

170 MarkView v4 by 170 Systems, Inc.

170 MarkView Summary Report

The Joint Interoperability Test Command tested 170 MarkView v4, a stand-alone records management application (RMA), at the 170 Systems Inc.'s facility in Cambridge, Massachusetts from 21 April through 2 May 2003. The implementation was verified using version 7.0 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

170 MarkView v4 is a stand-alone records management application.

The 170 MarkView software package, as tested, consisted of the following component programs and utilities:

- 170 MarkView Records Management (used for filing, searching and retrieving records, and records management administration)
- 170 MarkView Administration (used for system/records management administration)
- Oracle 9i Discoverer (used for audit administration)

2. Test Configuration

The baseline configuration consisted of:

- One server running the Microsoft (MS) Windows 2000 Server operating system (OS), Oracle 9i, 170 MarkView, Oracle 9i Application Server, and Oracle 9i Discoverer.
- One client personal computer (PC) running MS Windows 2000, MS Office 2000, Oracle 9i Discoverer Desktop, Internet Explorer (IE) 5.5, and Netscape 4.79 and 7.02.
- One client PC running MS Windows XP, MS Office XP, Oracle 9i Discoverer Desktop, and IE 6.
- One client PC running MS Windows 98, MS Office 2000, Oracle 9i Discoverer Web IE 5.5, and Netscape 4.79 and 7.02.
- One laptop computer running MS Windows 2000 serving as the NT File System (NTFS) records repository.

In subsequent configurations, JITC repeated the certification test using alternative server operating systems, Solaris 8, HP-UX 11, Red Hat Linux 9.0, and AIX 4.3.

3. RMA Mandatory Requirements

3.1 *Managing Records [C2.1.1.]*

170 MarkView manages electronic, non-electronic, and e-mail records. It stores electronic records in its repository and maintains them in their original, native file format. Users maintain records stored on other media, such as paper, diskette, and tape by adding metadata through the user interface.

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

170 MarkView stores and displays dates using a 4-digit year format, and recognizes leap years including the year 2000. It accepts user input of valid dates from current, previous, and future centuries.

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

170 MarkView provides the capability to implement standard data. Records managers can configure 170 MarkView with all the data elements as defined in DoD 5015.2-STD and additional fields for custom use. The additional fields can consist of text, date, string, or numeric fields.

3.4 *Backward Compatibility [C2.1.4.]*

This is the first test for this product against version two of DoD 5015.2-STD, therefore test data was not available verify backwards compatibility.¹

3.5 *Accessibility [C2.1.5.]*

170 Systems provided the 508 Voluntary Product Accessibility Templates (VPATS) provided as Appendix C in the detailed test report.

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

170 MarkView provides the required capabilities for creating and maintaining disposition instructions and file plans. Subcomponents under the file plan categories inherit the same disposition instruction.

3.7 *Scheduling Records [C2.2.2.]*

170 MarkView automatically tracks the disposition schedules for screening and disposition processing. Records managers reschedule records by assigning a different disposition instruction to the record or altering the retention period (which reschedules all records associated that schedule).

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

Users file electronic records through the 170 MarkView interface. 170 MarkView assigns a unique record identifier and a date stamp to each record. The date stamp serves as the required Date Filed field. Users cannot modify either field.

¹ Backward Compatibility is a new requirement in the June 2002 version of DoD 5015.2-STD.

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

170 MarkView provides the capability to file e-mail messages from MS Outlook. It automatically captures message transmission and receipt data to populate the Author/Originator, Addressee(s), Other Addressee(s), Subject/Title, Publication Date, and Date Received record profile fields.

170 MarkView saves e-mail messages and attachments as a single record. If users want to assign different record profile data to attachments, they must first save the attachment to their hard drive and file the record as a regular electronic document.

3.10 Storing Records [C2.2.5.]

170 MarkView internally uses the server's NT File System (NTFS) for storing and preserving electronic records. The permissions granted at the record category and system levels 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.

3.11 Screening Records [C2.2.6.1.]

Records managers perform screening functions using the search screen in the Records Management module. From here, they design queries for information relating to folders or record that are qualified for disposition, including transfers, accession, or destruction.

