

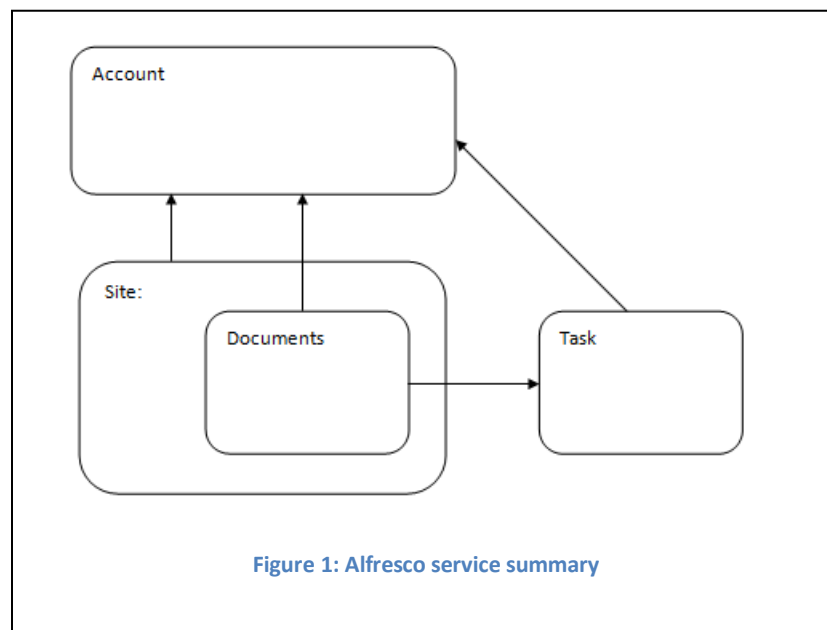
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## 1. Introduction

Alfresco Client helps users to control four services of Alfresco system: account, site, documents, and tasks.



From account, we can control personal information, and view related information of user's site, documents and task.

Site contains documents. Each site has a documents library. Each site can have many members, including managers, collaborators, contributors, consumers (required at least one manager). This provide work environment for members.

Documents belong to a site. Users can assign documents to a task.

Tasks include making a task to users (you or other members) or request send documents to review (require approval from other members).

## **2. Manage account**

### **a. Register**

You input your email, and then Alfresco system will send an invitation email to you. After active your account, you can log in and use Alfresco service. You should complete your registration process by web browser.

### **b. Log in**

Use your email and password to log in.

### **c. Log out**

Log out when stop using Alfresco service.

### **d. Forgot password**

Recover password when you forgot it.

### **e. Edit profile**

About

First Name: Jimmy \*


Last Name: Carter

Job Title:

Location:

Summary:

Photo



Upload

Use Default

Your image will be resized to 64px by 64px.

Changes to your photo image take effect immediately.

Contact Information

Telephone:

Mobile:

Skype:

IM:

Google Username:

Company Details

Name:

Address:

Post Code:

Telephone:

Fax:

Email:

Save Changes

Cancel

Figure 2: Edit profile interface

f. Share status

Users can share status.

#### **g. Change password**

Users can change password.

#### **h. View associated information**

When people want to view profile, they can see all associated information.

- Personal information
- Site
- Content
  - Recent add
  - Recent modified
- I'm following
- Following me

#### **i. Notification**

Users use notification to follow important information. They can select to receive notification email.

#### **j. Account setting**

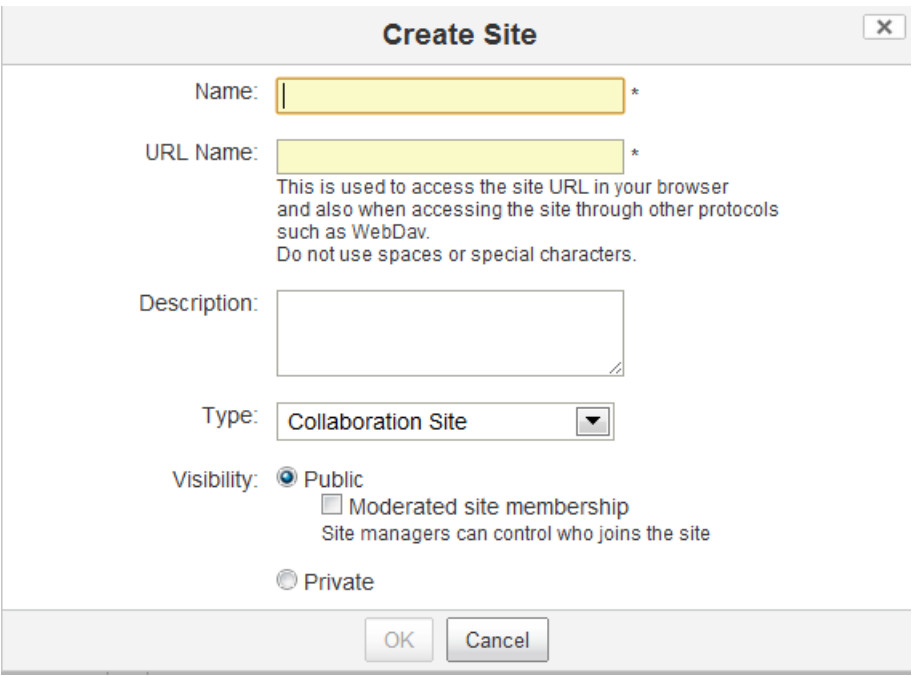
- Account summary
- Manage users (upgrade account required)
- Application (upgrade account required)
- Trashcan (upgrade account required)

