



QUICK START GUIDE

V5.6

Reading this manual will help your first steps in Silverpeas. For further explanation, please consult the online help located in the toolbar at the top right.

Search engine

Back office for settings

Workspaces

Portlets (customizable)

What you can do next

Personal workspace

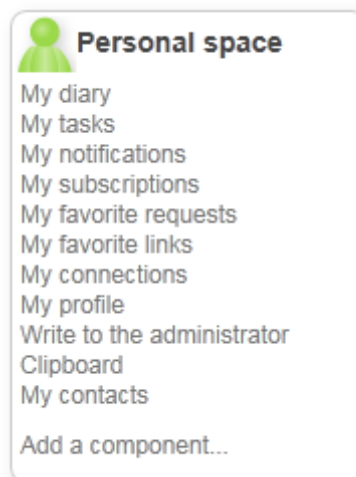
The default home page of Silverpeas

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A - DESCRIPTION OF DEFAULT HOME PAGE OF SILVERPEAS

1 PERSONNAL WORKSPACE



Menu of the personal workspace

- My diary

You can:

- Plan any type of event and see your planning by day, week, month or year.
- Invite other people to a meeting
- Find a range of common availability of participants
- Refuse or accept an invitation
- Get the last 15 events with a secure RSS feed.
- Import / export events From/to iCalendar.

- My tasks

You can define tasks, specify the status, date of start, end, and privacy (private, orpublic) Assignment and priority of tasks.

- My notifications

Received and sent notifications from applications (projects, tasks, subscriptions, workflow). Notifications keep you informed of news and activities of other users (new publications for example). You can also be notified by e-mail or pop-up. (protocol in settings).

- My subscriptions

You can subscribe to topics and receive notifications when a new publication is issued in this topic.

- My favorite requests

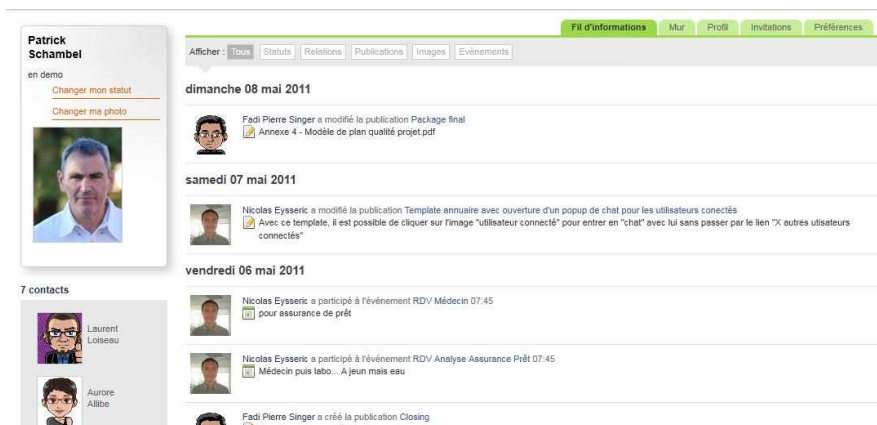
You can store advanced search criterias to renew your research later..

- My favorite links

Links to favorite contents or applications.

- My profile

Set your preferences, password, language, your home workspace, your e-mail, contact informations, disable/activate applets (drag and drop and MS Office integration), you can follow activities of your contacts, write on their wall, etc.. (social network).



- Write to administrator

To report problems, open new workspace ...

- Clipboard

View and delete cut or copied items of the clipboard (publications, topics, services, spaces .)

- My contacts

Your personal contacts directory. (if the the social network is not activated).

- Add a component (application)

Adds an application (in your personal workspace. (Only applications selected by the administrator). You can install only one instance of each application in your personal workspace..

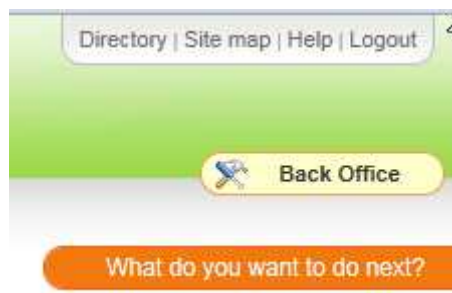
2 SEARCH ENGINE

You can retrieve any type of contents (publications, files, pictures, events, people, tasks) created or imported in Silverpeas.

Contents found are listed in ascending or descending order, and can be exported. It is possible to store a search for renew it later. You can refine your search using advanced critères and/or "facets" (Author and Application).

3 TOOLS BAR

- Directory (only persons connected to your domain)
- Site Map
- Detailed help



- (BackOffice : settings, and administration of workspaces, users, statistics, tools, etc..). This strut is visible only if you have relevant rights.

