

## Product Updates

### Aug '07

Updates now active since May '07. All of these features are backwardly compatible with existing installations and do not affect any Content Models.

#### Search

Simple search now supports boolean AND / OR and Phrase search.

Simple search works across ALL Content Item metadata fields and Content Item Detail fields.

#### Rules driven Login option

ISO-27001 login standards are now supported in a dedicated login template. This includes:

- 1) Access is defined by Function / Activity
- 2) Password masking during as it is entered (existing feature)
- 3) Minimum character rule can be set and enforced to all new passwords
- 4) Passwords with alphas and numeric mix can be enforced
- 5) User is forced to change his/her password on first login can be configured
- 6) Password change forced after a specified number of days can be configured
- 7) User can change the password themselves at any time
- 8) Does the system prevent the reuse of the last 10 passwords
- 9) The password and username are prevented from being the same
- 10) Password submission and change are an HTTPS event.

#### Group User Management

Group administrators can now add new users and add users to groups from their My Account / Groups / Groups Explorer interface.

#### User Folders

Copy folder now fully synchronized with IGP:Repository 2 or local method.

Move item between folders now fully synchronized with IGP:Repository 2 or local method.

User Item to System item now fully synchronized with IGP:Repository 2 or local method.

#### Reports

Database reports added allowing administrators to monitor the resource usage of the database tables.

User access detailed activity reports made dynamic to allow reporting on any user activities.

#### Testing

Standard capacity testing exceeds 300,000 managed System Items.

### May '07

The features of IGP:InfoViewer 2 have been significantly upgraded since Jan '07. Notable updates effective May '07 are:

#### Catalogs

1. Functional / activity User constraints from controlled vocabularies
2. Genre Metadata Catalogs (from IGP:Information Architect vocabularies)
3. User selected catalog views / expanding catalog information
4. User selected User Folder Views
5. User Context forms and searches from Catalog
6. User item check-in/out from folders

7. Various bug fixes and template cleanups

### **IGP:Reader/Writer**

8. Addition of multiple pre-configured templates
9. Improved template model. Now supports Writer / Online / Print stylesheets

### **Administration**

10. Improved filters in Administration
11. Phantom forms for advanced administrative control
12. Group assigned administrators can add Users to Groups from the Groups Screen
13. Informational Flatpages for section opening editable from Admin interface

### **Integration with IGP:Information Architect**

14. All vocabularies published by IGP:Information Architect can now be integrated directly into forms, searches and other control mechanisms.
15. Item 2. Catalogs is powered by this integration.

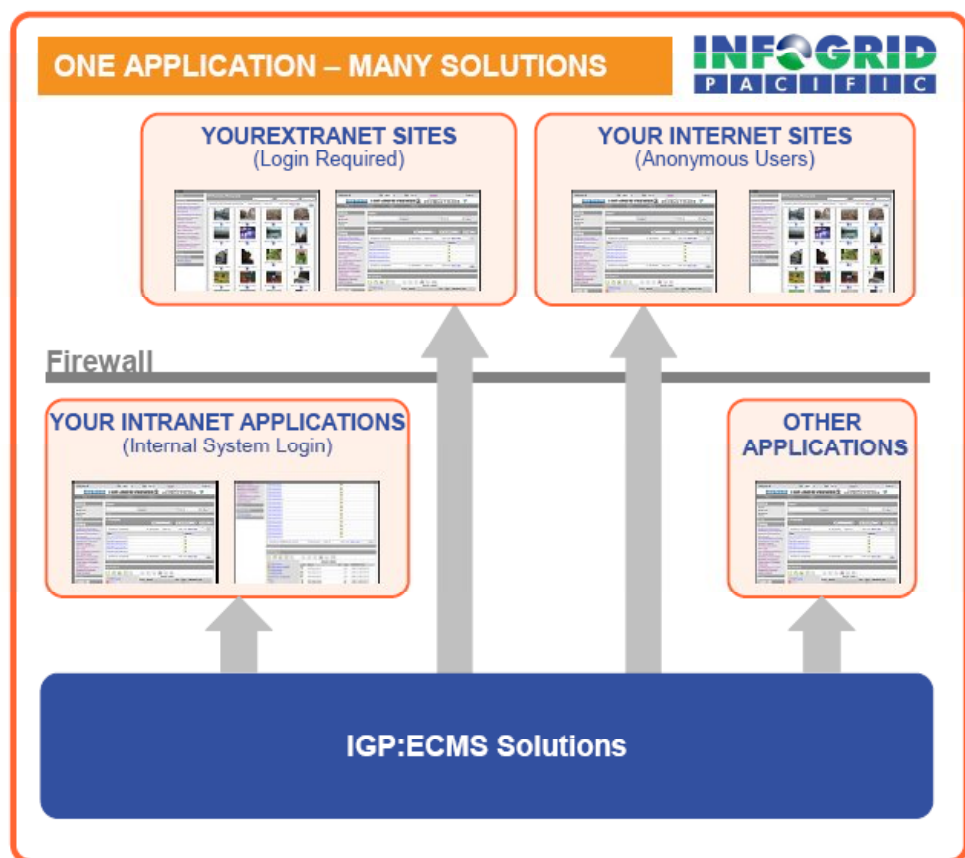
## Overview

IGP:InfoViewer is an advanced Web Application front end framework which enables sophisticated Enterprise Content Management solutions to be created quickly and easily. It is the Web and User Interface application in the IGP:ECMS Solutions product suite.

IGP:InfoViewer 2 exists to support the fact that technology interfaces and business requirements change frequently, but valuable content does not and must be always available and trusted.

IGP:InfoViewer 2 provides the business configuration features while the companion IGP:Repository provides the content stability requirements of a truly enterprise class ECMS.

