Perceptive Content

Manage Records User Guide

Version: Foundation 22.1

Written by: Documentation Team, R&D
Date: Friday, February 13, 2026

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Work with connection types

Add a connection type

To add a connection type for inherited, peer, revision, or superseded relationships, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. In the left pane, click **Records > Connection Types**.
3. In the right pane, on the **Connection Types** tab, click **New**.
4. In the **New Connection Type** dialog box, do the following.
    1. In the **Name** box, type a name.
    2. Optional. In the **Description** box, type a description of the record connection type.

5. To designate the connection type relationship, complete one of the following step sets.

Situation	Steps
Select an Inherited relationship.	1. In the **Relationship** list, select **Inherited**. 2. Optional. To create a customized label to describe the ascendant relationship, enter a new name in the **Ascendant** box. 3. Optional. To create a customized label to describe the descendant relationship, enter a new name in the **Descendant** box.
Select a Peer relationship.	1. In the **Relationship** list, select **Peer**. 2. Optional. To create a customized label to describe the source peer relationship, enter a new name in the **Source Peer** box. 3. Optional. To create a customized label to describe the target peer relationship, enter a new name in the **Target Peer** box.
Select a Revision relationship.	1. In the **Relationship** list, select **Revision**. 2. Optional. To create a customized label to describe the previous relationship, enter a new name in the **Previous** box. 3. Optional. To create a customized label to describe the next relationship, enter a new name in the **Next** box.
Select a Supersede relationship.	1. In the **Relationship** list, select **Supersede**. 2. Optional. To create a customized label to describe the supersedes relationship, enter a new name in the **Supersedes** box. 3. Optional. To create a customized label to describe the superseded by relationship, enter a new name in the **Superseded by** box.

6. Click **OK**.

Delete a connection type

To delete a connection type, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the

list.

2. In the left pane, click **Records > Connection Types**.
3. In the right pane, on the **Connection Types** tab, select the connection type and click **Delete**.
4. In the confirmation box, click **Yes**.

Modify or rename a connection type

To modify or rename a connection type for inherited, peer, revision, or superseded relationships, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. In the left pane, click **Records > Connection Types**.
3. In the right pane, on the **Connection Types** tab, select the record type you want to modify and click **Modify**.
4. In the **Modify Connection Type** dialog box, do the following.
   1. Optional. In the **Name** box, type a name.
   2. Optional. In the **Description** box, type a description of the record connection type.
   3. To choose a different connection type relationship, select an option from the **Relationship** list.
   4. Optional. Modify the custom labels to describe the roles of the connection type relationship in the corresponding boxes.
5. Click **OK**.

What are record connection types?

You can use record connection types to organize two or more records together to create collections of records that behave according to the relationships you assign.

You can create the following kinds of connection types depending on the relationship you want the linked records to have.

- Peer. Associates a record with one or more records.
- Inherited. Establishes that when a single ascendant record is deleted its inherited descendant linked records are also deleted.
- Revision. Establishes a record as revised copy of an existing record.
- Supersede. Establishes a record as the newest or most relevant version of a sequence of linked records. When a record is categorized as superseded, the system triggers the disposition associated to the retention policy.

Deleting a linked record removes its connection to another. You cannot delete a record connection type that is in use. You can configure record connection types to cause inherent deletion ramifications on linked records. When these deletion ramifications violate File Plan rules, the record does not delete.

What are inherited connection types?

An inherited connection type allows you to establish an ascendant and descendant relationship. With this connection type, when you delete an ascendant record, the system also automatically deletes all associated descendant records.

An ascendant record can have multiple descendant records, but a descendant record cannot inherit another. You can use an inherited connection type to associate records you only need to store for the life cycle of a single ascendant record. For example, if a university required an application from a prospective student prior to enrollment, the application could employ an inherited connection to the enrollment record. If the university chose to remove the application from its records, the enrollment record is deleted with it.

What are peer connection types?

Peer connection types are direct links between two records.

Peer connection types do not establish dependency. Peer connection types denote an association between two records. You can apply multiple peer connections to a record. A peer connection does not associate two records that are not directly linked.

In Management Console, you designate one record relationship as Source Peer and the other as Target Peer. This does not place any dependency on either record. The Source Peer label designates the record as initial peer in a directional connection to the record with the Target peer label. You can use this to establish directional relationships for records. A record can be a source peer in one connection and also be a target peer in another connection. Since a peer connection can only apply to exactly two records and they do not denote dependency, the peer connection type only denotes the directional relationship of the connection.

What are revision connection types?

Revision connection types create a sequence of revised record copies.

A revision connection is a direct link between records that designates one record as a revision of another. This creates a chain that enables you to track a record throughout its life cycle. A record in a revision chain is placed in an ordered sequence, so that you can identify the order of revision copies. You can see which record immediately precedes or follows the selected revision linked record. The system prompts you if a newer revision of the record exists. Once you establish a revision chain, you can delete a record in the chain without breaking the connections between the remaining linked records, leaving the chain unbroken.

What are supersede connection types?

Supersede connection types let you designate a record as the newest or most relevant record within a series of linked records. To configure a supersede connection type to effect disposition, it must be referenced in the cutoff instructions. When a record is superseded, the system triggers the disposition associated to the retention policy.

You can use a supersede connection type to guide users to the latest or most relevant record in a record relationship. A supersede connection type applies to exactly two records, a superseding and a superseded record. You can supersede another superseding record in order to create a chain of records. In a chain of superseding records, a user with the necessary privilege can only remove the connection to a record that is not superseded. Once you establish a superseded connection chain, you can delete a record in the chain without breaking the connections between the remaining connected records.

Process cutoffs

What are cutoffs and cutoff instructions?

When a retention policy is configured with a cutoff event, the cutoff state triggers a disposition action.

When a record folder enters a cutoff state, it also automatically enters a closed state. In a closed state, a user cannot add records to existing record folders. The cutoff state triggers the disposition for the retention policy associated with the record category.

You add cutoff instructions to the record category level in a file plan. The system applies the cutoff instructions to any record or record folder nested directly under the record category. Cutoff instructions consist of a date period, a rule based on properties associated to the nested record folder or record, or a combination of a date and rule. When a record or record folder in a file plan meets the requirements of the cutoff instructions, the system automatically processes the records, places them in a cutoff state, and the system triggers the disposition for the retention policy associated with the record category.

You can manually change the state of individual records or record folders independent of the cutoff instructions associated with the record category in a file plan. This allows you to change the state of the record prior to the automatic system cutoff. When you place a record in a cutoff state, the system triggers the disposition action associated with the retention policy. If you choose to manually cutoff a record, the system immediately triggers disposition regardless of the cutoff instructions. After a record reaches the cutoff state, you can manually reverse the cutoff to remove the record from qualifying for disposition actions.

To implement cutoff functionality, you must configure a record category with cutoff instructions. Those cutoff instructions determine the cutoff state for the records and folders located in that file plan structure. You must also configure a coordinating retention policy with an event based on that cutoff state or cutoff date.

Create a cutoff instruction

To create a cutoff instruction, complete the following steps.

1. In **Management Console**, in the left pane, expand **Records**.
2. Click **Cutoff Instructions**.

3. Click **New**.
4. Enter a cutoff instruction name.
5. Optional. Enter a description.
6. To add cutoff conditions, complete the following steps.
    1. Select the **Add** button.
    2. In the **Add Condition** dialog box, in the **Constrain by** list, click the record search constraint to use.
    3. In the **Type** list, select the type of search to perform.
    4. In the **Field** list, select the record field to use in the search.
    5. In the **Operator** list, select an operator to use when comparing the field and the value.
    6. In the **Value** box, select or type a value for the cutoff instruction.
    7. Click **OK**.
7. Click **OK**.

Cutoff instruction conditions

The following conditions are available for cutoff instructions. Cutoff instructions use the Normal condition type. You can use the following options when creating cutoff instructions.

Constrain by

Composite property

Type

Normal

Variable

Composite

User-defined

Field

Administrator-defined

Operator

Is equal to

Is not equal to

Is blank

Is not blank

Value

True

False

Constrain by

Content property

Type

Normal

Field

Name

Field1

Field2

Field3

Field4

Record type

Field5

Record Folder or Record Category type

Any record key

Created within (days)

Hold name

Vital review cycle

Operator

Is equal to

Is not equal to

Is less than

Is greater than

Is less than or equal to

Is greater than or equal to

Starts with

Does not start with

Ends with

Does not end with

Contains

Does not contain

Is blank

Is not blank

Is one of

Is not one of

Is between

Is not between

Value

Type a value

Constrain by

Custom property

Type

Normal

Variable

Field

Approved

Not Approved

Operator

Is equal to

Is not equal to

Is blank

Is not blank

Value

True

False

Constrain by

Date

Type

Normal

Variable

Period

Field

Administrator-defined

Operator

Is equal to

Is not equal to

Is less than

Is greater than

Is less than or equal to

Is greater than or equal to

Is one of

Is not one of

Is between

Is not between

Value

User-defined

Constrain by

Physical property

Type

Normal

Variable

Template

User-defined

Field

Administrator-defined

Operator

Is equal to

Is not equal to

Is blank

Is not blank

Value

True

False

Constrain by

Record property

Type

Normal

Variable

Field

Author

Originating organization

Publication date

Received date

Addresses

Other addresses

Media type

Format

Date field

Operator

Is equal to

Is not equal to

Is less than

Is greater than

Is less than or equal to

Is greater than or equal to

Starts with

Does not start with

Ends with

Does not end with

Contains

Does not contain

Is blank

Is not blank

Is one of

Is not one of

Is between

Is not between

Value

Type a value

Constrain by

Status

Type

Normal

Field

Has hold applied

Has physical file reference

Is vital

Is superseded

Operator

Is equal to

Is not equal to

Value

Yes

No

Constrain by

User

Type

Normal

Field

Created by

Modified by

Pending approval by

Operator

Is equal to

Is not equal to

Starts with

Does not start with

Is blank

Is not blank

Is one of

Is not one of

Value

Select a user

Modify a cutoff instruction

To modify a cutoff instruction, complete the following steps.

1. In **Management Console**, click **Records > Cutoff Instructions**.
2. Select the cutoff instruction you want to modify, and then select **Modify**.
3. Optional. Enter a new cutoff instruction name.
4. Optional. Enter a description.
5. Optional. To add cutoff conditions, complete the following substeps.
    1. Select the **Add** button.
    2. In the **Add Condition** dialog box, in the **Constrain by** list, click the record search constraint to use.
    3. In the **Type** list, select the type of search to perform.
    4. In the **Field** list, select the record field to use in the search.
    5. In the **Operator** list, select an operator to use when comparing the field and the value.
    6. In the **Value** box, select or type a value for the cutoff instruction.
    7. Click **OK**.
6. Click **OK**.

Delete a cutoff instruction

To delete a cutoff instruction, complete the following steps.

Prerequisite A cutoff instruction must be disassociated with all record categories before it can be deleted.

1. In **Management Console**, in the left pane, click **Records**.
2. Click **Cutoff Instructions**.

3. In the right pane, on the appropriate tab, select the cutoff instruction you want to delete and click **Delete**.
4. In the confirmation dialog, click **Yes**.

Rename a cutoff instruction

To rename a cutoff instruction, complete the following steps.

1. In **Management Console**, in the left pane, click **Records**.
2. Click **Cutoff Instructions**.
3. In the right pane, on the appropriate tab, select the cutoff instruction you want to rename and click **Rename**.
4. Type the new cutoff instruction name in the **Rename Cutoff Instruction** box.
5. Press `ENTER` .