In order to return to the Silverpeas homepage, click on the logo Silverpeas (or your logo) in the upper left.

4 HOME PAGE

This page can be fixed or customizable, (with portlets or applications). It can be different in each workspace (the "look"/"Skin" of the home page can also be different).The type of homepage is defined by the workspace manager.









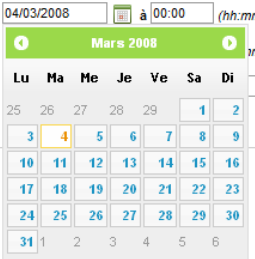
5 LOGO SILVERPEAS (BACK TO HOME PAGE)






Click on the logo to return to your favorite workspace.

6 WORKSPACES AND APPLICATIONS

ICONS

Most used are :

	Confirms that this element has been validated, or action of validation
	Help
	Delete
	Change, update
	Information
	Open sub-menu (for managing files)
	Garbage (contents can be restored)
	Diary : it opens calendar control : 

	Link : can copy the shortcut to a content or container in the OS clipboard.
	Select a user
	Select a group
	Visible content
	Hidden content

Terminology:

- The term "Service" is equivalent and to be replaced by the term "Application"
 - "ThemeTracker" is the document management application of Silverpeas.
 - , "Theme" is equivalent to and means "Folder".
 - "Publication" is a content created with the document management application.
- A publication contains : metadata header, a form for additional metadata or WYSIWYG text, and files attachments. A publication can include it's different translations into different languages. (i18n standard).

THE MENU « WHAT DO YOU WANT TO DO NEXT ? »

The main menu to know : once you have selected an application or a workspace, a list of possible operations appears in the upper right.

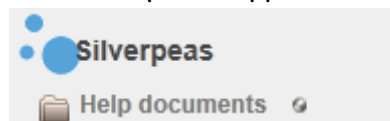


List of operations achievable depending on your navigation and rights

B - HOW TO CREATE A CONTENT ?

Go to the workspace where is located the application you want to use.

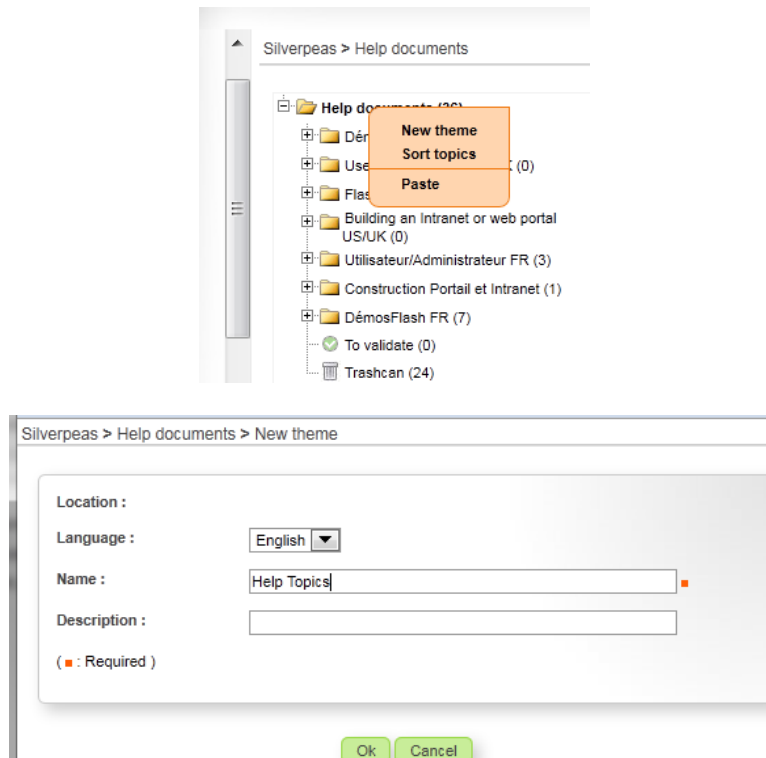
For example an application ThemeTracker (document management). The "peas" icon



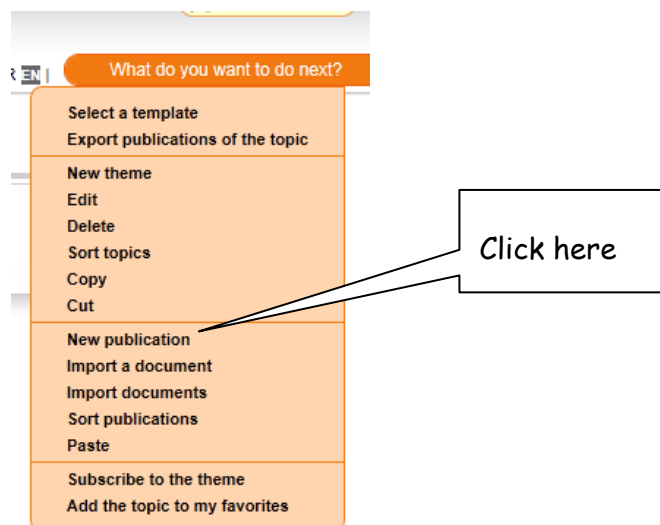
indicates that the Service is selected.