IGP:InfoViewer 2 can be used as a stand-alone application for a simple deployment where rigorous content management is not required, but is best used with IGP:Repository.



Due to the unique and rigorous information design, IGP:InfoViewer goes beyond standard silo content management applications. It contains a rich set of templates to create public, private and enterprise interfaces for a wide range of business on content. This includes (but is not limited to):

- Document management
- Asset management
- Image and media websites
- Online structured document authoring and publishing

And when used with IGP:Repository

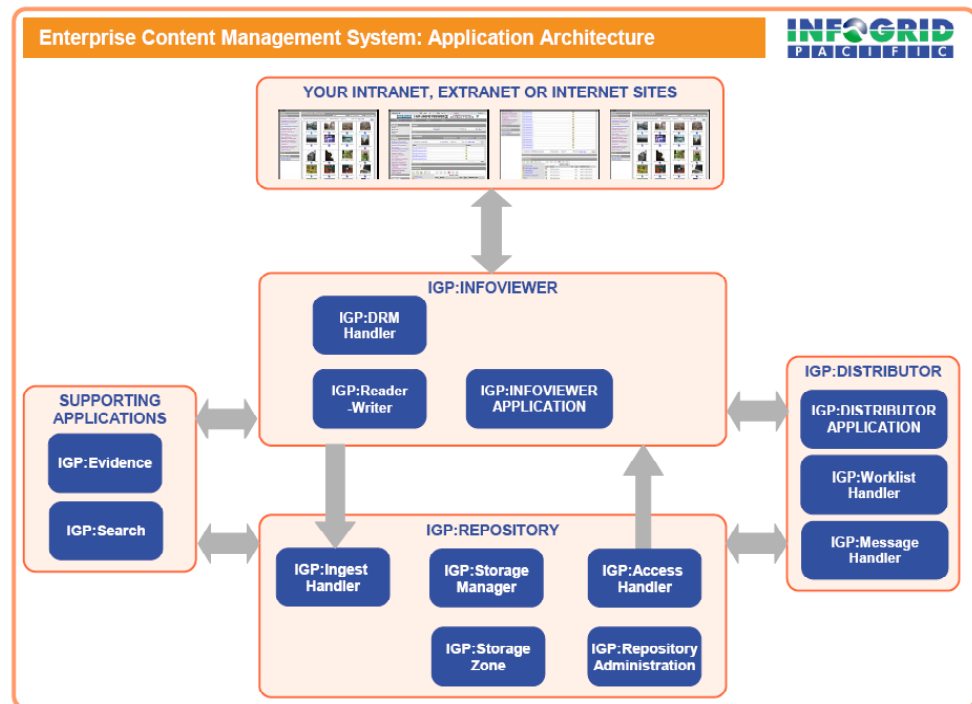
- Records Management
- Archive Management
- Cultural Artifact digital surrogate Management

Rather than create vertical market extending modules, each of which has to be purchased separately the unique information architecture of IGP:Repository makes it sensible to deploy these in a single installation.

The method to create different business operations is defined by the metadata applied to the content, the processing operations applied to that metadata, and customization of interface options.

## The ECMS Architecture

When used with other Infogrid Pacific ECMS products, IGP:InfoViewer 2 creates a complete content environment including creation, management and distribution.



## User Experience First

Critical to the success of an ECMS solutions is the participation of the end Users. Unlike most ECMS interfaces which make interface and process changes tricky or restricted to predefined processes, IGP:InfoViewer 2 is designed to allow continuous modification without threatening the trustworthiness and validity of the content under management.

Change management within an organization is always an issue whether it is a five person or 50,000 person organization. Solution roll-out is an integral part of the IGP:InfoViewer deployment strategy. This is because of the ease of interface template customization and modification, while the integrity of the content remains unchanged.

The interface can be configured for control and test user groups, changes can be made as the users get comfortable with the new methodologies, and the final solution can be rolled out in a phased manner.

## Embedding

IGP:InfoViewer and IGP:Repository are embeddable by design. They use controlled REST and SOAP communications protocols which mean the content and processes can be accessed and used by any other authorized application.

### Training and Support

All Infogrid ECMS Solution Partners have access to full support and training material and programs to ensure customization and training requirements are delivered as easily as the technology itself.

### About this Specification

*IGP:InfoViewer 2 is an extremely configurable ECMS Web Interface framework but these features are not always visible in an interface. This features specification is designed to allow the product to be evaluated for a wide range of applications. Therefore this document is narrative rather than bullet pointed to ensure the feature details can be understood.*

## Modules and Tools

IGP:InfoViewer is a single module application that can be used to create multiple Websites. It comes complete with an complimentary Online Reader / Writer suitable for DRM controlled presentation of high value content such as publisher books.

Module	Explanation
IGP:InfoViewer 2	The combination of Models, Views and Templates that together comprise the deployed application
IGP:Reader/Writer	A complimentary integrated module that can be used to create structured documents, or for the Online controlled reading of pre-processed content.
Template Library	A large range of templates covering most ECMS requirements for a wide range of Content
Scaling and load balancing	Standard server load-balancing and clustering can be used for scale the application. There are no CPU licenses so the system can be deployed across multiple servers as demand grow.

## Supporting Applications

The following applications are provided as integral with IGP:InfoViewer 2 to lower the cost of ownership and handle complex deployment and information design issues.

