

# Accutrac XE v2.0 by Accutrac Software, Inc.

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## Accutrac Summary Report

The Joint Interoperability Test Command (JITC) tested Accutrac Software, Inc.'s Accutrac XE v2.0, a stand-alone Records Management Application (RMA) at the Accutrac facility in Irvine, California from 24 August through 1 September 2004. The implementation was verified using version 7.5 of the Test Procedures and was compliant with DoD 5015.2-STD, dated June 2002. All mandatory requirements were satisfied.

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#### 1. Product Identification

Accutrac XE v2.0, hereafter referred to as Accutrac, is a stand-alone RMA.

#### 2. Test Configuration

The test configuration consisted of:

- One server running the Microsoft (MS) Windows 2000 Operating System (OS) and MS SQL Server 2000.
- One server running MS Exchange 2000.
- One client Personal Computer (PC) running MS Windows XP Professional. Installed software included Office XP Professional and Accutrac XE v2.0
- One client PC running MS Windows 2003 Professional. Installed software included MS Office 2003 Professional (SP1) and Accutrac XE v2.0

#### 3. RMA Mandatory Requirements

##### 3.1 *Managing Records [C2.1.1.]*

Accutrac manages electronic, non-electronic, and e-mail records. It stores electronic records in its repository and maintains them in their original, native file format. Users maintain records stored on other media, such as paper, diskette, or tape by adding metadata through the user interface.

##### 3.2 *Accommodating Dates and Date Logic [C2.1.2.]*

Accutrac stores and displays dates using a 4-digit year format, and recognizes leap years including the year 2000. The product accepts user input of valid dates from current, previous, and future centuries.

### **3.3 *Implementing Standard Data [C2.1.3.]***

Accutrac provides the capability to implement standard data, including the use of user-defined fields. Accutrac allows some customization of data labels for record profile entry templates; customization for on-screen displays and report output requires vendor customization.

### **3.4 *Backward Compatibility [C2.1.4.]***

This is the first test for this product against version two of DoD 5015.2-STD<sup>1</sup>, therefore test data was not available to verify backwards compatibility.

### **3.5 *Accessibility [C2.1.5.]***

Accutrac Software, Inc. provided the 508 Voluntary Product Accessibility Templates (VPATS) provided as Appendix C in the detailed test report.

### **3.6 *Implementing File Plans [C2.2.1.]***

Accutrac provides the required capabilities for creating and maintaining disposition instructions and file plans. Disposition instructions are created separately and assigned to record plan components when creating the file plan categories.

Lower level file plan components do not inherit disposition instructions assigned at the record category level. Folder level disposition instructions are inherited by lower level file plan components unless another disposition instruction is specified for that lower level component.

Access to the associated Accutrac functions is granted/restricted through the assignment of privileges to groups and/or users. Meridio provides support for multiple levels of file plan access. During the test "privileged" users were able to create and manage folders.

### **3.7 *Scheduling Records [C2.2.2.]***

Accutrac automatically tracks the disposition schedules for screening and disposition processing. Records managers reschedule files by assigning a different disposition instruction to the file or altering the retention period (which reschedules all records associated with that schedule).

### **3.8 *Declaring and Filing Records [C2.2.3.]***

Accutrac provides the capability to file both electronic and non-electronic records. Users file records to Accutrac by opening the tree view in the Records Center and browsing to the location where they wish to file. Users right-click in the right pane and select "Documents" for electronic records and "Files" for non-electronic records. Accutrac presents a record entry form and users specify metadata for the record using a combination of data entry and pick lists. They click on "Add New" to save the record to the database.

At the time of filing, Accutrac assigns a unique record identifier and a date/time stamp to each record. The date/time stamp serves as the required Date Filed profile field. Users cannot modify either field.

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<sup>1</sup> Backwards Compatibility is a new requirement in the June 2002 version of DoD 5015.2-STD.

### **3.9 Filing E-mail Messages [C2.2.4.]**

Accutrac provides the capability to file e-mail messages from MS Outlook. Accutrac automatically captures message transmission and receipt data to populate the Author/Originator, Addressee(s), Publication Date, and Subject record profile fields.

When filing e-mail that has an attachment(s), Accutrac allows the user to file the e-mail message and the attachment(s) as a single record, or file all attachments as separate records. Attachments that are filed separately have one set of metadata and use the email record profile form. If users wish to assign different profile metadata to attachment(s) individually, they save the attachment(s) to their hard drive and file them like any other electronic record.

### **3.10 Storing Records [C2.2.5.]**

Accutrac uses the database (MS SQL Server 2000) for storing and preserving electronic records. The permissions assigned at the class, folder, and document levels determine who has access to the records and what they can do with those records. Only users with appropriate access can delete records from the repository.

File plan and document profile data are stored together with the actual records in a database management system. MS SQL Server 2000 provided the database capabilities during the compliance test.

### **3.11 Screening Records [C2.2.6.1.]**

Accutrac provides record screening functionality via search functions. Records managers choose from "Item Query" or "Folder Query" and specify their criteria. Records managers can screen for records due for disposition as of a specific date, event, or a combination of the two. They can enter a future date to calculate disposition for planning purposes.

### **3.12 Closing Record Folders [C2.2.6.2.]**

Accutrac offers records managers and privileged users the capability to close folders. To close a folder to further filing, authorized users view the properties of the folder, enter a date in the "End Date" field, and then click on "OK."