#### **k. Record activities**

This function allows users to control activities.

### 3. Manage Site

#### a. Create site



The image shows a 'Create Site' dialog box with a title bar containing a close button. The dialog contains several input fields and options. The 'Name' field is a text box with a yellow highlight and an asterisk. The 'URL Name' field is also a text box with a yellow highlight and an asterisk, with a note below it stating: 'This is used to access the site URL in your browser and also when accessing the site through other protocols such as WebDav. Do not use spaces or special characters.' The 'Description' field is a larger text box. The 'Type' field is a dropdown menu currently showing 'Collaboration Site'. The 'Visibility' section has two radio buttons: 'Public' (selected) and 'Private'. Under 'Public', there is a checkbox for 'Moderated site membership' with the text 'Site managers can control who joins the site' below it. At the bottom are 'OK' and 'Cancel' buttons.

**Create Site**

Name:  \*

URL Name:  \*

This is used to access the site URL in your browser and also when accessing the site through other protocols such as WebDav. Do not use spaces or special characters.

Description:

Type:

Visibility: ☒ Public  
☐ Moderated site membership  
Site managers can control who joins the site

☐ Private

Figure 3: Create Site Interface

#### b. Edit site

Managers can edit Site details.

#### c. Leave site

Users can leave a site they do not continue following.

#### d. Delete site

Managers of site can delete the site.

#### e. Add a site to favorites

User can add a site to favorites.

#### f. Invite people to member

Managers can invite people to a site.

#### g. Remove member

Managers can remove members from a site.

## 4. Manage Documents

### a. Upload documents

Users can upload documents to a site.

### b. Download documents

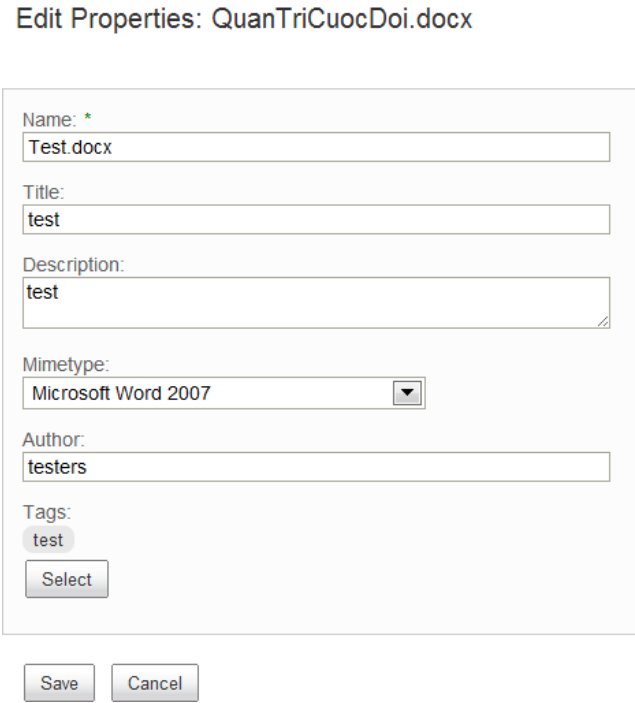
Users can download documents.

### c. View in browser

Users can view documents in a browser.

### d. Edit properties

Users can edit documents properties.



**Edit Properties: QuanTriCuocDoi.docx**

Name: \*  
Test.docx

Title:  
test

Description:  
test

Mimetype:  
Microsoft Word 2007 ▼

Author:  
testers

Tags:  
test  
Select

Save Cancel

**Figure 4: Edit Document Properties Interface**

### e. Upload new version

Users can upload newer version of documents.

**f. Edit offline**

Users can edit offline. When users are editing offline, system will block editing online.

**g. Copy to**

Users can copy documents from a folder of a site to folder of another site.

