



The collaborative workspace

## Presentation

Agora-Project is a collaborative workspace complete and intuitive. This application is accessible anywhere and anytime via a web browser. Several languages are available : configurable for the whole site and for each user. Many modules are integrated into the workspace :



### **File manager**

- It is used to contain and share files.
- Each file can be historized, to keep the previous versions.
- Images are displayed with thumbnails and can be viewed in a slideshow.
- Videos (MPEG / Flash) can be viewed directly in a video player.



### **Personal calendar and resource calendar**

- Each user has a personal calendar, always accessible. It can be disabled from the user profile.
- Resource calendars can be created to manage reservations for a room, vehicle, videoprojector, etc.
- In each calendar there are events and each event can be assigned to multiple calendars. Example : the event "monthly meeting" can be assigned to the calendar of Mr Smith, Mrs Durant and the calendar "meeting room".
- It is possible to display multiple calendars for a comparison : useful to know the availability of each users before setting a meeting.
- Each event can be assigned to a category ("rendezvous", "meeting", etc.) and each category can be assigned to one or more spaces.
- Attachments can be integrated to a calendar or event.
- It is possible to export events from a calendar (.ical), to integrate it into a smartphone or an external agenda. The import of events is also possible (.ical)



### **Forum**

- The forum is organized hierarchically : Themes → Topics → Messages
- Forum themes are also optional.
- The messages are formatted using a text editor : font, color, size, picture, image ..
- Each theme can be assigned to one or more spaces.
- Attachments can be integrated into topics and messages.



### **Task Manager**

- This tool manages tasks contained in a tree.
- For each task, you can specify :
  - a start date and/or end date
  - a progression state in %
  - a priority (low, normal, high, critical)
  - an available budget and an engaged budget
  - users responsible for the task
- A simplified Gantt chart is displayed if periods of start/end are specified.
- Attachments can be embedded in each task.



### **Directory of contacts**

- Contacts (individual or corporate) are stored in a tree.
- A Google Map can be displayed to locate contacts with their addresses.
- Attachments can be integrated with each contact.
- Note : Users of the site are not automatically incorporated into the directory of contact.



### **Newsletters**

- This tool allows sending emails to users of the site and contacts.
- Attachments can be embedded in emails.



### **Bookmarks**

- This module manages Internet links (bookmarks) stored in a tree.
- each link can be previewed with a thumbnail.
- Attachments can be integrated with each link.



### **Space users**

- Displays all the users of the space (or the site → for general administrators).
- The profile of each user can be changed by their owner or the general administrator.
- Each user can invite new people to join the space (emailed invitation). To invite, check "user +" in the edition of the space.



### **Dashboard**

- Show the news, with attachments if necessary (photos, videos, etc.), or videos Youtubes - Dailymotion, map Googlemaps, etc.. (adding the html code).
- The dashboard also displays the latest elements added, and the elements in progress (tasks and events taking place over the period displayed).



### **LiveCounter & Messenger**

- The LiveCounter displays connected users at the same time as you (in the main menu bar)
- The Messenger (or Instant Messenger) allows a chat with other people online.



### **Search**

- It allows a search on all elements of the current space (only those whose access is allowed)
- The advanced search allows you to specify the fields and research modules.
- The search engine is accessible from the menu bar (top left icon)

## Spaces & subspaces : some notions

**Agora-Project is a workspace that can be subdivided into several spaces**, also called **subspaces**. The application is thus comparable to a "house" containing one or more rooms :

- **The house** is called **site**
- **Rooms** are called **spaces**
- **Residents** are called **users**

### **Agora-Project is flexible and scalable**

- The number of users and spaces (subspaces) is unlimited
- Each user can be assigned to several spaces
- Each space can integrate several modules

### **Examples of use**

- The site **My Company** with the spaces :
  - Management service
  - Commercial service
  - Workgroup for the *Aventador LP 700-4 Project*
- The site **MyUniversity** with the spaces
  - Professors
  - Licence students
  - Secretariat

## User, Administrator, Guest, Group

### **User**

Person having an account on the site (name, username and password are required).

### **Space administrator**

This is a user who can administer a space :

- change the space profile : modules, description, wallpaper, etc..
- modify or delete all files and elements of its space, although it is not the author  
→ no privilege if the element is only available in read-only, and shared with another space..
- add users to its space (+ send invitations by email + import users via .csv file)
- manage all user groups of the space
- etc.