Record and Record Folder states

Record folder states defined

Depending on the instructions in a file plan structure, the system assigns record folders one of the following cutoff states: Pending Cutoff, Cutoff, or Reverse Cutoff and one of the following close states: Open, or Close. Each state determines what actions a user can perform on a record folder or the current system processing for which a record is qualified. A record folder always has two states assigned, one for cutoff and one for close. A user with privileges can manually modify these states. An individual record is assigned only a cutoff state.

Cutoff states and definitions

Cutoff states trigger disposition actions when a retention policy includes an event rule for the cutoff state. Cutoff states are applicable to both individual records or record folders.

- Pending Cutoff. The Pending Cutoff state is the default state in the system. This state processes the cutoff instructions associated to the record category in a file plan structure. In this state, the system has not triggered disposition.
- Cutoff. The Cutoff state triggers a disposition action associated to the retention policy. You can place a record or record folder in a Cutoff state either by manually updating the state or through the processing of the cutoff instructions associated to the record category. By default, when a record folder enters a Cutoff state, the system also places it in a Close state. You can manually open the record folder.
- Reverse Cutoff. After a record or record folder enters a Cutoff state, you can manually remove the record or record folder from the Cutoff state and any disposition action by placing it in the Reverse Cutoff state. In this state, the system will not automatically process the record or record folder until you manually place the item back in the Pending Cutoff state.

When you move a record folder to a different position in the structure of a file plan, the record folder automatically inherits the states from the ancestors in the new position of the file plan structure.

Close states and definitions

Close states control a user s ability to file into an existing record folder. Depending on the cutoff state, the system automatically sets the Close and Open state for a record folder. However, you can manually update the Close and Open states independent of the state of the cutoff. The close state is assigned only to record folders and is not applicable to individual records.

- Open. The Open state allows users to file records into a record folder and its nested children.
- Close. The Close state prohibits users from filing records into a record folder and its nested children.

Available actions in each state

The following table shows the states that you can manually move a record or record folder to from the existing cutoff state. The close states are associated to a record folder in addition to a cutoff state.

Current State	Available Manual Actions
Cutoff Pending	• Open or Close • Cutoff
Cutoff	• Open or Close • Reverse Cutoff
Reverse Cutoff	• Open or Close • Cutoff • Pending Cutoff

What are Closed and Open states?

When you close a record folder in Management Console, you prevent further content from being added to it until the record folder is changed back to the Open state.

With the correct privilege, you can close record folders. When you close record folders, users are unable to file any records or record folders into them. However, you can still modify existing records in a closed record folder. You can grant certain users the Override Closed State privilege which allows them to continue adding new content to closed record folders, regardless of the Closed state of the folder.

You may change the Closed state of any individual record folder at any time, regardless of its parent folder s Closed state. Changes to a parent folder do not affect any record folders with a manually altered state. Subfolders close or open along with their parent record folder unless a user manually changes the subfolder s state to Closed or Open. All subfolders possess the neutral Inherit filing state by default, but only users with the correct privileges can directly apply the Inherit filing state to a subfolder whose state has been manually changed to Closed or Open. If you select the Inherit filing state, the system automatically processes the record folder and all nested content inherits the state from the parent folders in the file plan structure.

A record folder automatically closes when it is cut off. Unlike the Cutoff state, the Closed state does not affect an object s disposition rules. Users with the correct privilege can still reopen a record folder after it is cut off without affecting the Cutoff state.

What is a vital record?

A vital record is a captured image or a file in the system that is required for your business to function three days after an emergency or natural disaster.

The records you identify as vital depend on what your business considers its critical functions. A vital record varies from business to business. Examples of vital records can include accounts receivable records, payroll records, delegations of authority, ownership documents, etc.

You mark records as vital in the File Plan Designer when a record folder or record category is created or modified.

What are cutoffs and cutoff instructions?

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You add cutoff instructions to the record category level in a file plan. The system applies the cutoff instructions to any record or record folder nested directly under the record category. Cutoff instructions consist of a date period, a rule based on properties associated to the nested record folder or record, or a combination of a date and rule. When a record or record folder in a file plan meets the requirements of the cutoff instructions, the system automatically processes the records, places them in a cutoff state, and the system triggers the disposition for the retention policy associated with the record category.

You can manually change the state of individual records or record folders independent of the cutoff instructions associated with the record category in a file plan. This allows you to change the state of the record prior to the automatic system cutoff. When you place a record in a cutoff state, the system triggers the disposition action associated with the retention policy. If you choose to manually cutoff a record, the system immediately triggers disposition regardless of the cutoff instructions. After a record reaches the cutoff state, you can manually reverse the cutoff to remove the record from qualifying for disposition actions.

To implement cutoff functionality, you must configure a record category with cutoff instructions. Those cutoff instructions determine the cutoff state for the records and folders located in that file plan structure. You must also configure a coordinating retention policy with an event based on that cutoff state or cutoff date.

Mark a record folder or record category as vital

To mark a record folder or record category to indicate that it contains one or more vital records, complete the following steps.

1. In **Perceptive Content**, in the grid, locate and select the record folder or record category.
2. On the **Explorer** toolbar, click the **Properties** button.
3. In the **Record Properties** dialog box, click the **Vital** tab.

4. Under **Vital status**, select the **Is vital** check box.
5. In the **Next review date** box, type the next review date for the record folder or record category or click the down arrow to select a date from the calendar.
6. In the **Vital review cycle** box, select the review cycle.
7. Click **OK**.

Manually modify cutoff states

You can manually modify a record or record folder directly beneath a record category in ImageNowExplorer, File Plan Designer, and in a viewer. Cutting off a record folder automatically closes the record folder and prevents further content from being added until the record folder is returned to the Open state.

- Manually modify cutoff states in File Plan Designer
- Manually modify cutoff states in Explorer
- Manually modify cutoff states in a Viewer

Set the closed state for record folders

You can close record folders to prevent further content from being added to it until the record folder is changed back to the Open state. By default, record folders are set to inherit the filing state from the parent folders in the file plan structure. To change the Closed state for a record folder, complete one of the following procedures.

1. You can change the Closed state for a record folder or in the following three locations in **ImageNow Client**.

Situation	Action
Close or reopen in **File Plan Designer**	1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list. 2. Select **Records** in the left pane and then click **File Plans** in the right pane. 3. Select the desired file plan and click **Modify**. This action opens **File Plan Designer**. 4. In **File Plan Designer**, find and right-click the record folder you want to modify. 5. In the **Modify Record Folder** dialog box, click the **Status** tab. 6. Under **Closed State**, select an option from the **Set Closed State** list. 7. Click **OK**. 8. Click **File > Save**.

Situation	Action
Close or reopen in **ImageNowExplorer**	1. On the Perceptive Content toolbar, click **Record Folders**. 2. In **ImageNowExplorer**, search for and select the record folder you want to modify. 3. Click the **Properties** button. 4. In the **Record Folder Properties** dialog box, click the **Status** tab. 5. Under **Closed State**, select an option from the **Set Closed State** list. 6. Click **OK**.
Close or reopen in a Viewer	1. Locate and select the record folder you want to modify. 2. Click the **Properties** button. 3. In the **Modify Record Folder** dialog box, click the **Status** tab. 4. Under **Closed State**, select an option from the **Set Closed State** list. 5. Click **OK**.

Review vital status for a record folder

To review the vital status for a record folder, complete the following steps.

When a vital review is performed on a record folder, the date in the Next review date box takes into account the current date. For example, if the review cycle is weekly and you perform a review two days before the next review date, the Next review date box is populated with a date that is one week from the day you performed the review.

1. In the **Record Folder** viewer, select the record folder.
2. In the **Actions** pane, click **Review vital status**.
3. In the **Review vital status** dialog box, keep the current vital status and review date, or in the **Next review date** box, type a date or click the down arrow to select a date from the calendar. If the record folder is no longer vital, select the **No longer vital** option.
4. Click **OK**.

Manage record types

What are record types?

Capturing a record effectively preserves information and categorizes it according to a predefined list of values.

A record type provides properties that assist in uniquely categorizing and indexing records. You can assign only one record type per record. You assign the record type when you declare the record. Some general properties for record types are mandatory, and when an administrator creates record types, the administrator can add optional custom properties. This means you add data to a record by assigning a record type that includes custom properties. You can create record types that contain a unique set of custom properties or share one or more custom properties with other record types or document types.

> For example, when you capture a record, you can assign all employee W2s and other tax forms to the record type of Taxes. All records that you declare are associated with a record type.

Create a record type

To create a new record type, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. In the left pane, click **Records > Record Types**.
3. In the right pane, on the **Record Types** tab, click **New**.
4. In the selected row under **Name**, type a name for the record type and press `ENTER`.
5. Select the new record type and click **Modify**.
6. In the **Record Type** dialog box, on the **General** tab, do the following:
    1. Optional. In the **Name** box, type in a new name.
    2. Optional. In the **Description** box, type a description of the record type.
    3. Ensure **Is active** is selected.
7. Optional. Click the **Custom Properties** tab, and add custom properties to the record type as follows:
    1. To restrict the rows displayed in the **Available** list to a single data type, in **By type**, select the type you want.
    2. In the **Available** list, select a custom property and click **Add**.
    3. Optional. To make the custom property required, in the **Added** list, click the first column of a custom property to add the icon.
    4. In the **Added** list, click **Move Up** or **Move Down** to change the order of the custom properties. For example, you can move the most commonly used custom properties to the top of the list.
8. Click **OK**.

Delete a record type

To delete a record type with no associated records, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. In the left pane, click **Records > Record Types**.
3. In the right pane, on the **Record Types** tab, select the record type and click **Delete**.
4. In the confirmation box, click **Yes**.

Modify or rename a record type

To change an existing record type, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. In the left pane, click **Records > Record Types**.
3. In the right pane, on the **Record Types** tab, select the record type you want to modify and click **Modify**.
4. On the **General** tab, do the following actions:
   - Optional. In the **Name** box, type in a new name.
   - Optional. In the **Description** box, change the description as needed.
   - Optional. Select or clear the **Is active** check box to make the record type active or inactive.

   If the record type is inactive, you cannot assign it to a record. Existing records of this record type will not be affected by making the record type inactive. For example, the record will still return in a records search.
5. Click the **Custom Properties** tab and modify the custom properties as needed:
   1. To filter the custom properties in the **Available** list, in **By Type**, select the type of properties you want to display.
   2. To add a custom property, in the **Available** list, select a custom property and click **Add**.
   3. To make the custom property required, in the **Added** list, click the first column of a custom property to add the icon or click the icon to remove the requirement.
   4. To change the order of a custom property, in the **Added** list, click **Move Up** or **Move Down**.
   5. To remove a custom property from the list, in the **Added** list, select a custom property and then click **Remove**.
6. Click **OK**.
7. In the confirmation box, click **Yes**.

Assign a custom property to a record type

To assign a custom property to a record type, complete the following steps.

1. In **Management Console**, in the left pane, click **Records** > **Record Types**.
2. On the **Record Types** tab, in the **Record Type** list, select the record type for which you want to assign a custom property and click **Modify**.

3. Optional. In the **Record Type** dialog box, on the **Custom Properties** tab, to filter the available custom properties by data type, in the **By Type** list, select the data type you want.
4. In the **Record Type** dialog box, on the Custom **Properties** tab, in the **Available** list, select the custom property you want to add, click **Add**, and, on the **Add Custom Properties confirmation** dialog box, click **Yes**.
5. If the file type is already in use, in the **Add Custom Property** dialog box, determine how to populate existing custom property values for all records that are of record types that use this custom property:
   - Select **Use the Default Value** assigned to this property to automatically populate existing custom properties with the default value you specified when you created the custom property.
   - Select **Leave blank** to populate existing custom properties with no value.
   - Select **Use** type or select a value to populate existing custom properties.
6. Click **OK**, and if you receive another confirmation dialog box indicating the update could take a long time and use significant resources, click **Yes** only if you are sure this is not an issue. Otherwise, click **No** or **Cancel** and repeat the procedure during non-peak hours.
7. Optional. To make a custom property required, in the **Added** list, click once in the column in front of the custom property. The **Required** icon appears. A required custom property must contain a value whenever the associated item is linked or you change the record type of the associated document.

