

 <p>VA SOFTWARE SOURCEFORGE™</p>	SFEE 3.4 Document Manager Frequently Asked Questions
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1. What additional Document Manager features are available in SourceForge Enterprise Edition 3.4?

SFEE 3.4 introduces enhanced document review capabilities, including:

- The ability to trigger re-review of an updated document
- The ability to require formal approvals or disapprovals with document reviews
- The ability to attach documents or other files to document reviews
- New Review Summary to quickly check the status of all document reviews
- The ability to remove documents awaiting review from your My Page

2. How do I trigger re-review of an updated document?

The initial submission of a document for review works the same in SFEE 3.4 as in SFEE 3.3. However, SFEE 3.4 adds the ability to trigger review of a new document version without having to resubmit the document and redefine the review parameters. This functionality is useful when you submit a document for review, receive and incorporate feedback, then want to circulate an updated version of the document for re-review.

To trigger re-review of an updated document version:

- Post the new document version from the Document Details / Edit page.
- Click the Edit Review Options link from the Document Details page.
- Change the 'Version to be reviewed' field to reflect the new version of the document.
- If desired, edit any other review parameters.
- When you are finished, click Submit.

Reviewers will receive an email notification with the new review parameters. The entry on each reviewer's My Page will also be updated.

3. What else can I do from the Edit Review Options page?

In addition to triggering re-review of a document, the Edit Review Options page allows you to:

- Edit the review parameters of a document already submitted for review
- Trigger re-review of the same document version
- Email document reviewers

To do any of the above, make the desired edits on the Edit Review Options page, then click Submit.

4. How do formal approvals and disapprovals work?

All required reviewers are required to check “I Approve” or “I Disapprove” when submitting their review comments. Required reviewers cannot select “I Disapprove” without entering text comments or attaching a document to the review.

Optional reviewers are not required to approve or disapprove documents.

5. When would I attach a document or other file to a review?

The ability to attach a document or other file to a review is intended to allow reviewers to attach a marked-up, or “redlined” version of the document instead of typing comments into the comments field on the Post Review page.

6. How do I access the Review Summary?

The Review Summary is accessible on the Edit Review Options page. The Review Summary provides a list of all document reviewers, whether they are required or optional, whether they have reviewed the document or not, the date of the review, and whether they have approved or disapproved the document (for required reviewers only.)

7. When can I remove documents awaiting review from my My Page?

You can remove documents from the Documents Awaiting Review section of your My Page when:

- You are not a required reviewer (whether or not you have reviewed the document), or
- You have already reviewed the document

You cannot remove documents from your My Page if you are a required reviewer and have not yet reviewed the document. The document will remain on your My Page for as many days after the end date of the review as specified by the document submitter.

8. If I submit a document without review, can I later trigger a review?

No. If you want a document to be reviewed, you must submit the initial version of the document for review. You cannot later trigger review of a document that was initially submitted without selecting ‘This document needs to be reviewed’ and defining review parameters.

9. What happened to the “draft” document status?

“Draft” is a document attribute that is intended to indicate that the document is not a final version and work is still in progress. SourceForge 3.3 allowed users to mark a document as a draft when uploading it.

In SourceForge 3.4, the “draft” status has been replaced by “under review”. When a document is submitted for review, its default status is “under review” until all required reviewers have reviewed it. If you want to indicate that a document is not yet complete, you must submit it for review.

The remaining FAQs cover features introduced in the SFEE 3.3 release.

10. What is the difference between the filter and the advanced filter?

The advanced filter offers enhanced capabilities such as keyword search of contents, title and/or description, filter across multiple categories, and date range searches.

11. Is the advanced filter page be available on all the databases supported by SourceForge?

Yes, the advanced filter capability is available on all databases supported by SourceForge. However, keyword search is available only for SourceForge installations running on Oracle.

12. How do I delete a document?

The document properties page, which can be reached by clicking on the document name in the “Browse & Filter” pages, contains a delete button. To delete a document, click the delete button.

13. Can a deleted document be retrieved?

No, a deleted document cannot be retrieved, even by a SourceForge administrator. Use caution when deleting documents.

14. How can I delete a whole category?

A category can be deleted if the user has document admin privileges. A category can be deleted by using the “delete category” option in the “Document Admin” page.

15. What happens to the sub categories and files when a category is deleted?

When a category or a sub-category is deleted, all of the categories and documents within it get deleted. Though there is a warning message prior to carrying out this operation, this feature should be used carefully since the deleted documents and categories cannot be retrieved.

16. What is the administrative title?

The administrative title is the name used by SourceForge to identify the document. The administrative title displays in the document URL:

http://<server name>/projects/<project short name>/document/<admin title>.

It is also the name of the downloaded document file.

17. Are there any naming conventions for the administrative title?

The administrative title must be unique within a project and should follow the file naming conventions of the target operating systems.

When submitting a document, SourceForge automatically generates the administrative title based on the document title. Users can edit the SourceForge-generated administrative title on the Edit Document page.