CollabraSuite, BEA WebLogic Edition™

Administration Guide

Version 3.8
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Contents

Campus Summary

A campus is the highest-level organizational unit within the CollabraSuite® environment hierarchy. A campus contains buildings, floors, rooms, users, groups, skills, and document types. Administrators may create as many campuses as are necessary for their organization, each with its own set of buildings, floors, and rooms.

The Campus Home page is the starting point for accessing and modifying CollabraSuite campuses. Upon logging into the Campus Home page, administrators will be presented with a list of campuses. From the home page campuses may be added, modified, or removed. Administrators may also select a campus to access more administrative options for the buildings, floors, and rooms within that campus. Selecting a campus or selecting the Add New button from the Campus Home page accesses the Campus Details page. On the Campus Details page, the CollabraSuite Administration section contains several links that allow administration of any level of the collaborative environment.

Figure 1: Campus Summary

Campuses			Add New
▷ Name	Icon	▷ Multicast Address	Action
Collaboration Campus		232.0.0.0	Delete
Remote Campus		232.0.0.0	Delete

Navigating Administration

Selecting a campus or selecting the Add New button from the Campus Home page takes you to the Campus Details page. At the top of this page, in the CollabraSuite Administration section, there are several links that will allow you to navigate through administrative pages, including Campus Admin, User Admin, Group Admin, Reference, and Reports. The links are accessible on the top of each of these pages. There is also a link for Home which will take you back to the Campus Home page.

Each Details page allows access to detail pages for the next level in the hierarchy of the collaborative environment. For example, at the bottom of the Administration Home page is a list of campuses. If you add or select a campus, the Campus Details page appears. At the bottom of the Campus Details page is a list of buildings within that campus. If you add or select a building, the Building Details page appears. At the bottom of the Building Details page is a list of floors within that building. If you add or select a floor, the Floor Details page appears. At the bottom of the Floor Details page is a list of rooms within that floor. If you add or select a room, the Room Details page appears. In this manner, each room, floor, and building may be accessed for each campus.

Figure 2: Navigation

Help					
CollabraSuite Administration					Logout admin
Home	Campus Admin	User Admin	Group Admin	Reference	Reports

Select a Campus

From the CollabraSuite Administration home page, you will be able to select any existing campus in order to access and modify administrative options for the buildings, floors, and rooms within that campus.

To select a Campus:

- Single click on the campus name listed in the Name column.

The Campus Details page will display.

Figure 3: Campus Details

Campus Administration

Campus

Campus Details

The Campus Details page is accessed through the Campus Admin tab or by adding or selecting a campus from the Campus Home page. This page allows administrators to view or modify campus details, add new campuses, and delete existing campuses. This page also allows access to additional levels of detail where changes can be made to the attributes for buildings, floors, and rooms. For further navigation instructions, see Navigating Administration.

Details that may be viewed, modified, or added at the campus level are as follows:

- Campus Name.

- Campus Icon: (Optional) Clicking the Browse button opens an explorer to locate an image file on your computer that will serve as the icon for the new campus.

- Multicast Address: The multicast address for this campus; used for Audio/Video conferencing. Contact your network administrator if you are unsure of the correct address value.

- Multicast Time To Live (TTL): The multicast TTL for this campus; used for Audio/Video conferencing. This is the number of network segments the broadcast traffic is permitted to traverse. Contact your network administrator if you are unsure of the correct TTL value.

- Auto-Account Creation: (Optional) Selecting the checkbox allows users to automatically enroll and create an account for this campus when they access the system for the first time.

- Description: (Optional) A description of your campus if desired.

- Select Administrators: See [Selecting Administrators](#) for step-by-step instructions on selecting administrators.

To view or modify campus details:

1. Select a campus from the Administration Home page. The Campus Details page will appear.
1. Make changes to campus details as desired.
2. Click the Save button in the upper right corner to save your changes.

Figure 4: Campus Details

Adding and Deleting a Campus

Several campuses may be added to the collaborative environment, each with its own set of buildings, floors, and rooms. Administrators may create as many campuses as are necessary for their organization. From the Campus Home page, administrators may also delete existing campuses. All rooms, floors, and buildings within that campus will be deleted. There must be at least one campus created within the CollabraSuite environment at all times.

The Campus Home page has a list of campuses located in the Campuses section at the bottom of the screen. This section is used to select, add, and delete campuses.

To add a new campus:

3. From the Administration Home page, click the **Add New button** ![Add New] in the Campuses section to access a new Campus Details page.

2. Complete campus *details*.

- Campus Name.

- Campus Icon: (Optional) Clicking the Browse button opens an explorer to locate an image file on your computer that will serve as the icon for the new campus.

- Multicast Address: The multicast address for this campus. Contact your network administrator if you are unsure of the correct address value.

- Auto-Account Creation: (Optional) Selecting the checkbox allows users to automatically enroll and create an account for this campus when they access the system for the first time.

- Description: (Optional) A description of your campus if desired.

- Message of the Day: (Optional) A text message that will be displayed to all users the first time that they enter a room within the campus. This is useful for reporting key events, activities or meetings occurring throughout the campus.

- Select Administrators: See <u>Selecting Administrators</u> for step-by-step instructions on selecting administrators.

3. Click the **Save button** ![Save] in the upper right corner of the page to save the new campus details. Changes will not be recorded unless you save.

To delete a campus:

2. Locate the campus you wish to delete in the Campuses section of the Administration Home page.

2. Click the **Delete button** ![Delete] for that campus located in Actions column. A confirmation window will appear.

3. Select **OK** to delete the campus or **Cancel** to return to the main page.

Figure 5: Campus Add or Delete

Select Campus Administrators

Administrators may assign administrative access to users within the collaborative environment. This will allow individual users to change campus details, assign user access, and access other administrative functions to the campus they are assigned.

