

AUTOTEXTS

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## 1. AutoTexts as Field Value

DOCUMENTS 4 provides the option to use dynamic AutoTexts. These query specific information the system is already aware of because they can be deduced from the values and properties of a DOCUMENTS file, the information about a user or via global information and variables. The desired information is read and inserted as content in a field where the corresponding *AutoText expression* has been entered.

AutoTexts can be used as *field values* for the following *properties* as:

- Comment on all actions and control flows
- Dynamic text for document templates and e-mail templates (also for escalation and send signal mail)
- Default value on using fields
- Condition in a guard
- Tasks in the workflow
- Automatic file title
- In Portal scripts

#### 1.1 AutoText notation

AutoText input is made in a specific notation to differentiate AutoTexts from ordinary texts or constant field contents on the system side. The AutoText expression is always enclosed in percent signs here (%). These replacement flags are evaluated and the text between two percent signs is recognized as AutoText. The related value is then determined and returned dynamically to the position of the expression, so the relevant field or section of text is automatically populated with the requested information.

Release of an invoice is modeled as a step in a workflow. Here an information text that contains the current date and the responsible user is to be output. Both pieces of information are available in the system; they should be used dynamically every time the workflow step iterates through. DOCUMENTS 4 provides the required information about the AutoTexts currentDate (reading the current system date) and userFullname (determining the name of the currently logged-in user). These must be inserted into the section of text in percent notation. The required information text therefore looks as follows:

Released on %currentDate% by %userFullname%.

If release is performed on May 18, 2011 by user Willi Schreiber, the following informational text will be dynamically generated for the workflow step:

Released 05/18/2011 by Willi Schreiber.

The AutoTexts used in this example differ in the origin of their values. The current *system date* is a *global* AutoText, while userFullname is deduced from the information about the *user*. In addition to these two information sources, the option to reference values from *fields of a DOCUMENTS file* via AutoTexts is available.

In the following example, an automatic e-mail message (send signal) is sent, as part of a purchase order, as a send confirmation to the customer. The underlying file type contains the OrderNo fields and a ShipDate. The e-mail template in DOCUMENTS 4 must contain the following section of text:

Your order (order number %OrderNo%) was shipped on %ShipDate%.

The e-mail message to the customer is populated with the corresponding field values of the current DOCUMENTS file; it is displayed in the customer's e-mail application as follows:

Your order (order number 4711) was shipped on May 18, 2011.

If this file type has yet more fields, such as *Street*, *Zip* and *City*, you can add anything to the e-mail template:

Your order (order number %OrderNo%) was shipped to your address %Street% in %Zip% %City% on %ShipDate%.

The notation with the percent signs used is clear once again in the last sample. The AutoTexts Zip and City immediately follow one another; however, the system resolves them individually and correctly based on the respective enclosing percent signs.

## 1.2 Placeholders and replacements

Different AutoTexts use placeholders that represent a group of allowed terms and that must be replaced when using the corresponding AutoText. The system is not aware of the placeholders themselves, so the AutoText would not be interpreted by the system in the originally represented format. In the following tables, these placeholders are always indicated by an italic font style; moreover, their function is indicated at the respective location. To understand this, the terms used as placeholders in the AutoTexts and which must be replaced are introduced here in advance:

- *Number range name*: This term must be replaced with the name of an actually existing *number range*.
- *SystemUser attribute*: The term *SystemUser attribute* represents a group of attributes that are explained in chapter 1.4. A term of this group must be used in place of the placeholder in the relevant AutoTexts.
- *File attribute*: This term also represents a group of attributes whose available versions are listed in chapter 1.5.
- *Field name*: Replace this placeholder with the technical name of the existent file field in the AutoText.
- User: Placeholder for a specific user type. This term must be replaced with currentUser, fileOwner, lastEditor or the *label of a field* that contains a *user name*.
- *Particular name: Particulars* are a host of particulars attributes (see chapter 1.3.3), one of which must be used as a replacement for *Particular* name.
- Access profile: In the AutoTexts %userAccessprofile% and %loginAccessprofile%, the access profile part must be replaced with the name of an existing access profile, e.g. %loginCEO%.
- *Partner name*: Within an AutoText, this term must be replaced with the name of a valid *organization*.
- *Login name*: Within an AutoText, this term must be replaced with a valid *login name*.

