Agora Project

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
- o Used to contain and share files in a tree (like a file explorer).
- o Each file can be historized, to keep the previous versions.
- o Images are displayed as a thumbnail and can be viewed in a slideshow.
- o Videos (MPEG / Flash) can be viewed directly in a video player.

Personal calendar and resource calendar
- o Each user has a personal calendar, accessible from anywhere on the site. It can be disabled from the user profile.
- o Resource calendars can be created to manage reservations for a room, vehicle, videoprojector, etc.
- o 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".
- o It is possible to display multiple calendars for a comparison : useful to know the availability of each users before setting a meeting.
- o Each event can be assigned to a category ("rendezvous", "meeting", etc.) and each category can be assigned to one or more spaces.
- o Attachments can be integrated to a calendar or event.
- o 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
- o The forum is organized and hierarchical : Themes → Topics → Messages
- o Forum themes are also optional.
- o The messages are formatted using a text editor : font, color, size, picture, image ..
- o Each theme can be assigned to one or more spaces.
- o Attachments can be integrated into topics and messages.

Task Manager
- o This tool manages tasks contained in a tree.
- o 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
- o A simplified Gantt chart is displayed if periods of start / end are specified.
- o Attachments can be embedded in each task.

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

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

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

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

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

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

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

Spaces : 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 :
o The house is called *site*
o Rooms are called *spaces*
o Residents are called *users*

Agora-Project is flexible and scalable
o The number of users is unlimited
o The number of spaces is unlimited
o Each user can be assigned to several spaces
o Each space can integrate several modules

Examples of use
o The site *My Company* with the spaces :
  ■ Management service
  ■ Commercial service
  ■ Workgroup for the *LP 560-4 project*
o 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)

- 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 independents.

- **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» !
  - otal 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) :
  - Give name and description of your Agora
  - add the URL adresse to connect to you space (except for *Omnispace* hosts)
    Example : http://www.myadress.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

Installation and Updates

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**   4.3 ou+
  - **MySql**   4.1 ou+
- for a **Windows** install, **WAMPSERVER** 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 = 5*0M*
  - upload_max_filesize = 5*0M*

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.myadress.com/agora/**install***
5. Complete the form and validate the installation setup
6. **Delete the folder «*install» !***

Update from a version 2.x to the latest version

1. connect to the Agora and save the database from the administration module
2. connect to the FTP server and save the folder *stock_fichiers* locally (in case of problems)
3. delete all the agora folders on the FTP server, *except the folder stock_fichiers* !!
4. download the latest version of **Agora-Project.zip**, unzip the archive and delete the *stock_fichier* and *install* folders on the new unzipped folder.
5. send all files & folders of this unzipped folder on your FTP server
6. make a **chmod 775 -R** (or **chmod 755 -R**) on all the folders and files, to give access rights in Read-Write-Execute.

