ADAMS Release 3.3 Software Fixes and Enhancements

Following is a list of the major improvements to the ADAMS software. They are grouped by the types of tasks that users like you perform.

Viewing ADAMS Documents
1. The Default View of Properties for Simple Search and for the Document Manager folder has been changed to show only Title, Accession Number, and Document Date.

2. When users change the view of document properties in folders or in the search result list, the list of properties will be presented in alphabetical order.

Searching for Documents- ADAMS FIND
3. Full Name View- The full name, as well as the network login name, will be displayed when viewing security and other version data on the version profiles.

4. Full-Text Searching- Users will have the ability to search for documents using words and phrases in the text. NOTE: OCIO will test re-enabling this feature in August 2001 once ADAMS Release 3.3 has been installed agencywide. If performance is satisfactory, we will re-index the database and inform staff of its availability through a network announcement.

Printing Documents
5. Improved printing speed, similar to printing a WordPerfect document to a LAN printer, especially for scanned TIF images. The current "workaround" requiring use of the Wang Viewer will not longer be required with the new upgrade.

6. Improved control of printing ranges: print all, only one, or a page range of a scanned image from the ADAMS viewer.

7. On-line print orders: users can complete a form on-line and remotely request that multiple copies of documents or voluminous documents be printed by the headquarters OWFN Copy Center.

8. The problem of multiple ways to print PDF files (but only one works) has been fixed.

General Features
9. Managing your files and folders- Users will be able to mark several records within their folders and unfile them in a batch, as opposed to unfiling one document at a time.

10. Users will be allowed to Unfile Packages from folders.

11. A strong warning will appear when a user attempts to delete a draft record.

Receiving Documents and Packages Distributed Electronically

12.   Users will be able to view the image file (an exact replica of the paper copy document) rather than the OCR'ed text file when they open documents distributed electronically using the Send To function.

13.   Users will be able to see those documents in a package for which they have access rights even when they don't have rights to view all the documents in the package.

14.   Users will be provided a complete description in the e-mail message of incoming documents distributed via E-RIDS, including the document date, author, docket number, a complete title, and other key data.

15.   The problem of empty attachments when using ADAMS Send To has been fixed. It is no longer necessary to use the work around of sending the message to yourself and then forwarding it to recipients.

Generating and Finalizing Documents
16.   Improved performance time in using WordPerfect by calling the ADAMS functions/monitor only when needed.

17.   A fix to the problem of some documents being corrupted when being converted to PDF.

Adding and Profiling Documents/Files to ADAMS
18.   New software tools will facilitate the profiling process to save time and improve the quality of data used in searching for documents. The Author and Addressee Affiliation, Docket Number and License Number fields will be controlled once the software is installed at all workstations so that the profilers can pick only from approved lists. These controlled lists will be faster, easier to use, and more accurate.

19.   Full Name View- When adding documents or changing security, users will be able to look up persons using the GroupWise Address book.

20.   The software will validate some elements of the document profile for documents in the official record class that are designated as publicly available and provide feedback to users if inconsistencies are found before the document is released to the public.

21.   The upgrade will permit only documents that are in the Official Record Class to be declared Official Agency Records. Currently, documents that are still designated as Drafts and are not completely profiled can be declared as Official Agency Records.

22.   New software tools are provided so that System Administrators can change or add values to profiles in a batch mode. This will facilitate QA and improve the quality of data used in searching for documents.

Creating and Printing Bibliographies or Lists of Documents

23.   Users will be able to include Packages in the lists produced using the Create Report feature.

24.   More options are provided for the format and content of listings produced using the Create Report feature.

Files and Records Management

25.   The ForeMost records management software has been fully integrated into ADAMS. All Official Agency Records will be placed under the disposition control of the ForeMost software.

26.   OCIO Records Managers and System Administrators will be able to update profile data in batch mode, as opposed to one record at a time.

27.   Only persons belonging to the "Record Declarers" or "Records Managers" groups will be able to declare documents and packages as Official Agency Records.