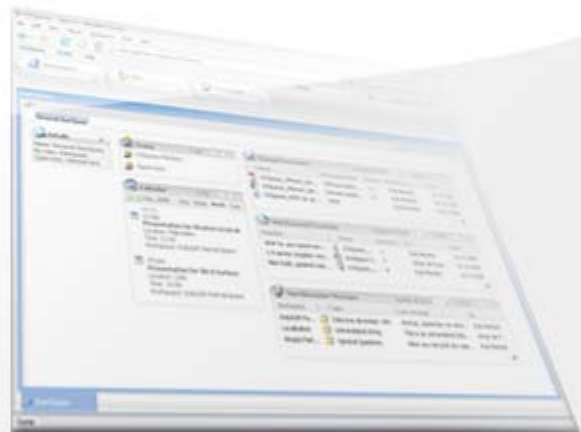O³Spaces®

Workplace 2.4.0p1
Community Edition
Getting started

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O3Spaces Workplace 2.4.0 patch 1

Community Edition

Getting Started

Notice:

- Before installing and using the O3Spaces Workplace software carefully read the *'O3Spaces Workplace End User License Agreement'*, as enclosed in the installation resources.
- By activating the O3Spaces Workplace Software you agree to the terms and conditions as contained in this agreement.
- **The O3Spaces Workplace Community Edition (CE) is a free to use, edition of the O3Spaces Workplace product. The Community Edition is delivered 'as is', without warranty and free of charge for Teams and Workgroups of up to 10 users. The O3Spaces Workplace Community Edition is neither intended, nor suited for production use**

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Table of Contents

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Community Edition Distributions

The O3Spaces Workplace Community Edition is available in four separate distributions.
The available resources are:

1. **A Windows Installer.**
   This installer provides a three step installation procedure for Windows based systems. (For Windows 2000, 2003, XP and Vista)

2. **A Mac OS X Installer.**
   This installer provides a three step installation procedure for Mac OS X based systems. (.pkg installer for Mac OS X version 10.5)

3. **A Debian Linux Installer.**
   This archive contains a .deb package with installation instructions on Debian based Linux distributions (Tested on: Ubuntu 6.06, 6.10 and 7.04, Xandros Server 2.0)

4. **An RPM based Linux Installer.**
   This archive contains an .rpm package with installation instructions on RedHat based Linux distributions (Tested on: Mandriva CS4, RedHat Enterprise Server 5, SuSe Enterprise Server/Desktop 10)

Enterprise Edition trials

If you want to test the O3Spaces Workplace additional enterprise features in a professional production environment you can apply for the O3Spaces Workplace Enterprise Trial program at the O3Spaces community website (http://community.o3spaces.com/register?from=downloads&type=trial).
The Enterprise Trial of is available in three distributions:
1. Windows Installer
2. Workplace Deployment Kit (WDK for all platforms)
3. VMware Appliance

Download and installation resources

Every O3Spaces Workplace Community Edition distribution *(Windows installer, Mac OS X installer, Debian Linux installer, RPM based Linux installer)* is available in **one single download resource.**

This single download resource (for each kind of deployment) contains all the three separate components of the Workplace:

1. **Server instance** (embedded Apache Derby database, content repository etc..)

   • The download resource contains all required server components.

   • After installation the Workplace browser environment can be be used.

2. **Optional Workplace Assistant** (desktop component on local clients interacting with the Workplace server)

   • Optional end-user component.

   • The installation uses a (Java Webstart) .jnlp file which is embedded in the Workplace server instance.

   • If the Workplace server instance is running, the Workplace Assistant can be installed from the end-user Spaces environment

on a client computer.

3. **Optional application plug-ins.**

- Optional end-user components.

- If the Workplace server instance is running AND the Workplace Assistant is running on a client computer, the additional plug-ins can be installed from the running Workplace Assistant on the client computer.

- Office suite plug-in *(not yet available on Mac-OS).*

  - The plug-in installation components for OpenOffice.org / StarOffice or Microsoft Office are embedded in the Workplace server instance.

- E-mail client plug-in *(professional and enterprise editions only)*

  - The plug-in installation components for Microsoft Outlook are embedded in the Workplace server instance.

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Server & Client Side prerequisites

The O3Spaces Workplace system imposes some basic prerequisites to be available on the server and clients connecting to the Workplace respectively.