What are record folders?

Record Folder types categorize a record folder according to a predefined list of values.

Record folders contain other records folders or records and are used to group sets of records together based on a relationship. Thus, you can build groups of record types that are specific to one department, process, or set of business rules.

> For example, you can create an Human Resources record folder that contains several records, including resumes, benefits forms, and tax forms.

Add a record folder type

Record Folder types categorize a record folder according to a predefined list of values. To create a new record folder type, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. In the left pane, click **Records > Record Folder Types**.
3. In the right pane, on the **Record Folder Types** tab, click **New**.
4. In the selected row, under **Name**, type a name for the record type and press `ENTER`.
5. Select the new record type and click **Modify**.
6. In the **Record Folder Type** dialog box, on the **General** tab, do the following actions:
   1. Optional. In the **Name** box, type in a new name.
   2. Optional. In the **Description** box, type a description of the record type.
   3. Make sure **Is active** is selected.

7. Optional. Click the **Custom Properties** tab and add custom properties to the record type as follows:
    1. To restrict the rows displayed in the **Available** list to a single data type, in **By type**, select the type you want.
    2. In the **Available** list, select a custom property and click **Add**.
    3. Optional. To make the custom property required, in the **Added** list, click the first column of a custom property to add the icon.
    4. To change the order of the custom properties, in the **Added** list, click **Move Up** or **Move Down**. For example, you can move the most commonly used custom properties to the top of the list.
8. Click **OK** and in the confirmation box, click **Yes**.

Delete a record folder type

To delete a record folder type with no associated folders, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. In the left pane, click **Records > Record Folder Types**.
3. In the right pane, on the **Record Folder Types** tab, select the record folder type and click **Delete**.
4. In the confirmation box, click **Yes**.

Modify or rename a record folder type

To change an existing record folder type, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. In the left pane, click **Records > Record Folder Types**.
3. In the right pane, on the **Record Folder Types** tab, select the record type you want to modify and click **Modify**.
4. On the **General** tab, do the following actions:
    - Optional. In the **Name** box, type in a new name.
    - In the **Description** box, change the description as needed.
    - To make the record type active, select the **Is active** check box, clear the check box to make the record type inactive.

    If the record type is inactive, you cannot assign it to a record.
5. Optional. Click the **Custom Properties** tab and modify the custom properties as needed:
    1. To filter the custom properties in the **Available** list, in **By Type**, select the type of properties you want to display.
    2. To add a custom property, in the **Available** list, select a custom property and click **Add**.
    3. To make the custom property required, in the **Added** list, click the first column of a custom property to add the icon or click the icon to remove the requirement.
    4. To change the order in which the custom property appears in the list, in **Added**, click **Move Up** or **Move Down**.

5. To remove a custom property from the list, in **Added**, select a custom property and then click **Remove**.
6. Click **OK**.
7. In the confirmation box, click **Yes**.

Assign a custom property to a Record Folder type

To assign a custom property to a Record Folder type, complete the following steps.

1. In **Management Console**, in the left pane, click **Records** > **Record Folder Types**.
2. On the **Record Folder Types** tab, in the **Record Folder Type** list, select the record folder type for which you want to assign a custom property and click **Modify**.
3. Optional. In the **Record Folder Type** dialog box, on the **Custom Properties** tab, to filter the available custom properties by data type, in the **By Type** list, select the data type you want.
4. In the **Record Folder Type** dialog box, on the **Custom Properties** tab, in the **Available** list, select the custom property you want to add, click **Add**, and, on the **Add Custom Properties confirmation** dialog box, click **Yes**.
5. If the file type is already in use, in the **Add Custom Property** dialog box, determine how to populate existing custom property values for all record folders that are of Record Folder types that use this custom property:
   - Select **Use the Default Value** assigned to this property to automatically populate existing custom properties with the default value you specified when you created the custom property.
   - Select **Leave blank** to populate existing custom properties with no value.
   - Select **Use** type or select a value to populate existing custom properties.
6. Click **OK**, and if you receive another confirmation dialog box indicating the update could take a long time and use significant resources, click **Yes** only if you are sure this is not an issue. Otherwise, click **No** or **Cancel** and repeat the procedure during non-peak hours.
7. Optional. To make a custom property required, in the **Added** list, click once in the column in front of the custom property. The **Required** icon appears. A required custom property must contain a value whenever the associated item is linked or you change the record folder type of the associated document.

Record container properties

Record container properties include the record ID, date, file type, path, and information about the folder or category where the record is stored. Record container properties also include created and modified information, and custom properties. If Perceptive Content does not display a property in the record container s properties dialog box, the property is not applicable to the record container. Your administrator defines a set of these properties for you to assign when creating or capturing a new record container. Select one of the following areas to view the description of a record container property.

Record Folder Properties

Record folder properties are only available if they are defined for the record folder.

Details

The following properties appear on the Details tab of the Record Category Properties and Record Folder Properties window.

Type

The type assigned to the record folder. Type categorizes a record folder so that you can easily identify its purpose.

Name

The name assigned to the record folder. Name provides a unique identifier for the record folder within a file plan.

Record folder ID

The unique system ID assigned to the record folder.

Created

The date and time the record folder was captured or created.

Created by

The Perceptive Content user name of the user or the name of the system that captured or created the record folder.

Status

The status the system assigns to the record folder.

Path

The path assigned to the record folder. For a record stored in a folder hierarchy, Perceptive Content uses a path to store and retrieve the record folder. The record folder path includes the file plan, any folders, and the record name assigned to the record folder.

Record Category Properties

Record category properties are only available if they are defined for the record category.

Details

The following properties appear on the Details tab of the Record Category Properties window.

Type

The type assigned to the record category. Type categorizes a record category so that you can easily identify its purpose.

Name

The name assigned to the record category. Name provides a unique identifier for the record folder within a file plan.

Record category ID

The unique system ID assigned to the record category.

Created

The date and time the record category was captured or created.

Created by

The Perceptive Content user name of the user or the name of the system that captured or created the record category.

Status

The status the system assigns to the record category.

Path

The path assigned to the record category. The record category path includes the file plan, any folders, and the record name assigned to the record category.

Custom Properties

The following properties appear on the Custom Properties tab of the Record Category Properties window.

Custom properties

The custom property values assigned to the record category. Custom properties provide defined information about a record category beyond the record keys, record path, and general properties.

Holds

Provides a summary of the holds placed on the record category. Values include the hold name, the user name of the user who assigned the hold, the date the user applied the hold, and the date through which the hold is effective.

A hold allows your organization to preserve a record category so that a user cannot delete or modify it for a specific period of time, or indefinitely. Some holds allow a user with privileges to modify the record key and custom property values assigned to the record category. A record category under hold can also be under a retention policy, as holds and policies are independent of each other. Holds are available when Retention Policy Manager is installed.

Record Category Properties

The following properties appear on the Record Category Properties tab of the Record Category Properties window.

Category description

A description of the category.

Policy name

The name of the retention policy.

Status

The following properties appear on the Status tab of the Record Properties window.

Set Cutoff state

Allows you to select the Cutoff state. Cutoff states trigger disposition actions. The following Cutoff states are available: Pending, Cutoff, or Reverse Cutoff.

Current state

The current Cutoff state of the record.

Date

The date when the record Cutoff state triggers.

Set Closed state

When you close record folders, users are unable to file any records or record folders into them. However, you can still modify existing records in a closed record folder. Sub folders close or open along with their parent record folder unless a user manually changes the subfolder s state to Closed or Open. A record folder automatically closes when it is cut off. Unlike the Cutoff state, the Closed state does not affect an object s disposition rules.

Current state

The current Closed state of the record.

View record properties

To view properties for a record, such as record ID, publication date, associated file plans, cutoff state, and more, complete the following steps.

1. Complete one of the following procedures to view the **Properties** dialog box for a record.

Situation	Steps
Open the **Properties** dialog box from **ImageNowExplorer**.	1. Select a record. 2. In the **Explorer** toolbar, click the **Properties** button.

Situation	Steps
Open the **Properties** dialog box from a viewer.	1. To open the viewer, in **ImageNowExplorer**, double-click a record. 2. In the viewer, in the **File** toolbar, click the **Properties** button.

Record Category Types

Add a record category type

To add a record category type, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. In the left pane, click **Records > Record Category Types**
3. In the right pane, on the **Record Category Types** tab, click **New**.
4. In the selected row under **Name**, type a name for the record category type and press `ENTER`.
5. Select the new record category type and click **Modify**.
6. Optional. In the **Record Category Type** dialog box, on the **General** tab, complete the following substeps.
    1. In the **Name** box, type a new name.
    2. In the **Description** box, type a description of the record category type.
    3. Make sure **Is active** is selected.
7. Optional. To add custom properties to the record category type, click the **Custom Properties** tab and complete the following substeps.
    1. To restrict the rows displayed in the **Available** list to a single data type, in **By type**, select the type you want.
    2. In the **Available** list, select a custom property and click **Add**.
    3. Optional. To make the custom property required, in the **Added** list, click the first column of a custom property to add the icon.
    4. In the **Added** list, click **Move Up** or **Move Down** to change the order of the custom properties. For example, you can move the most commonly used custom properties to the top of the list.
8. Click **OK**.

Delete a record category type

To delete a record category type with no associated record categories, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. In the left pane, click **Records > Record Category Types**.

3. In the right pane, on the **Record Category Types** tab, select the record category type and click **Delete**.
4. In the confirmation box, click **Yes**.

Modify or rename a record category type

To change an existing record category type, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. In the left pane, click **Records > Record Category Types**.
3. In the right pane, on the **record category types** tab, select the record category type you want to modify and click **Modify**.
4. On the **General** tab, do the following actions:
   - Optional. In the **Name** box, type in a new name.
   - Optional. In the **Description** box, change the description as needed.
   - Select the **Is active** check box to make the record category type active or clear the check box to make the record category type inactive.

   If the record category type is inactive, you cannot assign it to a record category. Existing records of this record category type are not affected by making the record category type inactive. For example, the record still returns in a records search.
5. Click the **Custom Properties** tab and modify the custom properties as needed.
   1. To filter the custom properties in the **Available** list, in **By Type**, select the type of properties you want to display.
   2. To add a custom property, in the **Available** list, select a custom property and click **Add**.
   3. To make the custom property required, in the **Added** list, click the first column of a custom property to add the icon or click the icon to remove the requirement.
   4. To change the order of a custom property, in the **Added** list, click **Move Up** or **Move Down**.
   5. To remove a custom property from the list, in the **Added** list, select a custom property and then click **Remove**.
6. Click **OK**.
7. In the confirmation box, click **Yes**.

View record categories assigned to a policy

You can assign a retention policy to record categories in File Plan Designer. To view a list of the record categories associated with a retention policy, complete the following steps.

1. In **Retention Policy Designer**, click **File > Assign**.
2. Click the **Record Categories** tab.

Manage privileges

Access control marking privilege combinations

The tables in this topic describe the individual privileges you need to manage access control markings and picklists.

Create a picklist

To create a new picklist for the system, you must have the following privileges.

Privilege	Result
Department > Manage > Access Control Markings	You can create, modify, and delete access control markings and picklists.

Rename a picklist

To modify the name of a picklist, you must have the following privileges.

Privilege	Result
Department > Manage > Access Control Markings	You can create, modify, and delete access control markings and picklists.

