



Administration Guide

Kablink® Vibe™ 3.4

July 2013

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About This Guide

The *Kablink Vibe 3.4 Administration Guide* provides administration information for Kablink Vibe 3.4.

- ♦ [Part I, “Site Setup,” on page 13](#)
- ♦ [Part II, “Site Maintenance,” on page 141](#)
- ♦ [Part III, “Interoperability,” on page 229](#)
- ♦ [Part IV, “Site Security,” on page 237](#)

Audience

This guide is intended for Kablink Vibe administrators.

Feedback

We want to hear your comments and suggestions about this manual and the other documentation included with this product. Please use the User Comments feature at the bottom of each page of the online documentation.

Documentation Updates

For the most recent version of the *Kablink Vibe 3.4 Administration Guide* and other documentation, visit the [Kablink Vibe 3.2 Documentation Web site \(http://www.novell.com/documentation/kablinkvibe32\)](http://www.novell.com/documentation/kablinkvibe32).

Additional Documentation

You can find more information in the Kablink Vibe documentation, which is accessible from the [Kablink Vibe 3.2 Documentation Web site \(http://www.novell.com/documentation/kablinkvibe32\)](http://www.novell.com/documentation/kablinkvibe32).

To access the *Kablink Vibe 3.4 User Guide* from within Vibe, click the *Settings* icon, then click *Help*.

Site Setup

- ♦ Chapter 1, “Logging In as the Vibe Site Administrator,” on page 15
- ♦ Chapter 2, “Planning and Controlling User Access to Workspaces and Folders,” on page 21
- ♦ Chapter 3, “Setting Up Initial Workspaces,” on page 43
- ♦ Chapter 4, “Setting Up Site-Wide Customizations,” on page 65
- ♦ Chapter 5, “Setting Up User Access to the Vibe Site,” on page 93
- ♦ Chapter 6, “Configuring Vibe to Support WebDAV on Windows 7,” on page 111
- ♦ Chapter 7, “Configuring E-Mail Integration,” on page 117
- ♦ Chapter 8, “Configuring Weekends and Holidays,” on page 119
- ♦ Chapter 9, “Configuring Real-Time Communication Tools,” on page 121
- ♦ Chapter 10, “Enabling Custom JSPs to Be Used on Your Vibe Site,” on page 123
- ♦ Chapter 11, “Enabling Custom JAR Files to Be Used on Your Vibe Site,” on page 127
- ♦ Chapter 12, “Adding Software Extensions to Your Vibe Site,” on page 129
- ♦ Chapter 13, “Using Remote Applications on Your Vibe Site,” on page 131
- ♦ Chapter 14, “Managing a Multiple-Language Vibe Site,” on page 137

1 Logging In as the Vibe Site Administrator

After logging in to the Kablink Vibe site, you should reset the Vibe administrator's password. Also, you might want to create additional Vibe administrators.

- ♦ [Section 1.1, "Resetting the Vibe Administrator Password," on page 15](#)
- ♦ [Section 1.2, "Creating Additional Vibe Administrators," on page 17](#)

1.1 Resetting the Vibe Administrator Password

When you first install Kablink Vibe, the Vibe administrator username is `admin` and the password is `admin`. When you first log in to the Vibe site as the administrator, you should change the administrator password from the default password to a secure password of your own choosing. If you followed the instructions in "[Accessing Your Basic Vibe Site as the Site Administrator](#)" in "[Basic Installation](#)" in the *Kablink Vibe 3.4 Installation Guide*, you have already completed this very important task.

If you have not already reset the Vibe administrator password:

- 1 In your Web browser, specify one of the following URLs, depending on whether or not you are using a secure SSL connection:

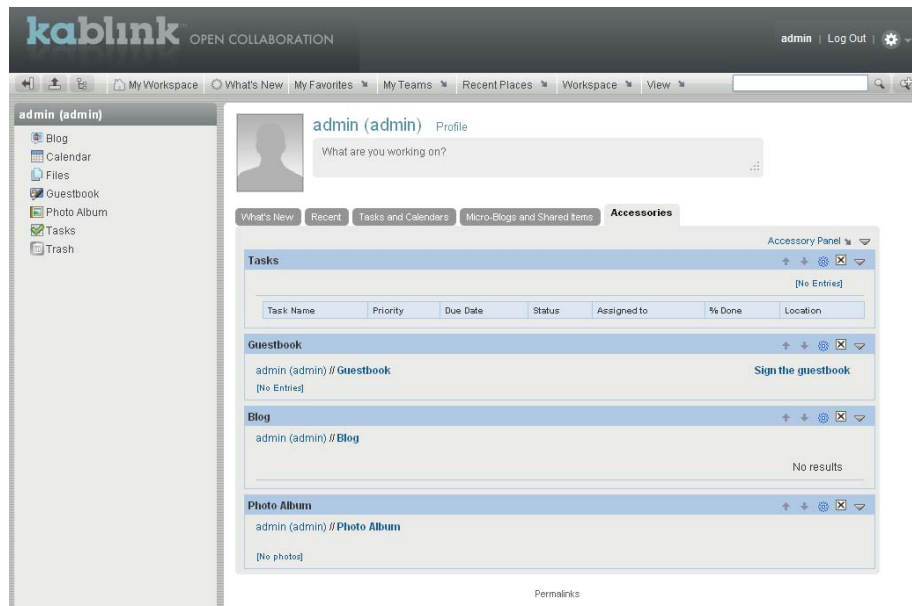
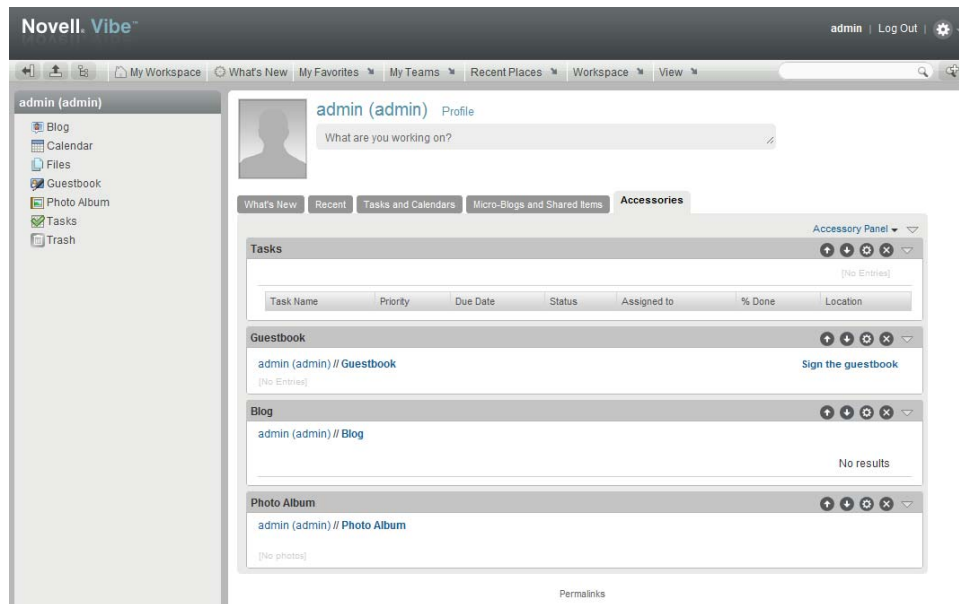
```
http://vibe_hostname  
https://vibe_hostname
```

Replace `vibe_hostname` with the hostname or fully qualified domain name of the Vibe server that you have set up in DNS. If you configured the HTTP ports correctly during installation, you do not need to include the port number in the Vibe URL.

A screenshot of a login dialog box titled "Novell. Vibe™". It contains two input fields: "User ID:" and "Password:". At the bottom right, there are two buttons: "OK" and "Cancel".A screenshot of a login dialog box titled "kablink OPEN COLLABORATION". It contains two input fields: "User ID:" and "Password:". At the bottom right, there are two buttons: "OK" and "Cancel".

- 2 Log in using `admin` as the login name and `admin` as the password.

- 3 Click *My Workspace* in the Action toolbar.
The Vibe administrator's personal workspace displays.



- 4 Change the default administrator password to a secure password:
 - 4a Click *Profile*, then click *Edit* in the upper right corner of the Profile page.
 - 4b Specify your own password for the Vibe administrator in the *New Password* and *Confirm New Password* fields.
 - 4c (Optional) Provide useful information in the additional fields of the Vibe administrator's profile.
 - 4d Click *OK* to return to the administrator's profile.

1.2 Creating Additional Vibe Administrators

You might want to create additional Vibe administrators just in case the primary Vibe administrator is unable to access his or her account. Creating additional Vibe administrators is a safe way to ensure that the right people are able to access the Vibe site in an administrative capacity if the need arises.

To minimize the time-consuming indexing of the Vibe site, it is most effective to create a group that has administrative rights, then assign users to that group as needed.

NOTE: Because Vibe users can change the access control settings on individual workspaces where they have sufficient rights, additional Vibe administrators who are granted administrative access to the Vibe site in this way might not always have access to everything in the Vibe site. Only the original Vibe administrator always has rights to everything in the Vibe site.

- ♦ [Section 1.2.1, “Creating an Administration Group,” on page 17](#)
- ♦ [Section 1.2.2, “Assigning Administrative Rights to the Administration Group,” on page 17](#)

1.2.1 Creating an Administration Group

To create a new group for administrators in your Vibe site, follow the steps in [Section 5.2, “Creating Groups of Users,” on page 93](#), then continue with [Section 1.2.2, “Assigning Administrative Rights to the Administration Group,” on page 17](#).

1.2.2 Assigning Administrative Rights to the Administration Group

After you create a group for your Vibe administrators, as described in [Section 5.2, “Creating Groups of Users,” on page 93](#), you need to assign administrative rights to the group.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Grant administration rights to the administration group for the Vibe site:
 - 2a Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
 - The Administration page is displayed.
 - 2b Under *System*, click *Access Control for Zone Administration*.

Configure Access Control

Configure Access Control ?

Close

Administrative Functions

Add User Names from Clipboard

Add a Role

Add a Group	Group Title	Group Name	Allow Adding Guest Access	Can Only See Members Of Groups I Am In	Override "Can Only See Members Of Groups I Am In"	Token Requester	Zone Administration
	Administrators	administrators	☐	☐	☐	☐	☒

Add a User

User Title	User Id	Allow Adding Guest Access	Can Only See Members Of Groups I Am In	Override "Can Only See Members Of Groups I Am In"	Token Requester	Zone Administration
--no users--						

Save Changes

* Assigning roles to an application or application group at the zone level actually specifies the maximum set of rights that the application is allowed to use. This allows the site administrator to prevent applications from ever having more rights than are needed to perform its task. If no roles are assigned, then the application has no rights.

[Note: admin (admin) has been designated as the default site administrator with privileges to perform any task on any workspace or folder.]

Close

- 2c Click *Add a Group*, then in the *Add a Group* field, specify the name of the group that you created for users with administrative rights. Click the name when it appears in the drop-down list.
- 2d In the access control table, select the check box in the *Zone Administration* column for the group that you added in [Step 2c](#).
- 2e Click *Save Changes*, then click *Close*.
- 3 Grant administration rights to the administration group at the top-level workspace.
 - 3a Navigate to the highest level workspace.
By default, this is the *Home Workspace* workspace.
 - 3b Click *Workspace > Access Control* in the Action toolbar.

Configure Access Control

Configure Access Control ?

Current Workspace: **Home Workspace**

Workspace Owner: **admin (admin)** [edit]

Home Workspace

Add User Names from Clipboard

				Add a Role ▾			
		Visitor	Participant	Team Member	Workspace and Folder Administrator		
	Owner of Workspace or Folder	☐	☐	☐	☒		
	Team Members	☐	☐	☒	☐		
Add a Group ▾		Group Title	Group Name	Visitor	Participant	Team Member	Workspace and Folder Administrator
	All Users	allUsers	☒	☒	☐	☐	
Add a User ▾		User Title	User Id	Visitor	Participant	Team Member	Workspace and Folder Administrator
		--no users--					
Add an Application Group ▾		Application Group Title	Application Group Name	Visitor	Participant	Team Member	Workspace and Folder Administrator
	All Applications	allApplications	☒	☐	☐	☐	
Add an Application ▾		Application Title	Application Name	Visitor	Participant	Team Member	Workspace and Folder Administrator
		--no applications--					

Save Changes

[Note: admin (admin) has been designated as the default site administrator with privileges to perform any task on any workspace or folder.]

Close

- 3c Click *Add a Group*, then in the *Add a Group* field, specify the name of the group that you created for users with administrative rights. Click the name when it appears in the drop-down list.
- 3d In the access control table, select the check box in the *Workspace and Folder Administrator* column for the group that you added in [Step 3c](#).
- 3e Click *Save Changes*, then click *Close*.
- 4 (Conditional) If the Global Workspaces, Personal Workspaces, and Team Workspaces directories beneath the Home Workspace directory are not inheriting their access controls from the Home Workspace directory, you need to change the access control settings for each one of these directories, just like you did for the Home Workspace directory, as described in [Step 3](#).

2 Planning and Controlling User Access to Workspaces and Folders

As the administrator for the Kablink Vibe site, you are responsible for setting up and controlling user access across the entire site. Even though workspace and folder owners are responsible for controlling user access in their individual workspaces and folders, you as the Vibe administrator have the ability to create new roles, modify existing roles, and change default access control settings for all types of workspaces and for all types of functions across the Vibe site.

- ♦ [Section 2.1, “Understanding Access Control,” on page 21](#)
- ♦ [Section 2.2, “Controlling User Access in Workspaces,” on page 25](#)
- ♦ [Section 2.3, “Controlling User Access throughout the Vibe Site,” on page 29](#)
- ♦ [Section 2.4, “Managing Roles to Refine Access Control,” on page 31](#)
- ♦ [Section 2.5, “Restricting Access Rights of Users Outside the Firewall,” on page 36](#)
- ♦ [Section 2.6, “Enabling Users to Send Messages to All Users,” on page 39](#)
- ♦ [Section 2.7, “Enabling Users to Import and Export Workspaces, Folders, and Entries,” on page 40](#)
- ♦ [Section 2.8, “Enabling Users to Access Entries via the Workspace Tree When They Do Not Have Access to the Parent Folder or Workspace,” on page 41](#)
- ♦ [Section 2.9, “Enabling Folder Administrators to Apply Definition Settings to Sub-Folders and Entries,” on page 41](#)

2.1 Understanding Access Control

Access control is how you specify which users have the right to perform which tasks in which places. Because your Kablink Vibe site is a hierarchy of workspaces and folders and because access control settings can be inherited (or not), access control settings affect a variety of Vibe features

Kablink Vibe uses role-based access control. By default, there are seven roles, and each role contains specific rights. If you want a particular user to have certain rights, you can assign that user to the appropriate role.

For example, a user who has been assigned to the Participant role in a workspace or folder can add comments or replies, create entries, delete his or her own entries, modify his or her own entries, and read entries in that folder or workspace.

The following sections help you better understand how access control works in Vibe.

- ♦ [Section 2.1.1, “Inheritance,” on page 22](#)
- ♦ [Section 2.1.2, “Navigation,” on page 22](#)
- ♦ [Section 2.1.3, “Default Access Control Behavior in Workspaces,” on page 23](#)
- ♦ [Section 2.1.4, “Default User Rights,” on page 23](#)

- ♦ [Section 2.1.5, “Default Roles,” on page 23](#)
- ♦ [Section 2.1.6, “Default Users and Groups,” on page 25](#)

2.1.1 Inheritance

Workspaces can inherit the access control settings of their parent workspaces. You should understand the following facts about access control inheritance:

- ♦ If you create a new workspace under an existing workspace that is inheriting its access control settings from its parent, the new workspace continues the inheritance chain. If you change any access control settings above the new workspace at a later time, the access control settings for the new workspace also change. Global workspaces inherit access control settings from the parent workspace by default.
- ♦ If you create a new workspace under an existing workspace that is not inheriting its access control settings, the new workspace retains the non-inherited settings of the parent workspace.
- ♦ If you move a workspace that is inheriting its access control settings from its original parent workspace, it inherits the access control settings of the new parent workspace into which it is moved. If the new parent workspace has different settings than the original parent workspace, the access control settings for the moved workspace change accordingly.
- ♦ Team membership is inherited separately from access control settings. If access control settings are being inherited, this does not necessarily mean that team membership is also being inherited. To edit team membership or to change the team membership inheritance settings for a team workspace, click *Workspace > Edit Team*.

2.1.2 Navigation

As a best practice, you should not grant users access to sub-workspaces and sub-folders while restricting access for the same users to the higher-level (parent) folders. Ignoring this best practice can be problematic for the following reasons:

- ♦ Users cannot navigate to the sub-workspace or sub-folder using the Workspace tree navigation, even though they have appropriate rights to the sub-workspace or sub-folder.

If you understand this limitation and still have a need to restrict access to a parent workspace or folder while granting access to a sub-workspace or sub-folder, users can still access the hidden sub-workspace or sub-folder by using the Search feature or by accessing the location through WebDAV.

- ♦ Users can see the name of a higher-level workspace, even though they do not have appropriate rights.

Users who use the Search feature or WebDAV to locate the sub-workspace or sub-folder that they have been granted access to are able to see the name of the parent workspace, which they would otherwise not be able to see. However, they can see only the workspace name, not the contents of the workspace.

2.1.3 Default Access Control Behavior in Workspaces

By default, most places inherit the access control settings of their parent. When you establish settings for a primary space, all sub-places automatically apply the same settings, saving administration time. However, unlike other types of workspaces, Team workspaces do not retain the access control settings of the parent workspace by default. This is because the desired access control settings for Team workspaces can vary greatly depending on the objectives of the team.

Also, team membership is inherited separately from access control settings. If access control settings are being inherited, this does not necessarily mean that team membership is also being inherited. To edit team membership or to change the team membership inheritance settings for a team workspace, click *Workspace > Edit Team*.

2.1.4 Default User Rights

By default, all Vibe users have rights to perform the following actions:

- ♦ Participate in any team workspaces in which they are a member (create folders and entries, make comments, etc.)
- ♦ Create team workspaces (by default, only members of a team can view and participate in team workspaces)
- ♦ Visit all personal workspaces (read entries and comment on them)
- ♦ Participate in all global workspaces and folders

2.1.5 Default Roles

Vibe includes default roles that you can assign to users and groups. The following sections describe the function of each default role, but do not describe all of the rights associated with each role. For a complete list of rights, click the name of the role in the table on the Configure Access Control page. (In the Action toolbar, click *Workspace > Access Control* or *Folder > Access Control*.)

For information on how the administrator can assign users to various roles for the Vibe site, see [Section 2.3, “Controlling User Access throughout the Vibe Site,” on page 29](#). For a detailed description of each right that can be associated with a given role, see [Section 2.4.4, “Understanding the Various Rights for Roles,” on page 35](#).

Vibe enables site administrators to create their own custom roles, as described in [Section 2.4.1, “Defining a New Role,” on page 31](#).

- ♦ [“Understanding Default Roles for Workspaces and Folders” on page 23](#)
- ♦ [“Understanding Default Roles for Entries” on page 24](#)
- ♦ [“Understanding Default Administrative Roles” on page 24](#)

Understanding Default Roles for Workspaces and Folders

Role	Description
Visitor	Has read-only and comment-only access.
Participant	Can create entries and modify those entries, plus perform tasks associated with the Visitor role.

Role	Description
Guest Participant	Can read entries, create entries, and add comments.
Team Member	Has all the rights of a Participant. In addition, can generate reports and manage global tags.
Workspace and Folder Administrator	Can create, modify, or delete workspaces or folders; moderate participation (modify or delete the entries of others); design entries and workflows; set entry-level access controls on entries of others; and can perform tasks associated with the Participant and Team Member role.
Workspace Creator	Can create sub-workspaces. In Team Workspace Root workspaces, this role allows users to create their own team workspaces.

Understanding Default Roles for Entries

Role	Description
Read	Can read the entry.
Read and Reply	Can read the entry and add comments or replies to the entry.
Write	Can read the entry, add comments or replies, and modify the entry.
Delete	Can read the entry, add comments or replies, modify, and delete the entry.
Change Access Controls	Can read the entry, add comments or replies, modify, and delete the entry. Can also modify the access control settings of the entry.

Understanding Default Administrative Roles

Role	Description
Allow Adding Guest Access	Can make Vibe workspaces and folders available to Guest users in Vibe. By default, Guest users can access only the Guest user personal workspace, as well as any workspace or folder that the Vibe administrator has granted them rights to access. For more information, see Section 5.4.5, “Enabling Individual Users to Grant Guest Access throughout the Vibe Site,” on page 103.
Can Only See Members Of Groups I Am In	Removes a user's ability to view other Vibe users who are not members of a group that he or she belongs to.
Override “Can Only See Members Of Groups I Am In”	Overrides the <i>Can Only See Members Of Groups I Am In</i> role. This can simplify the administration of the <i>Can Only See Members Of Groups I Am In</i> role. For example, you might assign the <i>Can Only See Members Of Groups I Am In</i> role to a group, but at the same time you want to allow certain members of the group to retain their ability to see users that belong to groups outside of their own. In this circumstance, you can assign the <i>Override “Can Only See Members Of Groups I Am In”</i> role to the members who you want to retain their ability to see users outside of their own groups.

Role	Description
Token Requester	Can make Web service calls on behalf of another Vibe user. This functionality can enable administrators to perform proxy functions for individual Vibe users without logging in as the Vibe user. This means that the Web services application does not cache individual users' credentials in order to perform operations. This role should not be assigned to a Vibe user, but rather to a system-level (agent) account that you want to be responsible for executing Web service operations on behalf of one or more regular Vibe users. For more information about the Web services operations that support the Token Requester role, see “admin_getApplicationScopedToken” and “admin_destroyApplicationScopedToken” in the <i>Kablink Vibe 3.4 Developer Guide</i>.
Zone Administration	Has all rights associated with access control.

2.1.6 Default Users and Groups

You can assign default or custom access control roles to users and groups for the Vibe site if you are the Vibe administrator, or in your workspaces if you are a workspace owner. In addition to the users and groups that the Vibe administrator creates, Vibe includes four default users and groups to which you can assign roles.

Default User and Group	Description
Owner of a Workspace or Folder	The person who created the workspace, or the person assigned to be the owner of the workspace.
Team Members	The individuals who are designated as team members in a given place. For information about how to add team members, see “Adding Additional Team Members to Your Workspace” in the <i>Kablink Vibe 3.4 User Guide</i>.
All Users	Every person registered within the Vibe site.
Site Administrator	The person who has rights to perform any task in any workspace or folder. Available only to Vibe administrators.

2.2 Controlling User Access in Workspaces

The access control settings on each Kablink Vibe workspace determine who can see the workspace and how different types of users can participate in each workspace.

- ♦ [Section 2.2.1, “Controlling User Access to Personal Workspaces,” on page 25](#)
- ♦ [Section 2.2.2, “Controlling User Access to Team Workspaces,” on page 27](#)
- ♦ [Section 2.2.3, “Controlling User Access to Global Workspaces,” on page 28](#)

2.2.1 Controlling User Access to Personal Workspaces

- ♦ [“Default Access Controls” on page 26](#)
- ♦ [“Restricting Access to Personal Workspaces throughout the Vibe Site” on page 26](#)

Default Access Controls

By default, personal workspaces are created with the following access:

User or Group	Access Role	Role Description
Workspace Owner (user)	Administrator	Can create, modify, or delete workspaces or folders; moderate participation (modify or delete the entries of others); design entries and workflows; and can perform Participant tasks.
All Users group	Visitor	Has read-only and comment-only access.

Restricting Access to Personal Workspaces throughout the Vibe Site

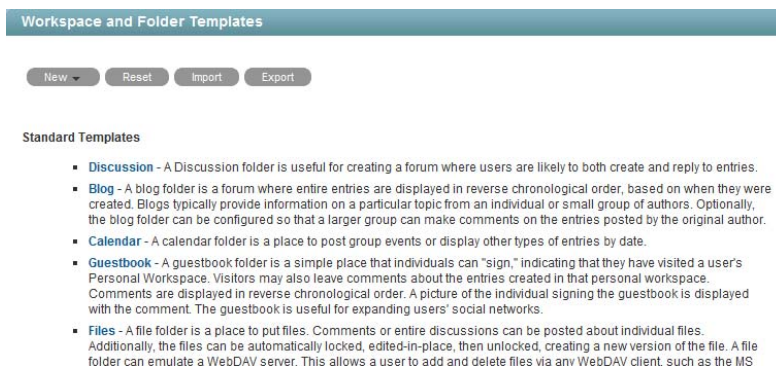
You might want to set up your Vibe site so users' personal workspaces remain hidden and confidential.

IMPORTANT: If you configure your Vibe site to hide users' personal workspaces as described in this section, the following side effects occur:

- ♦ Users cannot follow one another
- ♦ Users are not displayed in the Personal Workspaces workspace
- ♦ Users are not displayed under Personal Workspaces in the Workspace tree
- ♦ User workspaces and user profiles cannot be found when performing a search (this means that users cannot search for and find other Vibe users.)

When you configure your Vibe site as described in this section, you should make these configuration changes before any users are added to your Vibe system. If users are added to your Vibe system before you make these configuration changes, you must manually adjust the access control settings for each user workspace, as described in "[Controlling Access](#)" in the [Kablank Vibe 3.4 Advanced User Guide](#).

- 1 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 2 Under *Management*, click *Workspace and Folder Templates*.



- 3 Click *User Workspace*.
- 4 Click *Manage This Target > Access Control*.
The Configure Access Control page is displayed.

- 5 In the access control table, in the *All Users* row, deselect the check box in the *Visitor* column.
- 6 Click *Save Changes*.
- 7 Verify access before you start adding users to your Vibe system:
 - ♦ Create a test user in the Vibe system, navigate to this user's personal workspace, then click *Workspace > Access Controls*. Ensure that no check boxes are selected in the *All users* row.
 - ♦ Navigate to the Personal Workspaces workspace by clicking the Workspace tree icon  in the Action toolbar, then clicking *Personal Workspaces*. Click *Workspace > Access Controls*, then ensure that in the *All users* row the check box is selected in the *Visitor* column. If this check box is not selected, users cannot search for other users in the Vibe system.

For information on how to add users to your Vibe system, see [Section 5.1, “Adding New Users to Your Vibe Site,” on page 93](#).

Vibe users can adjust the access control for their personal workspaces, as described in “[Controlling Access](#)” in the [Kablank Vibe 3.4 Advanced User Guide](#).

2.2.2 Controlling User Access to Team Workspaces

By default, new team workspaces created under the main Team Workspaces directory are visible only to members of the team workspace. Following are the default access control settings for a team workspace:

User or Group	Access Role	Role Description
Workspace Owner (team creator)	Administrator	Can create, modify, or delete workspaces or folders; moderate participation (modify or delete the entries of others); design entries and workflows; and can perform Participant tasks.
Team Members	Team Member	Has all the rights of a Participant. In addition, can generate reports and manage community tags.

After you create a new team workspace, you can configure different access control settings for it.

- 1 Navigate to the new team workspace, then click *Workspace > Access Control*.
- 2 Select *No* in the Inheritance box.

This folder does not inherit its access control settings from its parent.

Inherit role membership from the parent folder or workspace?

☐ yes ☒ no

- 3 Click *Apply* to activate the Access Control table:

✓ designates the access control setting of the parent workspace

Add User Names from Clipboard

			Add a Role ▾			
			Participant	Team Member	Workspace and Folder Administrator	Workspace Creator
	Owner of Workspace or Folder		☒	☐	☒	☐
	Team Members		☒	☒	☐	☐
Add a Group ▾			Participant	Team Member	Workspace and Folder Administrator	Workspace Creator
Group Title	Group Name					
All Users	allUsers		☒	☐	☐	☒
Add a User ▾			Participant	Team Member	Workspace and Folder Administrator	Workspace Creator
User Title	User Id					
--no users--						
Add an Application Group ▾			Participant	Team Member	Workspace and Folder Administrator	Workspace Creator
Application Group Title	Application Group Name					
--no application groups--						
Add an Application ▾			Participant	Team Member	Workspace and Folder Administrator	Workspace Creator
Application Title	Application Name					
--no applications--						

- Adjust the access control settings for the new team workspace as needed, as described in [“Controlling Access to Workspaces and Folders”](#) in [“Controlling Access”](#) in the [Kablink Vibe 3.4 Advanced User Guide](#).
- Click *Save Changes > Close*.

2.2.3 Controlling User Access to Global Workspaces

By default, the Global Workspace directory immediately under the Home Workspace inherits the access control settings of the Home Workspace:

User or Group	Access Role	Role Description
Workspace Owner (admin)	Administrator	Can create, modify, or delete workspaces or folders; moderate participation (modify or delete the entries of others); design entries and workflows; and can perform Participant tasks.
Team Members	Team Member	Has all the rights of a Participant. In addition, can generate reports and manage community tags.
All Users group	Participant	Can create and modify entries, plus perform the Visitor tasks.
	Visitor	Has read-only and comment-only access.
All Applications group	Visitor	Has read-only and comment-only access. For information about application groups, see “Managing Remote Applications” in the Kablink Vibe 3.4 Advanced User Guide .

When you create a new global workspace under the main Global Workspaces directory, the new global workspace by default inherits the access control settings of the main Global Workspaces directory, as listed above. After you create a new global workspace, you can configure different access control settings for it.

- Navigate to the new global workspace, then click *Workspace > Access Control*.
- Select *No* in the Inheritance box.

This folder does not inherit its access control settings from its parent.

Inherit role membership from the parent folder or workspace?

☐ yes ☒ no

- 3 Click *Apply* to activate the Access Control table:

✓ designates the access control setting of the parent workspace

Add User Names from Clipboard

		Add a Role ▼			
		Visitor	Participant	Team Member	Workspace and Folder Administrator
	Owner of Workspace or Folder	☐	☐	☐	☒
	Team Members	☐	☐	☒	☐
Add a Group ▼					
Group Title	Group Name	Visitor	Participant	Team Member	Workspace and Folder Administrator
All Users	allUsers	☒	☒	☐	☐
Add a User ▼					
User Title	User Id	Visitor	Participant	Team Member	Workspace and Folder Administrator
--no users--					
Add an Application Group ▼					
Application Group Title	Application Group Name	Visitor	Participant	Team Member	Workspace and Folder Administrator
All Applications	allApplications	☒	☒	☐	☐
Add an Application ▼					
Application Title	Application Name	Visitor	Participant	Team Member	Workspace and Folder Administrator
--no applications--					

- 4 Adjust the access control settings for the new global workspace as needed, as described in “Controlling Access” in the *Kablink Vibe 3.4 Advanced User Guide*.
- 5 Click *Save Changes > Close*.

2.3 Controlling User Access throughout the Vibe Site

By assigning users to access control roles for the Kablink Vibe site, you can give users additional rights, or restrict current rights.

- ♦ [Section 2.3.1, “Controlling User Access to Administrative Functions,” on page 29](#)
- ♦ [Section 2.3.2, “Controlling User Access to Workspaces, Folders, and Entries,” on page 30](#)

2.3.1 Controlling User Access to Administrative Functions

Administrative roles grant users rights to perform administrative functions throughout your Vibe site. As the Vibe administrator, you can assign users and groups to administrative roles. For a list of default administrative roles, see “Understanding Default Administrative Roles” on page 24.

To assign a user to a particular role for every place on the Vibe site:

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- The Administration page is displayed.
- 3 Under *System*, click *Access Control for Zone Administration*.

Configure Access Control

Configure Access Control ?

Close

Administrative Functions

Add User Names from Clipboard

Add a Role ▾

Add a Group ▾	Group Title	Group Name	Allow Adding Guest Access	Can Only See Members Of Groups I Am In	Override "Can Only See Members Of Groups I Am In"	Token Requester	Zone Administration
	Administrators	administrators	☐	☐	☐	☐	☒

Add a User ▾

User Title	User Id	Allow Adding Guest Access	Can Only See Members Of Groups I Am In	Override "Can Only See Members Of Groups I Am In"	Token Requester	Zone Administration
--NO USERS--						

Save Changes

* Assigning roles to an application or application group at the zone level actually specifies the maximum set of rights that the application is allowed to use. This allows the site administrator to prevent applications from ever having more rights than are needed to perform its task. If no roles are assigned, then the application has no rights.
[Note: admin (admin) has been designated as the default site administrator with privileges to perform any task on any workspace or folder.]

Close

A basic Vibe site consists of a single zone. Novell Vibe allows you to set up multiple zones in a single Vibe site. This feature is not available in Kablink Vibe.

- Add the user to whom you want to grant the site-wide role to the Access Control table.
For information on how to add users to the Access Control table, see [“Adding Users to the Access Control Table”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.
- Add the role that you want to grant to the Access Control table.
For information on how to add roles to the Access Control table, see [“Adding Roles to the Access Control Table”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.
- Click *Save Changes*, then click *Close*.

2.3.2 Controlling User Access to Workspaces, Folders, and Entries

Workspace and folder roles define which rights users have in specific workspaces and folders throughout the Vibe site. Entry roles define which rights users have in specific entries.

Workspace and folder owners (or anyone with administrative rights) can assign workspace and folder roles to specific users and groups by configuring access controls for their workspaces and folders. For more information about how to do this, see [“Managing Access Control for Users and Groups”](#) in [“Controlling Access”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

As the Vibe administrator, you can modify each default role for workspaces, folders, or entries to suit your organization’s needs. These roles are then made available so that workspace and folder administrators can assign them to users and groups in their workspaces and folders. For information about how to modify existing roles or about how to create new roles, see [Section 2.4, “Managing Roles to Refine Access Control,”](#) on page 31.

2.4 Managing Roles to Refine Access Control

Kablink Vibe uses role-based access control. Each default role contains specific rights. If you want a particular user to have certain rights, you can assign that user to the appropriate role. For a list of all the default access roles that are included in Vibe, see “[Default Roles](#)” in the *Kablink Vibe 3.4 Advanced User Guide*.

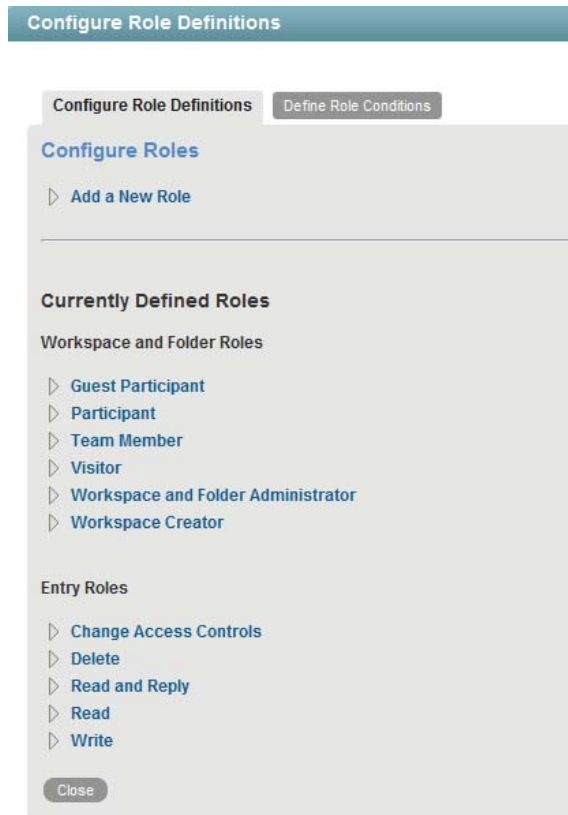
If you find that the existing roles do not meet the needs of your organization, you can modify them or create new ones. This can be particularly useful if you want to delegate the administration of sub-workspaces and sub-folders, and if you do not want to grant all of the privileges that come with the Workspace and Folder Administration role.

Vibe also enables you to delete roles that are no longer useful to your organization.

- ♦ [Section 2.4.1, “Defining a New Role,” on page 31](#)
- ♦ [Section 2.4.2, “Modifying Existing Roles,” on page 34](#)
- ♦ [Section 2.4.3, “Deleting Existing Roles,” on page 34](#)
- ♦ [Section 2.4.4, “Understanding the Various Rights for Roles,” on page 35](#)

2.4.1 Defining a New Role

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
The Administration page is displayed.
- 3 Under *System*, click *Configure Role Definitions*.



4 Click *Add a New Role*.

- 5 In the *Role Name* field, specify a name for the new role, then select all of the rights that you want members of this role to be able to perform.
- 6 In the *Role Scope* drop-down list, select whether you want this new role to be available for workspaces or folders, or for entries.
- 7 (Optional) In the *Role Conditions* field, select the role condition that you want to associate with this role.

Role conditions enable you to restrict what information users can access when they are outside your corporate firewall. For more information, see [Section 2.5, “Restricting Access Rights of Users Outside the Firewall,”](#) on page 36.

- 8 Select the rights that you want to be associated with this role.

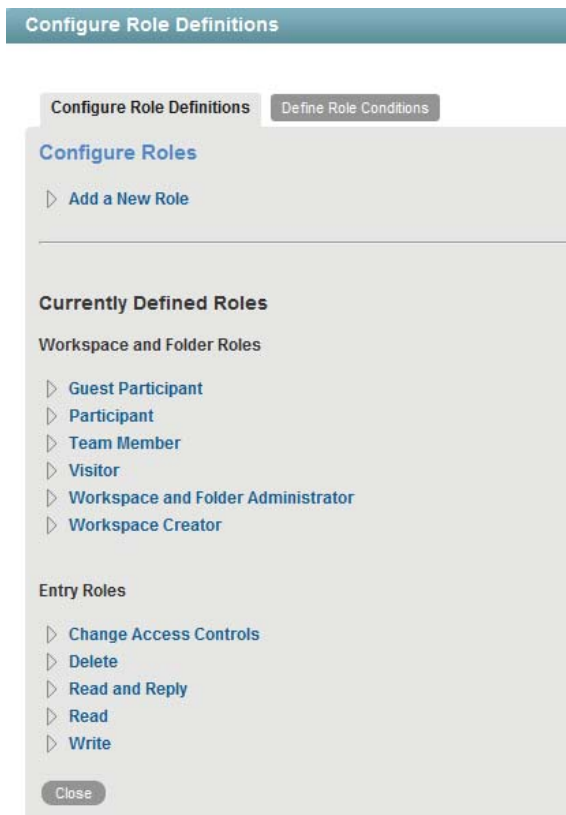
For information about each right that you can select, see [Section 2.4.4, “Understanding the Various Rights for Roles,”](#) on page 35.

- 9 Click *Add*, then click *Close*.

The role is added to the list of existing roles. If you added this role to control access to entries, the role is automatically made available on the access control page. If you added this role to control access to workspaces and folders, Vibe users can now add this role to the Access Control table, as described in [“Adding Roles to the Access Control Table”](#) in the [Kablank Vibe 3.4 Advanced User Guide](#).

2.4.2 Modifying Existing Roles

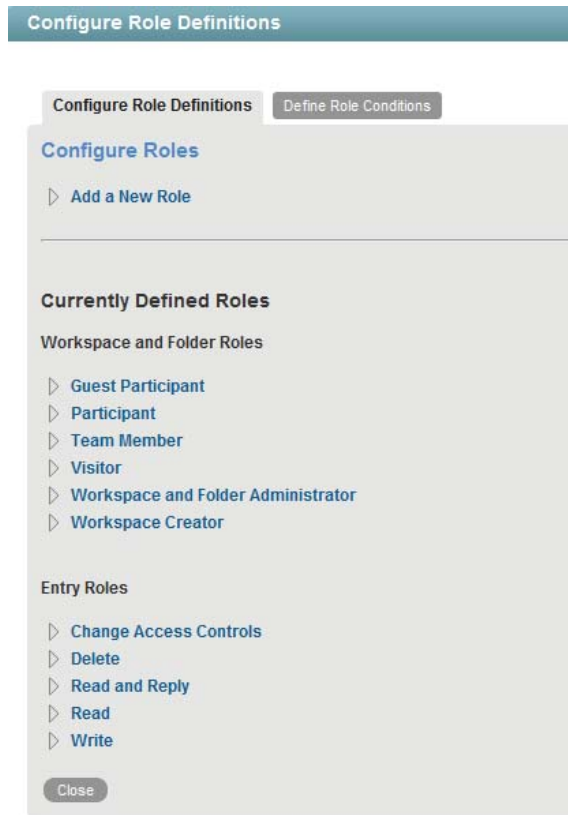
- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
The Administration page is displayed.
- 3 Under *System*, click *Configure Role Definitions*.



- 4 In the *Currently Defined Roles* section, click the role that you want to modify.
- 5 Select the rights that you want members of this role to be able to perform, and deselect the rights that you don't want them to be able to perform.
For information about each right that you can select, see [Section 2.4.4, "Understanding the Various Rights for Roles," on page 35](#).
- 6 Click *Apply*, then click *Close*.

2.4.3 Deleting Existing Roles

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
The Administration page is displayed.
- 3 Under *System*, click *Configure Role Definitions*.



- 4 In the *Currently Defined Roles* section, click the role that you want to delete.
- 5 Click *Delete*, then click *Close*.

2.4.4 Understanding the Various Rights for Roles

Roles are made up of various rights. Default roles have a set of default rights that are associated with them. When you modify a default role, you remove existing rights and add other rights. When you create a custom role, you create a new name for a role and then associate rights with the new role.

Some rights apply only to workspaces and folders, and some apply only to entries. If you associate a right with a role, and then assign users to that role in a workspace, then by default that role applies to all folders and entries in the workspace. For example, if you associate the Delete Entries right with a role in a workspace and assign that role to all users, then all users can delete any entry in the workspace.

Following is the list of rights you can choose from when modifying or creating a role. You cannot create new rights in Vibe.

Right	Function
Add Comments or Replies	Can add comments or replies to entries.
Add Folders	Can add folders to workspaces and folders.
Add Workspaces	Can add workspaces to existing workspaces.
Change Access Control	Can modify the access control settings of workspaces, folders, or entries.
Create Entries	Can create entries.

Right	Function
Create Entry-Level Access Controls	Can change access control settings for all entries that are contained in a workspace or folder.
Delete Entries	Can delete entries.
Delete Owned Entries	Users can delete only the entries they own in a workspace or folder.
Design Entries	Users can design their own custom entries by using the Form and View Designers tool, as described in “ Designing Custom Folder Entry Forms ” in the <i>Kablink Vibe 3.4 Advanced User Guide</i> .
Design Workflows	Users can design their own custom workflows by using the Form and View Designers tool, as described in “ Creating and Managing Workflows ” in the <i>Kablink Vibe 3.4 Advanced User Guide</i> .
Generate Reports	Users can generate reports. For more information about generating reports in Vibe, see “ Generating Activity Reports for a Workspace ”, “ Generating an Activity Report on a Folder ”, and “ Generating Reports about a Folder Entry ” in the <i>Kablink Vibe 3.4 User Guide</i> .
Manage Global Tags	Users can manage community tags, as described in “ Using Tags ” in the <i>Kablink Vibe 3.4 User Guide</i> .
Modify Entries	Can modify entries.
Modify Entry Fields	Users can modify only a specific field in an entry. This is useful if you have an entry that is associated with a workflow, and you want only certain users to modify certain fields in the entry.
Modify Owned Entries	Users can modify only the entries they own in a workspace or folder.
Modify, Move, or Delete Folders and Workspaces	Users can modify, move, or delete a folder or workspace.
Owner Create Entry-Level Access Controls	Users can change the access control settings only for the entries they own in a workspace or folder.
Read Entries	Can read entries.
Read Owned Entries	Users can read only the entries they own in a workspace or folder.
View Binder Title	Enables users who have access to an entry, but do not have access to the parent workspace or folder, to navigate to the entry by using the Workspace tree, as described in “ Navigating the Workspace Tree ” in the <i>Kablink Vibe 3.4 User Guide</i> . This right is disabled by default, and is not available to assign to any role. For information on how to enable this right and make it available, see Section 2.8, “Enabling Users to Access Entries via the Workspace Tree When They Do Not Have Access to the Parent Folder or Workspace,” on page 41.

2.5 Restricting Access Rights of Users Outside the Firewall

Vibe enables you to restrict what information users can access when they are outside your corporate firewall.

If your Vibe site contains sensitive data, and users access the site from non-secure locations, you might want to consider restricting users to certain workspaces and folders when they are not accessing Vibe from inside the corporate firewall.

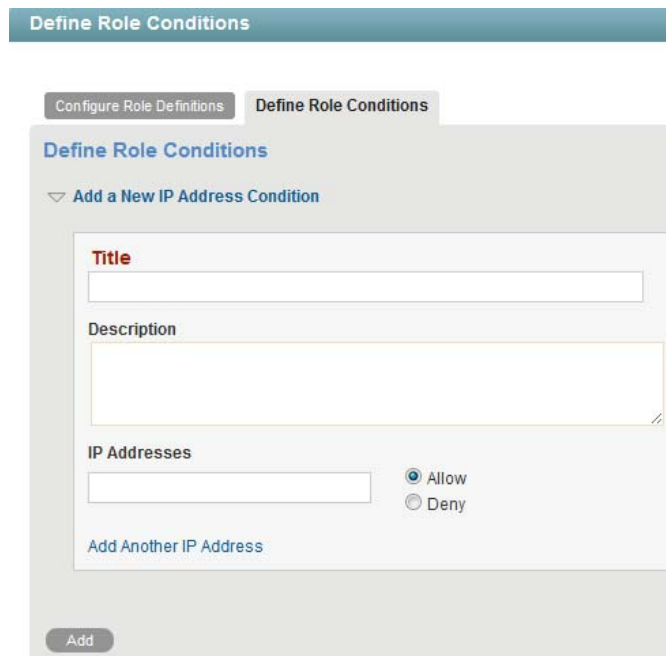
For example, a user accessing the Vibe system from a public kiosk increases the risk of sensitive data being inappropriately exposed.

To restrict access for users who are outside the corporate firewall, you must create a condition that contains one or more IP addresses (or range of IP addresses), associate this condition with an existing role, then assign the role to users and groups in the workspaces, folders, or entries where you want to allow access.

- ♦ [Section 2.5.1, “Creating a New Role Condition,” on page 37](#)
- ♦ [Section 2.5.2, “Associating the Role Condition with a New or Existing Role,” on page 38](#)
- ♦ [Section 2.5.3, “Assigning the Role Condition to Users and Groups,” on page 38](#)
- ♦ [Section 2.5.4, “Example,” on page 39](#)

2.5.1 Creating a New Role Condition

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- The Administration page is displayed.
- 3 Under *System*, click *Configure Role Definitions*.
- 4 Click the *Define Role Conditions* tab.
- 5 Click *Add a New IP Address Condition*.



Define Role Conditions

Configure Role Definitions Define Role Conditions

Define Role Conditions

▼ Add a New IP Address Condition

Title

Description

IP Addresses

☒ Allow ☐ Deny

[Add Another IP Address](#)

Add

- 6 Provide the following information for the new condition:
 - Title:** Specify a title for the condition.
 - Description:** Specify a description for the role condition.
 - IP Address:** Specify the IP address that you want to associate with this condition. You can mask your IP address by using asterisks. For example, 155.5.*.*

Allow: Select this option to allow access from the specified IP address. There must be at least one *IP Address* field with *Allow* selected.

Deny: Select this option to deny access from the specified IP address. Select this option only if you have multiple *IP Address* fields, and one of these fields has *Allow* selected.

If you are masking an IP address, such as 155.5.*.*, you can exclude an IP address within the range that you are masking. For example, in the first *IP Addresses* field you specify 155.5.*.*, then select *Allow*. You then add a second *IP Address* field by clicking *Add Another IP Address*, then specifying an IP address that is within the range of your masked IP address. In your second *IP Address* field, you specify 155.5.4.*, then select *Deny*. This denies access to users who are using an IP address within the range 155.5.4.*, but allows access to users using any other IP address within the range 155.5.*.*.

- 7 (Optional) Click *Add Another IP Address* to associate multiple IP addresses with this condition. You can also add multiple IP addresses if you want to deny access to a specific IP address that is included within a range of IP addresses that you are allowing.
- 8 Click *Add*.
- 9 Continue with [Section 2.5.2, “Associating the Role Condition with a New or Existing Role,” on page 38](#).

2.5.2 Associating the Role Condition with a New or Existing Role

You must associate the role condition that you created in [Section 2.5.1, “Creating a New Role Condition,” on page 37](#) with a new or existing role.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .

The Administration page is displayed.

- 3 Under *System*, click *Configure Role Definitions*.
- 4 On the *Configure Role Definitions* tab, click *Add a New Role*.

or

Click an existing role in the *Currently Defined Roles* section.

For more information about managing roles, see [Section 2.4, “Managing Roles to Refine Access Control,” on page 31](#).

- 5 In the *Role Conditions* drop-down list, select the role condition that you want to associate to the role.
- 6 Click *Apply*.
- 7 Continue with [Section 2.5.3, “Assigning the Role Condition to Users and Groups,” on page 38](#).

2.5.3 Assigning the Role Condition to Users and Groups

After you have completed [Section 2.5.1, “Creating a New Role Condition,” on page 37](#) and [Section 2.5.2, “Associating the Role Condition with a New or Existing Role,” on page 38](#), you need to assign the role that contains the new role condition to users and groups. You accomplish this in one

of two ways, depending on whether you associated the role condition to a new role or an existing role (as described in [Section 2.5.2, “Associating the Role Condition with a New or Existing Role,” on page 38](#)):

- ◆ “Assigning the New Role to Users and Groups” on page 39
- ◆ “Assigning an Existing Role to Users and Groups” on page 39

Assigning the New Role to Users and Groups

To assign the role that contains the new role condition to users and groups:

- 1 Add the role to the Access Control table for the workspaces, folders, or entries where you want to grant users access rights, as described in “[Controlling Access to Workspaces and Folders](#)” in the *Kablink Vibe 3.4 Advanced User Guide*.
- 2 Assign the roles to the users and groups who you want to be granted access rights, as described in “[Controlling Access to Workspaces and Folders](#)” in the *Kablink Vibe 3.4 Advanced User Guide*.

Assigning an Existing Role to Users and Groups

If you associated the role condition with an existing role, the role is automatically applied to users and groups in workspaces, folder, and entries where this role is already assigned.

2.5.4 Example

The following example shows how to restrict access to users outside the firewall by using role conditions:

1. Set up a proxy server (such as Novell Access Manager) that is external to the firewall.
2. Define a role condition that includes only a range of IP addresses that are internal to the firewall.
3. Associate this role condition to all or some existing Vibe roles.

If you associate this role condition to all roles except the Workspace and Folder Administrator role, only users who are workspace and folder administrators are able to access workspaces and folders from outside the firewall. Users who are not workspace and folder administrators do not have access.

2.6 Enabling Users to Send Messages to All Users

By default, Kablink Vibe allows only the Vibe administrator to send e-mail messages to the All Users group. If you want to change this functionality to allow anyone to send messages to the All Users group:

- 1** Change to the following directory:

```
Linux:      /opt/novell/teaming/apache-tomcat/
           webapps/ssf/WEB-INF/classes/config
```

Windows: c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config

- 2 Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.

- 3 Open the `ssf.properties` file in a text editor.
- 4 Search for the following line:
`mail.allowSendToAllUsers=false`
- 5 Open the `ssf-ext.properties` file in a text editor.
- 6 Copy the `mail.allowSendToAllUsers=false` line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.
- 7 Change `false` to `true`, so that the line now reads `mail.allowSendToAllUsers=true`.
- 8 Save and close the `ssf-ext.properties` file.
- 9 Close the `ssf.properties` file without saving it.
- 10 Stop and restart Vibe to enable users to send messages to the All Users group in your Vibe site.

2.7 Enabling Users to Import and Export Workspaces, Folders, and Entries

By default, only the Vibe administrator can import and export workspaces, folders, and entries, as described in [Section 17.1, “Exporting/Importing Workspaces, Folders, and Entries,” on page 163](#). You can enable all workspace and folder owners to import and export workspaces, folders, and entries.

To configure Vibe to allow workspace and folder owners to import and export workspaces, folders, and entries:

- 1 Change to the following directory:

```
Linux:      /opt/novell/teaming/apache-tomcat/
              webapps/ssf/WEB-INF/classes/config

Windows:    c:\Program Files\Novell\Teaming\apache-tomcat\
              webapps\ssf\WEB-INF\classes\config
```

- 2 Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
- 3 Open the `ssf.properties` file in a text editor.
- 4 Search for the following line:
`export.availableToBinderOwners=false`
- 5 Open the `ssf-ext.properties` file in a text editor.
- 6 Copy the `export.availableToBinderOwners=false` line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.
- 7 Change `false` to `true`, so that the line now reads `export.availableToBinderOwners=true`.
- 8 Save and close the `ssf-ext.properties` file.
- 9 Close the `ssf.properties` file without saving it.
- 10 Stop and restart Vibe to enable all workspace and folder owners to import and export workspaces, folders, and entries.

2.8 Enabling Users to Access Entries via the Workspace Tree When They Do Not Have Access to the Parent Folder or Workspace

You can enable users who have access to an entry, but do not have access to the parent workspace or folder, to navigate to the entry by using the Workspace tree, as described in “[Navigating the Workspace Tree](#)” in the *Kablink Vibe 3.4 User Guide*.

Users who do not have this right must either perform a search to locate the entry, or they must have the entry shared with them as described in “[Sharing Entries](#)” in the *Kablink Vibe 3.4 User Guide*.

