ImageSource

STATE OF WASHINGTON
OFFICE OF THE SECRETARY OF STATE
CORPORATIONS DIVISION

ECM & Capture System – Oracle IPM & Kofax Capture

System Summary

February 19, 2009

This page has been intentionally left blank to facilitate duplex printing.

© 2009 ImageSource, Inc.

ImageSource Home Office

612 Fifth Avenue SW
Olympia, WA 98501
360.943.9273
www.imagesourceinc.com

ImageSource Seattle Office

6 Nickerson Street, Suite 220
Seattle, WA 98109
206.525.4399

Other ImageSource Offices
Escondido, CA
Los Angeles, CA
Sacramento, CA
San Francisco, CA
Colorado Springs, CO

Customer Partner:

State of Washington
Office of the Secretary of State
Corporations Division
Attn: Pamela Floyd, Director
801 Capitol Way South
P.O. Box 40234
Olympia, WA 98504-0324
pfloyd@secstate.wa.gov
360.725-0310

Prepared by:

Neil W. Lindsey, ECMM, CDIA+,
Project Manager / Senior Business Analyst
ImageSource, Inc.
neill@imagesourceinc.com
206.396.8932

Version Number: 2.0
Version Date: February 19, 2009

© 2009 ImageSource, Inc.

This page has been intentionally left blank to facilitate duplex printing

© 2009 ImageSource, Inc.

Table of Contents

Key Personnel Information **1**

System Overview **2**
- Front Counter Process 3
- Incoming Mail Process 4
- Web Filings Process 5

System Configuration **6**
- Software & Services 6
  - *Oracle IPM* *6*
  - *Supporting Servers* *7*
  - *Web Server* *8*
  - *Remote Connectivity* *8*
  - *Security Configurations* *8*
  - *SQL Accounts* *8*

Maintenance Activities **9**
- Daily Tasks 9
- Weekly Tasks 9
- Monthly Tasks 9

Oracle IPM Archive Applications **10**
  - *WSOSImage Application Definition* *10*
  - *WSOSChcks Application Definition* *10*
  - *TradeMark Application Definition* *10*

Process Settings **11**
- SOS Process Map 11
  - *Package Fields* *11*
  - *Attachment Types* *12*
  - *Process Scripts* *12*
  - *Rule Events* *12*
  - *Start Events* *14*
  - *Work Queues* *14*
- SRDP Process Map 15
  - *Package Fields* *15*
  - *Attachment Types* *16*
  - *Process Scripts* *16*
  - *Rule Events* *17*
  - *Start Events* *17*
  - *Work Queues* *17*

Custom Components **18**
- Custom Component One 18
  - *OSOS Registration Web Application - SOSRegistration* *18*
  - *Process Form* *20*
- Custom Component Two 21
  - *Acorde Process Form* *21*
- Custom Component Three 22
  - *Host Loader Application - ISHostloader* *22*
  - *frmMain* *22*
  - *UploadFile* *24*
- Custom Component Four 25
  - *MultiApp FileTransfer Service - MultiAppFileTransferService* *25*
- Custom Component Five 26
  - *Process Monitor – ProcessMonitor* *26*
- Custom Component Six 28

© 2009 ImageSource, Inc.

SRDP - State Registered Domestic Partnership Form - OOPForm *28*
Configuration *29*
Logging *30*
MS Word *30*
Printing *30*
Sub-Application 31
Charities Renewal Program *31*
Workflow Form Response Letters *31*
Web Forms 32
Web Forms *32*
Application Subdirectories *32*
Overview *33*
Supporting Services and Applications *34*

Database Descriptions 35
Charities Database 35
Functions *35*
Stored Procedures *35*
Triggers *35*
Tables *35*
Fundraisers Database 36
Functions *36*
Stored Procedures *36*
Triggers *36*
Tables *36*
Trustx Database 37
Functions *37*
Tables *38*
Views *38*
DatamartProd Database 39
Functions *39*
Stored Procedures *41*
Triggers *43*
Tables *44*

© 2009 ImageSource, Inc.

System Summary

KEY PERSONNEL INFORMATION

Client Name	Washington State Office of the Secretary of State Corporations Division
System Core Software Names	WState OSOS ECM System Software - Oracle IPM v 7.7 (R10 G3) Kofax Capture v8 ILINX Release Script
Client Executive Sponsor	Pamela Floyd, Director pfloyd@secstate.wa.gov 360.725-0310
Client Project Manager	Bill Teed bteed@secstate.wa.gov 360.725.0300
ImageSource Project Manager	Neil W. Lindsey, ECM^{M}, CDIA+ Neill@imagesourceinc.com 206.396.8932
ImageSource Systems Engineer	Jeff Doyle, Sr. Systems Engineer jeffd@imagesourceinc.com 206.396.0008
ImageSource Systems Engineer	John Linehan, Sr. Systems Engineer johnl@imagesourceinc.com 360.239.7778
ImageSource Developer Supervisor	Martin Waldron martinw@imagesourceinc.com
ImageSource Sr. Developer	Phong Hoang Phongh@imagesourceinc.com

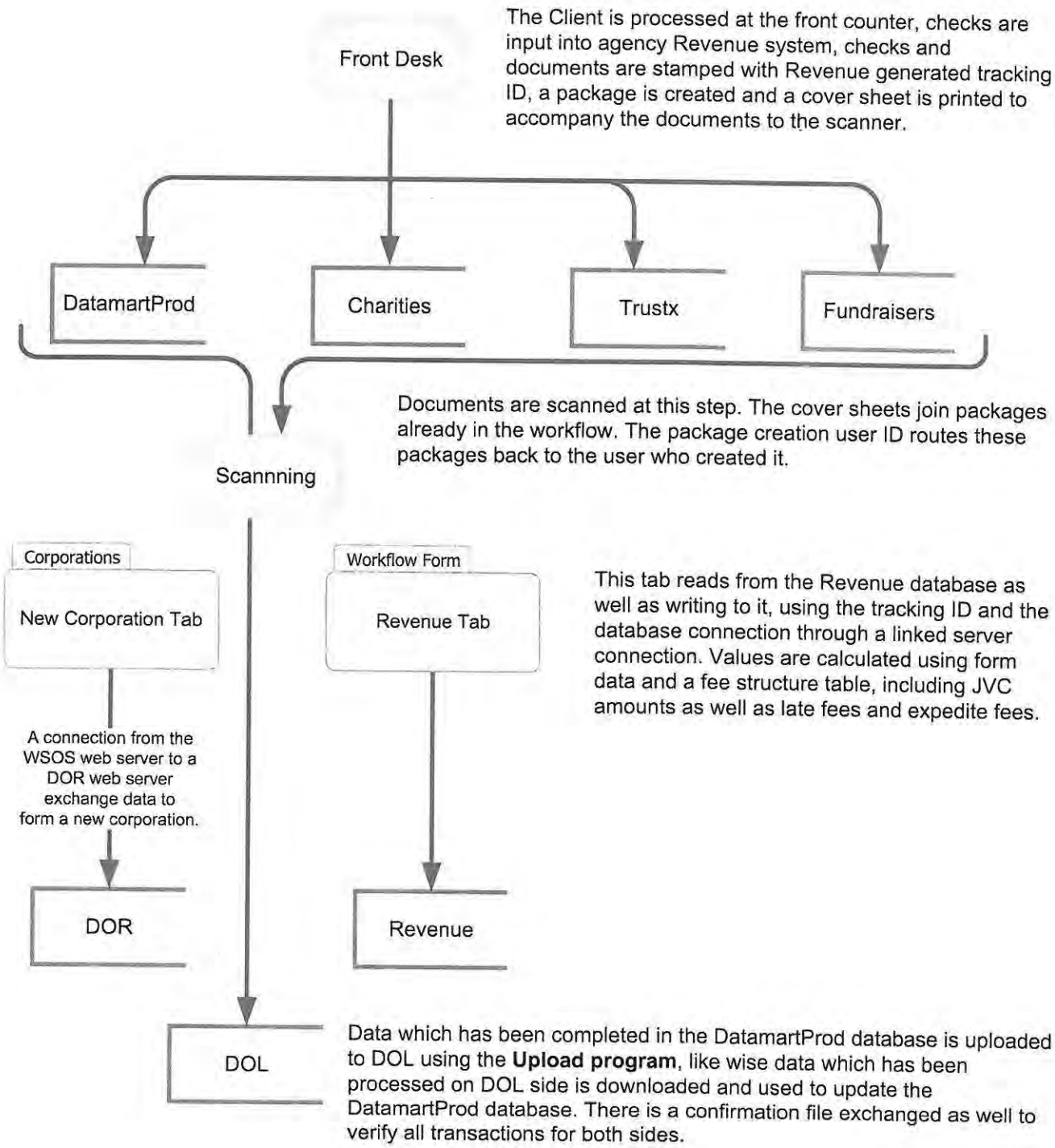
© 2009 ImageSource, Inc.

