CollabraSuite ®

Administration Guide

Version 5.1

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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. A campus may also be linked to one or several remote campuses to allow seamless navigation through campuses for authorized users.

The Campus Summary page in the Administrator Details section is the Root, or starting point for accessing and modifying CollabraSuite campuses. Upon logging into the Campus Summary page, administrators will be presented with a list of campuses. On this page campuses may be added, modified, or removed. This page is also the starting point for accessing the Campus Details page which allows administrators to modifying buildings, floors, rooms, and other information about the campuses. In addition to the Administrator Details section, an Administrator Navigator section is presented throughout the environment, which allows immediate access to any campus, building, floor, and room without having to go through each details page.

Administrators may select a campus to access more administrative options for the buildings, floors, and rooms within that campus. Tabs at the top of the page allow administration of any level of the collaborative environment, including campuses, users, groups, remote campuses, skills, organizations, and document types. The Remote tab is used to modify connections to remote campuses. In order to modify the remote campus itself, administrators must connect locally to that campus. The Topography tab returns to the Root page, or the selected Campus Details page. These tabs are displayed throughout each page of the environment.

Figure 1-1 Campus Summary

Navigating Administration

CollabraSuite Administration may be navigated in two ways, through the Administrator Navigator, and through the Administrator Details section. The Administrator Navigator is displayed on the left side of the page throughout the environment. Through this Navigator, administrators have direct access to any campus, building, floor, or room details page without moving through each details page in the Administrator Details section of the environment. Clicking the **plus sign** next to the Root icon will display a list of available campuses. Selecting any campus will display the buildings in that campus, selecting a building will display the floors in that building, and selecting a floor will display the rooms in that floor. Administrators may select any of these campuses, buildings, floors, or rooms to display the details page in the Administrator Details section.

Once on a summary page, there are paging controls that assist the administrator in finding and displaying the appropriate items. The paging controls are located directly above each summary list. The drop-down menu will control the number of items that are displayed in the list at one time. It is possible to display 10, 25 or 50 items. The text field accepts input that is used to filter the list of items presented. All, or any part of the word being used as the filter criteria, is entered in the text field. Then when the search icon (magnifying glass) is selected, only the items that match the filter criteria are displayed. It should be noted that filtering is case sensitive. The eraser icon, directly next to the search icon, will clear the text field of the filtering criteria and display the original list. At the far right of the list toolbar are the reload icon and the forward and back icons. These are used to page through then entire list of items.

Selecting a campus, or clicking the **New** from the Campus Summary page in the Administrator Details section takes you to the Campus Details page. Once inside the Campus Details page, the Buildings tab will display next to the Campus tab. The Building tab takes you to the Building Summary page displaying a list of buildings in that campus. Selecting or adding a building then takes you the Building Details page. In the Building Details page, the Floor tab is displayed next to the Building tab. The Floor tab takes you to the Floor Summary page displaying a list of floors in that building. Selecting or adding a floor then takes you to the Floor Details page. In the Floor Details page, the Room tab is displayed next to the Floor tab. The Room tab takes you to the Room Summary page displaying a list of rooms in that floor. Selecting or adding a room takes you to the Room Details page.

Once inside a details page, you must either save or cancel changes to return to the room, floor, or building list. Once the list is displayed, you may then select the previous tab to move backward through the hierarchy. The Navigator also allows immediate access to previous pages.

In the Administrator Details section, there are several tabs that will allow you to navigate through administrative pages, including Users, Groups, Remote, Skills, Orgs, and Document Types. The Remote tab is used to modify connections to remote campuses. In order to modify the remote campus itself, administrators must connect locally to that campus. The Topography tab returns to the Root page, or the selected Campus Details page. These tabs are displayed throughout each page of the environment.

Figure 1-2 Navigation Bar
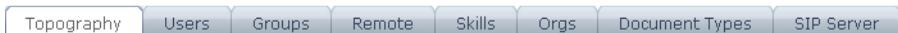
Select a Campus

From the Campus Summary 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 on the Campus Summary page.

The Campus Details page will display.

Figure 1-3 Campus Details

Campus Home

Campus Administration

Selecting a campus or clicking the **New button** on the Campus Summary page takes you to the Campus Details page for that campus. From other pages, the Campus Details page may be accessed by clicking **Topography > Campus** at the top of the Admnistrator Details section, or through the Administrator Navigator. On the Campus Details page you can update your campus

information and access additional levels of detail where you can make changes to the attributes for campus buildings, floors, and rooms.

Figure 2-1 Campus Details

Campus Details

The Campus Details page is accessed by adding or selecting a campus from the Campus Summary page, or by selecting a campus from the Administrator Navigator. The Campus Details page allows administrators to add, view, or modify campus details. 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: A name used to identify the campus.

- Serial Number: A read-only unique identifier used in creating remote campus connections.

- 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 used for Audio/Video conferencing. Contact your network administrator if you are unsure of the correct address value.

  Note: If connecting multiple campuses using the Remote Campus feature, please make sure that each campus has a unique mulitcast address, (using unique values in the higher two octets) between 232.0.0.0 and 239.0.0.0. One possibility is to use 232.0.0.0 for the first campus, 233.0.0.0 for the second, 234.0.0.0 for the third, etc.

- Multicast Time To Live (TTL): The multicast TTL 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.

- License Key: The license key field does not appear in CollabraSuite BEA Edition.

  Note: Licenses should be obtained from BEA and updated via the BEA UpdateLicense tool.

- Description: (Optional) A description of the campus.

- Administrators: The list of users permitted to administrate the campus. See **Selecting Administrators** for step-by-step instructions on selecting administrators.

To view or modify campus details:

1. Select a campus from the Campus Summary page or select a campus from the Administrator Navigator. The Campus Details page will appear.

2. Make changes to campus details as desired.

   Note: To generate a new eval license key for the current version, clear the license key field and save. Upon saving a campus with a blank license key, a new eval license key is generated for the campus.

3. Click the **Save button** to save your changes.

Or

4. Click the **Save/Next** button to save these changes and add another new campus

Figure 2-2 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, and connections may be created between campuses using the Remote Campus feature. From the Campus Summary 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 BEA Edition environment at all times. If creating multiple campuses, make sure each campus has a unique multicast address (see **Campus Details**). Administrators may disable a connection to a remote campus without deleting the campus by using the Remote Campus page.

The Campus Summary page has a list of campuses located in the Campus Name column. This page is used to select, add, and delete campuses.

To add a new campus:

1. On the Campus Summary page, click the **New button** 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.

    Note: If connecting multiple campuses using the Remote Campus feature, please make sure that each campus has a unique mulitcast address, (using unique values in the higher two octets) between 232.0.0.0 and 239.0.0.0. One possibility is to use 232.0.0.0 for the first campus, 233.0.0.0 for the second, 234.0.0.0 for the third, etc.

-   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.

-   License Key: The license key field does not appear in CollabraSuite BEA Edition.

    Note: Licenses should be obtained from BEA and updated via the BEA UpdateLicense tool.

-   Description: (Optional) A description of the campus.

