

Documents server Alfresco

Documentation

Summary

I.Prerequisites	3
II.Digdash user / Alfresco user	4
III.Create a new Alfresco document server	5
IV.Server Configuration	7
IV.1Identifiers (login / password)	8
IV.2URL	8
IV.3Path (documents path for a user)	
IV.4Exploration of subfolders	10
V.Access rights (limited)	
VI.Available actions	12
VI.1Search by keywords	12
VI.2Downloading a document from Alfresco	12
VI.3Uploading a document on the Alfresco server	13
VI.4Updating a document on Alfresco	15
VI.4.1Updating the document content	15
VI.4.2Renaming	15
VI.5Deleting a document on Alfresco	16

I. PREREQUISITES

- An Alfresco server (development and tests have been realized on the Community version of Alfresco (free version))
- > Alfresco's administrator's identifiers (for the server configuration)
- > Knowing the Alfresco structure (for the server configuration)
- > Creating one or more Alfresco users with the same usernames defined in Digdash

II. DIGDASH USER / ALFRESCO USER

In this document, we suppose that the current Digdash user also exists in Alfresco with the same username.

III. CREATE A NEW ALFRESCO DOCUMENT SERVER

Digdash Enterprise allows you to get your documents on your Alfresco account.

• Via the Digdash Studio

To create a new Alfresco document server in the Digdash Studio : Open the Enterprise Studio of Digdash > **Tools** > **Server URL manager...** > **New...**

🌒 Enterprise Studi	io (admin@	Øddenterprisea	pi:http:,	//localhos	t:908	30)			
File Edit View	Flow Too	ls Help							
🔤 Wallet 🎲 Da	tasoui 🚸	Datasource m	odel ma	anager	0	Ctrl+M	tus		
	***	Dictionary ma	nager			Ctrl+I			
		Device manage	ger			Ctrl+D			
Name	5%	Format manag	ger			Ctrl+F			
🗸 🔳 🏴 admin		Server URL ma	anager	. 6	(Ctrl+U			
> V A teleco	m	Documents m	anager.			Ctrl+P			
> V table2		Database con	nection	manager.		Ctrl+B			
		Color palette	manade	ar		Ctrl⊥T			
									×
📄 Server URL manager									
		٩	+~	+ © (Ì				
Name	URL		Ty Ne	w :u	R	User	Pass	Allo	^
Alfresco	http://10.	.73.11.218:7	Alf	swsd		ad	*****	All	
Common Datasources	\${server.A	AppDataPat	Fil				*****	All	

Screenshot: Creation of a new Alfresco document server

Fil...

confi...

\${server.AppDataPath}

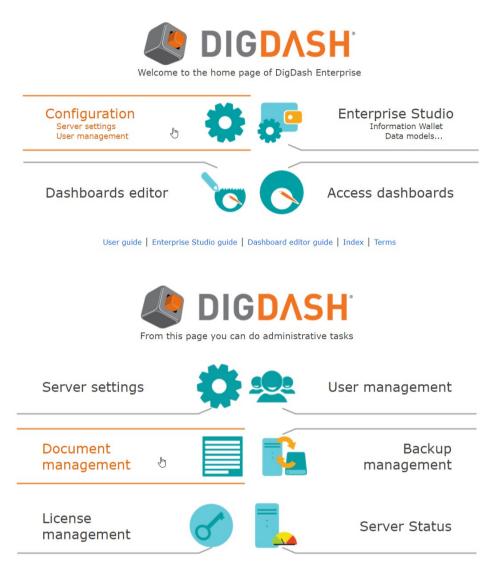
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All

• Via the browser



Screenshot : the document manager via the browser

IV. SERVER CONFIGURATION

• Via the Digdash Studio

le Add a docume	ents server	<
Туре	Alfresco ~	
Server name:		
Identifier:	1083914502 Edit 🤇	
URL:		
Documents path:		
	Explore subfolders	
	Level of subfolders:	
	Read only	
User name:	•	
Password:		
Allowed roles:	All (Select allowed roles)	
	Test connection	
	OK Cance	!

Screenshot: Server configuration for Alfresco via the Studio

• Via the browser

Add Server —		
Name *		
URL *		
Server type	Alfresco 🔻	
User Document path		
Explore subfolders	•	
Level of subfolders		
Read only		
Login		(Enter Alfresco's administrator's identifier)
Password		
	OK Test Server	Cancel

Screenshot: Server configuration for Alfresco via the browser

IV.1 Identifiers (login / password)

The current Digdash user (whoever they are) will <u>always</u> be logged as the Alfresco admin.

