IBM Enterprise Records 5.1: System Configuration

(Course code F179)

Student Exercises

ERC 1.0

Authorized
Training

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Unit 1. IBM Enterprise Records 5.1: System Configuration

Unit overview

Lessons

Skill levels

Select one of these skill levels to perform the activities.

- Challenge: Minimal guidance
- Walkthrough: More guidance, with step-by-step directions

Unit dependencies

The activities in this unit must be performed in the given order.

Requirements

The activities in this unit assume that you have access to the student system configured for these activities.

System check

Perform a system check whenever you start up an IBM FileNet P8 system or start working on a system that is in an unknown state. These activities assume that you have performed a system check when you begin an activity session.

Lesson 1.1. Configure an object store for record declaration

Overview

Why is this lesson important?

You are helping the records manager add a new department to the file plan. The department has its own object store from which they declare records. In order for them to declare records, you must first configure their object store for record declaration.

Activities

- Create the Finance category in the file plan: Activity, page 1-5
- Configure an object store for record declaration: Challenge, page 1-7
- Configure an object store for record declaration: Walkthrough, page 1-9

User accounts

	User name	Password
	Administrator	filenet

Note

Passwords are always case-sensitive. User names are not case-sensitive.

Create the Finance category in the file plan: Activity

Important

This activity is required for both skill levels.

Before you begin the next exercise, you must create the Finance category in the FPOS1 file plan.

Procedure 1: Create the Finance category

Use skills that you have previously acquired to create the Finance category and two subcategories.

1. Start Internet Explorer on your student system.
2. Go to http://hqdemo1:9080/RecordsManager.

   Tip: A browser shortcut called IBM Enterprise Records has been provided for your convenience.
3. Sign in to IBM Enterprise Records:
   - Name: `Administrator`
   - Password: `filenet`
4. Create the Finance category and subcategories using the following structure (category IDs are in parenthesis):

   File Plan

   Finance (FI)

   Contracts (FI-001)

   Invoices (FI-002)
5. Sign out from IBM Enterprise Records.

Procedure 2: Edit default insance security

You need to change the default instance security on the Electronic Record class before you declare records.

1. Start the FileNet Enterprise Manager Administration Tool:
   a. Click Start > Programs > IBM FileNet P8 Platform > FileNet Enterprise Manager Administration Tool.
   b. Click Connect. The User name and password are saved so that you do not need to enter credentials.
2. In Enterprise Manager, go to FPOS1 > Document Class > Record > Electronic Record.

3. Open the properties for the Electronic Record class definition.
4. Click the Default Instance Security tab.
5. Remove each of the following groups by selecting its row and then clicking the Remove button:
   - RMAdminG
   - RMManagerG
   - RMReviewerG
   - RMUserG
   - RMPhysicalKeepersG
6. Click OK.
7. Close FileNet Enterprise Manager.

Configure an object store for record declaration: Challenge

Challenge

Use the IBM Enterprise Records web application, Workplace, and Enterprise Manager to complete the following tasks.

- Configure the Finance object store to be a record-enabled document object store (RDOS) using the Base data model.
- Configure the Document class and the Email and Invoice subclasses on the Finance object store to be declarable.
- Configure Workplace to allow record declaration from the Action menu for documents in the Finance object store.

Note

Reminder: The user interface and documentation use the term ROS to refer to a record-enabled document object store. Your course materials use the term RDOS instead.

Verification

In Workplace, add a document to the Finance object store and declare it as a record. Verify that the record is successfully added to the file plan.

Configure an object store for record declaration: Walkthrough

Introduction

In this exercise, you enable the Finance object store for record declaration.

Procedures

Procedure 1, Configure the object store as an RDOS, page 1-9

Procedure 2, Set the Can Declare property to True, page 1-10

Procedure 3, Enable record declaration from Workplace, page 1-10

Procedure 4, Test record declaration from Workplace, page 1-11

Note

Reminder: The user interface and documentation use the term ROS to refer to a record-enabled document object store. Your course materials use the term RDOS instead.

Procedure 1: Configure the object store as an RDOS

To enable an object store for record declaration, you must configure it as an RDOS. You do this task using the IBM Enterprise Records web application.

1. Start the Enterprise Records web application.
   a. Go to the following web address: http://hqdemo1:9080/RecordsManager
   b. Sign in to IBM Enterprise Records:
      - Name: `Administrator`
      - Password: `filenet`
2. Click the Configure tab and then click Object Store Configuration.
3. Configure the object store.
   a. Click Configure Object Store.
   b. Click the Finance object store name.
   c. Select ROS as the object store type.
   d. Click Finish.
   e. Click OK when the configuration process is done.
4. Sign out from IBM Enterprise Records.

Procedure 2: Set the Can Declare property to True

When an object store is record-enabled, the Can Declare property is added to the Document class and its subclasses. The value of the property is False by default. Use the following procedure to set the Can Declare property to True on the Document class and two of its subclasses.

1. Sign in to Enterprise Manager as Administrator.

   Tip: A shortcut for Enterprise Manager is on the Windows Taskbar and in the Administration Tools folder on your student system desktop.

2. In Enterprise Manager, locate the root Document class on the Finance object store.
3. Select the Document class and open its Properties window.
4. Set the Can Declare property definition default value to True.
   a. Click the Property Definitions tab.
   b. Select the Can Declare property and click Edit.
   c. Click the More tab.
   d. Set the Default Value setting to True and click OK.
   e. Click OK to close the Properties window.
   f. When the Propagate Metadata Changes window opens, verify that the Can Declare check box is cleared.
   g. Click OK to prevent propagating this change to all of the Document subclasses.
5. Use the technique learned in step 4 to set the Can Declare property definition default value to True for the Email and Invoice document subclasses.
6. Close Enterprise Manager.

   Tip: For these two classes, you need to show the inherited properties to see the Can Declare property.

Procedure 3: Enable record declaration from Workplace

You have enabled declaration for the document classes that you want to declare. However, you must also enable declaration at the object store level in Workplace in order to declare records using the Action menu. Use the following procedure to enable record declaration on an object store in Workplace.

1. Start the Workplace web application.
   a. Go to the following web address:

      http://hqdemo1:9080/Workplace

      Tip: A browser shortcut called IBM FileNet Workplace has been provided for your convenience.

b. Sign in as Administrator.
   - Name: `Administrator`
   - Password: `filenet`
2. Click Admin > Site Preferences > Object Stores > Finance.
3. Under the Records Management section, change the Support Declare Records value to Yes.
4. Click Apply and then exit Site Preferences.

Procedure 4: Test record declaration from Workplace

You have configured an object store to allow record declaration. To be sure that you did this correctly, you need to declare a record from it. You also need to test each class for which you enabled declaration in order to ensure that they are all declarable.

1. If necessary, sign in to Workplace as Administrator.
   - Name: `Administrator`
   - Password: `filenet`
2. Add a folder to the Finance object store.
   a. Browse to the Finance object store.
   b. Start the Add Folder wizard.
   c. Name the folder Test.
   d. Configure the security to allow all of the Finance groups listed to file documents in this folder. Accept the default security for non-Finance groups.
   e. Complete the wizard.
3. Add a document to the folder that you created.
   a. Accept the default Document class.
   b. Name the document TestDeclareDoc.

Important

You must name the document TestDeclareDoc. The name of this document is used in a subsequent exercise.

   c. Add the document as a major version.
   d. Accept the default security settings.
   e. For content, choose any file from the Exercise Files folder on your student system desktop.

f. Click Finish, but do **not** click OK. Continue to the next step.

