

## What is: a Document Domain?

The EcoDox Document Archive requires that you define an entry point into the system. This entry point is referred to as a Document Domain. Document Domains are not associated with any index values (searchable keywords). Generally, Document Domains are defined departments or divisions within your organization.

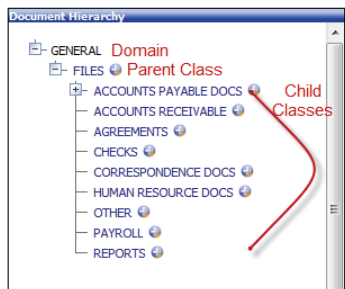
Once a Document Domain has been established, actual Document Folders or Document Classes must be created and associated. EcoDox creates a hierarchy of documents based upon the Document Indexes (the searchable keywords). It is best to think of this hierarchy as a Parent/Child type hierarchy. The reason this hierarchy exists is to facilitate optimized searching and quick set up. In this hierarchy, Child Documents inherit indexes from their Parent Documents. To put another way, a Child Document is searchable by all the indexes (searchable keywords) by which its Parent Document is searchable, plus the additional index values assigned to the Child Document Class.

An example of this Domain/Class relationship can be seen in a theoretical business below.

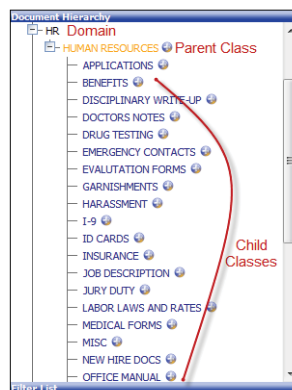
- Accounting - Domain
  - Accounts Payable - Class
  - Accounts Receivable - Class
  - Payroll - Class
- Human Resources - Domain
  - Employee Files - Class
  - Safety Training Records - Class
  - Insurance Files - Class
- Sales - Domain
  - Brochures - Class
  - Sales Records - Class
  - Customer Contracts - Class

Domains and Classes can be very general as in example 1 or very specific like example 2

Example 1



Example 2





**Goal:** This document focuses entirely on enabling a user to create document domains within Singularity.

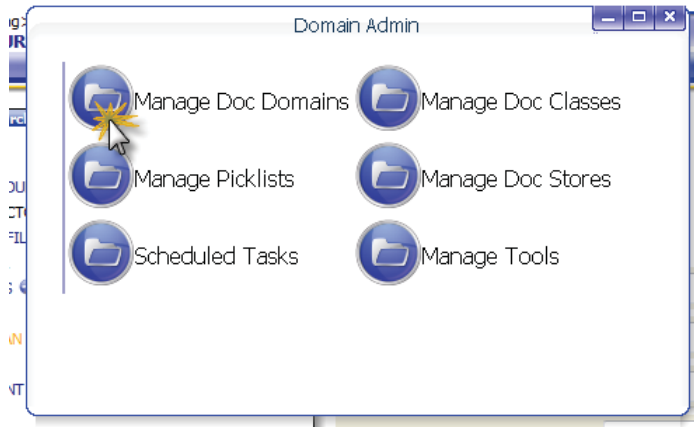
**Complexity Level:** Administrative User

**Prereq / Related Instructions:** NONE

**Step 1: Navigate to Domain Admin**– Select Domain Admin from the Fisheye Navigation bar.



**Step 2: Navigate to Manage Doc Domains**– Select Manage Doc Domains in the Domain Admin window.



**Step 3: New Domain**– Select New button to create a new domain.

Singularity>Imaging Administration>Domain List  
Document Domain List

Domain Name: ABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789

Domain Name	Domain Description	Domain Status	Domain Active	Delete
AP	AP	▼	☑	Delete?
CONTRACTOR	CONTRACTOR	▼	☑	Delete?
GENERAL	GENERAL	▼	☑	Delete?
HR	HR	▼	☑	Delete?
LAW	LAW	▼	☑	Delete?
MED	MED	▼	☑	Delete?
MORTGAGE	MORTGAGE	▼	☑	Delete?



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**Prereq / Related Instructions:** NONE

**Step 3b: New Domain**– Fill in required information for name and description of Domain.

**Step 4: Save**– Select the Save button



**Step 5: Add Classes** – Select the new Domain that was just created to add Doc Classes which will appear when a user views the new Domain.

Singularity>Imaging Administration>Domain List  
Document Domain List

Domain Name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z 0 1 2 3 4 5 6 7 8 9

Domain Name	Domain Description	Domain Status	Domain Active	Delete
AP	AP	▼	☑	Delete2
CONTRACTOR	CONTRACTOR	▼	☑	Delete2
GENERAL	GENERAL	▼	☑	Delete2
HR	HR	▼	☑	Delete2
LAW	LAW	▼	☑	Delete2
MED	MED	▼	☑	Delete2
MORTGAGE	MORTGAGE	▼	☑	Delete2
test	test	▼	☑	Delete2

**Step 5b: Add Classes**– Click on the Classes button on the top of the blue bar

Singularity>Imaging Administration>Domain Detail  
test Domain Detail

Domain Detail Classes

Domain Name: test

Domain Description: test

Domain Id: 8248c0a5-fcbf-4738-8b92-bd70b7

Domain Permission: com.developercreations.documentdomains.test



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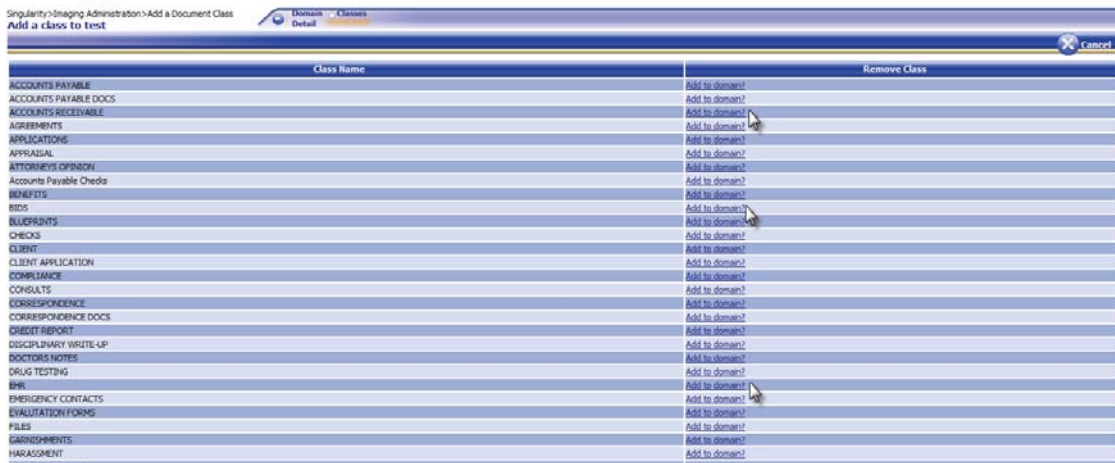
**Complexity Level:** Administrative User

**Prereq / Related Instructions:** NONE

**Step 5c: Add Classes**– Select the New button to add Classes to the Domain.



**Step 5d: Add Classes**– Select the Add to Domain link to add each desired Class to the new Domain.



Complete!!!

