

Viewpoint™ Base Document Guide

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Document Version: 1.2 (February 2024).

Document Conventions

Convention	Explanation
Bold	For file names, commands, fields, menus, options, and window names.
<code>Courier New</code>	Commands as you should type them.
<code>Lucida Console</code>	Example output generated by the system.
<i>Italics</i>	For configuration variables, including variable portions of file names and URLs. Also indicates a document name.
Note / Blue Callout	The Blue Callout text indicates information that is of special interest or importance, an idea that could be useful or additional information about a product or a feature.
	The Caution icon along with the text indicates actions that can lead to problems in system operation or configuration settings if the instructions are not followed properly.

Document Revision History

This section tracks the initial creation of the document after each major version thereafter.

Ver:	Date	Description	Reviewed / Approved By
1.0	Sep 4, 2014	Initial Version	Team
1.1	August 11, 2021	Rebranded adhering to the latest Conduent brand central documentation standards/guidelines.	Technical Writer
1.2	Feb 16, 2024	Explicitly note how chat archives are handled	Viewpoint Team

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1. Base Documents in Viewpoint

This document contains the technical definition of the Viewpoint concept “Base Document”. A “Base Document” is the logical head-of-family of a set of related documents.

For example, an email which contains three attachments is the Base Document of these four documents.

1.1. Details

A top-level document (a document that is not extracted from some other document) always has its Base Doc ID set to its Doc ID – it is its own Base Document.

First-level children: If the parent document’s File Category is ZIP archive, email archive, **chat archive** or installation archive, the first-level children will take their own Doc ID as their Base Doc ID. For all other file categories, the first level children will take the top level document’s Doc ID as their Base Doc ID.

Second level or deeper children: The Base Doc ID of all lower child documents will be the first level child’s Base Doc ID. Exceptions to this rule is as follows:

1. Children of a PST **or a chat archive** always get assigned their own Doc ID as their Base Doc ID.
2. If a ZIP file’s Base Document is its own Doc ID, then its children will get assigned to their own Doc ID as their Base Doc ID.

1.2. Technical Examples

Example A: PST contains an MSG which contains a ZIP – All child docs take the MSG’s ID

Doc ID	Parent Doc ID	Base Doc ID	File Category	Document Title
8929	0	8929	Email Archive	TestingImport.pst
8932	8929	8932	Email Message	Testing docs
8938	8932	8932	Compressed Archive	LDReport.052912.zip
8946	8938	8932	Graphics	Companylogo.jpg

Example B: An installation archive with grandchildren (grandchild gets base from its parent)

Doc ID	Parent Doc ID	Base Doc ID	File Category	Document Title
8526	0	8526	Installation Archive	first.onepkg
8529	8526	8529	0	New Section 1.one
8631	8529	8529	Graphics	Colón-20120727-00157.jpg

Example C: Exception Rule #1 – non-top level PST causes Base Doc ID to start over

Doc ID	Parent Doc ID	Base Doc ID	File Category	Document Title
3810258	0	3810258	Email Message	FW: Audit Help
4270434	3810258	3810258	Compressed Archive	suspicious_inventory_adjustments.zip
4319657	4270434	3810258	Email Archive	suspicious_inventory_adjustments.pst
4352852	4319657	4352852	Email Message	Suspicious Inventory Adjustments - 11/12/2016

Example D: Exception Rule 2—rule satisfied – second ZIP's child gets a fresh Base Doc ID, because Base Document 9111 is a ZIP

Doc ID	Parent Doc ID	Base Doc ID	File Category	Document Title
9109	0	9109	Compressed Archive	Recursive.zip
9110	9109	9110	Text	Test Recursive.txt
9111	9109	9111	Compressed Archive	Wonderful Word.zip
9112	9111	9112	Word Processing	Wonderful Word.docx

Recursive.zip

→Test Recursive.txt

→Wonderful World.zip

→Wonderful World.docx

Example E: Exception Rule 2— rule not satisfied – second ZIP's child does not get a fresh Base Doc ID, because Base Doc 620 is not a ZIP

Doc ID	Parent Doc ID	Base Doc ID	File Category	Document Title
537	0	537	Email Archive	0000001290.pst
620	537	620	Email Message	[결재 통보]Embedded Motion Analysis-기술이전
652	620	620	Compressed Archive	EMA_Src4DaVinci-final-20071012.tar.gz
684	652	620	Compressed Archive	[no name]
718	684	620	Application Specific File	server.cfg