To select administrators for the campus:

1. Select the **Users** or **Groups radio button** to view available users.

2. If desired, use the **Contains field** to quickly search for users or groups in the list.

3. Highlight the user(s) or group(s) in the **Available Users/Groups list**.

4. Select the **Add button** **Add >** to move the highlighted users to the Selected Users/Groups list on the right.

5. Select the **Grant** or **Deny radio buttons** to either grant all users in the selected users/groups list administrative access or to deny all selected users/groups access.

   Note: If you choose to deny all users in the Selected Users/Groups access, those users listed in the Available Users/Groups list will be granted administrative access.

6. Select the **Save button** **Save** in the upper or lower right corner to save your changes.

Figure 6: Campus Administrators

Building

Building Details

In each campus there are organizational units called buildings which contain floors and rooms. At the bottom of the Campus Details page is a list of buildings within a campus. If you add or select a building, the Building Details page appears. This page allows administrators to view or modify building details, add new buildings, and delete existing buildings. This room also allows access additional levels of detail where changes can be made to the attributes for floors and rooms. For further navigation instructions, see Navigating Administration.

Building details that may be added, viewed, or modified are as follows:

- Building Name

- Building Icon: (Optional) Selecting the Browse button will open an explorer to locate the image file on your computer to serve as the icon for the new building.

- Description: (Optional) A description of your building.

- Message of the Day: (Optional) A text message that will be displayed to all users the first time that they enter a room within this building.

- Select Administrators: See <u>Selecting Administrators</u> for step-by-step instructions on selecting administrators.

To view or modify building details:

1. Select the building from the **Buildings list** at the bottom of the Campus Details screen. The Building Details page will appear.

2. Modify building details as desired.

3. Select the **Save button** in the upper right corner of the page to save your changes. Changes will not be recorded unless you save.

Figure 7: Building Details

Campus Information

Campus Name   Collaboration Campus

Building Information   Add New

Building Name   Corporate

Building Icon   [_____]   Browse...

Description   The corporate building

Administrators

Available Users/Groups

Users ◉   Groups ○

Contains: [_____]

    Administrator
    Andy Jones
    Beth Long
    Cathy Hills
    Denise Simpson
    Diane Smith
    Evelyn Aden
    Jeff Strong
    Jim Spalding
    John Stallings

Add >
<Remove

Selected Users/Groups

Grant ◉   Deny ○

Contains: [_____]

Floors   Add New

▷ Name	Icon	Action
Administrative		Delete
Contracts		Delete
Development		Delete
Facilities		Delete

Adding and Deleting Buildings

Several buildings may be added to the collaborative environment, each with its own set of floors and rooms. Administrators may create as many buildings as are necessary for their campus. From the Campus Details page, administrators may also delete existing buildings. All floors and rooms within that building will be deleted. There must be at least one building in a campus.

The Campus Details page has a list of buildings located in the Buildings section at the bottom of the screen. This section is used to select, add, and delete buildings.

To add a new building to a campus:

1. Select the **Add New button** `Add New` from the Building section of the Campus Details page. The Building Details screen will display.

2. Complete *building* details.

   • Building Name

   • Building Icon: (Optional) Selecting the Browse button will open an explorer to locate the image file on your computer to serve as the icon for the new building.

   • Description: (Optional) A description of your building.

   • Message of the Day: (Optional) A text message that will be displayed to all users the first time that they enter a room within this building.

   • Select Administrators: See Selecting Administrators for step-by-step instructions on selecting administrators.

3. Select the **Save button** `Save` in the upper right corner of the page to save the new building details. Changes will not be recorded unless you save.

To delete a building:

1. Click the **Delete button** `Delete` located in the Action column of the same row as the building you wish to delete. A confirmation window will appear.

2. Select **OK** to delete the building or **Cancel** to return to the main page.

Figure 8: Building Add or Delete

Floor

Floor Details

In each building within a campus there are organizational units called floors which contain rooms. At the bottom of the Building Details page is a list of floors within that building. If you add or select a floor, the Floor Details page appears. This page allows administrators to view or modify floor details, add new floors, and delete existing floors. This page also allows access additional levels of detail where changes can be made to the attributes for rooms. For further navigation instructions, see Navigating Administration.

Floor details that may be viewed, modified, or added are as follows:

- Floor Name

- Floor Icon: (Optional) Clicking the Browse button will open an explorer to locate the image file on your computer that will serve as the icon for the new floor.

- Description: (Optional) A description of your floor.

- Select Administrators: See Selecting Administrators for step-by-step instructions on selecting administrators. When adding rooms to this floor, these settings will be used as the default settings for the room administrators. This setting can also be changed at the room level.

- Select Room Access: See Selecting Room and Floor Access for step-by-step instructions for controlling who can access rooms on a floor by default. When adding rooms to this floor, these settings will be used as the default settings for the room access. This setting can also be changed at the room level.

To view or modify floor details:

1. Select the floor from the floors list at the bottom of the Building Details screen. The Floor Details page will appear.

2. Modify floor details as desired.

3. Click the **Save button** **Save** in the upper right-hand corner of the page to save your changes. Changes will not be recorded unless you save.

Figure 9: Floor Details

Adding and Deleting Floors

Several floors may be added to the collaborative environment, each with its own set of rooms. Administrators may create as many floors as are necessary for their organization. From the Building Details page, administrators may also delete existing floors. All rooms within that floor will be deleted. There must be at least one floor in a building.

The Building Details page has a list of floors located in the Floors section at the bottom of the screen. This section is used to select, add, and delete floors.

To add a new Floor to a Building:

1. Click the **Add New button** **Add New** on the Floor section of the Building Details page. The Floor Details screen will display.

2. Complete floor *details*.

    - Floor Name

    - Floor Icon: (Optional) Clicking the Browse button will open an explorer to locate the image file on your computer that will serve as the icon for the new floor.

    - Description: (Optional) A description of your floor.

    - Select Administrators: See <u>Selecting Administrators</u> for step-by-step instructions on selecting administrators. When adding rooms to this floor, these settings will be used as the default settings for the room administrators. This setting can also be changed at the room level.