4. Declare the document as a record without a template.

   a. Click Declare as Record.

   b. Click Accept to continue declaring an unclassified record without a template.

   c. Click Select Class and then click FPOS1 > Record > Electronic Record.

   d. File the record in File Plan > Finance > Invoices.

      i. Click Select File Plan Location.

      ii. Click Finance [Finance].

      iii. Select the Invoices [Invoices] check box, and click Add to selection.

      iv. Click Accept.

   e. Click Next.

   f. Enter `Administrator` in the Reviewer field and complete the wizard.

5. Use the following data to add and declare an Email document and an Invoice document as records. Type `Administrator` in the Reviewer field for both records.

Document class	Record class	File Plan location
Email	FPOS1 > Email Record	Finance > Invoices
Invoice	FPOS1 > Record > Electronic Record	Finance > Invoices

   a. Provide any property values that you want for the required fields and accept the default security settings.

   b. For content, choose any files from the Exercise Files folder on your student system desktop.

6. Sign out of Workplace.

7. Sign in to Enterprise Records as Administrator and verify that the records were added to the Finance > Invoices category.

8. Close Enterprise Records.

Lesson 1.2. Create a record class

Overview

Why is this lesson important?

Users in your company need to declare product documents as records. They need custom document property values to populate the record object automatically. Your task is to create a record class with custom properties that take the values of the originating document.

Activities

- Create a record class that allows property mapping: Challenge, page 1-15
- Create a record class that allows property mapping: Walkthrough, page 1-17

User accounts

	User name	**Password**
	Administrator	filenet

Note

Passwords are always case-sensitive. User names are not case-sensitive.

Create a record class that allows property mapping: Challenge

Challenge

Use Enterprise Manager and Workplace to complete the following tasks.

- Identify the custom property templates in the Product document class on the Development object store.
- Import these property templates into the FPOS1 object store.
- Make these property templates declarable on FPOS1.
- Create a new record class on FPOS1 named ProductRecord that includes the custom property templates from the Product class.

Verification

Add a document using the Product class to Development > Products > Luxury Models.

Declare it as a record using the ProductRecord class.

Verify that the custom property values on the document are assigned to the record when it is declared.

Create a record class that allows property mapping: Walkthrough

Introduction

In this exercise, you create a record class with custom properties that correspond to those of a particular document class, so that when these kinds of documents are declared as records, the records take the specified property values of the originating document.

Procedures

Procedure 1: Import property templates

In order for properties to be automatically mapped during declaration from the source document to the record object, the symbolic names of the properties on the document class and the record class must be identical. One way to make sure that they are identical is to export the property templates from the RDOS and import them to the FPOS. Use the following procedure to export and import custom properties used by the Product class.

1. Prepare to export the property templates.
   a. If necessary, sign in to Enterprise Manager as Administrator.
      - Name: `Administrator`
      - Password: `filenet`
   b. Make sure that the export manifest for the Development object store is empty.
      i. Click Object Stores > Development > Export Manifest.
      ii. Click Action.
      iii. If the Remove All Objects command is available from the menu, click it. If not, go to the next step.
2. Browse to the Product document class node on the Development object store.
3. Verify that the Product class has the following custom properties:
   - model_code
   - product_id
   - style
4. Locate these three property templates in Development > Property Templates.

5. Add the three property templates that you found in the previous steps to the export manifest.
   a. Select each property template, and then click Action > Add to Export Manifest. In each case, accept the default settings on the Include Options window and click OK.
6. Export the three property templates.
   a. Select the Development > Export Manifest node.
   b. Click Action > Export All Objects.
   c. Accept the default Export File Location value.

      A value is not required for the Content Folder field, but you can leave the default value of *content* for convenience.
   d. Click OK.
   e. Allow the system to create folders for you if you are prompted.
   f. Overwrite an existing file if you are prompted to do so.
   g. Click OK to close the Export Status window.
7. Import the property templates to the FPOS1 object store.
   a. Click FPOS1 > Action > All Tasks > Import All.
   b. In the FPOS1 Import Helper window, browse to C:\ and select the export manifest file that you created.

      If you accepted the default values in step 6, you do not have to change any paths or file names.

      You do not have to specify a value for the External Content Path field because no content is being imported.
   c. In addition to the default Standard Options, select the Retry Failed Imports check box.
   d. Click Import.
   e. After the import operation is successful, click Exit to close the Import Status window, and then close the Import Helper window.
8. Verify that the three property templates are now on FPOS1 and that the Create Date column for each shows the current date and time.

   Tip: Sort the items by the Create Date column value. The three properties are listed together as the most recent items.

Procedure 2: Configure properties for declaration

Properties must be configured in order for them to be displayed in the user interface during declaration. Use the following procedure to make each property declarable.

1. In Enterprise Manager, go to FPOS1 > Property Templates.
2. For each of the following property templates, add the word *declare* to the Description field.
   - model_code
   - product_id
   - style

   a. Follow these guidelines for adding the word *declare* to the description:
   - The Description field is on the General tab of the Properties page.
   - Use lowercase letters only.
   - If the Description field contains a comment, use a comma to separate *declare* from the rest of the comment.
   - Do **not** include a space after the comma.

     Example: `model_code,declare`

   b. Click OK to accept and save each change.

Procedure 3: Create a record class

You have imported and configured the property templates that you are going to use for record declaration. Now you can create the record class. Use the following procedure to create the record class.

1. In Enterprise Manager, create a new subclass of the Electronic Record class on FPOS1.

   a. Go to FPOS1 > Document Class > Record > Electronic Record.

   b. Click Action > New Class.

   c. Name the new class ProductRecord.

   d. On the Select Properties page, add the following properties to the Selected column:
   - model_code
   - product_id
   - style

   e. Finish creating the ProductRecord class using default values.
2. Close Enterprise Manager.

Procedure 4: Test the new record class

Test the new record class by declaring a record and observing the outcome. If your preceding record class creation was successful, all three custom properties are displayed in the record declaration interface, and each of the custom properties is automatically populated with values from the originating document.

Use the following procedure to add a document to the Development object store.

1. Stop and restart the Workplace application to clear the metadata cache.
   a. Start the IBM WebSphere Application Server Administrative Console.
      i. Go to the following web address:

         https://hqdemo1:9043/ibm/console

         Tip: A browser shortcut link called WebSphere Administrative Console has been provided for your convenience.

   b. Sign in as Administrator.
   - Name: `Administrator`
   - Password: `filenet`

   c. Click Applications > Enterprise Applications.

   d. Select the check box for Workplace and click Stop.

   e. After the application stops, select the check box for Workplace and click Start.

   f. After the application restarts, sign out of the WebSphere Administrative Console.

2. Sign in to Workplace as Administrator and add a new document to the following location:
   - Name: `Administrator`
   - Password: `filenet`

   Development > Products > Luxury Models

   a. Use the data from the following table to populate the document property values. Use default values where not specified.

Document property	Value
Document class	Product
Document title	TestProductDoc
product_id	L42001
model_code	420
style	Luxury
Local File	Desktop > Exercise Files/In Planning Luxury Model 420.doc

   b. Click Finish, but do **not** click OK. Continue to the next step.

3. Declare TestProductDoc as an unclassified record without a template. Use the data in the following table to specify the record class and location.

