

d.veLop

d.3 admin folder scheme:
Administrator

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1. d.3 admin folder scheme

1.1. Introduction

1.1.1. About d.3 admin folder scheme

d.3 admin folder scheme The d.3 admin folder scheme (dossier generation in d.3 admin) is used for the configuration and administration of dossiers in the d.3 repository. The dossier generation allows you to specify digital folders, in which user can store information to create structures in d.3ecm. Based on meta information the system can automatically add documents to existing dossiers or create new dossiers.

Structure of the electronic archive

Storage of documents in a filing cabinet

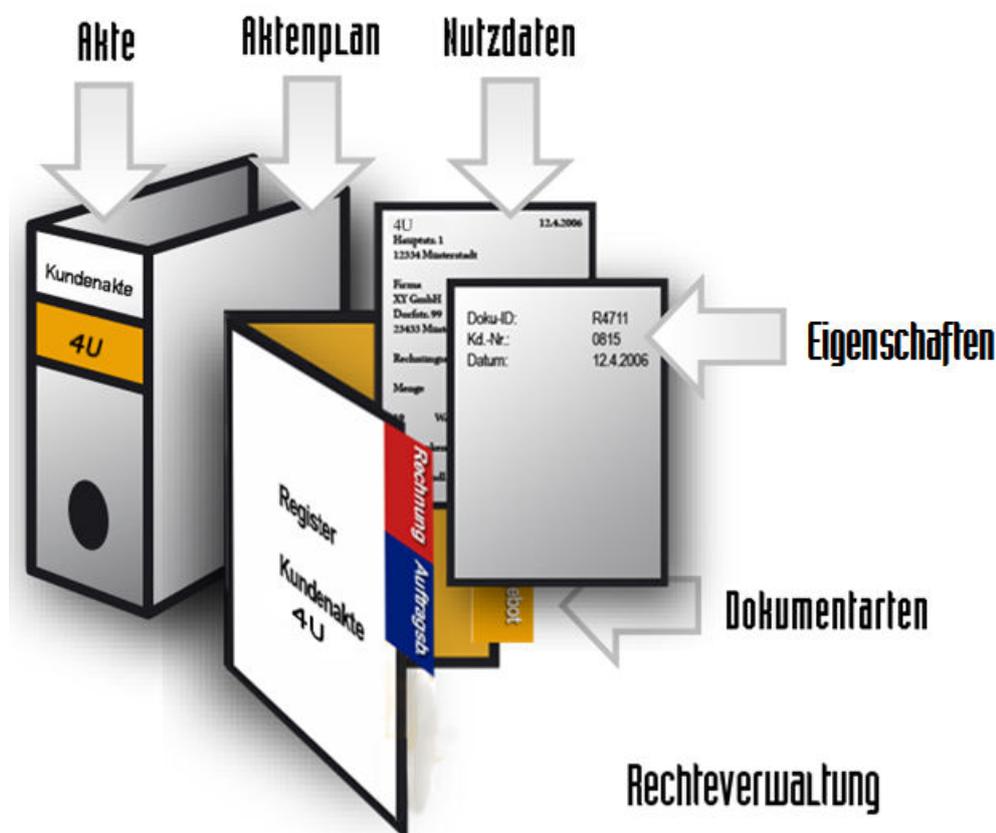
Basically, the d.3 repository is designed to resemble a typical filing cabinet. This also allows to classify and find documents in drawers and document types. The documents are secured against unauthorized access in the d.3 repository in a similar way as in a filing cabinet.

Quick search based on custom properties in the d.3 repository

However, the filing cabinet only allows to find the document based on their storage location. This is entirely different in the d.3 repository.

Documents are classified with several freely definable attributes and properties used to search the related documents.

Some of these properties define the location in the d.3 repository (which is only a virtual one in the electronic archive), represented by group and document type.



Avoiding redundant data

A fixed location, as in a filing cabinet, does not exist in the d.3 repository. On the contrary, d.3 allows to store one document in several logical dossiers, without keeping several redundant copies of it.

Thus, you could retrieve your invoice in the order folder as well as in a customer folder.

The module dossier generation provided as a plugin in the d.3 admin helps you in filing the documents and linking them to logical dossiers.

This visual interface allows to easily adjust the set of rules for the dossier generation. The information is stored in the database of the d.3 repository.

What are dossiers used for in d.3?

In the d.3 system, dossiers are used to combine documents sharing specific properties. A hierarchical link between dossier and document is defined. Thus, you can keep documents such as an invoice with an order, the order confirmation, and other documents together in an order dossier. At the same time, you can file them in a customer- and supplier dossier. Folders are classified by properties just like documents.

The difference between folders and documents is marked by the fact that a folder usually does not contain a document file but rather hold links to the attributes of various documents.

The link between folders are n:m-links.

Linking of dossiers and documents

Linking dossiers and documents is often achieved via a dossier generation. These links can be displayed in d.3 smart explorer.

Instead of being sorted alphabetically, the folders and documents are displayed according to their actual links if you enable the setting **Document structure (folder scheme)** in the d.3 smart explorer menu **Settings | Options | Search**.

1.1.2. Prerequisites

This manual describes the creation and management of d.3 folder schemes in a d.3 repository and is targeted exclusively at d.3 administrators.

