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 tipical usage example:

Using Alfresco Share is quite simple.

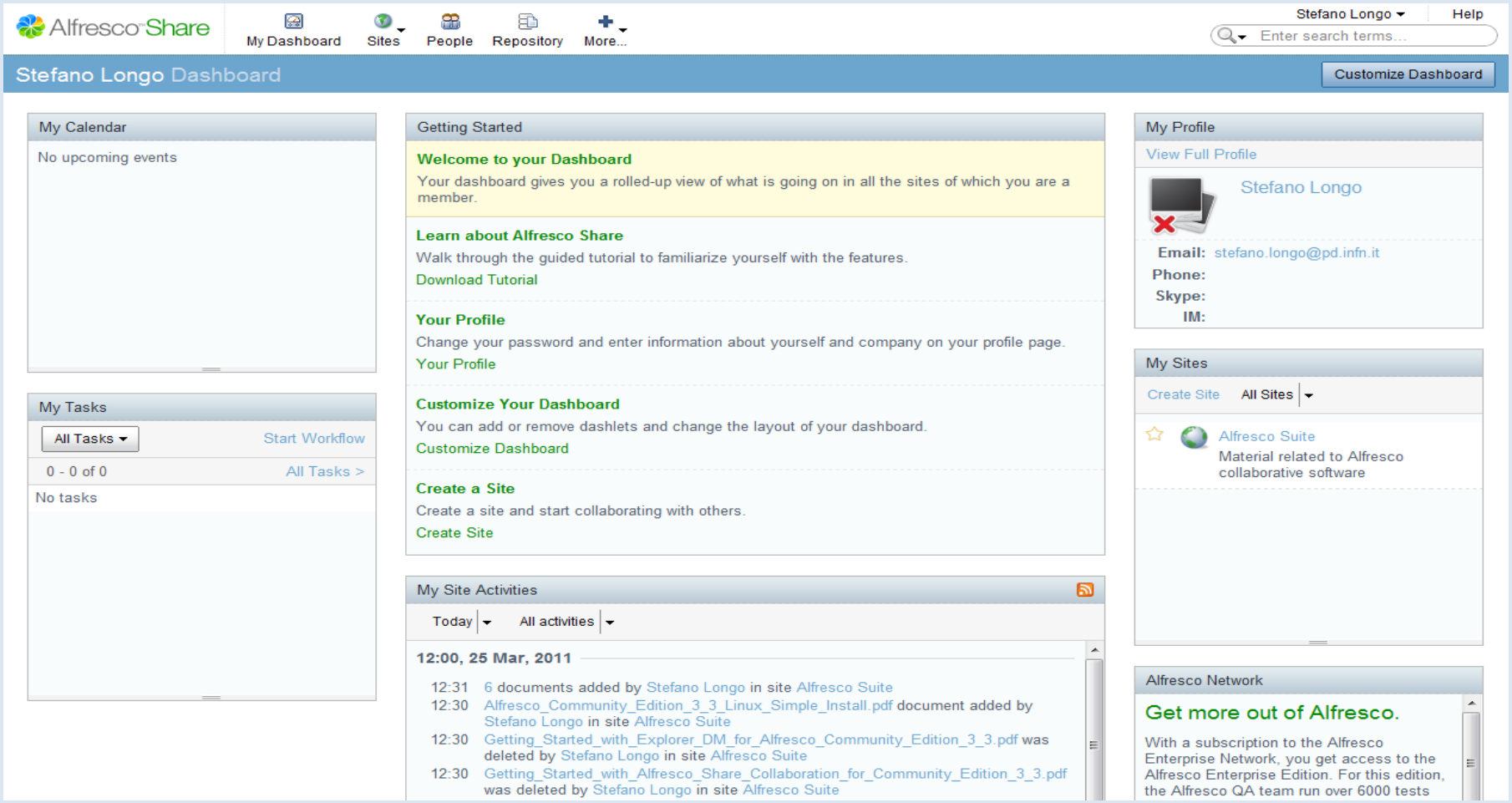
- A user involved in a particular project can create a «Project site». He can specify project properties (name, description, etc.) and the access policy
- Once created, the user can invite other collaborators to join the project (with a specific role)
- Each collaborator get notified about the new site 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 :

