Documentum Glossary

Access Control List (ACL)
Access to folders and files in Documentum is controlled through the use of Access Control Lists (ACL). An ACL is a list of users or groups and the permissions that you want to allow those users to have on an object. Once an ACL has been defined, it can be applied to any number of files or folders.

Accessibility
Access by all users regardless of a disability, such as visual impairment.

Administrator
The Documentum user responsible for installing and configuring Documentum to meet specific organizational requirements.

Asset
Any content item that can be reused on its own or grouped with others.

Attribute
A metadata property that describes an object of a given type.

Audit Trail
Records important events. Audit trail entries include information such as event date, event identifier, performer name, and activity name. The audit trail for a file can be found in the History tab on the Properties screen.

Basic permissions
Definitions of what actions users can take on objects in a Repository. The seven basic permissions in hierarchical order are: NONE, BROWSE, READ, RELATE, VERSION, WRITE and DELETE.

Bookmark
Direct link to content in the Documentum repository using the Safari browser on a Mac.

Branch Office Caching (BOC)
Allows a system to push a subset of content to a remote (location-based) server for work queues and immediate access.

Browser Export
The synchronous export of content in real time through the browser, limited to 100MB per export.

Browser Import
The synchronous import of content in real time through the browser. This should be kept to small jobs; Use Bulk Import for large import jobs.

Bulk Export
The asynchronous (offline) export of content, limited to 20GB per job.

Bulk Import
The asynchronous (offline) import of content, limited to 20GB per job.

Bulk Metadata Update
A way to upload metadata in bulk into Documentum using an uploadable metadata spreadsheet or XML file.

Cabinet
The highest level in a repository's directory structure that holds folders and files.

Check In
The process of saving any changes to an object's content (that you had previously checked out) in a Repository and unlocking the object.

Check Out
The process of copying a document from the Repository to your local Checkout folder and locking it in the Repository, preventing other users from editing it.

Checkout folder
A folder on your desktop computer containing checked-out files.

Comment
Also known as an Annotation, this a note that is attached as a virtual sticky note to a PDF (portable display format) file.

Content Development
Assembling the necessary resources to populate products that fill a particular market need.

Content History
See **Audit Trail**.

Content
Anything that best conveys information to the user and is stored electronically as a file of a particular type such as a document, Web page or an XML document.

Copy
Leaves the file in its original location, but put a new copy in a different location.

Digital Asset Manager (DAM)
A browser-based application that allows users to store, interact with, and manipulate digital content of any given file type.

Document
An object in a Repository that is also referred to as a file. It may be of any data type including text, graphics, video, audio or even an executable program. A document may be related to other documents in the Repository and contain information about its origin and identity.

Documentum 6.5
Documentum is a suite of software tools consolidated into a framework that manages aspects of content lifecycles, powers structured product creation and new product models, and provides Pearson with the reporting and analysis capabilities that will allow business units to better leverage content across Pearson's businesses. The integrated, collaborative nature of its tools will help improve efficiency, cost-savings and time-to-market. Next upgrade for Pearson will be version 7.x.

Drag and Drop Plugin
Allows you to drag and drop content within the repository and to your desktop using your mouse. The drag-and-drop option is available for PC only.

Element
Metadata that describes the properties of an object or asset. The properties are attributes or characteristics of the object, such as publisher, asset type, creator, or subject.

Enterprise Content Management
Policies, practices, processes, and interrelated tools and systems that, together, comprise an environment where content can be created and managed across distributed groups for downstream reuse and distribution through various media within a business. Content can be built internally or by vendors.

Export
A copy of the content is created in a location outside of Documentum. Exported content no longer has a connection to the Documentum repository.

Favorite
Direct link to content in the Documentum repository using the Internet Explorer browser on a PC.

File format
The type of file often indicated by the file extension to the right of the period.

Flow
The movement of packages, their properties, and dependencies between connected activities in a workflow template.

Folder
The repository location for documents such as PDFs, Word docs, and other files. The repository stores these files in a hierarchy of folders.

Full-text indexing
A backend process by which the contents/text of all documents is scanned and a list of search terms (or index) is built. When users type query terms into a search textbox, the system matches the users' query terms against the terms in the full-text index in order to bring back search results. In such systems, a complex algorithm based on the frequency of terms in the index determines the relevancy ranking of the search results.

