



Enterprise collaboration with Alfresco Share



Introduction [1/2]:

Part of the Alfresco content management suite, Alfresco Share is the tool designed to allow content sharing and collaboration inside a project team.

Share is built on the same core services used by Alfresco Document Manager, in particular it use the same:

- Content repository
- Authentication chain

Alfresco Share allows access to most of the tools available in Alfresco Document Manager but it also adds specific instruments to facilitate team collaboration

Introduction [2/2]:

The base concept in Alfresco Share is the Project, which has an associated tool called «Project Site»

A Project Site is a particular space, located inside the repository, where team members can share content like:

- Wiki pages
- Blog pages
- Document Library
- Event calendar
- Discussion Forum
- Various type of lists (Contacts, Meeting Agenda, Task List, To do list, etc.) plus general information concerning the project

A typical usage example:

Using Alfresco Share is quite simple.

- A user involved in a particular project can create a «Project site». He can specify project properties (name, description, etc.) and the access policy
- Once created, the user can invite other collaborators to join the project (with a specific role)
- Each collaborator get notified about the new site with an email where he can confirm his participation
- At this point any user involved in a project, with a role of collaborator or higher (i.e. with write permission), may upload documents to the project library, create wiki or blog pages, discuss on the project forum, etc.
- Any content/information stored inside a project site is shared among all the project users

Current Setup :

- Alfresco share is available at : <https://sbdocserver.pd.infn.it:5210/share>
- Authentication is done through sbldap.fe.infn.it, so any SuperB user can already access to Alfresco Share (note: no new user creation is allowed)
- Automatic data extraction and document preview is supported for most common office document types (MS Office, OOffice , PDF, etc.)
- Versioning and auditing support is available
- Tagging support: social content (documents, wiki pages, etc.) can be tagged by team members providing easy navigation and search of content
- Support for aspects, to extend the meta-data set associated to a content, is also available

Let's take a closer look to Alfresco Share interface



Stefano Longo Dashboard

Customize Dashboard

My Calendar

No upcoming events

My Tasks

All Tasks [Start Workflow](#)

0 - 0 of 0 [All Tasks >](#)

No tasks

Getting Started

Welcome to your Dashboard

Your dashboard gives you a rolled-up view of what is going on in all the sites of which you are a member.

Learn about Alfresco Share

Walk through the guided tutorial to familiarize yourself with the features.

[Download Tutorial](#)

Your Profile

Change your password and enter information about yourself and company on your profile page.

[Your Profile](#)

Customize Your Dashboard

You can add or remove dashlets and change the layout of your dashboard.

[Customize Dashboard](#)

Create a Site

Create a site and start collaborating with others.

[Create Site](#)

My Site Activities


Today All activities

12:00, 25 Mar, 2011

- 12:31 6 documents added by Stefano Longo in site Alfresco Suite
- 12:30 [Alfresco_Community_Edition_3_3_Linux_Simple_Install.pdf](#) document added by Stefano Longo in site Alfresco Suite
- 12:30 [Getting_Started_with_Explorer_DM_for_Alfresco_Community_Edition_3_3.pdf](#) was deleted by Stefano Longo in site Alfresco Suite
- 12:30 [Getting_Started_with_Alfresco_Share_Collaboration_for_Community_Edition_3_3.pdf](#) was deleted by Stefano Longo in site Alfresco Suite

My Profile

[View Full Profile](#)

 **Stefano Longo**

Email: stefano.longo@pd.infn.it



Phone:

Skype:

IM:

My Sites

[Create Site](#) All Sites

  **Alfresco Suite**

Material related to Alfresco collaborative software

Alfresco Network

Get more out of Alfresco.

With a subscription to the Alfresco Enterprise Network, you get access to the Alfresco Enterprise Edition. For this edition, the Alfresco QA team run over 6000 tests



Alfresco Share



- My Dashboard
- Sites
- People
- Repository
- More...

Stefano Longo Help

Alfresco Suite Site

- Invite
- Customize Dashboard
- More

- Site Dashboard
- Wiki
- Blog
- Document Library
- Calendar
- Links
- Discussions
- Data Lists
- Members

Getting Started

Site Dashboard

This is the dashboard for your site. It is a great place to start, giving you an overview of what is going on in this site.

Invite People to Join Site

You can invite people to join this site.

[Invite](#)

Dashboard Customization

You can add or remove dashlets and change the layout of your dashboard.

[Customize Dashboard](#)

Site Customization

You can add or remove pages from this site.

