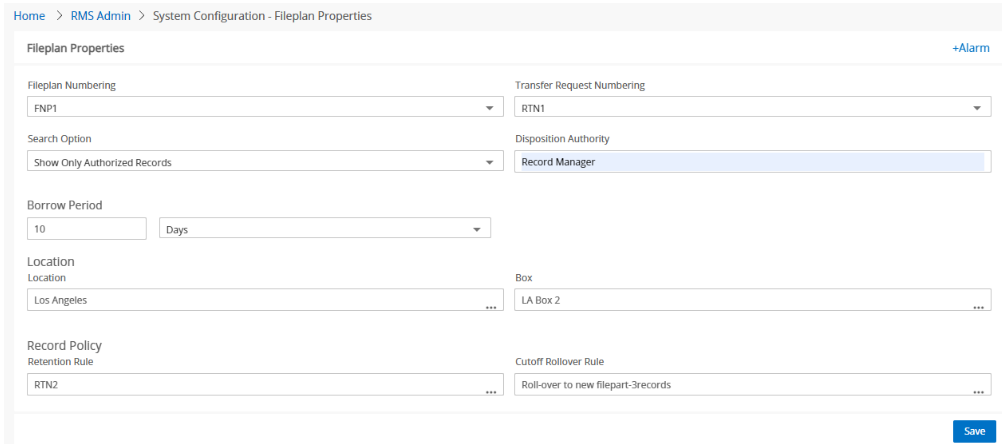
The Fileplan Properties configuration allows you to define the default properties for the fileplan. These defined properties appear by default when the RMS users perform any actions on the fileplan such as adding a class, file, filepart, record, and so on. It also allows you to set alarms that flash on the fulfillment of a defined condition.

To define fileplan properties, perform the below steps:

1. On the RMS Admin home screen, go to the **System Configuration** tile and click **Fileplan Properties**. The Fileplan Properties screen appears.
2. Specify the following details:

Fields	Description
Fileplan Numbering	It indicates the file numbering scheme for the files.
Transfer Request Numbering	It indicates the transfer request numbering scheme.

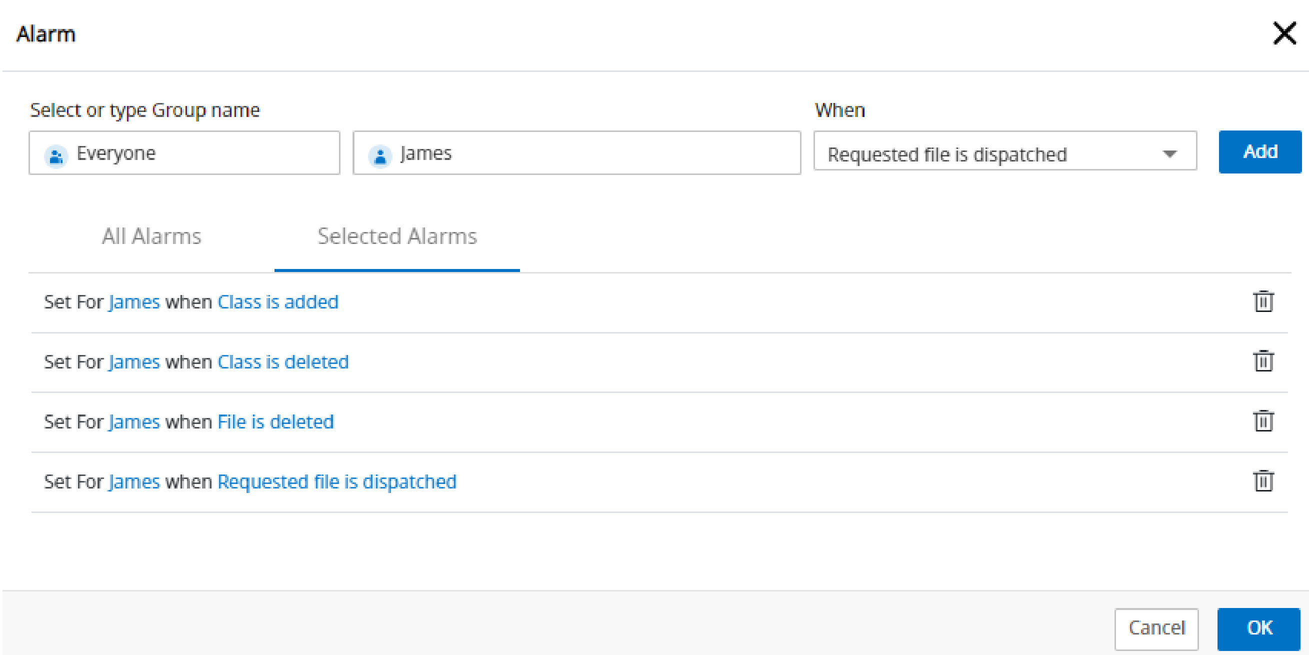
Fields	Description
Search Option	It indicates the following search options: • Show Only Authorized Records — Select this option to display only the authorized records. • Show Only Record Name — Select this option to display only the record name. • Show Record Property — Select this option to display only the record property.
Disposition Authority	It indicates the authorized name to dispose of any existing items from the fileplan.
Borrow Period	It indicates the time period for which a fileplan item can be held with a specific user who has requested that item. The borrowing period is specified in days, months, or years.
Location	It contains the following storage location for any items in the fileplan: • Location — Select a specific location from the available list. • Box — Select a location within the specific location from the available list.
Record Policy	It contains the rules to apply on any items in the fileplan. It comprises the following rules: • Retention Rule — This rule specifies whether a record is to be retained or destroyed. • Cutoff Rollover Rule — This rule defines whether a file or filepart is to be cutoff or rollover (cutoff and create new filepart) or left as it is on fulfillment of certain conditions. • Storage Rule — This rule defines how the files, fileparts, or records are to be moved from one location to another.



3. Click **Save** to continue. The message "Properties Updated Successfully" appears.

To set an alarm, perform the below steps:

1. Click **+Alarm** which appears at the top-right of the Fileplan Properties screen. The Alarm dialog appears.
2. Specify a group name in the **Select or type group name** combo box and then specify the user name in the **Select or type user name** combo box.
3. Select a specific condition in the **When** dropdown box.
4. Click **Add** to continue. The added alarm appears in the **Select Alarms** tab, whereas the already existing alarms appear in the **All Alarms** tab. If required, you can remove an added alarm by clicking the icon against it.



5. Click **OK**. The message "Alarm(s) Added Successfully" appears.

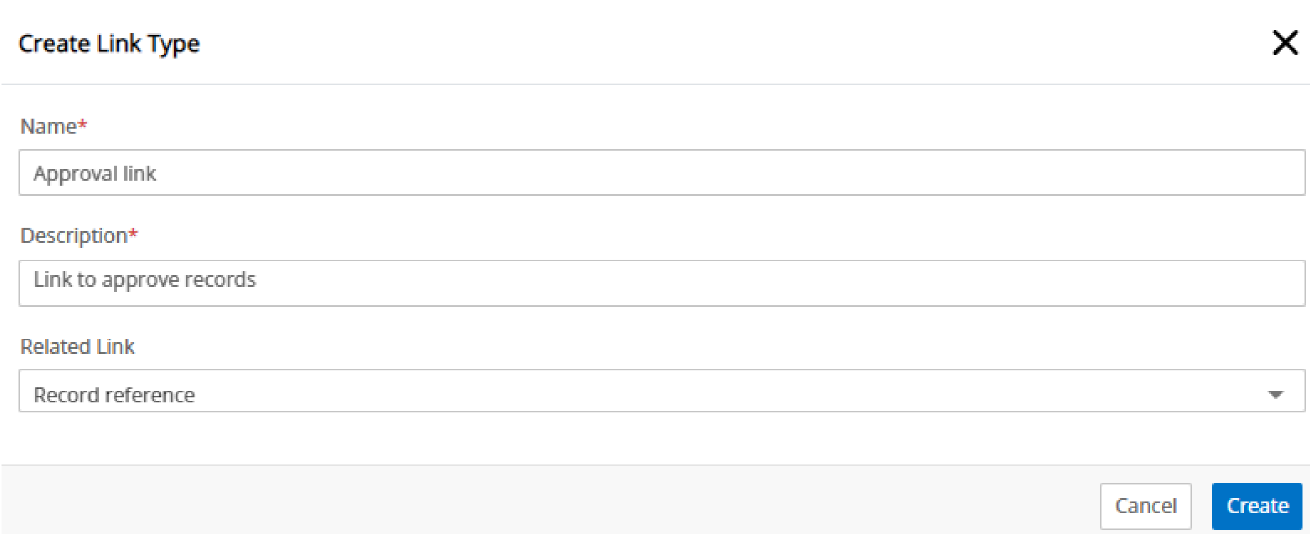
Link type

The Link Type configuration allows you to define a single-level relationship between two records.

To add a link type, perform the below steps:

1. On the RMS Admin home screen, go to the **System Configuration** tile and click **Link Type**. The Link Type screen appears.
2. Click **+Add Link Type**. The Create Link dialog appears.
3. Specify the following details:

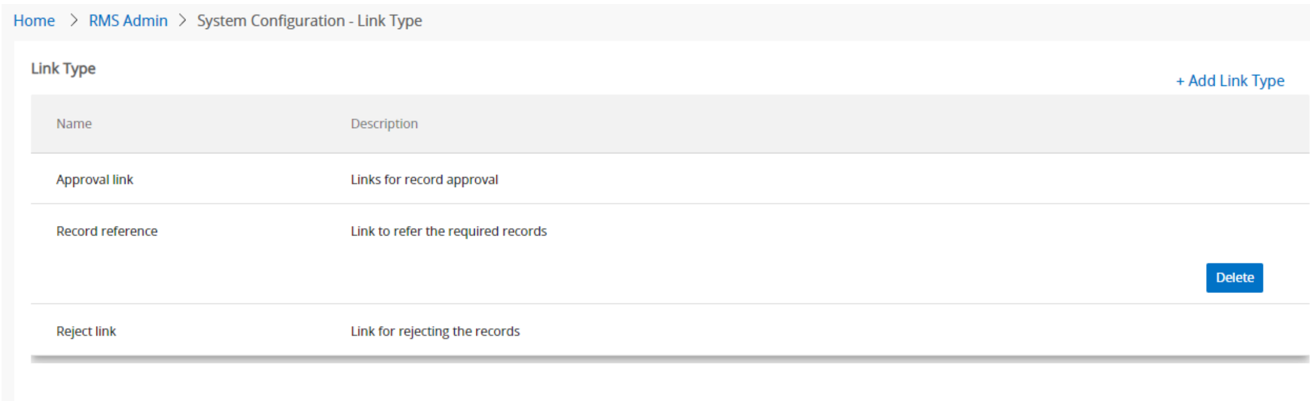
Fields	Description
Name	The name of the link type.
Description	A brief description of the link type.
Related Link	It allows you to add an already created link type with a new link type. The list of existing link types appears on clicking the Related Link dropdown box. By default, the None is selected.



4. Click **Create** to continue. The message "Link Type Created" appears.

To delete an existing link type, perform the below steps:

1. On the Link Type screen, click a specific link. The **Delete** button appears.



Deletion of a link is not allowed if it is associated with a record.

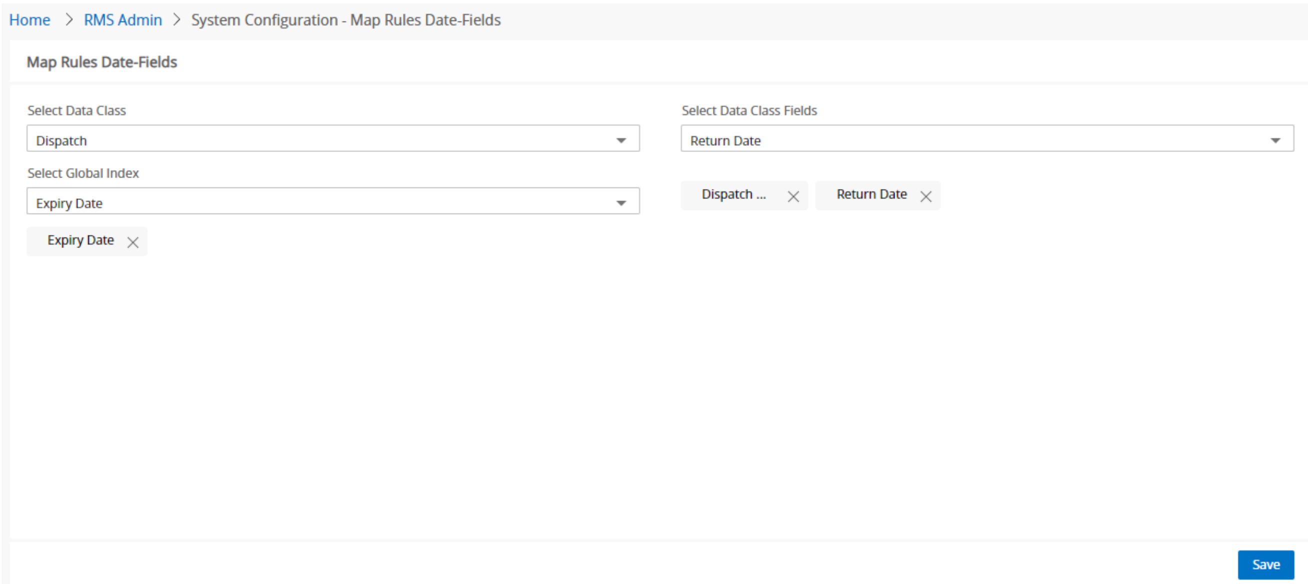
2. Click **Delete**. The message "Link Type Deleted" appears.