Record property	Value
Record class	FPOS1 > Record > Electronic Record > ProductRecord
File plan location	Development > Testing

4. Verify that the following properties are automatically populated. Do not change any of these property values.
   - Document Title
   - model_code
   - product_id
   - style
5. Enter `rmsue` for the Reviewer property and finish the Declare Records wizard.
6. Sign in to Enterprise Records as Administrator and locate the record that you declared. Inspect the property values and confirm that they are the same values that you assigned to the source document.
   - Name: `Administrator`
   - Password: `filenet`
7. Sign out of IBM Enterprise Records.

Lesson 1.3. Create links

Overview

Why is this lesson important?

The records manager at your company needs a way to associate product description document records with their technical specifications and marketing documents. When she attempts to create a link, however, she receives a message stating that the link class is read-only. Your task is to enable editable IBM Enterprise Records link classes so that she can add links.

Your company performs various tests on each product before releasing it. Each test has its own detailed results record. Additionally, all of the test results for a product are tabulated in a single, summary record. Your task is to allow the individual test result records to be linked to the summary record so that all the components of the test package can be found easily.

Activities

- Enable editable link classes: Challenge, page 1-25
- Enable editable link classes: Walkthrough, page 1-27
- Create and use a new link class: Challenge, page 1-31
- Create and use a new link class: Walkthrough, page 1-33

User accounts

	User name	Password
	Administrator	filenet
	rmsue	filenet

Note

Passwords are always case-sensitive. User names are not case-sensitive. Many user names use only lowercase letters on the student system.

Enable editable link classes: Challenge

Challenge

Use Workplace and the Enterprise Records web application to complete the following tasks.

- Enable editable link classes on the FPOS1 object store.
- Declare two records.
- Create a Record See Also Link between them.

Verification

For each record, view the links from the Record Information page. Verify that each record displays a link to the other record.

Enable editable link classes: Walkthrough

Introduction

In this exercise, you enable and test existing link classes in Enterprise Records. Then you create and test a new link class.

Procedures

Procedure 1: Enable editable Enterprise Records link classes

You must first enable editable Enterprise Records link classes in Workplace Site Preferences before these links can be created. Use the following procedure to enable editable link classes.

1. Sign in to Workplace as Administrator.
   - Name: `Administrator`
   - Password: `filenet`
2. Click Admin > Site Preferences > Object Stores > FPOS1.
3. Add Enterprise Records link classes.
   a. Scroll down to the Editable Link Classes section.
   b. Click Add Link Class.
   c. Click RM Link.
   d. Verify that RM Link is displayed under Editable Link Classes on the Site Preferences page.
4. Select the Include Subclasses check box for the RM Link class.
5. Apply the changes.
6. Exit Site Preferences and sign out of Workplace.

Procedure 2: Create two records for linking

Use the following procedure to declare two records so that you can create a link between them.

1. Sign in to Workplace as rmsue:
   - Name: `rmsue`
   - Password: `filenet`
2. Declare a product record.
   a. Browse to Development > Products > Completed Tests.
   b. Declare the document Testing Status Basic Model A.doc as a record without a template.
      i. Use the ProductRecord record class, a subclass of Electronic Record, from the FPOS1 object store.
      ii. Specify the file plan location as Development > Testing.
      iii. Enter `rmsue` in the Reviewer field and finish the record declaration process.
3. Use Workplace to add a new document to Development > Products > Completed Tests.
   a. Use the default Document class.
   b. Enter the Document title `User Manual for Basic Model A`.
   c. Use the User Manual for Basic Model A.doc in the Exercise Files folder on the desktop as the source document.
   d. Accept defaults for all other values.
4. Declare this new document as a record without a template.
   a. Specify FPOS1 > Electronic Record as the record class.
   b. Specify the file plan location as Development > Testing.
   c. Enter `rmsue` in the Reviewer field and finish the record declaration process.
5. Sign out of Workplace.

Procedure 3: Create a Record See Also link

Use the following procedure to create a Record See Also Link between two records.

1. Sign in to Enterprise Records as rmsue.
   - Name: `rmsue`
   - Password: `filenet`
2. Open the Record Information page of the first record that you declared in the previous procedure in the file plan.
   a. Browse to File Plan > Development > Testing.

b. Click the *Get info* icon next to the Testing Status Basic Model A record.

3. Create a Record See Also Link to the second record that you declared.

   a. In the Actions menu, click Create Link.

   b. Click Change Class near the top of the page and then click Record See Also Link.

   c. Click Select Value next to the Link To property.

   d. Browse to the following location in the file plan:

      Records Management > File Plan > Development > Testing.

   e. Click Select Current Version under the User Manual for Basic Model A record.

   f. Enter `Link between User Manual` and `Testing Status Record` as the link name, accept the default security, and then complete the wizard.

   g. Review the summary information on the Add Confirmation page and click OK.

   h. Click Exit to close the Record Information page of the record.

   i. Leave Enterprise Records open for the next procedure.

Procedure 4: Inspect the link

Inspect the link and observe the results of your actions. Each record now has a link to the other record.

1. In Enterprise Records, open the Information page of the Testing Status Basic Model A record.

2. View the Links page.

   a. In the Record Information menu, click Links.

3. Examine the details of the link.

   a. Click Record See Also Link.

   b. Verify that the User Manual for Basic Model A is listed as the record that the link points to.

4. Examine the Link Info Page.

   a. Click Link Info Page under the user manual record.

   b. Verify that the Link From value near the top of the page refers to the record from which you created the link.

   c. Verify that User Manual for Basic Model A is listed as the value of the Link To field.

   d. Verify that the Link Name field contains the value that you entered in the previous procedure.

   e. Close the Link Information page and the Record Information page.

5. View the link information on the User Manual for Basic Model A record.
   a. Open the Information page of the User Manual for Basic Model A record.
   b. In the Record Information menu, click Links.
   c. Click Record See Also Link.
   d. Click Link Info Page under the Testing Status Basic Model A record.
   e. Verify that the Link From and Link To fields contain the expected values. Note that these values are reversed from what was displayed when you examined the link information starting from the other record.
   f. Verify that the Link Name field contains the value that you entered.
   g. Close the Link Information page and the Record Information page.
6. Sign out of Enterprise Records.

Create and use a new link class: Challenge

Challenge

Use Enterprise Manager, Workplace, and the Enterprise Records web application to complete the following tasks.

- Create a new link class as a subclass of RM Link with a custom property that uses the Testing Status choice list.
- Declare three records, one as a master and two as supporting records.
- Link each of the supporting records to the master record using the new link class that you created. Set the value on the custom property that uses the Testing Status choice list.

Verification

Verify that each record displays a link to the appropriate record, and confirm that you can see the Testing Status value on the link from each of the records.

Create and use a new link class: Walkthrough

Introduction

In the previous exercise, you created links using an existing link class. In this exercise, you create a new link class with a custom property to hold status information about the records that are linked. Then you declare and link records together to test your new link class.

Procedures

Procedure 1: Create a new link class

Use the following procedure to create a new link class with a custom property.