Delete a picklist

To permanently remove a picklist from the system, you must have the following privileges. Note that this operation removes the picklist and all contained markings from all types, containers, records, users, and groups.

Privilege	Result
Department > Manage > Access Control Markings	You can create, modify, and delete access control markings and picklists.

Create an access control marking

To create a new access control marking in a picklist, you must have the following privileges.

Privilege	Result
Department > Manage > Access Control Markings	You can create, modify, and delete access control markings and picklists.

Rename an access control marking

To modify the name of an access control marking, you must have the following privileges.

Privilege	Result
Department > Manage > Access Control Markings	You can create, modify, and delete access control markings and picklists.

Assign access control marking privileges to a user

To modify access control marking privilege assignments for users, you must have the following privileges.

Privilege	Result
Department > Manage > Access Control Markings	You can create, modify, and delete access control markings and picklists.
Department > Assign User Privileges > Access Control Marking Privileges	You can modify access control marking privilege assignments for users.

Assign access control marking privileges to a group

To modify access control marking privilege assignments for groups, you must have the following privileges.

Privilege	Result
Department > Manage > Access Control Markings	You can create, modify, and delete access control markings and picklists.
Department > Assign Group Privileges > Access Control Marking Privileges	You can modify access control marking privilege assignments for groups.

Delete an access control marking

To permanently remove an access control marking from the system, you must have the following privileges. Note that this operation removes the access control marking from all containers, records, users, and groups.

Privilege	Result
Department > Manage > Access Control Markings	You can create, modify, and delete access control markings and picklists.

Apply a picklist to a record category type

To apply a picklist to a record category type, an action that allows users to assign markings from the picklist to record categories of that type, you need the following privileges. Note that the same privileges are required to remove a picklist from a record category type.

Privilege	Result
Department > Manage > Access Control Markings	You can create, modify, and delete access control markings and picklists.
Department > Manage > Record Category Types	You can access the Record Category Types pane in Management Console.
Record Category Types > Manage	You can view and modify instances of a record category type.

Apply a picklist to a record folder type

To apply a picklist to a record folder type, an action that allows users to assign markings from the picklist to record folders of that type, you need the following privileges. Note that the same privileges are required to remove a picklist from a record folder type.

Privilege	Result
Department > Manage > Access Control Markings	You can create, modify, and delete access control markings and picklists.
Department > Manage > Record Folder Types	You can access the Record Folder Types pane in Management Console.
Record Folder Types > Manage	You can view and modify instances of a record folder type.

Assign an access control marking to a record category

To assign an access control marking from a picklist to a record category in the viewer, you must have the following privileges. Note that the same privileges are required to remove an access control marking from a record category.

Privilege	Result
File Plan > Content > Search	You can view the file plan in ImageNowExplorer.
File Plan > Content > Open	You can open a record, record folder, or record category in the viewer.
Record Category Type > Use	File Plan privileges are enabled for this record category type.
Record Category > Search	You can view the record category in ImageNowExplorer.
Access Control Markings > Access	You can view the access control marking and instances with the access control marking assigned.
Access Control Markings > Apply	You can assign the access control marking to a record, record folder, or record category.

Access a record category with access control markings

To view a record category with one or more assigned access control markings in Perceptive Content, you must have the following privileges.

Privilege	Result
Access Control Markings > Access	You can view the access control marking and instances with the access control marking assigned.

Assign an access control marking to a record folder

To assign an access control marking from a picklist to a record folder in the viewer, you must have the following privileges. Note that the same privileges are required to remove an access control marking from a record folder.

Privilege	Result
File Plan > Content > Search	You can view the file plan in ImageNowExplorer.
File Plan > Content > Open	You can open a record, record folder, or record category in the viewer.
Record Folder Type > Use	File Plan privileges are enabled for this record folder type.
Record Folder > Search	You can view the record folder in ImageNowExplorer.
Access Control Markings > Access	You can view the access control marking and instances with the access control marking assigned.
Access Control Markings > Apply	You can assign the access control marking to a record, record folder, or record category.

Access a record folder with access control markings

To view a record folder with one or more assigned access control markings in Perceptive Content, you must have the following privileges.

Privilege	Result
Access Control Markings > Access	You can view the access control marking and instances with the access control marking assigned.

Assign an access control marking to a record

To assign an access control marking from a picklist to a record in the viewer, you must have the following privileges. Note that the same privileges are required to remove an access control marking from a record.

Privilege	Result
File Plan > Content > Search	You can view the file plan in ImageNowExplorer.
File Plan > Content > Open	You can open a record, record folder, or record category in the viewer.
Access Control Markings > Access	You can view the access control marking and

Privilege	Result
	instances with the access control marking assigned.
Access Control Markings > Apply	You can assign the access control marking to a record, record folder, or record category.

Access a record with access control markings

To view a record with one or more assigned access control markings in Perceptive Content, you must have the following privileges.

Privilege	Result
Access Control Markings > Access	You can view the access control marking and instances with the access control marking assigned.

Application plan privilege combinations

The privilege tables in this topic describe the individual privileges you need to use, manage, and view application plans.

Create an application plan

To create a new Agent, External, Interact, or Manual application plan, you must have the following privileges.

Privilege	Result
Department > Manage > Application Plans	You can access the Application Plans tab in Management Console.

Modify an application plan

To design and modify an Agent, External, Interact, or Manual application plan, you must have the following privileges.

Privilege	Result
Department > Manage > Application Plans	You can access the Application Plans tab in Management Console.
Application Plans > Manage	You can rename, copy, modify, or change the settings for the application plan.

Delete an application plan

To permanently delete an Agent, External, Interact, or Manual application plan, you must have the following privileges.

Privilege	Result
Department > Manage > Application Plans	You can access the Application Plans tab in Management Console.
Application Plans > Manage	You can rename, copy, modify, delete, or change the settings for the application plan.

Run a view action

To run a view action while in an application plan, you must have the following privileges.

Privilege	Result
Department > Manage > Application Plans	You can access the Application Plans tab in Management Console.
Application Plans > Manage	You can rename, copy, modify, or change the settings for the application plan.
Application Plans > View	You can run view actions in the application plan

Configure LearnMode Options

To configure LearnMode options in the Perceptive Content Options dialog box, you must have the following privileges.

Privilege	Result
Department > Manage > Application Plans	You can access the Application Plans tab in Management Console.
Global > Manage > LearnMode Options	You can access the LearnMode pane in the Perceptive Content Options dialog box.

Declare a record from an application plan

To declare a new record from a document in an application plan, you must have the following privileges.

Privilege	Result
Department > Manage > Application Plans	You can access the Application Plans tab in Management Console.
Application Plans > Declare Records	You can declare and re-link a record when using the application plan.

Automatically create a record folder

To automatically create a record folder for a linked record in an application plan, you must have the following privileges.

Privilege	Result
Department > Manage > Application Plans	You can access the Application Plans tab in Management Console.
File Plan > Content > Create/Append	You can create elements in a file plan and append pages to existing records.
Application Plans > Declare Records	You can declare and re-link a record when using the application plan.
Application Plans > Auto Create Record Folders	You can automatically create record folders when linking records while using the application plan.

Record container privilege combinations

The privilege tables in this topic describe the individual privileges required for various actions you can perform on record categories and record folders.

Create a record category type

To create a new record category type, you must have the privilege listed in the following table.

Privilege	Result
Department > Manage > Record Category Types	You can access the Record Category Types pane in Management Console.

Modify a record category type

To modify the Name and Description fields for a record category type, as well as mark it as Is Active, you must have the privileges listed in the following table.

Privilege	Result
Department > Manage > Record Category Types	You can access the Record Category Types pane in Management Console.
Record Category Type > Manage	You can view and modify instances of this record category type in Management Console, File Plan Designer, and ImageNow Client.

Assign custom properties to a record category type

To assign existing custom properties to a record category type, you must have the privileges listed in the following table.

Privilege	Result
Department > Manage > Record Category Types	You can access the Record Category Types pane in Management Console.
Record Category Type > Manage	You can view and modify instances of this record category type in Management Console, File Plan Designer, and ImageNow Client.

Use a record category type

To perform any action on a record category in ImageNowExplorer or the viewer, you must have the privileges listed in the following table for the record category type. If you have the following privileges, you can perform any actions for the record category type granted by File Plan privileges.

Privilege	Result
Department > Manage > Record Category Types	You can access the Record Category Types pane in Management Console.
Record Category Type > Use	You can perform any operations for this record category type granted to the user by File Plan privileges.

Create a record category

To create a new record category in File Plan Designer, you must have the following privileges.

Privilege	Result
Department > Manage > Record Category Types	You can access the Record Category Types pane in Management Console.
Record Category Type > Manage	You can view and modify instances of this record category type in Management Console, File Plan Designer, and ImageNow Client.
Record Category Type > Use	You can perform any operations for this record category type granted to the user by File Plan privileges.
Department > Manage > File Plans	You can access File Plan Designer.
File Plan > Content > Create/Append	You can create or modify record categories.
File Plan > Content > Open	You can open file plan elements.
File Plan > Content > Search	You can view elements such as record categories or record folders in a file plan.

Add content to a record category

To create a record folder in a record category or to declare a record in a record category, you must have the following privileges.

Privilege	Result
Department > Manage > File Plans	You can access File Plan Designer.
File Plan > Content > Open	You can open file plan elements.
File Plan > Content > Search	You can view elements such as record categories or record folders in a file plan.
File Plan > Content > Create/Append	You can create or modify record categories
Record Category > File Content	You can add a record folder or record to the record category.

Privilege	Result
Record Folder Type > Use	You can perform any operations for this record category type granted to the user by File Plan privileges.

View a record category in the Explorer grid

To retrieve a record category or any of its contents in a search or a view in ImageNowExplorer, you must have either of the following privileges.

Privilege	Result
Record Category > Search	You can view the record category in ImageNowExplorer.
File Plan > Content > Search	You can view elements in a file plan in ImageNowExplorer.

Create a record folder type

To create a new record folder type, you must have the privilege listed in the following table.

Privilege	Result
Department > Manage > Record Folder Types	You can access the Record Folder Types pane in Management Console.

Modify a record folder type

To modify the Name and Description fields for a record folder type, as well as mark it as Is Active, you must have the privileges listed in the following table.

Privilege	Result
Department > Manage > Record Folder Types	You can access the Record Folder Types pane in Management Console.
Record Folder Type > Manage	You can view and modify instances of this record folder type in Management Console, File Plan Designer, and ImageNow Client.

Assign custom properties to a record folder type

To assign existing custom properties to a record folder type, you must have the privileges listed in the following table.

Privilege	Result
Department > Manage > Record Folder Types	You can access the Record Folder Types pane in Management Console.
Record Folder Type > Manage	You can view and modify instances of this record folder type in Management Console, File Plan Designer, and ImageNow Client.

Use a record folder type

To perform any action on a record folder in ImageNowExplorer or the viewer, you must have the privileges listed in the following table for the record folder type. If you have the following privileges, you can perform any actions for the record folder type granted by File Plan privileges.

Privilege	Result
Department > Manage > Record Folder Types	You can access the Record Folder Types pane in Management Console.
Record Folder Type > Use	You can perform any operations for this record category type granted to the user by File Plan privileges.

Create a record folder

To create a new record folder in File Plan Designer, you must have the following privileges.

Privilege	Result
Department > Manage > Record Folder Types	You can access the Record Folder Types pane in Management Console.
Record Folder Type > Manage	You can view and modify instances of this record folder type in Management Console, File Plan Designer, and ImageNow Client.
Record Folder Type > Use	You can perform any operations for this record folder

Privilege	Result
	type granted to the user by File Plan privileges.
Department > Manage > File Plans	You can access File Plan Designer.
File Plan > Content > Open	You can open file plan elements.
File Plan > Content > Search	You can view elements such as record categories or record folders in a file plan.
File Plan > Content > Create/Append	You can create or modify record folders.

