Group Office End User Documentation
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PREFACE:

Welcome to Group Office. The latest version is 1.04, if you are currently using a previous version you should either upgrade or ask your administrator to upgrade for you.

OVERVIEW:

Group Office is a group-ware suite written in PHP, by Merijn Schering. It is meant to be an on-line collaboration engine for large and small businesses. It boasts an easy to use interface with a powerful and extensive list of features. These feature include E-mail, Project Management, Scheduling, Address Book, and on-line personal file manager. Group Office can be installed on a SSL secured server, for added security. Overall, this is the ultimate group-ware suite for any business.

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1. Getting Started

Welcome to Group Office. Let's start from the beginning. If you have an administrator, you will have to ask him to make an account for you and any other members that will be using Group Office. If a new employee is added to your company and will be using Group Office, please ask your administrator to create the account and let him/her know what modules to enable for the new user. Remember, it is important to assess the integrity of your employees, if a person is new to the company, you may want to limit their permissions to certain schedulers and projects.

2. Logging in

When you get to your Group Office URL, (web page) you will be asked for your login and password. Enter the appropriate values and proceed to the welcome page. If you are getting an error message upon login, please write down what the error message says and contact your administrator. If it says wrong user name or password, you probably made a typo. Remember to make sure that CAPS LOCK is off and if you are using the numerical keypad, that NUM LOCK is set to on. These are common errors that can cause an incorrect login.

3. Start Page

After you have logged in, you will get to the Start Page. This is the start of your Group-Office session. You will see icons on the screen with a text description underneath of them. Click on the appropriate icon of the feature that you want to use. To get to these applications, you can also use the menus on the top bar. The APPLICATIONS section contains all features available for use.

4. Setting up e-mail accounts

To set up an e-mail account in Group-Office, click on the e-mail icon on the start page, or select it from the applications menu. Unless an account has been set up for you, you will see that there is no account yet. You will then proceed to go to the ACCOUNTS page by clicking on the ACCOUNTS icon. When you click this, you will be directed to a page with a number of options that read as follows:

Accounts.../..Add
You don't have any E-mail accounts configured.

To add your account(s), click on the add page. By default, the client will display the name and
e-mail address you specified upon sign up. If your e-mail has changed, or you are setting up a different account, change the e-mail to your address that you want to use. The next tab asks what kind of server you will use. For most ISP's in the US, POP3 is the default. You will then need to enter your host name ie. mail.comcast.net / incoming.verizon.net and your username and password. Your username is usually just the name/e-mail address, ie Casey@cmdrweb.com, my username would be "casey". If you are having trouble with any of these settings, you can always contact your administrator.

5. Address Book

The address book is what you will use from your e-mail account to quickly mail to people. If you already have an address book in another program, for example Outlook Express, Outlook, or Balsa, you may export your address book to CSV (comma separated values). As of yet, this is the only supported format for importing messages. Most mail clients support this type of export. After you have exported the file(s), (remember when you are exporting files, put it somewhere that you will remember, so it's easy to find) go into Group Office Email and click on the IMPORT button. This will bring you to a dialog that will ask you to browse for the file. Click on the browse button and select the file you want to import. After the file is selected, click on OK and wait until the process has completed. IMPORTANT!!! Do not do anything else until the import is complete, this will cancel the import. Large address books can take a while to import.

-Adding Contacts:

To add contacts, click on the add button and fill in all of the proper information followed by clicking on the OK button.

-Selecting members to e-mail to:

Click on the members tab and select the members to add to your address book.

-Working with Groups

To add a group, click on the groups button and add a group of your choice. Using groups is helpful when you want to send a message to a large number of people. Working with groups is very efficient for newsletters and announcements. Once you have created a group, you can add members to your group by clicking on the CONTACTS button and move contacts to and from groups. To remove a group, go to the groups section and click the X next to the group you want to delete and confirm removal,

-Viewing your contacts

To view all of your contacts, click on the contacts button. This will show you all of the contacts that you have, and the groups they are in. To expand a group, you must click the plus tab.