IV.2 URL

The user has to specify the Alfresco server's address and the port number if necessary.

IV.3 Path (documents path for a user)

The path the user has to specify to commit the actions mentioned below has the following pattern:

Site/Container/Uploaddirectory

Site and Container are mandatory

Uploaddirectory is optional

Site/	Container/	Uploaddirectory
Site name	A container is a folder or space in a site (« Document Library » most of the time) <u>http://docs.alfresco.com/5.1/concepts/librar</u> <u>y-intro.html</u>	

Table: Alfresco's path pattern for the configuration server

Example:

	1
Documents	Sélectionner • +
Verrouillés par moi	Entrepôt > 🚞
Mes favoris	
▼ Entrepôt	Modifi
🖿 Entrepôt	Chem
Dictionnaire de données	Modifi
Espace invité	
Espaces Utilisateurs	
Partagé	
Pièces jointes IMAP	
Racine IMAP	
Sites	
🖬 swsdp 🛛 Site	
dataLists	
discussions	
documentLibrary	Container
Agency Files	
Budget Files	
Meeting Notes	
Presentations	
🖿 test	Uploaddirectory
retest	test/retest
links	
🖿 wiki	
🖿 test	
🖿 test folder	

Screen: Example of an Alfresco tree for a site (called « swsdp »)

Here is a given path: swsdp/documentLibrary/test/retest

Site/	Container/	Uploaddirectory
Site name	A container is a folder or space in a site (« Document Library » most of the time) <u>http://docs.alfresco.com/5.1/concepts/librar</u> <u>y-intro.html</u>	Name of the folder where the document will be uploaded. This folder must already exist.
swsdp/	documentLibrary/	test/retest

Table: Example: path for a site on Alfresco

IV.4 Exploration of subfolders

You have the possibility to set the level of exploration of the subfolders from your document path.

By default, Digdash seeks for all your documents, recursively, and explores all the subfolders.

Fields	Explore subfolders	Level of subfolders				
	Selected	Empty	N > 0			
Values		Default value, exploration in all subfolders	Exploration in the N subfolders			
	Deselected	0				
	Descloticu	No exploration in the subfolders, only in the current directory				

Table for the different levels of exploration of subfolders

V. ACCESS RIGHTS (LIMITED)

Despite the fact that the current Digdash user is logged as Admin on Alfresco, we have decided to limit the access rights for the user (other than Admin) to a certain point according to Alfresco's restrictions.

			User	roles ar	nd pern	nission	s (Files	only)	
	Consumer	Editor	Collaborator	Coordinator	Contributor	Manager	Admin		
View/Download									
Rename									Full rights
Delete									No rights
Upload									Only by self
Upload new version (modify)									Don't know

Table: Roles and permissions for the documents, Alfresco wise

Thus, a Consumer (uninvited user on the site) only has the rights of reading and downloading documents.

We have deliberately chosen not to limit the rights (Alfresco wise) for the actions that would only be possible when the current Digdash user is the creator (oranges cells).

VI. AVAILABLE ACTIONS

*According to the access rights and the directory mentioned in the server configuration.

VI.1 Search by keywords

Home Page Configuration Conten	t Management
– Documents –	
Alfresco V	Search
	New document

Screen: Search bar for the documents on Alfresco

The current Digdash user will be able to search for documents in the directory mentioned in the configuration AND in the subdirectories entering keywords in the search bar.

If the search bar is empty, then « * » is applied (all the documents in the directory AND subdirectories will be displayed).

VI.2 Downloading a document from Alfresco

Home Page Configuration Content Management	
Documents	
C Alfresco V	Search
🗆 🛃 💈 🏛 retailfr.xls	24/03/17 16:21
🗆 🛃 🕑 🏛 telecomfr.xls	23/03/17 17:55
🔲 🛃 🖸 🏛 ventes.sql	23/03/17 17:39
Delete	
	New document

Screen: downloading a document from Alfresco

It is a basic action. Every connected Digdash user is at least able to read any documents on any Alfresco sites, and particularly the site specified during the server configuration.

This action is possible via this icon: \mathbf{k} .