Module	Explanation
<b>IGP:Information Architect</b> <ul style="list-style-type: none"> <li>Localization translation and management</li> <li>New site template construction</li> <li>Thesaurus modification, creation and localization</li> </ul>	<p>IGP:Information Architect is a stand-alone server application that connects to the IGP:InfoViewer server(s) and allows the configuration of Information related components.</p> <p>The localization feature allows translation of new template terms to any required language by a non-programmer as a project is customized. This is available at all times and changes to translation strings, addition of new languages can all be made and applied instantly and at any time.</p> <p>The New Site template construction increases the accuracy and speed of creating a new site. It uses the default IV-DEV template framework and copies all files to the new Site application directory. The new site can then be customized and modified as required without impacting any other operational sites.</p> <p>The Thesaurus editor allows the creation of controlled vocabularies in any language. There are a number of useful "Seed" Thesauruses provided which can be translated and extended in any language. This allows:</p> <ul style="list-style-type: none"> <li>The accurate application of metadata to content at upload/ingest time</li> <li>Automation of catalogs</li> </ul>
Watermarker	Built in application for applying watermarks to images and thumbnails if required.

## Templates and Customization

IGP:InfoViewer is designed for customization and modification for the specific requirements of various organizations and vertical / specialist market segments.

The powerful template system makes modification, customization and extension to the application easy.

The interface and inter-actions are customized using templates.

The vertical / specialist market customizations are made using metadata libraries.

Feature	Explanation
Interface Template Library	<p>The standard templates provided with IGP:InfoViewer include multiple templates for all the functional abilities and requirements of the application. There are two major template libraries – Web and AJAX.</p> <p>The Web templates create a standard Web look. The AJAX templates create a dedicated DCMS look and feel.</p>
Powerful multi-selector Style sheets	<p>Providing the standard templates are satisfactory for the layout and functionality any site can be customized through a single default format CSS stylesheet. The provided stylesheets use the inheritance and multi-selector properties of CSS to roll design changes through the entire templates.</p>
Supplied Sites	<p>Every deployment of IGP:InfoViewer comes with three complete and functional sites so you can immediately see how the solution can be used in your organization:</p> <ol style="list-style-type: none"> <li>1. Documentation Site (using AJAX components)</li> <li>2. Image site (Web Application)</li> <li>3. Developer Site for new project stemming.</li> </ol>
Test Content	<p>Any ECMS system does not reveal its potential until there is a critical mass of content in the system. IGP:ECMS Solutions optionally ships with thousands of “real-world” content items so it can be seen to work after first installation. The Test content includes:</p> <ul style="list-style-type: none"> <li>• 500 high resolution images</li> <li>• 100 Fully typeset and XML'ized books</li> <li>• 100 real documents</li> <li>• The full help and instruction manuals installed on the system.</li> </ul>

## Required Skillsets

Setting up and customization of IGP:InfoViewer can be done at a number of levels. It is designed to give working solutions out of the box and in most cases the standard templates will be sufficient to get working on the test program.

Customization for client branding is a simple and straight-forward exercise and if the tutorials are followed this can happen in hours, not days.

Feature	Explanation
Template Customization	Intermediate or advanced HTML/CSS programmer with Javascript skills.
Information Design	A person with understanding of taxonomies, thesauri and the ability to analyze and understand the need and effect of controlled

Feature	Explanation
	<p>vocabularies.</p> <p>Should be able to coordinate and work with other workers to create agreement on vocabularies for areas of common interest such as Document Genres, Subject Indexes, etc.</p>
Testing and User Acceptance	<p>End user or End User panel for each organization functional area affected by the ECMS deployment.</p> <p>It is essential that real-world operational testing is a part of user activities. If real world content and processes are not used, unstated expectations cannot be accounted. This must not be a simple senior management interface feature wish-list activity.</p> <p>The objective is to utilize the minimum number of features that does the job effectively.</p>

## Information Organization

Because IGP:InfoViewer 2 serves the requirements of a broad range of ECM applications, there are two primary divisions of content. This separation of content concerns provide the stability and trust model required for many types of content, while still allowing the dynamic authoring and collaboration of documents and other assets.

1. **System Content Items (*Content Items*)**. This is content that is completely under the management of the Storage System (local storage or IGP:Repository). It can be accessed and copied by authorized users, but it cannot be deleted or modified except through administrative procedures (when stored locally) or Repository Policies (when stored in IGP:Repository).
2. **User Content Items (*User Items*)**. This is content that is completely under the control of users. User Items can be created, modified, version controlled and deleted entirely under User Control. The system does not assert any controls other than those provided in the user Interface. If deployed with IGP:Repository User Content Items can be stored in IV2-Cache. Here they come under replication policies for CDA, but no other controls are asserted.
3. **Content Object**. A content object is used when referring to both Content Items and User Items.
4. **Data Object**. A physical file (plus its metadata) stored in association with a Content or User Item.

This organization is transparent to the end user who is just working with catalogs, folders and search results. However it is important to understand the rigour applied to content and how the mechanisms work.

Feature	Explanation
<p><b>Server Content Storage</b></p> <p>This can be configured for local server storage (if IGP:Repository 2 is not deployed). Any number of storage locations can be specified for each of Content Items and User Items. Only once of each can be the active write destination.</p>	<p>For small systems that do not have the trust, lifecycle or automation requirements for records, cultural artifacts and other important content IGP:Repository 2 may not be required.</p> <p>In this case disaster recovery, backup, etc. is the responsibility of the owning organization.</p>
<p><b>Repository Content Storage</b></p> <p>IGP:InfoViewer 2 is designed to be used with IGP:Repository 2 as the storage environment for optimal content trustworthiness and lifecycle management operations.</p>	<p>Storage of all Content Items and User Items is highly automated and optimized when connected to IGP:Repository. In addition Disaster Recovery and Backup are replaced by Repository replication and are highly automated.</p> <p>IGP:Repository is a spinning disk system. If offline backup systems are deemed required, they are the responsibility of the deploying agent.</p>
<p><b>Content Item Symmetry</b></p> <p>Content Items and User items have exactly the same database structure making them interchangeable</p>	<p>Content Items can be copied and used as User Items, and User Items can be transformed into Content Items (if they conform to the IGP:Repository 2 Ingest Policy checks).</p> <p>There is no "Check-Out" for a System Content Item as they are immutable.</p>
<p><b>User/Content Item Structure</b></p> <p>An IGP:InfoViewer content object is a bibliographic reference to a work. It may or may not contain Data Objects.</p>	<p>The structure of content objects allows the definition of complex packages such as found in formal publishing, or video production</p>