Add content to a record folder

To create a record folder in a record folder or to declare a record in a record folder, you must have the following privileges on the parent record folder.

Privilege	Result
Department > Manage > File Plans	You can access File Plan Designer.
File Plan > Content > Open	You can open file plan elements.
File Plan > Content > Search	You can view elements such as record categories or record folders in a file plan.
File Plan > Content > Create/Append	You can create or modify record folders.
Record Folder > File Content	You can add a record folder or record to the record folder.
Record Folder Type > Use	You can perform any operations for this record folder type granted to the user by File Plan privileges.

View a record folder in the Explorer grid

To retrieve a record folder or any of its contents in a search or a view in ImageNowExplorer, you must have either of the following privileges.

Privilege	Result
Record Folder > Search	You can view the record folder in ImageNowExplorer.
File Plan > Content > Open	You can open file plan elements.
File Plan > Content > Search	You can view elements in a file plan in ImageNowExplorer.

File Plan Designer privilege combinations

The privilege tables in this topic describe the individual privileges required for the tasks a user may need to complete in File Plan Designer. The user must have the privilege combinations listed in the tables to successfully complete the tasks.

Create a file plan

When you create a file plan, you can name the file plan and enter a description for that file plan. For any file plan that you create, you can also view and open, edit custom properties, edit the name, and choose the types for record categories or folders. Also, you can delete the file plan. To create a file plan, you must have the following privilege.

Privilege	Result
Department > Manage > File Plans	You can open File Plan Designer and create a file plan. For file plans that you create, you can also view and modify some information in the file plan.

View elements in a file plan

To view record categories or record folders in a file plan, you must have the combination of privileges listed in the table. Viewing elements does not allow you to create new elements.

Privilege	Result
Department > Manage > File Plans	You can open File Plan Designer.
File Plan > Content > Open	You can open record categories or record folders in the file plan to modify the name or description.
File Plan > Content > Search	You can view elements such as record categories or record folders in the file plan structure.

Privilege	Result
Record Category Type > Use and Record Folder Type > Use	You can only view the record categories or folders for the selected types for which you have the Use privilege.

Create elements in a file plan

To create record categories or record folders in a file plan, you must have the combination of privileges listed in the table. After you create an element, if you do not have privileges to view elements in a file plan, you will not be able to see the elements in the file plan structure.

Privilege	Result
Department > Manage > File Plans	You can open File Plan Designer.
File Plan > Content > Open	You can open file plan elements.
File Plan > Content > Search	You can view elements such as record categories or record folders in a file plan.
File Plan > Content > Create/Append	You can create elements in a file plan for which you also have the Use privilege for the specific type.
Record Category Type > Use and Record Folder Type > Use	You can only create the record categories or record folders for the selected type.

View elements in a record folder or record category

To view elements in a record category or record folder, you must have the privilege combination in the following table. Modifying additional information such as name, description, cutoff, vital status, custom properties, or policy assignment requires additional privileges.

Privilege	Result
Department > Manage > File Plans	You can open File Plan Designer.
File Plan > Content > Open	You can open file plan elements.
File Plan > Content > Search	You can view elements in a file plan for which you also have the use privilege for the specific type.
Record Category Type > Use or Record Folder Type > Use	You can modify the record categories or record folders for the selected type.

Modify record category names

In addition to the basic privileges to view record categories in File Plan Designer, you must have the following privileges to modify record category or record folder names, you must have the following privilege.

Privilege	Result
File Plan > Content > Rename	You can change the name of an existing record category.
File Plan > Record Categories > Modify Properties	You can change the name of an existing record category or folder.

Modify record folder name

In addition to the basic privileges to view record folders in File Plan Designer, you must have the following privilege, to modify record category or record folder names.

Privilege	Result
File Plan > Content > Rename	You can change the name of an existing record category.

Modify descriptions

In addition to the basic privileges to view record folders or record categories in File Plan Designer, you must have the following privilege to modify cutoff instructions.

Privilege	Result
File Plan > Record Categories > Modify Properties	You can update property values entered for properties associated with record categories or record folders.

Modify cutoff instructions

In addition to the basic privileges to view record folders or record categories in File Plan Designer, you must have the following privilege to also allow the ability to modify cutoff instructions.

Privilege	Result
Department > Records > Apply Cutoffs	You can update cutoff instructions on a record category for which you also have the Use privilege for that type.

Modify record category custom properties

In addition to the basic privileges to view record folders or record categories in File Plan Designer, you must have the following privilege to modify a record category custom property.

Privilege	Result
File Plan > Content > Edit Custom Properties	You can update custom property values entered for custom properties associated with record categories or record folders.
File Plan > Record Categories > Modify Properties	You can update property values entered for properties associated with record categories or record folders.

Modify record folder custom properties

In addition to the basic privileges to view record folders or record categories in File Plan Designer, you must have the following privilege to modify a record folder custom property, you must have the following privilege.

Privilege	Result
File Plan > Content > Edit Custom Properties	You can update custom property values entered for custom properties associated with record categories or record folders.

Modify the type assigned to a record folder or category

In addition to the basic privileges to view record folders or record categories in File Plan Designer, you must have the following privilege to modify the type assigned to a record folder or category.

Privilege	Result
File Plan > Content > Edit Type	You can change the type of a record category or a record folder.

Modify the retention policy assigned to a record category

In addition to the basic privileges to view record folders or record categories in File Plan Designer, you must have the following privilege to modify the retention policy assigned to a record category.

Privilege	Result
Department > Records > Reassign Retention Policy	You can update the disposition for a record category.

Modify record category notifications

In addition to the basic privileges to view record folders or record categories in File Plan Designer, you must have the following privilege to modify record category notifications.

Privilege	Result
File Plan > Record Categories > Modify Notifications	You can modify record category notifications.

Mark a folder or category as vital

In addition to the basic privileges to view record folders or record categories in File Plan Designer, you must have the modify privileges in addition to the following privilege to mark a folder or category as vital.

Privilege	Result
Department > Records > Vital Records	You can update the vital status or vital review date for a record category or record folder.

Delete a file plan

To delete file plans in Management Console, you must have the privileges listed in the following table.

Privilege	Result
Department > Manage > File Plans	You can delete a file plan.

Delete an element in a file plan

To delete record categories or record folders in a file plan, you must have the privileges listed in the following table.

Privilege	Result
Department > Manage > File Plans	You can open File Plan Designer.
File Plan > Content > Open	You can open file plan elements.
File Plan > Content > Search	You can view elements such as record categories or record folders in a file plan.

Privilege	Result
File Plan > Content > Delete	You can delete elements in a file plan for which you also have the Use privilege for the type.
Record Category Type > Use and Record Folder Type > Use	You can modify the record categories or record folders for the selected type.

Hold privilege combinations

The privilege tables in this topic describe the individual privileges required for administering various aspects of retention holds.

Create a retention hold

To create a new retention hold, you must have the privileges listed in the following table.

Privilege	Result
Department > Manage > Retention Holds	You can access the Retention Holds area in Retention Policy Manager.

Modify a retention hold

To modify the name, description, and duration of a retention hold, you must have the privileges listed in the following table.

Privilege	Result
Department > Manage > Retention Holds	You can access the Retention Holds area in Retention Policy Manager.

Assign a retention hold

To apply a retention hold to a document type, you must have the privileges listed in the following table. You cannot perform this operation for record types.

Privilege	Result
Department > Manage > Retention Holds	You can access the Retention Holds area in Retention Policy Manager.
Document Type > Documents > Open	You can view documents of the selected type.

Remove a retention hold

To permanently delete a retention hold from Retention Policy Manager, you must have the privileges listed in the following table.

Privilege	Result
Department > Manage > Retention Holds	You can access the Retention Holds area in Retention Policy Manager.

Search for documents on hold

To search for documents that are under a direct or inherited hold, you must have the privileges listed in the following table.

Privilege	Result
Drawer > Content > Search	You can open the contents of a drawer and display search results in a list.
Hold > Search for Items on Hold	You can search for items that are under a direct or inherited hold.

Search for records on hold

To search for records that are under a direct or inherited hold, you must have the privileges listed in the following table.

Privilege	Result
File Plan > Content > Search	You can open the contents of a file plan and display search results in a list.
Hold > Search for Items on Hold	You can search for items that are under a direct or inherited hold.

Apply a hold to a document

To apply a hold to a document in ImageNowExplorer, you must have the privileges listed in the following table.

Privilege	Result
Drawer > Content > Search	You can open the contents of a drawer and display search results in a list.
Hold > Apply Retention Hold	You can apply the hold directly to items from ImageNowExplorer.

Apply a hold to a record

To apply a hold to a record in ImageNowExplorer, you must have the privileges listed in the following table.

Privilege	Result
File Plan > Content > Search	You can open the contents of a file plan and display search results in a list.
Hold > Apply Retention Hold	You can apply the hold directly to items from ImageNowExplorer.

Remove a hold from a document

To remove a hold from a document in ImageNowExplorer, you must have the privileges listed in the following table.

Privilege	Result
Drawer > Content > Search	You can open the contents of a drawer and display search results in a list.
Hold > Remove Retention Hold	You can remove the hold from ImageNowExplorer.

Remove a hold from a record

To remove a hold from a record in ImageNowExplorer, you must have the privileges listed in the following table.

Privilege	Result
File Plan > Content > Search	You can open the contents of a file plan and display search results in a list.
Hold > Remove Retention Hold	You can remove the hold from ImageNowExplorer.

Record capture privilege combinations

The privilege tables in this topic describe the individual privileges you need to capture records. Note that users require no privileges to capture record categories, record folders, and records using Import Agent.

Create a capture profile

To create a new capture or source profile, you must have the following privileges.

Privilege	Result
Department > Manage > Capture Profiles	You can access the Capture tab in Management Console.

Copy a capture profile

To copy a capture or source profile, you must have the following privileges.

Privilege	Result
Department > Manage > Capture Profiles	You can access the Capture tab in Management Console.
Capture > Manage	You can copy, modify, or delete capture profiles and source profiles.

Modify a capture profile

To modify the name, description, and Import Agent settings for a capture or source profile, you must have the following privileges.

Privilege	Result
Department > Manage > Capture Profiles	You can access the Capture tab in Management Console.
Capture > Manage	You can copy, modify, or delete capture profiles and source profiles.

Delete a capture profile

To permanently delete a capture or source profile, you must have the following privileges.

Privilege	Result
Department > Manage > Capture Profiles	You can access the Capture tab in Management Console.
Capture > Manage	You can copy, modify, or delete capture profiles and source profiles.

Use a capture profile to import

To import content according to the behavior set by a capture profile, you must have the following privileges. However, you require no privileges to import content using DoD Record mode in Import Agent.

Privilege	Result
File Plan > Content > Create/Append	You can create elements in a file plan and append pages to existing records.
Capture > Use	You can use the capture profile to import content to Perceptive Content.

Record state privilege combinations

The privilege tables in this topic describe the individual privileges required for a user to modify the cutoff and close states for record folders or records. The user must have the privilege combinations listed in the tables to successfully complete the tasks.

Manually close a record folder

To prevent users from filing records into a folder, you can change the state of a record folder to closed. The system automatically closes a record folder when it enters a cutoff state. To manually close a record folder regardless of the cutoff state, the privileges in the following table are required.

Privilege	Result
Department > Manage > File Plans	To modify the state of a record folder in File Plan Designer, this privilege allows you to open File Plan Designer.
File Plan > Content > Open	You can open record categories or record folders in the file plan in order to modify the name or description.

