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Solon update - Supplementary Specification

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1. INTRODUCTION

This supplementary specification document describes in a more detailed way, the use-case related to modification of objects in the repository through Solon.

The aim of these new features in Solon is to replace and eventually extend and improve the corresponding features in legacy 'SJ MENU / ADONIS QUERY CENTER' system.

1.1. Purpose

This document includes more precise functional and data structures requirements related to the use case 'Edition Objet' in Solon (formerly NDC) use case specification document.

1.2. Scope

The 'objects' available here for update are the eDomec documentary objects :

- Filing plan 'Nomcom headings' (update not covered by Solon)
- Dossiers
- Documents
- Items

This edition of an object is covered by the generic term of 'update', as a way to update objects in the repository, in opposition to :

- the current first version version of Solon which is read-only, meaning that you can only browse through existing objects
- Adonis and eventual further versions of Solon which may allow creation of new objects, not limited to update.

As an exception to this last statement, the update feature may allow creation of a completely new dossier, done for the occasion of a document filling as this is the way it is delivered to users in the legacy SJ MENU system.

1.3. Definitions, Acronyms and Abbreviations

This document complies with the edomec terminology.

1.4. References

[UCS] NDC – Use Case Specification lot1 v0.4

[EDOMECH] - E-DOMECH/HERMES/ARES/NOMCOM Glossary - REG SG.B.3 D(2007)8874

1.5. Overview

This document establishes a list of update functions which are available through Solon and sets the security rules that applies to these new features.

2. FUNCTIONALITY

2.1. Access to update features

Update of objects is done through the Solon Property Sheets (PS) :

- Dossier PS
- Document PS

Only authorised users have access to update features and associated user interface widgets. Unauthorised users for update of a given field access the PS for this field in read-only mode, update features for this field are not visible for them just like it is in the current first version of Solon.

In each property sheet, a number of sections and/or fields are updatable.

Updatable sections/fields for document are :

- Subject field
- Date of document
- Attribution section
- Items section
- Dossiers section
- Links section

Updatable sections/fields for dossiers are :

- Reference field
- Title field

Each editable section/field have one and only one edit button icon (i.e. a pen ) to enter into edit mode for this section/field.

These edit icons are located in the left margin of the PS for each editable section/field without any color background to avoid any confusion with data and labels.

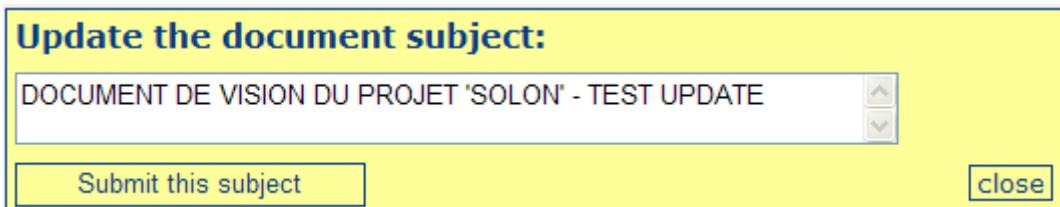
Each of these icons act as a toggle for its section/field : a user can alternatively enter/exit from edit mode for this section with the edit toggle button.

When edit mode is not active for a section/field, no other subordinated widget for modifying data is visible (e.g. delete a dossier link, a new document link...) : in most situations users do not want to edit data and there is no use to overload the property sheet display.

When edit mode is active for a section/dossier, then additionnal edit widgets for this section/dossier are visible and the button is displayed in a distinctive background color.

2.2. Update of document subject field

In document PS, once clicking on the edit button for editable field document subject, an expanded widget form appears below the document subject.



Update the document subject:

DOCUMENT DE VISION DU PROJET 'SOLON' - TEST UPDATE

Submit this subject close

Once expanded, the form allows the user to update the subject of the document in an edit box starting from the current subject.

He can then choose to :

- validate any modification through a 'Submit' button
- close the Update widget form

Once a document subject modification is validated in the database, the following are updated in the Repository database :

- Document subject (adoprd.document.objet)
- Document date of last update with the date of the day (adoprd.document.date_maj)

2.3. Update of document date

Using a similar technique than for document subject, it is possible to update the date of document. NB : this is the actual date of document and not the registration date which per definition controlled by the system.

2.4. Update of list attributions

It must be possible through a dedicated edit button to edit the section of attributions.