[Customize Site](#)

Recently Modified Documents

- [Getting_Started_with_Alfresco_Records_Management_for_Community_Edition_3_3.pdf](#)
Modified by Stefano Longo on Fri 25 Mar 2011 12:31:10
- [Getting_Started_with_Alfresco_Share_Collaboration_for_Community_Edition_3_3.pdf](#)
Modified by Stefano Longo on Fri 25 Mar 2011 12:31:09
- [Getting_Started_with_Explorer_DM_for_Alfresco_Community_Edition_3_3.pdf](#)
Modified by Stefano Longo on Fri 25 Mar 2011 12:31:09
- [Managing_Alfresco_Content_from_within_MS_Office_Community_Edition_3_3.pdf](#)
Modified by Stefano Longo on Fri 25 Mar 2011 12:31:06
- [Installing_and_Configuring_Alfresco_Community_Edition_3_3.pdf](#)

Site Activities

- Today
- All activities

12:00, 25 Mar, 2011

- 12:31 6 documents added by Stefano Longo
- 12:30 Alfresco_Community_Edition_3_3_Linux_Simple_Install.pdf document added by Stefano Longo
- 12:30 Getting_Started_with_Explorer_DM_for_Alfresco_Community_Edition_3_3.pdf was deleted by Stefano Longo
- 12:30 Getting_Started_with_Alfresco_Share_Collaboration_for_Community_Edition_3_3.pdf was deleted by Stefano Longo
- 12:30 Alfresco_Community_Edition_3_3_Linux_Simple_Install.pdf was deleted by Stefano Longo
- 12:30 Getting_Started_with_Explorer_DM_for_Alfresco_Community_Edition_3_3-1.pdf was deleted by Stefano Longo

Site Profile

Welcome to the Alfresco Suite site

Material related to Alfresco collaborative software

Site Manager(s): [Stefano Longo](#)

Visibility: Moderated

Site Colleagues

- [Enrico Feltresi](#)
Consumer
- [Marco Corvo](#)
Consumer
- [Stefano Longo](#)
Manager

Site Links

[Create Link](#)

No links to display

Site Creation :

- Project site creation consists in specifying the properties on the right
- Once created, the site manager can invite new users or groups to join the site, specifying which role they have
- Even a user can ask to join a project site if the site is public

Create Site

Name: *

URL Name: *

This is part of the site URL such as
http://domain.com/share/page/site/<URL Name>/dashboard
Do not use spaces or special characters.

Description:


Type: ▼

Visibility: Public
 Moderated site membership
Site managers can control who joins the site

Private

People | Groups | Pending Invites

1 Search for People



Roberto Stroili (stroili)
Title: Professor

2 Invite Users

▼

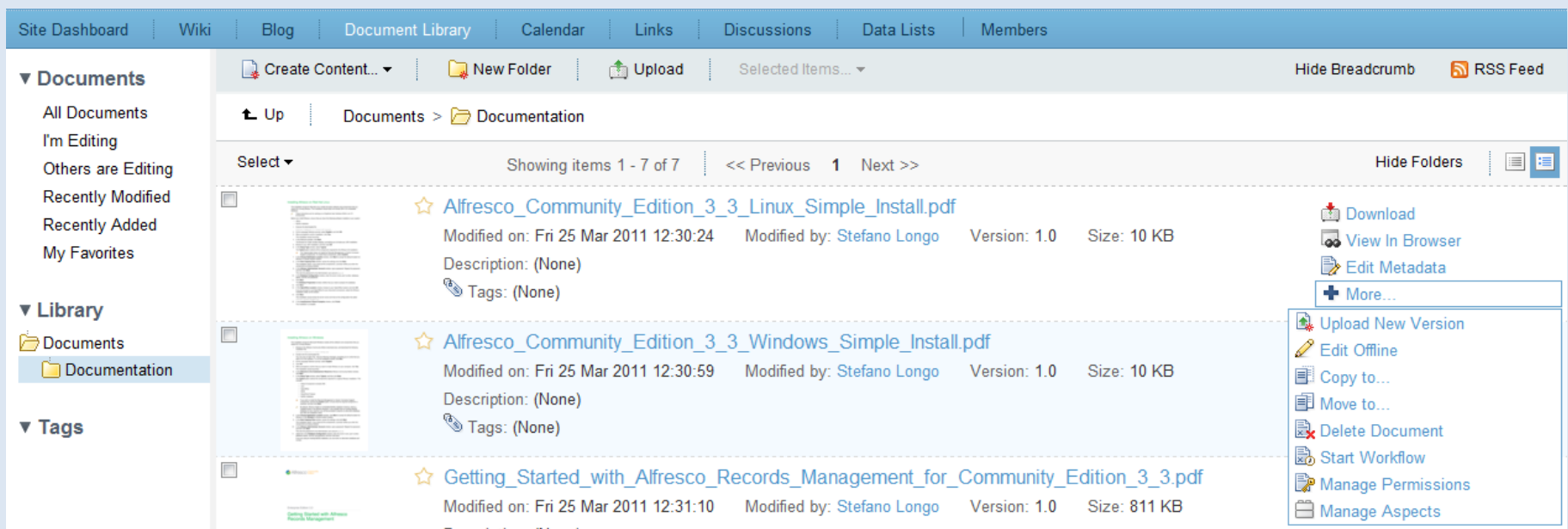
Roberto Stroili (stroili)
stroili@pd.infn.it