For information about how users can grant other Vibe users access to an entry even when users don’t have access to the parent workspace or folder, see “[Exposing a Vibe Entry to a Wider Audience Than the Folder Access Controls Allow](#)” in the *Kablink Vibe 3.4 Advanced User Guide*.

To enable users to access entries via the Workspace tree when users do not have access rights to the parent folder or workspace:

- 1 Change to the following directory:

```
Linux:      /opt/novell/teaming/apache-tomcat/  
            webapps/ssf/WEB-INF/classes/config
```

```
Windows:   c:\Program Files\Novell\Teaming\apache-tomcat\  
            webapps\ssf\WEB-INF\classes\config
```

- 2 Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
- 3 Open the `ssf.properties` file in a text editor.
- 4 Search for the following line:

```
accessControl.viewBinderTitle.enabled=false
```

- 5 Open the `ssf-ext.properties` file in a text editor.
- 6 Copy the `accessControl.viewBinderTitle.enabled=false` line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.
- 7 Change `false` to `true`.
- 8 Save and close the `ssf-ext.properties` file.
- 9 Close the `ssf.properties` file without saving it.
- 10 Stop and restart Vibe.

2.9 Enabling Folder Administrators to Apply Definition Settings to Sub-Folders and Entries

You can enable folder owners to apply entry definition types to folders or entries that have already been created. This enables users to apply all definition settings of a parent folder to all subfolders. Also, this enables users to change the definition settings to make all folder entries the same. For example, a user might begin a discussion entry in a Discussion folder, then move the entry to the Tasks folder after it is decided that something needs to be done in order to resolve the discussion.

After the discussion entry is added to the Tasks folder, the entry can be converted to a task entry. For more information, see “[Changing the View Definitions for Existing Folders and Folder Entries](#)” in the *Kablink Vibe 3.4 Advanced User Guide*.

- 1** Change to the following directory:

```
Linux:      /opt/novell/teaming/apache-tomcat/
           webapps/ssf/WEB-INF/classes/config
```

```
Windows: c:\Program Files\Novell\Teaming\apache-tomcat\
          webapps\ssf\WEB-INF\classes\config
```

- 2 Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
- 3 Open the `ssf.properties` file in a text editor.
- 4 Search for the following line:


```
ssf.allowFolderDefinitionFixups=false
```
- 5 Open the `ssf-ext.properties` file in a text editor.
- 6 Copy the appropriate line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.
- 7 Change `false` to `true`, so that the line now reads `ssf.allowFolderDefinitionFixups=true`.
- 8 Save and close the `ssf-ext.properties` file.
- 9 Close the `ssf.properties` file without saving it.
- 10 Stop and restart Vibe.

3 Setting Up Initial Workspaces

Proper organization of workspaces is critical to building an effective Kablink Vibe site.

- ♦ [Section 3.1, “Understanding Workspaces,” on page 43](#)
- ♦ [Section 3.2, “Setting Up Users’ Personal Workspaces,” on page 44](#)
- ♦ [Section 3.3, “Organizing Team Workspaces,” on page 56](#)
- ♦ [Section 3.4, “Creating Global Workspaces,” on page 57](#)
- ♦ [Section 3.5, “Using Workspace and Folder Templates,” on page 58](#)
- ♦ [Section 3.6, “Importing Workspaces,” on page 64](#)

See also [Chapter 17, “Managing Workspaces,” on page 163](#).

3.1 Understanding Workspaces

Your Kablink Vibe site consists of seven types of workspaces:

- ♦ **Personal workspaces:** When you add users to your Vibe site, as described in [“Adding Users to Your Vibe Site”](#) in [“Basic Installation”](#) in the *Kablink Vibe 3.4 Installation Guide*, a personal workspace is established for each user. Users can customize their personal workspaces, as described in [“Setting Up Your Personal Workspace”](#) in [“Getting Started”](#) in the *Kablink Vibe 3.4 User Guide*.
- ♦ **Team workspaces:** Vibe users, along with you as the Vibe administrator, can create team workspaces for groups of people who work together regularly, as described in [“Setting Up Your Personal Workspace”](#) in [“Getting Started”](#) in the *Kablink Vibe 3.4 User Guide*. You, as the Vibe administrator, need to decide how you want to organize team workspaces before you let users start creating them.

- ♦ **Team Workspace Root workspaces:** Team Workspace Root workspaces are the optimal type of workspace if you want to create a library of team workspaces as sub-workspaces.

For more information on Team Workspace Root workspaces, see [“Creating and Managing a Team Workspace Root Workspace”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

- ♦ **Project Management Workspaces:** Project Management workspaces include special accessories that help leaders track the progress of task completion for potentially large projects. Project Management workspaces focus on project completion.

For more information on Project Management workspaces, see [“Creating and Managing a Project Management Workspace”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

- ♦ **Discussions workspaces:** The Discussions workspace can be the home page for a set of discussion forums. You can also use the Discussions workspace to house other types of folders. Discussions workspaces can be particularly useful for site administrators who are responsible for creating the overall structure of the Vibe site.

For more information on how you can use Discussions workspaces, see [“Creating and Managing a Discussions Workspace”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

- ♦ **Basic workspaces:** Like other types of Vibe workspaces, basic workspaces in Vibe can be used to organize information inside of existing workspaces, creating different levels of hierarchy within a workspace.

For more information on basic workspaces, see [“Creating and Managing a Basic Workspace”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

- ♦ **Global workspaces:** Global workspaces contain information that is of interest to all Vibe users. You, as the Vibe administrator, decide what type of information needs to be globally available on your Vibe site.

For more information on Global workspaces, see [Section 3.4, “Creating Global Workspaces,”](#) on page 57.

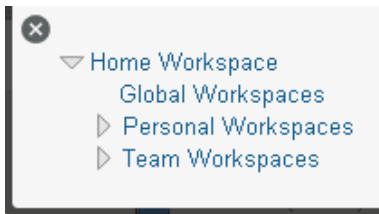
3.2 Setting Up Users’ Personal Workspaces

- ♦ [Section 3.2.1, “Understanding Personal Workspaces,”](#) on page 44
- ♦ [Section 3.2.2, “Customizing the Default Personal Workspace View,”](#) on page 47
- ♦ [Section 3.2.3, “Enabling Users to Create Landing Pages on Personal Workspaces,”](#) on page 48
- ♦ [Section 3.2.4, “Customizing the Default User Profile View,”](#) on page 49
- ♦ [Section 3.2.5, “Adding LDAP Elements to the User Profile View,”](#) on page 54
- ♦ [Section 3.2.6, “Customizing the Default Profile Quick View,”](#) on page 54

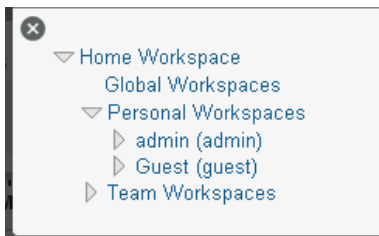
See also [Section 2.2.1, “Controlling User Access to Personal Workspaces,”](#) on page 25.

3.2.1 Understanding Personal Workspaces

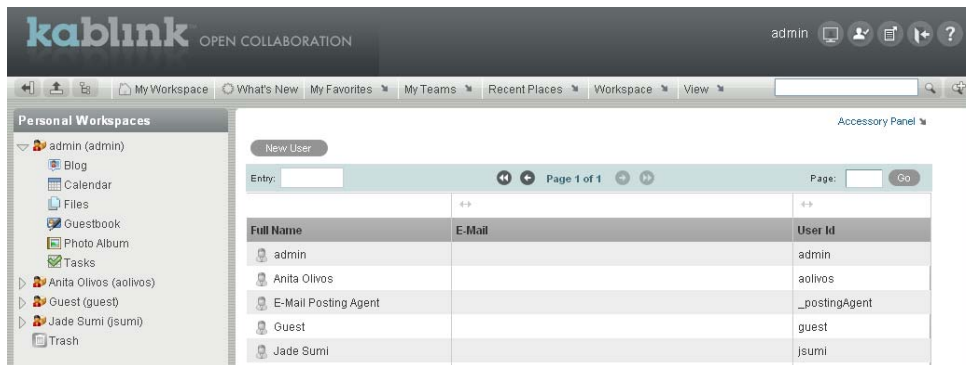
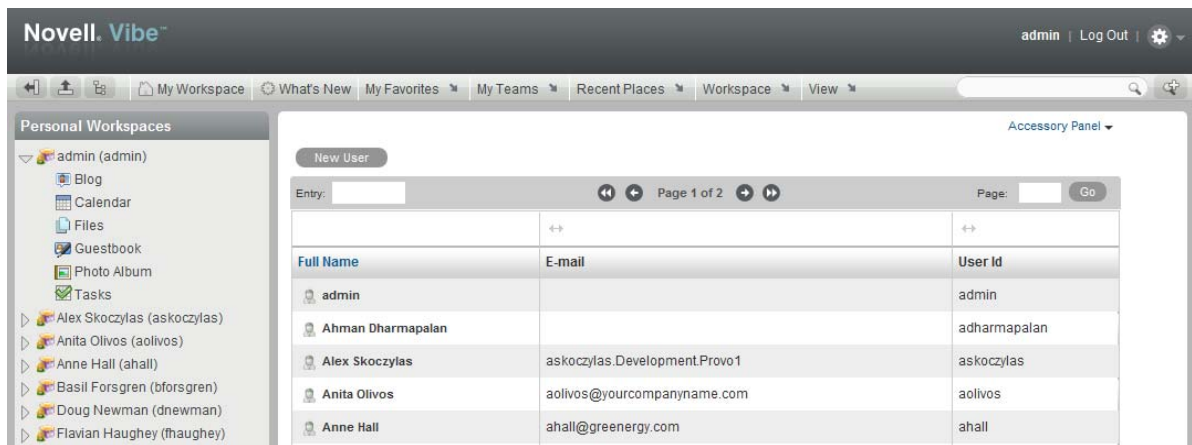
When you create your Kablink Vibe site, a workspace named Personal Workspaces is automatically created.



Initially, clicking the *Workspace tree* icon  and expanding *Personal Workspaces* lists only two personal workspaces, even after you have created Vibe users, as described in [“Adding Users to Your Vibe Site”](#) in [“Basic Installation”](#) in the *Kablink Vibe 3.4 Installation Guide*.



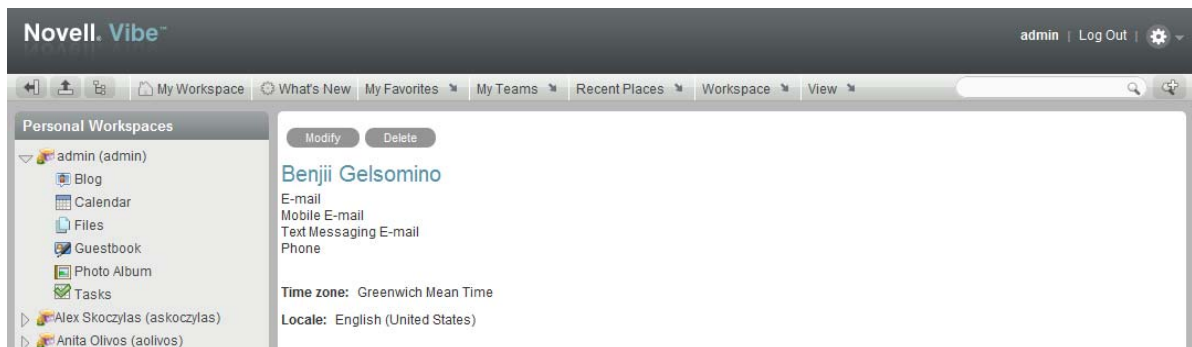
Users’ workspaces appear in the Workspace tree after the users log in for the first time. To see a list of all users in the Vibe system regardless of whether they have logged in, click *Personal Workspaces*.

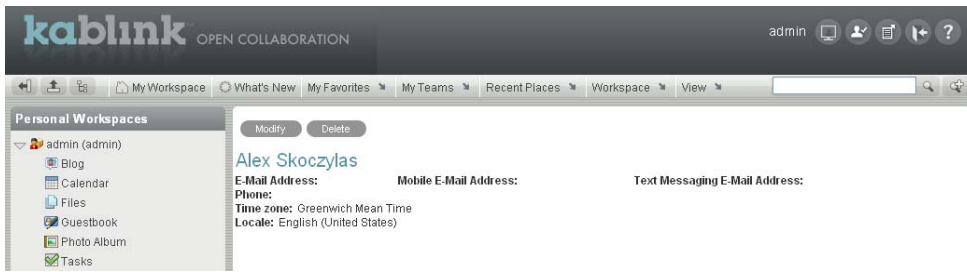


You can manually add Vibe users from this user list, as described in [Section 15.3, “Listing Vibe Users,”](#) on page 147.

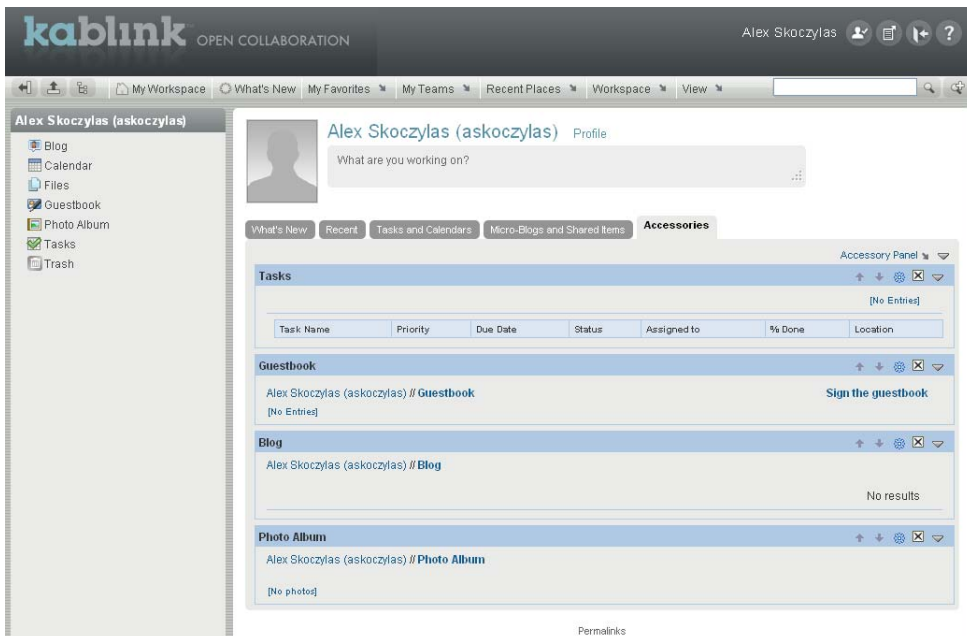
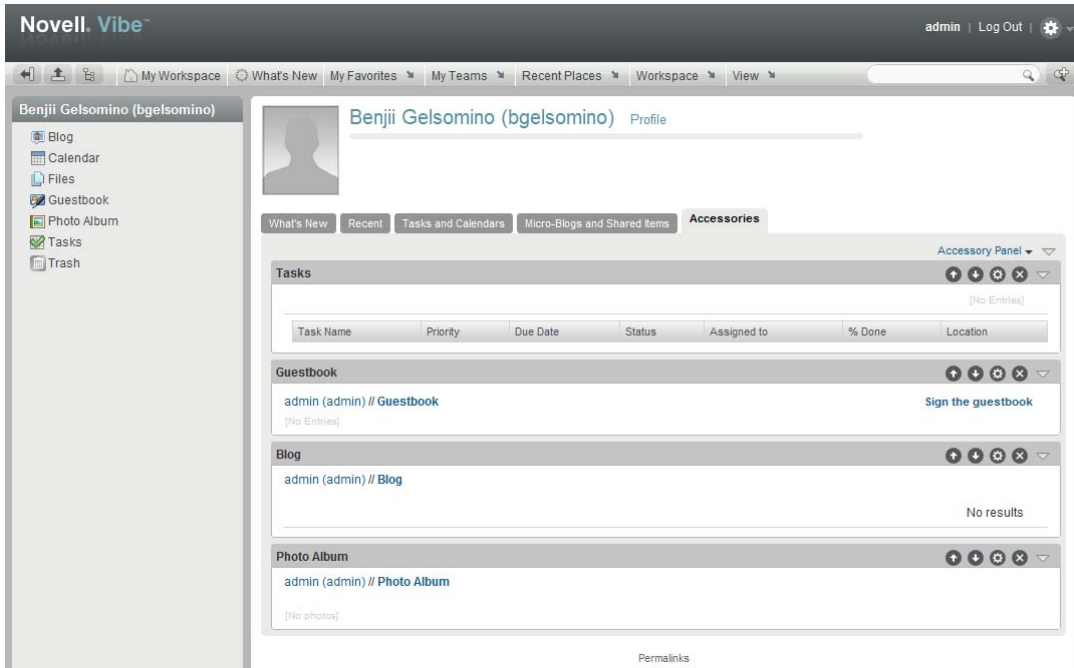
You can also create new Vibe users by using the method described in “[Creating a User](#)” in “[Basic Installation](#)” in the *Kablink Vibe 3.4 Installation Guide*.

As the Vibe administrator, you can access any user’s personal workspace by clicking it in the user list. Before the user has logged in, the user’s personal workspace includes only very basic information.





After the user has logged in, more information displays in the personal workspace; it is ready for the user to personalize.



For information on how users can customize and populate their personal workspaces, see [“Setting Up Your Personal Workspace”](#) in the *Kablink Vibe 3.4 User Guide*.

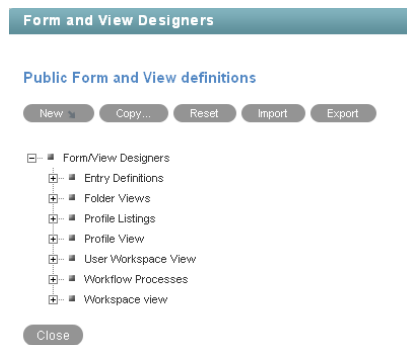
3.2.2 Customizing the Default Personal Workspace View

As a Vibe administrator, you have the ability to customize the default view for all personal workspaces in your Vibe site.

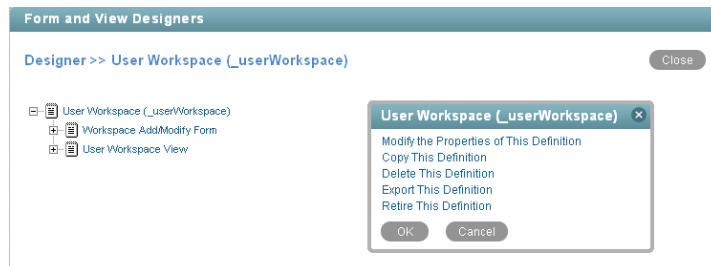
- ♦ [“Customizing the Default View for Existing and Future Personal Workspaces”](#) on page 47
- ♦ [“Customizing the Default View for Future Personal Workspaces”](#) on page 48

Customizing the Default View for Existing and Future Personal Workspaces

- 1 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 2 Under *System*, click *Form/View Designers*.



- 3 Expand *User Workspace View*, then click *User Workspace*.



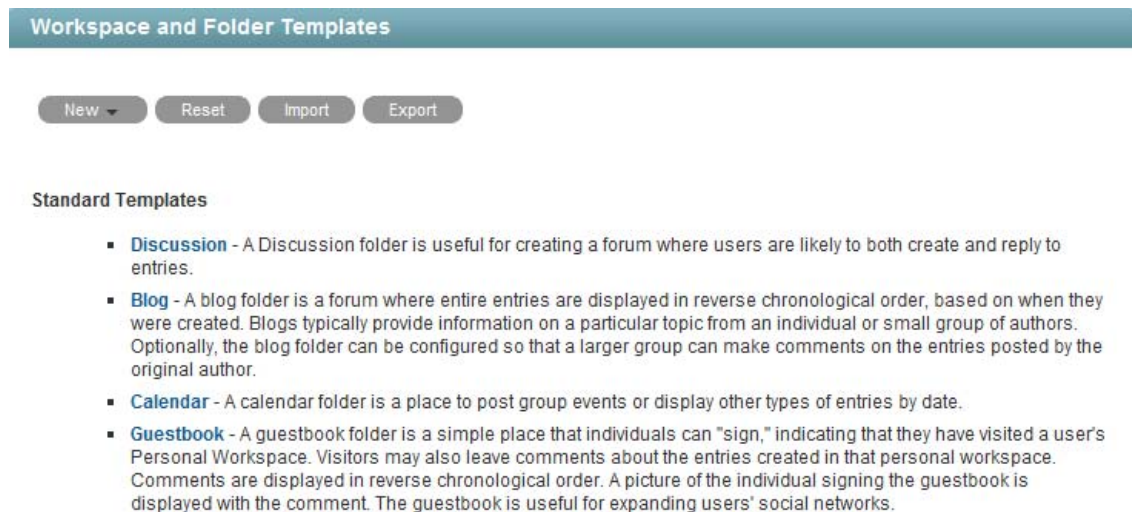
- 4 Add the form and view elements that you want your existing and future personal workspaces to contain by default.

For information on the kinds of elements that you can add and how to add them, see [“Adding Elements to the Workspace Add/Modify Form”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

Customizing the Default View for Future Personal Workspaces

The procedure in this section affects only future personal workspaces (workspaces that have not yet been created). For information on how to change the default view for existing workspaces as well as future workspaces, see [“Customizing the Default View for Existing and Future Personal Workspaces” on page 47](#).

- 1 Log in as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
The Administration page is displayed.
- 3 Under *Management*, click *Workspace and Folder Templates*.



- 4 Click *User workspace*.
- 5 Modify the settings.

For information on the types of modifications that you can make to the User Workspace template, see [Section 19.2, “Modifying Workspace and Folder Templates,” on page 187](#).

3.2.3 Enabling Users to Create Landing Pages on Personal Workspaces

By default, Vibe users cannot create a landing page on their personal workspaces. However, as a Vibe administrator, you can enable landing page creation on personal workspaces.

- 1 Log in as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
The Administration page is displayed.
- 3 Under *System*, click *Form/View Designers*.
The Form and View Designers page is displayed.
- 4 Click *New > User Workspace View*.
- 5 Specify the following information:
Caption: Specify a name for the new user workspace landing page view.

This is the name that appears in the Vibe interface that users see when they use this view. (For example, `User Landing Page`.)

Name: Specify the internal name for the new user workspace landing page view.

The name that you enter in this field is not visible to users who use this view. (For example, `user_landing_page`.)

Family: Ensure *User* is selected in the drop-down list.

6 Click OK.

The Designer page is displayed.



7 Click *Workspace Add/Modify Form*.

8 Click *Add* in the *Workspace Add/Modify Form* window.

9 Click *Landing Page Layout* in the *Layout Options* section.

10 Specify the appropriate information, then click *OK*.

11 Click *User Workspace View*.

12 Click *Add* in the *User Workspace View* window.

13 Click *Landing Page Layout* in the *Standard Form Elements* section.

14 Specify the appropriate information, then click *OK*.

Vibe users can now enable this landing page on their personal workspaces, as described in [“Creating a Landing Page On Your Personal Workspace”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

For information on how to add other elements and layout options to this user workspace landing page view, see [“Creating Custom Folder Views”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

3.2.4 Customizing the Default User Profile View

The default user profile view is the view that appears in a user’s profile in the personal workspace. When you customize the default user profile view, you modify the information that is displayed in all user profiles.

The default user profile view was expanded in Vibe 3 to rival other professional knowledgebases such as LinkedIn. Users can include more information to share with their colleagues, such as education, qualifications, and competencies.

Profile

Anita Olivos Workspace Edit...

Personal Information

Job Title: Marketing Manager

State: Utah

Postal Code: 84606

Contact Information

Work phone: 801-555-7891

Mobile phone: 801-555-6897

E-Mail Address: aolivos@yourcompanyname.com

Mobile E-Mail Address: ..

Text Messaging E-Mail Address: ..

Presence ID: ..

Skype Name: Call me!

Organization Information

Department: Marketing

Manager: Julio Chavez

Location: Provo, UT

Office: ..

Other Information

Responsibilities: ..

Photos And Images

Choose File No file chosen

ABOUT ME

TEAMS

Marketing

GROUPS

<NO GROUP MEMBERSHIPS>

FOLLOWING

<NOT FOLLOWING ANYONE>

SAVED SEARCHES

<NO SAVED SEARCHES>

If you are updating your Vibe site from a version prior to Vibe 3 to Vibe 3 or later and you modified the user profile definition in your previous Vibe version, you do not see the new user profile when you upgrade to Vibe 3 or later. In order to see the new user profile, you need to reset your profile user definition. For information about how to reset your definitions, see [“Resetting Your Definitions”](#) in [“Update”](#) in the *Kablink Vibe 3.4 Installation Guide*.

You can customize the default user profile view to include custom fields. If you want to customize the user profile view, then you must also customize the user profile form. The view is what users see when they view a user profile; the form is what users fill out when they edit their user profiles. You must design both the form and view of the user profile in order for the elements to be displayed in the user profile view.

- ♦ [“Designing the User Profile Form”](#) on page 50
- ♦ [“Designing the User Profile View”](#) on page 52

Designing the User Profile Form

The user profile form is what a users see when they edit their user profile in Vibe. For example:

User OK Cancel

User Id
aolivos

First Name
Anita

Middle Name

Last Name
Olivos

E-Mail Address
aolivos@yourcompanyname.com

Mobile E-Mail Address

Text Messaging E-Mail Address

Phone

Time zone
(GMT 0:00) Greenwich Mean Time (GMT) ▼

Locale
English (United States) [English (United States)] ▼

Personal Information

About Me

Font family ▼ Font size ▼ Format ▼ **B** *I* U

This text editor supports the following types of markup:
 [[entry title]] creates a link to another entry in this folder. Or, click the editor toolbar button. ?
 ==Section name== and ===Subsection name=== add sections and subsections to your text.

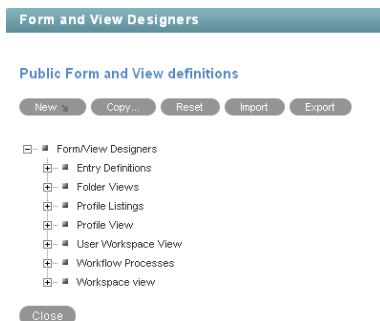
Job Title

State

Postal Code

To modify the information that is displayed in the user profile form that users fill out when they edit a user profile:

- 1 Log in as the Vibe administrator.
- 2 Click the *Administration* icon  in the upper right corner of the page.
The Administration page is displayed.
- 3 Under *System*, click *Form/View Designers*.



- 4 Expand *Profile View*, then click *User*.
- 5 Expand *Profile Form Definition*, then click *Form*.
- 6 Click *Modify*.



- 7 In the *Form Name* field, provide a name for the form.
- 8 In the *Type* field, select *Profile Form with Nothing Included*.
This allows you to add elements anywhere inside the view. If you do not select this option, you can add elements only after the last element in the default view.
- 9 Click *OK*.
- 10 Expand *Profile Form Definition*, then click *Form*.
- 11 Depending on how you want to modify the profile form, continue with one of the following sections:
 - ♦ [“Adding Elements to the Form” on page 52](#)
 - ♦ [“Modifying Elements within the Form” on page 52](#)

Adding Elements to the Form

- 1 Expand *Profile Form Definition*, then click *Form*.
- 2 In the Form dialog box, click *Add* to add an element or layout option to the view.
You can add any of the elements and layout options that are described in [“Workspace Form Elements”](#) and [“Understanding Layout Options”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.
- 3 Continue with [“Designing the User Profile View” on page 52](#) to create the user profile view that users will see when they view a user profile.

Modifying Elements within the Form

- 1 Expand *Profile Form Definition*, then expand *Form*.
- 2 Click the element that you want to modify.
Depending on the element that you click, you can copy, delete, modify, or move the element. You can also add sub-elements.
- 3 In the dialog box on the right side of the page, click the action that you want to perform, then follow the on-screen instructions.
- 4 Continue with [“Designing the User Profile View” on page 52](#) to create the user profile view that users will see when they view a user profile.

Designing the User Profile View

After you have designed the user profile form, as described in [“Designing the User Profile Form” on page 50](#), you can modify the user profile view. The user profile view is what a user sees when the user views a user profile in Vibe. For example:

Profile

Anita Olivos Workspace Edit...

Personal Information

Job Title: Marketing Manager

State: Utah

Postal Code: 84606

Contact Information

Work phone: 801-555-7891

Mobile phone: 801-5556897

E-Mail Address: aolivos@yourcompanyname.com

Mobile E-Mail Address: ..

Text Messaging E-Mail Address: ..

Presence ID: ..

Skype Name: Call me!

Organization Information

Department: Marketing

Manager: Julio Chavez

Location: Provo, UT

Office: ..

Other Information

Responsibilities: ..

Photos And Images

Choose File No file chosen

ABOUT ME

TEAMS

Marketing

GROUPS

<NO GROUP MEMBERSHIPS>

FOLLOWING

<NOT FOLLOWING ANYONE>

SAVED SEARCHES

<NO SAVED SEARCHES>

To modify the information that is displayed in the user profile view that users see when they view a user profile:

- 1 Log in as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon . The Administration page is displayed.
- 3 Under *System*, click *Form/View Designers*.

Form and View Designers

Public Form and View definitions

New Copy... Reset Import Export

- Form/View Designers
 - Entry Definitions
 - Folder Views
 - Profile Listings
 - Profile View
 - User Workspace View
 - Workflow Processes
 - Workspace view

Close

- 4 Expand *Profile View*, then click *User*. The User Designer page is displayed.

Form and View Designers

Designer >> User (_user) Close

- User (_user)
 - Profile Form Definition
 - Profile View Definition
 - Business Card (Deprecated)
 - Mini Business Card
 - Profile Standard View
 - Profile Quick View

User (_user)

- Modify the Properties of This Definition
- Copy This Definition
- Delete This Definition
- Export This Definition
- Retire This Definition

OK Cancel

- 5 Expand *Profile Standard View* to view a list of all the elements and layout options that currently exist in the view.
- 6 Depending on how you want to modify the profile view, continue with one of the following sections:
 - ♦ [“Adding Elements to the View” on page 54](#)
 - ♦ [“Modifying Elements within the View” on page 54](#)

Adding Elements to the View

- 1 Click *Profile Standard View*.
- 2 In the Profile Standard View dialog box, click *Add* to add an element or layout option to the view.

You can add any of the elements and layout options that are described in [“Workspace View Elements”](#) and [“Understanding Layout Options”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

Modifying Elements within the View

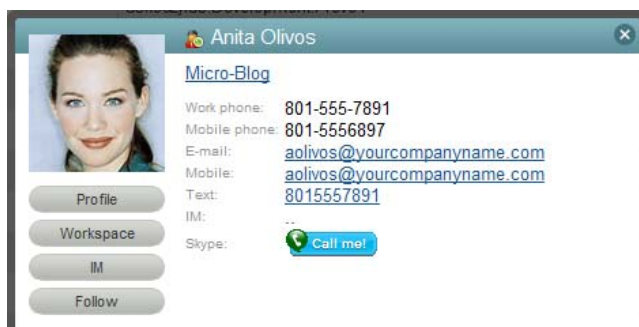
- 1 Click the element that you want to modify.
You can copy, delete, modify, or move the element. You can also add sub-elements.
- 2 In the dialog box on the right side of the page, click the action that you want to perform, then follow the on-screen instructions.

3.2.5 Adding LDAP Elements to the User Profile View

If there is information in your LDAP source that does not have a corresponding element in Vibe, and you want that information to be displayed in the Vibe user profile view, you can create an element in the profile view as described in [Section 3.2.4, “Customizing the Default User Profile View,” on page 49](#). After you have created the element, you can synchronize it with the corresponding information from LDAP, as described in [Section 15.1.2, “Synchronizing Additional LDAP Attributes,” on page 144](#).

3.2.6 Customizing the Default Profile Quick View

The Profile Quick View is displayed when you click a user’s *Presence* icon  in Vibe.



Presence is displayed in the following locations in Vibe:

- ♦ In a folder entry next to a user’s name

- ♦ In a user's profile
- ♦ In the home page of a user's personal workspace

To modify the information that is displayed in the Profile Quick View:

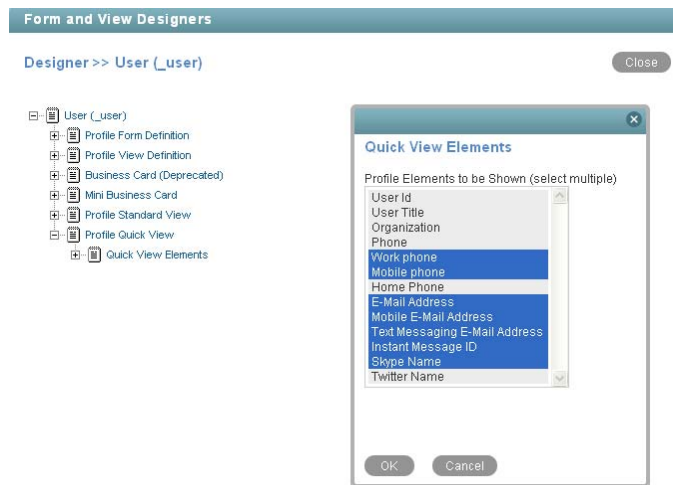
- 1 Log in as the Vibe administrator.
 - 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- The Administration page is displayed.
- 3 Under *System*, click *Form/View Designers*.



- 4 Expand *Profile View*, then click *User*.
- The User Designer page is displayed.



- 5 Expand *Profile Quick View*, then click *Quick View Elements*.
- 6 In the Quick View Elements window, click *Modify*.



- 7 Press and hold the Ctrl key to select and deselect elements that you want to include in the Profile Quick View or exclude from the Profile Quick View.

If the element you want to add is not available in the list, click *Quick View Elements*, then in the Quick View Elements window, click *Add*. Select the element from the list, then click *OK*.

- 8 Click *OK*.

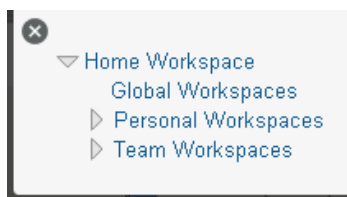
3.3 Organizing Team Workspaces

- ♦ [Section 3.3.1, “Understanding Team Workspaces,” on page 56](#)
- ♦ [Section 3.3.2, “Creating a Team Workspace Root Workspace,” on page 57](#)
- ♦ [Section 3.3.3, “Creating a Team Workspace,” on page 57](#)

See also [Chapter 17, “Managing Workspaces,” on page 163](#).

3.3.1 Understanding Team Workspaces

When you create your Kablink Vibe site, a workspace named Team Workspaces is automatically created.



As the Vibe administrator, you are responsible to determine how team workspaces should be organized. Without guidance, Vibe users will inevitably create chaos under the Team Workspaces directory.

You might want to organize team workspaces to parallel your business organization. If appropriate, you might have a level for geographical areas. You would typically want a level for departmental areas, and perhaps even for projects within departments. In addition, you must decide which Vibe

users need what kind of access to which teams. Creating groups, as described in [Section 5.2, “Creating Groups of Users,” on page 93](#), facilitates creating teams because you do not need to individually add users to teams.

In the Team Workspaces directory that is automatically created when you install Vibe, you can create other Team Workspace Root workspaces. A Team Workspace Root workspace is designed to contain multiple team workspaces, so use this type of workspace if you want to create additional team workspaces as sub-workspaces to this workspace.

3.3.2 Creating a Team Workspace Root Workspace

After you have planned the hierarchical organization of the team workspaces for your Vibe site, you can start to implement it by creating Team Workspace Root workspaces, as described in [“Creating and Managing a Team Workspace Root Workspace”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

3.3.3 Creating a Team Workspace

In the Team Workspaces directory, or in the Team Workspace Root workspaces that you have created:

- 1 Create each team workspace, as described in [“Creating a Team Workspace”](#) in [“Getting Started”](#) in the *Kablink Vibe 3.4 User Guide*.
- 2 Set the access controls on the team workspace, as described in [Section 2.2.2, “Controlling User Access to Team Workspaces,” on page 27](#).

3.4 Creating Global Workspaces

A Global workspace is intended to present very high-level information that would be of interest to all Kablink Vibe users. It might include a Frequently Asked Questions (FAQ) workspace to help new Vibe users find their way around in the organization of team workspaces that you have set up. It might provide a place to post company-wide news. All Global workspaces must be created under *Home Workspace > Global Workspaces* on the Vibe site.

You might want to use geography to organize your company’s global information, and then use departmental categories (*Engineering, Human Resources, Marketing*) to further organize the information. Or, depending on your organization, you might want to reverse the order (function followed by geography), or use some other organizational scheme.

We strongly recommend that you limit the creation of Global workspaces. First, organic team creation is the more effective use model for this product. Second, we have worked with a significant number of customers who duplicated complex organizational charts in the structure of Global workspaces, and users found them to be confusing and unusable. Instead, populate the global area with a minimal amount of information, and let users guide you in developing a useful structure and content in this area.

3.5 Using Workspace and Folder Templates

Templates in Kablink Vibe are a powerful way to create consistent custom folders and workspaces. If you are not satisfied with the way default workspaces and folders behave, you can either modify the current templates, or create new templates.

- ♦ [Section 3.5.1, “Understanding Templates,” on page 58](#)
- ♦ [Section 3.5.2, “Understanding Default Workspace and Folder Templates,” on page 59](#)
- ♦ [Section 3.5.3, “Creating Workspace and Folder Templates,” on page 61](#)

3.5.1 Understanding Templates

Workspace and Folder templates are a powerful and efficient way to manage your Vibe site. They enable you to customize the default features, default layout, and default access control settings of the workspaces and folders throughout your Vibe site.

For example, the Team Workspaces template is used when any team workspace is created. By default, the access control settings for the Team Workspaces template specify that only team members are able to view the team workspace. However, if you want to run a more relaxed Vibe site and allow all Vibe users to view any team workspace, you can simply modify the access control settings for the Team Workspaces template.

For information about the specific access control roles that you can assign to various users in Vibe, see [“Understanding Access Control”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

- ♦ [“Creating Templates or Modifying Existing Templates” on page 58](#)
- ♦ [“Templates vs. Form and View Designers” on page 58](#)

Creating Templates or Modifying Existing Templates

You can modify existing templates, like the Team Workspaces template, or you can create your own custom templates. When you create a new template, all Vibe users have access to that template when they create new workspaces or folders. When you modify existing templates, users who create new workspaces and folders see only the modified template.

For more information on the default templates that are included in Vibe, see [Section 3.5.2, “Understanding Default Workspace and Folder Templates,” on page 59](#).

Templates vs. Form and View Designers

Vibe provides two methods of customizing the default features and default layout of workspaces and folders in your Vibe site.

- ♦ **Templates:** If users have not yet started using your Vibe site, use templates to create and modify custom folder and workspace views. Typically, templates are easier to work with than the Form and View Designers tool; however, changes that you make to templates affect only those workspaces and folders that are created after the template was modified.

- ♦ **Form and View Designers Tool:** If users have already started using your Vibe site, you might want to use the Form and View Designers tool to create and modify folder and workspace views. When you modify folder and workspace views by using the Form and View Designers tool, all modifications are displayed in existing workspaces and folders.

For information on using the Form and View Designers tool to create new workspace and folder views, see [“Creating Custom Workspace Views”](#) and [“Creating Custom Folder Views”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

3.5.2 Understanding Default Workspace and Folder Templates

By default, Vibe provides basic default templates for various types of workspaces and folders. If the default workspace and folder templates are not sufficient for your needs, you can either modify these templates, as described in [Section 19.2, “Modifying Workspace and Folder Templates,” on page 187](#), or create new templates, as described in [Section 3.5.3, “Creating Workspace and Folder Templates,” on page 61](#).

The following sections outline the default workspace and folder templates that are provided in Vibe:

- ♦ [“Default Workspace Templates” on page 59](#)
- ♦ [“Default Folder Templates” on page 60](#)

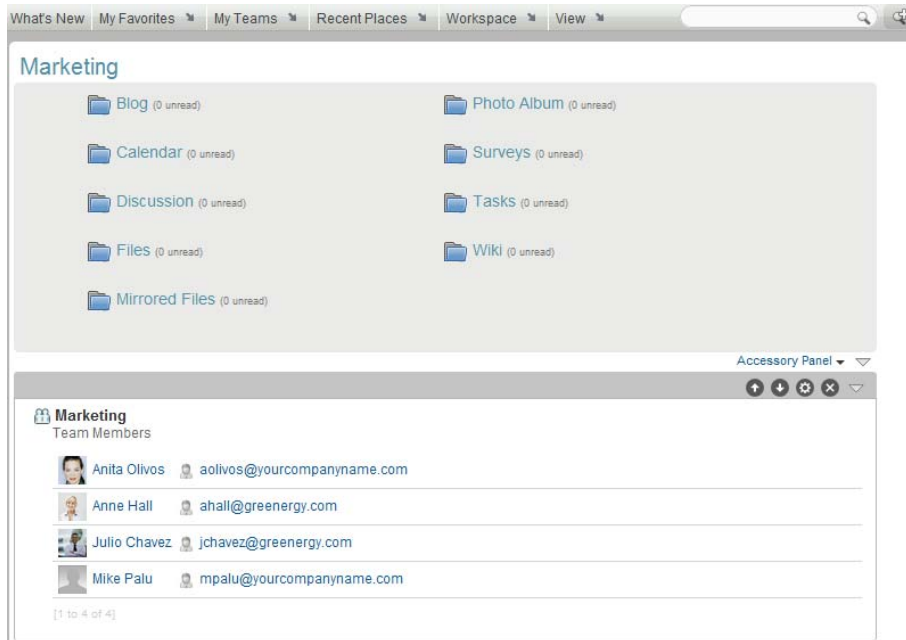
Default Workspace Templates

- ♦ Discussions Workspace
- ♦ Project Management Workspace
- ♦ Team Workspace
- ♦ Workspace (Basic)
- ♦ Landing Page
- ♦ User Workspace

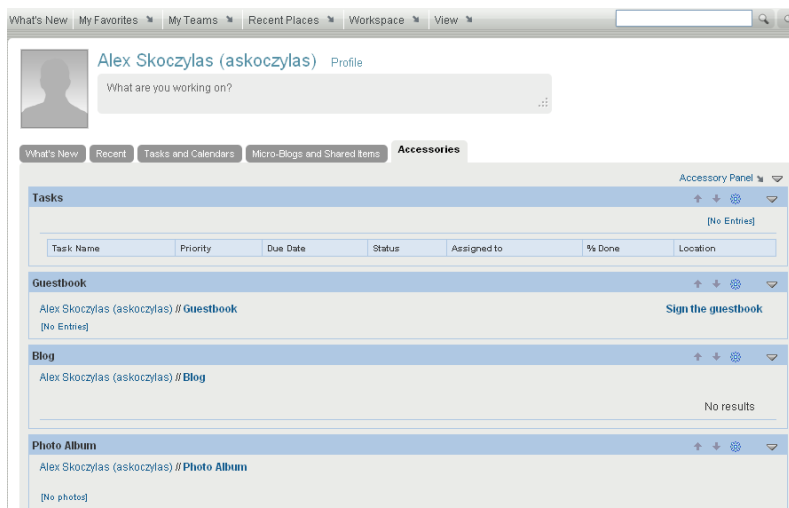
Following are some examples of default workspace templates:

- ♦ [“Team Workspace” on page 60](#)
- ♦ [“User Workspace” on page 60](#)

Team Workspace



User Workspace



Default Folder Templates

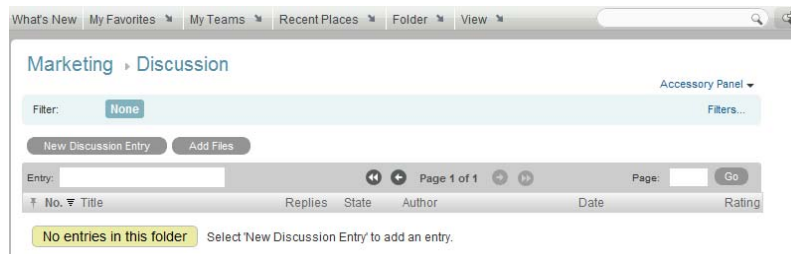
- ◆ Discussion
- ◆ Blog
- ◆ Calendar
- ◆ Guestbook
- ◆ Files
- ◆ Milestones
- ◆ Micro-Blog

- ♦ Mirrored Files
- ♦ Photo Album
- ♦ Surveys
- ♦ Tasks
- ♦ Wiki

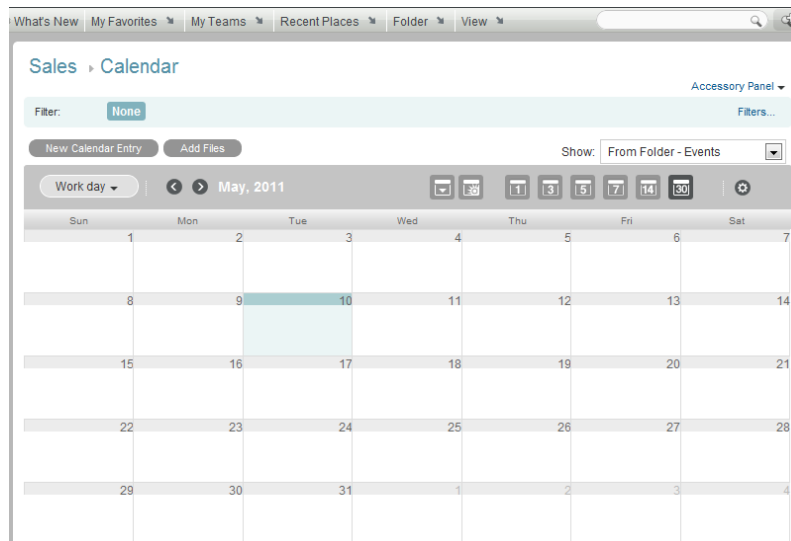
Following are some examples of default folder templates:

- ♦ [“Discussion Folder” on page 61](#)
- ♦ [“Calendar Folder” on page 61](#)

Discussion Folder



Calendar Folder



3.5.3 Creating Workspace and Folder Templates

Kablink enables you to create templates based on existing workspaces and folders; or, you can create new templates. You can also modify existing templates.

- ♦ [“Creating Templates Based on Existing Workspaces and Folders” on page 62](#)
- ♦ [“Creating New Templates” on page 63](#)
- ♦ [“Modifying Existing Templates” on page 64](#)

Creating Templates Based on Existing Workspaces and Folders

You can create templates based on existing workspaces and folders only if the workspaces and folders do not contain local definitions. For example, if a workspace contains a custom form that is being used for the Discussion folder, you cannot create a template based on this workspace.

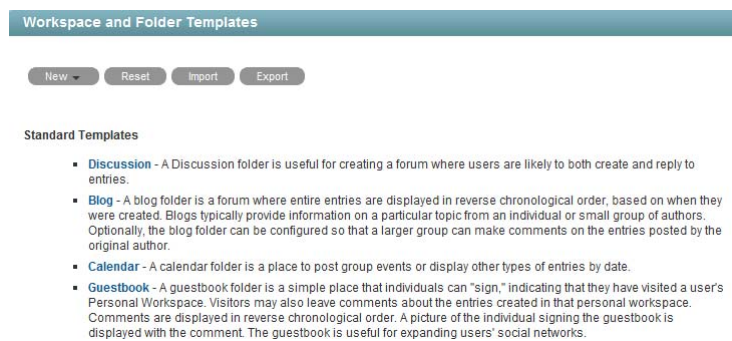
To find out if a workspace or folder contains local definitions, navigate to the workspace or folder, then click *Workspace > Form/View Designers* (or *Folder > Form/View Designers* if you are in a folder).

To create a template based on an existing workspace or folder:

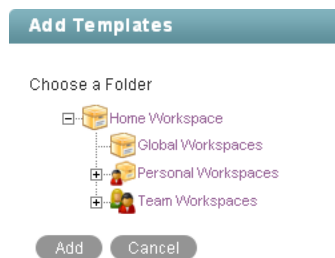
- 1 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .

The Administration page is displayed.

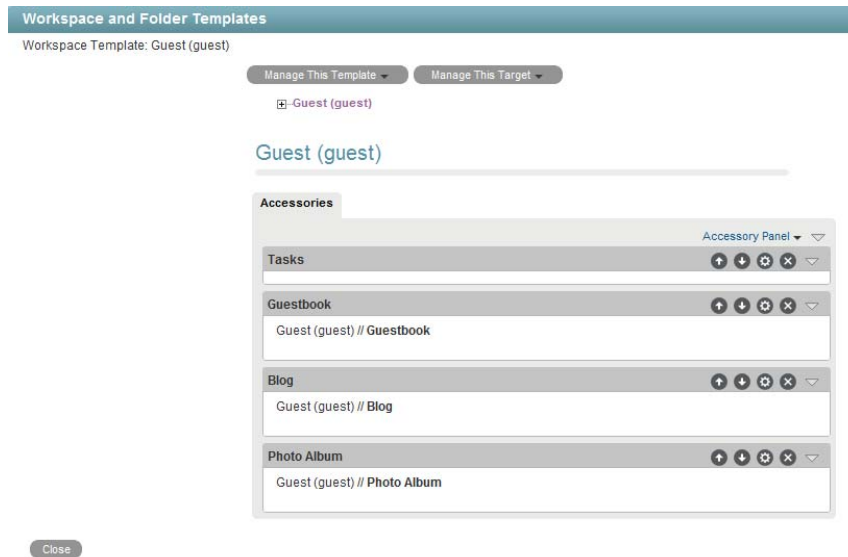
- 2 Under *Management*, click *Workspace and Folder Templates*.



- 3 Click *New > Create a New Template from an Existing Workspace or Folder*.



- 4 Use the Workspace tree to navigate to and select the folder or workspace whose template you want to modify.
- 5 Click *Add*.



6 Modify the template as desired.

For information on how to modify a template after you have created it, see [Section 19.2, “Modifying Workspace and Folder Templates,”](#) on page 187.

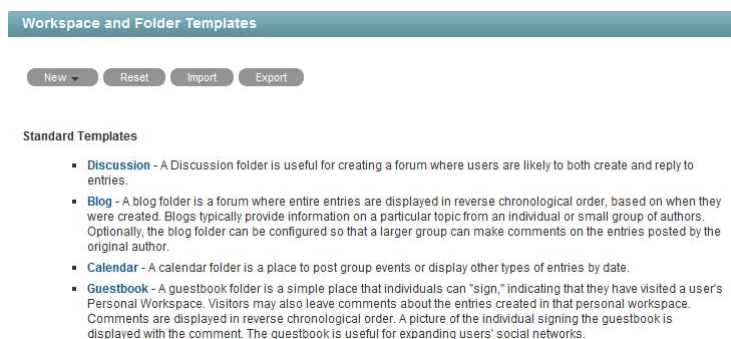
Creating New Templates

Vibe enables you to design completely new custom workspace or folder templates.

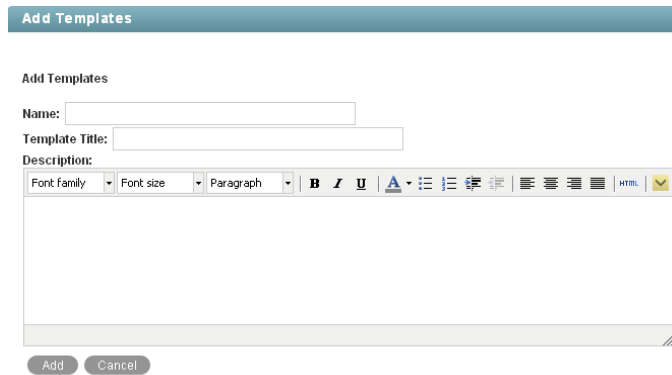
- 1 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .

The Administration page is displayed.

- 2 Under *Management*, click *Workspace and Folder Templates*.



- 3 Click *New > Folder* or *Workspace*, depending on which type of template you want to create.



- 4 Fill in the following fields:
 - Name:** Internal name of the template
For example, `custom_template`.
 - Template Title:** Visible name of the template.
For example, `Custom Template`.
 - Description:** Description of the template.
- 5 Click *Add* > *OK*.
The template is created.
- 6 Set up the template as desired.
For information on how to set up a template after you have created it, see [Section 19.2, “Modifying Workspace and Folder Templates,”](#) on page 187.

Modifying Existing Templates

Vibe enables you to modify default templates or custom templates that you have created.

For information on how to modify existing templates, see [Section 19.2, “Modifying Workspace and Folder Templates,”](#) on page 187.

3.6 Importing Workspaces

Kablink Vibe data can be transferred from one Vibe site to another by exporting it and then importing it. If you have data to import into your Vibe site, see [Section 17.1, “Exporting/Importing Workspaces, Folders, and Entries,”](#) on page 163.

