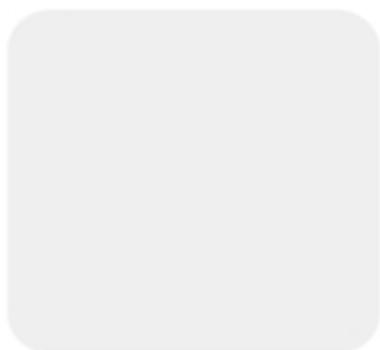


MetadataReference



1. iKnowBase Meta Modelling Reference

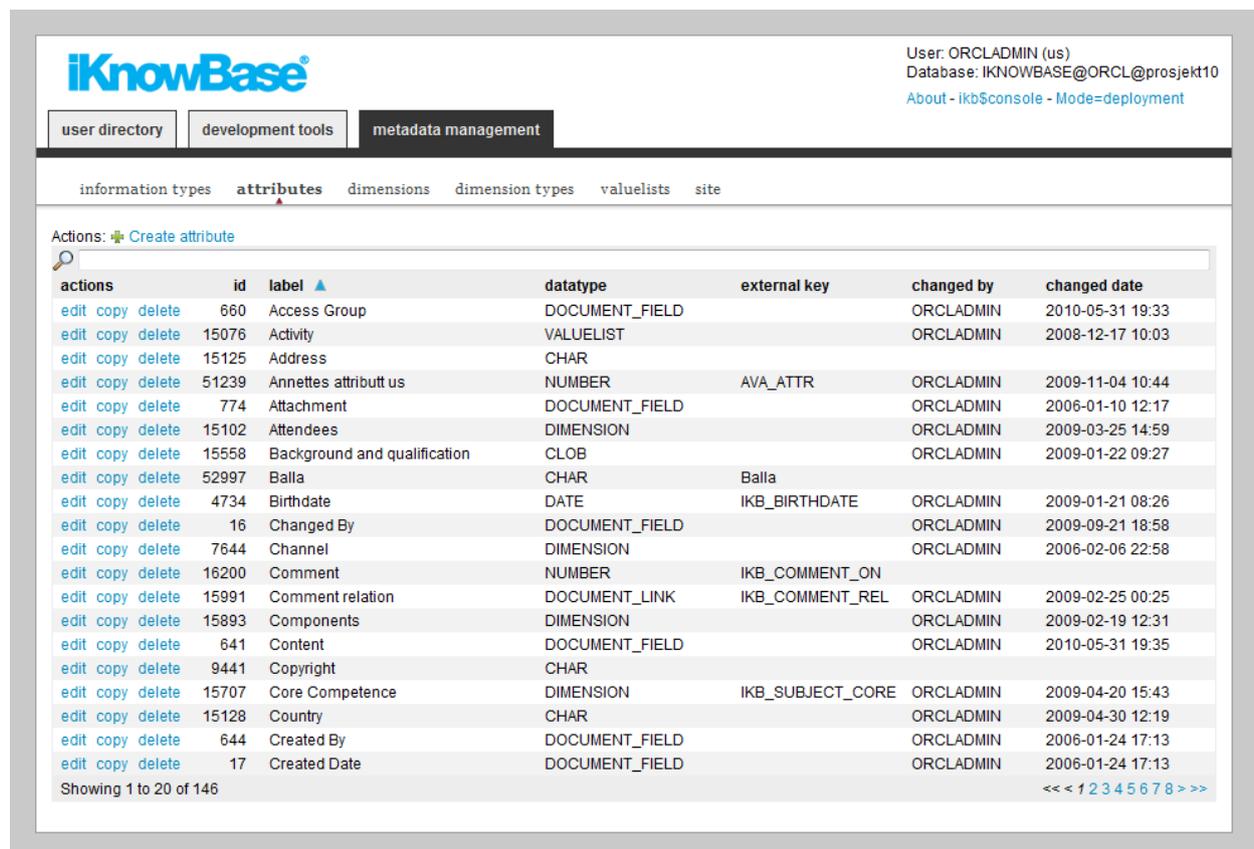
Welcome to iKnowBase! This is the on-line documentation for iKnowBase. Please enjoy!

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2. Attribute Types

You can use attribute types to categorize and retrieve content. Attribute types enable you to define the metadata that can be associated with the content. You can create your own attribute types or use attribute types that are available by default. You can associate various attribute types with an information type.

You must associate every attribute type with a data type that defines the type of metadata that the attribute type can store.



The screenshot shows the iKnowBase metadata management interface. At the top, there is a navigation bar with tabs for 'user directory', 'development tools', and 'metadata management'. The 'metadata management' tab is active. Below the navigation bar, there are sub-tabs for 'information types', 'attributes', 'dimensions', 'dimension types', 'valuelists', and 'site'. The 'attributes' sub-tab is selected. The main content area displays a table of attribute types. The table has columns for 'actions', 'id', 'label', 'datatype', 'external key', 'changed by', and 'changed date'. The table lists 146 attribute types, with the first 20 shown. The first few rows are:

actions	id	label	datatype	external key	changed by	changed date
edit copy delete	660	Access Group	DOCUMENT_FIELD		ORCLADMIN	2010-05-31 19:33
edit copy delete	15076	Activity	VALUelist		ORCLADMIN	2008-12-17 10:03
edit copy delete	15125	Address	CHAR			
edit copy delete	51239	Annettes attributt us	NUMBER	AVA_ATTR	ORCLADMIN	2009-11-04 10:44
edit copy delete	774	Attachment	DOCUMENT_FIELD		ORCLADMIN	2006-01-10 12:17
edit copy delete	15102	Attendees	DIMENSION		ORCLADMIN	2009-03-25 14:59
edit copy delete	15558	Background and qualification	CLOB		ORCLADMIN	2009-01-22 09:27
edit copy delete	52997	Balla	CHAR	Balla		
edit copy delete	4734	Birthdate	DATE	IKB_BIRTHDATE	ORCLADMIN	2009-01-21 08:26
edit copy delete	16	Changed By	DOCUMENT_FIELD		ORCLADMIN	2009-09-21 18:58
edit copy delete	7644	Channel	DIMENSION		ORCLADMIN	2006-02-06 22:58
edit copy delete	16200	Comment	NUMBER	IKB_COMMENT_ON		
edit copy delete	15991	Comment relation	DOCUMENT_LINK	IKB_COMMENT_REL	ORCLADMIN	2009-02-25 00:25
edit copy delete	15893	Components	DIMENSION		ORCLADMIN	2009-02-19 12:31
edit copy delete	641	Content	DOCUMENT_FIELD		ORCLADMIN	2010-05-31 19:35
edit copy delete	9441	Copyright	CHAR			
edit copy delete	15707	Core Competence	DIMENSION	IKB_SUBJECT_CORE	ORCLADMIN	2009-04-20 15:43
edit copy delete	15128	Country	CHAR		ORCLADMIN	2009-04-30 12:19
edit copy delete	644	Created By	DOCUMENT_FIELD		ORCLADMIN	2006-01-24 17:13
edit copy delete	17	Created Date	DOCUMENT_FIELD		ORCLADMIN	2006-01-24 17:13

At the bottom of the table, it says 'Showing 1 to 20 of 146' and there are navigation arrows: '<< < 1 2 3 4 5 6 7 8 >> >>'.

