

Basic Definitions

Appian Document Management uses Community, Knowledge Center, Folder, and File objects to manage information.

Communities

A community is a top-level file container in Appian. Communities can contain Knowledge Centers and other communities. They are often associated with groups in an organization (such as Marketing). By being associated with an Community, a Knowledge Center can be made accessible to the entire user community. Only Community Administrators have the ability to associate Knowledge Centers they create with a Community. Most users are not able to create Knowledge Centers in a Community. Rather, they are allowed to create Knowledge Centers within the Personal and Teams top level container.

Knowledge Centers

A Knowledge Center is a security container -- all of your folders and files are stored in Knowledge Centers. Users must be added to the Knowledge Center in order to access the files and folders it contains. By creating knowledge centers and granting access to other users, you can share files and collaborate on content creation.

There are two types of Knowledge Centers.

- **Personal and Teams**
These Knowledge Centers are for personal use. They are not associated with organization communities, and access can be limited to select users. They are located under "Personal and Teams" in the left navigation.
- **Organization Community**
These knowledge centers are associated with Organization Communities and are used for community purposes. They are located under "Communities" in the left menu tree of the Collaboration Center. Creating these knowledge centers requires Community Administrator permissions.

Most users only have permission to create Personal Knowledge Centers.

Folders

Folders are located in knowledge centers and contain files and/or subfolders. Knowledge centers in the collaboration center cannot directly contain files -- a folder must first be created.

Files

A file can include any document that you upload to the collaboration center (the term "document" is used interchangeably with "file"). By adding files to the collaboration center, you can share them with other users or store them in the collaboration center for quick access from any Internet connection.

A file can have multiple versions, enabling you to collaborate with other users on file changes while retaining prior edits.

To access a file or a folder, you must subscribe to the knowledge center containing that folder. If you are not subscribed to a knowledge center, you are not permitted to view its contents.

The Creator of a knowledge center/folder sets its initial permissions and assigns users or groups. The creator is automatically designated an administrator of the knowledge center/folder.

Administrators of the Knowledge Center/Folder can have the same permissions and options as the creator -- there is no difference in permissions between the creator and an administrator once the knowledge center/folder has been created. Creators can be removed from administrative access at any point in time by Knowledge Center administrators.

The Document Management security model determines a user's access to a document. This model has a well-defined access control that differentiates between user's access to personal knowledge centers and community knowledge centers.

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