



# Oracle Content Management

Get started

**Lemnaru Cristina**

Domain Specialist Cloud Engineer - OCM

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

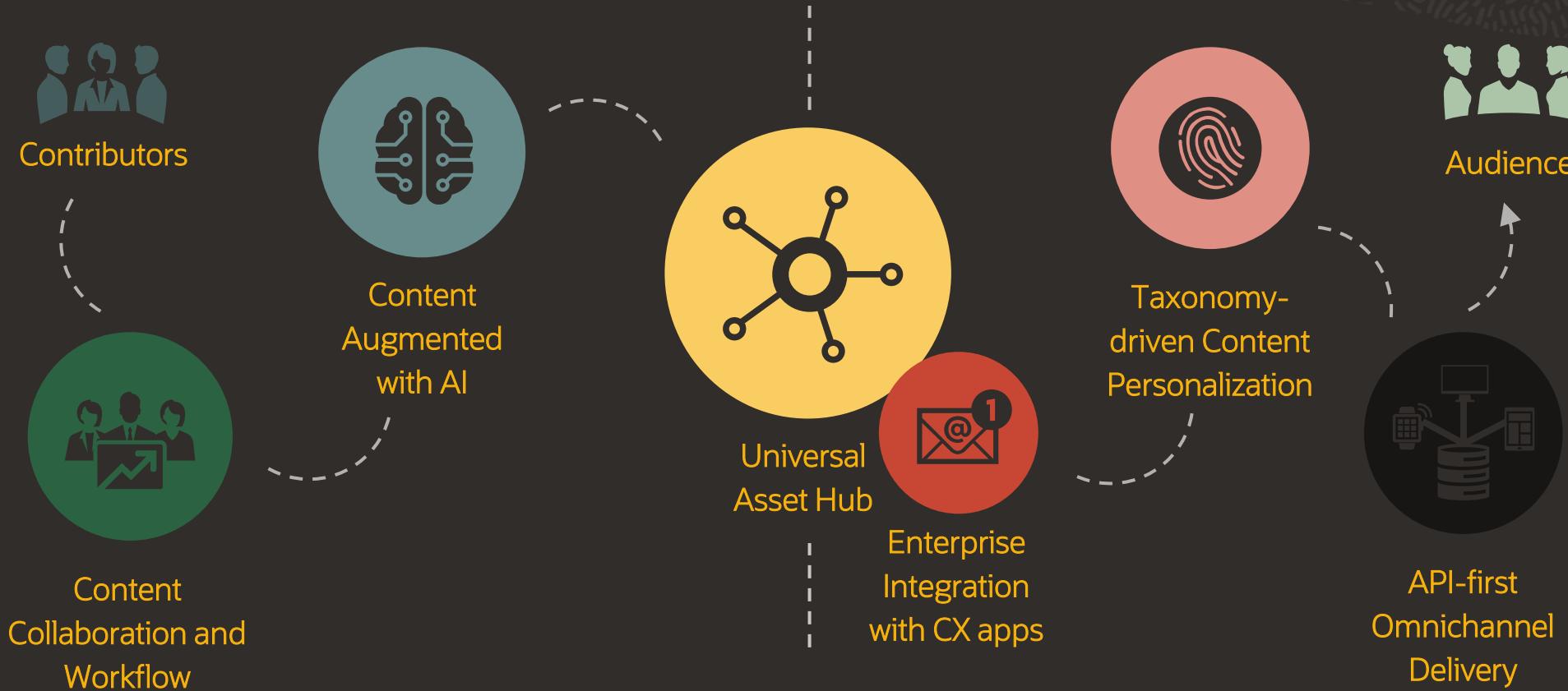
## 3. Install OCM Desktop Client

Instalation and configuration of Oracle Content Desktop client

## 4. Working with documents

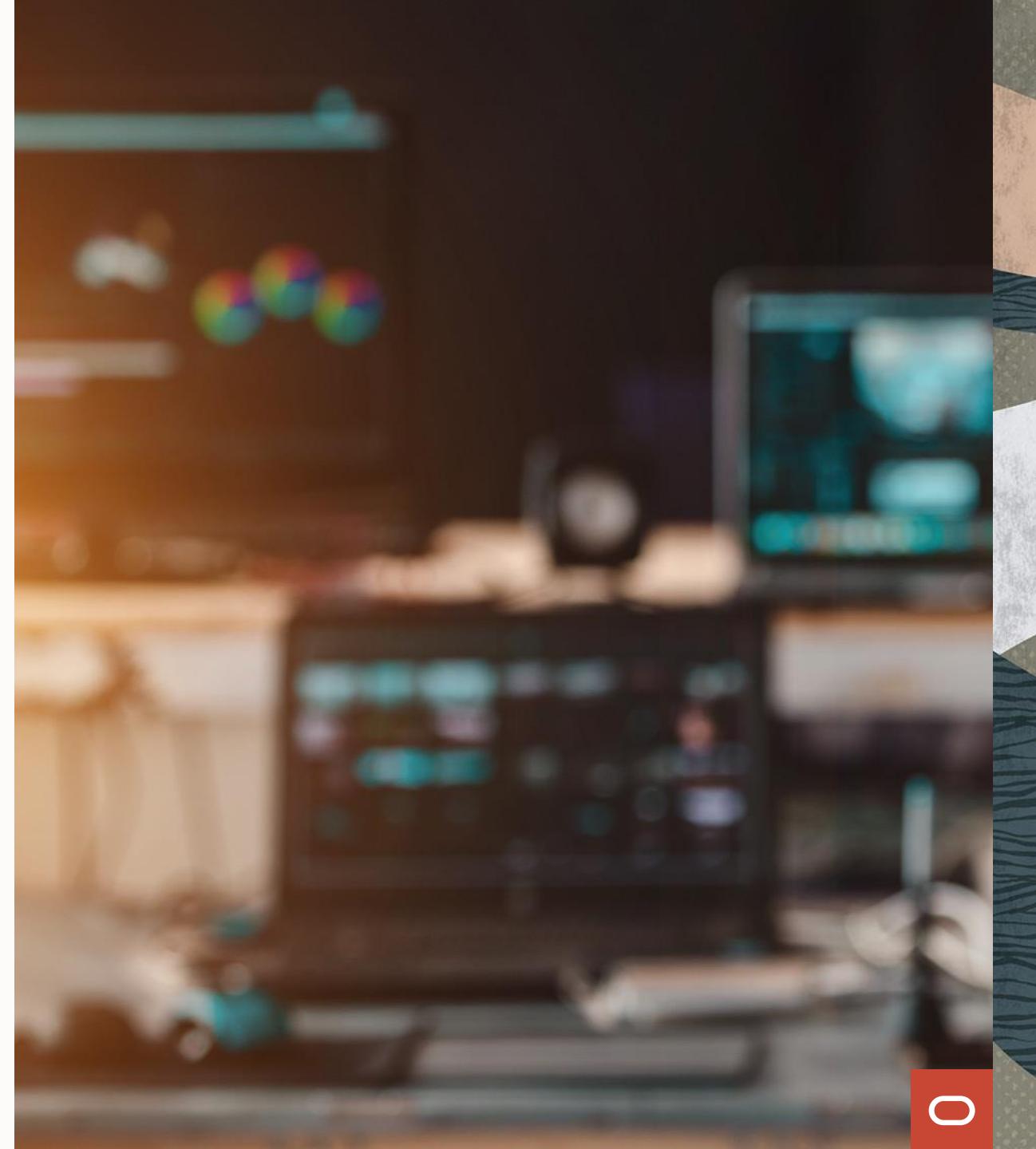
# Oracle Content Management

A Multi-Channel Intelligent Content Platform



# Provisioning Oracle Content Management

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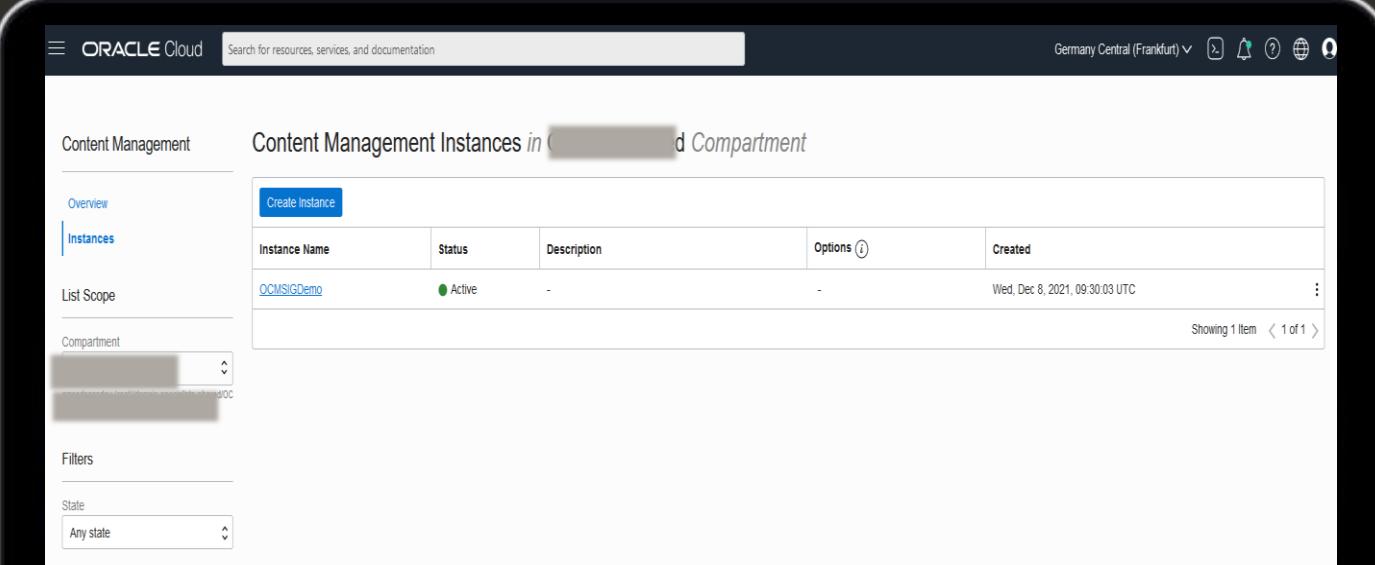
# 1. Provisioning OCM. Create your first OCM instance

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

The image displays two screenshots of the Oracle Cloud interface. The top screenshot shows the 'Developer Services' dashboard with various categories like Containers & Artifacts, Database Tools, DevOps, and Developer Resources. The 'Content Management' section is highlighted with a red arrow pointing from the purple box above. The bottom screenshot shows the 'Content Management' service interface, specifically the 'Overview' tab. It features a 'Get started with Content Management' section with a 'Create Instance' button. Below this, it shows '1 Instance' (1 Premium, 0 Starter, 0 BYOL) and a summary of tasks: 'Create an ATP database' (3-5 mins), 'Create a stack' (2-6 mins), 'Create an ADW database' (3-5 mins), and 'Store data' (2-6 mins). A sidebar on the right offers a 'Free OCI certification' exam.

# 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 a green circle containing 'CM' and the word 'ACTIVE'. The main area displays the 'OCMSIGDemo' instance details. It includes sections for 'Instance Information' (Created: Wed, Dec 8, 2021, 09:30:03 UTC, OCID: ..., Last Updated: Wed, Dec 8, 2021, 09:35:56 UTC), 'Instance Type' (Primary), 'Upgrade Schedule' (Upgrade immediately), 'Instance Access Type' (Public), and 'License Type' (Premium edition of Oracle Content Management Cloud Service). Below this, the 'Activities' section shows a single entry: 'Provision Oracle Content Management Instance' with a status of 'Succeeded' (Activity ID: ..., Accept Time: Wed, Dec 8, 2021, 09:30:03 UTC, Finished Time: 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 sidebar on the left lists various service categories like Dashboard, Users, Groups, Applications, etc. The main area displays a list of groups:

Group	Description
All Tenant Users	All Tenant Users
Domain_Specialists	
IDCS_Administrators	
OCI_Administrators	
OCMSIG_Team	Group Created for members of Oracle Content Management Interest Group