If you don't find a relevant folder for creation of your publication, and if you have management rights for this application, you can create a new folder (a new "theme").

Use the **right click** on the root folder, or sub-folder, then select the action "new theme".



Click on the new theme (Folder), then in "what do you want to do next", select "new publication. :

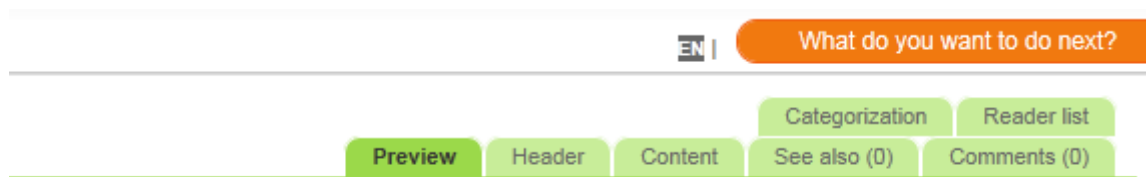


You will get the following window :

Language :	English ▼	
Title	<input type="text"/>	
Description	<input type="text"/>	
Keywords	<input type="text"/>	Used in tabs « see also »
Importance	1 ▼	
Version	<input type="text"/>	Version of a publication (manually managed)
Created	06/02/2011 by Patrick SCHAMBE...	
Viewable from	06/02/2011 <input type="text"/> at <input type="text"/> (hh:mm,	Start and End Dates of visibility.
viewable to	<input type="text"/> <input type="text"/> at <input type="text"/> (hh:mm,	
Image	<input type="text"/>	

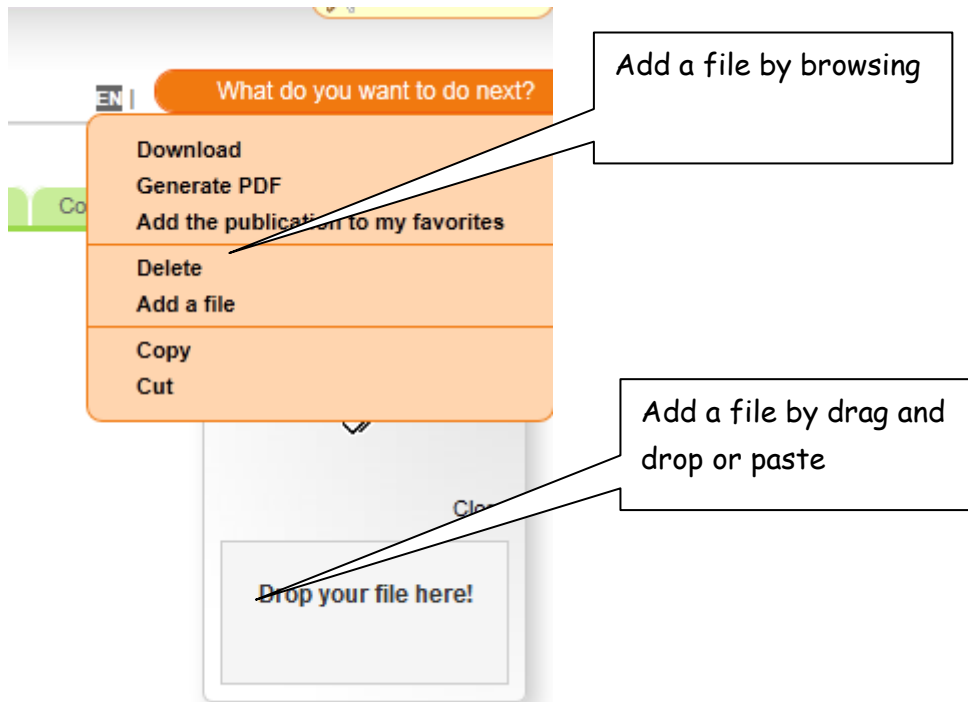
New publication (content) metadatas

The publication is now created, you can complete it using the following tabs :




The Contents tab lets you choose the model form of metadata you want to use or the WYSIWYG text editor.

