

Alfresco – A Fresh Approach to Content Management

Tutorial

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Overview

This document provides an overview tutorial of the AlfrescoTM Open Source Content Management System to accompany the download of the system available at: <u>http://dev.alfresco.com/downloads/</u>. You can also access an on-line demo by going to: <u>http://www.alfresco.com/products/ecm/tour/</u>.

In this tutorial we will go through the process of starting to work with Alfresco, right from the point after it is installed and running. We will walk through the process of logging in, adding a new user, and creating and managing content. We will also introduce the concept of a Smart Space, which is a collaborative space that uses rules to simplify the handling, management and transformation of content. We will also show how to use additional properties and categories to organize and find content.

Before starting, make sure that your system has been installed properly. The installation is fast and easy for either Microsoft Windows® or Linux. You can also choose to install it with JBoss® Portal 2.2 or Apache Tomcat. If you have any issues in the installation, you can find help in the Alfresco Forums at: <u>http://forums.alfresco.com/</u>

To begin, if Alfresco was installed from the Tomcat bundle, start the web client from: <u>http://localhost:8080/alfresco</u>

If Alfresco was installed from the JBoss bundle, you may use the same URL as for Tomcat, or start the web client in the portal from: <u>http://localhost:8080/portal</u> and navigate to 'web-client' from the Page Menu and then maximize the portlet (top-right-most icon).



Starting with Alfresco

When you open your browser to Alfresco the very first time, you are taken to the *Guest Home*. This space can be used to hold any content that you would like to be available to anyone who has access to your Alfresco server.

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First, a bit of orientation. There are 3 main areas in the Alfresco user interface: a toolbar along the top; the Shelf; and the main working area.

Toolbar

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The toolbar contains two main navigation buttons that take us to the *Company Home* or your *Home Space*, as well as search and help capabilities. We can also hide and show the Shelf using the icon to the left of the help.

Shelf

The Shelf contains a number of different features to help work with content, such as the Clipboard and Shortcuts. The Recent Spaces provides an easy way to go back to a Space we have recently viewed.

Shelf
Clipboard
Recent Spaces Company Home test
Shortcuts

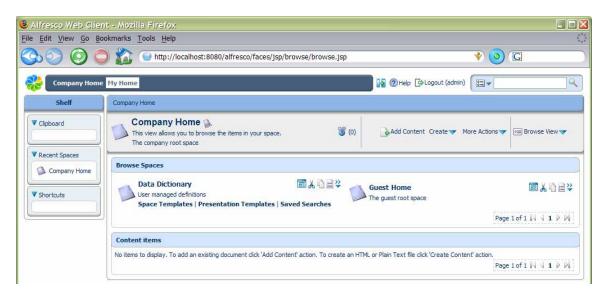


Working Area

The working area will change depending on what information we are looking at or what task we are performing. The top of the working area will always have a navigation breadcrumb that allows us to jump to any part of the breadcrumb path. For information views we will usually have a summary area along with actions or alternative views. The details and options will change depending on what we are looking at and doing, as well as who we are.

Company Home					
This view allows you to browse the items in your space. The company root space	👸 (0) Add Content Create → More Actions → 🖂 Browse View →				

If you want to add and create content, then you will need to login. Click the 'Login' link. When Alfresco is installed, it creates an administration user called 'admin' with a default password of 'admin'. So, let's login and we'll be taken to the *Company Home* as shown in the screen below.



When we have finished using Alfresco, we can just close the browser window without logging out. The next time you go to Alfresco, you will automatically go straight to the login page. If you click 'Logout' in the toolbar and then close the browser window, you will be taken to the Guest Home the next time you access Alfresco.



Adding New Users

Before we add some new users and define their own personal working spaces, we need to decide how we are going to organise our repository and where user home spaces live. For this tutorial we are going to put the user homes all in the same location, so we need to make a space to contain them all. We are going to create a space named 'Users' in the 'Company Home', so, since we are in the right place, we just need to select *Create Space* from the *Create* menu and we will be taken to the Create Space dialog.

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Company Home	My Home		👔 ②Help 🔂 Logout (admin)	Q
Shelf	Company Home			
Clipboard	Create Space	out the new space then click Create Space.		
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Company Home	Name:	Users *		Cancel
	Description:	Users Home Space		
V Shortcuts	Other Options			
	Choose space icon:		• ঌ • ঌ	
	To create your space click	Create Space.		