    - Select Room Access: See <u>Selecting Room or Floor Access</u> for step-by-step instructions for controlling who can access rooms on a floor by default. When adding rooms to this floor, these settings will be used as the default settings for the room access. This setting can also be changed at the room level.

3. Click the **Save button** **Save** in the upper right corner of the page to save the new floor details. Changes will not be recorded unless you save.

To delete a floor:

1. Click the **Delete button** **Delete** located in the Action column of the same row as the floor you wish to delete. A confirmation window will appear.

2. Click **OK** to delete the floor or **Cancel** to return to the main page.

Figure 10: Floor Add or Delete

Room

Room Details

In each floor within a building there are organizational units called rooms. At the bottom of the Floor Details page is a list of rooms within that floor. If you add or select a room, the Room Details page appears. This page allows administrators to view or modify room details, add new rooms, and delete existing rooms. For further navigation instructions, see Navigating Administration.

Room details that may be viewed, modified, or added are as follows:

- Room Name

- Room Icon: (Optional) Selecting the Browse button will open an explorer to locate the image file on your computer that will serve as the icon for the new room.

- Description: (Optional) A description of your room.

- Lockable: This box may be checked to enable users of this room to lock it so that additional users cannot enter the room until it is unlocked.

- Select Default Room Administrators: See Selecting Administrators for step-by-step instructions on selecting administrators. This setting defines who can administer the room.

- Select Default Room Access List: See Selecting Room or Floor Access for step-by-step instructions for controlling who can access rooms by default. This setting can also be changed at the floor level.

To view or modify room details:

1. Select a room from the Rooms list at the bottom of the Floor Details screen. The Room Details page will appear.

2. Modify room details as desired.

3. Click the **Save button** **Save** in the upper right corner of the page to save your changes. Changes will not be recorded unless you save.

Figure 11: Room Details

Adding and Deleting Rooms

Several rooms may be added to each floor in the collaborative environment. Administrators may create as many rooms as are necessary for their organization. From the Floor Details page, administrators may also delete existing rooms. There must be at least one room in each floor.

The Floor Details page has a list of rooms located in the Rooms section at the bottom of the screen. This section is used to select, add, and delete rooms.

To add a new room to a floor:

1. Select the **Add New button** from the room section of the Floor Details page. The Room Details screen will display.

2. Complete room *details*.

   - Room Name

   - Room Icon: (Optional) Selecting the Browse button will open an explorer to locate the image file on your computer that will serve as the icon for the new room.

   - Description: (Optional) A description of your room.

   - Lockable: This box may be checked to enable users of this room to lock it so that additional users cannot enter the room until it is unlocked.

   - Rate: The amount in dollars that users of the room shall be charged per minute of use.

   - Select Default Room Administrators: See Selecting Administrators for step-by-step instructions on selecting administrators. This setting defines who can administer the room.

   - Select Default Room Access List: See Selecting Room or Floor Access for step-by-step instructions for controlling who can access rooms by default. This setting can also be changed at the floor level.

3. Select the **Save button** in the upper right corner of the page to save the new room details. Changes will not be recorded unless you save.

To delete a room:

1. Click the **Delete button** located in the Action column in the same row as the room you wish to delete. A confirmation window will appear.

2. Click **OK** to delete the room or **Cancel** to return to the main page.

Figure 12: Room Add or Delete

Selecting Room Administrators

Administrators may assign administrative access to users within the collaborative environment. This will allow individual users to change room details, assign user access, and access other administrative functions to the rooms they are assigned.

To select administrators:

1. Select the **Users** or **Groups radio button** to view available users or groups.

2. If desired, use the **Contains field** to quickly search for users or groups in the list.

3. Highlight the user(s) or group(s) in the **Available Users/Groups list.**

4. Click the **Add button** **Add >** to move the highlighted users to the Selected Users/Groups list on the right.

5. Select the **Grant** or **Deny radio buttons** to either grant all users in the selected users/groups list administrator access or to deny all selected users/groups administrator access.

   Note: If you choose to deny all selected users/groups access than those users listed in the available users/groups list will be granted administrator access.

6. Click the **Save button** **Save** in the upper or lower right corner of the page to save changes. Changes will not be recorded unless you save.

Figure 13: Room Administrators

Selecting Room or Floor Access

Administrators may assign access to users in the collaborative environment. Users will be able to access rooms or floors to which they have been granted access, or any rooms or floors to which access has not been denied.

To select room or floor access:

1. Select the **Users** or **Groups radio button** to view available users.

2. If desired, use the **Contains field** to quickly search for users or groups in the list.

3. Highlight the user(s) or group(s) in the **Available Users/Groups list.**

4. Select the **Add button** `Add >` to move the highlighted users to the Selected Users/Groups list on the right.

5. Select the **Grant** or **Deny radio buttons** to either grant all users in the selected users/groups list default access or to deny all selected users/groups default access.

    Note: If you choose to deny all selected users/groups access, those users listed in the available users/groups list will be granted default access.

6. Select `Save` in the upper or lower right corner of the page to save changes. Changes will not be recorded unless you save.

