



ENOVIA SmarTeam

SmarTeam – Regulatory Compliance Framework Setup Guide

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Chapter 1: Introduction

Overview

This guide provides all the information necessary for the SmarTeam System Administrator to install the SmarTeam – Regulatory Compliance Framework (RCF) software.

Software Location

The setup procedure described is for the SmarTeam – Regulatory Compliance Framework software, which is available on the SmarTeam CD-ROM.

Related Documentation

The following documents, which are referred to in this guide, are available on the SmarTeam Documentation CD.

Document	Remarks
SmarTeam – Regulatory Compliance User Guide	Provides an overview on how to use the SmarTeam – Regulatory Compliance Framework system.
SmarTeam – Job Server Installation Guide	Describes how to use the Job Server.
SmarTeam – Editor Administrator Guide	Provides administration procedures to customize and maintain SmarTeam – Editor.
SmarTeam – Editor Installation Guide	This document explains the procedures required to install the SmarTeam – Editor.
SmarTeam – Web Editor Installation Guide	This document explains the procedures required to install the SmarTeam – Web Editor.

Internet Site

You are highly recommended to frequently visit our website for the latest updates and plug-in products, including the latest Service Packs, Program Directory (Release Notes) Hotfixes and technical support at <http://support.smarteam.com/>.

In addition, you will also be able to view any installation known issues.

Chapter 2: Setup Checklist

This checklist provides a detailed list of all the steps that need to be performed and the order in which the products need to be setup. You must complete all the stages in this checklist to successfully setup SmarTeam – Regulatory Compliance Framework software.

*Requirement: M = Mandatory, O = Optional

	Item	M/O*	Reference
Stage 1: Pre-Setup			
<input type="checkbox"/>	Verify that your hardware and software meet the requirements of all other products listed as a prerequisite	M	SmarTeam Hardware and Software Requirements Guide
<input type="checkbox"/>	Verify that SmarTeam – Foundation with the Workflow components is installed	M	SmarTeam – Foundation Installation Guide
<input type="checkbox"/>	Verify that SmarTeam – Regulatory Compliance Framework was selected during the SmarTeam – Editor installation process	M	SmarTeam – Editor Installation Guide
<input type="checkbox"/>	Install SmarTeam – Editor	M	Prerequisites
<input type="checkbox"/>	Check for any additional prerequisites on the SmarTeam Web Site	M	Release Notes of Latest Service Pack in the Release or SmarTeam Support Web Site
Stage 2: Setup			
<input type="checkbox"/>	Update the database structure in SmarTeam Data Model Designer	M	Update Database Structure in Data Model Designer Utility
<input type="checkbox"/>	Activate mechanisms in SmarTeam Data Model Designer	M	Activate Mechanisms in Data Model Designer Utility
<input type="checkbox"/>	Verify values of Server Hooks Configuration Key ServerHooks.CLSID Mandatory if you installed SmarTeam – Web Editor	M/O	Server Hooks Configuration
<input type="checkbox"/>	Add values of Server Hooks Configuration Key ServerHooks.Init Mandatory if you installed SmarTeam – Web Editor	M/O	Server Hooks Configuration
<input type="checkbox"/>	Add values of Operations Events Configuration Keys: - WorkflowEvents - UserDenifedTool Mandatory if you installed SmarTeam – Web Editor	M/O	Operations Event Configuration
<input type="checkbox"/>	Define User Defined Tools in the SmarTeam SmartBasic Script Maintenance Utility	M	Script Maintenance
<input type="checkbox"/>	Set class sequences in SmarTeam Form Designer	M	Setting Class Sequences

	Item	M/O*	Reference
Stage 4: What's Next			
<input type="checkbox"/>	Install SmarTeam – Web Editor	O	SmarTeam – Web Editor Installation Guide
<input type="checkbox"/>	Setup the Job Server Mandatory if you want to use the Job Server	M/O	SmarTeam Job Server Installation Guide

Chapter 3: System Requirements

Hardware and Software Requirements

There are no specific Hardware and Software Requirements for the SmarTeam – Regulatory Compliance Framework software.