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

3. Click the **Save button** to save the new campus details and return to the campus list. Changes will not be recorded unless you save.

Note: To add another campus without returning to the campus list page, click the **Save/Next button**. A new Campus Details page will appear.

To delete a campus:

1. On the Campus Summary page, select the **check box** next to the campus you wish to delete. A checkmark will appear in the box when the campus has been selected.

2. Click the **Delete button** at the bottom of the page. A confirmation window will appear.

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

Figure 2-3 Campus Summary

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. In addition to the users and groups listed as campus administrators, any user belonging to the CollabraSuiteAdministrators role may also administer the campus. Remote users may not be administrators for a local campus.

To select administrators for the campus:

1. From the Campus Details page, select the **arrow button** next Administrators to view the administrator selection tool.

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

3. Type criteria into the **Contains field** and press **Enter** to quickly search for users or groups in the list. A * will display all users/groups in the list

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

5. Select the **right arrow button** to move the highlighted users to the Selected Users/Groups list on the right.

6. 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.

7. Select the **Save button** to save your changes.

Figure 2-4 Campus Administrators
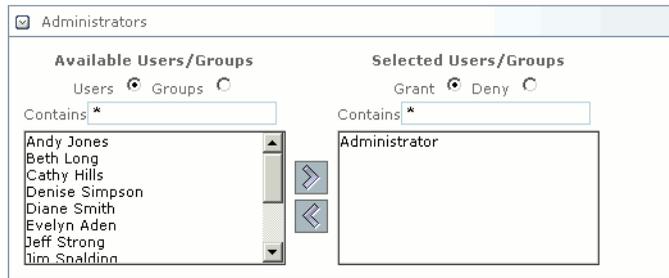
Campus Administration

Building Administration

In each campus there are organizational units called buildings which contain floors and rooms. From the Campus Details page, the Building tab may be selected to view the Building Summary page containing a list of buildings in that campus. This page allows administrators to add new buildings, delete existing buildings, and access the Building Details page where they may add, view, or modify building information. This page also allows access to 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.

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

To view or modify building details:

1. Select the building from the list on the Building Summary page. The Building Details page will appear.

2. Modify building details as desired.

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

Figure 3-1 Building Details

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 each campus. 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 Building tab accesses the Building Summary page containing a list of buildings in the campus. This page is used to select, add, and delete buildings.

To add a new building to a campus:

1. From the Campus Details page, select the Building tab to access the Building Summary page.

2. Click the **New button** on the bottom of the page. The Building Details screen will display.

3. Complete 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.

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

4. Select the **Save button** to save the new building details and return to the buildings list. Changes will not be recorded unless you save.

Note: To add another building without returning to the Building Summary page, click the **Save/Next button**. A new Building Details page will appear.

To delete a building:

1. From the buildings list in the Building Summary page, select the box next to the building you wish to delete. A checkmark will appear in the box when the building has been selected.

2. Click the **Delete button** at the bottom of the page. A confirmation window will appear.

3. Select **OK** to delete the building or **Cancel** to return to the previous page.

Figure 3-2 Building Summary

Floor Administration

In each building within a campus there are organizational units called floors which contain rooms. From the Building Details page, the Floor tab may be selected to view the Floor Summy page containing a list of floors in that building. This page allows administrators to add new floors, delete existing floors, and access the Floor Details page where they may add, view, or modify floor details. This page also allows access to 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 the floor.

- Default Room 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.

- Default Room Access List: See **Selecting Room 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. Both local and remote campus users can be added to the default room access.

To view or modify floor details:

1. Select the floor from the floors list on the Floor Summary page. The Floor Details page will appear.

2. Modify floor details as desired.

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

Figure 4-1 Floor Details
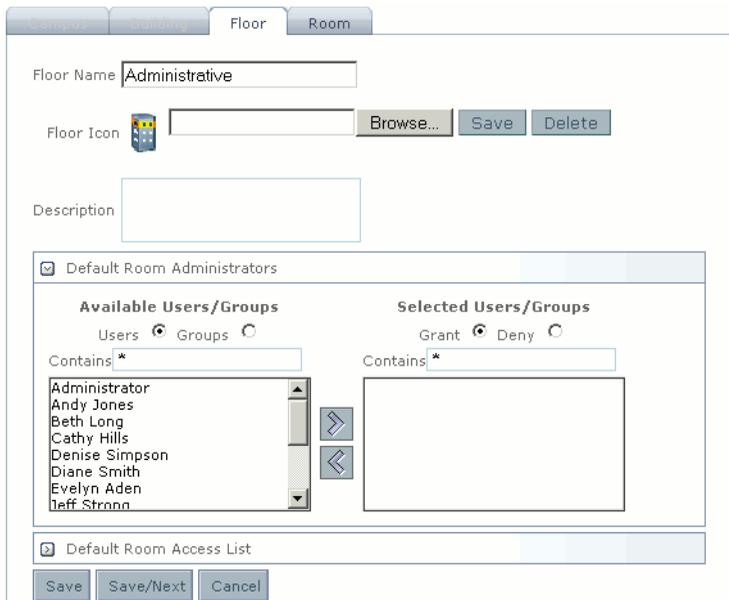
Adding and Deleting Floors

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. Administrators may also delete existing floors. All rooms within that floor will be deleted. There must be at least one floor in a building.

From the Building Details page, the Floor tab accesses the Floor Summary page containing a list of floors. This page is used to select, add, and delete floors.

To add a new floor to a building:

1. From the Building Details page, select the Floor tab to access the Floor Summary page.

2. Select the **New button** from the bottom of the page. The Floor Details screen will display.

3. 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 the floor.

   - Default Room 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.

   - Default Room Access: See **Selecting Room 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.

4. Click the **Save button** to save the new floor details and return to the floors list. Changes will not be recorded unless you save.

Note: To add another floor without returning to the Floor Summary page, click the **Save/Next button**. A new Floor Details page will appear.

To delete a floor:

1. From the floors list on the Floor Summary page, select the **check box** next to the floor you wish to delete. A checkmark will appear in the box when the floor has been selected.

2. Click the **Delete button** at the bottom of the page. A confirmation window will appear.

3. Click **OK** to delete the floor or **Cancel** to return to the previous page.

Figure 4-2 Floor Summary
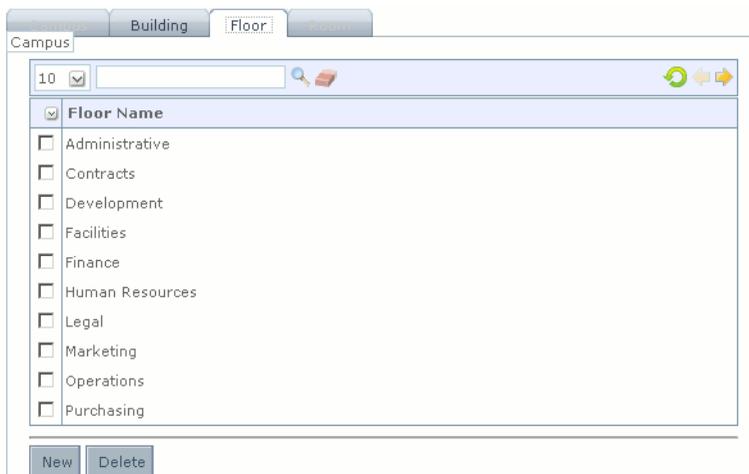
Room Administration

In each floor within a building there are organizational units called rooms. From the Floor Details page, the Room tab may be selected to view the Room Summary page containing a list of rooms in that floor. This page allows administrators to add new rooms, delete existing rooms, and access the Room Details page where they may add, view, or modify room details. 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 the 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.