Mapping rules date fields

The Map Rules Date-Fields configuration allows you to map the date fields for data classes and global indexes. Once the date fields are mapped, then these date fields can be used in the configuration of RMS rules.

To map date fields, perform the below steps:

1. On the RMS Admin home screen, go to the **System Configuration** tile and click **Map Rules Date-Fields**. The Map Rules Date-Fields screen appears.
2. Select a data class in the **Select Data Class** dropdown box. The associated date type fields with the selected data class appear on clicking the **Select Data Class Fields** and **Select Global Index** dropdown boxes. If no date type field is associated with the selected data class, then the empty list appears.
3. Select the desired date type fields for the data class and global index. As you select a field type, it gets added as a patch. If the select field type is not required, then click the cross mark against it.



4. Click **Save**. The message "Map Data Field Added Successfully" appears.

Application type

The Application Type configuration allows you to associate different applications with the document extension, for the sole purpose of viewing a particular type of extension file in a specific application. For instance, you can view image files in different image viewers. Using this interface, you can associate the document extension such as tiff, jpg, and so on with applications like Omni Viewer or Microsoft Image Viewer.

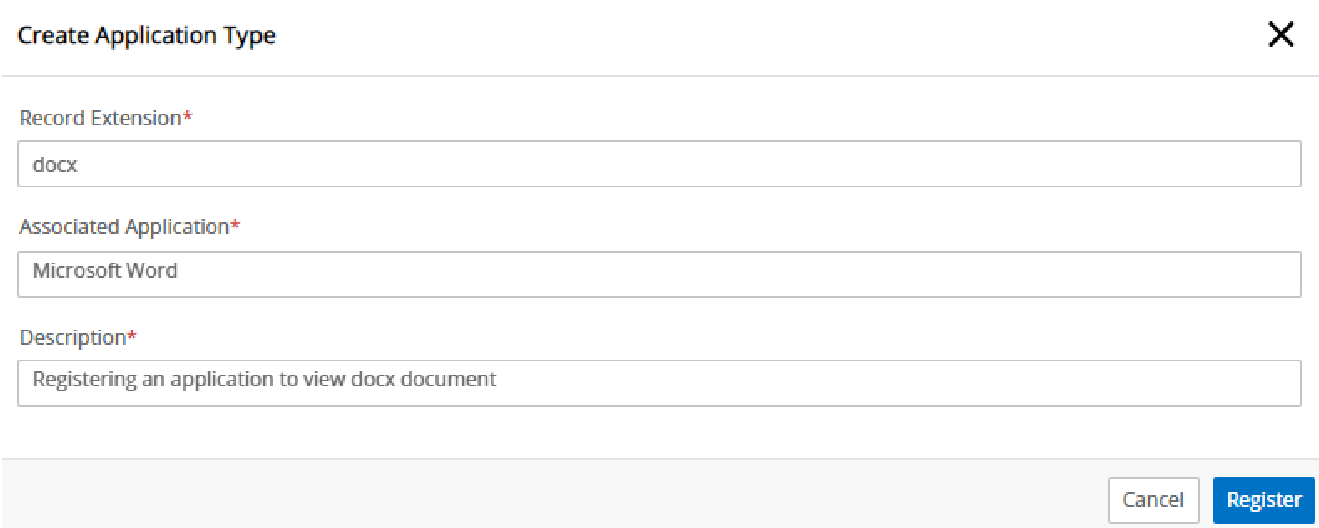
You can select this register application type while creating or modifying the properties of a record to view the document in a specific type of application. You will only be able to select the application type(s) associated with the type of extension of the record.

To register an application type, perform the below steps:

1. On the RMS Admin home screen, go to the **System Configuration** tile and click **Application Type**. The Application Type screen appears.
2. Click **Register**. The Create Application Type dialog appears.

3. Specify the following details:

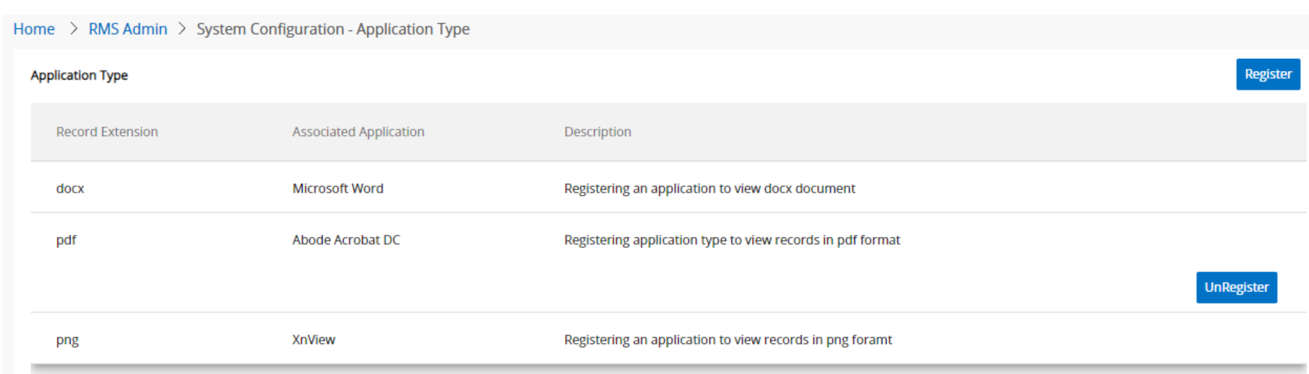
Fields	Description
Record Extension	It indicates the record's extension. Example: docx
Associated Application	It indicates the associated application name. Example: Microsoft Word
Description	A brief description of the application type.



4. Click **Register**. The message "Application Type Created" appears.

To unregister an application type, perform the below steps:

1. On the Application Type screen, click a specific application type. The **UnRegister** button appears.



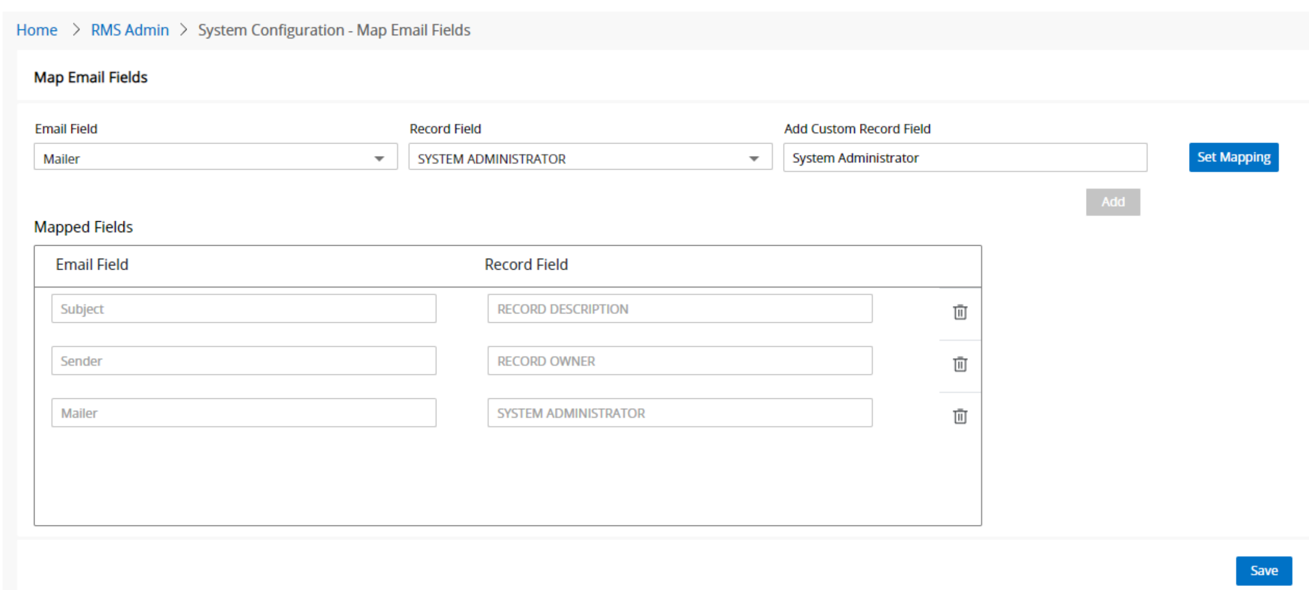
2. Click **UnRegister**. The message "Application Type Deleted" appears.

Mapping email fields

The Map Email Fields configuration allows you to map custom record fields corresponding to the email fields. The configured fields appear to specify when an RMS user forwards a record to other users.

To map email fields, perform the steps:

1. On the RMS Admin home screen, go to the **System Configuration** tile and click **Map Email Fields**. The Map Email Fields screen appears.
2. In the **Email Field** dropdown box, select a specific field.
3. In the **Record Field** dropdown box, select **+ Add Custom Fields**.
4. In the **Add Custom Record Field** dropdown box, enter a specific field name and click **Add**. The added field name appears in the **Record Field** dropdown box and the **Set Mapping** button gets enabled.
5. Click **Set Mapping**. The field appears in the **Mapped Fields** section. If required, you can remove an unnecessary field by clicking the icon against it.



6. Click **Save**. The message "Map Email Field Successfully" appears.

Transfer mapping

The Transfer Mapping configuration allows you to map the record properties with XML schema properties. Transfer mapping is used to bulk export and import.

To configure the transfer mapping, perform the below steps:

1. On the RMS Admin home screen, go to the **System Configuration** tile and click **Transfer Mapping**. The Transfer Mapping screen appears.
2. Click **+Add Transfer Mapping**. The Add Transfer Mapping dialog appears.
3. Specify the following required details in the **Basic** tab:

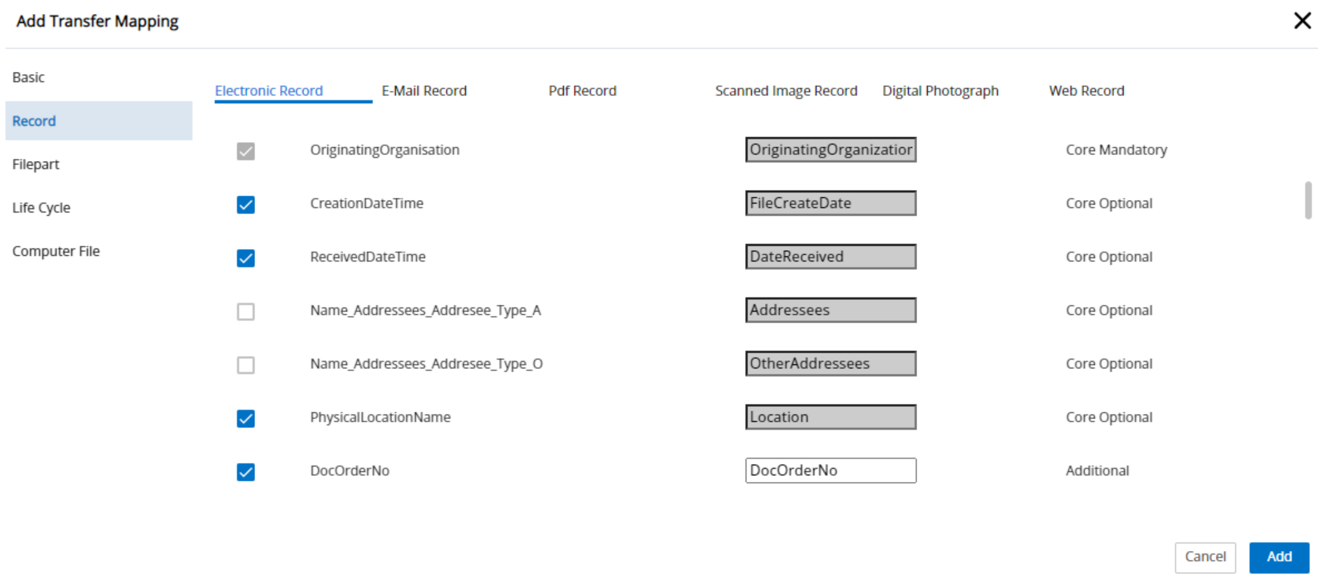
Fields	Description
Mapping Name	The name of the transfer mapping.
Description	A brief description of the transfer mapping.
Export	Select this option to add transfer mapping for exporting records.
Import	Select this option to add transfer mapping for importing records.

