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HAN@SJ WP1 - Use Case Specification

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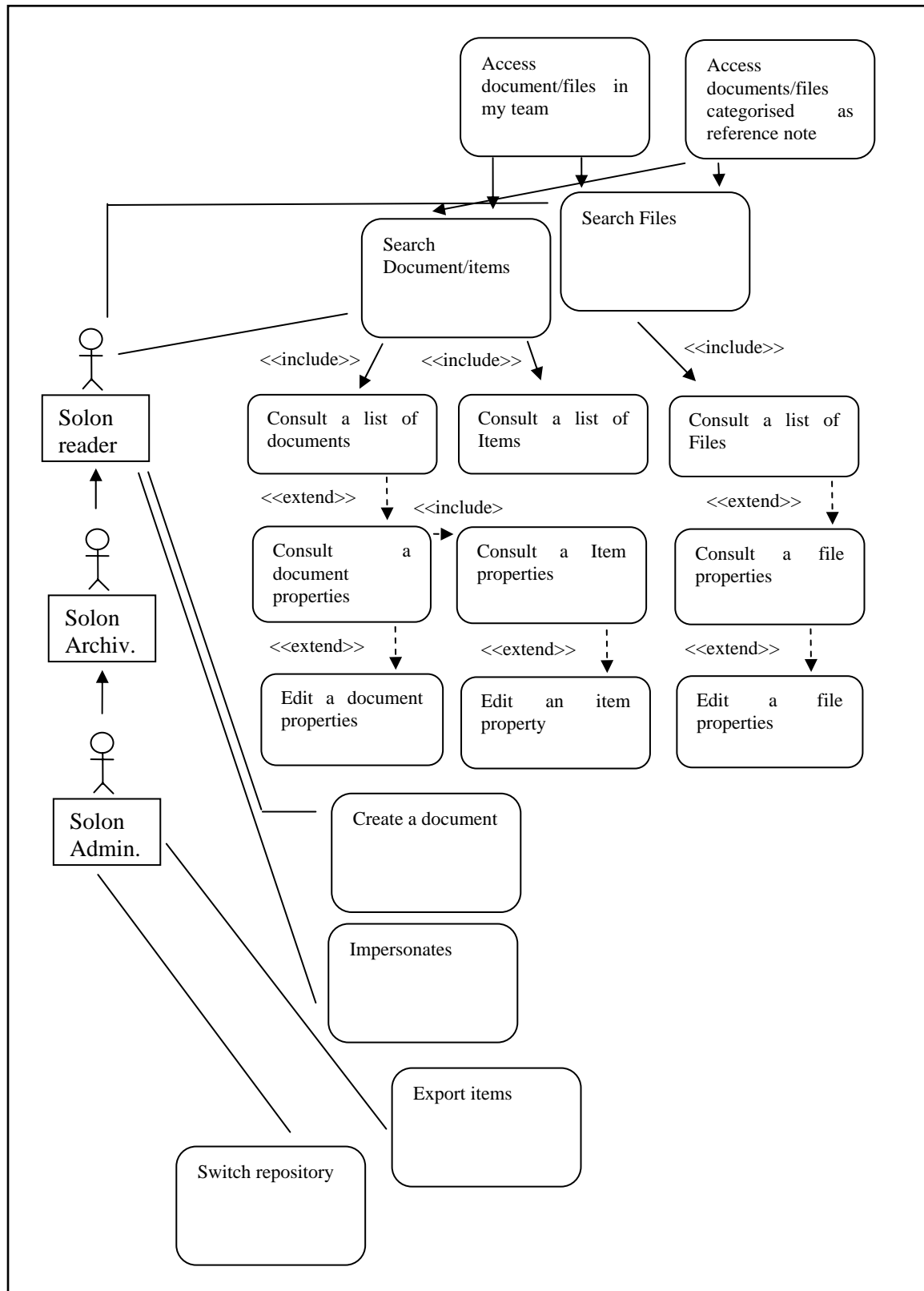| Version	Date	Comment	Modified Pages
1.0	31-03-2010	Creation of document	All
1.2	23-11-2010	Taking into account the last modifications and freezing of document prior to Ares registration	All

