



Collaborative Workspace

Powered by Agora-Project

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## **Introduction**

Omnispace is a collaborative work platform: it is a website and a service that centralises knowledge management and project management tools. These tools are now necessary for the proper functioning of an organization: whether companies, associations or public service organizations and teaching. Omnispace can thus improve the responsiveness and creativity of your network.

Complete and intuitive, this tool is perfectly adapted to small structures such as associations, schools or small businesses. It is also adapted to large organizations, allowing the creation of multiple workspaces within the same collaborative work platform.

Omnispace is accessible via a simple Internet browser or a mobile application (IOS and Android for Omnispace). Omnispace is the "turnkey" service based on the Agora-Project software: it does not require any special knowledge to be used. Agora-Project is a free and open-source software, requiring a web server and PHP / Mysql to work.

The resources hosted on Omnispace or Agora-Project remain the property of their respective authors: they are therefore not the object of any commercial or advertising exploitation ...

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## **Modules and features**



### **File manager**

This module allows the storage and the sharing of files between the members of your space.

- Files are classified in a folder tree, just like on your own computer.
- Images are displayed via a viewer and videos via an integrated player.
- Large files can be shared simply and quickly.
- Each file can be historized to keep older versions.



### **Shared calendars**

Each space has a shared calendar and each user has a personal calendar.

- Events can be integrated simultaneously with one or more calendars.
- Each calendar can be exported in Ical format or integrated into an external calendar via a specific web address.
- Shared calendars can be created to manage the reservation of rooms, vehicles, various equipments, etc.
- Several calendars can be displayed simultaneously, for example to know the availability of each user before setting a meeting.
- Files can be attached to each event, for example to add the details of a meeting.
- Each user has a personal calendar, always accessible. It can be disabled from the user profile.



### **News and Polls**

This module displays the latest news for your team : it can be used like a billboard.

- The text editor allows an elaborate layout of your news, with the integration of images or videos (YouTube, .avi, etc.).
- This module has a survey tool, to know the opinion of the members of your community !
- This module also displays the last elements of your space: new files, events, forum posts, etc.



### **Task Manager**

This module allows you to organize and share tasks with members of your space: it helps teams to organize around a common project.

- The tasks can be displayed on a "timeline", so to know the progress in the time of a project. This view is similar to a simplified Gantt chart.
- Each task can have a start and end date, a priority, a percentage of completion, and a list of people in charge of the task.



## **Forum**

The forum is a space for discussion between the members of your space: it simplifies and speeds up conversations, and thus avoids disorganized email exchanges.

- Subjects can be grouped by theme for more readability.
- The text editor allows an elaborate layout of your messages, with the integration of images or videos (YouTube, .avi, etc).
- You can subscribe to a subject: to be notified by email with each new message.
- Files can be attached to each message to illustrate your discussions.



## **Contacts directory**

This module will allow you to exchange contacts with the members of your space: whether it is people, companies, associations, etc.

- Contacts with an address can be displayed via a Google Maps or OpenStreetMap.
- A contact import/export tool is available (in .csv format) to facilitate the management of your contacts.
- Files can be attached to each contact: photos, description, etc.



## **Space users**

This module displays each user of the space, the detail of their profile and their access right to the space.

- Each user can send email invitations to join the space. This option can be disabled from the space setting.
- Users who specified an address can be displayed on a Google Map.
- The administrator can view all users and edit their profile.



## **Sharing Internet addresses**

This module allows the archiving and sharing of Internet addresses (Bookmarks).

- The addresses you visit regularly will be accessible everywhere and all the time to the members of your space.
- Files can be attached to your addresses : .pdf, description, etc.



### **Newsletters**

This module allows you to send information emails to the members of your space and/or directory contacts.

- The text editor allows an elaborate layout of your emails and files can be attached to each newsletter.



### **Instant messaging**

Instant messaging allows live chat with members of your space who are connected at the same time as you.