-Exporting your contacts

To export your Group-Office address book, click on the export icon and select your method of CSV. In most cases, the default is just fine unless a specific client needs CSV to be in a particular format. Click on OK and you will be prompted to save the file. You can then import this list in to your local mail client.

-Authorization

Authorization is required only for members of select Group-Office users. If a user requires an authorization code, ask the user for their code. Fill in the corresponding forms with the users e-mail address and authorization number.

6. File Management

The file manager is useful for on-line storage of documents and other important files. The file manager feature is much like using your local file manager ie. Windows Explorer, Nautilus, & Konquerer.

-Uploading files

To put files on the server, click the upload button. In this section, you will be asked to browse for local files. Select the files that you want to put on the server and click on the OK button. Remember, there is a file size limit on files to be uploaded, if the file(s) selected exceed the limit on uploads, the file(s) will not be put on the server.

-Creating new folders

To create a new folder, click on the new folder tab, and name your new folder.

-Switching between folders

To switch between folders, you must click on the folder in which you want to browse. When you are in this folder, when you click the upload tab, files will be placed into that folder.

-Deleting files and folders

To delete a file, click on the box next to the file, and click on the delete icon. You can also select multiple files by checking the boxes next to them, and click on delete. You can also remove folders this way by doing the procedure described above. Folders do not need to be empty to remove them, so be careful when you erase an entire folder.

-Folder Properties

Folder properties show information about a folder. To view the properties of a folder, check the box next to the folder and then proceed to click the properties icon. The properties of a folder will tell you detailed information about the folder selected. You will notice a tab on the bottom of the properties page that says "activate sharing". If you click this tab followed by clicking on the OK tab, two new tabs will appear at the top of the properties dialog box. They are labeled "Read Permissions" and "Write Permissions". This is an introduction to the next section on File Sharing.

-File Sharing

OK, you now have the properties dialog opened with your two new tabs. When you go to the Read Permissions tab, you will see a number of users and groups. Select the users and groups that you want to be able to allow other members to view. The selected people will have permission only to read the files, but not to delete or modify the files on the server.

To give users write permissions, you will follow the same format that you followed for Read permissions. You can allow people to read and not write, or you can allow people to do both. WARNING! People who have write permissions will be able to modify or delete all or any file(s) in your shared folder.

NOTE: When you share a folder, you are sharing all files and folders within your shared folder, unless you manually specify this. For example the Folder "Casey" is shared and it contains 18 files and two folders containing 22 files a piece. All of these will be available to other users. When you make a shared folder, it is good practice to consider who will be viewing it and what you want to share and not share. Personal Documents and letters should not be placed in a Shared Folder or sub-folder of a shared folder.

To manage your shares, click on the sharing icon. From here you can remove any existing shares. This will not remove any of the files in them, it will only remove the rights of any other member to view your shared folder(s).

- Using the search feature

Let's say you have a lot of files uploaded, and you cannot locate one. The file search feature is a great way to track down files. To invoke a search, simply click on the search icon, and proceed to the search dialog. There you can type in a keyword to search through your files if you remember the name of it. If you remember the time when you uploaded the files, you can search by date. Simply click on the box(es) next to modified after and/or modified before.

- Using refresh

If you have uploaded files, and the do not yet appear in your folder(s), you can click the refresh button. If it takes a while, you may just be using a slow connection, and/or the web server on the other end is experiencing a lot of traffic.

7. Working with menus

You will notice, below the header of each page, a menu tool bar. These include Application, preferences logout, etc.. The menus are there to navigate to the desired page of your choice. To use the menus, place your mouse over the desired section to invoke a drop down menu. Then, move your mouse down to the desired application and single click on it. For example, if I am in the scheduler section and have completed scheduling, and now I want to add a contact to my address book, I simply mouse over the applications section and click on Address Book, it's that simple.

8. Using the SEARCH function.

If you want to do a quick web search while you are in the Group Office application, you can mouse over applications and click on search. Type in a word of your choice, and click on "search". This will open up a new window to search google.com. This is very useful for finding an answer to a question without having to navigation

9. Using the scheduler

The scheduler is a powerful way to do your online scheduling. It is a very practical and logical way of planning for an event. To get to the scheduler you can click on the scheduler icon on the start page, or select it from the applications menu.