## 1.3 Overview of all AutoTexts

Based on the origin or context of the referenced information, AutoTexts break down into three groups:

- AutoTexts from global information and system variables
- AutoTexts from information about the logged-in user
- AutoTexts from field values, information or properties of a DOCUMENTS file

When multiple languages are enabled, multilingual values will be returned in the logged-in user's locale. This also applies to date formats. Optionally, AutoTexts with the ".fix" extension are available. These return date values in the ISO format yyyymmddHHMMSS.

The following tables list all AutoTexts contained in the named groups:

AutoText Expression	Transmitted Information
%fileOwner%	Name of the owner of the DOCUMENTS file in First name, Last name format
%fileOwner.SystemUser- Attribute%	This notation allows accessing an entire host of different AutoTexts. A list of all existing <i>SystemUser</i> attributes is shown in chapter 1.4. Insert the desired <i>SystemUser</i> attribute in place of the placeholder in the adjoining formula.
%createdAt%	Timestamp of creation time of DOCUMENTS file.
%createdAt+x%	Creation timestamp of DOCUMENTS file plus n days
%createdAt-x%	Creation timestamp of DOCUMENTS file minus n days
%createdAt.fix%	Equivalent to %createdAt% in ISO format
%createdAt.fix+x%	Equivalent to %createdAt+x% in ISO format
%createdAt.fix-x%	Equivalent to %createdAt-x% in ISO format
%lastEditor%	Name of last editor
%lastEditor.SystemUser- Attribute%	Analogous to the above <i>SystemUser attributes,</i> the list from chapter 1.4 can also be used to deduce specific information about the last editor of the DOCUMENTS file.
%lastModifiedAt%	Timestamp of last modification of DOCUMENTS file

#### 1.3.1 AutoTexts from information or properties of a DOCUMENTS file

<pre>%lastModifiedAt+x%</pre>	Timestamp of last modification plus n days
<pre>%lastModifiedAt-x%</pre>	Timestamp of last modification minus n days
<pre>%lastModifiedAt.fix%</pre>	Equivalent to %lastModifiedAt% in ISO format
<pre>%lastModifiedAt.fix+x%</pre>	<pre>Equivalent to %lastModifiedAt+x% in ISO format</pre>
<pre>%lastModifiedAt.fix-x%</pre>	<pre>Equivalent to %lastModifiedAt-x% in ISO format</pre>
%title%	Reading the file title
%fileType%	Reading the file type
%fileTypeTitle%	File type label
%id%	File ID
%fileLink%	File URL. This returns a direct link to the DOCUMENTS file. You can use this link, for instance, in an e-mail template informing a user about a new DOCUMENTS file in their Inbox.
%fieldName%	The value of a file field is referenced by calling the identifier of the field in the familiar notation, as has already been illustrated in the examples above (%Zip%, %City%). This notation is limited to fields of the current file type. The output is performed in the <i>locale</i> and notation of the logged-in user.
%fieldName.locale%	In multilingual enumerations, this AutoText returns the current entry that was entered in the AutoText as the <i>locale</i> (abbreviation). Please replace fieldName with the name of a field
%fieldName.key%	Technical name for enumeration values or the key of the referenced DOCUMENTS file in reference fields
%resubmission%	Resubmission time of the DOCUMENTS file for the logged-in user
%resubmission.fix%	Equivalent to %resubmission% in ISO format
%encoding%	Current encoding for UTF-8 server UTF-8, else systemEncoding
%systemEncoding%	Operating system encoding, e.g. windows-

	1252, ISO 8859-1	
%buildNo%	Build number of the installed DOCUMENTS server, e.g. 1793	
%DIR_SEP%	Separator for folder paths, $\ \ or/$	
%pf->entry[.locale]%	Reads the value from the locale\properties file. For instance, replaces the notation de:Wert;en:Value. The values are read from the corresponding entry of the properties file.	
%ref.ReferenceField.AutoTex%ref.ReferenceField.AutoText%		
Example		

A DOCUMENTS file named Contact person contains a reference field named Employee which references the related DOCUMENTS file of the Company type. The headquarters does not exist as a field of the Contact person file, but of the Company file. The content of this field should also be displayed for the Contact person file. This requires the following AutoText: %ref.Employee.Headquarters%

In particular, ref (also allowed: reference) introduces the AutoText, so the system interprets the following notation elements correctly. This is followed by the reference field Employee, which establishes the unique connection to the referenced DOCUMENTS file. Finally, this is followed by the field of the referenced DOCUMENTS file (in this case, Headquarters), so its value can be transmitted to the currently open DOCUMENTS file.