4. Click the **Record** tab. The following tabs appear for mapping:
   - Electronic Record
   - E-mail Record
   - Pdf Record
   - Scanned Image Record
   - Digital Photograph
   - Web Record

   Each tab contains the **Property Name**, **Xml Property Name**, and **Record Type** columns.

5. Click the above listed tabs and select the checkboxes against the required property names to create a mapping for records.

   The Core Mandatory type of properties is already marked for mapping and appears in read-only mode as it is not allowed to be modified. Others such as Core Optional and Additional types are allowed to be mapped for transfer mapping. Additional type Xml properties can be renamed as per the requirement. The Xml Property Name box is enabled after selecting the property name checkbox.



6. Click the **Filepart** tab. The following tabs appear for mapping:
   - Transfer Elements
   - Organization Defined Elements
7. Click the above listed tabs and select the checkboxes against the required property names to create a mapping for fileparts.

> The Core Mandatory type of properties is already marked for mapping and appears in read-only mode as it is not allowed to be modified. Others such as Core Optional and Additional types are allowed to be mapped for transfer mapping. Additional type Xml properties can be renamed as per the requirement. The Xml Property Name box is enabled after selecting the property name checkbox.

8. Click the **Life Cycle** tab. The following tabs appear for mapping:
   - Record
   - Filepart
9. Click the above listed tabs and select the checkboxes against the required property names to create a mapping for records and fileparts.

> The Core Mandatory type of properties is already marked for mapping and appears in read-only mode as it is not allowed to be modified. Others such as Core Optional and Additional types are allowed to be mapped for transfer mapping. Additional type Xml properties can be renamed as per the requirement. The Xml Property Name box is enabled after selecting the property name checkbox.

10. Click the **Computer File** tab. The Record tab appears for mapping. All the properties are core mandatory. Hence, these properties cannot be modified.
11. Once all the tabs are defined for the transfer mapping, click **Add**. The message "Create Transfer Mapping Successful" appears.

To modify a transfer mapping, perform the below steps:

1. On the Transfer Mapping screen, click the **Actions** ⋮ icon against a specific transfer mapping and select **Edit**. The selected transfer mapping appears in editable mode.
2. Modify the editable properties as required.
3. Once the modification is completed, click **Modify** to save the modification. The message "Modify Transfer Mapping Successful" appears.

To delete a transfer mapping, perform the below steps:

1. On the Transfer Mapping screen, click the **Actions** ⋮ icon against a specific transfer mapping and select **Delete**. The Delete Mapping dialog appears for confirmation.
2. Click **Confirm**. The message “Delete Transfer Mapping(s) Successful” appears.

To delete multiple transfer mappings simultaneously, perform the below steps:

1. On the Transfer Mapping screen, click the checkboxes against the specific transfer mappings. On selecting multiple checkboxes, the **Delete** button appears.
2. Click **Delete**. The Delete Mapping dialog appears for confirmation.
3. Click **Confirm**. The message “Delete Transfer Mapping(s) Successful” appears.

Personalize

The Personalize tile contains the following configurations:

- Fileplan View
- Properties View
- Navigation Bar
- Custom Operations
- Custom Module
- Landing Page Configuration
- Add Object Interface

Fileplan view

The Fileplan View configuration allows you to personalize the view for fileplan. Using this configuration, you can also assign actions for classes, files, fileparts, and records.

To personalize the fileplan view, perform the below steps:

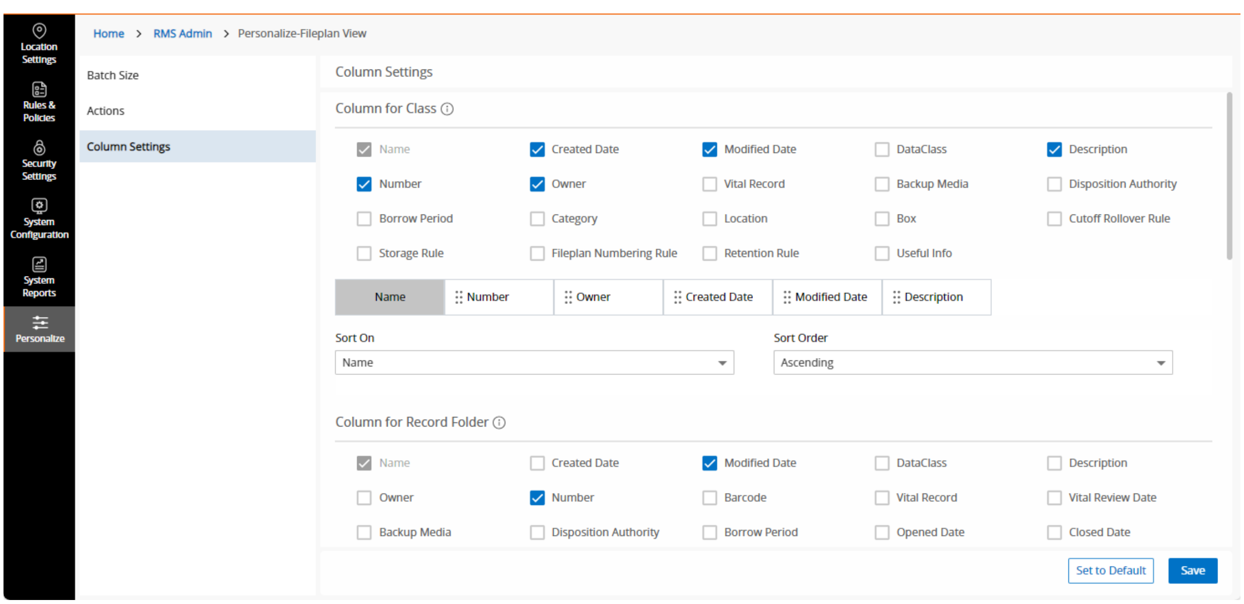
1. On the RMS Admin home screen, go to the **Personalize** tile and click **Fileplan View**. The Fileplan View screen appears. This screen is divided into two panes. The left pane lists the personalization options and the right pane allows you to define the personalization corresponding to the specific option. The following configuration options are available:
   - **Batch Size** - It allows you to specify the number of items that can be displayed in the fileplan batch. The batch size is set to 10 by default.
   - **Actions** - It allows you to specify the actions that can be performed on the fileplan. By default, all the actions are selected.
   - **Columns** - It allows you to specify the headers that appear in the fileplan view.

2. To personalize the batch size of the fileplan:
   a. In the left pane, click **Batch Size**. The Batch Size section appears in the right pane.
   b. In the **Batch Size** box, specify a required batch size number.

      The batch size number must be between the range of 5 to 50.
3. To personalize the actions of the fileplan:
   a. In the left pane, click **Actions**. The Actions section appears in the right pane.
   b. In the **On Class**, **On File**, **On Filepart**, and **On Record** dropdown lists, select the required actions. To remove an already added action, click the cross icon against the specific action.

      For File and Filepart, the *Mail* option allows you to share the file path and file name associated with the record through email using the RMS web module.
4. To personalize the columns of the fileplan:
   a. In the left pane, click **Columns**. The Columns section appears in the right pane.
   b. In the **Class Column List**, **Record Folder column List**, and **Record Column List File**, select the required columns. Once the columns are added, a preview of the added columns appears in a blue color bar from where you can re-arrange their sequencing by drag and drop.

      Use the *Sort On* option to arrange the data displayed in lists based on the required parameters. Additionally, use the *Sort Order* option to specify the preferred sorting order for the lists, that is, ascending or descending. For example, in the case of the Record column list, selecting *Name* as the *Sort On* parameter and *Ascending* as the *Sort Order*, the list of records gets arranged in ascending order based on the record names.



> If you want to set the default fileplan view, then click **Set to Default** that appears at the top-right corner of the Fileplan View screen.

5. Click **Save**. The message "Configuration Modified successfully" appears.

Properties view

The Properties View configuration allows you to personalize the properties of the fileplan that appear to the RMS user. It also personalizes the fileplan properties that can be editable.

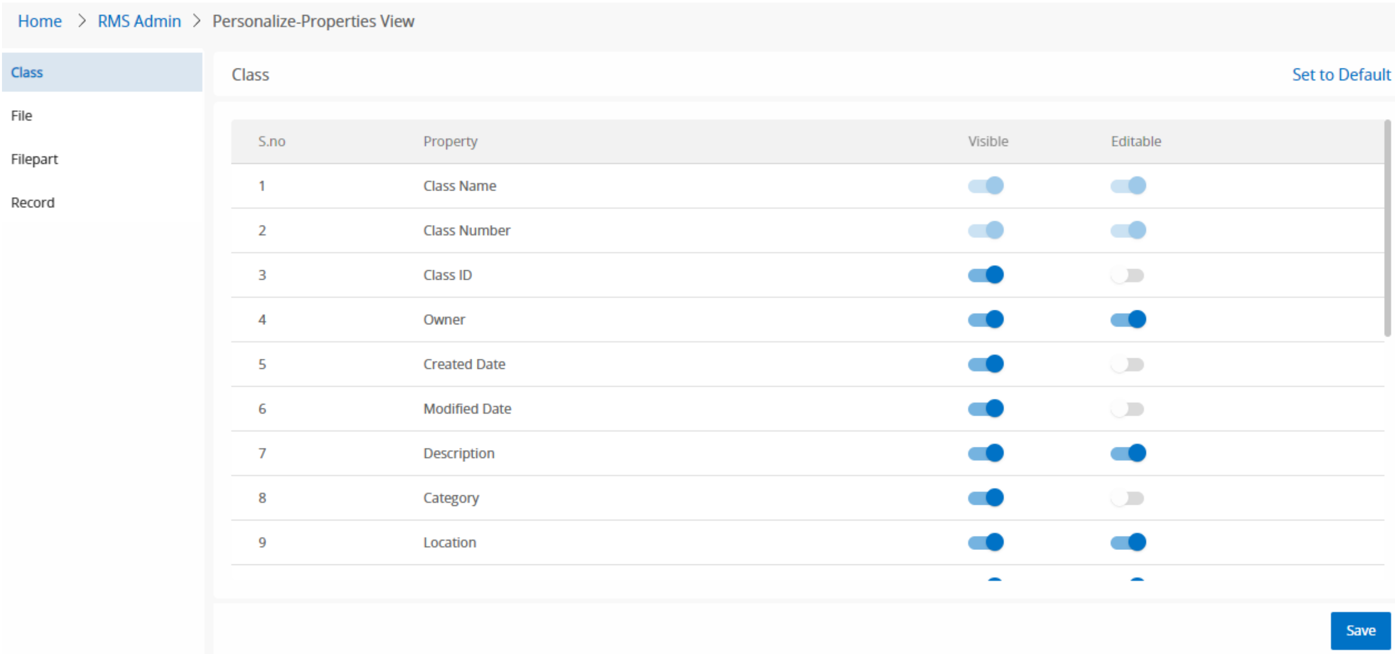
To personalize the fileplan properties view, perform the below steps:

1. On the RMS Admin home screen, go to the **Personalize** tile and click **Properties View**. The Properties View screen appears. This screen is divided into two panes. The left pane lists the fileplan items and the right pane allows you to personalize the properties view corresponding to the specific fileplan item. The following fileplan items are available:
   - Class - It allows you to enable or disable the visible and editable properties for the class view.
   - File - It allows you to enable or disable the visible and editable properties for the file view.
   - Filelpart - It allows you to enable or disable the visible and editable properties for the filepart view.
   - Record - It allows you to enable or disable the visible and editable properties for the record view.
2. In the left pane, click **Class**. The Class screen appears in the right pane.
3. Enable or disable the **Visible** or **Editable** buttons against the specific properties of the class as required.

   > The Visible and Editable buttons for some of the properties are by default enabled or disabled, they are not allowed to change.

   If the **Visible** button is enabled for a property, then that property will be visible to RMS users. If the **Visible** button is disabled for a property, then that property will not be visible to RMS users.

   If the **Editable** button is enabled for a property, then that property will be available for modification to RMS users. If the **Editable** button is disabled for a property, then that property will not be available for modification to RMS users.



4. Similarly, enable or disable the properties available in **File**, **Filepart**, and **Record** as required.

   If you want to set the default properties, then click **Set to Default** that appears at the top-right corner of the Properties View screen.

5. Click **Save**. The message "Configuration Modified Successfully" appears.

Navigation bar

The Navigation Bar configuration allows you to assign the rights for the RMS users who can access the tabs on the navigation bar.