Order of Installation

Refer to [Chapter 2, Setup Checklist](#) for a detailed list of all the steps that need to be performed. For a successful setup you must complete one stage before proceeding to the next stage.

The setup procedure is split into two stages:

Stage 1: Pre-Setup (this chapter)

Stage 2: Product Setup ([Chapter 4, Product Setup](#))

After you have completed all the stages you can start working with SmarTeam – Regulatory Compliance Framework.

Prerequisites

Existing SmarTeam users do not comply with RCF requirements, which include certain login and password restrictions. Before installing the SmarTeam – RCF software, you must perform the following steps in the order specified:

- Install SmarTeam – Foundation with Workflow components
- Install SmarTeam V5R16 SP6 or a later Service Pack. SmarTeam – Foundation with the Workflow components must be installed on your computer before you install SmarTeam V5R16 SP6 or a later Service Pack.

Note: SmarTeam – Regulatory Compliance Framework, when selected installs during the SmarTeam – Editor installation process.

Chapter 4: Product Setup

After the SmarTeam – Regulatory Compliance Framework software has been installed during the SmarTeam – Editor process, you must update the database structure in the SmarTeam Data Model Designer before you can use the SmarTeam – Regulatory Compliance Framework product.

To setup SmarTeam – Regulatory Compliance Framework, you must perform the following operations:

- Update Database Structure
- Activate Data Model Mechanisms
- Verifying and Adding Server Hooks Configuration Key Values
- Add Operations Events Configuration Keys Values
- Define User Defined Tools
- Set Class Sequences

Adding Mechanisms to Database

In order to work with the Electronic Signature you must add mechanisms into your database. This is done by adding the relevant mechanisms to your database using the SmarTeam Data Model Designer utility.

Note: This operation will only add the relevant RCF mechanisms. It will not affect the SmarTeam Data Model structure.

Update Database Structure in Data Model Designer Utility

Run the SmarTeam Data Model Designer utility to update the structure of your selected database.

IMPORTANT! It is highly recommended that you perform a backup operation of the selected database before performing this update procedure.

To update your selected database, perform the following steps:

- 1** From the taskbar Start button, select **Programs, SmarTeam, Administrative Tools, SmarTeam Data Model Designer** to launch the SmarTeam Data Model Designer.
- 2** In the Data Model Designer window, select **File, Modify Database Structure** from the main menu to display the Available Databases window.
- 3** In the Available Databases window, select the required database and click **OK**.

- 4 A SmarTeam message window appears, advising you to perform a backup of the selected database before proceeding to update the selected database.
 - **Yes:** Select this option if you have already performed a backup of the selected database and want to continue with the upgrade.
 - **No:** Select this option to exit the upgrade process in order to perform a backup of the selected database before proceeding. After performing a backup operation, return to this upgrade process as described in Step 1, above.
- 5 If you selected **Yes** in the previous step, the Wizard Login [Database Name] window appears. Enter the applicable User Name and Password for the selected database and then click **OK** to continue.

After a successful login, the SmarTeam Data Model Designer window displays the selected database.

Activate Mechanisms in Data Model Designer Utility

The following new mechanisms will be displayed in the SmarTeam Data Model Designer utility:

- **Admin**
- **Electronic Signature**
- **Audit Trail**

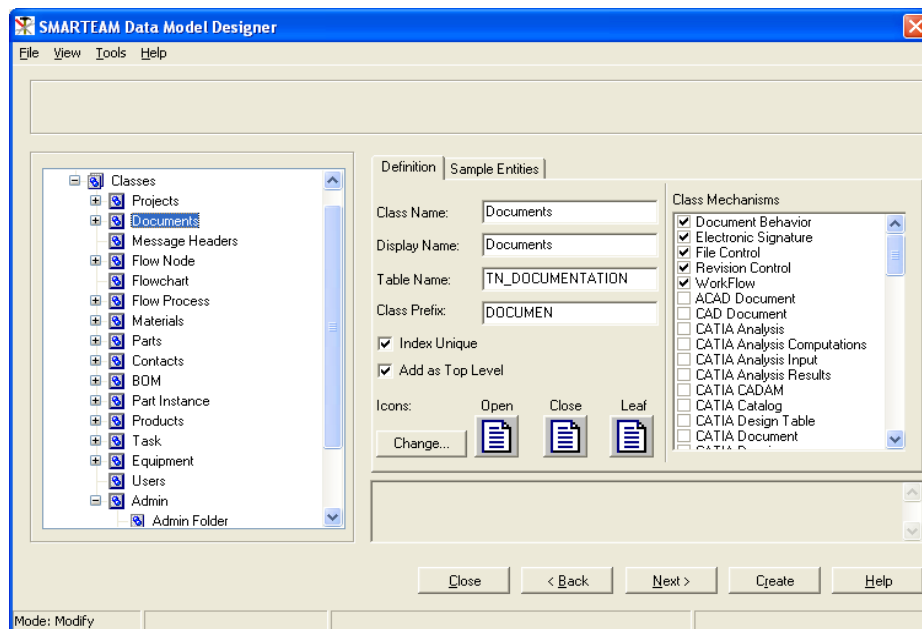
To activate these mechanisms:

In the SmarTeam Data Model Designer select all three mechanisms and click **Next**.

Activate Electronic Signature mechanism on required signable Classes:

- 1 In the Define Classes window:
 - Select a Class to which you want to add the Electronic Signature mechanism. (The mechanism can be added to a Super Class, Sub-Class or Leaf Class, as required.)
 - In the Class mechanisms pane, select **Electronic Signature**.
 - Repeat this step for each Class requiring the Electronic Signature mechanism.

Example: In this illustration Documents has been selected as the class to which the Electronic Signature mechanism has been activated.



- 2 Click **Create** to update the database structure according to your selections in the previous steps.

The Changes in Class Tables window displays, displaying pertinent information for updated classes.

- Some classes displayed are updated according to your Electronic Signature requirements

- 3 In the Changes in Class Tables window, click **OK** to commence the update process. This process may take several minutes, depending on the size of the selected database and number of changes performed.
- 4 When you receive a system message that the database has been successfully modified, click **OK** to save changes and exit the SmartTeam Data Model Designer.

System Configuration Properties

You can make changes to the System Configuration by manually updating the XML files in the System Configuration.

In all the XML files the value of the System Configuration Key must be after the configuration code. For example:

```
<configuration
xmlns="http://www.smarteam.com/dev/ns/config/legacyPreferences/1.0"
xmlns:cs="http://www.smarteam.com/dev/ns/config/1.0"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.smarteam.com/dev/ns/config/legacyPreferences/1.0
http://www.smarteam.com/dev/schema/config/legacyPreferences/1.0/legacyPr
eferences.xsd">
```

Note: All these system configuration keys are only relevant for SmartTeam – Web Editor users.

Server Hooks Configuration

In order for the Electronic Signature over the Web to be fully operational Server Hooks are needed. The SmarTeam – Regulatory Compliance Framework software, includes all the relevant System Configuration Keys for the Server Hooks. Verify that the relevant value exists for each of the following keys and if not update it accordingly. If the key values do not exist, add them as illustrated in the following examples.

- ServerHooks.CLSID
- ServerHooks.Init

ServerHooks.CLSID Key

The ServerHooks.CLSID key is required to configure all server hooks in SmarTeam. It is located in SmarTeam\Configuration Settings\Data\Default\smarteam.std.legacyPreferences.config.xml.

