

An Overview of Backware's Administrative Tools

When launching Backware as an administrator or designer, a number of design tools are available. Here is a quick summary of their functions:

-Buckets- Buckets are a way for the host file system to interact with Backware. They can be used to create drop zones for files which are then automatically added to the Backware database as objects. Processes can even be assigned to buckets so that a task is automatically kicked off on a file drop. One example of this would be document archival and searching. Documents can simply be dropped in an operating system folder with some keywords metadata and it will be inserted into Backware with those keywords for easy reference later.

-Classes- The classes interface is where object classes and rules are created and modified. Please see the section entitled The Classes Interface in the Building Blocks document for more details.

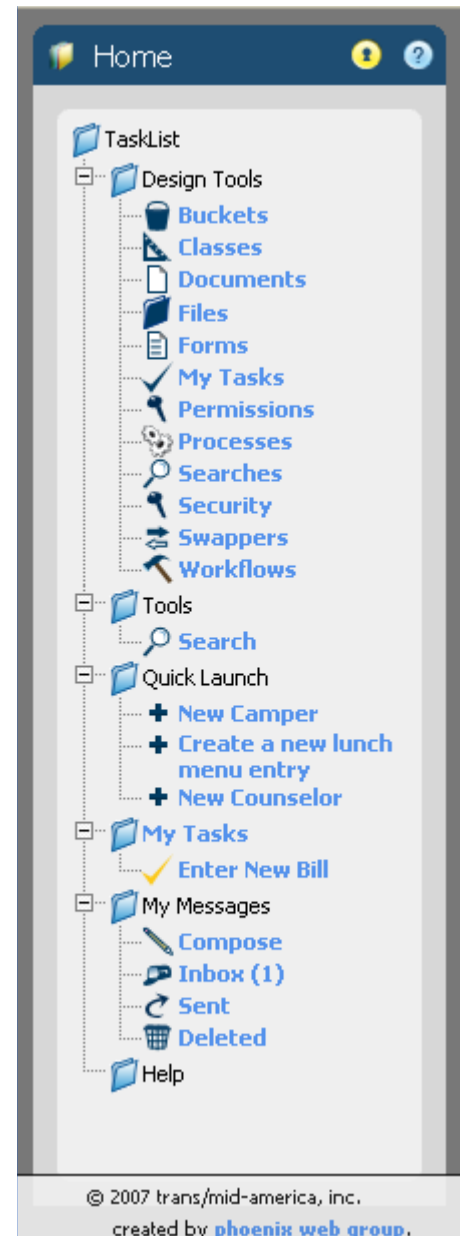
-Documents- Backware lets a user insert scanned documents (or images) into the system and place class properties on top of the image. Then, using a process or other methods, the property fields will be filled with data from a specific object and a document is produced, generally in PDF format. These can later be used in communication, billing, archiving, or many other ways. One example would be an Invoice class that contains information about the client and purchases, which are then inserted into a form invoice and printed.

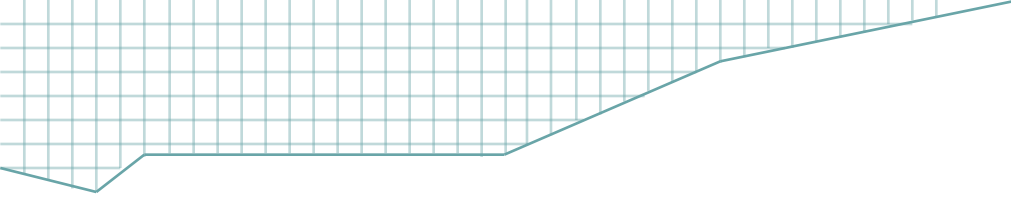
-Files- The files interface provides a quick way of viewing, changing, or adding files in the Backware database.

-Forms- Referenced several times in processes and swappers, forms are the basic way of interacting with object properties. Since Backware is a browser-based application, forms are generated using XHTML, but designed with an easy-to-use graphical editor. Forms are always rendered by the server before being sent to the user for use in a process or swapper, so we provide many controls beyond the basics to accomplish a designer's goals quickly. Examples include viewing files, graphically choosing associated objects, and performing subsearches.

-Processes- The processes interface is used to create and modify processes. Please see the section entitled The Processes Interface in the Building Blocks document for more details.

-Searches- The searches interface is used to create and modify searches. Please see the section entitled The Searches Interface in the Building Blocks document for more details.





-Security- In security, we define the users, groups, and roles in the system, their relationships, and corresponding details. This tool also enables a user to set a list of “quick launch” tasks, which are put into the task list for easy access. With any multi-user system, permissions are essential, especially to prevent sensitive information from being seen by someone with unauthorized access. Backware has an interface that allows permissions to be set by the user, group, or role level on entire classes of objects or individual objects themselves. Both objects and classes have permissions on them that allow you to read, write, or execute them (if they happen to be Processes). The more specific the permission is, the higher the priority. For example, if a particular user is barred from seeing a class of objects, but has permission to see one particular object, he/she can do so.

-Swappers- The swappers interface is used to create and modify swappers. Please see the section entitled The Swappers Interface in the Building Blocks document for more details.

-Workflows- Workflows are primarily used in processes to determine the order of users or groups for a process to follow to completion.