Actions on attributions will be limited to :

- create a new attribution
- close an existing attribution with possibility to type a memo.

In document PS, once clicking on the edit button for editable section attributions, a set of additonnal widget buttons appears. These buttons are :

- a 'close attribution' button in front of each pending attribution reference line 
- a 'create new attribution' button below the table of attributions 

In case a document is not yet attributed, it must be possible to initiate an attribution list. In this situation, an attribution section stating that the document is not yet attributed and offering the edit button will be available. NB : this empty dossier section will be only visible for update authorized users and for incoming documents. For outgoing documents the update feature will only be offered if attributions are already present : outgoing documents should never be attributed.

The 'close attribution' button closes a pending attribution with the possiblility to create a memo associated to this closing. Before proceeding, a confirmation prompt is submitted to the user.

Once a 'close attribution' is validated, the date of closing is updated into adoprd.attribution, changing to closed the state of the attribution.

Once clicking on the 'create new attribution' button, an expanded widget form appears below the button.

Create a new attribution :

| | | | |
|---------------------------|------------|--------------|---|
| Organisation/Service: | IRM | ▼ | |
| Person: | | | ▼ |
| Code: | TR | ▼ | |
| Deadline date: | 2007-12-11 | ... | |
| Create attribution | | close | |

The user can then choose to :

- Choose a team/person to which the document is attributed.
- Choose a type of attribution (default : TR).
- Choose a deadline in a calendar widget.

Once an attribution is created, the corresponding line is created in the adoprd.attribution table.

In addition to this possibility, there are some restricted features :

- possibility for administrators only :
 - Re-open a closed attribution
 - Delete an attribution
- possibility for archivists and administrators :
 - Modify an existing attribution memo

2.5. Update of list of items section

It must be possible through a dedicated edit button to edit the section of items.

Currently, the addition of items to a document through upload of electronic files is provided by standalone RWFT application. The Solon update feature of list of items attached to a document will replace the RWFT app offering equivalent features.

In document PS, once clicking on the edit button for editable section items, an expanded widget form appears below list of items.

Add or modify item

(To add a new item : select a new Annex number - Language key and select a new content)
 (To modify an existing item content: select its Annex number - Language key and select a new content)
 (To modify an existing item language: select its Annex number - Language key and select a new language)

| | | |
|--|--------------------------------|--------------|
| Annex number: | <input type="text"/> | |
| Language: | DE | ▼ |
| <input checked="" type="radio"/> Item content: | <input type="text"/> Browse... | |
| <input type="radio"/> New language: | DE | ▼ |
| Submit | | close |

Once expanded, the form allows the user to update the list of items under the document.

He can then choose to :

- Add a new item

- Modify an existing item content
- Modify an existing item language
- close the Update widget form

In case a document does not yet have items, it must be possible to initiate an items section. In this situation, a link stating that the document is empty and offering the edit button will be available. NB : this link will be only visible for update authorized users.

Once an item addition or modification is validated in the database, the following are updated in the Repository database.

In case of a new item insertion :

- the selected local file is uploaded in the repository file store and
- the corresponding record line is inserted into the sj.t_document_att_version table.

In case of a modification of item content :

- sj.t_document_att_version..doc_docfile is modified along with fields related to modifications trackings

In case of a modification of item language :

- sj.t_document_att_version..doc_language_id is modified along with fields related to modifications trackings

2.6. Update of list of dossier section

In document PS, once clicking on the edit button for editable section dossiers, a set of additonal widget buttons appears. These buttons are :

- a 'Remove from this dossier' button in front of each existing dossier reference line 
- a 'Fill in existing dossier' button below the table of dossier references 
- a 'Fill in new dossier' button below the table of dossier references 

In case a document is not yet filed in any dossier, it must be possible to initiate a filing. In this situation, a dossier section stating that the document is not yet filed and offering the edit button will be available. NB : this empty dossier section will be only visible for update authorized users.

The 'Remove from this dossier' button deletes the filing link between the document and the designated dossier. Before proceeding, a confirmation prompt is submitted to the user.

Once a 'Remove from this dossier' is validated, the link between the document and the dossier is deleted in the repository database. (adoprd.doc_dossier : line corresponding to relevant cle_document and dossier_id).

Once clicking on the 'Fill in existing dossier' button, an expanded widget form appears below the button.