The screenshot shows the Oracle Cloud Identity Provider Details page for OracleIdentityCloudService. The page includes the following details:

- Identity Provider Information:
  - OCID: ...3cdky... (with Show and Copy buttons)
  - Created: Mon, Nov 29, 2021, 09:39:36 UTC
  - Encrypt Assertion: Disabled
  - Oracle Identity Cloud Service Console: <https://idcs-b491bb438ac049ab8>
  - IDCS service identifier: daa87c80ad354313987e9f3a141d7b89
  - Authentication Contexts: -
- Users: A table listing users associated with the provider, including their status, first name, last name, and creation date.

# Oracle Content Management Roles and Permissions

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Configured ones, used  
always



O

## 2. OCM Roles and permissions

### About Oracle Content Management User Roles

The screenshot shows a user interface for managing user roles. At the top, there's a header with the text "About Oracle Content Management User Roles". Below this, a large yellow box contains the title "bCECSAUTO". Underneath, there's a table with two rows. Each row has two columns: "5 Users Assigned" and "1 Groups Assigned". To the right of the table is a vertical menu with options: "Assign Users", "Revoke Users", "Assign Groups" (which is highlighted with a blue background), "Revoke Groups", "Assign Applications", and "Revoke Applications". A large purple arrow points from the "Assign Groups" menu item down to a list of user roles.

<b>CECEEnterpriseUser</b> Content and Experience Cloud Enterprise User	5 Users Assigned	1 Groups Assigned
<b>CECCaptureAdministrator</b> Content and Experience Cloud Capture Administrator	5 Users Assigned	1 Groups Assigned
<b>CECContentAdministrator</b> Content and Experience Cloud Content Administrator	5 Users Assigned	1 Groups Assigned
<b>CECCaptureClient</b> Content and Experience Cloud Capture Client	5 Users Assigned	1 Groups Assigned
<b>CECSitesVisitor</b> Content and Experience Cloud Sites Visitor		
<b>CECDveloperUser</b> Content and Experience Cloud Developer User	5 Users Assigned	1 Groups Assigned
<b>CECEExternalUser</b> Content and Experience Cloud External User		
<b>CECRepositoryAdministrator</b> Content and Experience Cloud Repository Administrator	5 Users Assigned	1 Groups Assigned
<b>CECServiceAdministrator</b> Content and Experience Cloud Service Administrator	5 Users Assigned	1 Groups Assigned
<b>CECSitesAdministrator</b> Content and Experience Cloud Sites Administrator	5 Users Assigned	1 Groups Assigned
<b>CECStandardUser</b> Content and Experience Cloud Standard User		