Now fill in 'Users' for the *Name* with any descriptive text in *Description*, and choose an icon to use for the space, then click *Create Space*. We have now created a space.

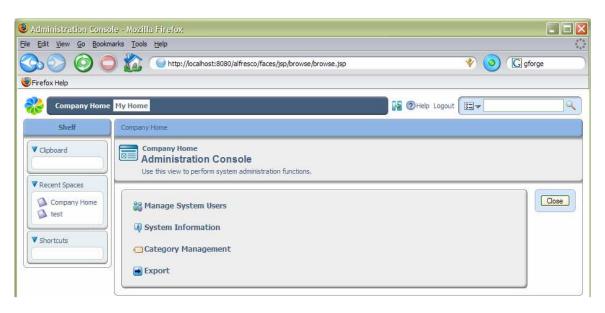
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Company Home	My Home 🙀 @Help [& Logout (admin)	(II-
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	Content items	
	No items to display. To add an existing document click 'Add Content' action. To create an HTML or Plain Text file click 'Create Conten	ťaction. Page 1 of 1 🕅 🧃 1 🖗 🕅



While we are here, create another space named 'Projects' that we will come back to later. Next we want to add a new user. As we are logged in as an administrator, there is an action under the *More Actions* link called *Administrative Console* that we need to use.



This opens the Administration Console that has a number of options available.

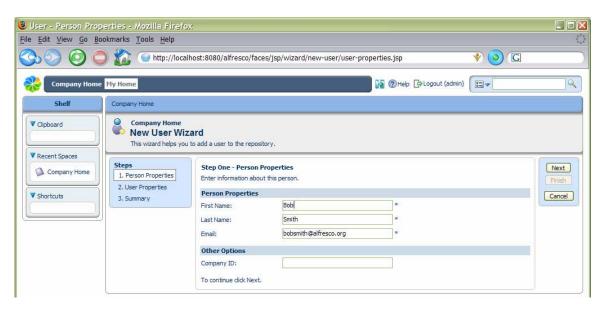


The one we are interested in is *Manage System Users*. Click on this and we will be presented with the dialog, click the *Show All* button to list the current users, including the pre-configured 'admin' account. We need to select the *Create User* action, which will take us to the new user wizard.



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Shelf	Company Home	
Clipboard	Manage System Users Manage the users of the repository.	etails 🔝
Recent Spaces	Users	Close
Company Home	To find a user search for them using their first name, last name and/or user name. Alternatively to see all users click 'Show All', however, this may take some time if there are a lot of users in the system.	
▼ Shortcuts	Search Show All	
	Name User Name Ver Name Actions	
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The new user wizard prompts us for details of the person's name and email in the first step.



Home Spaces

In the second step we give the username details, as well as the location for where their home space should be created. To use the space selector, navigate the links to move up and down the space hierarchy, selecting the required space's radio button, then click *OK*. For our example, we are going to put the new home space in the 'Users' space we created earlier.



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V Shortcuts	3. Summary	User Properties	bobsmtih	*	Finish
		Password:	******	*	Cancel
		Confirm:	*******	*	
		Home Space			
		Home Space Location:	Go Up Data Dictionar Guest Home W Users OK Cancel	y]	
		Home Space Name: To continue click Next.			

Then give the name for their home space: here we are using 'bobsmith'.

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		Confirm:	******	*	
		Home Space			
		Home Space Location:	Users		
		Home Space Name:	Bob Smith		
		To continue click Next.			

We can select *Finish* now, or go to the next step to see a summary of the details we have entered and then finish. This will create the new user and their home space and return us to the list of users. While we are here, you should create another user for use later on named 'Joe Bloggs'.



Creating Content

We can now login as the newly created user: click *Logout* from the toolbar and then login using the details for the new user. This time, the user is taken to their Home Space, but they can still easily navigate to the Company Space and elsewhere. All the options to create sub-spaces and add content are available. The first thing we are going to do is see how we can create web content directly in the browser.