For the installation of a new d.3 repository, please consult the d.3 installation manual (d3install_eng.pdf).

To fully comprehend the information you should have read the manuals for the d.3 smart explorer (d3smartexplorer_eng.pdf) and for the d.3 admin (d3admin_eng.pdf) and should be familiar with the structure of the d.3 repository.

1.2. Installation

It is not necessary to install the software using a separate setup. You can find further information in the [System requirements](#).

1.2.1. System requirements

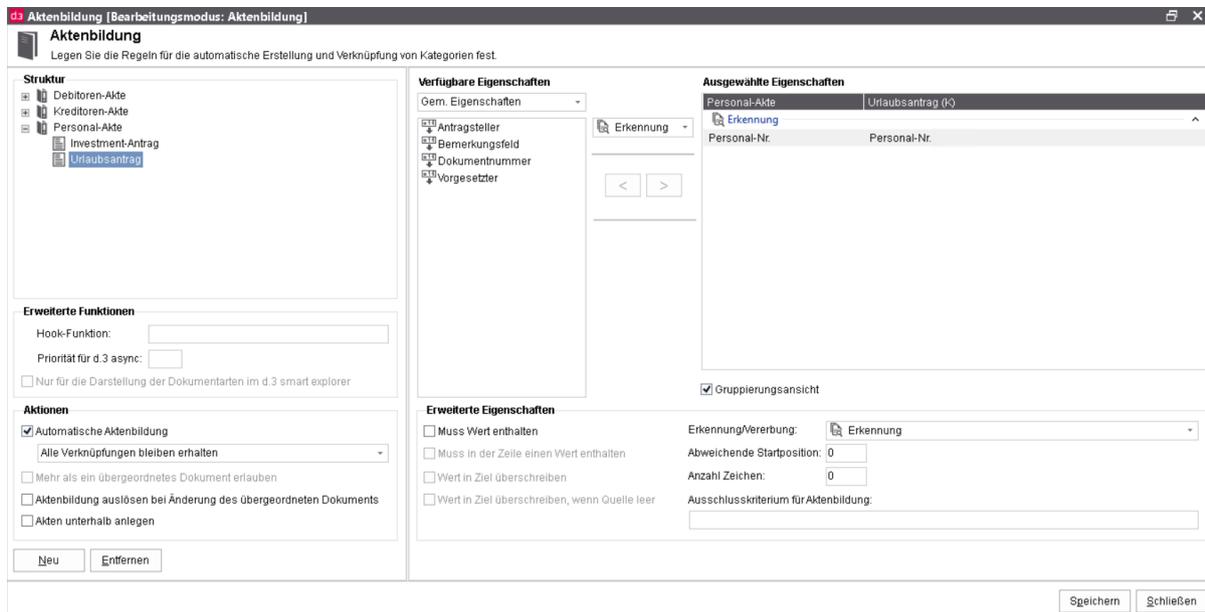
The dossier generation module is available with the d.3 smart explorer. It requires access to the application d.3 admin. The dossier generation itself is implemented as a plugin. The required files (**d3akte.dll** and **d3akte.eng**) are located under the directory Admin in the directory C:\d3\d3client.prg\Admin\AdminPlugins.

Note

The dossier generation described in this document applies with the d.3 version 8 and requires respective d.3 server and d.3 application versions.

1.3. The module dossier generation

After the installation of the d.3 application start the d.3 admin. After the login to the d.3 system open the d.3 admin. Under **Documents and dossiers** you find the module **Dossier generation**, which has the following layout:

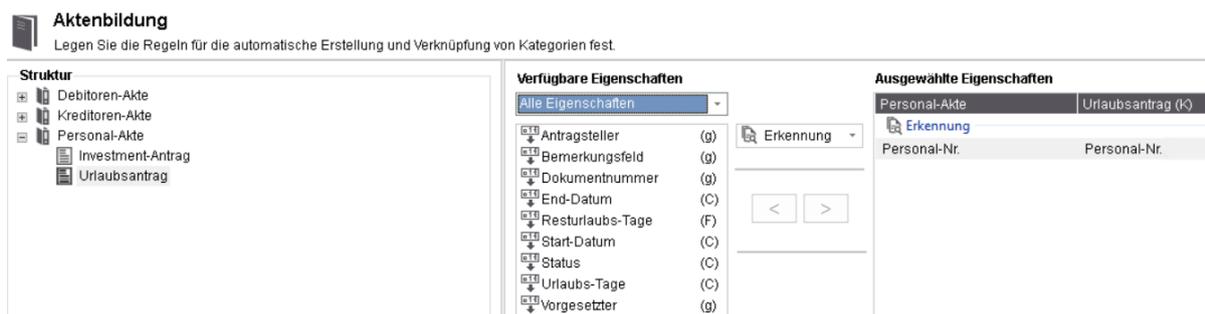


The left section of the module displays the hierarchical structure of the dossier generation. Dossiers are represented by the icon  and documents are represented by the icon .

The following buttons are provided:

New	Create a new dossier link.
Remove	Delete the selected dossier link.
Save	Save the dossier generation. The information on the dossier generation are stored in the d.3 repository database.
Close	Close the module dossier generation .