Server prerequisites

The Workplace Community Edition Server has been tested on the following Operating Systems:

1. Windows 2000, 2003, XP, Vista

2. Mac OS X version 10.5 (not version 10.4)

3. Linux

   1. Ubuntu 6.06, 6.10, 7.04, 7.10

   2. Xandros Server 2.0

   3. Mandriva CS4

   4. SuSe Linux Enterprise Server/Desktop 10 (SLES/SLED)

   5. RedHat Enterprise Server 5 (RHES)

The Workplace Community Edition Server requires:

1. Java Runtime Environment version 1.5.X or 1.6.X (Sun not GNU)

2. Port 8095 to be free and reachable

Client prerequisites

The Workplace Community Edition Client components have been tested on the following Operating Systems:

1. Windows 2000, 2003, XP, Vista

2. Mac OS X

3. Linux

   1. Ubuntu 6.06, 6.10, 7.04, 7.10

> **Note:** Ubuntu OO.o packaging issues)

   2. Xandros Home 4.0, Xandros Server 2.0,

   3. SuSe Linux Enterprise Desktop 10 (SLED), OpenSuse 10.3

   4. Fedora 8

4. Unix

   1. Solaris 10 (not CDE & currently no 64-bit support)

The Workplace Community Edition Client components require:

1. Java Runtime Environment version 1.5.X or newer (Sun not GNU)
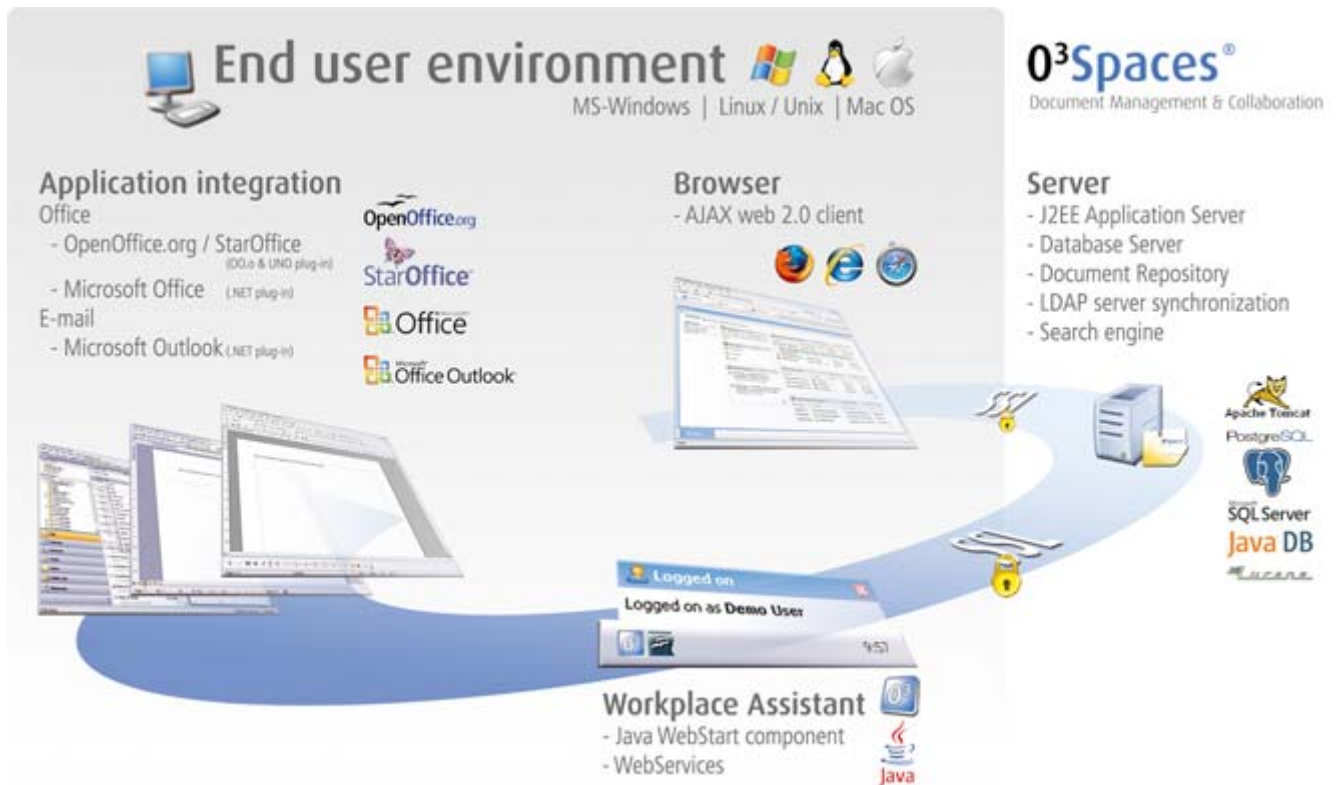
2. Web 2.0 browser