▼

- Manager
- Collaborator
- Contributor
- Consumer

Document Library :

- Project's document library can be browsed similarly to a filesystem
- Each content is presented with a preview and its main properties
- A contextual menu is available to operate on documents



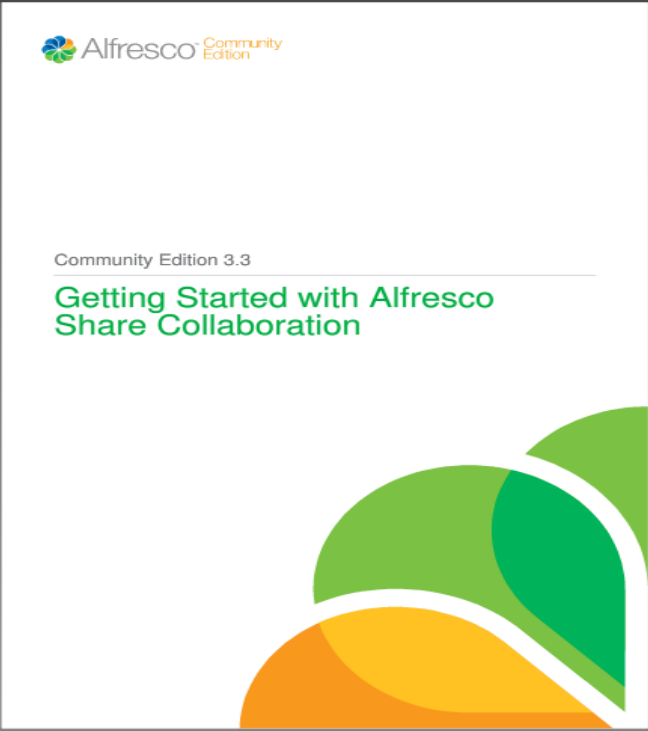
The screenshot displays the Alfresco Share Document Library interface. The top navigation bar includes links for Site Dashboard, Wiki, Blog, Document Library, Calendar, Links, Discussions, Data Lists, and Members. The main content area shows a breadcrumb trail: Documents > Documentation. A list of documents is displayed, including:

- Alfresco_Community_Edition_3_3_Linux_Simple_Install.pdf**
Modified on: Fri 25 Mar 2011 12:30:24 | Modified by: Stefano Longo | Version: 1.0 | Size: 10 KB
Description: (None) | Tags: (None)
- Alfresco_Community_Edition_3_3_Windows_Simple_Install.pdf**
Modified on: Fri 25 Mar 2011 12:30:59 | Modified by: Stefano Longo | Version: 1.0 | Size: 10 KB
Description: (None) | Tags: (None)
- Getting_Started_with_Alfresco_Records_Management_for_Community_Edition_3_3.pdf**
Modified on: Fri 25 Mar 2011 12:31:10 | Modified by: Stefano Longo | Version: 1.0 | Size: 811 KB

A contextual menu is open over the second document, showing actions such as Download, View In Browser, Edit Metadata, Upload New Version, Edit Offline, Copy to..., Move to..., Delete Document, Start Workflow, Manage Permissions, and Manage Aspects.

Getting_Started_with_Alfresco_Share_Collaboration_for_Community_Edition_3_3.pdf

72% Page 1 of 23 Fullscreen Maximize



No comments Showing items 0 - 0 of 0 << Previous Next >>

Metadata

Name: Getting_Started_with_Alfresco_Share_Collaboration_...
Title: Getting_Started_with_Alfresco_Share_Collaboration_...
Description: (None)
Mimetype: Adobe PDF Document
Author: (None)
Size: 611 KB
Creator: SLongo
Created Date: Fri 25 Mar 2011 12:31:09
Modifier: SLongo
Modified Date: Fri 25 Mar 2011 12:31:09

Tags

(None)

Permissions

Managers: Manager
Collaborators: Collaborator
Consumers: Consumer
Everyone: Read

Workflows

This document is not part of any workflows.

