

# Content Manager

Software Version 9.3

VERS Encapsulated Object (VEO)



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# VEO Format Files

## Background

### PROV - Public Record Office Victoria

The Victorian Government Agency that issues standards for the management of public records. PROV also issued the VERS standard.

For more information, see <http://prov.vic.gov.au/>

### VERS - Victorian Electronic Records Strategy

The VERS specifies a standard format for electronic records.

See <https://www.prov.vic.gov.au/recordkeeping-government/a-z-topics/vers> for more information.

### VEO - VERS Encapsulated Object

The VERS standard electronic record format VEO files can be used as a mechanism to transfer records between different record keeping systems.

A VEO file is created from a record, in this case a Content Manager record and using the Content Manager client or Content Manager Rendering module, and contains both the record content and the associated metadata

For detailed information about the VERS standard electronic record format, see

<https://www.prov.vic.gov.au/recordkeeping-government/about-standards-framework-policies/vers-standard/vers-version-2>

# Creating VEO Format Files

## Creating a VEO file within Content Manager

1. In Content Manager, from the **Manage** ribbon, in the **Archiving** group, click **Create VEOs**. The **Create VEO files** dialog appears.

**Create VEO files**

**VEO Generation**

Consignment: 1

Output location: [Browse]

Files Per Folder: 50

Certificate Store: MY

Certificate: [Empty]

**VERS Settings**

Format Description: This record conforms to the structure defined in "Management of Electronic Records"

Signature Format Description: The contents of this VEO are signed using the SHA-1 hash algorithm and the RSA

Signature Algorithm Id: 1.2.840.113549.1.1.5

Corporate Name: Micro Focus

Language: EN

Agency ID: 1

Series ID: 1

File ID: 10

**Manifest**

Consignment Type: P

Job ID: AA 1111/2222

Buttons: OK, Cancel, Help

1. Fill in the fields:
  - a. **Consignment** – type in the Content Manager consignment number. It is usually allocated by a receiving archive authority before transferring the records and then manually entered in Content Manager. See also **Content Manager Help > Retention Schedules and disposal of records > Using Retention Schedules with records > Changing record disposition > Disposal action for selected Records dialog box > Disposal tab**.
  - b. **Output location** – browse to, and select, the folder to save the new VEO files in.
  - c. **Files per Folder** – type, or select, the number of VEOs that should be in a single folder in the output location.

- d. **Certificate Store** – certificate store that contains the certificate to create this batch of VEO files.
- e. **Certificate** - name of the certificate that will be used for this batch of VEO files.

VEO will only accept certificates that are validated from a trusted source and VERS certificate compliance is ensured by the Public Record Office Victoria.

For more information about the VERS standard, refer to <https://www.prov.vic.gov.au/recordkeeping-government/a-z-topics/vers>

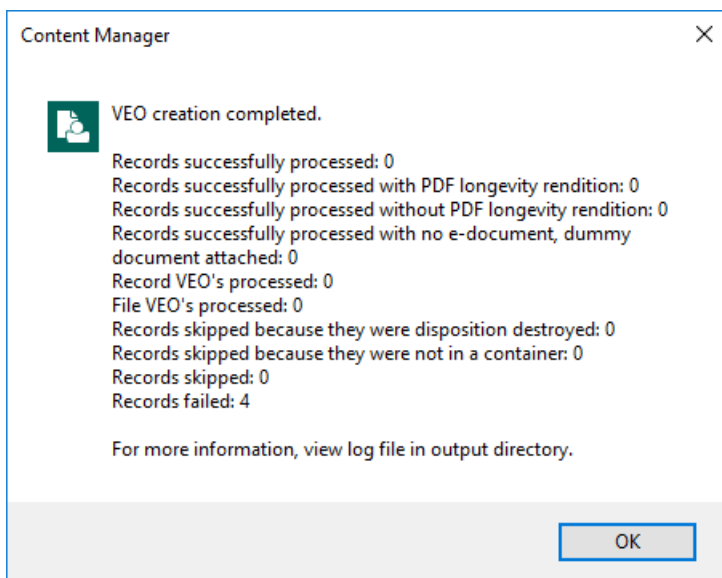
2. Fill in the required fields for the:

- **VERS settings**
- **Manifest details**

3. Click **OK**

Content Manager creates one VEO file for each record in the consignment.

A confirmation message appears, for example:



To view specific information about these files, view the log files:

- The batch log file in the same location as the VEO files
- **TRIMRenderVers.log** in the defined Output location

## Creating a VEO file from a Consignment in Content Manager

**NOTE:**

Creating a VEO file in Content Manager can only be done for Consignments that have a type of **Archive (Custody Transfer)** and that have been created using the Advanced Disposal of records feature in Content Manager

1. In Content Manager, from the **Manage** ribbon, in the **Archiving** group, click **Consignments**. The **Consignments** window appears.
2. Right-click the approved Consignment, point to **Dispose** and then click **Create VEO Object**. The **Create VEOs** screen appears.
3. Follow the steps in [Creating VEOs](#) to complete the VEO creation process.