



NewgenONE OmniDocs RMS

User 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 User Guide.

Revision history

Revision date	Description
March 2024	Initial publication

About this guide

This user guide explains how to create and manage records in NewgenONE 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 user guide is intended for users who are seeking information on the functioning of the various features of RMS. The reader must have basic knowledge of RMS. The reader must also have all the functional rights to perform available operations in RMS.

Related documents

The following documents are related to the NewgenONE OmniDocs RMS User guide:

- NewgenONE OmniDocs RMS Release Notes
- NewgenONE OmniDocs RMS Administration 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

RMS is an application that handles the complete life cycle of physical as well as 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.
- Phase-based transfer of records from one location to another.
- Create renditions from PDF to TIFF.
- Create linked copies of the record to ensure the authenticity of the original document is not disturbed.
- It provides the dashboard 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.

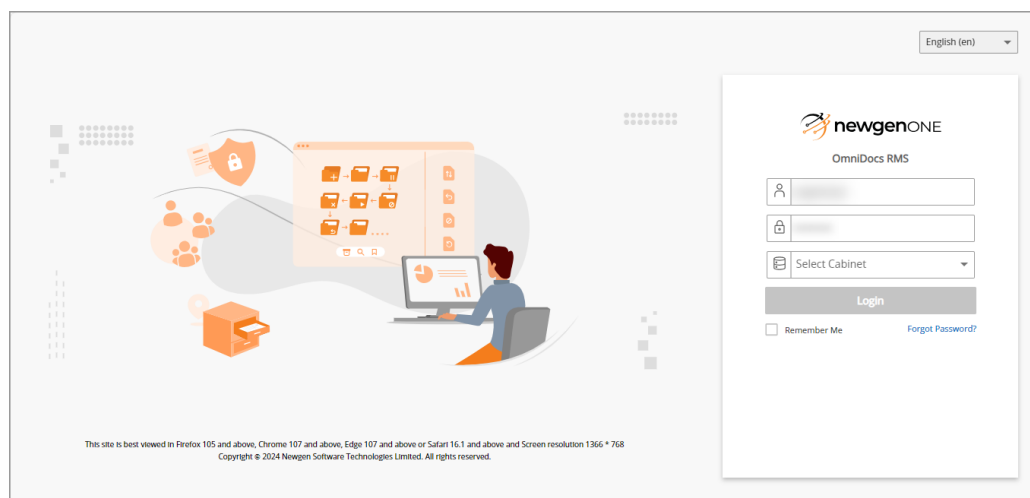
Getting started

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

Signing in to RMS Web

To sign in to NewgenONE OmniDocs RMS, perform the below steps:





1. Launch a web browser.
2. Enter the URL of NewgenONE OmniDocs RMS and press Enter. The URL format is:
http://<Address of Application Server>:<Port Number>/rms/dist/#/web
The screen to sign in to NewgenONE OmniDocs RMS appears.
3. (Optional) To change the locale, select the required option from the locale dropdown list. You can set the locale to English or Arabic based on your business requirements. By default, the locale is set to English.



! Switching the locale to Arabic alters the writing format from left-to-right to right-to-left.


4. Enter the following credentials:

Fields	Description
Username	The username of NewgenONE OmniDocs RMS
Password	The password of the above user.


Fields	Description
Select Cabinet	This field allows you to select a required cabinet to make a connection with RMS. This field appears only if there are multiple cabinets available to select.
Captcha	<p>Enter the captcha.</p> <p>The captcha information does not appear if it is disabled by the administrator.</p> <p> In case the captcha is not clear to you, click the Refresh  icon to get a new captcha.</p> <p>You can also listen to the captcha by clicking the Speaker  icon.</p>
Remember Me	<p>Select the Remember Me checkbox to allow the system to remember your Username and Cabinet for future.</p> <p> If selected, the Username and Cabinet will be pre-selected at the time of the next sign-in. You just have to specify the password.</p>

5. Click **Login** to start the session.


If Two-Step Authentication is enabled, then follow the below steps to continue the login process:

 Members of the Second Factor Immune group are not required to pass through the two-factor authentication even if Two Factor Authentication is enabled.

- a. Enter your login credentials in the RMS sign-in screen and click **Login**. The Two-Step Authentication screen appears.
- b. Enter the **OTP** received on your registered contact number or click the **Resend OTP** link if you have not received the OTP.
- c. Click **Login**.
 - If the entered OTP is correct, the NewgenONE OmniDocs RMS home screen appears.
 - If the entered OTP is incorrect, then re-enter the OTP.
 - Enter the correct OTP and then click **Login** again.
 - The maximum number of chances that you will get to re-enter the OTP can be decided by the client. In case the maximum limit is reached, a notification appears.

 Message for incorrect OTP can be customized as per the requirement.

On successful sign-in, the NewgenONE OmniDocs RMS home screen appears. If you are not able to sign in, then it may be due to the following reasons:

Fields	Description
User already logged-in	In case you have already signed in, on some other machine, a dialog “The specified user is already logged in on some other machine. Do you want to disconnect and log in again?” appears. To continue, click Login .
Invalid login Information	The notification “Invalid username or password” appears if the entered login credentials are incorrect. Also, if you fail to provide correct sign-in credentials for the maximum number of allowed attempts, then your account is locked. The OmniDocs Administrator, Supervisor, or a member of the Supervisor Group can unlock such an account.  If your account is deleted from an OmniDocs cabinet, the same account cannot be registered again for the same cabinet.
Forgot password	Click the Forgot Password? link to learn how to reset your forgotten password. Forgot password option is configurable, whether it has to be shown on UI (User Interface) or not.

Resetting password

To reset your forgotten password, perform the below steps:

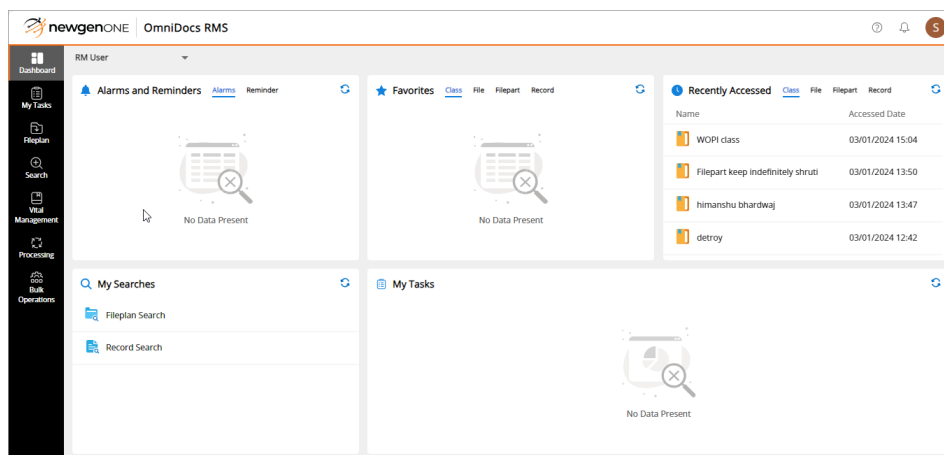
1. Click **Forgot Password?** link. The Forgot Password dialog appears.
2. Specify the following fields:

Fields	Description
Username	Enter your username.
Email	Enter the email ID used to create your account.
Select Cabinet	Select the cabinet. This field appears if there are multiple cabinets available to select.

3. Click **Get Reset Link**. The message “Forgot password request sent successfully, please check your mail” appears.
4. Open your registered email and follow the instructions given in that email to reset your password.

Exploring NewgenONE OmniDocs RMS interface

On successful sign-in, the NewgenONE OmniDocs RMS, home screen appears. Using the menu bar displayed on the left pane, you can access the different tabs of NewgenONE OmniDocs RMS, to perform the required operations.



The menu bar includes the following tabs:

- [Dashboard](#)
- [My Tasks](#)
- [Fileplan](#)
- [Search](#)
- [Vital Record](#)
- [Processing](#)
- [Bulk Operations](#)

Rearranging tabs in the menu bar

You can rearrange the tabs visible in the menu bar, as well as any added custom modules or clusters, according to your preference.

To reorder the tabs and custom elements in the menu bar, perform the below steps:

1. In the menu bar, click and hold on to the tab or element using your mouse.
2. While still holding the mouse button, drag the tab to the required position within the menu bar.
3. Release the mouse button to drop the tab in its new position.

Dashboard

The dashboard in NewgenONE OmniDocs RMS allows you to view and access frequently used tasks. You can view only those dashboards on which you have access rights. With the help of dashboard settings, you can select the default dashboard out of the available ones. You can also change the dashboard view.

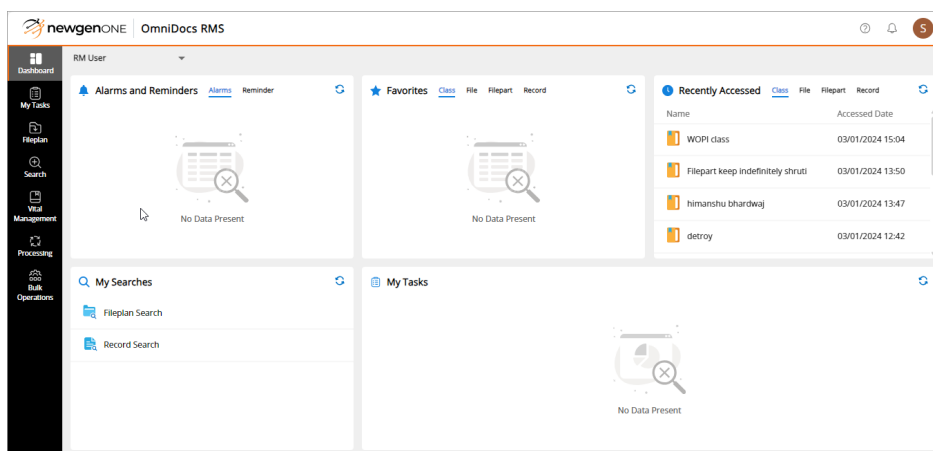
The administrator provides the rights on the dashboards and based on those rights you can see the dashboard in the NewgenONE OmniDocs RMS module. In case, you have rights on multiple dashboards, you can view the default dashboard in alphabetical order. In case there are no rights available on multiple dashboards, then you can only be able to see the RMS specific persona dashboard.

Perform the below step to access the dashboard:

From the NewgenONE OmniDocs RMS home screen, click the **Dashboard** tab from the menu bar. The Dashboard screen appears in the right pane.

The administrator sets the view of the dashboard that appears when you sign in to the NewgenONE OmniDocs RMS for the first time. Using the Dashboard Designer in the OmniDocs Admin module, the administrator configures the shortcuts for various operations that are displayed on the dashboard.

If you have rights to different dashboard views, you can select another view of the dashboard using the dropdown list displayed at the top-right corner.



By default, the following dashboards are provided with NewgenONE OmniDocs RMS:

- Record Manager
- RM user

The dashboard screen may include the following widgets:

- **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.
- **Profile** – This widget allows you to view your basic profile information. You can view details like user ID, full name, last name, and email ID. This widget also gives details like password expiry and last login details. You can configure 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 pending.
- **Recently Accessed** – This widget displays the list of recently accessed classes, files, fileparts, and records with the date and time information.
- **Favorites** – You can mark the classes, files, filepart, and records as favorites from the fileplan repository by clicking the **Mark Favorite** ☆ icon. This widget represents the list of items marked as favorites.
- **My Searches** – Using this widget, you can view search configurations and saved searches on which you have rights.

Fileplan

The Fileplan is the repository where records are organized in a hierarchy of classes, subclasses, file, and filepart. Such a record archival mechanism offers a unified view of the record repository and simplifies the physical record retrieval process. It allows you to set multiple levels of access rights on class, subclass, file, and filepart.


To access and manage the fileplan, perform the below steps:

1. Click the **Fileplan** tab of the menu bar. The Fileplan screen appears. It displays a list of all the classes created at the root level.
2. The top bar of the screen gives the hierarchy of the fileplan in breadcrumb for easy navigation. Click the breadcrumb trail to jump directly to a parent object. For example, if you are at Current Account Volume 1 in a hierarchy of Fileplan > Account Opening Form > Gurgaon > Current Account Form > Current Account Volume 1, you can click Account Opening Form to go directly to the Account Opening Form class from Current Account Volume 1 filepart.

The screenshot shows the Fileplan interface with the following components:

- Breadcrumb Trail:** Fileplan > Account Opening Form > Gurgaon > Current Account Form > Current Account Volume 1
- Record Table:**

Record	Name ↑	Record Number	Modified Date	Physical Copy Exists	Security Classification	Useful Info
<input type="checkbox"/>	Current Account Opening F...	AAAAA	23/11/2022 23:32	Yes	Unclassified	--
<input type="checkbox"/>	Current Account Opening F...	AAAAB	23/11/2022 23:32	Yes	Unclassified	--
<input type="checkbox"/>	Current Account Opening F...	AAAAC	23/11/2022 23:32	Yes	Unclassified	--
- Filepart Properties Panel:**
 - Filepart Name*: Current Account Volume 1
 - Filepart Number*: AAAA
 - Filepart ID: 393
 - File Number: 1
 - Owner: James
 - Created Date: (empty)

To expand or collapse the view of the Sub Class, File, Filepart, or Record pane, click the **Expand**  icon or **Collapse**  icon that appears on the operation bar on their respective pane. The expand or collapse icon appears only if there is an item present in a pane.

If any pane inside the fileplan is empty, then it redirects you to the pane containing items. For example, In a file, the Filepart pane is empty and the Record pane contains some items. Hence, it displays the Record pane only.

3. Click any class to open it. It is divided into two panes:

Panes	Description
Right Pane	It shows the properties of the opened class.
Left Pane	It is divided into the following two tabs: Sub Class - It contains a list of all the sub-classes present in the open class. File - It contains a list of all the files present in the opened class.

4. Click any file to open it. It is divided into two panes:

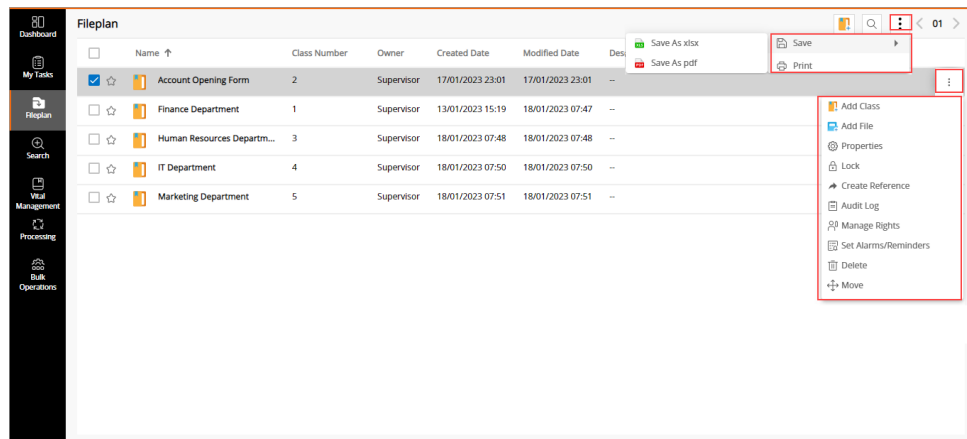
Panes	Description
Right Pane	It shows the properties of the opened file.
Left Pane	It is divided into the following two tabs: Filepart - It contains a list of all the fileparts present in the opened file. Record - It contains a list of all the records present in the opened file.

5. Click any filepart to view the list of records present in the filepart.

Working on class, file, and filepart

You can perform the following operations on a class, file, and filepart:

- [Add Secondary Name](#)
- [Add Class](#)
- [Add File](#)
- [Properties](#)
- [Lock or Unlock](#)
- [Create Reference](#)
- [Audit Log](#)
- [Manage Rights](#)
- [Set Alarms or Reminders](#)
- [Delete](#)
- [Move](#)
- [Suspend or Release](#) (Only for file and filepart)
- [Request](#) (Only for file and filepart)
- [Close or Reopen](#) (Only for file and filepart)
- [Links](#) (Only for file and filepart)
- [Custom Operations](#)
- [Filter](#)



The following operations are available to perform on multiple classes, files, and file parts simultaneously:

- Lock or Unlock
- Delete
- Move
- Custom Operations

3 Items selected

Lock Delete Move

Name	Class Number	Owner	Created Date	Modified Date	Description
Account Opening Form	1	John	07/11/2022 21:48	07/11/2022 21:48	--
Finance Department	2	John	07/11/2022 21:49	07/11/2022 21:49	--
Human Resources Departm...	3	John	07/11/2022 21:50	07/11/2022 21:53	--
IT Department	4	John	07/11/2022 21:50	07/11/2022 21:50	--
Marketing Department	5	John	07/11/2022 21:50	07/11/2022 21:50	--

Adding class

The class stands first in the hierarchy of the Fileplan (Class > File > Filepart > Record). To begin with, a class is created at the root level.

To add a class, perform the below steps:

1. On the Fileplan screen, click the **Add Class** icon. The Add Class dialog appears.

2. Enter and select the following **Basic** details:

Fields	Description
Class Name	Name of the class.
Class Number	Number of the class.
Description	A brief description of the class.
Next Class Type	Enter the next class type.
Location	Select a required location.
Box	Select a required box.

3. (Optional) To add a secondary name for class, click ⓘ and then refer to the steps mentioned in [Adding secondary name](#).
4. Click the **DataClass** tab and select a required **DataClass**. The fields associated with the selected data class appear.
5. Specify the valid values of the data class fields.




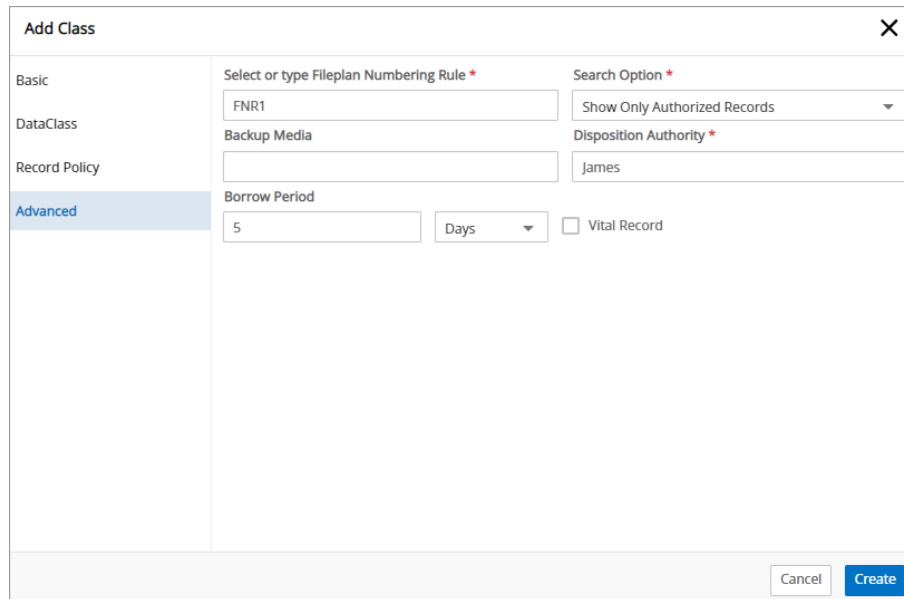
The administrator of OmniDocs configures the data class fields and their validation using the NewgenONE OmniDocs Admin module.

6. Click the **Record Policy** tab and select the following rules:

Fields	Description
Cutoff Rollover Rule	Select a required cutoff rollover rule.
Storage Rule	Select a required storage rule.
Retention Rule	Select a required retention rule.

7. Click the **Advanced** tab to provide the advanced information.



 The fields marked with * are mandatory to fill.



The screenshot shows the 'Add Class' dialog box with the following fields and values:

- Select or type Fileplan Numbering Rule***: FNR1
- Search Option***: Show Only Authorized Records
- Backup Media**: (empty)
- Disposition Authority***: James
- Borrow Period**: 5 Days
- Vital Record**:

8. Click **Create** to continue. The message “Class with number <Class number> added successfully” appears.



 Once the new class is created, all operations of the newly created class are disabled except Audit Log, Alarm and Reminder, Delete, Print, and Save. The creator or owner of the class can only see the metadata of the class but can't perform any operation until any other user having class approval rights approves that class. To approve the created class, the user having class approval rights must click the **Actions**  icon against the required class and select **Approve**.

To create sub-classes within an existing class, open a required class and perform the same steps as mentioned above.

Adding file

File stands second in the hierarchy of the Fileplan (Class > File > Filepart > Record). The files can be created within a class or sub-class.

To add a file, perform the below steps:

1. On the Fileplan screen, click the **Actions**  icon against a class (where you want to add a file) and select **Add File**. Alternatively, open a class (where you want to add a file), and on the File pane, click the **Add File**  icon. The Add File dialog appears.
2. Enter and select the following **Basic** details:

Fields	Description
File Name	Name of the file.
File Number	Number of the file.
Description	A brief description of the file.
Barcode	Bar code of the file.
File identifier	Enter a specific file identifier number.
Aggregation Level	Select one of the following aggregation level: <ul style="list-style-type: none"> • File • Filepart • Record
Location	Select a required location.
Box	Select a required box.

- (Optional) To add a secondary name for the file, click ⓘ and then refer to the steps mentioned in [Adding secondary name](#).
- Click the DataClass tab and select a required **DataClass**. The fields associated with the selected data class appear.
- Specify the valid values of data class fields.



The OmniDocs administrator configures the data class fields and their validation using the NewgenONE OmniDocs Admin module.

- Click the **Record Policy** tab and select the following rules:

Fields	Description
Cutoff Rollover Rule	Select a required cutoff rollover rule.
Storage Rule	Select a required storage rule.
Retention Rule	Select a required retention rule.

- Click the **Advanced** tab and provide the following information:

Fields	Description
Backup Media	Name of the backup media where the file is stored.
Select or type Fileplan Numbering Rule	The fileplan numbering scheme for the files within the class.

Fields	Description
Disposition Authority	An authorized person can dispose of the file.
Borrow Period	It indicates the time period for which a file can be held with a specific user who has requested that file. The borrowing period is specified in days, months, or years.
Make Record on Close	If checked, then the closing file operation marks all the documents as records.
Security Classification	<p>It allows you to restrict other users to access certain file. This is achieved by applying an appropriate level of security mentioned in the following list:</p> <ul style="list-style-type: none"> • Top Secret • Secret • Confidential • Restricted • Unclassified <p>The security classification follows the same hierarchy as mentioned in the above list. The files with specific security levels are accessible only to the authorized users, groups, or roles who have permission to access that files. 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 permission to access confidential, restricted, and unclassified files, but cannot access secret and top secret files.</p>
File Type	<p>Select an option to apply an appropriate file type. The different file types are as follows:</p> <ul style="list-style-type: none"> • Physical - A physical copy of the file exists. • Digital - A digital copy of the file exists. • Hybrid - Both physical and digital copies of the file exist.

Fields	Description
Vital Record	<p>Specify whether the records present in the class are vital or not. To enable, select the checkbox and define its properties:</p> <ul style="list-style-type: none"> • Groups, Users, or Roles (Reviewer name) - Select the required reviewers' names from the list of available groups, users, or roles. • Vital Review Type - It is of two types: <ul style="list-style-type: none"> ◦ Cyclic - Based on the option selected, a cyclic review can be performed daily, weekly, monthly, quarterly, half-yearly, and yearly. Select the required option from the Vital Review Cycle dropdown. ◦ Date - Based on the option selected, a date review can be performed on the specified date. Set the required date by clicking on the Vital Review Date calendar icon.
Markings	<p>The Marking Management feature allows you to configure the refined search parameters. Select Marking Names and Marking Values from the associated dropdown lists.</p> <div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p>From the dropdown list, select the <i>Color</i> marking. Select the required color to represent the importance of the file and the records contained within it. A dot of the selected color begins to appear next to the file name in the list of files.</p> </div>

Add File ✕

<p>Basic</p> <p>DataClass</p> <p>Record Policy</p> <p style="background-color: #e0e0e0;">Advanced</p>	<div style="display: flex; justify-content: space-between;"> <div> <p>Backup Media</p> <input type="text"/></div> <div> <p>Select or type Fileplan Numbering Rule *</p> <input type="text" value="FNR1"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> <p>Disposition Authority *</p> <input type="text" value="Test"/></div> <div> <p>Borrow Period</p> <input type="text" value="5"/> Days ▾</div> </div> <div style="margin-top: 5px;"> <p>Security Classification *</p> <input type="text" value="Unclassified"/> ▾ <input type="checkbox"/> Make Record on Close </div> <div style="margin-top: 5px;"> <p>File Type *</p> <input type="text" value="Hybrid"/> ▾ </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Vital Record ▾ </div> <div style="margin-top: 5px;"> <input type="checkbox"/> Markings ▾ </div>
---	--



! Fields marked with * are mandatory to fill.