1. Firefox 1.5, 2.x or 3.0 (preferred)

2. Internet Explorer 7.0

3. Safari 3.1

3. Office suites (for O3Spaces integration in Office)

    1. Plug-in for OpenOffice.org 2.2 / StarOffice 8 or newer

    2. Plug-in for Microsoft Office XP, 2003 or 2007 (Office 97, 2000 not supported with Workplace plug-in)

        1. The Microsoft Office plug-in requires Microsoft .Net Framework 2.0 to be installed on the desktop computer.

4. E-mail clients (for O3Spaces integration in Microsoft Outlook) *(professional and enterprise editions only)*

    1. Plug-in for Microsoft Outlook 2003 or 2007 (on Windows 2000, XP and Vista)

        1. The Microsoft Outlook plug-in requires Microsoft .Net Framework 2.0 to be installed on the desktop computer

Note: The Office plug-in is not supported on Mac OS X

O3Spaces Workplace Components

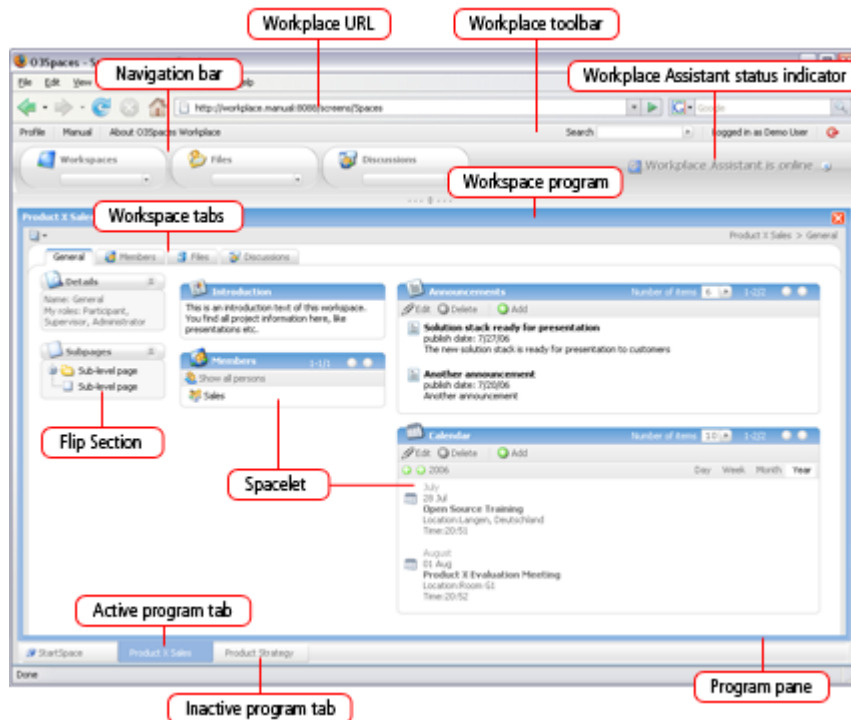Workplace consists of three end-user components:

1. Workplace browser environment

2. Workplace Assistant

3. Application integration plug-ins

    1. Office suite plug-in (not on Mac OS X)

    2. E-mail client plug-in (only Microsoft Outlook) *(professional and enterprise editions only)*
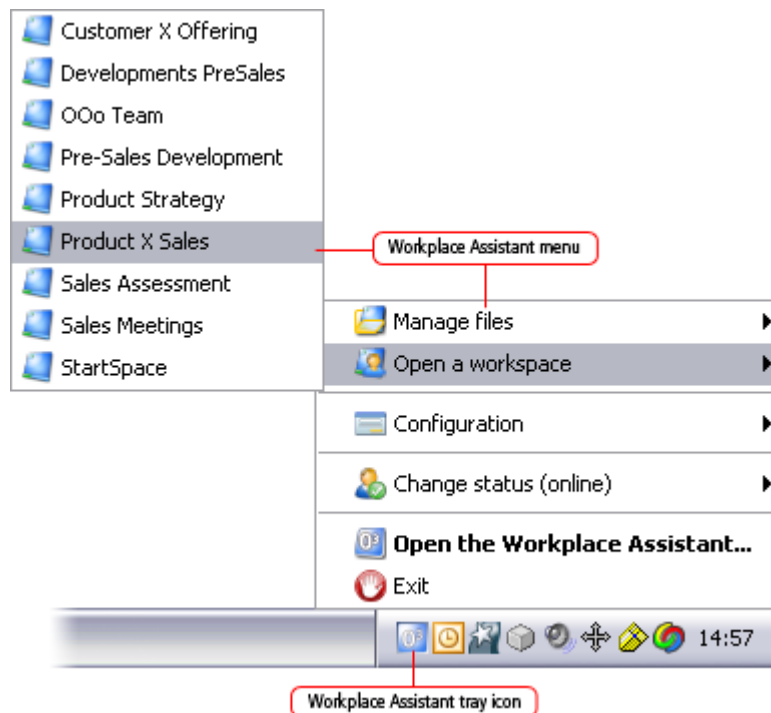
1. **Workplace browser environment**
   - An end-user 'Spaces' environment
     - With online workspaces for central storage of shared documents, discussions and other workspace content.
     - Use your familiar Internet browser to visit the Workplace (Firefox, Internet Explorer and Safari are supported).
   - An administrator 'Studio' environment
     - Manage templates, workspaces, units, users, groups, roles in the Workplace Studio.
     - Additional Workplace tools are available in the Workplace Studio (like license management, LDAP synchronization, Files import module, a document-templates library and a application embedder).

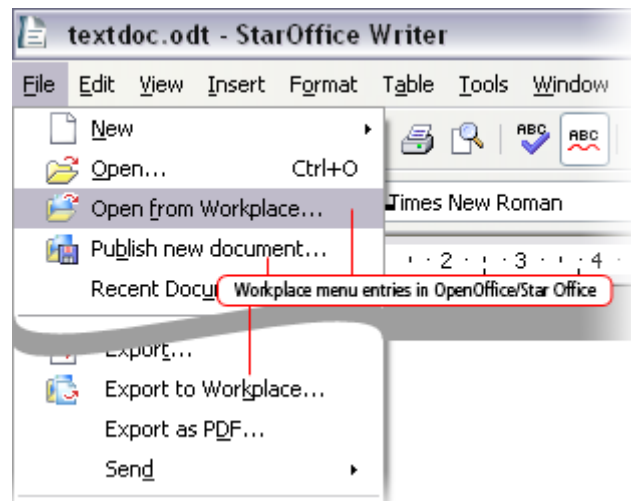   Note: Some Studio tools are not available in the Community Edition

2. Workplace Assistant

- Optional component but recommended for optimal document handling.
- A Java application on your local computer, visible in the system tray, takes care of the communication between the Workplace and the local computer.
- The main Workplace Assistant features:
  - Shows real-time notification messages of workspace changes.
  - Open workspaces directly form your computer
  - Integrated Workplace file browser
    - Edit or download files from the Workplace.
    - Upload multiple files or folders using drag & drop functionality
    - Manage locally stored locked Office files. (enhances manual control of the check-in & check-out process)
  - Search the Workplace content-repository *(professional and enterprise editions only)*
  - Install Workplace integration plug-ins, to open or publish files from your Office suite or E-mail client. *(enterprise editions only)*

3. **Office suite plug-in** (not on Mac OS X)
   - Optional component, but essential if you want to make full use of the Workplace functionality.
   - An signed on Workplace Assistant is required.
   - Workplace integration in OpenOffice.org/StarOffice or Microsoft Office to open from and publish documents to the Workplace.

4. **E-mail client plug-in** *(professional and enterprise editions only)*
   - Optional component, but useful if you want to use the Workplace e-mail archiving functionality.
   - An signed on Workplace Assistant is required.
   - Workplace integration in Microsoft Outlook to publish e-mail messages to the Workplace.