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

- Access List: See **Selecting Room Access** for step-by-step instructions for controlling who can access the room.

To view or modify room details:

1. Select a room from the rooms list on the Room Summary page. The Room Details page will appear.

2. Modify room details as desired.

3. Click the **Save button** to save your changes or the **Cancel button** to return to the rooms list. Changes will not be recorded unless you save.

Figure 5-1 Room Details

Adding and Deleting Rooms

Several rooms may be added to each floor in the collaborative Administrators may also delete existing rooms. There must be at least one room in a floor.

The Room tab accesses the Room Summary page containing a list of rooms. This page is used to select, add, and delete rooms.

Figure 5-2 Room Summary

To add a new room to a floor:

1. From the Floor Details page, select the **Room tab** to access the Room Summary page.

2. Select the **New button** from the bottom of the page. The Room Details screen will display.

3. 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 the 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.

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

- Access List: See **Selecting Room or Floor Access** for step-by-step instructions for controlling who can access rooms by default.

4. Click the **Save button** to save the new room details and return to the rooms list. Changes will not be recorded unless you save.

Note: To add another room without returning to the rooms list page, click the **Save/Next button**. A new Room Details page will appear.

To delete a room:

1. From the rooms list on the Room Summary page, select the **check box** next to the room you wish to delete. A checkmark will appear in the box when the room has been selected.

2. Click the **Delete button** at the bottom of the page. A confirmation window will appear.

3. Click **OK** to delete the room or **Cancel** to return to the previous page.

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. Remote users may not be assigned administrative access.

To select room administrators:

1. From the Room Details page, select the **arrow button** next to Administrators to view the administrator selection tool.

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

3. Type search criteria into the **Contains field** and press **Enter** to quickly search for users or groups in the list. A * will display a list of all users/groups.

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

5. Click the **right arrow button** to move the highlighted users to the Selected Users/Groups list on the right.

6. 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.

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

Figure 5-3 Room Administrators
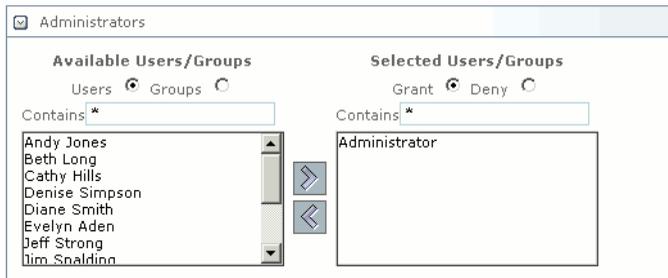
Selecting Room Access

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. Both local and remote campus users can be added to the access lists.

To select room access:

1. From the Room Details page, select the **arrow button** next to Room Access to view the room access selection tool.

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

3. If desired, type criteria into the **Contains field** and press **Enter** to quickly search for users or groups in the list.

4. Highlight the user(s) or group(s) in the **Available Users/Groups** list. Remote users have their campus name appended in the display.

5. Select the **right arrow button** to move the highlighted users to the Selected Users/Groups list on the right. Select the **left arrow button** to remove selected users or groups.

6. 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.

7. Select the **Save button** to save changes. Changes will not be recorded unless you save.

Figure 5-4 Room Access
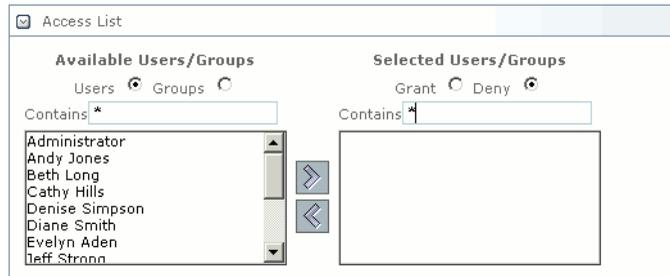
Remote Campus Administration

CollabraSuite BEA Edition allows users from separate campuses to interact using the Remote Campus Access feature, which creates a connection between the home campus and one or many other existing campuses. Using a remote campus, authorized users from one campus may log into and navigate another campus to which they have been given access. This allows users on different campuses to communicate without having to create duplicate users and information. Users are also able to access the remote campus without having to log out of their own local campus, thereby creating a seamless link between campuses. Administrators may connect as many remote campuses as needed. Details for each campus must be modified by accessing the campus as a local campus through the Campus tab. Connections and user authorization may be modified through the Remote tab.

The Remote Campus Summary page is accessed through the Remote tab. This page allows administrators to add or delete a remote campus connection, view or modify details about the connection to a remote campus, or to modify users for a remote campus. A remote campus must

be disabled to edit any of the connection information and enabled in order to modify the list of remote users allowed into the local campus.

Figure 6-1 Remote Campus Summary
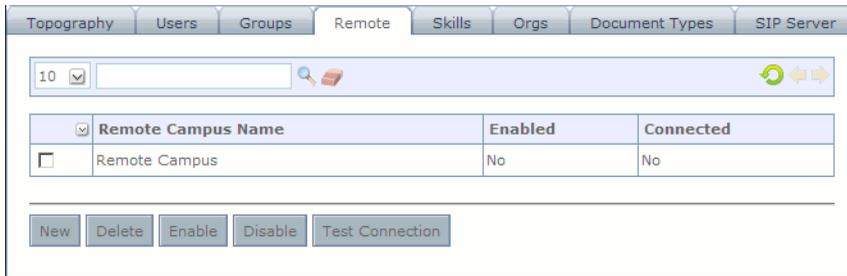
Adding and Deleting a Remote Campus

Remote campuses may be connected to a local campus by adding a campus to the Remote Campus Summary page. By adding or modifying a campus on the remote campus list, administrators are adding or modifying connections to already existing campuses. A new campus may be created via the Campus Summary page. Once a campus has been created, it may be connected to another campus by accessing the Remote tab through the home campus. This page also allows administrators to delete or test an existing remote campus connection.

To add a remote campus:

1. From the Campus Details page, select the **Remote tab.** The Remote Campus Summary page will appear.

2. Select the **New button** in at the bottom of the page. The Remote Campus Details page will appear.

3. Complete the follwing **remote campus information:**

- Name: The name used to identify the remote campus.

- Description: A description of the remote campus.

- Serial Number: The read-only unique identifier for the campus.

- Access Group: The group of local users you wish to give access to the remote campus.

- URL: The URL used to communicate with the remote campus. It should be in the following format: http(s)://host:port/csuite/remoteapi

- CollabraSuite Version: The version of CollabraSuite used by the remote campus.