4 Setting Up Site-Wide Customizations

- ♦ [Section 4.1, “Creating High-Level Landing Pages,” on page 65](#)
- ♦ [Section 4.2, “Creating a Site-Wide Brand,” on page 65](#)
- ♦ [Section 4.3, “Setting a Default Home Page,” on page 67](#)
- ♦ [Section 4.4, “Re-Branding the Login Dialog Box,” on page 71](#)
- ♦ [Section 4.5, “Enabling User ID Auto-Completion for the Login Dialog Box,” on page 71](#)
- ♦ [Section 4.6, “Customizing Vibe Styles,” on page 72](#)
- ♦ [Section 4.7, “Customizing Icons on Your Vibe Site,” on page 75](#)
- ♦ [Section 4.8, “Configuring How Items Are Displayed in the What’s New Page,” on page 77](#)
- ♦ [Section 4.9, “Sorting Names throughout the Vibe Site by Last Name,” on page 79](#)
- ♦ [Section 4.10, “Changing the Number of Recent Places That Are Displayed,” on page 80](#)
- ♦ [Section 4.11, “Configuring File Associations for Edit in Place Applications,” on page 81](#)
- ♦ [Section 4.12, “Understanding and Configuring Search Functionality,” on page 83](#)
- ♦ [Section 4.13, “Understanding and Configuring Document Conversions with OpenOffice,” on page 90](#)

4.1 Creating High-Level Landing Pages

Landing pages are a good way to put a custom face on your Kablink Vibe site while at the same time providing easier access to your site’s most important information.

You might want to create landing pages at high-level workspaces, such as the Home Workspace workspace, which is the default name of the top-level workspace.

For information on how to create a landing page, see [“Creating and Managing Landing Pages”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

4.2 Creating a Site-Wide Brand

You can brand your Kablink Vibe site to match your corporate brand. When you add a site-wide brand to your Vibe site, the brand is displayed on every Vibe page.

By default, users can create their own brands for their individual workspaces, team workspaces, and folders. When you create a site-wide brand, you can disable this functionality. For more information, see [Branding Rules](#) in [Step 4](#).

- 1 Sign in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .

The Administration page is displayed.

- 3 In the *System* section, click *Site Branding*.

The Workspace/Folder Branding dialog box is displayed.

- 4 Specify the following information to create your desired brand:

Use Branding Image: Select this option if you want to use the drop-down list to select an existing image, or click the *Browse* icon  to browse to an image on your computer's file system.

Use Advanced Branding: Select this option, then click *Advanced* if you want to create a brand that includes advanced features in your brand, such as a YouTube video.

Background Image: Use the drop-down list to select an existing image, or click the *Browse* icon  to browse to an image on your computer's file system.

The background image is displayed behind your regular branding.

Stretch Image: Stretches the image to occupy the entire branding area.

If you stretch your background image, the image overrides any background color that you have set.

Background Color: Adds a background color that occupies the entire branding area. To change the background color, click the color name to the right of this field, select the new color, then click *OK*.

If you added a background image and stretched the image, the background color is not displayed.

Text Color: Changes the text color of the workspace name in the upper right corner of the branding area. To change the text color, click the color name to the right of this field, select the new color, then click *OK*.

Branding Rules: Select from the following:

- ♦ **Display site branding only:** Displays only the site-wide branding on all Vibe pages. Vibe users cannot create their own brands for workspaces and folders.
- ♦ **Display both site and workspace branding:** Enables Vibe users to create their own brands for workspaces and folders. Both the site-wide brand and the workspace or folder brand are displayed.
- ♦ **Workspace branding overrides site branding:** Enables Vibe users to create their own brands for workspaces and folders. Workspace and folder brands override the site-wide brand.

Clear branding: Click this option to clear all your current branding selections.

- 5 Click *OK*.

The Vibe site now displays the brand that you created.

For more information about creating brands in Vibe, see “[Branding a Folder or Workspace](#)” in the *Kablink Vibe 3.4 Advanced User Guide*.

4.3 Setting a Default Home Page

By default, all users who log in to the Kablink Vibe site are first taken to the What's New page. However, you can change this default behavior to have all users taken to a different home page of your choosing. This might be a corporate landing page that provides links to important places on the Vibe site.

You can also configure Vibe so that users are taken to their personal workspaces when they first log in to the Vibe site. For information on how to configure Vibe in this way, see [“Restricting the What's New Page from Being Displayed When Users First Log In” on page 78](#).

- [Section 4.3.1, “Setting a Default Home Page for All Licensed Vibe Users,” on page 67](#)
- [Section 4.3.2, “Setting a Default Home Page for Guest Users,” on page 68](#)
- [Section 4.3.3, “Removing the Default Home Page,” on page 70](#)

4.3.1 Setting a Default Home Page for All Licensed Vibe Users

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Create a landing page on the workspace that you want to set as the new default home page for all registered users.

For example, you might navigate to the *Global Workspaces* directory and create a landing page on this workspace.

For information on how to create a landing page, see [“Creating and Managing Landing Pages” in the *Kablink Vibe 3.4 Advanced User Guide*](#).

- 3 Set the access control for the workspace to allow all users to be visitors to the workspace, if it is not set already:
 - 3a Click *Workspace > Access Control* in the Action toolbar.
 - 3b In the *Inherit role membership* section, select *no*, then click *Apply*.
 - 3c In the *All Users* row, ensure that the box is selected in the *Visitor* column.
 - 3d Click *Save Changes > Close*.
- 4 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 5 Under *System*, click *Configure Default Landing Pages*.

Configure Default Landing Pages

Default home Page

Select the Folder or Workspace to be the Default Home Page for this Zone

Default Guest Home Page

Select the Folder or Workspace to be the Default Home Page for Guest Users

OK

Close

- 6 In the *Select the Folder or Workspace to be the Default Home Page for this Zone* field, begin typing the name of the folder or workspace that you want to set as the default home page for all licensed users, then click it when it appears in the drop-down list.
- 7 Click OK.

If you want users to be automatically taken to this page before they log in, and if you want people who do not have a user account to have access to the page, see [“Making the Guest User Default Home Page the Same as the Home Page for Licensed Users” on page 68](#).

4.3.2 Setting a Default Home Page for Guest Users

When you allow people who do not have a user account to access the Vibe site as a guest user, as described in [Section 5.4.3, “Setting Up Guest Access for the Vibe Site,” on page 101](#), then by default they are taken to the Guest User workspace when they access Vibe. If you want guest users to be taken to a workspace other than the Guest User workspace, you can set a default home page for guest users that is different from the Guest User workspace. The default home page can be the same default home page that you have set up for your licensed Vibe users, or it can be a different page.

- [“Making the Guest User Default Home Page the Same as the Home Page for Licensed Users” on page 68](#)
- [“Setting Up a Default Home Page Specifically for Guest Users” on page 69](#)

Making the Guest User Default Home Page the Same as the Home Page for Licensed Users

If you have already set up a default home page for your licensed Vibe users, as described in [Section 4.3.1, “Setting a Default Home Page for All Licensed Vibe Users,” on page 67](#), you can configure Vibe to allow guest users who access the Vibe site to be taken to the same home page. If you configure Vibe in this way, everyone who accesses the Vibe site is taken directly to the default home page without logging in.

- 1 Follow the steps in [Section 4.3.1, “Setting a Default Home Page for All Licensed Vibe Users,” on page 67](#).
- 2 Navigate to the workspace that you want to set as the default home page for guest users, which is the workspace that you already set as the default home page for licensed Vibe users in [Section 4.3.1, “Setting a Default Home Page for All Licensed Vibe Users,” on page 67](#).
- 3 Click *Workspace > Access Control* in the Action toolbar.
The Configure Access Control page is displayed.
- 4 Click *Add User*, start typing *Guest* in the *Add a User* field, then click *Guest* when it appears in the drop-down list.
This adds *Guest* as a new row in the Access Control table.

✓ designates the access control setting of the parent workspace

Add User Names from Clipboard

			Add a Role ▾			
			Visitor	Participant	Team Member	Workspace and Folder Administrator
	Owner of Workspace or Folder		☒	☒	☒	☒
	Team Members		☒	☒	☒	☐
Add a Group ▾			Visitor	Participant	Team Member	Workspace and Folder Administrator
	All Users ¹	allUsers ¹	☒	☒	☐	☐
Add a User ▾			Visitor	Participant	Team Member	Workspace and Folder Administrator
	Guest	guest	☐	☐	☐	☐
Add an Application Group ▾			Visitor	Participant	Team Member	Workspace and Folder Administrator
--no application groups--						
Add an Application ▾			Visitor	Participant	Team Member	Workspace and Folder Administrator
--no applications--						

5 In the *Guest* row, ensure that the box is selected in the *Visitor* column.

6 Click *Save Changes* > *Close*.

Setting Up a Default Home Page Specifically for Guest Users

You might want guest users who access the Vibe site to be taken to a workspace that is designated specifically for guest users.

1 Log in to the Vibe site as the Vibe administrator.

2 Create a landing page on the workspace that you want to set as the new default home page for guest users.

For information on how to create a landing page, see “[Creating and Managing Landing Pages](#)” in the [Kablank Vibe 3.4 Advanced User Guide](#).

3 Set the access control for the workspace to allow guest users to be visitors to the workspace.

3a Click *Workspace* > *Access Control* in the Action toolbar.

3b In the *Inherit role membership* section, select *no*, then click *Apply*.

3c Click *Add User*, start typing *Guest* in the *Add a User* field, then click *Guest* when it appears in the drop-down list.

This adds *Guest* as a new row in the Access Control table.

✓ designates the access control setting of the parent workspace

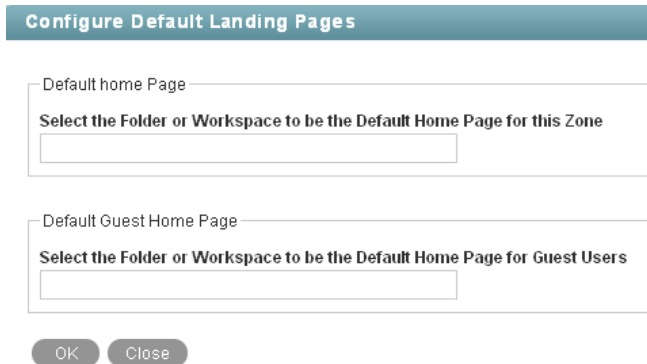
Add User Names from Clipboard

			Add a Role ▾			
			Visitor	Participant	Team Member	Workspace and Folder Administrator
	Owner of Workspace or Folder		☒	☒	☒	☒
	Team Members		☒	☒	☒	☐
Add a Group ▾			Visitor	Participant	Team Member	Workspace and Folder Administrator
	All Users ¹	allUsers ¹	☒	☒	☐	☐
Add a User ▾			Visitor	Participant	Team Member	Workspace and Folder Administrator
	Guest	guest	☐	☐	☐	☐
Add an Application Group ▾			Visitor	Participant	Team Member	Workspace and Folder Administrator
--no application groups--						
Add an Application ▾			Visitor	Participant	Team Member	Workspace and Folder Administrator
--no applications--						

3d In the *Guest* row, ensure that the box is selected in the *Visitor* column.

3e Click *Save Changes* > *Close*.

- 4 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 5 Under *System*, click *Configure Default Landing Pages*.



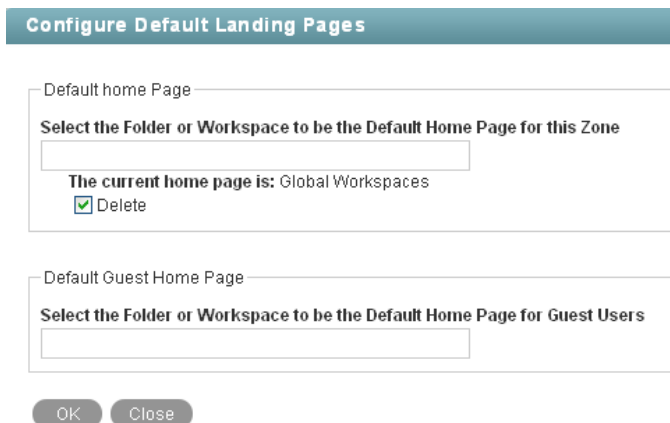
The dialog box has a title bar 'Configure Default Landing Pages'. It contains two sections. The first section is 'Default home Page' with a label 'Select the Folder or Workspace to be the Default Home Page for this Zone' and an empty text input field. The second section is 'Default Guest Home Page' with a label 'Select the Folder or Workspace to be the Default Home Page for Guest Users' and an empty text input field. At the bottom are 'OK' and 'Close' buttons.

- 6 In the *Select the Folder or Workspace to be the Default Home Page for Guest Users* field, begin typing the name of the folder or workspace that you want to set as the default home page for guest users, then click it when it appears in the drop-down list.
- 7 Click *OK*.

4.3.3 Removing the Default Home Page

If you remove the default home page, users are taken to their individual workspaces when they first access the Vibe site.

- 1 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 2 Under *System*, click *Configure Default Landing Pages*.
- 3 Beneath *The current home page is*, select *Delete*.



The dialog box is similar to the previous one, but the first section 'Default home Page' now includes a text input field with the value 'Global Workspaces'. Below the input field, it says 'The current home page is: Global Workspaces' followed by a checked checkbox and the word 'Delete'. The 'Default Guest Home Page' section remains the same. 'OK' and 'Close' buttons are at the bottom.

- 4 Click *OK*.

4.4 Re-Branding the Login Dialog Box

You can change the image that is used in the login dialog box that users see before they log in to the Kablink Vibe site.



To re-brand the login dialog box to contain a custom image:

- 1 Navigate to each of the following three directories for your operating system:

```
Linux:      /opt/novell/teaming/apache-tomcat/webapps/ssf/static/  
            build_number/i/iccg/pics/Login  
  
            /opt/novell/teaming/apache-tomcat/webapps/ssf/static/  
            build_number/i/icib/pics/Login  
  
            /opt/novell/teaming/apache-tomcat/webapps/ssf/static/  
            build_number/i/icwg/pics/Login  
  
Windows:   c:\Program Files\Novell\Teaming\  
            apache-tomcat\webapps\ssf\static\  
            build_number\i\iccg\pics>Login  
  
            c:\Program Files\Novell\Teaming\  
            apache-tomcat\webapps\ssf\static\  
            build_number\i\icib\pics>Login  
  
            c:\Program Files\Novell\Teaming\  
            apache-tomcat\webapps\ssf\static\  
            build_number\i\icwg\pics>Login
```

- 2 Replace the `kablink_graphic.png` file in each of the directories with the file that contains the image that you want to display in the login dialog box.
- 3 Stop and restart the Vibe server.
- 4 Clear your browser cache to see your changes.

4.5 Enabling User ID Auto-Completion for the Login Dialog Box

You can enable auto-completion for the *User ID* field in the login dialog box for your Kablink Vibe site. When you enable auto-completion, each user in your Vibe site can start typing his or her user ID and then select it from a drop-down list when it appears.

To enable auto-completion for your Vibe site:

- 1 Change to the following directory:

Windows: c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config

- ```
enable.login.autocomplete=true
```

- ## 5 Stop and restart Vibe.

## 4.6 Customizing Vibe Styles

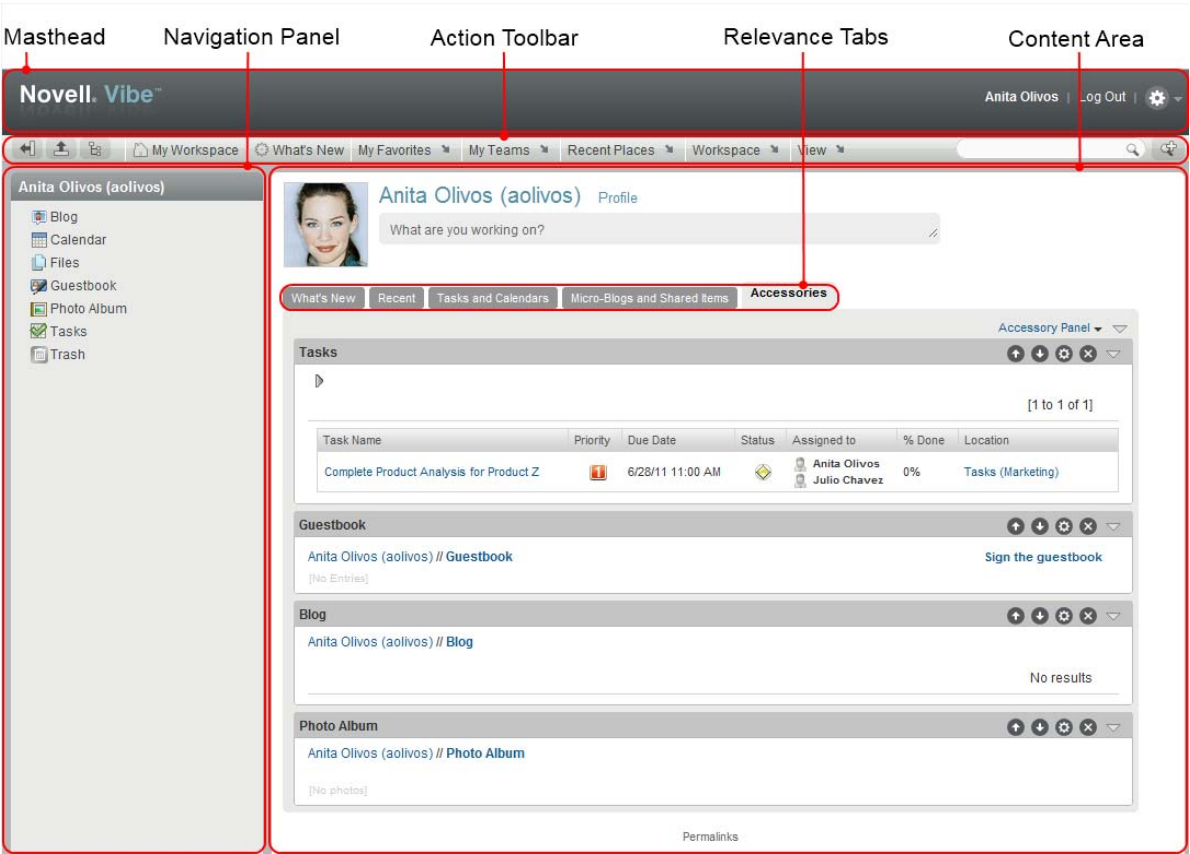
You can customize colors, background images, and fonts throughout the Vibe interface. You might want to do this if you want to change the default Vibe styles to better match your corporate theme.

You must have knowledge of CSS styling to successfully customize styles in your Vibe site. When customizing styles, you need to either add a style, change an existing style, or delete a style.

For information about how to customize icons throughout the Vibe site, see “TID 7007607: Modifying the Default Vibe Icons” in the [Novell Support Knowledgebase \(http://www.novell.com/support\)](http://www.novell.com/support).

**IMPORTANT:** As you customize styles on the Vibe server, back up the changes you are making and record where you are making them. This is because when you upgrade your Vibe system to a new version, any style changes that you have made could be overwritten. You might need your backups and detailed notes in order to re-create your customized Vibe styles after an upgrade.

Figure 4-1 Default Vibe Style



Most style customizations in Vibe are accomplished through the modification of CSS style sheets. Some style settings in the Vibe interface are contained within JSP files.

Figure 4-1 shows the various areas of the Vibe interface. The type of files that you need to modify in order to affect Vibe styles depends on the area of the Vibe interface that you want to customize, as shown in the following table.

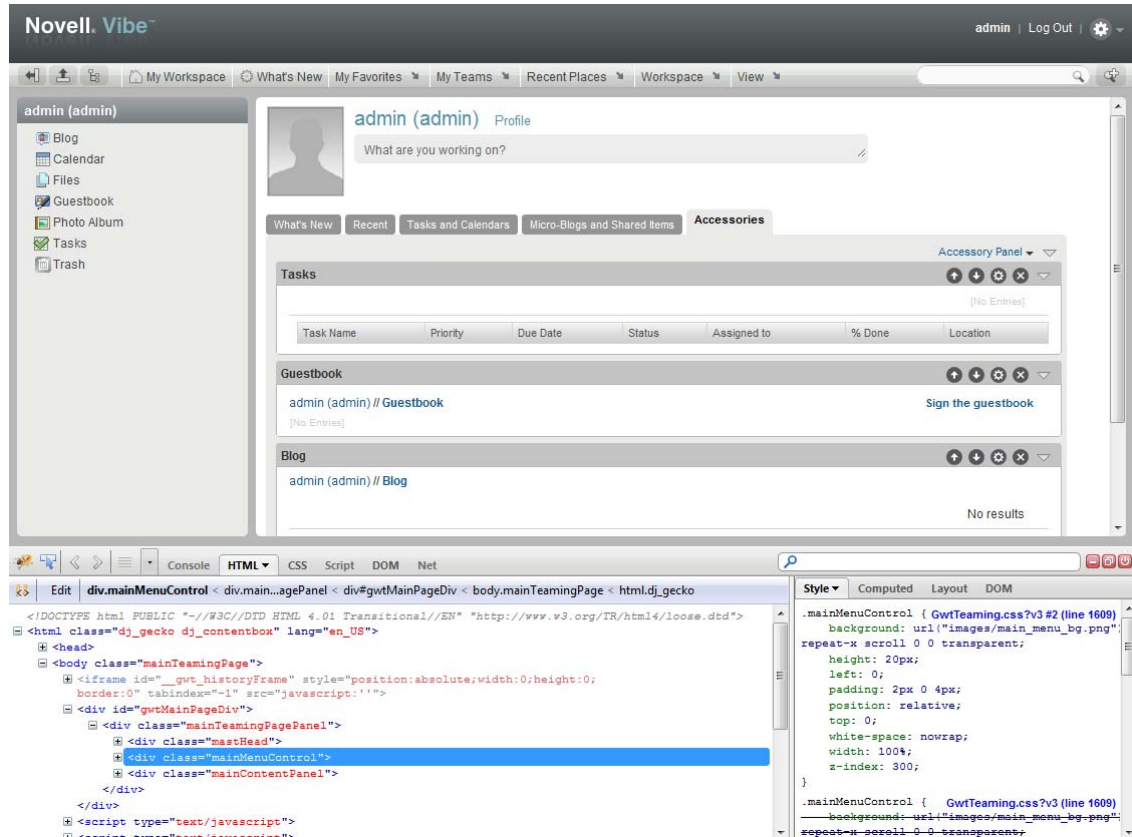
Table 4-1 CSS Style Locations

| Area of Vibe Interface | Type of File to Modify | Location on the Vibe Server                                               |
|------------------------|------------------------|---------------------------------------------------------------------------|
| Masthead               | CSS style sheet        | apache-tomcat/webapps/ssf/static/version/js/gwt/gwtteaming/GwtTeaming.css |
| Navigation Panel       | CSS style sheet        | apache-tomcat/webapps/ssf/static/version/js/gwt/gwtteaming/GwtTeaming.css |
| Action Toolbar         | CSS Style Sheet        | apache-tomcat/webapps/ssf/static/version/js/gwt/gwtteaming/GwtTeaming.css |
| User Profile Page      | CSS Style Sheet        | apache-tomcat/webapps/ssf/static/version/js/gwt/gwtteaming/GwtProfile.css |
| Content Area           | JSP file               | apache-tomcat/webapps/ssf/WEB-INF/jsp/common                              |

To customize styles for your Vibe system:

- 1 Find the CSS selector name for the area of the interface for which you want to customize the style setting.

For example, suppose you want to modify the color or font of the Action toolbar for your Vibe site. You use Firebug on Firefox to find the selector name for the Action toolbar, which is `mainMenuControl`.



- 2 On the Vibe server, navigate to the directory where the style that you want to modify is located. See Table 4-1 for the file location on the Vibe server.

For example, Table 4-1 shows that the `mainMenuControl` selector for the Action toolbar is located in the `apache-tomcat/webapps/ssf/static/version/js/gwt/gwtteaming` directory, in the `GwtTeaming.css` file.

- 3 Open the appropriate file in an editor, then search for the selector name.

For example, to customize the color of the Action toolbar, open the `GwtTeaming.css` file, then search for `mainMenuControl`.

If the appropriate file is a JSP file, you first need to locate the appropriate JSP file.

- 4 Make your desired style modifications in one of the following ways:

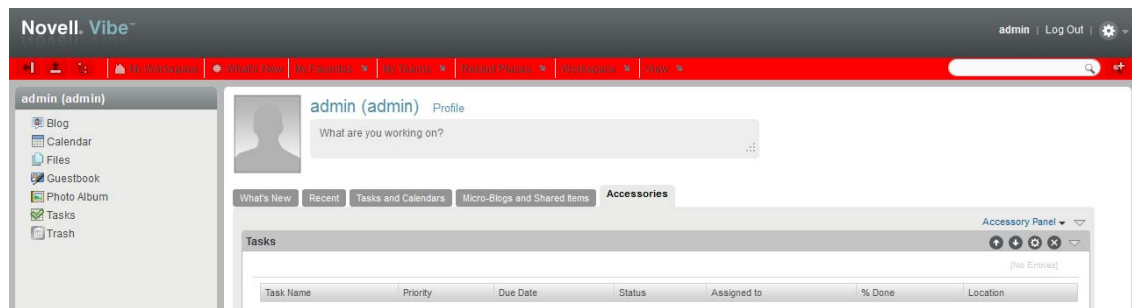
- In the CSS style sheet, modify the value of the CSS definition that you want to customize, add a new CSS definition, or delete an existing CSS definition.
- Modify any images that are referenced in the CSS style sheet by navigating to the directory where the images reside and making changes there.

If you modify an image that is not referenced in the CSS style sheet, your modifications are not reflected in the Vibe interface.

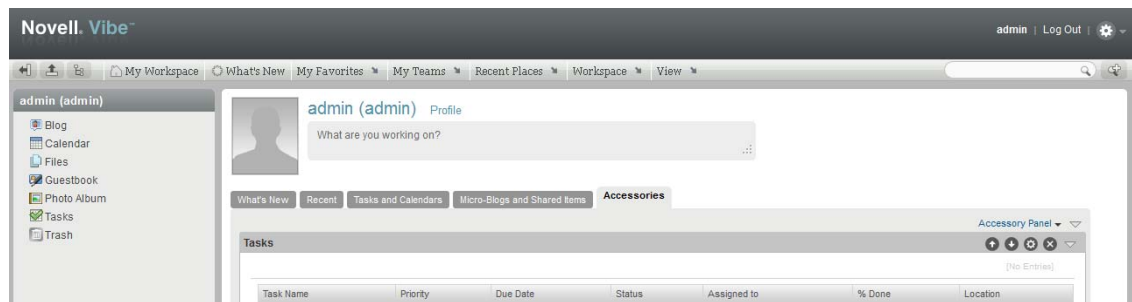
- 5 Save your changes on the Vibe server, then clear the browser cache and refresh the browser to see the changes.

Following are examples of color and font changes to the Action toolbar:

The Action toolbar has been changed to red.



The font of the Action toolbar has been changed.



## 4.7 Customizing Icons on Your Vibe Site

- [Section 4.7.1, “Replacing Existing Icons,” on page 75](#)
- [Section 4.7.2, “Adding New Icons,” on page 76](#)

### 4.7.1 Replacing Existing Icons

You can customize your Kablink Vibe site by replacing standard icons with icons of your own choosing.

- 1 Change to the following directory:

Linux: `/opt/novell/teaming/apache-tomcat/  
webapps/ssf/WEB-INF/classes/config`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\  
webapps\ssf\WEB-INF\classes\config`

- 2 Open the `ssf.properties` file in a text editor.
- 3 Search for icons in order to move to the section that defines the Vibe icons.

Four types of icons are listed:

```
icons.workspace=
icons.folder=
icons.profileList=
icons.entry=
```

These icons are stored in the following directory:

```
Linux: /opt/novell/teaming/apache-tomcat/
 webapps/ssf/images/icons
```

```
Windows: c:\Program Files\Novell\Teaming\apache-tomcat\
 webapps\ssf\images\icons
```

- 4 Replace standard image files with your own image files with the same filenames.

This replaces the standard Vibe icons with your own customized icons. The next time you access the Vibe site, your customized icons display instead of the standard Vibe icons.

## 4.7.2 Adding New Icons

You can add icons to your Vibe site for use in areas of the Vibe site that you are customizing on a significant scale.

- 1 Change to the following directory:

```
Linux: /opt/novell/teaming/apache-tomcat/
 webapps/ssf/WEB-INF/classes/config
```

```
Windows: c:\Program Files\Novell\Teaming\apache-tomcat\
 webapps\ssf\WEB-INF\classes\config
```

- 2 Open the `ssf.properties` file in a text editor.
- 3 Search for `icons` in order to move to the section that defines the Vibe icons.

Four types of Vibe icons are listed:

```
icons.workspace=
icons.folder=
icons.profileList=
icons.entry=
```

These Vibe icons are stored in the following directory:

```
Linux: /opt/novell/teaming/apache-tomcat/
 webapps/ssf/images/icons
```

```
Windows: c:\Program Files\Novell\Teaming\apache-tomcat\
 webapps\ssf\images\icons
```

- 4 Make a backup copy of the `ssf-ext.properties` file, located in the same directory with the `ssf.properties` file.
- 5 Open the `ssf-ext.properties` file in a text editor.
- 6 Copy the Icons section from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.
- 7 List additional image files for each icon type as needed.
- 8 Add the new image files to the appropriate subdirectory under the `icons` directory where the existing Vibe icons are stored.

- 9 Save and close the `ssf-ext.properties` file.
- 10 Close the `ssf.properties` file without saving it.
- 11 Stop and restart Vibe to make the new icons available on your Vibe site.

## 4.8 Configuring How Items Are Displayed in the What's New Page

Kablink Vibe users can view what's new in Vibe by using the What's New page. Users can quickly see what's new in their teams, favorite places, and more. For more information on how users can view what's new in Vibe, see [“Finding What's New”](#) in the *Kablink Vibe 3.4 User Guide*.

As the Vibe administrator, you can control various aspects of the What's New page by modifying Vibe configuration settings.

- ♦ [Section 4.8.1, “Understanding the Configuration Settings You Can Customize for the What's New Page,” on page 77](#)
- ♦ [Section 4.8.2, “Changing the Configuration Settings for the What's New Page,” on page 79](#)

### 4.8.1 Understanding the Configuration Settings You Can Customize for the What's New Page

The tables in the following sections describe configuration settings for the What's New page that the Vibe administrator can customize, the system default for the setting, and the line in the `ssf-ext.properties` file that controls the setting:

- ♦ [“Customizing the Number of Comments That Can Be Displayed for Each Entry on the What's New Page” on page 77](#)
- ♦ [“Customizing the Number of Words That Are Displayed for Each Item on the What's New Page” on page 78](#)
- ♦ [“Customizing How Often the What's New Page Is Updated” on page 78](#)
- ♦ [“Customizing the Number of Items That Are Returned When the What's New Page Is Updated” on page 78](#)
- ♦ [“Restricting the What's New Page from Being Displayed When Users First Log In” on page 78](#)

#### Customizing the Number of Comments That Can Be Displayed for Each Entry on the What's New Page

| Configuration Setting                                                  | System Default | Line in the <code>ssf-ext.properties</code> File |
|------------------------------------------------------------------------|----------------|--------------------------------------------------|
| The maximum number of comments that are displayed for any given entry. | 2 comments     | <code>activity.stream.active.comments</code>     |

## Customizing the Number of Words That Are Displayed for Each Item on the What's New Page

| Configuration Setting                                                                | System Default                                        | Line in the <code>ssf-ext.properties</code> File |
|--------------------------------------------------------------------------------------|-------------------------------------------------------|--------------------------------------------------|
| The maximum number of words that are displayed for each item on the What's New page. | -1 (The first several lines of an item are displayed) | <code>activity.stream.display.words</code>       |

## Customizing How Often the What's New Page Is Updated

| Configuration Setting                                                      | System Default | Line in the <code>ssf-ext.properties</code> File     |
|----------------------------------------------------------------------------|----------------|------------------------------------------------------|
| How often the What's New page is updated to display the most recent posts. | 60 seconds     | <code>activity.stream.interval.refresh.client</code> |

**NOTE:** Adjusting this setting to update the What's New page more frequently than the system default (60 seconds) can result in inadequate system performance. However, depending on how many users access your Vibe system and your current configuration, a more frequent or less frequent update cycle might be appropriate.

## Customizing the Number of Items That Are Returned When the What's New Page Is Updated

| Configuration Setting                                                                                        | System Default | Line in the <code>ssf-ext.properties</code> File |
|--------------------------------------------------------------------------------------------------------------|----------------|--------------------------------------------------|
| The maximum number of new or modified items that are returned by the search (includes entries and comments). | 1000 items     | <code>activity.stream.maxhits</code>             |

## Restricting the What's New Page from Being Displayed When Users First Log In

| Configuration Setting                                                                                                                                                                                                                                                                           | System Default                                                               | Line in the <code>ssf-ext.properties</code> File |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------------------------------------|
| Defines whether the What's New page is displayed when users first log in to the Vibe site. If the value of this line is <code>true</code> , the What's New page is displayed. If the value is <code>false</code> , users see their personal workspaces when they first log in to the Vibe site. | <code>true</code> (The What's New page is displayed when users first log in) | <code>activity.stream.on.login</code>            |



- The workspace tree appears in other locations throughout Vibe, such as in the Search Index.

**1** Change to the following directory:

```
Windows: c:\Program Files\Novell\Teaming\apache-tomcat\
 webapps\ssf\WEB-INF\classes\config
```

- ## Changing the Number of Recent Places That Are Displayed

To change the number of recently visited places that are displayed for each user:

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```
Windows: c:\Program Files\Novell\Teaming\apache-tomcat\
 webapps\ssf\WEB-INF\classes\config
```

- 2 Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
- 3 Open the `ssf.properties` file in a text editor.
- 4 Search for the following line:  
  
`recent-places-depth=20`
- 5 Open the `ssf-ext.properties` file in a text editor.
- 6 Copy the `recent-places-depth=20` line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.
- 7 Change 20 to the number that represents how many recent entries you want to be displayed for each user. For example, if you want only 10 recently visited entries to be displayed, the line would now read `recent-places-depth=10`.
- 8 Save and close the `ssf-ext.properties` file.
- 9 Close the `ssf.properties` file without saving it.
- 10 Stop and restart Vibe.

## 4.11 Configuring File Associations for Edit in Place Applications

When using Edit in Place functionality in Kablink Vibe, you can configure Vibe to open specific types of files with non-default applications. You can also configure Vibe to support file extensions that are not supported by default.

For more information about Edit in Place functionality, see “[Editing Files](#)” in the *Kablink Vibe 3.4 User Guide*.

- ◆ Section 4.11.1, “Changing Global File Associations for Edit in Place Applications,” on page 81
- ◆ Section 4.11.2, “Configuring Vibe to Support Additional File Types for Edit in Place Applications,” on page 82

#### 4.11.1 Changing Global File Associations for Edit in Place Applications

When calling applications with the Edit in Place feature, Kablink Vibe uses standard file associations. If your organization uses different file associations, you can reconfigure Vibe to use the preferred file associations.

Individual users can do this for their own user accounts, as described in “[Changing the Default Editor Settings for a Single File Type](#)” in the *Kablink Vibe 3.4 User Guide*.

To reconfigure Vibe to use the preferred file association for all users on the Vibe site:

- 1** Change to the following directory:

```
Linux: /opt/novell/teaming/apache-tomcat/
 webapps/ssf/WEB-INF/classes/config
```

```
Windows: c:\Program Files\Novell\Teaming\apache-tomcat\
 webapps\ssf\WEB-INF\classes\config
```

- 2 Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
- 3 Open the `ssf.properties` file in a text editor.
- 4 Search for `Edit in place` to move to the block of lines that control the Edit in Place feature.
- 5 Review the subsequent comment lines to become more familiar with how the Edit in Place feature works.
- 6 Scroll down to locate the lines for the file associations that you want to change.
- 7 Copy the lines to the clipboard of your text editor.
- 8 Open the `ssf-ext.properties` file.
- 9 Scroll to the end of the `ssf-ext.properties` file, then paste the line you copied in [Step 7](#).
- 10 Edit the file association as needed.  
  
Use double backslashes for Mac or Linux systems when you need to include a space in the path, as shown in the above example.
- 11 (Optional) Copy additional lines from the `ssf.properties` file to the `ssf-ext.properties` file as needed.
- 12 Save and close the `ssf-ext.properties` file.
- 13 Close the `ssf.properties` file without saving it.
- 14 Stop and restart Vibe to put the modified file associations into affect for your Vibe site.

#### 4.11.2 Configuring Vibe to Support Additional File Types for Edit in Place Applications

You can configure Vibe to support other document editors to the list of documents that Vibe can edit using Edit in Place.

- 1** Change to the following directory:

```
Linux: /opt/novell/teaming/apache-tomcat/
 webapps/ssf/WEB-INF/classes/config
```

```
Windows: c:\Program Files\Novell\Teaming\apache-tomcat\
 webapps\ssf\WEB-INF\classes\config
```

- 2 Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
- 3 Open the `ssf.properties` file in a text editor.
- 4 Search for `Edit in place` to move to the block of lines that control the Edit in Place feature.
- 5 Review the subsequent comment lines to become more familiar with how the Edit in Place feature works.
- 6 Copy the following line to the clipboard of your text editor:

```
edit.in.place.file.applet.extensions=
```

- 7 Open the `ssf-ext.properties` file.
- 8 Scroll to the end of the `ssf-ext.properties` file, then paste the line you copied in [Step 6](#).
- 9 Add the file extension to the comma-delimited list of file extensions.
- 10 (Optional) Copy additional lines from the `ssf.properties` file to the `ssf-ext.properties` file as needed.
- 11 Save and close the `ssf-ext.properties` file.
- 12 Close the `ssf.properties` file without saving it.
- 13 Stop and restart Vibe.

## 4.12 Understanding and Configuring Search Functionality

Kablink Vibe contains various features that control how items are indexed and how searches are executed on the Vibe site. As the Vibe administrator, you can configure the settings for these features. The default configurations are optimal for most Vibe sites.

These features are supported only with Vibe folder entries that contain English or other Western European languages. (For a list of supported languages, see [Section 4.12.6, “Supported Languages for Indexing and Searching for the Root Form of Words,”](#) on page 89.)

- ♦ [Section 4.12.1, “Removing Frequently Used Words That Have No Inherent Meaning,”](#) on page 83
- ♦ [Section 4.12.2, “Searching for Various Forms of the Same Word,”](#) on page 84
- ♦ [Section 4.12.3, “Searching for Words That Contain Accents,”](#) on page 84
- ♦ [Section 4.12.4, “Increasing the Number of Words That Are Indexed for Each Document,”](#) on page 84
- ♦ [Section 4.12.5, “Modifying Configuration Settings,”](#) on page 84
- ♦ [Section 4.12.6, “Supported Languages for Indexing and Searching for the Root Form of Words,”](#) on page 89

### 4.12.1 Removing Frequently Used Words That Have No Inherent Meaning

Vibe removes frequently used words that have no inherent meaning when items are indexed and when users perform a search. Examples of such words are *a*, *an*, *the*, *in*, *on*, *the*, and *so forth*.

This includes when users perform a search with quotation marks. For example, “*sell the products*” would return all of the following: *sell their products*, *sell with products*, *sell the products*, and *so forth*. However, it would not return *sell products*.

You can customize the words that Vibe considers to have no inherent meaning. For more information, see [“`lucene.indexing.stopwords.file.path`”](#) on page 86.

This functionality is enabled by default. For information on how to modify the default settings, see [Section 4.12.5, “Modifying Configuration Settings,”](#) on page 84.

### 4.12.2 Searching for Various Forms of the Same Word

When Vibe indexes a word, it indexes the root form of the word. Likewise, when users perform a search for a word, Vibe searches for the root form of the word and returns all matches. For example, performing a search on the word `research` returns all forms of the word, including `researching`, `researched`, and `researches`. Likewise, searching for the word `researching` returns results for `research`, `researches`, and so forth.

This functionality is enabled by default. For information on how to modify the default settings, see [Section 4.12.5, “Modifying Configuration Settings,”](#) on page 84.

### 4.12.3 Searching for Words That Contain Accents

When Vibe indexes a word, it indexes the word without accents, regardless of whether the word originally contains accents. Likewise, when users perform a search for a word, Vibe searches for the word without accents, regardless of whether the user uses accents during the search. This means that when a user performs a search on the word `cliché`, Vibe returns results for the word `cliché` and `cliche`. Vibe also returns both forms of the word if the user performs a search on the word `cliche`.

This functionality is enabled by default. For information on how to modify the default settings, see [Section 4.12.5, “Modifying Configuration Settings,”](#) on page 84.

#### 4.12.4 Increasing the Number of Words That Are Indexed for Each Document

Vibe indexes all the words (and their variations) in documents that are uploaded to the Vibe site. In most cases, the default settings are sufficient to index documents that contain tens of pages.

If you have very large documents (hundreds or thousands of pages per document) that are stored on your Vibe site, you might encounter problems with parts of the document not being returned in search results. This can be due to the fact that the document is not being indexed in its entirety, because the document is too large. In this case, you might want to increase the number of words that are indexed for each document. Be aware that increasing the number of words that are indexed uses more system resources (RAM and disk space).

You can increase the number of words that are indexed for each document that is added to the Vibe site. For information on how to do this, see [Section 4.12.5, “Modifying Configuration Settings,” on page 84](#).

#### 4.12.5 Modifying Configuration Settings

The location of the configuration file on the Vibe server depends on whether you have a single Lucene Index Server that is located on the same server as Vibe, or if your Lucene Index Server is located on a remote server or you have multiple Lucene Index Servers.

Multi-server and remote-server Lucene configuration options are not available in Kablink Vibe.

To modify configuration settings for the Search feature:

- 1** Change to the following directory:

```
Linux: /opt/novell/teaming/apache-tomcat/
 webapps/ssf/WEB-INF/classes/config
```

Windows: c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\classes\config

- 2 Open the `ssf.properties` file in a text editor if you have a single Lucene Index Server that is located on the same server as Vibe.  
or  
Open the `lucene-server.properties` file in a text editor if your Lucene Index Server is located on a remote server or you have multiple Lucene Index Servers.
- 3 Scroll down to locate the line for the search functionality that you want to change.  
For information on each configuration setting that you can modify for searching on the Vibe site, see [“Configuration Settings for Search Features” on page 85](#).
- 4 Copy that line to the clipboard of your text editor.
- 5 Depending on which file you are modifying (as described in [Step 2](#)), make a backup copy of the corresponding `ssf-ext.properties` file or `lucene-server-ext.properties` file, which are located in the same directory as the `ssf.properties` file and the `lucene-server.properties` file.
- 6 Open either the `ssf-ext.properties` file or the `lucene-server-ext.properties` file.
- 7 Scroll to the end of the `ssf-ext.properties` file or the `lucene-server-ext.properties` file, then paste the line you copied.
- 8 Edit the setting for the appropriate search functionality as needed.
- 9 Save and close the `ssf-ext.properties` file or the `lucene-server-ext.properties` file.
- 10 Close the `ssf.properties` file or the `lucene-server.properties` without saving.
- 11 Stop and restart Vibe to put the modified search customizations into affect for your Vibe site.
- 12 Re-index the Vibe site, as described in [Section 22.4, “Rebuilding the Lucene Index,” on page 205](#).

## Configuration Settings for Search Features

The following tables show the configuration settings that you can modify for the various search features. Each configuration setting has a `lucene.indexing` setting and a corresponding `lucene.searching` setting. Both setting must be configured in order to produce the desired functionality.

- ♦ [Table 4-2, “Removing Frequently Used Words,” on page 85](#)
- ♦ [Table 4-3, “Searching for Various Forms of the Same Word,” on page 87](#)
- ♦ [Table 4-4, “Searching for Words That Contain Accents,” on page 88](#)
- ♦ [Table 4-5, “Increasing the Number of Words That Are Indexed for Each Document,” on page 88](#)

**Table 4-2** *Removing Frequently Used Words*

| Setting                                       | Function                                                                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <code>lucene.indexing.stopwords.enable</code> | <p>Enables or disables the functionality that removes frequently used words that have no inherent meaning when items are added to the index. For more information, see <a href="#">Section 4.12.1, “Removing Frequently Used Words That Have No Inherent Meaning,” on page 83</a>.</p> <p>By default, the value is <code>true</code> (enabled).</p> |

| Setting                                              | Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <code>lucene.indexing.stopwords.file.charset</code>  | <p>If you have provided your own file that contains frequently used words that you want to be ignored (as described in <a href="#">"lucene.indexing.stopwords.file.path" on page 86</a>), you can change the default character encoding of the file that contains the new words.</p> <p>By default, the value is <code>UTF-8</code>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <code>lucene.indexing.stopwords.file.path</code>     | <p>Enables you to point to a file that you create that contains your own list of words that you want Vibe to ignore when items are added to the index. This file should be in a directory where it does not get overwritten or removed during an upgrade. If you are running Vibe in a clustered environment, this should be a directory that is accessible to and shared by all Vibe nodes.</p> <p>You must specify the full path to the file.</p> <p>Each line of the file should contain only one word.</p> <p>All words in the file must be in lowercase.</p> <p>By default, there is no file path specified, and Vibe defaults to a list of common words that are not normally useful when performing a search, such as <code>a</code>, <code>in</code>, <code>this</code>, and so forth.</p> |
| <code>lucene.searching.stopwords.enable</code>       | <p>Enables or disables the functionality that removes frequently used words that have no inherent meaning when users perform a search. For more information, see <a href="#">Section 4.12.1, "Removing Frequently Used Words That Have No Inherent Meaning," on page 83</a>.</p> <p>By default, the value is <code>true</code> (enabled).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <code>lucene.searching.stopwords.file.charset</code> | <p>If you have provided your own file that contains frequently used words that you want to be ignored (as described in <a href="#">"lucene.indexing.stopwords.file.path" on page 86</a>), you can change the default character encoding of the file that contains the new words.</p> <p>By default, the value is <code>UTF-8</code>.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Setting                                           | Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <code>lucene.searching.stopwords.file.path</code> | <p>Enables you to point to a file that you create that contains your own list of words that you want Vibe to ignore when performing a search. This file should be in a directory where it does not get overwritten or removed during an upgrade. If you are running Vibe in a clustered environment, this should be a directory that is accessible to and shared by all Vibe nodes.</p> <p>You must specify the full path to the file.</p> <p>Each line of the file should contain only one word.</p> <p>All words in the file must be in lowercase.</p> <p>By default, there is no file path specified, and Vibe defaults to a list of common words that are not normally useful when performing a search, such as a, in, this, and so forth.</p> <p>If you leave all three search features enabled (removing frequently used words, searching for various forms of the same word, and searching for words that contain accents), and you want to specify words to ignore that contain accents, you must specify both forms of the word (with and without the accents).</p> |

**Table 4-3** *Searching for Various Forms of the Same Word*

| Setting                                             | Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <code>lucene.indexing.stemming.enable</code>        | <p>Enables or disables the functionality that indexes various forms of the same word. For more information, see <a href="#">Section 4.12.2, “Searching for Various Forms of the Same Word,” on page 84</a>.</p> <p>By default, the value is <code>true</code> (enabled).</p>                                                                                                                                                                                                      |
| <code>lucene.indexing.stemming.stemmer.names</code> | <p>Allows you to specify the language that you want Vibe to use when indexing the root form of words. For more information, see <a href="#">Section 4.12.2, “Searching for Various Forms of the Same Word,” on page 84</a>.</p> <p>By default, the language is <code>English</code>.</p> <p>For information about which languages are available, see <a href="#">Section 4.12.6, “Supported Languages for Indexing and Searching for the Root Form of Words,” on page 89</a>.</p> |
| <code>lucene.searching.stemming.enable</code>       | <p>Enables or disables the functionality that allows users to search for various forms of the same word. For more information, see <a href="#">Section 4.12.2, “Searching for Various Forms of the Same Word,” on page 84</a>.</p> <p>By default, the value is <code>true</code> (enabled).</p>                                                                                                                                                                                   |

| Setting                                              | Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <code>lucene.searching.stemming.stemmer.names</code> | <p>Allows you to specify the language that you want Vibe to use when searching for the root form of words. For more information, see <a href="#">Section 4.12.2, “Searching for Various Forms of the Same Word,”</a> on page 84.</p> <p>By default, the language is English.</p> <p>For information about which languages are available, see <a href="#">Section 4.12.6, “Supported Languages for Indexing and Searching for the Root Form of Words,”</a> on page 89.</p> |

**Table 4-4** *Searching for Words That Contain Accents*

| Setting                                           | Function                                                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <code>lucene.indexing.asciifolding.enable</code>  | <p>Enables or disables the functionality that indexes words with accents as well as the same word without the accents. For more information, see <a href="#">Section 4.12.3, “Searching for Words That Contain Accents,”</a> on page 84.</p> <p>By default, the value is <code>true</code> (enabled).</p>                    |
| <code>lucene.searching.asciifolding.enable</code> | <p>Enables or disables the functionality that allows users to search for words with accents as well as the same word without the accents. For more information, see <a href="#">Section 4.12.3, “Searching for Words That Contain Accents,”</a> on page 84.</p> <p>By default, the value is <code>true</code> (enabled).</p> |

**Table 4-5** *Increasing the Number of Words That Are Indexed for Each Document*

| Setting                             | Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <code>lucene.max.fieldlength</code> | <p>Designates the maximum number of terms that are indexed for each document that is uploaded to Vibe. Be aware that the number of terms per document can be much higher than the number of words in the document (because stemming and ascii folding capabilities enable various forms of each word in the document to be indexed). Only terms that are indexed appear in search results. For more information, see <a href="#">Section 4.12.4, “Increasing the Number of Words That Are Indexed for Each Document,”</a> on page 84.</p> <p>By default, the value is <code>100000</code>.</p> |

| Setting                                             | Function                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <code>doc.conversion.size.threshold</code>          | <p>Depending on your specific environment and need, you might need to modify this setting in addition to the <code>lucene.max.fieldlength</code> setting.</p> <p>Designates the size of the document that can be indexed in the Vibe site. For more information, see <a href="#">Section 4.12.4, “Increasing the Number of Words That Are Indexed for Each Document,” on page 84.</a></p> <p>By default, the value is 31457280.</p>                                                                   |
| <code>doc.max.text.extraction.size.threshold</code> | <p>Depending on your specific environment and need, you might need to modify this setting in addition to the <code>lucene.max.fieldlength</code> setting.</p> <p>Designates the maximum size of a document that can be indexed in the Vibe site after the document has undergone file conversion. For more information, see <a href="#">Section 4.12.4, “Increasing the Number of Words That Are Indexed for Each Document,” on page 84.</a></p> <p>By default, the value is 1048576 (about 1MB).</p> |

## 4.12.6 Supported Languages for Indexing and Searching for the Root Form of Words

By default, when Vibe indexes a word, it indexes the root form of the word. Likewise, when users perform a search for a word, Vibe searches for the root form of the word and returns all matches. (For more information, see [Section 4.12.2, “Searching for Various Forms of the Same Word,” on page 84.](#))

The default language of the Vibe site is irrelevant in regards to indexing and searching for the root form of words; Vibe detects the language for each individual entry when it performs the indexing and search.

You can configure Vibe to use any of the following languages when indexing and searching for the root form of words (the default is English):

- ♦ Danish
- ♦ Dutch
- ♦ English
- ♦ Finnish
- ♦ French
- ♦ German
- ♦ German2 (This is a modified version of German that handles umlaut characters differently. Appends an e after vowels that would otherwise have an umlaut. For example, ä becomes ae, ë becomes oe, and ü becomes ue.)
- ♦ Hungarian
- ♦ Italian
- ♦ Norwegian

- ♦ Porter (This is for the English language; this option simply indexes and searches in a different way.)
- ♦ Portuguese
- ♦ Romanian
- ♦ Russian
- ♦ Spanish
- ♦ Swedish
- ♦ Turkish

## 4.13 Understanding and Configuring Document Conversions with OpenOffice

Kablink Vibe uses OpenOffice to perform document conversions. Documents undergo two types of conversions:

- ♦ Word conversion when they are first added to the Vibe site
- ♦ HTML conversion when they are viewed as HTML from the Vibe site

You can enable additional file formats to be indexed or viewed as HTML.

If OpenOffice is crashing with certain file types during either of the conversion processes, you can exclude the problematic file types from being indexed to the Vibe site or viewed as HTML from the Vibe site.

- ♦ [Section 4.13.1, “Configuring Which File Formats Can Be Viewed as HTML,” on page 90](#)
- ♦ [Section 4.13.2, “Excluding File Types from Being Indexed or Displaying as HTML,” on page 91](#)

### 4.13.1 Configuring Which File Formats Can Be Viewed as HTML

Many file formats in Kablink Vibe can be viewed as HTML by default, as described in “[Viewing the File in HTML Format](#)” in “[Working with Folder Entries](#)” in the *Kablink Vibe 3.4 User Guide*. Examples of file formats that can be viewed as HTML by default are .doc, .docx, .txt, and so forth. (A complete list is given in the `ssf.properties` file, as described later in this section.)

Some file formats cannot be viewed as HTML by default. This is because the quality of these files is lessened when viewed as HTML. However, if you choose, you can enable non-default file formats to be viewed as HTML.

Not all file formats can be enabled to be viewed as HTML in Vibe, but many can be. If you are unsure whether Vibe supports a particular file format to be viewed as HTML, try it and see. Kablink Vibe provides a significantly smaller set of formats that can be converted than Novell Vibe.

- 1 Change to the following directory:

```
Linux: /opt/novell/teaming/apache-tomcat/
 webapps/ssf/WEB-INF/classes/config