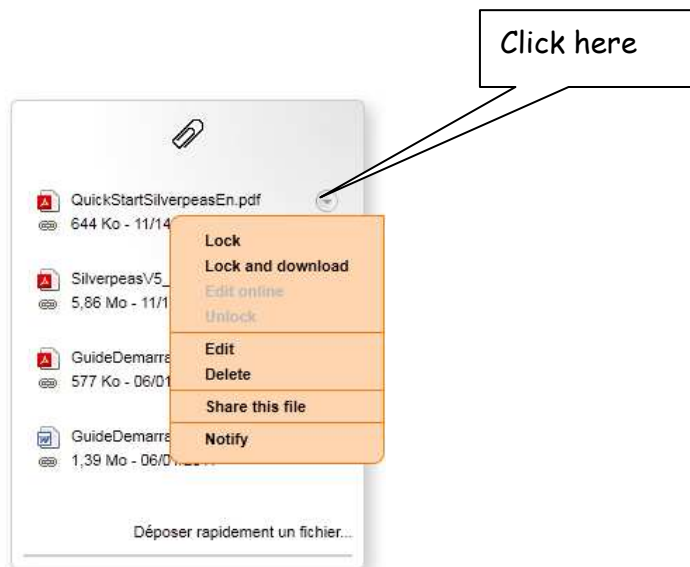
You can add files to the publication, either via the menu "What do you want to do next" either by the drag and drop area..



Add a file

- For locking, online editing (Office or Open Office), deleting, or unlocking file, go

to the tab "preview" and then click  at the right end of the selected file



The menu that appears allows you to: Lock, Unlock, online edit, delete, share the file (creating a download link that you can send to someone who has no access to the platform.)

The tab "See also" refer to publications that address the same topic (same keywords) or located in the same folder.

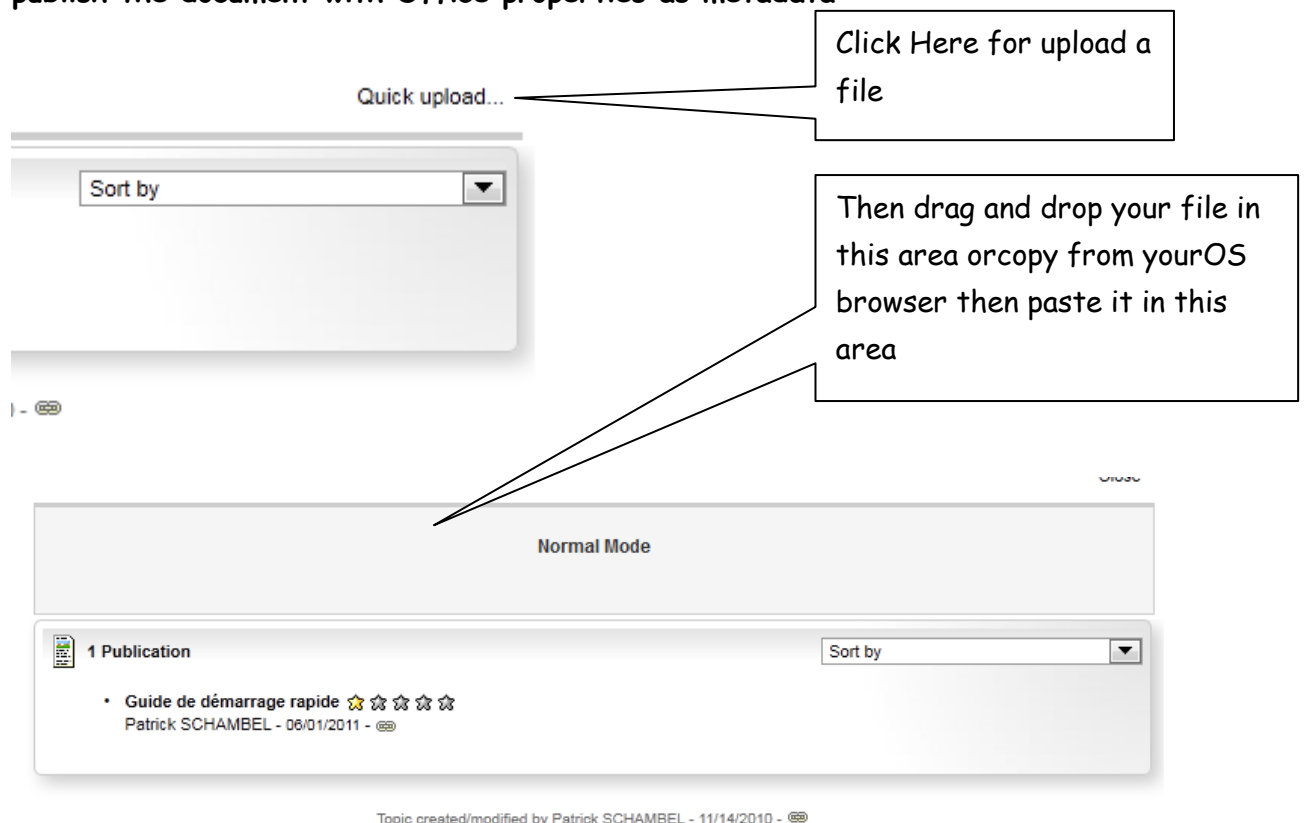
See which users have read your publication in the tab "Reader list"

Use the Preview tab for a preview of your publication. (however, formatting can vary depending on the style sheet (CSS) associated with your workspace).