- Max Connections: The maximum number of connections to the remote campus used to service requests. This number should be based on the expected activity level of users between the two campuses.

- Login: The user account authenticating the local campus to the remote campus. This account must exist on the remote campus application server and belong to the CollabraSuiteRemote role.

- Password: The password used to authenticate the above user account.

- Confirm Password: A field used to confirm that the password was entered correctly.

- Remote Users: This selection window is used to grant remote users access to the local campus.

4. Click the **Save button** to create the remote campus connection.

The remote campus will now be added to the remote campus list.

Note: To add another remote campus connection without returning to the remote campus list page, click the **Save/Next button**. A new Remote Campus Details page will appear.

Figure 6-2 Remote Campus Details

To delete a remote campus:

1. From the remote campus list on the Remote Campus Summary page, select the **check box** next to the campus you wish to delete. A checkmark will appear in the box when the campus has been selected.

2. Click the **Delete button.**

The remote campus will no longer appear on the Remote Campus page.

To enable or disable a remote campus connection:

1. Locate the desired campus on the Remote Campus Summary page.

2. Select the **check box** next to the campus. A checkmark will appear in the box if the campus is selected.

3. Click either the **Enable button** to enable the connection, or the **Disable button** to disable the connection.

The remote campus will be either enabled or disabled. A remote campus must be disabled to modify information or test a connection.

To test a remote campus connection:

1. Locate the desired campus on the Remote Campus Summary page.

2. Select the **check box** next to the campus. A checkmark will appear in the box if the campus is selected.

3. Click the **Disable button** to disable the campus. The enabled status will read "No."

4. Click the **Test Connection button** to test the connection. A Remote Campus Test Result window will appear with the results.

5. Click the **Enable button** to enable the campus.

Modifying a Remote Campus Connection

Remote campus connections may be modified through the Remote tab of the Administration Details section. Administrators may view but not modify information once a connection to a remote campus is established. If the connection is disabled, the information on the Remote Campus Details page will be accessible. The administrator will then be able to modify any information about the remote campus connection.

To modify a remote campus:

1. Locate the desired campus on the Remote Campus Summary page.

2. Select the **check box** next to the campus. A checkmark will appear in the box if the campus is selected.

3. Click the **Disable button** to disable the campus connection.

4. Select the campus name to access the Remote Campus Details page.

5. Modify any desired information.

6. Clickt the **Save button** to save the information and return to the Remote Campus Summary page.

7. Click the **Enable button** for the modified campus to enable the connection to the remote campus.

Figure 6-3 Remote Campus Summary
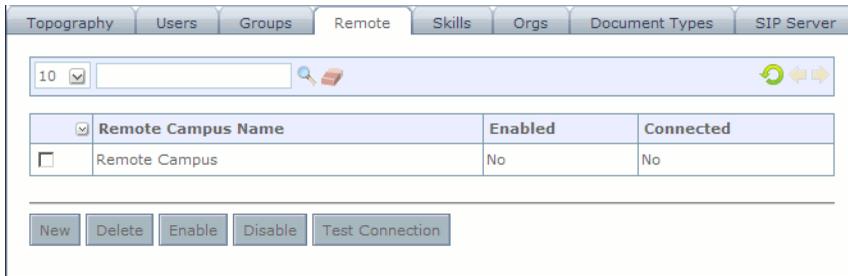
Remote Campus User Administration

Administrators may create groups of users who may be given access to a remote campus. Once this group has been given access to the remote campus, they will be able to navigate the remote campus without logging out of their own local campus. Remote users are able to access any rooms within that campus to which they have access, and work inside that campus as a local user would. A user must belong to a group to be given remote access.

In Remote Campus Administration, administrators can allow users from a remote campus to enter the local campus as remote users. Administrators of the remote campus will have assigned users access to the campus, but the users will not be given access until local administrators have accepted them as remote users. Local administrators are also able to grant or deny access to any specific building, floor, or room as necessary.

Users must be both selected by local administrators and accepted by remote administrators in order to have remote access to a local campus.

To grant local users access to a remote campus:

1. From the Campus Details page, select the **Group tab.** The Group Summary will appear.

2. Create a new group that includes the local users you wish to give the ability to access the remote campus. See Group Administration for more information on creating a group.

3. Select the **Remote tab.** The Remote Campus Summary page will appear.

4. Select the desired campus to enter the Remote Campus Details page.

5. From the **Access Group drop-down list,** select the group you wish to give access to the remote campus.

6. Select the **Save button** to save your changes.

The users will now be listed as remote users in the remote campus. Users must also be accepted by local administrators to be given access to the campus.

To grant remote users access to the local campus:

1. From the Campus Details page, select the **Remote tab.** The Remote Campus Summary page will appear.

2. Locate the desired remote campus. Ensure that the remote campus connection is enabled.

3. Select the campus to enter the Remote Campus Details page.

4. Click the **arrow button** next to Remote Users at the bottom of the page to display the Remote Users Selection window. The users or groups who have been given access to the local campus by remote administrators will be displayed in the Avilable Users/Groups list.

5. Select a user or group you wish to allow access as a remote user and click the **right arrow button.** The user or group will appear in the Selected Users/Groups list. Repeat until all desired users are listed in the Select Users section. You may also click the **left arrow button** to remove users or groups from the list.

6. Click the **Save button** to save your changes.

The users will now be allowed access to the local campus. Further access may be granted or denied in the User Administration section of the local campus.

Figure 6-4 Remote Users

Remote Campus Administration

User Administration

Access to the collaborative environment and specific rooms within a campus is controlled through the use of unique user identification. 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 administrate campus, building, and room settings. Administrators can also grant or deny users access to any room.

Administrators may also assign certain users access to remote campuses. These users will be allowed to navigate into the remote campus to which they have been given access, while they remain logged into their own local campus. Remote users are able to access any rooms within the campus to which they have been given access, and work inside that campus as a local user would. Users are given access to remote campuses by creating a group and then assigning that group access when creating the remote campus connection. Administrators of a campus must accept users as remote users in order to allow them access to their campus. In this way, administrators of both the home and remote campus select remote users. See **Remote Campus User Administration** for details.

The User Summary page, available through the Users tab, enables administrators to add or delete campus users, or to access the User Details page. The User Details page presents specific information on each user and allows administrators to modify information.

To access the User Summary page:

- From the Campus Details page, select the **Users tab**.

The User Summary page will appear.