Attribute Type Properties

This section describes the properties of an attribute type, as shown on the corresponding **Edit** pane.

access group

save cancel

identity

name iKB Access Group

label and description

prompt (us) Access Group

prompt (n) Rettighetsgruppe

identity

subsystem

external key

attribute type

data type System attribute

document reference ACL_ID

attribute information

usage

Indexed
 Searchable
 Insertable
 Updatable
 Inheritable

database information

guid 1D4F83EFFCB549A5B976489EBB79AE42

id 660

created 6/21/04 11:06 AM by ORCLADMIN

updated 5/31/10 7:33 PM by ORCLADMIN

Property	Description
Name	Type a name for this attribute type.
Prompt (language)	Type a label and description for this attribute type. One entry per supported language.
Subsystem	Choose a subsystem in which this attribute type is used.
External key	Type an additional identifier for this attribute type. An external key is used in code that integrates external services with this iKnowBase attribute type.
Indexed	Select this check box to make this attribute type indexed and thereby searchable using free text search.

Searchable	Select this check box to make this attribute type searchable for advanced searches.
Viewable	Select this check box to make this attribute available in the list of attributes while creating a presentation style.
Insertable	Select this check box to make this attribute type available in the list of attribute types while creating a form.
Updateable	Select this check box to allow the user to change the value of the attribute type in a form. This property is used as a predefined value while creating a form based on an information type that is associated with an attribute type.
Inheritable	Select this check box to enable subdocuments to inherit this attribute type from the master information object.
Datatype	Click the appropriate data type for the value of this attribute type. Available options are: <ul style="list-style-type: none"> • CHAR: Stores characters. • CLOB: Stores character set data. • DATE: Stores point-in-time values (date and time). • DIMENSION: Stores references to dimensions. • DOCUMENT_FIELD: Stores system attribute types. Note: It is not possible to create or delete attribute types of this data type. • DOCUMENT_LINK: Stores references to related information objects. • EXTERNAL: Stores references to data in a source that is external to iKnowBase. The purpose of external attribute types is to be able to tag iKnowBase information objects with metadata which are defined outside of iKnowBase, ie. in another system. These attributes can be used as ordinary iKnowBase attributes in Viewers, Forms and Search Sources. They require an external source, which contains procedures to support lookups and value lists. See <i>iKnowBase Development Guide</i> for information on how to implement this. • FILE: Stores binary data. • NUMBER: Stores fixed and floating-point numbers. • PICTURE_LINK: Stores references to information objects containing images. • VALUELIST: Stores values from predefined value lists. • USER: Stores user identification. • ACL: Stores access control list information. • DOCUMENT_TYPE: Stores information type.
Length	This property is available when you select the Char and Number data types. Type the maximum number of characters that the user can store for the Char data type or the maximum number of numbers that the user can store for the Number data type.

Value list	<p>This property is available when you select the Value list data type.</p> <p>Select the value list for this attribute type.</p>
Document reference	<p>This property is available when datatype is set to DOCUMENT_FIELD. It contains a reference to the column in the DOCUMENT table in which attributes for information objects will be stored.</p> <p>Note: You cannot update the information of this property.</p>
Max number of values	<p>This property is available when you select the Dimension data type.</p> <p>Type the maximum number of values that can be selected for this attribute type.</p> <p>You can override this value while creating a form.</p>
Dimensions	<p>This property is available when you select the DIMENSION, PICTURE_LINK, and DOCUMENT_LINK data types.</p> <p>Displays a list of dimensions which can be used for this attribute type. This limits which dimensions are selectable for an attribute in a form. The selected dimension(s) and their sub dimensions will be available.</p>
Dimension types	<p>This property is available when you select the DIMENSION data type.</p> <p>Displays a list of dimension types which this attribute type is associated with. This limits which dimensions are selectable for an attribute in a form. Dimensions with the selected dimension type(s) will be available. If no dimension type is selected, all dimensions for the given dimension structure are available for this attribute type.</p>
External source	<p>This property is available when you select the EXTERNAL data type.</p> <p>Type the external API source; <schema>.<api-package>. The API needs to contain procedures to support lookups and value lists. See <i>Development Guide</i> for further information.</p>
Guid	<p>Displays a globally unique identifier number for this attribute type. This property appears after you save an attribute type. You cannot update the information of this property.</p>
Id	<p>Displays a unique identifier number for this attribute type. This property appears after you save an attribute type. You cannot update the information of this property.</p>
Created	<p>Displays when the attribute type was created and by whom it was created.</p>
Updated	<p>Displays when the attribute type was last updated and by whom it was updated.</p>

Tasks

See earlier chapter for information about common tasks like create, view, copy, update, and delete. This chapter describes specific tasks for attribute types.

Associating an Attribute Type with a Dimension

To add a dimension to an attribute type, perform the following steps:

1. On the **Edit** pane for the attribute type, click on the action **Add dimension**.
 - A dimension navigator appears.
2. Search or navigate the dimension structure to find the dimension you want to add to the attribute type.
3. Click on the appropriate dimension to select it.
 - The selected dimension is added to the list of dimensions in the **Edit** pane, and the dimension navigator closes.
4. Click **Save**.

Note: Click on the **Add multiple dimensions** action if you want to add more than one dimension. The dimension navigator will remain open until you explicitly close it by clicking on the **Close** button. Each time you click on a dimension, this dimension will be added to the list of dimensions in the **Edit** pane.

To remove a dimension from an attribute type, perform the following steps:

1. On the **Edit** pane for the attribute type, click on the **remove** action for the dimension you want to remove.
 - The dimension is removed from the list.
2. Click **Save**.

To reorder the dimension list for an attribute type, perform the following steps:

1. On the **Edit** pane for the attribute type, click on the **up** and **down** actions for the dimensions you want to move until the order of the dimensions is as you like.
2. Click **Save**.

Associating an Attribute Type with a Dimension Type

To add a dimension type to an attribute type, perform the following steps:

1. On the **Edit** pane for the attribute type, click on the action **Add dimension type**.
 - A window containing a list of existing dimension types appears.
2. Click on the **select** action for the dimension type you want to add to the attribute type.
 - The selected dimension type is added to the list of dimension types in the **Edit** pane, and the window containing the list of existing dimension types closes.
3. Click **Save**.