### **General administrator**

He administers all spaces and access to the WHOLE SITE ! He can also :

- create or delete spaces
- manage all the users of the site : assignation to spaces, modify, delete, etc.
- manage le site : description, wallpaper, color of the interface, default language, time zone, etc.
- backup the site (Database and files)
- etc.

### **guests**

They visit a "public" space : they don't have an account and thus are not authenticated on the site.

### **Users Group**

Sets of users within a same space. For example, in the space "Teachers", there may be a group "Mathematics Teachers", a group "Music Teachers", etc.

## Access rights : basic principles

**The content is organized hierarchically : Modules → container → Element**

- In each space, they are **modules** → file manager, forum, calendars module, etc.
  - In each module, they are **containers** → folders, topics of the forum, calendars, etc.
    - In each container, they are **elements** → **files**, forum posts, events of a calendar, etc.

### **Basic principles and example**

- Each **container** (folders, forum topics, calendars) has access rights : assigned to one or several users, and if necessary in several spaces.
- These access rights also apply to some independent **elements** :  
News of the dashboard + elements at the root.
- In the following example, the folder is assigned in :
  - **reading** to the guests
  - **limited writing** to all the users (to add files without modifying those created by others)
  - **writing** to Dieu (to add / modify / delete the entire contents)

| Access rights                                                                                                     |                                                                                          |                                                                                                     |                                                                                             |
|-------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| Espace Public                                                                                                     | read  | limited writing  | write  |
| ↳ Guests of this public space  | <input checked="" type="checkbox"/>                                                      | <input type="checkbox"/>                                                                            | <input type="checkbox"/>                                                                    |
| ↳ All the users                | <input type="checkbox"/>                                                                 | <input checked="" type="checkbox"/>                                                                 | <input type="checkbox"/>                                                                    |
| ↳ DIEU                                                                                                            | <input type="checkbox"/>                                                                 | <input type="checkbox"/>                                                                            | <input checked="" type="checkbox"/>                                                         |
| ↳ Gandhi MAHATMA                                                                                                  | <input type="checkbox"/>                                                                 | <input type="checkbox"/>                                                                            | <input type="checkbox"/>                                                                    |
| ↳ Louis ARMSTRONG                                                                                                 | <input type="checkbox"/>                                                                 | <input type="checkbox"/>                                                                            | <input type="checkbox"/>                                                                    |
| ↳ Louis DE FUNES                                                                                                  | <input type="checkbox"/>                                                                 | <input type="checkbox"/>                                                                            | <input type="checkbox"/>                                                                    |
| ↳ Mickael JACKSON                                                                                                 | <input type="checkbox"/>                                                                 | <input type="checkbox"/>                                                                            | <input type="checkbox"/>                                                                    |
| ↳ Natalie PORTMAN                                                                                                 | <input type="checkbox"/>                                                                 | <input type="checkbox"/>                                                                            | <input type="checkbox"/>                                                                    |
| ↳ Rasmus LERDORF                                                                                                  | <input type="checkbox"/>                                                                 | <input type="checkbox"/>                                                                            | <input type="checkbox"/>                                                                    |
| ↳ Richard STALLMAN                                                                                                | <input type="checkbox"/>                                                                 | <input type="checkbox"/>                                                                            | <input type="checkbox"/>                                                                    |
| ↳ Will SMITH                                                                                                      | <input type="checkbox"/>                                                                 | <input type="checkbox"/>                                                                            | <input type="checkbox"/>                                                                    |
| ↳ Yvette HORNER                                                                                                   | <input type="checkbox"/>                                                                 | <input type="checkbox"/>                                                                            | <input type="checkbox"/>                                                                    |

- The most important access right has a priority :  
if *Louis* is assigned in reading and everyone is assigned in writing  
→ thus *Louis* has also a writing access !
- The root folder is writable by default.  
→ It is however possible to give only read access to certain spaces.

## Access Rights: to do what ?

- **Folder access :**

- Reading : view the folder and the elements it contains
- Limited writing : + create and modify elements + delete only the elements we created
- Writing : + create and modify elements + delete all the elements of the folder
- Total writing : + modify the access rights of the folder + delete the folder  
→ reserved to the folder author and the space administrators

Note : The elements on a folder (files, tasks..) inherit the access rights of their folder.  
But the root elements have their own access rights : they are independent.