To access the User Details page:

1. Select a campus from the Campus Summary page. The Campus Details page will appear.

2. Select the **Users tab** at the top of the page. The User Summary page will appear

3. Click on the desired **user name**. The User Details page will appear.

Figure 7-1 User Summary
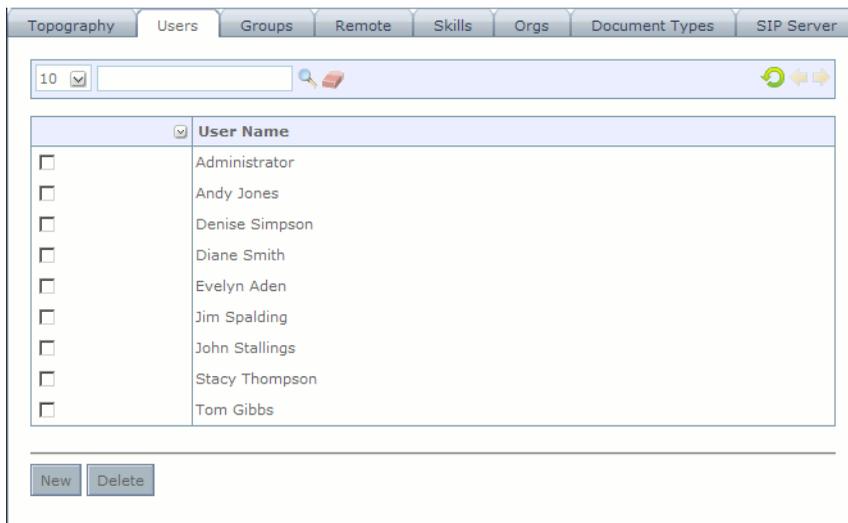
User Details

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. 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.

- 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.

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

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

- SIP Settings: The user's VOIP phone settings used for audio conferencing.

  – SIP Number: The number assigned to the user for registering their SIP phone with CollabraSuite, or if the phone is "external" (connected by way of the proxy server) the number by which the phone is known on that server.

  – User ID: The user account name used for authenticating the phone to the system.

  – Password: The password used for authenticating the phone to the system.

  – Confirm Password: The password must be typed twice to validate that it was typed correctly.

  – External checkbox: Check this box if the user's phone is not registered directory to CollabraSuite, but is registered to the proxy system defined for your installation.

To view or modify user details:

1. From the Campus Details page, select the **User tab.** The User Summary page will appear.

2. Click on the desired user name on the User Summary page. The User Details page will appear.

3. Modify user details as desired.

4. Click the **Save button** at the bottom of the page to save your changes. Changes will not be recorded unless you save.

Figure 7-2 User Details

Adding and Deleting Users

Users may be added to or deleted from the collaborative environment through the User Summary 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. On the User Summary page, click the **New button** to access a new User Details page.

2. Complete **user details** 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.

- 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.

- Skill Set: See **User Skills** for step-by-step instructions on selecting the appropriate skills for the selected 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** at the bottom of the page to save the new user details. Changes will not be recorded unless you save.

Note: To add another user without returning to the User Summary page, click the **Save/Next button**. A new User Details page will appear.

To delete a user:

1. From the users list on the User Summary page, select the **check box** next to the user you wish to delete. A checkmark will appear in the box when the user has been selected.

2. Click the **Delete button** at the bottom of the page. A confirmation window will appear.

3. Click **OK** to delete the user or **Cancel** to return to the previous page.

Figure 7-3 User Summary
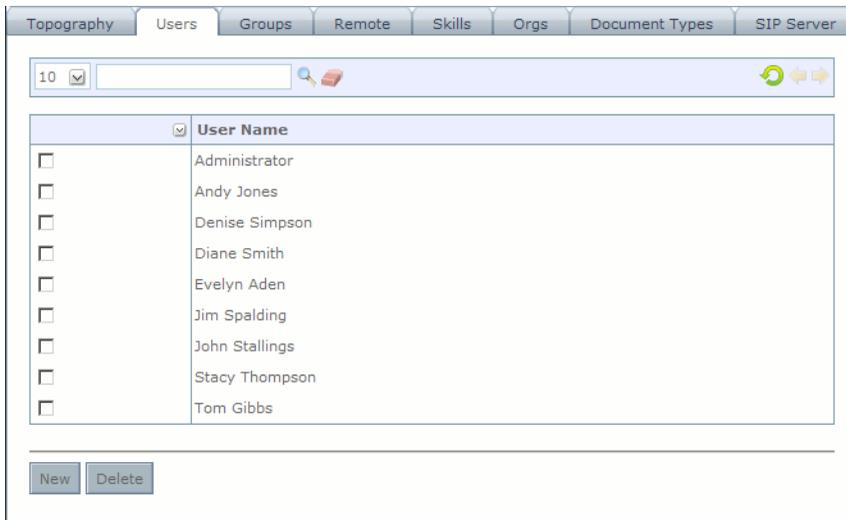
User Skills

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. Click on the **arrow button** next to Skill Set in the User Details page to view the skill set window.

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

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

4. Click the **right arrow button** to move the highlighted skills to the Selected Skills list on the right. You may removed skills by highlighting them in the Selected Skills list and clicking the **left arrow button**.

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

Figure 7-4 Skill Chooser
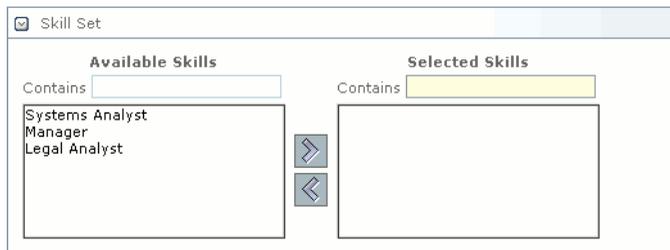
User Administration

Group Administration

Users 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. In order to give users access to a remote campus, a group must be created with the desired users. These users will be allowed to navigate into the remote campus to which they have been given access, as well as easily navigating their own local campus. Remote users are able to access any rooms within that campus to which they have access, and work inside that campus as a local user would.

The Group Summary page presents a list of each campus group and enables the administrator to add or delete campus groups. It also allows access to the Group Details page which enables administrators to view and modify group information.

To access the Group Summary page:

- From the Campus Details page, select the **Group tab.**

The Group Summary page will appear.

Figure 8-1 Group Summary
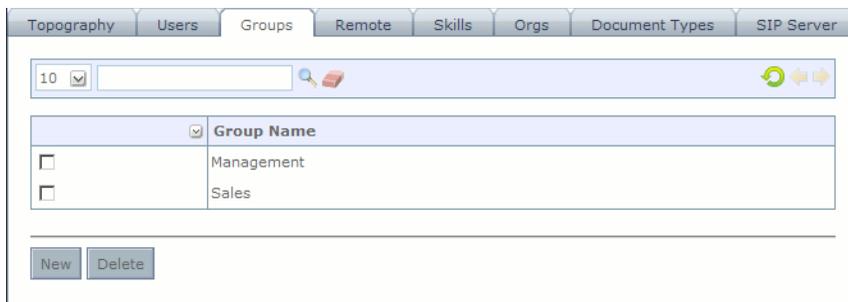
Adding and Deleting Groups

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

To add a new group:

1. Click the **New button** at the bottom of the Group Summary page to access a new Group details page.

2. Complete group details including:

   - Group Name

   - Group Description

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

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

Note: To add another group without returning to the Group Summary page, click the **Save/Next button**. A new Group Details page will appear.

To delete a group:

1. From the groups list on the Group Summary page, select the **check box** next to the group you wish to delete. A checkmark will appear in the box when the group has been selected.