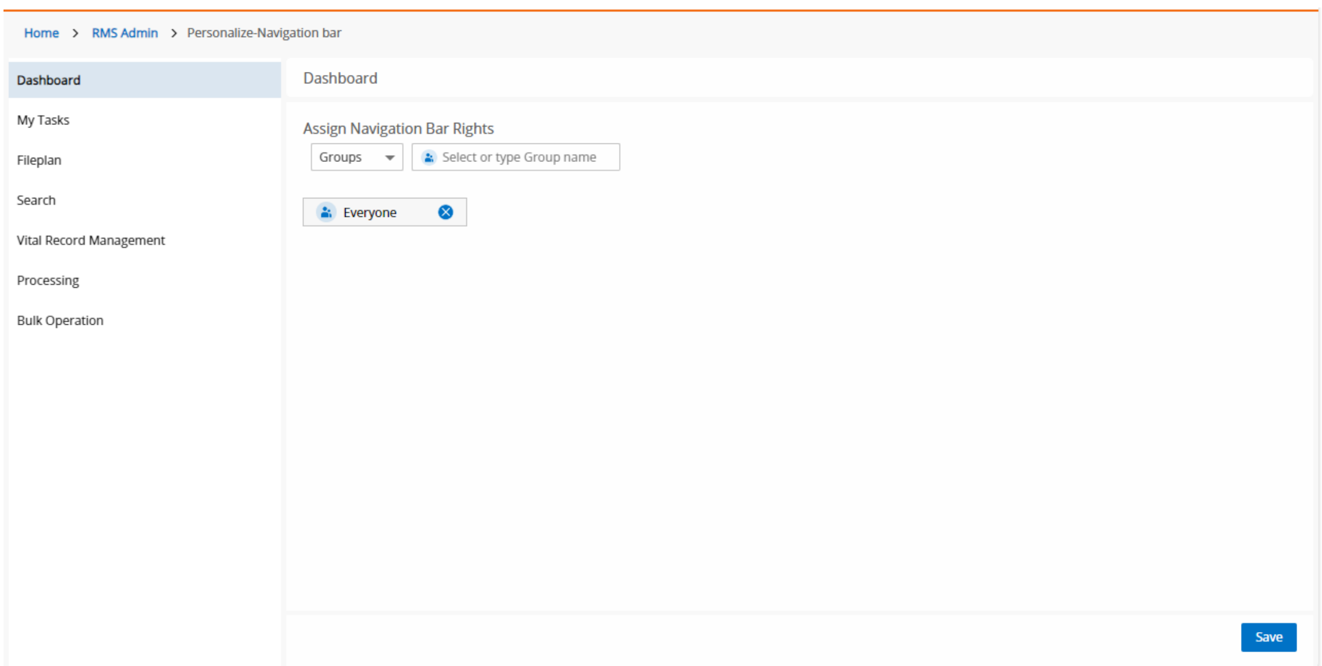
To assign the rights on the tabs of the navigation bar, perform the below steps:

1. On the RMS Admin home screen, go to the **Personalize** tile and click **Navigation Bar**. The Navigation Bar screen appears. This screen is divided into two panes. The left pane lists the tabs on the navigation bar and the right pane allows you to assign the rights corresponding to the specific tabs. The following tabs are available by default:
   - Dashboard
   - My Task
   - Fileplan
   - Search
   - Vital Record Managment

- Processing
- Bulk Operation

> It is not allowed to assign the rights on a tab that is set as the Landing Page tab unless you change the Landing Page. To change the landing page, click here for procedural details.

2. In the left pane, click **Dashboard**. The Dashboard screen to assign rights for the dashboard tab appears in the right pane.
3. In **Assign Navigation Bar Rights**, select a specific category by clicking the **Groups**, **Users**, or **Roles** dropdown. Based on the group, user, or role selection the other fields appear to specify.
4. Select or type the desired group, user, or role name. On selecting a group, user, or role name, it gets added as a patch. To remove an unnecessary group, user, or role name, click the cross icon against it.



5. Similarly as explained in the above steps, assign the rights for **My Tasks**, **Fileplan**, **Search**, **Vital Record Management**, **Processing**, and **Bulk Operation**.
6. Once the rights are assigned, click **Save**. The message "Configuration Modified Successfully" appears.

Custom operations

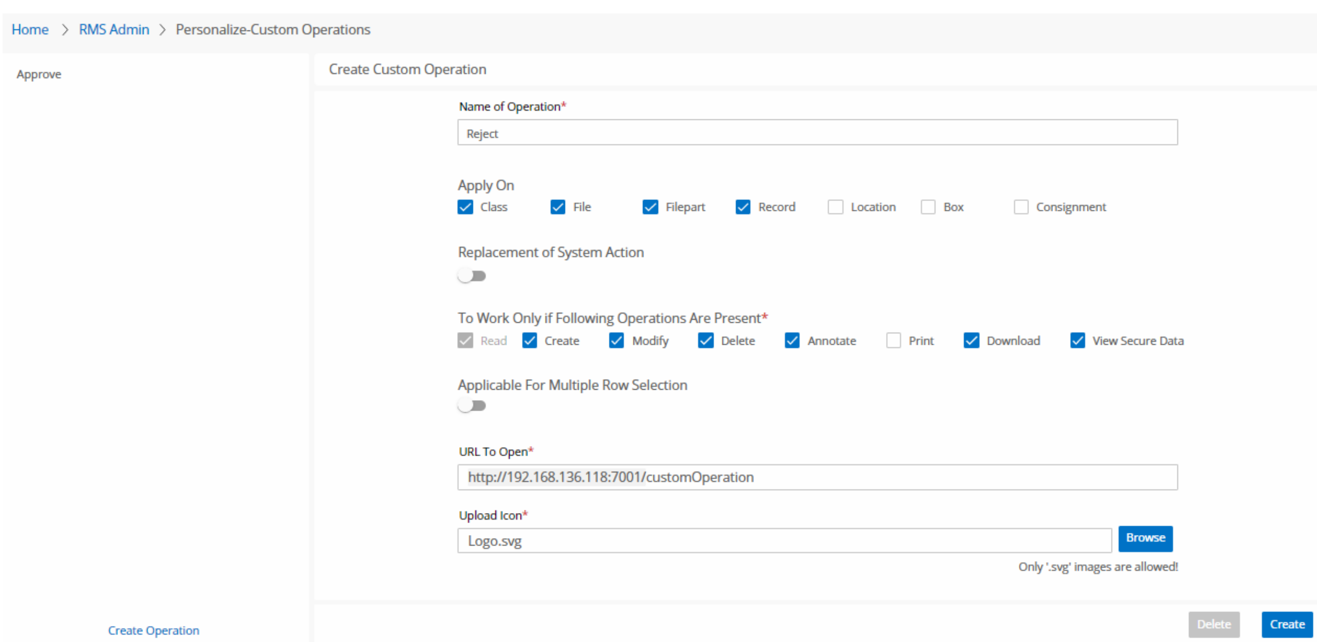
The Custom Operations configuration allows you to implement a custom framework in RMS to provide custom operations on class, file, filepart, and record.

To configure a custom operation, perform the below steps:

1. On the RMS Admin home screen, go to the **Personalize** tile and click **Custom Operations**. The Custom Operations screen appears. This screen is divided into two panes. The left pane lists the existing custom operations and the right pane allows you to configure and modify the custom operations.
   - If no custom operation exists, then by default the Create Custom Operation section appears in the right pane to create a new custom operation.
   - If a custom operation exists, then click **Create Operation** which appears at the bottom-left corner of the Custom Operation screen. The Create Custom Operation section appears in the right pane.
2. Specify the following details:

Fields	Description
Name of Operation	Specify the name of the custom operation.
Apply On	Select the required options for which you want to create the custom operation: • Class • File • Filepart • Record • Location • Box • Consignment
Replacement of System Action	Enabling this button allows you to replace the system-defined actions with custom operations. For procedural details, click here.

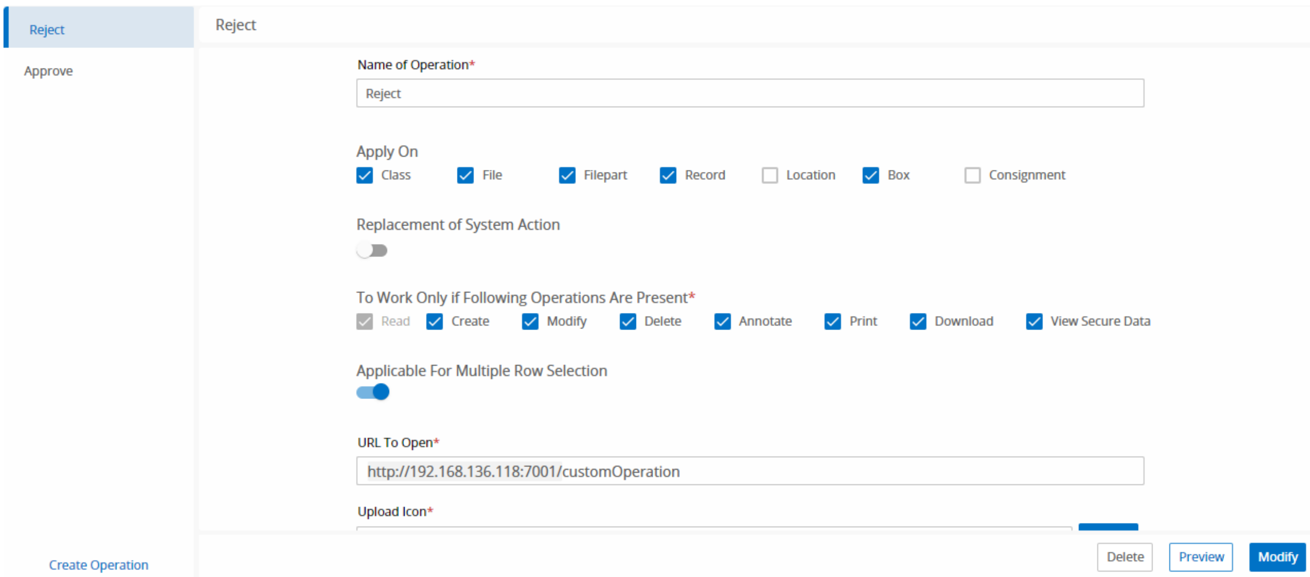
Fields	Description
To Work Only if Following Operations Are Present	Select the rights that can be performed on the specified custom operation. Based on these rights, the configured custom operation will be visible to the users in the RMS Web interface. The following rights are available to assign: • Read • Create • Modify • Delete • Annotate • Print • Download • View Secure Data The Read right is selected by default and it does not allow you to clear the selection.
Applicable For Multiple Row Selection	Enabling this button allows you to configure the custom operation for multiple items simultaneously.
URL to Open	Specify the path of the component that appears when the RMS users click the custom operation. It can be a JSP, HTML, or any other view.
Upload Icon	Click **Browse** to select an icon for the custom operation. The icon must be in the SVG format.



3. Click **Create**. The message “Configuration Created Successfully” appears. The added Custom Operation appears in the left pane.

To modify, preview, and delete an added custom operation, perform the below steps:

1. On the Custom Operations screen, click a specific custom operation in the left pane. The details specified for the custom operation appear in the right pane.



2. To modify the custom operation:
   a. Modify the custom operation details as required.
   b. Once the modifications are done, click **Modify**. The Save dialog appears for confirmation.
   c. Click **Confirm**. The message "Configuration Modified Successfully" appears.
3. To preview the custom operation, click **Preview**. The Preview dialog appears.

4. To delete the custom operation:
   a. Click **Delete**. The Delete dialog appears for confirmation.
   b. Click **Confirm**. The message "Configuration Deleted Successfully" appears.

To replace the system-defined actions, perform the below steps:

1. On the Create Custom Operation screen, enable the **Replacement of System Action** button. The fields to customize the system-defined actions appear.
2. In the **Select Action to Replace** dropdown box, select a specific option.
3. In the **URL To Open** box, specify the path of the component that appears when the RMS users click the custom operation. It can be a JSP, HTML, or any other view.

Custom module

The Custom Module configuration allows you to configure the custom modules (tabs) for RMS users in addition to the default tabs. In case of RMS Admin, the newly configured custom module also appears as a tile on the RMS Admin home screen.

It is possible to create a cluster of multiple custom modules. Using this functionality, the RMS users can easily access the required custom modules under a single cluster. This type of arrangement helps the users to manage and segregate their custom modules in an orderly manner.

