



Oracle Content Management

Get started

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Oracle - Application Development





What we will explore today?



What we will explore today?

1. OCM Roles and permissions

OCM Roles, add user to the service

2. Oracle Content Management System settings

Edit general settings, user quota , service personalization

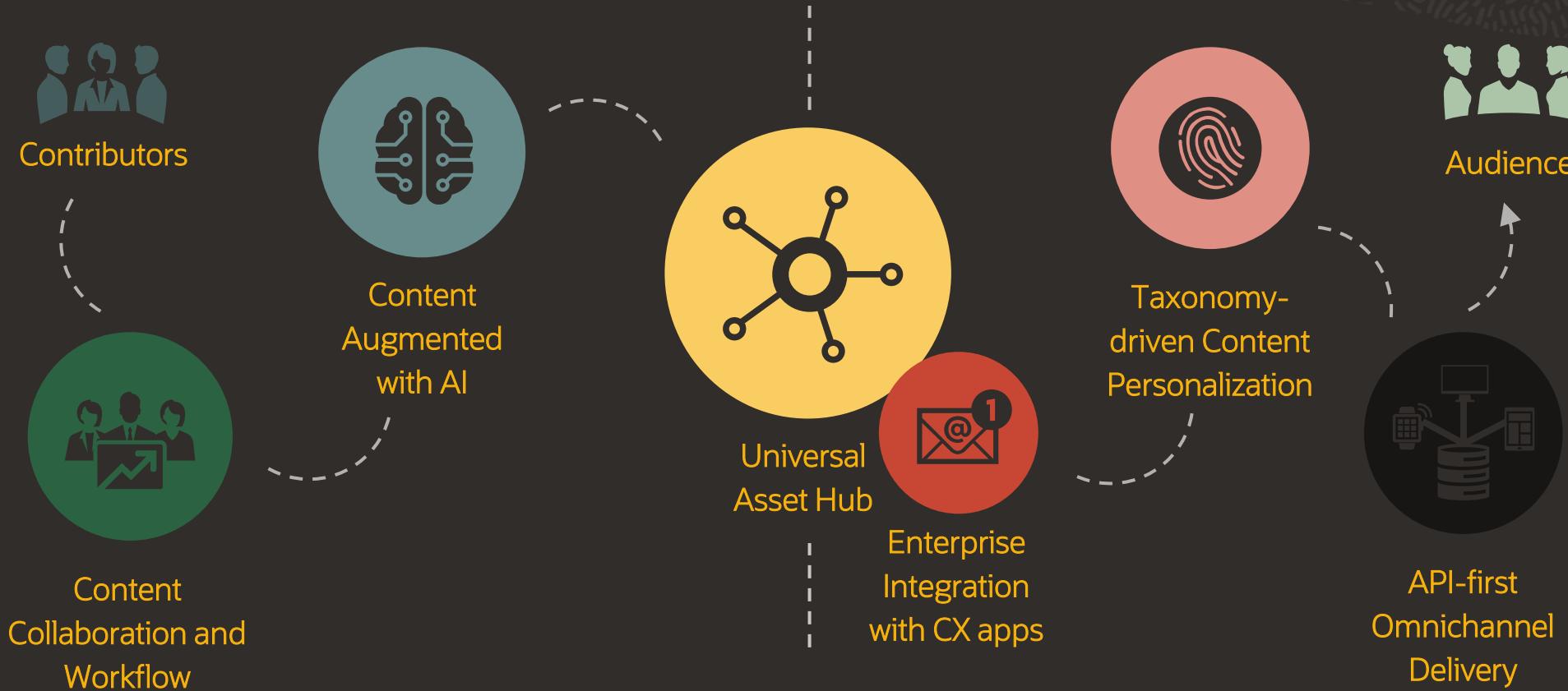
3. Install OCM Desktop Client

Instalation and configuration of Oracle Content Desktop client

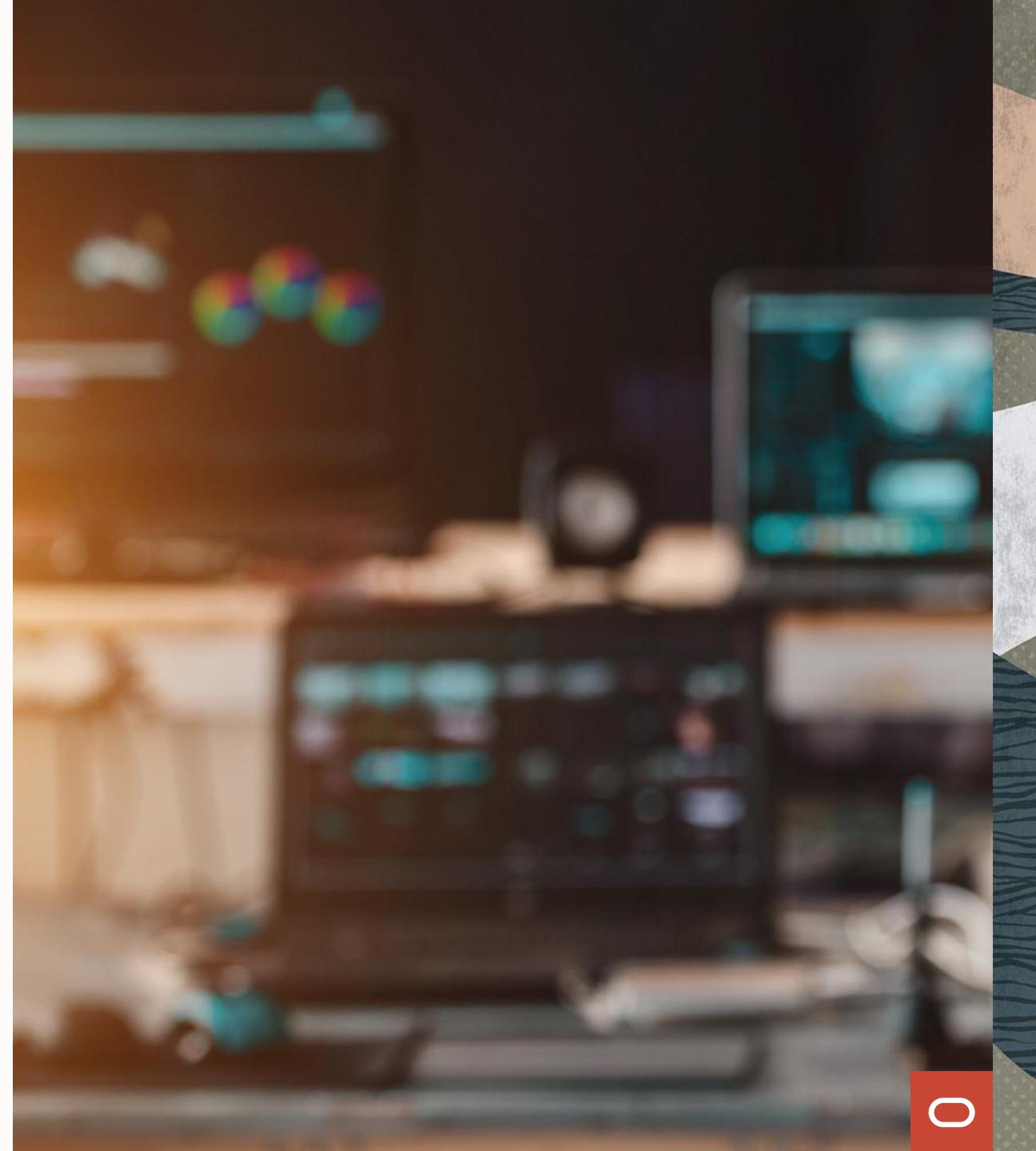
4. Working with documents

Oracle Content Management

A Multi-Channel Intelligent Content Platform



Provisioning Oracle Content Management



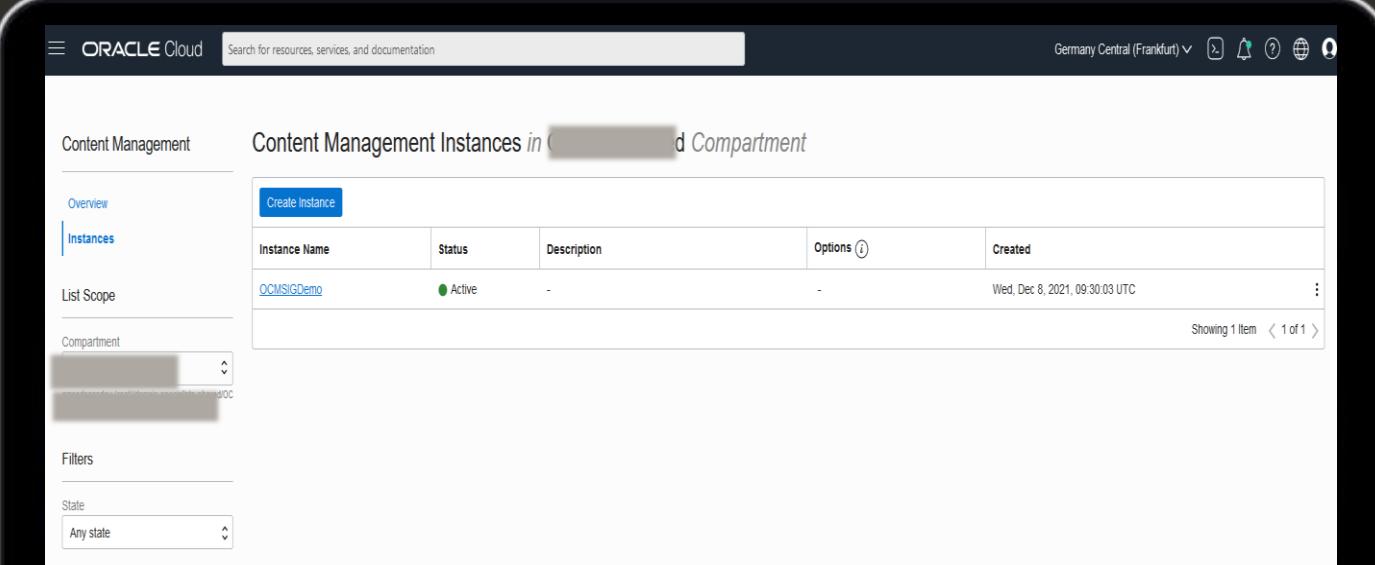
1. Provisioning OCM. Create your first OCM instance

Go to Developer Services -> Content Management ->Choose the right compartment and click “Create Instance”

The screenshot shows the Oracle Cloud Developer Services interface. On the left, there's a sidebar with various service links like Home, Compute, Storage, Networking, Oracle Database, Databases, Analytics & AI, Developer Services (which is currently selected), Identity & Security, Observability & Management, Hybrid, Migration, Billing & Cost Management, Governance & Administration, and Marketplace. The main content area is titled "Developer Services" and contains sections for Containers & Artifacts, Database Tools, DevOps, Developer Resources, and Related Services. A large purple arrow points from the "Content Management" link in the sidebar down to the "Content Management" section in the main content area. The main content area also features a "Get started with Content Management" section with a "Create Instance" button, and below it, a summary of 1 Instance, 1 Premium, 0 Starter, and 0 BYOL.

1. Provisioning OCM. Create your first OCM instance

After creating the instance it will take few moments and your instance will be up and running
We have created an instance called “OCMSIGDemo”



The screenshot shows the Oracle Cloud Content Management Instances page. On the left, there's a sidebar with 'Content Management' and 'Instances'. The main area displays a table with one row for the 'OCMSIGDemo' instance. The table columns are 'Instance Name', 'Status', 'Description', 'Options', and 'Created'. The 'Instance Name' column shows 'OCMSIGDemo', 'Status' shows 'Active' with a green dot, and 'Created' shows 'Wed, Dec 8, 2021, 09:30:03 UTC'. A pink arrow points from the text above to the 'Open Instance' button on the OCMSIGDemo instance details page.

OCMSIGDemo

Open Instance Move Resource Edit Instance More Actions