2. Click the **Delete button** at the bottom of the page. A confirmation window will appear.

3. Click **OK** to delete the group or **Cancel** to return to the previous page.

Figure 8-2 Group Summary
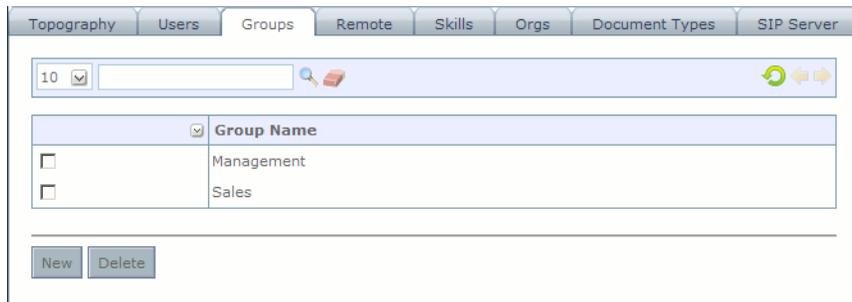
Group Details

The Group Details page displays information about a specific group in the collaborative environment. Group Information that may be added, viewed, or modified is as follows:

- Group Name

- Group Description

- Members: 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 on the Group Summary page. The Group Details page will appear.

2. Modify group details as desired.

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

Figure 8-3 Group Details
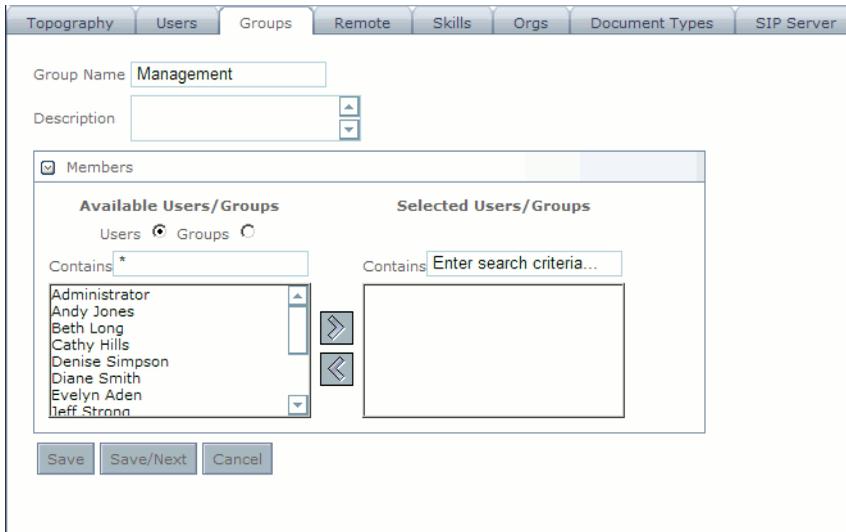
Adding Users to a Group

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

To add users to a group:

1. Click on the **arrow button** next to Members on the Group Details page to view the Members selection window.

2. Select the **Users** or **Groups radio button** to view available users. Remote users have their campus name appended in the display.

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

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

5. Click the **right arrow button** to move the highlighted users to the Selected Users/Groups list on the right. Click the **left arrow button** to remove users from the group.

6. Click the **Save button** to save your changes.

Figure 8-4 Group Members
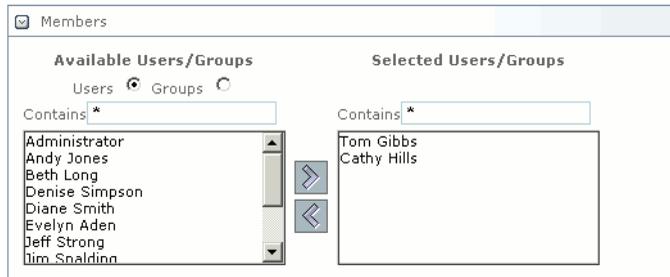
Group Administration

Document Types

Document types control the types of documents that can be uploaded to the file cabinets and briefcases in CollabraSuite BEA Edition. 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.

The Document Types Summary page allows the CollabraSuite BEA Edition administrator basic functionality such as the ability to select, add, or modify a document type. It also provides access to the Document Types Details page, which presents specific information for each document type and enables administrators to modify document types.

To access the Document Types Summary page:

- From the Campus Details page, select the **Document Types tab.**
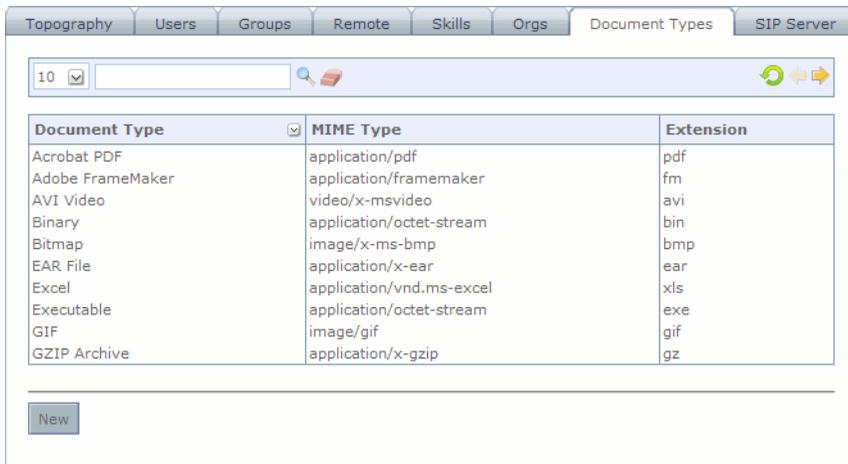
The Document Types Summary page will appear.

To access the Document Types Details page:

- From the Document Types Summary page, select the document type you wish to view or modify.

The Document Types Details page will appear.

Figure 9-1 Document Type Summary

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:

- Document Type: A name used to identify the document type.

- 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. Click **Save** to save the icon or **Delete** to remove the icon.

- 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.

- Ext: The file extension used by 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 on 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.

Figure 9-2 Document Type Details

Adding Document Types

Document types control the types of documents that can be uploaded to the file cabinets and briefcases in CollabraSuite BEA Edition. 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. On the Document Types Summary page, click the **New button** to access a new Document Type Details page.

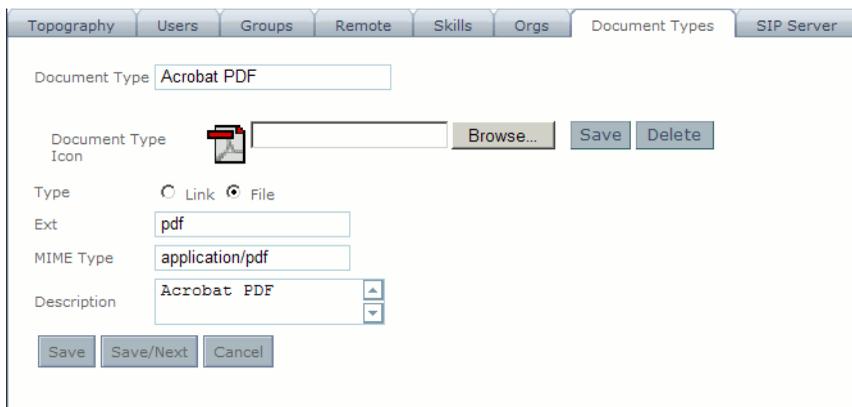2. Complete document type information.

