

Government Demo Installation Guide

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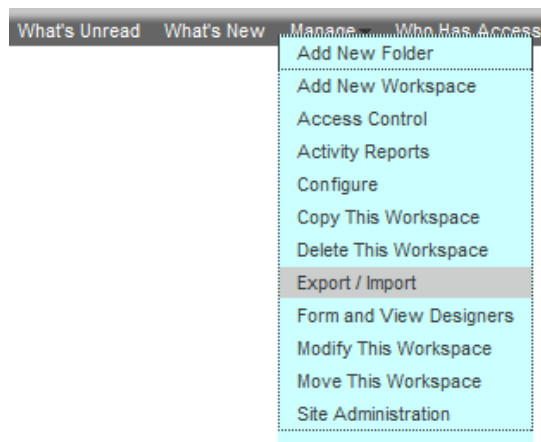
The purpose of this guide is to show you how to install and set up the City of Plattsburg demo system in your installation of Teaming. You need to download the zip file from the same place that this guide is located on the Teaming Library Web site. If you have not already downloaded and saved the zip file on your computer, go to the [Teaming Library Web site \(http://www.novell.com/teaming_library/government_demo.html\)](http://www.novell.com/teaming_library/government_demo.html) and do so now. When you have saved the file, you can continue with the instructions found in this guide.

- ♦ [Section 1, “Importing the Workspace,” on page 1](#)
- ♦ [Section 2, “Setting Up the Permalinks,” on page 2](#)
- ♦ [Section 3, “Landing Page Layout,” on page 4](#)

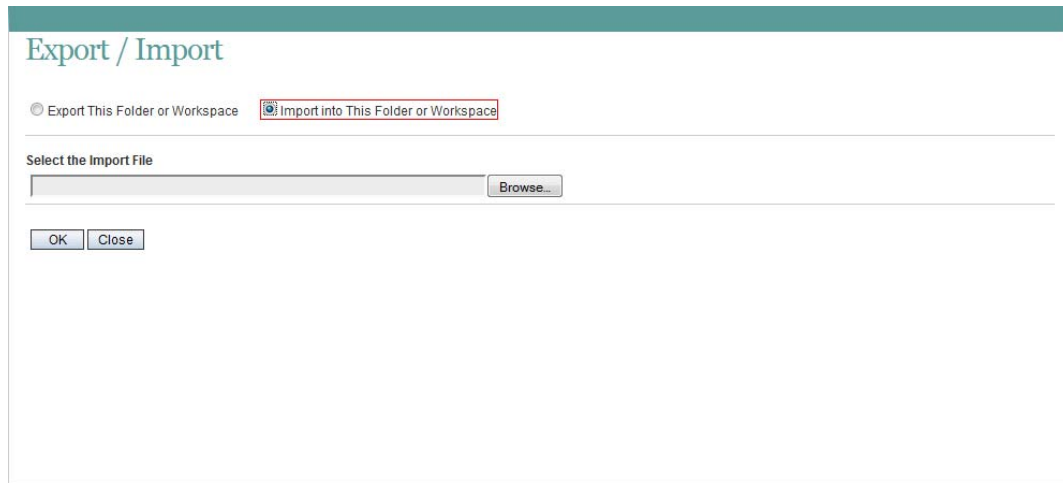
1 Importing the Workspace

You must decide where in Teaming you want to install the demo for the City of Plattsburg. The demo can be installed inside a workspace or a folder. When you have decided where to install the Government Demo, follow the procedure below to import it into your installation of Teaming.

- 1 Click *Manage* on the main menu bar.
- 2 Select *Export/Import*.



- 3 In the window that opens, select *Import into This Folder or Workspace*.



- 4 Upload the zip file that you downloaded from the Teaming Library.
The workspace will take a few minutes to upload into your installation of Teaming.
- 5 Click *Close* when the upload is complete.

2 Setting Up the Permalinks

To make the demo completely functional, you need to set up some permalinks so that you can navigate through the entire demo with ease. In Teaming, permalinks are the only way that you can link directly to a workspace. Permalinks are the exact URL or address of the workspace, folder, entry, form, or folder that you want to reference. Because the demo was set up somewhere other than your installation of Teaming, the permalinks do not work. For this reason, we have removed all of the permalinks from the demo. You need to set them up again so they point to your installation of Teaming. We'll show you the steps to get one permalink set up, then tell you where the other permalinks are located so that you can set them up yourself.

The permalink that we are going to show you how to set up is on the public portal page. To get to the public portal, click *Global Workspaces* in the folders and workspaces area. When you click *Global Workspaces*, the public portal is displayed. You can see that there are multiple links that can be used. Not everything in this demo has been built out, so we will use only one link on this page. It is the link on the top left and it is called *Intranet*. This is the permalink that we are going to show you how to set up. Use the following procedure to help you set up all of the permalinks in this demo.