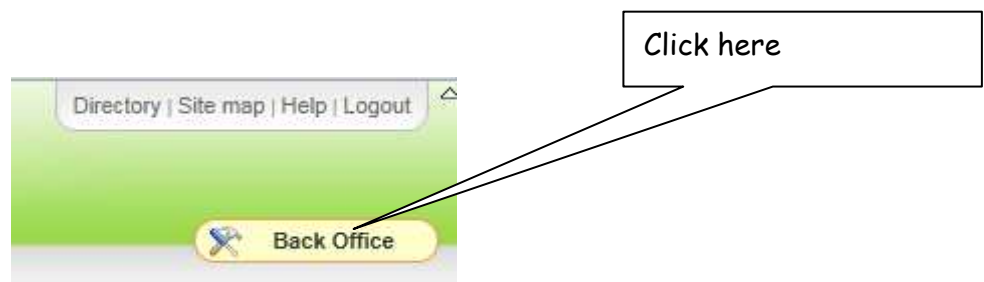
You can also:

- generate a PDF document (or a zip file)
- Copy and paste your publication in another folder or another application of the same type in another workspace, or only make it visible in another location.

Note: there is an even faster way to create a publication using drag and drop of a document into the gray area of a folder (theme). This method will automatically publish the document with Office properties as metadata



C - SETTINGS



If you have rights management role (on user domain, workspaces, or taxonomy), you can add applications in workspaces, create workspaces or subspaces, or change parameters and settings. If you have user domain rights management, you can add users and groups to your domain.

Click "Back Office", to access Silverpeas settings.

The top level administrator can see the following tabs::



The tab "Designer", is divided into 4 sub-tabs (or less, depending on your rights)

- users and groups

If you're manager of your domain, you can add users and groups or import them via an CSV file.

- Identity

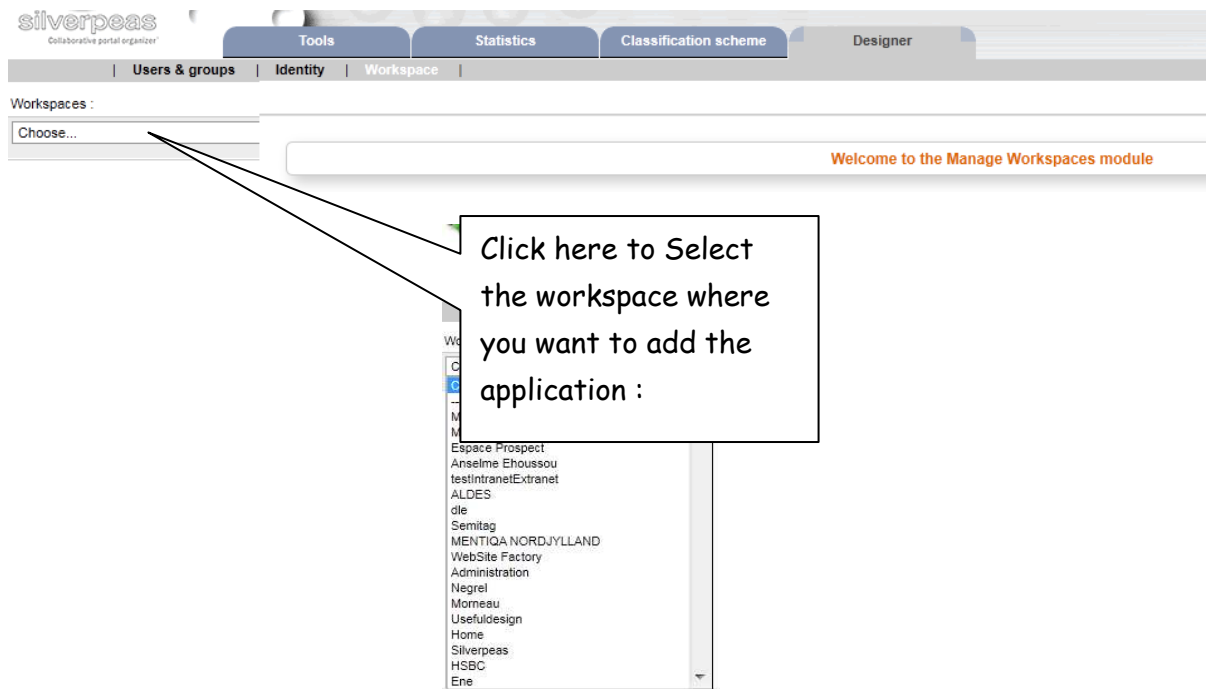
Shows the rights of users or groups. You can search a specific user or group when the list is very large.