Figure 14: Room or Floor Access
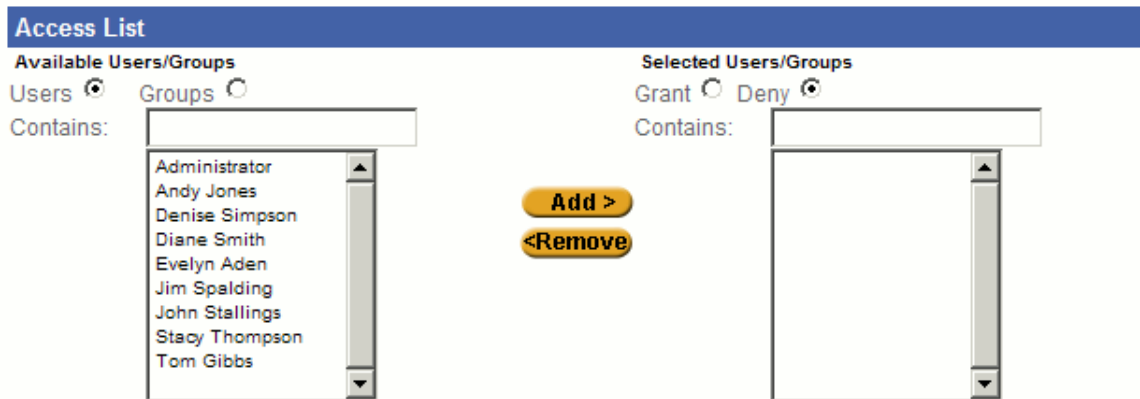
User Admin

User Summary

Access to the collaborative environment and specific rooms within a campus is controlled through the use of a unique user identification and password. Each user added to the environment will have personal details allowing other users to view contact information and search by user skills. Administrators can grant users the ability to administer campus, building, and room settings. Administrators can also grant or deny users access to any room.

The User summary page presents specific information on each user and enables the administrator to add, delete, or modify campus users.

To access the User Summary page:

1. Select a campus from the Campus Home page.

2. At the top of the screen, locate the CollabraSuite Administration links.

3. Click the User Admin link.

The User Summary page will appear.

Figure 15: User Summary

▷ Login	▷ Full Name	▷ Organization	▷ Email Address	Action
Andy	Andy Jones	Western Division		Delete
Beth	Beth Long			Delete
Cathy	Cathy Hills			Delete
Denise	Denise Simpson	Operations		Delete
Diane	Diane Smith	Advanced Systems Division		Delete
Evelyn	Evelyn Aden	Sales		Delete
Jeff	Jeff Strong			Delete
Jim	Jim Spalding			Delete
John	John Stallings	Western Division		Delete
Peggy	Peggy Miller			Delete
Stacy	Stacy Thompson	Facilities		Delete
Terry	Terry Murray			Delete
Tom	Tom Gibbs	Operations		Delete
admin	Administrator			Delete

User Details

Each user added to the environment will have personal details allowing other users to view contact information and search by user skills. These skills may be added using the User Details page located through the User Admin link. User Information that may be added, viewed, or modified is as follows:

- User Login: A simple string of characters with no spaces. Note that this user must also be created in the security realm of the application server and the username must be exactly the same in both places.

- Full Name: The user's first and last name.

- User Icon: (Optional) Selecting the Browse button will open a browser to locate the image file on your computer to serve as the icon for the new user.

- User Contact Information: (Optional) Telephone numbers and an email address for the user. If the Forward Pages to Email while Offline box is checked, the user will receive a message at the indicated email address when a page is sent to them by another user while they are not logged in to the system.

- User Skills: See User Skills for step-by-step instructions on selecting the appropriate skills for the selected user.

- User Home: The building, floor, and room that will be the default location for this user when logging into the campus.

To view or modify user details:

1. Click on the user name listed in the **Name column.** The User Details page will appear.

2. Modify user details as desired.

3. Click the **Save button** **Save** in the upper right corner of the page to save your changes. Changes will not be recorded unless you save.

Figure 16: User Details

Adding and Deleting Users

Users may be added to or deleted from the collaborative environment through the User Details page. Each user will have personal details allowing other users to view contact information and search by user skills.

To add a new user:

1. Click the **Add New button** *Add New* to access a new user details page.

2. Complete User *details*.

   • User Login: A simple string of characters with no spaces. Note that this user must also be created in the security realm of the application server and the username must be exactly the same in both places.

   • Full Name: The user's first and last name.

   • User Icon: (Optional) Selecting the Browse button will open a browser to locate the image file on your computer to serve as the icon for the new user.

   • User Contact Information: (Optional) Telephone numbers and an email address for the user. If the Forward Pages to Email while Offline box is checked, the user will receive a message at the indicated email address when a page is sent to them by another user while they are not logged in to the system.

   • User Skills: See User Skills for step-by-step instructions on selecting the appropriate skills for the selected user.

   • User Home: The building, floor, and room that will be the default location for this user when logging into the campus.

3. Click the **Save button** *Save* in the upper right corner of the page to save the new user details. Changes will not be recorded unless you save.

To delete a User:

1. Click the **Delete button** *Delete* in the Action column on the same row as the user you wish to delete. A confirmation window will appear.

2. Click **OK** to delete the user or **Cancel** to return to the main page.

Figure 17: User Add or Delete

Users				Add New
▷ Login	▷ Full Name	▷ Organization	▷ Email Address	Action
Andy	Andy Jones	Ops Management		Delete
Denise	Denise Simpson	Resources Division		Delete
Diane	Diane Smith	C2 Systems		Delete
Evelyn	Evelyn Aden	Cruise Missile Support		Delete
Jim	Jim Spalding			Delete
John	John Stallings	Information Operations		Delete
Stacy	Stacy Thompson	Intelligence Administration		Delete
Tom	Tom Gibbs	Intelligence Administration		Delete
admin	Administrator			Delete

User Skills

Each user added to the collaborative environment may be assigned a set of skills in the User Details page. This will allow other users and administrators to view a user's skill set, or search for user by selected skills.

To select user skills:

1. Highlight the appropriate skills for the user in the **Available Skills list.**

2. If desired, use the **Contains field** to quickly search for specific skills in the list.

3. Click the **Add button** [Add >] to move the highlighted skills to the Selected Skills list on the right.

4. Click the **Save button** [Save] in the lower right corner of the page to save changes. Changes will not be recorded unless you save.