Privilege	Result
File Plan > Content > Search	You can view elements such as record categories or record folders in the file plan structure.
Record Category Type > Use and Record Folder Type > Use	You can view the record categories or folders for the selected types for which you have the Use privilege.
Department > Records > Close	You can manually close record folders that are in an open state.

Manually reopen a closed record folder

To allow users to file records into a record folder that is in a closed state, you can reopen a closed record folder. In order to reopen a record folder, the following privileges are required.

Privilege	Result
Department > Manage > File Plans	To modify the state of a record folder in File Plan Designer, this privilege allows you to open File Plan Designer.
File Plan > Content > Open	You can open record categories or record folders in the file plan in order to modify the name or description.
File Plan > Content > Search	You can view elements such as record categories or record folders in the file plan structure.
Record Category Type > Use and Record Folder Type > Use	You can view the record categories or folders for the selected types for which you have the Use privilege.
Department > Records > Reopen	You can manually reopen record folders that are in a closed state.

File records into a closed record folder

To allow users to file records into a record folder that is in a closed state, you can give them access to bypass the record folder state. In order to allow users to file into a record folder that is in a closed state, the following privileges are required.

Privilege	Result
File Plan > Content > Open	You can open record categories or record folders in the file plan in order to modify the name or description.
File Plan > Content > Search	You can view elements such as record categories or record folders in the file plan structure.
Record Category Type > Use and Record Folder Type > Use	You can view the record categories or folders for the selected types for which you have the Use privilege.
Department > Records > Override File Restrictions	You can file records into a record folder regardless of the closed state.

Manually apply the cutoff state to a record folder or record

You can manually trigger the disposition action on a retention policy by changing the state to cutoff. The system automatically applies the cutoff state according to the cutoff instructions applied to the record category. To manually apply the cutoff state regardless of the cutoff instructions, the following privileges are required.

Privilege	Result
File Plan > Content > Open	You can open record categories or record folders in the file plan in order to modify the name or description.
File Plan > Content > Search	You can view elements such as record categories or record folders in the file plan structure.
Record Category Type > Use and Record Folder Type > Use	You can view the record categories or folders for the selected types for which you have the Use privilege.
Department > Records > Apply Cutoffs	You can manually update the state of a record folder or record in a pending cutoff state to cutoff.

Manually change the state of a record folder or record to reverse cutoff

After a record folder or record enters the cutoff state, you can remove the it from all processing of disposition actions or cutoff instructions by manually reversing the cutoff state. To manually change the state to reverse cutoff, the following privileges are required.

Privilege	Result
File Plan > Content > Open	You can open record categories or record folders in the file plan in order to modify the name or description.
File Plan > Content > Search	You can view elements such as record categories or record folders in the file plan structure.
Record Category Type > Use and Record Folder Type > Use	You can view the record categories or folders for the selected types for which you have the Use privilege.
Department > Records > Reverse Cutoffs	You can manually update the state of a record folder or record in a cutoff state to reverse cutoff.

Manually update the state of a record folder in a reverse cutoff state

You can manually update the state of a record folder or a record in a reverse cutoff state to either pending cutoff or cutoff. The cutoff state triggers the disposition action for the retention policy. The pending cutoff state resets the folder to follow the cutoff instructions attached to the record category. To update the state of a record folder in a reverse cutoff state, the following privileges are required.

Privilege	Result
File Plan > Content > Open	You can open record categories or record folders in the file plan in order to modify the name or description.
File Plan > Content > Search	You can view elements such as record categories or record folders in the file plan structure.
Record Category Type > Use and Record Folder Type > Use	You can view the record categories or folders for the selected types for which you have the Use privilege.
Record Folder Type > Use	You can manually update the state of a record folder or record in a reverse cutoff state to pending cutoff.
Department > Records > Apply Cutoffs	You can manually update the state of a record folder or record in a reverse cutoff state to cutoff.

Record type privilege combinations

The privilege tables in this topic describe the individual record privileges required for a user to complete several operations that involve records. The user must the privilege combinations listed in the tables to successfully complete the tasks. The user must install the Records Manager software before performing these operations.

Declare a document as a record

To change a document into a record in the Client, you must have the privileges listed in the following table.

Privilege	Result
File Plan > Content > Create/Append	You can add content to File Plans.
Record Folder Type > Use or Record Category Type > Use	You can modify the record folders or record categories for the selected type.

View records in ImageNow Explorer

To view records in ImageNowExplorer, you must have the combination of privileges listed in the table. Viewing records does not allow you to modify records in ImageNowExplorer.

Privilege	Result
View > Access	You can view content in ImageNowExplorer.
File Plan > Content > Search	You can search file plan contents in ImageNowExplorer.
File Plan > Content > Open	You can open record categories or record folders in the file plan to modify the name or description.
Record Category Type > Use and Record Folder Type > Use	You can only open the record categories or folders for the selected types for which you have the Use privilege.

View records in the viewer

To view records in the viewer, you must have the combination of privileges listed in the table. Viewing records does not allow you to modify records in the viewer.

Privilege	Result
File Plan > Content > Search	You can view elements such as record categories or record folders in a file plan.
Record Category Type > Use and Record Folder Type > Use	You can open records in record categories or record folders for the selected type.
File Plan > Content > Open	You can open file plan elements.
Record Type > Records > Open	You can open records for the selected type in the viewer.
File Plan > Content > Open	You can open record categories or record folders in the file plan to modify the name or description.

Delete a record

To remove a record from its file plan and send it to the Recycle Bin, you must have the privilege group in the table.

Privilege	Result
Department > Manage > File Plans	You can manage file plans.
Department > Manage > File Plans	You can open file plan elements.
File Plan > Content > Search	You can view elements in a file plan in ImageNowExplorer.
File Plan > Content > Delete	You can delete elements in a file plan for which you also have the Use privilege for the selected type.
Record Category Type > Use and Record Folder Type > Use	You can open the record categories or record folders for the selected type.
View > Access	You can view file plan content in ImageNowExplorer.
Record Type > Records > Delete	You can delete records in the file plan for the selected type.

Modify record properties and keys

To modify a record s Field1 through Field5 keys and all record properties, you must have the privilege group in the table. These privileges do not give you the ability to modify properties associated to individual records pages.

Privilege	Result
View > Access	You can view file plan content in ImageNowExplorer.
File Plan > Content > Search	You can view elements in a file plan in ImageNowExplorer.
File Plan > Content > Open	You can open record categories or record folders in the file plan to modify the name or description.
Record Type > Records > Open	You can view records for the selected type in the viewer.
Record Type > Records > Edit Keys	You can modify the Field1 through Field5 keys and record property values for records for the selected type.

Modify custom properties

To modify a record s custom properties, you must have the privilege group in the table.

Privilege	Result
View > Access	You can view file plan content in ImageNowExplorer.
File Plan > Content > Search	You can view elements in a file plan in ImageNowExplorer.
File Plan > Content > Open	You can open record categories or record folders in the file plan to modify the name or description.
Record Type > Records > Open	You can view records for the selected type in the viewer.
Record Type > Records > Edit Custom Properties	You can modify the custom property values for records for the selected type.

Create, modify, and delete record types

To create new record types, modify the properties of existing record types, and delete record types, you need the privilege in the following table.

Privilege	Result
Department > Manage > Record Types	You can create, manage, and delete record types.

Modify the type assigned to a record

To change the record type assigned to a record from ImageNowExplorer, you need the privilege group in the following table.

Privilege	Result
Department > Manage > Record Types	You can create, manage, and delete record types.
View > Access	You can view file plan content in ImageNowExplorer.
Record Type > Records > Edit Type	You can modify the record type for the selected record type into another record type for which you also have this privilege.

Modify the notes field for a record

To edit the record notes field value, you must have the privileges included in the following table.

Privilege	Result
View > Access	You can view file plan content in ImageNowExplorer.
Record Type > Records > Open	You can open records for the selected record type in the viewer.
Record Type > Records > Edit Notes	You can edit the record notes field for records for the selected record type.

Reorder pages in a record

To change the order of pages in a record, you must have the privileges listed in the table.

Privilege	Result
Record Type > Records > Open	You can open records for the selected record type in the viewer.
File Plan > Records > Page Reorder	You can modify the order of pages in a record for records for the selected record type.
File Plan > Content > Open	You can open record categories or record folders in the file plan to modify the name or description.

Delete pages in a record

To delete pages in a record, you must have the privileges listed in the table. You cannot restore deleted pages.

Privilege	Result
Record Type > Records > Open	You can open records for the selected record type in the viewer.
Record Type > Records > Page Delete	You can delete the pages in a record for records for the selected record type.

Move pages to another record

To move pages from one record to another, you must have the privileges listed in the table.

Privilege	Result
Record Type > Records > Open	You can open records for the selected record type in the viewer.
Record Type > Records > Page Reorder	You can move pages of a record for the selected record type to a different record.

Open record in an associated application

To open a record using an application, you must have the privileges listed in the table.

Privilege	Result
View > Access	You can view file plan content in ImageNowExplorer.
File Plan > Content > Search	You can view elements in a file plan in ImageNowExplorer.
File Plan > Content > Open	You can open record categories or record folders in the file plan to modify the name or description.
Record Type > Records > Open	You can view records for the selected type in the viewer.
Record Type > Explorer/Folder Viewer > Launch Associated Application or Record Type > Viewer > Launch Associated Application	You can launch records for the associated type with an associated Windows application from either the ImageNowExplorer or the viewer.

Print records

To print records, you must have the privileges listed in the table.

Privilege	Result
View > Access	You can view file plan content in ImageNowExplorer.
File Plan > Content > Search	You can view elements in a file plan in ImageNowExplorer.
File Plan > Content > Open	You can open record categories or record folders in the file plan to modify the name or description.
Record Type > Records > Open	You can view records for the selected type in the viewer.
Record Type > Explorer/Folder Viewer > Print Record or Record Type > Viewer > Print Record	You can print records for the selected type either from the record list in ImageNowExplorer or from the viewer.

Save a copy of the record to your local system

To export a record from the viewer or ImageNowExplorer to a location on your system, you must have the privileges listed in the table.

Privilege	Result
View > Access	You can view file plan content in ImageNowExplorer.
File Plan > Content > Search	You can view elements in a file plan in ImageNowExplorer.
File Plan > Content > Open	You can open record categories or record folders in the file plan to modify the name or description.
Record Type > Records > Open	You can view records for the selected type in the viewer.
Record Type > Explorer/Folder Viewer > Save Local Copies or Record Type > Viewer > Save Local Copies	You can export a copy of records for the selected type to a location on your local system.

Move a record to another file plan

To assign the record to a different file plan by changing its file plan value, you must have the privileges listed in the table.

Privilege	Result
File Plan > Content > Create/Append	You can add content to a file plan. **This privilege must be associated with the destination file plan.**
Department > Manage > File Plans	You can manage file plans.
File Plan > Content > Open	You can open file plan elements.
File Plan > Content > Search	You can view elements in a file plan in ImageNowExplorer.
Record Category Type > Use and Record Folder Type > Use	You can open the record categories or record folders for the selected type.
View > Access	You can view file plan content in ImageNowExplorer.
File Plan > Content > Edit File Plan	You can move a record to a different file plan.

Mark a record as vital

To mark and unmark records with a vital status in File Plan Designer, you must have the privileges listed in the table.

Privilege	Result
Department > Manage > File Plans	You can manage file plans.
File Plan > Content > Open	You can open file plan elements.
Record Category Type > Use and Record Folder Type > Use	You can open the record categories or record folders for the selected type.
Department > Records > Vital Status	You can assign, modify, review, and remove the vital status to and from records.

Merge multiple records into one record

To combine multiple records into one record, you must have the privileges listed in the table.