Using the O3Spaces Workplace

Login

The O3Spaces installation O3Spaces Community Edition is pre-configured.
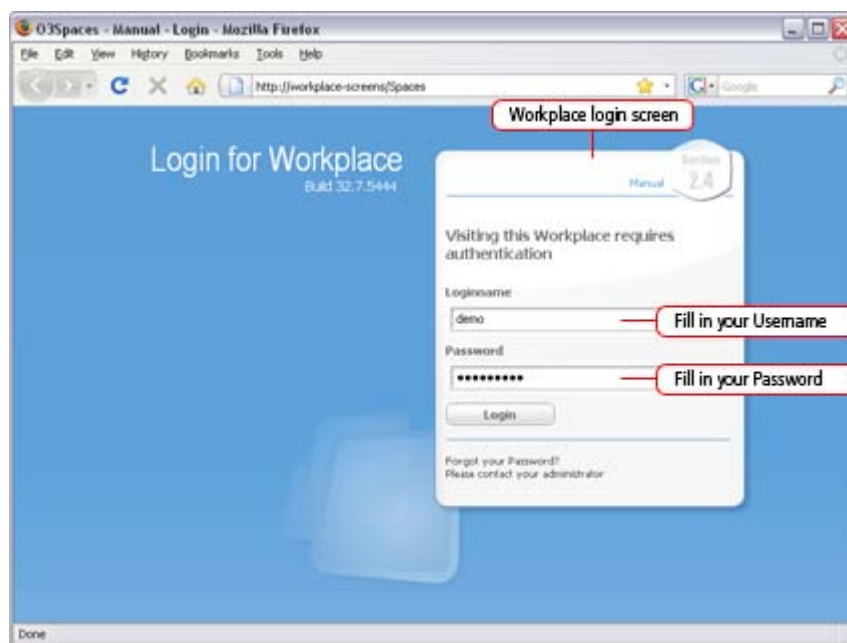This means a number of users have already been added. Workspaces and Workspace Templates have been created and demo-documents have been included.
O3Spaces has a browser based web 2.0 end-user UI (Spaces), as well as an administrative User Interface called the Studio

End user interface - Spaces:
You can access the O3Spaces Workplace end-user interface by navigating to:
http://localhost:8095/Spaces or http://{server-IP}:8095/Spaces.

Here you will be presented with the login screen for the O3Spaces Workplace web application. You can login using one of the predefined users:

> The predefined O3Spaces users are: **Ron, Amy, George, Martin** (all with **password 'tester'**)

The predefined users have different 'roles' and are members of different workspaces.

> **Note:** For a more detailed description of the use of O3Spaces Workplace please refer to the O3Spaces Workplace user manuals, available as pdf documents upon registration at http://community.o3spaces.com.

Administration interface – Studio:
You can access the O3Spaces Workplace end-user interface by navigating to: to:
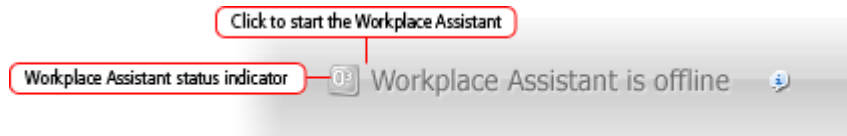http://localhost:8095/Studio or http://{server-IP}:8095/Studio

Here you will be presented with the login screen for the O3Spaces Studio application. You can login as: **supervisor (password: supervisor)**

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Starting the Workplace Assistant

After you have successfully logged on to the Workplace browser based user interface, you'll be able to install and start the Workplace Assistant by clicking the 'Workplace Assistant status indicator' in the Navigation bar

The Workplace Assistant status indicator is always* available in the Workplace Navigation bar.
This graphical element indicates the current status of the Workplace Assistant of the logged in user.

*   A Workplace administrator can configure the Workplace Assistant Status indicator availability in the Spaces environment.

First time use

When you use the Workplace Assistant on your computer for the first time you will be presented with a configuration wizard for your Workplace Assistant.

The configuration wizard for the Workplace Assistant consists of 4 steps (the actual screens may vary slightly on different operating

systems).

1. The first step is an introduction screen describing the procedure and to to select the interface language.
2. The second step you have to agree with the usage agreement
3. The third step allows you to define different Workplace Assistant options
    1. **Web Browser**
       Select the web browser to open workspaces with.
    2. **Shortcut options**
       Define different options for adding Workplace Assistant launchers to your desktop.
       a) A Workplace Assistant shortcut can be added to your desktop
       b) An entry in the Startup folder can be added, enabling the Workplace Assistant to automatically startup when you log in to your desktop (Windows and Mac OS only)
       c) An entry in your 'programs folder in the start menu can be added. The exact location of this menu item can vary between operating systems.
          (On Windows an extra option is available allowing you to specifically name the program folder in which the 'Workplace Assistant' menu entry will be created).
          Generally, it can be found here:
          i. Windows: In the folder 'Workplace Assistant'
          ii. Solaris: In the folder 'Office' you will find the menu entry 'Workplace Assistant'
          iii. Linux: the folder 'Office' you will find the menu entry 'Workplace Assistant'
          iv. Mac OS X: The Workplace Assistant will be available as an O3Spaces application in user directory. It may be available in the Dock.
4. The fourth screen presents you with an overview of your settings. You can review them and if desired go back to change them.

