FileSurf v7.50 by MDY Advanced Technologies, Inc. with WorkSite by iManage, Inc.

FileSurf/WorkSite Summary Report

The Joint Interoperability Test Command (JITC) tested the integration of MDY Advanced Technologies, Inc.'s FileSurf v7.50 with WorkSite by iManage, Inc. at the MDY Advanced Technologies, Inc.'s facility in Fair Lawn, NJ from 30 through 31 January 2003. The implementation was verified using version 6.8 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

WorkSite is a content management system that offers document and content management capabilities. Its integration with FileSurf gives organizations the ability to manage WorkSite documents as records.

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

- FileSurf v7.50
- WorkSite
  - WorkSite Server v7.2 (includes WorkSite Database Administration, WorkSite Dialog Editor, and WorkSite Service Manager)
  - DeskSite Client v6.0.5
  - WorkSite Web Client 4.3.15

1.1 Allocation of RMA Requirements

Table 1 identifies the mandatory functions required by the Standard and indicates which of those functions are performed by FileSurf, which are performed by WorkSite, and which both products perform either jointly (both share the function) or separately (both perform the function independently).

Table 1. Mandatory Functions Allocation				
	DoD 5015.2-STD	**FileSurf**	**WorkSite**	**Comments**
Para	**Requirement**			
C2.1.1.	Managing Records	✓	✓	Jointly
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	✓	✓	
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	✓	✓	Jointly
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	✓	✓	Jointly
C2.2.6.6.	Destroying Records	✓	✓	Jointly
C2.2.6.7.	Cycling Vital Records	✓		
C2.2.6.8.	Searching and Retrieving Records	✓	✓	Jointly
C2.2.7.	Access Controls	✓	✓	Jointly
C2.2.8.	System Audits	✓	✓	Jointly
C2.2.9.	System Management Requirements			Performed by the operating system and DBMS

2. Test Configuration

The baseline test configuration consisted of:

- One server running the Microsoft (MS) Windows 2000 Server (SP3) operating system (OS), MS SQL Server 2000 (SP2), and MS Exchange 2000.
- One server running the MS Windows 2000 Server (SP3) OS, IIS 5.0, and WorkSite Server v7.2.
- One server running the MS Windows 2000 Server (SP3) OS and Lotus Notes Mail 5.08.
- One client PC running MS Windows 2000 Professional (SP3). Installed software included MS Office 2000 (SP2), MS Outlook 2000, Lotus Notes Mail 5.10, Internet Explorer 6.0, FileSurf Administrator, FileSurf Desktop Client, and DeskSite Client v6.5.
- One client PC running MS Windows NT 4.0 Workstation (SP6a). Installed software included MS Office 2000 (SP2), MS Outlook 2000, Lotus Notes Mail 5.10, Internet Explorer 5.5, FileSurf Administrator, FileSurf Desktop Client, and DeskSite Client v6.5.
- One client PC running MS Windows XP. Installed software included MS Office XP, MS Outlook 2002, Lotus Notes Mail 5.10, Internet Explorer 5.5, FileSurf Administrator, FileSurf Desktop Client, DeskSite Client v6.5, and WorkSite Server v7.2.

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

3. RMA Mandatory Requirements

3.1 Managing Records [C2.1.1.]

FileSurf and WorkSite work together to manage electronic, non-electronic, and e-mail records. Electronic documents filed through WorkSite remain in the WorkSite repository in their original, native file format. E-mail records are filed through and stored in FileSurf. Users maintain records stored on other media, such as paper, diskette, or tape by adding metadata through the FileSurf user interface.

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

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

3.3 Implementing Standard Data [C2.1.3.]

FileSurf provides the required elements necessary to implement standard data. Records managers can configure WorkSite with most of the record metadata elements as defined in DoD 5015.2-STD. When paired with FileSurf, WorkSite data elements can be mapped to FileSurf. Records managers create custom fields in WorkSite to exactly match those created in FileSurf. They can create pick lists for user-defined fields in both products to assist the user in filling out the templates.

The pairing does not offer the capability to constrain selection lists presented to users when filing through WorkSite. Users must complete fields configured with constrained selection lists on the FileSurf profile before filing the record.

3.4 Backward Compatibility [C2.1.4.]

This is the first test for this integrated system against version two of DoD 5015.2-STD[2], therefore test data was not available to verify backwards compatibility.

3.5 Accessibility [C2.1.5.]

iManage provided the 508 Voluntary Product Accessibility Templates (VPATS) provided as appendices to the detailed test report. FileSurf's VPATS are included as an appendix to the JITC "FileSurf v7.50 DOD 5015.2-STD Compliance Detailed Report."

3.6 Implementing File Plans [C2.2.1.]

FileSurf provides all required capabilities for creating and maintaining disposition instructions and file plans. For more information, see the JITC "FileSurf v7.50 DOD 5015.2-STD Compliance Detailed Report."