1.3.1. Dossier link



The upper right section displays the link between the child level (left: **Supplier Order**) and the parent level (right: **Supplier Order Dossier**). This link is implemented on document class-level, whereby the link can also be applied via multiple document classes.

For this link a dossier is created automatically, if this could not be found via the recognition properties.

1.3.2. Dossier recognition

For the recognition of the parent level, the combination of the values of the recognition properties must match.

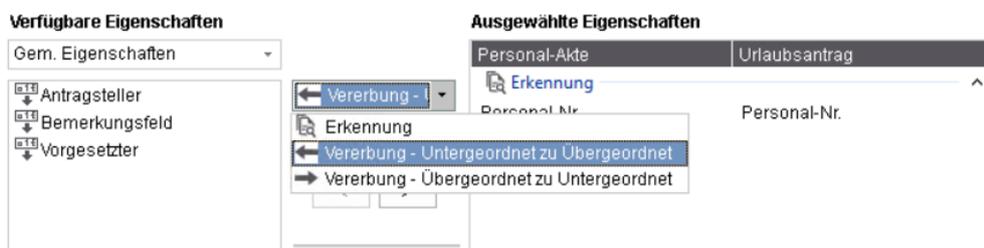


The list opposes the properties of the child element with the properties of the parent level.

If the properties for the dossier recognition are empty, then no dossier link is created. In this case only the document is stored in the repository.

1.3.3. Dossier generation inheritance

If a dossier is created using the automatic dossier creation, then you can adopt additional properties in the record of the new parent level (usually the dossier) which are not required for the recognition but are significant for the further management of the documents.



You can allow overwriting existing property values so that the respective properties are always updated.

1.4. Execute dossier generation

In the following, you will learn how to create a file and what you need to consider before and during the process.

1.4.1. Preliminary thought

The documents- and dossier structure is an image of the actual business operations using the business documents.

Only a basic system allows a filing structure making the information available for all employees. In an electronic archive you must ensure an object-oriented systematic structure based on the database.

The dossier generation is the logical foundation for the business- and dossier creation on the level of the internal company information. The dossier generation is the backbone of a high-impact, efficient and consolidated document-management.

It is tailored to the internal company organization and has a task-oriented design. Such a plan acts as an effective filter between work- and decision processes and the filing in dossiers. The dossier generation allows to organize many aspects of the document management.

Before you create a dossier generation in your company you must consider the following preliminary thoughts:

- Which documents and folders are required in the d.3-system?
- Which property fields need to be assigned to the documents and dossiers?
- What should the hierarchy of the dossiers/documents look like?

Warning

From d.3 version 6.2.x, you can use different code pages in your d.3 system.

An inheritance of properties in the dossier generation is not possible, if you are using different code pages in one dossier.

There is a workaround to allow for an inheritance with different code pages in the same folder.

This can result in display errors when inheriting alphanumeric properties.

In pure ASCII-texts ('a'..'z', 'A'..'Z', '0' + digits) you should not encounter any display errors.

Note

From d.3 version 7.0 an update of document properties creates a dossier generation job (LIN002-Job) only, if recognition- or inherited properties are affected of the changes.

By default, property values are only inherited one level up (inheriting from the child document to the parent document) and one level down (inheriting from the parent document to the child document).

If a property of a parent document used as recognition or inherited property in another dossier generation entry is modified during the inheritance, the property can be inherited across multiple levels.

This is not valid for the child document inheritance.

1.4.2. Create link

Warning

Before you create the respective advanced properties fields and document types must have been created in the d.3 admin (see manual d3admin_eng.pdf). Afterwards you can start defining the dossier generation.

1. Open the dossier generation and click on **New**.
2. First select the **parent document type** with a double-click.

The picklist displays all document and dossier types in alphabetical order.

On selection a list of all **Document classes** (!) is displayed from which you can select one or more classes with a double-click to be assigned to the folder as **child** elements of the same level.

Using document classes allows to implement "If - Then" logics.

With **Copy** you can transfer the settings of a dossier generation quickly to another.

Note

Please note that you can now assign document classes as the bottom level. This allows a flexible control of the automatic dossier creation. If you only want to create dossiers automatically, if specific values exist in the properties, then define an according document class and assign it here.

The following links can be defined:

- Dossier to document
- Dossier to dossier
- Document to dossier
- Document to document

1.4.3. Advanced functions

Erweiterte Funktionen

Hook-Funktion:

Priorität für d.3 async:

Nur für die Darstellung der Dokumentarten im d.3 smart explorer

- **Hook function** In some cases the dependencies cannot be defined via the dossier generation. Then this must be done with a [hook function](#). If a hook function is called here, then the options structuring and automatic dossier generation are disabled.
- **Priority for d.3 async** You can configure the dossier generation entry with a custom priority. The default priority without automatic dossier generation is set to 2010. This is automatically increased to 2015, if the automatic dossier generation is enabled. This makes sure that this jobs is preferred to others potentially waiting for the dossier creation.
Define the priority relative to the default value in the range between 2000 and 2100 (suggestion). All entered values are later calculated into a usable ratio.
- **Only for document type display in d.3 smart explorer** You can define that the selected link is only used for display, i.e. d.3 smart explorer shows a [dossier structure](#) but no dossier link jobs are created for d.3 async.
If this option is enabled, then all following functions are disabled.