%currentFile.FileAttribute%	Moreover, comparable to the <i>SystemUser</i> <i>attributes</i> , a list containing different <i>file</i> <i>attributes</i> exists. This is described in chapter 1.5. To do this, simply replace the File attribute placeholder with the desired file attribute in the AutoText expression.
%lastFile.AutoText%	AutoTexts always refer to the DOCUMENTS file currently used by the user. This AutoText allows accessing properties of the

	DOCUMENTS file last used by the user.		
Example			
Allowed salutations of an individual are enumerated in English and German in an enumeration field named Salutation. An enumeration value reads:			
<pre>m;de:Herr;en:Mr.;</pre>			
The AutoText %Anrede.de% returns Herr, while %Salutation.en% returns the value Mr			
AutoTexts for date fields and timestamps			
%FieldName.key%	FieldName.key%Equivalent to the definition of the date formationFieldName.key%in the DOCUMENTS settings		
%FieldName.fix%	In yyyymmdd or yyyymmddHHMMSS		

#### 1.3.2 References to field values

The value of another file field within the same DOCUMENTS file is referenced by calling the label of the field in the familiar notation, as has already been illustrated in the samples above (%Zip%, %City%). However, this notation is limited to fields of the current file type. Whereas if values are required that are held in fields of other DOCUMENTS files, you will first have to establish a link between these two DOCUMENTS files. This link is achieved via a reference field, as shown in the figure below. Two DOCUMENTS files linked with each other through a reference field are represented here. The top DOCUMENTS file is of the *Employee* type; it has a reference field named *Delegate*, which establishes a unique connection to the related DOCUMENTS file. Some information on the delegate, e.g. e-mail address, only exists on the referenced file. To make this information also available on the first DOCUMENTS file, a reference AutoText is required.

The e-mail address of the delegate is therefore reached as follows via an AutoText:

%ref.Delegate.EMail%

This AutoText is composed of three parts: Initially, the term ref is used to send a signal that instructs the system to interpret the following parts as reference AutoText. This is followed by the reference field Delegate. This instructs the system to find the value on *the* DOCUMENTS file that can be identified by the value of the reference field. Finally, the value of the E-mail field is read on the referenced DOCUMENTS file, and returned.

ields	Absence	Records	Status		
Department	Depar	ment name			
1.2	😂 legal	department			
Employee No.		First name		Last name	
00001		Willi		Schreiber	
Superior			Agent		
oppen		2	Stern, Andrea		8
		L	/		
ields	Absence	Records	Status	_	
Department	Depar	tment name			
Employee No.		First name	·	Last name	
00007		Andrea		Stern	
Superior			Agent		
schreiber					
		<b>•</b>			
EMail			Login		

#### 1.3.3 AutoTexts from information about users

AutoText Expression	Transmitted Information
%userFullname%	Name of a user in display format
	Last name, first name
%userLogin%	Login name of a user
%currentUser.SystemUser- Attribute%	This AutoText returns information about the currently logged-in user. This notation allows starting an entire host of different AutoTexts. For a list of all available <i>SystemUser attributes</i> , please refer to chapter 1.4. Replace the placeholder with the desired <i>SystemUser attribute</i> in the adjoining formula.
%clientLanguage%	<i>Locale</i> (abbreviation) of the logged-in client's language, e.g. de for German or en for English.
%fromPartner%	Name of organization the users belongs to
%accessProfiles%	List of the logged-in user's access profiles in this format: ZP1   ZP 2   ZP 3
%listAccessProfiles%	List of the logged-in user's access profiles in this format:

	ZP1 \n ZP 2 \n ZP 3
%firstAccessProfiles%	First access profile of the logged-in user
%accessProfilesGACLFilter%	List of the logged-in user's access profiles in this format: \r\n ZP1 \r\n   \r\n ZP2 \r\n   \r\n ZP 3 \r\n
%accessProfilesGACLList%	\r\n AP1 \r\n AP2 \r\n AP3 \r\n
%User.superior.SystemUser- Attribute%	This AutoText in turn uses the SystemUser attribute from chapter 1.4; however, in this case the information about the supervisor of the viewed user is queried. Please be aware that User is only a <i>placeholder</i> which can be replaced with the following values: - currentUser - fileOwner - lastEditor
	users)

## Note

The User label within the notation is a placeholder that enables increased flexibility for this AutoText because this allows viewing different types of users. The User label must be replaced; otherwise, you will not obtain a result because the system is not aware of this expression per se. Depending on the replacement, you will thus receive the desired attribute of the logged-in user's supervisor (currentUser), of the owner of the DOCUMENTS file (fileOwner), of the last editor (lastEditor) or of a user defined in a file field (field name).