Fill in existing dossier :

Check

Add dossier reference

close

He can then choose to :

- type a known dossier reference in a dedicated edit box.

NB : this box will be supplemented by a dropdown list offering the existing active dossier reference starting with the string of characters already typed.

- check existence of typed dossier reference

Fill in existing dossier :

Check

OK IT-IS-HAN@SJ

Title: PROJET HERMES-ARES-NOMCOM, HAN

Add dossier reference

close

- validate the filing through a 'Submit' button

- close the Update widget form

Filing in a dossier will fail, with a specific message displayed in each case, when :

- the dossier reference does not exist (check is not mandatory)
- the dossier is not in active state

Once a document filing is validated in the database, the following are inserted in the Repository database :

- (adoprd.doc_dossier : new line corresponding to relevant cle_document and dossier_id)

It must be possible using a special dedicated check box to limit the scope of existing dossier to those belonging to the team of the current user.

Once clicking on the 'Fill in new dossier' button, an expanded widget form appears below the button.

**Create a new dossier
and File in :**

Dossier reference:

Dossier title:

Nomcom heading :

He can then choose to :

- type the new dossier reference in a dedicated edit box.
- type the new dossier title in a dedicated edit box.
- type the new dossier nomcom heading in a dedicated edit box.

NB : this box will be supplemented by a dropdown list offering the existing Nomcom headings starting with the string of characters already typed.

- select the team owner for the dossier among a list of teams corresponding to the current user account valid teams (similar to 'my team' tab valid teams). NB : not present on screenshot above.
- check existence of typed dossier reference in order to avoid duplicates

**Create a new dossier
and File in :**

Dossier reference:

Dossier title:

Nomcom heading :

⚠ This dossier reference already exists.

- validate the creation of dossier and filing through a 'Submit' button
- close the Update widget form

Once a dossier is created document filing is validated in the database, the following are inserted in the Repository database :

- (adoprd.dossier) : new line corresponding to the new dossier with the following value :

- adoprd.cle_dossier : Dossier reference
- adoprd.status : A
- adoprd.date_maj : date of the day
- adoprd.service_owner : id of the selected team
- adoprd.designation : Dossier title

- adoprd.dossier_id : sequential id of the dossier, to be incremented from last known id
- adoprd.date_ouv : date of the day
- adoprd.cle_nom_resp : id of the person (entity) in the selected team
- adoprd.cle_serv_resp : same than service owner
- adoprd.cle_serv_resp : same than service owner
- adoprd.file_level : 1
- adoprd.upload : N
- adoprd.heading_id_ado : id of the Nomcom heading selected

- (adoprd.doc_dossier : new line corresponding to relevant cle_document and dossier_id)

NB : Unlike the legacy SJ MENU app, it is not possible to modify directly a dossier reference or dossier title from the document PS. Instead, this can be done from the dossier PS (see further sections).

2.7. Update of links section

In document PS, once clicking on the edit button for editable section links, a set of additonnal widget buttons appear. These buttons are :

- a 'Remove link' button in front of each existing initiating or subsequent document.
- two 'Create link to initiating/subsequent document' buttons below the table of existing links.

In case a document does not yet have links to initiating or subsequent document, it must be possible to initiate a links section. In this situation, a links section stating that the document is not yet linked and offering the edit button will be available. NB : this empty links will be only visible for update authorized users.

The 'Remove link' buttons deletes the links between the document and its initiating/subsequent document. Before proceeding, a confirmation prompt is submitted to the user.

Once a 'Remove initiating/subsequent link' is validated, the link between the documents is deleted in the repository database. (adoprd.liens : line corresponding to relevant couple of cle_document).

Once clicking on the 'Create to initiating/subsequent document' button, an expanded widget form appears below the button.

New initiating document:

| | |
|---|----------------------|
| Document year: | 2007 |
| Document type: | CONS |
| Document number: | <input type="text"/> |
| <input type="button" value="Check"/> <input type="button" value="Add link"/> | |
| <input type="button" value="close"/> | |

In this box, he can select the reference of document to be linked to current document. The reference is build through a selection of :

- Year : default on the current year
- Type : default on CONS for initiating document link and JUR for subsequent document link
- Document number to be typed

NB : this number box will be supplemented by a dropdown list offering the existing document numbers in the specified year and type.