1. USE-CASE DESCRIPTION

1.1. Solon document portal

1.2. Other EDM functions
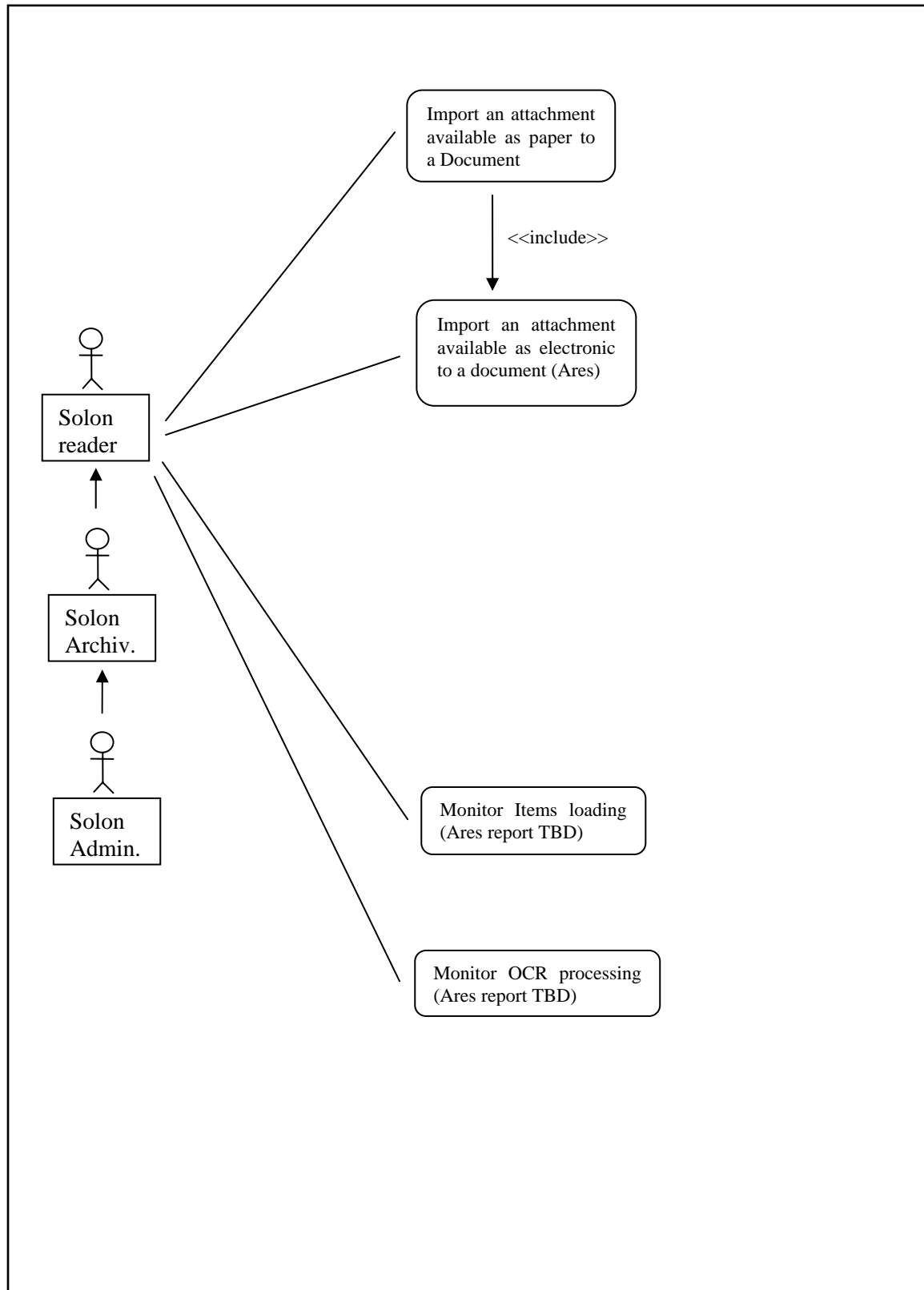
2. SOLON DOCUMENT PORTAL USE CASES

2.1. Switch repository

2.1.1. *Flow of Events*

2.1.1.1. *Basic Flow: switching to Solon as primary repository*

A user with the administrator profile navigates to the 'Administration' tab.

He clicks on 'Repository control switches'.

By default :

- **Ares** is the default repository

- 'include **Solon Repository** documents' option is activated

NB : in this default situation, the search in Solon will be based on **Ares** and **Solon repository** files and **Ares** Documents. In addition, due to activation of the corresponding option, **Solon repository** documents will be added to the search results. Finally, the content of an Ares file will be displayed as the sum of **Ares** document in the **Ares** file plus **Solon repository** documents in the **Solon repository** file whose reference is equal to the **Ares** file specific code, if any.

He clicks on 'submit'.

The current repository is switched to **Solon Repository**.

He can then use Solon with this switch of repository taken into account.

NB : in this new situation, the search scope and facilities of Solon is reverted to the pre-migration situation : only files and documents from the **Solon repository** are searchable and accessible. There might be some additional limitations that will be raised in the relevant use cases.

2.1.1.2. *Alternative Flows*

2.1.1.2.1. < First Alternative Flow : switching back to Ares as primary repository>

When having switched to **Solon repository**, it becomes the Primary repository for the duration of the user session. Such user – still with administrator profile – wil be able to switch back instantly to **Ares** by clicking back to Ares in the corresponding tab.