- Click **Create** to continue. The message “File with number <File number> added successfully” appears.

Adding filepart

A File is further divided into Filepart. Filepart is next in the hierarchy to File (Class > File > Filepart > Record). A File can contain multiple Fileparts.

To add a filepart, perform the below steps:


- In the File pane, click the **Actions**  icon against the required file and select **Add Filepart**. The Add Filepart dialog appears. Alternatively, go to the File > Filepart pane and click the **Add Filepart**  icon. The Add Filepart dialog appears.



A confirmation dialog appears if the File already has an open Filepart and you want to create a new Filepart. If you create a new Filepart then the previous open Filepart must be closed. Click **Confirm** to proceed with the Filepart creation.

- Enter and select the following **Basic** details:

Fields	Description
Filepart Name	Name of the filepart.
File Number	Number of the file in which the filepart is to be added.
File Part Number	Number of the filepart.
Description	A brief description of the filepart.
Location	Select a required location.
Box	Select a required box.

- (Optional) To add a secondary name for filepart, click  and then refer to the steps mentioned in [Adding secondary name](#).
- Click the **DataClass** tab and select a required **DataClass**. The fields associated with the selected data class appear.
- Specify the valid values of the data class fields.



The administrator of OmniDocs configures the data class fields and their validation using the NewgenONE OmniDocs Admin module.

6. Click the **Advanced** tab to provide the following advanced information:

Fields	Description
Barcode	Bar code for the filepart.
Backup Media	Name of the backup media where the filepart is stored.
Security Classification	<p>It allows you to restrict other users to access certain filepart. This is achieved by applying an appropriate level of security mentioned in the following list:</p> <ul style="list-style-type: none"> • Top Secret • Secret • Confidential • Restricted • Unclassified <p>The security classification follows the same hierarchy as mentioned in the above list. The fileparts with specific security levels will be accessible only to the authorized users, groups, or roles who have permission to access that filepart. For example, a top security filepart will be visible to only those users, groups, or roles who have permission to access the top secret fileparts. Similarly, the users, groups, or roles who have confidential permission can access confidential, restricted, and unclassified fileparts, but cannot access secret and top secret fileparts.</p>
Filepart Type	<p>Select an option to apply an appropriate Filepart Type. The different filepart types are as follow:</p> <ul style="list-style-type: none"> • Physical - A physical copy of the filepart exists. • Digital - A digital copy of the filepart exists. • Hybrid - Both physical and digital copies of filepart exist.

Fields	Description
Vital Record	<p>Specify whether the records present in the class are vital or not. To enable, select the checkbox and define its properties:</p> <ul style="list-style-type: none"> • Groups, Users, or Roles (Reviewer name) - Select the required reviewers' names from the list of available groups, users, or roles. • Vital Review Type - It is of two types: <ul style="list-style-type: none"> ◦ Cyclic - It will be performed Daily, Weekly, Monthly, Quarterly, Half-Yearly, and Yearly. Select the required option from the Vital Review Cycle dropdown. ◦ Date - It will be performed on the specified date. Set the required date by clicking on the Vital Review Date calendar icon.
Markings	<p>The Marking Management feature allows you to configure the refine search parameters. Select Marking Names and Marking Values from the associated dropdown lists.</p>


! Fields marked with * are mandatory to fill.

7. Click **Create** to create a new filepart. The message “Filepart with number <Filepart number> added successfully” appears.


Adding secondary name

This feature allows you to save the names of classes, files, and fileparts in a language different from English. Currently, Arabic is supported for adding a secondary name. By default, the display language remains the same as the locale language. You can perform searches in both languages.

To add a secondary name, perform the below steps:

1. Click the Actions icon against the required class, file, or filepart name and select Add Secondary Name.
Alternatively, open a specific class, file, or filepart, click the Actions icon that appears at the top-right corner of the screen, and select Add Secondary Name. The Add Secondary Name dialog appear
2. Click the **+Add More**.
3. Select Arabic as the language and then enter a secondary name.
4. Click  to add the secondary name, then click the **Confirm** button to add the secondary name details.
5. Click **Confirm** to save the entered details.

To edit the secondary name, perform the below steps:



1. Click  icon.
2. Change the name and then click the Edit icon to add the modified details.
3. Click the **Confirm** button to save the details.

To delete the secondary name, Perform the below steps:

1. Click , to delete the secondary name.

Deleting class

To delete a class, perform the below steps:

1. On the Fileplan screen, click the **Actions**  icon against a specific class and select **Delete**. Alternatively, open a specific class, click the **Actions**  icon on the top-right corner of the screen and select **Delete**. The Delete dialog appears to confirm the deletion.

2. Specify the reason for deletion and click **Confirm**. The message “Class(es) Deleted Successfully” appears.

To delete multiple classes simultaneously:

1. On the Filplan screen, select the checkboxes against the specific classes to delete. On selecting multiple classes, the **Delete** button appears.
2. Click **Delete**. The Delete dialog appears to confirm the deletion.
3. Specify the reason to delete the selected classes and click **Confirm**. The message “Class(es) Deleted Successfully” appears.



Deleting file

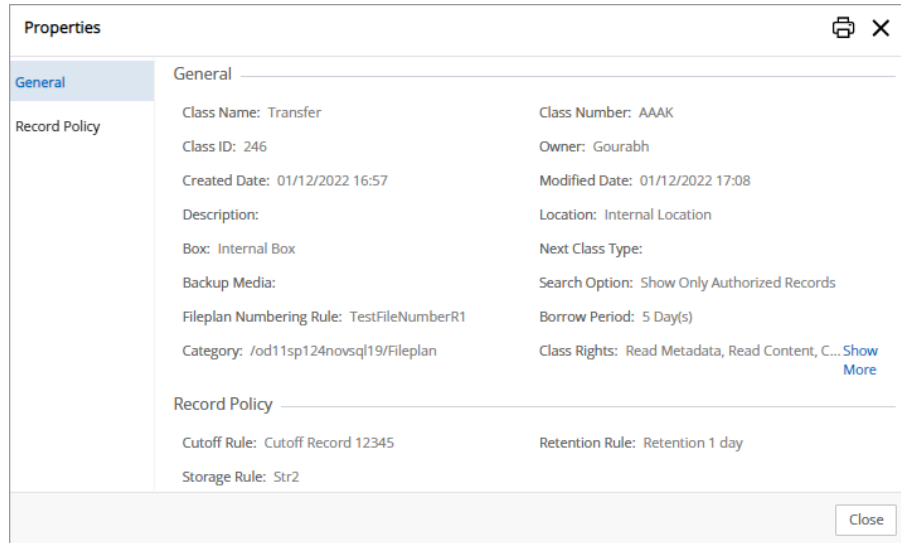
Refer to the [Deleting class](#) section for procedural details.

Deleting filepart

Refer to the [Deleting class](#) section for procedural details.

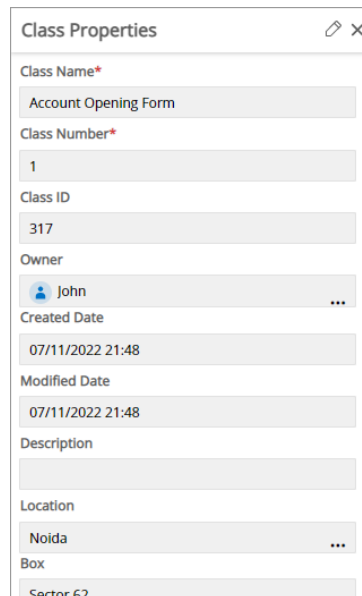
Viewing and modifying properties of class

To view the properties of a class, on the Fileplan screen, click the **Actions**  icon against a specific class and select **Properties**. The Properties dialog appears. You can print the displayed properties by clicking the **Print**  icon. The option to print selective details is also available.




To modify the properties of a class, perform the below steps:



1. Open a specific class. By default, the Class Properties pane appears on the right.



To hide or display the Class Properties pane, click the Properties icon at the upper-right corner of the Class information screen.

2. Click the **Edit**  icon. The editable properties fields enable to modify.
3. Modify the required properties. Once the modification is done, the **Save** button appears.
4. Click **Save**. The message “Properties Updated Successfully” appears.

To execute selective printing of class properties, perform the below steps:

1. Click the **Actions**  icon against the required class and select **Properties** from the menu. The Properties dialog appears.
2. Click the **Print**  icon in the upper-right corner. The Select columns for printing dialog appears. By default, all properties from all sections are selected.
3. Clear the **Select All** checkbox for the required section. This removes the selection from all properties within that section.
4. Select the checkboxes against the properties you want to print.
5. Click **Print**. The print preview dialog appears.
6. Configure the necessary print settings according to your requirements and click **Print**.

Viewing and modifying properties of file



Refer to the [Viewing and modifying properties of class](#) section for procedural details.

Viewing and modifying properties of filepart

Refer to the [Viewing and modifying properties of class](#) section for procedural details.

Viewing audit log of class


The Audit Log provides a chronological record of operations that are performed on the specified object.

To view the audit log of a class, on the Fileplan screen, click the **Actions**  icon against a specific class and select **Audit Log**. Alternatively, open a specific class and click the **Actions**  icon, and select **Audit Log**. The Audit Log dialog appears. This dialog displays the list of various operations done by different users in that class.

Audit Log					
Log for Account Opening Form On 11/11/2022					
<input type="text"/> < 01 >					
Action	Done By	Date Time ↓	Remarks	New Value	Old Value
Class Modified	John	10/11/2022 23:34	Class Account Opening For...	Comment = ,	Comment =
Class Modified	John	08/11/2022 21:09	Class Gurgaon Created RM...	--	--
Class Modified	John	08/11/2022 10:49	File Documents Verification...	--	--
File Moved	John	08/11/2022 10:48	File Documents Verification...	User_Trash_John	Account Op
Folder Moved out of this fol...	John	08/11/2022 10:48	315 Documents Verificatio...	ParentFolderIndex = 315	ParentFolde
Class Modified	John	08/11/2022 10:45	File Documents Verification...	--	--
Class Approved	Supervisor	07/11/2022 21:52	Class Account Opening For...	--	--
Class Created	John	07/11/2022 21:48	Class Account Opening For...	--	--

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

To save the 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 XLS 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 required details in the **Basic** tab and then in the **Advanced** tab as explained in the [Adding record](#) section.

In the **Basic** tab, under **Save As**, select a required **pdf** or **xlsx** option to save the audit log in PDF or XLS format.

Viewing audit log of file



Refer to the [Viewing audit log of class](#) section for procedural details.



Viewing audit log of filepart

Refer to the [Viewing audit log of class](#) section for procedural details.

Locking or unlocking class

It is possible to lock or unlock the existing classes in the fileplan. When a class is locked, then actions like adding, deleting, sharing, and moving sub-classes, files, and fileparts are unable to perform within the class.

To lock a class, on the Fileplan screen, click the **Actions**  icon against a specific class and select **Lock**. Alternatively, open a specific class and click the **Lock**  icon. The message "Class(es) Locked Successfully" appears.



To unlock a locked class, on the Fileplan screen, click the **Actions**  icon against a specific class and select **Unlock**. Alternatively, open a specific class and click the **Unlock**  icon. The message "Class(es) Unlock Successfully" appears.

To lock or unlock multiple classes simultaneously, select the checkboxes against the specific classes. On selecting multiple checkboxes, the **Lock** or **Unlock** button appears. Click **Lock** or **Unlock** to continue.

Creating reference of class

The Create Reference operation allows you to create a reference of a class in another class available in your fileplan repository.



To create a reference of a class, perform the below steps:

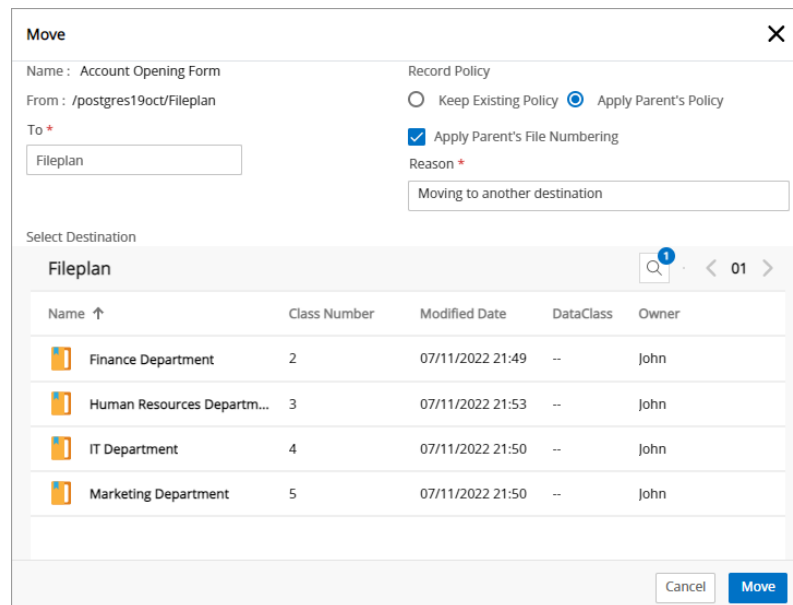
1. On the Fileplan screen, click the **Actions**  icon against a specific class and select **Create Reference**. Alternatively, open a specific class and click the **Create Reference**  icon. The Create Reference dialog appears.
2. Select a destination where you want to create the reference of a specific class. The name of the selected class appears in the **To** box.
3. Click **Create Reference**. The message "Reference Created Successfully" appears.

Moving class

The Move operation allows you to move the desired class(es) into another Class.

To move a class, perform the below steps:

1. On the Fileplan screen, click the **Actions**  icon against a specific class and select **Move**. Alternatively, open a specific class and click the **Actions**  icon that appears at the top-right corner of the screen, and select **Move**. The Move dialog appears.



Move [X]

Name: Account Opening Form

From: /postgres19oct/Fileplan





To *
Fileplan

Record Policy
 Keep Existing Policy Apply Parent's Policy
 Apply Parent's File Numbering

Reason *
Moving to another destination

Select Destination

Fileplan [Search] < 01 >

Name ↑	Class Number	Modified Date	DataClass	Owner
 Finance Department	2	07/11/2022 21:49	--	John
 Human Resources Departm...	3	07/11/2022 21:53	--	John
 IT Department	4	07/11/2022 21:50	--	John
 Marketing Department	5	07/11/2022 21:50	--	John

Cancel Move

 Fields marked with * are mandatory to fill.

2. Select a desired destination from the Select Destination list. The selected destination appears in the To box.
3. Select one of the following Record Policy:
 - Keep Existing Policy
 - Apply Parent's Policy

If you want to apply the file numbering scheme of the parent folder on the class being moved, then click **Apply Parent's File Numbering** checkbox.

4. Specify the reason in the **Reason** box for moving the class and click **Move**. The message "Class(es) Moved Successfully" appears.

To move multiple classes simultaneously, click the checkboxes against the desired classes. The **Move** button enables. Click **Move** and perform the same steps as mentioned above.

Moving file

Refer to the [Moving class](#) section for procedural details.

Moving filepart

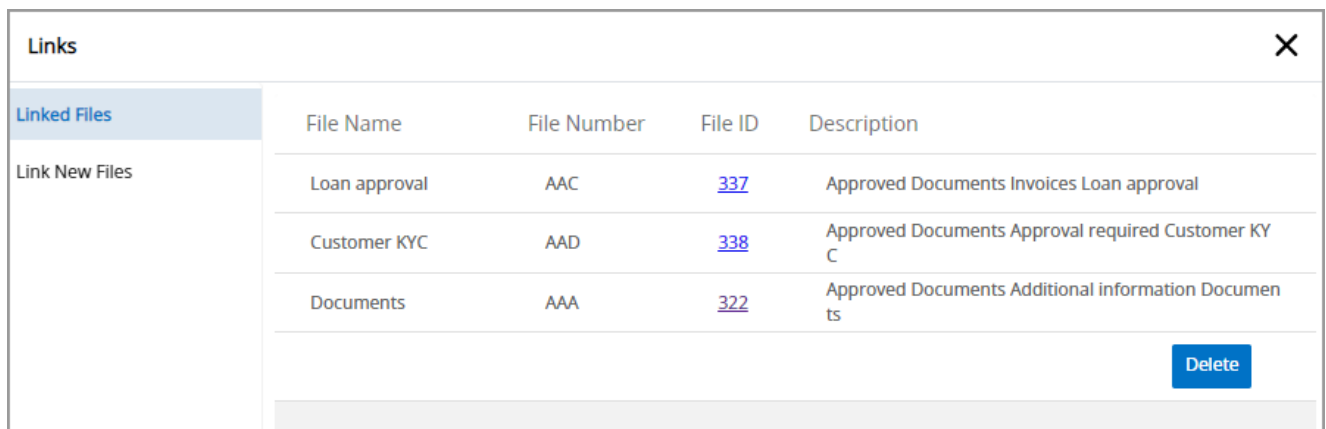
Refer to the [Moving class](#) section for procedural details.

Linking files


The Links operation allows you to link a file to other files. It also displays a list of linked files.

To link a file, perform the below steps:

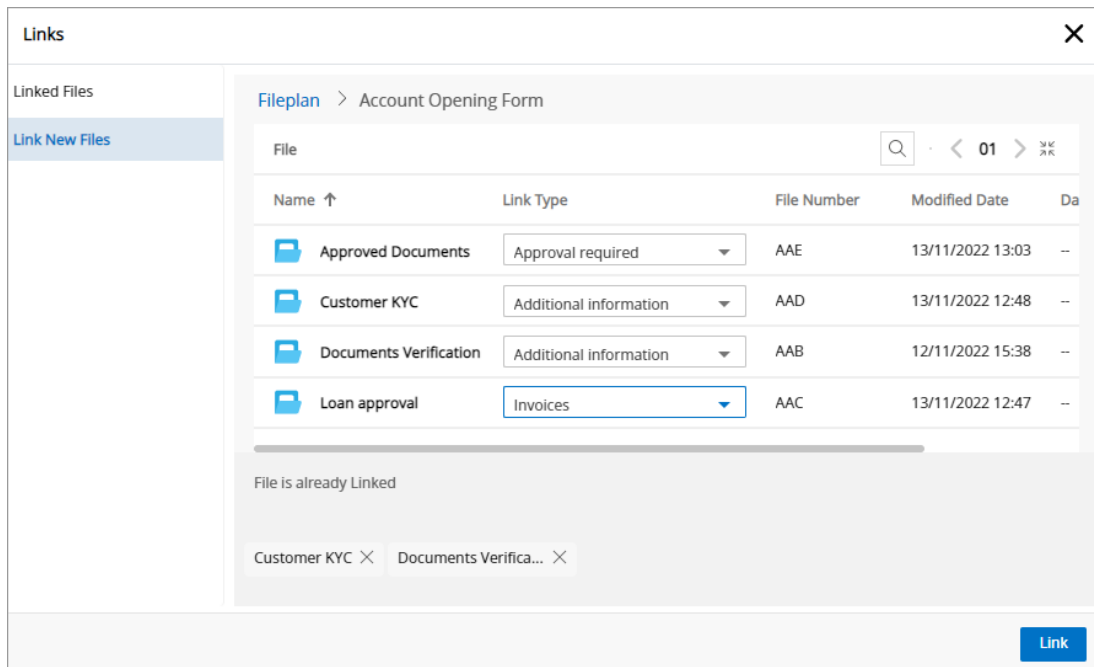
1. Open a specific class.
2. In the File pane, click the **Actions**  icon against a specific file and select **Links**. The Links dialog appears. By default, the **Linked Files** tab opens displaying the existing linked files.



Links ✕				
Linked Files	File Name	File Number	File ID	Description
Link New Files	Loan approval	AAC	337	Approved Documents Invoices Loan approval
	Customer KYC	AAD	338	Approved Documents Approval required Customer KYC
	Documents	AAA	322	Approved Documents Additional information Documents
				Delete

 To open a linked file in a separate browser tab, you can click the File ID corresponding to the required File Name.

3. Click the **Link New Files** tab and select the required file(s) available in the fileplan repository.
4. Select a suitable option from the **Link Type** dropdown menu.



- Click **Link**. The message “File Linked Successfully” appears. The name of the linked file appears in the **Linked Files** tab.

Linking filepart

Refer to the [Linking files](#) section for procedural details.

Managing sharing rights for class

The Manage Rights operation allows you to share the classes among the other users of RMS. You can select the groups, users, and roles to assign the rights for shared classes such as read, write, create, annotate, delete, and so on. You can also set the expiry time for the rights assigned to the users. Rights on the shared records will be applicable till the time they have been assigned.





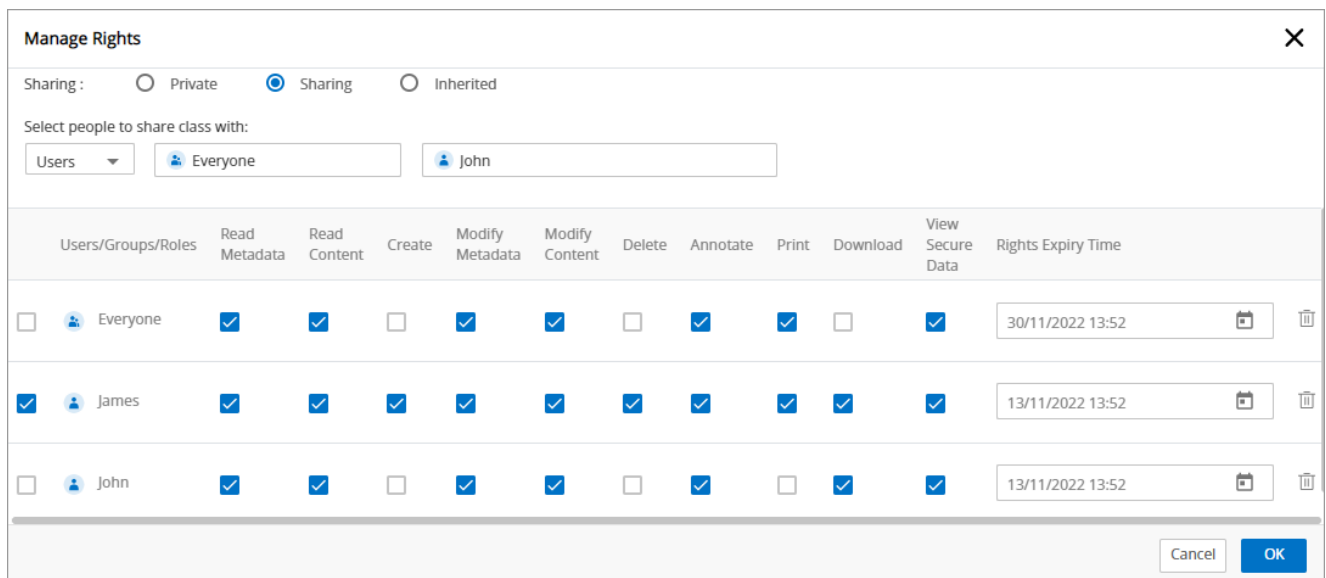
The above description is also applicable for other fileplan items such as files, fileparts, records, and papers profiles.







To manage sharing rights for a class, perform the below steps:

- On the Fileplan screen, click the **Actions** against a specific class and select **Manage Rights**. Alternatively, open a specific class, click the **Actions** icon that

appears at the top-right corner of the screen, and select **Manage Rights**. The Manage Rights dialog appears.

2. Select one of the following sharing types as follows:
 - Private - Select this option if you want to share a class only with the Owner or the Supervisor.
 - Inherited - Select this option if you want to inherit the sharing rights of a class from its parent folder.
 - Sharing - Select this option if you want to share a class among multiple Users or Groups of RMS. The message “Do you want to manage from inherited rights?” appears. Make an appropriate choice and follow the below steps:
3. Select a desired group, user, or role from the dropdown menu and specify the other details as required.
4. Select the checkboxes for rights that you want to assign to the selected group, user, or role. If you want to assign all rights to the added group, user, or role, then click the checkbox displayed before the added name.
5. Click the **Select a date**  icon in the **Rights Expiry Time** box to set an expiry period for the selected rights. If you want to remove an added group, user, or role from the list, click the **Delete**  icon against it.



