

ForeMost Enterprise v3.0 Records Activator for Documentum by TrueArc, Inc.

ForeMost Enterprise/Documentum Summary Report

The Joint Interoperability Test Command (JITC) tested an integration of TrueArc Inc.'s ForeMost Enterprise v3.0 Records Activator for Documentum. The implementation was verified using version 6.5 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

ForeMost Enterprise v3.0 Records Activator for Documentum, hereafter referred to as ForeMost/Documentum, is an integrated records management system. Documentum is a content management system that provides a comprehensive range of document management functions. Its integration with Foremost gives Documentum users the ability to declare a document as a record and then use Foremost to control the life cycle of the records.

The ForeMost /Documentum software package, as tested, consisted of the following component programs and utilities:

- ForeMost Enterprise, v3.0
- Crystal Reports v8.0 (Must be purchased separately)*
- Documentum Content Server v5.1 including:
 - Documentum Desktop Client v4.3
 - Documentum Administrator v4.5
 - Documentum Developer Studio v4.3

*ForeMost Enterprise v3.0 ships with the run time version of Crystal Reports. Administrators who design report templates need to purchase the full version of Crystal Reports separately. ForeMost Enterprise v3.0 supports Crystal Reports v8.0 or v8.5.

1.1 Allocation of RMA Requirements

Table 1 identifies the mandatory functions and indicates which of those functions are performed by ForeMost, which are performed by Documentum, and which are performed jointly. Comments indicate whether the functions are performed separately by the two products or jointly (one product does not fully satisfy the requirement; therefore, both products are required).

Table 1. Mandatory Functions Allocation				
DoD 5015.2-STD		ForeMost	Documentum	Comments
Para	Requirement			
C2.1.1.	Managing Records	✓		
C2.1.2.	Accommodating Dates and Date Logic	✓	✓	Separately
C2.1.3.	Implementing Standard Data	✓	✓	Separately
C2.1.4.	Backward Compatibility	✓		Not Tested ¹
C2.1.5.	Accessibility	✓	✓	Separately
C2.2.1.	Implementing File Plans	✓		
C2.2.2.	Scheduling Records	✓		
C2.2.3.	Declaring and Filing Records	✓	✓	Jointly
C2.2.4.	Filing E-mail Messages	✓		
C2.2.5.	Storing Records	✓		
C2.2.6. Retention and Vital Records Management				
C2.2.6.1.	Screening Records	✓		
C2.2.6.2.	Closing Record Folders	✓		
C2.2.6.3.	Cutting Off Record Folders	✓		
C2.2.6.4.	Freezing/Unfreezing Records	✓		
C2.2.6.5.	Transferring Records	✓		
C2.2.6.6.	Destroying Records	✓		
C2.2.6.7.	Cycling Vital Records	✓		
C2.2.6.8.	Searching and Retrieving Records	✓		
C2.2.7.	Access Controls	✓	✓	Separately
C2.2.8.	System Audits	✓		
C2.2.9.	System Management Requirements			Performed by the operating system and DBMS

¹ This test was the first test against this requirement. Test data from a previous system was not available.

2. Test Configuration

The testbed hardware configuration, located at the TrueArc facility in Ottawa, Canada, consisted of:

- One personal computer (PC) running the Microsoft (MS) Windows 2000 Advanced Server (SP1) operating system (OS) and MS SQL Server 2000 (SP1). Installed software included ForeMost Enterprise v3.0, Documentum Content Server v5.1 (Documentum Desktop Client v4.3, Documentum Developer Studio v4.3, and Documentum Administrator v4.5).
- One client PC running MS Windows 2000 Professional (SP2). Installed software included MS Office 2000 (SP2), ForeMost Enterprise v3.0, and Documentum Desktop Client v4.3.

In a subsequent configuration, JITC also tested Documentum Content Server v5.1 on Oracle 8i.

In a subsequent configuration, JITC also tested Documentum Content Server v4.3 on MS SQL Server. Documentum Content Server v4.3 consists of the same components and utilities as Documentum Content Server v5.1 including:

- Documentum Desktop Client v4.3
- Documentum Administrator v4.5
- Documentum Developer Studio v4.3

3. RMA Mandatory Requirements

3.1 *Managing Records [C2.1.1.]*

Documentum manages electronic documents. When a document is declared a record and assigned a ForeMost file code, it is transferred to the ForeMost repository and deleted from the Documentum repository. It then becomes accessible from the ForeMost user interface and can be searched on and retrieved for viewing from the ForeMost Search client.

ForeMost manages electronic, non-electronic, and e-mail records. The descriptive information that describes the records is stored in a relational database. The electronic records are stored in their native format in a file system managed by the ForeMost server. Users maintain records stored on other media, such as paper, diskette, or tape, by adding metadata through the ForeMost user interface.

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

ForeMost and Documentum store and display dates using a 4-digit year format, and recognize leap years including the year 2000. Both accept user input of valid dates from current, previous and future centuries.

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

The records manager can configure Documentum with most of the data elements as defined in DoD 5015.2-STD. The Vital Record Indicator and Vital Record Review and Update Cycle Period fields are not available on the Documentum record profile, but users have the opportunity to enter data in these fields on the ForeMost record profile before filing.

The records manager can configure Documentum with additional fields for custom use. The additional fields can consist of text fields, date fields, numeric fields, or Boolean fields. Custom fields can be added to the Documentum record profile using the Documentum Developer Studio module. The records manager or system administrator can specify the tab in which the fields appear.