Figure 18: Select User Skills

User Skills		
Available Skills		**Selected Skills**
Contains: [ ]		Contains: [ ]
Manager Missle Systems Expert Systems Analyst	Add > <Remove	

Group Admin

Group Summary

Users with common interests can be combined into groups within a campus. By creating groups, access to resources can be assigned to the entire group at once, rather than having to add each individual user.
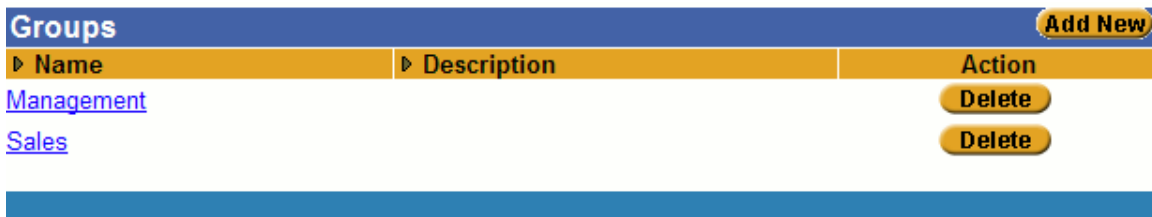
The Group Summary page presents specific information on each campus group and enables the administrator to add, delete, or modify campus groups.

To access the Group Summary page:

1. Select a campus from the Campus Home page.
2. At the top of the screen, locate the **CollabraSuite Administration links**.
3. Click the Group Admin link.

The Group Summary page will appear.

Figure 19: Group Summary

Group Details

The Group Details page, accessed through the Group Admin link, displays information about each group in the collaborative environment. Group Information that may be added, viewed, or modified is as follows:

- Group Information:

- Name

- Description

- Available Users: See Adding Users to a Group for step-by-step instructions on adding and removing users from a group.

To view or modify group details:
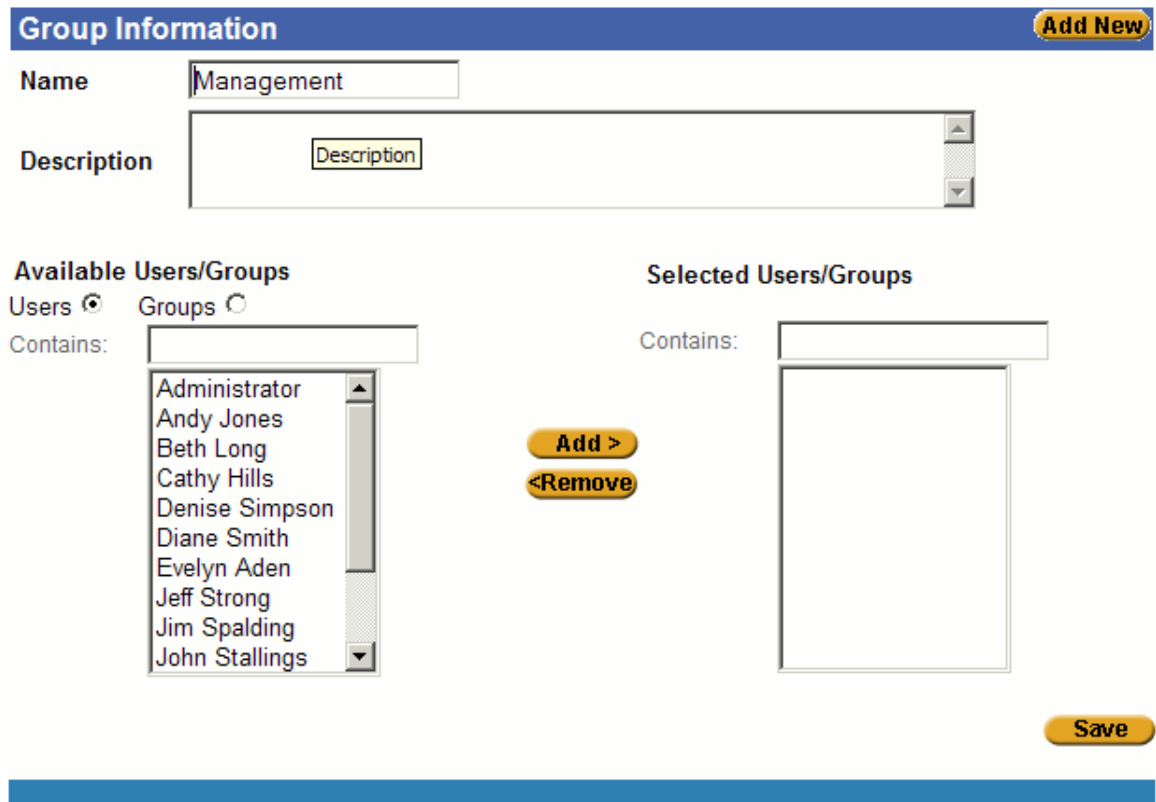
1. Click on the **group name** listed in the Name column. The Group Details page will appear.

2. Modify group details as desired.

3. Click the **Save button** **Save** in the upper right corner of the page to save your changes. Changes will not be recorded unless you save.

Figure 20: Group Detail

Adding and Deleting Groups

Groups may be added to or deleted from the collaborative environment through the Group Details page. Administrators may add as many groups as desired.

To add a new group:

1. Click the **Add New button** **Add New** to access a new Group details page.

2. Complete group *details*.

   - Name

   - Description

   - Available Users: See Adding Users to a Group for step-by-step instructions on adding and removing users from a group.

3. Click the **Save button** **Save** in the upper right corner of the page to save the new User details. Changes will not be recorded unless you save.

To delete a group:

1. Click the **Delete button** **Delete** for the group you wish to delete. A confirmation window will appear.

2. Click **OK** to delete the group or **Cancel** to return to the main page.

Figure 21: Group Add or Delete

Groups		Add New
▷ Name	▷ Description	Action
Management		Delete

Adding Users to a Group

Users may be added to groups through the Group Details page. Administrators may add as many users to a group as desired.

To add users to a group:

1. Select the **Users** or **Groups radio button** to view available users.

2. If desired, use the **Contains field** to quickly search for users or groups in the list.

3. Highlight the user(s) or group(s) in the **Available Users/Groups list.**

4. Click the **Add button** [Add >] to move the highlighted users to the Selected Users/Groups list on the right. (Click the **Remove button** [<Remove] to reverse.)