Faster expressions to read users from fields		
AutoText Expression	Transmitted Information	
%field- >userlogin.Fieldname.SystemUser- AutoText%	Identifies the login name of a user from a field value.	
%field- >userlastname.Fieldname.SystemUser- AutoText%	Identifies the last name of a user from a field value.	
%field- >userfullname.Fieldname.SystemUse r-AutoText%	Identifies the first name of a user from a field value.	
%field- >alias.Fieldname.SystemUser- AutoText%	Identifies the alias name of a user from a field value.	
<pre>%value- &gt;userlogin.[']login['].SystemUser -AutoText%</pre>	Analogous to above; however, this expects a fixed login value.	

<pre>%value- &gt;userlastname.[']lastname['].Syst emUser-AutoText%</pre>	Analogous to above; however, this expects a fixed last name value.
<pre>%value- &gt;userfullname.[']fullname['].Syst emUser-AutoText%</pre>	Analogous to above; however, this expects a fixed first name value.
<pre>%value- &gt;alias.[']alias['].SystemUser- AutoText%</pre>	Analogous to above; however this expects a fixed alias value.

#### 1.4 SystemUser attributes

*SystemUser attributes* are another structuring feature of AutoTexts. Within the familiar notation, the *SystemUser attribute* is replaced with an entry from the following table; it therefore is used as a placeholder for different, retrievable information. *SystemUser attributes* can be used in combination with the following AutoTexts:

- currentUser
- fileOwner
- lastEditor
- Field name (if the corresponding field contains information about users)
- User.superior

All information that can be reached via the *SystemUser attributes* are therefore available not only to the logged-in user, but also for the owner of a DOCUMENTS file, the last editor or a user connected to the file via a field value. All attributes are additionally applicable to the supervisors of all the above user types, so all required user information can be filtered as part of the organizational hierarchy and the history of a DOCUMENTS file. The information about users and their supervisors will be of benefit, for example, if you want to ensure a DOCUMENTS file is completely edited in the workflow modeling by using escalation steps.

The return value for system user attributes is always of the *String* type.

#### 1.4.1 Overview of all SystemUser attributes

The following table contains a list of all *SystemUser attributes*, where the respective GUI labels are listed in English and German in brackets after the attribute.

SystemUser Attribute	Information		
status <b>(Status, Status)</b>	Returns the user status. Allowed values from		
Default value: released	user management:		
	- geerbt, inherited		
	- treigegeben, released		
	- gesperrt, blocked		
	- entfernbar, removable		
Examples			
The status of the current user i	squeried via %currentUser.status%.		
The status of the file owner's supervisor is queried via:			
%fileOwner.superior.sta	tus%		
DlcUser (DOCUMENTS	This attribute will output ${\tt true}$ if the user has		
Zugang ermöglichen, Allow	DOCUMENTS access, or false if the user does		
DOCUMENTS access)	not have access.		
Default value:false			
Absent (Benutzer ist	Checks whether the user has entered absence in		
abwesend, User is absent)	their personal settings.		
Default value: false			
Examples			
The file owner's absence is queried via %fileOwner.Absent%.			
The status of the last editor's supervisor is queried via:			
<pre>%lastEditor.superior.Absent%</pre>			

AbsentMessage	Returns the absence message that a user
(Abwesenheitsnachricht, Absence message)	entered in their personal settings. When requesting the message, a check on whether absence is set is <i>not</i> made, so the message is also output when the user is present.
\$propertyname	Determines the field value of a property created
(Editor or user property)	with the user or editor. Referring to these properties, please also read chapter 0!
Example	

The property saying that the editor Oppen, Bernhard is assigned to Schreiber, Willi as an auditor is entered here. If Willi Schreiber is the owner of a DOCUMENTS file, the AutoText %fileOwner.\$Pruefer%

will return the value oppen. This is the login name of the assigned auditor Bernhard Oppen.