Users/Groups/Roles	Read Metadata	Read Content	Create	Modify Metadata	Modify Content	Delete	Annotate	Print	Download	View Secure Data	Rights Expiry Time
<input type="checkbox"/> Everyone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	30/11/2022 13:52  
<input checked="" type="checkbox"/> James	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13/11/2022 13:52  
<input type="checkbox"/> John	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	13/11/2022 13:52  

6. Click **OK** to continue. The message “Sharing Rights Set Successfully” appears.

Managing sharing rights for file

Refer to the [Managing sharing rights of class](#) section for procedural details.

Managing sharing rights for filepart



Refer to the [Managing sharing rights of class](#) section for procedural details.

Setting alarms and reminders for class

An alarm is a notification that is flashed and emailed to the selected members of RMS on the occurrence of the specified event. Select the event that triggers the alarm and the member(s) who receive the alarm on that event. When the alarm is triggered then it appears on these members' screens. Also, they will receive an email notifying them of that particular action.

A Reminder is a notification that is flashed and emailed to all the selected members. Set the time at which the reminder must be flashed and select the members who must be reminded. Your comments appear as the message with the reminder.

To set alarms and reminders for a class, perform the below steps:

1. On the Fileplan screen, click the **Actions**  icon against a specific class and select **Set Alarms/Reminders**. Alternatively, open a specific class, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Set Alarms/Reminders**. The Set Alarms/Reminders dialog appears.
2. In the **Alarms** tab, select a user name for whom you want to create an alarm using the **Notify** boxes.
3. Select an event in the **When** box and click **Add**. The alarms that are already set appear under **All Alarms** while the newly added alarms appear under **Selected Alarms**.
4. Click **OK** to continue. The message "Alarm(s) Added Successfully" appears.

5. Similarly, click the **Reminder** tab, and select a user name for whom you want to create a reminder using the **Remind** boxes.

6. Specify the date and time when the reminder must trigger.
7. Enter a brief description of the reminder and click **Add** to continue. The reminders that are already set appear under **All Reminders** while the newly created reminders appear under **Selected Reminders**.

! Only 255 characters are allowed for comments.

8. Click **OK** to continue. The message "Reminder(s) Added Successfully" appears.

Setting alarms and reminders for file

Refer to the [Setting alarms and reminders for class](#) section for procedural details.





Setting alarms and reminders for filepart

Refer to the [Setting alarms and reminders for class](#) section for procedural details.




Closing or reopening file

The Close operation closes the file in a way that no filepart or record can be added for the time the file remains closed. While the Reopen operation counters this action. You can reopen a file if you want to add more fileparts or records to the file.

To close a file, perform the below steps:

1. On the File pane, click the **Actions**  icon against a specific file and select **Close**. Alternatively, open a specific file, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Close**. The Close dialog appears.
2. Click the **Select a date**  icon to select a closing date in the **Closed Date** box.
3. Enter a brief description in the **Comment** box and click **Confirm**. The message "File(s) Closed Successfully" appears. The file icon changes to  (Closed file).

To reopen a closed file, perform the below steps:

1. On the File pane, click the **Actions**  icon against a specific file and select **Reopen**. Alternatively, open a specific file, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Reopen**. The Reopen dialog appears.
2. Enter a brief description in the **Comment** box and click **Confirm**. The message "File(s) Reopened Successfully" appears. The file icon changes to  (Reopened file).


To close or reopen multiple files simultaneously, perform the below steps:

1. On the File pane, click the checkboxes against the specific files. The available buttons for multiple operations enable.
2. Click **Close** or **Reopen**. The Close or Reopen dialog appears. The remaining steps are similar as given above in the respective procedures of closing or reopening a file.

Closing or reopening filepart

The Close operation closes a filepart in a way that no record can be added for the time a filepart remains closed. While the Reopen operation counters this action. You can reopen a filepart if you want to add more records to a filepart.

Refer to the [Closing or reopening file](#) section for procedural details.



 Only one filepart can remain open at a time in a particular file. In case of opening a closed filepart in a file, another open filepart in that file gets closed.

Requesting file or filepart

The Request operation allows you to request those files or fileparts that have already been closed. When a request is made for such file or fileparts, the corresponding information is passed to whom the request is made. You can see the requests made to you in the Incoming Requests interface of the RMS Process in OmniDocs Web, and Grant or Reject the requests.

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

To request a file or filepart, perform the below steps:

1. Go to the File or Filepart pane.
2. Click the **Actions**  icon against a specific closed file or filepart.
3. Select Request. The Request dialog appears. The specific file appears in the File Requested list. If required, you can remove a file or filepart from this list by clicking the Delete  icon against a specific file or filepart.

Request
✕

Requested Date

Return Date

Priority

Requested To

Description

File Requested


Name	File Number	Availability	Current Borrower	Current Requestee
Approved Documents	AAE	Yes	RMU	0

4. Specify the following details:

Fields	Description
Requested Date	The date on which the file or filepart is required. By default, the current date is pre-filled.
Return Date	The date on which the file or filepart 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.
Request To	User, Role, or Group to whom the request is made.
Description	Description of the request.

5. Click one of the following options:

- **Direct Request** - Select this option if you want to make a direct request for a specific file or filepart. In case, any other user is the current borrower of the requested file or filepart, a request can be made directly to that user for the required file or filepart.

- **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. You can take a print by clicking the **Print**  icon, or else close the dialog.

Suspending or releasing file



The Suspend operation allows you to suspend a file. Once a file has been suspended no policies and rules apply to it during the time of its suspension.

Multiple users can suspend a file at a time so that if one user releases the file, it does not go into the destruction processing as some other users might still have a requirement of that file. Once a file is suspended, the Suspend operation disables only for those users who have suspended the file. For others, the Suspended operation remains enabled.





Any user of RMS who suspended a file can release the same file for other users as well.

To suspend a file, perform the below steps:

1. On the File pane, click the **Actions**  icon against a specific file and select **Suspend**. Alternatively, open a specific file, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Suspend**. The Suspend dialog appears.
2. Enter a brief description in the **Reason** box.
3. Click **Confirm** to continue. The message "File(s) Suspended Successfully" appears.

To release a suspended file, perform the below steps:

1. On the File pane, click the **Actions**  icon against a specific file and select **Release**. Alternatively, open a specific file, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Release**. The Release dialog appears.

<input type="checkbox"/>	Suspended By	Suspended Date Time	Suspension Reason
<input type="checkbox"/>	Supervisor	13/11/2022 23:50	Suspend th...
<input checked="" type="checkbox"/>	John	13/11/2022 23:49	Suspend th...
<input checked="" type="checkbox"/>	Roy	13/11/2022 23:48	Suspend th...

2. Select the checkboxes against the user names for whom you want to release the file.
3. Click **Release** to continue. The message "File(s) Released Successfully" appears.

To suspend or release multiple files simultaneously, perform the below steps:



1. On the File pane, select the checkboxes against the specific files. In case of performing the Release operation, select the checkboxes only for the suspended files. On selecting multiple checkboxes, The available buttons for multiple operations enable.
2. Click **Suspend** or **Release** to continue. The Suspend or Release dialog appears. The remaining steps are similar as given above in the respective procedures of suspending or releasing a file.


Suspending or releasing filepart

Refer to the [Suspending or releasing file](#) section for procedural details.

Custom operations for class

The RMS Admin module allows the administrator to create custom operations for classes. Once a custom operation is created, you can access it from the **Actions** list of classes in the RMS Web module.

To access a custom operation for a class, on the Fileplan screen, click the **Actions**  icon against a specific class and select the required custom operation. Alternatively, open a specific class and click the **Actions**  icon that appears at the top-right corner of the screen, and select the required custom operation. The custom operation associated with the class appears.

To access a custom operation for multiple classes simultaneously, click the checkboxes against the desired classes. Click the **Actions**  icon that appears at the top-right corner and select the required custom operation. The custom operation associated with the class appears.

Custom operations for file

Refer to the [Custom operations of class](#) section for procedural details.

Custom operations for filepart

Refer to the [Custom operations of class](#) section for procedural details.

Filter

The Filter feature allows you to sort listed items based on certain criteria. Refer to the below section to apply the filter:

- [Filtering class](#)
- [Filtering file](#)
- [Filtering filepart](#)

Filtering class

To apply the filter for a class, perform the below steps:

1. On the Fileplan screen, click the **Filter**  icon. The filter dialog appears
2. Specify the following filter criteria:

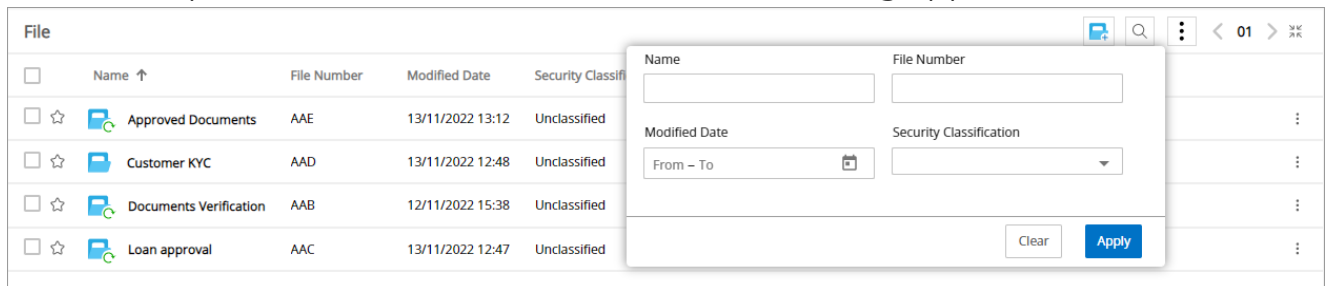
Fields	Description
Name	Enter the name of the required class.
Class Number	Enter the class number of the required class.
Owner	Enter the owner's name of the required class.
Created Date	Select the range (From-To) of dates between which the required class was created.
Modified Date	Select the range (From-To) of dates between which the required class was modified.

3. Click **Apply** to view the results.

Filtering file

To apply the filter for a file, perform the below steps:

1. On the File pane, click the **Filter**  icon. The filter dialog appears.



The screenshot shows a 'File' pane with a table of files. A filter dialog box is overlaid on top. The dialog has four input fields: 'Name', 'File Number', 'Modified Date' (with a 'From - To' range selector and a calendar icon), and 'Security Classification' (with a dropdown arrow). There are 'Clear' and 'Apply' buttons at the bottom right of the dialog.

Name	File Number	Modified Date	Security Classification
Approved Documents	AAE	13/11/2022 13:12	Unclassified
Customer KYC	AAD	13/11/2022 12:48	Unclassified
Documents Verification	AAB	12/11/2022 15:38	Unclassified
Loan approval	AAC	13/11/2022 12:47	Unclassified

2. Specify the following filter criteria:

Fields	Description
Name	Enter the name of the required file.
File Number	Enter the file number of the required file.
Modified Date	Select the range (From-To) of dates between which the required file was modified.

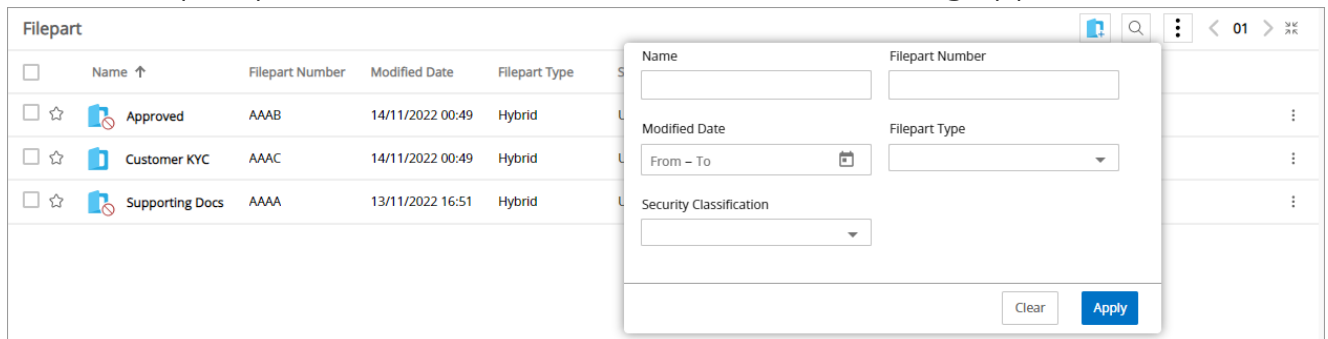
Fields	Description
Security Classification	Select an option to apply an appropriate level of security. The levels of security classification are as follow: <ul style="list-style-type: none"> • Top Secret • Secret • Confidential • Restricted • Unclassified

3. Click **Apply** to view the results.

Filtering filepart

To apply the filter for a filepart, perform the below steps:

1. On the Filepart pane, click the **Filter**  icon. The filter dialog appears.



2. Specify the following filter criteria:

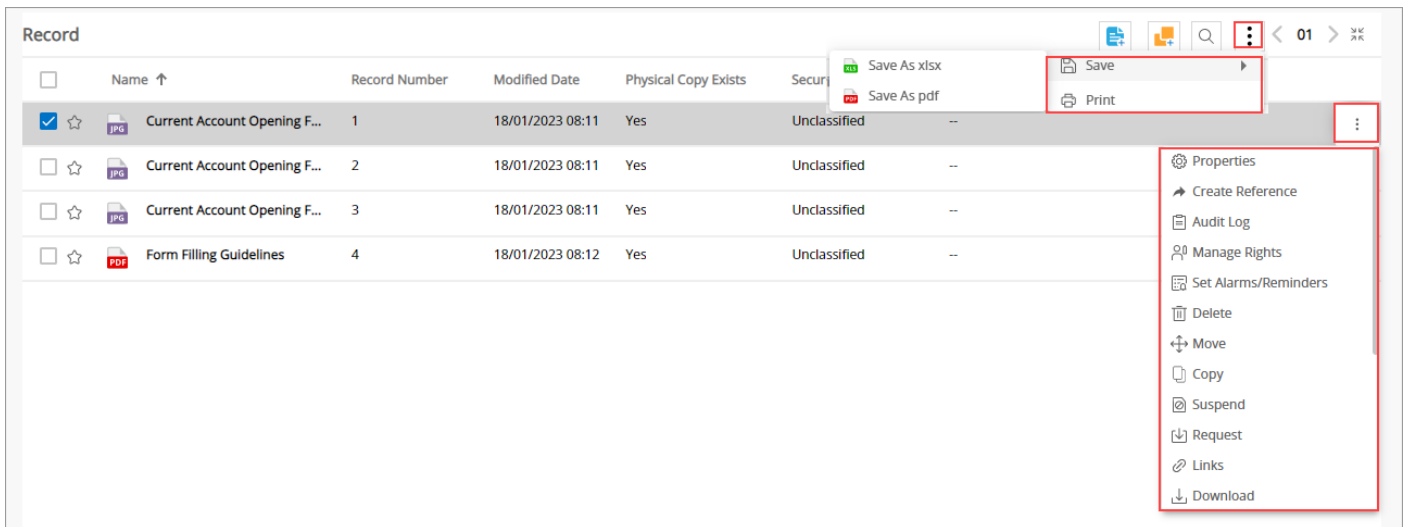
Fields	Description
Name	Enter the name of the required filepart.
Filepart Number	Enter the filepart number of the required filepart.
Modified Date	Select the range (From-To) of dates between which the required filepart was modified.
Filepart Type	Select an option to apply an appropriate filepart type. The different filepart types are as follow: <ul style="list-style-type: none"> • Physical - A physical copy of the filepart exists. • Digital - A digital copy of the filepart exists. • Hybrid - Both physical and digital copies of the filepart exist.
Security Classification	Select an option to apply an appropriate level of security. The levels of security classification are as follow: <ul style="list-style-type: none"> • Top Secret • Secret • Confidential • Restricted • Unclassified

3. Click **Apply** to view the results.

Working on records

You can perform the following operations on a record:

- [Add Record](#)
- [Add Paper Profile](#)
- [Properties](#)
- [Create Reference](#)
- [Audit Log](#)
- [Manage Rights](#)
- [Set Alarms/Reminders](#)
- [Delete](#)
- [Move](#)
- [Suspend or Release](#)
- [Request](#)
- [Links](#)
- [Download](#)
- [Make Record](#)
- [Checkout or Checkin](#)
- [Versions](#)
- [Mail](#)
- [Renditions](#)
- [Setup Supersede Relationship](#)
- [Print](#)
- [Copy](#)
- [Custom Operations](#)
- [Filtering Records](#)



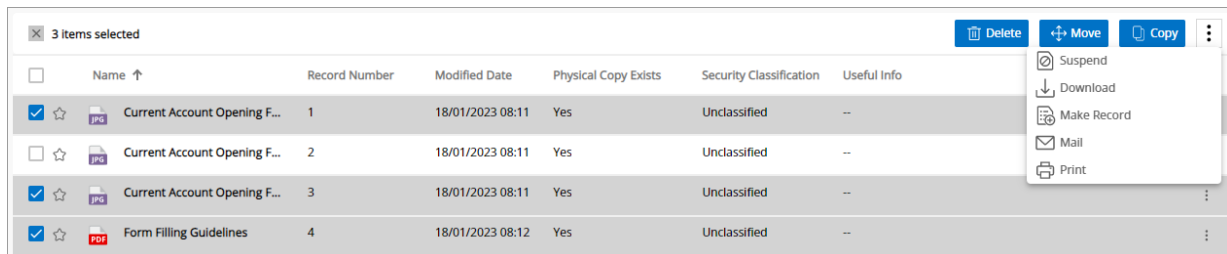
The Record pane allows you to take a print or save the list of existing records by clicking the **Actions** icon on the operation bar and then selecting an action as follows:

To print the list of records, click **Print**. The Print screen appears. Make the required configuration and click **Print**.

To save the list of records, click **Save** and select **Save As xlsx** or **Save As pdf** as required. The records list gets downloaded in your system.

You can also perform the following actions on multiple records simultaneously:

- Delete
- Move
- Suspend
- Download
- Make Record
- Mail
- Print
- Copy
- Custom Operations





Adding record

The Add Record operation allows you to add an electronic record in the hierarchical fileplan. Using this feature you can upload records in RMS along with metadata details.

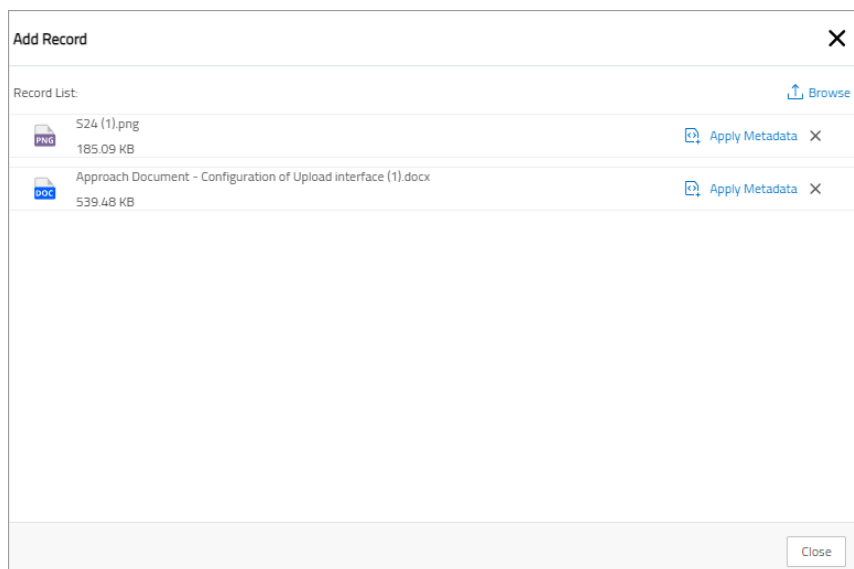
! The supported record formats must be defined in the *uploadmime.conf* file of the respective cabinets.


To add a record, perform the below steps:

1. On the File pane, click the **Actions**  icon against a specific file and select **Add Record**. Alternatively, open a specific file and click the **Add Record**  icon in the **Record** pane. The Add Record dialog appears.
2. Click **Browse** and select the required records. It is also possible to drag and drop the required records from your system to the Add Record dialog. The selected records appear in a list view.

If the administrator configured the WebScan to scan and upload the records, then an additional option


- !** **Scan** appears along with the **Browse** option. To add records using **Scan**, refer to the [Scanning and uploading records](#) section for procedural details.



- !** If required, you can remove the unnecessary records from the Add Record list by clicking the Close  icon against the specific records.

While uploading one or more records, the Add Record dialog or modal displays the progress of the upload in percentage. If you close this dialog, you can view the


upload progress in the upper-right corner of the RMS Web Desktop's header. Click it to view the precise percentage of upload progress. Once the upload concludes, the header displays the message "Success."

3. Click the **Apply Metadata**  icon against a record to apply metadata. The Apply metadata to <Record name> dialog appears.

 Fields marked with * are mandatory to fill.

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

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

Fields	Description
Security Classification	<p>It allows you to restrict other users to access certain record. This is achieved by applying an appropriate level of security mentioned in the following list:</p> <ul style="list-style-type: none"> • Top Secret • Secret • Confidential • Restricted • Unclassified <p>The security classification follows the same hierarchy as mentioned in the above list. The records with specific security levels will be accessible only to the authorized users, groups, or roles who have permission to access that records. For example, a top security record will be visible to only those users, groups, or roles who have permission to access the top secret records. Similarly, the users, groups, or roles who have confidential permission can access confidential, restricted, and unclassified records, but cannot access secret and top secret records.</p> <div style="border: 1px solid #ccc; background-color: #f9f9f9; padding: 5px; margin-top: 10px;"> <p> The security classification level for the record depends upon the highest security level specified for the file or filepart in which the record is to be added.</p> </div>
Barcode	The bar code of the record.
Physical Properties	<p>Select one of the following options as follows:</p> <p>Physical copy with me - Select this option if a physical copy of the record is available with you.</p> <p>Physical copy with RMU - Select this option if there is no current borrower for the record. In this case, the request for the record can be sent to the supervisor or any of the members of the RMU.</p> <p>Physical copy don't exist - Select this option if the record does not have a physical copy.</p>

5. Click the **Advanced** tab, and specify the fields in the following sub-tabs:

Fields	Description
DataClass	Select a required data class and specify the valid values of data class fields to associate with the record.

Fields	Description
Global Index	Select a required global index and specify the valid values of global index fields to associate with the record.
Keyword	Enter and add the valid keywords to associate with the record.
Markings	It allows you to select a required name from the Marking Names dropdown list to configure refine search parameters.

- Click the **Record Type** tab and select a required option from the **Record Type** dropdown list. The additional fields appear to specify. Depending on the record format, the values of some fields are auto-filled.
- Click the **Record Relations** tab to create the following type of relations with existing records at the time of creating a record:

Tab name	Description
Linking	It allows you to link the related records in your cabinet of a particular task. Refer to the Linking record section for more details.
Versioning	It allows you to create a new version of the record being created. Refer to the Creating versions section for more details.

- Click **Upload** to continue. Once a record is added successfully, a tick mark appears against the uploaded record.
- To add another record, click **Add More** and perform the above steps. Otherwise, close the Add Record dialog by clicking the **Close X** icon. The uploaded records appear in the Record pane.