Created: Wed, Dec 8, 2021, 09:30:03 UTC
OCID: ...yqb5qknjod5e6i6iimi7yuha Show Copy
Last Updated: Wed, Dec 8, 2021, 09:35:56 UTC

Instance Type: Primary
Upgrade Schedule: Upgrade immediately
Instance Access Type: Public
License Type: Premium edition of Oracle Content Management Cloud Service

Resources Activities

Type	Status	Activity ID	Accept Time	Finished Time
Provision Oracle Content Management Instance	Succeeded	...y7b6da	Wed, Dec 8, 2021, 09:30:03 UTC	Wed, Dec 8, 2021, 09:30:03 UTC

1. Provisioning OCM. Create IDCS Group

After the instance is created, we need to add users to the service, but first we will create an IDCS group for OCM users. We called it a best practice – just create a group, and assign that group to all needed roles

The screenshot shows the Oracle Identity Cloud Service Groups page. The left sidebar includes options like Dashboard, Users, Groups (selected), Applications, Oracle Cloud Services, Jobs, Reports, Settings, and Security. The main content area has tabs for Resources and Users. The Resources tab shows a list of users with columns for Status, First Name, Last Name, OCI Synced User, and Created. The Users tab shows a list of groups with columns for Name, Description, and Members. The OCMSIG_Team group is selected, and a red arrow points from the 'Users' tab towards the 'Groups' tab.

Name	Description	Members
All_Tenant_Users	All Tenant Users	[Redacted]
Domain_Specialists	Domain Specialists	[Redacted]
IDCS_Administrators	IDCS Administrators	[Redacted]
OCI_Administrators	OCI Administrators	[Redacted]
OCMSIG_Team	Group Created for members of Oracle Content Management Interest Group	[Redacted]

The screenshot shows the Oracle Cloud Identity Provider Details page for OracleIdentityCloudService. It displays a large green circular icon with 'IDP' and 'ACTIVE' text. Below it, there are tabs for 'Identity Provider Information' and 'Tags'. The 'Identity Provider Information' tab contains fields for OCID (3cdky...), Created (Mon, Nov 29, 2021, 09:39:36 UTC), Type (IDCS), Encrypt Assertion (Disabled), Oracle Identity Cloud Service Console (https://idcs-b491bb438ac049ab8...), and IDCS service identifier (daa87c80ad354313987e9f3a141d7b89). The 'Tags' tab is also visible.

Oracle Content Management Roles and Permissions



Configured ones, used
always



O

2. OCM Roles and permissions

About Oracle Content Management User Roles

The screenshot shows a list of user roles under the 'CECSAUTO' group. A purple arrow points from the 'Assign Groups' option in the context menu of the first row to the main list of roles.