1. Create a new property template for the new link class.
   a. If necessary, sign in to Enterprise Manager as Administrator.
      - Name: `Administrator`
      - Password: `filenet`
   b. Create a new property template on FPOS1 that meets the following requirements:
      - Property name: Testing Status
      - Data type: String
      - Choice list: Testing Status
      - Single- or multi-value property: Single
2. Create a new link class that uses the new property template.
   a. In the FPOS1 object store, click Other Classes > Link > RM Link > Action > New Class.
   b. Name the class Testing Status Link.
   c. Add the Testing Status property to this class.
   d. Accept the default values as you complete the Create a Class wizard.
3. Close Enterprise Manager.
4. Stop and restart the Workplace application to clear the metadata cache.
   a. Sign in to the IBM WebSphere Application Server Administrative Console:
      - Name: `Administrator`
      - Password: `filenet`
   b. Click Applications > Enterprise Applications.

c. Select the check box for Workplace and click Stop.

d. After the application stops, select the check box for Workplace and click Start.

e. After the application restarts, sign out of the WebSphere Administrative Console.

Procedure 2: Test the new link class

In this procedure, you declare a master record that contains the testing status for one product. Then you create links to two of the manuals that are used in the testing of that product. When you create the links between the master record and the manuals, you include the testing status information for each manual using the Testing Status custom property that you created for the new link class.

1. Sign in to Workplace:
   - Name: `Administrator`
   - Password: `filenet`
2. Add three new Product documents to Development > Products > Completed Tests. On the final step of the Create Document wizard, declare the documents as records.

   Use the data in the following table to create the documents and records. Accept default values for any items not specified in the table.

Property	Value
Document Class	Product
Document Title	• Document 1: Testing Status Basic Model B • Document 2: Service Manual for Basic Model B • Document 3: User Manual for Basic Model B
product_id	B00B01
model_code	B
style	Basic
Local File	Get files from the Exercise Files folder on your desktop. • Document 1: Testing Status Basic Model B.doc • Document 2: Service Manual for Basic Model B.doc • Document 3: User Manual for Basic Model B.doc
Record Class	FPOS1 > Record > Electronic Record > ProductRecord
File Plan Location	Development > Testing
Reviewer	rmsue

3. Sign out of Workplace.
4. Create Testing Status links between the master Testing Status record and both of the other new records.
   a. Sign in to Enterprise Records:
      - Name: `Administrator`
      - Password: `filenet`

   b. Browse to File Plan > Development > Testing.

   c. Use the knowledge that you gained about creating links from the previous exercise to create a Testing Status link between the User Manual for Basic Model B record and the Testing Status Basic Model B record. Use the data in the following table to create the links. Accept default values for any items not specified in the table.

Item	Value
Record to start from	User Manual for Basic Model B
Link Class	RM Link > Testing Status Link
Link To	Records Management > File Plan > Development > Testing > Testing Status Basic Model B > Select Current Version
Link Name	Link for User Manual
Testing Status	Pass

   d. Create a link between the Service Manual for Basic Model B record and Testing Status Basic Model B. Use the data in the following table to create the links. Accept default values for any items not specified in the table.

Property	Value
Record to start from	Service Manual for Basic Model B
Link Class	RM Link > Testing Status Link
Link To	Records Management > File Plan > Development > Testing > Testing Status Basic Model B > Select Current Version
Link Name	Link for Service Manual
Testing Status	Pass

5. Examine the links on the “master” Testing Status record.
   a. Open the Record Information page for the Testing Status Basic Model B record and click Links.

   b. Click Testing Status Link to see all of the Testing Status type links for this record.

Tip: If you do not see the Testing Status Link option, click All Links instead.

c. Confirm that the two records that you linked to the master record are listed.

6. Examine the properties of the record links.

   a. Click Link Info Page under the Service Manual for Basic Model B record.

   b. Verify that the Link To, Link Name, and Testing Status fields all have the expected values.

7. Verify that you can open the linked record.

   a. Click the *Get info* icon in the Link To field.

   b. Click the record name near the top of the Record Information page and then open the source document.

   c. Close the source document.

8. Close all open browser windows and sign out of Enterprise Records.

Lesson 1.4. Modify security

Overview

Why is this lesson important?

The records manager at your company has a list of security requirements for different record categories that she needs you to implement. Your task is to make security changes to meet these requirements.

You also need to limit who has access to the FPOS and who can declare records from IBM FileNet Workplace.

Activities

User accounts

	User name	Password	Member of group
	Administrator	filenet	P8Admins
	Carol	filenet	Finance Clerks
	rupat	filenet	RMUserG
	Paul	filenet	ProductDev

Note

Passwords are always case-sensitive. User names are not case-sensitive. Many user names use only lowercase letters on the student system.

Configure security groups: Activity

Important

This activity is required for both skill levels.

Introduction

This activity setup **must** be completed before performing either the Challenge or Walkthrough activities in this lesson.

The following lesson on security markings also relies on this setup being completed.

Note

Active Directory was installed in Mixed Mode on your student system. Because Active Directory must function with older Windows NT directories, you cannot add global security groups to other security groups. So you need to add individual members to each group. This constraint might not exist in a production environment.

Procedures

Procedure 1, Configure security groups, page 1-39

Procedure 1: Configure security groups

Use the following procedure to configure the security groups for this lesson.

1. Open the Active Directory Users and Computers tool.
   a. Click Start > Programs > Administrative Tools > Active Directory Users and Computers.

b. If necessary, expand the tree in the left pane to the following location:

hqdemo1dom.filenet.com > P8OU > Users

2. Add Finance group members to the records user security groups using the following table.

Records user group	**Add members**	**Finance group membership**
RMManagerG	• Mark • May	Finance Managers
RMReviewerG	• Richard • Roberta	Finance Reviewers
RMUserG	• Carol • Charles	Finance Clerks

For **each** records user group, do the following:

a. Double-click the group name.

b. Click the Members tab.

c. Click Add.

d. Click Advanced.

e. In the Name field, type the first letter of the names of the users to add to the group.

For example, because you need to add user names that begin with the letter *m* to the RMManagerG group, type `m`.

f. Click Find Now.

g. In the Search results pane, select both user names specified in the table and click OK. **Tip:** Press the Ctrl key while selecting each user name.

h. Verify that the desired user names are displayed in the lower pane of the Select Users, Contacts, or Computers window and click OK.

i. Confirm that the new users are listed in the group properties window and click OK.

3. After you have added the specified users to all three groups, close the Active Directory Users and Computers tool.

Modify security on a category: Challenge

Challenge

Use the Enterprise Records web application and Workplace to complete the following tasks.

- Confirm that Carol, a member of the RMUserG group, can access the TestDeclareDoc record that you added in a previous exercise both by browsing and searching in the Enterprise Records web application.
- Confirm that Carol can access the source document for the record by searching in Workplace.
- Use the Enterprise Records web application to change the security on the Finance category so that the RMUserG group is denied all access.

Hint

The TestDeclareDoc record is filed at File Plan > Finance > Invoices, and the source document is in the Finance object store.

Verification

Verify that Carol cannot access the TestDeclareDoc record by browsing or searching in the Enterprise Records web application.

Verify that Carol cannot access the source document for the record by searching for it in Workplace.

Important

Set the security on the Finance category back to what it was originally so that the RMUserG group has access. This security configuration is critical for successful completion of the next lesson.

Modify security on a category: Walkthrough

Introduction

In this exercise, you change the security on the Finance record category and observe the change in security for the records that are filed in that category. The security on the documents associated with the records is also affected.