The value must be:

```
<ServerHooks.CLSID>{82F7EBD2-61D9-4CEB-8FD8-535EF32DEB2C}</ServerHooks.CLSID>
```

Example:

In the smarteam.std.legacyPreferences.config configuration set the value should be defined as follows:

```
<configuration
  xmlns="http://www.smarteam.com/dev/ns/config/legacyPreferences/1.0"
  xmlns:cs="http://www.smarteam.com/dev/ns/config/1.0"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="http://www.smarteam.com/dev/ns/config/legacyPreferences/1.0
http://www.smarteam.com/dev/schema/config/legacyPreferences/1.0/legacyPreferences.xsd">
  <ServerHooks.CLSID>{82F7EBD2-61D9-4CEB-8FD8-535EF32DEB2C}</ServerHooks.CLSID>
```

ServerHooks.Init Key

The ServerHooks.Init key is required to configure the server hooks for the SmarTeam – Regulatory Compliance Framework. It should be added to SmarTeam\Configuration Settings\Data\Domain\smarteam.std.legacypreferences.config.xml.

The value must be:

```
<ServerHooks.Init>SmarTeam.Solutions.RegulatoryComplianceSH.csRCFunction
s.cs</ServerHooks.Init>
```

Example:

In the smarteam.std.legacyPreferences.config configuration set the value should be defined as follows:

```
<configuration xmlns:cs="http://www.smarteam.com/dev/ns/config/1.0"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="http://www.smarteam.com/dev/ns/config/legacyPreferences/1.0
http://www.smarteam.com/dev/schema/config/legacyPreferences/1.0/legacyPreferences.xsd"
  xmlns="http://www.smarteam.com/dev/ns/config/legacyPreferences/1.0">
```

```
<ServerHooks.Init>SmarTeam.Solutions.RegulatoryComplianceSH.csRCFunctions.cs</ServerHooks.Init>
```

Operations Event Configuration

The ESAdminWF (Electronic Signature Administrator Workflow) must be hooked to the Workflow Event Before Send Accept. You can set the Electronic Signature event to be launched in the User Defined Tool through the following System Configuration key:

- UserDefinedTool: The operation can be performed by initiating the User Defined Tool option.

For further details about this operation, see the SmarTeam - Regulatory Compliance Framework User Guide.

UserDefinedTool Key

This key should be added to SmarTeam\Configuration Settings\Data\Domain\smarteam.std.webEditor.config.xml.

Note: If the xml file smarteam.std.webEditor.config.xml does not exist in the Domain level it should be copied to the Domain (from the Default) and then updated with the configuration key value.

The value must be:

```
<userDefinedTools>
- <userDefinedTool>
    <operationName>ES Configuration</operationName>
    <pageName>/SmarTeam.Solutions.ElectronicSignature.Web.GUI/
    ElectronicSignatureAdmin.aspx</pageName>
</userDefinedTool>
- </userDefinedTool>
<operationName>Signature</operationName>
<pageName>SmarTeam.Solutions.ElectronicSignature.Web.GUI/ElectronicSignature.aspx</pageName>
</userDefinedTool>
</userDefinedTools>
```

Example:

In the smarteam.std.webEditor.config configuration set the value should be defined as follows:

```
- <configuration xmlns="http://www.smarteam.com/dev/ns/config/webEditor"
xmlns:cs="http://www.smarteam.com/dev/ns/config/1.0"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.smarteam.com/dev/ns/config/webEditor
http://www.smarteam.com/dev/schema/config/webEditor/webEditor.xsd">
<userDefinedTools>
- <userDefinedTool>
    <operationName>ES Configuration</operationName>
    <pageName>/SmarTeam.Solutions.ElectronicSignature.Web.GUI/
    ElectronicSignatureAdmin.aspx</pageName>
</userDefinedTool>
- <userDefinedTool>
<operationName>Signature</operationName>
<pageName>SmarTeam.Solutions.ElectronicSignature.Web.GUI/ElectronicSignature.aspx</pageName>
</userDefinedTool>
</userDefinedTools>
</configuration>
```

Enabling the Viewing of Audit Trail Records

For information about viewing Audit Trail records in SmarTeam – Editor, see chapter 6 in the Regulatory Compliance Framework User Guide.

