

TCS™-Document Imaging Management System©- DIMS™ Version 1.2

This DIMS©module is a document repository that allows a user to attach 4 defining fields to each document they upload. This module also moves documents back and forth from a current table to an archive table depending on archive dates. Also this module has the ability to delete documents that are passed there deletion date. DIMS© can accommodate .pdf files, .doc files, .docx files, and .txt files.

DIMS© User-End display:

Search: Searchable Titles:

 Select Database:
 Current
 Archive

Search By:
 Title Date Category Description

	Title	Date	Category	Description
Select	NWCOG	5/5/2011	NWCOG	Agenda
Select	Parks & Rec	4/25/2011	Parks & Rec	Agenda
Select	Bd Selectmen	4/19/2011	Bd Selectmen	Agenda
Select	Bd Selectmen	4/19/2011	Bd Selectmen	Minutes
Select	P & Z Sp Meeting	4/18/2011	Planning & Zoning	Agenda
Select	Bd Finance/Selectmen	4/14/2011	Bd Finance/Selectmen	Minutes-Sp Mtg
Select	Bd Finance/Selectmen	4/14/2011	Bd Finance/Selectmen	Agenda-Sp Mtg Revised
Select	Planning & Zoning	4/12/2011	Planning & Zoning	Agenda
Select	Planning & Zoning	4/12/2011	Planning & Zoning	Minutes
Select	Conservation	4/11/2011	Conservation	Agenda

1 2 3 4 5

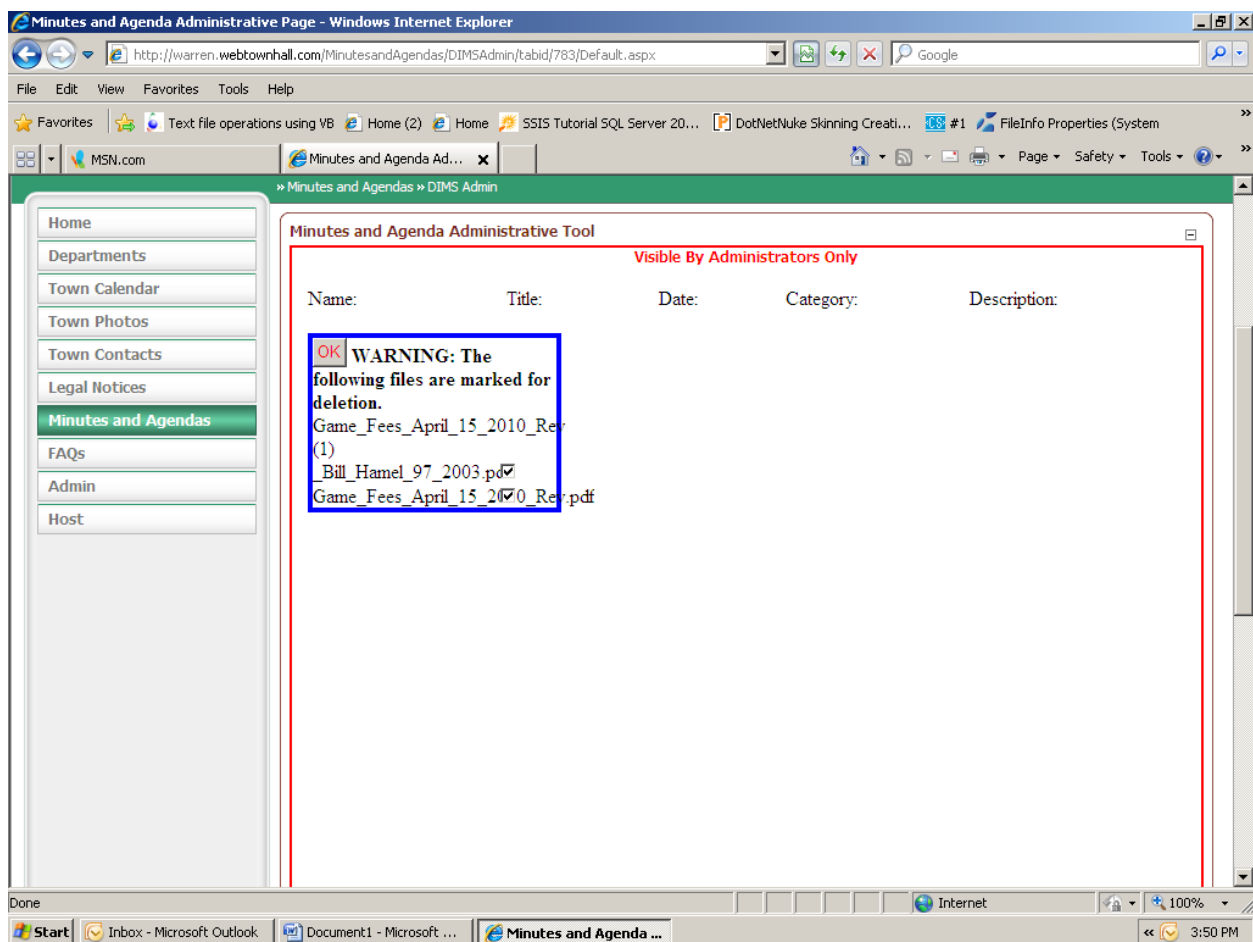
Welcome to the Webtownhall Documents Management System, To view documents before 01/27/2011 please switch to the Archive Database. To view documents posted before 05/02/2010 please contact your local town clerk.