## 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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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
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Yesterday at 1:38 PM

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# Oracle Content Management System settings

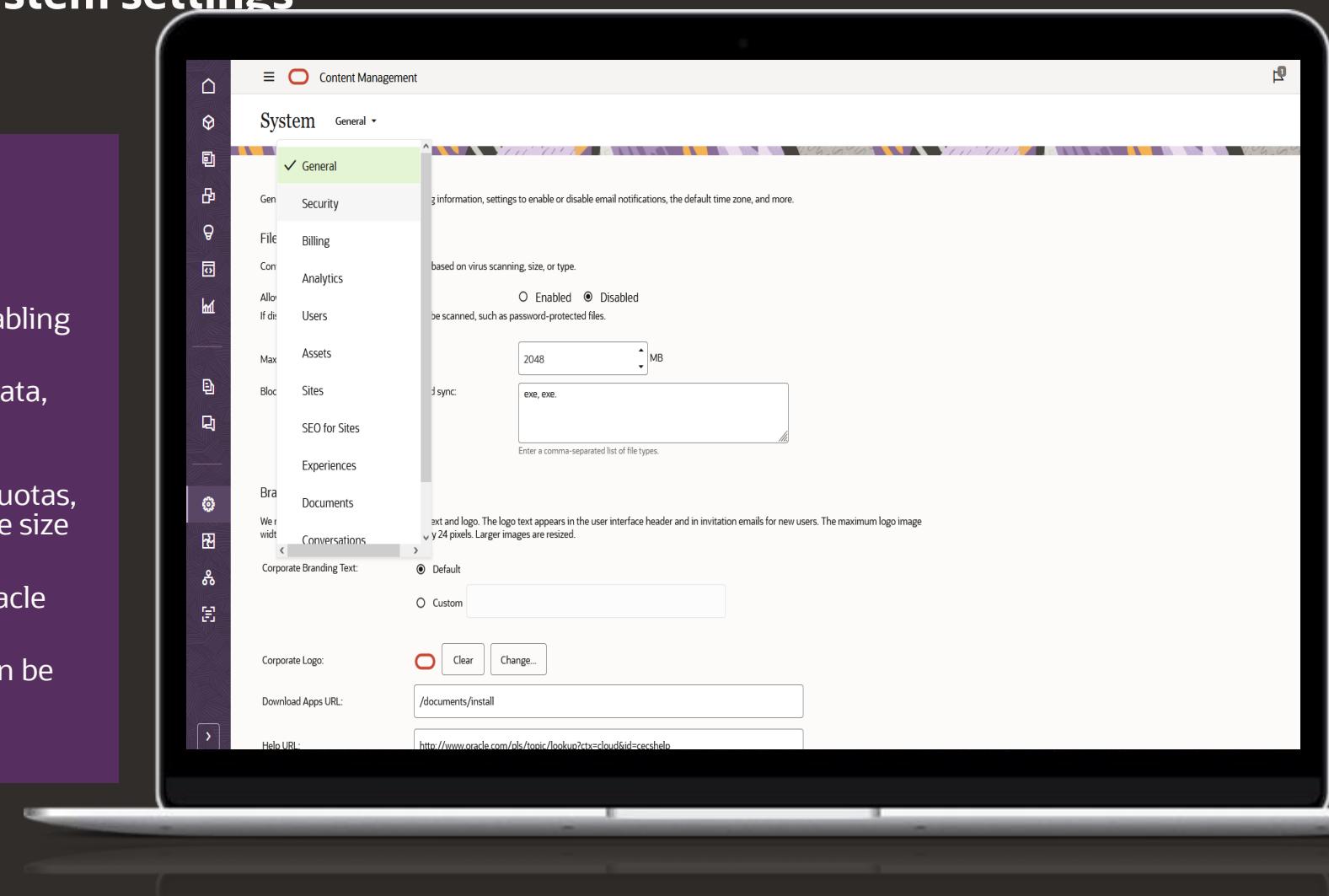
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### 3. Oracle Content Management System settings

Service administrator from the System interface can configure the following:

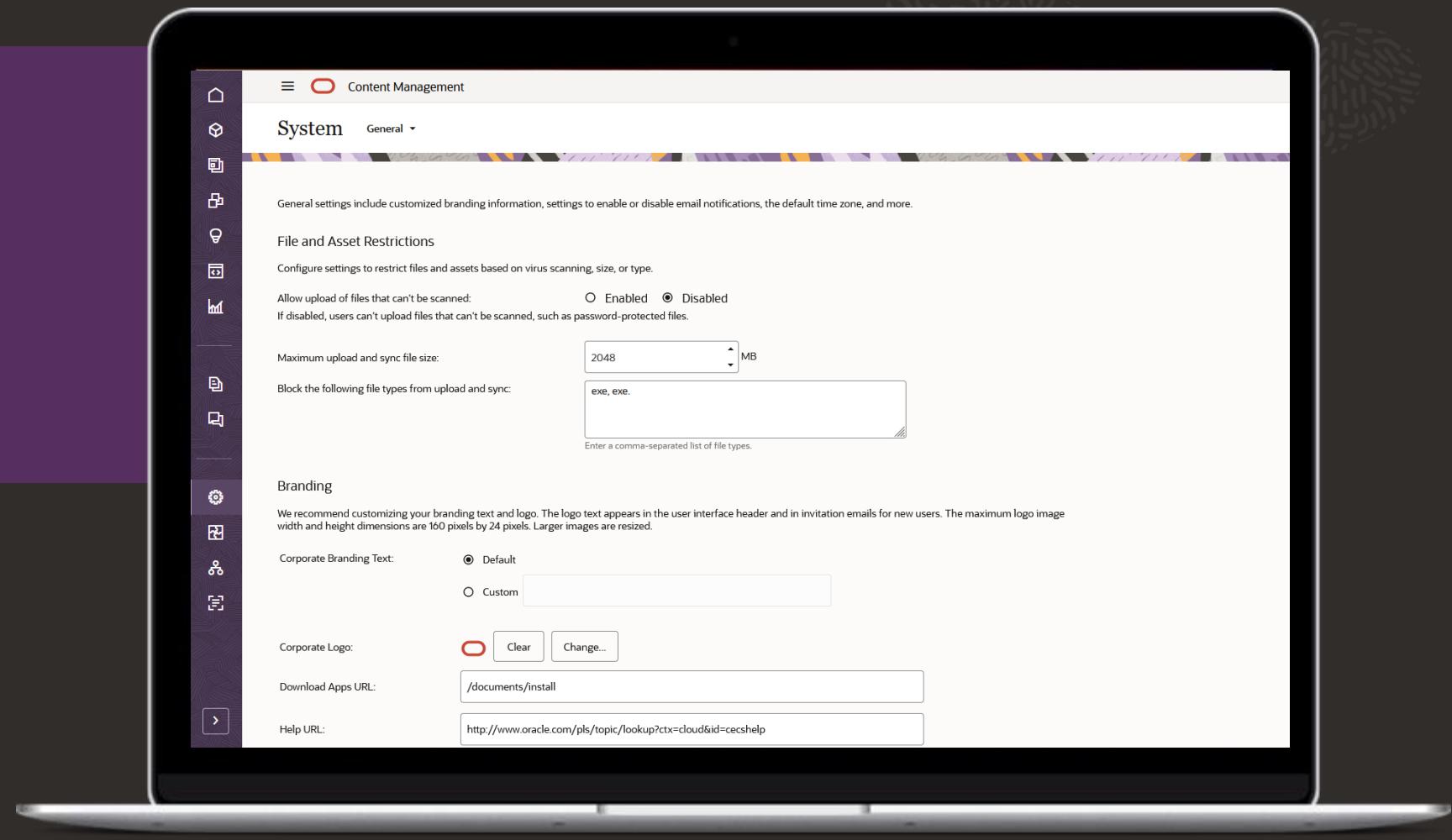
- ✓ Configure general settings such as branding, enabling notifications, and default time zone and language.
- ✓ Configure user settings such as syncing profile data, setting the default role for new members added to folders, and transferring content ownership.
- ✓ Configure documents settings such as 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