5. Click the **Save button** [Save] in the upper or lower right corner to save your changes.

Figure 22: User Group Chooser

Reference

Reference

The Reference page enables the administrator to add, delete, or modify document types, organizations, or a list of skills within the campus. Document types specify the kinds of documents that may be imported to a briefcase or file cabinet. Organizations may be added to the campus with specific information. A list of skills may be added to a campus to allow users to be assigned and searched by a skill set.

Through links in the Reference Information section of the Reference page, the Document Types page, the Organizations page, and the Skills page are accessible.

To access the Reference page:

1. Select a campus from the Campus Home page.

2. At the top of the screen, locate the **CollabraSuite Administration links.**

3. Click the Reference link.

The Reference page will appear.

Figure 23: Reference Summary

Document Types

Document Types Summary

The Document Type Summary page presents specific information for each document type and allows the CollabraSuite administrator basic functionality such as the ability to select, add, or remove a document type.

Document types control the types of documents that can be uploaded to the file cabinets and briefcases in CollabraSuite. In order for the application to know how to open a document and which icon to display for a document, a document type must be defined.

See Default Document Types for a list of the pre-defined document types that come with a new campus

To access the Document Types page:

- Select the Document Types link in the Reference Information section of the Reference page.

The Document Types page will display.

Figure 24: Document Type Summary

Document Type	Mime Type	Icon	File Extension
AVI Video	video/x-msvideo		avi
Acrobat PDF	application/pdf		pdf
Adobe FrameMaker	application/framemaker		fm
Binary	application/octet-stream		bin
Bitmap	image/x-ms-bmp		bmp
EAR File	application/x-ear		ear
Excel	application/vnd.ms-excel		xls
Executable	application/octet-stream		exe
GIF	image/gif		gif
GZIP Archive	application/x-gzip		gz
HTML	text/html		html
JAR File	application/x-jar		jar
JPEG	image/jpeg		jpg
MP3 Audio	audio/x-mp3		mp3
Meeting Center	application/x-webex		ucf
Note	application/x-cs-note		npd
PNG	image/png		png

Document Type Details

Selecting or adding a new document type on the Document Types Summary page will bring up the Document Type Details page. On this page, administrators may add, view, or modify document type details.

The details that may be added, viewed, or modified are as follows:

- Name: A name used to identify the document type.

- Icon: (Optional) Clicking the Browse button will open an explorer to locate the image file on your computer that will serve as the icon for this document.

- Type: Either Link or File.

    - Select Link if the document type will be available when a user is adding a link to a file cabinet or Briefcase.

    - Select File if the document type will be available when a user is adding a file to a file cabinet or briefcase.

- File Extension: The file extension required for this file type.

- Mime Type: The Mime Type for this type of file. For example the Mime Type for a plain text file or ".txt" file is "text/plain." If you are unsure of the Mime Type, ask your system administrator.

- Description: A brief description of the document type.

To view or modify document type details:

1. Click on the document name listed in the Document Type column of the Document Types Summary page. The Document Type Details page will appear.

2. Modify document information as desired.

3. Click the **Save button** to save your changes. Changes will not be recorded unless you save.

Figure 25: Documnt Type Detail

Adding Document Types

Document types control the types of documents that can be uploaded to the file cabinets and briefcases in CollabraSuite. In order for the application to know how to open a document and which icon to display for a document, a document type must be added.

See the Default Document Types for a list of the pre-defined document types that come with a new campus.

To add a new Document Type:

1. Click the **Add New button** ![Add New] to access a new Document Type Details page.

2. Complete *document type information*.

   • Name: A name used to identify the document type.

   • Icon: (Optional) Clicking the Browse button will open an explorer to locate the image file on your computer that will serve as the icon for this document.

   • Type: Either Link or File.

   • Select Link if the document type will be available when a user is adding a link to a file cabinet or Briefcase.

   • Select File if the document type will be available when a user is adding a file to a file cabinet or briefcase.

   • File Extension: The file extension required for this file type.

   • Mime Type: The Mime Type for this type of file. For example the Mime Type for a plain text file or ".txt" file is "text/plain." If you are unsure of the Mime Type, ask your system administrator.

   • Description: A brief description of the document type.

3. Click the **Save button** ![Save] to save the new document type information. Changes will not be recorded unless you save.

Figure 26: Document Type Add

Default Document Types

The following table lists the pre-defined document types that are installed when a new campus is created. Default document types are only added to a new campus, so you may not have all of these document types if you have upgraded your CollabraSuite installation from a previous version. You can manually add any of the pre-defined document types using the information (and icons) shown below.

Table 1: Default Document Types

Document Type	MimeType	Icon	File Extension	Description
AVI Video	video/x-msvideo		avi	Microsoft AVI Format Video File
Acrobat PDF	application/pdf		pdf	Acrobat PDF
Adobe FrameMaker	application/framemaker		fm	Adobe FrameMaker
Binary	application/octet-stream		bin	Binary File
Bitmap	application/x-ms-bmp		bmp	Bitmap Image
Chat	application/x-cs-chat		chat	Stores chat events
EAR File	application/x-ear		ear	Java Enterprise Application Archive
Excel	application/vnd.ms-excel		xls	Microsoft Excel Spreadsheet Application
Executable	application/octet-stream		exe	Executable File
GIF	image/gif		gif	Graphics Interchange Format
GZIP Archive	application/x-gzip		gz	Compressed File Archive (GZIP)
HTML	text/html		html	Hypertext Markup Language
JAR File	application/x-jar		jar	Java Archive