Feature	Explanation
<p>Basic metadata follows the Dublin Core definition.</p> <ul style="list-style-type: none"> <li>• Title</li> <li>• Creator</li> <li>• Date</li> <li>• Subject</li> <li>• Type</li> <li>• Language</li> <li>• Keywords</li> </ul> <p>Keywords is not a DC field but is provided to enhance search and discovery strategies.</p>	<p>with multiple parallel files.</p> <p>Extended DC and other metadata can be stored in metadata detail fields. Any number of metadata fields can be defined and applied by content..</p>
<b>Content Items to Catalogs</b>	
<p>Catalogs can be organized into catalogs. Catalogs can be “virtual” and defined by metadata values, or “real” and Content Items can be directly assigned to a Catalog.</p>	<p>For certain types of content management “hard” catalogs are appropriate. This includes bookstores, high value content control, restricted and controlled content that must be available only to certain user communities.</p> <p>A content item can belong to any number of Catalogs. To be visible a Catalog must be mapped to a Group.</p>
<b>User Items to Folders</b>	
<p>User Items are maintained in folders owned by individual users.</p> <p>(Folders can be shared – see Folder features)</p>	<p>Although the underpinning information structure of User Items and Content Items are the same, the environmental structure is different.</p> <p>A User Item can only belong to a single folder.</p> <p>User Items are created by uploading them through the Folder Interface.</p>
<b>Content Items to Folders</b>	
<p>Add a Content Item reference to a Folder</p>	<p>Content Items can also be assigned to User Folders as a reference, but cannot be modified or deleted. This enables a lot of business “starter” operations to be carried out when collaborating with documents. For example a folder can be defined with a set of process templates (Content Items), which are then copy-converted to User Items and modified accordingly.</p>
<b>User Items to System Items</b>	
<p><b>(Improved)</b> Copy a User item to a permanent System Content Item</p>	<p>This allows finished documents to be archived from the dynamic User Content Environment. Once a User Item (and all its files) is transferred to a Collection, it comes under system management for documents, assets or records as pre-defined in IGP:Repository Collections policies.</p> <p>During the transfer process the interface will request that any missing metadata is supplied before submitting the package to the IGP:Repository Ingest Handler.</p> <p>If the deployment is not using IGP:Repository then it is stored as a direct catalog item.</p>

## Content Catalogs

Content Catalogs are the primary container for Content Items and allow the mapping of Content Items to Groups via Catalogs. A Catalog can be created by two methods.

Content Items can be mapped into a Catalog as a list. The administrator has to do this, or Content Items have to be uploaded into an existing Catalog using the Content Item Upload Form.

or

Catalogs can be defined by different metadata conditions such as "Document Genre=Invoice". This example would constrain the Content Items in the Catalog to just Invoices.

Feature	Explanation
<b>Catalog Options</b>	
Create Catalog	Enables an authorized administrator to define a Catalog. At the time a catalog is defined the presentation methods can also be set.
Function/Activity/Genre auto generated Catalogs	<p>Catalogs can be defined by Business Functional Metadata defined and maintained in IGP:Information Architect.</p> <p>This creates catalog/search/form composite toolsets that are highly constrained to the Function/Activity.</p> <p>Documents must have correct and accurate subject or Genre metadata definitions applied, but the provided upload tools are linked to the same vocabularies in IGP:Information Architect to ensure metadata coherence.</p> <p>This creates very fast performing catalogs as the application only has to query for predefined Function/Activity Genres and does not have to use a complex permission query.</p> <p>This method is highly recommended in business applications and can be equally powerful in other applications such as social websites, etc. if metadata design is applied carefully.</p>
Catalog Presentation	<p>Stack – this is a list type view where the Content Items are presented one on top of each other irrespective of their size. This view allows metadata to be viewed easily at the catalog presentation level.</p> <p>Grid – this is a rectangle layout (5 per row by default). This is most suitable for images and media where selection will be by the image rather than metadata</p> <p>Table – Items are presented as single table lines with minimum details. This is suitable for long or large categories with similar content such as corporate financial statements where sorting by calendar is optimal</p>
User selected Content Item Views"	The user can decide how they want their Catalog content presented at any time.
Stack	
Grid	If files have thumbnails the thumbnail will always be shown rather than an icon
Table	
Catalog Operation	Automatic Catalog pagination. Displayed item count can be set by the user or hard coded in the template.

Feature	Explanation
	Results Sorting. Results can be sorted on any of the metadata fields as ascending or descending. Which values appear can be set in the template.
Catalog Item Presentation	Catalogs can use a range of pre-prepared or custom Catalog Items.
Catalog item Details	The Catalog item details can be viewed by clicking on the format icon. This launches an additional dialog window with full metadata displayed.
Open Catalog Item	The files can be opened and downloaded by the user by clicking on the Copy icon.
Edit Metadata	Authorized users can edit Content Item metadata. If this is used in conjunction with IGP:Repository the item will be updated automatically in Repository if the Ingest Policy allows.  This is useful for Content Items that require enhanced or changing metadata.
Add to Folder	A reference to any Content Item can be added to the active user folder by clicking the "Add to Folder" icon.

