



IDE NEWSLETTER



Brigade Combat Team
Project Management Office

SPOTLIGHT: DOCUMENT MANAGEMENT SYSTEM

Our document management solution is centered around the application by Oracle, known as Internet File System (*iFS*), version 9i. *iFS* makes it possible to use one single software package to manage such data as word processing documents, spreadsheets and multimedia files. Those "unstructured" files are traditionally stored in desktop and server operating systems, such as Microsoft Windows. However, *iFS* improves on the operating system by storing them in a way that is easily searchable and provides increased security. *iFS* allows you to leverage all the capabilities of a searchable relational database and store information in industry-standard Windows files. For document management systems, this could be a replacement for the Windows file system. You can store all data in one integrated environment, with better reliability and security. *iFS* lets people who are geographically dispersed use the Internet to communicate, collaborate on projects and share information from a knowledge management database. Participants access the system using a Web browser and meet in virtual buildings and rooms via the Internet. *iFS* provides enhanced search functionality. Within the government there will be pockets of support for *iFS*, but general interest will be limited. *iFS* will help provide some valuable organization and management to our fragmented and disparate file systems.

ORACLE IFS FEATURES

Oracle *iFS* provides you the following helpful features:

- File versioning - create a new file version each time a document is edited
- Check in, check out - lock documents that have been checked out until they are checked back in
- Drag and Drop - drag files and folders to and from *iFS*
- Advanced searches - *iFS* supports full text searches and searches upon basic file data (meta data)
- Symbolic links - files can be stored once and referenced in multiple folders

HOW IS DATA IN IFS SECURE?

- Access is controlled by username and password
- Access to data can be controlled at folder and file level by the use of ACL
- Full system backup is performed weekly
- Incremental backups are performed daily
- Backup tapes are stored off-site for disaster recovery
- *iFS* can be restored at an alternate site should a disaster occur.



BCT/EDS



This *BCT IDE Newsletter* is a joint production effort, edited by BCT with support from EDS.

SECURITY ALERT:

GOVERNMENT E-MAIL POLICY

BCT has recently received clarification on security guidance from the NETCOM Information Assurance Office related to the use of your TACOM e-mail account. The first issue relates to accessing your TACOM Outlook e-mail account via TACOM OWA server (<https://owa.tacom.army.mil>). Regulations state that you may only use the OWA server to access your e-mail if the personal computer (PC) is a government owned PC and that specific PC has been formally accredited by the government. You may not use unaccredited off-site PCs which may be found at your home, public libraries, Internet cafes, or at a friend's home, under any circumstances. Government issued Blackberries are accredited for official use. Second, please be advised that you may not automatically re-direct your TACOM mail to any other non-government e-mail system (such as Yahoo!, AOL, NetZero, or GO.COM.) Government e-mail systems/networks provide a higher level of security and protection, and the information which is carried is too sensitive for private commercial networks. This guidance is currently in effect, so you immediate attention, and action as appropriate, is required. TACOM e-mail activity is regularly monitored and any violations are subject to immediate disciplinary action. Any questions/clarifications should be directed to Mr. Keith Whitten, BCT Security Officer, phone: (586) 753-2033.





WHAT DOES IFS MEAN TO BCT?

How does the Oracle iFS differ from traditional file systems? Oracle iFS combines personal documents, multimedia, web, and structured data in a single database repository. This means users can access information from anywhere (e.g., a web browser) at any time.

Who will benefit from using the Oracle iFS? Users who are experiencing the pain of information chaos or who need to collaborate and share information will benefit from the Oracle iFS.

Can file access be restricted to a particular user or group?

Yes. Security can be set up for all users, groups, folders, and files in the Oracle iFS using access control lists (ACLs). An ACL is a list of users and groups, who have each been granted a set of access permissions, (e.g. read, modify and delete.) ACL is applied to a file or folder to grant defined access permissions to users and groups in the list. Access control lists also makes it easy to manage system security centrally controlling common access permissions in a single ACL.

What type of searching features does the Oracle iFS provide? You can search for information in the file system based on:

- Attribute - The Oracle iFS allows you to search for information based on document properties (e.g. owner, file name), including extended attributes for custom content types.
- Content - Oracle iFS provide full text indexing and retrieval capabilities for document content stored in Oracle iFS.
- Thematic criteria - Users can search for words or phrases that appear in a document.

Can users collaborate on files using the Oracle Internet File System? Yes. The Oracle iFS provides a set of content management features that allow teams to work on the same files without overriding each other's work. These features include: automatic versioning, check-in/check-out, and ACL-based security.

TIP OF THE MONTH

Do you have a file that's extremely large and you don't have the time to upload into iFS? Please feel free to contact the PM-BCT IDE Help Desk or speak with an on-site EDS representative to assist you.

NEED HELP?

Any time you need IDE assistance, or have any questions, please contact:

PM-BCT IDE Help Desk

Phone: 248-265-6020

E-mail: pm-bctidehelpdesk@eds.com

KNOWLEDGE CENTER MANAGEMENT

Goal: Maximize our organization's intellectual capital

The Challenge:

- Providing the latest information, easily retrieved and readily available
- People and processes distributed worldwide
- Rapidly changing and increasing amounts of information
- Complex application environments across the enterprise
- A wealth of experience and knowledge left under-used or lost to turn-over.

Our BCT Document Management System supports our challenging and dynamic program by allowing us to:

- collect and manage data of all types—from files, documents and objects, to ongoing project logs, and more.
- instantly access information globally via the internet.
- quickly form virtual project teams across functional, organizational and geographical lines.
- leverage our PC based enterprise computing environment.
- extend our IDE system to accommodate your evolving business requirements.

By providing a secure central knowledge repository and all of the tools required to access, share, discuss and work with this information, our document management system enables you to increase productivity and make better informed decisions, supporting a superior management team.

WORDS OF WISDOM

“The journey of a thousand miles begins with one step.”

- Lao Tzu

SOME REALLY USEFUL STUFF IN IFS

- **Tutorials** - There are computer-based tutorials on using Advanced Search and Access Control Lists (ACLs).
- **FAQs** - Frequently asked questions and answers about various topics of interest that cover the BCT Public Web Site, The PCT Portal and iFS.
- **Help info** – Help can be provided through iFS online help, BCT IDE Users Guide, and iFS Users Guide.
- **Milestone III** - An official repository for key program (PMO-BCT) documents.
- **Knowledge Center** - (see article in this newsletter)
- **MICOS presentations** - Historical MICOS presentations can be found in the MICOS folder
- **IPTs/WGs/Functional Div's** -These folders contain IPT and workgroup briefings, meeting minutes, video clips, and other items of interest.
- **User Account Form info** – Information on how to register users in iFS, which includes User Account Form, iFS Sponsors, and a list of iFS owners (e.g. ICV, MEV, Knowledge Center.)