After the wizard has been completed your Workplace Assistant will be signed on and will become visible in the system tray.

> **Tip:** After finishing the configuration, additional Workplace integration plug-ins can be installed from the configuration screen of the Workplace Assistant.

> **Note:** On every computer you want to use the Workplace Assistant you will have to configure the Workplace Assistant once.
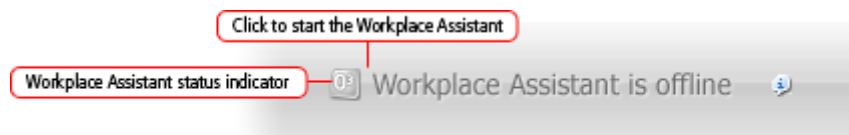>
> **Note:** For a more detailed description how to configure the Workplace Assistant please refer to the O3Spaces Workplace user manuals, available as PDF documents upon registration at http://community.o3spaces.com

Subsequent use

Once the Workplace Assistant is configured on a computer it can be started in several ways.

1. **Starting the Workplace Assistant from browser User Interface**
   Start the Workplace Assistant from the Workplace environment in the browser. Click the 'Workplace Assistant status indicator' in the Navigation bar to start the Workplace Assistant.

2. **Starting the Workplace Assistant from your desktop**
   Dependent on your Workplace Assistant configuration settings you may start the Workplace Assistant from you desktop by:
       a) Clicking the shortcut icon on your desktop
       b) Clicking the shortcut icon from the Start menu
       c) At computer startup (Windows and Mac OS only)

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3. **Starting the Workplace Assistant from your Office suite (OpenOffice.org / StarOffice only)**
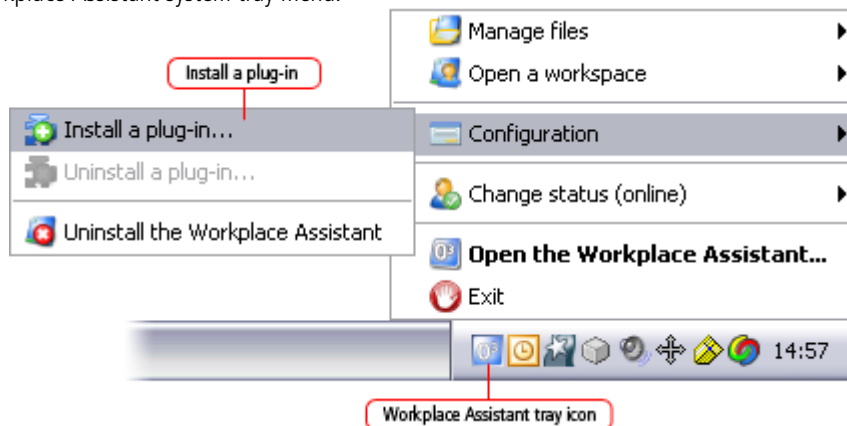
    With an installed OpenOffice.org / StarOffice plug-in the Workplace Assistant can be started from the Workplace menu in the top menu of OpenOffice.org / StarOffice.
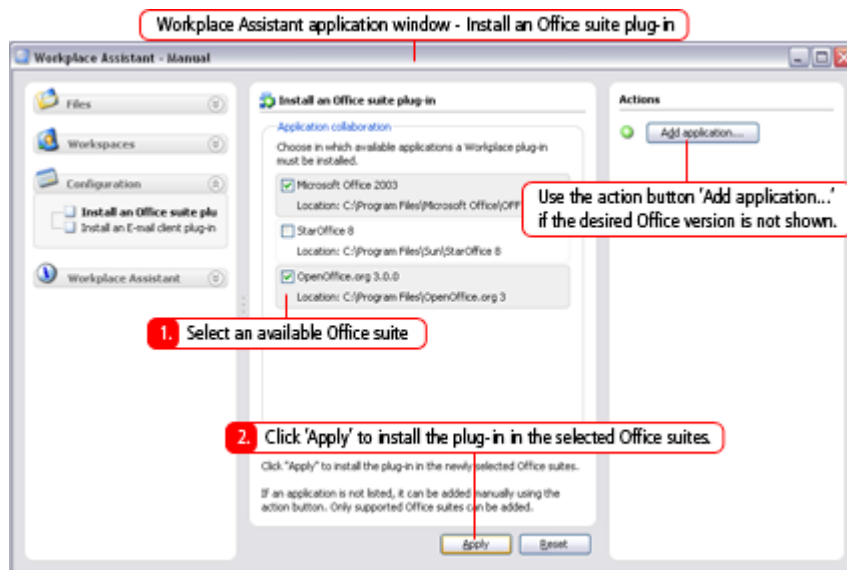

> **Note:** For a more detailed description how to start the Workplace Assistant please refer to the O3Spaces Workplace user manuals, available as PDF documents upon registration at http://community.o3spaces.com.