Note: Click on the **Add multiple dimension types** action if you want to add more than one dimension type. The window containing the list of existing dimension types will remain open until you explicitly close it by clicking on the **Close** button. Each time you click on the **select** action for a dimension type, this dimension type will be added to the list of dimension types in the **Edit** pane.

To remove a dimension type from an attribute type, perform the following steps:

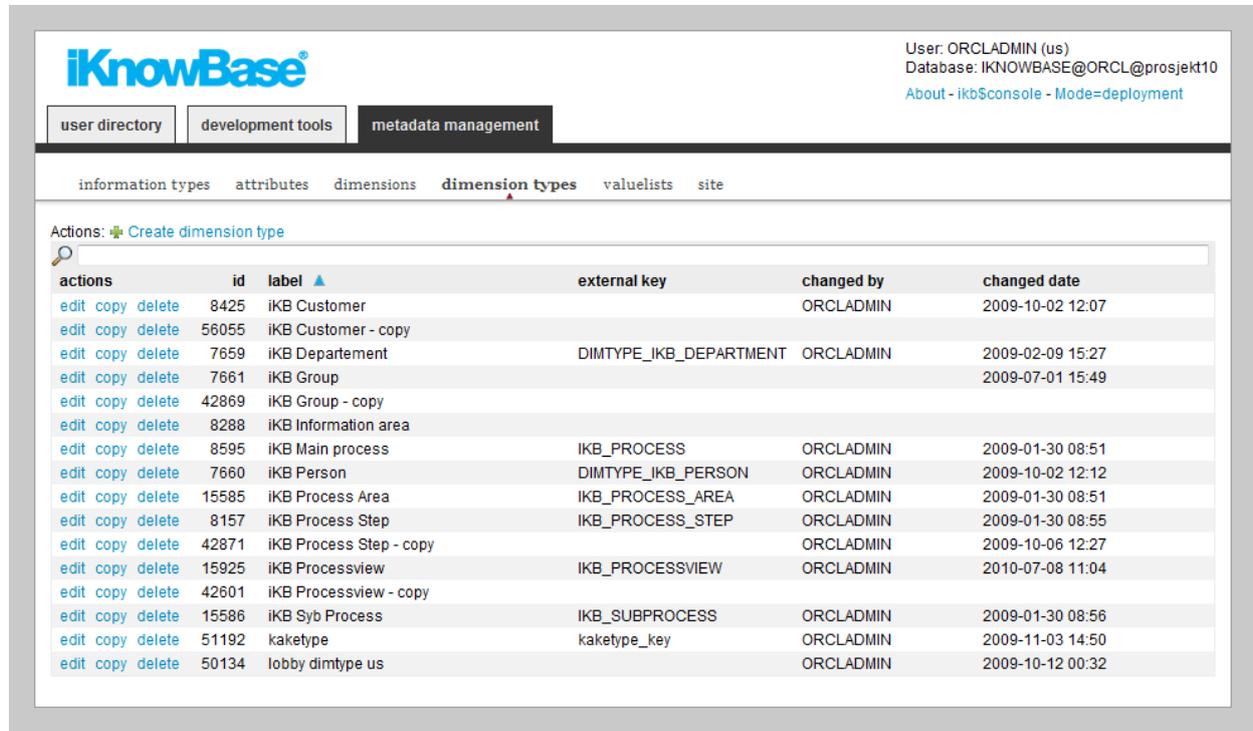
1. On the **Edit** pane for the attribute type, click on the **remove** action for the dimension type you want to remove.
 - The dimension type is removed from the list.
2. Click **Save**.

To reorder the dimension type list for an attribute type, perform the following steps:

1. On the **Edit** pane for the attribute type, click on the **up** and **down** actions for the dimension types you want to move until the order of the dimension types is as you like.
2. Click **Save**.

3. Dimension Types

A dimension is a tree structure with various levels. For example an organization tree, with people, departments, and sections. You can create dimension types to group together multiple dimensions with similar characteristics.



The screenshot shows the iKnowBase metadata management interface. At the top, there is a navigation bar with tabs for 'user directory', 'development tools', and 'metadata management'. The 'metadata management' tab is active. Below the navigation bar, there is a breadcrumb trail: 'information types > attributes > dimensions > dimension types > valuelists > site'. The 'dimension types' tab is selected. The main content area displays a table of dimension types. The table has columns for 'actions', 'id', 'label', 'external key', 'changed by', and 'changed date'. The 'actions' column contains links for 'edit', 'copy', and 'delete'. The 'label' column has a small upward-pointing triangle next to it. The table lists 16 dimension types, including 'iKB Customer', 'iKB Customer - copy', 'iKB Departement', 'iKB Group', 'iKB Group - copy', 'iKB Information area', 'iKB Main process', 'iKB Person', 'iKB Process Area', 'iKB Process Step', 'iKB Process Step - copy', 'iKB Processview', 'iKB Processview - copy', 'iKB Syb Process', 'kaketype', and 'lobby dimtype us'.

actions	id	label ▲	external key	changed by	changed date
edit copy delete	8425	iKB Customer		ORCLADMIN	2009-10-02 12:07
edit copy delete	56055	iKB Customer - copy			
edit copy delete	7659	iKB Departement	DIMTYPE_IKB_DEPARTMENT	ORCLADMIN	2009-02-09 15:27
edit copy delete	7661	iKB Group			2009-07-01 15:49
edit copy delete	42869	iKB Group - copy			
edit copy delete	8288	iKB Information area			
edit copy delete	8595	iKB Main process	IKB_PROCESS	ORCLADMIN	2009-01-30 08:51
edit copy delete	7660	iKB Person	DIMTYPE_IKB_PERSON	ORCLADMIN	2009-10-02 12:12
edit copy delete	15585	iKB Process Area	IKB_PROCESS_AREA	ORCLADMIN	2009-01-30 08:51
edit copy delete	8157	iKB Process Step	IKB_PROCESS_STEP	ORCLADMIN	2009-01-30 08:55
edit copy delete	42871	iKB Process Step - copy		ORCLADMIN	2009-10-06 12:27
edit copy delete	15925	iKB Processview	IKB_PROCESSVIEW	ORCLADMIN	2010-07-08 11:04
edit copy delete	42601	iKB Processview - copy			
edit copy delete	15586	iKB Syb Process	IKB_SUBPROCESS	ORCLADMIN	2009-01-30 08:56
edit copy delete	51192	kaketype	kaketype_key	ORCLADMIN	2009-11-03 14:50
edit copy delete	50134	lobby dimtype us		ORCLADMIN	2009-10-12 00:32

Dimension Types Properties

This section describes the properties of a dimension type, as shown on the corresponding **Edit** pane.