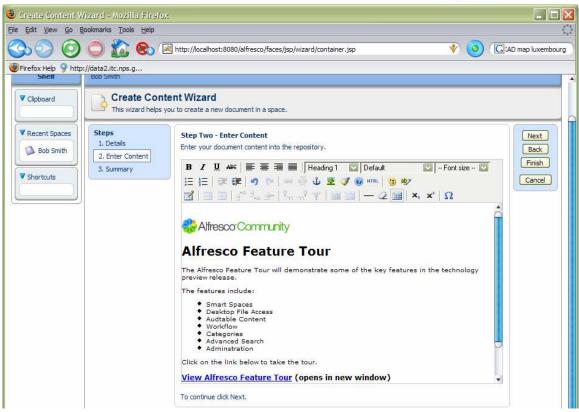
In-line Content Editing

From the *Create* menu for the user's home space, select *Create Content*. A wizard is started that allows you to create new content. The first step is to give it some basic properties, such as its name.

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Recent Spaces Bob Smith	Steps 1. Details 2. Enter Content 3. Summary	Step One - Specify name and select type Specify the name and select the type of content you wish to create. General Properties	Next Back Finish
▼ Shortcuts	J. Summary	O Name: newfile.html Type: Content IV Content Type: HTML IV Other Properties Rules applied to this content may require you to enter additional information, IV Modify all properties when this wizard closes. To continue click Next,	Cancel

Notice that by default we have asked to modify all properties once the content has been created. We can now add some HTML content through the WYSIWYG editor. We will add a web page as an example, including text formatting and images.





We can now either select *Next* to take us to a summary page of what new content is going to be created, or just select *Finish* now. In all Alfresco wizards, the *Finish* button becomes enabled when there is enough information to complete the task, any additional steps are optional. As we asked to edit all properties once the content has been created, we are now presented with the full set of properties. The list of properties may vary for different Types and Smart Spaces (we see these later).

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When we select OK, the properties are saved. If there are properties that we are required to fill in, the OK button will only become enabled when all these properties are completed.



We have now created our first piece of content in the repository!

Managing Properties and Meta-Data

To see the details of the content item we can select the *View Details* action, one of the icons to the right of the content item (not the space details action in the header).



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	Name: Format: Title: Description Size: Author: Created D Modifier: Modifier Modifier	1, 18 KB bobsmith admin ate: February, 23 2006 13:50 admin ate: February, 23 2006 13:50		
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From the content details page, we can change any of the properties by selecting the edit icon for the Properties panel (right-hand side of the blue Properties bar). Selecting the *View In Browser* link in the Links panel will request the content to be viewed or downloaded through the browser. We may also download the content to your local disk as a file by selecting the content icon or name in the space browser.



Spaces

Next, we are going to set up a new project space where we can work on some content with other team members. Navigate to your Home Space (either from the breadcrumb or the toolbar). This time, rather than create sub-spaces all by hand, we are going to use a template space that contains all the standard elements we need. From the *Create* menu, select *Advanced Space Wizard*.

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It is possible to create a complete tree of sub-spaces by basing the new space on an existing space or a template. We are going to use a template, so selecting *Next* takes us to a step where we can choose which template.

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Working with Space Templates

We are going to use the *Software Engineering Project* template, so we choose this and select *Next* to specify the details we want for the new space including its name – in this case 'Project Voodoo'.



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Recent Spaces	Steps 1. Starting Space 2. Space Options	Step Three - Space		Next Back
Shortcuts	3. Space Details 4. Summary	Space Details Name: Description:	Project Voodoo * Top secret project for next release	Cance
		Other Options		
		Choose space icon:	040404040	
		To continue click Next.		

Again, we can select *Next* to go to the summary page or select *Finish* now. We can see that a new space has been created with standard sub-spaces for an engineering project.

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Smart Spaces

One of the key features of Alfresco is the ability to define rules that affect content within a space. These rules can be used to provide all kinds of creative solutions to automation and management of content. Rules are fired when content comes in or out of a space and may also apply to content directly in the space or in sub-spaces. A rule is made up of two main elements: the conditions on the content for the rule to match and the actions that are then performed. Any number of conditions and actions may be defined in a rule.

For now, we are going to add a few rules to illustrate their capabilities. We are going to make part of our new project space work in a more structured and auditable way. First we need to navigate to the Project Voodoo Documentation space.