Installing the Office plug-in

The Workplace Assistant offers Workplace integration in OpenOffice.org / StarOffice and Microsoft Office suites. The Office plug-in can be installed via the Workplace Assistant system tray menu.

1. Start & sign on your Workplace Assistant

2. Right-click the Workplace Assistant system tray icon

3. Click in the menu 'Configuration> Install a plug-in...'

4. The Workplace Assistant application window will appear with the flip-section 'Configuration / Install an Office suite plug-in' activated.

5. This 'Install an Office suite plug-in' screen shows the available Office applications in which a plug-in can be installed.

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Workplace Assistant application window - Install an Office suite plug-in

6. Select one of the available OpenOffice.org or StarOffice and /or Microsoft Office applications you wish to associate with the Workplace Assistant.

7. Click the screen button 'Apply' to install the plug-in in the selected Office suite.

> **Note:** For a more detailed description how to install an Office suite plug-in please refer to the O3Spaces Workplace user manuals, available as pdf documents upon registration at http://community.o3spaces.com.

Requirements using the Office plug-in

1. OpenOffice.org / StarOffice plug-in

   - OpenOffice.org 2.2 – 2.4 (Ubuntu requires Ooo 2.2 installed)

   - StarOffice 8 product update 5 or newer

   - JRE 1.5.X or higher enabled in OpenOffice.org / StarOffice.
     (Check the 'Tools' menu under 'Options' if the right java version is active)

2. Microsoft Office plug-in

   - The O3Spaces Workplace Microsoft Office plug-in is compatible with Microsoft Office XP, 2003 and 2007

   - Microsoft Office 2000 is currently supported with real-time locking and versioning, when opening documents from the Workplace Browser UI, but lack the Menu-entries.

   - The plug-in requires Microsoft .Net Framework 2.0 to be installed on the desktop computer

   - Installation generally requires local administrative permissions. Contact your system administrator if installation fails.

> **Note:** For a more detailed requirements description please refer to the O3Spaces Workplace user manuals, available as PDF documents upon registration at http://community.o3spaces.com.

Office plug-in options

An installed plug-in will add Workplace functionality to your Office applications:

1. Workplace options in OpenOffice.org / StarOffice plug-in

   - Open and edit Workplace files (with automatic file-locking and versioning on the Workplace).

- Publishing new documents from Office.

- Export documents (as pdf) to the Workplace.

- Document versions in Office (view and compare document-versions).

- Document comments in Office (view and add comments).

- Workplace toolbar: The main Workplace functions are available in a toolbar.

- Start the Workplace Assistant from the Office top menu

- Templates plug-in: Create documents form document templates stored on the Workplace (only available if the plug-in is enabled and configured in the Workplace Studio).
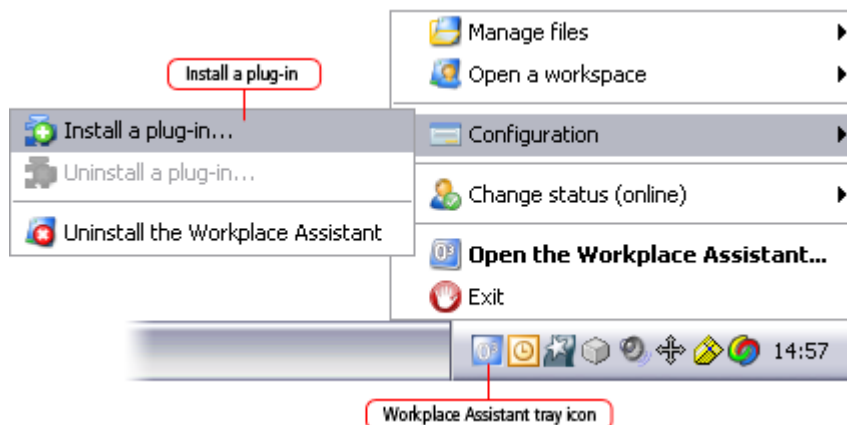
2. **Workplace options in Microsoft Office plug-in**

- Open and edit Workplace files (with automatic file-locking and versioning on the Workplace).