## User Folders

User folders are a feature rich environment to enable Users to create, share, modify and delete User Items and share and collaborate with Content Items.

It is a rich collaboration environment that empowers Users to share and work with content.

Feature	Explanation
<b>Folder Operations</b>	
Create Folder	<p>Enables an authorized user to Create and Name a Folder, assign a Type and set the expiry conditions.</p> <p>A created folder is the property of the User and no other User can see the folders or contents unless explicitly permitted.</p>
User selected Item Views” Stack Grid Table	<p>The user can decide how they want their content presented at any time.</p> <p>If images have thumbnails the thumbnail will always be shown rather than an icon</p>
User Folder Types <ul style="list-style-type: none"> <li>• Folder</li> <li>• Project</li> <li>• Lightbox</li> </ul>	<p>A user can set different types of folders. This is for various uses and changes the presentation type. Folder is a detail view, Project an Icon View and Lightbox a thumbnail view (if thumbnails have been generated at upload time).</p> <p>The use of folder types is arbitrary and any type of content can be stored in either folder.</p> <p>(templates are available but this is decremented in favor of User Selected Item Views)</p>
User Folder Expiry Control	<p>Folders can be give automatic expiry conditions or the user can set any duration in days.</p> <p>User folders can have “No Expiry” and the folder persists until it is deleted.</p>
<b>(Improved)</b> Create Folder Copy	<p>A user can create a copy of a folder at any time. This allows standard project template folders to be copies and used for content modification. If a new name is not given to the folder – Copyn is recursively applied to the folder name. There is no limit to the number of copies that can be made.</p> <p>Where User Items are Cache managed by IGP:Repository 2, synchronization in now fully enabled.</p> <p>Create Folder copy of shared folder disabled as a general security measure to stop inter-group movement of folders.</p>
Delete Folder	<p>A Folder owner can delete a folder at any time. When a folder is deleted all User Items are deleted and all Folder Shares are stopped. There are no blocks or warnings on this action</p>
<b>Folder Sharing Operations</b>	
Share Folder	<p>A folder can be shared with a predefined group to which the user is a member, or with a selected list of individual users.</p> <p>When a folder is shared the folder owner is giving all permissions to Sharing Users. IE. They can delete, modify, over-right, version or create User Items in a folder.</p>
Share Folder Management	<p>Folder shares are invitations (generally IGP products institute a</p>

Feature	Explanation
	<p>“Good Manners” approach. A User can elect to refuse, defer or accept a folder share.</p> <p>An inward share shows a down arrow on the folder icon. An outgoing share shows an up arrow on the folder icon.</p>
Stop Sharing	An individual can stop sharing a folder at any time. The folder owner can stop all shares at any time. The changes will be seen on the next folder access.
Message on Folder Item	A message can be sent in the context of a User Folder file. The highlighted object Detail View reference is automatically inserted into the body of the message.
<b>User Item/ File Operations</b>	
Upload File	
This includes methods for Upload and Overwrite, Upload and version	This launches the upload User Item dialog. A file can be uploaded and appropriate metadata attached. The form auto-fills to the extent possible.
Move Item	A User Item can be moved between folders by the User or a Sharing User.
Delete File	An individual file in a User Folder can be deleted by the User or a Sharing User. If the file is a User Item the file is physically deleted from storage. If it is a Content Item on the reference is deleted from the folder.
Deleted File folder	<p>When User Items are deleted they are moved to the Deleted File Folder.</p> <p>When User Item files are deleted they are used to a special User Item in the Deleted File Folder called “Deleted Files”.</p> <p>Accidentally deleted Files can be restored from the Deleted file folder using the Move File option.</p>
File Check Out/Check In	<p>When sharing a folder users can “Check Out” a file. This indicates to other users that the file is not available for upload and may be about to change.</p> <p>The file is still available for download, but only the User who has “Checked Out” the file can revert the flag to “Check In” and upload a file.</p>
User Item Detail View	Clicking on the folder item launches a pop-up window showing the User Item or Content Item Detail view with full metadata and Data Object List.
<b>(Improved)</b> Copy User Item to System Content Item	<p>A User can move a Content Item from a User controlled Folder, to a System Controlled Catalog at any time (if authorized). This is used to “Archive-off” completed work.</p> <p>The system prompts for missing metadata and IGP:Repository Collection Assignment if required.</p> <p>Once moved the User loses control of the Content Item as it comes under system management.</p>
Open File	Clicking on the document title or highlighting the item and clicking the Open Icon will directly download the first file in the User Item using HTTP transfer. Depending on the Browser and Setting there will be different results to this action.

Feature	Explanation
	Internet MIME types or MIME types with plug-ins can be configured to open directly in the Browser. Other file types will launch an application or be saved to the browser download location.
<b>Template Configuration Options</b>	
Folders can be Web or AJAX	For Intranet Use on a LAN/WAN environment folders are highly responsive and desktop application "like" using AJAX. For Extranet or Internet operation Web presentation with light Javascript is preferable, especially with dial-up connection speeds.
Folders can be configured to look like catalogs and vice-versa	For specific non-document management uses, such as photo and media sites it is useful to be able to display user controlled files in a more social manner. A set of templates is available to show User Folders in Catalog presentation.
User Folders can be fully customized	The provided functionality can be reduced or modified in the templates. See the Technical Reference and Tutorial documentation.

## Messaging

IGP:InfoViewer has integrated internal messaging to enhance content collaboration between authors, editors, reviewers, maintainers and users. This powerful feature is more useful than workflow in many business contexts.

If you need statutory compliance record keeping, the messaging service provides full audit recording of all messages sent within the system. This means your employees do not have to use commercial open instant messaging products such as MS Instant Messenger.