Privilege	Result
File Plan > Content > Create/Append	You can add content to a file plan.**This privilege must be associated with the destination file plan.**
View > Access	You can view file plan content in ImageNowExplorer.
Record Type > Records > Merge	You can merge records together for the selected record types.

Report privilege combinations

You maintain most Business Insight privileges directly through IBM Cognos, starting with version 7.1.x. However, you must assign the View privilege in Management Console to allow users access to view reports.

View Business Insight reports

To view reports, you must grant the user the Read, Execute, and Traverse permissions to the report folder or report in Cognos. Refer to the IBM website for Cognos capabilities and permissions documentation. To open Business Insight from the Perceptive Content toolbar and view Business Insight reports, or to view reports from Perceptive Content Explorer, you must have the Reports > View privilege in Management Console.

Author Business Insight reports

To create or modify customized Business Insight reports, the user must be a member of the Cognos Author role. To view your reports in Perceptive Content, you must also have the Reports > View privilege in Management Console.

Schedule a Business Insight report

To schedule a Business Insight report, the user must have the Write permissions to a report folder or report in Cognos.

Assign privileges to a record folder

When you create a record folder in the File Plan Designer, users cannot initially search for the folder in the Explorer grid or file any record folders or records in the folder until they have the necessary privileges. Record folders inherit record category privileges. Therefore, if a user has the Search or File Content privileges for the record category that contains the record folder, the user does not need the same privileges for the record folder to perform the privileged action. To assign record folder privileges to users or groups, complete the following steps.

1. In **File Plan Designer**, complete one of the following procedures.

Situation	Steps
Assign privileges when you create a record folder	1. Select a file plan. 2. Click the **Record Folder** icon. 3. In the **New Record Folder** dialog box, in the **Name** box and the **Description** box, enter the appropriate information for the new category. 4. Click the **Security** tab.
Modify privilege assignments on an existing record folder	1. Expand a file plan, right-click a record folder, and click **Modify**. 2. Click the **Security** tab.

2. Click **Add** to open the **Add Users or Groups** dialog box.
3. Click the **Users** tab.
4. Use the search field to populate the **Search results** list with users who are not currently in the list in the **New Record Folder** dialog box.
5. Select users whose privileges you want change and click **Add**.
6. Click the **Groups** tab.
7. Use the search field to populate the **Search results** list with groups that are not currently in the list in the **New Record Folder** dialog box.

Note: You cannot set these privileges for groups that are hidden from Cross Department settings.

8. Select the groups you want to set privileges for and click **Add**.
9. Click **OK** to return to the **New Record Folder** dialog box.
10. Select a user or group with privileges you want to set.
11. Click the space below a privilege title in the user row to cycle through the **Allow** and **Unset** options for the privilege.
12. Click **OK**.

Assign privileges to a record category

When you create a record category in the File Plan Designer, users cannot initially search for the category in the Explorer grid or file any record folders or records in the category until they have the necessary privileges. To assign record category privileges to users or groups, complete the following steps.

1. In **File Plan Designer**, complete one of the following procedures.

Situation	Steps
Assign privileges when you create a record category	1. Select a file plan. 2. Click the **Record Category** icon. 3. In the **New Record Category** dialog box, in the **Name** box and the **Description** box, enter the appropriate information for the new category. 4. Click the **Security** tab.
Modify privilege assignments on an existing record category	1. Expand a file plan, right-click a record category, and click **Modify**. 2. Click the **Security** tab.

2. Click **Add** to open the **Add Users or Groups** dialog box.
3. Click the **Users** tab.
4. Use the search field to populate the **Search results** list with users who are not currently in the list in the **New Record Category** dialog box.
5. Select users whose privileges you want change and click **Add**.
6. Click the **Groups** tab.
7. Use the search field to populate the **Search results** list with groups that are not currently in the list in the **New Record Category** dialog box.

Note: You cannot set these privileges for groups that are hidden from Cross Department settings.

8. Select the groups you want to set privileges for and click **Add**.

9. Click **OK** to return to the **New Record Category** dialog box.
10. Select a user or group with privileges you want to set.
11. Click the space below a privilege title in the user row to cycle through the **Allow** and **Unset** options for the privilege.
12. Click **OK**.

Manage import methods

Page level metadata requirements

Perceptive Content administrators can capture record content with one of the defined MIME (Multipurpose Internet Mail Extensions) types recognized by the National Archives and Records Administration (NARA). Administrators can specify defaults for one or more of the required metadata fields for the selected MIME type. The table below provides metadata information for each page level.

Digital Photograph Records

Field	Required	Description
Caption	Yes	A short description of the image.
Photographer	No	The full name (and rank, if military) and organization (agency, if federal), of the photographer credited with the photograph, if available.
Copyright	No	A restriction on the use of the image due to a copyright or other intellectual property right. If applicable, agencies must provide the owner of the copyright and any conditions on the use of the photograph, such as starting and ending dates of the restriction.
Bit Depth	No	The bit depth of the transferred file.
Image Width	No	The image width, in pixels.
Image Height	No	The image height, in pixels.

Field	Required	Description
Image Source	No	The original medium used to capture the image.
Compression	No	The file compression method used (if applicable) and the compression level (medium, high, etc) selected for the image.
ICC/ICM Profile	No	International Color Consortium/Image Color Management (ICC/ICM). The custom or generic color profiles, if available, for the digital camera or scanner used. For example, standard Red Green Blue (sRGB).
EXIF Information	No	Exchangeable Image File Format (EXIF). The information embedded in the header of the image files (as TIFF tags or JPEG markers) by certain digital cameras. For example, the digital camera s make and model.

Email Records

Field	Required	Description
To	Yes	The recipient s email address.
From	Yes	The sender s email address.
Cc	No	The email address of the recipient copied on the email.
Bcc	No	The email address of the recipient blind carbon copied on the email.
Reply To	No	An address to which email recipients can send responses (other than the address from

Field	Required	Description
		which the original email came).
Subject	Yes	The subject of the email.
Attachment Count	Yes	The number of email attachments.
Sent Date	Yes	The date the email was sent.
Received Date	Yes	The date the email was received.

PDF Records

Field	Required	Description
PDF Version	Yes	The version of the PDF record. NARA allows version 1.0 through 1.4 only. Check with NARA for changes.
Creating Application	No	The application used to create initial record content. Include the application version.
PDF Producing Application	Yes	The application used to render content to PDF.
PDF Producing Application Version	Yes	The version of the application used to render content to PDF.
Security Method	No	The security method used for the PDF.
Encryption Method	No	The method used to encrypt the PDF.
Metadata Encrypted	No	Indicates if the PDF metadata is encrypted.
Print Quality	No	The print quality of the PDF. Options include Denied, Low, and

Field	Required	Description
		High.
Modify Content	No	Indicates if users can modify the PDF content.
Copy Content	No	Indicates if users can copy the PDF content.
Comment	No	Indicates if users can add comments to the PDF.
Create Form Fields	No	Indicates if users can create form fields in the PDF.
Modify Form Fields	No	Indicates if users can modify form fields in the PDF.
Extract Content	No	Indicates if users can extract content from the PDF.
Assemble Document	No	Indicates if users can compile multiple PDF documents into one PDF.

Scanned Records

Field	Required	Description
Format	Yes	The format of the scanned image. NARA allows the following formats: TIFF (4,0, 5.0, and 6.0), JPEG, GIF (87a, 89a), BIFF, and PNG (1.0).Check with NARA for changes.
Resolution	Yes	The image resolution relative to the image encoding standard.
Bit Depth	No	The bit depth relative to the image encoding standard.

Web Records

Field	Required	Description
File Name	Yes	The name of the web file. The file name cannot exceed 99 ASCII characters. The file name with the file path cannot exceed 254 ASCII characters.
Web Platform	Yes	The software applications and, if available, intended browser applications and versions.
Website Name	Yes	The title of the website from the landing page.
Website URL	Yes	The URL of the transferred content s landing page.
Capture Method	Yes	The name and description of the harvester used to capture the file. If PDF, include the software and version used to capture the PDF. If more than one record is captured, identify the capture method used for each.
Capture Date	Yes	The date the record was captured.
Contact	Yes	The point of contact information for the person responsible for capturing the web record.
Content Management System	No	The application used to manage files on the web.

External interface

Create an external interface capture profile for a record

You use an external interface capture profile with external interfaces such as iScript or Integration Server. To create an external interface capture profile, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.

2. Click **Capture**.
3. In the right pane, on the **Capture Profile** tab, click **New > External Interface**.
4. On the **Capture Profile Content Type** page, select **Record**, and then click **Next**.
5. On the **Capture Profile Information** page, complete the following substeps.
   1. Type a name and optional description for the capture profile.
   2. Verify that the **Profile is active** check box is selected.
   3. Click **Next**.
6. On the **Capture Profile Source** page, select one of the following options.
   - **Create a new source profile**.
   - **Select an existing source profile** and then choose a source profile from the list.
7. On the **Capture Profile Application Plan** page, in the **Application plan** list, select the application plan that you want to associate with this capture profile.
8. On the **Capture Profile Verification** page, review your capture profile configuration settings and complete one of the following actions.
   - To modify a configuration setting, click **Back** and make any needed changes.
   - To keep the configuration settings, click **Finish**.

Create an External Scanner capture profile for a record

An External Scanner capture profile stores the settings you define to scan images from an application that is utilizing Integration Server to connect with Perceptive Content. To create an External Scanner capture profile, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. Click **Capture**.
3. In the right pane, on the **Capture Profile** tab, click **New > External Scanner**.
4. On the **Capture Profile Content Type** page, select **Record**, and then click **Next**.
5. On the **Capture Profile Information** page, complete the following substeps.
   1. Type a name and optional description for the capture profile.
   2. Verify that the **Profile is active** check box is selected.
   3. Click **Next**.
6. On the **Capture Profile Source** page, select one of the following options.
   - **Create a new source profile**.
   - **Select an existing source profile** and then choose a source profile from the list.
7. On the **Capture Profile Application Plan** page, in the **Application plan** list, select the application plan that you want to associate with this capture profile.
8. On the **Capture Profile Verification** page, review your capture profile configuration settings and complete one of the following actions.
   - To modify a configuration setting, click **Back** and make any needed changes.
   - To keep the configuration settings, click **Finish**.

Import agent

About Importing Records

To import records directly, you can create source profiles using Import Agent to capture records directly to your ImageNow Server. To use package, batch, basket, or single mode capture profiles, you can upload documents and then declare those documents as records.

What is Import Agent DoD Record mode?

The DoD Record mode instructs Import Agent to import XML files into Perceptive Content as records and record folders.

Import Agent uses DoD Record mode to organize acquired content into records and record folders. When you import a record, associated data such as record properties, physical file references, and access control markings are brought into Perceptive Content. Imported records are automatically added to the retention policy associated with the record category they are entering. You can also import connections between records. The connections exist in a separate XML file, and are only created if the records that are part of the connection are also in the import set and if the connection type exists on the target server. Imported records behave according to standard record functionality.

To use this mode, you must create a manifest file and save it in the import directory. The manifest file details the names or locations of XML files you want to import. There is no restriction on the number of imported record folders or records in one manifest file.

Import Agent automatically maps the records and record folders to existing record categories when importing records that were previously exported from Perceptive Content. If you are importing records into Perceptive Content from an external Records Management Application (RMA), you must provide organizational defined metadata and Perceptive Content file plan, record type, and record folder type names in the inserverImp.ini file. If Import Agent attempts to import records listed in the manifest file and cannot find relevant containers in Perceptive Content, the records are not imported.

Configure Import Agent DoD Record mode

The DoD Record mode creates record categories, record folders, and records using imported content from the local system or the network. For this mode, Import Agent relies on a manifest file. The manifest file contains a list of the XML files Import Agent imports from your system. To import XML files into Perceptive Content as record content, complete the following steps.