SYSTEM OVERVIEW

System	**Washington State** Office of the Secretary of State – Corporations Division Enterprise Content Management & Capture System – Oracle IPM, Kofax Capture, ILINX Release
ImageSource Assigned Staff	**Project Manager:** Neil W. Lindsey - *ImageSource, Inc.* **Sr. Systems Engineer:** Jeff Doyle - *ImageSource, Inc.* **Sr. Systems Engineer:** John Linehan - *ImageSource, Inc.* **Developer Supervisor:** Martin Waldron - *ImageSource, Inc.* **Sr. Developer:** Phong Hoang - *ImageSource, Inc.*
Overview of System	The production system contains the following key elements: **Capture Methods:** Scanning using Kofax Capture 8.0. Images are released to Oracle IPM using the ILINX Kofax to Oracle Release Script. The Kofax Capture system is configured as a client/server environment. **IPM Application:** All workflow documents are stored in the WSOSImage application. Checks are scanned and stored in the WSOSChcks application. **Retrieval:** All images are retrieved using the IPM Windows Client by either selecting the Package Attachment in Process or through a Saved Search in Imaging. **Custom Components:** – SOSRegistration – SOS Host Uploader – Process Monitor – MultiAppFileTransferService – SRDP – Acorde Process Form **Customized Sub-Applications** – External Facing Web Forms – Charities Renewal Form and letters **Custom Databases:** – Charities – DatamartProd – Fundraisers – Revenue – TrustX

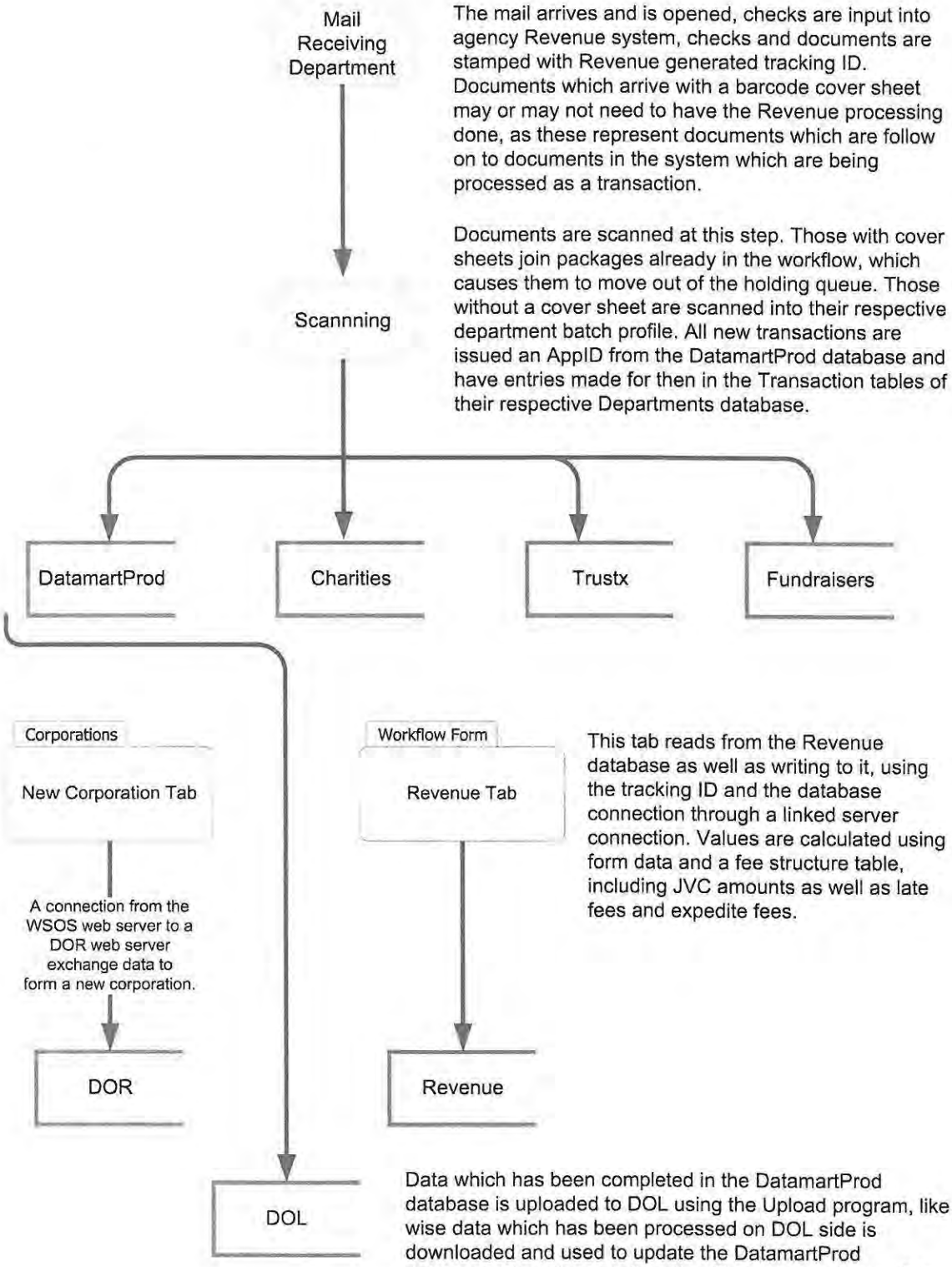
© 2009 ImageSource, Inc.