AbsentMessage	Returns the absence message that a user
(Abwesenheitsnachricht,	entered in their personal settings. When
Absence message)	requesting the message, a check on whether
	absence is set is not made, so the message is
	also output when the user is present.

## 1.4.2 Particulars

The information and contact data on editors and users entered in user management are also available via *SystemUser attributes*. To reach the individual data items, so-called *particulars* are provided within the *SystemUser attributes*. Calling a piece of information from the particulars is performed via the following notation:

%User.particulars.Particular-Name%

Here the User placeholder in turn must be replaced with one of the familiar *user types* (currentUser, fileOwner, lastEditor, etc.). The Particular name placeholder must still be replaced with an entry from the following table containing a complete list of all available *particulars*.

Particular Name	Information
(Particulars, Personalien)	
	keine Angabe, unknown
sex (Anrede, Salutation)	Herr, Mr.
	Frau, Mrs.
salutation (Titel, Salutation)	
firstName (Vorname, First name)	
lastName (Nachname, Last name)	
jobtitle (Position, Job title)	
E-mail (E-Mail, E-mail)	
telephone (Telefon, Telephone)	
Fax (Fax, Fax)	
<pre>mobile (Mobilfon, Cell / mobile phone)</pre>	
furtherfon (Sonstige, Other)	
Name (Vor- und Zuname, First and Last Name)	

#### Examples

You can reach the logged-in user's last name via the AutoText

%currentUser.particulars.lastName%

You output the file owner's telephone number as follows:

```
%fileOwner.particulars.telephone%
```

You can send a message to the last editor's supervisor's e-mail address for an escalation step, e.g. expiring edit deadline. The address is queried via this AutoText:

%lastEditor.superior.particulars.eMail%

#### 1.4.3 Reading user-defined properties

The properties system (*Documents Manager ->Editors* or *All user accounts -> Properties*) allows each DOCUMENTS user to define specific properties. These properties consist of a label and a value. The values of these properties can be read as AutoTexts.

If, for instance, a property named ReleaseLimit is defined for the user account, it can be read as a *SystemUserAttribute*.

To differentiate predefined system user attributes (such as particulars.lastName), the property name must be preceded by a dollar sign (\$) for reading user-defined properties.

#### Example

The Limit field (release limit of current user) should be used using the userdefined property ReleaseLimit:

```
Field name: Limit
Field value: %currentUser.$ReleaseLimit%
```

## 1.5 File attributes

Comparable to *SystemUser attributes*, file attributes form a group of different available pieces of information. They yield information about the currently open DOCUMENTS file, and are therefore always used with the AutoText %currentFile.file-attribute%. The return value of such an AutoText is always of the *String* type.

The following enumeration contains all available file attributes:

- Key (Archiv-Id, Archive-Id): Archive key of DOCUMENTS file.
- StoragePlace (Lagerort, Location): Current location of the DOCUMENTS file in the archive.
- InCirculation (Im Umlauf, In circulation): Verifies that the DOCUMENTS file is currently part of a workflow (default value: false).
- Locked (Gesperrt, Locked): Outputs whether the DOCUMENTS file is currently locked (default value: false).
- LockedBy (Gepserrt durch, LockedBy): Determines the name of the user currently locking the DOCUMENTS file.
- Sealed (Versiegelt, Sealed): Verifies that the DOCUMENTS file is currently sealed (default value:false).
- SealedAt (Versiegelt am, Sealed at): Timestamp at time of sealing.
- LastTargetArchive (Letztes Zielarchiv, Last target archive): Last target archive of DOCUMENTS file.

## 2. Specific AutoTexts

In addition to the AutoTexts listed in chapter 1, a host of specific AutoTexts whose syntax sometimes deviates from the customary notation with enclosing percent signs exists.

#### 2.1 Set and delete resubmission

In the context of using fields in workflow or for distribution lists, the option to set the file's resubmission date for a defined user is available in addition to using file fields (index fields). Unlike the common AutoTexts, it is not just a piece of information that is read her, but also a value is set. To achieve this, the *field name* is used for the *AutoText* in addition to the field value.