- select the team owner for the link a list of teams corresponding to the current user account valid teams (similar to 'my team' tab valid teams). NB : not present on screenshot.
- check existence of specified document to be linked

New initiating document:

| | |
|---|--------------------------------|
| Document year: | 2003 |
| Document type: | CONS |
| Document number: | <input type="text" value="1"/> |
| <input type="button" value="Check"/> | |
| OK CONS(2003)000001 | |
| Subject: GARANTIES FINANCIERES - NECESSITE DE DEFINITION D'UNE POLITIQUE | |
| <input type="button" value="Add link"/> | |
| <input type="button" value="close"/> | |

- validate the linking through a 'Add link' button
- close the Update widget form

Filing in a dossier will fail, with a specific message displayed in each case, when :

- the document reference does not exist (check is not mandatory)
- the same link already exists between the two documents

Once a document linking is validated in the database, the following are inserted in the Repository database :

- (adoprd.liens : new line corresponding to relevant cle_document of both document)

2.8. Update of dossier reference field

In dossier PS, once clicking on the edit button for editable field dossier reference, an expanded widget form appears below the dossier reference.

The screenshot shows a dialog box titled "Update the dossier reference:". Inside, there is a text input field containing the value "IT-ARGUS". Below the input field are three buttons: "Check" (disabled), "Submit this reference" (highlighted in yellow), and "close".

Once expanded, the form allows the user to update the reference of the dossier in an edit box starting from the current reference.

He can then choose to :

- validate any modification through a 'Submit' button
- close the Update widget form

Updating dossier reference will fail, with a specific message displayed in each case, when :

- the dossier reference already exists

Once a dossier reference modification is validated in the database, the following are update in the Repository database :

- Dossier reference (adoprd.dossier.cle_dossier)
- Dossier date of last update with the date of the day (adoprd.dossier.date_maj)

2.9. Update of dossier title field

In dossier PS, once clicking on the edit button for editable field dossier title, an expanded widget form appears below the dossier title.

The screenshot shows a dialog box titled "Update the dossier title:". Inside, there is a text input field containing the value "ARGUS". Below the input field are two buttons: "Submit this title" (highlighted in yellow) and "close".

Once expanded, the form allows the user to update the title of the dossier in an edit box starting from the current title.

He can then choose to :

- validate any modification through a 'Submit' button
- close the Update widget form

Once a dossier title modification is validated in the database, the following are update in the Repository database :

- Dossier title (adoprd.dossier.designation)
- Dossier date of last update with the date of the day (adoprd.dossier.date_maj)

3. USABILITY

The update feature in solon is designed to be used in an intuitive way without any special provided a minimum level of computer-literacy.

NB : this covers only

4. RELIABILITY

4.1. Access concurrency

When there is an attempt to update the same object at the same time by two user sessions. A secured locking mechanism must be provided :

- The first session attempting to modify the object must be able to do so without error
- The other ones must be prevented to do so with a user-friendly message until the objects are released by the updating session.

5. PERFORMANCE

Solon update uses the technical framework of the Legal Service.

No specific performances requirements.

6. SUPPORTABILITY

Solon update uses the technical framework of the Legal Service.

No specific supportability requirement.

7. SECURITY

7.1. Scope

Solon update uses the technical framework of the Legal Service, and thus the embedded security framework.

7.2. Mapping of Features to Requirements

NA

8. DATA PROTECTION

No specific data protection requirements.

9. DESIGN CONSTRAINTS

No specific design constraints.

10. DOCUMENTATION REQUIREMENTS

10.1. User Manual

No specific user manual.

10.2. Online Help

No specific online help.

10.3. Installation Guides, Configuration, and Read Me File

No specific Installation Guides, Configuration, and Read Me File.

10.4. Labeling and Packaging

No specific Labeling and Packaging.

10.5. Security

No specific Security provisions.

11. PURCHASED COMPONENTS

No specific Purchased Components.

12. INTERFACES

12.1. User Interfaces

No specific User Interface provisions.

12.2. Hardware Interfaces

No specific Hardware Interfaces.

12.3. Software Interfaces

No specific Software Interfaces.

12.4. Communications Interfaces

No specific Communications Interfaces.

13. LICENSING REQUIREMENTS

No specific Licensing requirements.

14. LEGAL, COPYRIGHT AND OTHER NOTICES

No specific legal, copyright and other notices.

15. APPLICABLE STANDARDS

No specific Standards.