

# GoPro Case Journal Keys Module Release Notes

Version 4.3.0 build 20070615

GoPro Ltd.

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# 1 About Journal Keys Module

## 1.1 What is Journal Keys Module for GoPro Professional?

The GoPro Case Journal Keys module is a part of the GoPro Professional product line. The Journal Keys module is an add-on to GoPro Professional which provides the following functionality:

- Journal keys can be created and customised according to an organisation's needs.
- Journal keys can be assigned to cases and/or documents.
- Journal keys assigned to a case are inherited in all documents related to the case.
- Journal categories can be added for further categorising of Journal Keys.

## 1.2 Where to Find the latest Information

The latest information about GoPro Professional Journal Keys Module and the GoPro Professional product line, including all documentation can be found at the [GoPro Ltd.](http://www.gopro.net) website ([www.gopro.net](http://www.gopro.net)).

## **2 Things You Need To Know**

### **2.1 System Requirements**

Installing the Journal Keys Module using the GoPro Professional Module Manager requires:

#### **2.1.1 Server**

Server requirements according to the GoPro Professional Server requirements.

#### **2.1.2 Client**

Notes client requirements according to the GoPro Professional Client requirements.

### **2.2 Installation**

See GoPro Case Journal Keys Module Installation Instructions. For further information about installation refer to the [GoPro Ltd.](http://www.gopro.net) website at [www.gopro.net](http://www.gopro.net).

## 3 Migration

### 3.1 Migrating from an older version to 4.1 or later

From version 4.1.0 of GoPro Professional the Journal Keys make use of the new category mechanism within GoPro which eliminates the need for an external journal keys database as was done previously. The same laws apply to the journal keys as with categories in general, many instances of GoPro Professional can transparently make use of the journal keys of a selected GoPro Professional, for instance access can be controlled, journal key history is logged for changes made to a document, journal keys can be active or inactive etc. Upgrading to this new version of the Journal Keys requires importing the old journal keys into the category mechanism. This process is painless and supported by the new version. The following steps take care of this process:

1. Go into the journal key constant dialog available from within constants document and into the "Import" tab
2. Enter the server and filename of the old journal key database
3. Click on import

This will result in the journal keys being imported into a Journal Key category in the "Setup/Administration/Categories" view

## 4 What's New?

### 4.1 Version 4.3.0 build 20070615

#### Allow pasting of documents

The views including in the journal keys module, have been improved to listen to the 'Do not allow pasting of documents into the database' settings in the constants document of GoPro.

(T2005-2162)

#### Document Locking

The Journal Keys Module have been improved to support GoPro Case document locking.

T2007-0034

#### Improved information display in views

The Subject column in the Documents/Journal Key view have been improved to display more information about documents if the subject field is missing.

T2007-0377

#### Fix: Import of journal keys from excel

It is now possible to import journal keys from excel using CSV file.

(T2005-2286)

### 4.2 Version 4.2.0 build 20051125

#### Fix: Incorrect message when selecting a reference

When an index word is a reference to another index word, the message after selecting the index with reference displayed the text "1" instead of the appropriate word. This has been fixed.

(T2005-1199)

#### Fix: Views for keywords don't display references

The views did not indicate in any way if a keyword referred to another keyword. This has been changed.

(T2005-1228)

## **Fix: Journal key not shown in Case Wizard**

After selecting a journal key in the Case Wizard, the selected journal key was not displayed in the wizard dialog itself. This has been fixed.

T2005-0264

## **4.3 Version 4.1.2 build 20050201**

### **Fix: Version number not inherited into response documents**

When making use of the version number of a journal key hierarchy, the version number was not inherited from main documents (cases) into the response documents. This has been fixed.

(T2005-0427)

## **4.4 Version 4.1.2 build 20050128**

### **Storing period added to documents**

The option of including the storing period of a document can now be selected in the module constants dialog (the storing period can be defined within each journal key). This option, "Save defined storing period and action within document", will not be available if multiple journal keys are allowed on a document. This behaviour is disabled by default.

T2004-0594

### **Quick input field is now also available in the case wizard**

Quick input field for archivist is now available when creating a case using the case wizard

(T2004-2954)

### **Importing keywords**

Importing a large number of keywords is now relatively simple. An option has been added to the module constants dialog that allows keywords to be imported from a text file (each keyword separated with a newline).

(T2004-3214)

### **Possible to use either index or keywords**

In the constants dialog it is now possible to specify that you want to skip using the journal keys index keywords when looking up keywords. This results in the ability to look at the index words on a journal keys having the sole purpose of finding the appropriate journal key - also having a completely stand-alone keyword list for adding specific keywords to a

document.

(T2005-0332)

### **Customization: Now possible to hide printing of journal keys in custom forms**

It's now possible to hide the journal keys when printing custom forms. This requires a field called "HidePrintJournalKeys" to be available with the value "1"

(T2005-0119)

### **Fix: Keyword dialog displays check boxes**

Checkboxes were displayed in the keyword dialog even though they were not selectable. This has been fixed

(T2005-0318)

### **Fix: Unable to use quick input when JK is mandatory**

When journal keys were defined as mandatory and the quick input field for archivists was in use, the system complained that the journal key was missing when saving the document. This has been fixed.