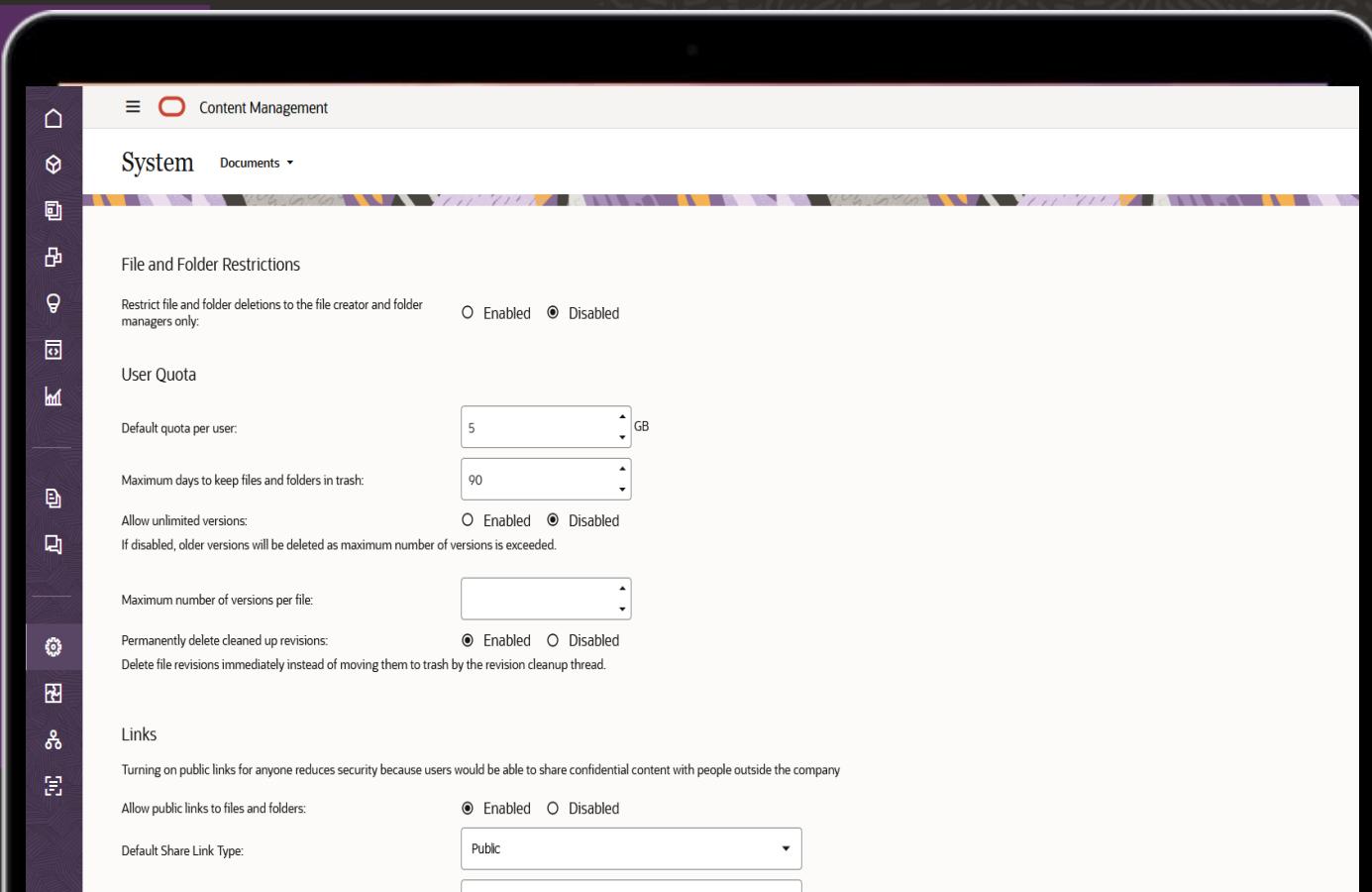
- ✓ Branding
- ✓ Enable/Disable file security scanning
- ✓ Enable/Disable Notifications
- ✓ Time zone and Language



### 3. Oracle Content Management System settings

#### Configure Document settings

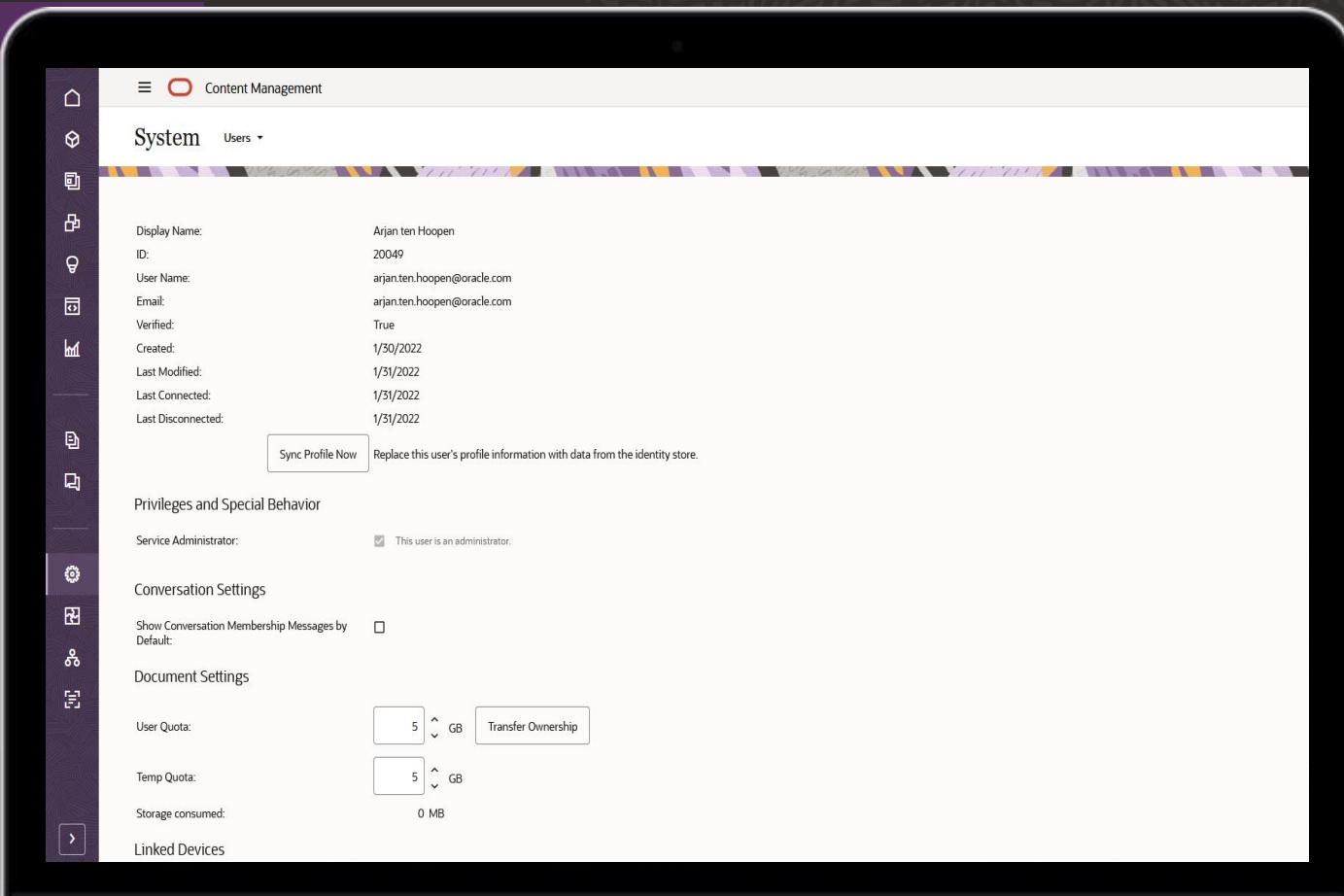
- ✓ Default quota per user
- ✓ Maximum versions per file
- ✓ Enable/Disable public links