- Adding new schedulers

By default, you only have one scheduler. You can add another scheduler by clicking the schedulers icon. This will bring you to a section which shows what schedulers you have and the option to add another scheduler. Click on "add", and type the name of the new scheduler in followed by click on the OK button.

- Sharing and Modifying Schedulers

Now that you have added a scheduler, you may want other users to be able to read your scheduler and/or add/remove from your scheduler.

Example: You have created a schedule named "project1" and you want some members to write to this, and others only;y to have read permissions. From start to finish:

1. Click on schedulers.

2. Click on the pencil icon next to the scheduler name that you want to share.

3. This will bring up a new dialog which will allow you to modify values of your scheduler(s)

4. Click on permissions .

5. This will invoke a new window to pop up.

6. The first one will allow read permissions to the scheduler.

7. For instance, if we want Judy and Matt to read the scheduler, we click on their names, and click apply.

8. Now we want Matt to be able to write to the schedule, but not Judy.

9. Click on "Write Permissions" and select Matt, but not Judy.

10. If you have a large number of people that you want to view the schedulers, please read the section on Using Groups.

-Subscribing to shared schedulers.

To subscribe to a scheduler that has been shared, what you will do is click on the schedulers icon, (the same thing you did to add a scheduler) and check off the boxes of the schedulers that you are currently not subscribed to. You will then click on OK. Below is a real life example.

Your Co-worker, Danielle, has decided she wants you to share her schedule entitled "Pet Care Meetings", so she has given you read and write permissions. This does not mean that you are subscribed to the scheduler. You need to add it to your list of schedulers. When you click on the schedulers icon, you will see that now you have a "Pet Care Meetings" scheduler in your list of schedulers, that is because Danielle has allowed you to add and view her scheduler.

-Creating new appointments.

You can create a new appointment either by clicking on "New Event" or clicking on the day of the appointment at the top of the scheduler, and then clicking on the item that you want the event to start at.

We'll start with the first method, clicking on New Event. Here are step by step instructions of adding a new event using this method.

1. First, click on New Event.

2. This will bring up a section for adding events.

3. The first box, invitees, will allow you to invite other people to view this event.

4. You may manually type in their names, or click on the book/invitees button to invoke a window which will allow you to point and click on the invitees you wish to include.

5. In the title box, type in a descriptive word about your event, for instance: "Meeting with boss".

6. In the description box, type in a brief description about your event, for instance: " Meet with boss to discuss financial planning of the Internet Assessment Corporation".

7. Next, you will click on how frequent you want the event to occur. If this happens daily, click on the "Daily" button so that "Daily" is checked off. You can choose any occurrences of this.

8. If you have clicked, "Once", you will proceed to the next to select the time frame that the event will take place in, using the drop down menus. The cycle section will be grayed out since this event will only be occurring once. If you are doing a one time only event ignore lines 10-12.

9. If you have chosen a recurring event, the first menu will be grayed out, except for the time in which it occurs.

10. Choose the time in which this event occurs, and then the period in which this event will repeat. For example, if this event occurs daily, and we want it to occur for a week, we choose the time frame within the week that the event should occur.

Subsection- RECURRING EVENTS

11. Next you will choose which day the event should start on. Lets say your event begins on a Thursday and occurs on a weekly basis, it is an event that occurs on Thursday every week. You will click on the weekly button, and then you will click on the "TH" box.

The only time when the choice of FIRST, SECOND, THIRD, or FOURTH of a day will occur is when you have selected monthly by day.

12. If you want an unlimited amount of time, or a never ending date, click on the "No Ending Date" box. This will tell Group Office that the event goes on forever. This is good for meetings or events that are part of your schedule that will never change.

End Subsection

13. Next, type in the location where this event will occur. Feel free to type anything in this box. It is good practice to type in the address for members that may not know where the exact location is.

14. Next you will be asked where to inherit permissions from. This pertains to scheduler specific permissions. For example, if you wanted to use your personal read/write permissions, you would select "inherit permissions from (your scheduler name)". If you don't want to inherit any permissions, you can simply select "don't inherit" and the permissions of the current scheduler will be applied.