- Workspace

Creates workSpaces and Subspaces and add applications.

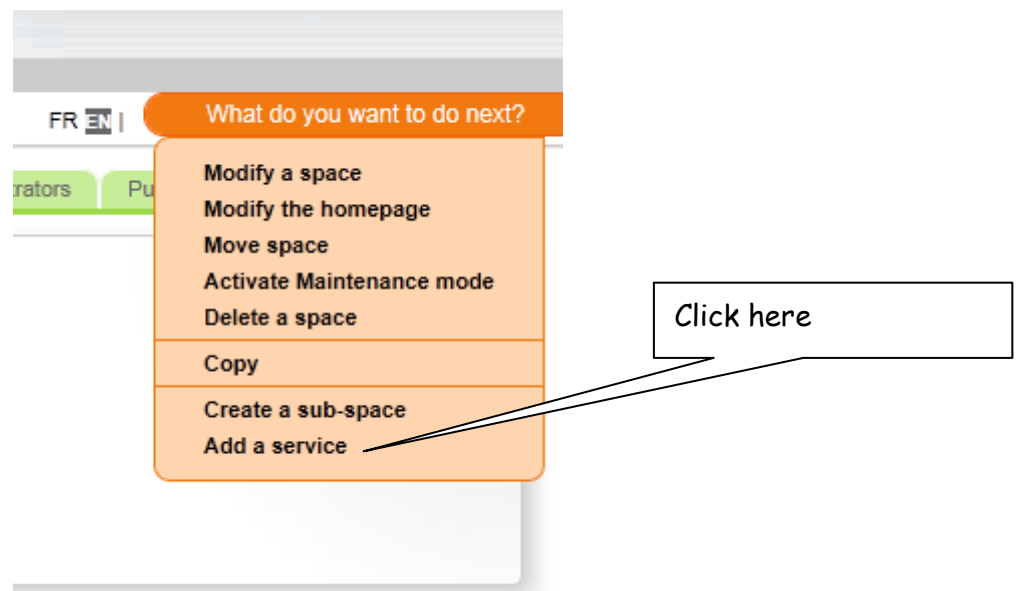
ADD A NEW APPLICATION TO AN EXISTING WORKSPACE

Click on « Designer » tabs then « Workspaces »



List of existing workspaces

To add an application in a workspace, click on "what do you want to do next ? "and select" Add a Service "or " Add Application "(depending on version).



Then you can select a new application from the Silverpeas catalog (next page).

	01 Document Management		
	Filebox Multi-level Tracker Theme Tracker		
	02 Collaborative Management		
	Almanach Email archiver Forum Online chat Online Forms Project Manager QuickSurvey QuickVote Quizz Resources manager Yellow pages directory		
	03 Knowledge Management	04 Content management	
Expert directory Questions/Answers - Questions to experts	QuickInfo		
04 Content Management	WebPage Designer WebSite Designer Wiki	04 Content Management	
Blog Bookmarks Classifieds			
04 Content management	Simple workflow to ask for a vacation leave	05 Workflow	
Editorial		06 Connectors	
04 Content Management	DataWarning JDBC Connector My DB RSS aggregator Silvercrawler		
Hyperlink Image Gallery Information letter			

List of ready-to-use applications of Silverpeas

Place the mouse on an application to see what you can do with :

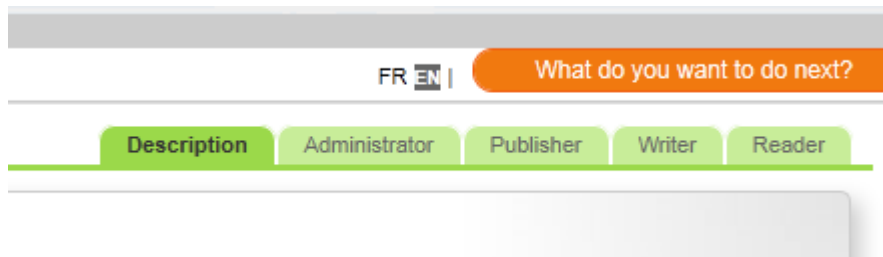
The screenshot shows the '01 Document Management' section of the Silverpeas application list. A mouse cursor is hovering over the 'Theme Tracker' application, which has triggered a green tooltip. The tooltip contains the following text: 'This component organizes documentation in hierarchical themes. You have many options : XML form for metadata, attachments versioned or not, workflows with many steps for validation / acceptance, classification on the classification scheme, readers list, comments, subscription to a theme , a publication or a file.'