### 3. Oracle Content Management System settings

#### Configure user settings

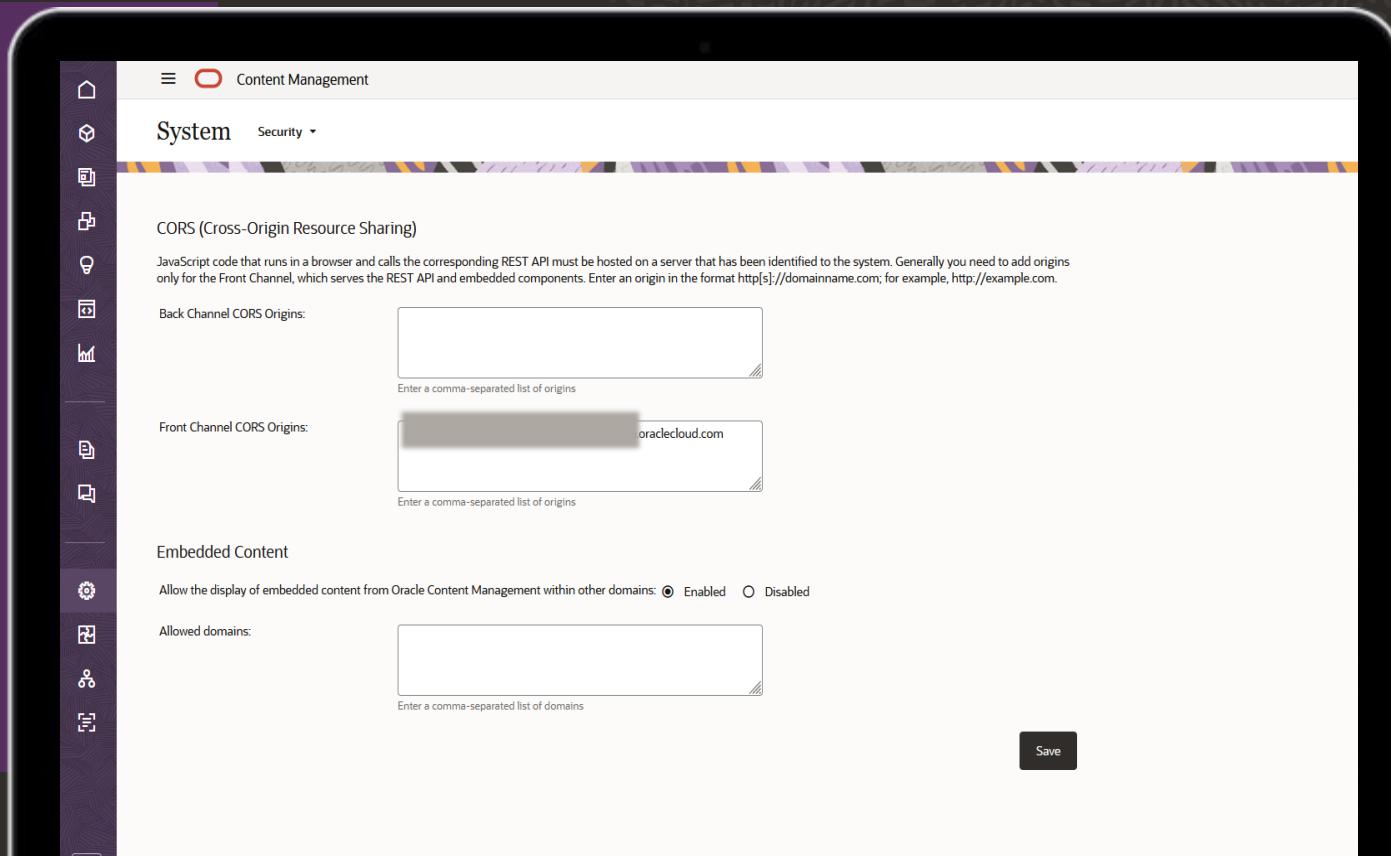
- ✓ Privileges quota per user
- ✓ Personalized Temp quota and User Quota



