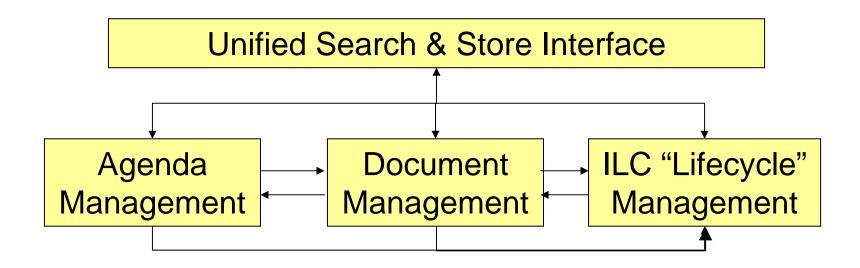


### Proposal for CDS Submission Categories

Tom Markiewicz/SLAC EDMS Meeting 16 November 2006





## 3 Elements of Concept

- INTERNAL, PRIVATE or PUBLIC
  - Read, Write, Submit, Modify, Approve
- CATEGORY
  - Based on INDICO-like organization tree for ILC
- DOC TYPE
  - One basic type ("file") with sufficient metadata to cover all possibilities
    - Leave empty if not relevant
  - Keywords help form collections

#### Access Control

- INTERNAL: Scrapbook area
  - Read: All ILC
  - Submit: All ILC
  - Modify: Author or Submitter (or list/defined group)
  - Approval: None
- PRIVATE: Semi-secret repository
  - READ: List or Defined Group within ILC
  - Submit: Category driven list, but in principle all ILC
  - Modify: Author or Submitter (or list/defined group)
  - Approval: None
- PUBLIC

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- READ: WWW
- Submit: Approver
- Modify: Approver
- Approval: List/Group within ILC

#### Categorization

- Four (?) Level Deep Tree similar to INDICO with choices for sublevels contingent on root level selection. Examples:
  - ILC-Physics-CONCEPT-SiD-TRACKING
  - ILC-Physics-R&D-EUDET-GENERAL
  - ILC-Physics-Theory-General
  - ILC-GDE-BDS-Collimation
  - ILC-GDE-MGMNT-Director
- Categories determine naming convention for files
- Categories morph with time
  - ILC-Project-Civil-Tunneling
  - ILC Physics-Detector-GLD-General
  - ILC-Lab-Tech Services Division-General
- Levels can form "virtual collection points"
- Level = "Null" (i.e. General) a good concept
  - ILC-Report-2006-nnnn
- A good selection of the tree can UNIFY Indico, CDS & Teamcenter (& maybe WBS driven project management software)

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#### **Document Types**

- One basic type = file with One Metadata input form
- Metadata Input Form will contain radio button area for keywords, with, for example:
  - DOC, Memo, PPT, Photo, XLS, DWG, TEXT
- Perhaps Doc Type & Subtype is a useful concept
  - Doc Type is virtual collection point
  - Subtype goes into document name
  - Communication
    - Letter
    - Memo
    - MOU
  - DOC

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- Note
- Report
- Proceeding
- Article

# Document Names

- ILC-(GDE)-BDS-INT-Note-2006-nnnn
- ILC-(GDE)-MGMT-DG-Letter-2006-nnnn
- (...) Virtual collection: not explicit in name

### UNIFORM SUBMISSION

- Submission data filled in (One?) EXTERNAL WEB PAGE(S)
- If DOC TYPE keyword = PPT, Presentation,...
  - redirect user to INDICO
  - or directly transfer file and metadata (or metadata only?) into INDICO, transparent to user
- IF DOC TYPE keyword = DWG, ??
  - redirect user to Teamcenter
  - or directly transfer file and metadata to Teamcenter

## Immediate Goal

- Implement these "web pages" within CDS
- Agree on a INDICO-CDS-Teamcenter Category Tree