FRONT COUNTER PROCESS



© 2009 ImageSource, Inc.

INCOMING MAIL PROCESS



The mail arrives and is opened, checks are input into agency Revenue system, checks and documents are stamped with Revenue generated tracking ID. Documents which arrive with a barcode cover sheet may or may not need to have the Revenue processing done, as these represent documents which are follow on to documents in the system which are being processed as a transaction.

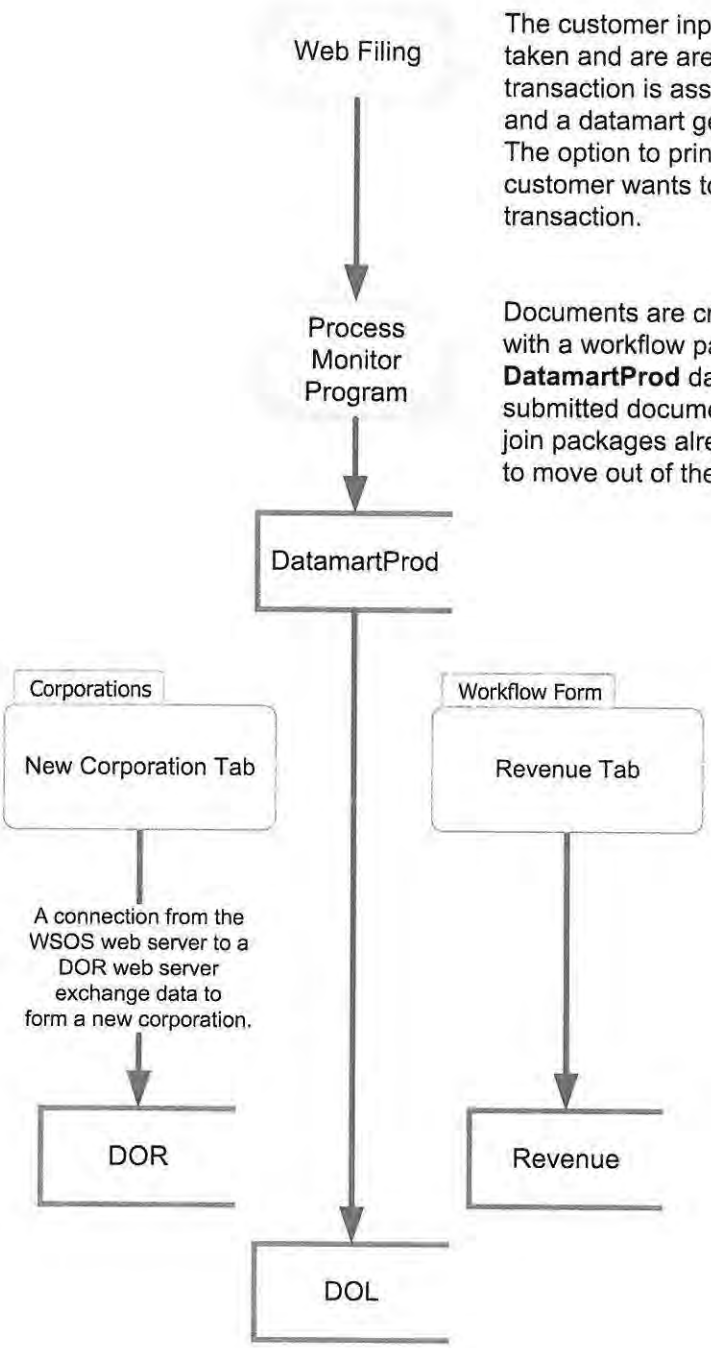
Documents are scanned at this step. Those with cover sheets join packages already in the workflow, which causes them to move out of the holding queue. Those without a cover sheet are scanned into their respective department batch profile. All new transactions are issued an AppID from the DatamartProd database and have entries made for then in the Transaction tables of their respective Departments database.

This tab reads from the Revenue database as well as writing to it, using the tracking ID and the database connection through a linked server connection. Values are calculated using form data and a fee structure table, including JVC amounts as well as late fees and expedite fees.

Data which has been completed in the DatamartProd database is uploaded to DOL using the Upload program, like wise data which has been processed on DOL side is downloaded and used to update the DatamartProd database. There is a confirmation file exchanged as well to verify all transactions for both sides.

© 2009 ImageSource, Inc.

WEB FILINGS PROCESS



The customer inputs data on the web front end, credit cards taken and are are input into agency Revenue system, the transaction is associated with Revenue generated tracking ID and a datamart generated AppID.
The option to print a cover sheet is presented incase the customer wants to submit hard copy documents to the transaction.

Documents are created at this step from the html file, along with a workflow package with the appropriate link to the **DatamartProd** database with all the data.Subsequent submitted documents with cover sheets are scanned and join packages already in the workflow, which causes them to move out of the holding queue.

This tab reads from the Revenue database as well as writing to it, using the tracking ID and the database connection through a linked server connection. Values are calculated using form data and a fee structure table, including JVC amounts as well as late fees and expedite fees.

© 2009 ImageSource, Inc.

SYSTEM CONFIGURATION

SOFTWARE & SERVICES

- NOTE: For Kofax Ascent Capture system documentation refer to the "WA_OSOS_CAPTURE ADMINISTRATOR SYSTEM SUMMARY" document
- NOTE: All servers are Windows 2003 x64 Edition SP2.
  The Program Files location for 32-bit applications is:
  C:\Program Files (x86).
- NOTE: The registry location for the Optika registry key is:
  HKEY_LOCAL_MACHINE\SOFTWARE\Wow6432Node\Optika.

ORACLE IPM

Application & Version:	Oracle I/PM 7.7 PR2 Request Broker	Oracle I/PM 7.7 PR2 Information Broker	Oracle I/PM 7.7 PR2 Storage Server	Oracle I/PM 7.7 PR2 Process Broker
Patches	10927, 11066, 10945, 10935, 11090	10927, 11066, 10945, 10935, 11090	10927, 11066, 10945, 10935, 11090	10927, 11066, 10945, 10935, 11090
Installation Path(s)	**Server:** REQUESTBROKER3 **Server Path:** "C:\OracleIPM\" **Working Directory:** "C:\Program Files (x86)\Oracle\IPM\" **Log Files:** "C:\OracleIPM\Log\"	**Server:** INFOBROKER3 **Server Path:** "C:\OracleIPM\" **Working Directory:** "C:\Program Files (x86)\Oracle\IPM\" **Log Files:** "C:\OracleIPM\Log\"	**Server:** STORAGE3 **Server Path:** "C:\OracleIPM\" **Working Directory:** "C:\Program Files (x86)\Oracle\IPM\" **Log Files:** "C:\OracleIPM\Log\"	**Server:** PROCESSBROKER3 **Server Path:** "C:\OracleIPM\" **Working Directory:** "C:\Program Files (x86)\Oracle\IPM\" **Log Files:** "C:\OracleIPM\Log\"
Service Account	secstate\srvcOracleIPM	secstate\srvcOracleIPM	secstate\srvcOracleIPM	secstate\srvcOracleIPM
Client Install	\\RequestBroker3\Masterfiles$\IBPMStartup.exe			
Configuration Information	• Runs as *Oracle I/PM Server Architecture* Windows Service • IPM Services – Audit – DSMS – Request Broker – Search Manager – Security – Server Monitor – UCON	• Runs as *Oracle I/PM Server Architecture* Windows Service • SQL 2005 v. 9.0.3239 • IPM Services – Document Index Server – Information Broker	• Runs as *Oracle I/PM Server Architecture* Windows Service • IPM Services – Export – Storage	• Runs as *Oracle I/PM Server Architecture* Windows Service • IPM Services – Process Broker

© 2009 ImageSource, Inc.