1.4.4. Actions

Aktionen

Automatische Aktenbildung

Mehr als ein übergeordnetes Dokument erlauben

Aktenbildung auslösen bei Änderung des übergeordneten Dokuments

Akten unterhalb anlegen

- **Automatic dossier generation** You can define that a missing dossier (via the recognition properties) is automatically created. This setting initially applies to all child document classes but can be changed there afterwards if necessary. In this example you want to create a dossier only, if a supplier order is stored, while the the customer delivery note and the invoice should not create a dossier. Thus the automatic dossier generation must be disabled in these two mappings later.
Thereby the following options are possible:

- **All links are maintained:** No link of a child document will be deleted.
 - **Only remove links created by this rule:** Deletes the links created by the defined combination of child document class and father document type in the dossier generation entry since version 8.
 - **Remove all automatically created links:** Removes all links created automatically by the dossier generation. It is irrelevant, if these are created before or after version 8.
 - **Remove all links:** All existing links will be removed, including the manually created ones.
- **Allow more than one father document**

If the dossier recognition uses at least a 60er field as recognition property for the parent document (new from version 8.0), then the activation of this parameter it is allowed, that document links of a child document can not only be created to one but also to multiple parent documents.
 - **Trigger dossier generation on update of a parent document** If the parent document is changed, a dossier generation will be done.
 - **Create child dossier** This allows to create a dossier under a dossier, e.g. to create sub-register structures.

Note

For "Create child dossier" the following is not supported:

- fixed value as recognition property for the child document or dossier type
- Part string value as recognition property for the child document or dossier type
- Exclusion criteria for dossier generation
- Inherited property from child to parent document or dossier type can not be considered.
- Dossier generation with hook function
- 60-field as recognition or inheritance property

Note

Below is an example of the option "Create child dossier":

Prospect dossier

- Quotations
- Correspondence
- Contact details:
- Business cards

For the dossier generation rule Contact details-> Business cards, the option "Automatic dossier generation" is activated.

For the dossier generation rule Prospect dossier-> Business cards, the option "Automatic dossier generation" is activated. The "Create child dossier" option is also activated.

If a new document is now created in "Business cards", the following happens:

- 1: A new dossier is created in "Contact details".
- 2: A new file is then created in "Prospect dossier".
3. The option "Create child dossier" now creates a new dossier in "Quotations" and a new dossier in "Correspondence".

The creation of child dossiers is therefore not triggered when a user directly creates a prospect dossier, but by the indirect creation via the contact details.

The option "Create child dossier" then refers to all child dossiers directly linked to the main dossier via dossier generation rules.

1.4.5. Example:

A dossier generation created in short time:

Note

- The administrator wants to configure the supplier order dossier.
- He selects as parent document type the supplier order dossier, as child document class the supplier order.
- Now, he gets the common properties.
- He does a double-click on client, order number, supplier, order date, ZIP, city and the properties will be applied on the right.
- Now, the administrator only needs to select client and order number as recognition property and the configuration for the first link is finished after a few seconds.
- Now, also the supplier delivery note and the supplier invoice shall be added.
- Because the order dossier is selected, these is already displayed in the foreground as parent document type after a click on **New**. So only the child document class must be selected.
- The administrator is asked, if he wants to apply the properties already existing for the order dossier <-- order - if existing - automatically, he confirms this with **Yes**.
- Except the order date (not existing for child document class) all properties will selected, including the criteria, which shall be the recognition properties.
- The administrator adds the common property "delivery note date" and the link is finished, too.
- He does the same for the order dossier <-- supplier invoice again in a few moments.
- Now he wants to do a change because he has forgotten something.
- He selects the supplier order from the structure and adds the supplier group from the list of available properties by a double-click.
- This is also done for the supplier delivery note and the supplier invoice.

1.5. Adjustment in the d.3 configuration

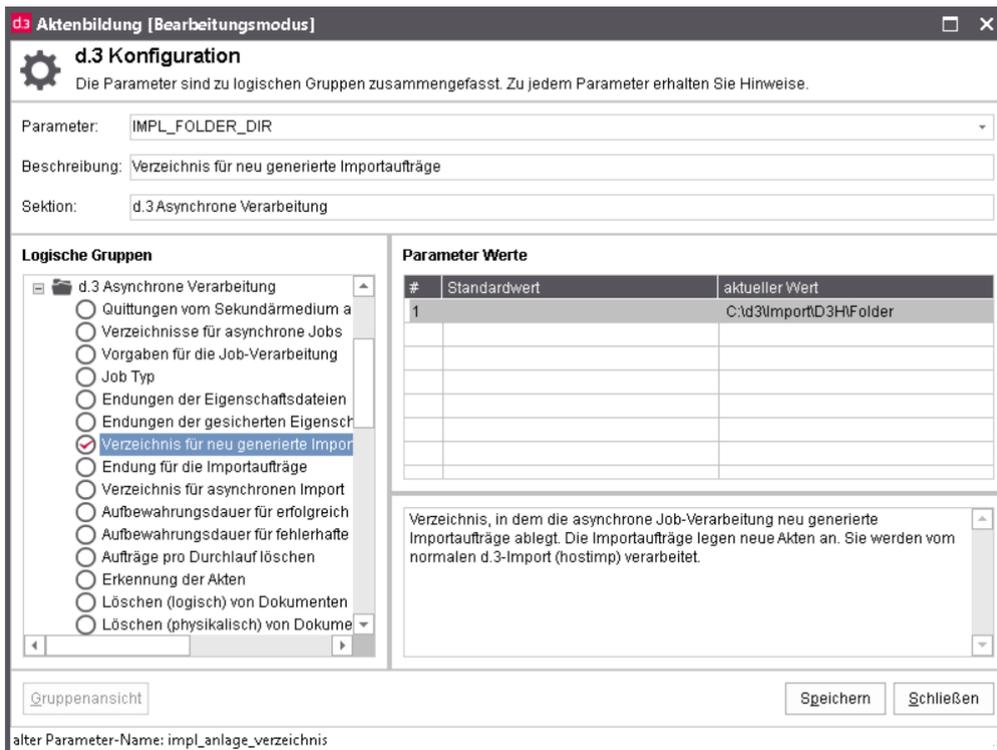
Before you can work with a dossier generation for the first time, you will have to modify the d.3 configuration.