User Role	Description	Users Assigned	Groups Assigned
CECEnterpriseUser	Content and Experience Cloud Enterprise User	5 Users Assigned	1 Groups Assigned
CECCaptureAdministrator	Content and Experience Cloud Capture Administrator	5 Users Assigned	1 Groups Assigned
CECContentAdministrator	Content and Experience Cloud Content Administrator	5 Users Assigned	1 Groups Assigned
CECCaptureClient	Content and Experience Cloud Capture Client	5 Users Assigned	1 Groups Assigned
CECSitesVisitor	Content and Experience Cloud Sites Visitor	5 Users Assigned	1 Groups Assigned
CECDveloperUser	Content and Experience Cloud Developer User	5 Users Assigned	1 Groups Assigned
CECExternalUser	Content and Experience Cloud External User	5 Users Assigned	1 Groups Assigned
CECRepositoryAdministrator	Content and Experience Cloud Repository Administrator	5 Users Assigned	1 Groups Assigned
CECServiceAdministrator	Content and Experience Cloud Service Administrator	5 Users Assigned	1 Groups Assigned
CECSitesAdministrator	Content and Experience Cloud Sites Administrator	5 Users Assigned	1 Groups Assigned
CECStandardUser	Content and Experience Cloud Standard User	5 Users Assigned	1 Groups Assigned

User Role	Description	Users Assigned	Groups Assigned
CECEnterpriseUser	Content and Experience Cloud Enterprise User	5 Users Assigned	1 Groups Assigned
CECCaptureAdministrator	Content and Experience Cloud Capture Administrator	5 Users Assigned	1 Groups Assigned
CECContentAdministrator	Content and Experience Cloud Content Administrator	5 Users Assigned	1 Groups Assigned
CECCaptureClient	Content and Experience Cloud Capture Client	5 Users Assigned	1 Groups Assigned
CECSitesVisitor	Content and Experience Cloud Sites Visitor	5 Users Assigned	1 Groups Assigned
CECDriverUser	Content and Experience Cloud Developer User	5 Users Assigned	1 Groups Assigned
CECExternalUser	Content and Experience Cloud External User	5 Users Assigned	1 Groups Assigned
CECRepositoryAdministrator	Content and Experience Cloud Repository Administrator	5 Users Assigned	1 Groups Assigned
CECServiceAdministrator	Content and Experience Cloud Service Administrator	5 Users Assigned	1 Groups Assigned
CECSitesAdministrator	Content and Experience Cloud Sites Administrator	5 Users Assigned	1 Groups Assigned
CECStandardUser	Content and Experience Cloud Standard User	5 Users Assigned	1 Groups Assigned

2. OCM Roles and permissions

Based on the role, limited actions will be available from the interface

ORACLE Content Management - OraDocs

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Thursday, February 24, 2022 12:26 AM

Recent Items

No recent items.

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Favorite Documents

Favorite Conversations

View Quota

Open Documents Trash

Open Sites Trash

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Content Management

Home

Thursday, February 24, 2022 12:30 AM

Recent Items

- Digital Content Asset Repo
Yesterday at 5:51 PM
- production ID 4909244...
Yesterday at 5:46 PM
- Hiking-Club
Yesterday at 5:26 PM
- List of Sites
Yesterday at 5:25 PM
- pexels-dziana-hasanbek...
Yesterday at 4:00 PM
- I4
Yesterday at 3:29 PM
- Documents Home
Yesterday at 3:29 PM
- production ID 4047429...
Yesterday at 2:15 PM
- pexels-dario-fernandez-...
Yesterday at 1:50 PM
- Hiking
Yesterday at 1:38 PM

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Content Administration

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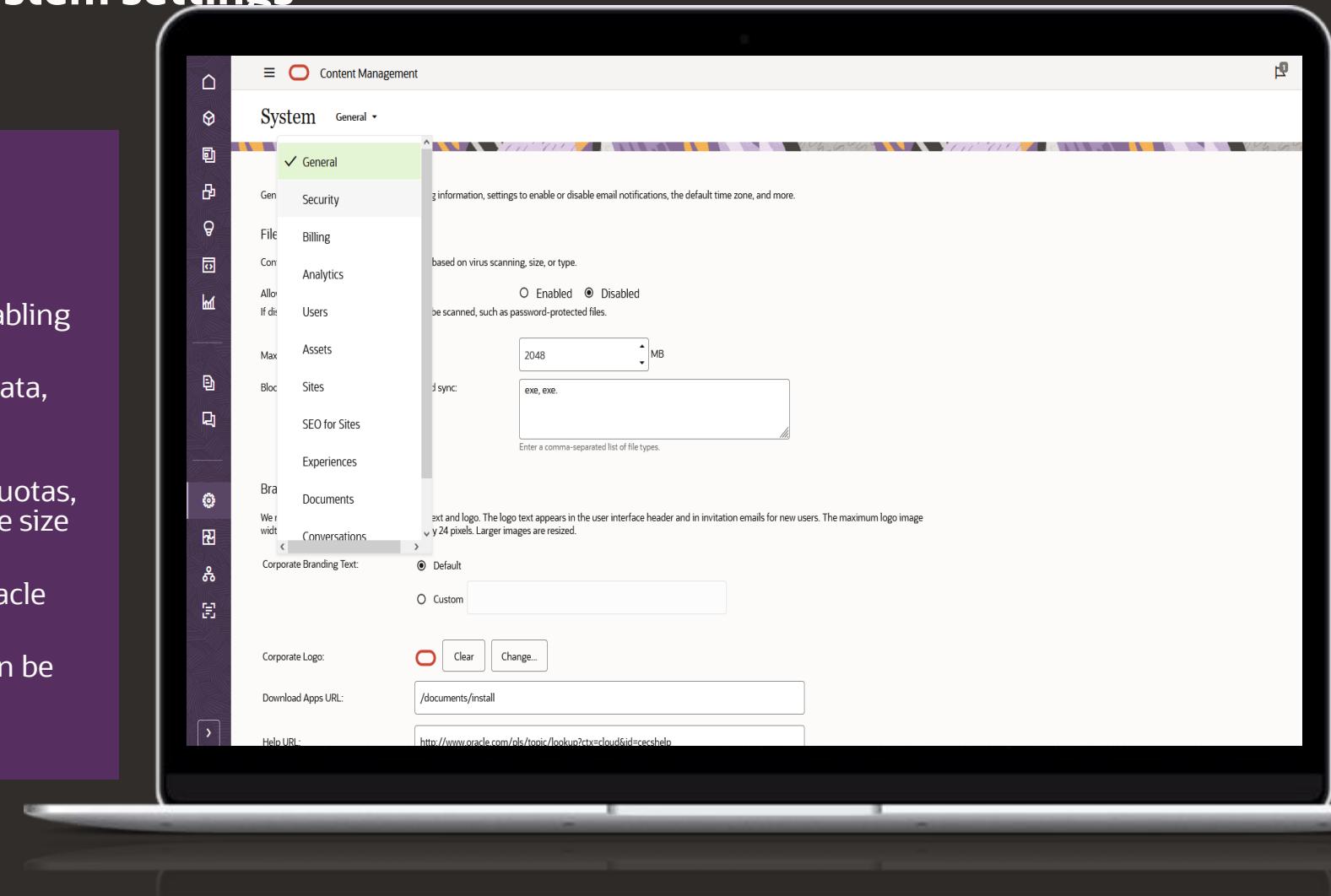
Oracle Content Management System settings



3. Oracle Content Management System settings

Service administrator from the System interface can configure the following:

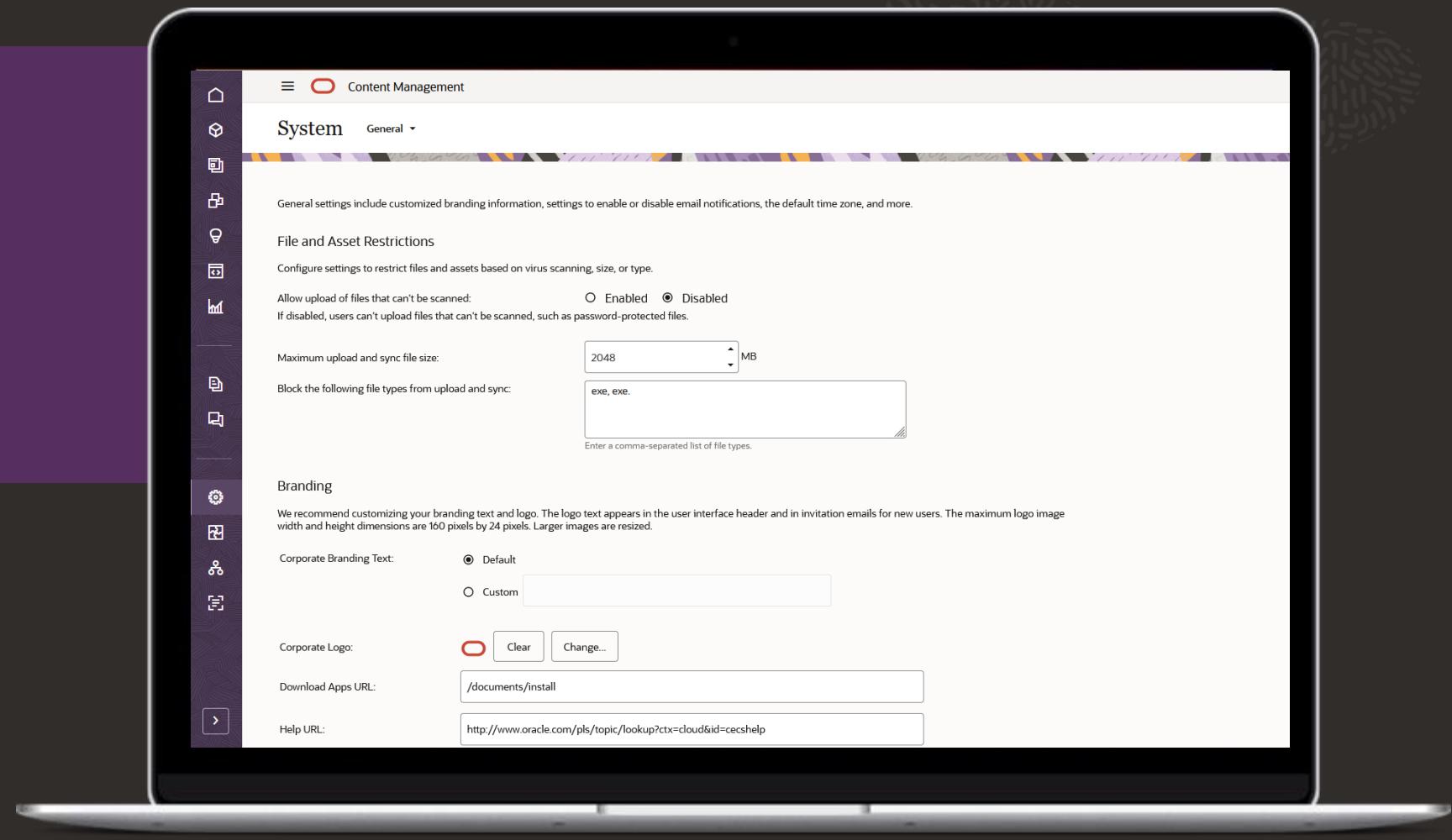
- ✓ Configure general settings such as branding, enabling notifications, and default time zone and language.
- ✓ Configure user settings such as syncing profile data, setting the default role for new members added to folders, and transferring content ownership.
- ✓ Configure documents settings such as storage quotas, enabling public links, and setting restrictions on the size and types of files that can be uploaded.
- ✓ Configure custom properties (must also have Oracle Content Management Enterprise User role).
- ✓ Configure sites settings such as whether sites can be created and installing the default site templates.



3. Oracle Content Management System settings

Configure general settings

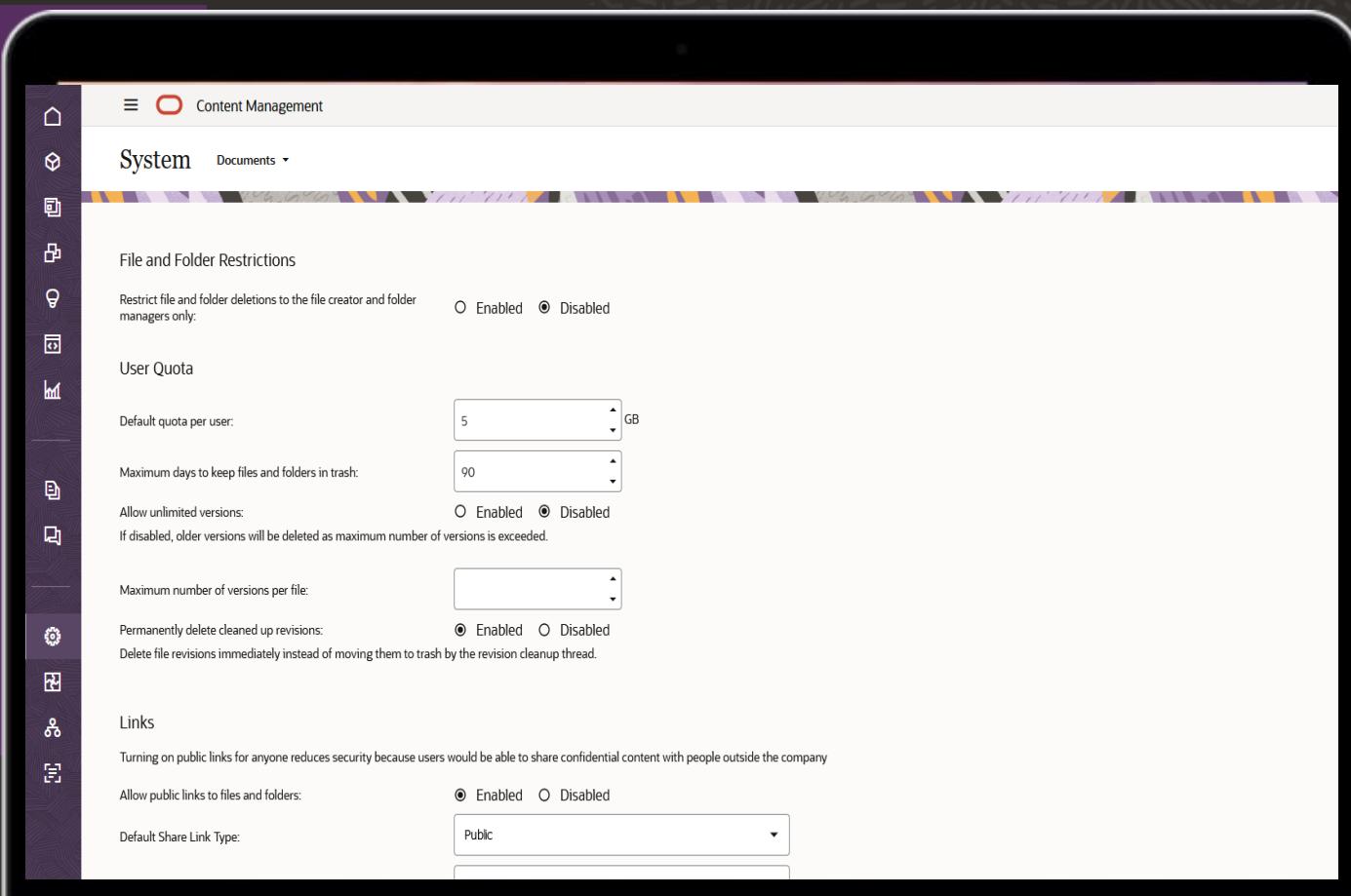
- ✓ Branding
- ✓ Enable/Disable file security scanning
- ✓ Enable/Disable Notifications
- ✓ Time zone and Language