Server Configuration

Server	RequestBroker3	InfoBroker3	Storage3	ProcessBroker3
Purpose	Request Broker communicates the addresses of servers to the appropriate requestor (clients).	Information Broker communicates and processes database requests for clients and other services.	Storage Server acts as system's online, permanent storage for data files, documents, computer reports, and images.	Process Broker handles all BPM processes other than security which is handled by the Information Broker.
Domain	SecState	SecState	SecState	SecState
Operating System and Service Pack	Windows Server 2003 SP2 x64	Windows Server 2003 SP2 x64	Windows Server 2003 SP2 x64	Windows Server 2003 SP2 x64
Services	• Oracle I/PM Server Architecture	• Oracle I/PM Server Architecture	• Oracle I/PM Server Architecture	• Oracle I/PM Server Architecture
Server IP Address	198.238.204.119	198.238.204.126	198.238.204.120	198.238.204.125
Notes:		The SQL Server installation on the Information Broker is required for the back-end database connection to SOSSQLCORP3.		Builder.exe is installed and the Master map files for the SOS and SRDP Processes are located at C:\OracleIPM\Process ISDebugLog.dll, ISRegistryObject.dll, and Process.UDL must be copied into the I/PM working directory and registered in order for the Database Update Script in the SRDP Process to function.

SUPPORTING SERVERS

Application & Version	SQL Server	Web Server
Patches	SQL Server: SQL Server 2005 SP2	IPM: 10868, 11124, 11108
Installation Path(s)	Server: SOSSQLCORP3	Server: INTERNALWEBCORP
Service Account		
Configuration Information	**SQL Data:** S:\Data **SQL Logs:** L:\SQLLogs	**IIS Logs:** C:\Windows\System32\LogFiles **IBPMWeb Logs:** C:\InetPub\wwwroot\IBPMData\Log

© 2009 ImageSource, Inc.

Server Configuration

Server	SOS SQLCORP3	INTERNALWEBCORP
Purpose	SQL Database Server	IPM Web Server, SOSRegistration (Process Form) Web Application
Domain	SecState	SecState
Operating System and Service Pack	Windows Server 2003 SP2 x64	Windows Server 2003 SP2 x64
Services	SQL Services	• IIS Services • Oracle Web Support Services
Server IP Address	198.238.204.124	198.238.204.121
Notes:	SQL Server 2005 x64 has an issue with Linked Servers pointing to a 32-bit SQL 2000 Server. To address this issue we created a Stored Procedure named 'sp_tables_info_rowset_64' in the Master database on SOSSQLCORP that the Linked Server user account must have access to.	Windows Server 2003 64-bit does not have the ASP.NET tab in the IIS mmc. The SOSRegistration application must run under .NET v1xx while all the Oracle applications run under .NET v2.x. To accomplish this a third party utility called ASPNETVersionSwitcher was utilized.

WEB SERVER

Server	InternalWebCorp
Purpose	IBPM Web / SOS Process form
Type and Version	IIS V6.0
URL	IBPM Web: http://internalwebcorp/ibpmweb
Port	80

REMOTE CONNECTIVITY

Connection Type	LAN
Software and Version	Remote Desktop & WebEx
Type	• **Inside of the OSOS network:** Remote Desktop • **Outside of the OSOS network:** WebEx
Servers/Clients Accessed	All

SECURITY CONFIGURATIONS

Windows Accounts

User Information	Details
User: srvcOracleIPM **Pwd:** See OSOS IT	Used for Oracle Services
User: web_submission **Pwd:** #5submit	Used by Process Monitor application for creating Pacakges

SQL ACCOUNTS

User Name	Password	Details
InfoBrkr	S0S1nf0	Query Processor on InfoBroker3
Acorde	S0S@c0rd3	Context Database owner
Process	S0SP@dm1n	Process Database owner
AcordeUser	3dr0c@	Used for data flow and manipulation
ProcessScripts	Pr0c3$$	Used by Process Scripts in SRDP WorkFlow
AcordeSRDP	SRDP@c0rd3	Used by Process Form in SRDP WorkFlow

© 2009 ImageSource, Inc.

MAINTENANCE ACTIVITIES

The following maintenance activities should be performed on a regular basis to ensure the healthy state of your system.

DAILY TASKS

Regular backups performed of both the databases and image repository. The software can be re-installed but re-creating data is something entirely different. You should be able to do full backups nightly of Databases. For your image repository incremental backups nightly should be done, with a full backup on the weekends.

The logs should be reviewed daily for errors. This can be done by utilizing the Oracle/PM Service Manager. It can be accessed from any machine where it is installed (any of the Oracle I/PM servers or it can be installed on a client by running 'IBPMStartup.exe /customtool = mmc'). I n the WA OSOS server environment, you can access it on any Oracle I/PM server by selecting **Programs | Oracle | Imaging and Process Management | Service Manager.**

Once the **Service Manager** loads select the Server and expand. Check the logs for errors. Troubleshoot and resolve any errors found. In the event that there is an error in the logs that cannot be resolved, ImageSource Support can be engaged by creating a support ticket at the following URL:
http://www.imagesourceinc.com/Support/ContactSupport/index.htm

Log files greater than 30 days old should be deleted from the C:\OracleIPM\LOG directory located on the same server.

Actively manage/monitor the SQL server. Oracle IPM is an n-tier application but it can really only perform as well as the SQL server it is connected to for the data layer.

WEEKLY TASKS

The MS SQL databases should be optimized weekly. A Database Maintenance Plan that reorganizes and rebuild indexes as well as updating statistics should be set to run every weekend.

MONTHLY TASKS

Be sure to check the database size and the database log size. You'll want to make sure that you're not running out of space on the server and that the logs are being truncated properly. This can be done using MS SQL Management Studio.

- Monitor the amount of free disk space on the Image Repository (STORAGE3). Running out of disk space can create all kinds of problems. You should be good for many years with your current storage and database server disk size; but keep it in mind and monitor growth quarterly.
- Monitor Drive space on IIS Servers. Clear out old log files.

© 2009 ImageSource, Inc.

