

## Document Repository Structure

A document repository contains groups and document collections. Typically, a group represents a domain and a document collection is a container that can hold files, and web/ network path references. The document repository supports multiple file uploads of various file formats and image extensions. A user maintaining the document repository has to create at least one group or one document collection to upload documents. This enables you to store all the documents, web and network path references pertaining to your organization. However, creating a single group or document collection will grant other users unrestricted access to all documents, some of which are not relevant to their domain. Use groups to segregate documents based on specific domains, and then create separate groups and document collections within the top-level group with the ownership defined at the group or document collection level.

To support different file format extension, enable the following property `propertycom.agiliance.esapi.allowed.attachment.file.extensions=true.` Here the Default Value = true.

The lists of file formats supported by Document Repository are:

- PDF
- XLS
- XLSX
- DOC
- DOCX
- PPT
- PPTX
- TXT
- JPG
- JPEG
- PNG
- BMP
- MPP
- MPPX
- VSD
- VSDX
- MSG

Linkages for files attached directly to an object (e.g. to an assessment as evidence or to an entity, a finding, etc.) shall be maintained for files moved within the Document Repository. This consists of the following scenarios:

- When moving a file that is linked directly to an object from one Document Collection to another.
- When moving a Document Collection in which the file that was linked directly to an object resides from one Group to another.

Linkages for Document Collections attached directly to an object shall be maintained in the following scenarios:

- When moving a Document Collection into another Document Collection.
- When moving a Document Collection to a different group.

When a Document Collection is attached to an object and files are moved out of the Document Collection, these files shall no longer be linked to the objects they were previously linked to as a result of their membership in the Document Collection that they are no longer part of.

## To create a group:

1. Open RiskVision Vendor Risk Manager.
2. Go to **Content > Document Repository**.
3. Select the **Document Repository** node or locate a group, select to display its details, and then click **New Group**. The **New Group** dialog appears.
4. Enter **Name** and **Description**.
5. Click **OK**.

## To create a Document Collection:

1. Open RiskVision Vendor Risk Manager.
2. Go to **Content > Document Repository**.
3. Select the **Document Repository** node or locate a group, select to display its details and then click **New Document Collection**. The **New Document Collection** dialog appears.
4. Enter Name and Description.
5. Click **OK**.