3. Oracle Content Management System settings

Configure Document settings

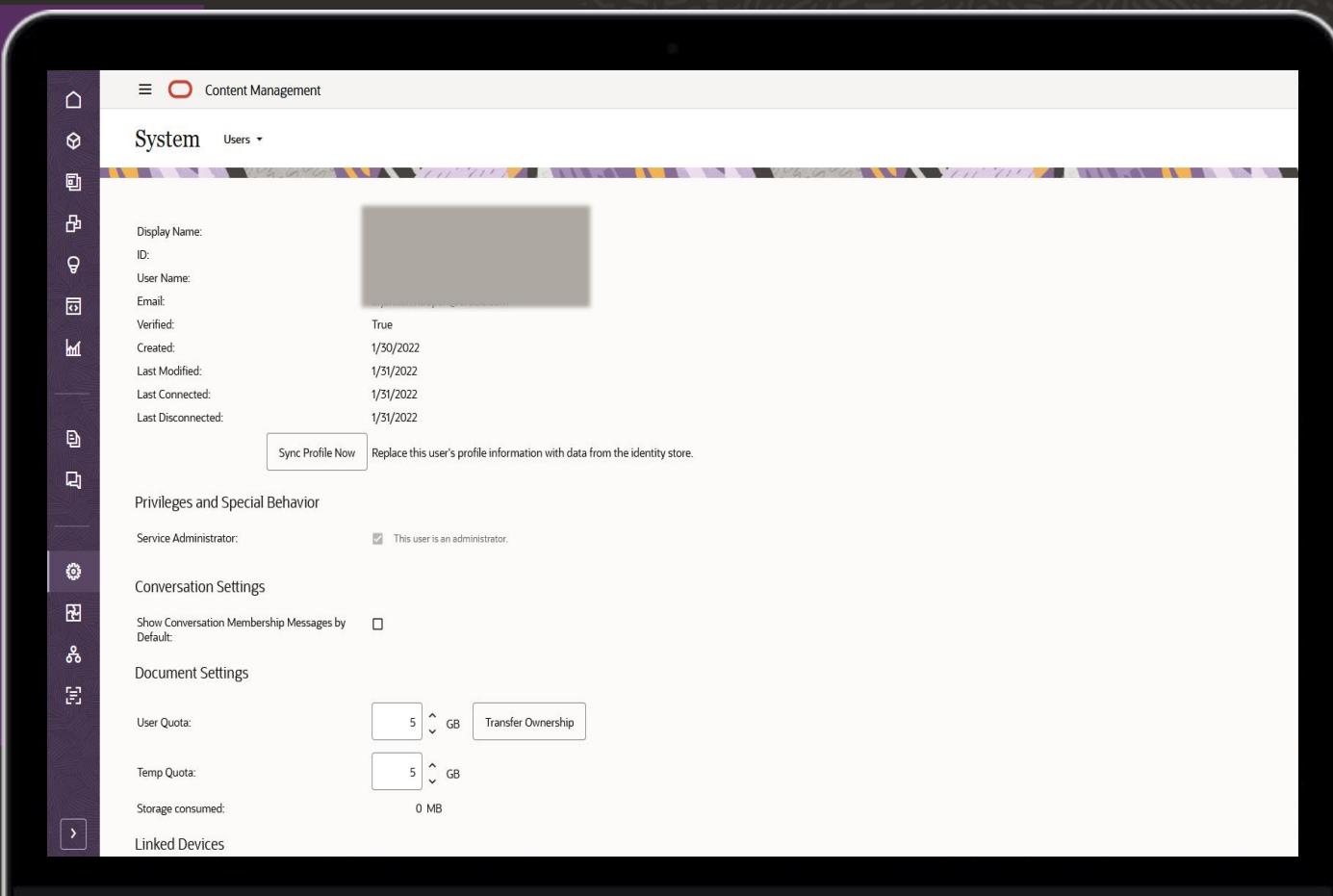
- ✓ Default quota per user
- ✓ Maximum versions per file
- ✓ Enable/Disable public links



3. Oracle Content Management System settings

Configure user settings

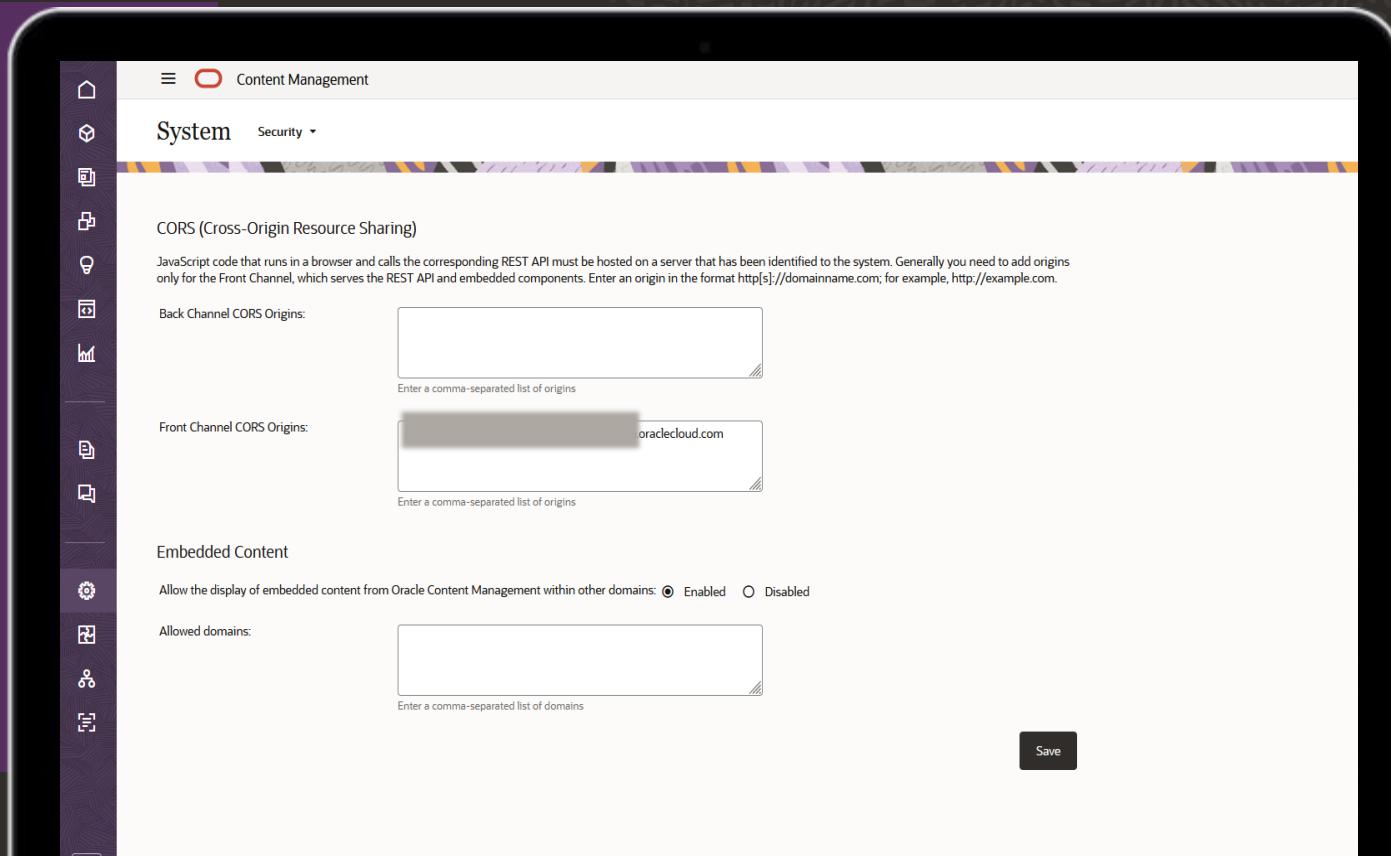
- ✓ Privileges quota per user
- ✓ Personalized Temp quota and User Quota



