

## Table of Contents

Logging-in.....	2
The Dashboard .....	2
My Files .....	3
Shared Files .....	3
Access Permissions .....	4
Adding Content .....	5
Sharing Content: Using Permissions .....	5
Allowing others to view your files .....	5
Sharing Content: Sites .....	7
Searching for Site .....	7
Navigating within a Site .....	8

# Alfresco

## Logging-in

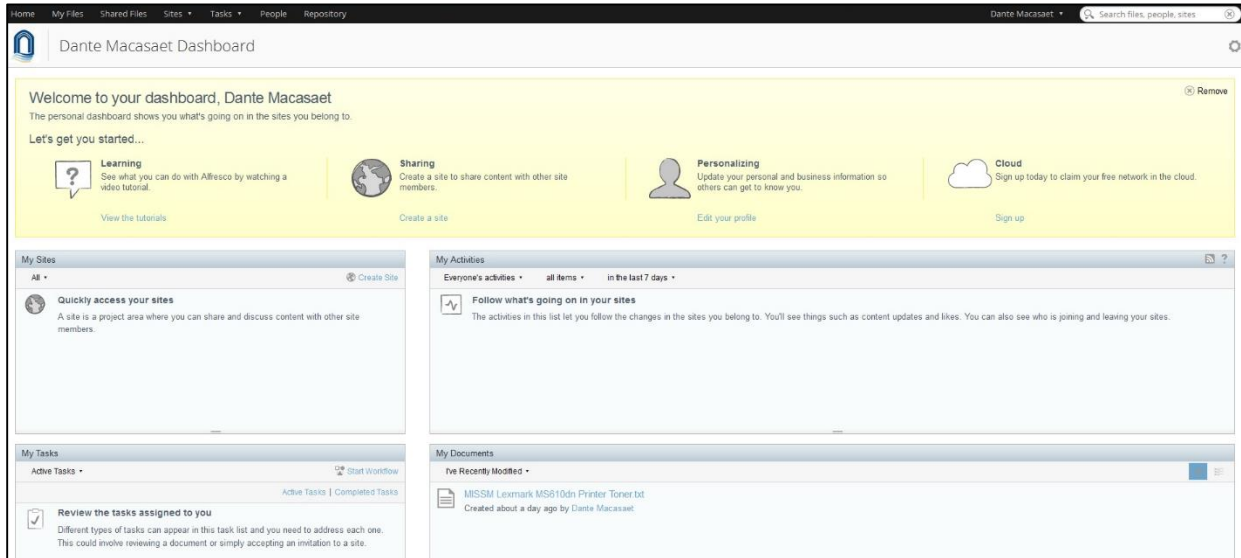
1. From your web browser, go to documents.concordia.ab.ca



The login page features the Concordia University College of Alberta logo at the top left. Below the logo are two input fields: "User Name" and "Password". An orange "Login" button is positioned below the password field. At the bottom of the page, there is a copyright notice: "© 2005-2014 Alfresco Software Inc. All rights reserved."

2. Log-in with your Concordia email address, and password.

## The Dashboard



The dashboard is titled "Dante Macasaet Dashboard" and includes a navigation bar with links for Home, My Files, Shared Files, Sites, Tasks, People, and Repository. The main content area is divided into several sections:

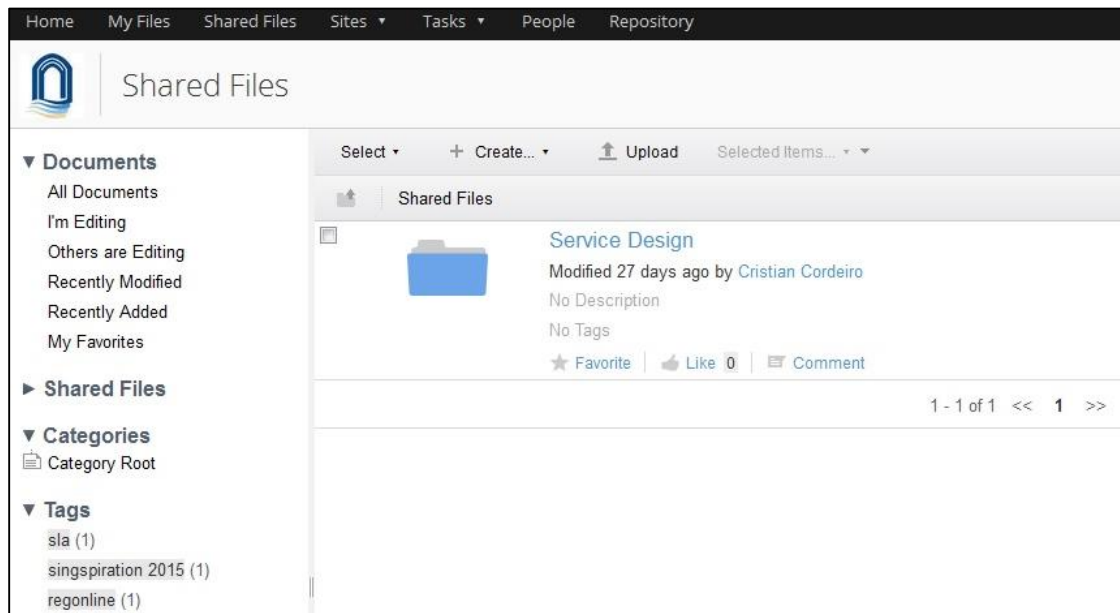
- Welcome to your dashboard, Dante Macasaet:** A yellow banner with a "Remove" link.
- Let's get you started...:** Four cards for "Learning" (with a "View the tutorials" link), "Sharing" (with a "Create a site" link), "Personalizing" (with an "Edit your profile" link), and "Cloud" (with a "Sign up" link).
- My Sites:** A section titled "Quickly access your sites" with a "Create Site" button.
- My Activities:** A section titled "Follow what's going on in your sites" with a "Follow" button.
- My Tasks:** A section titled "Review the tasks assigned to you" with a "Start Workflow" button.
- My Documents:** A section titled "I've Recently Modified" showing a document "MISSM Lexmark MSR10dn Printer Toner.tst" created by Dante Macasaet.

## My Files



The My Files section is the user's personal repository of information. As the owner of all files/folders contained in this storage area, the user has full control of what can be done to their documents.

## Shared Files



This area represents shared data between all users of the local installation of Alfresco.

## Access Permissions

Alfresco uses *roles* to determine what a user can and cannot do in a space. These roles are associated with *permissions*.

The following table shows each role and the permissions for that role. As a general rule:

- Users have all rights in their *own* spaces
- Administrators have all rights in *all* spaces

All permissions apply to the invited space	Owner	Coordinator	Collaborator	Contributor	Editor	Consumer
See invited space	X	X	X	X	X	X
View content	X	X	X	X	X	X
Copy content	X	X	X	X	X	X
Preview content in template	X	X	X	X	X	X
View content properties	X	X	X	X	X	X
Check in content to invited space	X	X	X		X	
Checkout content to different space	X	X	X		X	
Update/edit content created by other users	X	X	X		X	
Update properties for content created by other users	X	X	X		X	
Edit existing discussions	X	X	X		X	
Create/add new content	X	X	X	X		
Delete content created by other users	X	X				
Create folders	X	X	X	X		
View content rules	X	X	X	X		
Contribute to existing discussions	X	X	X	X		
Invite others	X	X				
Start new discussion topic	X	X	X	X		
Delete content created by other users	X	X				
Same access rights as content owner	X	X				
Take ownership of content	X	X				

## Adding Content

Depending on your access level, you can add content to a site, or to the general Repository, by simply dragging and dropping the files into the location of your choice. As mentioned in previous sections, you can always add any document to the My Files location.