To create a custom module, perform the below steps:

1. On the RMS Admin home screen, go to the **Personalize** tile and click **Custom Module**. The Custom Module screen appears. This screen is divided into two panes. The left pane lists the existing custom modules and the right pane allows you to configure and modify the custom modules.
   - If no custom module exists, then by default the Module in Web section appears in the right pane to create a new custom module.
   - If a custom module exists, then click **Create Module** that appears at the bottom-left corner of the Custom Module screen. The Module in Web section appears in the right pane.
2. Specify the following details:

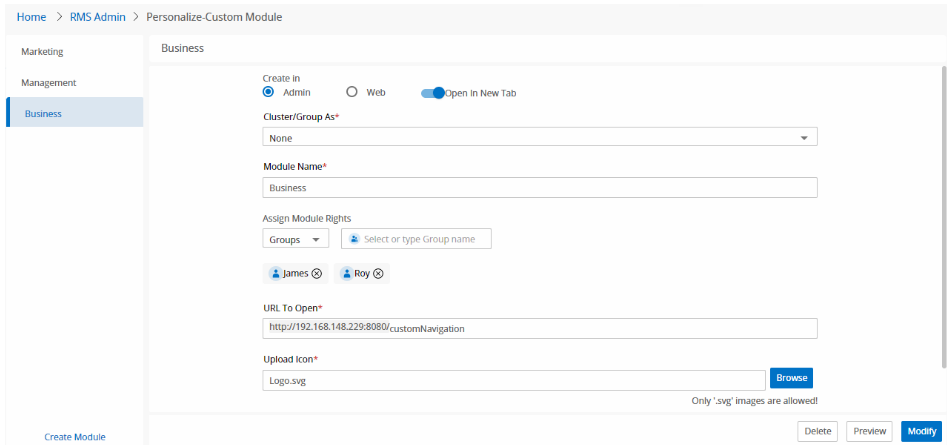
Fields	Description
Create in	Select **Admin** to create the custom module in RMS Admin, else select **Web** to create the custom module in RMS Web.
Open In New Tab	Enable this button to open the custom module in a new tab. If disabled, then the custom module opens inside the existing tab.

Fields	Description
Cluster/Group As	It allows you to select a cluster or group with which you want to associate the custom modules. If you don't want to associate custom modules with any clusters then, select **None**, else select an appropriate cluster from the dropdown list. To create, modify, and delete a cluster, refer to the Clustering of custom modules section.
Module Name	Enter the desired custom module name.
Assign Module Rights	Assign rights to **Groups**, **Users**, or **Roles** to whom you want to display the custom module. On selecting a group, user, or role name, it gets added as a patch. Click the cross icon against the added group, user, or role to remove it. if not required.
URL to Open	It specifies the custom module path that appears when the RMS Admin or Web users click the custom module tab. It might be a JSP, HTML or any other view.
Upload Icon	It allows you to select an icon for the custom module tab using Browse. The icon must be in the SVG format.
Description	It provides a brief description of the custom module while creating a custom module for RMS Admin. This Description field disappears while creating a custom module for RMS Web.

3. Once you specify or select all the mandatory fields, click **Create**. The message "Configuration Created Successfully" appears. The created custom module appears in the left pane. It also appears in the navigation bar of the respective the RMS Admin or Web interface to the assigned users.

To modify, preview, and delete an added custom module, perform the below steps:

1. On the Custom Module screen, click a specific custom module in the left pane. The details specified for the custom module appear in the right pane.



2. To modify the custom module:
    a. Modify the custom module details as required.
    b. Once the modifications are done, click **Modify**. The Save dialog appears for confirmation.
    c. Click **Confirm**. The message "Configuration Modified Successfully" appears.
3. To preview the custom module, click **Preview**. The Preview dialog appears.

4. To delete the custom module:
    a. Click **Delete**. The Delete dialog appears for confirmation.
    b. Click **Confirm**. The message "Configuration Deleted Successfully" appears.

Clustering of custom modules

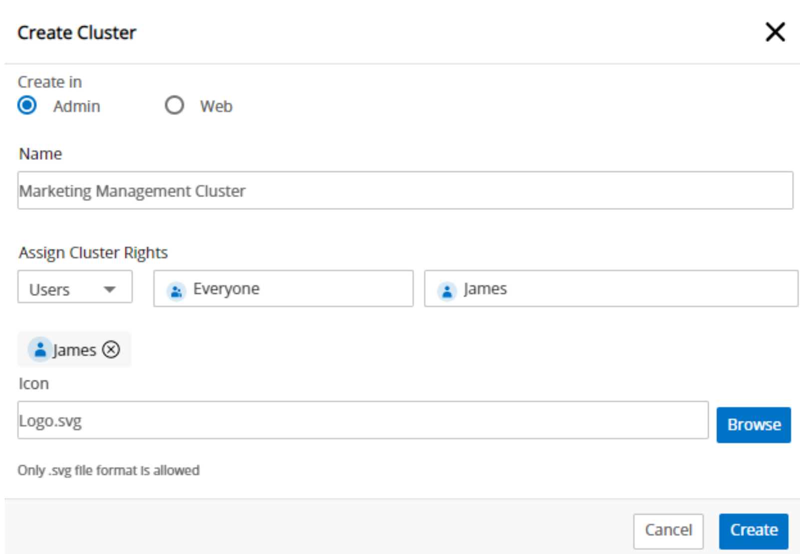
The clustering of custom modules allows you to group relevant types of custom modules under a single cluster. This type of arrangement helps the users to manage and segregate their custom modules in an orderly manner.

To create a cluster, perform the below steps:

1. On the Custom Module screen, click an existing custom module in the left pane.
2. In the right pane, click the **Cluster/Group As** dropdown box and then **+ New Cluster**. The Create Cluster dialog appears.
3. Specify the following details:

Fields	Description
Create in	It allows you to select one of the following options:

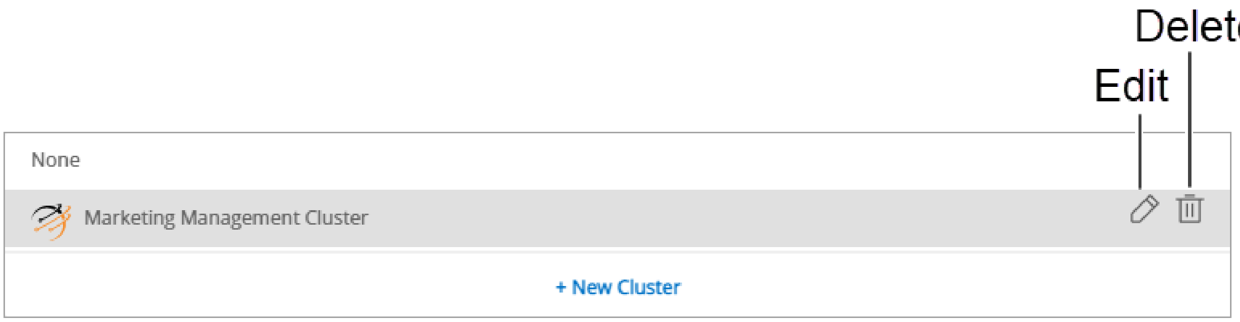
Fields	Description
	• **Admin** – If you want to create a cluster for the RMS Admin users, select this option. • **Web** – If you want to create a cluster for the RMS Web users, select this option.
Name	Enter the cluster name.
Assign Cluster Rights	It allows you to assign the rights to the users, groups, or roles to whom you want to display the cluster. On assigning rights to a user, group, or role, it gets added as a patch. Click the cross icon against the added group, user, or role to remove it, if not required.
Icon	It allows you to select an icon for the cluster using **Browse**. The icon must be in the SVG format.



4. Click **Create**. The message “Configuration Created Successfully” appears. The created cluster appears in the **Cluster/Group As** dropdown list.

Once a cluster is created, you can modify or delete the created cluster by clicking the **Cluster/Group As** dropdown list and then selecting one of the following icons as required:

- Edit
- Delete



To modify a cluster, perform the below steps:

1. Click the **Edit** icon. The Modify Cluster dialog appears.
2. Make the required modifications and click **Modify**. The message “Configuration Modified Successfully” appears.

To delete a cluster, perform the below steps:

1. Click the **Delete** icon. The Delete dialog appears for confirmation.
2. Click **Delete**. The message “Configuration Deleted Successfully” appears.

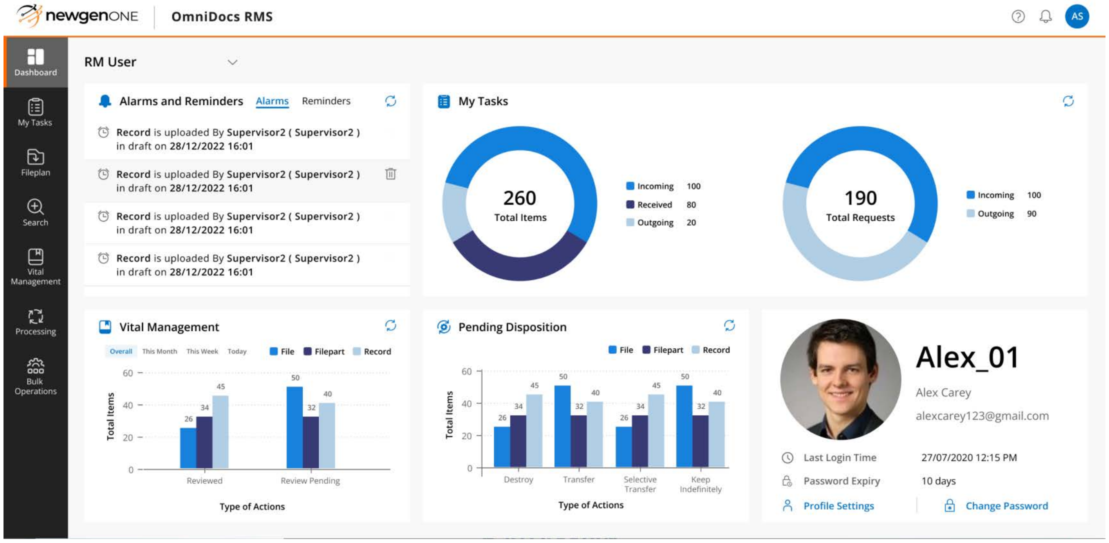
If a cluster is associated with any or multiple custom modules, then it cannot be deleted.

Landing page configuration

The Landing Page Configuration allows you to configure the landing page that appears after signing in to RMS Web. By default, the Dashboard is configured as a landing page.

To configure a landing page, perform the below steps:

1. On the RMS Admin home screen, go to the**Personalize** tile and click **Landing Page Configuration**. The Landing Page Configuration screen appears. This screen contains the list of the available pages in the left pane and a preview of the selected page appears in the right pane.



2. On the left pane, select a required page that you want to configure as the landing page of the RMS Web.
3. Click **Save**. The message "Configuration Modified Successfully" appears.

Adding object interface

The Add Object Interface configuration allows you to personalize the metadata fields that are required for creating new records.
With this configuration you can customize the form by making any field mandatory or non-mandatory, visible, and can set a default value for a field. Also, it provides the flexibility to rearrange fields within a tab and relocate a field from one tab to another.

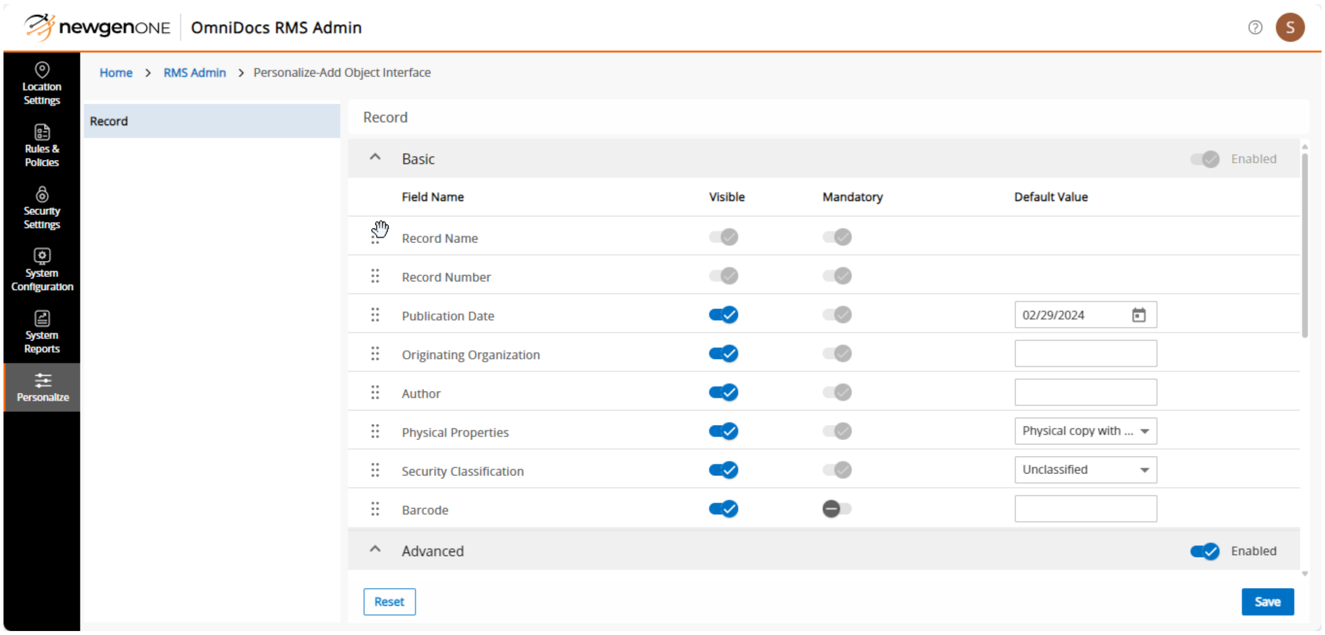
To configure the Object Interface, perform the below steps:

1. On the RMS Admin home screen, go to the **Personalize** tile and click **Add Object Interface**. The Add Object Interface screen appears. and displays various tabs containing customizable fields.
   - Basic tab
   - Advanced
   - Record Type
   - Record Relations

Except for the Basic tab, the other three tabs can be enabled or disabled as per requirement.