The screenshot shows the iKnowBase metadata management interface. At the top, the iKnowBase logo is on the left, and user information (User: ORCLADMIN (us), Database: IKNOWBASE@ORCL@prosjekt10) and a link (About - ikb\$console - Mode=deployment) are on the right. Below the logo are navigation tabs: 'user directory', 'development tools', and 'metadata management'. Under 'metadata management', there are sub-tabs: 'information types', 'attributes', 'dimensions', 'dimension types', 'valuelists', and 'site'. The 'dimension types' tab is active, showing a form for 'ikb customer'. The form has 'save' and 'cancel' buttons. It is divided into three sections: 'label and description' with input fields for 'prompt (us)' (containing 'iKB Customer') and 'prompt (n)' (containing 'iKB Kunde'); 'identity' with a dropdown for 'subsystem' and an input for 'external key'; and 'database information' showing a table of properties: guid (DBD2EE3342114AB2B2A405033BFE81E2), id (8425), created (3/22/06 4:42 PM by ORCLADMIN), and updated (10/2/09 12:07 PM by ORCLADMIN).

Label and description

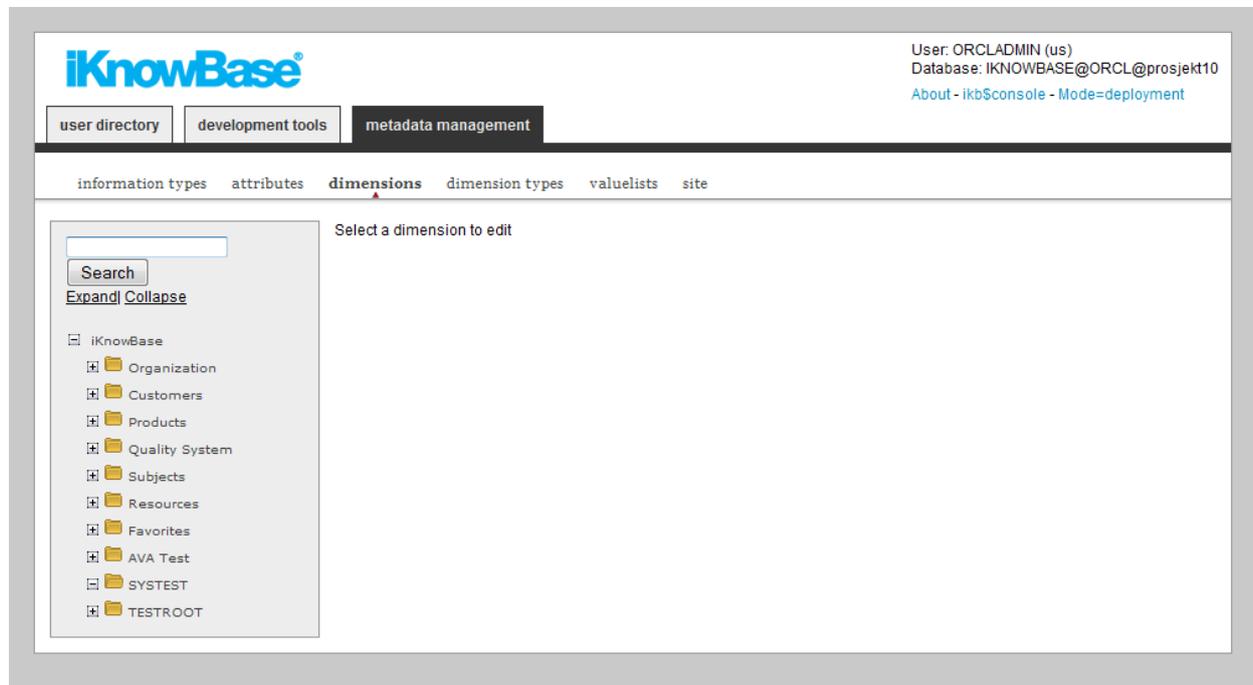
Property	Description
Prompt (language)	Type a label and description for this dimension type. One entry per supported language. This is the display name for the dimension type.
Subsystem	Choose a subsystem in which this dimension type is used.
External key	Type an additional identifier for this dimension type. An external key is used in code that integrates external services with this iKnowBase dimension type.
Guid	Displays a globally unique identifier number for this dimension type. This property appears after you save a dimension type. You cannot update the information of this property.
Id	Displays a unique identifier number for this dimension type. This property appears after you save a dimension type. You cannot update the information of this property.
Created	Displays when the dimension type was created and by whom it was created.
Updated	Displays when the dimension type was last updated and by whom it was updated.

Tasks

See earlier chapter for information about common tasks like create, view, copy, update, and delete.

4. Dimensions

Dimensions enable you to categorize, group, label, and filter content. Dimensions provide structured context information to otherwise unstructured content. You can associate dimensions with information objects by using attribute types.



Dimension Properties

This section describes the properties of a dimension, as shown on the corresponding **Edit** pane.

iKnowBase User: anybakk (n)
Database: IKNOWBASE@KNETT@nsadb02
[About - ikb\\$console](#) - [ikb\\$developer](#)

user directory | development tools | **metadata management**

information types | attributes | **dimensions** | dimension types | valuelists | site

Ekspander | Kollaps

Innholdsbase

- [-] Organisasjon
- [-] Kunder
- [-] Produkter
- [-] Kvalitetssystem
- [-] Fag
- [-] Prosjekt
- [-] Ressurser
- [-] Favoritter

organisasjon

actions

label and description

prompt (n)

prompt (us)

identity

subsystem

external key

structure

parent [Change](#)

security

access control list [Change](#) [Clear](#)

dimension information

sort key

dimension types

Actions: [Add dimension type](#) [Add multiple dimensions types](#)

actions	id	label	external key
remove	8288	iKB Informasjonsområde	
remove	7659	iKB Org-Avdeling	DIMTYPE_IKB_DEPARTMENT

database information

guid	4826405DBEC4470681CA20CB60DDDB62
id	2156
created	6/7/05 10:05 AM by ORCLADMIN
updated	3/9/10 10:46 AM by APETTERSEN

Label and description

Property	Description
Prompt (language)	Type a label and description for this dimension. One entry per supported language. This is the display name for the dimension.
Subsystem	Choose a subsystem in which this dimension is used.
External key	Type an additional identifier for this dimension. An external key is used in code that integrates external services with this iKnowBase dimension.

Parent	This property is set when creating a dimension, and contains a reference to this dimension's parent dimension.
Access control list	Select the appropriate access control list (ACL) to assign that access control list to this dimension. The access control list is used to authorize users for viewing and tagging with this dimension.
Sort key	Type a key to set the order in which the dimensions are displayed.
Dimension types	Displays a list of dimension types for this dimension.
Guid	Displays a globally unique identifier number for this dimension. This property appears after you save a dimension. You cannot update the information of this property.
Id	Displays a unique identifier number for this dimension. This property appears after you save a dimension. You cannot update the information of this property.
Created	Displays when the dimension was created and by whom it was created.
Updated	Displays when the dimension was last updated and by whom it was updated.

Tasks

See earlier chapter for information about common tasks like create, view, copy, update, and delete. This chapter describes specific tasks for dimensions.

