

3.0 Organizations in FoxSuite



For each new member created in FoxSuite – there is a required entry in the “Organization” pull-down box. Organizations in FoxSuite generally refer to sub-groups within your Company. These Organizations are setup in the FoxSuite Admin area. The concept is “administrative” organization. These are the administrative organizations that exist within the company/enterprise. Organizations are entities like Accounting, Engineering, Manufacturing, etc. Organizations automatically receive their own Portal Page, Calendar, Image Gallery, and Organization file folder. Organizations can be added or deleted at any time – but it is most efficient to setup your core organizations before placing many individuals in the Member Directory.

Organizations are a part of FoxSuite’s module #32 - the “General Module”. This means that only Admin Level users would have the security permission to Add and Organizations and Edit the Organization Portal. Only the organization “owner” or a Super Administrator can Delete an organization.

Adding and Deleting Organizations

Administrators can add and delete Organizations from the FoxSuite Admin Panel.

The screenshot displays two sections of the FoxSuite Admin Panel. The top section, titled "Add a New Organization:", features a "Return" link, a text input field labeled "New Organization", and a "Submit" button. The bottom section, titled "Delete an Organization", contains a table with a "Delete" column and a list of organization names.

Delete an Organization	Delete
Engineering	
Finance	
Purchasing	
Accounting	
Marketing	
Manufacturing	
Maintenance	
Legal	
R&D	
Bills Team	
test case	
Bob Org	
Programming	

Organization “Owners”

The individual initially creating the Organization is registered as the Organization “Owner”. The Organization Owner can thereafter control who has access to the various organization resources like the Organization Portal and Organization files.

If a new member is created in the Member's Directory and "assigned" to a certain organization – that member will automatically have some access to all of the organization's resources. Owners, however, can allow non-organization members access to these resources by the use of Access Control Lists.

Organization Portals

When a new Organization is created – an Organization Portal page is also automatically created. This portal can serve as a convenient summary page for the organization news, information, files, calendar, photo gallery etc.



The FoxSuite Administrator can optionally configure FoxSuite to set the Organization Portal page as the "Startup" page in place of the normal FoxSuite homepage. This is done in the web.config file by changing the value of the startpage item from the default value of "0" to a value of "1" as shown below.

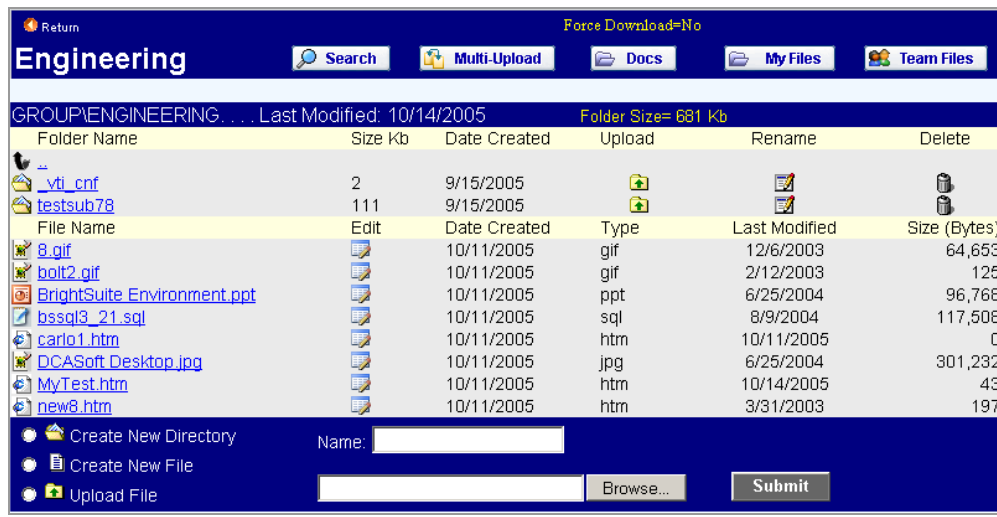
<add key="startpage" value="1" />

Users of FoxSuite for ASP.NET 2.0 will also find they can edit this attribute in the FoxSuite Configuration Panel.

With this configuration – FoxSuite will startup displaying an individual's Organization Portal page as the first page displayed after login.

Organization Files

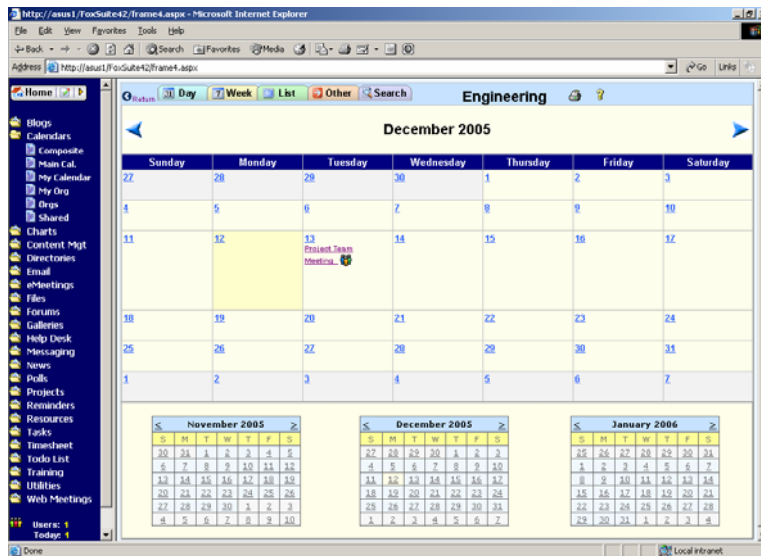
Each Organization is provided with its own file storage area as shown below – Engineering being the example organization. Only individuals belonging to the Engineering organization, or having otherwise been given permission by the Engineering “Owner”, can access these files.




Organizations are a part of FoxSuite’s module #31 - the “General Module”. In terms of File Access permissions this means that members with Guests, Associates, and Basic Users with access to a particular Organization would only be able to “browse” the Organization’s file – while Advanced Users and higher would have full file access (uploading, editing, deleting, etc.)



















Organization Calendars

Each Organization is provided with its own calendar as show below – Engineering being the example organization. Be aware ... Organization Calendars are open for viewing by non-organization members.



Accessing Organization Resources

Each FoxSuite Member can access the Organization Resources available to them by clicking the  icon on the top FoxSuite menubar. The Organization Resource Panel shown below will appear.

Return			
Orgs Accessible to: Jim H Smith	Add / Delete Orgs		
Org Name	Org Portal	Folder Access	Org Folder
Engineering			
Finance			
Maintenance			
Legal			
Human Resources			
Operations			

Members will see only those organizations for which:

- 1) They are the Organization Owner
- 2) They are an Organization Member (Member Directory)
- 3) An Organization Owner has granted them permission to see