(T2004-2953)

### **Fix: Separator in journal categories**

When using journal categories and not using a custom separator a single space was automatically used as a separator. This has been changed so that if no custom separator is defined an empty separator is used instead (meaning that if the journal key is 123 and the journal category is A then the result would be either "A123" or "123A" instead of being "A 123" or "123 A").

T2004-0661

### **Fix: Importing old journal keys using journal categories**

When importing journal categories the number was incorrectly padded with zeros, this has been fixed.

T2004-0708

### **Fix: Version number when using more than one hierarchy of journal keys**

In a transition phase when a new hierarchy of journal keys is in use but the archivist still needs access to the old one an issue with version number was registered. When a document

had been created and then moved to on older journal key hierarchy the version number of the new journal key hierarchy was always inserted into the document instead of using the version number of the older journal key hierarchy. This has been fixed.

(T2004-3324)

### **Fix: "Subscript out range" error**

When selecting all documents in view and running "Change journal keys" wizard an "Subscript out of range" error appeared. This has been fixed.

(T2005-0021)

### **Fix: Deleting case keywords error**

Deleting case keywords sometimes produced the error "Subscript out of range". This has been fixed.

T2005-0022

### **Fix: Categorized view showing inactive journal keys**

When selecting journal keys using the categorized view the view showed inactive journal keys. This has been fixed

(T2005-0405)

## **4.5 Version 4.1.1 build 20041026**

### **Performance optimizations**

A bug in Lotus Notes related to having a global use clause in LotusScript resulted in considerable performance slowdown of all documents using the module. This global use clause has been moved to local resulting in improved performance.

(T2004-2773)

## **4.6 Version 4.1.1 build 20040930**

### **Non-preferred keywords can now be defined.**

When using keywords, the option to have multiple keywords that all point to the same keyword was possible by defining the keywords as (Sea - see Ocean) but the problem was that users were still able to select the non-preferred keyword as a proper keyword (resulting in the keyword "Sea - see Ocean" was being added as a keyword). Now, a keyword can be defined as a reference to another keyword resulting in being visible to users but not valid for selection. This is achieved by using a new reference field defined in categories in GoPro Case.

(T2004-1930)

## **Keywords and Journal keys fields have been switched around.**

For increased usability the Keywords and Journal keys fields have now been switched around in all documents so that the Keywords come before the journal keys. The logic behind this is that journal keys are usually inherited into documents while keywords may have to be added manually - and according to usage, the keyword field is frequently the last entry to be used in documents.

(T2004-1924)

## **Selecting Journal keys from a collapsed view instead of an expanded view**

In the previous version of the Journal Keys Module when selecting journal keys from the hierarchical view, that view came expanded. Due to limitations in Notes views this has been a rather difficult issue to solve but this has been changed in a semi-satisfactory way in this version so that the view will open on a collapsed "Journal Keys" root document. Expanding this root will give access to collapsed journal keys. Although this is not exactly how we would like to see this behaviour this is will have to do for now.

T2004-0406

## **Setup now creates the category roots used by the Journal Keys Module.**

For those installing and setting up journal keys in a GoPro Case database, the out-of-the-box install of the module now simplifies the installation even more by creating automatically the main category root for the journal keys as well as the category root for the journal keys keywords.

(T2004-1949)

## **Fix: Keywords edit button visible in read mode**

In the "Journal keys" tab of the journal keys documents the keywords edit button was visible when the document was in read mode. This has been fixed.

(T2004-2047)

## **Fix: improvements in importing old journal keys**

When importing journal keys that had no numbers, only names, the import didn't import properly since the subkeys didn't have any relation to the parent document. This has now been fixed.

(T2004-1675)

## 4.7 Version 4.1.0 build 20040616

### Added button "Apply to all constant documents"

A button has been added to the journal key constant dialog to apply all current settings to all constant document for all servers

(T2003-0526)

### Action "Change journal keys" now uses a wizard interface

In order to simplify the "Change journal keys" dialog, it has been changed into a wizard.

(T2003-0662)

### Added an input field for archivist for quick input of journal keys

Although only an option, those with the archivist role the can type in the journal key number as a quick way to select a journal key into a document.

(T2003-1037)

### Comment field for each Journal key

Since journal keys have been integrated into categories the journal key now has a comment field for freeform text with each journal key

(T2003-1156)

### Storing keywords on documents

Inserting keywords onto each document can be done in two ways, or as a combination of both of them:

- keywords stored on the journal keys will automatically be stored on the document.
- additional keywords manually inserted onto the document from a collective keyword list of the journal key keywords as well as a stand-alone keyword list.