Note: Actions for performing tasks related to dimensions are available on the **Edit** pane for a dimension.

Note: It is not possible to copy a dimension.

Moving a Dimension

You might need to move a dimension if it is not created at the correct level within the dimension structure. You can move a dimension to another level in the same dimension tree or to a different dimension tree.

To move a dimension, perform the following steps:

1. On the **List** pane for dimensions, click the dimension that you want to move.
2. On the **Edit** pane, click the **Change** link next to the **parent** field.
 - The dimension navigator opens.
3. Click the new parent dimension in the dimension navigator to select it.
 - The **Edit** pane is updated with the selected parent dimension, and the dimension navigator closes.
4. Click **Save**.
 - iKnowBase moves this dimension to the selected dimension level in the dimension tree.

Note: To change the display order of dimensions at the same level, use the property Sort key.

Assigning an Access Control List to a Dimension

To assign an access control list to a dimension, perform the following steps:

1. On the **Edit** pane for the dimension, click the **Change** link next to the **Access control list** field.
 - A window containing a list of existing access control lists appears.
2. Click on the **select** action for the access control list you want to add to the attribute type.
 - The **Edit** pane is updated with the selected access control list, and the window containing the list of existing access control lists closes.

3. Click **Save**.

Note: Click the **Clear** link to remove the access control list from the dimension.

Associating a Dimension with a Dimension Type

To add a dimension type to a dimension, perform the following steps:

1. On the **Edit** pane for the dimension, click on the action **Add dimension type**.
 - A window containing a list of existing dimension types appears.
2. Click on the **select** action for the dimension type you want to add to the dimension.
 - The selected dimension type is added to the list of dimension types in the **Edit** pane, and the window containing the list of existing dimension types closes.
3. Click **Save**.

Note: Click on the **Add multiple dimension types** action if you want to add more than one dimension type. The window containing the list of existing dimension types will remain open until you explicitly close it by clicking on the **Close** button. Each time you click on the **select** action for a dimension type, this dimension type will be added to the list of dimension types in the **Edit** pane.

To remove a dimension type from an a dimension, perform the following steps:

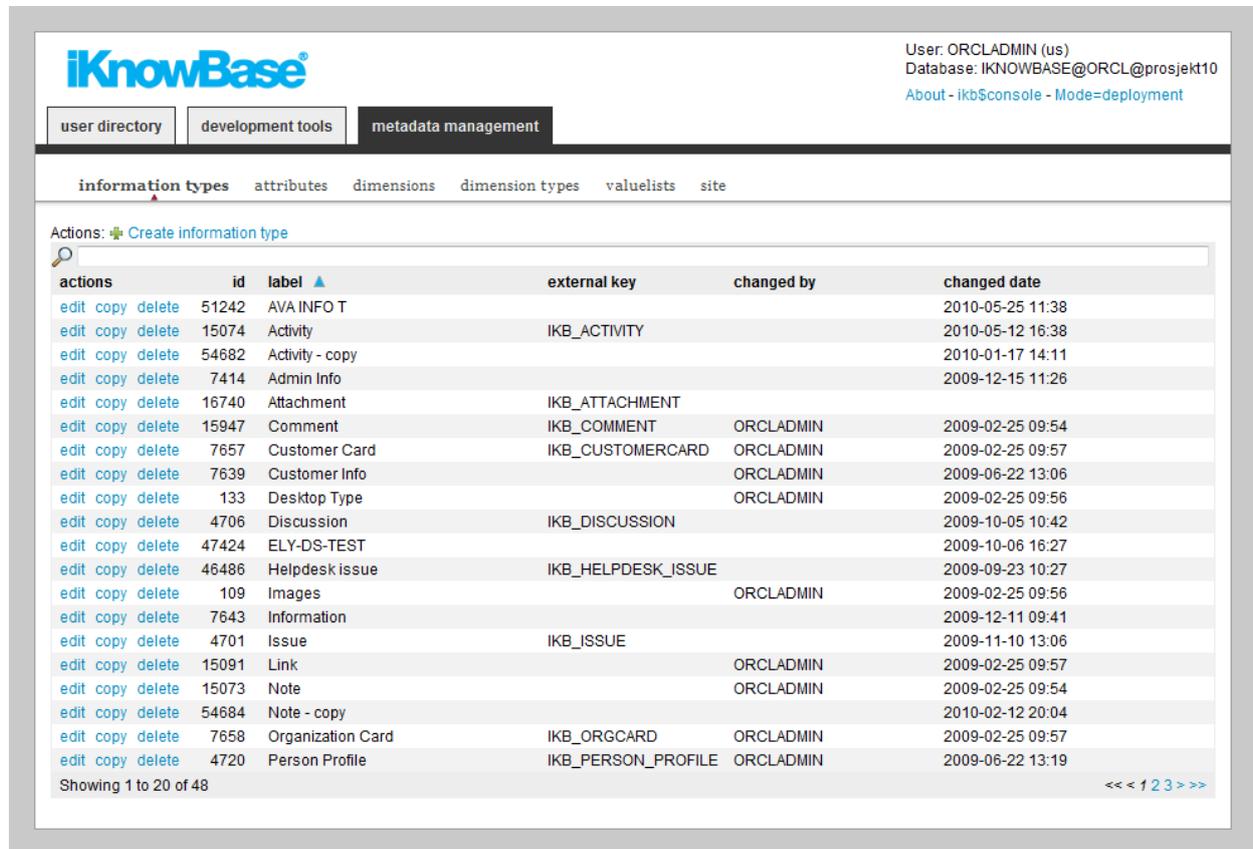
1. On the **Edit** pane for the dimension, click on the **remove** action for the dimension type you want to remove.
 - The dimension type is removed from the list.
2. Click **Save**.

To reorder the dimension type list for a dimension, perform the following steps:

1. On the **Edit** pane for the dimension, click on the **up** and **down** actions for the dimension types you want to move until the order of the dimension types is as you like.
2. Click **Save**.

5. Information Types

Information types are used to define various types of content that can be stored in the iKnowBase portal. Creating an information type is the first step in categorizing content.