Windows: c:\Program Files\Novell\Teaming\apache-tomcat\
 webapps\ssf\WEB-INF\classes\config
```

- 2 Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.

- 3 Open the `ssf.properties` file in a text editor.
- 4 Search for the following line:  
  
`view.as.html.file.openoffice.extensions=`
- 5 Open the `ssf-ext.properties` file in a text editor.
- 6 Copy the `view.as.html.file.openoffice.extensions=` line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.  
  
Ensure that you also copy all of the values of this line. For example, `.123`, `.bmp`, `.db`, and so forth. These are the file formats that can be viewed as HTML by default.
- 7 Add the file extension that you want to enable to be viewed as HTML to the list of existing file extensions, or remove the file extension that you want to exclude from being viewed as HTML from the list of existing file extensions.
- 8 Save and close the `ssf-ext.properties` file.
- 9 Close the `ssf.properties` file without saving it.
- 10 Stop and restart Vibe.

## 4.13.2 Excluding File Types from Being Indexed or Displaying as HTML

If OpenOffice is crashing with certain file types during either of the conversion processes, you can restrict the problematic file types from being converted.

In order to determine if OpenOffice is crashing during word conversion or HTML conversion, you need to carefully examine the server log file. After you determine where OpenOffice is crashing, continue with the appropriate section:

- ♦ [“Excluding File Types from Being Indexed to the Vibe Site” on page 91](#)
- ♦ [“Excluding File Types from Being Displayed in HTML” on page 92](#)

### Excluding File Types from Being Indexed to the Vibe Site

If you are experiencing crashes during this HTML conversion process with certain files, you can exclude the problematic file types from being converted. These file types can then no longer be viewed in HTML.

---

**IMPORTANT:** Performing the following procedure causes the file types that you specify to be excluded from searches performed in Vibe.

---

- 1 Change to the following directory:

```
Linux: /opt/novell/teaming/apache-tomcat/
 webapps/ssf/WEB-INF/classes/config

Windows: c:\Program Files\Novell\Teaming\apache-tomcat\
 webapps\ssf\WEB-INF\classes\config
```

- 2 Open the `ssf.properties` file in a text editor.
- 3 Search for the following line:  
  
`exclude.from.openoffice.indexing.extensions=`
- 4 Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.

- 5 Open the `ssf-ext.properties` file in a text editor.
- 6 Copy the `exclude.from.openoffice.indexing.extensions=` line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.
- 7 Add the file types that are causing OpenOffice to crash to be the value of this property. For example, `exclude.from.openoffice.indexing.extensions=.pptx,.odf`
- 8 Save and close the `ssf-ext.properties` file.
- 9 Close the `ssf.properties` file without saving it.
- 10 Stop and restart Vibe.

## Excluding File Types from Being Displayed in HTML

You can display files in HTML view as described in “[Viewing the File in HTML Format](#)” in “[Working with Folder Entries](#)” in the *Kablink Vibe 3.4 User Guide*. If OpenOffice crashes during this HTML conversion process with certain files, you can exclude the problematic file types from being converted. These file types can then no longer be viewed in HTML. For information on how to exclude file types from displaying in HTML, see [Section 4.13.1, “Configuring Which File Formats Can Be Viewed as HTML,”](#) on page 90.

---

# 5 Setting Up User Access to the Vibe Site

Adding existing users to your new Kablink Vibe site was part of the installation process, as described in [“Adding Vibe Users from Your LDAP Directory”](#) in [“Basic Installation”](#) in the *Kablink Vibe 3.4 Installation Guide*.

However, as time passes, you need to add new users. Depending on the needs of your Vibe site, you might want to allow people to access the site even if they do not have Vibe user accounts in the Vibe system. You might even want to allow such people to create their own Vibe user accounts without you as an administrator doing it for them.

- ♦ [Section 5.1, “Adding New Users to Your Vibe Site,”](#) on page 93
- ♦ [Section 5.2, “Creating Groups of Users,”](#) on page 93
- ♦ [Section 5.3, “Restricting Groups of Users from Seeing One Another,”](#) on page 99
- ♦ [Section 5.4, “Allowing Guest Access to Your Vibe Site,”](#) on page 100
- ♦ [Section 5.5, “Allowing Guests to Create Their Own Vibe User Accounts,”](#) on page 104
- ♦ [Section 5.6, “Allowing Users Limited External Access to Your Vibe Site,”](#) on page 106
- ♦ [Section 5.7, “Allowing Web Crawler Access to Your Vibe Site,”](#) on page 106
- ♦ [Section 5.8, “Managing Mobile Device Access to Your Vibe Site,”](#) on page 107

## 5.1 Adding New Users to Your Vibe Site

You can add new users to your Vibe site in any of the following ways:

- ♦ Synchronizing from an LDAP directory, as described in [Section 15.1, “Synchronizing Users and Groups from an LDAP Directory,”](#) on page 143.
- ♦ Manually adding local users, as described in [Section 15.2, “Creating a New Local User,”](#) on page 146.
- ♦ Importing profile files for local users, as described in [Section 15.10, “Managing Local Users and Groups by Importing Profile Files,”](#) on page 156.

## 5.2 Creating Groups of Users

This section describes how to create groups within Vibe. You can also synchronize groups of users from your LDAP directory to your Kablink Vibe site, as described in [“Adding Vibe Users from Your LDAP Directory”](#) in [“Basic Installation”](#) in the *Kablink Vibe 3.4 Installation Guide*.

You can use existing groups or create additional groups within Vibe to facilitate access control on your Vibe site. For background information on access control, see [“Controlling Access”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

In addition to creating groups to assist with access control, you might want to create groups for any of the following reasons:

- ♦ To facilitate team creation, as described in “[Creating a Team Workspace](#)” in “[Getting Started](#)” in the *Kablink Vibe 3.4 User Guide*.
- ♦ To facilitate managing data quotas, as described in [Section 18.4, “Managing User Data Quotas,” on page 173](#).
- ♦ To facilitate user visibility restrictions, as described in [Section 5.3, “Restricting Groups of Users from Seeing One Another,” on page 99](#).
- ♦ To create multiple Vibe administrators, as described in [Section 1.2, “Creating Additional Vibe Administrators,” on page 17](#).

Users are responsible for access control in their personal workspaces and any team workspaces that they create. As the Vibe site administrator, you are responsible for access control in public locations such as global workspaces. By creating groups of users who have attributes in common, you and other Vibe users can set access controls and create teams without listing users individually. Groups can be nested within groups, so create small groups first, then build larger groups from your smaller groups.

You can create either static or dynamic groups.

- ♦ [Section 5.2.1, “Creating Static Groups,” on page 94](#)
- ♦ [Section 5.2.2, “Creating Dynamic Groups,” on page 96](#)

## 5.2.1 Creating Static Groups

Static groups are groups whose membership does not change based on LDAP queries.

This section describes how to create static groups directly from Vibe. You can synchronize static groups to Vibe from your LDAP directory as described in “[Adding Vibe Users from Your LDAP Directory](#)” in “[Basic Installation](#)” in the *Kablink Vibe 3.4 Installation Guide*.

To create static groups in Vibe:

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Management*, click *Groups*, then click *Add*.

**Add Group**

Name:

Title:

Description:

☒ Group membership is static ☐ Group membership is dynamic

Edit group membership

OK Cancel

- 4 Fill in the following fields:

**Name:** Specify the unique name under which the group is stored in the Vibe database. You can use alphanumeric characters (a-z, A-Z, 0-9), hyphens (-), and underscores (\_).

**Title:** Specify the group name that displays to users on the Vibe site. This string can include any characters that you can type.

**Description:** Describe what the members of this group have in common.

- 5 Select *Group membership is static*.

This means that group membership does not change based on LDAP queries.

- 6 Click *Edit group membership*.

**Static membership for group: marketing**

Users Groups

User:

Remove

| Name |
|------|
|------|

1-1 of 0

OK Cancel

- 7 Click the *Users* or *Groups* tab, depending on whether you want to add users or groups to the group that you are creating.
- 8 In the *User* or *Group* field, specify the name of the user or group that you want to add to the group that you are creating, then click the name of the user or group when it appears in the drop-down list.
- 9 Repeat [Step 7](#) and [Step 8](#) to add multiple users and groups to the group that you are creating, then click **OK** when you have finished adding users and groups.
- 10 Click **OK** to create the group.

After you have created one or more small groups, you can use the *Groups* field to create larger groups from smaller groups.

## 5.2.2 Creating Dynamic Groups

Groups based on LDAP queries are dynamic in that they can be configured to have their membership updated when the information in the LDAP directory changes.

Creating groups based on LDAP queries is a quick way to create Vibe groups that consist of users who match specific criteria. You can create dynamic groups as described in the following sections:

- ♦ [“Creating Dynamic Groups within LDAP” on page 96](#)
- ♦ [“Creating Dynamic Groups within Vibe” on page 96](#)

### Creating Dynamic Groups within LDAP

Depending on the LDAP directory that you are using, you might be able to create dynamic groups within your LDAP directory. For example, you can create dynamic group objects in eDirectory with Novell iManager (for more information, see the [iManager Documentation \(http://www.novell.com/documentation/imanager27/index.html\)](http://www.novell.com/documentation/imanager27/index.html)).

Dynamic groups created within LDAP are stored in your LDAP directory and can then be synchronized to Vibe, as described in [“Adding Vibe Users from Your LDAP Directory”](#) in the *Kablink Vibe 3.4 Installation Guide*.

### Creating Dynamic Groups within Vibe

You can create dynamic groups in Vibe by querying the LDAP directory.

- ♦ [“Prerequisites” on page 96](#)
- ♦ [“Advantages” on page 97](#)
- ♦ [“Considerations with Multiple LDAP Sources” on page 97](#)
- ♦ [“Creating the Group” on page 97](#)

#### Prerequisites

- ♦ Users must already have existing Vibe user accounts in order for them to be added to a Vibe group as described in this section. If your LDAP query includes users who are not already Vibe users, the users are not added to the Vibe group
- ♦ When configuring your LDAP connection, you must specify the name of the LDAP attribute that uniquely identifies the user (the value of this attribute never changes). For eDirectory, this value is GUID. For Active Directory, this value is objectGUID. For more information about this attribute, see [“LDAP Attribute to Identify a User or Group”](#) in [“Gathering Directory Services Information”](#) in the *Kablink Vibe 3.4 Installation Guide*.

The Vibe process that creates a dynamic group uses the LDAP configuration settings in Vibe to authenticate to the LDAP directory server. The credentials that are used are the LDAP server URL, user DN, and password. For more information on how to configure these and other LDAP configuration settings in Vibe, see [“Adding Vibe Users from Your LDAP Directory”](#) in the *Kablink Vibe 3.4 Installation Guide*.

## Advantages

Advantages to creating dynamic groups within Vibe rather than within your LDAP directory include:

- ♦ Allows the Vibe administrator to control group membership without having direct access to the group object in the LDAP user store.
- ♦ Your LDAP directory might not support dynamic groups.
- ♦ You do not want dynamic groups to sync to applications other than Vibe that are leveraging your LDAP directory.

## Considerations with Multiple LDAP Sources

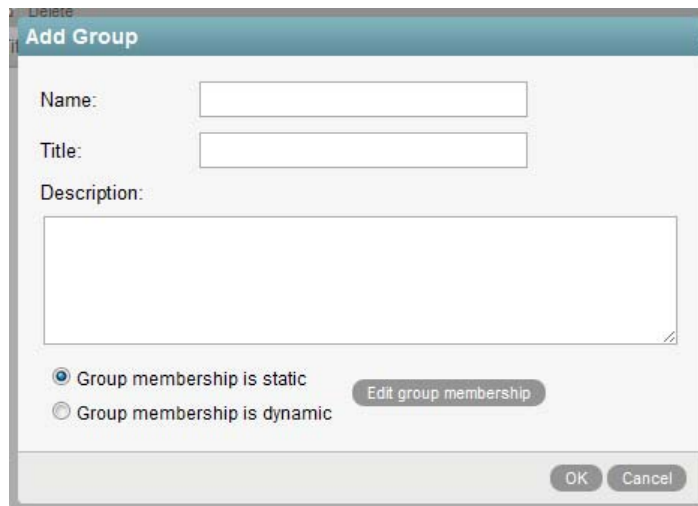
Consider the following if your Vibe site is configured with multiple LDAP sources:

- ♦ You should not create dynamic groups in Vibe if the base dn that you define for the dynamic group does not exist in each LDAP source. This is because the membership of the dynamic group might not get updated correctly.
- ♦ If your Vibe site is configured with multiple LDAP sources and the base dn that you define for the dynamic group exists in each LDAP source, the membership of the dynamic group contains users from each LDAP source that match the dynamic group's filter.

## Creating the Group

To create the dynamic group within Vibe:

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Management*, click *Groups*, then click *Add*.



- 4 Fill in the following fields:

**Name:** Specify the unique name under which the group is stored in the Vibe database. You can use alphanumeric characters (a-z, A-Z, 0-9), hyphens (-), and underscores (\_).

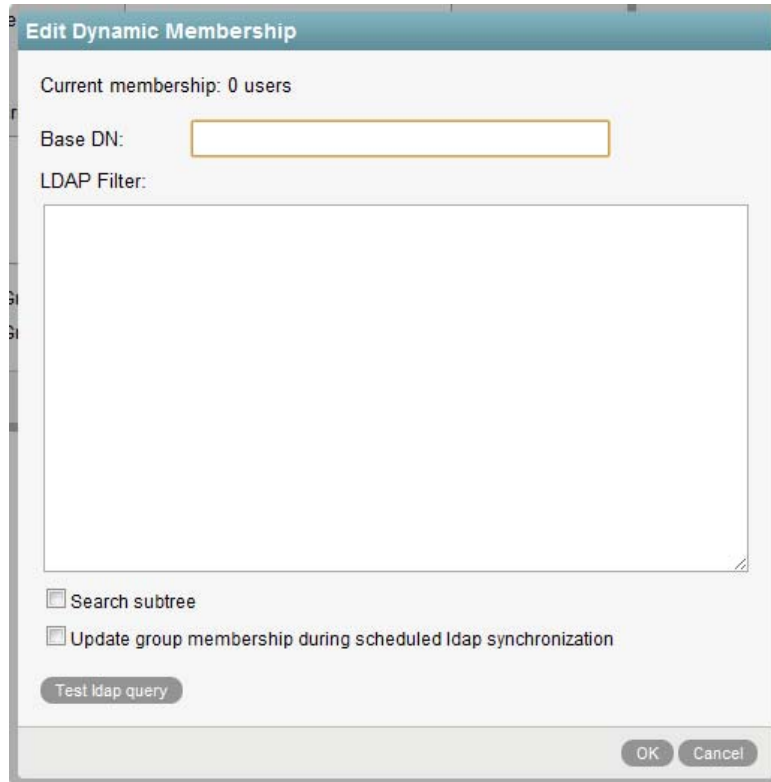
**Title:** Specify the group name that displays to users on the Vibe site. This string can include any characters that you can type.

**Description:** Describe what the members of this group have in common.

- 5 Select *Group membership is dynamic*.

This means that group membership is based on an LDAP query that you will define in this procedure.

- 6 Click *Edit group membership*.



- 7 Specify the following options:

**Base DN:** Specify the base DN where you want to start your search.

If you have multiple LDAP sources, see [“Considerations with Multiple LDAP Sources” on page 97](#) before proceeding.

**LDAP Filter:** Specify the filter criteria.

For example, to search for all users located in Utah, specify `(st=Utah)`.

**Search subtree:** Select this option if you want to also search for matches in subtrees of the base dn you are currently searching.

**Update group membership during scheduled ldap synchronization:** Select this option to update the membership of this group during each scheduled LDAP synchronization. Group membership is updated based on changes that might have occurred in the LDAP directory.

For information on how to set the LDAP synchronization schedule, see [“Synchronization Schedule”](#) in [“Basic Installation”](#) in the *Kablink Vibe 3.4 Installation Guide*.

- 8 (Optional) Click *Test ldap query* to test the results of your LDAP query.

This process can take several minutes, depending on the size of your LDAP directory.

- 9 Click *OK* > *OK* to create the group.

## 5.3 Restricting Groups of Users from Seeing One Another

If your Kablink Vibe site has multiple sets of users who need to remain hidden from each other, you can use access controls to restrict users who belong to a specific group from seeing users who do not belong to the group. For example, you might want to do this if your Vibe site contains users from more than one company and you want users to see only the users who belong to the same company.

You accomplish this by setting zone-level access controls on individual users or groups of users, limiting them to seeing only those users with whom they share a common group.

When you restrict groups of users from seeing one another in your Vibe site, you see the following behaviors:

- ♦ When users search for people in the Vibe site, they do not see the users they are restricted from seeing.
- ♦ By default, users cannot see the personal workspaces of users they are restricted from seeing. However, individual users can modify the access control settings of their personal workspaces to grant access to users who are restricted from seeing them. Users can do this by granting access to other groups.
- ♦ The Vibe site might contain folders and entries that are open to a wider audience, such as in a global workspace. If a restricted user has access to one of these folders, and an entry is posted by someone the user is not allowed to see, the name of the entry creator is hidden. The name is also hidden from the restricted user wherever else it might appear, such as in the Left Navigation pane or on the Search Results page.

For example, User B is restricted from seeing User A. when User A posts an entry in a global workspace, User B can see the entry but cannot see User B's name on the entry.

To restrict groups of users from seeing one another:

- 1 Create a group for each set of users that you want to keep separate. For example, create groups called Company A, Company B, and Company C.

For information about how to create a group, see [Section 5.2, "Creating Groups of Users," on page 93](#).

- 2 Populate each group with the appropriate users.

For information about how to populate groups with users, see [Section 5.2, "Creating Groups of Users," on page 93](#).

- 3 Navigate to the Administration page and add the groups to the *Can Only See Members of Groups I Am In* role.

If you want to allow certain members of a group to retain their ability to see users that belong to groups outside of their own, you can add these specific users to the *Override "Can Only See Members of Groups I Am In"* role.

For more information about these roles as well as other roles, see [Section 2.3.1, "Controlling User Access to Administrative Functions," on page 29](#).

For information about how to add users and groups to a specific role, see [Section 2.3.1, "Controlling User Access to Administrative Functions," on page 29](#).

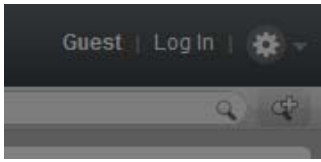
---

**IMPORTANT:** Do not create a group that contains users who you want to hide from each other. For example, if your Vibe site has users from Company A and Company B, you should not create a single group that contains users from both Company A and Company B. Users who belong to a common group are able to see each other, regardless of any access controls that are set on other groups. If you must create a single group of users from multiple companies, first create a sub-group for each company so you can keep users' names separate from each other.

---

## 5.4 Allowing Guest Access to Your Vibe Site

When a person arrives at the Kablink Vibe site URL, the person is considered to be a Guest user on the site, as indicated by the username displayed in the upper right corner of the page:



This page is also the main Vibe login page. Users with Vibe usernames can log in to their personal workspaces, and from there they can access any other locations where they have been granted access.

- ♦ [Section 5.4.1, “Guest Access Limitations,” on page 100](#)
- ♦ [Section 5.4.2, “Understanding the Guest User,” on page 100](#)
- ♦ [Section 5.4.3, “Setting Up Guest Access for the Vibe Site,” on page 101](#)
- ♦ [Section 5.4.4, “Configuring Any Workspace to Be the Default Home Page for Guest Users,” on page 103](#)
- ♦ [Section 5.4.5, “Enabling Individual Users to Grant Guest Access throughout the Vibe Site,” on page 103](#)
- ♦ [Section 5.4.6, “Monitoring Guest User Access,” on page 104](#)

### 5.4.1 Guest Access Limitations

Guest access to the Vibe site is not possible in the following situations:

- ♦ If you are using Novell Access Manager to provide single sign-on functionality.
- ♦ If users are accessing the Vibe mobile interface. For guest users to access the Vibe site, they must access the full user interface from a browser.

For more information about accessing the Vibe mobile interface, see [“Using Kablink Vibe on Your Mobile Device”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

### 5.4.2 Understanding the Guest User

As the administrator, you can choose whether you want people who do not have Vibe usernames to be able to access information on the Vibe site as the Guest user.

For example, a government organization such as a city might give Vibe user accounts only to key city knowledge workers. However, it is critical that other city workers and regular citizens also access the site to see a listing of upcoming events, read city news, report complaints, and so forth. As a Vibe administrator, you can use the Guest User workspace as a place to present information to non-registered Vibe users.

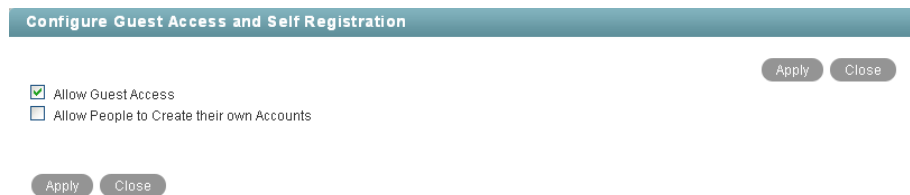
When people visit your Vibe site as the Guest user, they can have some or all of the following experiences, depending on the access controls that you set for the Guest user:

- ♦ Any user who knows the Vibe site URL can access the Guest workspace.
- ♦ The Relevance Dashboard in the Guest workspace displays only the information that the Guest user has been specifically granted access to see.

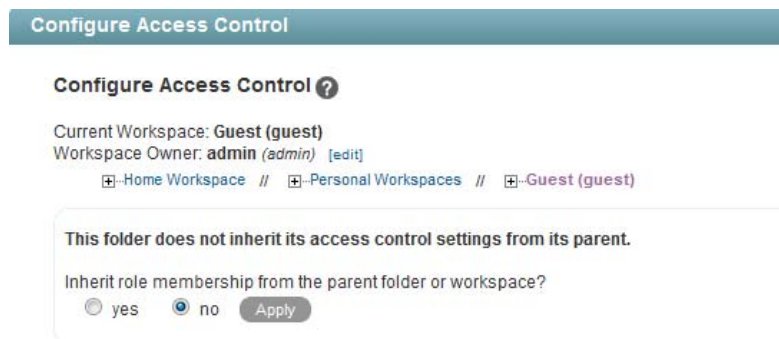
- ♦ A Guest user can find out what is accessible on the Vibe site by clicking the *Search Options* icon , selecting *Places*, then pressing the Spacebar.
- ♦ If a Guest user uses the Search feature, the only information returned is information that the Guest user has been granted access to see.
- ♦ When a Guest user adds a folder entry, the entry form requests the user's name and e-mail address. This information is displayed like a signature when the folder entry is viewed. Providing the name and e-mail address is optional.
- ♦ If you grant Participant rights to the Guest user, people who access the Vibe site as the Guest user can modify and delete entries and comments posted by other people who have accessed the Vibe site as the Guest user.

### 5.4.3 Setting Up Guest Access for the Vibe Site

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *System*, click *Configure Guest Access and Self Registration*.



- 4 Make sure that *Allow Guest Access* is selected, then click *Close*.  
Even though this option is selected by default, the Guest workspace is initially inaccessible because the default user access control settings do not allow access.
- 5 Click *Close* again to close the Administration page.
- 6 Click the Workspace tree icon , expand *Home Workspaces*, then click *Personal Workspaces*.
- 7 Begin typing *Guest* in the *Entry* field, then click it in the drop-down list.  
The Guest user's personal workspace is displayed.
- 8 Click *Workspace > Access Control*.
- 9 Ensure that *no* is selected in the Inherit role membership section. If it is not, select *no* then click *Apply*.



**10** Add the roles that you want the Guest user to be able to perform in the Guest workspace:

**10a** Click *Add a User*, start typing *Guest* in the *Add a User* field, then click *Guest* when it appears in the drop-down list.

This adds *Guest* as a new row in the Access Control table.

✓ designates the access control setting of the parent workspace

Add User Names from Clipboard

|                            |                              |                       | Add a Role ▾                        |                                     |                                     |                                     |                          |                                    |
|----------------------------|------------------------------|-----------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|------------------------------------|
|                            |                              |                       | Visitor                             | Participant                         | Team Member                         | Workspace and Folder Administrator  |                          |                                    |
|                            | Owner of Workspace or Folder |                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                          |                                    |
|                            | Team Members                 |                       | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |                          |                                    |
| Add a Group ▾              |                              |                       | Group Title                         | Group Name                          | Visitor                             | Participant                         | Team Member              | Workspace and Folder Administrator |
|                            | All Users <sup>1</sup>       | allUsers <sup>1</sup> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>           |
| Add a User ▾               |                              |                       | User Title                          | User Id                             | Visitor                             | Participant                         | Team Member              | Workspace and Folder Administrator |
|                            | Guest                        | guest                 | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input type="checkbox"/>           |
| Add an Application Group ▾ |                              |                       | Application Group Title             | Application Group Name              | Visitor                             | Participant                         | Team Member              | Workspace and Folder Administrator |
|                            |                              |                       | --no application groups--           |                                     |                                     |                                     |                          |                                    |
| Add an Application ▾       |                              |                       | Application Title                   | Application Name                    | Visitor                             | Participant                         | Team Member              | Workspace and Folder Administrator |
|                            |                              |                       | --no applications--                 |                                     |                                     |                                     |                          |                                    |

**10b** Select one or more roles that you want the Guest user to be able to perform on the Guest User workspace. For example:

**Visitor:** The Guest user can read entries and add comments or replies in folders in the Guest user workspace.

**Participant:** In addition to Visitor activities, the Guest user can also create new entries, and modify or delete his or her own entries.

For more information about the additional access control options, see [“Controlling Access”](#) in the .

**10c** Click *Save Changes*, then click *Close*.

Now, when people access the Vibe site who do not have usernames, they are admitted as a Guest user and see the What's New page (only items that the Guest user has access to see are visible). Guest users can also access the Guest User workspace by clicking *My Workspace*.

- 11 Set up the Guest user's personal workspace with whatever information you want to present to people who visit your Vibe site without logging in.  
For general suggestions on creating useful workspaces, see ["Creating Custom Workspace Views"](#) in the [Kablank Vibe 3.4 Advanced User Guide](#).
- 12 (Conditional) If you want the Guest user to be able to access content elsewhere on the Vibe site, add the Guest user to the Configure Access Control page for those workspaces or folders.  
You can also enable specific Vibe users in addition to the Vibe administrator to grant Guest access to locations in your Vibe site, as described in [Section 5.4.5, "Enabling Individual Users to Grant Guest Access throughout the Vibe Site,"](#) on page 103.
- 13 Notify people who might be interested in accessing your Vibe site about your Vibe site URL.
- 14 (Conditional) If you want information on your Vibe site to be searchable on the Internet, see [Section 5.7, "Allowing Web Crawler Access to Your Vibe Site,"](#) on page 106.

## 5.4.4 Configuring Any Workspace to Be the Default Home Page for Guest Users

If you're not satisfied with the What's New page being the default home page for guest users, you can configure the Guest User workspace or a different workspace to be the default home page, giving you complete control over what guest users see when they first access the Vibe site.

For information on how to change the default home page for guest users, see [Section 4.3.2, "Setting a Default Home Page for Guest Users,"](#) on page 68.

## 5.4.5 Enabling Individual Users to Grant Guest Access throughout the Vibe Site

If you want users in addition to the Vibe administrator to be able to grant Guest access to locations in your Vibe site:

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *System*, click *Access Control for Zone Administration*.

Configure Access Control

Configure Access Control ?

Close

Administrative Functions

Add User Names from Clipboard

Add a Role

| Add a Group | Group Title    | Group Name     | Allow Adding Guest Access | Can Only See Members Of Groups I Am In | Override "Can Only See Members Of Groups I Am In" | Token Requester          | Zone Administration                 |
|-------------|----------------|----------------|---------------------------|----------------------------------------|---------------------------------------------------|--------------------------|-------------------------------------|
|             | Administrators | administrators | <input type="checkbox"/>  | <input type="checkbox"/>               | <input type="checkbox"/>                          | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Add a User

| User Title   | User Id | Allow Adding Guest Access | Can Only See Members Of Groups I Am In | Override "Can Only See Members Of Groups I Am In" | Token Requester | Zone Administration |
|--------------|---------|---------------------------|----------------------------------------|---------------------------------------------------|-----------------|---------------------|
| --no users-- |         |                           |                                        |                                                   |                 |                     |

Save Changes

\* Assigning roles to an application or application group at the zone level actually specifies the maximum set of rights that the application is allowed to use. This allows the site administrator to prevent applications from ever having more rights than are needed to perform its task. If no roles are assigned, then the application has no rights.

[Note: admin (admin) has been designated as the default site administrator with privileges to perform any task on any workspace or folder.]

Close

A basic Vibe site consists of a single zone. Novell Vibe allows you to set up multiple zones in a single Vibe site. This feature is not available in Kablink Vibe.

- Click *Add a User*, start typing the user's name, then select the user from the drop-down list to add the user to the Access Control table.
- Select the check box in the *Allow Adding Guest Access* column.
- Repeat [Step 4](#) and [Step 5](#) for each user who you want to be able to grant Guest access to locations on your Vibe site.
- Click *Save Changes*, then click *Close*.
- Notify the users who are allowed to grant Guest access.

## 5.4.6 Monitoring Guest User Access

As the Vibe site administrator, you can create a report of all locations on the Vibe site that the Guest user can access. For instructions, see [Section 24.2.3, "User Access Report," on page 217](#).

## 5.5 Allowing Guests to Create Their Own Vibe User Accounts

You can configure a Kablink Vibe site so that Guest users can create their own Vibe user accounts. This process is called self registration.

- [Section 5.5.1, "Granting Access to Create Personal Workspaces," on page 105](#)
- [Section 5.5.2, "Enabling Self Registration," on page 105](#)
- [Section 5.5.3, "Testing Self Registration," on page 106](#)

## 5.5.1 Granting Access to Create Personal Workspaces

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 (Conditional) If you have not already done so, follow the instructions in [Section 5.4, “Allowing Guest Access to Your Vibe Site,” on page 100](#) to configure the Guest workspace.
- 3 Click the Workspace tree icon , then click *Personal Workspaces*.
- 4 Click *Workspace > Access Control*.

**Configure Access Control**

**Configure Access Control ?**

Current Workspace: **Personal Workspaces**  
Workspace Owner: **admin** (*admin*) [\[edit\]](#)

[\[-\] Home Workspace](#) // [\[-\] Personal Workspaces](#)

**This folder does not inherit its access control settings from its parent.**

Inherit role membership from the parent folder or workspace?  
☐ yes ☒ no [Apply](#)

- 5 Select *no* for role inheritance, then click *Apply*.

This enables you to add the Guest user to the Access Control table.

✓ designates the access control setting of the parent workspace

**Add User Names from Clipboard**

|                            |                              |                        | Add a Role ▾                        |                                     |                          |                                     |
|----------------------------|------------------------------|------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
|                            |                              |                        | Visitor                             | Workspace and Folder Administrator  | Participant              | Team Member                         |
|                            | Owner of Workspace or Folder |                        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
|                            | Team Members                 |                        | <input type="checkbox"/>            | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Add a Group ▾              |                              |                        | Visitor                             | Workspace and Folder Administrator  | Participant              | Team Member                         |
|                            | All Users                    | allUsers               | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| Add a User ▾               |                              |                        | Visitor                             | Workspace and Folder Administrator  | Participant              | Team Member                         |
|                            | User Title                   | User Id                |                                     |                                     |                          |                                     |
|                            | --no users--                 |                        |                                     |                                     |                          |                                     |
| Add an Application Group ▾ |                              |                        | Visitor                             | Workspace and Folder Administrator  | Participant              | Team Member                         |
|                            | Application Group Title      | Application Group Name |                                     |                                     |                          |                                     |
|                            | --no application groups--    |                        |                                     |                                     |                          |                                     |
| Add an Application ▾       |                              |                        | Visitor                             | Workspace and Folder Administrator  | Participant              | Team Member                         |
|                            | Application Title            | Application Name       |                                     |                                     |                          |                                     |
|                            | --no applications--          |                        |                                     |                                     |                          |                                     |

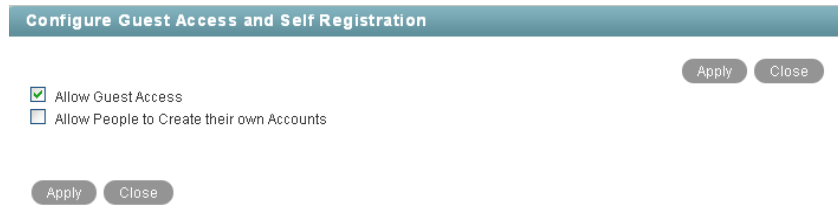
[Save Changes](#)

- 6 Click *Add a User*, start typing *Guest*, then select the *Guest* user from the drop-down list.
- 7 Select the *Participant* role for the *Guest* user, so that the *Guest* user can create entries in the *Personal Workspaces* workspace.  
For more information about the additional access control options, see “[Controlling Access](#)” in the [Kablank Vibe 3.4 Advanced User Guide](#).
- 8 Click *Save Changes*, then click *Close*.

## 5.5.2 Enabling Self Registration

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Administration* icon  in the upper right corner of the page.

- 3 Under *System*, click *Configure Guest Access and Self Registration*.



- 4 Select *Allow People to Create Their Own Accounts*.
- 5 Click *Apply*, then click *Close*.

### 5.5.3 Testing Self Registration

- 1 Log out as the Vibe site administrator.  
The Login page now displays a *Create New Account* link.



- 2 Click *Create new account*.
- 3 Fill in the required fields (*User ID*, *Password*, and *Text Verification*).
- 4 (Optional) Fill in additional fields with personal contact information and location information.
- 5 Click *OK* to create the new Vibe user account and return to the Login page.
- 6 Specify the Vibe user ID and password, then click *OK* to log into the new Vibe account.

## 5.6 Allowing Users Limited External Access to Your Vibe Site

Vibe enables you to restrict what information users can access when they are outside your corporate firewall. For more information, see [Section 2.5, “Restricting Access Rights of Users Outside the Firewall,” on page 36](#).

## 5.7 Allowing Web Crawler Access to Your Vibe Site

If you allow Guest access to your Kablink Vibe site, as described in [Section 5.4, “Allowing Guest Access to Your Vibe Site,” on page 100](#), you can provide Internet search engines (such as Google) with the Vibe permalinks for workspaces and folders that you want to make publicly available on the

Internet. A Vibe permalink is the complete URL that someone outside of your Vibe site and outside of your organization, such as a [Web crawler](http://en.wikipedia.org/wiki/Web_crawler) ([http://en.wikipedia.org/wiki/Web\\_crawler](http://en.wikipedia.org/wiki/Web_crawler)), could use to access a specific location on your Vibe site.

- 1 To determine the permalink of a workspace, click *Workspace Permalinks* at the bottom of a workspace page.

or

To determine the permalink of a folder, click *Folder Permalinks* at the bottom of a folder page.

## 5.8 Managing Mobile Device Access to Your Vibe Site

By default, your Kablink Vibe site allows mobile device access at one of the following URLs, depending on whether or not you are using a secure SSL connection:

```
http://vibe_hostname/mobile
https://vibe_hostname/mobile
```

In these URLs, *vibe\_hostname* is the hostname or fully qualified domain name of the Vibe server that you have set up in DNS.

For a list of supported mobile devices, see “[Mobile App Requirements](#)” in “[Using Kablink Vibe on Your Mobile Device](#)” in the *Kablink Vibe 3.4 Advanced User Guide*.

For instructions on using the mobile device interface to the Vibe site, see “[Using Kablink Vibe on Your Mobile Device](#)” in the *Kablink Vibe 3.4 Advanced User Guide*.

- [Section 5.8.1, “Restricting Mobile Device Access to Your Vibe Site,”](#) on page 107
- [Section 5.8.2, “Changing the Default View for Tablets,”](#) on page 108
- [Section 5.8.3, “Configuring Mobile Device Access with Novell Access Manager,”](#) on page 110

### 5.8.1 Restricting Mobile Device Access to Your Vibe Site

As the Vibe administrator, you can prevent mobile device access to your Vibe site if necessary.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *System*, click *Configure Mobile Access*.
- 4 Deselect *Enable Mobile Access*.
- 5 Click *Apply*, then click *Close*.

## 5.8.2 Changing the Default View for Tablets

When users access the Vibe site through a browser (not through the mobile app), some tablets (such as the iPad and Kindle Fire) display the full UI by default (the same UI that is displayed when you access Vibe from your workstation). Other tablets (such as Android-based tablets) display the mobile UI by default.

For more information about the mobile UI, see [“Using Kablink Vibe on Your Mobile Device”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

- ♦ [“Changing the Default View for the iPad”](#) on page 108
- ♦ [“Changing the Default View for Android Tablets”](#) on page 108
- ♦ [“Changing the Default View for All Other Tablets”](#) on page 109

### Changing the Default View for the iPad

To change the default view for the iPad to display the mobile UI rather than the full UI:

- 1 Change to the following directory:

```
Linux: /opt/novell/teaming/apache-tomcat/
 webapps/ssf/WEB-INF/classes/config

Windows: c:\Program Files\Novell\Teaming\apache-tomcat\
 webapps\ssf\WEB-INF\classes\config
```

- 2 Open the `ssf.properties` file in a text editor.

- 3 Search for the following line:

```
exclude.from.openoffice.indexing.extensions=
```

- 4 Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.

- 5 Open the `ssf-ext.properties` file in a text editor.

- 6 Copy the `tablet.userAgentRegexp=(?:ipad)` line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.

- 7 If you want the iPad to display the mobile UI, delete the value of this property (`(?:ipad)`), so that it now reads as follows:

```
exclude.from.openoffice.indexing.extensions=
```

- 8 Save and close the `ssf-ext.properties` file.

- 9 Close the `ssf.properties` file without saving it.

- 10 Stop and restart Vibe.

### Changing the Default View for Android Tablets

To change the default view for all tablets that are running the Android operating system to display Vibe in the Full UI rather than the mobile UI:

- 1 Change to the following directory:

```
Linux: /opt/novell/teaming/apache-tomcat/
 webapps/ssf/WEB-INF/classes/config
```

- 2** Open the `ssf.properties` file in a text editor.

```
exclude.from.openoffice.indexing.extensions=
```

- 5** Open the `ssf-ext.properties` file in a text editor.

- 7** Change the value of this property from `false` to `true`, so that it now reads as follows:

- 8** Save and close the `ssf-ext.properties` file.

- 10** Stop and restart Vibe.

## Changing the Default View for All Other Tablets

- 1** Change to the following directory:

- 2** Open the `ssf.properties` file in a text editor.

```
exclude.from.openoffice.indexing.extensions=
```

- 5** Open the `ssf-ext.properties` file in a text editor.

- 7 If you want to change the default view of a specific kind of tablet to display the full UI rather than the mobile UI, add the name of the tablets to the value, as follows:

- 8** Save and close the `ssf-ext.properties` file.

- 9 Close the `ssf.properties` file without saving it.
- 10 Stop and restart Vibe.

### 5.8.3 Configuring Mobile Device Access with Novell Access Manager

To allow mobile device access to Vibe through Novell Access Manager, you need to modify your protected resource in Novell Access Manager to allow a non-redirected login and to redirect the identity server when no authentication header is provided.

Follow the steps in [“Configuring an Authentication Procedure for Non-Redirected Login”](#) in [“Configuring the Access Gateway to Protect Web Resources”](#) in the *Novell Access Manager 3.1 SP3 Access Gateway Guide*.

When specifying the method for obtaining credentials, ensure that *Non-Redirected Login* and *Redirect to Identity Server When No Authentication Header Is Provided* are selected.

---

# 6 Configuring Vibe to Support WebDAV on Windows 7

WebDAV is a standard collaborative editing and file management protocol. Kablink Vibe relies on the WebDAV protocol to operate two key features:

- ♦ Edit-in-Place functionality for files by using tools such as OpenOffice and Microsoft Office, as described in [“Using WebDAV to Edit Individual Files”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.
- ♦ Map Vibe folders as a Web folder on the client computer, which allows access to Vibe files from a WebDAV-compliant file navigation tool such as Windows Explorer or Nautilus, as described in [“Creating a Mapped Drive to the Vibe Folder”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

If your Vibe users are running a supported client operating system other than Windows 7, features that are supported by WebDAV already work as described in [“Setting Up and Using WebDAV”](#) in the *Kablink Vibe 3.4 Advanced User Guide* without any additional configuration.

The information in this section assumes that your environment requires the use of Microsoft Office. If your environment does not require the use of Microsoft Office, see [Section 6.1.3, “Using OpenOffice as Your Document Editor for WebDAV,”](#) on page 112.

- ♦ [Section 6.1, “Planning Your WebDAV Implementation,”](#) on page 111
- ♦ [Section 6.2, “Editing Files with Edit-in-Place Functionality,”](#) on page 112
- ♦ [Section 6.3, “Mapping a Vibe Folder as a WebDAV Folder,”](#) on page 113
- ♦ [Section 6.4, “Configuring Windows 7 to Use a Self-Signed Certificate with Vibe,”](#) on page 113
- ♦ [Section 6.5, “Allowing Basic Authentication over an HTTP Connection on Windows 7,”](#) on page 114

## 6.1 Planning Your WebDAV Implementation

- ♦ [Section 6.1.1, “Understanding the Different Types of WebDAV Authentication Methods,”](#) on page 111
- ♦ [Section 6.1.2, “Meeting Vibe Certificate Requirements on Windows 7,”](#) on page 112
- ♦ [Section 6.1.3, “Using OpenOffice as Your Document Editor for WebDAV,”](#) on page 112

### 6.1.1 Understanding the Different Types of WebDAV Authentication Methods

Kablink Vibe supports the following WebDAV authentication methods:

- ♦ **Basic Authentication:** Username and password are encoded with the Base64 algorithm. The Base64-encoded string is unsafe if transmitted over HTTP, and therefore should be combined with SSL/TLS (HTTPS).

For more information, see “[Choosing Basic Authentication](#)” in the *Kablink Vibe 3.4 Installation Guide*.

If you plan to use Basic authentication over a non-secure connection (HTTP), you need to modify the registry on each Windows 7 client workstation, as described in [Section 6.5, “Allowing Basic Authentication over an HTTP Connection on Windows 7,” on page 114](#). The registry modification allows users to use WebDAV with Microsoft Office 2007. However, Microsoft Office 2010 is not supported.

- ♦ **Digest Authentication:** Applies MD5 cryptographic, one-way hashing with usage of nonce values to a password before sending it over the network. This option is more safe than Basic Authentication when used over HTTP.

For more information, see “[Choosing Digest Authentication](#)” in the *Kablink Vibe 3.4 Installation Guide*.

## 6.1.2 Meeting Vibe Certificate Requirements on Windows 7

If you are using WebDAV functionality (either Edit-in-Place or mapping a Vibe folder) with Vibe on Windows 7 with a secure (HTTPS) connection, you need to ensure that the Vibe server certificate requirements are met. If all of the requirements are not met, various Windows 7 services fail.

The Vibe server certificate requirements are:

- ♦ You must use a trusted server certificate that is accepted by Windows 7. This server certificate must be signed by a trusted certificate authority (CA) such as VeriSign or Equifax.

---

**NOTE:** You can use a self-signed certificate only if the certificate is imported into the Trusted Root Certification Authorities store on each Windows 7 client computer. For specific information on how to accomplish this, see [Section 6.4, “Configuring Windows 7 to Use a Self-Signed Certificate with Vibe,” on page 113](#)

---

- ♦ The trusted server certificate must be issued to a name that exactly matches the domain name of the URL that you are using it for. This means that it must match the URL of your Vibe site.
- ♦ The date range for the trusted server certificate must be valid. You cannot use an expired server certificate.

## 6.1.3 Using OpenOffice as Your Document Editor for WebDAV

If your environment does not require the use of Microsoft Office, you might consider migrating users to OpenOffice 3.1 or later as their document editor. Using OpenOffice 3.1 or later provides seamless integration between the WebDAV server and Vibe, regardless of which operating system is being used.

## 6.2 Editing Files with Edit-in-Place Functionality

You can leverage Edit-in-Place functionality to edit files by using tools such as OpenOffice and Microsoft Office. For information on how to edit files in Vibe with Edit-in-Place functionality, see “[Using WebDAV to Edit Individual Files](#)” in the .

If you are using Edit-in-Place functionality over HTTP, no additional setup is required. However, if you are using Edit-in-Place functionality over HTTPS on Windows 7, ensure that you have met the Vibe server certificate requirements, as described in [Section 6.1.2, “Meeting Vibe Certificate Requirements on Windows 7,” on page 112](#).

For more information about editing Vibe documents in Microsoft Office with Windows 7, see “TID 7006717: Document editing failure with Windows 7 and Microsoft Office” in the [Novell Support Knowledgebase](http://www.novell.com/support/kb/) (<http://www.novell.com/support/kb/>).

## 6.3 Mapping a Vibe Folder as a WebDAV Folder

Mapping a Kablink Vibe folder as a WebDAV folder on the client computer allows access to Vibe files from a WebDAV-compliant file navigation tool such as Windows Explorer or Nautilus. For information on how to map a Vibe folder, see “[Creating a Mapped Drive to the Vibe Folder](#)” in the *Kablink Vibe 3.4 Advanced User Guide*.

When you map a Vibe folder as a WebDAV folder on Windows 7, consider the following:

- ♦ Successfully mapping a Vibe folder does not ensure that the Edit-in-Place feature on single files also works, as described in “[Using WebDAV to Edit Individual Files](#)” in the .

For example, if you map a Vibe folder using Basic Authentication over HTTP (with the required registry change to the client computer), then attempt to edit a file in Microsoft Office 2010, it fails to open the file because Microsoft Office 2010 does not work with Basic Authentication over HTTP.

- ♦ When you map a Vibe folder and your Vibe server is configured with Windows Authentication, an error might occur saying that there’s been a problem with Windows Shell Web services, and the process fails.

To fix this problem, modify the registry on each Windows 7 client computer, as instructed in an article on the [Microsoft Support Page](http://support.microsoft.com/Default.aspx?id=943280) (<http://support.microsoft.com/Default.aspx?id=943280>).

- ♦ When mapping a Vibe folder over HTTPS, you must ensure that all Vibe server certificate requirements are met, as described in [Section 6.1.2, “Meeting Vibe Certificate Requirements on Windows 7,”](#) on page 112.

## 6.4 Configuring Windows 7 to Use a Self-Signed Certificate with Vibe

Configuring Windows 7 to use a self-signed certificate with Kablink Vibe is a two-step process. The first step is accomplished by the Vibe administrator on the Vibe server, and the second step is accomplished by each Vibe user on his or her Windows 7 workstation.

- ♦ [Section 6.4.1, “Administrator Configuration Responsibilities,”](#) on page 113
- ♦ [Section 6.4.2, “User Configuration Responsibilities,”](#) on page 114

### 6.4.1 Administrator Configuration Responsibilities

- 1 Ensure the following prerequisites are met in order to configure Windows 7 to use a self-signed certificate with Vibe:

- ♦ The self-signed server certificate must be issued to a name that exactly matches the domain name of the URL that you use it for. This means that it must match the URL of your Vibe site. If you are generating a self-signed certificate using the keytool, as described “[Importing the Certificate Files into the Vibe Keystore](#)” on page 247, you must enter the Vibe domain name when prompted for your first and last name.
- ♦ The date range for the trusted server certificate must be valid. You cannot use an expired server certificate.

## 6.4.2 User Configuration Responsibilities

Each user on his or her Windows 7 workstation must import the self-signed certificate of the Vibe server into the *Trusted Root Certification Authorities* store.

In a controlled corporate environment where the system administrator sets up each client workstation before use, this certificate can be pre-installed on each Windows 7 workstation. This can minimize end-user error and frustration.

- 1 Launch the Internet Explorer browser.
- 2 Click *Tools > Internet Options* to display the Internet Options dialog box.
- 3 Click the *Security* tab, then select *Trusted sites*.
- 4 Click *Sites*.
- 5 In the *Add this website to the zone* field, specify the URL of the Vibe Web site, then click *Add > Close*.
- 6 Browse to your Vibe site.
- 7 (Conditional) If a prompt displays indicating that there is a problem with this Web site's security certificate, complete the following steps:
  - 7a Click *Continue to this website (not recommended)*.
  - 7b Click *Certificate Error* at the right of the address bar, then click *View certificates*.
  - 7c Click *Install Certificate*, then click *Next* in the wizard.
  - 7d Select *Place all certificates in the following store*.
  - 7e Click *Browse*, browse to and select *Trusted Root Certification Authorities*, then click *OK*.
  - 7f In the wizard, click *Next*, then click *Finish*.
  - 7g (Conditional) If a Security Warning dialog box displays, click *Yes*.
  - 7h Click *OK* to close the Certificate Import Wizard.
  - 7i Click *OK* to close the Certificate window.
  - 7j Shut down all instances of the Internet Explorer browser, then restart the browser.
  - 7k Browse to the Vibe site. You should no longer see the certificate error message.

If you continue to see the certificate error message, the server's self-signed certificate might not match the site URL, as described in [Section 6.4.1, "Administrator Configuration Responsibilities,"](#) on page 113.

## 6.5 Allowing Basic Authentication over an HTTP Connection on Windows 7

You can modify the Windows registry to allow Basic authentication to WebDAV over an HTTP connection. This registry change allows users to use Microsoft Office 2007 on the Windows 7 operating system, but does not allow them to use Microsoft Office 2010. Microsoft Office 2010 is not supported with Basic Authentication over an HTTP connection.

To modify the Windows registry:

- 1 On each Windows 7 workstation, click *Start > Run*, then specify *regedit* in the *Open* field.
- 2 Click *OK*.
- 3 In the Registry Editor window, navigate to the following registry entry:

\HKEY\_LOCAL\_MACHINE\SYSTEM\CurrentControlset\services\WebClient\Parameters\BasicAuthLevel

- 4 Change the value of this registry entry to 2.
- 5 Navigate to the Services interface, then restart the *WebClient* service.



# 7 Configuring E-Mail Integration

Initial e-mail configuration is performed when you install Kablink Vibe. Additional aspects of e-mail handling are configured on the Vibe site. For information about how to further configure e-mail settings beyond what is covered in this section, see [Chapter 21, “Managing E-Mail Configuration,”](#) on page 197.

- ♦ [Section 7.1, “Enabling/Disabling Outbound E-Mailing of Folder Digests,”](#) on page 117
- ♦ [Section 7.2, “Disabling/Enabling Inbound E-Mail Postings,”](#) on page 118

## 7.1 Enabling/Disabling Outbound E-Mailing of Folder Digests

During installation, you configured Kablink Vibe to communicate with your e-mail system, as described in “[Gathering Outbound E-Mail Information](#)” in “[Basic Installation](#)” in the [Kablink Vibe 3.4 Installation Guide](#). As a result, Vibe users can send e-mail messages to other Vibe users and to anyone whose e-mail address they know. They can also send e-mail notifications when they create workspaces, add folder entries, and so on.

In addition to this basic e-mail functionality, you can configure your Vibe site so that users can receive folder digests of site activity that are created and sent to the users who have subscribed to the folders.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Administration* icon  in the upper right corner of the page.
- 3 Under *System*, click *Configure E-Mail*.

**Configure E-mail**

☒ **Enable Outgoing E-mail** 

Send E-mail Notifications (digest notifications only)

☒ **Every Day**

☐ **Weekly** (on selected days)

☐ Sun ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat

☒ **At Time** 00 : 15 GMT

☐ **Repeat Every** 0.25 Hours

☒ **Enable Incoming E-mail Using the Embedded E-mail Server and Simple URLs**

Apply

Close

- 4 Select *Enable Outgoing E-Mail*.

By default, folder digests are compiled and sent daily at fifteen minutes after midnight.

- 5 Adjust the schedule as needed to meet the needs of the majority of your Vibe users.

Users can turn the digests on and off for individual folders, but they cannot change the e-mail schedule that you establish.

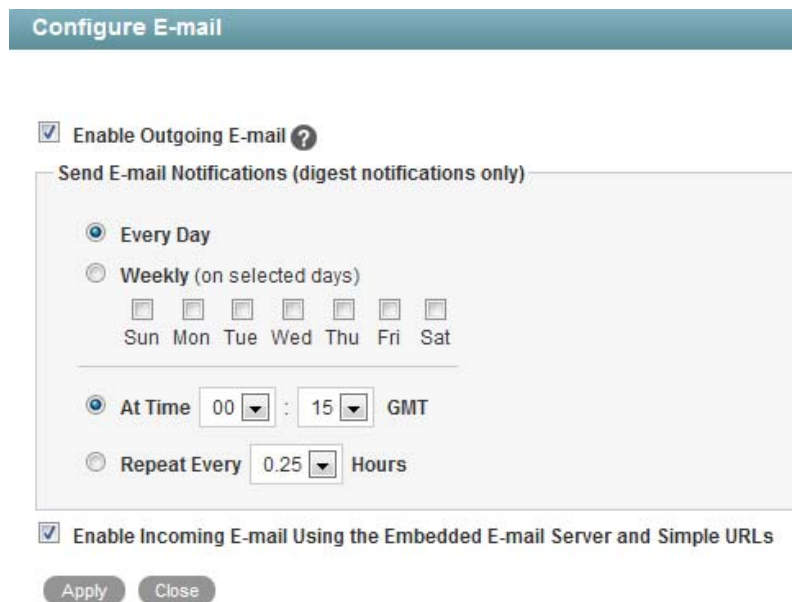
- 6 Click *Apply* to save the settings, then click *Close*.

For information about the options that users have for receiving e-mail notifications, see “[Subscribing to a Folder or Entry](#)” in “[Getting Informed](#)” in the *Kablink Vibe 3.4 User Guide*.

## 7.2 Disabling/Enabling Inbound E-Mail Postings

During installation, you configured Kablink Vibe to include an internal SMTP mail host for receiving e-mail postings to folders, as described in “[Enabling Inbound E-Mail](#)” in “[Basic Installation](#)” in the *Kablink Vibe 3.4 Installation Guide*. Your selection during installation carries over into the configuration of your Vibe site. Therefore, you can disable incoming e-mail if necessary, and then enable it again on the Vibe site. Relaying is permanently disabled on the internal SMTP mail host.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *System*, click *Configure E-Mail*.



- 4 Select or deselect *Enable Incoming E-Mail Using the Embedded E-Mail Server and Simple URLs*.
- 5 Click *Apply* > *Close* to save the setting.

For information about how to configure folders to receive e-mail postings, see “[Enabling Folders to Receive Entries through E-Mail](#)” in “[Managing Folders](#)” in the *Kablink Vibe 3.4 Advanced User Guide*. Failed e-mail postings are listed in the Tomcat log file. For background information about the Tomcat log file, see [Section 24.3.2, “Tomcat Log File,”](#) on page 225.

# 8 Configuring Weekends and Holidays

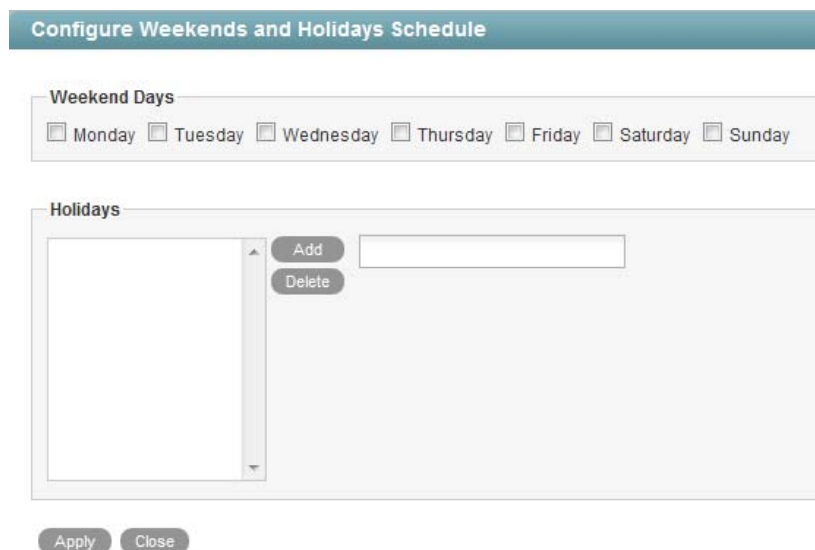
You can configure Kablink Vibe to recognize weekends and holidays. Currently, the weekend and holiday schedule is used by default only in relation to task durations. It can also be leveraged by users when configuring workflow transitions.

- ♦ [Section 8.1, “Configuring Vibe to Recognize Weekends and Holidays,” on page 119](#)
- ♦ [Section 8.2, “Using Weekend and Holiday Information in Tasks and Workflows,” on page 120](#)

## 8.1 Configuring Vibe to Recognize Weekends and Holidays

To configure weekends and holidays for your Vibe site:

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *System*, click *Configure Weekends and Holidays*.



- 4 In the *Weekend Days* section, select the days that you want to designate as the weekend. Days left unselected are considered regular workdays.
- 5 In the *Holidays* section, click in the field on the right, select the date that you want to make a holiday, then click *Add*.  
To remove a date as a holiday, select the date in the field on the left, then click *Delete*.
- 6 Click *Apply* > *Close*.

## 8.2 Using Weekend and Holiday Information in Tasks and Workflows

- ♦ [Section 8.2.1, “When Calculating Task Durations,”](#) on page 120
- ♦ [Section 8.2.2, “When Configuring Workflow Transitions,”](#) on page 120

### 8.2.1 When Calculating Task Durations

If you have configured weekends and holidays, task durations exclude these days when calculating task due dates. For example, a task with a duration of 10 days translates into two full weeks (assuming a two-day weekend for each week). For more information about task durations, see [“Working with Tasks Folders”](#) in the *Kablink Vibe 3.4 User Guide*.

---

**NOTE:** Configuring a weekend and holiday schedule or changing an existing weekend and holiday schedule does not immediately affect the due dates of existing tasks. Existing tasks are affected only after the due dates are recalculated, such as when a new task (that includes a task duration) is added to the Tasks folder where the existing tasks are located.

---

### 8.2.2 When Configuring Workflow Transitions

If you have configured weekends and holidays, the weekend and holiday schedule can be leveraged by users when configuring workflows to transition after a specified number of days, as described in [“Transition After Time Elapsed”](#) in [“Creating and Managing Workflows”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

---

# 9 Configuring Real-Time Communication Tools

From the Kablink Vibe site, Vibe users can communicate with each other in various ways.

- ♦ [Section 9.1, “Integrating Skype with Vibe,” on page 121](#)

## 9.1 Integrating Skype with Vibe

Kablink Vibe enables Vibe users to use Skype to contact other Vibe users directly from the Vibe interface.

This functionality is enabled on a system level by default. For more information on how Vibe users can use Skype to contact other Vibe users from inside Vibe, see [“Using Skype From within Vibe”](#) in [“Connecting With Your Co-Workers”](#) in the *Kablink Vibe 3.4 User Guide*.



---

# 10 Enabling Custom JSPs to Be Used on Your Vibe Site

Kablink Vibe supports the use of custom JavaServer Pages (JSP) files. As a Vibe administrator, you can work with Vibe developers to write custom JSP files that enhance the appearance and functionality of your Vibe site.

Before you can enable a JSP file to be used in your Vibe site, the file must first be created. For information on how to create a custom JSP file, see “[Creating JavaServer Pages \(JSPs\)](#)” in the *Kablink Vibe 3.4 Developer Guide*.

- [Section 10.1, “Enabling JSP Files to Be Used on Your Vibe Site,”](#) on page 123
- [Section 10.2, “Using Sample Custom JSPs to Modify the Behavior of a Landing Page,”](#) on page 124

## 10.1 Enabling JSP Files to Be Used on Your Vibe Site

After a JSP file has been created, you need to make it available to users in your Vibe site.

- 1 On the Vibe server, locate the JSP file that you want to make available to users.
- 2 Place the JSP file in the `/WEB-INF/jsp/custom_jsps` directory.

Users need to reference this file by name in order to use it, so make sure that the name of the file is intuitive and easy to remember.

---

**TIP:** You might want to create separate folders for each custom JSP file inside the `custom_jsps` directory. This can make managing your custom JSP files more simple. However, users who leverage these sample JSP files from the Vibe site will need to enter the relative path to the file. For example: `new_folder/custom_jsp_landing_page_entry.jsp`.

---

- 3 Stop and Restart the Vibe server.

or

If you are running Vibe in a non-production environment, you can configure Vibe to automatically update all JSP changes that you make on the Vibe server, without stopping and restarting the Vibe server. For more information, see [Section 10.1.1, “Dynamically Updating JSP Files by Running Vibe in Development Mode,”](#) on page 123.

### 10.1.1 Dynamically Updating JSP Files by Running Vibe in Development Mode

If you are testing JSP files on a non-production system and you want all JSP changes that you make on the Vibe server to be automatically available on the Vibe server without stopping and restarting the Vibe server, you can run Vibe in development mode.

---

**IMPORTANT:** Running Vibe in development mode significantly decreases the performance of your Vibe server and should not be used on a production system.

---

To run Vibe in development mode:

- 1 Open the `web.xml` file in a text editor.

The `web.xml` file is located in the following directory:

| Platform | Default Location                                                |
|----------|-----------------------------------------------------------------|
| Linux:   | <code>/opt/novell/teaming/apache-tomcat/conf</code>             |
| Windows: | <code>c:\Program Files\Novell\Teaming\apache-tomcat\conf</code> |

- 2 Search for the `development` parameter, then change the value of this parameter from `false` to `true`.
- 3 Save and close the `web.xml` file.

## 10.2 Using Sample Custom JSPs to Modify the Behavior of a Landing Page

---

**NOTE:** While the information in this section is still valid, users can achieve the same results (and more) with Vibe 3.1 and later by adding an Enhanced View element to the landing page. For more information, see “[Enhanced View:](#)” in “[Adding Content to Your Landing Page](#)” in the *Kablink Vibe 3.4 Advanced User Guide*.

---

Kablink Vibe includes sample custom JSP files that enable you to modify the behavior of Vibe landing pages. Before you implement the sample JSP files that are described in this section, you might want to further customize them to suit your specific needs, as described in “[Creating JavaServer Pages \(JSPs\)](#)” in the *Kablink Vibe 3.4 Developer Guide*.

For information on how users can add these custom JSP files to their individual landing pages after the JSP files have been enabled for use, see “[Adding Content to Your Landing Page](#)” in “[Creating and Managing Landing Pages](#)” in the *Kablink Vibe 3.4 Advanced User Guide*.

- ♦ [Section 10.2.1, “Listing Folder Entry Titles in a Bulleted List,” on page 124](#)
- ♦ [Section 10.2.2, “Displaying Entry Replies on a Landing Page,” on page 125](#)
- ♦ [Section 10.2.3, “Enabling Users to Take a Survey Directly from a Landing Page,” on page 125](#)

### 10.2.1 Listing Folder Entry Titles in a Bulleted List

To activate the sample JSP file that enables Vibe users to list entries in a bulleted list for any given folder:

- 1 In the Vibe source files, navigate to the `\WEB-INF\jsp\custom_jsp\samples` directory.
- 2 Select and copy the `custom_jsp_landing_page_folder_list.jsp` file, then paste it into the `\WEB-INF\jsp\custom_jsp` directory.

---

**TIP:** You might want to create separate folders for each custom JSP file inside the `custom_jsps` directory. This can make managing your custom JSP files more simple. However, users who leverage these sample JSP files from the Vibe site need to enter the relative path to the file. For example: `new_folder/custom_jsp_landing_page_entry.jsp`.

---

## 10.2.2 Displaying Entry Replies on a Landing Page

You can display replies for a single entry, or for all entries that are contained in a folder.

- ♦ [“Displaying Entry Replies for a Single Entry” on page 125](#)
- ♦ [“Displaying Entry Replies for All Entries in a Folder” on page 125](#)

### Displaying Entry Replies for a Single Entry

To activate the sample JSP file that allows Vibe users to display entry replies on a landing page when referencing a folder entry:

- 1 In the Vibe source files, navigate to the `\WEB-INF\jsp\custom_jsp\samples` directory.
- 2 Select and copy the `custom_jsp_landing_page_entry.jsp` file, then paste it into the `\WEB-INF\jsp\custom_jsp` directory.

---

**TIP:** You might want to create separate folders for each custom JSP file inside the `custom_jsps` directory. This can make managing your custom JSP files more simple. However, users who leverage these sample JSP files from the Vibe site need to enter the relative path to the file. For example: `new_folder/custom_jsp_landing_page_entry.jsp`.

---

### Displaying Entry Replies for All Entries in a Folder

To activate the sample JSP file that allows Vibe users to display entry replies on a landing page when referencing a folder:

- 1 In the Vibe source files, navigate to the `\WEB-INF\jsp\custom_jsp\samples` directory.
- 2 Select and copy the `custom_jsp_landing_page_folder.jsp` file, then paste it into the `\WEB-INF\jsp\custom_jsp` directory.

---

**TIP:** You might want to create separate folders for each custom JSP file inside the `custom_jsps` directory. This can make managing your custom JSP files more simple. However, users who leverage these sample JSP files from the Vibe site need to enter the relative path to the file. For example: `new_folder/custom_jsp_landing_page_entry.jsp`.

---

## 10.2.3 Enabling Users to Take a Survey Directly from a Landing Page

To activate the sample JSP file that enables Vibe users to participate in a survey directly from a landing page:

- 1 In the Vibe source files, navigate to the `\WEB-INF\jsp\custom_jsp\samples` directory.
- 2 Select and copy the `custom_jsp_landing_page_survey_entry.jsp` file, then paste it into the `\WEB-INF\jsp\custom_jsp` directory.



## 11

Kablink Vibe supports the use of custom Java Archive (JAR) files. JAR files are one way that you can incorporate custom functionality to Vibe workflows.

As a Vibe administrator, you can work with Vibe developers to write custom JAR files that enhance the functionality of workflows on your Vibe site.

Before you can enable a JAR file to be used in a workflow, the file must first be created. (The Vibe documentation does not describe how to create a JAR file.)

After the code has been written to accomplish a specific workflow action and then packaged into a JAR file, you need to make that JAR file available to Vibe users who are creating workflows.

To make the custom JAR file available to Vibe users:

- 1 Place the JAR file in the following directory. If the directory does not yet exist, create it.