It restores the default behaviour of Solon in a post-migration context.

2.1.1.2.2. < Second Alternative Flow >: 'Activation or desactivation of 'Include Solon respoitory documents'

Once the primary repository is settled to **Ares,** it is possible for a user with the administrator profile to desactivate the default option which adds **Solon repository** documents to results by checking off the corresponding option box. In this new situation, the user will have access exclusively to **Ares** files and documents.

It is also possible to check it on back to re-activate the option.

2.1.1.3. *Exceptional Flows*

NA.

2.1.2. *Special Requirements*

2.1.2.1. *< Interface(s) with other Systems>*

When **Ares** is settled as the default repository, Solon will connect to the Ares underlying database (Hermes) through the use of Hermes Repository Services.

2.1.2.2. *Security Requirements*

Switching repository and subsequent options is only allowed for administrator profiles.

When Ares is settled as the default repository, authentication is based on ECAS. If no live ECAS ticket is found when launching Solon, ECAS authentication is required.

When swiching to Solon repository, ECAS authentication will be used if it is already enforced. Solon can also work with NTLM ('Windows login') authentication in case Ares is not the default respository.

2.1.2.3. *< Other Special Requirement >*

It is to be noticed that in the pre-migration context, the same version of Solon might be used with the default repository set to **Solon Repository** instead of **Ares**. In other words, there won't be two separate branches/versions of Solon, one for the post-migration period and one for pre-migration period but one single version. At the T0 time of the migration the default repository will be set to Ares in production.

In test and development environments, **Ares** will be set as the default repository to assess post-migration situation.

2.2. Access documents in 'my team'

2.2.1. *Flow of Events*

2.2.1.1. *Basic Flow: Access to documents/files in my team for Ares*

When Solon repository was the primary one, Solon used to offer an acces to 'my team' resources through a dedicated tab. Such resources consisted in prepared searches for getting fast access to dossier and/or documents related to the connected user or its team.

Such functions are now available in Ares in various places :

- My tasks,
- Outbox,
- Dealines,
- Favourite files.

These new features combined with general purpose file and document searches allows to provide the same kind of service than what was available in Solon 'my team' tab with a view on the ongoing workflows.

As it is essential to foster use of the workflows in Ares, the 'my team' tab will not be available anymore in Solon. Users will be invited to use the corresponding features in Ares.

2.2.1.2. *Access to documents/files in my team for Solon repository in my team*

In case the repository is switched to Solon, which is only allowed for administrator profiles, the 'my team' tab with its features will be available and will only offer resources to Solon repository files and documents.

2.3. Acccess to files/documents categorised as reference notes

2.3.1. *Flow of Events*

2.3.1.1. *Basic Flow: Access to reference note in Ares mode*

A user navigates to 'Reference notes' tab.

From there, he can access various 'References notes' entries, consting in prepared searches for the following ressources :

- "Lignes à suivre" : all files whose reference (e.g. file specific code in Ares) starting with 'LS',

- "Notes" bleues" : all documents filed in the 'NB' file,

- "Arrêts signalés (Chrono)" : all documents in 'ARRET SIGNALES' file,

- "Arrêts signalés (Thématique)" : all documents in a file strting with "AS/".

The corresponding 'reference notes' files alllowing to categorise documents as reference notes will be created in the Ares Database.

Therefore, the feature will continue to exist in Solon and will offer access to the reference documents :

- Stored in **Solon repository** reference files for pre-migration documents

- Stored in **Ares** reference files for post-migration.

These collections of reference files and/or documents will be presented in dual lists just like for the results of file or document searches except that Solon repository files will be hidden from search results (cf corresponding Use Cases).

2.3.1.2. *Alternative Flows*

2.3.1.2.1. < First Alternative Flow : Access to reference notes in Solon mode

When the primary repository is settled to **Solon repository,** reference material contained in the Solon repository only will be presented.

2.3.1.3. *Exceptional Flows*

In case of connection error with Ares, an explicit message will be displayed.

2.3.2. *Special Requirements*

2.3.2.1. < *Interface(s) with other Systems*>

When **Ares** is settled as the default repository, Solon will connect to the Ares underlying database (Hermes) through the use of Hermes Repository Services.

2.3.2.2. *Security Requirements*

Security Reference files will in Ares will be created with security parameters equivalent to those existing in the **Solon Repository** i.e. with a 'public' derogation making their content open to the whole SJ.

2.3.2.3. < Other Special Requirement >

NA.