To do so, open the d.3 admin and start the module **d.3 config** under **System settings**.

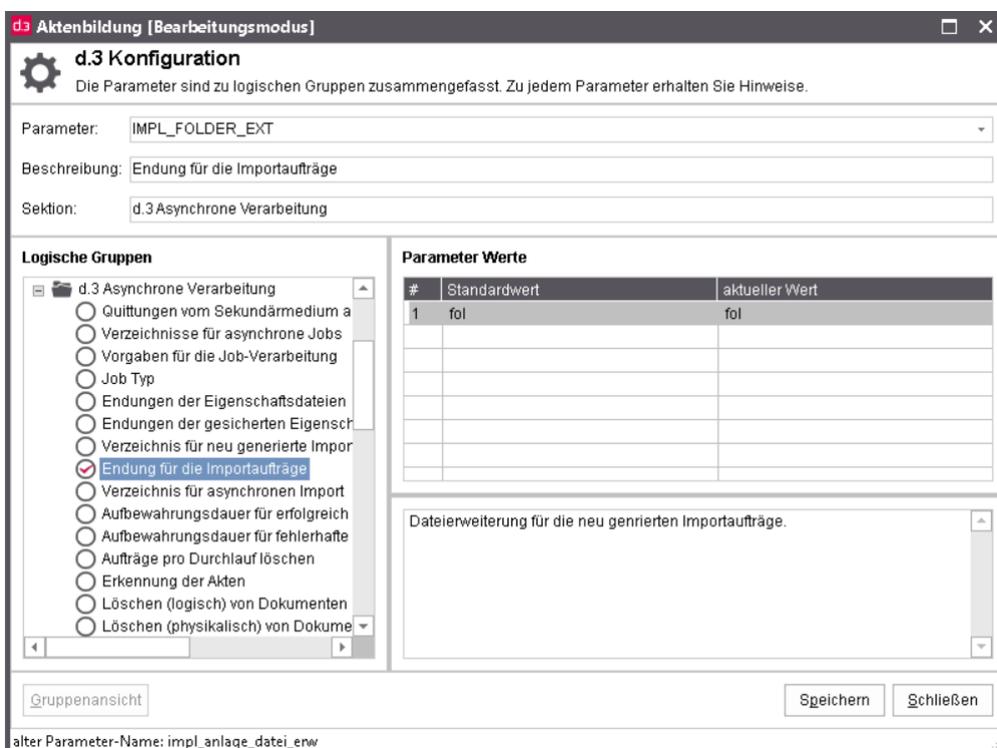
In this module, you must change settings in the section **d.3 components** and the sub-sections [d.3 Asynchronous processing](#) as well as [Import-procedure HOSTIMP](#).

1.5.1. d.3 asynchronous processing

The **d.3 asynchronous processing** in the d.3 repository is performing tasks such as the dossier generation and dossier links. For example, if you stored a document in the d.3 repository which is included in a dossier generation and if no dossier exists for this document yet, then a new job is started by the d.3 async process initiating the creation of the parent dossier. To do so, a fol-file and a JPL-file is generated. These are then further processed by the hostimport process.



The location where the two files are created is defined in the **d.3 configuration** under the option Directory for newly generated import jobs . Here, the directory is specified where the newly generated import jobs are stored; by default this is the directory C:\d3\Import\D3\Repository ID\Folder.



The file ending for import jobs must be defined under Extension for import jobs. By default this is the extension fol.

More parameter setting are:

- **Retention period of successfully processed jobs in the database** (default: 0 days)
- **Retention period of failed jobs in the database** (default: 31 days)

Please look at the detailed information in the manual d3admin_eng.pdf.

Warning

Saved jobs can be reactivated in the d.3 admin via the d.3 async job inspector at any time or started again, but you should consider the effects of such a reactivation before.

The parameter **Recognition of dossiers** is irrelevant for the dossier generation. This only applies for the import of batch data (see manual d3batch_eng.pdf).