Feature	Explanation
Message Manager	Separate Message Manager enables user to create, view and reply to messages  Message can be created for individuals or groups to which the user is a member
Message from content reference	Message directly from any Content or User Item and have the Detail View reference embedded in the message body. This allows the recipients to directly view the content item under discussion
Message Thread	Messages automatically thread on Message title. Replies are maintained in the thread.
System Messages	System state change messages are generated when new Content Items are added and available to Users, when Folder share invitations are created, and for other critical system state warnings.  Messages can optionally be sent as emails.
Full message audit trail	Messages are retained for whatever period you define. This is more reliable than emails for internal communications and for external communication and communication with extranet users (eg. Customers and suppliers),
Message only service	For Users who do not need all ECMS functions, the messaging service can be deployed as a stand-alone service.

## Forms

Any number of forms can be created for any purpose of manipulating the state of Content or assigning values.

This is a natural "product extension" point to allow customization for Workflow or other Business Specific activities. IGP:InfoViewer 2 is a Content Management and presentation environment and does not step over the line to BPM, ERP, or CRM except with regards to self management of its own environment.

Feature	Explanation
Forms Administration	<p>Forms can be controlled by User Groups. Only those users who need forms can access forms.</p> <p>Forms are added to the system by a Template author and stored in the Administration Interface.</p> <p>Forms required by any Group are mapped to the Group giving control over access items.</p>
<b>(NEW)</b> Phantom Forms	Special forms that add features and functionality for Administrators and authorized users.
Content Item Upload Form	<p>This supplied form allows the creation of:</p> <ul style="list-style-type: none"> <li>• An Empty Content Item (metadata only)</li> <li>• Content Item metadata</li> <li>• Multiple Data objects and Data Object additional metadata</li> </ul>
Archive Upload Form	This supplied form allows the creation of valid SIPs (Submission Information Packages) for IGP:Repository. It allows the selection of IGP:Repository collections and validation of the item.
Image Upload Form	<p>The image upload form has special options required for image management and presentation. This is a two step process. The image is first uploaded, then the large thumbnail presented back so the uploading user can view the image while applying metadata. Options include:</p> <ul style="list-style-type: none"> <li>• Generate thumbnails ( two sizes available)</li> <li>• Watermark thumbnails</li> <li>• Watermark primary image</li> <li>• Apply image metadata.</li> </ul>
IGP:Reader Upload Form	This form allows a prepared XML and content package to be uploaded to the IGP:Reader.

## Search

Powerful search is the heart of any ECMS system and IGP:InfoViewer takes search, discovery and filtering to new levels.

When working in conjunction with controlled vocabularies from IGP:Information Architect, the entire system becomes metadata controlled.

Search can be executed in the database for smaller systems, or assigned out to IGP:Search for larger systems to reduce the work on the database. When IGP:Search is used full text search in any language can be incorporated.

Search is only as good as the metadata associated with content items.

Feature	Explanation
<b>(Improved)</b> Simple Search	Search across a range of template defined fields at one time. Simple search supports Boolean search options AND and OR, plus Phrase Search across all Content Item Metadata fields.
Advanced Search	Advanced search presents the full range of metadata options as both search and filter fields. The supplied standard template is the "complete" advanced search and is generally to comprehensive for practical interfaces. The complexity can be "reduced" during customization
Functional Context Search	User search interface is automatically configured and constrained to their Functional/Activity authorizations.
Language Search	Where a multi-language strategy has been implemented searching can be set for specific languages
Content Object Search	Search can be filtered across permitted Content Items or the Users Folders and Shared Folders.

## Reports

Advanced system reports are an integral part of the application and allow administrators to see all aspects of the operation and use of IGP:InfoViewer 2. Reports are presented as summary, graphs (where appropriate) and sortable detail tables.

Report	Explanation
Reporting Time System	Reports are generated on the ISO calendar to allow period by period comparison. The basic useful unit for trend and comparison reports is the Week. By default the system uses ISO week, Four week, 12 week and year.
Report Management	<p>The system constantly maintains its own state to make reporting fast and flexible. Report data is updated daily for a wide number of criteria. These are then used by the Reporting module without having to access and burden the database.</p> <p>Reports can be stored and accessed permanently to allow long term analysis of the system.</p>
User Reports	<p>Reports by User – Data Usage, activity, bandwidth consumption, Folder usage, Group membership</p> <p>Users can see their personal resource consumption in the My Account Dashboard.</p>
Content Reports	Reports by count and data size for Content Item or User Item, by Catalog and Folder
Bandwidth Reports	Bandwidth consumption by User, Group, and System over time.
<b>(NEW)</b> Database Reports	Database reports give the Administrator view unprecedented information about the state of the database. Size on disk by Models (tables), tuples (rows).

## IGP:Reader/Writer

This unique application brings options and power to ECMS that other solutions don't provide and not as an integrated component. It allows the creation of highly structured documents (with TOC) in an Online environment.

Just some of the uses are:

- Paid/unpaid subscription display of valuable content Online
- Creation, maintenance and publishing of internal enterprise documents
- Creation and maintenance of content for embedding in other sites and systems.