2.4. Impersonation

2.4.1. *Flow of Events*

2.4.1.1. *Basic Flow: Impersonation with Ares as primary repository*

Impersonation in Solon was mainly aimed at taking somebody else team profile (not rights on documents) in 'My team' tab. As 'my team' tab will be removed when **Ares** is the primary repository, the impersonation feature is not necessary anymore.

It will be removed and the 'Preference' tab as well.

NB : Right granted to Hermes database will be those of each one personnal account : no access rights through delegations and/or acting as virtual entity will be possible in Solon..

2.4.1.2. *Basic Flow: Impersonation with Solon as primary repository*

The impersonation feature will be kept alive for administrators having the right to set Solon as primary repository.

2.5. Search files

2.5.1. *Flow of Events*

2.5.1.1. *Basic Flow: simple search*

A user navigates to 'file search' tab.

Using the available criteria, he specifies a file search.

The file search criteria available are :

- File title (corresponding to **Ares** file names in EN DE & FR)
- Files Reference (corresponding to **Ares** file specific code)

Thes search is submitted through the corresponding button.

A list of matching files in **Ares** and **Solon Repository** is displayed.

Using the 'Reset' button, it is possible to clear the search form and specify a new search.

NB :

- for the handling of the list of dossier, cf the corresponding use case.

- Since matching files active at the date of the Ares migration are mirrored in **Solon Respository** and **Ares**. They will be displayed twice.

2.5.1.2. *Alternative Flows*

2.5.1.2.1. < First Alternative Flow : advanced search

Using the 'Advanced search button' the user can expand the scope of usable criteria.

Additionnal available criteria are :

- File status
- File 'type' (corresponding to certain categories of files for wich the file specific code starts by a given string of characters)
- File owned by a team (corresponding to the file 'Chef de File' in Ares)
- File team owner
- File date for creation or activation.

2.5.1.2.2. < Second Alternative Flow >: Searching files in Solon repository

When the primary repository is settled to **Solon repository,** the search is managed the same way except that :

- Files retrieved are those of the **Solon repository** only.
- Additionnal search criteria are available :
  - File empty/non empty
  - Date of creation or update.

2.5.1.3. *Exceptional Flows*

In case of connection error with Ares, an explicit message will be displayed.

2.5.2. *Special Requirements*

2.5.2.1. *< Interface(s) with other Systems>*

When **Ares** is settled as the default repository, Solon will connect to the Ares underlying database (Hermes) through the use of Hermes Repository Services.

2.5.2.2. *Security Requirements*

Only those **Ares** files for which the user has a granted access will be displayed in the resulting displayed list. Given the default visibility rules, it means that mostly SJ owned files will be displayed if they match the search, unless there are speficic security provisions on it restricting the access to a limited number of SJ users.

2.5.2.3. *< Other Special Requirement >*

The size of the resulting files list will be limited due to a limit set by Ares.

2.6. Consult a list of files

2.6.1. *Flow of Events*

2.6.1.1. *Basic Flow: browsing through a list of files*

Further to a search a list of matching **Ares** and **Solon Respository** files is displayed.

A user browses through this list of files and their content.

Each file can be expanded so that the list of documents in the file is displayed.

When the repository is set to **Ares** with the default option set to 'include Solon repository documents', the content of the **Ares** file displayed will be made up of :

- Documents in the **Ares** file,

- Documents in the **Solon repository** file whose reference is matching the Ares file specific code, if it exists.

If the default option 'include Solon repository documents' is not set, only **Ares** documents are displayed.

The content of a **Solon repository** file displayed only includes **Solon repository** documents.

Each document can be expanded so that the list of items in the document is displayed.

Once a file or a document is expanded, it can be collapsed to restore its initial display state.

The list of files is split into pages of limited size. When the resulting list exceeds this limit, the users can navigate through the pages of files.

The list of files is sortable using the column headers.

2.6.1.2. *Alternative Flows*

2.6.1.2.1. < First Alternative Flow : Browse through a list of Solon files

When the primary repository is the **Solon repository**, the behaviour is the same except that only **Solon repository** files, document and items are displayed. The number of document per file is diplayed in addition. This value is not available in Ares mode.

2.6.1.3. *Exceptional Flows*

In case of connection error with Ares, an explicit message will be displayed.

2.6.2. *Special Requirements*

2.6.2.1. *< Interface(s) with other Systems>*

When **Ares** is settled as the default repository, Solon will connect to the Ares underlying database (Hermes) through the use of Hermes Repository Services.

2.6.2.2. *Security Requirements*

Only those files and documents for which the user has a granted access in **Ares** and/or the **Solon repository** will be displayed in the resulting displayed list. The rules governing access to items is bound to the containing document.

2.6.2.3. < Other Special Requirement >

The size of the **Ares** resulting files list and documents in a file will be limited due to a limit set by Ares (currently 300). Once the limit is reached, a warning message notifying the user that the list might be truncated will be displayed.