Script Maintenance

Using the Smarteam SmartBasic Script Maintenance utility, define User Defined Tools as detailed in the following table. (All functions are located in the RegulatoryComplianceFramework.ebs file.)

Operation	Function Name	Class
ES Configuration	ESAdminUDT	Flow Process
Signature	ESUDT	Flow Process

Setting Class Sequences

In order to work with Electronic Signature, sequences must be set for specific classes in the SmarTeam Form Designer Administrative Tool.

To define the required sequences:

The following sequences, defined using the SmarTeam Form Designer, are required for unique identifiers of objects.

- 1 To launch the SmarTeam Form Designer utility, from the taskbar **Start** button select **Programs, SmarTeam, Administrative Tools, Form Designer**.

IMPORTANT! When logging in to the Form Designer utility, at this stage, you must use the user name and password entered in the SmarTeam – Regulatory Compliance Framework Setup.

- 2 In the Form Designer, select the Attribute Profile Card of the relevant Class (see list of classes in the table below) and then open Attribute Profile Card:
 - Verify that the column name (attribute name) is **TDMX_ID**.
 - Select **View, Properties (F4)**.
 - Click on the **Mask Name**.
 - Click **New** to create a new sequence if the sequence does not already appear in the list.
 - After creating a new sequence, click **Select** to link it to the specific field. The sequence will then be available in the system for SmarTeam – Regulatory Compliance Framework.
 - Repeat this step for each class mentioned in the Table below.

Note: For further information on the Form Designer refer to the SmarTeam - Editor Administrator Guide.

Table 1: List of classes which require defined sequence values

Class Name	Sequence Name	Sequence Description	Sequence Pattern	Sequence Value
Admin	Admin	Admin	Admin-99999999	Admin-00000000
Admin Folder	Admin Folder	Admin Folder	Admin Folder-99999999	Admin Folder-00000000
Messages	Messages	Messages	Messages-99999999	Messages-00000000
Settings	Settings	Settings	Settings-99999999	Setting-00000000
Admin Settings	Admin Settings	Admin Settings	Admin Settings-99999999	Admin Settings-00000000
User Settings	User Settings	User Settings	User Settings-99999999	User Settings-00000000
Queues	Queues	Queues	Queues-99999999	Queues-00000000
Mail	Mail	Mail	Mail-99999999	Mail-00000000
Operation	Operation	Operation	Operation-99999999	Operation-00000000
Print	Print	Print	Print-99999999	Print-00000000

Importing LDAP Users

Note: This procedure is for customers who are authenticated in LDAP not SmarTeam.

To import LDAP users:

- 1 From the Admin Console, open the SmarTeam LDAP Users Import wizard.
- 2 Complete the relevant Server Information fields, such as the LDAP Server Address and LDAP Search Base fields. For additional details see the SmarTeam – Editor Online Help.

Note: Completing the Authentication Information fields is based on customer requirements and is optional.

- 3 From the LDAP Import Details window, complete all the fields for each user and click **Next**. The Import Results window appears showing a report of all the users who were imported.
- 4 Click **Finish**.

What's Next?

The SmarTeam – Regulatory Compliance Framework sets up the following functionality:

- Audit Trail
- Electronic Signature

Note: To install the Job Server, refer to the SmarTeam – Job Server Installation Guide.

Chapter 5: Troubleshooting

Installation Process Log File

Every installation process is written to the log file SmarTeam_RCF.log, which is located in the Windows default TEMP directory. If any problem occurs during the installation the error details can be found in the log file.