Procedures

Procedure 1, Modify security on a category, page 1-43

Procedure 1: Modify security on a category

1. Explore initial security access to records and documents within the Finance category.
   a. Sign in to Enterprise Records as Carol, a member of the RMUserG group.
      - Name: `Carol`
      - Password: `filenet`
   a. Browse to File Plan > Finance > Invoices.
   b. Verify that you can see the TestDeclareDoc record that you added in a previous exercise.
2. Do a search for the record to demonstrate that it can be found.
   a. Go to the Search tab and click Records to display the My Search page for records.
   b. Select the *Include subclasses* check box to make sure that the search includes all record types.
   c. Enter the following search criteria:

      `Document Title like testdeclare`
   d. Click Search.
   e. Verify that the TestDeclareDoc record is returned by the search.
   f. Right-click the TestDeclareDoc record and then click Get Info > Filed In.
   g. Confirm that the record is filed in the Finance > Invoices category.
3. Close the Record Information page and sign out of Enterprise Records.
4. Search for the source document in Workplace.
   a. Sign in to Workplace as Carol.
      - Name: `Carol`
      - Password: `filenet`
   b. Go to the Search tab and set the Search In field to the Finance object store.

c. Enter the following search criteria:

`Document Title contains testdeclare`

d. Click Search.

e. Confirm that the TestDeclareDoc document is listed in the search results.

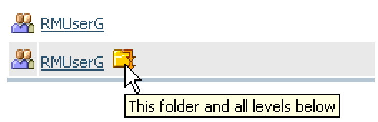
5. Sign out of Workplace.
6. Change the security on the Finance category so that the RMUserG group is denied access.

a. Sign in to Enterprise Records as Administrator.

- Name: `Administrator`
- Password: `filenet`

b. Click the *Get info* icon to the right of the Finance category and go to the Security page.

c. Click RMUserG security group name that applies to *this folder and all levels below*.



d. Select all of the check boxes in the Deny column and click Accept.

e. If you see a message about Deny entries taking priority over Allow entries, click Accept.

f. Click Apply.

7. Click Exit and sign out of Enterprise Records.
8. Test access to the Finance category again by the same RMUserG member to see that they cannot see the Finance category in Enterprise Records.

a. Sign in to Enterprise Records as Carol.

- Name: `Carol`
- Password: `filenet`

b. On the Browse page, verify that the Finance category is not listed.

c. Perform the same search as you did in step 4 and verify that the TestDeclareDoc record is not returned this time.

i. Go to the Search tab and click Records.

ii. Select the *Include subclasses* check box.

iii. Enter the following criteria:

Document Title like `testdeclare`

iv. Click Search.

   d. Sign out of Enterprise Records.

9. Verify that access to the source document has been restricted.

   a. Sign in to Workplace as Carol.

      - Name: `Carol`
      - Password: `filenet`

   b. Go to the Search page and set the Search In field to the Finance object store.

   c. Enter the following search criteria:

      Document Title contains `testdeclare`

   d. Click Search.

   e. Confirm that the TestDeclareDoc document is not listed in the search results this time.

10. Sign out of Workplace.

Information

You have verified that the security of the record is inherited from the category, and that the source document security is set through the record object.

As you can see, changing the security on a category can potentially affect the access to many records and documents very quickly.

11. Reset the security on the Finance category so that the RMUserG group has access for the next lesson.

   a. Sign in to Enterprise Records as Administrator.

      - Name: `Administrator`
      - Password: `filenet`

   b. Click the *Get info* icon to the right of the Finance category and go to the Security page.

   c. Click the RMUserG security group name.

   d. Clear the Owner Control check box in the Deny column.

   e. Select the following check boxes in the Allow column:

      - Modify Properties
      - Create Subfolder
      - File In Folder
      - View Properties

   f. Click Accept.

   g. Click Apply.

h. Click Exit.

i. Sign out of Enterprise Records.

Important

You must reset the security on the Finance category as described in the last step to be able to successfully complete the next lesson.

Control access to assets and functionality from Workplace: Challenge

Challenge

Use Workplace to complete the following tasks.

- Create two Workplace access roles using the data in the following table.
- Confirm that the user rupat, a member of the RMUserG group, can use Workplace to browse to FPOS1 > Records Management > File Plan.
- Apply the FPOS Users access role to the Object Store Access site preference for the FPOS1 object store.
- Confirm that the user Paul, a user who is not a member of any Enterprise Records security group, can use Workplace actions to declare a record from the Products > Deluxe Models folder of the Development object store.
- Apply the Record Declarers access role to the Actions site preferences for the Declare As Record and Declare Versions As Record actions.

Data

Access role name	Description	Access role members
FPOS Users	These users need access to the FPOS from Workplace.	RMAdminG
Record Declarers	These users need to be able to declare records from Workplace.	RMAdminG RMManagerG RMPhysicalKeepersG RMReviewerG RMUserG

Verification

- Sign in to Workplace as rupat and verify that the FPOS object store is not listed on the Browse page.
- Sign in to Workplace as Paul and browse to Development > Products > Deluxe Models. Right-click one of the documents and verify that the Declare As Record and Declare Versions As Record actions are not listed in the menu.

Control access to assets and functionality from Workplace: Walkthrough

Introduction

In this exercise, you create and use access roles to restrict who can see the FPOS object store in Workplace, and who can declare records from Workplace.

Procedures

Procedure 1: Create two Workplace access roles

Use the following data in step 1.

Access role name	Description	Access role members
FPOS Users	These users need access to the FPOS from Workplace.	RMAdminG
Record Declarers	These users need to be able to declare records from Workplace.	RMAdminG RMManagerG RMPhysicalKeepersG RMReviewerG RMUserG

1. Create the two new Workplace access roles listed in the preceding table.
   a. Sign in to Workplace as Administrator.
      - Name: `Administrator`
      - Password: `filenet`
   b. Click Admin > Site Preferences > Access Roles.
   c. Use existing knowledge to add the two access roles with the membership indicated in the preceding table.

Important

You must remove the #AUTHENTICATED-USERS group from each of these access roles.

2. After creating the access roles on the Site Preferences page, click Apply.
3. Click Exit and then sign out of Workplace.

Procedure 2: Use access roles to limit access to the FPOS in Workplace

1. Verify that a user can view the FPOS and the category structure in Workplace.
   a. Sign in to Workplace as rupat, a member of the RMUserG group.
      - Name: `rupat`
      - Password: `filenet`
   b. Verify that you can browse to FPOS1 > Records Management > File Plan.
2. Sign out of Workplace.
3. Apply the access role to the object store.
   a. Sign in to Workplace as Administrator.
      - Name: `Administrator`
      - Password: `filenet`
   b. Click Admin > Site Preferences > Object Stores > FPOS1.
   c. Click *Select access roles* under the Object Store Access heading near the top of the page.
   d. Click the FPOS Users role and then click Accept.
   e. Click Apply.
   f. Click Exit.
4. Sign out of Workplace.
5. Test access to the object store.
   a. Sign in to Workplace as rupat.
      - Name: `rupat`
      - Password: `filenet`
   b. Verify that the FPOS object store is not listed on the Browse page.
   c. Sign out of Workplace.