Version History

▼ Version 1.0 Fri 25 Mar 2011 12:31:09

Document Actions

- Download
- View In Browser
- Edit Metadata
- Upload New Version
- Edit Offline
- Copy to...
- Move to...
- Delete Document
- Start Workflow
- Manage Permissions
- Manage Aspects
- Change Type

Share

Download File URL

Document URL

This Page URL

Task assignement :

Alfresco Share allows to specify tasks that have to be executed on content.

Several workflows are available, in particular

- Adhoc: Assign a task to a single user
- Parallel/Group Review & Approve: assign a review task to several users/groups
- Pooled Review & Approve: assign a review task to a pool of users. Each user in the pool can take the task from the pool. He can complete it or return it to the pool so that another user can claim the task.
- Review & Approve: simple review task

Start Workflow

Workflow:

- Adhoc
- Assign task to colleague
- Group Review & Approve
- Group review & approval of content
- Parallel Review & Approve
- Parallel Review & approval of content
- Pooled Review & Approve
- Pooled review & approval of content
- Review & Approve
- Review & approval of content


Start Workflow

Workflow: Pooled Review & Approve ▾

* Required Fields

General

Message: ?

Due: 
DD/MM/YYYY

Priority: Medium ▾

Assignee

Review Group: *



 Computing group

Select

Required Approval Percentage: *

?

Items

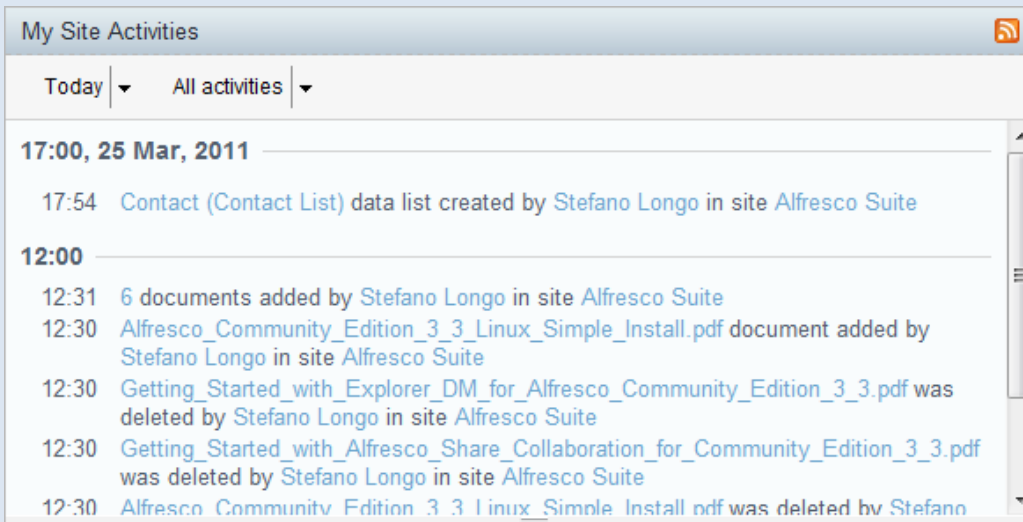
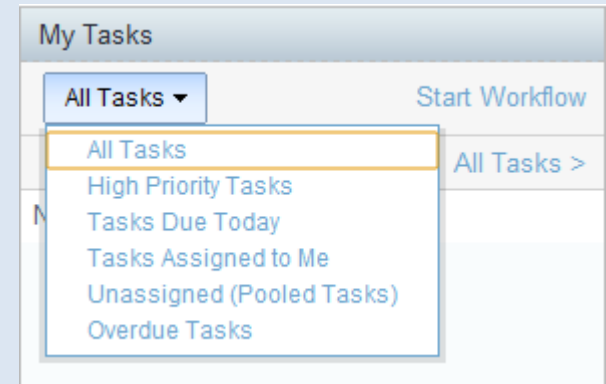
- Items:
- | | |
|---|-----------------------------------|
|  Alfresco_Community_Edition_3_3_Windows_Simple_Install.pdf | View More Actions |
| Description: (None) | Remove |
| Modified on: Fri 25 Mar 2011 12:30:59 | |
|  Managing_Alfresco_Content_from_within_MS_Office_Community_Edition_3_3.pdf | View More Actions |
| Description: (None) | Remove |
| Modified on: Fri 25 Mar 2011 12:31:06 | |

Add

Remove All

User's notifications :

Several way to receive notifications are available. «My Task» dashlet performs a double function: it notify users that are assigned to a task and show the current status to the submitter.



Notifications on project site activities are shown by the «My Site Activities» dashlet. The same information are also available as an RSS feed



Thanks

For your attention