3.7 Scheduling Records [C2.2.2.]

FileSurf provides all required capabilities for scheduling records. For more information, see the JITC "FileSurf v7.50 DOD 5015.2-STD Compliance Detailed Report."

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

3.8 Declaring and Filing Records [C2.2.3.]

Users file e-mail and non-electronic documents using the FileSurf interface. When filing electronic documents through WorkSite, users first bring the document into the WorkSite client and assign the required metadata elements. Users bring electronic documents into WorkSite using the Import function, or they can choose to save documents into WorkSite using the Office Integration capability available in MS Word, PowerPoint, and Excel. When users decide to file the document as a record in FileSurf, they highlight the document in WorkSite and choose "Declare as Record" from the FileSurf menu option.

FileSurf presents a record profile screen. All mapped metadata information from the WorkSite profile is inserted in the FileSurf profile. At this point, if users wish to assign metadata to a field that is configured with constrained selection lists, e.g., Supplemental Markings, they can populate the field and file the record into the FileSurf repository.

At the time of filing, FileSurf 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 Messages [C2.2.4.]

FileSurf provides all required capabilities to file e-mail messages as records. For more information, see the JITC "FileSurf v7.50 DOD 5015.2-STD Compliance Detailed Report."

3.10 Storing Records [C2.2.5.]

FileSurf stores e-mail records in its own repository. WorkSite stores electronic documents in its own repository. The permissions granted in FileSurf determine who has access to the records and what they can do with those records. Only users with appropriate access can delete records from the repository.

FileSurf stores the file plan and record profile data in a relational database. MS SQL Server 2000 provided the database during the compliance test.

3.11 Screening Records [C2.2.6.1.]

FileSurf provides all required capabilities to screen records. For more information, see the JITC "FileSurf v7.50 DOD 5015.2-STD Compliance Detailed Report."

3.12 Closing Record Folders [C2.2.6.2.]

FileSurf provides all required capabilities to close record folders. For more information, see the JITC "FileSurf v7.50 DOD 5015.2-STD Compliance Detailed Report."

3.13 Cutting Off Record Folders [C2.2.6.3.]

FileSurf provides all required capabilities to cut off record folders. For more information, see the JITC "FileSurf v7.50 DOD 5015.2-STD Compliance Detailed Report."

3.14 Freezing/Unfreezing Records [C2.2.6.4.]

FileSurf provides all capabilities to freeze and unfreeze records. For more information, see the JITC "FileSurf v7.50 DOD 5015.2-STD Compliance Detailed Report."

3.15 Transferring Records [C2.2.6.5.]

FileSurf provides the tools necessary to determine when records are due for transfer or accession. FileSurf copies the affected electronic files being stored in its own repository and text-based metadata files to a user-specified directory. FileSurf sends a command to WorkSite telling it to write the selected records to that same directory. WorkSite writes the records to that directory. The FileSurf and WorkSite records are then destroyed.

3.16 Destroying Records [C2.2.6.6.]

FileSurf provides the tools necessary to determine when records and/or folders are due for destruction. After the records manager confirms the intent to destroy records, FileSurf deletes the records from its own repository and sends a command to WorkSite telling it to destroy the selected records.

Records cannot be reconstructed once they have been deleted.

3.17 Cycling Vital Records [C2.2.6.7.]

FileSurf provides all required capabilities necessary to cycle vital records. For more information, see the JITC "FileSurf v7.50 DOD 5015.2-STD Compliance Detailed Report."

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

FileSurf provides all required capabilities necessary to search for and retrieve records from its repository. Using the FileSurf Web Client, users perform a search of the FileSurf repository. To view a WorkSite record, the user clicks on the icon next to search result item. The WorkSite Web Client launches and prompts the user to log in. Users select the "View" radio button and then click the "OK" button to view the record. The WorkSite viewer opens and displays the file. To save a copy of the file to their hard drive, users choose the Download radio button.

After the "Declare" function is applied to a WorkSite document (making it a record), the FileSurf security model is applied to the document. A user in Worksite who wishes to view a document must have the appropriate FileSurf permissions. Changes made to FileSurf permissions are automatically synchronized with WorkSite.

3.19 Access Controls [C2.2.7.]

FileSurf provides all required capabilities necessary to control access to records. For more information, see the JITC "FileSurf v7.50 DOD 5015.2-STD Compliance Detailed Report."

3.20 System Audits [C2.2.8.]

FileSurf provides system auditing capabilities. WorkSite provides additional auditing capabilities to track the life cycle of WorkSite documents. For more information, see the JITC "FileSurf v7.50 DOD 5015.2-STD Compliance Detailed Report."

3.21 System Management Requirements [C2.2.9.]

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

4. Non-Mandatory Features Demonstrated

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

WorkSite integrates with MS Office applications. Users can use the "Save As" feature of MS Word, Excel, or PowerPoint to file documents to WorkSite.

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