- This tool is activated as soon as you connect to your space: it displays the list of people connected simultaneously.
- Instant messaging allows multiple chats with members of your space.



### **Search tool**

This tool allows to search elements on all the modules of the space. It is always accessible from the main menu bar.

- Advanced search allows you to filter results by module, date, etc.
- Only the elements accessible to you can be searched (see “access rights”).

## **User, Administrator, Guest**

We call "**Users**" all the members of the collaborative platform. They therefore have a profile and a login/password to identify and connect.

The "**Administrators**" are the Users who can administer a space. They can therefore :

- Edit a space and modify the description, the list of modules and options, the list of users, etc.
- Edit all the elements and containers present on their space.
- Create new users and import/export users via a .csv file.
- Send e-mail invitations to add new users.
- Create and edit groups of users (see "access rights").

The "**General Administrators**" are *Users* with full rights on the platform. They can therefore :

- Subdivide the main space into several spaces (see "Managing spaces").
- Edit all the spaces of the collaborative work platform.
- Create new users on all spaces.
- Change the profile and access rights of all users.
- Manage the general configuration of the platform: description, default language, presentation (logos, colors, wallpapers, etc.), manage the time zone, "like" options and comments on the elements, etc.
- Create platform backups (database and files).

The "**Guests**" are people who do not have a user profile (no login / password). They can only access to spaces with the "*Public Space*" option.

## **Managing spaces**

Omnispace has by default a main space: it can be subdivided into several spaces, with its own modules, options and users. The module "Spaces of the site" allows you to manage all the spaces of the platform (see main logo, top left of the page).

Omnispace has a flexible and scalable management of the spaces :

- There is no limit to the number of spaces.
- Each user can be assigned to one or more spaces.
- Each space can be open to the public (to *guests*) with the "Public Space" option. You can specify a password to access a public area.

Here are some examples of organizations, according to several types of structure :

- "*XYZ Company*" platform with the spaces "*Technical Service*", "*Sales Department*", "*Marketing Service*" and "*Management*".
- "*IUT de Lyon*" platform with the spaces : "*Professors*", "*Secretarial*", "*License Pro International Communication*" and "*Master Artificial Intelligence*".

## Access Rights : generality




Omnispace offers an organizational flexibility but keeps a structured functioning :




- A **Space** is composed of **Modules** → File Manager, Shared Calendars, Forum, etc.
- Each **Module** is composed of **Containers** → File Folder, Task Folder, Calendar, Subject of the Forum, etc.
- Each **Container** is composed of **Elements** → file in a folder, Message in a Subject, Event in a Calendar, etc.

Each Container has its own access rights: these include Folders, Agendas and Forum subjects. The Elements of a container are subject to its access rights: for example, if a folder has a "read" access, the files it contains will inherit the same access rights.

Certain *Elements* have their own access rights: they don't depend on a container, such as News, Surveys and the elements at the root of a tree.

In the following example, news is affected by reading to *Everyone* and writing to *Will*

 Access rights
 Add attached files
 Notify

	read	write
 <b>Everyone*</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 Groupe 1	<input type="checkbox"/>	<input type="checkbox"/>
 Groupe 2	<input type="checkbox"/>	<input type="checkbox"/>
Gandhi MAHATMA	<input type="checkbox"/>	<input type="checkbox"/>
Louis ARMSTRONG	<input type="checkbox"/>	<input type="checkbox"/>
Louis DE FUNES	<input type="checkbox"/>	<input type="checkbox"/>
michel ANGE	<input type="checkbox"/>	<input type="checkbox"/>
Mickael JACKSON	<input type="checkbox"/>	<input type="checkbox"/>
Natalie PORTMAN	<input type="checkbox"/>	<input type="checkbox"/>
Rasmus LERDORF	<input type="checkbox"/>	<input type="checkbox"/>
Richard STALLMAN	<input type="checkbox"/>	<input type="checkbox"/>
<b>Will SMITH</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Yvette HORNER	<input type="checkbox"/>	<input type="checkbox"/>

Note 1: *Groups of users* allow you to quickly manage access rights for multiple people. In this example, the *Group 1* brings together Will, Louis A. and Mickael.