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	No items to display. To add an existing document click 'Add Con	tent' action. To create	an HTML or Plain Text file click 'Create Con	itent' action.
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Here we can see 4 spaces that contain the documents in their different stages of completion, as well as a space with sample content. We are going to use the rules to set up a simple workflow that allows the documents to progress through these spaces. Also, since we want to allow several people to work on the documents, plus keep track of the different versions as they are edited and be able to see who changed the documents and when, then we are going to make all the content versioned. Since all the documents are going to start their lives in draft form, we navigate into the Drafts space and select the *Manage Content Rules* action (under *More Actions*).



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Drafts Documentation Project Voodoo	Title 🛛	Description	Local 😅	Created Date 🗆	Modified Date C Page 1 of	Actions	

Adding Rules

To add a new rule, select the *Create Rule* action, then we will be taken through the rule wizard to define it.

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Shelf	Bob Smith > Project Voo	doo > Documentation > Drafts	
Clipboard	Drafts New Rule V This wizard helps	Vizard you create a new rule.	
Recent Spaces	Steps 1. Details 2. Conditions 3. Actions 4. Summary	Step One - Enter Details Type: Inbound Title: All Versioned * Description: Make all content versioned	Next Finish Cancel
▼ Shortcuts		Other Options Image: Apply rule to sub spaces Image: Run rule in background Image: If this option is selected the rule will execute in the background so the results may not appear immediately. To continue dick Next.	

The first step allows us to choose what type of rule it is, that is to say, when the rule gets tested. Currently, the options are *inbound*, which means when content is copied, created or added to the space, and *outbound*, when content is moved or deleted from the space. We can give a title to identify the rule as well as a brief description – in this case we will give it the title 'All versioned'. We will also enable the rule to be inherited by any subspaces in Drafts. The second step allows us to define the conditions that are tested on the content before the action is performed.



New Rule - Condit		26	
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Clipboard Recent Spaces	Drafts New Rule V This wizard helps Steps	you create a new rule.	
Shortcuts	1. Details 2. Conditions 3. Actions 4. Summary	Step Two - Select Conditions 1. Select Condition All Items 2. Click to add to list Add to List Selected Rule Conditions Summary No selected items. To continue dick Next.	Next Back Finish Cance

In this example, we are going to select *All Items*, so that the action is performed on any content added to the space. We must make sure we click the *Add To List* button to set any condition settings. Since there are no condition settings in this case, the condition is added to the list.

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 Recent Spaces Drafts Documentation Project Voodoo Bob Smith 	Steps 1. Details 2. Conditions 3. Actions 4. Summary	Step Two - Select Conditions 1. Select Condition Select a condition 2. Click to set values and add to list Set Values and Add Selected Rule Conditions Summary Match any item To continue dick Next.	Next Back Finish Cancel

We have no additional conditions to add, so click Next to define the actions.



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Clipboard Recent Spaces Drafts Documentation Project Voodoo Bob Smith Shortcuts	Variable Var	Vizard you create a new rule. Step Three - Select Actions 1. Select Action Add aspect to item 2. Click to set values and add to list Set Values and Add Selected Rule Actions Summary No selected items. To continue click Next.	Next Back Finish Cancel

Adding Aspects

For the action we are going to select *Add aspect to item*, since we want to add the "versionable" aspect to all content. After clicking *Set Values and Add*, we give the relevant action settings, in this case choosing the actual aspect.

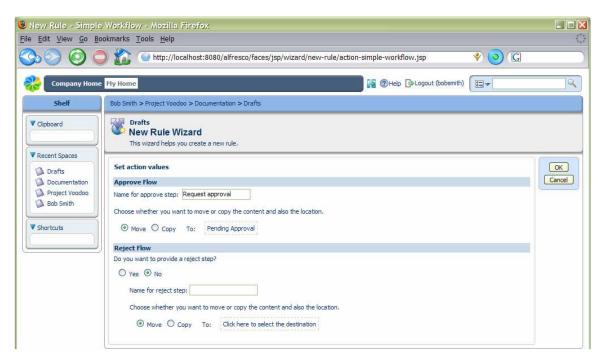


After clicking OK, we can now choose to finish the rule wizard, or go to a summary page to check the details of the rule before adding it.



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We also want to add a rule that applies a simple workflow to content in this space, so select *Create Rule* again. Going through the wizard, add an inbound rule with title 'All simple workflow', again with a condition of *All Items*. For the actions, select *Add simple workflow to item* and click *Set Values and Add* to fill in settings for the *Approve Flow*. For the name of the approve step, enter 'Request approval', leave the setting to the default of *Move* and then select the space where it should be moved – in this example, 'Pending Approval'. Finally, select *No* for providing a reject step and click *OK*.