- **Calendar access :**

- Reading : view the calendar and the events it contains (except for private events)
- Limited writing : + create and modify events + delete only the events we created
- Writing : + create and modify events + delete all the events of the calendar
- Total writing : + modify the access rights of the calendar + delete the calendar  
→ personal calendar : reserved for the owner of the agenda & general admin  
→ Resource calendar : reserved for the author of the calendar & the space admin

- **Forum topic**

- Reading : view the topic and the messages it contains
- Limited writing : + create and modify messages + delete only the messages we created  
→ it's the default choice
- Writing : + create and modify messages + delete all the messages of the topic  
→ Not recommended for assignment to «all users» !
- Total writing : + modify the access rights of the topic + delete the topic  
→ reserved to the topic author and the space administrators

- **Access to news and other independent elements (ex : files at the root of a tree)**

- Reading : view the new or the element
- Writing : + modify + delete the new or the element

## First login for the administrator and configuration of the site

- Connect with your new administrator account
- Display the **configuration of the site** (menu bar → icon at the top left) :
  - specify the name and description of your Agora
  - add the URL of your space (except for *Omnispace*). Exple : *http://www.exemple.com/agora/*
  - configure your Agora : language by default, colors and wallpaper, disk space available, etc.
- In the users module, change your user account and add new users

## Independant installation

***Omnispace accounts are not concerned by this chapter : installation and updates are automated.***

***In the case of independent server, it is necessary to have :***

- a hosting service or a web server using :
  - **PHP** 4.4+ version
  - **MySql** 4.1+ version
- for a **Windows** install, **WAMPSEVER** is recommended
- the **gd2** PHP extension is necessary for creation of thumbnail images.
- If you administer the web server, modify the **php.ini** file to send email and define the maximum size of uploaded files :
  - SMTP = smtp.myadress.com
  - sendmail\_from = moi@myadress.com
  - post\_max\_size = 50M
  - upload\_max\_filesize = 50M

***Installation :***

1. Download the latest version of the software
2. Unzip the archive Agora-Project.zip and place the files in the www directory of your server or your hosting with an FTP client (Filezilla, see following pages)
3. Give access rights in Read-Write-Execute on all files and folders :  
**Chmod 0775 -R** ou **Chmod 0755 -R**
4. To start the installation from your browser, type the address *http://www.exemple.com/agora/install*
5. Complete the form and validate the installation setup
6. Delete the folder «install» !

