

### ***Import export utility***

Use the *import export utility* to efficiently manage the transfer of file plan data. Use the utility to transfer data from an existing Records Manager system's file plan into another one. This is useful when you want to deploy the Records Manager configuration from a testing or development environment to a production environment. The utility is an application that uses the Records Manager APIs.

## **1.6 Content Manager Records Enabler (CMRE) overview**

Content Manager Records Enabler provides comprehensive records keeping to any content placed in Content Manager (regardless of how), and integrates record management features into all the clients and access methods that can create and capture content in Content Manager.

Records Manager is an engine that, when integrated with a business application, enables the business application to provide records management. *Content Manager Records Enabler* (Records Enabler) provides the integration needed for a Content Manager application to integrate with Records Manager to provide this records management capability. Together with Records Manager's record management functions, and Content Manager's content repository, CMRE delivers the records management function to all Content Manager applications and clients. This complete record keeping solution is available through clients such as the Content Manager Client for Windows®, eClient, Document Manager, Lotus Notes, and Microsoft Outlook. Working with Document Manager, the solution provides extensive record creation and management capabilities.

With Records Enabler, you can declare corporate documents or content as corporate records within Content Manager, Document Manager, or CommonStore. Once a document is declared as a record, the content and associated document metadata remain in the original content repository (which is Content Manager) and the document can no longer be edited or deleted. Some of the document's metadata and records-related information are also stored in the Records Manager database. The access permissions and life cycle of the record and its content are governed by Records Manager. Only authorized users, such as the record's administrators, can process or manage the life cycle of records.

Records Enabler provides the following functions for Content Manager users:

- ▶ Automatically or manually declare and classify Content Manager objects.
- ▶ View record information.
- ▶ Search, retrieve, and view record contents.