Procedure 3: Use access roles to control who can declare records

1. Test initial access from Workplace as a user who is not a member of any Enterprise Records security group.
   a. Sign in to Workplace as Paul.
      - Name: `Paul`
      - Password: `filenet`
   b. Browse to Development > Products > Deluxe Models.
   c. Right-click one of the documents listed and verify that the Declare As Record and Declare Versions As Record actions are listed in the menu. Do **not** declare a record.
2. Sign out of Workplace.
3. Configure the records declaration actions so that only users in the appropriate access roles can declare records from Workplace.
   a. Sign in to Workplace as Administrator.
      - Name: `Administrator`
      - Password: `filenet`
   b. Click Admin > Site Preferences > Actions.
   c. Click *Select access roles* under the Declare As Record action.
   d. Click the Record Declarers access role and click Accept.
   e. Repeat steps 3c and 3d for the *Declare Versions As Record* action.
   f. Verify that the Declare As Record and Declare Versions As Record actions have the Record Declarers access role listed.
   g. Click Apply.
   h. Click Exit.
4. Sign out of Workplace.
5. Test access to the record declaration actions.
   a. Sign in to Workplace again as Paul.
      - Name: `Paul`
      - Password: `filenet`
   b. Browse to Development > Products > Deluxe Models.
   c. Right-click the same document as before and verify that the *Declare As Record* and *Declare Versions As Record* actions are **not** listed in the menu.
6. Sign out of Workplace.

Lesson 1.5. Use security markings

Overview

Why is this lesson important?

The records manager and solution designer at your company have determined that marking sets are going to be used in implementing security in your records management system. Your task is to create and implement the marking sets to meet their requirements.

Activities

- Create and use a new marking set: Challenge, page 1-55
- Create and use a new marking set: Walkthrough, page 1-57

User accounts

	User name	Password	Member of group
	Administrator	filenet	P8Admins
	rmsue	filenet	RMAdminG, RMManagerG
	May	filenet	Finance Managers, RMManagerG
	Roberta	filenet	Finance Reviewers, RMReviewerG
	Carol	filenet	Finance Clerks, RMUserG

Note

Passwords are always case-sensitive. User names are not case-sensitive. Many user names use only lowercase letters on the student system.

Create and use a new marking set: Challenge

Challenge

Use Enterprise Manager, Workplace, and the Enterprise Records web application to complete the following tasks.

- Create a hierarchical marking set called Finance Security Set using the data in the following table.
- Create a property template called Finance Level on the FPOS1 object store for a string data type that uses the values of the marking set. The property must be visible in the record declaration wizard.
- Create a subclass of the Electronic Record class called Financial Record that uses the new property, with the default value of the marking property set to Finance Only.
- Sign in to Workplace as May, a member of the Finance Managers group, add a document, and declare it as a Financial Record filed in File Plan > Finance > Invoices.

Data

General tab	Constraint Mask tab	Security tab
Marking Value: • Finance Managers Only	Deny all rights (all are selected)	Full Control level for • Administrator • Finance Managers
Marking Value: • Finance Reviewers Only	Deny all rights except the following: • View all properties • Read permissions	Full Control level for • Finance Reviewers
Marking Value: • Finance Only	**Allow** all rights except the following: • Modify all properties • Modify permissions • Modify owner • View content • Publish	Full Control level for • Finance Clerks

Verification

- Sign in to Enterprise Records as rmsue, who is not a member of any Finance group, and verify that you can see but not change the property values of the record.
- Sign in to Enterprise Records as May and verify that you can change the property values of the record.
- Change the marking value on the record to Finance Managers Only. Then sign in to Enterprise Records as rmsue and verify that you cannot see the record.
- Change the marking value on the record to Finance Reviewers Only. Then sign in to Enterprise Records as Roberta and verify that you can change the marking value only to its current setting or the level below it in the hierarchy.

Create and use a new marking set: Walkthrough

Introduction

In this exercise, you configure a marking set to allow only records managers in a specific department to have access to the records of that department.

You also verify that the security of the record controls access to the originating document by proxy. When you change security on the record, it changes the access to the document in real time.

Procedures

Procedure 1: Create a marking set

Use the following procedure to create a marking set that restricts users who are not allowed to see financial documents.

1. Create a hierarchical marking set.
   a. If necessary, sign in to Enterprise Manager as Administrator.
   b. Browse to Enterprise Manager [p8demodom] > Marking Sets.
   c. Click Action > New Marking Set.
   d. On the second page of the Create a Marking Set wizard, select the Hierarchical option and then click Next.
   e. On the third page of the wizard, type `Finance Security Set` in the Marking Set Name field.

Use the following data in step 2.

<table>
<tr><th>General tab</th><th>Constraint Mask tab</th><th>Security tab</th></tr>
<tr><td>Marking Value:
Finance Managers Only</td><td>Deny all rights (all are selected)</td><td>Full Control level for
Administrator
Finance Managers</td></tr>
<tr><td>Marking Value:
Finance Reviewers Only</td><td>Deny all rights except the following:
View all properties
Read permissions</td><td>Full Control level for
Finance Reviewers</td></tr>
<tr><td>Marking Value:
Finance Only</td><td>Allow all rights except the following:
Modify all properties
Modify permissions
Modify owner
View content
Publish</td><td>Full Control level for
Finance Clerks</td></tr>
</table>

2. Add three new marking values, using the data in the preceding table and the following instructions.
   a. For each marking value, click New Marking.
   b. For the General and Constraint Mask tabs, use the data provided in the table.
   c. On the Security tab, click Add to add the groups listed with Full Control access level allowed.
   d. Do not make any changes on the Properties tab.
   e. After each new marking value is defined, click OK.

      Tip: If you need to make changes to the marking value after you click OK, select the marking value and click Edit.
   f. After all three marking values are added, make sure that the marking values are listed in the order shown in the table. This set is a hierarchical marking set, and the order is significant.
   g. Complete the wizard and verify that the marking set is listed in the right pane of Enterprise Manager.

Procedure 2: Create a record class with a marking property

For a marking set to affect document security, a property on that document class must be associated with the marking. Use the following procedure to create the Finance Level property template to use for marking values.

1. Use Enterprise Manager to create a new property template on the FPOS1 object store.
   a. Go to FPOS1 > Property Templates and click Action > New Property Template.
   b. Use the data in the following table for entering the first few values in the wizard.

Property	**Value**
Name	Finance Level
Description	declare
Data type	String
Marking set	Finance Security Set

   Tip: You must add `declare` to the description to make the property visible in the record declaration wizard.

   c. On the Select a Choice List page, select the Assign marking set option, and then select the Finance Security Set marking set that you created.
   d. On the Single or Multi-Value page, click More.
   e. Select the Value Required check box.
   f. Type `Finance Only` in the Default Value field and click OK.

Important

You must type the default marking value **exactly** as you defined it in the previous procedure. The value is case-sensitive. If you do not enter the default value correctly, the marking value is not set automatically when a record is declared using this class.

   g. Complete the Create a Property Template wizard.
2. Create a new record class that uses the new property.
   a. Create a new subclass of Electronic Record called `Financial Record`.
   b. Add the Finance Level property to the class.
   c. Accept the default values for all other class properties.
3. Close Enterprise Manager.

4. Stop and restart the Workplace application to clear the metadata cache.
   a. Start the IBM WebSphere Application Server Administrative Console and sign in as Administrator.
      - Name: `Administrator`
      - Password: `filenet`
   b. Go to Applications > Enterprise Applications.
   c. Select the check box for Workplace and click Stop.
   d. After the application stops, select the check box for Workplace and click Start.
5. After the application restarts, sign out of the WebSphere Administrative Console.

Procedure 3: Test the default marking security

You have created the marking set and applied markings to a record class, so you need to test the markings by declaring records and observing the effects of marking changes. When someone declares a record using the Financial Record class, the default marking is applied. In this case, the marking value is the least restrictive setting. Use the following steps to add and declare a new financial document to observe the default marking security.