3. Oracle Content Management System settings

Configure Security settings

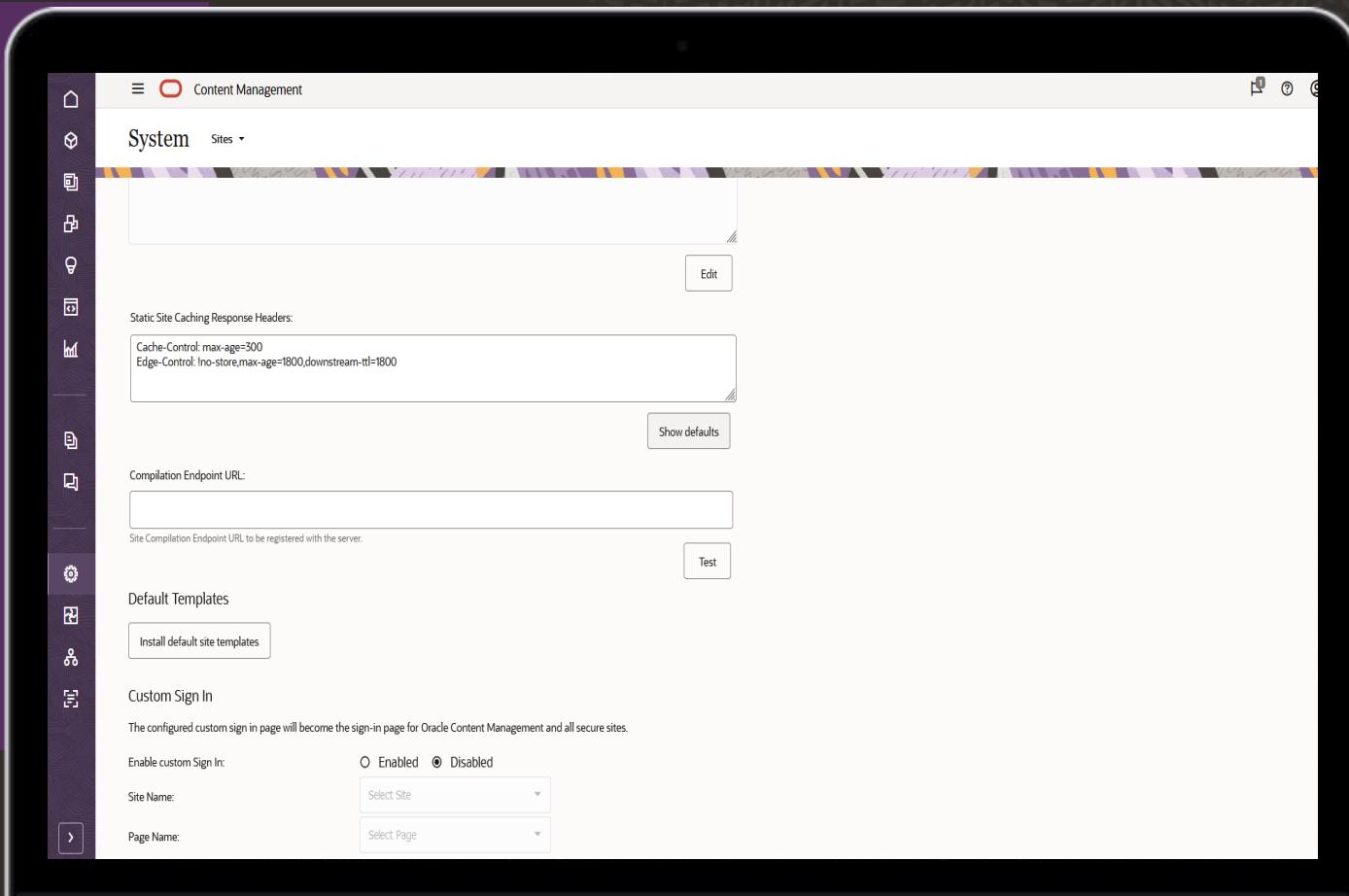
- ✓ CORS
- ✓ Allowed domains
- ✓ Embedded content