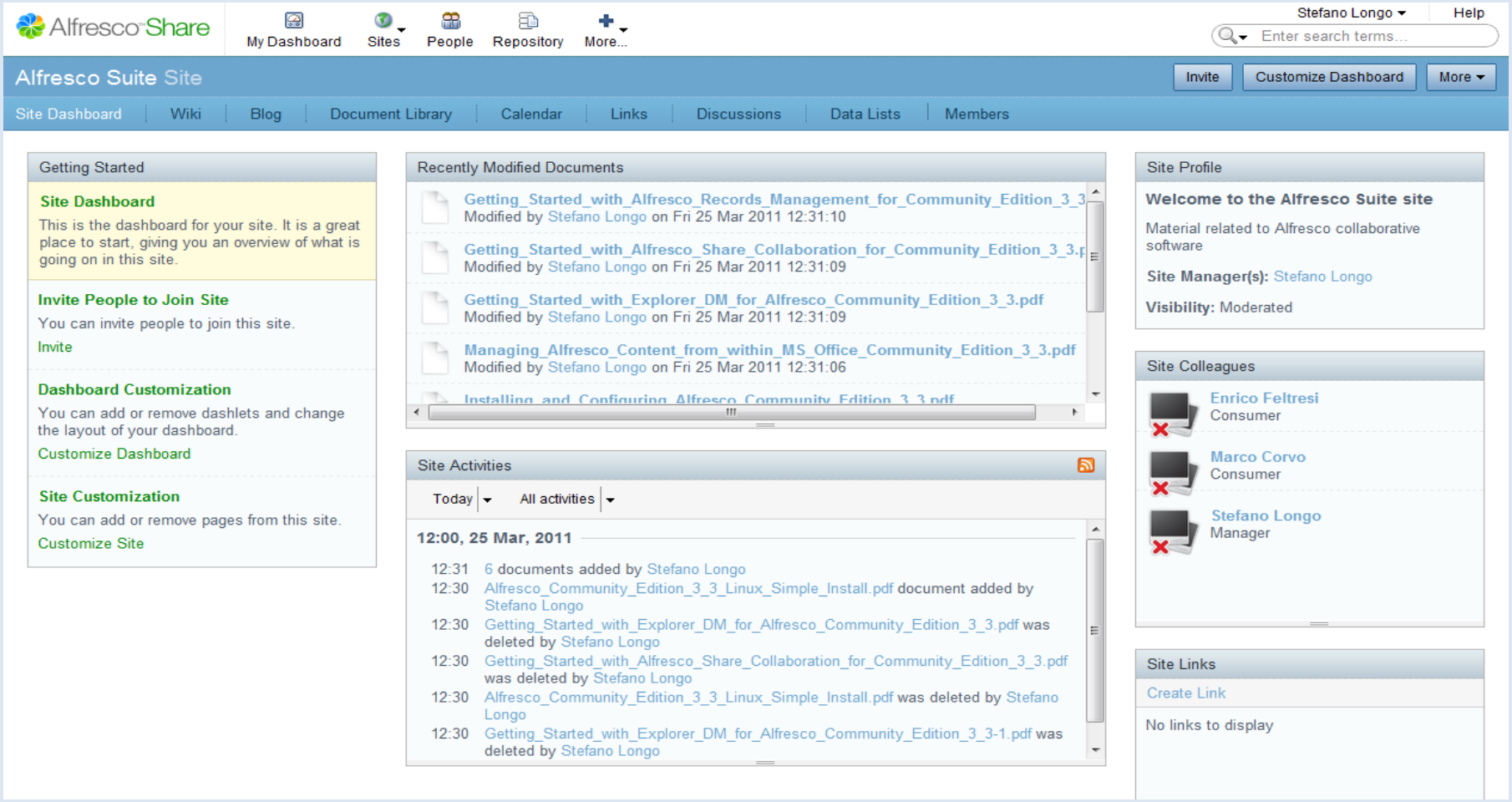
- Alfresco share is available at : https://sbdocserver.pd.infn.it:5210/share
- Authentication is done through sbldap.fe.infn.it, so any SuperB user can already access to Alfresco Share (note: no new user creation is allowed)
- Automatic data extraction and document preview is supported for most common 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 inteface