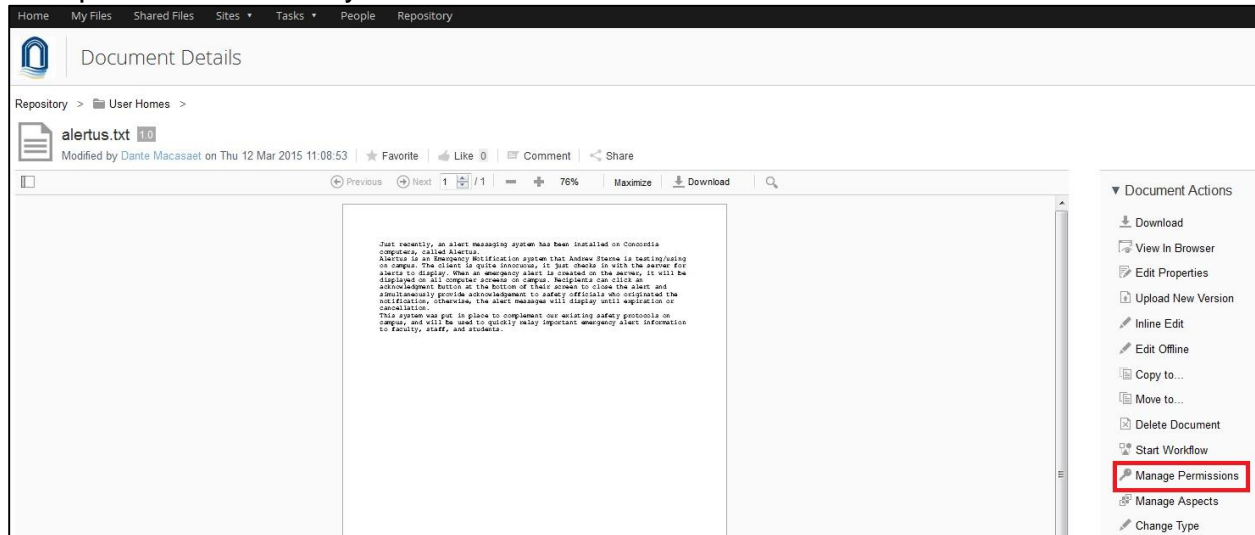
## Sharing Content: Using Permissions

Option 1:

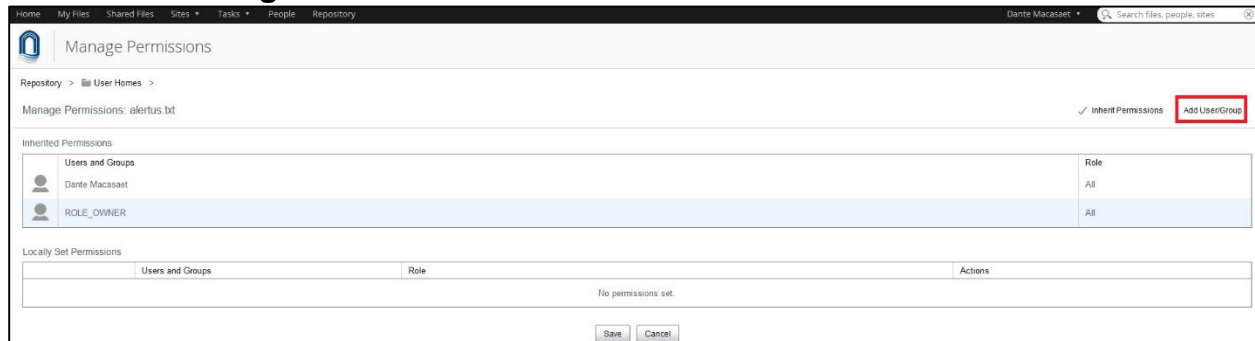
### Allowing others to view your files

By allowing others to view or edit your files, data collaboration can take place between multiple users on data stored in Alfresco.

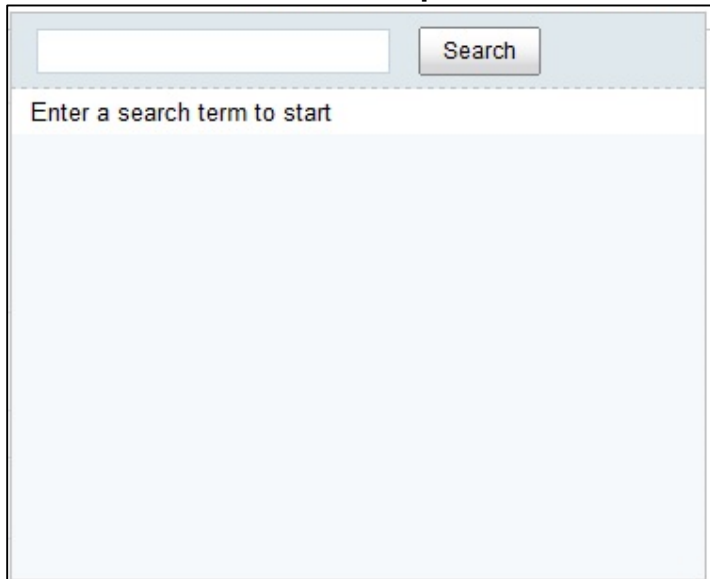
1. Open the document you want to share with another user.