   note 1 : When finished, remember to restart your browser
   note 2 : The structure of the database is updated when the first page is loaded (fields creation, tables, etc).
   note 3 : If error messages appear, restart the sending of files on the server (probably due to an FTP error)
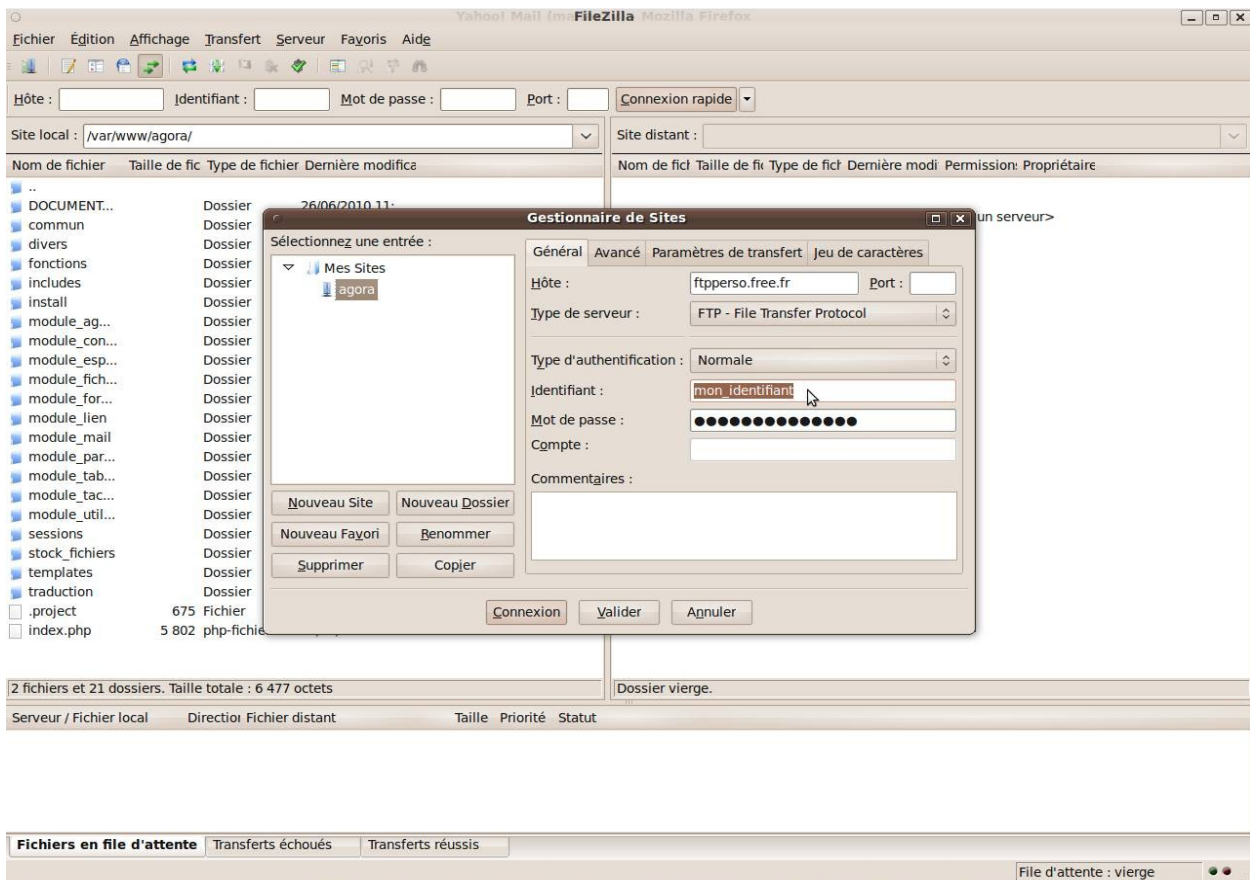
Agora-Project is licensed under the GNU / GPL version 2