Alfresco Share

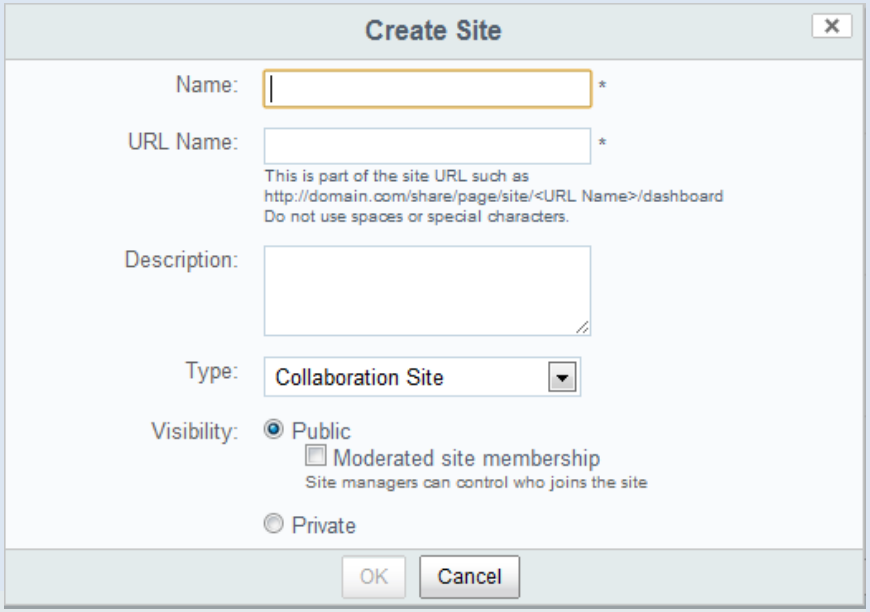


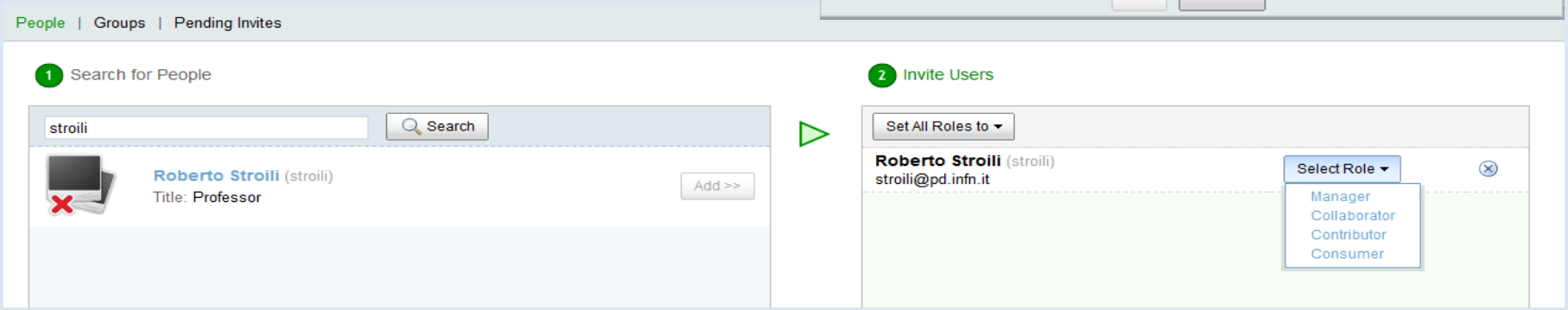
Alfresco Share



Site Creation :