### 3. Oracle Content Management System settings

#### Configure Security settings

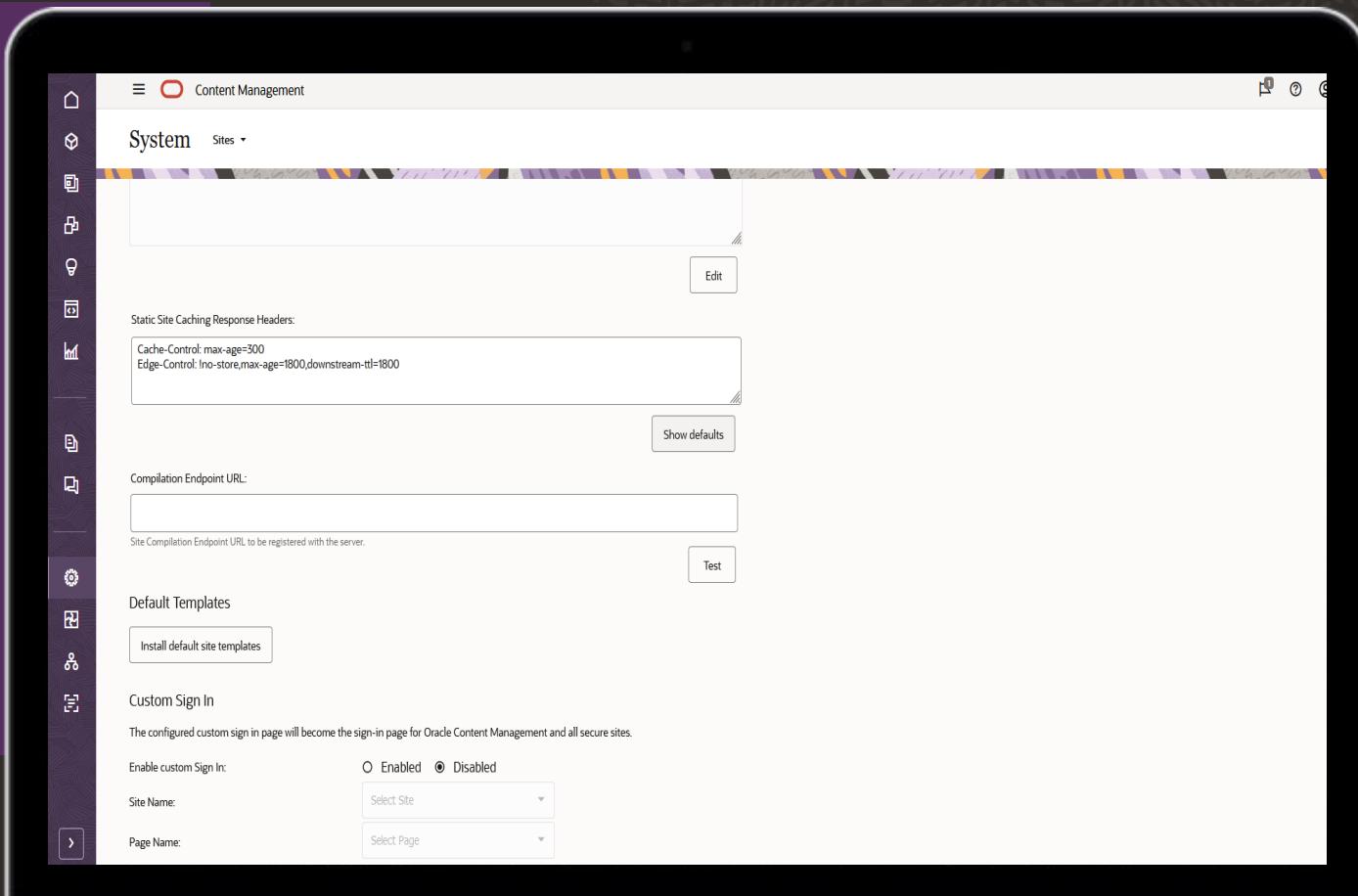
- ✓ CORS
- ✓ Allowed domains
- ✓ Embedded content