```
Linux: /opt/novell/teaming/apache-tomcat/
 lib/custom-ext
```

```
Windows: c:\Program Files\Novell\Teaming\apache-tomcat\
 lib\custom-ext
```

Users can now reference this JAR file by adding a Custom Action element to a workflow, as described in “[Adding On-Entry or On-Exit Events](#)” in “[Creating an Advanced Workflow](#)” in the *Kablink Vibe 3.4 Advanced User Guide*.



---

# 12 Adding Software Extensions to Your Vibe Site

You can customize your Kablink Vibe site through the use of software extensions. Vibe administrators or Vibe developers can create custom extensions (add-ons) that enhance the power and usefulness of the Vibe software. For example, you might have an extension that enables Flash video support in Vibe.

This section discusses how to add software extensions that have already been created.

- ♦ [Section 12.1, “Creating a Software Extension,” on page 129](#)
- ♦ [Section 12.2, “Deploying the Extension in Your Vibe Site,” on page 129](#)
- ♦ [Section 12.3, “Viewing Your Vibe Extensions,” on page 130](#)
- ♦ [Section 12.4, “Removing an Extension from Your Vibe Site,” on page 130](#)

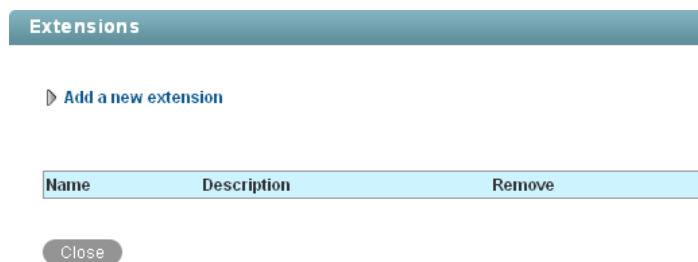
If you want Vibe to communicate with a third-party application and display related information inside of Vibe, you can set up a remote application, as described in [Chapter 13, “Using Remote Applications on Your Vibe Site,” on page 131](#).

## 12.1 Creating a Software Extension

For information on how to create a custom software extension for Kablink Vibe, see [“Creating and Packaging Extensions for Deployment”](#) in the *Kablink Vibe 3.4 Developer Guide*.

## 12.2 Deploying the Extension in Your Vibe Site

- 1 Log in to the Kablink Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Management*, click *Extensions*.



- 4 Click *Add a new extension*.

- 5 In the *Choose a File* section, click *Browse*, then browse to the extension that you want to deploy.

The extension is a zip file that can contain definition xml files, custom JSP files, Java classes, html files, css files, JavaScript, and other third-party files.

- 6 Click *Add*.

The extension is now installed and is displayed in a table on the Manage Extensions page.

You might need to configure an extension after it has been installed. For information on how to configure extensions, see the installation instructions on the Web site where you obtained the extension.

Installation instructions are specific for each extension, and should be written by the extension creator.

## 12.3 Viewing Your Vibe Extensions

- 1 Log in to the Kablink Vibe site as the Vibe administrator.

- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .

- 3 Under *Management*, click *Extensions*.

The Extensions page is displayed.

The table lists all extensions that are currently available in the Vibe site.

## 12.4 Removing an Extension from Your Vibe Site

An extension cannot be removed from the Kablink Vibe site if the extension is being referenced by a binder or entry. If an extension is being referenced somewhere in the Vibe site, you must first manually delete the files and definitions that are referencing the extension before you can remove the extension itself. When an extension is removed, it does not remove any actual data from the Vibe site.

To remove an extension from your Vibe site:

- 1 Log in to the Vibe site as the Vibe administrator.

- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .

- 3 Under *Management*, click *Extensions*.

The Manage Extensions page is displayed.

- 4 In the table, click the (x) in the *Remove* column for the extension that you want to delete.

- 5 Click *OK*.

The extension is removed from the Vibe site and can no longer be used.

---

# 13 Using Remote Applications on Your Vibe Site

A remote application is a program that runs on a remote server and delivers data for use on your Kablink Vibe site (such as data from a remote database). For example, you could set up a remote application for Twitter that displays all of your Twitter entries in Vibe.

Unlike creating an extension for Vibe, creating a remote application does not modify the Vibe software in any way.

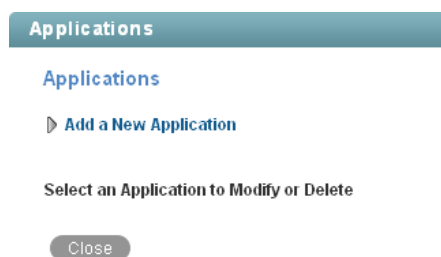
- ♦ [Section 13.1, “Adding a Remote Application to Your Vibe Site,” on page 131](#)
- ♦ [Section 13.2, “Creating an Application Group,” on page 133](#)
- ♦ [Section 13.3, “Managing Access Controls for Remote Applications,” on page 134](#)
- ♦ [Section 13.4, “Implementing Remote Applications on Your Vibe Site,” on page 135](#)

If you want to make modifications to the Vibe software itself, you can add a software extension, as described in [Chapter 12, “Adding Software Extensions to Your Vibe Site,” on page 129](#).

## 13.1 Adding a Remote Application to Your Vibe Site

After you or a developer have created a remote application, you need to make it available on your Kablink Vibe site.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Manage*, click *Applications*.



- 4 Click *Add a New Application*.

**Applications**

[Add a New Application](#)

Title

Name?

Description

☐ Trusted

**Vibe Initiates Interactions**

Post URL

Post Timeout in seconds (0 means No Timeout)

60

**Application Initiates Interactions**

Maximum Idle Time in seconds (0 means No Timeout)

3600

☒ Same Address Policy

Add

## 5 Fill in the following fields:

**Title:** Specify a unique title for the remote application. For example, `Hello World`.

Vibe site users who add the remote application to a form or view can select the title from the list of available remote applications.

**Name:** Specify a unique name for the remote application. The name is for internal use in the Vibe database. The first character must be an alphabetic character (a-z, A-Z). For the rest of the name, you can use alphanumeric characters (a-z, A-Z, 0-9), hyphens (-), and underscores (\_). For example, `helloworld`.

**Description:** Provide a description of what the remote application does.

**Trusted:** Select *Trusted* if the application is extremely trustworthy (for example, if you write, maintain, and run the application on the same server that runs Vibe). If you select *Trusted*, Vibe applies access control according to the viewing user's access control settings. For complete information about access control, see "[Managing Remote Applications](#)" in the [Kablink Vibe 3.4 Advanced User Guide](#).

**Post URL:** Specify the URL of the remote application. Vibe posts requests for information, along with the requesting user and a security token for use by Vibe Web services, to this URL, then waits to receive the requested HTML snippets for posting on the Vibe site. For example, `http://localhost:8080/remotapp/helloWorld`.

**Post Timeout:** Specify the number of seconds that Vibe should wait for a response from the remote application before it assumes that the remote application is not available. The default is 60 (1 minute). If Vibe does not receive a response from the remote application, it displays the page requested by the user without any input from the remote application.

**Maximum Idle Time:** Specify the number of seconds that Vibe maintains idle connections through Vibe Web service with a remote application. The default is 3600 (1 hour). After the maximum idle time elapses, Vibe closes idle connections.

**Same Address Policy:** Select this option if interactions with the Vibe site are initiated by the remote application, and if the remote application must communicate with Vibe through the Vibe Web services machine by using the same security token for the entire communication.

- 6 Click *Add* to add the remote application to the list of remote applications that are available on your Vibe site, then click *Close*.

Users now see the new remote application in the list of tools within the designers and within the tool used to create accessories.

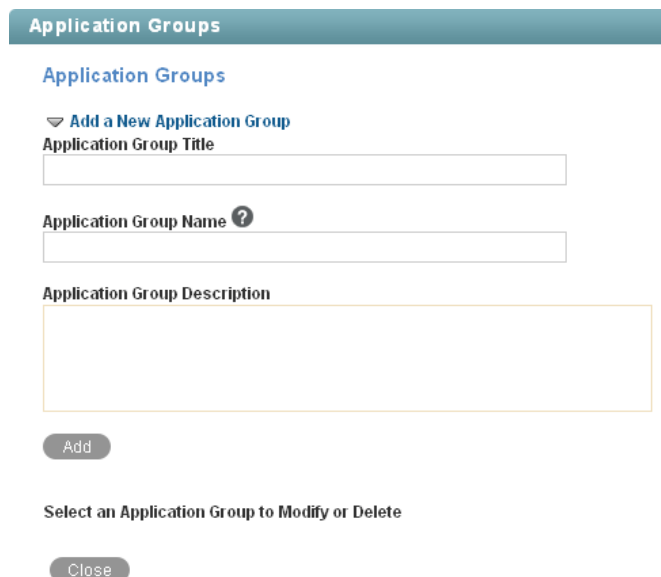
## 13.2 Creating an Application Group

If you create a number of remote applications for your Kablink Vibe site, you can create application groups for remote applications so they can all be assigned the same roles in the Access Control table. For example, you might have a group of remote applications that are allowed to perform administrative tasks and another group of remote applications that are granted only read access.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Manage*, click *Application Groups*.



- 4 Click *Add a New Application Group*.

A screenshot of the 'Add a New Application Group' form. The form has a teal header bar with 'Application Groups'. Below the header, the text 'Application Groups' is in blue. A link 'Add a New Application Group' with a dropdown arrow icon is present. The form contains three input fields: 'Application Group Title', 'Application Group Name' (with a question mark icon), and 'Application Group Description' (a larger text area). At the bottom of the form is an 'Add' button in a grey rounded rectangle. Below the form, the text 'Select an Application Group to Modify or Delete' is shown, followed by a 'Close' button in a grey rounded rectangle.

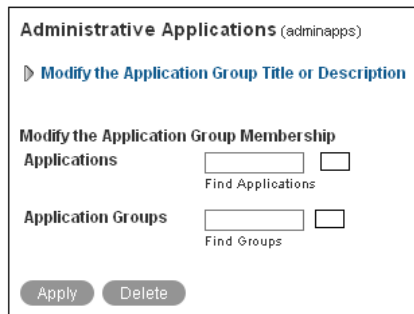
- 5 Fill in the following fields:

**Application Group Title:** Specify a unique title for the remote application group. Vibe site users who need to set access controls for a remote application can select the title from the list of available remote application groups.

**Application Group Name:** Specify a unique name for the remote application group. The name is for internal use in the Vibe database. The first character must be an alphabetic character (a-z, A-Z). For the rest of the name, you can use alphanumeric characters (a-z, A-Z, 0-9), hyphens (-), and underscores (\_).

**Application Group Description:** Provide a description of the types of remote applications that the application group includes.

- 6 Click *Add* to add the application group to the list of application groups that are available on your Vibe site, then select the new application group to add remote applications to it.



- 7 Fill in the following fields:

**Applications:** Start typing the title of a remote application, then select the remote application. Repeat for each application that you want to add to the application group.

**Application Groups:** Start typing the title of an existing application group that you want to nest in the new application group, then select the application group. Repeat for each application group that you want to nest in the application group.

- 8 Click *Apply* to save the application group, then click *Close*.

## 13.3 Managing Access Controls for Remote Applications

Because not all remote applications can be completely trusted, it is often a good idea to limit the privileges of the remote application. This section describes how you can accomplish this.

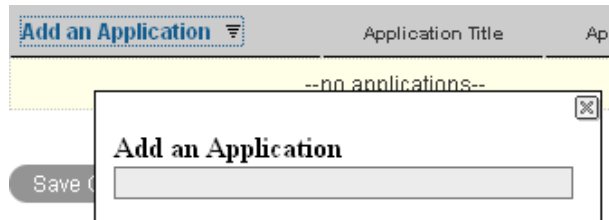
If you are running a trusted remote application, such as an application that you are maintaining on the same server as Kablink Vibe, then you do not need to set access controls on it.

When an application is restricted to a specific role, the application can use Web services to perform only those tasks that are allowed for that role. For example, the Participant role can create new entries, modify entries that the user created, add comments to entries, and so on. Participants cannot perform system administration tasks and cannot modify other users' entries.

Because workspace and folder owners can change the access control for places they own, you should communicate to your users about registered applications in the system and recommended access-control settings.

To limit the remote application to privileges assigned to a specific role:

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Access the top workspace in the hierarchy by clicking the workspace tree icon , then clicking *Home Workspace* (this is the default name for the top workspace).
- 3 Click *Workspace > Access Control*.
- 4 On the Configure Access Control page, click *Add an Application*.



- 5 In the *Add an Application* field, use the type-to-find to specify and select the application that you want to add.
- 6 In the access control table, select the check box that is located in the row of the remote application that you just added, and the column of the role that you want to assign to the application.

| Add an Application ▾ | Application Title | Application Name | Workspace Creator        | Participant                         | Team Member              |
|----------------------|-------------------|------------------|--------------------------|-------------------------------------|--------------------------|
|                      | Hello World       | helloworld       | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Save Changes

- 7 Click *Save Changes > Close*.

The application that you added is now restricted to those operations allowed for the role that you selected. For example, if you assigned the Participant role to the remote application, then the inheritance of workspace and folder access controls means that it is very likely that most workspaces and folders inherit this setting. Assuming that all places inherited this setting, the most powerful role the remote application can assume within the installation is that of a Participant.

You can assign access-control roles to groups of applications instead of assigning roles to one application at a time if you have enabled multiple applications for your site and have grouped them together in an application group, as described in [Section 13.2, “Creating an Application Group,”](#) on [page 133](#).

## 13.4 Implementing Remote Applications on Your Vibe Site

After you as the Kablink Vibe administrator have added remote applications to the Vibe site, users can implement them in custom forms and views, in workspaces, and as accessories. For instructions, see “[Managing Remote Applications](#)” in the *Kablink Vibe 3.4 Advanced User Guide*.

[Need this? -- Before users can apply a remote application to an accessory, a custom entry, a workflow state, or a tag within a JSP file, you need to register the application with the Kablink Teaming system. Before you can register a remote application as described in this section, the application first needs to be created, and you need to use the build file to build and deploy the application on Tomcat. ]



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# 14 Managing a Multiple-Language Vibe Site

- ♦ [Section 14.1, “Accommodating Multiple Languages,” on page 137](#)
- ♦ [Section 14.2, “Adding a New Language,” on page 138](#)

## 14.1 Accommodating Multiple Languages

- ♦ [Section 14.1.1, “Understanding the Vibe Site Default Language,” on page 137](#)
- ♦ [Section 14.1.2, “Setting Up a Multilingual Workspace Name,” on page 137](#)
- ♦ [Section 14.1.3, “Changing the Default Language on the Login Page,” on page 138](#)

### 14.1.1 Understanding the Vibe Site Default Language

There can be only one default language for the entire Kablink Vibe site. You select the default language when you install Vibe, as described in “[Accommodating Multiple Languages](#)” in the [Kablink Vibe 3.4 Installation Guide](#).

When you create Vibe users, you can select a locale for each user, which determines the language of each personal workspace. However, when users who speak various languages work together on a Vibe site, they can often see interface text that is not in their preferred language. Examples include:

- ♦ Standardized text such as *Home Workspace*, *Global Workspaces*, *Personal Workspaces*, and *Team Workspaces* in the Workspace tree
- ♦ Standardized group names, such as All Users
- ♦ Login page

Although you cannot change standardized group names, such as All Users, you can rename the standardized workspaces to include multiple languages. Although the Vibe login page can be displayed in only one language, you can change the page’s default language. You must be logged in as the Vibe administrator in order to perform these tasks.

### 14.1.2 Setting Up a Multilingual Workspace Name

- 1 Browse to the workspace.
- 2 Click *Workspace > Edit Workspace*.
- 3 In the *Title* field, add text in another language, then click *OK*.

### 14.1.3 Changing the Default Language on the Login Page

The language of the Vibe login page is decided by the Guest user account. Because of this, you can display only one language for your entire Vibe site in the login page.

To change the language of the Guest user account, and therefore change the language that is displayed on the Vibe login page:

- 1 Navigate to the Guest workspace.
- 2 On the Profile page click *Edit*.  
The User page is launched.
- 3 In the *Locale* drop-down list, select the language that you want to be displayed on your login page.  
Users who log in as Guest view the Vibe site in the language that you select.
- 4 Click OK.

## 14.2 Adding a New Language

- ♦ [Section 14.2.1, “Current Language Availability,” on page 138](#)
- ♦ [Section 14.2.2, “Text to Translate,” on page 139](#)
- ♦ [Section 14.2.3, “New Language Implementation,” on page 139](#)

### 14.2.1 Current Language Availability

Kablink Vibe is currently translated into 15 languages. Each language is identified by a language code in the Vibe software. Directory names and filenames include the language codes to identify the languages of directories and files.

- ♦ Chinese-Simplified (zh\_TW)
- ♦ Chinese Traditional (zh\_CN)
- ♦ Danish (da)
- ♦ Dutch (nl)
- ♦ English (en)
- ♦ French (fr)
- ♦ German (de)
- ♦ Hungarian (hu\_HU)
- ♦ Italian (it)
- ♦ Japanese (ja)
- ♦ Polish (pl)
- ♦ Portuguese (pt\_BR)
- ♦ Russian (ru\_RU)
- ♦ Spanish (es)
- ♦ Swedish (sv)

Kablink Vibe is an open source project where additional languages can be contributed by interested members of the open source community.



```
i18n.locale.support=en,da,de,es,fr,hu_HU,it,ja,nl,pl,pt_BR,ru_RU,sv,
zh_CN,zh_TW
```

- 5** Copy that line to the clipboard of your text editor.
- 6** Open the `ssf-ext.properties` file.
- 7** Scroll to the end of the `ssf-ext.properties` file, then paste the line you copied.
- 8** Type a comma (,) at the end of the line, followed by your language code.
- 9** Save and close the `ssf-ext.properties` file.
- 10** Close the `ssf.properties` file without saving it.
- 11** Stop and restart Vibe.

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# || Site Maintenance

- ♦ [Chapter 15, “Managing Users,” on page 143](#)
- ♦ [Chapter 16, “Managing Groups,” on page 161](#)
- ♦ [Chapter 17, “Managing Workspaces,” on page 163](#)
- ♦ [Chapter 18, “Managing Disk Space Usage with Data Quotas and File Restrictions,” on page 169](#)
- ♦ [Chapter 19, “Managing Workspace and Folder Templates,” on page 187](#)
- ♦ [Chapter 20, “Creating and Managing Workflows,” on page 195](#)
- ♦ [Chapter 21, “Managing E-Mail Configuration,” on page 197](#)
- ♦ [Chapter 22, “Managing the Lucene Index,” on page 203](#)
- ♦ [Chapter 23, “Backing Up Vibe Data,” on page 207](#)
- ♦ [Chapter 24, “Monitoring the Vibe Site,” on page 211](#)
- ♦ [Chapter 25, “Reconfiguring the Vibe Site,” on page 227](#)



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# 15 Managing Users

As time passes on your Kablink Vibe site, users come and go, resulting in the need for periodic maintenance activities.

- ♦ [Section 15.1, “Synchronizing Users and Groups from an LDAP Directory,” on page 143](#)
- ♦ [Section 15.2, “Creating a New Local User,” on page 146](#)
- ♦ [Section 15.3, “Listing Vibe Users,” on page 147](#)
- ♦ [Section 15.4, “Modifying a User’s Profile Information,” on page 148](#)
- ♦ [Section 15.5, “Renaming a Vibe User,” on page 149](#)
- ♦ [Section 15.6, “Deleting a Vibe User,” on page 150](#)
- ♦ [Section 15.7, “Managing External Users,” on page 152](#)
- ♦ [Section 15.8, “Managing Self-Registered Users,” on page 154](#)
- ♦ [Section 15.9, “Disabling Vibe User Accounts,” on page 155](#)
- ♦ [Section 15.10, “Managing Local Users and Groups by Importing Profile Files,” on page 156](#)
- ♦ [Section 15.11, “Preventing Users from Creating User Accounts,” on page 156](#)
- ♦ [Section 15.12, “Enabling Users to Bypass the XSS Security Filter,” on page 158](#)

## 15.1 Synchronizing Users and Groups from an LDAP Directory

- ♦ [Section 15.1.1, “Adjusting LDAP Synchronization of Users and Groups,” on page 143](#)
- ♦ [Section 15.1.2, “Synchronizing Additional LDAP Attributes,” on page 144](#)
- ♦ [Section 15.1.3, “Allowing Users to Log In When the LDAP Server is Down,” on page 145](#)

### 15.1.1 Adjusting LDAP Synchronization of Users and Groups

Kablink Vibe pulls user information from your LDAP directory service on the schedule that you set in the *Configure LDAP* page on the Administration page. The LDAP synchronization schedule was initially set up during installation, as described in [“Adding Vibe Users from Your LDAP Directory”](#) in [“Basic Installation”](#) in the *Kablink Vibe 3.4 Installation Guide*. Therefore, to add new users to your Vibe site, you add the users to your LDAP directory, in a context from which Vibe synchronizes information.

As time passes, deletion of obsolete users and groups from your Vibe site becomes a larger concern. Periodically review the LDAP synchronization options described in [“LDAP Synchronization Options”](#) in [“Basic Installation”](#) in the *Kablink Vibe 3.4 Installation Guide* to ensure that obsolete users and groups are being managed properly.

---

**NOTE:** If you change user information on the Vibe site, the changes are not transferred back to your directory service.

---

## 15.1.2 Synchronizing Additional LDAP Attributes

By default, Vibe synchronizes the following attributes from the LDAP directory:

- ♦ First name
- ♦ Last name
- ♦ Phone number
- ♦ E-mail address
- ♦ Description

This information displays on each user's personal user profile.

To synchronize additional LDAP attributes, complete the following sections:

- ♦ [“Identifying or Creating a Vibe Field for the LDAP Attribute” on page 144](#)
- ♦ [“Copying the Data Name of the Vibe Field” on page 144](#)
- ♦ [“Mapping the Vibe Field to the LDAP Attribute” on page 145](#)

### Identifying or Creating a Vibe Field for the LDAP Attribute

Before you can synchronize Vibe user profiles with additional attributes from your LDAP directory, you first need to ensure that there is a corresponding Vibe field for the LDAP attribute that you want to synchronize.

To view the existing fields in the user profile:

- 1 Navigate to a user profile and see if there is an existing field that corresponds to the LDAP attribute that you want to synchronize.
- 2 If the appropriate field already exists, continue with [“Copying the Data Name of the Vibe Field” on page 144](#).

If the appropriate field doesn't already exist, you must create it, as described in [Section 3.2.4, “Customizing the Default User Profile View,” on page 49](#).

### Copying the Data Name of the Vibe Field

Each field in Vibe has an internal data name, which is added when the field is created. When you create a field by using the Form and View Designers tool, Vibe requires that you enter a data name. This name is how Vibe identifies the field.

To map an LDAP attribute to a Vibe field, you must find the data name for the field.

The following procedure shows how to find the data name for a particular field in the user profile:

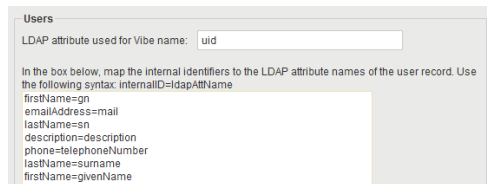
- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 In the *System* section, click *Form/View Designers*.
- 4 Expand *Profile View*, then click *User*.
- 5 Expand *Profile Form Definition*, expand *Form*, then locate the Vibe field that you want to synchronize with an LDAP attribute.

- 6 Click the name of the field, then click *Modify* in the dialog box on the right side of the page.
- 7 Copy the text in the *Data Name* field, then continue with [“Mapping the Vibe Field to the LDAP Attribute” on page 145](#).

## Mapping the Vibe Field to the LDAP Attribute

After you have copied the data name of the Vibe field that you want to synchronize with an LDAP attribute as described in [“Copying the Data Name of the Vibe Field” on page 144](#), you can map the Vibe field to the LDAP attribute that you want to synchronize.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .  
The Administration page is displayed.
- 3 In the *System* section, click *Configure LDAP*.  
The map box in the *Users* section lists the LDAP attributes that are currently being synchronized.



The items in the list have the following format:

`vibe_field_name=ldap_attribute_name`

- 4 Add a new line to the list, specifying the Vibe field name to the left of the equal sign (=) and the LDAP attribute name to the right of the equal sign.  
The `vibe_field_name` is the data name that you copied in [“Copying the Data Name of the Vibe Field” on page 144](#), and `ldap_attribute_name` is the name of the LDAP attribute in your LDAP directory.
- 5 Repeat [Step 4](#) for each LDAP attribute that you want to add to the user profile.
- 6 Select *Run Immediately*, then click *Apply*.

The status box shows the LDAP attribute information being added to Vibe users.

### 15.1.3 Allowing Users to Log In When the LDAP Server is Down

You can configure the Vibe server to allow users who are being synchronized through LDAP to still have access to the Vibe server when the LDAP server is down.

- 1 Change to the following directory:

Linux: `/opt/novell/teaming/apache-tomcat/  
webapps/ssf/WEB-INF/classes/config`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\  
webapps\ssf\WEB-INF\classes\config`

- 2 Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.

- 3 Open the `ssf-ext.properties` file in a text editor.
- 4 Search for the following line:  
`portal.password.auto.synchronize=false`
- 5 Change `false` to `true`, so that the line now reads `portal.password.auto.synchronize=true`.
- 6 Save and close the `ssf-ext.properties` file.
- 7 Stop and restart Vibe to enable users to log in to the Vibe site when the LDAP server is down.

## 15.2 Creating a New Local User

You can manually create users on the Vibe site, rather than synchronizing user information from an LDAP directory. Users created in this way are local users, and are not added to your LDAP directory. Local users are not authenticated through NetIQ Access Manager when Access Manager is fronting the Vibe system.

You can create local users in either of the following ways:

- [Section 15.2.1, “Creating a New User from the Administration Page,” on page 146](#)
- [Section 15.2.2, “Creating a New User from the User List,” on page 146](#)

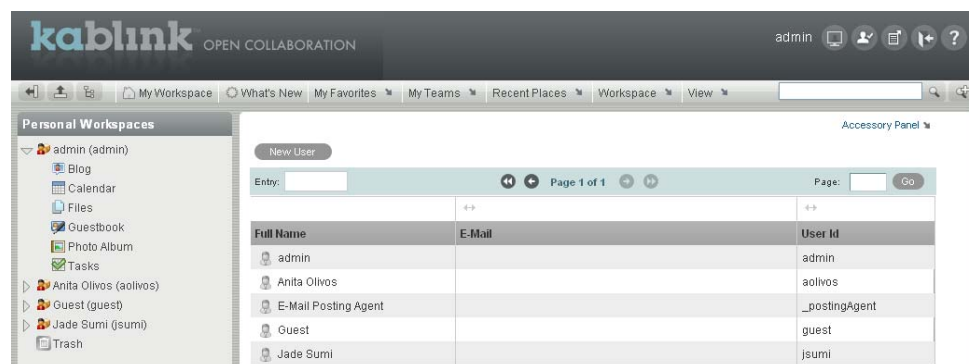
### 15.2.1 Creating a New User from the Administration Page

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 In the *Management* section, click *User Accounts*.
- 4 In the *Add Account* tab, provide the user’s information, then click *OK*.

### 15.2.2 Creating a New User from the User List

- 1 Click the Workspace tree icon  in the Action toolbar, expand *Home Workspace*, then click *Personal Workspaces*.

**Figure 15-1** *Personal Workspaces*



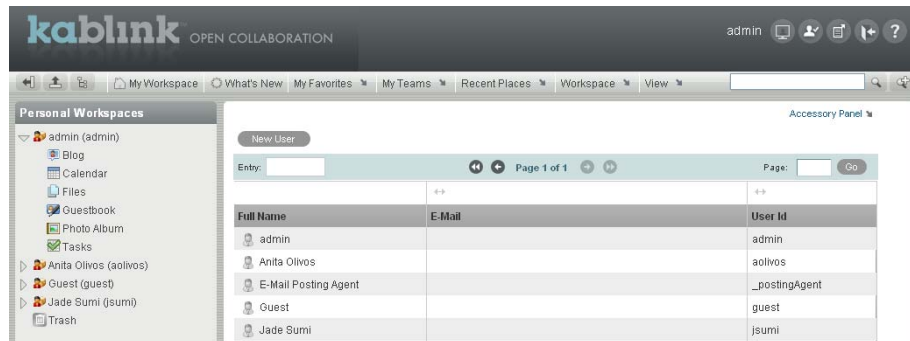
- 2 Click *New User*, provide the user’s information, then click *OK*.

## 15.3 Listing Vibe Users

On the Kablink Vibe site, you can view a comprehensive list of all the Vibe users.

- 1 Click the Workspace tree icon  in the Action toolbar, expand *Home Workspace*, then click *Personal Workspaces*.

All of the users are displayed in the main viewing window.



You can use this page in the following ways:

- [Section 15.3.1, “Navigating the User List,” on page 147](#)
- [Section 15.3.2, “Navigating to a User’s Individual Workspace,” on page 147](#)
- [Section 15.3.3, “Adding Local Users,” on page 148](#)
- [Section 15.3.4, “Modifying the Title, Description, and Branding,” on page 148](#)

### 15.3.1 Navigating the User List

You can navigate the user list by using the tools in the Entry Listing toolbar.

For information on the navigation tools provided in this toolbar, see [“Listing Folder Entries and Pages”](#) in the *Kablink Vibe 3.4 User Guide*.

### 15.3.2 Navigating to a User’s Individual Workspace

You can use the user list to navigate to a user’s individual workspace.

- 1 In the user list, in the *Full Name* column, click the name of the user whose workspace you want to navigate to.

If you have deleted a user workspace but have not yet purged the workspace, the user workspace is still displayed in the user list, but you are unable to navigate to the workspace.

If you want the user workspace to be removed from the user list, you must purge the workspace, as described in [“Making Disk Space Available by Purging Deleted Items”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

If you want to restore the workspace, see [“Restoring Deleted Items”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

### 15.3.3 Adding Local Users

A local user is a Vibe user who is not added to your LDAP directory. You can use the User List page to add new local users to your Vibe site.

If you want to add users through your LDAP directory service, see [Section 5.1, “Adding New Users to Your Vibe Site,” on page 93](#).

- 1 In the user list, click *New User*.  
The User page is displayed.
- 2 Provide the user’s information in the User page, then click *OK*.

### 15.3.4 Modifying the Title, Description, and Branding

By default, the workspace that contains all of the personal workspaces is named *Personal Workspaces*. The brand for this workspace is inherited from the parent workspace, and there is no workspace description. However, Vibe enables you to modify the name, description, and brand of the workspace.

- ♦ [“Modifying the Title and Description” on page 148](#)
- ♦ [“Modifying the Brand” on page 148](#)

#### Modifying the Title and Description

- 1 Navigate to the Personal Workspaces workspace.
- 2 Click *Workspace > Edit Workspace* in the Action toolbar.  
Use this page to change the title and description of the workspace.

#### Modifying the Brand

- 1 Navigate to the Personal Workspaces workspace.
- 2 Click *Workspace > Brand Workspace* in the Action toolbar.  
Use the Workspace/Folder branding dialog box to modify the workspace brand. For more information about how to brand a workspace, see [“Branding a Folder or Workspace” in the \*Kablink Vibe 3.4 Advanced User Guide\*](#).

## 15.4 Modifying a User’s Profile Information

You can modify the following information in a user’s profile directly from Vibe, unless the information is being synchronized from an external directory via LDAP:

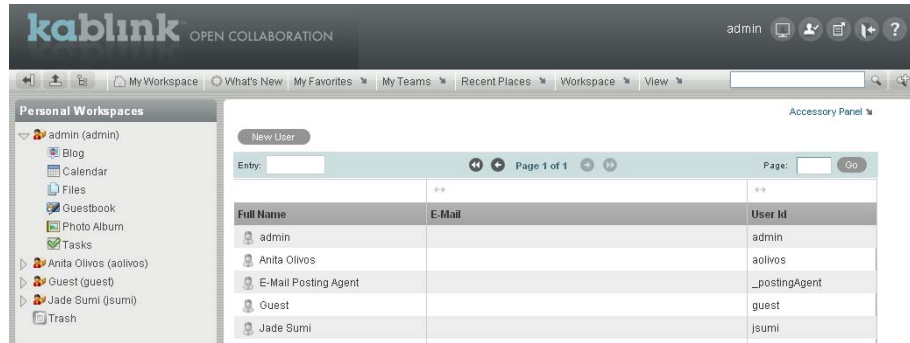
- ♦ Password
- ♦ Name
- ♦ Email addresses
- ♦ Time zone
- ♦ Locale
- ♦ Personal information, including job title, state, and postal code
- ♦ Contact information, including phone numbers

- ♦ Organization information, including department and manager
- ♦ Job responsibilities
- ♦ Profile picture

To modify a user's profile information:

- 1 Click the Workspace tree icon  in the Action toolbar, expand *Home Workspace*, then click *Personal Workspaces*.

All of the users are displayed in the main viewing window.



- 2 Click the name of the user whose profile information you want to change.
- 3 If the user has logged in to the Filr site at least one time, click *Profile*, then on the Profile page, click *Edit*.

or

If the user has never logged in to the Filr site, click *Modify*.

- 4 Modify the user's profile information as desired, then click *OK*.

## 15.5 Renaming a Vibe User

Kablink Vibe users are identified by name (first, middle, last) and by user ID. User names are used to identify personal workspaces. User IDs are used for logging in. You can change users' names, but not their user IDs. How you change users' name depends on how you created the user.

- ♦ [Section 15.5.1, "Renaming a Vibe User from LDAP," on page 149](#)
- ♦ [Section 15.5.2, "Renaming a Local Vibe User," on page 150](#)

### 15.5.1 Renaming a Vibe User from LDAP

If you are synchronizing user information from an LDAP directory, as described in "[Adding Vibe Users from Your LDAP Directory](#)" in "[Basic Installation](#)" in the *Kablink Vibe 3.4 Installation Guide*, you change a user's first, middle, or last name by updating it in the LDAP directory. The updated information then synchronizes to the Vibe site according to the schedule you have established for LDAP synchronization. If you change a user's first, middle, or last name by updating information on the Vibe site, the change is not synchronized back to the LDAP directory, so the two sources of user information can be out of sync.

## 15.5.2 Renaming a Local Vibe User

If you manually create Vibe users on the Vibe site, rather than synchronizing user information from an LDAP directory, you can change users' names (first, middle, last) on the Vibe site.

When a user logs in to the Vibe site for the first time, the user's personal workspace is created. Before a user logs in, he or she does not have a personal workspace. Vibe enables site administrators to manually rename both types of users.

---

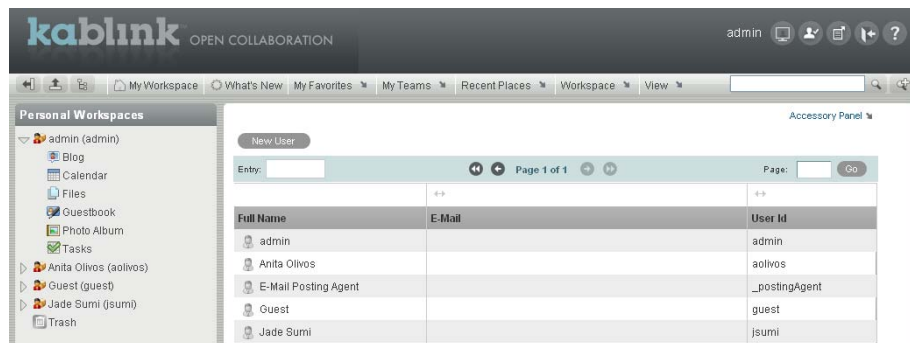
**NOTE:** Vibe does not allow you to change a user ID after the user account has been created.

---

To rename a local Vibe user:

- 1 Click the Workspace tree icon  in the Action toolbar, expand *Home Workspace*, then click *Personal Workspaces*.

All of the users are displayed in the main viewing window.



- 2 Click the name of the user who you want to rename.
- 3 If the user has logged in to the Vibe site at least one time, click *Profile*, then on the Profile page, click *Edit*.

or

If the user has never logged in to the Vibe site, click *Modify*.

- 4 Modify the *First Name*, *Middle Name*, and *Last Name* fields as desired.
- 5 Click OK.

## 15.6 Deleting a Vibe User

When users no longer need access to your Kablink Vibe site, you have two options to revoke their access to the Vibe site: disabling or deleting their Vibe user accounts.

---

**IMPORTANT:** Novell recommends that you disable user accounts instead of deleting them. When you delete a user account, the account can never be re-activated. If there is the slightest possibility that the user might return to your Vibe site, disable the user account rather than deleting it. Disabled accounts do not count as a licensed user. For information on how to disable a user, see [Section 15.9, "Disabling Vibe User Accounts," on page 155](#).

---

When you delete a user, the following user information is deleted and cannot be recovered:

- ♦ All profile information, including profile pictures
- ♦ Access controls to workspaces and folders

Entries and information that the user contributed are preserved even after the user is deleted.

How you delete a user depends on how you originally created the user.

- ♦ [Section 15.6.1, “Deleting a Local User,” on page 151](#)
- ♦ [Section 15.6.2, “Deleting an LDAP User,” on page 152](#)

## 15.6.1 Deleting a Local User

Any user account that has been created manually (not created by the LDAP synchronization process) can be deleted as described in this section. To delete a user account that was created by the LDAP synchronization process, see [Section 15.6.2, “Deleting an LDAP User,” on page 152](#).

---

**IMPORTANT:** If you delete user accounts that were created by the LDAP synchronization process without following the instructions in [Section 15.6.2, “Deleting an LDAP User,” on page 152](#), new users with the same name are created the next time the users log in or the next time the LDAP synchronization occurs.

---

- ♦ [“Deleting Individual User Accounts” on page 151](#)
- ♦ [“Deleting Multiple User Accounts” on page 151](#)

### Deleting Individual User Accounts

- 1 Log in to Vibe as the Vibe administrator.
- 2 Click the *Administrator* link in the upper right corner of the page, then click the *Administration Console* icon .
- 3 In the *Management* section, click *User Accounts*.
- 4 Click the *Disable/Delete Accounts* tab.
- 5 Click *Disable Individual Accounts*.
- 6 In the *User* field, begin typing the name of the user whose account you want to delete, then click the name when it appears in the drop-down list.
- 7 (Optional) Repeat [Step 6](#) to add other accounts to be deleted.
- 8 Click *Delete Selected Accounts*, then click *Close*.

### Deleting Multiple User Accounts

- 1 Log in to Vibe as the Vibe administrator.
- 2 Click the *Administrator* link in the upper right corner of the page, then click the *Administration Console* icon .
- 3 In the *Management* section, click *User Accounts*.
- 4 Click the *Disable/Delete Accounts* tab.
- 5 Click *Select From All Accounts*.

- 6 Select the accounts that you want to delete.
- 7 Click *Delete Selected Accounts*, then click *Close*.

## 15.6.2 Deleting an LDAP User

User accounts can be synchronized to the Vibe site with an LDAP directory. While you can delete Vibe user accounts, Novell recommends that you disable them, as described in [Section 15.9, “Disabling Vibe User Accounts,” on page 155](#).

If you decide to delete Vibe user accounts, it is safer to manually delete them rather than deleting them through the LDAP synchronization process.

- ♦ [“Manually Deleting User Accounts That Are Being Synchronized through LDAP” on page 152](#)
- ♦ [“Configuring LDAP to Automatically Delete User Accounts” on page 152](#)

### Manually Deleting User Accounts That Are Being Synchronized through LDAP

Following is the preferred method for deleting user accounts from the Vibe site that are being synchronized from an LDAP directory:

- 1 In your LDAP directory, modify the User objects that you want to delete from the Vibe site so that the User objects no longer match the LDAP synchronization criteria that you previously set. For information about setting LDAP synchronization criteria, see [“Adding Vibe Users from Your LDAP Directory” in “Basic Installation” in the \*Kablink Vibe 3.4 Installation Guide\*](#).
- 2 In Vibe, manually delete the user accounts, as described in [Section 15.6.1, “Deleting a Local User,” on page 151](#).

Because user accounts that are deleted cannot be recovered, you should make sure you know exactly which users you are deleting, and the only way to be sure is by manually deleting them.

### Configuring LDAP to Automatically Delete User Accounts

---

**IMPORTANT:** While it is possible to configure LDAP synchronization to automatically delete Vibe users and workspaces, this should be avoided because it might result in unwanted deletion of users. For example, if the LDAP context is entered incorrectly and none of the users match the incorrect LDAP context, all of the users would be permanently deleted.

For more information about how to configure the LDAP synchronization to automatically delete Vibe users and workspaces, see [“LDAP Synchronization Options” in “Basic Installation” in the \*Kablink Vibe 3.4 Installation Guide\*](#).

---

## 15.7 Managing External Users

---

**NOTE:** This feature is primarily for the enterprise version of Vibe. Kablink Vibe does not benefit from external users because Kablink allows you to add internal users to the Vibe site at no additional cost.

---

You can grant users who are external to your organization access to your Vibe site at no additional cost. External users in Novell Vibe do not count as a licensed Vibe user, but they have their own individual user account (unlike the Guest user) and can participate in Vibe workspaces like any other user.

An example of an external user might be a contractor who interacts with the corporation for only a couple months a year, who needs access to the system as a defined user but does not need consistent access to the system.

The Vibe administrator can manually designate which users are external.

- ♦ [Section 15.7.1, “External User Planning,” on page 153](#)
- ♦ [Section 15.7.2, “Designating Users as External,” on page 154](#)

## 15.7.1 External User Planning

The ability to add external users to your Vibe system has been introduced to help you maximize your Vibe investment.

Before you introduce external users to your Vibe system, you should be aware of current restrictions. You should also be aware of enhancements to external user functionality in the next major Vibe version and how you should plan now for those enhancements.

- ♦ [“External User Restrictions” on page 153](#)
- ♦ [“Changes between Vibe 3.4 and the Next Major Version” on page 153](#)
- ♦ [“Creating a Group for External Users” on page 154](#)

### External User Restrictions

The following restrictions apply to external users:

- ♦ The user ID for an external user must be in the form of an email address.
- ♦ Only users that are created locally within Vibe (not synchronized via LDAP) can be identified as external users, via the *Mark this user as an external user* option.
- ♦ Because external users must be local users (not synchronized via LDAP), they are not authenticated through any single sign-on solution (such as NetIQ Access Manager) when the single sign-on solution is fronting the Vibe system.
- ♦ External users cannot be employees of your organization.

### Changes between Vibe 3.4 and the Next Major Version

The next major release of Vibe will contain more features related to external users. For example, users will be able to share a Vibe entry with a user external to the organization simply by specifying a user’s email address, which then allows that user to log in to the Vibe system as an external user with unique credentials.

These additional features will require fundamental changes from how external users function in Vibe 3.4 to how external users will function in the next major version. You should be aware of these planned differences when adding external users to your Vibe 3.4 system because some functionality will change when you upgrade to the next major version of Vibe:

- ♦ External users in Vibe 3.4 have their own personal workspace where they can store their personal files, blogs, and so forth. The next major release of Vibe will not provide external users with the ability to store personal files and other folder entries in a personal workspace. Only fully licensed users will have this ability. To retain a personal workspace, the user would need to be a licensed user.
- ♦ External users in Vibe 3.4 can see all users in the Personal Workspaces workspace. The next major release of Vibe will not allow external users to see the Personal Workspaces workspace.

## Creating a Group for External Users

As a best practice, consider creating an External Users group and making each external user in your Vibe system a member of this group. You can then manage access controls for all external users via this group. (For information about how to create a group, see [Section 16.1, “Creating Groups,” on page 161.](#))

For example, you can restrict the External Users group that you create from having access to the Personal Workspaces workspace by following the steps in [Section 2.2.1, “Controlling User Access to Personal Workspaces,” on page 25](#), and substituting the All Users group for the External Users group that you created.

### 15.7.2 Designating Users as External

You can create a new user and mark that user as external, or you can mark an existing user as external:

- ♦ [“Creating an External User” on page 154](#)
- ♦ [“Marking an Existing Local User as External” on page 154](#)

#### Creating an External User

- 1 Create a new local user as described in [Section 15.2, “Creating a New Local User,” on page 146](#).
- 2 In the *Add Account* tab, select *Mark this user as an external user*.

---

**IMPORTANT:** If this option is not selected, a license must be purchased for the user.

---

- 3 Ensure that the *User Id* field contains an email address.
- 4 Provide additional relevant information for the user, then click *OK*.

#### Marking an Existing Local User as External

After a user has already been created locally in the Vibe system, you can mark the user as external, if the user’s user ID is in the form of an email address. Users synchronized via LDAP cannot be marked as external.

- 1 Navigate to the user’s profile page, as described in [Section 15.4, “Modifying a User’s Profile Information,” on page 148](#).
- 2 When modifying the user’s profile on the User page, select *Mark this user as an external user*.
- 3 Click *OK*.

## 15.8 Managing Self-Registered Users

If you allow Guest users to create Kablink Vibe accounts for themselves, as described in [Section 5.4, “Allowing Guest Access to Your Vibe Site,” on page 100](#), you might want to delete accounts that are inactive for a period of time. You can use the Login report, described in [Section 24.2.1, “Login Report,” on page 215](#) to generate a list of users sorted by their last login date. This report does not include users who have never logged in, but presumably, if a user self-registers, the intent is to log in immediately.

## 15.9 Disabling Vibe User Accounts

Novell recommends that you disable user accounts instead of deleting them. When you delete a user account, the account can never be re-activated. If there is the slightest possibility that the user might return to your Vibe site, disable the user account rather than delete it. Disabled accounts do not count as a licensed user.

This section describes how to disable local user accounts as well as accounts that are being synchronized with an LDAP directory. You can disable individual accounts, or simultaneously disable multiple accounts.

- ♦ [Section 15.9.1, “Disabling Individual User Accounts,” on page 155](#)
- ♦ [Section 15.9.2, “Disabling Multiple User Accounts,” on page 155](#)

### 15.9.1 Disabling Individual User Accounts

- 1 Log in to Vibe as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 In the *Management* section, click *User Accounts*.
- 4 Click the *Disable/Delete Accounts* tab.
- 5 Click *Disable Individual Accounts*.
- 6 In the *User* field, begin typing the name of the user whose account you want to disable, then click the name when it appears in the drop-down list.
- 7 (Optional) Repeat [Step 6](#) to add other accounts to be disabled.
- 8 Click *Disable Selected Accounts*, then click *Close*.

### 15.9.2 Disabling Multiple User Accounts

- 1 Log in to Vibe as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 In the *Management* section, click *User Accounts*.
- 4 Click the *Disable/Delete Accounts* tab.
- 5 Click *Select From All Accounts*.
- 6 Select the accounts that you want to disable.
- 7 Click *Disable Selected Accounts*, then click *Close*.

## 15.10 Managing Local Users and Groups by Importing Profile Files

You can manage local users and groups by importing profile files that contain user or group information in XML format. This is a good way to simultaneously perform multiple actions when you are not using LDAP.

You can perform the following actions:

- ♦ Create or modify users
- ♦ Delete users
- ♦ Create or modify groups

To manage local users and groups by importing profile files:

- 1 Log in to Vibe as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 In the *Management* section, click *User Accounts*.
- 4 Click the *Import Profiles* tab.
- 5 Click *Choose File*, then navigate to and select the file that contains user or group profile information in XML format.

Ensure that the format of your file matches the format that is shown in the provided sample file. To view the provided sample file, click *View a Sample File* in the *Import Files* tab.

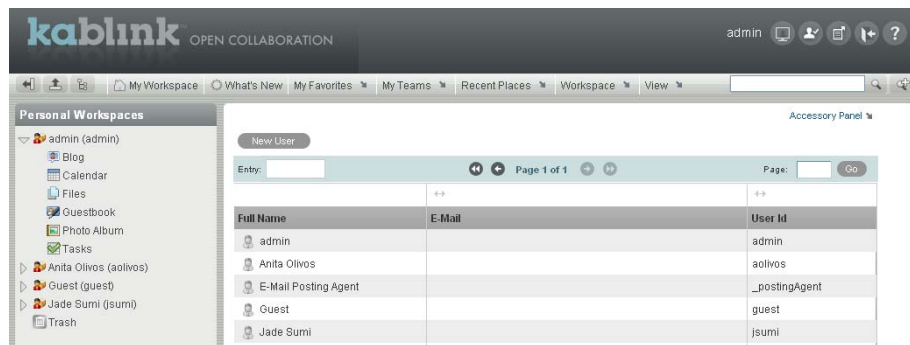
- 6 Click *OK*.

## 15.11 Preventing Users from Creating User Accounts

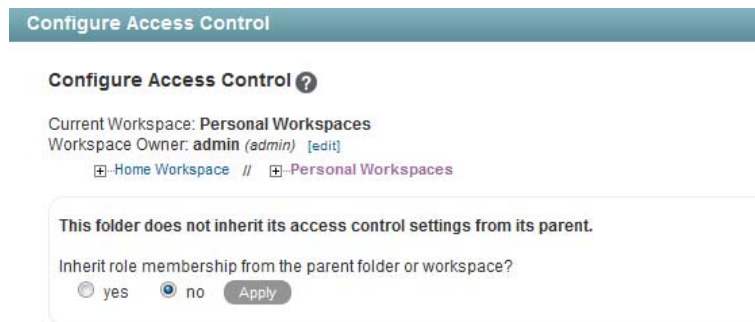
In some contexts, you do not want Kablink Vibe users to be able to set up Vibe user accounts. You want Vibe account creation to be reserved for the Vibe administrator.

The Kablink Vibe product name prior to version 3 is Kablink Teaming. By default, Kablink Teaming 2.0 enabled all users to create additional user accounts. If you updated your Teaming site from 2.0 to Kablink Vibe 3 or later, or from Kablink Teaming 2.0 to 2.1 to Kablink Vibe 3 or later, this functionality continues, and you might want to prevent users from creating user accounts. Starting with Teaming 2.1, users by default are not allowed to create user accounts, so this section does not apply to new Teaming 2.1 or Vibe sites.

- 1 Click the *Workspace tree* icon , expand *Home Workspace*, then click *Personal Workspaces* to list your existing Vibe users.

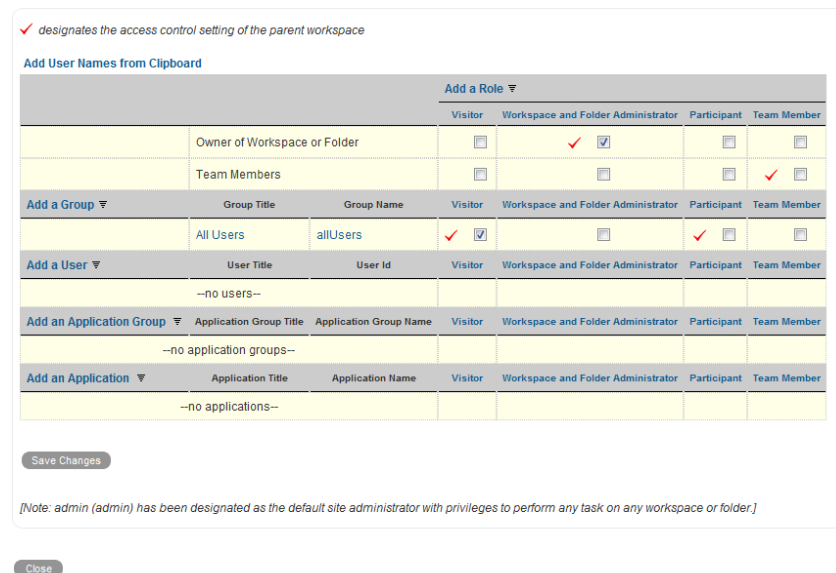


- 2 Click *Workspace > Access Control* in the Action toolbar.



- 3 Select *no*, then click *Apply* so that the workspace no longer inherits its access control settings from the parent workspace.

This activates the access control table.



- 4 For the *All Users* group, deselect the check box in the *Participant* column.

This removes the *Add User* option from the list of Vibe users under *Personal Workspaces* for regular Vibe users. It is still available for the Vibe administrator.

- 5 Ensure that the check box in the *Visitor* column is selected.

**6** Click *Save Changes*, then click *Close*.

## 15.12 Enabling Users to Bypass the XSS Security Filter

Cross-site scripting (XSS) is a client-side computer attack that is aimed at Web applications. Because XSS attacks can pose a major security threat, Kablink Vibe contains a built-in security filter that protects against XSS vulnerabilities. This security filter is enabled by default.

The XSS security filter protects the Vibe site from XSS in two key areas:

- ♦ Text and HTML fields in entries and folders
- ♦ Uploaded HTML files

Specific users might need to add some of the content described in [“Understanding What Content Is Not Permitted” on page 257](#). If you trust these users, you can enable them to bypass the XSS security filter by adding JavaScript and other restricted content.

**IMPORTANT:** We do not recommend that you turn off the XSS security filter for the entire site. For more information about keeping your Vibe site secure from XSS, see [Section 30.3.9, “Securing the Vibe Site against XSS,”](#) on page 256.

Enabling a group to bypass the XSS filter is more efficient than enabling individual users because it requires you to modify the configuration file only once, when you initially authorize the group. After the initial setup, you can easily modify group membership.

- ◆ Section 15.12.1, “Enabling Groups to Bypass the XSS Security Filter,” on page 158
- ◆ Section 15.12.2, “Enabling Individual Users to Bypass the XSS Security Filter,” on page 159

### 15.12.1 Enabling Groups to Bypass the XSS Security Filter

The most efficient way to enable users to bypass the XSS security filter is to set up a group in Vibe, add users to this group who you trust, then authorize this group to bypass the XSS security filter. Only group members have the authority to bypass the XSS security filter.

- 1** Create a group in Vibe and add only users who you trust to this group.

Members of this group will be allowed to bypass the XSS security filter.

For information on how to create a group and add users to the group, see [Section 5.2, “Creating Groups of Users,”](#) on page 93.

- 2** On the Vibe server, change to the following directory:

```
Linux: /opt/novell/teaming/apache-tomcat/
 webapps/ssf/WEB-INF/classes/config
```

```
Windows: c:\Program Files\Novell\Teaming\apache-tomcat\
 webapps\ssf\WEB-INF\classes\config
```

- 3 Open the `zone-ext.cfg.xml` file in a text editor.
- 4 Add the following information to the xml file, inside the `<zoneConfiguration>` tags:

```
<zone name="kablink">
 <xssConfiguration>
 <trustedGroups>
 <group name="trusted"/>
 </trustedGroups>
 </xssConfiguration>
</zone>
```

The group name value should contain the group ID for the group you want to be able to upload HTML files to the Vibe site.

If your Vibe system began as Teaming version 1, the zone\_name value is liferay.com instead of kablinsk

- 5** Stop and restart Vibe.

### 15.12.2 Enabling Individual Users to Bypass the XSS Security Filter

- 1** Change to the following directory:

```
Linux: /opt/novell/teaming/apache-tomcat/
 webapps/ssf/WEB-INF/classes/config
```

```
Windows: c:\Program Files\Novell\Teaming\apache-tomcat\
 webapps\ssf\WEB-INF\classes\config
```

- 2** Open the `zone-ext.cfg.xml` file in a text editor.

- 3** Add the following information to the `xml` file, inside the `<zoneConfiguration>` tags:

```
<zone name="kablink">
 <xssConfiguration>
 <trustedUsers>
 <user name="jchavez"/>
 </trustedUsers>
 </xssConfiguration>
</zone>
```

The `user_name` value should contain the user ID for the user you want to be able to upload HTML files to the Vibe site.

If your Vibe system began as Teaming version 1, the zone name value is `liferay.com` instead of `kablink`.

To enable multiple users to add HTML content to the Vibe site, create a group and enable the group to add content, as described in [“Enabling Groups to Bypass the XSS Security Filter” on page 158](#). Or, you can enable multiple users on an individual basis by using multiple `<user name>` elements. For example:

```
<user name="jchavez"/>
<user name="ahall"/>
<user name="cjones"/>
```

- #### 4 Stop and restart Vibe.



---

# 16 Managing Groups

Group creating and maintenance is an useful way to manage users throughout your Vibe site. For more information about why it is important to create groups, see [Section 5.2, “Creating Groups of Users,”](#) on page 93.

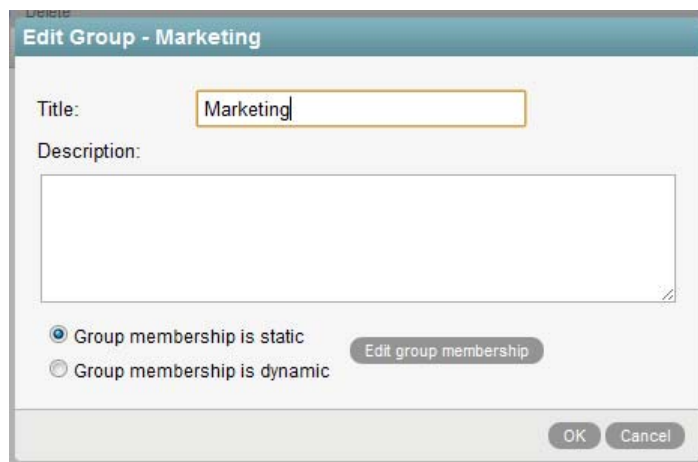
- ♦ [Section 16.1, “Creating Groups,”](#) on page 161
- ♦ [Section 16.2, “Modifying Groups,”](#) on page 161
- ♦ [Section 16.3, “Deleting Groups,”](#) on page 162

## 16.1 Creating Groups

For information on how to create groups, see [Section 5.2, “Creating Groups of Users,”](#) on page 93.

## 16.2 Modifying Groups

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Management*, click *Groups*.
- 4 Click the name of the group that you want to modify.



- 5 Modify the title, description, and group membership, then click *OK*.

For more information about editing static and dynamic group membership, see [Section 5.2, “Creating Groups of Users,”](#) on page 93.

## 16.3 Deleting Groups

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Management*, click *Groups*.
- 4 Select the group that you want to delete, then click *Delete*.

---

# 17 Managing Workspaces

As an administrator for Kablink Vibe, you can perform management functions on all Vibe workspaces. For information on how to perform general workspace management functions, such as creating a workspace, deleting a workspace, moving a workspace, and so forth, see [“General Workspace Management”](#) in the *Kablink Vibe 3.4 User Guide*.

You can perform additional workspace management tasks as the Vibe administrator:

- ♦ [Section 17.1, “Exporting/Importing Workspaces, Folders, and Entries,”](#) on page 163
- ♦ [Section 17.2, “Managing Workspace Disk Space Usage,”](#) on page 168

## 17.1 Exporting/Importing Workspaces, Folders, and Entries

You can transfer data from one Kablink Vibe site to another by exporting it from the source Vibe site and importing it into the destination Vibe site. When you export data, it remains in the source Vibe site and a copy of the exported data is imported into the destination Vibe site.

By default, only the Vibe administrator can export and import workspaces, folders, and entries. For information on how to make this functionality available to all workspace and folder owners, see [Section 2.7, “Enabling Users to Import and Export Workspaces, Folders, and Entries,”](#) on page 40.

- ♦ [Section 17.1.1, “Understanding the Export and Import Process,”](#) on page 163
- ♦ [Section 17.1.2, “Exporting Workspaces,”](#) on page 166
- ♦ [Section 17.1.3, “Importing Workspaces,”](#) on page 166
- ♦ [Section 17.1.4, “Exporting Folders,”](#) on page 166
- ♦ [Section 17.1.5, “Importing Folders,”](#) on page 167
- ♦ [Section 17.1.6, “Exporting Folder Entries,”](#) on page 167
- ♦ [Section 17.1.7, “Importing Folder Entries,”](#) on page 168

If you want to simply move or copy data within a single Vibe site, see [“Copying a Workspace”](#) and [“Moving a Workspace”](#), [“Copying a Folder”](#) and [“Moving a Folder”](#), or [“Copying a Folder Entry”](#) and [“Moving a Folder Entry”](#) in the *Kablink Vibe 3.4 User Guide*.

### 17.1.1 Understanding the Export and Import Process

The export process creates a `.zip` file named `export.zip` that you can save to any convenient location on disk. The `.zip` file contains all the workspaces, folders, folder entries, and attachments that you elected to export.

When you export and import a workspace, folder, or folder entry, not all types of data are preserved.

- ♦ [“Data That Is Preserved”](#) on page 164
- ♦ [“Data That Is Not Preserved”](#) on page 165

## Data That Is Preserved

- ♦ Hierarchical structure of the workspace

If you are selecting specific folders within the workspace to export, the hierarchical structure to the selected folders must be preserved. For example, if you select to export a sub-folder but not the parent folder, the parent folder is also included in the export as a blank folder in order to keep the structure.

- ♦ All folders in the workspace (unless they are specifically excluded)
- ♦ All content in exported folders
- ♦ Access control information

User and group IDs are also preserved and are matched to the same users and groups if they exist on the Vibe system where the workspace, folder, or entry is imported.

Access control settings are not preserved if the workspace, folder, or entry is inheriting its access control settings from the parent folder or workspace in the original Vibe system. When you import a workspace, folder, or entry that is inheriting its access control settings, the workspace, folder, or entry assumes the access control settings of the higher-level workspace or folder where it is being imported. For more information on access control, see [Chapter 2, “Planning and Controlling User Access to Workspaces and Folders,”](#) on page 21.

- ♦ Landing pages for workspaces or folders

For more information on landing pages, see [“Creating and Managing Landing Pages”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

- ♦ Entry definitions associated with any folder content

Entry definitions are custom entry forms that have been created in your folder or workspace. Entry definitions that are being used in any exported content are preserved, even if the definition is saved at a higher level in the workspace hierarchy. For more information on entry definitions, see [“Designing Custom Folder Entry Forms”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

- ♦ Workflows associated with any workspace content

Workflows that are being used in any exported content are preserved, even if the workflow is saved at a higher level in the workspace hierarchy.

---

**NOTE:** If your workflow contains an On Entry condition that starts a parallel workflow thread, as described in [“Adding On-Entry or On-Exit Events”](#) in the *Kablink Vibe 3.4 Advanced User Guide*, the parallel workflow is automatically restarted when the workflow is imported.

---

For more information on workflows, see [“Creating and Managing Workflows”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

- ♦ Custom forms associated with any workspace content

Custom forms that are being used in any exported content are preserved, even if the custom form is saved at a higher level in the workspace hierarchy. For more information on custom forms, see [“Designing Custom Folder Entry Forms”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

- ♦ Wiki links

For more information on wiki links, see [“Linking to a Folder or Folder Entry”](#) in the *Kablink Vibe 3.4 User Guide*.

- ♦ Content in Mirrored Files folders

When you export a Mirrored Files folder, the files from the mirrored folder are written in the export file. However, when the folder is imported, the resulting folder becomes a Vibe library folder where all the files are added as regular file entries that are no longer mirrored. There is no way to export a mirrored folder and import it back into Vibe as a mirrored folder.

## Data That Is Not Preserved

The following types of data are not included in the export and import processes:

- ♦ Profile information for user workspaces

When a user workspace is exported and imported, the profile information for the user is not preserved. To move user workspaces from one Vibe site to another, add users to the target Vibe server in one of the ways described in [Section 5.1, “Adding New Users to Your Vibe Site,” on page 93](#). You can then export the folders within the workspace from the source Vibe site, then re-import the folders into the target Vibe site to the user workspace for each appropriate user.

- ♦ Accessories

For more information on accessories, see [“Managing Accessories”](#) in the *Kablink Vibe 3.4 User Guide*.

- ♦ Custom JSP files

Custom JSP files must be exported as part of an extension. (For more information on extensions, see [Chapter 12, “Adding Software Extensions to Your Vibe Site,” on page 129](#).) However, if you have a workspace that leverages custom JSP files, the workspace still retains the settings that point to the custom JSP files. Therefore, if you export a workspace or folder that is referencing custom JSP files, and the Vibe site where you import the workspace has the same custom JSP files, the imported workspace or folder points to the correct custom JSP files.

- ♦ Permalinks

Entries that are exported receive new permalinks when they are imported. However, if an entry description contains a permalink to another entry that was also imported, then the permalink is preserved.

- ♦ Activity data, such as who visited the place, edit history, and workflow history

For more information about activity data, see [“Generating Activity Reports for a Workspace”](#), [“Generating an Activity Report on a Folder”](#), and [“Generating Reports about a Folder Entry”](#) in the *Kablink Vibe 3.4 User Guide*.

- ♦ Entry ratings

For more information on entry ratings, see [“Rating a Folder Entry”](#) in the *Kablink Vibe 3.4 User Guide*.

- ♦ Entry definitions that are not associated with folder content

Entry definitions are custom entry forms that have been created in your folder or workspace. For more information on entry definitions, see [“Designing Custom Folder Entry Forms”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

- ♦ Workflows that are not associated with workspace content

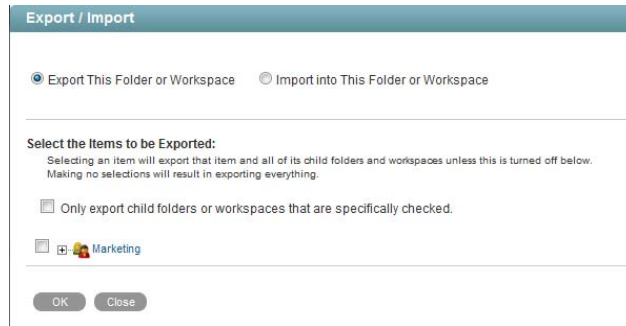
For more information on workflows, see [“Creating and Managing Workflows”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

- ♦ E-mail notification settings
- ♦ Default folder columns
- ♦ Global filters

## 17.1.2 Exporting Workspaces

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Navigate to the workspace that you want to export.
- 3 Click *Workspace > Import/Export Workspace*.

The Export/Import page is displayed.



- 4 Select *Export This Folder or Workspace*.
- 5 To export all contents of the folder or workspace, click *OK*.

or

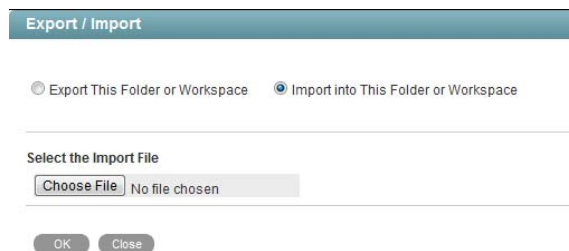
To export only individual workspaces and folders, select *Only export child folders or workspaces that are specifically checked*, then expand the workspace tree and select the workspaces and folders that you want to export. Then click *OK*.

## 17.1.3 Importing Workspaces

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Navigate to the workspace where you want the imported workspace to reside.
- 3 Click *Workspace > Import/Export Workspace*.

The Export/Import page is displayed.

- 4 Select *Import into This Folder or Workspace*.



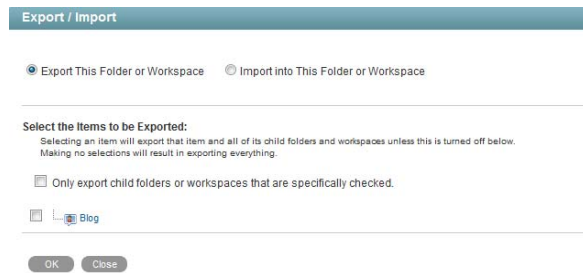
- 5 Browse to and select the workspace that you want to import, then click *OK*.

## 17.1.4 Exporting Folders

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Navigate to the folder that you want to export.

3 Click *Folder > Import/Export Folder*.

The Export/Import page is displayed.



4 Select *Export This Folder or Workspace*.

5 To export all contents of the folder or workspace, click *OK*.

or

To export only individual workspaces and folders, select *Only export child folders or workspaces that are specifically checked*, then expand the workspace tree and select the workspaces and folders that you want to export. Then click *OK*.

## 17.1.5 Importing Folders

1 Log in to the Vibe site as the Vibe administrator.

2 Navigate to the folder or workspace where you want the imported folder to reside.

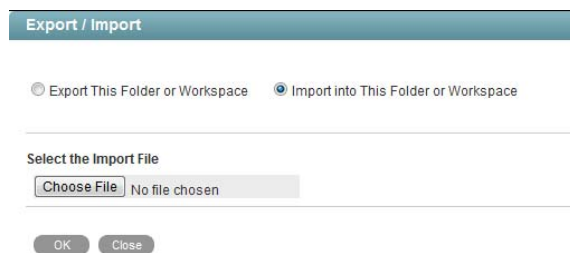
3 Click *Folder > Import/Export Folder* if you are importing into a folder.

or

Click *Workspace > Import/Export Workspace* if you are importing into a workspace.

The Export/Import page is displayed.

4 Select *Import into This Folder or Workspace*.



5 Browse to and select the folder that you want to import, then click *OK*.

## 17.1.6 Exporting Folder Entries

1 Log in to the Vibe site as the Vibe administrator.

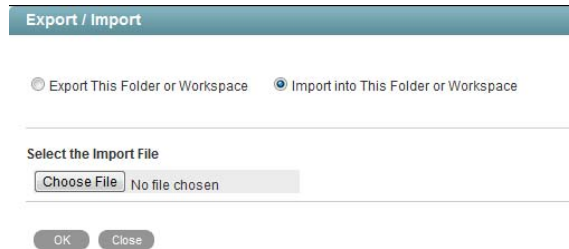
2 Navigate to and select the folder entry that you want to export.

3 In the entry footer, click *Export this entry*.

You can now download the entry to your computer's file system.

## 17.1.7 Importing Folder Entries

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Navigate to the folder where you want the imported folder entry to reside.
- 3 Click *Folder > Import/Export Folder*.  
The Export/Import page is displayed.
- 4 Select *Import into This Folder or Workspace*.



Export / Import

☐ Export This Folder or Workspace ☒ Import into This Folder or Workspace

Select the Import File

No file chosen

- 5 Browse to and select the folder entry that you want to import, then click *OK*.

## 17.2 Managing Workspace Disk Space Usage

Disk space usage is managed on both a folder and workspace basis as well as an individual user or group basis.

You can enforce one or both of these types of data quotas. See [Chapter 18, “Managing Disk Space Usage with Data Quotas and File Restrictions,”](#) on page 169.

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# 18 Managing Disk Space Usage with Data Quotas and File Restrictions

As time passes, your Kablink Vibe site occupies more and more disk space as users post folder entries, attach files, create new versions of files, and so on. As the Vibe administrator, you can impose limits on the amount of data that is uploaded into the Vibe site.

Only files and attachments count toward the data quota. Workspaces, folders, and entries that do not contain files and attachments do not count toward the data quota.

You can limit the amount of files and attachments for individual users and groups as well as individual workspaces and folders.

- ♦ [Section 18.1, “Understanding the Types of Data Quotas,” on page 169](#)
- ♦ [Section 18.2, “Understanding Data Quota Behavior and Exclusions,” on page 170](#)
- ♦ [Section 18.3, “Managing Workspace and Folder Data Quotas,” on page 171](#)
- ♦ [Section 18.4, “Managing User Data Quotas,” on page 173](#)
- ♦ [Section 18.5, “General Data Quota Management,” on page 182](#)
- ♦ [Section 18.6, “Managing the File Upload Size Limit,” on page 184](#)
- ♦ [Section 18.7, “Setting a Maximum Number of Versions for Each File,” on page 185](#)
- ♦ [Section 18.8, “Automatically Deleting Old File Versions,” on page 185](#)

## 18.1 Understanding the Types of Data Quotas

You as the Kablink Vibe administrator can enable two kinds of data quotas:

- ♦ User data quotas
- ♦ Workspace and folder data quotas

You can enable one of these quotas, or both of them.

- ♦ [Section 18.1.1, “Understanding User Data Quotas,” on page 169](#)
- ♦ [Section 18.1.2, “Understanding Workspace and Folder Data Quotas,” on page 170](#)

### 18.1.1 Understanding User Data Quotas

User data quotas limit the amount of data individual users can add to the Vibe site. Any files and attachments that a user adds to the Vibe site counts toward his or her data quota, regardless of the folders or workspaces where the user adds them.

## 18.1.2 Understanding Workspace and Folder Data Quotas

Workspace and folder quotas limit the amount of data that can be stored in individual workspaces and folders.

Sub-workspaces and sub-folders that have a data quota are subject to their own data quota as well as any data quotas that exist on parent folders and workspaces. For example, consider a workspace that has a data quota of 50 MB. The workspace contains two sub-workspaces: Workspace A and Workspace B. Users cannot upload data that is in excess of 50 MB into either of these sub-workspaces. Furthermore, users cannot upload data into both of these sub-workspaces that is in excess of 50 MB (for example, users cannot upload data that is in excess of 30 MB into both sub-workspace, because the amount of combined data for both sub-workspaces is greater than 50 MB).

## 18.2 Understanding Data Quota Behavior and Exclusions

- ♦ [Section 18.2.1, “Understanding Default Data Quota Behavior,” on page 170](#)

### 18.2.1 Understanding Default Data Quota Behavior

The following sections describe the default behavior for how user data quotas work after they have been enabled. (For information on how to enable data quotas for your Vibe site, see [Section 18.3.1, “Enabling Workspace and Folder Data Quotas,” on page 171](#) and [Section 18.4.2, “Setting User Data Quotas,” on page 175](#).)

- ♦ [“Exceeding the Data Quota” on page 170](#)
- ♦ [“Exceeding the High-Water Mark” on page 170](#)

#### Exceeding the Data Quota

By default, Vibe users are strictly held to the data quota that you set. If a user who is approaching his or her data quota tries to upload a file to the Vibe site and that file exceeds the user’s data quota, Vibe rejects the upload attempt and the entry is lost. This is also true with data quotas that are set on workspaces and folders.

For user data quotas (not for workspace and folder data quotas), you can allow users to post a final entry to the Vibe site even if the entry exceeds the user data quota. This approach is less strict and does not guarantee that users won’t exceed the data quota; however, it is more forgiving because it allows users to post one final upload to the Vibe site and does not erase the entry and attached file that they are trying to upload.

For information on how to configure your Vibe data quotas to be less strict by allowing users one final upload to the Vibe site, see [Section 18.5.1, “Configuring Data Quotas to Be Less Strict,” on page 183](#).

#### Exceeding the High-Water Mark

When users exceed the data quota high-water mark, they are notified that they are approaching the data quota. Vibe informs them how many kilobytes of disk space are still available.

For more information on selecting an appropriate high-water mark, see [“Selecting an Appropriate High-Water Mark” on page 174](#).

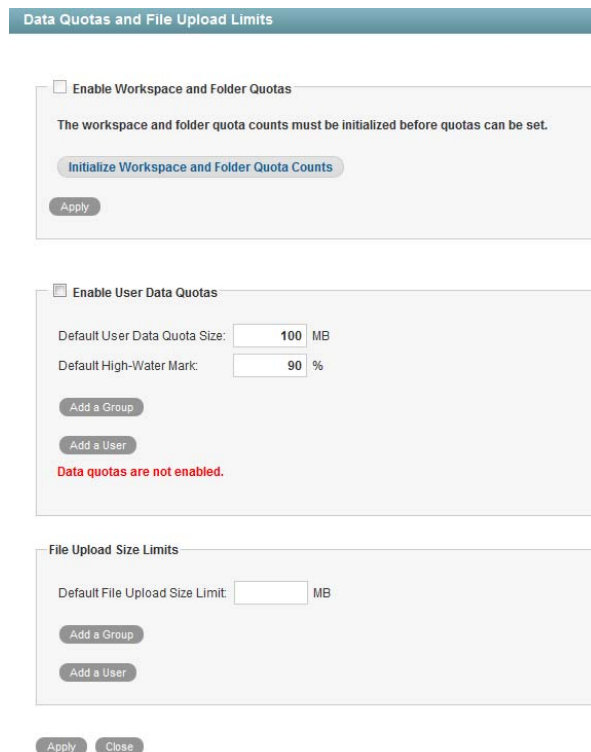
## 18.3 Managing Workspace and Folder Data Quotas

- ♦ [Section 18.3.1, “Enabling Workspace and Folder Data Quotas,” on page 171](#)
- ♦ [Section 18.3.2, “Setting Quotas on Workspaces and Folders,” on page 172](#)
- ♦ [Section 18.3.3, “Validating Workspace and Folder Quotas,” on page 172](#)

### 18.3.1 Enabling Workspace and Folder Data Quotas

Before you can set data quotas on workspaces and folders, you must first enable them. You can enable data quotas so that only you as the Vibe administrator can manage workspace and folder quotas, or you can enable data quotas so that all users can manage the data quotas for their own workspaces and folders.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Management*, click *Data Quotas and File Upload Limits*.



**Data Quotas and File Upload Limits**

☐ Enable Workspace and Folder Quotas

The workspace and folder quota counts must be initialized before quotas can be set.

[Initialize Workspace and Folder Quota Counts](#)

[Apply](#)

☐ Enable User Data Quotas

Default User Data Quota Size:  MB

Default High-Water Mark:  %

[Add a Group](#)

[Add a User](#)

Data quotas are not enabled.

**File Upload Size Limits**

Default File Upload Size Limit:  MB

[Add a Group](#)

[Add a User](#)

[Apply](#) [Close](#)

- 4 Click *Initialize Workspace and Folder Quota Counts*.  
This sets up the workspace and folder data quota for your Vibe site. This operation can take a significant amount of time (10 to 20 minutes).
- 5 Select *Enable Workspace and Folder Quotas*.
- 6 (Optional) If you want to allow users to manage the data quotas for their own workspaces and folders, select *Allow Workspace and Folder Owners To Set Quotas*.

- 7 Click *Apply > Close*.
- 8 Set data quotas on workspaces and folders as described in [Section 18.3.2, “Setting Quotas on Workspaces and Folders,”](#) on page 172.

## 18.3.2 Setting Quotas on Workspaces and Folders

Before you can set data quotas on workspaces and folders, you need to enable them, as described in [Section 18.3.1, “Enabling Workspace and Folder Data Quotas,”](#) on page 171.

You can set quotas on individual workspaces and folders, or you can set quotas on all workspaces and folders of a certain type. For example, you can configure all Photo Album folders in your Vibe site to have a data quota of 10 MB.

- ♦ [“Setting Quotas on Individual Workspaces and Folders”](#) on page 172
- ♦ [“Setting Quotas on All Workspaces and Folders of a Certain Type”](#) on page 172

### Setting Quotas on Individual Workspaces and Folders

- 1 Navigate to the workspace and folder where you want to set the quota.
- 2 Click *Workspace > Configure Views, URLs and Controls* if you are setting the quota for a workspace.  
or  
Click *Folder > Configure Views, URLs and Controls* if you are setting the quota for a folder.
- 3 Click the *Quotas* tab.
- 4 In the *Set a Quota* field, specify the new data quota, then click *OK*.

### Setting Quotas on All Workspaces and Folders of a Certain Type

When you set data quotas on all workspaces or folders of a certain type, the quota applies only to workspaces or folders that are created after you set the quota. Workspaces and folders that were created before the quota was set do not automatically have a data quota assigned to them.

To set a data quota on all workspaces and folders of a certain type, you need to modify the template for the workspace or folder where you want to set the data quota. For information on how to modify the template for workspaces and folders, see [Section 19.2, “Modifying Workspace and Folder Templates,”](#) on page 187.

## 18.3.3 Validating Workspace and Folder Quotas

Quota counts for workspaces and folders can become marginally inaccurate over time if multiple users are frequently adding and deleting files in a workspace or folder where a data quota has been set.

You can repair any data quota inaccuracies by validating the data quota:

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Management*, click *Data Quotas and File Upload Limits*.

- 4 Click *Validate Workspace and Folder Quota Counts*.
- 5 Click *Apply* > *Close*.

## 18.4 Managing User Data Quotas

Each user's data quota establishes how much disk space the user's attached files and file versions can occupy in the Vibe site. Workspaces, folders, and entries that do not contain files or attachments do not count toward a user's data quota.

By default, users are not limited in the disk space that their attached files and file versions occupy in the Vibe site. As the Vibe administrator, you can decide when limiting users' disk space usage becomes appropriate.

- ♦ [Section 18.4.1, "Planning User Data Quotas," on page 173](#)
- ♦ [Section 18.4.2, "Setting User Data Quotas," on page 175](#)
- ♦ [Section 18.4.3, "Modifying User Data Quotas," on page 178](#)
- ♦ [Section 18.4.4, "Removing User Data Quotas," on page 180](#)
- ♦ [Section 18.4.5, "Managing Your Personal Data Quota," on page 182](#)
- ♦ [Section 18.4.6, "Monitoring User Data Quotas," on page 182](#)

### 18.4.1 Planning User Data Quotas

- ♦ ["Understanding User Data Quota Priority" on page 174](#)
- ♦ ["Selecting the Default User Data Quota for All Users" on page 174](#)
- ♦ ["Selecting an Appropriate High-Water Mark" on page 174](#)

- ♦ [“Determining Data Quotas for Specific Users” on page 175](#)
- ♦ [“Determining Data Quotas for Specific Groups” on page 175](#)

## Understanding User Data Quota Priority

Because users can have multiple data quotas assigned to them, either individually, through group membership, or through the site-wide default, Vibe prioritizes the existing data quotas and uses only one for each individual Vibe user. If users have multiple data quotas that pertain to them, the priority level is as follows:

1. **User Quota:** A quota that is set for an individual user overrides the site-wide default quota and any other quotas that are associated with any groups where the user is a member.
2. **Group Quota:** A quota that is set for an individual group overrides the site-wide default quota. This pertains to all users who are members of that group.

When a user is a member of multiple groups that have data quotas associated with them, the user is given the highest data quota. For example, if a Vibe user is a member of Group A, Group B, and Group C, and the data quotas for each of these groups is 10, 20, and 30, the Vibe user’s data quota is 30.

3. **Site-Wide Default:** The site-wide default quota is used for all Vibe users who have not been assigned individual quotas, and who are not associated with any groups where a quota has been set.

## Selecting the Default User Data Quota for All Users

When you enable the data quota feature, the initial default data quota is 100 MB. This means that each Vibe user can upload 100 MB of files and attachments to the Vibe site.

When you select the default data quota for your Vibe site, consider the size of your Vibe site, the number of Vibe users, the amount of available disk space, and so on. You can override the default data quota on a per-user and per-group basis, as described in [Section 18.4.2, “Setting User Data Quotas,” on page 175](#).

As described in [“Exceeding the Data Quota” on page 170](#), when a user adds enough files and attachments to exceed the data quota, the user can no longer attach files or create versions until existing files have been deleted and purged to free up storage space.

For information about purging deleted files to make storage space available, see [Section 18.5.2, “Purging Deleted Files,” on page 183](#).

For information about the user experience when nearing or exceeding a data quota, see [“Adding Files and Attachments to the Vibe Site When You Are Over Your Quota”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

For information about which data quota is used when users have multiple data quotas that pertain to them, see [“Understanding User Data Quota Priority” on page 174](#).

## Selecting an Appropriate High-Water Mark

The high-water mark is the percentage of the data quota when users are notified that they are approaching their data quotas. The default high-water mark is 90% of a user’s data quota.

This high-water mark also applies to data quotas that are set on workspaces and folders.

## Determining Data Quotas for Specific Users

If there is a user in your Vibe site who needs either a higher or lower data quota than the site-wide default, you can assign that user an individual user data quota.

When you set data quotas for specific users, remember that individual user data quotas override the default user data quota, as well as quotas that are assigned to any groups where the user is a member, as described in [“Understanding User Data Quota Priority” on page 174](#).

## Determining Data Quotas for Specific Groups

When you set data quotas for specific groups, remember that group data quotas override the default site-wide data quota, but do not override individual user quotas, as described in [“Understanding User Data Quota Priority” on page 174](#).

### 18.4.2 Setting User Data Quotas

You can set data quotas for the entire Vibe site, for individual groups, and for individual users.

- ♦ [“Setting a Default Data Quota” on page 175](#)
- ♦ [“Setting Data Quotas for Individual Groups” on page 176](#)
- ♦ [“Setting Data Quotas for Individual Users” on page 177](#)

#### Setting a Default Data Quota

When you set a default data quota, the quota applies to all Vibe users who have not been assigned individual quotas, and who are not associated with any groups where a quota has been set.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Management*, click *Data Quotas and File Upload Limits*.

Data Quotas and File Upload Limits

☐ Enable Workspace and Folder Quotas

The workspace and folder quota counts must be initialized before quotas can be set.

Initialize Workspace and Folder Quota Counts

Apply

☐ Enable User Data Quotas

Default User Data Quota Size:  MB

Default High-Water Mark:  %

Add a Group

Add a User

Data quotas are not enabled.

File Upload Size Limits

Default File Upload Size Limit:  MB

Add a Group

Add a User

Apply

Close

- 4 Select *Enable User Data Quotas*.
- 5 Set the *Default Data Quota Size* and *Default High-Water Mark* options as determined in [Section 18.4.1, “Planning User Data Quotas,”](#) on page 173.
- 6 Click *Apply* > *Close* to save the user data quota settings.

## Setting Data Quotas for Individual Groups

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Management*, click *Data Quotas and File Upload Limits*.

- 4 Select *Enable User Data Quotas*.
- 5 Click *Add a Group*.

- 6 In the *Group* field, start typing the name of the group for which you want to set a quota, then click the group name when it appears in the drop-down list.  
Repeat this process to add additional groups for which you want to assign the same data quota.
- 7 In the *Quota* field, specify the disk space limit for the group.
- 8 Click *OK*, then click *Apply > Close* to save the user data quota settings.

## Setting Data Quotas for Individual Users

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Management*, click *Data Quotas and File Upload Limits*.

- 4 Select *Enable User Data Quotas*.
- 5 Click *Add a User*.

- 6 In the *User* field, start typing the name of the user for which you want to set a quota, then click the user's name when it appears in the drop-down list.  
Repeat this process to add additional users for which you want to assign the same data quota.
- 7 In the *Quota* field, specify the disk space limit for the user.
- 8 Click *OK*, then click *Apply* > *Close* to save the user data quota settings.

### 18.4.3 Modifying User Data Quotas

Vibe enables you to modify data quotas that you have previously set. You can modify data quotas for your entire Vibe site, or modify data quotas for individual groups and users.

- ♦ [“Modifying User Data Quotas for the Entire Vibe Site” on page 178](#)
- ♦ [“Modifying User Data Quotas for Individual Groups and Users” on page 179](#)

#### Modifying User Data Quotas for the Entire Vibe Site

Vibe enables you to easily modify the site-wide default user data quota.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .

- 3 Under *Management*, click *Data Quotas and File Upload Limits*.

**Data Quotas and File Upload Limits**

☒ Enable Workspace and Folder Quotas

☒ Allow Workspace and Folder Owners To Set Quotas

Validate Workspace and Folder Quota Counts

Apply

☒ Enable User Data Quotas

Default User Data Quota Size: 100 MB

Default High-Water Mark: 90 %

Add a Group

**Group Quotas**

Delete	Group Name	Group Title	Quota
<input type="checkbox"/>	marketing	Marketing	200
<input type="checkbox"/>	sales	Sales	250

Delete

- 4 In the *Default User Data Quota Size* field, delete the existing quota and specify the new quota.  
You can also modify the default high-water mark in the *Default High-Water Mark* field. For more information about the high-water mark, see [“Selecting an Appropriate High-Water Mark” on page 174](#).
- 5 Click *Apply* > *Close* to save the user data quota settings.

## Modifying User Data Quotas for Individual Groups and Users

Vibe enables you to easily modify individual group and user data quota settings that you have previously set.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Management*, click *Data Quotas and File Upload Limits*.

**Data Quotas and File Upload Limits**

☒ **Enable Workspace and Folder Quotas**

☒ Allow Workspace and Folder Owners To Set Quotas

[Validate Workspace and Folder Quota Counts](#)

[Apply](#)

☒ **Enable User Data Quotas**

Default User Data Quota Size:  MB

Default High-Water Mark:  %

[Add a Group](#)

**Group Quotas**

Delete	Group Name	Group Title	Quota
<input type="checkbox"/>	marketing	Marketing	200
<input type="checkbox"/>	sales	Sales	250

[Delete](#)

- 4 In the *Group Quotas* table or *User Quotas* table, click the group name or user name that represents the group or user whose quota you want to modify.

**User Quotas**

Delete	Full Name	User Id	Quota	Data Quota Used
<input type="checkbox"/>	Anne Hall	ahall	75	0

[Delete](#)

**Modify Quota**

User: Anne Hall (ahall)

Quota:  MB

[OK](#) [Cancel](#)

- 5 In the *Quota* field, delete the existing quota and specify a new quota.
- 6 Click *OK*, then click *Apply > Close* to save the user data quota settings.

## 18.4.4 Removing User Data Quotas

Vibe enables you to disable data quotas that you have previously set. You can disable data quotas for your entire Vibe site, or remove data quotas from individual groups and users.

- ♦ [“Disabling User Data Quotas for the Entire Vibe Site” on page 180](#)
- ♦ [“Removing User Data Quotas from Individual Groups and Users” on page 181](#)

### Disabling User Data Quotas for the Entire Vibe Site

If you decide that you no longer need to impose limits on the amount of data that users are permitted to upload into the Vibe site, you can disable the data quota feature. Disabling the data quota feature enables all Vibe users to upload as much data to the Vibe site as they want.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .

- 3 Under *Management*, click *Data Quotas and File Upload Limits*.  
The Data Quotas and File Upload Limits page is displayed.
- 4 Deselect *Enable User Data Quotas*, then click *Apply*.

**Data Quotas and File Upload Limits**

☒ Enable Workspace and Folder Quotas

☒ Allow Workspace and Folder Owners To Set Quotas

[Validate Workspace and Folder Quota Counts](#)

[Apply](#)

☐ Enable User Data Quotas

Default User Data Quota Size:  MB

Default High-Water Mark:  %

[Add a Group](#)

**Group Quotas**

Delete	Group Name	Group Title	Quota
<input type="checkbox"/>	marketing	Marketing	200
<input type="checkbox"/>	sales	Sales	250

[Delete](#)

[Add a User](#)

**User Quotas**

Delete	Full Name	User ID	Quota	Data Quota Used
<input type="checkbox"/>	Anne Hall	ahall	75	0
<input type="checkbox"/>	Art Ramirez	aramirez	75	0
<input type="checkbox"/>	Julio Chavez	jchavez	300	1.63

[Delete](#)

Data quotas are not enabled.

Data quotas are no longer enabled for your Vibe site.

## Removing User Data Quotas from Individual Groups and Users

You can remove data quotas that you have previously set for individual groups and users. Users are held to the site-wide data quota default setting if they do not have an individual quota defined for them and they are not members of any groups where a group quota has been assigned.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Management*, click *Data Quotas and File Upload Limits*.

Data Quotas and File Upload Limits

☒ Enable Workspace and Folder Quotas

☒ Allow Workspace and Folder Owners To Set Quotas

Validate Workspace and Folder Quota Counts

Apply

☒ Enable User Data Quotas

Default User Data Quota Size: 100 MB
Default High-Water Mark: 90 %

Add a Group

Group Quotas

Delete	Group Name	Group Title	Quota
<input type="checkbox"/>	marketing	Marketing	200
<input type="checkbox"/>	sales	Sales	250

Delete

- In the *Group Quotas* table or *User Quotas* table, select the check box next to the group or user whose quota you want to remove.
- Click *Delete*, then click *Apply > Close* to save the user data quota settings.

## 18.4.5 Managing Your Personal Data Quota

---

**NOTE:** As a Vibe administrator, you are also held to a data quota. If you want to assign yourself a larger quota than the site-wide default, you can add an individual quota for yourself, as described in [“Setting Data Quotas for Individual Users” on page 177](#).

---

All Vibe users need to manage their personal data quotas. When you have a limited allocation of disk space, you need to be aware of the amount of disk space that you have available, know how to make more disk space available as you approach your quota, and know what counts against your quota and what doesn’t.

For information on how to accomplish these and other important tasks as you manage your data quota, see [“Managing Your Data Quota”](#) in the [Kablinsk Vibe 3.4 Advanced User Guide](#).

## 18.4.6 Monitoring User Data Quotas

You can monitor which users in the Vibe site have exceeded or are close to exceeding their data quotas by generating the following reports:

- ♦ [Section 24.2.5, “Data Quota Exceeded Report,” on page 221](#)
- ♦ [Section 24.2.6, “Data Quota Highwater Exceeded Report,” on page 222](#)

## 18.5 General Data Quota Management

This section describes tasks that are common to both types of data quotas: workspace and folder data quotas and user data quotas.

- ♦ [Section 18.5.1, “Configuring Data Quotas to Be Less Strict,” on page 183](#)
- ♦ [Section 18.5.2, “Purging Deleted Files,” on page 183](#)



- 4 (Optional) Click a column heading to sort the list by when items were deleted, who deleted the items, or where the items were deleted on the Vibe site.
- 5 Select items to purge, then click *Purge*.

## 18.6 Managing the File Upload Size Limit

Browsers also impose limits on the size of files that can be uploaded. This limit differs depending on which browser you are using to run Vibe.

- [Section 18.6.1, “Modifying the File Upload Size Limit for the Vibe Site,” on page 184](#)
- [Section 18.6.2, “Setting a File Upload Size Limit for Individual Users and Groups,” on page 184](#)
- [Section 18.6.3, “Setting a File Upload Size Limit for Individual Workspaces and Folders,” on page 185](#)

### 18.6.1 Modifying the File Upload Size Limit for the Vibe Site

You as the Vibe administrator can increase or decrease this size limit for the Vibe site. Workspace and folder owners can set a file upload size limit for their own workspaces and folders, but the limit in individual workspaces and folders cannot exceed what you set for the Vibe site.

- 1 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 2 Under *Management*, click *Data Quotas and File Upload Limits*.
- 3 In the *File Upload Size Limits* section, specify the new file upload size limit.
- 4 Click *Apply* > *Close*.

### 18.6.2 Setting a File Upload Size Limit for Individual Users and Groups

You can assign a file upload size limit to individual users and groups that is different from the site-wide file upload size limit. For example, if the file upload size limit for your Vibe site is 2 GB, but your Marketing team often uploads large files, you can give the Marketing group a file upload size of 3 GB.

- [“Setting a Limit for a Group” on page 184](#)
- [“Setting a Limit for a User” on page 185](#)

#### Setting a Limit for a Group

- 1 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 2 Under *Management*, click *Data Quotas and File Upload Limits*.
- 3 In the *File Upload Size Limits* section, click *Add a Group*.
- 4 Specify the following information:
  - Group:** Begin typing the group name for which you want to set a file upload size limit, then click the name when it appears in the list.
  - File Size Limit:** Specify the new file size limit for the group.
- 5 Click *OK*.

## Setting a Limit for a User

- 1 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 2 Under *Management*, click *Data Quotas and File Upload Limits*.
- 3 In the *File Upload Size Limits* section, click *Add a User*.
- 4 Specify the following information:  
**User:** Begin typing the user name for which you want to set a file upload size limit, then click the name when it appears in the list.  
**File Size Limit:** Specify the new file size limit for the user.
- 5 Click *OK*.

### 18.6.3 Setting a File Upload Size Limit for Individual Workspaces and Folders

Workspace and folder owners can set a file upload size limit on individual workspaces and folders. If a site-wide limit has been set by the Vibe administrator, the limit on the workspace or folder must be less than the site-wide limit. For more information, see [“Limiting the File Upload Size for Folders and Workspaces”](#) in [“Managing Folders”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

## 18.7 Setting a Maximum Number of Versions for Each File

Because a significant amount of data can be consumed by old versions of files, you can configure the Vibe site to allow only a certain number of file versions for each file version set within the folder or workspace. (A file version set includes the major file version and all minor file versions. For more information about major and minor file versions, see [“Incrementing the Major Version Number of a File”](#) in [“Working with Files in a Folder Entry”](#) in the *Kablink Vibe 3.4 User Guide*.)

To configure the Vibe site in this way, navigate to the top-level workspace (which by default is called *Home Workspaces*), then follow the instruction in [“Automatically Deleting Minor File Versions That Exceed the Allowed Maximum”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

## 18.8 Automatically Deleting Old File Versions

Because a significant amount of data can be consumed by old versions of files, you can configure all minor versions of each file to be automatically deleted after a specified number of days on the Vibe site. When you configure your Vibe site in this way, all minor versions of each document are deleted after the specified number of days (major versions are never deleted).

Workspace and Folder owners can remove this setting for their workspaces and folders, or specify a different number of days, as described in [“Automatically Deleting Minor File Versions After a Specified Number of Days”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

- 1 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 2 Under *System*, click *Configure File Version Aging*.
- 3 Specify the number of days to wait before each lower-level version is automatically deleted, then click *Apply* > *Close*.



---

# 19 Managing Workspace and Folder Templates

Workspace and Folder templates are a powerful and efficient way to manage your Kablink Vibe site. They enable you to customize the default features, default layout, and default access control settings of the workspaces and folders throughout your Vibe site.

For example, the Team Workspaces template is used when any team workspace is created. By default, the access control settings for the Team Workspaces template specify that only team members are able to view the team workspace. However, if you want to run a more relaxed Vibe site and allow all Vibe users to view any team workspace, you can simply modify the access control settings on the Team Workspaces template.

Changes that you make to templates affect only those workspaces and folders that are created after the template was modified.

For more information about templates, see [Section 3.5.1, “Understanding Templates,” on page 58](#).

- [Section 19.1, “Creating Workspace and Folder Templates,” on page 187](#)
- [Section 19.2, “Modifying Workspace and Folder Templates,” on page 187](#)
- [Section 19.3, “Exporting Templates,” on page 191](#)
- [Section 19.4, “Importing Templates,” on page 193](#)
- [Section 19.5, “Reverting All Templates to the Factory Default,” on page 193](#)

## 19.1 Creating Workspace and Folder Templates

For information on how to create new workspace and folder templates, see [Section 3.5.3, “Creating Workspace and Folder Templates,” on page 61](#).

## 19.2 Modifying Workspace and Folder Templates

Kablink Vibe enables you to modify default templates as well as custom templates that you have already created.

For information on how to create custom templates, see [Section 3.5.3, “Creating Workspace and Folder Templates,” on page 61](#).

- 1 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 2 Under *Management*, click *Workspace and Folder Templates*.

## Standard Templates

- **Discussion** - A Discussion folder is useful for creating a forum where users are likely to both create and reply to entries.
- **Blog** - A blog folder is a forum where entire entries are displayed in reverse chronological order, based on when they were created. Blogs typically provide information on a particular topic from an individual or small group of authors. Optionally, the blog folder can be configured so that a larger group can make comments on the entries posted by the original author.
- **Calendar** - A calendar folder is a place to post group events or display other types of entries by date.
- **Guestbook** - A guestbook folder is a simple place that individuals can "sign," indicating that they have visited a user's Personal Workspace. Visitors may also leave comments about the entries created in that personal workspace. Comments are displayed in reverse chronological order. A picture of the individual signing the guestbook is displayed with the comment. The guestbook is useful for expanding users' social networks.
- **Files** - A file folder is a place to put files. Comments or entire discussions can be posted about individual files. Additionally, the files can be automatically locked, edited-in-place, then unlocked, creating a new version of the file. A file folder can emulate a WebDAV server. This allows a user to add and delete files via any WebDAV client, such as the MS

### 3 Click the workspace or folder template that you want to modify.

From this page you can do any of the following:

- ♦ [Section 19.2.1, "Deleting the Template," on page 188](#)
- ♦ [Section 19.2.2, "Exporting the Template," on page 188](#)
- ♦ [Section 19.2.3, "Renaming the Template," on page 189](#)
- ♦ [Section 19.2.4, "Adding an Existing Workspace Template," on page 189](#)
- ♦ [Section 19.2.5, "Adding an Existing Folder Template," on page 189](#)
- ♦ [Section 19.2.6, "Removing a Folder Template or Workspace Template from the Template," on page 190](#)
- ♦ [Section 19.2.7, "Adding Access Controls to the Template," on page 190](#)
- ♦ [Section 19.2.8, "Adding a Data Quota to the Template," on page 190](#)
- ♦ [Section 19.2.9, "Changing the Default View for the Template," on page 190](#)
- ♦ [Section 19.2.10, "Changing the Title, Description, Brand, and Icon for the Template," on page 191](#)
- ♦ [Section 19.2.11, "Modifying the Accessory Panel for the Template," on page 191](#)

## 19.2.1 Deleting the Template

Deleting a template deletes the template and all sub-templates.

- 1 Click *Manage This Template*.
- 2 Click *Delete This Template* > OK.

## 19.2.2 Exporting the Template

- 1 Click *Manage This Template*.
- 2 Click *Export This Template* > OK.

For information on how to export multiple templates simultaneously, see [Section 19.3.2, "Exporting Multiple Templates," on page 192](#).

## 19.2.3 Renaming the Template

You can change the information that is displayed on the Add New Workspace page (or Add New Folder page), when users select which type of workspace they want to add.

- 1 Click *Manage This Template*.
- 2 Click *Modify This Template*.
- 3 Specify the following information:

**Name:** This is the internal database name.

**Template Title:** This name appears in the Add New Workspace page (or Add New Folder page) when users select which type of workspace they want to add.

**Description:** This description appears in the Add New Workspace page (or Add New Folder page) when users select which type of workspace they want to add.

- 4 Click *Modify*.

## 19.2.4 Adding an Existing Workspace Template

You can add a workspace template to the template that you are currently modifying. The workspace template that you add becomes a sub-workspace to the main workspace. All template sub-workspaces and sub-folders that you add are preserved when the template is used in your Vibe site.

- 1 Click *Manage This Template*.
- 2 Click *Add Workspace Template*.
- 3 In the Currently Defined Templates section, select the workspace template that you want to add.
- 4 Click *Add*.

A cloned copy of the workspace template is added as a sub-folder to the main workspace.

## 19.2.5 Adding an Existing Folder Template

You can add a folder template to the template that you are currently modifying. The folder template that you add becomes a sub-folder to the main workspace or folder. All template sub-workspaces and sub-folders that you add are preserved when the template is used in your Vibe site.

You can add a folder template to the template that you are currently modifying.

- 1 Click *Manage This Template*.
- 2 Click *Add Folder Template*.
- 3 In the Currently Defined Templates section, select the folder template that you want to add.
- 4 Click *Add*.

A cloned copy of the folder template is added as a sub-folder to the main folder or workspace.

## 19.2.6 Removing a Folder Template or Workspace Template from the Template

You can also remove folder or workspace templates that you previously added to the template that you are modifying (as described in [Section 19.2.4, “Adding an Existing Workspace Template,” on page 189](#) and [Section 19.2.5, “Adding an Existing Folder Template,” on page 189](#).) Or you can remove folder or workspace templates that exist by default in the template that you are modifying. For example, you can remove the Files folder template from the User Workspace template.

- 1 Expand the workspace tree on the Workspace and Folder Templates page.
- 2 Select the workspace or folder template that you want to remove.
- 3 Click *Manage This Template*.
- 4 Click *Delete This Template* > OK.

## 19.2.7 Adding Access Controls to the Template

- 1 Click *Manage This Target*.
- 2 Click *Access Control*.

The Configure Access Control page is displayed.

For information on how to use this page, see [Chapter 2, “Planning and Controlling User Access to Workspaces and Folders,” on page 21](#).

- 3 After you have made your access control modifications, click *Close*.

An example of adding access controls to a template is described in [“Restricting Access to Personal Workspaces throughout the Vibe Site” on page 26](#).

## 19.2.8 Adding a Data Quota to the Template

- 1 Click *Manage This Target*.
- 2 Click *Manage Folder Quota* or *Manage Workspace Quota*, depending on if you are adding a quota to a folder or a workspace template.

The Manage Quota page is displayed.

For information on data quotas for workspaces and folders, see [Section 18.3, “Managing Workspace and Folder Data Quotas,” on page 171](#).

- 3 After you have set a data quota for the workspace or folder template, click OK.

## 19.2.9 Changing the Default View for the Template

- 1 Click *Manage This Target* > *Configure Views, URLs and Controls*.

A page with various configuration options is displayed.

- 2 In the *Default View* section, select the default view that you want the template to have.
- 3 Click *Apply* > *Close*.

## 19.2.10 Changing the Title, Description, Brand, and Icon for the Template

You can change the attributes of the template that are displayed in the workspace after the workspace is created.

- 1 Click *Manage This Target*.
- 2 Click *Modify*.
- 3 Change the title, description, brand, and icon as desired, then click *OK*.

## 19.2.11 Modifying the Accessory Panel for the Template

Vibe enables you to modify the Accessory Panel in a template.

If the Accessory Panel already contains accessories, you can modify them; or, you can create new accessories. For information on how to modify and create accessories, see “[Managing Accessories](#)” in the [Kablink Vibe 3.4 User Guide](#).

## 19.3 Exporting Templates

You might want to export templates for the following reasons:

- ♦ To import the template into another system.

For information on how to import a template, see [Section 19.4, “Importing Templates,” on page 193](#).

- ♦ To back up the template.

This can be useful if you want to edit a template, so you can restore the original if your edits don’t go according to plan.

Kablink Vibe enables you to export individual templates, or export multiple templates simultaneously.

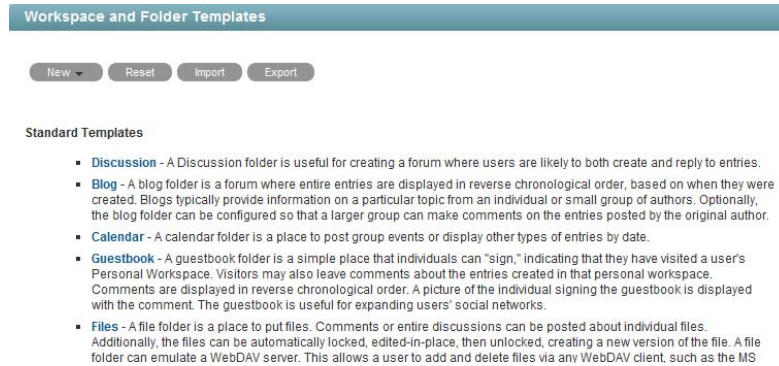
- ♦ [Section 19.3.1, “Exporting a Single Template,” on page 191](#)
- ♦ [Section 19.3.2, “Exporting Multiple Templates,” on page 192](#)

### 19.3.1 Exporting a Single Template

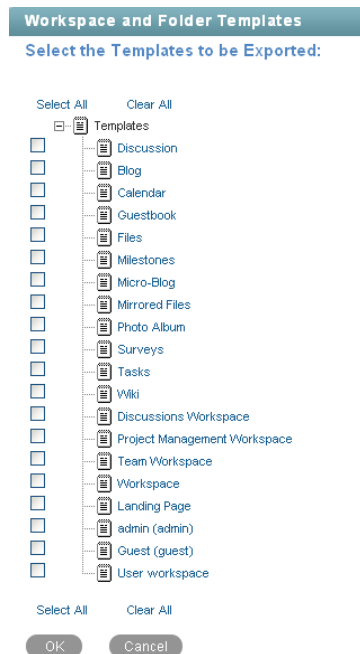
- 1 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 2 Under *Management*, click *Workspace and Folder Templates*.
- 3 Click the workspace or folder template that you want to export.
- 4 Click *Manage This Template*.
- 5 Click *Export This Template*.
- 6 Click *OK*.

## 19.3.2 Exporting Multiple Templates

- 1 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 2 Under *Management*, click *Workspace and Folder Templates*.



- 3 Click *Export*.

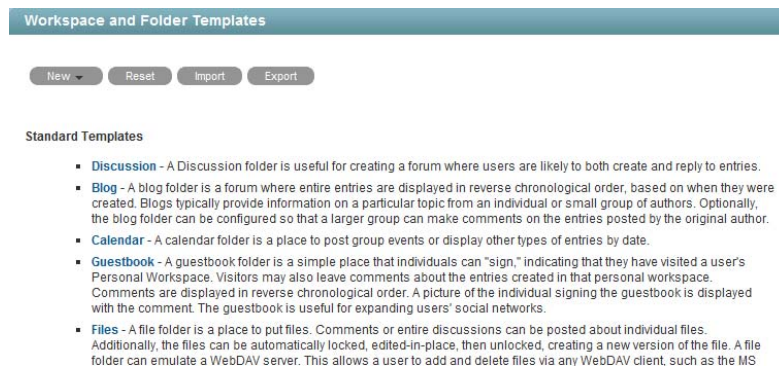


- 4 In the *Select the Templates to be Exported* section, select the template or templates that you want to export, then click *OK*.

## 19.4 Importing Templates

You can import a template after you have exported it. For information on how to export a template, see [Section 19.3, “Exporting Templates,” on page 191](#).

- 1 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 2 Under *Management*, click *Workspace and Folder Templates*.

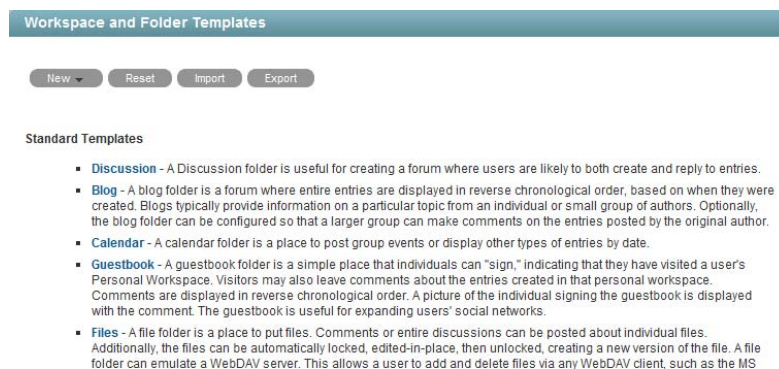


- 3 Click *Import*.  
The *Import Templates* page is displayed.
- 4 Browse for and select the templates that you want to import, then click *OK*.  
The imported templates are displayed in the *Manage Workspace and Folder Templates* page.

## 19.5 Reverting All Templates to the Factory Default

When you revert all templates to the factory default, you lose any modifications that you have made to existing templates, as well as any custom templates that you might have created.

- 1 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 2 Under *Management*, click *Workspace and Folder Templates*.



- 3 Click *Reset*, then click *OK*.



# 20 Creating and Managing Workflows

Workflows can improve efficiency in your organization by automating common business processes.

As an administrator for Kablink Vibe, you have the ability to create workflows and make them available to all Vibe users. You can also import existing workflows and then tailor them to your specific organization.

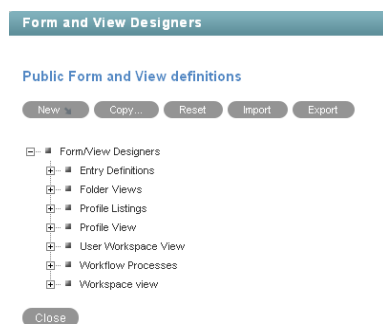
Examples of workflows include approving documents, ordering supplies, hiring new employees, requesting paid time off, and getting expense reimbursements.

- ♦ [Section 20.1, “Creating Global Workflows,” on page 195](#)
- ♦ [Section 20.2, “Downloading Existing Custom Forms and Workflows,” on page 196](#)

## 20.1 Creating Global Workflows

You can create workflows that are accessible to all Kablink Vibe users.

- 1 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 2 Under *System*, click *Form/View Designers*.



- 3 Follow the steps for creating and managing a workflow, as described in [“Creating and Managing Workflows”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

Remember that when you create workflows at the Administration level, the workflows that you create can be leveraged by all users in your Vibe site.

## 20.2 Downloading Existing Custom Forms and Workflows

The Novell Vibe Resource Library provides a collection of existing Kablink Vibe folder entry forms and workflows that have been designed to solve specific business problems. You can easily download the custom forms and workflows, then import them into your Vibe environment. You can further customize these forms and workflows to suit your individual business needs.

- 1 Visit the [Novell Vibe Resource Library](http://www.novell.com/products/vibe/resource-library/) (<http://www.novell.com/products/vibe/resource-library/>).
- 2 Select the custom form or workflow that you want to use in your Vibe environment.
- 3 In the *Attachment* section, click the zip file to download it.
- 4 Import the file into your Vibe environment and deploy it for use.

For information on how to do this, follow the [Novell Vibe Resource Library Deployment Instructions](http://www.novell.com/products/vibe/resource-library/demos/form_workflow_deployment.html) ([http://www.novell.com/products/vibe/resource-library/demos/form\\_workflow\\_deployment.html](http://www.novell.com/products/vibe/resource-library/demos/form_workflow_deployment.html)).

## 21 Managing E-Mail Configuration

After you enable e-mail integration for the Vibe site as described in [Chapter 7, “Configuring E-Mail Integration,” on page 117](#), you can further modify the way e-mails are managed on the Vibe site.

- ◆ Section 21.1, “Configuring Outbound E-Mail with TLS over SMTP,” on page 197
- ◆ Section 21.2, “Configuring the Field that Vibe Uses When Sending E-Mails,” on page 198
- ◆ Section 21.3, “Configuring the Number of Users Who Can Be Included in the Same E-Mail Notification,” on page 199
- ◆ Section 21.4, “Configuring Vibe to Send E-Mail Messages and Notifications from a Custom Address,” on page 199
- ◆ Section 21.5, “Enabling Users to Configure a Folder or External E-Mail Address to Receive Sent E-Mails,” on page 201
- ◆ Section 21.6, “Displaying the User’s Profile Picture in E-Mail Notifications,” on page 202

## 21.1 Configuring Outbound E-Mail with TLS over SMTP

Depending on how your e-mail application is configured, it may require that Vibe outbound e-mail be configured with TLS over SMTP for secure e-mail. Novell GroupWise, for example, can be configured to require this. If you are using GroupWise or another e-mail application that requires this type of configuration, you can configure Vibe with TLS over SMTP by using STARTTLS.

**NOTE:** In the Vibe installation program, on the Outbound E-Mail Configuration page, ensure that you have selected *SMTP* in the *Protocol* drop-down list. For more information about outbound e-mail configuration in the Vibe installation program, see “[Gathering Outbound E-Mail Information](#)” in the *Kablink Vibe 3.4 Installation Guide*.

To configure outbound e-mail with TLS over SMTP:

- 1 Import the certificate from the e-mail server into the Vibe Java keystore file (cacerts).

The default location for the Java keystore file is:

Linux: `/usr/java/jdkversion/jre/lib/security`

Windows: c:\Program Files\Java\jdkversion\jre/lib/security

- 2** Change to the following directory:

```
Linux: /opt/novell/teaming/apache-tomcat/
 conf/Catalina/localhost
```

```
Windows: c:\Program Files\Novell\Teaming\apache-tomcat\
 conf\Catalina\localhost
```

- ```
mail.smtp.starttls.enable="true"
```

- ```
mail.debug="true"
```

- ```
mail.notifyAsBCC=true
```

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- ♦ When sharing an entry, folder, or workspace, as described in “[Sharing Workspaces, Folders, and Entries](#)” in the *Kablink Vibe 3.4 Advanced User Guide*.
- ♦ When creating an entry, as described in “[Creating a Folder Entry](#)” in the *Kablink Vibe 3.4 User Guide*.

You can configure Vibe to send e-mail messages from an external address for an individual zone or for the entire Vibe site:

- ♦ [Section 21.4.1, “Configuring a Zone-Specific E-Mail Address for Sent Messages,”](#) on page 200
- ♦ [Section 21.4.2, “Configuring a Site-Wide E-Mail Address for Sent Messages,”](#) on page 200

21.4.1 Configuring a Zone-Specific E-Mail Address for Sent Messages

- 1 Change to the following directory:

```
Linux:      /opt/novell/teaming/apache-tomcat/
              webapps/ssf/WEB-INF/classes/config

Windows:    c:\Program Files\Novell\Teaming\apache-tomcat\
              webapps\ssf\WEB-INF\classes\config
```

- 2 Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
- 3 Open the `ssf.properties` file in a text editor.
- 4 Search for the following line:

```
ssf.outgoing.from.address.<zone name>=zoned@company.com
```

- 5 Open the `ssf-ext.properties` file in a text editor.
- 6 Copy the `ssf.outgoing.from.address.<zone name>=zoned@company.com` line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.
- 7 Replace `<zone name>` with the name of the Vibe zone that you want e-mail messages to be addressed from and edit the e-mail address to reflect your company’s e-mail.

For example, if the name of your Vibe zone is `kablink`, and the name of your company is `greenergy`, the line would read:

```
ssf.outgoing.from.address.kablink=zone@greenergy.com
```

- 8 Save and close the `ssf-ext.properties` file.
- 9 Close the `ssf.properties` file without saving it.
- 10 Stop and restart Vibe.

21.4.2 Configuring a Site-Wide E-Mail Address for Sent Messages

- 1 Change to the following directory:

```
Linux:      /opt/novell/teaming/apache-tomcat/
              webapps/ssf/WEB-INF/classes/config

Windows:    c:\Program Files\Novell\Teaming\apache-tomcat\
              webapps\ssf\WEB-INF\classes\config
```

- 2 Make a backup copy of the `ssf-ext.properties` file, which is located in the same directory as the `ssf.properties` file.
- 3 Open the `ssf.properties` file in a text editor.
- 4 Search for the following line:

```
ssf.outgoing.from.address=global@company.com
```
- 5 Open the `ssf-ext.properties` file in a text editor.
- 6 Copy the `ssf.outgoing.from.address=global@company.com` line from the `ssf.properties` file to the bottom of the `ssf-ext.properties` file.
Edit the e-mail address to reflect your company's e-mail.
For example, if the name of your company is `greenergy`, the line would read:

```
ssf.outgoing.from.address=global@greenergy.com
```
- 7 Save and close the `ssf-ext.properties` file.
- 8 Close the `ssf.properties` file without saving it.
- 9 Stop and restart Vibe.

21.5 Enabling Users to Configure a Folder or External E-Mail Address to Receive Sent E-Mails

Like a personal e-mail Outbox for the Vibe site, users can configure a folder or external e-mail address to receive all e-mail messages that they send from the Vibe site. This can help users better track their activity.

To enable users to set up a folder or external e-mail address in this way, Vibe administrators must ensure that the following prerequisites are met:

- ♦ Enable the Vibe site to allow incoming e-mail.

For information on how to enable Vibe to allow incoming e-mail, see [“Disabling/Enabling Inbound E-Mail Postings”](#) in the *Kablink Vibe 3.4 Administration Guide*.

- ♦ Reset definitions on the Vibe site if the Vibe site was upgraded from a version of Vibe prior to 3.1. If you are installing Vibe 3.1 or later as a new installation, you do not need to reset the definitions.

For information on how to reset the definitions, see [“Resetting Your Definitions”](#) in [“Update”](#) in the *Kablink Vibe 3.4 Installation Guide*.

NOTE: If you have made customizations to definitions throughout the Vibe site and you do not want your customizations to be overwritten, you can manually add a field to the User Profile form, rather than resetting the definitions for the Vibe site. To do this, add the *BCC Email Address* element to the *Contact Information* section of the *Profile Form Definition* for the User Profile. For more information on how to modify the User Profile definition, see [Section 3.2.4, “Customizing the Default User Profile View,” on page 49](#).

For more information on how users can configure folders to receive sent e-mails, see [“Setting Up a Folder or External E-Mail Address to Receive All Sent E-Mail Messages”](#) in the *Kablink Vibe 3.4 Advanced User Guide*.

22 Managing the Lucene Index

For background information about the Lucene index, see “[Understanding Indexing](#)” in “[Advanced Installation and Reconfiguration](#)” in the *Kablink Vibe 3.4 Installation Guide*.

- ♦ [Section 22.1, “Starting and Stopping the Lucene Index Server,”](#) on page 203
- ♦ [Section 22.2, “Changing Your Lucene Configuration,”](#) on page 203
- ♦ [Section 22.3, “Optimizing the Lucene Index,”](#) on page 204
- ♦ [Section 22.4, “Rebuilding the Lucene Index,”](#) on page 205

22.1 Starting and Stopping the Lucene Index Server

- ♦ [Section 22.1.1, “On Linux,”](#) on page 203
- ♦ [Section 22.1.2, “On Windows,”](#) on page 203

22.1.1 On Linux

Use the following commands to manually start and stop the Lucene Index Server:

```
/etc/init.d/indexserver start  
/etc/init.d/indexserver stop
```

22.1.2 On Windows

Use the following command at a DOS command prompt to manually start the Lucene Index Server:

```
c:\Program Files\Novell\Teaming\luceneserver\indexserver\bin\  
indexserver-startup.bat
```

To stop the Lucene Index Server, close the command prompt window where you started the Lucene Index Server.

22.2 Changing Your Lucene Configuration

The default Lucene Index Server configuration is appropriate for a medium-sized Kablink Vibe site. If you have a larger Vibe site, you can change its Lucene Index Server configuration by rerunning the Vibe Installation program, selecting *Reconfigure Settings*, then selecting *Advanced*. For instructions, see “[Changing Your Lucene Index Server Configuration](#)” in “[Advanced Installation and Reconfiguration](#)” in the *Kablink Vibe 3.4 Installation Guide*.

22.3 Optimizing the Lucene Index

If you notice that search performance in Kablink Vibe is becoming slower over time, you might want to optimize your Lucene index.

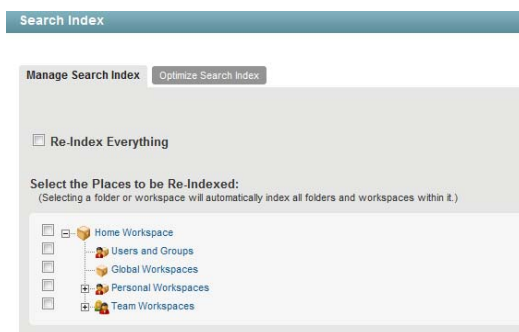
For a medium to large Vibe system, it is recommended that you run the optimization once a week. You should run the optimization during off hours or on weekends when the Vibe system is not being heavily used.

Optimizing the Lucene index does not repair a damaged or out-of-date index. To repair a damaged or out-of-date index, you must rebuild the index, as described in [Section 22.4, “Rebuilding the Lucene Index,”](#) on page 205.

- [Section 22.3.1, “Optimizing a Single Search Index,”](#) on page 204
- [Section 22.3.2, “Optimizing the Search Index with Multiple Index Servers,”](#) on page 204

22.3.1 Optimizing a Single Search Index

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Management*, click *Search Index*.



- 4 Click the *Optimize Search Index* tab.
- 5 Select *Run Immediately* if you want to run the optimization right now.
- 6 Select *Run at Scheduled Time*, then specify the days and times that you want the optimization to occur.
- 7 Click OK.

22.3.2 Optimizing the Search Index with Multiple Index Servers

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 In the *Search Index* section, click *Index*.
- 4 Click the *Optimize Search Index* tab.
- 5 Select *Run Immediately* if you want to run the optimization right now.

- 6 Select *Run at Scheduled Time*, then specify the days and times that you want the optimization to occur.
- 7 Select each node that you want to optimize.
- 8 Click *OK*.

22.4 Rebuilding the Lucene Index

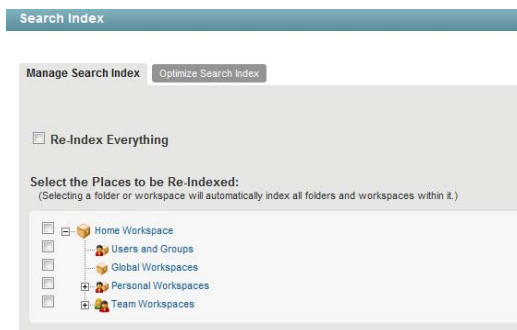
The Lucene index provides access to all data in your Kablink Vibe site. If it becomes damaged or out-of-date for some reason, you can rebuild it. Users might first notice a problem with the Lucene index if they cannot find information that they know should be available on the Vibe site.

The steps to reset the search index differ depending on whether you have multiple Lucene Index servers.

- ♦ [Section 22.4.1, “Rebuilding a Single Search Index,” on page 205](#)
- ♦ [Section 22.4.2, “Rebuilding the Search Index with Multiple Index Servers,” on page 206](#)

22.4.1 Rebuilding a Single Search Index

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 In the *Management* section, click *Search Index*.



- 4 To reindex the entire Vibe site, select *Re-Index Everything*.
Depending on the size of your Vibe site, this can be a very time-consuming process.
or
Select one or more parts of your Vibe site to reindex.
- 5 Click *OK* to start the indexing.
Users can still access the Vibe site during the indexing process, but search results might not be accurate until the index has been completely rebuilt.
A message notifies you when indexing is complete.

22.4.2 Rebuilding the Search Index with Multiple Index Servers

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .

- 3 In the *Search Index* section, click *Index*.

- 4 To reindex the entire Vibe site, select *Re-Index Everything*.

Depending on the size of your Vibe site, this can be a very time-consuming process.

or

Select one or more parts of your Vibe site to reindex.

- 5 Select each node that you want to re-index.

- 6 Click *OK* to start the indexing.

Users can still access the Vibe site during the indexing process, but search results might not be accurate until the index has been completely rebuilt.

A message notifies you when indexing is complete.

23 Backing Up Vibe Data

Reliable backups are critical to the stability of your Kablink Vibe site.

- ♦ [Section 23.1, “Locating Vibe Data to Back Up,” on page 207](#)
- ♦ [Section 23.2, “Scheduling and Performing Backups,” on page 208](#)
- ♦ [Section 23.3, “Restoring Vibe Data from Backup,” on page 209](#)
- ♦ [Section 23.4, “Manually Restoring Individual Entries,” on page 209](#)

23.1 Locating Vibe Data to Back Up

In order to keep adequate backups of your Kablink Vibe data, you must back up the following types of data.

- ♦ [Section 23.1.1, “Vibe File Repository,” on page 207](#)
- ♦ [Section 23.1.2, “Vibe Database,” on page 207](#)
- ♦ [Section 23.1.3, “Lucene Index,” on page 208](#)
- ♦ [Section 23.1.4, “Certificates,” on page 208](#)

23.1.1 Vibe File Repository

| Platform | Default Location |
|----------|----------------------------------|
| Linux: | /var/opt/novell/teaming |
| Windows: | c:\Novell\Teaming\filerepository |

For more information, see “[Distributing Different Data Types to Different Locations](#)” in “[Advanced Installation and Reconfiguration](#)” in the *Kablink Vibe 3.4 Installation Guide*.

23.1.2 Vibe Database

| Database Server | Default Linux Location | Default Windows Location |
|-----------------|------------------------|--|
| MySQL | /var/lib/mysql | c:\Program Files\MySQL\MySQL Server version\Data |
| Microsoft SQL | N/A | c:\Program Files\Microsoft SQL Server\MSSQL\Data |
| Oracle | N/A | N/A |

23.1.3 Lucene Index

| Platform | Default Location |
|----------|---|
| Linux: | <code>/var/opt/novell/teaming/lucene/zone_name</code> |
| Windows: | <code>c:\Novell\Teaming\lucene\kablank</code> |

23.1.4 Certificates

If you have changed your password in the `server.xml` when creating a new keystore file (as described in [“Changing Your Password for the Keystore File” on page 243](#)), be aware that these changes are not preserved when you upgrade Vibe. You should make these changes again after upgrading Vibe rather than backing up the `server.xml` file.

- ♦ [“Linux Locations” on page 208](#)
- ♦ [“Windows Locations” on page 208](#)

Linux Locations

| Certificate Type | Default Location |
|------------------|---|
| Tomcat: | <code>/opt/novell/teaming/apache-tomcat/conf/.keystore</code> |
| Java: | <code>/usr/lib/jvm/java-version/jre/lib/security/cacerts</code> |

Windows Locations

| Certificate Type | Default Location |
|------------------|---|
| Tomcat: | <code>c:\Program Files\Novell\Teaming\apache-tomcat\conf\.keystore</code> |
| Java: | <code>c:\Program Files\Java\jreversion\lib\security\cacerts</code> |

23.2 Scheduling and Performing Backups

You do not need to bring your Kablink Vibe site down in order to perform backups. You might want to back up the Vibe file repository and the Vibe database every night, perhaps doing a full backup once a week and incremental backups on other days. You can back up the Lucene index whenever it is convenient. You can always reindex the Vibe site in order to re-create the Lucene index, but being able to restore one from backup can save time in case of an outage.

23.3 Restoring Vibe Data from Backup

If you need to restore your Kablink Vibe site from a backup, restoring the same backup version for both the file repository and the database creates a Vibe site that is consistent within itself but might be missing information that was added after the backups were created. If you lose the file repository but not the database, you can restore the backed-up file repository and keep the more current database, but some entries then have files that are missing from the file repository. If you lose the database but not the file repository, you can run a report to identify entries created since the last database backup, as described in [Section 24.2.4, “Content Modification Report,” on page 219](#). You can then notify the affected Vibe users that they need to re-create the entries that are not available in the backup.

23.4 Manually Restoring Individual Entries

All Vibe users can restore individual entries and attached files if the entry has been deleted but not yet purged. For information on how to do this, see “[Restoring Deleted Items](#)” in the *Kablink Vibe 3.4 Advanced User Guide*.

24 Monitoring the Vibe Site

You can monitor activity on your Kablink Vibe site by using Vibe reports and log files. You can also use JMX to monitor Vibe and to perform certain management functions.

- ♦ [Section 24.1, “Using JMX to Monitor the Vibe Site,” on page 211](#)
- ♦ [Section 24.2, “Generating Reports,” on page 214](#)
- ♦ [Section 24.3, “Using Log Files,” on page 224](#)
- ♦ [Section 24.4, “Checking the Vibe Site Software Version,” on page 226](#)

24.1 Using JMX to Monitor the Vibe Site

Java Management Extensions (JMX) is a Java technology for managing and monitoring applications, system objects, devices, and services. It is a lightweight, non-intrusive mechanism for gathering and monitoring useful runtime statistics. You can use JMX in addition to other tools that are included in the Vibe product to monitor your Vibe site.

- ♦ [Section 24.1.1, “Installing and Configuring JMX for Vibe,” on page 211](#)
- ♦ [Section 24.1.2, “Requiring Authentication When Accessing Vibe through JMX,” on page 212](#)
- ♦ [Section 24.1.3, “Using JConsole to Monitor the Vibe Site,” on page 213](#)

24.1.1 Installing and Configuring JMX for Vibe

- 1 Install Vibe as described in the [Kablink Vibe 3.4 Installation Guide](#).
- 2 Navigate to the following directory on the Vibe server:

Linux: /opt/novell/teaming/apache-tomcat/conf

Windows: c:\Program Files\Novell\Teaming\apache-tomcat\conf

- 3 Open the `vibe.management.properties` file in a text editor.
- 4 Uncomment the following line:

```
#com.sun.management.jmxremote.port=8642
```

If this port is already in use on your server, change the port number to a port that is not in use.

- 5 (Recommended) To require authentication when accessing Vibe remotely through JMX, change the value of the following property to `true`:

```
com.sun.management.jmxremote.authentication=false
```

IMPORTANT: If you require authentication when accessing Vibe remotely through JMX, you must specify a password and restrict access to the password file in order for JMX to run, as described in [Section 24.1.2, “Requiring Authentication When Accessing Vibe through JMX,” on page 212](#).

- 6 By default, SSL is not enabled when accessing Vibe through JMX. If the JMX user is accessing Vibe from within the firewall (which is recommended), there is no reason to require an SSL connection. If SSL is required by your organization, you can enable it.

To require an SSL connection when accessing Vibe remotely through JMX, change the value of the following property to `true`:

```
com.sun.management.jmxremote.ssl=false
```

If you require an SSL connection when accessing Vibe through JMX, you must also set up a certificate and configure SSL as instructed in the [online JMX documentation \(http://download.oracle.com/javase/6/docs/technotes/guides/management/agent.html\)](http://download.oracle.com/javase/6/docs/technotes/guides/management/agent.html).

- 7 Save your changes, then close the text editor.
- 8 Stop and restart the Vibe server.

24.1.2 Requiring Authentication When Accessing Vibe through JMX

For security reasons, you must configure JMX to require authentication when accessing Vibe. In a clustered environment where a firewall is protecting your entire system but where there is no firewall running between individual nodes (which is the recommended configuration), it is extremely important that authentication is required when accessing Vibe through JMX in order to prevent an unauthorized entity from gaining access to the Vibe system.

After you have required authentication for the JMX user as discussed in [Section 24.1.1, “Installing and Configuring JMX for Vibe,” on page 211](#), you need to finish setting up the authentication:

- [“Specifying a Password for One or Both JMX User Types” on page 212](#)
- [“Restricting Access to the Password File” on page 213](#)

Specifying a Password for One or Both JMX User Types

The properties discussed in this section represent JMX user types that can have access to Vibe through JMX. These are not Vibe users, but rather are JMX users. These users are not reflected anywhere in your Vibe system.

- 1 Navigate to the following directory on the Vibe server:

Linux: `/opt/novell/teaming/apache-tomcat/conf`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\conf`

- 2 Open the `jmxremote.password` file in a text editor.
- 3 Uncomment one or both of the user types, depending on whether you want the JMX user to have Read Only access or Read/Write access through JMX. If you plan to use only one user type (for example, Read/Write), leave the other one commented out.

Read Only access: Allows the JMX user to monitor or view Vibe data through JMX.

To configure the JMX user to have Read Only access, uncomment the following user type:

```
# monitorVibeRole XYZ
```

Read/Write access: Allows the JMX user to perform state-changing actions such as initiating garbage collection of the JVM, changing an attribute of an MBean, or executing an operation on an MBean, as well as monitoring and viewing Vibe data through JMX.

To configure the JMX user to have Read/Write access, uncomment the following user type:

```
# controlVibeRole A&B
```

- 4 Replace the XYZ and/or A&B values to a secure password. For example, if you want to change the password for Read/Write access to novell, the line would look like the following:

```
controlVibeRole novell
```

Passwords are case-sensitive.

- 5 Save the `jmxremote.password` file and close the text editor.

Restricting Access to the Password File

The `jmxremote.password` file displays the usernames of the JMX users who can access the Vibe site through JMX, together with the passwords for these users, in plain text. For this reason it is important that you restrict access to this file to only the file owner, which is the operating system account where the Vibe server is running.

- ♦ [“Restricting Access to the Password File on Linux” on page 213](#)
- ♦ [“Restricting Access to the Password File on Windows” on page 213](#)

Restricting Access to the Password File on Linux

If your Vibe server is running on a Linux operating system, the file permissions are changed automatically when Vibe is installed. (The Vibe program runs this command: `chmod 600 vibe.jmxremote.password`.)

Restricting Access to the Password File on Windows

If your Vibe server is running on a Windows operating system, you must change the permissions manually after Vibe is installed. For instructions on how to set file permissions on Windows, see [How to Secure a Password File on Microsoft Windows Systems \(http://download.oracle.com/javase/6/docs/technotes/guides/management/security-windows.html\)](http://download.oracle.com/javase/6/docs/technotes/guides/management/security-windows.html).

24.1.3 Using JConsole to Monitor the Vibe Site

JConsole is a Java monitoring tool that comes with JDK. You can use JConsole to monitor your Vibe site through JMX.

- ♦ [“Starting JConsole” on page 214](#)
- ♦ [“Using JConsole to Monitor Vibe” on page 214](#)
- ♦ [“Using Zenoss Core to Supplement JConsole Monitoring” on page 214](#)

Starting JConsole

Because JConsole requires a considerable amount of system resources in order to run, you should not run JConsole from the same machine where Vibe is running. The section describes how to connect JConsole to Vibe from a remote machine.

The machine that you run JConsole from must have a JDK installed.

- 1 Navigate to the location where your JDK is installed, then in the `bin` directory launch following file appropriate for your operating system:

Linux: `jconsole`

Windows: `jconsole.exe`

The New Connection dialog box is displayed.

- 2 Select *Remote Process*, then specify the hostname and port number of the server where Vibe is running.
- 3 In the *Username* and *Password* fields, specify the username and password that you created in [“Specifying a Password for One or Both JMX User Types”](#) on page 212.
- 4 Click *Connect*.

The Java Monitoring & Management Console is displayed.

Using JConsole to Monitor Vibe

JConsole contains several tabs that help you monitor various aspects of your server. Information specific to Vibe is found in the *MBeans* tab in the *Vibe* folder. For specific information about the other tabs in JConsole, see [Using JConsole \(http://download.oracle.com/javase/6/docs/technotes/guides/management/jconsole.html\)](http://download.oracle.com/javase/6/docs/technotes/guides/management/jconsole.html).

Using Zenoss Core to Supplement JConsole Monitoring

Zenoss Core is not a replacement for JConsole, but it can provide additional monitoring functionality. Zenoss provides the following capabilities:

- ♦ Define alerts on an MBean attribute based on the attribute’s acceptable value range, without relying on the JMX notification mechanism.
- ♦ Display performance graphs to view how data points change over time (JConsole displays only the current snapshot).

For more information about Zenoss, see [Zenoss Core - Enterprise IT Monitoring \(http://sourceforge.net/projects/zenoss/\)](http://sourceforge.net/projects/zenoss/).

24.2 Generating Reports

Most Kablink Vibe reports are created in CSV format, so that you can import them into a spreadsheet and easily manipulate the data to suit your needs. The default CSV filename is `report.csv`. If you create multiple reports without manually renaming them, the default filename is incremented (`report-n.csv`). The default location to save the report varies by platform:

Linux: /tmp

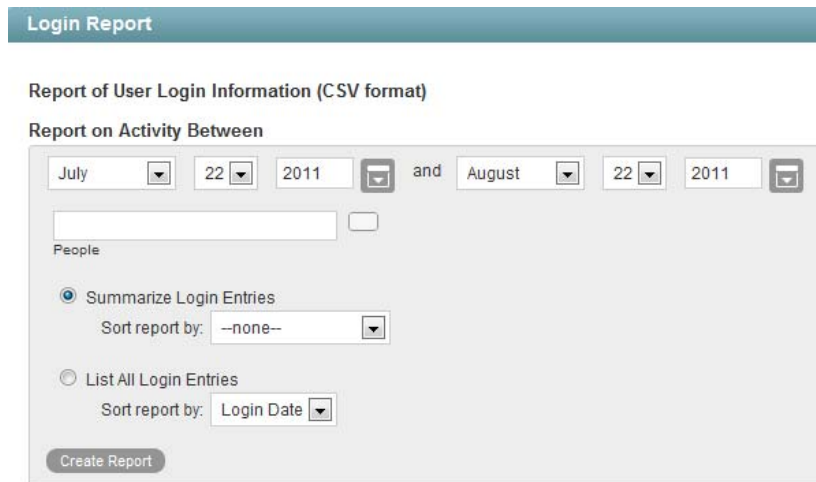
Windows: Your current Windows default directory

- ♦ [Section 24.2.1, “Login Report,” on page 215](#)
- ♦ [Section 24.2.2, “User Activity Report,” on page 216](#)
- ♦ [Section 24.2.3, “User Access Report,” on page 217](#)
- ♦ [Section 24.2.4, “Content Modification Report,” on page 219](#)
- ♦ [Section 24.2.5, “Data Quota Exceeded Report,” on page 221](#)
- ♦ [Section 24.2.6, “Data Quota Highwater Exceeded Report,” on page 222](#)
- ♦ [Section 24.2.7, “Disk Usage Report,” on page 222](#)
- ♦ [Section 24.2.8, “E-Mail Report,” on page 223](#)
- ♦ [Section 24.2.9, “XSS Report,” on page 224](#)

24.2.1 Login Report

The Login report lists the Vibe users who have logged in to the Vibe site during a specified period of time. In addition, it can include a dated list of every login by each user.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Reports*, click *Login Report*.



The screenshot shows the 'Login Report' configuration page. At the top is a teal header with the text 'Login Report'. Below it is the subtitle 'Report of User Login Information (CSV format)'. The main section is titled 'Report on Activity Between' and contains date pickers for 'July 22 2011' and 'August 22 2011' separated by 'and'. Below the date pickers is a text input field labeled 'People' with a small square icon to its right. Underneath the 'People' field are two radio button options: 'Summarize Login Entries' (which is selected) and 'List All Login Entries'. Each option has a 'Sort report by:' dropdown menu; the first is set to '--none--' and the second is set to 'Login Date'. At the bottom left of the form is a 'Create Report' button.

- 4 Specify the date range for the Login report.
- 5 Leave the *People* field blank to list all user logins.

or

In the *People* field, start typing the first name of a Vibe user, then in the drop-down list of names that match what you have typed, select a user whose logins you want to be reported. Repeat this process to include multiple users in the report.

- 6 Select the type of Login report that you want to generate.

Summarize Login Entries: Lists how many times the selected users have logged into the Vibe site. In the *Sort Report By* drop-down list, select *User*, *Last Login*, or *Number of Logins* to organize the data.

List All Login Entries: Lists each individual user login and includes the following data about the action:

- ♦ First name
- ♦ Last name
- ♦ Username
- ♦ Date
- ♦ Time

In the *Sort report by* drop-down list, select *Login Date* or *User* to organize the data most helpfully.

7 Click *Create Report* to generate the Login report.

8 Select a text editor to view the report in, then click *OK*.

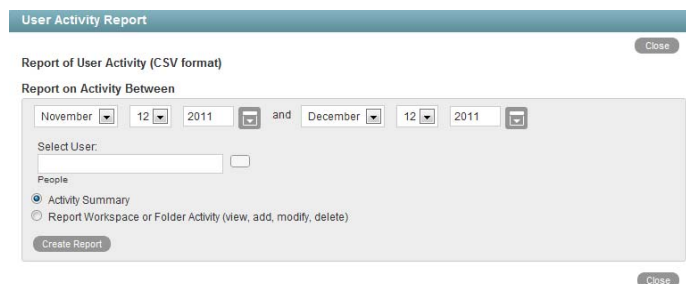
For a short report, you might obtain the information you need by viewing the CSV file.

9 (Optional) Save the CSV file with a meaningful name in a convenient location, then retrieve it into a spreadsheet program for further examination.

24.2.2 User Activity Report

The User Activity report lists how many times specified users have viewed, added, modified, or deleted content on the Vibe site during a specified period of time. In addition, it can include the date and time of each action, along with the location of the action.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Reports*, click *User Activity Report*.



4 Specify the date range for the User Activity report.

5 Leave the *Select User* field blank to list all user activity.

or

In the *Select User* field, start typing the first name of a Vibe user.

In the drop-down list of names that match what you have typed, select a user whose activity you want to be reported. Repeat this process to include additional users.

6 Select the type of User Activity report that you want to generate.

Activity Summary: Lists how many times the selected users have performed the following actions in the Vibe site:

- ♦ View
- ♦ Add
- ♦ Edit
- ♦ Delete (purge)
- ♦ Pre-Delete (delete but not purge)
- ♦ Restore (restore a deleted item that has not been purged)

Workspace or Folder Activity: Lists each individual user action and includes the following data about the action:

- ♦ User
- ♦ Activity
- ♦ Date
- ♦ Time
- ♦ Folder
- ♦ Entry title
- ♦ Entry type

7 Click *Create Report* to generate the User Activity report.

8 Select a text editor to view the report in, then click *OK*.

For a short report, you might obtain the information you need by viewing the CSV file.

9 (Optional) Save the CSV file with a meaningful name in a convenient location, then retrieve it into a spreadsheet program for further examination.

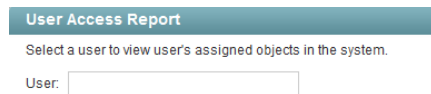
24.2.3 User Access Report

The User Access report lists the locations on the Vibe site where a specified user has access rights. In addition, you can view, and if necessary, change or remove the access rights for any location. This report is especially useful on Vibe sites where Guest user access has been granted, as described in [Section 5.4, “Allowing Guest Access to Your Vibe Site,” on page 100](#).

1 Log in to the Vibe site as the Vibe administrator.

2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .

3 Under *Reports*, click *User Access Report*.



User Access Report

Select a user to view user's assigned objects in the system.

User:

4 Start typing the first name of a Vibe user.

5 In the drop-down list of names that match what you have typed, select the user whose site access you want to be reported.

User Access Report

Select a user to view user's assigned objects in the system.

User:

Select an object name to change access control rights.

| Name | Type |
|--|-----------|
| /Home Workspace/Personal Workspaces/Guest (guest) | Workspace |
| /Home Workspace/Personal Workspaces/Guest (guest)/Blog | Folder |
| /Home Workspace/Personal Workspaces/Guest (guest)/Calendar | Folder |
| /Home Workspace/Personal Workspaces/Guest (guest)/Files | Folder |
| /Home Workspace/Personal Workspaces/Guest (guest)/Photo Album | Folder |
| /Home Workspace/Personal Workspaces/Guest (guest)/Tasks | Folder |
| /Home Workspace/Personal Workspaces/Janet DeSoto (jdesoto) | Workspace |
| /Home Workspace/Personal Workspaces/Janet DeSoto (jdesoto)/Blog | Folder |
| /Home Workspace/Personal Workspaces/Janet DeSoto (jdesoto)/Calendar | Folder |
| /Home Workspace/Personal Workspaces/Janet DeSoto (jdesoto)/Files | Folder |
| /Home Workspace/Personal Workspaces/Janet DeSoto (jdesoto)/Photo Album | Folder |
| /Home Workspace/Personal Workspaces/Janet DeSoto (jdesoto)/Tasks | Folder |

In this example, the Guest user has access to the Guest workspace and also to Janet DeSoto's personal workspace. This could be appropriate if Janet DeSoto's job is to maintain a publicly available workspace, but would not be appropriate if the Guest access has been granted in error.

6 (Conditional) If you want to change the current access:

6a Click the name of a location to display the Configure Access Control page for that location.

Configure Access Control

Configure Access Control ? Close

Current Workspace: Janet DeSoto (jdesoto)
 Workspace Owner: Janet DeSoto (jdesoto) [\[edit\]](#)
[Home Workspace](#) // [Personal Workspaces](#) // [DeSoto, Janet \(jdesoto\)](#)

This folder does not inherit its access control settings from its parent.
 Inherit role membership from the parent folder or workspace?
☐ yes ☒ no Apply

✓ designates the access control setting of the parent workspace

[Add User Names from Clipboard](#)

| | | Add a Role ▾ | | | | |
|--|------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------------------------------------|
| | | Visitor | Participant | Team Member | Workspace and Folder Administrator | |
| | Owner of Workspace or Folder | ☒ | ☒ | ☒ | ☒ | |
| | Team Members | ☒ | ☒ | ☒ | ☐ | |
| Add a Group ▾ | | | | | | |
| | Group Title | Group Name | Visitor | Participant | Team Member | Workspace and Folder Administrator |
| | All Users ¹ | allUsers ¹ | ☒ | ☒ | ☐ | ☐ |
| Add a User ▾ | | | | | | |
| | User Title | User Id | Visitor | Participant | Team Member | Workspace and Folder Administrator |
| | Guest | guest | ☒ | ☐ | ☐ | ☐ |
| Add an Application Group ▾ | | | | | | |
| | Application Group Title | Application Group Name | Visitor | Participant | Team Member | Workspace and Folder Administrator |
| --no application groups-- | | | | | | |
| Add an Application ▾ | | | | | | |
| | Application Title | Application Name | Visitor | Participant | Team Member | Workspace and Folder Administrator |
| --no applications-- | | | | | | |

¹ Note: the administrator may restrict certain users in the "All Users" group from seeing personal workspaces. You can add these users or groups directly to the access control table to ensure that access is granted if needed.

Save Changes

In this example, the Guest user has been granted Visitor access to Janet DeSoto's personal workspace.

6b Select or deselect access rights as needed.

6c Click *Save Changes*, then click *Close* to return to the User Access Report page

6d Rerun the report to view the results of your changes.

For example, if you removed the Guest access rights from Janet DeSoto's personal workspace, her workspace is no longer listed in the User Access report for the Guest user.

User Access Report

Select a user to view user's assigned objects in the system.

User:

Select an object name to change access control rights.

| Name | Type |
|---|-----------|
| /Home Workspace/Personal Workspaces/Guest (guest) | Workspace |
| /Home Workspace/Personal Workspaces/Guest (guest)/Blog | Folder |
| /Home Workspace/Personal Workspaces/Guest (guest)/Calendar | Folder |
| /Home Workspace/Personal Workspaces/Guest (guest)/Files | Folder |
| /Home Workspace/Personal Workspaces/Guest (guest)/Photo Album | Folder |
| /Home Workspace/Personal Workspaces/Guest (guest)/Tasks | Folder |

- 7 (Conditional) If you want to save the user access information, select it and copy it into a text editor.
- 8 Click *Close* when you are finished checking user access rights.

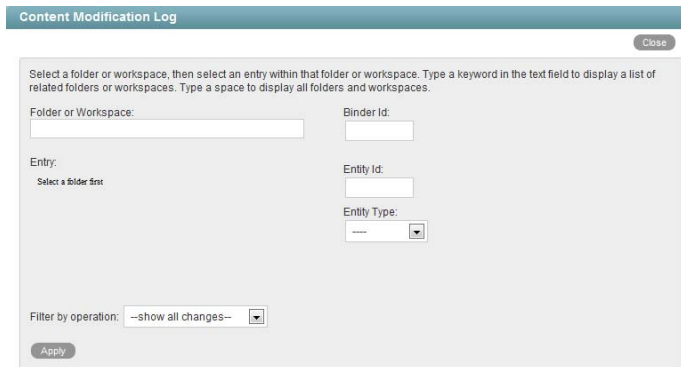
24.2.4 Content Modification Report

The Content Modification report lists changes to workspaces, folders, and folder entries, as well as users, groups, access rights, and workflows. By generating a Content Modification report, you can determine who has performed any of the following actions:

- ♦ Added, modified, moved, or deleted a workspace
 - ♦ Added, modified, moved, or deleted a folder
 - ♦ Added, modified, renamed, or deleted a file or one of its versions
 - ♦ Added, modified, moved, or deleted an entry
- For purposes of this report, users and groups are handled as if they are folder entries.
- ♦ Started or modified a workflow
 - ♦ Modified or deleted access rights

The Content Modification report can also help you recover data that has been accidentally deleted.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Determine the exact name of the workspace, folder, file entry, and so on where you want to check for content modifications.
- 3 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 4 Under *Reports*, click *Content Modification Log*.



Content Modification Log Close

Select a folder or workspace, then select an entry within that folder or workspace. Type a keyword in the text field to display a list of related folders or workspaces. Type a space to display all folders and workspaces.

Folder or Workspace: Binder Id:

Entry: Entity Id:

Select a folder first

Entity Type:

Filter by operation: Apply

- 5 Fill in the fields to specify where to check for content modifications and the type of modifications to check for:

Folder or Workspace: Start typing the name of a folder or workspace. In the drop-down list of names that match what you have typed, select the folder or workspace where you want to check for content modifications. The internal ID of the folder or workspace is displayed for reference.

Entry: (Optional) To restrict the content modification check to a specific entry in a folder, start typing text in the title of the entry. In the drop-down list of entry titles that match what you have typed, select the entry where you want to check for content modifications. The internal ID of the entry is displayed for reference.

Entity Type: (Optional) To further restrict the content modification check, select one of the following:

- ◆ Workspace (not the contents of the workspace, but the workspace itself)
- ◆ Folder (not the contents of the folder, but the folder itself)
- ◆ Folder entry (the contents of the folder entry)
- ◆ Profiles (the contents of the Personal Workspaces folder where there is a personal workspace for each user)
- ◆ User (the contents of a user's personal profile, such as the user's name, e-mail address, and locale)
- ◆ Group (the contents of the group)

Filter by Operation: Further restrict the content modification check by selecting a specific action performed on the selected workspace, folder, or entry (add, modify, rename, delete, and so on).

- 6 Click *Apply* to generate the Content Modification report.

The results are displayed as an XML file.