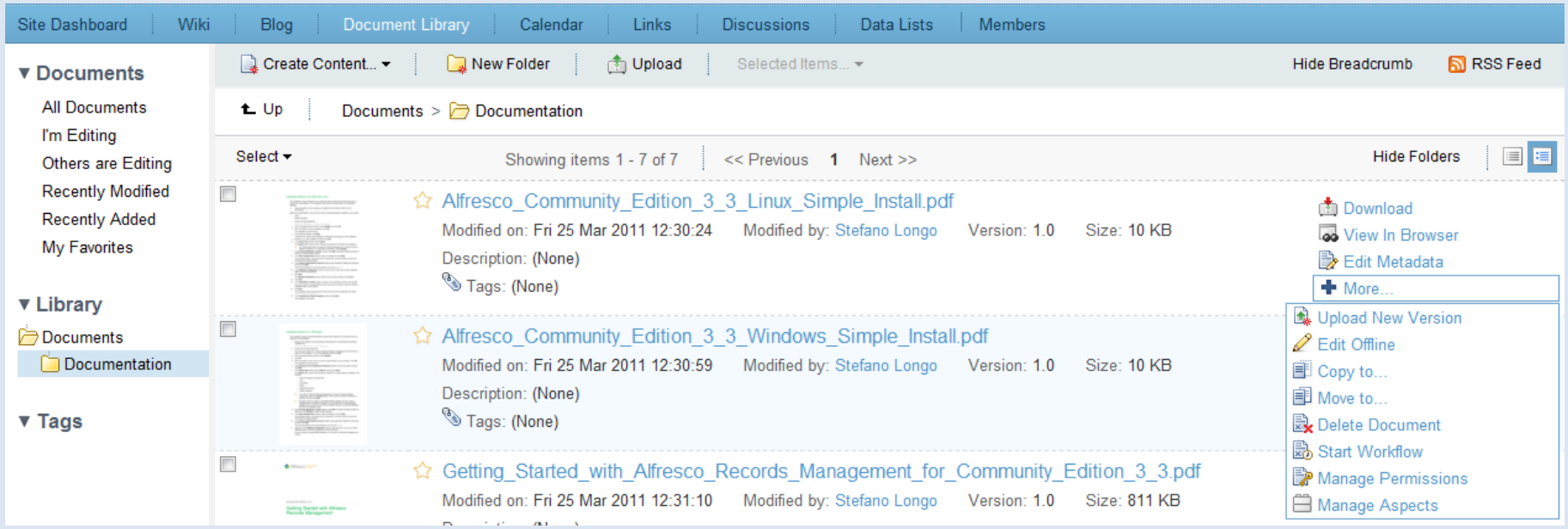
- Project site creation consists in specifying the properties on the right
- Once created, the site manager can invite new users or groups to join the site, specifying which role they have
- Even a user can ask to join a project site if the site is public