ORACLE IPM ARCHIVE APPLICATIONS

Name	Description	Storage Class
WSOSImage	Oracle I/PM Application used for the Archival of Charities and Corporations documents	MAGVOL
WSOSChcks	Oracle I/PM Application used for the Archival of Check images.	MAGVOL
TradeMark	Oracle I/PM Application used for the Archival of TradeMark documents.	MAGVOL

WSOSIMAGE APPLICATION DEFINITION

I/PM Field Name	I/PM Data Type	Comments
UBIRECID	String (9)	
NAME	String (20)	
RECEIVEDDATE	DATE (MDY)	
MLSID	String (15)	
DOCTYPE	String (54)	
APPID	String (15)	
PROGRAM	String (20)	
TRACKINGID	String (15)	
VALIDATIONID	String (15)	
SCANBATCHID	String (25)	

WSOSCHCKS APPLICATION DEFINITION

I/PM Field Name	I/PM Data Type	Comments
TrackingID	String (20)	
CheckNumber	String (20)	
DateReceived	DATE (MDY)	

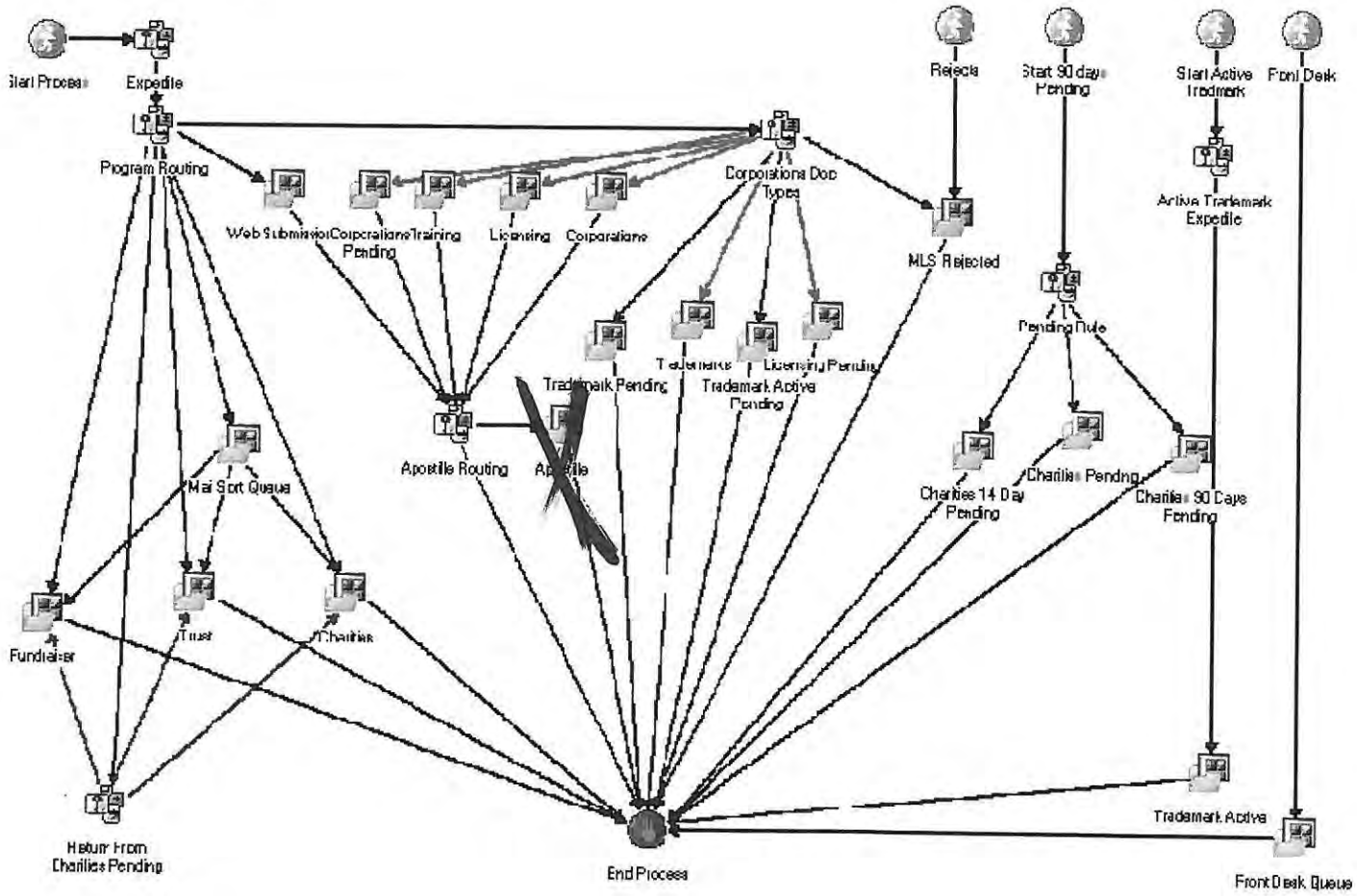
TRADEMARK APPLICATION DEFINITION

I/PM Field Name	I/PM Data Type	Comments
TradeMarkNumber	String (15)	
OwnersName	String (115)	
AppID	String (20)	
DocType	String (55)	
DocID	String (15)	
TrackingID	String (15)	
ReceivedDate	DATE (MDY)	
ScanBatchID	String (20)	

© 2009 ImageSource, Inc.

PROCESS SETTINGS

SOS PROCESS MAP



PACKAGE FIELDS

Package Field Name	Package Field Type	Field source	Comments
UBI	String (9)		
Received Date	DateTime		
Document Type	String (60)		
Expedite	String (1)		
Validation Document Id	String (35)		
Business Name	String (140)		
Program	String (20)		
Archive	String (1)		
Tracking ID	String (25)		
Apostille	String (1)		Not Used
AppID	Number	DataMartProd Stored Procedure	
Source	String (40)		
Web Auto Complete	String (80)		
Corporation Type	String (50)		

© 2009 ImageSource, Inc.

ATTACHMENT TYPES

- image/tiff
- Acorde Image Object

PROCESS SCRIPTS

The following IPM Process Scripts are configured. Scripts can be assigned to Script Events, Queue Thresholds, or Rule Events. All scripts in the SOS Process are Standard. Standard requires configuration only while Custom Scripts require development work.

Script	Actions	Purpose	Calling Event
Update Acorde Indexes Corporations	Updates image/tiff Attachment Type objects in WSOSImageMain application. Values Updated: – DocType – Business Name – UBI	Imaging Object Index Values match that of Package	Corporations Pending, Training, Corporations – Item Completed
Charities Pending	Route Package to 'Return From Charities Pending' Event	Route Package In Flow	Charities Pending, Charities 14 Day Pending, Charities 90 Days Pending – Threshold 1
Corporations Pending	Route Package to 'Corporations Doc Types' Event	Route Package In Flow	Corporations Pending – Threshold 1
Priority Equals 10	Update Package Priority to '10'	Update Package Priority	*Expedite* Rule Event
Return Licensing Pending	Route Package to 'Licensing' Event	Route Package In Flow	Licensing Pending – Threshold 1
Trademark Pending Expiration	Route Package to 'Trademarks' Event	Route Package In Flow	Trademark Pending - Threshold 1
Active Pending Expired	Route Package to 'Trademark Active' Event	Route Package In Flow	Trademark Active Pending – Threshold 1
Update Priority Delinquent	Update Package Priority to '5'	Update Package Priority	*Expedite* Rule Event

RULE EVENTS

The following Rule Events are in the workflow.

