

## ArchivistaBox 2010/IV with versioning

**Pfaffhausen, 14 April 2010:** after a little over a month, we are already in a position to publish the next release. With version 2010/IV, we can meet the demand for integrated versioning within the Archivista WebClient. In addition, there are two tools for automatic uploading. The tools `winupload.pl` and `wincopy.pl` are available both in their source format (Perl) and, for Windows users, as executable program files, `winupload.exe` and `wincopy.exe`.

## Versioning with WebAdmin/WebClient

Versioning is available for all users, i.e. it is already included within the basic scope. This has been made possible by an existing customer who has completely financed this functionality. By the way, if there is a function you would like to see included, we will be happy to implement it for you. And, let us also point out that versioning required two days worth of development. But let's get back to the matter in hand.

Versioning must firstly be turned on. To do so, log into WebAdmin. We initially need three fields for versioning, i.e. specifically, one field (Versioning) to maintain the document master. In addition, we need one field (VersionNr) that maintains the version number and then (this is not required, but is recommended) we need a third field to store the file name (FileName). The image below shows how the fields should be defined. The fields must firstly be set up:

Field definition @ archivista		
>New	Field name	
>Edit >Delete	VersioningKey	
>Edit >Delete	Versioning	
>Edit >Delete	Filename	

The fields established this way must be assigned to the masks where the versioning is to take effect. Add the three opened fields, 'Versioning', 'VersioningKey' and 'Filename' (in line with the example above) to the menu item 'Masks':

## Mask definition @ archivista

Mask

English	Select	Delete
English	Rename	
	Create	

»New		Field name
»Edit	»Delete	VersioningKey
»Edit	»Delete	Versioning
»Edit	»Delete	Filename

Next, we must enable these fields in 'Archive administration':

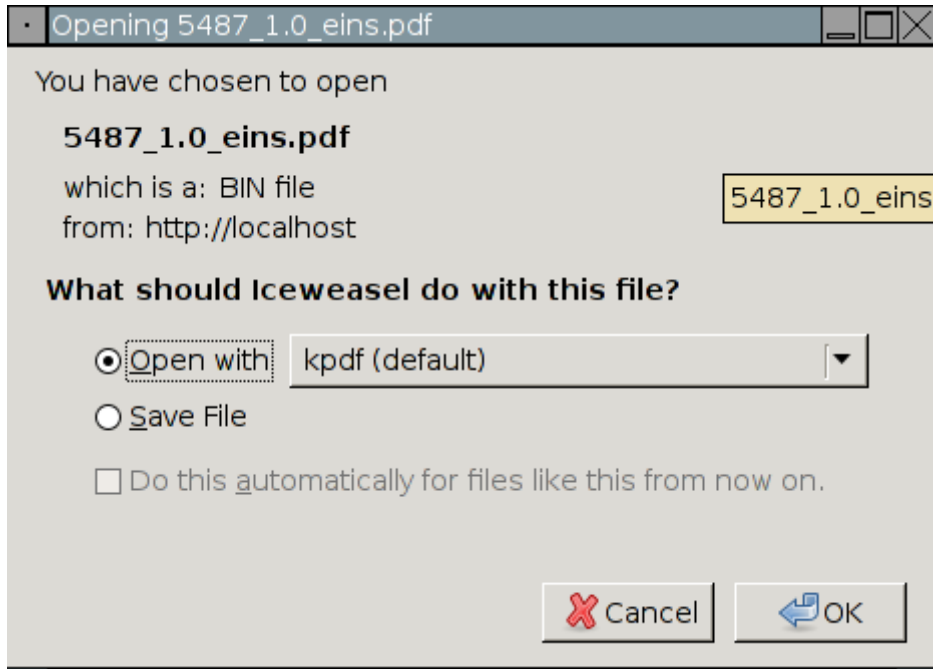
## Archive administration @ archivista

Suppress field 'Title' in main view	<input type="checkbox"/>
Hide extended icons	<input type="checkbox"/>
Width of field 'Title' in table	3000
Field for publishing	
Save filename in field	Filename
Versioning	Versioning
Field for version key	VersioningKey
Elements in combobox fields (0-x)	0
Show note field	<input type="checkbox"/>

This enables versioning. We can now upload Office documents and PDF files either via the WebClient or with an FTP client.

## No need to check documents in and out

Versioning works with all Office and PDF files, i.e., anywhere where a source file is saved. Unlike many other DMS products where you must check the documents in and out, this is not required at all with ArchivistaBox as all versioning runs entirely in the background. How do you now know whether or not versioning has been turned on?



As soon as you obtain a file from the WebClient when versioning is turned on, you receive the file not only with the file name, but also with a prefixed file stamp. In the example above, the name is 'eins.pdf', the first time you check it out, you therefore receive the filename 'File\_Version\_Name.pdf'. You could now edit this file (yes, PDF files can be edited as well) and then upload it again. Now note the view below.