Feature	Explanation
<b>Reader Features</b>	
Content Type	<p>Display any Browser compatible content type. This means rich media such as Flash, video and audio are supported.</p> <p>You can display content as Books, Manuals, Learning Modules, Stand-alone pages and have it all in a managed authoring environment.</p>
TOC Navigation	<p>Navigate a document by Chapter, Section title.</p> <p>Hide/Show TOC</p> <p>Multiple TOCs (eg. Table of Contents, List of Figures, List of Tables)</p>
Toolbar	<p>Controllable toolbar gives users the features you want them to have document by document:</p> <ul style="list-style-type: none"> <li>• Page navigation</li> <li>• User Annotation (private or shared)</li> <li>• User Bookmarks</li> <li>• Print. User can be allowed to print directly</li> </ul>
Viewpane	<p>Content can have template driven styles and presentation applied at delivery time.</p>
User Information Management	<p>User information such as annotations, bookmarks, etc. are all maintained in the IGP:Reader/Writer databases, but are accessible to the user independently of the content.</p>
<b>Writer Features</b>	
Create multi-level Tables of Content (TOC)	<p>Depending on your document requirements you can create simple or deeply nested Tables of Content. You can reorganize TOC items at any time and the page content follows the TOC Item</p>
Edit pages directly in the interface	<p>When you switch to Edit Mode you have a handy word processor to speed you through formatting and layout tasks. For more advanced users you can switch to HTML view and directly edit the HTML properties.</p>
Multiple document Templates	<p>The system supports any number of standard prepared templates. These can be fully pre-styled for any purpose for online and print presentation. Supports multiple page templates.</p>

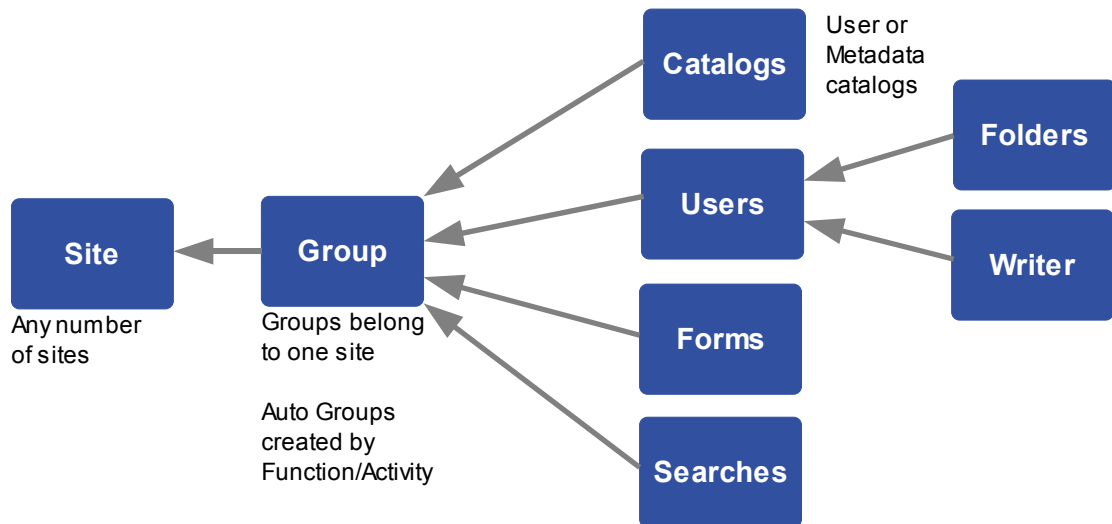
Feature	Explanation
	<p>System is provided with a set of useful and working business and general purpose templates including:</p> <ul style="list-style-type: none"> <li>• Classic Book</li> <li>• Modern Book</li> <li>• Technical Specification</li> <li>• White Paper</li> <li>• Sales Proposal (based on our own products)</li> </ul> <p>This list is added to continually and available from the ECMS Partner Website.</p>
Template update and modification	<p>Templates can be changed at the individual component level at any time. All changes reflect in new template usage – older documents will also inherit style changes where compatibility is maintained.</p>
Document variables. Extensive variables can be used in the template for document control, header and footer generation and other purposes.	<p>Title, section, author, modifier, person and date available by document and page.</p>
Save work in progress	<p>Save your work back to the server at any time and continue work.</p>
Auto revision on edit (save), with comments View document history View page history	<p>Each page edit can be saved as a page version. This means while editing you can track full revision history.</p> <p>Revisers can comment the changes for easy reference from the History</p>
Minor edit	<p>If you don't want to create a page revision, use the minor edit feature. The changes will be recorded in the current page, but the edit history will still be updated.</p>
Publish	<p>When your masterpiece is finished a single click of the Publish button makes it available Online to your eagerly waiting public.</p> <p>Even after your document is published you can continue to modify and maintain it.</p> <p>Export to multiple formats. Now supports export to text, HTML, OeB, PDF (with optional 3<sup>rd</sup> party processor)</p>
Author collaboration	<p>You can invite other users to collaborate with your writing task to speed final document creation. A collaborating author has all the rights you do.</p> <p>You can stop collaborating at any time. The book owner can stop all collaborations, or a collaborator can stop their individual collaboration.</p> <p>View Collaborators. You can see everyone who is working on your book at any time.</p>
<b>Digital Rights Management (DRM)</b>	
Create Rights Offers Maintain Rights Agreements	<p>The IGP:Reader/Writer is based on the ODRL (Open Digital Rights Language) data model. You create generic offers, and associate them with specific documents. When a user accepts</p>

Feature	Explanation
	the terms of the offer an agreement instance is created that contains the details of the permissions and constraints applied to the reading event.
Control Page Views	Page views can be controlled by exact page numbers and sequence blocks. This means you can create rights scripts such as "View the first page of each chapter"
Control Reading Duration/Time/Date	Reading can be restricted on a number of time parameters. Duration – you can read for this many minutes. Time – you can read at these times (EG 6pm to 11pm) Period – you can read from Start date to End date (subscription control)
Control the Content Model	Hide third party content that has different rights conditions or no rights available

## Administration Features

IGP:InfoViewer supports powerful multi-level administration features that allow all aspects of the system to be controlled from a single interface. Primarily the administration interface is used to set up the main relational maps and control users. All other operations are carried out from the main interface.