15. Finally, you are asked where to place the event. You can place it in one or all of your schedulers by checking the boxes of the schedulers that you want the event to go in to. Click the "OK" button, and you will be redirected to a window in which you can view your appointment.

The other method is to click on a date on the calendar, which is on the left hand side of the screen. This will bring you to a view of events for that day only. Let's say you want to schedule an event for 9:00 am. You will click on the time, 9:00, and that will bring you to the screen in which you can add an event for that specific day and time. It is a shortcut to having to select the start date/time for your scheduler.

-Using views

Views are a way of viewing your schedules in sections. To view your daily events click on "Day View", weekly events, click on "Week View", and finally, to view all events, click on "List Events". This is a great way to break down your schedule so that you can categorize your scheduled events. The default view is Week View.

-Navigation and changing schedulers

With many schedulers, it can seem quite difficult to sort through them. Group Office was designed for easy scheduler management to avoid the confusion that other group-ware suites offer. You will notice, in the left hand side of your screen, a calendar. Above the calendar, you have Month and Year drop down boxes. Above these boxes is where all of the schedulers are listed. To select a different scheduler, click on the drop down box where the schedulers are listed. This will bring you to the events for the selected scheduler.

Group Office has a great way of navigating the scheduler section. They are all very logical ways of browsing your events. You can select any month/year in the drop down boxes in your scheduler, and then proceed to click on a day/week in the calendar below, and you will be directed to that time frame in your current scheduler. You can also use the tabs at the top when your are in Week View to scroll the weeks forward or backwards. Viewing days is as simple as clicking on them, this will automatically redirect you to the tasks for that day. To view events in weeks, click on the corresponding week, located to the left of the calendar, and this will bring you to a weekly view.

-Deleting or editing scheduled events

We all make mistakes, luckily, Group Office will allow you to correct your mistakes. For instance:

I made an appointment for 9:30 am, but it was supposed to be for 12:00. I was in a hurry when I posted it to my schedule. Looking back, I realized my mistake and needed to correct it. Here's what I did....

To edit this mistake, you will click on the pencil icon, next to the event which needs to be corrected. This will invoke a dialog with your appointment already filled in, all you need to do is edit the time on it. Change the time/date/ and/or content to whatever you need to. As a habit, I like to go through and delete any canceled appointments/plans. This is very easily done in Group Office. Simply find the event that you don't want, and click on the X next to it. Group Office will give you a number of choices on whether you want to delete it from the current scheduler, entirely (meaning from ALL schedulers!), and cancel (if you clicked the X by mistake). This function provides a quick, yet safe way to remove appointments.

10. Project Management

Project management is still in early stages. More will be written on it when it grows.

11. Summary

Group Office is a great application server for small and large businesses. Any questions on the usage of Group Office can be found in this manual. If you cannot find them in this manual, please send an email to casey@cmdrweb.com and I will be glad to answer any questions, and also add your suggestions into the documentation. Group Office is stable, secure, and reliable. We hope that you will enjoy using this application. Thank you for your support.

Configuration

1. Preferences

This section covers basic preferences of Group Office. Highlight the configuration menu with your cursor and click on preferences. Here you can set up your choice of languages, colors, separators and date/time display format. To switch to another theme, click on the drop down menu next to Theme: and select a theme that suits your needs. Remember, themes will only stay the same on your computer, when you go to a different computer, you will have the default theme selected again. Themes are on a per browser basis. If you are using Group Office for
e-mail, don't de-select the part about using the Group Office mail client unless your administrator has told you otherwise.

2. Using Groups

Groups are a great way of handling a large amount of contacts that can be broken down into sections. Working with groups is easy to do, efficient, and a time saver. To add a group you will go to User Groups under the Configuration menu. To add a group you will click on add and this will bring you to another section. In this section you will type in the name of the group, and check off the selected members of this group. To remove a group, you can simply click on the X next to the name of the group that you want to delete. To edit the group, click on the group name, and add/remove any member that you want from the group. As the owner of the group, no other member can modify your group.