JPEG	image/jpeg		jpg	JPEG Image File
MP3 Audio	audio/x-mp3		mp3	MP3 Format Audio File
Meeting Center	application/x-webex		ucf	Saved Meeting Center content
Note	application/x-cs-note		npd	Quick Note
PNG	image/png		png	Portable Network Graphics image format
PowerPoint	application/vnd.ms-powerpoint		ppt	Microsoft Power Point Presentation
Project	application/vnd.ms-project		mpp	Microsoft Project
QuickTime Video	video/quicktime		mov	Apple QuickTime Format Video File
Real Audio	application/x-pn-realaudio		rm	Use this file type for Real Audio files.
Streaming Real Audio	<Link>			Streaming Real Audio. This file type is used when connecting to a Real Audio Server
Real Video	video/vnd.rn-realvideo		rv	Use this file type for Real Video files.
TAR Archive	application/x-tar		tar	Compressed File Archive (TAR)
Text	text/plain		txt	Standard Text Document
URL	<Link>			Universal Resource Locator
Unknown	application/x-cs-unknown		unk	Document Type Unknown
WAR File	application/x-war		war	Java Web Application Archive
WAV Audio	audio/wav		wav	WAVE Format Audio File

Reference

Word	application/msword		doc	Microsoft Word Document
XML	text/xml		xml	XML Document
ZIP Archive	application/x-zip-compressed		zip	Compressed File Archive (ZIP)

Organizations

Organization Summary

The Organizations page lists all organizations within the campus and allows the CollabraSuite administrator basic functionality such as the ability to select, add, or remove an organization, and to add details such as name and description to each organization.

To access the organizations page:

- Select the **Organizations link** on the Reference page.

The Organization Summary page will display.

Figure 27: Organization Summary

Organization Details

The Organization Details page, accessed through the Organizations page, allows administrators to add, view, or modify details about organizations within the campus. Details include an organization name and description.

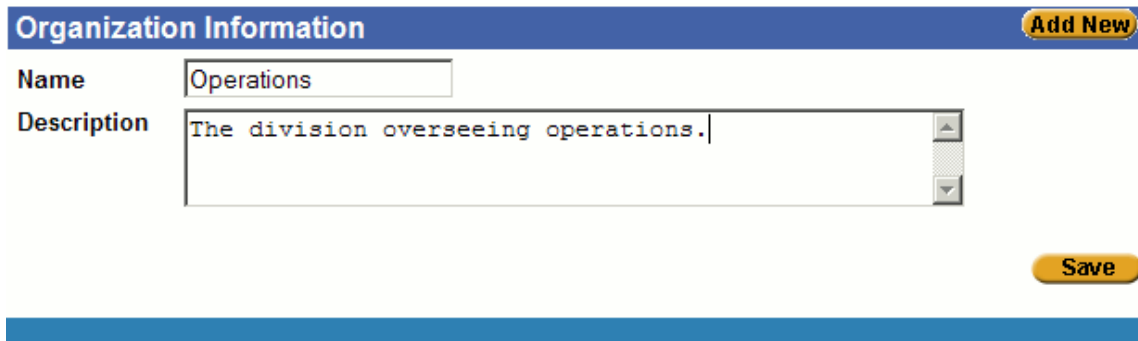**To view or modify organization details:**

1. Click the organization name listed in the Organizations column. The Organization Details page will appear.

2. Modify organization information as desired.

3. Click the **Save button** ![Save] to save your changes. Changes will not be recorded unless you save.

Figure 28: Organization Detail

Adding and Deleting Organizations

Organizations may be added or deleted through the Organizations page. Administrators may add as many organizations as desired.

To add a new organization:

1. Click the **Add New button** **Add New** to access a new Organization Details page.

2. Complete organization information.

3. Click the **Save button** **Save** to save the new organization information. Changes will not be recorded unless you save.

To delete an organization:

1. Click the **Delete button** **Delete** in the Action column for the organization you wish to delete. A confirmation window will appear.

2. Click **OK** to delete the Organization or **Cancel** to return to the Organizations page.

Figure 29: Organization Add or Delete

Skills
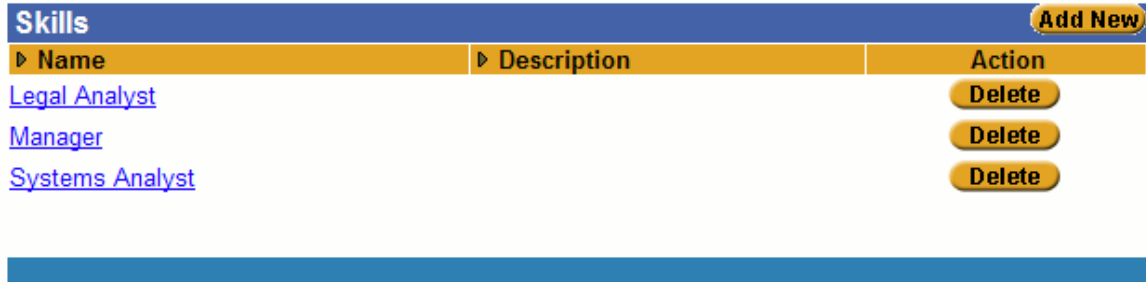
Skills Summary

A list of skills may be added to a campus to allow users to be assigned and searched by skill set. The Skill Summary page allows the CollabraSuite Administrator basic functionality such as the ability to select, add, or remove a skill. Details about each skill may also be added in the Skill Details page.

To access the Skills Summary page:

- Select the Skills link on the

The Skills Summary page will display.