You may click *Finish* at this point to complete the wizard. Now we have finished defining rules on the Draft space, we can navigate to the Pending Approval space to add the next step in the workflow. Click the *Close* button from the list of rules or select *Documentation* from the location breadcrumb and navigate into Pending Approval. Again, select the *Manage content rules* action and define a simple workflow rule:

- 1. Select *Create Rule* and give it a title 'Add simple workflow';
- 2. Select *All items*



- 3. Select Add simple workflow to item
- 4. Add 'Publish' as the name for the approve step, leaving it as a *Move* and selecting the 'Published' space in Project Voodoo Documents
- 5. Say *Yes* to providing a reject step and enter 'Reject' as its name, again leaving it as a *Move* and then selecting the Draft space for it to be returned to.

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Shelf	Bob Smith > Project Voodoo > Documentation > Pending Approval	
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Project Voodoo Bob Smith	Choose whether you want to move or copy the content and also the location.	
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	Do you want to provide a reject step?	
	Name for reject step: Reject	
	Choose whether you want to move or copy the content and also the location.	
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We can then complete the rule. We do not need to add a rule to make all content versioned, since content should only normally be placed in here if it has been through the Drafts space, in which case it will versioned already. To see these rules in action, we need to add some content.

Using the Clipboard

We have a sample software overview document that was created as part of the template we based our project space on, which can be found in the Samples space within Documents. Navigate to the Samples space and the select the *Copy* action for 'system-overview.html' using the clipboard icon next to the scissors. This will place the item in the clipboard.



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		Page 1 of 1 14 4 1 0 01

Now navigate back to the *Drafts* space and select the *Paste* action in the clipboard. This will create a new copy of the content. If we use the *Cut* action for content, a reference to it is placed in the clipboard and the content remains in its original place until we use the *Paste* action, when it is then moved to the new location. The clipboard contents are not retained over login sessions, so if we cut some content and then logout, the content will stay where it was originally. We can also paste items as 'Links', which creates an item that "points" to another space or content, but can have a different name and description.



Collaborating with Other Users

We want to work with other users on this project, so we are going to invite them to the Drafts space. From the More actions menu for the space, select the *Manage Space Users* option. This shows a list of users that have permission to work on content in the space.

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Pending Approval	Inherit Parent Space Per	missions]

Choose the *Invite* action to invite a user to the space. This opens a page to select the users and the role they can play in the space. To choose a person we need to search for them and then pick them from the list along with their role and click the *Add* button. As there are not many users in the system, we can just click the *Search* button without giving any text to match their name against.



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▼ Clipboard	Drafts Invite Users V This wizard helps you	Vizard I to give other users access to your space.			
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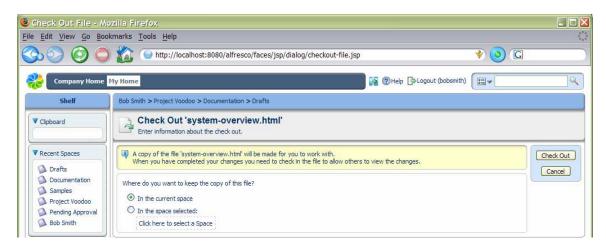
Choose the user 'Joe' and add them with the 'All' role. When we click on *Next*, we are given the option to send the invited users an email telling them about being invited. As we haven't configured email, just select the *No* option and finish.

Click the Close button to return to the Drafts space.



Checking Out Content

Since several people may collaborate to work on this content, we will do a "check out" of it to create a working copy, while locking the original. Select the *Check out* action for 'system-overview.html' – if you are not sure which icon does what action, hold your mouse over the icon and a tool tip should popup with its name. The check out action is a green downward arrow. This brings up dialog that gives us the choice of checking out the working copy to the same space as the original, or any other space. Some people like to work with one space that contains all their current work-in-progress, so may have created a specific folder in their home space for working copies. We are just going to keep the working copy in the current space.



Clicking the *Check Out* button takes us to a page where we can choose to download the content for editing in some other program. Clicking *OK* takes us back to a view of the space, now containing 2 items.