Keywords on a document have different purpose depending on if it is a case or some other kind of document. Case keywords:

- Case keywords will be inherited into all response documents
- Custom keywords is a keyword list to that particular case only

Response document keywords:

- Case keywords, read-only list of those keywords that were inherited from the case document

- Custom keywords, editable keyword list, specific to that particular document

T2003-0428

## **The journal keys categories are now implemented using categories**

Journal keys category are implemented as a second category with only single level responses under the root. Which category to use is selected in the constants settings dialog.

(T2004-0282)

## **Journal keys now reside within GoPro Case defined as a category**

The Journal Keys now make use of the new category mechanism within GoPro Case and by doing that eliminate the need of the external journal keys database previously in use. The same laws apply to the journal keys as with categories in general, many instances of GoPro Case can transparently make use of the journal keys of a selected GoPro Case instance, access can be controlled, a history logs when changes are made to the document, journal keys can be active or inactive etc. Upgrading into this new version of the Journal Keys requires importing the old journal keys into the category mechanism. This process is painless and supported by the new version - please refer to the Administration Guide for further information.

(T2004-0296)

## **Use Journal keys in external database**

The journal keys now have become part of the GoPro Case database. However since it is using the new "Categories" functionality of GoPro Case it is still possible to redirect the journal keys to another GoPro Case database which has the journal keys. This is a standard functionality of the GoPro Case kernel.

(T2004-0297)

## **Journal keys are displayed in numbering order (correct order)**

The journal keys now use the new "Categories" view in GoPro Case, and this view uses responses and sorts numbers in the correct way. However the Journal key view displaying the documents with the journal key still has some limitation of numbering order because of limitations in Lotus Notes views

(T2004-0299)

## **Description field for journal key**

The journal key now includes a description field. This description is displayed in all views, but is independent from the name of the key.

(T2004-0300)

## **Status of the journal key can be specified**

Since journal keys have been integrated into categories the journal key now has a status field where the status of the journal key can be set (Expired, Working etc.).

(T2004-0302)

## **The Journal key now has a date defining when the journal key was taken into general use and when it was discontinued**

Since journal keys have been integrated into categories the journal key now has 2 fields, one defining when it became was taken into general use and one defining when it was discontinued.

(T2004-0303)

## **More than one journal key hierarchy available**

When changing to a completely new set of journal keys the archivists need to be able to access to old journal keys until all documents of that journal key set have been closed. A new feature has been added allowing archivists (with the [ArchiveDep] or [ExtraArchiveDe] roles) to select a different Journal key category root temporarily while working on a document. The old root can be used in this way by renaming the lookup key for the journal key category to a key that starts with "JournalKeys", i.e. "JournalKeysOLD". The active root should always have "JournalKeys" as a lookup key.

(T2004-0307)

## **Stand-alone keyword list**

A stand-alone keyword list can be created as a category root with only one level hierarchy. The lookup key of the root has to be "JournalKeyKeywords". If such a root exists then when selecting keywords for a journal key, the dialog will use both the existing keywords from the journal keys as well as this stand-alone keyword list.

(T2004-0372)

## **Possible to have a version of the journal key**

The journal key root can now specify a version string which is added to all journal keys being added to documents. Using this version string is recommended since if/when the journal keys are changed into a new set of journal keys this will make it possible later to differentiate between different "versions" of the journal keys by using custom views.

(T2004-0391)

## **Added option to move/copy journal keys on move/copy action**

This option selects what should happen in regards to the Journal Keys when the standard move/copy actions of GoPro Case are used.

(T2004-0453)

## **Added extra view: Documents with journal keys sorted by keywords**

New view will now become available with this release, showing documents categorized by keywords.

(T2004-0522)

## **Journal keys hidden when printed**

When printing a response document the journal keys were not printed. This has been fixed so that journal keys are always printed.

T2004-0126

## **Access control added to the Journal Key document**

Since journal keys have been integrated into categories the journal key now has a the default access control options of the categories.

(T2004-1632)

## **History added to the Journal Key document**

Since journal keys have been integrated into categories the journal key now has a the default history tab of the categories.

(T2004-1633)

## **4.8 Version 4.0.2 build 20031219**

### **Dialogs according to the GoPro Case Professional standard**

The dialogs have been updated to the GoPro Case Professional dialog standard

(T2003-1907)

## **4.9 Version 4.0.0 build 20031030**

### **User interface changes**

The user interface of the module has been changed in line with GoPro Case Professional.

(T2003-0963)

## **Journal key settings moved from constants document to Module Settings section**

When moving the JK to a installable module, all journal key settings fields have been moved to the Module Settings dialogs in the new constants document in GoPro Case.

(T2003-0407)

## **Journal key functionality moved from GoPro Case to an installable module**

All journal key functionality has been removed from the GoPro Kernel to an installable module.

(T2003-0413)

## **Journal Key lookup moved from Lookup database to special JK lookup database**

When moving the JK functionality to a single module the JK lookup database is separated from the old Lookup database. JK lookup database now created from the settings dialog for JK in the Module settings section of the constants document.

(T2003-0498)