### **3.13 Cutting Off Record Folders [C2.2.6.3.]**

When creating folders with time-based dispositions, records managers specify a cutoff cycle (monthly, yearly, or fiscal year) and Accutrac auto-populates the "Cutoff End Date" field. Records managers click the icon next to the end date to auto-calculate the end date if a cycle period is assigned. Records managers use the "Event" field for event cutoffs. Accutrac automatically performs the cutoff at the specified time interval.

### **3.14 Freezing/Unfreezing Records [C2.2.6.4.]**

Accutrac provides the capability to freeze and unfreeze folders. Accutrac prevents records managers from disposing of the folder and/or records attached to the folder.

### **3.15 Transferring Records [C2.2.6.5.]**

Records managers create a transfer project by selecting "Disposition Project" from the Retention menu. Records managers select "Add" to create a new disposition project. They specify criteria for the transfer action using the disposal project entry form and click "OK" to review eligible items. Records managers select the items for transfer and click on "Close." They select the appropriate disposition project and press the "Process Project" button to initiate action. A second confirmation is required to confirm the transfer process.

The records manager is presented with a transfer confirmation screen. Items are exported to the directory specified under "Retention Configuration."

### **3.16 Destroying Records [C2.2.6.6.]**

Records managers create a destruction project by selecting "Disposition Project" from the Retention menu. Records managers select "Add" to create a new disposition project. They specify criteria for the destruction action using the disposal project entry form and click "OK" to review eligible items. Records managers select the items for destruction and click on "Close." They select the appropriate disposition project and press the "Process Project" button to initiate action. A second confirmation is required to confirm the disposition process.

Accutrac saves the metadata of the records after the items have been destroyed. The status is updated to indicate that the record is destroyed.

### **3.17 Cycling Vital Records [C2.2.6.7.]**

Accutrac provides the capability to gather records based on cycling dates and to do updates of cycle dates after records are reviewed. When records managers create file plan categories and designate them as vital, they specify a cycle period for when the records should be reviewed. Accutrac sends an email to the designated contact when records are due for review.

### **3.18 Searching for and Retrieving Records [C2.2.6.8.]**

Searches in Accutrac allow users to search on one value at a time, or to build complex searches using two or more values and Boolean operators. Records are retrieved based on the user's permissions. The user can also extract a copy of the record to the workstation.

Accutrac does not provide the capability for users to customize the appearance of search results.

### **3.19 Access Controls [C2.2.7.]**

Accutrac provides several methods to control user access to records held in the repository. This control is managed in three ways: supplemental markings, file plan access, and user security. Combinations of these functions ensure that records can be held securely and can only be accessed by users with the permission to view or modify those records.

Accutrac supports multiple-user access. During much of the certification test, two users worked simultaneously performing various functions including filing system maintenance, document filing, record retrieval, reporting, and disposition activities.

### **3.20 System Audits [C2.2.8.]**

Accutrac's audit log captures all activity that occurs in the repository to include add, update, and delete for user accounts, user groups, records, metadata elements, and file plan components. Accutrac ships with full logging enabled. If administrators wish to log only specific events, they access the "Audit Manager" and specify events that are written to the system. Audit setup is then completed on the user profile. Accutrac can run a script to set up audit log files for each user automatically upon installation of their product.

### **3.21 System Management Requirements [C2.2.9.]**

The operating system (MS Windows 2000 Server) and database management system (MS SQL 2000) provided the required system management capabilities.

## **4. Non-Mandatory Features Demonstrated**

### **4.1 Interfaces to Other Software Applications [C3.2.3.]**

Accutrac provides a Microsoft Outlook plug-in for filing e-mail from Outlook to Accutrac. Users are able to file email, including attachments, by selecting "Records Center" from the Outlook menu bar. Users complete the record metadata profile and file to an Accutrac folder.

### **4.2 Report Writer Capability [C3.2.4.]**

Accutrac includes some standard reports out-of-the-box. Additionally, users are able to perform searches and customize their result sets for printing.

Accutrac has the capability to interface with report writer software, including Crystal Reports.

### **4.3 Bar Coding Capability [C3.2.8.]**

Accutrac includes bar coding capability within the core product. Authorized users can create bar code labels for files and boxes. Additionally, the application works with a variety of external bar code equipment to support retention center management and circulation of physical records.

### **4.4 Retrieval Assistance Capability [C3.2.9.]**

Accutrac has extensive search and retrieval capabilities. Users can build complex search queries and save them for future use. Full-text indexing allows for keyword searches.

### **4.5 File Plan Component Selection/Search Capability [C3.2.10.]**

Accutrac includes several metadata fields to support searching the file plan. Users can search file plan categories and folders by using "Item Query" or by using the search feature within the Retention Manager. Users can isolate their search by entering their search criteria, and Accutrac displays any categories or folders that match the criteria, based on the user's permissions.

### **4.6 Print File Label Capability [C3.2.13]**

Accutrac has built-in file label capabilities to design and print file labels for boxes, folders, and records. Authorized users can design their own labels, complete with barcodes, and queue them for printing.

#### **4.7    *Enhanced Support for Off-Line Records [C3.2.17]***

Accutrac includes enhanced support for off-line records. Users can request and register new physical records with Accutrac and privileged users can track location, authorize check-out, and confirm check-in of physical records through the application.

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