VI.3 Uploading a document on the Alfresco server

Alfresco Servers Servers Servers Servers Servers Servers Servers Search S	- Documents			Search	Add Document
Servers Indicator images \${server.AppDataPath}/server FIP localhost localhost FTP localhost localhost \${server.AppDataPath} FILe System System \${server.AppDataPath} FILe System System \${server.AppDataPath} FILe System	Alfresco V		Ne	ew document	File * Choisissez un fichier Aucun fir choisi
Common Datasources \${server.AppDataPath}/data File System Indicator images \${server.AppDataPath} Alfresco http://10.73.11.231:7080/ Alfresco http://10.73.11.231:7080/ FTP localhost localhost D3 Templates \${server.AppDataPath} \${server.AppDataPath} File System Libraries \${server.AppDataPath} \$VG files \${server.AppDataPath}				Search	Name *
Indicator images \${server.AppDataPath} File System Indicator images \${server.AppDataPath} File System Indicator images \${server.AppDataPath} Alfresco Indicator images \${server.AppDataPath} Alfresco Indicator images \${server.AppDataPath} File System Indicator images \${server.AppDataPath} File System Indicator images \${server.AppDataPath} File System SVG files \${server.AppDataPath} File System					
Alfresco http://10.73.11.231:7080/ Alfresco FTP localhost localhost FTP D3 Templates \${server.AppDataPath} File System Libraries \${server.AppDataPath} File System SVG files \${server.AppDataPath} File System					0
FTP localhost localhost FTP D3 Templates \${server.AppDataPath} File System Libraries \${server.AppDataPath} File System SVG files \${server.AppDataPath} File System		http://10.73.11.231:7080/	Alfresco		
iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii	🗴 前 FTP localhost	localhost	FTP		Link *
SVG files \${server.AppDataPath} File System	j 💼 D3 Templates	\${server.AppDataPath}	File System		Name *
	🤉 💼 Libraries	\${server.AppDataPath}	File System		
	SVG files	\${server.AppDataPath}	File System		OK Cancel

Screen: Uploading a document on Alfresco

Depending on the current user's role in Alfresco, they have the have the right to upload documents in the directory specified during the server configuration.

(Cf. table: title)

Note: In Digdash, it is preferable to upload documents with explicit extensions.

Three options are possible:

- Choose a local file: click on Browse... to select the document to add. Click OK. The dialog Open shows.
- Enter a URL: Enter the URL of your document. If the checkbox Only add the URL link to the Documents server is deselected, the content pointed by the URL is downloaded only just once. If the checkbox Only add the URL link to the Documents server is selected, the content will be downloaded by the server every time it needs to (for a data source or required by the user). If required by the user, the URL must be reachable by the server. You can also insert user variables in the URL (\${user.uid}, etc. Cf documentation). You can use a URL starting with « file:// » but in that case, the option Only add the URL link to the Documents server is selected by default. This kind of URL should refer to a file on the disk of the server. The link name must end with the extension of the file (.csv, .html, etc.).
- **Create a new link**: Create a new link to a document on the server. The pointed file is the last document (alphabetically) corresponding to the link. For example, a link like "document*.csv" will refer to the last CSV file starting with "document".

⑦ To go further: (v1 of this functionality)

The fields called « Author » and « Creator » of the document are updated with the current Digdash username once the document is uploaded.

If the user does not have the right for this action, a message will notify the action could not take place.

VI.4 Updating a document on Alfresco

Documents	- Update document	Update document	
Q Alfresco	Search Renommer	n fichier Aucun fichier choisi	
Left fin retailfr.xls Left fin telecomfr.xls Left fin telecomfr.xls	24/03/17 16:21 23/03/17 17:55 23/03/17 17:39 OK	Cancel	
Delete	New document		

Screen: updating a document on Alfresco (renaming and updating content)

This action is possible via this icon: \mathbf{C} .

Depending on the current user's role on Alfresco, they have the have the right to modify the documents they have the right to edit (c.f. table). Here are the possible actions:

VI.4.1 Updating the document content

The user with the adequate access rights is able to update the content of an existing document selecting another file on their file system.

1 This unique action will not alter the document name.

If the user does not have the right for this action, a message will notify the action could not take place.

VI.4.2 Renaming

The user with the adequate rights is able to rename a document. They will specify in the text field the new name without any extension (it remains the same).

If the user does not have the right for this action, a message will notify the action could not take place.

Note: updating the content of a document and renaming it can be processed at the same time.

VI.5 Deleting a document on Alfresco

The user with the adequate rights is able to delete one or several existing documents in the directory specified during the server configuration.

If the user wants to delete more than one document, they can do it thanks to the check boxes.

This action is possible via this icon: $\hat{\mathbb{I}}$.

If the user does not have the right for this action, a message will notify the action could not take place.