## Update a 2+ version

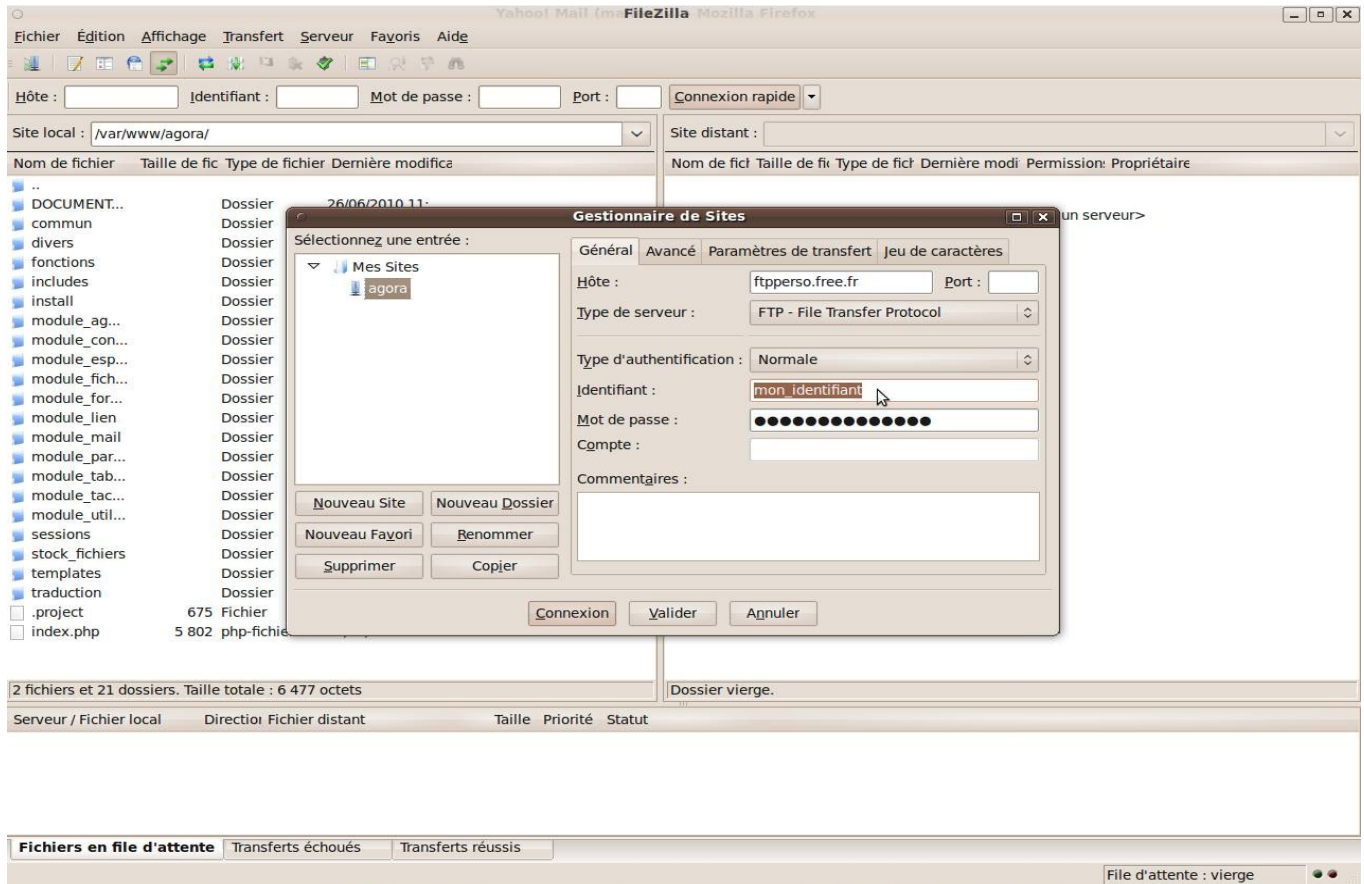
**Attention, you must follow the procedure methodically**

1. connect to the Agora and save the database from the administration module
2. connect to the FTP server and save all the files and folders locally (in case of problems)
3. Download the latest version of "MISE-A-JOUR\_agora-project.zip" and unzip it on your desktop
4. Delete folders and files on the FTP server Agora → **EXCEPT THE FILE "stock\_fichiers" !**
5. Send folders and files from the update version on the FTP server
6. do a "chmod 775-R" (or "chmod 755-R") to access Read / Write / Execute for folders and files. Be careful to select the "recursion in the subfolders"
7. At the end of your update, **RESTART YOUR BROWSER**, and display the home page of your Agora: therefore, the database is updated.