The screenshot shows the iKnowBase metadata management interface. At the top, there is a navigation bar with tabs for 'user directory', 'development tools', and 'metadata management'. The 'metadata management' tab is active. Below the navigation bar, there is a breadcrumb trail: 'information types > attributes > dimensions > dimension types > valuelists > site'. The main content area displays a table of information types. The table has columns for 'actions', 'id', 'label', 'external key', 'changed by', and 'changed date'. The 'actions' column contains links for 'edit', 'copy', and 'delete'. The 'id' column contains numerical values. The 'label' column contains text labels. The 'external key' column contains alphanumeric keys. The 'changed by' column contains the name of the user who last modified the record. The 'changed date' column contains the date and time of the last modification. The table shows 20 records, and the bottom of the table indicates 'Showing 1 to 20 of 48' and navigation links '<< < 1 2 3 >> >>'. The top right corner of the interface shows the user 'ORCLADMIN (us)', the database 'IKNOWBASE@ORCL@prosjekt10', and a link 'About - ikb\$console - Mode=deployment'.

actions	id	label	external key	changed by	changed date
edit copy delete	51242	AVA INFO T			2010-05-25 11:38
edit copy delete	15074	Activity	IKB_ACTIVITY		2010-05-12 16:38
edit copy delete	54682	Activity - copy			2010-01-17 14:11
edit copy delete	7414	Admin Info			2009-12-15 11:26
edit copy delete	16740	Attachment	IKB_ATTACHMENT		
edit copy delete	15947	Comment	IKB_COMMENT	ORCLADMIN	2009-02-25 09:54
edit copy delete	7657	Customer Card	IKB_CUSTOMERCARD	ORCLADMIN	2009-02-25 09:57
edit copy delete	7639	Customer Info		ORCLADMIN	2009-06-22 13:06
edit copy delete	133	Desktop Type		ORCLADMIN	2009-02-25 09:56
edit copy delete	4706	Discussion	IKB_DISCUSSION		2009-10-05 10:42
edit copy delete	47424	ELY-DS-TEST			2009-10-06 16:27
edit copy delete	46486	Helpdesk issue	IKB_HELPDESK_ISSUE		2009-09-23 10:27
edit copy delete	109	Images		ORCLADMIN	2009-02-25 09:56
edit copy delete	7643	Information			2009-12-11 09:41
edit copy delete	4701	Issue	IKB_ISSUE		2009-11-10 13:06
edit copy delete	15091	Link		ORCLADMIN	2009-02-25 09:57
edit copy delete	15073	Note		ORCLADMIN	2009-02-25 09:54
edit copy delete	54684	Note - copy			2010-02-12 20:04
edit copy delete	7658	Organization Card	IKB_ORGCARD	ORCLADMIN	2009-02-25 09:57
edit copy delete	4720	Person Profile	IKB_PERSON_PROFILE	ORCLADMIN	2009-06-22 13:19

Information Type Properties

This section describes the properties of an information type, as shown on the corresponding **Edit** pane.

ava info t

save cancel

label and description

prompt (us) AVAINFO T
 Undefined label

prompt (n) AVAINFO T
 Undefined label

identity

subsystem

external key

information type information

check in/out Active check-in/check-out

external lock Lock documents with external key

statistics Store read statistics (per user/document)
 1 Number of days to store statistics

timestamp Set timestamp only when changing document content

master and sub documents

Update timestamp on master document

Copy valid from/to from master document

Copy document status from master document

Copy ACL from master document

versioning

Versioning decides what to do when an item is updated.

No versioning. Completely remove the old version of the item and keep no copy.

Simple. Offers the contributor a choice of whether to keep a copy or not.

Prompt. The user gets prompted to decide if a new version is wanted.

Audit. Always keep a copy of the old version.

Automatic. Automatically create a new version on changes.

database information

guid 7789DBA9B7634CF4E040000A17006933

id 51242

created 11/4/09 1:25 PM by

updated 5/25/10 11:38 AM by

attributes

Actions: [Add attribute](#) [Add multiple attributes](#)

actions	id	label	external key	required
No Records Found				

Label and description

Property	Description
Prompt (language)	Type a label and description for this information type. One entry per supported language.
Subsystem	Choose a subsystem in which this information type is used.

External key	Type an additional identifier for this information type. An external key is used in code that integrates external services with this iKnowBase metadata object.
Check in/out	<p>Select this check box to enable the check in and check out functionality for the information objects of this information type.</p> <p>If this functionality is enabled, when the user needs to update an information object, the user must check out the information object before updating it. If an information object is checked out by another user, the information object is locked until it is checked in. This functionality ensures that only one user can update an information object at a given time.</p>
External lock	<p>Select this check box to lock the information objects associated with this information type. When you select this check box, external information objects of this information type are locked and you cannot update the external information objects.</p> <p>External information objects are the information objects that are imported into iKnowBase from an external source.</p>
Statistics	<p>Select this check box to record user statistics for information objects of this information type. When you select this check box, iKnowBase maintains a log of information objects created, read, modified, and deleted. The log data is written to the LOG_DOCUMENTS database table.</p> <p>If this check box is selected an input field for number of days to store statistics will appear. Type the number of days for which you want iKnowBase to maintain user statistics for information objects of this information type. If you want to maintain the log data permanently, type 0.</p>
Timestamp	<p>Select this check box if you want the timestamp of an information object to be updated only when the content of the information object is updated.</p> <p>If not selected both content and metadata update to an information object will cause the timestamp to be updated.</p>
Update timestamp on master document	Select this check box to update the timestamp of the master information object when one of its subdocuments is updated.
Copy valid from/to from master document	Select this check box if you want the validity period of the document's subdocuments to be the same as the validity period of the document itself. If the validity period of the document is changed, the validity period of its subdocuments will be updated.
Copy document status from master document	Select this check box if you want the status of the document's subdocument to be the same as the status of the document itself. If the status of the document is changed, the status of its subdocuments will be updated.

Copy ACL from master document	Select this check box to if you want the Access Control List of the document's subdocuments to be the same as the Access Control List of the document itself. If the Access Control List of the document is changed, the Access Control List of its subdocuments will be updated.
No versioning	Click this version type if you do not want iKnowBase to maintain copies of an information object.
Simple	<p>Click this version type if you want the capability to decide whether you want iKnowBase to keep copies of the information object, while saving changes to this information object.</p> <p>When a user selects Simple version control for an information object, the user can choose from the following options:</p> <ul style="list-style-type: none"> • Update the active version without maintaining a copy of the information object. • Create a copy of the new version of the information object and set it as the active version. <p>Create a copy of the new version of the information object without setting it as the active version.</p>
Prompt	<p>Click this version type if you want iKnowBase to prompt you whether you want iKnowBase to keep copies of the information object, while creating the information object.</p> <p>When a user selects Prompt version control for an information object, the user can select to use Simple version control while creating an information object.</p>
Audit	<p>Click this version type if you want iKnowBase to maintain each copy of an information object.</p> <p>When a user selects Audit version control for an information object, the user can set the new version of the information object as the active version.</p>
Automatic	<p>Click this version type if you want iKnowBase to automatically create a copy when changes are made to the information object.</p> <p>The latest copy of an information object is automatically set as the active version.</p>
Number of versions to keep	<p>This property appears after you select a Version type other than No versioning.</p> <p>Type the maximum number of versions that iKnowBase must maintain for each information object of this information type.</p> <p>For example, if you set Number of versions to keep to 10, iKnowBase saves ten versions of the information object. When the 11th version is saved, iKnowBase deletes the oldest version.</p>