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Checking In Content

The lock icon against the original lets us know that we cannot change it. The only way we can modify it is to undo the check out on the working copy, or to "check in" the working copy. If there is a key on the lock it means we are able to check in or cancel the check out. We can see who has checked out the content by hovering the mouse over the lock. First we are going to edit the document and add some minor changes to the text. Once saved, we can now check in the content. Often, content will stay checked out for several days while someone makes their changes to it. It is possible to take a copy of the content onto the desktop and work with it off-line. If we do this, we can always upload any alterations to the working copy using the *Update* action (from the popup menu) without the need to check in.

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		Cut Copy		

Selecting the *Check In* action will overwrite the original with the updated working copy, making it available for people to edit it again. Make some changes by editing the content (pencil icon) and check in the content. If we had a more up-to-date copy of the content on our desktop, we could choose to upload it at this point and check it in. In this case we are just going to use the copy that is currently in the space, so just click the *Check In* button.



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Shelf	Bob Smith > Project Voodoo > Documentation > Drafts	
Clipboard	Check In 'system-overview (Working Copy).html' Check in your working copy for other team members to work with.	
Recent Spaces	Check In options	Check In
Drafts Documentation Samples Project Voodoo Pending Approval Bob Smith	Version Notes	Cancel
▼ Shortcuts	Which copy do you want to check in? Use copy in current space Use copy uploaded from my computer 1. Locate document to upload Location: 2. Click upload Upload	

As the content is versioned, then the original content is still available to view from its version history. Select *View Details* for 'system-overview.html'.

Version History

We can expand and contract the version history block by clicking the triangle alongside *Version History*. The current version is also listed in the history.



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Sending Content for Review

Now that we are happy with our content, we can send it for review. Any workflow steps that are available for an item of content are shown in its actions, either from the popup actions available in the space view, or from the actions on the item's details view. In this example, the only available workflow step is *Request Approval*. Select this action to move the content to the Pending Approval space, so it no longer shows in the Drafts space.

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We can define a rule for all content with an action that will allow email alerts to be sent to people, which can be used in this case to let the appropriate person know that there is some content waiting to be approved. If we navigate to the Pending Approval space, we can see the 'system-overview.html' content. This time, if we look at the workflow steps available we see *Publish* and *Reject*, because the rule for this space added these steps when the content was moved here. Select the *Publish* action to move the content on to the Published space, whereas if we had selected the *Reject* action it would have been sent back to the Drafts space.

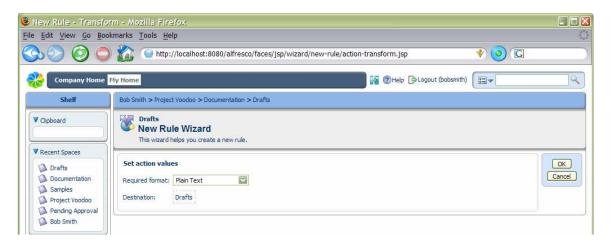


Uploading and Transforming Content

In this next example, we are going to define a transformation rule that will convert content added to a space into a different format. The scenario is that we need to re-use marketing content, which is available in PDF, within some of our software documents, so getting the basic text of the marketing content is very helpful. Navigate back to the Drafts space in Project Voodoo and select the *Manage Content Rules* action. Create a new rule named 'Transform PDFs' and select *Items which contain a specific value in its name* as the condition. For the condition setting, enter a pattern of '*.pdf'.



On the action step, choose *Transform and copy content to a specific space* and for the action settings, select *Plain Text*. By default this is the only option unless you have OpenOffice installed (<u>www.openoffice.org</u>), which enables a wide range of transformations to be configured for use. Next select the destination space for the transformed content, in this case we will keep it in the Drafts space.





Finish the rule and we will return to the Drafts space. Now we can upload a file to exercise the rule. Select the *Add Content* action within Drafts and browse to a PDF file – a sample file is available in the Alfresco installation folder.

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Select the *Upload* button and wait while the file is uploaded to the Alfresco server. A message will appear confirming the upload and then we can click the *Next* button.

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We will get taken to the next step in the wizard, which has the same options as we completed for creating the content within the browser earlier. On finishing the wizard, we will be returned to the Drafts space, but there will be two new documents: the PDF and the text version of it.