1. Open **inserverImp.ini** with a text editor. You must modify two different sections of the **inserverImp.ini** file.
2. In the **General** section, for the **import.mode** setting, enter `DOD_RECORD`.
3. In the **General** section, for the **import.directory** setting, specify the directory you want **Import Agent** to monitor.
4. In the **Mode DoD_RECORD** section, for the **manifest.file.ext** setting, enter the file extension you intend to use for the manifest file. The setting s default extension is *manifest*.
5. Use a text editor to list in the manifest file the XML files **Import Agent** will import. Record pages are created in the order in which the files are listed in the manifest file.

Example

```
\\Important\RecordFiles\f_321YX7H_0000013J0000043.xml
\\Important\RecordFiles\r_321YX7H_0000013J000005L_-1_1.xml
\\Important\RecordFiles\r_321YX7H_0000013J000005W_-1_1.xml
```

6. Save the manifest file in the import directory you specified in the **import.directory** setting in the **General** section.
7. In the **Mode DOD_RECORD** section, for the **dod.file.retry.attempts** setting, specify the number of times you want **Import Agent** to attempt to import a record before considering the import unsuccessful.

   Note: To specify a directory in which Import Agent stores unsuccessful imports, modify the **import.failed.directory** setting in the **General** section.

8. In the **Mode DOD_RECORD** section, for the **dod.file.status.report** setting, specify whether you want **Import Agent** to generate an import status report.
   - 0 = Import Agent does not generate a report.
   - 1 = Import Agent generates a report for unsuccessful imports.
   - 2 = Import Agent generates a report for both successful and unsuccessful imports.

   Note: The default setting is 0.

9. If you are importing records into **Perceptive Content** from an external Records Management Application (RMA), complete the following substeps in the **Mode DOD_RECORD** section.
   1. For the **file.plan.name** setting, enter the name of the **Perceptive Content** file plan.
   2. For the **record.type.name** setting, enter the name of the **Perceptive Content** record type.
   3. For the **record.folder.type.name** setting, enter the name of the **Perceptive Content** record folder type.
10. If you are importing records into **Perceptive Content** from an external Records Management Application (RMA), complete the following substeps in the **DOD Record Metadata Mapping** section.
    1. To map **Perceptive Content** record properties to organizational defined metadata in the <AdditionalInformation> section of the importing file, specify a valid XML path for **field1** through **field5**.

       Example

       ```
       field1 = /OrganizationalDefinedFields/invoice/name
       ```

    2. To map **Perceptive Content** custom properties associated with the record type to organizational defined metadata in the <AdditionalInformation> section of the importing file, specify a valid XML path for **custom.property1.name** and **custom.property1.value**, repeating both the name and the value settings for each custom property associated with the record type.

       Example

       ```
       custom.property1.name = InvoiceNumber
       ```

```
custom.property1.value =
/OrganizationalDefinedFields/invoice/invoice number

custom.property2.name = InvoiceDate

custom.property2.value =
/OrganizationalDefinedFields/invoice/invoice date
```

11. If you are importing records into **Perceptive Content** from an external Records Management Application (RMA), complete the following substeps in the **DOD Folder Metadata Mapping** section.
    - To map Perceptive Content custom properties associated with the record folder type to organizational defined metadata in the <AdditionalInformation> section of the importing file, specify a valid XML path for **custom.property1.name** and **custom.property1.value**, repeating both the name and the value settings for each custom property associated with the record type.
12. Close **inserverImp.ini**.
13. Restart the **Import Agent** service for changes in the **inserverImp.ini** file to take effect.

Result Import Agent automatically starts importing the content specified in your manifest file.

Create an Import Agent capture profile for a record

You define an Import Agent capture profile to store the settings that enable Import Agent to import files as records. To create an Import Agent capture profile, complete the following steps.

An Import Agent capture profile is one component required to define an Import Agent Capture Profile mode.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. Click **Capture**.
3. In the right pane, on the **Capture Profile** tab, click **New > Import Agent**.
4. In the **Capture Profile Definition** wizard, on the **Capture Profile Content Type** page, select **Record**.
5. On the **Capture Profile Information** page, complete the following substeps.
    1. Type a name and optional description for the capture profile.
    2. Verify that the **Profile is active** check box is selected.
    3. Click **Next**.
6. On the **Capture Profile Source** page, select one of the following options.
    - **Create a new source profile**.
    - **Select an existing source profile**. Select a source profile from the list.
7. On the **Capture Profile Application Plan** page, select the application plan that you want to associate with this capture profile and click **Next**.
8. On the **Capture Profile Verification** page, review your capture profile configuration settings and complete one of the following actions.
    - To modify a configuration setting, click **Back** and make any necessary changes.
    - To keep the configuration settings, click **Finish**.

Create an Import Agent source profile for a record

An Import Agent source profile for a record stores information about the file types you want Import Agent to capture, the method for gathering record property values, and whether to move or delete the source files after Import Agent captures them. To create a source profile for Import Agent, complete the following steps.

An Import Agent source profile is one component required to define an Import Agent Capture Profile mode.

1. In **Management Console**, in the left pane click **Capture**.
2. In the right pane, on the **Source Profile** tab, click **New**.
3. In the **Source Profile Definition** wizard, on the **Source Profile Content Type** page, select **Record**.
4. On the **Source Profile Information** page, complete the following substeps.
   1. Type a name and optional description for the source profile.
   2. In the **Source** list, select **Import Agent**.
   3. Verify that the **Profile is active** check box is selected.
5. On the **Import Agent Mode** page, select one of the following modes.

Import Agent Mode	Steps
File Name	1. After selecting **File name**, click **Next**. 2. On the **File Name Options** page, under **File types**, choose the file types you want to import by selecting **All file types** or **Specific file type**. 3. Click **Next**. 4. On the next **File Name Options** page, choose how you want to handle files after capture. Specify whether Import Agent deletes or moves files from the import directory after it stores files in the OSM. Under **After capture**, select **Delete the files** or **Move files to the import complete directory**. 5. Optional. To separate pages in a TIFF file, resulting in a thumbnail for each page in viewer, select the **Split multi-page TIFF files into separate pages** check box. Otherwise, the viewer displays the TIFF file as one document that you can scroll through. 6. Optional. If you selected **Split multi-page TIFF files into separate pages**, and you want each page to exist as a separate

Import Agent Mode	Steps
	document, select **Make each page a separate document**.
Index File	1. After selecting **Index File**, click **Next**. 2. On the **Index File Options** page, in the **Index file extension** box, enter the file extension of the index file that your business application generated. The default is *inx*. 3. In the **Field delimiter** box, enter the delimiter character used in the index file to separate data. The default is ^. 4. Click **Next**. 5. On the next **Index File Options** page, choose how you want to handle files after capture. Specify whether Import Agent deletes or moves files from the import directory after it stores files in the OSM. Under **After capture**, select **Delete the files** or **Move files to the import complete directory**. 6. Optional. To separate pages in a TIFF file, resulting in a thumbnail for each page in viewer, select the **Split multi-page TIFF files into separate pages** check box. Otherwise, the viewer displays the TIFF file as one document that you can scroll through. 7. Optional. If you selected **Split multi-page TIFF files into separate pages**, and you want each page to exist as a separate document, select **Make each page a separate document**.

6. Click **Next**.
7. On the **Import Agent Content Mapping** page, under **File type**, select a file type and specify its page properties. Click **Next**.
8. On the **Source Profile Verification** page, review your source profile configuration settings and perform one of the following actions.
   - To modify a configuration setting, click **Back** and make any needed changes.
   - To keep the configuration settings, click **Finish**.

Modify an Import Agent source profile for a record

To modify an Import Agent source profile for a record, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. Click **Capture**.
3. In the right pane, on the **Source Profile** tab, click **Modify**.
4. Optional. In the **Configure Source Profile** dialog box, on the **General** tab, complete any of the following actions.
   - Modify the name and description.
   - Activate the profile by selecting the **Is active** check box.
   - Deactivate the profile by clearing the **Is active**check box.

5. Optional. On the **Profile** tab, select an **Import Mode**, and then complete any of the following actions.

Import Agent Mode	Options
File Name	• Under **File types**, choose the file types you want to import by selecting **All file types** or **Specific file type**. • Under **After capture**, select **Delete the files** or **Move files to the import complete directory**. • To separate pages in a TIFF file, resulting in a thumbnail for each page in viewer, select the **Split multi-page TIFF files into separate pages** check box. Otherwise, the viewer displays the TIFF file as one document that you can scroll through. • If you selected **Split multi-page TIFF files into separate pages**, and you want each page to exist as a separate document, select **Make each page a separate document**.
Index File	• In the **Index file extension** box, enter the file extension of the index file that your business application generated. The default is *INX*. • In the **Field delimiter** box, enter the delimiter character used in the index file to separate data. The default is ^. • Under **After capture**, select **Delete the files** or **Move files to the import complete directory**. • To separate pages in a TIFF file, resulting in a thumbnail for each page in viewer, select the **Split multi-page TIFF files into separate pages** check box. Otherwise, the viewer displays the TIFF file as one document that you can scroll through. • If you selected **Split multi-page TIFF files into separate pages**, and you want each page to exist as a separate document, select **Make each page a separate document**.

6. Optional. On the **Mapping** tab, under **File type**, select a file type and specify its page properties.

Interact for Outlook

Create an Interact for Outlook capture profile for a record

An Interact for Outlook capture profile stores the settings you define for declaring files as records. To create an Interact for Outlook capture profile, complete the following steps.

Prerequisite This procedure requires an Interact for Outlook application plan and source profile for a record.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. Click **Capture**.

3. In the right pane, on the **Capture Profile** tab, click **New > Interact for Outlook**.
4. In the **Capture Profile Definition** wizard, on the **Capture Profile Content Type** page, select **Records**.
5. On the **Capture Profile Information** page, complete the following substeps.
   1. Type a name and description for the capture profile.
   2. Verify that the **Profile is active** check box is selected.
   3. Click **Next**.
6. On the **Capture Profile Source** page, select one of the following options and click **Next**.
   - **Create a new source profile**.
   - **Select an existing source profile** and then choose a source profile from the list.
7. On the **Capture Profile Application Plan** page, in the list, select the application plan that you want to associate with this capture profile and click **Next**.
8. On the **Capture Profile Verification** page, review your capture profile configuration settings and complete one of the following actions.
   - To modify a configuration setting, click **Back** and make any needed changes.
   - To keep the configuration settings, click **Finish**.

What is a source profile?

A source profile contains information about a server-side capture source. You associate a source profile with one or more capture profiles to make capture a simple task for your users.

The source profile stores information about the file types you want to capture, the method for gathering property values, and whether to move or delete the source files after capturing them into Perceptive Content.

Source profiles for documents and records are available for Import Agent, Interact for Microsoft Outlook, and scanners.

To view records functionality, you must install a Records Manager license.

Modify or rename a server-based capture profile for a record

To modify or change the name of a server-based capture profile used to capture files into a record, complete the following steps.

1. In **Management Console**, in the left pane, under **Select Department**, select a department from the list.
2. Click **Capture**.
3. In the right pane, on the **Capture Profile** tab, click the capture profile you want to modify and click **Modify**.
4. Optional. In the **Configure Capture Profile** dialog box, on the **General** tab, complete any of the following actions.
   - Modify the name and description.
   - To activate the profile, select the **Profile is active** check box.
   - To deactivate the profile, clear the **Profile is active** check box.

5. Optional. On the **Profile** tab, complete any of the following actions.
   - In the **Source type** list, select a source type.
   - In the **Source profile** list, select a source profile.
   - In the **Application plan** list, select a new application plan.
6. Verify the changes and click **OK**.