Note 2: If *Everyone* is assigned to "write" and *Will* is assigned only to "read", then he also have "write" access because the highest right has priority.

## **Access Rights : details**

The author of an element has a *Full access* to it (*as all Administrators*) : read / write / delete access / access rights management.

### **Access rights to the folders :**

- Read → display the elements of the folder (files, tasks, etc)
- Limited write → + creating new elements. A user will only be able to edit or delete the elements he has created.
- Write → + edit or delete all elements in the folder.
- Full Access → + edit the folder : access rights to the folder, name and description of the folder, etc.

### **Access rights of calendars :**

- Read → display all events of a calendar
- Limited write → + create new events in a calendar. A user will only be able to edit or delete the events he has created.
- Write → + edit all the events of a calendar.
- Full Access → + edit the calendar : access rights to the calendar, name and description of the calendar, etc.

### **Right of access to forum subjects :**

- Read → only read the subject and the messages it contains.
- Limited write → + add messages. A user will only be able to edit or delete the messages he has created. This is the default access right.
- Write → + edit all messages of the subject. Preferably for forum moderators.
- Full Access → + edit the subject : access rights to the subject, name and description of the subject, theme of the subject, etc.



## **Update and Install**

### **Updates on the Omnispace service**

The Omnispace service includes an automatic and regular update of the Agora-Project software (on average every 2 to 3 months). Omnispace users and administrators can therefore benefit from the latest updates, transparently and fully automated.

### **Agora-Project software updates on independent hosting (version 2.0 or higher)**

- Check that the update will be done on a standard version of Agora-Project, not a customized or modified version.
- In the "General Settings" of your space, click "Back up the database and files", then verify the integrity of the downloaded archive. This backup allows a step back in case of difficulty.
- Download the latest version of Agora-Project and unzip the archive on your computer.
- Go to your web server (if necessary via FTP), then open the folder where you will find the old version to update.
- Delete only the "app" and "doc" folder, and "index.php" of this older version → but always keep the "DATAS" folder!
- Then add the "app" and "doc" folders of the new version. Finally add the file "index.php" (As long as this file is not present, your space will not be accessible).
- If necessary, give a "read", "write" and "execute" right access to new folders and files (with the option "apply to sub-folders"). Command Line: `chmod 775 -R`
- Finally open your browser and go to the home page of your space : the update is done instantly and an update message appears at the bottom of your page.

### **Installing the Agora-Project software on independent hosting**

- Check that your web server has a PHP 5.5 or newer version, if possible with the libraries "Imagick" (creation of thumbnails of images) and "LDAP" (import of users).
- Download the latest version of Agora-Project, then unpack the archive on your computer.
- Go to your web server (if necessary via FTP) and open the folder where the files will be installed.
- Then add the "app", "doc" and "DATAS" folders of the archive. Finally add the file "index.php" (as long as this file is not present, the space will not be accessible) .
- Give "read", "write" and "execute" access rights to new folders and files (with the "apply to sub-folders" option). Command Line : `chmod 775 -R`
- With your web browser, go to the URL of your space, fill in the installation form, then validate it: your space is then ready for use !
- If possible, modify the "php.ini" file of your web server (often in "/etc/php5/apache2/php.ini"), then modify the "post\_max\_size" and "upload\_max\_filesize" parameters to increase the size of the uploaded files. Finally restart your web server to apply the changes.
- If you have a PHP 7 or newer version, make sure you have modified the "open\_basedir" parameter of the "php.ini" file: it must refer to the "/" tmp" folder in order to upload files to the File Manager (via the PIUpload plugin).