Event	Actions	Notes
Expedite	Invoke Action: Priority Equals 10 WHEN "Expedite" = "Y" Invoke Action: Update Priority Delinquent WHEN "Document Type" = "Annual Report Delinquent"	Evaluate All set to True
Program Routing	Route to: Web Submissions WHEN "Source" = "Web" Route to: Corporations Doc Types WHEN "Program" = "Corporation" Route to: Mail Sort Queue WHEN "Program" = "Unknown" Route to: Return From Charities Pending WHEN "Document Type" = "Charities Pending" Route to: Fundraiser WHEN "Program" = "Fundraisers" Route to: Trust	Default Route = Corporations Doc Types

© 2009 ImageSource, Inc.

Event	Actions	Notes
	WHEN "Program" = "Trusts"	
	Route to: Charities WHEN "Program" = "Charities"	
Return From Charities Pending	Route to: Charities WHEN " Program " = "Charities" OR "Program" = "Charity"	Default Route = Charities
	Route to: Fundraiser WHEN " Program " = "Fundraiser " OR "Program" = "Fundraisers"	
	Route to: Trust WHEN " Program " = "Trust" OR "Program" = "Trusts"	
Apostille Routing	Route to: Apostille WHEN "Apostille" = "Y"	Default Route = End Process
Corporations Doc Types	Route to: Corporations WHEN "Expedite" = "Y" AND "Document Type" <> "TradeMark"	Default Route = Corporations
	Route to: Training WHEN "Document Type" = "Training documents"	
	Route to: Licensing WHEN " Program " = "Licensing" OR "Document Type" = "Annual Report Delinquent" OR "Document Type" = "Annual Report" OR "Document Type" = "Initial Annual Report" OR "Document Type" = "Renewal" OR "Document Type" = "Resignation of Officer/Director" OR "Document Type" = "Resignation of Agent" OR "Document Type" = "Students Foreign Exchange" OR "Document Type" = "Summons and Complaint"	
	Route to: Corporations Pending WHEN "Document Type" = "Adhoc Only"	
	Route to: MLS Rejected WHEN "Document Type" = "Rejected"	
	Route to: Trademarks WHEN "Document Type" = "Trademark"	
	Route to: Licensing Pending WHEN "Creator" = "7"	
	Route to: Trademark Pending WHEN "Expedite" = "Q"	
	Route to: Trademark Active Pending WHEN "Expedite" = "R"	
Pending Rule	Route to: Charities 90 Days Pending WHEN "Source" = "1"	Default Route = Charities Pending
	Route to: Charities 14 Day Pending WHEN "Source" = "2"	
Active Trademark Expedite	Invoke Action: Priority Equals 10 WHEN "Expedite" = "Y"	Evaluate All set to True

© 2009 ImageSource, Inc.

START EVENTS

The following different Start Events are in the workflow.

There is only one Stop Event - "END PROCESS"

Event	Purpose	Notes
Start Process		
Rejects		
Start 90 days Pending		
Start Active Trademark		
Front Desk		

WORK QUEUES

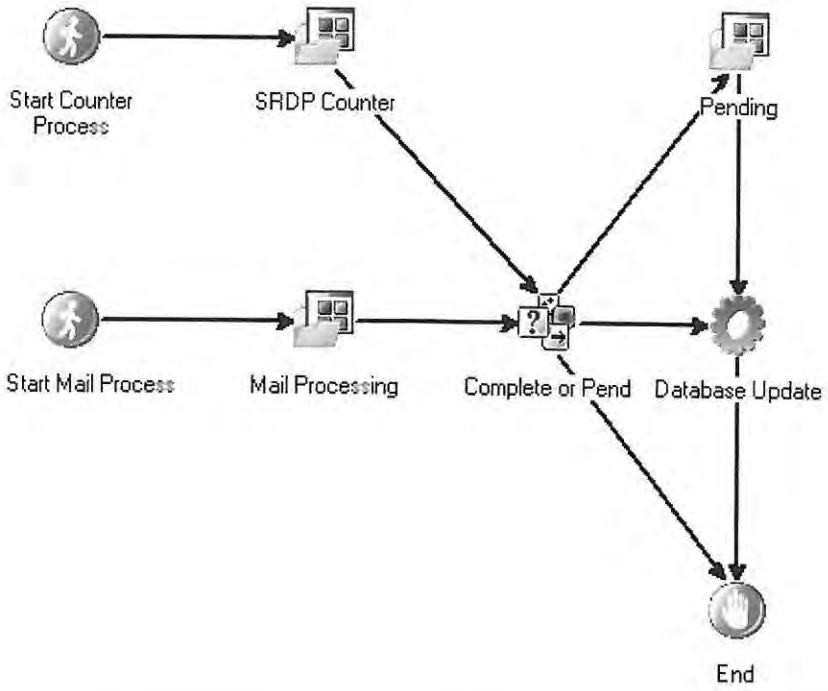
The following Work Queues are in the workflow. Pacakges in the Queues are accessed by Named Profiles, Queue Profiles or Ad Hoc Searching. All Work Queues are Set to AutoLaunch Attachments and Form.

Queue	Purpose	Notes
Apostille	Originally designed to work the Apostille documents into the electronic workflow, but due to the need to have the physical paper it was never fully implemented	
Charities	Charities filings main work queue	
Charities 14 Day Pending	A work queue which can be used by the entire Charities department to place packages for up to 14 days, items can leave this queue and return to the workflow by either a new document joining the package or 14 days expiring, whichever comes first.	
Charities 90 Days Pending	A work queue which can be used to place packages for up to 90 days, items can leave this queue and return to the workflow by either a new document joining the package or 90 days expiring, whichever comes first.	
Charities Pending	Holding area for Charities department packages, no time limit but a new document will still move the package back into the flow.	
Corporations	Corporations Department main work queue.	
Corporations Pending	Holding area for Corporations filings, will leave the work queue when a document joins it or 45 days expires.	
Front Desk Queue	Used for transactions which take place face to face with the client, the documents being processed here are physical.	
Fundraiser	Fundraiser main work queue	
Licensing	A subset of documents, renewal of corporations documents are routed here to be worked by a smaller set of individuals	
Licensing Pending	A holding queue where packages are placed until a document joins it or 45 days elapse.	
Mail Sort Queue	This is for packages in the system where the department needs to be established so that the routing can take place.	
MLS Rejected	If MLS fails to confirm a completed transaction the package is returned to this queue so that the issue may be resolved.	
Trademark Active		
Trademark Active Pending		

© 2009 ImageSource, Inc.

Queue	Purpose	Notes
Trademark Pending		
Trademarks	Work queue for Trademark packages.	
Training		
Trust	Work queue for trust department.	
Web Submissions	Work queue for Corporations web submitted documents.	