- Publishing new documents from Office.

> **Note:** For a more detailed description of the Office plug-in options please refer to the O3Spaces Workplace user manuals, available as pdf documents upon registration at http://community.o3spaces.com.

Installing the E-mail client plug-in (enterprise edition only)

The Workplace Assistant offers Workplace integration in Microsoft Outlook clients. The Microsoft Outlook plug-in can be installed via the the Workplace Assistant system tray menu.

1. Start & sign on your Workplace Assistant

2. Right-click the Workplace Assistant system tray icon

3. Click in the menu 'Configuration> Install a plug-in...'

4. The Workplace Assistant application window will appear

   1. Click in the flip section 'Configuration' on the item 'Install a E-mail client plug-in'.

   2. The 'Install an E-mail client plug-in' screen shows the available E-mail applications in which a plug-in can be installed.

5. Select one of the available E-mail applications you wish to associate with the Workplace Assistant. (currently only Microsoft Outlook is supported)

6. Click the screen button 'Apply' to install the plug-in in the selected E-mail client suite.

> **Note:** For a more detailed description how to install an E-mail client plug-in please refer to the O3Spaces Workplace user manuals, available as PDF documents upon registration at http://community.o3spaces.com.

Requirements using the E-mail client plug-in

1. Microsoft Outlook plug-in

   - The O3Spaces Workplace Microsoft Office plug-in is only available in the Enterprise Edition (not in the Community Edition)
   - The O3Spaces Workplace Microsoft Outlook plug-in is compatible with Microsoft Office 2003 (on Windows 2000, XP and Vista)
   - The O3Spaces Workplace Microsoft Outlook plug-in is compatible with Microsoft Office 2007 (on Windows XP and Vista)
   - The plug-in requires Microsoft .Net Framework 2.0 to be installed on the desktop computer
   - Installation generally requires local administrative permissions. Contact your system administrator if installation fails.

> **Note:** For a more detailed requirements description please refer to the O3Spaces Workplace user manuals, available as PDF documents upon registration at http://community.o3spaces.com.

E-mail client plug-in options

An installed plug-in will add Workplace functionality to your E-mail client application:

1. **Workplace options in Microsoft Outlook**

   - Publish e-mail messages to the Workplace (to workspace e-mail folders)
     - Options available in Workplace top menu and in a Workplace toolbar..
   - Insert files from the Workplace as attachments to new e-mail messages.
     - Options available in the Workplace top menu an in a Workplace toolbar.

> **Note:** Publishing e-mail messages from Microsoft Outlook is only possible to workspaces with a correctly configured e-mail tab.

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O3Spaces Workplace Community Edition Notification Features

The O3Spaces Workplace software has extensive notification features, which keep workplace users up to date with e.g. new documents, versions, announcements, etc. Notification messages are available as real-time messages that are displayed by the Workplace Assistant (in your system tray) and E-mail messages that are distributed to your e-mail account.

The O3Spaces E-mail notification features have not been configured in this Community Edition distribution of the O3Spaces Workplace software. The real-time desktop notification features are available, but can only be experienced if you access the Workplace Server with multiple users in your network.

> Note: The configuration settings for setting up the O3Spaces Workplace VMware Appliance with E-mail notification in a networked
>   environment can be made available on request.

Upgrading your Community Edition

The O3Spaces Workplace Community Edition Software is delivered with a pre-installed ten users limited license key. Workplace Community Edition Software is delivered to you 'as is' without warranty and without a subscription for updates, upgrades or support. The O3Spaces Workplace Community Edition is neither intended nor suited for production use

Upgrading your Community Edition can be done by buying a O3Spaces Professional or Enterprise Subscription, which will entitle you to product updates and support.
Current pricing for subscriptions and services is available at: www.o3spaces.com.

Once you obtain a personal subscription license key it can be installed using the O3Spaces Workplace Licensing module.

Additional information and resources

Contact O3Spaces

The O3Spaces Community Center provides you with downloads, documentation and a forum system.
Visit http://community.o3spaces.com for information on the O3Spaces Community Edition.

O3Spaces Workplace Community Edition Manuals

The O3Spaces Workplace Community Edition user manuals, are available to you in the form of PDF documents that can be downloaded from the O3Spaces Community Center (http://community.o3spaces.com) upon registration.

Disclaimer

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