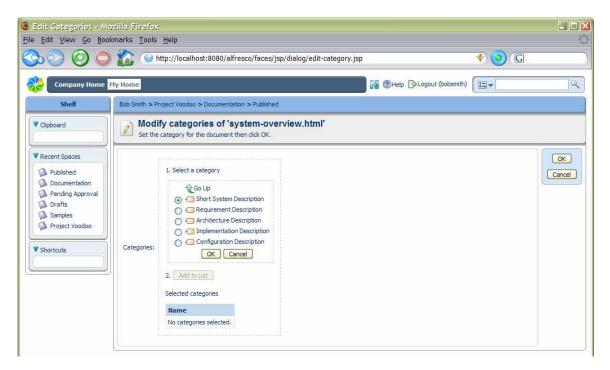
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Categories and Advanced Search

One of the other features of Alfresco is the ability to assign categories to items. This allows information to be classified in any number of different ways. With this, we can retrieve items that match combinations of constraints, including categories. The smart thing that categories provide is that they are aware that they are hierarchical, so searching for an item in a higher-level category will also find anything classified below it. In the following example, we are going to add some content to a category and then search for it.

The first step is to make the content able to be categorized, which can be done through the content's properties page. Navigate to the Published space and select the *View Details* action for 'system-overview.html' (one of the icons next to the content, not the space details). If we expand the *Category* block and if the item is not categorized, we can select the *Allow Categorization* action. Now we can choose the *Change Category* icon in the right-hand corner of the block, which opens a view to allow a category to be selected. Select through 'Software Document Classification', 'Software Descriptions', 'Main Software Descriptions' and select 'Short System Description'.

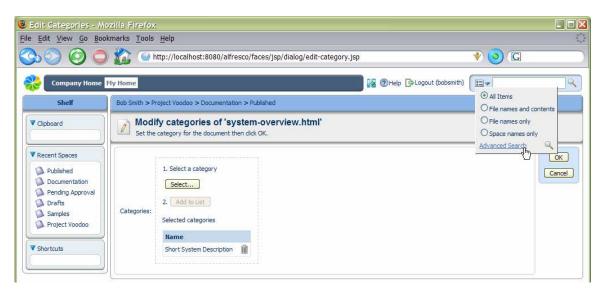


As we can put this content in any number of categories, we need to click 'Add to List' even though we are only going to set one category.



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We can now use the advanced search to try and find this content. The advanced search page is opened from the popup menu in the toolbar search. When we enter text in the toolbar search, it will search throughout all available spaces, although we can constrain it to just find the text in names or also the content. Select the *Advanced Search* option.



From this page there are a number of options available, beyond what text to search for. It is possible to specify the starting space for the search, so that only content beneath that space is searched. In this example, we will look for the text 'system' - clicking the *Search* button will start the search. We will get a list of all content that has 'system' in its name, or somewhere in its content.



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▼ Recent Spaces Published Documentation Pending Approval Drafts Samples Project Voodoo	Look for: ▼ Show me results for ④ All Items ○ File names and contents ○ File names only ○ Space names only ▼ Look in location ④ All Spaces ○ Specify Space: Click here to select a Space ♥ Include child spaces ▶ Show me results in the categories	More search options			Close

The *Details View* is usually the best for viewing search results. Also, if we view an item's details, we can navigate through the results using the Next Item and Previous Item navigation actions.

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We can also choose a category in which the content must be in to be found. Run the search again, but set it to look only for content in the 'Software Descriptions' category. For this example, we only have one document that matches this, because 'Short System



Description' is within the 'Software Descriptions' category. If we were to choose a different category, such as 'Development Plans', then no content would be found. We can also include other options for the search, such as the kind of document we are looking for, or a range of dates for its creation or modification.

Show me results for	More search options
Look in location	Content Type: Content Content Format: All Formats
Show me results in the categories Software Descriptions Include sub-categories Add to List	Title:
Category Include sub-categories	Modified Date: From: 23 S February 2006 S
Software Descriptions Yes	From: 23 Pebruary 2006 To: 23 Pebruary 2006 Created Date: From: 23 Pebruary 2006 To: 23 Pebruary 2006 Image: Comparison of the comparison



Forums and Discussions

Alfresco provides an easy way for people to collaborate using forums and discussions. Forums contain *topics* of discussion and topics contain *posts* from different users. A forum space is used to contain a collection of forums, so the first step needed is to use the New Space Wizard to create a forum space.