2. On the **Basic** tab, toggle the necessary fields to control their visibility and mandatory status for end users.
   If a field is set as visible, it will be displayed to RMS users when associating

metadata with a record; otherwise, it won't be shown. When a field is set as mandatory, RMS users must fill in that field value when adding a record; otherwise, it is considered optional.



3. Similarly, enable or disable the **Visible** and **Mandatory** buttons against the specific field of the record available in the **Advanced, Record Type,** and **Record Relations tab** as required.
4. Click **Save** to save the modified configuration.

Click the Reset button located at the bottom left of the right pane to restore the configuration to its previously saved state.

System reports

Record Management System provides general-purpose administrative reports for easy and efficient management and administration of the entire system.

Generate Report functionality governs the accessibility to reports. The administrator assigns the report generation rights to the users.

This chapter includes the following types of reports:

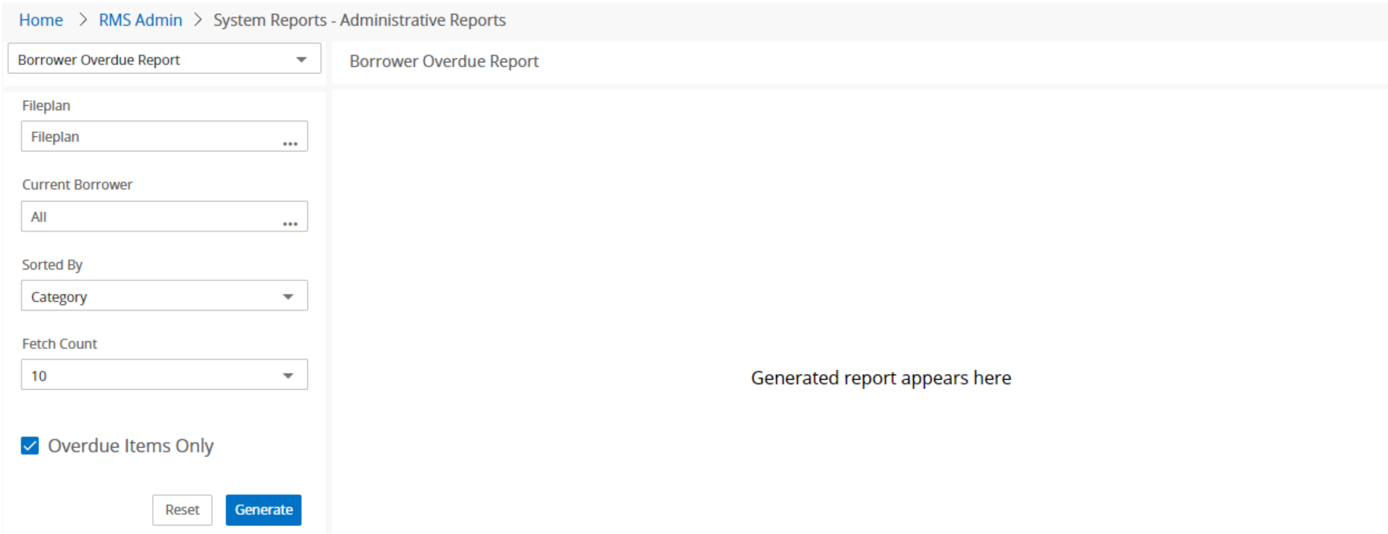
- Administrative Reports
- Transfer Activities Reports
- Accession Reports

Administrative reports

The Administrative Reports include the following reports:

- Borrower Overdue Report
- Dispose Report
- Record Report
- Fileplan Report
- Request Return Report
- User Activity Report
- Group Privilege Report

To access the Administrative Reports, on the RMS Admin home screen, go to the **System Reports** tile and click **Administrative Reports**. The Administrative Reports screen appears. This screen is divided into two panes. The left pane allows you to define the report properties to generate a required administrative report and the right pane displays the generated report. By default, the Borrower Overdue Report is selected.



Borrower overdue report

The Borrower Overdue Report provides details of the overdue and borrowed items according to the specified criteria. Email notifications are sent to you when the borrower period is going to be overdue.

The borrower period will start once the lender has generated the Transfer Notes and Dispatched the items; accordingly, the return date gets updated.

Email Notifications are also sent out to the borrower when the lender period is going to expire. The date of start sending emails is calculated based on an integer value stored in column EmailNotificationTime of the RMCompliance table. This value indicates the number of days before the return date when email sending begins.

The emails will stop as soon as the borrower returns the item. If the item is not returned even after the end of the borrowing period, the lender will continue to receive the email notifications until the borrower returns the record.

To generate the borrower overdue report, perform the below steps:

1. On the Administrative Reports screen, select **Borrower Overdue Report** in the dropdown box that appears at the top-left corner of the screen.
2. Specify the following fields to set the filtering criteria:

Fields	Description
Fileplan	Specifies the fileplan to consider documents for report generation. Refine the report by selecting a particular fileplan component using the fileplan ellipsis ••• icon.
Current Borrower	Filters the data in the report by the current borrower specified. By default, all users are selected in this category. Click the ellipsis ••• icon to select a particular group or user.
Sort By	Define the primary sort order for the report by selecting any of the options from the dropdown list. The options are: • Category • Item Name • Granted Till • Current Borrower
Fetch Count	Specify the number of records to be displayed at a time in the report.
Overdue Items Only	If checked, the report will be generated only for the overdue items. Otherwise, the report will be generated for all the records that are borrowed from RMU.

3. Click **Generate** to continue. The generated report appears in the right pane.

   Click **Reset**. The fields are reset to their default values.

4. Select one of the following options:
   - The **Print** icon to print the details. This Print dialog appears. Make the required configuration and click **Print**.
   - The **Export** icon to save the generated report to your local machine. For more details, refer to the Exporting generated report section.

Dispose report

Dispose Report provides details about the fileparts and records that were disposed of during destruction processing.

To generate dispose report, perform the below steps:

1. On the Administrative Reports screen, select **Dispose Report** in the dropdown box that appears at the top-left corner of the screen.
2. Specify the following fields to set the filtering criteria:

Fields	Description
Fileplan	Specifies the fileplan to consider documents for report generation. Refine the report by selecting a particular fileplan component using the fileplan ellipsis ••• icon.
Action Done By	Used to refine the report by selecting data for the user, who made the operations on the fileparts under the selected fileplan. By default, all users will be included in the report generation. Click the ellipsis ••• icon to select a particular group or user.
Action	Specifies the list of actions to dispose of. Click the dropdown and select an option from the list. By default, all actions will be included.
Item Name	Name of folder, class, file, filepart, or record. It is disabled for some actions.
From-To	Specifies the dates during which action was performed on the document. From-To dates are selected as the current dates by default. You can refine the report by entering the From-To dates.
Sorted By	Define the primary sort order for the report by selecting any of the options from the dropdown list. The options are: • Category • Item Name
Fetch Count	Specify the number of records to be displayed at a time in the report.

Fields	Description
Select Report Display Fields: Action Done By Date Time Description	Select the respective checkboxes to include them in the report to be generated.

3. Click **Generate** to continue. The generated report appears in the right pane.

   Click **Reset**. The fields are reset to their default values.

4. Select one of the following options:
   - The **Print** icon to print the details. This Print dialog appears. Make the required configuration and click **Print**.
   - The **Export** icon to save the generated report to your local machine. For more details, refer to the Exporting generated report section.

Record report

Record Report provides details about the records in the selected fileplan component.

To generate the record report, perform the below steps:

1. On the Administrative Reports screen, select **Record Report** in the dropdown box that appears at the top-left corner of the screen.
2. Specify the following fields to set the filtering criteria:

Fields	Description
Fileplan	Specifies the fileplan to consider documents for report generation. Refine the report by selecting a particular fileplan component using the fileplan ellipsis icon.
Action Done By	Used to refine the report by selecting data for the user, who made the operations on the fileparts under the selected fileplan. By default, all users will be included in the report generation. Click the ellipsis icon to select a particular group or user.
Action	Filters the data in the report by the action performed on the item. Click the dropdown and select an option from the list. By default, all actions will be included.

Fields	Description
Format	Enter the record format.
Item Name	Name of folder, class, file, filepart, or record. It is disabled for some actions.
From-To	Specifies the dates during which action was performed on the document. From-To dates are selected as the current dates by default. You can refine the report by entering the From-To dates.
Sorted By	Define the primary sort order for the report by selecting any of the options from the dropdown list. The options are: • Category • Item Name • Date Time • Action Done By
Fetch Count	Specify the number of records to be displayed at a time in the report.

3. Click **Generate** to continue. The generated report appears in the right pane.

> Click **Reset**. The fields are reset to their default values.

4. Select one of the following options:
   - The **Print** icon to print the details. This Print dialog appears. Make the required configuration and click **Print**.
   - The **Export** icon to save the generated report to your local machine. For more details, refer to the Exporting generated report section.

Fileplan report

Fileplan Report provides details on the actions performed on the selected fileplan component.

To generate the fileplan report, perform the below steps:

1. On the Administrative Reports screen, select **Fileplan Report** in the dropdown box that appears at the top-left corner of the screen.
2. Specify the following fields to set the filtering criteria:

Fields	Description
Fileplan	Specifies the fileplan to consider documents for report generation. Refine the report by selecting a particular fileplan component using the fileplan ellipsis icon.
Action Done By	Used to refine the report by selecting data for the user, who made the operations on the fileparts under the selected fileplan. By default, all users will be included in the report generation. Click the ellipsis icon to select a particular group or user.
Action	Filters the data in the report by the action performed on the item. Click the dropdown and select an option from the list. By default, all actions will be included.
Item Name	Name of folder, class, file, filepart, or record. It is disabled for some actions.
From-To	Specifies the dates during which action was performed on the document. From-To dates are selected as the current dates by default. You can refine the report by entering the From-To dates.
Sorted By	Define the primary sort order for the report by selecting any of the options from the dropdown list. The options are: • Category • Item Name • Date Time • Action Done By

Fields	Description
Fetch Count	Specify the number of records to be displayed at a time in the report.
Include Subfolders	Specifies whether or not to include the subfolders in generating the report. By default, the checkbox is selected.

3. Click **Generate** to continue. The generated report appears in the right pane.

   Click **Reset**. The fields are reset to their default values.

4. Select one of the following options:
   - The **Print** icon to print the details. This Print dialog appears. Make the required configuration and click **Print**.
   - The **Export** icon to save the generated report to your local machine. For more details, refer to the Exporting generated report section.

Request return report

Request Return Report provides details on the request return activities according to the specified criteria.

To generate the request return report, perform the below steps:

1. On the Administrative Reports screen, select **Request Return Report** in the dropdown box that appears at the top-left corner of the screen.
2. Specify the following fields to set the filtering criteria:

Fields	Description
Fileplan	Specifies the fileplan to consider documents for report generation. Refine the report by selecting a particular fileplan component using the fileplan ellipsis icon.
Action Done By	Used to refine the report by selecting data for the user, who made the operations on the fileparts under the selected fileplan. By default, all users will be included in the report generation. Click the ellipsis icon to select a particular group or user.

Fields	Description
Action	Filters the data in the report by the action performed on the item. Click the dropdown and select an option from the list. By default, all actions will be included.
Format	Enter the record format.
Item Name	Name of folder, class, file, filepart, or record. It is disabled for some actions.
From-To	Specifies the dates during which action was performed on the document. From-To dates are selected as the current dates by default. You can refine the report by entering the From-To dates.
Sorted By	Define the primary sort order for the report by selecting any of the options from the dropdown list. The options are: • Category • Item Name • Date Time • Action Done By
Fetch Count	Specify the number of records to be displayed at a time in the report.

3. Click **Generate** to continue. The generated report appears in the right pane.

   Click **Reset**. The fields are reset to their default values.

4. Select one of the following options:
   - The **Print** icon to print the details. This Print dialog appears. Make the required configuration and click **Print**.
   - The **Export** icon to save the generated report to your local machine. For more details, refer to the Exporting generated report section.

User activity report

User Activity Report provides details on the activities of the users such as managing locations, defining rules, managing security, and so on.