Explanations about applications

ROLES AND RIGHTS

If you have rights management role, you can define, at workspace level and/or applications level, the roles that users or groups will have. If rights are defined at the workspace level, all applications will inherit this rights, but it is possible to overwrite them.

Most of Silverpeas applications uses 4 rôles :



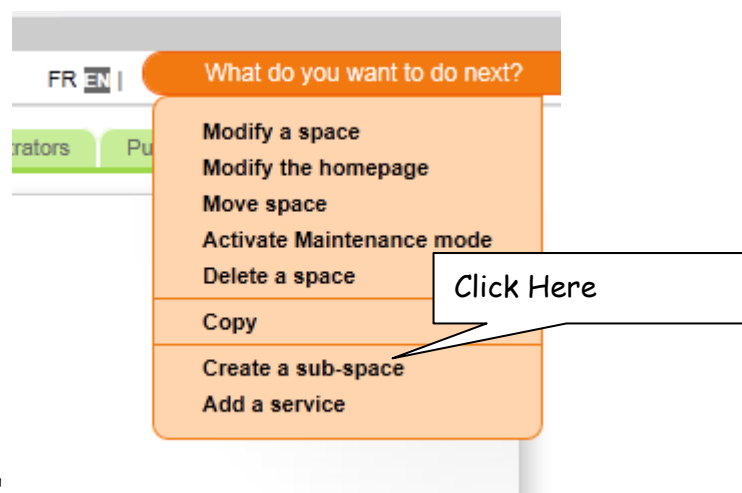
- 👤 "Administrator" or "Manager": organizes and structures the containers (Folders/ themes)
- 👤 «Publisher »: will create or validate contents
- 👤 « Writer": will create contents, or contribute to existing contents, but needs publisher validation
- 👤 « Reader »: will only consult contents, (but can comment them)

Rights are hierarchical : a manager is automatically publisher, a publisher is Writer, and writer is reader.

Note: An application with no roles defined remains invisible.

ADD A SPACE OR SUB-SPACE

Using "what do you want to do next ?", select" Create a sub-space.



Silverpeas > Create a sub-space

Language :	French ▼
Name :	Projet documentaire ■
Description :	<div style="border: 1px solid gray; height: 40px; width: 100%;"></div>
Move before the space :	Move to the end ▼
Space templates :	Empty space ▼

■ : Required

Adding a sub-workspace to a workspace

You can choose to create a workspace based on a workspace model (configurable in installation settings), for example, a workspace model "Project Management" will automatically instantiate most useful services for project management usage.

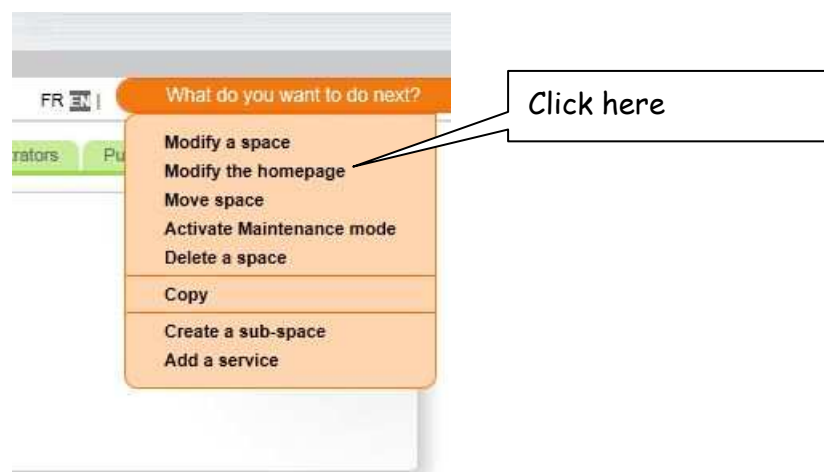
You can also create a workspace by copying an existing one. (Applications will be copied, but not Rights).