- 1 Click on the workspace called *City of Plattsburg Intranet* in the folders and workspaces area on the left sidebar.
- 2 Locate the *Workspace Permalinks* link.
- 3 Click this link to display a gray box with a table.

Workspace Permalinks	
Permalink	http://library1.provo.novell.com:8080/ssf/a/c/p_name/ss_forum/p_action/1/action/view_permalink/binderId/680/entityType/workspace

- 4 Copy all of the information to the right of *Permalink* in the table.

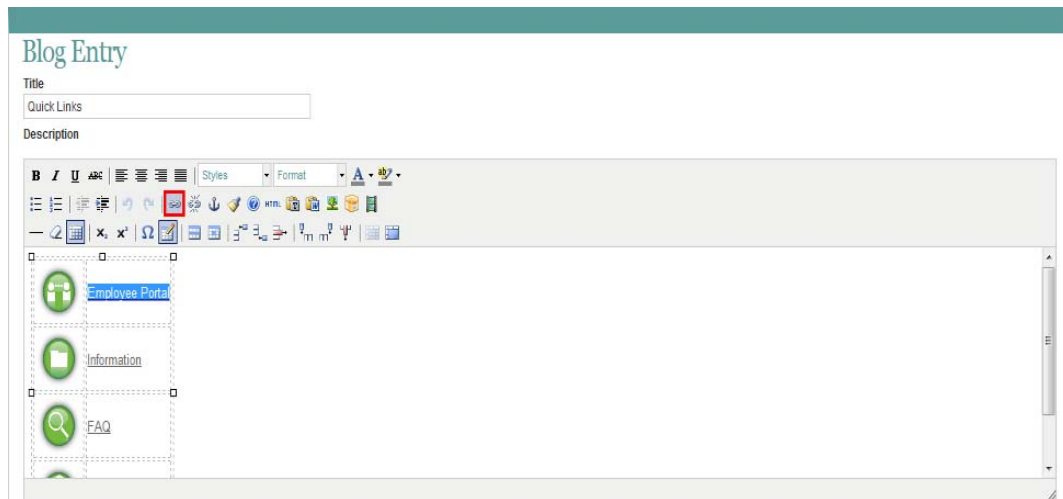
You now have the information needed to set up the permalink.

- 5 Navigate to the Teaming Admin workspace in the Team Workspaces area using the bread crumbs located at the top of Teaming.

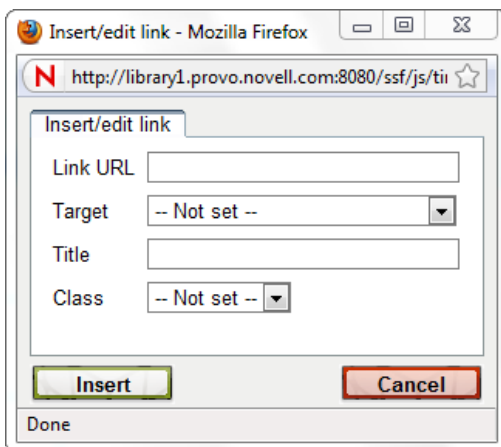
City of Plattsburg >> Team Workspaces >> Teaming Admin

This is where most of the landing page information is stored.

- 6 Select the *Quick Links* blog.
- 7 Select the *Quick Links* blog entry.
- 8 Click *Modify*.
- 9 Highlight *Employee Portal*, then click the *Insert/edit link* button at the top.



- 10 In the Insert/edit link dialog box, paste the link that you copied earlier into the *Link URL* field.



- 11 Click *Insert*.
- 12 Click *OK* to finish modifying the blog entry.

You have now successfully created the first permalink in this demo. You can now go back to the public portal (*Global Workspaces*) and click the *Intranet* link to direct you to the intranet for this demo. As you can see, there are many possible links that you can set up in the different landing

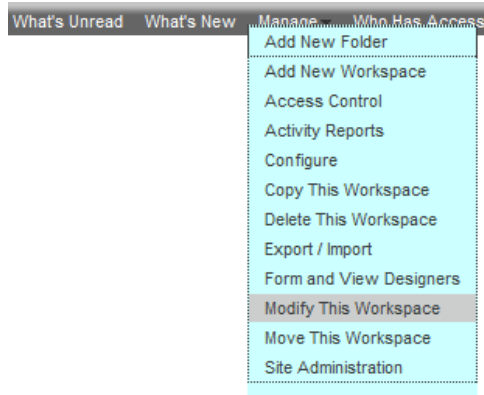
pages. Because not all of the areas are built out, you need to use the following list to set up the remaining links. Follow the same basic steps you just went through, using the correct blog entry and permalink, and you will soon have the demo working as it was designed.