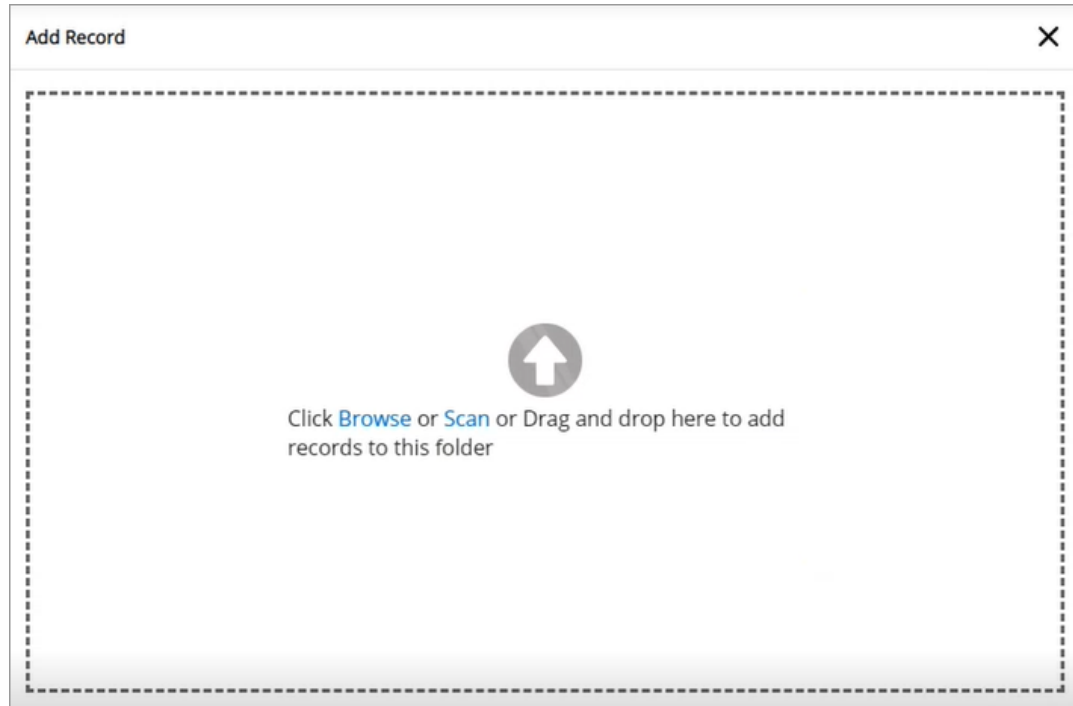
Scanning and uploading records

In addition to uploading records using the browse option, it is also possible to upload records using the scan option. The prerequisite to using this feature is that you must have a scanner connected to your machine.

The Scan option appears in the Add Record dialog if OmniScan Hotfix is deployed on the RMS server and the *ScanDisplay* flag is set as “Y” in the *eworkstyle.ini* file.

Perform the below steps to scan and upload a document:

1. Open a required file and click the **Add Record**  icon. The Add Record dialog appears.



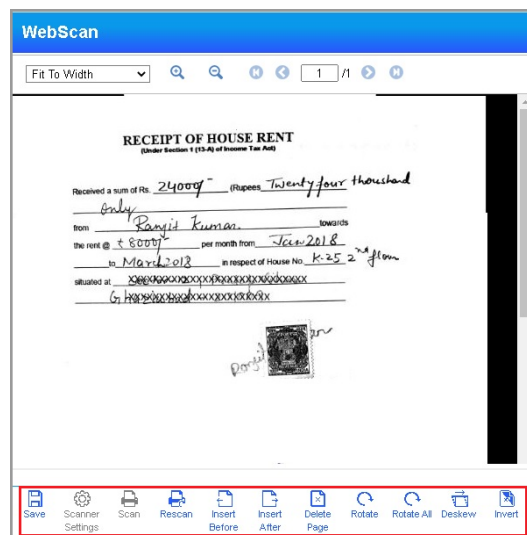
2. Click **Scan** and then **OK**. The WebScan dialog appears.
3. Click **Scanner Settings** to configure the **Scan Settings** and **Select Scanner**.
4. Once the scanner is configured, click **Scan** to scan a record.



After a record is scanned, it appears in the WebScan dialog. The following options are enabled:

Options	Description
Save	It is used to save the scanned record to the RMS Web repository.
Rescan	It is used to rescan the record.



Options	Description
Insert Before	It is used to insert a page before the currently visible page. On clicking it, a dialog appears where you need to select the files to be inserted before the current page.
Insert After	It is used to insert a page after the currently visible page. On clicking it, a dialog appears where you need to select the files to be inserted after the current page.
Delete Page	It is used to delete the current page.
Rotate	It is used to rotate the current page.
Rotate All	It is used to rotate all the pages of the record.
Deskew	Deskew is the process of straightening an image that is either slanting significantly in one direction or one that is misaligned. So, clicking this icon initiates the scanned image straightening or Deskew process.
Invert	It is used to invert the scanned image.



- Click **Save** to save the scanned record. The saved record appears in the Add Record dialog. The remaining steps are similar as explained in the [Adding record](#) section.

Deleting record

To delete a record, perform the below steps:



1. On the Record pane, click the **Actions**  icon against a specific record and select **Delete**. Alternatively, open a specific record, click the Actions  icon that appears at the top-right corner of the screen, and select **Delete**. The Delete dialog appears.
2. Enter a description in the **Reason** box and click **Confirm**. The message “Record(s) Deleted Successfully” appears.

To delete multiple records simultaneously, perform the below steps:

1. On the Record pane, select the checkboxes against the specific records. The available multiple operations buttons enable.
2. Click **Delete** to continue. The Delete dialog appears. The remaining steps are similar as given above in the procedures for deleting a record.

Opening record in a new tab

To open a record in a new tab, follow the below steps:



1. Go to the Record pane and hover over the name of the required record. The Open in New Tab  icon appears.
2. Click the Open in New Tab  icon against the required record. The record opens in a new tab.

Viewing and modifying records in Office viewer

The integration of Office document viewer allows you to view and modify records that are in Word, Excel, and PowerPoint within the RMS interface. Whenever you modify a record, a version of it gets created automatically.

To view and modify records in the Office document viewer, perform the below steps:

1. Navigate to the required record.

2. Open the record to view it in RMS.
3. Click the expand  icon to get an expanded view of the record.
 - You can view the records in the DOC, XLS, PPT, DOCX, XLSX, and PPTX formats.
 - The edit functionality is limited to DOCX, XLSX, and PPTX formats.
4. Click the edit  icon. The record opens in editable mode.
5. Modify the record as required. Other users (with the right to modify the content) can also co-author it.



In the case of co-authoring, the changes are visible at the run-time.



- For optimal performance, it is advisable to have a maximum of 99 users collaborating on the record simultaneously.
- Ensure to save the record by pressing Ctrl + S before clicking the Save & Finish option.

6. Click **Save & Finish** to save the changes.

- Only the initiator of the record has the ability to save and finish it, while the changes made by co-authors get automatically saved.

Viewing and modifying record properties

To view the properties of a record, on the Record pane, click the **Actions**  icon against a specific record and select **Properties**. You can print the displayed properties by clicking the **Print**  icon.

Properties
 

General

Vital


Disposition

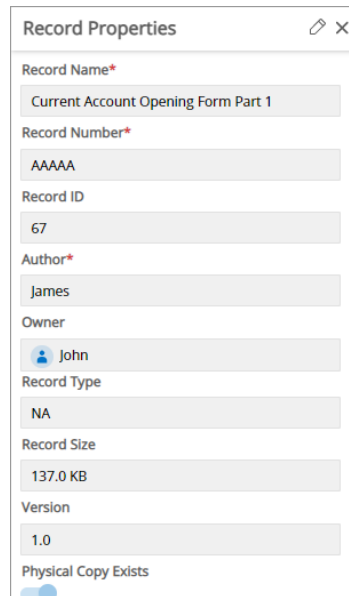
General

Record Name: Business Insurance Application Form	Record Number: AAAE
Record ID: 62	Author: Bhuvi
Owner: Supervisor2	Record Type: NA
Record Size: 85.0 KB	Version: 1.0
Physical Copy Exists: Yes	Image Exists: Yes
Marked as Record: Yes	Permanent Record: No
Suspended: No	Barcode: 12345
Created Date: 01/12/2022 18:21	Modified Date: 01/12/2022 18:21
Date Filed: 01/12/2022 18:26	Description:
Category: /od11sp124novsq19/Fileplan/Transfer/File Tr	Media Type:
Addressee:	Other Addressee:
Publication Date: 01/12/2022	Originating Organization: P3

To modify the properties of a record, perform the below steps:


1. Open a specific record. By default, the Record Properties pane appears on the right.


! It is possible to hide or display the Class Properties pane by clicking the **Properties**  icon that appears at the upper-right corner of the Record information screen.



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

- Record Name*: Current Account Opening Form Part 1
- Record Number*: AAAAA
- Record ID: 67
- Author*: James
- Owner: John
- Record Type: NA
- Record Size: 137.0 KB
- Version: 1.0
- Physical Copy Exists:


2. Click the **Edit**  icon. The editable properties fields enable to modify.
3. Modify the required properties. Once the modification is done, the **Save** button appears.
4. Click **Save**. The message “Properties Updated Successfully” appears.


! It is possible to view a record in thumbnail view. To display a record in thumbnail view, open a specific record and click the **Thumbnails**  icon. The record opens in thumbnail view at the right pane.

Adding notes for a record

It is also possible to add notes for a record.

To add notes for a record, perform the below steps:

1. Open a specific record.
2. Click the **Notes**  icon that appears on the operation bar. The Notes pane appears on the right.

3. Enter the notes in **Write Notes Here...** box and click **Post**. The message “Note Added Successfully” appears.
4. Click the **Secure**  icon to restrict the visibility of your notes to specific users. The Manage Rights dialog appears. Refer to the [Managing sharing rights of record](#) section for managing rights on notes.
5. To filter the notes of a particular user, select a required user name by clicking the **Select Users** dropdown menu.

In case of long notes, you get a two-three line view of a long note. To view a detailed note, click **More** which appears beside the added note.

Note Sheet:

The Note Sheet feature is available under the Notes pane. Note Sheet provides an aggregated view of all notes added for a record.


1. Click the **Note Sheet** to see the aggregated view of all notes attached to the record. All associated notes of an open record appear with the creation date, time, and page number reference.
2. Click any of the notes and it redirects you to the page to which the selected note is associated.
3. To filter the notes of a particular user, select a required user name by clicking the **Select Users** dropdown menu. This option is available at both the interfaces of Page-specific view as well as Note Sheet view.

Notes in the Note Sheet can also be secured to restrict the visibility of your notes to specific users. Refer to [step 4](#) in the above procedure.

Creating reference of a record

The Create Reference operation for records allows you to create a copy of a record in any other folder. Once the reference is created, a shortcut icon appears against the record in the destination folder.

To create a reference of a record, perform the below steps:

1. On the Record pane, click the **Actions**  icon against a specific record and select **Create Reference**. Alternatively, open a specific record, click the **Actions**  icon



that appears at the top-right corner of the screen, and select **Create Reference**. The Create Reference dialog appears.




2. Select a destination where you want to create the reference of a specific record. The name of the selected destination appears in the **To** box.
3. Click **Create Reference**. The message “Reference Created Successfully” appears.


Viewing audit log of a record

The Audit Log provides a chronological record of operations that are performed on the specified record by any of the members of the cabinet.

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

To view the audit log of a record, on the Record pane, click the **Actions**  icon against a specific record and select **Audit Log**. Alternatively, open a specific record, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Audit Log**. The Audit Log dialog appears. This dialog displays the list of various operations done by different users in that class.

Audit Log							  
Log for Current Account Opening Form Part 2 On 15/11/2022							<input type="text"/> < 01 >
Action	Done By	Date Time ↓	Remarks	New Value	Old Value	Changes	
Document Opened	Roy	15/11/2022 11:17	Current Account Opening F...	--	--	--	
Document Opened	Roy	15/11/2022 10:05	Current Account Opening F...	--	--	--	
Document Opened	Roy	15/11/2022 09:47	Current Account Opening F...	--	--	--	
Record Created	John	14/11/2022 10:30	Record Current Account Op...	--	--	--	

To print the audit log, click the **Print**  icon. The Print dialog appears. Make the required configurations and click **Print**. To save the 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 XLS 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 required details in the **Basic** tab and then in the **Advanced** tab as explained in [Adding record](#) section.



In the **Basic** tab, under **Save As**, select a required **pdf** or **xlsx** option to save the audit log in PDF or XLS format.

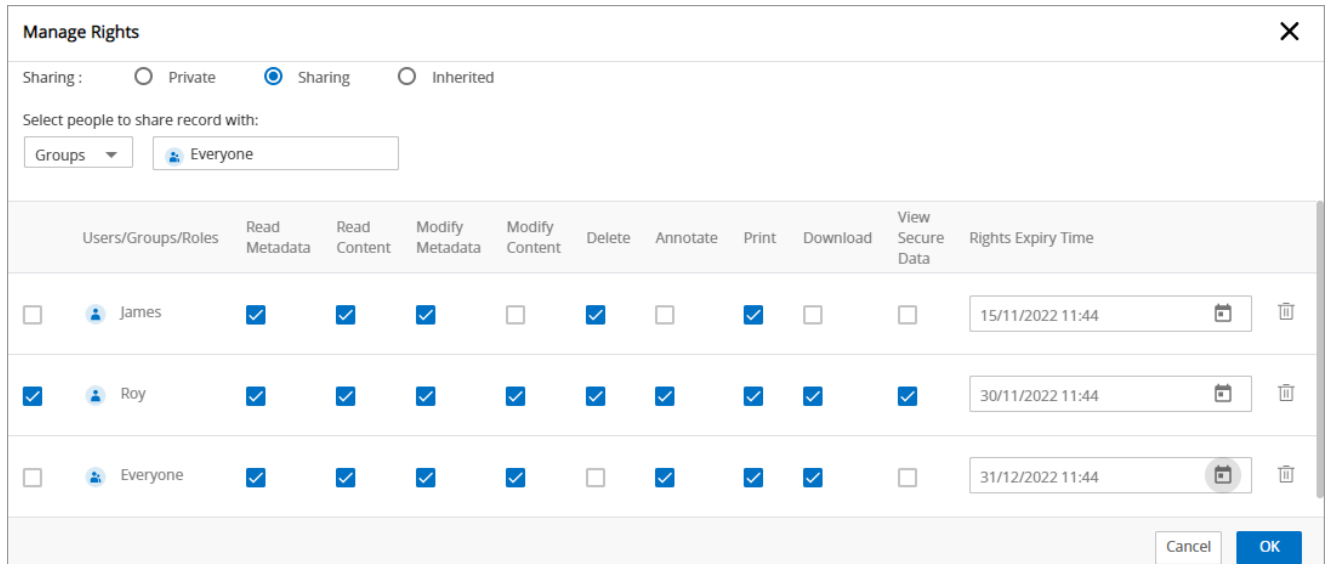
Managing rights for record







The Manage Rights feature allows you to share the records among the other users of RMS. You can select the groups, users, and roles to assign the rights for shared records such as read, write, create, annotate, delete, and so on. You can also set the expiry time for the rights assigned to the users. Rights on the shared records will be applicable till the time they have been assigned.

To manage sharing rights for a record, perform the below steps:

1. On the Record pane, click the **Actions**  icon against a specific class and select **Manage Rights**. Alternatively, open a specific record, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Manage Rights**. The Manage Rights dialog appears.
2. Select one of the following sharing types as follows:
 - Private - Select this option if you want to share a record only with the Owner or the Supervisor.
 - Inherited - Select this option if you want to inherit the sharing rights of a record from its parent folder.
 - Sharing - Select this option if you want to share a record among multiple Users or Groups of RMS. The message “Do you want to manage from inherited rights?” appears. Make an appropriate choice and follow the below steps:

3. Select a desired group, user, or role from the dropdown menu and specify the other details as required.
4. Select the checkboxes for rights that you want to assign to the selected group, user, or role. If you want to assign all rights to the added group, user, or role, then click the checkbox displayed before the added name.
5. Click the **Select a date**  icon in the **Rights Expiry Time** box to set an expiry period for the selected rights. If you want to remove an added group, user, or role from the list, click the **Delete**  icon against it.



Users/Groups/Roles	Read Metadata	Read Content	Modify Metadata	Modify Content	Delete	Annotate	Print	Download	View Secure Data	Rights Expiry Time
<input type="checkbox"/> James	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15/11/2022 11:44  
<input checked="" type="checkbox"/> Roy	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30/11/2022 11:44  
<input type="checkbox"/> Everyone	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	31/12/2022 11:44  



6. Click **OK** to continue. The message “Sharing Rights Set Successfully” appears.

Setting alarms and reminders for record

An Alarm is a notification that is flashed and emailed to the selected members of RMS on the occurrence of the specified event.

A Reminder is a notification that is flashed and emailed to the selected members of RMS at a specified date and time.

To set alarms and reminders for a record, perform the below steps:

1. On the Record pane, click the **Actions**  icon against a specific class and select **Set Alarms/Reminders**. Alternatively, open a specific record, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Set Alarms/Reminders**. The Set Alarms/Reminders dialog appears.


- In the **Alarms** tab, select a user name for whom you want to create an alarm using the **Notify** boxes.
- Select an event in the **When** box and click **Add**. The alarms that are already set appear under **All Alarms** while the newly added alarms appear under **Selected Alarms**.
- Click **OK** to continue. The message "Alarm(s) Added Successfully" appears.

The screenshot shows the 'Set Alarms/Reminders' dialog box with the 'Alarms' tab selected. The 'Notify' section has two input boxes containing 'Everyone' and 'John'. The 'When' dropdown menu is set to 'Record retention has expired'. An 'Add' button is visible. Below, the 'Selected Alarms' section lists four existing alarms: 'Set For James when Record is deleted', 'Set For James when Make Record', 'Set For John when Requested record is dispatched', and 'Set For John when Record retention has expired'. Each entry has a trash icon. At the bottom are 'Cancel' and 'OK' buttons.

- Similarly, click the **Reminder** tab, and select a user name for whom you want to create a reminder using the **Remind** boxes.

The screenshot shows the 'Set Alarms/Reminders' dialog box with the 'Reminder' tab selected. The 'Remind' section has two input boxes containing 'Everyone' and 'John'. The 'On' date is set to '15/11/2022'. The 'At' section is set to '13 Hrs' and '30 Min'. The description box contains 'Delete the added record.'. An 'Add' button is visible. Below, the 'Selected Reminders' section lists three existing reminders: 'Remind James On 2022-11-15 13:00 for record Current Account Opening Form Part 1 Check the added record.', 'Remind John On 2022-11-15 13:15 for record Current Account Opening Form Part 1 Approve the added record.', and 'Remind John On 2022-11-15 13:30 for record Current Account Opening Form Part 1 Delete the added record.'. Each entry has a trash icon. At the bottom are 'Cancel' and 'OK' buttons.

- Specify the date and time when the reminder must trigger.
- Enter a brief description of the reminder and click **Add** to continue. The reminders that are already set appear under **All Reminders** while the newly created reminders appear under **Selected Reminders**.



 Only 255 characters are allowed for comments.

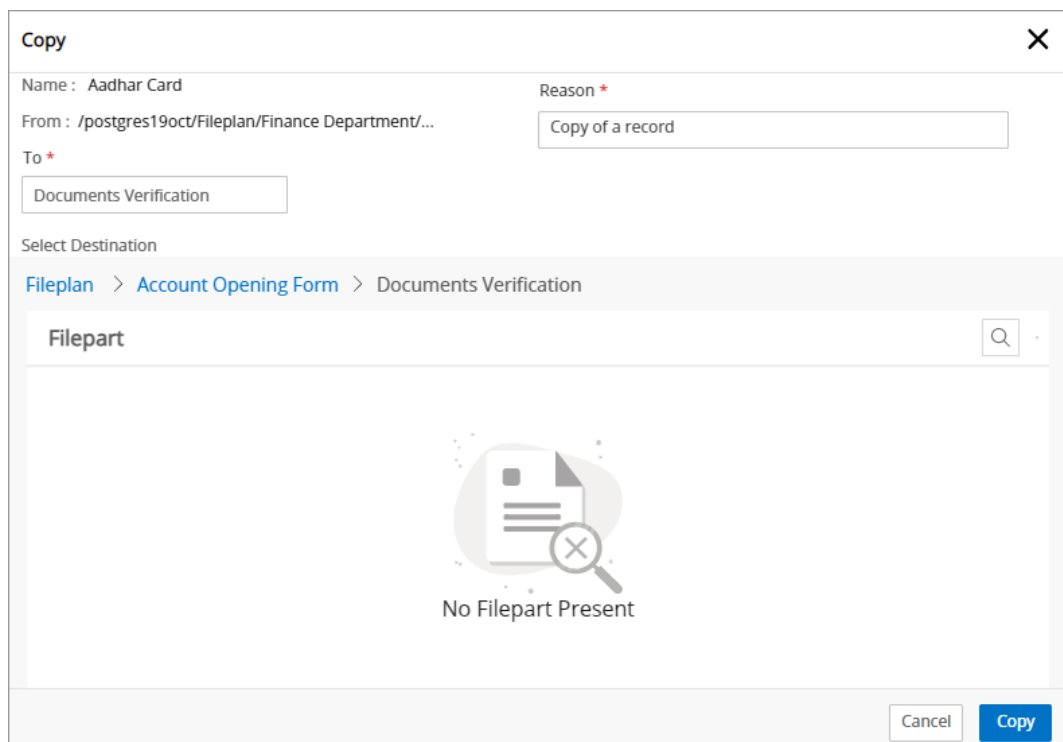
- Click **OK** to continue. The message "Reminder(s) Added Successfully" appears.

Copying record

The Copy operation of the record allows you to create a copy of any record in the desired location of your fileplan repository.

To create a copy of a record, perform the below steps:

1. On the Record pane, click the **Actions**  icon against a specific record and select **Copy**. Alternatively, open a specific record, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Copy**. The Copy dialog appears.
2. Select a destination where you want to create a copy of a record in your fileplan repository. The selected destination appears in the **To** box.
3. Enter a brief description in the **Reason** box.



Copy ✕

Name: Aadhar Card

From: /postgres19oct/Fileplan/Finance Department/...


To *
Documents Verification

Reason *
Copy of a record

Select Destination

Fileplan > Account Opening Form > Documents Verification

Filepart 🔍




No Filepart Present

Cancel Copy

4. Click **Copy** to continue. The message “Record(s) Copied Successfully” appears. A copy of the desired record is now available at the selected location.

To create copies of multiple records simultaneously, perform the below steps:



1. Select the checkboxes against the required records. The available buttons for multiple operations enable.

2. Click the **Actions**  icon that appears on the top-right corner of the Record pane and select **Copy**. The Copy dialog appears. The remaining steps are similar as mentioned above in this section.

Moving record

The Move Record operation allows you to move the selected record(s) to some other filepart or file in the fileplan repository.

To move a record, perform the below steps:

1. On the Record pane, click the **Actions**  icon against a specific record and select **Move**. Alternatively, open a specific record, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Move**. The Move dialog appears.
2. Select a destination where you want to move a record in your fileplan repository. The selected destination appears in the **To** box.
3. Enter a brief description in the **Reason** box.
4. Click **Move** to continue. The message “Record(s) Moved Successfully” appears. The record moves to the selected destination.

To move multiple records simultaneously, perform the below steps:


1. Select the checkboxes against the required records. The available buttons for multiple operations enable.
2. Click **Move**. The Move dialog appears. The remaining steps are similar as mentioned above in this section.

Suspending record



The Suspend operation of the record allows you to suspend records. No policies and rules apply to a suspended record during the time of its suspension.

Multiple users can suspend a record at a time so that if one user releases the record, it does not go into the destruction processing as some other users might still have a requirement of that record. Once a file is suspended, the Suspend operation disables

only for those users who have suspended the file. For others, the Suspended operation remains enabled.

 Any user of RMS who suspended a file can release the same file for other users as well.

To suspend a record, perform the below steps:


1. On the Record pane, click the **Actions**  icon against a specific record and select **Suspend**. Alternatively, open a specific record, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Suspend**. The Suspend dialog appears.
2. Enter a brief description in the **Reason** box.
3. Click **Confirm** to continue. The message "Record(s) Suspended Successfully" appears.

To suspend multiple files simultaneously, perform the below steps:



1. On the Record pane, select the checkboxes against the specific records. On selecting multiple checkboxes, the available buttons for multiple operations enable.
2. Click **Suspend** to continue. The Suspend dialog appears. The remaining steps are similar as mentioned above.

Releasing record

The Release operation of the record allows you to release a suspended record. When you release a record, all the record policies and rules apply to the record. The release operation for any record is enabled for only those users who have suspended that record.

 Any user of RMS who suspended a file can release the same file for other users as well.

To release a suspended record, perform the below steps:

1. On the Record pane, click the **Actions**  icon against a specific record and select **Release**. Alternatively, open a specific file, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Release**. The Release dialog appears.

Release
✕

	Suspended By	Suspended Date Time	Suspension Reason
<input type="checkbox"/>	Supervisor	13/11/2022 23:50	Suspend th...
<input checked="" type="checkbox"/>	John	13/11/2022 23:49	Suspend th...
<input checked="" type="checkbox"/>	Roy	13/11/2022 23:48	Suspend th...