3. Managing your information

To manage your personal information, highlight configuration and click on Your Account. This will allow you to edit any details about yourself. You will notice for options to choose from above the information tab. These options are Security / Privacy / Statistics. We will discuss the security and privacy tabs in the next sections. Statistics however is a way to view when your account was created, the last time you logged in, and how many times you logged in. This is a good way to see if anyone has been in your account without your knowledge. If your computer was being repaired on Tuesday, and you remember logging in once, but the statistics show that you have logged in 10 times, than it might be time to talk to your administrator(s) and change your password.

4. Privacy

Let's face it, there's always that guy in the office that you don't want to have anything to do with. He's always listening in on your conversations and stealing your ideas. Personally, you don't want him knowing about your schedule, files, projects, contacts, etc. because he will steal them. So what do you do? Make yourself invisible! To do this, simply make sure that you are in more than one group, other than his, and un check his name from the list of people that are "allowed" to know that you exist in Group Office. You want to be very specific with this feature, because it is easy to make yourself invisible to everyone. To be completely safe, you can create your own group called "Everyone else but that guy" and add everyone to the group except him. Than you would simply make yourself visible to everyone but him, and since you own the group, he cannot add himself to it. If the creepy guy at work is your systems administrator, you will have a bigger problem altogether!

5. Security

In this section, you can do the following :

Change your password
Change your authorization code
Change you secret question/answer

It is a good idea to change these every so often. Remember weak passwords are easily figured out. The same applies for authorization codes. Although it may be easier to remember a password such as your birthday, it is not a good idea to have this as a password. Your secret answer/question should be something that only you, and well maybe your wife/husband if you trust them, should know.

Using other menus

The following sections cover the core applications and basics on how to get started using Group Office. This next section covers the rest of the menus, which can help you navigate quicker, find information about the program, request support, and logging out.

1. Using Bookmarks

Bookmarks are a great way of getting around the web. If you use Internet Explorer, they are called Favorites. In Group Office you can have your own set of bookmarks/favorites within the application, and also to external sites. To add a bookmark, highlight the bookmarks section and click on "Add Bookmark". This will invoke a menu which will allow you to type in a name for the bookmark, and the URL (web page) of the bookmark. You can also select "Use the current page" for the convenience of adding the page you are on, for example, if you are on the create a new appointment page, and you frequently use this page, you will navigate to that page, click on "use the current page" and click OK. There is a check box at the bottom which will allow you to open it in a new window. This is recommended for all sites outside of Group Office. I prefer to open all of my Group Office links (new events, adding contacts, etc.) in the same window, so I un check the box.

To modify your bookmarks, you can click on the "Modify Bookmarks" menu and this will direct you to another screen which lists all of your bookmarks. From here you can either delete the bookmarks by clicking on the X next to the bookmark you want to delete, or modify the bookmark by clicking on the bookmark name, followed by entering the modified data.

2. Help

In the help section, you will be able to:

Email technical support for help
Read the license agreement and developers of Group Office

To get technical support click on the "Support" button, and send an email regarding your question with specifics on the topic that you need help on. To read about Group Office, click on "About". This will tell you about Group Office and the GPL license.

3. Logging Out

Logging out is imperative! I cannot stress enough how important it is to log out when you are done with your session. To logout of Group Office, simply click the logout button. Logging out is the best way to prevent someone from viewing you information and changing your settings. I would advise logging out even if you will only be away from the computer for 10 minutes.

Administrators Guide

This section is intended for administrators of Group Office, Apache, and MySql. It is not intended for the end user.

-Installation

To install Group Office, you will need to meet a couple of requirements. These are:

*nix Operating System
Apache Web Server
MySql database Server
PHP 4.x

Most linux distributions come with Apache and MySql installed by default. If the do not, you can build them by visiting their web sites.

Apache : http://www.apache.org
MySql : http://www.MySql.com
PHP : http://www.php.net

Steps to installing Group Office:

Pre-installation TASKS

1. Extracting the files and moving them so they are viewable from your web server.

Extract groupoffice-1.0x.tar.gz and move it into you site root.

tar -xvzf groupoffice-1.0x.tar.gz
mv groupoffice-1.0x/ /var/www/htdocs (or whatever your site root is)

2. Editing PHP.INI

Locate your php.ini file and do the following:
Set register_globals to ON

Set magic_quotes_gpc to ON

Make sure that sendmail or postfix is set up properly for your platform.