Full-text indexed search
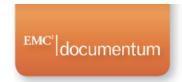See Full-text indexing.

Group
A set of users. The users in a group can be individual users, groups of users or a combination of both.

Inbox
Node in the Navigation pane that is used to view notifications and tasks sent to you.

Keyword
A property of a content file that can be used to locate the content file in a search.

Link
Enables a file to appear in multiple locations at once.

Lock
Locks ensure that only one person edits a file at a time. When you check out or edit a file from the Repository, the file is automatically locked so that no one else can edit it. The lock remains on the content file until you unlock it. When a content file is locked, other users can view it. You can also hover your cursor over the lock to see who has the file checked out.

Metadata inheritance
Metadata on the parent folder travels down to its child folders (sub-folders) and files.

Metadata
Also known as property or attribute. Data describing the content of a particular object or asset. Defined through schemes, elements, values, phrases, dates, and numerical citations.

Move
Relocate the file to a new cabinet or folder.

My Files
Node in the Navigation pane that enables you to access files that you have most recently created, edited, or checked out. Files are held for 7 days in the **My Files** node.

Object Type
All content in the Documentum repository (including cabinets, folders, and files) has an object type assigned to it. Files are assigned an asset object type, and folders are assigned a folder object type. Documentum uses this object type to associate metadata with the content.

Object
Any item in Documentum such as files, folders, and cabinets. All objects have associated descriptive characteristics (called attributes or metadata), and associated operations (called methods).

Permission Set
A list of entries describing the permission levels for individuals and groups.

Permission
A property that determines what operations users can perform on an object (for example, view, edit, or delete).

PowerPoint Assembly
A holding area that allows you to collect slides from one or more PowerPoint presentations in the repository and reassemble them into new presentations.

Private Search
Saved search accessible only to authorized users of the repository. Stored in the **Saved Searches** node.

Private Search
Saved search accessible only to you. Stored in the **Saved Searches** node.

Privilege
A property that determines what sets of permissions are assigned to users.

Property
Also known as an Attribute, or metadata, this is a characteristic of an object in the Repository. A Repository object can have many different properties associated with it. Each property can take on multiple values (i.e.: "format property" could have the values of .htm, .doc, or .xsl).

Rendition
A copy of a file that differs from the original only in the file format. For example, a chapter .pdf would be a rendition of an InDesign or Quark file.

Repository
A repository stores a document's and folder's content as well as its properties.

Role
A group containing a set of users, other groups, or both that are assigned a particular role within a client application domain. Application functionality is restricted by the role capabilities.

Saved Search
Accesses saved search results and can be made private or public. Stored in the **Saved Searches** node.

Saved Searches
Node in the Navigation pane used to access and save search criteria.

Search Ranking
Column which can be added to Content pane that filters search results by search relevancy.

Shortcut
External links to objects within the Documentum repository. PC-only feature that you can place on your desktop or send in an email without having to make a copy of the actual object.

Subscriptions
Node in the Navigation pane that enables you to list folders which you want to track or to which you want quick access.

Superuser
The highest user privilege level in the Documentum system. A superuser can read any object and change the permissions set for a user of any object.

System administrator
The second-highest user privilege level in Documentum security.

Taxonomy
A list of terms that enables classifications of information. Often, taxonomies are developed around subject or topic information and are expressed in hierarchical relationships.

Transformation
An automated rendering of a file from one look or format to another which then creates a new rendition (i.e., .eps file to .jpg).

Type
A template for an object. An object type is defined by its properties and methods. An object is an instance of a type.

Version labels
Words (symbolic labels) and numbers (implicit labels) assigned to a document to indicate a particular version's place in a sequence of a document's versions.

Versions
A sequence of documents with labels and numbering to indicate each document's place in a sequence. Format of the document is the same across versions.

Viewed folder
A folder on your computer containing read-only files that you opened within Documentum.

Weblink
Easy way to point a user to specific content within the Documentum repository. They are sent directly to a recipient via email and can contain links to single files, multiple files, folders, or cabinets.

Zip and Email
Function in Documentum that collects and emails compressed content to others, up to 1MB in size.

Zip and Export
Function in Documentum that allows you to select multiple files and/or folders, compress them into a single Zip file, up to 50 MB in size, and then export the Zip file to your desktop.