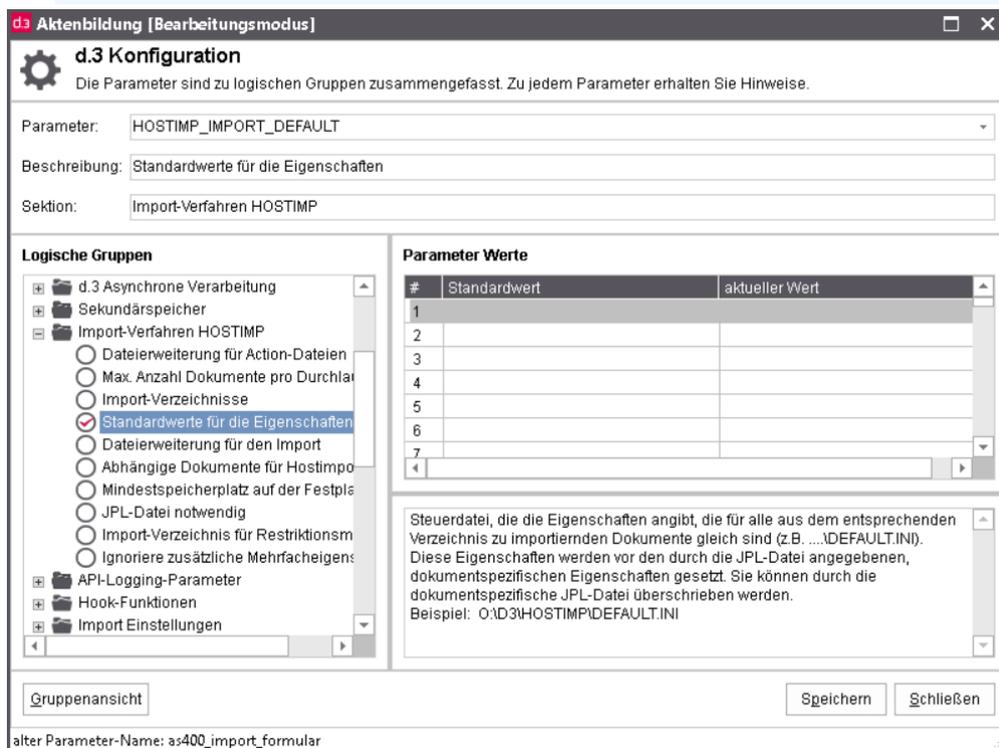
1.5.2. Import-procedure HOSTIMP

Next to the **d.3 asynchronous processing** you can also adjust the **Import procedure HOSTIMP**.

Note

If you do not specify any directory for the import in the hostimport, then the files from the directory for newly generated import jobs are automatically imported into the Release by the hostimport.

If you do not wish this behavior and want another destination status, then you should configure the respective directories for the hostimport and set the desired status for the documents in the **default.ini** file.



Enter the location where the newly generated import jobs from the d.3 async process are stored under **Import-Directories**.

For every import directory you can additionally specify a file containing certain default values for the import.

This file is usually called **default.ini**. Enter the path (and possibly the name).

Example for a default.ini

```
bearbeiter = "Buchhaltung"  
logi_verzeichnis = "Bearbeitung"
```

In this **default.ini** the editor of the document is defined as the group accounting, the document is stored in the status processing.

Note

Additional information on the design of the **default.ini** can be found in the batch processing-manual d3batch_eng.pdf.

The third entry, the **Import File-Extension** defines, which file types are to be processed by the hostimport process.

The **File extension** for the dossier generation via the d.3 hostimport process is fol (for folder = dossier).

1.5.3. Administration of the dossier generation

The dossier generation can be changed at any time in the d.3 admin with the dossier generation module.

Remove dossier link

1. To remove a dossier link, please select the document type in the dossier generation module being the child element of the dossier link.
2. Afterwards click **Remove**.

Before the dossier link is removed you receive a warning message if you really want to remove the link.

As soon as you saved the dossier generation these changes apply.

Note

A backup copy is created with every saving. This is located in the subdirectory `.\Admin\PlugIns\Backup`.

The backup copy is provided with a date and timestamp.

Edit dossier link In order to edit a dossier link e.g. to add new properties for the dossier inheritance, do the following:

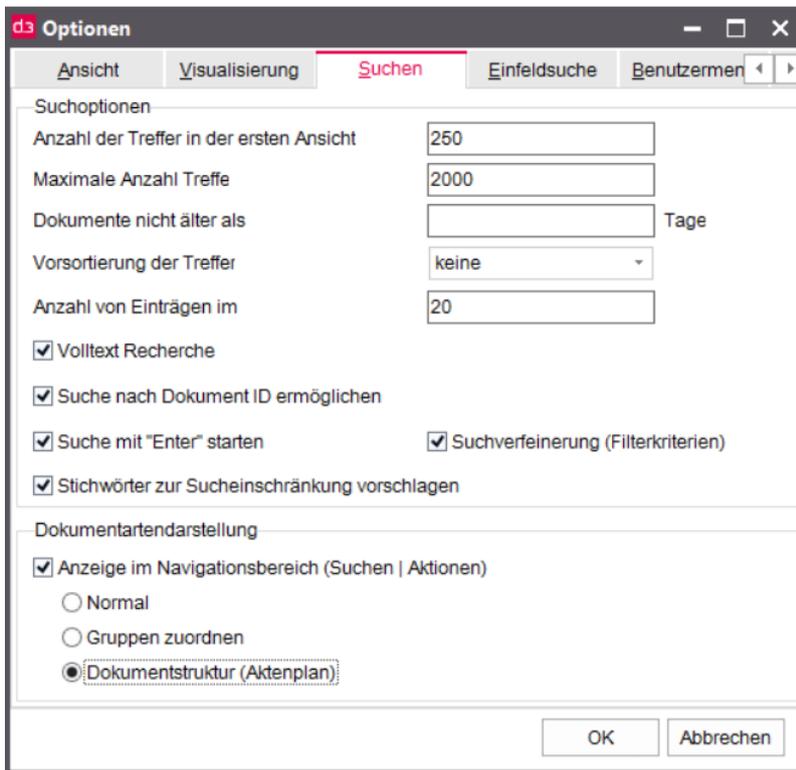
1. Please select the document type in the dossier generation module being the child element of the dossier link.
2. Then make the changes below the areas **Available properties/Selected properties**, **Advanced functions**, **Actions** and **Advanced properties**.