3. Oracle Content Management System settings

Configure Sites settings

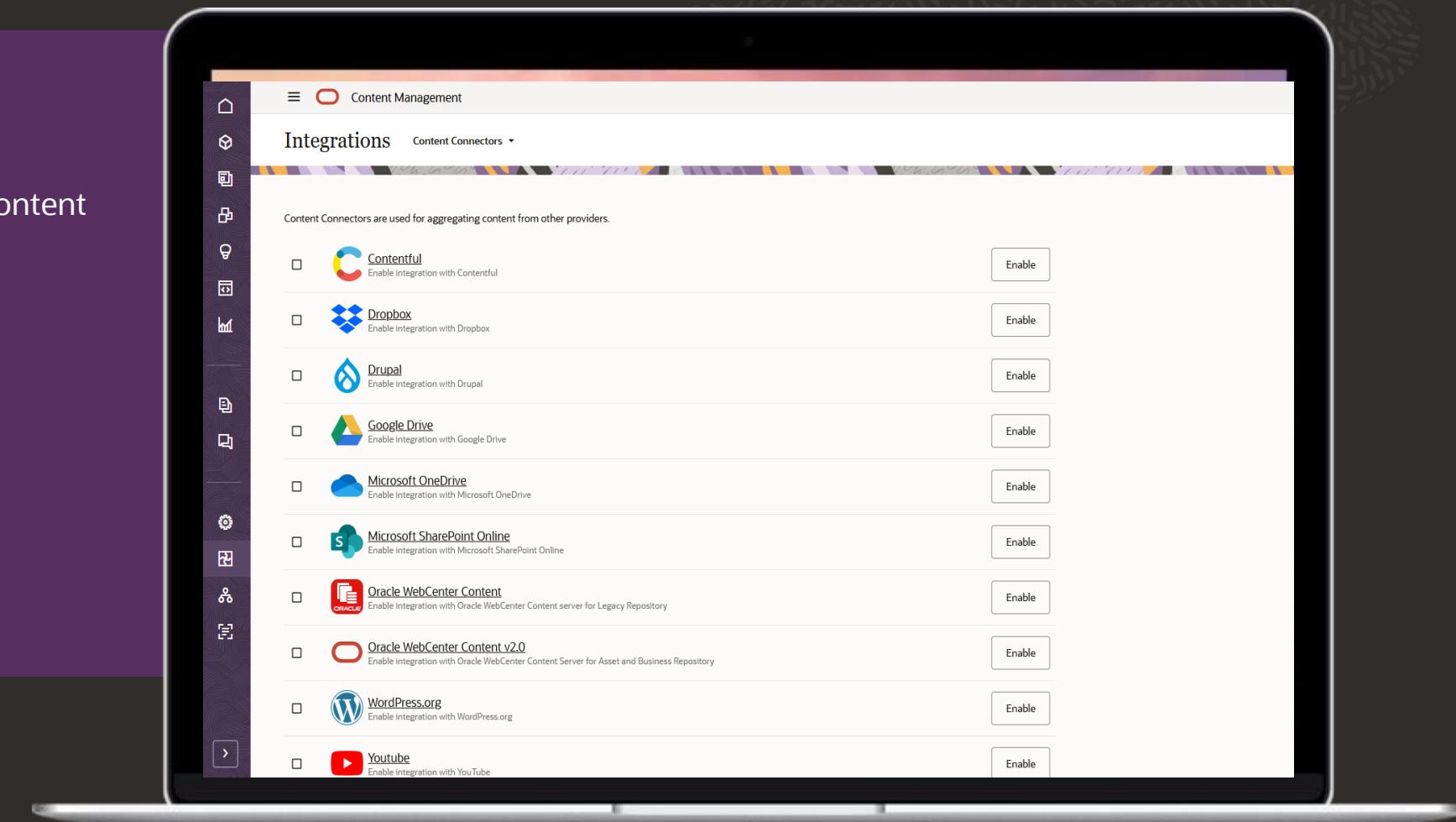
- ✓ Install default site templates



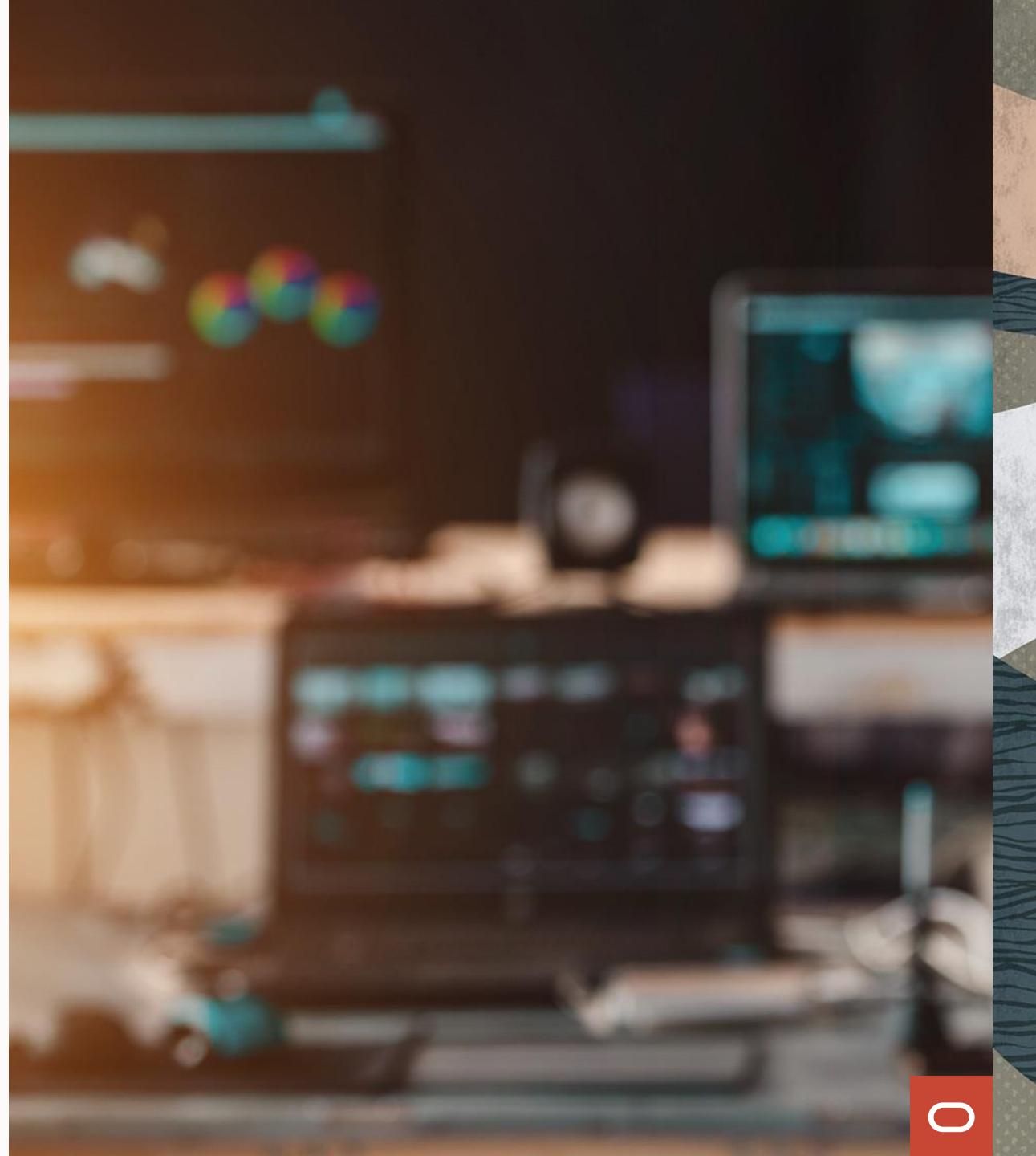
3. Oracle Content Management System settings