The high level organization model looks like this:

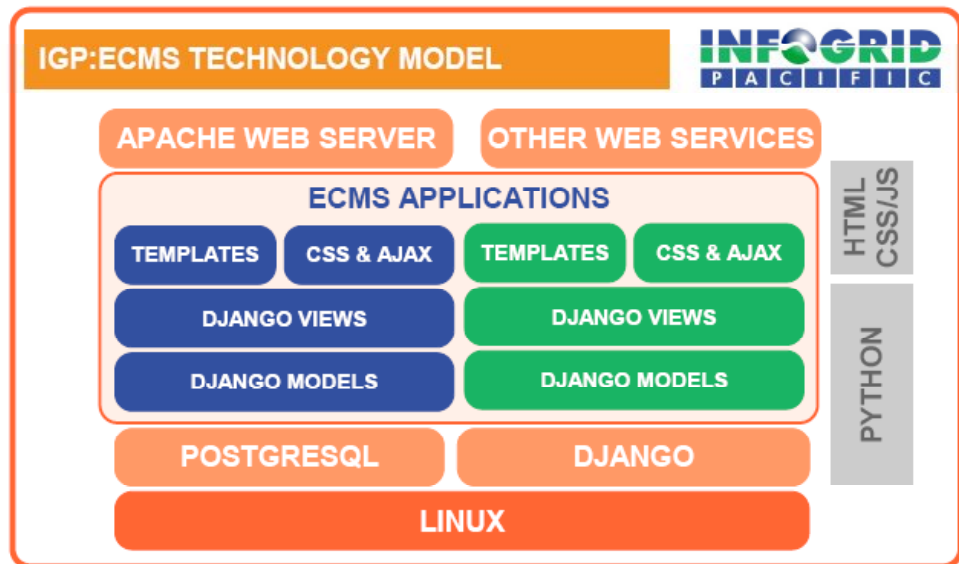


Feature	Explanation
User control	<p>Users can be added, permissions modified and removed.</p> <p>A User cannot use the system until assigned to a group</p> <p>A user can belong to any number of groups</p>
User password management	<p>All user passwords are fully encrypted in the system and have a high level of trust. Users can all modify and maintain their own passwords</p>
Group creation	<p>Groups can be created, modified and removed without affecting System Content or User Content</p>
Group Mapping	<p>Functional components can be automatic or manually assigned to any Group</p> <ul style="list-style-type: none"> <li>Group Catalog Maps. Manually assign any number of User created catalogs to a Group</li> <li>Group Forms Maps. Manually assign forms to a Group</li> <li>Group Report Maps. Manually assign reports to a Group</li> </ul>
Phantom forms	<p>Administration Groups can have phantom forms which give them extended powers from the Interface:</p> <ul style="list-style-type: none"> <li>Edit metadata</li> <li>Delete Content Items or Data Objects</li> <li>Assign Users to Group</li> </ul>
Catalog Control	<p>Catalogs are used as containers for Content Items. They can be:</p>

Feature	Explanation
	<ol style="list-style-type: none"><li>1. Metadata Catalogs (defined by metadata conditions) or</li><li>2. User Catalogs (lists of Content Items).</li></ol> <p>Catalogs must be mapped to a group to be visible.</p> <p>Catalogs can be mapped to any number of groups.</p> <p>Metadata Catalog forms and searches can use default context sensitive components</p>
Site Control	When running multiple sites the Administrator can control exactly what content is available to a site through Site/Group mapping.

## Technology

IGP:InfoViewer 2 uses best of breed Open Source applications which are multi-vendor supported and running enterprise critical applications around the world. Our own code is not open source but is visual source and is subject to the product EULA. This combination of an Open Source foundation with a commercially supported application brings the maximum benefits to the owner, delivering exceptional reliability and flexibility at the lowest possible total cost of ownership.



Performance of IGP:InfoViewer 2 is defined by more hardware, not more expensive hardware. Performance enhancement is carried out with horizontal scaling, something IGP:InfoViewer 2 is designed to do at all points.

Feature	Explanation
Preferred Server OS: Linux	
Optional Server OS: Windows Server	<p>It is recommended that Linux is deployed over Windows because of licensing issues, code transparency and sustainable cost rather than any technical reason. A digital repository creates its own demands per seat, and CPU licenses need to be avoided for sustainability reasons.</p> <p>Once configured and operational an IGP:InfoViewer 2 needs very little System Administration support because of the essential policy driven self-managing functions.</p> <p>The viable alternatives for the Operating System are MS Windows and Linux. Because Windows brings absolutely no benefits for this application the costs of a commercial OS should be avoided.</p>
Internet Server: Apache	Apache needs no introduction, defence or explanation. It is the Internet Server of choice.
Web Framework: Django	Django is a high performance open source Web appliance that provides the performance required of a scalable archive. It is programmed in Python and is therefore in alignment with the application programming language, Operating System and other software components.

Feature	Explanation
Programming Language: Python	<p>Python is a high performance byte-compiled language. The source code is visible and available to the Repository owners.</p> <p>The licensing allows Repository owners to modify and maintain the code for their own purposes (under the terms of the EULA).</p> <p>Code transparency is a recommendation for long-term archives to ensure confidence in the continuity of the archive in the event the code stops being maintained.</p>
Database: PostgreSQL	<p>PostgreSQL is a high reliability, well supported open source alternative to Oracle.</p> <p>If the user has a preference for any other database the system can be configured to support different databases.</p> <ul style="list-style-type: none"><li>• MySQL</li><li>• MS SQL Server</li><li>• Oracle</li></ul>