This program is free, you can redistribute it and modify it under the terms of the GNU General Public License as published by the Free Software Foundation.
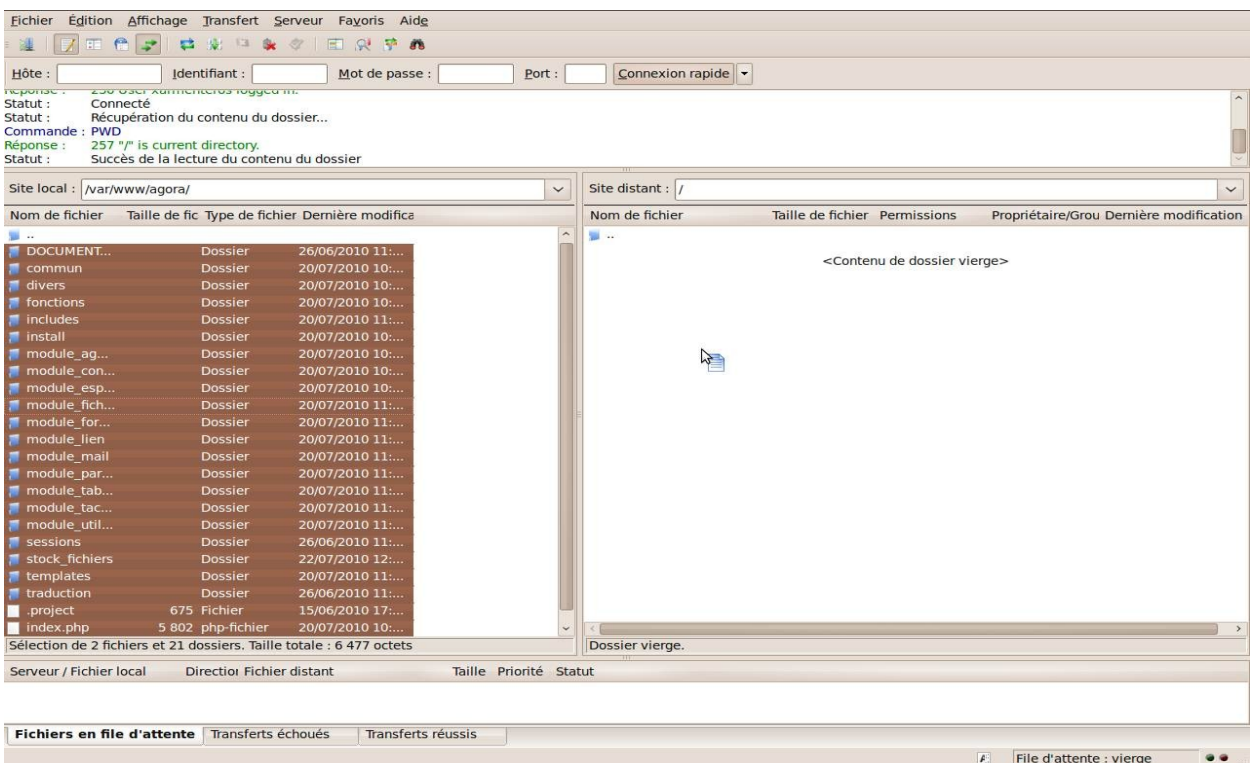http://directory.fsf.org/wiki/License:GPLv2
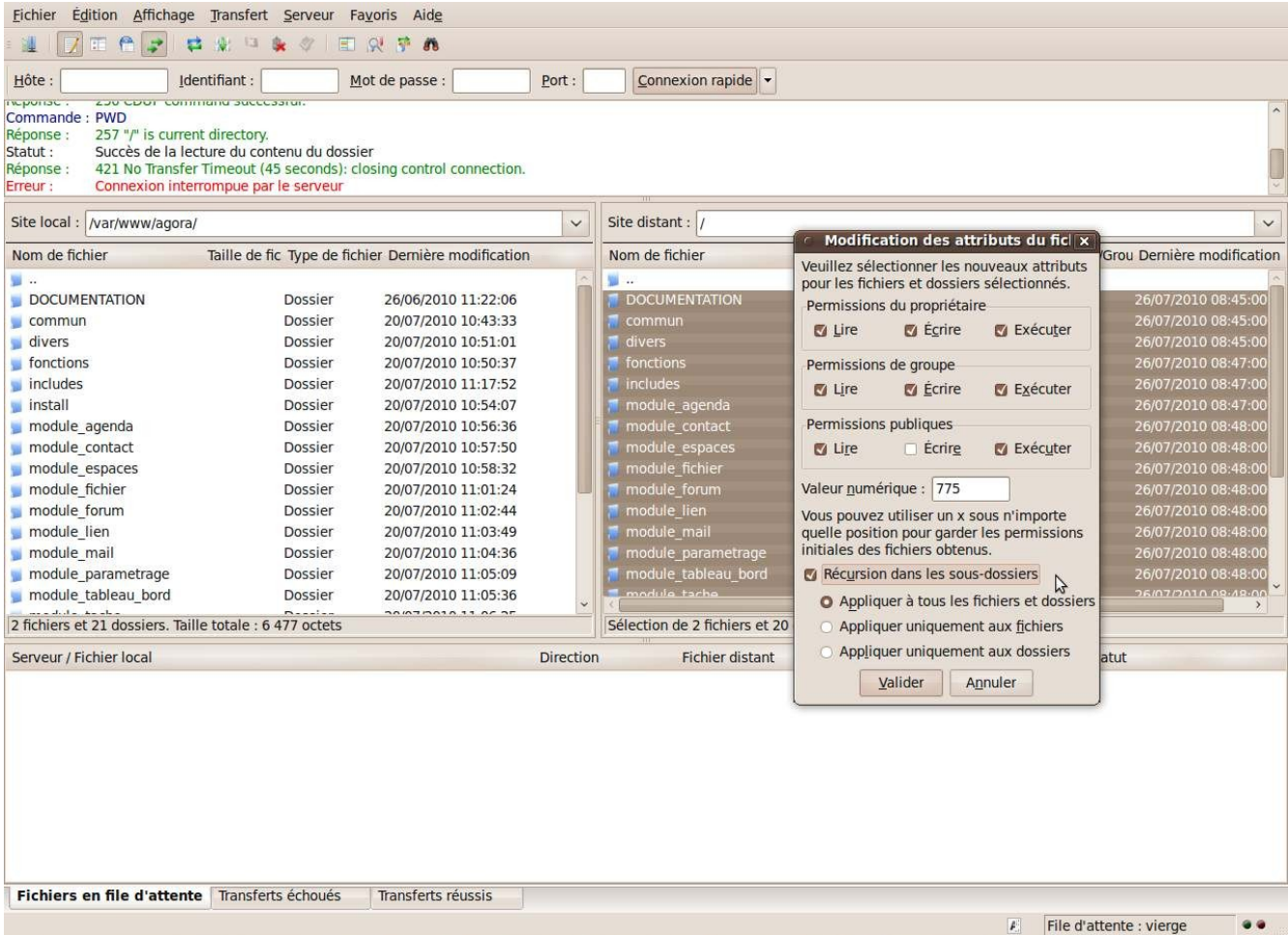
Sending by FTP : user manual

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)*