



Government of Northwest Territories
featuring Patrick Bisailon

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Government of
Northwest
Territories

Gouvernement des
Territoires du
Nord-Ouest

Introducing GNWT

- Located to northern Canada, the Northwest Territories (<https://www.gov.nt.ca>) has a population of just over 45,000, the capital city is Yellowknife, and a land mass roughly equal to France, Portugal, and Spain combined.
- The Northwest Territories is one of only two jurisdictions in Canada with a consensus system of government instead of one based on party politics.
- Operating as a government entity, physical and electronic record keeping along with maintaining privacy are top priority. This is why they selected OpenText starting with the iRIMS program (aka eDOCS) and later transitioning to the Content Suite Platform (Livelink 9.7.1). Currently running 21.4.
- Today, there are 12 government departments with roughly 3,000 employees using the Content Suite Platform with a strong emphasize on records classification and usage of the Content Server workflow for automating document centric processes related to AP, HR, e-Approve, Ministerial Tracking System, and many other applications.



Aurora Borealis



Annual snowcastle under construction on Great Slave Lake

GNWT Journey

GNWT initially deployed iRIMS for physical and electronic records storage

1



Deployed Content Suite across 12 departments and 3,000 users with over 28M items under management (email, documents, and physical items)

3



Today – continuing to run CSP 21.4 on-premise in mostly classic view and starting to incorporate the Smart UI in landing pages and WF processes.

5

Transitioned to the Content Suite Platform starting with Livelink 9.7.1

2

Content Intelligence – developed a wide range of workflow processes and solutions for Finance, HR, Ministerial Tracking System, e-Approve, Comm Planning, and Session Note process

4

Next up – investigating opportunities to integrate several internal systems with our CSP workflows.

6

GNWT Best Practice Recommendations

Training & Documentation

Be prepared to provide more training to end users than anticipated including guides, videos, and 'click through' tutorials.

Customer Support

Have a knowledgeable support team that provides fast response times.

Look for Tools

For example, incorporated Fastman Permissions Manager to fill several gaps.

- Let's you view permissions, security clearances, and supplementary markings.
- Allows users to view permissions even w/o 'Edit Permissions'



Permissions Manager Focus

Scenario: Improving the end user experience

The screenshot displays the Fastman Permissions Manager interface. At the top, there's a 'Permissions Overview' section for 'Perms Test'. A red box highlights the 'Rollback Permissions' button. Below this is a table of permissions. A second red box highlights a row for 'Statement_12_12_2021.pdf' with columns for 'SC' and 'SM'. To the right, a red callout box labeled 'Search Permissions & Replace User' points to a search icon. Below the table, there are three panels: 'Permissions' (listing default and assigned access), 'Edit Group Permissions' (showing permissions for 'INF - Corporate Information Management - End Users'), and a 'Done' button.

Name	User/Group	See	See Contents	Modify	Edit Attributes	Add Items	Reserve	Delete Versions	Delete	Permissions	Actions
Perms Test	Patrick Bisallion DefaultGroup (8) <No Public Access> INF - Corporate Information Management - End Users (1)	✓	✓	✓	✓	✓	✓	✓	✓	20 ... LOW	Edit Permissions
Statement_12_12_2021.pdf	Patrick Bisallion DefaultGroup (8) <No Public Access> INF - Corporate Information Management - End Users (1) INF - SMC (30)	✓	✓	✓	✓	✓	✓	✓	✓	40 ... MEDIUM CABINET/FMB	Copy Permissions Edit Permissions

Search Permissions & Replace User

“Permissions are confusing enough as it is for end users” Incorporated functionality found in Fastman Permissions Manager into the environment and processes.

Permissions Manager provides an option to display group membership and the nested groups

Can easily view permissions applied to parent and child items – this is incorporated into our training modules to help end users understand how permissions are applied

Ability to view permissions, security clearances, and supplementary markings all together

Permissions Manager Focus

Scenario: Compare and Copy Group Membership

- GNWT uses the 'Compare Groups' feature daily for new account creation and modifications. Using Permissions Manager greatly reduces the effort and eliminates mistakes.