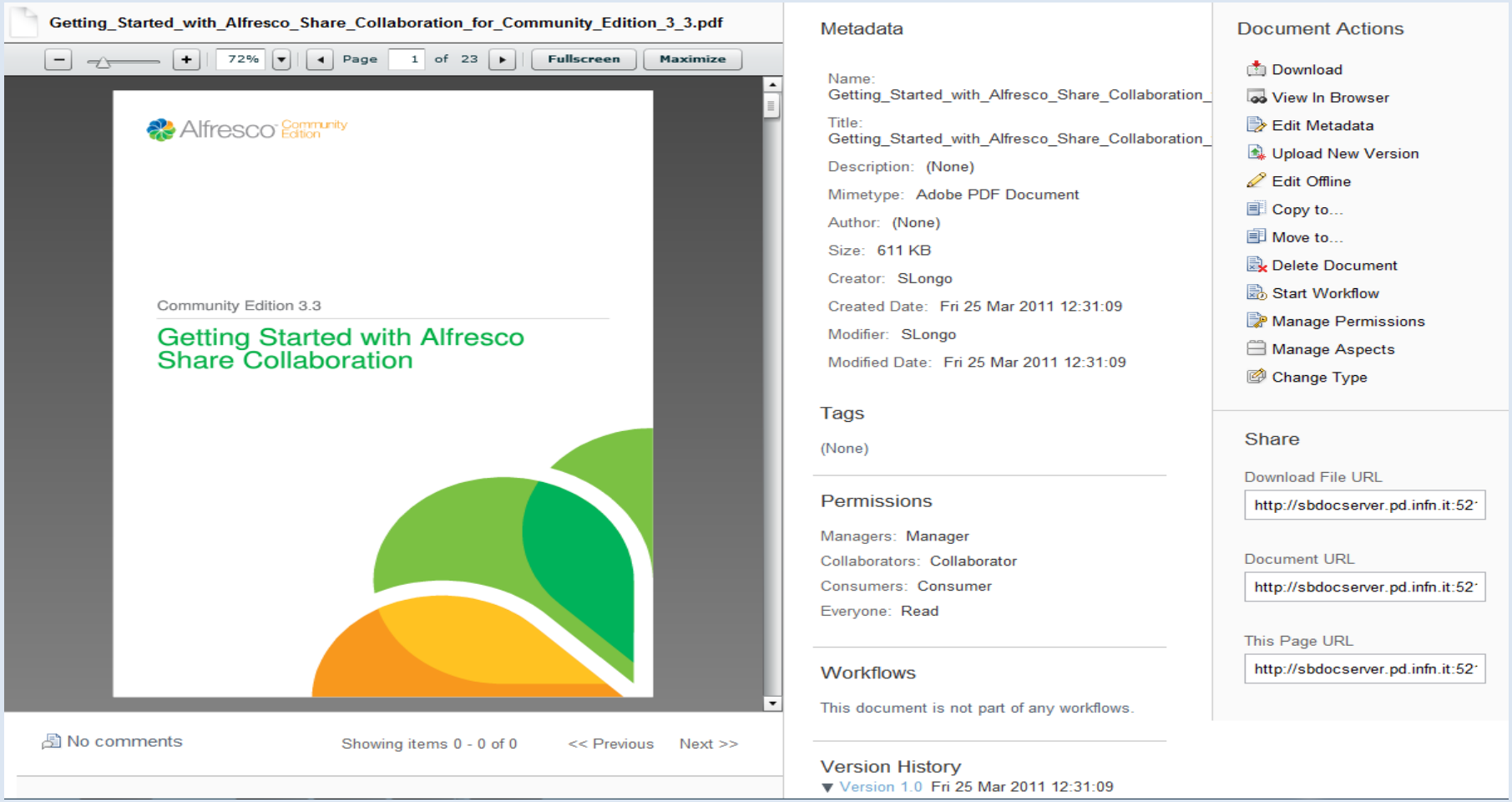


Document Library :