2.7. Consult a file properties

2.7.1. *Flow of Events*

2.7.1.1. *Basic Flow: consulting an Ares file properties*

A user consults the file properties through a properties sheet further to a file search or by direct linking.

The file properties which are displayed in the properties sheet are meta-data:

- The file Specific code,
- The file name(s) in EN, DE and FR,
- The entity owner of the file ('Chef de file'),
- The status of the file,
- Eventual links to third systems,
- The Nomcom point of attachment,

and the list of documents in the file consisting in :

- The documents actually contained in the **Ares** file,
- For **Ares** files : The documents contained in the **Solon repository** file whose reference matches the **Ares** file specific code if any. This applies only if the option 'include Solon repository documents' is on.

All documents are presented with a link to their Solon Properties sheet wheter they are **Ares** or **Solon Repository** documents.

The documents in the list are sortable using the following sort keys :

- Document title,
- Document dates of filing and creation.

The list of documents might be paginated if the size of the list exceeds a fixed limit.

2.7.1.2. *Alternative Flows*

2.7.1.2.1. First Alternative Flow : consulting a Solon repository file properties

When the primary repository is the **Solon repository**, the behaviour is the same except that only **Solon repository** document are displayed.

In addition, the derogations related to the file access are displayed for those users having the administrator profile.

2.7.1.2.2. Second alternative flow : linking to third systems

The file properties sheet for a file provides a link to another system managing the relevant case for some categories of files :

- CC,
- RECO,
- WTO-LD,
- NAT,
- NIF,

- GESTDEM.

The availability of these links is based on a string pattern found in the file specific code.

2.7.1.3. Exceptional Flows

In case of connection error with Ares, an explicit message will be displayed.

2.7.2. Special Requirements

2.7.2.1. < Interface(s) with other Systems>

When **Ares** is settled as the default repository, Solon will connect to the Ares underlying database (Hermes) through the use of Hermes Repository Services.

2.7.2.2. Security Requirements

Only those documents for which the user has a granted access will be displayed in the list of documents for the file.

2.7.2.3. < Other Special Requirement >

The size of the list of documents in a file will be limited due to a limit set by Ares (2000).

2.8. Edit a file properties

2.8.1. *Flow of Events*

2.8.1.1. *Basic Flow: modifying an Ares file properties*

A user consults the file properties through a property sheet further to a file search or by direct linking.

He whishes to modify one of the document meta-data or the list of documents contained in the file.

There is no more possibility to modify an **Ares** file in Solon.

The user activates the link to Ares available at the top of the property sheet.

He can then modify the file using Ares or Nomcom functionalities.

2.8.1.2. *Alternative Flows*

2.8.1.2.1. First Alternative Flow : modifyiying a Solon repository file properties

For a **Solon repository file**, it is still possible to edit the document properties using the file property sheet.

The typical case for this will be when a file specific code will be modified in an Ares file. If there is a corresponding file in the Solon respository, the same modification will have to be carried out in the Solon repository file reference to keep the relation between the files operative.

2.8.1.3. *Exceptional Flows*

In case of connection error with Ares, an explicit message will be displayed.

2.8.2. *Special Requirements*

2.8.2.1. *< Interface(s) with other Systems>*

When **Ares** is settled as the default repository, Solon will connect to the Ares underlying database (Hermes) through the use of Hermes Repository Services.

2.8.2.2. *Security Requirements*

Modication of files are only allowed to certain profiles according to Ares and Solon Repository enrolment rules.

2.8.2.3. *< Other Special Requirement >*

NA.

2.9. Search Document/Items

2.9.1. *Flow of Events*

2.9.1.1. *Basic Flow: simple search*

A user navigates to 'document search' tab.

Using the available criteria, he specifies a document search. In default mode, i.e. **Ares** set as primary respoitory and Solon respoitory documents included, the search will cover document of both repositories.

The document search criteria available are :

- Document full-text,

- Document reference :

    - Document type + year + sequential number per team for Solon respoitory documents,

    - 'Ares' + year + Commission-wide sequential number for Ares documents.

- Document subject (corresponding to title in **Ares**).

- Reference (corresponding to file specific code in **Ares**) of the file in which the document is filed.

The search is submitted through the corresponding button.

Two separate lists of matching documents in **Ares** and in the **Solon respository** are displayed.

Using the 'Reset' button, it is possible to clear the search form and specify a new search.

NB : for the handling of the lists of documents, cf the corresponding use case.

2.9.1.2. Alternative Flows

2.9.1.2.1. < First Alternative Flow : advanced search

Using the 'Advanced search button' the user can expand the scope of usable criteria.