The user is defined as a field name via the following syntax:

resubmission.%userLogin% or resubmission.%field-name%

Example:

resubmission.%lastEditor.userLogin%

The field value (resubmission date) can be an AutoText or a fixed value:

```
%currentDate+14% or 12/31/2011
```

The figure below illustrates this procedure through the example of a distribution list:

🔮 Check - Routing step ad	ction *		8.2 K -	? ×
Label	Check			
Name (technical)				
Type of forwarding	Forward immediately	•		
Interactive element	Button	•		
Next view	Keep file in view	•		
File OK	Yes O No			
AutoComment				
	Store file in own Sent Items fold	der		· · · · · · · · · · · · · · · · · · ·
	Leave file in own Inbox			
	) (Aladram Gla Gran alban man)	lub =		
NI	withdraw hie from other users i	nbox		
Next step if different	Cancel routing	Next step		i3∎£
Automatically set the follo	wing field values			
Field name	resubmission.%lastEditor.name%	Field value	%currentDate+14%	
Field name		Field value		
Field name		Field value		
Field name		Field value		
Field name		Field value		
OK Apply	New Cancel			

If the field value is left empty, possible existing file resubmission for the user will be deleted.

Name	Information
	When using File Plan I, this is the index value (always 3
%FieldName.key%	digits). Example: 002001003
	When using File Plan II, this is the unique index key.
	Example: asbnasmasabasaskah
	The index in the defined notation. Example:
%FieldName%	File Plan I: 2
	File Plan II: II.a.1

## 2.2 AutoTexts in the file plan

## 2.3 AutoTexts for document templates

Name	Information
<pre>%toRTF.AutoText%</pre>	Converts \r\n to \par
<pre>%toFOP.AutoText%</pre>	Converts \n and \r\n to 
<pre>%toFOPImg.FilePath%</pre>	Data file is integrated as <img=""><img/></img="">
%createBarcode- >barcode128,png- >AutoText%	Returns the value of AutoText Barcode in png format. It is generated via the sample bat file barcode128.bat in the createimg/barcode directory.

## **3.** AutoTexts for Enumeration Fields

Enumeration fields do not need to be populated beforehand with fixed value lists. The following AutoTexts provide the option to populate the list of an enumeration field through AutoTexts. This not only saves you a lot of typing, it also offers the advantages that the list is automatically updated and the correct case of the entries is ensured.

The length of the drop-down lists is limited to 2,000 entries!

# 3.1 Selection lists including users (first name, last name)

The following AutoTexts always return a list of users that equals the AutoText criteria.

Only users where the "Display users in Documents lists" option is enabled in user management are considered.

The return values of these autotexts are in Last name, First name format.

AutoText	Information	
%user%	List of all DOCUMENTS users	
%userAccessprofile%	List of all users that are members of the access profile	
Example		
An access profile named CEO $$ exists. The AutoText $\texttt{SuserCEOS}$ lists all members of this profile.		
%userPartner.Partner-Name%	List of all users assigned to the Partner- Name organization. Partner-Name is a placeholder for an organization; it must be replaced with an existing organization.	
%superiorFor.Login-Name%	List of all users whose supervisor is user Login-Name. Login-Name in turn is a placeholder.	

## 3.2 Selection lists including users (Login)

This list strongly resembles the overview from chapter 3.1; however, the format of the return values for these AutoTexts is not Last name, First name but Login.

AutoText	Information	
%login%	List of all DOCUMENTS users	
%loginAccessprofile%	List of logins of all users who are members of this access profile	
Example An access profile named CEO exists. The AutoText %loginCEO% lists the login names of all members of this profile.		
%loginPartner. <i>Partner-</i> Name%	List of all users assigned to the Partner-Name organization. Partner-Name is a placeholder for an organization; it must be replaced with an existing organization.	

## 3.3 Other AutoTexts for enumeration fields

The following table contains a list of all other AutoTexts that can be used in enumeration fields:

AutoText	Information
%alias%	List of all defined aliases
%accessProfile%	Equivalent to %accessProfileTN%
%accessProfileTN%	List of profile names of all defined access profiles (groups)
%accessProfileML%	List of profile names and language dependent label of all defined access profiles (groups)
%archive%	Equivalent to %archiveTN%
%archiveTN%	List of keys of all existing archives
%archiveML%	List of keys and language dependent labels of all existing archives
%filetype%	Equivalent to %filetypeML%
%filetypeTN%	List of names of all existing file types
%filetypeML%	List of names and language dependent labels of all

	existing file types
runscript:ScriptName	A Portal script named ScriptName returns the enumeration values. For more information on this topic, please refer to the <i>PortalScripting</i> documentation!
%FieldName.key%	Key value of enumeration field
%FieldName.pos%	Job title as Int within the enumeration list (0-based)
%FieldName.de%	Enumeration value in the locale <i>en</i>

## 4. Nested AutoTexts

A lot of information cannot be directly reached via a single AutoText, particularly when branching must be over various DOCUMENTS files or when the route is via a supervisor. In these cases AutoTexts must be nested. This procedure is supported up to a nesting depth = 10. Such a composite AutoText can have a total of 10 dots within the term notation.