Allow switch of active version	<p>This property appears after you select a Version type other than No versioning.</p> <p>Select this check box to allow the user to choose a different version as the active version of the information object.</p>
Allow editing of non-active versioned document	<p>This property appears after you select a Version type other than No versioning.</p> <p>Select this check box to allow users to edit any inactive version of the information object.</p>
Guid	Displays a globally unique identifier number for this information type. This property appears after you save an information type. You cannot update the information of this property.
Id	Displays a unique identifier number for this information type. This property appears after you save an information type. You cannot update the information of this property.
Created	Displays when the information type was created and by whom it was created.
Updated	Displays when the information type was last updated and by whom it was updated.
Attributes	<p>Displays a list of attribute types which this information type is associated with.</p> <p>You can associate multiple attribute types with an information type. You can also make an attribute type required.</p> <p>When you create a form for this information type, the attribute types that you associated with the information type are automatically selected. When you use dynamic attribute types in a form, you can select only those attribute types that you associated with the information type.</p>

Tasks

See earlier chapter for information about common tasks like create, view, copy, update, and delete. This chapter describes specific tasks for information types.

Associating an Information Type with an Attribute Type

To add an attribute type to an information type, perform the following steps:

1. On the **Edit** pane for the information type, click on the action **Add attribute**.
 - A window containing a list of existing attribute types appears.
2. Click on the **select** action for the attribute type you want to add to the information type.
 - The selected attribute type is added to the list of attribute types in the **Edit** pane, and the window containing the list of existing attribute types closes.
3. Click Save.

Note: Click on the **Add multiple attributes** action if you want to add more than one attribute type. The window containing the list of existing attribute types will remain open until you explicitly close it by clicking on the **Close** button. Each time you click on the **select** action for an attribute type, this attribute type will be added to the list of attribute types in the **Edit** pane.

To remove an attribute type from an information type, perform the following steps:

1. On the Edit pane for the information type, click on the remove action for the attribute type you want to remove.

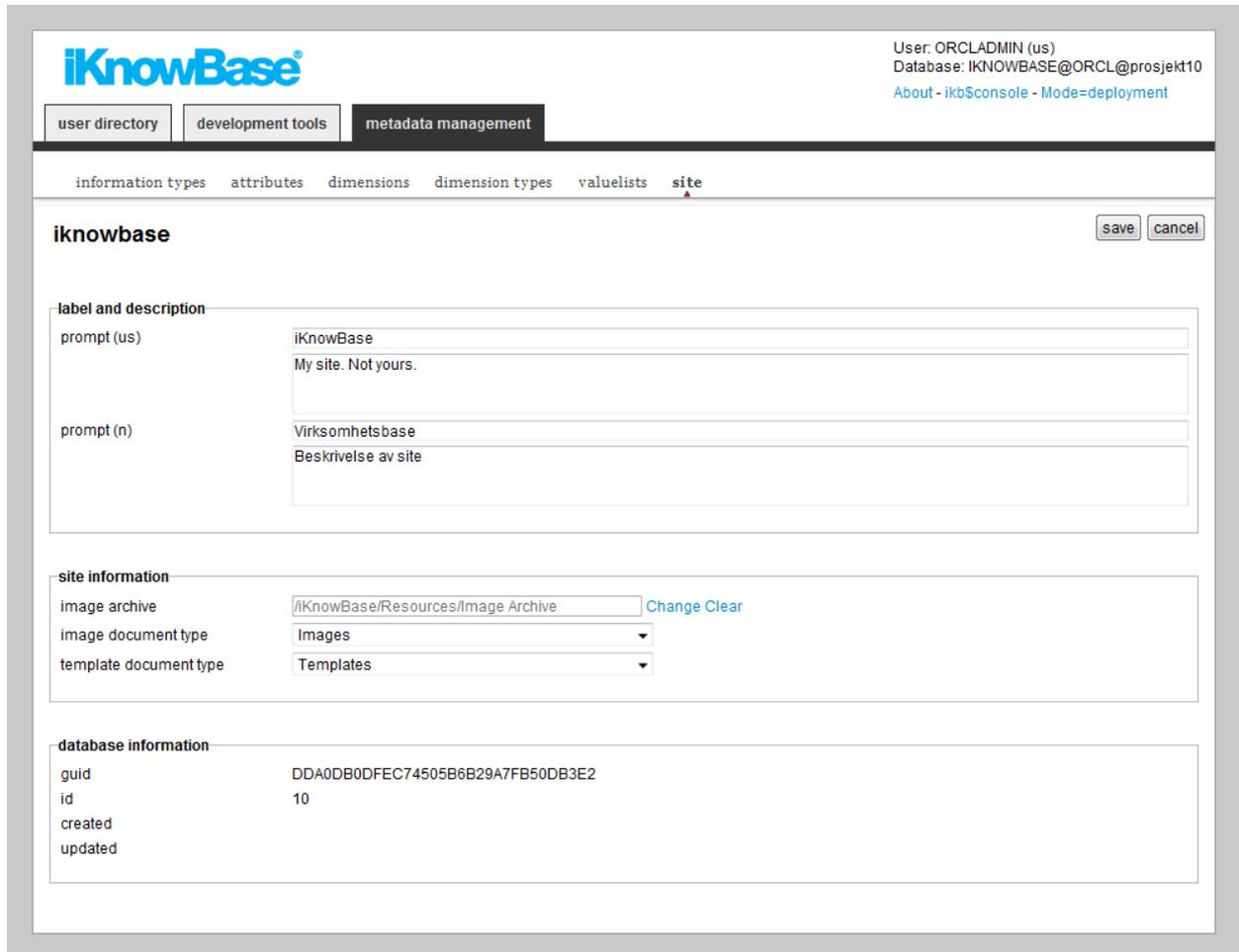
- The attribute type is removed from the list.
2. Click Save.

To reorder the attribute type list for an information type, perform the following steps:

1. On the Edit pane for the information type, click on the up and down actions for the attribute types you want to move until the order of the attribute types is as you like.
2. Click Save.

6. Site

Site provide information about the current iKnowBase portal instance. An iKnowBase portal instance is called a **site**. Each customer has a separate iKnowBase site and each site's settings might be different, depending on the customer's requirements. The administrator of the iKnowBase portal can update the settings for a site.



Site Properties

This section describes the properties of site, as shown on the corresponding **Edit** pane.

Label and description

Property	Description
Prompt (language)	Type a label and description for this site. One entry per supported language. This is the display name for the site.
Image archive	Contains the root level of the image archive in the dimension tree.
Image document type	Click the appropriate information type for all images that are added to the iKnowBase image archive.
Template document type	Click the appropriate information type for templates that are created in iKnowBase. All information objects of this information type are available as a template in the publishing desktop.