Additionnal available criteria are :

- Title (corresponding to file name in **Ares**) of the file in which the document is filed.

- Team (corresponding to 'Chef de file' in Ares) of the file in which the document is filed.

- Document with/without links (Not compatible with Ares)

- Documents having items in a given language

- Date of registration and date of the document

- Document with/without items (Not compatible with Ares)

- Level of confidentiality/security marking

- External reference (in an Item for an Ares document, in a document for a Solon repository document)

- Filed/Not Filed (Not compatible with Ares)

- Registered by an organization and/or person

- Received from an organization and/or person

- Sent by an organization and/or person

- Transmitted to an organization and/or person

- Authorised to a person (Not compatible with Ares).

Use of criteria marked as 'Not compatible with Ares' will prevent the query to be carried-out on the Ares repository. The Ares result list will be replaced by a warning message and the Solon result list only will be displayed.

2.9.1.2.2. < Second Alternative Flow >: Searching files in Solon repository

When the primary repository is settled to **Solon repository,** the search is done the same way except that :

- Documents retrieved are those of the **Solon repository** only.

2.9.1.3. Exceptional Flows

In case of connection error with Ares, an explicit message will be displayed.

2.9.2. Special Requirements

2.9.2.1. < Interface(s) with other Systems>

When **Ares** is settled as the default repository, Solon will connect to the Ares underlying database (Hermes) through the use of Hermes Repository Services.

2.9.2.2. Security Requirements

Only those documents for which the user has a granted access will be displayed in the resulting displayed list.

Given the default visibility rules, it implies that mostly documents in SJ owned files or documents for which the user is "partie prenante" will be displayed if they match the search, unless there are speficic security provisions on it restricting the access to a limited number of SJ users.

2.9.2.3. < Other Special Requirement >

The size of the resulting files list will be limited due to a limit set by Ares (200 or 3000).

2.10. Consult a list of Documents

2.10.1. *Flow of Events*

2.10.1.1. *Basic Flow: browsing through a list of document*

Further to a search a list of matching documents is displayed.

This list is splitted in two parts :

- Ares documents,
- Solon repository documents.

A user browses through these lists of documents and their content.

Each document can be expanded so that the list of items in the document is displayed.

Once a document is expanded, it can be collapsed to revert to its initial display state.

The list of documents is split into pages of limited size. When the resulting list exceeds this limit, the users can navigate through the pages of documents.

The list of files is sortable using the column headers.

2.10.1.2. *Alternative Flows*

2.10.1.2.1. < First Alternative Flow : Browse through a list of Solon documents

When the primary repository is the **Solon repository**, the behaviour is the same except that only **Solon repository** document and items are displayed.

2.10.1.3. *Exceptional Flows*

In case of connection error with Ares, an explicit message will be displayed.

2.10.2. *Special Requirements*

2.10.2.1. *< Interface(s) with other Systems>*

When **Ares** is settled as the default repository, Solon will connect to the Ares underlying database (Hermes) through the use of Hermes Repository Services.

2.10.2.2. *Security Requirements*

Only those documents for which the user has a granted access in **Ares** and/or the **Solon repository** will be displayed in the resulting displayed list. The rules governing access to items is bound to the containing document.

2.10.2.3. *< Other Special Requirement >*

The size of the resulting documents will be limited due to a limit set by Ares (2000). Once the limit is reached, a warning message notifying the user that the list might be truncated is displayed.

2.11. Consult a document properties

2.11.1. *Flow of Events*

2.11.1.1. *Basic Flow: consulting an Ares document properties*

A user consults the document properties through a properties sheet further to a document search or by direct linking.

The file properties which are displayed in the properties sheet are meta-data:

- The document reference,

- The document subject (title in Ares),

- Document date,

- Sender of the document,

- Destinee of the document,

- The list of annexes with links to these annexes,

- The links to third party systems,

- The list of attributions,

- The list of files in which the document is filed with links to the files Solon properties sheets,

- The list of links to other Ares documents,

- Information concerning the registration of the document and security status.

2.11.1.2. *Alternative Flows*

2.11.1.2.1. First Alternative Flow : consulting a Solon repository document properties

If the document belongs to the **Solon repository**, the behaviour is the same with the following differences :

- Possibility to PDF merge items (not available in Ares),

- Possibility to see who has access to the document in a separate box,

- The links are to **Solon repository** documents rather than **Ares documents**. Cross-repository links are not possible.

NB : consultation of **Solon Repository** documents and their properties sheets is available in link with the default option 'Include Solon Repository documents', and even if **Ares** is the default respository.

2.11.1.2.2. Second alternative flow : linking to third systems

The document property sheet for a document provides a link to another system holding the same document for some categories of documents :

- CISNET documents,

- SG Vista documents (C, COM & SEC document),

- ECJ proceedings documents linked to Curia corresponding material.