- 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



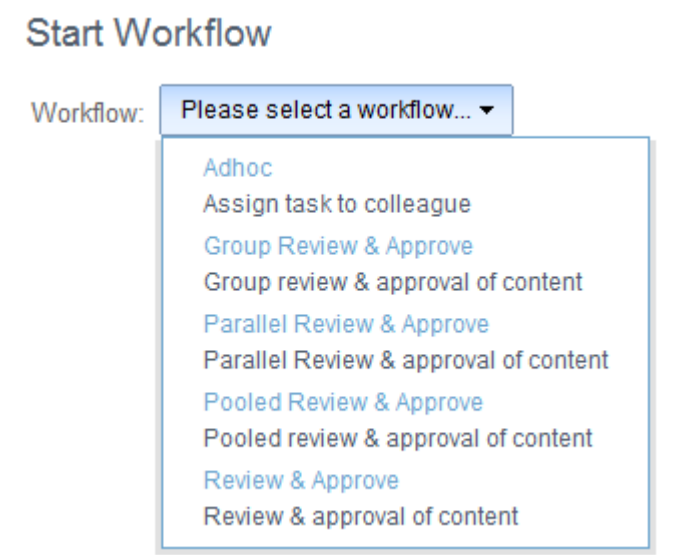
Alfresco Share

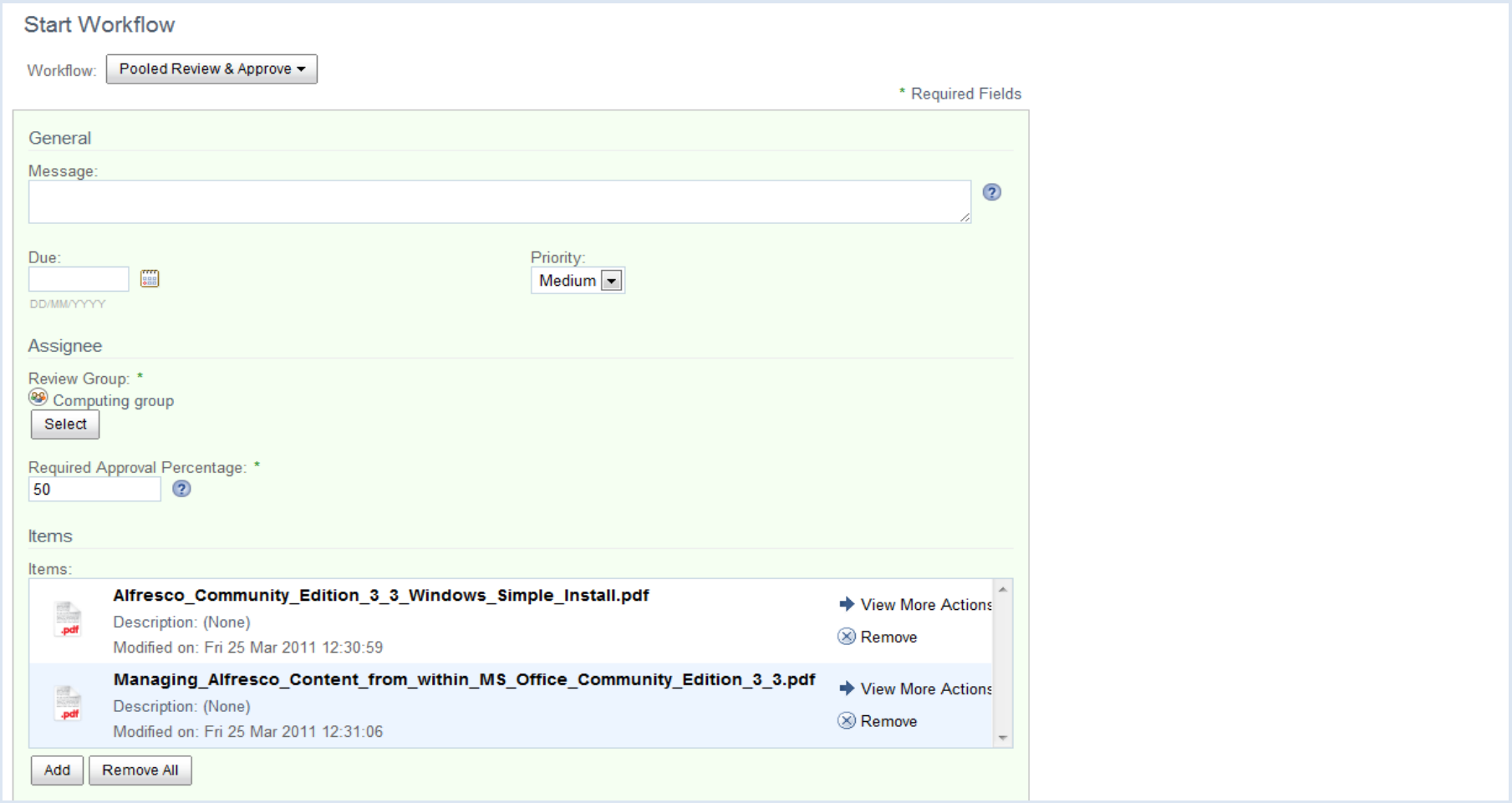


Task assignement :