- Because most of our workflow processes are group based, this tool allows us to copy groups from one user profile to another

- Option for a user to leave a group or multiple groups

The screenshot shows the 'Compare Groups' interface in the DIIMS system. The header includes the system name 'DIIMS | Digital Integrated Information Management System' and a user welcome message 'Welcome Patrick Bisailion'. Below the header, there are navigation tabs for 'Enterprise', 'Personal', 'My Favourites', 'My Reports', 'RM', 'DIIMS Admin', 'e-Approve', and 'Tools'. A search bar is also present. The main content area is titled 'Compare Groups' and features two columns for group comparison. The left column is for the user 'DIIMS User' and the right column is for 'DIIMS_Email Prod'. Each column lists groups with their names and actions like 'Edit Group' and 'Leave Group'. At the bottom, there are buttons for 'Copy Groups' and 'Leave Groups' on both sides, and a 'Done' button.

Group	Group
<input type="checkbox"/> INF - Corporate Information Management	<input type="checkbox"/> INF - Corporate Information Management
<input type="checkbox"/> INF - Corporate Information Management	<input type="checkbox"/> INF - Corporate Information Management
<input type="checkbox"/> *DIIMS Core Sign	<input type="checkbox"/> EIA - ARTS_WF - BF_135432259
<input type="checkbox"/> INF - CIM - ORCS Development_WF	<input type="checkbox"/> EIA - ARTS_WF - BF_137249350
<input type="checkbox"/> INF_PWS_DOT - Disposition Coordinator	<input type="checkbox"/> EIA - ARTS_WF - TEST_EAC
<input type="checkbox"/> MACA - Municipal and Community Affairs - Coordinator	

Bulk Data Manager Focus

Scenario: Load Taxonomy

As part of the implementation process, GNWT imports large amounts of files located on shared drives into to the Content Suite Platform.

Using BDM, GNWT **loads folder structures** with documents to CSP while maintaining some of the original meta-data (dates).

No scripting is required and business users can perform the migration.

The screenshot displays the Bulk Data Manager user interface for user 'pbisailon'. The 'Load Taxonomy' tab is active, showing a list of log files in the left pane and a detailed view of the import process in the main pane. The log files list includes:

- pbisailon-Load Taxonomy-2022-01-13-10-34-52.log
- pbisailon-Load Taxonomy-2022-01-13-10-37-51.log
- pbisailon-Load Taxonomy-2022-01-13-11-59-44.log
- pbisailon-Load Taxonomy-2022-01-13-14-49-08.log
- pbisailon-Load Taxonomy-2022-01-14-13-07-48.log
- pbisailon-Load Taxonomy-2022-01-17-09-26-40.log
- pbisailon-Load Taxonomy-2022-01-17-15-24-45.log
- pbisailon-Load Taxonomy-2022-03-15-10-08-10.log

The main pane shows a list of document titles and their corresponding URLs, such as 'API Programming Guide English.pdf' and 'Installation Guide English (LLESCOR160202-IGD-EN-01).pdf'. At the bottom of the main pane, the following summary is displayed:

```
TOTAL DOCUMENTS CREATED: 40
IMPORT FINISHED
[2022-03-15 10:08:46 5085334]
.....
Time taken to import 35 seconds
Time taken per document 0.89977154 second.
```

The status bar at the bottom indicates 'Status: Ready'.

Fastman Management Suite

Trust your data. Drive your data.

Fastman solutions ensure the security and integrity of your enterprise information by increasing the trust your business has in its Content Suite and Extended ECM platforms. We unlock new opportunities, driving more value from your data, and radically changing the way these systems are perceived and used within your business.



Permissions Manager

Ensure that only trusted individuals can access or modify the information stored within your Content Suite or Extended ECM platforms including SAP Extended ECM by OpenText.



Access Manager

Ensure that licence compliance is retained within OpenText Content Suite and Extended ECM platforms.



Bulk Data Manager

Simplify the migration and transformation of your content between Content Suite instances, into the cloud, or into SAP Extended ECM.



Digital Signatures

Digitally sign your documents within OpenText Content Suite using the DocuSign Agreement Cloud and DocuSign Signature Appliance.

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