- Document Type: A name used to identify the document type.

- 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. Click **Save** to save the icon or **Delete** to remove the icon.

- 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.

- Ext: The file extension used by 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** to save the new document type information. Changes will not be recorded unless you save.

Note: To add another document type without returning to the Document Type Summary page, click the **Save/Next button**. A new Document Type Details page will appear.

Figure 9-3 Document Type Summary

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 BEA Edition installation from a previous version. You can manually add any of the pre-defined document types using the

information (and icons) shown below. The Unknown document type is required and should not be removed.

Figure 9-4 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
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	Eypertext Markup Language
JAR File	application/x-jar		jar	Java Archive
JPEG	image/jpeg		jpg	JPEG File
MP3 Audio	audio/x-mp3		mp3	MP3 Fomat 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
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	ava Web Application Archive
WAV Audio	audion/wav		wav	WAVE Format Audio File
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

The Organizations Summary page lists all organizations within the campus and allows the CollabraSuite BEA Edition administrator basic functionality such as the ability to select, add, or remove an organization. It also allows access to the Organization Details page which enables administrators to add details such as name and description to each organization. Organizations may be added to the campus with specific information and assigned to users on the **User Detail** page.

To access the Organizations Summary page:

- From the Campus Details page, select the **Orgs tab**.

The Organizations Summary page will display.

**Figure 10-1 Organization Summary**
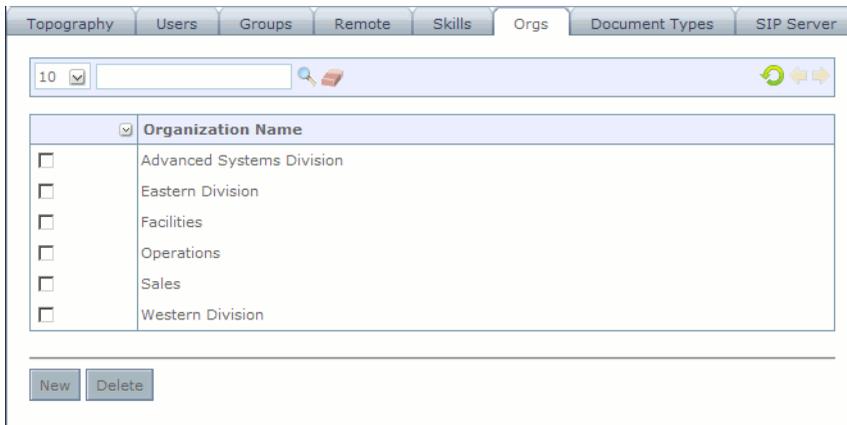
Organization Details

The Organization Details 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 on the Organizations Summary page. The Organization Details page will appear.

2. Modify organization information as desired.

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

Figure 10-2 Organizaton Details
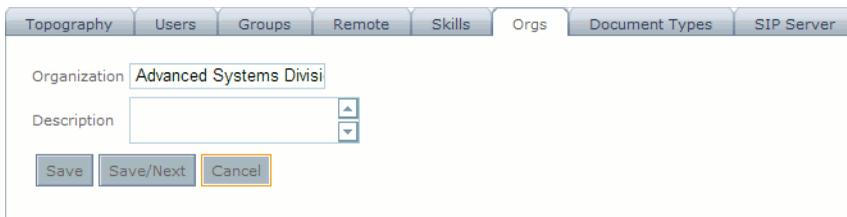
Adding and Deleting Organizations

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

To add a new organization:

1. On the Organizations Summary page, click the **New button** to access a new Organization Details page.

2. Complete organization information.

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

Note: To add another organization without returning to the Organizations Summary page, click the **Save/Next button**. A new Organization Details page will appear.

To delete an organization:

1. On the Organizations Summary page, select the **check box** next to the organization you wish to delete. A checkmark will appear in the box when the organization has been selected.

2. Click the **Delete button** at the bottom of the page. A confirmation window will appear.

3. Click **OK** to delete the organization or **Cancel** to return to the Organizations Summary page.

Figure 10-3 Organization Summary
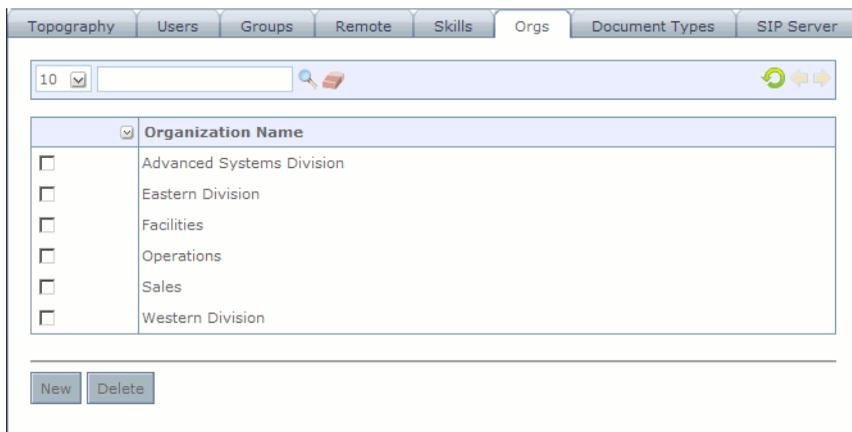
Organizations

Skills

A list of skills may be added to a campus to allow users to be assigned skills and searched by skill set. The Skill Summary page allows the CollabraSuite BEA Edition 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:

- From the Campus Details page, select the **Skills tab**.

The Skills Summary page will display.

Figure 11-1 Skill Summary
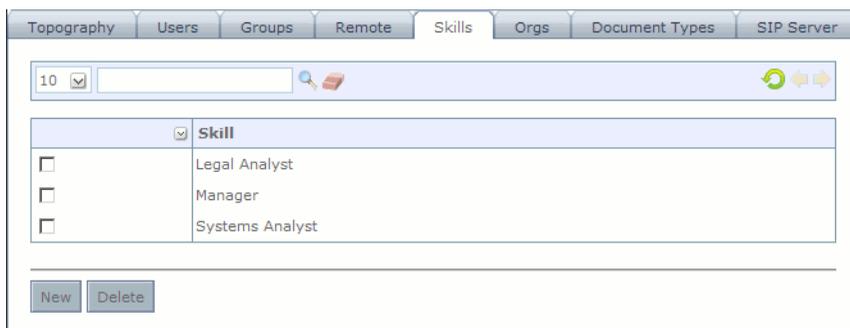
Skill Details

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 a skill listed on the Skill Summary page. The Skill Details page will appear.

2. Modify skill information as desired.

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

Figure 11-2 Skill Details

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. On the Skill Summary page, click the **New button** to access a new Skill Details page.

2. Complete skill information.

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

Note: To add another skill without returning to the Skill Summary page, click the **Save/Next button**. A new Skill Details page will appear.

