

This is a working document which will be revised as needed to ensure the business processes of each campus and their respective departments are able to function within their Document Imaging environment.

### Naming

Components (document types, drawers, custom properties, application plans, etc.) created in the EAS Document Imaging system must be prefixed with the Department Abbreviations.

#### Naming Example

Department	Format	Example
Office of Financial Aid	DEPARTMENT-COMPONENT NAME	OFA Award Letter
University Human Resources	DEPARTMENT-COMPONENT NAME	UHR_Job Description
Finance Office (Accounts Payable)	DEPARTMENT-COMPONENT NAME	AP_Supervisors

### Length Limitations

Component	Limit
Name Length	40 characters
Input Data Length	39 characters
Annotation Data - Text Box	30,000 characters
Annotation Data – Stamp	30,000 characters
Annotation Data – Sticky	30,000 characters in one entry
Notes	~1.6 million characters
Custom Properties data field	128 characters

### Document Keys (Indexes)

#### Person (Student, Faculty, or Staff)

Below is a sample of how to index documents for a person (student, faculty or staff). It is recommended that fields 1 – 5 are used.

Index	Sample Index Data
Field 1	EMPLID,RUID
Field 2	Lastname,Firstname, Lastname,Firstname MI, or Lastname,Firstname Middle name
Field 3	Depending on department business process. Examples: Year, Term, Aid Year, Admit term, etc.
Field 4	Campus, School, Unit
Field 5	Unique ID

## Custom Property Types

Additional fields can vary depending on business process.

Custom Property	Description
Date	Date saved as a string
Flag	Values displayed based on settings chosen; stored as TRUE(1) or FALSE(2)
List	A group of values a user can select from a list box
Number	Supports positive & negative numbers; currency can be used
String	Text field
User	Displays user name (userid or full name can be displayed)

## Group Securities

The below examples are the standard core security groups.

Group Name	Use	Example Name
Power Users/ Group Owners	Department liaison with all other group abilities plus the added role for deletion. Troubleshoot process-specific primary support for daily processes Manage department access requests	UHR_Power Users
User	Department staff member with the ability view, process, and create documents.	UHR_User
Scanner	Department staff member with the ability view, scan and link documents.	UHR_Scanner
Viewer	Department staff member with the ability view documents.	UHR_Viewer

## Views

Setting	Value
Maximum Results	250
Automatically run this view	No

## Annotations

The below examples are the most commonly used annotation types. All are configurable to fit your specific needs (others are available).

Annotation Types
Line
Pen
Stamp
Text