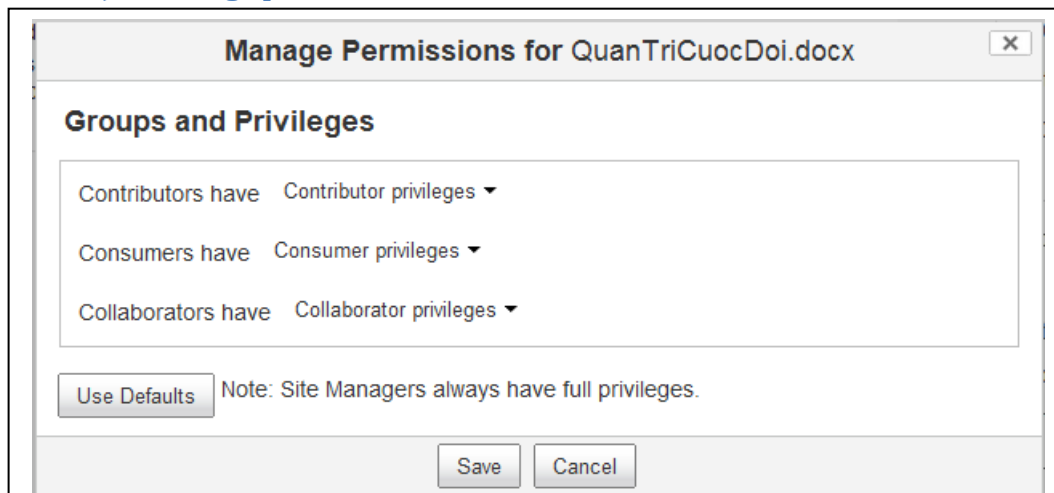
**h. Move to**

Users can move documents from a folder of a site to folder of another site.

**i. Delete documents**

Users can delete documents from a site.

**j. Manage permission**



**Figure 5: Manage Document Permission Interface**

**k. Add to favorite documents**

Users can add document to favorites.

**l. Like documents**

User can like documents.

**m. Comment documents**

User can comment documents.

**n. Add tag documents**

Users can add a tag to document for search.



## 5. Manage Task

### a. Create task

Create Task

Task: 

New Task ▾

\* Required Fields

General

Message:

?

Due:

DD/MM/YYYY

Priority:

Medium ▾

Assignee

Assign To: \*

Select

Items

Items:

No items selected

Add Remove All

Other Options

☒ Send Email Notifications

Create Task

Cancel

Figure 6: Create Task Interface

### b. Edit task

Users can edit task.

### c. View task

Users can view task.

### d. View history

Users can view task history.

### e. Cancel Task

User can view task.

**Table 1: All function of alfresco mobile client**

Version	Group of functions	ID	Function	Description
1.0	Manage account	1.	Log in	
		2.	Log out	
		3.	Forgot password	
		4.	Edit profile	
		5.	Share status	
		6.	Change password	
		7.	View associated information	<ol style="list-style-type: none"> <li>1. Personal information</li> <li>2. Site</li> <li>3. Content <ol style="list-style-type: none"> <li>a. Recent add</li> <li>b. Recent modified</li> </ol> </li> <li>4. I'm following</li> <li>5. Following me</li> </ol>
		8.	Notification	
		9.	Account settings	<ol style="list-style-type: none"> <li>1. Account summary</li> <li>2. Manage users (upgrade account required)</li> <li>3. Application (upgrade account required)</li> <li>4. Trashcan (upgrade account required)</li> </ol>
		10.	Record activities	<ol style="list-style-type: none"> <li><b>1. Users</b> <ol style="list-style-type: none"> <li>a. My activities</li> <li>b. Everyone else's activities</li> <li>c. Everyone's activities</li> <li>d. I'm following</li> </ol> </li> <li><b>2. Items</b> <ol style="list-style-type: none"> <li>a. Status</li> <li>b. Comment</li> <li>c. Content</li> <li>d. Membership</li> </ol> </li> <li><b>3. Time</b> <ol style="list-style-type: none"> <li>a. Today</li> <li>b. Last one week</li> <li>c. Last two week</li> <li>d. Last three week</li> </ol> </li> </ol>
	Manage site	11.	Create site	
		12.	Edit site	
		13.	Leave a site	
		14.	Delete site	

		15.	Add a site to favorites	
		16.	Invite people to members	1. Manager 2. Collaborator 3. Contributor 4. Consumer
		17.	Remove member	
	Manage documents	18.	Upload documents	
		19.	Download documents	
		20.	View in browser	
		21.	Edit properties	
		22.	Upload new version	
		23.	Edit offline	
		24.	Copy to	
		25.	Move to	
		26.	Delete documents	
		27.	Manage permission	
		28.	Add to favorite documents	
		29.	Like documents	
		30.	Comment documents	
		31.	Add tag documents	
	Manage Task	32.	Create task	
		33.	Edit task	
		34.	View task	
		35.	View history	
		36.	Cancel task	