

Records Management System using JackRabbit: Manage Enterprise Records using JackRabbit Content Management.

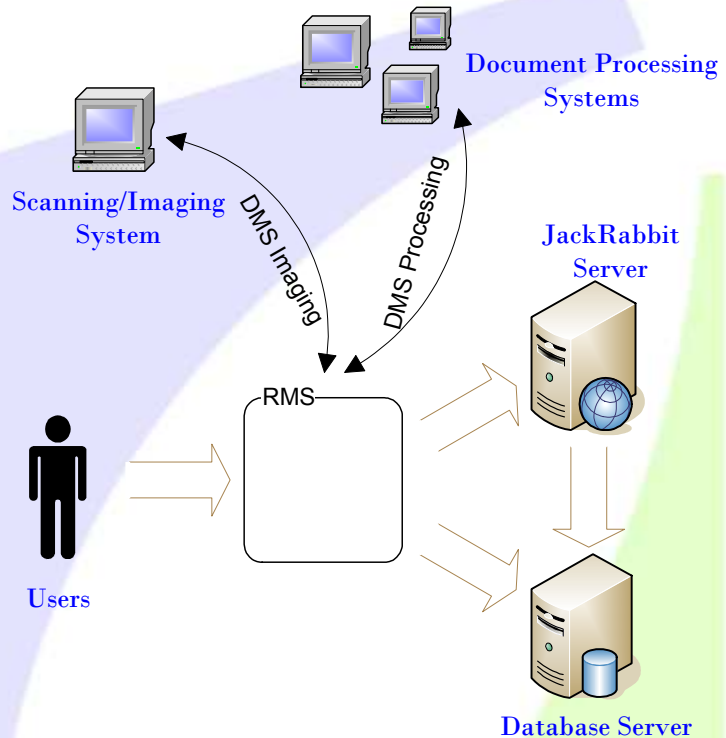
Records are very important to a business. With increasing and varying businesses, the requirements for an efficient records management system gains even more importance to businesses. Records Management Process has to be dynamic, customizable, standardized yet unique where necessary.

Records provide evidence of the organization, functions, policies, decisions, procedures, operations or other activities of a government agency or corporation or because of the informational value of the data in them. Records can be both structured and unstructured. Records can be documents but have a more rigorous process associated with managing them. Records can include books, papers, maps, photographs, machine-readable materials, or other documentary materials. They can be created or received in connection with the transaction of public or private business.

RMS using JackRabbit provides an easy way to create, and manage vital records in the company. It caters to all the lifecycle steps of a records management process. RMS is a web based records management solution.

Records Management Challenges:

- Complex terms and conditions that need to be frequently visited.
- Paper document archival system
 - Manual process to retrieve, copy, review records
- Manual calculation of record details



Records Management System - JackRabbit

- Inefficient FTE effort,
- Cost of errors
- Negative impacts with staff turnover

Implementation:

By implementing the complete lifecycle of a Records Management solution, RMS provides a centrally managed record management solution to its Enterprise Users. RMS allows users to control the creation and growth of records. It also ensures regulatory compliance and minimizes litigation risks.

RMS: Record Management System using JackRabbit provides storage, versioning, metadata, security, as well as indexing and retrieval capabilities.

Metadata is typically stored for each record. Metadata, for example, includes the date the record was stored and the identity of the user storing it. The resulting metadata is used to assist users in locating record by identifying probable keywords or providing for full text search capability, or can be used on its own. RMS using JackRabbit also allows records to maintain an externally managed id for reference.

Storage typically includes the meta-data and attachment persistence. This is stored in a DBMS and is accessed/managed via JackRabbit.

Retrieval includes the retrieval of record i.e. attachment as well as metadata for that attachment. RMS also includes fetching the version history for the record.

RMS limits Access to a document to other users while work is being performed on the document. This means if one user has checked out a document other will only have read permission they won't be able to modify the record until and unless he/she checks it in.

Versioning is a process by which records will be checked in or out of the RMS, allowing users to retrieve previous versions and to continue work from a selected point. Versioning is useful for record that change over time and require updating. User will be able to revert back to the previous versions. All of versioning mentioned here has been implemented in RMS using JackRabbit.

RMS for JackRabbit also allows users to **box** the documents and manage **shipments**.

This comes in handy when boxes are kept in storage using shelves and rooms.

RMS for JackRabbit includes the complete record lifecycle, thus maintaining documents in various statuses and retention lifecycles.

Environments:

Application Servers: Any J2EE based App server including Tomcat

Authentication: LDAP, Active Directory

ECM: Apache JackRabbit

Database: SQL Server, Oracle, MySQL