Alfresco Share allows to specify tasks that have to be executed on content.
Several workflows are available, in particular

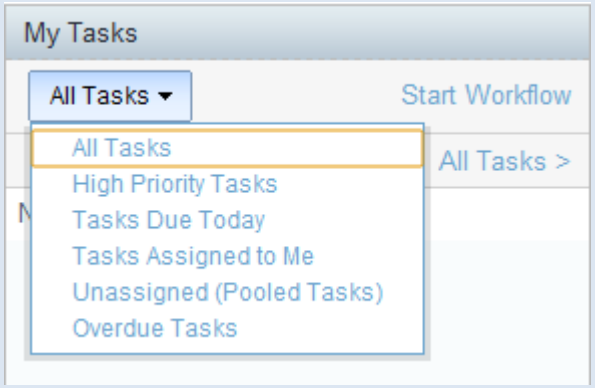
- Adhoc: Assign a task to a single user
- Parallel/Group Review & Approve: assign a review task to several users/groups
- Pooled Review & Approve: assign a review task to a pool of users. Each user in the pool can take the task from the pool. He can complete it or return it to the pool so that another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

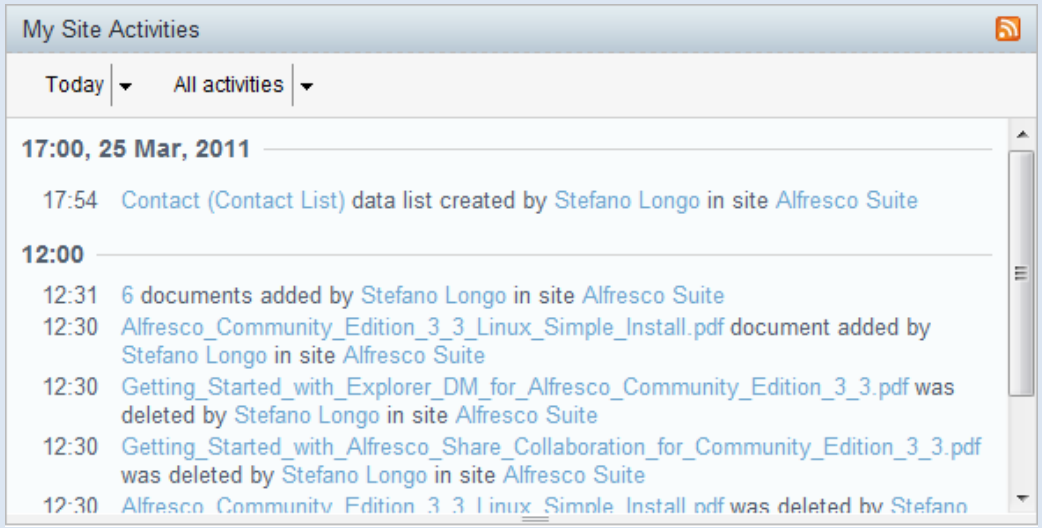



Start Workflow
Workflow: Pooled Review & Approve
* Required Fields
General
Message:
Due:
DD/MM/YYYY
Priority:
Medium
Assignee
Review Group: *
Computing group
Select
Required Approval Percentage: *
50
Items
Items:
Alfresco_Community_Edition_3_3_Windows_Simple_Install.pdf
Description: (None)
Modified on: Fri 25 Mar 2011 12:30:59
View More Actions
Remove
Managing_Alfresco_Content_from_within_MS_Office_Community_Edition_3_3.pdf
Description: (None)
Modified on: Fri 25 Mar 2011 12:31:06
View More Actions
Remove
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