Warning

In order to enable the changes to the dossier link you must finally save your editing with the button **Save**. You can discard your changes by a click on **Close** and answering the following question regarding saving the changes with **No**.

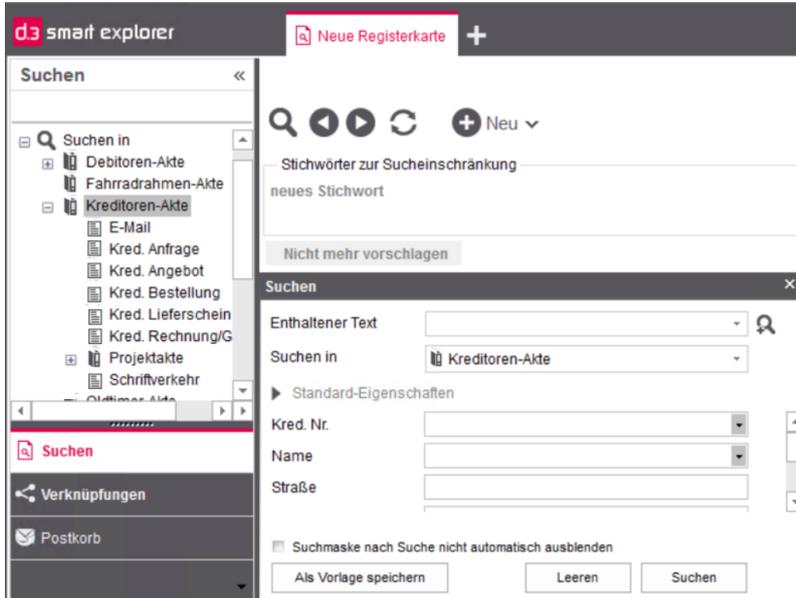
1.6. Document structure in d.3 smart explorer

d.3 smart explorer allows to view the dossiers and documents as they were defined in the dossier generation. To do so, start the d.3 smart explorer and open the menu option **Settings | Options**:



Move to the section Document Type Display and select the option **Document structure**.

Afterwards the display of the dossiers and documents is structured as defined in the dossier generation:



In the upper part, d3 smart explorer displays the document types which are defined in the dossier generation.

The example shows the **dossier structure** for the **creditor dossier** and the document types **E-Mail**, **cred. query** etc.

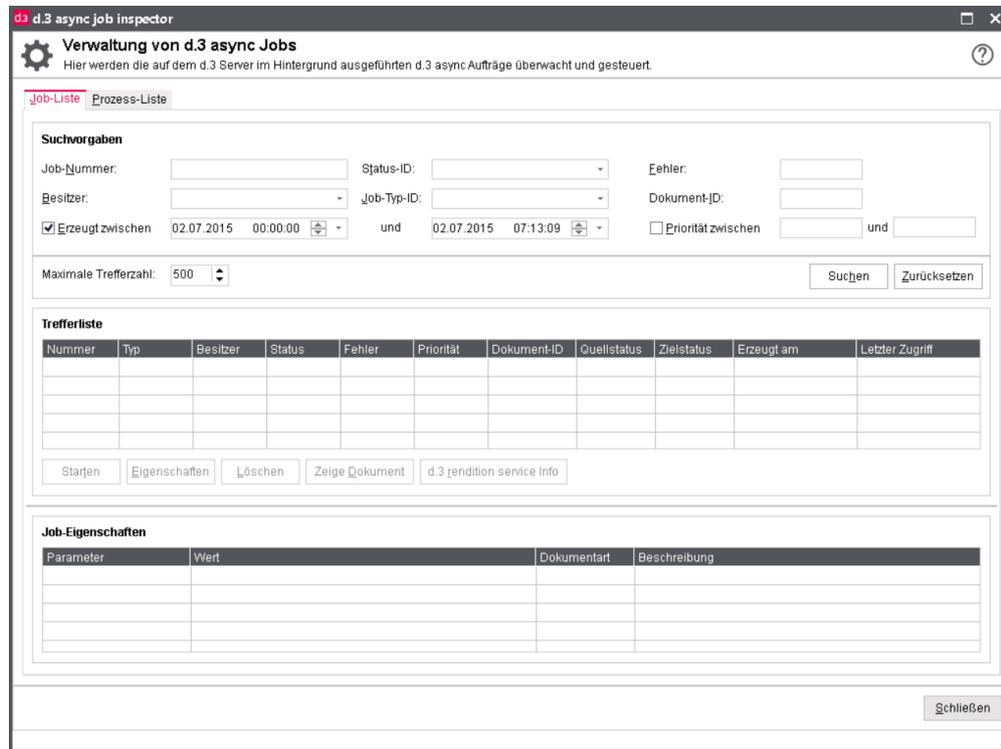
All other document- and dossier types are displayed in alphabetical order on the top-most level.