The availability of these links is based on a string pattern found in the document title.

NB : For Solon repository documents linked to SG Vista the document used to be created with a reference corresponding to the SG Vista reference. The type and the identity of reference number allowed to establishing the link from Solon to SG Vista. Knowing the impossibility to control the type and reference number in Ares, the same documents after the migration will have to be created with the SGVISTA reference at the end of the title following a convention similar the one one currently applied e.g. for CISNET documents.

2.11.1.3. Exceptional Flows

In case of connection error with Ares, an explicit message will be displayed.

2.11.2. Special Requirements

2.11.2.1. < Interface(s) with other Systems>

When **Ares** is settled as the default repository, Solon will connect to the Ares underlying database (Hermes) through the use of Hermes Repository Services.

2.11.2.2. Security Requirements

Only those files for which the user has a granted access will be displayed in the list of files.

2.11.2.3. < Other Special Requirement >

NA.

2.12. Edit a Document properties

2.12.1. *Flow of Events*

2.12.1.1. *Basic Flow: modifying an Ares document properties*

A user consults the document properties through a properties sheet further to a file search or by direct linking.

He whishes to modify one of the document meta-data or the list of items contained in the document.

There is no more possibility to modify an **Ares** document in Solon.

The user activates the link to Ares available at the top of the property sheet.

He can then modify the document using Ares or Nomcom functionalities.

2.12.1.2. *Alternative Flows*

2.12.1.2.1. First Alternative Flow : modifyiying a Solon repository document properties

For a **Solon repsository** document, it is still possible to edit the document properties using the document property sheet.

2.12.1.3. *Exceptional Flows*

In case of connection error with Ares, an explicit message will be displayed.

2.12.2. *Special Requirements*

2.12.2.1. *< Interface(s) with other Systems>*

When **Ares** is settled as the default repository, Solon will connect to the Ares underlying database (Hermes) through the use of Hermes Repository Services.

2.12.2.2. *Security Requirements*

Modication of documents are only allowed to certain profiles according to Ares and Solon Repository enrolment rules.

2.12.2.3. *< Other Special Requirement >*

NA.

2.13. Consult a list of Items

2.13.1. *Flow of Events*

2.13.1.1. *Basic Flow: browsing through a list of items*

In Solon, it is possible to view a list of items for a document in :

- A list of documents while expanding the corresponding document level (cf relevant Use Case),

- A document property sheet (cf relevant Use Case).

In addition, a list of items is available further to an item search whose search form is common to the document search form (cf relevant Use Case). This feature, 'show hit-list as items', is especially relevant when the full-text search criterion is used, because the full-text hits are those of the items, not the documents which might contain several items.

This possibility to get a result set as items is not offered in Ares, and as a consequence :

- 'show-hit-list as items' will never be set as the default option for a search even if a full-test criterion is used,

- If 'show-hit as items' is forced by the user, the hit-list related to **Solon repository** items will be displayed wherehas the hit-list for **Ares** items will be replaced by a warning message notifying that the seacrh has not been executed.

NB : In case of a full-text search : for Ares documents, the user obtains a list of document and still has to expand the documents and open individually each item to assess presence of full-text search key hits.

2.13.1.2. Alternative Flows

2.13.1.2.1. < First Alternative Flow : Browse through a list of Solon repository items

When the primary repository is the **Solon repository**, diplaying the list of items further to a search is still possible and limited to Solon repository items.

2.13.1.3. Exceptional Flows

In case of connection error with Ares, an explicit message will be displayed.

2.13.2. Special Requirements

2.13.2.1. < Interface(s) with other Systems>

When **Ares** is settled as the default repository, Solon will connect to the Ares underlying database (Hermes) through the use of Hermes Repository Services.

2.13.2.2. Security Requirements

Only those items for which the user has a granted access in the **Solon repository** will be displayed in the resulting displayed list. The rules governing access to items is bound to the containing document.

2.13.2.3. < Other Special Requirement >

NA.

2.14. Consult a item properties

2.14.1. *Flow of Events*

2.14.1.1. *Basic Flow: consulting an Ares item properties*

An Item/attachement properties consultation is achieved through consultation of the corresponding list of items for a document in the document property sheet.

An Ares item does not hold any fixed ranking number nor log information related to its creation, but an on-the-fly calculated ranking is diplayed.

In addition, an external reference and attachement type are available.

PDF merge feature will be available for Ares items and Solon repository items.

2.14.1.2. *Alternative Flows*

2.14.1.2.1. First Alternative Flow : consulting a Solon repository item properties

An item properties consultation is identical with the differences already pointed out :

- No external reference per item,
- Fixed ranking number and logging information available (this is available at document level).