3. Setting up the database

You must first set up a database, before you can proceed with installation.
command line = mysqladmin -uyourusername -p create groupoffice
It is also recommend that you set up a groupoffice user for MySql.
Call the user "groupoffice"
OK, now assuming that you have set up your database, created a user with the proper permissions, and verified that mysql is running (ps -e and look for mysqld) (if you couldn't complete any of the steps above, it might have been due to the fact that you don't having SQL running, or you have a non-standard configuration.

Now you need to dump a couple of files into your database.
Browse to the groupoffice-1.0x/lib/sql directory and dump groupoffice.sql and optionally filetypes.sql into the groupoffice database. (mysql -username -p < groupoffice.sql groupoffice and mysql -uyourname -p < filetypes.sql groupoffice)
OK! Now your database is ready to go.

Final Steps

You need to modify the files in the group office directory for the initial install as follows:
(These instructions are from the developer, I recommend following them EXACTLY)

Create a folder that the web server can write to and is not open
to the public (eg. '/home/groupoffice'). This folder should be owned
by the web server user. Keep in mind there the disk space you need for the users.

ONLY WHEN USING SYSTEM ACCOUNTS

Make sure Sudo is installed (http://www.courtesan.com/sudo/)
copy 'lib/sudoers' to '/etc/sudoers' and chmod 0440 and chown root:root
(or modify this file manually when already using sudo).
Keep in mind that the web server can now:
- add/remove users
- change passwords
- reboot and halt the machine

ONLY WHEN USING SAMBA ACCOUNTS

Make sure Expect is installed (http://expect.nist.gov/)
copy 'lib/auto_smbadduser.exp' and lib/auto_smbpasswd.exp' to folder '/usr/sbin'.
chmod 0440 and chown root:root both of these files.

Configure '/etc/php.ini' for file uploads and set register_globals=on and
magic_quotes_gpc=on!
Usually this is already the case.

The install script must be able to write to the folder where 'Group-Office.tpl'
is located (Only for installation, chmod 777 [Group-Office directory]).

Start a browser, open the page: 'install.php' And follow instructions.

Set the permissions to all Group-Office files to '755'
(chmod -R 755 [Group-Office directory])

You will then proceed to login as administrator and begin to setup your work environment.

Adding Users

Adding Users to Group Office, click on users in the administrator menu.
To add users, a good practice is to write down or print out a list of employees who are using Group Office, and assign user names and passwords to each person. They can always change their password after the account is set up. To save myself some time, I usually exclude filling out anything else except user name, password, auth code, and email address.

Adding Modules

To add modules, click on the modules tab under the administrator menu, select modules, and click OK. For users, you can select modules for the users at the time of initial user setup. To remove or add modules after a user is setup, you can click on users, click the user of whom you want to add/remove modules from, and check or un check the modules to be added/removed.

Using Groups

Groups are a good way to classify people in a large company. As the administrator, it is a good idea to create groups using the user groups menu under the configuration menu. This way, the groups that a person is added to is set by an administrator for extra security.

Removing Users

To remove users, click on the users menu in the administrator menu. Click on the X next to the user you want to delete.

Editing User Information

Editing user information is very helpful especially when you need to reset a forgotten password!
(As a system administrator, you know that this happens very frequently!) Group Office makes this easy to do! Simply click on the users menu under the administrator menu, and click on the user who needs a password reset.

Closing

Group Office makes it easy for for the systems administrator to authorize and create users. It contains powerful tools for creating a solid and structured application environment. The instructions in this manual should get you started on becoming familiar with the Group Office application administration. A lot can be learned by setting up a couple of demo accounts and using them with a couple of friends. This will give you some time to make mistakes and revelations! I strongly recommend trying a demo office before going through with implementing it in your workplace. Any questions or problems pertaining to administration that is not covered in this manual will be answered by e-mailing casey@cmdrweb.com. Please read the documentation before sending email.