Cancel

Release

2. Select the checkboxes against the user names for whom you want to release the file.
3. Click **Release** to continue. The message "Record(s) Released Successfully" appears.

To release multiple suspended records simultaneously, perform the below steps:



1. On the Record pane, select the checkboxes against the suspended records. On selecting multiple checkboxes, The available buttons for multiple operations enable.
2. Click **Release** to continue. The Release dialog appears. The remaining steps are similar as mentioned above.

Requesting record

The Request operation allows you to request records. When a request is made, the corresponding information is passed to whom the request is made. You can see the requests made to you in the Incoming Requests interface of the RMS Process in OmniDocs Web, and Grant or Reject the requests.


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

To request a record, perform the below steps:


1. Go to the Record pane and click the **Actions**  icon against a specific record.
2. Select **Request**. The Request dialog appears. The specific record appears in the Record Requested list. If required, you can remove a record from this list by clicking the **Delete**  icon against a specific record.

Request
✕

Requested Date

Return Date



Priority

 ▼

Requested To

Description


Record Requested

Name	Record Number	Availability	Current Borrower	Current Requestee	
 Current Account Opening Form P...	AAAAA	Yes	RMU	0	

3. Specify the following details:

Fields	Description
Requested Date	The date on which the record is required. By default, the current date is pre-filled.
Return Date	The date on which the record 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.
Request To	User, Role, or Group to whom the request is made.
Description	Description of the request.


4. Click one of the following options:
 - Direct Request - Select this option if you want to make a direct request to the current borrower of the record.
 - Generate Request - Select this option if you want to make a request to the owner of the record.


The dialog appears showing the summary and status of the request made. You can take a print by clicking the **Print**  icon, or else close the dialog.

Linking records

The Links operation allows you to club the related available records in your cabinet of a particular task.

To link a record, perform the below steps:

1. Open a specific file.
2. In the Record pane, click the **Actions**  icon against a specific file and select **Links**. The Links dialog appears. By default, the **Linked Records** tab opens displaying the existing linked Records.

 To open a linked record in a separate browser tab, you can click the Record ID corresponding to the required Record Name.



3. Click the **Link New Records** tab and select the required record(s) available in the fileplan repository.
4. Select a suitable option from the **Link Type** dropdown menu.
5. Click **Link**. The message “Record Linked Successfully” appears. The name of the linked file appears in the **Linked Records** tab.

To remove the linked record, perform the below steps:


1. Go to the **Linked Records** tab.
2. Select a linked record that you want to remove. The **Delete** button appears.
3. Click **Delete** to remove the linked record.


Downloading records

The Download operation allows you to save copies of the records to your local machine.

To download a record, on the Record pane, click the **Actions**  icon against a specific record and select **Download**. Alternatively, open a specific record, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Download**. The record gets downloaded to your local machine.


To download multiple records, perform the below steps:

1. On the Record pane, select the checkboxes against the specific records. On selecting multiple checkboxes, the available buttons for multiple operations enable.
2. Click the **Actions**  icon that appears at the top-right corner of the pane, and select **Download**. The select records get downloaded to your local machine.



 Depending on your local machine's browser settings, you may be asked to choose a location where you want to save the records. In the case of multiple records, the selected records are downloaded as a Zip file.

Making record


The Make Record operation allows you to convert a document into a record. Unlike a document, all the record policies and rules apply to a record.

 The Make Record operation does not appear for checked-out records.

To convert a document into a record, perform the below steps:

1. On the Record pane, click the **Actions**  icon against a specific record and select **Make Record**. Alternatively, open a specific record, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Make Record**. The Make Record dialog appears.
2. Click **Confirm** to continue. The message “Record(s) Made Successfully” appears.

To convert multiple documents into records, perform the below steps:

1. On the Record pane, select the checkboxes against the specific records. On selecting multiple checkboxes, the available buttons for multiple operations enable.
2. Click the **Actions**  icon that appears at the top-right corner of the pane, and select **Make Record**. The Make Record dialog appears.
3. Click **Confirm** to continue. The message “Record(s) Made Successfully” appears.

Once a document converts to a record, the following operations are disabled:

- Create Reference
- Checkout or Check-in
- Version Change
- Modify Properties
- Annotations cannot be applied



Checking-out or checking-in record

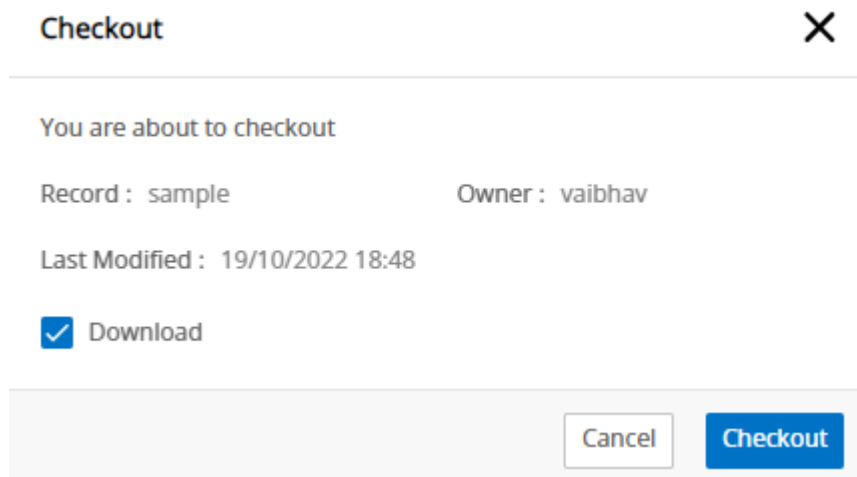
The below table describes the actions related to the check-out and check-in functionality of records:

Actions	Description
Checkout	<ul style="list-style-type: none"> • It allows you to get a lock of the record so that only you can make changes to it. • Other users can still view the checked-out record but cannot modify it.
Checkin	<ul style="list-style-type: none"> • It allows you to upload the checked out record back into the repository (in the same folder from where it was checked out). • Once checked in, the lock is released, and a new version of the record is created. • Other users can now access the record in reading and write modes (if they have the rights).

Actions	Description
Undo Check Out	<ul style="list-style-type: none"> • If you do not feel the need to upload a new version, you may undo the check-out. • In doing so, the check-out must be canceled and the record must be checked in again without the creation of a new version.
Versions	<ul style="list-style-type: none"> • To create a new version, check-out the record and then check-in the new version. • This feature allows you to keep track and baseline your work. <p>To create a version, refer to the Creating versions section.</p>

To check-out a record, perform the below steps:

1. On the Record pane, click the **Actions**  icon against a specific record and select **Checkout**. Alternatively, open a specific record, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Checkout**. The Checkout dialog appears.





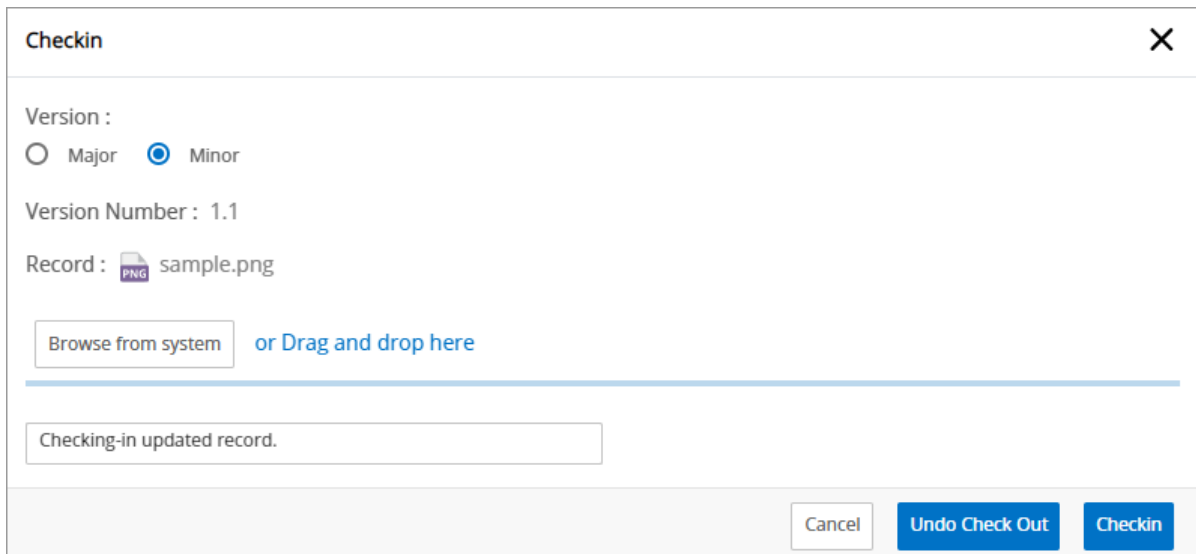
If you want to download the record to your local drive to work offline, then click the checkbox against **Download**, otherwise, move to the next step.

2. Click **Checkout** to continue. The message “Record Checked out Successfully” appears.

You can check-in a checked-out record again, once you have made the required changes in the checked-out record.

To check-in a record, perform the below steps:

1. On the Record pane, click the **Actions**  icon against a specific record and select **Checkin**. Alternatively, open a specific record, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Checkin**. The Checkin dialog appears.



2. Select or specify the following details:

Fields	Description
Version	<p>Major - If the new version is selected as Major then it is marked as 1.0, 2.0, 3.0, and so on.</p> <p>Minor - If the new version is selected as Minor then it is marked as 1.1, 1.2, 1.3, and so on.</p>
Version Number	It is non-editable and the numbering system depends on the type of version selected.
Record	<p>Browse from system - Click it to locate and select the required record from your local drive.</p> <p>Drag and Drop - Drag the required record from your local drive and drop it in the Checkin dialog.</p>
Add Version Comments	Specify a comment that describes the changes made. This helps you to locate a specific version later.



Fields	Description
Undo Check Out	<ul style="list-style-type: none"> • Click it to discard check-out. It can be used if you do not feel the need to upload a new version. • On undoing check-out, the check-out is canceled and the record is checked in again without the creation of a new version. The message “Record undo checked out Successfully” appears.

3. Click **Checkin** to continue. The message “Record Checked-in Successfully” appears.

Creating versions

The Versions operation for a record allows you to keep track of all the versions of a record. You can create a new version, set an existing version as the latest version, and delete an existing version.

To create a new version, perform the below steps:

1. On the Record pane, click the **Actions**  icon against a specific record and select **Versions**. Alternatively, open a specific record, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Versions**. The Versions dialog appears. It displays a list of the existing versions of a record. By default, when a record is created, it is marked as version 1.0.
2. Click **Create Baseline** and specify the following details:

Fields	Description
Minor	If the new version type selected is Minor then it is marked as 1.1, 1.2, 1.3, and so on.
Major	If the new version type selected is Major then it is marked as 1.0, 2.0, 3.0, and so on.
Comments	Enter the version comments for reference.

Version

Major Minor

Comment

Added a new section in the record.

Cancel Create Baseline

Version	Created By	Creation Date	Record Type	Comment
1.1	Supervisor	15/11/2022 21:04		
1.0	Supervisor	19/10/2022 18:21		

Close

3. Click **Create Baseline** to continue. The message “Version Created Successfully” appears.

Once you create multiple versions of a record, you can set any of the versions as the latest. You can also delete a version that is not required.

To set any version as the latest, perform the below steps:

1. On the Version dialog, click an existing version except for the latest version. The **Delete** and **Set As Latest** buttons appear under the clicked version.

Version

Major Minor

Create Baseline

Version	Created By	Creation Date	Record Type	Comment
2.0	Supervisor	15/11/2022 21:20		
1.1	Supervisor	15/11/2022 21:04		Delete Set As Latest
1.0	Supervisor	19/10/2022 18:21		

Close



2. Click **Set As Latest**. The message “Version is set as latest Successfully” appears.

Similarly, to delete a version, click **Delete**. The message “Version Deleted Successfully” appears. The deleted version removes from the list of versions.

Forwarding record

The Mail operation allows you to forward a record as an attachment or link along with its location to different users.

To forward a record, perform the below steps:

1. On the Record pane, click the **Actions**  icon against a specific record and select **Mail**. Alternatively, open a specific record, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Mail**. The Mail dialog appears.
2. Specify the following fields:

Fields	Description
To	Name of the recipient to whom the record is to be sent. Use the Add button to add a recipient whose name does not appear in the dropdown list.
CC	Click CC to add Carbon Copy recipients.
BCC	Click BCC to add Blind Carbon Copy recipients.
Subject	Enter the subject lines. By default, the names of the attached or linked records appear in the Subject box.
Send As	Select Attachment to forward the records as attachments. Select Link to forward links of the records. If this option is selected, then the following fields appear to specify: <ul style="list-style-type: none"> • Link Expiry in • Select User Type
Link Expiry in	It is used to set an expiry time for the links. A maximum of 30 days can be set as the expiry time.

Fields	Description
Select User Type	<p>The record link can be forwarded to an SSO user or internal user or an external user.</p> <p>In case the link is sent to an internal user, then the recipient user must enter login credentials to access the records.</p> <p>In case the link is sent to an external user, then provide a passcode that will be used by the recipient user to access the records along with a username and password. Contact to your administrator to get the username and password that are entered in the <i>eworkstyle.ini</i> located at path <code><Application server root path>\bin\ngdbini\Custom\<cabinet_name></code>.</p> <p>In case the SSO is not set up on the machine, the SSO login option will not be visible.</p>
Message	Enter the message. By default, the names of the selected documents appear in the message textbox. You can type your own message as per requirement.


3. Click **Send** to continue. The message “Message Sent Successfully” appears.

The users receive an email containing the File Name and Path of the record. Use the **Click to view** link to navigate to the corresponding record.

To receive the file path in the email, the recipient user must ensure that the following HTML file exists at the `jboss-eap-7.4\bin\Newgen\NGConfig\ngdbini\Custom\cabinetname\rmswebini\mailTemplates` location:

- forwardBody.htm
- forwardBodyAsAttachment.htm
- forwardBodyFile.htm
- forwardBodyFilepart.htm

To forward multiple records, perform the below steps:

1. On the Record pane, select the checkboxes against the specific records. On selecting multiple checkboxes, the available buttons for performing various operations on the selected record appear.
2. Click the **Actions**  icon that appears at the top-right corner of the pane, and select **Mail**. The Mail dialog appears. The remaining steps are similar as mentioned above.

The mail recipients must perform the following actions to access the forwarded records:

- If the records are forwarded as attachments, then open the mail inbox and save the attached record.
- If the records are forwarded as links:
 - For Internal User:
 - Open your mail inbox.
 - Click the record link. If there are multiple records, then the records link appears against each record. The RMS Web sign-in page appears.
 - Sign in to RMS Web using your username and password. On successful sign-in, the record appears.
 - For External User
 - In case the link is sent to an external user, then access the record based on the configuration done in the system Web API.
 - The record is forwarded with some passcode for security reasons. To access the forwarded record, external users must enter the same passcode set by the sender while sending the mail.



Renditions

The Rendition operation allows you to create multiple copies of a record in different file formats. It is useful when you do not have a specialized application to view the record of a particular file format. For example, you may have the application to view the PDF format but not the Microsoft Word format. In that case, you can create a PDF rendition of the Microsoft Word record.



While adding a rendition for a PDF file, an option to convert a PDF file into a TIF file appears by default.

To add rendition for a record, perform the below steps:

1. On the Record pane, click the **Actions**  icon against a specific record and select **Renditions**. Alternatively, open a specific record, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Renditions**. The Renditions dialog appears displaying the list of renditions of the selected record, if any.
2. Click **+ Add Renditions**. The Add Renditions dialog appears.



3. Click **Browse**, **Scan**, or **Drag and drop** the records to add renditions. The selected records appear. You can remove the added record from the list by clicking the **Close** × icon against a record.
4. Click **Add More** to add more records, else click **Add** to continue. The records are uploaded, and a tick mark is shown against each of them. Close the dialog or click **Back** to see the added records.

To remove a rendition, on the Renditions dialog, click the **Delete**  icon against a specific rendition. The message “Link Rendition Removed Successfully” appears.

Setup supersede relationship

The Setup Supersede Relationship operation allows you to supersede the record being created with any existing record.

To setup supersede relationship, perform the below steps:

1. On the Record pane, click the **Actions**  icon against a specific record and select **Setup Supersede Relationship**. Alternatively, open a specific record, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Setup Supersede Relationship**. The Setup Supersede Relationship dialog appears. It has the following two tabs:

Tab name	Description
Superseded Records	It allows you to view and remove the already superseded records.
Supersede New Records	It is used to create a supersede link with new records.

2. Click **Supersede New Records** tab.
3. Navigate to a record in the fileplan repository to select it.
4. Click **Supersede**. The message “Record Superseded Successfully” appears.



To delete a superseded record, perform the below steps:

1. On the Setup Supersede Relationship dialog, click the **Superseded Records** tab.
2. Click a specific record. The **Delete** button appears.
3. Click **Delete** to continue. The message “Superseded Record Deleted Successfully” appears.


Printing record

The Print operation allows you to print a record.

To print a record, perform the below steps:



1. On the Record pane, click the **Actions**  icon against a specific record and select **Print**. Alternatively, open a specific record, click the **Actions**  icon that appears at the top-right corner of the screen, and select **Print**. The Print dialog appears.
2. Make the required configuration and click **OK** to continue. The selected record is sent to the printer configured with your machine.


To print multiple records, perform the below steps:

1. On the Record pane, select the checkboxes against the specific records. On selecting multiple checkboxes, the available buttons for multiple operations enable.
2. Click the **Actions**  icon that appears at the top-right corner of the pane, and select **Print**. The Print dialog appears.
3. Make the required configuration and click **OK** to continue. The selected records are sent to the printer configured with your machine.

Custom operations record

The RMS Admin module allows the administrator to create custom operations for records. Once a custom operation is created, you can access it from the **Actions** list of records in the RMS Web module.

To access a custom operation for a record, on the Record pane, click the **Actions**  icon against a specific record and select the required custom operation. Alternatively, open a specific record and click the **Actions**  icon that appears at the top-right corner of the screen, and select the required custom operation. The custom operation associated with the record appears.

To access a custom operation for multiple records simultaneously, click the checkboxes against the desired records. Click the **Actions**  icon that appears at the top-right

corner of the Record pane and select the required custom operation. The custom operation associated with the record appears.

Filtering records

The Filter feature allows you to sort listed records based on certain criteria.

To apply a filter on records, perform the below steps:


1. On the Record pane, click the **Filter**  icon. The filter dialog appears.
2. Based on the [user preferences](#) the following fields appear to specify:

Fields	Description
Name	Enter the name of the required record.
Record Number	Enter the record number of the required record.
Modified Date	Select the date range (From-To) between which the required record was modified.
Physical Copy Exists	Select the option to specify whether the physical copy of the record exists or not.
Security Classification	Select an option to apply an appropriate level of security. The levels of security classification are as follow: <ul style="list-style-type: none"> • Top Secret • Secret • Confidential • Restricted • Unclassified
Owner	Enter the owner's name of the required record.
Created Date	Select the date range (From-To) between which the required record was created.
Data Class	Select the data class associated with the required record.
Barcode	Enter the required record barcode.

3. Click **Apply** to view the results.

Working on paper profile

The Paper Profile is a paper-based record that does not have an electronic copy. You can add a paper profile to the RMS hierarchical fileplan. It helps to physically track of a paper profile.



 When you open a specific paper profile, you can only view and modify its properties. As a paper profile does not have an electronic copy, therefore, the record preview is not available for it.

After [adding a paper profile](#), the various operations that can be performed on it are tabled below. The procedure to perform these operations are similar as explained for records. The only difference is that you must act on a Paper Profile instead of a Record.


- [Properties](#)
- [Delete](#)
- [Download](#)
- [Copy](#)
- [Create Reference](#)
- [Move](#)
- [Make Record](#)
- [Custom Operations](#)
- [Audit Log](#)
- [Suspend or Release](#)
- [Versions](#)
- [Manage Rights](#)
- [Request](#)
- [Renditions](#)
- [Set Alarms/Reminders](#)
- [Links](#)
- [Setup Supersede Relationship](#)

Adding paper profile

To add a paper profile, perform the below steps:

1. On the File or Filepart pane, click the **Actions**  icon against a specific file or filepart and select **Add Paper Profile**. Alternatively, open a specific file, and on the Record pane, click the **Add Paper Profile**  icon. The Add Paper Profile dialog appears.
2. Specify the required details in the **Basic** tab as follows:

Fields	Description
Record Name	Enter record name.
Record Number	The number of this record.

Fields	Description
Publication Date	Select publication date.
Originating Organization	Enter the name of the organization.
Author	Enter the author name of the record.
Physical Properties	Select one of the following options as follows: Physical copy with me - Select this option if a physical copy of the paper profile is available with you. Physical copy with RMU - Select this option if there is no current borrower for the paper profile. In this case, the request for the paper profile can be sent to the supervisor or any of the members of the RMU. Physical copy don't exist - Select this option if the paper profile does not have a physical copy.
Security Classification	Select an option to apply an appropriate level of security. The levels of Security Classification are as follow: <ul style="list-style-type: none"> • Top Secret • Secret • Confidential • Restricted • Unclassified <p> The Security Classification level of the paper profile depends upon the highest security level specified for the file or filepart in which the paper profile is to be added.</p>
Barcode	The bar code of the paper profile.

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


Fields	Description
Dataclass	Select a required data class and specify the valid values of data class fields to associate with the paper profile.
Global Index	Select a required global index and specify the valid values of global index fields to associate with the paper profile.
Keyword	Select the keyword to be associated with the paper profile from the available values. A new keyword can also be added here itself.

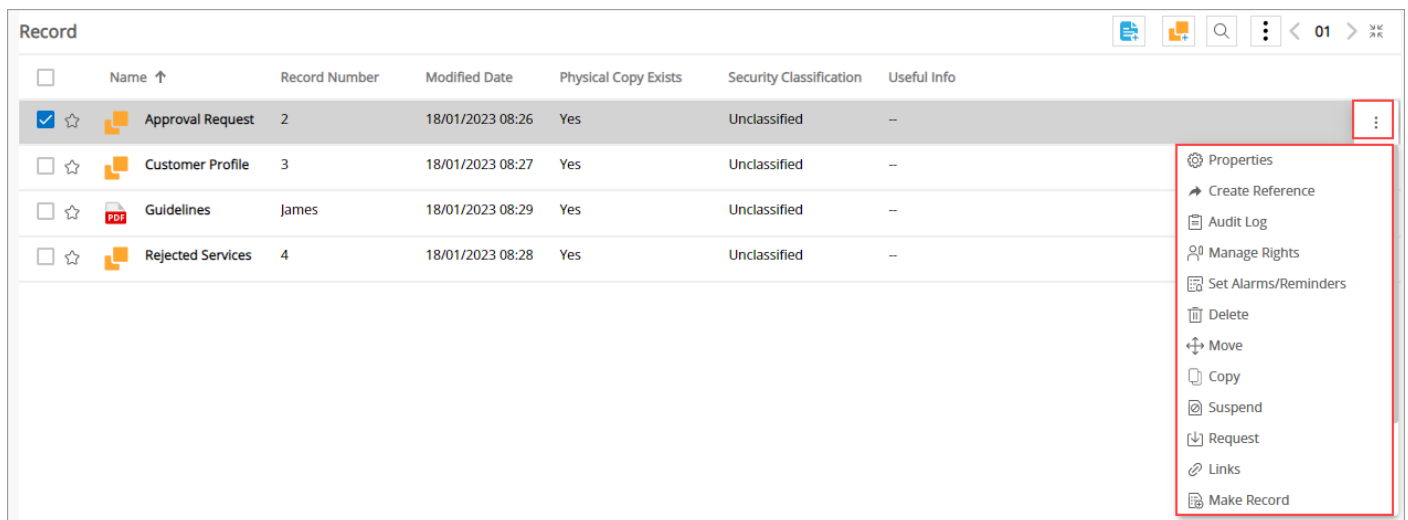
Fields	Description
Markings	The Marking Management feature allows you to configure refine search parameters. Select Marking Names and Marking Values from the associated dropdown lists.

4. Click the **Record Relations** tab to create the following type of relations with existing paper profiles at the time of creating the paper profile:

Tab name	Description
Linking	It allows you to club the related paper profiles in your cabinet of a particular task. Refer to the Linking records section for more details.
Versioning	It allows you to create a new version of the paper profile being created. Refer to the Creating versions section for more details.