CHANGE THE HOME PAGE OF A WORKSPACE

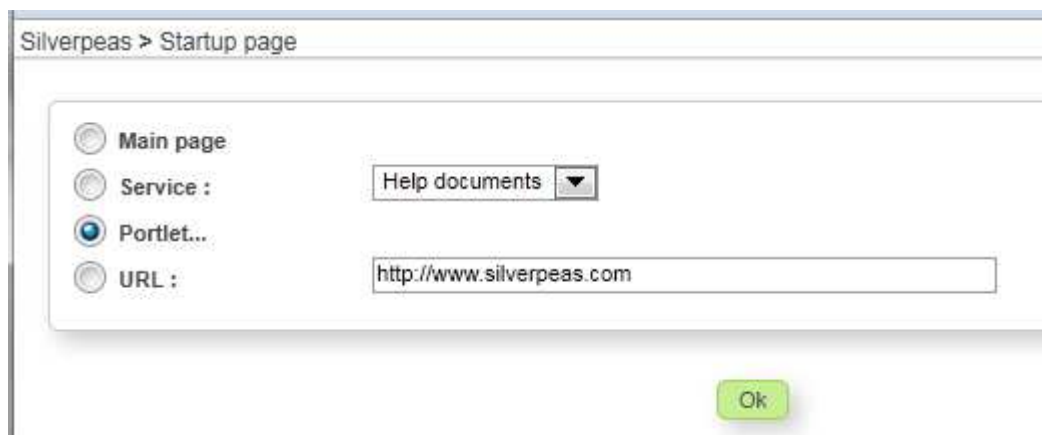
Customize a home page reinforces the feeling of belonging to a community, service, team, project, etc..

So it is possible to customize the home page.

CHANGE THE TYPE OF HOME PAGE



A window opens showing you the 4 available types of home homepage:



1. Main page Silverpeas (the default).
2. Service (or application): you can select an application from a specific workspace (select the application most used for direct access or a "web page" application to design a home page).
3. Portlet: uses available Silverpeas "portlets" and let users organize their home page.
4. URL: let you specify an URL (web or internal shortcut.)

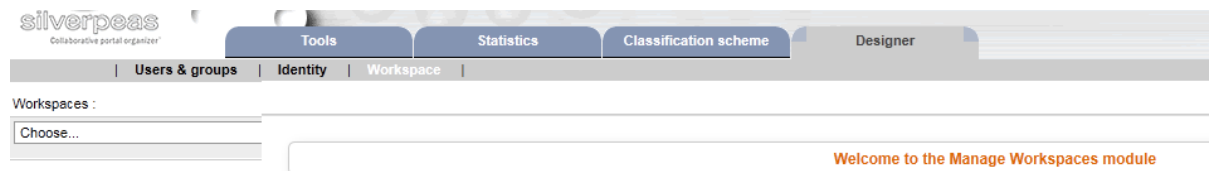
DESIGN A HTML HOME PAGE

- To design an HTML page that will contain text, styles, colors, hyperlinks, pictures, videos ... install an application "WebPage Designer" in the selected workspace.
- Give "publisher" rights to groups and users that will edit contents and publish or validate this page and give "readers" rights to all other users.
- Leave the back office (click on the logo Silverpeas top left).
- Click on the application you just have installed.
- Go to the Edit tab to design your page using the WYSIWYG editor and save it.
- Return to the back office, to set this web page application as the default service (as explained in previous chapter : Silverpeas startup page, or set the shortcut of this page in the URL field).
- All users of this workspace will get this page as the home page of this workspace.

DESIGN A NAVIGABLE HOME PAGE

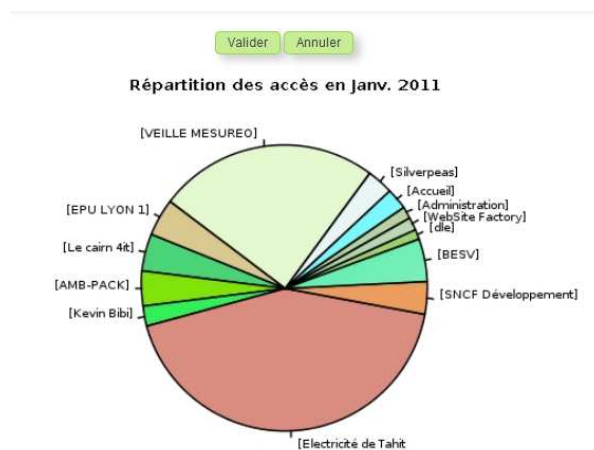
The application "Website Designer" allows you to create a multiple web pages and navigable links between pages.

OTHER SETTINGS



the « Tools » tabs allows you to import contents, design Forms and workflows (XML), see technical traces, and version of Silverpeas you are using.

The Statistics tab allows you to follow evolution of usages of your platform : access, applications and contents.



- Connections (number of users connected, number of connections per workspace, frequency of connections).

- Access to various workspaces by a users and groups.

- Distribution by type of application.

The Classification tab displays the taxonomy (classification plan) of the platform,

If you have this role, you can add or remove Taxons (concepts).

Taxons are used to classify contents (publications, pictures, people,...) in categories.