1. Sign in to Workplace as May, a member of the Finance Managers group.
   - Name: `May`
   - Password: `filenet`
2. Create a new folder on RDOS1 called Financial Documents. Accept default values for the folder class and security.
3. Add a new document to this folder.
   a. Use the default document class.
   b. Name the document `Doc for markings lesson`.
   c. Choose any content from the sample files.
   d. Accept defaults for values not provided.
4. Declare the document as a record without a template.
   a. Declare the record using the new Financial Record record class.
   b. Add the record to the file plan at Finance > Invoices.
   c. Enter `rmsue` for the Reviewer property.
   d. Confirm that the Finance Level marking property is set to Finance Only, which is the default value that you specified on the property template.

Hint

If the value of the Finance Level property is not set, an incorrect value might have been typed when the default value was specified. For this exercise, manually set the Finance Level property to Finance Only if necessary.

   e. Finish the Declare Records wizard.

5. Sign out of Workplace.
6. View the properties of the new record as a user who is not in the Finance department.
   a. Sign in to Enterprise Records as rmsue, who is not a member of any Finance group, and browse to File Plan > Finance > Invoices.
      - Name: `rmsue`
      - Password: `filenet`
   b. Open the properties page of the record that you declared and verify that you can see the property values.
7. Sign out of Enterprise Records.
8. Check access to the source document by the same user.
   a. Sign in to Workplace as rmsue and browse to RDOS1 > Financial Documents.
      - Name: `rmsue`
      - Password: `filenet`
   b. Verify that the source document is listed in the folder.

Information

Remember that the constraint mask of the Finance Only marking allows users who are not in the Finance department to access the record (and document), but not to modify the properties.

9. Sign out of Workplace.
10. View the record properties as May, a member of the Finance Managers group.
    a. Sign in to Enterprise Records as May.
       - Name: `May`
       - Password: `filenet`
    b. View the record properties of the *Doc for markings lesson* record.

c. Verify that you can edit the properties, but do **not** change the value of the Finance Level marking value.

11. Sign out of Enterprise Records.

Procedure 4: Test the Finance Managers Only marking

In this procedure, you change the security marking value on the record to Finance Managers Only and observe the changes.

1. Change the marking value to the most restrictive marking in the set.
   a. Sign in to Enterprise Records as Administrator.
      - Name: `Administrator`
      - Password: `filenet`
   b. Browse to Finance > Invoices and open the properties page of the *Doc for markings lesson* record.
   c. Change the value of the Finance Level property to Finance Managers Only and save the change.
2. Sign out of Enterprise Records.
3. Observe the changes to the record security caused by the new marking value.
   a. Sign in to Enterprise Records as rmsue and browse to Finance > Invoices.
      - Name: `rmsue`
      - Password: `filenet`
   b. Confirm that you cannot see the record that you added.
   c. Sign out from Enterprise Records.
4. Verify that the source document security has also been affected by the new marking value.
   a. Sign in to Workplace as rmsue.
      - Name: `rmsue`
      - Password: `filenet`
   b. Browse to RDOS1 > Financial Documents.
   c. Verify that the document is not listed.
   d. Sign out of Workplace.
5. Verify that users with lower access in the marking hierarchy cannot see the record.
   a. Sign in to Enterprise Records as Carol, a member of the Finance Clerks group, and browse to Finance > Invoices.
      - Name: `Carol`
      - Password: `filenet`

b. Confirm that you cannot see the record.

6. Sign out of Enterprise Records.

Procedure 5: Test the Finance Reviewers Only marking

Finance Reviewers are the middle security group between Finance Clerks and Finance Managers. They can view content and modify properties, but their access is limited.

1. Change the marking value to the middle marking in the set.
   a. Sign in to Enterprise Records as May, a Finance Manager.
      - Name: `May`
      - Password: `filenet`

   b. Browse to Finance > Invoices and open the properties page of the *Doc for markings lesson* record.

   c. Change the value of the Finance Level property to Finance Reviewers Only and save the change.

2. Sign out of Enterprise Records.

3. Sign in to Enterprise Records as Roberta, a member of the Finance Reviewers group.
   - Name: `Roberta`
   - Password: `filenet`

4. Explore the access to the record.
   a. Open the properties page of the *Doc for markings lesson* record and verify that you can edit the properties.

      Do **not** make any changes to the record properties.

   b. Confirm that only two of the three security marking values are available in the Finance Level property choice list.

      Only the current marking value and those below it in the hierarchy are available.

5. Sign out of Enterprise Records.

6. Test the access to the source document.
   a. Sign in to Workplace as Roberta, a member of the Finance Reviewers group.
      - Name: `Roberta`
      - Password: `filenet`

   b. Browse to RDOS1 > Financial Documents and confirm that you can open the document.

   c. Sign out of Workplace.

d. Sign in to Workplace as rmsue, who is not a member of any Finance groups, and attempt to open the same document.

- Name: `rmsue`
- Password: `filenet`

e. Verify that you can see the source document listed, but cannot view the content.

7. Sign out from Workplace.

Lesson 1.6. Export and import a file plan

Overview

Why is this lesson important?

The company records manager has created a file plan on a development system and has verified that it works as designed. You must now move the file plan into a production environment. You use the File Plan Import and Export tool to do this task.

Activities

User accounts

	User name	Password
	Administrator	filenet

Note

Passwords are always case-sensitive. User names are not case-sensitive

Edit fileplantool.bat: Activity

Important

This activity is required for both skill levels.

Scenario

The fileplantool.bat file is a batch file on your system that you can use to export and import file plans. The File Plan Tool is usually configured during the installation of Enterprise Records. However, on your system, it has not been configured. Before you can run the File Plan Tool, you must edit the batch file to configure File Plan Tool to run on your system.

Procedures

Procedure 1: Edit fileplantool.bat

Important

Always back up configuration files before you edit them.

1. In Windows Explorer, go to C:\Program Files\FileNet\RM\FilePlanImportExportTool.
2. Make a copy of fileplantool.bat.
3. Open fileplantool.bat using Notepad:
   a. Right-click the file.
   b. Select Edit.
4. Verify that the web application server is WebSphere:
   a. Locate the line that begins *set APP_SERVER*.
   b. Verify that the APP_SERVER value is WebSphere.
5. Scroll down to the line that reads *:WebSphere*.

   The WebSphere section begins with the line that begins with :WebSphere. The text in this section is only executed if the web application server is set to WebSphere.

6. Locate the following line in the WebSphere section:

   ```
   set NAMING_PROVIDER_URL=iiop://<CE Server>:<port>
   ```

7. Replace `<CE Server>:<port>` with `hqdemo:2809`
8. Save the file.
9. Close Notepad.

Export and import a file plan: Challenge

Challenge

Use the File Plan Tool, the Enterprise Records web application, and Workplace to complete the following tasks.

- Configure the File Plan Tool using the settings in Data table 1.
- Run the File Plan Tool to export the metadata from the file plan object store to an XML file.
- Run the File Plan Tool to export the file plan data to an XML file.
- Use the values in Data table 2 to configure the TestFPOS object store as an FPOS with the Base data model.
- Use the Enterprise Records web application to set security on the TestFPOS object store according to the entries in Data table 3.
- Configure the File Plan Tool to use the TestFPOS object store and to operate in Import mode.
- Run the File Plan Tool to import the object store metadata.
- Run the File Plan Tool to import the file plan.