### 3. Oracle Content Management System settings

#### Configure Sites settings

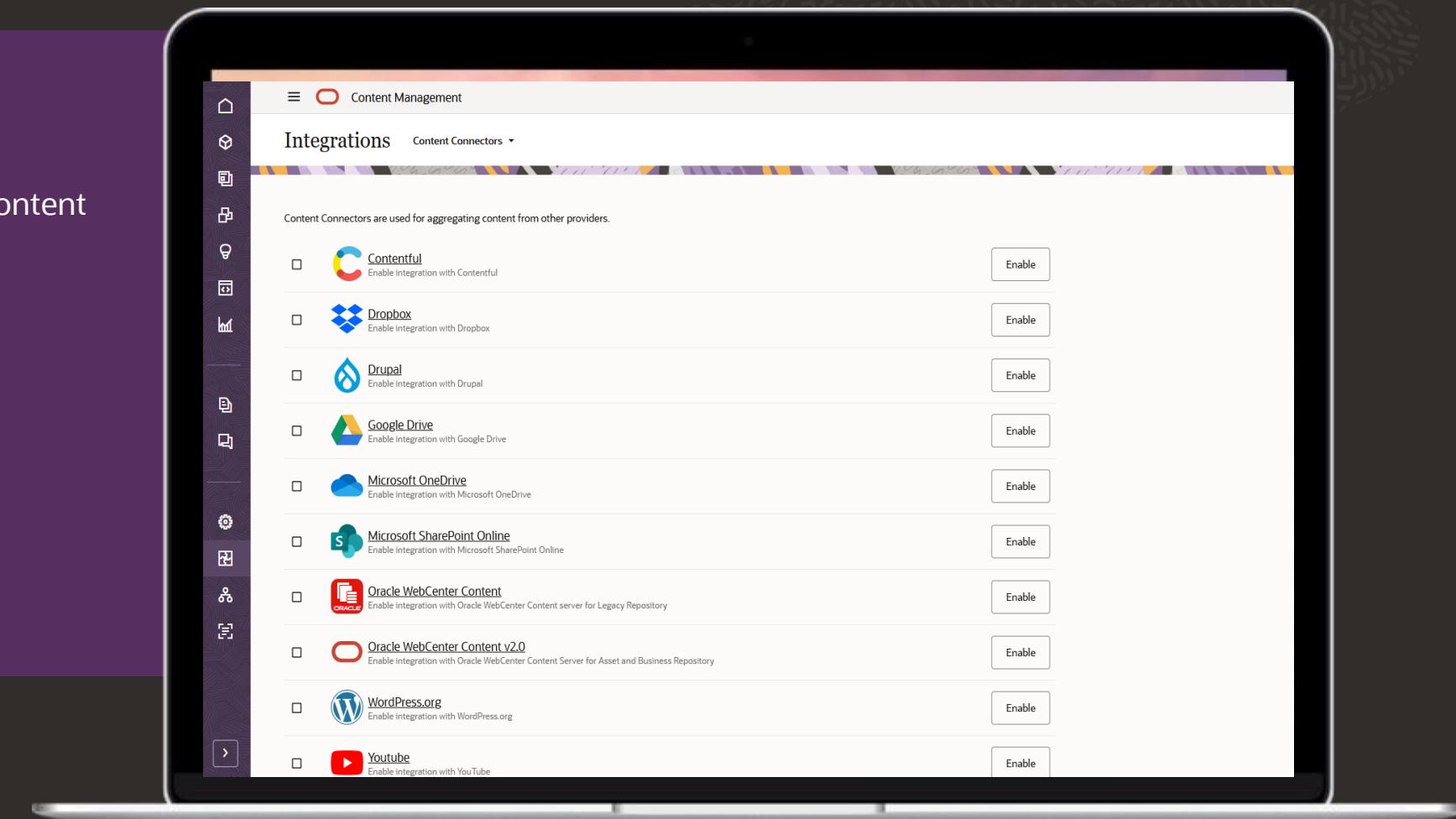
- ✓ Install default site templates



### 3. Oracle Content Management System settings

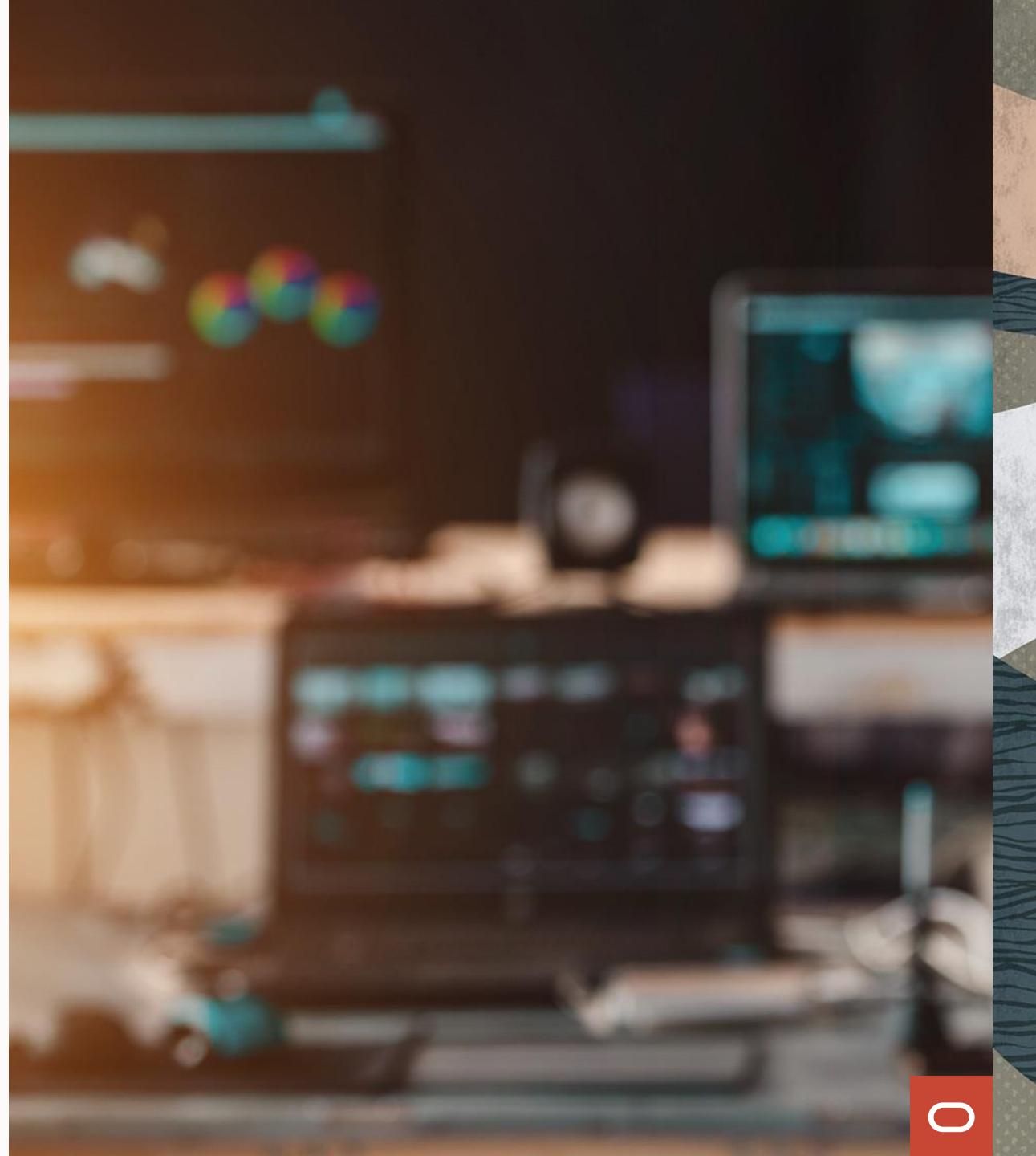
#### Enable Integrations

- ✓ Establish the integration with other content management providers



# Oracle Content Management Desktop Client Installation

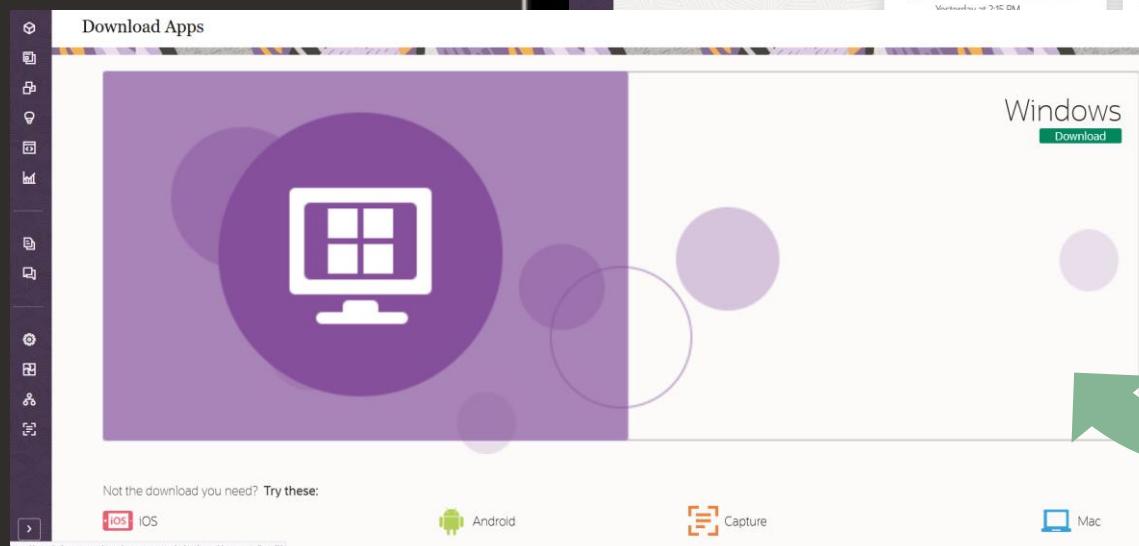
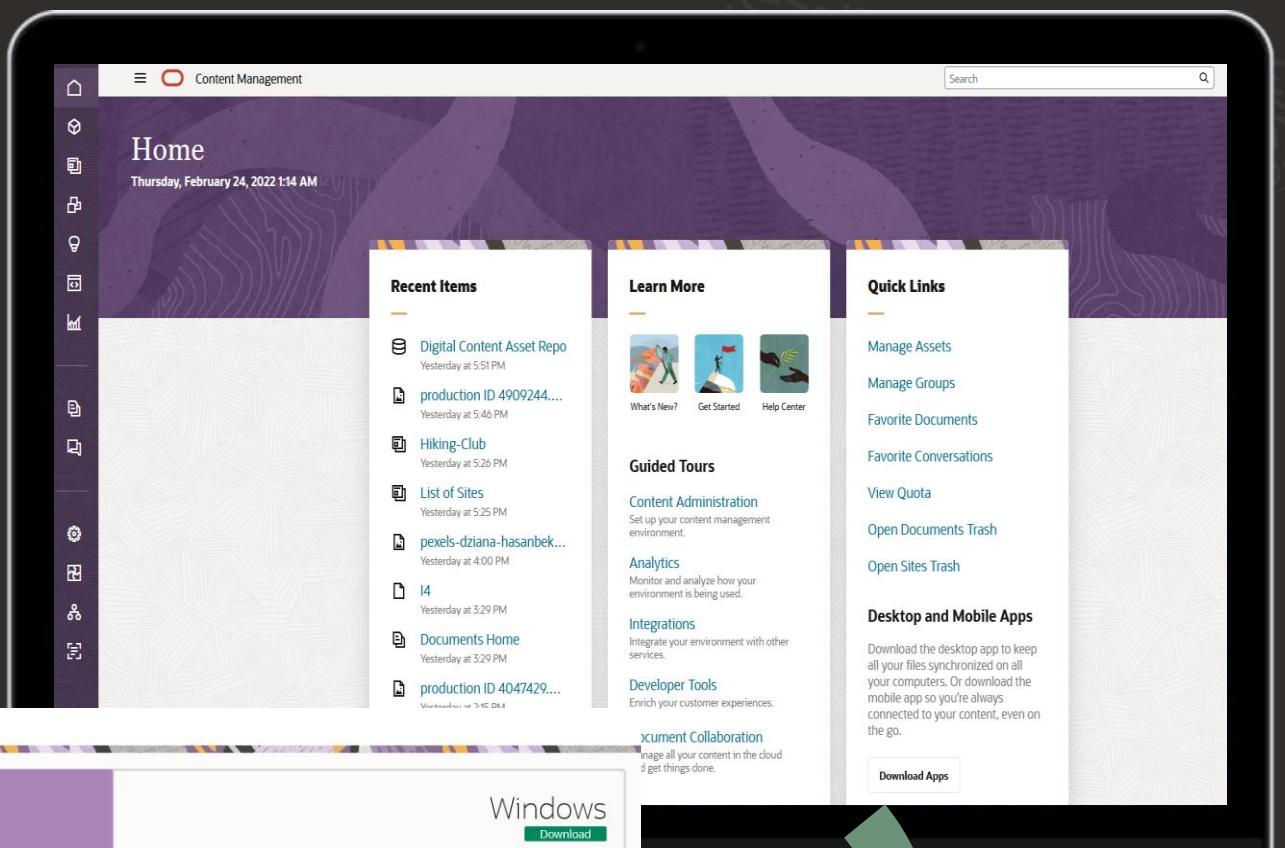
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## 4. Install OCM Desktop Client