2. Click on **Manage Permissions**.



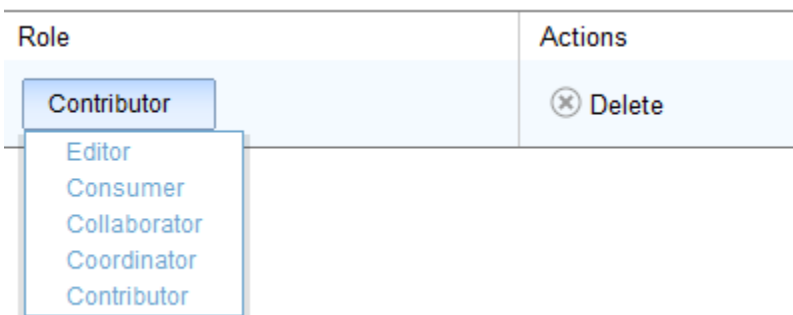
3. Click on **Add Users/Groups**.



A screenshot of a web interface for adding users or groups. At the top, there is a search bar with a "Search" button. Below the search bar, the text "Enter a search term to start" is displayed. The main area below is a large, empty light blue box, likely intended for displaying search results.

4. Type-in the name (or partial; name) of the individual/group, you want to provide access to this file, click **Search**, and choose from the list that the system provides by clicking on **Add**.

5. When the user is added, the default access given is Contributor. To change the level of access you are granting to this individual or group, click on the Contributor button, and choose from the options provided.



A screenshot of a table with two columns: "Role" and "Actions". The "Role" column contains a dropdown menu with the following options: Contributor, Editor, Consumer, Collaborator, Coordinator, and Contributor. The "Actions" column contains a "Delete" button with a trash icon.

Role	Actions
Contributor	⊗ Delete
Editor	
Consumer	
Collaborator	
Coordinator	
Contributor	

6. Click on **Save**.

Option 2:

## Sharing Content: Sites

An Alfresco site is a project area where you can share content and collaborate with other site members. A site can either be designated as public or private.

If a site is designated as public, all users can view the content but only site members can work with the content. However, any user can join the site.

A slight variation of the public site is the moderated public site. All users can access the site but only site members can see and work with the content. Users wanting to join the site must be given explicit permission to do so.

In a private site, only site members can access the site, and other users must be invited to join the site.

### Searching for Site

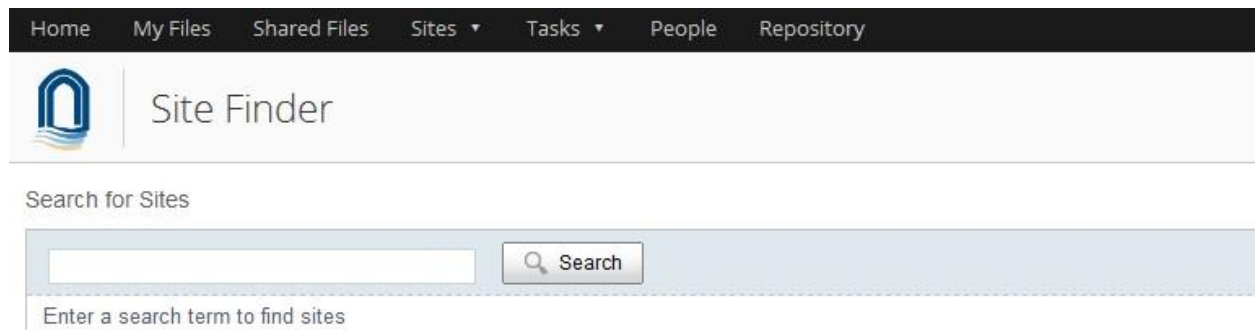
#### **Option 1:**

On the upper right-hand side of your screen, type-in the name of the site you are looking for, and then hit the Enter key.



#### **Option 2:**

1. Click on **Sites**.
2. Click on **Site Finder**.



3. Type-in the name of the site, and click on **Search**.

### Navigating within a Site

1. Once you have found the site from the options in the previous section, click on the site name.
2. Click on **Document Library**.

Your level of access to a site will determine what you can see and do for that particular site.