5. Once the paper profile properties are defined, click **Add**. The message “Paper Profile Added Successfully” appears. The added paper profile appears in the list of Records.

To access the various operations associated with an existing paper profile, click the **Actions**  icon against the paper profile. A dropdown list appears showing the various operations that can be performed on a paper profile.



Search

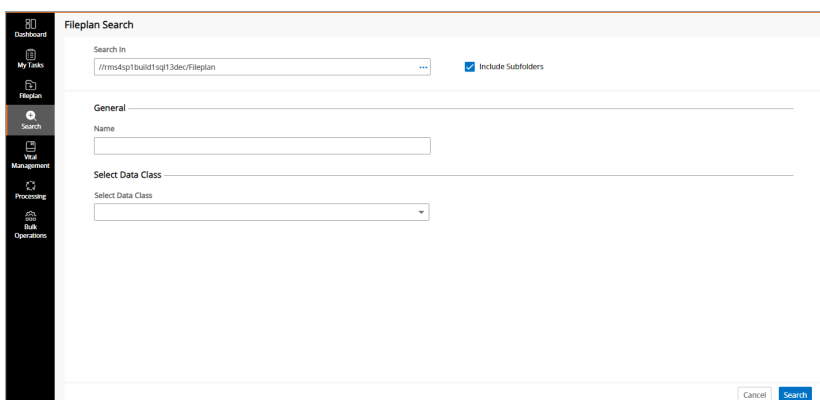
The Search functionality allows you to search classes, files, fileparts, records, and paper profiles existing in the fileplan repository.

To search classes, files, fileparts, records, or paper profiles, perform the below steps:

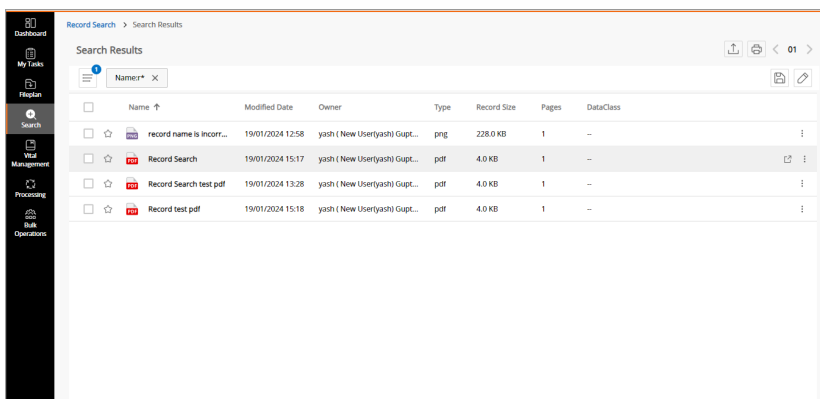
1. Click the **Search** tab on the navigation panel. The following tabs appear:
 - My Searches – It contains the list of search results saved by you.
 - System Defined – It contains the list of searches that are configured by the administrator.

! To find a specific search type, enter the search name in the Search box.

2. Go to the **System Defined** tab and select a required search type. The search screen appears.




3. Specify the required search criteria and click **Search**. The search results appear.




The following operations can be performed in the search results tab:



To export the search file, follow the below steps:

1. Click on  icon, located at the top right corner. A pop screen appears.
2. Enter the document name and specify the format xlsx or pdf.
3. Click on the **Save** button, to export the file.



To Print details, follow the below steps:

1. Click on  icon, located at the top right corner near  icon. The print screen appears.
2. Click on the **Print** button

To Save the Search, follow the below steps:

1. Click on  icon, located at the top right corner below  icon. and a pop screen appears.
2. Enter the name you want to save search for.
3. Specify the input fields and output settings, by default Input Field appears on the pop-up.
4. Click on the **Save** button, to save the search.

To edit the search, follow the below steps:

1. Click on  icon, located at the top right corner below  icon. It navigates you to the search screen.
2. Edit the search details, then click the **Search** button.
3. Updated results as per new search details appear.

Bulk operations


The Bulk Operations feature allows you to create multiple classes and files in bulk. Using this feature, you can also export and import records, filepart, or files in bulk.

To secure the import and export operations in RMS for the record, filepart, or file, a functionality of digital signature is introduced. The signature is a secret key that is associated with the exported item. You can enable or disable the signature check while importing an exported item back to RMS.

- If the signature check is enabled, it allows you to import an item with a valid signature.
- If the signature check is disabled, it does not check the signature validation while importing an item.

To access bulk operations, click the **Bulk Operations** tab of the menu bar. The following operations appear to perform:

- [Fileplan creation](#)
- [Export](#)
- [Import](#)

 While performing the Fileplan Creation operation, only CVS or XLS files are allowed to upload. Whereas, while performing the Import or Export operation for records, only XML file format is allowed to import or export respectively.

Fileplan creation


The Fileplan Creation operation allows you to create multiple classes and files in bulk. This can be easily done using an XLS or CSV file having pre-defined fields in it.

Object Name	Object Type	Category	Description	Location	Box Name	Owner	Vital Record	Reviewer Name	Vital Review Type	Vital Review Date	Vital Review Cycle	Cutoff/Rollover n
Colombia	C	//	DIRECCION EJECUTIV/America	Jersey	Supervisor	Y	super	D		11/27/2019	Daily	CutOFF Record
Talleres	C	//	DIRECCION EJECUTIV/America	Jersey	Supervisor	Y	super	D		11/29/2019	Daily	CutOFF Record
Bogota	C	//Colombia//	DIRECCION EJECUTIV/America	Jersey	Supervisor	Y	super	D		11/29/2019	Daily	CutOFF Record
Cursos	C	//Colombia/Bogota//	DIRECCION EJECUTIV/America	Manhattan	Supervisor	Y	super	C		11/30/2019	Daily	CutOFF Record
DIRECCION	F	//Colombia/Bogota//	DIRECCION EJECUTIV/America	Manhattan	Supervisor	Y	super	C		12/01/2019	Daily	CutOFF Record
EJECUTIVA	F	//Colombia/Bogota//Cursos//	DIRECCION EJECUTIV/America	Manhattan	Supervisor	Y	super	C		12/02/2019	Daily	CutOFF Record
BulkUpload Class FC	//	//	Bulk Upload Class1	Noida	Sector 142	super	N	super	C	12/03/2019	Daily	CutOFF File Ba
BulkUpload Class FC	//	//	Bulk Upload Class2	Noida	Sector 143	super	N	super	C	12/04/2019	Daily	CutOFF Filepart
BulkUpload Class FC	//	//	Bulk Upload Class3	Noida	Sector 144	super	Y	super	C	12/05/2019	Daily	CutOFF Record

The pre-defined fields in the XLS or CSV file for bulk upload are as follows:

Fields	Description
Object Name	Name of the class or file.
Object Type	It specifies whether the object is a class (C) or file (F).
Category	It specifies the hierarchy of the fileplan repository where you want to create a class or file. The following format is valid: //ClassName//FileName//
Description	A brief descriptions about the bulk upload for reference.
Location	The location of classes, files, and fileparts. The provided location must exist in the system. Example: Noida
Box Name	The name of the Box. The provided box location must exist in the system. Example: Sector 61
Owner	The owner name of the component being created. The one who is being made owner must be a user of the system.
Vital Record	Specify 'Y' if you want to make this a vital record, else 'N'.
Reviewer Name	The name of the reviewer.
Vital Review Type	It can be either cyclic or date. Mention 'C' for Cyclic and 'T' for Date.

Fields	Description
Vital Review Date	It must be in the format of MM/DD/YYYY.
Vital Review Cycle	It can be set as daily, weekly, monthly, quarterly, half-yearly, or yearly.
Cutoff/Rollover rule	The cutoff or rollover rule name which is already defined.
Retention rule	The retention rule name which is already defined.
Storage rule	The storage rule name which is already defined.
Borrow Period	The borrow period is specified in days, months, or years. For example: specify 15D for 15 days or 5M for five months or 2Y for two years.
File Numbering Rule	The file numbering rule that is already defined.
DataClass Name	The name of the associated data class. The same data class will be applied throughout the category. Write "-" (hyphen) if you want to skip data class.
Field1	The name of the data class field 1.
Field2	The name of the data class field 2.
FieldN	The name of the data class field N.

 The Owner and the signed-in user cannot be the same.

To create a file plan in bulk, perform the below steps:

1. Go to **Bulk Operations** and click **Fileplan Creation**. The Fileplan Creation screen appears.
2. (Optional) Click the **Download Sample Template** button that appears on the top right corner of the screen. The downloaded sample template contains a format with predefined fields necessary for creating a file plan. You can utilize this sample template or any other XLS or CSV file that contains the required predefined fields.
3. Click **Browse** and select the downloaded sample template or any other XLS or CSV file you have prepared for the bulk upload. You can also drag and drop a file to bulk upload.
3. Once the file is added, click **Upload** to upload the Class and File in bulk.

On successful upload of the file, the class and file whose information you have provided in the excel sheet get created. The Status and other details for the same are shown.

4. Click:

- **Export as pdf** to save the Fileplan Creation Status in the PDF format.
- **Export as xls** to save the Fileplan Creation Status in the XLS format.
- **Done** to close the Fileplan Creation Status section.

Export

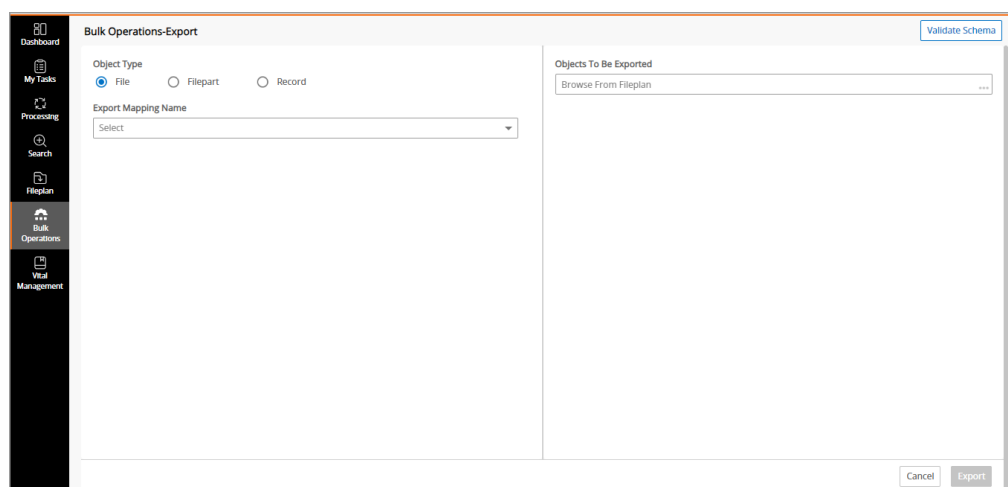
The Export operation allows you to export the File, Filepart, and Record in bulk from RMS Web. The exported records open in XML format.

To export mapping configuration, perform the below steps:

1. Go to **Bulk Operations** and click **Export**. The Bulk Operation-Export screen appears.



Refer to the [Validate schema](#) section to learn about Validate Schema link given in the top-right corner of the screen.



2. Select **File**, **Filepart**, or **Record** option appearing under **Object Type** section.
3. Select an export type mapping from the list of **Export Mapping Name**.
4. Select the **Objects to be exported** as follows:
 - a. Click **Browse FilePlan** and select the required objects (**File**, **Filepart**, or **Record**).

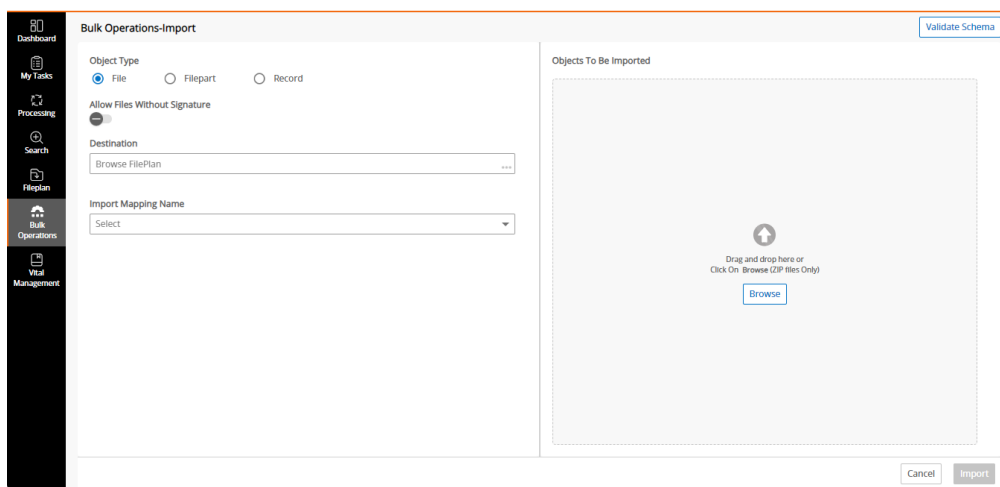
- b. Click **Add to List** to add the selected objects. Close the Fileplan dialog.
5. Click **Export** to export the selected objects. The Export dialog appears for confirmation.
6. Click **Confirm** to continue. The selected objects are downloaded as an XML file.

Import

The Import operation allows you to import the Record, Filepart, or File in bulk to RMS Web. Only the XML file format is allowed to import.

To import mapping configuration, perform the below steps:

1. Go to Bulk Operations and click Import. The Bulk Operations-Import screen appears.



2. Select **File**, **Filepart**, or **Record** option appearing under the **Object Type** section.
3. Enable or disable **Allow Files Without Signature** as required. By default, this button is disabled. It defines the following conditions:
 - Enable **Allow Files Without Signature**, if you want to import a file without a signature.
 - Disable **Allow Files Without Signature**, if you want to import a file with a signature.
4. Click **Browse FilePlan** and select a **Destination Folder**.
5. Select an import mapping from the list of **Import Mapping Name**.
6. Select **Objects to be imported** as follows:
 - a. Click **Browse** and select the required XML file.

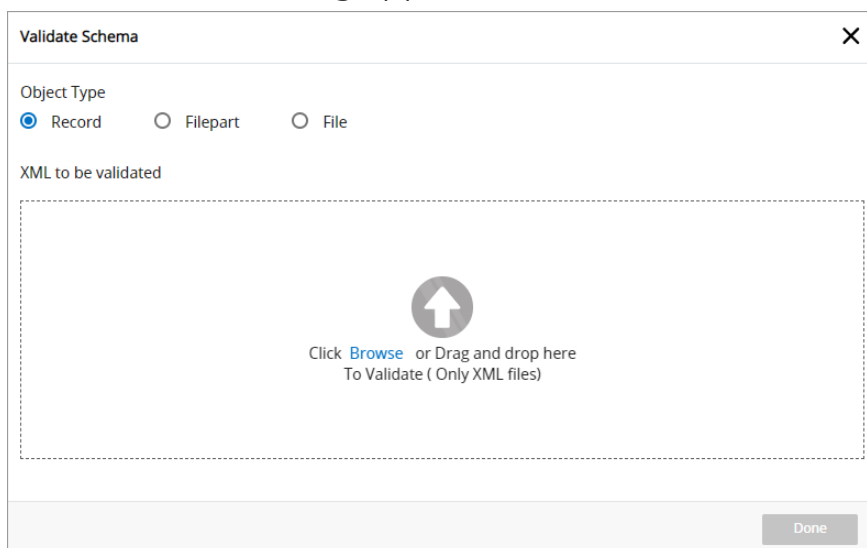
- b. As you select the XML file, the **Add More** link that appears just above the added file. Click it to add more XML files.
7. Click **Import** to import the selected XML files containing the objects.

Validate Schema

The Validation Schema feature allows you to validate the XML file before exporting or importing the Records, Fileparts, or Files. Validation is performed only when the relevant conditions are met by the records.

To validate schema, perform the below steps:

1. Click **Validate Schema** link given in the top-right corner of the Export or Import screen. The Validate Schema dialog appears.



2. Select one of the following **Object Type** as required:
 - Record
 - Filepart
 - File
3. Click **Browse** and select the required XML file. The file can also be added using **Drag and Drop**.
4. Click **Done** to check the validity of the added XML file.

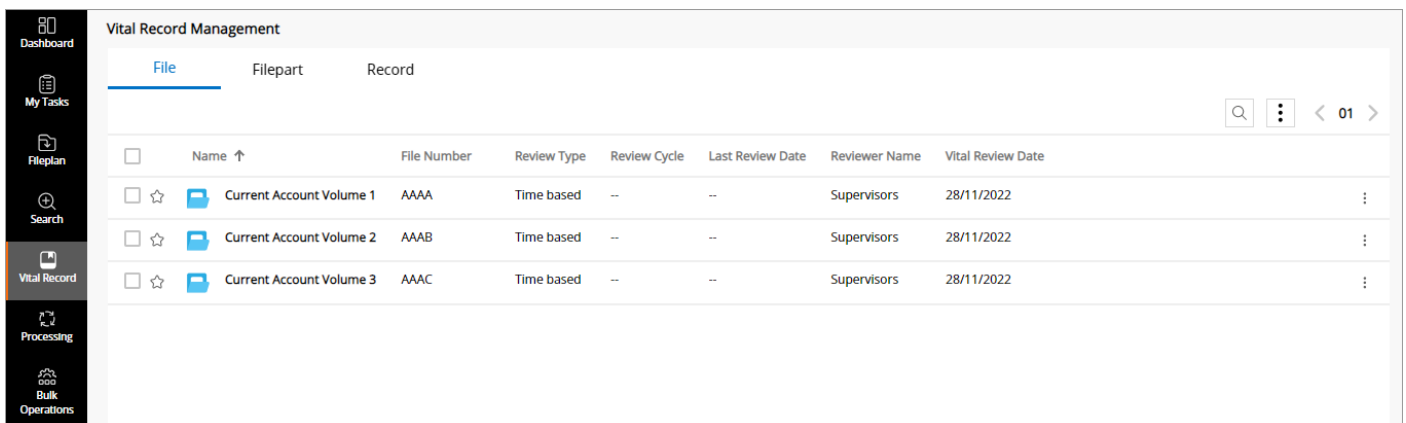
Vital record management

This chapter describes how the Record Management System deals with vital records. Vital records are files, fileparts, and records that are essential to businesses. Files, fileparts, and records can be defined as vital in RMS for a specified duration of time. Disposition and retention rules cannot be applied to files, fileparts, and records marked as vital.

RMS provides an easy way to manage and review vital records. Using this tool, you can view all the files, fileparts, and records for a specified vital review date.

You can view the properties of the files, fileparts, and records and can also perform operations like request, check-in or checkout, and so on.

To access vital records, click the **Vital Record** tab given on the navigation panel. The Vital Record Management screen appears containing a list of all the vital records in the [File](#), [Filepart](#), and [Record](#) tab that are submitted for review.



The screenshot shows the 'Vital Record Management' interface. On the left is a navigation sidebar with icons for Dashboard, My Tasks, Fileplan, Search, Vital Record (highlighted), Processing, and Bulk Operations. The main content area has three tabs: 'File' (selected), 'Filepart', and 'Record'. Below the tabs is a search bar and a table with the following columns: Name, File Number, Review Type, Review Cycle, Last Review Date, Reviewer Name, and Vital Review Date. The table contains three rows of data.

<input type="checkbox"/>	Name ↑	File Number	Review Type	Review Cycle	Last Review Date	Reviewer Name	Vital Review Date	
<input type="checkbox"/>	Current Account Volume 1	AAAA	Time based	--	--	Supervisors	28/11/2022	⋮
<input type="checkbox"/>	Current Account Volume 2	AAAB	Time based	--	--	Supervisors	28/11/2022	⋮
<input type="checkbox"/>	Current Account Volume 3	AAAC	Time based	--	--	Supervisors	28/11/2022	⋮

Working on file


You can perform the following operations on a vital file:

- Add Filepart
- Add Record
- Add Paper Profile
- Properties
- Audit Log
- Custom operations
- Manage Rights
- Set Alarms/Reminders
- Suspend or Release
- Move
- Close or Reopen
- Links
- Review
- Update Reviewer
- Remove vital property


Reviewing file

The Review operation of the vital files allows you to review the files that are assigned to you.

To review a file, perform the below steps:

1. On the Vital Record Management screen, click **File**. The File tab opens. By default, the File tab appears on the Vital Record Management screen.
2. Click the **Actions**  icon against a specific file and select **Review**. The message "File(s) Reviewed Successfully" appears.


To review multiple files, perform the below steps:

1. Select the checkboxes against the specific files. On selecting multiple checkboxes the multiple actions buttons appear.
2. Click the **Actions**  icon that appears at the top-right corner of the screen and select **Review**. The message "File(s) Reviewed Successfully" appears.


Updating reviewer of file

The Update Reviewer operation of the vital files allows you to change the reviewer's name of the files that are assigned to you.

To update a reviewer for a file, perform the below steps:

1. On the Vital Record Management screen, click **File**. The File tab opens. By default, the File tab appears on the Vital Record Management screen.
2. Click the **Actions**  icon against a specific file and select **Update Reviewer**. The Update Reviewer dialog appears.
3. Select a required group or role name to whom you want to share the document for review.
4. Click **Save**. The message "Reviewer Updated Successfully" appears. The file gets removed from your list of vital files and is visible to the selected viewer only.


To update multiple reviewers, perform the below steps:

1. Select the checkboxes against the specific files. On selecting multiple checkboxes the multiple actions buttons appear.
2. Click the **Actions**  icon that appears at the top-right corner of the screen and select **Update Reviewer**. The Update Reviewer dialog appears.
3. Select a required group or role name to whom you want to share the document for review.
4. Click **Save**. The message "Reviewer Updated Successfully" appears. The files get removed from your list of vital files and are visible to the selected viewer only.


Removing vital property of file

The Remove Vital Property operation of the vital files allows you to remove the files from the vital list that are assigned to you.

To remove the vital property of a file, perform the below steps:

1. On the Vital Record Management screen, click **File**. The File tab opens. By default, the File tab appears on the Vital Record Management screen.
2. Click the **Actions**  icon against a specific file and select **Remove Vital Property**. The Remove Vital Property dialog appears.
3. Click **Confirm**. The message "Vital record removed successfully" appears. The file gets removed from your list of vital files.

To remove multiple vital properties, perform the below steps:

1. Select the checkboxes against the specific files. On selecting multiple checkboxes the multiple actions buttons appear.
2. Click the **Actions**  icon that appears at the top-right corner of the screen and select **Remove Vital Property**. The Remove Vital Property dialog appears.
3. Click **Confirm**. The message "Vital record removed successfully" appears. The files get removed from your list of vital files.

Working on filepart

You can perform the following operations on vital filepart:

- Add Record
- View and Modify Properties
- Vital Audit Log
- Sharing
- Set Alarms or Reminders
- Delete
- Move
- Close or Reopen
- Suspend or Release
- Links
- Review
- Update Reviewer
- Remove Vital Property
- Custom Operations

Reviewing filepart

To review a filepart, on the Vital Record Management screen, go to the **Filepart** tab and refer to the [Reviewing file](#) section for procedural details.

Updating reviewer of filepart

To update the reviewer of a filepart, on the Vital Record Management screen, go to the **Filepart** tab and refer to the [Updating reviewer of file](#) section for procedural details.

Removing vital property of filepart

To remove the vital property of a filepart, on the Vital Record Management screen, go to the **Filepart** tab and refer to the [Removing vital property of file](#) section for procedural details.

Working on record

You can perform the following operations on a vital record:

- [View and Modify Properties](#)
- [Create References](#)
- [View Audit Log](#)
- [Sharing](#)
- [Set Alarms or Reminders](#)
- [Delete](#)
- [Move](#)
- [Suspend](#)
- [Release](#)
- [Request](#)
- [Links](#)
- [Download](#)
- [Make Record](#)
- [Checkout or Checkin](#)
- [Versions](#)
- [Forward](#)
- [Renditions](#)
- [Setup Supersede Relationship](#)
- [Print](#)
- [Review](#)
- [Update Reviewer](#)
- [Remove Vital Property](#)
- [Custom Operations](#)

Reviewing record

To review a record, on the Vital Record Management screen, go to the **Record** tab and refer to the [Reviewing file](#) section for procedural details.