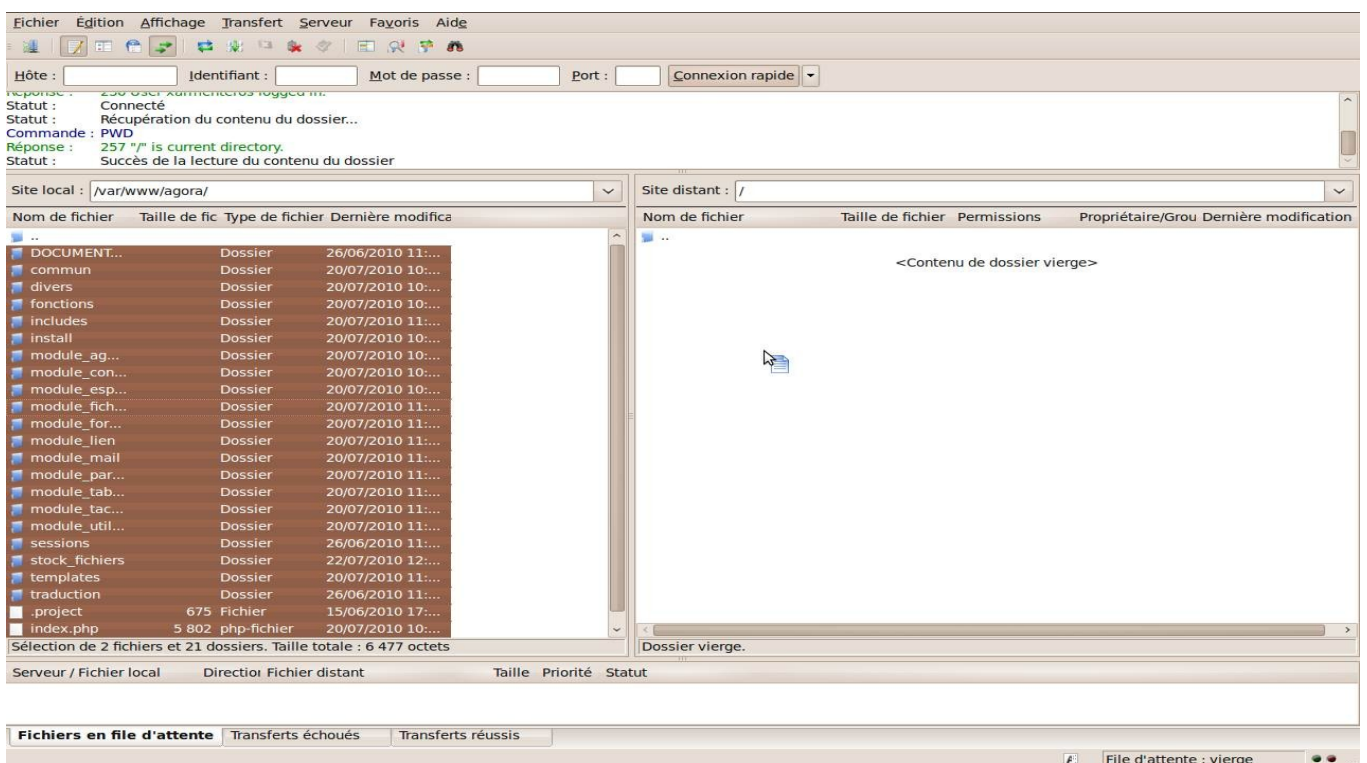
NOTE: If error messages appear, restart the sending of files on the FTP server (FTP probably did not correctly done)

## Sending by FTP : user manual

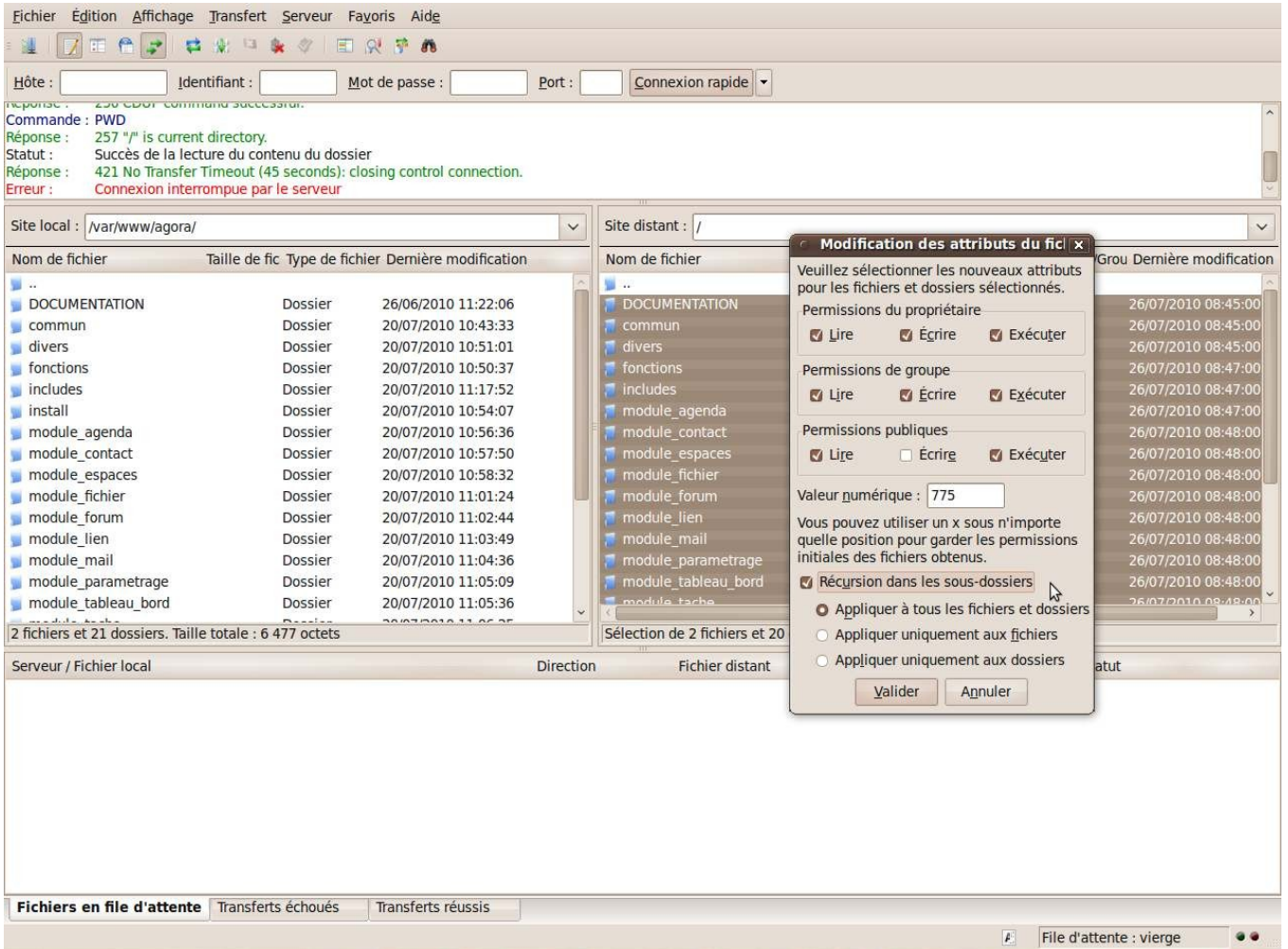
Install and configure the FileZilla connexion