Guid	Displays a globally unique identifier number for this site. This property appears after you save a site. You cannot update the information of this property.
Id	Displays a unique identifier number for this site. You cannot update the information of this property.
Created	Displays when the site was created and by whom it was created.
Updated	Displays when the site was last updated and by whom it was updated.

Tasks

The information about common tasks described in earlier chapter doesn't apply for site. This chapter describes specific tasks for site.

Updating a Site

To update the settings of a site, perform the following steps:

1. On the **Navigation** pane, click **Site**.
 - The **Edit** pane for the site appears.
2. On the **Edit** pane, edit the information that you want to update.
3. Click **Save**.
 - iKnowBase updates the properties for this site.

Defining the Image Archive Dimension

To define the image archive dimension of the site, perform the following steps:

1. On the **Navigation** pane, click **Site**.
 - The **Edit** pane for the site appears.
2. On the **Edit** pane, click the **Change** link next to the **image archive** field.
 - The dimension navigator opens.
3. Click the image archive dimension in the dimension navigator to select it.
 - The **Edit** pane is updated with the selected image archive dimension, and the dimension navigator closes.
4. Click **Save**.

Note: Click the **Clear** link to remove the selected image archive dimension.

7. Value Lists

Value lists enable you to create a predefined set of values. A value list attribute type is associated with a value list. When categorizing and searching content for this attribute type, only the values that are defined in value lists are available.

The screenshot shows the iKnowBase interface for managing value lists. The top navigation bar includes 'user directory', 'development tools', and 'metadata management'. The 'metadata management' section is active, and the 'valuelists' sub-section is selected. The page displays a table of value lists with the following columns: actions, id, label, external key, changed by, and changed date. The table contains 20 rows of data, each representing a value list.

actions	id	label	external key	changed by	changed date
edit copy delete	17512	RES_CSS			2009-08-04 12:24
edit copy delete	68317	SYSTEST-valuelist	SYSTEST_VALUelist	ORCLADMIN	2010-05-27 15:58
edit copy delete	154	Sample: Subtype			2009-08-24 14:18
edit copy delete	62205	TEST		ORCLADMIN	2010-03-21 02:08
edit copy delete	15075	iKB Activities			2009-08-24 14:18
edit copy delete	4358	iKB Common Subtypes			2009-08-24 14:18
edit copy delete	7655	iKB Customer Types			2009-08-24 14:18
edit copy delete	137	iKB Desktop Types			2009-08-24 14:18
edit copy delete	1	iKB Document Status		ORCLADMIN	2009-12-18 13:35
edit copy delete	56056	iKB Flags			2009-08-24 14:18
edit copy delete	15825	iKB Flags			2009-08-24 14:18
edit copy delete	4355	iKB Folder Status		ORCLADMIN	2009-10-26 14:40
edit copy delete	9453	iKB Languages			2009-08-24 14:18
edit copy delete	15657	iKB News categories			2009-08-24 14:18
edit copy delete	4360	iKB Priorites			2009-08-24 14:18
edit copy delete	15588	iKB Process types			2009-08-24 14:18
edit copy delete	8436	iKB Task status			2009-08-24 14:18
edit copy delete	153	iKB YesNo			2009-08-24 14:18

Value List Properties

This section describes the properties of a value list, as shown on the corresponding **Edit** pane.

iKnowBase User: ORCLADMIN (us)
Database: IKNOWBASE@ORCL@prosjekt10
[About - ikb\\$console - Mode=deployment](#)

user directory development tools **metadata management**

information types attributes dimensions dimension types **valuelists** site

res_css save cancel

label and description

prompt (us) RES_CSS
Benyttes for å velge fargeprofil på intranettet.

prompt (n) RES_CSS
Benyttes for å velge fargeprofil på intranettet.

identity

subsystem

external key

database information

guid 6E59839F074A095FE040007F010016B7
id 17512
created 7/10/09 3:09 PM by
updated 8/4/09 12:24 PM by

values

Actions: [Add value](#)

actions	id	label	external key
edit remove up down	4	xNext	
edit remove up down	3	Heaven	
edit remove up down	2	Mints	
edit remove up down	1	Black and white	

Label and description

Property	Description
Prompt (language)	Type a label and description for this value list. One entry per supported language. This is the display name for the value list.
Subsystem	Choose a subsystem in which this value list is used.
External key	Type an additional identifier for this value list. An external key is used in code that integrates external services with this iKnowBase dimension type.
Guid	Displays a globally unique identifier number for this value list. This property appears after you save a value list. You cannot update the information of this property.
Id	Displays a unique identifier number for this value list. This property appears after you save a value list. You cannot update the information of this property.
Created	Displays when the value list was created and by whom it was created.

Updated	Displays when the value list was last updated and by whom it was updated.
Values	Displays the list of values for the value list. See the value properties table for information about value properties.
Prompt (language)	Type a label and description for this value. One entry per supported language. This is the display name for the value.
External key	Type an additional identifier for this value. An external key is used in code that integrates external services with this iKnowBase value.
Guid	Displays a globally unique identifier number for this value. This property appears after you save a value. You cannot update the information of this property.
Id	Displays a unique identifier number for this value. This property appears after you save a value. You cannot update the information of this property.
Created	Displays when the value was created and by whom it was created.
Updated	Displays when the value was last updated and by whom it was updated.

Tasks

See earlier chapter for information about common tasks like create, view, copy, update, and delete. This chapter describes specific tasks for value lists.

Adding a Value to a Value List

To add a value to a value list, perform the following steps:

1. On the **Edit** pane for the value list, click on the action **Add value**.
 - An empty **Edit** pane for the new value opens.
2. On the **Edit** pane for the new value, enter the appropriate information in each field.
3. Click **Save** on the value **Edit** pane.
 - The value **Edit** pane closes, and the **Edit** pane for the value list reopens. The new value appears in the list of values.
4. Repeat step 2-3 until all values are added.
5. Click **Save** on the value list **Edit** pane.

Note: The values are not saved until the value list is saved.

Updating a Value for a Value List

To update a value for a value list, perform the following steps:

1. On the **Edit** pane for the value list, click on the **edit** action for the value you want to update.
 - The **Edit** pane for the value opens.
2. On the **Edit** pane for the value, enter the appropriate information in each field.
3. Click **Save** on the **Edit** pane for the value.
 - The **Edit** pane for the value closes, and the **Edit** pane for the value list reopens.
4. Click **Save** on the **Edit** pane for value list.

Note: The value is not saved until the value list is saved.

Removing a Value from a Value List

To remove a value from a value list, perform the following steps:

1. On the **Edit** pane for the value list, click on the **remove** action for the value you want to update.

- The value disappears from the list of values.
2. Click **Save**.

Note: The value is not actually removed from the value list until it is saved.

Reordering the List of Values

To reorder the values for a value list, perform the following steps:

1. On the **Edit** pane for the value list, click on the **up** and **down** actions for the values you want to move until the order of the values is as you like.
2. Click **Save**.