

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF PUBLIC WELFARE
INFORMATION TECHNOLOGY STANDARD

Name Of Standard: Conveyor Services	Number: STD-EKMS006
Domain: Knowledge Management	Category: Enterprise Content Mgt. / Imaging
Date Issued: 05/23/2008	Issued By Direction Of:
Date Reviewed: 11/15/2013	 Shirley Monroe, Dir of Div of Tech Engineering

Abstract:

This standard applies to any process that seeks to add content to an enterprise content management system with associated metadata.

General:

The purpose of this standard is to provide a path for content insert/upload to a defined management system with associated metadata. The standard acts as middleware application that performs as a stand alone service bound only by configuration. Supported content repositories include: Oracle, Docushare, SharePoint, and MSSQL Contact Enterprise Content Management (ECM) team for configuration specifications.

Standard:

Conveyor is a MS.NET application that runs as a service. The service monitors "hot folders" for new and modified files. The new or modified files are identified and processed based on the configuration applied to the service upon starting. The processing can convert files such as TIF to PDF, perform Optical Character Recognition (OCR), import metadata from XML, XST, XLS, CSV, TXT and more, as well as connect to major database and enterprise content management systems.

Exemptions from this Standard:

Any exemptions must be approved by the ECM team.

Refresh Schedule:

All standards and referenced documentation identified in this standard will be subject to review and possible revision annually or upon request by the DPW Information Technology Standards Team.

Standard Revision Log:

Change Date	Version	Change Description	Author and Organization
05/23/2008	1.0	Initial Creation	ECM Team
09/20/2010	1.0	Reviewed	ECM Team
11/15/2013	1.1	Removed FileNet	ECM Team