To delete an organization:

1. From the skills list on the Skill Summary page, select the **check box** next to the skill you wish to delete. A checkmark will appear in the box when the organization has been selected.

2. Click the **Delete button** at the bottom of the page. A confirmation window will appear.

3. Click **OK** to delete the skill or **Cancel** to return to the Skill Summary page.

Figure 11-3 Skill Summary
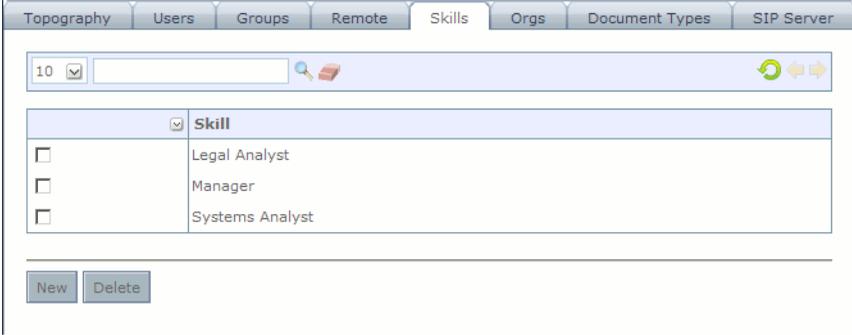
Skills

SIP Server

A SIP Server configuration allows users to participate in audio conferences. Once a SIP Server is configured and users have configured their own SIP Phone information, CollabraSuite can be used to initiate audio conferences.

SIP Server Summary

Each campus can have a maximum of one SIP Server configured. A SIP Server is added by clicking the **New** button to bring up the SIP Server Details page.

If a SIP Server already exists for this campus, the **New** button will be grayed out. An existing SIP Server can be modified by double-clicking on the server name in the summary page.
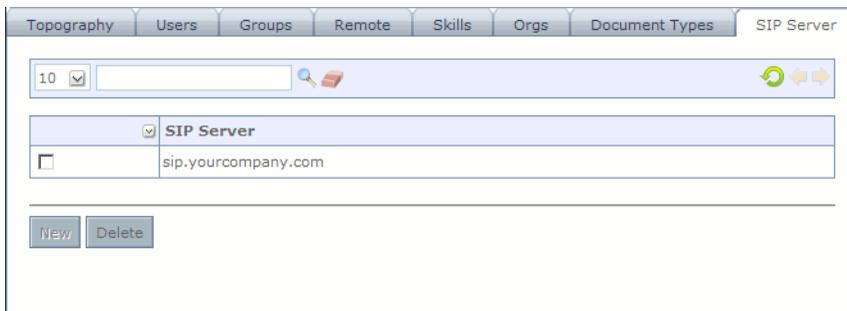
An existing SIP server configuration may be deleted by selecting the checkbox next to it and clicking the **Delete** button.

To access the SIP Server Summary page:

- After selecting a campus, select the **SIP Server tab**.

The SIP Server Summary page will display.

Figure 12-1 SIP Server Summary

SIP Server Details

Selecting or adding a new SIP Server on the SIP Server Summary page will bring up the SIP Server Details page. On this page, administrators may specifiy the SIP settings used by the current CollabraSuite campus.

To view or modify SIP Server details:

1. Select or add a new SIP Server on the Sip Server Summary page. The SIP Server Details page will appear.

2. Modify SIP Server information as desired:

- Domain Host: The fully-qualified DNS hostname for the computer on which the SIP Server is running. This name is used to construct a SIP URI address for each phone. Each phone must have its registration domain name provisioned to match this domain host name exactly.

- Domain Port: The port provisioned on the SIP Server to service SIP requests. The standard port for SIP is 5060.

- Media Server: The fully-qualified DNS hostname for the computer on which the media server is running.

- Media Server Port: The port configured on the Media Server to service SIP requests. The standard port for SIP is 5060. If both the SIP Server and Media Server are running on a dual hosted machine (a machine containing 2 NIC cards), then this address must be

something other than 5060 to avoid a conflict. The port 6060 is a suggested value in this case.

● Media Server Language: This drop down list contains selections for the type of communications used to control the Media Server.

● External Media Address: The IP address by which the Media Server machine is known to the Internet, or other external network. This value must be an IP address, as it is substituted in SIP/SDP packets if the SIP Server detects it is trying to communication with a phone outside of its internal network. If no external (Internet non-VPN) traffic is expected, this field is not used.

● Local Network List: A comma separated list of IP addresses and subnet mask designations in the format of IP/subnet, where IP is a dotted decimal string and subnet is a 1 or 2 digit decimal number indicating the number of bits that are considered in the bit mask. For example 10.1.1.0/24 implies a 24 bit mask, or 255.255.255.0, which implies that the first 24 bits are considered the complete network designation. An example of the list is **10.1.1.0/24, 192.168.0.0/16, 172.0.0.0/8**. This list of addresses is used to specify IP addresses considered to be in the local network. As mentioned in the description of External Media Address, when an attempt to reach a phone is made, the IP address that the phone presents is examined to determine if it matches an entry in the Local Network List. If no match is found, the SIP Server assumes it is communicating with an outside phone and it replaces the internal IP address of the Media Server with the External Media Address in the SIP address negotiations.

● Base Conference ID: Conferences on the Media Server are designated by number. Each CollabraSuite session (including Sidebar sessions) is assigned a conference ID from a cyclic list when the session begins. If only one campus is used, the Media Server's entire range can be provisioned into one SIP Server entry. If more than one campus uses the same Media Server, each campus should be assigned a non-overlapping range, based on the maximum number of active sessions expected for each campus. The Base Conference ID is the starting conference ID number for the range assigned to this campus.

● Upper Conference ID: The top of the range of conference IDs allocated for this campus.

3. Modify the SIP Server Proxy fields as desired. There is a pull-down for proxy settings for installations where the CollabraSuite SIP Server is to be connected to another server, such as a PBX. This will allow the SIP Server to address phones that are not directly registered with CollabraSuite, such as dedicated VIOP phones, cell phones or traditional POTS phones. These phone numbers are identified by the "External" checkbox on the SIP Phone settings for each user. If the CollabraSuite system is self-contained and not expected to address external phones, then the proxy fields are not used.

- Outbound Proxy: The fully qualified DNS hostname for the proxy SIP Server.

- Proxy Port: The port configured on the proxy SIP Server to accept SIP requests. The standard port for SIP is 5060.

- Proxy Account Name: The account name used to connect to the proxy SIP Server for authentication.

- Proxy Password: The password used to authenticate to the proxy SIP Server.

- Confirm Password: Password must be typed twice to validate that it was typed correctly.

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

Figure 12-2 SIP Server Details

Reports

Administrators may login to the Reports client to access 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. The reports client can be found at `http://host:port/csuite/ria/reports`.

To run an Audit or a Performance Metric Report:

1. From the **Campus drop-down list,** select the campus for which you would like to run a report.

2. Select the type of report you would like to run in the **Report Type drop-down list.**

3. Complete the information in the **Report Parameters section**.

4. Click the **Execute button** to run the report.

The Report Results page will appear.

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 reports can be generated.

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 reports can be generated.

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.

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