#### Example

In an enumeration field, an automatically created list should provide, respectively, all users grouped within the same organization as the current user for selection. For this, two AutoTexts are required that are nested. Initially, <code>%userPartner.PartnerName%</code> yields enumeration of all users from the *PartnerName* organization. The current user's organization is determined by the AutoText <code>%currentUser.fromPartner%</code>.

The required nesting is performed in such a manner that the current user's organization is inserted into the other AutoText as partner name. Thus, a filter for the list is set, and only the user names that can also be found in the same organization are displayed. The nested AutoText therefore has the following format:

%userPartner.currentUser.fromPartner%

## 5. Quick Overview of AutoTexts

The following table once again lists, in short form, all AutoTexts from the preceding chapters to facilitate quick retrieval of a desired AutoText for advanced users. Outline and table structure remain unchanged here.

AutoText Expression	Transmitted Information
%currentDate%	Current date in display format DD.MM.YYYY
%currentDate+n%	Current date plus n days
%currentDate-n%	Current date minus n days
%currentTime%	Current time in display format HH:MM
%currentTime+n%	Current time plus n hours
%currentTime-n%	Current time minus n hours
%currentTimestamp%	Current timestamp from date and time in display format DD.MM.YYYY HH:MM
%currentTimestamp+n%	Current timestamp plus n days
%currentTimestamp-n%	Current timestamp minus n days
%currentDay%	Current day in month as a number in the 1 to
<u>ب</u>	31 range
%currentMonth%	Current month as a number in the 1 to 12 range
%currentYear%	Current year (four digits)
%currentWeekday%	Returns a number in the 0 to 6 range for the current day of the week. Week starts with 0 = Sunday, 1 = Monday, etc.
%LF%	Line feed (\n)
%CRLF%	Carriage return line feed (\r\n)
<pre>%host name%</pre>	The host name defined on the principal
%secureHostname%	The host name for SSL connection defined on the principal
%clientLanguage%	Locale (abbreviation) of logged-in user's language
%encoding%	System encoding

5.1.1 AutoTexts from global information and system variables

%mailsignature%	Text entered in the principal for principal-wide e-mail signature
%principal.Attribute%	Principal's attribute
%documentsOptions.Attribute %	Attribute of the DOCUMENTS settings
<pre>%localestring:Techn.Name%</pre>	System message from the \server\locale files in the logged-in user's language
%runscript:ScriptName%	The return value of the specified Portal script is the value of this AutoText
%nr.NumberRangeName%	Next generated number of the selected number range

## 5.1.2 AutoTexts from information or properties of a DOCUMENTS file

AutoText Expression	Transmitted Information
%fileOwner%	Name of the owner of the DOCUMENTS file in
	First name, Last name format
%fileOwner.SystemUser- Attribute%	Output of a SystemUserAttribute of the file owner
%createdAt%	Timestamp of creation time of DOCUMENTS file.
%createdAt+n%	Creation timestamp of DOCUMENTS file plus n
	days
%createdAt-n%	Creation timestamp of DOCUMENTS file minus n
	days
%lastEditor%	Name of last editor
<pre>%lastEditor.SystemUser-</pre>	SystemUserAttribute for the last reviewer of the
Attribute%	DOCUMENTS file
<pre>%lastModified<sup>™</sup>+%</pre>	Timestamp of last modification of DOCUMENTS
	file
<pre>%lastModifiedAt+n%</pre>	Timestamp of last modification plus ${\tt n}$ days
<pre>%lastModifiedAt-n%</pre>	Timestamp of last modification minus ${\bf n}$ days
%title%	Reading the file title
%fileType%	Reading the file type
%fileTypeTitle%	File type label
%id%	File ID
%fileLink%	File URL. This returns a direct link to the file.