Select all the local folders and drag them to the remote site (or *right-click + Send*)



Give access rights in Read-Write-Execute : Chmod 775 (or Chmod 755)



The screenshot shows the Agora Project File Manager interface. The top menu bar includes: Fichier, Édition, Affichage, Transfert, Serveur, Favoris, Aide. Below the menu is a toolbar with various icons. The main window is divided into two panes: 'Site local' and 'Site distant'.

**Site local:** /var/www/agora/

| Nom de fichier      | Taille de fic | Type de fichier | Dernière modification |
|---------------------|---------------|-----------------|-----------------------|
| ..                  |               |                 |                       |
| DOCUMENTATION       |               | Dossier         | 26/06/2010 11:22:06   |
| commun              |               | Dossier         | 20/07/2010 10:43:33   |
| divers              |               | Dossier         | 20/07/2010 10:51:01   |
| fonctions           |               | Dossier         | 20/07/2010 10:50:37   |
| includes            |               | Dossier         | 20/07/2010 11:17:52   |
| install             |               | Dossier         | 20/07/2010 10:54:07   |
| module_agenda       |               | Dossier         | 20/07/2010 10:56:36   |
| module_contact      |               | Dossier         | 20/07/2010 10:57:50   |
| module_espaces      |               | Dossier         | 20/07/2010 10:58:32   |
| module_fichier      |               | Dossier         | 20/07/2010 11:01:24   |
| module_forum        |               | Dossier         | 20/07/2010 11:02:44   |
| module_lien         |               | Dossier         | 20/07/2010 11:03:49   |
| module_mail         |               | Dossier         | 20/07/2010 11:04:36   |
| module_parametrage  |               | Dossier         | 20/07/2010 11:05:09   |
| module_tableau_bord |               | Dossier         | 20/07/2010 11:05:36   |

2 fichiers et 21 dossiers. Taille totale : 6 477 octets

**Site distant:** /

The 'Modification des attributs du fichier' dialog box is open, showing the following settings:

- Permissions du propriétaire:** Lire, Écrire, Exécuter (all checked)
- Permissions de groupe:** Lire, Écrire, Exécuter (all checked)
- Permissions publiques:** Lire, Écrire (unchecked), Exécuter (checked)
- Valeur numérique:** 775
- Récursion dans les sous-dossiers:** Checked
- Appliquer à:** Appliquer à tous les fichiers et dossiers (selected)

Buttons: Valider, Annuler

At the bottom of the window, there is a status bar with the text: Fichiers en file d'attente, Transferts échoués, Transferts réussis, and a file d'attente: vierge.

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