To generate the user activity report, perform the below steps:

1. On the Administrative Reports screen, select **User Activity Report** in the dropdown box that appears at the top-left corner of the screen.
2. Specify the following fields to set the filtering criteria:

Fields	Description
Action Done By	Used to refine the report by selecting data for the user, who made the operations on the fileparts under the selected fileplan. By default, all users will be included in the report generation. Click the ellipsis ••• icon to select a particular group or user.
Action	Filters the data in the report by the action performed on the item. Click the dropdown and select an option from the list. By default, all actions will be included.
From-To	Specifies the dates during which the action was performed on the document. From-To dates are selected as the current dates by default. You can refine the report by entering the From-To dates.
Sorted By	Define the primary sort order for the report by selecting any of the options from the dropdown list. The options are: • Category • Item Name • Date Time • Action Done By
Fetch Count	Specify the number of records to be displayed at a time in the report.

3. Click **Generate** to continue. The generated report appears in the right pane.

   Click **Reset**. The fields are reset to their default values.

4. Select one of the following options:
   - The **Print** icon to print the details. This Print dialog appears. Make the required configuration and click **Print**.
   - The **Export** icon to save the generated report to your local machine. For more details, refer to the Exporting generated report section.

Group privilege report

Group Privilege Report provides details of the privileges provided to a group.

To generate group privilege report, perform the below steps:

1. On the Administrative Reports screen, select **Group Privilege Report** in the dropdown box that appears at the top-left corner of the screen.
2. Click **Generate** to continue. The generated report appears in the right pane.

   Click **Reset**. The fields are reset to their default values.

3. Select one of the following options:
   - The **Print** icon to print the details. This Print dialog appears. Make the required configuration and click **Print**.
   - The **Export** icon to save the generated report to your local machine. For more details, refer to the Exporting generated report section.

Transfer activities reports

The Transfer Activities Reports include the following reports:

- Exported
- Imported
- Due for Transfer

To access the Transfer Activities Reports, on the RMS Admin home screen, go to the **System Reports** tile and click **Transfer Activities Reports**. The Transfer Activities Reports screen appears. This screen is divided into two panes. The left pane allows you to define the report properties to generate a required transfer activities report and the right pane displays the generated report. By default, the Exported report is selected.

Exported report

Exported Report displays details of the exported records and fileparts.

To generate the exported report, perform the below steps:

1. On the Transfer Activities Reports screen, select **Exported** in the dropdown box that appears at the top-left corner of the screen.
2. Specify the following fields to set the filtering criteria:

Fields	Description
Fileplan	Specifies the fileplan to consider documents for report generation. Refine the report by selecting a particular fileplan component using the fileplan ellipsis ••• icon.
Action Done By	Used to refine the report by selecting data for the user, who made the operations on the fileparts under the selected fileplan. By default, all users will be included in the report generation. Click the ellipsis ••• icon to select a particular group or user.
Action	Filters the data in the report by the action performed on the item. Click the dropdown and select an option from the list. By default, all actions will be included.
Format	Enter the folder, class, file, filepart, or record format.
Item Name	Name of folder, class, file, filepart, or record. It is disabled for some actions.
From-To	Specifies the dates during which the action was performed on the document. From-To dates are selected as the current dates by default. You can refine the report by entering the From-To dates.
Sorted By	Define the primary sort order for the report by selecting any of the options from the dropdown list. The options are: • Category • Item Name
Fetch Count	Specify the number of records to be displayed at a time in the report.
Select Report Display Fields: • Action Done By • Date Time • Description	Select the respective checkboxes to include them in the report to be generated.

3. Click **Generate** to continue. The generated report appears in the right pane.

> Click **Reset**. The fields are reset to their default values.

4. Select one of the following options:
   - The **Print** icon to print the details. This Print dialog appears. Make the required configuration and click **Print**.
   - The **Export** icon to save the generated report to your local machine. For more details, refer to the Exporting generated report section.

Imported report

Imported Report displays details of the records and fileparts imported by you.

To generate the imported report, perform the below steps:

1. On the Transfer Activities Reports screen, select **Imported** in the dropdown box that appears at the top-left corner of the screen.
2. Specify the following fields to set the filtering criteria:

Fields	Description
Fileplan	Specifies the fileplan to consider documents for report generation. Refine the report by selecting a particular fileplan component using the fileplan ellipsis icon.
Action Done By	Used to refine the report by selecting data for the user, who made the operations on the fileparts under the selected fileplan. By default, all users will be included in the report generation. Click the ellipsis icon to select a particular group or user.
Action	Filters the data in the report by the action performed on the item. Click the dropdown and select an option from the list. By default, all actions will be included.
Format	Enter the folder, class, file, filepart, or record format.
Item Name	Name of folder, class, file, filepart, or record. It is disabled for some actions.

Fields	Description
From-To	Specifies the dates during which the action was performed on the document. From-To dates are selected as the current dates by default. You can refine the report by entering the From-To dates.
Sorted By	Define the primary sort order for the report by selecting any of the options from the dropdown list. The options are: • Category • Item Name
Fetch Count	Specify the number of records to be displayed at a time in the report.
Select Report Display Fields: • Action Done By • Date Time • Description	Select the respective checkboxes to include them in the report to be generated.

3. Click **Generate** to continue. The generated report appears in the right pane.

   Click **Reset**. The fields are reset to their default values.

4. Select one of the following options:
   - The **Print** icon to print the details. This Print dialog appears. Make the required configuration and click **Print**.
   - The **Export** icon to save the generated report to your local machine. For more details, refer to the Exporting generated report section.

Due for transfer

Due for Transfer report displays details of the records and folders that are due for transfer.

To generate the due for transfer report, perform the below steps:

1. On the Transfer Activities Reports screen, select **Due for Transfer** in the dropdown box that appears at the top-left corner of the screen.
2. Specify the following fields to set the filtering criteria:

Fields	Description
Fileplan	Specifies the fileplan to consider documents for report generation. Refine the report by selecting a particular fileplan component using the fileplan ellipsis icon.
Action Done By	Used to refine the report by selecting data for the user, who made the operations on the fileparts under the selected fileplan. By default, all users will be included in the report generation. Click the ellipsis icon to select a particular group or user.
Action	Filters the data in the report by the action performed on the item. Click the dropdown and select an option from the list. By default, all actions will be included.
Item Name	Name of folder, class, file, filepart, or record. It is disabled for some actions.
From-To	Specifies the dates during which the action was performed on the document. From-To dates are selected as the current dates by default. You can refine the report by entering the From-To dates.
Sorted By	Define the primary sort order for the report by selecting any of the options from the dropdown list. The options are: • Category • Item Name
Fetch Count	Specify the number of records to be displayed at a time in the report.
Select Report Display Fields: • Action Done By • Date Time • Description	Select the respective checkboxes to include them in the report to be generated.

3. Click **Generate** to continue. The generated report appears in the right pane.

> Click **Reset**. The fields are reset to their default values.

4. Select one of the following options:
   - The **Print** icon to print the details. This Print dialog appears. Make the required configuration and click **Print**.

- The **Export** icon to save the generated report to your local machine. For more details, refer to the Exporting generated report section.

Accession reports

The Accession Reports include the Transferred to NARA report.

To access the Accession Reports, on the RMS Admin home screen, go to the **System Reports** tile and click **Accession Reports**. The Accession Reports screen appears. This screen is divided into two panes. The left pane allows you to define the report properties to generate a required accession report and the right pane displays the generated report. By default, the Transferred to NARA report is selected.

Transferred to NARA

Transferred to NARA Report displays details of the records and fileparts that are transferred to NARA.

To generate the transferred to NARA report, perform the below steps:

1. On the Accession Reports screen, select **Transferred to NARA** in the dropdown box that appears at the top-left corner of the screen.
2. Specify the following fields to set the filtering criteria:

Fields	Description
Fileplan	Specifies the fileplan to consider documents for report generation. Refine the report by selecting a particular fileplan component using the fileplan ellipsis icon.
Action Done By	Used to refine the report by selecting data for the user, who made the operations on the fileparts under the selected fileplan. By default, all users will be included in the report generation. Click the ellipsis icon to select a particular group or user.
Action	Filters the data in the report by the action performed on the item. Click the dropdown and select an option from the list. By default, all actions will be included.

Fields	Description
Item Name	Name of folder, class, file, filepart, or record. It is disabled for some actions.
From-To	Specifies the dates during which the action was performed on the document. From-To dates are selected as the current dates by default. You can refine the report by entering the From-To dates.
Sorted By	Define the primary sort order for the report by selecting any of the options from the dropdown list. The options are: • Category • Item Name
Fetch Count	Specify the number of records to be displayed at a time in the report.
Select Report Display Fields: • Action Done By • Date Time • Description	Select the respective checkboxes to include them in the report to be generated.

3. Click **Generate** to continue. The generated report appears in the right pane.

   Click **Reset**. The fields are reset to their default values.

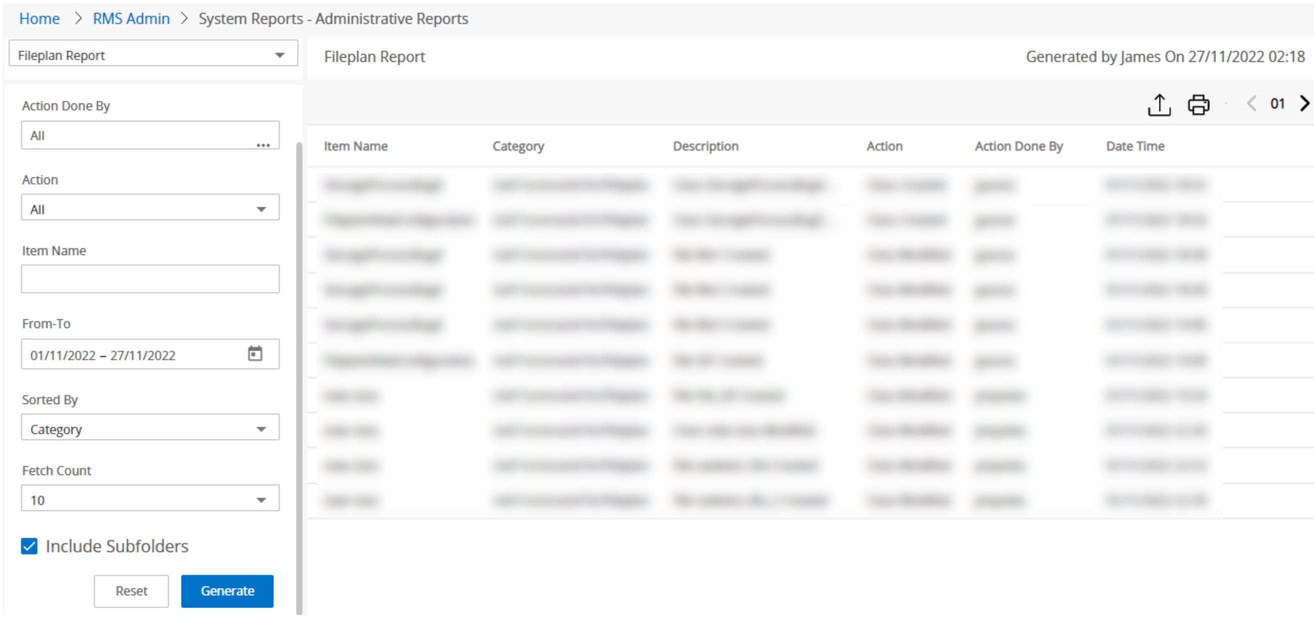
4. Select one of the following options:
   - The **Print** icon to print the details. This Print dialog appears. Make the required configuration and click **Print**.
   - The **Export** icon to save the generated report to your local machine. For more details, refer to the Exporting generated report section.

Exporting generated report

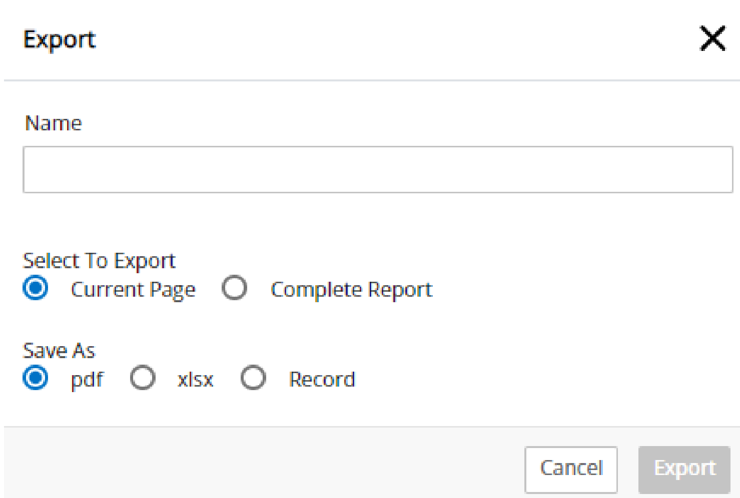
The export report functionality allows you to save the generated report to your local machine. It can be saved in XLSX and PDF formats.

To export a report, perform the below steps:

1. Click the **Export** icon that appears at the top-right corner of the generated report pane.



The Export dialog appears.



2. Specify the following details:

Fields	Description
Name	Specify a name. The report will be saved with the specified name.
Select to Export	**Current Page** — Saves only the current page of the report. **Complete Page** — Saves the entire report.