Updating reviewer of record

To update the reviewer of a record, on the Vital Record Management screen, go to the **Record** tab and refer to the [Updating reviewer of file](#) section for procedural details.

Removing vital property of record

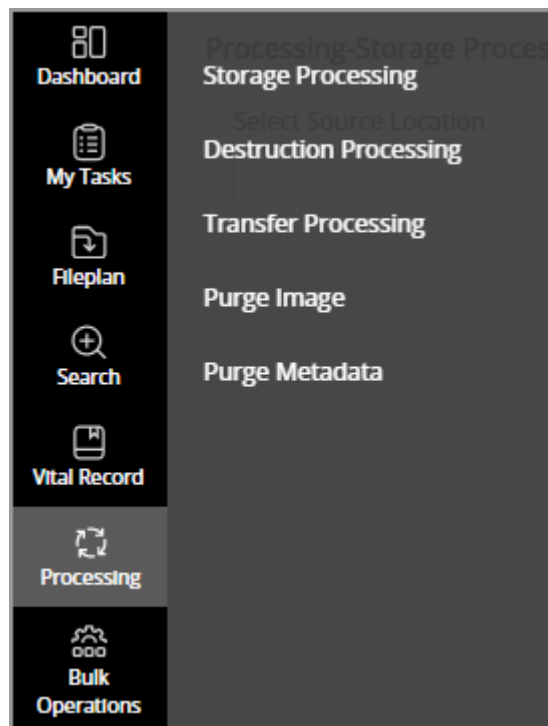
To remove the vital property of a record, on the Vital Record Management screen, go to the **Record** tab and refer to the [Removing vital property of file](#) section for procedural details.

Processing

The Processing tab contains the following tab:

- [Storage Processing](#)
- [Destruction Processing](#)
- [Transfer Processing](#)
- [Purge Image](#)
- [Purge Metadata](#)

To access the **Processing** tab, click **Processing** given on the navigation panel.



Storage processing

The Storage Processing tab contains the list of items that are ready for storage processing as defined in the Storage Rule. The administrator defines the storage rule using the RMS Admin module. It enables the movement of files, fileparts, and records from one location to another. The transfer request is sent to the administrator of the location where files, fileparts, and records are stored.

To work on storage processing, perform the below steps:

1. Go to **Processing > Storage Processing**. The Storage Processing screen appears.
2. Click the **Select Source Location** box. The Location dialog appears.
3. Select a required source location and click **Done**. The following tabs appear:

Tab	Description
File	Displays files in the list view ready for storage processing and belongs to the selected location.
Filepart	Displays filepart in the list view ready for storage processing and belongs to the selected location.
Record	Displays record in the list view ready for storage processing and belongs to the selected location.


! Click the **Actions** icon given at the upper-right corner of the screen to save and print the list of files, fileparts, and records that you want to transfer.

4. Select a specific file, filepart, or record from their respective tabs and click **Add to List**. The selected file, filepart, or record gets added as a patch. If you want to remove an added file, filepart, or record, then click the cross icon against it.
5. Click the **Select Destination Location** box. The Location dialog appears.
6. Select a required destination location and click **Done**.
7. Click **Generate Transfer Note**. The Generate Transfer Note dialog appears.
8. Specify the following details:

! Fields marked with * are mandatory to fill.

Fields	Description
Recipient User	Displays the name of the recipient user. The recipient user is the administrator of the location.
Dispatch ID	ID associated with the request made.
Dispatch Date	Dispatch date of the required item.
Item Name	Name of the requested item.
Requester Name	Name of the person who has requested the item.
Courier Details	Details of the courier by which the requested item is dispatched.
Return Date	Return date of the required item.
Owner Name	Owner name of the requested item



To print the details filled in the transfer note, click the **Print**  icon that appears at the top-right corner of the Generate Transfer Note screen.

- Click **Send**. The message "Objects Dispatched Successfully" appears. On completion of dispatch, a receipt of a dispatched item appears. You can print the receipt for your reference.



Destruction processing

Destruction Processing contains the list of items that are ready for disposal.

To access Destruction Processing, go to **Processing** and click **Destruction Processing**. The Destruction Processing screen appears. It contains the following tabs:

- [Items to be disposed](#) - It contains the list of items that are ready for disposal. It comprises the following tabs:
 - File
 - Filepart
 - Record
- [All Consignments](#) - It contains the list of consignments that are ready for disposal. It comprises the following tabs:
 - Sent

- Incoming
- Finalized
- **Retained Records** - It contains the list of retained items. It comprises the following tabs:
 - File
 - Filepart
 - Record


 Click the **Actions**  icon given on the upper-right to save and print the list of files, fileparts, and records that you want to dispose of.


Items to be disposed

It contains the list of files, fileparts, and records that are ready for disposal. You can perform the following actions on a disposable file, filepart, and record:



- **Add to Consignment** - It allows you to add multiple disposable files, fileparts, or records in a consignment to dispose of them altogether. This action is only available for files with disposition actions such as transfer, destroy, or export. Also, for disposing of multiple files, fileparts, or records simultaneously they must have the same disposition action.
- **Properties** - It allows you to view the properties of a disposable file, filepart, or record.
- **Keep Indefinite** - It allows you to keep a disposable file, filepart, or record for an indefinite time. The items with Keep Indefinitely as disposition status only appear in the items to be disposed tab. This action is only visible to those files, fileparts, and records that have keep indefinitely as the disposition action.
- **Change Disposition Action** - It allows you to change the disposition action of the file, filepart, and record.
- **Change Disposition Due Date** - It allows you to extend the disposition due date for a file and filepart even after the previous disposition due date has already passed.

To add a disposable file to a consignment, perform the below steps:


1. Go to **Destruction Processing > Items to be disposed > File**.
2. Click the **Actions**  icon against a specific file and select **Add To Consignment**. The Add To Consignment dialog appears. It lists the existing consignments that are created by you.
3. Select a required consignment and click **Confirm**. Alternatively, you can also perform the below steps to create a new consignment for adding disposable files in it:
 - a. Click **+Create Consignment**.
 - b. Enter a name in the **Consignment Name** box.
 - c. Select an authorizer for the consignment in the **Select or Type Authorizer** box.
 - d. Click **Create and Send** to create the consignment and add the assignment.

 To add a disposable filepart or record to a consignment, go to **Destruction Processing > Items to be disposed > Filepart** or **Record** and perform the similar steps as mentioned above.


To view the properties of a disposable file, filepart, or record, perform the below steps:

1. Click the **Actions**  icon against a specific file, filepart, or record and select **Properties**. The Properties dialog appears.
2. Click the **Print**  icon to print the properties.


To keep a file, filepart, or record for an indefinite time, perform the below steps:


1. Click the **Actions**  icon against a specific file, filepart, or record and select **Keep Indefinite**. The Keep Indefinitely dialog appears for confirmation.
2. Click **Confirm**. The message "Item Retained Successfully" appears. Once an item is retained, it appears in the list of records in the Retained Records tab under Destruction Processing.

To change disposition action for a file, filepart, or record, perform the below steps:

1. Click the **Actions**  icon against a specific file, filepart, or record and select **Change Disposition Action**. The Change Disposition Action dialog appears.
2. Select the disposition action.
 - If the disposition action for a file, filepart, or record is in destroy, transfer, or export then you can change it to Keep indefinitely.
 - If the disposition action for a file, filepart, or record is Keep indefinitely or Selective transfer then you can change it to **Destroy** or **Transfer**.
3. Click **Confirm** to save the changed disposition action.

To change disposition due date for a file or filepart, perform the below steps:

 This action applies to time and phase-based retentions.

1. Click the **Actions**  icon against a specific file or filepart and then select **Change Disposition Due Date**. The Change Disposition Due Date dialog appears.
2. Specify the dispose after duration in years, months, or days. The new time must be later than the current date and the closed date.
3. Click **Save** to change the disposition due date.

All consignments

All Consignments tab contains the lists of sent, incoming, and finalized consignments that are ready for disposal.

To access the All Consignment tab, go to **Processing > Destruction Processing > All Consignments**. The All Consignments screen appears, it contains the following tabs:

- [Sent](#)
- [Incoming](#)
- [Finalized](#)

Sent:

The Sent tab contains the list of consignments that are sent by you for disposal. You can perform the following actions on the item in the Sent tab:

- [Empty](#)
- [Audit Log](#)

Incoming:


The Incoming tab contains the list of consignments that are assigned to you for finalizing the disposal. You can perform the following actions on the item in the Incoming tab:

- [Finalize](#)
- [Empty](#)
- [Audit Log](#)


Finalized

The Finalized tab contains the list of consignments that are finalized for disposal. You can perform the following actions on the item in the Finalized tab:


To empty the consignment, perform the below steps:

1. Click the **Actions**  icon against a specific consignment and select **Empty**. The Empty dialog appears for confirmation.
2. Click **Confirm**. The message "Consignment(s) Dispersed Successfully" appears.

You can also empty multiple consignments at a time by clicking the checkboxes against the specific consignments and then selecting **Empty**. The Empty dialog appears for confirmation. Click **Confirm** to continue.

To view and save an audit log, click the **Actions**  icon against a specific consignment and select **Audit Log**. The Audit Log screen appears containing the operations done by different users on the consignment. To print and save the audit log, [click here](#) for procedural details.

To finalize the consignment, perform the below steps:

1. Click the **Actions**  icon against a specific consignment and select **Finalize**. The Finalize dialog appears for confirmation.
2. Click **Confirm**. The message "Item(s) Finalized Successfully" appears. Once the consignment is finalized, it cannot be restored.



You can also finalize multiple consignments at a time by clicking the checkboxes against the specific consignments and then selecting **Finalize**. The Finalize dialog appears for confirmation. Click **Confirm** to finalize.

Retained items


The Retained items tab contains the items that have disposition action as **Keep Indefinite** from the list of **Items to be disposed**. These items will remain intact indefinitely until they are added to a consignment. You can perform the following actions on items in the Retained Records tab:

- [Properties](#)
- [Change Disposition Action](#)

To view the properties of a retained file, filepart, or record, perform the below steps:


1. Click the **Actions**  icon against a specific file, filepart, or record and select **Properties**. The Properties dialog appears.
2. Click the **Print**  icon to print the properties.

To change disposition action for a file, filepart, or record, perform the below steps:

1. Click the **Actions**  icon against a specific file, filepart, or record and select **Change Disposition Action**. The Change Disposition Action dialog appears.
2. Select any one option between **Destroy** or **Transfer**.
3. Click **Confirm** to save the changed disposition action.

Transfer processing


Transfer Processing contains the list of all items that are ready to get transferred to the next phase. The files, fileparts, and records are listed in the Transfer Processing tab as per the defined retention rule. Once an item is listed in the Transfer Processing tab, you receive an alert to transfer the item to the next phase. You must manually transfer the item to the next phases till the item transfers to NARA.

 To run the required commands for items displayed in the Transfer Processing, you must have administrator rights.

To access Transfer Processing, perform the below steps:

Go to **Processing** and click **Transfer Processing**. The Transfer Processing screen appears with the following tabs:

- File
- Filepart
- Record

 Click the **Actions**  icon to save the list of items in the PDF or XLS format or to print the list of items.



File

Transfer Processing of File allows you to perform the following operations:


- View Properties
- Interim Transfer

! You can perform the view properties actions only in case file is marked as vital record.

To view properties, perform the below steps:

1. Click the **Actions**  icon given against the file.
2. Select **Properties**. The Properties dialog appears with the following tabs:
 - General
 - Vital
 - Disposition
 - Record Policy
3. Click the **Print**  icon to print the properties.

To interim transfer, perform the below steps:

1. Click the **Actions**  icon against a file.
2. Select **Interim Transfer**. The Interim Transfer dialog appears.
3. Select the **Location** and **Box** from the available list. You can also search the location with its name using the search bar.
4. Click **OK** to transfer the file. The message "Transfer to Next Phase" appears. The Transferred file gets removed from the items list.

Filepart

To perform the transfer processing on filepart, refer to the [file transfer processing](#) section for procedural details.

Record


To perform the transfer processing on record, refer to the [file transfer processing](#) section for procedural details.

Purge image

The Purge Image tab contains the list of records to be deleted based on the retention rule applicable on a particular record.

Once you delete a record from the Purge Image tab, then the record also gets deleted from its respective file and filepart. However, you can view the metadata associated with the deleted record.

To delete a purge image, perform the below steps:

1. Go to **Processing > Purge Image**. The Purge Image screen appears.
2. Click the **Actions**  icon against a specific item.

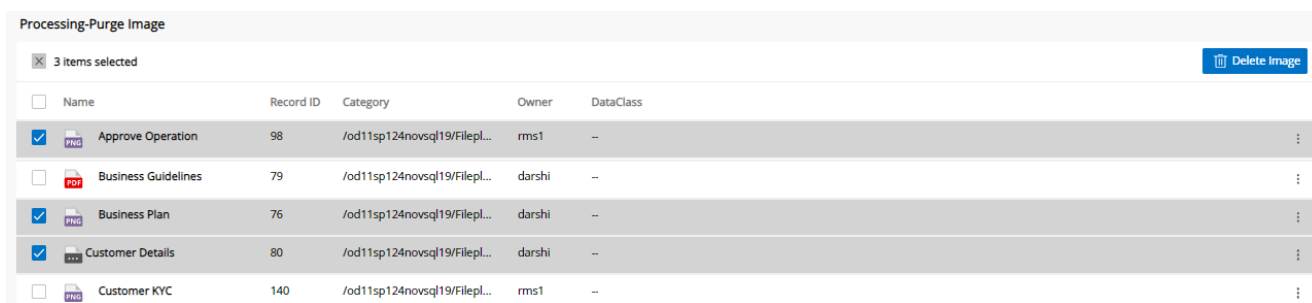







Processing-Purge Image					
Record					
<input type="checkbox"/>	Name	Record ID	Category	Owner	DataClass
<input type="checkbox"/>	 Approve Operation	98	/od11sp124novsq19/Filepl...	rms1	--
<input checked="" type="checkbox"/>	 Business Guidelines	79	/od11sp124novsq19/Filepl...	darshi	--
<input type="checkbox"/>	 Business Plan	76	/od11sp124novsq19/Filepl...	darshi	--
<input type="checkbox"/>	 Customer Details	80	/od11sp124novsq19/Filepl...	darshi	--
<input type="checkbox"/>	 Customer KYC	140	/od11sp124novsq19/Filepl...	rms1	--

3. Click **Delete Image**. The message "Image(s) Deleted Successfully" appears.

To delete multiple purge images, perform the below steps:

1. Select the checkboxes against the specific items. On selecting multiple items the **Delete Image** button enables.



Processing-Purge Image					
<input checked="" type="checkbox"/> 3 items selected					<input type="button" value="Delete Image"/>
<input type="checkbox"/>	Name	Record ID	Category	Owner	DataClass
<input checked="" type="checkbox"/>	 Approve Operation	98	/od11sp124novsq19/Filepl...	rms1	--
<input type="checkbox"/>	 Business Guidelines	79	/od11sp124novsq19/Filepl...	darshi	--
<input checked="" type="checkbox"/>	 Business Plan	76	/od11sp124novsq19/Filepl...	darshi	--
<input checked="" type="checkbox"/>	 Customer Details	80	/od11sp124novsq19/Filepl...	darshi	--
<input type="checkbox"/>	 Customer KYC	140	/od11sp124novsq19/Filepl...	rms1	--

2. Click **Delete Image**. The message "Image(s) Deleted Successfully" appears.

! Click the **Actions** icon to save the list of items in PDF or XLSX format.

Purge metadata

The Purge Metadata tab contains the list of records along with their metadata to be deleted based on the retention rule applicable to a particular record.






Once you delete a record from the Purge Metadata tab, then the record with its metadata also gets deleted from its respective file and filepart.

To delete purge metadata, perform the below steps:

1. Go to **Processing > Purge Metadata**. The Purge Metadata screen appears.
2. Click the **Actions** icon against a specific item.

Processing-Purge Metadata

Record 🔍 ⋮ < 01 >

<input type="checkbox"/>	Name ↑	Record ID	Category	Owner	DataClass	
<input type="checkbox"/>	 Business Guidelines	79	/od11sp124novsq19/Filepl...	darshi	--	⋮
<input checked="" type="checkbox"/>	 Business Plan	76	/od11sp124novsq19/Filepl...	darshi	--	⋮
<input type="checkbox"/>	 Customer Details	80	/od11sp124novsq19/Filepl...	darshi	--	⋮
<input type="checkbox"/>	 Marketing Report	77	/od11sp124novsq19/Filepl...	darshi	--	⋮
<input type="checkbox"/>	 Rejected Items List	81	/od11sp124novsq19/Filepl...	darshi	--	⋮

Delete Metadata

3. Click **Delete Metadata**. The message "Image(s) Metadata Deleted Successfully" appears.

! Click the **Actions** icon to save the list of items in PDF or XLSX format.

My tasks

My Tasks displays the items and requests that are sent and received for approval.

For example, James is a user of RMS and he requires certain documents or boxes for a referral. He generates a Request Note for the required documents or boxes to the administrator or the current borrower of those documents or boxes. The request appears in the Outgoing Requests list of James. The request for a document gets enlisted under Document Requests and the request for a box gets enlisted under Box Requests.

The administrator or current borrower can view the list of requested documents or boxes in his Incoming Requests. The request for documents gets enlisted under Document Requests and the request for boxes gets enlisted under Box Requests. He has two options – ‘Grant the request’ or ‘Reject the request’. If the request is rejected, then he mentions the reason for rejection to James, and the transaction stops.

If the request is granted, then it requires to Generate a Transfer Note for the documents or boxes. If the transfer note is generated but the documents or boxes are not dispatched immediately, then it appears in the Pending Transfer Notes list of Pending Tray. If dispatched, then the requested items are sent to James. James can view the granted documents or boxes in his Incoming Items queue.

James can either receive the documents or boxes or reject them. If he rejects them, then he can mention the reasons for rejecting the documents or boxes. If he accepts the documents, fileparts, or boxes, he can view them in the Items with Me queue, in Pending Tray.

The documents or boxes can be returned to the administrator or can be forwarded to another user for a referral. If the documents or boxes are sent for the referral, the same cycle is followed else, James generates the transfer note for returning the documents or boxes.

To access My Tasks, click **My Tasks** given on the navigation panel. The My Tasks tray appears containing Items and Requests. The lists of Items and Requests shown here are configured by the RMS Admin. Depending on the configuration, the items and requests show the following:

- [Incoming Items](#)
- [Items with Me](#)
- [Items Transferred](#)
- [Incoming Request](#)
- [Outgoing Request](#)

Items

The Items tab contains the following process:

- [Incoming Items](#)
- [Items with Me](#)
- [Items Transferred](#)

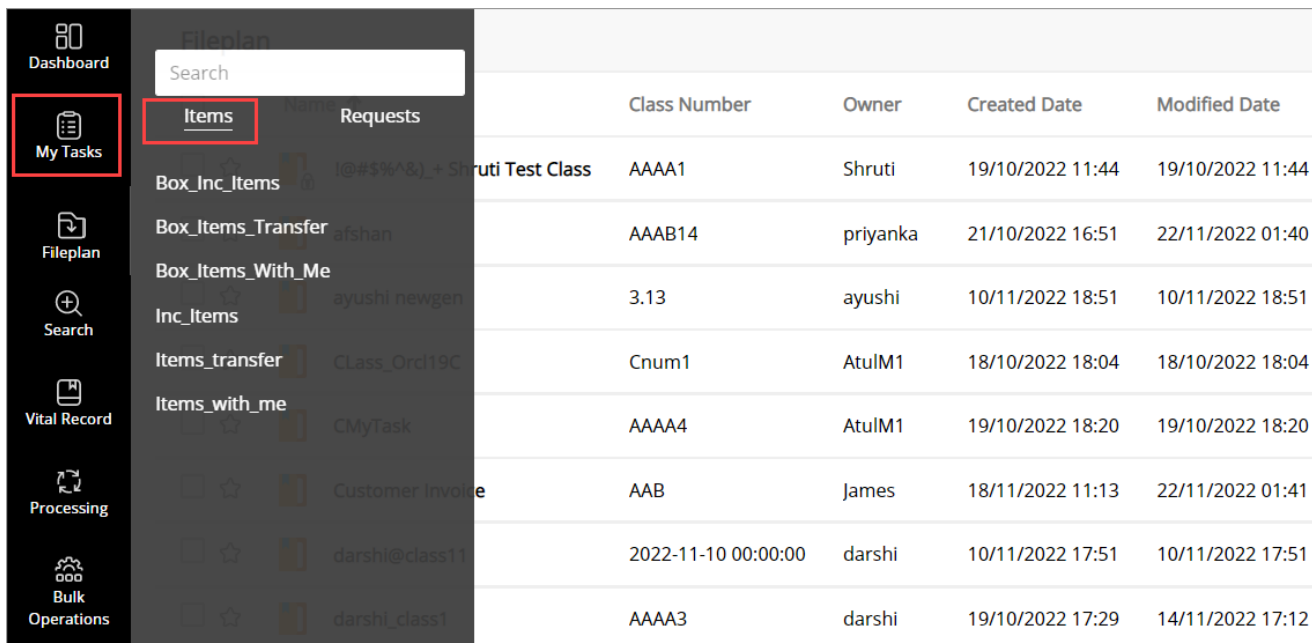
Incoming items

It displays the list of items that came for your approval. You can either approve the items or reject them.

For example, if the listed documents or boxes are illegible or destroyed, they can be rejected. In case, you approve the items, the documents or boxes move from this queue to Items With Me list. If you reject the items, then you generate a transfer note to return the documents or boxes to the sender.

To view the Incoming Items, perform the below steps:


1. Go to **My Tasks**.
2. Go to **Items** and click the configuration created for Incoming Items. To view incoming boxes, select the configuration created for incoming boxes. The Incoming Items screen appears.




Class Number	Owner	Created Date	Modified Date
AAAA1	Shruti	19/10/2022 11:44	19/10/2022 11:44
AAAB14	priyanka	21/10/2022 16:51	22/11/2022 01:40
3.13	ayushi	10/11/2022 18:51	10/11/2022 18:51
Cnum1	AtulM1	18/10/2022 18:04	18/10/2022 18:04
AAAA4	AtulM1	19/10/2022 18:20	19/10/2022 18:20
AAB	James	18/11/2022 11:13	22/11/2022 01:41
2022-11-10 00:00:00	darshi	10/11/2022 17:51	10/11/2022 17:51
AAAA3	darshi	19/10/2022 17:29	14/11/2022 17:12

Incoming items contain the list of your incoming documents along with rejected, forwarded, or requested incoming documents.

To approve incoming items, perform the below steps:

1. Click the **Actions**  icon against a specific item.
2. Select **Receive**. The Receive dialog appears.
3. Select the **Put In RMU** checkbox. The RMU receives the selected item.
4. Click **Receive**. The message "Items Received Successfully" appears.

To reject incoming items, perform the below steps:

1. Click the **Actions**  icon against a specific item.
2. Select **Reject**. The Reject dialog appears.
3. Specify the following fields:

Fields	Description
Dispatch ID	Enter the dispatch ID.
Dispatch Date	Select the dispatch date using the date picker.
Reason	Specify the reason for rejecting the item.

4. Click **Reject**. The message "Items Rejected Successfully" message appears. The rejected item appears in the incoming items of the sender.


Items with me

Items with Me contains a list of all the items for which you are the borrower. It allows you to Generate Transfer Note or Return the item.


To view the Incoming Items, perform the below steps:

1. Go to **My Tasks**.
2. Go to **Items** and click the configuration created for Items with Me.

To generate a transfer note, perform the bellow steps:

1. Click the **Actions**  icon against a specific item that requires your approval.
2. Select **Generate Transfer Note**. The Generate Transfer Note dialog appears.
3. Specify the following details:


Fields	Description
Dispatch ID	Enter the ID associated with the request.
Dispatch Date	Select the dispatch date for the required item.
Item Name	Enter the name of the requested item.
Requester Name	Name of the person who has requested the item.
Courier Details	Details of the courier through which the requested item is dispatched.
Return Date	Date of return of the required item.
Owner Name	Owner Name of the requested document or the file.


To take a print of the transfer note, click the **Print**  icon given on the upper-right panel.

4. Click **Send** to send the transfer note. The message "Object(s) Dispatched Successfully" appears.

On completion of dispatch, a receipt of the dispatched object is displayed. You can take a print for reference.