1.7. d.3 async job inspector in d.3 admin

To check and monitor if the link-jobs of d.3 async or d.3 hostimp are correctly processed, they can be displayed in d.3 admin in d.3 async job inspector.

To do so, start d.3 admin and select the option **d.3 async job inspector** under the **System monitoring**.

There you can check if a job was successfully run or if an error occurred.



1.8. Troubleshooting

This chapter is dedicated to error messages and other possible problems/questions that may occur when using the software.

1.8.1. Error messages

Document types from the dossier generation do not exist in the repository

The read dossier generation contains document types which do not exist in the repository! The affected dossier generation definitions will be deleted! [3420009]

Cause:

Dossiers or document types were deleted in the repository.

Solution:

The corrupt definitions are automatically deleted from the database as soon as this is opened in the dossier generation module in d.3 admin.

No recognition property specified

No recognition property specified! [3420008]

Cause:

You created a new dossier generation link created or edit one, but you have not selected any properties for the dossier recognition.

Solution:

To create a dossier generation link you must at least have one shared property in the dossier and in document to be mapped.

At least one shared property must furthermore be selected for the dossier recognition.

This dossier generation definition already exists!

This dossier generation definition already exists! [3420002]

Cause:

You already defined a link between this dossier and this document.

Solution:

Edit the existing dossier link.

The same document type for child- and parent element

You have selected the same document types for the parent and the child! [3420003]

Cause:

When creating a dossier link to tried to link a dossier with itself.

Solution:

Please select another document type for the child element.

This dossier generation definition will cause a looped definition!

This dossier generation definition will cause a looped definition! [3420004]

Cause:

You tried to define a circular link in the dossier generation , e.g. dossier 1 is linked to dossier 2, dossier 2 to dossier 3 and dossier 3 again to dossier 1.

Solution:

Circular links are not allowed in the dossier generation module.

1.8.2. More issues

Faulty jobs in the job-list:

Hostimport:	Issue/Solution
Status: Status 25, error: -92	Error in document link. Document ID of the parent document cannot be determined.
	<u>Solution:</u>
	Please wait until the dossier was created by the hostimport. Optionally reactivate the job once.

d.3 async:	Issue/Solution
job-status 25	<p>The parent document (dossier) was not found.</p> <p>However, a job for the HOSTIMP was created to create this dossier.</p> <p>Once the HOSTIMP has created the dossier, this link will probably be successful.</p> <p><u>Solution:</u></p> <p>Please wait until the dossier was created by the hostimport. Optionally reactivate the job once.</p>
job-status 24	<p>The parent document (dossier) was not found. An implicit dossier creation is not allowed, either.</p> <p><u>Solution:</u></p> <p>For this job to be successfully completed, the required dossier must be created in a different way.</p>
job-status 23	<p>The parent document (dossier) was not found.</p> <p>It was attempted to create a task for the dossier generation by the hostimport.</p> <p>This encountered an error.</p> <p><u>Solution:</u></p> <p>Please check, if the directory for the implicit dossier creation was created.</p> <p>Furthermore you should check, if you have sufficient disk space for (new) jobs for the creation of dossiers and if have write permissions in the directory for the implicit dossier creation.</p>

1.9. Glossary

1.9.1. Dossiers

In the d.3 repository dossiers are used to combine documents within the repository.

Whereby combined documents have similar property values. A hierarchical link between dossier and document is defined.

Thus, you can keep documents such as an invoice with an order, the order confirmation, and other documents together in an order dossier. At the same time, you can file them in a customer- and supplier dossier.

Dossiers, just as documents, are classified by properties.

1.9.2. Dossier generation

The dossier generation in d.3 is based on information in the tables folderscheme and folderscheme_attr.

Using the dossier generation, which can be started in d.3 admin, you can create the dossier generation graphically and edit it.

1.9.3. d.3 configuration

d.3 config is a plugin for d.3 admin.

In d.3 admin you can open d.3 config which is a graphic interface for the **d3config.ini**.

1.10. Additional information sources and imprint

If you want to deepen your knowledge of d.velop software, visit the d.velop academy digital learning platform at <https://dvelopacademy.keelearning.de/>.

Our E-learning modules let you develop a more in-depth knowledge and specialist expertise at your own speed. A huge number of E-learning modules are free for you to access without registering beforehand.

Visit our Knowledge Base on the d.velop service portal. In the Knowledge Base, you can find all our latest solutions, answers to frequently asked questions and how-to topics for specific tasks. You can find the Knowledge Base at the following address: <https://kb.d-velop.de/>

Find the central imprint at <https://www.d-velop.com/imprint>.