To locate the log file:

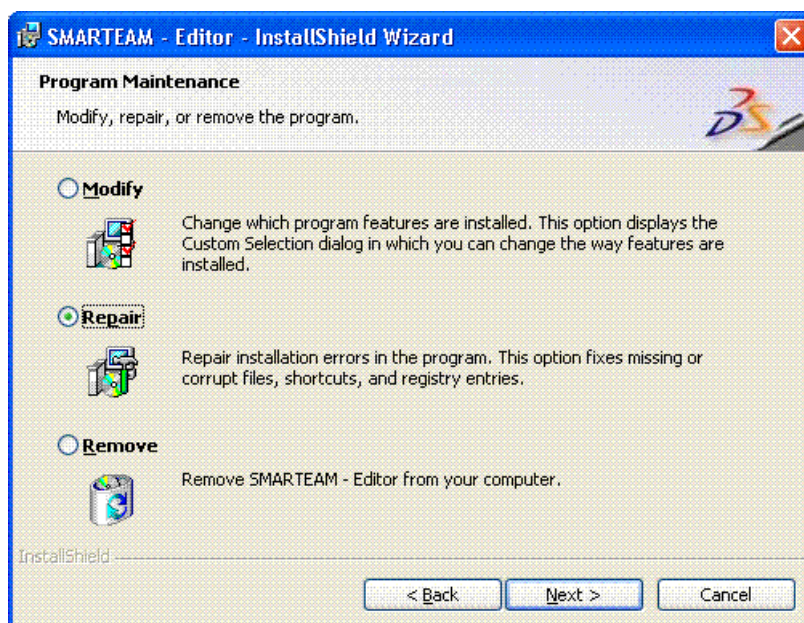
- 1 Select **Start**.
- 2 Select **Run**.
- 3 Enter “%temp%”.
- 4 Click **OK**.

Note: For details of how to fix an error, which is reported in the log file, see [Repair](#).

Repair/Uninstall

If you have SmarTeam installed on your machine, when you insert the original software, the Program Maintenance window is displayed. The following options are available:

- **Repair:** Repairs installation errors in the program. This option fixes missing or corrupt files, shortcuts and registry entries. For further details see [Repair](#)
- **Remove:** Removes SmarTeam – Regulatory Compliance Framework from your computer. For further details see [Uninstall](#)



Repair

If an error was found in the log file it must be repaired. This can be done by using either the Release CD or the Add or Remove Programs facility on your computer.

To repair an error using the Release CD:

- 1 Insert the SmarTeam – Editor Release CD. The Program Maintenance window is displayed.
- 2 Select **Repair**.
- 3 Click **Next**.
- 4 Follow the remaining instructions on the CD.

To repair an error using the Add or Remove Programs facility on your computer:

- 1 Select **Start, Settings, Control Panel, Add or Remove Programs**.
- 2 Open SmarTeam – Editor CD and select:
 - **SmarTeam – Regulatory Compliance Framework**
 - **“Click here for support information” link.**
The Support Info window appears.
- 3 Click **Repair**.

Uninstall

If required, you can remove SmarTeam – Regulatory Compliance Framework from your computer. This can be done by using either the Release CD or the Add/Remove Programs facility on your computer.

To uninstall a Service Pack you only need to uninstall the Release. This will automatically remove the relevant Service Packs.

To uninstall using the Release CD:

- 1** Insert the SmarTeam – Editor release CD. The Program Maintenance window is displayed.
- 2** Select **Remove**.
- 3** Click **Next**.
- 4** Follow the remaining the instructions on the CD.

To uninstall using the Add or Remove Programs facility on your computer:

- 1** Select **Start, Settings, Control Panel, Add or Remove Programs**.
- 2** Open the SmarTeam – Editor CD and clear the SmarTeam – **Regulatory Compliance Framework** checkbox.
- 3** Click **Remove**.

Known Issues

For installation known issues, refer to the [SmarTeam Support Web Site](#).

Frequently Asked Questions

For installation frequently asked questions, refer to the [SmarTeam Support Web Site](#).