```
<folder databaseId="59" logVersion="1" operation="addBinder" modifiedBy="jchavez"
modifiedOn="Fri Feb 18 16:14:16 GMT 2011">
  <_entryAcl>all</_entryAcl>
  <_folderAcl>2 own team</_folderAcl>
  <_teamAcl>xx</_teamAcl>
  <historyStamp author="8" when="18 Feb 2011 16:14:16 GMT" name="created"/>
  <historyStamp author="8" when="18 Feb 2011 16:14:16 GMT" name="modified"/>
  <property name="parentBinder">58</property>
  <property name="entryDef">402883c6115753d8011157619e35000b</property>
  <attribute name="iconName" type="string">/icons/folder_blue_blog.gif</attribute>
  <attribute name="title" type="string">Blog</attribute>
  <property name="library">false</property>
  <property name="inheritFunctionMembership">true</property>
  <property name="inheritDefinitions">false</property>
  <property name="inheritTeamMembers">true</property>
  <property name="uniqueTitle">false</property>
  <property name="teamMembers"/>
</folder>
```

- 7 (Conditional) If the results are too extensive, restrict the scope of the content modification check until you locate the modification that you are seeking.
- 8 Click *Close* when you are finished checking for content modifications.

A specialized use of the Content Modification report is to restore accidentally deleted data. For example, you can use the following steps to recover an accidentally deleted folder entry:

- 1 Run the Content Modification report to list all entry deletions in the folder where the entry was accidentally deleted.
- 2 Record the entry ID of the deleted entry.
- 3 Run the Content Modification report on the entry ID, selecting *folderEntry* in the *Entity Type* field.
- 4 Use the modification history of the entry to reconstruct the accidentally deleted entry.

24.2.5 Data Quota Exceeded Report

The Data Quota Exceeded report lists individual users who have exceeded the data quota. The report provides a spreadsheet with the following information for each user:

- **Data Quota Used (MB):** Displays the amount of disk space the user is currently using.
- **Data Quota:** Displays the user's individual quota if one has been set.
For information on how to set a quota for individual users, see [Section 18.4.2, "Setting User Data Quotas," on page 175](#).
- **Max Group Quota (MB):** Displays the largest data quota for any group that the user is a member of. Users are assigned the highest of all data quotas for any group for which they are a member.
- **Default Data Quota (MB):** Displays the site-wide default quota.
For information on how to set a default data quota, see [Section 18.4.2, "Setting User Data Quotas," on page 175](#).

To generate the Data Quota Exceeded report:

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Reports*, click *Data Quota Exceeded Report*.



- 4 Click *Create Report* to generate the report.
The report is launched in a spreadsheet.

24.2.6 Data Quota Highwater Exceeded Report

The Data Quota Highwater Exceeded report lists individual users who have exceeded the data quota high-water mark. The report provides the following information for each user:

- ♦ **Data Quota Used (MB):** Displays the amount of disk space the user is currently using.
- ♦ **Data Quota:** Displays the user's individual quota if one has been set.
For information on how to set a quota for individual users, see [Section 18.4.2, "Setting User Data Quotas," on page 175](#).
- ♦ **Max Group Quota (MB):** Displays the largest data quota for any group that the user is a member of. Users are assigned the highest of all data quotas for any group for which they are a member.
- ♦ **Default Data Quota (MB):** Displays the site-wide default quota.
For information on how to set a default data quota, see [Section 18.4.2, "Setting User Data Quotas," on page 175](#).

To generate the Data Quota Highwater Exceeded report:

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Reports*, click *Data Quota Highwater Exceeded Report*.



- 4 Click *Create Report* to generate the report.
The report is launched in a spreadsheet.

24.2.7 Disk Usage Report

The Disk Usage report lists the amount of disk space for workspaces on the Vibe site by user, by workspace, or by both. In addition, you can restrict the reporting to only those workspaces that exceed a specified number of megabytes.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Reports*, click *Disk Usage Report*.

- 4 Select the type of Disk Usage report that you want to generate.

Total Usage by User: Lists all Vibe users whose disk space usage is above the amount specified in the *Usage Greater Than* field.

Total Usage by Workspace: Lists all workspaces where disk space usage is above the amount specified in the *Usage Greater Than* field. Disk space usage for each folder in each workspace is listed separately. The data is organized by workspace and folder ID.

Total Usage by User and Workspace: Combines the user and workspace data into a single report.

Usage Greater Than: Specify the number of megabytes above which you want to list disk space usage. This eliminates smaller disk space usages from the report.

- 5 Click *Create Report* to generate the Disk Usage report.

- 6 Select a text editor to view the report in, then click *OK*.

For a short report, you might obtain the information you need by viewing the CSV file.

- 7 (Optional) Save the CSV file with a meaningful name in a convenient location, then retrieve it into a spreadsheet program for further examination.

- 8 Click *Close* when you are finished checking disk space usage.

24.2.8 E-Mail Report

The E-Mail Report lists mail messages that have been sent from and into the Vibe site. It also lists e-mail errors that have been encountered.

- 1 Log in to the Vibe site as the Vibe administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Reports*, click *E-Mail Report*.

- 4 Specify the date range for the E-Mail report.

- 5 Select whether you want a report on e-mail that was sent from Vibe, e-mail that was sent into Vibe, or e-mail errors that occurred.
- 6 Click *Create Report*.

The report contains the following information:

Send Date: Date when the e-mail was sent.

From Address: Address that the e-mail was sent from.

This is the e-mail address that the user has defined in his or her user profile.

To Address: Address that the e-mail was sent to.

This is the e-mail address if the message was sent from Vibe, or it is the folder or workspace if the message was sent into Vibe.

Type: For messages that are sent from Vibe, this is the action that caused the message to be sent. For example, `workflowNotification` indicates that the e-mail message was sent as a result of a workflow notification. For messages that are sent into Vibe, this is `emailPosting`, which indicates that the e-mail message was converted to a Vibe entry via the internal Email Posting Agent.

Status: Status of the message, such as Sent or Received.

Subject Line: Subject line of the message.

Attached Files: Filename of any attachments that were included in the e-mail message.

Errors: Any errors that are associated with the e-mail message.

24.2.9 XSS Report

Cross-site scripting (XSS) is a client-side computer attack that is aimed at Web applications. Because XSS attacks can pose a major security threat, Kablink Vibe contains a built-in security filter that protects against XSS vulnerabilities. For more general information about XSS, see [Section 30.3.9, "Securing the Vibe Site against XSS,"](#) on page 256.

The XSS report in Vibe enables you to remove potentially harmful XSS threats from your Vibe site.

IMPORTANT: Because XSS attacks often are designed to wait for users with extra privileges (such as the administrator) to view the page where the attack was set, it is important that you don't navigate to the page after you run the report.

For information about how to run the XSS report and safely remove XSS threats, see "TID 7007381: Running the XSS Report in Novell Vibe" in the [Novell Support Knowledgebase \(http://www.novell.com/support\)](http://www.novell.com/support).

24.3 Using Log Files

- ♦ [Section 24.3.1, "Vibe Log File,"](#) on page 225
- ♦ [Section 24.3.2, "Tomcat Log File,"](#) on page 225

24.3.1 Vibe Log File

The Kablink Vibe log file (`ssf.log`) is available from the Vibe site.

- 1 Log in as the Vibe site administrator.
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Under *Reports*, click *System Error Logs*.

You are prompted to open or save a file named `logfiles.zip`, which contains the current `ssf.log` file. This file contains any stack traces or warning messages because of unexpected events encountered by the Vibe program.

- 4 Save the `ssf.log` file to a convenient location on the Vibe server.

This file is helpful when you need assistance resolving a problem with your Vibe site.

If you are unable to start Vibe and therefore cannot retrieve the log file as described above, the Vibe log file is also available in the following directory of your Vibe installation:

Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/logs`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF\logs`

24.3.2 Tomcat Log File

In addition to the Kablink Vibe error log file (`ssf.log`), the Tomcat error log file (`catalina.out` on Linux and `stdout_*.log` on Windows when Vibe runs as a service) is also useful. The Tomcat log file contains more information than the Vibe log file, because it includes problems encountered by Tomcat outside of the Vibe application itself. The location of the Tomcat log file varies by platform:

Linux: `/opt/novell/teaming/apache-tomcat/logs`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\logs`

NOTE: When Vibe and Tomcat run as a Windows application, rather than as a Windows service, the information displayed in the command prompt window where you started Vibe is your only source of information. The data displayed in the command prompt window is not logged by Tomcat on Windows.

The Tomcat log file provides the following useful information:

- ♦ At the top, the Tomcat log file lists Tomcat startup messages.
- ♦ The System Properties section lists information about the supporting software packages that Tomcat relies on (for example, Java) and information about their current location and configuration.
- ♦ The System Environment section lists the currently set environment variables (for example, `HOSTNAME`, `PATH`, and `JAVA_HOME`).
- ♦ Exception and error data includes sufficient information for you to determine what user was trying to perform what action in what location on the Vibe site, to help you isolate and reproduce the problem.

NOTE: The Kablink Vibe product name prior to version 3 is Kablink Teaming. If your Vibe site was originally installed as a Teaming 2.0 or Vibe site, the root of your site is referred to as `org.kablink` in the Tomcat error log. If you updated from a Teaming 1.0 site or a Teaming 2.0 beta site, the root of your site is referred to as `com.liferay`.

This file is helpful when you need assistance resolving a problem with your Vibe site.

Adjusting the Log Level for the Tomcat Log File

The log levels for various Tomcat functions are set in the `log4j.properties` file. Each type of information that is logged can have a log level of INFO, WARN, ERROR, FATAL, or DEBUG, depending on the type and quantify of information that you want logged. Some lines in the `log4j.properties` file are commented out with a pound sign (#), so that no information of that type is gathered. You can change the log level for each type of information and comment or uncomment lines to adjust the information gathered in the Tomcat log file to meet your troubleshooting needs.

- 1** Open the `log4j.properties` file in a text editor.

The location of the `log4j.properties` file varies by platform.

Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF`

Windows: c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssf\WEB-INF

- 2 Change log level settings as needed for the type of information you want to gather.
- 3 Comment or uncomment lines, depending on the type of information you want to gather.
- 4 Save the `log4j.properties` file, then exit the text editor.
- 5 Stop Vibe, then start Vibe to put the new logging level into effect.

24.4 Checking the Vibe Site Software Version

To display the version number and software date of the Kablink Vibe software:

- 1 Log in to the Vibe site as the Vibe administrator
- 2 Click the *Settings* icon  in the upper right corner of the page, then click the *Administration Console* icon .
- 3 Click the information icon .

The Vibe software version and date are displayed in the Administration Information dialog box.

25 Reconfiguring the Vibe Site

Many aspects of your Kablink Vibe site can be changed when you are logged in to the Vibe site as the Vibe administrator. Some aspects of reconfiguring the Vibe site require you to rerun the Vibe installation program, as described in “[Setting Configuration Options after Installation](#)” in “[Advanced Installation and Reconfiguration](#)” in the *Kablink Vibe 3.4 Installation Guide*.

- ♦ [Section 25.1, “Basic Installation,”](#) on page 227
- ♦ [Section 25.2, “Advanced Installation,”](#) on page 228

25.1 Basic Installation

The configuration settings that can be changed using a Basic installation are:

Default Locale for Kablink Vibe

Network Information

Host

HTTP Port and Secure HTTP Port

Listen Port and Secure Listen Port

Shutdown Port and AJP Port

WebDAV Authentication Method

Database Selection

Database Type

JDBC URL

Credentials

Java JDK Location

Java Heap Size

Outbound E-Mail Configuration

Protocol

Host, Port, and Time Zone

Username, Password, and Authentication

Allow Sending E-Mail to All Users

Inbound E-Mail Configuration

Internal SMTP E-Mail Server

SMTP Bind Address

SMTP Port

Announce TLS

For information about these basic configuration options, see “[Planning a Basic Vibe Installation](#)” in “[Basic Installation](#)” in the *Kablink Vibe 3.4 Installation Guide*.

25.2 Advanced Installation

An Advanced installation includes the options available in a Basic installation, as well as the following additional options:

Web Services

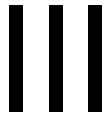
- Enable WSS Authentication
- Enable Basic Authentication
- Enable Token-Based Authentication
- Enable Anonymous Access

Lucene Configuration

RSS Configuration

- Max Elapsed Days
- Max Inactive Days

For information about these advanced configuration options, see “[Planning an Advanced Vibe Installation](#)” in “[Advanced Installation and Reconfiguration](#)” in the *Kablink Vibe 3.4 Installation Guide*.



Interoperability

Kablink Vibe can be used in conjunction with various other software products. By incorporating these products into your Vibe system, you can add functionality, increase security, and maximize the value of Vibe.

- ♦ [Chapter 26, “Skype,” on page 231](#)
- ♦ [Chapter 27, “Twitter and Other Remote Applications,” on page 233](#)
- ♦ [Chapter 28, “YouTube,” on page 235](#)

26 Skype

Kablink Vibe enables you to integrate with Skype, so Vibe users can easily set up instant Skype meetings with other Vibe users, as described in [“Using Skype From within Vibe”](#) in the *Kablink Vibe 3.4 User Guide*.

Before users can use Skype from within Vibe, Vibe administrators must enable this functionality. For instructions on how to set up Vibe to work with Skype, see [Section 9.1, “Integrating Skype with Vibe,”](#) on page 121.

27 Twitter and Other Remote Applications

Kablink Vibe enables you to incorporate third-party products such as Twitter into Vibe, through the use of remote applications.

For information on how to incorporate existing remote applications into your Vibe site, see [Chapter 13, “Using Remote Applications on Your Vibe Site,” on page 131.](#)

28 YouTube

Kablink Vibe enables you to display YouTube videos directly from the Vibe site. This functionality is enabled by default and does not need to be activated by a Vibe administrator.

For more information about how to display YouTube videos on the Vibe site, see “[Displaying YouTube Videos in a Folder Entry](#)” in the *Kablink Vibe 3.4 User Guide*.

IV Site Security

- ♦ [Chapter 29, “Security Administration,” on page 239](#)
- ♦ [Chapter 30, “Security Policies,” on page 253](#)

29 Security Administration

SSL (Secure Socket Layer) and TLS (Transport Layer Security) can be used to secure the connections between your Kablink Vibe site and other network services.

- ♦ [Section 29.1, “Securing LDAP Synchronization,” on page 239](#)
- ♦ [Section 29.2, “Securing E-Mail Transfer,” on page 241](#)
- ♦ [Section 29.3, “Securing HTTP Browser Connections,” on page 241](#)
- ♦ [Section 29.4, “Securing Web Service Connections,” on page 252](#)

29.1 Securing LDAP Synchronization

If your LDAP directory service requires a secure LDAP connection (LDAPS), you must configure Kablink Vibe with a root certificate. The root certificate identifies the root certificate authority (CA) for your Vibe site, which enables you to generate a self-signed root certificate based on your eDirectory tree.

- ♦ [Section 29.1.1, “Understanding How Vibe Uses the Root Certificate for Your eDirectory Tree,” on page 239](#)
- ♦ [Section 29.1.2, “Generating a Root Certificate in ConsoleOne,” on page 240](#)
- ♦ [Section 29.1.3, “Importing the Root Certificate into the Java Keystore,” on page 240](#)

29.1.1 Understanding How Vibe Uses the Root Certificate for Your eDirectory Tree

You can generate a root certificate for your eDirectory tree by using either ConsoleOne or iManager, then import the root certificate into the Java keystore file (cacerts) on the Vibe server to make it accessible to Vibe. The default location for the Java keystore file is:

Linux: /usr/java/jdkversion/jre/lib/security

Windows: c:\Program Files\Java\jdkversion\jre\lib\security

NOTE: For iManager instructions, see “TID 3176104: How to Enable SSL for Teaming LDAP Synchronization and Authentication” in the [Novell Support Knowledgebase \(http://www.novell.com/support\)](http://www.novell.com/support). If you are using Active Directory rather than eDirectory, consult your Active Directory documentation for a procedure comparable to the one provided in [Section 29.1.2, “Generating a Root Certificate in ConsoleOne,” on page 240](#).

29.1.2 Generating a Root Certificate in ConsoleOne

- 1 On Linux or Windows, start ConsoleOne and authenticate to your eDirectory tree.
- 2 Expand the Security container, right-click the *Tree_Name* CA object, then click *Properties*.
- 3 Click *Certificates > Self Signed Certificate*.
- 4 Click *Validate* to update the certificate status, then click *OK* to close the Certificate Validation dialog box.
- 5 Click *Export* to export your eDirectory root certificate into a file that can be imported into the Java keystore file.
- 6 Click *Next* to accept the default of *No* for exporting a private key file along with the root certificate.
- 7 Select the output format for the root certificate file.
Either DER or Base64 format can be imported into the Java keystore file.
- 8 In the *Filename* field, specify the location where you want to create the root certificate file and the filename to use, such as *SelfSignedRootCert.der*.

IMPORTANT: You need to be able to access this file from the Vibe server. Specify an accessible location or copy it to the Vibe server after you create it.

- 9 Click *Next* to display a summary of the options you have selected, then click *Finish* to generate the root certificate file.
- 10 Click *Cancel* to close the Self Signed Certificate properties page of the *Tree_Name* CA object.
- 11 Exit ConsoleOne.
- 12 (Conditional) If necessary, copy the root certificate file to a convenient location on the Vibe server.

29.1.3 Importing the Root Certificate into the Java Keystore

- 1 On the Vibe server, make sure that you have access to the root certificate file.
- 2 Make sure that you can access the *keytool* tool:

Linux: `/usr/java/jdkversion/bin/keytool`

Windows: `c:\Program Files\Java\jdkversion\bin\keytool.exe`

For convenient use, you might need to add its location to the *PATH* environment variable.

- 3 Use the following command to import the root certificate into the Java keystore:

```
keytool -import -alias ldap_server_dns_name
        -keystore path_to_java_keystore_file
        -file root_certificate_file
```

For example:

```
keytool -import -alias ldapserver.yourcompanyname.com
        -keystore /usr/java/jdkversion/jre/lib/security/cacerts
        -file /certs/SelfSignedRootCert.der
```

- 4 When prompted, enter the password for the Java keystore.

IMPORTANT: The default password used by Tomcat is `changeit`. If you want to specify a password other than this, then you must also specify this password in the `server.xml` Tomcat configuration file, as described in [“Changing Your Password for the Keystore File” on page 243](#). Do not forget the password you specify.

- 5 Enter `yes` to accept the certificate import.
- 6 Use the following command to verify that the root certificate has been imported into the Java keystore:

```
keytool -list -keystore path_to_java_keystore_file
```
- 7 Enter the root certificate password to list the root certificate information.
- 8 Restart Vibe so that Tomcat rereads the updated Java keystore file.

You are now ready to configure your Vibe site for secure LDAP synchronization, as described in [“Adding Vibe Users from Your LDAP Directory” in “Basic Installation” in the *Kablink Vibe 3.4 Installation Guide*](#).

29.2 Securing E-Mail Transfer

When you install Kablink Vibe, you can choose whether or not the Vibe internal mail host uses TLS (Transport Layer Security) when it communicates with other SMTP mail hosts. For more information, see [“Inbound E-Mail Security” in “Basic Installation” in the *Kablink Vibe 3.4 Installation Guide*](#).

If your Vibe site needs to send e-mail messages to an e-mail system that requires secure SMTP (SMTPS), the Vibe site must have the same type of root certificate that is required for secure LDAP (LDAPS). If you have not already set up secure LDAP for your Vibe site, follow the instructions in [Section 29.1, “Securing LDAP Synchronization,” on page 239](#) to set up secure SMTP for communications with your e-mail system.

29.3 Securing HTTP Browser Connections

Using secure HTTP (HTTPS) improves the security of your Kablink Vibe site. During installation, you can choose to configure your Vibe site for HTTP or HTTPS. After installation, you can force secure HTTP connections.

- ♦ [Section 29.3.1, “Preparing for Secure HTTP Connections,” on page 241](#)
- ♦ [Section 29.3.2, “Implementing Secure HTTP Connections,” on page 248](#)
- ♦ [Section 29.3.3, “Forcing Secure HTTP Connections,” on page 248](#)
- ♦ [Section 29.3.4, “Defaulting to Secure HTTP URLs,” on page 250](#)

29.3.1 Preparing for Secure HTTP Connections

If you want users to access the Vibe site with a secure HTTP connection, you must configure Vibe with a root certificate and a server certificate. The root certificate identifies the root certificate authority (CA) for your Vibe site. The server certificate is customized for the specific server where Vibe is installed.

- ♦ [“Understanding How Vibe Handles Certificates” on page 242](#)
- ♦ [“Creating a New Keystore File” on page 242](#)
- ♦ [“Generating a Certificate Signing Request” on page 244](#)

- ♦ [“Submitting the Certificate Signing Request to a Certificate Authority \(CA\)” on page 244](#)
- ♦ [“Using the Certificate Signing Request to Generate a Self-Signed Certificate” on page 245](#)
- ♦ [“Importing the Certificate Files into the Vibe Keystore” on page 247](#)
- ♦ [“Replacing the Original Vibe Keystore File with Your Permanent Keystore File” on page 247](#)

Understanding How Vibe Handles Certificates

Vibe uses a keystore to store certificates. The default keystore file that is installed along with Vibe is:

```
Linux:      /opt/novell/teaming/apache-tomcat/conf/.keystore
Windows:   c:\Program Files\Novell\Teaming\
           apache-tomcat\conf\.keystore
```

The original certificate in the default keystore is sufficient for you to set up secure HTTP connections during initial installation, but it is self-signed and has an expiration date, so you cannot use it permanently. Soon after installation, you must obtain a permanent certificate. You can use a commercially signed certificate or a self-signed certificate. There are advantages and disadvantages to each approach.

- ♦ **Commercially Signed Certificate:** The advantage to using a certificate signed by a commercial certificate authority (CA) is that browsers automatically accept these certificates. The disadvantage is that an additional step is required, with some wait time while you obtain the commercially signed certificate.
- ♦ **Self-Signed Certificate:** The advantage to using a self-signed certificate is that it is quick and easy for you to do as the Vibe administrator. The disadvantage is that users receive a warning in the browser about the self-signed certificate the first time they access the Vibe site using secure HTTP. Users must manually accept the self-signed certificate, then the warning never occurs again.

After you obtain your permanent certificate, you can store it in the default Vibe keystore, or in a location of your own choosing. Vibe reads the location of its keystore from the following file:

```
Linux:      /opt/novell/teaming/apache-tomcat/conf/server.xml
Windows:   c:\Program Files\Novell\Teaming\
           apache-tomcat\conf\server.xml
```

If you do not want to use the default keystore location, you must update the `server.xml` file to match the location you choose for your keystore.

Creating a New Keystore File

Rather than updating the Vibe `.keystore` file that is provided during installation, it is easier to create a new `.keystore` file, then import your signed certificate into it.

- 1 Create a new directory where you want to create the new `.keystore` file, such as a `certs` directory in a convenient location.
- 2 Change to the new `certs` directory.
- 3 Make sure that you can access the `keytool` tool:

Linux: /usr/java/jdkversion/bin/keytool

Windows: c:\Program Files\Java\jdkversion\bin\keytool.exe

For convenient use, you might need to add its location to the PATH environment variable.

- 4 Use the following command to create a new .keystore file:

```
keytool -genkey -alias tomcat -keyalg RSA -keystore .keystore
```

- 5 When prompted, specify a password for the new .keystore file, then confirm the password.

IMPORTANT: The default password used by Tomcat is `changeit`. If you want to specify a password other than this, then you must also specify this password in the `server.xml` Tomcat configuration file, as described in [“Changing Your Password for the Keystore File” on page 243](#).

Do not forget the password you specify. The changes you make are not preserved when you upgrade Vibe.

- 6 When you are prompted for your first and last name, specify the fully qualified DNS name of the Vibe server, such as `vibe.yourcompanyname.com`.

You are then prompted for additional information about your organization:

- ♦ Organizational unit
- ♦ Organization
- ♦ City or locality
- ♦ State or province
- ♦ Two-letter country code

- 7 (Conditional) If you are planning to obtain a your certificate from a commercial certificate authority (CA), respond to the additional information prompts with accurate information appropriate to your organization.

or

(Conditional) If you are planning to generate a self-signed certificate, press Enter to skip through the prompts.

- 8 When you are prompted whether the information you provided is correct, enter `yes`.
- 9 Press Enter to use the same password that you specified in [Step 5](#) as the key password for Tomcat.
- 10 List the files in the `certs` directory to see that a new .keystore file has been created.

Changing Your Password for the Keystore File

If you want to specify a password other than `changeit` for your .keystore file, as described in [Step 5](#) in [“Creating a New Keystore File” on page 242](#), then you must also specify this password in the `server.xml` Tomcat configuration file.

NOTE: The password changes that you make are not preserved when you upgrade Vibe; you need to make these changes again after you upgrade.

- 1 Change to the following directory:

Windows: c:\Program Files\Novell\Teaming\apache-tomcat\conf

```
keytool -import -alias tomcat -keyalg RSA -keystore .keystore
        -file certificate_name.cer
```

- 5 Enter the keystore password to add the server certificate to the Vibe keystore.

Using the Certificate Signing Request to Generate a Self-Signed Certificate

If you do not want to wait to receive your signed certificate from a commercial certificate authority (CA), you can generate your own self-signed certificate using ConsoleOne or iManager. You must generate both a self-signed eDirectory root certificate file and a server certificate file.

- ♦ [“Generating a Self-Signed Root Certificate File in ConsoleOne” on page 245](#)
- ♦ [“Generating a Self-Signed Server Certificate File in ConsoleOne” on page 245](#)
- ♦ [“Generating a Self-Signed Root Certificate File in iManager” on page 246](#)
- ♦ [“Generating a Self-Signed Server Certificate File in iManager” on page 246](#)

NOTE: If you are using Active Directory rather than eDirectory, consult your Active Directory documentation for procedures comparable to those provided in this section.

Generating a Self-Signed Root Certificate File in ConsoleOne

A root certificate identifies the root certificate authority (CA) for your Vibe site. In this case, eDirectory is acting as the root certificate authority.

- 1 On Linux or Windows, start ConsoleOne and authenticate to your eDirectory tree.
- 2 Expand the Security container, right-click the *Tree_Name* CA object, then click *Properties*.
- 3 Click *Certificates > Self Signed Certificate*.
- 4 Click *Validate* to update the certificate status, then click *OK* to close the Certificate Validation dialog box.
- 5 Click *Export* to export your eDirectory root certificate into a file that can be imported into the Vibe keystore file.
- 6 Click *Next* to accept the default of *No* for exporting a private key file along with the root certificate.
- 7 Select the output format for the root certificate file.
Either DER or Base64 format can be imported into the Vibe keystore file.
- 8 In the *Filename* field, specify the location (the *certs* directory where you created the certificate signing request) and the filename to use, such as *SelfSignedRootCert.der*.
- 9 Click *Next* to display a summary of the options you have selected, then click *Finish* to generate the root certificate file.
- 10 Click *Cancel* to close the Self Signed Certificate properties page of the *Tree_Name* CA object.
- 11 Continue with [Generating a Self-Signed Server Certificate File in ConsoleOne](#).

Generating a Self-Signed Server Certificate File in ConsoleOne

A server certificate is customized for the specific server where Vibe is installed.

- 1 Click *Tools > Issue Certificate*.
- 2 Browse to and select the *certreq.csr* file that you created in the *certs* directory, then click *Next*.

This retrieves the contents of the CSR file into the CSR window.

- 3 Click *Next* to accept the default of using an organization certificate authority.
- 4 Select *SSL or TLS* as the type of server certificate that you need, then click *Next*.
- 5 Select the validity period you want for the server certificate, then click *Next*.
- 6 Review the information that you have provided, then click *Finish*.
- 7 Select the output format for the server certificate file.
Either DER or Base64 format can be imported into the Vibe keystore file.
- 8 In the *Filename* field, specify the location (the *certs* directory where you created the Certificate Signing Request) and the filename to use, such as *SelfSignedServerCert.der*.
- 9 Click *Save* to create the public-key certificate file.
- 10 Exit ConsoleOne.
- 11 Continue with [“Importing the Certificate Files into the Vibe Keystore” on page 247](#).

Generating a Self-Signed Root Certificate File in iManager

A root certificate identifies the root certificate authority (CA) for your Vibe site. In this case, eDirectory is acting as the root certificate authority.

For additional information about this task, see [“Exporting the Organizational CA’s Self-Signed Certificate”](#) (<https://www.netiq.com/documentation/crt33/crtadmin/data/a2ebop8.html#a2ppx57>) in the *Novell Certificate Server Administration Guide* (<https://www.netiq.com/documentation/crt33/crtadmin/data/a2ebomw.html>).

- 1 Log in to iManager.
- 2 Log in to the eDirectory tree as an administrator with the appropriate rights.
- 3 On the *Roles and Tasks* menu, click *Novell Certificate Server > Configure Certificate Authority*, then click the *Certificates* tab.
This brings up the property pages for the Organizational CA, which include a General page, a CRL page, a Certificates page, and other eDirectory-related pages.
- 4 Select *Self Signed Certificate*, then click *Validate*.
- 5 Select *Self Signed Certificate*, then click *Export*.
- 6 Deselect *Export private key*, then click *Next*.
- 7 Click *Save the exported certificate*, then specify the location (the *certs* directory where you created the certificate signing request) and the filename to use, such as *SelfSignedRootCert.der*.
- 8 Click *Close*.
- 9 Continue with [“Generating a Self-Signed Server Certificate File in iManager” on page 246](#).

Generating a Self-Signed Server Certificate File in iManager

A server certificate is customized for the specific server where Vibe is installed.

For additional information about this task, see [“Issuing a Public Key Certificate”](#) (<https://www.netiq.com/documentation/crt33/crtadmin/data/a2ebop8.html#a2ebop9>) in the *Novell Certificate Server Administration Guide* (<https://www.netiq.com/documentation/crt33/crtadmin/data/a2ebomw.html>).

- 1 Log in to iManager.
- 2 Click the *Configure* icon.
- 3 Click *Plug-in Installation*, and verify that Novell Certificate Server Plug-ins for iManager is available in the *Installed Novell Plug-in Modules* list.

- 4 Click the *Roles and Tasks* icon.
- 5 Click *Novell Certificate Server > Issue Certificate*.
- 6 Browse to and select the `certreq.csr` file that you created in the `certs` directory, then click *Next*.
- 7 In the *Key type* section, select *SSL or TLS*, then click *Next*.
- 8 In the *Certificate Type* section, select *End Entity*, then click *Next*.
- 9 In the *Subject name* field, select the edit icon, then in the *CN* field specify either the DNS name or the IP address of the Vibe server.
- 10 Fill in the other fields as appropriate, then click *Next*.
- 11 In the *Save to* field, ensure that *File in binary DER* format is selected, then click *Next*.
- 12 Review the certificate information, then click *Finish*.
- 13 Click *Download the issued certificate*.
- 14 Continue with [“Importing the Certificate Files into the Vibe Keystore” on page 247](#).

Importing the Certificate Files into the Vibe Keystore

After you have obtained or generated a signed certificate, you must import the certificate files into the Vibe keystore. This section describes how to import the files associated with a self-signed certificate. For information about how to import the files for a certificate that you receive from a certificate authority, see [“Submitting the Certificate Signing Request to a Certificate Authority \(CA\)” on page 244](#).

- 1 Change to the `certs` directory where you created the root certificate file and the server certificate file.
- 2 Use the following command to import the root certificate file:

```
keytool -import -alias root -keyalg RSA -keystore .keystore  
-file SelfSignedRootCert.der
```

- 3 Enter the keystore password to add the root certificate to the Vibe keystore.
- 4 Use the following command to import the server certificate file:

```
keytool -import -alias tomcat -keyalg RSA -keystore .keystore  
-file SelfSignedServerCert.der
```

- 5 Enter the keystore password to add the server certificate to the Vibe keystore.
The new `.keystore` file is now ready to be added to your Vibe system.
- 6 Use the following command to verify that the server certificates have been imported into the Vibe keystore:

```
keytool -list -keystore .keystore
```

- 7 Enter the keystore password, then verify that the certificates have been imported.
You should see the text `Your keystore contains 2 entries`, followed by information about each certificate that you imported.
- 8 Continue with [“Replacing the Original Vibe Keystore File with Your Permanent Keystore File” on page 247](#).

Replacing the Original Vibe Keystore File with Your Permanent Keystore File

- 1 Change to the following directory on the Vibe server:


```

<security-constraint>
  <web-resource-collection>
    <web-resource-name>Entire Application</web-resource-name>
    <url-pattern>/*</url-pattern>
  </web-resource-collection>
  <user-data-constraint>
    <transport-guarantee>CONFIDENTIAL</transport-guarantee>
  </user-data-constraint>
</security-constraint>

```

- 2d** (Conditional) If users access the Vibe site with Internet Explorer, find the following single line in the security constraint you just added:

```
<url-pattern>/*</url-pattern>
```

- 2e** Replace it with the following set of lines:

```

<!-- Patterns from web.xml.tmpl. -->
<url-pattern>/a/*</url-pattern>
<url-pattern>/ws/*</url-pattern>
<url-pattern>/rss/*</url-pattern>
<url-pattern>/atom/*</url-pattern>
<!-- Patterns from subdirectories of webapps/ssf. -->
<url-pattern>/applets/*</url-pattern>
<url-pattern>/css/*</url-pattern>
<url-pattern>/help/*</url-pattern>
<url-pattern>/help_doc/*</url-pattern>
<url-pattern>/i/*</url-pattern>
<url-pattern>/images/*</url-pattern>
<url-pattern>/js/*</url-pattern>

```

For Internet Explorer, this list of URL patterns forces secure HTTP connections for everything except the /s/* pattern (document files with extensions such as .odt and .doc) and the /ical/* pattern (calendar .ics files).

- 2f** Save the modified web.xml file, then exit the text editor.

- 3** Modify the web.xml file under the ssfs directory:

- 3a** Change to the directory where the web.xml file is located.

```

Linux:      /opt/novell/teaming/apache-tomcat/
                                webapps/ssfs/WEB-INF

Windows:   c:\Program Files\Novell\Teaming\apache-tomcat\
                                webapps\ssfs\WEB-INF

```

- 3b** Make a backup copy of the web.xml file, then open the web.xml file in a text editor.

- 3c** Add the following security constraint at the bottom of the file, immediately above the </web-app> tag.

```

<security-constraint>
  <web-resource-collection>
    <web-resource-name>Entire Application</web-resource-name>
    <url-pattern>/*</url-pattern>
  </web-resource-collection>
  <user-data-constraint>
    <transport-guarantee>CONFIDENTIAL</transport-guarantee>
  </user-data-constraint>
</security-constraint>

```

- 3d** Save the modified web.xml file, then exit the text editor.


```

adapter.web.protocol=context-http
servlet.web.protocol=context-http
rss.web.protocol=context-http
ical.web.protocol=context-http
ssf.web.protocol=context-http
simpleurl.web.protocol=context-http

```

- 5 Make a backup copy of the `ssf-ext.properties` file, located in the same directory with the `ssf.properties` file.
- 6 Open the `ssf-ext.properties` file in a text editor.
- 7 Paste the lines that you copied in [Step 4](#) to the bottom of the file.
- 8 Change `http` to `https`.

```

adapter.web.protocol=context-https
servlet.web.protocol=context-https
rss.web.protocol=context-https
ical.web.protocol=context-https
ssf.web.protocol=context-https
simpleurl.web.protocol=context-https

```

- 9 Close the `ssf.properties` file without saving.
- 10 Save the `ssf-ext.properties` file, then exit the text editor
- 11 Restart Vibe to put the change into effect.

Defaulting to Secure HTTP URLs in E-Mail Notifications

When an e-mail notification is sent from Vibe, Vibe includes a URL to the location on the Vibe site where the notification was sent. By default, the URLs in e-mail notifications are formed with `http` rather than `https`. You can reconfigure Vibe to default to `https` for Vibe site URLs.

- 1 Log in to the Vibe server with sufficient rights to edit the `ssf-ext.properties` file (root on Linux, Administrator on Windows).
- 2 Change to the following directory:

```

Linux:      /opt/novell/teaming/apache-tomcat/
              webapps/ssf/WEB-INF/classes/config

Windows:   c:\Program Files\Novell\Teaming\apache-tomcat\
              webapps\ssf\WEB-INF\classes\config

```

- 3 Open the `ssf.properties` file in a text editor.
 - 4 Locate and copy the following line:
- ```
ssf.secure.links.in.email=false
```
- 5 Close the `ssf.properties` file without saving.
  - 6 Make a backup copy of the `ssf-ext.properties` file, located in the same directory with the `ssf.properties` file.
  - 7 Open the `ssf-ext.properties` file in a text editor.
  - 8 Paste the line that you copied in [Step 4](#) to the bottom of the file:

```
ssf.secure.links.in.email=false
```

- 9 Change `false` to `true` so that the line now looks like this:

```
ssf.secure.links.in.email=true
```

- 10** Save the `ssf-ext.properties` file, then exit the text editor
- 11** Restart Vibe to put the change into effect.

All system-generated e-mail notifications now default to secure HTTP URLs. However, all user-generated e-mails from the Vibe system follow the current user's context. For example, if a user is logged in as HTTP and chooses to share an entry with another user, the link in the e-mail notification uses HTTP.

## 29.4 Securing Web Service Connections

Web Services in Vibe allow third-party applications to integrate with your Vibe system. To increase the security of your Vibe site, you can configure Vibe to allow only secure applications to integrate with Vibe. This section does not attempt to describe how to write a third-party application that supports HTTPS. Instead, this section describes how to configure your Vibe system to prevent non-secure third-party applications from connecting with Vibe.

To prevent non-secure third-party applications from connecting with your Vibe system:

- 1** Log in to the Vibe server with sufficient rights to edit the `web.xml` files (root on Linux, Administrator on Windows).
- 2** Modify the `web.xml` file under the `ssr` directory:
  - 2a** Change to the directory where the `web.xml` file is located.

Linux:        `/opt/novell/teaming/apache-tomcat/webapps/ssr/WEB-INF`

Windows:    `c:\Program Files\Novell\Teaming\apache-tomcat\webapps\ssr\WEB-INF`

- 2b** Make a backup copy of the `web.xml` file, then open the `web.xml` file in a text editor.
- 2c** Add the following security constraint at the bottom of the file, immediately above the `</web-app>` tag.

```
<security-constraint>
 <web-resource-collection>
 <web-resource-name>Entire Application</web-resource-name>
 <url-pattern>/*</url-pattern>
 </web-resource-collection>
 <user-data-constraint>
 <transport-guarantee>CONFIDENTIAL</transport-guarantee>
 </user-data-constraint>
</security-constraint>
```

- 2d** Save the modified `web.xml` file, then exit the text editor.

---

# 30 Security Policies

- ♦ [Section 30.1, “Securing the Vibe Data,” on page 253](#)
- ♦ [Section 30.2, “Securing the Vibe Software,” on page 254](#)
- ♦ [Section 30.3, “Securing the Vibe Site,” on page 255](#)

## 30.1 Securing the Vibe Data

- ♦ [Section 30.1.1, “Limiting Physical Access to Vibe Servers,” on page 253](#)
- ♦ [Section 30.1.2, “Protecting the Vibe File Repository,” on page 253](#)
- ♦ [Section 30.1.3, “Protecting the Vibe Database,” on page 253](#)

### 30.1.1 Limiting Physical Access to Vibe Servers

Servers where Kablink Vibe data resides should be kept physically secure, so unauthorized persons cannot gain access to the server consoles.

### 30.1.2 Protecting the Vibe File Repository

The Kablink Vibe file repository contains unencrypted data. See [“Distributing Different Data Types to Different Locations”](#) in [“Advanced Installation and Reconfiguration”](#) in the *Kablink Vibe 3.4 Installation Guide* for details about how Vibe uses the local file system for data storage. These directories contain uploaded information in various formats (both native file formats and potentially a number of rendered formats (such as cached HTML versions of files, thumbnails, and RSS feeds) as well as archived data. These files are managed exclusively by the Vibe application software.

For data security, encrypted file systems should be used on servers where Vibe data resides. Only Vibe administrators should have direct access to Vibe data.

### 30.1.3 Protecting the Vibe Database

During installation, you select the encryption method that you want to use for the Vibe database, as described in [“Database Encryption Algorithm”](#) in [“Basic Installation”](#) in the *Kablink Vibe 3.4 Installation Guide*. Three levels of encryption strength are available. The encryption algorithm cannot be changed after you have started using the Vibe database, so be sure to select the level of encryption appropriate for your Vibe site during initial installation.

Depending on your local security guidelines, you might want to encrypt the database connections between the Vibe software and the Vibe database. SSL-encrypted data between the Vibe application and the database server imposes a performance penalty because of the increased overhead of encrypting and decrypting the retrieved data.

Support for this is highly dependent on the database client drivers and JDBC connector support, and on how you are configuring your database client and server certificates. You should check with your database vendor on how to set up SSL connections on both the client and server sides of the connection. You might need to modify the JDBC URL during installation, as described in “[Database Location](#)” in “[Basic Installation](#)” in the *Kablink Vibe 3.4 Installation Guide*. For example, for MySQL, you might add `useSSL=true&requireSSL=true` to the options part of the JDBC URL.

## 30.2 Securing the Vibe Software

- [Section 30.2.1, “Protecting the Vibe Configuration Files,” on page 254](#)
- [Section 30.2.2, “Protecting the Vibe Properties File,” on page 254](#)
- [Section 30.2.3, “Protecting Log Files,” on page 254](#)
- [Section 30.2.4, “Protecting the Vibe Process on Linux,” on page 255](#)

### 30.2.1 Protecting the Vibe Configuration Files

The Kablink Vibe configuration file (`installer.xml`) for the Vibe software should be protected from tampering. It contains username and password information for Vibe features that interact with other programs.

The initial `installer.xml` is created in the same directory where the Vibe Installation program is run. Backup copies are stored in:

Linux: `/opt/novell/teaming/teaming-config`

Windows: `c:\Program Files\Novell\Teaming\teaming-config`

### 30.2.2 Protecting the Vibe Properties File

The Vibe properties file (`ssf.properties`) should be protected from tampering. Like the Vibe configuration file, it contains username and password information, as well as many other details about your Vibe site configuration. The Vibe properties file (`ssf.properties`) is located in the following directory:

Linux: `/opt/novell/teaming/apache-tomcat/  
webapps/ssf/WEB-INF/classes/config`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\  
webapps\ssf\WEB-INF\classes\config`

### 30.2.3 Protecting Log Files

The log files for Vibe and Tomcat should be protected against access by unauthorized persons. Log files contain very detailed information about your Vibe system and Vibe users.

The Vibe log file is available in the following directory of your Vibe installation:

Linux: `/opt/novell/teaming/apache-tomcat/webapps/ssf/WEB-INF/logs`

Windows: `c:\Program Files\Novell\Teaming\apache-tomcat\  
webapps\ssf\WEB-INF\logs`

The Tomcat log file is available in the following directory of your Vibe installation:

Linux:        /opt/novell/teaming/apache-tomcat/logs

Windows:    c:\Program Files\Novell\Teaming\apache-tomcat\logs

## 30.2.4 Protecting the Vibe Process on Linux

On Linux, Vibe is installed to run as a user other than the Linux root user. See “[Linux User ID for Vibe](#)” in “[Basic Installation](#)” in the *Kablink Vibe 3.4 Installation Guide*.

## 30.3 Securing the Vibe Site

- ♦ [Section 30.3.1, “Configuring a Proxy Server,” on page 255](#)
- ♦ [Section 30.3.2, “Setting the Vibe Administrator Password,” on page 255](#)
- ♦ [Section 30.3.3, “Setting Up SSL Connections,” on page 255](#)
- ♦ [Section 30.3.4, “Shortening the Vibe Session Timeout,” on page 256](#)
- ♦ [Section 30.3.5, “Using Role-Based Access Control,” on page 256](#)
- ♦ [Section 30.3.6, “Monitoring Inbound E-Mail,” on page 256](#)
- ♦ [Section 30.3.7, “Preventing Web Services Access,” on page 256](#)
- ♦ [Section 30.3.8, “Controlling RSS Feeds,” on page 256](#)
- ♦ [Section 30.3.9, “Securing the Vibe Site against XSS,” on page 256](#)

### 30.3.1 Configuring a Proxy Server

Your Kablink Vibe system should be located behind your firewall. If Vibe users want to access the Vibe site from outside your firewall, you should set up a proxy server outside your firewall to provide access.

### 30.3.2 Setting the Vibe Administrator Password

The Vibe site is initially installed to allow administrator access by using the username `admin` and the password `admin`. The Vibe administrator password should be changed immediately after installation, as described in “[Accessing Your Basic Vibe Site as the Site Administrator](#)” in “[Basic Installation](#)” in the *Kablink Vibe 3.4 Installation Guide*.

### 30.3.3 Setting Up SSL Connections

All communication with the Vibe site should be configured to use SSL connections, as described in:

- ♦ [Section 29.2, “Securing E-Mail Transfer,” on page 241](#)
- ♦ [Section 29.1, “Securing LDAP Synchronization,” on page 239](#)
- ♦ [Section 29.3, “Securing HTTP Browser Connections,” on page 241](#)

### 30.3.4 Shortening the Vibe Session Timeout

By default, if a user's Vibe session is idle for four hours (240 minutes), Vibe logs the idle user out. For increased security for your Vibe site, you can make the session timeout shorter, as described in [“Changing the Vibe Session Timeout”](#) in [“Advanced Installation and Reconfiguration”](#) in the *Kablink Vibe 3.4 Installation Guide*.

### 30.3.5 Using Role-Based Access Control

Vibe controls all access to folders and entries by using role-based access controls. Vibe is intended to be used primarily for the sharing of information, so many default access rights tend toward allowing at least universal read access. For information on setting access controls for your Vibe site, see:

- ♦ [Chapter 2, “Planning and Controlling User Access to Workspaces and Folders,”](#) on page 21 in this guide
- ♦ [“Controlling Access”](#) in the *Kablink Vibe 3.4 Advanced User Guide*

### 30.3.6 Monitoring Inbound E-Mail

You can configure Vibe to receive e-mail and post the messages as entries in a folder, as described in [“Enabling Inbound E-Mail”](#) in [“Basic Installation”](#) in the *Kablink Vibe 3.4 Installation Guide*. Because e-mail is inherently non-secure, there is no way to be sure that the senders are who they claim to be. Entries posted by e-mail include the e-mail address of the sender to alert Vibe users about the origin of the postings.

### 30.3.7 Preventing Web Services Access

The default Vibe installation allows authenticated access via Web services, as described in [“Configuring Web Services”](#) in [“Advanced Installation and Reconfiguration”](#) in the *Kablink Vibe 3.4 Installation Guide*. If you are not using Web services, you can disable them.

### 30.3.8 Controlling RSS Feeds

Because RSS readers are outside of the authentication Vibe system, the URL provided by Vibe for an RSS feed embeds some authentication information about the user. This means that the RSS URL must be protected and not shared between users. For this reason, RSS is not recommended for use on highly sensitive data. If necessary, you can disable RSS feeds for your Vibe site, as described in [“Managing RSS Feeds”](#) in [“Advanced Installation and Reconfiguration”](#) in the *Kablink Vibe 3.4 Installation Guide*.

### 30.3.9 Securing the Vibe Site against XSS

Cross-site scripting (XSS) is a client-side computer attack that is aimed at Web applications. Because XSS attacks can pose a major security threat, Kablink Vibe contains a built-in security filter that protects against XSS vulnerabilities. This security filter is enabled by default.

The following sections describe the types of content that the security filter blocks from the Vibe site, where exactly it blocks it from entering, and how you can disable the security filter or enable specific users to bypass the security filter.

- ♦ [“Understanding What Content Is Not Permitted”](#) on page 257
- ♦ [“Understanding Where the Content Is Not Permitted”](#) on page 257

- ♦ [“Listing All XSS Threats in Your System” on page 257](#)
- ♦ [“Disabling the XSS Security Filter” on page 257](#)

## Understanding What Content Is Not Permitted

By default, the XSS security filter in Vibe is very strict, and does not allow users to add certain types of content. For example, the following content is not permitted:

- ♦ HTML that contains JavaScript
- ♦ Forms
- ♦ Frames
- ♦ Objects
- ♦ Applets

## Understanding Where the Content Is Not Permitted

The type of content discussed in [“Understanding What Content Is Not Permitted” on page 257](#) is filtered by Vibe in the following areas:

- ♦ Text and HTML fields in entries and folders
- ♦ Uploaded HTML files

## Listing All XSS Threats in Your System

Vibe enables you to run an XSS report that lists XSS threats that are contained in your Vibe system. For more information, see [Section 24.2.9, “XSS Report,” on page 224](#).

## Disabling the XSS Security Filter

---

**IMPORTANT:** Because of the serious nature of XSS attacks, we strongly recommend that you do not disable the XSS security filter for the entire site. If there are certain users who need to upload information to the Vibe site, you can grant those users access to bypass the XSS security filter, as described in [Section 15.12, “Enabling Users to Bypass the XSS Security Filter,” on page 158](#).

---

It is possible to disable the XSS security filter for the entire site for each of these areas by copying the appropriate lines from the `ssf.properties` file, pasting them into the `ssf-ext.properties` file, then changing the values of the lines to `false`. The lines in the `ssf.properties` file that are responsible for enabling and disabling the XSS security filter are:

- ♦ `xss.check.enable`
- ♦ `xss.content.filter.file.extensions`