SRDP PROCESS MAP



PACKAGE FIELDS

Package Field Name	Package Field Type	Field source	Comments
P1 First Name	String (50)	Kofax or User Input	
P1 Middle Name	String (50)	Kofax or User Input	
P1 Last Name	String (50)	Kofax or User Input	
P1 Date of Birth	DateTime	Kofax or User Input	
P1 State of Birth	String (50)	Kofax or User Input	
P1 Country of Birth	String (50)	Kofax or User Input	
P1 Mailing Address	String (254)	Kofax or User Input	
P1 City	String (50)	Kofax or User Input	
P1 State	String (50)	Kofax or User Input	
P1 Country	String (50)	Kofax or User Input	
P1 Postal Code	String (50)	Kofax or User Input	
P2 First Name	String (50)	Kofax or User Input	
P2 Middle Name	String (50)	Kofax or User Input	
P2 Last Name	String (50)	Kofax or User Input	
P2 Date of Birth	DateTime	Kofax or User Input	
P2 City of Birth	String (50)	Kofax or User Input	
P2 Country of Birth	String (50)	Kofax or User Input	
P2 Mailing Address	String (254)	Kofax or User Input	

© 2009 ImageSource, Inc.

Package Field Name	Package Field Type	Field source	Comments
P2 City	String (50)	Kofax or User Input	
P2 State	String (50)	Kofax or User Input	
P2 Country	String (50)	Kofax or User Input	
P2 Postal Code	String (50)	Kofax or User Input	
SRDP Address	String (254)	Kofax or User Input	
SRDP City	String (50)	Kofax or User Input	
SRDP State	String (50)	Kofax or User Input	
SRDP Mailing Address	String (254)	Kofax or User Input	
SRDP Mailing City	String (50)	Kofax or User Input	
SRDP MailingState	String (50)	Kofax or User Input	
SRDP Mailing Zip	String (50)	Kofax or User Input	
Application ID Number	Decimal	Kofax or User Input	
Registration Number	Decimal	Kofax or User Input	
SRDP Filing Date	DateTime	Kofax or User Input	
Termination Date	DateTime	Kofax or User Input	
SRDP Status	String (15)	Kofax or User Input	PickList: – Active – Terminated – Term Pending – Duplicate
SRDP Document Type	String (12)	Kofax or User Input	PickList: – DECL SRDP – J Term SRDP – S Term SRDP – Refund – Adjustment
SRDP Zip	String (50)	Kofax or User Input	
Tracking ID	Decimal	Kofax or User Input	
Scan Batch ID	String (50)	Kofax or User Input	
P1 City of Birth	String (50)	Kofax or User Input	
P2 State of Birth	String (50)	Kofax or User Input	
P1 Postal Code	String (50)	Kofax or User Input	
Termination Filed Date	DateTime	Kofax or User Input	
Validation ID	String (50)	Kofax or User Input	

ATTACHMENT TYPES

- Not applicable - None

PROCESS SCRIPTS

The following IPM Process Scripts are configured. Scripts can be assigned to Script Events, Queue Thresholds, or Rule Events. Scripts are classified as Custom or Standard. Standard requires configuration only while Custom required some development work.

Script	Actions	Purpose	Calling Event
Update Database (Custom)	Sets System Field *Threshold 1* = Package Field *Termination Date* Executes IS_Domestic Partnership Stored Procedure in the Process database		Database Update Script Event
Pending Queue Script (Standard)	Sets Package Field *SRDP Status* = "Terminated" Routes Package to *Database Update* Script Event		Pending – Threshold 1

© 2009 ImageSource, Inc.

RULE EVENTS

The following Rule Events are in the workflow.

Event	Actions	Notes
Delete or Pend	Route to: Pending WHEN "SRDP Document Type" = "J Term SRDP" OR "SRDP Document Type" = "S Term SRDP" Route to: End WHEN " SRDP Document Type " = "Refund "	Default Route = Database Update

START EVENTS

The following different Start Events are in the workflow. There is only one Stop Event '<u>END</u>'.

Event	Purpose	Notes
Start Counter Process Start Mail Process		

WORK QUEUES

The following Work Queues are in the workflow. Packages in the Queues are accessed by Named Profiles, Queue Profiles or Ad Hoc Searching. All work queues are "qet to" <u>AUTOLAUNCH FORM</u>.

Queue	Purpose	Notes
Mail Processing Pending SRDP Counter		

© 2009 ImageSource, Inc.

CUSTOM COMPONENTS

There multiple **Custom Components**, listed as follows, and a variety of **Web Forms** within the system that have been developed by and are currently the responsibility of ImageSource. The following sub-sections define these components and forms.

CUSTOM COMPONENT ONE

OSOS REGISTRATION WEB APPLICATION - *SOSREGISTRATION*

This is an ASP.NET 1.0 application. You need to load VisualStudio 2002 to properly recompile this project.

To open in Microsoft Visual Basic .NET, copy into the web server directory to be used for development (usually "C:\InetPub\wwwroot\SOSRegistration") and open the solution file "SOSRegistration.sln".

To build and release a new version:

1. Rebuild solution in release mode.
2. Remove or rename directory "C:\Inetpub\wwwroot\SOSRegistration.Release"
3. Execute DOS command procedure "C:\Inetpub\wwwroot\SOSRegistration\!!Release.cmd"

Resulting release will be in directory "C:\Inetpub\wwwroot\SOSRegistration.Release"

Forms

- Default.aspx
- Primary start form that determines the package type and invokes the appropriate form for the package type. If package does not have a type, this form prompts the user for a package type.
- Corporations.aspx
  - Corporations forms.
- Charities.aspx
  - Charities forms.
- Trusts.aspx
  - Trusts forms.
- Fundraisers.aspx
  - Fund Raisers forms.
- NameReservation.aspx
  - Name Reservation forms.
- Trademarks.aspx
  - Trademarks forms.

These pages inherit from a ProgramPageBase class which provides common funcitonality. One example is sending commands down to the client (via the sendClientCommand() function). These commands are processed by the client as described above.

© 2009 ImageSource, Inc.

NOTE: There are many forms (especially the forms that begin with "Dev") that are scratch forms for manipulating the layout of the individual panels. Because of the way the panels are switched, it is impossible to use the Visual Studio .NET GUI interface form manipulating the forms. Therefore the HTML code for the individual panel is copied to a scratch form, manipulated with the Visual Studio .NET GUI interface and then copied back to the real form.

- DevCharitableGeneral.aspx.vb
- DevCharitiesFundRaisers.aspx.vb
- DevCharitiesRevenue.aspx.vb
- DevCharityAlsoKnownAs.aspx.vb
- DevCharityCharityFinancial22.aspx.vb
- DevCharityFinance1.aspx.vb
- DevCharityFinancial2.aspx.vb
- DevCharityFinancial3.aspx.vb
- DevCharityFundRaiser.aspx.vb
- DevCharityPurpose.aspx.vb
- DevCorpContact.aspx.vb
- DevCorpGovernningPersons.aspx.vb
- DevCorpLegalentity.aspx.vb
- DevCorpMerger.aspx.vb
- DevCorpRegisteredAgent.aspx.vb
- DevFundRaiserAKA.aspx.vb
- DevFundraiserCharity.aspx.vb
- DevFundRaiserFinancial1.aspx.vb
- DevFundRaiserFinancial2.aspx.vb
- DevfundRaiserfinancial3.aspx.vb
- DevFundRaiserGeneral.aspx.vb
- DevNameReservation.aspx.vb
- DevRevenue.aspx.vb
- DevTrademarkOwner.aspx.vb
- DevTrushEstablish.aspx.vb
- DevTrustDirectory.aspx.vb
- DevTrustEstablish.aspx.vb
- DevTrustFinancial.aspx.vb
- DevTrustOrganization.aspx.vb

It is possible to convert this to an ASP.NET 2.0 application with a little work.