When paired with Documentum, ForeMost's data elements can be mapped to those in Documentum. When adding a new data element to Documentum, the system administrator can map the data element to the ForeMost database and profile masks by adding mappings in the Documentum Developer Studio module.

3.4 *Backward Compatibility [C2.1.4.]*

This is the first test for this product against version two of DoD 5015.2-STD², therefore test data was not available to verify backwards compatibility.

3.5 *Accessibility [C2.1.5.]*

TrueArc provided the 508 Voluntary Product Accessibility Templates (VPATS) provided as Appendix C in the ForeMost Enterprise v3.0 Certification Detailed test report. Documentum's VPATS are provided as Appendix C in the ForeMost Enterprise v3.0 Records Activator for Documentum Certification Detailed test report.

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

ForeMost provides the required capabilities for creating and maintaining disposition instructions and file plans.

3.7 *Scheduling Records [C2.2.2.]*

ForeMost provides the capability to schedule any record by assigning a file code with an associated disposition based on a time period (chronological), a specified event (conditional), or both time and event.

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

To file electronic documents as records from Documentum to ForeMost, users first import files into the Documentum Desktop Client. They complete the record profile for the document and press "OK." To declare the document as a record in ForeMost, users right click on the document and select "Transfer" to launch the ForeMost record profile. Users select a file code and folder (if applicable) and click "OK" to file the record.

At the time of filing, ForeMost 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.

3.9 *Filing E-mail Records [C2.2.4.]*

ForeMost provides the required capabilities for filing e-mail from MS Outlook.

3.10 *Storing Records [C2.2.5.]*

Upon transfer, records and their metadata are stored in the ForeMost repository and deleted from Documentum. ForeMost uses the server's NT File System (NTFS) for storing and preserving electronic records. File plan and document profile data are stored separately from the actual records in a relational database.

MS SQL Server 2000 and Oracle 8i were the databases used in the certification test.

² Backwards Compatibility is a new requirement in the June 2002 version of DoD 5015.2-STD.

3.11 Screening Records [C2.2.6.1.]

ForeMost provides the required capability for screening records.

3.12 Closing Record Folders [C2.2.6.2.]

ForeMost provides the required capability to allow authorized users to close record folders.

3.13 Cutting Off Record Folders [C2.2.6.3.]

ForeMost provides the required capability to allow authorized users to cut off record folders.

3.14 Freezing/Unfreezing Records [C2.2.6.4.]

ForeMost provides the ability to freeze and unfreeze records at all levels of the file plan. If a record series is frozen, all files, folders, and documents in that series do not qualify for disposition processing. If a record in a folder is frozen, the folder will not qualify for disposition processing.

3.15 Transferring Records [C2.2.6.5.]

During disposition processing, all records in the ForeMost repository due for transfer are moved to a user-specified directory. The associated record profile data is written in XML (Extended Markup Language) format and moved to this directory. The records and profiles are expunged from the repository, database, and document server.

3.16 Destroying Records [C2.2.6.6.]

During disposition processing, all records in the ForeMost repository marked for destruction were deleted from the ForeMost repository. The associated record profile data was also deleted. Records cannot be reconstructed once they have been deleted.

3.17 Cycle Vital Records [C2.2.6.7.]

ForeMost provides the required capability to allow authorized users to cycle vital records.

3.18 Searching and Retrieving Records [C2.2.6.8.]

ForeMost provides the required capability for searching for and retrieving all records, including electronic, non-electronic, and e-mail.

Once a document has been made a record in ForeMost, the ForeMost security model is applied to the record.

3.19 Access Control [C2.2.7.]

ForeMost provides the capability to control access to records.

Documentum uses the users/groups created in Windows 2000. Documentum uses three fixed roles and six privilege levels to control user access to the Documentum client application. Users are assigned a role using the Documentum Administrator. ForeMost permissions are levied on Documentum users for all record filing, searching, and retrieval activities.

3.20 System Audits [C2.2.8.]

ForeMost provides system audits to the records manager and the system administrator through the ForeMost auditing module. ForeMost collects the audit metadata specified in the Standard, however, it does not collect sufficient data to adequately reconstruct a user's attempts at unauthorized access.

3.21 System Management Requirements [C2.2.9.]

The System Administration Utilities provides the required system management capabilities. Supporting operating systems and database management systems provided necessary backup and restore functionality.

4. Non-Mandatory Features Demonstrated

4.1 Interface to Other Software Applications [C3.2.3.]

Documentum users have the ability to connect to the Documentum Desktop Client from within ODMA applications, including MS Word, Excel, and PowerPoint. Users choose "Check in New Document" from the File menu to import the document into the Documentum application. They complete the record profile and file the record to ForeMost.

4.2 On-Line Help Capability [C3.2.5.]

Documentum provides help capability from every screen. Users can browse the contents, index, or enter a search term to display relevant topics.

4.3 Workflow/Document Management Features [C3.2.11.]

Documentum provides a server-based workflow capability to automate business processes associated with routing, approval, distribution, notification, and auditing. Documentum workflow helps organizations manage the collaborations and deliverables of project teams using global e-mail and messaging systems. Users can electronically route documents, folders, and other objects for review and approval. The server automates the capture and tracking of workflows, and provides load balancing and other reporting capabilities to resolve bottlenecks and process inefficiencies.

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