On the user side a searcher can search by Title, Date, Category, and Description. Upon selecting one of these categories the “Searchable –Field- drop down Box” will populate with all searchable fields within this category. When a search is executed all files are searched including archived files. By pressing the [Select](#) linkclick button the user will be prompted to “allow this file to- Save or Open” on your local computer. To view .doc files a user will need any version of Microsoft word, to view .docx files a user will need Microsoft word 2007, and to view .pdf files a user will need a .pdf viewer application, we recommend adobe 7.0 or higher.

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Control capabilities include an initial sort that sorts by date, so newer documents will appear on the first page of the data grid. Users can also sort alphabetically when sorting by title, category, and description, and by date order when sorting by date. Also note the blue box on the top right hand side, this box informs users of the archive date and deletion date.

DIMS© Admin – administrator page



DIMS© module comes with an administrator page that administrators use to; delete files, enter category information, and adjust archive and deletion dates. When an admin goes to the administrator page they will first be warned of any files that are going to be deleted; as seen in the picture above. If an admin chooses to leave these files check marked then the files will be deleted from the server.

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The screenshot shows the 'Minutes and Agenda Administrative Page' in Internet Explorer. The browser address bar shows the URL: <http://warren.webtownhall.com/MinutesandAgendas/DIMSAdmin/tabid/763/Default.aspx>. The page displays a list of documents with the following data:

wpr mtg agenda - sep	-NEW-	6/8/2010		
wpr mtg agenda - apr	Parks & Rec	4/25/2011	Parks & Rec	Agenda
wpr mtg agenda - spec	Parks & Rec	4/11/2011	Parks & Rec	Agenda-Special Mtg
wpr mtg minutes - au	-NEW-	6/8/2010		
wpr mtg minutes - fe	-NEW-	6/8/2010		
wpr -january 2011 min	Parks & Rec	1/31/2011	Parks & Rec	Minutes
wpr mtg agenda - nov	-NEW-	6/8/2010		
wpr mtg minutes - ja	-NEW-	6/8/2010		Minutes
wpr mtg minutes - ma	-NEW-	6/8/2010		Minutes
wpr mtg minutes - no	-NEW-	6/8/2010		Minutes
zba app001.pdf	-NEW-	6/8/2010		
zoning application.p	-NEW-	6/8/2010		Application
zoning-regs.pdf.pdf	-NEW-	6/8/2010		
zoning meeting may 1	-NEW-	6/8/2010		

At the bottom of the page, a blue-bordered form contains the following fields and controls:

- Days Until File Archive:
- Days Until File Deletion:
- Update button

Once an admin has selected to delete old files or not delete old files the admin page will then load with the current data, as seen above. On the left side you will see that the file titles come up as links so an admin can view the document he or she is setting fields to. Any new documents added to the DIMS© module will have a default Title Field listed as –NEW-. The date the document was uploaded will also auto-populate. An admin can now enter in there four information fields accordingly. At the bottom of the list you will see another blue box. This box contains the “days until file archive” text box, “days until file deletion” text box and the Update button. It is important to always set the archive date to less than the deletion date, as entries are only deleted from the archive. Once an admin has made there modifications they can then press the “Update” button and there new data will be re-populated to the current and archive tables within their database.

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Special Notes and capability parameters:

Documents:

#1 The DIMS© module can accommodate .pdf, .doc, .docx, .txt files however an administrator should keep in mind that for users to view .docx files they will need Microsoft Word 2007 or higher. Also to view .pdf files a user will need a .pdf viewer, we recommend adobe 7.0 or higher.

#2 When an admin uploads a document to the DIMS© module they should not use any reserved characters when titling the document. Reserved characters include: “~,!,@,#,\$,%^,&*,(,),+,[,],\,|,;,’,<,>?,/,” These characters may cause a user to not be able to link to the selected document because they interfere with the browser link and redirection protocol. Example: If you title your document “&MyDocument&” the browser will interpret the “&” as a variable CALL, which will ultimately lead to unpredictable results when a user tries to Select this document. Also for design reasons administrators should try and keep their file titles down to 15 characters.