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

The image contains three screenshots of the Oracle Content Management (OCM) desktop client interface:

- Add Account (Left):** A dialog box titled "Add Account" with a sub-section "Enter Service URL". It contains a text input field with the URL "https://ocmsigdemo-eu.oraclecloud.com". Below the input field is a descriptive text: "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." At the bottom are "Next >" and "Cancel" buttons.
- Download Apps (Top Center):** A screen showing account details: "User Name" (cristina.lemnaru@oracle.com) and "Service Url" (https://ocmsigdemo-eu.oraclecloud.com). It features a large circular graphic with a central keyhole icon and a green arrow pointing towards the "Next >" button on the "Add Account" dialog.
- Oracle Content (Right):** A list view titled "You're up to date" with the sub-instruction "Choose folders to sync.". It shows a list of items with status indicators:
  - 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 agoA "Pending sync" section is at the bottom.

# OCM Resources



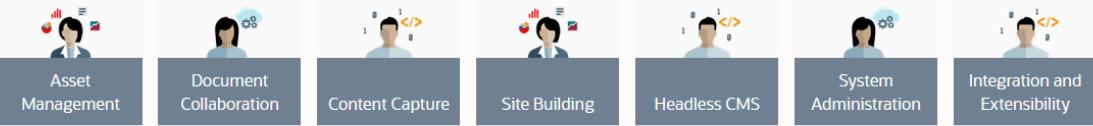
# Your Help in Bad Times ... Documentation

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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

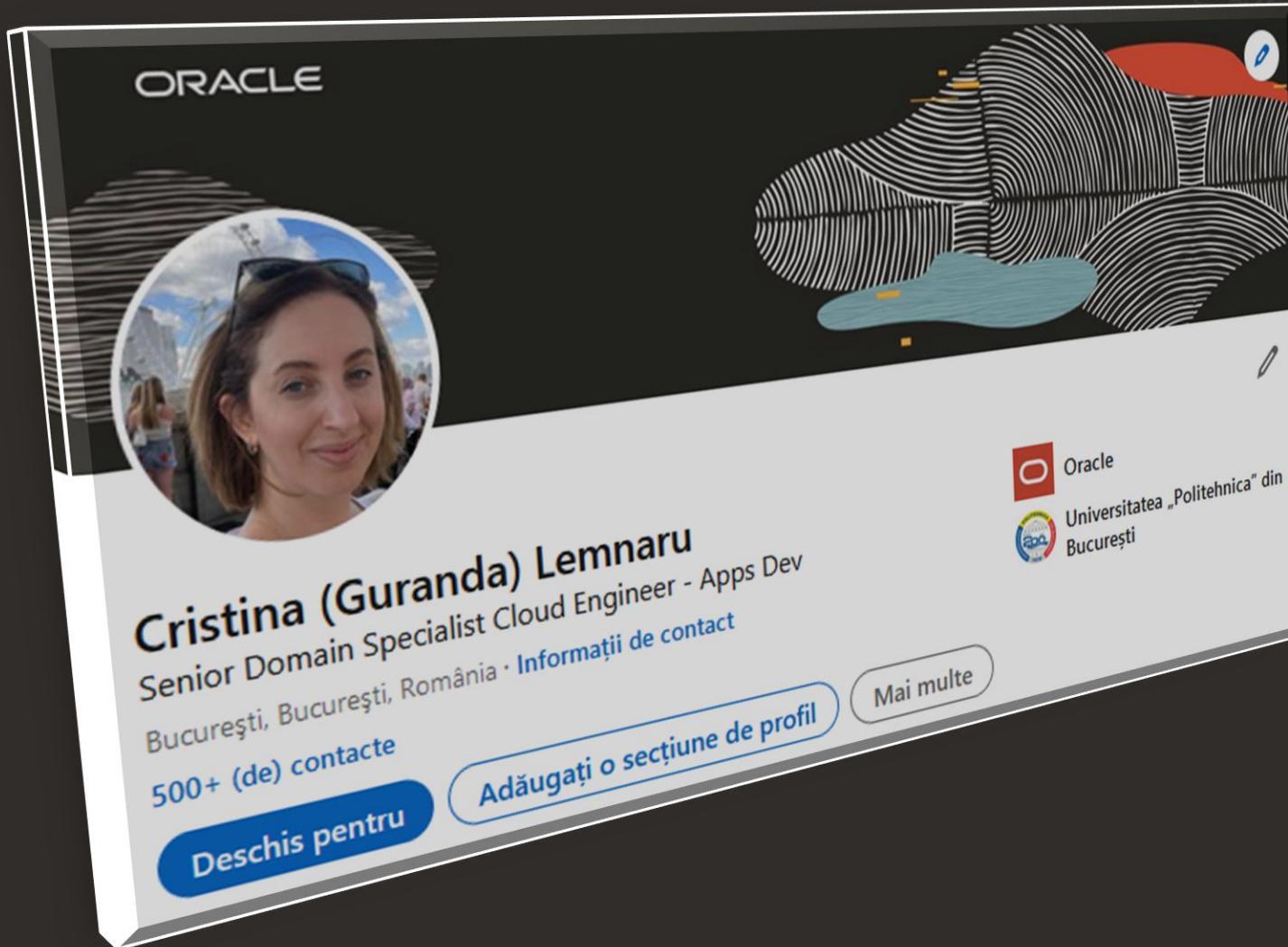
I encourage you to go through our new **Oracle Content Management Explorer** course on the Oracle Learning Platform.

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, it shows "Not Started", "Your Goal: Pass Assessment", "0 of 7 items completed", and a button "Enroll in this path". The main content area is titled "Oracle Content Management Explorer" and describes it as "Intended for both business and technical users, this Learning Path aims to provide an overview of the Oracle Content Management (OCM) capabilities and *Farm the Explorer Badge!*". Below this, there's a "Learning Path" section with a progress bar showing "11 Hours of expert training". The path consists of four modules: "Introduction" (11m), "DAM" (28m), "Content" (26m), and "Designing & Deploying Experiences" (not yet started).

# Happy to connect



ORACLE



**Cristina (Guranda) Lemnaru**  
Senior Domain Specialist Cloud Engineer - Apps Dev  
București, București, România · [Informatii de contact](#)

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# Thank You!