Data table 1

Property	Value
CE Server Name	hqdemo1
File Plan Object Store Name	FPOS1
Mode	Export
Reimport Option	Skip
User name	Administrator
Password	filenet
Web Service URL	http://hqdemo1:9080
EJB URL	iiop://hqdemo1:2809

Data table 2

Property	Value
Object store	TestFPOS
Object store type	FPOS
Datamodel	Base
Include RM Sample Templates?	Yes
Include NARA Properties?	No

Data table 3

Security role	Participants for the selected role
Records Administrator	RMAdminG
Records Manager	RMManagerG
Records Privileged User	RMReviewerG
Records User	RMUserG

Hint

The File Plan Tool is located in the following directory:

C:\Program Files\FileNet\RM\FilePlanImportExportTool

After importing the metadata into the TestFPOS object store, wait 5 minutes before importing the file plan to let the metadata cache refresh.

Verification

Sign in to Workplace as Administrator and go to TestFPOS > Records Management > File Plan. Confirm that all of the record categories that are in FPOS1 now exist in TestFPOS.

Export and import a file plan: Walkthrough

Introduction

In this exercise, you use the File Plan Tool to export existing metadata and the file plan from FPOS1. You then import the data into a new object store that has been configured as an FPOS.

Procedures

Procedure 1: Configure the File Plan Tool

You must configure the File Plan Tool before you use it. Also, if you set some properties as default in the tool, you do not need to type them in the command line. Use the following procedure to configure the File Plan Tool.

1. Prepare to run the File Plan Tool.
    a. Open a command prompt window
    b. Change directories to the FilePlanImportExportTool folder using the following command:

       `cd C:\Program Files\FileNet\RM\FilePlanImportExportTool`

Use the following data in step 2. Accept default values for any items not specified in the table.

Property	**Value**
CE Server Name	hqdemo1
File Plan Object Store Name	FPOS1
Mode	Export
Reimport Option	Skip
User name	Administrator
Password	filenet
Web Service URL	http://hqdemo1:9080
EJB URL	iiop://hqdemo1:2809

2. Configure the File Plan Tool using the command line:
    a. Enter the following command:

       `fileplantool -mode configure`

    b. Configure the tool using the data in the preceding table.
    c. Click Configure. Wait for the configuration completion notice before you continue.
    d. Click OK.
3. Leave the command prompt window open for the next procedure.

Procedure 2: Export the object store metadata

Because the file plan has a several custom properties, you must export the metadata and import it before you can import the file plan. Use the following procedure to export the metadata from the existing File Plan.

1. Run the File Plan Tool to export the object store metadata.
    a. Run the File Plan Tool using the following command:

       ```
       Fileplantool -fileplan "File Plan" -o C:\properties.xml -scope
       metadata
       ```

       Tip: Make sure that you type a space between `properties.xml` and `-scope`.

    b. Wait for the `File Plan Export End` message to be displayed.
2. Verify that the data was exported to the file specified in the command line.
    a. In Windows Explorer, go to C:\.
    b. Verify the properties.xml file is listed. You can inspect the file, but do not alter it.
3. Leave the command prompt window open for the next procedure.

Information

You do not need to include *–mode export* in this command because you have already set the mode to export using the configuration panel.

Procedure 3: Export the file plan

You can now export the file plan. The export process creates an XML file that you use later to import the file plan. Use the following procedure to export the file plan.

1. Run the File Plan Tool to export the file plan.
   a. Run the File Plan Tool using the following command:

      `Fileplantool -fileplan "File Plan" -o C:\fileplan.xml`

   b. Wait for the `File Plan Export End` message to be displayed.
2. Verify that the data was exported to the file specified in the command line.
   a. In Windows Explorer, go to C:\.
   b. Verify the fileplan.xml file is listed.

      You can inspect the file, but do not change it.

   c. Leave the command prompt window open for the next procedure.

Procedure 4: Configure the target object store as an FPOS

The imported file plan and the exported file plan must be hosted on an object store with the same data model. FPOS1 has the Base data model, so you need to configure TestFPOS with the Base data model. Use the following procedure to import the Base data model to the TestFPOS object store.

1. Sign in to Enterprise Records as Administrator:
   - Name: `Administrator`
   - Password: `filenet`
2. Click Configure > Object Store Configuration.
3. Click Configure Object Store.

Use the following data in step 3.

Property	Value
Object store	TestFPOS
Object store type	FPOS
Datamodel	Base
Include RM Sample Templates?	Yes
Include NARA Properties?	No

4. Configure the TestFPOS object store as an FPOS using the values in the preceding table.
5. After entering the configuration values, click Finish.

Important

The configuration can take several minutes. When configuration completes, do **not** click OK.

Procedure 5: Set security on the target object store

You have configured the TestFPOS object store as an FPOS. Now you must configure the security for the FPOS.

1. On the Configure Object Store Confirmation page, click Set Security.

Hint

If you clicked OK to close the Configure Object Store Confirmation page, perform the following steps:

1. Click Configure > Object Store Configuration.
2. Right-click TestFPOS and click Run Security Script.

Continue with the following steps.

Use the following data in step 2.

Security role	**Participants for the selected role**
Records Administrator	RMAdminG
Records Manager	RMManagerG
Records Privileged User	RMReviewerG
Records User	RMUserG

2. Use the same technique as you did when creating Workplace access roles to add members to the Enterprise Records groups. Use the values in the preceding table.
   a. After defining the Enterprise Records roles, click Finish.
   b. Click OK after the process is completed.
3. Sign out of Enterprise Records.

Procedure 6: Import the metadata

The new object store is now ready to accept the information that you exported from FPOS1. You must import the metadata before you can import the file plan. Use the following procedure to import the file plan metadata.

1. Configure the File Plan Tool to use the new FPOS.
   a. If necessary, open a command prompt window and go to C:\Program Files\FileNet\RM\FilePlanImportExportTool.
   b. Run the File Plan Tool using the following command:

      ```
      Fileplantool -mode configure
      ```

   c. Enter the following values in the configuration window. Do **not** change any other values.
      - File Plan Object Store Name: TestFPOS
      - Mode: Import
      - Password: `filenet`
   d. Click Configure, and then click OK when the completion message is displayed.
2. Import the object store metadata that you exported in a previous procedure.
   a. Run the File Plan Tool using the following command:

      ```
      fileplantool -f c:\properties.xml
      ```

3. Wait 5 minutes before proceeding in order to allow the metadata cache to refresh.

Note

You do not need to specify the scope when you import because the XML tags provide the information about the type of file to be imported.

Procedure 7: Import the file plan

Now that you have imported the metadata, you can import the file plan itself. Use the following procedure to import the file plan.

1. Use the File Plan Tool to import the file plan.
   a. If necessary, open a command prompt window and go to C:\Program Files\FileNet\RM\FilePlanImportExportTool.
   b. Run the File Plan Tool using the following command:

      `fileplantool -f c:\fileplan.xml`

   c. Wait for the `File Plan Import End` message to be displayed and then close the command prompt window.
2. Verify that the import was successful.
   a. Sign in to Workplace as Administrator and go to TestFPOS > Records Management > File Plan.
      - Name: `Administrator`
      - Password: `filenet`
   b. Confirm that all of the record categories that are in FPOS1 now exist in TestFPOS.