Enable Integrations

- ✓ Establish the integration with other content management providers



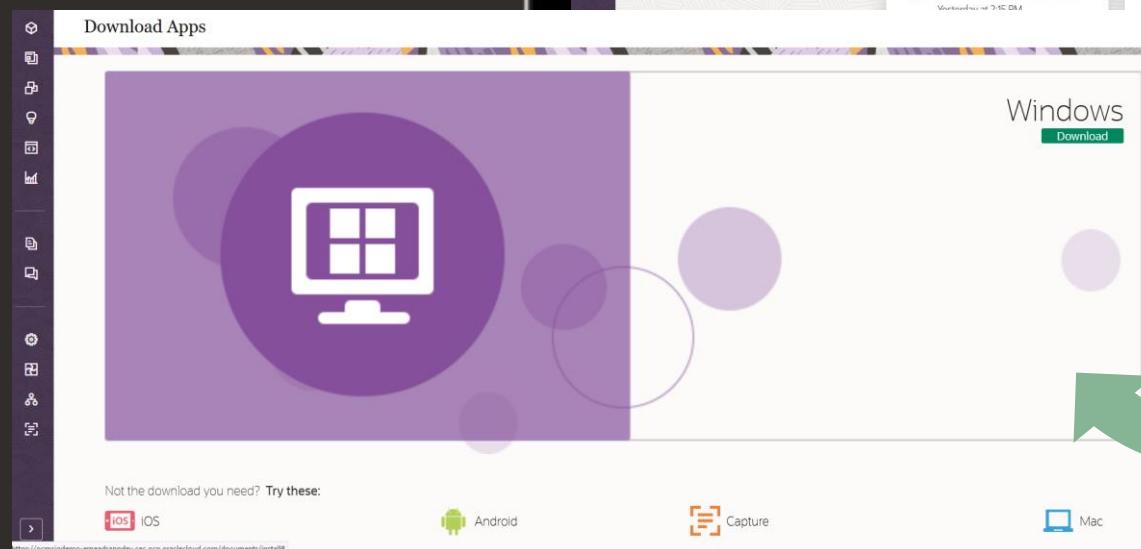
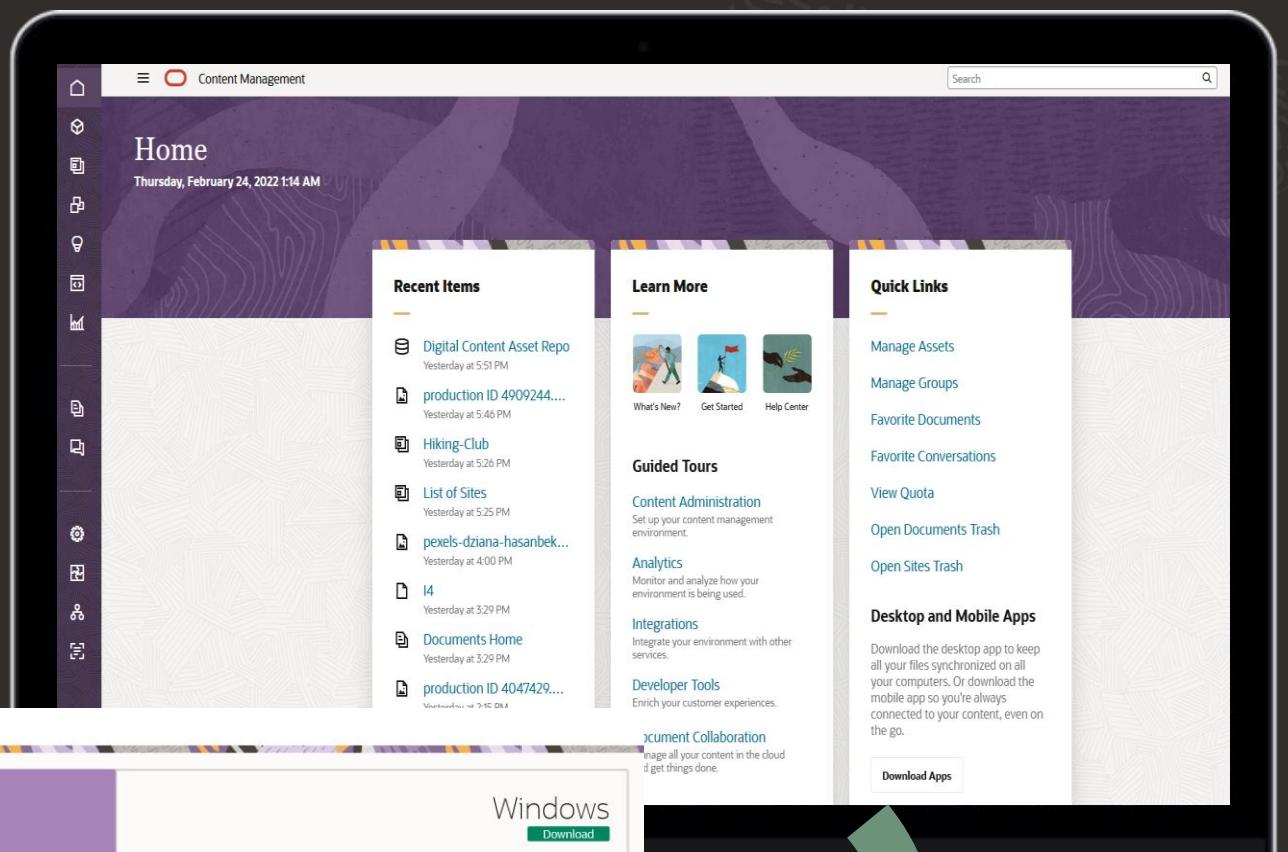
Oracle Content Management Desktop Client Installation



4. Install OCM Desktop Client

From the home screen navigate to
“Download Apps”

Download the version accordingly to
your OS and install it



4. Install OCM Desktop Client

Connect to your OCM instance

- ✓ Copy the service URL from the Download Apps page
- ✓ You will be required to login
- ✓ Choose a local folder in order to sync content
- ✓ Check the synchronization status

Add Account

Enter Service URL

Enter the URL for the Oracle Content account you want to add.

Your service URL is the web address you use to access Oracle Content online. You can also find it in the welcome email you received when you were given access to Oracle Content.

Next > **Cancel**

Content Management

Download Apps

User Name [REDACTED]

Service Url https://ocmsigdemo-eu.oraclecloud.com

Add Account

Enter Service URL

https://ocmsigdemo-eu.oraclecloud.com

You're up to date
Choose folders to sync.

File	Action	Last Synced	Checkmark
14	Downloaded v1	9 hours ago	✓
production ID 4909244.mp4	Removed	11 hours ago	✓
production ID 3755743.mp4	Moved	11 hours ago	...
production ID 4060979.mp4	Moved	11 hours ago	✓
production ID 4763873.mp4	Moved	11 hours ago	✓
pexels-cottonbro-9943276.mp4	Downloaded v1	12 hours ago	✓
Pending sync			>

OCM Resources



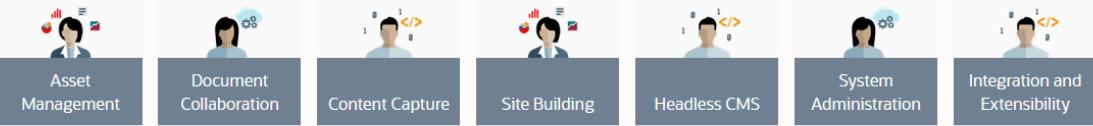
Your Help in Bad Times ... Documentation

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Oracle Content Management

Oracle Content Management is a cloud-based content hub to drive omni-channel content management and accelerate experience delivery. It offers powerful collaboration, workflow management, and development capabilities to streamline the creation and delivery of content and improve customer and employee engagement.

Select an area to see important topics for you:



The screenshot shows a dark-themed web page with two main sections. On the left, under 'Basics', there's a 'Get Started' button and a list of links: Learn about Oracle Content Management, Related Video • Product Tour, Try Oracle Cloud Free Tier, Learn about Universal Credits, Supported software, devices, languages, and file formats, Learn about security, Learn about roles, Sign up and sign in, and Manage your password. On the right, under 'Deploy and Manage', there's a 'Get Started' button and a list of links: Deploy Content Management on OCI [video], Purchase and activate an Oracle Cloud subscription, Create an instance, Set up users and groups, Roll out the service to users, Configure service settings, Manage users, groups, and access, Monitor the service, and Analyze service usage.

<https://docs.oracle.com/en/cloud/paas/content-cloud/>

Oracle Content Management Explorer

I encourage you to go through our new **Oracle Content Management Explorer** course on the Oracle Learning Platform.

It is a course within 1.5 hours that explains exactly what you need: Use cases, features, navigation through the product. After completing this course and taking the assessment, you will earn a badge that will be posted on your Aria and Connections profile, more than that you can attach this badge to your LinkedIn profile.

<https://learn.oracle.com/ols/learning-path/oracle-content-management-explorer/37002/98306>



A screenshot of the Oracle Learning Platform interface. At the top, there's a navigation bar with "University Learning Subscription", "Home", "Courses", "Live Sessions", "Progress", "Favorites", "Sign In", and "Guest User | Buy Now". On the right, there's a sidebar with "Not Started", "Your Goal: Pass Assessment", "0 of 7 items completed", and a button "Enroll in this path". The main content area shows a learning path for "Oracle Content Management Explorer". It starts with "Introduction" (Module, Free, 11m), followed by "DAM" (Module, Free, 28m), "Content" (Module, Free, 26m), and "Designing & Deploying Experiences" (Module, Free, 26m). Each module has a progress bar at 0% completion.

Happy to connect



Thank You!