To return an item, perform the below steps:

1. Click the **Actions**  icon against a specific item that you want to return.
2. Click **Return**. The Return dialog appears.
3. Specify the required details. [Click here](#) for reference.

 Fields marked with * are mandatory.

4. Click **Send** to return the item. The message "Object(s) Dispatched Successfully" appears.

Items transferred

The Items Transferred displays the list of transferred items by you. It requires no further action on the transferred items. An item transfer takes place due to the following reasons:

- Returning a requested item.
- Transferring the item to a user who has requested it.

To view the transferred items, perform the below steps:

1. Go to **My Tasks**.
2. Go to **Items** and click the configuration created for Items Transferred. The screen of the respective configuration appears. It allows you to view the different statuses of the items that you have transferred. The different statuses are as follows:
 - Pending
 - Rejected
 - Received
 - Forwarded
 - Generate Transfer Note

Requests

The Requests tab contains the following process:

- [Incoming Request](#)
- [Outgoing Request](#)

Incoming requests

Incoming Requests contains a list of all requests that are raised to you. You can approve or reject these requests.

The Incoming Requests have the following categories:

- Requests for File
- Request for Filepart
- Request for Record
- Requests for Box


Requests for file, filepart, and record contain the list of file, filepart and record for which you have made the requests. Also, the Box requests contain the list of boxes for which you have made the requests and allow you to perform the following actions:


- Grant the request - By generating the transfer note, grant the request of the other user and send the item to another person. You can select one or more requests which you want to transfer and then generate a transfer note. All the selected requests must be added in the Transfer Note.
- Reject the request - Select one or more requests and reject them.

To view the incoming requests, perform the below steps:

1. Go to **My Tasks**.
2. Go to **Items** and click the configuration created for Incoming Requests. The Incoming box requests screen appears.


To generate a transfer note, perform the below steps:


1. Click the **Actions**  icon against a specific item.
2. Select **Generate Transfer Note**. The Generate Transfer Note dialog appears.
3. To generate a transfer note for multiple requests, select the required request and then select the **Generate Transfer Note**.

 In case of multiple selections of requests, ensure that the same person requested all incoming requests.

4. Specify the following details:


Fields	Description
Dispatch ID	Enter the ID associated with the request.
Dispatch Date	Select the dispatch date for the required item.
Item Name	Enter the name of the requested item.
Requester Name	Name of the person who has requested the item.
Courier Details	Details of the courier through which the requested item is dispatched.
Return Date	Date of return of the required item.
Owner Name	Owner name of the requested document or the file.

5. To take a print of the Transfer Note, click the **Print**  icon given on the upper-right panel.

 Fields marked with * are mandatory.

6. Click **Send**. The message "Object(s) Dispatched Successfully" appears.

To reject a request, perform the below steps:

1. Click the **Actions**  icon against a specific item.
2. Select **Reject**.
3. To reject multiple requests, select the checkboxes against required requests and click **Reject**. The Reject dialog appears.
4. Click **Send**. The message "Item(s) Rejected Successfully" appears.

Outgoing requests

The Outgoing Requests displays a list of requests that you have raised to borrow the items. The following statuses might appear against the outgoing requests:

- Pending - An assigned user has not worked on the requested item.
- Granted - An assigned user has granted the request. Further, it moves to the incoming documents or boxes queue.
- Rejected - The item request has been rejected.
- Dispatched - You have generated a transfer note after receiving the item.

When a request is granted or rejected, its status gets changed from Pending to Granted or Rejected.


To view the incoming requests, perform the below steps:

1. Go to **My Tasks**.
2. Go to **Items** and click the configuration created for Outgoing Requests. The Outgoing box requests screen appears.


Depending on the status of the requests, perform the following actions:

Status	Actions
Pending	Remind or Delete
Granted	No action can be taken.
Rejected	Re-request or Delete
Dispatched	No action can be taken.

To set a reminder for pending requests, perform the below steps.


1. Click the **Actions**  icon against a specific item.
2. Select **Remind**. The Remind dialog appears.
3. Specify the following details:

Fields	Description
Recipient User	Displays the name of the recipient user. The recipient user is the location administrator where the item is sent.
Dispatch ID	Enter the Dispatch ID.


 Fields marked with * are mandatory.

4. Click **Send**. The message "Reminder Added Successfully" message appears.

To delete an outgoing request, perform the below steps:

1. Click the **Actions**  icon against a specific item.
2. Select **Delete**. The message "Outgoing Request(s) Deleted Successfully" appears.


To re-request an outgoing request, perform the below steps:

1. Click the **Actions**  icon against a specific item.
2. Select **Re Request**. The Re Request dialog appears. For the remaining steps, refer to step 2 to step 4 of [Requesting record](#) section.


Notifications

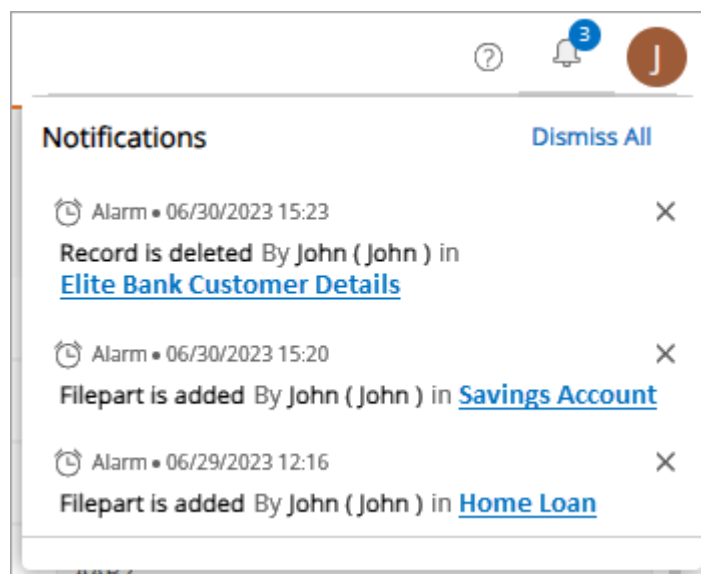
The Notification appear as a bell icon on the upper-right panel of the RMS Web screen and acts as a link for alarms and reminders. It displays a list of alarms and reminders generated for you.

The alarm notification triggers to the specified users on occurrence of certain events. Whereas, the reminder notification triggers to the specified users to notify the pending item with you.

When there is any notification with respect to an alarm or reminder, the Notifications icon appears , where the number denotes the total number of active notifications.

To view and manage notifications and navigate to the artifacts associated with certain events, perform the below steps:

1. Click the Notifications  icon. The Notifications dialog appears. It displays the list of all active reminders and alarms that are triggered for you.



2. Click the link provided in the corresponding notification to access the artifact where the event occurred.

3. Click the Dismiss **×** icon to remove a notification. The notification gets removed from the list and the notifications count gets decreased. You can also remove multiple notifications at once by clicking **Dismiss All**.

User account settings and personalization

It is possible to manage and personalize your account settings using the user icon that appears at the upper-right panel of the RMS Web screen.

To access your profile details, perform the below steps:

1. Click the user icon given at the upper-right panel. The information related to your profile appears.
2. It allows you to view and manage the following details:

Fields	Description
General Information	
Username	It displays your registered name.
Email ID	It displays your registered email ID.
Cabinet Name	It displays the signed-in cabinet name.
Last Login Time	It displays your last login date and time.
User Settings	
Profile	It allows you to view and edit your profile details. It contains your first name, last name, and email ID. For more information, refer to the Profile section.
User Preferences	It allows you to personalize your repository view. For more information, refer to the User Preferences section.
Change Password	It allows you to reset your password. For more information, refer to the Change Password section.
Notification Settings	

Fields	Description
All Reminders & Alarms	It allows you to view all reminders and alarms that are set for you. For more information, refer to the All Reminders and Alarms section.
Cabinet Reminders	It allows you to view and set cabinet reminders. For more information, refer to the Cabinet Reminders section.
Logout	It allows you to logout from the RMS Web module.

User settings

User Settings contains the following configurations:

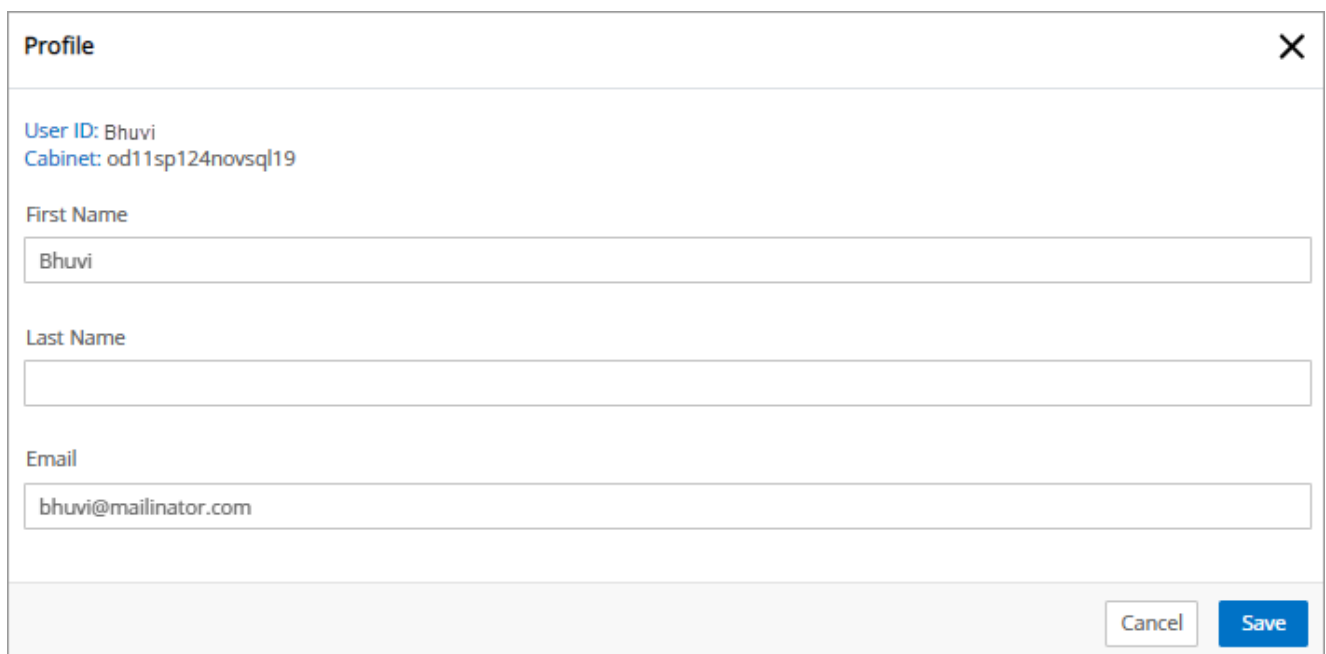
- [Profile](#)
- [User Preferences](#)
- [Change Password](#)

Profile

The Profile allows you to view and edit your profile.

To view and edit the profile, perform the below steps:

1. Click the user icon and select **Profile**. The Profile dialog appears.



The screenshot shows a 'Profile' dialog box with a close button (X) in the top right corner. The dialog contains the following information and fields:

- User ID:** Bhuvi
- Cabinet:** od11sp124novsq119
- First Name:** Bhuvi (text input field)
- Last Name:** (empty text input field)
- Email:** bhuvi@mailinator.com (text input field)

At the bottom right of the dialog, there are two buttons: 'Cancel' and 'Save'.

2. View and specify the following details:

Fields	Description
User ID	Displays the user ID. It is uneditable.
Cabinet	Displays the signed-in cabinet name. It is uneditable.
Flrst Name	Specifies the first name.
Last Name	Specifies the last name.
Email	Specifies the registered email ID.

3. Once the modifications are done, click **Save**. The message "Profile Edited Successfully" appears.

User preferences

User Preferences allow you to set the preferences for displaying fileplan items in the RMS Web module.

User Preferences
✕

List View

Dashboard

List View Settings

Batch Size

Columns (You can re-arrange the columns in table.) * Select 5 Items from the list below for best view.

Class Column List

<input checked="" type="checkbox"/> Name	<input checked="" type="checkbox"/> Number	<input checked="" type="checkbox"/> Owner	<input checked="" type="checkbox"/> Created Date
<input checked="" type="checkbox"/> Modified Date	<input checked="" type="checkbox"/> Description		

Name	Number	Owner	Created Date	Modified Date	Description
------	--------	-------	--------------	---------------	-------------

Sort On:

Sort Order:

To configure user preferences, click the user icon given in the upper-right panel and select **User Preferences**. The User Preferences dialog appears. It contains the following tabs:

- **List View** - It allows you to set the preferences for the list view of the fileplan items. While working on the List View tab, perform the below steps:

1. Specify the following fields:

Fields	Description
Batch Size	It allows you to specify the batch size for the fileplan view. The batch size must be in the range of 5 to 50. To set the default batch size, click Set Default .
Columns	It allows you to select the following columns for class view: <ul style="list-style-type: none"> • Number • Owner • Created Date • Modified Date • Description The Name column is selected by default. You can rearrange the order of the selected columns list.
Sort On (Class Column List) and Sort Order	It allows you to sort the class column list on the basis of the following attributes: <ul style="list-style-type: none"> • Name • Number • Create Date • Modified Date • Owner From the <i>Sort On</i> dropdown, select the required attribute and the preferred <i>Sort Order</i> . The class column list gets arranged in either ascending or descending order of the selected attribute.
Record Folder column List	It allows you to select the following columns for the record folder column list view: <ul style="list-style-type: none"> • Number • Modified Date • Record Type • Security Classification • Useful Info The Name column is selected by default. You can rearrange the order of the selected columns list.

Fields	Description
Sort On (Record Folder Column List) and Sort Order	<p>It allows you to sort the record folder column list on the basis of the following attributes:</p> <ul style="list-style-type: none"> • Name • Number • Modified Date • Type <p>From the <i>Sort On</i> dropdown, select the required attribute and the preferred <i>Sort Order</i>. The record folder column list gets arranged in either ascending or descending order of the selected attribute.</p>
Record column List	<p>It allows you to select the following columns for the record column list view:</p> <ul style="list-style-type: none"> • Number • Modified Date • Physical Copy Exists • Security Classification • Useful Info <p>The Name column is selected by default. You can rearrange the order of the selected columns list.</p>
Sort On (Record Column List) and Sort Order	<p>It allows you to sort the record column list on the basis of the following attributes:</p> <ul style="list-style-type: none"> • Name • Number • Modified Date • Physical Copy Exists <p>From the <i>Sort On</i> dropdown, select the required attribute and the preferred <i>Sort Order</i>. The record column list gets arranged in either ascending or descending order of the selected attribute.</p>

2. Click **Save**. The message "Preferences Modified Successfully" appears.

• **Dashboard** - It allows you to set the preference for the default dashboard. To select a default dashboard, perform the below steps:

1. Click the **Dashboard** tab from the left pane of the User Preferences dialog. The existing dashboard appears in the right pane.
2. Select the desired dashboard and click **Save**. The message "Preferences Modified Successfully" appears.

Resetting password

Resetting password allows you to reset your current password.

To reset your password, perform the below steps:

1. Click the user icon and select **Resetting Password**. The Resetting Password dialog appears.
2. Specify the following details:

Fields	Description
Old Password	Enter your current password.
New Password	Enter a new password. Following are the limitations on resetting a password: <ul style="list-style-type: none">• The maximum length of the password can be up to 32 characters.• No space is allowed in the password.• The password entered is case-sensitive.
Confirm Password	Re-enter the new password.

3. Click **Change**. The message "Password Changed Successfully" appears.

Notification settings

Notification Settings contain the following configurations:

- [All reminders & alarms](#)
- [Cabinet reminders](#)

All reminders and alarms

All Alarms and Reminders contain the list of alarms and reminders that flashes on the occurrence of a certain event.

To view all the alarms and reminders, perform the below steps:

1. Click the user icon and select **All Alarms & Reminders**. The Alarms & Reminders dialog appears.
2. Go to the **Alarms** tab to view the list of all the alarms.
3. Go to the **Reminders** tab to view all the reminders.

To delete the alarms or reminders, perform the below steps:

1. Click the **Delete** icon against an alarm or reminder to dismiss the alarm or reminder. The confirmation message appears.
2. To delete multiple alarms or reminders simultaneously, select the checkboxes against the specific alarms or reminders. On multiple selections, the **Dismiss** button enables.
3. Click **Dismiss** to delete the selected alarms or reminders. The confirmation message appears.
4. Click **OK** to confirm the deletion.


Cabinet reminders

Cabinet Reminders allows you to create reminders at the cabinet level and view existing cabinet reminders.

To set and view reminders at the cabinet level, click the user icon and select **Cabinet Reminders**. Set Reminders dialog appears. It contains the following tabs:

- Send Reminders - It allows you to create and send reminders for the specific user. To work on reminders, perform the below steps:
 - Click the **Send Reminder** tab.
 - Specify the following fields:

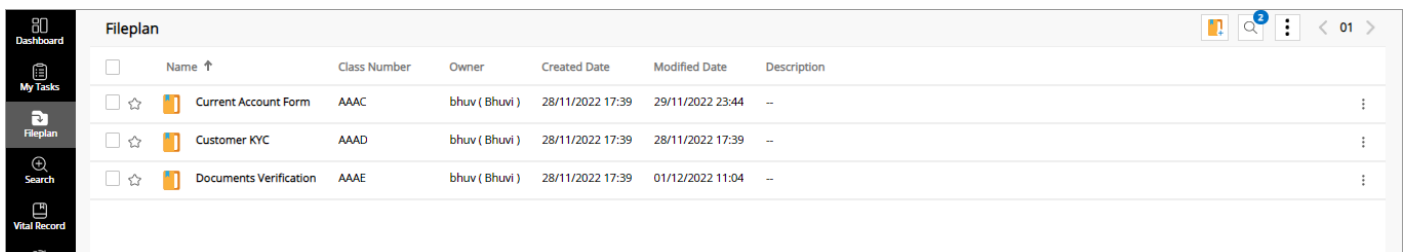
Fields	Description
Notify To	By using this option, select Myself, Groups, or Users to whom you want to notify about the reminder.
Send Notification	It allows you to send notifications at the set time. Select immediately or select the date in the format of the server where OmniDocs and RMS are installed along with time in the format of (hh:mm:ss) to send notification.
Message	Enter the message upto 255 characters that you want to share with the user.

- Click **Set**. The message "Reminder(s) Added Successfully" appears.
- Reminder List - It allows you to view and delete existing reminders. To view and delete the cabinet reminders, perform the below steps:
 - Go to the **Reminder List** tab.
 - Click the **Delete**  icon against a specific reminder or select the checkboxes against specific reminders and click **Dismiss**. The confirmation message appears.
 - Click **OK** to confirm the deletion.

Easy search

Easy Search feature allows you to search classes, files, fileparts, and records simultaneously. It offers a simplified search with filters and sorting.

To perform the Easy Search operation, use the Search box displayed on the upper-right corner of the RMS Web screen.



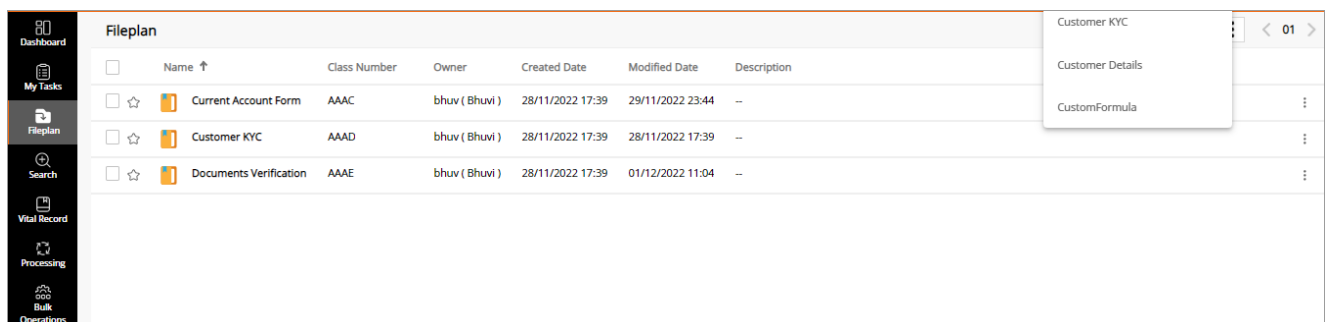
Name	Class Number	Owner	Created Date	Modified Date	Description
Current Account Form	AAAC	bhuv (Bhuvi)	28/11/2022 17:39	29/11/2022 23:44	--
Customer KYC	AAAD	bhuv (Bhuvi)	28/11/2022 17:39	28/11/2022 17:39	--
Documents Verification	AAAE	bhuv (Bhuvi)	28/11/2022 17:39	01/12/2022 11:04	--

To perform the search operation using Easy Search, perform the below steps:


1. Click the **Search** box displayed on the upper-left corner of the NewgenONE OmniDocs RMS screen.
2. Enter the required name of the class, file, filepart, or record.




- Once you type the search keywords, the dropdown list with the suggestive words. If you continue typing, the mismatched results keep on disappearing. In the end, only the matched words are remains in the dropdown list.
- It is also possible to search the record using the publication or creation date in the **YYYY-MM-DD** format.



Name	Class Number	Owner	Created Date	Modified Date	Description
Current Account Form	AAAC	bhuv (Bhuvi)	28/11/2022 17:39	29/11/2022 23:44	--
Customer KYC	AAAD	bhuv (Bhuvi)	28/11/2022 17:39	28/11/2022 17:39	--
Documents Verification	AAAE	bhuv (Bhuvi)	28/11/2022 17:39	01/12/2022 11:04	--

3. After entering the keyword, click the **Search Easy**  icon, or press **Enter**. The Easy Search Results screen appears displaying the searched result. It contains all the classes, files, fileparts, and records matching the specified name.

 The actual search results may vary from facet count depending on your access rights.

The Easy Search Result screen is divided into the following panes:



- Right-pane - This pane contains the list of searched results.
- Left-pane - This pane contains the list of filters to further sort the searched results.

Searched results

Once you search for an item using the Easy Search functionality, it displays the list of entire items relevant to the searched item. You can apply filters to refine the result set.

The Easy Search Results screen contains the following tabs:

- All - It contains the list of all items relevant to the searched item. By default, the All tab is open.
- Class - It contains the list of classes relevant to the searched item.
- File - It contains the list of files relevant to the searched item.
- Filepart - It contains the list of fileparts relevant to the searched item.
- Record - It contains the list of records relevant to the searched item.

 To perform the required operation on a searched item, click the **Actions**  icon and select a required operation. For procedural details, refer to the respective sub-sections of the [Fileplan](#) section.

Sorting

It is possible to sort the searched results in a certain order based on certain criteria.

To sort the searched results, on the right-pane of the Easy Search Results screen, click the **Sort by** dropdown and select one of the following options:

Options	Description
Relevance	The results most relevant to the entered keyword are shown at the top.

Options	Description
Recently Added	The results are displayed based on the dates on which they are added. The most recently added item appears at the top.
Modified On	Sorting the search results by their modification date.
Owner: A to Z	Sorting the search results by their owner name in ascending alphanumeric order.
Owner: Z to A	Sorting the search results by their owner name in descending alphanumeric order.
FileName: A to Z	Sorting the search results by their names in ascending alphanumeric order.
FileName: Z to A	Sorting the search results by their names in descending alphanumeric order.

The screenshot shows a search results interface with a table of items. The table has columns for 'All', 'Class', 'File', 'Filepart', and 'Record'. The 'Sort by' dropdown menu is open, showing options: Relevance (selected), Recently Added, Modified On, Owner: A to Z, Owner Z to A, FileName: A to Z, and FileName: Z to A. The table contains five rows of search results, each with a star icon, a file icon, a title, and a path.

All	Class	File	Filepart	Record	Sort by	01 >
☆		Customer KYC			Relevance	>
				Cabinet>Fileplan>Shruti Test Class>12 dec file>	Recently Added	⋮
☆		Customer KYC			Modified On	⋮
				Cabinet>Fileplan>	Owner: A to Z	⋮
☆		Customer KYC			Owner Z to A	⋮
				Cabinet>Fileplan>Transfer>	FileName: A to Z	⋮
☆		fil1			FileName: Z to A	⋮
				Cabinet>Fileplan>Customer KYC>		⋮
☆		Customer KYC				⋮
				Cabinet>Fileplan>Shruti Test Class>file 2>		⋮