



## USING RELEASABLE TO FINLAND AND SWEDEN IN LOGFAS

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Applies to: **LOGFAS 7.2.0** and all previous versions.

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Document change log			
Version	Comments	Date	Author
1.0	Initial version	08 AUG 2022	Elizabeth ALLEN

## Using Releasable to Finland and Sweden in LOGFAS

### 1 GENERAL

If required, a user can add the releasability caveat “Releasable to Finland and Sweden” to be used in LOGFAS. This document describes how this marking can be added.

#### 1.1 Applicability

All LOGFAS users are able and expected to classify their materials in accordance with current policy.

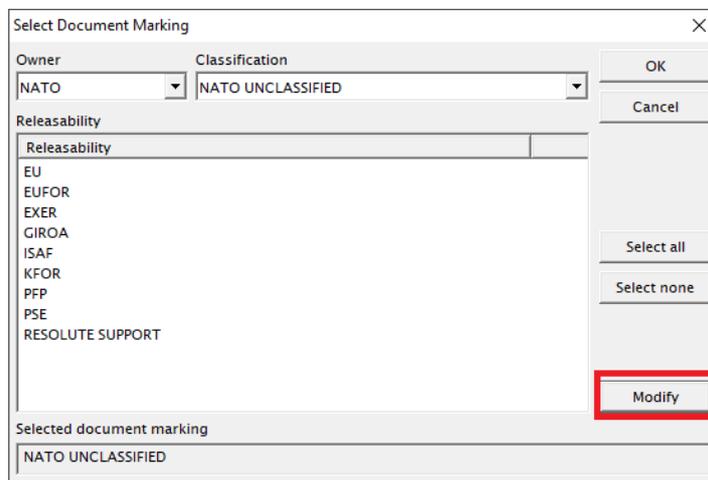
### 2 ADDING THE RELEASABLE CLASSIFICATION IN LDM

Below is the procedure to add the ‘Releasable to Finland and Sweden’ marking to a LOGFAS database. The steps show how to add the marking in LDM, but the marking will thereafter also be available in other LOGFAS modules connecting to that database.

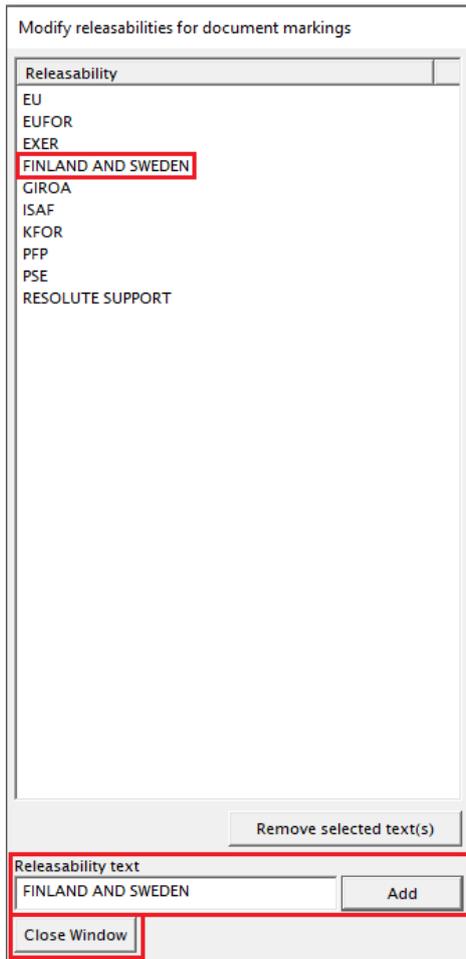
The markings are stored in the LOGFAS database. Therefore, every database in which the user needs to use these markings has to be individually updated.

Procedure:

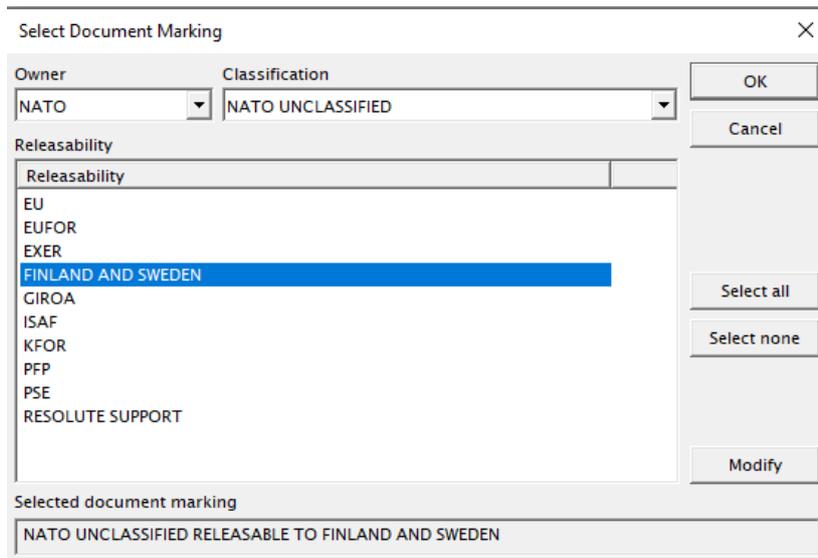
1. Open LDM.
2. On the top menu, navigate to File -> Export -> Referenced Subject Areas -> Assets Subject Areas -> Asset Type(s)
3. In the ‘Select Asset Types to Export...’ dialog box that appears, click ‘OK.’ The asset types that are selected do not matter for this configuration.
4. File Explorer will then open. Place the .xml file in any folder. Click ‘Save’ to close File Explorer.
5. The ‘Document Marking’ dialog will open. In the bottom right corner, click on ‘Modify.’



6. A new dialog box will open. In the ‘releasability text’ field in the bottom left corner, type ‘FINLAND AND SWEDEN’ and click ‘Add.’ Now ‘FINLAND AND SWEDEN’ should appear above in the releasability column. This will add the new releasability option to the database that is connected.



7. Click 'Close Window.'
8. Back in the 'Select Document Marking' window, in the 'Releasability' list, click 'FINLAND AND SWEDEN.' In the 'selected document marking field below, the correct releasability marking should appear. Modify the 'Owner' and 'Classification' dropdowns as necessary. The releasability can be added to any classification.



9. Click 'Cancel' since we are not aiming to export the file.

10. You have now successfully added a new releasability option to your selected database.

**NOTE:** In LCM, when creating a **new database**, the new releasability options are not available. The workaround is to create a new database without releasability caveats, activate that database, apply the procedure above to add the releasability marking, and then **Edit** the database properties in LCM.