3.12 Closing Record Folders [C2.2.6.2.]

170 MarkView provides authorized users the ability to close folders through the Records Management module by entering the event and event date or manually closing the folder.

3.13 Cutting Off Record Folders [C2.2.6.3.]

170 MarkView automatically cuts off record folders based on system generated dates.

3.14 Freezing/Unfreezing Records [C2.2.6.4.]

170 MarkView provides the capability for authorized users to freeze and unfreeze records through the record profile screen in the Records Management module. The authorized user selects the freeze option and enters a freeze reason.

3.15 Transferring Records [C2.2.6.5.]

The records manager uses the Search screen to search for records due for transfer, selects them, and verifies that they should be transferred. 170 MarkView writes the affected electronic records and record metadata to a specified directory. The extracted metadata is in text format. The transfer status on the folder and record profiles is changed to complete.

3.16 Destroying Records [C2.2.6.6.]

170 MarkView provides the capability for authorized users to destroy records through the Records Management module. The records manager uses the Search screen to search for records due for destruction, selects them, and verifies that they should be destroyed. 170 MarkView then deletes the records from the repository and database.

Records cannot be reconstructed once they have been deleted.

3.17 Cycling Vital Records [C2.2.6.7.]

170 MarkView provides the capability for authorized users to gather vital records based on cycling dates. During the test, 170 Systems attached logic to the vital record review date fields that sent e-mail to a specified records manager when the folders were due for vital records review.

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

170 MarkView provides the required capability for searching for and retrieving records. 170 MarkView allows users to export copies of the records to their hard drives.

3.19 Access Control [C2.2.7.]

170 MarkView has two types of access control permissions. Document privilege authorizations define the 170 MarkView system-wide tasks a user or group can perform (e.g. create folders, file records, edit metadata logic). Object privilege authorizations control which record categories and functions (e.g. filing to or searching in a specific record category) a user or group can access.

3.20 System Audits [C2.2.8.]

170 MarkView provides the required system audit reporting capabilities using the Oracle 9i Discoverer. Administrators control access to Oracle 9i Discoverer by assigning access to those users who require audit reporting capabilities.

3.21 System Management Requirements [C2.2.9.]

Operating systems (MS Windows 2000 Server, Solaris 8, HP-UX 11, Red Hat Linux 9.0, and AIX 4.3) and the Oracle 9i database management system provided the required system management capabilities.

4. Non-Mandatory Features Demonstrated

4.1 Making Global Changes [C3.2.1.]

170 MarkView provides the capability to make global changes to 170 MarkView objects in the 170 MarkView Administration module.

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

170 MarkView integrates with MS Outlook. Selecting the 'File Selection to RMA' or the 'File to RMA' button will send the e-mail to 170 MarkView.

4.3 Report Writer Capability [C3.2.4.]

Users create custom reports using the Oracle 9i Discoverer.

4.4 On-Line Help [C3.2.5.]

Help is context sensitive and searchable.

4.5 Document Imaging Tools [C3.2.6.]

170 MarkView Scan allows a user to scan any document into 170 MarkView.

4.6 Fax Integration Tools [C3.2.7.]

170 MarkView Fax integrates inbound and outbound transmissions into 170 MarkView. Any fax document can be routed, annotated, and updated online as part of the electronic content managed by 170 MarkView.

4.8 Bar Code Systems [C3.2.8.]

170 MarkView Bar Code Server uses bar code technology to automatically identify and process documents. Bar codes are used to identify specific information that pertains to each document. They can also be used to mark the page boundaries between documents and to capture additional structured data about documents.

4.9 File Plan Component Selection/Search Capability [C3.2.10.]

170 MarkView allows users to browse the file plan through the browse tab and supports searching on specific file components through the search screen.

4.10 Internal Viewer [C3.2.14.]

Users open faxed or scanned documents using the 170 MarkView Viewer.

4.11 Web Capability [C3.2.15.]

170 MarkView is a web-based solution. The application is available through Internet Explorer and Netscape and requires Oracle 9i Application Server to serve the pages.

Last revision: **28 May 2003**