Figure 30: Skill Summary

Skill Details

Each skill added to a campus may include a name and description in order to identify the skill. These details may be added, viewed, or modified in the Skill Details page.
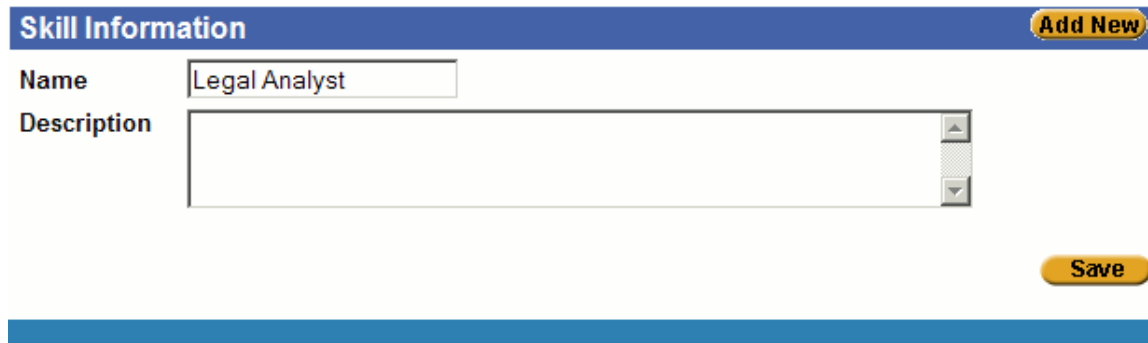
To view or modify skill details:

1. Click the skill listed in the Skills column of the <u>Skills Summary</u> page. The Skill Details page will appear.

2. Modify skill information as desired.

3. Click the **Save button** **Save** to save your changes. Changes will not be recorded unless you save.

Figure 31: Skill Detail

Adding and Deleting Skills

Skills may be added or deleted through the Skills Summary page. Administrators may add as many skills as desired.

To add a new skill:

1. Click the **Add New button** **Add New** to access a new Skill Details page.

2. Complete skill information.

3. Click the **Save button** **Save** to save the new skill information. Changes will not be recorded unless you save.

To delete a skill:

1. Click the **Delete button** **Delete** in the Action column for the skill you wish to delete. A confirmation window will appear.

2. Click **OK** to delete the skill or **Cancel** to return to the Skills Summary page.

Figure 32: Skill Add or Delete

Reports

Reports

The Reports page allows access to Audit Reports and Performance Metric Reports. Audit Reports can be used to view information about the usage of the system. Performance Metric Reports can be used to view information about the performance of the system. Each report can be accessed from the Reports link.

To run an Audit or a Performance Metric Report:

1. Select the desired report from either the Audit Reports or Performance Metric Reports sections. The requested report detail page will appear.

    Note: For specific information on each report type, see *Audit Reports* or *Performance Metric Reports*.

2. Complete the necessary information to run the report

3. Click the **Apply button** to view the report before exporting, or the **Export button** to generate the report.

Figure 33: Report Summary

Audit Reports

Audit Reports can be used to view information about the usage of the system. Administrators may generate reports from the Reports page. The following information is included in the report.

User Login Access:

The User Login Access Report details user access to the campus during a specified duration of time. The report renders the following information: user name, login date/time, logout date/time, and duration of time logged in. The report can be filtered by start time, end time, and user name.

Unique User Login Access:

The Unique User Login Access Report details the unique users that were logged in and the duration of their login session for a specified start and end time. The report renders the following information: user name, first login time, last logout time, and duration logged in. The report can be filtered by start time, end time, and user name.

User Campus Access:

The User Campus Access Report details the users that entered a campus, building, floor, room, and room session for a specified time frame. The report renders the following information: campus name, building name, floor name, room name, room session ID, room session entered date/time, room session exited date/time, and duration in room session. The report can be filtered by start time, end time, user name, room name, and room session ID.

Room Chat:

The Room Chat Report details all chat for a room name for a specified time frame. The report renders the following information: user name, chat message, and chat message date. The report can be filtered by start time, end time, and room name.

User Page:

The User Page Report details all pages from or to a list of users for a specified time frame. The report renders the following information: user name, received user name, page, and page sent date. The report can be filtered by start time, end time, and list of users (from only, to only, both).

User Document:

The User Document Report details the documents for a given user for a specified time frame. The report renders the following information: document name, document action name (create, edit, delete, export, view, copy, modified permissions), and document action date. The report can be filtered by start time, end time, user name, and document action name.

Document History:

The Document History Report details the history for a given document for a specified time frame. The report renders the following information: user name, document action name (create, edit, delete, export, view, copy, modified permissions), and document action date. The report can be filtered by start time, end time, user name, and document action name.

Performance Metric Reports

Performance Metric Reports can be used to view information about the performance of the system. Administrators may generate reports from the Reports page. The following information is included in the report.

Campus Statistics:

The Campus Statistics Report details the number of users, groups, buildings, floors, and rooms for a given campus. The report renders the following information: number of users, groups, buildings, floors, and rooms. The report can be filtered by campus name.

User Access Statistics:

The User Access Statistics Report details the number of users logged in as well as the duration that they have been logged in by hour, day, week, month, and year for a specified time frame. The report renders the following information: number of users, average duration, and total duration time logged in by hour, day, week, month, and year. The report can be filtered by start time and end time.

User Room Access Statistics:

The User Room Access Statistics Report details the number of users that entered a campus, building, floor, room, and room session by hour, day, week, month, and year for a specified time frame. The report renders the following information: number of users, average duration, and total duration time logged in by hour, day, week, month, and year. The report can be filtered by start time and end time, campus name, building name, floor name, room name, and room session ID.

Room Chat Statistics:

The Room Chat Statistics Report displays the number of chat messages for a given room by hour, day, week, month, and year for a specified time frame. The report renders the following information: room name, and number of chat messages by hour, day, week, month, year. The report can be filtered by start time, end time, and room name.

Whiteboard Statistics:

The Whiteboard Statistics Report displays the number of whiteboard events for a given room by hour, day, week, month, and year for a specified time frame. The report renders the following information: room name, and number of whiteboard events by hour, day, week, month, and year. The report can be filtered by start time, end time, and room name.

Page Statistics:

The Page Statistics Report displays the number of pages by hour, day, week, month, and year for a specified time frame. The report renders the following information: number of pages by hour, day, week, month, and year. The report can be filtered by start time, end time, and user name.

Room Session Statistics:

The Room Session Statistics Report displays the number of room sessions and users entered for a specified time frame. The report renders the following information: room name, the number of room sessions, the number of whiteboard sessions, the number of audio conferences, the number of video conferences, and the number of users entered. The report can be filtered by start time, end time, and room name.

Index