%FieldName of file type%	Returns the value of the accessed field
<pre>%ref.ReferenceField.AutoTe xt%</pre>	Reference to a value of a field of another DOCUMENTS file
%currentFile. <i>FileAttribute</i>	File attribute for the current DOCUMENTS file
%fieldName.locale%	This AutoText returns the enumeration value in the user language
%fieldName.key%	Technical name for enumeration values or the key of the referenced DOCUMENTS file in reference fields

## 5.1.3 AutoTexts from information about users

AutoText Expression	Transmitted Information
%userFullName%	Name of a user in display format
	Last name, First name
%userLogin%	Login name of a user
%currentUser.SystemUserAttribute%	SystemUser attribute for the
	current user
%clientLanguage%	Locale (abbreviation) of the logged-
	in client's language
%fromPartner%	Name of organization the user
	belongs to
%accessProfiles%	separated list of user's access
	profiles
<pre>%listAccessProfiles%</pre>	\ separated list of user's access
	profiles
%firstAccessProfiles%	User's first access profile
%User.superior.SystemUserAttribute%	SystemUser attribute for the
	supervisor of a specific user type

## 5.1.4 Overview of all SystemUser attributes

SystemUser Attribute	Information
status <b>(Status, Status)</b>	Returns the user status
Default value: released	
DlcUser (DOCUMENTS	This attribute will output $\mathtt{true}$ if the user has
Zugang ermöglichen, Allow	$\ensuremath{\text{DOCUMENTS}}$ access, or false $% \ensuremath{\text{if}}$ the user
DOCUMENTS access)	does not have access.
Default value: false	
Absent (Benutzer ist	Checks whether the user has entered their
abwesend, User is absent)	absence in their personal settings.
Default value: false	
AbsentMessage	Returns the absence message that a user
(Abwesenheitsnachricht,	entered in their personal settings
Absence message)	
<pre>\$propertyname</pre>	Determines the field value of a property
(Editor or user property)	created with the user or editor

#### 5.1.5 Particulars

Particular Name (Particulars, Personalien)	Information
	keine Angabe, unknown
sex (Anrede, Salutation)	Herr, Mr.
	Frau, Mrs.
salutation (Titel, Salutation)	
firstName (Vorname, First name)	
lastName (Nachname, Last name)	
jobtitle (Position, Job title)	
E-mail (E-Mail, E-mail)	
telephone (Telefon, Telephone)	
Fax (Fax, Fax)	
<pre>mobile (Mobilfon, Cell / mobile</pre>	
pnone)	
furtherfon (Sonstige, Other)	
Name (Vor- und Zuname, First and	
Last Name)	

## 5.1.6 File attributes

File Attribute (GUI de/en)	Information
Key (Archiv-Id, Archive- Id)	Archive key of DOCUMENTS file
StoragePlace (Lagerort, Location)	Current location of the DOCUMENTS file in the archive
InCirculation (Im Umlauf, In circulation)	Checks whether the DOCUMENTS file is currently in a workflow (default value:false)
Locked (Gesperrt, Locked)	Outputs that the DOCUMENTS file is currently locked (default value:false)
LockedBy (Gepserrt durch, LockedBy)	Determines the name of the user that is currently locking the DOCUMENTS file
Sealed (Versiegelt, Sealed)	Checks whether the DOCUMENTS file is currently sealed (default value:false)
SealedAt (Versiegelt am, Sealed at)	Timestamp at time of sealing
LastTargetArchive (Letztes Zielarchiv, Last target archive)	Last target archive of DOCUMENTS file

## 5.1.7 Selection lists including users

AutoText	Information
User with return value (Last name, First name)	
%user%	List of all DOCUMENTS users
%userAccessProfile%	List of all users that are members of the access profile
%userPartner. <i>PartnerName</i> %	List of all users assigned to the PartnerName organization
%superiorFor.LoginName%	List of all users whose supervisor is the user LoginName
User with return value login	
%login%	List of all DOCUMENTS users
%loginAccess profile%	List of logins of all users who are members of this access profile
%loginPartner.PartnerName%	List of all users assigned to the PartnerName organization
Other AutoTexts for enumeration fields	

%alias%	List of all defined aliases
%accessProfile%	List of defined access profiles (groups)
%archive%	List of all available archives
%filetype%	List of all available file types
runscript:ScriptName	A Portal script named ScriptName returns enumeration values