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A place to discuss content with other users. Note: If you can only see one type of space then other space types may not be enabled. See your System Administrator for further help. To continue click Next.	Recent Spaces Bob Smith Published Documentation Profing Approval Drafts Samples	New Space Wiza This wizard helps you to or iteps 1. Starting Space 2. Space Options 3. Space Details 4. Summary	reate a new space. Step Two - Space Options. Select space options. Space Type Select the type of space you want to create. Select the type of space you want to create. Folder Space Space Forum Space W A place to discuss content with other users. Note: If you can only see one type of space then other space types I Administrator for further help.	may not be enabled. See yo	our System	Next Back Phish Cancel

A forum space can contain any number of forums, or even other forum spaces if wanted. Select the Create Forum action a forum.

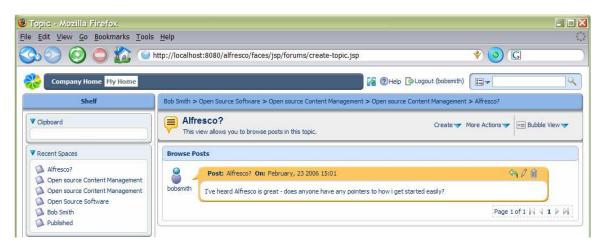
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Open Source Software Bob Smith Published Documentation Pending Approval	Open source Content Management Discuss on CMS Software		Page	10f1 🕅 4 1 🖗 🕅

From within a forum, select the Create Topic action to add a new topic and the first post to it. You can choose a different icon for the post to highlight the type of posting.



🖲 Create Topic - Mozilla Firefox		
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Shelf	Bob Smith > Open Source Software > Open source Content Management > Open source Content Management	
Clipboard	Enter information about the new topic then dick Create Topic.	
Recent Spaces Open source Content Management Open source Content Management Open source Software Bob Smith Published Documentation Shortcuts	Topic Properties Subject: Alfresco? Choose icon: Image: Image:	Create Topic Cancel
	To create the topic click Create Topic.	

Once a post is created, it is always possible to edit and change it, or even delete it (the icons on a post determine what actions you are allowed to take).



Now any other user with the right permissions will be able to reply to the post (using the green reply icon). By default, the most recent post is at the top, but this can be changed.



Topic - Mozilla Firefox			
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Shelf	Bob Smith >	Open Source Software > Open source Content Management > Open source Content Management > Alfresco?	
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Recent Spaces	Browse P	osts	
Alfresco?		Post: Alfresco? Reply to: bobsmith On: February, 23 2006 15:02	2
Open source Content Management Open source Content Management Open Source Software Bob Smith		Yes it's great. Head for their downloads area and pick a download for your platform. Should only take a few minutes to get up and running!	bobsmith
Published	8	Post: Alfresco? On: February, 23 2006 15:01	
▼ Shortcuts	bobsmith	I've heard Alfresco is great - does anyone have any pointers to how i get started easily?	
		Page 1 of 1	1100

Discussions are just like a forum attached to a piece of content. Where ever the document is moved, the discussion goes with it. They provide an ideal way to record decisions or annotations about a document without changing the content. To start a discussion on an item, select the Start Discussion action from its more actions menu. Once a discussion has been started, other additional topics for discussion can be added later.

🕙 Topic - Mozilla Firefox		
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Shelf	Company Home > Users > Bob Smith > newfile.html discussion > Is this the right kind of presentation for our website?	
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Recent Spaces Is this the right kind of pre newfile.html discussion Bob Smith Users Company Home Guest Home	Browse Posts Post: Is this the right kind of presentation for our website? On: February, 23 2006 15:03 bobsmith What do people think? Page 1 of 1 4 4 1 >	

It is easy to see whether there is a discussion on an item, as an icon action to view the discussion is shown alongside it in the space view.

If you check out a document that has a discussion, the working draft will not automatically have one, but you can start a discussion on it. When the working copy is checked in, then any discussions on it are added to those in the original discussions (with a date stamp). While content is checked out, the original content is locked, but discussions can still continue on it.



Summary

We have meandered around much of the Alfresco system, with a view to giving you some ideas about the approaches Alfresco is taking to managing content. The functionality of the system will be expanded considerably over the following months, providing an ever growing list of Enterprise Content Management features.