The screenshot shows the Archivista web interface. At the top is a toolbar with various icons. Below it is a table listing documents. The table has columns: Document, Pages, Date, Archiv, Title, VersioningKey, Versioning, Filename, and Download. The table shows multiple versions of documents, including 'eins.pdf' with versioning keys 1.1 and 1.0.

Document	Pages	Date	Archiv	Title	VersioningKey	Versioning	Filename	Download
5488	1	03/04/2011	No		1.1	5487	eins.pdf	PDF IMG PIC ZIP File
5487	1	03/04/2011	No		1.0	5487	eins.pdf	PDF IMG PIC ZIP File
5486	1	02/26/2011	No					PDF IMG PIC
5484	1	02/18/2011	No					PDF IMG PIC
5483	1	02/18/2011	No					PDF IMG PIC
5482	1	02/18/2011	No					PDF IMG PIC
5481	1	02/18/2011	No					PDF IMG PIC
5480	1	02/18/2011	No					PDF IMG PIC
5479	1	02/18/2011	No					PDF IMG PIC
5478	1	02/18/2011	No					PDF IMG PIC
5477	1	02/18/2011	No					PDF IMG PIC
5476	1	02/18/2011	No					PDF IMG PIC

Below the table is a 'View' button. To the right of the table is a detailed view of document 5488. It shows the following information:

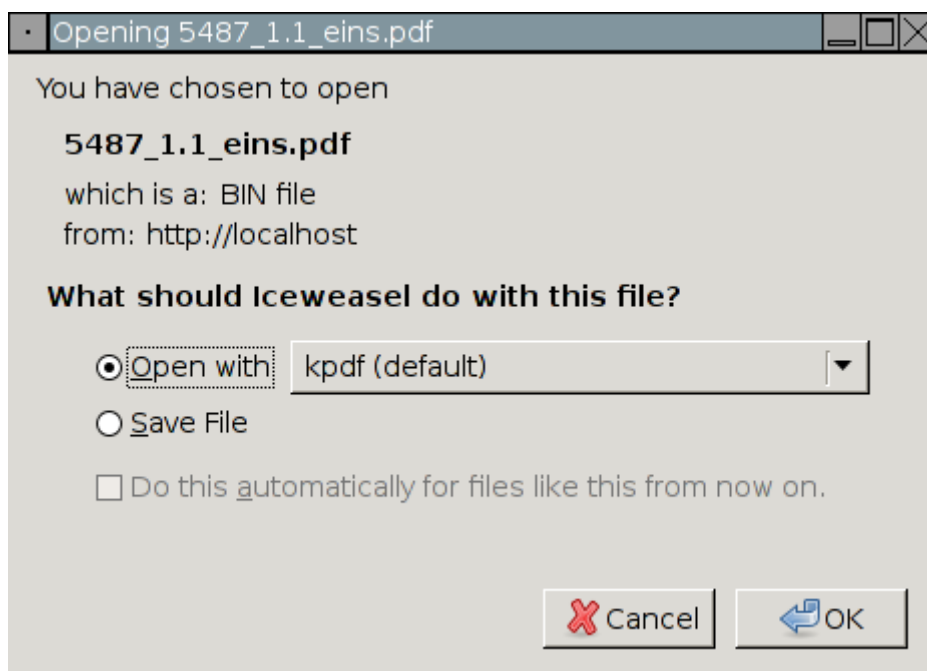
- Document 5488** Pages 1 Folder 3 Date 03/04/2011 Archived No
- Title**
- VersioningKey** 1.1
- Versioning** 5487
- Filename** eins.pdf
- Manual**  
Archivista 2009/I
- c 18th January 2009 by Archivista GmbH, CH-8118 Pfaffhausen  
Web pages: www.archivista.ch

At the bottom of the interface, it says: Database: archivista, Recordset: 1/718, Document: 5488, Page: 1/1

You can now see the file 'eins.pdf' twice in the archive, once with version '1.0' and also with version '1.1', i.e. the file was imported as a new version when you uploaded it again. As stated, this process runs entirely in the background. Note the field 'Title'. This

field contained the value '450' in version 1.0. For the later version that has been uploaded, the field values of the previous version are automatically copied to the new version, i.e. the file does not need to have keywords re-assigned. Unless you expressly wish to assign different keywords to the new file.

You can, of course, check the files in and out several times. To do so, click on version 1.1; you will then receive the file as follows:



You should bear in mind that you can only re-import one version at a time and that you should always work with the newest version. If you export and re-import an older version, that version will naturally be processed, but the version number remains the old version, with a minus sign added (e.g. version 1.0 would become version -1.0).

We hope you have great fun with versioning in ArchivistaBox. Versioning is available from **version 20100413**.