Communication with the Acorde System

The ACORDEConnection class is used to manage the connection with the Imaging and Workflow system, providing a mechanism for logging in and out and accessing the Workflow

Datamart

Communication with the Datamart database is accomplished via the Datamart DLL's which are built in separate projects as outline below.

DataElements

This project defines a set of generic structures which are passed back and forth between the application and the datamart database.

- **dElemAddress**
  - Street address info
- **dElemArticlesOfIncorporation**
  - Information about the Incorporation, including name, purpose, date of incorporation, etc.
- **dElemContactInfo**
  - Info on how to contact the corporation/entity
- **dElemIncorporator**
  - First Name, Last Name, Address of an Incorporator
- **dElemIncorporators**
  - Collection of Incorporators
- **dElemRegisteredAgent**
  - Info about the registered agent for the coportation/entity, including name, agent type, adddress, etc.

© 2009 ImageSource, Inc.

DataMartAccess

The following inherit from dmtManagerBase:

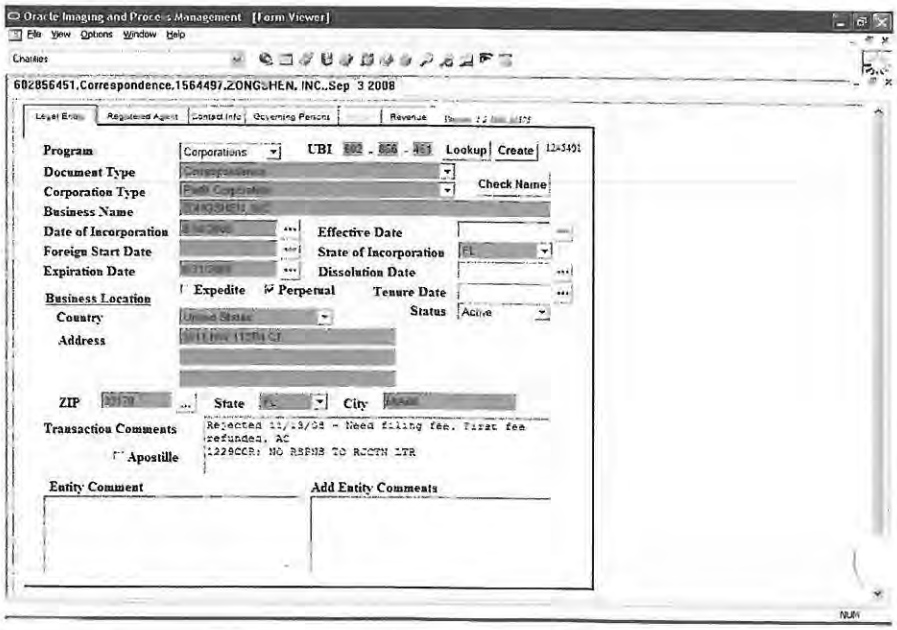
- **dmtCharitiesMgr**
  - Used to get Charities data in and out of the datamart
- **dmtCorporationMgr**
  - Used to get Corporations data in and out of the datamart
- **dmtFundRaisersMgr**
  - Used to get data relating to Fundraisers in and out of the datamart
- **dmtNameReservationMgr**
  - Used to ascertain whether certain names are in use in the datamart and to reserve names
- **dmtTrademarkMgr**
  - Used to validate that the requested name is unique and legally allowable
- **dmtTrustMgr**
  - Used to gather and insert trust related data with the datamart.

The form is used by operators in Oracle I/PM to process documents packages.

Characteristic	Description	Comments
Directory Location	SOSREGISTRATION INTERNALWEBCORP C:\inetpub\wwwroot\sosregistration	
Filenames	– Charities – Corporations – FundRaisers – Namereservation – Trademarks – Trusts	The ASP.Net Process Form will render differently based on the program type. Different tabs and fields will be shown based on the program type.
Software	ASP.NET using Oracle I/PM 7.7 SDK	
Author	ImageSource	
Server Log File Name	None	
Server Log File Location	None	

PROCESS FORM

Provided is a screen shot of the Legal Entity Tab for a Corporations Application:



CUSTOM COMPONENT TWO

ACORDE PROCESS FORM

VB 6 embedded form for Acorde environment, works hand-in-hand with the SOSRegistration web application.

AcordeProcessForm

VB6 Application which is launched from the Workflow package viewer

References

- OTProcess.dll
- OTPrintTool.dll
- OTBkCmp.dll
- OTWFDialogs.dll
- OTMAgent.dll

Most of the work performed in this form takes place in the HTML Browser control which occupies most of the form once it opens.

When a package is opened in the client, the browser control is pointed to the Web Server and the PackageId, Username, and User Token Activation Id are provided as parameters. The web page which is returned contains all the controls and display items for the forms processing to take place.

Commands which may get sent back down from the web server:

- CANCEL
  - Message sent from web application to close the current package.
  - Message contains an additional parameter telling the program whether it should commit the package field values first.
- COMPLETE
  - The fields on the package as saved and the package is completed
- SETFIELD
  - Sends down the name of thepackage field and the new value; the value is then set by the AcordeProcessForm program
- SHELLOPEN
  - Sends down a file name to be opened in MS Word
- VIEW
  - Sends down a URL to be opened in Internet Explorer

© 2009 ImageSource, Inc.

CUSTOM COMPONENT THREE

HOST LOADER APPLICATION - *ISHOSTLOADER*

This is the Mainframe Host Loader program that sends revenue batch jobs to the IBM Mainframe SOS Process system to the SOS MLS System, and retrieves the results from the mainframe MLS System to the SOS Process System using the FTP protocol. This program runs continuously on the database server.

Characteristic	Description	Comments
Directory	KOFAXRELEASE1	
Location	C:\MLSCommunication\	
FileName	ISHOSTLOADER.exe	
Software	VB6	
Author	ImageSource	
Server Log File Name	WSSOSHLYYYY-MM-DD.log	
Server Log File Location	C:\Temp\	

The application has configuration options for:

- Weekday processing times: Start and Stop
- Weekend processing times: Start and Stop
- Log File Expiration
- Polling Interval (in minutes)

FRMMAIN

The window operates on an internal timer to acquire upload packets from the database using the sp_BatchIDIssue stored procedure. This stored procedure fills various views which are used to extract the data to be uploaded using the BatchId as an index key. For each type of data processed a different data stucture is used to store the data and then write itself out to the transport file in a specified fixed-width format.

Application data are processed using the vw_ApplicationUpload view. Data is stored in an Ent_Application object.

FIELD	START	LENGTH
ApplicationID	1	11
UBI	12	9
TransCode	21	3
AppRecvDate	24	8
AppEffDate	32	8
OperatorID	40	8
AppCompDate	48	8
RFIFlag	56	1
RFPFlag	57	1
NSFFlag	58	1
AppCmt1	59	50
AppCmt2	109	50
AppCmt3	159	50
AppCmt4	209	50
AppCmt5	259	50

© 2009 ImageSource, Inc.