Fields	Description
Save As	**pdf** — Saves the report in the PDF format. **xlsx** — Saves the report in the XLSX format. **Record** - Saves the report in record format. For procedural details, click here.

3. Click **Export**. The report is downloaded in the selected format. Depending on your browser settings, you may be asked to choose a location where you want to save the report.

RMS processes

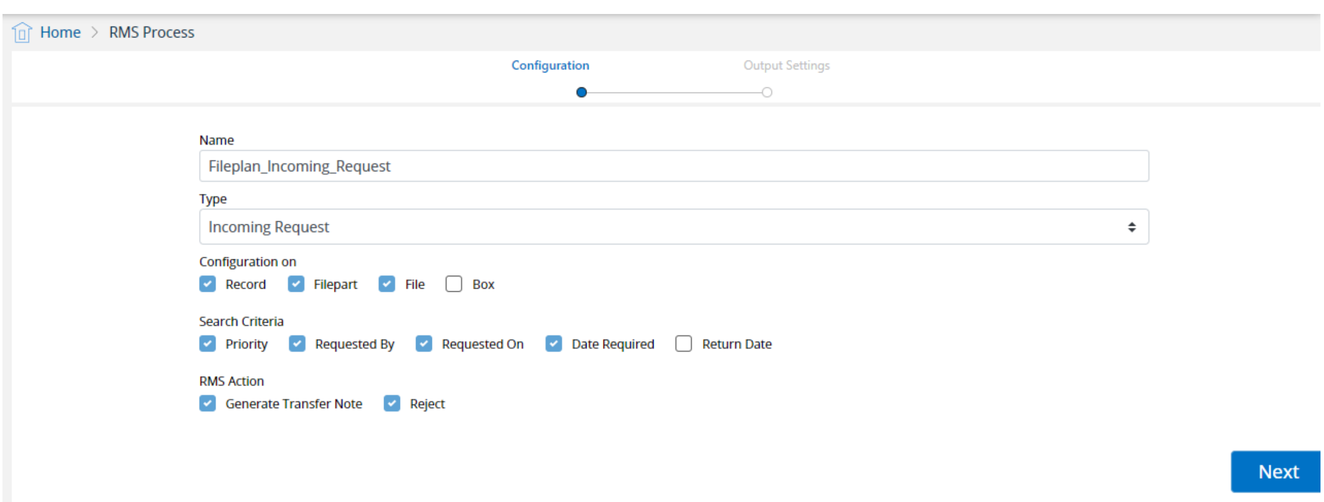
The RMS Process functionality in OmniDocs Admin allows you to configure the processes for RMS users to perform the following tasks:

- Incoming request item
- Incoming item
- Item with me
- Outgoing request
- Item transferred

Creating RMS process

To create a new RMS Process, perform the below steps:

1. Sign in to NewgenONE OmniDocs RMS Admin.
2. Go to the **RMS Process** tile and click **Create new process**. The RMS Process screen appears. By default, the **Configuration** tab appears.



3. Specify the following details:

Fields	Description
Name	Specify the name of the process. The space between the name characters is not allowed. If required, use the underscore between the name characters.
Type	Select a required process in the **Type** dropdown list. You can select one of the following types: • **Incoming Request** — If this type is selected, then it enables the list of all incoming requests to the specific users. • **Incoming Item** — If this type is selected, then it enables the list of all granted requests to the specific users. • **Item With Me** — If this type is selected, then it enables the list of all items accepted by the specific users. • **Outgoing Request** — If this type is selected, then it enables the list of all requests raised by the specific users. • **Item Transferred** — If this type is selected, then it enables the list of all items which have been transferred by the specific users.
Configuration on	It allows you to select the following items for which you want to configure the process: • **Record** • **File** • **Filepart** • **Box** Configuration can either be created for fileplan items (File, Filepart, or Record) or Box.

Fields	Description
Search Criteria	It allows you to configure the list of columns that appears in search results. The search criteria depend on the selected process type. • In case of **Incoming Request Item**, the following search criteria appear to configure: ◦ **Priority** — The priority of a request. ◦ **Requested By** — The user who requested an item. ◦ **Requested On** — The date on which an item is requested. ◦ **Date Required** — The date on which an item is required. ◦ **Return Date** — The date on which an item is to be returned. • In case of **Incoming Item**, the following search criteria appear to configure: ◦ **Sent By** — The user who sent an item. ◦ **Mode** — The mode in which an item is present at the moment. ◦ **Sent On** — The date on which an item was sent. • In case of **Item With Me**, the following search criteria appear to configure: ◦ **Sent By** — The user who sent an item. ◦ **Mode** — The mode in which an item is present at the moment. ◦ **Date Received** — The date on which an item is received. ◦ **Return Date** — The date on which an item is to be returned. • In case of **Outgoing Request**, the following search criteria appear to configure: ◦ **Priority** — The priority of a request. ◦ **Requested Status** — The current status of a request. ◦ **Requested To** — The user to whom the request is made. ◦ **Requested On** — The date on which an item is requested. ◦ **Date Required** — The date on which an item is required.

Fields	Description
	◦ **Return Date** — The date on which an item is to be returned. • In case of **Item Transferred**, the following search criteria appear to configure: ◦ **Recipient** — The user name who receives a transferred item. ◦ **Status** — The current status of a transferred item. ◦ **Sent On** — The date on which an item is transferred.

<table>
<tr><th>Fields</th><th>Description</th></tr>
<tr><td>RMS Action</td><td>It allows you to configure the actions that can be performed on a defined process. The actions depend on the selected process type.

In case of Incoming Request Item, the following actions appear to configure:

Generate Transfer Note — This action is used when a specific user wants to dispatch items to another user.
Reject — This action is used when a specific user wants to reject a request.

In case of Incoming Item, the following actions appear to configure:

Reject — This action is used when a specific user wants to reject an item.
Receive — This action is used when a specific user wants to receive an item.

In case of Item With Me, the following actions appear to configure:

Generate Transfer Note — This action is used when a specific user wants to dispatch items to another user.
Return — This action is used when a specific user wants to return an item to the sender.

In case of Outgoing Request, the following actions appear to configure:

Re Request — This action is used when a specific user wants to re-send the request.
Remind — This action is used when a specific user wants to remind the other user to act on a request for the requested item.
Delete — This action is used when a specific user wants to delete an outgoing request.

In case of Item Transferred, there is no action required.
</td></tr>
</table>

4. Click **Next** to continue. The Output Settings tab appears.
5. Specify the batch size in the **Result Batch Size** box. For example, if the batch size is specified as 10, then the number of search results displayed will be 10 per page.

6. Select the required fields in the **Search Result Fields** dropdown box to configure the columns that appear in search results. To remove an added field, click the cross icon against it.
7. Once all the details are specified, then click **Save**. The message "Configuration Added Successfully" appears.

Once the RMS process is configured, you can modify its required details as explained in the above steps. Once the modifications are done, then click **Modify** to save the modifications.

Configuring search

Using NewgenONE OmniDocs Admin, you can set up search configurations for records and fileplans within RMS.

To create a new search configuration for records and fileplans, perform the below steps:

1. Sign in to NewgenONE OmniDocs Admin. In the Configure tile, click **Search**.
   The Configure New Search page appears.
2. Refer to the below table to specify details in the **Configure** section:

Field	Description
Configuration Name	Specify the name of the search configuration.
Record/Fileplan Checkbox	Select the necessary checkbox to specify the type of Search Configuration you want to create, either for a Record or a Fileplan. You can select only one option at a time.
Include All Versions	Select this checkbox to include all the versions of a record while conducting the search. The search results display all the versions of the searched record. This option is visible for a Record type search only.
Enable Logical Operator	Select this checkbox to enable the use of logical operators such as AND, OR, and NOT to refine and customize search queries. This option is visible for both Record and Fileplan type search.

Field	Description
Inlcude Full Text Search	Select this checkbox to enable searching of specific text in the document. This option is visible for a Record type search only. Upon selecting this checkbox the following two options appear: • **Wild Card Search** — Select this checkbox to use the AND operator between all search terms and conduct the search operation accordingly. In this scenario, a Wild Card search is performed for each word (excluding text within quotes), and the results are combined using the AND operator. For example, if the search terms are insurance and banking, the search result contains documents that contain either one of the two words or both. • **Conditional Search** — Select this checkbox to perform a search based on an unmodified query. The search operation gets carried out exactly as specified in the query. For example, if the query contains insurance or banking, the search results include documents that contain either of the specified words.
Folder Type	This option is visible for a Fileplan type search only. Select the type of folder you want to include in the search: • **All** — Allows you to conduct the search across classes, files, and fileparts. • **Class** — Allows you to conduct the search across all classes available in the system. • **File** — Allows you to conduct the search across all files available in the system. • **Filepart** — Allows you to conduct the search across all the fileparts available in the system.
Look in Folder	Click **Browse** to select the folder where you want ot execute the Record or Fileplan search.
Include Sub Folder	Select this checkbox to include all the sub-folders in the search process.

3. Click **Next**. The Input Form section appears.
   a. Select the required input parameters based on which the search gets executed. For Record and Fileplan the available input parameters are as follows:

Parameter	Description
General	
Name	Name of the Record or Fileplan
Owner	Name of the owner who created the Record or Fileplan
Type	Type of record. The option only available for record type search only.
Size	Size of the record. The option only available for record type search only.
Keywords	Keywords based on which the required record or fileplan gets selected. The option only available for record type search only.
Created Date	Date of creation of the record or fileplan
Modified Date	Date of modification of the record or fileplan
Author	Author of the record or fileplan
All DataClasses	Select this checkbox to enable search on all the data classes. Upon selecting this option, the Select Data Class dropdown gets disabled. You can either select All Data Classes or a specific data class.
Select DataClass	From this dropdown, select the required data class. Select the **Set Advance Settings** checkbox to apply a logical operator on the data class fields. When configuring advanced settings, users can search for multiple values in the DataClass field. If the "All DataClasses" option is selected, users can configure the advanced settings for all available data classes.
Select Global Index	Click to select the global index for configuring the search. The option is only available for record type search.

Parameter	Description
Record Type	
All Record Types	Select this checkbox to enable search on all type of records. Upon selecting this option, the Select Record Type dropdown gets disabled. You can either select All Record Types or a specific record type.
Select Record Type	From this dropdown, select the required record type.
Markings	
Markings	Click to select the required markings for the search.
Advanced	

Parameter	Description
Advanced parameters	This tab consists of the following advanced parameters for configuring the search: For record search: • Author • Record Id • Current Borrower • Filed By • Checked Out By • Suspended By • Suspended Reason • Barcode • Vital Record • Addressee • Other Addressee • Originating Organization • Media Type • Format • Transfer Number • Publication Date • Date Filed • Date Received • Location • Box • Record Number • Class Number • Security Classification For Fileplan Search • File Number • Status • Transfer Number • Barcode • Filepart Number • Current Borrower • Borrower Period • Vital Record • Location • Box • Disposition Authority • Description • Class Number • Security Classification

Parameter	Description
Record Policy	Click on the required record policy. This feature is only visible for Fileplan search.

4. Click **Next**. The Results section appears. The output fields represent the columns visible in the search results.
5. In the **Output Fields**, click **Add Output Fields** and select the required field from the dropdown list.

   To remove an already added output field, click the cross icon present with the required output field name.

6. In the **Operations on Fileplan** field, click **Add Search Result Operations on Fileplan** and select the required operation. This option is only visible for fileplan search.

   To remove an already added search operation, click the cross icon present with the required operation name.

7. In the **Operations on Record** field, click **Add Search Result Operations on Record** and select the required operation.
8. Click **Next**. The Settings section appears.
9. Refer to the below table to specify details in the **Settings** section:

Fields	Description
Assign User Group	From the dropdown list, select the user group to whom you want to assign the default rights of this search configuration. It is mandatory to select at least one user group.
Result Settings	
Result Batch Size	Specify the required batch size for the search results. It can range from 5 to 100.
Sort Order	From the dropdown, specify the required sorting order. By default the Sort Order would be ascending order
Sort On	From the dropdown, specify the required parameter based on which the search results get sorted.
Document View Settings	
Enable Property	Select this checkbox to enable the property feature in the OpAll Viewer.

Fields	Description
Enable Thumbnails	Select this checkbox to enable thumbnails in the OpAll Viewer.
Enable Annotations	Select this checkbox to enable annotations in the OpAll Viewer.
Enable Notes	Select this checkbox to enable notes in the OpAll Viewer.
Enable Toolbar	Select this checkbox to enable the toolbar in the OpAll Viewer.
Enable Printing	Select this checkbox to enable the printing option in the OpAll Viewer.
Zoom %	From the dropdown list, select the default zoom value in percentage for the search results.

10. Click **Save**. The “Search Configuration is created successfully” message appears.

To delete this configuration, perform the below steps:

1. Click on 

icon, and a pop appears.
2. Click on the **Confirm** button, to permanently delete the configuration.