2.14.1.3. *Exceptional Flows*

In case of connection error with Ares, an explicit message will be displayed.

2.14.2. *Special Requirements*

2.14.2.1. *< Interface(s) with other Systems>*

When **Ares** is settled as the default repository, Solon will connect to the Ares underlying database (Hermes) through the use of Hermes Repository Services.

2.14.2.2. *Security Requirements*

NA.

2.14.2.3. *< Other Special Requirement >*

NA.

2.15. Edit a Item properties

2.15.1. *Flow of Events*

2.15.1.1. *Basic Flow: modifying an Ares document properties*

A user consults the items properties through a property sheet further to a document search or by direct linking.

He whishes to modify one of the items meta-data or the list of items contained in the document.

There is no more possibility to modify an **Ares** item in Solon.

The user activates the link to Ares available at the top of the property sheet.

He can then modify the items with the Ares modify special function if she/he has the right to do it.

2.15.1.2. *Alternative Flows*

2.15.1.2.1. First Alternative Flow : modifyiying a Solon repository document properties

For a **Solon repository** item, it is still possible to edit the item properties using the document property sheet.

2.15.1.3. *Exceptional Flows*

In case of connection error with Ares, an explicit message will be displayed.

2.15.2. *Special Requirements*

2.15.2.1. *< Interface(s) with other Systems>*

When **Ares** is settled as the default repository, Solon will connect to the Ares underlying database (Hermes) through the use of Hermes Repository Services.

2.15.2.2. *Security Requirements*

Modication of items are only allowed to certain profiles according to Ares and Solon Repository enrolment rules.

2.15.2.3. *< Other Special Requirement >*

NA.

2.16. Export items

2.16.1. _Flow of Events_

2.16.1.1. _Basic Flow: export iems_

A user is able to export a list of items from a result list presented in Items.

As the display of items lists of results is only available in for Solon respository items, this will be only available for these items, excluding Ares items.

2.17. Create a Document

2.17.1. *Flow of Events*

2.17.1.1. Basic Flow: Creating an Ares document

For creation of a new document, the user will have to switch to Ares and use the "Add new" document feature.

No creation of new Solon respository documents will be allowed after the Ares Migration ("freezing" of the Solon Repository).

2.17.1.2. Exceptional Flows

The capacity to create new references of document might be re-activated for loading batches of old document in the Solon repository. The reasons for this are :

- It is unlikely that HRS will allow batch loading of sets of documents,

- Such old document might be irrelevant for Ares.

3. OTHER EDM FUNCTIONS USE CASES

3.1. Import an attachment available as paper to a Document

3.1.1. *Flow of Events*

3.1.1.1. *Basic Flow: Scan an attachment available as paper through scanning*

The user has an atttachment available as paper. It may be an incoming mail or an outcoming mail for which recording of the handwritten signature is necessary.

He needs to attach it to an Ares document either :

- To a saved document,
- To a registered document using the 'modify special' feature in exceptional cases.

The first step is to scan the document to produce an electronic attachment file from the paper attachment.

The user goes to the scan and identifies her/himself. Two methods are available for identification on the scanner, depending on the hardware, :

- Through the scanner screen and/or keyboard using her/his NET1 account (only on Digital Sender),
- Through a special paper page 'Personal barcode separator page' which will authentify her/him automatically.

Once identified, the user proceeds by scanning the paper attachement following available instructions. He can enter in the 'subject' field, the save number/reference number for the document (not available with personal barcode page). The text entered here is free : the purpose of using a naming convention is only used to retrieve later a scanned electronic attachment files among others in a folder.

After a few minutes, the user receives a notification of the processed electronic attachement in his mailbox.

The link to the processed electronic attachment .tif file is included into this email. The corresponding attachments file is stored in a personal 'My scans' share. This share is protected and available only to her/himself. The name of the scanned attachment file is made up of the memo/subject the user entered when he was on the scanning device or automatically processed if this feature was available.

Then, he has to import the electronic attachement in Ares using Ares features i.e. 'modify' if the document is only saved or 'modify special' if the document is already registered.

3.1.2. *Special Requirements*

3.1.2.1. *< Interface(s) with other Systems>*

The system will be compatible with the current set of SJ scanning hardware (Digital Senders and Multi Function Devices).

3.1.2.2. Processing of large documents

The current system for splitting of large documents will have to be modified so that it is independant of Ares or the Solon Repository. The resulting file will have to be imported in Ares. Limitation regarding the size of files for importation in Ares will have to be assessed.

3.1.2.3. Security Requirements

Use of the scanning facilities is open to all SJ users. Possibility to import the attachment in Ares will be linked to Ares rights, like it was for the Repository.