Location of Link (Blog Folder):	Link Name:	Page to Link to:
Intranet Landing Page (Departments entry)	Fire Department	Team Workspaces >> Fire Department
Intranet Landing Page (Departments entry)	Police Department	Team Workspaces >> Police Department
Intranet Landing Page (Departments entry)	Administration Services	Team Workspaces >> Administration
Intranet Landing Page (Departments entry)	Community Development	Team Workspaces >> Community Development
Intranet Landing Page (Departments entry)	Public Works	Team Workspaces >> Public Works
Intranet Landing Page (Departments entry)	Parks & Recreation	Team Workspaces >> Parks and Recreation
Administration Landing Page (Teams entry)	City Council	Team Workspaces >> Administration >> City Council
Community Development Landing Page (Projects entry)	Sherwood Forest Estates	Team Workspaces >> Community Development >> Sherwood Forest Estates Development
Fire Department Landing Page (Projects entry)	Hydrant Maintenance	Team Workspaces >> Fire Department >> Hydrant Maintenance Project
Parks and Recreation Landing Page (Projects entry)	South Vista Park	Team Workspaces >> Parks and Recreation >> South Vista Park
Police Department Landing Page (Projects entry)	Most Wanted	Team Workspaces >> Police Department >> Most Wanted
Public Works Landing Page (Projects entry)	Repaving Project	Team Workspaces >> Public Works >> Project Collaboration Repaving Project

3 Landing Page Layout

In this demo, all of the landing pages but one are left as they are to show off how Teaming works as an intranet. The sidebar, main menu, and so forth are all shown. The one page where they should be hidden is the public portal, or Global Workspaces page. You need to modify the public portal so that all the internal folders are hidden when users come to this page.

- 1 Go to the public portal or *Global Workspaces* page.
- 2 Click *Manage* in the main menu bar.
- 3 Select *Modify This Workspace*.



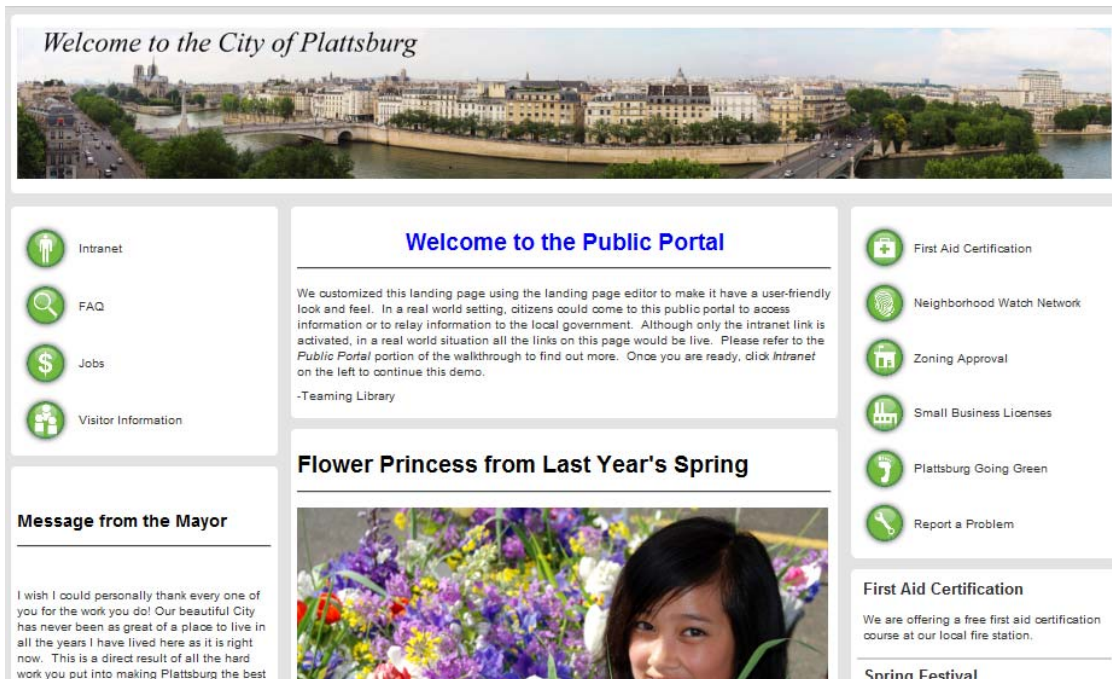
This brings up a new window that allows you to modify the setting in the landing page.

- 4 Under *Landing Page Layout*, select *Hide the Masthead*, *Hide the Sidebar*, *Hide the Main Menu Bar*, and *Hide the Footer*.

Do not select *Show the Branding Area*, *Show "My Favorites" and "My Teams" links*, and *Show Navigation Breadcrumbs*.

- 5 Click *OK* to save the configuration.

When you finish setting up this configuration, the public portal will be shown without any of the Teaming interface.



The installation of the City of Plattsburg government demo is now complete. Please take the time to go through the walkthrough to become familiarized with this demo. The walkthrough is found on the [Teaming Library Web site \(http://www.novell.com/teaming_library/\)](http://www.novell.com/teaming_library/) where this guide is located. If you have any questions or comments, please contact us at teaminglibrary@novell.com.

-The Teaming Library